



WORKFORCE SOLUTIONS
of the Coastal Bend

Executive/Finance Committee Meeting

**September 19, 2019
3:00 pm**

**Staples Career Center
520 N. Staples Street
Conference Room #1
Corpus Christi, TX**

www.workforcesolutionscb.org

Strategic Goals

- Establish and Strengthen Partnerships
- Effectively/Efficiently Target Rural Area Services
- Increase Workforce Awareness
- Expand Innovative Services to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
- Refine Board Culture

Mission Statement

At Workforce Solutions of the Coastal Bend, we invest in our regional economic success through access to jobs, training, and employer services.

Value Statement

Accountability – We address our customers and co-workers in a positive manner that elevates their spirit and creates a professional, supportive workplace for staff, job seekers, and employers.

Teamwork – We combine our individual talents for the benefit of the mission and common goals leveraging our unique abilities and contributions.

Trust – We consistently deliver on our commitments to our customers and co-workers to establish strong, sustainable relationships.

Integrity – We are honest, supportive, candid in addressing difficult issues, and willing to share success to demonstrate respect and consideration for our customers and co-workers.

Tenacity – We resist giving up when the going gets tough and support our customers and co-workers in seeing that issues are resolved and the job gets done.

Understanding – We are serious and passionate about delivering our services with compassion and empathy.

Dignity – We interact with customers and co-workers professionally regardless of their backgrounds, experience, and circumstances to reflect our commitment as public servants.

Enthusiasm – We recognize the importance and value of our work and know that every day we have the opportunity to help build the economic success of our regional economy.

Disclosure and Declaration of a Conflict of Interest

Conflicts of Interest and the appearance of Conflicts of Interest shall be reported according to Board Administrative Policies #1.0.101.00 - Standards of Conduct and Conflict of Interest; and #1.0.105.00 - Reporting Conflict of Interest, Fraud, and Abuse, which were adopted by the Board of Directors on April 26, 2007.

Conflict of Interest – A circumstance in which a Board Member, Board employee, Contracted Provider, or Contracted Provider's employee is in a decision-making position and has a direct or indirect interest, particularly a financial interest, that influences the individual's ability to perform job duties and fulfill responsibilities.

Appearance of a Conflict of Interest – A circumstance in which a Board Member, Board employee, Contracted Provider, or Contracted Provider's employee's action appears to be:

- influenced by considerations of one or more of the following: gain to the person, entity, or organization for which the person has an employment interest, substantial financial interest, or other interest, whether direct or indirect (other than those consistent with the terms of the contract), or;
- motivated by design to gain improper influence over the Commission, the Agency, the Board, or the Board's Chief Elected Officials.

Code of Ethics

The Workforce Solutions Code of Ethics is a guide for dealing with ethical matters in the workplace and in our relationship with our clients and members of the community.

- We believe in respect for the individual.
- We believe all persons are entitled to be treated with respect, compassion and dignity.
- We believe in openness and honesty in dealing with the general public, the people we serve, and our peers.
- We believe in striving for excellence.
- We believe in conducting ourselves in a way that will avoid even the appearance of favoritism, undue influence or impropriety, so as to preserve public confidence in our efforts.

XVI.	Discussion and Possible Action to Approve Board Policies: <i>Alba Silvas</i>	36
	1. Policy #4.0.100.06 – Incentives/Stipends	37-42
	2. Policy #4.1.104.04 – Individual Training Accounts (ITAs)	43-52
	3. Policy #4.0.120.04—Limited English Proficiency (LEP)	53-55
XVII.	Information Only:	
	1. Monitoring Report: <i>Larry Peterson</i>	56-59
	2. Update on Contract Negotiations: <i>Amy Villarreal</i>	60
	3. Facilities Update: <i>Ken Trevino</i>	61
	4. Financial Report: <i>Shileen Lee</i>	62-64
	5. 2019 Budget Recap: <i>Shileen Lee</i>	65-67
	6. Update on Asset/Equipment Inventory Process: <i>Shileen Lee</i>	68
	7. Update on Future Procurements and Contract Renewals: <i>Robert Ramirez</i>	69-97
	8. Performance Measure Update: <i>Amy Villarreal</i>	98-103
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	10. Draft Agenda for the September 26, 2019 Board of Directors Meeting: <i>Ken Trevino</i>	105-106
XVIII.	Adjournment	

Note: Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

Closed Session Notice. PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

**Executive/Finance Committee Meeting
Roll Call Roster
September 19, 2019**

- _____ Victor M. Gonzalez, Jr., Chair
- _____ Velma Soliz-Garcia, Vice Chair
- _____ Rosie Collin, Secretary
- _____ Vince Goodwine, Parliamentarian
- _____ John Owen, Treasurer
- _____ Gloria D. Perez, Past Chair
- _____ Jesse Gatewood, Chair of Public Relations Committee
- _____ Marcia Keener, Chair of Child Care Services Committee
- _____ Velma Soliz-Garcia, Chair of Workforce Services Committee

Signed

Printed Name

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
May 16, 2019 – 3:00 pm**

Committee Members

Present

Victor M. Gonzalez, Jr., Chair

Rosie Collin
Vince Goodwine
John Owen
Gloria D. Perez
Jesse Gatewood
Marcia Keener

Absent

Velma Soliz-Garcia, Vice
Chair

Others Present

Ken Trevino, Workforce Solutions

Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Robert Ramirez, Workforce Solutions
Larry Peterson, Workforce Solutions
Alba Silvas, Workforce Solutions
Shelby Simms, Workforce Solutions
Jennifer Ledford, Workforce Solutions
Monika De La Garza, Workforce Solutions
Rufino Martinez, Workforce Solutions
Xena Mercado, Workforce Solutions
Denise Woodson, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Michael Del Toro, ABIP, P.C.
Lucinda Garcia, Legal Counsel
Karrie Gericke, Department of Labor
Manuel Ugues, SERCO of Texas, Inc.
Rita Soto, SERCO of Texas, Inc.

Other Board Members Present

I. Call to Order

Mr. Gonzalez called the meeting to order at 3:00 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines and disclosures were requested at this time. None were made.

IV. Public Comments

There were no public comments.

V. Discussion and Possible Action on Minutes of the February 14, 2019 Executive/Finance Committee Meeting

Ms. Perez moved to approve the minutes of the February 14, 2019 Executive/Finance Committee meeting. The motion was seconded and passed.

VI. Chair's Report

Meetings with President/CEO

Mr. Gonzalez attended a couple of meetings with Mr. Trevino on March 1, 2019 and April 17, 2019 to obtain updates on Career Center Services.

State of the City Luncheon

Mr. Gonzalez attended State of the City Luncheon on March 20, 2019 with members of the Executive Board and Ken Trevino.

National Association of Workforce Boards

Mr. Gonzalez attended the NAWB Conference on March 24-27, 2019 with Ken Trevino, Velma Soliz-Garcia, and Amy Villarreal in Washington, DC.

Child Care Program Briefing

Mr. Gonzalez stated he met with Marcia Keener, Chair of the Child Care Committee and Ed Sample, Denise Woodson, Shileen Lee, and Ken Trevino on April 4, 2019 to get an overview of the Child Care Program.

Mr. Gonzalez thanked Ms. Keener for a very productive overview of the Child Care Program meeting.

Texas Business Conference

Mr. Gonzalez welcomed and introduced Commissioner Ruth Hughs at the Texas Business Conference on April 25, 2019.

Buccaneer Parade

Mr. Gonzalez attended the Buccaneer Parade at the Staples Career Center on May 4, 2019 to watch the Mobile Career Center in the parade.

Mr. Gonzalez stated the Buccaneer Parade was very entertaining and good marketing having the Mobile Career Center in the Buccaneer Parade.

Craft Training Center of the Coastal Bend – Texas Career Signing Day

Mr. Gonzalez attended the Craft Training Center of the Coastal Bend – Texas Career Signing Day on May 9, 2019 and congratulated the students on their achievements.

Mr. Gonzalez expressed how nice it was to see the seniors signing and stated he was appreciative to be invited.

Board of Directors Meeting

Mr. Gonzalez provided a date for the next Board of Directors meeting which will be held at 3:00 pm on Thursday, May 23, 2019 at the Staples Career Center in conference room #1. Mr. Gonzalez stated a New Board Member Orientation is scheduled for 1:45pm prior to the Board of Directors meeting.

CEO Council Meeting

Mr. Gonzalez provided a date for the next CEO Council meeting which will be held at 12 noon on Friday, February 22, 2019 at the Keach Family Library in Robstown.

Mr. Gonzalez stated to conclude his Chairman's Report he would like to introduce Karrie Gericke from the Department of Labor.

Ms. Gericke, Workforce Development Specialist, US Department of Labor Employment and Training Administration (DOLETA), stated DOLETA was visiting to review files and staff.

Ms. Gericke recognized Mr. Trevino, Ms. Villarreal, Ms. Lee and everyone for a fabulous job.

Ms. Gericke mentioned they do observations and if there are findings they will work with Workforce Solutions of the Coastal Bend Board staff to make corrections.

Mr. Gericke expressed concern about follow-up and counselor notes not being documented. She expressed how important it is to document everything. Ms. Gericke stated if it is not documented, it never happened.

Ms. Gericke commended the Board, Board Staff and stated she enjoyed her visit. Ms. Gericke thanked Mr. Gonzalez.

VII. President/CEO's Report

Mr. Trevino expressed gratitude for the words of kindness Ms. Gericke offered. Mr. Trevino stated none of this is possible without the team.

Mr. Trevino stated the Buccaneer Parade instilled a real sense of pride seeing the team with all the horns, whistles blowing and everyone stood as the Mobile Career Center was passing by.

Mr. Trevino recognized Mr. Martinez who came to set up early and cook for the team at the Buccaneer Parade.

Mr. Trevino stated this event boosts the moral of the team.

Mr. Trevino provided highlights from the following President/CEO report distributed at the meeting, including: Alice ISD Dual Credit Grant Check Presentation with Commissioner Hughs; JET Grant Award Presentation Gregory-Portland ISD with Commissioner Hughs; Buccaneer Parade; and Kingsville EDC Meeting.

- Meeting with Richard Bullock, Emily Martinez, and John Buckner CEO of the COG – February 15
- Meeting with At Large City Council Member Paulette Guajardo – February 19
- Meeting with Alyssa Barrera Executive Director Downtown Management District – February 20
- Kleberg Classic – February 22
- AEP Grand Opening of Corpus Christi Service Center – February 25
- Meeting with SERCO Management – February 25 (lunch with Manny)
- United Corpus Christi Chamber of Commerce Board Meeting – February 26
- Conference Call with Judge Gilbert Saenz – February 26
- Meeting with Tricia Aiken (Buc Days Parade) – February 27
- Corpus Christi Medical Center Board Meeting – February 28
- Meeting with Board Chair Victor Gonzalez, Jr. – March 1
- Meeting with Dennis Whitley – March 6
- WDC Membership Committee Conference Call – March 6
- Citizens for Educational Excellence Board Meeting – March 7

- Conference Call with William Gold – March 8
- Meeting with Scott Elliff – March 8
- VRS Meeting – March 18
- State of the City Luncheon – March 20
- Attended Del Mar College Major Announcement (Gift from Gulf Coast Growth Ventures) – March 21
- Alice ISD Dual Credit Grant Check Presentation with Commissioner Hughs – March 22
- NAWB Washington, DC – March 24-26
- CCISD Jet Grant Presentation with Commissioner Hughs – March 27
- Meeting with Courtney Arbour TWC – April 1
- Meeting with TWC Commissioner Robert Thomas – April 1
- Meeting with Ed Sample, Marcia Keener, Denise Woodson – April 4
- Meeting with Judge Rodriguez, Sandra Bowen and Ofelia Hunter – April 4
- Meeting with Gloria Perez – April 10
- Meeting at City Hall to meet City Manager Candidates – April 12
- Meeting with Board Chair Victor Gonzalez, Jr. – April 17
- WDC Membership Committee Conference Call – April 17
- TAWB / EDC Meetings Houston, TX – April 21-23
- Texas Business Conference – April 25
- JET Grant Award Presentation Gregory-Portland ISD with Commissioner Hughs – April 25
- Retirement Reception for Claudia Jackson – April 26
- Meeting with Dr Hammonds and David Loeb – May 1
- Craft Training Center Walkthrough – May 2
- Meeting with Daniel Zaragoza – May 2
- Key Note Speaker at CCISD TASA TASB Event – May 2
- Buccaneer Parade – May 4
- Meeting with Dr. Alvarado ESC2 – May 7
- Welcome address for QAN Attendees – May 8
- Citizens for Educational Excellence Board Meeting – May 9
- Conference Call with WDC members – May 10
- Kingsville EDC Meeting – May 15

Upcoming Events:

- March of Dimes Check Presentation – May 17
- Meeting with Courtney Arbour and Travis Weaver – May 21
- Board of Directors Meeting – May 23
- State of the County Robstown – May 30
- CEO Council Meeting – May 31

Mr. Gonzalez stated we have received excellent media exposure. Mr. Gonzalez thanked Board Staff and Ms. De La Garza.

VIII. Committee Reports

Child Care Services

Ms. Keener provided a report on the May 9, 2019 Child Care Services Committee (included on page 12 of the May 16 agenda packet). Ms. Keener thanked Mr. Gonzalez and Ms. Perez for helping make a quorum.

Public Relations

Mr. Gatewood provided a report on the May 7, 2019 Public Relations Committee meeting (included on page 13 of the May 16 agenda packet). Ms. De La Garza provided a handout on the Q2 Report.

Mr. Gatewood presented Women Empowered Summit stars to the women members of the Board. Mr. Gatewood recognized what a success the WE Summit was.

Mr. Gatewood stated Ms. De La Garza will present the check the Workforce Solutions of the Coastal Bend staff raised of \$5,000.00 for the March of Dimes.

Workforce Services

Ms. Silvas provided a report on the May 7, 2019 Workforce Services Committee meeting (included on pages 14-15 of the May 16 agenda packet).

IX. Discussion and Possible Action to Approve FY 2019 Budget Amendment #3:

Ms. Lee provided information on the FY 2019 Budget Amendment #3 (included on pages 16-18 of the May 16 agenda packet).

Mr. Owen moved to approve the FY 2019 Budget Amendment #3. The motion was seconded and passed.

X. Items for Discussion and Possible Action:

1. Policy #3.0.408.01 – Travel
2. Policy #2.0.410.2 – Recoupment of Funds
3. Policy #1.0.113.00 – Approval Process for Contracts, Contract Renewals and Contract Amendments

Ms. Lee provided information on the policies and what the revisions included. (included on pages 19-35 of the May 16th agenda packet).

Mr. Owen moved to approve Policy #3.0.408.01 – Travel, Policy #2.0.410.2 – Recoupment of Funds, and Policy # 1.0.113.00 – Approval Process for Contracts, Contract Renewals and Contract Amendments. The motion was seconded and passed.

XI. Information Only:

1. *Financial Report*

Ms. Lee presented the March Financial Report (included on pages 36-39 of the May 16 agenda packet).

2. *2019 Budget Recap*

Ms. Lee presented the 2019 Budget Recap (included on pages 40-41 of the May 16 agenda packet).

3. *Draft of FY 18 Single Audit*

Mr. Del Toro of ABIP, P.C. presented the Draft of FY 18 Single Audit (included on page 42 of the May 16 agenda packet). Mr. Del Toro provided three handouts on the Draft of FY 18 Single Audit.

Mr. Del Toro stated there were no findings or any adjustments as of yet.

4. *Teacher Externship Program*

Mr. Ramirez provided information on the Teacher Externship Program (included on page 43 of the May 16 agenda packet).

5. *Procurement Update Career Center Services*

Mr. Ramirez provided a Procurement Update Career Center Services (included on pages 44-48 of the May 16 agenda packet).

6. *Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on Future Procurements and Contract Renewals (included on pages 49-69 of the May 16 agenda packet).

7. *Performance Measure Update*

Ms. Villarreal presented a 2019 year-end performance measure update (included on pages 70-73 of the May 16 agenda packet).

8. *Draft Agenda for the May 23, 2019 Board of Directors Meeting*

A draft agenda for the May 23, 2019 Board of Directors meeting was provided (included on pages 74-75 of the May 10 agenda packet).

XII. Discussion and Possible Action Regarding Contract with SERCO of Texas, Inc. for Career Center Services Delivery System and Youth Development Services, including, but not limited to performance issues, sanctions, termination, other remedies and all matters related thereto (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071: Consultation with Workforce Attorney and Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Rule 1.05)

Mr. Gonzalez called the meeting into closed session at 4:06 pm. The closed session ended at 5:03 pm.

The Executive/Finance Committee has been made aware of all chargebacks imposed on SERCO, the outstanding chargebacks due by SERCO, and the imposition of the Corrective Action Plan (CAP) on SERCO. Ms. Keener moved to affirm approve and recommend to the Board:

1. All chargebacks heretofore imposed on SERCO and the right to impose chargebacks throughout the duration of the contract;
2. The President/CEO is authorized to take appropriate action to collect the outstanding chargebacks, including legal action, if necessary;
3. The imposition of the CAP on SERCO heretofore placed on SERCO and that the CAP continues unless and until SERCO makes marked improvement for three consecutive months; and
4. That the President/CEO is authorized to present to the Executive Committee any proposed imposition of sanctions under the Contract for failure to expend funds as required by the Budget Amendments presented by Workforce or other violation under the Contract.

The motion was seconded and passed.

XIII. Discussion and Possible Action on Annual Performance Evaluation of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)

Ms. Perez moved that the annual performance appraisal tool and performance evaluation report of the President/CEO for 2018-2019 be approved, and that the following recommendations be presented to the Board of Directors regarding the President/CEO:

1. A three percent (3%) cost of living adjustment increase of current salary to be paid effective the anniversary date of the Employment Agreement;
2. An increase of the current seven and five tenths percent (7.5%) of the annual salary (additional sum not part of salary) to ten percent (10%) paid on 12/31 each year;
3. The payment of a performance incentive of \$16,500.00;
4. Payment of \$2,882.00 for an increase of life insurance policy from \$500,000.00 to \$1,000,000.00; and
5. And all other benefits under the Employment Agreement to remain the same.

The motion was seconded and passed.

XIV. Adjournment

The meeting adjourned at 5:08 pm.

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
July 25, 2019 – 1:30 pm**

Committee Members

Present

Victor M. Gonzalez, Jr., Chair
Velma Soliz-Garcia, Vice Chair
Vince Goodwine
Gloria D. Perez
Marcia Keener

Absent

Rosie Collin
John Owen
Jesse Gatewood

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Robert Ramirez, Workforce Solutions
Larry Peterson, Workforce Solutions
Alba Silvas, Workforce Solutions
Pam Ross, Workforce Solutions
Andrea Byrd, Workforce Solutions
Shelby Simms, Workforce Solutions
Monika De La Garza, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Judge David Krebs, San Patricio County
Frederick J. McCutcheon, Legal Counsel
Mike Milson, Independent Evaluator
Richard Rogers, Rogers Consulting Co. (by phone)
Chakib Chehadi, C2GPS
Dale Hoyt, Unique HR
Terry Avalos, SWKEY
Gilbert Lopez, SWKEY
Neil Hanson, BakerRipley
Kenia Dimas, BakerRipley
Manuel Ugues, SERCO of Texas, Inc.
Rita Soto, SERCO of Texas, Inc.
Maria Medina, SERCO of Texas, Inc.
Elva Ybarra, SERCO of Texas, Inc.
Vanessa Salinas, SERCO of Texas, Inc.

Other Board Members Present

I. Call to Order

Mr. Gonzalez called the meeting to order at 1:33 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines and disclosures were requested at this time. None were made.

IV. Public Comments

Mr. Gonzalez thanked the board members and Executive/Finance Committee for attending the meeting.

V. Discussion and Possible Action to Select a Service Provider for the Management and Operations of the Career Center Delivery System and Youth Development Services and Authorize the President/CEO to Enter into Contract Negotiations (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071: Consultation with

Workforce Attorney and Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Rule 1.05)

Mr. Ramirez provided an update to Select a Service Provider for the Management and Operations of the Career Center Delivery System and Youth Development Services (included on pages 4-6 of the July 25 agenda packet).

Mr. Trevino introduced and welcomed Mr. Richard Rogers, Lead Evaluator (by phone) to the meeting. Mr. Rogers has experience on both sides and developed a tool on how the evaluators scored. Mr. Rogers thanked Mr. Trevino.

Mr. Rogers provided a handout and information on the Workforce Solutions of the Coastal Bend Management and Operations of Career Center System Proposals Evaluation Team Report. Mr. Rogers stated C2 Global Professional Services, LLC came out on top with the most success with an average proposal score of 91.32. Mr. Rogers provided highlights from the following Evaluation Team Report distributed at the meeting, including: C2 Global Professional Services, LLC included management training; very extensive staff training; and 39 awards with 7 contracts.

Mr. Trevino thanked Judge Krebs for attending. Mr. Trevino acknowledged the team for their hard work and for getting us here through the process.

Ms. Perez moved that the Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to enter into contract negotiations and execute a contract with C2 Global Professional Services LLC, for the Management and Operations of the Career Center Delivery System and Youth Development Services for Workforce Solutions of the Coastal Bend. The motion was seconded and passed.

Mr. Gonzalez thanked the Executive/Finance Committee, Board staff, Mr. Milson and Mr. Rogers for attending the Executive/Finance Committee meeting.

VI. Adjournment

The meeting adjourned at 2:02 pm.

COMMITTEE REPORT

IX-1

Committee: Child Care Services

Marcia Keener, Chair

Mary Gleason, Vice Chair

Mary Afuso

Sara Garza

Cleo Rodriguez Jr.

Ed Sample

Date of Committee meeting: September 10, 2019

The committee did have a quorum.

The following items were discussed at the meeting:

1. Summary of Child Care Performance for the Third Quarter of BCY2019
2. Summary of Child Care Performance for the Months of July and August of the Fourth Quarter of BCY2019
3. Action Plan for Child Care Performance for the Fourth Quarter of BCY2019
4. Analysis of Coastal Bend Child Care
5. Update on Child Care Quality Program Activities

The Committee took the following action:

1. Approved the Minutes of the May 9, 2019 Child Care Services Committee Meeting.

Additional comments:

COMMITTEE REPORT

IX.-2

Committee: Public Relations

Jesse Gatewood, Chair

Parrish Jones

Carlos Ramirez

C. Michelle Unda

Catrina Wilson

Tracy Florence

Arnoldo Cantu

Omar Lopez

Date of Committee meeting: September 11, 2019

The committee did have a quorum.

The following items were discussed at the meeting:

The Public Relations Committee continues to meet to review ideas on how to increase the awareness and outreach efforts of services that Workforce Solutions of the Coastal Bend (WFSCB) offers to both employers and job seekers. Handouts were distributed and a slide presentation was provided at the meeting. Discussion items for this meeting include but are not limited to the following list.

The following items were discussed at the meeting:

1. 2019 Major Projects Review – An overview of some of the major projects that WFSCB has participated in and promoted including: March of Dimes \$5,000 Check Presentation, Quality Assurance Network, Craft Training Center Career Signing Day, Summer Youth Job Fair, Home Providers Symposium, Child Care Directors Symposium, “Back To School” Teachers Fair, Robstown Independent School District Jobs and Education for Texans (JET) Grant, Corpus Christi Army Depot (CCAD) Hiring Event and the Sinton Hiring Event.
2. 2019 Upcoming Events and Projects – Plans for some exciting upcoming events were highlighted such as the YOU Choose! Career Expo, WorkInTexas.com Launch and 8th Annual Hiring Red, White & You Statewide Veterans Hiring Fair.
3. Q3 Report Final – The committee discussed the 3rd Quarterly Report (April-June 2019) and how it provides information to the public regarding workforce, employment, training, child care, youth, business services and veterans.
4. 2019 Annual Report – The committee offered suggestions for this year’s report.
5. Media/Social/Outreach Coverage – May - August 2019 (TV, Print, Radio & Social Media Platforms)

Information Only

1. Labor Market Information – Local Labor Market Information for July 2019.

COMMITTEE REPORT

IX - 3

Committee: Workforce Services

Velma Soliz-Garcia, Chair

Gary Allsup, Vice Chair

Randy Giesler

Vince Goodwine

Kari Kelley

Manny Salazar

Sandra Julia Bowen

Ray De Los Santos Jr.

Michelle Flower

Date of Committee meeting: September 12, 2019

The following items were discussed at meeting:

Services to Workers:

- Policy Review Schedule- Updated schedule was brought to the committee to list updated board policies to date; a total of 14 policies for 2019 Calendar year.
- Program Updates- The committee was made aware of program status.
 - Transition of the management for operations of the career delivery system on target; with SERCO of Texas and C2GPS.
 - Choices and SNAP E&T Corrective Action Plan (CAP) Effective 01.19.18 and WIOA-Adult Dislocated and Youth Corrective Action Plan (CAP) Effective 08.13.19, will remain until end of contract with SERCO of Texas 09.30.19.
 - Work-in-Texas (WIT) Plus! Relaunch 08.19.19.
 - Work Ready Concepts (WRK); implementation of mobile learning program for TANF/CHOICES program participants. Participants receive a lap-top to access learning modules related to workplace skills training and obtain employment.
- Veterans Services- On-going collaboration with Texas Veterans Commission and Texas Veterans Leadership Program; joining monthly network meetings. Board Staff continue to provide WIOA Funding opportunities for employment and training services.

Services to Youth:

- YOU Earn and Learn! 3rd Annual. **Completed Project.** 67 Students Served.
- YOU Learn! 5th Annual. **Completed Project.** 97 Area Educators Participated.
- YOU CHOOSE! Career Expo 3rd Annual. September 25, 2019, American Bank Center. Over 2500 Students registered, 60 Employers and 25 programs/departments from Training Institutions (DMC, CBC, CTC, A&M CC and A&M Kingsville).
- YOU Navigate! Summer of 2019 our Student HireAbility Navigator, presented at State Conferences on the collaboration taking place in Coastal Bend to elevate the coordination on serving Students with Disabilities in our service delivery area school districts.

- WIOA Youth Enrollment 330; 100% of Goal; accomplished in June 2019.

Services to Business:

- Hurricane Harvey Activities
 - 577 Participants served and 160 relief employment opportunities
 - Grant end date extended to 12.31.19.

Local Labor Market Information:

- Local Labor Information: Jobs & Employment Report. Unemployment rate at 4.6% as of July 2019. That reflects an increase from previous month of June 2019 rate of 4.4%.

Performance Measures Update:

- Board Contract Year 2019- Latest Performance Status released by TWC as of June 2019. Exceeding Measure in five (5) categories, Meeting Performance in twelve (12) categories, and zero (0) at below performance.

Facilities Update:

- Kingsville and Beeville Career Center- Vocational Rehabilitation Services (VRS) Update.
- Refresh of Staples, Sinton and Sunrise to include replacing cubicle walls.
- Discussion on the future of Sunrise Career Center due to other anchor stores (SEARS) closing.

The Committee took the following action:

1. Approved the minutes of May 7, 2019 Workforce Services Committee Meeting.
2. Approved three (3) Board Policies presented.
3. Approved the WIOA- Alternative Funding for Statewide Activities Local Board Plan in the amount of \$812,796.00.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

X. FY 2019 Budget Amendment #4

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2019 Operating Budget on September 27, 2018. Budget Amendment #3 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2019 Budget Amendment #4.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2019**

The proposed budget amendment #4, includes an overall revenue increase for contract closeouts, budget finalization, for a total increase of \$1,625,839.

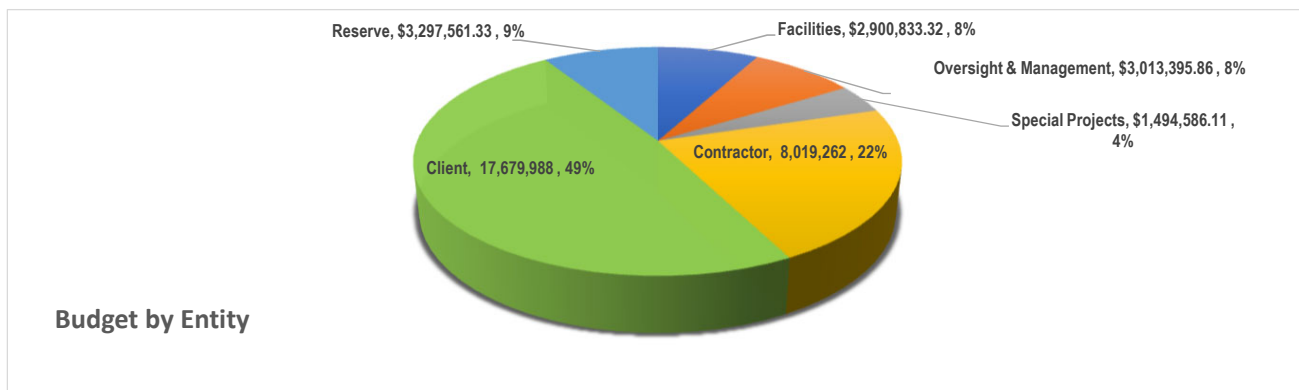
The increase in the budget will be adjusted in the following categories: \$50,000 to Oversight and Management for potential facility expense; \$300,000 in the Furniture and Equipment category; \$40,000 in Professional Fees & Services; \$300,000 in One Stop Operations in Furniture, Equipment, & Software; and the remainder \$935,839 in Contracted Services budget in Child Care and the Reserve for a total of \$1,625,839.

We are requesting approval on budget amendment #4 of the BCY2019 budget.

Contract No.	Program	Amended Budget FY2019	Amendment #4 Fund Finalization / New Funds	Revised Funds Available 7/31/2019
2219NCP000	Noncustodial Parent Choices Program	142,403	0	142,403
2219SNEA00	SNAP E&T	564,646	0	564,646
2219SNEA00	SNAP E&T ABAWD	202,703	0	202,703
2219RAG000	Resource Administration Grants	6,470	0	6,470
2219WCI000	Workforce Commission Initiatives- Red White	11,450	0	11,450
2219WCI000	Workforce Commission Initiatives-- TVLP Vet	7,120	0	7,120
2219WCI000	Workforce Commission Initiatives-- CC Quality Conference	2,274	0	2,274
2219WCI000	Workforce Commission Initiatives--Foster Care Conference	1,067	0	1,067
2219WCI000	Workforce Commission Initiatives--Career in Texas Industries	50,000	0	50,000
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	103,675	0	103,675
2219REA000	Reemployment Services and Eligibility Assessment	217,781	0	217,781
2219CCQ000	Child Care Quality	734,824	0	734,824
2219TAF000	TANF Choices	3,211,933	0	3,211,933
2219CAA000	Child Care Attendance Automation Service	100,337	0	100,337
2219CCF000	Child Care	13,197,833	0	13,197,833
2219CCM000	Child Care Local Initiative	1,742,626	0	1,742,626
2217NDW000	NDW - Texas Oil & Gas	77,837	0	77,837
2219CCP000	Child Care DFPS	1,712,611	181,912	1,894,523
2219TRA000	Trade Act Services for Dislocated Workers	162,942	0	162,942
2219WPA000	Wagner-Peyser Employment Services	153,038	(43,805)	109,233
2219WPA001	Wagner-Peyser Employment Services	0	23,754	23,754
2219EXT001	WOS - Externship for Teachers	147,873	0	147,873
2217WOA000	WIOA - PY17 Adult Allocation	1,475,278	0	1,475,278
2217WOD000	WIOA - PY17 Dislocated Worker Allocation	1,247,070	0	1,247,070
2217WOY000	WIOA - PY17 Youth Allocation	1,534,960	0	1,534,960
2218WOR000	WIOA - PY18 Rapid Response	33,999	(18,224)	15,775
2217NDW001	NDW - Hurricane Harvey	4,006,782	0	4,006,782
2218WDR000	WWRCCA for Hurricane Harvey	87,767	0	87,767
2218WOA000	WIOA - PY18 Adult Allocation	395,188	0	395,188
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	283,145	0	283,145
2218WOY000	WIOA - PY18 Youth Allocation	2,207,395	0	2,207,395
2219WOS001	WOS - Military Family Support	54,704	0	54,704
3019VRS222	Summer Earn and Learn	230,000	0	230,000
2219ATG000	Apprenticeship Texas Expansion Grant	199,100	0	199,100
2218ZOT001	Women's Entrep.	58,333	0	58,333
2219TAN001	TANF-Texas Internship Initiatives	0	100,000	100,000
2219WOA001	WIOA - PY19 Adult Allocation (July)	0	303,747	303,747
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	0	265,659	265,659
3018VRS133	STDNT HIREABILITY NAVIGATOR PRGM	150,000	0	150,000
2219COL001	VR FACILITIES-KINGSVILLE & BEEVILLE	116,125	0	116,125
3018VRS171	WAGE SERVICES FOR PAID WE - CH 2	112,500	0	112,500
Non-TWC	VET (10/01/18-09/30/19)	36,000	0	36,000
2219WAF001	WIOA - Alternative Funding for Statewide Activity	0	812,796	812,796
	Grand Total	\$34,779,788	\$1,625,839	\$36,405,627

**Workforce Solutions of the Coastal Bend
FY 2019 BUDGET
For the twelve month period ending September 30, 2019**

	A FY2019 Amended Budget	B FY2019 Amended #4	C FY2019 Amended Budget	Difference C - A
Grant revenue	\$34,779,788	\$1,625,839	\$ 36,405,627	\$ 1,625,839
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,589,574	\$ -	\$ 2,589,574	\$ -
Facilities and related expense	57,317	50,000	107,317	50,000
Furniture, Equipment & Software	296,566	300,000	596,566	300,000
General administrative expense	186,484	-	186,484	-
Communication expense	27,895	-	27,895	-
Professional fees & service	29,719	40,000	69,719	40,000
Staff development expense	39,497	-	39,497	-
Travel expense	100,226	-	100,226	-
Total Oversight & Management Expense	\$ 3,327,278	\$ 390,000	\$ 3,717,278	\$ 390,000
One Stop Operations				
Facilities and related expense	\$ 850,982	\$ -	\$ 850,982	\$ -
Furniture, Equipment & Software	434,863	300,000	734,863	300,000
General administrative expense	360,966	-	360,966	-
Communication expense	155,604	-	155,604	-
Professional fees & service	94,536	-	94,536	-
Client	2,577,642	-	2,577,642	-
Total One Stop Operation	\$ 4,474,593	\$ 300,000	\$ 4,774,593	\$ 300,000
Contracted services	\$ 26,977,917	\$ 935,839	\$ 27,913,756	\$ 935,839
Total expense	\$ 34,779,788	\$ 1,625,839	\$ 36,405,627	\$ 1,625,839
Changes in net assets	0	0	0	0



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. Proposed FY 2020 Operating Budget

BACKGROUND INFORMATION

Prior to the beginning of each fiscal year, Board Staff reviews new funding allocations and prepares an operating budget that is representative of the Board's directives on what services will be offered and the support of those services. The proposed budget should be submitted to the Board of Directors for approval no later than the month prior to the start of the new fiscal year. The effective date of the new fiscal year is October 1, 2019. Attached is a copy of the proposed FY 2020 Operating Budget.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of the proposed FY 2020 Operating Budget.

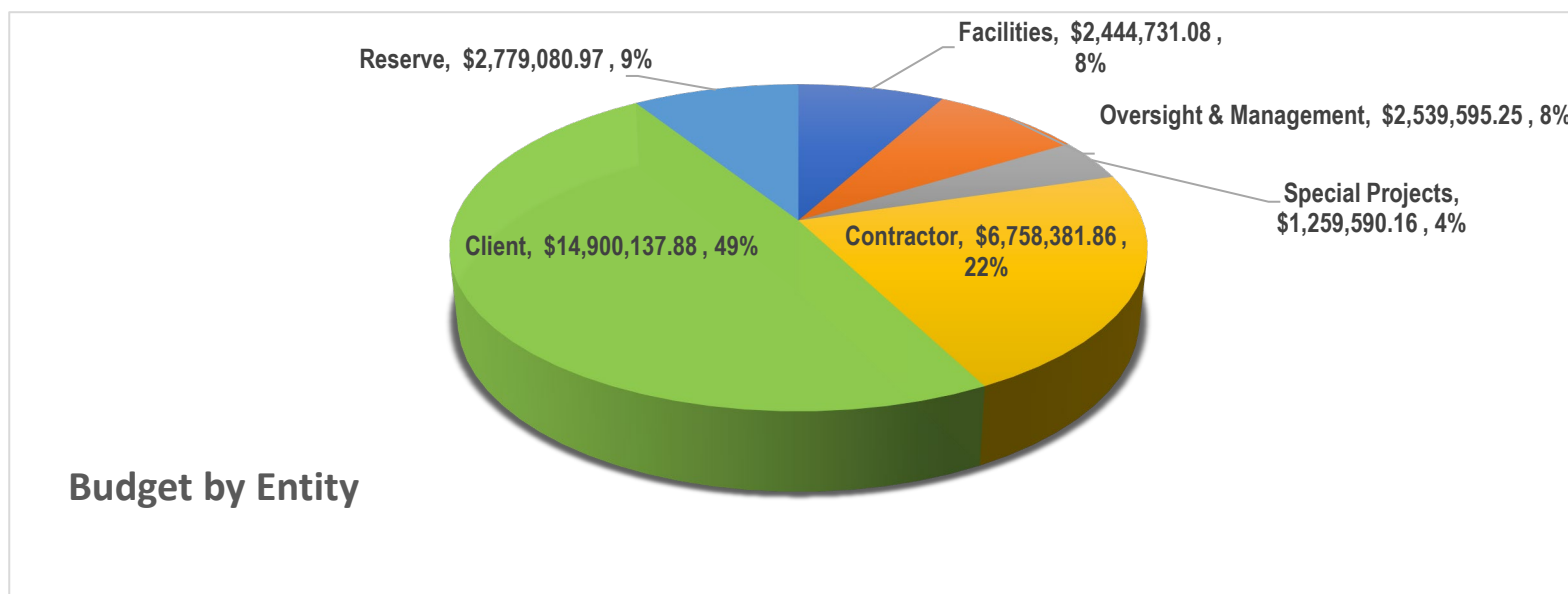
**Workforce Solutions of the Coastal Bend
Allocations Information BCY 2020**

Funding	Allocation 19	Planning Estimates Allocation 20	Variance	% Change
WIOA Adult-	\$ 2,120,041	\$ 1,630,593	\$ (489,448)	-23.1%
WIOA Dislocated Worker	1,489,075	1,363,801	(125,274)	-8.4%
WIOA Youth-	2,216,638	1,706,019	(510,619)	-23.0%
WIOA Statewide	0	812,796	812,796	0
WIOA Subtotal	\$ 5,825,754	\$ 5,513,209	\$ (312,545)	-5.4%
WIOA Rapid Response	\$ 33,999	\$ 22,772	\$ (11,227)	-33.0%
TANF (Oct)	2,878,896	2,625,955	(252,941)	-8.8%
SNAP E&T	454,085	577,183	123,098	27.1%
SNAP E&T- ABAWD (Dec)	142,992	188,981	45,989	32.2%
Employment Serv (Oct)	537,927	516,655	(21,272)	-4.0%
Child Care Automatic Attendance (CAA)	89,527		(89,527)	-100.0%
Child Care Quality (CCQ)	304,907		(304,907)	-100.0%
Others Subtotal	\$ 4,442,333	\$ 3,931,546	\$ (510,787)	-11.5%
Child Care (Oct)	13,492,438	13,466,173	(26,265)	-0.2%
Child Care Local Match (Oct)	1,752,928	1,789,966	37,038	2.1%
Child Care Subtotal	\$ 15,245,366	\$ 15,256,139	\$ 10,773	0.1%
Total	\$ 25,513,453	\$ 24,700,894	\$ (812,559)	-3.2%
OTHER				
AEL (not in budget)				
WIOA Adult Education and Literacy (AEL)	1,988,758	1,834,583	(154,175)	-7.8%

Potential Carry over or New Funds	9/15/19 Bal.	Est. Carryover/New	
WIOA Adult-	518,827	300,000	
WIOA Dislocated Worker	667,520	626,197	
WIOA Statewide	812,796	812,796	
Reemployment Services and Eligibility Assessme	46,147	30,000	
TANF	1,191,276	600,000	
Texas Internship	84,944	60,000	
Trade Act Services for Dislocated Workers	126,677	116,677	
Wagner-Peyser Employment Services	83,451	63,451	
WWRCCA for Hurricane Harvey	31,513	25,000	
NDW - Hurricane Harvey	790,588	500,000	
WE Summit	58,207	58,207	
Teacher Externship	45,311	25,000	
Apprenticeship TX	199,100	190,000	
Military Family	46,070	35,000	
WCI	126,252	101,100	
Child Care (CCF)	1,780,708	350,000	
Child Care (LM)	1,742,626	1,742,626	
Child Care Quality	315,215	300,000	
Child Care CCAA	16,569	8,569	
VET		36,000	
Total Revenue Budget		\$ 30,681,517.21	

**Workforce Solutions of the Coastal Bend
FY 2020 BUDGET
For the twelve month period ending September 30, 2020**

	A FY2019 Original Budget	B FY2020 Budget	Difference B -A
Grant revenue	\$ 28,953,448	\$ 30,681,517	\$ 1,728,069
EXPENSES			
Oversight & Management 0%			
Salaries and benefits	\$ 2,065,516	\$ 2,412,151	\$ 346,635
Facilities and related expense	106,965	113,349	\$ 6,384
Furniture, Equipment & Software	72,581	76,913	\$ 4,332
General administrative expense	234,393	248,383	\$ 13,990
Communication expense	28,098	29,775	\$ 1,677
Professional fees & service	115,475	122,367	\$ 6,892
Staff development expense	43,500	43,500	\$ -
Travel expense	87,000	87,000	\$ -
Total Oversight & Management Expense	\$ 2,753,529	\$ 3,133,438	\$ 379,910
One Stop Operations 0%			
Facilities and related expense	\$ 1,100,782	\$ 1,166,481	\$ 65,699
Furniture, Equipment & Software	160,986	170,594	9,608
General administrative expense	257,345	272,704	15,359
Communication expense	158,146	167,585	9,439
Professional fees & service	5,500	5,500	-
Client	5,000	5,000	-
Total One Stop Operation	\$ 1,687,759	\$ 1,787,865	\$ 100,106
Contracted services	\$ 24,512,162	\$ 25,760,214	\$ 1,248,052
Total expense	\$ 28,953,449	\$ 30,681,517	\$ 1,728,068
Changes in net assets	(0)	0	



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII

Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2019-20

BACKGROUND INFORMATION

Board staff have been working on the renewals of current contracts for the new fiscal year beginning October 1, 2019.

A review of the expectations detailed in the contracts listed below has been completed. Based upon the review, Board staff have determined it is advisable to proceed with the options for the contract renewals subject to successful contract negotiations.

The contract renewals are as follows:

Direct Child Care Services Management

Contract Renewal #2 of 3 with BakerRipley for an additional one-year period from October 1, 2019 through September 30, 2020. The initial contract amount for the current year October 1, 2018 through September 30, 2019 was \$16,498,156.08. The new amount of the new contract renewal is \$17,679,464.70.

Outreach Services

Contract Renewal #4 of 4 with dlo Three Dimensional Development L.L.C. for an additional one-year period from October 1, 2019 through September 30, 2020. The initial contract amount for the current year October 1, 2018 through September 30, 2019 was \$30,000. The amount of the new contract renewal will be \$30,000.00.

Legal Services

Contract Renewal #4 of 4 with Wood, Boykin, & Wolter, P.C. for an additional one-year period from October 1, 2019 through September 30, 2020. The contract costs are to be reimbursed per legal fees. The initial contract amount budgeted for the current year October 1, 2018 through September 30, 2019 was \$15,000. The contract amount was later increased by an additional \$20,000 to pay for work done representing the Board in legal matters. The amended amount increased the total contract to \$35,000. The amount of the new contract renewal will be \$20,000.00.

Temporary Staffing Services

Contract Extension with Unique Employment Services for an additional three month period from October 1, 2019 to December 31, 2019. The contract costs are to be reimbursed per fees/costs. During the period of October 1, 2018 through July 31, 2019, expenses were reported in the amount of \$1,823,460.93. These funds are used to temporarily employ eligible workers to assist with clean-up and recovery efforts in areas impacted by the disaster resulting from Hurricane Harvey. The amount of the contract extension is \$2,500,000.00.

Transportation Service Providers

Contract Renewal #1 of 2 with Rural Economic Assistance League (REAL) and Kleberg County Human Services for an additional one-year period from October 1, 2019 to September 30, 2020. The initial contract amount budgeted for REAL during the current year from October 1, 2019 through September 30, 2019 was \$5,000. The contract with Kleberg was based on actual fees. The amount of the new contract renewals for each contractor will be \$5,000.00.

Document Management and Software Scanning (Development of the Paperless System)

Contract Renewal #4 of 4 with Gallion Consulting for an additional one-year period from October 1, 2018 through September 30, 2019. The contract costs are based on the continued need for system maintenance and for the current number of user licenses, as well as special licenses for electronic signature and Web Filer. Contract expenditures through the period ending July 31, 2019 was \$16,882.56. The total contract amount for this current fiscal year is \$19,000.00. The contract amount for next fiscal year will be \$23,000.00.

Print Shop and Copy Services

Contract Renewal #1 of 1 with Grunwald Printing Company for an additional one-year period from October 1, 2019 to September 30, 2020. The initial contract amount for the current year October 1, 2018 through September 30, 2019 was \$4,000. The contract amount was later increased by an additional \$16,000 to pay for additional work. The amended amount increased the total contract to \$20,000. The amount of the new contract renewal will be \$5,000.00.

Security Guard Services

Contract Renewal #2 of 2 with Sec Ops, Inc. for an additional one-year period from October 1, 2019 through September 30, 2020. The contract costs are based on the contract security fees/hourly rates. The total expenses for the period October 1, 2018 through July 31, 2019 totaled approximately \$63,325.25. The amount of the contract renewal is \$90,000.00.

Fire and Alarm Security, Monitoring, Testing, and Maintenance

Contract Renewal #2 of 2 with The Safeguard System, Inc. for an additional one-year period from October 1, 2019 through September 30, 2020. The initial contract amount was based on actual contract fees. The amount of the new contract renewal will be \$10,000.00.

Architecture/Certified Space Planning Services

Contract Renewal #1 of 3 with WKMC Architects, Inc. for an additional one-year period from October 1, 2019 to September 30, 2020. The initial contract amount for the current year was \$1,600.00 plus travel expenses. The contract amount was later increased by \$4,210.00 to pay for additional work. The amended amount increased the total contract amount to \$5,810.00. The amount of the new contract renewal will be \$5,000.00.

All of the above contracts were competitively procured and the services provided have been determined to be satisfactory, and in accordance with the contract's statement of work and terms and conditions.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to execute options for renewal of contracts for Fiscal Year 2019-20 as listed above. The renewals will be subject to successful contract negotiations.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII

Discussion and Possible Action to Authorize the President/CEO to Execute the Contract for the Management and Operations of the Career Center System

BACKGROUND INFORMATION

At the last Board meeting, the Board received information from the independent evaluators on the rating of proposals submitted as a result of the Request for Proposals (RFP) for the Management and Operations of Workforce Solutions of the Coastal Bend Career Center System.

As a result of the RFP, five proposals were received. Based on the evaluation of the proposals, C2 Global Professional Services (GPS) LLC was rated the highest. Therefore, the Board authorized the President/CEO to enter into contract negotiations with C2 GPS.

Board staff will provide an update on contract negotiations with C2 GPS for the management and operations of the Career Center System.

RECOMMENDATION

The Executive/Finance Committee recommendation to the Board of Directors authorizing the President/CEO to execute a contract for the management and operations of the Career Center System.

ITEM FOR DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION

XIV

Authorize the President/CEO to Execute a Contract with Valero Payment Services Center for the Purchase of Gasoline Cards

BACKGROUND INFORMATION

The Board's contract with Valero Payment Services for the purchase of gas cards will end on September 30, 2019. A Request for Proposals (RFP) was issued on May 28, 2019 to procure gas cards for program participants.

As a result of the RFP, two responses were received from qualified vendors. Those responding to the RFP included the Valero Payment Services Center and Royal Performance Group.

The proposals were reviewed and evaluated based on the following criteria: Responsiveness to the RFP; Experience; Availability of Services; Demonstrated Ability; and Cost. Points were also awarded if the respondent was certified by the State of Texas as a HUB (Historically Underutilized Business).

The proposal submitted by Valero Payment Services Center was rated the highest.

RECOMMENDATION

That the Executive/Finance Committee recommends Valero Payment Services as the vendor for the purchase of gas cards. The contract will be awarded for a period not to exceed twelve (12) months. The contract may be renewed for an additional three (3) one-year periods beyond the original acceptance/award. The contract extension is done so at the discretion of the Board, based upon need, availability of funds, Contractor's satisfactory performance, and successful contract negotiations.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

VI.1 - WIOA – Alternative Funding for Statewide Activities

BACKGROUND INFORMATION

Board Professionals prepared a board plan outlining four (4) separate initiatives utilizing Workforce Innovation and Opportunity Act (WIOA) Alternative Funding. These funds may be used for discretionary employment and training activities. Historically these funds intended for Boards have been made available through an application or competitive process, requiring Boards to apply. In order to streamline the administrative process, TWC has extended flexibility to boards to focus efforts on managing the delivery of services to customers. Boards are still responsible for eligibility, registration and reporting on each one of the customers served with WIOA Alternative Funding.

One of the requirements prior to implementing these initiatives is approval of Local Workforce Development Board.

WFSCB received a total amount of \$812,796.00; Grant award period 07.15.19 to 08.31.20

1. Individual Training Accounts \$315,006
2. Educator Externships \$200,000
3. Youth Projects \$205,450.50
4. Women Entrepreneur Bootcamp Interns \$18,449.50

The **attachment** provides the break-down budget on how these funds will be utilized and divided amongst the four (4) identified initiatives.

Attachment: WIOA Alternative Funding Board Plan

RECOMMENDATION

Board Professionals recommend the approval of WIOA Alternative Funding plan as presented; and authorize the President/CEO to approve future changes made to the plan in order to provide continuous services to eligible customers.

WIOA Statewide Funding -Coastal Bend

Initial Plan for \$812,796

Executive Summary/Project Description

Workforce Solutions of the Coastal Bend and its partners plan to utilize WIOA Statewide funding to develop and implement the following four initiatives. These initiatives will be shared as part of the UpSkill Coastal Bend project. WFSCB will lead its education, community and economic development partners in this collaborative project to enhance the skills of our local job seekers through UpSkill Coastal Bend. This will include a website with links to all the training opportunities, programs, and funding opportunities available through Texas Workforce Solutions, each of the local training institutions, community resources, and economic development organizations. This brand will help consolidate all the resources available for job seekers and employers in the region and throughout the state.

1. Individual Training Accounts - \$315,006

Workforce Solutions of the Coastal Bend (WFSCB), will utilize Individual Training Accounts (ITAs) and support services to provide scholarships to job seekers in in-demand occupations that pay wages of more than \$12/hr.

An (ITA) is an account established by WFSCB for the purpose of providing training to eligible statewide participants. The ITA document is a cost disclosure and agreement between WFSCB and the participant. It sets up an account for the participant and indicates the amount of funds budgeted for the training program and all supportive cost for the duration of the training program.

All training for which an ITA is issued must be listed in the Eligible Training Provider System (ETPS). Additionally, it must be consistent with the Board's Business & Strategic Plan and approved Target Occupation List (TOL). WFSCB's TOL includes the following industry clusters: Construction and Industrial, Business, Information Technology, Education, Health Care, Public Service and a miscellaneous category which includes the following occupations: Aircraft mechanic, automotive body and repairers, automotive service technicians and mechanics, and emerging technologies.

WFSCB will utilize existing ITA Board Policy-4.1.104.03, effective February 24, 2017 as the principal guidance for implementation of this project.

2. Educator Externships - \$200,000

WFSCB in partnership with Citizens for Educational Excellence (CEE) and C2GPS will immerse 140 eligible educators from 15 area school districts in a one-week (5-day) externship program with employers who provide high wage, high demand jobs in the region. The five days will include orientations, an overview of local labor market intelligence, interaction with training providers, and exposure to Port of Corpus Christi, in addition to the 3-day externship on-site with an employer.

The selected 140 educators will be placed at an externship site(s) and will learn vital and locally career focus areas of Processing/Refinery, Health, Leisure/Hospitality, Public Service and STEM.

The externships will provide basic industry and employer information educators will use to create a lesson plan. The lesson plan will be implemented with the educator's students in the Fall of 2020.

Specifically, the externship will provide the skill sets required for a given industry. Educators can then inform, educate, and guide students to industries that match their skills sets. Connecting classroom content to the real world and workplace will help students understand and develop the academic and technical skills they need to enter the workforce and compete for jobs in demand.

3. Youth Projects - \$205,450.50

WFSCB's Youth Opportunities Unlimited (YOU!) WoRK initiative will engage 50 in and out-of-school youth in an essential skills program and subsidized employment activities that will give them the tools to earn the career of their dreams. The initiative will partner the tools from WRK including tablets and laptops for each participant. The youth will participate in a series of essential skills trainings and in the end, participate in an 8-week paid work experience with a local employer.

4. Women Entrepreneur Bootcamp Interns - \$18,449.50

WFSCB intends to enhance the 2020 Women Empowered (WE) Summit or Women's Entrepreneur Bootcamp by providing funding to the United Corpus Christi Chamber of Commerce for 20 internships for candidates who attend the WE Summit and apply for the internship. These 20 women will receive an orientation, several online and in-person training sessions with subjects that range from social media to financial literacy and business planning from organizations like LiftFund and the Small Business Development Center. These aspiring entrepreneurs will also receive a chamber membership good for one year.

The remaining \$73,890 will be allocated to board administrative costs for the duration of the grant term.

Targeted Participants

The list below will provide a description and the number of participants per initiative.

1. Individual Training Accounts

40, WIOA Statewide eligible individuals will be targeted. The outreach activities will include recruitment activities in our in-house orientations and collaboration with ETPS approved training institutions.

2. Educator Externships

140 Coastal Bend middle and high school teachers, counselors and administrators. Participants must also be: 14 years of age or older; A United States(U.S) citizen or a non-citizen authorized to work in the U.S; If male, meet U.S Military Selective Service registration requirements.

3. Youth Projects

Fifty (50) in and out of school youth.

4. Women Entrepreneur Bootcamp Interns

Twenty (20) Women Entrepreneurs

Match and/or Leveraged Resources

As appropriate, WFSCB will leverage the resources of community partners and WIOA funding to enhance these projects. Details for each initiative are listed below.

1. Individual Training Accounts

Not applicable for this initiative.

2. Educator Externships

WFSCB will generate formal letters of agreement with employers which will provide the specific amount of leveraged funds toward the program in order to meet the twenty-five percent (25%) leverage requirement. For this project the required leverage amount is \$50,000.

3. Youth Projects

WFSCB will use WIOA Youth funding to provide the 50 students with 8-weeks of work experience totaling \$144,000.

4. Women Entrepreneur Bootcamp Interns

WFSCB will leverage the relationships with the UCCCC and its partners to enhance the services provided through the WEB Intern initiative.

Cost per Participant

WFSCB provides the cost per participant for each initiative below.

1. Individual Training Accounts

Cost per \$7500 (including transportation and one-time support service)

2. Educator Externships

Cost per \$1,464.28

3. Youth Projects

Cost per \$3,809.01

4. Women Entrepreneur Bootcamp Interns

Cost per \$672.47

Planned Activities

WFSCB will complete the following activities for each initiative.

1. Individual Training Accounts

Activities for implementation of project will include those outlined in ITA Board Policy 4.1.104.03. WFSCB will revamp its marketing strategy to reach out to individuals in our 11 County Region.

2. Educator Externships

- * January-April 2020- Begin media campaign to recruit educators and collect interest forms.
- * April-May 2020- A Welcome and informational session will commence the recruitment in spring of 2020, for interested educators. This session will allow for an opportunity for meet and greet fellow educators, ask questions about eligibility requirements and documentation, externship activities and meet the WFSCB, CEE and C2GPS team.
- * May-June 2020- Complete Eligibility activities.
- * June-July 2020- Begin Externships. Due to the number of educators, there will be three (3) cohorts of 40-50 educators each. Day one of externship will kick-off with a presentation on local labor market information, economic and employment projects, visit to training institutions such as Del Mar College, Texas A&M Corpus Christi, Craft Training Center. On day one educators will receive and overview of weeks' activities and will be provided specifics on the individual assigned externship site. NEPRIS will be introduced to educators. Days 2-4 educators will be placed and explored various worksites representing the vital and local career focus areas of processing/refinery, public service, hospitality, health, professional skills and STEM. Day five, last day of externship the educators will receive a detailed orientation on utilization of NEPRIS, begin outline for lesson plan and complete surveys. On this last day convening, the educators will share externship experienced and shared lessons learned. If transportation support service was requested, the educator will be assessed for transportation assistance.
- * July-September 2020- Educators will submit final lesson plan and receive stipend. Employers will complete surveys.

3. Youth Projects

- ✓ October -December 2019- Identify WIOA Youth interested in participating in YOU WoRK!
- ✓ April 2019- Begin WRK Orientation & Curriculum.
- ✓ June 2019- Start YOU WRK Subsidized Employment Activities.

4. Women Entrepreneur Bootcamp Interns

- January-March 2019- Internship Application and Selection Process
- April- August 31, 2020- Internship Activities and Chamber Membership

Required Activities

WFSCB will implement all required activities for each of the following initiatives.

1. Individual Training Accounts

- Document WIOA Statewide Eligibility.
- Enroll 40 individuals in training activities and create ITAs.
- Provide career counseling during the length of training and assess for on-going support services.
- Ensure training completion documentation is secured to account for credential obtained.
- Complete all required data entry.

2. Educator Externships

- * Enroll Educators in teacher externships, lasting at least three(3) days in length, during summer of 2020.
- * Develop formal letters of agreements among the school districts, at least 15.
- * Develop formal letters of agreements with employers, at least 20.
- * Develop and track Leveraged Funds agreements for contributing partners and/or employers.
- * Conduct Orientation for employers and teachers involved in externship prior to externship starting.
- * Require enrolled educators to develop an outline for a lesson plan to be presented to students in the fall of 2020.
- * Conduct evaluation or survey of the program with employers and educators.
- * Complete all required data entry.

3. Youth Projects

- ✓ YOU Eligibility
- ✓ YOU Enrollment
- ✓ Data Entry
- ✓ Activity Completion
- ✓ Survey

4. Women Entrepreneur Bootcamp Interns

- YOU Eligibility
- YOU Enrollment
- Data Entry
- Activity Completion

Community Partners

WFSCB will work with all of our education, employment, and economic development partners to make these initiatives a success.

1. Individual Training Accounts

WFSCB will continue to utilize training institutions appearing on ETPS. Typically, these training providers have been a referral source for our training programs and therefore WFSCB will continue on these efforts.

2. Educator Externships

WFSCB will partner with at least 15 area school districts, 20 area employers, CEE, Port of Corpus Christi, United Corpus Christi Chamber of Commerce, Del Mar College, Coastal Bend College, and Craft Training Center; in various ways these partners continue to support WFSCB projects. Partners understand the connection between education and employment and want local students to be informed and make sound decisions about their future.

3. Youth Projects

WFSCB will use our partners with the local chambers, economic development and employers to ensure the success of this initiative.

4. Women Entrepreneur Bootcamp Interns

United Corpus Christi Chamber of Commerce

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XVI. Board Policies Related Policies and Procedures

BACKGROUND INFORMATION

Board Professionals have reviewed and made recommended changes to the following Board policies.

Policy #4.0.100.06- Incentives/Stipends

Lay-out changes were made to policy to outline specific requirements to WIOA YOUTH and TANF/CHOICES and Non-custodial Parents (NCP) as per *TWC WD-Letter 15-19 effective 06.21.19*.

Policy #4.1.104.04 – Individual Training Accounts (ITA)

Board policy updated to reflect changes:

Validate there are no “sequence” of services required prior to creation of an ITA.

US Department of Veterans Affairs (VA) benefits for education and training services are not the same as “other grant assistance” and therefore not required to be exhausted prior to utilizing WIOA funds for education and training services.

Added In-School-Youth (ISY) to eligible population in the creation of an ITA. *TWC WD-Letter 14-19 effective 09.14.19*.

Added ITs/Training contracts, target occupations in another workforce area to which an adult, DW or out-school-youth is willing to commute or relocate; *TWC WD-Letter 14-19 effective 09.14.19*.

Policy #4.0.120.04 – Limited English Proficiency (LEP)

Board policy will reflect changes to be in compliance with *TWC WD-Letter 16-19 effective 07.18.19* requiring the collection of LEP participant status, documenting and maintenance of confidentiality.

RECOMMENDATION

The Executive/Finance Committee Recommended to the Board of Directors approval of the Policies as amended.



WORKFORCE SOLUTIONS

of the Coastal Bend

POLICY-DRAFT

CATEGORY: Workforce Programs-General **No: 4.0.100.065**
TITLE: Incentives/Stipends
SUPERSEDES: 4.0.100.054, dtd ~~May 10, 2012~~ February 24, 2017
EFFECTIVE: ~~February 24, 2017~~ September 27, 2019
BOARD APPROVAL: ~~February 23, 2017~~ September 26, 2019
DATE REVIEWED: ~~February 8, 2017~~ September 12, 2019

I PURPOSE:

This policy clarifies disbursement of incentives or stipends to eligible customers participating in Workforce Programs.

II DEFINITIONS:

Incentive – A ~~T~~angible award that inspires participants to work toward an achievement(s) to move toward self-sufficiency. stimulates one to take action and/or work harder.

Stipend – A fixed non-cash or cash payment amount provided at regular intervals.

III POLICY STATEMENT:

General

Workforce Solutions of the Coastal Bend may provide incentives or stipends to participants in eligible programs as stipulated in this policy, under special circumstances, when approved by the Board's President/CEO, stipulated in a special initiative contracts as defined by the Board, or other initiatives requested by the service provider with prior approval by the Board. as stipulated in this policy.

Incentive and stipend programs shall be fiscally sound and promote positive employment, training, and education outcomes. support the overall success of the participants. Sufficient funds must be budgeted from available resources to support this policy, particularly as it applies to participants who choose to target long-term achievements.

~~For incentive and stipend programs that are not specifically identified in this policy, t~~The service provider must implement a system to collect and analyze data that will demonstrate the effectiveness of anthe incentive program. The service provider must also analyze the effectiveness of the incentive or stipend program every six (6) months and submit supporting data to the Board's President/CEO for reauthorization.

Incentives shall be disbursed only to individuals that exceed the minimum requirements of a program, employer, educational institution, or training provider. ~~For example, nonmonetary incentives can be~~

POLICY TITLE: Incentives/Stipends
 POLICY NUMBER: 4.0.100.065

DATE: ~~5/10/2012~~ 02/24/2017
 REVISION: ~~02/23/2017~~ 09/26/19

awarded for the following:

~~Job retention, wage gains, and career progression~~

- ~~• Successful completion of training services~~
- ~~• Attainment of educational goals~~
- Participation in workforce services by individuals not required to comply with program provisions

A participant must be informed about the availability and requirements of an incentive prior to the participant completion of the achievement that the incentive is intended to encourage. A participant's goal to achieve an incentive will be evident in the individual's employment plan.

Incentives or stipends shall not be disbursed until the participant meets all stipulated requirements and ~~service provider staff~~ verifies the attainment of the achievement, program outcome(s).

Incentive payments will be awarded using nonmonetary incentives such as gift cards or pre-purchased items. Incentives offering cash or check incentives to eligible customers are prohibited.

A menu of available nonmonetary incentives must be outlined in writing. It is recommended at least three incentives are of comparable value from which the participant may select.

Internal control measures are required to track inventories of nonmonetary incentives. Incentives intended for a special initiative with a specific timeframe will be disbursed by the end of that timeframe.

The value of nonmonetary incentives must be:

- Connected Tied to the size and nature of the achievement for which they are awarded; and
- Scaled to inspire participants to work toward the associated achievements.

~~For example:~~

- ~~• Participants who remain in continuous full-time employment for 90 days receive a \$50 prepaid gas card.~~
- ~~• Exempt Choices participants who participate in an identified core activity for 30 days or more receive a coupon or gift certificate worth up to \$25.~~

Unless specified in a special initiative, contract stipend payments will be awarded using gift cards or pre-purchased items.

~~Except where specified in this policy or designated within a special initiative, incentives/stipends shall not be disbursed for more than \$50.00 in value.~~

~~Approval for incentives/stipends to eligible customers, other than as stipulated in this policy or in a specific contract, shall be obtained prior to disbursement of incentive.~~

Incentive plans developed for each allowable program will be provided to the appropriate Board Contract Manager prior to implementation. At a minimum, the plan will include purpose of the incentives, participants eligible, incentives earned for each achievement, realistic minimum and maximum time frames to achieve the incentive and a start and end date. Notification will also be provided if an incentive ends prior to the planned end date and,

if applicable, implemented again with a new start and end date. Approved Incentive plans will be effective for the current BCY as funds permit. At the beginning of each new Board Contract Year the appropriate Contract Manager will review and approved the Incentive plan before it is effective.

Participants must be advised that provide documented evidence of attainment of an incentive goal must be provided within thirty (30) days of the attainment to claim the incentive. Once documented evidence is received, staff have up to seven days to request the incentive.

Incentives/Stipends for customers are allowable as short-term, non-recurrent benefits and are not intended to meet recurrent or ongoing needs.

Justification for issuance of incentive/stipend awards will be verified and documented in the customer file.
TWIST

Counselor notes will reflect when a participant was notified of a possible eligibility for a nonmonetary incentive. TWIST data entry will reflect in the individual's employment plan the:

- Start date is either the date the participant was notified of possible eligibility for a nonmonetary incentive or is the date on which activity toward achievement begins;
- Planned end date is the deadline to reach the achievement;
- End date is the actual date of achievement;
- Actual amount is the value of the incentive; and
- Comments section notes:
 - The date the incentive payment (or voucher) was issued;
 - The type of payment; and
 - What the customer achieved

Once the participant has been determined eligible to receive a nonmonetary incentive, Ddata entry of incentive/stipend disbursements shall be entered in TWIST under the Service Tracking menu, Support Services -code 219-incentives, in a timely manner. Coding information will be entered into TWIST as per WD Letter 27-08, Change 1, page 5. Information entered under support service code 219-Incentives will designate the following:

- Start date is the date the participant received the nonmonetary incentive;
- Planned End Date is the same as the start date;
- End Date is the same as the start date;
- Actual Amount is the value of the incentive; and
- Comments section contains:
 - The date the nonmonetary incentive payment (or voucher) was issued;
 - The type of payment; and
 - What the customer achieved.

Incentives/stipends shall not be disbursed to customers participating in a Workforce Program that does not allow incentives to be granted.

Incentives/Stipends for customers are allowable as short term, non-recurrent benefits and are not intended to meet recurrent or ongoing needs.

~~Incentive/stipends may only be earned under one initiative at a time. The initiative paying the highest payment will be utilized whenever possible.~~

~~Unless specified by a special initiative, work related incentive/stipend payments may be awarded to participants for retaining of employment per the following payment points:~~

- ~~3 months \$100.00~~
- ~~6 months \$150.00~~
- ~~9 months \$200.00~~

Eligible Programs

Service providers will follow incentive guidelines and strategies by the eligible programs below:-

Choices

All Choices Eligible participants, mandatory and exempt, will be eligible for incentives in any allowable work activity as long as the incentive demonstrates achievements above minimum requirements. Incentives that encourage early engagement (applicants), quick entry into the workforce, retention of employment, job promotion, wage gains and successful completion of training services or attaining an education goal related to employment are achievement outcomes most beneficial to the goal of self-sufficiency.

Job Retention - In the case of an individual losing employment based on good reasons, retention will remain in effect as long as the individual regains employment within 4 weeks of job loss. Pattern of job loss may result in non-payment of incentives.

Non-Custodial Parent (NCP) Choices

Employment, retention up to 6 months and wage gains will be the main achievements for incentives.

WIOA Youth

~~Service provider staff may implement a Youth Incentive Program at anytime if there are sufficient funds included in their contract budget for the awarding incentive.~~

~~Incentive disbursements may be made only to youth participating in a program tied directly to education, successful completion of a work experience or training. Such incentives for achievement could include improvements marked by testing or other successful outcomes. WIOA youth funding is not used to fund incentives for completing job readiness training or classes. Service Provider, if sufficient funds exists, may develop a WIOA YOUTH Incentive Program and must present to Board Contract Management prior to implementation.~~

Examples of activities or milestones completed that could result in the provision of an incentive for WIOA Youth, Choices, and NCP Choices participants are:

- attainment of a high school diploma or certificate of high school equivalency;

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POLICY NUMBER: 4.0.100.065

DATE: 5/4/201202/24/2017
REVISION: 02/23/201709/26/19

- completion of an industry-recognized certificate or credential or completed occupational skills training;
- successful completion of training services, vocational educational training, or other educational services;
- attainment of unsubsidized employment directly related to the training program; and
- successful completion of a work experience program.

III. PROCEDURES:

Service providers must develop internal procedures for the provision of incentives/stipends. Procedures must contain adequate controls for authorization of incentives.

IV. RELATED POLICY INFORMATION:

Federal Register, [20CFR Title 20, Volume 65](#), Part 652 and Parts 660 through 671; Workforce Investment Act of 1998;

40 TAC, Chapter 811 [Choices](#)

[TWC Choices Guide](#)

[Noncustodial Parent Choices: A Comprehensive Guide](#)

~~[Wagner-Peyser Act; 2003 Amended Rules for Food Stamps Employment and Training WD 27-08, Change 1, dtd 06/18/2010](#)~~

National Archives and Records Administration (NPRM) Federal Register, Volume 81, Part 603, 651, 652 Workforce Investment Act: Final Rule August 19, 2016.

~~[TWC WIOA Implementation Q&A Reference August 18, 2015.](#)~~

TWC WIOA Guidelines for Adults, Dislocated Workers and Youth ~~dtd~~ [June 11, 2019](#) ~~?~~ [September 26, 2016.](#)

[TWC WD Letter 15-19 dated 05/21/2019. Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act YOUTH and Choices, Including NCP Choices Participants](#)

V. RESPONSIBILITIES:

Board staff shall ensure that all service provider staff are aware of and comply with this policy.

The Board Monitor shall provide oversight and evaluation of the service provider’s disbursement of incentives and stipends to eligible customers.

Service providers shall ensure that appropriate procedures are ~~implemented~~ [implemented](#), and that relevant staff receive training regarding the requirements of this policy.

VI. FORMS AND INSTRUCTIONS:

VII. DISTRIBUTION:

Board of Directors Board Staff Service Provider Staff

VIII. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date



WORKFORCE SOLUTIONS
of the Coastal Bend
POLICY-DRAFT

CATEGORY: Workforce Programs- WIOA - - No:
4.1.104.043
TITLE: Individual Training Accounts (ITAs)
SUPERSEDES: 4.1.104.023, dtd 10/26/2012
EFFECTIVE: ~~February 24, 2017~~ September 27, 2019
BOARD APPROVAL: ~~February 23, 2017~~ September 26, 2019
DATE REVIEWED : ~~February 8, 2017~~ September 12, 2019

I. PURPOSE:

An Individual Training Account (ITA) is an account established by Workforce Solutions of the Coastal Bend for the purpose of providing training to eligible Workforce Investment Opportunity Act (WIOA) adults, dislocated workers, ~~and~~ Out Of School Youth (OSY) or In School Youth (ISY) participant eligible for training services. ~~From time to time other funding sources require ITA's to be used to fund occupational skills training.~~ Establishment and uses of ITA's is governed by WIOA Titles I-IV Rules. ~~the~~. The ITA document is a cost disclosure and agreement between the program and the participant. It sets up an account for the participant and indicates the amount of funds budgeted for the training program and all supportive cost for the duration of the training program.

WIOA provides workforce activities that increase employment, retention, and earnings of participants. WIOA attempts to return adults and dislocated workers to employment as quickly as possible by testing the labor market for suitable employment and providing a sequence of services. If participants are unable to secure employment through core or intensive services, training can be the appropriate service to secure employment.

II. DEFINITIONS:

ITA - Individual Training Accounts. Training accounts provided to eligible WIOA candidates to utilize in the funding of approved programs.

Participant - An individual who has been determined to be eligible to participate in and who is receiving services under a program authorized by WIOA.

Service Provider - An individual or organization under contract with the Board that provides training or professional services in support of workforce activities (administrative and operational) conducted by or on behalf of the Board.

III. POLICY STATEMENT

All training for which an ITA is issued must be listed in the Eligible Training Provider System (ETPS). Additionally, consistent with the Board's Business & Strategic Plan, ~~customers must receive core and intensive services before being considered and referred to training services.~~

WIOA Funding

It is important to emphasize that, under WIOA; the opportunity for an individual to enroll in a training program does not rely exclusively on the availability of WIOA training funds. In all cases, the resources of partners as well as federal, state, local, and personal funding sources must be taken in account in the development of the individual's employment plan. WIOA funding for training is limited to participants who are unable to obtain sufficient grant assistance from other sources to pay the full costs of training.

However, WIOA funds cannot be used to pay training costs:

- For any portion or term of training for which the participant has signed a loan as part of financial aid; or
- That were paid by the participant (or other source) prior to WIOA program registration.

Occupational skills training for WIOA eligible participants will be limited to those occupations for which there is a demand in the Coastal Bend region listed in Board's Target Occupation List(TOL), occupations that have been determined on a case-by-case basis to have a high potential for sustained demand growth in the workforce area, based on sufficient and verifiable documentation; or target occupations in another workforce area to which the participant is willing to commute or relocate; and do not limit consumer choice.

A waiver may be given to training in occupations that are not listed on the Board's Targeted Occupations List, but are determined to be in sectors of the economy which have a high potential for sustained demand or growth, if the following criteria are met:

- 1) Written evidence from employers that confirms projected annual openings for the occupation at a level equivalent to the Board's current annual opening criteria for targeted occupations;
- 2) Written evidence from employers that verifies completers of the training will be paid at a wage that is in compliance with the Board's current wage criteria for targeted occupations; and

- 3) Written evidence that the skill set which will be acquired through the skill training meets current skill needs of Coastal Bend employers.

Exceptions to ITAs

Occupational skills training shall be delivered utilizing the Individual Training Account system for WIOA Adult, Dislocated Worker, ISY and OSY participants, except in the following instances, whereby services may be provided through a contract.

- 1) Training is received through approved on-the-job or incumbent worker training provided by an employer or through an approved customized training program; or,
- 2) The Board determines there is an insufficient number of eligible providers of training services in the Coastal Bend region to accomplish the purposes of a system of ITAs; or
- 3) The Board determines that there is a training services program of demonstrated effectiveness offered in the Coastal Bend by a community-based organization or another private organization which serves participant populations that face multiple barriers to employment, including one or more of the following categories:
 - a) Individuals with substantial language or cultural barriers;
 - b) Offenders;
 - c) Homeless individuals;
 - ~~c)d)~~ Individuals with disabilities; or
 - e) Other such population defined by the Board.

~~d) — 4~~

4) The Board enters into a pay-for-performance contract that:

- a) specifies a fixed amount to be paid to the service provider based on achievement of specified levels of performance for target populations within a defined time period; and
- b) requires outcomes that must be independently validated prior to disbursement of funds.

ITA Limits

The lifetime limit of an ITA is \$7,000 per program participant. The use of ITA funds is limited to tuition expenses, fees, and such books and supplies as are required by the training provider for any student enrolled in course of study covered by the ITA. If the customer is in need of remediation or basic skills or prerequisite training for participation in the principle course of study, up to two courses in any combination (other than two in the same subject) is allowable.

No participant can be enrolled for more than two and one half (2½) academic years (5 semesters, 4 summer sessions, 10 quarters or 7 trimesters). Exceptions to these limits

may be made on a case-by case basis. However, exceptions to the maximum limit and duration of an ITA must be submitted to the President/CEO of Workforce Solutions of the Coastal Bend with well documented justification for approval. Requests for an exception must include evidence that supports that all efforts were made to identify, secure, and use other financial resources prior to seeking WIOA funding.

Changes to the training program (or majors) will be allowed as long as the change is in line with the training institution's satisfactory progress standards, the changes will allow the student to complete the new course of study within the original time period, and is approved by the WFSCB Career Center Manager. The request for change to the training program must be justified and properly documented. Participants who change course plans must provide a revised course plan, which demonstrates his/her ability to complete the course within the original time period. The change must be consistent with assessments, FEP/ISS, demand target occupations, skills and aptitudes of the student. Additionally, the new course of study must be on the state approved training provider/course list. A limit of one (1) training program change (school change or change of major) will be allowed on each ITA.

IV. PROCEDURES:

The participant's case file must contain a determination ~~of~~ need for training services as identified in the Family Employment Plan/Individual Services Strategy (FEP/ISS), comprehensive assessment, or through any other intensive service received. WIOA removed the sequence of service requirement established under WIA.

Prior to enrolling a participant for any training service, a case manager must develop with the participant a Family Employment Plan/Individual Service Strategy (FEP/ISS). The FEP/ISS is used to develop an employment objective for the participant and a plan of action, including appropriate training, to achieve that objective.

The FEP/ISS shall identify the skill training for the occupation in demand that will be pursued and the required skill competency level associated with the additional training service. In addition to the FEP/ISS, documentation supporting the participant's eligibility must be maintained in the participant's case file. The documentation must support the fact that the training is needed in order for the participant to gain the appropriate level of employment at a self-sufficient wage. If training services are identified as an appropriate and necessary step toward achievement of employment for the participant in an appropriate occupation included on the Board's targeted occupations list the customer can choose the appropriate training provider from among those in the Eligible Training Provider System (ETPS). ~~This determination that the training identified is required for the participant to achieve an appropriate level of employment at a self-sufficient wage must be supported by documentation in the participant's case file.~~

To help ensure that participants will complete their chosen training program, the participant will be required to demonstrate that they have the adequate resources to sustain themselves and/or their family during the training period without the use of student loans.

The WFSCB case manager will work with the customer to identify the resources that are needed and all resources that are currently available to pay for education and training, including the customer's financial resources, federal, state, and local grants and programs. All resources must be identified. Pell Grants and other financial resources will be combined with WIOA funds to cover total training expenses, WIOA funds will be considered the last resource of training funds.

Taking into account the cost of the training as shown in the ETPS, as well as other resources available to the participants, such as the GI Bill, other assistance from the Veterans ~~Affairs(VA)Administration~~, Hazelwood Act, Texas Grant Monies, assistance from the ~~Division of Assistive and Rehabilitative Services (DARS) and Division of Blind Services (DBS) Vocational Rehabilitation Services(VRS)~~ and other such agencies, private scholarships, Pell Grants and others, an ITA is created for the participant. VA training benefits do not require to be exhausted prior to accessing WIOA funds for training. A "deposit" is made to the participant's account sufficient to cover the cost of training, as identified in ETPS, less the sum of other resources available to the participant. All payments made to training providers from this ITA account and the balance remaining in the account must be documented in the participant's case file and entered into TWIST. At no time should the ITA account's initial deposit be exceeded without the signed approval of the Career Center manager, based on well-justified and documented good cause. Expenditures made in excess of the initial deposit without Career Center manager approval based on well-justified and documented good cause may not be reimbursable to the service provider.

Although great care should be taken by case managers to insure that deposits made to participants' ITA accounts correctly reflect training costs as stated in ETPS, in some cases actual cost may be less than the amount of the deposit. An unused balance in such a case is not money owed to the participant. In all cases, unused ITA balances should be "zeroed-out" as soon as it is determined that there is an excess. On the other hand, if actual costs exceed the training costs as stated in the ETPS, case managers must request approval from the Career Center manager for an adjustment in the ITA amount. Changes to the ITA amount must include evidence that supports the requested increase, e.g., the ETPS training detail print-outs that reflect the differences between both costs.

Participants in training who are unemployed must attend training full-time as determined by the training provider's determination of a full-time student.

Participants are not limited in time by the certification and expiration dates included in provider's ETPS certification. The two and one half year (2½) ITA time limit may be extended for participants who are enrolled in training while working full or part-time if such extension will allow the participant to complete the training. However, any extensions of time beyond the 2 ½ year ITA time limit must be approved by the Career Center manager and handled on a case by case basis. Requests for an exception must include evidence that financial support is available during this extended training period.

A statement that payment of training costs is subject to the availability of WIOA funds should be included in every ITA. Additionally, a statement should also be added that ITAs may not be used for payment of late fees, fines, or penalties caused by participant error or delay.

Participants enrolled in training are expected to:

- attend school regularly,
- have contact with their case manager on a monthly basis to identify all problems that might affect their successful completion of training and
- to coordinate school registration requirements prior to actual registration.

The duration of training may consist of enrollment in a multi-quarter, multi-semester or multi-year educational or training program. Career Center professionals must inform customers that although any financial aid awarded is for a specific amount of money, individual vouchers will be issued to training providers on an interim basis, e.g., on a semester by semester basis. Before a new voucher is issued, Career Center professionals will meet with the participant to re-assess and update student's financial status. These meetings are to be conducted in person. By re-evaluating the participant's financial status, the Career Center professionals may use this information to help assess the customer's ability to contribute toward paying for requested services. Additionally, the Career Center professionals may recommend other outside resources to pay for needed training and/or supportive services.

The determination as to whether a customer receives another voucher for the requested services depends upon the results received from this evaluation process. A change in the student's financial condition may affect his/her level of financial support. Participants are expected to pass their classes and to request tutorial assistance if needed and to supply their grade reports to their case managers as they are received. These policies and expectations must be reflected in a Participant Service Agreement developed by the Career Center service provider.

Service Provider Responsibilities

The Career Center service provider will be responsible for the development of the following procedures in the application of the WIOA Adult, Dislocated Worker, **and** OSY **and ISY** training services provided through an ITA:

- Written procedures for timely data entry of ITA information into TWIST and other board approved tracking data bases such as Gazelle (program eligibility, agreements, verification of participant's enrollment into a vocational training component, financial assistance, funding sources, training amounts, transaction amounts, ITA balances, etc.)
- A process for tracking and documenting all resources paying for the participant's training including WIOA Title I funds to ensure non-duplication of payments.

- Internal procedures for the issuance of financial support services including method of disbursement of funds and authorization for approval with Participant Agreement forms (cash reimbursement, lines of credit, etc.).
- A process for documenting how other sources of funding were sought and/or how they apply to the cost of an ITA.
- The internal procedure for the issuance of a check request. This must include identification of those individuals who are required and authorized to approve/sign ITAs. It must also specify the use of Participant Agreement forms.
- A process on how ITA and financial assistance policies and procedures will be disseminated to participants of the WFSCB Career Center in simple, concise, understandable language.

- A process to collect and coordinate the documentation of participant enrollment and attendance, grade/progress reports, and case management contacts required during enrollment in training services.
- A process for providing the following to participants:
 - Labor market information on targeted demand occupations and related skill standards/skill competencies of eligible program for which an ITA may be issued; Access to the list of eligible certified training providers through the ETPS; Performance and cost information relating to the approved training programs offered by eligible providers; and
 - Information on available local work-based training providers, on-the-job training(OJT), customized training, paid or unpaid work experience opportunities, internships, registered apprenticeships, or incumbent worker training that meets the performance standards(for example, entered employment and retention) for that occupation; and
 - On-going information on the status of their individual ITA account.
- Report deposits, withdrawals and balances by participant to the Board on a quarterly basis and compare the total obligation to available budget.

The Career Center service provider will also be responsible for the following:

- Assisting participants in applying for any financial aid that would cover expenses associated with attending training.
- The Career Center will be responsible for ensuring that Board funds purchase required tools, books, supplies, uniforms, etc.
- Conducting financial tracking for each service on the Financial Client Management System.
- Board approved pamphlets that communicate the policies, procedures, and financial tracking elements pertaining to ITAs for distribution to participants.
- Ensuring that each voucher will be valid **only** for the amount and length of time specified on the voucher, and each participant **must** follow his/hers individual FEP/ISS.
- Ensuring that a copy of the ITA vouchers issued are kept in the participant's file and in the accounting file.

- Developing an agreement with each local training institution that details the method of payment from all sources dedicated to completion of training.
- Adherence to Grievance procedure 29 CFR 37.70 – 37.80.

V. TRADE ADJUSTMENT ASSISTANCE (TAA)-ITA

The Trade Act of 1974(19,U.S. Code(USC). 2271-2322) as amended, (the Trade Act or Trade) requires that intervention strategies used for programs, benefits, and services will offer rapid, suitable, and long-term employment for adversely affected workers. The primary goal of Trade services is to assist Trade certified dislocated workers in locating new jobs, which may include training for new occupation, as rapidly and as effectively as possible. The creation of an ITA in order to track the training activities for a new occupation will be required.

TAA Eligible workers may receive ~~TAA-funded~~TAA funded services such as required remedial skills training, allowable prerequisite training and vocational training costs.

Service Provider must ensure that prior to authorizing training and creating of ITA for TAA Eligible Workers the following criteria are met:

- The participant is Trade certified;
- no suitable employment is available for the participant;
- the participant is qualified to undertake and complete the training based on comprehensive assessment of the participant’s knowledge, skills and abilities and interests;
- the participant has the ability to benefit from the training base on a comprehensive assessment of the participant’s knowledge, skills and abilities;
- there is a reasonable expectation of employment following completion of training;
- the training is reasonably available to the participant from training providers, in which consideration of training providers is not limited to the providers appearing on the Eligible Training Provider List.
- The lifetime limit of an ITA \$7,000.00, listed for Adult and Dislocated Worker, per program participant is not applicable to TAA Participant.
- the training is available at a reasonable cost and at the lowest cost in cases where more than one(1) similar training for the same occupation is available to the participant;
- the participant is not using personal funds, including loans, for any part of the required costs of Trade approved training;
- training can be completed in its entirety within the training duration maximums stipulated with the Petition Number assigned to the certification;
- training supports a specific occupational goal, and any remedial or prerequisite component is supportive of such goal and;
- pursuant to governing TEGLs, the participant is advised:
 - full-time or part-time training may be approved by TRA allowances will not be paid for any week in which training is part-time for Petition Numbers greater or equal to 70,000 or

- only full-time training will be approved for Petition Numbers less than 70,000.

Service Provider will comply with Trade Act Services Applicable Rules:

- Trade Adjustment Assistance (TAA) Reauthorization Act of 2015, Public Law 114-27.
- Trade Adjustment Assistance Extension Act of 2011, Pub. L. 112-40;
- Omnibus Trade Act of 2010, Pub. L. 111-344;
- Trade Adjustment Assistance Reform Act of 2002, Pub. L. 107-210
- Trade Act of 1974, Pub. L.93-618;19 U.S.C 2271-2322;
- Trade Regulations at 20 Code of Federal Regulation(C.F.R.) Parts 617 and 618 and 29 C.F.R. part 90.
- U.S. Department of Labor(DOL) Training and Employment Guidance Letters(TEGLS) are available on DOL's web site at (<http://www.doleta.gov/tradeact/directives.cfm>) including but not limited to:
 - TEGL 11-02, issued October 10, 2002; TEGL 22-08 issued may 15, 2009;
 - TEGL 10-11 issued November 18, 2011; TEGL 05-15 issued September 4, 2015.
- 40 Texas Administrative Code(TAC), Chapter 849, Employment and Training services for Dislocated Workers eligible for Trade Benefits, as amended;
- Texas Workforce Commission(TWC), Trade Adjustment Assistance Guide, April 2016 and subsequent issues; and
- Workforce Development (WD) Letters and other Agency Policy Directives.

VI. RELATED POLICY INFORMATION:

~~Workforce Investment Act of 1998~~

~~WIOA Act of 2014 Regulations 20 CFR Part 66380~~

~~Subpart B- Training Services, Subpart C- Individual Training Accounts and Subpart D- Eligible Training Providers~~

~~40 TAC 861~~

~~Title IV of the Higher Education Act of 1965~~

~~WD Letter 24-14, Change 1~~

~~WIOA- TWC Guidelines for Adults, Dislocated Workers and Youth. September 26, 2016. Effective July 6, 2018.~~

WIOA- Final Rules Titles I-IV Published in Federal Register August 19, 2016 and effective October 18, 2016.

TWC, Trade Adjustment Assistance Guide, April 2016 and subsequent issues.

TWC, WD-Letter 14-19 dated August 15, 2019. Workforce Innovation and Opportunity Act: Individual Training Accounts and Training Contracts

VI. RESPONSIBILITIES:

~~WFSCB Career Center Service Provider~~ managers shall will disseminate to appropriate Career Center professionals and follow the procedures outlined in this policy document and related policy documents.

The Board monitor shall provide oversight and monitoring to ensure full compliance with this policy.

VII. FORMS AND INSTRUCTIONS:

VIII. DISTRIBUTION:

Board of Directors Board Professionals Service Provider Professionals

IX. SIGNATURES:

~~IX.~~

Reviewed by EO Officer

Date

President/CEO

Date



WORKFORCE SOLUTIONS of the Coastal Bend

POLICY-DRAFT

CATEGORY:	Workforce Programs- General	No: 4.0.120.042⁴³
TITLE:	Limited English Proficiency (LEP)	
SUPERSEDES:	4.0.120.0-32, dated <u>December 18, 2018</u>10/12/2012	
EFFECTIVE:	<u>February 21, 2019</u>September 27, 2019	
BOARD APPROVAL:	<u>February 21, 2019</u>September 26, 2019	
DATE OF LAST REVIEW:	<u>Dec. 18, 2018</u>September 12, 2019	

I. PURPOSE:

To ensure the development and implementation of effective workforce services for customers with Limited English Proficiency (LEP), especially Spanish-speaking customers.

II. DEFINITIONS:

Limited English proficient (LEP) individual means an individual whose primary language for communication is not English and who has a limited ability to read, speak, write, and/or understand English: Characteristics of persons who are LEP:

- Do not speak English as their primary language.
- Have a limited ability to read, speak, write, or understand English.
- Native language is not English.
- Live in a family or community environment in which a language other than English is dominant.

Babel notice - a short notice included in a document or electronic medium (e.g., Web site, “app,” email) in multiple languages informing the reader that the communication contains vital information, and explaining how to access language services to have the contents of the communication provided in other languages.

III. POLICY STATEMENT:

Workforce Solutions of the Coastal Bend will ensure reasonable measures are taken to provide an integrated approach to effectively deliver employment, literacy, and training services to persons with Limited English Proficiency. The Board will include a “Babel notice,” indicating in appropriate languages that language assistance is available, in all communications of vital information, such as hard copy letters or decisions or those communications posted on Web sites.

IV. PROCEDURES:

The following measures will be taken by service provider to develop the capacity to serve LEP customers:

- A. Alternate language assistance will be provided to LEP individuals to assist in giving and receiving accurate and effective information. This will include access to translators (work with written documents) and interpreters (translate spoken language).
- B. The “Babel notice” will be provided in all communications of vital information to the public.
- C. Businesses will be assisted to successfully link to the LEP population.
- D. Case Management will focus on the strengths of the LEP customer such as abilities, positive traits, and transferable job skills rather than concentrate on limited English language and

education skills.

- E. English as a Second Language (ESL) classes offered are linked directly to participation in activities leading to employment and developed by the customer's Individual Employment Plan (IEP). In any instance in which ESL is provided as a stand-alone service, the IEP must document why ESL is the only service needed for employment.
- F. Focus job training efforts, including ESL classes, on industries that provide high-growth, high-demand jobs.
- G. Provide training to career center staff on how to effectively work with LEP customers to include effective communication and cultural context.
- H. Ensure that all documents related to programs that have a high contact rate with limited English skills participants are translated into the appropriate language ~~and understood and understood.~~
- I. Under Trade Adjustment Assistance (TAA), ESL classes must be included in the training plan if the participant needs the classes as a prerequisite for vocational skills training.
- J. Record the LEP Status of each applicant, registrant, participant, and participation ended during the applicable program year, in addition to recording the preferred language of LEP customers, in a manner that ensures confidentiality and allows for accurate reporting.

V. RELATED POLICY INFORMATION:

Texas Workforce Commission LEP Guide for Workforce Professionals

Texas Workforce Commission WD Letter 47-09 dated 11/30/2009 and entitled "Job Training Course Requirements for English as a Second Language Classes."

Discrimination prohibited based on national origin, including limited English proficiency - 29 CFR §38.9 (g)(3)

[Texas Workforce Commission WD Letter 16-19 dated 07/18/19- Collection of Limited English Proficiency Status and Preferred Language Data](#)

VI. RESPONSIBILITIES:

Contracted Service providers must ensure Career Center professionals are apprised of and complies with the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

N/A

VIII. DISTRIBUTION:

Board of Directors Board Staff Contracted Service Provider Staff

IX. SIGNATURES:

Reviewed by EO Officer _____ Date _____

President/CEO _____ Date _____
 Board of Directors Board Professionals Service Provider Professionals

VI. SIGNATURES:

-

Reviewed by EO Officer _____ Date _____

-

-

-

President/CEO _____ Date _____

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INFORMATION ONLY:

XVII – 1

Monitoring Reports

BACKGROUND:

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of February - August 2019.

Workforce Solutions – Board

Fiscal and Program Reviews

- **Local Match Contract Certifications**
 - 1st half of 2018-2019 - \$438,232 in Expenditures were certified and submitted to TWC.
- **TWC Contract Closeouts**
 - All twenty-one (21) PY18 contracts between Workforce Solutions and TWC were reviewed to ensure proper documentation and timely closure. - No issue noted
- **Equal Opportunity Accessibility – Comprehensive Evaluation of all 7 Workforce Locations**
 - There were a few observations at different Workforce locations having to do with ADA complaint bathrooms and Parking.

Conclusion:

- Each observation had mitigating circumstances having to do with the size of the water closet and/or prohibited costs to reconfigure the space. Workforce Solutions Coastal Bend ensures compliance in the provision of services and methods that serve individuals with disabilities the most integrated setting appropriate to include, but not limited to: alternative locations, advance technology (online services), and home visits at the request of the individual.
- **Equal Opportunity – WIOA Section 188 Checklist Review**
 - A review was conducted of the Equal Opportunity nine elements that make up the WIOA Section 188 Checklist to ensure the Board meets the nondiscrimination and accessibility requirements for individuals with disabilities. No issue noted
- **Single Audit Reviews – SERCO Y/E 6/30/18 & BakerRipley Y/E 12/31/18**
 - Both reviews had no material issues noted.
- **Teachers Externship - Contract Review**
 - Reviewed fifteen (15) or 15% of participating teachers for eligibility – no issue noted

SERCO of Texas

Fiscal & Program Reviews

- **One Stop & Youth Services/Fiscal Review (10/1/18 – 4/30/19)**

The review consisted of the following contractual areas:

* Cash	* Procurements
* Cost Allocation	* Payroll
* Disbursements	* Accounting Internal Controls

Observations:

- Three (3) disbursements that were all related to the Red, White and You event in November of 2018 were not completely authorized, as the Regional Director signature was missing on each of the Purchase Request Forms. All other disbursements in the sample appeared to be fully authorized.

- One (1) invoice for shipping charges by FedEx was improperly charged to the Coastal Bend although the coding was correct on the invoice. The \$90.07 was credited back to the Coastal Bend during the review.
- One (1) invoice for office supplies was paid twice as the invoice was entered into the accounts payable system in error a second time with a similar but different invoice number. The \$372.39 was credited back to the Coastal Bend during the review.

➤ **WIOA – National Dislocated Worker Program Review – Hurricane Harvey 3/21/19**

Findings:

- One (1) case in which education was addressed in the assessment case note but not addressed in the Service Plan in TWIST.
- One (1) case had documentation for support services (SS) for OSHA Training for \$150 & \$350 that were voided but are still listed in TWIST under the SS tab.
- One (1) case had documentation for a SS of \$100 for **projected shoe cost** in a case note and entered in the SS tab in TWIST but no documentation in the file that the SS was issued.
- One (1) case had no support documentation (job search log) in the file for the SS of \$60 & \$10 transportation gas cards noted under SS tab in TWIST.
- One (1) case had no support documentation in the file for a transportation SS of \$30.
- Six (6) participants Service Plan are not up-to-date in TWIST.
- Four (4) cases had transportation SS case notes that did not include a statement about no other resources are available.
- One (1) case had a \$60 transportation SS in the case note and entered in the SS tab in TWIST but was only authorized \$50 per documentation in file.
- Two (2) cases had \$50 Gas cards issued that were not entered in TWIST under SS tab.
- One (1) case had late case notes in TWIST.
- One (1) case had a case note dated 3/7/18 and authorization for a \$70 transportation SS but \$90 was entered under the SS Tab in TWIST.

Conclusion:

- All corrections were made in TWIST and to the case files affected.
- A 100% review of HHRI active cases was completed in April, 2019.
- Ongoing technical assistance is being provided to staff.
- The overall error rate for this review is 11.51% with a 28% error rate in Support Services and a 48% error rate in TWIST data entry. The Service Provider remains on a CAP.

➤ **WIOA – Adult/Dislocated Worker/National Dislocated Worker Program Review 8/26/19**

Findings:

- One (1) participants' assessment had not been updated since 8/20/18, as the customers job status situation had changed.
- One (1) participants service activity (43) Subsidized Employment Other Funds was opened twice (June & July 2019) after the customer quit (5/23) the Hurricane Harvey job.
- One (1) participants service activity (43) Sub. Employment Other Funds was not opened. HHRI job was mentioned in case note and customer was employed with HHRI 5/21-7/26.
- Two (2) participant files did not have backup documentation for the SS entered in TWIST.
- Three (3) customers had no contact by CC since 4/24/19, 5/23/19 and 5/31/19 respectively.
- One (1) case was transferred to new CC without adequate training or coordination with customer.
- One (1) case had sporadic case management and no follow through with customer requesting clothing support services.
- Three (3) participants' Service Plans were not up-to-date in TWIST.
- One (1) participant had late case notes in TWIST.

Conclusion:

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.
- The overall error rate for this review is 7.95% with the last review 5.71%. The Service Provider remains on a CAP.

➤ WIOA – Youth Services Review 7/29/19**Findings:**

- One (1) participant case file did not have an assessment Service Plan in the file.
- Three (3) participants' Service Plans were not up-to-date in TWIST after exit.
- One (1) case had the Service Activity (2) Basic Ed. Skills/ABE completion reason that said Completed Successful yet, the case note states that she did not complete her GED.
- One (1) case had no case notes to justify the opening of the three (3) Leadership Development service activity tracking entries in TWIST.
- One case had case notes that were very brief and did not fully explain the steps taken to engage the client before abruptly exiting the case.
- One (1) case had the same case note for three (3) months in a row. The case notes are were very brief and do not explain any support or the story of the conversations with the client.
- Five (5) cases were either not placed in Follow-up or were placed in months after exit.

Conclusion:

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.
- The overall error rate for this review is 10.6% with the previous review at 8.1%. SERCO remains on a Corrective Action Plan.

➤ TANF/Choices Review 6/26/19**Findings:**

- Three (3) cases had penalties initiated where the penalty date in TWIST was incorrect.
- One (1) case had job search hours entered on the wrong days of the week in TWIST.

Conclusion:

- Technical assistance and training was provided to staff.
- The overall error rate for this review is 1.88% with the last review at 9.35%.
- The Choices staff is to be commended for the turnaround.

➤ SNAP E&T Review 5/3/19**Findings:**

- One (1) case did not have any evidence that a Workfare slot was explained to the client during their orientation/assessment.
- One (1) case had an acceptable interruption in service yet, no Service Activity 91 (Determined Good Cause) was opened in TWIST.
- One (1) customers support service \$5 gas card was entered in TWIST but was never given too or received by the customer.
- One (1) customer case note indicated a gas card for \$5 was given but under the SS tab in TWIST the transportation support indicates \$0 were given.
- One (1) case had a late case note on 4/4 for a penalty issued on 3/18.
- One (1) case did not have a Timely & Reasonable (T&R) attempt letter sent or penalty entered in TWIST that was justified as of 4/1.
- Three (3) cases had no Reconsideration in case note or (2 cases) entered under the Good Cause Tab for reported and verified Unsubsidized Employment.
- Two (2) cases did not have the work hours entered in TWIST correctly and had several late case notes.
- One (1) case did not have an assessment case note.

Conclusion:

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.
- The overall error rate in this report is 6.18% with the last review at 7.21%. The error rate for TWIST data entry is 45% with the last review at 35%. The service provider remains on a CAP for the SNAP E&T Program.

BakerRipley

Fiscal and Program Reviews

➤ **Child Care Fiscal Review (10/1/18 – 6/30/19)**

The review consisted of the following contractual areas:

- | | |
|-------------------|--------------------------------|
| * Cash | * Procurements |
| * Cost Allocation | * Payroll |
| * Disbursements | * Accounting Internal Controls |

The review was performed with no issues noted.

➤ **Child Care File Reviews (2)**

The review consisted of the following areas with – No issues noted

- * Eligibility Determination or (Re) Determination
- * Income & Parent Share of Cost (PSC)
- * Documentation of Customer Enrollment

Observation - BakerRipley staff is to be commended for their outstanding reviews.

INFORMATION ONLY

XVII -2 – Update on Contract Negotiations

BACKGROUND INFORMATION

Board Professionals will provide update on:

Update on Contract Negotiations with C2 Global Professional Services for the Management and Operations of the Career Center System.

INFORMATION ONLY

XVII -3 – Facilities Update

BACKGROUND INFORMATION

Board Professionals will provide update on:

Co-location of Vocational Rehabilitation Services (VRS) in Beeville & Kingsville Career Centers. Kingsville complete and Beeville working with TWC and CBC. Sinton, Sunrise and Staples Career Centers will receive a refresh to include painting and furniture updates. Staples and Sunrise will replace cubicle walls.

INFORMATION ONLY

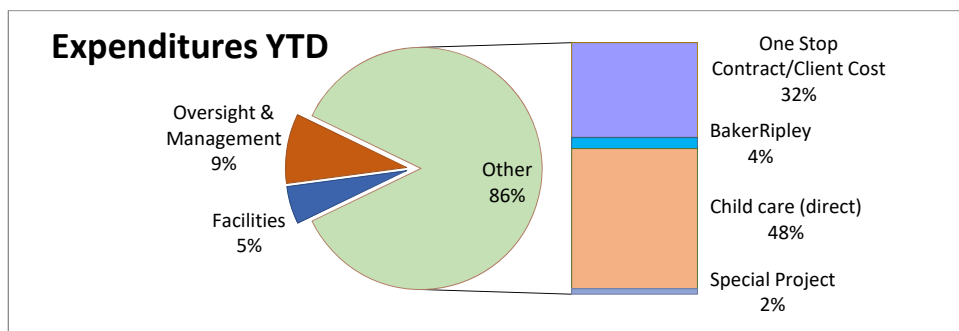
X-2. Financial Report

BACKGROUND

Financial statements are prepared on a monthly basis by Board staff. Attached is a copy of the most recent Financial Report.

WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES
For the Month Ending
July 31, 2019

	FY2019 Amended Budget	Current Expenses	YTD	%
				Expended
REVENUES				
Grant revenue - federal	\$ 36,375,627	\$ 2,822,500	\$ 25,564,221	70%
Grant revenue - Non federal	30,000	307.69	3,013.60	
	<u>36,405,627</u>	<u>\$ 2,822,808</u>	<u>\$ 25,567,235</u>	70%
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,589,574	\$ 191,308	\$ 1,975,805	76%
Facilities and related expense	107,317	4,958	40,387	38%
Furniture, equipment, & software	596,566	4,656	56,681	10%
General administrative expense	186,484	10,292	123,392	66%
Communication expense	27,895	2,375	20,250	73%
Professional fees and services	69,719	10,897	73,648	106%
Staff development expense	39,497	300	17,505	44%
Travel expense	100,226	9,637	63,647	64%
Total Oversight & Management Expense	<u>\$ 3,717,278</u>	<u>\$ 234,423</u>	<u>\$ 2,371,316</u>	64%
One Stop Operations				
Facilities and related expense	\$ 850,982	\$ 58,211	\$ 494,112	58%
Furniture, equipment, & software	734,863	9,878	429,562	58%
General administrative expense	360,966	24,310	199,493	55%
Communication expense	155,604	12,233	111,014	71%
Professional fees and services	2,672,178	7,425	57,140	2%
Total One Stop Operations	<u>\$ 4,774,593</u>	<u>\$ 112,058</u>	<u>\$ 1,291,321</u>	27%
Contracted services	\$ 27,913,756	\$ 2,476,326	\$ 21,914,999	79%
Total expense	<u>36,405,627</u>	<u>\$ 2,822,807.72</u>	<u>\$ 25,567,235</u>	70%
Changes in net assets	<u>\$ (0.00)</u>	<u>\$ -</u>	<u>\$ -</u>	



**WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES**

For the Month Ending
July 31, 2019

ASSETS

Current Assets	
Cash & Cash Equivalents	\$ 196,786
Money Market Account	\$ 387,834
Due from TWC	2,528,538
Accounts Receivable	21,550
Prepaid Expense	95,847
Other Assets	28,519
Total Current Assets	\$ 3,259,074
Fixed Assets	
Building Improvements	\$ 1,639,518
Furniture and Equipment	441,016
Less Accumulated Depreciation	(1,560,236)
Net Fixed Assets	\$ 520,299
Total Assets	\$ 3,779,372

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 1,916,193
Accrued Expense	1,026,319
Accrued Vacation	73,034
Total Current Liabilities	\$ 3,015,545

NET ASSETS

Unrestricted-Non-Federal Fund	\$ 57,262
Temporarily Restricted-Ticket to Work/Other	186,266
Investment in Fixed Assets	520,299
Total Net Assets	\$ 763,827

Total Liabilities and Net Assets	\$ 3,779,372
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Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditur	Budget Balance	% Expended	TWC % Target
Expires 8/31/2019								
2218WDR000	WVRCCA for Hurricane Harvey	2/23/2018	8/31/2019	\$100,000.00	\$68,487.07	\$31,512.93	68%	94%
Non TWC	STDNT HIREABILITY NAVIGATOR PRGM 3018VRS133 (3/1/18-8/31/19)	3/1/2018	8/31/2019	150,000.00	62,333.43	\$87,666.57	42%	NA
Non TWC	2219COL001 (02/28/19-08/31/19) VR FACILITIES-KINGSVILLE	2/28/2019	8/31/2019	40,271.00	26,017.79	\$14,253.21	65%	NA
Non TWC	2219COL001 (07/01/19-08/31/19) VR FACILITIES-BEEVILLE	7/1/2019	8/31/2019	5,011.00	7,692.34	(\$2,681.34)	154%	NA
Non TWC	KINGSVILLE VR EXPENSES MONTHLY	5/1/2019	8/31/2019	70,843.00	6,577.45	\$64,265.55	9%	NA
Expires 9/30/2019								
2219NCP000	Noncustodial Parent Choices Program	9/1/2018	9/30/2019	\$142,403.00	\$117,259.05	\$25,143.95	82%	85%
2219RAG000	Resource Administration Grants	10/1/2018	9/30/2019	\$6,470.00	\$6,470.00	\$0.00	100%	83%
2219REA000	Reemployment Services and Eligibility Assessment	10/1/2018	9/30/2019	\$217,781.00	\$173,428.02	\$44,352.98	80%	83%
2219SNE000	SNAP E&T	10/1/2018	9/30/2019	\$767,349.00	\$610,456.33	\$156,892.67	80%	83%
Non TWC	WAGE SERVICES FOR PAID WE 3018VRS171 (4/1/18-9/30/19)	4/1/2018	9/30/2019	112,500.00	0.00	\$112,500.00	0%	NA
Non TWC	VET (10/01/18-09/30/19)	10/1/2018	9/30/2019	36,000.00	22,808.88	\$13,191.12	63%	NA
Expires 10/31/2019								
2219TAF000	TANF Choices	10/1/2018	10/31/2019	\$2,878,896.00	\$1,686,427.53	\$1,192,468.47	59%	77%
Expires 11/30/2019								
2219CAA000	Child Care Attendance Automation Service	10/1/2018	11/30/2019	\$100,337.00	\$83,212.59	\$17,124.41	83%	71%
Expires 12/31/2019								
2219ATG000	Apprenticeship Texas Expansion Grant	1/16/2019	12/19/2019	\$199,100.00	\$0.00	\$199,100.00	0%	58%
2219CCF000	Child Care	10/1/2018	12/31/2019	\$13,197,833.00	\$10,665,631.34	\$2,532,201.66	81%	67%
2219CCM000	Child Care Local Initiative	10/1/2018	12/31/2019	\$1,742,626.00	\$0.00	\$1,742,626.00	0%	67%
2219CCP000	Child Care DFPS	9/1/2018	12/31/2019	\$1,894,523.00	\$1,604,196.64	\$290,326.36	85%	69%
2219TRA000	Trade Act Services for Dislocated Workers	10/1/2018	12/31/2019	\$162,942.00	\$36,290.06	\$126,651.94	22%	67%
2219WOS001	WOS - Military Family Support	1/1/2019	12/31/2019	\$54,704.00	\$8,641.59	\$46,062.41	16%	58%
2219WPA000	Wagner-Peyser Employment Services	10/1/2018	12/31/2019	\$109,233.00	\$25,517.09	\$83,715.91	23%	67%
2219WPA001	Wagner-Peyser Employment Services	3/4/2019	12/31/2019	\$23,754.00	\$23,754.00	\$0.00	100%	56%
2217NDW001	NDW - Hurricane Harvey	8/28/2017	12/31/2019	\$7,133,000.00	\$6,342,411.67	\$790,588.33	89%	81%
Expires 1/31/2020								
2219CCQ000	Child Care Quality	10/1/2018	1/31/2020	\$734,010.00	\$334,401.65	\$399,608.35	46%	60%
2219WCI000	WCI - Workforce Commission Initiatives	10/1/2018	1/31/2020	\$175,586.00	\$20,577.59	\$155,008.41	12%	60%
Non TWC	3019VRS222 (02/01/19-01/31/20) SEAL	2/1/2019	1/31/2020	230,000.00	162,975.24	\$67,024.76	71%	NA
Expires 2/28/2020								
2219EXT001	EXT - Externship for Teachers	2/22/2019	2/28/2020	\$147,873.00	\$65,773.98	\$82,099.02	44%	NA
Expires 6/30/2020								
2219TAN001	TANF-Texas Internship Initiatives	6/6/2019	6/5/2020	\$100,000.00	\$8,670.35	\$91,329.65	9%	17%
2218WOA000	WIOA - PY18 Adult Allocation	7/1/2018	6/30/2020	\$395,370.00	\$395,370.00	\$0.00	100%	54%
2218WOA000	WIOA - PY18 Adult Allocation (Oct)	7/1/2018	6/30/2020	\$1,726,910.00	\$1,222,182.23	\$504,727.77	71%	54%
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	7/1/2018	6/30/2020	\$283,145.00	\$260,407.61	\$22,737.39	92%	54%
2218WOD000	WIOA - PY18 Dislocated Worker Allocation (Oct)	7/1/2018	6/30/2020	\$1,205,930.00	\$529,064.03	\$676,865.97	44%	54%
2218WOY000	WIOA - PY18 Youth Allocation	7/1/2018	6/30/2020	\$2,223,418.00	\$1,303,934.86	\$919,483.14	59%	54%
2219WOR001	WIOA - PY19 Rapid Response	7/1/2019	6/30/2020	\$22,772.00	\$0.00	\$22,772.00	0%	7%
2219WOS002	WIOS - Women's Entrepreneurship Boot Camp	7/1/2019	6/30/2020	\$0.00	\$0.00	\$0.00		
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/2019	8/31/2020	\$0.00	\$0.00	\$0.00		
Expires 6/30/2021								
2219WOA001	WIOA - PY19 Adult Allocation (July)	7/1/2019	6/30/2021	\$303,747.00	\$0.00	\$303,747.00	0%	0%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	7/1/2019	6/30/2021	\$265,659.00	\$0.00	\$265,659.00	0%	0%
2219WOY001	WIOA - PY19 Youth Allocation	7/1/2019	6/30/2021	\$0.00	\$0.00	\$0.00	0%	0%
				65	\$36,959,996.00	\$25,880,970.41	\$11,079,025.59	

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2019**

The proposed budget amendment #4, includes an overall revenue increase for contract closeouts, budget finalization, for a total increase of \$1,625,839.

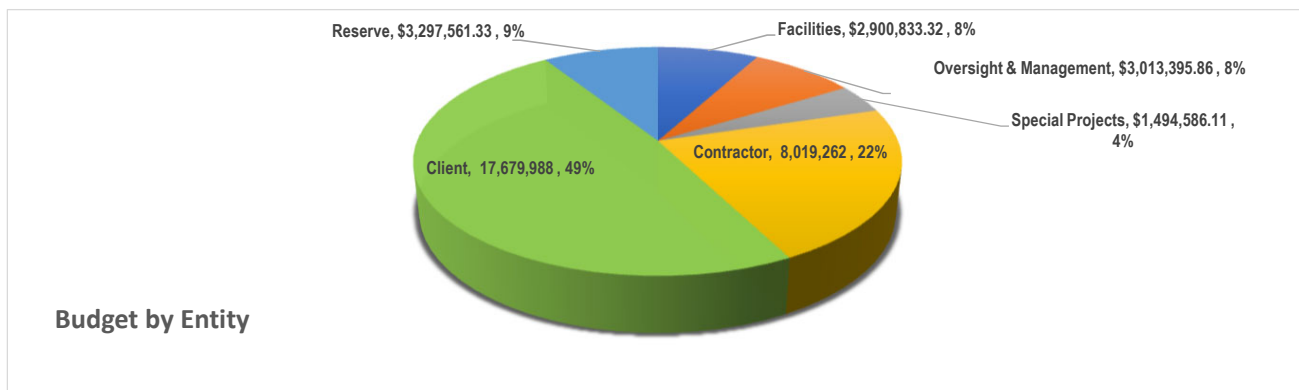
The increase in the budget will be adjusted in the following categories: \$50,000 to Oversight and Management for potential facility expense; \$300,000 in the Furniture and Equipment category; \$40,000 in Professional Fees & Services; \$300,000 in One Stop Operations in Furniture, Equipment, & Software; and the remainder \$935,839 in Contracted Services budget in Child Care and the Reserve for a total of \$1,625,839.

We are requesting approval on budget amendment #4 of the BCY2019 budget.

Contract No.	Program	Amended Budget FY2019	Amendment #4 Fund Finalization / New Funds	Revised Funds Available 7/31/2019
2219NCP000	Noncustodial Parent Choices Program	142,403	0	142,403
2219SNEA00	SNAP E&T	564,646	0	564,646
2219SNEA00	SNAP E&T ABAWD	202,703	0	202,703
2219RAG000	Resource Administration Grants	6,470	0	6,470
2219WCI000	Workforce Commission Initiatives- Red White	11,450	0	11,450
2219WCI000	Workforce Commission Initiatives-- TVLP Vet	7,120	0	7,120
2219WCI000	Workforce Commission Initiatives-- CC Quality Conference	2,274	0	2,274
2219WCI000	Workforce Commission Initiatives--Foster Care Conference	1,067	0	1,067
2219WCI000	Workforce Commission Initiatives--Career in Texas Industries	50,000	0	50,000
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	103,675	0	103,675
2219REA000	Reemployment Services and Eligibility Assessment	217,781	0	217,781
2219CCQ000	Child Care Quality	734,824	0	734,824
2219TAF000	TANF Choices	3,211,933	0	3,211,933
2219CAA000	Child Care Attendance Automation Service	100,337	0	100,337
2219CCF000	Child Care	13,197,833	0	13,197,833
2219CCM000	Child Care Local Initiative	1,742,626	0	1,742,626
2217NDW000	NDW - Texas Oil & Gas	77,837	0	77,837
2219CCP000	Child Care DFPS	1,712,611	181,912	1,894,523
2219TRA000	Trade Act Services for Dislocated Workers	162,942	0	162,942
2219WPA000	Wagner-Peyser Employment Services	153,038	(43,805)	109,233
2219WPA001	Wagner-Peyser Employment Services	0	23,754	23,754
2219EXT001	WOS - Externship for Teachers	147,873	0	147,873
2217WOA000	WIOA - PY17 Adult Allocation	1,475,278	0	1,475,278
2217WOD000	WIOA - PY17 Dislocated Worker Allocation	1,247,070	0	1,247,070
2217WOY000	WIOA - PY17 Youth Allocation	1,534,960	0	1,534,960
2218WOR000	WIOA - PY18 Rapid Response	33,999	(18,224)	15,775
2217NDW001	NDW - Hurricane Harvey	4,006,782	0	4,006,782
2218WDR000	WWRCCA for Hurricane Harvey	87,767	0	87,767
2218WOA000	WIOA - PY18 Adult Allocation	395,188	0	395,188
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	283,145	0	283,145
2218WOY000	WIOA - PY18 Youth Allocation	2,207,395	0	2,207,395
2219WOS001	WOS - Military Family Support	54,704	0	54,704
3019VRS222	Summer Earn and Learn	230,000	0	230,000
2219ATG000	Apprenticeship Texas Expansion Grant	199,100	0	199,100
2218ZOT001	Women's Entrep.	58,333	0	58,333
2219TAN001	TANF-Texas Internship Initiatives	0	100,000	100,000
2219WOA001	WIOA - PY19 Adult Allocation (July)	0	303,747	303,747
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	0	265,659	265,659
3018VRS133	STDNT HIREABILITY NAVIGATOR PRGM	150,000	0	150,000
2219COL001	VR FACILITIES-KINGSVILLE & BEEVILLE	116,125	0	116,125
3018VRS171	WAGE SERVICES FOR PAID WE - CH 2	112,500	0	112,500
Non-TWC	VET (10/01/18-09/30/19)	36,000	0	36,000
2219WAF001	WIOA - Alternative Funding for Statewide Activity	0	812,796	812,796
	Grand Total	\$34,779,788	\$1,625,839	\$36,405,627

**Workforce Solutions of the Coastal Bend
FY 2019 BUDGET
For the twelve month period ending September 30, 2019**

	A FY2019 Amended Budget	B FY2019 Amended #4	C FY2019 Amended Budget	Difference C - A
Grant revenue	\$34,779,788	\$1,625,839	\$ 36,405,627	\$ 1,625,839
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,589,574	\$ -	\$ 2,589,574	\$ -
Facilities and related expense	57,317	50,000	107,317	50,000
Furniture, Equipment & Software	296,566	300,000	596,566	300,000
General administrative expense	186,484	-	186,484	-
Communication expense	27,895	-	27,895	-
Professional fees & service	29,719	40,000	69,719	40,000
Staff development expense	39,497	-	39,497	-
Travel expense	100,226	-	100,226	-
Total Oversight & Management Expense	\$ 3,327,278	\$ 390,000	\$ 3,717,278	\$ 390,000
One Stop Operations				
Facilities and related expense	\$ 850,982	\$ -	\$ 850,982	\$ -
Furniture, Equipment & Software	434,863	300,000	734,863	300,000
General administrative expense	360,966	-	360,966	-
Communication expense	155,604	-	155,604	-
Professional fees & service	94,536	-	94,536	-
Client	2,577,642	-	2,577,642	-
Total One Stop Operation	\$ 4,474,593	\$ 300,000	\$ 4,774,593	\$ 300,000
Contracted services	\$ 26,977,917	\$ 935,839	\$ 27,913,756	\$ 935,839
Total expense	\$ 34,779,788	\$ 1,625,839	\$ 36,405,627	\$ 1,625,839
Changes in net assets	0	0	0	0



INFORMATION ONLY

XVII-6. Update on Asset/Equipment Inventory Process

BACKGROUND

INFORMATION ONLY

XVII-7. Update on Future Procurements and Contract Renewals

BACKGROUND

An update on future procurements and contract renewals is provided on the following pages. The changes are in highlighted text.

Update on Future Procurements

Procurement	Anticipated Date of Procurement	Anticipated Date of Contract/Purchase	Anticipated Cost	Over \$30,000 Approval Required	Comments
Request for Qualifications (RFQ) for Financial Audit Services	September/October 2019	December 2019	\$30,400	Yes	The RFQ will be issued to solicit auditing firms to conduct independent annual audits of the Board's finances.
Request for Proposals (RFP) for Janitorial Services	September/October 2019	January 2020	\$30,000 to \$60,000	Yes	The RFP will be issued to solicit janitorial firms to provide janitorial services to its workforce centers located in Corpus Christi (Staples and Sunrise Mall) and Sinton.
Request for Proposals (RFP) for Information Technology Assessment & Strategic Plan	November/December 2019	January 2020	\$25,000 to \$35,000	Yes	The purpose of the RFP is to assist with an assessment and evaluation of the Board's IT system, needs, including work, staffing, and budget to support our IT Department. The results of the assessment will be used to develop a strategic plan which will provide steps to address immediate, short-term and long-term risks and needs.

SUBCONTRACTOR LOG 2018-2019

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
SERCO of Texas, Inc.	Master	Management and Operation of Workforce Centers (and Youth Development Services)	\$9,019,182.44	<p><u>Amendment #1</u> – To make changes to the Contract’s Statement of Work, Attachment A-2, “Performance Measures BCY 2019”, and Budget, Attachment B. The budget provides for a net increase in the total contract amount of \$272,614.73.</p> <p><u>Amendment #2B</u> – To make changes to the contract’ SOW, General Terms and Conditions and budget. The amendment authorizes an addition to the SOW to include the Teachers Externship Program and the Excellence in Rural Service Delivery initiative. Additionally, the budget provides for a net increase in the total contract amount of \$2,444,993.360.</p> <p><u>Amendment #3B</u> – To make changes to the contract’s SOW to include required transition services, in addition to normal periodic budget adjustments. The amendment authorizes no increases to the budget.</p>	Renewal # 1 (of 3 contract renewals)	10/01/18 – 09/30/19
BakerRipley	Master	Direct Child Care Services	\$16,498,156.08		Renewal #1 (of 3 contract renewals)	10/01/18 – 09/30/19

SUBCONTRACTOR LOG 2018-2019

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
dlo Three Dimensional Development L.L.C.	Master	Outreach Services	\$30,000.00		Renewal #3 (of 4 contract renewals)	10/01/18 – 9/30/19
Unique Employment Services	Master	Temporary Staffing Services	\$2,429,464.00	<p><u>Amendment #1</u> – To make changes to the Contract’s Signature Page and Attachment B, “Fee/Costs Summary Form”.</p> <p><u>Amendment #2</u> – To incorporate changes to the contract’s Attachment A, “Statement of Work” and to include the revised “National Disaster Relief Worksite Agreement”.</p> <p><u>Amendment #3</u> – To increase the contract amount by \$2,000,000. The increase in the contract amount is needed to pay for costs incurred through the contract end date of September 30, 2019.</p>	Renewal #1 (of 1 contract renewal)	10/01/18 – 9/30/19
dlo Three Dimensional Development L.L.C.	Master	Development of a Customer Service Training Curriculum & Delivery of Training Services	\$33,896.00	<p><u>Amendment #1</u> – To increase the contract amount by an additional \$17,143.50. The additional funds are needed to pay for the work to be done on the projects planned through the month of September.</p> <p><u>Amendment #2</u> – To make changes to the SOW and Attachment B, “Rate/Fee</p>	Renewal #1 (of 1 contract renewal)	10/01/18 – 9/30/19

SUBCONTRACTOR LOG 2018-2019

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
				Schedule". The amendment does not include any additional funds.		
KAS Consulting Group	Master	Development of a Training Curriculum and Delivery of Training Services	\$22,630.43 (plus travel expenses)	<p><u>Amendment #1</u> – To extend the contract’s end date from December 31, 2018 to February 28, 2019.</p> <p><u>Amendment #2</u> – To extend the contract’s end date from February 28, 2019 to April 30, 2019. And to increase the total contract amount by \$982.16.</p>	Renewal #1 (of 1 contract renewal)	10/01/18 – 4/30/19
SERCO of Texas, Inc.	Master	Summer Earn and Learn (SEAL) Program	\$223,500.00		Year 1	3/25/19 – 9/30/19
Citizens for Education Excellence	Master	Teacher Externship Program	\$92,300.00		Year 1	4/01/19 – 9/30/19
Citizens for Education Excellence	Master	Texas Internship Initiative	\$91,108.00		Year 1 (1 contract Renewal)	6/06/19 – 6/05/20

PROFESSIONAL & CONSULTING SERVICES

Wood, Boykin, & Wolter, P.C.	Master	Legal Services	Per Contract Legal Fees - \$35,000.00	<p><u>Amendment #1</u> – To make changes to the Contract’s Attachment A, Statement of Work and Attachment B, Fee Schedule. The attorney’s fees were increased and additional language regarding requesting</p>	Renewal #3 (of 4 contract renewals)	10/01/18 – 9/30/19
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SUBCONTRACTOR LOG 2018-2019

				proposed changes to the contract were included. Amendment #2 – To increase the contract total by \$20,000. The additional funds are needed to pay for the work done representing the Board on legal matters planned through the month of September 30, 2019.		
JDB Public Relations	Master	Consulting Services	Not to Exceed \$1,800 (plus travel expenses)		Year 1	12/19/18 – 3/30/19
dlo Three Dimensional Development L.L.C.	Master	Consulting Services	Not to Exceed \$7,500.00		Year 1	11/20/18 – 9/30/19
ABIP, P.C.	Master	Financial Audit Services	\$30,400		Renewal #2 (of 2 contract renewals)	3/13/19 – 9/30/19
Gallion Consulting, Inc.	Master	Document Management & Software & Scanning	\$19,000		Renewal #3 (of 4 contract renewals)	12/17/18 – 9/30/19
Michael Milson	Master	Proposal Reading Services	\$2,090.00 (plus travel expenses)		Year 1	5/02/19 – 9/30/19
Richard Rogers	Master	Proposal Reading Services	\$8,604.00		Year 1	5/02/19 – 9/30/19
Dr. Stella Garcia	Master	Proposal Reading Services	\$2,090.00		Year 1	5/02/19 – 9/30/19
Renee Barry, CPA	Master	Fiscal Review Services (Pre-Award Review of Career Centers Contract)	\$10,560 (plus travel expenses)	Amendment #1 – To amend the initial contract end date from 9/30/19 to the amended end date of 11/30/19.	Year 1	7/26/19 – 9/30/19

SUBCONTRACTOR LOG 2018-2019

LEASE AGREEMENTS

PAK 56 Plaza LLC, SGT 44 Pirate LLC	Master	Lease Agmt. for Center Office in Pirate Plaza Office – Sinton, TX	\$5,118.17 per mo., approx. 3,650 sq. ft./\$1.40	<u>Early Termination</u> – with 90-day written notice.	Year 2 of 5 Year Lease, Exp: 12/31/22	1/01/19 – 12/31/19
Sunrise CC LLC	Master	Lease Agmt. For Sunrise Mall Center – Corpus Christi	\$14,743.92 per mo., approx. 16,026 sq. ft./\$.92	<u>Early Termination</u> – with 90- day written notice.	Year 2 of 5 Year Lease Exp: 12/31/22	1/01/19 – 12/31/19
Texas Workforce Commission	Master	Building Use Lease Agreement for Staples Center – Corpus Christi	Approx. sq. ft. 22,616			10/01/18 – 9/30/19
Office Lease - Coastal Bend College	Master	Lease Agreement for Center Office at CBC Beeville Campus	\$4,084.50 per month (includes utilities and janitorial services), approx. 3,850 sq. ft./\$1.06 plus insurance fee		Year 6 of 6 Year Lease Exp: 9/30/19	10/01/18 – 9/30/19
Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Alice Campus	\$2,908.50 per month (includes utilities and janitorial services) approx. 2,730 sq. ft./\$1.06 plus insurance fee		Year 2 of 3 Year Lease Exp: 1/31/21	2/01/19 – 1/31/20

SUBCONTRACTOR LOG 2018-2019

Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Kingsville Campus	\$3,392.55 per month (includes utilities and janitorial services) approx. 3,191 sq. ft./\$1.06 plus insurance fee		Year 1 of 3 Year Lease Exp: 4/30/21	5/01/18 – 4/30/19
Brooks County Independent School District	MOU	Lease Agreement	No monthly lease payments. Pay only for telephone and internet service and for signage and fair share of utilities.		Year 1 of 2 Year Lease Exp: 8/31/20	9/01/18 – 8/31/19
Aransas ISD	MOU	Lease Agreement	\$350.00 per month			Open Dates

OTHER CONTRACTS/AGREEMENTS

Ops Sec, Inc.	Master	Security Guard Services	Per Contract Hourly Rates		Renewal #1 (of 2 contract renewals)	10/01/18 – 9/30/19
Frost Bank	Master	Banking Services	Fee Based		Renewal #4 (of 4 contract renewals)	10/01/18 – 9/30/19
Corpus Christi File Pro, Ltd.	Master	Business Records Storage & Destruction Services	Price Rate for Storage		Renewal #4 (of 4 contract renewals)	10/01/18 – 9/30/19

SUBCONTRACTOR LOG 2018-2019

The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	Per Contract Hourly Rates, Monitoring – Security Alarm \$47.00 mo. Fire \$29.00 mo.		Renewal #1 (of 2 contract renewals)	10/01/18 – 9/30/19
Time Warner Cable	Master	Dedicated Access Service Lines Agreement	\$575.00 per mo. – HUB lines to local center sites & 774.00 per mo. – HUB line to TWC		Extended on a year to year basis	Initial Term of Service will commence on date of connectivity
Time Warner Cable	Master	Dedicated Access Service Installation Agreement	\$2,000 – one- time fee		Extended on a year to year basis	Installation of WAN Project
James C. Wendlandt	Agmt.	Employee (401) Retirement Plan	Fee Based			10/01/17 – 9/30/18
Rural Economic Assistance League, Inc. (REAL)	Agmt.	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, and San Patricio counties	Not to Exceed \$5,000.00	Amendment #1 – To amend the contract’s Attachment A, Budget page. The purpose of the change is to include a contract amount as a funding obligation “Not to Exceed \$5,000.00.	Year 1 (2 contract renewals)	10/01/18 – 9/30/19
County of Kleberg Human Services	Agmt.	Transportation Assistance Services to Kleberg and Kenedy counties.			Year 1 (2 contract renewals)	10/22/18 – 9/30/19
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	Not to Exceed \$276,287.00	Amendment #1 – To amend the Contract’s Signature Page and Attachment B, Budget. The purpose of the changes are to primarily delete current language included under the “Funding Obligation” which read	Renewal #4 (of 4 contract renewals)	10/01/18 – 9/30/19

SUBCONTRACTOR LOG 2018-2019

				“Based on Card Purchase” and replace it with: Not to Exceed \$276, 287.		
Grunwald Printing Co.	Master	Print Shop and Copy Services	Not to Exceed \$16,000.00	Amendment #1 – To amend the Contract’s Signature Page. The purpose of the changes are to primarily delete current language included under the “Funding Obligation” which read “Per Pricing on Purchased Orders” and replace it with: Not to Exceed \$4,000.00. Amendment #2 – To increase the total contract amount by an additional \$16,000.	Year #1 (1 contract renewal)	10/01/18 – 9/30/19
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	\$16,000.00		Renewal #1 (2 contract renewals)	5/01/18 – 4/30/19
F&D’s Lawn Service	Master	Lawn Maintenance Service	\$225.00 (1 st time) \$125.00 (on-going)		1 Year contract	10/01/18 – 9/30/19
A+ Center for Education, LLC	Master	Child Care Professional Development Training	\$15,000.00 (plus travel expenses)	Amendment #1 – To increase the amount by \$1,500 to pay for the additional training scheduled on February 20, 2019. Amendment #2 - To increase the amount by \$1,500 to pay for the additional training scheduled on March 13, 2019. Amendment #3 - To increase the amount by \$1,500 to pay for the additional training scheduled on April 25, 2019.	Renewal #1 (of 1 contract renewal)	10/08/18 – 9/30/19

SUBCONTRACTOR LOG 2018-2019

				<p>Amendment #4 - To increase the amount by \$1,500 to pay for the additional training scheduled on May 15, 2019.</p> <p>Amendment #5 - To increase the amount by \$1,500 to pay for the additional training scheduled on June 15, 2019.</p> <p>Amendment #6 - To increase the amount by \$1,500 to pay for the additional training scheduled on June 19, 2019.</p> <p>Amendment #7 - To increase the amount by \$1,500 to pay for the additional training scheduled on July 20, 2019.</p> <p>Amendment #8 - To increase the amount by \$1,500 to pay for the additional training scheduled on August 17, 2019.</p>		
Enlightenment Consulting, LLC	Master	Child Care Professional Development Training	\$4,800.00	<p>Amendment #1 – To increase the contract amount by \$1,200 to pay for the additional training scheduled on March 20, 2019.</p> <p>Amendment #2 – To increase the contract amount by \$1,200 to pay for the additional training scheduled on July 20, 2019.</p> <p>Amendment #3 - To increase the contract amount by \$1,200 to pay for the additional training scheduled on August 17, 2019.</p>	Renewal #1 (of 1 contract renewal)	11/13/18 – 9/30/19
United Way of the Coastal Bend	MOU	Volunteer Income Tax Assistance (VITA)	\$3,888.00		Year 1	8/01/18 – 7/31/20

SUBCONTRACTOR LOG 2018-2019

John M. Hart	LOA	Volunteer Income Tax Assistance (VITA)	Per Hourly Rate		Year 1	1/10/19 – 7/31/19
KAS Consulting Group, LLC	Master	Child Care Professional Development Training	\$4,800.00 (plus travel expenses)	<p><u>Amendment #1</u> – To increase the contract amount by \$1,200 to pay for the additional training scheduled on March 6, 2019.</p> <p><u>Amendment #2</u> – To increase the contract amount by \$1,200 to pay for the additional training scheduled on July 20, 2019.</p> <p><u>Amendment #3</u> – To increase the contract amount by \$1,200 to pay for the additional training scheduled on August 17, 2019.</p>	Renewal #1 (of 1 contract renewal)	2/18/19 – 9/30/19
WKMC Architects, Inc.	Master	Certified Space Planning Services	\$5,810.00 (plus travel expenses)	<u>Amendment #1</u> – To increase the contract amount by \$4,210.00 to pay for additional services.	Year 1 (3 contract renewals)	3/20/19 – 9/30/19
Richardson Educator Consulting Services	Master	Child Care Professional Development Training	\$2,100.00 (plus travel expenses)	<p><u>Amendment #1</u> – To increase the contract amount by \$700.00 to pay for additional training scheduled on July 20, 2019.</p> <p><u>Amendment #2</u> – To increase the contract amount by \$700.00 to pay for additional training scheduled on August 17, 2019.</p>		4/09/19 – 9/30/19
Integrity Training and Professional Services	Master	Child Care Professional Development Training	\$1800.00 (plus travel expenses)	<p><u>Amendment #1</u> – To increase the contract amount by \$600.00 to pay for additional training scheduled on July 20, 2019.</p> <p><u>Amendment #2</u> – To increase the contract amount by \$600.00 to pay for additional training scheduled on August 17, 2019.</p>	Renewal #1 (of 1 contract renewal)	6/11/19 – 9/30/19

SUBCONTRACTOR LOG 2018-2019

icare training	Master	Child Care Professional Development Training	\$1,500.00	Amendment 1 - To increase the contract amount by \$750.00 to pay for additional training scheduled on August 17, 2019.	Year 1	7/19/19 – 9/30/19
Education Support Provider	Master	Child Care Professional Development Training	\$1,550.00 (plus travel expenses)	Amendment #1 - To increase the contract amount by \$775.00 to pay for additional training scheduled on August 17, 2019.	Year 1	7/19/19 – 9/30/19
The Clower Company	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Year 1 (2 contract renewals)	5/20/19 – 12/31/19
Joe Adame & Associates, Inc.	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Year 1 (2 contract renewals)	6/01/19 – 5/31/20
C2 Global Professional Services. LLC	Master	Transition Services – Career Center Services Delivery System	\$95,719.78		Year 1	8/01/19 – 9/30/19

TWC GRANTS & CONTRACTS LOG 2018–2019

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Agency Board Agreement for an Integrated Workforce System	2216ABA000	<p><u>Amendment #1</u> – To amend the grant period beginning on 2/01/16 to terminate on 9/30/2019.</p> <p><u>Amendment #2</u> – To make changes to the “Terms and Conditions” and Attachment A, “Safeguards for TWC Information”. These changes are made to comply with the integration of the Vocational Rehabilitation Prog.</p>	To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs.		2/01/16 – 9/30/19
National Dislocated Worker Grant (NDW) Project TX-31 Oil & Gas	2217NDW000		To provide funds to assist with temporarily expanding capacity to serve dislocated workers impacted by the downturn in the oil and gas and related industries, including manufacturing, transportation, logistics, supply chain businesses, and other industries. This will enhance dislocated workers’ employability and earnings, meet the increased demand for employment and training services, and quickly reemploy laid-off workers.	\$730,433	10/11/16 – 12/31/18
Military Family Support Pilot Program	2217WOS000	<u>Amendment #1</u> – To make changes to the project’s statement of	The Military Family Support Pilot Program is a program designed to better meet the needs of military	\$49,631	1/01/17 – 12/31/18

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		work regarding the program activities and performance measures. <u>Amendment #2</u> – To make changes to the project’s statement of work regarding the program activities and performance measures and reporting periods. And to extend the end date from 2/28/18 to 12/31/18..	spouses entering the job market at military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills, and if funding is available, to support training in high-demand occupations.		
Workforce Innovation and Opportunity Act – Dislocated Worker	2217WOD000		To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,247,070	7/01/17 – 6/30/19
Workforce Innovation and Opportunity Act - Youth	2217WOY000	<u>Amendment #2</u> – To increase the grant amount by \$7,813 and make administrative changes to the contract.	To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$1,534,960	7/01/17 – 6/30/19
Workforce Innovation and Opportunity Act - Adult	2217WOA000	<u>Amendment #2</u> – To increase grant amount by \$7,397, for a total	To provide job seekers and workers with the high-quality career services, education and training, and supportive	\$1,475,278	7/01/17 – 6/30/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		amended grant amount of \$1,475,278 and to make administrative changes to the grant.	services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.		
National Dislocated Worker Disaster Grant Project – Hurricane Harvey	2217NDW001	<p><u>Amendment #1</u> – To make changes to the SOW project requirements.</p> <p><u>Amendment #2</u> – To increase the grant award by \$1,000,000. The purpose of the funding is to expand service capacity to the local area.</p> <p><u>Amendment #3</u> – To make changes to the project and administrative requirements and to increase the grant amount by \$2,000,000.00.</p> <p><u>Amendment #4</u> – To make changes to the SOW project requirements.</p> <p><u>Amendment #5</u> – To make changes to the SOW project and administrative requirements and to increase the grant</p>	To provide funds to assist individuals residing in Workforce Development Areas affected by Hurricane Harvey. The grant funds will provide a basis to ensure an effective workforce investment system response to create temporary employment opportunities to assist with clean-up, recovery, and humanitarian efforts in counties impacted in the Board area.	\$7,133,000	8/28/17 – 12/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>amount by \$1,000,000 for a total of \$5,633,000.00</p> <p>(1)Amendment #6 – To make some revisions to the SOW and administrative requirements and to increase the grant amount by \$1,500,000.</p> <p>(2)Amendment #7 – To make a change to the contract end date from 9/30/19 to 12/31/19.</p>			
Texas Department of Family and Protective Services (TDPS) Child Care	2218CCP000		To purchase child care services who are deemed eligible and authorized for services by (TDPS). Under this grant, the Board will provide child care services by making the established network of child care providers in the local workforce area available to all DFPS referrals.		9/01/17 – 12/31/18
Child Care and Development Fund Child Care Local Match	2218CCM000		Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,783,397	10/01/17 – 12/31/18
CCDF Quality Improvement Activity	2218CCQ000	<p>Amendment #1 – To update the award official name to Reagan Miller.</p> <p>Amendment #2 – To increase the grant amount by \$20,494 for a total of \$250,102,</p>	<p>Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.</p> <p>Child Care Alloc.- \$250,102</p>	\$367,718	10/01/17 – 1/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>and increases non-Allocated Child Care funds by \$12,602 for a total of 117,616. Additionally, some administrative changes were made.</p> <p><u>Amendment #3</u> – To amend the current end date of the grant period from 10/31/18 to 1/31/19.</p>	<p><u>Non-Allocated CC funds (Mentors/Assessors)</u> - \$117,616</p>		
Child Care Attendance Automation	2218CAA000		To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$74,027	10/01/17 – 11/30/18
Temporary Assistance for Needy Families/Choices	2218TAN000		To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,954,390	10/01/17 – 10/31/18
Child Care Services Formula Allocation	2218CCF000	<p><u>Amendment #1</u> – To make updates on the financial section requirements and the name of the awarding official.</p> <p><u>Amendment #2</u> – To make changes to SOW financial and administrative requirements and to add Child Care</p>	Child care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$10,471,578	10/01/17 – 12/31/18

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		Formula funding of \$1,004,197.			
Trade Act Services for Dislocated Workers	2218TRA000		The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effective as possible.	\$104,442	10/01/17 – 12/31/18
Wagner-Peyser Employment Services	2218WPA000	<u>Amendment #1</u> – To make changes to the Administrative Requirements and to add \$11,955 from the Board's unspent TWC State held Salary and Longevity distribution to the ES Operating Funds.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$147,275	10/01/17 – 12/31/18
Reemployment Services & Eligibility Assessment	2218REA000		The intent of RESEA is to provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. The RESEA program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$175,074	11/01/17 – 10/31/18
Student Hireability Navigator Program	3018VRS133		To provide Student Hireability Navigator services to referred VR participants as identified by local TWC Vocational Rehabilitation staff (VR staff). Student Hireability Navigator services support TWC's Vocational Rehabilitation Services for individuals with disabilities.	\$150,000	3/01/18 – 8/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Wage Services for Paid Work Experience	3018VRS171		Under this agreement, the Board will provide paid work experience services to include payment of the student's wages and associated costs for participants identified by the local TWC Vocational rehabilitation staff (VR staff).	\$112,500	4/01/18 – 9/30/19
Externships for Teachers	2218WOS000		WFSCB will provide a Summer Teacher Externship (Program) for educators working in districts located in the area. Teachers participating in the program will gain workplace related experiences that they can develop into curriculum for their students. The primary focus is to provide teachers with job-relevant experiences as it applies to math, science, English, communications skills, work ethics, and social skills. The teachers will incorporate these "real world" examples and problems into lesson plans for their students, thus making the connection between academic skills and the workplace.	\$105,162	4/04/18 – 2/28/19
Workforce Innovation and Opportunity Act - Adult	2218WOA000	<u>Amendment #1</u> – To make revisions to the SOW Project, Financial, and Uniform Administrative requirements. Additionally, the grant award was increase by \$2,239.00 to a new amended grant award amount of \$2,122,280.	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$2,127,655	07/01/18 – 6/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		(3)Amendment #2 – To make administrative changes to the Contract General Terms & Conditions and to increase the grant amount by \$5,375.00.			
Workforce Innovation and Opportunity Act – Dislocated Worker	2218WOD000	Amendment #1 – To make revisions to the SOW Project and Financial Administrative requirements.	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,489,075	07/01/18 – 6/30/20
Workforce Innovation and Opportunity Act - Youth	2218WOY000	Amendment #1 – To make revisions to the SOW project requirements and financial requirements. (4)Amendment #2 – To make administrative changes to the Contract General Terms & Conditions and fiscal audit requirements. Additionally, increased the grant amount by \$6,780.00.	To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$2,223,418	7/01/18 – 6/30/20
Workforce Innovation and Opportunity Act – Rapid Response	2218WOR000	Amendment #1 – To make changes to the SOW project and financial requirements.	To provide funds to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a	\$33,999	7/01/18 – 6/30/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			natural or other disaster resulting in a mass job dislocation.		
Noncustodial Parent Choice Program	2219NCP000		To assist NCPs who have substantial barriers to employment and career advancement to become self-sufficient while also making consistent child support payments.	\$142,403	9/01/18 – 9/30/19
Child Care Services Formula Allocation	2219CCF000	<u>Amendment #1</u> – To make admin. changes to the contract’s “Standard Terms & Conditions”.	Child care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$13,197,833	10/01/18 – 12/31/19
Child Care and Development Fund Child Care Local Match	2219CCM000		Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,742,626	10/01/18 – 12/31/19
Child Care Attendance Automation	2219CAA000		To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$100,337	10/01/18 – 11/30/19
Wagner-Peyser Employment Services	2219WPA000	<u>Amendment #1</u> – To amend grant award amount for the purpose of transferring \$26,000 from the operation grant to salary/longevity to maintain temporary employees. Also, made changes to the administrative requirements.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$135,223	10/01/18 – 12/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
CCDF Quality Improvement Activity	2219CCQ000	(5)Amendment #1 – To amend the grant award to change the end date from 10/31/19 to 1/31/2020, make changes to the SOW, administrative requirements and general terms and conditions. Also, to amend the grant award by adding \$16,856.00 to a total grant ward of \$734,010.00.	Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency. <u>Child Care Alloc.</u> - \$304,907 <u>Non-Allocated CC funds (Mentors/Assessors)</u> - \$263,885 Add't CC Quality Improvement Activities - \$148,362	\$734,010	10/01/18 – 1/31/20
Corpus Christi Building Use Agreement	2219ADM001		To provide the Board with office space. The building has 22,616 square feet of office space located at 520 N. Staples.		10/01/18 – 9/30/19
Resource Administration Grant	2219RAG000		To provide the Board funds to acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks.	\$6,470	10/01/18 – 9/30/19
Trade Act Services for Dislocated Workers	2219TRA000		The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effective as possible.	\$162,942	10/01/18 – 12/31/19
Reemployment Services and Eligibility Assessment	2219REA000		The intent of RESEA is to provide claimants with access to a widely array of available resources that support reemployment and to connect claimants	\$217,781	10/01/18 – 9/30/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			to the direct provision of intensive career services as appropriate. The RESEA program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.		
Temporary Assistance for Needy Families/Choices	2219TAF000		To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,878,896	10/01/18 – 10/31/19
Supplemental Nutrition Assistance Program Employment & Training	2219SNE000	<p><u>Amendment #1</u> – To add BCY 2019 SNAP Able-Bodied Adults Without Dependents (ABAWD) Only funding of \$184,540. And to make some revisions to the Administrative Requirements.</p> <p><u>(6)Amendment #2</u> – To amend the grand award amount by an additional \$90,815, for a total grand award amount of \$767,349.</p>	The Supplemental Nutrition Assistance Program (SNAP) is designed to assist SNAP recipients obtaining employment through participation in allowable job search, training, education, or workfare activities that promote long-term self-sufficiency.	\$767,349	10/01/18 – 9/30/19
Apprenticeship Texas Expansion Grant	2219ATG000		The Apprenticeship Texas Expansion Grant will provide support to the Board to engage local industry and workforce partners in developing new Registered Apprenticeship training programs and expand existing RA training programs - including new occupations and underrepresented populations.	\$199,100	12/20/18 – 12/19/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Military Family Support Grant Award	2219WOS001	<u>Amendment #1</u> – To amend the SOW requirements. No changes to the grant award amount.	The Military Family Support Pilot Program is a program designed to better meet the needs of military spouses entering the job market at military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills, and if funding is available, to support training in high-demand occupations.	\$54,704	1/01/19 – 12/31/19
Externships for Teachers	2219EXT001		WFSCB will provide a Summer Teacher Externship (Program) for educators working in districts located in the area. Teachers participating in the program will gain workplace related experiences that they can develop into curriculum for their students. The primary focus is to provide teachers with job-relevant experiences as it applies to math, science, English, communications skills, work ethics, and social skills. The teachers will incorporate these “real world” examples and problems into lesson plans for their students, thus making the connection between academic skills and the workplace.	\$147,873	2/22/19 – 2/28/20
Wagner-Peyser Employment Services Reimbursement Fee	2219WPA001	<u>(7)Amendment #001</u> – To make changes to the grant’s standard terms and conditions and payment plan.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$23,754	3/01/19 – 12/31/19
Infrastructure Support Services and Shared Cost Agreement	2219COL001	<u>(8)Amendment #1</u> – To make administrative changes to the	Agreement to establish the relationship between TWC and WFSCB in regard to: physically co-locating and integrating	\$40,271	2/28/19 -8/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>General Terms & Conditions and SOW and increase the contract amount by \$9,498.00 for a total contract amount of \$30,837.00.</p> <p>(9)Amendment #2 – To make minor revisions to the General Terms & Conditions, SOW, Project Cost Requirements, and increase the contract amount by \$5,011.00</p> <p>(10)Amendment #3 – To make changes to the contract SOW and to add \$4,423.00 in funding.</p>	<p>TWC Vocational Rehabilitation (VR) staff at the Board's offices and TWC's reimbursement of the Board for TWC VR's share of initial start-up, recurring monthly, and shared costs of Workforce Solutions Offices(s).</p>		
(11)Workforce Innovation and Opportunity Act - Adult	2219WOA001		<p>To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.</p>	\$1,630,596	7/01/19 – 6/30/21
(12)Workforce Innovation and Opportunity Act - Dislocated Worker	2219WOD001		<p>To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.</p>	\$1,363,801	7/01/19 – 6/30/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(13) Workforce Innovation and Opportunity Act - Youth	2219WOY001		To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$1,706,019	7/01/19 – 6/30/21
(14) Women's Entrepreneurship Boot Camp	2219WOS002		WFSCB along with its partners, Texas A&M-CC and the United Corpus Christi Chamber of Commerce will deliver a Women's Entrepreneurship Bootcamp branded the Women Empowered (WE) Summit through a full day workshop format that will help 200 aspiring women entrepreneurs and business owners in the 11-county Coastal Bend region create, sustain, or expand a business in Texas and to help existing women-owned businesses gain access to the resources of the TWC and other state agencies. The event is planned for March 2020.	\$58,207	7/01/19 – 6/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(15) Workforce Innovation and Opportunity Act Rapid Response	2219WOR001		To provide funds to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation.	\$22,772	7/01/19 – 6/30/20
(16) Workforce Innovation and Opportunity Act Alternative Funding for Statewide Activities	2219WAF001		The funding allows for services such as implementing innovative programs and strategies designed to meet the needs of all employers, including small employers; developing strategies for effectively serving individuals with barriers to employment and for coordinating programs and services among one-stop partners.	\$812,796	7/15/19 – 8/31/20
(17) Child Care Services Formula Allocation	2220CCF001		Child care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$13,466,173	10/01/19 – 12/31/20
(18) Texas Department of Family and Protective Services (DFPS)	2220CCP001		To purchase child care services who are deemed eligible and authorized for services by (TDPS). Under this grant, the Board will provide child care services by making the established network of child care providers in the local workforce area available to all DFPS referrals.		9/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(19)Supplemental Nutrition Assistance Program Employment & Training	2220SNE001		The Supplemental Nutrition Assistance Program (SNAP) is designed to assist SNAP recipients obtaining employment through participation in allowable job search, training, education, or workfare activities that promote long-term self-sufficiency.	\$766,164	10/01/19 – 9/30/20

- (1)Signed 5/01/19
- (2)Signed 8/27/19
- (3)Signed 7/27/19
- (4)Signed 8/01/19
- (5)Signed 5/24/19
- (6)Signed 4/24/19
- (7)Signed 6/10/19
- (8)Signed 4/11/19
- (9)Signed 7/02/19
- (10)Signed 8/29/19
- (11)Signed 6/10/19
- (12)Signed 6/20/19
- (13)Signed 6/23/19
- (14)Signed 6/25/19
- (15)Signed 6/27/19
- (16)Signed 7/25/19
- (17)Signed 9/06/19
- (18)Signed 9/07/19
- (19)Signed 9/11/19

INFORMATION ONLY

XVII-8. Performance Measure Update

BACKGROUND INFORMATION

Performance Update (June 2019 Final Release)

Summary

March 2019 Final Release Monthly Performance Report (MPR) has Workforce Solutions of the Coastal Bend exceeding five (5) measures, meeting twelve (12).

Board Contract Year 2019, seventeen (17) of the seventeen (17) measures are meeting or exceeding on a Year-to-Date Performance Period. The measure criteria for BCY19 incentives have not been published. **Quartile 3**

Background

Listed below are the TWC Performance Measures definitions and an indication of whether the individual measures are attained or not, Target % and Current %. The percentages of target attained are represented by the following:

Non-WIOA Measures	WIOA Measures
+P - Meeting performance at >= 105% of target	+P - Meeting performance at >= 110% of target
MP - Meeting performance at >=97.5% of target or better	MP - Meeting performance at >=90% of target or better
MP - Meeting performance but at risk by TWC on the TWC Board Summary Report-Contracted Measures” - 95% to less than 97.5% of target.	MP - Meeting performance but at risk by TWC on the TWC Board Summary Report-Contracted Measures” <95% of target
-P - Not meeting performance at <95% of target	-P - Not meeting performance at <90% of target
N/A – The Median Earning measures for AD/DW continue to be reviewed by TWC Performance Department and targets will be forthcoming.	

Reemployment and Employer Engagement Measures

+P Claimant Reemployment Within 10 Weeks

The percent of monetarily eligible, registered initial claimants subject to work search reemployed within 10 weeks.

+P # of Employers Receiving Workforce Assistance

The number of employer reporting units served.

Program Participation Measures

+P Choices Full Work Rate

The % of Employment Expected Choices Families that meet their Participation Goal exclusively thru paid employment (or school for teens) supplemented by Employment Preferred Families and those in the 2 month Ramp Up phase who meet participation exclusively thru paid employment (or school for teens)

MP Average Number Children Served Per Day - Combined

The number of customers receiving qualifying services during the performance period.

WIOA Outcome Measures

MP Employed/Enrolled Q2 Post Exit – All Participants

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education or Training IN the 2nd Calendar Quarter after Exit

MP Employed/Enrolled Q2-Q4 Post Exit – All Participants

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education/Training IN the 2nd Quarter after Exit who are ALSO Employed or Enrolled in Education/Training IN BOTH the 3rd and 4th Calendar Quarters after Exit.

MP Median Earnings Q2 Post Exit – All Participants

The Median Earnings in the 2nd Calendar Quarter after Exit for Participants Employed in the 2nd Calendar Quarter after Exit

+P Credential Rate – All Participants

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

MP Employed Q2 Post Exit – Adult

The percent of Exiting Program Participants (Exiters) Employed IN the 2nd Calendar Quarter after Exit

MP Employed Q4 Post Exit – Adult

The percent of Exiting Program Participants (Exiters) Employed IN the 4th Calendar Quarter after Exit

N/A Median Earnings Q2 Post Exit – Adult

The Median Earnings in the 2nd Calendar Quarter after Exit for Participants Employed in the 2nd Calendar Quarter after Exit

MP Credential Rate – Adult

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

MP Employed Q2 Post Exit – DW

The percent of Exiting Program Participants (Exiters) Employed IN the 2nd Calendar Quarter after Exit

MP Employed Q4 Post Exit – DW

The percent of Exiting Program Participants (Exiters) Employed IN the 4th Calendar Quarter after Exit

N/A Median Earnings Q2 Post Exit – DW

The Median Earnings in the 2nd Calendar Quarter after Exit for Participants Employed in the 2nd Calendar Quarter after Exit

MP Credential Rate – DW

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

MP Employed/Enrolled Q2 Post Exit – Youth

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education or Training IN the 2nd Calendar Quarter after Exit

MP Employed/Enrolled Q4 Post Exit – Youth

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education/Training IN the 4th Calendar Quarter after Exit

+P Credential Rate – Youth

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 8/7/2019
JUNE 2019 REPORT

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		5	12	0	100.00%											
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes																

Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	+P	120.29%	54.61%	54.61%	65.69%	63.81%	57.28%	4,746	7,225	67.70%	63.04%	66.34%		7/18	3/19
TWC	# of Employers Receiving Workforce Assistance	+P	113.14%	2,709	3,136	3,065	3,603	3,305	----	----	2,054	1,933	1,821		10/18	6/19

Program Participation Measures

TWC	Choices Full Work Rate - All Family Total	+P	123.50%	50.00%	50.00%	61.75%	54.02%	52.28%	71	115	62.18%	60.44%	62.62%		10/18	6/19
TWC	Avg # Children Served Per Day - Combined (Discrete Month)	MP	95.00%	3,060	3,060	2,907	n/a	n/a	58,140	20	n/a	n/a	n/a	n/a	6/19	6/19
TWC	Avg # Children Served Per Day - Combined	n/a	n/a	n/a	n/a	2,837	2,302	2,076	553,246	195	2,648	2,904	2,963		10/18	6/19

1. TWC modified child care measure status methodology effective with the February MPR to be more consistent with the historic methodology. Generally, <95% of Target is -P, >=105% of Target is +P (unless service level is unsustainable), or else MP. This methodology is applied to the monthly Ramp-up Target if the Board has not yet hit their Combined Target or against the Combined Target itself once the Board has fully ramped up.

WIOA Outcome Measures

LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	99.96%	69.00%	69.00%	68.97%	68.48%	68.10%	10,092	14,633	68.12%	67.93%	68.72%	71.21%	7/17	6/18
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	101.32%	84.00%	84.00%	85.11%	84.35%	82.49%	9,986	11,733	84.25%	85.08%	87.01%	84.10%	1/17	12/17
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	106.16%	\$5,338.00	\$5,338.00	\$5,666.91	\$5,514.25	\$5,274.38	n/a	9,484	\$5,491.81	\$5,505.55	\$5,603.90	\$6,132.64	7/17	6/18
LBB-K	Credential Rate – C&T Participants	MP	101.73%	60.00%	60.00%	61.04%	54.88%	51.25%	94	154	74.29%	74.36%	54.90%	37.93%	1/17	12/17
DOL-C	Employed Q2 Post Exit – Adult	MP	94.07%	78.80%	78.80%	74.13%	80.52%	79.76%	278	375	77.84%	67.61%	67.12%	79.69%	7/17	6/18
DOL-C	Employed Q4 Post Exit – Adult	MP	95.31%	80.10%	80.10%	76.34%	83.19%	80.82%	284	372	71.43%	77.65%	82.04%	64.79%	1/17	12/17
DOL-C	Median Earnings Q2 Post Exit – Adult	---	-----	-----	-----	\$7,948.25	\$7,880.54	\$7,279.98	n/a	274	\$12,559.23	\$5,019.47	\$4,525.44	\$6,376.25	7/17	6/18
DOL-C	Credential Rate – Adult	MP	91.93%	65.80%	65.80%	60.49%	44.27%	55.77%	49	81	80.00%	75.00%	45.83%	35.71%	1/17	12/17
DOL-C	Employed Q2 Post Exit – DW	MP	106.14%	75.10%	75.10%	79.71%	82.16%	76.82%	165	207	79.63%	73.68%	88.37%	79.25%	7/17	6/18
DOL-C	Employed Q4 Post Exit – DW	MP	98.92%	80.30%	80.30%	79.43%	83.24%	67.95%	166	209	81.13%	75.56%	87.04%	73.68%	1/17	12/17
DOL-C	Median Earnings Q2 Post Exit – DW	---	-----	-----	-----	\$7,726.88	\$8,383.75	\$6,634.93	n/a	163	\$8,213.74	\$7,963.36	\$6,224.95	\$7,606.03	7/17	6/18
DOL-C	Credential Rate – DW	MP	91.57%	77.70%	77.70%	71.15%	74.00%	70.83%	37	52	82.35%	50.00%	77.78%	54.55%	1/17	12/17

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 8/7/2019

JUNE 2019 REPORT

Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
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WIOA Outcome Measures

DOL-C 2	Employed/Enrolled Q2 Post Exit – Youth	MP	100.28%	68.30%	68.30%	68.49%	68.18%	69.00%	<u>150</u> 219		62.20%	76.67%	73.47%	68.97%	7/17	6/18
DOL-C 2	Employed/Enrolled Q4 Post Exit – Youth	MP	102.93%	67.30%	67.30%	69.27%	66.12%	73.05%	<u>133</u> 192		66.67%	77.97%	59.76%	80.00%	1/17	12/17
DOL-C 2	Credential Rate – Youth	+P	120.77%	41.40%	41.40%	50.00%	55.13%	65.88%	<u>10</u> 20		33.33%	80.00%	50.00%	0.00%	1/17	12/17

2. <90% of Target is -P and >= 110% of Target is +P.

3. Targets will be negotiated late in BCY19 when casemix data is available.

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)

FINAL RELEASE
As Originally Published 8/7/2019

JUNE 2019 REPORT

Green = +P White = MP Yellow = MP but At Risk Red = -P

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
			Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Comb (Discr. Mo)	C&T Participants				Adult				DW				Youth			+P	MP	-P	% MP & +P
	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit			Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credentia Rate						
Alamo	115.09%	98.76%	126.62%	111.86%	103.17%	101.80%	110.12%	119.85%	101.64%	99.19%	n/a	89.90%	101.27%	98.91%	n/a	105.66%	100.23%	93.15%	129.55%	5	10	2	88%
Borderplex	109.90%	108.49%	113.48%	99.07%	97.87%	100.85%	107.28%	114.00%	98.23%	106.07%	n/a	100.34%	99.87%	97.55%	n/a	94.38%	95.87%	97.96%	133.43%	6	11	0	100%
Brazos Valley	119.19%	93.81%	76.66%	96.52%	101.38%	98.50%	111.60%	111.12%	109.04%	103.86%	n/a	98.70%	90.79%	96.50%	n/a	89.37%	102.98%	94.98%	69.45%	3	10	4	76%
Cameron	114.56%	100.69%	97.60%	101.53%	110.71%	101.21%	116.85%	145.00%	95.10%	91.10%	n/a	104.11%	107.88%	105.16%	n/a	106.92%	106.59%	99.86%	106.43%	4	13	0	100%
Capital Area	111.54%	101.64%	95.84%	94.93%	102.88%	104.11%	118.92%	113.02%	96.87%	100.42%	n/a	100.00%	93.95%	102.27%	n/a	105.94%	107.54%	109.53%	111.42%	4	12	1	94%
Central Texas	111.55%	95.46%	117.48%	101.91%	93.64%	99.61%	104.34%	98.40%	99.41%	105.35%	n/a	111.98%	105.32%	97.78%	n/a	92.02%	109.21%	98.60%	133.56%	4	12	1	94%
Coastal Bend	120.29%	113.14%	123.50%	95.00%	99.96%	101.32%	106.16%	101.73%	94.07%	95.31%	n/a	91.93%	106.14%	98.92%	n/a	91.57%	100.28%	102.93%	120.77%	5	12	0	100%
Concho Valley	114.34%	102.36%	99.86%	94.52%	106.91%	100.27%	108.18%	127.60%	104.93%	114.94%	n/a	82.40%	114.51%	96.30%	n/a	97.58%	100.37%	116.53%	111.94%	8	7	2	88%
Dallas	107.19%	100.53%	99.90%	114.02%	101.77%	100.95%	109.77%	124.17%	97.22%	96.26%	n/a	97.56%	100.50%	101.41%	n/a	89.02%	106.82%	97.94%	101.58%	4	12	1	94%
Deep East	117.83%	101.03%	106.80%	102.57%	103.46%	100.65%	110.01%	119.50%	103.32%	91.12%	n/a	108.11%	92.24%	95.26%	n/a	100.19%	93.76%	102.15%	130.06%	5	12	0	100%
East Texas	112.92%	124.27%	95.30%	108.49%	98.54%	100.37%	108.60%	106.52%	99.29%	98.33%	n/a	90.01%	103.62%	97.79%	n/a	102.28%	90.34%	99.20%	101.52%	5	12	0	100%
Golden Cresce	112.99%	92.76%	131.06%	92.65%	109.97%	102.39%	121.29%	120.65%	118.18%	110.47%	n/a	108.28%	105.19%	93.09%	n/a	101.91%	126.10%	130.76%	133.38%	10	5	2	88%
Gulf Coast	111.69%	91.10%	97.94%	102.62%	96.61%	99.07%	110.59%	101.18%	99.36%	100.80%	n/a	98.25%	84.75%	96.23%	n/a	96.31%	107.25%	108.94%	156.01%	3	12	2	88%
Heart of Texas	116.62%	121.85%	102.55%	102.37%	103.16%	100.02%	108.51%	136.15%	109.50%	94.22%	n/a	114.42%	116.01%	124.07%	n/a	41.67%	103.07%	102.34%	104.70%	7	9	1	94%
Lower Rio	120.72%	99.06%	116.96%	102.32%	109.96%	100.68%	114.37%	132.50%	99.25%	102.53%	n/a	100.06%	104.68%	101.01%	n/a	102.57%	98.93%	105.68%	106.24%	5	12	0	100%
Middle Rio	106.59%	100.00%	105.04%	99.81%	101.88%	95.20%	106.56%	150.17%	100.70%	89.27%	n/a	95.34%	107.33%	111.11%	n/a	111.11%	107.89%	91.91%	119.56%	7	9	1	94%
North Central	103.50%	118.10%	114.28%	86.25%	98.23%	102.10%	112.16%	116.37%	104.19%	102.25%	n/a	96.75%	100.67%	92.90%	n/a	94.68%	102.70%	98.72%	96.72%	4	12	1	94%
North East	111.56%	99.61%	100.10%	115.98%	99.35%	101.48%	104.44%	87.98%	100.48%	98.12%	n/a	93.49%	108.40%	118.31%	n/a	84.66%	89.23%	111.61%	107.59%	3	10	4	76%
North Texas	112.11%	97.51%	93.16%	99.53%	103.45%	102.30%	107.69%	142.60%	99.71%	108.92%	n/a	110.34%	114.59%	101.44%	n/a	108.84%	99.80%	106.35%	107.87%	5	11	1	94%
Panhandle	124.90%	108.95%	132.66%	99.74%	104.87%	102.01%	108.83%	121.12%	104.68%	110.53%	n/a	88.99%	104.60%	90.96%	n/a	103.67%	96.43%	118.16%	84.61%	7	8	2	88%
Permian Basin	122.96%	99.64%	98.76%	94.02%	108.03%	102.51%	112.46%	125.35%	89.86%	85.42%	n/a	98.51%	113.24%	103.18%	n/a	82.43%	119.76%	107.23%	144.93%	7	6	4	76%
Rural Capital	108.14%	96.19%	102.22%	98.87%	105.12%	105.40%	114.00%	123.45%	102.97%	109.21%	n/a	83.49%	104.67%	107.89%	n/a	111.11%	97.58%	102.43%	126.63%	7	9	1	94%
South Plains	116.13%	98.82%	109.52%	107.03%	101.99%	98.37%	109.26%	119.80%	91.60%	106.47%	n/a	91.14%	97.30%	92.59%	n/a	93.68%	99.80%	119.57%	115.77%	7	10	0	100%
South Texas	109.33%	113.72%	108.32%	102.67%	101.51%	99.79%	110.04%	146.15%	107.69%	102.63%	n/a	107.88%	102.37%	111.73%	n/a	136.67%	107.64%	127.36%	110.96%	9	8	0	100%
Southeast	121.46%	97.44%	95.36%	102.75%	105.16%	100.76%	106.89%	102.97%	103.86%	109.57%	n/a	106.77%	91.97%	102.25%	n/a	103.11%	93.44%	99.82%	93.95%	3	14	0	100%
Tarrant	106.08%	98.74%	100.10%	94.75%	101.99%	101.55%	112.20%	114.48%	101.32%	99.25%	n/a	90.65%	100.58%	97.78%	n/a	93.62%	90.38%	95.60%	69.51%	3	12	2	88%
Texoma	117.46%	94.39%	109.12%	102.88%	105.97%	101.12%	111.64%	123.53%	104.93%	100.06%	n/a	91.45%	114.42%	111.11%	n/a	80.01%	99.80%	106.21%	100.42%	7	8	2	88%
West Central	119.68%	98.62%	94.86%	103.34%	97.91%	98.55%	105.49%	113.10%	101.51%	101.67%	n/a	96.54%	89.51%	91.25%	n/a	111.11%	106.49%	104.47%	80.51%	4	10	3	82%
+P	27	7	13	3	8	1	26	23	1	3	0	3	5	5	0	4	2	6	14	151			
MP	1	17	12	17	19	27	2	4	26	23	0	21	21	23	0	18	25	22	10	288			
-P	0	4	3	8	1	0	0	1	1	2	0	4	2	0	0	6	1	0	4	37			
% MP & +P	100%	86%	89%	71%	96%	100%	100%	96%	96%	93%	N/A	86%	93%	100%	N/A	79%	96%	100%	86%	92%			
From	7/18	10/18	10/18	6/19	7/17	1/17	7/17	1/17	7/17	1/17		1/17	7/17	1/17		1/17	7/17	1/17	1/17	From			
To	3/19	6/19	6/19	6/19	6/18	12/17	6/18	12/17	6/18	12/17		12/17	6/18	12/17		12/17	6/18	12/17	12/17	To			

**Workforce Solutions of the Coastal Bend
2019-2020 Holiday Schedule**

Holiday	Date	Day of Week
Veteran's Day	11-11-2019	Monday
Thanksgiving Day	11-28-2019	Thursday
Day after Thanksgiving Day	11-29-2019	Friday
Christmas Eve	12-24-2019	Tuesday
Christmas Day	12-25-2019	Wednesday
New Year's Day	01-01-2020	Wednesday
Martin Luther King Jr., Day	01-20-2020	Monday
President's Day	02-17-2020	Monday
Memorial Day	05-25-2020	Monday
Independence Day (will be observed on Friday, July 3, 2020)	07-04-2020	Saturday
Labor Day	09-07-2020	Monday



WORKFORCE SOLUTIONS of the Coastal Bend

Board of Directors Meeting - Draft
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
September 26, 2019 – 3:00 pm

AGENDA

- I. Call to Order: *Victor M. Gonzalez, Jr., Chair*
- II. Roll Call: *Rosie Collin, Secretary*
- III. Announcement on Disclosure of Conflicts of Interest
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- IV. Public Comments
- V. Discussion and Possible Action on Minutes of the May 23, 2019 Board of Directors Meeting
- VI. Discussion and Possible Action on Minutes of the July 25, 2019 Board of Directors Meeting
- VII. Chairman's Report: *Victor M. Gonzalez, Jr.*
- VIII. President/CEO's Report: *Ken Trevino*
 - Business Development, Public Relations and Organizational Update
- IX. Committee Reports
 - * *Child Care Services* *Marcia Keener, Chair*
 - * *Public Relations* *Jesse Gatewood, Chair*
 - * *Workforce Services* *Velma Soliz-Garcia, Chair*
- X. Discussion and Possible Action to Approve FY 2019 Budget Amendment #4: *Shileen Lee*
- XI. Discussion and Possible Action on Proposed FY 2020 Operating Budget: *Shileen Lee*
- XII. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2019-20: *Ken Trevino*
- XIII. Discussion and Possible Action to Authorize the President/CEO to Execute the Contract for the Management and Operations of the Career Center System: *Ken Trevino*
- XIV. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract with Valero Payment Services Center for Purchase of Gasoline Cards: *Ken Trevino*
- XV. Discussion and Possible Action to Approve WIOA – Alternative Funding for Statewide Activities: *Amy Villarreal*
- XVI. Discussion and Possible Action to Approve Board Policies: *Alba Silvas*
 1. Policy #4.0.100.06 – Incentives/Stipends

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Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)

2. Policy #4.1.104.04 – Individual Training Accounts (ITAs)
3. Policy #4.0.120.04—Limited English Proficiency (LEP)

XVII. Information Only:

1. Monitoring Report: *Larry Peterson*
2. Update on Contract Negotiations: *Amy Villarreal*
3. Facilities Update: *Ken Trevino*
4. Financial Report: *Shileen Lee*
5. 2019 Budget Recap: *Shileen Lee*
6. Update on Asset/Equipment Inventory Process: *Shileen Lee*
7. Update on Future Procurements and Contract Renewals: *Robert Ramirez*
8. Performance Measure Update: *Amy Villarreal*
9. 2019-2020 Holiday Schedule: *Ken Trevino*

XVIII. Adjournment

Note: Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

Closed Session Notice. PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

Glossary of Terms

Program Title	Program Characteristics
Child Care	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
Non-Custodial Parent (NCP) Choices	Targets low-income, unemployed, or underemployed NCPs who are behind on child support payments and whose children are current or former recipients of public assistance. Involves working in tandem with the Office of the Attorney General (OAG) and the local court system to help NCPs with substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child support payments.
Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)	Designed to assist SNAP recipients in obtaining employment through participation in allowable job search, training, education, or workforce activities that promote long-term self-sufficiency. SNAP recipients are referred by the Texas Health and Human Services Commission (HHSC).
Temporary Assistance for Needy Families (TANF)/Choices	The goal of Choices services is to end the dependence of needy parents on public assistance by promoting job preparation, employment, and job retention with a “Work First” service delivery design. TANF recipients are referred by the Texas Health and Human Services Commission (HHSC).
Trade Act Services	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
The Workforce Information System of Texas (TWIST)	TWIST is a centralized point of reporting intake, case management, and service delivery for customers. Intake information is submitted just once for multiple employment and training programs, and can be retrieved statewide. TWIST also allows staff to query and retrieve information from the legacy systems - Employment Services (ES), Unemployment Insurance (UI), SNAP E&T, Temporary Assistance to Needy Families (TANF), SSI (Supplemental Security Income), and the Texas Department of Criminal Justice (TDCJ).
Veterans Employment Services	Employers have quick access to the talents and expertise of veterans and eligible persons, e.g., spouses of deceased/disabled/MIA veterans, to fill job openings.
Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services	Acts as liaison between employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Workforce Innovation and Opportunity Act (WIOA)	WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market; and matches employers with the skilled workers they need to compete in the global economy.