



# Executive/Finance Committee Meeting

February 16, 2023  
3:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83316164817?pwd=QXFPUjREemVScDNDc3F4dlFyVlEtQdz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 833 1616 4817

Passcode: 487277

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

## Strategic Goals

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

## Mission Statement

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

## Value Statement

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

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

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

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

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

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

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

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

## Disclosure and Declaration of a Conflict of Interest

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

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

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

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

## Code of Ethics

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

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



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## Executive/Finance Committee Meeting

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Corpus Christi, Texas

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**Thursday, February 16, 2023 – 3:00 pm**

## AGENDA

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- I. **Call to Order:** *Raynaldo De Los Santos, Jr., Chair*
- II. **TOMA Rules:** *Janet Neely*
- III. **Roll Call:** *Jesse Gatewood, Secretary*.....3
- 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. **Discussion and Possible Action on Minutes of the November 17, 2022 Executive/Finance Committee Meeting**.....4-7
- VII. **Chair’s Report:** *Raynaldo De Los Santos, Jr.*
- VIII. **President/CEO’s Report:** *Ken Trevino*
  - Business Development, Public Relations and Organizational Update

(cont. page 2)

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### Equal Opportunity Employer/Program

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

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

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

|   |                                   |
|---|-----------------------------------|
| <b>IX. Committee Reports</b>  |                                   |
| * Child Care Services   | Marcia Keener, Chair.....8-10     |
| * Ad Hoc Youth  | Liza Wisner, Chair.....11-12      |
| * Workforce Services  | Manny Salazar, Chair.....13-14    |
| * Public Relations  | C. Michelle Unda, Chair.....15-16 |
| <b>X. Discussion and Possible Action to Approve FY 2023 Budget Amendment #2: Shileen Lee.....</b> | <b>17-20</b>                      |
| <b>XI. Discussion and Possible Action to Approve Policy Updates: Shileen Lee.....</b>             | <b>21-24</b>                      |
| 1. Policy #2.0.407.01 – Cash Disbursements: Shileen Lee.....                                      | 25-29                             |
| 2. Policy #2.0.207.01 – Check Signatures: Shileen Lee.....  | 30-31                             |
| <b>XII. Information Only:</b>   |                                   |
| 1. Monitoring Report: Larry Peterson.....   | 32-33                             |
| 2. Financial Report as of 12/31/2022: Shileen Lee.....  | 34-37                             |
| 3. IT Project Update: Shileen Lee.....  | 38                                |
| 4. Facilities Update: Amy Villarreal.....   | 39                                |
| 5. Update on Procurements and Contracts: Esther Velazquez.....                                    | 40-49                             |
| 6. Performance Measure Update: Amy Villarreal.....  | 50-53                             |
| 7. Draft Agenda for the February 23, 2023 Board of Directors Meeting: Ken Trevino.....            | 54-57                             |
| <b>XIII. Adjournment</b>  |                                   |

**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.

**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, 520 N. Staples Street, 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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**Executive/Finance Committee Meeting**  
**Roll Call Roster**  
**February 16, 2023**  
**(6 = Quorum)**

\_\_\_\_\_ Raynaldo De Los Santos, Jr., Chair

\_\_\_\_\_ Sandra Bowen, Vice Chair

\_\_\_\_\_ Jesse Gatewood, Secretary

\_\_\_\_\_ John Owen, Treasurer

\_\_\_\_\_ Victor M. Gonzalez, Jr., Parliamentarian

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

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

\_\_\_\_\_ C. Michelle Unda, Chair of Public Relations Committee

\_\_\_\_\_ Manny Salazar, Chair of Workforce Services Committee

\_\_\_\_\_ Liza Wisner, Chair of Ad Hoc Youth Committee

\_\_\_\_\_

Signed

\_\_\_\_\_

Printed Name

**MINUTES**  
**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting**  
**Staples Career Center – 520 North Staples Street – Conference Room #1**  
**Corpus Christi, Texas**

Join Zoom Meeting  
<https://us02web.zoom.us/j/88695116737?pwd=TE1vYnlwMnYwdk1uNzNJYnBRb1Z3Zz09>

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

Meeting ID: 886 9511 6737  
Passcode: 393469

November 17, 2022 – 3:00 pm

**Committee Members**

**Present**

Gloria D. Perez, Chair  
Raynaldo De Los Santos II, Vice Chair  
Jesse Gatewood  
John Owen  
Ed Sample  
Victor M. Gonzalez, Jr.  
Marcia Keener  
C. Michelle Unda  
Manny Salazar  
Liza Wisner

**Absent**

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Janet Neely, Workforce Solutions  
Larry Peterson, Workforce Solutions  
Esther Velazquez, Workforce Solutions  
Alba Silvas, Workforce Solutions  
Xena Mercado, Workforce Solutions  
Rosina Salas, Workforce Solutions  
Allyson Riojas, Workforce Solutions  
Catherine Cole, Workforce Solutions  
Christina Miller, Workforce Solutions  
Celina Leal, Workforce Solutions  
Ruben Aceves, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Ruben Gonzalez, Workforce Solutions  
Samantha Smolik, Workforce Solutions  
Terrie Rodriguez, Workforce Solutions  
Imelda Trevino, Workforce Solutions  
Luis Rodriguez, Workforce Solutions  
Geri Escobar, C2GPS, LLC  
Robert Reyna, C2GPS, LLC  
Armando Martinez, C2GPS, LLC  
Kenia Dimas, BakerRipley

**Other Board Members Present**

Carlos Ramirez  
Kiwana Denson

- 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. Discussion and Possible Action on Minutes of the September 15, 2022 Executive/Finance Committee Meeting**

Mr. Gonzalez, Jr. moved to approve the minutes of the September 15, 2022 Executive/Finance Committee meeting. The motion was seconded by Mr. Owen and passed.

**VII. Chair's Report**

Ms. Perez passed on the Chair's Report for the Executive/Finance Committee meeting and will provide a full report at the Annual Board of Directors meeting. The Annual Board of Directors meeting will be held at 3:00 pm on Thursday, December 8, 2022 at the Congressman Solomon P. Ortiz Center, 402 Harbor Drive in the Nueces room.

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

*Mayor's Interagency*

Mr. Trevino expressed his appreciation for the team working on the Annual Report presentation for the Annual Board of Directors meeting. There was a sneak peak of presenting the Annual Report to the Mayor's Interagency Council on November 4<sup>th</sup> at the Ortiz Center. Ms. Perez was in attendance at the event. Mr. Trevino mentioned the sneak peak of the Annual presentation went well, there were plenty of questions and follow ups from members of the community. Mr. Trevino announced that the Corpus Christi Army Depot approached him at the event and stated they have been utilizing our services. The gentleman mentioned it has changed from night and day between when the Corpus Christi Army Depot did not utilize our services till now. Corpus Christi Army Depot have been using our service for four years now and they are filling all their positions with our team members. Mr. Trevino acknowledged the Corpus Christi Army Depot for their kind words and to mention this in front of Mayor Guajardo.

*State of the Port*

Mr. Trevino mentioned Workforce Solutions Coastal Bend had the privilege of hosting Former Secretary of State and Former Texas Workforce Commissioner Hope Andrade at our table at the State of the Port on November 16 at the Ortiz Center. Mr. Trevino stated after the meeting was over Senator Leticia Van de Putte approached Ms. Perez and Mr. Trevino to acknowledge Workforce Solutions Coastal Bend. Senator Van de Putte stated she had been hearing so many nice and humbling things about the organization from Secretary of State Andrade. Mr. Trevino recognized and stated that is a credit to the team and volunteers. Secretary of State Andrade held Workforce Solutions Coastal Bend up in high regard as one of the best Workforce Boards in the State of Texas.

**IX. Committee Reports**

*Child Care Services*

Ms. Keener provided a report on the November 8, 2022 Child Care Services Committee (included on pages 10-12 of the November 17 agenda packet).

*Public Relations*

Ms. Unda thanked Mr. Ramirez for attending and presenting the Public Relations Committee meeting in her absence.

Mr. Ramirez provided a report on the November 9, 2022 Public Relations Committee meeting (included on page 13 of the November 17 agenda packet). Ms. Mercado provided additional information.

*Workforce Services*

Mr. Salazar provided a report on the November 10, 2022 Workforce Services Committee meeting (included on pages 14-15 of the November 17 agenda packet). Ms. Silvas provided additional information.

Mr. Salazar recognized the Workforce Solutions Coastal Bend team for doing a great job.

*Ad Hoc Youth*

Mr. Gonzalez, Jr. provided a report on the November 10, 2022 Ad Hoc Youth Committee meeting (included on pages 16-17 of the November 17 agenda packet).

Mr. Gonzalez, Jr. acknowledged there have been two successful Ad Hoc Youth Committee meetings. The meetings have provided us with the participation that the Committee have been expecting with the leadership of the Chair, Ms. Wisner.

Mr. Gonzalez, Jr. congratulated Ms. Wisner and the board team on doing an outstanding job with the Ad Hoc Youth Committee.

**X. Discussion and Possible Action to Approve FY 2023 Budget Amendment #1:**

Ms. Lee provided information on the FY 2023 Budget Amendment #1 (included on pages 18-21 of the November 17 agenda packet).

Mr. Owen moved to approve the FY 2023 Budget Amendment #1. The motion was seconded by Mr. Gatewood and passed.

**XI. Information Only:**

1. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 22 of the November 17 agenda packet).

2. *Financial Report as of 09/30/2022*

Ms. Lee presented the September Financial Report (included on pages 23-26 of the November 17 agenda packet).

3. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 27-35 of the November 17 agenda packet).

4. *Performance Measure Update*

Ms. Villarreal presented the Performance Measure Update for August 2022 (included on pages 36-39 of the November 17 agenda packet).

5. *Draft Agenda for the December 8, 2022 Annual Board of Directors Meeting*

Mr. Trevino provided a draft agenda for the December 8, 2022 Annual Board of Directors meeting (included on pages 40-43 of the November 17 agenda packet).

Mr. Trevino stated the Annual Board of Directors meeting is a time to celebrate the success of this organization and all the people that contributed to that, both employed and volunteered.



**XII. Adjournment**

The meeting adjourned at 3:36 pm.

## COMMITTEE REPORT

### IX – 1. Child Care Services

**Committee:** Child Care Services

Marcia Keener, Chair

Catrina Wilson, Vice Chair

Dr. Justin Hoggard

Andrea Chavez

Alma Barrera

**Date of Committee meeting:** February 7, 2023

The Committee did have a quorum.

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

#### 1. Summary of Child Care Performance for the First Quarter of BCY2023

Child care performance is based on having a set or designated average number of children enrolled in the CCS Program each day. Our performance target at the beginning of BCY2023 was 3,612 average number of children enrolled per day. This target is significantly higher (about 500 more children) than the BCY2022 performance target. The performance target is higher in BCY2023 because our child care direct care services allocation is higher than it was in BCY2022.

During the first quarter of BCY2023, we enrolled children from the wait list. Customers who were on the wait list or who applied to the wait list were outreached very quickly and asked to submit their documents to have their eligibility status determined. Enrollment is typically lower during the first quarter of the contract year because of the time of year it is, the holidays are approaching and customers are not typically thinking about child care services. Enrollment picks up during the second quarter of the contract year.

TWC has not released the current MPR Report. The most recent program analysis report from TWC was received on January 5, 2023 and it reflects performance for the month of October 2022. During October 2022, TWC has enrollment at 2,778 average number of children enrolled and performance at 76.91%. Enrollment increased in November and December 2022. Local monitoring of enrollment and performance is reflected below.

|               |                         |                       |
|---------------|-------------------------|-----------------------|
| November 2022 | 3,177 children enrolled | Performance at 87.96% |
| December 2022 | 3,241 children enrolled | Performance at 89.73% |

#### 2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY2023

We continued to outreach/enroll children from the waitlist with customers experiencing minimal wait list times. Based on our local monitoring of enrollment and performance for January 2023, we had 3,395 children enrolled in care and performance at 93.99%.

TWC adjusted the child care performance targets statewide. This adjustment is due to changing the child care performance denominator from 262 days to 260 days. The number of days upon which child care is based helps to determine the child care allocation each Board receives each contract year. By reducing the denominator from 262 days to 260 days, that allows us to serve more children Statewide and locally.

As a result of changing the child care performance denominator to 260 days, our performance measure also changed. It increased by 28 children. We must now serve an average number of 3,640 children per day (for the remainder of the contract year) in order to meet the TWC performance target.

### **3. Action Plan for Child Care Performance for the Remainder of the Second Quarter of BCY2023**

The action plan for the remainder of the second quarter of BCY2023 is to continue enrolling children from the wait list into the CCS Program with the goal being to reach the performance target of 3,640 children enrolled in care as quickly as possible. Customers are being outreached quickly (usually within 1-2 weeks) from the wait list and placed in care faster. There were **0** children on the wait list at the end of January. Staff attend job fairs and community events to share information about the CCS Program.

We are updating the promotional materials for the Child Care Services (CCS) Program and we continue to promote the CCS Program on our social media platforms.

### **4. Analysis of Coastal Bend Child Care**

There are currently 143 providers with Workforce Provider Agreements. The Board and contractor staff will be conducting outreach activities throughout the contract year to recruit additional child care providers to participate in the Child Care Services (CCS) Program. Recruiting efforts are being done to ensure that there is a healthy base of providers (with spaces available) to meet the demands for child care services.

During the first quarter, we saw increases in the items listed below.

- Total subsidies paid to providers (***Nueces County - \$3,849,000.00***) (***Rural areas - \$1,612,640.00***)
- Parent share of cost fees (***Nueces County - \$601,926.00***) (***Rural areas - \$273,392.00***)
- The average number of children served (***Rural areas – 971***)

These increases can be attributed to the increase in the number of children who were enrolled into the CCS Program during the first quarter.

- Top Companies Where Parents Are Employed in Nueces County  
H. E. B., Whataburger, and Walmart
- Top Companies Where Parents Are Employed in Rural Counties  
Walmart, H. E. B., and Whataburger

### **5. Texas Rising Star (TRS) Entry Level Designation**

The Texas Workforce Commission (TWC) recently adopted amendments to the Chapter 809 Child Care Services Rules, Subchapter G. Texas Rising Star Program §§809.130 – 809.136. The purpose of the amendments to Chapter 809 is to implement House Bill (HB) 2607 - Texas Rising Star Entry Level

Rating. **HB2607 amended Texas Government Code, §2308.3155 to require all regulated providers of TWC-funded Child Care Services (CCS) be included in the Texas Rising Star program** and required TWC to amend its Texas Rising Star program rules to include an Entry Level rating. Simply put, Texas Government Code, §2308.3155(a) means participation in the Texas Rising Star Program is **mandatory** for regulated CCS providers. Relative providers **are not** required to participate in the Texas Rising Star Program. Workforce Solutions of the Coastal Bend (WFSCB) revised its Child Care Services Provider Agreement to include this change. All current Workforce child care providers must be TRS certified by September 30, 2024. Staff have placed the providers in cohort groups. There are 9 cohort groups. We recently completed mentoring services and conducted initial TRS assessments for the first cohort group. Five (5) child care providers became TRS certified during the first quarter of BCY2023.

## **6. Update on Child Care Quality Program Activities**

Board staff provided an update on the child care quality program professional development training activities and events that took place and child care resources that were purchased during the first quarter of BCY2023

### Professional Development Training Activities

11-15 & 11-16-22      Provider Meetings  
Board and Contractor Staffs  
80 participants attended this training

### Child Care Resources

#### **December 2022**

***Frogstreet Curriculum Kits and Instructional Resource Kits*** - Purchased Frogstreet curriculum kits and instructional resource kits for Workforce providers participating in the first cohort group of “*Entry Level Designated*” providers receiving Texas Rising Star (TRS) mentoring services. The items in the curriculum and resource kits will assist the child care center staff in meeting the basic required measures during the TRS initial assessment.

#### **The Committee took the following action:**

The Committee approved the Minutes of the November 8, 2022 Child Care Services Committee Meeting.

The Committee reviewed/discussed the Committee Charter, Initiatives, and Strategic Board Goals for BCY2023

#### **Additional comments:**

## COMMITTEE REPORT

### IX – 2. Ad Hoc Youth

**Committee:** Ad Hoc Youth

Liza Wisner, Chair

Omar Lopez, Vice-Chair

Ofelia Hunter

Michelle Flower

Rosie Collin

Dr. Leslie Faught

**Date of Committee meeting:** February 8<sup>th</sup>, 2023

The Committee did have a Quorum.

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

- Approved the Ad Hoc Youth Committee Meeting Minutes of November 10<sup>th</sup>, 2022.
- Discussed the seven Board Goals and how it relates to the youth programs and services.

**The following information items were discussed and for information only:**

Services to Youth:

- Program Updates- Ms. Catherine Cole provided updates to initiatives with community partners and meetings with rural ISDs.
- Performance Updates- Ms. Catherine Cole provided an overview of caseloads and the final Youth Performance for 2022.

Services to Special Community Populations:

- Student HireAbility Navigator- Ms. Imelda Trevino provided updates to activities serving students with disabilities and the update to the upcoming event SEAL.
- Foster Youth- Ms. Catherine Cole gave a brief overview of the Foster Youth updates and initiatives.

Programs and Engagements:

- Texas Internship Initiative (TII)- Ms. Catherine Cole provided an update on the TII Grant and the partner provider, Education to Employment (E2E), and their program, Emerging Professionals, and their interns.
- South Texas Career Connection (STCC) – Ms. Alba Silvas gave an update to the program and the engagement efforts to the three participating school districts: Benavides ISD, Jim Hogg County ISD, and San Diego ISD.
- Career and Education Outreach Program (CEOP)- Ms. Samantha Smolik and Mr. Luis Rodriguez gave a program update to the Career and Education Outreach Program. For the First Quarter, Ms. Smolik and Mr. Rodriguez provided:
  - An update to school engagements,
  - An update to VR visits and activities,
  - An update to their VR 2022 number of 1482 youth served.

Celebrating Participant Success:

- Ms. Catherine Cole spoke regarding Ms. Amanda Llanes career success in participating in the WIOA Youth Program.

Detailed information can be found in the Ad Hoc Youth Committee Packet, e-mailed to Board of Directors, by Ms. Janet Neely on Friday, February 3<sup>rd</sup>, 2023.

Meeting adjourned at: 4:22 PM

## COMMITTEE REPORT

### IX – 3. Workforce Services

**Committee:** Workforce Services

Manny Salazar, Chair

Randy Giesler, Vice Chair

Ed Sample

Michelle Lozano

Travis Nelson

Dr. Criselda Leal

**Date of Committee meeting:** February 9, 2023

The Committee did have a quorum.

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

- Approved Workforce Services Committee Meeting Minutes of November 10, 2022.
- Reviewed Committee Charter, Initiatives and Strategic Goals for BCY2023.
- Reviewed 2021-2024 Strategic Business Plan Modification.

**The following information items were discussed and for information only:**

Workforce Center Services:

- *Policy Review Schedule-* No policies were brought forward for review and recommendation.
- *Program Updates-* Board Team Members provided updates on Core Programs as well as in-depth presentation on other projects taking place to supplement funding and continued partnerships. As the projects/initiatives were being discussed, the board team was able to link each one to one or more of the seven Board's Strategic Goals. The strategic goals were discussed early in the agenda; throughout the year, these goals will continue to be tied to the work being done. The Board team members continue to have program specific meetings with C2 Management for on-going implementation of C2's Service Delivery Plan. Additional meetings and focus groups are being formed to elevate the Youth, Business Solutions and Partnership sections of the Service Delivery Plan.
- Ms. Geri Escobar provided updates on staffing to include the hiring fiscal manager and data analyst. The career center staff were also provided a Health & Wellness day, it was an event put together by C2 Management and scheduled to be duplicated in other C2 contract areas. Mr. Robert Reyna provided an update on the key activities related to Business Services. For the May committee meeting, the board team is planning to present an in-depth report on business solutions services, planning, and key activities.
- Updates on activities related to Youth Ad hoc and Veteran Services was provided by Ms. Catherine Cole.
- Ms. Allyson Riojas presented information on Performance Measures; As of September 2022, 2 measures at not meeting, 12meeting, and 5 at exceeding. Information on Caseload and Quality

Assurance review rates was also presented. TWC has not published performance related information for Q1-(Oct-Dec 2022).

- The update on Facilities, provided the committee an update on the building of Mission Plaza Career Center. Pictures of completed and areas to be completed were on display.

Detailed information can be found in Workforce Services Committee Packet e-mailed to Board of Directors, by Ms. Janet Neely on Saturday February 4<sup>th</sup>. The packet contains detailed narratives and provides further explanation of all matters discussed and presented by the committee.

**The Committee took the following action:**

1. Approved the minutes of November 10, 2022, Workforce Services Committee Meeting.
2. Approved the Committee Charter, Initiatives and Strategic Goals for BCY2023.
3. Approved for recommendation to the Board of Directors the 2021-2024 Strategic Business Plan Modification.

Meeting adjourned at: 2:37 pm



## COMMITTEE REPORT

### IX – 4. Public Relations

**Committee:** Public Relations

Michelle Unda, Chair

Carlos Ramirez, Vice Chair

Susan Temple

Tracy Florence

Eric Evans

**Date of Committee meeting:** February 9, 2023

The Committee did have a quorum.

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

- Xena Mercado – Reviewed the PR Committee Charter and Strategic Board Goals
- Xena Mercado - Communication Department Updates, Completed Projects
  - Promotion of Programs, Services, and Hiring Events that occurred in the last quarter.
    - National Apprenticeship Week Nov. 14 – 19, 2022
    - Texas VFW Foundation Military & Veteran Career Expo and Resource Fair – Jan. 19, 2023
    - Harbor Bridge Hiring Event – Feb. 3, 2023
  - Current Projects and Program Outreach
    - Annual Report 2022 in it's final editing stage
    - Mission Plaza Wall Graphics
    - Promoting Child Care Services
    - Marketing Assistance for the Maritime Career Expo & Job Fair Event – April 12 , 2023
    - Upcoming San Patricio County EDC Professional Skills and Trades Hiring Event – Feb. 16, 2023
    - UpSkill Coastal Bend Updates
    - Marketing Collateral In Progress in collaboration with C2Global's Graphic Design Team
    - Other Upcoming Events Including:
      - Live, Learn, Lead with Leadership C.C. – March 4, 2023
      - Texas Conference for Employers – March 10, 2023
      - JLCC Touch a Truck – March 23, 2023
      - Coastal Bend Women in Industry Conference – March 29, 2023
      - Summer Earn & Learn – Summer 2023
      - Educator Externship – Summer 2023

- YOU Choose Career Expo - September 2023
- YOU Inspire Symposium – October 2023
- Other Announcements & Promotions:
  - Goodwill named Workforce Solutions Coastal Bend 2022 Goodwill Champion of the Year
  - Promoting VITA (Volunteer Income Tax Assistance Program) – This program will have your taxes prepared for FREE by an IRS- Certified Volunteer.
- 2023 Marketing Goals:
  - Refine Email Marketing Strategy and Audience
  - Expand and Refine Instagram Presence to Grow Audience
  - Refine Marketing Request Strategy
  - Continue to Improve Website Content and Organization
  - Continue to Improve Workflow Strategies for Optimal Production and Efficiency
  - Continue to Grow Video Library
- Social Media Updates and Insights
  - Child Care, Job Seekers, and Child Care Waitlist are among the top visited pages, along with the Jobs Start Here Page coming in 5th, where we highlight the Hot Jobs of the Week.
  - 112 New Followers on LinkedIn in the last quarter.
  - Increase in Facebook and Instagram Reaches in the last 28 Days, due to the Harbor Bridge Post Organic Reach.
- Amy Villarreal – Jobs and Employment Report

**The Committee took the following action:**

Approved the minutes of November 9th, 2022 Public Relations Committee Meeting.

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

X. FY 2023 Budget Amendment #2

### BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2023 Operating Budget on September 29, 2022. Budget Amendment #2 is attached with a detailed budget narrative.

Budgets, periodic financial reviews, and budget adjustments aide in setting current results and layout new financial goals. Financial statements tell a story about when and where funds are allocated and spent. The review and reconciliation of those financial statements ensure completeness, accuracy, and validate economic events and trends.

#### Strategic Board Goals

- Establish and Strengthen Partnerships
  - Periodic reviews of financial statements with Board and Contractors improve communications and strengthen their partnerships. One team!
- Effectively/Efficiently Target Rural Area Services
  - Reviewing the financial resources budgeted to both rural and urban areas help create and change targets to ensure rural areas are not underserved.
- Increase Workforce Awareness
  - Fiscal and Program employees have to educate each other about program/fiscal rules which makes us more aware of allowables and share ideas across the organization.
- Expand Innovative Service to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
  - Continually refining financial statement creation towards automation.
- Refine Board Culture

### RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2023 Budget Amendment #2.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**BUDGET NARRATIVE**  
**FY 2023**

The proposed budget FY23 Amendment #2 to align October funds budget amounts versus actual allocations received, includes an overall revenue increase for additional funds and carryover reconciliation for a total of \$12,272.

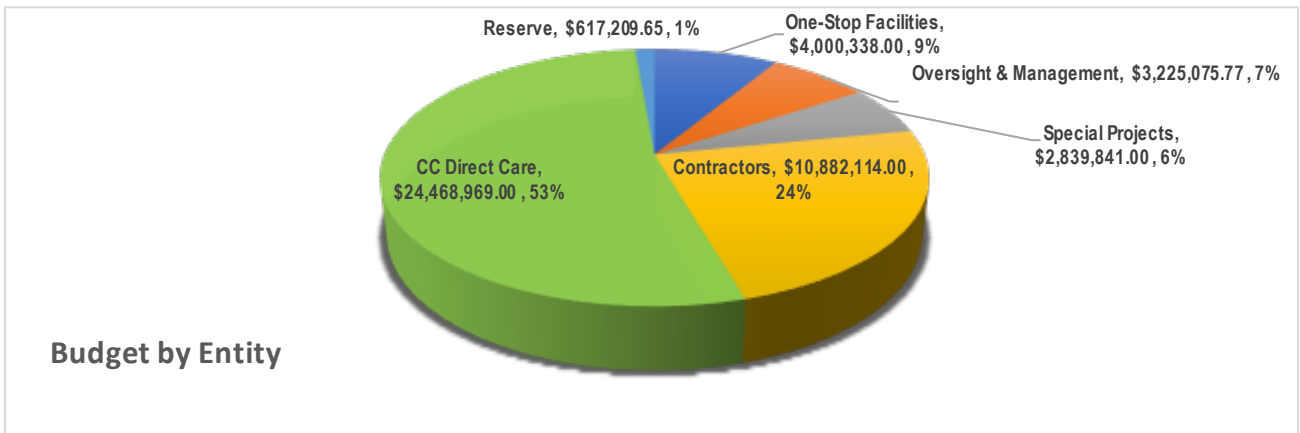
The increase in the budget will be adjusted in the Contracted services category. An increase in Special Projects of \$150,000 for the TIP grant, a decrease in One-Stop of (\$370,403) for Oct allocations being less than planning allocations, and Baker Ripley for an increase of \$232,675 for the Child Care Business Development project.

We are requesting approval on the final BCY2023 budget (Amendment #2).

| Contract No.       | Program   | Final Amended Budget 2022-23 | Amend #2      | Amended Budget    |
|--------------------|---|------------------------------|---------------|-------------------|
| Non-TWC            | Walmart (PATHS)   | 161,389                      |               | 161,389           |
| 2220NDW001         | COVID-19 Disaster Recovery                              | 169,938                      |               | 169,938           |
| 2223NCP001         | Non-Custodial Parent (NCP)                              | 142,403                      |               | 142,403           |
| 2222WOA001         | WIOA - PY22 Adult Allocation (Oct)                      | 1,662,027                    | (392,529)     | 1,269,498         |
| 2222WOA001         | WIOA - PY22 Adult Allocation (Jul)                      | -                            | 347,949       | 347,949           |
| 2222WOD001         | WIOA - PY22 Dislocated Worker Allocation (July)         | 1,649,443                    | (331,584)     | 1,317,859         |
| 2222WOD001         | WIOA - PY22 Dislocated Worker Allocation (Oct)          | 390,538                      |               | 390,538           |
| 2222WOY001         | WIOA - PY22 Youth Allocation                            | 1,717,915                    | (22,662)      | 1,695,253         |
| 2222WOR001         | WIOA - PY22 Rapid Response                              | 29,662                       |               | 29,662            |
| 2223WOZ001         | WIOA - Other DW   | 230,000                      |               | 230,000           |
| 2223CCF001         | Child Care  | 29,346,053                   |               | 29,346,053        |
| 2223CCM001         | Child Care Local Match                                  | 1,880,444                    |               | 1,880,444         |
| 2223CCP001         | Child Care DFPS   | 1,189,507                    |               | 1,189,507         |
| 2222CCX001         | Child Care SIR  | 746,186                      |               | 746,186           |
| 2223CCQ001         | Child Care Quality (CCQ)                                | 1,482,763                    | 232,675       | 1,715,438         |
| 2222CCQ001         | Child Care Quality (CCQ)                                | 833,467                      |               | 833,467           |
| 2223RAG001         | Resource Administration Grant                           | 6,923                        |               | 6,923             |
| 2223REA001         | Reemployment Services & Eligibility Assessment          | 406,411                      |               | 406,411           |
| 2223SNE001         | SNAP E&T  | 529,712                      |               | 529,712           |
| 2223TAF001         | Temporary Assistance for Needy Families/Choices         | 2,329,375                    | (614)         | 2,328,761         |
| 2222TRA001         | Trade Act Services for Dislocated Workers               | 18,412                       | (8,412)       | 10,000            |
| 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                        | 748           | 8,224             |
| 2223WCI002         | Workforce Commission Initiatives-YOU Choose             | 35,000                       |               | 35,000            |
| 2223WCI002         | Workforce Commission Initiatives-Foster Care Conference | -                            | 1,067         | 1,067             |
| 2222WCI002         | Workforce Commission Initiatives-CC Short Term Training | 61,110                       |               | 61,110            |
| 2222WPA001         | Wagner-Peyser Employment Services                       | -                            | 31,299        | 31,299            |
| 2223WPA001         | Wagner-Peyser Employment Services                       | 32,124                       | 4,335         | 36,459            |
| 2223WOS001         | Military Family Support                                 | 68,250                       |               | 68,250            |
| 2222ATG20          | Apprenticeship Texas                                    | 96,960                       |               | 96,960            |
| 2222EXT001         | Externships for Teachers                                | 19,985                       |               | 19,985            |
| 2222TAN002         | Texas Internship Initiative                             | 82,630                       |               | 82,630            |
| 2223TIP001         | WIOS - Texas Partnership Initiative                     | -                            | 150,000       | 150,000           |
| Non-TWC            | Perkins   | 51,364                       |               | 51,364            |
| Non-TWC            | Upskill (DelMar-E2E)                                    | 32,694                       |               | 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                     | 98,559                       |               | 98,559            |
| Non-TWC            | 3022VRS047-SEAL   | 230,000                      |               | 230,000           |
| <b>Grand Total</b> |   | <b>46,021,276</b>            | <b>12,272</b> | <b>46,033,548</b> |

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

|   | A<br>FY2023<br>Revised Budget | B<br>FY2023<br>Amended Budget | Difference<br>Amend #2 |
|---|-------------------------------|-------------------------------|------------------------|
| Grant revenue                                   | \$ 46,021,276                 | \$ 46,033,548                 | \$ 12,272              |
| <b>EXPENSES</b>                                 |                               |                               |                        |
| <b><u>Oversight &amp; Management</u></b>        |                               |                               |                        |
| Salaries and benefits                           | \$ 2,405,433                  | \$ 2,405,433                  | \$ -                   |
| Facilities and related expense                  | 265,500                       | 265,500                       | -                      |
| Furniture, Equipment & Software                 | 96,881                        | 96,881                        | -                      |
| General administrative expense                  | 183,500                       | 183,500                       | -                      |
| Staff development expense                       | 50,000                        | 50,000                        | -                      |
| Travel expense                                  | 50,000                        | 50,000                        | -                      |
| <b>Total Oversight &amp; Management Expense</b> | <b>\$ 3,225,076</b>           | <b>\$ 3,225,076</b>           | <b>\$ -</b>            |
| <b><u>One Stop Operations</u></b>               |                               |                               |                        |
| Facilities and related expense                  | \$ 2,498,838                  | \$ 2,498,838                  | \$ -                   |
| Furniture, Equipment & Software                 | 1,195,000                     | 1,195,000                     | -                      |
| General administrative expense                  | 146,500                       | 146,500                       | -                      |
| Communication expense                           | 155,000                       | 155,000                       | -                      |
| Professional fees & service                     | 5,000                         | 5,000                         | -                      |
| Client  | -                             | -                             | -                      |
| <b>Total One Stop Operation</b>                 | <b>\$ 4,000,338</b>           | <b>\$ 4,000,338</b>           | <b>\$ -</b>            |
| Contracted services                             | \$ 38,795,862                 | \$ 38,808,134                 | \$ 12,272              |
| <b>Total expense</b>                            | <b>\$ 46,021,276</b>          | <b>\$ 46,033,547</b>          | <b>\$ 12,272</b>       |
| <b>Changes in net assets</b>                    | <b>(0)</b>                    | <b>0</b>                      | <b>0</b>               |



## ITEM FOR DISCUSSION AND POSSIBLE ACTION

### XI. Policy Updates

#### BACKGROUND INFORMATION

Attached is the policy review schedule showing the three policy's that have been updated this fiscal year. The control sheet for Finance and Budgeting, HR, and IT will now allow these to be tracked and updated more efficiently. Policies are the foundation to all the organizations activities and therefore at the root of our goals; the control sheet and the policy's being changed in this agenda align with multiple of our Strategic Goals.

#### Strategic Board Goals

- Establish and Strengthen Partnerships
- Effectively/Efficiently Target Rural Area Services
- Increase Workforce Awareness
  - Policy's help define entities procedures created by required rules and regulation. Updating the required rules creates awareness about how the organization should function and what is allowed. Policy's ensure employees are educated on the required rules and regulations that must be adhered too.
- Expand Innovative Service to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
  - The review schedule did not exist until end of last fiscal year and several of the policies have not been updated in in years. This will allow all policy's to be reviewed, updated, and remove any obsolete policies.
- Refine Board Culture

Policies are the mechanism that define expectations and guide organization behavior. Creating a formal policy review for the Fiscal, HR, and IT subjects will algin fiscal and programs in the technical review process. The process itself allows for consistency, open communication on policies, and feedback on the subject matter. The review process allows other departments in the organization to read, understand, and ask questions.

#### RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of Policy Updates.

| <b>Policy Review Schedule 2023</b> |                 |   |                      |
|------------------------------------|-----------------|---|----------------------|
| <b>Category</b>                    | <b>Policy #</b> | <b>Title</b>  | <b>Revision Date</b> |
| Board Administration               | 1.0.100.01      | Responsibilities of the Local Workforce System                          | 6/27/14              |
| Board Administration               | 1.0.101.01      | Standards of Conduct and Conflict of Interest                           | 6/27/14              |
| Board Administration               | 1.0.102.01      | Policy Development  | 6/27/14              |
| Board Administration               | 1.0.103.02      | Open Meetings   | 6/27/14              |
| Board Administration               | 1.0.104.02      | Public Information  | 6/27/14              |
| Board Administration               | 1.0.105.01      | Reporting Conflict of Interest, Fraud and Abuse                         | 6/27/14              |
| Board Administration               | 1.0.106.02      | New Board Member Orientation and Training                               | 8/29/14              |
| Board Administration               | 1.0.107.03      | Communication Process   | 8/29/14              |
| Board Administration               | 1.0.108.00      | Restrictions on Lobbying Activities and Expenditures                    | 12/16/11             |
| Board Administration               | 1.0.109.00      | Businesses Employing Undocumented Workers                               | 10/28/11             |
| Board Administration               | 1.0.110.03      | Equal Employment Opportunity  | 2/21/19              |
| Board Administration               | 1.0.111.00      | Fraud, Waste, Theft, and Program Abuse                                  | 12/16/11             |
| Board Administration               | 1.0.112.02      | Discrimination Complaint Procedure                                      | 2/21/19              |
| Board Administration               | 1.0.113.01      | Approval Process for Contracts, Contract Renewals, and Contract Amendme | 5/17/19              |
| Board Administration               | 1.0.114.02      | Storage and Use of Disability-Related and Medical Information           | 2/21/19              |
| Board Administration               | 1.0.115.01      | Anonymous Complaints and Communications                                 | 10/31/14             |
| Board Administration               | 1.0.116.01      | Approval Process for Micro-Purchases                                    | 10/31/14             |
| Board Administration               | 1.0.116.02      | Approval Process for Micro-Purchases                                    | 9/8/22               |
| Board Administration               | 1.0.117.00      | Firearms and Weapons Restrictions on Workforce Sollutions Premis        | 1/7/16               |
| Budget and Finance                 | 2.0.100.00      | Investment Policy   | 4/23/10              |
| Budget and Finance                 | 2.0.101.01      | Non-Federal Unrestricted Funds Policy                                   | 2/24/12              |
| Budget and Finance                 | 2.0.102.01      | Property Management-Inventory   | 10/1/16              |
| Budget and Finance                 | 2.0.103.01      | Property Management-Receiving and Record Keeping                        | 10/1/16              |
| Budget and Finance                 | 2.0.104.00      | Banking   | 12/16/11             |
| Budget and Finance                 | 2.0.105.01      | Audit & Audit Resolution  | 10/1/16              |
| Budget and Finance                 | 2.0.106.00      | Corporate Charge Card   | 10/1/13              |
| Budget and Finance                 | 2.0.107.00      | Procedure for Obtaining Public Information                              | 7/1/99               |
| Budget and Finance                 | 2.0.108.00      | Early Release of Payroll Checks   | 7/1/98               |
| Budget and Finance                 | 2.0.109.01      | Expiration of Checks  | 2/1/16               |
| Budget and Finance                 | 2.0.110.01      | Financial Monitoring  | 10/1/16              |
| Budget and Finance                 | 2.0.111.00      | Investment Policy-CBWDB 401 (k) Plan                                    | 10/1/13              |
| Budget and Finance                 | 2.0.112.01      | Financial Client Management System                                      | 2/1/16               |
| Budget and Finance                 | 2.0.113.00      | Retention of Records  | 10/1/16              |
| Budget and Finance                 | 2.0.114.00      | Business Travel   | 10/1/15              |
| Budget and Finance                 | 2.0.200.01      | Description of Accounting System  | 10/1/16              |
| Budget and Finance                 | 2.0.202.01      | Computerized Accounting System  | 1/1/16               |
| Budget and Finance                 | 2.0.203.01      | Internal Controls   | 1/1/16               |
| Budget and Finance                 | 2.0.204.01      | Recognition of Liabilities  | 10/1/15              |
| Budget and Finance                 | 2.0.205.01      | Recording of Journal Voucher  | 10/1/15              |
| Budget and Finance                 | 2.0.206.00      | Incoming Check Procedures   | 7/1/99               |
| Budget and Finance                 | 2.0.207.02      | Check Signature   | 2/16/23              |
| Budget and Finance                 | 2.0.301.01      | Reporting   | 2/1/16               |
| Budget and Finance                 | 2.0.302.01      | Annual Resolution and Closeout Reports                                  | 10/1/16              |
| Budget and Finance                 | 2.0.304.01      | Overview of Budget Process  | 2/1/16               |
| Budget and Finance                 | 2.0.305.00      | Management of Child Care Funds  | 6/17/99              |
| Budget and Finance                 | 2.0.401.01      | General Provision   | 10/1/15              |
| Budget and Finance                 | 2.0.402.00      | Depository Bank Collateral Agreement                                    | 7/1/98               |
| Budget and Finance                 | 2.0.403.01      | Cash Forecasting and Cash Requests                                      | 10/1/15              |
| Budget and Finance                 | 2.0.404.01      | Cash Receipts   | 2/1/16               |
| Budget and Finance                 | 2.0.405.00      | Cash Draw downs   | 7/1/99               |
| Budget and Finance                 | 2.0.406.01      | Payments To Sub-Contractors   | 11/1/14              |
| Budget and Finance                 | 2.0.407.02      | Cash Disbursements  | 2/16/23              |
| Budget and Finance                 | 2.0.408.00      | Outstanding Checks  | 7/1/99               |
| Budget and Finance                 | 2.0.409.01      | TWC Unemployment Insurance Chargeback's                                 | 10/1/16              |
| Budget and Finance                 | 2.0.410.03      | Recoupment of Funds   | 10/31/16             |
| Budget and Finance                 | 2.0.411.01      | Program Income & Refund   | 10/1/15              |
| Budget and Finance                 | 2.0.412.01      | Questionable Costs  | 6/30/15              |
| Budget and Finance                 | 2.0.601.01      | MIP Computerized Payroll  | 10/1/15              |
| Budget and Finance                 | 2.0.602.01      | Vacation/Sick Leave Accrual   | 10/1/15              |
| Budget and Finance                 | 2.0.603.01      | Payroll - Retirement  | 10/1/16              |
| Budget and Finance                 | 2.0.604.01      | Employee Insurance  | 5/1/17               |
| Personnel                          | 3.0.101.01      | Disclaimer of Contract  | 3/30/20              |



| Policy Review Schedule 2023 |            |   |               |
|-----------------------------|------------|---|---------------|
| Category                    | Policy #   | Title   | Revision Date |
| Personnel                   | 3.0.102.01 | Equal Employment Opportunity                          |               |
| Personnel                   | 3.0.103.01 | Nepotism Policy                                       | 3/31/20       |
| Personnel                   | 3.0.104.01 | Immigration Law Compliance                            | 3/31/20       |
| Personnel                   | 3.0.105.01 | Chain of Command/Communication                        | 3/31/20       |
| Personnel                   | 3.0.106.00 | Reorganization/Reclassification                       | 3/1/02        |
| Personnel                   | 3.0.107.00 | Administration and Changes in Policy                  | 5/1/03        |
| Personnel                   | 3.0.108.01 | Personnel Records                                     | 3/31/20       |
| Personnel                   | 3.0.109.00 | Review and Confidentiality of Personnel Files         | 5/1/03        |
| Personnel                   | 3.0.110.01 | Outside Employment                                    | 3/31/20       |
| Personnel                   | 3.0.111.00 | Bulletin Board  | 5/1/03        |
| Personnel                   | 3.0.112.00 | Systems Improvement                                   | 5/1/03        |
| Personnel                   | 3.0.113.00 | Severe Weather  | 5/1/03        |
| Personnel                   | 3.0.201.01 | Discipline and Rules of Conduct                       |               |
| Personnel                   | 3.0.202.00 | Prohibition of False Statements                       | 3/1/02        |
| Personnel                   | 3.0.203.01 | Harassment, Including Sexual Harassment               | 3/31/20       |
| Personnel                   | 3.0.204.00 | Code of Ethics  | 5/1/03        |
| Personnel                   | 3.0.205.00 | Conflict of Interest                                  | 5/1/03        |
| Personnel                   | 3.0.206.00 | Substance Abuse/Drug-free Workplace                   | 5/1/03        |
| Personnel                   | 3.0.207.00 | Workplace Violence Prevention                         | 5/1/03        |
| Personnel                   | 3.0.208.00 | Electronic Systems Policy                             | 5/1/03        |
| Personnel                   | 3.0.209.00 | Electronic Mail (Email)                               | 5/1/03        |
| Personnel                   | 3.0.210.00 | Telephones and Voice Mail                             | 10/1/06       |
| Personnel                   | 3.0.211.01 | Cellular Phone Use                                    | 3/1/18        |
| Personnel                   | 3.0.212.00 | Smoking   | 5/1/03        |
| Personnel                   | 3.0.213.00 | Dress Code  | 1/1/14        |
| Personnel                   | 3.0.214.00 | Social Media Policy                                   | 1/1/14        |
| Personnel                   | 3.0.301.01 | Classification and Compensation Plan/Schedule         | 3/31/20       |
| Personnel                   | 3.0.302.00 | Compensation Review                                   | 1/1/14        |
| Personnel                   | 3.0.303.00 | Attendance and Punctuality                            | 5/1/03        |
| Personnel                   | 3.0.304.01 | Overtime Provisions and Compensatory Leave            | 3/31/20       |
| Personnel                   | 3.0.305.01 | Pay Period and Practices                              | 3/31/20       |
| Personnel                   | 3.0.306.00 | Promotions and Transfers                              | 5/1/03        |
| Personnel                   | 3.0.307.00 | Employee Performance Review                           | 3/1/02        |
| Personnel                   | 3.0.308.01 | Timekeeping   | 3/31/20       |
| Personnel                   | 3.0.310.00 | Employee Work Reference                               | 1/1/14        |
| Personnel                   | 3.0.311.00 | Employee Driving Policy                               | 1/1/14        |
| Personnel                   | 3.0.401.01 | Employee Benefits                                     | 3/31/20       |
| Personnel                   | 3.0.402.00 | Retirement Plan                                       |               |
| Personnel                   | 3.0.403.00 | Group Health Plan                                     | 4/20/05       |
| Personnel                   | 3.0.404.00 | Holidays  |               |
| Personnel                   | 3.0.405.01 | Workers' Compensation & Reporting On-The-Job Injuries | 3/31/20       |
| Personnel                   | 3.0.406.00 | Unemployment Compensation                             | 3/1/02        |
| Personnel                   | 3.0.407.00 | Employee Business Expenses                            | 2/1/05        |
| Personnel                   | 3.0.408.01 | Travel Expenses                                       | 5/16/19       |
| Personnel                   | 3.0.409.00 | Training and Development                              | 3/1/02        |
| Personnel                   | 3.0.410.00 | Employee Assistance Program                           | 3/1/02        |
| Personnel                   | 3.0.411.01 | Employee Incentive Plan                               | 11/30/18      |
| Personnel                   | 3.0.412.00 | Succession Planning                                   | 3/1/17        |
| Personnel                   | 3.0.412.00 | Insurance Continuation (COBRA) Policy                 | 1/1/14        |
| Personnel                   | 3.0.501.00 | Leave Authorized                                      | 1/1/02        |
| Personnel                   | 3.0.502.02 | Vacation Time Leave                                   | 10/1/22       |
| Personnel                   | 3.0.503.01 | Sick Leave  | 5/31/20       |
| Personnel                   | 3.0.504.00 | Bereavement Leave                                     |               |
| Personnel                   | 3.0.505.00 | Military Leave  | 5/31/03       |
| Personnel                   | 3.0.506.00 | Jury Duty Leave                                       | 5/1/03        |
| Personnel                   | 3.0.507.00 | Leave of Absence                                      | 12/16/04      |
| Personnel                   | 3.0.601.00 | Probationary Periods                                  | 5/1/03        |
| Personnel                   | 3.0.602.00 | Disciplinary Actions                                  | 5/1/03        |
| Personnel                   | 3.0.603.00 | Termination or Resignation                            | 5/1/02        |
| Personnel                   | 3.0.604.00 | Reduction in Force                                    | 1/1/14        |
| Personnel                   | 3.0.701.01 | Open Door Policy                                      | 3/31/20       |
| Personnel                   | 3.0.702.00 | Grievance Procedure                                   | 10/23/08      |

| <b>Policy Review Schedule 2023</b>       |                 |  |                      |
|--|-----------------|--|----------------------|
| <b>Category</b>                          | <b>Policy #</b> | <b>Title</b>   | <b>Revision Date</b> |
| Personnel                                | 3.0.703.00      | Alternative Dispute Resoluton                                    |                      |
| Information Technology & Data Management | 7.0.100.03      | Use of Electronic Media and Services                             | 8/27/15              |
| Information Technology & Data Management | 7.0.101.00      | Management of Unsolicited Electronic Emails                      |                      |
| Information Technology & Data Management | 7.0.101.03      | Computer & Personally Identifiable Information Access & Security | 2/25/21              |
| Information Technology & Data Management | 7.0.102.00      | Network Systems Security   |                      |
| Information Technology & Data Management | 7.0.103.00      | Software Usage   |                      |



**POLICY**

**CATEGORY:** Finance

**No. 2.0.407.02**

**TITLE:** Cash Disbursements

**SUBJECT:** Cash Disbursements

**SUPERSEDES:** July 1, 1999, No. 2.0.407.01

**EFFECTIVE:** October 1, 2015 ~~February 16, 2023~~

**BOARD APPROVAL:** \_\_\_\_\_

**DATE OF LAST REVIEW** \_\_\_\_\_

**I. POLICY PURPOSE:**

This policy provides guidelines to be followed in administering cash disbursements of all types. These guidelines are intended to ensure consistency and fiscal accountability, segregation of duties, and transparency.

**II. DEFINITIONS:**

DISBURSEMENT – The payment of cash or cash equivalents (cash, check, electronic) from a fund.

**III. POLICY STATEMENT:**

As an organization, Workforce Solutions Coastal Bend must have procedures for effectively managed fiscal procedures. To establish procedures to be followed in processing of accounts payable vouchers and manual cash disbursements:

1. All checks must be pre-numbered and accounted for.ﷲ
2. Unused checks are to be in the custody of the Chief Financial Officer.ﷲ
3. Checks are prepared only after the check request has been received and approved by the Chief Financial Officer or Finance Manager.ﷲ
4. Spoiled checks must be mutilated by stamping the signature block “VOID” with a rubber stamp, or writing the word “VOID” over the signature block and notched in the signature line.ﷲ
5. The practice of drawing checks to “CASH” or “BEARER” is strictly prohibited.ﷲ
6. The signing of checks before they are made out is strictly prohibited.ﷲ
7. All checks must be signed by two authorized signers on the accounts, either the President & CEO, ~~Deputy Director~~ Chief Operating Officer, Chief Financial Officer, Finance Manager, or an officer of the Board (Board member). Any checks or demands for money and notes of the corporation over \$50,000.00 shall be signed by

an officer of the Board and one of the following: The President & CEO, ~~Deputy Director~~Chief Operating Officer, Chief Financial Officer, or the Finance Manager. For electronic payments a periodic list (weekly, monthly, etc.) will be ran and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 a member of the Board of Directors.

8. Refer to Policy No. 2.0.109.01 (Expiration of Checks) for stop payment procedures.
9. All bank accounts shall be reconciled by the accountant.

Cash disbursements may be classified as, but are not limited to, one of the following:

1. Miscellaneous disbursements from other income.
2. Regular vendor payments and payments to professional service providers.
3. Payments to major classroom training Sub-Contractors.
4. Payroll disbursements.
5. Travel expense reimbursements.

#### **IV. PROCEDURES:**

##### **A. Payments to Sub-Contractors, Individual Referrals, Individual Training Accounts**

Payments to Sub-Contractors, Individual Referral, Individual Training Accounts contractors must be made in accordance with the terms and conditions outlined in each contract.

The Accountant has been charged with the responsibility of maintaining Sub-Contractors, Individual Referral, Individual Training Accounts contractor files and initiating requests for payment, providing adequate funds are available for making said payments.

The Sub-Contractor budget/expenditure records are reconciled on a monthly basis by the Finance Manager and approved by the Chief Financial Officer.

##### **B. Payroll Disbursements**

To establish efficient and expedient methods in processing payroll disbursements through an automated data processing system. The Coastal Bend Workforce Development Board (the Board) shall:

1. Establish a separate bank account for exclusive use of payroll transactions.
2. Account for every payroll account check.
3. Maintain a summary Payroll Report File.
4. Keep a computerized net register which must be verified by the Finance Manager before payroll journal and checks are printed. The Finance Manager and/or Accountant shall review the time sheets and the actual computer printout to ensure that the payroll transactions were keyed in correctly. Upon review, the Finance Manager shall sign and date the actual computer printout signifying the correctness of the printout.

5. Allocate each ~~staff member's~~ employee's salary to each grant based on the Board's cost allocation plan.

#### C. — Cash Disbursement – Regular Vendor

1. Stamp invoice received by the Administrative Assistant and forward to Chief Financial Officer or Finance Manager.‡
2. Review invoices – Chief Financial Officer or Finance Manager & Accountant.‡
3. Forward invoices to appropriated Accountants or Accounting Assistants.‡
4. Compare price & quantity received – Accountants and Accounting Assistants.‡
5. Prepare A/P Voucher – Accountants and Accounting Assistants.‡
6. Approve invoice for payment – Chief Financial Officer, Chief Operating Officer ~~Deputy Director~~, or President & CEO.‡
7. Review unposted A/P report – Accountant and Finance Manager.‡
8. Prepare checks – Accountant.‡
9. Review check & revised unposted A/P report – Chief Financial Officer or Finance Manager.‡
10. Sign checks & review pertinent documents – President & CEO, Chief Operating Officer ~~Deputy Director~~, Chief Financial Officer, Finance Manager, the Board Chairman, ~~T~~reasurer, or Secretary.‡
- 10.11. For electronic payments a periodic list (weekly, monthly, etc.) will be ran and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 a member of the Board of Directors.
- 11.12. Mail checks – Accounting Assistant.

#### D. — Cash disbursement – Sub-Contractors/Individual Referrals/Professional Services

1. Receive Request & date requests – Administrative Assistant or Accountant.‡
2. Review Requests – Chief Financial Officer, Finance Manager, and Accountant.‡
3. Date Requests received by Finance Department- Accountant.‡
4. Review Request & all pertinent documents – Accountant.‡
5. Prepare A/P Voucher Form – Accountant.‡
6. Review A/P Voucher For accountability – Chief Financial Officer or Finance Manager and Accountant.‡
7. Approve A/P Voucher & unposted A/P report – Accountant and Finance Manager.‡
8. Revise unposted A/P report- Accountant.‡
9. Compare original & revised unposted A/P report- Accountant or Finance Manager.‡
10. Initial the revised unposted A/P report – Accountant and Finance Manager.‡
11. Approve invoices for payment – Chief Financial Office or Finance Manager, Chief Operating Officer, ~~Deputy Director~~ or President & CEO.‡
12. Post unposted A/P batch- Chief Financial Officer or Finance Manager.‡
13. Prepare checks – Accountant.‡
14. Review checks & revised unposted A/P report – Chief Financial Officer or Finance Manager.‡

15. Sign checks- President & CEO, ~~Deputy Director~~Chief Operating Officer, Chief Financial Officer, Finance Manager, the Board Chairman, Secretary, or Treasurer.﷿
- ~~15.~~16. For electronic payments a periodic list (weekly, monthly, etc.) will be ran and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 a member of the Board of Directors.
- ~~16.~~17. Mail checks- Accounting Assistant II.

**E. Processing checks from A/P**

1. A current Balance Sheet is printed and Accounts Payable invoices totals posted.﷿
2. Cash Requirement Report is printed and examined to ensure no negative checks are printed.﷿
3. Invoices for payment are selected.﷿
4. Preliminary Check Register is printed and examined to ensure the correct vendors are being paid.﷿
5. Selected invoices for payment are modified and the Preliminary Register is printed.﷿
6. Checks are printed and verified for accuracy.﷿
7. Checks are copied and copies are attached to the backup documentation.﷿
8. A/P checks are posted by Chief Financial Officer or Finance Manager.﷿
9. All checks over \$50,000.00 are tagged and put in the safe until they are ready to be signed.﷿
- ~~9.~~10. For electronic payments a periodic list (weekly, monthly, etc.) will be ran and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 a member of the Board of Directors.
- ~~10.~~11. Beginning and ending cash amounts are reconciled; the difference should be the amount of checks that were cut.﷿
- ~~11.~~12. Beginning and ending A/P are reconciled; the difference should be the amount of checks that were cut.﷿
- ~~12.~~13. All reconciliations are submitted to the Finance Manager for approval.﷿

**F. Check Disbursement Procedure**

1. Balance Sheet is printed.﷿
2. Disbursement checks are processed and examined for accuracy.﷿
3. The original check and backup documentation are submitted to the Finance Manager for approval.﷿
4. Disbursement checks are posted and a Balance Sheet printed.﷿
5. Beginning and ending cash amounts are reconciled with the difference being the amount of the checks that were cut.

**V. ATTACHMENTS (FORMS, ETC. RELATED POLICY INFORMATION:)**

- 2.0.207.02 Check Signature
- 2.0.109.01 Expiration of Checks
- 2.0.203.00 Internal Controls

- 34 CFR 76.702; 2 CR 200.302; 2 CFR 200.306(b); 2 CFR 200

**VI. RESPONSIBILITIES:**

Board Staff shall ensure that Fiscal employees are aware and comply with this policy and rules as outlined in the Procedures and Related Policy Information documents.

**VII. FORMS AND INSTRUCTIONS: N/A**

**VIII. DISTRIBUTION:**

Board of Directors       Board Staff       Service Provider Staff

**IX. SIGNATURES:**

\_\_\_\_\_ Board  
Forms  
\_\_\_\_\_ A/P Voucher  
\_\_\_\_\_ Bi-Weekly Time Sheet  
\_\_\_\_\_ Reviewed by EO Officer \_\_\_\_\_ Date  
  
\_\_\_\_\_ President/CEO \_\_\_\_\_ Date



**POLICY**

---

**CATEGORY:** Finance **No.**         
**2.0.207.02+**  
**SUBJECT:** Check Signature  
**SUPERSEDES:** July 1, 1998, F-207, 2.0.207.00, 2.0.207.01  
**EFFECTIVE:** December 13, 2019 February 16, 2023  
**BOARD APPROVAL:** \_\_\_\_\_  
**DATE OF LAST REVIEW** \_\_\_\_\_

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**POLICY**

**I. PURPOSE:**

This policy provides guidelines to be followed for check signatures. These guidelines are intended to ensure consistency and fiscal accountability, segregation of duties, and transparency.

**II. DEFINITIONS: N/A**

**III. POLICY STATEMENT:**

As an organization, Workforce Solutions Coastal Bend must have procedures for effectively managed fiscal procedures. The two methods for the signature of checks maximize internal controls with in the organization.

**IV. PROCEDURES:**

The ~~Coastal Bend Workforce Development Board (the Board)~~ has implemented the following ~~two~~ methods are Workforce Solutions Coastal Bend’s check for signature of checks to maximize internal controls within the organization procedures.

**1. Manual Signature**

One signature is required for support services checks < \$1,000. The President/CEO, an officer of the Board, or any of the approved Board employees with signature authority has the authority to sign. Two signatures are required for all other checks. A member of the Leadership Team (The President/CEO, Chief Operating Officer, or Chief Financial Officer) and one officer of the Board of Directors have the authority to execute payments over \$50,000.00.

**Electronic payments**



Electronic payments will be submitted on a periodic basis for review to the President/CEO and/or Chief Operating Officer. Items over \$50,000 will be submitted to officer of the Board of Directors on a periodic basis for signature

**OPERATING PROCEDURE**

1. Manual Signature

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

**V. RELATED POLICY INFORMATION:**

- 2.0.407.02 Cash Disbursements
- 2.0.109.01 Expiration of Checks
- 2.0.203.00 Internal Controls
- 34 CFR 76.702; 2 CR 200.302; 2 CFR 200.306(b); 2 CFR 200

**VI. RESPONSIBILITIES:**

Board Staff shall ensure that Fiscal employees are aware and comply with this policy and rules as outlined in the Procedures and Related Policy Information documents.

**VII. FORMS AND INSTRUCTIONS: N/A**

**VIII. DISTRIBUTION:**

Board of Directors       Board Staff       Service Provider Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
Reviewed by EO Officer      Date

\_\_\_\_\_  
President/CEO      Date

**ATTACHMENT (FORMS, etc.)**

\_\_\_\_\_

**INFORMATION ONLY**

XII – 1. Monitoring Reports

**BACKGROUND**

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of September 2022 - January 2023.

**Workforce Solutions – Board**

Fiscal and Program Reviews

➤ **Local Match Contracts – 2022-2023**

|                                  |                               |                    |
|----------------------------------|-------------------------------|--------------------|
| • Del Mar College                | \$170,000 drawing down        | \$340,000          |
| • Coastal Bend College           | \$140,000 drawing down        | \$280,000          |
| • City of Corpus Christi         | \$445,222 drawing down        | \$890,444          |
| • Texas A&M Kingsville           | \$150,000 drawing down        | \$300,000          |
| • Texas A&M Corpus Christi       | <u>\$ 35,000</u> drawing down | <u>\$ 70,000</u>   |
| <b>Direct Child Care Dollars</b> | <b>\$940,222</b>              | <b>\$1,880,444</b> |

➤ **Local Match Contract Certifications – 2<sup>nd</sup> half of 2021-2022**

- \$458,701.50 in Expenditures were certified and submitted to TWC.

➤ **Child Care Local Match Agreements 2021-2022 – Monitoring Reviews**

- |                        |                       |
|------------------------|-----------------------|
| • Del Mar College      | • TAMU Kingsville     |
| • Coastal Bend College | • TAMU Corpus Christi |
| • City Corpus Christi  |                       |

**Conclusion:** No issues noted

➤ **TWC Equal Opportunity Compliance Review – Management Letter Issued 1/17/23.**

- The Board Equal Opportunity function has been recertified for another three years.

➤ **National Dislocated Worker Grant – TX-38 Disaster COVID-19**

- A monthly Worksite Assessment Questionnaire for each participant and their supervisor has been completed from the months of September 2022 – January 2023 without exception. These worksite assessments will continue through March 2023.

**C2 Global Professional Services, LLC**

Program Reviews

➤ **WIOA – Adult/Dislocated Worker/National Dislocated Worker - Report 10/19/22**

**Findings** - The overall error rate for this review is 5.44%.

- One (1) participant’s signed assessment was not in the customer file (Cabinet).
- One (1) customers assessment has not been updated in two years.

- Two (2) customers open Service Activity is Occupational/Vocational Training (1) yet neither participant have an ITA. Open Service Activity should be Non-TWC Training (179).
- One (1) participant has no documentation in Cabinet to support the ITA end date.
- Two (2) cases do not have the Service Plan up to date in TWIST.
- One (1) case Service Plan does not include the OJT in which the customer participated.
- One (1) case does not have the CACAS scores in the file posted in TWIST,

**Conclusion:**

- Corrections were made to the case files and in TWIST, if possible.
- Ongoing technical assistance and training is being provided to staff.

➤ **WIOA – Youth Services – Report 12/21/22**

**Findings** - The overall error rate for this review is 2.5%.

- One (1) customers service plan goals are not up to date.
- One (1) customers service plan was not closeout at exit.
- One (1) customer has a case note dated 9/27/22 for the distribution of \$40 & \$50 in transportation support. Both amounts were entered in TWIST as support services, yet neither were ever distributed to the customer as case notes. No support services documentation is in Cabinet.

**Conclusion:**

- Corrections were made to the case files and in TWIST, if possible.
- Ongoing technical assistance and training is being provided to staff.

➤ **TANF/Choices Review – Report 1/23/23**

**Findings** - The overall error rate for this review was .78%.

- One (1) case did not have documentation in Cabinet for the transportation support service (11/15) of \$50.

**Conclusion:**

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

**BakerRipley, Inc.**

Program Review

➤ **Child Care File Review – Reports 11/10/22 & 1/26/23 – No issues noted**

## **INFORMATION ONLY**

XII – 2. Financial Report as of 12/31/2022

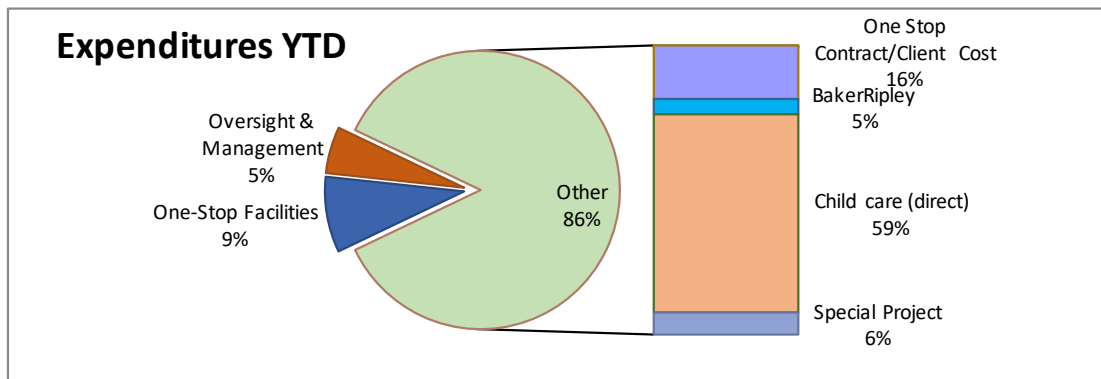
## **BACKGROUND**

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

| Contract No.              | Contract Program                                    | Begin Date | End Date | Current Budget         | Cum. Expenditures      | Budget Balance         | % Expended | TWC % Target |
|---------------------------|---|------------|----------|------------------------|------------------------|------------------------|------------|--------------|
| <b>Expires 12/31/2022</b> |   |            |          |                        |                        |                        |            |              |
| 2222CCF001                | Child Care  | 10/1/21    | 12/31/22 | \$24,415,559.00        | \$23,627,045.00        | \$788,514.00           | 97%        | 100%         |
| 2222CCM001                | Child Care Local Match                              | 10/1/21    | 12/31/22 | \$1,834,806.00         | \$1,834,806.00         | \$0.00                 | 100%       | NA           |
| 2222CCP001                | Child Care - DFPS                                   | 9/1/21     | 12/31/22 | \$1,032,900.00         | \$656,671.20           | \$376,228.80           | 64%        | NA           |
| 2222TRA001                | Trade Act Services for Dislocated Workers           | 10/1/21    | 12/31/22 | \$18,412.00            | \$0.00                 | \$18,412.00            | 0%         | NA           |
| 2222WOS001                | Military Family                                     | 1/1/22     | 12/31/22 | \$54,600.00            | \$54,600.00            | \$0.00                 | 100%       | 100%         |
| 2222WPA001                | Wagner-Peyser Employment Services                   | 10/1/21    | 12/31/22 | \$98,652.00            | \$98,652.00            | \$0.00                 | 100%       | 100%         |
| <b>Expires 1/31/2023</b>  |   |            |          |                        |                        |                        |            |              |
| 2222ATG20                 | Apprenticeship Texas                                | 2/21/22    | 1/31/23  | \$100,000.00           | \$5,529.51             | \$94,470.49            | 6%         | NA           |
| 2222EXT001                | Externships for Teachers                            | 2/9/22     | 1/31/23  | \$166,210.00           | \$146,829.38           | \$19,380.62            | 88%        | NA           |
| <b>Expires 3/31/2023</b>  |   |            |          |                        |                        |                        |            |              |
| 2220NDW001                | NDW - Coronavirus                                   | 5/5/20     | 3/31/23  | \$878,655.00           | \$761,512.20           | \$117,142.80           | 87%        | 92%          |
| 2222CCQ001                | Child Care Quality                                  | 10/1/21    | 3/31/23  | \$1,476,155.00         | \$868,236.92           | \$607,918.08           | 59%        | NA           |
| 2222CCX001                | Child Care - Service Industry Recovery***           | 10/1/21    | 3/31/23  | \$2,472,683.00         | \$2,045,418.60         | \$427,264.40           | 83%        | 82%          |
| <b>Expires 5/31/2023</b>  |   |            |          |                        |                        |                        |            |              |
| 2222TAN002                | Texas Internship Initiative                         | 2/7/22     | 5/31/23  | \$100,000.00           | \$27,753.88            | \$72,246.12            | 28%        | NA           |
| 2222WCI002                | WCI - Workforce Commission Initiatives              | 10/1/21    | 5/31/23  | \$331,680.00           | \$270,570.00           | \$61,110.00            | 82%        | NA           |
| <b>Expires 6/30/2023</b>  |   |            |          |                        |                        |                        |            |              |
| 2221WOA001                | WIOA - FY22 Adult Allocation (Oct)                  | 10/1/21    | 6/30/23  | \$1,202,598.00         | \$1,152,651.01         | \$49,946.99            | 96%        | 92%          |
| 2221WOA001                | WIOA - FY21 Adult Allocation (July)                 | 7/1/21     | 6/30/23  | \$311,865.00           | \$311,865.00           | \$0.00                 | 100%       | 92%          |
| 2221WOD001                | WIOA - FY22 Dislocated Worker Allocation (Oct)      | 10/1/21    | 6/30/23  | \$1,050,767.00         | \$923,514.47           | \$127,252.53           | 88%        | 92%          |
| 2221WOD001                | WIOA - FY21 Dislocated Worker Allocation (July)     | 7/1/21     | 6/30/23  | \$263,276.00           | \$263,276.00           | \$0.00                 | 100%       | 92%          |
| 2221WOY001                | WIOA - FY21 Youth Allocation                        | 7/1/21     | 6/30/23  | \$1,584,376.00         | \$1,514,261.19         | \$70,114.81            | 96%        | 86%          |
| 2223WOZ001                | WIOA - Additional Assistance                        | 9/14/22    | 6/30/23  | \$230,000.00           | \$33,730.83            | \$196,269.17           | 15%        | 37%          |
| <b>Expires 8/31/2023</b>  |   |            |          |                        |                        |                        |            |              |
| Non TWC                   | Perkins   | 7/1/20     | 8/31/23  | \$75,000.00            | \$75,000.00            | \$0.00                 | 100%       | NA           |
| Non TWC                   | Perkins   | 12/1/21    | 8/31/23  | \$80,000.00            | \$29,241.08            | \$50,758.92            | 37%        | NA           |
| Non TWC                   | KINGSVILLE/BEEVILLE/STAPLES VR EXPENSES             | 8/1/21     | 8/31/23  | \$120,144.00           | \$31,548.32            | \$88,595.68            | 26%        | NA           |
| Non TWC                   | Wage Service for Paid WE 3018VRS171                 | 8/1/20     | 8/31/23  | \$112,500.00           | \$14,888.42            | \$97,611.58            | 13%        | NA           |
| Non TWC                   | 3018VRS133 - STUDENT HIRABILITY (09/01/22-08/31/23) | 8/1/21     | 8/31/23  | \$105,000.00           | \$23,804.17            | \$81,195.83            | 23%        | NA           |
| <b>Expires 9/30/2023</b>  |   |            |          |                        |                        |                        |            |              |
| 2223NCP001                | Noncustodial Parent Choices Program                 | 9/1/22     | 9/30/23  | \$142,403.00           | \$51,845.79            | \$90,557.21            | 36%        | 31%          |
| 2223RAG001                | Resource Administration Grants                      | 10/1/22    | 9/30/23  | \$6,923.00             | \$0.00                 | \$6,923.00             | 0%         | 25%          |
| 2223REA001                | Reemployment Services and Eligibility Assessment    | 10/1/22    | 9/30/23  | \$406,411.00           | \$109,574.84           | \$296,836.16           | 27%        | 25%          |
| 2223SNE001                | SNAP E&T  | 10/1/22    | 9/30/23  | \$529,712.00           | \$358,637.64           | \$171,074.36           | 68%        | 25%          |
| 2223TV001                 | Texas Veteran's Commission                          | 10/1/22    | 9/30/23  | \$37,412.00            | \$2,500.33             | \$34,911.67            | 7%         | 25%          |
| 2223WCI001                | WCI - Workforce Commission Initiatives              | 10/1/22    | 9/30/23  | \$56,291.00            | \$6,180.27             | \$50,110.73            | 11%        | NA           |
| Non TWC                   | 3022VRS047  | 10/1/21    | 9/30/23  | \$460,000.00           | \$205,687.64           | \$254,312.36           | 45%        | NA           |
| <b>Expires 10/31/2023</b> |   |            |          |                        |                        |                        |            |              |
| 2223CCQ001                | Child Care Quality                                  | 10/1/22    | 10/31/23 | \$1,715,438.00         | \$36,178.60            | \$1,679,259.40         | 2%         | 23%          |
| 2223TAF001                | TANF Choices  | 10/1/22    | 10/31/23 | \$2,328,761.00         | \$638,258.74           | \$1,690,502.26         | 27%        | 23%          |
| <b>Expires 12/31/2023</b> |   |            |          |                        |                        |                        |            |              |
| 2223CCF001                | Child Care  | 9/30/22    | 12/31/23 | \$25,883,831.00        | \$3,216,435.93         | \$22,667,395.07        | 12%        | 20%          |
| 2223CCM001                | Child Care Local Initiatives                        | 10/1/22    | 12/31/23 | \$1,880,444.00         | \$0.00                 | \$1,880,444.00         | 0%         | NA           |
| 2223CCP001                | Child Care - DFPS                                   | 9/1/22     | 12/31/23 | \$815,100.00           | \$200,733.20           | \$614,366.80           | 25%        | NA           |
| 2223TRA001                | Trade Act Services for Dislocated Workers           | 10/1/22    | 12/31/23 | \$10,000.00            | \$0.00                 | \$10,000.00            | 0%         | NA           |
| 2223WPA001                | Wagner-Peyser Employment Services                   | 10/1/22    | 12/31/23 | \$36,459.00            | \$4,414.90             | \$32,044.10            | 12%        | 20%          |
| <b>Expires 4/30/2024</b>  |   |            |          |                        |                        |                        |            |              |
| 2223TIP001                | WIOS - Texas Partnership Initiative                 | 12/28/22   | 4/30/24  | \$150,000.00           | \$0.00                 | \$150,000.00           | 0%         | NA           |
| Non TWC                   | Walmart - PATHS                                     | 1/1/20     | 3/31/24  | \$300,000.00           | \$162,131.34           | \$137,868.66           | 54%        | NA           |
| <b>Expires 6/30/2024</b>  |   |            |          |                        |                        |                        |            |              |
| 2222WOA001                | WIOA - FY23 Adult Allocation (Oct)                  | 10/1/22    | 6/30/24  | \$1,269,498.00         | \$317,023.98           | \$952,474.02           | 25%        | 23%          |
| 2222WOA001                | WIOA - FY22 Adult Allocation (July)                 | 7/1/22     | 6/30/24  | \$347,949.00           | \$289,121.60           | \$58,827.40            | 83%        | 46%          |
| 2222WOD001                | WIOA - FY23 Dislocated Worker Allocation (Oct)      | 10/1/22    | 6/30/24  | \$1,317,859.00         | \$44,325.16            | \$1,273,533.84         | 3%         | 23%          |
| 2222WOD001                | WIOA - FY22 Dislocated Worker Allocation (July)     | 7/1/22     | 6/30/24  | \$390,538.00           | \$312,430.40           | \$78,107.60            | 80%        | 46%          |
| 2222WOR001                | WIOA - FY22 Rapid Response                          | 7/1/22     | 6/30/24  | \$29,662.00            | \$29,662.00            | \$0.00                 | 100%       | NA           |
| 2222WOY001                | WIOA - FY22 Youth Allocation                        | 7/1/22     | 6/30/24  | \$1,695,253.00         | \$685,321.57           | \$1,009,931.43         | 40%        | 21%          |
| <b>Expires 4/30/2025</b>  |   |            |          |                        |                        |                        |            |              |
| Non TWC                   | Upskill (Del Mar-E2E)                               | 4/1/22     | 4/30/22  | \$66,000.00            | \$23,502.01            | \$42,497.99            | 36%        | NA           |
|                           |   |            |          | <b>\$77,991,782.00</b> | <b>\$41,437,495.56</b> | <b>\$36,554,286.44</b> |            |              |

**WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
December 31, 2022

|   | FY2023<br>Amended Budget | Current          | YTD              | %<br>Expended |
|---|--------------------------|------------------|------------------|---------------|
| <b>REVENUES</b>                                 |                          |                  |                  |               |
| Grant revenue - federal                         | 46,003,548               | 3,401,549        | 8,924,940        | 19%           |
| Grant revenue - Non federal                     | 30,000                   | 389              | 1,154            |               |
|   | <b>46,033,548</b>        | <b>3,401,938</b> | <b>8,926,094</b> | <b>19%</b>    |
| <b>EXPENSES</b>                                 |                          |                  |                  |               |
| <b>Oversight &amp; Management</b>               |                          |                  |                  |               |
| Salaries and benefits                           | 2,405,433                | 211,562          | 332,373          | 14%           |
| Facilities and related expense                  | 265,500                  | 20,502           | 61,258           | 23%           |
| Furniture, equipment, & software                | 96,881                   | 6,659            | 14,635           | 15%           |
| General administrative expense                  | 183,500                  | 20,330           | 53,482           | 29%           |
| Communication expense                           | 38,762                   | 3,144            | 8,852            | 23%           |
| Professional fees and services                  | 135,000                  | 4,343            | 8,380            | 6%            |
| Staff development expense                       | 50,000                   | 850              | 8,041            | 16%           |
| Travel expense                                  | 50,000                   | 7,884            | 14,060           | 28%           |
| <b>Total Oversight &amp; Management Expense</b> | <b>3,225,076</b>         | <b>275,274</b>   | <b>501,080</b>   | <b>16%</b>    |
| <b>One Stop Operations</b>                      |                          |                  |                  |               |
| Facilities and related expense                  | 2,498,838                | 520,156          | 679,981          | 27%           |
| Furniture, equipment, & software                | 1,195,000                | 38,292           | 67,657           | 6%            |
| General administrative expense                  | 146,500                  | 5,652            | 27,737           | 19%           |
| Communication expense                           | 155,000                  | 12,526           | 37,658           | 24%           |
| Professional fees and services                  | 5,000                    | -                | -                | 0%            |
| <b>Total One Stop Operations</b>                | <b>4,000,338</b>         | <b>576,626</b>   | <b>813,033</b>   | <b>20%</b>    |
| <b>Contracted services</b>                      | <b>38,808,134</b>        | <b>2,645,963</b> | <b>7,956,315</b> | <b>21%</b>    |
| <b>Total expense</b>                            | <b>46,033,547</b>        | <b>3,497,863</b> | <b>9,270,427</b> | <b>20%</b>    |



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

For the Month Ending  
December 31, 2022

**ASSETS**

|                         |                     |
|-------------------------|---------------------|
| Current Assets          |                     |
| Cash & Cash Equivalents | \$ 1,107,381        |
| Money Market Account    | \$ 815,440          |
| Due from TWC            | 1,356,629           |
| Accounts Receivable     | 1,822               |
| Prepaid Expense         | 170,016             |
| Other Assets            | 62,475              |
| Total Current Assets    | \$ 3,513,763        |
|                         |                     |
| Fixed Assets            |                     |
| Building Improvements   | \$ 1,904,457        |
| Furniture and Equipment | 586,940             |
| Less Accumulated        | (1,967,151)         |
| Depreciation            |                     |
| Net Fixed Assets        | \$ 524,246          |
|                         |                     |
| <b>Total Assets</b>     | <b>\$ 4,038,009</b> |

**LIABILITIES**

|                           |              |
|---------------------------|--------------|
| Current Liabilities       |              |
| Accounts Payable          | \$ 2,866,985 |
| Accrued Expense           | 347,340      |
| Accrued Vacation          | 67,654       |
| Total Current Liabilities | \$ 3,281,979 |

**NET ASSETS**

|                                  |                     |
|----------------------------------|---------------------|
| Unrestricted-Non-Federal         | \$ 302,251          |
| Fund                             |                     |
| Temporarily Restricted-          | (70,467)            |
| Ticket to Work/Other             |                     |
| Investment in Fixed              | 524,246             |
| Assets                           |                     |
| Total Net Assets                 | \$ 756,030          |
|                                  |                     |
| <b>Total Liabilities and Net</b> | <b>\$ 4,038,009</b> |
| <b>Assets</b>                    |                     |

## INFORMATION ONLY

### XII – 3. IT Project Update

#### BACKGROUND

- Entered the second year of the contract with 3<sup>rd</sup> party 10/2022; first full year.
- Accomplishments:
  - IT Security Policy, Standards, and Guidelines draft.
  - Replaced hardware that did not meet minimum standards or outdated, \$84k
  - Implemented a remote desktop for multi-factor authentication
  - Installed a RMM tool on all hardware; this allows visibility and performance monitoring of all 300+ devices.
  - Just ordered through a DIR vendor 70 new laptops to replace poor performing items. Some computers old as 2012.
- Upgraded Internet at all locations. Mission, Staples, Sinton complete. Data drops last week in Beeville, Kingsville, and Alice in order to complete. Urban areas went from 20Mb to 500Mb; Alice, Beeville, Sinton 5Mb to 150Mb, and Kingsville 20Mb to 150Mb.
- Posted new position for an IT Coordinator to aide in the completion of projects.
- This week going through our 2<sup>nd</sup> TWC TCF Assessment from AT&T.



## **INFORMATION ONLY**

XII – 4. Facilities Updates

## **BACKGROUND INFORMATION**

Board Professionals will provide update on the progress of the New Career Center at Mission Plaza in Corpus Christi. Phase 2 is scheduled to be completed in April. The project has gone smoothly thus far. Slides of progress will be shown at the meeting.

## **INFORMATION ONLY**

XII – 5. Update on Procurements and Contracts

## **BACKGROUND**

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

## UPDATE ON PROCUREMENTS

| Ongoing Procurements   | Date of Issuance | Anticipated Date of Contract                    | Anticipated Cost | Over \$50,000 Approval Required | Comments                                |
|--|------------------|---|------------------|---------------------------------|---|
| Request for Applications (RFA) for Professional Development Trainers to Provide Training to Child Care Providers | Jan 23, 2023     | Various<br><i>dependent upon training dates</i> | TBD              | NO                              | RFA will remain open until Aug 11, 2023 |

| Future Procurements  | Anticipated Date of Issuance | Anticipated Date of Contract | Anticipated Cost | Over \$50,000 Approval Required | Comments   |
|--|------------------------------|------------------------------|------------------|---------------------------------|--|
| Request for Statement of Qualifications (RFQ) for 401(k) Plan Administrator for Bundled Services                       | TBD                          | TBD                          | TBD              | YES                             |  |
| Request for Statement of Qualifications (RFQ) for Commercial Real Estate Broker Services                               | TBD                          | TBD                          | TBD              | Unknown                         |  |
| Request for Statement of Qualifications (RFQ) for Independent Evaluators   | Mid-March                    | TBD                          | TBD              | NO                              | Individuals qualified to evaluate and rank proposals submitted for management and operation of career centers. |
| Request for Proposals (RFP) for Management and Operation of Career Center System (includes Youth Development Services) | Early April                  | TBD                          | TBD              | YES                             |  |

*Anticipated dates and costs are contingent upon the completion of the procurement outcomes.*

## SUBRECIPIENT / CONTRACTOR LOG 2022-2023

| NAME                                 | CONTRACTORS  | CONTRACT AMOUNT | CONTRACT STATUS | CONTRACT PERIOD    |
|--------------------------------------|--|-----------------|-----------------|--------------------|
| C2 Global Professional Services, LLC | Management and Operation of Workforce Centers and Youth Development Services | \$6,954,133.05  | Renewal 3 of 3  | 10/1/22 – 09/30/23 |
|                                      | Amendment #1 – to increase budget by \$396,808.95.                           |                 |                 |                    |
| BakerRipley                          | Direct Child Care Services   | \$30,186,883.07 | Renewal 1 of 3  | 10/1/22 – 09/30/23 |
|                                      | Amendment #1 – to decrease budget by \$4,297,958.93.                         |                 |                 |                    |

| NAME                         | PROFESSIONAL & CONSULTING SERVICES                       | CONTRACT AMOUNT | CONTRACT STATUS        | CONTRACT PERIOD   |
|------------------------------|--|-----------------|------------------------|-------------------|
| Wood, Boykin, & Wolter, P.C. | Legal Services   | \$35,000        | Renewal 2 of 3         | 10/1/22 – 9/30/23 |
| CLK Architects & Associates  | Architecture, Design & Certified Space Planning Services | \$50,000        | Renewal 1 of 3         | 10/1/22 – 9/30/23 |
| Marshall Company, Ltd.       | General Contractor Services<br>Mission Plaza Phase II    | \$1,069,060     | Year 1<br>(3 renewals) | 10/1/22 – 9/30/23 |
| Vertical Computers           | IT Professional Services                                 | \$100,000       | Renewal 1 of 3         | 10/1/22 – 9/30/23 |
|                              | Amendment #1 – to correct entity type to for-profit.     |                 |                        |                   |

## SUBRECIPIENT / CONTRACTOR LOG 2022-2023

| NAME                                   | CAREER CENTERS   | ANNUAL BASE RENT | CONTRACT STATUS               | CONTRACT PERIOD    |
|--|--|------------------|-------------------------------|--------------------|
| PAK 56 Plaza LLC,<br>SGT 44 Pirate LLC | Lease Agreement for Office Space<br>Pirate Plaza, Sinton (≈ 3,650 sq ft)   | \$74,240         | Year 1 of 4<br><i>pending</i> | 1/01/23 – 12/31/23 |
| Texas Workforce Commission             | Building Use Lease Agreement<br>Staples, Corpus Christi (≈ 22,616 sq ft)   | \$0              |                               | 10/1/22 – 9/30/23  |
| Coastal Bend College                   | Lease Agreement for Office Space<br>Beeville (≈3,850 sq ft)  | \$49,014         | Year 1 of 4                   | 10/1/22 – 9/30/23  |
| Coastal Bend College                   | Lease Agreement for Office Space<br>Alice (≈2,730 sq ft)   | \$34,902         | Year 2 of 4                   | 2/1/22 – 1/31/23   |
| Coastal Bend College                   | Lease Agreement for Office Space<br>Kingsville (≈3,191 sq ft)  | \$40,711         | Year 2 of 4                   | 5/1/22 – 4/30/23   |
| B-Y Mission Plaza CC, LTD              | Shopping Center Lease Agreement<br>Ayers (Mission Plaza), Corpus Christi (≈ 24,973 sq ft)<br><i>Lease Term 2021–2032</i> | \$299,676        | Year 2 of 11                  | 1/1/22 - 12/31/22  |
| Goodwill Industries<br>of South Texas  | MOU for Office Space<br>Rockport (≈ 612 sq ft)   | \$11,985         | Year 1 of 3                   | 5/12/22 – 4/30/23  |

### SUBRECIPIENT / CONTRACTOR LOG 2022-2023

| NAME  | OTHER CONTRACTS / AGREEMENTS   | CONTRACT AMOUNT | CONTRACT STATUS | CONTRACT PERIOD   |
|---|--|-----------------|-----------------|-------------------|
| Sec Ops, Inc.                                 | Security Guard Services  | \$100,000       | Renewal 2 of 2  | 10/1/22 – 9/30/23 |
| Frost Bank                                    | Banking Services   | Fee Based       | Renewal 3 of 3  | 9/1/22 – 8/31/23  |
| The Safeguard System, Inc.                    | Fire and Security Alarm Monitoring, Testing, & Maintenance Services  | \$10,000        | Renewal 2 of 2  | 10/1/22 – 9/30/23 |
| Rural Economic Assistance League, Inc. (REAL) | Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, & San Patricio Counties | NTE \$5,000     | Renewal 2 of 2  | 10/1/22 – 9/30/23 |
| County of Kleberg Human Services              | Transportation Assistance Services to Kleberg & Kenedy Counties  | NTE \$5,000     | Renewal 2 of 2  | 10/1/22 – 9/30/23 |
| Valero Payment Services Company               | Gas Cards for Program Participants   | NTE \$204,000   | Renewal 3 of 3  | 10/1/22 – 9/30/23 |
| Economic Modeling, LLC (EMSI)                 | Developer Agreement for Economy and LMI Tool   | \$16,000        | Renewal 2 of 2  | 10/1/22 – 9/30/23 |
| Economic Modeling, LLC (EMSI)                 | Career Coach Agreement   | \$7,500         | Renewal 2 of 2  | 10/1/22 – 9/30/23 |
| M&Rs Elite Janitorial Solutions, LLC          | Janitorial Cleaning Services for Career Centers in Corpus Christi & Sinton   | \$200,000       | Renewal 3 of 3  | 10/1/22 – 9/30/23 |
| Education to Employment Partners              | Texas Internship Initiative  | \$90,910        | Year 1          | 4/1/22 – 5/31/23  |
|   | Amendment #1 – To decrease budget by \$1 with changes to various expenditure line-item amounts.                          |                 |                 |                   |

## TWC GRANTS & CONTRACTS LOG 2022–2023

| NAME   | TWC CONTRACT #   | ACTIVITY  | AWARD AMOUNT | GRANT PERIOD     |
|--|--|---|--------------|------------------|
| TX-34 Disaster Recovery Dislocated Worker Grant – COVID -19  | 2220NDW001   | To assist affected individuals residing in the local Workforce Development Board affected by COVID-19. Considered to be supplemental resources that provide flexibility to communities in responding to and recovering from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address with formula resources.                                     | \$878,655    | 5/5/20 – 3/31/23 |
|  | Amendment #1 – Extended grant period end date from 3/31/21 to 3/31/22, increased grant award amount by \$1,450,744 and revised award terms and conditions.<br>Amendment #2 – Revised statement of work financial requirements.<br>Amendment #3 – Revised statement of work project requirements.<br>Amendment #4 – Revised statement of work project requirements, uniform administrative requirements and decreased (voluntary return) award amount by \$503,317.<br>Amendment #5 – Revised statement of work project requirements, uniform administrative requirements and extending grant period end date to 3/31/23.<br>Amendment #6 - Revised uniform administrative requirements and award amended to reflect voluntary deobligation of \$142,493.<br>Amendment #7 - Revised statement of work financial requirements. |   |              |                  |
| Workforce Innovation and Opportunity Act – Dislocated Worker | 2221WOD001   | To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.   | \$1,314,043  | 7/1/21 – 6/30/23 |
|  | Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.<br>Amendment #2 - Revised general terms and conditions and financial requirements.   |   |              |                  |
| Workforce Innovation and Opportunity Act – Adult             | 2221WOA001   | To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.   | \$1,514,463  | 7/1/21 – 6/30/23 |
|  | Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.  |   |              |                  |
| Workforce Innovation and Opportunity Act – Youth             | 2221WOY001   | To provide funds to plan and deliver services to low-income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education. | \$1,584,376  | 7/1/21 – 6/30/23 |
|  | Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.<br>Amendment #2 - Revised general terms and conditions and financial requirements.   |   |              |                  |

## TWC GRANTS & CONTRACTS LOG 2022–2023

| NAME   | TWC CONTRACT #  | ACTIVITY   | AWARD AMOUNT | GRANT PERIOD      |
|--|---|--|--------------|-------------------|
| CCDF Quality Improvement Activity                | 2222CCQ001  | Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.  | \$1,476,155  | 10/1/21 – 3/31/23 |
|  | Amendment #1 – Revised statement of work – project requirements, financial requirements, uniform administrative requirements, and to extend grant period from 10/31/22 to 3/31/23.<br>Amendment #2 – Revised general terms & conditions, statement of work project requirements, financial requirements, uniform administrative requirements and to increase grant award by \$57,639. |  |              |                   |
| Service Industry Recovery (SIR) Child Care       | 2222CCX001  | Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow SIR parents to work, and contribute to the state’s COVID economic recovery.   | \$2,472,683  | 10/1/21 – 3/31/23 |
|  | Amendment #1 – Revised to decrease grant award by \$7,324,114.  |  |              |                   |
| Texas Internship Initiative                      | 2222TAN02   | Recruit, train, place, monitor and evaluate 40 high school student interns in high-demand STEM fields, including accounting, business management/operations, construction management, engineering, healthcare and information technology.  | \$100,000    | 2/7/22 – 5/31/23  |
| Workforce Commission Initiatives                 | 2222WCI002  | To fund projects that strengthen and add value to the delivery system in its workforce area.   | \$331,680    | 10/1/21 – 5/31/23 |
|  | Amendment #1 – Revised GTC table of contents, statement of work project & financial requirements, uniform administrative requirements, special federal award terms and conditions & increased grant amount by \$61,110.   |  |              |                   |
|  | Amendment #2 – Revised statement of work project requirements, uniform administrative requirements and grant award increased by \$84,761  |  |              |                   |
|  | Amendment #3 – Revised statement of work project & financial requirements.  |  |              |                   |
|  | Amendment #4 – Revised statement of work project, financial & uniform administrative requirements and amending the grant end date to May 31, 2023.  |  |              |                   |
| Workforce Innovation and Opportunity Act – Adult | 2222WOA001  | To provide job seekers and workers with the high-quality career services, education, training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce. | \$1,617,444  | 7/1/22 – 6/30/24  |
|  | Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.   |  |              |                   |



## TWC GRANTS & CONTRACTS LOG 2022–2023

| NAME  | TWC CONTRACT #  | ACTIVITY  | AWARD AMOUNT  | GRANT PERIOD       |
|---|---|---|---------------|--------------------|
| Workforce Innovation and Opportunity Act – Dislocated Worker  | 2222WOD001  | To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.  | \$1,708,397   | 7/1/22 – 6/30/24   |
|   | Amendment #1 – Revised statement of work financial requirements.<br>Amendment #2 – Revised general terms & conditions and the statement of work financial requirements.                 |   |               |                    |
| Workforce Innovation and Opportunity Act – Rapid Response   | 2222WOR001  | To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.  | \$29,662      | 7/1/22 – 6/30/23   |
|   | Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.   |   |               |                    |
| Agency Board Agreement  | 2223ABA001  | To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs. | Non-Financial | 10/1/22 – 9/30/24  |
| Child Care Services Formula Allocation  | 2223CCF001  | Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.                           | \$25,883,831  | 9/30/22 – 12/31/23 |
|   | Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.   |   |               |                    |
| Child Care and Development Fund Child Care Local Match  | 2223CCM001  | Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.                           | \$1,880,444   | 10/1/22 – 12/31/23 |
|   | Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.   |   |               |                    |
| Texas Department of Family and Protective Services (DFPS) Child Care                                | 2223CCP001  | To purchase child care services for children who are deemed eligible and authorized for services by DFPS.   | \$0.00        | 9/1/22 – 12/31/23  |
|   | Amendment #1 – Revised statement of work financial requirements.  |   |               |                    |
| CCDF Quality Improvement Activity   | 2223CCQ001  | Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.   | \$1,715,438   | 10/1/22 – 10/31/23 |
|   | Amendment #1 - Revised general terms & conditions, statement of work (project & financial requirements), uniform administrative requirements, and to increase grant award by \$232,675. |   |               |                    |
| Vocational Rehabilitation Integration Agency Contract - Infrastructure Cost Reimbursement Agreement | 2223COL001  | Infrastructure Cost Reimbursement Agreement for services pertaining to co-locating and integrating VR staff at WFSCB offices. Reimburses initial start-up, reoccurring monthly and shared VR costs.   | \$120,144     | 9/1/22 – 10/31/23  |

## TWC GRANTS & CONTRACTS LOG 2022–2023

| NAME  | TWC CONTRACT #  | ACTIVITY  | AWARD AMOUNT | GRANT PERIOD       |
|---|---|---|--------------|--------------------|
| Noncustodial Parent Choices Program                             | 2223NCP001  | Employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support payments. Goals of the program are to help NCPs who have substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child care payments. | \$142,403    | 9/1/22 – 9/30/23   |
|   | Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.           |   |              |                    |
| Reemployment Services and Eligibility Assessment                | 2223REA001  | To provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.           | \$406,411    | 10/1/22 – 9/30/23  |
|   | Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.           |   |              |                    |
| Resource Administration Grant                                   | 2223RAG002  | To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board, Agency, and workforce service provider staff.   | \$6,923      | 10/1/22 – 9/30/23  |
|   | Amendment #1 – Revised statement of work financial requirements and uniform administrative requirements.      |   |              |                    |
| Supplemental Nutrition Assistance Program Employment & Training | 2223SNE001  | To provide SNAP recipients employment and training activities that will lead to long-term self-sufficiency inclusive of co-enrollments in other Board administered programs that will assist the recipient in gaining employment.   | \$529,712    | 10/1/22 – 9/30/23  |
|   | Amendment #1 – Revised general terms & conditions and the statement of work project & financial requirements. |   |              |                    |
| Temporary Assistance for Needy Families/Choices                 | 2223TAF001  | To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.   | \$2,328,761  | 10/1/22 – 10/31/23 |
|   | Amendment #1 – Revised general terms & conditions and the statement of work project & financial requirements. |   |              |                    |
| Texas Industry Partnership                                      | 2223TIP   | To assist with the purchase of equipment, software and to create the space needed to implement an Airframe & Power Plant certification program in collaboration with the Kingsville Chamber of Commerce and Coastal Bend College.   | \$150,000    | 12/28/22 – 4/30/24 |
|   |   |   |              |                    |

## TWC GRANTS & CONTRACTS LOG 2022–2023

| NAME  | TWC CONTRACT #  | ACTIVITY   | AWARD AMOUNT | GRANT PERIOD       |
|---|---|--|--------------|--------------------|
| Trade Act Services for Dislocated Workers   | 2223TRA001  | To fund required remedial skills training, allowable prerequisite training, and vocational training costs for eligible trade certified dislocated workers. Activities under this grant must seamlessly integrate industry and employer needs with the preparation of job seekers for the transition to new and sustainable employment. | \$10,000     | 10/1/22 – 12/31/23 |
|   | Amendment #1 – Revised statement of work project & financial requirements.                                    |  |              |                    |
| Texas Veterans Commission – Resource Administration Grant   | 2223TVC001  | To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board and Texas Veterans Commission (TVC) employees.  | \$37,412     | 10/1/22 – 9/30/23  |
| Workforce Commission Initiatives  | 2223WCI001  | To fund projects that strengthen and add value to the delivery system in its workforce area.   | \$56,291     | 10/1/22 – 9/30/23  |
|   | Amendment #1 – Revised statement of work financial requirements.  |  |              |                    |
| Military Family Support   | 2223WOS001  | To better meet the needs of military spouses entering the job market from military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing, interview skills, and if funding is available, to support training in high-demand occupations.                          | \$55,240     | 1/1/23 – 12/31/23  |
| Workforce Innovation and Opportunity Act – Additional Assistance for Adult and Dislocated Worker Services | 2223WOZ001  | To support the delivery of services to adults and dislocated workers due to the increased demand for the employment and training activities funded through the Board’s WIOA allocation.  | \$230,000    | 9/14/22 – 6/30/23  |
| Wagner-Peyser Employment Services   | 2223WPA001  | To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services into the Workforce Solutions Offices.  | \$36,459     | 10/1/22 – 12/31/23 |
|   | Amendment #1 – Revised general terms & conditions and the statement of work project & financial requirements. |  |              |                    |

# INFORMATION ONLY

## XII – 6. Performance Measure Update BCY 2021 – 2022

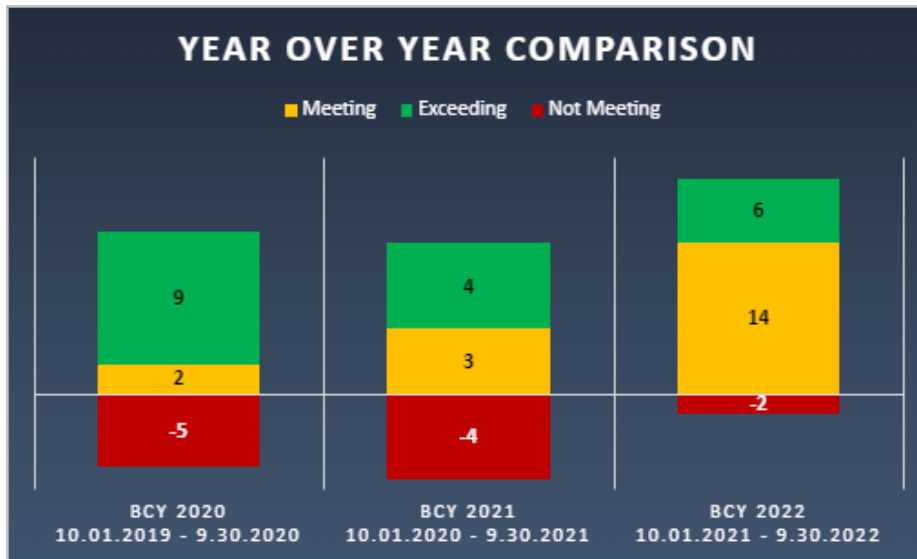
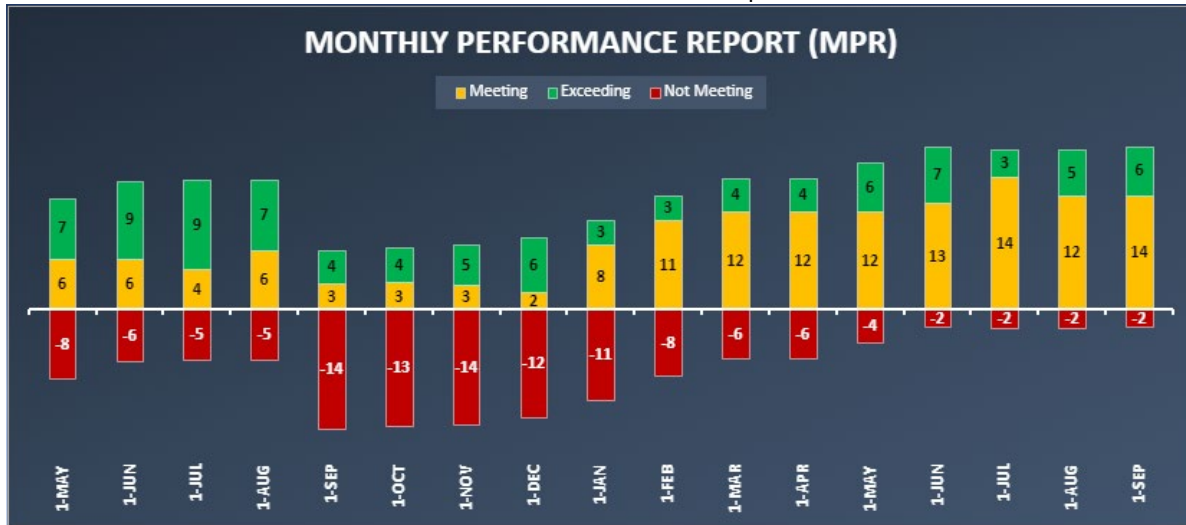
### BACKGROUND INFORMATION

#### Performance Measure Update (September EOY 2022 Final Release)

#### Performance Synopsis

#### Board Contract Year: 2022

#### BCY 2022 Timeframe: October 1, 2021 – September 30, 2022



### Background

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

| Non-WIOA Measures  | WIOA Measures  |
|--|--|
| <b>+P</b> (Exceeding) – Meeting performance – Greater than 105%                          | <b>+P</b> (Exceeding) – Meeting performance – Greater than 110%                          |
| <b>MP</b> – Meeting performance – Greater than 97.5% and Equal to or Less than 105%      | <b>MP</b> – Meeting performance – Greater than 95% and Equal to or Less than 110%        |
| <b>MP</b> – Meeting at Risk – Equal to or Greater than 95% and Equal to or Less than 97% | <b>MP</b> – Meeting at Risk – Equal to or Greater than 90% and Equal to or Less than 95% |
| <b>-P</b> – Not meeting performance – Less than 95%                                      | <b>-P</b> – Not meeting performance – Less than 90%                                      |

Explanation of Measures [in Negative Performance](#) for September 2022

| Performance Measure                                       | Current   |             | Current Performance | YTD Current % Target | EOY % Goal |
|---|-----------|-------------|---------------------|----------------------|------------|
|   | Numerator | Denominator |                     |                      |            |
| <b>1. Credential Rate – C&amp;T Participants</b>          | 76        | 131         | <b>58.02%</b>       | 82.77%               | 70.10%     |
| <b>2. Choices Full Engagement Rate – All Family Total</b> | 24        | 56          | <b>45.03%</b>       | 90.06%               | 50.00%     |

**Board Actions: Performance Update**

C2GPS has concluded Program Year(PY) 2022 earning 91% of meeting all performance measures. During PY 2022, C2GPS implemented tracking tools which accelerated performance percentages in all twenty-two (22) measures.

C2GPS has continued to improve on the Choices Full Engagement Measure with a positive trend month over month from December to September based on TWC Web Reports and TWC MRP reports.

Because WFSCB remains on a TWC Technical Assistance Plan(TAP) for Choices Full Engagement Rate; therefore, C2GPS will continue with activities prescribed in TAP submitted to TWC during April 2022.

**INFORMATION ONLY**

XII – 6. Performance Measure Update BCY 2021 – 2022 – Continued

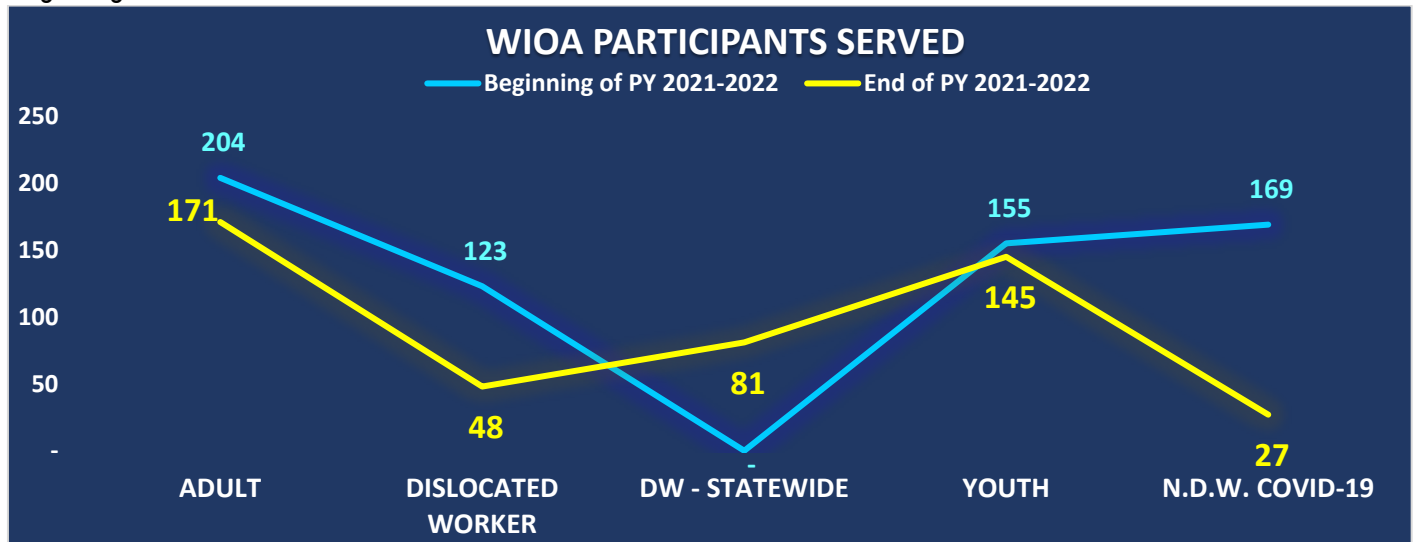
**BACKGROUND INFORMATION**

**Caseload Report Update – Participants Currently Being Served**

Total of WIOA Participants Served:

Beginning of Year: **651**

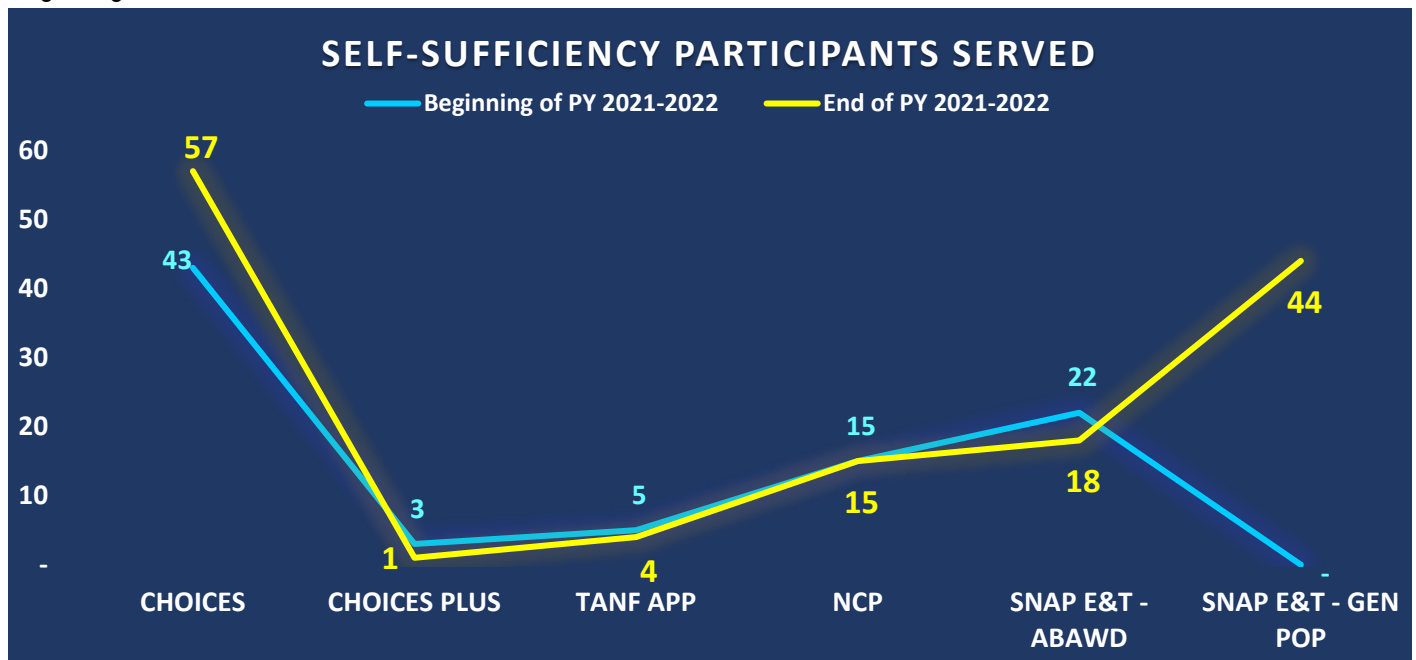
End of Year: **472**



Self-Sufficiency Participants Served

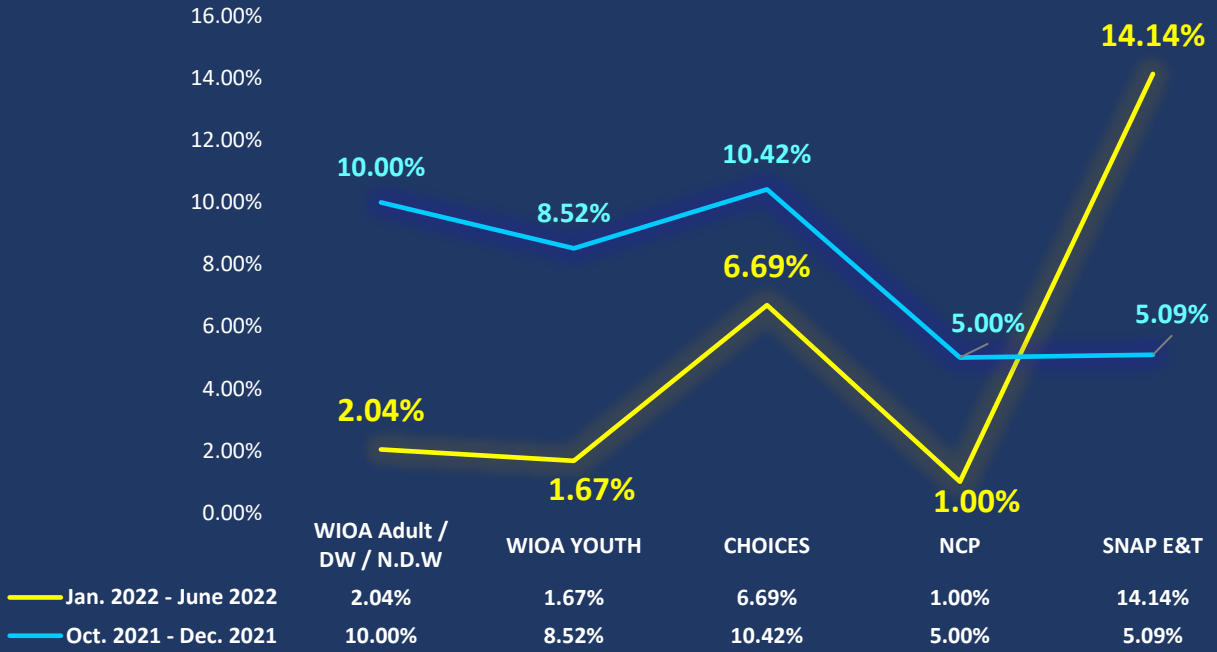
Beginning of Year: **88**

End of Year: **139**

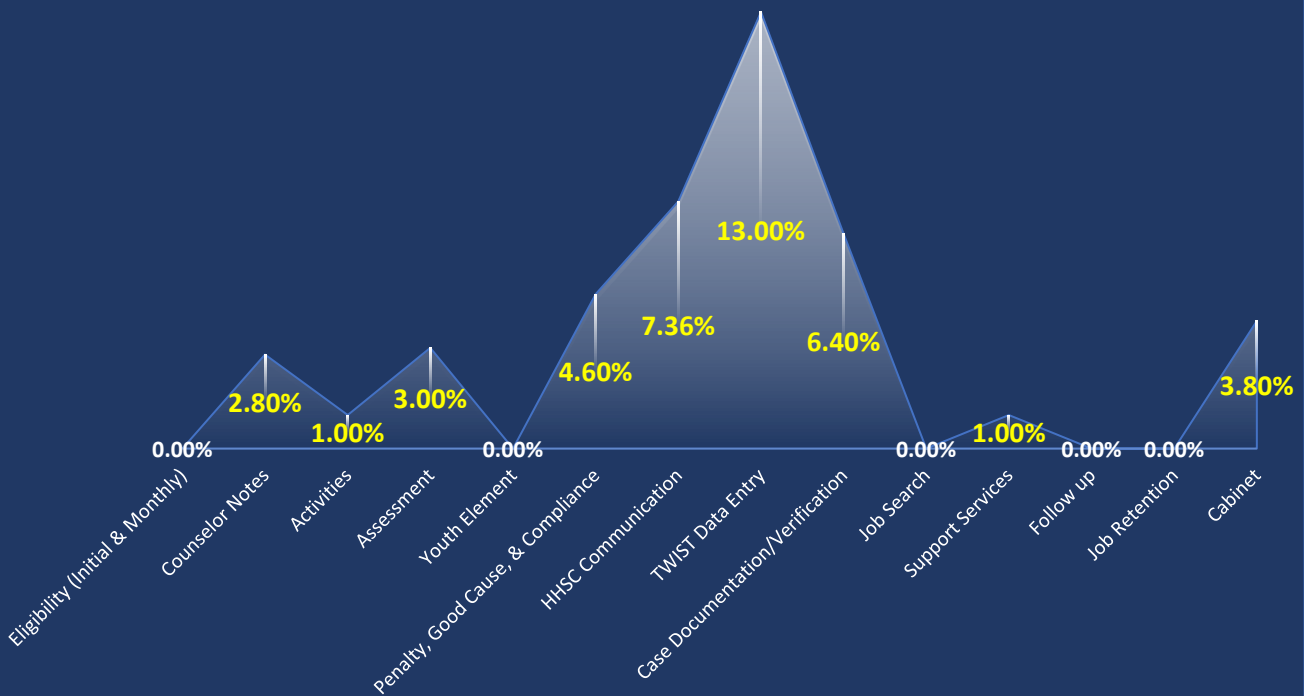


## Quality Assurance Update

### CASELOAD FILE REVIEW



### CASELOAD FILE REVIEW BY ATTRIBUTES



## **INFORMATION ONLY**

XII – 7. Draft Agenda for the February 23, 2023 Board of Directors Meeting

## **BACKGROUND**

Attached is a draft agenda for the February 23, 2023 Board of Directors meeting.





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## 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/86383594267?pwd=ZGpsMmVlQzB1NmhEV3ZvdG5HNDJpdz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 863 8359 4267

Passcode: 297832

**Thursday, February 23, 2023 – 3:00 pm**

## **AGENDA - DRAFT**

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- I. Call to Order: *Raynaldo De Los Santos, Jr., Chair*
- II. TOMA Rules: *Janet Neely*
- III. Roll Call: *Jesse Gatewood, Secretary*
- 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 December 8, 2022 Annual Board of Directors Meeting**
- VIII. **Chair's Report:** *Raynaldo De Los Santos, Jr.*

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### **Equal Opportunity Employer/Program**

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

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

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

IX. **President/CEO's Report:** *Ken Trevino*

- Business Development, Public Relations and Organizational Update

X. **Committee Reports:**

\* *Child Care Services*

*Marcia Keener, Chair*

\* *Ad Hoc Youth*

*Liza Wisner, Chair*

\* *Workforce Services*

*Manny Salazar, Chair*

\* *Public Relations*

*C. Michelle Unda, Chair*

XI. **Discussion and Possible Action to Approve FY 2023 Budget Amendment #2:** *Shileen Lee*

*(Reviewed and Approved for recommendation by Executive/Finance Committee on February 16, 2023)*

XII. **Discussion and Possible Action to Approve Policy Updates:**

1. Policy #2.0.407.01 – Cash Disbursements: *Shileen Lee*

2. Policy #2.0.207.01 – Check Signatures: *Shileen Lee*

*(Reviewed and Approved for recommendation by Executive/Finance Committee on February 16, 2023)*

XIII. **Consent Agenda Action Item:** *(a note on Consent Agenda items is included at the end of this agenda):*

1. Approval of 2021-2024 Strategic Business Plan Modification

*(Reviewed and Approved for recommendation by Workforce Services Committee on February 9, 2023)*

XIV. **Information Only:**

1. Monitoring Report: *Larry Peterson*

2. Financial Report as of 12/31/2022: *Shileen Lee*

3. IT Project Update: *Shileen Lee*

4. Facilities Update: *Amy Villarreal*

5. Update on Procurements and Contracts: *Esther Velazquez*

6. Performance Measure Update: *Amy Villarreal*

XV. **Adjournment**

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

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

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**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.

**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, 520 N. Staples Street, 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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## 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.   |