



WORKFORCE SOLUTIONS
of the Coastal Bend

Child Care Services Committee Meeting

**February 4, 2020
3:00 pm**

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

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.



Child Care Services Committee Meeting
Staples Career Center – 520 N. Staples Street – Conference Room #1
Corpus Christi, Texas
February 4, 2020 – 3:00 pm

AGENDA

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I. Call to Order: <i>Marcia Keener, Chair</i>	
II. Roll Call.....	2
III. Announcement on Disclosure of Conflicts of Interest <i>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.</i>	
IV. Public Comments	
V. Discussion and Possible Action on Minutes of the November 12, 2019 Child Care Services Committee Meeting.....	3-4
VI. Review of Committee Charter and Initiatives for BCY 2020.....	5
VII. Information Only:	
1. Summary of Child Care Performance for the First Quarter of BCY 2020: <i>Denise Woodson</i>	6
2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY 2020: <i>Denise Woodson</i>	7-11
3. Action Plan for Child Care Performance for the Second Quarter of BCY 2020: <i>Denise Woodson</i>	12
4. Analysis of Coastal Bend Childcare: <i>Denise Woodson</i>	13-15
5. Update on Child Care Quality Program Activities: <i>Christina Miller</i>	16
VIII. Adjournment	

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

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

**Child Care Services Committee
Roll Call Roster
February 4, 2020**

_____ Marcia Keener, Chair

_____ Cleo Rodriguez, Jr., Vice Chair

_____ Mary Afuso

_____ Mary Gleason

_____ Sara Garza

_____ Marc Puig

_____ Catrina Wilson

_____ Ed Sample

Signed

Printed Name

MINUTES
Workforce Solutions of the Coastal Bend - Child Care Services Committee Meeting
Staples Career Center – 520 N. Staples Street, Conference Room #1
Corpus Christi, TX
November 12, 2019 – 3:00 pm

Committee Members

Present

Marcia Keener, Chair
Mary Gleason
Sara Garza
Ed Sample

Absent

Mary Afuso
Ofelia Hunter
Travis Nelson
Cloe Rodriguez, Jr.

Others Present

Amy Villarreal, Workforce Solutions
Denise Woodson, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Neil Hanson, BakerRipley
Kenia Dimas, BakerRipley

Other Board Members Present:

Jesse Gatewood

I. Call to Order

Due to the lack of a quorum the meeting could not be called to order. The following informational items were presented.

VI. Information Only:

1. *Summary of Child Care Performance for the Fourth Quarter of BCY2019*

Ms. Woodson provided a summary of Child Care performance for the fourth quarter of BCY 2019 (included on page 5 of the November 12 agenda packet).

I. Call to Order

Ms. Keener called the meeting to order at 3:03 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Announcement on Disclosure of Conflicts of Interest

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

IV. Public Comments

There were no public comments.

VI. Information Only:

2. *Summary of Child Care Performance for the Month of October of the First Quarter of BCY2020*

Ms. Woodson provided a summary of Child Care performance for the month of October of the first quarter of BCY 2020 (included on pages 6-15 of the November 12 agenda packet). Ms. Woodson stated 640 children are currently on the wait list. Ms. Woodson mentioned target for 2020 is 2,794 and current target is 2,978.

3. *Action Plan for Child Care Performance for the Remainder of the First Quarter of BCY2019*

Ms. Woodson provided information on an action plan for Child Care performance for the remainder of the first quarter of BCY 2019 (included on page 16 of the November 12 agenda packet). Ms. Woodson stated the target enrollment is 3,160 and are currently at 2,978.

4. *Analysis of Coastal Bend Child Care*

Ms. Woodson provided an Analysis of Coastal Bend Child Care for the month of August 2019 (included on pages 17-19 of the November 12 agenda packet).

5. *Update on Child Care Quality Program Activities*

Ms. Woodson provided an update on recent Child Care Quality Program activities (included on page 20 of the November 12 agenda packet).

- October 9, 2019 – Results Based Accountability (RBA) Training for Texas Rising Star (TRS) Child Care Centers (*15* child care directors attended)
- October 16, 2019 – “New” Texas Rising Stars (TRS) Provider Orientation (*3* child care directors attended)
- October & November 2019 – Child Development Associate (CDA) professional development training class continues (*17* participants)

V. Discussion and Possible Action on Minutes of the September 10, 2019 Child Care Services Committee Meeting

Mr. Sample moved to approve the minutes of the September 10, 2019 Child Care Services Committee meeting. The motion was seconded and passed.

VII. Adjournment

The meeting adjourned at 3:47 pm.

DISCUSSION AND POSSIBLE ACTION

VI. Committee Initiatives for 2020 and Review of Charter

BACKGROUND INFORMATION

Child Care Services Committee Charter:

CHILD CARE SERVICES

Responsible for all issues dealing with the management of childcare services. Responsible for monitoring the childcare vendor activity, the childcare contractor, recommending the allocation of childcare dollars to the Board and to the Contractor, reviewing childcare training, development issues, and monitoring the reports and enrollments from the contractor.

RECOMMENDATION

The Child Care Services Committee consider initiatives for 2020 and take any appropriate action on the information presented.

INFORMATION ONLY

VII - 1. Summary of Child Care Performance for the First Quarter of BCY 2020

BACKGROUND

Board staff will summarize child care performance for the first quarter of BCY 2020. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for the first quarter of BCY 2020.

INFORMATION ONLY

VII - 2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY 2020.

BACKGROUND

Board staff will summarize child care performance for the month of January of the second quarter of BCY 2020. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures.

FY2020 - Direct Child Care Forecast
January 2020 as of January 2, 2020

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 01-02-2020	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2219CCC000	10/1/2018	12/31/2019	\$ -	\$ -	\$ -	\$ 1,298,738	\$ 3,327,984	261	Average Costs - assume equal to 2019, this does not account for impact of max rate increases.
CCC	2220CCC001	10/1/2019	10/31/2020	\$ 4,889,020	\$ 262,298	\$ 4,626,722				
CCF	2219CCF000	10/1/2018	12/31/2019	\$ 410,249	\$ 1,229,551	\$ (819,302)	\$ 11,796,176	\$ (5,672,699)	2,866	Average Costs - assume equal to 2019, this does not account for impact of max rate increases.
CCF	2220CCF001	10/1/2019	10/31/2020	\$ 6,942,779	\$ -	\$ 6,942,779				
Sub Total - Formula Funds				\$ 12,242,048	\$ 1,491,849	\$ 10,750,199	\$ 13,094,915	\$ (2,344,716)	3,127	
Coastal Bend College	19192C04	11/1/2018	12/31/2019	\$ 400,000	\$ 122,692	\$ 277,308				The final 2019 report shows some expenditure of 2019 LM funds. These budgets will be adjusted after closeout.
City of Corpus Christi	19192C05	11/1/2018	12/31/2019	\$ 600,000	\$ 600,000	\$ -				
Del Mar College	19192C06	11/1/2018	12/31/2019	\$ 372,928	\$ 175,795	\$ 197,133				
Texas A&M University-Kingsville	19192C07	11/1/2018	12/31/2019	\$ 240,000	\$ 24,446	\$ 215,555				
Texas A&M University-Corpus Christi	19192C08	11/1/2018	12/31/2019	\$ 140,000	\$ -	\$ 140,000				
Local Match 2020	20CCM	#N/A	#N/A	\$ 1,789,966	\$ -	\$ 1,789,966				
				\$ -	\$ -	\$ -				Amount pending commission approval. Will be broken by contract once it is approved and loaded to TWIST.
Sub Total - Local Match Funds				\$ 3,542,894	\$ 922,932	\$ 2,619,962	\$ -	\$ 2,619,962		
Total				\$ 15,784,942	\$ 2,414,781	\$ 13,370,161	\$ 13,094,915	\$ 275,246	3,127	
Percentage					15.30%	84.70%	82.96%	1.74%		
									2,961	Performance Target (Discretionary & Mandatory)

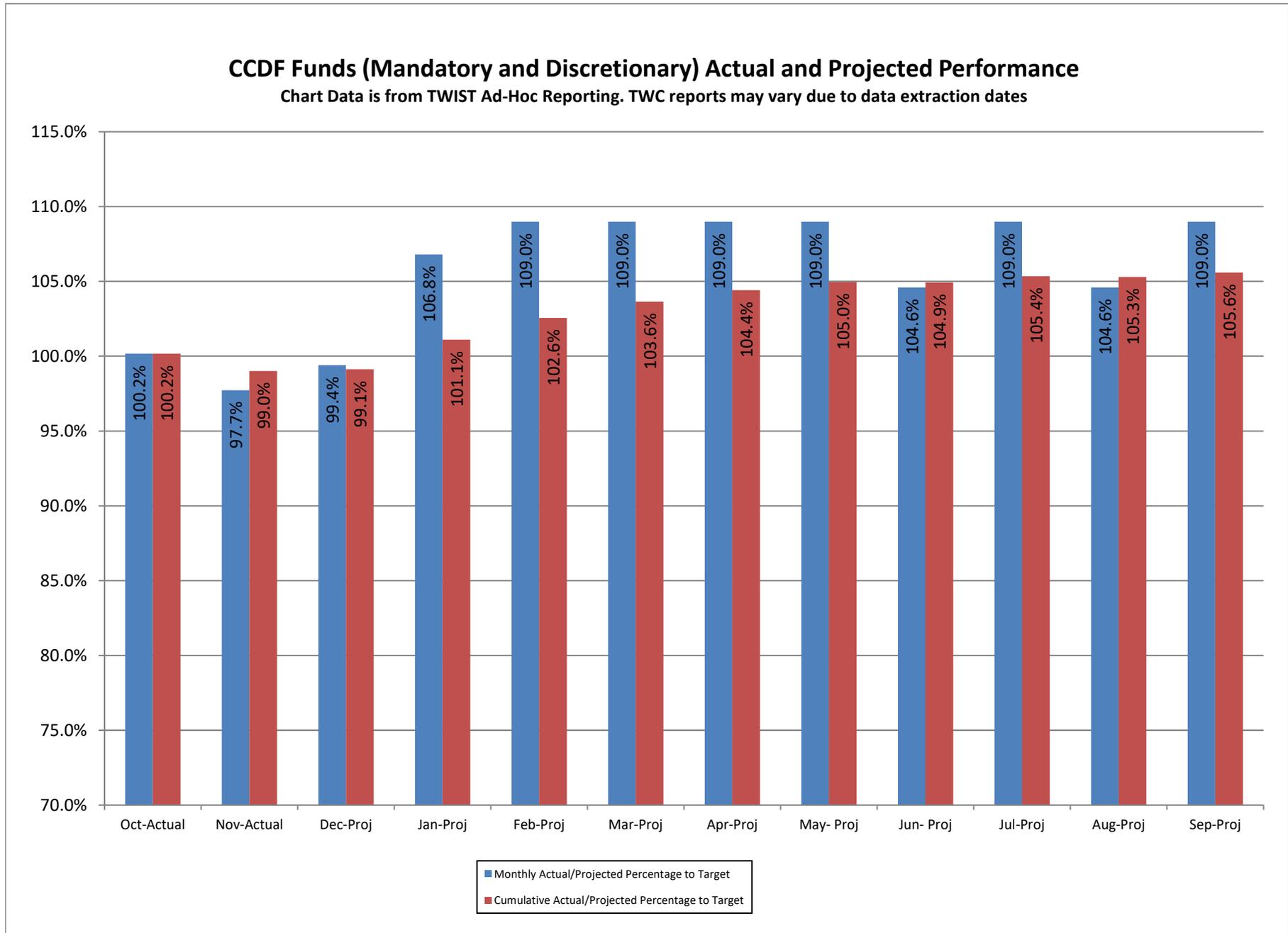
Fiscal Year 2020 - Enrollment Targets

Eligibility Characteristic	Enrollment As Of	Actual	Actual	Actual	Projected	Difference Over/(Under) to current month								
		Average Enrollment												
	1/2/2020	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	
3 - Transitional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Income Eligible	2,837	2,700	2,685	2,789	2,969	2,969	2,969	2,969	2,969	2,969	2,969	2,969	2,969	(132)
16 - Homeless	26	27	22	26	26	26	26	26	26	26	26	26	26	0
Sub Total	2,863	2,727	2,707	2,815	2,995	(132)								
1 - Choices	121	123	114	116	116	116	116	116	116	116	116	116	116	5
2 - Tanf Applicant	1	0	1	1	1	1	1	1	1	1	1	1	1	0
4 - SNAP E&T	3	0	1	3	3	3	3	3	3	3	3	3	3	0
15 - Former DFPS	156	142	151	163	145	145	145	145	145	145	145	145	145	11
Sub Total	281	265	267	283	265	16								
Total	3,144	2,992	2,974	3,098	3,260	(116)								
			(18)	124	162	-	-	-	-	-	-	-	-	

ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2020

		D	E	F	G	H	I	J	K	L
		Average # of Children for the month (self count)	((E+I)/(C*F)) Utilization Rate	Actual Units	Number of Billable Days	Actual Expenses	(G+J)/(E+I) Average Unit Rate	Remaining Projected Units	Remaining Projected Expenditures	(G+J) Total Actual/Projected Expenditures
Actual	Oct-Actual	2,992	99.1%	68,220	23	\$ 1,279,875	\$ 18.76	-	\$ -	\$ 1,279,875
	Nov-Actual	2,974	97.3%	60,767	21	\$ 1,134,907	\$ 18.68	(0)	\$ (0)	\$ 1,134,907
Projected	Dec-Proj	3,098	95.0%	0	22	\$ -	\$ 18.65	64,748	\$ 1,207,384	\$ 1,207,384
	Jan-Proj	3,260	97.0%	0	23	\$ -	\$ 18.79	72,731	\$ 1,366,415	\$ 1,366,415
	Feb-Proj	3,260	99.0%	0	20	\$ -	\$ 18.25	64,548	\$ 1,177,698	\$ 1,177,698
	Mar-Proj	3,260	99.0%	0	22	\$ -	\$ 18.60	71,003	\$ 1,320,908	\$ 1,320,908
	Apr-Proj	3,260	99.0%	0	22	\$ -	\$ 18.60	71,003	\$ 1,320,908	\$ 1,320,908
	May-Proj	3,260	99.0%	0	21	\$ -	\$ 18.43	67,775	\$ 1,249,036	\$ 1,249,036
	Jun-Proj	3,260	95.0%	0	22	\$ -	\$ 19.92	68,134	\$ 1,357,303	\$ 1,357,303
	Jul-Proj	3,260	99.0%	0	23	\$ -	\$ 19.92	74,230	\$ 1,478,746	\$ 1,478,746
	Aug-Proj	3,260	95.0%	0	21	\$ -	\$ 19.92	65,037	\$ 1,295,608	\$ 1,295,608
	Sep-Proj	3,260	99.0%	0	22	\$ -	\$ 18.60	71,003	\$ 1,320,908	\$ 1,320,908
TOTALS / AVERAGE		3,200	97.7%	128,987	262	\$ 2,414,781	\$ 18.93	690,212	\$ 13,094,915	\$ 15,509,696

	Actual Exp matched
Total Actual and Projected Expenditures	\$ 15,509,696
Total Direct Child Care Services Budget	\$ 15,784,942
Net Balance	\$ 275,246
(Total "CC Services Budget" minus "Total Actual & Projected Expenditures")	
Projected Average Number of Units Served	3,127
(Total of "Number of Actual + Projected Units / 12 months)	
Projected Average Unit Rate for the Year	\$ 18.93



INFORMATION ONLY

VII - 3. Action Plan for Child Care Performance for the Second Quarter of BCY 2020.

BACKGROUND

Board staff will present an action plan for child care performance for the second quarter of BCY 2020.

INFORMATION ONLY

VII – 4. Analysis of Coastal Bend Child Care

BACKGROUND

The Board receives a monthly report from TWC that analyzes child care performance with respect to several factors. The most current monthly report regarding child care performance was received on January 22, 2020. Included in the report was a program analysis for the month of November 2019 that contained the following information:

- Average number of children in care – 2,932
- Average cost per unit (Board performance) - \$18.68
- Average cost per unit (Mandatory Care) - \$22.74
- Number of licensed centers – 128
- Percentage of children in licensed centers – 96.74%
- Number of licensed homes – 17
- Percentage of children in licensed homes – 2.56%
- Number of registered homes – 3
- Percentage of children in registered homes – 0.50%
- Total registered providers – 148
- Number of listed relative homes – 2
- Percentage of children in listed relative homes – 0.20%
- Total relative providers – 2
- Percentage of Choices Program – 3.90%
- Percentage of Other Mandatory – 5.25%
- Percentage of (Board Performance) Discretionary – 90.86%
- Percentage of Former DFPS Only – 5.19%
- Number of children on wait list – 320
- Enrollment is currently open

**Coastal Bend Child Care Analysis (as per TWC Data)
BCY2020**

FY2020 Month	Average Number of Children in Care	Contracted Target	Board Perform. % of Target	Discretionary Average Cost Per Unit	Mandatory Average Cost Per Unit	Number of licensed centers	Number of licensed homes	Number of Registered homes	Total Registered Providers
October	2,963	2,641	112.19	\$18.81	\$22.57	128	17	3	148
November	2,932	2,641	111.02	\$18.68	\$22.74	128	17	3	148
December									
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

**Coastal Bend Child Care Analysis (as per TWC Data)
BCY2019**

FY2019 Month	Average Number of Children in Care	Contracted Target	Board Perform. % of Target	Discretionary Average Cost Per Unit	Mandatory Average Cost Per Unit	Number of licensed centers	Number of licensed homes	Number of Registered homes	Total Registered Providers
October	2,578	2,641	97.61	\$17.35	\$21.12	125	15	5	145
November	2,660	2,741	97.04	\$17.31	\$21.32	124	14	5	143
December	2,737	2,759	99.20	\$17.21	\$21.62	124	14	4	142
January	2,791	2,759	101.16	\$17.48	\$21.66	127	15	4	146
February	2,962	2,759	107.36	\$17.00	\$21.55	125	16	4	145
March	2,959	3,000	98.63	\$17.13	\$21.65	125	16	4	145
April	2,969	3,060	97.03	\$17.26	\$21.52	126	16	4	146
May	3,004	3,060	98.17	\$17.40	\$21.63	126	16	4	146
June	2,907	3,060	95.00	\$18.25	\$22.59	100	16	3	119
July	2,831	3,060	92.52	\$18.74	\$22.55	97	16	3	116
August	2,786	3,060	91.05	\$18.19	\$22.14	125	16	3	144
September	2,871	3,060	93.82	\$16.77	\$21.24	128	17	3	148
October									
November									
December									

INFORMATION ONLY

VII - 5. Update on Child Care Quality Program Activities

BACKGROUND

Board staff will provide an overview of Early Childhood Development Quality Services Program (ECDQSP) activities that are scheduled for child care directors and their staff during the second quarter of BCY2020. These trainings are listed below.

1. January 22, 2020 Child Development Associate (CDA) Reception
8th class (*17* graduates)
2. January 23, 2020 Child Care Provider Meetings were held (*86* child care
directors attended)
3. February 12, 2020 “*New*” Texas Rising Star (TRS) Provider Orientation
Meeting @ the Alice Career Center
4. February 25, 2020 Child Development Associate (CDA) Orientation (9th class)
5. March 30-31, 2020 Texas Workforce Commission (TWC) Pre-Kindergarten
Partnership Summit (Houston, Texas)

Glossary of Terms

Program Title	Acronym	Program Description
Child Care		To help employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
Eligible Training Provider	ETP	Job training programs certified by Texas Workforce Commission to provide WIOA-funded training services.
Eligible Training Program List	ETPL	A comprehensive list of training programs approved for WIOA-funded training using Individual Training Accounts.
Individual Training Accounts	ITA	A voucher to pay for training from a wide variety of state-approved programs and providers. ITAs may be used only for programs included on the statewide ETPL.
Non-Custodial Parent Choices	NCP	Targets low-income, unemployed, or underemployed NCPs who are behind on child support payments and whose children are current or former recipients of public assistance. Involves working in tandem with the office of the Attorney General and the local court system to help NCPs with substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child support payments.
National Dislocated Worker	NDW	A grant awarded to areas where major disaster or national catastrophe occurred to assist in disaster relief employment in the area and assist the substantial number of workers who were forced to relocate from an area in which a disaster has been declared. This is in relation to Hurricane Harvey for the Coastal Bend.
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.
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	Providing immediate on-site assistance to worker who are having job losses due to businesses close plants or lay off workers. Designed to transition workers to their next employment as soon as possible.
Summer Earn and Learn	SEAL	A summer program that offers basic work-based learning and training services for students with disabilities such as, pre-employment work readiness training and preparation for the work experience placement; work experience to help gain familiarity with the workplace environment and develop transferable job skills; and paid compensation for time worked on the job.
Supplemental Nutrition Assistance Program Employment and 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, that helps workers who are adversely affected by foreign import or job shifts to a foreign country.
Temporary Assistance for Needy Families/Choices	TANF	The goal of Choices services is to end the dependence of needy parents on public assistance by promoting job preparation, employment, and job retention with a "Work First" service delivery design. TANF recipients are referred by the Texas HHSC.
Trade Act Services		Provides employers with skilled works. Moves trade-affected workers into new jobs as quickly and effectively as possible.
Texas Workforce Commission	TWC	The state agency responsible of administering workforce development programs and initiatives in Texas.
The Workforce Information System of Texas	TWIST	TWIST is a centralized point of reporting intake, case management, and service delivery 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.
Veterans Employment Services		For employers to have quick access to the talents and expertise of veterans and persons, such as, spouses of deceased/disabled/MIA veterans, to fill job openings
Wagner-Peyser Employment Services, Agricultural Services and Migrant and Seasonal Farm Worker Services	ES	Acts as liaison between employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Workforce Innovation and Opportunity Act	WIOA	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.