



WORKFORCE SOLUTIONS
of the Coastal Bend

Executive/Finance Committee Meeting

**May 14, 2020
3:00 pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/85883218499>

833 548 0276 US Toll-free
Meeting ID: 858 8321 8499

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

Understanding – We are serious and passionate about delivering our services with compassion and empathy.

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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

XII. Items for Discussion and Possible Action:

- Discussion and Possible Action to Authorize the President/CEO to Execute Options for Renewal of Contracts: *Robert Ramirez*.....22-23
- Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Economy and Labor Market Tool: *Robert Ramirez*.....24
- Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Information Technology Assessment and Strategic Plan: *Robert Ramirez*.....25
- Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Registered Apprenticeship Training Project: *Robert Ramirez*.....26

XIII. Information Only:

1. MIP Outage: *Shileen Lee* 27
2. Audit Update: *Janet Pitman*..... 28
3. Financial Update: *Shileen Lee*.....29-33
4. Facilities Update: *Amy Villarreal* 34
5. Update on Future Procurements and Contract Renewals: *Robert Ramirez* 35-55
6. Performance Measure Update: *Amy Villarreal*..... 56-61
7. Draft Agenda for the May 21, 2020 Board of Directors Meeting: *Ken Trevino*..... 62-63

XIV. Adjournment

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

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

**Executive/Finance Committee Meeting
Roll Call Roster
May 14, 2020**

_____ Gloria Perez, Chair

_____ John Owen, Vice Chair

_____ Rosie Collin, Secretary

_____ Vince Goodwine, Parliamentarian

_____ Velma Soliz-Garcia, Treasurer

_____ Victor Gonzalez, Jr., Past Chair

_____ Jesse Gatewood, Chair of Public Relations Committee

_____ Marcia Keener, Chair of Child Care Services Committee

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

Signed

Printed Name

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Staples Career Center, 520 N. Staples Street, Conference Room #1
Corpus Christi, Texas
February 13, 2020 – 3:00 pm**

Committee Members

Present

Gloria D. Perez, Chair
John Owen, Vice Chair
Victor M. Gonzalez, Jr.
Jesse Gatewood
Marcia Keener
Ray De Los Santos, Jr.

Absent

Rosie Collin
Vince Goodwine
Velma Soliz-Garcia

Others Present

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

Other Board Members Present

I. Call to Order

Ms. Perez called the meeting to order at 3:00 pm.

II. Roll Call

The roll was called and a quorum was present.

III. Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines and disclosures were requested at this time. None were made.

IV. Public Comments

There were no public comments.

V. Discussion and Possible Action on Minutes of the November 14, 2019 Executive/Finance Committee Meeting

Mr. Gatewood moved to approve the minutes of the November 14, 2019 Executive/Finance Committee meeting. The motion was seconded and passed.

VI. Discussion and Possible Action on Minutes of the December 12, 2019 Executive/Finance Committee Meeting

Mr. Gonzalez moved to approve the minutes of the December 12, 2019 Executive/Finance Committee meeting. The motion was seconded and passed.

VII. Discussion and Possible Action on Minutes of the January 16, 2020 Executive/Finance Committee Meeting

Mr. Owen moved to approve the minutes of the January 16, 2020 Executive/Finance Committee meeting. The motion was seconded and passed.

VIII. Chairman's Report

Ms. Perez acknowledged and thanked the Executive/Finance Committee for having the confidence in appointing her to serve as the Chair for Workforce Solutions of the Coastal Bend.

Ms. Perez stated she worked with Vice Chair John Owen to solidify all Committee Chair and Vice Chair appointments.

Ms. Perez attended Reception hosted by Representative Todd Hunter and the Port of Corpus Christi for newly appointed Secretary of State Ruth Hughs.

US Conference of Mayors/Workforce Development Council Re-Election

Ms. Perez recognized Mr. Trevino for being elected to the US Conference of Mayors/Workforce Development Council Board of Trustees and has served on the Workforce Development Council since 2014. He was also appointed to the Executive Committee as Membership Co-Chair.

Meetings with President/CEO

Ms. Perez attended weekly briefings with President/CEO Mr. Trevino.

IDN Reception

Ms. Perez attended the Inclusive Development Network (IDN) Reception with Ms. Villarreal and Mr. Gonzalez where Nueces County Judge Barbara Canales, Chairman for the Port of Corpus Christi Commission Charles Zahn, Jr., and Corpus Christi City Manager Peter Zaroni were guest speakers.

Upcoming Events:

Board of Directors

The Board of Directors is scheduled to meet at 3:00 pm on Thursday, February 20, 2020 at the Staples Career Center in conference room #1.

CEO Council

The CEO Council is scheduled to meet at 12 noon on Friday, February 21, 2020 at the Keach Family Library in Robstown.

IX. President/CEO's Report

Mr. Trevino provided highlights from the following President/CEO report distributed at the meeting, including: Conference Call with CEO Adrian Lopez Workforce Solutions Alamo; and Rockport Chamber of Commerce Luncheon with Judge Mills, Judge Blaschke, Judge Saenz, Velma Soliz-Garcia and Board Staff to receive updates on Gulf Coast Growth Ventures.

- Citizens for Educational Excellence Board Meeting/New member training – January 9
- Meeting with Texas 2036 Representatives Margaret Spellings and Enisha Williams with Emily Martinez – January 13
- Meeting with Board Chair Gloria Perez, Vice-Chair John Owen, Treasurer Velma Soliz-Garcia and Shileen Lee – January 14
- Attended the US Conference of Mayors/Workforce Development Council Meeting, Reappointed to WDC Board of Trustees and Executive Committee as Membership Co-Chair – January 21-24
- Attended Del Mar College Board of Trustees Meeting – January 27
- Attended Corpus Christi Medical Center Board of Trustees Meeting – January 28
- Conference Call with CEO Adrian Lopez Workforce Solutions Alamo – January 30
- Attended Inclusive Development Network Convening and Reception – February 4-5
- Conference Call with Workforce Development Council Committee Members – February 5
- March of Dimes, March for Babies Kick off rally – February 6

- Rockport Chamber of Commerce Luncheon with Judge Mills, Judge Blaschke, Judge Saenz, Velma Soliz-Garcia and Board Staff to receive updates on Gulf Coast Growth Ventures – February 11

Upcoming Events:

- Board of Directors Meeting – February 20
- Chief Elected Official Council meeting – February 21

X. Committee Reports

Child Care Services

Ms. Keener provided a report on the February 4, 2020 Child Care Services Committee (included on page 13 of the February 13 agenda packet). Ms. Woodson provided additional information.

Public Relations

Mr. Gatewood provided a report on the February 5, 2020 Public Relations Committee meeting (included on page 14 of the February 13 agenda packet). Mr. Gatewood stated he was unable to attend the meeting and Vice Chair Mr. Ramirez stepped up in his absence. Mr. Gatewood thanked Ms. Perez for attending the Public Relations Committee meeting and making a quorum.

Workforce Services

Mr. De Los Santos, Jr. provided a report on the February 6, 2020 Workforce Services Committee meeting (included on pages 15-16 of the February 13 agenda packet).

XI. Discussion and Possible Action to Approve FY 2020 Budget Amendment #2:

Ms. Lee provided information on the FY 2020 Budget Amendment #2 (included on pages 17-19 of the February 13 agenda packet).

Mr. Owen moved to approve the FY 2020 Budget Amendment #2. The motion was seconded and passed.

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

The meeting was called into closed session at 3:34 pm. The closed session ended at 4:03 pm.

No action taken.

XIII. Discussion and Possible Action on the Employment Agreement for the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)

Ms. Keener moved that the Performance Incentive for Awards Earned and Received for the year 2019 as contained in Paragraph 4c of the Employment Agreement executed June 22, 2018 with the President/CEO be approved and that such amount be paid to the President/CEO immediately.

The motion was seconded and passed.

XIV. Information Only:

1. *Monitoring Report*

Mr. Peterson provided a Monitoring Report for the months of September 2019 – January 2020 (included on pages 24-26 of the February 13 agenda packet). TWC requires that monitoring results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies.

Workforce Solutions – Board

Fiscal & Program Reviews

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

Local Findings

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

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

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

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

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

➤ **Local Match Contract Certifications – 2nd half of 2018-2019**

- \$438,232 in Expenditures were certified and submitted to TWC.

➤ **Child Care Local Match Agreements 2018-2019 – Monitoring Reviews**

- Del Mar College
- Coastal Bend College
- City of Corpus Christi
- TAMU Kingsville
- TAMU Corpus Christi

Conclusion: No issues noted

➤ **Personal Identifiable Information (PII) Review – Region Wide Observations**

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

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

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

SERCO of Texas

Program Reviews

➤ **NCP (Non-Custodial Parent)/Choices Review – Report 9/18/19**

- Three (3) cases had case notes entered in TWIST that were not entered in the Office of Attorney General (OAG) data collection system, COLTS.

Conclusion:

- Staff updated notes in TWIST and COLTS, where possible.
- TWIST and COLTS case notes will mirror each other to ensure compliance.

➤ **SNAP E&T Support Services Review – Report 12/10/19** – Transportation Assistance Directive

- Based on a review of all \$10 gas assistance given on the day of their SNAP E&T orientation (prior to 9/30/19), 41 of 122 cases reviewed did not have any job search documented in TWIST to justify the \$10 assistance and did not participate in the program passed the orientation. Thus, SERCO has \$410 (41 X \$10) of questioned costs.

Conclusion:

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

C2 Global Professional Services, LLC

Program Reviews

➤ **SNAP E&T Review – Report 11/22/19**

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

Conclusion:

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

➤ **TANF/Choices Review 1/10/20**

- Three (3) cases had miscalculated timesheets submitted to the case file that were accepted by the Career Counselor.
- One (1) case had no documentation for timesheet hours entered in TWIST
- One (1) case did not have approval signatures on the timesheet.

- Five (5) cases had numerous timesheet/job search hour errors including hours on wrong dates and the wrong hours entered into TWIST.
- One (1) case had documentation for two (2) Transportation Support Services (SS) in the file but had not been entered into TWIST.

Conclusion:

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

BakerRipley, Inc.

Program Review

➤ **Child Care File Reviews (2)**

Finding:

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

Conclusion:

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

2. *Financial Report*

Ms. Lee presented the December Financial Report (included on pages 27-30 of the February 13 agenda packet).

3. *HR Update*

Ms. Lee provided an update on HR (included on page 31 of the February 13 agenda packet).

4. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 32 of the February 13 agenda packet).

5. *Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on Future Procurements and Contract Renewals (included on pages 33-53 of the February 13 agenda packet).

6. *Performance Measure Update*

Ms. Villarreal presented the Performance Measure Update for November 2019 (included on pages 54-59 of the February 13 agenda packet).

7. *Draft Agenda for the February 20, 2020 Board of Directors Meeting*

Mr. Trevino provided a draft agenda for the February 20, 2020 Board of Directors meeting (included on pages 60-61 of the February 13 agenda packet).

XV. Adjournment

The meeting adjourned at 4:26 pm.

COMMITTEE REPORT

VIII – 1. Child Care Services

Committee: Child Care Services

Marcia Keener, Chair

Cleo Rodriguez Jr., Vice Chair

Mary Afuso

Sara Garza

Ed Sample

Mary Gleason

Dr. Marc Puig

Catrina Wilson

Date of Committee meeting: May 5, 2020

The Committee did have a quorum.

The following items were discussed at the meeting:

1. Summary of Child Care Performance for the Months of January and February of the Second Quarter of BCY2020
2. Impact of COVID-19 Pandemic Public Health Crisis on Child Care Services (CCS) Program Providers and Customers
3. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees
4. COVID-19 Pandemic – Supplemental Parent Share of Cost (PSC) Fees to Child Care Providers
5. COVID-19 Essential Worker Emergency Child Care Services and Enrollment Application
6. COVID-19 Pandemic Attendance Tracking Collection
7. Frontline Child Care Availability Portal
8. COVID-19 Pandemic Child Care Survey Responses
9. Update on Texas Rising Star (TRS) Program Activities during the COVID-19 Pandemic

The Committee took the following action:

The Committee approved the Minutes of the February 4, 2020 Child Care Services Committee Meeting.

COMMITTEE REPORT

VIII – 2. Public Relations

Committee: Public Relations

Jesse Gatewood, Chair

Carlos Ramirez

C. Michelle Unda

Tracy Florence

Arnoldo Cantu

Omar Lopez

Parrish Jones

Ofelia Hunter

Date of Committee meeting: May 6, 2020

The Committee did have a Quorum.

The following items were discussed at the meeting:

PUBLIC RELATIONS (New Charter)

Responsible for the expansion of an awareness/outreach plan to broaden public recognition of programs/services. Oversight of the development of WFSCB's Annual Report and other tools used to report the progress of programs/services.

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

The following items were discussed at the meeting:

1. Jobs and Education for Texans (JET) Grant Check Presentations – Beeville Independent School District - \$248,079, and Sinton Independent School District - \$190,569 – Texas Workforce Commissioner Representing Labor, Julian Alvarez, was the keynote speaker at two JET Grant Check presentations at Beeville and Sinton High Schools on February 26, 2020. Both events were well attended and received.
2. COVID-19 Strategic Outreach Plan (Redirect) – WFSCB launched its COVID-19 Strategic Outreach and Social Media Plan on March 2, 2020 when the intensity of the situation was growing and the need to get information out as quickly as possible to inform the public, staff, community partners and anyone else utilizing WFSCB services. An overview of the strategy and the steps taken were presented to the committee.
 - New Messaging, Collaboration and Direction with the Texas Workforce Commission Outreach Strategy
 - Signage/Posters/Flyers
 - Website COVID-19 Resources Page
 - Social Media Action Plan
 - Integration of Communication Technology – Zoom, GoTo Meetings, Microsoft Teams, Conference Calls, Facetime and Social Media
 - Workforce Solutions for Employers Virtual Town Hall

3. The Workforce Insider Repurposed – With the COVID-19 pandemic, WFSCB felt it was important to repurpose the monthly Workforce Insider to maintain a balance between historical data and current information that is relevant and important to the community. The Committee discussed the new direction and ideas.
4. Women Empowered (WE) Summit 2020 New Strategy – WFSCB had to change up the strategy for many upcoming events that included large gatherings of people. The new plan will include a Virtual WE Summit over a few days and focus on COVID-19 Resources for entrepreneurs and business leaders. Keynote speaker and guest is Texas Secretary of State Ruth R. Hughs. Plans were highlighted.
5. Virtual Events Update – WFSCB has enhanced its communication technology by working with online video platforms. New avenues are being explored to provide training and resources with tools such as Career Coach, WorkInTexas.com and program orientations.
6. Media/Social/Outreach Coverage - February – May 2020 (TV, Print, Radio & Social Media Platforms)
7. Labor Market Information – Local Labor Market Information for March 2020. Two new databases were featured which included the new Texas Workforce Commission (TWC) Unemployment Insurance (UI) Claims Dashboard and the COVID-19 Coastal Bend Impact Database. To check out the TWC UI Claims Dashboard Interactive Map, go to <https://texasmapsonline.com/portal/apps/MapSeries/index.html?appid=e3e490c4196a45868610f65b72e9f303>.

The Committee took the following action:

The Committee approved the Minutes of the February 5, 2020 Public Relations Committee Meeting. The Committee approved the Public Relations Committee Charter for 2020.

COMMITTEE REPORT

VIII – 3. Workforce Services

Committee: Workforce Services

Ray De Los Santos, Jr., Chair

Gary Allsup, Vice Chair

Randy Giesler

Kari Kelley

Manny Salazar

Sandra Julia Bowen

Michelle Flower

Susan Temple

Travis Nelson

Date of Committee meeting: May 7, 2020

The Committee did have a Quorum.

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

- Approved Workforce Services Committee Meeting Minutes; February 6, 2020.
- One(1) Board Policy:
 - Policy #4.5.100.07- Work Search Requirement

The following information items were discussed at the meeting:

Workforce Center Services:

- Policy Review Schedule- Updated schedule was brought to the committee to list updated board policies to date; a total of 3 policies.
- Program Updates- The committee was made aware of activities due to COVID-19 and information regarding impact to program and grant rules, revamping of services delivery and continuous progress for implementation of virtual services.
- New Funding Opportunities- National Dislocated Grants COVID related: \$73K and TWC's request from boards for additional funding to serve individuals displaced and employer services. Veterans Network Grant, opportunity to partner with Alamo Council of Government, to create a statewide resource portal for Veteran's services and referrals.
- Information and resources to community- Ms. Monika De La Garza provided overview of social media platforms created to link job seekers to Unemployment Services, Jobs Start Now, virtual job fairs, and community resources.

- Unemployment and Labor Market information- Ms. Amy. Villarreal provided information on unemployment insurance tools provided by TWC. These tools will be demonstrated at Board of Directors Meeting.
- Facilities Update- Ms. Amy Villarreal provided information on COVID-19 Facilities Activities and Updates. Career Centers and Board Office Space.

Detailed information can be found in Workforce Services Committee Packet, e-mailed by Ms. Heather Cleverley on Friday May 1, 2020 to all Board of Directors.

The Committee took the following action:

1. Approved the minutes of February 6, 2020 Workforce Services Committee Meeting.
2. Approved one (1) Board Policy presented.

Meeting adjourned at 4:39 pm.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. FY 2020 Budget Amendment #3

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2020 Operating Budget on September 26, 2019. Budget Amendment #3 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2020 Budget Amendment #3.

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

The proposed budget amendment #3, includes an overall revenue increase for fund finalizations and new contracts, for a total of \$2,448,778.

The increase in the budget will be adjusted in Salaries and Wages for Awards, Facilities and related expense for COVID-19 facility alterations, Furniture, Equipment, & Software for other Award improvements, and the remainder in Contracted Services for direct Child Care.

We are requesting approval on budget amendment #3 of the BCY2020 budget.

Contract No.	Program	Amended Budget FY2020	Amendment #3 Fund Finalization / New Funds	Revised Funds Available 2/29/2020
2219WCI000	Workforce Commission Initiatives- Red White	2,448	0	2,448
2219WCI000	Workforce Commission Initiatives- CC Quality Conf.	284	0	284
2219WCI000	Workforce Commission Initiatives- TVLP	1,103	0	1,103
2219WCI000	Workforce Commission Initiatives-Foster Care Conf.	732	0	732
2219WCI000	Workforce Commission Initiatives-Excellence in Rural Service Delivery	82,681	0	82,681
2219CCQ000	Child Care Quality	282,474	0	282,474
2219TAF000	TANF Choices	648,968	0	648,968
2219CCF000	Child Care	296,766	0	296,766
2219CCM000	Child Care Local Initiative	1,742,626	0	1,742,626
2219CCP000	Child Care DFPS	96,510	0	96,510
2219WPA000	Wagner-Peyser Employment Services	78,638	0	78,638
2219EXT001	WOS - Externship for Teachers	12,834	(10,757)	2,077
2218WOA000	WIOA - PY18 Adult Allocation	422,413	0	422,413
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	357,071	0	357,071
2218WOY000	WIOA - PY18 Youth Allocation	531,529	0	531,529
2219WOR000	WIOA - PY18 Rapid Response	22,772	0	22,772
2217NDW001	NDW - Hurricane Harvey	796,771	0	796,771
2218WDR000	WWRCCA for Hurricane Harvey	28,649	0	28,649
2219WOS001	WOS - Military Family Support	16,384	0	16,384
3019VRS222	Summer Earn and Learn	157,991	(90,607)	67,384
2219ATG000	Apprenticeship Texas Expansion Grant	198,262	0	198,262
2219WOS002	Women's Entrep.	58,207	0	58,207
2219TAN001	TANF-Texas Internship Initiatives	84,944	0	84,944
2219WOA001	WIOA - PY19 Adult Allocation (July)	1,630,593	0	1,630,593
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	1,363,801	0	1,363,801
2219WOY001	WIOA - PY19 Youth	1,702,124	0	1,702,124
2219WAF001	WIOA - Alternative Funding for Statewide Activity	812,796	0	812,796
2220TAN000	TANF Choices	2,625,955	0	2,625,955
2220SNE000	SNAP E&T	577,183	0	577,183
2220SNE000	SNAP E&T- ABAWD (Dec)	188,981	0	188,981
2220NCP000	Non-Custodial Parent (NCP) *Estimate	147,811	(5,408)	142,403
2220WPA001	Employment Serv (Oct)	90,637	0	90,637
2220REA000	Reemployment Services & Eligibility Assessment *Estimate	200,000	64,388	264,388
2220CCA000	Child Care Automatic Attendance (CAA) *Estimate	100,337	0	100,337
2220CCQ000	Child Care Quality (CCQ) *Estimate	605,577	(2,118)	603,459
2220CCF000	Child Care (Oct)	13,466,173	765,476	14,231,649
2220CCP000	Child Care DFPS *Not rec'd yet	0	1,593,100	1,593,100
2220CCM000	Child Care Local Match (Oct)	1,789,966	0	1,789,966
Non-TWC	VET (10/01/19-09/30/20)	36,000	0	36,000
2220WCI001	WCI - Workforce Commission Initiatives	75,467	0	75,467
Non-TWC	STUDENT HIRABILITY (09/01/19-08/31/20)	100,000	0	100,000
Non-TWC	KINGSVILLE/BEEVILLE VR Monthly Expenses	41,329	0	41,329
2220TRA002	Trade Act Services for Dislocated Workers	62,412	0	62,412
2220RAG001	Resource Administration Grants	0	0	0
2220WOS001	Military Family Support	0	54,704	54,704
2220BSA001	BSA - Board Service Awards	0	30,000	30,000
2220BSA002	BSA - Texas Hireability	0	50,000	50,000
	Grand Total	\$31,538,200	\$2,448,778	\$33,986,977

ITEM FOR DISCUSSION AND POSSIBLE ACTION

X. Laserfiche Paperless System

System	One-Time	Forever Licenses	Training	Recurring	Total	Cost/User	Cost/User/ Yr	# Licenses	Notes
Cabinet/Safe	41,837.04	NA	8,800.00	16,885.56	67,522.60	951.02	237.82	71	51 Full; 20 Concurrent licenses
Laserfiche	41,760.00	37,620.00	5,280.00	14,726.55	99,386.55	828.22	122.72	120	95 Annual; 25 One-Time Cost

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. Authorize the President/CEO to Enter into negotiations and subsequent execution of a Lease Agreement for Office Space for One Stop Career Center Staff and other business purposes subject to review and approval of final lease terms by the Executive Committee.

BACKGROUND INFORMATION

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

RECOMMENDATION

Staff recommend the Executive Committee approve the President/CEO to enter into a lease agreement with South Coast Plaza, LLC.

CONFIDENTIAL

WORKFORCE SOLUTIONS of the COASTAL BEND



**Potential Relocation Sites - Sunrise Mall
Corpus Christi, Texas**



	LOCATION/CENTER	LEASE SIZE	LEASE/NNN PRICE/YR.	GLA	ZONING	BUS STOP	PARKING	NOTES
2	1620 S.P.I.D. SOUTH COAST PLAZA	20,669± ft ²	\$15.00 per ft ² NNN - \$4.45 per ft ²	101,161± ft ²	CG-2 General	Yes	590+	This space was recently vacated by Brightwood College. space is located within a retail shopping center.
3	4302 Ayers St. PORTAIRES SC	16,650± ft ²	N/A	116,710± ft ²	CG-2 General	Yes	86±	This is an operating Bealls and is located in an older C.C. Bealls may be filing for bankruptcy in the near future.
4	4737 Saratoga Road FORMER SST BLDG.	66,520± ft ²	\$5,000,000.00 \$9.00 per ft ² /NNN	66,520± ft ²	CG-2 General	Yes	200+	This buiding is currently finished out as a school. Some of interior improvements by be able to be utilized. LL will
5	4250 S. Alameda St. TOWN & COUNTRY SC	16,900± ft ²	\$10.00 per ft ² NNN - \$4.82 per ft ²	97,400± ft ²	CG-2 General	Yes	Unknown	This space contains 4 suites. The previous uses include: a a dry cleaners. The space would have to be build-out.
6	4125 S. Staples St. FORMER FROST BANK BLDG.	33,129± ft ²	\$12.00 per ft ² NNN - \$6.00 per ft ²	44,000± ft ²	CI Intensive	No	125±	This building was recently vacated by Frost Bank. The 2 storys with KW Coastal Realty being the only Tenant at
7	4220 - 4222 S. Staples St. TT ELECTRONICS BLDG.	96,212± ft ²	N/A	96,212± ft ²	CG-2 General	No	209±	This is an operating electronics manufacturing facility that relocating. Will not be ready for occupancy for 12-14
8	1305 Airline Road FORMER SEARS BLDG.	151,328± ft ²	\$12.00 per ft ² /NNN	151,328± ft ²	CG-2 General	Yes	Unknown	This building was recently vacated by Sears in Dec. 2019. Owner would entertain dividing the space. There are 2
9	10241 S. Padre Island Drive FLOUR BLUFF SC	27,383± ft ²	\$8.00 to \$12.00 per ft ² NNN - \$3.00 per ft ²	6.41± Acs.	CG-2 General	56,003± ft ²	N/A	The was formerly a Fallas Outlet and Flex Fit Gym location. center is located at SPID & Waldron. Complete build out

Loca	Sq. Ft	\$/Sq Ft	Term (Yr)	Base	Lease	% of Total	Notes	Buildout Paid/Allowance	Buildout
South	20,669	14.00	1-59	289,366	24,114	1.03%	Rent Month	17.50 /sqft by Landlord	361,707.50
South	20,669	15.00	60-120	310,035	25,836	1.11%			

Cost for Two Centers for Estimate of Six Months		
Location	Monthly	6 Mo
Sunrise	12,516	75,093.24
South	24,114	144,683.00
		219,776.24

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII – 1. Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2020-21

BACKGROUND INFORMATION

Board staff have been working on the renewals of current contracts for the new fiscal year beginning October 1, 2020.

A review of the expectations detailed in the contracts listed below has been completed. Based upon the review, Board staff have determined it is advisable to proceed with the options for the contract renewals subject to successful contract negotiations.

The contract renewals are as follows:

Management and Operations of the Career Centers

Contract Renewal #1 of 3 with C2 Global Professional Services for an additional one-year period from October 1, 2020 to September 30, 2021. The initial amount for the current fiscal year October 1, 2019 through September 30, 2020 is \$8,683,005.60. The amount for the new contract for the upcoming fiscal year will be determined based upon the new fiscal allocations and contract negotiations.

Direct Child Care Services Management

Contract Renewal #3 of 3 with BakerRipley for an additional one-year period from October 1, 2020 through September 30, 2021. The initial contract amount for the current fiscal year October 1, 2019 through September 30, 2020 is \$17,679,464.70. The amount for the new contract for the upcoming fiscal year will be determined based upon the new fiscal allocations and contract negotiations. Since this is the last contract renewal, WFSCB will need to test the market next year.

Banking Services

Contract Renewal #1 of 3 with Frost Bank for an additional one-period from October 1, 2020 to September 30, 2021. The initial contract amount for the current fiscal year period of October 1, 2019 to September 30, 2020 is based on actual bank fee rates.

Transportation Service Providers (for participants)

Contract Renewal #2 of 2 with Rural Economic Assistance League (REAL) and Kleberg County Human Services for an additional one-year period from October 1, 2020 to September 30, 2021. The initial contract amounts budgeted for REAL and Kleberg during the current year from October 1, 2019 through September 30, 2019 was \$5,000. The amount of the new contract renewals for each contractor will be \$5,000.

Gasoline Cards (for participants)

Contract Renewal #1 of 3 with Valero Payment Services Company for an additional one-year period from October 1, 2020 to September 30, 2021. The initial contract amount for the period of

October 1, 2019 through September 30, 2020 is \$280,000. The amount for the new contract renewal will be the same of \$280,000.

Architecture/Certified Space Planning Services

Contract Renewal #2 of 3 with WKMC Architects, Inc. for an additional one-year period from October 1, 2020 to September 30, 2021. The initial contract amount for the current fiscal year is \$5,980.00. The amount of the new contract renewal will be \$5,000.

All of the above contracts were competitively procured and the services provided have been determined to be satisfactory, and in accordance with the contract's statement of work and terms and conditions.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to execute options for renewal of contracts for Fiscal Year 2020-21 as listed above. The renewals will be subject to successful contract negotiations.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII – 2. Authorized the President/CEO to Execute a Contract for the Economy and LMI Tool

BACKGROUND INFORMATION

WFSCB has used this tool for over six years and has experienced great success. The tool is used to determine jobs in demand. WFSCB has created specialized reports on demand for local education entities and economic development organizations, as well as for our own planning. Since we have exhausted all contract renewals, it was time to test the market.

On March 3, 2020, WFSCB issued a Request for Quotes (RFQ) to see what other products are available. As a result of the RFQ, we received four (4) responses.

WFSCB evaluate the responses based on the following evaluation criteria: Responsiveness to the RFQ; Experience; Demonstrated Ability, and Cost. Respondents could earn additional points if they are certified by the State as a Historically Underutilized Business (HUB).

RECOMMENDATION

The Executive/Finance Committee recommendation to the Board of Directors authorizing the President/CEO to execute a contract for the Economy and LMI Tool with the selected firm. The award of the contract will be contingent upon successful contract negotiations.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII – 3. Authorized the President/CEO to Execute a Contract for the Information Technology Assessment and Strategic Plan

BACKGROUND INFORMATION

Last year, WFSCB decided to initiate a process to have the current Information Technology (IT) system evaluated to determine if there are efficiencies that could be implemented currently. The review process would include a look at our future growth and determine additional IT needs, such as: infrastructure, equipment, software, etc. The review would also take into consideration future projects which may or may not include a new paperless system, cloud or on-site managed, increase speed and capacity across region, multiple location moves, and additional staff.

The work implemented would result in a 3 to 5 year strategic plan that would provide recommendations from the study for future technology needs based upon industry best practices. Specifically, the plan would include the technology systems, tele-communications, hardware, software, and staffing to support IT operations.

On November 5, 2019, WFSCB issued a Request for Proposals (RFP) to solicit responses from professional and qualified firms or individuals that have the experience in providing these services. As a result of the RFP, six (6) proposals were received.

WFSCB evaluate the responses based on the following evaluation criteria: Responsiveness to the RFP; Qualifications, Related Experience; Demonstrated Ability/References, and Cost. Respondents would earn additional points if they are certified by the State as a Historically Underutilized Business (HUB). After the evaluation process, Interviews were conducted with the top three rated firms.

Based on the evaluation results, Moss Adams, LLC was selected as the contractor for the services.

RECOMMENDATION

The Executive/Finance Committee recommendation to the Board of Directors authorizing the President/CEO to execute a contract for the IT Assessment and Strategic Plan with the selected firm. The award of the contract will be contingent upon successful contract negotiations.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII – 4. Authorized the President/CEO to Execute a Contract for the Registered Apprenticeship Training Project

BACKGROUND INFORMATION

Texas Workforce Commission has awarded funds to WFSCB under the Apprenticeship Texas Expansion Grant. The purpose of the grant is to engage local industry and workforce partners in developing new Registered Apprenticeship (RA) training programs, including new occupations and underrepresented populations.

WFSCB will use the funds to outreach employers to encourage new start-up RA programs as well as assist employers increase and diversify participation in existing RA programs by offering employers a cross-system approach to a sustainable skilled-worker pipeline,

On February 27, 2020, WFSCB issued a Request for Quotes (RFQ) to solicit responses from eligible entities that have the qualifications and experience in working with RA programs. As a result of the RFQ, two (2) responses were received. However, one of the responses was submitted after the deadline and therefore, was declared non-responsive.

WFSCB evaluate the one response based on the following evaluation criteria: Qualifications, Experience; Demonstrated Ability/References, and Cost. Respondents can earn additional points if they are certified by the State as a Historically Underutilized Business (HUB).

Based on the evaluation results, Adaptive Construction Solutions, Inc, was selected as the contractor for the grant services.

RECOMMENDATION

The Executive/Finance Committee recommendation to the Board of Directors authorizing the President/CEO to execute a contract for the Registered Apprenticeship Training Project with the selected firm. The award of the contract will be contingent upon successful contract negotiations.

INFORMATION ONLY

XIII - 1. MIP Outage

BACKGROUND INFORMATION

Board Professionals will provide update on:

The MIP Accounting System Outage.

INFORMATION ONLY

XIII - 2. Audit Update

BACKGROUND INFORMATION

Janet Pitman, ABIP Auditor will provide updates on the postponement of the Annual Audit for Workforce Solutions of the Coastal Bend .

INFORMATION ONLY

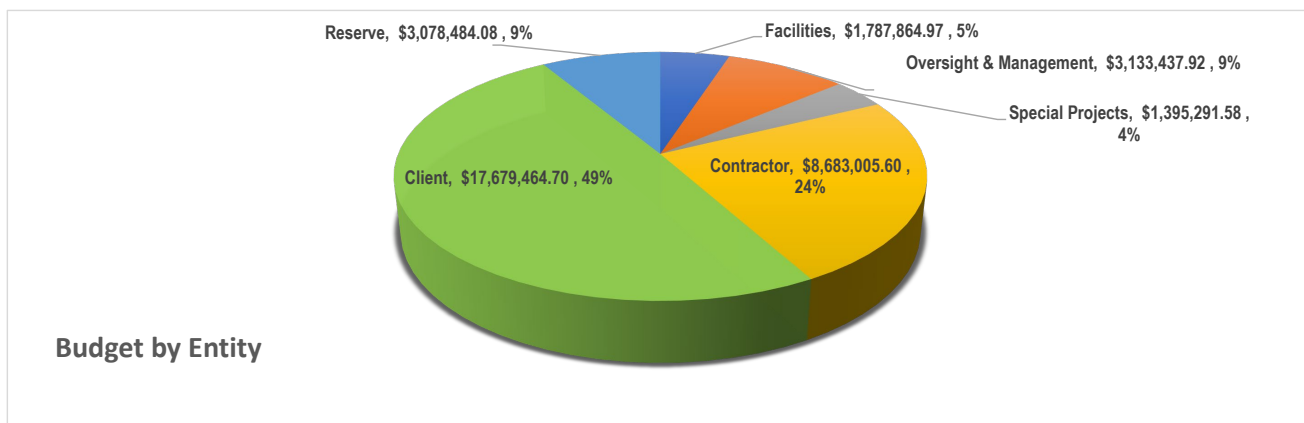
XIII - 3. Financial Report

BACKGROUND

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

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

	A FY2020 Budget	B Budget FY20 Amended	C FY2020 Amended Budget	Difference C-A
Grant revenue	\$31,538,200	\$2,448,778	\$ 33,986,977	\$ 2,448,778
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,412,151	\$ 8,000	\$ 2,420,151	8,000
Facilities and related expense	163,349		163,349	-
Furniture, Equipment & Software	76,913		76,913	-
General administrative expense	198,382		198,382	-
Communication expense	29,775		29,775	-
Professional fees & service	122,367		122,367	-
Staff development expense	43,500	0	43,500	-
Travel expense	87,000	-	87,000	-
Total Oversight & Management Expense	\$ 3,133,438	\$ 8,000	\$ 3,141,438	\$ 8,000
One Stop Operations 6%				
Facilities and related expense	\$ 1,166,482	\$ 116,320	\$ 1,282,801	\$ 116,320
Furniture, Equipment & Software	170,594	72,000	242,594	72,000
General administrative expense	272,704		272,704	-
Communication expense	167,585		167,585	-
Professional fees & service	5,500		5,500	-
Client	5,000	-	5,000	-
Total One Stop Operation	\$ 1,787,865	\$ 188,320	\$ 1,976,185	\$ 188,320
Contracted services	\$ 26,616,897	\$ 2,252,458	\$ 28,869,355	\$ 2,252,458
Total expense	\$ 31,538,200	\$ 2,448,778	\$ 33,986,978	\$ 2,448,778
Changes in net assets	0	(0)	(0)	(1)

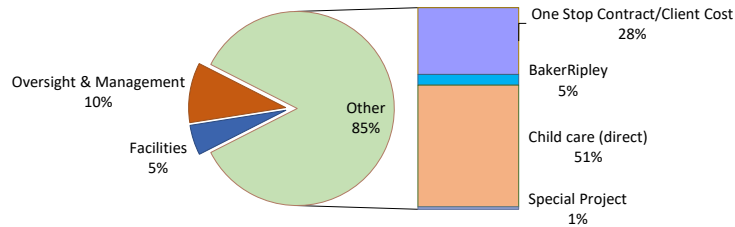


Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target	
Expires 2/28/2020									
2219EXT001	EXT - Externship for Teachers	2/22/2019	2/28/2020	\$147,873.00	\$137,116.02	\$10,756.98	93%	NA	
Expires 4/30/2020									
2219CCQ000	Child Care Quality	10/1/2018	4/30/2020	\$734,010.00	\$575,104.15	\$158,905.85	78%	89%	
2219WCI000	WCI - Workforce Commission Initiatives	10/1/2018	4/30/2020	\$175,586.00	\$147,222.33	\$28,363.67	84%	NA	
Expires 6/30/2020									
2219TAN001	TANF-Texas Internship Initiatives	6/6/2019	6/5/2020	\$100,000.00	\$67,816.87	\$32,183.13	68%	NA	
2218WOA000	WIOA - PY18 Adult Allocation	7/1/2018	6/30/2020	\$395,370.00	\$395,370.00	\$0.00	100%	83%	
2218WOA000	WIOA - PY18 Adult Allocation (Oct)	7/1/2018	6/30/2020	\$1,732,285.00	\$1,732,285.00	\$0.00	100%	90%	
2218WOD000	WIOA - PY18 Dislocated Worker Allocation	7/1/2018	6/30/2020	\$283,145.00	\$283,145.00	\$0.00	100%	83%	
2218WOD000	WIOA - PY18 Dislocated Worker Allocation (Oct)	7/1/2018	6/30/2020	\$1,205,930.00	\$1,085,193.18	\$120,736.82	90%	83%	
2218WOY000	WIOA - PY18 Youth Allocation	7/1/2018	6/30/2020	\$2,223,418.00	\$2,219,590.36	\$3,827.64	100%	83%	
2219WOR001	WIOA - PY19 Rapid Response	7/1/2019	6/30/2020	\$22,772.00	\$341.58	\$22,430.42	2%	NA	
2219WOS002	WIOS - Women's Entrepreneurship Boot Camp	7/1/2019	6/30/2020	\$58,207.00	\$0.00	\$58,207.00	0%	NA	
2219ATG000	Apprenticeship Texas Expansion Grant	1/16/2019	6/30/2020	\$199,100.00	\$2,201.36	\$196,898.64	1%	78%	
Expires 8/31/2020									
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/2019	8/31/2020	\$812,796.00	\$11,467.43	\$801,328.57	1%	54%	
Non TWC	KINGSVILLE/BEEVILLE VR EXPENSES MONTHLY	8/1/2019	8/31/2020	\$41,329.00	\$14,694.64	\$26,634.36	36%	NA	
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/19-08/31/20)	8/1/2019	8/31/2020	\$100,000.00	\$24,247.58	\$75,752.42	24%	NA	
Expires 9/30/2020									
2218WDR000	WWRCCA for Hurricane Harvey	2/23/2018	9/30/2020	\$100,000.00	\$90,733.83	\$9,266.17	91%	77%	
2220NCP001	Noncustodial Parent Choices Program	9/1/2019	9/30/2020	\$142,403.00	\$54,314.26	\$88,088.74	38%	38%	
2220RAG001	Resource Administration Grants	10/1/2019	9/30/2020	\$0.00	\$0.00	\$0.00	0%	33%	
2220SNE001	SNAP E&T	10/1/2019	9/30/2020	\$766,164.00	\$567,981.87	\$198,182.13	74%	33%	
2220WCI001	WCI - Workforce Commission Initiatives	10/1/2019	9/30/2020	\$75,467.00	\$13,703.41	\$61,763.59	18%	NA	
Non TWC	VET	10/1/2019	9/30/2020	\$36,000.00	\$10,918.79	\$25,081.21	30%	33%	
Expires 10/31/2020									
2220CCQ001	Child Care Quality	10/1/2019	10/31/2020	\$603,459.00	\$17,012.82	\$586,446.18	0%	38%	
2220TAF001	TANF Choices	10/1/2019	10/31/2020	\$2,625,955.00	\$765,779.76	\$1,860,175.24	29%	38%	
Expires 11/30/2020									
2220CAA001	Child Care Attendance Automation Service	10/1/2019	11/30/2020	\$100,337.00	\$43,683.66	\$56,653.34	44%	43%	
Expires 12/31/2020									
2217NDW001	NDW - Hurricane Harvey	8/28/2017	12/31/2020	\$8,233,000.00	\$7,614,451.77	\$618,548.23	92%	73%	
2220CCF001	Child Care	10/1/2019	12/31/2020	\$14,231,649.00	\$5,521,860.21	\$8,709,788.79	39%	40%	
2220CCM001	Child Care Local Initiative	10/1/2019	12/31/2020	\$1,789,966.00	\$10,302.00	\$1,779,664.00	1%	40%	
2220CCP001	Child Care - DFPS	9/1/2019	12/31/2020	\$1,593,100.00	\$497,970.65	\$1,095,129.35	31%	44%	
2220REA001	Reemployment Services and Eligibility Assessment	9/30/2019	12/31/2020	\$264,388.00	\$110,779.72	\$153,608.28	42%	33%	
2220TRA001	Trade Act Services for Dislocated Workers	10/1/2019	12/31/2020	\$62,412.00	\$878.00	\$61,534.00	0%	40%	
2220WPA001	Wagner-Peyser Employment Services	10/1/2019	12/31/2020	\$90,637.00	\$17,614.45	\$73,022.55	19%	40%	
2220WOS001	Military Family Support	1/1/2020	12/31/2020	\$54,704.00	\$5,464.06	\$49,239.94	10%	15%	
2220BSA001	BSA - Board Service Awards	1/1/2020	12/31/2020	\$30,000.00	\$6,472.65	\$23,527.35	22%	15%	
2220BSA002	BSA - Texas Hireability	1/1/2020	12/31/2020	\$50,000.00	\$10,789.04	\$39,210.96	22%	15%	
Expires 6/30/2021									
2219WOA001	WIOA - PY19 Adult Allocation (July)	7/1/2019	6/30/2021	\$303,747.00	\$288,908.99	\$14,838.01	95%	27%	
2219WOA001	WIOA - PY19 Adult Allocation (Oct)	7/1/2019	6/30/2021	\$1,330,849.00	\$193,191.03	\$1,137,657.97	15%	27%	
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	7/1/2019	6/30/2021	\$265,659.00	\$0.00	\$265,659.00	0%	27%	
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (Oct)	7/1/2019	6/30/2021	\$1,098,142.00	\$28,159.68	\$1,069,982.32	3%	27%	
2219WOY001	WIOA - PY19 Youth Allocation	7/1/2019	6/30/2021	\$1,711,066.00	\$106,098.43	\$1,604,967.57	6%	27%	
				31	\$43,790,925.00	\$22,672,864.58	\$21,118,060.42		

WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES
For the Month Ending
February 29, 2020

	FY2019 Amended Budget	October-19	November-19	December-19	January-20	Current Expenses	YTD	% Expended
REVENUES								
Grant revenue - federal	\$ 33,956,977	\$ 2,332,825	\$ 2,506,148	\$ 2,652,010	\$ 2,882,909	\$ 2,907,610	\$ 13,281,504	39%
Grant revenue - Non federal	30,000	308.74	299.01	309.04	308.81	288.81	1,514	
	<u>\$ 33,986,977</u>	<u>\$ 2,333,134</u>	<u>\$ 2,506,447</u>	<u>\$ 2,652,319</u>	<u>\$ 2,883,218</u>	<u>\$ 2,907,899</u>	<u>\$ 13,283,018</u>	39%
EXPENSES								
Oversight & Management								
Salaries and benefits	\$ 2,420,151	\$ 211,073	\$ 184,406	\$ 204,908	\$ 200,424	\$ 200,573	\$ 1,001,383	41%
Facilities and related expense	163,349	5,176	5,061	4,463	4,790	4,478	23,968	15%
Furniture, equipment, & software	76,913	6,175	4,866	7,162	5,005	7,363	30,571	40%
General administrative expense	198,382	8,325	9,938	20,789	8,801	5,785	53,638	27%
Communication expense	29,775	1,991	1,993	2,026	4,930	2,177	13,118	44%
Professional fees and services	122,367	5,134	3,158	8,194	5,835	1,032	23,353	19%
Staff development expense	43,500	4,650	2,278	1,584	897	3,925	13,333	31%
Travel expense	87,000	8,730	13,654	12,153	3,675	1,351	39,563	45%
Total Oversight & Management Expenses	\$ 3,141,438	\$ 251,253	\$ 225,354	\$ 261,279	\$ 234,357	\$ 226,685	\$ 1,198,927	38%
One Stop Operations								
Facilities and related expense	\$ 1,282,801	\$ 47,577	\$ 53,448	\$ 45,672	\$ 67,464	\$ 67,999	\$ 282,161	22%
Furniture, equipment, & software	242,594	8,178	8,337	10,457	7,534	7,593	42,099	17%
General administrative expense	272,704	48,001	14,465	7,008	76,743	77,352	223,569	82%
Communication expense	167,585	9,707.47	10,761.76	11,316.43	9,315.23	9,389.15	50,490	30%
Professional fees and services	10,500	0.00	2,704.00	0.00	0.00	0.00	2,704	26%
Total One Stop Operations	\$ 1,976,185	\$ 113,464	\$ 89,715	\$ 74,454	\$ 161,056	\$ 162,334	\$ 601,023	30%
Contracted services	\$ 28,869,355	\$ 1,966,622	\$ 2,191,378	\$ 2,316,586	\$ 2,489,601	\$ 2,518,880	\$ 11,483,067	40%
Total expense	<u>\$ 33,986,978</u>	<u>\$ 2,331,339</u>	<u>\$ 2,506,447</u>	<u>\$ 2,652,319</u>	<u>\$ 2,885,013</u>	<u>\$ 2,907,899</u>	<u>\$ 13,283,018</u>	39%
Changes in net assets	\$ (0)	\$ 1,795	\$ -	\$ -	\$ (1,795)	\$ 0	\$ 0	

Expenditures YTD



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

For the Month Ending
February 29, 2020

ASSETS

Current Assets

Cash & Cash Equivalents	\$	69,873
Money Market Account	\$	361,239
Due from TWC		2,698,610
Accounts Receivable		(2,137)
Prepaid Expense		144,338
Other Assets		28,618
Total Current Assets	\$	3,300,541

Fixed Assets

Building Improvements	\$	1,635,642
Furniture and Equipment		441,016
Less Accumulated Depreciation		(1,560,236)
Net Fixed Assets	\$	516,423

Total Assets	\$	3,816,964
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LIABILITIES

Current Liabilities

Accounts Payable	\$	2,840,016
Accrued Expense		157,512
Accrued Vacation		59,484
Total Current Liabilities	\$	3,057,012

NET ASSETS

Unrestricted-Non-Federal Fund	\$	142,223
Temporarily Restricted-Ticket to Work/Other		101,306
Investment in Fixed Assets		516,423
Total Net Assets	\$	759,951

Total Liabilities and Net Assets	\$	3,816,964
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INFORMATION ONLY

VIII – 4. Facilities Update

BACKGROUND INFORMATION

Board Professionals will provide update on:

- COVID-19 Facilities Activities & Updates
- Career Center and Board Office Space

INFORMATION ONLY

XIII - 5. Update on Future Procurements and Contract Renewals

BACKGROUND

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

Update on Future Procurements

Procurement	Anticipated Date of Procurement	Anticipated Date of Contract/Purchase	Anticipated Cost	Over \$50,000 Approval Required	Comments
No Updates to Report					

SUBCONTRACTOR LOG 2019-2020

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

PROFESSIONAL & CONSULTING SERVICES

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

SUBCONTRACTOR LOG 2019-2020

				Amendment #2 – To amend the contract end date to 12/31/19.		
Gallion Consulting	Master	Document Management & Software & Scanning	\$16,882.56		Renewal #4 (of 4 contract renewals)	1/02/20 – 9/30/20

LEASE AGREEMENTS

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

SUBCONTRACTOR LOG 2019-2020

Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Alice Campus	\$2,908.50 per month (includes utilities and janitorial services) approx. 2,730 sq. ft./\$1.06 plus insurance fee		Year 3 of 3 Year Lease Exp: 1/31/21	2/01/20 – 1/31/21
Office Lease – Coastal Bend College	Master	Lease Agreement for Center Office at CBC Kingsville Campus	\$3,392.55 per month (includes utilities and janitorial services) approx. 3,191 sq. ft./\$1.06 plus insurance fee		Year 3 of 3 Year Lease Exp: 4/30/21	5/01/20 – 4/30/21
Brooks County Independent School District	MOU	Lease Agreement	No monthly lease payments. Pay only for telephone and internet service and for signage and fair share of utilities.		Year 2 of 2 Year Lease Exp: 8/31/20	9/01/19 – 8/31/20
Aransas ISD	MOU	Lease Agreement	\$350.00 per month			Open Dates

SUBCONTRACTOR LOG 2019-2020

OTHER CONTRACTS/AGREEMENTS

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

SUBCONTRACTOR LOG 2019-2020

Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	Not to Exceed \$280,000		Year 1 (3 contract renewals)	10/01/19 – 9/30/20
Grunwald Printing Co.	Master	Print Shop and Copy Services	Not to Exceed \$5,000		Renewal #1 (of 1 contract renewal)	10/01/19 – 9/30/20
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	\$16,000.00		Renewal #2 (of 2 contract renewals)	5/01/19 – 4/30/20
United Way of the Coastal Bend	MOU	Volunteer Income Tax Assistance (VITA)	\$3,888.00		Year 1	8/01/18 – 7/31/20
WKMC Architects, Inc.	Master	Certified Space Planning Services			Renewal #1 (of 3 contract renewals)	10/01/19 – 9/30/20
The Clower Company	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Renewal #1 (of 2 contract renewals)	1/01/20 – 9/30/20
Joe Adame & Associates, Inc.	Agmt.	Commercial Real Estate Brokerage Services	Broker's fees paid by seller/landlord		Year 1 (2 contract renewals)	6/01/19 – 5/31/20
M&Rs Elite Janitorial Solutions, LLC	Master	Janitorial Cleaning Services (Career Centers in Corpus Christi & Sinton)	\$131,520.00		Year 1 (3 contract renewals)	3/01/20 – 9/30/20

TWC GRANTS & CONTRACTS LOG 2019–2020

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

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

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

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

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

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

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

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

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

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

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Child Care Services Formula Allocation	2220CCF001	<p><u>Amendment #1</u> – To increase grant funds in the amount of \$765,476 and to make revisions to the General Terms & Conditions and Administrative Requirements.</p> <p><u>(1)Unilateral Amendment #2</u> – To make administrative changes and unilaterally amend the grand award to include the COVID-19 Supplemental Distribution to include \$509,836 for Parent Share of Cost and \$439,214 for Essential Care, for a total of \$949,050. The total revised allocation for this grant is \$15,180,699.</p>	Child care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$15,180,699	10/01/19 – 12/31/20
Texas Department of Family and Protective Services (DFPS)	2220CCP001	<u>(2)Amendment #1</u> – To make revisions to the General Terms & Conditions.	To purchase child care services who are deemed eligible and authorized for services by (TDPS). Under this grant, the Board will provide child care services by making the established network of child care providers in the local workforce area available to all DFPS referrals.		9/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Supplemental Nutrition Assistance Program Employment & Training	2220SNE001	(3)Amendment #1 – To make revisions to the administrative requirements.	The Supplemental Nutrition Assistance Program (SNAP) is designed to assist SNAP recipients obtaining employment through participation in allowable job search, training, education, or workfare activities that promote long-term self-sufficiency.	\$766,164	10/01/19 – 9/30/20
Noncustodial Parent Choices Program	2220NCP001		To assist NCPs who have substantial barriers to employment and career advancement to become self-sufficient while also making consistent child support payments.	\$142,403	9/01/19 – 9/30/20
Child Care and Development Fund Child Care Local Match	2220CCM001	(4)Amendment #1 – To revise the special federal terms and conditions.	Matching funds to assist families who meet eligibility to have access to direct child care services so that they can work or attend school or training.	\$1,789,966	10/01/19 – 12/31/20
Corpus Christi Building Use Agreement	2220ADM001		To provide the Board with office space. The building has 22,616 square feet of office space located at 520 N. Staples.	\$30,000	10/01/19 – 9/30/20
Wagner-Peyser Employment Services	2220WPA000		To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$90,637	10/01/19 – 12/31/20
Child Care Attendance Automation	2220CAA001		To provide the needed resources for the statewide implementation of a standardized Child Care Attendance Automation Services.	\$100,337	10/01/19 – 11/30/20
Trade Act Services for Dislocated Workers	2220TRA001		The purpose of this grant is to assist Trade certified dislocated workers in locating new jobs, which may include	\$62,412	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			training for a new occupation, as rapidly and as effective as possible.		
Reemployment Services and Eligibility Assessment	2220REA001		The intent of RESEA is to provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. The RESEA program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$264,388	10/01/19 – 12/31/20
Workforce Commission Initiatives	2220WCI001		The purpose of the funds is to fund projects that strengthen and add value to the delivery system in its workforce area.	\$75,467	10/01/19 – 09/30/20
CCDF Quality Improvement Activity	2220CCQ001	<u>Amendment #1</u> – To amend the grand award amount by increasing the total by \$15,622 and revising the award terms and conditions.	Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.	\$603,459	10/01/19 – 10/31/2020
Resource Administration Grant	2220RAG001		To provide the Board funds to acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks.	\$6,923	10/01/19 – 9/30/20
Military Family Support Program	2220WOS001		The Military Family Support Pilot Program is a program designed to better meet the needs of military spouses entering the job market at military installations in Texas. The	\$54,704	01/01/20 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			program will provide enhanced job search assistance, assessment of skills, LMI, resume writing and interview skills, and if funding is available, to support training in high-demand occupations.		
Board Service Award – Texas Hireability	2220BSA002		This is the grant award recognizing excellence by the Workforce Solutions of the Coastal Bend in the Texas Hireability category.	\$50,000	01/01/20 – 12/31/20
Agency Board Agreement	2220ABA001		To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs.		02/01/20 – 9/30/22
(5)Agency Board Agreement	VES 20-22		To provide adequate and appropriate facilities, furniture, equipment, computers, office supplies, access to data, technical support, supervisory permissions for the WIT employment system, and other items necessary for TVC employees to provide employment assistance to veterans seeking services.	\$36,000	10/01/19 – 09/30/20

- (1)Unilateral Amendment
- (2)Signed 2/14/20
- (3)Signed 4/03/2020
- (4)Signed 3/02/20
- (5)Signed 12/17/19

INFORMATION ONLY

VII – 3. Performance Measure Update

BACKGROUND INFORMATION

Performance Update (February 2020 Final Release)

Summary

February 2020 Final Release Monthly Performance Report (MPR) has Workforce Solutions of the Coastal Bend exceeding two (2) measures, meeting eleven (11) and not meeting two (2).

Board Contract Year 2020, thirteen (13) of the fifteen (15) measures are meeting or exceeding; two (2) measures not meeting on a Year-to-Date Performance Period. The measure criteria for BCY20 incentives have not been published.

Quartile 3.

Explanation of Measures in Negative Performance for BCY 20

Performance Measure	Current Num/Den	Current % of Target	Action Plan to improve to MP Status
<u>Credential Rate – C&T Participants</u>	<u>50/93</u>	89.60%	5 additional credential attainments were needed to move performance to a MP Status; 2 have been identified and verified with correct documentation and have been updated in TWIST Educational Outcomes; DINT has been approved at Local, Board and Levels. Verification of credential through obtaining a copy of degree, certification, online credential verification tools.
<u>Employed Q4 Post Exit – Adult</u>	<u>95/136</u>	87.20%	Currently denominator reviews are being conducted to follow up on any entered employment wage data that may have been missed. Verification through Tax wage, TheWorkNumber, etc.

Special Note: COVID-19 Impact for BCY 20

The following performance measures may be impacted by COVID-19 protocols that were implemented to ensure compliance with guidance from State and Federal authorities/entities.

1. Choices Full Work Rate - All Family Total
2. Avg # Children Served Per Day - Combined
3. Claimant Reemployment within 10 Weeks
4. # of Employers Receiving Workforce Assistance

Background

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

Non-WIOA Measures	WIOA Measures
+P - Meeting performance - Greater than 105%	+P - Meeting performance - Greater than 110%

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

Reemployment and Employer Engagement Measures

N/A Claimant Reemployment Within 10 Weeks

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

N/A # of Employers Receiving Workforce Assistance

The number of employer reporting units served.

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

Program Participation Measures

MP Choices Full Work Rate

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

MP Average Number Children Served Per Day - Combined

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

WIOA Outcome Measures

MP Employed/Enrolled Q2 Post Exit – All Participants

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

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

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

+P Median Earnings Q2 Post Exit – All Participants

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

-P Credential Rate – All Participants

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

+P Employed Q2 Post Exit – Adult

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

P Employed Q4 Post Exit – Adult

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

N/A Median Earnings Q2 Post Exit – Adult

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

MP Credential Rate – Adult

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

MP Employed Q2 Post Exit – DW

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

MP Employed Q4 Post Exit – DW

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

N/A Median Earnings Q2 Post Exit – DW

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

MP Credential Rate – DW

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

MP Employed/Enrolled Q2 Post Exit – Youth

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

MP Employed/Enrolled Q4 Post Exit – Youth

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

MP Credential Rate – Youth

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

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 3/31/2020
FEBRUARY 2020 REPORT

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		2	11	2	86.67%											
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes																

Reemployment and Employer Engagement Measures

TWC 1	Claimant Reemployment within 10 Weeks	n/a	n/a	n/a	59.42%	N/L	N/L	63.81%	N/L	N/L	N/L	N/L	N/L	N/L	7/19	11/19
1	# of Employers Receiving Workforce Assistance	N/L	N/L	----	----	N/L	N/L	3,603	N/L	N/L	N/L	N/L	N/L	N/L	10/19	2/20

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

Program Participation Measures

TWC 1	Choices Full Work Rate - All Family Total	MP	101.06%	50.00%	50.00%	50.53%	59.23%	54.02%	50	99	50.22%	51.00%			10/19	2/20
TWC 2	Avg # Children Served Per Day - Combined	MP	102.43%	2,967	2,967	3,039	2,834	2,302	331,267	109	2,947	3,181			10/19	2/20

2. On 1/7/2020, the Commission approved updated CC targets but we delayed implementation to provide time to ramp-up where needed. These targets are now all in effect with the February MPR.

WIOA Outcome Measures

LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	100.77%	69.00%	69.00%	69.53%	69.00%	68.48%	4,819	6,931	69.55%	69.50%			7/18	12/18
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	100.99%	84.00%	84.00%	84.83%	85.21%	84.35%	4,232	4,989	84.64%	85.01%			1/18	6/18
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	105.60%	\$5,433.00	\$5,433.00	\$5,737.47	\$5,669.16	\$5,514.25	n/a	4,534	\$5,734.81	\$5,743.02			7/18	12/18
LBB-K	Credential Rate – C&T Participants	-P	89.60%	60.00%	60.00%	53.76%	61.69%	54.88%	50	93	55.56%	52.63%			1/18	6/18
DOL-C	Employed Q2 Post Exit – Adult	+P	111.12%	78.80%	78.80%	87.56%	74.13%	80.52%	176	201	92.03%	77.78%			7/18	12/18
DOL-C	Employed Q4 Post Exit – Adult	-P	87.20%	80.10%	80.10%	69.85%	76.34%	83.19%	95	136	68.49%	71.43%			1/18	6/18
DOL-C	Median Earnings Q2 Post Exit – Adult	---	----	----	----	\$10,625.00	\$7,948.25	\$7,880.54	n/a	173	\$12,758.94	\$5,077.27			7/18	12/18
DOL-C	Credential Rate – Adult	MP	92.09%	72.40%	72.40%	66.67%	60.49%	44.27%	24	36	66.67%	66.67%			1/18	6/18
DOL-C	Employed Q2 Post Exit – DW	MP	94.38%	79.20%	79.20%	74.75%	80.19%	82.16%	74	99	74.55%	75.00%			7/18	12/18
DOL-C	Employed Q4 Post Exit – DW	MP	102.22%	80.50%	80.50%	82.29%	79.43%	83.24%	79	96	81.40%	83.02%			1/18	6/18
DOL-C	Median Earnings Q2 Post Exit – DW	---	----	----	----	\$7,945.83	\$7,859.47	\$8,383.75	n/a	73	\$8,746.79	\$7,373.28			7/18	12/18
DOL-C	Credential Rate – DW	MP	101.61%	77.70%	77.70%	78.95%	73.08%	74.00%	15	19	87.50%	72.73%			1/18	6/18

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

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 3/31/2020
FEBRUARY 2020 REPORT

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

WIOA Outcome Measures

DOL-C	Employed/Enrolled Q2 Post Exit – Youth	MP	99.26%	73.20%	73.20%	72.66%	68.49%	68.18%	$\frac{93}{128}$	67.14%	79.31%			7/18	12/18
DOL-C	Employed/Enrolled Q4 Post Exit – Youth	MP	94.38%	71.30%	71.30%	67.29%	69.27%	66.12%	$\frac{72}{107}$	67.35%	67.24%			1/18	6/18
DOL-C	Credential Rate – Youth	MP	94.20%	45.50%	45.50%	42.86%	50.00%	55.13%	$\frac{9}{21}$	40.00%	43.75%			1/18	6/18

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

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

FINAL RELEASE
As Originally Published 3/31/2020

FEBRUARY 2020 REPORT

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

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
			Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	C&T Participants				Adult				DW				Youth			+P	MP	-P	% MP & +P
	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit			Median Earnings Q2 Post-Exit	Credential Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credential Rate						
Alamo	n/a	n/a	116.60%	99.62%	103.74%	102.99%	110.86%	130.43%	100.60%	98.01%	n/a	95.23%	92.78%	96.50%	n/a	111.34%	94.54%	99.31%	105.61%	4	11	0	100%
Borderplex	n/a	n/a	102.44%	96.69%	98.29%	100.12%	106.89%	128.72%	100.97%	101.58%	n/a	109.90%	105.21%	91.81%	n/a	96.41%	97.10%	103.55%	155.67%	3	12	0	100%
Brazos Valley	n/a	n/a	96.26%	91.43%	100.30%	98.49%	105.17%	119.80%	99.59%	96.83%	n/a	86.16%	114.68%	105.68%	n/a	131.58%	112.91%	81.70%	133.33%	6	6	3	80%
Cameron	n/a	n/a	100.40%	111.20%	108.93%	99.62%	111.35%	139.27%	89.17%	105.84%	n/a	99.77%	96.35%	69.44%	n/a	111.11%	95.37%	94.92%	84.61%	5	7	3	80%
Capital Area	n/a	n/a	111.48%	100.06%	105.61%	104.18%	104.35%	125.00%	105.42%	89.72%	n/a	111.11%	106.30%	90.58%	n/a	105.44%	115.77%	104.03%	100.47%	5	9	1	93%
Central Texas	n/a	n/a	115.36%	99.00%	93.20%	99.87%	106.69%	93.85%	100.78%	99.66%	n/a	133.51%	105.32%	91.96%	n/a	103.51%	98.88%	86.68%	55.64%	3	8	4	73%
Coastal Bend	n/a	n/a	101.06%	102.43%	100.77%	100.99%	105.60%	89.60%	111.12%	87.20%	n/a	92.09%	94.38%	102.22%	n/a	101.61%	99.26%	94.38%	94.20%	2	11	2	87%
Concho Valley	n/a	n/a	92.52%	98.47%	105.28%	100.64%	95.15%	139.78%	89.28%	105.61%	n/a	97.58%	116.55%	89.65%	n/a	112.99%	117.09%	90.53%	111.94%	6	6	3	80%
Dallas	n/a	n/a	91.34%	104.03%	99.48%	100.74%	104.54%	130.77%	92.08%	91.08%	n/a	105.27%	95.79%	93.82%	n/a	93.46%	97.30%	97.12%	124.55%	2	12	1	93%
Deep East	n/a	n/a	96.32%	95.52%	102.01%	97.71%	107.36%	143.10%	90.55%	93.64%	n/a	63.45%	85.06%	90.34%	n/a	113.63%	95.44%	95.26%	95.38%	3	10	2	87%
East Texas	n/a	n/a	101.88%	91.14%	105.00%	101.71%	106.34%	123.25%	104.38%	97.12%	n/a	87.39%	97.20%	103.04%	n/a	108.70%	113.56%	98.74%	126.90%	4	9	2	87%
Golden Cresce	n/a	n/a	122.46%	95.65%	110.20%	105.33%	118.98%	122.80%	96.90%	100.93%	n/a	102.69%	104.17%	101.34%	n/a	88.74%	n/a	120.21%	152.44%	7	6	1	93%
Gulf Coast	n/a	n/a	103.44%	93.77%	96.10%	99.07%	105.32%	112.90%	96.31%	92.52%	n/a	97.69%	87.01%	81.39%	n/a	80.97%	92.04%	103.84%	124.55%	3	8	4	73%
Heart of Texas	n/a	n/a	121.58%	94.93%	104.22%	101.90%	101.44%	108.33%	114.31%	125.63%	n/a	95.87%	101.51%	93.17%	n/a	83.33%	115.68%	89.13%	72.51%	5	6	4	73%
Lower Rio	n/a	n/a	108.44%	106.35%	109.10%	98.27%	106.06%	134.18%	98.57%	97.27%	n/a	106.12%	100.96%	97.78%	n/a	100.53%	95.99%	98.92%	91.07%	5	10	0	100%
Middle Rio	n/a	n/a	95.12%	101.88%	102.41%	94.36%	99.28%	151.85%	97.89%	97.62%	n/a	88.31%	118.06%	92.59%	n/a	111.11%	99.12%	104.17%	143.47%	4	9	2	87%
North Central	n/a	n/a	95.10%	97.14%	95.83%	102.87%	112.77%	115.65%	96.64%	95.12%	n/a	78.02%	95.75%	97.89%	n/a	99.74%	101.02%	107.24%	108.35%	2	12	1	93%
North East	n/a	n/a	104.78%	104.72%	99.32%	101.76%	100.32%	119.32%	116.55%	105.73%	n/a	117.79%	88.99%	107.44%	n/a	78.19%	96.95%	88.51%	97.61%	3	9	3	80%
North Texas	n/a	n/a	102.18%	97.22%	100.23%	102.00%	101.13%	142.85%	98.77%	99.32%	n/a	126.10%	125.00%	55.56%	n/a	114.03%	119.76%	108.55%	126.90%	6	8	1	93%
Panhandle	n/a	n/a	127.28%	98.67%	103.96%	102.51%	106.50%	132.48%	112.40%	99.09%	n/a	91.60%	99.20%	107.66%	n/a	120.05%	95.37%	115.32%	93.06%	6	9	0	100%
Permian Basin	n/a	n/a	80.54%	99.08%	106.29%	100.68%	102.75%	119.05%	74.78%	79.24%	n/a	94.52%	120.63%	103.18%	n/a	85.47%	119.76%	122.55%	0.00%	5	5	5	67%
Rural Capital	n/a	n/a	110.32%	98.57%	104.94%	105.44%	109.34%	131.95%	102.10%	99.57%	n/a	111.86%	108.22%	100.99%	n/a	111.11%	99.50%	99.98%	102.88%	6	9	0	100%
South Plains	n/a	n/a	100.86%	100.53%	102.68%	98.77%	103.51%	135.67%	104.51%	107.86%	n/a	89.49%	119.62%	101.01%	n/a	111.11%	119.76%	122.72%	108.06%	5	9	1	93%
South Texas	n/a	n/a	112.70%	100.13%	95.74%	101.10%	94.62%	152.78%	101.01%	111.62%	n/a	111.86%	114.42%	111.73%	n/a	131.58%	123.29%	103.34%	138.70%	9	5	1	93%
Southeast	n/a	n/a	96.24%	98.04%	106.45%	100.11%	101.24%	127.45%	100.92%	107.11%	n/a	103.59%	99.63%	102.25%	n/a	131.23%	102.61%	102.37%	95.42%	3	12	0	100%
Tarrant	n/a	n/a	91.60%	97.44%	100.86%	101.51%	110.43%	134.23%	96.54%	92.61%	n/a	95.02%	89.39%	98.79%	n/a	84.80%	88.41%	84.92%	97.64%	2	8	5	67%
Texoma	n/a	n/a	94.40%	99.33%	105.04%	102.37%	106.04%	146.67%	100.53%	108.47%	n/a	111.35%	114.42%	111.11%	n/a	120.00%	105.68%	92.97%	108.79%	7	7	1	93%
West Central	n/a	n/a	100.36%	98.89%	96.93%	98.18%	99.67%	102.57%	94.34%	93.04%	n/a	101.55%	109.49%	62.80%	n/a	111.11%	103.83%	106.86%	0.00%	1	12	2	87%
+P	0	0	9	2	8	2	16	25	4	2	0	7	8	2	0	14	9	4	10				122
MP	0	0	14	22	19	25	11	1	21	23	0	15	16	21	0	8	17	19	13				245
-P	0	0	5	4	1	1	1	2	3	3	0	6	4	5	0	6	1	5	5				52
% MP & +P	N/A	N/A	82%	86%	96%	96%	96%	93%	89%	89%	N/A	79%	86%	82%	N/A	79%	96%	82%	82%				88%
From			10/19	10/19	7/18	1/18	7/18	1/18	7/18	1/18		1/18	7/18	1/18		1/18	7/18	1/18	1/18				From
To			2/20	2/20	12/18	6/18	12/18	6/18	12/18	6/18		6/18	12/18	6/18		6/18	12/18	6/18	6/18				To

Board of Directors Meeting

May 21, 2020 - 3:00 pm

AGENDA - DRAFT

- I. Call to Order: *Gloria Perez, Chair*
- II. Roll Call: *Rosie Collin, Secretary*
- III. Announcement on Disclosure of Conflicts of Interest
Conflicts of Interest or Appearances of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- IV. Public Comments
- V. Board Comments
- VI. Discussion and Possible Action on Minutes of the February 20, 2020 Board of Directors Meeting
- VII. Chairman's Report: *Gloria Perez*
- VIII. President/CEO's Report: *Ken Trevino*
 - Business Development, Public Relations and Organizational Update
- IX. Committee Reports:
 - * *Child Care Services* *Marcia Keener, Chair*
 - * *Public Relations* *Carlos Ramirez, Vice Chair*
 - * *Workforce Services* *Ray De Los Santos, Jr., Chair*
- X. Discussion and Possible Action to Approve FY 2020 Budget Amendment #3:
Shileen Lee
(Reviewed and Approved for recommendation by Executive and Finance Committee on May 14, 2020)
- XI. Discussion and Possible Action to Authorize the President/CEO to Enter into negotiations and subsequent execution of a lease Agreement for Office Space for One Stop Career Center Staff relocation and other business purposes subject to review and approval of the final lease terms by the Executive Committee.
(Reviewed and Approved for recommendation by Executive and Finance Committee on May 14, 2020)

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

1. Policy 4.5.100.7 – Work Search Requirement
(Recommended for approval at the May 7, 2020 Workforce Services Committee)

1. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Laserfiche Paperless System
2. Discussion and Possible Action to Authorize the President/CEO to Execute Options for Renewal of Contracts.
3. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Economy and Labor Market Tool
4. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Information Technology Assessment and Strategic Plan
5. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Registered Apprenticeship Training Project
(Recommended for approval at the May 14, 2020 Executive/Finance Committee Meeting)

XIII. Information Only:

1. MIP Outage: *Shileen Lee*
2. Audit Update: *Janet Pitman*
3. Financial Update: *Shileen Lee*
4. Facilities Update: *Amy Villarreal*
5. Update on Future Procurements and Contract Renewals: *Robert Ramirez*
6. Performance Measure Update: *Amy Villarreal*

XIV. Adjournment

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

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

Consent Agenda. Items listed under the Consent Agenda have previously been reviewed and recommended for action by one or more Committees of the Board of Directors. All items listed under the Consent Agenda are ready for action by the full Board of Directors; however, a Board member can request that any item be pulled from the Consent Agenda for further review and discussion.

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Glossary of Terms

Program Title	Program Characteristics
Child Care	Helps employers retain qualified workers with families by providing subsidized child care to low-income parents, children of teen parents, and children with disabilities.
Non-Custodial Parent (NCP) Choices	Targets low-income, unemployed, or underemployed NCPs who are behind on child support payments and whose children are current or former recipients of public assistance. Involves working in tandem with the Office of the Attorney General (OAG) and the local court system to help NCPs with substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child support payments.
Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)	Designed to assist SNAP recipients in obtaining employment through participation in allowable job search, training, education, or workforce activities that promote long-term self-sufficiency. SNAP recipients are referred by the Texas Health and Human Services Commission (HHSC).
Temporary Assistance for Needy Families (TANF)/Choices	The goal of Choices services is to end the dependence of needy parents on public assistance by promoting job preparation, employment, and job retention with a “Work First” service delivery design. TANF recipients are referred by the Texas Health and Human Services Commission (HHSC).
Trade Act Services	Provides employers with skilled workers. Moves trade-affected workers into new jobs as quickly and effectively as possible.
The Workforce Information System of Texas (TWIST)	TWIST is a centralized point of reporting intake, case management, and service delivery for customers. Intake information is submitted just once for multiple employment and training programs, and can be retrieved statewide. TWIST also allows staff to query and retrieve information from the legacy systems - Employment Services (ES), Unemployment Insurance (UI), SNAP E&T, Temporary Assistance to Needy Families (TANF), SSI (Supplemental Security Income), and the Texas Department of Criminal Justice (TDCJ).
Veterans Employment Services	Employers have quick access to the talents and expertise of veterans and eligible persons, e.g., spouses of deceased/disabled/MIA veterans, to fill job openings.
Wagner-Peyser Employment Services (ES), Agricultural Services and Migrant and Seasonal Farm Worker Services	Acts as liaison between employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Workforce Innovation and Opportunity Act (WIOA)	WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market; and matches employers with the skilled workers they need to compete in the global economy.