



WORKFORCE SOLUTIONS

of the Coastal Bend

Annual Board of Directors Meeting

December 12, 2019

3:00 pm

**Omni Corpus Christi Hotel
900 Shoreline Blvd., Corpus Room A
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.

- 2. Authorize the President/CEO to Execute the Contract for Financial Audit Services: *Ken Trevino*..37
- 3. Authorize the President/CEO to Execute the Contract for Janitorial Services: *Ken Trevino*.....38
(Recommended for approval at the November 14, 2019 Executive/Finance Committee Meeting)

XIV. President/CEO Report: *Ken Trevino*

- 1. Annual Update

XV. Discussion and Possible Action on Nomination and Election of Officers for 2020.....39-40

XVI. 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.

Consent Agenda. Items listed under the Consent Agenda have previously been reviewed and recommended for action by one or more Committees of the Board of Directors. All items listed under the Consent Agenda are ready for action by the full Board of Directors; however, a Board member can request that any item be pulled from the Consent Agenda for further review and discussion.

A proud partner of the  American Job Center network

Equal Opportunity Employer/Program

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

Deaf, hard-of-hearing or speech impaired customers may contact

Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (voice)

Workforce Solutions Board of Directors
Roll Call Roster
December 12, 2019

- _____ Victor M. Gonzalez, Jr., **Chair**; Private Sector – City of Corpus Christi
- _____ Afuso, Mary; Post-Secondary Education – City of Corpus Christi
- _____ Allsup, Gary; Public Assistance Agency – City of Corpus Christi
- _____ Bowen, Sandra Julia; Private Sector – Jim Wells County
- _____ Cantu, Arnoldo; Private Sector – Duval County
- _____ Collin, Rosie, **Secretary**; Private Sector – City of Corpus Christi
- _____ De Los Santos, Ray; Private Sector – Refugio County
- _____ Florence, Tracy; CBO – Bee County
- _____ Flower, Michelle; Private Sector – City of Corpus Christi
- _____ Garza, Sara; Public Employment Service – City of Corpus Christi
- _____ Gatewood, Jesse; Organized Labor – Nueces County
- _____ Giesler, Randy; Private Sector – Live Oak County
- _____ Gleason, Mary; Literacy Council – City of Corpus Christi
- _____ Goodwine, Vince, **Parliamentarian**; Private Sector – Nueces County
- _____ Hunter, Ofelia, CBO/OL – Jim Wells County
- _____ Jones, Parrish; Private Sector – City of Corpus Christi
- _____ Keener, Marcia; CBO – San Patricio County
- _____ Kelley, Kari; Private Sector – Aransas County
- _____ Lopez, Omar; Private Sector – City of Corpus Christi
- _____ Nelson, Travis, Private Sector – City of Corpus Christi
- _____ Owen, John W., **Treasurer**; Vocational Rehabilitation Agency – City of Corpus Christi
- _____ Perez, Gloria, **Past Chair**; Private Sector – City of Corpus Christi
- _____ Puig, Marc Dr., Adult Basic & Cont. Ed – Bee County
- _____ Ramirez, Carlos; Private Sector – Kleberg County
- _____ Rodriguez, Jr., Cleo; Economic Development – City of Corpus Christi
- _____ Salazar, Manny; CBO – Kleberg County
- _____ Sample, Edward; Private Sector – City of Corpus Christi
- _____ Soliz-Garcia, Velma, **Vice Chair**; – Education Agency – San Patricio County
- _____ Temple, Susan, Private Sector – San Patricio County
- _____ Unda, C. Michelle; Private Sector – City of Corpus Christi
- _____ Wilson, Catrina – CBO – City of Corpus Christi

Signed

Printed Name

MINUTES
Workforce Solutions of the Coastal Bend – Board of Directors Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, TX
September 26, 2019 - 3:00 pm

Board Members

Present

Victor M. Gonzalez, Jr., Chair; ps – City of CC
Sandra Julia Bowen; private sector – Jim Wells County
Ray De Los Santos; private sector – Refugio County
Tracy Florence; CBO – Bee County
Sara Garza; public employment service – City of CC
Jesse Gatewood; organized labor – Nueces County
Randy Giesler; private sector - Live Oak County
Mary Gleason; literacy council – City of CC
Vince Goodwine, private sector – Nueces County

Ofelia Hunter; CBO/OL – Jim Wells County
Marcia Keener; CBO – San Patricio County
John Owen, Treasurer; vocational rehab. – City of CC
Gloria Perez, Past Chair; private sector – City of CC
Marc Puig; Adult Basic & Cont. Ed – Bee County
Carlos Ramirez; private sector – Kleberg County
Edward Sample; ps & vet rep. – City of CC
Susan Temple; private sector – San Patricio County
Catrina Wilson; CBO – City of CC

Absent

Mary Afuso; post-secondary education – City of CC
Gary Allsup; public assistance – City of CC
Arnoldo Cantu; private sector – Duval County
Rosie Collin; Secretary; ps – San Patricio County
Michelle Flower; private sector – City of CC
Parrish Jones; private sector – City of CC
Kari Kelley; private sector – Aransas County

Omar Lopez; private sector – City of CC
Travis Nelson; private sector – City of CC
Cleo Rodriguez Jr.; economic development – City of CC
Manny Salazar; CBO – Kleberg County
Velma Soliz-Garcia, Vice Chair; ed – San Patricio County
C. Michelle Unda; private sector – City of CC

Vacancies

Private Sector – Kenedy County

Others Present

Ken Trevino, WS President/CEO
Amy Villarreal, WS Chief Operating Officer
Shileen Lee, WS Chief Financial Officer
Robert Ramirez, WS Procurement & Contracts Specialist
Pam Ross, WS Contract Manager
Alba Silvas, WS Director of Programs & Planning
Catherine Cole, WS Contract Manager
Shelby Simms, WS Resource and Worksite Coordinator
Jennifer Ledford, WS Student HireAbility Navigator
Larry Peterson, WS Internal Auditor EO/504 Coordinator
Monika De La Garza, WS Communications & Outreach
Rufino Martinez, Outreach Analyst
Xena Mercado, WS Design & Digital Content Specialist
Christina Miller, WS Child Care Quality Program Spec.

Heather Cleverley, WS Exec. Coord. to President/CEO
Janet Neely, WS Administrative Assistant
Manuela Zarate, SERCO of Texas, Inc.
Manuel Ugues, SERCO of Texas, Inc.
Rita Soto, SERCO of Texas, Inc.
Maria Medina, SERCO of Texas, Inc.
Bertha Campos, SERCO of Texas, Inc.
Karen Casey, Texas Veterans Commission
Chakib Chehadi, C2 Global Professional Services, LLC
Ramsey Olivarez, C2 Global Professional Services, LLC
Neil Hanson, BakerRipley, Inc.
Kenia Dimas, BakerRipley, Inc.
Davina G. Cortez, Santos McBain Mgmt. & Planning

I. Call to Order

Mr. Gonzalez called the meeting to order at 3:02 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Announcement on 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 introduced Mr. Chakib Chehadi, President/CEO of C2 Global Professional Services, LLC.

Mr. Chehadi thanked the Board members for their service. He also thanked Mr. Trevino, staff and Mr. Ugues for the process on the transition. Mr. Chehadi stated all staff from SERCO of Texas, Inc. was offered a job transitioning to C2 Global Professional Services, LLC. Mr. Chehadi introduced Mr. Ramsey Olivarez, Chief Innovation and Performance Officer of C2 Global Professional Services, LLC. Mr. Chehadi expressed gratitude for the opportunity to serve as the new service contractor for the Career Center Services and Youth Development Services.

Mr. Gonzalez thanked Mr. Chehadi for his kind words and welcomed him onboard.

V. Board Comments

There were no Board comments.

VI. Discussion and Possible Action on Minutes of the May 16, 2019 Board of Directors Meeting

Mr. Owen moved to approve the minutes of the May 16, 2019 Board of Directors meeting. The motion was seconded and passed.

VII. Discussion and Possible Action on Minutes of the July 25, 2019 Board of Directors Meeting

Ms. Wilson moved to approve the minutes of the July 25, 2019 Board of Directors meeting. The motion was seconded and passed.

VIII. Chairman's Report

Welcome New Board Members

Mr. Gonzalez welcomed new Board members Dr. Marc Puig, Superintendent Bee ISD with Beeville ISD; Ofelia Hunter, Board Member with Boys and Girls Club and Susan Temple, Regional Human Resource Manager with Chemours. Mr. Gonzalez extended his appreciation for the time the new board members are volunteering to serve on the Board of Directors. He stated it was a pleasure to have them onboard.

Meeting with Mr. Trevino

Met with Mr. Trevino to obtain weekly briefings on the state of events at Workforce Solutions.

State of the County Luncheon – May 30

Attended State of the County Luncheon with members of the Executive Board and Mr. Trevino.

Robstown Jet Grant Award Presentation – August 22

Attended the Jet Grant Award Presentation – Spoke on the importance of supporting education and how training 50 new Process Technicians will pump roughly \$3.5 Million annually back into the greater Robstown and Coastal Bend Region.

Salute to the Military Luncheon – August 22

Attended the Salute to the Military Luncheon with members of the Executive Board and Ms. Villarreal.

2019 YOU Choose! Youth Career Expo – September 25

Attended the 2019 YOU Choose! Youth Career Expo – Welcomed the Employers, Educators, Dignitaries, and Students to the annual event.

Appointment of Ad Hoc Nominating Committee

As required by the Bylaws, a Nominating Committee has been appointed comprised of three members from the rural counties and three members from Nueces County. The Committee will nominate candidates to serve as elected officers in 2020. Members interested in serving as an officer in 2020 should contact a member of the Committee. Nominations will also be accepted from the floor at the Annual Board of Directors meeting. Committee members include:

Mary Gleason, Chair (urban)	Tracy Florence (rural)
Jesse Gatewood (urban)	Carlos Ramirez (rural)
Catrina Wilson (urban)	Manny Salazar (rural)

Next CEO Council Meeting

Mr. Gonzalez provided date on next CEO Council meeting which will be held at 12:00pm on September 27, 2019 at the Keach Family Library in Robstown.

IX. President/CEO Report

Mr. Trevino welcomed new Board members Dr. Marc Puig, Superintendent Bee ISD with Beeville ISD; Ofelia Hunter, Board Member with Boys and Girls Club and Susan Temple, Regional Human Resource Manager with Chemours.

Mr. Trevino provided highlights from the following President/CEO report distributed at the meeting, including: meeting with CC Polymers; and 2019 YOU Choose! Youth Career Expo. With Commissioner Demerson, Judge Huff, Mayor McComb and Board Members.

- Meeting with Mayor McComb – May 22
- Corpus Christi Medical Center Board Meeting – May 28
- Commencement Ceremony Corpus Christi Ship Channel – May 29
- State of the County Luncheon – May 30
- Meeting with Chairman Victor Gonzalez, Jr. – June 5
- Meeting at Del Mar College Leadership Team – June 6
- Robstown ISD Jet Grant Presentation – June 12
- Reception for new City Manager Peter Zanoni – June 12
- Corpus Christi Regional Economic Development Council Board of Directors Meeting – June 13
- Meeting with Lucinda Garcia, Chairman Victor Gonzalez, Jr. – June 13
- Meeting with Iain Vasey, Corpus Christi Regional Economic Development Corporation – June 14
- Meeting with Darron Bergstrom – June 19
- Meeting with Chairman Victor Gonzalez, Jr. – June 20
- Workforce Development Council Executive Committee Conference Call – June 21
- Corpus Christi Medical Center Board of Directors / Trustee Meeting – June 25
- US Conference of Mayors – June 26
- CC Polymers Stakeholder Meeting – July 11
- Meeting with Susanna Martinez and Teresa Rodriguez, Instituto De Cultura Hispanica de Corpus Christi – July 16
- Meeting with Chairman Victor Gonzalez, Jr. – July 16
- Meeting with United Corpus Christi Chamber of Commerce President/CEO John LaRue – July 23
- Meeting with C2 Global and Staff members – August 5
- Citizens for Educational Excellence Legislative Update – August 7
- Meeting with CC Polymers – August 9
- Meeting with Chairman Victor Gonzalez – September 11
- Gulf Coast Growth Ventures Ground Breaking Ceremony – September 12
- Meeting with Iain Vasey, CCREDC – September 16

- Meeting with City Manager Peter Zanoni– September 18
- Crush the Crisis Press Event with Mayor McComb and Corpus Christi Medical Center– September 18
- Meeting with DeAnna Stansberry March of Dimes – September 18
- CCMC Board Meeting – September 19
- Federal Reserve Bank of Dallas Luncheon – September 20
- 2019 YOU Choose! Youth Career Expo. with Commissioner Demerson, Judge Huff, Mayor McComb and Board Members – September 25

Upcoming Events:

- CEO Council Meeting – September 27
- Meeting with City Manager Peter Zanoni and Executive Leadership Team – October 2
- State of the University Texas A&M Corpus Christi – October 2
- Inner Harbor Boat Tour with Judge Jim Huff – October 3

Mr. Trevino expressed gratitude to be able to have a meeting on July 25, 2019. Mr. Trevino stated having the meeting in July allowed Board staff to work with both SERCO of Texas, Inc. and C2 Global Professional Services, LLC successfully during the transition. Mr. Trevino thanked Mr. Gonzalez, Chairman for allowing Board of Directors and Board staff to have the meeting for the transition.

Mr. Gonzalez called on Mr. Ugues to introduce his team. Mr. Manuel Ugues, Regional Director introduced Ms. Manuela Zarate, Vice President and Chief Operating Officer; Ms. Bertha Campos, Corporate Quality Assurance; Ms. Rita Soto, Project Director; and Ms. Maria Medina, Staples Center Manager all with SERCO of Texas, Inc.

Ms. Zarate extended a huge thank you to Mr. Gonzalez for being able to serve the community for Workforce Solutions of the Coastal Bend for fifteen (15) years. Ms. Zarate wished everyone the best of luck and expressed gratitude for all the support. Mr. Ugues recognized and thanked SERCO of Texas, Inc. staff for being great through the whole transition process. Mr. Ugues also thanked Mr. Chehadi for the smooth transition and offering SERCO of Texas, Inc. staff employment. Mr. Ugues recognized the Board staff for allowing SERCO of Texas, Inc. the opportunity to serve the community for fifteen (15) years.

Mr. Gonzalez stated on behalf of the Board of Directors and Board staff he thanked SERCO of Texas, Inc. for their services and Workforce Solutions of the Coastal Bend are very appreciative.

X. Committee Reports

Child Care Services

Ms. Keener provided a report on the September 10, 2019 Child Care Services Committee meeting (included on page 13 of the September 26 agenda packet). Ms. Keener thanked the Child Care Services Committee members for attending the meeting on September 10, 2019.

Public Relations

Mr. Gatewood provided a report on the September 11, 2019 Public Relations Committee meeting (included on page 14 of the September 26 agenda packet). Ms. De La Garza provided a handout on the Q3 Report.

Mr. Gatewood welcomed new Board members Dr. Marc Puig, Superintendent Bee ISD with Beeville ISD; Ofelia Hunter, Board Member with Boys and Girls Club and Susan Temple, Regional Human Resource Manager with Chemours.

Ms. Perez recognized Mr. Trevino and staff for the outstanding job they did and with the success of the 2019 YOU Choose! Youth Career Expo. Ms. Perez stated each year you always strive to do better and this year was the best year for the event. Ms. Perez congratulated Mr. Trevino and his staff for a successful event of the 2019 YOU Choose! Youth Career Expo.

Mr. Trevino thanked Ms. Perez and recognized his team for an outstanding job and successful event.

Workforce Services

Ms. Silvas provided a report on the September 12, 2019 Workforce Services Committee meeting (included on pages 15-16 of the September 26 agenda packet).

XI. Discussion and Possible Action to Approve FY 2019 Budget Amendment #4:

Ms. Lee presented information on FY 2019 Budget Amendment #4 (included on pages 17-19 of the September 26 agenda packet).

Mr. Owen moved to approve FY 2019 Budget Amendment #4. The motion was seconded and passed.

XII. Discussion and Possible Action to Accept the Proposed FY 2020 Operating Budget

Ms. Lee presented information on the FY 2020 Operating Budget (included on pages 20-23 of the September 26 agenda packet).

Mr. Owen moved to approve the FY 2020 Operating Budget. The motion was seconded and passed.

XIII. Discussion and Possible Action to Approve WIOA – Alternative Funding for Statewide Activities

Ms. Villarreal presented information on the WIOA – Alternative Funding for Statewide Activities (included on pages 24-30 of the September 26 agenda packet).

Ms. Perez moved to approve the WIOA – Alternative Funding for Statewide Activities. The motion was seconded and passed.

XIV. Consent Agenda Action Items:

1. Policy #4.0.100.06 – Incentives/Stipends
2. Policy #4.1.104.04 – Individual Training Accounts (ITA)
3. Policy #4.0.120.04 – Limited English Proficiency (LEP)
4. Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2019-20
5. Authorize the President/CEO to Execute the Contract for the Management and Operations of the Career Center System
6. Authorize the President/CEO to Execute a Contract with Valero Payment Services Center for Purchase of Gasoline Cards

Mr. Owen moved to approve all items on the Consent Agenda. The motion was seconded and passed.

XV. Information Only:

1. *Monitoring Reports*

Mr. Peterson provided a Monitoring Report for the months of February – August 2019 (included on pages 56-59 of the September 26 agenda packet). TWC requires that monitoring 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.

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 & Baker Ripley 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 08/26/19**

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) customer's support service \$5 gas card was entered in TWIST but was never given to 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 Inc.

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.

2. *Update on Contract Negotiations*

Ms. Villarreal provided an update on contract negotiations (included on page 60 of the September 26 agenda packet). Ms. Villarreal stated that new contract starts October 1.

3. *Facilities Update*

Mr. Trevino provided a facilities update (included on page 61 of the September 26 agenda packet).

4. *Financial Report*

Ms. Lee presented the July 2019 Financial Report (included on pages 62-65 of the September 26 agenda packet).

5. *2019 Budget Recap*

Ms. Lee presented the 2019 Budget Recap (included on pages 66-67 of the September 26 agenda packet).

6. *Update on Asset/Equipment Inventory Process*

Ms. Lee provided an update on the Asset/Equipment Inventory Process (included on page 68 of the September 26 agenda packet).

7. *Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on future procurements and contract renewals (included on pages 69-97 of the September 26 agenda packet).

8. *Performance Measure Update*

Ms. Villarreal presented the June 2019 Performance Measure Update (included on pages 98-103 of the September 26 agenda packet).

9. *2019-2020 Holiday Schedule*

Mr. Trevino provided the approved 2019-2020 Holiday Schedule (included on page 104 of the September 26 agenda packet).

XVI. Adjournment

The meeting adjourned at 4:16 pm.

YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Child Care Services

Marcia Keener, Chair

Mary Gleason, Vice Chair

Mary Afuso

Sara Garza

Cleo Rodriguez, Jr.

Ed Sample

Ofelia Hunter

Travis Nelson

The Child Care Committee met four (4) times during BCY 2019.

Workforce Solutions of the Coastal Bend's (WFSCB's) Child Care Programs highlights for BCY 2019 are listed below.

- The Board's performance measure for the "*average number of children served per day*" was **3,060** during BCY 2019. On average, the number of children served locally per day was **3,107**.
- Workforce Solutions of the Coastal Bend paid child care providers **\$14,519,533** during BCY 2019.
- The Early Childhood Development Quality Services Program (ECDQSP) provided two Child Development Associate (CDA) Certification Program professional development training classes for child care employees during BCY 2019. The first class was held from February 12, 2019 to April 25, 2019 with **9** participants. The second class was held from September 10, 2019 to November 14, 2019 with **17** participants.
- To date, the Frogstreet curriculum has been implemented in *each* classroom at **29** child care centers, **19** of these child care centers are TRS certified. **2,063** children (*of which 953 are Workforce subsidized children*) are being exposed to/receiving instruction from this curriculum.
- Hosted one of the *Texas Workforce Commission's (TWC's)* Texas Rising Star (TRS) Regional Trainings on June 5 & 6, 2019. TRS staff from **6** Workforce Boards participated in this training.
- On June 16, 2019, the *3rd Annual Child Care Home Providers Symposium* was held. **43** home providers attended this event and received a certificate for six (6) clock hours of training. 2 TRS providers 41 non-TRS

- Hosted one of the *Texas Workforce Commission's (TWC's) Texas Rising Star (TRS) 4-Year Review Recommendation Meetings* on June 27, 2019. Participants included staff from the Child Care Licensing Division and child care center directors and staff from TRS and non-TRS certified child care centers.
- On July 20, 2019, the *6th Annual Directors Symposium* was held. **91** child care directors attended this event and received a certificate for six (6) clock hours of training.
- On August 17, 2019, the *6th Annual "Back to School" Teachers Fair* was held. **418** child care staff attended this event and received a certificate for Six (6) clock hours of training. **20** TRS certified and **70** non-TRS certified child care centers participated in this event.
- During BCY 2019, the ECDQSP provided **10** professional development training activities on various early childhood education topics for child care staff to participate in.

The Child Care staff would like to thank the Child Care Committee for their continuous support of our child care initiatives. We are extremely humble and grateful for your confidence in our abilities to do "what's right for children"! We look forward to a fantastic BCY 2020!!

YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Public Relations

- Jesse Gatewood, Chair
- Parrish Jones
- Carlos Ramirez
- C. Michelle Unda
- Catrina Wilson
- Tracy Florence
- Arnoldo Cantu
- Omar Lopez

The Public Relations Committee reviews and recommends activities based on the Strategic Marketing and Communications Action Plan. The plan establishes overarching initiatives including public relations, marketing, communications, outreach, leadership, advocacy, and organizational excellence. The ultimate goal is to increase awareness and outreach efforts of services that Workforce Solutions of the Coastal Bend (WFSCB) offers to both employers and job seekers.

Proof of Performance:

- The Public Relations Committee met four times this year (meeting dates: February 6th, May 7th, September 11th and November 13th).

Major Highlights

- Implementation of the Design & Digital Content Specialist (February 2019) – This new position has streamlined WFSCB’s outreach, marketing and public relations initiatives including graphic design, digital marketing strategies, web campaigns and social media relations to increase brand awareness and engagement for WFSCB.
- Mobile Career Center Ribbon-Cutting Ceremony (February 21st) - The new, state-of-the-art Mobile Career Center was unveiled with several dignitaries and board members in attendance. The “Career Center On Wheels” is a system-wide universal information gateway designed to provide employer and workforce services directly to customers in need to virtually any location.
- Women Empowered Summit (March 23rd) - WFSCB had the unique opportunity to create, develop and execute the Women Empowered (WE) Summit designed to empower, inspire and strengthen women entrepreneur’s business growth. Over 200 women and more than 30 Inspiration Station Vendors attended the inaugural event.
- Texas Workforce Commission’s Jobs and Education for Texans (JET) Grants (March 2019) - Alice Independent School District - \$71,015, Corpus Christi Independent School - \$282,766, (April 2019) Gregory Portland Independent School District - \$251,828 and (June 2019) Robstown Independent School District - \$188,328

- Texas Business Conference (April 2019) – WFSCB helped promote and staff this event that sheds light on Employment Law. Over 300 businesses attended this two-day conference.
- Illuminated Buccaneer Parade (May 2019) - WFSCB’s Mobile Career Center made its debut in the annual parade route placing the “Workforce Center on Wheels” in front of an estimated 120,000 attendees lining the streets. The parade passed right by the Staples Career Center providing an opportunity for staff and their families to get a front-row seat at one of the only illuminated night parades in the country.
- Career Signing Days (May 2019) - San Diego High School Career Signing Day - Seniors from San Diego High School took part in the College and Career Signing Day by signing Letters of Intent with regional and statewide colleges, universities, and WFSCB. This was a special event for students who chose to enter the workforce with support from WFSCB. Craft Training Center (May 2019) High School Students from across the Coastal Bend region signed Letters of Intent certificates to enter the workforce in key industries after graduation. This was the first Career Signing Day for the center presented by the TWC and WFSCB.
- 2019 YOU! Summer Youth Job Fair (May 2019) – In partnership with the Coastal Compass Education & Career Resource Center, WFSCB hosted this event in the Center Court at La Palmera Mall for youth ages 16-24 seeking summer employment. 326 job seekers attended and had the chance to meet 38 employers.
- March for Babies Walk and Check Presentation (May 2019) – A \$5,000 oversized check was presented to the March of Dimes during an Employee Recognition Presentation at the Staples Career Center where staff were acknowledged and treated to cake and punch for all their efforts and dedication to this year’s walk and fundraising efforts.
- YOU Learn! Educator Externship (June 2019) - 97 educators representing 23 Independent School Districts and 41 employers participated in two one-week YOU Learn! Educator Externship Programs that immersed them in Coastal Bend careers.
- Corpus Christi Army Depot Hiring Event (August 2019) – Over 3,500 job seekers showed up for one of WFSCB’s biggest hiring events of the year at the Sunrise Career Center. Many of the job seekers were interviewed with many receiving job offers during this two-day event. First day was for veterans and the second for the public.
- Emerging Professionals Internship Program (August 2019) – 22 High school seniors had the opportunity to learn valuable soft skills and gain insight into various in-demand industries and occupations, including on the job work experience through a paid internship. They were honored at the Staples Career Center where they received their Certificate of Completion.
- YOU Choose! Career Expo & Ready for College and Career Conference (September 25th) - More than 2,300 students from 42 campuses spent the day visiting with local employers and training programs in Business, Health Care, Professional Skills & Trades and Public Service. WFSCB Chair, Victor M. Gonzalez, Jr., introduced special featured guest Texas Workforce Commissioner Aaron Demerson who launched both events at a ribbon-cutting ceremony.

- Coastal Bend Day of Pink (October 2019) - In honor of Breast Cancer Awareness Month and the Coastal Bend Day of Pink, WFSCB staff "Turned Pink" by wearing pink attire to show their support and raised \$1,657 for the Breast Friends campaign that provides prosthesis and bras at no cost for breast cancer survivors in the Coastal Bend.
- Del Mar College and Corpus Christi Medical Center Skills Development Fund Check Presentation (October 2019) - WFSCB Chair, Victor M. Gonzalez, Jr., introduced Texas Workforce Commissioner Julian Alvarez who signed an oversized check for \$464,747 to train 278 new and incumbent registered nurses, certified nursing assistants, case managers and others.
- 8th Annual Hiring Red, White & You! Statewide Hiring Fair (November 7th) - In honor of Veterans Day, the Texas Workforce Commission, the Texas Veterans Commission and WFSCB hosted this annual event at the American Bank Center for local veterans, services members and their spouses. Over 800 job seekers attended, including 250 veterans, with more than 116 employers pursuing workers in their prospective industries. WFSCB Chair, Victor M. Gonzalez, Jr., introduced special featured guest Texas Workforce Commission General Counsel, Les Trobman who launched both events at a ribbon-cutting ceremony.

Major Projects

- Quarterly Report Template Refresh
- 4 Quarterly Reports – including Online Reports (29 Quarterly Reports since 2012)
- 1 Annual Report – including E-Magazine to be presented (10 Annual Reports since 2010)

Media Outreach

- Hot Jobs! KIII TV3 ABC = 50 Segments (Media Metric Value: \$1,200 per TV Segment)
Total Value: \$60,000
- Work Bank! KAJA Telemundo 50 Segments (Media Metric Value: \$1,200 Per TV Segment) Total Value: \$60,000
- Job Search! KLUX 89.5 FM Radio = 700 Segments (Airs 2 – 3 times daily: Media Metric Value: \$125 Per Spot) Total Value: \$87,500
- 7th Annual Hiring Red, White & You! Statewide Hiring Fair Media TV Sponsor
KIII TV3 ABC: 47 Public Service Announcements = \$5,062.50
- 8th Annual Hiring Red, White & You! Statewide Hiring Fair Media Radio Sponsor
KLUX 89.5: 94 Public Service Announcements = \$10,125
- KIII TV3 ABC Morning News Show Labor Market Intelligence Report (2nd Tuesday of each Month) Total: 13 Segments
- Rural & Urban News Stories: TV, Print & Radio - Total: 80 Stories
800 Jobs Segments (KIII TV3 ABC, KAJA Telemundo & KLUX 89.5)
+ 80 Rural & Urban News Stories (Includes 13 Monthly LMI Featured Segments)
880 TOTAL News Segments \$207,500 TOTAL Media Metric Value

Social Media Outreach

- WFSCB continues to expand its digital footprint on its social media platforms by generating more strategic online exposure promoting hiring events, job fairs, special events, employee events, and community partner events in 2019.

- **957** Total Posts across Facebook, Twitter & LinkedIn for a Total Reach of **520,126**
- **6,669** Views on Snapchat and **31** Videos & **315** Likes on Tik Tok
- **29** Facebook LIVE Events

A sincere “Thank You!” to the Public Relations Committee Members, Board of Directors and Chief Elected Officials for your service and continued support!

www.workforcesolutionscb.org

Connect with Us!



Coming in 2020



YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Workforce Services

Velma Soliz-Garcia, Chair

Gary Allsup, Vice Chair

Randy Giesler

Kari Kelley

Manny Salazar

Vince Goodwine

Sandra Julia Bowen

Ray De Los Santos, Jr.

Michelle Flower

Susan Temple

Dr. Marc Puig

The Workforce Services Committee met four times in 2019 and discussed workforce services to business, workers, youth, and people with disabilities during each meeting. The committee was provided the latest information on labor market intelligence, performance and facilities.

Highlights for the year:

- Continued transition of Vocational Rehabilitation Services (VRS) to Texas Workforce Solutions.
- 1st Annual Women's Entrepreneur (WE) Summit
- 3rd Annual, YOU CHOOSE! Career Expo.
- 3rd Annual YOU Earn & Learn! Partnership with VRS.
- 6th Annual YOU Learn! Teacher Externships.
- 8th Annual Statewide Red, White and You! Veteran's Hiring Fair.
- Hurricane Harvey Relief Initiative (HHRI)- Mobile Career Center arrived January 2019. Extension of HHRI to December 31, 2020.
- Strengthened partnerships, including shared grant opportunities, with the Corpus Christi Regional Economic Development Corporation (CCREDC), Texas A&M Corpus Christi, and Texas A&M Kingsville, United Corpus Christi Chamber of Commerce.
- Implemented *Success Through Service*- Customer Service Training.
- Procurement, selection and execution of Contract with C2 GPS; regarding the management and operations of the career center delivery system effective October 1, 2019.

Action items brought to the Board of Directors:

- 14 Policies were brought to the committee for approval.

Thank you to each of our committee members for your guidance and the perspective you bring to the committee. You're critical to the work we do as an organization.

The conversations that have occurred have directly led to actions within our Career Centers and thus impacted the Coastal Bend community.

Thank you, Ms. Velma Soliz-Garcia, our committee chair, for her support and leadership. Board staff looks forward to another successful year, filled with on-going accomplishments.

COMMITTEE REPORT

Committee: Ad Hoc Nominating

Mary Gleason, Chair

Catrina Wilson

Jesse Gatewood

Carlos Ramirez

Manny Salazar

Tracy Florence

Date of Committee meeting: October 23, 2019

The following items were discussed at the meeting:

1. Discussion and Possible Action on the Nomination of a Slate of Officers for 2020
2. Bylaws
3. 2017-2019 Committee Structures
4. 2019 Attendance Records
5. Draft Slate and Voting Ballot
6. Process for Ballot Count and Announcement of Officers

The Committee took the following action:

1. Nominated the following slate of officers for 2020 (included on page 38 of the agenda packet).

Chair: Gloria Perez

Vice Chair: John Owen

Secretary: Rosie Collin

Treasurer: Velma Soliz-Garcia

Parliamentarian: Vince Goodwine

Additional comments:

Nominations will also be accepted from the floor.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

X. FY 2020 Budget Amendment #1

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2020 Operating Budget on September 26, 2019. Budget Amendment #1 is attached with a detailed budget narrative. The proposed budget amendment includes budget realignments to revenues and expenditures to reconcile projections to actuals.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2020 Budget Amendment #1.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2020**

The proposed budget amendment #1, includes an overall revenue increase for contract carry forward balances and new contracts, for a total increase of \$542,783.

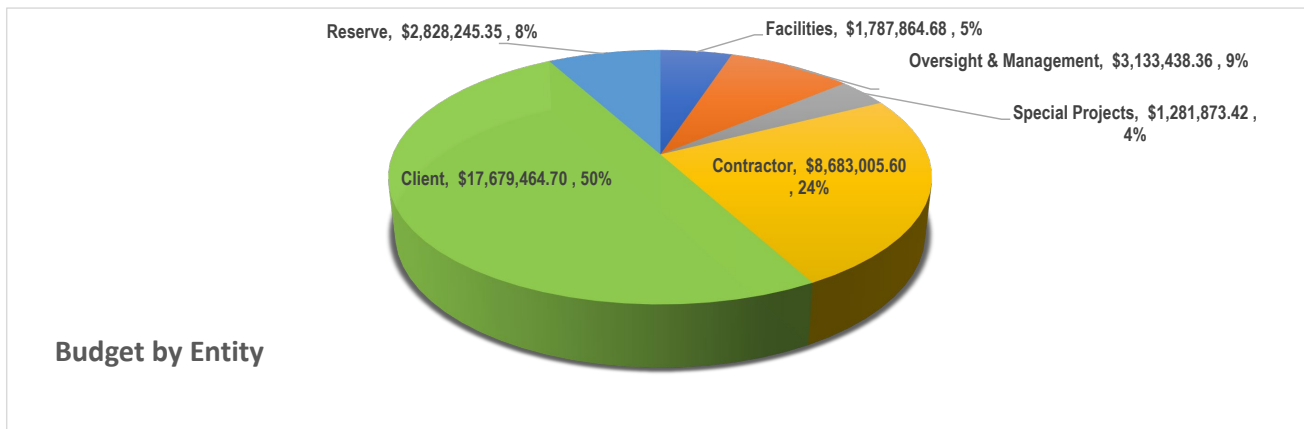
The increase in the budget will be adjusted in all in contracted services due to the funds being previously directly distributed to the contractor.

We are requesting approval on budget amendment #1 of the BCY2020 budget.

Contract No.	Program	Original Budget FY2020	Amendment #1 Carry Over / New Funds	Revised Funds Available 9/30/2019
2219WCI000	Workforce Commission Initiatives- Red White	0	3,649	3,649
2219WCI000	Workforce Commission Initiatives-- CC Quality	0	2,274	2,274
2219WCI000	Workforce Commission Initiatives--Foster Care	0	1,067	1,067
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	101,100	(12,135)	88,965
2219CCQ000	Child Care Quality	300,000	(17,526)	282,474
2219TAF000	TANF Choices	600,000	12,376	612,376
2219CAA000	Child Care Attendance Automation Service	8,569	(8,569)	0
2219CCF000	Child Care	280,544	(209,563)	70,981
2219CCM000	Child Care Local Initiative	1,742,626	0	1,742,626
2219CCP000	Child Care DFPS	69,456	0	69,456
2219TRA000	Trade Act Services for Dislocated Workers	116,677	2,800	119,477
2219WPA000	Wagner-Peyser Employment Services	63,451	1,523	64,974
2219EXT001	WOS - Externship for Teachers	25,000	(11,448)	13,552
2218WOA000	WIOA - PY18 Adult Allocation	277,228	(15,892)	261,336
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	626,197	(159,028)	467,169
2218WOY000	WIOA - PY18 Youth Allocation	0	625,619	625,619
2219WOR000	WIOA - PY18 Rapid Response	22,772	0	22,772
2217NDW001	NDW - Hurricane Harvey	500,000	296,771	796,771
2218WDR000	WWRCCA for Hurricane Harvey	25,000	3,649	28,649
2219WOS001	WOS - Military Family Support	35,000	(5,991)	29,009
3019VRS222	Summer Earn and Learn	157,991	0	157,991
2219ATG000	Apprenticeship Texas Expansion Grant	190,000	8,262	198,262
2218ZOT001	Women's Entrep.	58,207	0	58,207
2219TAN001	TANF-Texas Internship Initiatives	60,000	24,944	84,944
2219WOA001	WIOA - PY19 Adult Allocation (July)	1,630,593	0	1,630,593
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	1,363,801	0	1,363,801
2219WOY001	WIOA - PY19 Youth	1,706,019	0	1,706,019
2219WAF001	WIOA - Alternative Funding for Statewide Activity	812,796	0	812,796
2220TAN000	TANF Choices	2,625,955	0	2,625,955
2220SNE000	SNAP E&T	577,183	0	577,183
2220SNE000	SNAP E&T- ABAWD (Dec)	188,981	0	188,981
2220NCP000	Non-Custodial Parent (NCP) *Estimate	147,811	0	147,811
2220WPA000	Employment Serv (Oct)	168,844	0	168,844
2220REA000	Reemployment Services & Eligibility Assessment *Estimate	200,000	0	200,000
2220CCA000	Child Care Automatic Attendance (CAA) *Estimate	102,000	0	102,000
2220CCQ000	Child Care Quality (CCQ) *Estimate	605,577	0	605,577
2220CCF000	Child Care (Oct)	13,466,173	0	13,466,173
2220CCM000	Child Care Local Match (Oct)	1,789,966	0	1,789,966
Non-TWC	VET (10/01/19-09/30/20)	36,000	0	36,000
	Grand Total	\$30,681,517	\$542,783	\$31,224,301

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

	A FY2020 Budget	B Budget FY20 Amended	C FY2020 Amended Budget	Difference C-A
Grant revenue	\$ 30,681,517	\$542,783	\$ 31,224,300	\$ 542,783
EXPENSES				
<u>Oversight & Management</u>				
Salaries and benefits	\$ 2,412,151	\$ -	\$ 2,412,151	-
Facilities and related expense	163,349		163,349	-
Furniture, Equipment & Software	76,913		76,913	-
General administrative expense	198,382		198,382	-
Communication expense	29,775		29,775	-
Professional fees & service	122,367		122,367	-
Staff development expense	43,500	0	43,500	-
Travel expense	87,000	-	87,000	-
Total Oversight & Management Expense	\$ 3,133,438	\$ -	\$ 3,133,438	\$ (0)
<u>One Stop Operations</u>				
Facilities and related expense	\$ 1,166,481		\$ 1,166,482	\$ 0
Furniture, Equipment & Software	170,594		170,594	-
General administrative expense	272,704		272,704	-
Communication expense	167,585		167,585	-
Professional fees & service	5,500		5,500	-
Client	5,000	-	5,000	-
Total One Stop Operation	\$ 1,787,865	\$ -	\$ 1,787,865	\$ 0
Contracted services	\$ 25,760,214	\$ 542,783	\$ 26,302,997	\$ 542,783
Total expense	\$ 30,681,517	\$ 542,783	\$ 31,224,300	\$ 542,783
Changes in net assets	0	0	0	0



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. Amendment to Partnership Agreement between Coastal Bend Workforce Development Board and Chief Elected Officials Council

BACKGROUND INFORMATION

An amendment to the Partnership Agreement between Coastal Bend Workforce Development Board and the Chief Elected Official Council dated October 27, 2017 is being proposed to modify the following sections:

1. Paragraph II. E. (page 2). This provision allows for the selection of a three-member panel of the CEO Council to act on concurrence of contracts approved by the Board;
2. Paragraph II. E. (page 2). The threshold requiring concurrence of contracts is increased from \$30,000.00 to \$50,000.00;
3. Paragraph IV. F. (page 4). The words "sharing or utilizing" have been added to the provision to allow for more flexibility in the appointments to the Board to minimize vacancies on the Board.

The agreement will still adhere to the TOMA rules and regulations, and all items will still be discussed and approved through the Executive/Finance Committee and the Board of Directors.

RECOMMENDATION

The Board of Directors approve the Partnership Agreement as amended.

PARTNERSHIP AGREEMENT
BETWEEN THE COASTAL BEND WORKFORCE DEVELOPMENT BOARD
AND THE COASTAL BEND CHIEF ELECTED OFFICIALS COUNCIL

This Agreement is made and entered into by and between the Coastal Bend Chief Elected Officials Council, hereinafter referred to as (the "CEO Council"), and the Coastal Bend Workforce Development Board, hereinafter referred to as (the "Board").

WHEREAS, the Workforce and Economic Competitiveness Act, Chapter 2308 of the Texas Government Code (the "Act") authorizes the expenditure of various funds for job training and related programs in the different workforce development areas developed across the State; and

WHEREAS, the Coastal Bend Workforce Development Area has been organized and an interlocal agreement approved by the participating local government entities providing for the creation of the Board and a CEO Council; and

WHEREAS, the Act requires that a partnership be established between the Board and the CEO Council for development of the workforce development plans, policy guidance, and oversight with regard to implementation of the plans;

NOW, THEREFORE, be it resolved that this Agreement be made and entered into by and between the CEO Council and Board.

I.

The parties mutually agree and understand that the funds allocated to the Board to provide employment and training services will be allocated using the same formula for allocating funds to the workforce development area. Funds, which have been or may be earmarked by the funding source for special programs, or for designated jurisdictions; within the workforce development area, will be utilized only by those designated areas and treated accordingly.

II.

The parties mutually agree that:

- A. The Board will serve as the grant recipient for the workforce development areas as of July 1, 1997.
- B. The Board will serve as the administrative entity for the workforce development area as of July 1, 1997.
- C. The Board will be responsible for the development of the strategic and operational plans, which will then be submitted to the CEO Council for concurrence. The

Board will be responsible for procurement and contracting actions related to the strategic and operational process and the implementation of the plans.

- D. The Staff will be responsible for developing the workforce development plan, which will then be submitted to the Board for approval and the CEO Council for concurrence. CEO Council members will be encouraged to attend Board meetings to provide input into the development of the plans. The CEO Council and the Board will jointly submit the plan to the Governor. The plan will comply with the requirements and provisions by the Texas Workforce Commission.

- E. Contracts. The CEO Council and the Board agree that all contract for education and job training services, except for individual referral agreements and contracts less than \$50,000 will be first approved by the Board; and
 - a. Upon approval by the Board, such contracts will be presented to three (3) members of the CEO Council (“Panel”) for concurrence.
 - b. Such concurrence by the three (3) members of the CEO Council (“Panel”) shall operate to allow for the execution and implementation of the contracts.
 - c. The Contracts as approved by the Board and the three members of the CEO Council (“Panel”) will be presented to the CEO Council for review.
 - d. All meetings of the three members of the CEO Council (“Panel”) shall be held in accordance with the Texas Open Meetings Act.
 - e. The CEO Council will approve the Strategic Plan, Operational Plan and the Annual Master Plan.

- F. The CEO Council and the Board agree that contracts awarded by the Board may be terminated for the following reasons:
 - a. Failure to meet the performance standards required by funding sources.
 - b. Failure to fulfill contractual obligation in a timely and proper manner.
 - c. Violation of covenants, terms, and conditions.

- d. Any other reason as may be stated in the contract or board policies.

Contract termination will be initiated by staff and approved by the Board with notification to the CEO Council.

III.

The parties mutually agree that:

- A. The CEO Council and the Board agree to provide joint policy guidance for, and exercise oversight with respect to, workforce development activities in the area.
- B. The Board shall be comprised of members appointed by the CEO Council. Board appointments shall be based on three-year staggered terms. No Board member may be appointed within the final sixty (60) days of the CEO's elected term.
- C. The size of the board shall be composed of not less than 25 members and not more than 33 members. Changes in the size of the board or distribution of appointments among the parties may be initiated by the Board and will require approval of the CEO Council.
- D. The Board shall adopt its own Bylaws for the conduct of business and election of officers. The Chair of the Board shall be selected from Board Members who are representatives of the private sector.
- E. The Board shall have the authority to remove any member for cause in accordance with its own adopted procedures.
- F. A CEO may remove a Board Member appointed by the CEO's upon approval with a majority vote by the CEO Council and concurrence with a majority vote by the Board's Executive Committee.

IV.

The parties mutually agree that:

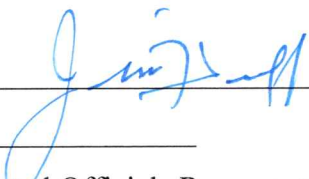
- A. The Board shall select and hire a President/CEO responsible for the day-to-day operation of the Board. The duties of the President/CEO will include: selecting and hiring of its staff, receiving and disbursing all program funds; developing procedures for and preparing the workforce development plans; collecting program data; monitoring and evaluating program operations; contracting with service

providers; contracting for administrative and professional services; providing staff and board orientation and training; auditing and monitoring of funds and subsequent audit and monitoring resolution; managing a grievance system; developing procedures for the development of the plans; developing procedures for collection of any monies or funds from contractors resulting from disallowed costs; facilitating the nominations process for the Board and submitting nominees to the CEOs for consideration; developing procedures to prevent any misuse of funds by contractors; taking action against contractors to eliminate abuses in their programs; any developing procedures for collection of any monies or funds from contractors resulting from disallowance as determined by the Board, the State, or the Department of Labor.

- B. The CEO Council and Board agree that the Board may, consistent with the approved plan, prepare and approve a budget for the Board and workforce development activities. The Board may solicit and accept contributions and grant funds from public and private sources.
- C. The CEO Council and Board agree that any CEO or Board member having financial interest in any proposed action shall not vote on or voluntarily discuss during any meeting any matter which directly concerns such an action. The CEO Council and Board agree that each will abide by governing policies and procedures to avoid a conflict of interest or the appearance of a conflict of interest in any matters covered by this Agreement.
- D. The Board will brief the CEO Council at least quarterly on matters relative to the operation of activities described in the plans.
- E. The CEO Council agrees that the nominations, appointment procedures, initial membership, size, and terms of office for the Board will be in accordance with federal and state laws and regulations. After the initial membership, the subsequent number of members shall be determined by the Board with concurrence by the CEO Council. Vacancies shall be filled using the same process used for original. Unless otherwise prohibited, Board members will serve until their successors are appointed.
- F. CEOs may cooperate with each other in exchanging, sharing or utilizing appointment slots for Board members in order to minimize vacancies on the Board. Any such exchanges shall be reduced to writing and maintained by the Board, which copies distributed to all CEOs.

- G. The CEO Council and the Board agree that the grant recipient shall be liable to repay such amounts, from non-federal funds, upon a determination that the mis-expenditure of funds was due to willful disregard of federal or state requirements, gross negligence, or failure to observe accepted standards of administration.
- H. The CEO Council and the Board agree that an equal partnership exists and any disputes between the partners shall be resolved by a subcommittee consisting of eight members, four from each entity. Recommendations from the subcommittee shall be voted upon by the Board and subsequently submitted to the CEO Council for concurrence. Any issue not resolved in this manner will be submitted to the binding arbitration of the three-member panel consisting of a representative from the CEO Council, a representative of the Board, and an impartial third representative from the Texas Workforce Commission.
- I. The CEO Council agrees that the Board cannot be dissolved or disbanded by the CEO Council.
- J. This agreement is subject to automatic renewal on an annual basis thereafter unless terminated as provided herein. Notice of termination by any of the Parties shall be given no later than January 1 of any year to be effective upon the following June 30, and such notice of termination shall be given to each Party to this Agreement either by hand delivery or by certified mail, return receipt requested.

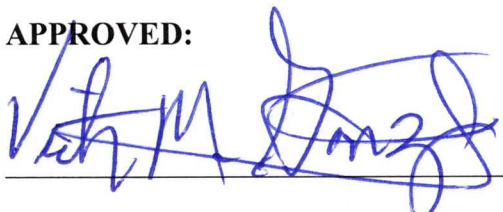
APPROVED:



Chief Elected Officials Representative

10-17-19
Date

APPROVED:



Coastal Bend Workforce Development Board Chair

10-17-19
Date

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII. Authorize the President/CEO to Enter into negotiations and subsequent execution of a Lease Agreement for Office Space for Board Staff Relocation and other business purposes subject to review and approval of final lease terms by the Executive Committee in January 2020.

BACKGROUND INFORMATION

The board team brought to the full board the need to find office space due to the impending integration of VRS staff into our onestop career center.

- Spring 2016- TWC set expectations for VRS integration of staff and facilities for both DARS & DBS. (now known as VRS). Two facilities in Corpus Christi with long term leases ending in 2020 and 2025.
- March 2019- TWC makes us aware of the June 2020 end date of one VRS office in Corpus Christi. Board Authorized the President/CEO to use a Broker to look for office space for the relocation of board staff.
- May 2019- Procurement for Broker Services
 - Two brokers were hired- Clower Company & Adame and Assoc.
- June 2019- Listings of a dozen + spaces were provided.
- June 2019 to present- Leadership has visited 8 spaces from the lists provided by both brokers. Terms for a possible 10-year lease were collected from the viable spaces and a cost benefit analysis was completed and is available for review on the next page.
- November 2019- Clower Company provided a Letter of Intent from CCRM with the terms of the lease included. Terms can still be negotiated, and the letter remains unsigned until approval is given by the Executive Committee. The final terms of the lease as approved by the Executive Committee will be presented to the WFSCB Board for ratification.

Based on this analysis, the 8th floor of Bayview Tower suits the needs of our organization, is the lowest-cost option, will fully house the board team, TWC ISAM, Assistant ISAM, and 2 C2GPS Fiscal Staff. VRS staff will move into the space at the Staples Career Center vacated by the board team. Time is of the essence as the need for planning and coordinating the 4-month buildout with the use current site utilized by the VRS Staff terminating June, 2020 and the impending possibility of the State selling the current site utilized by the Board Staff warrants prompt action to ensure continuity of services without interruption. This move is the first part to possible changes in infrastructure in the local workforce system. Board staff recommend the approval of the recommendation below.

RECOMMENDATION

Authorize the President/CEO to Enter into a Lease Agreement for Office Space for Board Staff Relocation upon review of final lease terms by the Executive Committee in January 2020.

Price Analysis

Location	Sq. Ft	\$ / Sq Ft	Term (Yr)	Base Lease / Yr.	Lease Total	Parking	Parking / Mo. 50 slots	Buildout	Buildout / Mo	Total / Mo.	\$ / Yr	\$ / Sq Ft	% of Total Budget
Bayview	12,222	14.00	10	171,108	14,259	0	0	400,000	3,333	17,592	211,108	17.27	0.75%
Bayview	12,222	15.00	10	183,330	15,278	0	0	400,000	3,333	18,611	223,330	18.27	0.80%
Frost-17	13,850	14.00	10	193,900	16,158	40/80	3,000	400,000	3,333	22,492	269,900	19.49	0.96%
Frost-7	14,580	14.00	10	204,120	17,010	40/80	3,000	400,000	3,333	23,343	280,120	19.21	1.00%
Frost-8	14,580	14.00	10	204,120	17,010	40/80	3,000	400,000	3,333	23,343	280,120	19.21	1.00%
Tower II	9,190	12.00	10	110,280	9,190	35/55	2,250	400,000	3,333	14,773	177,280	19.29	0.63%
Tower II	9,190	15.00	10	137,850	11,488	35/55	2,250	400,000	3,333	17,071	204,850	22.29	0.73%
Kleberg-4	7,054	18.00	10	126,972	10,581	0	-	400,000	3,333	13,914	166,972	23.67	0.60%
Bayview	12,222	14.00	10	171,108	14,259	0	0	500,000	4,167	18,426	221,108	18.09	0.79%
Bayview	12,222	15.00	10	183,330	15,278	0	0	500,000	4,167	19,444	233,330	19.09	0.83%
Frost-17	13,850	14.00	10	193,900	16,158	40/80	3,000	500,000	4,167	23,325	279,900	20.21	1.00%
Frost-8	14,580	14.00	10	204,120	17,010	40/80	3,000	500,000	4,167	24,177	290,120	19.90	1.04%
Tower II	9,190	12.00	10	110,280	9,190	35/55	2,250	500,000	4,167	15,607	187,280	20.38	0.67%
Tower II	9,190	15.00	10	137,850	11,488	35/55	2,250	500,000	4,167	17,904	214,850	23.38	0.77%
Kleberg-4	7,054	18.00	10	126,972	10,581	0	-	500,000	4,167	14,748	176,972	25.09	0.63%
Large Space	60,000	14.00	10	840,000	70,000	0	0	1,000,000	8,333	78,333	940,000	15.67	3.36%
Large Space	60,000	14.00	10	840,000	70,000	0	0	700,000	5,833	75,833	910,000	15.17	3.25%
Large Space	60,000	14.00	10	840,000	70,000	0	0	500,000	4,167	74,167	890,000	14.83	3.18%
Large Space	60,000	14.00	10	840,000	70,000	0	0	-	-	70,000	840,000	14.00	3.00%

Price Anaysis - Top Selection															
Location	Sq. Ft	\$ / Sq Ft	Term (Yr)	Base Lease / Yr.	Lease Total	Parking	Parking / Mo. 50 slots	Buildout	Buildout / Mo	Total / Mo.	\$ / Yr	\$ / Sq Ft	% of Total Budget	Base Rent	Comments
Bayview	12,222	14.00	10	171,108	14,259	0	0	487,238	4,060	18,319	219,832	17.99	0.79%	Rent Month 1-9	Final Buildout Pricing
Bayview	12,222	14.00	10	171,108	14,259	0	0	322,364	2,686	16,945	203,344	16.64	0.73%	Rent Month 10-120	
Bayview	12,222	14.00	10	171,108	14,259	0	0	415,874	3,466	17,725	212,695	17.40	0.76%	Rent Month 1-9	Initial Pricing
Bayview	12,222	14.00	10	171,108	14,259	0	0	256,352	2,136	16,395	196,743	16.10	0.70%	Rent Month 10-120	
Bayview	12,222	14.00	10	171,108	14,259	0	0	327,713	2,731	16,990	203,879	16.68	0.73%	Rent Month 1-9	With Allowances
Bayview	12,222	14.00	10	171,108	14,259	0	0	174,804	1,457	15,716	188,588	15.43	0.67%	Rent Month 10-120	
Frost-17	13,850	14.00	10	193,900	16,158	40/80	3,000	487,238	4,060	23,219	278,624	20.12	1.00%		
									Diff/Mo	4,899	58,792	4.24			

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII-1. Policy 2.0.207.01 – Check Signature

BACKGROUND INFORMATION

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

Policy #2.0.207.01- Check Signature

Amend Policy to align with the revised Partnership Agreement.

(Recommended for approval at the November 14, 2019 Executive/Finance Committee Meeting)

RECOMMENDATION

The Board of Directors approve the policies as reviewed and approved by the Executive/Finance Committee on November 14, 2019.



POLICY

CATEGORY:	Finance	No. <u>2.0.207.0001</u>
SUBJECT:	Check Signature	
SUPERSEDES:	July 1, 1998, F-207, <u>2.0.207.00</u>	
EFFECTIVE:	July 1, 1999 <u>December 13, 2019</u>	

POLICY

The Coastal Bend Workforce Development Board (the Board) has implemented the following two methods for signature of checks to maximize internal controls within the organization.

1. Manual Signature

One signature is required for support services checks < \$1,000. The President/CEO, ~~or~~ an officer of the Board, or any of the approved Board employees with signature authority has the authority to sign. Two signatures are required for all other checks. The President/CEO and one officer of the Board of Directors have the authority to execute payments over \$~~3050,000.00~~.

OPERATING PROCEDURE

1. Manual Signature

Board member is provided with a memorandum stating as to check #, description and amount of the check, and payee information.

ATTACHMENT (FORMS, etc.)

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII-2. Authorize the President/CEO to Execute the Contract for Financial Audit Services

BACKGROUND INFORMATION

The Board has contracted with ABIP (Alonzo, Bacarisse, Irvine, and Palmer, P.C.) for financial audit services for the last six years. The current agreement with ABIP ended on September 30, 2019. Consequently, a Request for Qualifications (RFQ) was issued on October 8, 2019 to procure financial audit services.

As a result of the RFQ, we received only one response. The response was received from ABIP.

The response was evaluated based on the following criteria: Qualifications, Knowledge, and Experience; Staffing; Reference/Past Experience (Similar Projects); and Responsiveness to the RFQ. Points were also awarded if the respondent was certified by the State of Texas as a HUB (Historically Underutilized Business). The final selection was made based on the best value considering qualifications and experience. Cost was not considered as part of the rating but was reviewed for cost reasonableness.

The response submitted by ABIP received a satisfactory rating.

RECOMMENDATION

The Board of Directors authorize the President/CEO to Execute the Contract for Financial Audit Services with ABIP (Alonzo, Bacarisse, Irvine, and Palmer, P.C.)

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII-3. Authorize the President/CEO to Execute the Contract Janitorial Services

BACKGROUND INFORMATION

For the past few years, janitorial services has been provided in-house at the career centers located in Corpus Christi and Sinton. However, due to the duration of these services, it was now time to test the market. A Request for Proposals (RFP) was issued on October 10, 2019 to procure janitorial services.

As a result of the RFP, we received three (3) proposals. The proposals were received from M&R's Elite Janitorial Solutions, LLC; Ace Global; and A-Plus Janitorial and Mowing Services. The proposals were reviewed and evaluated based on the following criteria: Demonstrated Ability to Perform Services (References); Attendance at the Pre-Bidders Conference; Costs; and Manpower and Work Hours Calculation. Points were also awarded if the respondent was certified by the State of Texas as a HUB (Historically Underutilized Business).

Based on the evaluation results, the proposal submitted by M&R's Elite Janitorial Solutions, LLC, was rated the highest.

RECOMMENDATION

The Board of Directors authorize the President/CEO to execute a contract for Janitorial Services.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIV. Nomination and Election of Board of Director Officers for 2020

BACKGROUND INFORMATION

The Ad Hoc Nominating Committee met on October 23, 2019 to review candidates that had expressed interest in serving as a Board officer during 2020. The attached 2020 Slate of Officers and Voting Ballot is presented on behalf of the Ad Hoc Nominating Committee for the election of officers at the December 12, 2019 annual Board of Directors meeting. During the election process nominations may also be accepted from the floor.

RECOMMENDATION

The Board of Directors elect a slate of officers for 2020.



WORKFORCE SOLUTIONS
of the Coastal Bend

2020 SLATE OF OFFICERS & VOTING BALLOT
December 12, 2019

		(√ one)
Chair	Gloria Perez	
Vice Chair	John Owen	
Secretary	Rosie Collin	
Treasurer	Velma Soliz-Garcia	
Parliamentarian	Vince Goodwine	

Signature:

Date: _____

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.