



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Executive/Finance Committee Meeting**

**September 10, 2020  
3:00 pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/81028414423?pwd=S0dNRThXMS9KOXFYMc9mMDVYYjRBdz09>

833 548 0276 US Toll-free  
Meeting ID: 810 2841 4423  
Passcode: 225841

[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.



- XIII. Discussion and Possible Action on the Purchase of Furniture for the Bayview Tower Office Location: *Shileen Lee or Amy Villarreal*.....60-61
- XIV. Discussion and Possible Action on the Purchase of Outdoor Learning Environments: *Denise Woodson* .....62-64  
*(Presented to the Child Care Services Committee September 1, 2020)*
- XV. Items for Discussion and Possible Action:
  - 1. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Legal Services: *Robert Ramirez*.....65
  - 2. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Economy and Labor Market Tool: *Robert Ramirez*.....66
- XVI. Information Only:
  - 1. Monitoring Report: *Larry Peterson*..... 67-70
  - 2. Financial Update: *Shileen Lee* .....71-75
  - 3. Facilities Update: *Amy Villarreal* ..... 76
  - 4. Update on Future Procurements and Contract Renewals: *Robert Ramirez* ..... 77-101
  - 5. Performance Measure Update: *Amy Villarreal* ..... 102-109
  - 6. Draft Agenda for the September 17, 2020 Board of Directors Meeting: *Ken Trevino*..... 110-112
- XVII. Adjournment

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

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

**Executive/Finance Committee Meeting  
Roll Call Roster  
September 10, 2020**

\_\_\_\_\_ Gloria Perez, Chair

\_\_\_\_\_ John Owen, Vice Chair

\_\_\_\_\_ Rosie Collin, Secretary

\_\_\_\_\_ Vince Goodwine, Parliamentarian

\_\_\_\_\_ Velma Soliz-Garcia, Treasurer

\_\_\_\_\_ Victor Gonzalez, Jr., Past Chair

\_\_\_\_\_ Jesse Gatewood, Chair of Public Relations Committee

\_\_\_\_\_ Marcia Keener, Chair of Child Care Services Committee

\_\_\_\_\_ Ray De Los Santos, Jr., Chair of Workforce Services Committee

\_\_\_\_\_  
Signed

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

**MINUTES**

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85883218499>

**833 548 0276 US Toll-free**

**Meeting ID: 858 8321 8499**

**May 14, 2020 – 3:00 pm**

**Committee Members**

**Present**

Gloria Perez, Chair  
John Owen, Vice Chair  
Vince Goodwine  
Velma Soliz-Garcia  
Victor Gonzalez, Jr.  
Jesse Gatewood  
Marcia Keener

**Absent**

Rosie Collin  
Ray De Los Santos, Jr.

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Robert Ramirez, Workforce Solutions  
Larry Peterson, Workforce Solutions  
Alba Silvas, Workforce Solutions  
Monika De La Garza, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Heather Cleverley, Workforce Solutions  
Janet Neely, Workforce Solutions  
Janet Pitman, ABIP, P.C.  
Chakib Chehadi, C2GPS, LLC  
Shelly Key, C2GPS, LLC  
Rita Soto, C2GPS, LLC  
Kenia Dimas, BakerRipley, Inc.

**Other Board Members Present**

Sara Garza

**I. Call to Order**

Ms. Perez called the meeting to order at 3:00 pm.

**II. Roll Call**

The roll was called and a quorum was present.

**III. Disclosure of Conflicts of Interest**

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

**IV. Public Comments**

Mr. Trevino announced Ms. Collin's husband passed away on Saturday, May 9, 2020 and asked for prayers for her family. He knows that it must be a tremendous struggle for Ms. Collin and her family. Ms. Collin informed Mr. Trevino on Monday morning that she would not be able to attend the next couple sets of meetings and that is what she was concerned about. Mr. Trevino stated that we would be sending something. Mr. Trevino mentioned Ms. Collin's husband was attached to a foundation here locally. Mr. Trevino stated we are going to make a donation on behalf of the Board of Directors and the team at Workforce Solutions.

Ms. Perez thanked Mr. Trevino for the information provided.

**V. Discussion and Possible Action on Minutes of the February 13, 2020 Executive/Finance Committee Meeting**

Mr. Gonzalez moved to approve the minutes of the February 13, 2020 Executive/Finance Committee meeting. The motion was seconded by Mr. Owen and passed.

**VI. Chair's Report**

*Meetings with President/CEO*

Ms. Perez communicated with Mr. Trevino on a weekly basis, several times a week to obtain updates during the COVID-19 pandemic. Ms. Perez stated Mr. Trevino has kept her updated and informed.

*Coastal Bend Virtual Town Hall – Thursday, April 23, 2020*

Ms. Perez participated in the Coastal Bend Virtual Town Hall meeting with State Senator Juan “Chuy” Hinojosa, State Representative District 32 Todd Hunter and Texas Workforce Commissioner Representing Employers Aaron Demerson. Commissioner Demerson moderated the event and brought Subject matter experts to discuss how the COVID-19 has affected our region. Ms. Perez congratulated Mr. Trevino and Workforce Solutions Board Staff for an excellent job. Ms. Perez recognized TWC Aaron Demerson, TWC Legal Counsel and we had our Legislative team on the call, and they did an excellent job. Also, in attendance was our Board members.

Ms. Perez mentioned today she was copied on an email regarding Labor Market information that he sent to the all the judges and the mayor. Ms. Perez congratulated Mr. Trevino for being a proactive leader and staying on top of things making sure that the CEO's and the staff have what they need during this pandemic.

Mr. Trevino provided a date of May 22, 2020 for the updated Labor Market Information report.

Ms. Perez thanked Workforce Solutions of the Coastal Bend staff for doing such an amazing job under such unprecedented circumstances, especially working virtually.

Ms. Perez thanked Mr. Trevino for his leadership. Ms. Perez mentioned that the Executive team knows what kind of leader they have in Mr. Trevino. Ms. Perez recognized Mr. Trevino for stepping up and taking the lead like he has never before. This has been the hardest Mr. Trevino has had to do. Ms. Perez informed everyone in speaking with Mr. Trevino he has been calm and focused. She has never seen him stressed out and she has just been impressed. Ms. Perez thanked him again for his leadership. Without your leadership and amazing staff, we could not be doing the job we are doing.

**VII. President/CEO's Report**

Mr. Trevino thanked Ms. Perez, Executive Committee, all the guest on the phone and very special guest Ms. Neely has on the phone, as well as the video conference. Mr. Trevino reassured that it was totally fine. Mr. Trevino stated we have said it multiple times and we continue to say it, now is an incredible time for us to extend grace to one another in a way we have never done before.

Mr. Trevino recognized the Coastal Bend Virtual Town Hall event for being very successful with about 100 people in attendance and the feedback which was tremendous in terms of the information provided. Mr. Trevino thanked madam Chair for setting up the Coastal Bend Virtual Town Hall meeting with Todd Hunter. Mr. Trevino mentioned they were on a 3-way call to discuss the opportunity to start the conversation due to us receiving so many calls regarding unemployment insurance. Something we do not handle in-house and we have been carrying that load for the Texas Workforce Commission since people started getting laid off in mid-March. Mr. Trevino acknowledged Ms. Perez for being instrumental and getting the event going for us as an organization.

Mr. Trevino mentioned a call was received from Cameron County due to Texas Workforce Commission advised Cameron County to contact Workforce Solutions of the Coastal Bend regarding setting up their Virtual Town Hall. Workforce Solutions of the Coastal Bend received kudos for best practice on taking all their questions ahead of time. As opposed to allowing people to ask questions live which can really slow down a meeting, it can derail a meeting, or one person can end up dominating. Mr. Trevino recognized Commissioner Demerson for doing a masterful job of making sure that all the questions were being answered. Mr. Trevino stated the event took a lot of lifting which was turned around in 6 days, not business days. The call was received on a Friday and we did the Coastal Bend Virtual Town Hall the next Thursday. Mr. Trevino recognized the team in place for being able to make this a successful event.

Mr. Trevino reiterated on what Ms. Perez stated previously in the meeting that communication around all of this has been critical and remains critical in implementing our strategy as an organization. He noted while we are writing the playbook right now along with Texas Workforce Commission, other Workforce Boards in the state of Texas and Workforce Boards across the country; our team is writing that playbook also that meets the needs of our customers here locally. Mr. Trevino expressed how proud he is to be part of this team right now during this time, in this history, in our community. Mr. Trevino recognized everyone for stepping up to the plate, knowing what their jobs are and doing their jobs. We are meeting the needs of customers in a way that we could not even have imagined, having to shut our offices down to the public and only be opened virtually. It has taken a lot of coordinated thought and effort. Mr. Trevino stated he feels connected to the team due to the amount of meetings being held and that we have set up a tree with roots in it that allows everyone to communicate back and forth, up and down, side by side in the organization and then with their peers across the state and with our volunteers. Mr. Trevino acknowledged the team for doing an amazing job and anticipating where the challenges are instead of waiting for the challenge to come up. We had to react to the pandemic, but we are anticipating where the challenges are going to be as an organization and addressing those. That includes BakerRipley and C2GPS, Mr. Trevino also thanked their teams for stepping up to the plate, listening to what we think the needs are and in turn we are listening right back to what their needs are as an organization that are implementing these programs for us on our behalf. Mr. Trevino stated we are doing what we have to, and we are going to continue to do that.

Mr. Trevino announced there will be a couple of updates that are critical to the organization from Ms. Villarreal, Ms. Lee and Mr. Ramirez. They will discuss how we are going to get back into the centers in a safe way as the state of Texas and the country starts to reopen. Mr. Trevino included that we have a plan and that it would be discussed later in the meeting as well as receiving feedback. He mentioned just as we exited the centers in a staggered way, we are going to reenter the centers in a staggered approach and methodology. Mr. Trevino stated this will meet the needs of customers but primary to everything is making sure that our staff is safe. Mr. Trevino included any customers we see are going to remain safe and we create an environment and a culture within our centers that is a safe environment for everybody.

Mr. Trevino expressed his appreciation for the team once again on how everyone has stepped up to the plate to manage what needs to be managed. We know that the really heavy lift is still in front of us as an organization at Workforce Solutions. The response, the healthcare response, all the things that have already happened to date, we know that people are going to start hiring back, employers are going to start hiring and they are going to have questions about that. We have to reinvent and we are writing the playbook right now on the reinvention on how we put people back to work and people into training in this community in a nontraditional way, in a way we have never done before. Mr. Trevino stated while it is a challenge it is an opportunity. It is an opportunity to rise to an occasion and your team at Workforce Solutions has risen to that occasion. Mr. Trevino mentioned anything



that gets credited to him should be credited to the team from Ms. Neely to Ms. Villarreal and everyone in between that is making things happen for the organization.

Ms. Perez thanked Mr. Trevino.

**VIII. Committee Reports**

*Child Care Services*

Ms. Woodson provided a report on the May 5, 2020 Child Care Services Committee (included on page 11 of the May 14 agenda packet).

*Public Relations*

Mr. Gatewood provided a report on the May 6, 2020 Public Relations Committee meeting (included on pages 12-13 of the May 14 agenda packet). Mr. Gatewood thanked everyone for attending the meeting to make a quorum. Ms. De La Garza provided additional information.

Ms. Perez recognized Ms. De La Garza and her team for doing a great job on sharing on social media what Texas Workforce Commission would post.

*Workforce Services*

Ms. Silvas provided a report on the May 7, 2020 Workforce Services Committee meeting (included on pages 14-15 of the May 14 agenda packet).

**IX. Discussion and Possible Action to Approve FY 2020 Budget Amendment #3:**

Ms. Lee provided information on the FY 2020 Budget Amendment #3 (included on pages 16-17 of the May 14 agenda packet).

Mr. Owen moved to approve the FY 2020 Budget Amendment #3. The motion was seconded by Ms. Soliz-Garcia and passed.

**X. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Laserfiche Paperless System**

Ms. Lee provided information on the Laserfiche Paperless System (included on pages 18-19 of the May 14 agenda packet).

Mr. Owen moved to approve the Laserfiche Paperless System. The motion was seconded by Mr. Gatewood and passed.

**XI. Discussion and Possible Action to Authorize the President/CEO to Enter into negotiations and subsequent execution of a Lease Agreement for Office Space for One Stop Career Center Staff relocation and other business purposes subject to review and approval of final lease terms by the Executive Committee**

Mr. Trevino provided an update on the Lease Agreement for Office Space for One Stop Career Center Staff relocation and other business purposes subject to review and approval of the final lease terms by the Executive/Finance Committee.

Mr. Gonzalez moved to recommend to the Executive Committee to approve the President/CEO to enter into a lease agreement with South Coast Plaza, LLC. The motion was seconded by Ms. Soliz-Garcia and passed.

**XII. Items for Discussion and Possible Action:**

1. Discussion and Possible Action to Authorize the President/CEO to Execute Options for Renewal of Contracts

Mr. Ramirez provided information on the Options for Renewal of Contracts (included on pages 22-23 of the May 14 agenda packet).

Mr. Owen moved to recommend to the Board of Directors to authorize the President/CEO to execute Options for Renewal of Contracts. The motion was seconded by Mr. Gonzalez and passed.

2. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Economy and Labor Market Tool

Mr. Ramirez provided information on the Economy and Labor Market Tool (included on page 24 of the May 14 agenda packet). Ms. Villarreal added additional information.

Mr. Owen moved to table the Economy and Labor Market Tool for transparency and fairness till the next scheduled Executive/Finance Committee meeting. The motion was seconded by Mr. Goodwine and passed.

3. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Information Technology Assessment and Strategic Plan

Mr. Ramirez provided information on the Information Technology Assessment and Strategic Plan (included on page 25 of the May 14 agenda packet).

Mr. Goodwine moved to recommend to the Board of Directors to authorize the President/CEO to execute a contract for the Information Technology Assessment and Strategic Plan. The motion was seconded by Ms. Keener and passed.

4. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Registered Apprenticeship Training Project

Mr. Ramirez provided information on the Registered Apprenticeship Training Project (included on page 26 of the May 14 agenda packet).

Mr. Owen moved to recommend to the Board of Directors to authorize the President/CEO to execute a contract for the Registered Apprenticeship Training Project. The motion was seconded by Ms. Keener and passed.

**XIII. Information Only:**

1. *MIP Outage*

Ms. Lee provided an update on the MIP Outage (included on page 27 of the May 14 agenda packet).

Ms. Villarreal acknowledged Ms. Lee and her team for doing a great job on handling the MIP Outage. Ms. Perez thanked Ms. Lee and her team.

2. *Audit Update*

Ms. Pitman provided an update on the September 2019 Audit (included on page 28 of the May 14 agenda packet). Ms. Pitman stated the audit is usually done in March and April and they come to us at this Board meeting with the financial results for the year. However, that did not happen this year due to MIP and COVID-19. Fortunately, the Office of Management and Budget have given us some administrative relief this year, so instead of the audit being due by the end of June they have granted a 6-month extension. Ms. Pitman stated Ms. Lee and she have plan to bring the financial results to you

by the September Board meeting, they did not want to wait till December since would be too far out. Ms. Pitman stated in order to achieve that we will have to start the audit in June/July time frame. Ms. Pitman has given a list of items that is needed for the audit to Ms. Lee. Ms. Pitman is understandably aware that they have not been able to work on that yet due to the situation. Ms. Pitman included they do have a share file application where they can exchange documents electronically for the time being until they are able to safely come to our offices and work. Ms. Pitman reassured everyone they have been working remotely so they are used to it and their clients are used to it. Ms. Pitman believes that they will not have any obstacles to make the September meeting.

### *3. Financial Update*

Ms. Lee presented the Financial Update (included on pages 29-33 of the May 14 agenda packet).

### *4. Facilities Update*

Ms. Villarreal provided a facilities update (included on page 34 of the May 14 agenda packet). Ms. Villarreal stated we have been out of the centers for around 2 months except for some of the Fiscal team and the Support Services. Ms. Villarreal thanked our service provider C2GPS for being very malleable in the whole process and working with us. Ms. Villarreal stated as Ms. Silvas mentioned that the contractor has broken up into 4 teams. Ms. Villarreal announced about March 16 it was discussed due to the number of unemployed starting to increase and the pandemic catching fire, that we decided to temporarily close our centers to the public for their own safety and the safety of our staff. Ms. Villarreal stated we have been operating from our homes. She included we have had our Board staff at home about 2 weeks prior to that but the Career Center staff was still in the office. Then shortly after, about 2 weeks after closing to the public it was necessary for us to close Staples altogether due to someone being tested for COVID-19. That kind of forced us to go into this virtual world completely and we have been doing that about 93% virtual with some support services handed out to customers, some paperwork and signatures needed for drive up services. For the most part everything has been handled virtually for the last 10 weeks or so. We are now looking at how we get back in the centers and do that safely. Ms. Villarreal, Ms. Lee, Facilities and IT have gone out to all the rural career centers to assess what we need to do to make those look safe. We have ordered large amounts of plexiglass, separated computers in resource rooms at least 6-feet between those, in addition to the distancing we are also doing plexiglass, PPE available for our staff, and require customers and staff to wear masks at all times while they are in the centers. We have hired healthcare professionals that are going to come in and do temperatures at the front doors. We do not intend to open to the public until possibly June 1<sup>st</sup>, but that date does keep shifting. It will be by appointment only if we could get everything we need in place by then. Ms. Villarreal announced what we would be doing this next week is adding those healthcare professionals to our staff door at Staples. Anyone who is coming into the center will get their temperature check before coming in even though it is a very limited number of staff. We just want to see what that looks like, how long it takes them to do that and test it out. What we are looking at right now we are going to have a fourth of the staff throughout our system at Staples on Tuesday, May 26<sup>th</sup> after Memorial Day. We are hoping to get staff back in the centers, get them used to being back in the center and assisting customers. In addition, our service provider is working on ways to continue to provide virtual services even though we are back in the center because we know that this is just not going to end by us opening the doors back up. We must be as safe as possible to prevent us from having to shut down every other week due to someone coming in. We know we will get calls from contact tracers that say someone has been in our office, we are going to have to shut down and be cleaned. We are preparing for that. This is just going to be our now normal for the foreseeable future and we are getting prepared for that. Plexiglass, temperatures, 6-foot distancing, we expect the hard work is going to come when stores and restaurants come to 50% occupancy. That will basically be giving us our notice that within 2 weeks of that time UI Claimant and job search will come back into effect. When that happens, our services will

be needed, and our career center resource rooms will be needed by people who do not have the ability to do it on their own. That is what we must be prepared for and so that is what we are working towards. Ms. Villarreal stated she has a checklist from Texas Workforce Commission that she has to go through every center, make sure she has checked every box and submit that to Texas Workforce Commission for approval before we can open to any large group of staff . At first, we thought it was just to the public, but it is actually before we bring that 25% into the center, we have to have that approved by Texas Workforce Commission. So that they see that we are doing everything we can to mitigate all the risks necessary.

*5. Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on future procurements and contract renewals (included on pages 35-55 of the May 14 agenda packet).

*6. Performance Measure Update*

Ms. Villarreal presented the February 2020 Performance Measure Update (included on pages 56-61 of the May 14 agenda packet).

*7. Draft Agenda for the May 21, 2020 Board of Directors Meeting*

A draft agenda for the May 21, 2020 Board of Directors meeting was provided (included on pages 62-63 of the May 14 agenda packet).

Mr. Gonzalez recognized Ms. Perez for a great meeting. Mr. Gonzalez acknowledged Board staff & Board members for the situation being something new, something different and we are hitting it in a very successful way. Mr. Gonzalez thanked everyone.

Ms. Keener thanked Ms. Woodson for standing in for her. She ended up in a meeting she could not get out of and apologizes for being late. Ms. Keener acknowledged the meeting for being good and recognized the staff for their good work. Ms. Perez thanked Ms. Keener and mentioned Ms. Woodson did a great job. Ms. Perez also thanked the staff for doing an amazing job.

Mr. Trevino thanked Ms. Perez. Mr. Trevino expressed his appreciation for her patience and support.

**XIV. Adjournment**

The meeting adjourned at 4:36 pm.

## COMMITTEE REPORT

### VIII – 1. Child Care Services

**Committee:** Child Care Services

Marcia Keener, Chair

Mary Afuso

Sara Garza

Ed Sample

Mary Gleason

Catrina Wilson

**Date of Committee meeting:** September 1, 2020

The Committee did have a quorum.

**The following items were discussed at the meeting:**

1. Summary of Child Care Performance for the Third Quarter of BCY2020
2. Summary of Child Care Performance for the Months of July and August of the Fourth Quarter of BCY2020
3. Impact of COVID-19 Pandemic Public Health Crisis on Child Care Centers – (Closures)
4. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees
5. COVID-19 Essential Worker Emergency Child Care Services and Enrollment
6. Cleaning Supplies Distribution Update
7. Provider Responses from Listening Sessions

**The Committee took the following action:**

1. The Committee approved the Minutes of the May 5, 2020 Child Care Services Committee Meeting.
2. The Committee approved the updates/revision to Policy #4.3.100.07– Child Care Eligibility
3. The Committee approved the recommendation to proceed with the process to initiate the purchase of outdoor learning environments for 9 Texas Rising Star (TRS) child care centers.

## COMMITTEE REPORT

### VIII – 2. Public Relations

**Committee:** Public Relations

Jesse Gatewood, Chair

Carlos Ramirez

C. Michelle Unda

Tracy Florence

Arnoldo Cantu

Omar Lopez

Ofelia Hunter

**Date of Committee meeting:** September 2, 2020

**The following items were discussed at the meeting:**

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

**The following items were discussed at the meeting:**

1. COVID-19 Strategic Outreach Plan – WFSCB continues to build upon its COVID-19 Strategic Outreach and Social Media Plan with the goal of getting information out as quickly as possible to inform the public, staff, community partners and anyone else utilizing WFSCB services. An overview of the strategy and the steps taken were presented to the committee.
  - WFSCB Outreach aligns to the Texas Workforce Commission Outreach Strategy
  - Signage/Posters/Flyers/Digital Posts
  - [Virtual Conversion of Services](#) - Events and Projects
  - [Website COVID-19 Resources Page](#) and Ongoing Updates
  - Social Media Action Plan
2. 2020 Events and Projects – An overview of WFSCB’s involvement and coordination of important initiatives during COVID-19 were presented to the committee which included: Premont Collegiate High School Senior Acknowledgment Day, [Women Empowered Summit Recap](#), [Targeted Rural Outreach Strategy – Kiosk Web Interface Created](#), [SkillUp America – Metrix Learning Online Courses](#), [Skills Development Fund – COVID-19 Initiative](#), [Training Scholarship Flyer](#), [Targeted Occupations List Updated](#), [The Workforce Insider Refresh](#), Texas Workforce Commission (TWC) Jobs and Education for Texans (JET) Grant 2020 Awardees
3. WorkInTexas.com App – Highlights for the upcoming launch were presented.
4. [9th Annual Hiring Red, White & You Statewide Veterans Hiring Fair](#) – New virtual event platform was announced along with plans for this year’s event.
5. Virtual Outreach, Events and Hiring Fairs - An overview of some of the events that WFSCB has participated in and promoted were presented.
6. 2020 Annual Report – The committee discussed ideas for this year’s report.

7. Media/Social/Outreach Coverage – May - August 2020 (TV, Print, & Social Media Platforms)
8. Labor Market Information – [Local Labor Market Information for July 2020](#) was presented along with a new COVID-19 Economic Impact Report that is being distributed to the Chief Elected Officials (CEO) Council throughout the 11-county region.

## COMMITTEE REPORT

### VIII – 3. Workforce Services

**Committee:** Workforce Services

Ray De Los Santos, Jr., Chair

Gary Allsup, Vice Chair

Randy Giesler

Kari Kelley

Manny Salazar

Sandra Julia Bowen

Michelle Flower

Susan Temple

Travis Nelson

**Date of Committee meeting:** September 3, 2020

The Committee did have a Quorum.

**The following action items were reviewed, discussed and action taken by the committee:**

- Approved Workforce Services Committee Meeting Minutes; May 7, 2020.
- Approved Authorization to President/CEO to enter into negotiations and subsequent execution of a Lease Agreement for Office Space for One Stop Career Center Staff relocation and other business purposes subject to review and approval of the final lease terms by the Executive Committee.
- Four Board Policies:
  - Policy #4.0.109.02- Credentials
  - Policy #4.0.115.06- Program Non-Compliance
  - Policy #4.1.105.010 Apprenticeship Training Programs
  - Policy #4.0.101.013 Support Services
- 2019-2021 Target Occupation List(TOL)

**The following information items were discussed at the meeting:**

Workforce Center Services:

- Policy Review Schedule- Updated schedule was brought to the committee to list updated board policies to date; a total of 8 Policies YTD.
- Program Updates- The committee was made aware of activities due to COVID-19 and information regarding impact to program and grant rules, revamping of services delivery and continuous progress for implementation of virtual services. Provided Committee information on current funding status and new program year funding. Specific amounts will also be presented at Board of Directors Meeting on September 17<sup>th</sup>.



- New Funding Opportunities- National Dislocated Grants COVID related: \$73K, Skills Development Fund 115K, Reimagine Workforce Grant 20 million application submitted by TWC to Department of Education, OPIOD Grant pending status from DOL until late September.
- Information and resources to community- Encouraged committee members to visit the Workforce Insider published by WFSCB Public Relations Department on August 21<sup>st</sup>. Publication outlines all current services and initiatives taking place to serve our communities, employers, and partners during COVID-19.
- Unemployment and Labor Market information- Ms. Amy Villarreal provided information on unemployment insurance tools provided by TWC. These tools will be demonstrated at Board of Directors Meeting.
- Facilities Update- Ms. Amy Villarreal provided information on COVID-19 Facilities Activities and Updates. Career Centers and Board Office Space.

Detailed information can be found in Workforce Services Committee Packet, e-mailed by Ms. Heather Cleverley on Thursday August 27, 2020 to Board of Directors.

**The Committee took the following action:**

1. Approved the minutes of May 7, 2020 Workforce Services Committee Meeting.
2. Approved Authorization to President/CEO to enter into negotiations and subsequent execution of a Lease Agreement for Office Space for One Stop Career Center Staff relocation and other business purposes subject to review and approval of the final lease terms by the Executive Committee
3. Approved for recommendation 4 Board Policies and Target Occupation List.

Meeting adjourned at 4:04 pm.

## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

IX. Budget Amendment #4 FY 2020

### **BACKGROUND INFORMATION**

The proposed budget amendment #4, includes an overall revenue increase for fund finalizations and new contracts, for a total of \$4,215,678.

The increase in the budget will be adjusted in Communication Expense, Furniture, Equipment & Software, and General Administrative Expense for COVID-19 expenses for increase in cell phone utilization, computer and software purchases, The remainder in Contracted Services for direct Child Care.

We are requesting approval on budget amendment #4 of the BCY2020 budget.

### **RECOMMENDATION**

We are requesting approval on budget amendment #4 of the BCY2020 budget.

Contract No.	Program	Amended Budget FY2020	Amendment #4 Fund Finalization / New Funds	Revised Funds Available 7/31/2020
2219WCI000	Workforce Commission Initiatives- Red White	2,448	0	2,448
2219WCI000	Workforce Commission Initiatives-- CC Quality Conf.	284	0	284
2219WCI000	Workforce Commission Initiatives-- TVLP	1,103	0	1,103
2219WCI000	Workforce Commission Initiatives--Foster Care Conf.	732	0	732
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	82,681	0	82,681
2219CCQ000	Child Care Quality	282,474	(158,909)	123,565
2219TAF000	TANF Choices	648,968	0	648,968
2219CCF000	Child Care	296,766	0	296,766
2219CCM000	Child Care Local Initiative	1,742,626	0	1,742,626
2219CCP000	Child Care DFPS	96,510	0	96,510
2219WPA000	Wagner-Peyser Employment Services	78,638	105,491	184,129
2219EXT001	WOS - Externship for Teachers	2,077	0	2,077
2218WOA000	WIOA - PY18 Adult Allocation	422,413	0	422,413
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	357,071	0	357,071
2218WOY000	WIOA - PY18 Youth Allocation	531,529	0	531,529
2219WOR000	WIOA - PY18 Rapid Response	22,772	(22,180)	592
2217NDW001	NDW - Hurricane Harvey	796,771	0	796,771
2218WDR000	WWRCCA for Hurricane Harvey	28,649	0	28,649
2219WOS001	WOS - Military Family Support	16,384	0	16,384
3019VRS222	Summer Earn and Learn	67,384	0	67,384
2219ATG000	Apprenticeship Texas Expansion Grant	198,262	0	198,262
2219WOS002	Women's Entrep.	58,207	0	58,207
2219TAN001	TANF-Texas Internship Initiatives	84,944	0	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	1,702,124	0	1,702,124
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)	142,403	0	142,403
2220WPA001	Employment Serv (Oct)	90,637	0	90,637
2220REA000	Reemployment Services & Eligibility Assessment	264,388	0	264,388
2220CCA000	Child Care Automatic Attendance (CAA)	100,337	0	100,337
2220CCQ000	Child Care Quality (CCQ)	603,459	0	603,459
2220CCF000	Child Care (Oct)	14,231,649	4,153,859	18,385,508
2220CCP000	Child Care DFPS	1,593,100	0	1,593,100
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
2220WCI001	WCI - Workforce Commission Initiatives	75,467	0	75,467
Non-TWC	STUDENT HIRABILITY (09/01/19-08/31/20)	100,000	0	100,000
Non-TWC	KINGSVILLE/BEEVILLE VR Monthly Expenses	41,329	0	41,329
2220TRA002	Trade Act Services for Dislocated Workers	62,412	0	62,412
2220RAG001	Resource Administration Grants	0	0	0
2220WOS001	Military Family Support	54,704	0	54,704
2220BSA001	BSA - Board Service Awards	30,000	0	30,000
2220BSA002	BSA - Texas Hireability	50,000	0	50,000
2220COS002	Skills Development Fund		115,000	115,000
2220WOR001	WIOA - PY20 Rapid Response		22,417	22,417
	<b>Grand Total</b>	<b>\$33,986,977</b>	<b>\$4,215,678</b>	<b>\$38,202,656</b>

**ITEM FOR DISCUSSION AND POSSIBLE ACTION**

X. Proposed FY 2021 Preliminary Operating Budget

**BACKGROUND INFORMATION**

CFO will present the Proposed FY 2021 Preliminary Operating Budget for approval.

**RECOMMENDATION**

Staff recommend the Executive Committee approve the Proposed FY 2021 Preliminary Operating Budget.

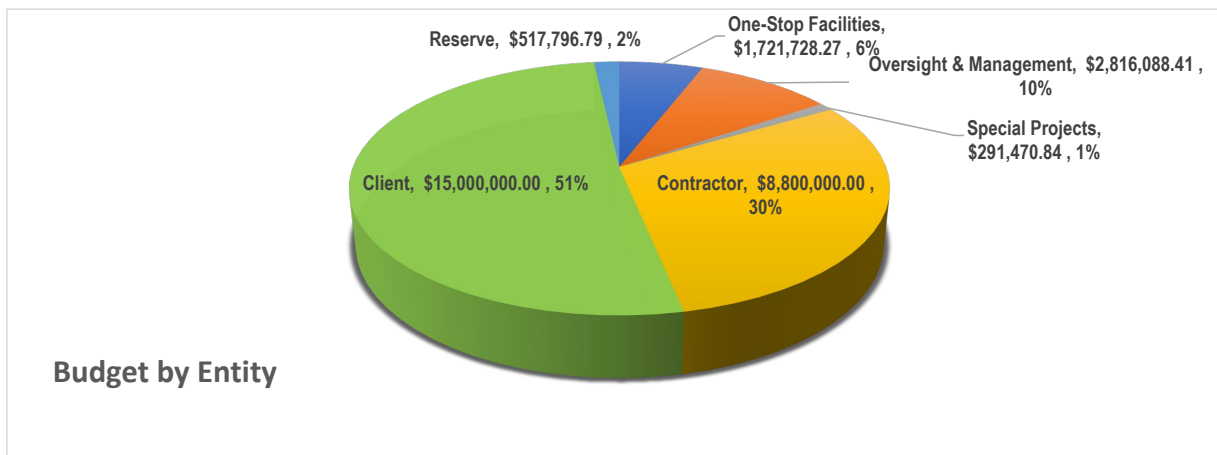
**Workforce Solutions of the Coastal Bend  
Allocations Information BCY 2020-21**

<b>Funding</b>	<b>Allocation 19</b>	<b>Planning Estimates Allocation 20</b>	<b>Variance</b>	<b>% Change</b>
WIOA Adult-	\$ 1,634,596	\$ 1,644,710	\$ 10,114	0.6%
WIOA Dislocated Worker	1,363,801	1,338,028	(25,773)	-1.9%
WIOA Youth-	1,711,066	1,726,103	15,037	0.9%
<b>WIOA Subtotal</b>	<b>\$ 4,709,463</b>	<b>\$ 4,708,841</b>	<b>\$ (622)</b>	<b>0.0%</b>
WIOA Rapid Response	\$ 33,999	\$ 22,417	\$ (11,582)	-34.1%
TANF (Oct)	2,878,896	2,496,098	(382,798)	-13.3%
SNAP E&T	454,085	502,451	48,366	10.7%
SNAP E&T- ABAWD (Dec)	142,992	158,669	15,677	11.0%
Employment Serv (Oct)	537,927	499,809	(38,118)	-7.1%
Child Care Automatic Attendance (CAA)	89,527	89,527	-	0.0%
Child Care Quality (CCQ)	311,350	328,433	17,083	5.5%
<b>Others Subtotal</b>	<b>\$ 4,448,776</b>	<b>\$ 4,097,404</b>	<b>\$ (351,372)</b>	<b>-7.9%</b>
Child Care (Oct)	13,466,173	14,292,650	826,477	6.1%
Child Care Local Match (Oct)	1,789,966	1,800,566	10,600	0.6%
<b>Child Care Subtotal</b>	<b>\$ 15,256,139</b>	<b>\$ 16,093,216</b>	<b>\$ 837,077</b>	<b>5.5%</b>
<b>Total</b>	<b>\$ 24,414,378</b>	<b>\$ 24,899,461</b>	<b>\$ 485,083</b>	<b>2.0%</b>
<b>OTHER</b>				
<b>AEL (not in budget)</b>				
WIOA Adult Education and Literacy (AEL)	1,847,749	1,777,884	(69,865)	-3.8%

<b>Funding</b>	<b>Allocation 19</b>	<b>Planning Estimates Allocation 20</b>	<b>Variance</b>	<b>% Change</b>
<b>Potential Carry over or New Funds</b>		<b>Est. Carryover</b>		
Apprenticeship TX		190,000		
WIOA Statewide		700,000		
WCI		55,000		
WIOA Adult		491,193		
WIOA DW		970,900		
WIOA Youth		479,927		
Trade Act Services for Dislocated Workers		60,000		
Wagner-Peyser Employment Services		25,000		
BSA		50,000		
Child Care		600,000		
Choices		365,603		
Skills Development Fund		100,000		
COVID-WIOA Statewide		100,000		
COVID-NDW		60,000		
<b>Total Revenue Budget</b>	<b>\$ 28,953,448</b>	<b>\$ 29,147,084</b>	<b>193,636</b>	<b>0.7%</b>

**Workforce Solutions of the Coastal Bend  
FY 2021 BUDGET  
For the twelve month period ending September 30, 2021**

	A FY2019 Original Budget	B FY2020 Budget	Difference B -A
Grant revenue	\$ 28,953,448	\$ 29,147,084	\$ 193,636
<b>EXPENSES</b>			
<b>Oversight &amp; Management</b> 0%			
Salaries and benefits	\$ 2,065,516	\$ 2,220,266	\$ 154,750
Facilities and related expense	106,965	224,116	\$ 117,151
Furniture, Equipment & Software	72,581	20,000	\$ (52,581)
General administrative expense	234,393	132,976	\$ (101,417)
Communication expense	28,098	28,982	\$ 884
Professional fees & service	115,475	116,247	\$ 772
Staff development expense	43,500	35,500	\$ (8,000)
Travel expense	87,000	38,000	\$ (49,000)
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 2,753,529</b>	<b>\$ 2,816,088</b>	<b>\$ 62,560</b>
<b>One Stop Operations</b> 0%			
Facilities and related expense	\$ 1,100,782	\$ 1,209,121	\$ 108,339
Furniture, Equipment & Software	160,986	172,279	11,294
General administrative expense	257,345	243,221	(14,123)
Communication expense	158,146	86,607	(71,539)
Professional fees & service	5,500	5,500	-
Client	5,000	5,000	-
<b>Total One Stop Operation</b>	<b>\$ 1,687,759</b>	<b>\$ 1,721,728</b>	<b>\$ 33,970</b>
Contracted services	\$ 24,512,162	\$ 24,483,551	\$ (28,611)
<b>Total expense</b>	<b>\$ 28,953,449</b>	<b>\$ 29,147,084</b>	<b>\$ 193,636</b>
<b>Changes in net assets</b>	<u>(0)</u>	<u>(0)</u>	



## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XI. Draft Independent Audit for the Year Ended September 30, 2019

## **BACKGROUND INFORMATION**

CFO and Janet Pittman from Alonzo, Bacarisse, Irvine, and Palmer, P.C. will present the Draft of the Independent Audit for Fiscal Year End September 30, 2019

## **RECOMMENDATION**

Staff recommend the Executive Committee approve the Draft Audit for Year Ended September 30, 2019.



DRAFT

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

ANNUAL FINANCIAL AND COMPLIANCE REPORTS

SEPTEMBER 30, 2019 AND 2018

**abip**

CPAs | ADVISORS

CLIENT **FOCUSED.** RELATIONSHIP **DRIVEN.**



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**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**DRAFT**

**CERTIFICATE OF BOARD OF DIRECTORS**

I, \_\_\_\_\_ Chairman of the Board of Directors of Coastal Bend Workforce Development Board, do hereby certify that this accompanying audit report for fiscal years ended September 30, 2019 and 2018, from ABIP, PC, was reviewed and \_\_\_\_\_ approved / \_\_\_\_\_ disapproved at a meeting of the Board of Directors held on the 17th day of September, 2020.

\_\_\_\_\_  
Chairman, Board of Directors

\_\_\_\_\_  
Date



INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Coastal Bend Workforce Development Board  
Corpus Christi, Texas

**Report on the Financial Statements**

We have audited the accompanying financial statements of Coastal Bend Workforce Development Board (a non-profit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Coastal Bend Workforce Development Board as of September 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of Matter******Change in Accounting Principle***

As described in note 2 to the financial statements, in 2019, the Board adopted new accounting guidance, FASB Accounting Standards Update No. 2016-14 (Topic 958), “*Presentation of Financial Statements of Not-for-Profit Entities*”. Our opinion is not modified with respect to this matter.

***Other Matters******Other Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards, as required by Title 2, U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State of Texas Single Audit Circular*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 17, 2020 on our consideration of Coastal Bend Workforce Development Board’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Coastal Bend Workforce Development Board’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Coastal Bend Workforce Development Board’s internal control over financial reporting and compliance.

San Antonio, Texas  
September 17, 2020



**FINANCIAL SECTION**



## STATEMENTS OF FINANCIAL POSITION

September 30,

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 1,014,455	\$ 504,312
Grants receivable	2,114,530	2,604,054
Account receivable - subcontractor	2,515	17,649
Account receivable - other	9,959	2,206
Other assets	<u>184,100</u>	<u>149,202</u>
Total current assets	<u>3,325,559</u>	<u>3,277,423</u>
PROPERTY AND EQUIPMENT		
Property and equipment	2,428,607	2,085,012
Less: accumulated depreciation	<u>(1,813,002)</u>	<u>(1,560,236)</u>
Net property and equipment	<u>615,605</u>	<u>524,776</u>
Total assets	<u>\$ 3,941,164</u>	<u>\$ 3,802,199</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 2,343,969	\$ 2,080,407
Accrued expenses	446,692	480,266
Deferred revenue	-	163,867
Accrued vacation	<u>69,543</u>	<u>101,158</u>
Total current liabilities	<u>2,860,204</u>	<u>2,825,698</u>
Total liabilities	<u>2,860,204</u>	<u>2,825,698</u>
NET ASSETS		
Without donor restrictions:		
Unrestricted	465,355	451,725
Investment in property and equipment, net	<u>615,605</u>	<u>524,776</u>
Total net assets	<u>1,080,960</u>	<u>976,501</u>
Total liabilities and net assets	<u>\$ 3,941,164</u>	<u>\$ 3,802,199</u>

The accompanying notes are an integral part of these financial statements.

## STATEMENTS OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2019

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
<b>SUPPORT AND REVENUE</b>			
Grant revenue	\$ 30,357,629	\$ -	\$ 30,357,629
Grant revenue - non federal	299,152	-	299,152
Interest income - non federal	14,020	-	14,020
Program income	<u>1,378</u>	<u>-</u>	<u>1,378</u>
Total support and revenue	<u>30,672,179</u>	<u>-</u>	<u>30,672,179</u>
<b>EXPENSES</b>			
Administration	1,416,524	-	1,416,524
Program services	<u>29,242,025</u>	<u>-</u>	<u>29,242,025</u>
Total expenses	<u>30,658,549</u>	<u>-</u>	<u>30,658,549</u>
Increase in net assets	13,630	-	13,630
<b>OTHER REVENUES AND (EXPENSES)</b>			
Fixed assets - additions	-	343,595	343,595
Depreciation expense	<u>-</u>	<u>(252,766)</u>	<u>(252,766)</u>
Change in net assets	13,630	90,829	104,459
NET ASSETS AT BEGINNING OF YEAR	<u>451,725</u>	<u>524,776</u>	<u>976,501</u>
NET ASSETS AT END OF YEAR	<u>\$ 465,355</u>	<u>\$ 615,605</u>	<u>\$ 1,080,960</u>

The accompanying notes are an integral part of these financial statements.

## STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2018

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
SUPPORT AND REVENUE			
Grant revenue	\$ 26,240,806	\$ -	\$ 26,240,806
Grant revenue - non federal	274,465	951	275,416
Interest income - non federal	3,083	-	3,083
Program income	5,277	-	5,277
Net assets released from restrictions	<u>341,707</u>	<u>(341,707)</u>	<u>-</u>
Total support and revenue	<u>26,865,338</u>	<u>(340,756)</u>	<u>26,524,582</u>
EXPENSES			
Administration	1,152,260	-	1,152,260
Program services	<u>25,371,371</u>	<u>-</u>	<u>25,371,371</u>
Total expenses	<u>26,523,631</u>	<u>-</u>	<u>26,523,631</u>
Increase in net assets	341,707	(340,756)	951
OTHER REVENUES AND (EXPENSES)			
Fixed assets - additions	-	326,768	326,768
Depreciation expense	<u>-</u>	<u>(134,301)</u>	<u>(134,301)</u>
Change in net assets	341,707	(148,289)	193,418
NET ASSETS AT BEGINNING OF YEAR	<u>110,018</u>	<u>673,065</u>	<u>783,083</u>
NET ASSETS AT END OF YEAR	<u>\$ 451,725</u>	<u>\$ 524,776</u>	<u>\$ 976,501</u>

The accompanying notes are an integral part of these financial statements.

## STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2019

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 14,604,439	\$ 14,604,439
Communication expense	10,842	146,449	157,291
Furniture and equipment	-	343,529	343,529
Insurance	18,022	27,959	45,981
Outreach/public notices	3,770	36,523	40,293
Office expense	62,154	446,666	508,820
Professional fees	77,908	108,768	186,676
Program services	-	11,554,397	11,554,397
Rent and rent related	13,324	585,810	599,134
Salaries and fringe benefits	1,119,807	1,221,552	2,341,359
Subscription/membership	14,924	42,264	57,188
Software	-	1,840	1,840
Travel/staff development/conference fee	51,460	125,165	176,625
Building improvement	44,313	(8,934)	35,379
Discretionary	-	5,598	5,598
	<u>\$ 1,416,524</u>	<u>\$ 29,242,025</u>	<u>\$ 30,658,549</u>

The accompanying notes are an integral part of these financial statements.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2018

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 12,424,474	\$ 12,424,474
Communication expense	8,871	140,201	149,072
Furniture and equipment	-	54,703	54,703
Insurance	15,236	21,665	36,901
Bank fees	634	-	634
Outreach/public notices	4,998	87,633	92,631
Office expense	46,235	409,401	455,636
Professional fees	56,702	111,056	167,758
Program services	-	9,944,123	9,944,123
Rent and rent related	12,829	599,332	612,161
Salaries and fringe benefits	880,629	1,178,999	2,059,628
Subscription/membership	13,819	27,613	41,432
Travel/staff development/conference fee	36,877	100,106	136,983
Building improvement	-	272,065	272,065
Discretionary	75,430	-	75,430
	<u>\$ 1,152,260</u>	<u>\$ 25,371,371</u>	<u>\$ 26,523,631</u>

The accompanying notes are an integral part of these financial statements.

## STATEMENTS OF CASH FLOWS

For the year ended September 30,

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 104,459	\$ 193,418
Adjustments to reconcile change in net assets to cash provided by operating activities		
Depreciation expense	252,766	134,301
(Increase) decrease in operating assets		
Grants receivable	489,524	242,514
Accounts receivable	7,381	(1,270)
Other assets	(34,898)	(28,934)
Increase (decrease) in operating liabilities		
Accounts payable	263,562	586,057
Deferred revenue	(163,867)	(411,014)
Accrued expenses	(33,574)	(372,048)
Accrued vacation	<u>(31,615)</u>	<u>13,520</u>
Net cash provided by operating activities	<u>853,738</u>	<u>356,544</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(343,595)</u>	<u>(326,768)</u>
Net cash provided by (used in) investing activities	<u>(343,595)</u>	<u>(326,768)</u>
Net increase (decrease) in cash and cash equivalents	510,143	29,776
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>504,312</u>	<u>474,536</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 1,014,455</u>	<u>\$ 504,312</u>

The accompanying notes are an integral part of these financial statements.



## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(1) Organization and nature of activities

On July 1, 1997, the Private Industry Council (PIC) of Corpus Christi/Nueces County and the Rural Coastal Bend Services Delivery Areas merged to form the Coastal Bend Workforce Development Board (the Board) to comply with the Workforce and Economic Competitiveness Act Chapter 2308 of the Texas Government Code (the Act). The Board was incorporated under the Texas Non-Profit Corporation Act for the purpose of implementation and development of workforce related activities and programs in the eleven county Coastal Bend region. The Board, through the partnership and the interlocal agreements with the Coastal Bend Chief Elected Officials Council, is designated as the grant recipient and the administrative entity for the workforce development area. The Board receives funding from local, state and federal sources, and must comply with spending, reporting and record keeping requirements of these entities.

(2) Summary of significant accounting policies

## Financial statement presentation

During the fiscal year 2019, the Board changed accounting policies related to presentation of its financial statements by adopting FASB Accounting Standards No. 2016-14 (Topic 958), "*Presentation of Financial Statements of Not-for-Profit Entities*". Accordingly, the financial statements have been presented in accordance with the standard.

The Board classifies its financial statements to present two (2) classes of net assets:

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed stipulations. Restricted grant proceeds or contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.
- *Net assets with donor restrictions* include net assets subject to donor-imposed restrictions that may or will be satisfied by the actions of the Board or the passage of time. The Board had no net assets with donor restrictions at September 30, 2019.

## Basis of accounting

The financial statements of the Board have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

## Estimates

Management uses estimates and assumptions in preparing the financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the report of revenues and expenses.

## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(2) Summary of significant accounting policies (continued)

## Allowances for uncollectable

No allowance for uncollectable has been established. All receivables from the state and sub-recipients are deemed fully collectible.

## Cash and cash equivalents

For the purpose of the statement of cash flows, the Board considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. This includes cash in bank, certificates of deposit, and money market accounts.

## Revenue/receivable concentrations

The Board receives substantially all of its revenue from grants through federal and state agencies. Grant revenue is recorded by the Board as it is earned with the offset to a receivable. The Board does not recognize an allowance for bad debt, as all receivables are deemed collectable.

## Functional expense allocation

Costs incurred by the Board in providing management and oversight of various programs have been summarized on a functional basis. Accordingly, these costs are recognized among the programs either as administrative or program and are distributed to the various funding sources based upon an established cost allocation plan on a monthly basis. Unassignable administrative and program costs are allocated to each grant based upon each grant's proportional share of total Workforce Center's expenses.

## Fixed assets

The Board capitalizes property and equipment with a unit cost of \$5,000 or more and a useful life greater than 1 year for depreciation and financial statement presentation. Asset purchases under \$5,000 are expensed. The Board tracks property with a unit cost of \$500 or more to comply with internal policy. The valuation of the fixed assets is cost, if purchased, or fair market value, if donated. The Texas Workforce Commission (TWC) has an interest in all property purchased with TWC funds.

## Income taxes

Income taxes are not provided for in the financial statements since the Board is exempt from federal income taxes and filing IRS Form 990 under Section 501(c)(3) of the Internal Revenue Code. The Board is not classified as a private foundation.

(3) Deposits and collateral

At September 30, 2019 and 2018, the total bank balances were \$1,089,846 and \$768,757, respectively. Bank balances of \$250,000 are covered by federal depository insurance. At September 30, 2019 and 2018, all of the Board's bank balances were covered by federal depository insurance as well as collateralized securities held by the pledging institution.

## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(4) Grants receivable

	<u>2019</u>	<u>2018</u>
Due from Texas Workforce Commission		
Child care	\$ 549,432	\$ 1,237,688
Choices/TANF	450,527	334,427
Wagner-Peyser Employment Services	23,273	9,003
NCP	21,093	13,192
Military Family Support Pilot	-	31,084
Workforce Innovation and Opportunity Act Adult	154,502	143,698
Summer Earn and Learn Program	26,398	162,975
Workforce Innovation and Opportunity Act Dislocated	104,801	72,871
Workforce Innovation and Opportunity Act Youth	323,842	10,421
Apprenticeship USA Grants	1,828	-
Resource Administration Grant	1	-
SNAP E & T	49,933	220,160
SNAP E & T ABAWD	68,369	4,747
Externships for Teachers	104,938	-
Trade Act Services	1,714	36,416
Workforce Commission Initiatives	39,513	20,956
Vocational Rehabilitation	28,071	-
National Dislocated Worker-Disaster Grant	123,841	214,326
National Dislocated Worker-Texas Oil & Gas	-	32,983
Service Fund	13,883	7,868
Reemployment Services and Eligibility Assessment	20,501	36,376
VRS Student Hireability Navigator	5,368	9,718
Working Women Resource Coordination Cooperative	<u>2,702</u>	<u>5,145</u>
 Total due from Texas Workforce Commission	 <u>\$ 2,114,530</u>	 <u>\$ 2,604,054</u>

NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(5) Deferred revenue

	<u>2019</u>	<u>2018</u>
Deferred Revenue		
Child Care Protective Services	\$ -	\$ 85,471
SNAP E & T	-	75,690
Military Family Support Pilot	-	644
Externship for Teachers	-	296
Trade Act Services	-	1,741
Choices/TANF	-	<u>25</u>
 Total deferred revenue	 <u>\$ -</u>	 <u>\$ 163,867</u>

(6) Fixed assets

	<u>BALANCE</u> <u>10/1/2018</u>	<u>ADDITIONS</u>	<u>DELETIONS</u>	<u>BALANCE</u> <u>9/30/2019</u>
Fixed assets:				
Equipment	\$ 436,675	\$ 343,529	\$ -	\$ 780,204
Software	21,915	-	-	21,915
Building improvements	<u>1,626,422</u>	<u>66</u>	-	<u>1,626,488</u>
Total fixed assets	<u>2,085,012</u>	<u>343,595</u>	-	<u>2,428,607</u>
Accumulated depreciation:				
Equipment	(279,288)	(145,630)	-	(424,918)
Software	(15,165)	(3,000)	-	(18,165)
Building improvements	<u>(1,265,783)</u>	<u>(104,136)</u>	-	<u>(1,369,919)</u>
Total accumulated depreciation	<u>(1,560,236)</u>	<u>(252,766)</u>	-	<u>(1,813,002)</u>
 Fixed assets - net	 <u>\$ 524,776</u>	 <u>\$ 90,829</u>	 <u>\$ -</u>	 <u>\$ 615,605</u>

NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(7) Compensated absences

The Board employees are granted vacation pay in varying amounts based on length of service. Accrued unused vacation is paid upon an employee’s termination. Compensated absences are charged to the applicable program when taken. The earned amount as of September 30, 2019 and 2018, was \$69,543 and \$101,158, respectively.

(8) Operating leases

Commitments under lease agreements for facilities provide for minimum annual rental payments as follows:

2020	\$ 364,154
2021	313,866
2022	<u>295,627</u>
	<u>\$ 973,647</u>

Rental expense for the year ended September 30, 2019 and 2018 was \$368,972 and \$364,660, respectively.

(9) Retirement plan

The Board provides employees the opportunity to participate in the Board’s retirement plan. The plan is a 401(k) profit sharing plan. The Board’s profit sharing plan and the provisions in this policy are subject to the rules and regulations of the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Service. The vesting period for participating employees for contributions made before October 1, 2013 is as follows:

<u>Years of Service</u>	<u>Vesting Percentage</u>
1	20%
2	40%
3	60%
4	80%
5 or more	100%

Benefits under the plan are based on the employee’s vested interest in the value of his/her account at the time their benefits become payable as a result of his/her retirement or other separation from service or other distribution event. That value will depend on the contributions credited to their account and on the investment performance of the nest fund established to hold and invest those contributions.

## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(9) Retirement plan (continued)

Employees who have completed at least 1,000 hours of service within 6 consecutive months are eligible to participate in the 401(k) profit sharing plan.

Effective October 1, 2013 employees can make plan contributions up to the maximum allowed by the plan, not to exceed the IRS limits, and they can choose to make contributions before paying taxes and/or after-tax contributions through the plan's Roth 401(k) option. Employees may increase or decrease their contributions to the plan each payroll period. Employees are automatically 100% vested in their contributions and roll over contributions.

Coastal Bend Workforce Development Board will make a safe harbor matching contribution equal to 100% of the first 5% of eligible pay that the employee contributes.

More specific information on the retirement plan can be found in the summary plan description of the plan.

Existing and new employees, who have previously worked with any workforce organization (Board, One-Stop contractors, or TWC) within the State of Texas, shall be allowed to carry over their years of service earned at that organization to the Board's retirement plan. Contributions paid during the fiscal period were \$50,200 and \$49,396 for years ended 2019 and 2018, respectively.

(10) Economic dependence

Coastal Bend Workforce Development Board receives a significant portion of its revenue from pass-through funds of federal and state grants. The Board operated during the fiscal year under one major source of funds, the Texas Workforce Commission. The grant amounts are appropriated each year at the federal and state level. If significant budget cuts are made at the federal and state level, the amount of funds the organization receives could be reduced significantly and have an adverse impact on its operations.

(11) Contingencies

Individual grants are subject to additional financial and compliance audits by the grantors or their representatives. Such audits could result in requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. The Board's management is of the opinion that disallowance, if any, will not have a material effect on the financial statements.

(12) Subsequent events

Management has evaluated subsequent events through September 17, 2020, the date the financial statements were available to be issued.

On March 19, 2020 Texas Governor Greg Abbott issued an executive order to close non-essential businesses and schools due to the public health concerns related to the COVID-19 crisis. The result of this order will impact the economy and unemployment rates for the region that the Board services. The duration and intensity of these impacts on the Board's revenue sources will depend on future developments which cannot be forecasted or estimated at this time.

**SINGLE AUDIT SECTION**





INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors  
Coastal Bend Workforce Development Board  
Corpus Christi, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 17, 2020.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Coastal Bend Workforce Development Board's (the Board) internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Coastal Bend Workforce Development Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Antonio, Texas  
September 17, 2020

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL AND STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE OF TEXAS SINGLE AUDIT CIRCULAR

To the Board of Directors  
Coastal Bend Workforce Development Board  
Corpus Christi, Texas

### **Report on Compliance for Each Major Federal and State Program**

We have audited Coastal Bend Workforce Development Board's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the State of Texas Single Audit Circular that could have a direct and material effect on each of Coastal Bend Workforce Development Board's major federal and state programs for the year ended September 30, 2019. Coastal Bend Workforce Development Board's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

#### ***Management's Responsibility***

Management is responsible for compliance with federal and state statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal and state programs.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of Coastal Bend Workforce Development Board's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2, U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the audit requirements of the State of Texas Single Audit Circular. Those standards, the Uniform Guidance, and the State of Texas Single Audit Circular require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about Coastal Bend Workforce Development Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of Coastal Bend Workforce Development Board's compliance.

### *Opinion on Each Major Federal and State Program*

In our opinion, Coastal Bend Workforce Development Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2019.

### **Report on Internal Control over Compliance**

Management of Coastal Bend Workforce Development Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Coastal Bend Workforce Development Board's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal and state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal and state program and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State of Texas Single Audit Circular, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the State of Texas Single Audit Circular. Accordingly, this report is not suitable for any other purpose.

San Antonio, Texas  
September 17, 2020

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

DRAFT

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2019

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS</u></b>					
<b><u>U.S. Department of Labor</u></b>					
Passed Through Texas Workforce Commission and Texas Veteran's Commission:					
<b>Employment Service Cluster</b>					
Wagner-Peyser Employment Services	17.207	2219WPA001	\$ 23,754	\$ 23,754	\$ 22,141
Wagner-Peyser Employment Services	17.207	2219WPA000	109,713	31,074	31,074
Wagner-Peyser Employment Services	17.207	2218WPA000	111,682	25,468	24,011
Workforce Commission Initiatives	17.207	2219WCI000	18,570	18,570	14,920
Workforce Commission Initiatives	17.207	2218WCI000	12,440	(617)	(617)
Resource Administration Grant	17.207	2218RAG000	4,853	4,853	4,787
Veterans Employment Services	17.801	VES 19-22	27,000	27,000	25,197
Veterans Employment Services	17.804	VES 19-22	9,000	9,000	9,000
<b>Total Employment Service Cluster</b>			<b>317,012</b>	<b>139,102</b>	<b>130,513</b>
<b>WIA Cluster</b>					
Workforce Innovation and Opportunity Act - Adult	17.258	2218WOA000	2,127,655	1,845,762	1,662,267
Workforce Innovation and Opportunity Act - Adult Externship for Teachers	17.258	2217WOA000	1,475,278	11,653	11,653
Externship for Teachers	17.258	2217WOS001	-	(296)	-
Externship for Teachers	17.258	2219EXT001	137,103	135,038	133,696
Military Family Support Pilot	17.258	2219WOS001	42,319	26,654	26,097
Workforce Innovation and Opportunity Act- Youth	17.259	2217WOY000	1,534,960	140,738	63,136
Workforce Innovation and Opportunity Act- Youth	17.259	2218WOY000	2,223,418	1,750,550	1,637,138
Workforce Innovation and Opportunity Act- Youth	17.259	2219WOY001	1,711,066	3,895	3,871
Workforce Innovation and Opportunity Act- Dislocated Externships for Teachers	17.278	2218WOD000	1,489,075	1,000,728	922,892
Externships for Teachers	17.278	2218WOS000	105,162	(2,323)	-
Workforce Innovation and Opportunity Act- Dislocated	17.278	2217WOD000	1,247,070	220,955	160,885
Workforce Innovation and Opportunity Act- Rapid Response	17.278	2218WOR000	15,775	15,775	14,695
<b>Total WIA Cluster</b>			<b>12,108,881</b>	<b>5,149,129</b>	<b>4,636,330</b>
Reemployment Services and Eligibility Assessment	17.225	2219REA000	197,101	198,768	179,641
Reemployment Services and Eligibility Assessment	17.225	2218REA000	175,074	7,786	7,786
Trade Act Services	17.245	2219TRA000	43,389	43,389	43,389
Trade Act Services	17.245	2218TRA000	111,217	7,220	7,220
Trade Act Services	17.245	2219RAG000	427	427	427
Working Women Resource Coordination Cooperative Agreement HHRI	17.261	2218WDR000	100,000	59,157	53,575
NDW - TX 31 Texas Oil & Gas	17.277	2217NDW000	687,210	34,614	31,380
National Dislocated Worker Disaster Grant Project TX-32	17.277	2217NDW001	6,074,683	2,631,120	2,374,327
Apprenticeship USA Grants	17.285	2219ATG000	199,100	2,145	2,145
National Dislocated Worker Disaster Grant Project TX-32	17.286	2217NDW001	2,158,317	1,028,946	928,444
<b>Total U.S. Department of Labor</b>			<b>22,172,411</b>	<b>9,301,803</b>	<b>8,395,177</b>
<b><u>U.S. Department of Agriculture</u></b>					
Passed Through Texas Workforce Commission:					
<b>SNAP Cluster</b>					
Supplemental Nutrition Assistance Program	10.561	2218SNEA00	174,420	(1,620)	(1,620)
Supplemental Nutrition Assistance Program	10.561	2219SNE000	629,295	614,257	544,023
<b>Total U.S. Department of Agriculture</b>			<b>803,715</b>	<b>612,637</b>	<b>542,403</b>

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

DRAFT

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2019

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS (CONTINUED)</u></b>					
<b><u>U.S. Department of Health and Human Services</u></b>					
Passed Through Texas Workforce Commission:					
<b>CCDF Cluster</b>					
Child Care Services Formula Grant	93.596	2219CCF000	\$ 3,033,173	\$ 3,033,173	\$ 3,033,173
Childcare Local Initiative Grant	93.596	2219CCM000	1,742,626	226,548	226,548
Child Care Services Formula Grant	93.596	2218CCF000	2,912,198	2,120,887	1,999,257
Workforce Commission Initiatives	93.575	2219WCI000	28,194	28,194	7,381
Child Care Services Formula Grant	93.575	2219CCF000	8,651,523	8,354,757	7,265,075
Childcare Quality Improvement Activity Grant	93.575	2218CCQ000	367,718	17,670	2,329
Child Care Automation Grant	93.575	2219CAA000	100,853	100,853	100,853
Child Care Services Formula Grant	93.575	2218CCF000	6,028,019	47,660	47,660
Childcare Quality Improvement Activity Grant	93.575	2219CCQ000	575,104	452,768	376,268
<b>Total CCDF Cluster</b>			<u>23,439,408</u>	<u>14,382,510</u>	<u>13,058,544</u>
<b>TANF Cluster</b>					
Wagner-Peyser Employment Services	93.558	2218WPA000	14,726	1,195	1,195
Wagner-Peyser Employment Services	93.558	2218WPA000	13,285	13,285	10,931
Non-Custodial Parent Choices Program	93.558	2218NCP000	73,505	1	-
Non-Custodial Parent Choices Program	93.558	2219NCP000	87,632	89,621	85,222
Non-Custodial Parent Choices Program	93.558	2220NCP001	87,632	4,479	4,479
Temporary Assistance to Needy Families	93.558	2219TAN001	100,000	23,270	23,270
Temporary Assistance to Needy Families	93.558	2219TAF000	2,046,070	1,888,626	1,664,615
Temporary Assistance to Needy Families	93.558	2218TAN000	2,604,138	333,062	305,385
Workforce Commission Initiatives	93.558	2219WCI000	51,067	41,573	41,573
<b>Total TANF Cluster</b>			<u>5,078,055</u>	<u>2,395,112</u>	<u>2,136,670</u>
Child Care Services Formula Grant	93.667	2219CCF000	43,609	43,609	43,609
<b>Total Social Services Block Grant</b>			<u>43,609</u>	<u>43,609</u>	<u>43,609</u>
<b>Total U.S. Department of Health and Human Services</b>			<u>28,561,072</u>	<u>16,821,231</u>	<u>15,238,823</u>
<b>Total Federal Awards</b>			<u>51,537,198</u>	<u>26,735,671</u>	<u>24,176,403</u>
<b><u>STATE FUNDS</u></b>					
<b><u>Texas Workforce Commission</u></b>					
Child Care Department of Family Protective Services	NA	2218CCP000	2,449,206	5,256	-
Child Care Department of Family Protective Services	NA	2219CCP000	1,728,638	1,643,236	1,579,218
Child Care Services Formula Grant	NA	2219CCF000	1,469,528	1,469,528	1,469,528
Non-Custodial Parent Choices Program	NA	2219NCP000	54,771	54,771	43,379
Resource Administration Grant	NA	2219RAG000	1,190	1,190	1,190
Supplemental Nutrition Assistance Program	NA	2218SNEA00	41,551	267	-
Supplemental Nutrition Assistance Program	NA	2219SNE000	138,054	106,408	106,408
Temporary Assistance to Needy Families	NA	2219TAF000	341,302	341,302	341,302
<b>Total State Awards</b>			<u>6,224,240</u>	<u>3,621,958</u>	<u>3,541,025</u>
<b>TO TOTAL FEDERAL AND STATE AWARDS</b>			<u>\$ 57,761,438</u>	<u>\$ 30,357,629</u>	<u>\$ 27,717,428</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

September 30, 2019

(1) Basis of presentation

The schedule of expenditures of federal and state awards presents expenditures for all federal and state assistance awards that were in effect for the year ended September 30, 2019 for Coastal Bend Workforce Development Board. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance and State of Texas Single Audit Circular.

(2) Summary of significant accounting policies

Expenditures are reported on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as further described in the notes to financial statements.

(3) Relationship to financial statements

Total expenses:

Per statement of activities and change in net assets	\$ 30,658,549
Per schedule of federal awards	<u>26,735,671</u>
	<u>\$ 3,922,878</u>

Non federal and state expenses:

State	\$ 3,621,958
Non-federal	299,542
Program income/related expenses	<u>1,378</u>
	<u>\$ 3,922,878</u>

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2019

SECTION I: SUMMARY OF AUDITOR'S RESULTS

**Financial Statements**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?      Yes   X   No
- Significant deficiencies identified that are not considered to be material weakness(es)?      Yes   X   None reported

Noncompliance material to the financial statements noted?      Yes   X   No

**Federal and State Awards**

Internal control over major programs:

- Material weakness(es) identified?      Yes   X   No
- Significant deficiencies identified that are not considered to be material weakness(es)?      Yes   X   None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?      Yes   X   No

Identification of major programs:

Federal:

<u>CFDA NUMBER(S)</u>	<u>NAME OF FEDERAL/STATE PROGRAM OR CLUSTER</u>
93.575/93.596	Child Care Development Funds
17.277/17.286	WIA National Emergency Grants

State:

N/A Child Care Development Funds

Dollar threshold used to distinguish between Type A and Type B programs:

- Federal - \$802,070
- State - \$300,000

Auditee qualified as low-risk auditee?   X   Yes      No



SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

For the year ended September 30, 2019

SECTION II: FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III: FEDERAL AND STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

For the year ended September 30, 2019

<u>FINDINGS/RECOMMENDATION</u>	<u>CURRENT STATUS</u>	<u>MANAGEMENT'S EXPLANATION IF NOT IMPLEMENTED</u>
None	-	No prior year findings

CORRECTIVE ACTION PLAN

For the year ended September 30, 2019

PROGRAM

None

CORRECTIVE ACTION PLAN

No current year findings

## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XI. Authorize the President/CEO to Enter into negotiations and subsequent execution of a Lease Agreement for Office Space for One Stop Career Center Staff and other business purposes subject to review and approval of final lease terms by the Executive Committee.

## **BACKGROUND INFORMATION**

Staff will discuss lease terms, it's impact on the budget moving forward and answer any questions related to the building and its selection through this process.

## **RECOMMENDATION**

Staff recommend the Executive Committee approve the President/CEO to enter into a lease agreement with South Coast Plaza, LLC.

**CONFIDENTIAL**

**WORKFORCE SOLUTIONS of the COASTAL BEND**



**Potential Relocation Sites - Sunrise Mall  
Corpus Christi, Texas**



	LOCATION/CENTER	LEASE SIZE	LEASE/NNN PRICE/YR.	GLA	ZONING	BUS STOP	PARKING	NOTES
2	1620 S.P.I.D. SOUTH COAST PLAZA	20,669± ft <sup>2</sup>	\$15.00 per ft <sup>2</sup> NNN - \$4.45 per ft <sup>2</sup>	101,161± ft <sup>2</sup>	CG-2 General	Yes	590+	This space was recently vacated by Brightwood College. space is located within a retail shopping center.
3	4302 Ayers St. PORTAIRES SC	16,650± ft <sup>2</sup>	N/A	116,710± ft <sup>2</sup>	CG-2 General	Yes	86±	This is an operating Bealls and is located in an older C.C. Bealls may be filing for bankruptcy in the near future.
4	4737 Saratoga Road FORMER SST BLDG.	66,520± ft <sup>2</sup>	\$5,000,000.00 \$9.00 per ft <sup>2</sup> /NNN	66,520± ft <sup>2</sup>	CG-2 General	Yes	200+	This buiding is currently finished out as a school. Some of interior improvements by be able to be utilized. LL will
5	4250 S. Alameda St. TOWN & COUNTRY SC	16,900± ft <sup>2</sup>	\$10.00 per ft <sup>2</sup> NNN - \$4.82 per ft <sup>2</sup>	97,400± ft <sup>2</sup>	CG-2 General	Yes	Unknown	This space contains 4 suites. The previous uses include: a a dry cleaners. The space would have to be build-out.
6	4125 S. Staples St. FORMER FROST BANK BLDG.	33,129± ft <sup>2</sup>	\$12.00 per ft <sup>2</sup> NNN - \$6.00 per ft <sup>2</sup>	44,000± ft <sup>2</sup>	CI Intensive	No	125±	This building was recently vacated by Frost Bank. The 2 storys with KW Coastal Realty being the only Tenant at
7	4220 - 4222 S. Staples St. TT ELECTRONICS BLDG.	96,212± ft <sup>2</sup>	N/A	96,212± ft <sup>2</sup>	CG-2 General	No	209±	This is an operating electronics manufacturing facility that relocating. Will not be ready for occupancy for 12-14
8	1305 Airline Road FORMER SEARS BLDG.	151,328± ft <sup>2</sup>	\$12.00 per ft <sup>2</sup> /NNN	151,328± ft <sup>2</sup>	CG-2 General	Yes	Unknown	This building was recently vacated by Sears in Dec. 2019. Owner would entertain dividing the space. There are 2
9	10241 S. Padre Island Drive FLOUR BLUFF SC	27,383± ft <sup>2</sup>	\$8.00 to \$12.00 per ft <sup>2</sup> NNN - \$3.00 per ft <sup>2</sup>	6.41± Acs.	CG-2 General	56,003± ft <sup>2</sup>	N/A	The was formerly a Fallas Outlet and Flex Fit Gym location. center is located at SPID & Waldron. Complete build out

Loca	Sq. Ft	\$/Sq Ft	Term (Yr)	Base	Lease	% of Total	Notes	Buildout Paid/Allowance	Buildout
South	20,669	14.00	1-59	289,366	24,114	1.03%	Rent Month	17.50 /sqft by Landlord	361,707.50
South	20,669	15.00	60-120	310,035	25,836	1.11%			

Cost for Two Centers for Estimate of Six Months		
Location	Monthly	6 Mo
Sunrise	12,516	75,093.24
South	24,114	144,683.00
		219,776.24

## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XIII. Purchase of Furniture for the Bayview Tower Office Location

## **BACKGROUND INFORMATION**

Staff will present the Cost Analysis for the purchase of furniture for the Bayview Tower Office Location.

## **RECOMMENDATION**

Staff recommend the Executive Committee approve the purchase of office furniture for the Bayview Tower Office Location.

	<b>CBI</b>	<b>TXMAS 20-7101</b>	<b>NBF</b>	<b>HON</b>
<b>Item</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>DISC 30%</b>
Desk Comparison	<b>64,504.40</b>	160,096.08	94,995.00	-
Chair Comparison	<b>49,271.32</b>		62,993.00	72,571.80
Complete Quote Comparison	<b>137,043.64</b>		189,415.00	

## **DISCUSSION AND POSSIBLE ACTION**

### VIII. Purchase of Outdoor Learning Environments

#### **BACKGROUND INFORMATION**

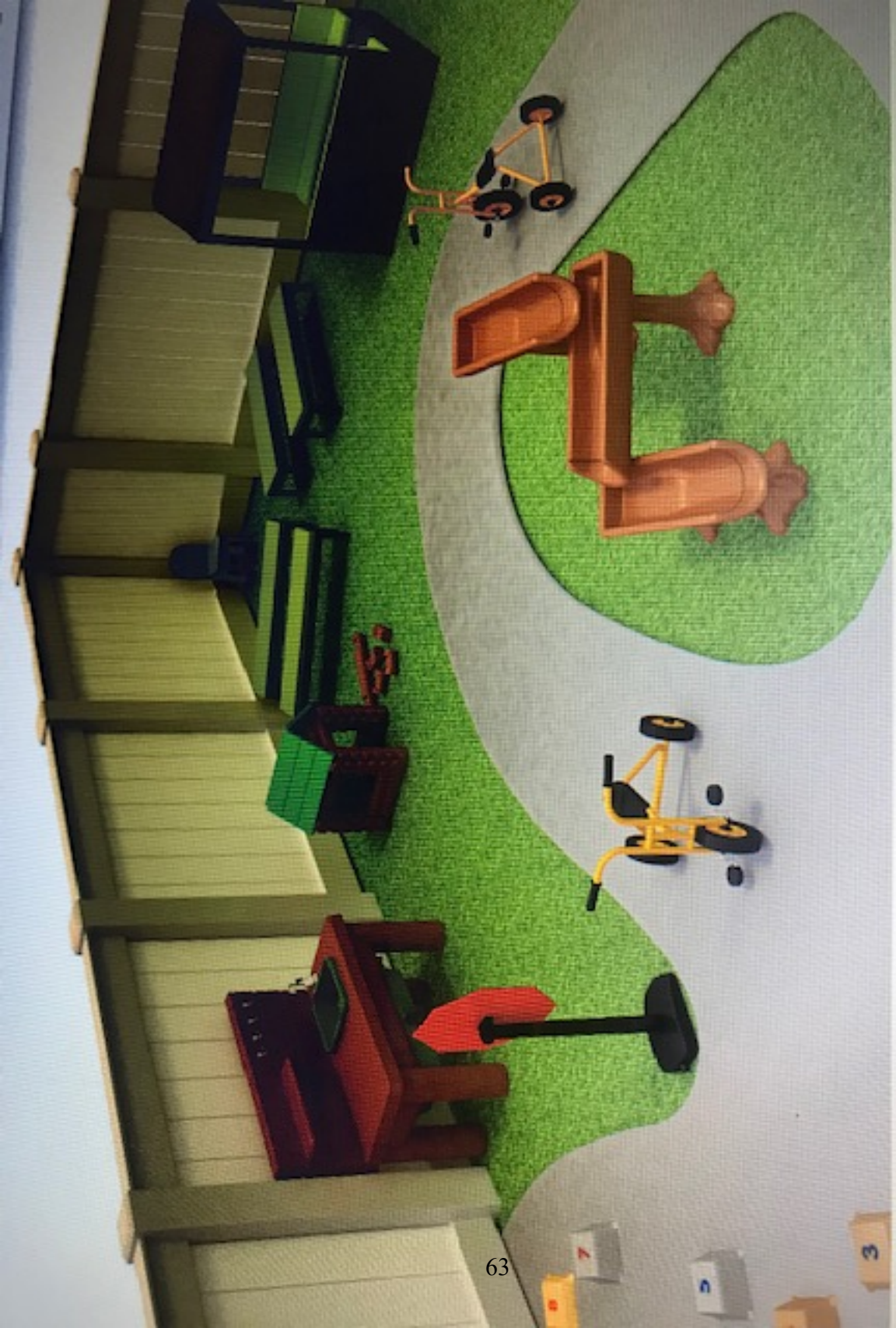
Learning environments (indoor and outdoor) are one of the areas in which child care centers who are designated as Texas Rising Star (TRS) certified must be observed in annually. The purpose of the outdoor learning environment is to serve as an extension of the indoor classroom. Outdoor learning environments are “outdoor” classrooms. Art, math, reading, and science learning objectives can be introduced to children in the child care center classroom and continued while the children are outside. These activities are called “Play with purpose”.

Board staff would like to purchase outdoor learning environments for 9 TRS child care centers located in Alice, Beeville, Corpus Christi, and Sinton, Texas. The outdoor learning environments will include designated areas for art, music, reading, science, basketball hoops, balance beams, and alphabet stepping stones. The estimated cost of the 9 outdoor learning environments will be \$154,455.66.

#### **RECOMMENDATION**

The Child Care Committee recommend to the Board of Directors the approval of the purchase of the 9 outdoor learning environments that will be placed at TRS certified child care centers in Alice, Beeville, Corpus Christi, and Sinton, Texas.







## **ITEM FOR DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION**

XV – 1. Authorized the President/CEO to Execute a Contract for Legal Services

### **BACKGROUND INFORMATION**

The Board's contract for legal services will expire on September 30, 2020. A Request for Qualifications (RFQ) was issued on July 7, 2020 to procure legal services.

As a result of the RFQ, we received two responses. The responses were received from our current legal firm of Wood, Boykin & Wolter, P.C. and Martin & Drought, P.C.

The responses were reviewed and evaluated based on the following criteria: Qualifications, Knowledge, and Experience; Demonstrated Ability/Effectiveness; Reference/Past Experience; and Cost Reasonableness. 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 response from Wood, Boykin, & Wolter, P.C. was rated the highest.

### **RECOMMENDATION**

The Executive/Finance Committee recommendation to the Board of Directors authorizing the President/CEO to execute a contract for Legal Services with the law firm of Wood, Boykin & Wolter, P.C. as the provider of legal services. The award of the contract with Wood, Boykin, & Wolter, P.C. is subject to successful contract negotiations. The contract will be awarded for a period not to exceed twelve (12) months and may be renewed for three (3) additional one-year periods beyond the original acceptance/award, for a total of four years.

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV – 2. Authorized the President/CEO to Execute a Contract for the Economy and LMI Tool

### BACKGROUND INFORMATION

WFSCB has used this tool for over six years and has experienced great success. The tool is used to determine jobs in demand. WFSCB has created specialized reports on demand for local education entities and economic development organizations, as well as for our own planning. Since we have exhausted all contract renewals, it was time to test the market.

On March 3, 2020, WFSCB issued a Request for Quotes (RFQ) to see what other products are available. As a result of the RFQ, we received four (4) responses.

WFSCB evaluate the responses based on the following evaluation criteria: Responsiveness to the RFQ; Experience; Demonstrated Ability, and Cost. Respondents could earn additional points if they are certified by the State as a Historically Underutilized Business (HUB).

Based on the evaluation results, the response from Economic Modeling, LLC. (d.b.a. Emsi) was rated the highest.

### RECOMMENDATION

The Executive/Finance Committee recommendation to the Board of Directors authorizing the President/CEO to execute a contract for the Economy and LMI Tool with Emsi. The award of the contract will be contingent upon successful contract negotiations. The contract will be awarded for a period of 12 months and may be renewed for two (2) additional one-year periods beyond the original acceptance/award, for a total of three years.

## INFORMATION ONLY

### XVI – 1. Monitoring Reports

## BACKGROUND INFORMATION

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of February - August 2020.

### Workforce Solutions – Board

#### Fiscal and Program Reviews

➤ **Local Match Contract Certifications**

- 1<sup>st</sup> half of 2019-2020 - \$447,491.50 in Expenditures were certified and submitted to TWC.

➤ **TWC Monitoring Review (#19.22.0001) – March 4-8, 2019 - Report issued April 23, 2020**

**Findings**

- Ensure Travel Reimbursement Policy Complies with State Travel Guidelines
- Ensure Support Services Expenditures are Adequately Documented
- Ensure TAA Program Requirements are Followed

**Conclusion:** Requested documentation was sent and all findings were cleared with the issuance of the TWC Audit Resolution Report on June 17, 2020.

➤ **TWC Monitoring Review (#19.22.0001) SNAP E&T– Separate Report issued on April 23, 2020**

**Finding**

- Request Sanctions within the Required Timeframe for SNAP E&T Noncooperating Participants

**Status:** TWC has delayed requesting a response to the report per HHSC due to Covid-19. Report remains open.

➤ **TWC Child Care Data Validation Review – Nov. 18-20, 2019 - Report issued August 25, 2020**

- This data validation initiative was conducted to ensure the accuracy of data collected and reported in the CCDF program for the Fiscal Year 2020. – No exceptions noted

➤ **Teachers Externship - Contract Review**

- Reviewed twenty (20) or 20% of participating teachers for eligibility – no issue noted

### C2 Global Professional Services, LLC

#### Fiscal and Program Reviews

➤ **One Stop & Youth Services/Fiscal Review (10/1/19 – 5/31/2020)**

The review consisted of the following contractual areas with no exceptions noted:

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

➤ **WIOA – Adult/Dislocated Worker Program Review 2/26/20**

**Findings:**

- One (1) participant service activity (67) Follow–Up Services was not opened at exit and no follow-up services have been performed.
- One (1) participant service activity (12) Job Search Assistance was not opened in TWIST and should have been as the customer was Job Searching prior to the Work Experience position.
- Six (6) customers were placed in (67) Follow–Up Services at exit but no contact or services were attempted and the service activity in TWIST is still open.
- Plan that needs to be updated as the goal completion dates have expired.
- Two (2) participants’ Service Plans were not closed One (1) case has a Service out at exit.
- One (1) case has the Service plan end date of 10/23/19 yet, the case was exited to follow-up on 8/23/19.
- One (1) cases Individual Training Account (ITA) still has a dollar balance after exit.

**Conclusion:**

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.

➤ **WIOA – Adult/Dislocated Worker Programs – Active and Follow-up Participants (Spreadsheets 100% Case Reviews – 6/26, 7/17, 7/27) Scope was 3/16 – date reviewed Observations: Not a formal Monitoring Review using TWIST only.**

- 272 Adult cases (100%)
- 81 Dislocated Worker cases (100%)
- Reviewed latest case notes and a quick slant of overall case to ensure all participants were receiving services.
- Various exceptions were noted

**Conclusion:** Contractor cleared all noted exceptions and continues training on all aspects of the WIOA Programs.

➤ **WIOA – Youth Services Review 2/13/20**

**Findings:**

- Two (2) cases had no Youth Element opened in TWIST and were not placed in Follow-up at exit.
- Three (3) cases that were placed in Follow-up but were followed-up with as per case notes.

**Conclusion:**

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.

➤ **WIOA – Youth Program – Active and Follow-up Participants (Spreadsheets 100% Case Review – 6/16, 6/23) Scope was 3/16 – date reviewed Observations: Not a formal Monitoring Review using TWIST only**

- 97 Youth Active cases (100%)
- 140 Youth Follow-up cases (100%)
- Reviewed latest case notes and a quick slant of overall case to ensure all participants were receiving services.

- Various exceptions were noted

**Conclusion:** Contractor cleared all noted exceptions and continues training on all aspects of the WIOA Programs.

➤ **TANF/Choices Monitoring – Active Participants**

**(Spreadsheet Case Reviews – 4/3/20 - Cabinet Review, 4/17 100% Choices Incentives, 5/19/20 - 100% Choices Active Cases Scope was 3/16 – date reviewed**

**Observations:**

- Compared 23 selected cases in TWIST to Cabinet as hard copies were not available.
- Cabinet did not contain all of the file documents required to complete a full case review.
- 100% Choice Incentives given for Retention and Participation through March 2020 – All incentives given were in compliance with the directive.
- 94 TANF/Choices cases (100%) were reviewed to ensure all participants were receiving services and appropriate TWIST entries were completed.

**Conclusion:**

- Contractor cleared all noted exceptions and continues training on all aspects of the TANF/Choices Program.

➤ **SNAP E&T Review 5/3/20**

**Findings:**

- Two (2) cases did not have each month's eligibility printout printed from TWIST or TIERS and placed in the file.
- Five (5) case files either do not have Support Service (SS) documentation or have incomplete documentation in the file to support the transportation SS given and entered in TWIST.
- One (1) customer was not sent a timely and reasonable letter or timely penalized for non-cooperation on 1/6/20.
- One (1) customer was sent a timely and reasonable letter on 12/30/19 but was not penalized for non-cooperation on 1/3/20 after the client called in on 1/3/20 and was given a week extension but did not comply on 1/10/20.
- Seven (7) cases had late or no case note in TWIST for actions taken such as customer interactions, services provided or timesheets entered.
- Four (4) cases did not have all customer submitted timesheets entered in TWIST or entries were not correct according to the timesheets submitted in the file.
- One (1) case did not have the Service Plan in TWIST completely closed out at exit.
- Two (2) cases did not have a penalty issued or the penalty was issued with the wrong date entered in TWIST.
- Two (2) cases should have had a penalty issued in TWIST notifying HHSC of the non-cooperation yet no penalty was issued.
- One (1) case did not have an 1817 faxed to HHSC reporting the customers part time job.
- One (1) ABAWD's case did not have an 1817 faxed to HHSC reporting the customers two weeks participation.
- Five (5) cases were not closed timely and after the auditor called for the files to be reviewed with two of those cases being closed using the wrong exit reason.

**Conclusion:**

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance and training is being provided to all staff.

- The overall error rate in this report was 14.35%. Attribute error rates: Support Service 29%; Non-Cooperation 22%; TWIST Information 42%; Information to HHSC 21%; Appropriate Case Closure 21%.

➤ **SNAP E&T Monitoring – Active Participants**

**(Spreadsheet Case Reviews – 5/19/20 - 100% Active Cases Scope was 3/16 – date reviewed**

**Observation:**

- 39 SNAP E&T cases (100%) were reviewed to ensure all participants were receiving services and appropriate TWIST entries were completed.

**Conclusion:**

- Contractor cleared all noted exceptions and continues training on all aspects of the SNAP E&T Program.

**BarkerRipley, Inc.**

Program Review

➤ **Child Care File Reviews (1 Final Report & 1 Spreadsheet Review)**

**Observations:**

- Two (2) cases had an adding error which lead to a miscalculation of their monthly income. Thus, the monthly income was slightly incorrect. In both cases, PSC was not affected.
- Thirteen (13) of thirty (30) cases did not have all the eligibility documentation in Cabinet to determine or (re)determine eligibility.



## **INFORMATION ONLY**

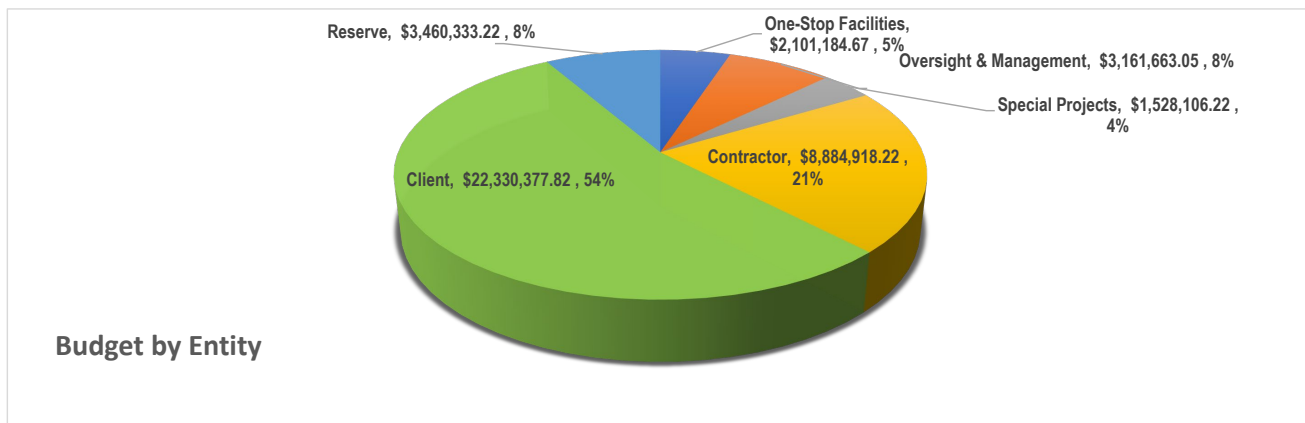
XVI - 2. Financial Report

## **BACKGROUND**

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

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

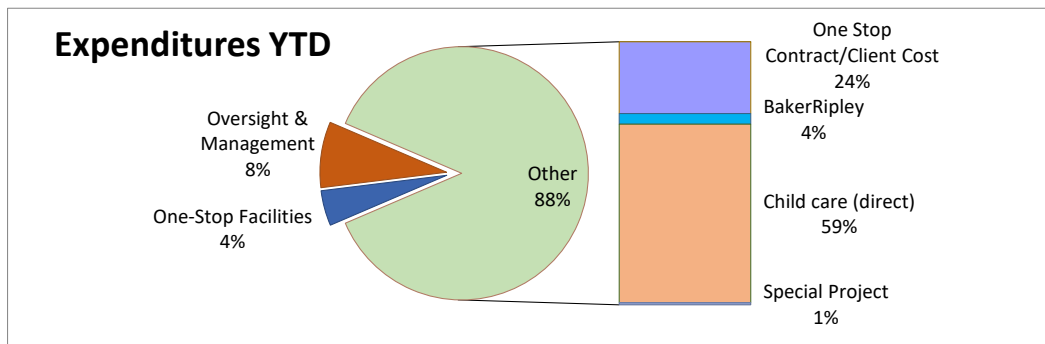
	A FY2020 Budget	B Budget FY20 Amended	C FY2020 Amended Budget	Difference C-A
Grant revenue	\$33,986,977	\$4,215,678	\$ 38,202,656	\$ 4,215,678
Total revenue	\$ 31,224,300	\$ 4,215,678	\$ 38,202,656	\$ 4,215,678
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	\$ 2,420,151		\$ 2,420,151	-
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	20,225	50,000	20,225
Professional fees & service	122,367		122,367	-
Staff development expense	43,500		43,500	-
Travel expense	87,000	-	87,000	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 3,141,438</b>	<b>\$ 20,225</b>	<b>\$ 3,161,663</b>	<b>\$ 20,225</b>
<b>One Stop Operations</b> 6%				
Facilities and related expense	\$ 1,282,801		\$ 1,282,801	\$ -
Furniture, Equipment & Software	242,594	50,000	292,594	50,000
General administrative expense	272,704	75,000	347,704	75,000
Communication expense	167,585		167,585	-
Professional fees & service	5,500		5,500	-
Client	5,000	-	5,000	-
<b>Total One Stop Operation</b>	<b>\$ 1,976,185</b>	<b>\$ 125,000</b>	<b>\$ 2,101,185</b>	<b>\$ 125,000</b>
Contracted services	\$ 28,869,355	\$ 4,070,453	\$ 32,939,808	\$ 4,070,453
<b>Total expense</b>	<b>\$ 33,986,978</b>	<b>\$ 4,215,678</b>	<b>\$ 38,202,655</b>	<b>\$ 4,215,678</b>
<b>Changes in net assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>



Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target
<b>Expires 8/31/2020</b>								
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/2019	8/31/2020	\$812,796.00	\$73,334.41	\$739,461.59	9%	92%
Non TWC	KINGSVILLE/BEEVILLE VR EXPENSES MONTHLY	8/1/2019	8/31/2020	\$92,658.09	\$48,988.50	\$43,669.59	53%	NA
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/19-08/31/20)	8/1/2019	8/31/2020	\$100,000.00	\$55,430.55	\$44,569.45	55%	NA
<b>Expires 9/30/2020</b>								
2218WDR000	WWRCCA for Hurricane Harvey	2/23/2018	9/30/2020	\$100,000.00	\$96,809.32	\$3,190.68	97%	94%
2220NCP001	Noncustodial Parent Choices Program	9/1/2019	9/30/2020	\$142,403.00	\$111,207.63	\$31,195.37	78%	85%
2220SNE001	SNAP E&T	10/1/2019	9/30/2020	\$766,164.00	\$739,311.13	\$26,852.87	96%	83%
Non TWC	VET	10/1/2019	9/30/2020	\$36,000.00	\$29,549.26	\$6,450.74	82%	83%
<b>Expires 10/31/2020</b>								
2220CCQ001	Child Care Quality	10/1/2019	10/31/2020	\$603,459.00	\$156,923.77	\$446,535.23	0%	77%
2220TAF001	TANF Choices	10/1/2019	10/31/2020	\$2,625,955.00	\$1,920,352.07	\$705,602.93	73%	77%
<b>Expires 11/30/2020</b>								
2220CAA001	Child Care Attendance Automation Service	10/1/2019	11/30/2020	\$100,337.00	\$80,047.22	\$20,289.78	80%	71%
<b>Expires 12/31/2020</b>								
2217NDW001	NDW - Hurricane Harvey	8/28/2017	12/31/2020	\$8,233,000.00	\$8,073,235.71	\$159,764.29	98%	83%
2220CCF001	Child Care	10/1/2019	12/31/2020	\$18,385,508.00	\$16,416,744.98	\$1,968,763.02	89%	67%
2220CCM001	Child Care Local Initiative	10/1/2019	12/31/2020	\$1,789,966.00	\$0.00	\$1,789,966.00	0%	67%
2220CCP001	Child Care - DFPS	9/1/2019	12/31/2020	\$1,593,100.00	\$1,055,205.42	\$537,894.58	66%	69%
2220REA001	Reemployment Services and Eligibility Assessment	9/30/2019	12/31/2020	\$264,388.00	\$264,211.44	\$176.56	100%	60%
2220TRA001	Trade Act Services for Dislocated Workers	10/1/2019	12/31/2020	\$62,412.00	\$878.00	\$61,534.00	0%	67%
2220WPA001	Wagner-Peyser Employment Services	10/1/2019	12/31/2020	\$184,129.00	\$118,737.93	\$65,391.07	64%	67%
2220WOS001	Military Family Support	1/1/2020	12/31/2020	\$54,704.00	\$47,731.78	\$6,972.22	87%	46%
2220BSA001	BSA - Board Service Awards	1/1/2020	12/31/2020	\$30,000.00	\$6,472.65	\$23,527.35	22%	46%
2220BSA002	BSA - Texas Hireability	1/1/2020	12/31/2020	\$50,000.00	\$10,789.04	\$39,210.96	22%	46%
2220WCI001	WCI - Workforce Commission Initiatives	10/1/2019	12/31/2020	\$75,467.00	\$13,703.41	\$61,763.59	18%	NA
2219ATG000	Apprenticeship Texas Expansion Grant	1/16/2019	12/31/2020	\$199,100.00	\$4,326.27	\$194,773.73	2%	NA
2219WOS002	WIOS - Women's Entrepreneurship Boot Camp	7/1/2019	12/31/2020	\$58,207.00	\$254.05	\$57,952.95	0%	NA
<b>Expires 3/31/2021</b>								
2220NDW001	NDW - Coronavirus	5/5/2020	3/31/2021	\$0.00	\$0.00	\$0.00	0%	24%
<b>Expires 5/31/2021</b>								
2219WCI000	WCI - Workforce Commission Initiatives	10/1/2018	5/31/2021	\$175,586.00	\$148,666.65	\$26,919.35	85%	NA
2220COV001	COV - Coronavirus - WIOA Statewide	6/19/2020	5/31/2021	\$183,256.00	\$55,377.67	\$127,878.33	30%	NA
<b>Expires 6/30/2021</b>								
2219WOA001	WIOA - PY19 Adult Allocation (July)	7/1/2019	6/30/2021	\$303,747.00	\$275,672.70	\$28,074.30	91%	87%
2219WOA001	WIOA - PY19 Adult Allocation (Oct)	7/1/2019	6/30/2021	\$1,330,849.00	\$910,758.59	\$420,090.41	68%	87%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	7/1/2019	6/30/2021	\$265,659.00	\$242,033.79	\$23,625.21	91%	87%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (Oct)	7/1/2019	6/30/2021	\$1,098,142.00	\$226,759.97	\$871,382.03	21%	87%
2219WOY001	WIOA - PY19 Youth Allocation	7/1/2019	6/30/2021	\$1,711,066.00	\$977,138.60	\$733,927.40	57%	87%
2220COS002	Skills Development Fund	6/15/2020	6/30/2021	\$115,000.00	\$0.00	\$115,000.00	0%	NA
2220WOR001	WIOA - PY20 Rapid Response	7/1/2020	6/30/2021	\$22,417.00	\$699.40	\$21,717.60	3%	NA
<b>Expires 6/30/2022</b>								
2220WOA001	WIOA - PY20 Adult Allocation (July)	7/1/2020	6/30/2022	\$323,028.00	\$0.00	\$323,028.00	0%	7%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (July)	7/1/2020	6/30/2022	\$275,893.00	\$0.00	\$275,893.00	0%	7%
2220WOY001	WIOA - PY20 Youth Allocation	7/1/2020	6/30/2022	\$1,726,103.00	\$0.00	\$1,726,103.00	0%	7%
				<b>\$43,890,499.09</b>	<b>\$32,161,351.91</b>	<b>\$11,729,147.18</b>		

**WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
July 31, 2020

	FY2019 Amended Budget	Current Expenses	YTD	% Expended
<b>REVENUES</b>				
Grant revenue - federal	38,172,656	2,932,003	28,736,600	75%
Grant revenue - Non federal	30,000	73	2,328	
	<b>38,202,656</b>	<b>2,932,076</b>	<b>28,738,928</b>	<b>75%</b>
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	2,420,151	217,934	2,111,094	87%
Facilities and related expense	163,349	4,302	46,036	28%
Furniture, equipment, & software	76,913	3,664	49,865	65%
General administrative expense	198,382	7,388	86,475	44%
Communication expense	50,000	5,748	36,304	73%
Professional fees and services	122,367	6,037	39,829	33%
Staff development expense	43,500	-	15,551	36%
Travel expense	87,000	-	35,991	41%
<b>Total Oversight &amp; Management Expe</b>	<b>3,161,663</b>	<b>245,074</b>	<b>2,421,145</b>	<b>77%</b>
<b>One Stop Operations</b>				
Facilities and related expense	1,282,801	62,354	588,856	46%
Furniture, equipment, & software	292,594	7,030	282,251	96%
General administrative expense	347,704	8,842	293,204	84%
Communication expense	167,585	12,753	116,814	70%
Professional fees and services	10,500	12,000	2,860	27%
<b>Total One Stop Operations</b>	<b>2,101,185</b>	<b>102,979</b>	<b>1,295,829</b>	<b>62%</b>
<b>Contracted services</b>	<b>32,939,808</b>	<b>2,583,860</b>	<b>25,115,359</b>	<b>76%</b>
<b>Total expense</b>	<b>38,202,656</b>	<b>2,931,913</b>	<b>28,832,332</b>	<b>75%</b>



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

For the Month Ending  
July 31, 2020

**ASSETS**

Current Assets	
Cash & Cash Equivalents	\$ 221,162
Money Market Account	\$ 659,771
Due from TWC	2,428,744
Accounts Receivable	1,479
Prepaid Expense	139,469
Other Assets	30,846
Total Current Assets	\$ 3,481,471
Fixed Assets	
Building Improvements	\$ 1,631,186
Furniture and Equipment	540,403
Less Accumulated Depreciation	(1,560,236)
Net Fixed Assets	\$ 611,353
<b>Total Assets</b>	<b>\$ 4,092,824</b>

**LIABILITIES**

Current Liabilities	
Accounts Payable	\$ 2,057,617
Accrued Expense	1,082,853
Accrued Vacation	97,472
Total Current Liabilities	\$ 3,237,943

**NET ASSETS**

Unrestricted-Non-Federal Fund	\$ 142,804
Temporarily Restricted-Ticket to Work/Other	100,725
Investment in Fixed Assets	611,353
Total Net Assets	\$ 854,881

<b>Total Liabilities and Net Assets</b>	<b>\$ 4,092,824</b>
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## **INFORMATION ONLY**

### XVI - 3. Facilities Update

## **BACKGROUND INFORMATION**

Board Professionals will provide update on:

- COVID-19 Facilities Activities & Updates
- Career Center and Board Office Space

## Update on Future Procurements

Procurement	Anticipated Date of Procurement	Anticipated Date of Contract/Purchase	Anticipated Cost	Over \$50,000 Approval Required	Comments
No Updates to Report					

## SUBRECIPIENT/CONTRACTOR LOG 2019-2020

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
C2 GPS	Master	Management and Operation of Workforce Centers (and Youth Development Services)	\$8,683,005.60		Year 1 (3 contract renewals)	10/01/19 – 09/30/20
BakerRipley	Master	Direct Child Care Services	\$22,330,377.82	Amendment #1 – To increase the contract budget by \$3,194,316.13	Renewal #2 (of 3 contract renewals)	10/01/19 – 09/30/20
dlo Three Dimensional Development L.L.C.	Master	Outreach Services	\$30,000.00		Renewal #4 (of 4 contract renewals)	10/01/19 – 9/30/20
Unique Employment Services	Master	Temporary Staffing Services	\$3,000,000	Amendment #1 – To amend the contract SOW and increase the budget amount by \$500,000.	Extension #1	10/01/19 – 12/31/20
Citizens for Education Excellence	Master	Texas Internship Initiative	\$91,108.00		Year 1	6/06/19 – 6/05/20
Citizens for Education Excellence	Master	Teacher Externship Program	\$32,800.00		Year 1	2/01/20 – 9/30/20

### PROFESSIONAL & CONSULTING SERVICES

Wood, Boykin, & Wolter, P.C.	Master	Legal Services	Per Contract Legal Fees - \$20,000.00		Renewal #4 (of 4 contract renewals)	10/01/19 – 9/30/20
Renee Barry, CPA	Master	Fiscal Review Services (Pre-Award Review of Career Centers Contract)	\$10,560 (plus travel expenses)	Amendment #1 – To amend the initial contract end date from 9/30/19 to the amended end date of 11/30/19.	Year 1	7/26/19 – 12/31/19



## SUBRECIPIENT/CONTRACTOR LOG 2019-2020

				Amendment #2 – To amend the contract end date to 12/31/19.		
Gallion Consulting	Master	Document Management & Software & Scanning	\$16,882.56		Renewal #4 (of 4 contract renewals)	1/02/20 – 9/30/20

### LEASE AND MOU AGREEMENTS

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

## SUBRECIPIENT/CONTRACTOR LOG 2019-2020

Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Alice Campus	\$2,908.50 per month (includes utilities and janitorial services) approx. 2,730 sq. ft./\$1.06 plus insurance fee		Year 3 of 3 Year Lease Exp: 1/31/21	2/01/20 – 1/31/21
Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Kingsville Campus	\$3,392.55 per month (includes utilities and janitorial services) approx. 3,191 sq. ft./\$1.06 plus insurance fee		Year 3 of 3 Year Lease Exp: 4/30/21	5/01/20 – 4/30/21
Brooks County Independent School District	MOU	Agreement	No monthly lease payments. Pay only for telephone and internet service and for signage and fair share of utilities.		Year 2 of 2 Year Agmt. Exp: 8/31/20	9/01/19 – 8/31/20
Aransas ISD	MOU	Lease Agreement	\$350.00 per month			Open Dates

# SUBRECIPIENT/CONTRACTOR LOG 2019-2020

## OTHER CONTRACTS/AGREEMENTS

Sec Ops, Inc.	Master	Security Guard Services	Per Contract Hourly Rates		Renewal #2 (of 2 contract renewals)	10/01/19 – 9/30/20
Frost Bank	Master	Banking Services	Fee Based		Year #1 (3 contract renewals)	10/01/19 – 9/30/20
The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	\$10,000		Renewal #2 (of 2 contract renewals)	10/01/19 – 9/30/20
Time Warner Cable	Master	Dedicated Access Service Lines Agreement	\$575.00 per mo. – HUB lines to local center sites & 774.00 per mo. – HUB line to TWC		Extended on a year to year basis	Initial Term of Service will commence on date of connectivity
Time Warner Cable	Master	Dedicated Access Service Installation Agreement	\$2,000 – one- time fee		Extended on a year to year basis	Installation of WAN Project
James C. Wendlandt	Agmt.	Employee (401) Retirement Plan	Fee Based			10/01/19 – 9/30/20
Rural Economic Assistance League, Inc. (REAL)	Agmt.	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, and San Patricio counties	Not to Exceed \$5,000.00		Renewal #1 (of 2 contract renewals)	10/01/19 – 9/30/20
County of Kleberg Human Services	Agmt.	Transportation Assistance Services to Kleberg and Kenedy counties.	Not to Exceed \$5,000		Renewal #1 (of 2 contract renewals)	10/01/19 – 9/30/20

## SUBRECIPIENT/CONTRACTOR LOG 2019-2020

Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	Not to Exceed \$280,000		Year 1 (3 contract renewals)	10/01/19 – 9/30/20
Grunwald Printing Co.	Master	Print Shop and Copy Services	Not to Exceed \$5,000		Renewal #1 (of 1 contract renewal)	10/01/19 – 9/30/20
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	\$16,000.00		Renewal #2 (of 2 contract renewals)	5/01/19 – 9/30/20
United Way of the Coastal Bend	MOU	Volunteer Income Tax Assistance (VITA)	\$3,888.00		Year 1	8/01/18 – 7/31/20
WKMC Architects, Inc.	Master	Certified Space Planning Services			Renewal #1 (of 3 contract renewals)	10/01/19 – 9/30/20
The Clower Company	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Renewal #1 (of 2 contract renewals)	1/01/20 – 9/30/20
Joe Adame & Associates, Inc.	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Year 1	6/01/19 – 5/31/20
M&Rs Elite Janitorial Solutions, LLC	Master	Janitorial Cleaning Services (Career Centers in Corpus Christi & Sinton)	\$131,520.00		Year 1 (3 contract renewals)	3/01/20 – 9/30/20
Moss Adams, LLC	Master	Information Technology Assessment and Strategic Plan	\$48,980 (plus travel expenses)		Year 1	3/16/20 – 9/30/20
Adaptive Construction Solutions, Inc.	Master	Registered Apprenticeship Training Project	\$186,000		Year 1	8/03/20 – 12/31/20
Texas A&M Engineering Extension Service	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Year 1 (1 contract renewal)	8/03/20 – 9/30/20

## SUBRECIPIENT/CONTRACTOR LOG 2019-2020

Del Mar College, Center for Economic Development	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Year 1 (1 contract renewal)	8/03/20 – 9/30/20
Customer Experience Solutions/Virtual Learning Development	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Year 1 (1 contract Renewal)	8/03/20 – 9/30/20

### TWC GRANTS & CONTRACTS LOG 2019–2020

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Agency Board Agreement for an Integrated Workforce System	2216ABA000	<p><u>Amendment #1</u> – To amend the grant period beginning on 2/01/16 to terminate on 9/30/2019.</p> <p><u>Amendment #2</u> – To make changes to the “Terms and Conditions” and Attachment A, “Safeguards for TWC Information”. These changes are made to comply with the integration of the Vocational Rehabilitation Prog.</p> <p><u>Amendment #3</u> – To extend the grant period end date from 9/30/19 to 12/31/19 and make administrative changes to the contract’s general terms.</p>	To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs.		2/01/16 – 12/31/19
National Dislocated Worker Disaster Grant Project – Hurricane Harvey	2217NDW001	<p><u>Amendment #1</u> – To make changes to the SOW project requirements.</p> <p><u>Amendment #2</u> – To increase the grant award by \$1,000,000.</p>	To provide funds to assist individuals residing in Workforce Development Areas affected by Hurricane Harvey. The grant funds will provide a basis to ensure an effective workforce investment system response to create temporary employment opportunities to	\$8,233,000	8/28/17 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>The purpose of the funding is to expand service capacity to the local area.</p> <p><u>Amendment #3</u> – To make changes to the project and administrative requirements and to increase the grant amount by \$2,000,000.00.</p> <p><u>Amendment #4</u> – To make changes to the SOW project requirements.</p> <p><u>Amendment #5</u> – To make changes to the SOW project and administrative requirements and to increase the grant amount by \$1,000,000 for a total of \$5,633,000.00</p> <p><u>Amendment #6</u> – To make some revisions to the SOW and administrative requirements and to increase the grant amount by \$1,500,000.</p> <p><u>Amendment #7</u> – To make a change to the</p>	<p>assist with clean-up, recovery, and humanitarian efforts in counties impacted in the Board area.</p>		

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>contract end date from 9/30/19 to 12/31/19.</p> <p><u>Amendment #8</u> – To increase the grant award amount by \$441,683.00.</p> <p><u>Amendment #9</u> – To amend the grant period from 12/31/19 to 12/31/20, make revision to the SOW, and administrative requirements, and increase the grant award by \$658,317.</p>			
Workforce Innovation and Opportunity Act - Adult	2218WOA000	<p><u>Amendment #1</u> – To make revisions to the SOW Project, Financial, and Uniform Administrative requirements. Additionally, the grant award was increase by \$2,239.00 to a new amended grant award amount of \$2,122,280.</p> <p><u>Amendment #2</u> – To make administrative changes to the Contract General Terms &amp; Conditions and to increase the grant amount by \$5,375.00.</p>	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$2,127,655	07/01/18 – 6/30/20



NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act – Dislocated Worker	2218WOD000	<u>Amendment #1</u> - To make revisions to the SOW Project and Financial Administrative requirements.	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,489,075	07/01/18 – 6/30/20
Workforce Innovation and Opportunity Act - Youth	2218WOY000	<u>Amendment #1</u> – To make revisions to the SOW project requirements and financial requirements. <u>Amendment #2</u> – To make administrative changes to the Contract General Terms & Conditions and fiscal audit requirements. Additionally, increased the grant amount by \$6,780.00.	To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$2,223,418	7/01/18 – 6/30/20
Working Women Resource Coordination Cooperative Agreement for Hurricane Harvey Relief Efforts	2218WDR000	<u>Amendment #2</u> – To amend the grant period to 9/30/20 and make some administrative changes to the contract's SOW and general terms.			2/23/18 - 9/30/20
Child Care Services Formula Allocation	2219CCF000	<u>Amendment #1</u> – To make admin. Changes to the contract's "Standard Terms & Conditions".	Child care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$13,197,833	10/01/18 – 12/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<u>Amendment #2</u> – To make admin. changes to the SOW and financial requirements.			
Child Care and Development Fund Child Care Local Match	2219CCM000		Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,742,626	10/01/18 – 12/31/19
Wagner-Peyser Employment Services	2219WPA000	<u>Amendment #1</u> – To amend grant award amount for the purpose of transferring \$26,000 from the operation grant to salary/longevity to maintain temporary employees. Also, made changes to the administrative requirements. <u>Amendment #2</u> – To add \$23,625 from the Board's unspent TWC State held salary to the ES operating funds.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$132,848	10/01/18 – 12/31/19
CCDF Quality Improvement Activity	2219CCQ000	<u>Amendment #1</u> – To amend the grant award to change the end date from 10/31/19 to 1/31/2020, make changes to the SOW, administrative requirements and general terms and	Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency. <u>Child Care Alloc.</u> - \$304,907 <u>Non-Allocated CC funds (Mentors/Assessors)</u> - \$263,885	\$734,010	10/01/18 – 4/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>conditions. Also, to amend the grant award by adding \$16,856.00 to a total grant ward of \$734,010.00.</p> <p><u>Amendment #2</u> – To amend the grant end date from 1/31/20 to 4/30/20 and make changes to the SOW project requirements.</p>	<p>Add't CC Quality Improvement. Activities - \$148,362</p>		
Trade Act Services for Dislocated Workers	2219TRA000		<p>The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effective as possible.</p>	\$162,942	10/01/18 – 12/31/19
Apprenticeship Texas Expansion Grant	2219ATG000		<p>The Apprenticeship Texas Expansion Grant will provide support to the Board to engage local industry and workforce partners in developing new Registered Apprenticeship training programs and expand existing RA training programs - including new occupations and underrepresented populations.</p>	\$199,100	12/20/18 – 12/19/19
Military Family Support Grant Award	2219WOS001	<p><u>Amendment #1</u> – To amend the SOW requirements. No changes to the grant award amount.</p>	<p>The Military Family Support Pilot Program is a program designed to better meet the needs of military spouses entering the job market at military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills,</p>	\$54,704	1/01/19 – 12/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			and if funding is available, to support training in high-demand occupations.		
Externships for Teachers	2219EXT001		WFSCB will provide a Summer Teacher Externship (Program) for educators working in districts located in the area. Teachers participating in the program will gain workplace related experiences that they can develop into curriculum for their students. The primary focus is to provide teachers with job-relevant experiences as it applies to math, science, English, communications skills, work ethics, and social skills. The teachers will incorporate these “real world” examples and problems into lesson plans for their students, thus making the connection between academic skills and the workplace.	\$147,873	2/22/19 – 2/28/20
Wagner-Peyser Employment Services Reimbursement Fee	2219WPA001	<u>Amendment #001</u> – To make changes to the grant’s standard terms and conditions and payment plan.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$23,754	3/01/19 – 12/31/19
Workforce Innovation and Opportunity Act - Adult	2219WOA001	<u>Amendment #1</u> – To make changes to the grant’s standard terms and conditions and administrative requirements and increase the grant award amount by \$4,000 to a total amended grant award amount of \$1,634,596.	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$1,634,596	7/01/19 – 6/30/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act - Dislocated Worker	2219WOD001	<u>Amendment #1</u> – To make changes to the federal award terms and conditions.	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,363,801	7/01/19 – 6/30/21
Workforce Innovation and Opportunity Act - Youth	2219WOY001	<u>Amendment #1</u> – To increase the grant award amount by \$5,047.00 and make changes to the award terms and conditions and administrative requirements.	To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$1,711,066	7/01/19 – 6/30/21
Women's Entrepreneurship Boot Camp	2219WOS002	<u>(1)Amendment #1</u> – To make changes to the SOW and amend the grant end date from 6/30/20 to 12/31/20.	WFSCB along with its partners, Texas A&M-CC and the United Corpus Christi Chamber of Commerce will deliver a Women's Entrepreneurship Bootcamp branded the Women Empowered (WE) Summit through a full day workshop format that will help 200 aspiring women entrepreneurs and business owners in the 11-county Coastal Bend region create, sustain, or expand a business in Texas and to help existing women-owned businesses gain access to the resources of the TWC and other state agencies. The event is planned for June 2020.	\$58,207	7/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act Rapid Response	2219WOR001	<u>Amendment #1</u> – To make changes to the federal award terms and conditions.	To provide funds to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation.	\$22,772	7/01/19 – 6/30/20
Workforce Innovation and Opportunity Act Alternative Funding for Statewide Activities	2219WAF001		The funding allows for services such as implementing innovative programs and strategies designed to meet the needs of all employers, including small employers; developing strategies for effectively serving individuals with barriers to employment and for coordinating programs and services among one-stop partners.	\$812,796	7/15/19 – 8/31/20
Workforce Commission Initiatives	2219WCI000	<u>Amendment 1</u> – To make some administrative changes to the contract. <u>Amendment #2</u> – To change the grant period end date to 1/31/20. <u>Amendment #3</u> – To amend the grant end date from 1/31/20 to 4/30/20 and make changes to the SOW project requirements. <u>(2)Amendment #4</u> – To make changes to the	The purpose of the funds is to fund projects that strengthen and add value to the delivery system in its workforce area.	\$175,586	10/01/18 – 5/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		SOW and amend the end date from 4/30/20 to 5/31/20.			
Texas Internship Initiatives	2219TAN001	<u>Amendment #1</u> – To amend the work plan.	The purpose of the funds is to expand and enhance internship opportunities for the region's youth. Additionally, students will make progress towards an industry-based certification.	\$100,000	6/06/19 – 6/05/20
Child Care Attendance Automation	2219CAA000	<u>Amendment #1</u> – To increase the grant amount by \$516.00 and make administrative changes to the contract standard terms and conditions and admin. requirements.	To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$100,853	10/01/18 – 11/30/19
Infrastructure Support Services and Shared Costs Agreement	2220COL001	<u>Amendment #1</u> – To make changes to the cost appendix and add a one-time start-up costs for Beeville. The contract amount was increased by \$51,329.09 to an amended contract amount of \$92,658.09.	To provide the needed infrastructure for the successful integration of the TWC Vocation Rehabilitation (VR) staff at the Board's Workforce Solutions offices.	\$92,658,09	12/09/19 – 10/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p><u>Amendment #2</u> – To extend the contract through 10/31/20 and make changes to the General Terms &amp; Conditions and SOW.</p>			
Child Care Services Formula Allocation	2220CCF001	<p><u>Amendment #1</u> – To increase grant funds in the amount of \$765,476 and to make revisions to the General Terms &amp; Conditions and Administrative Requirements.</p> <p><u>Unilateral Amendment #2</u> – To make administrative changes and unilaterally amend the grand award to include the COVID-19 Supplemental Distribution to include \$509,836 for Parent Share of Cost and \$439,214 for Essential Care, for a total of \$949,050. The total revised allocation for this grant is \$15,180,699.</p> <p><u>Unilateral Amendment #3</u> – To make administrative changes</p>	<p>Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.</p>	\$18,385,508	10/01/19 – 12/31/20



NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>and unilaterally amend the grant award to include \$3,219,371 for direct care for Frontline Essential Personnel. The total revised allocation for this grant is \$18,400,070.</p> <p>(4)Amendment #4 – To make administrative and financial requirement changes and changes to the project SOW. Also, to amend the grand award by adding in Amendment #3, by 50% to \$1,609,686 and increase Child Care Supplemental Distribution funds by \$1,1548,516 to provide funding for Child Care Enhancement Reimbursement rates. The total amended grant award is reduced to \$17,938,900.</p> <p>(5)Amendment #5 – make revisions to the contract's administrative requirements and to</p>			

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		add \$446,608 to allow the Board to meet current financial obligations. These additional funds can be used for allowable CC Enhanced Reimbursement Rates.			
Texas Department of Family and Protective Services (DFPS)	2220CCP001	Amendment #1 – To make revisions to the General Terms & Conditions.	To purchase child care services who are deemed eligible and authorized for services by (TDPS). Under this grant, the Board will provide child care services by making the established network of child care providers in the local workforce area available to all DFPS referrals.		9/01/19 – 12/31/20
Supplemental Nutrition Assistance Program Employment & Training	2220SNE001	Amendment #1 – To make revisions to the administrative requirements.	The Supplemental Nutrition Assistance Program (SNAP) is designed to assist SNAP recipients obtaining employment through participation in allowable job search, training, education, or workfare activities that promote long-term self-sufficiency.	\$766,164	10/01/19 – 9/30/20
Noncustodial Parent Choices Program	2220NCP001		To assist NCPs who have substantial barriers to employment and career advancement to become self-sufficient while also making consistent child support payments.	\$142,403	9/01/19 – 9/30/20
Child Care and Development Fund Child Care Local Match	2220CCM001	Amendment #1 – To revise the special federal terms and conditions.	Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,789,966	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Corpus Christi Building Use Agreement	2220ADM001		To provide the Board with office space. The building has 22,616 square feet of office space located at 520 N. Staples.	\$30,000	10/01/19 – 9/30/20
Wagner-Peyser Employment Services	2220WPA001	(6) Amendment #1 – To make changes to the SOW and administrative requirements and to amend grant amount to include TANF Supplemental Distribution Funds approved by TWC includes \$93,492 to hire temporary staff for mission critical activities as determined by the WFSCB in response to COVID-19. The amended grant award is \$184,129.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$184,129	10/01/19 – 12/31/20
Child Care Attendance Automation	2220CAA001		To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$100,337	10/01/19 – 11/30/20
Trade Act Services for Dislocated Workers	2220TRA001		The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effective as possible.	\$62,412	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Reemployment Services and Eligibility Assessment	2220REA001		The intent of RESEA is to provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. The RESEA program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$264,388	10/01/19 – 12/31/20
Workforce Commission Initiatives	2220WCI001	(7)Amendment #1 – To amend the grant period end date from 9/30/20 to 12/31/20 and to make changes to the grant's SOW.	The purpose of the funds is to fund projects that strengthen and add value to the delivery system in its workforce area.	\$75,467	10/01/19 – 12/31/20
CCDF Quality Improvement Activity	2220CCQ001	Amendment #1 – To amend the grand award amount by increasing the total by \$15,622 and revising the award terms and conditions.	Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.	\$603,459	10/01/19 – 10/31/2020
Resource Administration Grant	2220RAG001		To provide the Board funds to acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks.	\$6,923	10/01/19 – 9/30/20
Military Family Support Program	2220WOS001		The Military Family Support Pilot Program is a program designed to better meet the needs of military spouses entering the job market at military installations in Texas. The	\$54,704	01/01/20 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills, and if funding is available, to support training in high-demand occupations.		
Board Service Award – Texas Hireability	2220BSA002		This is the grant award recognizing excellence by the Workforce Solutions of the Coastal Bend in the Texas Hireability category.	\$50,000	01/01/20 – 12/31/20
Agency Board Agreement	2220ABA001		To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs.		02/01/20 – 9/30/22
Agency Board Agreement	VES 20-22		To provide adequate and appropriate facilities, furniture, equipment, computers, office supplies, access to data, technical support, supervisory permissions for the WIT employment system, and other items necessary for TVC employees to provide employment assistance to veterans seeking services.	\$36,000	10/01/19 – 09/30/20
(8)TX-34 - Disaster Recovery Dislocated Worker Grant – COVID – 19	2220 NDW001		Funds to be supplemented resources that provide flexibility to communities in responding to and recovery from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address formula resources.	\$73,721	5/05/20 – 3/31/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(9)Skills Development Funds CCOVID -19	2220COS002		To provide training in response to the direct needs of the COVID-19 Pandemic. Training will target the business processes to respond to the needs of COVID-19 related necessities, as well as those businesses that are retooling. Approximately, \$2,000 will be made available per qualifying participants.	\$115,000	6/02/20-6/30/21
(10)COVID-19 Rapid Response Statewide Funds	2220COVID001		To allow for services with the purpose of supporting the planning and delivery of Rapid Response services to Dislocated Workers resulting from lay-offs, Lay-off Aversion activities, and minimize the negative impacts of dislocation of workers, employers, and communities, and carrying out activities to facilitate remote access to services, including training services, technology purchases, the supply of PEE and cleaning and disinfecting supplies.	\$183,256	6/12/20 – 6/30/21
(11)Workforce Innovation and Opportunity Act – Adult	2220WOA001		To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$1,644,710	7/01/20 – 6/30/22
(12)Workforce Innovation and Opportunity Act – Youth	2220WOY001		To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued	\$1,726,103	7/01/20 – 6/30/22

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.		
(13)TX-34 Disaster Recovery Dislocated Worker Grant – COVID - 19	2220NDW001		Funds to be supplemented resources that provide flexibility to communities in responding to and recovery from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address formula resources.	\$73,721	5/05/20 – 3/31/21

- (1)Signed 5/08/20
- (2)Signed 4/30/20
- (3)Unilateral Amendment
- (4)Signed 6/15/20
- (5)Signed 8/06/20
- (6)Signed 4/24/20
- (7)Signed 5/18/20
- (8)Signed 5/05/20
- (9)Signed 6/15/20
- (10)Signed
- (11)Signed 6/19/20
- (12)Signed 6/22/20
- (13)Signed 5/05/20

## INFORMATION ONLY

### VII – 3. Performance Measure Update

## BACKGROUND INFORMATION

### Performance Update (June 2020 Final Release)

#### Summary

June 2020 Final Release Monthly Performance Report (MPR) has Workforce Solutions of the Coastal Bend exceeding two (2) measures, meeting eight (8) and not meeting five (5).

Board Contract Year 2020, ten (10) of the fifteen (15) measures are meeting or exceeding; five (5) measures not meeting on a Year-to-Date Performance Period. The measure criteria for BCY20 incentives have not been published. **Quartile 3.**

#### Explanation of Measures in **Negative Performance** for BCY 20

Performance Measure	Current Num/Den	Current % of Target	Action Plan to improve to MP Status
Credential Rate – C&T Participants	105/217	80.65%	As performance for BCY 20 nears closeout, final denominator reviews are being conducted for all 4 credential measures in negative performance. This review is to follow up on any credential attainments or exclusions that may have been missed. If identified, the data will be entered into TWIST with the supporting documentation and a DINT will be requested with TWC to ensure these cases are counted in our numerator. Furthermore, implementation of a closeout checklist by C2 will be shared with all staff which will assist in staff awareness of each case/customer who is closed out without successful attainment of credential attainment or employment and how this impact our BCY 21 performance. As these cases are identified by both management and staff, review of the expected follow up services necessary to ensure these customers obtain a successful completion.
Credential Rate – Adult	50/87	79.38%	
Credential Rate - DW	28/47	76.67%	
Credential Rate - Youth	18/48	82.42%	

#### Special Note: COVID-19 Impact for BCY 20

The following performance measures may be impacted by COVID-19 protocols that were implemented to ensure compliance with guidance from State and Federal authorities/entities.

1. Choices Full Work Rate - All Family Total
2. Avg # Children Served Per Day - Combined
3. Claimant Reemployment within 10 Weeks
4. # of Employers Receiving Workforce Assistance

#### Background

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



Non-WIOA Measures	WIOA Measures
<b>+P</b> - Meeting performance - Greater than 105%	<b>+P</b> - Meeting performance - Greater than 110%
<b>MP</b> - Meeting performance - Greater than 97.5% and Equal to or Less than 105%	<b>MP - Meeting</b> performance - Greater than 95% and Equal to or Less than 110%
<b>MP</b> - <b>Meeting at Risk</b> - Equal to or Greater than 95% and Equal to or Less than 97.5%	<b>MP - Meeting at Risk</b> - Equal to or Greater than 90% and Equal to or Less than 95%
<b>-P</b> - Not meeting performance - Less than 95%	<b>-P</b> - Not meeting performance - Less than 90%
<b>N/A</b> – The Median Earning measures for AD/DW continue to be reviewed by TWC Performance Department and targets will be forthcoming.	

### Reemployment and Employer Engagement Measures

#### **N/A Claimant Reemployment Within 10 Weeks**

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

#### **N/A # of Employers Receiving Workforce Assistance**

The number of employer reporting units served.

**Special Note: In August 2019, TWC implemented a replacement for its WorkInTexas.com online labor exchange system. Unfortunately, TWC is currently unable to connect employer service data across the old and new systems, which prevents us from accurately reporting performance at this time. When the issue is resolved, we will begin reporting this measure again.**

### Program Participation Measures

#### **MP Choices Full Work Rate**

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

#### **MP Average Number Children Served Per Day - Combined**

The Average Number of Units of Low Income, Transitional, Homelessness, Choices, TANF Applicant, SNAP E&T, and Former DFPS Child Care paid for or subsidized by CCDF or Title XX funds during the performance period.

**Special Note: In April 2020, TWC started a special short-term, COVID-19-related childcare program to serve the children of Essential Workers who might not normally qualify for subsidized childcare. Because this was a limited program that provided 3 months of care to all enrolled children of Essential Workers (regardless of the day they started care), TWC is reporting this data as the unduplicated number of children served through the program rather than the number per day.**

### WIOA Outcome Measures

#### **MP Employed/Enrolled Q2 Post Exit – All Participants**

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

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

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

**+P Median Earnings Q2 Post Exit – All Participants**

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

**-P Credential Rate – All Participants**

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

**+P Employed Q2 Post Exit – Adult**

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

**WIOA Outcome Measures**

**-P Employed Q4 Post Exit – Adult**

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

**N/A Median Earnings Q2 Post Exit – Adult**

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

**MP Credential Rate – Adult**

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

**MP Employed Q2 Post Exit – DW**

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

**MP Employed Q4 Post Exit – DW**

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

**N/A Median Earnings Q2 Post Exit – DW**

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

**MP Credential Rate – DW**

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

**MP Employed/Enrolled Q2 Post Exit – Youth**

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

**MP Employed/Enrolled Q4 Post Exit – Youth**

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

**MP Credential Rate – Youth**

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

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

**FINAL RELEASE**  
As Originally Published 8/7/2020

**JUNE 2020 REPORT**

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

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
			Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	C&T Participants				Adult				DW				Youth			+P	MP	-P	% MP & +P
	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit			Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credentia Rate						
	Clmnt ReEmpl within 10 Weeks	Emplyrs Rcvg Wkfc Assist	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credentia Rate						
Alamo	n/a	n/a	88.50%	98.83%	103.49%	102.86%	113.60%	124.52%	103.08%	99.72%	n/a	96.62%	100.09%	92.45%	n/a	105.27%	96.17%	99.28%	110.43%	3	11	1	93%
Borderplex	n/a	n/a	77.02%	94.29%	99.32%	99.99%	111.39%	132.08%	102.94%	96.58%	n/a	107.28%	99.09%	99.38%	n/a	100.67%	91.70%	95.01%	144.68%	3	10	2	87%
Brazos Valley	n/a	n/a	96.38%	94.58%	99.80%	99.11%	106.04%	114.38%	88.98%	94.57%	n/a	82.24%	105.86%	111.57%	n/a	115.13%	122.95%	94.88%	104.17%	5	7	3	80%
Cameron	n/a	n/a	82.88%	106.69%	108.99%	100.83%	110.28%	142.28%	94.66%	94.55%	n/a	105.17%	102.68%	90.53%	n/a	97.78%	96.17%	95.25%	78.10%	4	9	2	87%
Capital Area	n/a	n/a	75.18%	98.15%	105.30%	103.73%	112.28%	130.73%	107.26%	95.13%	n/a	111.70%	106.30%	98.57%	n/a	108.38%	112.95%	104.51%	107.59%	5	9	1	93%
Central Texas	n/a	n/a	92.82%	98.07%	94.55%	99.87%	106.62%	108.92%	103.36%	104.41%	n/a	128.91%	109.64%	92.90%	n/a	106.57%	93.19%	90.05%	97.38%	3	10	2	87%
Coastal Bend	n/a	n/a	74.64%	104.89%	102.46%	100.92%	112.62%	80.65%	110.06%	99.29%	n/a	79.38%	97.60%	99.50%	n/a	76.67%	99.03%	95.50%	82.42%	2	8	5	67%
Concho Valley	n/a	n/a	72.80%	97.63%	104.52%	99.54%	102.47%	136.37%	90.25%	101.56%	n/a	101.49%	121.91%	97.69%	n/a	112.99%	110.18%	91.71%	74.63%	4	9	2	87%
Dallas	n/a	n/a	76.74%	99.21%	101.33%	101.54%	109.99%	131.18%	93.22%	93.78%	n/a	106.98%	98.19%	95.72%	n/a	95.73%	97.65%	98.14%	119.72%	3	11	1	93%
Deep East	n/a	n/a	72.24%	96.89%	101.97%	98.64%	110.26%	139.67%	91.91%	90.73%	n/a	90.65%	90.84%	90.50%	n/a	117.11%	99.78%	99.06%	92.58%	3	11	1	93%
East Texas	n/a	n/a	76.38%	92.52%	103.20%	100.52%	106.32%	127.67%	103.98%	99.00%	n/a	94.26%	94.70%	99.86%	n/a	106.51%	103.40%	108.49%	111.04%	3	10	2	87%
Golden Cresce	n/a	n/a	96.56%	97.07%	109.84%	104.36%	116.66%	126.40%	104.97%	95.61%	n/a	97.35%	102.88%	97.92%	n/a	96.61%	90.08%	120.21%	152.44%	5	10	0	100%
Gulf Coast	n/a	n/a	76.34%	94.28%	96.01%	98.81%	107.81%	106.67%	96.68%	92.87%	n/a	90.70%	88.72%	82.26%	n/a	78.72%	94.89%	97.53%	127.85%	3	7	5	67%
Heart of Texas	n/a	n/a	83.88%	95.39%	104.68%	100.89%	104.37%	111.93%	107.78%	122.56%	n/a	89.49%	103.12%	113.88%	n/a	69.44%	111.72%	103.14%	80.37%	4	7	4	73%
Lower Rio	n/a	n/a	87.00%	102.18%	108.51%	98.58%	109.63%	135.83%	95.87%	98.65%	n/a	107.05%	98.90%	97.93%	n/a	98.29%	95.23%	101.39%	88.70%	3	10	2	87%
Middle Rio	n/a	n/a	69.16%	100.41%	103.93%	97.19%	101.68%	138.25%	94.02%	94.01%	n/a	92.57%	118.06%	105.27%	n/a	74.08%	98.35%	91.56%	123.90%	3	10	2	87%
North Central	n/a	n/a	74.70%	97.43%	97.23%	103.01%	118.29%	113.48%	98.66%	97.40%	n/a	89.58%	97.46%	96.32%	n/a	94.36%	103.86%	108.38%	124.77%	3	10	2	87%
North East	n/a	n/a	74.06%	100.62%	99.17%	100.95%	105.86%	122.15%	107.59%	110.90%	n/a	112.87%	98.96%	103.08%	n/a	75.17%	106.81%	91.13%	102.73%	4	9	2	87%
North Texas	n/a	n/a	67.24%	96.67%	100.00%	101.67%	103.93%	144.73%	100.00%	99.32%	n/a	117.40%	100.00%	111.11%	n/a	57.01%	87.82%	111.02%	105.75%	4	8	3	80%
Panhandle	n/a	n/a	98.92%	97.59%	104.49%	101.98%	108.63%	138.07%	108.90%	103.44%	n/a	96.44%	109.04%	110.11%	n/a	120.05%	96.50%	113.34%	100.19%	5	10	0	100%
Permian Basin	n/a	n/a	73.72%	99.28%	106.16%	100.04%	107.29%	122.22%	89.08%	83.52%	n/a	96.10%	116.32%	97.22%	n/a	91.79%	109.78%	122.55%	73.25%	5	6	4	73%
Rural Capital	n/a	n/a	79.68%	97.84%	105.32%	105.04%	114.63%	137.88%	101.17%	102.51%	n/a	108.57%	107.32%	101.44%	n/a	111.11%	100.68%	102.33%	122.73%	6	8	1	93%
South Plains	n/a	n/a	63.38%	105.27%	102.71%	99.15%	107.77%	145.83%	110.49%	108.05%	n/a	97.57%	121.00%	105.69%	n/a	106.28%	116.43%	125.23%	137.76%	8	6	1	93%
South Texas	n/a	n/a	82.38%	97.82%	97.99%	100.88%	94.68%	155.17%	95.86%	112.31%	n/a	107.72%	114.42%	111.73%	n/a	131.58%	126.92%	120.21%	115.58%	8	5	2	87%
Southeast	n/a	n/a	64.26%	98.19%	105.61%	99.61%	105.09%	120.62%	106.83%	103.21%	n/a	103.59%	101.89%	100.61%	n/a	121.86%	94.80%	96.61%	111.04%	5	9	1	93%
Tarrant	n/a	n/a	70.14%	97.03%	102.54%	102.45%	114.69%	128.02%	98.14%	94.01%	n/a	91.66%	91.10%	96.28%	n/a	88.19%	89.58%	92.64%	75.68%	2	9	4	73%
Texoma	n/a	n/a	71.00%	102.80%	103.58%	102.87%	105.41%	135.62%	102.71%	106.38%	n/a	101.79%	114.42%	111.11%	n/a	120.00%	100.71%	96.47%	94.53%	5	9	1	93%
West Central	n/a	n/a	76.48%	100.06%	98.77%	98.79%	105.10%	117.12%	100.26%	81.96%	n/a	90.05%	105.06%	83.48%	n/a	111.11%	104.08%	106.72%	109.89%	3	9	3	80%
+P	0	0	0	2	7	1	23	27	2	3	0	4	6	6	0	9	6	6	12	114			
MP	0	0	3	22	20	27	4	0	24	23	0	20	21	20	0	12	20	22	9	247			
-P	0	0	25	4	1	0	1	1	2	2	0	4	1	2	0	7	2	0	7	59			
% MP & +P	N/A	N/A	11%	86%	96%	100%	96%	96%	93%	93%	N/A	86%	96%	93%	N/A	75%	93%	100%	75%	86%			
From			10/19	10/19	7/18	1/18	7/18	1/18	7/18	1/18		1/18	7/18	1/18		1/18	7/18	1/18	1/18	From			
To			6/20	6/20	6/19	12/18	6/19	12/18	6/19	12/18		12/18	6/19	12/18		12/18	6/19	12/18	12/18	To			

# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **COASTAL BEND**

**FINAL RELEASE**  
As Originally Published 8/7/2020  
**JUNE 2020 REPORT**

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		2	8	5	66.67%											
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes																

## Reemployment and Employer Engagement Measures

TWC 1	Claimant Reemployment within 10 Weeks	n/a	n/a	n/a	59.42%	N/L	N/L	63.81%	N/L	N/L	N/L	N/L	N/L	N/L	7/19	3/20
1	# of Employers Receiving Workforce Assistance	N/L	N/L	----	----	N/L	N/L	3,603	N/L	N/L	N/L	N/L	N/L	N/L	10/19	6/20

1. In August 2019, TWC implemented a replacement for its WorkInTexas.com online labor exchange system. Unfortunately, TWC is currently unable to connect employer service data across the old and new systems, which prevents us from accurately reporting performance at this time. When the issue is resolved, we will begin reporting this measure again.

## Program Participation Measures

TWC 2	Choices Full Work Rate - All Family Total	-P	74.64%	50.00%	50.00%	37.32%	59.23%	54.02%	36	100	50.22%	45.84%	15.92%		10/19	6/20
TWC 3	Avg # Children Served Per Day - Combined	MP	104.89%	2,967	2,967	3,112	2,834	2,302	609,872	196	2,946	3,209	3,183		10/19	6/20
3	# of EWC Children Served	---	----	----	----	526	n/a	n/a	----	----	----	----	----		4/20	6/20

3. In April 2020, TWC started a special short-term, COVID-19-related child care program to serve the children of Essential Workers who might not normally qualify for subsidized child care. Because this was a limited program that provided 3 months of care to all enrolled children of Essential Workers (regardless of the day they started care), TWC is reporting this data as the unduplicated number of children served through the program rather than the number per day.

## WIOA Outcome Measures

LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	102.46%	69.00%	69.00%	70.70%	69.00%	68.48%	9,647	13,645	69.70%	70.04%	72.11%	71.05%	7/18	6/19
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	100.92%	84.00%	84.00%	84.77%	85.21%	84.35%	8,347	9,847	84.76%	85.33%	85.83%	82.98%	1/18	12/18
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	112.62%	\$5,433.00	\$5,433.00	\$6,118.59	\$5,669.16	\$5,514.25	n/a	9,103	\$5,734.81	\$5,750.98	\$6,324.82	\$6,582.99	7/18	6/19
LBB-K	Credential Rate – C&T Participants	-P	80.65%	60.00%	60.00%	48.39%	61.69%	54.88%	105	217	58.33%	53.97%	48.48%	34.62%	1/18	12/18
DOL-C	Employed Q2 Post Exit – Adult	+P	110.06%	78.80%	78.80%	86.73%	74.13%	80.52%	392	452	91.43%	80.65%	78.95%	88.51%	7/18	6/19
DOL-C	Employed Q4 Post Exit – Adult	MP	99.29%	80.10%	80.10%	79.53%	76.34%	83.19%	272	342	68.49%	74.63%	88.57%	77.42%	1/18	12/18
DOL-C	Median Earnings Q2 Post Exit – Adult	---	----	----	----	\$11,230.06	\$7,948.25	\$7,880.54	n/a	389	\$12,741.97	\$5,094.98	\$5,490.13	\$13,396.56	7/18	6/19
DOL-C	Credential Rate – Adult	-P	79.38%	72.40%	72.40%	57.47%	60.49%	44.27%	50	87	72.22%	68.18%	48.28%	44.44%	1/18	12/18
DOL-C	Employed Q2 Post Exit – DW	MP	97.60%	79.20%	79.20%	77.30%	80.19%	82.16%	143	185	74.07%	77.27%	72.73%	86.05%	7/18	6/19
DOL-C	Employed Q4 Post Exit – DW	MP	99.50%	80.50%	80.50%	80.10%	79.43%	83.24%	157	196	81.40%	83.64%	81.48%	72.73%	1/18	12/18

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## WIOA Outcome Measures

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DOL-C	Credential Rate – DW	-P	76.67%	77.70%	77.70%	59.57%	73.08%	74.00%	28 47		87.50%	69.23%	50.00%	41.67%	1/18	12/18
DOL-C	Employed/Enrolled Q2 Post Exit – Youth	MP	99.03%	73.20%	73.20%	72.49%	68.49%	68.18%	195 269		67.14%	79.31%	81.03%	66.27%	7/18	6/19
DOL-C	Employed/Enrolled Q4 Post Exit – Youth	MP	95.50%	71.30%	71.30%	68.09%	69.27%	66.12%	160 235		67.35%	67.24%	72.86%	63.79%	1/18	12/18
DOL-C	Credential Rate – Youth	-P	82.42%	45.50%	45.50%	37.50%	50.00%	55.13%	18 48		40.00%	43.75%	40.00%	25.00%	1/18	12/18

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## WIOA Outcome Measures

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**Board of Directors Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/82723986994?pwd=eERSSUhlSEpWbzdQbnVWQ0ZkaWxrZz09>

833 548 0282 US Toll-free

Meeting ID: 827 2398 6994

Passcode: 093866

**September 17, 2020 - 3:00 pm**

**AGENDA - DRAFT**

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- I. Call to Order: *Gloria Perez, Chair*
- II. Roll Call: *Rosie Collin, Secretary*
- III. Announcement on Disclosure of Conflicts of Interest  
*Conflicts of Interest or Appearances 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. Board Comments
- VI. Discussion and Possible Action on Minutes of the May 21, 2020 Board of Directors Meeting
- VII. Discussion and Possible Action on Minutes of the June 25, 2020 Board of Directors Meeting
- VIII. Chairman's Report: *Gloria Perez*
- IX. Organizational/Operational Update from President/CEO or COO
- X. Committee Reports:
  - \* *Child Care Services* *Marcia Keener, Chair*
  - \* *Public Relations* *Jesse Gatewood, Chair*
  - \* *Workforce Services* *Ray De Los Santos, Jr., Chair*
- XI. Discussion and Possible Action to Approve FY 2020 Budget Amendment #4:  
*Shileen Lee*  
*(Reviewed and Approved for recommendation by Executive and Finance Committee on September 10, 2020)*



- XII.** Discussion and Possible Action on Proposed FY 2021 Preliminary Operating Budget  
*(Reviewed and Approved for recommendation by Executive and Finance Committee on September 10, 2020)*
- XIII.** Discussion and Possible Action to Accept the Draft Independent Audit for the Year Ended September 30, 2019 as presented by Alonzo, Bacarisse, Irvine, and Palmer, P.C.  
*(Reviewed and Approved for recommendation by Executive and Finance Committee on September 10, 2020)*
- XIV.** Discussion and Possible Action to Authorize the President/CEO to Enter into negotiations and subsequent execution of a lease Agreement for Office Space for One Stop Career Center Staff relocation and other business purposes subject to review and approval of the final lease terms by the Executive Committee.  
*(Reviewed and Approved for recommendation by Executive and Finance Committee on September 10, 2020)*
- XV.** Consent Agenda Action Items: *(a note on Consent Agenda items is included at the end of this agenda):*
1. Policy #4.3.100.07 – Child Care Eligibility  
*(Recommended for approval at the September 1, 2020 Child Care Services Committee Meeting)*
  2. Policy #4.0.109.02 – Credentials
  3. Policy #4.0.115.06 – Program Non-Compliance
  4. Policy #4.1.105.01 – Apprenticeship Training Programs
  5. Policy #4.0.101.13 – Support Services
  6. 2019-2021 Target Occupation List  
*(Recommended for approval at the September 3, 2020 Workforce Services Committee Meeting)*
  7. Discussion and Possible Action on the Purchase of Outdoor Learning Environments
  8. Discussion and Possible Action on the Purchase of Furniture for the Bayview Tower Office Location
  9. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Legal Services
  10. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Economy and Labor Market Tool  
*(Recommended for approval at the September 10, 2020 Executive/Finance Committee Meeting)*
- XVI.** Information Only:
1. Monitoring Report: *Larry Peterson*
  2. Financial Update: *Shileen Lee*
  3. Facilities Update: *Amy Villarreal*
  4. Update on Future Procurements and Contract Renewals: *Robert Ramirez*
  5. Performance Measure Update: *Amy Villarreal*
  6. Local Labor Market Information July 2020: *Amy Villarreal*
- XVII.** 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.

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**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)

## 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.