



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Executive/Finance Committee Meeting**

**July 25, 2019  
1:30 pm**

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

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

## Strategic Goals

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

## Mission Statement

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

## Value Statement

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

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

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

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

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

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

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

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

## Disclosure and Declaration of a Conflict of Interest

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

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

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

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

## Code of Ethics

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

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



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**Corpus Christi, Texas**  
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**AGENDA**

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I. Call to Order: <i>Victor M. Gonzalez, Jr., 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>	
IV. Public Comments	
V. Discussion and Possible Action to Select a Service Provider for the Management and Operations of the Career Center Delivery System and Youth Development Services and Authorize the President/CEO to Enter into Contract Negotiations (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071: Consultation with Workforce Attorney and Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Rule 1.05).....	4-6
VI. 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  
July 25, 2019**

- \_\_\_\_\_ Victor M. Gonzalez, Jr., Chair
- \_\_\_\_\_ Velma Soliz-Garcia, Vice Chair
- \_\_\_\_\_ Rosie Collin, Secretary
- \_\_\_\_\_ Vince Goodwine, Parliamentarian
- \_\_\_\_\_ John Owen, Treasurer
- \_\_\_\_\_ Gloria D. Perez, Past Chair
- \_\_\_\_\_ Jesse Gatewood, Chair of Public Relations Committee
- \_\_\_\_\_ Marcia Keener, Chair of Child Care Services Committee
- \_\_\_\_\_ Velma Soliz-Garcia, Chair of Workforce Services Committee

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Signed

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Printed Name

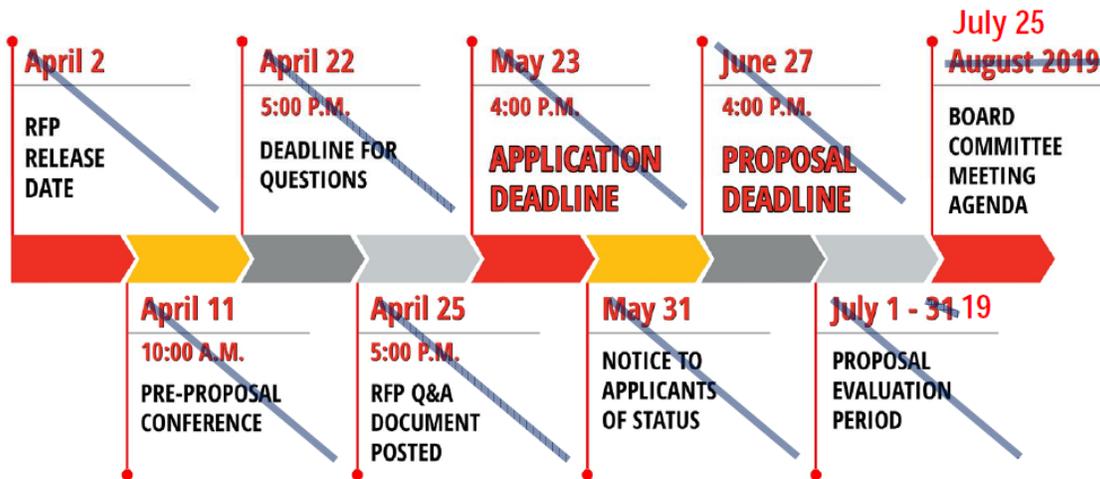
## ITEM FOR DISCUSSION AND POSSIBLE ACTION

V. Discussion and Possible Action to Select a Service Provider for the Management and Operations of the Career Center Delivery System and Youth Development Services and Authorize the President/CEO to Enter into Contract Negotiations

### BACKGROUND INFORMATION

On February 21, 2019 WFSCB’s Board of Directors approved the Executive Committee’s recommendation to start the procurement process for the Management and Operations of the Workforce Solutions of the Coastal Bend Career Center System. Immediately following this approval, Board staff developed a Request for Proposals (RFP) timeline and the content of the request for proposals to reflect the needs of the region.

Board staff have reported regularly to the Board of Directors regarding the progression of the RFP through the established timeline. To ensure full transparency in the process, reports have been provided as information items at committee meetings, Board meetings, and at meetings of the Chief Elected Officials.



On April 2, 2019, Workforce Solutions of the Coastal Bend (WFSCB) issued the solicitation for the above mentioned contract service. On April 11, 2019, WFSCB held a pre-proposal conference to provide an orientation to interested parties to explain and/or clarify the RFP and answer questions. The pre-proposal conference was well attended.

The procurement process contained several unique features. Most importantly was the three-step phase that allows Workforce Solutions the opportunity to fully vet potential proposers prior to the submission of proposals. The three-step phase includes:

- √ Application Phase – Interested parties must submit an application for qualification as a proposer. The application includes information regarding the organization’s history,

experience, performance, and fiscal integrity. Entities have to score a 75 or above to “pass” the application phase and be eligible to submit a proposal. This process provides Workforce Solutions the opportunity to examine the proposer’s history, qualifications, demonstrated workforce experience, and fiscal management systems, prior to the submission of proposals.

- √ Proposal Phase – Successful applicants (with a score of 75 or above) can submit a proposal for the contract services. Proposers must address the Board’s goals, site staffing and operations, program functions, employer and job seeker services, customer outcomes, quality of services, continuous improvement, and managing data systems and budgets.
- √ Pre-Award Review and Successful Contract Negotiations Phase – of A pre-award review of the selected entity will be conducted to determine the program and fiscal integrity of the entity and to verify proposal and application elements. Subsequently, contract negotiations will be held with the selected service provider.

In summary, the above process provides for a continuous quality review of the proposer’s organization capacity and systems integrity. The process allows the Board to address any potential concerns or problems in an effective and efficient manner.

Each organization that submitted an application were determined eligible to submit a proposal. The following five proposals were received:

- Arbor E&T dba ResCare Workforce Services
- Baker Ripley
- CECT Workforce Services
- C2 Global Professional Services, LLC
- Southwest Key Workforce Development, LLC

The evaluators’ report and scores will be provided to the Executive/Finance Committee and Board of Directors for consideration. Additionally, WFSCB’s leadership team have reviewed the proposals, the evaluators’ scores, and the report and concur with their decision.

Upon Board approval, Board Staff will subsequently be charged to negotiate a contract with the selected proposer. Part of the contract negotiations includes a pre-award survey of the proposer’s ability to deliver the services as proposed and the current financial integrity of the proposer. (This review is a routine requirement in such large contracts.)

Because there will be a transition of Career Center staff to a new service provider, Board Staff will also enter into Transition Agreements with the selected service provider and SERCO of Texas effective August 1, 2019 to ensure a smooth transition of participant files, staff, and continuity of services.

Staff will report back to the Board of Directors regarding the results of contract negotiations.

## **RECOMMENDATION**

The Executive/Finance Committee discuss the evaluations of the proposals and recommend to the full Board of Directors, the selection of a specific contractor for the Management and Operations of Coastal Bend Career Center System. It is also recommended that the RFP presentation given to Executive/Finance Committee be given to the full Board of Directors along with the Executive/Finance Committee's recommendation for a specific proposer.

## Glossary of Terms

Program Title	Program Characteristics
<b>Child Care</b>	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
<b>Non-Custodial Parent (NCP) Choices</b>	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.
<b>Supplemental Nutrition Assistance Program Employment and Training (SNAP E&amp;T)</b>	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).
<b>Temporary Assistance for Needy Families (TANF)/Choices</b>	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).
<b>Trade Act Services</b>	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
<b>The Workforce Information System of Texas (TWIST)</b>	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).
<b>Veterans Employment Services</b>	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.
<b>Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services</b>	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.
<b>Workforce Innovation and Opportunity Act (WIOA)</b>	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.