



WORKFORCE SOLUTIONS
of the Coastal Bend

Executive/Finance Committee Meeting

**February 13, 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.

Executive/Finance Committee Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
February 13, 2020 – 3:00 pm

AGENDA

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I. Call to Order: <i>Gloria Perez, Chair</i>	
II. Roll Call: <i>Rosie Collin, Secretary</i>	3
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>	
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XV. Adjournment

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

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

**Executive/Finance Committee Meeting
Roll Call Roster
February 13, 2020**

_____ Gloria Perez, Chair

_____ John Owen, Vice Chair

_____ Rosie Collin, Secretary

_____ Vince Goodwine, Parliamentarian

_____ Velma Soliz-Garcia, Treasurer

_____ Victor Gonzalez, Jr., Past Chair

_____ Jesse Gatewood, Chair of Public Relations Committee

_____ Marcia Keener, Chair of Child Care Services Committee

_____ Ray De Los Santos, Jr., Chair of Workforce Services Committee

Signed

Printed Name

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
November 14, 2019 – 4:00 pm**

Committee Members

Present

Victor M. Gonzalez, Jr., Chair
Velma Soliz-Garcia, Vice Chair
Jesse Gatewood
Marcia Keener
John Owen
Gloria D. Perez
Mary Gleason

Absent

Rosie Collin
Vince Goodwine

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Robert Ramirez, Workforce Solutions
Larry Peterson, Workforce Solutions
Alba Silvas, Workforce Solutions
Pam Ross, Workforce Solutions
Catherine Cole, Workforce Solutions
Jennifer Ledford, Workforce Solutions
Denise Woodson, Workforce Solutions
Monika De La Garza, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Lucinda Garcia, Legal Counsel
Ramsey Olivarez, C2GPS, LLC
Rita Soto, C2GPS, LLC
Angie Garcia, C2GPS, LLC
Kenia Dimas, BakerRipley

Other Board Members Present

I. Call to Order

Mr. Gonzalez called the meeting to order at 4:02 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

Ms. Garcia, Legal Counsel stated it is a privilege to be of assistance and a pleasure working with Workforce Solutions of the Coastal Bend.

V. Discussion and Possible Action on Minutes of the September 19, 2019 Executive/Finance Committee Meeting

Mr. Owen moved to approve the minutes of the September 19, 2019 Executive/Finance Committee meeting. The motion was seconded and passed.

VI. Chairman's Report

Meetings with President/CEO

Mr. Gonzalez attended weekly briefings with President/CEO Mr. Trevino.

State of the University Luncheon

Mr. Gonzalez attended State of the University Luncheon on October 2, 2019 with Ken Trevino.

Coastal Bend Day of Pink

Mr. Gonzalez joined Workforce Solutions of the Coastal Bend for the Coastal Bend Day of Pink Breast Friends Celebration on October 18, 2019 at the Staples Career Center. Mr. Gonzalez recognized the team for raising \$1,600.00 for Breast Cancer Awareness.

Meeting with Judge Mills and Ken Trevino

Mr. Gonzalez attended a meeting with Judge Mills and Ken Trevino on October 22, 2019 to discuss ongoing Hurricane Harvey efforts in Aransas County.

TWC/Del Mar College/Corpus Christi Medical Center Skills Development Grant Award

Mr. Gonzalez attended the Skills Development Check Presentation on October 23, 2019 with Ken Trevino and Commissioner Alvarez. Mr. Gonzalez stated Del Mar College is providing training to 278 Corpus Christi Medical Center employees with the \$464,747.00 grant.

8th Annual Hiring Red, White & You! Statewide Job Fair

Mr. Gonzalez commended the President/CEO and team for a very successful job fair. Each year the numbers grow as we assist veterans seeking employment. He noted that Texas Workforce Commission State Representative Todd Hunter, Chairman Eliseo “Al” Cantu and General Counsel Les Trobman was in attendance. Ms. Perez was also in attendance.

Upcoming Events:

Annual Board of Directors Meeting

Mr. Gonzalez stated that the annual Board of Directors meeting is scheduled for December 12 at the Omni Corpus Christi Hotel, followed by a holiday reception.

VII. President/CEO’s Report

Mr. Trevino provided highlights from the following President/CEO report distributed at the meeting, including: Meeting with City of Corpus Christi City Manager Peter Zaroni and Executive Leadership Team; Inner Harbor Boat Tour of the Port of Corpus Christi with Chief Elected Official Chair Judge Jim Huff; and Skills Development Grant Check Presentation with Commissioner Alvarez, Chair Victor Gonzalez and Board Member Vince Goodwine at Del Mar College.

- Meeting with Dr. Janet Cunningham, Coastal Compass– October 1
- Meeting with City of Corpus Christi City Manager Peter Zaroni and Executive Leadership Team – October 2
- Attended the State of the University at Texas A&M University Corpus Christi with Chair Victor Gonzalez, Jr. – October 2
- Inner Harbor Boat Tour of the Port of Corpus Christi with Chief Elected Official Chair Judge Jim Huff – October 3
- Kick off of Coastal Bend Day of Pink at Staples Career Center – October 18
- Meeting with Aransas County Judge Burt Mills and Chair Victor Gonzalez – October 22
- Skills Development Grant Check Presentation with Commissioner Alvarez, Chair Victor Gonzalez and Board Member Vince Goodwine at Del Mar College – October 23
- PATHS for Texas planning call – November 1
- State of the Port luncheon with Aransas County Judge Burt Mills and Workforce Board Members – November 6
- Hiring Red, White & You Statewide Veterans Hiring event at the American Bank Center – November 7

Upcoming Events:

- Annual Board of Directors Meeting Omni Corpus Christi Hotel– December 12

Mr. Trevino stated while attending the Skills Development Grant Check Presentation on October 23 at Del Mar College Mr. Gonzalez was recognized for his birthday.

Mr. Trevino acknowledged all those who contributed to the Breast Cancer Awareness Month, with total raised of \$1,600.00 for the Coastal Bend Wellness Foundation’s Breast Friends campaign. A special thank you to Board Chair, Mr. Gonzalez; Legal Counsel, Ms. Garcia; and C2 Global Professional Services, LLC, Mr. Olivarez for each of their additional \$200.00 donation which exceeded our campaign expectations.

Mr. Trevino thanked Mr. Gonzalez for attending PATHS for Texas on November 11th and 12th in Dallas Texas. Mr. Trevino stated all three Commissioners Chairman Bryan Daniel, Julian Alvarez and Aaron Demerson were in attendance. Mr. Trevino mentioned ten years in a row Texas has been number one to do business with. Mr. Trevino recognized Chairman and Commissioners for all their time and effort put into their work. Mr. Trevino acknowledged what an honor it was to represent everyone at the PATHS for Texas event.

VIII. Committee Reports

Child Care Services

Ms. Keener provided a report on the November 12, 2019 Child Care Services Committee meeting (included on page 12 of the November 14 agenda packet). Ms. Keener thanked Mr. Gatewood for attending Child Services Committee meeting and making a quorum. Ms. Woodson added additional information.

Public Relations

Mr. Gatewood provided a report on the November 13, 2019 Public Relations Committee meeting, including the Quarterly Report and Annual Report (included on page 13 of the November 14 agenda packet). Mr. Gatewood thanked the Public Relations team for all their work and thanked Ms. Soliz-Garcia for providing the Gregory Portland Television (GPTV) team.

Workforce Services

Ms. Silvas provided a report on the November 14, 2019 Workforce Services Committee meeting (included on page 14 of the November 14 agenda packet).

Ad Hoc Nominating

Dr. Gleason provided a report and handout on the October 23, 2019 Ad Hoc Nominating Committee meeting (included on page 15 of the November 14 agenda packet).

IX. Discussion and Possible Action to Approve FY 2020 Budget Amendment #1

Ms. Lee presented information on FY 2020 Budget Amendment #1 (included on pages 16-18 of the November 14 agenda packet).

Mr. Owen moved to recommend to the Board of Directors approval of FY 2020 Budget Amendment #1. The motion was seconded and passed.

X. Discussion and Possible Action to Amend the Partnership Agreement between The Coastal Bend Workforce Development Board and the Chief Elected Officials Council

Mr. Trevino provided information on the Partnership Agreement between The Coastal Bend Workforce Development Board and Chief Elected Officials Council (included on pages 19-24 of the November 14 agenda packet). Ms. Garcia added additional information.

Ms. Keener moved to recommend to the Board of Directors approval of the Amended Partnership Agreement as presented. The motion was seconded and passed.

XI. Discussion and Possible Action to Authorize the President/CEO to Execute the Contract for Financial Audit Services

Mr. Trevino presented information on the Contract for Financial Audit Services (included on page 25 of the November 14 agenda packet).

Mr. Owen moved to recommend to the Board of Directors approval to Execute the Contract for Financial Audit Services as presented. The motion was seconded and passed.

XII. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Janitorial Services

Mr. Trevino presented information on the Contract for Janitorial Services (included on page 26 of the November 14 agenda packet). Mr. Ramirez added additional information.

Mr. Gatewood moved to recommend to the Board of Directors approval to Execute a Contract for Janitorial Services as presented. The motion was seconded and passed.

XIII. Discussion and Possible Action to Approve Fiscal Policy

1. Policy #2.0.207.00 – Check Signature

Ms. Lee provided information on the Fiscal Policy (included on pages 27-28 of the November 14 agenda packet).

Ms. Keener moved to recommend to the Board of Directors approval of the revised policy as presented. The motion was seconded and passed.

XIV. Information Only:

1. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 29 of the November 14 agenda packet).

Ms. Villarreal stated a co-location of Vocational Rehabilitation Services (VRS) in Beeville and Kingsville Career Centers. Kingsville and Beeville set-up of additional workstations has been completed.

Ms. Villarreal mentioned Sinton, Sunrise and Staples Career Centers will receive a refresh to include painting and furniture updates. Staples and Sunrise will replace cubicle walls.

Ms. Villarreal provided information on the relocation of the Board staff and Vocational Rehabilitation Services moving into Staples Career Center. Ms. Villarreal stated we are still in the process of negotiating and working things out.

2. *Financial Report*

Ms. Lee presented the September 2019 Financial Report (included on pages 30-33 of the November 14 agenda packet).

3. *Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on future procurements and contract renewals (included on pages 34-52 of the November 14 agenda packet).

4. *Performance Measure Update*

Ms. Villarreal presented the Performance Measure Update for August 2019 (included on pages 53-58 of the November 14 agenda packet).

5. *Draft Agenda for the December 12, 2019 Annual Board of Directors Meeting*

A draft agenda for the December 12, 2019 Annual Board of Directors meeting was provided (included on pages 59-60 of the November 14 agenda packet).

XV. Adjournment

The meeting adjourned at 5:05 pm.

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Omni Corpus Christi Hotel, 900 Shoreline Boulevard, Corpus Room A
Corpus Christi, Texas
December 12, 2019 – 2:30 pm**

Committee Members

Present

Victor M. Gonzalez, Jr., Chair
Velma Soliz-Garcia, Vice Chair
Rosie Collin
Vince Goodwine
John Owen
Gloria D. Perez
Jesse Gatewood
Marcia Keener
Mary Gleason

Absent

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Robert Ramirez, Workforce Solutions
Kimberlee Mbulo, Workforce Solutions
Larry Peterson, Workforce Solutions
Alba Silvas, Workforce Solutions
Pam Ross, Workforce Solutions
Andrea Byrd, Workforce Solutions
Catherine Cole, Workforce Solutions
Jennifer Ledford, Workforce Solutions
Shelby Simms, Workforce Solutions
Monika De La Garza, Workforce Solutions
Rufino Martinez, Workforce Solutions
Xena Mercado, Workforce Solutions
Denise Woodson, Workforce Solutions
Christina Miller, Workforce Solutions
Vicki Stonum, Workforce Solutions
Serafin Leal, Workforce Solutions
Ernie Everett, Workforce Solutions
Ruben Gonzalez, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Judge Jim Huff, Live Oak County
Judge David Krebs, San Patricio County
Frederick J. McCutcheon, Legal Counsel
Ramsey Olivarez, C2GPS, LLC
Shelly Key, C2GPS, LLC
Rita Soto, C2GPS, LLC
Ricardo Munoz, C2GPS, LLC
Robert Gonzales, C2GPS, LLC
Hope Rangel, C2GPS, LLC
Sandra Perez, C2GPS, LLC
Kristi Vidaure, C2GPS, LLC
Dee Dee Arizmendez, C2GPS, LLC
Kenia Dimas, BakerRipley
Dale Hoyt, Unique HR
Eileen Longoria, Texas Workforce Solutions-VRS
Sandra Bowen, LJA Engineering

Other Board Members Present

Ray De Los Santos, Jr.
Arnoldo Cantu

I. Call to Order

Mr. Gonzalez called the meeting to order at 2:33 pm.

II. Roll Call

The roll was called and a quorum was present.

III. 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.

V. Discussion and Possible Action to Authorize the President/CEO to Enter into negotiations and subsequent execution of a Lease Agreement for Office Space for Board Staff Relocation and other business purposes subject to review and approval of final lease terms by the Executive Committee in January 2020

Mr. Trevino presented information to Enter into negotiations and subsequent execution of a Lease Agreement for Office Space for Board Staff Relocation and other business purposes subject to review and approval of final lease terms by the Executive Committee in January 2020 (included on pages 4-7 of the December 12 agenda packet). Ms. Villarreal and Ms. Lee added additional information.

Mr. Owen moved that the Executive/Finance Committee authorize the President/CEO to Enter into a Lease Agreement for Office Space for Board Staff Relocation upon review of final lease terms by the Executive Committee in January 2020. The motion was seconded and passed.

Mr. Gonzalez acknowledged Judge Huff, Live Oak County and Judge Krebs, San Patricio County for attending the Executive/Finance Committee meeting.

VI. Adjournment

The meeting adjourned at 2:50 pm.

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
January 16, 2020 – 3:00 pm**

Committee Members

Present

Gloria Perez, Chair
John Owen, Vice Chair
Vince Goodwine
Velma Soliz-Garcia
Victor M. Gonzalez, Jr.
Jesse Gatewood
Ray De Los Santos, Jr.

Absent

Rosie Collin
Marcia Keener

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Robert Ramirez, Workforce Solutions
Monika De La Garza, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Lucinda Garcia, Legal Counsel
Ramsey Olivarez, C2GPS, LLC
Shelly Key, C2GPS, LLC
Rita Soto, C2GPS, LLC

Other Board Members Present

I. Call to Order

Ms. Perez called the meeting to order at 3:01 pm.

II. Roll Call

The roll was called and a quorum was present.

III. 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

Ms. Perez thanked the Board members and Ms. Garcia, Legal Counsel for attending the Executive/Finance Committee meeting.

V. Discussion and Possible Action to Authorize the President/CEO to Execute a Lease Agreement for Office Space for Board Staff Relocation and other business purposes (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071 to consult with its' Attorney and Texas Disciplinary Rules of Professional Conduct Rule 1.05)

Mr. Trevino presented information on a Lease Agreement for Office Space for Board Staff Relocation and other business purposes (included on pages 4-6 of the January 16 agenda packet). Ms. Villarreal and Ms. Lee added additional information.

Mr. Goodwine complimented the team for their work. Ms. Garcia stated she was most impressed with Ms. Villarreal and Ms. Lee for all their work.

The meeting was called into closed session at 3:25 pm. The closed session ended at 3:41 pm.

Ms. Soliz-Garcia moved that the Lease Agreement with Bayview Tower, LLC for offices located at the Bayview Tower located at 400 Mann Street as proposed by Ken Trevino and Legal Counsel be approved, that Ken Trevino and Legal Counsel are authorized to finalize the terms and conditions of the Lease Agreement and that upon finalization of the terms and conditions, that Ken Trevino is authorized to execute the Lease Agreement.

VI. Adjournment

The meeting adjourned at 3:42 pm.

COMMITTEE REPORT

X – 1. Child Care Services

Committee: Child Care Services

Marcia Keener, Chair

Cleo Rodriguez Jr., Vice Chair

Mary Afuso

Sara Garza

Ed Sample

Mary Gleason

Dr. Marc Puig

Catrina Wilson

Date of Committee meeting: February 4, 2020

The Committee did have a quorum.

The following items were discussed at the meeting:

1. Review of the Committee Charter and Initiatives for BCY 2020
2. Summary of Child Care Performance for the First Quarter of BCY2020
3. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY2020
4. Action Plan for Child Care Performance for the Remainder of the Second Quarter of BCY2020
5. Analysis of Coastal Bend Child Care
6. Update on Child Care Quality Program Activities

The Committee took the following action:

The Committee approved the Minutes of the November 12, 2019 Child Care Services Committee Meeting.

COMMITTEE REPORT

X – 2. Public Relations

Committee: Public Relations

Jesse Gatewood, Chair

Carlos Ramirez

C. Michelle Unda

Tracy Florence

Arnoldo Cantu

Omar Lopez

Parrish Jones

Ofelia Hunter

Date of Committee meeting: February 5, 2020

The Committee did have a Quorum.

The following items were discussed at the meeting:

The Public Relations Committee continues to meet to review ideas on how to increase the awareness and outreach efforts of services that Workforce Solutions of the Coastal Bend (WFSCB) offers to both employers and job seekers. Handouts were distributed and a slide presentation was provided at the meeting. Discussion items for this meeting include but are not limited to the following list.

The following items were discussed at the meeting:

1. Workforce Public Relations Committee Charter, Goals and Objectives for 2020 – The Committee tabled the Charter until the May 6th meeting. Staff will update the Charter based on the discussion and present it to the Committee for a final review at the next meeting.
2. 2019 Major Projects Review
3. 2020 Upcoming Events – Volunteer Income Tax Assistance (VITA) Program, Texas Workforce Commission Awards Check Presentation, March for Babies Walk for March of Dimes, Three Rivers Job Fair, Texas Career Signing Day, Women Empowered (WE) Summit, YOU (Youth Opportunities Unlimited) Choose! Career Expo & Ready for College and Career Conference, and the 9th Annual Hiring Red, White & You! Hiring Fair.
4. 2020 Major Projects Forecast - Industry Scholarship Campaign Flyers – (Business, Health Care, Professional Skills & Trades and Public Service), Targeted Rural Outreach Strategy - Tension Fabric Banners and Informational Kiosks with new Desktop App, Job Search Workbooks, PATHS Project (Pursuit of Advanced Training in High-Demand Skills) - Funded through Walmart, Powered by WFSCB and Partnering with Goodwill and CVS Pharmacy.
5. Quarterly Report and The Workforce Insider – These reports provide interim and annual updates to the public regarding employment, training, child care, youth, business services and veterans. Ideas were discussed on merging the reports.
6. 2019 Annual Report E-Blast to Community Stakeholders - Discussed ideas for the 2020 Annual Report.
7. Media/Social/Outreach Coverage (November 2019 – January 2020) TV, Print, Radio & Social Media Platforms
8. Local Labor Market Information for December 2019.

COMMITTEE REPORT

X – 3. Workforce Services

Committee: Workforce Services

Ray De Los Santos, Jr., Chair

Gary Allsup, Vice Chair

Randy Giesler

Kari Kelley

Manny Salazar

Sandra Julia Bowen

Michelle Flower

Susan Temple

Travis Nelson

Date of Committee meeting: February 6, 2020

The Committee did have a Quorum.

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

- Board Contract Year 2020 Initiatives and Review of Charter
- Two (2) Board Policies:
 - Policy #4.0.101.11- Support Services
 - Policy #4.1.104.05- Individual Training Accounts (ITAs)

The following information items were discussed at the meeting:

Services to Workers:

- Policy Review Schedule- Updated schedule was brought to the committee to list updated board policies to date; a total of 2 policies.
- Program Updates- The committee was made aware of program status.
 - Transition of the management for operations of the career delivery system on target with service provider C2GPS.
 - Update on Target Occupation List (TOL)
 - Excellence in Rural Services Delivery Initiative
 - Pursuit of Advanced Training in High Demand Skills (PATHS) for Texas.
- Veterans Services- On-going collaboration with Texas Veterans Commission and Texas Veterans Leadership Program; joining monthly network meetings. Board Staff continue to provide WIOA Funding opportunities for employment and training services. Save the Date! 9th Annual Hiring Red, White and You, November 5, 2020.

Services to Youth:

- YOU! Youth Opportunities Unlimited Events
 - 3rd Annual YOU! Navigate. October 2020.
 - 4th Annual YOU! Choose Career Expo. September 24, 2020.
 - 4th Annual YOU! Summer Earn and Learn. Summer 2020.
 - 6th Annual YOU! Learn- Educator Externship- June/July 2020. 140 Educators.
- WIOA Youth- Program Updates as of December 31, 2020.
 - 118 Participants served. 27 new enrollments.
 - Work Experience Placement focus for Program Year
 - Priority of Services to Foster Youth; recruitment and partnerships with BCFS.

Services to Business:

- Hurricane Harvey Activities
 - 624 Participants served and 169 relief employment opportunities: \$3,086,689.00. in relief employment wages paid out.
 - Grant end date December 31, 2020.
- C2GPS, Mr. Robert Reyna, Business Solutions Manager provided snapshot of employer services for period of October-December 2019, upcoming projects such as Steel Dynamics Plant in San Patricio County. Work-in-Texas update and reporting mechanisms.

Local Labor Market Information:

- Local Labor Information: Jobs & Employment Report. Unemployment rate at 4.3% as of December 2019. That reflects an increase of 0.2 percent from previous month (November 2019).

Performance Measures Update:

- Board Contract Year 2019- Latest Performance Status released by TWC as of June 2019. Exceeding Measure in five (3) categories, Meeting Performance in twelve (8) categories, and five (5) at not meeting.

Facilities Update:

- Update on Relocation of Board Staff and lease negotiations underway.
- Refresh of Sinton Center.
- Discussion on the future of Sunrise Career Center due to landlord activities including parking lot lighting.

The Committee took the following action:

1. Approved the minutes of November 14, 2019 Workforce Services Committee Meeting.
2. Approved the Board Contract Year 2020 Initiatives and Committee Charter.
3. Approved two (2) Board Polices presented.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. FY 2020 Budget Amendment #2

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2020 Operating Budget on September 26, 2019. Budget Amendment #2 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2020 Budget Amendment #2.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2020**

The proposed budget amendment #2, includes an overall revenue decrease for fund finalizations and new contracts, for a total decrease of \$424,288.

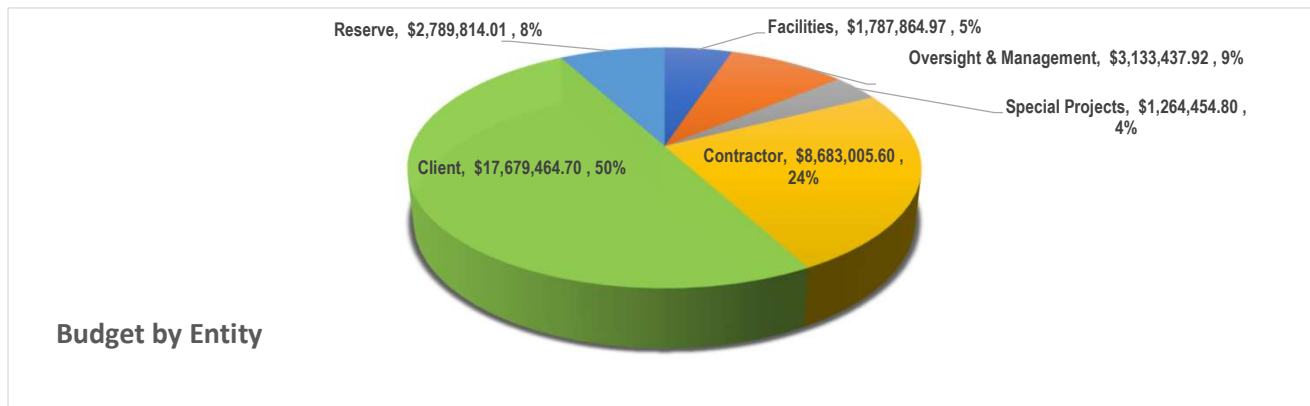
The decrease in the budget will be adjusted in all in contracted services due to the funds being previously directly distributed to the contractor.

We are requesting approval on budget amendment #2 of the BCY2020 budget.

Contract No.	Program	Amended Budget FY2020	Amendment #2 Fund Finalization / New Funds	Revised Funds Available 12/31/2019
2219WCI000	Workforce Commission Initiatives- Red White	3,649	0	3,649
2219WCI000	Workforce Commission Initiatives-- CC Quality Conference	2,274	0	2,274
2219WCI000	Workforce Commission Initiatives--Foster Care Conference	1,067	0	1,067
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	88,965	0	88,965
2219CCQ000	Child Care Quality	282,474	0	282,474
2219TAF000	TANF Choices	612,376	(491,524)	120,852
2219CCF000	Child Care	70,981	0	70,981
2219CCM000	Child Care Local Initiative	1,742,626	0	1,742,626
2219CCP000	Child Care DFPS	69,456	0	69,456
2219TRA000	Trade Act Services for Dislocated Workers	119,477	(119,477)	0
2219WPA000	Wagner-Peyser Employment Services	64,974	0	64,974
2219EXT001	WOS - Externship for Teachers	13,552	0	13,552
2218WOA000	WIOA - PY18 Adult Allocation	261,336	0	261,336
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	467,169	0	467,169
2218WOY000	WIOA - PY18 Youth Allocation	625,619	0	625,619
2219WOR000	WIOA - PY18 Rapid Response	22,772	0	22,772
2217NDW001	NDW - Hurricane Harvey	796,771	0	796,771
2218WDR000	WWRCCA for Hurricane Harvey	28,649	0	28,649
2219WOS001	WOS - Military Family Support	29,009	(12,625)	16,384
3019VRS222	Summer Earn and Learn	157,991	0	157,991
2219ATG000	Apprenticeship Texas Expansion Grant	198,262	0	198,262
2219WOS002	Women's Entrep.	58,207	0	58,207
2219TAN001	TANF-Texas Internship Initiatives	84,944	0	84,944
2219WOA001	WIOA - PY19 Adult Allocation (July)	1,630,593	0	1,630,593
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	1,363,801	0	1,363,801
2219WOY001	WIOA - PY19 Youth	1,706,019	0	1,706,019
2219WAF001	WIOA - Alternative Funding for Statewide Activity	812,796	0	812,796
2220TAN000	TANF Choices	2,625,955	0	2,625,955
2220SNE000	SNAP E&T	577,183	0	577,183
2220SNE000	SNAP E&T- ABAWD (Dec)	188,981	0	188,981
2220NCP000	Non-Custodial Parent (NCP) *Estimate	147,811	0	147,811
2220WPA001	Employment Serv (Oct)	168,844	(78,207)	90,637
2220REA000	Reemployment Services & Eligibility Assessment *Estim	200,000	0	200,000
2220CCA000	Child Care Automatic Attendance (CAA) *Estimate	102,000	(1,663)	100,337
2220CCQ000	Child Care Quality (CCQ) *Estimate	605,577	0	605,577
2220CCF000	Child Care (Oct)	13,466,173	0	13,466,173
2220CCM000	Child Care Local Match (Oct)	1,789,966	0	1,789,966
Non-TWC	VET (10/01/19-09/30/20)	36,000	0	36,000
2220WCI001	WCI - Workforce Commission Initiatives	0	75,467	75,467
Non-TWC	STUDENT HIRABILITY (09/01/19-08/31/20)	0	100,000	100,000
Non-TWC	KINGSVILLE/BEEVILLE VR Monthly Expenses	0	41,329	41,329
2220TRA002	Trade Act Services for Dislocated Workers	0	62,412	62,412
	Grand Total	\$31,224,301	(\$424,288)	\$30,800,012

**Workforce Solutions of the Coastal Bend
FY 2020 BUDGET
For the twelve month period ending September 30, 2020**

	A FY2020 Budget	B Budget FY20 Amended	C FY2020 Amended Budget	Difference C-A
Grant revenue	\$ 31,224,300	(\$424,288)	\$ 30,800,012	\$ (424,288)
EXPENSES				
<u>Oversight & Management</u>				
Salaries and benefits	\$ 2,412,151	\$ -	\$ 2,412,151	-
Facilities and related expense	163,349		163,349	-
Furniture, Equipment & Software	76,913		76,913	-
General administrative expense	198,382		198,382	-
Communication expense	29,775		29,775	-
Professional fees & service	122,367		122,367	-
Staff development expense	43,500	0	43,500	-
Travel expense	87,000	-	87,000	-
Total Oversight & Management Expense	\$ 3,133,438	\$ -	\$ 3,133,438	\$ -
<u>One Stop Operations</u> 6%				
Facilities and related expense	\$ 1,166,482		\$ 1,166,482	\$ -
Furniture, Equipment & Software	170,594		170,594	-
General administrative expense	272,704		272,704	-
Communication expense	167,585		167,585	-
Professional fees & service	5,500		5,500	-
Client	5,000	-	5,000	-
Total One Stop Operation	\$ 1,787,865	\$ -	\$ 1,787,865	\$ -
Contracted services	\$ 26,302,997	\$ (424,288)	\$ 25,878,709	\$ (424,288)
Total expense	\$ 31,224,300	\$ (424,288)	\$ 30,800,012	\$ (424,288)
Changes in net assets	0	(0)	(0)	(0)



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII. Authorize the President/CEO to Execute a Lease Agreement for Office Space for Board Staff Relocation.

BACKGROUND INFORMATION

Staff will discuss lease terms, its impact on the budget moving forward and answer any questions related to the building and its selection through this process.

RECOMMENDATION

Staff recommend the Executive Committee approve the President/CEO to enter into a lease agreement with CCRM for lease of the 8th floor of Bayview Tower.

Price Analysis

Location	Sq. Ft	\$ / Sq Ft	Term (Yr)	Base Lease / Yr.	Lease Total	Parking	Parking / Mo. 50 slots	Buildout	Buildout / Mo	Total / Mo.	\$ / Yr	\$ / Sq Ft	% of Total Budget
Bayview	12,222	14.00	10	171,108	14,259	0	0	400,000	3,333	17,592	211,108	17.27	0.75%
Bayview	12,222	15.00	10	183,330	15,278	0	0	400,000	3,333	18,611	223,330	18.27	0.80%
Frost-17	13,850	14.00	10	193,900	16,158	40/80	3,000	400,000	3,333	22,492	269,900	19.49	0.96%
Frost-7	14,580	14.00	10	204,120	17,010	40/80	3,000	400,000	3,333	23,343	280,120	19.21	1.00%
Frost-8	14,580	14.00	10	204,120	17,010	40/80	3,000	400,000	3,333	23,343	280,120	19.21	1.00%
Tower II	9,190	12.00	10	110,280	9,190	35/55	2,250	400,000	3,333	14,773	177,280	19.29	0.63%
Tower II	9,190	15.00	10	137,850	11,488	35/55	2,250	400,000	3,333	17,071	204,850	22.29	0.73%
Kleberg-4	7,054	18.00	10	126,972	10,581	0	-	400,000	3,333	13,914	166,972	23.67	0.60%
Bayview	12,222	14.00	10	171,108	14,259	0	0	500,000	4,167	18,426	221,108	18.09	0.79%
Bayview	12,222	15.00	10	183,330	15,278	0	0	500,000	4,167	19,444	233,330	19.09	0.83%
Frost-17	13,850	14.00	10	193,900	16,158	40/80	3,000	500,000	4,167	23,325	279,900	20.21	1.00%
Frost-8	14,580	14.00	10	204,120	17,010	40/80	3,000	500,000	4,167	24,177	290,120	19.90	1.04%
Tower II	9,190	12.00	10	110,280	9,190	35/55	2,250	500,000	4,167	15,607	187,280	20.38	0.67%
Tower II	9,190	15.00	10	137,850	11,488	35/55	2,250	500,000	4,167	17,904	214,850	23.38	0.77%
Kleberg-4	7,054	18.00	10	126,972	10,581	0	-	500,000	4,167	14,748	176,972	25.09	0.63%
Large Space	60,000	14.00	10	840,000	70,000	0	0	1,000,000	8,333	78,333	940,000	15.67	3.36%
Large Space	60,000	14.00	10	840,000	70,000	0	0	700,000	5,833	75,833	910,000	15.17	3.25%
Large Space	60,000	14.00	10	840,000	70,000	0	0	500,000	4,167	74,167	890,000	14.83	3.18%
Large Space	60,000	14.00	10	840,000	70,000	0	0	-	-	70,000	840,000	14.00	3.00%

Price Anaysis - Top Selection															
Location	Sq. Ft	\$ / Sq Ft	Term (Yr)	Base Lease / Yr.	Lease Total	Parking	Parking / Mo. 50 slots	Buildout	Buildout / Mo	Total / Mo.	\$ / Yr	\$ / Sq Ft	% of Total Budget	Base Rent	Comments
Bayview	12,222	14.00	10	171,108	14,259	0	0	487,238	4,060	18,319	219,832	17.99	0.79%	Rent Month 1-9	Final Buildout Pricing
Bayview	12,222	14.00	10	171,108	14,259	0	0	322,364	2,686	16,945	203,344	16.64	0.73%	Rent Month 10-120	
Bayview	12,222	14.00	10	171,108	14,259	0	0	415,874	3,466	17,725	212,695	17.40	0.76%	Rent Month 1-9	Initial Pricing
Bayview	12,222	14.00	10	171,108	14,259	0	0	256,352	2,136	16,395	196,743	16.10	0.70%	Rent Month 10-120	
Bayview	12,222	14.00	10	171,108	14,259	0	0	327,713	2,731	16,990	203,879	16.68	0.73%	Rent Month 1-9	With Allowances
Bayview	12,222	14.00	10	171,108	14,259	0	0	174,804	1,457	15,716	188,588	15.43	0.67%	Rent Month 10-120	
Frost-17	13,850	14.00	10	193,900	16,158	40/80	3,000	487,238	4,060	23,219	278,624	20.12	1.00%		
									Diff/Mo	4,899	58,792	4.24			

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII. Personnel Matters

INFORMATION ONLY

XIV-1. Monitoring Reports

BACKGROUND

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of September 2019 - January 2020.

Workforce Solutions – Board

Fiscal & Program Reviews

- **TWC Annual Monitoring** – March 4-8, 2019
 - The TWC Monitoring report has not been issued pending TWC Fiscal Technical Assistance ruling on a property issue.
- **TWC Equal Opportunity Compliance Review** – March 4-8, 2019 Desk Review
 - The Board Equal Opportunity function has been recertified for another three years as no findings were noted in the report.
- **Department of Labor (DOL) Review**– National Dislocated Worker Grant – Hurricane Harvey & WIOA Title I and III Programs – May 13-17, 2019 – The final report has not been issued.

Local Findings

- WIOA Grievance Procedures to include an appeal to the Secretary, US Department of Labor.
- Follow-up Services to include all WIOA Programs including Adult, DW, Youth.
- WIOA counselor notes did not include or were not timely all activities of a participant in hard copy or in TWIST.

These three (3) findings have been cleared with DOL after providing the requested documentation.

The Steven’ Amendment – which is a Federal funding source disclosure related to Public Communications is still being reviewed by DOL technical support and TWC.

➤ **Local Match Contracts – 2019-2020**

○ Del Mar College	\$200,000	drawing down	\$400,000
○ Coastal Bend College	\$180,000	drawing down	\$360,000
○ City of Corpus Christi	\$359,983	drawing down	\$719,966
○ Texas A&M Kingsville	\$120,000	drawing down	\$240,000
○ Texas A&M Corpus Christi	<u>\$ 35,000</u>	drawing down	<u>\$ 70,000</u>
Direct Child Care Dollars	\$894,983		\$1,789,966

- **Local Match Contract Certifications – 2nd half of 2018-2019**
 - \$438,232 in Expenditures were certified and submitted to TWC.
- **Child Care Local Match Agreements 2018-2019 – Monitoring Reviews**
 - Del Mar College
 - Coastal Bend College
 - City Corpus Christi
 - TAMU Kingsville
 - TAMU Corpus Christi

Conclusion: No issues noted

- **Personal Identifiable Information (PII) Review - Region Wide**
Observations
 - A number of drawers and overhead bins do not have the keys to lock them.
 - Remind personnel that PII must be kept in locked drawers, bins, and cabinets when they are not in the office (missing keys).
 - Remind personnel that PII should not be left out even in areas with limited access to non-personnel.

Conclusion: Developed a tracking system to record/collect data on keys for staff who are assigned/reassigned new workstations. The tracking system will be replicated at all centers.

- **Single Audit Review – SERCO Y/E 6/30/19 –** The review had no material issues noted.

SERCO of Texas

Program Reviews

- **NCP (Non-Custodial Parent)/Choices Review – Report 9/18/19**
 - Three (3) cases had case notes entered in TWIST that were not entered in the Office of Attorney General (OAG) data collection system, COLTS.

Conclusion:

 - Staff updated notes in TWIST and COLTS, where possible.
 - TWIST and COLTS case notes will mirror each other to ensure compliance.
- **SNAP E&T Support Services Review – Report 12/10/19 –** Transportation Assistance Directive
 - Based on a review of all \$10 gas assistance given on the day of their SNAP E&T orientation (prior to 9/30/19), 41 of 122 cases reviewed did not have any job search documented in TWIST to justify the \$10 assistance and did not participate in the program passed the orientation. Thus, SERCO has \$410 (41 X \$10) of questioned costs.

Conclusion:

- SERCO reimbursed Workforce Solutions the \$410 in questioned costs.

C2 Global Professional Services, LLC

Program Reviews

➤ SNAP E&T Review – Report 11/22/19

- One (1) cases did not have the correct penalty date for non-cooperation entered in TWIST.
- One case had a late timely and reasonable letter and penalty entered in TWIST.
- One (1) case had no case notes from 7/9 - 8/6.

Conclusion:

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

➤ TANF/Choices Review 1/10/20

- Three (3) cases had miscalculated timesheets submitted to the case file that were accepted by the Career Counselor.
- One (1) case had no documentation for timesheet hours entered in TWIST
- One (1) case did not have approval signatures on the timesheet.
- Five (5) cases had numerous timesheet/job search hour errors including hours on wrong dates and the wrong hours entered into TWIST.
- One (1) case had documentation for two (2) Transportation Support Services (SS) in the file but had not been entered into TWIST.

Conclusion:

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

BarkerRipley, Inc.

Program Review

➤ Child Care File Reviews (2)

Finding:

- Four (4) participants' income were calculated incorrectly. Errors included:
 - income calculated biweekly instead of semi-monthly;
 - not all of the participants income was included in the calculation;
 - transposition errors;
 - adding errors.
- One (1) case had an eligibility case note for a different participant and did not have the eligibility case note in TWIST for this participant.

Conclusion:

- Management stressed to IES staff the importance of reviewing work carefully on an ongoing basis and assisted them with developing systems that will ensure careful review of their work.

INFORMATION ONLY

XIV-2. Financial Report

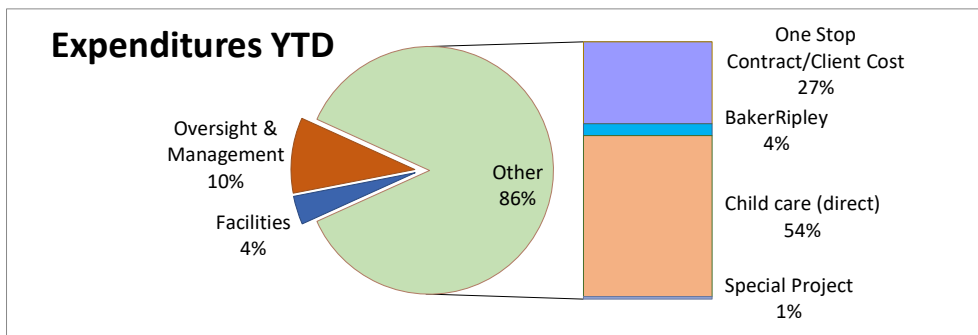
BACKGROUND

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

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target	
Expires 12/31/2019									
2219CCF000	Child Care	10/1/2018	12/31/2019	\$13,197,833.00	\$13,197,833.00	\$0.00	100%	100%	
2219CCM000	Child Care Local Initiative	10/1/2018	12/31/2019	\$1,742,626.00	\$1,742,626.00	\$0.00	100%	100%	
2219CCP000	Child Care DFPS	9/1/2018	12/31/2019	\$1,894,523.00	\$1,894,523.00	\$0.00	100%	100%	
2219TRA000	Trade Act Services for Dislocated Workers	10/1/2018	12/31/2019	\$162,942.00	\$43,389.10	\$119,552.90	27%	NA	
2219WOS001	WOS - Military Family Support	1/1/2019	12/31/2019	\$54,704.00	\$42,078.63	\$12,625.37	77%	100%	
2219WPA000	Wagner-Peyser Employment Services	10/1/2018	12/31/2019	\$132,848.00	\$119,690.07	\$13,157.93	90%	100%	
2219WPA001	Wagner-Peyser Employment Services	3/4/2019	12/31/2019	\$23,754.00	\$23,754.00	\$0.00	100%	100%	
Expires 1/31/2020									
Non TWC	3019VRS222 (02/01/19-01/31/20) SEAL	2/1/2019	1/31/2020	230,000.00	\$162,615.92	\$67,384.08	71%	NA	
Expires 2/28/2020									
2219EXT001	EXT - Externship for Teachers	2/22/2019	2/28/2020	\$147,873.00	\$135,775.23	\$12,097.77	92%	NA	
Expires 4/30/2020									
2219CCQ000	Child Care Quality	10/1/2018	4/30/2020	\$734,010.00	\$523,263.76	\$210,746.24	71%	79%	
2219WCI000	WCI - Workforce Commission Initiatives	10/1/2018	4/30/2020	\$175,586.00	\$101,214.84	\$74,371.16	58%	NA	
Expires 6/30/2020									
2219TAN001	TANF-Texas Internship Initiatives	6/6/2019	6/5/2020	\$100,000.00	\$48,379.10	\$51,620.90	48%	NA	
2218WOA000	WIOA - PY18 Adult Allocation	7/1/2018	6/30/2020	\$395,370.00	\$395,370.00	\$0.00	100%	75%	
2218WOA000	WIOA - PY18 Adult Allocation (Oct)	7/1/2018	6/30/2020	\$1,732,285.00	\$1,732,285.00	\$0.00	100%	81%	
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	7/1/2018	6/30/2020	\$283,145.00	\$281,404.64	\$1,740.36	99%	75%	
2218WOD000	WIOA - PY18 Dislocated Worker Allocation (Oct)	7/1/2018	6/30/2020	\$1,205,930.00	\$912,403.59	\$293,526.41	76%	75%	
2218WOY000	WIOA - PY18 Youth Allocation	7/1/2018	6/30/2020	\$2,223,418.00	\$1,941,006.13	\$282,411.87	87%	75%	
2219WOR001	WIOA - PY19 Rapid Response	7/1/2019	6/30/2020	\$22,772.00	\$214.63	\$22,557.37	1%	NA	
2219WOS002	WIOS - Women's Entrepreneurship Boot Camp	7/1/2019	6/30/2020	\$0.00	\$0.00	\$0.00	0%	NA	
2219ATG000	Apprenticeship Texas Expansion Grant	1/16/2019	6/30/2020	\$199,100.00	\$2,144.84	\$196,955.16	1%	67%	
Expires 8/31/2020									
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/2019	8/31/2020	\$812,796.00	\$806.00	\$811,990.00	0%	38%	
Non TWC	KINGSVILLE/BEEVILLE VR EXPENSES MONTHLY	8/1/2019	8/31/2020	\$41,329.00	\$25,744.81	\$15,584.19	62%	33%	
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/19-08/31/20)	8/1/2019	8/31/2020	\$100,000.00	\$21,269.46	\$78,730.54	21%	33%	
Expires 9/30/2020									
2218WDR000	WWRCCA for Hurricane Harvey	2/23/2018	9/30/2020	\$100,000.00	\$75,446.91	\$24,553.09	75%	71%	
2220NCP001	Noncustodial Parent Choices Program	9/1/2019	9/30/2020	\$142,403.00	\$32,697.29	\$109,705.71	23%	23%	
2220RAG001	Resource Administration Grants	10/1/2019	9/30/2020	\$0.00	\$0.00	\$0.00	0%	17%	
2220SNE001	SNAP E&T	10/1/2019	9/30/2020	\$766,164.00	\$314,618.23	\$451,545.77	41%	17%	
2220WCI001	WCI - Workforce Commission Initiatives	10/1/2019	9/30/2020	\$75,467.00	\$11,653.81	\$63,813.19	15%	17%	
Non TWC	VET	10/1/2019	9/30/2020	\$36,000.00	\$7,248.50	\$28,751.50	20%	17%	
Expires 10/31/2020									
2220CCQ001	Child Care Quality	10/1/2019	10/31/2020	\$0.00	\$0.00	\$0.00	0%	23%	
2220TAF001	TANF Choices	10/1/2019	10/31/2020	\$2,625,955.00	\$369,556.56	\$2,256,398.44	14%	23%	
Expires 11/30/2020									
2220CAA001	Child Care Attendance Automation Service	10/1/2019	11/30/2020	\$100,337.00	\$16,823.82	\$83,513.18	17%	29%	
Expires 12/31/2020									
2217NDW001	NDW - Hurricane Harvey	8/28/2017	12/31/2020	\$8,233,000.00	\$7,334,617.81	\$898,382.19	89%	68%	
2220CCF001	Child Care	10/1/2019	12/31/2020	\$13,466,173.00	\$2,532,570.57	\$10,933,602.43	19%	27%	
2220CCM001	Child Care Local Initiative	10/1/2019	12/31/2020	\$1,789,966.00	\$10,302.00	\$1,779,664.00	1%	27%	
2220CCP001	Child Care - DFPS	9/1/2019	12/31/2020	\$1,593,100.00	\$293,534.57	\$1,299,565.43	18%	31%	
2220REA001	Reemployment Services and Eligibility Assessment	9/30/2019	12/31/2020	\$264,388.00	\$56,873.59	\$207,514.41	22%	27%	
2220TRA001	Trade Act Services for Dislocated Workers	10/1/2019	12/31/2020	\$0.00	\$0.00	\$0.00	0%	27%	
2220WPA001	Wagner-Peyser Employment Services	10/1/2019	12/31/2020	\$90,637.00	\$125.85	\$90,511.15	0%	27%	
Expires 6/30/2021									
2219WOA001	WIOA - PY19 Adult Allocation (July)	7/1/2019	6/30/2021	\$303,747.00	\$56,898.92	\$246,848.08	19%	20%	
2219WOA001	WIOA - PY19 Adult Allocation (Oct)	7/1/2019	6/30/2021	\$1,330,849.00	\$44,166.27	\$1,286,682.73	3%	20%	
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	7/1/2019	6/30/2021	\$265,659.00	\$0.00	\$265,659.00	0%	20%	
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (Oct)	7/1/2019	6/30/2021	\$1,098,142.00	\$11,672.72	\$1,086,469.28	1%	20%	
2219WOY001	WIOA - PY19 Youth Allocation	7/1/2019	6/30/2021	\$1,711,066.00	\$97,523.03	\$1,613,542.97	6%	20%	
				28	\$59,605,897.00	\$34,614,122.20	\$24,991,774.80		

WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES
For the Month Ending
December 31, 2019

	FY2019 Amended Budget	Current Expenses	YTD	%
				Expended
REVENUES				
Grant revenue - federal	\$ 30,770,012	\$ 2,652,010	\$ 7,490,984	24%
Grant revenue - Non federal	30,000	309.04	\$ 917	
	<u>\$ 30,800,012</u>	<u>\$ 2,652,319</u>	<u>\$ 7,491,901</u>	24%
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,412,151	\$ 204,908	\$ 600,386	25%
Facilities and related expense	163,349	4,463	14,700	9%
Furniture, equipment, & software	76,913	7,162	18,203	24%
General administrative expense	198,382	20,789	39,051	20%
Communication expense	29,775	2,026	6,010	20%
Professional fees and services	122,367	8,194	16,486	13%
Staff development expense	43,500	1,584	8,512	20%
Travel expense	87,000	12,153	34,537	40%
Total Oversight & Management Expense	<u>\$ 3,133,438</u>	<u>\$ 261,279</u>	<u>\$ 737,886</u>	24%
One Stop Operations				
Facilities and related expense	\$ 1,166,482	\$ 45,672	\$ 146,697	13%
Furniture, equipment, & software	170,594	10,457	26,972	16%
General administrative expense	272,074	7,008	69,474	26%
Communication expense	167,585	11,316.43	31,786	19%
Professional fees and services	10,500	0.00	2,704	26%
Total One Stop Operations	<u>\$ 1,787,235</u>	<u>\$ 74,454</u>	<u>\$ 277,633</u>	16%
Contracted services	\$ 25,879,339	\$ 2,316,586	\$ 6,476,382	25%
Total expense	<u>\$ 30,800,012</u>	<u>\$ 2,652,319</u>	<u>\$ 7,491,901</u>	24%
Changes in net assets	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ 0</u>	



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

For the Month Ending
December 31, 2019

ASSETS

Current Assets	
Cash & Cash Equivalents	\$ 809,200
Money Market Account	\$ 377,512
Due from TWC	1,896,447
Accounts Receivable	836
Prepaid Expense	145,518
Other Assets	-
Total Current Assets	\$ 3,229,513
Fixed Assets	
Building Improvements	\$ 1,628,376
Furniture and Equipment	441,016
Less Accumulated Depreciation	(1,560,236)
Net Fixed Assets	\$ 509,157
Total Assets	\$ 3,738,669

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 2,388,909
Accrued Expense	551,135
Accrued Vacation	45,940
Total Current Liabilities	\$ 2,985,984

NET ASSETS

Unrestricted-Non-Federal Fund	\$ 58,733
Temporarily Restricted-Ticket to Work/Other	184,795
Investment in Fixed Assets	509,157
Total Net Assets	\$ 752,685

Total Liabilities and Net Assets	\$ 3,738,669
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INFORMATION ONLY

XIV-3. HR Update

BACKGROUND INFORMATION

Board Professionals will provide update on:

The employee handbook has been updated annually the last two years and has now had all 30 policies fully updated.

INFORMATION ONLY

XIV-4. Facilities Update

BACKGROUND INFORMATION

Board Professionals will provide update on:

All Career centers, Mobile Unit and VR Integration.

INFORMATION ONLY

XIV-5. Update on Future Procurements and Contract Renewals

BACKGROUND

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

Update on Future Procurements

Procurement Item	Anticipated Date of Procurement	Anticipated Date of Contract/Purchase	Anticipated Cost	Over \$50,000 Approval Required	Comments
Economy and Labor Market Information (LMI) Tool	February/March	May 1, 2020	\$16,000 to \$25,000	No	WFSCB has used this tool for the past 6+ years and has experienced great success. The tool is used to determine jobs in demand. WFSCB has created specialized reports on demand for local education entities and economic development organizations, as well as for our own planning. A Request for Quotes (RFQ) will be issued to test the market to see what other products are available.
Outreach Services	March/April	October 1, 2020	\$30,000	No	The current contract for outreach services will end on September 30, 2020. Consequently, WFSCB will need to test the market by issuing a Request for Proposals (RFP). The contracted services center on providing technical assistance and expertise for outreach services that promote the agency's programs and activities.
Legal Services	April/May	October 1, 2020	\$20,000 to \$30,000	No	The current contract for legal services will end on September 30, 2020. Consequently, WFSCB will need to test the market by issuing a Request for Qualifications (RFQ). The contracted services will involve legal representation in such areas as, but not limited to: public entity law, personnel law; contracting and procurement, real estate law, and litigation.
Security Guard Services	May/June	October 1, 2020	\$90,000	Yes	The current contract for security guard services will end on September 30, 2020. WFSCB will be issuing a formal procurement for security guard services. These services are primarily for the security at the Staples Workforce Center. However, occasionally, security guard services may be needed at our other workforce centers when major events are scheduled such as job fairs, youth sponsored activities, etc.
Fire and Security Alarm Monitoring, Testing, and Maintenance Services	May/June	October 1, 2020	\$10,000	No	The current contract for Fire and Security Alarm Monitoring, Testing, and Maintenance Services will end on September 30, 2020. WFSCB will need to test the market by issuing a Request for Quotes (RFQ).

SUBCONTRACTOR LOG 2019-2020

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
C2 GPS	Master	Management and Operation of Workforce Centers (and Youth Development Services)	\$8,683,005.60		Year 1 (3 contract renewals)	10/01/19 – 09/30/20
BakerRipley	Master	Direct Child Care Services	\$17,679,464.70		Renewal #2 (of 3 contract renewals)	10/01/19 – 09/30/20
dlo Three Dimensional Development L.L.C.	Master	Outreach Services	\$30,000.00		Renewal #4 (of 4 contract renewals)	10/01/19 – 9/30/20
Unique Employment Services	Master	Temporary Staffing Services	\$3,000,000	Amendment #1 – To amend the contract SOW and increase the budget amount by \$500,000.	Extension #1	10/01/19 – 12/31/20
Citizens for Education Excellence	Master	Texas Internship Initiative	\$91,108.00		Year 1 (1 contract Renewal)	6/06/19 – 6/05/20
Citizens for Education Excellence	Master	Teacher Externship Program	\$32,800.00		Year 1	2/01/20 – 9/30/20

PROFESSIONAL & CONSULTING SERVICES

Wood, Boykin, & Wolter, P.C.	Master	Legal Services	Per Contract Legal Fees - \$20,000.00		Renewal #4 (of 4 contract renewals)	10/01/19 – 9/30/20
Renee Barry, CPA	Master	Fiscal Review Services (Pre-Award Review of Career Centers Contract)	\$10,560 (plus travel expenses)	Amendment #1 – To amend the initial contract end date from 9/30/19 to the amended end date of 11/30/19.	Year 1	7/26/19 – 12/31/19

SUBCONTRACTOR LOG 2019-2020

Gallion Consulting	Master	Document Management & Software & Scanning	\$16,882.56		Renewal #4 (of 4 contract renewals)	1/02/20 – 9/30/20
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LEASE AGREEMENTS

PAK 56 Plaza LLC, SGT 44 Pirate LLC	Master	Lease Agmt. for Center Office in Pirate Plaza Office – Sinton, TX	\$5,118.17 per mo., approx. 3,650 sq. ft./\$1.40	<u>Early Termination</u> – with 90-day written notice.	Year 3 of 5 Year Lease, Exp: 12/31/22	1/01/20 – 12/31/20
Sunrise CC LLC	Master	Lease Agmt. For Sunrise Mall Center – Corpus Christi	\$14,743.92 per mo., approx. 16,026 sq. ft./\$.92	<u>Early Termination</u> – with 90- day written notice.	Year 3 of 5 Year Lease Exp: 12/31/22	1/01/20 – 12/31/20
Texas Workforce Commission	Master	Building Use Lease Agreement for Staples Center – Corpus Christi	Approx. sq. ft. 22,616			10/01/19 – 9/30/20
Office Lease - Coastal Bend College	Master	Lease Agreement for Center Office at CBC Beeville Campus	\$4,084.50 per month (includes utilities and janitorial services), approx. 3,850 sq. ft./\$1.06 plus insurance fee		Year 1 of 3 Year Lease Exp: 9/30/22	10/01/19 – 9/30/20
Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Alice Campus	\$2,908.50 per month (includes utilities and janitorial		Year 3 of 3 Year Lease Exp: 1/31/21	2/01/20 – 1/31/21

SUBCONTRACTOR LOG 2019-2020

			services) approx. 2,730 sq. ft./\$1.06 plus insurance fee			
Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Kingsville Campus	\$3,392.55 per month (includes utilities and janitorial services) approx. 3,191 sq. ft./\$1.06 plus insurance fee		Year 2 of 3 Year Lease Exp: 4/30/21	5/01/19 – 4/30/20
Brooks County Independent School District	MOU	Lease Agreement	No monthly lease payments. Pay only for telephone and internet service and for signage and fair share of utilities.		Year 2 of 2 Year Lease Exp: 8/31/20	9/01/19 – 8/31/20
Aransas ISD	MOU	Lease Agreement	\$350.00 per month			Open Dates

OTHER CONTRACTS/AGREEMENTS

Sec Ops, Inc.	Master	Security Guard Services	Per Contract Hourly Rates		Renewal #2 (of 2 contract renewals)	10/01/19 – 9/30/20
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SUBCONTRACTOR LOG 2019-2020

Frost Bank	Master	Banking Services	Fee Based		Year #1 (3 contract renewals)	10/01/19 – 9/30/20
The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	\$10,000		Renewal #2 (of 2 contract renewals)	10/01/19 – 9/30/20
Time Warner Cable	Master	Dedicated Access Service Lines Agreement	\$575.00 per mo. – HUB lines to local center sites & 774.00 per mo. – HUB line to TWC		Extended on a year to year basis	Initial Term of Service will commence on date of connectivity
Time Warner Cable	Master	Dedicated Access Service Installation Agreement	\$2,000 – one- time fee		Extended on a year to year basis	Installation of WAN Project
James C. Wendlandt	Agmt.	Employee (401) Retirement Plan	Fee Based			10/01/19 – 9/30/20
Rural Economic Assistance League, Inc. (REAL)	Agmt.	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, and San Patricio counties	Not to Exceed \$5,000.00		Renewal #1 (of 2 contract renewals)	10/01/19 – 9/30/20
County of Kleberg Human Services	Agmt.	Transportation Assistance Services to Kleberg and Kenedy counties.	Not to Exceed \$5,000		Renewal #1 (of 2 contract renewals)	10/01/19 – 9/30/20
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	Not to Exceed \$280,000		Year 1 (3 contract renewals)	10/01/19 – 9/30/20
Grunwald Printing Co.	Master	Print Shop and Copy Services	Not to Exceed \$5,000		Renewal #1 (of 1 contract renewal)	10/01/19 – 9/30/20

SUBCONTRACTOR LOG 2019-2020

Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	\$16,000.00		Renewal #2 (of 2 contract renewals)	5/01/19 – 4/30/20
United Way of the Coastal Bend	MOU	Volunteer Income Tax Assistance (VITA)	\$3,888.00		Year 1	8/01/18 – 7/31/20
WKMC Architects, Inc.	Master	Certified Space Planning Services			Renewal #1 (of 3 contract renewals)	10/01/19 – 9/30/20
The Clower Company	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Renewal #1 (of 2 contract renewals)	1/01/20 – 9/30/20
Joe Adame & Associates, Inc.	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Year 1 (2 contract renewals)	6/01/19 – 5/31/20

TWC GRANTS & CONTRACTS LOG 2019–2020

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Agency Board Agreement for an Integrated Workforce System	2216ABA000	<p><u>Amendment #1</u> – To amend the grant period beginning on 2/01/16 to terminate on 9/30/2019.</p> <p><u>Amendment #2</u> – To make changes to the “Terms and Conditions” and Attachment A, “Safeguards for TWC Information”. These changes are made to comply with the integration of the Vocational Rehabilitation Prog.</p> <p><u>Amendment #3</u> – To extend the grant period end date from 9/30/19 to 12/31/19 and make administrative changes to the contract’s general terms.</p>	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.		2/01/16 – 12/31/19
National Dislocated Worker Disaster Grant Project – Hurricane Harvey	2217NDW001	<p><u>Amendment #1</u> – To make changes to the SOW project requirements.</p> <p><u>Amendment #2</u> – To increase the grant award by \$1,000,000.</p>	To provide funds to assist individuals residing in Workforce Development Areas affected by Hurricane Harvey. The grant funds will provide a basis to ensure an effective workforce investment system response to create temporary employment opportunities to	\$8,233,000	8/28/17 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>The purpose of the funding is to expand service capacity to the local area.</p> <p><u>Amendment #3</u> – To make changes to the project and administrative requirements and to increase the grant amount by \$2,000,000.00.</p> <p><u>Amendment #4</u> – To make changes to the SOW project requirements.</p> <p><u>Amendment #5</u> – To make changes to the SOW project and administrative requirements and to increase the grant amount by \$1,000,000 for a total of \$5,633,000.00</p> <p><u>Amendment #6</u> – To make some revisions to the SOW and administrative requirements and to increase the grant amount by \$1,500,000.</p> <p><u>Amendment #7</u> – To make a change to the</p>	<p>assist with clean-up, recovery, and humanitarian efforts in counties impacted in the Board area.</p>		

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>contract end date from 9/30/19 to 12/31/19.</p> <p><u>Amendment #8</u> – To increase the grant award amount by \$441,683.00.</p> <p><u>Amendment #9</u> – To amend the grant period from 12/31/19 to 12/31/20, make revision to the SOW, and administrative requirements, and increase the grant award by \$658,317.</p>			
Workforce Innovation and Opportunity Act - Adult	2218WOA000	<p><u>Amendment #1</u> – To make revisions to the SOW Project, Financial, and Uniform Administrative requirements. Additionally, the grant award was increase by \$2,239.00 to a new amended grant award amount of \$2,122,280.</p> <p><u>Amendment #2</u> – To make administrative changes to the Contract General Terms & Conditions and to increase the grant amount by \$5,375.00.</p>	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$2,127,655	07/01/18 – 6/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act – Dislocated Worker	2218WOD000	<u>Amendment #1</u> - To make revisions to the SOW Project and Financial Administrative requirements.	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,489,075	07/01/18 – 6/30/20
Workforce Innovation and Opportunity Act - Youth	2218WOY000	<u>Amendment #1</u> – To make revisions to the SOW project requirements and financial requirements. <u>Amendment #2</u> – To make administrative changes to the Contract General Terms & Conditions and fiscal audit requirements. Additionally, increased the grant amount by \$6,780.00.	To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$2,223,418	7/01/18 – 6/30/20
Working Women Resource Coordination Cooperative Agreement for Hurricane Harvey Relief Efforts	2218WDR000	<u>Amendment #2</u> – To amend the grant period to 9/30/20 and make some administrative changes to the contract's SOW and general terms.			2/23/18 - 9/30/20
Child Care Services Formula Allocation	2219CCF000	<u>Amendment #1</u> – To make admin. Changes to the contract's "Standard Terms & Conditions".	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.	\$13,197,833	10/01/18 – 12/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<u>Amendment #2</u> – To make admin. changes to the SOW and financial requirements.			
Child Care and Development Fund Child Care Local Match	2219CCM000		Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,742,626	10/01/18 – 12/31/19
Wagner-Peyser Employment Services	2219WPA000	<u>Amendment #1</u> – To amend grant award amount for the purpose of transferring \$26,000 from the operation grant to salary/longevity to maintain temporary employees. Also, made changes to the administrative requirements. <u>(1)Amendment #2</u> – To add \$23,625 from the Board's unspent TWC State held salary to the ES operating funds.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$132,848	10/01/18 – 12/31/19
CCDF Quality Improvement Activity	2219CCQ000	<u>Amendment #1</u> – To amend the grant award to change the end date from 10/31/19 to 1/31/2020, make changes to the SOW, administrative requirements and general terms and	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. <u>Child Care Alloc.</u> - \$304,907 <u>Non-Allocated CC funds (Mentors/Assessors)</u> - \$263,885	\$734,010	10/01/18 – <u>4/30/20</u>

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>conditions. Also, to amend the grant award by adding \$16,856.00 to a total grant ward of \$734,010.00.</p> <p>(2)Amendment #2 – To amend the grant end date from 1/31/20 to 4/30/20 and make changes to the SOW project requirements.</p>	Add't CC Quality Improvement. Activities - \$148,362		
Trade Act Services for Dislocated Workers	2219TRA000		The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effective as possible.	\$162,942	10/01/18 – 12/31/19
Apprenticeship Texas Expansion Grant	2219ATG000		The Apprenticeship Texas Expansion Grant will provide support to the Board to engage local industry and workforce partners in developing new Registered Apprenticeship training programs and expand existing RA training programs - including new occupations and underrepresented populations.	\$199,100	12/20/18 – 12/19/19
Military Family Support Grant Award	2219WOS001	<u>Amendment #1</u> – To amend the SOW requirements. No changes to the grant award amount.	The Military Family Support Pilot Program is a program designed to better meet the needs of military spouses entering the job market at military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills,	\$54,704	1/01/19 – 12/31/19

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			and if funding is available, to support training in high-demand occupations.		
Externships for Teachers	2219EXT001		WFSCB will provide a Summer Teacher Externship (Program) for educators working in districts located in the area. Teachers participating in the program will gain workplace related experiences that they can develop into curriculum for their students. The primary focus is to provide teachers with job-relevant experiences as it applies to math, science, English, communications skills, work ethics, and social skills. The teachers will incorporate these “real world” examples and problems into lesson plans for their students, thus making the connection between academic skills and the workplace.	\$147,873	2/22/19 – 2/28/20
Wagner-Peyser Employment Services Reimbursement Fee	2219WPA001	<u>Amendment #001</u> – To make changes to the grant’s standard terms and conditions and payment plan.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$23,754	3/01/19 – 12/31/19
Workforce Innovation and Opportunity Act - Adult	2219WOA001	<u>3)Amendment #1</u> – To make changes to the grant’s standard terms and conditions and administrative requirements and increase the grant award amount by \$4,000 to a total amended grant award amount of \$1,634,596.	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$1,634,596	7/01/19 – 6/30/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act - Dislocated Worker	2219WOD001	(4)Amendment #1 – To make changes to the federal award terms and conditions.	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,363,801	7/01/19 – 6/30/21
Workforce Innovation and Opportunity Act - Youth	2219WOY001	(5)Amendment #1 – To increase the grant award amount by \$5,047.00 and make changes to the award terms and conditions and administrative requirements.	To provide funds to plan and deliver services to low income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$1,711,066	7/01/19 – 6/30/21
Women's Entrepreneurship Boot Camp	2219WOS002		WFSCB along with its partners, Texas A&M-CC and the United Corpus Christi Chamber of Commerce will deliver a Women's Entrepreneurship Bootcamp branded the Women Empowered (WE) Summit through a full day workshop format that will help 200 aspiring women entrepreneurs and business owners in the 11-county Coastal Bend region create, sustain, or expand a business in Texas and to help existing women-owned businesses gain access to the resources of the TWC and other state agencies. The event is planned for March 2020.	\$58,207	7/01/19 – 6/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act Rapid Response	2219WOR001	(6)Amendment #1 – To make changes to the federal award terms and conditions.	To provide funds to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation.	\$22,772	7/01/19 – 6/30/20
Workforce Innovation and Opportunity Act Alternative Funding for Statewide Activities	2219WAF001		The funding allows for services such as implementing innovative programs and strategies designed to meet the needs of all employers, including small employers; developing strategies for effectively serving individuals with barriers to employment and for coordinating programs and services among one-stop partners.	\$812,796	7/15/19 – 8/31/20
Workforce Commission Initiatives	2219WCI000	Amendment 1 – To make some administrative changes to the contract. Amendment #2 – To change the grant period end date to 1/31/20. (7)Amendment #3 – To amend the grant end date from 1/31/20 to 4/30/20 and make changes to the SOW project requirements.	The purpose of the funds is to fund projects that strengthen and add value to the delivery system in its workforce area.	\$175,586	10/01/18 – 4/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Texas Internship Initiatives	2219TAN001	<u>Amendment #1</u> – To amend the work plan.	The purpose of the funds is to expand and enhance internship opportunities for the region’s youth. Additionally, students will make progress towards an industry-based certification.	\$100,000	6/06/19 – 6/05/20
Child Care Attendance Automation	2219CAA000	<u>(8)Amendment #1</u> – To increase the grant amount by \$516.00 and make administrative changes to the contract standard terms and conditions and admin. requirements.	To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$100,853	10/01/18 – 11/30/19
Infrastructure Support Services and Shared Costs Agreement	2220COL001	<u>(9)Amendment #1</u> – To make changes to the cost appendix and add a one-time start-up costs for Beeville. The contract amount was increased by \$51,329.09 to an amended contract amount of \$92,658.09. <u>(10)Amendment #2</u> – To extend the contract through 10/31/20 and make changes to the General Terms & Conditions and SOW.	To provide the needed infrastructure for the successful integration of the TWC Vocation Rehabilitation (VR) staff at the Board’s Workforce Solutions offices.	\$92,658,09	12/09/19 – 10/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Child Care Services Formula Allocation	2220CCF001	(11)Amendment #1 – To increase grant funds in the amount of \$765,476 and to make revisions to the General Terms & Conditions and Administrative Requirements.	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.	\$14,231,649	10/01/19 – 12/31/20
Texas Department of Family and Protective Services (DFPS)	2220CCP001		To purchase child care services who are deemed eligible and authorized for services by (TDPS). Under this grant, the Board will provide child care services by making the established network of child care providers in the local workforce area available to all DFPS referrals.		9/01/19 – 12/31/20
Supplemental Nutrition Assistance Program Employment & Training	2220SNE001		The Supplemental Nutrition Assistance Program (SNAP) is designed to assist SNAP recipients obtaining employment through participation in allowable job search, training, education, or workfare activities that promote long-term self-sufficiency.	\$766,164	10/01/19 – 9/30/20
Noncustodial Parent Choices Program	2220NCP001		To assist NCPs who have substantial barriers to employment and career advancement to become self-sufficient while also making consistent child support payments.	\$142,403	9/01/19 – 9/30/20
Child Care and Development Fund Child Care Local Match	2220CCM001		Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,789,966	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Corpus Christi Building Use Agreement	2220ADM001		To provide the Board with office space. The building has 22,616 square feet of office space located at 520 N. Staples.	\$30,000	10/01/19 – 9/30/20
Wagner-Peyser Employment Services	2220WPA000		To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$90,637	10/01/19 – 12/31/20
Child Care Attendance Automation	2220CAA001		To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$100,337	10/01/19 – 11/30/20
Trade Act Services for Dislocated Workers	2220TRA001		The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effective as possible.	\$62,412	10/01/19 – 12/31/20
Reemployment Services and Eligibility Assessment	2220REA001		The intent of RESEA is 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. The RESEA program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$264,388	10/01/19 – 12/31/20
Workforce Commission Initiatives	2220WCI001		The purpose of the funds is to fund projects that strengthen and add value to the delivery system in its workforce area.	\$75,467	10/01/19 – 09/30/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
CCDF Quality Improvement Activity	2220CCQ001	(12)Amendment #1 – To amend the grand award amount by increasing the total by \$15,622 and revising the award terms and conditions.	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.	\$603,459	10/01/19 – 10/31/2020
Resource Administration Grant	2220RAG001		To provide the Board funds 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.	\$6,923	10/01/19 – 9/30/20
(13)Military Family Support Program	2220WOS001		The Military Family Support Pilot Program is a program designed to better meet the needs of military spouses entering the job market at military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills, and if funding is available, to support training in high-demand occupations.	\$54,704	01/01/20 – 12/31/20
(14)Board Service Award – Texas Hireability	2220BSA002		This is the grant ward recognizing excellence by the Workforce Solutions of the Coastal Bend in the Texas Hireability category.	\$50,000	01/01/20 – 12/31/20
(15)Agency Board Agreement	2220ABA001		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		02/01/20 – 9/30/22

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			these programs, or other service delivery programs.		

- (1)Signed 11/25/19
- (2)Signed 1/15/20
- (3)Signed 11/06/19
- (4)Signed 11/20/19
- (5)Signed 12/06/19
- (6)Signed 11/19/19
- (7)Signed 1/10/20
- (8)Signed 12/02/19
- (9)Signed 11/05/19
- (10)Signed 12/04/19
- (11)Signed 1/24/20
- (12)Signed 1/22/20
- (13)Signed 12/19/19
- (14)Signed 1/02/20
- (15)Signed 1/22/20

INFORMATION ONLY

XIV - 6. Performance Measure Update

BACKGROUND INFORMATION

Performance Update (November 2019 Final Release)

Summary

November 2019 Final Release Monthly Performance Report (MPR) has Workforce Solutions of the Coastal Bend exceeding three (3) measures, meeting eight (8) and not meeting five (5).

Board Contract Year 2020, eleven (11) of the sixteen (16) measures are meeting or exceeding; five (5) measures not meeting on a Year-to-Date Performance Period. The measure criteria for BCY20 incentives have not been published. **Quartile 3.**

Background

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

Non-WIOA Measures	WIOA Measures
+P - Meeting performance - Greater than 105%	+P - Meeting performance - Greater than 110%
MP - Meeting performance - Greater than 97.5% and Equal to or Less than 105%	MP - Meeting performance - Greater than 95% and Equal to or Less than 110%
MP - Meeting At Risk - Equal to or Greater than 95% and Equal to or Less than 97.5%	MP - Meeting At Risk - Equal to or Greater than 90% and Equal to or Less than 95%
-P - Not meeting performance - Less than 95%	-P - Not meeting performance - Less than 90%
N/A – The Median Earning measures for AD/DW continue to be reviewed by TWC Performance Department and targets will be forthcoming.	

Reemployment and Employer Engagement Measures

MP Claimant Reemployment Within 10 Weeks

The percent of monetarily eligible, registered initial claimants subject to work search reemployed within 10 weeks.

N/A # of Employers Receiving Workforce Assistance

The number of employer reporting units served.

Program Participation Measures

-P Choices Full Work Rate

The % of Employment Expected Choices Families that meet their Participation Goal exclusively thru paid employment (or school for teens) supplemented by Employment Preferred Families and those in the 2 month Ramp Up phase who meet participation exclusively thru paid employment (or school for teens)

+P Average Number Children Served Per Day - Combined

The Average Number of Units of Low Income, Transitional, Homelessness, Choices, TANF Applicant, SNAP E&T, and Former DFPS Child Care paid for or subsidized by CCDF or Title XX funds during the performance period.

WIOA Outcome Measures

MP Employed/Enrolled Q2 Post Exit – All Participants

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education or Training IN the 2nd Calendar Quarter after Exit

MP Employed/Enrolled Q2-Q4 Post Exit – All Participants

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education/Training IN the 2nd Quarter after Exit who are ALSO Employed or Enrolled in Education/Training IN BOTH the 3rd and 4th Calendar Quarters after Exit.

+P Median Earnings Q2 Post Exit – All Participants

The Median Earnings in the 2nd Calendar Quarter after Exit for Participants Employed in the 2nd Calendar Quarter after Exit

-P Credential Rate – All Participants

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

+P Employed Q2 Post Exit – Adult

The percent of Exiting Program Participants (Exiters) Employed IN the 2nd Calendar Quarter after Exit

-P Employed Q4 Post Exit – Adult

The percent of Exiting Program Participants (Exiters) Employed IN the 4th Calendar Quarter after Exit

N/A Median Earnings Q2 Post Exit – Adult

The Median Earnings in the 2nd Calendar Quarter after Exit for Participants Employed in the 2nd Calendar Quarter after Exit

-P Credential Rate – Adult

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

MP Employed Q2 Post Exit – DW

The percent of Exiting Program Participants (Exiters) Employed IN the 2nd Calendar Quarter after Exit

MP Employed Q4 Post Exit – DW

The percent of Exiting Program Participants (Exiters) Employed IN the 4th Calendar Quarter after Exit

N/A Median Earnings Q2 Post Exit – DW

The Median Earnings in the 2nd Calendar Quarter after Exit for Participants Employed in the 2nd Calendar Quarter after Exit

MP Credential Rate – DW

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

MP Employed/Enrolled Q2 Post Exit – Youth

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education or Training IN the 2nd Calendar Quarter after Exit

MP Employed/Enrolled Q4 Post Exit – Youth

The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education/Training IN the 4th Calendar Quarter after Exit

-P Credential Rate – Youth

The percent of Exiting Program Participants (Exiters) who were in Training/Education other than OJT or Employer Customized Training and who achieved a Recognized Credential within 1 Year of Exit

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 1/10/2020
NOVEMBER 2019 REPORT

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		3	8	5	68.75%											
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes																

Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	MP	100.39%	59.42%	59.42%	59.65%	64.86%	63.81%	723	1,212	59.65%				7/19	8/19
	# of Employers Receiving Workforce Assistance	N/L	N/L	----	----	N/L	N/L	3,603	N/L	N/L	N/L	N/L	N/L	N/L	10/19	11/19
1									N/L	N/L						

1. In August 2019, TWC implemented a replacement for its WorkInTexas.com online labor exchange system. Unfortunately, TWC is currently unable to connect and unduplicate data across the old and new systems, which prevents us from accurately reporting performance at this time. When the issue is resolved, we will begin reporting this measure again.

Program Participation Measures

TWC	Choices Full Work Rate - All Family Total	-P	90.36%	50.00%	50.00%	45.18%	59.23%	54.02%	46	104	45.18%				10/19	11/19
TWC	Avg # Children Served Per Day - Combined	+P	111.02%	2,641	2,641	2,932	2,834	2,302	128,987	44	2,932				10/19	11/19

WIOA Outcome Measures

LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	103.67%	69.00%	69.00%	71.53%	69.00%	68.48%	4,462	6,238	71.53%				7/18	9/18
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	102.54%	84.00%	84.00%	86.13%	85.21%	84.35%	3,228	3,748	86.13%				1/18	3/18
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	127.01%	\$5,433.00	\$5,433.00	\$6,900.22	\$5,669.16	\$5,514.25	n/a	4,154	\$6,900.22				7/18	9/18
LBB-K	Credential Rate – C&T Participants	-P	81.48%	60.00%	60.00%	48.89%	61.69%	54.88%	22	45	48.89%				1/18	3/18
DOL-C	Employed Q2 Post Exit – Adult	+P	114.77%	78.80%	78.80%	90.44%	74.13%	80.52%	123	136	90.44%				7/18	9/18
DOL-C	Employed Q4 Post Exit – Adult	-P	86.15%	80.10%	80.10%	69.01%	76.34%	83.19%	49	71	69.01%				1/18	3/18
DOL-C	Median Earnings Q2 Post Exit – Adult	---	----	----	----	\$12,875.74	\$7,948.25	\$7,880.54	n/a	121	\$12,875.74				7/18	9/18
DOL-C	Credential Rate – Adult	-P	78.92%	72.40%	72.40%	57.14%	60.49%	44.27%	12	21	57.14%				1/18	3/18
DOL-C	Employed Q2 Post Exit – DW	MP	91.19%	79.20%	79.20%	72.22%	80.19%	82.16%	39	54	72.22%				7/18	9/18
DOL-C	Employed Q4 Post Exit – DW	MP	104.07%	80.50%	80.50%	83.78%	79.43%	83.24%	31	37	83.78%				1/18	3/18
DOL-C	Median Earnings Q2 Post Exit – DW	---	----	----	----	\$8,242.58	\$7,859.47	\$8,383.75	n/a	38	\$8,242.58				7/18	9/18
DOL-C	Credential Rate – DW	MP	100.10%	77.70%	77.70%	77.78%	73.08%	74.00%	7	9	77.78%				1/18	3/18
DOL-C	Employed/Enrolled Q2 Post Exit – Youth	MP	92.36%	73.20%	73.20%	67.61%	68.49%	68.18%	48	71	67.61%				7/18	9/18

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 1/10/2020
NOVEMBER 2019 REPORT

Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes															

WIOA Outcome Measures

DOL-C	Employed/Enrolled Q4 Post Exit – Youth	MP	93.51%	71.30%	71.30%	66.67%	69.27%	66.12%	30	66.67%				1/18	3/18
									45						
DOL-C	Credential Rate – Youth	-P	87.91%	45.50%	45.50%	40.00%	50.00%	55.13%	2	40.00%				1/18	3/18
									5						

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

FINAL RELEASE
As Originally Published 1/10/2020
NOVEMBER 2019 REPORT

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

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

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
			Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	C&T Participants				Adult				DW				Youth			+P	MP	-P	% MP & +P
	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q2-Q4 Post-Exit			Median Earnings Q2 Post-Exit	Credentialed Rate	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentialed Rate	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentialed Rate	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Credentialed Rate						
	Cmnt ReEmpl within 10 Weeks	Emplyrs Rcvg Wkfc Assist	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentialed Rate	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentialed Rate	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentialed Rate	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Credentialed Rate	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q4 Post-Exit	Credentialed Rate			
Alamo	100.54%	n/a	117.60%	113.05%	104.07%	102.73%	116.82%	128.20%	106.90%	88.39%	n/a	99.38%	93.02%	92.35%	n/a	101.11%	92.19%	95.92%	110.43%	5	10	1	94%
Borderplex	99.35%	n/a	109.88%	106.67%	98.65%	101.12%	105.37%	129.17%	92.86%	100.59%	n/a	110.69%	109.43%	99.38%	n/a	107.36%	93.05%	99.43%	116.76%	6	10	0	100%
Brazos Valley	107.32%	n/a	77.46%	96.55%	101.62%	99.56%	114.85%	119.05%	94.74%	87.51%	n/a	72.38%	114.68%	123.30%	n/a	131.58%	105.39%	73.53%	55.55%	6	5	5	69%
Cameron	99.78%	n/a	90.36%	125.99%	113.07%	100.10%	123.81%	146.83%	99.21%	104.02%	n/a	111.86%	114.42%	0.00%	n/a	111.11%	89.94%	94.22%	84.61%	7	5	4	75%
Capital Area	101.49%	n/a	123.66%	114.34%	106.64%	103.62%	106.43%	122.22%	104.10%	90.76%	n/a	100.00%	93.73%	90.65%	n/a	111.89%	125.60%	108.04%	90.65%	7	9	0	100%
Central Texas	109.72%	n/a	124.68%	112.66%	95.91%	99.57%	119.09%	85.37%	98.77%	113.90%	n/a	133.51%	111.62%	87.30%	n/a	103.51%	93.26%	68.09%	0.00%	7	5	4	75%
Coastal Bend	100.39%	n/a	90.36%	111.02%	103.67%	102.54%	127.01%	81.48%	114.77%	86.15%	n/a	78.92%	91.19%	104.07%	n/a	100.10%	92.36%	93.51%	87.91%	3	8	5	69%
Concho Valley	114.36%	n/a	81.32%	109.02%	104.12%	99.90%	106.97%	137.68%	91.68%	109.46%	n/a	78.07%	126.26%	73.27%	n/a	112.99%	112.50%	92.86%	n/a	7	5	3	80%
Dallas	101.76%	n/a	93.14%	118.71%	100.59%	101.67%	108.26%	134.35%	91.14%	91.58%	n/a	109.24%	92.06%	95.68%	n/a	107.10%	95.81%	97.74%	123.75%	4	11	1	94%
Deep East	103.18%	n/a	94.40%	100.82%	104.12%	100.19%	124.98%	142.85%	82.99%	94.91%	n/a	0.00%	77.46%	100.65%	n/a	119.25%	100.37%	93.51%	0.00%	3	8	5	69%
East Texas	98.10%	n/a	97.84%	97.42%	103.93%	101.73%	121.95%	132.25%	102.51%	99.15%	n/a	111.86%	102.37%	89.71%	n/a	115.13%	112.14%	114.86%	90.65%	6	9	1	94%
Golden Cresce	101.41%	n/a	115.88%	102.32%	109.67%	105.06%	123.39%	93.75%	81.60%	120.34%	n/a	97.80%	109.80%	99.10%	n/a	73.11%	n/a	105.19%	152.44%	6	6	3	80%
Gulf Coast	101.50%	n/a	93.46%	99.26%	97.57%	99.56%	106.39%	107.23%	95.71%	94.55%	n/a	92.80%	86.09%	79.60%	n/a	74.88%	86.79%	99.60%	143.34%	3	8	5	69%
Heart of Texas	107.93%	n/a	119.96%	102.71%	102.57%	99.69%	115.88%	66.67%	119.76%	125.63%	n/a	111.86%	116.01%	124.22%	n/a	111.11%	115.07%	89.13%	0.00%	10	3	3	81%
Lower Rio	106.97%	n/a	112.74%	116.92%	108.84%	97.99%	114.24%	122.22%	102.99%	87.21%	n/a	92.18%	99.16%	111.11%	n/a	92.59%	97.94%	98.40%	0.00%	7	7	2	88%
Middle Rio	103.97%	n/a	86.36%	107.64%	102.39%	94.15%	104.31%	153.85%	103.70%	113.90%	n/a	83.89%	118.06%	111.11%	n/a	111.11%	110.10%	89.13%	143.47%	8	4	4	75%
North Central	96.80%	n/a	102.82%	93.57%	100.38%	103.61%	117.08%	126.22%	98.80%	91.50%	n/a	67.84%	102.59%	95.53%	n/a	107.42%	97.20%	109.23%	177.31%	3	11	2	88%
North East	105.27%	n/a	119.18%	114.70%	101.93%	103.33%	110.46%	117.65%	116.55%	115.34%	n/a	117.79%	76.28%	124.22%	n/a	63.49%	101.34%	95.32%	108.77%	9	5	2	88%
North Texas	109.20%	n/a	98.56%	105.39%	101.45%	101.92%	99.88%	142.85%	94.02%	119.19%	n/a	126.10%	125.00%	111.11%	n/a	114.03%	119.76%	90.46%	n/a	9	6	0	100%
Panhandle	103.11%	n/a	120.30%	104.99%	105.77%	102.75%	108.31%	136.37%	113.49%	94.45%	n/a	98.71%	110.48%	109.62%	n/a	120.05%	84.99%	112.20%	95.18%	8	7	1	94%
Permian Basin	106.08%	n/a	70.84%	105.09%	106.77%	101.85%	105.33%	150.80%	82.26%	88.59%	n/a	105.68%	120.63%	111.11%	n/a	111.11%	119.76%	n/a	n/a	9	2	3	79%
Rural Capital	96.03%	n/a	113.90%	106.61%	103.88%	105.32%	118.33%	129.10%	102.10%	86.92%	n/a	n/a	91.83%	106.87%	n/a	111.11%	99.32%	89.87%	137.17%	7	6	2	87%
South Plains	106.61%	n/a	93.80%	107.74%	104.68%	101.95%	107.54%	135.42%	103.16%	96.52%	n/a	87.00%	118.37%	111.11%	n/a	111.11%	119.76%	140.25%	162.07%	10	4	2	88%
South Texas	99.42%	n/a	119.44%	103.49%	98.55%	99.30%	98.79%	135.42%	111.11%	113.90%	n/a	111.86%	114.42%	111.73%	n/a	n/a	123.84%	140.25%	138.70%	10	5	0	100%
Southeast	111.18%	n/a	90.80%	106.92%	106.99%	100.63%	104.58%	133.33%	94.01%	108.77%	n/a	115.10%	93.40%	110.43%	n/a	131.23%	100.61%	122.85%	76.34%	8	6	2	88%
Tarrant	97.94%	n/a	88.14%	102.12%	101.43%	103.29%	119.87%	127.12%	94.65%	97.12%	n/a	83.61%	89.08%	101.92%	n/a	75.88%	87.75%	82.35%	141.04%	3	7	6	63%
Texoma	95.80%	n/a	129.92%	97.17%	105.64%	101.15%	107.02%	140.35%	92.59%	113.90%	n/a	120.63%	n/a	111.11%	n/a	120.00%	119.76%	81.70%	97.91%	9	5	1	93%
West Central	100.98%	n/a	92.32%	112.36%	99.51%	100.77%	111.97%	62.50%	87.08%	110.42%	n/a	118.48%	110.60%	65.91%	n/a	n/a	109.29%	100.18%	0.00%	5	5	5	67%
+P	10	0	12	17	8	2	24	23	5	9	0	11	12	11	0	15	10	5	11				185
MP	18	0	3	10	20	25	4	0	19	13	0	8	11	11	0	7	13	15	5				182
-P	0	0	13	1	0	1	0	5	4	6	0	8	4	6	0	4	4	7	9				72
% MP & +P	100%	N/A	54%	96%	100%	96%	100%	82%	86%	79%	N/A	70%	85%	79%	N/A	85%	85%	74%	64%				84%
From	7/19		10/19	10/19	7/18	1/18	7/18	1/18	7/18	1/18		1/18	7/18	1/18		1/18	7/18	1/18	1/18				From
To	8/19		11/19	11/19	9/18	3/18	9/18	3/18	9/18	3/18		3/18	9/18	3/18		3/18	9/18	3/18	3/18				To



WORKFORCE SOLUTIONS
of the Coastal Bend

Board of Directors Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, TX
February 20, 2020 - 3:00 pm

AGENDA - DRAFT

- I. Call to Order: *Gloria Perez, Chair*
- II. Roll Call: *Rosie Collin, Secretary*
- III. Announcement on Disclosure of Conflicts of Interest
Conflicts of Interest or Appearances 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.
- IV. Public Comments
- V. Board Comments
- VI. Discussion and Possible Action on Minutes of the December 12, 2019 Board of Directors Meeting
- VII. Chairman's Report: *Gloria Perez*
- VIII. President/CEO's Report: *Ken Trevino*
 - Business Development, Public Relations and Organizational Update
- IX. Committee Reports:
 - * *Child Care Services* *Marcia Keener, Chair*
 - * *Public Relations* *Carlos Ramirez, Vice Chair*
 - * *Workforce Services* *Ray De Los Santos, Jr., Chair*
- X. Discussion and Possible Action to Approve FY 2020 Budget Amendment #2:
Shileen Lee
(Reviewed and Approved for recommendation by Executive and Finance Committee on February 13, 2020)
- XI. Discussion and Possible Action to Authorize the President/CEO to Execute a Lease Agreement for Office Space for Board Staff Relocation and other business purposes (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071 to consult with its' Attorney and Texas Disciplinary Rules of Professional Conduct Rule 1.05):
(Reviewed and Approved for recommendation by Executive and Finance Committee on February 13, 2020)

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

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

XII. Discussion and Possible Action on the Employment Agreement for the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters):
(Reviewed and Approved for recommendation by Executive and Finance Committee on February 13, 2020)

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

1. Policy 4.0.101.11 – Support Services
2. Policy 4.1.104.05 – Individual Training Accounts (ITA)
(Recommended for approval at the February 6, 2020 Workforce Services Committee)

XIV. Information Only:

1. Monitoring Report: *Larry Peterson*
2. Financial Report: *Shileen Lee*
3. HR Update: *Shileen Lee*
4. Facilities Update: *Amy Villarreal*
5. Update on Future Procurements and Contract Renewals: *Robert Ramirez*
6. Performance Measure Update: *Andrea Byrd*

XV. Adjournment

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

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

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.

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Glossary of Terms

Program Title	Program Characteristics
Child Care	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
Non-Custodial Parent (NCP) Choices	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 (OAG) 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.
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).
Temporary Assistance for Needy Families (TANF)/Choices	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 Health and Human Services Commission (HHSC).
Trade Act Services	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
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 (ES), Unemployment Insurance (UI), SNAP E&T, Temporary Assistance to Needy Families (TANF), SSI (Supplemental Security Income), and the Texas Department of Criminal Justice (TDCJ).
Veterans Employment Services	Employers have quick access to the talents and expertise of veterans and eligible persons, e.g., spouses of deceased/disabled/MIA veterans, to fill job openings.
Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services	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.