



Annual Board of Directors Meeting

December 8, 2022

3:00 pm

**Congressman Solomon P. Ortiz International
Center
402 Harbor Drive, Nueces Room
Corpus Christi, TX**

Join Zoom Meeting

<https://us02web.zoom.us/j/85680731485?pwd=ZDlnUU80cVpLQmorNmxodXBLL29jZz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 856 8073 1485

Passcode: 382069

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Annual Board of Directors Meeting

Congressman Solomon P. Ortiz International Center – 402 Harbor Drive – Nueces Room
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/85680731485?pwd=ZDlnUU80cVpLQmorNmxdXBLL29jZz09>

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Thursday, December 8, 2022 – 3:00 pm

AGENDA

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- I. Call to Order: *Gloria Perez, Chair*
- II. TOMA Rules: *Janet Neely*
- III. Roll Call: *Jesse Gatewood, Secretary*.....4
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Board Comments**
- VII. **Discussion and Possible Action on Minutes of the September 29, 2022 Board of Directors Meeting**.....5-10
- VIII. **CEO Council Report: Judge Jim Huff, Lead, CEO**
- IX. **Chair’s Report: Gloria Perez**

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A proud partner of the American Job Center network

Equal Opportunity Employer/Program

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

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

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

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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.

(cont. page 3)

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Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our administrative offices and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 402 Harbor Drive, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.

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Workforce Solutions Board of Directors

Roll Call Roster

December 8, 2022

(16 = Quorum)

- _____ Gloria Perez, **Chair**; Private Sector – City of Corpus Christi
- _____ Barrera, Alma; Public Assistance – City of Corpus Christi
- _____ Bowen, Sandra Julia; Private Sector – Jim Wells County
- _____ Cantu, Arnoldo; Private Sector – Duval County
- _____ Chavez, Andrea; Public Employment Service – TWC/City of Corpus Christi
- _____ Collin, Rosie; Private Sector – City of Corpus Christi
- _____ De Los Santos, Jr., Raynaldo, **Vice Chair**; Private Sector – Refugio County
- _____ Denson, Kiwana; Post-Secondary Education – City of Corpus Christi
- _____ Evans, Eric; Private Sector – Aransas County
- _____ Faught, Leslie; Education Agency – San Patricio County
- _____ Florence, Tracy; CBO – Bee County
- _____ Flower, Michelle; Private Sector – City of Corpus Christi
- _____ Gatewood, Jesse, **Secretary**; Organized Labor – Nueces County
- _____ Giesler, Randy; Private Sector – Live Oak County
- _____ Gonzalez, Jr., Victor M., **Past Chair**; Private Sector – City of Corpus Christi
- _____ Hoggard, Justin; Adult Basic and Continuing Education – Bee County
- _____ Hunter, Ofelia; CBO/OL – Jim Wells County
- _____ Keener, Marcia; CBO – San Patricio County
- _____ Leal, Criselda; Literacy Council – City of Corpus Christi
- _____ Lopez, Omar; Private Sector – City of Corpus Christi
- _____ Lozano, Michelle; Private Sector – Nueces County
- _____ Nelson, Travis; Private Sector – City of Corpus Christi
- _____ Owen, John W., **Treasurer**; Vocational Rehabilitation Agency – City of Corpus Christi
- _____ Ramirez, Carlos; Private Sector – Kleberg County
- _____ Salazar, Manny; CBO – Kleberg County
- _____ Sample, Edward, **Parliamentarian**; Private Sector – City of Corpus Christi
- _____ Temple, Susan; Private Sector – San Patricio County
- _____ Unda, C. Michelle; Private Sector – City of Corpus Christi
- _____ Vasey, Iain; Economic Development – City of Corpus Christi
- _____ Wilson, Catrina; CBO – City of Corpus Christi
- _____ Wisner, Liza; Private Sector – City of Corpus Christi

Signed

Printed Name

MINUTES
Workforce Solutions Coastal Bend – Board of Directors Meeting
Staples Career Center – 520 N. Staples Street – Conference Room #1
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/86017480876?pwd=eWtZcFN4Vys4cHpsL2dEcE1NZkZ0UT09>

Toll-Free Call In
888 475 4499 US Toll-free

Meeting ID: 860 1748 0876
Passcode: 293786

September 29, 2022 - 3:00 pm

Board Members

Present

Gloria Perez, Chair ; private sector – City of CC	Justin Hoggard; adult basic & cont. ed – Bee County
Alma Barrera; public assistance – City of CC	Ofelia Hunter; CBO/OL – Jim Wells County
Sandra Julia Bowen; private sector – Jim Wells County	Marcia Keener; CBO – San Patricio County
Andrea Chavez; public employment serv – City of CC	Criselda Leal; literacy council – City of CC
Rosie Collin; private sector – Nueces County	Omar Lopez; private sector – City of CC
Ray De Los Santos, Vice Chair ; private sector – Refugio County	Travis Nelson; private sector – City of CC
Kiwana Denson; post-secondary ed – City of CC	John Owen, Treasurer ; vocational rehab. – City of CC
Leslie Faught; education agency – San Patricio County	Manny Salazar; CBO – Kleberg County
Tracy Florence; CBO – Bee County	Edward Sample, Parliamentarian ; ps & vet rep. – City of CC
Michelle Flower; private sector – City of Corpus Christi	Susan Temple; private sector – San Patricio County
Jesse Gatewood, Secretary ; organized labor – Nueces County	C. Michelle Unda; private sector – City of CC
Randy Giesler; private sector - Live Oak County	Liza Wisner; private sector – City of CC
Victor M. Gonzalez, Jr., Past Chair ; ps – City of CC	

Absent

Arnoldo Cantu; private sector – Duval County	Carlos Ramirez; private sector – Kleberg County
Eric Evans; private sector – Aransas County	Iain Vasey; economic development – City of CC
Michelle Lozano; private sector – Nueces County	Catrina Wilson; CBO – City of CC

Vacancies

Private Sector - Kenedy County	Private Sector – Brooks County
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Others Present

Ken Trevino, WS President/CEO	Samantha Smolik, WS Career & Ed. Outreach Specialist
Shileen Lee, WS Chief Financial Officer	Celina Leal, WS Program Specialist
Janet Neely, WS Executive Assistant	Rufino Martinez, WS Social Media & Labor Market Analyst
Rosina Salas, WS Administrative Assistant	Artug Altug, WS Design & Digital Content Specialist
Esther Velazquez, WS Procurement & Contracts Spec.	Chakib Chehadi, C2GPS, LLC
Alba Silvas, WS Director of Programs & Planning	Geri Escobar, C2GPS, LLC
Denise Woodson, WS Director of Child Care Programs	Louis Tatum, C2GPS, LLC
Luis Rodriguez, WS Career & Ed. Outreach Specialist	Neil Hanson, BakerRipley
Xena Mercado, WS Communications Manager	Kenia Dimas, BakerRipley
Christina Miller, WS Child Care Quality Program Specialist	Karen Casey, Texas Veterans Commission
Ruben Gonzalez, WS IT Assistant	

I. Call to Order

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

II. TOMA Rules

Ms. Neely provided information on the Texas Open Meetings Act (TOMA) Rules.

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

Due to the new TOMA rules we do have a laptop setup at 400 Mann Street, Suite 800 and it is listed on the zoom call as Public. The laptop is available and open to the public.

VI. Board Comments

Ms. Bowen thanked everyone for the invitation to the YOU CHOOSE! Youth Career Expo event. Ms. Bowen mentioned she was present for the Ribbon Cutting Ceremony with Nueces County Judge Barbara Canales; Chief Executive Officer, Sean Strawbridge with the Port of Corpus Christi; and Director of Texas Workforce Commission' Board Services Department, Ms. Patricia Martinez. Ms. Bowen stated it was an amazing event to see all those children from all over our area. Ms. Bowen mentioned Alice was in attendance and enjoyed every moment of the event. She included Alice came out on channel 3 news. Ms. Bowen expressed her appreciation and thanked everyone for all their hard work on the YOU CHOOSE! Youth Career Expo event.

Ms. Perez introduced and welcomed Mr. Chakib Chehadi, CEO of our contractor C2 Global Professional Services, LLC. Ms. Perez thanked Mr. Chehadi for attending the Board of Directors Meeting.

Mr. Chehadi thanked Madam Chair, Board of Directors, and Board Professionals. He stated a lot of good things are happening thanks to everyone. Mr. Chehadi noted that it takes a big village to get it done.

Ms. Perez also welcomed Ms. Geri Escobar, Managing Director with C2 Global Professional Services, LLC; Mr. Neil Hanson, Senior Director with BakerRipley; and Ms. Kenia Dimas, Director for Child Care Services with BakerRipley.

Ms. Perez recognized two new Board members that were present, Dr. Leslie Faught, Deputy Superintendent for Gregory-Portland Independent School District; and Dr. Criselda Leal, Executive Director for the Corpus Christi Literacy Council.

Dr. Faught expressed how excited she is to work with the organization as a school district and for the opportunity.

Dr. Leal also expressed how excited she is for the opportunity to learn what workforce is and how we all work together.

VII. Discussion and Possible Action on Minutes of the May 19, 2022 Board of Directors Meeting

Mr. De Los Santos II moved to approve the minutes of the May 19, 2022 Board of Directors meeting. The motion was seconded by Mr. Owen and passed.

VIII. Discussion and Possible Action on Minutes of the June 15, 2022 Board of Directors Meeting

Mr. Sample moved to approve the minutes of the June 15, 2022 Board of Directors meeting. The motion was seconded by Ms. Keener and passed.

IX. Chair's Report

Meeting with Mr. Trevino

Ms. Perez mentioned she met with President/CEO, Mr. Trevino to obtain weekly briefings. The weekly briefings include: Performance Metrics; Community Relations; Board of Directors Relations (Elected Officials); Internal and External Communications; Budget Performance; IT Updates; HR and Staffing; Procurement Updates; and Service Provider Updates.

State of the County Luncheon

Ms. Perez attended State of the County Luncheon on August 30, 2022 with members of the Executive Board and Mr. Ken Trevino.

Former TWC Commissioner and Former Texas Secretary of State Hope Andrade was also in attendance at the State of the County Luncheon.

Workforce Solutions Coastal Bend Committee Meetings – September 6-8

Ms. Perez attended two out of the four Workforce Solutions Coastal Bend Committee Meetings. You will hear those reports later in the meeting. They were all outstanding and I would like to express my gratitude to everyone in attendance.

2022 YOU CHOOSE! Youth Career Expo

Ms. Perez attended the 2022 YOU CHOOSE! Youth Career Expo on September 21, 2022 at the Richard M. Borchard Regional Fairgrounds in Robstown. The meeting will be a hybrid meeting both in person and on Zoom. Ms. Perez thanked everyone for attending the 2022 YOU CHOOSE! Youth Career Expo.

Next CEO Council Meeting

Ms. Perez provided the date on next CEO Council meeting which will be on Thursday, October 6, 2022 at the Bayview Tower in Corpus Christi. The meeting will be a hybrid meeting both in person and on Zoom.

Corpus Christi ISD – 15th Annual State of the District

Ms. Perez provided the date on the Corpus Christi ISD – 15th Annual State of the District which will be held at 11:00am on Tuesday, October 4, 2022 at the American Bank Center in Corpus Christi. An invite will be sent out with all the information included.

Hiring Red, White & You!

Ms. Perez provided a date on the Hiring Red, White & You! which will be held on Thursday, November 3, 2022 at the Richard M. Borchard Regional Fairgrounds in Robstown.

State of the Port

Ms. Perez mentioned Workforce Solutions Coastal Bend has a table at the State of the Port. Ms. Perez provided a date on the State of the Port which will be held at 11:30am on Wednesday, November 16, 2022 at the Solomon Ortiz Center in Corpus Christi. The meeting will be a hybrid meeting both in person and on Zoom.

X. President/CEO Report

Mr. Trevino thanked Madam Chair, Board of Directors, special guests and welcomed new Board Members.

Mr. Trevino thanked everyone in attendance at the YOU CHOOSE! Youth Career Expo. Mr. Trevino acknowledged there was so much optimism in that room and positive energy. Mr. Trevino recognized and gave special thanks to Board Member Ms. Collin, Chief of Staff with the Port of Corpus Christi for being a sponsor for this event to help offset the cost. Mr. Trevino also recognized our Board Member Ms. Flower, Director of Human Resources with Valero Corpus Christi Refineries, who has been a sponsor for several years. Mr. Trevino

expressed his appreciation for the sponsors and mentioned it is great that we have a quality private partnership in place.

Strategic Goals

Mr. Trevino provided information on the Strategic Goals for Workforce Solutions Coastal Bend.

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

XI. Committee Reports

Child Care Services

Ms. Keener provided a report on the September 6, 2022 Child Care Services Committee (included on pages 13-15 of the September 29 agenda packet). Ms. Woodson provided additional information.

Public Relations

Ms. Mercado provided a report on the September 7, 2022 Public Relations Committee meeting (included on page 16 of the September 29 agenda packet).

Mr. Gonzalez, Jr. recognized the Public Relations team for a great report.

Workforce Services

Mr. Salazar provided a report on the September 8, 2022 Workforce Services Committee meeting (included on pages 17-18 of the September 29 agenda packet). Ms. Silvas provided additional information.

Ms. Silvas thanked Ms. Unda for putting together all the general managers for all the companies that represent the Coastal Bend Industry Association in addition to the Educator Externship Grant. Ms. Silvas also expressed her appreciation and thanked the Board of Directors who extended their worksite to be an externship for Educator Externship.

Ms. Unda stated it is a collaborative effort.

Ad Hoc Youth

Ms. Wisner provided a report on the September 8, 2022 Ad Hoc Youth Committee meeting (included on pages 19-20 of the September 29 agenda packet).

Ms. Wisner expressed her appreciation for Mr. Gonzalez, Jr.'s time and thanked him for presiding over the meeting in person.

Ms. Wisner acknowledged the Ad Hoc Committee, Ms. Cole and the entire staff for an amazing job.

Mr. Gonzalez, Jr. recognized Ms. Wisner for an outstanding report and expressed his appreciation for her.

XII. Discussion and Possible Action to Approve FY 2022 Budget Amendment #4

Ms. Lee provided information on the FY 2022 Budget Amendment #4 (included on pages 21-24 of the September 29 agenda packet).

Dr. Hoggard moved to approve the FY 2022 Budget Amendment #4. The motion was seconded by Mr. Salazar and passed.

XIII. Discussion and Possible Action on Proposed FY 2023 Preliminary Budget

Ms. Lee provided information on the Proposed FY 2023 Preliminary Budget (included on pages 25-28 of the September 29 agenda packet).

Ms. Bowen moved to approve the FY 2023 Preliminary Budget as presented. The motion was seconded by Dr. Hoggard and passed.

XIV. Discussion and Possible Action on Purchases over \$50k for Phase II Mission Facility:

1. IT Cabling
2. Burglar Alarm, Security Cameras, Access Control, Conference Room
3. Furniture

Ms. Lee provided information on the Purchases over \$50k for Phase II Mission Facility, items 1-3 (included on pages 29-30 of the September 29 agenda packet).

Mr. De Los Santos II moved to approve on the Purchases over \$50k for Phase II Mission Facility, items 1-3. The motion was seconded by Ms. Keener and passed.

XV. Consent Agenda Action Items:

1. 4.0.113.06 – On-the-Job (OJT), Subsidized Employment & Customized Training
2. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute New Contracts and Leases Subject to Review and Approval of the Final Terms by the Executive Committee
3. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2022-23

Mr. Gonzalez, Jr. moved to approve all items on the Consent Agenda. The motion was seconded by Ms. Bowen and passed.

XVI. Information Only:

1. *Monitoring Report*

Mr. Trevino provided the following Monitoring Report and significant observations completed during the months of February - August 2022 (included on pages 40-43 of the September 29 agenda packet). 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.

Mr. Trevino recognized Mr. Peterson for doing an outstanding job on his monitoring report. Ms. Perez agreed.

2. *Financial Report as of 07/31/2022*

Ms. Lee presented the July Financial Report (included on pages 44-47 of the September 29 agenda packet).

3. *HR Policy Update*

Ms. Lee provided an HR Policy update (included on pages 48-50 of the September 29 agenda packet).

4. *IT Update*

Ms. Lee provided an IT update (included on page 51 of the September 29 agenda packet).

Ms. Lee recognized Ms. Rodriguez and the entire Fiscal team for assisting in completing the HR Policy Review.

5. *Procurement Handbook*

Ms. Lee provided information on the Procurement Handbook (included on pages 52-82 of the September 29 agenda packet).

6. *Facilities Update*

Ms. Lee provided a facilities update (included on page 83 of the September 29 agenda packet).

7. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on procurements and contracts (included on pages 84-95 of the September 29 agenda packet).

8. *Performance Measure Update*

Ms. Silvas presented the Performance Measure Update for June 2022 (included on pages 96-99 of the September 29 agenda packet).

9. *2022-2023 Holiday Schedule*

Mr. Trevino provided the approved 2022-2023 Holiday Schedule (included on pages 100-101 of the September 29 agenda packet).

Ms. Perez thanked the Board Professionals and Contractors for attending the Board of Directors Meeting.

XVII. Adjournment

The meeting adjourned at 4:23 pm.

YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Child Care
Marcia Keener, Chair
Sandra Bowen, Vice Chair
Alma Barrera
Andrea Chavez
Dr. Justin Hoggard
Catrina Wilson

The Child Care Committee met four (4) times during BCY2022.

Workforce Solutions of the Coastal Bend's (WFSCB's) Child Care Programs highlights for BCY2022 are listed below.

- The Board's Texas Workforce Commission's (TWC's) performance measure for the "*average number of children served per day*" changed several times during BCY2022. The performance measure at the beginning of BCY2022 was **2,619** *average number of children served per day*. WFSCB received an additional **\$1,256,693** in federal child care stimulus funding which allowed us to enroll an additional **459** children which increased our performance measure to **3,078** "*average number of children served per day*". On average, the number of children served locally per day was **2,605**.
- There were **158** child care providers (licensed child care centers and registered child care homes) with Workforce Provider Agreements during BCY2022.
- Workforce Solutions of the Coastal Bend paid child care providers **\$14,059,911** during BCY2022.
- Customers in the Child Care Services (CCS) Program paid **\$2,409,468** during BCY2022.
- Workforce Solutions of the Coastal Bend received funding from the Texas Workforce Commission to provide child care services to customers employed in service industry occupations. "Service Industry Recovery (SIR) Child Care" addressed the impacts of COVID-19 and supported Texas' continued economic recovery and targets low-wage workers in in the arts, entertainment and recreation industry, accommodations, food services and retail trade. The service industry recovery (SIR) child care funding supported **319** children at a cost of **\$1,519,753**.
- The Early Childhood Development Quality Services Program (ECDQSP) hosted the **8th Annual "Back to School" Teachers Fair** on July 23, 2022. **285** child care staff participated in this in person event.
- The ECDQSP hosted the **8th Annual Directors Symposium** on August 20, 2022. Child care staff were allowed to attend this in person event because the number of participants who were allowed to attend the **8th Annual "Back to School" Teachers Fair** was limited as a precaution due to COVID-

19. **155** child care center directors, assistant directors, and child care staff participated in this event.

- The ECDQSP presented **\$200** gift cards to **276** staff at **29** Texas Rising Star (TRS) certified child care centers who were employed at these child care centers during the onset of the COVID-19 pandemic beginning October 1, 2021, and who continue to be employed at these child care centers. The cost of these incentive payments to the child care staff was **\$55,200**.
- The ECDQSP presented **\$100** gift cards to **19** child care center directors who have attended all the child care quality program's summer events during the last **8** years. The cost of these incentive payments to the child care directors was **\$1,900**.
- The infant/toddler expansion project allows a provider to create a classroom by utilizing an existing empty space. The provider must pay the child care staff person's salary and ECDQSP will provide the furniture and early childhood resources for this classroom. This allows the provider to increase the number of children they may serve. During the fourth quarter of BCY2022, the ECDQSP was able to help providers increase capacity at **8** child care centers by creating an additional **80** slots for children who are receiving Workforce subsidized child care services. The cost of the infant/toddler expansion was **\$147,688**.
- The ECDQSP purchased **2** outdoor learning environments for **2** Texas Rising Star certified child care centers. (**\$46,326**) The outdoor learning environments included designated areas for art, music, reading, science, basketball hoops, balance beams, and alphabet stepping stones. The purpose of the outdoor learning environment is to serve as an extension of the indoor classroom. Outdoor learning environments are "outdoor" classrooms.
- The ECDQSP continued to provide cleaning supplies to Workforce providers during BCY2022. The child care centers (both TRS and non-TRS child care centers) received cleaning supplies that consisted of a case of toilet paper, a case of paper towels, a case of bleach, and a case of hand sanitizer, and gloves. This investment of **\$15,766** allowed the staff at these child care centers to clean, disinfect, and sanitize their facilities on a regular basis.
- The ECDQSP provided Frogstreet curriculum and ongoing professional development training workshops to child care staff at **29** TRS child care centers during BCY2022. (**\$135,315**)

The Child Care staff would like to thank the Child Care Committee for their ongoing and continuous support of our child care initiatives throughout BCY2022. We are extremely humble and grateful for your confidence in our abilities to do "what's right for children"! We look forward to an awesome BCY2023!!

YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Public Relations

Michelle Unda, Chair

Carlos Ramirez, Vice Chair

Tracy Florence

Arnoldo Cantu

Omar Lopez

Ofelia Hunter

Rosie Collin

Eric Evans

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

Proof of Performance:

- The Public Relations Committee met four times this year (meeting dates: February 9th, May 4th, September 7th and November 14th).

Major Highlights

- Integrated video strategy and continued to build out production studio and YouTube library highlighting programs, services, and key events that serve the community
- Promoted and captured the story at job fairs such as the San Patricio EDC Professional Skills and Trades Job Fair, the City of Corpus Christi Hiring Event, and the Law Enforcement Job Fair series.
- Integrated a new Design & Digital Media Specialist dedicated to the upskillcoastalbend.org website. Extensive work and elevation has been done on this website.
- Updates to the front and back end of the workforcesolutionscb.org website.
- Strategic marketing campaigns were rolled out for the following events:
 - Educator Externship
 - Summer Earn and Learn
 - YOU! Choose Career Expo
 - Hiring Red, White, and YOU!
- Extensive media coverage by the Communications Team for the following events:
 - SEAL Signing Day
 - YOU! Inspire Symposium
 - South Texas Career Connection Career and Technical Employer Expo

- TWC – Vocational Rehabilitation Meet & Greet
- Night at the Hooks
- CCISD Job Fair
- UpSkill Expo
- The Communications Team has elevated our social media presence and content delivery throughout 2022 by the use of storytelling.
- The department continues to promote services and programs through all media channels including social media and email marketing.

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

YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Workforce Services

Manny Salazar, Chair
Iain Vasey, Vice Chair
Randy Giesler
Travis Nelson
Susan Temple
Michelle Lozano

The Workforce Services Committee met four (4) times in 2022.

The standard agenda for this committee was followed for the calendar year. The primary purpose of the committee continues to be, board policy review and recommendations, updates on service delivery, virtual services, staffing and status of program(s) funding, and services to business. In addition, the committee continued to stay informed on labor market information, performance measures, and facilities.

It is a true team effort of Committee Members, Board Professionals and C2GPS to keep-up with order of business.

Highlights for the year:

- Youth Ad Hoc meetings were developed.
- 10th Annual Statewide Red, White and You! Veteran's Hiring Fair.
- 7th Annual Educator Externship.
- On-Going work on deliverables for the National Dislocated Worker Grant.
- Successful partnerships with TEA Perkins Grants.
- Continuous work with PATHS Grant, funded by Wal-Mart Foundation.
- Completed 1st year of Education Outreach Program.
- Completion of IKEA Home Grant.
- Construction work began for a second career center location in Corpus Christi.
- Execution of 4th year contract with C2 GPS; regarding the management and operations of the career center delivery system effective October 1, 2019. Completed Performance Improvement Plan in October 2022.

Mr. Ken Trevino will be providing additional information regarding achievements made throughout the year via the annual report presentation.

Action items brought to the Board of Directors:

- 4 Policies were brought to the committee for approval.

Thank you to each of our committee members for your support in the work we do. **Thank you**, Mr. Manny Salazar, for running our meetings efficiently and for the extra time you provide to remain informed and versed in the complexity of our system. We look forward to another successful year.

YEAR-IN-REVIEW COMMITTEE REPORT

Committee: Ad Hoc Youth

Liza Wisner, Chair

Victor M. Gonzalez, Jr., Vice-Chair

Michelle Flower

Kiwana Denson

The Ad Hoc Youth Committee met four (4) times throughout the 2022 year. This committee was newly formed to bring focus and awareness to services provided to Coastal Bend youth. The committee focused on hearing topics regarding services to youth, services to special community population, programs and education engagement, and celebrating participant success.

Highlights for the year:

- WIOA program updates and performance reviews.
- 7th annual YOU! Choose Career Expo.
- Summer Earn and Learn
- SEAL Signing Day and YOU! Inspire symposium.
- Student HireAbility Navigator Mentorship.
- Night at the Hooks.
- PAL Program Aging-Out Seminar.
- Texas Internship Initiative and introducing PATHS Grant to the Emerging Professionals
- Partnerships with TEA Perkins Grant: South Texas Career Connection.
- Career and Technical Expo.
- Over 1200 individuals participated in VR sessions facilitated by the Career and Education Outreach Program.
- Career and Education Outreach Program engagements and partnerships with schools, employers, and community partners.
- Facilitation of the STEM and Hospitality & Tourism tour.
- Four WIOA Youth participants who found career and education by participating in the program.

Mr. Ken Trevino will be providing additional information regarding achievements made through the year via the Annual Report.

Thank you to each of our committee members for your guidance and the perspective you bring to the committee. Your involvement in this committee helps to strengthen the services provided to the Coastal Bend youth.

Thank you to our Chair, Ms. Liza Wisner, and Vice-Chair, Mr. Victor M. Gonzalez, Jr., for your leadership to the Ad Hoc Youth Committee and to our Coastal Bend Community.

COMMITTEE REPORT

Committee: Ad Hoc Nominating

Tracy Florence, Chair

Marcia Keener

Carlos Ramirez

Catrina Wilson

Kiwana Denson

Victor M. Gonzalez, Jr.

Date of Committee meeting: November 2, 2022

The following items were discussed at the meeting:

1. Discussion and Possible Action on the Nomination of a Slate of Officers for 2023
2. Bylaws
3. 2020-2022 Committee Structures
4. 2022 Attendance Records
5. Draft Slate and Voting Ballot
6. Process for Ballot Count and Announcement of Officers

The Committee took the following action:

1. Nominated the following slate of officers for 2023 (included on page 42 of the agenda packet).

Chair: Raynaldo De Los Santos, Jr.

Vice Chair: Sandra Julia Bowen

Secretary: Jesse Gatewood

Treasurer: John Owen

Parliamentarian: Victor M. Gonzalez, Jr.

Additional comments:

Nominations will also be accepted from the floor.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI – 1. FY 2023 Budget Amendment #1

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2023 Operating Budget on September 29, 2022. Budget Amendment #1 is attached with a detailed budget narrative.

RECOMMENDATION

The Board of Directors approve FY 2023 Budget Amendment #1.

WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2023

The proposed budget FY23 Amendment #1 to finalize the beginning budget, includes an overall revenue increase for additional funds and carryover reconciliation for a total of \$7,635,330.

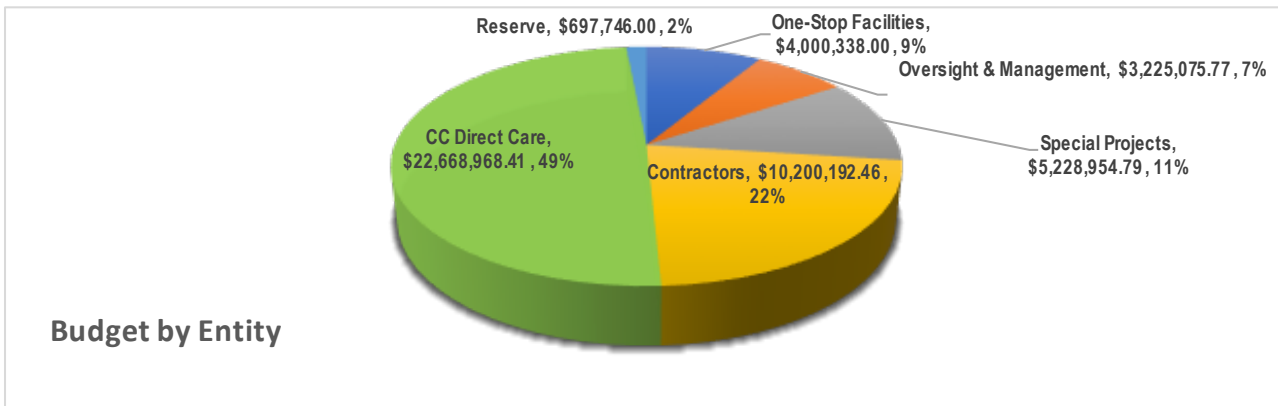
The increase in the budget will be adjusted throughout the budget to align the 2023 budget with the 2022 historical expenditures and accounting for changes in the upcoming fiscal year. Ninety percent or \$6.9M of the adjustment will be in contracted services for additional direct care and one-stop funds received. The remaining ten percent will be distributed to Management & Oversight and One Stop Operations. Oversight and Management for potential salary adjustments and related costs and travel for a total of \$282,301 and One Stop Operations for \$452,308 for Mission Plaza rent and furniture.

We are requesting approval on the final BCY2023 budget (Amendment #1).

Contract No.	Program	Total Preliminary Budget 2022-23	Total Carryover Adj - Amend#1	Final Beginning Budget
Non-TWC	Walmart (PATHS)	130,000	31,389	161,389
2220NDW001	COVID-19 Disaster Recovery	125,000	44,938	169,938
2223NCP001	Non-Custodial Parent (NCP)	136,994	5,409	142,403
222WOA001	WIOA - PY22 Adult Allocation	1,645,227	16,800	1,662,027
222WOD001	WIOA - PY22 Dislocated Worker Allocation (July)	1,649,443	-	1,649,443
222WOD001	WIOA - PY22 Dislocated Worker Allocation (Oct)	50,000	340,538	390,538
222WOY001	WIOA - PY22 Youth Allocation	1,792,915	(75,000)	1,717,915
222WOR001	WIOA - PY22 Rapid Response	25,000	4,662	29,662
2223WOZ001	WIOA - Other DW		230,000	230,000
2223CCF001	Child Care	24,599,554	4,746,499	29,346,053
2223CCM001	Child Care Local Match	1,850,560	29,884	1,880,444
2223CCP001	Child Care DFPS	300,000	889,507	1,189,507
2222CCX001	Child Care SIR	750,000	(3,814)	746,186
2223CCQ001	Child Care Quality (CCQ)	997,962	1,318,268	2,316,230
2223RAG001	Resource Administration Grant	6,923	-	6,923
2223REA001	Reemployment Services & Eligibility Assessment	258,378	148,033	406,411
2223SNE001	SNAP E&T	653,399	(123,687)	529,712
2223TAF001	Temporary Assistance for Needy Families/Choices	2,429,375	(100,000)	2,329,375
2222TRA001	Trade Act Services for Dislocated Workers	36,824	(18,412)	18,412
2223TVC001	Texas Veteran's Commission	37,412	-	37,412
2223WCI002	Workforce Commission Initiatives-RWY	12,000	-	12,000
2223WCI002	Workforce Commission Initiatives-TVLP	7,476	-	7,476
2223WCI002	Workforce Commission Initiatives-YOU Choose	35,000	-	35,000
2222WCI002	Workforce Commission Initiatives-CC Short Term Training	61,110	-	61,110
2223WPA001	Wagner-Peyser Employment Services	-	32,124	32,124
2223WOS001	Military Family Support	68,250	-	68,250
2222ATG20	Apprenticeship Texas	70,000	26,960	96,960
2222EXT001	Externships for Teachers	-	19,985	19,985
2222TAN002	Texas Internship Initiative	40,000	42,630	82,630
Non-TWC	Perkins	40,000	11,364	51,364
Non-TWC	Upskill (DelMar-E2E)	24,000	8,694	32,694
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	113,000	-	113,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	120,144	-	120,144
Non-TWC	Wage Service for Paid WE 3018VRS171	90,000	8,559	98,559
Non-TWC	3022VRS047-SEAL	230,000	-	230,000
Grand Total		38,385,946	7,635,330	46,021,276

**Workforce Solutions of the Coastal Bend
FY 2022-23 Final BUDGET
For the twelve month period ending September 30, 2023**

	A FY2023 Preliminary Budget	B FY2023 Final Budget	Difference B - A
Grant revenue	\$ 38,385,946	\$ 46,021,276	\$ 7,635,330
EXPENSES			
<u>Oversight & Management</u>			
Salaries and benefits	\$ 2,161,687	\$ 2,405,433	\$ 243,745
Facilities and related expense	252,006	265,500	13,494
Furniture, Equipment & Software	96,881	96,881	-
General administrative expense	164,975	183,500	18,525
Staff development expense	30,000	50,000	20,000
Travel expense	50,000	50,000	-
Total Oversight & Management Expense	\$ 2,942,774	\$ 3,225,076	\$ 282,301
<u>One Stop Operations</u>			
Facilities and related expense	\$ 2,297,451	\$ 2,498,838	\$ 201,387
Furniture, Equipment & Software	858,500	1,195,000	336,500
General administrative expense	162,078	146,500	(15,578)
Communication expense	175,000	155,000	(20,000)
Professional fees & service	55,000	5,000	(50,000)
Client	-	-	-
Total One Stop Operation	\$ 3,548,030	\$ 4,000,338	\$ 452,308
Contracted services	\$ 31,895,141	\$ 38,795,862	\$ 6,900,720
Total expense	\$ 38,385,946	\$ 46,021,275	\$ 7,635,330
Changes in net assets	0	0	



DISCUSSION AND POSSIBLE ACTION

XI – 2. Review of Policy #4.3.100.08 – “Child Care Eligibility”

BACKGROUND INFORMATION

Policy 4.3.100.08 – Child Care Eligibility, has been updated to reflect amendments to the Chapter 809 Child Care Services (CCS) Rules effective on October 3, 2022. The purpose of the amendments to the Chapter 809 CCS Rules is to create uniformity and consistency in Board policies among the 28 Local Workforce Boards. Information regarding child care eligibility participation requirements, child care for initial job search, cumulative total years for CCS Program participation while in an undergraduate education program, transfers, and maintenance of the wait list have been updated/added to this policy.

Policy 4.3.100.08 includes the following:

1. Added a section on child care during initial job search
2. Clarifies that the minimum weekly activity requirement of 50 hours per week for a dual-parent family is a combined total from both parents. There is no minimum activity requirement for each parent.
3. Established a statewide policy for parents enrolled in an educational program which allows them to participate in the CCS Program for a cumulative total of 60 months.
4. There is a mandatory two-week waiting period before a transfer can be granted.
5. The wait list must now include the names of both the parents and children and it must be purged every 90 days.
6. Removed the section on Education, Certification, and Training Programs.

The updated Child Care Services Guide provides guidance and instruction for Workforce Development Boards (Boards) and their contractors on the child care services process and ensures consistency in the provision of child care services. Policy #4.3.100.08 – “Child Care Eligibility” has been updated to reflect the appropriate changes as per the amended Chapter 809 Child Care Services Rules.

RECOMMENDATION

The Child Care Committee review Policy #4.3.100.08– “Child Care Eligibility” and recommend to the Board of Directors approval of the revisions to ensure that Board and contractor staff are in compliance with and are adhering to the changes to the Chapter 809 Child Care Services Rules.



WORKFORCE SOLUTIONS
of the Coastal Bend

POLICY

CATEGORY: Workforce Programs - Childcare **No: 4.3.100.087**
TITLE: Child Care Eligibility
SUPERSEDES: 4.3.100.076, dtd February ~~June 17~~, 2022
EFFECTIVE: October ~~February 17~~, 2022
BOARD APPROVAL: December 8, ~~February 24~~, 2022
DATE OF LAST REVIEW: January 26, 2022

I. PURPOSE:

To establish eligibility criteria to receive child care services.

II. DEFINITIONS:

Child- An individual who meets the general eligibility requirements contained in Chapter 809 Child Care Services Rules. A child includes persons born to the parents, persons adopted by either or both parents, the person for whom the parents have legal responsibility granted by the court, or persons provided supervision and care by the parents.

Child Care Services - Child care subsidies and quality improvement activities funded by the Texas Workforce Commission.

Child Care Contractor-The entity or entities under contract with the Board to manage child care services. This includes contractors involved in determining eligibility for child care services, contractors involved in the billing and reimbursement process related to child care subsidies, as well as contractors involved in the funding of quality improvement activities as described in §809.16.

Child Care Desert – An area in which the number of children under the age of six with working parents is at least three times greater than the capacity of license child care providers in the area, based on data published annually by the Commission.

Education Program is defined as a program leading to a High School diploma, Certificate of High School Equivalency or an undergraduate degree that one may be obtaining or working towards.

Parent – An individual who is responsible for the care and supervision of a child and is identified as the child’s natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco parentis (as determined in accordance with Commission policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents.

Satisfactory Progress ~~—toward successful completion of a job training or education program is demonstrated through continued enrollment in the training or educational program. Progressing satisfactorily as determined by the educational institution attended.~~

Suspension – A temporary interruption of child care services of ninety calendar days or less.

Teen Parent – An individual 18 years of age or younger, or 19 years of age and attending high school or the equivalent, who has a child.

Working – activities for which monetary compensation is received, participation in Choices and SNAP E&T and engaging in job search.

III. POLICY STATEMENT:

Eligibility for At-Risk Child Care Services

A child is eligible for At- Risk child care services if the following conditions are met at initial eligibility determination and at eligibility redetermination(s):

- ~~The child’s family income does not exceed the income limit established by the Board.~~
- The child’s family income does not exceed 85 percent of the state median income (SMI).
- Child care is required for the child’s parent to work or attend a job training or undergraduate educational program at least for 25 hours per week for a single-parent family or 50 hours per week for a ~~dual~~two-parent family. The minimum weekly activity requirement of 50 hours per week for a dual-parent family is a combined total from both parents. There is no minimum activity requirement for each parent.

A Child’s General Eligibility for Child Care Services.

(a) Except for a child receiving or needing protective services as described in §809.49, for a child to be eligible to receive child care services, at the time of eligibility determination or redetermination, the Board shall ensure that the child:

(1) Meets one of the following age requirements:

(a) be under 13 years of age; or

(b) ~~at the option of the Board,~~ be a child with disabilities under up to age 19 years of

age;

Policy Title: Child Care Eligibility

Date: 1/2/824/2022

Policy Number: 4.3.100.087

Updated: 0410/276/2022

- (2) Is a U. S. citizen or legal immigrant as determined under applicable federal laws, regulations, and guidelines; and
- (3) Resides with:
 - (a) a family within the Board’s workforce area:
 - (1) whose income does not exceed ~~the income limit established by the Board, which income limit must not exceed~~ 85 percent of the state median income (SMI) for a family of the same size; and
 - (2) whose assets do not exceed \$1,000,000 as certified by a family member
 - (3) or that meets the definition of experiencing homelessness as defined in §809.2
 - (b) parents who require child care in order to work or attend a job training or educational program; or engage in job search.
 - (c) A person standing in loco parentis for the child while the child’s parent is on military deployment and the deployed military parent’s income does not exceed the limits set forth in subparagraph (a) of this paragraph.

Child Care During Initial Job Search

Child care during initial job search states the following:

- a parent, including a parent in a dual-parent family, is eligible for child care services at initial eligibility if the family does not meet the minimum participation requirements for At-Risk Child Care.
- allows parent to self-attest that the parent does not meet the At-Risk participation requirements.
- limits child care for job search to three months. Child care services will continue following this three-month period, if, by the end of the three months, the family meets family income eligibility and the following activity requirements:
 1. 25 hours for a single parent, with at least 12 hours in employment, or
 2. 50 hours combined for dual-parent families, with at least 25 combined hours in employment.
- If the above participation requirements are met within or by the end of the three-month period, care will continue for 12 months, inclusive of the care provided during the initial job search period.
- limits child care during the initial job search period to one such period within a 12-month period.
- Requires the parent in child care job search:
 1. Register with the state’s labor exchange system (currently, WorkinTexas.com); and
 2. has access to the appropriate services available through the one-stop delivery network.

Priority for Child Care Services

Policy Title: Child Care Eligibility
 Policy Number: 4.3.100.087
 Updated: ~~04/10/27~~6/2022

Date: 1/2/824/2022

Consistent with the Child Care Development Fund (CCDF) regulations, the first priority group consists of children residing in families with very low income. The second priority group consists of children with special needs, including children experiencing homelessness. The third priority group includes any other priority adopted by the Board.

First Priority Group – Mandatory

The first priority group is assured child care services and includes children of parents eligible for the following:

- Choices child care as referenced in the Child Care Guide Section D-300
- Temporary Assistance for Needy Families applicant child care as referenced in Section D-400
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E & T) child care as referenced in Section D-500
- Transitional child care as referenced in D-650

Child care eligibility for non-CCDF funds (e.g. SNAP E&T, WIA, and other workforce programs funded by the Commission) shall be based upon the specific eligibility requirements for the specific program the parent is enrolled in.

Second Priority Group – Subject to Availability of Funds

The second priority group is served subject to the availability of funds and includes, in the following order of priority:

- Children who need to receive protective services child care as referenced in Section D-700
- Children of a qualified veteran or qualified spouse as defined in §801.23
- Children of a foster youth as defined in §801.23
- Children experiencing homelessness as defined in Section A-100 and described in Section D-600
- Children of parents on military deployment as defined in Section A-100 whose parents are unable to enroll in military-funded child care assistance programs
- Children of teen parents as defined in Section A-100
- Children with disabilities as defined in Section A-100

Third Priority Group – Subject to Availability of Funds

The third priority group is served subject to the availability of funds and includes,

- Sibling(s) – a child(ren) who share the same parent or parents may be added to a customer’s existing child care case.

Children in the first and second priority groups must be enrolled before children in the third priority group.

Parent Eligibility Documentation Requirements

~~Boards will gather all information necessary to determine eligibility according to the Boards administrative policies and procedures. Except for a child whose parents are conducting an initial job search and a child experiencing homelessness under the respective rule provisions for these conditions may receive child care services without the parent first providing the Board's child care contractor with all information necessary to determine initial eligibility. pursuant to §809.52 at initial eligibility, before a child can be initially determined or re-determined eligible for child care services and care authorized, parents must provide the Board's child care contractor with all information necessary to determine eligibility.~~

A parent's failure to submit eligibility documentation will result in denial of child care services or termination of services at the 12-month eligibility redetermination period. Eligibility and documentation for child care shall be dependent upon the specific eligibility requirements of the program that the parent is enrolled in (e.g. SNAP E&T, WIA, CCDF, and other workforce programs funded by the Commission).

Education Certification or Training Programs

~~Parents participating in and attending a certification or training program at a community college or proprietary school **must complete** their chosen certification or training program's course requirements within that program's designated timeframe, i.e. one year, 18 months, or two years. The parent's certification or training program entry date and anticipated completion date must be entered in Texas Workforce Information System of Texas (TWIST).~~

~~*The one exception to this requirement is if the eligible child's parent is enrolled in an associate's degree program that will prepare the parent for a job in a high-growth, high-demand occupation (also known as "in-demand or target occupation") as determined by the Board. The eligible child's parent must inform the child care contractor of his/her enrollment in a high-growth, high-demand occupation associate's degree program upon initial eligibility determination for child care services. **Parents enrolled in a Board identified high-growth, high-demand occupation will be allowed to receive child care services for four years.***~~

~~Parents who have just begun their current educational program (are in the first year of a four degree program) and who are in their initial eligibility determination for child care services may receive child care services for **up to a total of five (5) years or 130 college credit hours (whichever is obtained first).**~~

~~Parents enrolled in an undergraduate educational program which allows them to participate in the CCS Program may receive child care services for a cumulative total of 60 months. The limit applies only to parents enrolled full-time in an undergraduate educational program. who are in the process of completing an educational program during their initial eligibility determination for child care services, i.e. 30, 40, 50, or more college credit hours may receive child care services~~

~~based on the length of time needed to complete their chosen educational program, **not to exceed four (4) years or 130 college credits (whichever is obtained first).**~~

~~Parents participating in an educational or training program demonstrate progress toward successful completion of the educational or job training program through continued enrollment in the educational or training program. must maintain a grade point average (GPA) of at least a 2.0 and continued enrollment (each successive school semester) in an educational or training program shall be the measure used to determine satisfactory progress toward successful completion of a job training or educational program. Parents whose GPA falls below a 2.0 shall be given one semester/quarter to reestablish the 2.0 GPA. Based on extenuating circumstances a waiver of one semester/quarter enrollment may be granted with prior approval of the Board.~~

Education Program

~~Parents participating in an education program (at a community college or a four year university) must be pursuing a degree, i.e. Associates or Bachelors. The customer's education program must have a degree plan that has an entry date and an anticipated graduation date. Parents who attend a community college are expected to complete this course of study **two years** after their initial child care eligibility has been determined. Parents who attend a four year university are expected to complete this course of study **four years** after their initial child care eligibility has been determined. (See timeframes listed above for the total number of college hours allowed when receiving child care for educational programs.)~~

Workforce Solutions of the Coastal Bend does not allow parents to receive child care services while pursuing a graduate or advanced degree, i.e. Masters or Doctoral degrees.

Wait List Applications

~~During periods of closed enrollment, p~~Parents must complete a Wait List Application to have their names and their child or children's names placed on the Wait List for child care services. The Contractor shall enter the child's name onto the Wait List maintained in the automated system. Parents must update their Wait List application every sixty (60) days to remain on the wait list. Children who are directly referred from a recognized pre-K or Head Start/Early Head Start partnership are exempted from the waiting list.

Written Acknowledgement

Parents must sign a written acknowledgement indicating their understanding of the attendance standards and reporting requirements at each of the following stages:

- a. Initial eligibility determination
- b. Each eligibility redetermination

Policy Title: Child Care Eligibility
Policy Number: 4.3.100.087
Updated: ~~04~~10/27/2022

Date: 1/2/824/2022

Income Requirement:

The Board is aware that unless otherwise required by federal or state law, a family's monthly income for purposes of determining eligibility and the related parent share of cost includes all income sources that are not excluded under section D-106 (see rule §809.44). Families whose income remains at or below the established income limits may continue to receive funded child care as long as the family remains eligible and funds are available.

Income and Family Size for Teen Parents

A teen parent's family income is based solely on the following:

- The teen parent's income
- The size of the teen parent's family as defined in section D-100: Eligibility for Child Care Services (see rule §809.50).

Transfer to Another Eligible Provider

- A parent may request a transfer to another eligible provider in writing or can submit the request over the phone.
- ~~Transfer requests, in writing or by telephone, must be made within 14 calendar days of the date of the notification.~~
- There are two type of transfers; voluntary and involuntary.

*A voluntary transfer request is a request by the parent to simply change providers. The parent **must not** be delinquent in the payment of parent share of cost fees to the current provider. If the parent owes parent share of cost fees to the current provider, **the transfer will not be granted until the parent has paid the current provider the parent share of cost fees owed.***

An involuntary transfer is a transfer request from the current provider whereby the current provider wants the child removed from their child care center due to safety reasons. This type of transfer will be granted.

- ~~f during the 14 calendar days, the parent requests to transfer the child because the provider is on corrective or adverse action, then the transfer **must not** be counted against the parent under the Board's transfer policy.~~

~~-There is a mandatory two-week (14 days) waiting period before a the effective date of a transfer, except in cases in which the provider is placed on corrective action by Child Care Regulation (CCR), when the transfer is authorized by Child Protective Services (CPS) for a child in protective services, or on a case-by-case basis as determined by the Board. child who has either contracted or been exposed to COVID-19 may transfer from one child care provider to a "new" child care provider.~~

Child Care During Interruptions in Work, Education, or Job Training

If a child met all of the applicable eligibility requirements for child care services on the date of the most recent eligibility determination or redetermination, the child is considered eligible and will receive services during the 12-month eligibility period, regardless of any of the following:

- ~~Changes in family income, if the family income does not exceed 85 percent of the state median income (SMI) for a family of the same size.~~
-
- Temporary changes in the ongoing status of the child's parent as working or attending a job training or education program (as described in Section D-801).

Unreported Cessation of Work, Education, or Job Training

A permanent cessation of work, education, or training must be cause for termination of care. In this situation, child care must continue for a minimum of three months or up until the scheduled redetermination if sooner, to allow the parent to resume participation in an activity.

If a parent fails to report a cessation of work, education, or job training, but the discovery is made after the parent has already resumed participation in work, education, or job training, then care should continue.

If a parent does not report a permanent cessation of work, education, or training that has already exceeded three months and the Board contractor discovers that one has occurred, care must be terminated with proper notice to the parent. Prior to making a determination to end care, however, the Board contractor must verify that the parent has not resumed participation in any activity at any level. Unreported interruptions in participation exceeding three months are subject to fraud fact-finding.

If a parent has a temporary interruption in work, education, or job training activities child care will not be suspended for more than 90 calendar days from the documented effective date of the interruption of these activities.

Childcare will be provided during all brief interruptions of education caused by school breaks, except as identified in the following paragraph.

Suspensions of Care During Interruptions in Activities

Suspensions of child care services during interruptions in parent’s work, training, or education status is allowed **only** at the parent’s concurrence. Parents may request one suspension per quarter (once every three (3) months) during the child’s eligibility or redetermination eligibility period. These suspensions must not exceed one week in duration.

Court Ordered Visitations

Child care may continue or be suspended, depending on the particular family and child care arrangements, for custody arrangements of short duration (for example, two weeks during the summer or one week a month) Childcare services in these situations **may only be suspended at the concurrence of the parent** (as described in section D-806). The court order regarding the court ordered visitation agreement must be on file with the child care contractor and the provider.

IV. PROCEDURES:

V. RELATED POLICY INFORMATION:

49 TAC 809

45 CFR

TWC WD Letter 34-08, dated August 26, 2008

TWC WD Letter 36-08, dated September 15, 2008

Workforce Solutions Child Care Standard Operating Procedures

Texas Workforce Commission (TWC) Child Care services Guide, November 2020

VI. RESPONSIBILITIES:

The Board’s Director of Child Care Programs shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

The Contractor shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS:

Workforce Solutions of the Coastal Bend Child Care Standard Operating Procedures

VIII. DISTRIBUTION: Board Board Staff Contracted Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

CEO/President

Date

DISCUSSION AND POSSIBLE ACTION

XI – 3. Review of Policy #4.3.108.04 – “Child Care Provider Reimbursement Rates”

BACKGROUND INFORMATION

Policy 4.3.108.04 – Child Care Provider Reimbursement Rates, has been updated to reflect amendments to the Chapter 809 Child Care Services (CCS) Rules effective on October 3, 2022. The purpose of the amendments to the Chapter 809 CCS Rules is to create uniformity and consistency in Board policies among the 28 Local Workforce Boards. Information regarding a statewide income limit, the age groups for the types of child care available, and parent share of cost (PSC) information has been updated/added to this policy.

Policy 4.3.108.04 includes the following:

1. Added a section on the age groups for the types of child care available.
2. Added a section on parent share of cost (PSC) fees that are based on a sliding fee scale based on family size and gross monthly income and represented by a percentage of the SMI.
3. This policy states that the provider must not charge **any** amount(s) over the PSC, not the full difference between the PSC and the provider’s published rates, to parents who are exempt from the PSC or have a zero PSC assessment, including parents in initial job search child care during the initial job search period.
4. This policy states that Workforce Solutions of the Coastal Bend **will not** reimburse the provider if the parent fails to pay the PSC fee. If the parent *does not* pay the PSC fee to the provider, a transfer to another child care center **will not** be granted nor will eligibility for future TWC-funded child care services be redetermined until the parent pays the delinquent PSC fees.

The updated Child Care Services Guide provides guidance and instruction for Workforce Development Boards (Boards) and their contractors on the child care services process and ensures consistency in the provision of child care services. Policy #4.3.108.04 – “Child Care Provider Reimbursement Rates” has been updated to reflect the appropriate changes as per the amended Chapter 809 Child Care Services Rules.

RECOMMENDATION

The Child Care Committee review Policy #4.3.108.04– “Child Care Provider Reimbursement Rates” and recommend to the Board of Directors approval of the revisions to ensure that Board and contractor staff are in compliance with and are adhering to the changes to the Chapter 809 Child Care Services Rules.



WORKFORCE SOLUTIONS of the Coastal Bend

POLICY

CATEGORY:	Contracts and Program Operations	No: 4.3.108.043
SUBJECT:	Child Care Provider Reimbursement Rates	
SUPERSEDES:	4.3.108.032 Dtd. January August 27, 2015 -1, 2010	
EFFECTIVE:	<u>October 1, 2022</u> August 27, 2015	
BOARD APPROVAL:	<u>December 8, 2022</u> August 27, 2015 Board of Directors' Meeting	
DATE APPROVED:	<u>December 8, 2022</u> August 27, 2015	

I. PURPOSE:

To establish the criteria utilized in establishing child care reimbursement rates.

II. DEFINITIONS:

Category of child care - Infant, toddler, pre-school and school-age child care

Child Care – Child care services provided by the Board to assist qualified parents who are either working or participating in educational or training activities in accordance with state and federal statutes and regulations.

Contractor - The grant recipient of specified child care allocations to implement Child Care services within the service delivery area.

Parent - An individual responsible for the care and supervision of the child identified as the child’s natural parent, adoptive parent, stepparent, or legal guardian.

Provider – A person or entity that meets the minimum qualifications as set forth by Board policy for providing child care funded through Workforce Solutions of the Coastal Bend.

Texas Rising Star (TRS) – A ~~voluntary~~ state certification program that child care providers, who have a current Workforce Provider Agreement, are required to participate in. may choose to obtain. This certification criterion exceeds the Texas Health and Human Services Commission’s (HHSC’a) Child Care Regulation (CCR) Department of Family and Protective Services (TDFPS) Child Care Licensing Minimum Standards. The higher quality of child care service is attained by meeting criteria such as higher education levels for staff, lower ratios of children assigned to each caregiver, and utilizing an established curriculum.

Texas School Ready (TSR) – A certification program provided by the University of Texas Health Sciences, Center for Early Childhood Development that certifies preschool (ages

POLICY TITLE: Child Care Provider Reimbursement Rate
POLICY NUMBER: 4.3.108.043
~~08/10/31/13/2022+5~~

DATE: 4/2/0826/202207
—REVISIONN—

four and five) education classrooms that effectively prepare children for kindergarten

Type(s) of child care providers - a licensed child care center, a licensed child care home, a registered child care home, and relative child care (relative must be listed with TDPRS).

III. POLICY STATEMENT:

The Board shall:

1. Establish a maximum reimbursement rate for purchased child care based upon the most recent Child Care Market Rate Survey provided by the Texas Workforce Commission (TWC).
2. Establish the same maximum reimbursement rates for all regulated child care providers with signed Workforce Provider Agreements or Self-Arranged Child Care Provider Agreements by the customer, for each category of care. The Board establishes maximum provider reimbursement rates that include the following age groups:
 - Infants age 0 to 17 months
 - Toddlers age 18 to 35 months
 - Preschool age children from 36 to 71 months; and
 - School-age children 72 months and older
3. Establish an enhanced provider reimbursement rate for Texas Rising Star (TRS) certified providers and the infant, toddler, and preschool-age four and five year old —classrooms at child care centers with a Texas School Ready (TSR) Certification. The reimbursement rate will
—be greater than the rate for non-TRS providers for the same category of child care, but within guidance allowed by TWC.

The reimbursement rates established shall provide equal access to child care services in the local market and in a manner that is consistent with the state and federal regulations. ***Child care providers shall be reimbursed at the Board's maximum rate for the level of care being provided or at the provider's published rate, whichever is lower.***

Providers who are providing child care services to children with disabilities are eligible to receive an Inclusion Assistance Rate. The Inclusion Assistance Rate allows a child care provider to provide additional adult support to a child(ren) with a disability(ies). The Inclusion Assistance Rate will not exceed 190% of the provider's designated reimbursement rate for a child of that same age.

A child care provider with a Workforce Provider Agreement who offers transportation shall be reimbursed for its transportation cost. However, the combined total of the child care provider's published rate and its transportation cost, will **not** exceed the Board's

POLICY TITLE: Child Care Provider Reimbursement Rate
POLICY NUMBER: 4.3.108.043
~~08/10/31/13/2022+5~~

DATE: ~~4/2/08~~ 4/26/2022
—REVISION: ~~N/A~~

maximum reimbursement rate for the same category of child care.

Child care providers shall **not** charge subsidy parents the difference between their published rate- and WFSCB’s maximum **provider reimbursement** rate when the child care provider’s published rate exceeds the Board’s maximum payment rate.

Parent Share of Cost (PSC) Fees

The parent share of cost (PSC) fee is based on a sliding fee scale based on the family size and gross monthly income and based on 85 percent of the SMI.

Child care providers are responsible for collecting the parent share of cost fees from their parents before child care services are provided. A child care provider may charge additional fees to parents, i.e. late — pick-up, activity fees, etc..., but that any additional payment received from the parent will be applied to their PSC first. ***The child care provider cannot report any additional fees as part of the parent’s unpaid PSC.***

The provider must not charge **any** amount(s) over the PSC, not the full difference between the PSC and the provider’s published rates, to parents who are exempt from the PSC or have a zero PSC assessment, including parents in initial job search child care during the initial job search period.

Workforce Solutions of the Coastal Bend **will not** reimburse the provider if the parent fails to pay the PSC fee. If the parent *does not* pay the PSC fee to the provider, a transfer to another child care center will not be granted nor will eligibility for future TWC-funded child care services be redetermined until the parent pays the delinquent PSC fees.

1. PROCEDURES:

NA

2. RELATED POLICY INFORMATION:

Texas Government Code §2308.264(e) (4)

40 TAC §801.33

Texas Workforce Commission Letter WD 13-15, July 13, 2015; WD 19-09, June 5, 2009; WD 55-07, Change 1, November 2, 2007; WD 42-07, July 2, 2007.

3. RESPONSIBILITIES:

POLICY TITLE: Child Care Provider Reimbursement Rate
POLICY NUMBER: 4.3.108.043
~~0810/3113/2022+5~~

DATE: ~~412/0826/202207~~
—REVISIONN:

The contract manager shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

4. FORMS AND INSTRUCTIONS:

5. DISTRIBUTION:

Board Board Staff Contracted Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

Executive Director

Date

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI – 4. Policy #1.0.116.02 – Micro and Small Purchases

BACKGROUND INFORMATION

CFO will provide information on Micro and Small Purchases Policy # 1.0.116.02 for approval.

RECOMMENDATION

Board Professionals recommend the Board of Directors approve the Micro and Small Purchases Policy # 1.0.116.02.

POLICY

CATEGORY: Board Administration **No:**
1.0.116.01—02
TITLE: Approval Process for Micro-Purchases
SUPERSEDES: 1.0.116.00 dated October 26, 2012, 1.0.116.01 dated
October 30, 2014
EFFECTIVE: October ~~31~~, 2014-2022
BOARD APPROVAL: ~~October 30~~ September 22, 2022
DATE OF LAST REVIEW: ~~October 30~~ September 8, 2014 2022

I. PURPOSE:

To ~~establish~~ institute a policy for the purchase of goods and services established by the Board for micro-purchases. This policy is in compliance with the TWC Financial Manual for Grants and Contracts (FMGC).

~~The President/CEO, Deputy Director, Chief Financial Officer~~ A member of The Leadership Team, or ~~Finance Manager~~ will designate, ~~by memo to file~~, which Board professionals or positions are eligible to make micro purchases under this policy. Contractor management will make and document their own designation of staff authorized to use this policy.

II. DEFINITIONS:

The following definitions clarify the meaning and usages of the various terms used in this policy and are applicable and binding for that purpose. Unless a specific legal authority is cited, they are not intended to be definitions for legal or general use.

Adequate Number of Qualified Sources – means a minimum of three (3) price or rate quotes from qualified vendors.

Board – Board of Directors of the Coastal Bend Workforce Development Board

Board Professionals – staff of the Coastal Bend Workforce Development Board

Contract – a formal or legal binding written agreement between two parties which contains the agreed upon terms and conditions for provision of services and/or goods to be provided by one party for payment by the second party. The TWC - FMGC provides a technical definition in Chapter 15.

Individual Purchase – means the acquisition of goods and services that are processed using a purchase requisition or order form that provides the authority for the completion of the purchase transaction.

Micro-Purchase –means a relatively simple purchase for which the aggregate cost does not exceed the micro-purchase threshold established by the Board.

Micro-Purchase Threshold – pertains to the purchase of goods and services that does not exceed the amount established by the Board. The threshold amount applies specifically to each individual purchase.

Price or Rate Quotations – pertains to costs solicited by purchasing agent or entity for the value of goods or services. The solicitation of costs may be oral or ~~written,~~ but written but must be noted in support documentation.

Contracted Service Provider (Contractor) – Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms and conditions of the contract.

TWC - Texas Workforce Commission

FMGC - The Financial Manual for Grants and Contracts. The FMGC is provided by the TWC as the financial guide and complies with all applicable financial and related federal, state and agency requirements that apply to the Board and other recipients and sub-recipients of TWC funds.

III. POLICY STATEMENT:

This policy provides for the establishment of a micro-purchase method that may be used for the acquisition of goods and services. The policy will establish a micro-purchase threshold amount per purchase. The policy will be extended to the Board's contractors.

The policy stipulates the threshold amount, requirements and necessary steps in this process and outlines the responsibilities, terms, and general guidelines for the purchase approval.

All micro-purchases will be subject to this process and shall be executed in compliance with all applicable Federal, State, and local rules, policies, procedures, including but not limited to the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC) and the Board's Procurement Procedural Manual.

It is the responsibility of the Board staff and/or Contractor staff proposing purchasing actions to ensure that appropriate advance planning and adequate time allocation is allowed to implement this process.

The process for the review and approval of all micro-purchases will follow the stated guidelines below:

A. Micro-Purchase Threshold Amount

Purchases made under the Micro-Purchase method will not exceed ~~\$300~~\$500.00 per individual purchase. In using this method, purchasers will adhere to the specific

terms and conditions applicable to Micro-Purchases as stated in this policy, as well as in any subsequent amendments to the policy and/or directives from the Board or Texas Workforce Commission. Any deviations from this policy or subsequent amendments or directives, will be the responsibility of the purchasing entity.

B. Terms and Conditions for Micro-Purchases

The use of the Micro-Purchase Method will require purchasers to follow prudent and sound processes to ensure purchases of goods and services meet the definition of a relatively simple purchase for which the aggregate cost does not exceed the micro-purchase threshold.

In relation to micro-purchases and small purchases, aggregate cost means the following:

1. For a one-time purchase, aggregate cost is the total dollar value of that purchase
 2. For repeat purchases of "like" items or services, the need for which could not have been anticipated, aggregate cost determinations are applied on a purchase-by-purchase basis
 3. For repeat purchases of "like" items or services that were anticipated or could reasonably have been anticipated, aggregate cost is the total combined dollar value those purchases · For contracts, aggregate cost means the total contract value, including any modifications that change the total contract value, renewals/option years, extensions and amendments.
1. ~~For single purchases or individual recurring purchases made without a contract, aggregate cost means the total cost of an individual purchase.~~
 2. ~~For contracts, aggregate cost means the total potential cost of the contract, including any optional years and amendments.~~

Aggregate purchases must not be divided to fall within the small purchase or micro-purchase threshold to avoid procurement requirements. Such purchases may be disallowed.

C. Selection, Price Reasonableness, and Oversight

Under the Micro-Purchase method, if the cost of the goods and services plans to exceed the established threshold amount of ~~\$300~~500.00, price or rate quotations must be obtained from an adequate number of qualified sources.

If costs are within the established threshold amount, micro-purchases can be made without soliciting price or rate quotations. However, purchasers must ensure that prices are reasonable based on information obtained from research, experience, prior purchases, or other information. Purchaser's decision (of price reasonableness) must be made on recent market knowledge. The information used by the purchaser to determine cost reasonableness of a purchase must be documented via a note in the supporting documentation (purchase order/requisition) and maintained on file.

However, the purchaser must obtain price or rate quotations on micro-purchases if:

- the purchaser has information that the price is not reasonable (e. g., comparison to the previous price paid, or personal knowledge of the supply or purchase), or
- purchasing a good or service for which no comparable pricing information is readily available (e.g., purchasing a good and service that is not the same as, or is not similar to, other goods or services that have recently been purchased on a competitive basis).

In order to maintain a system that promotes open and fair competition, the purchaser must equitably distribute micro-purchases among qualified vendors.

The Board and TWC may review micro-purchases for price/cost reasonableness, including efforts to maintain a system that supports open and fair competition.

D. Awards

The ~~relative~~relatively simple nature of small purchase procurements typically results in awarding a purchase based on the lowest price or rate quotation. This includes micro-purchases for which price or rate quotations were obtained because reasonableness could not otherwise be determined. When price or rate quotations were obtained, and award is made to an entity other than the one offering the lowest price or rate, include explanation of the award decision in the support documentation.

IV. PROCEDURES

Board Professional staff will develop procedures for meeting the above requirements.

V. RELATED POLICY INFORMATION: N/A

2 C.F.R. 200.67, 2 C.F.R. 200.88, 2 C.F.R. 200.320 (a) & (b) and UGMS, Part III, 36(d)(1)

VI. RESPONSIBILITIES:

The President/CEO Leadership Team shall distribute this policy and procedures to the Board of Directors, Board Professional staff, and contractors, as appropriate. Board Professional staff shall implement the policy and procedures.

~~The President/CEO, Deputy Director, Chief Financial Officer, or Finance Manager will designate, by memo to file, Board professionals or positions eligible to make micro purchases under this policy. Contractor management will designate and document their own staff authorized to use this policy.~~

VII. FORMS AND INSTRUCTIONS: N/A

VIII. DISTRIBUTION:

Board of Directors
Provider Staff

Board Staff

Contracted Service

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII. Nomination and Election of Board of Director Officers for 2023

BACKGROUND INFORMATION

The Ad Hoc Nominating Committee met on November 2, 2022 to review candidates that had expressed interest in serving as a Board officer during 2023. The attached 2023 Slate of Officers and Voting Ballot is presented on behalf of the Ad Hoc Nominating Committee for the election of officers at the December 8, 2022 annual Board of Directors meeting. During the election process nominations may also be accepted from the floor.

RECOMMENDATION

The Board of Directors elect a slate of officers for 2023.



2023 SLATE OF OFFICERS & VOTING BALLOT
December 8, 2022

		(√ one)
Chair	Raynaldo De Los Santos, Jr.	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Vice Chair	Sandra Julia Bowen	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Secretary	Jesse Gatewood	<input type="checkbox"/>
		<input type="checkbox"/>
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		<input type="checkbox"/>
Treasurer	John Owen	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Parliamentarian	Victor M. Gonzalez, Jr.	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Signature:

Date: _____

*Note: Nominations from the floor must be written and checked on this ballot for vote.

WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Able-bodied Adult Without Dependents	ABAWD	An individual 18 yrs.+, but under the age of 50, without dependents. SNAP-ABAWD recipients are referred by the Texas Health and Human Services Commission (HHSC).
Board Contract Year	BCY	Board Contract Year (runs from Oct. 1 - Sept. 30)
Career & Education Outreach Program	CEOP	Provides career information to students at public middle and high schools, grades six through twelve, to direct students towards high-growth/high-demand occupations. Students receive in-depth information and directions on career choices as well as access to workforce resources.
Dislocated Worker	DW	An individual who has been terminated or laid off from employment is not eligible for unemployment benefits due to insufficient earnings and is unlikely to return to a previous industry or occupation.
Department of Labor	DOL	United States Department of Labor
Educator Externship	EDEX	Informs teachers of the skill sets needed for in-demand jobs, and allows the teachers to inform and guide students toward employment in industries that match their skill sets.
Employment Services (Wagner-Peyser)	ES	Services for employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Eligible Training Provider	ETP	Training providers certified by the Texas Workforce Commission to provide WIOA-funded training programs.
Eligible Training Program List	ETPL	A comprehensive list of training programs approved for WIOA-funded training using Individual Training Accounts.
Fiscal Year	FY	The fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year.
Individual Training Accounts	ITA	An account established for eligible WIOA customers for training in an array of state-approved training programs. ITAs may be used only for programs included on the statewide ETPL.
Local Workforce Development Board	LWDB	Local workforce development board established in accordance with WIA Section 117, for the purpose of policy planning for a local area and has the responsibility to ensure that the workforce needs of employers and job seekers in the geographic area governed by the local unit of government are met.
Monthly Performance Report	MPR	Performance accountability indicators used to assess the effectiveness of states and local workforce systems to achieve positive outcomes for individuals served by the six core workforce programs.
Migrant and Seasonal Farmworker Program	MSFW	A nationally directed program created by Congress in response to the chronic seasonal unemployment and underemployment experienced by migrant and seasonal farmworkers (MSFW). Provides funding to help migrant and seasonal farmworkers and their families achieve economic self-sufficiency.
National Dislocated Worker	NDW	A grant awarded to areas affected by major disaster or national catastrophe to assist in disaster relief employment and assist the substantial number of workers who were forced to relocate from an area in which a disaster has been declared.
On-the-Job Training	OJT	One-on-one training located at the job site for participants who already have some job-related skills. By participating in training as an employee, the participant acquires new skills and knowledge and receives the same wages and benefits as current employees in the same or similar position.
Program Year	PY	Program Year (for example, Program Year 2022: PY'22; –period varies for state and federal years)
Reemployment Services and Eligibility Assessment	RESEA	A federal grant program designed to allow states to provide intensive reemployment assistance to individuals who are receiving unemployment benefits and are determined likely to exhaust their benefits before becoming reemployed.

WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Rapid Response	RR	Provides immediate on-site assistance to workers who have job losses due to businesses closure or worker reduction. Designed to transition workers to their next employment as soon as possible.
Summer Earn and Learn	SEAL	A summer program that offers basic work-based learning and training services for students with disabilities such as, pre-employment work readiness training and preparation for the work experience placement; work experience to help gain familiarity with the workplace environment and develop transferable job skills; and paid compensation for time worked on the job.
Student HireAbility Navigator	SHAN	Student HireAbility Navigator’s role is to expand and improve access to employment and training services and to increase employment opportunities for students with disabilities by creating strong partnerships between vocational rehabilitation (VR) Workforce Solutions offices, independent school districts (ISDs), community organizations, employers.
Supplemental Nutrition Assistance Program Employment & Training	SNAP E&T	Designed to assist SNAP recipients in obtaining employment through participation in allowable job search, training, education, or workforce activities that promote long-term self-sufficiency. SNAP recipients are referred by the Texas Health and Human Services Commission (HHSC).
Trade Adjustment Assistance	TAA	A federally funded program, with no costs to employers, who helps workers who are adversely affected by foreign import or job shifts to a foreign country.
Texas Internship Initiative	TII	Provides part-time paid internships in Middle-Skill areas of accounting, business, construction management, engineering, healthcare, and information technology. Participating senior high school students must pass a dual-credit course to be placed in an internship with a local business. This grant is in partnership with Education to Employment (E2E) for the Coastal Bend.
Texas Industry Partnership Program	TIP	Supports collaborations between local workforce development boards and industry partners through the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. Match funds must support certain WIOA (Workforce Innovation and Opportunity Act) activities and focus on eight designated industry clusters.
Texas Veterans Commission	TVC	A state agency that assists veterans, their families, and survivors through services provided by federal, state, local government, and private organizations.
Texas Veterans Leadership Program	TVLP	A non-profit agency that provides services to veterans to help find employment and achieve successful transitions back into civilian life.
The Workforce Information System of Texas	TWIST	TWIST is a centralized point of reporting intake and case management 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, Unemployment Insurance, SNAP E&T, TANF, Supplemental Security Income, and the Texas Department of Criminal Justice.
Vocational Rehabilitation Services	VRS	A federal program that helps individuals with physical or mental disabilities get and/or keep a job.
Work Experience	WE	A work-based learning opportunity in which program-eligible customers learn both essential and technical skills for long-term employment. Businesses are referred to as “work experience sites.” Intended to be short-term (12 or fewer weeks) and part-time work experience can be a volunteer, internship, or temporary short-term paid-work setting.
Workforce Innovation and Opportunity Act	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.
Work In Texas	WIT	A comprehensive online job search resource and matching system developed and maintained by TWC. It provides recruiting assistance to Texas employers and job search assistance to any individual seeking work in Texas.
Workforce Opportunity Tax Credit	WOTC	A federal tax credit that the government provides to private-sector businesses for hiring individuals from nine target groups that have historically faced significant barriers to employment.