



# Executive/Finance Committee Meeting

September 14, 2023  
3:00 pm

Mission Career Center  
4981 Ayers Street  
**Mission Training Room**  
Corpus Christi, TX

Join Zoom Meeting

<https://us02web.zoom.us/j/87334737677?pwd=ZzlCakE3a0VsUWZ0MzAvTGo4Tkp4Zz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 873 3473 7677

Passcode: 012351

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

## Strategic Goals

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

## Mission Statement

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

## Value Statement

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

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

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

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

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

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

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

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

## Disclosure and Declaration of a Conflict of Interest

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

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

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

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

## Code of Ethics

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

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



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## Executive/Finance Committee Meeting

Mission Career Center – 4981 Ayers Street – Mission Training Room  
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/87334737677?pwd=ZzlCakE3a0VsUWZ0MzAvTGo4Tkp4Zz09>

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

Meeting ID: 873 3473 7677  
Passcode: 012351

**Thursday, September 14, 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. **Discussion and Possible Action on Minutes of the May 11, 2023 Executive/Finance Committee Meeting**.....5-9
- VII. **Discussion and Possible Action on Minutes of the July 27, 2023 Executive/Finance Committee Meeting**.....10-11

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A proud partner of the  American Job Center network

**Equal Opportunity Employer/Program**

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

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

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

VIII. **Chair’s Report:** *Raynaldo De Los Santos, Jr.*

- Board Updates, Key Meetings, Items of Interest, and Communication

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

- Business Development, Public Relations and Organizational Update

X. **Financial Report as of July 31, 2023:** *Shileen Lee*.....12-15

XI. **Committee Reports**

- \* *Child Care Services* *Marcia Keener, Chair*.....16-21
- \* *Ad Hoc Youth* *Liza Wisner, Chair*.....22-23
- \* *Workforce Services* *Manny Salazar, Chair*.....24-25
- \* *Public Relations* *C. Michelle Unda, Chair*.....26-28

XII. **Discussion and Possible Action to Approve the External Audit for FY2022:** *Shileen Lee*.....29-67

XIII. **Discussion and Possible Action to Approve FY 2023 Budget Amendment #4:** *Shileen Lee*.....68-71

XIV. **Discussion and Possible Action to Approve the BCY2023-24 Preliminary Budget:** *Shileen Lee*...72-75

XV. **Discussion and Possible Action to Approve Purchases Over \$50k:** *Shileen Lee*.....76

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

1. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Leases for Fiscal Year 2023-24: *Shileen Lee*.....77

XVII. **Information Only:**

1. Monitoring Report: *Larry Peterson & Ricardo Munoz*.....78-80
2. Policy Update Schedule: *Shileen Lee*.....81-84
3. Facilities Update: *Amy Villarreal*.....85
4. Update on Procurements and Contracts: *Shileen Lee*.....86-97
5. Performance Measure Update: *Amy Villarreal*.....98-101
6. 2023-2024 Holiday Schedule: *Ken Trevino*.....102-103
7. Draft Agenda for the September 21, 2023 Board of Directors Meeting: *Ken Trevino*.....104-107

XVIII. **Adjournment**

**Notice:** *The Chair of the Executive Finance Committee will be at 4981 Ayers Street, Corpus Christi, Texas where the Chair will preside over the Meeting.*

**Notice:** *One or more members of the Executive Finance Committee and the Board of Directors may attend via video conference.*

(cont. page 3)

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

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

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

**Texas Open Meetings Act (TOMA).** All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our **Mission Career Center, Mission Training Room** 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, 4981 Ayers Street, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

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

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**Executive/Finance Committee Meeting**  
**Roll Call Roster**  
**September 14, 2023**  
**(6 = Quorum)**

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signed

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

**MINUTES**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88589975373?pwd=eVRxYXBidXRCaDNnNGU1bEtQTm5Hdz09>

**Toll-Free Call In**

**888 475 4499 US Toll-free**

**Meeting ID: 885 8997 5373**

**Passcode: 132842**

**May 11, 2023 – 3:00 pm**

**Committee Members**

**Present**

Raynaldo De Los Santos, Jr., Chair  
Sandra Bowen, Vice Chair  
Jesse Gatewood  
John Owen  
Victor M. Gonzalez, Jr.  
Gloria D. Perez  
Marcia Keener  
Liza Wisner  
Manny Salazar

**Absent**

C. Michelle Unda

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Janet Neely, Workforce Solutions  
Allyson Riojas, Workforce Solutions  
Larry Peterson, Workforce Solutions  
Esther Velazquez, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Alba Silvas, Workforce Solutions  
Xena Mercado, Workforce Solutions  
Rosina Salas, Workforce Solutions  
Ruben Aceves, Workforce Solutions  
Catherine Cole, Workforce Solutions  
Christina Miller, Workforce Solutions  
Ruben Gonzalez, Workforce Solutions  
Stephanie Aguilar, Workforce Solutions  
Dorothy Guerrero, Workforce Solutions  
Terrie Rodriguez, Workforce Solutions  
Lucinda Garcia, Legal Counsel  
Geri Escobar, C2GPS, LLC  
Robert Reyna, C2GPS, LLC  
Kristi Vidaure, C2GPS, LLC  
Autumn Villafranco, C2GPS, LLC

**Other Board Members Present**

**I. Call to Order**

Mr. De Los Santos, Jr. 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 setup at 400 Mann Street, Suite 800 and it is listed on the zoom call as Public. The laptop is available and open to the public.

**VI. Discussion and Possible Action on Minutes of the February 16, 2023 Executive/Finance Committee Meeting**

Ms. Keener moved to approve the minutes of the February 16, 2023 Executive/Finance Committee meeting. The motion was seconded by Ms. Bowen and passed.

**VII. Chair's Report**

*New Board Members*

Mr. De Los Santos announced that we will welcome 3 new Board members next week at our Board of Directors meeting. They were successfully recruited by our CEO to backfill open positions. They will be receiving a Board Orientation prior to the meeting.

Dr. Leonard Rivera, Associate Vice President, Continuing Education & Off Campus Programs with Del Mar College – Appointed by Mayor Paulette Guajardo, City of Corpus Christi. Representing Education/Post Secondary replacing Kiwana Denson.

Ms. Brittany Sotelo, Vice President of Business Retention & Expansion with Corpus Christi Regional Economic Development Corporation – Appointed by Mayor Paulette Guajardo, City of Corpus Christi. Representing Economic Development replacing Iain Vasey.

Mr. Joey Garcia, Partner with Double Drop Bar & Grill – Appointed by Judge Arnoldo Cantu, Duval County. Representing the Private Sector replacing Arnoldo Cantu.

*Weekly and effective communication between Board Chair and CEO*

Mr. De Los Santos had the opportunity to meet with our CEO multiple times since our last Board meeting both in person and on frequent calls to receive organizational updates. They continue to level-set the relationship between the Chair and CEO with short term and long term expectations.

- Continuous Improvement of Internal Efficiencies
- Strategic Board Goal Implementation and Tracking
- Feedback regarding public meetings
- Status of local economic development projects

*Preparation for Annual Performance Evaluation of the President/CEO*

- Annual Performance of President/CEO Ken Treviño
- Met with Legal Counsel, Lucinda Garcia regarding evaluation process
- Received a synopsis of completed Performance Appraisal from Lucinda Garcia and discussed those results with the CEO

*TAWB 2nd Quarterly Meeting – May 1-2*

Mr. De Los Santos attended the TAWB 2nd Quarterly Meeting with Ken Treviño. This meeting provided the opportunity to meet with volunteer colleagues and Workforce Solutions chairs from around the State.



*Committee Meetings*

Mr. De Los Santos met with committee liaisons and executive leadership to be briefed on upcoming agendas and meeting flow.

Mr. De Los Santos attended 2 of the Committee meetings which was discussed later on the agenda. Mr. De Los Santos expressed his appreciation to the Committee Chairs and Board members for their dedication.

*Board of Directors*

The Next Board of Directors meeting will be held at 3:00 pm on May 18, 2023 at the Staples Career Center, 520 N Staples Street, Conference Room #1.

*CEO Council*

The Next CEO Council meeting will be held at 12:00 noon on May 26, 2023 at the Staples Career Center, 520 N Staples Street, Conference Room #1 in Corpus Christi, Texas.

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

Mr. Trevino thanked Chairman De Los Santos, Executive Committee members and all the team members that attended. Mr. Trevino presented an overview on the Board Strategic Goals and the plan that was initiated earlier in the year.

Board Strategic Goals:

1. Establish and Strengthen Partnerships
2. Effectively/Efficiently Target Rural Area Services
3. Increase Workforce Awareness
4. Expand Innovative Services to Business
5. Explore New Revenue Opportunities
6. Improve Internal Efficiencies
7. Refine Board Culture

**IX. Financial Report as of March 31, 2023**

Ms. Lee presented the March Financial Report (included on pages 10-13 of the May 11 agenda packet).

**X. Committee Reports**

*Child Care Services*

Ms. Keener provided a report on the May 2, 2023 Child Care Services Committee (included on pages 14-18 of the May 11 agenda packet).

*Ad Hoc Youth*

Ms. Wisner provided a report on the May 3, 2023 Ad Hoc Youth Committee meeting (included on page 19 of the May 11 agenda packet).

*Workforce Services*

Mr. Salazar provided a report on the May 4, 2023 Workforce Services Committee meeting (included on pages 20-21 of the May 11 agenda packet).

*Public Relations*

Ms. Mercado provided a report on the May 4, 2023 Public Relations Committee meeting (included on pages 22-24 of the May 11 agenda packet).

Mr. De Los Santos expressed his appreciation to the Public Relations team for all their great work.

**XI. Discussion and Possible Action to Approve FY 2023 Budget Amendment #3:**

Ms. Lee provided information on the FY 2023 Budget Amendment #3 (included on pages 25-28 of the May 11 agenda packet).

Mr. Owen moved to approve the FY 2023 Budget Amendment #3. The motion was seconded by Ms. Perez and passed.

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

1. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System based on independent evaluator recommendation(s) and all matters related thereto (Including Youth Services).

Ms. Velazquez provided information on the Contract for Management and Operation of Career Center System based on independent evaluator recommendation(s) and all matters related thereto (Including Youth Services) (included on pages 29-30 of the May 11 agenda packet).

Ms. Bowen moved to approve the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System based on independent evaluator recommendation(s) and all matters related thereto (Including Youth Services). The motion was seconded by Mr. Gatewood and passed.

2. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute a Contract with (To Be Announced) for the Purchase of Airframe Equipment in the amount of \$150,000.

No action taken.

3. Discussion and Possible Action to Authorize the President/CEO to Execute New Contracts and the Options for Renewal of Contracts for Fiscal Year 2023-24.

Ms. Velazquez provided information on the New Contracts and the Options for Renewal of Contracts for Fiscal Year 2023-24 (included on pages 32-33 of the May 11 agenda packet).

Mr. Owen moved to approve the President/CEO to Execute New Contracts and the Options for Renewal of Contracts for Fiscal Year 2023-24. The motion was seconded by Ms. Bowen and passed.

**XIII. Discussion and Possible Action on Annual Performance Evaluation of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)**

Mr. De Los Santos called the meeting into closed session at 4:10 pm. The closed session ended at 4:48 pm.

Mr. Owen moved that the annual performance appraisal tool and performance evaluation report of the President/CEO for 2022-2023 be approved and that the following recommendations be presented to the Board of Directors regarding the President/CEO:

1. A four percent (4%) cost of living adjustment/increase to the current base salary of 2022-2023;
2. The payment of a performance incentive of ten percent (10%) based on the current base salary of 2022-2023; and

3. And all other benefits provided under the Employment Agreement to remain the same.

The motion was seconded by Ms. Bowen and passed.

Mr. De Los Santos congratulated Mr. Trevino

Mr. Trevino thanked everyone and stated it is a privilege to serve. He expressed his appreciation for the vote of confidence.

Mr. De Los Santos stated the Executive Committee appreciates Mr. Trevino's service; the manner in which he approaches that service; and the leadership Mr. Trevino brings to this organization into the region. Mr. De Los Santos thanked Mr. Trevino and mentioned we are proud to have you as our leader.

Mr. Trevino thanked Chairman De Los Santos.

**XIV. Information Only:**

Information items 1-5 moved to the Board of Directors Meeting.

**XV. Adjournment**

The meeting adjourned at 4:54 pm.

**MINUTES**

**Workforce Solutions Coastal Bend – Special-Called Executive/Finance Committee Meeting  
Mission Career Center – 4981 Ayers Street – Mission Training Room  
Corpus Christi, Texas**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81136167015?pwd=cnhWL2RXVjduWTdJRmZTZWMycUU4dz09>

**Toll-Free Call In**

**888 475 4499 US Toll-free**

**Meeting ID: 811 3616 7015**

**Passcode: 347720**

**July 27, 2023 – 2:00 pm**

**Committee Members**

**Present**

Raynaldo De Los Santos, Jr., Chair  
Sandra Bowen, Vice Chair  
John Owen  
Victor M. Gonzalez, Jr.  
Gloria D. Perez  
Liza Wisner  
Manny Salazar  
C. Michelle Unda

**Absent**

Jesse Gatewood  
Marcia Keener

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Janet Neely, Workforce Solutions  
Allyson Riojas, Workforce Solutions  
Esther Velazquez, Workforce Solutions  
Zachary James, Workforce Solutions  
Ricardo Munoz, Workforce Solutions  
Larry Peterson, Workforce Solutions  
Rosina Salas, Workforce Solutions  
Lucinda Garcia, Legal Counsel  
Mike Milson, Workforce Solutions Golden  
Crescent, Lead Evaluator  
Aaron Smith, C2GPS, LLC  
Geri Escobar, C2GPS, LLC  
Robert Reyna, C2GPS, LLC  
Linda Stewart, C2GPS, LLC  
Deborah Varner, C2GPS, LLC  
Kenia Dimas, BakerRipley

**Other Board Members Present**

**I. Call to Order**

Mr. De Los Santos, Jr. called the meeting to order at 2:00 pm.

**II. TOMA Rules**

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

**III. Roll Call**

The roll was called and a quorum was present.

**IV. Announcement on Disclosure of Conflicts of Interest**

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

**V. Public Comments**

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

Mr. Trevino welcomed everyone to the new boardroom at the Mission Career Center. Mr. Trevino announced we would be happy to give the board members a tour.

**VI. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System (Including Youth Services) based on independent evaluator recommendation(s) and all matters related thereto. (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071: Consultation with Workforce Attorney and Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Rule 1.05)**

Mr. De Los Santos expressed his gratitude to the board professionals, evaluators as well as the submitters for this process. Mr. De Los Santos stated this is accumulation of a lot of hard work, time, effort, energy, and expertise from all of the groups. He thanked everyone on behalf of the Board of Directors.

Mr. Trevino stated this was a team effort, there is a lot of moving parts to this. This is an important part of what we do as an organization. The opportunities to have excellence serving the customers in this 11 county region. This process is absolutely critical because we will be audited on this process.

Ms. Velazquez provided information on the Contract for Management and Operation of Career Center System (Including Youth Services) based on independent evaluator recommendation(s) and all matters related thereto (included on pages 4-6 of the July 27 agenda packet).

Mr. Michael Milson, Lead Evaluator, provided a report on the independent evaluation proposals.

Mr. Owen moved to approve the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System (Including Youth Services) based on independent evaluator recommendation(s) and all matters related thereto. The motion was seconded by Ms. Bowen and passed.

**VII. Adjournment**

The meeting adjourned at 2:27 pm.

## **FINANCIAL REPORT – EXECUTIVE/FINANCE**

X. Financial Report as of July 31, 2023

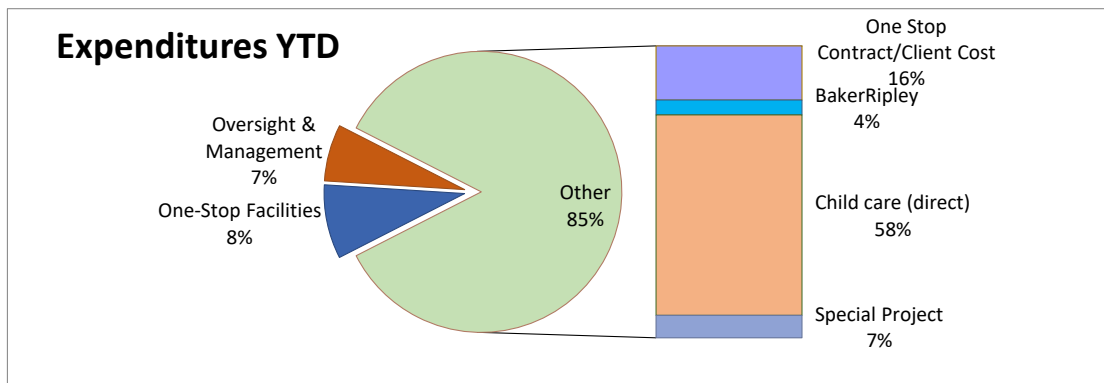
### **BACKGROUND**

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

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target
<b>Expires 8/31/2023</b>								
Non TWC	Perkins	7/1/20	8/31/23	\$75,000.00	\$75,000.00	\$0.00	100%	NA
Non TWC	Perkins	12/1/21	8/31/23	\$80,000.00	\$53,250.52	\$26,749.48	67%	NA
Non TWC	KINGSVILLE/BEEVILLE/STAPLES VR EXPENSES	8/1/21	8/31/23	\$120,144.00	\$85,244.34	\$34,899.66	71%	NA
Non TWC	Wage Service for Paid WE 3018VRS171	8/1/20	8/31/23	\$112,500.00	\$30,061.27	\$82,438.73	27%	NA
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/22-08/31/23)	8/1/21	8/31/23	\$105,000.00	\$72,145.76	\$32,854.24	69%	NA
<b>Expires 9/30/2023</b>								
2223NCP001	Noncustodial Parent Choices Program	9/1/22	9/30/23	\$142,403.00	\$116,542.91	\$25,860.09	82%	85%
2223RAG001	Resource Administration Grants	10/1/22	9/30/23	\$6,923.00	\$6,923.00	\$0.00	100%	NA
2223REA001	Reemployment Services and Eligibility Assessment	10/1/22	9/30/23	\$406,411.00	\$377,001.10	\$29,409.90	93%	92%
2223SNE001	SNAP E&T	10/1/22	9/30/23	\$574,158.00	\$559,891.82	\$14,266.18	98%	92%
2223TVC001	Texas Veteran's Commission	10/1/22	9/30/23	\$37,412.00	\$37,412.00	\$0.00	100%	NA
2223WCI001	WCI - Workforce Commission Initiatives	10/1/22	9/30/23	\$56,291.00	\$23,932.26	\$32,358.74	43%	NA
Non TWC	3022VRS047	10/1/21	9/30/23	\$460,000.00	\$225,825.88	\$234,174.12	49%	NA
2223WOZ001	WIOA - Additional Assistance	9/14/22	9/30/23	\$230,000.00	\$224,985.03	\$5,014.97	98%	89%
<b>Expires 10/31/2023</b>								
2223CCQ001	Child Care Quality	10/1/22	10/31/23	\$1,799,715.00	\$818,682.31	\$981,032.69	45%	77%
2223TAF001	TANF Choices	10/1/22	10/31/23	\$2,328,761.00	\$2,225,122.08	\$103,638.92	96%	77%
<b>Expires 11/30/2023</b>								
2223WOS002	WOS - Middle Skills Initiative	3/8/23	11/30/23	\$61,749.00	\$249.54	\$61,499.46	0%	56%
<b>Expires 12/31/2023</b>								
2223CCF001	Child Care	9/30/22	12/31/23	\$26,509,651.00	\$19,638,424.13	\$6,871,226.87	74%	67%
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	\$880,000.00	\$569,443.28	\$310,556.72	65%	NA
2223TRA001	Trade Act Services for Dislocated Workers	10/1/22	12/31/23	\$10,000.00	\$0.00	\$10,000.00	0%	NA
2223WOS001	Military Family	1/1/23	12/31/23	\$55,240.00	\$20,859.61	\$34,380.39	38%	58%
2223WPA001	Wagner-Peyser Employment Services	10/1/22	12/31/23	\$36,459.00	\$32,871.41	\$3,587.59	90%	83%
<b>Expires 2/29/2024</b>								
2223EXT001	EXT - Externships for Teachers	5/2/23	2/29/24	\$180,000.00	\$153,544.76	\$26,455.24	85%	NA
Non TWC	PORT OF CC-EXTERNSHIP	5/2/23	2/29/24	\$20,000.00	\$16,875.00	\$3,125.00	84%	NA
<b>Expires 4/30/2024</b>								
2223TIP001	WIOS - Texas Partnership Initiative	12/28/22	4/30/24	\$150,000.00	\$0.00	\$150,000.00	0%	NA
<b>Expires 5/31/2024</b>								
Non TWC	Walmart - PATHS	1/1/20	5/16/24	\$450,000.00	\$254,974.54	\$195,025.46	57%	NA
2223TAN003	TANF-Texas Internship Initiative	3/21/23	5/31/24	\$100,000.00	\$14,293.65	\$85,706.35	14%	NA
<b>Expires 6/30/2024</b>								
2222WOA001	WIOA - FY23 Adult Allocation (Oct)	10/1/22	6/30/24	\$1,269,498.00	\$1,257,578.58	\$11,919.42	99%	79%
2222WOA001	WIOA - PY22 Adult Allocation (July)	7/1/22	6/30/24	\$347,949.00	\$347,949.00	\$0.00	100%	93%
2222WOD001	WIOA - FY23 Dislocated Worker Allocation (Oct)	10/1/22	6/30/24	\$1,317,859.00	\$1,243,014.45	\$74,844.55	94%	79%
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (July)	7/1/22	6/30/24	\$390,538.00	\$355,227.22	\$35,310.78	91%	93%
2222WOY001	WIOA - PY22 Youth Allocation	7/1/22	6/30/24	\$1,695,253.00	\$1,388,891.82	\$306,361.18	82%	79%
2223WOR001	WIOA - PY23 Rapid Response	7/1/23	6/30/24	\$27,255.00	\$0.00	\$27,255.00	0%	NA
<b>Expires 4/30/2025</b>								
Non TWC	Upskill (Del Mar-E2E)	4/1/22	4/30/22	\$66,000.00	\$58,602.47	\$7,397.53	89%	NA
<b>Expires 6/30/2025</b>								
2223WOA001	WIOA - PY23 Adult Allocation (July)	7/1/23	6/30/25	\$521,797.00	\$182,978.35	\$338,818.65	35%	7%
2223WOD001	WIOA - PY23 Dislocated Worker Allocation (July)	7/1/23	6/30/25	\$387,100.00	\$119,782.30	\$267,317.70	31%	7%
2223WOY001	WIOA - PY23 Youth Allocation	7/1/23	6/30/25	\$2,443,262.00	\$62,586.24	\$2,380,675.76	3%	7%
				\$45,334,772.00	\$30,650,166.63	\$14,684,605.37		

**WORKFORCE SOLUTIONS COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
July 31, 2023

	FY2023 Amended Budget	Current	YTD	% Expended
<b>REVENUES</b>				
Grant revenue - federal	47,191,832	4,268,805	34,776,833	74%
Grant revenue - Non federal	30,000	1,596	11,672	
	<b>47,221,832</b>	<b>4,270,401</b>	<b>34,788,504</b>	<b>74%</b>
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	2,283,433	197,683	1,659,176	73%
Facilities and related expense	265,500	21,043	213,506	80%
Furniture, equipment, & software	105,881	5,109	58,376	55%
General administrative expense	217,500	8,768	150,379	69%
Communication expense	47,000	3,556	34,278	73%
Professional fees and services	135,000	6,998	83,860	62%
Staff development expense	50,000	450	15,642	31%
Travel expense	50,000	2,437	28,452	57%
<b>Total Oversight &amp; Management Expe</b>	<b>3,154,314</b>	<b>246,045</b>	<b>2,243,668</b>	<b>71%</b>
<b>One Stop Operations</b>				
Facilities and related expense	2,498,838	142,563	2,341,874	94%
Furniture, equipment, & software	1,195,000	6,312	234,954	20%
General administrative expense	146,500	27,161	228,578	156%
Communication expense	166,633	12,953	123,438	74%
Professional fees and services	5,000	-	-	0%
<b>Total One Stop Operations</b>	<b>4,011,971</b>	<b>188,989</b>	<b>2,928,844</b>	<b>73%</b>
<b>Contracted services</b>	<b>40,055,547</b>	<b>3,318,777</b>	<b>29,282,151</b>	<b>73%</b>
<b>Total expense</b>	<b>47,221,831</b>	<b>3,753,810</b>	<b>34,454,664</b>	<b>73%</b>





# WORKFORCE SOLUTIONS COASTAL BEND BALANCE SHEET

For the Month Ending  
July 31, 2023

## ASSETS

Current Assets	
Cash & Cash	\$ 1,089,346
Equivalents	
Money Market Account	\$ 845,688
Due from TWC	1,985,155
Accounts Receivable	4,705
Prepaid Expense	168,864
Other Assets	63,345
Total Current Assets	\$ 4,157,402
Fixed Assets	
Building Improvements	\$ 1,904,457
Furniture and Equipment	586,940
Less Accumulated Depreciation	(1,967,151)
Net Fixed Assets	\$ 524,246
<b>Total Assets</b>	<b>\$ 4,681,648</b>

## LIABILITIES

Current Liabilities	
Accounts Payable	\$ 3,643,073
Accrued Expense	431,213
Accrued Vacation	71,371
Total Current Liabilities	\$ 4,145,657

## NET ASSETS

Unrestricted-Non-Federal Fund	\$ 405,378
Temporarily Restricted-Ticket to Work/Other	(393,634)
Investment in Fixed Assets	524,246
Total Net Assets	\$ 535,991
<b>Total Liabilities and Net Assets</b>	<b>\$ 4,681,648</b>

## COMMITTEE REPORT

### XI – 1. Child Care Services

**Committee:** Child Care Services

Marcia Keener, Chair

Catrina Wilson, Vice Chair

Dr. Justin Hoggard

Andrea Chavez

**Date of Committee meeting:** September 5, 2023

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

#### 1. Strategic Board Goals Update Related to the Child Care Programs

The Strategic Board Goals the Child Care Programs impacted during the third quarter of BCY2023 are listed below.

1. Establish and Strengthen Partnerships
  - (a) Assess & Leverage Relationships and Identify Gaps
    1. Surveyed child care providers to determine professional development training needs.
    2. Child care staff met with the Del Mar College continuing education director to discuss creating a partnership between the two organizations to provide the Child Development Associate (CDA) courses.
    3. The TRS staff provided mentoring services to entry level designated (ELD) child care providers to assist them in becoming TRS certified. The staff also conducted the annual unannounced TRS monitoring assessments for those child care centers who are currently TRS certified.
2. Effectively and Efficiently Target Rural Services
  - (a) Ensure Service Delivery
    1. The TRS staff provided mentoring services to entry level designated (ELD) child care providers to assist them in becoming TRS certified. The staff also conducted the annual unannounced TRS monitoring assessments for those child care centers who are currently TRS certified. (9 child care providers were served in rural areas)
3. Increase Workforce Awareness
  - (a) Gain Visibility for Workforce Activities
    1. Child care professional development training workshops (4 training activities were conducted)
    2. A virtual parent engagement meeting was held on 06-22-2023.
    3. The TRS staff provided mentoring services to entry level designated (ELD) child care providers to assist them in becoming TRS certified. The staff also conducted the annual unannounced TRS monitoring assessments for those child care centers who are currently TRS certified.

7. Refine Board Culture

(c) Demonstrate Professionalism

The child care staff are aware that we represent Workforce Solutions Coastal Bend at all times and must be conscientious of the manner in which we carry ourselves and we must perform our job duties in a professional manner at all times.

**1a. Strategic Board Goals Update Related to Child Care Services – Child Care Policy Review Schedule**

The Child Care Services (CCS) Program will transition from The Workforce Information System of Texas (TWIST) to a statewide CCS case management system, the Texas Child Care Connection (TX3C) in BCY2024. The reason for this change has to do with replacing the CCS case management functionality in TWIST with a modern, user-friendly application. The implementation of the new case management system brings with it policy changes and amendments to the Texas Workforce Commission’s (TWC’s) Chapter 809 Rules – Child Care Services Rules that will go into effect during BCY2024. Board staff will be reviewing all existing child care program policies over the next six to nine months to ensure these policies accurately reflect TWC’s policy changes and amendments. The Child Care Eligibility, Assessing and Collecting Parent Share of Cost, and Attendance Requirements for Child Care Services are the policies that will be reviewed and presented at the next Committee Meeting.

**2. Summary of Child Care Performance for the Third Quarter of BCY2023**

The cost of care is now based on **260** days during the contract year. The presumed average cost per day per child inclusive of both direct care expenditures to the providers and the variable admin/ops costs increased from **\$28.53** to **\$29.86** (an increase of **\$1.33**). The affordable kids per day per the originally allocated/distributed funds was **139,979**. This number was adjusted downward to **134,775**. A decrease of **5,204** children. Child care performance is based on having a set or designated average number of children enrolled in the CCS Program each day.

Locally, our performance target was reduced from **3,612** average number of children served per day (at the beginning of the contract year) to **3,452** average number of children served per day for the months of October 2022 to March 2023. This adjustment occurred during February 2023. The Board’s child care performance target was adjusted again in April 2023 for “ramp-up” purposes. “Ramping up” allows Workforce Boards to gradually achieve the higher performance target of **3,612**. The “ramp-up” targets for the third quarter are listed below.

April	3,475
May	3,492
June	3,505

There were **3,368** children enrolled in care at the end of June 2023 with performance being **96.09%**.

**3. Summary of Child Care Performance for the Month of July of the Fourth Quarter of BCY2023**

Based on our local monitoring of enrollment, at the end of July 2023, we had **3,572** children in care placing child care performance at 98.89%. There were **0** children on the wait list at the end of July. Staff

participated in **52** community events in July 2023 to share information about the CCS Program with the community.

#### **4. Action Plan for Child Care Performance for the Remainder of the Fourth Quarter of BCY2023**

The action plan for the remainder of the fourth quarter of BCY2023 will focus on the following:

1. Partner with other non-profit organizations and provide them with information about the CCS Program, have them post our child care flyer in their businesses, and learn about the services they provide (possibly using them as a customer resource).
2. Increase social media exposure.
3. Participate in customer outreach events to help increase enrollment.
4. Offer a performance incentive to staff that is tied to specific enrollment goals.

Contractor staff participated in **41** community events in August 2023 to share information about the CCS Program with the community.

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

There are currently 142 providers with Workforce Provider Agreements. The Board and contractor staff will continue conducting outreach activities throughout the remainder of 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 third quarter, we saw increases in the items listed below.

- Total subsidies paid to providers (***Nueces County - \$4,504,805.00 (+)***) (***Rural areas - \$1,977,914.00 (+)***)
- Parent share of cost fees (***Nueces County - \$702,564.00 (+)***) (***Rural areas - \$333,188.00 (+)***)
- The average number of children served (***Nueces County – 2,427 (+)***) (***Rural areas – 1,159 (+)***)

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

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

#### **6. Texas Child Care Connection (TX3C) Update**

The purpose of the *Texas Child Care Connection (TX3C)* System is to replace the Child Care Services (CCS) case management functionality in The Workforce Information System of Texas (TWIST) with a modern, user-friendly application. The TX3C system will include the components listed below.

1. Child Care Case Management
2. Child Care Automated Attendance Tracking
3. Parent Portal
4. Child Care Provider Portal
5. Availability Portal

The *Texas Child Care Connection (TX3C)* will be implemented in phases. Phase 1 focuses on automated attendance with check-in/out equipment for child care providers and it launched in late spring. The implementation of Phase 2, Release 1: Case Management was originally scheduled for release on October 1, 2023, but has been postponed until January 1, 2024. The delay in implementing Phase 2, Release 1: Case Management is attributed to the vendor needing more time to address the functionality of the system to expand the number of age groups for provider payment rates; paying providers in advance; addressing a Statewide parent share of cost policy; and absence notifications.

## 7. Texas Rising Star (TRS) Program Update

The Texas Workforce Commission (TWC) awarded the Children’s Learning Institute (CLI) at the University of Texas Health Science Center at Houston (UT Health Houston) the contract to create a *Centralized Assessment Entity (CAE)* for Texas. The purpose of the CAE is to consolidate statewide Texas Rising Star (TRS) assessments into a single entity by September 1, 2023.

The transition to a CAE involves switching the management of the TRS assessments from local Workforce Boards to the CAE. This transition involves the Board operations listed below.

1. Offboarding of assessors
2. Record keeping requirements.
3. Notifications to Early Learning Programs (ELP) about the change in assessment services
4. Assignment of mentors for added support to the participating ELPs.

CLI established a 90-day project plan in June to transition the assessment operations for all existing TRS programs to the new entity. They hosted a kick-off session with the assessors informing them of the upcoming change. Follow-up meetings were held to support the assessors’ understanding and give them opportunities to ask questions and receive answers. The assessors were invited to apply for the new positions in July. The assessors transitioning to the new assessor roles will become CLI staff members working for a new team within the Texas State Initiatives division. Assessors and Boards were recently provided with steps to begin the close-out activities for their TRS assessments. An off-boarding checklist was given to the Boards outlining key tasks to conduct before, during, and after the transition to the CAE.

## 8. 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 third quarter of BCY2023.

### Professional Development Training Activities

06-17-2023	<p>“Mandatory Annual Safety Training”          Ms. Angie Reinford          27 child care center participants</p>
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06-24-2023	<p>“It’s an Overview: Frogstreet Curriculum”          Dr. Beverly Ashley          52 child care center participants</p>
06-27-2023	<p>“Is it Time for a Timeout? Self-Care for Child Care Providers”          Ms. Jackie Caldwell          11 child care center participants</p>
06-28 & 29, 2023	<p>“Pre-Service Training for Child Care Providers”          Dr. Beverly Ashley          13 child care center participants</p>

**Professional Development Training Expenses: \$11,103.00**

Child Care Resources

***Frogstreet Curriculum Kits and Instructional Resource Kits*** - Purchased Frogstreet curriculum kits and instructional resource kits for Workforce providers participating in the third and fourth cohort groups 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.

Frogstreet Age-Appropriate Curriculum Kits Distributed

21 child care centers

**Cost of Frogstreet curriculum kits - \$111,170.00.**

Instructional Resource Kits (Age-Appropriate) Distributed

40 child care centers

**Cost of instructional resource kits - \$92,776.00**

Additional Child Care Quality Resources Purchased During the Third Quarter of BCY2023

June 2023

Infant classroom expansion

1 child care center

**Cost: \$7,111.00**

Toddler classroom expansion

4 child care centers

**Cost: \$49,893.00**

**Total cost of the infant/toddler classroom expansions: \$57,004.00**

Gift cards for Entry Level Designated TRS child care centers who achieved level 4-star status.  
 (\$100 incentive)

2 child care centers

5 child care homes

**Total cost of gift cards: \$2,100.00**

**Total cost of professional development training activities and child care quality resources for the third quarter of BCY2023: \$274,153.00**

Upcoming Child Care Quality Activities and Events during fourth quarter of BCY2023

- Continue to distribute instructional resource kits to TRS Entry Level Designated child care centers.
- Continue to distribute Frogstreet age-appropriate curriculum kits to TRS Entry Level Designated child care centers.
- 9<sup>th</sup> Annual “Back to School” Teachers Fair
- 9<sup>th</sup> Annual Directors Symposium
- Professional development training activities

**The Committee took the following action:**

The Committee approved the Minutes of the May 2, 2023 Child Care Services Committee Meeting.

**Additional comments:**

## COMMITTEE REPORT

### XI – 2. Ad Hoc Youth

**Committee:** Ad Hoc Youth

Liza Wisner, Chair

Omar Lopez, Vice-Chair

Ofelia Hunter

Michelle Flower

Dr. Leslie Faught

Jose R. “Joey” Garcia III

Dr. Kimberley D. James

**Date of Committee meeting:** September 6<sup>th</sup>, 2023

The Committee did have a Quorum.

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

- Approved the Ad Hoc Youth Committee Meeting Minutes of May 3<sup>rd</sup>, 2023.

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

Services to Youth:

- Strategic Board Goals Update Related to Ad Hoc Youth – Ms. Catherine Cole presented the seven strategic board goals and how they are related to WFSCB mission.
- Program Updates- Ms. Catherine Cole provided updates to initiatives within WIOA Youth program and community partner engagements.
- Performance Updates- Ms. Alba Silvas provided an overview of the MPR Youth Performance as of June 2023.

Services to Special Community Populations:

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

Programs and Engagements:

- Tri-Agency Regional Convener Grant – Ms. Alba Silvas gave an overview of the application for the grant, purpose of pursuit of grant, and logistics of the Convener Grant.
- 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 21 interns for class of 2023 and the 27 interns for the class of 2024.
- Career and Education Outreach Program (CEOP)- Mr. Luis Rodriguez and Ms. Samantha Smolik gave a program update to the Career and Education Outreach Program. For the Third Quarter, Mr. Rodriguez and Ms. Smolik provided:
  - An update to school and community engagements.
  - An update to VR visits and activities.
  - An update to their VR totals for Third Quarter: 530, January 2022 – July 2023: 2964, and to date: 3373.



Celebrating Participant Success:

- Ms. Catherine Cole spoke regarding Mr. Jaydon Burkett career success in participating in the WIOA Youth Program.

The Ad Hoc Youth Committee reported on successful events and initiatives among the items spoken today of services to youth, to special community populations, and programs and engagements occurring throughout the Coastal Bend Board region. The following Strategic Goals were achieved during Q3:

1. Establishing and Strengthening Partnerships
2. Effectively and Efficiently Target Rural Area Services
3. Increase Workforce Awareness
4. Expand Innovative Services to Business
5. Explore New Revenue Opportunities
6. Improve Internal Efficiencies
7. Refine Board Culture

Thank you to all Board of Directors for guiding Youth Programs in achieving program success and striving to meet Strategic Goals through each Quarter.

Detailed information can be found in the Ad Hoc Youth Committee Packet, e-mailed to the Board of Directors, by Ms. Janet Neely on Tuesday, September 5<sup>th</sup>, 2023.

Meeting adjourned at: 4:41 PM

## COMMITTEE REPORT

### X – 3. Workforce Services

**Committee:** Workforce Services

Manny Salazar, Chair

Randy Giesler, Vice Chair

Michelle Lozano

Travis Nelson

Dr. Criselda Leal

Dr. Leonard Rivera

Brittany Sotelo

**Date of Committee meeting:** September 7, 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 May 4, 2023.
- Approved and recommended the following:
  - Board Policy 4.0.13.06- Case Management
  - Board Policy 4.5.100.09- Work Search Requirement

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

- The update on Facilities, provided the committee an update on the building of Mission Plaza Career Center, utilization and deployment of mobile unit.
- Mr. Salazar provided a brief regarding the on-going efforts to demonstrate how the work being performed ties directly to one or more of the seven strategic goals.
- Policy Review Schedule- Two policies were brought forward for review and recommendation.
- Program Updates- Board Team Members provided updates on Core Programs, allocated vs competitive grants. Statement of Work (SOW) for the one-stop contract and youth services if being developed. C2GPS will be responsible for creating a Service Delivery Plan (SDP) addressing the how the work will be conducted. Within this presentation, the board team highlighted the TEA Regional Convener Grant and the Texas Industry Partnership Grant. For the Convener Grant meetings with key stakeholders have commenced to work on first round of deliverables. Ms. Katie Cole has been named the Project Coordinator and will lead convening efforts with the partners.
- Ms. Geri Escobar introduced Ms. Linda Stewart as the newly hired Deputy Director of Business Solutions.
- Updates on activities related to Youth Ad hoc and Veteran Services was provided by Ms. Alba Silvas. YOU CHOOSE 2023! September 20<sup>th</sup> @ Richard Borchard Grounds in Robstown Tx.
- Ms. Geri Escobar provided the committee the activities for Q3, Job Seeker Services, Unemployment Insurance Services. Ms. Linda Stewart provided the detailed report on Services to Business.
- Ms. Allyson Riojas provided status on the current labor market; Unemployment Rate July 2023 for Coastal Bend is 5.1% this is an increase of .04% from previous month and same time last year at 5.1%.
- Ms. Alba Silvas, presented information on Performance Measures; As of June 2023, 16 performance measures were at meeting status and 6 at exceeding. Review of caseload and Quality assurance error rates were provided.

Detailed information can be found in Workforce Services Committee Packet e-mailed to Board of Directors, by Ms. Janet Neely. 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 May 4, 2023, Workforce Services Committee Meeting.
2. Reviewed and approved for recommendation the following:
  - Board Policy 4.0.103.06- Case Management
  - Board Policy 4.5.100.09- Work Search Requirement

Meeting adjourned at: 2:48 pm

## COMMITTEE REPORT

### XI – 4. Public Relations

**Committee:** Public Relations

Michelle Unda, Chair

Carlos Ramirez, Vice Chair

Susan Temple

Tracy Florence

Eric Evans

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

The Committee did have a quorum.

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

- Xena Mercado reviewed the Strategic Board Goals and discussed how each project and initiative works towards these goals, especially Goal 3: Increasing Workforce Awareness.
- Xena Mercado announced that the review of the Strategic Marketing Standards and Guidelines will begin.
- Xena Mercado reviewed the Quarterly Performance Report: Event Promotion, PR, Recap and Outreach Strategy, each event, project or initiative detailed content creation, promotion/distribution, outreach, as well as outcomes.
  - 2nd Annual VR Meet & Greet – May 17, 2023. Story shared on all social media channels, increasing awareness about VR Services. The LinkedIn post performed better than the Facebook post, as we begin to see this trending for stories about our team collaboration.
  - Employer Disability Awareness Training – May 19, 2023. This program worked in tandem with Summer Earn & Learn, and provided valuable information to participating employers. This event was also available virtually and to employers not participating in the SEAL program. This story was shared out through all social media channels, performing best on Facebook.
  - [JET Grant Presentation at Del Mar Oso Creek Campus](#) – May 17, 2023 – Facebook Live reached 1,951 people with 488 Views, increasing awareness of the 17 grants had been awarded to 12 school districts and educational institutions for a total of \$7,786,691 to fund training programs for Nursing, Radiology Maritime, and Welding.
  - Premont Signing Day – May 18, 2023 – Reached 1,200 Views, with 102 Engagements and 442 Clicks on Facebook
  - Aransas Pass Signing Day – May 18, 2023 – Reached 347 Views on Facebook Live
  - Summer Earn and Learn Signing Day – June 7, 2023 – Great media coverage by KIII, KRIS-TV, and Univision the day of the event. We shared a follow up [story that Action 10 News](#) highlighting a SEAL Participant. Promotional Social Media posts performed better on

Facebook, whereas proportionally, the recap posts perform better on LinkedIn. Facebook Live for the Signing Day reached 1,166 Views.

- Shared the [Summer Earn and Learn Recap Video](#)
  - The Workforce Scoop – June 15, 2023 - Partnering with TAMU-CC, CCISD, Del Mar College, Craft Training Center, Associated Builders and Contractors, Education 2 Employment Partners and CCREDC, we assisted in promoting this networking event. The promotional social media post on Facebook performed better with 1,948 Impressions, whereas the LinkedIn recap post reached 1,122 Post Impressions.
  - La Palmera Summer Job Fair – June 21, 2023 – Partnered with the marketing team for La Palmera Mall, Bucketworks, to promote this hiring event. BSU team coordinated the event. The Facebook Promo reached 1,841 Post Impressions, and the LinkedIn Promo reached 486 Post Impressions, with 135 Clicks and 29.4% Engagement.
  - [Educator Externship 2023 Recap Video](#) – Daily social media posts for both week 1 and week 2. Facebook posts range from 912 to 2,386 Post Impressions. New Initiative – Posting Reels and Stories on IG, increased our IG following by 33 new followers.
  - All Law Enforcement Job Fair – June 27, 2023 – 3 Facebook Promos were posted reaching, 2,089, 11,686 (24 Hr. Paid Ad) and 3,262 Post Impressions. KIII covered the event the morning of with live interviews on the Sunrise Show with John Thomas and Barbie. The team continued to post during and after the event to highlight the agencies that are continuously recruiting, offering sign-on bonuses and increased wages.
  - [Visit from Congressman Michael Cloud](#) - June 26, 2023
  - 9th Annual Back to School Teacher's Fair – July 29, 2023 – 2 Social Media posts performing better on Facebook with a maximum 1,839 Post Impressions.
  - Mission Moments – Two Mission Moment social media posts highlighting community support. 1. \$500 Donation to CASA of the Coastal Bend 2. Participation in the TAF ISD's Back to School Event.
  - 9th Annual Child Care Director's Symposium – August 19, 2023 – 3 Social Media Posts ranging from 771 to 1,401 Post Impressions on Facebook.
  - Coastal Bend Channela Magazine article and Ad – Highlights the Maritime Career Expo and Job Fair, our work with the Maritime Industry and bringing awareness to Business Solutions.
  - 3 Child Care Services Facebook Ads ran: Two as part of an A/B Test from May 5 – June 7, 2023, reaching 7,102 and 7,712 and showing a 27.8% increase in views on the Child Care Webpage and a 39.8% increase on the Waitlist page. The 3rd Ad ran from Aug. 2 – Sept. 1st for a total of 5,460 reaches.
- Xena Mercado and Tony Armadillo reviewed Program Branding and Promotion: Upcoming Events and Ongoing Projects
    - YOU Choose! Career Expo – September 20, 2023
      - Registration is closed. Putting final details in place in preparation for this event on the landing page. Press release being issued this week.
    - YOU Inspire! Symposium – October 2023
    - YTexas Summit

- Hiring Red, White, & YOU! – November 2, 2023
  - Save the Date is complete and in circulation. Job Seeker and Employer Flyers, as well as the landing page are in the works.
- Upcoming Hiring Events – Visit the WFSCB Calendar at [wfscb.org/calendar](http://wfscb.org/calendar)
- UpSkillCoastalBend.org Updates – Routine Maintenance. Integrating Navigator headshots into the Contact page of the site.
- Xena Mercado, Tony Armadillo, and Artug Altug reviewed Web, Email, and Social Media Analytics:
  - Google Analytics:
    - Total Users – 20,095, Increased 29.3% since the previous 90 days.
    - 19,642 New Users, Increased 35% since the previous 90 days.
    - Views, Sessions, and Event Count have all increased as well.
    - The most popular content on our website besides the Homepage is the Child Care page with 8,017 inquiries, an increase of 21.8%. Job Seeker Services, Child Care Waitlist Application, and Jobs Start Here Page have the next highest search inquiries.
    - Wfscb.org totalled 666K Impressions and 13.7K Clicks from June 1 – Aug. 31, 2023, with most of our audience in Corpus Christi, Dallas, Austin, Houston, and San Antonio.
  - Social Media Analytics:
    - YouTube Views have increased to 1.7K, 185% more than the previous 365 days. Watch time has increased to 27.5 (hours). 22 New Subscribers.
    - Facebook has gained 216 new followers, Instagram has gained 33 new followers and LinkedIn has gained 130 new followers in the last quarter.
    - Facebook has seen a 75.9% increase in Facebook Reach and a 109% Increase in Page Visits since the last quarter.
    - Instagrams Reach has also increased by 94.7%. Instagram Profile Visits increased by 76.6%
    - Email Marketing – 7 Emails were sent to our distributions list of 5,598 with an avg. number of 1,813 Opens, 173 Avg. Clicks, and 32.9% Avg. Open Rate. The July Workforce Insider had the most clicks at 380.

**The Committee took the following action:**

- Approved the minutes of May 4th, 2023 Public Relations Committee Meeting.
- Approved the revision of the Public Relations Committee Charter

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

XII. External Audit for FY2022

### **BACKGROUND INFORMATION**

Board Professionals will present the Independent Audit for Fiscal Year End September 30, 2022 and 2021.

### **RECOMMENDATION**

Board Professionals recommend the Executive Committee approve the Audit Report for Year Ended September 30, 2022 and 2021.

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

ANNUAL FINANCIAL AND COMPLIANCE REPORTS

SEPTEMBER 30, 2022 AND 2021

**abip**

CPAs | ADVISORS

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





# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

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INDEPENDENT AUDITOR'S REPORT

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

**Report on the Audit of the Financial Statements**

***Opinion***

We have audited the accompanying financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statements of financial position as of September 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Coastal Bend Workforce Development Board, as of September 30, 2022 and 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Coastal Bend Workforce Development Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Coastal Bend Workforce Development Board's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Coastal Bend Workforce Development Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## ***Supplementary Information***

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2023, on our consideration of Coastal Bend Workforce Development Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Coastal Bend Workforce Development Board's internal control over financial reporting and compliance.

ABIP, PC

San Antonio, Texas  
June 30, 2023



## **FINANCIAL SECTION**





**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**STATEMENTS OF FINANCIAL POSITION**

**September 30, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 920,929	\$ 864,438
Grants receivable	3,280,927	2,957,368
Account receivable - subcontractor	-	5,508
Account receivable - other	14,303	3,836
Other assets	<u>172,305</u>	<u>213,410</u>
Total current assets	<u>4,388,464</u>	<u>4,044,560</u>
PROPERTY AND EQUIPMENT		
Property and equipment	2,491,397	2,268,300
Less accumulated depreciation	<u>(2,123,309)</u>	<u>(1,967,151)</u>
Net property and equipment	<u>368,088</u>	<u>301,149</u>
Total assets	<u>\$ 4,756,552</u>	<u>\$ 4,345,709</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	2,639,095	\$ 1,701,751
Accrued expenses	249,854	770,645
Deferred revenue	764,280	904,472
Accrued vacation	<u>92,569</u>	<u>94,735</u>
Total current liabilities	<u>3,745,798</u>	<u>3,471,603</u>
Total liabilities	<u>3,745,798</u>	<u>3,471,603</u>
NET ASSETS		
Without donor restrictions:		
Unrestricted	642,666	572,957
Investment in property and equipment, net	<u>368,088</u>	<u>301,149</u>
Total net assets	<u>1,010,754</u>	<u>874,106</u>
Total liabilities and net assets	<u>\$ 4,756,552</u>	<u>\$ 4,345,709</u>

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

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**  
**STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS**

**For the year ended September 30, 2022**

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
<b>SUPPORT AND REVENUE</b>			
Grant revenue - federal	\$ 35,520,716	\$ -	\$ 35,520,716
Grant revenue - state	1,766,551	-	1,766,551
Grant revenue - non federal	713,651	-	713,651
Interest income - non federal	2,329	-	2,329
Program income	<u>4,680</u>	<u>-</u>	<u>4,680</u>
Total support and revenue	<u>38,007,927</u>	<u>-</u>	<u>38,007,927</u>
<b>EXPENSES</b>			
Administration	1,455,533	-	1,455,533
Program services	<u>36,482,685</u>	<u>-</u>	<u>36,482,685</u>
Total expenses	<u>37,938,218</u>	<u>-</u>	<u>37,938,218</u>
Increase in net assets	69,709	-	69,709
<b>OTHER REVENUES AND (EXPENSES)</b>			
Fixed assets - additions	-	223,097	223,097
Depreciation expense	<u>-</u>	<u>(156,158)</u>	<u>(156,158)</u>
Change in net assets	69,709	66,939	136,648
NET ASSETS AT BEGINNING OF YEAR	<u>572,957</u>	<u>301,149</u>	<u>874,106</u>
NET ASSETS AT END OF YEAR	<u>\$ 642,666</u>	<u>\$ 368,088</u>	<u>\$ 1,010,754</u>

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

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**  
**STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS**

**For the year ended September 30, 2021**

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
<b>SUPPORT AND REVENUE</b>			
Grant revenue - federal	\$ 27,171,898	\$ -	\$ 27,171,898
Grant revenue - state	3,143,217	-	3,143,217
Grant revenue - non federal	454,944	-	454,944
Interest income - non federal	236	-	236
Program income	2,995	-	2,995
Total support and revenue	<u>30,773,290</u>	<u>-</u>	<u>30,773,290</u>
<b>EXPENSES</b>			
Administration	1,540,859	-	1,540,859
Program services	29,226,913	-	29,226,913
Total expenses	<u>30,767,772</u>	<u>-</u>	<u>30,767,772</u>
Increase in net assets	5,518	-	5,518
<b>OTHER REVENUES AND (EXPENSES)</b>			
Depreciation expense	-	(154,706)	(154,706)
Change in net assets	5,518	(154,706)	(149,188)
NET ASSETS AT BEGINNING OF YEAR	<u>567,439</u>	<u>455,855</u>	<u>1,023,294</u>
NET ASSETS AT END OF YEAR	<u>\$ 572,957</u>	<u>\$ 301,149</u>	<u>\$ 874,106</u>

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

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

## STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2022

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 22,885,317	\$ 22,885,317
Communication expense	12,417	154,420	166,837
Insurance	25,626	33,951	59,577
Bank fees	1,366	-	1,366
Outreach/public notices	2,197	6,566	8,763
Office expense	32,172	503,944	536,116
Professional fees	90,713	73,549	164,262
Program services	-	8,386,433	8,386,433
Rent and rent related	85,124	831,007	916,131
Salaries and fringe benefits	1,090,899	1,762,741	2,853,640
Subscription/membership	18,457	89,627	108,084
Software	1,288	207,456	208,744
Travel/staff development/conference fee	43,793	138,470	182,263
Building improvement	1,311	1,409,204	1,410,515
Discretionary	50,170	-	50,170
	<u>\$ 1,455,533</u>	<u>\$ 36,482,685</u>	<u>\$ 37,938,218</u>

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

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

## STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2021

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 16,707,610	\$ 16,707,610
Communication expense	17,831	183,013	200,844
Insurance	24,660	33,402	58,062
Bank fees	2,751	-	2,751
Outreach/public notices	1,116	7,525	8,641
Office expense	158,079	296,300	454,379
Professional fees	105,417	72,962	178,379
Program services	-	8,971,383	8,971,383
Rent and rent related	63,845	1,142,943	1,206,788
Salaries and fringe benefits	1,110,078	1,649,580	2,759,658
Subscription/membership	14,906	107,057	121,963
Software	1,224	23,394	24,618
Travel/staff development/conference fee	9,529	26,816	36,345
Building improvement	2,038	4,928	6,966
Discretionary	<u>29,385</u>	<u>-</u>	<u>29,385</u>
	<u>\$ 1,540,859</u>	<u>\$ 29,226,913</u>	<u>\$ 30,767,772</u>

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

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**STATEMENTS OF CASH FLOWS**

**For the year ended September 30, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 136,648	\$ (149,188)
Adjustments to reconcile change in net assets to cash provided by operating activities		
Depreciation expense	156,158	154,706
(Increase) decrease in operating assets		
Grants receivable	(323,559)	437,399
Accounts receivable	(4,959)	(6,684)
Other assets	41,105	22,972
Increase (decrease) in operating liabilities		
Accounts payable	937,344	(279,033)
Deferred revenue	(140,192)	(666,553)
Accrued expenses	(520,791)	355,095
Accrued vacation	<u>(2,166)</u>	<u>(5,370)</u>
Net cash provided by (used in) operating activities	<u>279,588</u>	<u>(136,656)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(223,097)</u>	-
Net cash provided by (used in) investing activities	<u>(223,097)</u>	-
Net increase (decrease) in cash and cash equivalents	56,491	(136,656)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>864,438</u>	<u>1,001,094</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 920,929</u>	<u>\$ 864,438</u>

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

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022 and 2021

### (1) Organization and nature of activities

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

### (2) Summary of significant accounting policies

#### Financial statement presentation

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

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed stipulations. Restricted grant proceeds or contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.
- *Net assets with donor restrictions* include net assets subject to donor-imposed restrictions that may or will be satisfied by the actions of the Board or the passage of time. The Board had no net assets with donor restrictions at September 30, 2022 and 2021.

#### Basis of accounting

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

#### Estimates

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

#### Allowances for uncollectable

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



# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

## NOTES TO FINANCIAL STATEMENTS

September 30, 2022 and 2021

### (2) Summary of significant accounting policies (continued)

#### Cash and cash equivalents

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

#### Revenue/receivable concentrations

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

#### Functional expense allocation

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

#### Fixed assets

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

#### Income taxes

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

### (3) Deposits and collateral

At September 30, 2022 and 2021, the total bank balances were \$892,618 and \$901,265, respectively. Bank balances of \$250,000 are covered by federal depository insurance. At September 30, 2022 and 2021, all of the Board's bank balances were covered by federal depository insurance as well as collateralized securities held by the pledging institution.

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022 and 2021**

(4) Grants receivable

	<u>2022</u>	<u>2021</u>
Due from Texas Workforce Commission		
Child Care	\$ 1,884,180	\$ 1,279,342
Choices/TANF	4,342	405,573
Statewide Funding Industry		
Wagner-Peyser Employment Services	-	9,697
NCP	8,657	279
Workforce Investment Act National Emergency		
Military Family Support Pilot	9,057	-
Workforce Innovation and Opportunity Act Adult	56,827	42,206
Summer Earn and Learn Program	168,807	93,174
Workforce Innovation and Opportunity Act Dislocated	103,493	140,250
Workforce Investment Act and Opportunity Alternative Statewide	-	143,370
Workforce Innovation and Opportunity Act Youth	247,223	269,638
Workforce Innovation and Opportunity Act Rapid Response	36	1,417
Disabled Vets Outreach	8,291	2,696
Resource Administration Grant	2,476	23
SNAP E & T	600,929	376,436
IKEA Home	-	4,852
Trade Act Services	-	1,041
Workforce Commission Initiatives	25,583	-
Vocational Rehabilitation	51,287	56,943
Service Fund	13,883	13,883
Reemployment Services and Eligibility Assessment	66,395	8,949
VRS Student Hireability Navigator	5,309	-
COVID-19 Disaster Recovery	23,253	107,375
Apprenticeship USA Grant	899	-
Upskill	-	224
	<u>                    </u>	<u>                    </u>
Total due from Texas Workforce Commission	<u>\$ 3,280,927</u>	<u>\$ 2,957,368</u>

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022 and 2021**

(5) Deferred revenue

	<u>2022</u>	<u>2021</u>
Deferred revenue		
Upskill	\$ 12,694	\$ -
Wagner-Peyser Employment Services	8,255	-
Child Care Protective Services	37,566	13,401
NCP	-	5,429
Workforce Innovation and Opportunity Act Adult	105,787	26,247
Workforce Innovation and Opportunity Act Dislocated	13,483	1,536
Workforce Innovation and Opportunity Act Alternative Statewide	-	146,920
Student Hireability	13,390	87,921
Military Family Support Pilot	-	5,162
SNAP E & T	403,866	376,264
Perkins	5,114	11,418
Vocational Rehabilitation	2,507	102
Walmart Foundation	<u>161,618</u>	<u>230,072</u>
 Total deferred revenue	 <u>\$ 764,280</u>	 <u>\$ 904,472</u>

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022 and 2021**

(6) Fixed assets

	BALANCE 10/1/2021	ADDITIONS	DELETIONS	BALANCE 9/30/2022
Fixed assets:				
Equipment	\$ 582,856	\$ -	\$ -	\$ 582,856
Software	21,915	-	-	21,915
Building improvements	1,663,529	-	-	1,663,529
Construction in progress	-	223,097	-	223,097
Total fixed assets	<u>2,268,300</u>	<u>223,097</u>	<u>-</u>	<u>2,491,397</u>
Accumulated depreciation:				
Equipment	(419,927)	(82,069)	-	(501,996)
Software	(21,915)	-	-	(21,915)
Building improvements	<u>(1,525,309)</u>	<u>(74,089)</u>	<u>-</u>	<u>(1,599,398)</u>
Total accumulated depreciation	<u>(1,967,151)</u>	<u>(156,158)</u>	<u>-</u>	<u>(2,123,309)</u>
Fixed assets - net	<u>\$ 301,149</u>	<u>\$ 66,939</u>	<u>\$ -</u>	<u>\$ 368,088</u>

(7) Compensated absences

The Board employees are granted vacation pay in varying amounts based on length of service. Accrued unused vacation is paid upon an employee's termination. Compensated absences are charged to the applicable program when taken. The earned amount as of September 30, 2022 and 2021, was \$92,569 and \$94,735, respectively.

(8) Operating leases

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

<u>September 30,</u>	<u>Amount</u>
2023	\$ 576,952
2024	523,811
2025	521,594
2026	544,126
2027	550,486
2028-2032	<u>2,362,480</u>
	<u>\$ 5,079,449</u>

Rental expense for the year ended September 30, 2022 and 2021 was \$400,787 and \$465,403, respectively.

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022 and 2021**

(9) Retirement plan

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

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

Benefits under the plan are based on the employee’s vested interest in the value of his/her account at the time their benefits become payable as a result of his/her retirement or other separation from service or other distribution event. That value will depend on the contributions credited to their account and on the investment performance of the nest fund established to hold and invest those contributions. On September 24, 2021 the Board changed the vesting period to 100% vested on day one of the employee’s employment date and all active employees were 100% vested as of that date.

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

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

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

Existing and new employees, who have previously worked with any workforce organization (Board, One-Stop contractors, or TWC) within the State of Texas, shall be allowed to carry over their years of service earned at that organization to the Board’s retirement plan. Contributions paid during the fiscal period were \$64,350 and \$57,120 for years ended 2022 and 2021, respectively.

(10) Economic dependence

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

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**NOTES TO FINANCIAL STATEMENTS**

**September 30, 2022 and 2021**

(11) Contingencies

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

(12) Subsequent events

Management has evaluated subsequent events through June 30, 2023, the date the financial statements were available to be issued. No significant subsequent events occurred.



**SINGLE AUDIT SECTION**





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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statement of financial position as of September 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 30, 2023.

**Report on Internal Control Over Financial Reporting**

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

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

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

## **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

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

ABIP, PC

San Antonio, Texas  
June 30, 2023

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

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

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

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

We have audited Coastal Bend Workforce Development Board (a non-profit organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State of Texas Single Audit Circular* that could have a direct and material effect on each of Coastal Bend Workforce Development Board's major federal and state programs for the year ended September 30, 2022. Coastal Bend Workforce Development Board's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Coastal Bend Workforce Development Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2022.

***Basis for Opinion on Each Major Federal and State Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Texas Single Audit Circular*. Our responsibilities under those standards, the Uniform Guidance and the *State of Texas Single Audit Circular*, are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Coastal Bend Workforce Development Board and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state program. Our audit does not provide a legal determination of Coastal Bend Workforce Development Board's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Coastal Bend Workforce Development Boards' federal and state programs.

## ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Coastal Bend Workforce Development Board's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Coastal Bend Workforce Development Board's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Coastal Bend Workforce Development Board's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Coastal Bend Workforce Development Board's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State of Texas Single Audit Circular*, but not for the purpose of expressing an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

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

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control

over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

ABIP, PC

San Antonio, Texas  
June 30, 2023



# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

## SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2022

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL ALN NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS-THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS</u></b>					
<b><u>U.S. Department of Labor</u></b>					
Passed Through Texas Workforce Commission and Texas Veteran's Commission:					
<b>Employment Service Cluster</b>					
Wagner-Peyser Employment Services	17.207	2221WPA001	\$ 93,719	\$ 52,755	\$ 30,077
Wagner-Peyser Employment Services	17.207	2221WPA001	139,347	57,069	48,839
Workforce Commission Initiatives	17.207	2222WCI002	17,476	17,476	17,476
Reemployment Services and Eligibility Assessment	17.225	2222REA001	258,378	258,378	191,593
Reemployment Services and Eligibility Assessment	17.225	2221REA001	268,355	1,841	1,498
Resource Administrative Grant	17.207	2222RAG001	5,192	5,192	5,192
Disabled Veterans Outreach Program	17.801	2222TVC001	37,412	37,412	6,000
<b>Total Employment Service Cluster</b>			<b>819,879</b>	<b>430,123</b>	<b>300,675</b>
<b>WIOA Cluster</b>					
Workforce Innovation and Opportunity Act - Adult	17.258	2222WOA001	1,617,444	261,922	125,577
Workforce Innovation and Opportunity Act - Adult	17.258	2221WOA001	1,514,463	1,423,997	1,010,560
Workforce Innovation and Opportunity Act - Adult	17.258	2220WOA001	1,644,710	158,686	20,763
Military Family Support Pilot	17.258	2222WOS001	54,600	49,730	42,239
Military Family Support Pilot	17.258	2221WOS001	54,704	6,529	5,682
Workforce Commission Initiatives	17.258	2222WCI002	145,871	84,761	-
Workforce Innovation and Opportunity Act- Youth	17.259	2220WOY001	1,726,103	208,417	156,010
Workforce Innovation and Opportunity Act- Youth	17.259	2221WOY001	1,584,376	1,320,708	798,931
Workforce Innovation and Opportunity Act- Youth	17.259	2222WOY001	1,695,253	331,162	156,373
COVID-19 Disaster Recovery	17.277	2220NDW001	1,524,465	260,875	193,343
Workforce Innovation and Opportunity Act- Dislocated	17.278	2222EXT001	146,830	146,225	130,549
Workforce Innovation and Opportunity Act- Dislocated	17.278	2222WOD001	1,708,397	(10,521)	(10,521)
Workforce Innovation and Opportunity Act- Dislocated	17.278	2221WOD001	1,314,043	1,155,911	682,875
Workforce Innovation and Opportunity Act- Dislocated	17.278	2220WOD001	1,338,028	150,145	38,966
Workforce Innovation and Opportunity Act- Rapid Response	17.278	2222WOR001	29,662	633	633
Workforce Innovation and Opportunity Act- Rapid Response	17.278	2221WOR001	23,038	16	16
<b>Total WIOA Cluster</b>			<b>16,121,987</b>	<b>5,549,196</b>	<b>3,351,996</b>
Resource Administration Grant	17.273	2222RAG001	485	485	485
Apprenticeship USA Grants	17.285	2222ATG000	100,000	3,040	3,040
<b>Total U.S. Department of Labor</b>			<b>17,042,351</b>	<b>5,982,844</b>	<b>3,656,196</b>
<b><u>U.S. Department of Agriculture</u></b>					
Passed Through Texas Workforce Commission:					
<b>SNAP Cluster</b>					
Supplemental Nutrition Assistance Program	10.561	2222SNE001	1,105,430	1,105,430	647,427
<b>Total U.S. Department of Agriculture</b>			<b>1,105,430</b>	<b>1,105,430</b>	<b>647,427</b>



**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**

**Year ended September 30, 2022**

GRANT OR/PASS-THROUGH GRANT OR PROGRAM TITLE	FEDERAL ALN NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS-THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS (CONTINUED)</u></b>					
<b><u>U.S. Department of Health and Human Services</u></b>					
Passed Through Texas Workforce Commission:					
<b>CCDF Cluster</b>					
Child Care Services Formula Grant	93.596	2222CCF001	\$ 4,372,637	\$ 4,372,637	\$ 3,967,075
Childcare Local Initiative Grant	93.596	2221CCM001	1,800,566	(6,000)	(6,000)
Childcare Local Initiative Grant	93.596	2222CCM001	1,834,806	1,834,806	1,834,806
Child Care Services Formula Grant	93.575	2222CCX001	2,472,683	1,722,587	1,722,587
Child Care Services Formula Grant	93.575	2222CCF001	19,383,036	15,920,959	14,444,413
Child Care Services Formula Grant	93.575	2221CCF001	12,244,301	1,425,558	1,363,381
Childcare Quality Improvement Activity Grant	93.575	2222CCQ001	765,396	402,135	-
Covid-19 Childcare Quality Improvement Activity Grant	93.575	2222CCQ001	710,759	182,914	-
Childcare Quality Improvement Activity Grant	93.575	2221CCQ001	328,757	31,385	-
<b>Total CCDF Cluster</b>			<u>43,912,941</u>	<u>25,886,981</u>	<u>23,326,262</u>
<b>TANF Cluster</b>					
Non-Custodial Parent Choices Program	93.558	2222NCP001	87,632	87,632	87,632
Temporary Assistance to Needy Families	93.558	2222TAF001	2,053,240	2,053,240	1,224,158
Temporary Assistance to Needy Families	93.558	2221TAF001	1,812,112	123,166	78,030
Temporary Assistance to Needy Families	93.558	2222TAN002	100,000	17,370	16,919
Temporary Assistance to Needy Families	93.558	2221TAN003	100,000	51,351	50,528
Workforce Commission Initiatives	93.558	2222WCI002	168,333	168,333	2,000
<b>Total TANF Cluster</b>			<u>4,321,317</u>	<u>2,501,092</u>	<u>1,459,267</u>
<b>Social Services Block Grant</b>					
Child Care Services Formula Grant	93.667	2222CCF001	44,369	44,369	44,369
<b>Total Social Services Block Grant</b>			<u>44,369</u>	<u>44,369</u>	<u>44,369</u>
<b>Total U.S. Department of Health and Human Services</b>					
			<u>48,278,627</u>	<u>28,432,442</u>	<u>24,829,898</u>
<b>Total Federal Awards</b>			<u>48,278,627</u>	<u>35,520,716</u>	<u>29,133,521</u>
<b><u>STATE FUNDS</u></b>					
<b><u>Texas Workforce Commission</u></b>					
Temporary Assistance to Needy Families	NA	2222TAF001	276,135	276,135	276,135
Non-Custodial Parent Choices Program	NA	2222NCP001	54,771	50,952	-
Non-Custodial Parent Choices Program	NA	2223NCP001	54,771	11,609	11,609
Resource Administration Grant	NA	2222RAG001	1,246	1,246	1,246
Supplemental Nutrition Assistance Program	NA	2222SNE001	120,388	120,388	120,388
Child Care Department of Family Protective Services	NA	2221CCP001	1,448,000	(929)	(929)
Child Care Department of Family Protective Services	NA	2222CCP001	1,032,900	570,287	546,727
Child Care Department of Family Protective Services	NA	2223CCP001	815,100	51,875	50,848
Child Care Services Formula Grant	NA	2222CCF001	615,517	615,517	558,428
IKEA Home	NA	2221DON001	75,000	69,471	-
<b>Total State Awards</b>			<u>4,493,828</u>	<u>1,766,551</u>	<u>1,564,452</u>
<b>TOTAL FEDERAL AND STATE AWARDS</b>			<u>\$ 52,772,455</u>	<u>\$ 37,287,267</u>	<u>\$ 30,697,973</u>

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**

**September 30, 2022**

(1) Basis of presentation

The schedule of expenditures of federal and state awards presents expenditures for all federal and state assistance awards that were in effect for the year ended September 30, 2022 for Coastal Bend Workforce Development Board. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance and State of Texas Single Audit Circular.

(2) Summary of significant accounting policies

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

Coastal Bend Workforce Development Board elected not to use the 10 percent de minimus indirect cost rate.

(3) Relationship to financial statements

Total expenses:

Per statement of activities and change in net assets	\$ 37,938,218
Per schedule of federal awards	<u>35,520,716</u>
	<u>\$ 2,417,502</u>

Non federal and state expenses:

State	\$ 1,766,551
Non-federal	<u>650,951</u>
	<u>\$ 2,417,502</u>

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**For the year ended September 30, 2022**

SECTION I: SUMMARY OF AUDITOR'S RESULTS

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

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

Noncompliance material to the financial statements noted?      Yes   X   No

**Federal and State Awards**

Internal control over major programs:

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

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

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

Identification of major programs:

Federal:

<u>ALN NUMBER(S)</u>	<u>NAME OF FEDERAL/STATE PROGRAM OR CLUSTER</u>
93,575/93.596	Child Care Development Fund Cluster
10.561	Supplemental Nutrition Assistance Program

State:

N/A	Child Care Development Funds
N/A	Supplemental Nutrition Assistance Program

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

- Federal - \$1,065,621
- State - \$ 750,000

Auditee qualified as low-risk auditee?   X   Yes      No

(continued)

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**For the year ended September 30, 2022**

SECTION II: FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III: FEDERAL AND STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**

**For the year ended September 30, 2022**

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

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

XIII. FY 2023 Budget Amendment #4

## **BACKGROUND INFORMATION**

The Workforce Solutions Board of Directors approved the FY 2023 Operating Budget on September 29, 2022. Budget Amendment #4 is attached with a detailed budget narrative.

## **RECOMMENDATION**

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2023 Budget Amendment #4.

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

The proposed budget FY23 Amendment #4 to adjust for new grants, additional funds, and grant closeouts; includes an overall revenue increase of \$1,494,343.

The proposed amendment will be adjusted under the Contracted Services budget due to all of the categories adjusted being related to the contractor budget and direct child care. The largest increase in the budget will be adjusted under the child care category for a net increase of \$1,460,810 due to increase in the current year contract and the final close out of SIR.

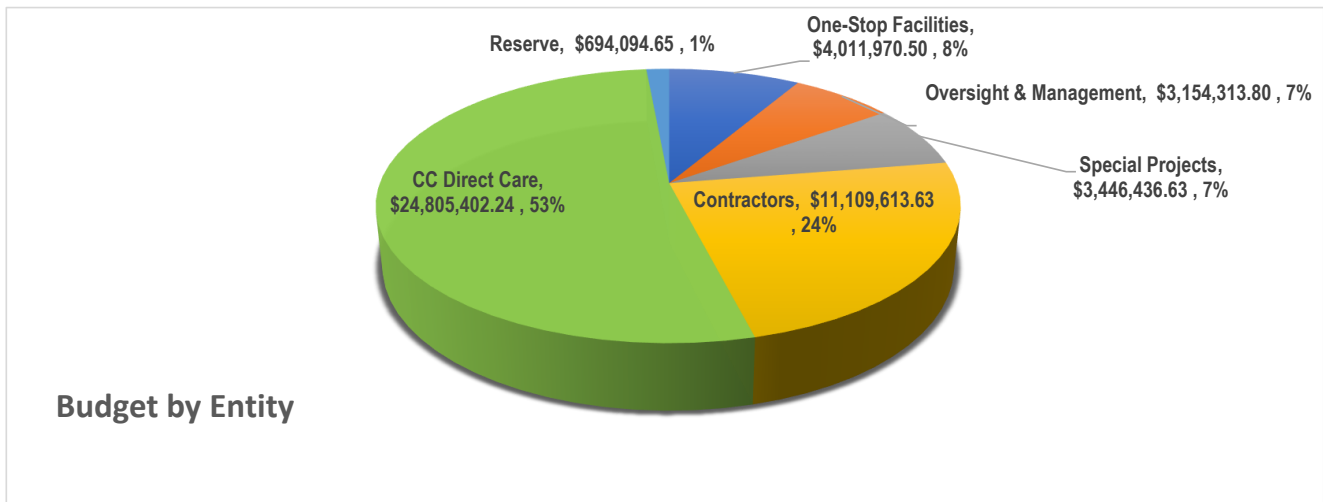
We are requesting approval on the final BCY2023 budget (Amendment #4).

Contract No.	Program	Amended Budget 2022-23	Amend #4	Amended Budget	Budget Area	Comments
Non-TWC	Walmart (PATHS)	311,389		311,389	Special Proj	
2220NDW001	COVID-19 Disaster Recovery	169,938	(19,923)	150,014	One-Stop	Fund Close-Out
2223NCP001	Non-Custodial Parent (NCP)	142,403		142,403	One-Stop	
2222WOA001	WIOA - PY22 Adult Allocation (Oct)	1,269,498		1,269,498	One-Stop	
2222WOA001	WIOA - PY22 Adult Allocation (Jul)	347,949		347,949	One-Stop	
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (July)	1,317,859		1,317,859	One-Stop	
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (Oct)	390,538		390,538	One-Stop	
2222WOY001	WIOA - PY22 Youth Allocation	1,695,253		1,695,253	One-Stop	
2222WOR001	WIOA - PY22 Rapid Response	29,662	(28,769)	893	One-Stop	Fund Close-Out
2223WOR001	WIOA - PY23 Rapid Response	-	27,255	27,255	One-Stop	New Funds
2223WOZ001	WIOA - Other DW	230,000		230,000	One-Stop	
2222CCF001	Child Care	3,711,486		3,711,486	Childcare	
2223CCF001	Child Care	24,846,053	1,663,598	26,509,651	Childcare	Add'l Funds
2223CCM001	Child Care Local Match	1,880,444		1,880,444	Childcare	
2223CCP001	Child Care DFPS	794,467	85,533	880,000	Childcare	Add'l Funds
2222CCX001	Child Care SIR	746,186	(211,437)	534,749	Childcare	Fund Close-Out
2223CCQ001	Child Care Quality (CCQ)	1,799,715		1,799,715	Special Proj	
2222CCQ001	Child Care Quality (CCQ)	833,467	(208,510)	624,957	Special Proj	Fund Close-Out
2223RAG001	Resource Administration Grant	6,923		6,923	One-Stop	
2223REA001	Reemployment Services & Eligibility Assessment	406,411		406,411	One-Stop	
2223SNE001	SNAP E&T	529,712	44,446	574,158	One-Stop	Add'l Funds
2223TAF001	Temporary Assistance for Needy Families/Choices	2,328,761		2,328,761	One-Stop	
2223TRA001	Trade Act Services for Dislocated Workers	10,000		10,000	One-Stop	
2223TVC001	Texas Veteran's Commission	37,412		37,412	Board/OS	
2223WCI002	Workforce Commission Initiatives-RWY	12,000		12,000	One-Stop	
2223WCI002	Workforce Commission Initiatives-TVLP	8,224		8,224	One-Stop	
2223WCI002	Workforce Commission Initiatives-YOU Choose	35,000		35,000	Board	
2223WCI002	Workforce Commission Initiatives-Foster Care Conference	1,067		1,067	Board	
2222WCI002	Workforce Commission Initiatives-CC Short Term Training	61,110	(57,850)	3,260	One-Stop	Fund Close-Out
2222WPA001	Wagner-Peyser Employment Services	31,299		31,299	One-Stop	
2223WPA001	Wagner-Peyser Employment Services	36,459		36,459	One-Stop	
2222WOS001	Military Family Support	13,650		13,650	One-Stop	
2223WOS001	Military Family Support	55,240		55,240	One-Stop	
2222ATG20	Apprenticeship Texas	35,670		35,670	Special Proj	
2222EXT001	Externships for Teachers	605		605	Special Proj	
2222TAN002	Texas Internship Initiative	82,630		82,630	Special Proj	
2223TAN003	Texas Internship Initiative	100,000		100,000	Special Proj	
2223WOS002	WOS - Middle Skills Initiative	61,749		61,749	One-Stop	
2223TIP001	WIOS - Texas Partnership Initiative	150,000		150,000	Special Proj	
2223EXT001	EXT - Externships for Teachers	-	180,000	180,000	One-Stop	New Funds
Non-TWC	PORT OF CC-Externship	-	20,000	20,000	One-Stop	New Funds
Non-TWC	2023 Convener Grant	561,500		561,500	Special Proj	
Non-TWC	Perkins	51,364		51,364	Special Proj	
Non-TWC	Upskill (DelMar-E2E)	32,694		32,694	Special Proj	
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	113,000		113,000	Special Proj	
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	120,144		120,144	Special Proj	
Non-TWC	Wage Service for Paid WE 3018VRS171	98,559		98,559	Special Proj	
Non-TWC	3022VRS047-SEAL	230,000		230,000	Special Proj	
<b>Grand Total</b>		<b>45,727,489</b>	<b>1,494,343</b>	<b>47,221,832</b>		



**Workforce Solutions 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 #4
Grant revenue	\$ 45,727,489	\$ 47,221,832	\$ 1,494,343
<b>EXPENSES</b>			
<b><u>Oversight &amp; Management</u></b>			
Salaries and benefits	\$ 2,283,433	\$ 2,283,433	\$ -
Facilities and related expense	265,500	265,500	-
Furniture, Equipment & Software	105,881	105,881	-
General administrative expense	217,500	217,500	-
Staff development expense	50,000	50,000	-
Travel expense	50,000	50,000	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 3,154,314</b>	<b>\$ 3,154,314</b>	<b>\$ -</b>
<b><u>One Stop Operations</u></b>			
Facilities and related expense	\$ 2,498,838	\$ 2,498,838	\$ -
Furniture, Equipment & Software	1,195,000	1,195,000	-
General administrative expense	146,500	146,500	-
Communication expense	166,633	166,633	-
Professional fees & service	5,000	5,000	-
Client	-	-	-
<b>Total One Stop Operation</b>	<b>\$ 4,011,971</b>	<b>\$ 4,011,971</b>	<b>\$ -</b>
Contracted services	\$ 38,561,204	\$ 40,055,547	\$ 1,494,343
<b>Total expense</b>	<b>\$ 45,727,489</b>	<b>\$ 47,221,831</b>	<b>\$ 1,494,343</b>
Changes in net assets	<u>0</u>	<u>0</u>	<u>0</u>



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

XIV. BCY2023-24 Preliminary Budget

### **BACKGROUND INFORMATION**

CFO will present the proposed BCY2023-24 Preliminary Budget for approval.

### **RECOMMENDATION**

The Executive/Finance Committee recommend to the Board of Directors approval of the BCY2023-24 Preliminary Budget.

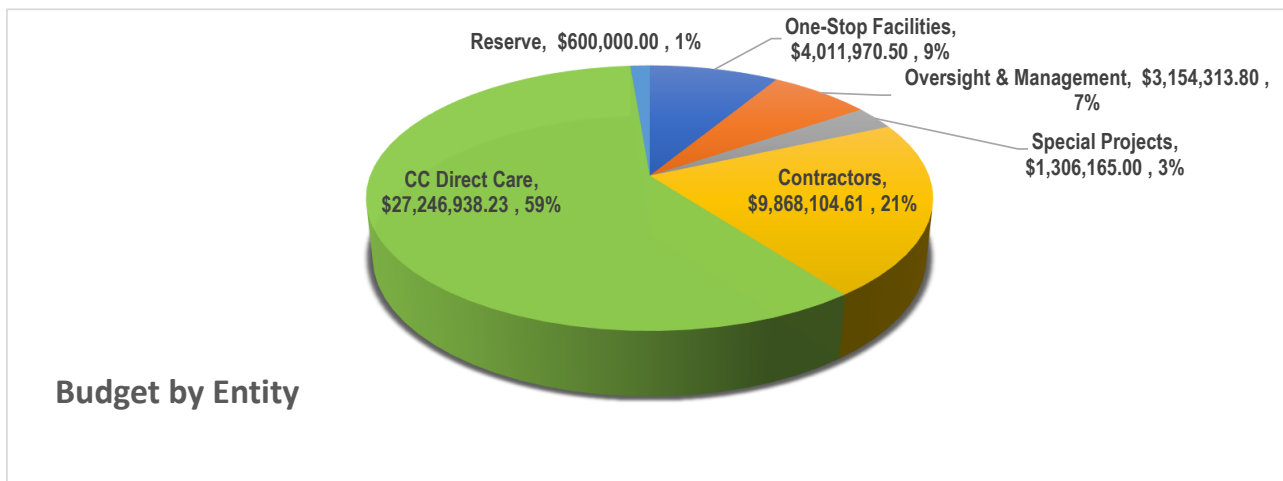
**Workforce Solutions of the Coastal Bend  
Allocations Information BCY 2023-24**

<b>Funding</b>	<b>Final Allocation 22-23</b>	<b>Planning Estimates Allocation 23-24</b>	<b>Variance</b>	<b>% Change</b>
WIOA Adult-	\$ 1,617,444	\$ 2,255,134	\$ 637,690	39.4%
WIOA Dislocated Worker	1,708,397	1,571,984	(136,413)	-8.0%
WIOA Youth-	1,695,253	2,443,262	748,009	44.1%
<b>WIOA Subtotal</b>	<b>\$ 5,021,094</b>	<b>\$ 6,270,380</b>	<b>\$ 1,249,286</b>	<b>24.9%</b>
WIOA Rapid Response	\$ 29,662	\$ 27,255	\$ (2,407)	-8.1%
TANF (Oct)	2,328,761	2,904,299	575,538	24.7%
SNAP E&T	529,712	502,383	(27,329)	-5.2%
SNAP E&T- ABAWD	-	-	-	0.0%
Employment Serv (Oct)	528,133	588,802	60,669	11.5%
Child Care Quality (CCQ)	1,799,715	1,256,954	(542,761)	-30.2%
<b>Others Subtotal</b>	<b>\$ 5,215,983</b>	<b>\$ 5,279,693</b>	<b>\$ 63,710</b>	<b>1.2%</b>
Child Care (Oct)	26,509,651	27,492,282	982,631	3.7%
Child Care Local Match (Oct)	1,880,444	1,897,372	16,928	0.9%
<b>Child Care Subtotal</b>	<b>\$ 28,390,095</b>	<b>\$ 29,389,654</b>	<b>\$ 999,559</b>	<b>3.5%</b>
<b>Total</b>	<b>\$ 38,627,172</b>	<b>\$ 40,939,727</b>	<b>\$ 2,312,555</b>	<b>6.0%</b>
<b>OTHER</b>				
<b>AEL (not in budget)</b>				
WIOA Adult Education and Literacy (AEL)	1,831,166	1,935,041	103,875	5.7%

Contract No.	Program	Budget Area	Carry Over	New	Total Preliminary Budget 2023-4
Non-TWC	Walmart (PATHS)	Special Proj	165,000	-	165,000
2223NCP001	Non-Custodial Parent (NCP)	One-Stop	-	142,403	142,403
2222WOA001	WIOA - PY22 Adult Allocation (Jul)	One-Stop	-	1,733,337	1,733,337
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (Oct)	One-Stop	-	1,452,202	1,452,202
2222WOY001	WIOA - PY22 Youth Allocation	One-Stop	-	2,443,262	2,443,262
2223WOR001	WIOA - PY23 Rapid Response	One-Stop	27,255		27,255
2223CCF001	Child Care	Childcare	3,351,671	27,492,282	30,843,953
2223CCM001	Child Care Local Match	Childcare	-	1,897,372	1,897,372
2223CCQ001	Child Care Quality (CCQ)	Special Proj	400,000	1,784,412	2,184,412
2223SNE001	SNAP E&T	One-Stop	-	502,383	502,383
2223TAF001	Temporary Assistance for Needy Families/Choices	One-Stop	-	2,904,299	2,904,299
2223TRA001	Trade Act Services for Dislocated Workers	One-Stop	10,000		10,000
2223WOS001	Military Family Support	One-Stop	16,572		16,572
2223TAN003	Texas Internship Initiative	Special Proj	50,000		50,000
2223WOS002	WOS - Middle Skills Initiative	One-Stop	61,000		61,000
2223TIP001	WIOS - Texas Partnership Initiative	Special Proj	150,000		150,000
Non-TWC	2023 Convener Grant	Special Proj	561,500		561,500
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	Special Proj	-	113,000	113,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	Special Proj	-	144,349	144,349
Non-TWC	Wage Service for Paid WE 3018VRS171	Special Proj	77,439		77,439
<b>Grand Total</b>			<b>4,870,437</b>	<b>40,609,301</b>	<b>45,479,738</b>

**Workforce Solutions of the Coastal Bend  
Allocations Information BCY 2023-24  
For the twelve month period ending September 30, 2024**

	A FY2023 Amended Budget	B FY2024 Preliminary Budget	Difference B -A
Grant revenue	\$ 47,221,832	45,479,737.50	\$ (1,742,094)
<b>EXPENSES</b>			
<b><u>Oversight &amp; Management</u></b>			
Salaries and benefits	\$ 2,283,433	\$ 2,283,433	\$ -
Facilities and related expense	265,500	265,500	-
Furniture, Equipment & Software	105,881	105,881	-
General administrative expense	217,500	217,500	-
Staff development expense	50,000	50,000	-
Travel expense	50,000	50,000	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 3,154,314</b>	<b>\$ 3,154,314</b>	<b>\$ -</b>
<b><u>One Stop Operations</u></b>			
Facilities and related expense	\$ 2,498,838	\$ 2,498,838	\$ -
Furniture, Equipment & Software	1,195,000	1,195,000	-
General administrative expense	146,500	146,500	-
Communication expense	166,633	166,633	-
Professional fees & service	5,000	5,000	-
Client	-	-	-
<b>Total One Stop Operation</b>	<b>\$ 4,011,971</b>	<b>\$ 4,011,971</b>	<b>\$ -</b>
Contracted services	\$ 40,055,547	\$ 38,313,453	\$ (1,742,094)
<b>Total expense</b>	<b>\$ 47,221,831</b>	<b>\$ 45,479,738</b>	<b>\$ (1,742,094)</b>
<b>Changes in net assets</b>	<b>0</b>	<b>(0)</b>	



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

XV. Purchases Over \$50k.

### **BACKGROUND INFORMATION**

In December 2022, the Board received \$150,000 of funds from a Texas Workforce Commission grant to be used for the Texas Industry Partnership (TIP) program. TIP is intended to support collaborations between local Workforce Development Boards and industry partners. The Board and the Kingsville Chamber of Commerce have entered into an agreement to create an Airframe & Power Plant certification program in collaboration with the Coastal Bend College. The goal of this project is to train students which will result in an accreditation of Aviation Maintenance Technicians in preparation for employment opportunities for contractors at the Naval Air Station Kingsville in support of the mission to train carrier-based strike fighter pilots. The purpose of this project is to offset the cost of equipment needed to implement the program.

On May 15, 2023 a formal Invitation For Bids (IFB) was issued. The solicitation was advertised in the Texas Register, the Caller-Times and was posted on the Board's website and social media outlets. Sealed bids were due and opened publicly on May 30, 2023. Select Aerospace Industries, Inc. dba Avotek who was the only respondent, submitted a bid within the purchasing threshold they were selected for award.

### **RECOMMENDATION**

The Executive/Finance Committee recommend to the Board of Directors to approve purchases over \$50,000.

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

XVI – 1. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Leases for Fiscal Year 2023-24.

## **BACKGROUND INFORMATION**

The three (3) One-Stop Office Space Leases listed below have terms which do not align with our fiscal year and are due for renewal in early 2024. All are eligible for renewal and are as follows:

Lease renewal with PAK 56 Plaza LLC / SGT 44 Pirate LLC (Sinton) for an additional one-year period from January 1, 2024 to December 31, 2024. The base rent contract amount will be \$76,444.44.

Lease renewal with Coastal Bend College (Alice Campus) for an additional one-year period from February 1, 2024 through January 31, 2025. The base rent contract amount will be \$34,902.

Lease renewal with Coastal Bend College (Kingsville) for an additional one-year period from May 1, 2024 through April 30, 2025. The base rent contract amount will be \$40,711.

Lease / MOU renewal with Goodwill Industries of South Texas (Rockport) for an additional one-year period from May 12, 2024 through April 30, 2025. The base rent contract amount will be \$11,984.64.

A recent cost price market analysis for all locations indicate that the base rents are competitively priced within the real estate market.

## **RECOMMENDATION**

The Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to execute options for renewal of leases for Fiscal Year 2022-23 as listed above. The renewals will be subject to availability of funds and successful contract negotiations.

## INFORMATION ONLY

### XVII – 1. Monitoring Report

## 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 February - August 2023.

### Workforce Solutions – Board

#### Fiscal and Program Reviews

- **Equal Opportunity Accessibility - Evaluation of all Workforce Locations – 3/20/23**
  - Used the 2012 Texas Accessibility Standards Checklist – no issue noted
- **Equal Opportunity – WIOA Section 188 Checklist Review – 8/29/23**
  - A review was conducted of the Equal Opportunity nine elements that make up the WIOA Section 188 Checklist to ensure the Board meets the nondiscrimination and accessibility requirements for all programs for individuals with disabilities. No issue noted.
- **Local Match Contract Certifications**
  - 1<sup>st</sup> half of 2022-2023 - \$470,111 in Expenditures were certified and submitted to TWC.
- **Personal Identifiable Information – All Workforce Locations – 3/16/23.**
  - Walk-through Checklist, interviews, and facility security – no issue noted

### C2 Global Professional Services, LLC

#### Fiscal and Program Reviews

- **One Stop & Youth Services Fiscal Review (Scope: 10/1/22 – 5/31/2023) – 7/6/23**

The review consisted of the following contractual areas:

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

**Conclusion:** no exception noted
- **C2GPS Single Audit Review – Y/E 9/30/22 – The review had no material issues noted.**
- **WIOA – Adult/Dislocated Worker Program Review (2) 4/5/23 & 8/28/23**

**Findings:** The overall error rate for these two review was 0% and 5.42% respectively.

  - Two (2) participant's Service Plans were not in Work in Texas.
  - Two (2) participant's Assessments were not signed.
  - One (1) customer end date for Service Activity Occupational/Vocational Training (1) was incorrect.
  - One (1) customer's case note and, in the letter sent to the customer at exit, follow-up service would be provided but the follow-up service (67) was not open in TWIST.



- Four (4) participants ITA service end date in TWIST did not match the transcript, certificate, or timesheet end date.
- One (1) customer's case did not have the Service Plan up to date in TWIST.

**Conclusion:**

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

➤ **WIOA – Youth Services Review 5/3/23 (0%)**

**Conclusion:** WIOA Youth Staff is to be commended for the outstanding review.

➤ **TANF/Choices Monitoring Review – 7/11/23**

**Findings:** The overall error rate for this review was 13%.

- One (1) case had no eligibility printed out in Cabinet or counselor notes to document that customer received benefits for the month.
- One (1) case, participants required hours was 30 hours per week but was only working average hours of 15 a week based off Employment Verification.
- One (1) case had counselor notes stating customer worked 24 hours, but 18 hours is entered in TWIST.
- One (1) case had Job Search timesheet signed and dated on 5/11/2023 but had hours through 5/13/2023.
- Two (2) customers that obtained employment were not reported to HHSC through Form 2583. One (1) case had Unsubsidized hours on the Work Activity timesheet for March Week 1 but did not have the hours entered in TWIST.
- One (1) case had Job Search hours on the Job Search Worksheet log for May Week 4 but did not have the hours entered in TWIST.
- One (1) case had all Work Activity timesheet hours converted to decimal time which was already in decimal time. The hours entered in TWIST are incorrect.
- One (1) case had Unsubsidized hours in TWIST but were not on the Work Activity timesheet for March Week 5 to support entry.
- One case (1) should have had a Noncooperation date of 5/1/2023 but was entered with date of 5/2/2023 in TWIST.

**Conclusion:**

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

➤ **Non-Custodial Parent (NCP) Choices Monitoring Review 7/19/23**

**Findings -** The overall error rate for this review was 7%.

- Two (2) cases did not have a case note transferred from TWIST into COLTS.
- Three (3) cases did not have a TWIST case note in COLTS within 3 days.
- One (1) case had the Job Search timesheet signed before the last day of participation on the form.
- One Participant was not meeting the 30 hour a week program requirement which made the reconciliation of gas cards difficult.

**Conclusion:**

- All corrections were made in TWIST & COLTS if possible, and Cabinet to files affected.
- Ongoing training, technical assistance, and monitoring are ongoing.

➤ **SNAP E&T Review 3/16/23**

**Findings-** The overall error rate for this review was 22.84%.

- Three (3) cases did not mention the 30 hours per week activity requirement in the assessment case note.
- Five (5) ABAWD cases did not have the Workfare requirement mentioned in the assessment case note.
- Five (5) cases, that had customers that were non-cooperative, were not correctly closed out in TWIST.
- Numerous cases have errors for Job Search and/or Career Ready hours entered in or not entered in Daily Time Tracking in TWIST.
- Numerous cases do not have Job Search Worksheets and/or Career Ready hours documents in Cabinet.
- Numerous cases do not have documentation for forms 1822 reporting ABAWD participation, or 1817 requesting reconsideration, reporting employment non-cooperation or good cause in Cabinet.

- Three (3) cases had case notes that were not clear, concise, comprehensive or accurate.
- One (1) case had no signed Customer Rights or Orientation to Complaint in Cabinet.
- Two (2) ABAWD cases did not have Form 1822 sent to HHSC to report participation within 2 weeks of enrollment.
- Five (5) cases where the customer obtained employment were not report to HHSC within 2 days of employment or not sent at all.

**Conclusion:**

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

➤ **SNAP E&T Review 6/5/23**

**Findings-** The overall error rate for this review was 15%.

- Two (2) cases did not have the TWIST SNAP E&T History printout in Cabinet verifying monthly participation.
- One (1) case did not have the service plan completed in TWIST and no signed copy was placed in Cabinet although mentioned in case note dated 4/5/23.
- Three (3) cases were not penalized for non-cooperation and the cases were still open at the time of review.
- Three (3) cases were penalized for non-cooperation on-time, but the non-cooperation date entered in TWIST is not correct.
- Three (3) cases had case notes that were not clear, concise, comprehensive or accurate.
- One (1) ABAWD case Form 1822 was sent to HHSC to report participation within 2 weeks of enrollment, but the form was not complete.
- Three (3) cases should have been closed for non-cooperation yet were still open in TWIST at the time of review.

**Conclusion:**

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

➤ **SNAP E&T Review 8/9/23**

**Findings-** The overall error rate for this review was 7.78%.

- Three (3) cases were penalized for failure to respond to outreach, but participants did attend their assessment appointment with Career Advisor. Penalty should not have been requested.
- One (1) case was penalized late for non-cooperation. Three (3) cases had case notes that were not clear, concise, comprehensive or accurate.

**Conclusion:**

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

## BakerRipley

Fiscal and Program Review

➤ **Child Care Fiscal Review (Scope: 10/1/22 – 6/30/23) – 7/25/23**

The review consisted of the following contractual areas:

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

**Conclusion:** no exception noted

➤ **Single Audit Review – BakerRipley Y/E 12/31/22 – 7/28/23** - The review had no material issues noted.

➤ **Child Care File Reviews (2) – 4/18/23 (0%) & 7/25/23 (0%)** – No exception noted

**Conclusion:** Child Care Staff is to be commended for the outstanding reviews.

## INFORMATION ONLY

XVII – 2. Policy Update Schedule

## BACKGROUND

Board Professionals will be presenting Policy Update Schedule; **Attached.**

Executive/Finance Committee 09/14/2023 – 1 Policy for review/update.

Year-to-Date: 3

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

## Policy Review Schedule 2023

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

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

**INFORMATION ONLY**

XVII – 3. Facilities Updates

**BACKGROUND INFORMATION**

## **INFORMATION ONLY**

XVII – 4. 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 for Transportation Assistance Services (RFA No. 23-11)	Aug 28, 2023	Oct 1, 2023	TBD	NO	RFA will remain open until Oct 2, 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	

*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	\$7,151,187.25	Renewal 3 of 3	10/1/22 – 09/30/23
	Amendment #1 – to increase budget by \$396,808.95. Amendment #2 – to increase budget by \$158,387.20. Amendment #3 – to increase budget by \$38,667.00.			
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
	Amendment #1 – to align renewal language in Sections 2 & 41 and to correct renewal number in contract name.			
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.			
ABIP, PC	Financial Audit Services	\$44,050	Year 1 (3 renewals)	4/1/23 – 9/30/23
The Clower Company	Commercial Real Estate Broker Services	N/A	Year 1 (3 renewals)	6/1/23 – 9/30/23

### 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)	\$74,239.56	Year 1 of 4	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 3 of 4	2/1/23 – 1/31/24
Coastal Bend College	Lease Agreement for Office Space Kingsville (≈3,191 sq ft)	\$40,711	Year 3 of 4	5/1/23 – 4/30/24
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	1/1/23 - 12/31/23
Goodwill Industries of South Texas	MOU for Office Space Rockport (≈ 612 sq ft)	\$11,985	Year 2 of 3	5/12/23 – 4/30/24

**SUBRECIPIENT / CONTRACTOR LOG 2022-2023**

<b>NAME</b>	<b>OTHER CONTRACTS / AGREEMENTS</b>	<b>CONTRACT AMOUNT</b>	<b>CONTRACT STATUS</b>	<b>CONTRACT PERIOD</b>
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
<b>Education to Employment Partners</b>	<b>Externship for Teachers</b>	<b>\$58,635</b>	<b>Year 1</b>	<b>5/2/23 – 8/30/23</b>
C2 Global Professional Services, LLC	Summer Earn and Learn (SEAL) Program	\$241,637.36	Renewal 1 of 1	3/1/23 – 8/30/23
	Amendment #1 – to correct Attachment E – State Assessment Certification			
<b>Michael A. Milson</b>	<b>Independent Evaluator Services</b>	<b>\$6,777.50</b>	<b>Year 1</b>	<b>5/22/23 – 9/30/23</b>
<b>Shawna Rendon</b>	<b>Independent Evaluator Services</b>	<b>\$3,031.25</b>	<b>Year 1</b>	<b>5/22/23 – 9/30/23</b>
<b>Nancy Hard</b>	<b>Independent Evaluator Services</b>	<b>\$1,931.25</b>	<b>Year 1</b>	<b>6/1/23 – 9/30/23</b>

**SUBRECIPIENT / CONTRACTOR LOG 2022-2023**

NAME	OTHER CONTRACTS / AGREEMENTS	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
iCare Training	Professional Development Training Services to Child Care Providers	\$3,582	Year 1 (1 renewal)	6/16/23 – 9/30/23
	Amendment #1 – to correct/decrease budget. Amendment #2 – to add training activity and increase budget by \$1,194. Amendment #3 – to add training activity and increase budget by \$1,194.			
A+ Center for Education	Professional Development Training Services to Child Care Providers	\$8,970	Year 1 (1 renewal)	6/23/23 – 9/30/23
	Amendment #1 – to add training activity, increase budget by \$1,794 and to correct Attachment E.			
	Amendment #2 – to add training activity and increase budget by \$1,794.			
	Amendment #3 – to add training activity and increase budget by \$1,794. Amendment #4 – to add training activity and increase budget by \$1,794.			
Enlightenment Consulting, LLC	Professional Development Training Services to Child Care Providers	\$4,482	Year 1 (1 renewal)	6/26/23 – 9/30/23
	Amendment #1 – to add training activity and increase budget by \$1,494. Amendment #1 – to add training activity and increase budget by \$1,494.			
KAS Consulting Group	Professional Development Training Services to Child Care Providers	\$3,540	Year 1 (1 renewal)	7/28/23 – 9/30/23
	Amendment #1 – to add training activity and increase budget by \$1,770.			
Integrity Training & Professional Services	Professional Development Training Services to Child Care Providers	\$1,494	Year 1 (1 renewal)	8/18/23 – 9/30/23
Booth Management Consulting, LLC	Fiscal Review Services	\$8,955	Year 1 (1 renewal)	7/10/23 – 9/30/23

## TWC GRANTS & CONTRACTS LOG 2022–2023

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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.			
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.			
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.	\$26,509,651	9/30/22 – 12/31/23
	Amendment #1 – Revised general terms & conditions and the statement of work financial requirements. Amendment #2 – Increase grant award amount by \$625,820.			
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. <b>Amendment #2 – Revised statement of work.</b>			
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.	\$1,799,715	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.			

## TWC GRANTS & CONTRACTS LOG 2022–2023

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
	Amendment #2 – Increase grant award amount for TRS Assessor funding by \$84,277 (total amended TRS portion available \$144,990).			
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
Externship for Teachers	2223EXT001	To inform educators on the most up-to-date skill sets needed for a specific vocation or industry. Teachers will create specific lesson plans for students, linking them to real-world industries and jobs. Students will become familiar with both academic and technical skill sets for the modern workforce.	\$180,000	5/2/23 – 2/29/24
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.			

## TWC GRANTS & CONTRACTS LOG 2022–2023

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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.	\$574,158	10/1/22 – 9/30/23
	Amendment #1 – Revised general terms & conditions and the statement of work project & financial requirements. Amendment #2 – Increase grant award amount by \$44,446.			
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. Amendment #2 – Revised statement of work project & financial requirements, and grant award amended to designate no more than \$80,000 to serve youth through Subsidized Employment Initiative increasing opportunities for low-income youth.			
	Amendment #3 – Revised statement of work & to reduce the number of STEM Camps from 30 to 10.			
Texas Internship Initiative	2223TAN003	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	3/21/23 – 5/31/24
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
	Amendment #1 – Revised statement of work project requirements & uniform administrative requirements.			
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	\$37,412	10/1/22 – 9/30/23



## TWC GRANTS & CONTRACTS LOG 2022–2023

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		telecommunications networks amongst Board and Texas Veterans Commission (TVC) employees.		
				7/1/23 – 6/30/25
Workforce Commission Initiatives	2223WC1001	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.			
Workforce Innovation and Opportunity Act - Adult	2223WOA001	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.	\$2,255,134	7/1/23 – 6/30/25
Workforce Innovation and Opportunity Act – Dislocated Worker	2223WOD001	To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,571,984	7/1/23 – 6/30/25
Workforce Innovation and Opportunity Act – Rapid Response	2223WOR001	To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.	\$27,255	7/1/23 – 6/30/25
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
Middle Skills Employment Supplies Pilot Project	2223WOS002	Provide funds to assist individuals trained by partner entities (non-profit, community programs and other state agencies) that provide training and certifications for occupations requiring some education beyond high school but less than a four-year degree but have insufficient funds to purchase supplies required for those occupations.	\$61,749	3/8/23 – 11/30/23
	Amendment #1 – Revised statement of work financial requirements.			
Workforce Innovation and Opportunity Act – Youth	2223WOY001	To provide funds to plan and deliver high quality services to low-income youth and young adults, ages 14-24, who face barriers to	\$2,443,262	7/1/23 – 6/30/25

## TWC GRANTS & CONTRACTS LOG 2022–2023

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		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.		
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 – 9/30/23
	Amendment #1 – Revised grant end date, statement of work, financial requirements and uniform administrative requirements.			
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.			
Corpus Christi Building Use Agreement	3124LSE013 AOB FY24	Staples Workforce Center	\$30,000	10/1/23 – 9/30/24
Student HireAbility Navigators	3024VRS058	Support, expand, and enhance the pre-employment transition services to students with disabilities by establishing partnerships and developing innovative and evidence-based approaches to service delivery.	\$678,000	9/1/23 – 8/31/25
Child Care Services Formula Allocation	2224CCF001	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.	\$27,492,282	5/31/23 – 12/31/24
CCDF Quality Improvement Activity	2224CCQ001	Local Board 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.	\$1,256,954	5/1/23 – 10/31/24
Noncustodial Parent Choices Program	2224NCP001	Employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support	\$142,403	9/1/23 – 9/30/24

## TWC GRANTS & CONTRACTS LOG 2022–2023

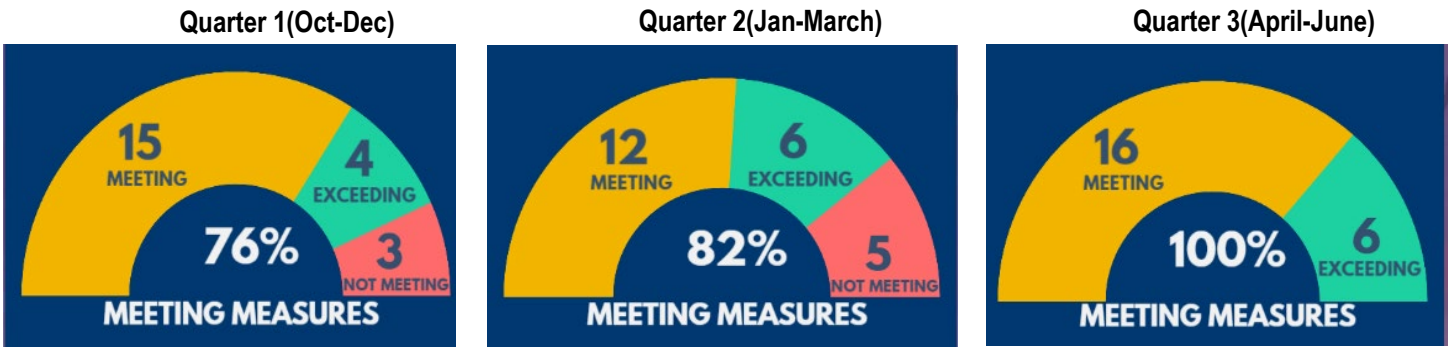
NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		payments. Goals of the program are to help NCPs who have substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child care payments.		

**INFORMATION ONLY**

XVII – 5. Performance Measure Update BCY 2022 – 2023

**BACKGROUND INFORMATION**

**Performance Measure Update (June 2023 EOY Final Release)  
Performance Synopsis  
Board Contract Year: 2023  
Timeframe: October 1, 2022 – September 30, 2023**



**Background**

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

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

Explanation of Measures in Negative Performance for June 2023

Performance Measure	Current		Current Performance	YTD Current % Target	EOY % Goal
	Numerator	Denominator			

**Exceeding/Meeting All Measures**

**Board Actions: Performance Update**

1. Continue to work on sustaining the attained performance.
2. Work with C2 on projections for upcoming performance release: July MPR to be released in September. August MPR to be released in October and the September MPR to be released and Final in December.

## INFORMATION ONLY

XVII – 5. Performance Measure Update BCY 2022 – 2023 – Continued

## BACKGROUND INFORMATION

### Caseload Report Update – 475 Participants Currently Served

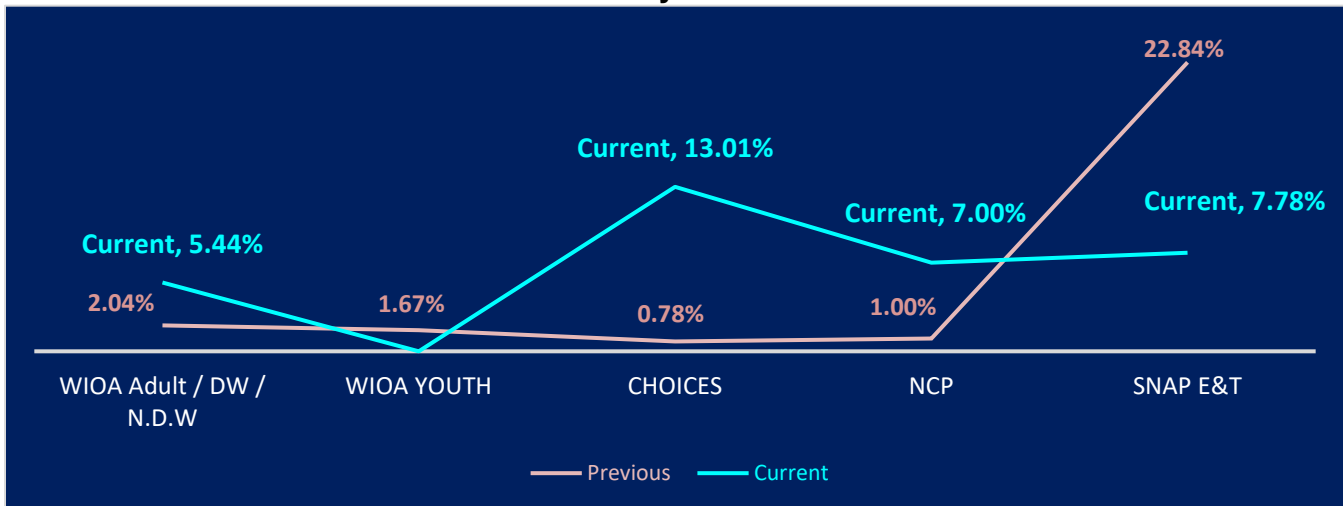
WIOA – Adult	WIOA – Dislocated Worker	WIOA – Youth
196	52	129

Total WIOA Participants: 377

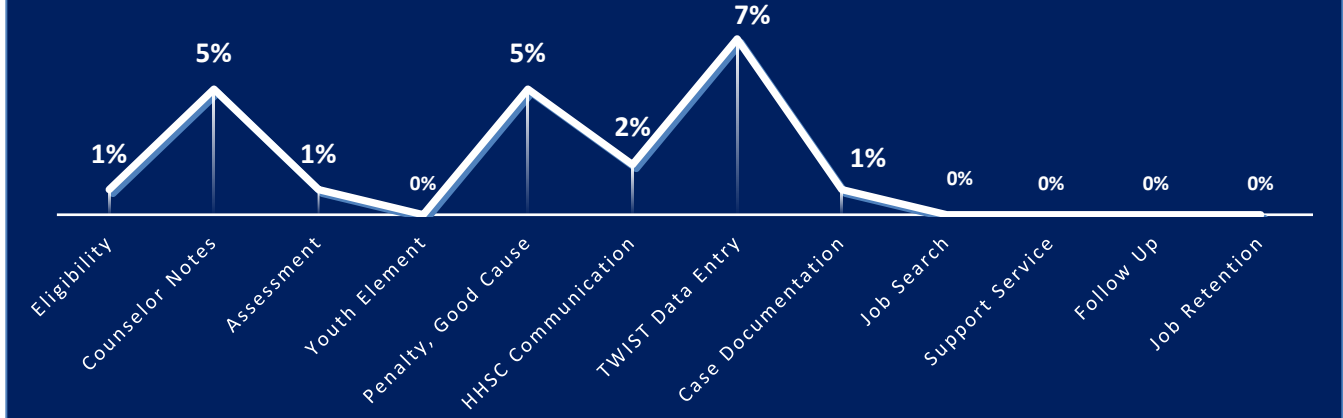
Choices	Non-Custodial Parent (NCP)	SNAP E&T
44	16	42

Total Self-Sufficiency Participants: 99

### Quality Assurance



### CASELOAD ERROR RATE - ATTRIBUTES - ALL PROGRAMS



# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

**FINAL RELEASE**  
As Originally Published 8/11/2023  
**JUNE 2023 REPORT**

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

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	99.65%	102.62%	116.59%	106.36%	109.25%	105.62%	98.54%	115.05%	90.82%	83.01%	100.53%	103.48%	94.10%	131.75%	131.20%
Borderplex	102.32%	99.50%	128.03%	116.77%	106.38%	81.28%	89.34%	112.58%	82.45%	98.04%	105.53%	113.70%	119.69%	80.99%	135.36%
Brazos Valley	96.53%	88.05%	117.69%	103.43%	116.93%	97.17%	104.09%	82.23%	100.12%	99.52%	107.76%	114.13%	109.57%	72.03%	82.62%
Cameron	102.33%	104.78%	114.40%	106.26%	120.06%	96.88%	101.49%	84.22%	115.06%	117.65%	102.89%	96.96%	131.73%	109.24%	107.53%
Capital Area	102.50%	107.07%	94.35%	105.49%	98.44%	108.22%	89.11%	110.33%	89.06%	78.41%	109.26%	126.25%	172.89%	109.12%	72.06%
Central Texas	100.45%	107.50%	112.20%	105.37%	127.45%	103.76%	107.24%	102.11%	100.96%	118.45%	109.50%	103.75%	103.59%	120.05%	133.70%
Coastal Bend	109.67%	95.80%	128.30%	100.46%	100.65%	109.78%	96.71%	124.41%	100.88%	92.73%	97.09%	107.69%	118.12%	113.28%	92.62%
Concho Valley	91.51%	103.16%	133.70%	106.71%	114.69%	100.84%	122.85%	111.53%	106.12%	58.82%	106.53%	122.67%	249.91%	137.93%	98.23%
Dallas	104.86%	105.95%	104.93%	100.00%	113.16%	107.96%	107.98%	123.53%	99.06%	96.36%	109.65%	107.80%	126.88%	121.03%	95.13%
Deep East	110.83%	113.21%	101.03%	92.91%	111.59%	114.53%	118.99%	100.74%	118.47%	86.24%	93.05%	122.44%	98.91%	100.00%	127.83%
East Texas	97.46%	98.56%	116.30%	103.15%	113.31%	101.99%	93.33%	97.20%	83.29%	84.96%	108.84%	119.83%	114.66%	119.50%	78.37%
Golden Crescent	110.25%	106.26%	117.30%	90.98%	121.75%	95.37%	110.73%	124.89%	108.59%	100.48%	118.37%	84.50%	164.40%	207.47%	159.92%
Gulf Coast	106.69%	105.92%	101.48%	98.48%	94.06%	100.23%	105.18%	114.19%	94.35%	88.97%	98.42%	104.15%	127.49%	114.03%	109.04%
Heart of Texas	95.81%	106.38%	46.26%	94.56%	121.73%	95.02%	93.27%	102.32%	100.49%	104.78%	94.40%	105.80%	103.94%	0.00%	145.38%
Lower Rio	90.85%	103.54%	142.86%	114.11%	91.80%	92.51%	93.10%	124.23%	110.94%	101.29%	111.45%	107.95%	142.66%	125.57%	101.69%
Middle Rio	95.76%	116.35%	78.18%	135.00%	103.26%	117.65%	102.94%	167.89%	117.65%	97.60%	87.20%	91.43%	89.87%	207.47%	101.22%
North Central	106.94%	106.61%	107.68%	99.39%	111.04%	99.78%	105.67%	113.55%	89.07%	103.78%	118.05%	115.50%	103.48%	98.73%	105.50%
North East	94.94%	108.96%	93.58%	104.73%	87.47%	95.42%	92.33%	122.14%	93.68%	95.41%	109.64%	117.81%	143.92%	155.66%	103.25%
North Texas	87.22%	84.17%	97.84%	97.52%	98.70%	111.76%	111.46%	132.69%	104.59%	89.20%	57.34%	111.11%	60.27%	n/a	53.95%
Panhandle	105.33%	100.33%	108.19%	95.98%	77.24%	97.11%	111.78%	110.11%	92.24%	96.50%	103.08%	104.84%	153.90%	106.96%	81.54%
Permian Basin	117.67%	98.92%	83.41%	97.59%	106.82%	99.42%	98.25%	143.61%	93.06%	105.88%	104.36%	129.48%	148.42%	158.71%	110.41%
Rural Capital	80.13%	98.26%	111.47%	111.64%	102.25%	101.34%	110.63%	102.90%	106.59%	91.04%	97.49%	121.63%	124.76%	106.49%	108.61%
South Plains	110.52%	116.74%	123.92%	95.24%	113.67%	92.44%	106.45%	106.54%	105.29%	117.65%	101.42%	95.00%	120.63%	71.63%	99.39%
South Texas	96.53%	126.81%	136.60%	118.20%	114.32%	111.11%	108.93%	105.35%	117.65%	99.88%	100.09%	96.15%	94.24%	120.05%	114.70%
Southeast	116.18%	104.60%	129.07%	85.46%	143.34%	94.96%	102.60%	100.95%	85.30%	90.06%	101.06%	105.68%	87.78%	104.65%	133.23%
Tarrant	99.83%	95.07%	125.19%	84.29%	131.68%	101.15%	98.96%	109.22%	84.17%	101.39%	103.48%	112.75%	134.04%	101.62%	108.70%
Texoma	99.07%	110.98%	93.71%	106.97%	105.52%	81.21%	109.44%	106.82%	107.88%	117.65%	90.29%	104.16%	140.47%	140.97%	64.76%
West Central	102.41%	94.49%	93.82%	110.27%	127.50%	101.80%	104.20%	172.74%	117.65%	83.38%	97.02%	112.13%	100.59%	165.98%	91.13%
<b>+P</b>	5	5	15	6	15	4	6	16	6	4	3	13	17	15	9
<b>MP</b>	21	21	10	20	11	22	20	10	16	16	23	14	8	8	13
<b>-P</b>	2	2	3	2	2	2	2	2	6	8	2	1	3	4	6
<b>% MP &amp; +P</b>	93%	93%	89%	93%	93%	93%	93%	93%	79%	71%	93%	96%	89%	85%	79%
From	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22
To	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23

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

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

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Rcvg Wkfc Asst Fm Bds or Self Svc	Choices Full Engagement Rate	Average # Children Served Per Day-Combined 10/22-3/23 YTD-Only)	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	99.32%	104.99%	95.18%	94.24%	96.22%	125.78%	112.62%	6	14	2	91%
Borderplex	98.00%	103.11%	124.37%	92.44%	101.99%	119.08%	119.63%	9	8	5	77%
Brazos Valley	96.51%	101.91%	77.24%	103.88%	74.28%	99.68%	107.41%	4	12	6	73%
Cameron	106.53%	101.81%	125.50%	100.18%	107.94%	121.74%	116.03%	10	11	1	95%
Capital Area	100.50%	104.74%	93.88%	87.76%	88.99%	108.08%	111.48%	5	10	7	68%
Central Texas	101.00%	101.51%	94.26%	102.07%	86.20%	110.52%	108.39%	7	13	2	91%
Coastal Bend	101.89%	102.94%	102.30%	104.15%	107.00%	113.36%	101.11%	6	16	0	100%
Concho Valley	106.15%	104.52%	102.03%	106.78%	83.87%	120.60%	100.00%	10	10	2	91%
Dallas	98.96%	103.06%	110.87%	89.39%	96.04%	113.70%	107.38%	7	14	1	95%
Deep East	102.41%	102.57%	112.84%	99.97%	113.19%	116.70%	105.02%	12	9	1	95%
East Texas	103.33%	103.90%	97.05%	111.57%	105.84%	103.14%	105.73%	8	11	3	86%
Golden Crescent	109.59%	106.89%	102.92%	96.53%	93.26%	155.56%	94.03%	12	7	3	86%
Gulf Coast	97.86%	102.47%	96.70%	96.38%	78.84%	119.00%	103.85%	4	16	2	91%
Heart of Texas	104.76%	105.10%	92.65%	107.73%	89.44%	115.34%	107.20%	6	12	4	82%
Lower Rio	105.67%	101.14%	125.46%	107.85%	98.34%	145.60%	106.90%	12	10	0	100%
Middle Rio	102.73%	94.81%	91.72%	97.28%	90.17%	122.28%	96.90%	7	9	6	73%
North Central	98.59%	104.42%	94.75%	91.73%	113.65%	128.96%	80.71%	6	12	4	82%
North East	94.20%	102.94%	114.29%	99.63%	128.88%	99.24%	100.65%	6	14	2	91%
North Texas	102.39%	103.35%	118.29%	105.23%	85.70%	108.88%	100.73%	7	7	7	67%
Panhandle	104.93%	102.93%	113.62%	109.87%	110.94%	117.64%	100.54%	7	13	2	91%
Permian Basin	103.92%	102.36%	103.20%	109.18%	91.75%	107.64%	102.98%	8	12	2	91%
Rural Capital	101.85%	106.28%	118.80%	93.12%	77.48%	123.22%	116.03%	9	10	3	86%
South Plains	104.66%	103.06%	109.44%	111.87%	117.66%	86.30%	107.09%	10	10	2	91%
South Texas	99.12%	98.44%	141.04%	96.40%	119.09%	117.78%	109.14%	12	10	0	100%
Southeast	105.18%	103.07%	92.19%	110.17%	109.68%	109.26%	118.00%	9	9	4	82%
Tarrant	99.24%	103.48%	85.43%	95.42%	100.61%	103.20%	114.02%	5	14	3	86%
Texoma	100.47%	105.06%	125.94%	96.13%	93.85%	102.80%	114.91%	7	12	3	86%
West Central	93.08%	102.91%	121.21%	122.20%	100.40%	108.06%	103.76%	9	11	2	91%
<b>+P</b>	5	4	13	10	10	22	17	220			
<b>MP</b>	21	23	7	12	6	5	9	316			
<b>-P</b>	2	1	8	6	12	1	2	79			
<b>% MP &amp; +P</b>	93%	96%	71%	79%	57%	96%	93%	87%			
From	7/21	1/21	1/21	7/22	10/22	10/22	4/23	From			
To	6/22	12/21	12/21	3/23	6/23	6/23	6/23	To			

## **INFORMATION ONLY**

XVII – 6. 2023-2024 Holiday Schedule

## **BACKGROUND**

Board Professionals will provide the Workforce Solutions Coastal Bend 2023-2024 Holiday Schedule.



**Workforce Solutions of the Coastal Bend  
2023-2024 Holiday Schedule**

<b>Holiday</b>	<b>Date</b>	<b>Day of Week</b>
Veteran's Day (will be observed on Friday, 11/10/2023)	11/11/2023	Saturday
Thanksgiving Day	11/23/2023	Thursday
Day after Thanksgiving Day	11/24/2023	Friday
Christmas Day	12/25/2023	Monday
Day After Christmas	12/26/2023	Tuesday
New Year's Day	01/01/2024	Monday
Martin Luther King Jr., Day	01/15/2024	Monday
President's Day	02/19/2024	Monday
Memorial Day	05/27/2024	Monday
Juneteenth Day	06/19/2024	Wednesday
Independence Day	07/04/2024	Thursday
Labor Day	09/02/2024	Monday

## **INFORMATION ONLY**

XVII – 7. Draft Agenda for the September 21, 2023 Board of Directors Meeting

## **BACKGROUND**

Attached is a draft agenda for the September 21, 2023 Board of Directors meeting.

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**Board of Directors Meeting**

Mission Career Center – 4981 Ayers Street – Mission Training Room  
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/87334737677?pwd=ZzlCakE3a0VsUWZ0MzAvTGo4Tkp4Zz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 873 3473 7677

Passcode: 012351

**Thursday, September 21, 2023 – 3:00 pm**

**DRAFT 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*
- 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 May 18, 2023 Board of Directors Meeting**
- VIII. **Discussion and Possible Action on Minutes of the July 27, 2023 Special-Called Board of Directors Meeting**

(cont. page 2)

- IX. **Chair's Report:** *Raynaldo De Los Santos, Jr.*
- Board Updates, Key Meetings, Items of Interest, and Communication
- X. **President/CEO's Report:** *Ken Trevino*
- Business Development, Public Relations and Organizational Update
- XI. **Financial Report as of July 31, 2023:** *Shileen Lee*
- XII. **Committee Reports**
- |                              |                                |
|------------------------------|--------------------------------|
| * <i>Child Care Services</i> | <i>Marcia Keener, Chair</i>    |
| * <i>Ad Hoc Youth</i>        | <i>Liza Wisner, Chair</i>      |
| * <i>Workforce Services</i>  | <i>Manny Salazar, Chair</i>    |
| * <i>Public Relations</i>    | <i>C. Michelle Unda, Chair</i> |
- XIII. **Discussion and Possible Action to Approve the External Audit for FY2022:** *Shileen Lee*  
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 14, 2023)
- XIV. **Discussion and Possible Action to Approve FY 2023 Budget Amendment #4:** *Shileen Lee*  
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 14, 2023)
- XV. **Discussion and Possible Action to Approve the BCY2023-24 Preliminary Budget:** *Shileen Lee*  
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 14, 2023)
- XVI. **Discussion and Possible Action to Approve Purchases Over \$50k:** *Shileen Lee*  
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 14, 2023)
- XVII. **Consent Agenda Action Item:** (a note on Consent Agenda items is included at the end of this agenda):
1. Board Policy # 4.0.103.06 – Case Management  
(Recommended for Approval at the September 7, 2023 Workforce Services Committee)
  2. Board Policy # 4.5.100.09 – Work Search Requirement  
(Recommended for Approval at the September 7, 2023 Workforce Services Committee)
  3. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Leases for Fiscal Year 2023-24.  
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 14, 2023)
- XVIII. **Information Only:**
1. Monitoring Report: *Larry Peterson & Ricardo Munoz*
  2. Policy Update Schedule: *Shileen Lee*
  3. Facilities Update: *Amy Kiddy Villarreal*
  4. Update on Procurements and Contracts: *Shileen Lee*
  5. Performance Measure Update: *Amy Kiddy Villarreal*
  6. 2023-2024 Holiday Schedule: *Ken Trevino*

(cont. page 3)

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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)

## XIX. Adjournment

**Notice:** *The Chair of the Board of Directors will be at 4981 Ayers Street, Corpus Christi, Texas where the Chair will preside over the Meeting.*

**Notice:** *One or more members of the Board of Directors may attend via video conference.*

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

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

**Consent Agenda.** Items listed under the Consent Agenda have previously been reviewed and recommended for action by one or more Committees of the Board of Directors. All items listed under the Consent Agenda are ready for action by the full Board of Directors; however, a Board member can request that any item be pulled from the Consent Agenda for further review and discussion.

**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 **Mission Career Center, Mission Training Room** 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, 4981 Ayers 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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### Equal Opportunity Employer/Program

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

## 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.
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.

## WFSCB Glossary of Terms

Program Title	Acronym	Program Description
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 Education Agency	TEA	The branch of government in Texas responsible for public education. TEA is responsible for the oversight of public primary and secondary education in the state of Texas.
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.