



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Child Care Services Committee Meeting**

**February 6, 2019  
2:00 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.



**Child Care Services Committee Meeting**  
**Staples Career Center – 520 N. Staples Street – Conference Room #1**  
**Corpus Christi, Texas**  
**February 6, 2019 – 2:00 pm**

**AGENDA**

*Page*

I. Call to Order: <i>Marcia Keener, Chair</i>	
II. Roll Call.....	2
III. Announcement on Disclosure of Conflicts of Interest <i>Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.</i>	
IV. Public Comments	
V. Discussion and Possible Action on Minutes of the December 5, 2018 Child Care Services Committee Meeting.....	3
VI. Review of Committee Charter and Initiatives for BCY 2019.....	4
VII. Information Only:	
1. Summary of Child Care Performance for the First Quarter of BCY 2019: <i>Denise Woodson</i> .....	5
2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY 2019: <i>Denise Woodson</i> .....	6-11
3. Action Plan for Child Care Performance for the Second Quarter of BCY 2019: <i>Denise Woodson</i> ....	12
4. Analysis of Coastal Bend Childcare: <i>Denise Woodson</i> .....	13-15
5. Update on Child Care Quality Program Activities: <i>Christina Miller</i> .....	16
VIII. Adjournment	

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

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

**Child Care Services Committee  
Roll Call Roster  
February 6, 2019**

\_\_\_\_\_ Marcia Keener, Chair

\_\_\_\_\_ Mary Gleason, Vice Chair

\_\_\_\_\_ Mary Afuso

\_\_\_\_\_ Noemi Aguilar

\_\_\_\_\_ Sara Garza

\_\_\_\_\_ Verna Portis

\_\_\_\_\_ Cleo Rodriguez Jr.

\_\_\_\_\_ Ed Sample

\_\_\_\_\_  
Signed

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

**MINUTES**  
**Workforce Solutions of the Coastal Bend - Child Care Services Committee Meeting**  
**Staples Career Center – 520 N. Staples Street, Conference Room #1**  
**Corpus Christi, TX**  
**December 5, 2018 – 3:00 pm**

**Committee Members**

**Present**

Marcia Keener, Chair  
Mary Gleason  
Mary Afuso  
Noemi Aguilar  
Sara Garza  
Cloe Rodriguez, Jr.

**Absent**

Tracy Florence  
Verna Portis  
Ed Sample

**Others Present**

Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Christina Miller, Workforce Solutions  
Heather Cleverley, Workforce Solutions  
Janet Neely, Workforce Solutions

**Other Board Members Present:**

- I. Call to Order**  
Ms. Keener called the meeting to order at 3:01 pm.
- II. Roll Call**  
The roll was called and a quorum was present.
- III. Announcement on Disclosure of Conflicts of Interest**  
Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines, and disclosures were requested at this time. None were made.
- IV. Public Comments**  
There were no public comments.
- V. Discussion and Possible Action on Minutes of the May 1, 2018 Committee Meeting**  
Ms. Gleason moved to approve the minutes of the May 1, 2018 Child Care Services Committee meeting. The motion was seconded and passed.
- VI. Information Only:**
  1. *Summary of Child Care Performance for the Fourth Quarter of BCY2018*  
Ms. Woodson announced Kenia Dimas as the new Director of Child Care. Ms. Woodson provided a summary of Child Care performance for the fourth quarter of BCY 2018 (included on page 6 of the December 5 agenda packet).
  2. *Summary of Child Care Performance for the Months of October and November of the First Quarter of BCY2019*  
Ms. Woodson provided a summary of Care performance for the months of October and November of the first quarter of BCY 2019 (included on pages 7-19 of the December 5 agenda packet).
  3. *Action Plan for Child Care Performance for the Second Quarter of BCY2019*  
Ms. Woodson provided information on an action plan for Child Care performance for the second quarter of BCY 2019 (included on page 20 of the December 5 agenda packet).
  4. *Update on Child Care Quality Program Activities*  
Ms. Miller provided an update on recent Child Care Quality Program activities.
- VII. Adjournment**  
The meeting adjourned at 3:44 pm.

## **DISCUSSION AND POSSIBLE ACTION**

### VI. Committee Initiatives for 2019 and Review of Charter

## **BACKGROUND INFORMATION**

Child Care Services Committee Charter:

### **CHILD CARE SERVICES**

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

## **RECOMMENDATION**

The Child Care Services Committee consider initiatives for 2019 and take any appropriate action on the information presented.

## **INFORMATION ONLY**

VII - 1. Summary of Child Care Performance for the First Quarter of BCY 2019

## **BACKGROUND**

Board staff will summarize child care performance for the fourth quarter of BCY 2019. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for the fourth quarter of BCY 2019.

## **INFORMATION ONLY**

VII - 2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY 2019.

## **BACKGROUND**

Board staff will summarize child care performance for the month of January of the second quarter of BCY 2019. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures.

**FY2019 - Direct Child Care Forecast**

**February 2019 as of January 29, 2019**

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 01-29-2019	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2218CCC000	10/1/2017	12/31/2018	\$ -	\$ -	\$ -	\$ 1,596,233	\$ 2,372,589	376	
CCC	2219CCC000	10/1/2018	10/31/2019	\$ 4,502,701	\$ 533,879	\$ 3,968,822				CCC amount shown as designated in contract
<b>Sub Total - CCC</b>				<b>\$ 4,502,701</b>	<b>\$ 533,879</b>	<b>\$ 3,968,822</b>	<b>\$ 1,596,233</b>	<b>\$ 2,372,589</b>	<b>376</b>	

CCF	2218CCF000	10/1/2017	12/31/2018	\$ 350,000	\$ 512,963	\$ (162,963)	\$ 8,209,731	\$ (3,361,023)	2,431	
CCF	2219CCF000	10/1/2018	10/31/2019	\$ 6,991,401	\$ 1,979,730	\$ 5,011,671				
<b>Sub Total - CCF</b>				<b>\$ 7,341,401</b>	<b>\$ 2,492,693</b>	<b>\$ 4,848,708</b>	<b>\$ 8,209,731</b>	<b>\$ (3,361,023)</b>	<b>2,431</b>	

<b>Sub Total - Formula Funds</b>	<b>\$ 11,844,102</b>	<b>\$ 3,026,572</b>	<b>\$ 8,817,530</b>	<b>\$ 9,805,964</b>	<b>\$ (988,434)</b>	<b>2,807</b>
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DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 01-29-2019	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
Coastal Bend College	18192C04	10/1/2017	12/31/2018	\$ 1,742,626	\$ -	\$ 1,742,626				Total 2019 CCM Amount shown here until broken out by contract.
City of Corpus Christi	18192C05	10/1/2017	12/31/2018	\$ -	\$ -	\$ -				
Del Mar College	18192C06	10/1/2017	12/31/2018	\$ -	\$ -	\$ -				
Texas A&M University-Kingsville	18192C07	10/1/2017	12/31/2018	\$ -	\$ -	\$ -				
Texas A&M University-Corpus Christi	18192C08	10/1/2017	12/31/2018	\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				
				\$ -	\$ -	\$ -				

<b>Sub Total - Local Match Funds</b>	<b>\$ 1,742,626</b>	<b>\$ -</b>	<b>\$ 1,742,626</b>	<b>\$ -</b>	<b>\$ 1,742,626</b>
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<b>Total</b>	<b>\$ 13,586,728</b>	<b>\$ 3,026,572</b>	<b>\$ 10,560,156</b>	<b>\$ 9,805,964</b>	<b>\$ 754,192</b>	<b>2,807</b>
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Percentage 22.28% 77.72% 72.17% 5.55%

**2,763** Performance Target (Discretionary & Mandatory)

### Fiscal Year 2019 - Enrollment Targets

Eligibility Characteristic	Enrollment As Of	Actual	Actual	Actual	Actual	Projected	Difference Over/(Under) to current month							
	1/29/2019 for 2/1/2019	Average Enrollment												
		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	
3 - Transitional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Low Income	2,458	2,160	2,309	2,400	2,456	2,504	2,504	2,504	2,504	2,504	2,504	2,504	2,504	(46)
16 - Homeless	16	16	21	20	17	17	17	17	17	17	17	17	17	(1)
														0
<b>Sub Total</b>	<b>2,474</b>	<b>2,176</b>	<b>2,330</b>	<b>2,420</b>	<b>2,473</b>	<b>2,521</b>	<b>(47)</b>							
1 - Choices	164	178	170	158	159	159	159	159	159	159	159	159	159	5
2 - Tanf Applicant	1	0	0	0	0	0	0	0	0	0	0	0	0	1
4 - SNAP E&T	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 - Former DFPS	219	224	221	213	220	220	220	220	220	220	220	220	220	(1)
														0
<b>Sub Total</b>	<b>384</b>	<b>402</b>	<b>391</b>	<b>371</b>	<b>379</b>	<b>5</b>								
<b>Total</b>	<b>2,858</b>	<b>2,578</b>	<b>2,721</b>	<b>2,791</b>	<b>2,852</b>	<b>2,900</b>	<b>(42)</b>							
			143	70	61	48	-	-	-	-	-	-	-	

**ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2019**

	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	
	Average # of Children for the month (self count)	((E+I)/(C+F) Utilization Rate)	Actual Units	Number of Billable Days	Actual Expenses	(G+J)/(E+I) Average Unit Rate	Remaining Projected Units	Remaining Projected Expenditures	(G+J) Total Actual/Projected Expenditures	
<b>A c t u a l</b>	<b>Oct-Actual</b>	2,578	99.8%	59,147	23	\$ 1,025,715	\$ 17.34	0	\$ 0	\$ 1,025,715
	<b>Nov-Actual</b>	2,721	97.7%	58,474	22	\$ 1,011,540	\$ 17.30	-	\$ -	\$ 1,011,540
	<b>Dec-Actual</b>	2,791	98.1%	57,473	21	\$ 989,317	\$ 17.21	-	\$ -	\$ 989,317
<b>P r o j e c t i o n</b>	<b>Jan-Proj</b>	2,852	97.3%	0	23	\$ -	\$ 17.49	63,802	\$ 1,116,110	\$ 1,116,110
	<b>Feb-Proj</b>	2,900	99.0%	0	20	\$ -	\$ 16.99	57,420	\$ 975,740	\$ 975,740
	<b>Mar-Proj</b>	2,900	99.0%	0	21	\$ -	\$ 17.13	60,291	\$ 1,032,860	\$ 1,032,860
	<b>Apr-Proj</b>	2,900	99.0%	0	22	\$ -	\$ 17.32	63,162	\$ 1,093,684	\$ 1,093,684
	<b>May-Proj</b>	2,900	99.0%	0	23	\$ -	\$ 17.47	66,033	\$ 1,153,741	\$ 1,153,741
	<b>Jun-Proj</b>	2,900	98.9%	0	20	\$ -	\$ 18.49	57,344	\$ 1,060,081	\$ 1,060,081
	<b>Jul-Proj</b>	2,900	99.0%	0	23	\$ -	\$ 18.49	66,033	\$ 1,221,061	\$ 1,221,061
	<b>Aug-Proj</b>	2,900	99.0%	0	22	\$ -	\$ 18.49	63,162	\$ 1,167,971	\$ 1,167,971
	<b>Sep-Proj</b>	2,900	99.0%	0	21	\$ -	\$ 16.33	60,291	\$ 984,715	\$ 984,715
<b>TOTALS / AVERAGE</b>	2,845	98.7%	175,094	261	\$ 3,026,572	\$ 17.52	557,539	\$ 9,805,964	\$ 12,832,536	

Actual Exp matched

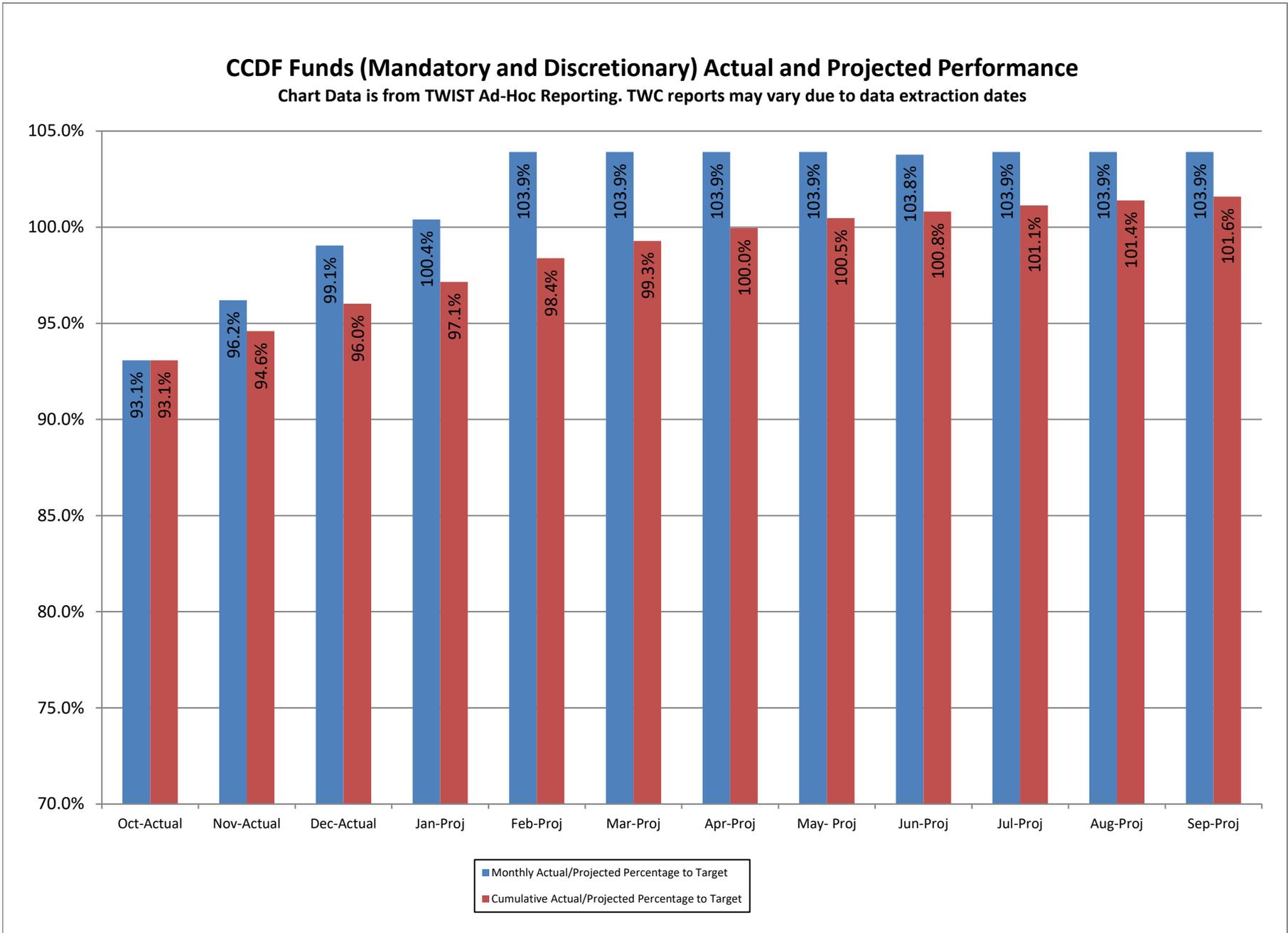
**Total Actual and Projected Expenditures** \$ 12,832,536

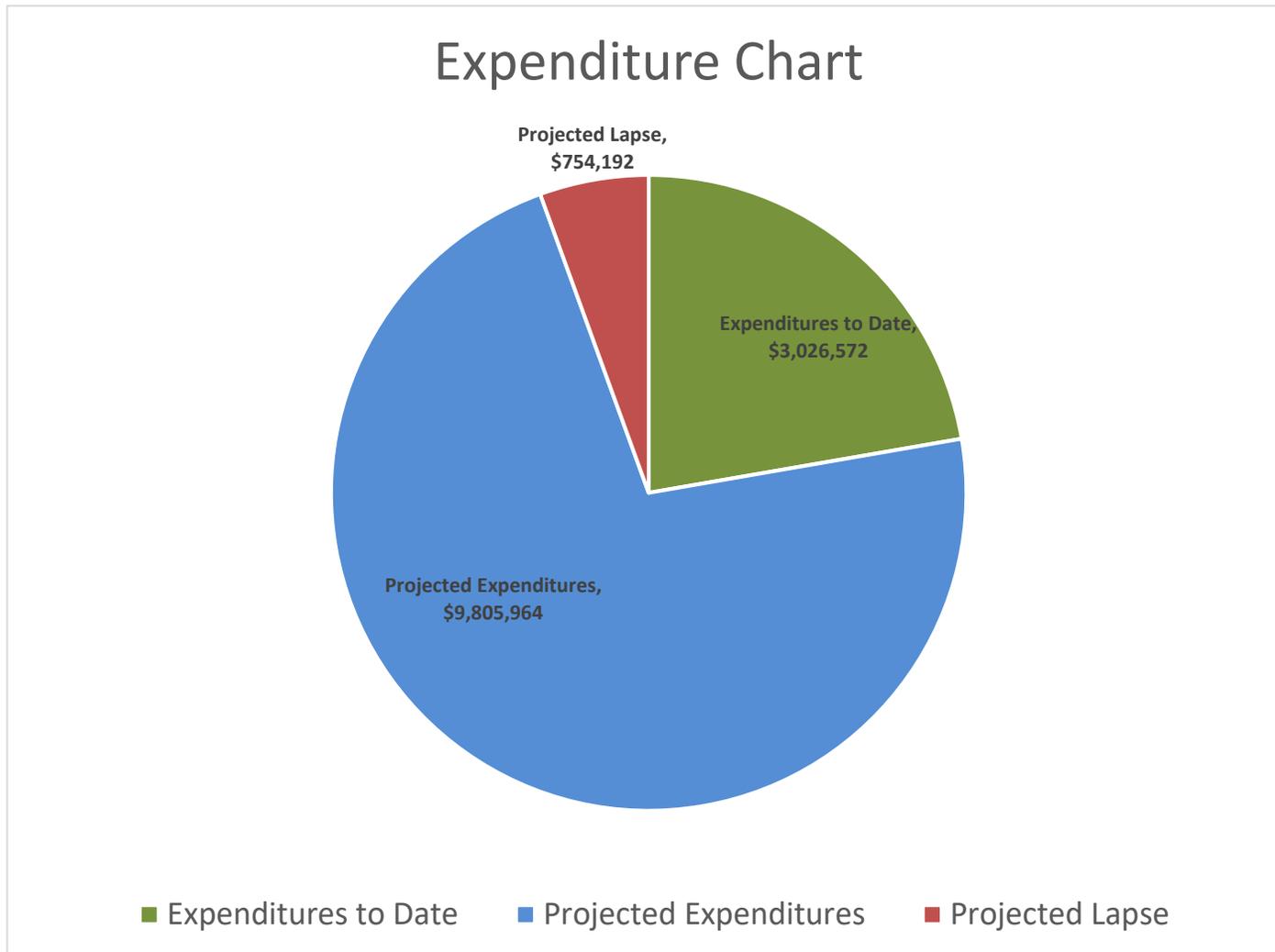
**Total Direct Child Care Services Budget** \$ 13,586,728

**Net Balance** \$ 754,192  
 (Total "CC Services Budget" minus "Total Actual & Projected Expenditures")

**Projected Average Number of Units Served** 2,807  
 (Total of "Number of Actual + Projected Units / 12 months)

**Projected Average Unit Rate for the Year** \$ 17.52





**INFORMATION ONLY**

VII - 3. Action Plan for Child Care Performance for the Second Quarter of BCY 2019.

**BACKGROUND**

Board staff will present an action plan for child care performance for the second quarter of BCY 2019.

## INFORMATION ONLY

### VII.4 - Analysis of Coastal Bend Child Care

## BACKGROUND

The Board receives a monthly report from TWC that analyzes child care performance with respect to several factors. The most current monthly report regarding child care performance was received on January 28, 2019. Included in the report was a program analysis for the month of November 2018 that contained the following information:

- Average number of children in care – 2,660
- Average cost per unit (Board performance) - \$17.31
- Average cost per unit (Mandatory Care) - \$21.32
- Number of licensed centers – 124
- Percentage of children in licensed centers – 96.7%
- Number of licensed homes – 14
- Percentage of children in licensed homes – 2.6%
- Number of registered homes – 5
- Percentage of children in registered homes – 0.6%
- Total registered providers – 143
- Number of listed relative homes – 0
- Percentage of children in listed relative homes – 0%
- Total relative providers – 0
- Percentage of Choices Program – 6.3%
- Percentage of Other Mandatory – 8.2%
- Percentage of (Board Performance) Discretionary – 85.6%
- Percentage of Former DFPS Only – 8.2%
- Number of children on wait list – 125
- Enrollment is currently closed

**Coastal Bend Child Care Analysis (as per TWC Data)  
BCY2018**

FY2018 Month	Average Number of Children in Care	Contracted Target	Board Perform. % of Target	Discretionary Average Cost Per Unit	Mandatory Average Cost Per Unit	Number of licensed centers	Number of licensed homes	Number of Registered homes	Total Registered Providers
October	2,273	2,115	107.5	\$16.17	\$20.19	118	18	4	140
November	2,193	2,111	103.9	\$16.17	\$20.09	117	17	4	138
December	2,141	2,106	101.7	\$16.07	\$20.35	118	17	4	139
January	2,153	2,102	102.4	\$16.19	\$20.29	118	18	4	140
February	2,284	2,098	108.8	\$16.02	\$20.48	119	17	5	141
March	2,393	2,094	114.3	\$16.31	\$20.40	117	16	5	138
April	2,451	2,090	117.2	\$16.22	\$20.41	117	16	5	138
May	2,418	2,086	115.9	\$16.56	\$20.52	116	16	5	137
June	2,298	2,087	110.1	\$17.52	\$21.54	95	16	5	116
July	2,298	2,087	110.1	\$17.64	\$21.47	92	16	5	113
August	2,304	2,413	95.48	\$18.88	\$22.36	119	16	5	140
September	2,431	2,541	95.67	\$16.88	\$21.32	123	14	4	141
October									
November									
December									

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

FY2019 Month	Average Number of Children in Care	Contracted Target	Board Perform. % of Target	Discretionary Average Cost Per Unit	Mandatory Average Cost Per Unit	Number of licensed centers	Number of licensed homes	Number of Registered homes	Total Registered Providers
October	2,575	2,641	93.94	\$17.35	\$21.12	125	15	5	145
November	2,660	2,741	97.04	\$17.31	\$21.32	124	14	5	143
December									
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

## INFORMATION ONLY

### VII - 5. Update on Child Care Quality Program Activities

## BACKGROUND

Board staff will provide a summary of professional development training activities that were provided for child care directors and staff during the first quarter of BCY 2019. These trainings are listed below.

1. January 30, 2019            Child Development Associate (CDA) Professional Development Training Orientation
2. February 12, 2019        CDA Professional Development Training Classes (begin)
3. February 19, 2019        *“Personnel Issues in Early Care and Education”* presented By Keith Scott
4. February 20, 2019        *“Developing Talkers” Vocabulary* presented by Dr. Beverly Ashley
5. March 6, 2019            *“Creating and Maintaining Effective Work Teams”* Presented by Keith Scott

## 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.