



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **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](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  
May 9, 2019 – 3:00 pm**

**AGENDA**

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I. Call to Order: <i>Marcia Keener, Chair</i>	
II. Roll Call.....	2
III. Announcement on Disclosure of Conflicts of Interest <i>Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.</i>	
IV. Public Comments	
V. Discussion and Possible Action on Minutes of the February 6, 2019 Child Care Services Committee Meeting.....	3-4
VI. Items for Discussion and Possible Action:	
1. Policy #2.0.410.00 – Recoupment of Funds: <i>Shileen Lee</i> .....	5-9
VII. Information Only:	
1. Let’s Talk About Child Care: The Who, What, When, Why, and How: <i>Denise Woodson</i> .....	10
2. Summary of Child Care Performance for the Second Quarter of BCY 2019: <i>Denise Woodson</i> .....	11
3. Summary of Child Care Performance for the Month of April of the Third Quarter of BCY 2019: <i>Denise Woodson</i> .....	12-16
4. Action Plan for Child Care Performance for the Third Quarter of BCY 2019: <i>Denise Woodson</i> .....	17
5. Analysis of Coastal Bend Childcare: <i>Denise Woodson</i> .....	18-20
6. Update on Child Care Quality Program Activities: <i>Christina Miller</i> .....	21
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.



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**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

**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**  
**February 6, 2019 – 3:00 pm**

**Committee Members**

**Present**

Marcia Keener, Chair  
Mary Gleason, Vice Chair  
Sara Garza  
Cleo Rodriguez, Jr.  
Ed Sample

**Other Board Members Present:**

**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 BCY2019*

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.

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

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**

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<b>CATEGORY:</b>	Finance	<b>No.:</b> 2.0.410.0321
<b>SUBJECT:</b>	Recoupment of Funds	
<b>SUPERSEDES:</b>	<del>June 30, 2015</del> <u>October 31, 2016</u> <del>October 1, 2003</del> , No. 2.0.410.0210	
<b>EFFECTIVE:</b>	<del>June 30</del> <u>October 31, 2016</u>	

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**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’ 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



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. ~~dependent 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 remonthpayment 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 15<sup>th</sup> 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 III for deposit. The Accountant III 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:**

Board                       Board Staff                       Contracted Staff

**VIII. SIGNATURES:**

_____	_____
<b>Reviewed by EO Officer</b>	<b>Date</b>
_____	_____
<b>Pres/CEO</b>	<b>Date</b>
_____	_____

## **INFORMATION ONLY**

### 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.

## **INFORMATION ONLY**

VII - 3. Summary of Child Care Performance for the Month of April of the Third Quarter of BCY 2019.

## **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.

## **INFORMATION ONLY**

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**

DESCRIPTION	CONTRACT	Start Date	End Date	BUDGET AMOUNT	AMOUNT EXPENDED As of 04-02-2019	BALANCE	PROJECTED UNPAID CLAIMS	SURPLUS / DEFICIT	Annual Performance Potential	Assumptions
CCC	2218CCC000	10/1/2017	12/31/2018	\$ -	\$ 329,360	\$ (329,360)	\$ 1,276,176	\$ 2,340,146	381	CCC amount shown as designated in contract
CCC	2219CCC000	10/1/2018	10/31/2019	\$ 4,502,701	\$ 557,019	\$ 3,945,682				
<b>Sub Total - CCC</b>				<b>\$ 4,502,701</b>	<b>\$ 886,379</b>	<b>\$ 3,616,322</b>	<b>\$ 1,276,176</b>	<b>\$ 2,340,146</b>	<b>381</b>	
CCF	2218CCF000	10/1/2017	12/31/2018	\$ 350,000	\$ 1,486,138	\$ (1,136,138)	\$ 6,847,651	\$ (3,765,309)	2,525	
CCF	2219CCF000	10/1/2018	10/31/2019	\$ 6,991,401	\$ 2,772,921	\$ 4,218,480				
<b>Sub Total - CCF</b>				<b>\$ 7,341,401</b>	<b>\$ 4,259,059</b>	<b>\$ 3,082,342</b>	<b>\$ 6,847,651</b>	<b>\$ (3,765,309)</b>	<b>2,525</b>	

<b>Sub Total - Formula Funds</b>	<b>\$ 11,844,102</b>	<b>\$ 5,145,438</b>	<b>\$ 6,698,664</b>	<b>\$ 8,123,827</b>	<b>\$ (1,425,163)</b>	<b>2,906</b>
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									Total 2019 CCM Amount shown here until broken out by contract.
Coastal E	18192C04	10/1/2017	12/31/2018	\$ 1,742,626	\$ -	\$ 1,742,626			
City of C	18192C05	10/1/2017	12/31/2018	\$ -	\$ -	\$ -			
Del Mar C	18192C06	10/1/2017	12/31/2018	\$ -	\$ -	\$ -			
Texas A&	18192C07	10/1/2017	12/31/2018	\$ -	\$ -	\$ -			
Texas A&	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>\$ 5,145,438</b>	<b>\$ 8,441,290</b>	<b>\$ 8,123,827</b>	<b>\$ 317,463</b>	<b>2,906</b>
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Percentage 37.87% 62.13% 59.79% 2.34%

**3,060** Perform:

**Reconciliation to Contract:**

Total Funds Management Budget	\$ 13,586,728
CCP Funds in Contract	\$ 1,515,618
Other Funds in Contract	\$ -

Total Budgets in reports \$ 15,102,346

Contract Amount \$ 15,102,346

Variance and Explanation \$ -

## Fiscal Year 2019 - Enrollment Targets

	Enrollment As Of	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Difference Over/(Under) to current month
		Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	Average Enrollment	
Eligibility Characteristic	4/1/2019	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	

Disc retio nary															
	3 - Transit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - Low In	2,579	2,160	2,309	2,400	2,456	2,539	2,561	2,681	2,681	2,681	2,681	2,681	2,681	2,681	(102)
16 - Home	19	16	21	20	17	20	22	22	22	22	22	22	22	22	(3)
															0
<b>Sub Total</b>	<b>2,598</b>	<b>2,176</b>	<b>2,330</b>	<b>2,420</b>	<b>2,473</b>	<b>2,559</b>	<b>2,583</b>	<b>2,703</b>	<b>2,703</b>	<b>2,703</b>	<b>2,703</b>	<b>2,703</b>	<b>2,703</b>	<b>2,703</b>	<b>(105)</b>

Ma nda tory															
	1 - Choice	153	178	170	158	159	164	160	160	160	160	160	160	160	160
2 - Tanf A	1	0	0	0	0	1	1	1	1	1	1	1	1	1	0
4 - SNAP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 - Forme	227	224	221	213	220	236	226	226	226	226	226	226	226	226	1
															0
<b>Sub Total</b>	<b>381</b>	<b>402</b>	<b>391</b>	<b>371</b>	<b>379</b>	<b>401</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>387</b>	<b>(6)</b>

<b>Total</b>	<b>2,979</b>	<b>2,578</b>	<b>2,721</b>	<b>2,791</b>	<b>2,852</b>	<b>2,960</b>	<b>2,970</b>	<b>3,090</b>	<b>3,090</b>	<b>3,090</b>	<b>3,090</b>	<b>3,090</b>	<b>3,090</b>	<b>3,090</b>	<b>(111)</b>
			143	70	61	108	10	120	-	-	-	-	-	-	



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

	C	D	E	F	G	H	I	J	K	L
		Average # of Children for the month (self count)	((E+I)/(C+F) Utilization Rate	Actual Units	Number of Billable Days	Actual Expenses	(G+J)/(E+I) Average Unit Rate	Remaining Projected Units	Remaining Projected Expenditures	(G+J) Total Actual/Projected Expenditures
Actual										
	Oct-Actual	2,578	99.7%	59,145	23	\$ 1,024,036	\$ 17.31	-	\$ -	\$ 1,024,036
	Nov-Actual	2,721	97.6%	58,446	22	\$ 1,009,424	\$ 17.27	-	\$ -	\$ 1,009,424
	Dec-Actual	2,791	97.6%	57,205	21	\$ 980,106	\$ 17.13	0	\$ 0	\$ 980,106
	Jan-Actual	2,852	98.2%	64,384	23	\$ 1,123,810	\$ 17.45	-	\$ -	\$ 1,123,810
	Feb-Actual	2,960	100.3%	59,355	20	\$ 1,008,063	\$ 16.98	-	\$ -	\$ 1,008,063
Projection										
	Mar-Proj	2,970	99.0%	0	21	\$ -	\$ 17.13	61,746	\$ 1,057,672	\$ 1,057,672
	Apr-Proj	3,090	99.0%	0	22	\$ -	\$ 17.29	67,300	\$ 1,163,587	\$ 1,163,587
	May-Proj	3,090	97.3%	0	23	\$ -	\$ 17.46	69,116	\$ 1,206,591	\$ 1,206,591
	Jun-Proj	3,090	98.9%	0	20	\$ -	\$ 18.46	61,105	\$ 1,128,045	\$ 1,128,045
	Jul-Proj	3,090	99.0%	0	23	\$ -	\$ 18.47	70,359	\$ 1,299,261	\$ 1,299,261
	Aug-Proj	3,090	97.3%	0	22	\$ -	\$ 18.48	66,111	\$ 1,221,509	\$ 1,221,509
	Sep-Proj	3,090	99.0%	0	21	\$ -	\$ 16.30	64,241	\$ 1,047,162	\$ 1,047,162
<b>TOTALS / AVERAGE</b>		2,951	98.5%	298,535	261	\$ 5,145,438	\$ 17.49	459,978	\$ 8,123,827	\$ 13,269,265

Actual Exp matched

**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")

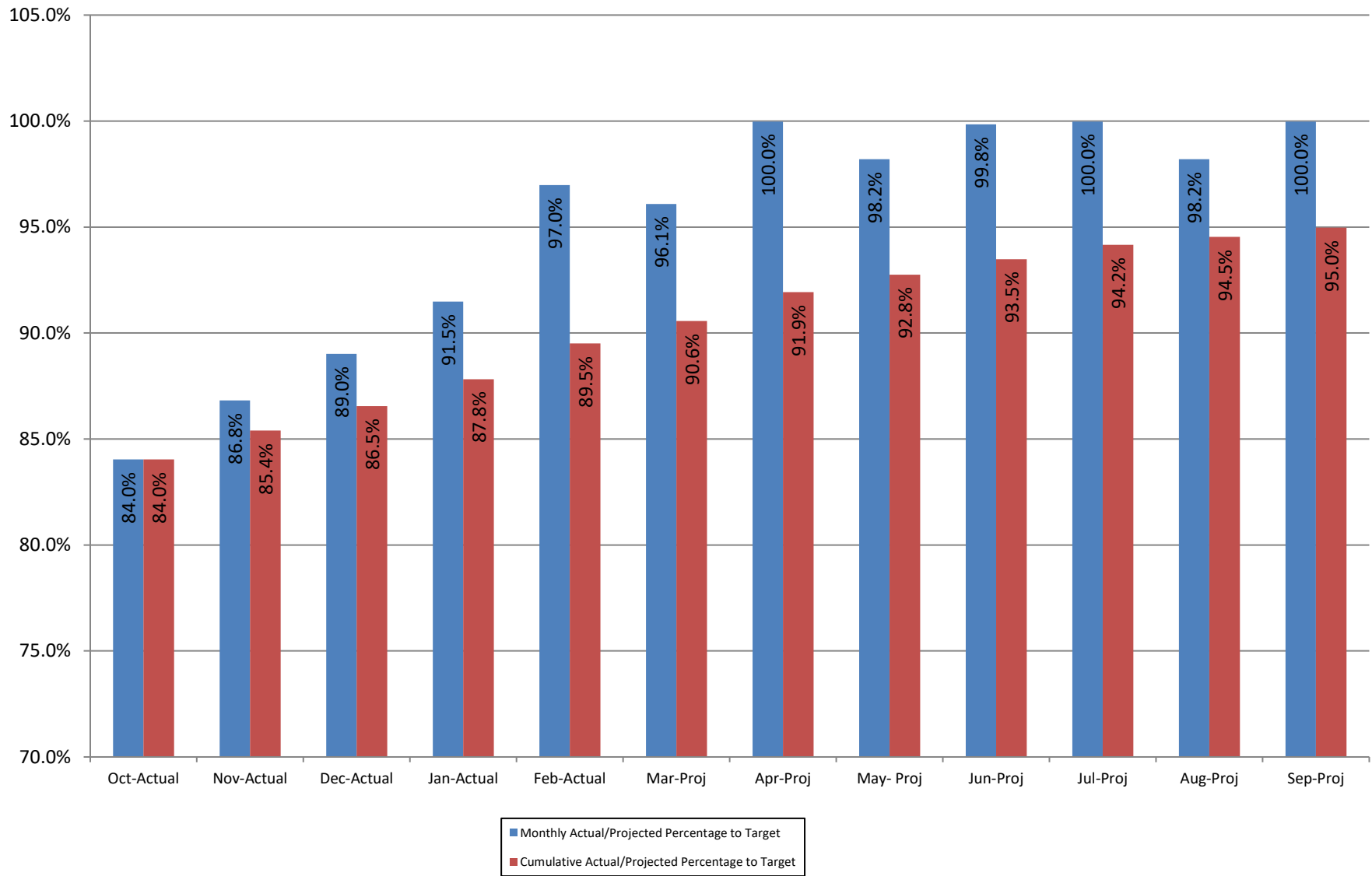
**Projected Average Number of Units** 2,906

(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



**INFORMATION ONLY**

VII - 4. Action Plan for Child Care Performance for the Third Quarter of BCY 2019.

**BACKGROUND**

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

## INFORMATION ONLY

### VII.5 - 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 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**

FY2019 Month	Average Number of Children in Care	Contracted Target	Board Perform. % of Target	Discretionary Average Cost Per Unit	Mandatory Average Cost Per Unit	Number of licensed centers	Number of licensed homes	Number of Registered homes	Total Registered Providers
October	2,578	2,641	97.61	\$17.35	\$21.12	125	15	5	145
November	2,660	2,741	97.04	\$17.31	\$21.32	124	14	5	143
December	2,737	2,759	99.20	\$17.21	\$21.62	124	14	4	142
January	2,791	2,759	101.16	\$17.48	\$21.66	127	15	4	146
February	2,962	2,759	107.36	\$17.00	\$21.55	125	16	4	145
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

**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									

## INFORMATION ONLY

### 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                        *“3<sup>rd</sup> Annual Home Providers Symposium”*

## 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.