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Date: October 2, 2026

To: Joint Meeting of Finance & Audit Committee and Workforce Centers Committee,
Workforce Solutions East Texas Board

From:  Douglas G. Shryock, Director of Regional Workforce and Economic Development

Subject: Meeting of October 16, 2026

A Joint meeting of the Finance & Audit Committee and Workforce Centers Committee of the Workforce Solutions East Texas Board has been scheduled for **Friday, October 16, 2026 at 10:00 a.m. at the Workforce Solutions East Texas – Longview Center located at 1905 W. Loop 281, Suite 40, Longview, Texas.** An agenda with supporting materials is enclosed.

The Committee will consider:

- Future budget planning needs including possible closure of the Athens and Palestine Workforce Centers; and
- The Marshall Workforce Center Memorandum of Understanding (MOU) between Workforce Solutions East Texas Board (WSETB) and ETCOG.

If any attendee has any special requirements due to disabilities, reasonable arrangements will be made, upon request. Please contact the ETCOG office at (903) 218-6400. Telephone inquiries can be made at (800) 735-2989 (TDD) or (800) 735-2988 (Voice). If there are any questions about any item on the agenda, staff will be happy to respond.

DGS/GA/kv

Enclosures

Workforce Solutions East Texas Board
Joint Meeting
Finance and Audit Committee
Workforce Centers Committee
Friday, October 16, 2026 – 10:00 a.m.
Workforce Solutions East Texas – Longview Center
1905 W. Loop 281, Suite 40
Longview, TX 75604

And Virtually Via Conference Call

To join the meeting by telephone please call the number below and enter the meeting ID.
If you do not have a participant ID, just stay on the line and you will be entered into the meeting without one.

Join from PC, Mac, Linux, iOS or Android: <https://v.ringcentral.com/join/670869786>

Phone: +1 (650) 4191505

Meeting ID: 670869786#

AGENDA

1. Call to Order: Chair Taliaferro and Chair Haberle
2. Consider Public Comments: Chair Taliaferro and Chair Haberle

Time Limit: 3 Minutes. Interested Parties have an opportunity to address the Board or Committee, which has no obligation to respond in any manner to comments or questions asked of them by the speaker. If multiple speakers wish to address the same topic, a spokesperson will be selected. Any response by a member of the Board is limited by Texas law to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future WSET Board or Committee meeting.

3. *Consider and take appropriate action regarding future budget planning needs including possible closure of the Athens and Palestine Workforce Centers: Adam Martin, Monty Scroggins and Doug Shryock
4. *Consider and take appropriate action regarding the Marshall Workforce Center Memorandum of Understanding (MOU) between Workforce Solutions East Texas Board (WSETB) and ETCOG: Doug Shryock (Enclosure #1)
5. Consider and take appropriate action on the date and items to be included if another Joint meeting of the Finance and Audit Committee and the Workforce Centers Committee is scheduled: Chair Taliaferro and Chair Haberle
6. Adjournment

****Denotes an item on Agenda that will have fiscal implications.***

***Members with a Conflict of Interest on any agenda items must refrain
From taking part in the discussion and abstain from voting.***

FACILITY USE AND COST ALLOCATION AGREEMENT

This Facility Use and Cost Allocation Agreement (“Agreement”) is entered into by and between the East Texas Council of Governments (“ETCOG”) and the Workforce Solutions East Texas Board (“Workforce Board”). ETCOG and the Workforce Board are each a “Party” and collectively the “Parties.”

WHEREAS, ETCOG owns and operates the facility located at 4300 East End Blvd S, Marshall, Texas, 75672 (the “Facility”); and

WHEREAS, ETCOG has made the Facility available for the administration and operation of Workforce Solutions East Texas programs; and

WHEREAS, the Parties desire to document the Workforce Board’s use of the Facility and the allocation of applicable facility costs in accordance with applicable federal and state requirements.

NOW, THEREFORE, the Parties agree as follows:

Section 1. Facility Use and Costs

1. ETCOG shall, while retaining ownership and control of the Facility, make available to the Workforce Board the office and related space identified in Exhibit A (the “Workforce Space”), together with reasonable use of common areas, parking, restrooms, conference rooms, and other shared portions of the Facility designated by ETCOG.
2. The Workforce Space shall be used for the administration and operation of Workforce Solutions East Texas and related workforce development programs and activities.
3. The Workforce Board shall be allocated its proportionate share of the Facility’s allowable depreciation, maintenance, utility, operating, and other costs in accordance with Exhibit A.
4. ETCOG, in partnership with the Workforce Board, may allocate portions of the Facility to other tenants or programs by preparing a revised Exhibit A reflecting the space allocated to the Workforce Board and any other occupants and the resulting allocation of Facility costs.

Section 2. Term and Termination

1. This Agreement shall commence on _____, 2026, and continue through _____, 20____, unless earlier terminated as provided herein.
2. Either Party may terminate this Agreement upon 30 days’ written notice to the other Party.

Section 3. Maintenance and Repairs

1. ETCOG shall be responsible for all capital improvements to the Facility, including any replacement, renovation, alteration, or improvement that increases the value of the Facility or materially extends the useful life of the Facility or any of its components.
2. Except for capital improvements that are not allowable under state and federal grants and are the responsibility of ETCOG, the Workforce Board shall maintain the Facility and components in compliance with applicable building, health, safety, environmental, and accessibility requirements
3. The Workforce Board shall maintain its designated space in a clean and orderly condition and shall be responsible for its furniture, equipment, and other personal property and for repairing damage to the Facility caused by its employees, contractors, or operations.
4. The Workforce Board shall pay the cost of routine janitorial services, pest control, all utilities, security monitoring, lawncare, and other items needed to run the building and its operations. Parties intend this Section to satisfy applicable facility-suitability requirements imposed by the Texas Workforce Commission ("TWC") through its Agency-Board Agreement or other applicable TWC requirements.

Section 4. Alterations, Equipment, Signage, and Access

1. The Workforce Board shall not make structural alterations to the Facility without ETCOG's prior written approval.
2. Ownership and disposition of property acquired with federal or state funds shall be governed by applicable grant requirements.
3. The Workforce Board may install appropriate Workforce Solutions East Texas signage with ETCOG's approval and may furnish the Workforce Space with furniture, equipment, technology, and other property necessary for its operations.

Section 5. Legal Compliance

1. Each Party shall comply with federal and state laws and requirements applicable to its performance under this Agreement.
2. The Workforce Board shall remain responsible for compliance with requirements applicable to its workforce programs, including the Workforce Innovation and Opportunity Act ("WIOA"), applicable TWC requirements, and applicable federal nondiscrimination and equal-opportunity requirements.

3. Costs charged to federal or state workforce funds under this Agreement shall be allowable, reasonable, necessary, and properly allocable under applicable federal and state requirements.
4. The Parties shall maintain records reasonably sufficient to substantiate Facility costs allocated to Workforce programs under this Agreement.

Section 6. Miscellaneous

1. This Agreement and its exhibit constitute the entire agreement between the Parties regarding the Workforce Board's use of the Workforce Space, subject to any independently applicable TWC Agency-Board Agreement, WIOA agreement, grant agreement, or other federal or state requirement.
2. This Agreement shall be governed by Texas law and venue for any dispute hereunder shall lie in Gregg County, Texas.
3. If any provision is determined to be invalid or unenforceable, the remaining provisions shall remain in effect.

Each person signing this Agreement represents that he or she is authorized to execute it on behalf of the Party represented.

EAST TEXAS COUNCIL OF GOVERNMENTS

David Cleveland
Executive Director
East Texas Council of Governments
3800 Stone Road
Kilgore, TX 75662
903-218-6423
david.cleveland@etcog.org

Date

EAST TEXAS WORKFORCE DEVELOPMENT BOARD

Name:
Title:
Address:
Phone:
Email:

Date

**EXHIBIT A
WORKFORCE SPACE AND COST ALLOCATION**

Facility: The building located at 4300 East End Blvd S, Marshall, Texas, 75672

Total Facility Square Footage: 8,327 sq. ft.

Total Space Allocated to Workforce Programs: 8,327 sq. ft.

As of the effective date of this Exhibit, the entire Facility is allocated to the Workforce Board.

If ETCOG adds another tenant at the Facility, ETCOG shall prepare a revised Exhibit A reflecting the space allocated to each occupant and any corresponding adjustment to the Workforce Board's Facility cost allocation.

A revised Exhibit A shall become effective upon written acknowledgment by ETCOG and the Workforce Board and shall replace this Exhibit A without further amendment to the Agreement.

EAST TEXAS COUNCIL OF GOVERNMENTS

Name:	Date
Title:	
Address:	
Phone:	
Email:	

EAST TEXAS WORKFORCE DEVELOPMENT BOARD

Name:	Date
Title:	
Address:	
Phone:	
Email:	