


# GULF COAST WORKFORCE BOARD

## AGENDA

**Tuesday, December 9, 2025, at 10:00 a.m.  
2<sup>nd</sup> Floor, A/B/C, 3555 Timmons Lane  
Houston, Texas 77027**

This meeting will be in person only and open to the public.

- 1. Call to Order (Board Chair Mark Guthrie)**
- 2. Roll Call (Desmond Taylor)**
- 3. Adopt Agenda (Board Chair Mark Guthrie)**
- 4. Public Comment (Board Chair Mark Guthrie)**
- 5. Review of the October 7, 2025, Meeting Minutes (Board Chair Mark Guthrie)**
- 6. Declare Conflicts of Interest (Board Chair Mark Guthrie)**
- 7. Reports:**
  - a. Board Chair's Remarks: (Board Chair Mark Guthrie),
  - b. Executive Director's Report: (Juliet Stipeche),
  - c. H-GAC Executive Director's Report: (Chuck Wemple),
  - d. Career Services Committee Report: (Committee Chair Adrian Ozuna), and
  - e. Employer Engagement Committee Report: (Committee Chair Alan Heskamp).
- 8. Action Items:**
  - a. Budget Committee Report: Briefing of the Budget Committee meeting from Chair Carl Bowles including discussion and possible action regarding the following:
    - i. Approval and submission of the 2026 proposed Gulf Coast Workforce Board budget.

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- b. Audit and Monitoring Committee Report: Briefing of the Audit and Monitoring Committee from Chair Guy Jackson including discussion and possible action regarding the following:
    - i. Adoption of the Conflict-of-Interest Disclosure Form and Policy.
  - c. Procurement Committee Report: Briefing of the Procurement Committee from Chair Dr. Bobbie Henderson including discussion and possible action regarding the following:
    - i. Adoption of the Procurement Committee Charter,
    - ii. Approve contract amendment with Outreach Strategists to include \$100,000, increasing the contract total to \$1,050,000, and
    - iii. Approve increasing BakerRipley – FAPO’s total maximum contract value to \$381,100,000.
  - d. Government Relations Committee Report: Briefing of the Government Relations Committee from Chair Guy Jackson including discussion and possible action regarding the following:
    - i. Adoption of the Government Relations Committee Charter.
  - e. Communications Committee Report: Briefing of the Communications Committee from Chair Doug Karr including discussion and possible action regarding the following:
    - i. Adoption of the Communications Committee Charter.

**9. Presentations and Information:**

- a. Performance and Production: Report on the system’s performance and production (Philip Garcia),
- b. Expenditures: Report on the Board’s budget and expenditures (Brandi Brown), and
- c. A Look at the Economy: Update on the Labor Market (Parker Harvey and Mohammad Ahmadizadeh).

**10. Other Business**

**11. Adjourn**



If you wish to make a public comment you may appear in person or do so by providing your comments in writing no later than 5:00 pm on **Monday, December 8, 2025**, to Dr. Maria Franco Cortes at [maria.cortes@wrksolutions.net](mailto:maria.cortes@wrksolutions.net).

Meeting materials are available on our website at [www.wrksolutions.com/about-us/meetings](http://www.wrksolutions.com/about-us/meetings).

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Gulf Coast Workforce Board – Workforce Solutions  
3555 Timmons Lane, Suite 120, Houston, Texas 77027  
P.O. Box 22777 Houston, Texas 77227-2777  
713.627.3200  
1.888.469.5627 toll-free  
[www.wrksolutions.com](http://www.wrksolutions.com)