



Annual Board of Directors Meeting

December 14, 2023

3:00 pm

**Congressman Solomon P. Ortiz International
Center**

**402 Harbor Drive, Nueces Room
Corpus Christi, TX**

Join Zoom Meeting

<https://us02web.zoom.us/j/82732875320?pwd=aHdWNm1jYm5PbE1XYktOdDJrV00xQT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 827 3287 5320

Passcode: 422331

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Annual Board of Directors Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82732875320?pwd=aHdWNm1jYm5PbE1XYktOdDJrV00xQT09>

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

Meeting ID: 827 3287 5320
Passcode: 422331

Thursday, December 14, 2023 – 3:00 pm

AGENDA

- I. **Call to Order:** *Raynaldo De Los Santos, Jr., Chair*
- II. **TOMA Rules:** *Janet Neely*
- III. **Roll Call:** *Jesse Gatewood, Secretary*.....4
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Board Comments**
- VII. **Legal Counsel Comments:** *Lucinda Garcia*
- VIII. **Discussion and Possible Action on Minutes of the September 21, 2023 Board of Directors Meeting**.....5-9
- IX. **CEO Council Report:** *Judge George (Trace) Morrill III, Lead CEO*

(cont. page 2)

A proud partner of the **AmericanJobCenter** 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)

- X. **Chair’s Report:** *Raynaldo De Los Santos, Jr.*
 - Board Updates, Key Meetings, Items of Interest, and Communication

- XI. **Year-In-Review Committee Reports**
 - * *Child Care Services* *Marcia Keener, Chair*.....10-12
 - * *Ad Hoc Youth* *Liza Wisner, Chair*.....13-14
 - * *Workforce Services* *Manny Salazar, Chair*.....15
 - * *Public Relations* *C. Michelle Unda, Chair*.....16-17
 - * *Executive/Finance* *John Owen, Treasurer*.....18
 - * *Ad Hoc Nominating* *Marcia Keener, Chair*.....19

- XII. **CFO Report:** *Shileen Lee*
 - Annual Update

- XIII. **Discussion and Possible Action to Approve FY 2024 Budget Amendment #1:** *Shileen Lee*.....20-22
(Reviewed and Approved for recommendation by Executive/Finance Committee on November 16, 2023)

- XIV. **President/CEO Report:** *Ken Trevino*
 - Annual Update

- XV. **Discussion and Possible Action on Nomination and Election of Officers for 2024:**
Lucinda Garcia.....23-24

- XVI. **Adjournment**

Notice: *The Chair of the Board of Directors will be at 402 Harbor Drive, 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.

(cont. page 3)

A proud partner of the  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)

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 the **Congressman Solomon P. Ortiz International Center, Nueces 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, 402 Harbor Drive, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

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

A proud partner of the  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)

Workforce Solutions Board of Directors

Roll Call Roster

December 14, 2023

(16 = Quorum)

- _____ De Los Santos, Jr., Raynaldo, **Chair**; Private Sector – Refugio County
- _____ Bernal, Hector; Private Sector – City of Corpus Christi
- _____ Bowen, Sandra Julia, **Vice Chair**; Private Sector – Jim Wells County
- _____ Brown, Lance; Private Sector – San Patricio County
- _____ Chavez, Andrea; Public Employment Service – TWC/City of Corpus Christi
- _____ Evans, Eric; Private Sector – Aransas County
- _____ Faught, Leslie; Education Agency – San Patricio County
- _____ Flower, Michelle; Private Sector – City of Corpus Christi
- _____ Garcia III, Jose R. “Joey”; Private Sector – Duval County
- _____ Gatewood, Jesse, **Secretary**; Organized Labor – Nueces County
- _____ Giesler, Randy; Private Sector – Live Oak County
- _____ Gonzalez, Jr., Victor M., **Parliamentarian**; Private Sector – City of Corpus Christi
- _____ Hoggard, Justin; Adult Basic and Continuing Education – Bee County
- _____ Hunter, Ofelia; CBO/OL – Jim Wells County
- _____ James, Kimberley D.; Public Assistance – City of Corpus Christi
- _____ Keener, Marcia; CBO – San Patricio County
- _____ Leal, Criselda; Literacy Council – City of Corpus Christi
- _____ Lopez, Omar; Private Sector – City of Corpus Christi
- _____ Lozano, Michelle; Private Sector – Nueces County
- _____ Nelson, Travis; Private Sector – City of Corpus Christi
- _____ Owen, John W., **Treasurer**; Vocational Rehabilitation Agency – City of Corpus Christi
- _____ Perez, Gloria, **Past Chair**; Private Sector – City of Corpus Christi
- _____ Ramirez, Carlos; Private Sector – Kleberg County
- _____ Rivera, Leonard; Post-Secondary Education – City of Corpus Christi
- _____ Salazar, Manny; CBO – Kleberg County
- _____ Seitz, Randy; CBO – Bee County
- _____ Sotelo, Brittany; Economic Development – City of Corpus Christi
- _____ Temple, Susan; Private Sector – San Patricio County
- _____ Unda, C. Michelle; Private Sector – City of Corpus Christi
- _____ Wilson, Catrina; CBO – City of Corpus Christi
- _____ Wisner, Liza; Private Sector – City of Corpus Christi

Signed

Printed Name

MINUTES
Workforce Solutions Coastal Bend – Board of Directors Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/83593162428?pwd=bzZacERuWmIYUzkzckRoYkNtdEU1Zz09>

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

Meeting ID: 835 9316 2428
Passcode: 704013

September 21, 2023 - 3:00 pm

Board Members

Present

Raynaldo De Los Santos, Jr., Chair ; private sector – Refugio County	Omar Lopez; private sector – City of CC
Sandra Bowen, Vice Chair ; private sector – Jim Wells County	Travis Nelson; private sector – City of CC
Andrea Chavez; public employment serv – City of CC	John Owen, Treasurer ; vocational rehab. – City of CC
Tracy Florence; CBO – Bee County	Gloria Perez, Past Chair ; private sector – City of CC
Jose R. “Joey” Garcia III; private sector – Duval County	Manny Salazar; CBO – Kleberg County
Jesse Gatewood, Secretary ; organized labor – Nueces County	Brittany Sotelo; economic development – City of Corpus Christi
Victor M. Gonzalez, Jr., Parliamentarian ; ps – City of CC	C. Michelle Unda; private sector – City of CC
Kimberley D. James; public assistance – City of CC	Catrina Wilson; CBO – City of CC
Marcia Keener; CBO – San Patricio County	Liza Wisner; private sector – City of CC
Criselda Leal; literacy council – City of CC	

Absent

Eric Evans; private sector – Aransas County	Ofelia Hunter; CBO/OL – Jim Wells County
Leslie Faught; education agency – San Patricio County	Michelle Lozano; private sector – Nueces County
Michelle Flower; private sector – City of Corpus Christi	Carlos Ramirez; private sector – Kleberg County
Randy Giesler; private sector - Live Oak County	Leonard Rivera; post-secondary ed – City of Corpus
Justin Hoggard; adult basic & cont. ed – Bee County	Susan Temple; private sector – San Patricio County

Vacancies

Private Sector – Kenedy County	Private Sector – Brooks County
Private Sector – City of Corpus Christi	Private Sector – San Patricio County

Others Present

Ken Trevino, WS President/CEO	Milanda, Ballesteros, WS Contract Specialist
Amy Kiddy Villarreal, WS Chief Operating Officer	Ruben Aceves, WS Facilities Manager
Shileen Lee, WS Chief Financial Officer	Chakib Chehadi, C2GPS, LLC
Janet Neely, WS Executive Assistant	Aaron Smith, C2GPS, LLC
Allyson Riojas, WS Contract Manager	Ramsey Olivarez, C2GPS, LLC
Ricardo Munoz, WS QA Monitor EO Officer/504 Coordinator	Geri Escobar, C2GPS, LLC
Zachary James, WS IT Coordinator	Linda Stewart, C2GPS, LLC
Larry Peterson, WS Internal Auditor EO/504 Coordinator	Robert Reyna, C2GPS, LLC
Xena Mercado, WS Communications Manager	Michael Del Toro, ABIP, P.C.
Denise Woodson, WS Director of Child Care Programs	Button Frizzell, Texas Veterans Commission
Christina Miller, WS Child Care Quality Program Specialist	Neil Hanson, BakerRipley
Vicki Stonum, WS Child Care Quality Program Liaison	Kenia Dimas, BakerRipley

I. Call to Order

Mr. De Los Santos, Jr. called the meeting to order at 3:00 pm.

II. TOMA Rules

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

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest and disclosures were requested by the chair at this time.

Mr. Owen announced he will abstain from item XIV – 6. Authorize the President/CEO to Execute the Options for Renewal of Leases for Fiscal Year 2023-24.

V. Public Comments

Due to the new TOMA rules we do have a laptop set up at 4981 Ayers Street and it is listed on the zoom call as Public. The laptop is available and open to the public.

VI. Board Comments

There were no Board comments.

VII. Discussion and Possible Action on Minutes of the May 18, 2023 Board of Directors Meeting

Ms. Wilson moved to approve the minutes of the May 18, 2023 Board of Directors meeting. The motion was seconded by Mr. Owen and passed.

VIII. Discussion and Possible Action on Minutes of the July 27, 2023 Board of Directors Meeting

Ms. Bowen moved to approve the minutes of the July 27, 2023 Board of Directors meeting. The motion was seconded by Ms. Perez and passed.

IX. Chair's Report

New Board Member

Mr. De Los Santos welcomed new Board Member Dr. Kimberley D. James, Deputy Superintendent of Curriculum & Instruction with Corpus Christi Independent School District. Mayor Paulette Guajardo, City of Corpus Christ appointed Dr. James and she is representing Public Assistance replacing Alma Barrera.

Mr. De Los Santos thanked Dr. James for giving her time, knowledge and expertise to this important board and the work that is happening.

Activities Participated In

Mr. De Los Santos participated in the following activities:

- Board of Directors Meeting – May 18, 2023
- CEO Council Meeting – May 26, 2023
- Special-Called Executive/Finance Committee Meeting – July 27, 2023
- Special-Called Board of Directors Meeting – July 27, 2023
- Briefings from CEO 2-3 times a week
- Texas A&M University-Corpus Christi – State of the University – September 13, 2023
- YOU! Choose Career Expo Opening Ceremony – September 20, 2023

CEO Council

The CEO Council is scheduled to meet at 12 noon on Friday, September 22, 2023 at the Mission Career Center in the Mission Training Room in Corpus Christi, Texas.

X. President/CEO Report

Mr. Trevino thanked Chairman De Los Santos, Board of Directors and the guests who were in attendance. 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

XI. Financial Report as of July 31, 2023

Ms. Lee presented the July Financial Report (included on pages 12-15 of the September 21 agenda packet).

XII. Committee Reports

Child Care Services

Ms. Keener provided a report on the September 5, 2023 Child Care Services Committee (included on pages 16-21 of the September 21 agenda packet).

Ad Hoc Youth

Ms. Wisner provided a report on the September 6, 2023 Ad Hoc Youth Committee meeting (included on pages 22-23 of the September 21 agenda packet).

Ms. Wisner welcomed new Board Members on the Ad Hoc Youth Committee Mr. Joey Garcia and Dr. Kimberley D. James.

Ms. Wisner congratulated the entire team at Workforce Solutions Coastal Bend for YOU! Choose being a great event.

Workforce Services

Mr. Salazar provided a report on the September 7, 2023 Workforce Services Committee meeting (included on pages 24-25 of the September 21 agenda packet).

Mr. Salazar welcomed new Board Members on the Workforce Services Committee Dr. Leonard Rivera and Ms. Brittany Sotelo.

Mr. Salazar recognized Ms. Cole and the entire Workforce Solutions Coastal Bend team for doing a great job at the YOU! Choose event.

Mr. De Los Santos recognized Mr. Salazar for the last year he has been shepherding this multi one billion dollar 1.5 project that was just announced a couple of weeks ago. Mr. De Los Santos thanked Mr. Salazar for doing such a great job in his regular Monday through Friday capacity and for keeping the broader region and this organization in mind.

Mr. Salazar mentioned Mr. De Los Santos was part of the team to make this team.

Public Relations

Ms. Unda provided a report on the September 7, 2023 Public Relations Committee meeting (included on pages 26-28 of the September 21 agenda packet).

Ms. Unda recognized Ms. Mercado and her team for their amazing work.

XIII. Discussion and Possible Action to Approve the External Audit for FY2022

Mr. Michal De Toro provided information on the External Audit for FY2022 (included on pages 29-67 of the September 21 agenda packet).

Mr. Owen stated that Mr. Trevino and Ms. Lee have developed a great team.

Mr. Owen moved to approve the External Audit for FY2022. The motion was seconded by Ms. Unda and passed.

Mr. De Los Santos thanked Mr. Del Toro and Ms. Lee for their efforts and all their hard work.

XIV. Consent Agenda Action Items:

1. FY 2023 Budget Amendment #4
2. BCY2023-24 Preliminary Budget
3. Purchases Over \$50k
4. Board Policy # 4.0.103.06 – Case Management
5. Board Policy # 4.5.100.09 – Work Search Requirement
6. Authorize the President/CEO to Execute the Options for Renewal of Leases for Fiscal Year 2023-24

Ms. Wilson moved to approve all items on the Consent Agenda. The motion was seconded by Ms. Sotelo and passed.

Mr. Owen abstained from this item.

XV. Information Only:

1. *Monitoring Report*

Mr. Peterson announced he will be retiring as of next week and assured everyone Workforce Solutions Coastal Bend will be in good hands with Mr. Ricardo Munoz. Mr. Munoz has 15 years of experience and know all the programs.

Mr. Trevino invited everyone to Mr. Peterson's Retirement Party at Brewster Street Ice House on Wednesday, October 11 at 6pm.

Mr. Trevino recognized Mr. Peterson for all the clean audits we have had over the years internally. Mr. Trevino stated Mr. Peterson was someone he was able to lean on since Mr. Trevino started in his position in 2010. Mr. Peterson has been a great leader for the organization.

Mr. De Los Santos expressed his appreciation for Mr. Peterson's service.

Mr. Munoz provided the following Monitoring Report and significant observations completed during the months of February - August 2023 (included on pages 88-90 of the September 21 agenda packet). TWC requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies.

Per Chairman De Los Santos items XV – 2 & 3 were skipped and allowed members of the Board to review themselves.

4. *Update on Procurements and Contracts*

Ms. Lee provided an update on procurements and contracts (included on pages 96-107 of the September 21 agenda packet).

5. *Performance Measure Update*

Ms. Kiddy Villarreal presented the Performance Measure Update for June 2023 (included on pages 108-111 of the September 21 agenda packet).

Ms. Kiddy Villarreal acknowledged the whole team for all their great work at the YOU! Choose and how great the event was. Ms. Kiddy Villarreal stated that it is impressive to see the event continue to grow every year.

Mr. De Los Santos stated what a wonderful way to end the Fiscal Year with the metrics and start the new year.

6. *2023-2024 Holiday Schedule*

Mr. Trevino presented the 2023-2024 Holiday Schedule (included on pages 112-113 of the September 21 agenda packet).

Mr. De Los Santos thanked everyone for their time, work and efforts from the volunteers to every member of the Workforce team. Mr. De Los Santos stated that it is humbling to see the growth and the professionals working on so many levels simultaneously, individually and collectively and doing such great things. Mr. De Los Santos thanked everyone for allowing him to be a part of it with them.

XVI. Adjournment

The meeting adjourned at 4:18 pm.

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 1. Child Care Services

Committee: Child Care Services

Marcia Keener, Chair

Catrina Wilson, Vice-Chair

Dr. Justin Hoggard

Andrea Chavez

The Child Care Committee met three (3) times during BCY2023.

Workforce Solutions of Coastal Bend's (WFSCB's) Child Care Programs highlights for BCY2023 are listed below.

- TWC conducted a mid-year adjustment to the Workforce Boards performance measure targets (*average number of children served per day*) that resulted in a reduction in the performance measure target (originally **3,612**) for the first half of the contract year (October 2022 thru March 2023). The performance measure target during these months was **3,452** *average number of children served per day*. TWC added funding to allow the performance measure targets to return to their original levels (**3,612**) for the remainder of the contract year (April 2023 through September 2023).
- The Child Care Services (CCS) Program finished the fourth quarter of BCY2023 with performance (based on the average number of children enrolled per day) exceeding 96.0%
- There were **159** child care providers (licensed child care centers and registered child care homes) with Workforce Provider Agreements during BCY2023.
- Workforce Solutions of the Coastal Bend paid child care providers **\$9,594,200** during BCY2023.
- Customers in the Child Care Services (CCS) Program paid **\$1,979,717** during BCY2023.
- The Early Childhood Development Quality Services Program (ECDQSP) hosted the **9th Annual "Back to School" Teachers Fair** on July 29, 2023. **320** child care staff participated in this in person event.
- The ECDQSP hosted the **9th Annual Directors / Early Childhood Education Teachers Convocation** on August 19, 2023. Child care staff were allowed to attend this in person event because the number of participants who were allowed to attend the **8th Annual "Back to School" Teachers Fair** was limited as a precaution due to COVID-19. **155** child care center directors, assistant directors, and child care staff participated in this event.
- The Chapter 809 Child Care Services Rules, Subchapter G. Texas Rising Star Program §§809.130 – 809.136 was amended to implement House Bill (HB) 2607 which requires all regulated child care

providers of TWC-funded Child Care Services (CCS) programs be included in the Texas Rising Star program. All current child care providers with Workforce Provider Agreements must be TRS certified by September 30, 2024.

Workforce Solutions of the Coastal Bend (WFSCB) placed its existing non-TRS providers into cohort groups to receive mentoring services in preparation for their initial TRS assessment. There are **8** cohort groups. The child care centers received instructional and quality resources along with Frogstreet curriculum kits to assist them in becoming TRS certified.

The items listed below were purchased for the Entry Level Designated (ELD) child care centers to help staff achieve the points-based measures on their initial TRS assessment.

Frogstreet Curriculum Kits

70 Entry Level Designated Texas Rising Star (TRS) Child Care Centers
\$289,575.00

Lakeshore Instructional Resource Kits

70 Entry Level Designated (ELD) Texas Rising Star (TRS) Child Care Centers
\$218,634.00

- WFSCB held **5** “New” Texas Rising Star (TRS) Provider Orientation Meetings throughout BCY2023. The purpose of these meetings is to inform and educate child care center directors and assistant directors on the TRS Program requirements.
- WFSCB hosted a Texas Rising Star (TRS) 4-Year Review Focus Group Meeting on August 11, 2023. The purpose of this meeting was to allow child care directors to review and discuss the TRS Guidelines and licensing deficiencies and make recommendations regarding whether those items should be amended to include additional criteria or removed from the TRS Guidelines. **26** child care directors participated in this focus group meeting.
- The ECDQSP presented incentive payments in the amount of **\$4,400.00** to each of its current Texas Rising Star (TRS) certified child care centers and a few Entry Level Designated (ELD) child care centers who are receiving mentoring services in pursuit of becoming a Texas Rising Star certified child care center. These funds may be used for staff bonuses or to purchase resources and equipment.
- The infant/toddler expansion project allows a provider to create a classroom by utilizing an existing empty space. The provider must pay the child care staff person’s salary and ECDQSP will provide the furniture and early childhood resources for this classroom. This allows the provider to increase the number of children they may serve. The ECDQSP created **2** new infant toddler classrooms (added an additional **21** infant slots) and created **6** new toddler classrooms (added an additional **53** toddler slots). The cost of the infant/toddler expansion was **\$107,491.00**.
- ECDQSP created teacher resource centers at **14** child care centers during BCY2023. Each child care center received a computer, printer, teacher desk and chair, and software that could be used

by the child care center teachers to create lesson plans and research early childhood education topics. The cost of the resource centers is **\$22,500.00**

The Child Care staff would like to thank the Child Care Committee for their ongoing and continuous support of our child care initiatives throughout BCY2023. We are extremely humble and grateful for your confidence in our abilities to do “what’s right for children”! We look forward to an awesome BCY2024!!

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 2. Ad Hoc Youth

Committee: Ad Hoc Youth

Liza Wisner, Chair

Omar Lopez, Vice-Chair

Ofelia Hunter

Michelle Flower

Leslie Faught

Jose R. “Joey” Garcia III

Dr. Kimberley D. James

The Ad Hoc Youth Committee met three (3) times throughout the 2023 year. This committee was created to bring focus and awareness to services provided to Coastal Bend youth. The committee focused on hearing topics regarding services to youth, services to special community population, programs, and education engagement, and celebrating participant success.

Highlights for the year:

- WIOA program updates and performance reviews.
- 8th annual YOU! CHOOSE Career Expo.
- Summer Earn and Learn.
- Hosting SEAL Signing Day and YOU! Inspire symposium.
- Student HireAbility Navigator Mentorship.
- PAL Program Aging-Out Seminar.
- Texas Internship Initiative and PATHS Grant for the Emerging Professionals Internship Program.
- Awarded the Tri-Agency Regional Convener Grant for Coastal Bend.
- Partnering in the first Maritime Career Expo.
- Partnership with Elevate361.
- Hosting the first Live. Learn. Lead. youth event.
- Partnership with the Women’s In Industry Coastal Bend Conference.
- Delivered 148 VR sessions facilitated by the Career and Education Outreach Program.
- Career and Education Outreach Program engagements and partnerships with schools, employers, and community partners.
- Career and Education Outreach visited 81 Coastal Bend schools throughout the program year.
- WFSCB Career and Education Outreach Program was nationally ranked as highest usage in the state of Texas for the Second Quarter.
- Career and Education Outreach Program was ranked fourth in the U.S. for total VR Simulations Completed.

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

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

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

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 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

The Workforce Services Committee met three times in 2023.

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

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

Highlights for the year:

- Attainment of grants: TEA Convener Grant and Texas Industry Partnership (TIP)
- 12th Annual Statewide Red, White and You! Veteran's Hiring Fair.
- 8th Annual Educator Externship.
- Completed Intermediary work for three rural ISDs via TEA Perkins Grants.
- Continuous work with PATHS Grant, funded by Wal-Mart Foundation: Braiding of funds with Texas Internship Initiative and WIOA Youth.
- Completed 2nd year of Education Outreach Program. Elevated work with Virtual Reality (VR) learning.
- Phase II of Construction work at a second career center location in Corpus Christi.
- Execution of contract with C2 GPS; regarding the management and operations of the career center delivery system.
- Attained 100% Performance for all TWC MPR measures.
- Began transition work from TWIST Data base to WIT Case Management System.

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

Action items brought to the Board of Directors:

- 2 Policies were brought to the committee for approval.

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

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 4. Public Relations

Committee: Public Relations

Michelle Unda, Chair

Carlos Ramirez, Vice Chair

Susan Temple

Eric Evans

- The Public Relations Committee met three times in 2023.
- The Communications Team work with other departments to Increase Workforce Awareness as stated by the Strategic Board Goals.

Highlights for the year:

- Xena Mercado and the Communications Team are beginning the review and update of the Strategic Marketing Standards and Guidelines.
- The following is an overview of activities the Communications Team engaged in to promote Workforce awareness, including Event Promotion, PR, Recap and Outreach Strategy, content creation, promotion/distribution, outreach, as well as outcomes.
 - Summer Earn and Learn Signing Day, summer program, and YOU! Inspire Symposium (Promotion & Storytelling)
 - Educator Externship 2-week program (Promotion & Storytelling)
 - Covered 2 Child Care Events and promoted Child Care Services throughout the year
 - YOU! Choose Career Expo – September 20th – Story shared on all social media channels, increasing awareness about opportunities and career pathways for youth preparing for life after high school.
 - October was Breast Cancer Awareness Month. WFSCB President/CEO, Ken Treviño, participated in the Real Men Wear Pink campaign, and Team Workforce supported by wearing pink every day of the month.
 - Hiring Red, White and YOU! Was held on November 2nd at the American Bank Center. 368 Job Seekers were in attendance, 94 of which were Veterans. 70 Employers attended along with 6 Community Partners.
- Web & Social Media Analytics:
 - Wfscb.org saw 41,461 Clicks and 2.06 Million Impressions, 58,883 Website Users, 208,884 Page Views, 90,147 Sessions at 3:32 Mins/Session,
 - The WFSCB Facebook page audience has reached 103,155 over the year. Instagram has reached 1,353, and LinkedIn has reached 69,545.
 - The WFSCB YouTube channel got 1,415 views in the last 365 days.

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

I'd like to express my sincerest gratitude to all Committee Board Members, and to C. Michelle Unda, PR Committee Chair and Carlos Ramirez, Vice Chair. Your continued support, ideas and engagement is greatly appreciated!

YEAR-IN-REVIEW COMMITTEE REPORT

X – 5. Executive/Finance

Committee: Executive/Finance
Raynaldo De Los Santos, Jr., Chair
Sandra Bowen, Vice Chair
Jesse Gatewood
John Owen
Victor M. Gonzalez, Jr.
Marcia Keener
Liza Wisner
Manny Salazar
C. Michelle Unda

The Executive/Finance Committee met five times in 2023.

The standard agenda for this committee was followed for the calendar year. The primary purpose of the committee continues to be executive updates, financial review, budget amendments, board policy review and recommendations, facility, IT, and HR updates, and procurement updates and approvals. The committee also provides a recap of the other committee reports (Ad Hoc Youth, Child Care Services, Workforce Services, and Public Relations), reports on the monitoring schedule and results along with performance updates.

Highlights for the year:

- Four budget amendments
- Preliminary and Final Budget.
- Unmodified Audit opinion for 2022
- Policy Update Schedule creation/implementation (Accounting, HR, IT, Admin)
- Phase II of Construction work at a second career center location in Corpus Christi.
- Execution of contract with C2 GPS; regarding the management and operations of the career center delivery system.
- IT Project – 2nd year.

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

Thank you to each of our committee members for your support in the work we do. **Thank you**, Treasurer John Owen, for another successful year in leading our committee meetings and for the extra time you provide to remain informed and versed in the complexity of our system. We look forward to another successful year.

COMMITTEE REPORT

XI – 6. Ad Hoc Nominating

Committee: Ad Hoc Nominating

Marcia Keener, Chair

Joey Garcia

Justin Hoggard

Victor M. Gonzalez, Jr.

Brittany Sotelo

Leonard Rivera

Date of Committee meeting: December 7, 2023

The following items were discussed at the meeting:

1. Discussion and Possible Action on the Nomination of a Slate of Officers for 2024
2. Bylaws
3. 2021-2023 Committee Structures
4. 2023 Attendance Records
5. Draft Slate and Voting Ballot
6. Process for Ballot Count and Announcement of Officers

The Committee took the following action:

1. Nominated the following slate of officers for 2024 (included on page 24 of the agenda packet).

Chair: Raynaldo De Los Santos, Jr.

Vice Chair: Sandra Bowen

Secretary: Jesse Gatewood

Treasurer: John Owen

Parliamentarian: Victor M. Gonzalez, Jr.

Additional comments:

Nominations will also be accepted from the floor.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII. FY 2024 Budget Amendment #1

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2023-24 Operating Budget on September 21, 2023. Budget Amendment #1 is attached with a detailed budget narrative.

RECOMMENDATION

The Board of Directors approve FY 2024 Budget Amendment #1.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2024**

The proposed budget FY24 Amendment #1 is to adjust for carry over adjustments, additional funds, and TWC reduction in funds; the amendment includes an overall revenue increase of \$1,667,143.

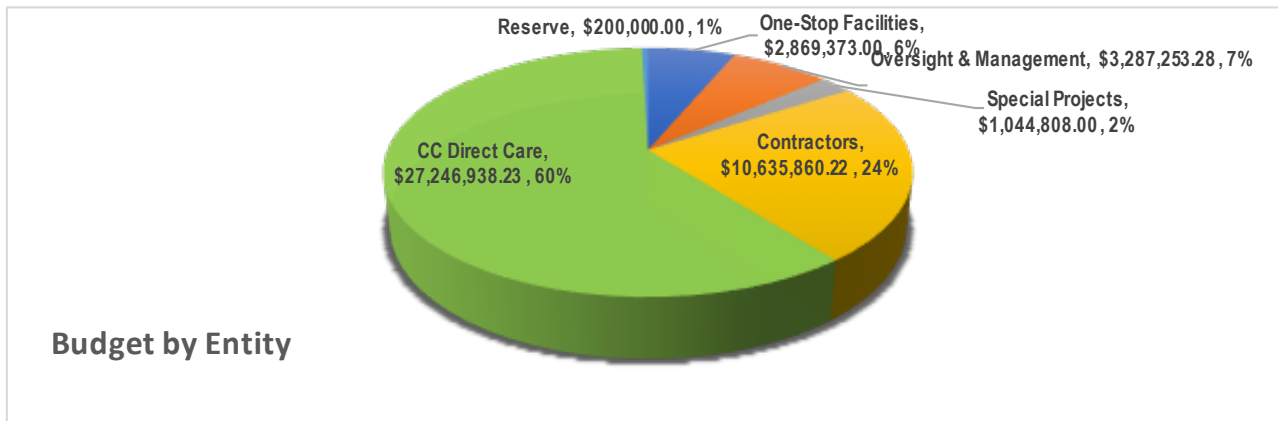
The proposed amendment has movements across all budget categories to align the current budget with the historical expenditures by cost category. The largest adjustment in contracted services as the majority of the movement is in direct child care and one-stop funds for an overall increase of \$2,676,801. A reduction in multiple cost categories under One Stop Operations due to the estimate of furniture and sub-systems for the next phase of Mission Plaza being less; overall reduction of \$(1,142,598). An increase of \$132,939 for employee increases and a 2% employee insurance increase.

We are requesting approval on the final BCY2024 budget (Amendment #1).

Contract No.	Program	Budget Area	Preliminary Budget 2023-24	Amendment#1	Total Amended Budget 23-24	Comments
Non-TWC	Walmart (PATHS)	Special Proj	165,000	17,868	182,868	Carryover Adj.
2223NCP001	Non-Custodial Parent (NCP)	One-Stop	142,403	137,468	279,871	Carryover Adj.
2222WOA001	WIOA - PY22 Adult Allocation (Jul)	One-Stop	1,733,337	373	1,733,710	Carryover Adj.
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (Oct)	One-Stop	1,452,202	71,301	1,523,503	Carryover Adj.
2222WOY001	WIOA - PY22 Youth Allocation	One-Stop	2,443,262	(187,206)	2,256,056	Carryover Adj.
2223WOR001	WIOA - PY23 Rapid Response	One-Stop	27,255	(330)	26,925	Carryover Adj.
2223CCF001	Child Care	Childcare	1,471,227	181,420	1,652,646	Carryover Adj.
2224CCF001	Child Care	Childcare	27,492,282	(1,974,578)	25,517,704	Reduction in Funds
2223CCM001	Child Care Local Match	Childcare	1,880,444		1,880,444	
2224CCM001	Child Care Local Match	Childcare	1,897,372		1,897,372	
2223CCQ001	Child Care Quality (CCQ)	Special Proj	2,184,412	348,896	2,533,308	Carryover Adj.
2224CCQ001	Child Care Quality (CCQ)	Special Proj	-	1,783,506	1,783,506	Add'l Funds
2224CCP001	Child Care - DFPS	Childcare	-	463,300	463,300	Add'l Funds
2223SNE001	SNAP E&T	One-Stop	502,383	(16,275)	486,108	Reduction in Funds
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	(2,522)	14,050	Carryover Adj.
2223TAN003	Texas Internship Initiative	Special Proj	50,000	20,489	70,489	Carryover Adj.
2223WOS002	WOS - Middle Skills Initiative	One-Stop	61,000	(6,301)	54,699	Carryover Adj.
2223TIP001	WIOS - Texas Partnership Initiative	Special Proj	150,000	150,000	300,000	Add'l Funds
2223REA001	Reemployment Services and Eligibility Assessment	One-Stop	-	70,000	70,000	Add'l Funds
2224REA001	Reemployment Services and Eligibility Assessment	One-Stop	-	427,268	427,268	Add'l Funds
2224RAG001	Resource Administration Grants	One-Stop	-	6,923	6,923	Add'l Funds
2224TVC001	TVC	One-Stop	-	37,412	37,412	Add'l Funds
2224WPA001	Wagner-Peyser Employment Services	One-Stop	-	1,694	1,694	Add'l Funds
Non-TWC	2023 Convener Grant	Special Proj	561,500	(1,114)	560,386	Carryover Adj.
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	137,118	281,467	Carryover Adj.
Non-TWC	Wage Service for Paid WE 3018VRS171	Special Proj	77,439	433	77,872	Carryover Adj.
	Grand Total		45,479,738	1,667,143	47,146,880	

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

	A FY2024 Preliminary Budget	B FY2024 Amended Budget	Difference B - A
Grant revenue	45,479,737.50	47,146,880.44	\$ 1,667,143
Total revenue	\$ 45,479,738	\$ 47,146,880	\$ 1,667,143
EXPENSES			
Oversight & Management			
Salaries and benefits	\$ 2,283,433	\$ 2,452,772	\$ 169,339
Facilities and related expense	265,500	298,100	32,600
Furniture, Equipment & Software	105,881	118,881	13,000
General administrative expense	217,500	196,500	(21,000)
Communication expense	47,000	43,000	(4,000)
Professional fees & service	135,000	108,000	(27,000)
Staff development expense	50,000	30,000	(20,000)
Travel expense	50,000	40,000	(10,000)
Total Oversight & Management Expense	\$ 3,154,314	\$ 3,287,253	\$ 132,939
One Stop Operations			
Facilities and related expense	\$ 2,498,838	\$ 1,997,873	\$ (500,965)
Furniture, Equipment & Software	1,195,000	540,000	(655,000)
General administrative expense	146,500	161,500	15,000
Communication expense	166,633	170,000	3,368
Professional fees & service	5,000	0	(5,000)
Client	-	-	-
Total One Stop Operation	\$ 4,011,971	\$ 2,869,373	\$ (1,142,598)
Contracted services	\$ 38,313,453	\$ 40,990,254	\$ 2,676,801
Total expense	\$ 45,479,737	\$ 47,146,881	\$ 1,667,143
Changes in net assets	0	(0)	(0)



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV. Nomination and Election of Board of Director Officers for 2024

BACKGROUND INFORMATION

The Ad Hoc Nominating Committee met on December 7, 2023 to review candidates that had expressed interest in serving as a Board officer during 2024. The attached 2024 Slate of Officers and Voting Ballot is presented on behalf of the Ad Hoc Nominating Committee for the election of officers at the December 14, 2023 Annual Board of Directors meeting. During the election process nominations may also be accepted from the floor.

RECOMMENDATION

The Board of Directors elect a slate of officers for 2024.



2024 SLATE OF OFFICERS & VOTING BALLOT
December 14, 2023

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

Signature:

Date: _____

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

WFSCB Glossary of Terms

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