Child Care Services Committee Meeting

May 9, 2019
3:00 pm

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

www.workforcesolutionscb.org
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.

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.

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.

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
AGENDA

I. Call to Order: Marcia Keener, Chair

II. Roll Call

III. Announcement on Disclosure of Conflicts of Interest

Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this
time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items.
Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is
included at the end of this agenda.

IV. Public Comments

V. Discussion and Possible Action on Minutes of the February 6, 2019 Child Care Services Committee
Meeting

VI. Items for Discussion and Possible Action:
1. Policy #2.0.410.00 – Recoupment of Funds: Shileen Lee

VII. Information Only:
2. Summary of Child Care Performance for the Second Quarter of BCY 2019: Denise Woodson
3. Summary of Child Care Performance for the Month of April of the Third Quarter of BCY 2019:
   Denise Woodson
4. Action Plan for Child Care Performance for the Third Quarter of BCY 2019: Denise Woodson
5. Analysis of Coastal Bend Childcare: Denise Woodson
6. Update on Child Care Quality Program Activities: Christina Miller

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
May 9, 2019

_____ Marcia Keener, Chair
_____ Mary Gleason, Vice Chair
_____ Mary Afuso
_____ Noemi Aguilar
_____ Sara Garza
_____ Verna Portis
_____ Cleo Rodriguez Jr.
_____ Ed Sample

_____________________________
Signed

_____________________________
Printed Name
Committee Members
Present: Marcia Keener, Chair
Mary Gleason, Vice Chair
Sara Garza
Cleo Rodriguez, Jr.
Ed Sample

Absent: Mary Afuso
Noemi Aguilar
Verna Portis

Others Present: Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Denise Woodson, Workforce Solutions
Christina Miller, Workforce Solutions
Vicki Stonum, Workforce Solutions
Heather Cleverley, Workforce Solutions
Janet Neely, Workforce Solutions
Neil Hanson, BakerRipley
Kenia Dimas, BakerRipley

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

VI. Review of Committee Charter and Initiatives for BCY 2019
Ms. Woodson reviewed the Committee Charter and Initiatives for BCY 2019.

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.

I. Call to Order
Ms. Keener called the meeting to order at 2:04 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 December 5, 2018 Committee Meeting
Mr. Rodriguez moved to approve the minutes of the December 5, 2016 Child Care Services Committee meeting. The motion was seconded and passed.

VII. Information Only:
1. Summary of Child Care Performance for the First Quarter of BCY2019
2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY2019
Ms. Woodson provided handouts on updated information. Mr. Hanson provided a summary of Child Care performance for the first quarter of BCY 2019 and the month of January of the second quarter of BCY 2019. (included on pages 5-11 of the February 6 agenda packet).

3. **Action Plan for Child Care Performance for the Second Quarter of BCY 2019**
Ms. Woodson provided information on an action plan for Child Care performance for the second quarter of BCY 2019. (included on page 12 of the February 6 agenda packet).

4. **Analysis of Coastal Bend Child Care**
Ms. Woodson provided an Analysis of Coastal Bend Child Care for the month of November 2018 (included on pages 13-15 of the February 6 agenda packet).

5. **Update on Child Care Quality Program Activities**
Ms. Miller provided an update on Child Care Quality Program activities.

Mr. Trevino recognized Ms. Woodson, Ms. Miller and Ms. Stonum for the work that they do.

Mr. Rodriguez recognized the team as well.

Ms. Keener congratulated for elections. Ms. Keener thanked everyone for taking the time out of their day to attend the meeting.

Mr. Hanson introduced Ms. Kenia Dimas in November as the Director of Child Care. Mr. Hanson stated he is proud to have Ms. Dimas on board with BakerRipley.

**VIII. Adjournment**
The meeting adjourned at 2:43 pm.
VI. Board Policies Related Policies and Procedures

BACKGROUND INFORMATION

Board Professionals have reviewed and made recommended changes to the following Board policies.

**Policy #2.0.410.00 – Recoupment of Funds**
Contractor will now be responsible for recoupment of funds. Board will provide oversight.

RECOMMENDATION

Board Professionals recommend the approval of policies as amended.
POLICY

CATEGORY: Finance
SUBJECT: Recoupment of Funds
SUPERSEDES: June 30, 2015 October 31, 2016 October 1, 2003, No. 2.0.410.0240
EFFECTIVE: June 30 October 31, 2016

I. PURPOSE:
The purpose of this policy is to set procedures for the recoupment of funds owed to Workforce Solutions of the Coastal Bend, (the Board).

II. DEFINITIONS:
Board—Coastal Bend Workforce Development Board dba Workforce Solutions of the Coastal Bend.

Contractor—Child Care Contractor responsible for implementing Child Care Services within the area.

Debtor—An individual responsible for the care and supervision of the child identified as the child’s natural parent, adoptive parent, stepparent, or legal guardian.

III. POLICY STATEMENT:
The Board is committed to the highest standards of accountability in its handling and expenditure of public funds. The Board shall make every reasonable effort to recoup any and all funds owed to the Board due to the following actions:

- Fraud/program abuse;
- Theft;
- Malfeasance;
- Misapplication of funds;
- Gross mismanagement/Negligence;
- Incorrect payments;
- Employee/participant misconduct;
- Cost of child care services provided during appeal process which turns unfavorable towards the parent;
- Willful disregard of federal, state, and local rules, regulations, policies and procedures, and program requirements;
- Failure to observe accepted standards of administration; and
- As a result of Board, TWC, DOL monitoring reviews or audits.

Failure to respond or take appropriate action to make arrangements for payment of funds owed may be cause for the Board to refer the case for prosecution through the appropriate law enforcement agency. Prosecution will be sought under the Texas Penal Code and other state and local laws.
federal laws. The TWC tracking and reporting system, PIRTS will be used for all items that meet criteria.

IV. PROCEDURES:

Under discovery that funds are owed to the Board, the Contractor will follow procedures outlined in WD-21-16, Change 1. The Board will monitor through reporting that the Contractor is following these procedures and provide oversight as necessary. The Board Child Care Director will approve contractor procedures to ensure all program rules are be followed and updated as necessary. Depending on the action causing the requirement for recoupment of funds, the following procedures will be processed:

- Written notification will be sent to the debtor via certified mail by the Contractor.

- The notification shall include the following:
  - Information on the debt owed;
  - Amount of the debt;
  - Required timeframe for response. Required to schedule a meeting, within ten days of receipt of letter, to discuss options and resolution for repayment;
  - Name and title of staff person to contact;
  - Statement advising if no contact made within the 10 day timeframe, prosecution for recoupment of funds owed will be sought.

- Before negotiating a new agreement, the Contractor will verify that the debtor does not have any other outstanding agreements. Past due balance must be paid prior to negotiating a new agreement. If the prior past due balance cannot be liquidated, the balance must be carryover to the new agreement. Debtors can only have one outstanding Payment Plan Agreement at any time.

- Upon meeting with the debtor and a payment plan has been initiated and agreed upon, a formal Payment Plan Agreement shall be completed in the Child Care Recoupment database and signed by both parties (debtor and the Contractor). A copy of the completed form will be given to the debtor and an electronic copy will be forwarded to the Board’s Fiscal Department. After verifying the parent information in TWIST, the Fiscal Department will approve and transfer the formal Payment Plan Agreement to the active cases in the child care recoupment database.

- The Board’s Fiscal Department will mail recoupment statements to the debtor once a repayment agreement is established. The Contractor will send a demand letter from the child care recoupment database if overpayment is not remitted timely (see attached document). If the payment is not received within 30 days of the pay-by date, the Contractor will issue a 15th day termination letter to the debtors in the active case file.

- Once recoupment for any reason is identified Contractor will pay Board and track and recoup any payments.

- Contractor will provide Board Child Care Director and CFO a monthly listing of all recoupments.

- Payments received are processed once a week as follows:
The Board’s Finance Department collects the money orders from the safe, and gives the money orders to the receptionist to log in. The receptionist prepares a check log and returns the money orders and a hard copy of the check log to the Finance Manager or Chief Financial Officer. The Chief Financial Officer or Finance Manager verifies the log against the money orders. After signing the log, the Chief Financial Officer or Finance Manager releases the log and money orders to the Accountant for deposit. The Accountant submits an electronic deposit to the bank and creates a batch to post to the accounting system. The Finance Manager posts the deposit and updates the debtor account in the child care recoupment database. The finance Manager attached the payment log to the deposit and submits the deposit to the Chief Finance Officer for approval. Copies of money orders and statements for the weekly deposit are forwarded to the accountant for filing in the debtor’s file.

If the debt collection efforts agreed upon prove unsuccessful, recoupment of outstanding funds may be sought by prosecution through the appropriate law enforcement agency. The debtor shall be notified by certified mail that such action will be taken for failure to pay as agreed.

Questionable Costs

In the event that questionable costs are discovered and the process completed as per Board policy, such costs are payable to the Board. Notification will be sent to the service provider by the Board’s President/CEO. Payments are due into the Board within five working days upon receipt of the notification.

Note: Refer to Policy No. 4.3.105.01 “Child Care Related Funds Recovery”, and Policy No. 2.0.412.01 “Questionable Costs” for detailed procedures.

V. RELATED POLICY INFORMATION:
WD Letter 13-11, Change 1
WD Letter 21-16, Change 1

VI. FORMS:
Payment Plan Agreement
Recoupment Statement
Demand Letters

VII. DISTRIBUTION:
X Board
X Board Staff
X Contracted Staff
VIII. SIGNATURES:

Reviewed by EO Officer ______________________ Date ______________________

Pres/CEO ______________________ Date ______________________
VII. Let’s Talk About Child Care: The Who, What, When, Why, and How

BACKGROUND

Board staff will present an overview of the components related to the direct care child care and quality care contracts that Workforce Solutions of the Coastal Bend (WFSCB) receives from the Texas Workforce Commission (TWC) each contract year.

BACKGROUND

Board staff will summarize child care performance for the month of April of the third quarter of BCY 2019. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures.
VII - 2. Summary of Child Care Performance for the Second Quarter of BCY 2019

BACKGROUND

Board staff will summarize child care performance for the second quarter of BCY2019. Attached are charts indicating actual enrollments, expenditures, and monthly performance measures for the second quarter of BCY 2019.
## FY2019 - Direct Child Care Forecast

### April 2019 as of April 1, 2019

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CONTRACT</th>
<th>Start Date</th>
<th>End Date</th>
<th>BUDGET AMOUNT</th>
<th>AMOUNT EXPENDED As of 04/02/2019</th>
<th>BALANCE</th>
<th>PROJECTED UNPAID CLAIMS</th>
<th>SURPLUS / DEFICIT</th>
<th>Annual Performance Potential</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC 2218CCC000</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ -</td>
<td>$ 329,360</td>
<td>$ (329,360)</td>
<td>$ 1,276,176</td>
<td>$ 2,340,146</td>
<td>381</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCC 2219CCC000</td>
<td>10/1/2018</td>
<td>10/31/2019</td>
<td>$ 4,502,701</td>
<td>$ 557,010</td>
<td>$ 3,945,682</td>
<td>$ 1,276,176</td>
<td>$ 2,340,146</td>
<td>381</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total - CCC</strong></td>
<td></td>
<td></td>
<td>$ 4,502,701</td>
<td>$ 886,379</td>
<td>$ 3,616,322</td>
<td>$ 1,276,176</td>
<td>$ 2,340,146</td>
<td>381</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCF 2218CF000</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ 350,000</td>
<td>$ 1,486,138</td>
<td>$ (1,136,138)</td>
<td>$ 6,847,651</td>
<td>$ (3,765,309)</td>
<td>2,525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCF 2219CF000</td>
<td>10/1/2018</td>
<td>10/31/2019</td>
<td>$ 6,991,401</td>
<td>$ 2,772,921</td>
<td>$ 4,218,480</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total - CCF</strong></td>
<td></td>
<td></td>
<td>$ 7,341,401</td>
<td>$ 4,259,059</td>
<td>$ 3,082,342</td>
<td>$ 6,847,651</td>
<td>$ (3,765,309)</td>
<td>2,525</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total - Formula Funds</strong></td>
<td></td>
<td></td>
<td>$ 11,844,102</td>
<td>$ 5,145,438</td>
<td>$ 6,698,664</td>
<td>$ 8,123,827</td>
<td>$ (1,425,163)</td>
<td>2,906</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coastal 2019C04</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ 1,742,626</td>
<td>$ -</td>
<td>$ 1,742,626</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of C 1819CC05</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Del Mar 1819CC06</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A 1819CC07</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Texas A 1819CC08</td>
<td>10/1/2017</td>
<td>12/31/2018</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total - Local Match Funds</strong></td>
<td></td>
<td></td>
<td>$ 1,742,626</td>
<td>$ -</td>
<td>$ 1,742,626</td>
<td>$ -</td>
<td>$ 1,742,626</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$ 13,586,728</td>
<td>$ 5,145,438</td>
<td>$ 8,441,290</td>
<td>$ 8,123,827</td>
<td>$ 317,463</td>
<td>2,906</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage</td>
<td></td>
<td></td>
<td>37.87%</td>
<td>62.13%</td>
<td>59.79%</td>
<td>2.34%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reconciliation to Contract:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Funds Management Budget</td>
<td></td>
<td></td>
<td>$ 13,586,728</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCP Funds in Contract</td>
<td></td>
<td></td>
<td>$ 1,515,618</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Funds in Contract</td>
<td></td>
<td></td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Budgets in reports</strong></td>
<td></td>
<td></td>
<td>$ 15,102,346</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Amount</td>
<td></td>
<td></td>
<td>$ 15,102,346</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Variance and Explanation</strong></td>
<td></td>
<td></td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Fiscal Year 2019 - Enrollment Targets

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc Retention</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - Transit</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 - Low Income</td>
<td>2,579</td>
<td>2,160</td>
<td>2,309</td>
<td>2,400</td>
<td>2,456</td>
<td>2,539</td>
<td>2,561</td>
<td>2,681</td>
<td>2,681</td>
<td>2,681</td>
<td>2,681</td>
<td>2,681</td>
<td>2,681</td>
</tr>
<tr>
<td>16 - Home</td>
<td>19</td>
<td>16</td>
<td>21</td>
<td>20</td>
<td>17</td>
<td>20</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Sub Total</td>
<td>2,598</td>
<td>2,176</td>
<td>2,330</td>
<td>2,420</td>
<td>2,473</td>
<td>2,559</td>
<td>2,703</td>
<td>2,703</td>
<td>2,703</td>
<td>2,703</td>
<td>2,703</td>
<td>2,703</td>
<td>2,703</td>
</tr>
<tr>
<td>Manditory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - Choice</td>
<td>153</td>
<td>178</td>
<td>170</td>
<td>158</td>
<td>159</td>
<td>164</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td>2 - TANF Assistance</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 - SNAP</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15 - Former</td>
<td>227</td>
<td>224</td>
<td>221</td>
<td>213</td>
<td>220</td>
<td>236</td>
<td>226</td>
<td>226</td>
<td>226</td>
<td>226</td>
<td>226</td>
<td>226</td>
<td>226</td>
</tr>
<tr>
<td>Sub Total</td>
<td>381</td>
<td>402</td>
<td>391</td>
<td>371</td>
<td>379</td>
<td>401</td>
<td>387</td>
<td>387</td>
<td>387</td>
<td>387</td>
<td>387</td>
<td>387</td>
<td>387</td>
</tr>
<tr>
<td>Total</td>
<td>2,979</td>
<td>2,578</td>
<td>2,721</td>
<td>2,791</td>
<td>2,852</td>
<td>2,960</td>
<td>2,970</td>
<td>3,090</td>
<td>3,090</td>
<td>3,090</td>
<td>3,090</td>
<td>3,090</td>
<td>3,090</td>
</tr>
</tbody>
</table>

Fiscal Year 2019 - Enrollment Targets

<table>
<thead>
<tr>
<th>Enrollment As Of</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Difference Over/(Under) to current month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

143    70    61    108    10    120    -    -    -    -    -    -
# ALL FUNDS - CHILD CARE FORECASTING PROFILE - TARGET ENROLLMENT - FY 2019

<table>
<thead>
<tr>
<th></th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct-Actual</td>
<td>2,578</td>
<td>99.7%</td>
<td>59,145</td>
<td>23</td>
<td>$1,024,036</td>
<td>17.31</td>
<td>-</td>
<td>-</td>
<td>$1,024,036</td>
<td></td>
</tr>
<tr>
<td>Nov-Actual</td>
<td>2,721</td>
<td>97.6%</td>
<td>58,446</td>
<td>22</td>
<td>$1,009,424</td>
<td>17.27</td>
<td>-</td>
<td>-</td>
<td>$1,009,424</td>
<td></td>
</tr>
<tr>
<td>Dec-Actual</td>
<td>2,791</td>
<td>97.6%</td>
<td>57,205</td>
<td>21</td>
<td>$980,106</td>
<td>17.13</td>
<td>0</td>
<td>0</td>
<td>$980,106</td>
<td></td>
</tr>
<tr>
<td>Jan-Actual</td>
<td>2,852</td>
<td>98.2%</td>
<td>64,384</td>
<td>23</td>
<td>$1,123,810</td>
<td>17.45</td>
<td>-</td>
<td>-</td>
<td>$1,123,810</td>
<td></td>
</tr>
<tr>
<td>Feb-Actual</td>
<td>2,960</td>
<td>100.3%</td>
<td>59,355</td>
<td>20</td>
<td>$1,008,063</td>
<td>16.98</td>
<td>-</td>
<td>-</td>
<td>$1,008,063</td>
<td></td>
</tr>
<tr>
<td><strong>Projection</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar-Proj</td>
<td>2,970</td>
<td>99.0%</td>
<td>0</td>
<td>21</td>
<td>$ -</td>
<td>17.13</td>
<td>61,746</td>
<td>$1,057,672</td>
<td>$1,057,672</td>
<td></td>
</tr>
<tr>
<td>Apr-Proj</td>
<td>3,090</td>
<td>99.0%</td>
<td>0</td>
<td>22</td>
<td>$ -</td>
<td>17.29</td>
<td>67,300</td>
<td>$1,163,587</td>
<td>$1,163,587</td>
<td></td>
</tr>
<tr>
<td>May-Proj</td>
<td>3,090</td>
<td>97.3%</td>
<td>0</td>
<td>23</td>
<td>$ -</td>
<td>17.46</td>
<td>69,116</td>
<td>$1,206,591</td>
<td>$1,206,591</td>
<td></td>
</tr>
<tr>
<td>Jun-Proj</td>
<td>3,090</td>
<td>98.9%</td>
<td>0</td>
<td>20</td>
<td>$ -</td>
<td>18.47</td>
<td>70,359</td>
<td>$1,299,261</td>
<td>$1,299,261</td>
<td></td>
</tr>
<tr>
<td>Jul-Proj</td>
<td>3,090</td>
<td>97.3%</td>
<td>0</td>
<td>22</td>
<td>$ -</td>
<td>18.48</td>
<td>66,105</td>
<td>$1,221,509</td>
<td>$1,221,509</td>
<td></td>
</tr>
<tr>
<td>Aug-Proj</td>
<td>3,090</td>
<td>97.3%</td>
<td>0</td>
<td>22</td>
<td>$ -</td>
<td>18.48</td>
<td>66,111</td>
<td>$1,221,509</td>
<td>$1,221,509</td>
<td></td>
</tr>
<tr>
<td>Sep-Proj</td>
<td>3,090</td>
<td>99.0%</td>
<td>0</td>
<td>21</td>
<td>$ -</td>
<td>16.30</td>
<td>64,241</td>
<td>$1,047,162</td>
<td>$1,047,162</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>2,951</td>
<td>98.5%</td>
<td>298,535</td>
<td>261</td>
<td>$5,145,438</td>
<td>17.49</td>
<td>459,978</td>
<td>$8,123,827</td>
<td>$13,269,265</td>
<td></td>
</tr>
</tbody>
</table>

Actual and Projected Expenditures

$13,269,265

**Total Direct Child Care Services Budget**

$13,586,728

**Net Balance**

$317,463

(Total "CC Services Budget" minus "Total Actual & Projected Expenditures")

**Projected Average Number of Units**

2,906

(Total of "Number of Actual + Projected Units / 12 months")

**Projected Average Unit Rate for the**

17.49
CCDF Funds (Mandatory and Discretionary) Actual and Projected Performance

Chart Data is from TWIST Ad-Hoc Reporting. TWC reports may vary due to data extraction dates.

Monthly Actual/Projected Percentage to Target
Cumulative Actual/Projected Percentage to Target

- Oct-Actual
- Nov-Actual
- Dec-Actual
- Jan-Actual
- Feb-Actual
- Mar-Proj
- Apr-Proj
- May-Proj
- Jun-Proj
- Jul-Proj
- Aug-Proj
- Sep-Proj

- 84.0%
- 85.4%
- 86.5%
- 87.8%
- 89.5%
- 90.6%
- 91.9%
- 92.8%
- 93.5%
- 94.2%
- 94.5%
- 95.0%

- 84.0%
- 85.4%
- 86.5%
- 87.8%
- 89.5%
- 90.6%
- 91.9%
- 92.8%
- 93.5%
- 94.2%
- 94.5%
- 95.0%

- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%
- 100.0%

- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%
- 105.0%

Legend:
- Blue: Monthly Actual/Projected Percentage to Target
- Red: Cumulative Actual/Projected Percentage to Target

BACKGROUND

Board staff will present an action plan for child care performance for the third quarter of BCY 2019.
VII.5 - Analysis of Coastal Bend Child Care

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 April 16, 2019. Included in the report was a program analysis for the month of February 2019 that contained the following information:

- Average number of children in care – 2,962
- Average cost per unit (Board performance) - $17.00
- **Average cost per unit (Mandatory Care) - $21.55**
- Number of licensed centers – 125
- Percentage of children in licensed centers – 96.8%
- Number of licensed homes – 16
- Percentage of children in licensed homes – 2.6%
- Number of registered homes – 4
- Percentage of children in registered homes – 0.6%
- Total registered providers – 145
- Number of listed relative homes – 0
- Percentage of children in listed relative homes – 0%
- Total relative providers – 0
- Percentage of Choices Program – 5.5%
- Percentage of Other Mandatory – 8.0%
- Percentage of (Board Performance) Discretionary – 86.5%
- Percentage of Former DFPS Only – 8.0%
- Number of children on wait list – 110
- Enrollment is currently closed
Coastal Bend Child Care Analysis (as per TWC Data)
BCY2019

<table>
<thead>
<tr>
<th>FY2019 Month</th>
<th>Average Number of Children in Care</th>
<th>Contracted Target</th>
<th>Board Perform. % of Target</th>
<th>Discretionary Average Cost Per Unit</th>
<th>Mandatory Average Cost Per Unit</th>
<th>Number of licensed centers</th>
<th>Number of licensed homes</th>
<th>Number of Registered homes</th>
<th>Total Registered Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>2,578</td>
<td>2,641</td>
<td>97.61</td>
<td>$17.35</td>
<td>$21.12</td>
<td>125</td>
<td>15</td>
<td>5</td>
<td>145</td>
</tr>
<tr>
<td>November</td>
<td>2,660</td>
<td>2,741</td>
<td>97.04</td>
<td>$17.31</td>
<td>$21.32</td>
<td>124</td>
<td>14</td>
<td>5</td>
<td>143</td>
</tr>
<tr>
<td>December</td>
<td>2,737</td>
<td>2,759</td>
<td>99.20</td>
<td>$17.21</td>
<td>$21.62</td>
<td>124</td>
<td>14</td>
<td>4</td>
<td>142</td>
</tr>
<tr>
<td>January</td>
<td>2,791</td>
<td>2,759</td>
<td>101.16</td>
<td>$17.48</td>
<td>$21.66</td>
<td>127</td>
<td>15</td>
<td>4</td>
<td>146</td>
</tr>
<tr>
<td>February</td>
<td>2,962</td>
<td>2,759</td>
<td>107.36</td>
<td>$17.00</td>
<td>$21.55</td>
<td>125</td>
<td>16</td>
<td>4</td>
<td>145</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2018 Month</td>
<td>Average Number of Children in Care</td>
<td>Contracted Target</td>
<td>Board Perform. % of Target</td>
<td>Discretionary Average Cost Per Unit</td>
<td>Mandatory Average Cost Per Unit</td>
<td>Number of licensed centers</td>
<td>Number of licensed homes</td>
<td>Number of Registered homes</td>
<td>Total Registered Providers</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
<td>-------------------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>October</td>
<td>2,273</td>
<td>2,115</td>
<td>107.5</td>
<td>$16.17</td>
<td>$20.19</td>
<td>118</td>
<td>18</td>
<td>4</td>
<td>140</td>
</tr>
<tr>
<td>November</td>
<td>2,193</td>
<td>2,111</td>
<td>103.9</td>
<td>$16.17</td>
<td>$20.09</td>
<td>117</td>
<td>17</td>
<td>4</td>
<td>138</td>
</tr>
<tr>
<td>December</td>
<td>2,141</td>
<td>2,106</td>
<td>101.7</td>
<td>$16.07</td>
<td>$20.35</td>
<td>118</td>
<td>17</td>
<td>4</td>
<td>139</td>
</tr>
<tr>
<td>January</td>
<td>2,153</td>
<td>2,102</td>
<td>102.4</td>
<td>$16.19</td>
<td>$20.29</td>
<td>118</td>
<td>18</td>
<td>4</td>
<td>140</td>
</tr>
<tr>
<td>February</td>
<td>2,284</td>
<td>2,098</td>
<td>108.8</td>
<td>$16.02</td>
<td>$20.48</td>
<td>119</td>
<td>17</td>
<td>5</td>
<td>141</td>
</tr>
<tr>
<td>March</td>
<td>2,393</td>
<td>2,094</td>
<td>114.3</td>
<td>$16.31</td>
<td>$20.40</td>
<td>117</td>
<td>16</td>
<td>5</td>
<td>138</td>
</tr>
<tr>
<td>April</td>
<td>2,451</td>
<td>2,090</td>
<td>117.2</td>
<td>$16.22</td>
<td>$20.41</td>
<td>117</td>
<td>16</td>
<td>5</td>
<td>138</td>
</tr>
<tr>
<td>May</td>
<td>2,418</td>
<td>2,086</td>
<td>115.9</td>
<td>$16.56</td>
<td>$20.52</td>
<td>116</td>
<td>16</td>
<td>5</td>
<td>137</td>
</tr>
<tr>
<td>June</td>
<td>2,298</td>
<td>2,087</td>
<td>110.1</td>
<td>$17.52</td>
<td>$21.54</td>
<td>95</td>
<td>16</td>
<td>5</td>
<td>116</td>
</tr>
<tr>
<td>July</td>
<td>2,298</td>
<td>2,087</td>
<td>110.1</td>
<td>$17.64</td>
<td>$21.47</td>
<td>92</td>
<td>16</td>
<td>5</td>
<td>113</td>
</tr>
<tr>
<td>August</td>
<td>2,304</td>
<td>2,413</td>
<td>95.48</td>
<td>$18.88</td>
<td>$22.36</td>
<td>119</td>
<td>16</td>
<td>5</td>
<td>140</td>
</tr>
<tr>
<td>September</td>
<td>2,431</td>
<td>2,541</td>
<td>95.67</td>
<td>$16.88</td>
<td>$21.32</td>
<td>123</td>
<td>14</td>
<td>4</td>
<td>141</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VII - 6. Update on Child Care Quality Program Activities

BACKGROUND

Board staff will provide a summary of professional development training activities that will be held for child care directors and staff during the third quarter of BCY2019. These trainings are listed below.

1. April 10, 2019  “Taking the “Bite” Out of Lesson Planning” presented by Dr. Rhonda Richardson.
2. April 25, 2019  Child Development Associate (CDA) class ends (9 participants)
3. April 25, 2019  “Integrating the Frogstreet Curriculum into the Classroom Daily Schedule” by Dr. Beverly Ashley
4. May 30, 2019  “CDA” Reception
5. June 15, 2019  “3rd Annual Home Providers Symposium”
## Glossary of Terms

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