



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Executive/Finance Committee Meeting**

**December 12, 2019  
2:30 pm**

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

[www.workforcesolutionscb.org](http://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

**A**ccountability – 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.

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

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

**I**ntegrity – 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.

**T**enacity – 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.

**U**nderstanding – We are serious and passionate about delivering our services with compassion and empathy.

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

**E**nthusiasm – 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.



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**Executive/Finance Committee Meeting**  
**Omni Corpus Christi Hotel 900 Shoreline Boulevard, Corpus A**  
**Corpus Christi, TX**  
**December 12, 2019 – 2:30 pm**

**AGENDA**

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- I. Call to Order: *Victor M. Gonzalez, Jr., Chair*
  
- II. Roll Call: *Rosie Collin, Secretary*.....3
  
- 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 to 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: *Ken Trevino*.....4-7
  
- VI. 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  
December 12, 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
- \_\_\_\_\_ Mary Gleason, Chair of Ad-Hoc Nominating Committee

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Signed

\_\_\_\_\_  
Printed Name

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

V. 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 8<sup>th</sup> 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**

<b>Location</b>	<b>Sq. Ft</b>	<b>\$ / Sq Ft</b>	<b>Term (Yr)</b>	<b>Base Lease / Yr.</b>	<b>Lease Total</b>	<b>Parking</b>	<b>Parking / Mo. 50 slots</b>	<b>Buildout</b>	<b>Buildout / Mo</b>	<b>Total / Mo.</b>	<b>\$ / Yr</b>	<b>\$ / Sq Ft</b>	<b>% of Total Budget</b>
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	<b>18,319</b>	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	<b>16,945</b>	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	<b>17,725</b>	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	<b>16,395</b>	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	<b>16,990</b>	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	<b>15,716</b>	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	<b>23,219</b>	278,624	20.12	1.00%		
									Diff/Mo	4,899	58,792	4.24			



## Glossary of Terms

Program Title	Program Characteristics
<b>Child Care</b>	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
<b>Non-Custodial Parent (NCP) Choices</b>	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.
<b>Supplemental Nutrition Assistance Program Employment and Training (SNAP E&amp;T)</b>	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).
<b>Temporary Assistance for Needy Families (TANF)/Choices</b>	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).
<b>Trade Act Services</b>	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
<b>The Workforce Information System of Texas (TWIST)</b>	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).
<b>Veterans Employment Services</b>	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.
<b>Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services</b>	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.
<b>Workforce Innovation and Opportunity Act (WIOA)</b>	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.