



Board of Directors Meeting

February 23, 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/86383594267?pwd=ZGpsMmVIQzB1NmhEV3ZvdG5HNDJPdz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 863 8359 4267

Passcode: 297832

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Board of Directors Meeting

Staples Career Center – 520 N. Staples Street – Conference Room #1
Corpus Christi, Texas

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Thursday, February 23, 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*.....4
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Board Comments**
- VII. **Discussion and Possible Action on Minutes of the December 8, 2022 Annual Board of Directors Meeting**.....5-11
- 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.....	12-14
* Ad Hoc Youth	Liza Wisner, Chair.....	15-16
* Workforce Services	Manny Salazar, Chair.....	17-18
* Public Relations	C. Michelle Unda, Chair.....	19-20

XI. Discussion and Possible Action to Approve FY 2023 Budget Amendment #2: Shileen Lee.....21-24

(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.....	25-33
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(Reviewed and Tabled 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.....	34-35
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(Reviewed and Approved for recommendation by Workforce Services Committee on February 9, 2023)

2. Policy #2.0.207.01 – Check Signatures.....	36-38
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(Reviewed and Approved for recommendation by Executive/Finance Committee on February 16, 2023)

XIV. Information Only:

1. Monitoring Report: Larry Peterson.....	39-40
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2. Financial Report as of 12/31/2022: Shileen Lee.....	41-44
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3. IT Project Update: Shileen Lee.....	45
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4. Facilities Update: Amy Kiddy Villarreal.....	46
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5. Update on Procurements and Contracts: Esther Velazquez.....	47-56
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6. Performance Measure Update: Amy Kiddy Villarreal.....	57-60
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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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Workforce Solutions Board of Directors

Roll Call Roster

February 23, 2023

(14 = Quorum)

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

Signed

Printed Name

MINUTES

**Workforce Solutions Coastal Bend – Annual Board of Directors Meeting
Congressman Solomon P. Ortiz Center – 402 Harbor Drive – Nueces Room
Corpus Christi, Texas**

Join Zoom Meeting

<https://us02web.zoom.us/j/85680731485?pwd=ZDlnUU80cVpLQmorNmxdXBLl29jZz09>

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

**Meeting ID: 856 8073 1485
Passcode: 382069**

December 8, 2022 - 3:00 pm

Board Members

Present

Gloria Perez, **Chair**; private sector – City of CC
Sandra Julia Bowen; private sector – Jim Wells County
Andrea Chavez; public employment serv – City of CC
Raynaldo De Los Santos, Jr., **Vice Chair**; ps – Refugio County
Kiwana Denson; post-secondary ed – City of CC
Leslie Faught; education agency – San Patricio County
Tracy Florence; CBO – Bee County
Michelle Flower; private sector – City of Corpus Christi
Jesse Gatewood, **Secretary**; organized labor – Nueces County
Randy Giesler; private sector - Live Oak County
Victor M. Gonzalez, Jr., **Past Chair**; ps – City of CC

Marcia Keener; CBO – San Patricio County
Criselda Leal; literacy council – City of CC
Omar Lopez; private sector – City of CC
Travis Nelson; private sector – City of CC
John Owen, **Treasurer**; vocational rehab. – City of CC
Manny Salazar; CBO – Kleberg County
Edward Sample, **Parliamentarian**; ps & vet rep. – City of CC
C. Michelle Unda; private sector – City of CC
Catrina Wilson; CBO – City of CC
Liza Wisner; private sector – City of CC

Absent

Alma Barrera; public assistance – City of CC
Arnoldo Cantu; private sector – Duval County
Rosie Collin; private sector – Nueces County
Eric Evans; private sector – Aransas County
Justin Hoggard; adult basic & cont. ed – Bee County

Ofelia Hunter; CBO/OL – Jim Wells County
Michelle Lozano; private sector – Nueces County
Carlos Ramirez; private sector – Kleberg County
Susan Temple; private sector – San Patricio County
Iain Vasey; economic development – City of CC

Vacancies

Private Sector - Kenedy County

Private Sector – Brooks County

CEO Council Members

Present

Judge Jim Huff, Lead CEO; Live Oak County
Judge Barbara Canales; Nueces County
Judge David Krebs; San Patricio County
Judge George (Trace) Morrill III; Bee County

Absent

Judge Robert Blaschke; Refugio County
Judge Charles Burns; Kenedy County
Judge Edmundo B. Garcia, Jr.; Duval County
Mayor Paulette Guajardo; City of Corpus Christi
Judge Rudy Madrid; Kleberg County
Judge C. H. “Burt” Mills, Jr.; Aransas County
Judge Eric Ramos; Brooks County
Judge Juan Rodriguez, Jr.; Jim Wells County

Others Present

Ken Trevino, WS President/CEO
Amy Kiddy Villarreal, WS Chief Operating Officer
Shileen Lee, WS Chief Financial Officer

Esther Velazquez, WS Procurement & Contracts Spec.
Terrie Rodriguez, WS Finance Manager
Kimberlee Mbulo, WS Accountant II

Janet Neely, WS Executive Assistant
Allyson Riojas, WS Contract Manager
Rosina Salas, WS Administrative Assistant
Ernest Everett, WS IT Assistant
Ruben Gonzalez, WS IT Assistant
Ruben Aceves, WS Facilities Manager
Denise Woodson, WS Director of Child Care Programs
Valerie De La Cruz, WS Texas Rising Star Assessor/Mentor
Xena Mercado, WS Communications Manager
Artug Altug, WS Design & Digital Content Specialist
Tony Armadillo, WS Digital & Design Content Specialist II
Alba Silvas, WS Director of Programs & Planning
Catherine Cole, WS Contract Manager
Imelda Trevino, WS Student HireAbility Navigator
Celina Leal, WS Program Specialist
Luis Rodriguez, WS Career & Ed. Outreach Specialist
Samantha Smolik, WS Career & Ed. Outreach Specialist

Larry Peterson, WS Internal Auditor EO/504 Coordinator
Kathi Chupe, WS Accounting Assistant II
Melissa Salgado, WS Accounting Assistant II
Lucinda Garcia, Legal Counsel
Judge James Liska, Live Oak County
Alice Acuna, City of Corpus Christi
Deri Lynn Huff, Live Oak County
Geri Escobar, C2GPS, LLC
Louis Tatum, C2GPS, LLC
Robert Reyna, C2GPS, LLC
Armando Martinez, C2GPS, LLC
Patrick Mele, C2GPS, LLC
Debbie Dunn, C2GPS, LLC
Deborah Varner, C2GPS, LLC
Elida Rangel, C2GPS, LLC
Neil Hanson, BakerRipley
Karen Casey, Texas Veterans Commission

I. Call to Order

Ms. Perez called the meeting to order at 3:01 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 set up at 402 Harbor Drive and it is listed on the zoom call as Public. The laptop is available and open to the public.

Judge Huff introduced his wife Mrs. Deri Lynn Huff and thanked her for attending the Annual Board of Directors meeting.

Judge Huff welcomed and introduced newly elected Live Oak County Judge, Mr. James Liska. Judge Huff mentioned Judge Liska will be filling the position as the Live Oak County Judge on January 1, 2023. Judge Huff recognized Judge Liska for his energy and intelligence and reassured everyone they were going to see remarkable things from Judge Liska.

VI. Board Comments

There were no Board comments.

VII. Discussion and Possible Action on Minutes of the September 29, 2022 Board of Directors Meeting

Mr. Gonzalez, Jr. moved to approve the minutes of the September 29, 2022 Board of Directors meeting. The motion was seconded by Mr. De Los Santos, Jr. and passed.

VIII. CEO Council Report

Judge Huff announced the CEO Council met twice in 2022 and conducted the business of concurring with contracts over \$50,000 approved by the Board of Directors.

Judge Huff mentioned the 11 County Judges and Mayor Guajardo received monthly Labor Market Intelligence reports for the Region, the MSA and the individual Counties.

Judge Huff noted CEO Mr. Trevino made himself available to customize data and reports for regional leadership and stakeholders.

Judge Huff stated the CEO Council appointed our Board of Directors and currently 31 of 33 director positions are filled with Brooks and Kenedy Counties still needing appointments. We remain in compliance with the State of Texas with our Board Governance.

Judge Huff received the following updates from Board Staff:

- Performance Measures tied to our funding streams on a regular basis.
- Procurements and Financial

Audit:

Judge Huff stated we received a clean audit report from our Independent Auditor, ABIP, P.C for the Year Ended September 30, 2021.

Judge Huff had the opportunity to deliver an address to the Hiring Red White and You, Veteran's Job Fair.

Judge Huff stated we continue to have a strong working relationship with our CEO and his team. We know that even with six new County Judges taking office in January, this organization remains in good hands and will continue to flourish.

Judge Huff recognized and expressed his gratitude for all the hard work that is continuous.

IX. Chair's Report

Recognition of CEO Council Members

Ms. Perez welcomed those in attendance, and recognized City of Corpus Christi Mayor Paulette Guajardo; Ms. Alice Acuna, Chief of Staff representing Mayor Guajardo; Live Oak County Judge Jim Huff; Bee County Judge George Morrill; Brooks County Judge Eric Ramos; Aransas County Judge Burt Mills; Duval County Judge Edmundo B. Garcia; Jim Wells County Judge Juan Rodriguez; Kenedy County Judge Charles Burns; Kleberg County Judge Rudy Madrid; Nueces County Judge Barbara Canales; Refugio County Judge Robert Blaschke; and San Patricio County Judge David Krebs for all the support they have given us throughout the years.

Ms. Perez congratulated Board member Mr. Cantu for being the newly elected Duval County Judge.

Ms. Perez acknowledged the outgoing Judges for everything they have done for Workforce Solutions Coastal Bend and wishes them the best.

Recognition of Board Directors

Ms. Perez recognized the Board of Directors for their dedication and their willingness to serve throughout the year. Ms. Perez expressed her appreciation for each and every one of them.

Recognition of Executive/Finance

Ms. Perez thanked the Executive/Finance for their support.

Recognition of Service Providers

Ms. Perez recognized Service Providers BakerRipley (Mr. Neal Hanson and Ms. Kenia Dimas) and C2 Global Professional Services, LLC (Mr. Chakib Chehadi and his team). Ms. Perez recognized their staff for doing an amazing job and for being an effective team together.

Recognition of Board Professionals

Ms. Perez recognized Board Professional Staff for being an amazing team as she referenced them as the dream team. Ms. Perez thanked the whole organization and stated she is so proud of working with an accomplished and dedicated team. Ms. Perez mentioned the Board Professionals have displayed so much pride in the meetings and events. Ms. Perez recognized and thanked Ms. Neely for everything she has done for Ms. Perez throughout the year.

Welcome New Board Members

Ms. Perez welcomed new Board members Dr. Leslie Faught, Deputy Superintendent with Gregory-Portland Independent School District appointed by Judge Krebs; and Dr. Criselda Leal, Executive Director with Corpus Christi Literacy Council appointed by Mayor Guajardo.

Ms. Perez noted that she has been on the Workforce Solutions Board of Directors for 17 years and was appointed by Mayor Henry Garrett. Ms. Perez acknowledged what an amazing year it has been and that this would be her second term as Chair. Ms. Perez served as Workforce Solutions Board of Directors Chair for a total of 6 years. Ms. Perez mentioned there has been plenty of changes in the last few years and she takes pride in serving on the Board of Directors.

Ms. Perez recognized Mr. Trevino for doing an amazing job. Ms. Perez always reports that Mr. Trevino has always kept her posted on what is going on with the Workforce Solutions Coastal Bend and Board of Directors.

Ms. Perez thanked everyone and wished them Happy Holidays.

X. Year-In-Review Committee Reports

Child Care Services

Ms. Keener provided a year-in-review report for the Child Care Services Committee (included on pages 11-12 of the December 8 agenda packet).

Public Relations

Ms. Unda provided a year-in-review report for the Public Relations Committee meeting (included on pages 13-14 of the December 8 agenda packet).

Workforce Services

Mr. Salazar provided a year-in-review report for the Workforce Services Committee meeting (included on page 15 of the December 8 agenda packet).

Ad Hoc Youth

Ms. Wisner provided a year-in-review report for the Ad Hoc Youth Committee meeting (included on page 16 of the December 8 agenda packet).

Ad Hoc Nominating

Ms. Florence provided a report on the November 2, 2022 Ad Hoc Nominating Committee meeting (included on page 17 of the December 8 agenda packet). After a review of the Bylaws, committee structures and attendance records, the Committee approved the nomination of the following slate of officers:

Chair – Raynaldo De Los Santos, Jr.
Vice Chair – Sandra Bowen
Secretary – Jesse Gatewood
Treasurer – John Owen
Parliamentarian – Victor M. Gonzalez, Jr.

XI. Consent Agenda Action Items:

1. FY 2023 Budget Amendment #1
2. Policy #4.3.100.08 – Child Care Eligibility
3. Policy #4.3.108.04 – Child Care Provider Reimbursement Rates
4. Policy #1.0.116.02 – Micro and Small Purchases

Mr. Owen moved to approve all items on the Consent Agenda. The motion was seconded by Mr. De Los Santos, Jr. and passed.

XII. President/CEO Report

Annual Update

Mr. Trevino expressed appreciation and gratitude for Chair Perez; Judges; Judges Elect; Ms. Acuna; Board members and team members for the opportunity for allowing him to represent their work that was presented at the Annual Board of Directors meeting. He credited the team members for their work and it is his privilege to represent this to everyone on their behalf.

Mr. Trevino presented the 2022 Annual Report including: Strategic Board Goals; Coastal Bend Regional Trends; Largest Occupations in the Coastal Bend; Largest Industries in the Coastal Bend; Coastal Bend Workforce By The Numbers; Child Care Services Program; Early Childhood Development Quality Services Program; Workforce Youth Services; Youth Opportunities Unlimited; Supporting Business & Connecting Education; Workforce Veterans Services; 11th Annual Hiring Red, White & You! Statewide Hiring Fair; Workforce Special Programs; Workforce Grant Opportunities; Workforce Mission Moments; Workforce Valued Partners; and Coming Soon MASH BASH.

Mr. Trevino stated it is a privilege for him to deliver the presentation because it is the work of the Board of Directors; Board Professionals; and the contractors in our community that support this mission.

Mr. Trevino thanked Ms. Perez for her leadership over the past year.

Mr. Trevino acknowledged Judge Huff for his 36 years of serving as County Judge and mentioned we would miss him. Mr. Trevino announced Workforce Solutions Coastal Bend has a Proclamation for Judge Huff through Senator Zaffirini's office that will be coming soon.

Mr. Trevino stated we have our bullet points of the whereas of who Judge Huff is, what we are appreciative of and our gratitude for him. This was collected through our team members and our Board of Directors.

Mr. Trevino stated the Proclamation will read from the State of Texas from the Senator's Office:

Whereas, Judge Jim Huff has been engaged in the Workforce Development system in the Coastal Bend for the last 25 years.

Whereas, Judge Jim Huff has been the Chairman of the Chief Elected Officials (CEO) Council representing the 11 County Judges and the Mayor of the City of Corpus Christi for since 2015.

Whereas, Judge Jim Huff has been an incredible advocate for Workforce Solutions Coastal Bend offering unwavering support to the citizens of the region.

Whereas, during Judge Jim Huff's tenure as Chairman of the CEO Council Workforce Solutions has seen unprecedented growth through his leadership.

Whereas, Judge Jim Huff is respected and beloved by the entire team at Workforce Solutions, his fellow County Judges and all of the appointed Board of Directors

Whereas, Judge Jim Huff has set the gold standard of leading the CEO Council through effective and outstanding stewardship.

Whereas, Judge Jim Huff's replacement will have big shoes to fill.

Whereas, Judge Jim Huff's dedication, loyalty and commitment to Workforce Solutions will always be remembered.

Whereas, during Judge Jim Huff's tenure, tens of thousands of people went back to work in the region, received training, received childcare and started a better life.

Whereas, Judge Jim Huff guided Workforce Solutions during Eagle Ford Shale.

Whereas, Judge Jim Huff guided Workforce Solutions during Hurricane Harvey and a pandemic by offering sound advice.

Whereas, Judge Jim Huff is known by our team as a man of values, principles and love of the Coastal Bend.

Whereas, Judge Jim Huff has been a trusted mentor to Ken Trevino, CEO of Workforce Solutions.

Mr. Trevino recognized Judge Huff for his service to this community and mentioned he will never be forgotten. Mr. Trevino stated the Workforce Solutions Coastal Bend team respects Judge Huff so much. Mr. Trevino included that Judge Huff collaborated with him personally and offered Mr. Trevino guidance during some rocky times when he first started in 2010. Mr. Trevino expressed his gratitude for everything Judge Huff has ever done and the citizens that have benefited for Judge Huff being the County Judge in Live Oak.

Judge Huff thanked Mr. Trevino and appreciated everything that Mr. Trevino mentioned. Judge Huff stated it is the organization itself as we know it is not just one person. Judge Huff commended Mr. Trevino with the highest commendation available from his heart. Judge Huff thanked Mr. Trevino for the way he leads the organization because it starts at the top. Judge Huff acknowledged Mr. Trevino and noted for Mr. Trevino to look at what he has gotten together and how he serves people.

Mr. Trevino thanked Judge Huff for his service and his comment.

Mr. Trevino recognized Ms. Perez for her time serving as Chair for 6 years. Everyone who were in attendance appreciated the leadership of Ms. Perez. Mr. Trevino stated he has learned so much from Ms. Perez over the last 3 years. Mr. Trevino mentioned that Ms. Perez is not just someone he works with but she has become a friend and a friend to the family. Ms. Perez reached out to Mr. Trevino when he found out his wife had cancer. Mr. Trevino expressed his appreciation to Ms. Perez for doing that.

Ms. Perez thanked Mr. Trevino.

Mr. Trevino mentioned that when Ms. Perez contacted him and checked up on him during his most difficult time during COVID that meant so much to him.

Mr. Trevino announced there were small tokens of gratitude in front of Judge Huff and Ms. Perez.

XIII. Discussion and Possible Action on Nomination and Election of Officers for 2023

Ms. Perez announced the following slate of officers recommended by the Ad Hoc Nominating Committee (included on pages 43-44 of the December 8 agenda packet).

Chair – Raynaldo De Los Santos, Jr.
Vice Chair – Sandra Bowen
Secretary – Jesse Gatewood
Treasurer – John Owen
Parliamentarian – Victor M. Gonzalez, Jr.

Ms. Perez requested nominations from the floor. None were made.

Mr. Sample moved to close the nominations. The motion was seconded by Mr. Salazar and passed.

Mr. Sample moved to accept the 2023 slate of officers as presented. The motion was seconded by Mr. Salazar and passed.

Ms. Perez congratulated the new 2023 slate of officers on the Board of Directors for Workforce Solutions of the Coastal Bend.

Mr. De Los Santos, Jr. stated there were many kind things mentioned throughout the course of the Annual Board of Directors meeting. Mr. De Los Santos, Jr. recognized Judge Huff and Ms. Perez of having exceptional leadership, dedication, love and caring for our community. Mr. De Los Santos, Jr. stated he hopes that he and the new officers are able to do their example justice and make them proud. He noted they will continue up this hill to newer, bigger, better things because the leadership has left them in an amazing place.

Ms. Bowen stated she is honored and blessed to be the Vice Chair of the organization of Workforce Solutions Coastal Bend. Ms. Bowen has come a long way in life when it comes to serving on Boards. Ms. Bowen mentioned she is very active in the community of Alice that she serves. Ms. Bowen mentioned this is one of her favorite boards because she sees the results are so positive and rewarding to serve in any capacity. Ms. Bowen has served on Workforce Services Committee and Child Care Service Committee, which she loves. Ms. Bowen is eager to work on the Executive/Finance Committee.

XIV. Adjournment

The meeting adjourned at 4:39 pm.

COMMITTEE REPORT

X – 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

X – 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 8th, 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 10th, 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 3rd, 2023.

Meeting adjourned at: 4:22 PM

COMMITTEE REPORT

X – 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 4th. 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

X – 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

XI. 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.

RECOMMENDATION

The Board of Directors approve 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.

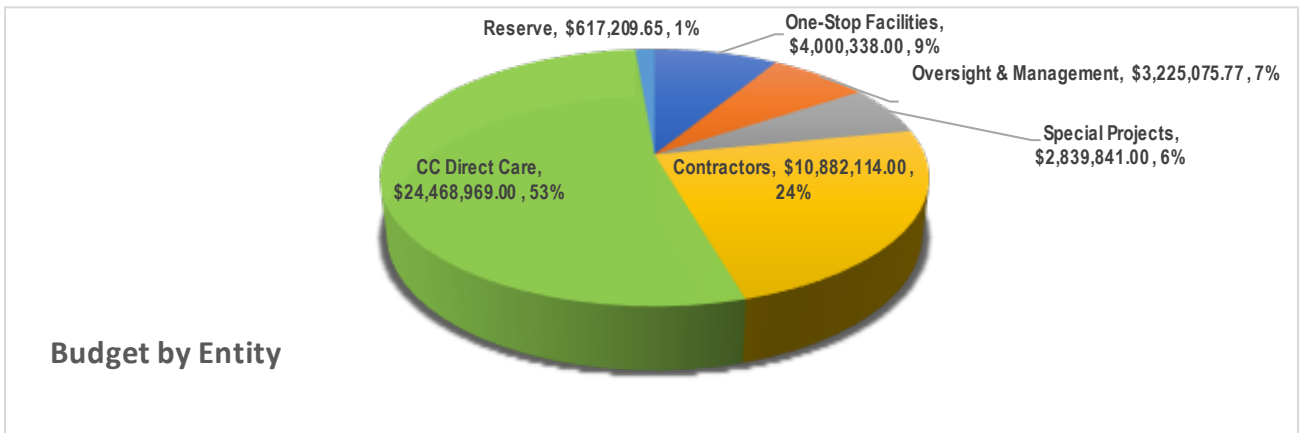
The increase in the budget will be adjusted in the Contracted services category. An increase in Special Projects of \$150,000 for the TIP grant, a decrease in One-Stop of (\$370,403) for Oct allocations being less than planning allocations, and Baker Ripley for an increase of \$232,675 for the Child 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
Grand Total		46,021,276	12,272	46,033,548

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

	A FY2023 Revised Budget	B FY2023 Amended Budget	Difference Amend #2
Grant revenue	\$ 46,021,276	\$ 46,033,548	\$ 12,272
EXPENSES			
<u>Oversight & Management</u>			
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	-
Total Oversight & Management Expense	\$ 3,225,076	\$ 3,225,076	\$ -
<u>One Stop Operations</u>			
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	-	-	-
Total One Stop Operation	\$ 4,000,338	\$ 4,000,338	\$ -
Contracted services	\$ 38,795,862	\$ 38,808,134	\$ 12,272
Total expense	\$ 46,021,276	\$ 46,033,547	\$ 12,272
Changes in net assets	(0)	0	0



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII – 1. Policy Updates – Policy #2.0.407.02 – Cash Disbursements

BACKGROUND INFORMATION

Attached is the policy review schedule showing the three policies 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 policies 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 to.
- Expand Innovative Service to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
 - The review schedule did not exist until the end of last fiscal year and several of the policies have not been updated in in years. This will allow all policies 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

Board Professionals recommend the Board of Directors approve the Policy Updates on Policy #2.0.407.02 – Cash Disbursements.

Policy Review Schedule 2023			
Category	Policy #	Title	Revision Date
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

Policy Review Schedule 2023			
Category	Policy #	Title	Revision Date
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 24, 2023~~

BOARD APPROVAL: February 23, 2023

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.‡
2. Unused checks are to be in the custody of the Chief Financial Officer.‡
3. Checks are prepared only after the check request has been received and approved by the Chief Financial Officer or Finance Manager.‡
4. Spoiled checks must be mutilated by stamping the signature block “VOID” with a rubber ~~stamp, or~~ stamp or writing the word “VOID” over the signature block and notched in the signature line.‡
5. The practice of drawing checks to “CASH” or “BEARER” is strictly prohibited.‡
6. The signing of checks before they are made out is strictly prohibited.‡
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 produced and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 an elected officer of the Executive/-Finance Committee. †

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 produced and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 an elected officer of the Executive/-Finance Committee.
- 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 produced and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 an elected officer of the Executive/-Finance Committee.
- ~~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 produced and provided to President & CEO, Chief Operating Officer, and for items over \$50,000 an elected officer of the Executive/-Finance Committee.
- ~~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

DISCUSSION AND POSSIBLE ACTION

XIII – 1. Approval of 2021-2024 Strategic Business Plan Modification

BACKGROUND INFORMATION

As set forth in Texas Workforce Commission (TWC)- Workforce Development Letter (WDL) 18-22, Local Workforce Development Board Plans: Guidelines for Two-Year Plan Modifications of 2021-2024 Plans, issued September 21, 2022; The WIOA requires that at the end of the first two-year period of the four-year local Board plans, Boards review their local plans, develop, and submit modifications to reflect labor market changes, economic conditions, and other factors affecting plan implementation.

Key requirements:

1. Opportunity for public comment on the development of the plan modifications must be provided by:
 - Making copies of the proposed plan modifications available to public through electronic and other means, such as public hearings and local new media;
 - Provide a 30-day comment period on the plan modifications; and
 - Submitting to TWC any comments that express disagreement with the plan modifications.
2. The plan modifications must be approved in an open meeting, pursuant to Texas Government Code Chapter 551.

Actions taken to adhere to key requirements part of WDL 18-22:

1. 2021-2024 Strategic Business Plan Modification was completed and published on January 9, 2023, via WFSCB's website and other social media platforms.
2. The posting provides hyperlink allowing the public to review all the revisions made, as the document must contain "strikethroughs" and make obvious the inserted revisions.
3. The posting provides specific instructions on how public comments may be made. These include, written comments can be submitted electronically to Director of Programs & Planning, delivered via mail or in person by February 7, 2023, before 5pm.
4. In addition, a Public Information and Listening Session has been scheduled and advertised for Friday February 10, 2023, 12pm, at Staples Career Center, 520 N. Staples. CC. Tx. 78401.
5. Present the plan at Workforce Services Committee at meeting scheduled February 9, 2023 and recommend approval to Board of Directors meeting scheduled for February 23, 2023.

Actions taken to modify the plan in regard to: reflect labor market changes, financing available to support WIOA Title I or provision of services or a need to revise strategies in order to meet local performance goals.

1. Target Occupation List updated to reflect addition of occupations made over the past two years; from 51 occupations to 59. Update the in-demand industry, wage, training institutions and programs of study.
2. No significant changes made to service delivery in regard to the issuance of support services and training accounts. No significant changes to performance measures- added two measures, Credential attainment and Measurable skills gain. However, there were changes made due to pandemic in regard to distance, on-line, hybrid services implementation during and post pandemic.
3. Changes made to the services provided to youth with the continuum of annual projects and addition of Career and Education Outreach Program (CEOP).

4. Career Center locations; minus Sunrise Career Center, plus Mission Center in Corpus Christi Texas. Our service delivery area remains with six one-stop career centers and two satellite offices with the addition of satellite office in Rockport Texas,
5. Significant changes in Child Care Services due to increase in Funding.
6. Significant changes made to the grants received and creation of partnerships.

WFSCB Team provided a great deal of attention to make certain the key requirements were addressed and provided specific examples on how our development board continues to elevate our service delivery, maintain and create meaningful partnerships, adhere to program rules and continue to trend-up in the quality of work. Great Job Team! The cycle continues, an updated plan will be due again on or around March 2025.

The approved 2021-2024 Strategic Business Plan Modification must be submitted to TWC by March 1, 2023.

RECOMMENDATION

Board Professionals recommend the Board of Directors approve the modifications made to the 2021-2024 Strategic Business Plan as presented.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII – 2. Policy #2.0.207.01 – Check Signatures

BACKGROUND INFORMATION

CFO will provide information on Policy #2.0.207.01 – Check Signatures for approval.

RECOMMENDATION

Board Professionals recommend the Board of Directors approve the Policy Updates on Policy #2.0.207.01 – Check Signatures.



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 _____

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

INFORMATION ONLY

XIV – 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>
Direct Child Care Dollars	\$940,222	\$1,880,444

➤ Local Match Contract Certifications – 2nd 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 CASAS 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

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

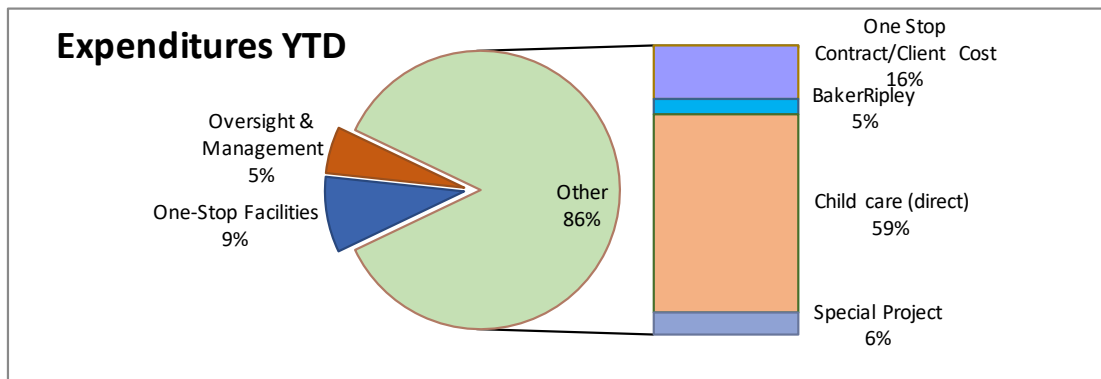
BACKGROUND

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
Expires 12/31/2022								
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%
Expires 1/31/2023								
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
Expires 3/31/2023								
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%
Expires 5/31/2023								
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
Expires 6/30/2023								
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%
Expires 8/31/2023								
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
Expires 9/30/2023								
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
Expires 10/31/2023								
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%
Expires 12/31/2023								
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%
Expires 4/30/2024								
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
Expires 6/30/2024								
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%
Expires 4/30/2025								
Non TWC	Upskill (Del Mar-E2E)	4/1/22	4/30/22	\$66,000.00	\$23,502.01	\$42,497.99	36%	NA
				\$77,991,782.00	\$41,437,495.56	\$36,554,286.44		

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

	FY2023 Amended Budget	Current	YTD	% Expended
REVENUES				
Grant revenue - federal	46,003,548	3,401,549	8,924,940	19%
Grant revenue - Non federal	30,000	389	1,154	
	46,033,548	3,401,938	8,926,094	19%
EXPENSES				
Oversight & Management				
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%
Total Oversight & Management Expense	3,225,076	275,274	501,080	16%
One Stop Operations				
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%
Total One Stop Operations	4,000,338	576,626	813,033	20%
Contracted services	38,808,134	2,645,963	7,956,315	21%
Total expense	46,033,547	3,497,863	9,270,427	20%



**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
Total Assets	\$ 4,038,009

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
Total Liabilities and Net	\$ 4,038,009
Assets	

INFORMATION ONLY

XIV – 3. IT Project Update

BACKGROUND

- Entered the second year of the contract with 3rd 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 2nd TWC TCF Assessment from AT&T.

INFORMATION ONLY

XIV – 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

XIV – 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 <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 Mission Plaza Phase II	\$1,069,060	Year 1 (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, SGT 44 Pirate LLC	Lease Agreement for Office Space Pirate Plaza, Sinton (≈ 3,650 sq ft)	\$74,240	Year 1 of 4 pending	1/01/23 – 12/31/23
Texas Workforce Commission	Building Use Lease Agreement Staples, Corpus Christi (≈ 22,616 sq ft)	\$0		10/1/22 – 9/30/23
Coastal Bend College	Lease Agreement for Office Space 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 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 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 Ayers (Mission Plaza), Corpus Christi (≈ 24,973 sq ft) <i>Lease Term 2021–2032</i>	\$299,676	Year 2 of 11	1/1/22 - 12/31/22
Goodwill Industries of South Texas	MOU for Office Space 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. Amendment #2 – Revised statement of work financial requirements. Amendment #3 – Revised statement of work project requirements. Amendment #4 – Revised statement of work project requirements, uniform administrative requirements and decreased (voluntary return) award amount by \$503,317. Amendment #5 – Revised statement of work project requirements, uniform administrative requirements and extending grant period end date to 3/31/23. Amendment #6 - Revised uniform administrative requirements and award amended to reflect voluntary deobligation of \$142,493. 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. 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. 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. 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. 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

XIV – 6. Performance Measure Update BCY 2021 – 2022

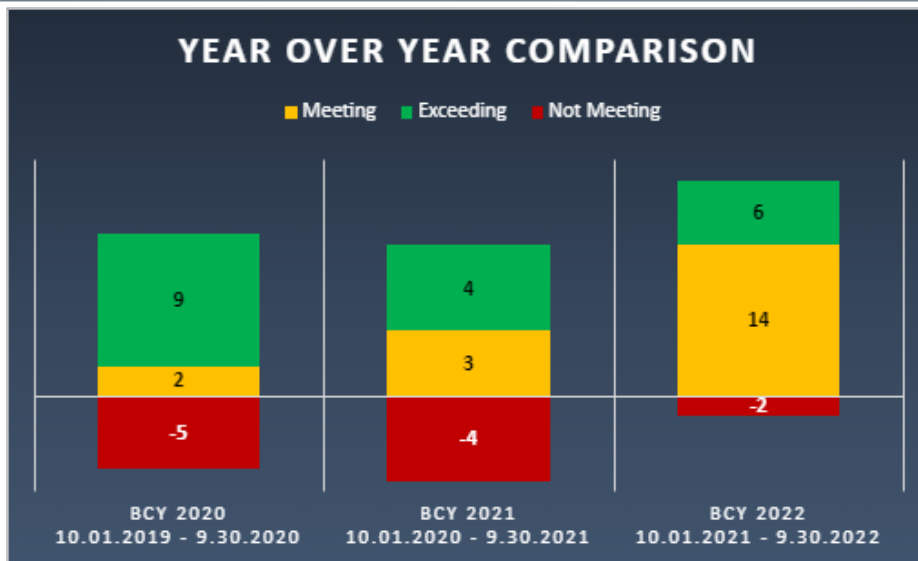
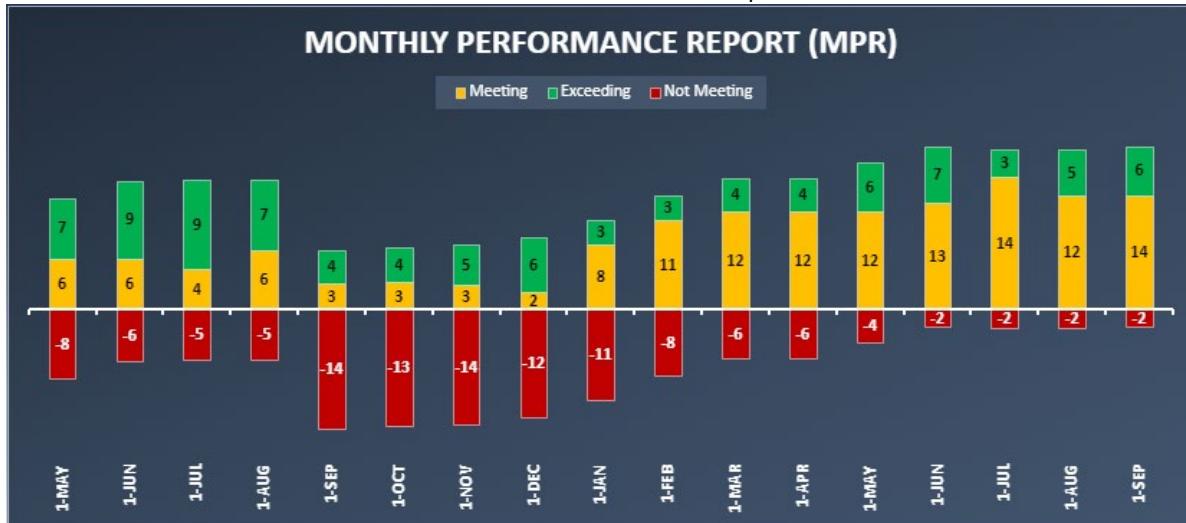
BACKGROUND INFORMATION

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
+P (Exceeding) – Meeting performance – Greater than 105%	+P (Exceeding) – Meeting performance – Greater than 110%
MP – Meeting performance – Greater than 97.5% and Equal to or Less than 105%	MP – Meeting performance – Greater than 95% and Equal to or Less than 110%
MP – Meeting at Risk – Equal to or Greater than 95% and Equal to or Less than 97%	MP – Meeting at Risk – Equal to or Greater than 90% and Equal to or Less than 95%
-P – Not meeting performance – Less than 95%	-P – 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			
1. Credential Rate – C&T Participants	76	131	58.02%	82.77%	70.10%
2. Choices Full Engagement Rate – All Family Total	24	56	45.03%	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

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

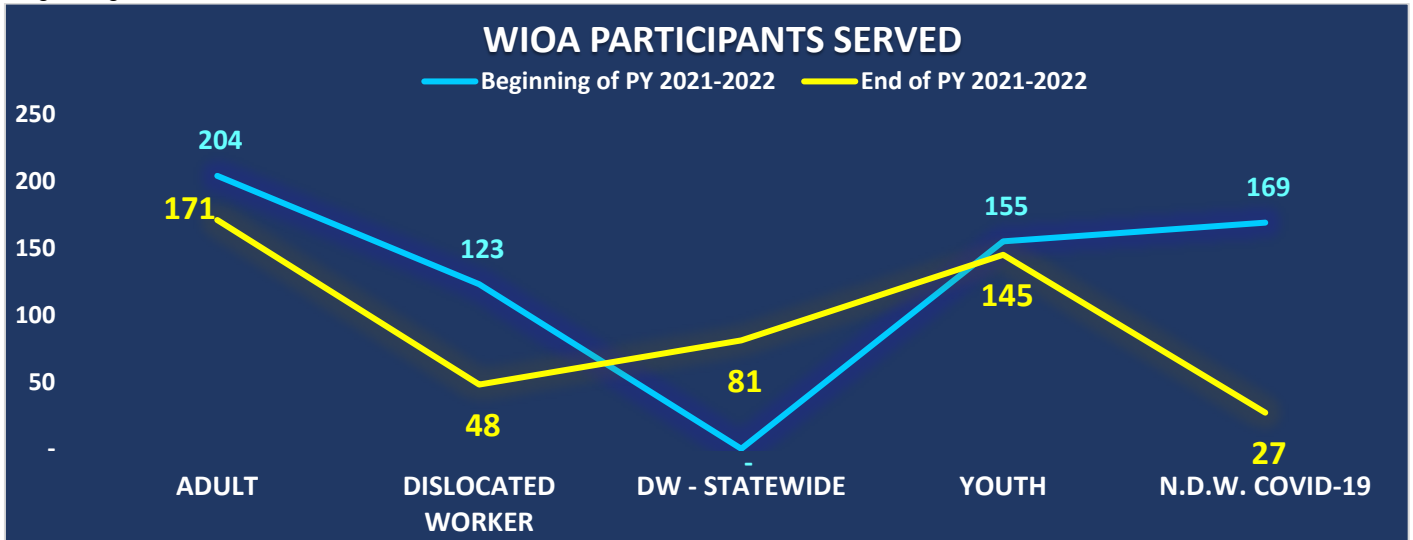
BACKGROUND INFORMATION

Caseload Report Update – Participants Currently Being Served

Total of WIOA Participants Served:

Beginning of Year: **651**

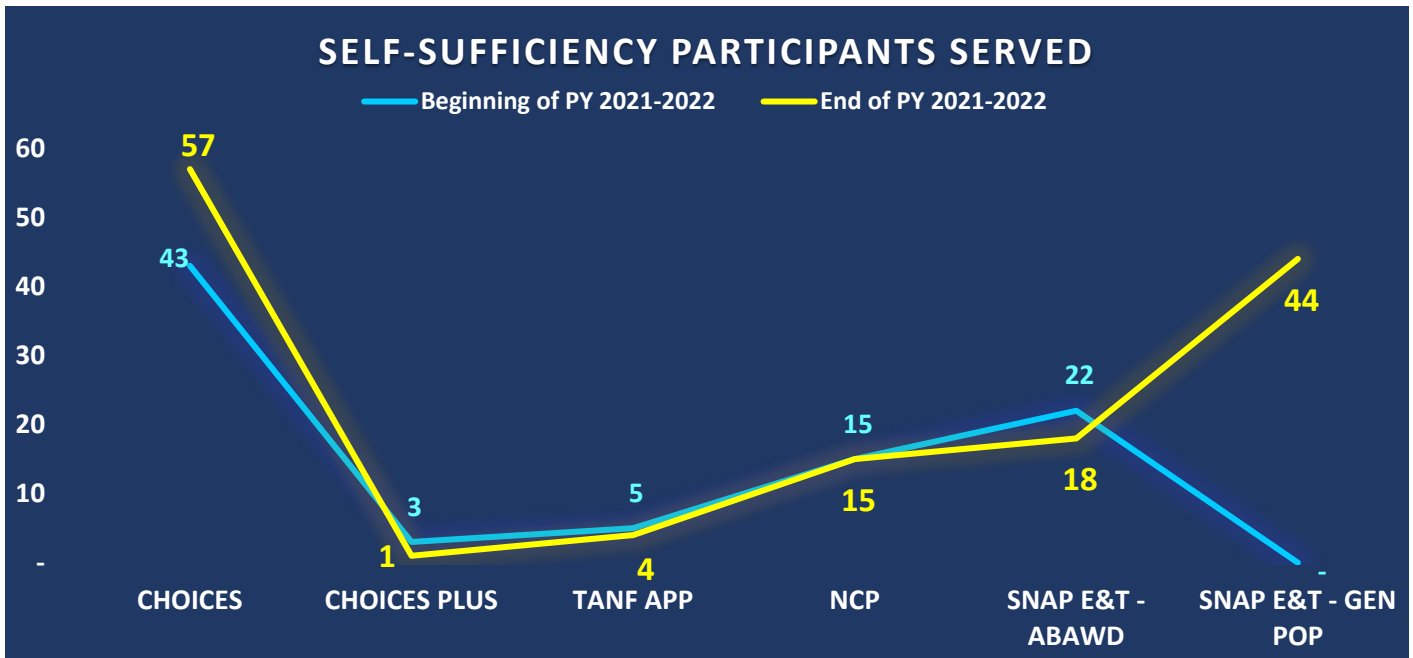
End of Year: **472**



Self-Sufficiency Participants Served

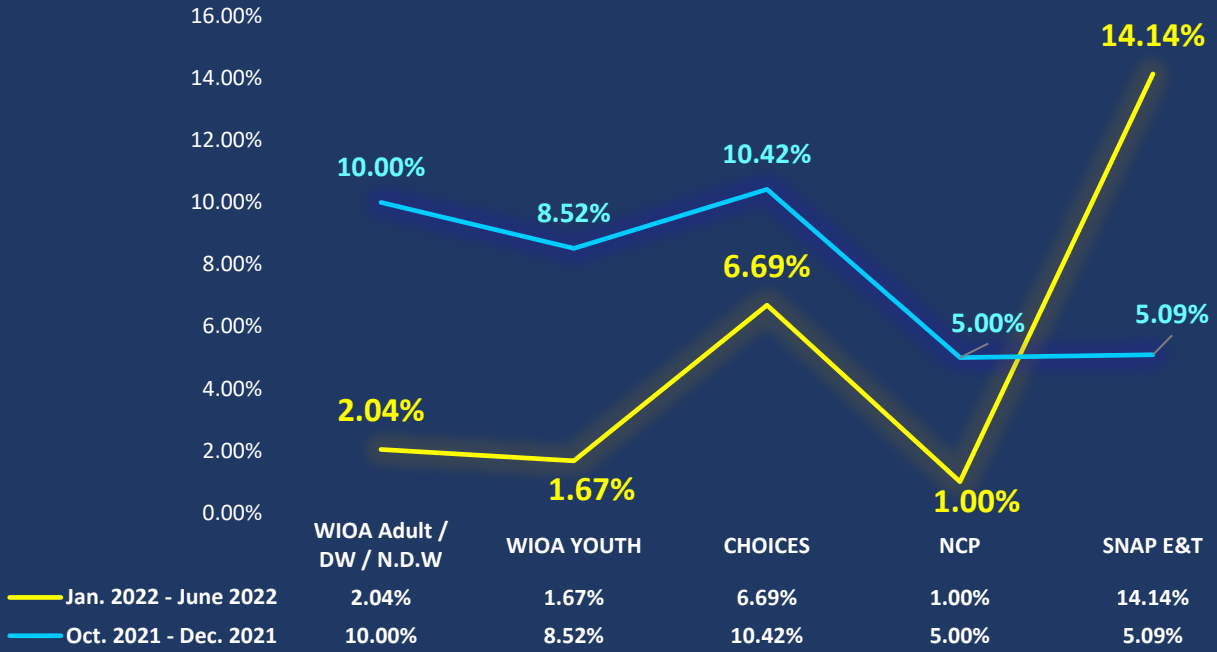
Beginning of Year: **88**

End of Year: **139**

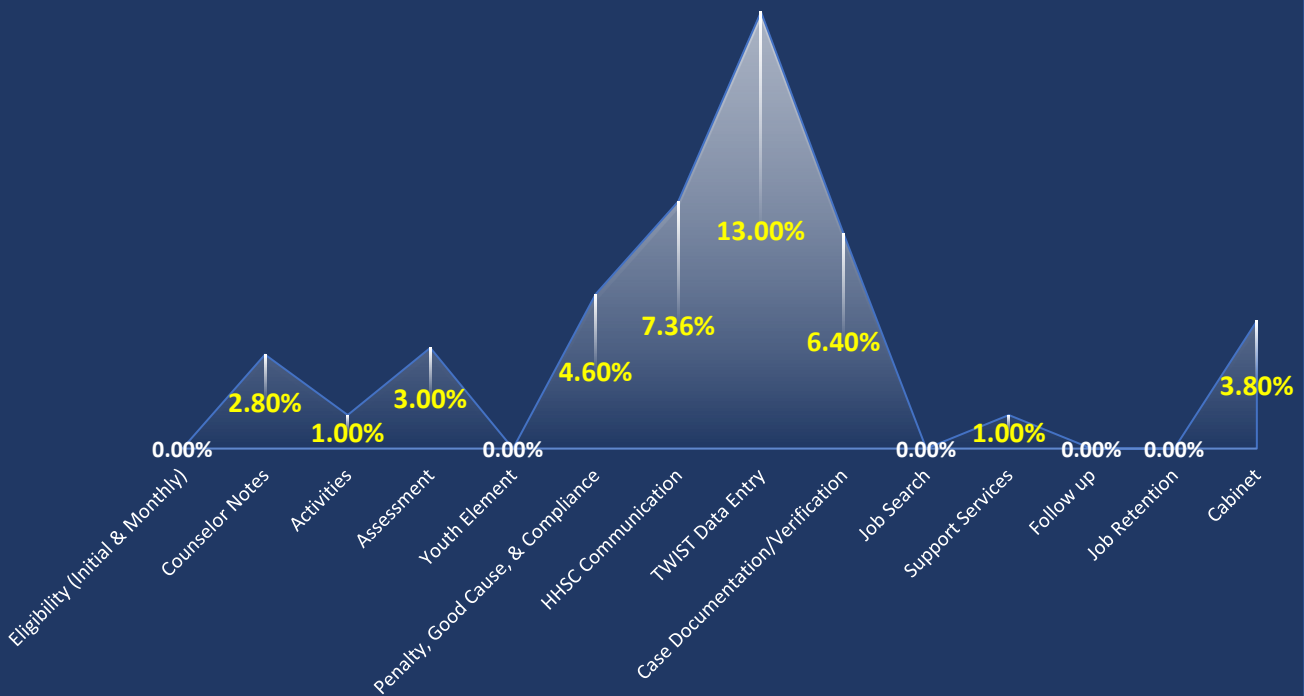


Quality Assurance Update

CASELOAD FILE REVIEW



CASELOAD FILE REVIEW BY ATTRIBUTES



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.