



3800 Stone Road  
Kilgore, Texas 75662  
Phone: 903.218.6400  
TDD: 1.800.735.2989  
Fax: 903.983.1440

[www.workforcesolutionseasttexas.com](http://www.workforcesolutionseasttexas.com)

Date: November 4, 2025

To: Workforce Centers Committee, Workforce Solutions East Texas Board

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

Subject: November 10, 2025, Meeting

A meeting of the Workforce Centers Committee of the Workforce Solutions East Texas Board has been scheduled for **Monday, November 10, 2025 at 1:45 p.m., at the Tyler Workforce Center, 4100 Troup Highway, Tyler, Texas 75703 Via Conference Call.** An agenda and supporting materials are attached.

Items of business for the upcoming meeting will include:

- Report on Program Performance;
- Report on Program expenditures;
- Consider lease for the Palestine Workforce Center;
- Update on new Tyler Workforce Center facility, including additional renovation costs;
- Authorization of Information Technology Purchases for the Tyler Workforce Center; and
- Authorization of renewal criteria for contract with Dynamic Workforce Solutions for Workforce Center Services.

If any attendee has 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).

DGS/GA/kv

Enclosures



## **Workforce Solutions East Texas Board**

Workforce Centers Committee  
Monday, November 10, 2025 – 1:45 p.m.  
Workforce Solutions East Texas – Tyler Center, Room 4  
4100 Troup Highway  
Tyler, Texas 75703

### **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/525351904>

Phone: +1 (650) 4191505

Meeting ID: 525351904#

### **AGENDA**

1. Call to Order: Chair Haberle

2. Consider Public Comments: 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 approval of the minutes of the Workforce Centers Committee meeting on June 2, 2025: Chair Haberle (Enclosure #1)
4. Consider and take appropriate action regarding report on program performance: Doug Shryock and Adam Martin (Enclosure #2)
5. Consider and take appropriate action regarding report on program expenditures: Doug Shryock and Monty Scroggins (Enclosure #3)
6. \*Consider and take appropriate action regarding lease for the Palestine Workforce Center: Chair Haberle, Doug Shryock and Brandy Brannon (Enclosure #4)
7. \*Consider and take appropriate action regarding update on new Tyler Workforce Center facility, including additional renovation costs: Chair Haberle, Doug Shryock and Brandy Brannon (Enclosure #5)
8. \*Consider and take appropriate action regarding authorization of Information Technology Purchases for the Tyler Workforce Center: Doug Shryock and Adam Martin (Enclosure #6)
9. \*Consider and take appropriate action regarding authorization of renewal criteria for contract with Dynamic Workforce Solutions for Workforce Center Services: Doug Shryock and Adam Martin (Enclosure #7)
10. Identification of items to be included on the next Workforce Centers Committee Meeting Agenda: Chair Haberle

11. Set Date for next Workforce Centers Committee Meeting: Chair Haberle
12. 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 refrain from voting.***

## **Minutes of Meeting**

Workforce Solutions East Texas Board  
Workforce Centers Committee  
Monday, June 2, 2025 – 1:00 p.m.  
Workforce Solutions East Texas – Tyler Center, Room 4  
4100 Troup Highway  
Tyler, Texas 75703

### **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/555242813>

Phone: +1 (650) 4191505

Meeting ID: 555242813#

#### **1. Call to Order: Co-Chair Haberle and Co-Chair Keenon**

Co-Chair Robert Haberle called the meeting to order at 1:00 p.m.

The following individuals were present:

##### Members

Co-Chair Robert Haberle  
Claude Figueroa  
Jill McCartney  
Travessa Newsome

##### Staff

Doug Shryock  
Gary Allen  
Brandy Brannon  
Adam Martin  
Dylan Savage  
Monty Scroggins  
Kitty Vickers

##### Guests

Sandy Anderson, WSET/BakerRipley  
Michelle Blanchard, WSET/DWFS  
Don Carrol, Landbridge Commercial Properties  
Rhonda McGrath, WSET/BakerRipley  
Cheryl Newton, WSET/DWFS  
Pam Pearson, WSET Board Member  
Rita Portz, WSET/BakerRipley  
Kimberly Taliaferro, WSET Board Member

**2. Consider Public Comments: Co-Chair Haberle and Co-Chair Keenon**

*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.*

There were no Public Comments.

**3. Consider and take appropriate action regarding approval of the minutes of the Workforce Centers Committee Meeting on May 22, 2025: Co-Chair Haberle and Co-Chair Keenon (Enclosure #1)**

*Jill McCartney moved to approve the minutes of the Workforce Centers Committee meeting on May 22, 2025. The motion was seconded by Co-Chair Robert Haberle and passed with no opposition.*

**4. Consider entering into closed session pursuant to Sec. 551.072 of the Texas Government Code for Deliberations about Real Property**

Co-Chair Robert Haberle stated there is no need to go into the Texas Executive Session today. There have been some temporary, momentary changes to some of the information they received at the May 22<sup>nd</sup> meeting. But most of it has been favorably resolved.

- A. Convene into closed session**
- B. Reconvene into open session**

**5. \*Consider and take appropriate action regarding recommendation for contract award for the procurement of the workforce center facility in Tyler: Brandy Brannon and Doug Shryock**

Brandy Brannon gave an update on the recommendation for contract award for the procurement of the workforce center facility in Tyler. There are two properties. Jordan Plaza and Big Lots in Midtown Center. There has been a cost change for the Workforce Centers Committee to reconsider their vote.

Proposer 1, Jordan Plaza is made up of four buildings. They are considering three of the buildings for a total of 29,495 sq. ft. Over 21,000 sq. ft. is available immediately. The remainder will be available next summer in 2026. After adding up all the costs offered for this building over the seven-year lease, the gross occupancy cost per sq. ft. is \$19.70.

Renewal options:

- 3 three-year renewals on the property
- Per square footage rate continues the 3% increase each year
- 1<sup>st</sup> 3-year renewal: Year 1: \$13.94 per sq. ft. Year 2: \$14.79 per sq. ft.
- 2<sup>nd</sup> and 3<sup>rd</sup> 3-year renewals follow the same pattern
- Funding Out Negotiations:
  - 150-day notice required
  - Years 1-3 of initial lease: Repayment of unamortized upfront tenant improvement cost
  - Years 4-7 of the lease: Repayment not required

Proposer 2, Big Lots is 28,500 sq. ft. \$19.90 per sq. ft. was presented on May 22<sup>nd</sup>. Now the number has changed and is \$20.42 gross occupancy cost per sq. ft. There is potentially an additional 15,000 sq. ft. of space later if needed.

Minutes – Workforce Centers Committee  
June 2, 2025  
Page 3

Renewal options:

- 3 three-year renewals on the property
- 1<sup>st</sup> 3-year renewal: Remains steady at 6- and 7-year rate + Taxable Income (TI)
- 2<sup>nd</sup> 3-year renewal: Market rate but no less than \$19.00 per sq. ft.
- 3<sup>rd</sup> 3-year renewal: Market rate but no less than \$19.00 per sq. ft.

Funding Out Negotiations:

- 120-day notice of funding out closure
- Repayment not required to pay out unamortized built out cost

*Jill McCartney moved to stay with their Workforce Centers Committee meeting recommendation on May 22<sup>nd</sup> selecting Proposer #2 and accept the cost change discussed today to present to the upcoming WSETB Executive Committee meeting. The motion was seconded by Co-Chair Robert Haberle and passed with no opposition.*

**6. Identification of items to be included on the next Workforce Centers Committee Meeting Agenda: Co-Chair Haberle and Co-Chair Keenon**

Co-Chair Haberle declared they will take the items as they come for the next Workforce Centers Committee Meeting Agenda.

**7. Set Date for next Workforce Centers Committee Meeting: Co-Chair Haberle and Co-Chair Keenon**

The set date for the next Workforce Centers Committee Meeting will be scheduled as necessary.

**8. Adjournment**

There being no further business, the meeting was adjourned at 1:16 p.m.





Board 8. East Texas

September 2025  
Board Summary

Report  
FINAL RELEASE  
As Originally Published  
10/28/2025



Year-to-Date  
Performance Periods

Status Summary  
(Number of Measures)

Exceeding Performance (EX): 2  
Meeting Performance (MG, AR): 7  
Not Meeting Performance (NM): 9

% Meeting/Exceeding  
(EX, MG, AR): 50.00 %

Status Definitions:

EX: Exceeding Performance  
MG: Meeting Performance  
AR: Meeting Performance - At Risk\*  
NM: Not Meeting Performance  
\* In the bottom quarter of the Meeting Performance range.

WIOA Outcome Measures	Status	% Cur Tgt	Cur Tgt	EOY Tgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Employed Q2 Post Exit - Adult (DOJ)	MG	107.97%	75.99%	75.99%	82.05%	-	72.62%	64	78	82.05%	-	-	-	7/24	9/24	9, 10
Employed Q4 Post Exit - Adult (DOJ)	NM	89.67%	73.75%	73.75%	66.13%	-	72.35%	41	62	66.13%	-	-	-	1/24	3/24	9, 10
Measurable Skills Gains - Adult (DOJ)	NM	66.79%	70.70%	70.70%	47.22%	-	62.14%	17	36	47.22%	-	-	-	7/25	9/25	9, 10
Median Earnings Q2 Post Exit - Adult (DOJ)	AR	90.47%	\$7,000.00	\$7,000.00	\$6,332.72	-	\$6,554.85	N/A	64	\$6,332.72	-	-	-	7/24	9/24	9, 10
Credential Rate - Adult (DOJ)	MG	97.52%	75.55%	75.55%	73.68%	-	66.67%	14	19	73.68%	-	-	-	1/24	3/24	9, 10
Employed Q2 Post Exit - DW (DOJ)	NM	84.24%	77.78%	77.78%	65.52%	-	71.77%	19	29	65.52%	-	-	-	7/24	9/24	9, 10
Employed Q4 Post Exit - DW (DOJ)	NM	84.12%	79.26%	79.26%	66.67%	-	76.84%	8	12	66.67%	-	-	-	1/24	3/24	9, 10
Measurable Skills Gains - DW (DOJ)	NM	60.72%	76.00%	76.00%	46.15%	-	65.96%	6	13	46.15%	-	-	-	7/25	9/25	9, 10
Median Earnings Q2 Post Exit - DW (DOJ)	NM	77.67%	\$9,600.00	\$9,600.00	\$7,456.40	-	\$9,429.94	N/A	19	\$7,456.40	-	-	-	7/24	9/24	9, 10
Credential Rate - DW (DOJ)	EX	129.87%	77.00%	77.00%	100.00%	-	74.29%	3	3	100.00%	-	-	-	1/24	3/24	9, 10
Employed/Enrolled Q2 Post Exit - Youth (DOJ)	AR	92.20%	75.60%	75.60%	69.70%	-	81.56%	23	33	69.70%	-	-	-	7/24	9/24	9, 10
Employed/Enrolled Q4 Post Exit - Youth (DOJ)	NM	89.17%	76.26%	76.26%	68.00%	-	80.15%	17	25	68.00%	-	-	-	7/24	9/24	9, 10
Measurable Skills Gains - Youth (DOJ)	NM	41.76%	65.30%	65.30%	27.27%	-	69.57%	3	11	27.27%	-	-	-	7/25	9/25	9, 10
Median Earnings Q2 Post Exit - Youth (DOJ)	EX	138.11%	\$4,420.00	\$4,420.00	\$6,104.68	-	\$4,781.75	N/A	23	\$6,104.68	-	-	-	7/24	9/24	9, 10
Credential Rate - Youth (DOJ)	AR	92.63%	67.47%	67.47%	62.50%	-	16.35%	5	8	62.50%	-	-	-	1/24	3/24	9, 10
Credential Rate - All C&T	MG	103.28%	71.00%	71.00%	73.33%	-	42.31%	22	30	73.33%	-	-	-	1/24	3/24	10

Program Participation Measures		Status	% Cur Tgt	Cur Tgt	EOY Tgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Avg # Children Served Per Day - Combined		N/A	100.59%	5,783	5,783	5,817	5,569	5,167	1,518,185	261	5,534	5,701	5,780	5,817	10/24	9/25	3
Childcare Initial Job Search Success Rate		N/A	91.88%	58.36%	58.36%	53.62%	-	-	74	138	56.76%	48.19%	49.57%	53.62%	6/24	5/25	6
Choices Full Engagement Rate - All Family		N/A	N/A	50.00%	50.00%	N/A	43.16%	51.11%	N/A	N/A	N/A	N/A	N/A	N/A	10/24	9/25	5
Total																	

Notes

3. Due to data issues related to the transition from TWIST to TXC3, performance for this measure has been suppressed.
5. IJ3 is finalizing the visualization for this measure to ensure accuracy.
6. This measure is in beta release and provided for informational purposes only.
9. Federal Program Year 2024 year-end target adjustments are applied starting with the August 2025 MPR and will be reflected in remaining BCY 2025 MPR reports.
10. Prior Year values for BCY25 will be available after the BCY25 EOY MPR is published.

# September 2025 Board Summary

## Report

### FINAL RELEASE

As Originally Published  
10/28/2025



Year-to-Date  
Performance Periods

## Status Summary

(Number of Measures)

Exceeding Performance (EX): 2  
Meeting Performance (MG, AR): 7  
Not Meeting Performance (NM): 9

**% Meeting/Exceeding**  
**(EX, MG, AR): 50.00 %**

### Status Definitions:

**EX:** Exceeding Performance  
**MG:** Meeting Performance  
**AR:** Meeting Performance – At Risk\*  
**NM:** Not Meeting Performance  
\* In the bottom quarter of the Meeting Performance range.

### Notes

3. Due to data issues related to the transition from TWIST to TXC3, performance for this measure has been suppressed.
5. IJ3 is finalizing the visualization for this measure to ensure accuracy.
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9. Federal Program Year 2024 year-end target adjustments are applied starting with the August 2025 MPR and will be reflected in remaining BCY 2025 MPR reports.
10. Prior Year values for BCY25 will be available after the BCY25 EOY MPR is published.

## Board 8. East Texas

Reemployment/Employer Engagement Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Claimant Reemployment within 10 Weeks	MG	100.95%	60.00%	60.00%	60.57%	64.79%	67.63%	7,501	12,385	58.47%	62.84%	61.76%	60.57%	7/24	6/25	
Employers Receiving Texas Talent Assistance	NM	83.77%	3,796	3,796	3,180	4,439	3,473	N/A	N/A	1,039	1,718	2,502	3,180	10/24	9/25	

CONTRACT #	PROGRAM / FUNDING	Begin Date	End Date	Duration (Months)	Contract Amount	Year-To-Date Expenditures	Outstanding PO Encumbrances	Contract Balance	Percent Expended (Incl. Enc.)	Overall Status
0824WOA001	Workforce Innovation Opportunity Act - Adult	7/1/2024	6/30/2026	24	\$ 2,405,104	\$ 2,267,894	\$ 47,854	\$ 89,356	96%	✓
0825WOA001	Workforce Innovation Opportunity Act - Adult	7/1/2025	6/30/2027	24	\$ 2,124,010	\$ 7,190	\$ -	\$ 2,116,820	0%	✓
0824WOY001	Workforce Innovation Opportunity Act - Youth	7/1/2024	6/30/2026	24	\$ 2,288,752	\$ 1,416,548	\$ 4,500	\$ 867,704	62%	✓
0825WOY001	Workforce Innovation Opportunity Act - Youth	7/1/2025	6/30/2027	24	\$ 2,001,908	\$ 4,070	\$ -	\$ 1,997,838	0%	✓
0824WOD001	Workforce Innovation Opportunity Act - Dislocated Worker	7/1/2024	6/30/2026	24	\$ 2,273,379	\$ 1,287,368	\$ 4,764	\$ 981,247	57%	✓
0825WOD001	Workforce Innovation Opportunity Act - Dislocated Worker	7/1/2025	6/30/2027	24	\$ 2,106,903	\$ -	\$ -	\$ 2,106,903	0%	✓
0825WOR001	Workforce Innovation Opportunity Act - Rapid Response	7/1/2025	6/30/2026	12	\$ 31,312	\$ -	\$ -	\$ 31,312	0%	✓
0825TRA001	Trade Adjustment Assistance	10/1/2024	9/30/2025	12	\$ 23,000	\$ 10,093	\$ -	\$ 12,907	44%	✓
0825WPA001	Employment Services (Wagner-Peyser Act)	3/1/2025	12/31/2025	10	\$ 303,554	\$ 188,429	\$ -	\$ 115,125	62%	✓
0825WCIO01	Workforce Commission Initiatives	10/1/2024	9/30/2025	12	\$ 53,843	\$ 40,942	\$ -	\$ 12,901	76%	✓
0825REA001	Reemployment Services and Eligibility Assessment	10/1/2024	9/30/2025	12	\$ 769,800	\$ 729,649	\$ -	\$ 40,151	95%	✓
0824HJT002	High Demand Job Training - Kilgore College	8/6/2024	12/31/2025	17	\$ 71,706	\$ 67,117	\$ -	\$ 4,589	94%	✓
0825HJT001	High Demand Job Training - Henderson Campus	10/7/2024	12/31/2025	15	\$ 30,788	\$ 685	\$ -	\$ 30,103	2%	✓
0825HJT002	High Demand Job Training - TVCC	10/14/2024	4/30/2026	19	\$ 380,163	\$ 4,020	\$ -	\$ 376,143	1%	✓
0825HJT003	High Demand Job Training - MISD	4/14/2025	4/30/2026	13	\$ 150,000	\$ 1,201	\$ -	\$ 148,799	1%	✓





# Agenda Item for Consideration

**Workforce Centers Committee Meeting • November 10, 2025**

**Drafted by:** Brandy Brannon, ETCOG Assistant Executive Director

## ITEM DETAILS

**Agenda Item:** Consider Approval of Lease Renewal Workforce Solutions East Texas-Palestine

**This Item Represents A:** ☐ New issue, project, or purchase ☒ Routine, regularly scheduled item ☐ Follow-up

☐ Special item requested by Board member ☐ Other

### Budgetary Impact:

- **Total estimated cost:** \$62,241.12
- **Source of funds:** Workforce Program funds

## STAFF REPORT & REQUESTED ACTION

Our Workforce Solutions East Texas (WSET) location in Palestine, 500 E. Murchison Street, is currently in the second lease renewal option year. The lease provides three one-year renewal options, with a 2% increase annually as each option year is exercised.

The cost comprises the base lease cost plus triple net fees, including tax escrow payment and common area maintenance (CAM). Currently, the CAM fee is a monthly set fee, but should the maintenance fees exceed this set amount, we could be responsible for any difference.

To exercise this 3<sup>rd</sup> option year, we must provide at least 90 days' notice to the landlord by February 1, 2025. Below is an illustration of the lease costs from year to year with the 2nd option year cost details highlighted below:

	Years	Base Rent Costs:	NNN Costs:	Total Monthly Cost	Total Annual Cost
PALESTINE					
Original Lease:	5/1/22 – 4/30/24	\$3,778.96	\$1,176.50	\$4,955.46	\$59,465.52
-Option Year 1:	5/1/24 – 4/30/25	\$3,854.54	\$1,176.50	\$5,031.04	\$60,372.48
-Option Year 2:	5/1/25 – 4/30/26	\$3,931.63	\$1,176.50	\$5,108.13	\$61,297.56
-Option Year 3:	5/1/26 – 4/30/27	\$4,010.26	\$1,176.50	\$5,186.76	\$62,241.12

### Action Requested:

We are requesting the WSET Centers Committee's approval to exercise the third one-year lease renewal option, which has a total annual cost of \$62,241.12. We will also be presenting this to the WSET Board on November 12, 2025, and the ETCOG Executive Committee on December 4.

**Staff Initial:** BB







# Agenda Item for Consideration

Workforce Centers Committee Meeting • November 10, 2025

Drafted by: Brandy Brannon, ETCOG Assistant Executive Director

## ITEM DETAILS

**Agenda Item:** Consider Approval of New WSET Tyler Lease Landlord's Revised Renovation Expenses

**This Item Represents A:** ☒ New issue, project, or purchase ☐ Routine, regularly scheduled item ☐ Follow-up

☐ Special item requested by Board member ☐ Other

### Budgetary Impact:

- **Total estimated cost:** \$58,563.00
- **Source of funds:** Workforce Program funds

## STAFF REPORT & REQUESTED ACTION

### Background:

As part of the lease agreement for the new Workforce Solutions East Texas (WSET) center in Tyler, the original total build-out cost was set at \$1,756,484, with the landlord investing \$781,484 toward these renovations. The remaining cost was to be amortized through the lease payments. A special provision in the lease sets this renovation amount as the maximum cost, requiring the landlord to notify us if expenses exceed it. Upon notice, we then had 10 business days to either terminate the lease or assume the additional cost either as a lump sum or through re-amortization in the lease.

### Update:

On October 6, we received notice that the renovation cost would exceed the maximum allowance. We negotiated an extension to November 14 to allow additional review of the overage costs and allow time to obtain necessary board approvals if needed. During this time, our team has worked closely with the landlord to review the details.

Through this review process the updated total renovation costs is now \$2,002,800 which is \$246,175 over the original total build-out. The landlord has agreed to absorb an additional \$187,612 and is asking us to pay the remaining \$58,563.00 to cover added costs in the connectivity infrastructure required for the center which includes:

- Cable trays and conduit for data cabling
- In-floor data and power for the conference room
- Data and power for training room televisions and ceiling-mounted projectors

**Action Requested:**

After several years of evaluating potential locations, this property remains the best overall solution for our Workforce programs. We have confirmed that funds are available within their current budget to cover these remaining renovation expenses, with the recommendation to pay our portion, \$58,563, in a lump sum rather than amortize it through the lease. We respectfully request the Workforce Center Committee's approval to proceed with the lease under these revised terms to bring this critical facility online for the East Texas region.

Due to the timing of the board meetings, we will present this information to the ETCOG Executive Committee on November 6 for their consideration and approval. We will then present to the WSET Board meeting on November 12, as well as the next Chief Elected Officials Board meeting.

**Staff Initial:** BB





# Agenda Item for Consideration

Workforce Solutions East Texas Board Meeting • November 12, 2025

*AM* Drafted by: Adam Martin, Senior Program and Projects Manager

## ITEM DETAILS

**Agenda Item:** Information Technology Equipment -New Tyler WF Center

**This Item Represents A:** ☒ New issue, project, or purchase ☐ Routine, regularly scheduled item ☐ Follow-up

☐ Special item requested by Board member ☐ Other

### Budgetary Impact:

- **Total estimated cost:** \$54,150 + \$62,908.48 = \$117,058.48
- **Source of funds:** Cost pool: WIOA, ES, RESEA, SNAP, TANF, and NCP, plus partners - Vets, and VLI

## STAFF REPORT & REQUESTED ACTION

The new Tyler Workforce building totals 28,500 square feet, with a 2,400-square-foot large conference room designed to host public Workforce Board Meetings and other large-scale events. To support these functions, the room requires comprehensive video conferencing capabilities, including multiple microphones, speakers, cameras, and display equipment.

The audio/video system for the large conference room was designed in collaboration with a local vendor and the ETCOG IT Department. The system is modeled after the Longview Workforce Board Room and is built to accommodate events of various sizes. Recommended equipment includes:

Ceiling-mounted speakers

Projectors

PTZ (pan-tilt-zoom) cameras

In-ceiling and in-room microphones

Three quotes were received for the AV equipment, which includes all necessary components: racks, mounts, cabling, installation, and programming. The lowest bid was **\$62,908.48**. This project will also begin once walls and ceilings are installed and is expected to be completed within three weeks, allowing sufficient time before occupancy.

Additionally, structured IT cabling is essential throughout the facility. This low-voltage wiring supports computer networks, security cameras, televisions, and access control systems such as card readers and electronic locks.

The cabling project includes:

350 desktop/laptop drops and printer connections

8 Wireless Access Points (WAPs) with cabling and installation

22 security cameras with cabling and installation

13 access-controlled doors with card readers

10 conference room TVs with audio/video installation

An RFP was issued for this project, and three bids were received. The lowest bid was **\$54,150**. Work is scheduled to begin once walls and cubicles are installed and will be completed within three weeks, ensuring readiness before move-in.

Board Room: \$62,908.48

IT Cabling: \$54,150.00

**Total: \$117,058.48**

**Note:** This item was approved by the WF Centers Committee on November 10, 2025, with final approval needed by WSETB.

**Action Requested:** Approval to purchase Information Technology equipment as described above totaling: \$117, 058.48.

**Staff Initial:** AM



# Agenda Item for Consideration

**Workforce Solutions East Texas Board Meeting • November 12, 2025**

**Drafted by:** Adam Martin, Senior Program and Projects Manager

## ITEM DETAILS

**Agenda Item:** DWFS Option Year One (Oct 1, 2026– Sep 30, 2027) Renewal Questions

**This Item Represents A:** ☒ New issue, project, or purchase ☐ Routine, regularly scheduled item ☐ Follow-up

☐ Special item requested by Board member ☐ Other

### Budgetary Impact:

- **Total estimated cost:** N/A
- **Source of funds:** All Grants excluding Childcare

## STAFF REPORT & REQUESTED ACTION

### BACKGROUND:

In 2024, Dynamic Workforce Solutions (DWFS) was awarded a two-year contract as Workforce Center Services Provider, with three optional one-year renewals. Criteria for the next renewal (October 1, 2026–September 30, 2027) are required. Staff responses to these criteria, based on performance as of January 31, 2026 (or the most recent available data), will be reviewed at the March 2026 WSETB meeting.

### Renewal Criteria questions for your consideration:

- 1) Has the project attained an acceptable level of performance toward all TWC Performance measures?
- 2) Is the contractor on any significant technical assistance or corrective action plans?
- 3) Do participant support expenditures incurred for WIOA grants equal a minimum of twenty-five percent (25%) of the budgeted total of the subawards?
- 4) Did the Contractor maintain Workforce Innovation and Opportunity Act (WIOA) Training expenditures as closely aligned to the Participant Cost Allocation by County per the Statements of Work, as amended?
- 5) Did the Contractor expenditures meet or exceed the minimum required for the participant Work Experience budget by January 31, 2026, and/or enroll at least the minimum of required out-of-school youth participants in WIOA Youth Work Experience activities?

6) Are the results of the most recent fiscal integrity review/fiscal monitoring satisfactory?

**Notes:**

1. These renewal criteria questions were considered at the Workforce Centers Committee meeting on November 10, 2025. They were approved with final approval by the WSETB.

2. An affirmative response to all six of the questions does not oblige the Workforce Solutions East Texas Board to renew the existing contracts. Also, a negative response(s) would not automatically preclude renewal. Renewal of a contract shall be subject to the availability of funding.

**Action Requested:** Approval to utilize the questions above as renewal criteria for DWFS's first option year.

**Staff Initial:** AM