



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Board of Directors Meeting**

**September 17, 2020**

**3:00 pm**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82723986994?pwd=eERSSUhlSEpWbzdQbnVWQ0ZkaWxrZz09>

833 548 0282 US Toll-free  
Meeting ID: 827 2398 6994  
Passcode: 093866

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

## Strategic Goals

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

## Mission Statement

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

## Value Statement

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

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

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

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

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

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

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

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

## Disclosure and Declaration of a Conflict of Interest

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

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

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

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

## Code of Ethics

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

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

**Board of Directors Meeting**

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**September 17, 2020 - 3:00 pm**

**AGENDA**

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**Equal Opportunity Employer/Program**

Auxiliary aids and services are available upon request to individuals with disabilities.

Deaf, hard-of-hearing or speech impaired customers may contact

**Relay Texas:** 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (voice)

## **XVII. Adjourment**

**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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**Workforce Solutions Board of Directors**  
**Roll Call Roster**  
**September 17, 2020**

- \_\_\_\_\_ Gloria Perez, **Chair**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Afuso, Mary; Post-Secondary Education – City of Corpus Christi
- \_\_\_\_\_ Allsup, Gary; Public Assistance Agency – City of Corpus Christi
- \_\_\_\_\_ Bowen, Sandra Julia; Private Sector – Jim Wells County
- \_\_\_\_\_ Cantu, Arnoldo; Private Sector – Duval County
- \_\_\_\_\_ Collin, Rosie, **Secretary**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ De Los Santos, Ray; Private Sector – Refugio County
- \_\_\_\_\_ Florence, Tracy; CBO – Bee County
- \_\_\_\_\_ Flower, Michelle; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Garza, Sara; Public Employment Service – City of Corpus Christi
- \_\_\_\_\_ Gatewood, Jesse; Organized Labor – Nueces County
- \_\_\_\_\_ Giesler, Randy; Private Sector – Live Oak County
- \_\_\_\_\_ Gleason, Mary; Literacy Council – City of Corpus Christi
- \_\_\_\_\_ Gonzalez, Jr., Victor, **Past Chair**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Goodwine, Vince, **Parliamentarian**; Private Sector – Nueces County
- \_\_\_\_\_ Hunter, Ofelia, CBO/OL – Jim Wells County
- \_\_\_\_\_ Keener, Marcia; CBO – San Patricio County
- \_\_\_\_\_ Kelley, Kari; Private Sector – Aransas County
- \_\_\_\_\_ Lopez, Omar; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Nelson, Travis, Private Sector – City of Corpus Christi
- \_\_\_\_\_ Owen, John W., **Vice Chair**; Vocational Rehabilitation Agency – City of Corpus Christi
- \_\_\_\_\_ Ramirez, Carlos; Private Sector – Kleberg County
- \_\_\_\_\_ Salazar, Manny; CBO – Kleberg County
- \_\_\_\_\_ Sample, Edward; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Soliz-Garcia, Velma, **Treasurer**; – Education Agency – San Patricio County
- \_\_\_\_\_ Temple, Susan, Private Sector – San Patricio County
- \_\_\_\_\_ Unda, C. Michelle; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Wilson, Catrina – CBO – City of Corpus Christi

\_\_\_\_\_  
Signed

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

**MINUTES**  
**Workforce Solutions of the Coastal Bend – Board of Directors Meeting**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/87092596932>

**888 475 4499 US Toll-free**

**Meeting ID: 870 9259 6932**

**May 21, 2020 - 3:00 pm**

**Board Members**

**Present**

Gloria Perez, Chair; private sector – City of CC  
Mary Afuso; post-secondary education – City of CC  
Gary Allsup; public assistance – City of CC  
Sandra Julia Bowen; private sector – Jim Wells County  
Arnoldo Cantu; private sector – Duval County  
Rosie Collin; Secretary; ps – Nueces County  
Tracy Florence; CBO – Bee County  
Michelle Flower; private sector – City of Corpus Christi  
Sara Garza; public employment service – City of CC  
Jesse Gatewood; organized labor – Nueces County  
Randy Giesler; private sector - Live Oak County  
Mary Gleason; literacy council – City of CC  
Victor M. Gonzalez, Jr., Past Chair; ps – City of CC  
Vince Goodwine, Parliamentarian; ps – Nueces County  
Ofelia Hunter; CBO/OL – Jim Wells County

Marcia Keener; CBO – San Patricio County  
Kari Kelley; private sector – Aransas County  
Omar Lopez; private sector – City of CC  
Travis Nelson; private sector – City of CC  
John Owen, Vice Chair; vocational rehab. – City of CC  
Marc Puig; Adult Basic & Cont. Ed – Bee County  
Carlos Ramirez; private sector – Kleberg County  
Cleo Rodriguez Jr.; economic development – City of CC  
Manny Salazar; CBO – Kleberg County  
Edward Sample; ps & vet rep. – City of CC  
Velma Soliz-Garcia, Treasurer; ed – San Patricio County  
Susan Temple; private sector – San Patricio County  
C. Michelle Unda; private sector – City of CC  
Catrina Wilson; CBO – City of CC

**Absent**

Ray De Los Santos; private sector – Refugio County

Parrish Jones; private sector – City of CC

**Vacancies**

Private Sector – Kenedy County

**Others Present**

Ken Trevino, WS President/CEO  
Amy Villarreal, WS Chief Operating Officer  
Shileen Lee, WS Chief Financial Officer  
Alba Silvas, WS Director of Programs & Planning  
Pam Ross, WS Contract Manager  
Andrea Byrd, WS Contract Manager  
Catherine Cole, WS Contract Manager  
Shelby Simms, WS Resource and Worksite Coordinator  
Jennifer Ledford, WS Student HireAbility Navigator  
Robert Ramirez, WS Procurement & Contracts Specialist  
Larry Peterson, WS Internal Auditor EO/504 Coordinator  
Monika De La Garza, WS Public Relations Manager  
Denise Woodson, WS Director of Child Care Programs

Heather Cleverley, WS Exec. Coord. to President/CEO  
Janet Neely, WS Administrative Assistant  
Janet Pitman, ABIP, P.C.  
Chakib Chehadi, C2GPS, LLC  
Shelly Key, C2GPS, LLC  
Rita Soto, C2GPS, LLC  
Karen Casey, Texas Veterans Commission  
Neil Hanson, BakerRipley, Inc.  
Kenia Dimas, BakerRipley, Inc.

**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. Announcement on Disclosure of Conflicts of Interest**

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

**IV. Public Comments**

There were no public comments.

**V. Board Comments**

There were no Board comments.

**VI. Discussion and Possible Action on Minutes of the February 20, 2020 Board of Directors Meeting**

Mr. Owen moved to approve the minutes of the February 20, 2020 Board of Directors meeting. The motion was seconded by Ms. Soliz-Garcia and passed.

**VII. Chairman's Report**

*10 Years of Service to Workforce Solutions of the Coastal Bend*

Ms. Perez congratulated Mr. Trevino for his 10 years of service to Workforce Solutions of the Coastal Bend. Ms. Perez stated she is honored to work with such an amazing leader. Ms. Perez mentioned how proud she is of the work he has accomplished and the team he has developed.

*President/CEO Evaluation*

Ms. Perez informed the board members Mr. Trevino and she discussed his evaluation. Mr. Trevino felt considering the emergency and urgent needs in our business right now, he felt that action on his evaluation and any salary adjustment be placed on hold. Ms. Perez informed everyone that she has spoken with legal and legal has recommended this, Mr. Trevino and she has both agreed. Ms. Perez stated Mr. Trevino's President/CEO Evaluation will be done later due to the pandemic. Per the bylaws the evaluation and any salary adjustment are done by the Executive/Finance Committee and you all will be informed when that will be happening.

Ms. Florence congratulated Mr. Trevino on his 10 years of service with Workforce Solutions of the Coastal Bend. Mr. Trevino thanked Ms. Florence.

Ms. Soliz-Garcia recognized Mr. Trevino for a great job. She thanked him for his leadership and that he has always taken building capacity of his team as one of his number one priority in taking care of our customers. Mr. Trevino thanked Ms. Soliz-Garcia.

Ms. Bowen thanked Mr. Trevino and stated from day one of meeting him she realized he has a passion for Workforce, his community and the surrounding community. Ms. Bowen is 100 percent appreciative of Mr. Trevino and for him to keep up the great work. Mr. Trevino and Ms. Perez thanked Ms. Bowen.

Mr. Gonzalez stated during his 10 years of Chairman, serving two terms, he certainly agreed with every statement that has been said today. He remembers the day that Mr. Trevino was selected and elected as our CEO. At that time Mr. Gonzalez knew that they had selected the right person and the 10 years equates to his thinking and of course madam Chair was there, as well as others that are still on the board. Mr. Gonzalez thanked and congratulated Mr. Trevino for leading this great organization and putting Workforce Solutions of the Coastal on the face of Texas. Mr. Trevino thanked Mr. Gonzalez.

Ms. Afuso acknowledged Mr. Trevino for a great job he has done.



Dr. Puig, Dr. Gleason, Ms. Neely, Ms. Byrd, Ms. Unda, Ms. Hunter, Ms. Cole, Ms. Keener and Ms. Collin congratulated Mr. Trevino on his 10 years of service with Workforce Solutions of the Coastal Bend.

Mr. Sample stated he is appreciative of Mr. Trevino's dedication and service during the last 10 years.

*Meetings with President/CEO*

Ms. Perez communicated with Mr. Trevino several times a week to obtain updates during the COVID-19 pandemic. Ms. Perez stated Mr. Trevino has done an excellent job with keeping her updated and informed. She mentioned most recently she was copied on an email regarding Labor Market information that he sent to the all the judges and the mayor. Ms. Perez congratulated Mr. Trevino for being a proactive leader and staying on top of things making sure that the CEO's and the staff have what they need during this pandemic.

*Coastal Bend Virtual Town Hall – Thursday, April 23, 2020*

Ms. Perez participated in the Coastal Bend Virtual Town Hall meeting with State Senator Juan "Chuy" Hinojosa, State Representative District 32 Todd Hunter and Texas Workforce Commissioner Representing Employers Aaron Demerson. Commissioner Demerson moderated the event and brought Subject matter experts to discuss how the COVID-19 has affected our region. Ms. Perez thanked all the Board members that participated. She also thanked Mr. Trevino and Workforce Solutions Board Staff for organizing a great event in such a short time frame.

Ms. Perez thanked Workforce Solutions of the Coastal Bend staff for doing such an amazing job under such unprecedented circumstances, especially working virtually.

*Social Media Presence During the Pandemic*

Ms. Perez recognized Ms. De La Garza and her team for staying on top of social media and for posting everything daily. Including posting what Texas Workforce Commission was posting because that was what everyone wanted to know.

*Upcoming Events:*

*CEO Council Meeting*

Ms. Perez provided a date for the next CEO Council meeting which will be held at 12 noon on Friday, May 29, 2020 on Zoom.

**VIII. President/CEO's Report**

Mr. Trevino thanked Chairman and stated he appreciates everyone for their kind words. Mr. Trevino stated the agenda is an organization on how the board members will hear about our facilities, how we are managing things, how we off boarded, how we are going to on board and what is going on in each program through Committee Reports.

Mr. Trevino expressed his gratitude towards the staff. He mentioned it is unbelievable to be put in this situation and that the decision to go virtually was made in an afternoon on a Friday to be implemented on a Monday. Mr. Trevino recognized everyone for doing their part, plus more and keeping the wheels on the bus. He informed the board members that we are helping our customers, we are doing everything we can, we are interfacing with Texas Workforce Commission and we are interfacing with National Organizations to find out where the best practices are. Mr. Trevino included Workforce Solutions of the Coastal Bend has been keeping everyone up to date and that communication is critical in a time like this; from the Board stand point to the Board of Directors, all the volunteers, the CEO Council and the general public. Mr. Trevino stated it is very important to keep in constant communication within our pods and our contractors/service providers and that has been done.

Mr. Trevino thanked madam Chair for setting up the Coastal Bend Virtual Town Hall meeting with Todd Hunter. He mentioned all boards are now doing a Virtual Town Hall across the state as well as across the country. Mr. Trevino stated a couple of boards have included Commissioner Aaron Demerson. Mr. Trevino recognized the event for being very successful with about 100 people in attendance and the feedback which was tremendous in terms of the information provided. Deputy Director of Unemployment Insurance and Chief Legal Counsel for Texas Workforce Commission were answering on the spot questions. Workforce Solutions of the Coastal Bend received kudos for best practice on taking all their questions ahead of time. As apposed to allowing people to ask questions live which can really slow down a meeting, it can derail a meeting, or one person can end up dominating. Mr. Trevino recognized Commissioner Demerson for doing a masterful job of making sure that all the questions were being answered.

Mr. Trevino thanked everyone for their kind words.

Mr. Trevino recognized the team members for doing an incredible job day in and day out. Mr. Trevino expressed how important it is for him to recognize his team to everyone in his team's presence for all their hard work. He stated that this must be done together as a team and that everyone has stepped up to the plate. Mr. Trevino and his team are aware the heavy lifting is in front of them and that it is going to be a challenge, but it is also an opportunity for them to become more efficient. Mr. Trevino mentioned 10 years ago we voted that into one of our goals to become a more efficient and affective organization. That remains one of our goals and that is exactly what will be doing now. Mr. Trevino looks forward to the work ahead, serving this community, serving the rural areas, making sure we do not forget where are roots are, and who we need to serve and how we can serve them in a better way. Mr. Trevino stated working with both C2GPS and BakerRipley has been amazing because they are open to all kinds of ideas. Mr. Trevino informed the board members they are going to see all kinds of technology being implemented over the next 6 months.

#### **IX. Committee Reports**

Ms. Keener stated she was impressed and recognized the entire staff for a wonderful job they have done in this very difficult time.

##### *Child Care Services*

Ms. Keener provided a report on the May 5, 2020 Child Care Services Committee meeting (included on page 11 of the May 21 agenda packet). Ms. Woodson added additional information.

##### *Public Relations*

Mr. Gatewood provided a report on the May 6, 2020 Public Relations Committee meeting (included on pages 12-13 of the May 21 agenda packet). Mr. Gatewood thanked everyone for attending the Public Relations meeting.

##### *Workforce Services*

Ms. Villarreal provided a report on the May 7, 2020 Workforce Services Committee meeting (included on pages 14-15 of the May 21 agenda packet).

#### **X. Discussion and Possible Action to Approve FY 2020 Budget Amendment #3:**

Ms. Lee presented information on FY 2020 Budget Amendment #3 (included on pages 16-17 of the May 21 agenda packet).

Mr. Gonzalez moved to approve FY 2020 Budget Amendment #3. The motion was seconded by Dr. Gleason and passed.

**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/Finance Committee**

Mr. Trevino provided an update on the 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/Finance Committee. The Lease Agreement was recommended for approval by the Executive/Finance Committee.

Mr. Owen moved to recommend to the Board of Directors to approve 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/Finance Committee. The motion was seconded by Ms. Kenner and passed.

**XII. Consent Agenda Action Items:**

1. Policy #4.5.100.7 – Work Search Requirement
2. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Laserfiche Paperless System
3. Discussion and Possible Action to Authorize the President/CEO to Execute Options for Renewal of Contracts
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

Mr. Gonzalez moved to approve all items on the Consent Agenda. The motion was seconded by Ms. Florence and passed.

**XIII. Information Only:**

*1. MIP Outage*

Ms. Lee provided an update on the MIP Outage (included on page 30 of the May 21 agenda packet).

Mr. Trevino stated if things were not hard enough having the system go out, the dedication of the accounting team stepped up to the plate to resolve this and get it going. He mentioned the process they had to go through during this time is incredible for them to have to go back to things manually. Mr. Trevino recognized Ms. Lee and her entire team for doing an amazing job. Mr. Trevino stated Ms. Lee knew exactly what she had to do, and she handled it.

*2. Audit Update*

Ms. Pitman provided an update on the September 2019 Audit (included on page 31 of the May 21 agenda packet). Ms. Pitman stated the audit is usually done in March and April and they come to us at this Board meeting with the financial results for the year. However, that did not happen this year due to MIP and COVID-19. Fortunately, the Office of Management and Budget have given us some administrative relief this year, so instead of the audit being due by the end of June they have granted a 6-month extension. Ms. Pitman stated Ms. Lee and she have plan to bring the financial results to you by the September Board meeting, they did not want to wait till December since would be too far out. Ms. Pitman stated in order to achieve that we will have to start the audit in June/July time frame. Ms. Pitman has given a list of items that is needed for the audit to Ms. Lee. Ms. Pitman is understandably aware that they have not been able to work on that yet due to the situation. Ms. Pitman included they do have a share file application where they can exchange documents electronically for the time being until they are able to safely come to our offices and work. Ms. Pitman reassured everyone they have

been working remotely so they are used to it and their clients are used to it. Ms. Pitman believes that they will not have any obstacles to make the September meeting.

### *3. Financial Update*

Ms. Lee presented the Financial Update (included on pages 32-36 of the May 21 agenda packet).

Ms. Perez thanked and recognized Ms. Lee and her team for doing a continuously great job.

### *4. Facilities Update*

Ms. Villarreal provided a facilities update (included on page 37 of the May 21 agenda packet). Ms. Villarreal stated June 1<sup>st</sup> staff will be back in the centers and June 15<sup>th</sup> we hope to be open to the public by appointment only. Ms. Villarreal stated we are aware contact tracing will continue to happen and we will be giving out guidance to the career centers about what that looks like. Ms. Villarreal informed board members that staff must make us aware if they have been contacted by a contact tracer. She mentioned if someone has been in our center, we will immediately have to shut down that center, deep clean and quarantine our staff until we get the test results or for 14 days.

Ms. Villarreal stated that we have 4 teams with our contractor that will be rotating out. To ensure if we do happen to have a positive case or someone in that could be positive, that we have teams that could come back in the centers as quickly as possible.

Ms. Villarreal recognized Ms. Byrd for putting the WE Summit together which will be on June 8-11. She included Secretary of State Ruth Hughs will be one of the speakers on the first day. Ms. Villarreal stated as that is being put together it is going to be a tremendous 4-day event, 1 hour a day. Ms. Villarreal invited everyone to join the WE Summit event if they have the opportunity to. She also included it does not matter if you are male or female you are welcome to join us and that it is going to be really great event.

Ms. Villarreal recognized Child Care; Public Relations; Ms. Lee and her Fiscal team Ms. Alba and her Contract Manager team; Ruben with Facilities; Serafin with IT; everyone as Mr. Trevino mentioned earlier in the meeting everyone has stepped up and have handled this even though it has been stressful. Ms. Villarreal stated we have been doing a great job getting things done and we are going to come out all the better for it.

Mr. Trevino recognized Ms. Villarreal for doing an amazing job. Mr. Trevino stated she has recognized everyone else, but she has done an incredible job. He praised Ms. Villarreal for an excellent report that was summarized, which could have been an hour-long report. Mr. Trevino stated with all the things going on and all the moving parts that are included in that, it is a lot of work. Mr. Trevino acknowledged Ms. Villarreal for being an amazing team member to be part of and to partner with. Ms. Perez and Ms. Villarreal thanked Mr. Trevino.

### *5. Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on future procurements and contract renewals (included on pages 38-58 of the May 21 agenda packet).

### *6. Performance Measure Update*

Ms. Villarreal presented the February 2020 Performance Measure Update (included on pages 59-64 of the May 21 agenda packet).

*7. Local Labor Market Information March 2020*

Ms. Villarreal provided local labor market information for March 2020 (included on pages 65-68 of the May 21 agenda packet).

Ms. Villarreal mentioned that every week that we are out she knows that there are people out there that need us. We want to come back safe for our staff and for the public. Ms. Villarreal informed the board members that we have medical professionals that are going to be taking temperatures for all the staff and doing courtesy temperatures for those customers that may want them. Ms. Villarreal included that we have plexi-glass, there is at least 6 feet of separation between our computers, and we will limit the number of people in our centers. Ms. Villarreal reassured the board member that we are doing all the things we can to mitigate as much risk as possible but still serve the customers who need us the most.

Ms. Perez informed the board members that Mr. Trevino and Ms. Villarreal are available at any time. She stated the board members can text or call them for any questions, or if any of their residents in their county ask them questions or if they get calls from people.

Mr. Trevino included he is taking referrals galore that are totally in our scope and way out of our scope and we are trying to get those to the right places. Mr. Trevino mentioned the amount of emails and text he receives personally, like they do not know what to do about the situation and how to move forward. Mr. Trevino stated it is our pleasure to be able to assist and that is what we are here for. Mr. Trevino informed the board members if anyone needs one of their constituents, or one of their co-workers, or a cousin needs assistance with something don't hesitate to send it his way and he will get it to the right landing spot without hesitation.

Ms. Perez thanked Mr. Trevino and stated it is so reassuring to know that we have a team that is here, and we can call them for anything we need.

Ms. Perez advised everyone to stay safe and healthy. Ms. Perez reassured everyone to know that we have the best team working on our behalf and that they are here for us for anything that we need. Ms. Perez thanked Mr. Trevino and his team.

**XIV. Adjournment**

The meeting adjourned at 4:11 pm.

## MINUTES

### **Workforce Solutions of the Coastal Bend – Special-Called Board of Directors Meeting**

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/85357104610>

**833 548 0282 US Toll-free**

**Meeting ID: 853 5710 4610**

**June 25, 2020 - 3:00 pm**

#### **Board Members**

##### **Present**

Gloria Perez, Chair; private sector – City of CC  
Mary Afuso; post-secondary education – City of CC  
Sandra Julia Bowen; private sector – Jim Wells County  
Arnoldo Cantu; private sector – Duval County  
Rosie Collin; Secretary; ps – Nueces County  
Ray De Los Santos; private sector – Refugio County  
Tracy Florence; CBO – Bee County  
Michelle Flower; private sector – City of Corpus Christi  
Jesse Gatewood; organized labor – Nueces County  
Randy Giesler; private sector - Live Oak County  
Mary Gleason; literacy council – City of CC  
Victor M. Gonzalez, Jr., Past Chair; ps – City of CC

Vince Goodwine, Parliamentarian; ps – Nueces County  
Ofelia Hunter; CBO/OL – Jim Wells County  
Marcia Keener; CBO – San Patricio County  
Kari Kelley; private sector – Aransas County  
Omar Lopez; private sector – City of CC  
John Owen, Vice Chair; vocational rehab. – City of CC  
Carlos Ramirez; private sector – Kleberg County  
Manny Salazar; CBO – Kleberg County  
Edward Sample; ps & vet rep. – City of CC  
Susan Temple; private sector – San Patricio County  
C. Michelle Unda; private sector – City of CC  
Catrina Wilson; CBO – City of CC

##### **Absent**

Gary Allsup; public assistance – City of CC  
Sara Garza; public employment service – City of CC  
Parrish Jones; private sector – City of CC  
Travis Nelson; private sector – City of CC

Marc Puig; Adult Basic & Cont. Ed – Bee County  
Cleo Rodriguez Jr.; economic development – City of CC  
Velma Soliz-Garcia, Treasurer; ed – San Patricio County

##### **Vacancies**

Private Sector – Kenedy County

##### **Others Present**

Ken Trevino, WS President/CEO  
Amy Villarreal, WS Chief Operating Officer  
Shileen Lee, WS Chief Financial Officer  
Alba Silvas, WS Director of Programs & Planning  
Pam Ross, WS Contract Manager  
Andrea Byrd, WS Contract Manager  
Catherine Cole, WS Contract Manager  
Jennifer Ledford, WS Student HireAbility Navigator  
Monika De La Garza, WS Public Relations Manager  
Xena Mercado, WS Design & Digital Content Specialist  
Denise Woodson, WS Director of Child Care Programs

Heather Cleverley, WS Exec. Coord. to President/CEO  
Janet Neely, WS Administrative Assistant  
Lucinda Garcia, Legal Counsel  
Chakib Chehadi, C2GPS, LLC  
Shelly Key, C2GPS, LLC  
Rita Soto, C2GPS, LLC  
Robert Gonzales, C2GPS, LLC  
Elida Rangel, C2GPS, LLC  
Karen Casey, Texas Veterans Commission  
Neil Hanson, BakerRipley, Inc.  
Kenia Dimas, BakerRipley, Inc.

#### **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. Announcement on Disclosure of Conflicts of Interest**

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

**IV. Public Comments**

There were no public comments.

**V. Board Comments**

There were no Board comments.

**VI. Items for Discussion and Possible Action:**

1. Discussion and possible action to require all employees, customers and members of the public to wear face coverings over their nose and mouth when in any of the career centers, including the mobile unit and other premises or when performing an activity which will require close contact or proximity to co-workers, customers, and members of the public at all times.

Ms. Villarreal provided information on the item as written (included on page 4 of the June 25 agenda packet).

Dr. Gleason moved to approve to require all employees, customers and members of the public to wear face coverings over their nose and mouth when in any of the career centers, including the mobile unit and other premises or when performing an activity which will require close contact or proximity to co-workers, customers, and members of the public at all times. The motion was seconded by Ms. Afuso and passed.

2. Policy #6.0.101.00 – Emergency Management Plan

Ms. Villarreal provided an update on the Policy #6.0.101.00 – Emergency Management Plan as amended (included on pages 5-7 of the June 25 agenda packet). Ms. Villarreal provided a COVID-19 Operational Processes – Emergency Management Plan Memo handout.

Mr. Owen moved to approve Policy #6.0.101.00 – Emergency Management Plan. The motion was seconded by Mr. De Los Santos and passed.

Ms. Bowen inquired if the CEO/President is unavailable to implement emergency measures do we have to list who would take over his place, like a secondary Emergency Management Coordinator.

Ms. Villarreal stated usually she signs contracts and fills in when he is unavailable or Ms. Lee. That Ms. Villarreal and Ms. Lee would make those decisions.

Ms. Bowen questioned if it is needed to be listed in the policy.

Ms. Villarreal suggested we could put President/CEO or designee in the policy.

Ms. Bowen stated she would feel comfortable with including President/CEO or designee in the policy.

Ms. Perez asked Legal Counsel, Ms. Garcia to address the issue.

Ms. Garcia stated Ms. Bowen presents a good suggestion. She believes that the policy in place currently allows the CEO to have a designee. Ms. Garcia mentioned to add it to the policy in her view just augments what is already the existing custom, practice and policy.

Ms. Garcia commended staff for being so visionary and thinking forward. Far ahead of some of our governmental officials and she is not critical of the governmental officials. Ms. Garcia included what

it speaks to her Workforce Solutions of the Coastal Bend's proactive plan to advocate for the best interest of the employees, the customers and the members of the public.

Ms. Villarreal and Ms. Perez thanked Ms. Garcia.

3. Policy #4.0.101.12 – Support Services

Ms. Villarreal provided information on the Policy #4.0.101.12 – Support Services as amended (included on pages 8-19 of the June 25 agenda packet).

Mr. Gonzalez moved to approve Policy #4.0.101.12 – Support Services. The motion was seconded by Ms. Bowen and passed.

4. Policy #4.0.113.05 – OJT, Subsidized Employment and Customized Training

Ms. Villarreal provided information on the Policy #4.0.113.05 – OJT, Subsidized Employment and Customized Training as amended (included on pages 20-26 of the June 25 agenda packet).

Ms. Keener moved to approve Policy #4.0.113.05 – OJT, Subsidized Employment and Customized Training. The motion was seconded by Dr. Gleason and passed.

Ms. Villarreal announced we have one northern center and southern center open every other week, which they are alternating. We are scheduling appointments for customers through Microsoft Bookings, for those that absolutely need to come in. Ms. Villarreal mentioned we know that job search requirements will be reinstated on July 6, as far as we know. She included obviously there is a little bit of hesitant right now in terms of getting out there. We do not expect Texas Workforce Commission to change or move that date. We know that customers are going to be looking for our centers and using our computers to do job search very soon. Ms. Villarreal stated we are trying to stay safe and keep our staff safe.

Ms. Perez thanked Ms. Villarreal.

Ms. Garcia recognized staff for a very good presentation, all the actions and the preventive actions that she thinks are necessitated under the circumstances. Ms. Garcia stated it is always a privilege and a pleasure to work for Workforce Solutions. Ms. Garcia thanked madam Chair.

Mr. Trevino expressed his appreciation for everyone's time. Mr. Trevino mentioned at the beginning of the meeting Ms. Villarreal really stated it well. All of this is centered around our customers, protecting our staff to the highest and best of our abilities. Mr. Trevino announced that to staff in an all staff call on last Friday. Mr. Trevino included it is really important to us that we make sure we do everything we can because he believes we have a moral responsibility there ahead of anybody else and not related to anybody else in the state that may be making the decisions. This is us, a private nonprofit. Mr. Trevino expressed his appreciation for the support from Legal Counsel. Mr. Trevino included as always; this decision was made in a team environment in consult with our Attorney.

Mr. Trevino expressed his appreciation and recognized Ms. Villarreal for doing all the heavy lifting on the memos and pulling all this together for us.

Ms. Villarreal acknowledged Ms. Alba and her team for their work on the policies.

Ms. Villarreal announced to Career Center staff and management on the call that the mask directive will go into effect tomorrow. Ms. Villarreal also asked that staff to please be aware if someone is coming in with a disability, that it is tough for them to have a mask on, we have to be cognizant of



that. She mentioned to make sure we put them somewhere where they can be further away from people if there are unable to maintain a mask. Ms. Villarreal asked for staffs understanding and compassion as we move through this and to not be so hard that we deter people from coming in.

Ms. Afuso questioned if we are going to review and update the sick leave policy to make sure we are covering it. She included if Workforce Solutions of the Coastal Bend could make sure to update the personal sick leave policy and the sick leave policy of the contractors to make sure sick people are not coming to work.

Ms. Villarreal added that Ms. Lee could speak to our 32 staff. As far as our contractor goes, we have been in communication with C2GPS about what they are doing. Ms. Villarreal believes everyone is using the direction of what the COVID-19 suggestions are from OSHA and what we are allowed to do as employers. Ms. Villarreal will follow up and make sure people have those things. She stated we are saying do not come to work if you are sick and we will work out whatever else we need to work out.

Ms. Lee stated for the board staff specifically we have done a series of two memos. One leading up to going home to work and one when we were thinking about needing to come back into the centers on a part-time basis. Ms. Lee included we specifically addressed the vulnerable population and had employees self-select if they were in that without disclosing specific medical or age information. Ms. Lee stated staff was assured that if they were in those populations or just needed to not be here for some reason maybe they have a vulnerable, someone in their household that they do not need to expose, etc. that we would work with their job duties and ensure that they could work virtually. Ms. Lee announced we have a few critical positions as in Facilities and IT that do have a little more obligations to the centers with people in them. She mentioned we set staff up on a rotation as much as possible and limit them if they do come into one of the centers that has an exposure. Then they have additional staff that can cover on the next week. Ms. Lee stated before employees can come back fulltime our policies will include a new COVID clause.

Ms. Perez expressed her appreciation and thanked everyone for joining this special meeting.

Mr. Trevino thanked madam Chair.

## **VII. Adjournment**

The meeting adjourned at 3:32 pm.

## COMMITTEE REPORT

### **X – 1. Child Care Services**

**Committee:** Child Care Services

Marcia Keener, Chair

Mary Afuso

Sara Garza

Ed Sample

Mary Gleason

Catrina Wilson

**Date of Committee meeting:** September 1, 2020

The Committee did have a quorum.

#### **The following items were discussed at the meeting:**

1. Summary of Child Care Performance for the Third Quarter of BCY2020
2. Summary of Child Care Performance for the Months of July and August of the Fourth Quarter of BCY2020
3. Impact of COVID-19 Pandemic Public Health Crisis on Child Care Centers – (Closures)
4. COVID-19 Pandemic – Parent Share of Cost (PSC) Fees
5. COVID-19 Essential Worker Emergency Child Care Services and Enrollment
6. Cleaning Supplies Distribution Update
7. Provider Responses from Listening Sessions

#### **The Committee took the following action:**

1. The Committee approved the Minutes of the May 5, 2020 Child Care Services Committee Meeting.
2. The Committee approved the updates/revision to Policy #4.3.100.07– Child Care Eligibility
3. The Committee approved the recommendation to proceed with the process to initiate the purchase of outdoor learning environments for 9 Texas Rising Star (TRS) child care centers.

## COMMITTEE REPORT

### X – 2. Public Relations

**Committee:** Public Relations

Jesse Gatewood, Chair

Carlos Ramirez

C. Michelle Unda

Tracy Florence

Arnoldo Cantu

Omar Lopez

Ofelia Hunter

**Date of Committee meeting:** September 2, 2020

**The following items were discussed at the meeting:**

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. COVID-19 Strategic Outreach Plan – WFSCB continues to build upon its COVID-19 Strategic Outreach and Social Media Plan with the goal of getting 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.
  - WFSCB Outreach aligns to the Texas Workforce Commission Outreach Strategy
  - Signage/Posters/Flyers/Digital Posts
  - [Virtual Conversion of Services](#) - Events and Projects
  - [Website COVID-19 Resources Page](#) and Ongoing Updates
  - Social Media Action Plan
2. 2020 Events and Projects – An overview of WFSCB’s involvement and coordination of important initiatives during COVID-19 were presented to the committee which included: Premont Collegiate High School Senior Acknowledgment Day, [Women Empowered Summit Recap](#), [Targeted Rural Outreach Strategy – Kiosk Web Interface Created](#), [SkillUp America – Metrix Learning Online Courses](#), [Skills Development Fund – COVID-19 Initiative](#), [Training Scholarship Flyer](#), [Targeted Occupations List Updated](#), [The Workforce Insider Refresh](#), Texas Workforce Commission (TWC) Jobs and Education for Texans (JET) Grant 2020 Awardees
3. WorkInTexas.com App – Highlights for the upcoming launch were presented.
4. [9th Annual Hiring Red, White & You Statewide Veterans Hiring Fair](#) – New virtual event platform was announced along with plans for this year’s event.
5. Virtual Outreach, Events and Hiring Fairs - An overview of some of the events that WFSCB has participated in and promoted were presented.
6. 2020 Annual Report – The committee discussed ideas for this year’s report.

7. Media/Social/Outreach Coverage – May - August 2020 (TV, Print, & Social Media Platforms)
8. Labor Market Information – [Local Labor Market Information for July 2020](#) was presented along with a new COVID-19 Economic Impact Report that is being distributed to the Chief Elected Officials (CEO) Council throughout the 11-county region.

## COMMITTEE REPORT

### X – 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:** September 3, 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; May 7, 2020.
- Approved Authorization to 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.
- Four Board Policies:
  - Policy #4.0.109.02- Credentials
  - Policy #4.0.115.06- Program Non-Compliance
  - Policy #4.1.105.010 Apprenticeship Training Programs
  - Policy #4.0.101.013 Support Services
- 2019-2021 Target Occupation List(TOL)

**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 8 Policies YTD.
- 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. Provided Committee information on current funding status and new program year funding. Specific amounts will also be presented at Board of Directors Meeting on September 17<sup>th</sup>.

- New Funding Opportunities- National Dislocated Grants COVID related: \$73K, Skills Development Fund 115K, Reimagine Workforce Grant 20 million application submitted by TWC to Department of Education, OPIOD Grant pending status from DOL until late September.
- Information and resources to community- Encouraged committee members to visit the Workforce Insider published by WFSCB Public Relations Department on August 21<sup>st</sup>. Publication outlines all current services and initiatives taking place to serve our communities, employers, and partners during COVID-19.
- 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 Thursday August 27, 2020 to Board of Directors.

**The Committee took the following action:**

1. Approved the minutes of May 7, 2020 Workforce Services Committee Meeting.
2. Approved Authorization to 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
3. Approved for recommendation 4 Board Policies and Target Occupation List.

Meeting adjourned at 4:04 pm.

## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XI. Budget Amendment #4 FY 2020

### **BACKGROUND INFORMATION**

The proposed budget amendment #4, includes an overall revenue increase for fund finalizations and new contracts, for a total of \$4,215,678.

The increase in the budget will be adjusted in Communication Expense, Furniture, Equipment & Software, and General Administrative Expense for COVID-19 expenses for increase in cell phone utilization, computer and software purchases, The remainder in Contracted Services for direct Child Care.

We are requesting approval on budget amendment #4 of the BCY2020 budget.

### **RECOMMENDATION**

We are requesting approval on budget amendment #4 of the BCY2020 budget.

Contract No.	Program	Amended Budget FY2020	Amendment #4 Fund Finalization / New Funds	Revised Funds Available 7/31/2020
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	(158,909)	123,565
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	105,491	184,129
2219EXT001	WOS - Externship for Teachers	2,077	0	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	(22,180)	592
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	67,384	0	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)	142,403	0	142,403
2220WPA001	Employment Serv (Oct)	90,637	0	90,637
2220REA000	Reemployment Services & Eligibility Assessment	264,388	0	264,388
2220CCA000	Child Care Automatic Attendance (CAA)	100,337	0	100,337
2220CCQ000	Child Care Quality (CCQ)	603,459	0	603,459
2220CCF000	Child Care (Oct)	14,231,649	4,153,859	18,385,508
2220CCP000	Child Care DFPS	1,593,100	0	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	54,704	0	54,704
2220BSA001	BSA - Board Service Awards	30,000	0	30,000
2220BSA002	BSA - Texas Hireability	50,000	0	50,000
2220COS002	Skills Development Fund		115,000	115,000
2220WOR001	WIOA - PY20 Rapid Response		22,417	22,417
	<b>Grand Total</b>	<b>\$33,986,977</b>	<b>\$4,215,678</b>	<b>\$38,202,656</b>



**ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XII. Proposed FY 2021 Preliminary Operating Budget

**BACKGROUND INFORMATION**

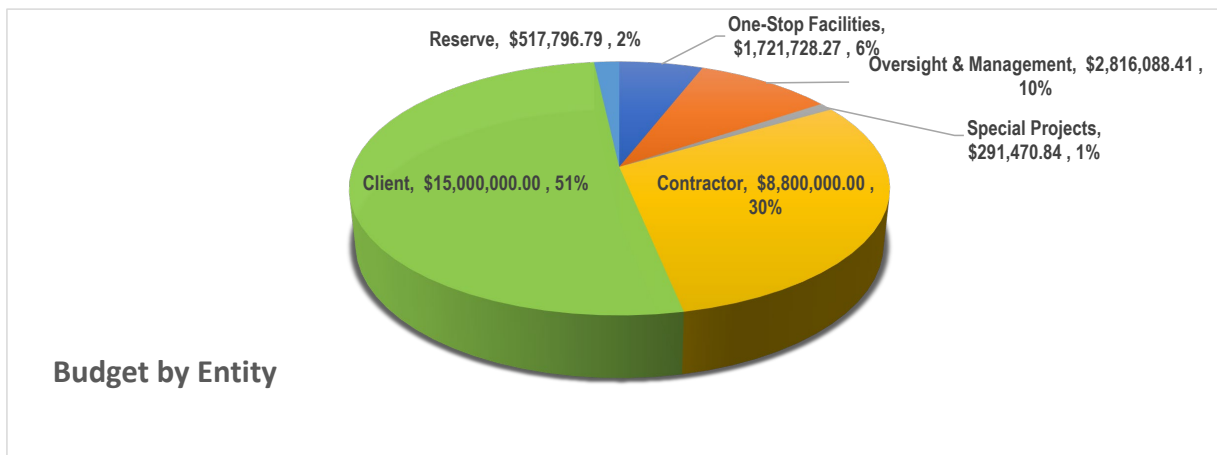
CFO will present the Proposed FY 2021 Preliminary Operating Budget for approval.

**RECOMMENDATION**

Staff recommend the Board of Directors approve the Proposed FY 2021 Preliminary Operating Budget.

**Workforce Solutions of the Coastal Bend  
FY 2021 BUDGET  
For the twelve month period ending September 30, 2021**

	A FY2019 Original Budget	B FY2020 Budget	Difference B -A
Grant revenue	\$ 28,953,448	\$ 29,147,084	\$ 193,636
<b>EXPENSES</b>			
<b>Oversight &amp; Management</b> 0%			
Salaries and benefits	\$ 2,065,516	\$ 2,220,266	\$ 154,750
Facilities and related expense	106,965	224,116	\$ 117,151
Furniture, Equipment & Software	72,581	20,000	\$ (52,581)
General administrative expense	234,393	132,976	\$ (101,417)
Communication expense	28,098	28,982	\$ 884
Professional fees & service	115,475	116,247	\$ 772
Staff development expense	43,500	35,500	\$ (8,000)
Travel expense	87,000	38,000	\$ (49,000)
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 2,753,529</b>	<b>\$ 2,816,088</b>	<b>\$ 62,560</b>
<b>One Stop Operations</b> 0%			
Facilities and related expense	\$ 1,100,782	\$ 1,209,121	\$ 108,339
Furniture, Equipment & Software	160,986	172,279	11,294
General administrative expense	257,345	243,221	(14,123)
Communication expense	158,146	86,607	(71,539)
Professional fees & service	5,500	5,500	-
Client	5,000	5,000	-
<b>Total One Stop Operation</b>	<b>\$ 1,687,759</b>	<b>\$ 1,721,728</b>	<b>\$ 33,970</b>
Contracted services	\$ 24,512,162	\$ 24,483,551	\$ (28,611)
<b>Total expense</b>	<b>\$ 28,953,449</b>	<b>\$ 29,147,084</b>	<b>\$ 193,636</b>
<b>Changes in net assets</b>	<u>(0)</u>	<u>(0)</u>	



**Workforce Solutions of the Coastal Bend  
Allocations Information BCY 2020-21**

<b>Funding</b>	<b>Allocation 19</b>	<b>Planning Estimates Allocation 20</b>	<b>Variance</b>	<b>% Change</b>
WIOA Adult-	\$ 1,634,596	\$ 1,644,710	\$ 10,114	0.6%
WIOA Dislocated Worker	1,363,801	1,338,028	(25,773)	-1.9%
WIOA Youth-	1,711,066	1,726,103	15,037	0.9%
<b>WIOA Subtotal</b>	<b>\$ 4,709,463</b>	<b>\$ 4,708,841</b>	<b>\$ (622)</b>	<b>0.0%</b>
WIOA Rapid Response	\$ 33,999	\$ 22,417	\$ (11,582)	-34.1%
TANF (Oct)	2,878,896	2,496,098	(382,798)	-13.3%
SNAP E&T	454,085	502,451	48,366	10.7%
SNAP E&T- ABAWD (Dec)	142,992	158,669	15,677	11.0%
Employment Serv (Oct)	537,927	499,809	(38,118)	-7.1%
Child Care Automatic Attendance (CAA)	89,527	89,527	-	0.0%
Child Care Quality (CCQ)	311,350	328,433	17,083	5.5%
<b>Others Subtotal</b>	<b>\$ 4,448,776</b>	<b>\$ 4,097,404</b>	<b>\$ (351,372)</b>	<b>-7.9%</b>
Child Care (Oct)	13,466,173	14,292,650	826,477	6.1%
Child Care Local Match (Oct)	1,789,966	1,800,566	10,600	0.6%
<b>Child Care Subtotal</b>	<b>\$ 15,256,139</b>	<b>\$ 16,093,216</b>	<b>\$ 837,077</b>	<b>5.5%</b>
<b>Total</b>	<b>\$ 24,414,378</b>	<b>\$ 24,899,461</b>	<b>\$ 485,083</b>	<b>2.0%</b>
<b>OTHER</b>				
<b>AEL (not in budget)</b>				
WIOA Adult Education and Literacy (AEL)	1,847,749	1,777,884	(69,865)	-3.8%

<b>Funding</b>	<b>Allocation 19</b>	<b>Planning Estimates Allocation 20</b>	<b>Variance</b>	<b>% Change</b>
<b>Potential Carry over or New Funds</b>		<b>Est. Carryover</b>		
Apprenticeship TX		190,000		
WIOA Statewide		700,000		
WCI		55,000		
WIOA Adult		491,193		
WIOA DW		970,900		
WIOA Youth		479,927		
Trade Act Services for Dislocated Workers		60,000		
Wagner-Peyser Employment Services		25,000		
BSA		50,000		
Child Care		600,000		
Choices		365,603		
Skills Development Fund		100,000		
COVID-WIOA Statewide		100,000		
COVID-NDW		60,000		
<b>Total Revenue Budget</b>	<b>\$ 28,953,448</b>	<b>\$ 29,147,084</b>	<b>193,636</b>	<b>0.7%</b>

## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XI. Draft Independent Audit for the Year Ended September 30, 2019

## **BACKGROUND INFORMATION**

CFO and Janet Pittman from Alonzo, Bacarisse, Irvine, and Palmer, P.C. will present the Draft of the Independent Audit for Fiscal Year End September 30, 2019

## **RECOMMENDATION**

Staff recommend the Executive Committee approve the Draft Audit for Year Ended September 30, 2019.

DRAFT

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

ANNUAL FINANCIAL AND COMPLIANCE REPORTS

SEPTEMBER 30, 2019 AND 2018

**abip**

CPAs | ADVISORS

CLIENT **FOCUSED.** RELATIONSHIP **DRIVEN.**



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**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**DRAFT**

**CERTIFICATE OF BOARD OF DIRECTORS**

I, \_\_\_\_\_ Chairman of the Board of Directors of Coastal Bend Workforce Development Board, do hereby certify that this accompanying audit report for fiscal years ended September 30, 2019 and 2018, from ABIP, PC, was reviewed and \_\_\_\_\_ approved / \_\_\_\_\_ disapproved at a meeting of the Board of Directors held on the 17th day of September, 2020.

\_\_\_\_\_  
Chairman, Board of Directors

\_\_\_\_\_  
Date



INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Coastal Bend Workforce Development Board  
Corpus Christi, Texas

**Report on the Financial Statements**

We have audited the accompanying financial statements of Coastal Bend Workforce Development Board (a non-profit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Coastal Bend Workforce Development Board as of September 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of Matter******Change in Accounting Principle***

As described in note 2 to the financial statements, in 2019, the Board adopted new accounting guidance, FASB Accounting Standards Update No. 2016-14 (Topic 958), “*Presentation of Financial Statements of Not-for-Profit Entities*”. Our opinion is not modified with respect to this matter.

***Other Matters******Other Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards, as required by Title 2, U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State of Texas Single Audit Circular*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 17, 2020 on our consideration of Coastal Bend Workforce Development Board’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Coastal Bend Workforce Development Board’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Coastal Bend Workforce Development Board’s internal control over financial reporting and compliance.

San Antonio, Texas  
September 17, 2020

**FINANCIAL SECTION**



## STATEMENTS OF FINANCIAL POSITION

September 30,

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 1,014,455	\$ 504,312
Grants receivable	2,114,530	2,604,054
Account receivable - subcontractor	2,515	17,649
Account receivable - other	9,959	2,206
Other assets	<u>184,100</u>	<u>149,202</u>
Total current assets	<u>3,325,559</u>	<u>3,277,423</u>
PROPERTY AND EQUIPMENT		
Property and equipment	2,428,607	2,085,012
Less: accumulated depreciation	<u>(1,813,002)</u>	<u>(1,560,236)</u>
Net property and equipment	<u>615,605</u>	<u>524,776</u>
Total assets	<u>\$ 3,941,164</u>	<u>\$ 3,802,199</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 2,343,969	\$ 2,080,407
Accrued expenses	446,692	480,266
Deferred revenue	-	163,867
Accrued vacation	<u>69,543</u>	<u>101,158</u>
Total current liabilities	<u>2,860,204</u>	<u>2,825,698</u>
Total liabilities	<u>2,860,204</u>	<u>2,825,698</u>
NET ASSETS		
Without donor restrictions:		
Unrestricted	465,355	451,725
Investment in property and equipment, net	<u>615,605</u>	<u>524,776</u>
Total net assets	<u>1,080,960</u>	<u>976,501</u>
Total liabilities and net assets	<u>\$ 3,941,164</u>	<u>\$ 3,802,199</u>

The accompanying notes are an integral part of these financial statements.



## STATEMENTS OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2019

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
SUPPORT AND REVENUE			
Grant revenue	\$ 30,357,629	\$ -	\$ 30,357,629
Grant revenue - non federal	299,152	-	299,152
Interest income - non federal	14,020	-	14,020
Program income	<u>1,378</u>	<u>-</u>	<u>1,378</u>
Total support and revenue	<u>30,672,179</u>	<u>-</u>	<u>30,672,179</u>
EXPENSES			
Administration	1,416,524	-	1,416,524
Program services	<u>29,242,025</u>	<u>-</u>	<u>29,242,025</u>
Total expenses	<u>30,658,549</u>	<u>-</u>	<u>30,658,549</u>
Increase in net assets	13,630	-	13,630
OTHER REVENUES AND (EXPENSES)			
Fixed assets - additions	-	343,595	343,595
Depreciation expense	<u>-</u>	<u>(252,766)</u>	<u>(252,766)</u>
Change in net assets	13,630	90,829	104,459
NET ASSETS AT BEGINNING OF YEAR	<u>451,725</u>	<u>524,776</u>	<u>976,501</u>
NET ASSETS AT END OF YEAR	<u>\$ 465,355</u>	<u>\$ 615,605</u>	<u>\$ 1,080,960</u>

The accompanying notes are an integral part of these financial statements.

## STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2018

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
SUPPORT AND REVENUE			
Grant revenue	\$ 26,240,806	\$ -	\$ 26,240,806
Grant revenue - non federal	274,465	951	275,416
Interest income - non federal	3,083	-	3,083
Program income	5,277	-	5,277
Net assets released from restrictions	<u>341,707</u>	<u>(341,707)</u>	<u>-</u>
Total support and revenue	<u>26,865,338</u>	<u>(340,756)</u>	<u>26,524,582</u>
EXPENSES			
Administration	1,152,260	-	1,152,260
Program services	<u>25,371,371</u>	<u>-</u>	<u>25,371,371</u>
Total expenses	<u>26,523,631</u>	<u>-</u>	<u>26,523,631</u>
Increase in net assets	341,707	(340,756)	951
OTHER REVENUES AND (EXPENSES)			
Fixed assets - additions	-	326,768	326,768
Depreciation expense	<u>-</u>	<u>(134,301)</u>	<u>(134,301)</u>
Change in net assets	341,707	(148,289)	193,418
NET ASSETS AT BEGINNING OF YEAR	<u>110,018</u>	<u>673,065</u>	<u>783,083</u>
NET ASSETS AT END OF YEAR	<u>\$ 451,725</u>	<u>\$ 524,776</u>	<u>\$ 976,501</u>

The accompanying notes are an integral part of these financial statements.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2019

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 14,604,439	\$ 14,604,439
Communication expense	10,842	146,449	157,291
Furniture and equipment	-	343,529	343,529
Insurance	18,022	27,959	45,981
Outreach/public notices	3,770	36,523	40,293
Office expense	62,154	446,666	508,820
Professional fees	77,908	108,768	186,676
Program services	-	11,554,397	11,554,397
Rent and rent related	13,324	585,810	599,134
Salaries and fringe benefits	1,119,807	1,221,552	2,341,359
Subscription/membership	14,924	42,264	57,188
Software	-	1,840	1,840
Travel/staff development/conference fee	51,460	125,165	176,625
Building improvement	44,313	(8,934)	35,379
Discretionary	-	5,598	5,598
	<u>\$ 1,416,524</u>	<u>\$ 29,242,025</u>	<u>\$ 30,658,549</u>

The accompanying notes are an integral part of these financial statements.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2018

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 12,424,474	\$ 12,424,474
Communication expense	8,871	140,201	149,072
Furniture and equipment	-	54,703	54,703
Insurance	15,236	21,665	36,901
Bank fees	634	-	634
Outreach/public notices	4,998	87,633	92,631
Office expense	46,235	409,401	455,636
Professional fees	56,702	111,056	167,758
Program services	-	9,944,123	9,944,123
Rent and rent related	12,829	599,332	612,161
Salaries and fringe benefits	880,629	1,178,999	2,059,628
Subscription/membership	13,819	27,613	41,432
Travel/staff development/conference fee	36,877	100,106	136,983
Building improvement	-	272,065	272,065
Discretionary	75,430	-	75,430
	<u>\$ 1,152,260</u>	<u>\$ 25,371,371</u>	<u>\$ 26,523,631</u>

The accompanying notes are an integral part of these financial statements.

## STATEMENTS OF CASH FLOWS

For the year ended September 30,

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 104,459	\$ 193,418
Adjustments to reconcile change in net assets to cash provided by operating activities		
Depreciation expense	252,766	134,301
(Increase) decrease in operating assets		
Grants receivable	489,524	242,514
Accounts receivable	7,381	(1,270)
Other assets	(34,898)	(28,934)
Increase (decrease) in operating liabilities		
Accounts payable	263,562	586,057
Deferred revenue	(163,867)	(411,014)
Accrued expenses	(33,574)	(372,048)
Accrued vacation	<u>(31,615)</u>	<u>13,520</u>
Net cash provided by operating activities	<u>853,738</u>	<u>356,544</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(343,595)</u>	<u>(326,768)</u>
Net cash provided by (used in) investing activities	<u>(343,595)</u>	<u>(326,768)</u>
Net increase (decrease) in cash and cash equivalents	510,143	29,776
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>504,312</u>	<u>474,536</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 1,014,455</u>	<u>\$ 504,312</u>

The accompanying notes are an integral part of these financial statements.

## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(1) Organization and nature of activities

On July 1, 1997, the Private Industry Council (PIC) of Corpus Christi/Nueces County and the Rural Coastal Bend Services Delivery Areas merged to form the Coastal Bend Workforce Development Board (the Board) to comply with the Workforce and Economic Competitiveness Act Chapter 2308 of the Texas Government Code (the Act). The Board was incorporated under the Texas Non-Profit Corporation Act for the purpose of implementation and development of workforce related activities and programs in the eleven county Coastal Bend region. The Board, through the partnership and the interlocal agreements with the Coastal Bend Chief Elected Officials Council, is designated as the grant recipient and the administrative entity for the workforce development area. The Board receives funding from local, state and federal sources, and must comply with spending, reporting and record keeping requirements of these entities.

(2) Summary of significant accounting policies

## Financial statement presentation

During the fiscal year 2019, the Board changed accounting policies related to presentation of its financial statements by adopting FASB Accounting Standards No. 2016-14 (Topic 958), "*Presentation of Financial Statements of Not-for-Profit Entities*". Accordingly, the financial statements have been presented in accordance with the standard.

The Board classifies its financial statements to present two (2) classes of net assets:

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed stipulations. Restricted grant proceeds or contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.
- *Net assets with donor restrictions* include net assets subject to donor-imposed restrictions that may or will be satisfied by the actions of the Board or the passage of time. The Board had no net assets with donor restrictions at September 30, 2019.

## Basis of accounting

The financial statements of the Board have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

## Estimates

Management uses estimates and assumptions in preparing the financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the report of revenues and expenses.

## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(2) Summary of significant accounting policies (continued)

## Allowances for uncollectable

No allowance for uncollectable has been established. All receivables from the state and sub-recipients are deemed fully collectible.

## Cash and cash equivalents

For the purpose of the statement of cash flows, the Board considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. This includes cash in bank, certificates of deposit, and money market accounts.

## Revenue/receivable concentrations

The Board receives substantially all of its revenue from grants through federal and state agencies. Grant revenue is recorded by the Board as it is earned with the offset to a receivable. The Board does not recognize an allowance for bad debt, as all receivables are deemed collectable.

## Functional expense allocation

Costs incurred by the Board in providing management and oversight of various programs have been summarized on a functional basis. Accordingly, these costs are recognized among the programs either as administrative or program and are distributed to the various funding sources based upon an established cost allocation plan on a monthly basis. Unassignable administrative and program costs are allocated to each grant based upon each grant's proportional share of total Workforce Center's expenses.

## Fixed assets

The Board capitalizes property and equipment with a unit cost of \$5,000 or more and a useful life greater than 1 year for depreciation and financial statement presentation. Asset purchases under \$5,000 are expensed. The Board tracks property with a unit cost of \$500 or more to comply with internal policy. The valuation of the fixed assets is cost, if purchased, or fair market value, if donated. The Texas Workforce Commission (TWC) has an interest in all property purchased with TWC funds.

## Income taxes

Income taxes are not provided for in the financial statements since the Board is exempt from federal income taxes and filing IRS Form 990 under Section 501(c)(3) of the Internal Revenue Code. The Board is not classified as a private foundation.

(3) Deposits and collateral

At September 30, 2019 and 2018, the total bank balances were \$1,089,846 and \$768,757, respectively. Bank balances of \$250,000 are covered by federal depository insurance. At September 30, 2019 and 2018, all of the Board's bank balances were covered by federal depository insurance as well as collateralized securities held by the pledging institution.

NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(4) Grants receivable

	<u>2019</u>	<u>2018</u>
Due from Texas Workforce Commission		
Child care	\$ 549,432	\$ 1,237,688
Choices/TANF	450,527	334,427
Wagner-Peyser Employment Services	23,273	9,003
NCP	21,093	13,192
Military Family Support Pilot	-	31,084
Workforce Innovation and Opportunity Act Adult	154,502	143,698
Summer Earn and Learn Program	26,398	162,975
Workforce Innovation and Opportunity Act Dislocated	104,801	72,871
Workforce Innovation and Opportunity Act Youth	323,842	10,421
Apprenticeship USA Grants	1,828	-
Resource Administration Grant	1	-
SNAP E & T	49,933	220,160
SNAP E & T ABAWD	68,369	4,747
Externships for Teachers	104,938	-
Trade Act Services	1,714	36,416
Workforce Commission Initiatives	39,513	20,956
Vocational Rehabilitation	28,071	-
National Dislocated Worker-Disaster Grant	123,841	214,326
National Dislocated Worker-Texas Oil & Gas	-	32,983
Service Fund	13,883	7,868
Reemployment Services and Eligibility Assessment	20,501	36,376
VRS Student Hireability Navigator	5,368	9,718
Working Women Resource Coordination Cooperative	<u>2,702</u>	<u>5,145</u>
Total due from Texas Workforce Commission	<u>\$ 2,114,530</u>	<u>\$ 2,604,054</u>



NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(5) Deferred revenue

	<u>2019</u>	<u>2018</u>
Deferred Revenue		
Child Care Protective Services	\$ -	\$ 85,471
SNAP E & T	-	75,690
Military Family Support Pilot	-	644
Externship for Teachers	-	296
Trade Act Services	-	1,741
Choices/TANF	-	<u>25</u>
 Total deferred revenue	 <u>\$ -</u>	 <u>\$ 163,867</u>

(6) Fixed assets

	<u>BALANCE</u> <u>10/1/2018</u>	<u>ADDITIONS</u>	<u>DELETIONS</u>	<u>BALANCE</u> <u>9/30/2019</u>
Fixed assets:				
Equipment	\$ 436,675	\$ 343,529	\$ -	\$ 780,204
Software	21,915	-	-	21,915
Building improvements	<u>1,626,422</u>	<u>66</u>	-	<u>1,626,488</u>
Total fixed assets	<u>2,085,012</u>	<u>343,595</u>	-	<u>2,428,607</u>
Accumulated depreciation:				
Equipment	(279,288)	(145,630)	-	(424,918)
Software	(15,165)	(3,000)	-	(18,165)
Building improvements	<u>(1,265,783)</u>	<u>(104,136)</u>	-	<u>(1,369,919)</u>
Total accumulated depreciation	<u>(1,560,236)</u>	<u>(252,766)</u>	-	<u>(1,813,002)</u>
 Fixed assets - net	 <u>\$ 524,776</u>	 <u>\$ 90,829</u>	 <u>\$ -</u>	 <u>\$ 615,605</u>

## NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(7) Compensated absences

The Board employees are granted vacation pay in varying amounts based on length of service. Accrued unused vacation is paid upon an employee's termination. Compensated absences are charged to the applicable program when taken. The earned amount as of September 30, 2019 and 2018, was \$69,543 and \$101,158, respectively.

(8) Operating leases

Commitments under lease agreements for facilities provide for minimum annual rental payments as follows:

2020	\$ 364,154
2021	313,866
2022	<u>295,627</u>
	<u>\$ 973,647</u>

Rental expense for the year ended September 30, 2019 and 2018 was \$368,972 and \$364,660, respectively.

(9) Retirement plan

The Board provides employees the opportunity to participate in the Board's retirement plan. The plan is a 401(k) profit sharing plan. The Board's profit sharing plan and the provisions in this policy are subject to the rules and regulations of the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Service. The vesting period for participating employees for contributions made before October 1, 2013 is as follows:

<u>Years of Service</u>	<u>Vesting Percentage</u>
1	20%
2	40%
3	60%
4	80%
5 or more	100%

Benefits under the plan are based on the employee's vested interest in the value of his/her account at the time their benefits become payable as a result of his/her retirement or other separation from service or other distribution event. That value will depend on the contributions credited to their account and on the investment performance of the nest fund established to hold and invest those contributions.

NOTES TO FINANCIAL STATEMENTS

September 30, 2019 and 2018

(9) Retirement plan (continued)

Employees who have completed at least 1,000 hours of service within 6 consecutive months are eligible to participate in the 401(k) profit sharing plan.

Effective October 1, 2013 employees can make plan contributions up to the maximum allowed by the plan, not to exceed the IRS limits, and they can choose to make contributions before paying taxes and/or after-tax contributions through the plan's Roth 401(k) option. Employees may increase or decrease their contributions to the plan each payroll period. Employees are automatically 100% vested in their contributions and roll over contributions.

Coastal Bend Workforce Development Board will make a safe harbor matching contribution equal to 100% of the first 5% of eligible pay that the employee contributes.

More specific information on the retirement plan can be found in the summary plan description of the plan.

Existing and new employees, who have previously worked with any workforce organization (Board, One-Stop contractors, or TWC) within the State of Texas, shall be allowed to carry over their years of service earned at that organization to the Board's retirement plan. Contributions paid during the fiscal period were \$50,200 and \$49,396 for years ended 2019 and 2018, respectively.

(10) Economic dependence

Coastal Bend Workforce Development Board receives a significant portion of its revenue from pass-through funds of federal and state grants. The Board operated during the fiscal year under one major source of funds, the Texas Workforce Commission. The grant amounts are appropriated each year at the federal and state level. If significant budget cuts are made at the federal and state level, the amount of funds the organization receives could be reduced significantly and have an adverse impact on its operations.

(11) Contingencies

Individual grants are subject to additional financial and compliance audits by the grantors or their representatives. Such audits could result in requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. The Board's management is of the opinion that disallowance, if any, will not have a material effect on the financial statements.

(12) Subsequent events

Management has evaluated subsequent events through September 17, 2020, the date the financial statements were available to be issued.

On March 19, 2020 Texas Governor Greg Abbott issued an executive order to close non-essential businesses and schools due to the public health concerns related to the COVID-19 crisis. The result of this order will impact the economy and unemployment rates for the region that the Board services. The duration and intensity of these impacts on the Board's revenue sources will depend on future developments which cannot be forecasted or estimated at this time.

**SINGLE AUDIT SECTION**



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors  
Coastal Bend Workforce Development Board  
Corpus Christi, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 17, 2020.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Coastal Bend Workforce Development Board's (the Board) internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Coastal Bend Workforce Development Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Antonio, Texas  
September 17, 2020

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
FEDERAL AND STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE OF TEXAS SINGLE AUDIT CIRCULAR

To the Board of Directors  
Coastal Bend Workforce Development Board  
Corpus Christi, Texas

**Report on Compliance for Each Major Federal and State Program**

We have audited Coastal Bend Workforce Development Board's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the State of Texas Single Audit Circular that could have a direct and material effect on each of Coastal Bend Workforce Development Board's major federal and state programs for the year ended September 30, 2019. Coastal Bend Workforce Development Board's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal and state statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal and state programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of Coastal Bend Workforce Development Board's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2, U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the audit requirements of the State of Texas Single Audit Circular. Those standards, the Uniform Guidance, and the State of Texas Single Audit Circular require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about Coastal Bend Workforce Development Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of Coastal Bend Workforce Development Board's compliance.



### *Opinion on Each Major Federal and State Program*

In our opinion, Coastal Bend Workforce Development Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2019.

### **Report on Internal Control over Compliance**

Management of Coastal Bend Workforce Development Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Coastal Bend Workforce Development Board's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal and state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal and state program and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State of Texas Single Audit Circular, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the State of Texas Single Audit Circular. Accordingly, this report is not suitable for any other purpose.

San Antonio, Texas  
September 17, 2020

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

DRAFT

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2019

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS</u></b>					
<b><u>U.S. Department of Labor</u></b>					
Passed Through Texas Workforce Commission and Texas Veteran's Commission:					
<b>Employment Service Cluster</b>					
Wagner-Peyser Employment Services	17.207	2219WPA001	\$ 23,754	\$ 23,754	\$ 22,141
Wagner-Peyser Employment Services	17.207	2219WPA000	109,713	31,074	31,074
Wagner-Peyser Employment Services	17.207	2218WPA000	111,682	25,468	24,011
Workforce Commission Initiatives	17.207	2219WCI000	18,570	18,570	14,920
Workforce Commission Initiatives	17.207	2218WCI000	12,440	(617)	(617)
Resource Administration Grant	17.207	2218RAG000	4,853	4,853	4,787
Veterans Employment Services	17.801	VES 19-22	27,000	27,000	25,197
Veterans Employment Services	17.804	VES 19-22	9,000	9,000	9,000
<b>Total Employment Service Cluster</b>			<b>317,012</b>	<b>139,102</b>	<b>130,513</b>
<b>WIA Cluster</b>					
Workforce Innovation and Opportunity Act - Adult	17.258	2218WOA000	2,127,655	1,845,762	1,662,267
Workforce Innovation and Opportunity Act - Adult Externship for Teachers	17.258	2217WOA000	1,475,278	11,653	11,653
Externship for Teachers	17.258	2217WOS001	-	(296)	-
Externship for Teachers	17.258	2219EXT001	137,103	135,038	133,696
Military Family Support Pilot	17.258	2219WOS001	42,319	26,654	26,097
Workforce Innovation and Opportunity Act- Youth	17.259	2217WOY000	1,534,960	140,738	63,136
Workforce Innovation and Opportunity Act- Youth	17.259	2218WOY000	2,223,418	1,750,550	1,637,138
Workforce Innovation and Opportunity Act- Youth	17.259	2219WOY001	1,711,066	3,895	3,871
Workforce Innovation and Opportunity Act- Dislocated Externships for Teachers	17.278	2218WOD000	1,489,075	1,000,728	922,892
Externships for Teachers	17.278	2218WOS000	105,162	(2,323)	-
Workforce Innovation and Opportunity Act- Dislocated	17.278	2217WOD000	1,247,070	220,955	160,885
Workforce Innovation and Opportunity Act- Rapid Response	17.278	2218WOR000	15,775	15,775	14,695
<b>Total WIA Cluster</b>			<b>12,108,881</b>	<b>5,149,129</b>	<b>4,636,330</b>
Reemployment Services and Eligibility Assessment	17.225	2219REA000	197,101	198,768	179,641
Reemployment Services and Eligibility Assessment	17.225	2218REA000	175,074	7,786	7,786
Trade Act Services	17.245	2219TRA000	43,389	43,389	43,389
Trade Act Services	17.245	2218TRA000	111,217	7,220	7,220
Trade Act Services	17.245	2219RAG000	427	427	427
Working Women Resource Coordination Cooperative Agreement HHRI	17.261	2218WDR000	100,000	59,157	53,575
NDW - TX 31 Texas Oil & Gas	17.277	2217NDW000	687,210	34,614	31,380
National Dislocated Worker Disaster Grant Project TX-32	17.277	2217NDW001	6,074,683	2,631,120	2,374,327
Apprenticeship USA Grants	17.285	2219ATG000	199,100	2,145	2,145
National Dislocated Worker Disaster Grant Project TX-32	17.286	2217NDW001	2,158,317	1,028,946	928,444
<b>Total U.S. Department of Labor</b>			<b>22,172,411</b>	<b>9,301,803</b>	<b>8,395,177</b>
<b><u>U.S. Department of Agriculture</u></b>					
Passed Through Texas Workforce Commission:					
<b>SNAP Cluster</b>					
Supplemental Nutrition Assistance Program	10.561	2218SNEA00	174,420	(1,620)	(1,620)
Supplemental Nutrition Assistance Program	10.561	2219SNE000	629,295	614,257	544,023
<b>Total U.S. Department of Agriculture</b>			<b>803,715</b>	<b>612,637</b>	<b>542,403</b>

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2019

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS (CONTINUED)</u></b>					
<b><u>U.S. Department of Health and Human Services</u></b>					
Passed Through Texas Workforce Commission:					
<b>CCDF Cluster</b>					
Child Care Services Formula Grant	93.596	2219CCF000	\$ 3,033,173	\$ 3,033,173	\$ 3,033,173
Childcare Local Initiative Grant	93.596	2219CCM000	1,742,626	226,548	226,548
Child Care Services Formula Grant	93.596	2218CCF000	2,912,198	2,120,887	1,999,257
Workforce Commission Initiatives	93.575	2219WCI000	28,194	28,194	7,381
Child Care Services Formula Grant	93.575	2219CCF000	8,651,523	8,354,757	7,265,075
Childcare Quality Improvement Activity Grant	93.575	2218CCQ000	367,718	17,670	2,329
Child Care Automation Grant	93.575	2219CAA000	100,853	100,853	100,853
Child Care Services Formula Grant	93.575	2218CCF000	6,028,019	47,660	47,660
Childcare Quality Improvement Activity Grant	93.575	2219CCQ000	575,104	452,768	376,268
<b>Total CCDF Cluster</b>			<u>23,439,408</u>	<u>14,382,510</u>	<u>13,058,544</u>
<b>TANF Cluster</b>					
Wagner-Peyser Employment Services	93.558	2218WPA000	14,726	1,195	1,195
Wagner-Peyser Employment Services	93.558	2218WPA000	13,285	13,285	10,931
Non-Custodial Parent Choices Program	93.558	2218NCP000	73,505	1	-
Non-Custodial Parent Choices Program	93.558	2219NCP000	87,632	89,621	85,222
Non-Custodial Parent Choices Program	93.558	2220NCP001	87,632	4,479	4,479
Temporary Assistance to Needy Families	93.558	2219TAN001	100,000	23,270	23,270
Temporary Assistance to Needy Families	93.558	2219TAF000	2,046,070	1,888,626	1,664,615
Temporary Assistance to Needy Families	93.558	2218TAN000	2,604,138	333,062	305,385
Workforce Commission Initiatives	93.558	2219WCI000	51,067	41,573	41,573
<b>Total TANF Cluster</b>			<u>5,078,055</u>	<u>2,395,112</u>	<u>2,136,670</u>
Child Care Services Formula Grant	93.667	2219CCF000	43,609	43,609	43,609
<b>Total Social Services Block Grant</b>			<u>43,609</u>	<u>43,609</u>	<u>43,609</u>
<b>Total U.S. Department of Health and Human Services</b>			<u>28,561,072</u>	<u>16,821,231</u>	<u>15,238,823</u>
<b>Total Federal Awards</b>			<u>51,537,198</u>	<u>26,735,671</u>	<u>24,176,403</u>
<b><u>STATE FUNDS</u></b>					
<b><u>Texas Workforce Commission</u></b>					
Child Care Department of Family Protective Services	NA	2218CCP000	2,449,206	5,256	-
Child Care Department of Family Protective Services	NA	2219CCP000	1,728,638	1,643,236	1,579,218
Child Care Services Formula Grant	NA	2219CCF000	1,469,528	1,469,528	1,469,528
Non-Custodial Parent Choices Program	NA	2219NCP000	54,771	54,771	43,379
Resource Administration Grant	NA	2219RAG000	1,190	1,190	1,190
Supplemental Nutrition Assistance Program	NA	2218SNEA00	41,551	267	-
Supplemental Nutrition Assistance Program	NA	2219SNE000	138,054	106,408	106,408
Temporary Assistance to Needy Families	NA	2219TAF000	341,302	341,302	341,302
<b>Total State Awards</b>			<u>6,224,240</u>	<u>3,621,958</u>	<u>3,541,025</u>
<b>TO TOTAL FEDERAL AND STATE AWARDS</b>			<u>\$ 57,761,438</u>	<u>\$ 30,357,629</u>	<u>\$ 27,717,428</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

September 30, 2019

(1) Basis of presentation

The schedule of expenditures of federal and state awards presents expenditures for all federal and state assistance awards that were in effect for the year ended September 30, 2019 for Coastal Bend Workforce Development Board. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance and State of Texas Single Audit Circular.

(2) Summary of significant accounting policies

Expenditures are reported on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as further described in the notes to financial statements.

(3) Relationship to financial statements

Total expenses:

Per statement of activities and change in net assets	\$ 30,658,549
Per schedule of federal awards	<u>26,735,671</u>
	<u>\$ 3,922,878</u>

Non federal and state expenses:

State	\$ 3,621,958
Non-federal	299,542
Program income/related expenses	<u>1,378</u>
	<u>\$ 3,922,878</u>

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2019

SECTION I: SUMMARY OF AUDITOR’S RESULTS

**Financial Statements**

Type of auditors’ report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?      Yes   X   No
- Significant deficiencies identified that are not considered to be material weakness(es)?      Yes   X   None reported

Noncompliance material to the financial statements noted?      Yes   X   No

**Federal and State Awards**

Internal control over major programs:

- Material weakness(es) identified?      Yes   X   No
- Significant deficiencies identified that are not considered to be material weakness(es)?      Yes   X   None reported

Type of auditors’ report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?      Yes   X   No

Identification of major programs:

Federal:

<u>CFDA NUMBER(S)</u>	<u>NAME OF FEDERAL/STATE PROGRAM OR CLUSTER</u>
93.575/93.596	Child Care Development Funds
17.277/17.286	WIA National Emergency Grants

State:

N/A Child Care Development Funds

Dollar threshold used to distinguish between Type A and Type B programs:

- Federal - \$802,070
- State - \$300,000

Auditee qualified as low-risk auditee?   X   Yes      No

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

For the year ended September 30, 2019

SECTION II: FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III: FEDERAL AND STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

For the year ended September 30, 2019

<u>FINDINGS/RECOMMENDATION</u>	<u>CURRENT STATUS</u>	<u>MANAGEMENT'S EXPLANATION IF NOT IMPLEMENTED</u>
None	-	No prior year findings

CORRECTIVE ACTION PLAN

For the year ended September 30, 2019

PROGRAM

None

CORRECTIVE ACTION PLAN

No current year findings



## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XIV. 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 Board of Directors approve 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.

**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 <sup>2</sup>	\$15.00 per ft <sup>2</sup> NNN - \$4.45 per ft <sup>2</sup>	101,161± ft <sup>2</sup>	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 <sup>2</sup>	N/A	116,710± ft <sup>2</sup>	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 <sup>2</sup>	\$5,000,000.00 \$9.00 per ft <sup>2</sup> /NNN	66,520± ft <sup>2</sup>	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 <sup>2</sup>	\$10.00 per ft <sup>2</sup> NNN - \$4.82 per ft <sup>2</sup>	97,400± ft <sup>2</sup>	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 <sup>2</sup>	\$12.00 per ft <sup>2</sup> NNN - \$6.00 per ft <sup>2</sup>	44,000± ft <sup>2</sup>	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 <sup>2</sup>	N/A	96,212± ft <sup>2</sup>	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 <sup>2</sup>	\$12.00 per ft <sup>2</sup> /NNN	151,328± ft <sup>2</sup>	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 <sup>2</sup>	\$8.00 to \$12.00 per ft <sup>2</sup> NNN - \$3.00 per ft <sup>2</sup>	6.41± Acs.	CG-2 General	56,003± ft <sup>2</sup>	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

### XV. Board Policies Related Policies and Procedures

#### BACKGROUND INFORMATION

Board Professionals have reviewed and made recommended changes to each of the following Board Policies.

##### **1. Policy #4.3.100.07 Child Care Eligibility**

In June 2020, the Texas Workforce Commission (TWC) issued guidance informing Boards that they have the flexibility to implement local transfer policies, in accordance with TWC rule §809.13 (c) (10), specifically, that Boards may implement a transfer policy specific to COVID-19 infection, or a transfer policy that more broadly applies to all parents.

##### **2. Policy #4.0.109.02 Credentials**

Updated Section II of board policy to align language with the current Workforce Innovation and Opportunity Act (WIOA) Guidelines for Adults, Dislocated Workers, and Youth, Effective April 3, 2020. These guidelines further define: Credentials, Certificates, Certifications, and Licenses.

Updates made to Section V. Related Policy Information, reflecting WIOA latest issued guidance.

##### **2. Policy #4.0.115.06- Program Non-Compliance.**

Board policies are to provide board expectations in accordance with the Texas Workforce Commission's (TWC) rules and guides and not a repeat of TWC language. For this reason, deletions were made to the Choices and SNAP E&T sections and changed to board guidance.

In addition, TWC revised the Supplemental Nutrition and Assistance Employment and Training (SNAP E&T) Guide based on legislative changes. Board policy was revised to add changes to Timely and Reasonable attempt which allows a SNAP E&T recipient a 3 day grace period during their 7 day timely and reasonable period to be considered in program compliance and a penalty cannot be initiated.

##### **3. Policy #4.1.105.01-Apprenticeship Training Programs.**

Updated terminology used in board policy to reflect ETPS (Eligible Training Provider System) to ETPL (Eligible Training Provider List).

Added Language to Include:

- "Designated person" to be added for approving exceptions for participant's maximum limit and duration in the program.
- Added language to Section III. Policy Statement to include WD Letter 17-19 that states Registered Apprenticeships are to be automatically included onto the ETPL.

- Added language to for virtual services for Career Center professionals to discuss participant’s financial status. Previous statement stated that this meeting would be conducted in person.
- Made general updates to Section V. Related Policy Information to reflect current TWC guidance.

**4. Policy #4.0.101.13-Support Services.**

Updated board policy to add Short-Term Educational and Work Readiness Services (STEWRS) as allowable services for individuals seeking to upskill or prepare for entry to unsubsidized employment or increase employability.

Support Service Limits- Attachment A of board policy, updated to reflect these services as a One-Time Expense.

Board Staff will be working on Request for Applications (RFA) to create STEWRS vendor approved list.

**RECOMMENDATION**

Board Professionals recommend the approval of policies as amended.



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## POLICY

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**CATEGORY:** Workforce Programs - Childcare **No: 4.3.100.076**  
**TITLE:** Child Care Eligibility  
**SUPERSEDES:** 4.3.100.065, dtd ~~June 16, 2017~~ October 28, 2016  
**EFFECTIVE:** September 18, 2020 ~~June 16, 2017~~  
**BOARD APPROVAL:** September 17, 2020 ~~June 15, 2017~~  
**DATE OF LAST REVIEW:** August 21, 2020 ~~June 1, 2017~~

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### I. PURPOSE:

To establish eligibility criteria to receive child care services.

### II. DEFINITIONS:

*Child*- An individual who meets the general eligibility requirements contained in Chapter 809 Child Care Services. A child includes persons born to the parents, persons adopted by either or both parents, the person for whom the parents have legal responsibility granted by the court, or persons provided supervision and care by the parents.

*Child Care Services* - Child care subsidies and quality improvement activities funded by the Texas Workforce Commission.

*Child Care Contractor*-The entity or entities under contract with the Board to manage child care services. This includes contractors involved in determining eligibility for child care services, contractors involved in the billing and reimbursement process related to child care subsidies, and as well as contractors involved in the funding of quality improvement activities. ~~as described in §809.16.~~

*Parent* – An individual who is responsible for the care and supervision of a child and is identified as the child’s natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco parentis (as determined in accordance with TWC Commission policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents.

*Satisfactory Progress* - Progressing satisfactorily as determined by the educational institution attended.

*Suspension* – A temporary interruption of child care services of ninety calendar days or less.

*Teen Parent* – An individual 18 years of age or younger, or 19 years of age and attending high school or the equivalent, who has a child.

### III. POLICY STATEMENT:

#### Eligibility for At-Risk Child Care Services

A child is eligible for At- Risk child care services if the following conditions are met at initial eligibility determination and at eligibility redetermination(s):

- The child’s family income does not exceed the income limit established by the Board.
  - The child’s family income does not exceed 85 percent of the state median income (SMI).
  - Child care is required for the child’s parent to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single-parent family or 50 hours per week for a two-parent family.
- 
- A Child’s General Eligibility for Child Care Services.
    - (a) Except for a child receiving or needing protective services as described in (D-700) §809.49, eligibility for subsidized child care services requires the following for a child to be eligible to receive child care services, at the time of eligibility determination or redetermination, ~~the Board shall ensure that the child:~~
      - ~~(1) Meets one of the following age requirements:~~  
The child is (a) be under 13 years of age;; or  
~~(b) at the option of the Board, be is~~ a child with disabilities under 19 years of age;;
      - ~~(2)(1) The child is~~ Is a U. S. citizen or legal immigrant ~~as determined~~ under applicable federal laws, regulations, and guidelines;; and
      - ~~(3)(2) The child r~~Resides with one of the following:
        - ~~(a)~~ a family within the Board’s Local workforce development area (Workforce area):
          - ~~(1)~~ whose income does not exceed the income limit established by the Board -; which ~~cannot income limit must not~~ exceed 85 percent of the state median income (SMI) for a family of the same size -; ~~and~~

~~(2)(1)~~ \_\_\_\_\_ whose assets do not exceed \$1,000,000 as certified by a family member, and with parents who require child care in order to work or attend job training or an educational program,

~~(3)(2)~~ A family ~~or~~ that meets the definition of experiencing homelessness as defined in §809.41(a) ~~2~~

~~(b) parents who require child care in order to work or attend a job training or educational program; or~~

~~(e) A~~ A person standing in loco parentis for the child while the child's parent or parents are ~~is~~ on military

deployment and the deployed military parent's income does not exceed the Board's income limits ~~set~~

~~—forth in subparagraph (a) of this paragraph.~~

### Priority for Child Care Services

- ~~• Consistent Section 98.46 (a) of with~~ the Child Care Development Fund (CCDF) regulations requires that states give priority of services to the following, the first priority group consists of ~~e~~Children of residing in families with very low income. ~~The second priority group consists of~~ ~~e~~Children with special needs, which may include any vulnerable populations as defined by the lead agency including ~~e~~Children experiencing homelessness.

### First Priority Group – Mandatory

c

The first priority group is assured child care services and includes children of parents eligible for the following:

- Choices child care as referenced in the Child Care Guide Section D-300
- Temporary Assistance for Needy Families ~~a~~Applicant child care as referenced in Section D-400
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E & T) child care as referenced in Section D-500
- At-Risk child care for former Choices child care recipients whose TANF benefits were denied or voluntarily ended within the last 12 months due to employment, timing out of benefits, or an earnings increase.
- ~~• Transitional child care as referenced in D-650~~

Child Care eligibility for non-CCDF funds (e.g. SNAP E&T, WIA, and other workforce programs funded by the Commission) shall be based upon the specific eligibility requirements for the specific program the parent is enrolled in.

Policy Title: Childcare Eligibility  
Policy Number: 4.3.100.067-

Date: 4/26/2007  
Updated: 08/21/2017

## Second Priority Group – Subject to Availability of Funds

The second priority group is served subject to the availability of funds and includes, in the following order of priority:

- Children who need to receive protective services child care as referenced in Section D-700
- Children of a qualified veteran or qualified spouse as defined in §801.23
- Children of a foster youth as defined in §801.23
- Children experiencing homelessness as defined in Section A-100 and described in Section D-600
- Children of parents on military deployment as defined in Section A-100 whose parents are unable to enroll in military-funded child care assistance programs
- Children of teen parents as defined in Section A-100
- Children with disabilities as defined in Section A-100

## Parent Eligibility Documentation Requirements

- Except for a child experiencing homelessness pursuant to §809.52 at initial eligibility, before a child can be initially determined or re-determined eligible for child care services and care authorized, parents must provide the Board's child care contractor with all information necessary to determine eligibility according to the Board's administrative policies and procedures.

A parent's failure to submit eligibility documentation will result in denial of child care services or termination of services at the 12-month eligibility redetermination period. Eligibility and documentation for child care shall be dependent upon the specific eligibility requirements of the program that the parent is enrolled in (e.g. SNAP E&T, WIA, CCDF, and other workforce programs funded by the Commission).

## Certification or Training Programs

Parents participating in and attending a certification or training program at a community college or proprietary school must **complete** their chosen certification or training program's course requirements within that program's designated timeframe, i.e. one year, 18 months, or two years.

***The one exception to this requirement is if the eligible child's parent is enrolled in an associate's degree program that will prepare the parent for a job in a high-growth, high-demand occupation (also known as "in-demand or target occupation") as determined by the Board.*** The eligible child's parent must inform the child care contractor of his/her enrollment in a high-growth, high-demand occupation associate's degree program upon initial eligibility determination for child care services.



***Parents enrolled in a Board identified high-growth, high-demand occupation training or certification program will be allowed to receive child care services for up to a maximum of four years.***

Parents who have just begun their current educational program (are in the first year of a four degree program) and who are in their initial eligibility determination for child care services may receive child care services for ***up to a maximum total of five (5) years or 130 college credit hours (whichever is obtained first)***.

Parents who are in the process of completing an educational program during their initial eligibility determination for child care services, i.e. 30, 40, 50, or more college credit hours may receive child care services based on the length of time needed to complete their chosen educational program, ***not to exceed a maximum of four (4) years or 130 college credits (whichever is obtained first)***.

Parents participating in an educational or training program must **be continuously enrolled and must** maintain a grade point average (GPA) of at least a 2.0 and continued enrollment (each successive school semester) in an educational or training program shall be the measure used to determine satisfactory progress toward successful completion of a job training or educational program. Parents whose GPA falls below a 2.0 shall be given one semester/quarter to reestablish the 2.0 GPA. Based on extenuating circumstances a waiver of one semester/quarter enrollment may be granted with prior approval of the Board.

### **Wait List Applications**

During periods of closed enrollment, parents must complete a Wait List Application to have their child or children's names placed on the Wait List.

- the Contractor shall enter the child's -name onto the Wait List in the automated system. Parents must update their Wait List application every sixty (60) days to remain on the wait list.

### **Written Acknowledgement**

Parents must sign a written acknowledgement indicating their understanding of the attendance standards and reporting requirements at each of the following stages:

- a. Initial eligibility determination
- b. Each eligibility redetermination

### **Income Requirement:**

The Board is aware that unless otherwise required by federal or state law, a family's monthly income for purposes of determining eligibility and the related parent share of cost includes all income sources that are not excluded under section D-106 (see rule §809.44). Families whose income remains at or below the established income limits may continue to receive funded child care as long as the family remains eligible and funds are available.

### Income and Family Size for Teen Parents

A teen parent's family income is based solely on the following:

- The teen parent's income
- The size of the teen parent's family as defined in section D-100: Eligibility for Child Care Services (see rule §809.50).

### Transfer to Another Eligible Provider

- A parent may request a transfer to another eligible provider in writing or can submit the request over the phone.
- ~~Transfer requests, in writing or by telephone, must be made within 14 calendar days of the date of the notification.~~ Due to the infectious nature of COVID-19, effective immediately, if a child care facility closes due to an exposure or possible exposure, parents and children participating in the Child Care Development Fund (CCDF) Child Care Services (CCS) Program are required to complete a mandatory two-week (14 day) waiting period before a transfer request to a "new" child care provider will be granted.
- There are two types of transfers; voluntary and involuntary.

*A voluntary transfer request is a request by the parent to simply change providers. The parent **must not** be delinquent in the payment of parent share of cost fees to the current*

\_\_\_\_\_ provider. If the parent owes parent share of cost fees to the current provider, ***the transfer will not be granted until the parent has paid the current provider the parent share of cost fees owed.***

*An involuntary transfer is a transfer request from the current provider whereby the current provider wants the child removed from their child care center due to safety reasons. This type of transfer will be granted.*

- If during the 14 calendar days, the parent requests to transfer the child because the provider is on corrective or adverse action, then the transfer **must not** be counted against the parent under the Board's transfer policy.

### Child Care During Interruptions in Work, Education, or Job Training

If a child met all of the applicable eligibility requirements for child care services on the date of the most recent eligibility determination or redetermination, the child is considered eligible and will receive services during the 12-month eligibility period, regardless of any of the following:



- Changes in family income, if the family income does not exceed 85percent of the state median income (SMI) for a family of the same size.
- Temporary changes in the ongoing status of the child’s parent as working or attending a job training or education program (as described in Section D-801).

### **Unreported Cessation of Work, Education, or Job Training**

A permanent cessation of work, education, or training must be cause for termination of care. In this situation, child care must continue for a minimum of three months or up until the scheduled redetermination if sooner, to allow the parent to resume participation in an activity.

If a parent fails to report a cessation of work, education, or job training, but the discovery is made after the parent has already resumed participation in work, education, or job training, then care should continue.

If a parent does not report a permanent cessation of work, education, or training that has already exceeded three months and the Board contractor discovers that one has occurred, care must be terminated with proper notice to the parent. Prior to making a determination to end care, however, the Board contractor must verify that the parent has not resumed participation in any activity at any level. Unreported interruptions in participation exceeding three months are subject to fraud fact-finding.

If a parent has a temporary interruption in work, education, or job training activities child care will not be suspended for more than 90 calendar days from the documented effective date of the interruption of these activities.

### **Suspensions of Care During Interruptions in Activities**

Suspensions of child care services during interruptions in parent’s work, training, or education status is allowed **only** at the parent’s concurrence. Parents may request one suspension per quarter (once every three (3) months) during the child’s eligibility or redetermination eligibility period. These suspension(s) must not exceed one week in duration.

### **Court Ordered Visitations**

Child care may continue or be suspended, depending on the particular family and child care arrangements, for custody arrangements of short duration (for example, two weeks during the summer or one week a month) Childcare services in these situations ***may only be suspended at the***

*concurrence of the parent* (as described in section D-806). The court order regarding the court ordered visitation agreement must be on file with the child care contractor and the provider.

**IV. PROCEDURES:**

**V. RELATED POLICY INFORMATION:**

49 TAC 809

45 CFR

TWC WD Letter 34-08, dated August 26, 2008

TWC WD Letter 36-08, dated September 15, 2008

Workforce Solutions Child Care Standard Operating Procedures

Texas Workforce Commission (TWC) Child Care services Guide, March 2017

**VI. RESPONSIBILITIES:**

The Board's Director of Child Care Programs shall ensure that all relevant staff and the Contractor are informed of and comply with this policy.

The Contractor shall ensure that appropriate procedures are implemented and that relevant staff receive training regarding the requirements of this policy.

**VII. FORMS AND INSTRUCTIONS:**

Workforce Solutions of the Coastal Bend Child Care Standard Operating Procedures

**VIII. DISTRIBUTION:**     Board         Board Staff         Contracted Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
**Reviewed by EO Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pres/CEO**

\_\_\_\_\_  
**Date**



# WORKFORCE SOLUTIONS of the Coastal Bend

## POLICY

**CATEGORY:** Program Operations \_\_\_\_\_—No:  
**4.0.109.022**  
**TITLE:** Credentials  
**SUPERSEDES:** 4.0.109.01 dated ~~April 27, 2012~~ August 29, 2014  
**EFFECTIVE:** August 29, 2014 ~~September 18, 2020~~  
**BOARD APPROVAL:** August 28, 2014  
September 17, 2020  
**DATE OF LAST REVIEW:** ~~August 28,~~  
2014 September 3, 2020

**I. PURPOSE:**  
 To establish credentialing criteria.

**II. DEFINITIONS:**

### Credentials, Certificates, Certifications, and Licenses

TEGL 17-05 clarifies that the term credential is all encompassing and includes degrees/diplomas and certificates

Credential is an all-encompassing term used to describe any type of traditional or nontraditional award within the context of education, training, workforce, and employment development. Credentials are awarded by third-party entities that have relevant authority to issue such credentials after individuals demonstrate proficiency or competency in an occupation or field. Credentials can be earned from a variety of sources, including, but not limited to, educational institutions, industry associations, and government agencies.

Certificates are awarded by independent education and training providers associated with specific programs of study, or educational institutions, such as universities, resulting from education focused on one topic (but separate from a degree program). Course content is developed by faculty committees, academic leaders, and instructors, or occasionally through defensible analysis of the topic area—that is, course content and subject matter that can be justified, through testing that leads to certification, and is taught by an instructor for a particular purpose or benefit to an individual. Certificate programs are generally created, taught, and assessed directly by the provider of a program. A certificate demonstrates an understanding of course content at a specific period in time, demonstrates proficiency through provider-administered exams, and is often listed on a résumé as evidence of knowledge for prospective employers. While obtaining a certificate generally signifies the

POLICY TITLE: Credentials  
 POLICY NUMBER: 4.0.109.0202

Date: 4/27/2012-9/18/2020  
 Revision: 08/28/2014/9/03/2020

end of the instructional program, earning a certificate may also provide a gateway for achieving a degree.

**Certification** is a type of nontraditional award to an individual that demonstrates proficiency and knowledge, through examination, in a specific industry or trade. Obtaining a certification award is not dependent on any actual education or training program. Instead, evaluating candidates for certification relies on independent, third-party professional and industry-based groups. These national organizations develop and maintain relevant proficiency standards that are assessed and sanctioned by industry-approved examinations facilities, independent of any educational institution or training program. Certifications often have an expiration date, requiring individuals to participate in continuing education or reexamination to stay current. Additionally, certifications are not associated in any way with higher education or degrees and typically require that the potential recipient have some level of professional experience before beginning the process.

Upon earning a certification, professionals often receive a designation to use after their names to differentiate experienced, certified professionals from their peers. After initial certification, the awarding organization requires proof of continuing education (often called continuing education units, or CEUs) to ensure that the professional standards are maintained. Examples of certifications include, but are not limited to, the following:

- professional project management;
- desktop support administration;
- personal fitness training;
- web design and development; and
- certified clinical medical assistant.

• **License** is a type of nontraditional credential that is generally awarded by a government-regulated agency. Licenses are granted by federal or state government, but usually by state government, and they are mandatory for professional practice in their jurisdiction. A license is more heavily regulated and restrictive due to its governmental association, and it signals that an individual has completed or achieved certain standards. Licenses are often required for health, public education, legal and financial careers. Some examples of occupations that require an individual to have a valid license include plumbers, electricians, real estate brokers, and nurses

~~. **Credentialing**—A valid process for upgrading and developing skills that lead to, enhance, advance, and or assist in obtaining or retaining employment.~~

~~**Credentials**—Encompasses degrees/diplomas, and certificates.~~

~~**Degree/Diploma**—any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes postsecondary degrees including associate (AA and AS) and bachelor degrees (BA and BS).~~

~~**Certificate**—awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an~~

occupation. These technical or occupational skills are based on standards developed or endorsed by employers. For inclusion in performance, certificates are limited to those awarded by:

- ~~————— A state educational agency or a state agency responsible for administering vocational and technical education within a state.~~
- ~~————— An institution of higher described in Section 102 of the Higher Education Act (20USC §1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.~~
- ~~————— A professional industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer,) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.~~
- ~~————— A registered apprenticeship program.~~
  
- ~~————— A public regulatory agency, upon an individual’s fulfillment of educational work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).~~
- ~~————— A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.~~
- ~~————— Job Corps centers that issue certificates~~
- ~~————— Institutions of higher education which are formally controlled, or have been formally sanctioned or chartered by the governing body of an Indian tribe or tribes.~~

*TWIST* – The Workforce Information System of Texas

### III. POLICY STATEMENT:

The Board shall implement a credentialing process that focuses on the attainment of measurable technical or occupational skills.

Diplomas, GEDs, or certificates may be obtained while a person is still receiving services or within 1 Year of Exit. ~~or by the end of the third quarter after the common exit quarter.~~

Locally recognized credentials must be supported by documented skill standards. Assessment tools may be used to assist employers in establishing skills standards for specific occupations.

Work readiness skills, and Work-Based Learning do not qualify as credentials.

Attainment of a credential, certificate, or diploma, whether achieved or attained during program participation as a result of receiving services, or after exiting the program must be obtained, a copy retained in the participant’s case file, and documented in TWIST.

It is DOL's intent that a certificate awarded by a professional, industry, or employer organization be portable—i.e., one that is recognized statewide as well as nationally.

**IV. PROCEDURES:**

N/A

**V. RELATED POLICY INFORMATION:**

[Workforce Innovation and Opportunity Act Guidelines for Adults, Dislocated Workers, and Youth, Effective April 3, 2020](#)  
[Training and Employment Guidance Letter No. 17-05, issued February 17, 2006, and entitled "Common Measures Policy for the Employment and Training Administration's \(ETA\) Performance Accountability System and Related Performance Issues"](#)

WD 27-07, issued August 1, 2007, and entitled "Integrated Data Collection and Performance Management

WD 37-07, Change 1, issued January 2, 2008, and entitled "Workforce Investment Act: Application of Definitions of Credential, Degree/Diploma, and Certificate: *Clarification*"

TA Bulletin 157, issued August 21, 2007, and entitled "Attainment of a Degree/Diploma or Certificate"

[TA Bulletin 179, issued June 25, 2008, entitled "Attainment of Degree or Certificate"](#).

**VI. RESPONSIBILITIES:**

Board Staff shall ensure that all relevant staff and service provider(s) are informed of and comply with this policy-



The Contracted Service Provider(s) shall ensure that appropriate procedures are ~~implemented~~implemented, and that relevant staff receive training regarding the requirements of this policy.

**VII. FORMS AND INSTRUCTIONS:**

**VIII. DISTRIBUTION:**

Board of Directors    Board Staff    Contracted Service Provider Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
**Reviewed by EO Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**President/CEO**

\_\_\_\_\_  
**Date**



**POLICY**

<b>CATEGORY:</b> <b>4.0.115.05 06</b>	<b>Program Operations</b>	<b>_____ No:</b>
<b>TITLE:</b>	<b>Program Non-Compliance</b>	
<b>SUPERSEDES:</b>	<b>4.0.115.045 dated December 15, 2017</b>	<b><u>February 21, 2018</u></b>
<b>EFFECTIVE:</b>	<b><u>February 21, 2018</u></b>	<b><u>September 18, 2020</u></b>
<b>BOARD APPROVAL:</b>	<b><u>February 21, 2018</u></b>	<b><u>September 17, 2020</u></b>
<b>DATE OF LAST REVIEW:</b>	<b><u>February 21, 2018</u></b>	<b><u>September 3, 2020</u></b>

**I. PURPOSE:**

To outline the responsibilities of the Career Center Service Provider regarding timely and reasonable attempts to contact customers who are in noncompliance of program requirements.

**II. DEFINITIONS:**

~~*Adverse Action Period* – A 13-day waiting period for a TANF or SNAP recipient to contact HHSC after HHSC notice of action which may result in denial, suspension, reduction or termination of assistance.~~

*Choices* – employment services available to an adult or teen head of household in a family who is an applicant, conditional applicant, recipient, former recipient or sanctioned family of TANF

*Conditional Applicant* – an adult or teen head of household in a family who left TANF in a sanctioned status, but reapplies for cash assistance, who must attend a Workforce Orientation for Applicants (WOA) and demonstrate cooperation with Choices work requirements for four consecutive weeks

*Contact method* – communication via letter, phone call, voice mail, e-mail or in person

~~*Exempt Recipients* – individuals who are not required to register for work or comply with Choices or SNAP E&T work requirements but may volunteer to participate.~~

~~*Good cause* – a determination that a mandatory or exempt work registrant- is temporarily unable to participate because of individual- or family circumstances or a crisis.~~

*HHSC* – Texas Health and Human Services Commission who determines eligibility for TANF and SNAP benefits.

Policy Title: Program Non Compliance  
Policy Number: 4.0.115.056  
09/03/2020~~02/21/2018~~

Effective Date: 09/18/2020 ~~02/21/2018~~  
\_\_\_\_\_ Last Review:

*Initiating a penalty* – Workforce center staff’s notification to HHSC that a customer receiving TANF or SNAP is in non-cooperation -with Choices (TANF) or SNAP E&T (SNAP).

*Mandatory Individual* – a Choices adult or teen head of household in a family who is classified as a conditional applicant, mandatory recipient or sanctioned family who is eligible for support services and whose failure to meet participation requirements could result in denial of cash benefits

*Mandatory Work Registrant* – a -SNAP household member who is required to register for SNAP E&T services and is classified as General Population or an Able-Bodied Adult Without Dependents (ABAWD).

Noncustodial Parent Choices Program (NCP Choices) –employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support payments.

Non-cooperation – Choices or SNAP E&T participant does not -respond to outreach notices or other appointments by close of business on- date scheduled or fails to participate in accordance to the Employment Plan.

*OAG - Office of Attorney General*

~~*Sanctioned Family*—an adult or teen head of household in a family who must demonstrate cooperation for one program month to have family TANF benefits reinstated, who must participate in Choices services to meet the work requirements, and has the same responsibilities of mandatory individuals~~

*SNAP E&T* – Supplemental Nutrition Assistance Program Employment and Training to assist SNAP recipients in obtaining employment.

*TANF* – Temporary Assistance for Needy Families

### **III. POLICY STATEMENT:**

Compliance of program requirements are required and considered part of all Workforce programs. Participant non-cooperation -or non-participation such as missed appointments or failure to complete work activities should be documented and followed up by Workforce Career Center staff in accordance with this policy.

#### **PROGRAM SPECIFICS**

##### **Choices and SNAP E&T**

A recipient’s non-cooperation of program requirements shall be handled by the following criteria and guidelines to adhere to the Texas Workforce Commission’s program rules and guides:

Policy Title: Program Non Compliance  
Policy Number: 4.0.115.056  
09/03/202002/21/2018

Effective Date: 09/18/2020 02/21/2018  
Last Review:

A. Outreach

1. Recipients shall be informed of required information such as the right to appeal and consequences of failure to respond to the outreach notice.
2. A second outreach letter is not required.

B. Timely and Reasonable Attempt

1. Timely and Reasonable is a 7-day time period.
2. Day 1 is the close of business on the date of non-cooperation or discovery of non-compliance, whichever occurs later.
3. A letter will be mailed to schedule an appointment within 5 calendar days along with concurrent phone calls, voice mail, email or in person contact.
4. SNAP recipients have a three-day grace period in the first 3 days of the seven-day period and are still considered in compliance.
5. If a Choices mandatory individual or a SNAP mandatory work registrant non-cooperates, a penalty must be initiated by the seventh calendar day unless there is a good cause determination or recipient resumes cooperation with all program requirements.
6. If no good cause is determined, the recipient must be informed of the violation, the right to appeal and the procedures to reinstate benefits.

C. Data Entry

1. The non-cooperation date for a Choices recipient is the date non-cooperation was determined after the timely and reasonable attempt.
2. The non-cooperation date for a SNAP recipient is the *actual* date of non-cooperation.
3. Good Clause Claim Actions must include a good cause reason in the Good Cause Tab.

D. Workforce staff must ensure that participants agree to a specific, preferred method of contact.

E. Good Cause

1. Determination of good cause is determined by HHSC for SNAP recipients in non-compliance and by workforce center staff for Choices.
2. Good cause claims for SNAP recipients before and after a penalty is initiated will be processed per TWC rules.
3. A Choices conditional applicant must be offered an opportunity to determine good cause in every month their 4 weeks of participation covers.
4. After a good cause has been recommended to HHSC for non-cooperation, the participant will not start or resume participation until after a decision is made by HHSC that good cause is granted. Until the good cause decision is received, workforce staff will keep the customer engaged, at a minimum, by a weekly appointment. Workforce career center staff will check daily for a response from HHSC on the good cause determination and make contact

efforts prior to the weekly appointment if good cause is granted so that participation can start immediately.

### ~~CHOICES/TANF—SNAP E&T TIMELY AND REASONABLE ATTEMPT~~

~~Career Center staff shall ensure that timely and reasonable attempts are made to contact a TANF or SNAP E&T recipient to obtain the following prior to initiating a sanction and/or removal from the program:~~

- ~~• Determine the reason for the non-cooperation~~
- ~~• Inform the recipient of the violation, if good cause has not been determined by workforce career center staff (Choices) or recommended to HHSC (SNAP E&T)~~
- ~~• Right to appeal, and~~
- ~~• Necessary procedures to demonstrate cooperation (Choices) or reinstate benefits (SNAP E&T).~~

~~Workforce Career Center staff must ensure that participants agree to a specific, preferred contact method during the employment planning session and the method is documented in TWIST Counselor Notes.~~

~~Choices/TANF and SNAP E&T Outreach All outreach letters must state the consequences of failure to respond to the outreach notice. *Within seven (7) calendar days with day one beginning the day the participant non-cooperates, workforce career center staff must:*~~

- ~~• Reschedule the participant's appointment for intake;~~
- ~~• Ensure the participant resumes cooperation with all program requirements;~~
- ~~• Determine good cause (Choices) or recommend good cause to HHSC (SNAP E&T); or~~
- ~~• Initiate a sanction.~~

~~Attempts to contact the customer can be by any contact method.~~

~~A second outreach letter is not required for Choices or SNAP E&T.~~

### Choices Outreach—Good Cause

~~Good cause is determined by workforce career center staff.~~

### SNAP E&T Outreach—Good Cause Claim Action 18

~~If a SNAP recipient contacts workforce career center staff by the close of business on the date of the outreach appointment, the recipient may be rescheduled. If no contact is made by the SNAP recipient by the close of business on the date of the outreach appointment, a penalty is initiated. If the SNAP recipient contacts after close of business on the date of the outreach appointment before a penalty has been initiated, workforce career center staff sends Good Cause Claim action 18—failure to respond to outreach—good cause recommended. Good cause is determined by HHSC.~~

### Choices/TANF and SNAP E&T—Participation

~~If a participant does not contact workforce career center staff by the close of business on the date of non-cooperation, a timely and reasonable attempt to contact the participant will be by a letter to schedule an appointment within five (5) calendar days. In addition to the letter, concurrent phone calls, voice mail, e-mail, or in person contacts must be initiated.~~

~~If the participant is a mandatory individual (Choices) or a mandatory work registrant (SNAP) and is found to be in non-cooperation, a good cause determination by workforce career center staff (Choices) or recommendation to HHSC (SNAP E&T) or a sanction must be initiated by the seventh calendar day from the date of non-cooperation or the date of discovery of non-cooperation, whichever occurs later.~~

~~If there is no good cause determined, inform the individual of:~~

- ~~• the violation~~
- ~~• the right to appeal; and~~
- ~~• the procedures to reinstate benefits~~

### Data Entry—Non-cooperation Date

~~Choices—the non-cooperation date is the *date non-cooperation was determined* after the timely and reasonable attempt.~~

~~SNAP E&T—the *actual date* of non-cooperation such as the day of the missed appointment or date requested documents were not turned in.~~

~~Refer to Attachment 1 as a desk aid to display the outreach and ongoing participation timelines for the timely and reasonable attempt policy.~~

### Choices—Good Cause—Participation

~~Good cause is determined by workforce career center staff.~~

~~A conditional applicant must be offered an opportunity to determine good cause in every month that their 4 weeks of participation covers. If the 4 weeks fall into an additional month, the 2<sup>nd</sup> month's opportunity to determine good cause will only require a phone call, voice mail, email or in person contact.~~

### SNAP E&T—Good Cause—Compliance—Temporary Interruption

Policy Title: Program Non Compliance  
Policy Number: 4.0.115.056  
~~09/03/202002/21/2018~~

Effective Date: ~~09/18/2020~~ 02/21/2018  
Last Review:

~~Workforce Career Center staff may grant good cause for a SNAP recipient without HHSC approval ONLY if the recipient was in compliance prior to the individual or family circumstance or crisis and the temporary interruption is less than 30 days.~~

~~SNAP E&T— Good Cause Claim Action 17— Non-Compliance— Before a Penalty Initiated Workforce career center staff recommends good cause to HHSC for a mandatory work registrant who provides a reason for failing to participate with SNAP E&T participation requirements after a timely and reasonable attempt before a penalty is initiated with Good Cause Claim Action 17— Failure to Participate— Good Cause Recommended. HHSC approval is required.~~

~~SNAP E&T— Good Cause Claim Action 19— Non-Compliance— After a Penalty Initiated Workforce Career Center staff recommends good cause to HHSC for a mandatory work registrant who provides a reason for failing to comply with SNAP E&T participation requirements after a penalty is initiated and the adverse action period has not expired. Good Cause Claim Action 19— Penalty Reviewed Good Cause recommended. If the 13-day adverse action has expired, refer the participant back to HHSC and do not send any type of penalty error to HHSC.~~

#### Good Cause Data Entry

~~Good Cause Claim Actions must include a good cause reason in the Good Cause Tab.~~

#### SNAP E&T Re-engagement of Participation

~~After a good cause has been recommended to HHSC for non-cooperation, the participant will not start or resume participation until after a decision is made by HHSC that good cause is granted. Until that good cause decision is received, workforce career center staff will keep the customer engaged, at a minimum, by a weekly appointment. An agreed specific, preferred contact method will be agreed upon with the participant. Workforce career center staff will check daily for a response from HHSC on the good cause determination and make contact efforts prior to the weekly appointment if good cause is granted so that participation can start immediately.~~

#### **NCP CHOICES – PLANNED GAP IN SERVICE**

Individuals served with an OAG issued consent order and a corresponding court order mandating participation in the NCP Choices Program mirror program requirements of 30 hours per week for custodial parents receiving TANF (Choices).

#### NCP Choices Outreach

NCP Choices Workforce Career Center staff are present at the court hearing for on-site enrollment once the NCP has been court ordered. NCP Choices participants are scheduled their first appointment the following day.

#### Ongoing Participation

Policy Title: Program Non Compliance  
Policy Number: 4.0.115.056  
09/03/202002/21/2018

Effective Date: 09/18/2020 02/21/2018  
Last Review:

After the date of noncompliance with participation requirements, such as a missed appointment or the date of discovery of noncompliance by Workforce Career Center staff, a NCP Choices participant has one business day to contact.

If the NCP Choices participant does not contact Workforce Career Center staff within one business day of noncompliance, the participant will be mailed a letter to schedule an appointment within five (5) calendar days. In addition to the letter, concurrent phone calls, emails, text or in person contacts will be initiated. If no contact is made by the NCP Choices participant for the scheduled appointment, continued efforts to engage the participant will be continued weekly up to 30 days from date of non-compliance. At the end of 30 days, Workforce Career Center staff will use TWIST service code 11 – Planned Gap in Service to track cases that are pending approval from OAG or the court of a request to remove a noncompliant NCP Choices participant from the program.

### 30 day Request to Remove

Workforce Career Center staff cannot close a noncompliant NCP Choices participant's case until receiving approval from the OAG or the court. Timely removal, through administrative or court proceedings, ensures that the NCP Choices program maintains swift and certain consequences for noncompliant NCP Choices participants.

A request to remove the noncompliant NCP Choices participant will be sent to the OAG on the same date TWIST service code 11 is opened. While the request to remove is pending and upon initiation by the noncompliant NCP Choices participant, Workforce Career Center staff will allow the noncompliant participant to resume participation in services, close service code 11 and withdraw a request to remove from the OAG. .

Upon approval to remove from the OAG or the court, Workforce Career Center staff will close all services and program details, including TWIST service code 11 – Planned Gap in Service.

### All Other Workforce Programs

Individuals participating in programs, other than Choices, SNAP E&T and NCP Choices, who are in noncompliance, shall be removed from the program if all attempts to re-engage fail.

## **IV. PROCEDURES:**

### Documentation

All actions taken with participants that are in program noncompliance must be documented in counselor notes to justify the determinations made and actions taken.

### Choices and SNAP E&T

The seven (7) day timely and reasonable attempt policy will be followed for non-compliance.

### NCP Choices



30 day Request to remove will be followed using TWIST service code 11 – Planned Gap in Service to track cases pending approval from OAG or the court to remove the noncompliant NCP Choices participant from the program.

**V. RELATED POLICY INFORMATION:**

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law 104-193); House Bill 2292; 40 TAC Chapter 811.14, 811.15, 811.16 TAC Section 813.13WD Letter 18-14 dated 6/12/2014 Choices\_Guide , Texas Workforce Commission [Noncustodial Parent Choices: A Comprehensive Guide January 2016](#) Supplemental Nutrition Assistance Program Employment and Training Guide, [Texas Workforce Commission](#) 40 TAC §800.58, .79, .92©, .121 Workforce Investment Act of 1998 Farm Security & Rural Investment Act of 2002 (Public Law 107-161) United States Department of Agriculture Food and Nutrition Services Rules & Regulations, 7 CFR Part 273(I) issued June 19, 2002VI.

**RESPONSIBILITIES:**

Board staff shall ensure that the Workforce Career Center Service Provider is aware of and complies with this policy.

The Workforce Career Center Service Provider shall train all applicable staff on this policy and implement procedures that comply with this policy.

**VII. FORMS AND INSTRUCTIONS:**

Attachment 1: Choices and SNAP E&T Timely and Reasonable Attempt Desk Aid

**VIII. DISTRIBUTION:**

x Board of Directors     Board Staff     Contracted Career Center Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
Reviewed by EO Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

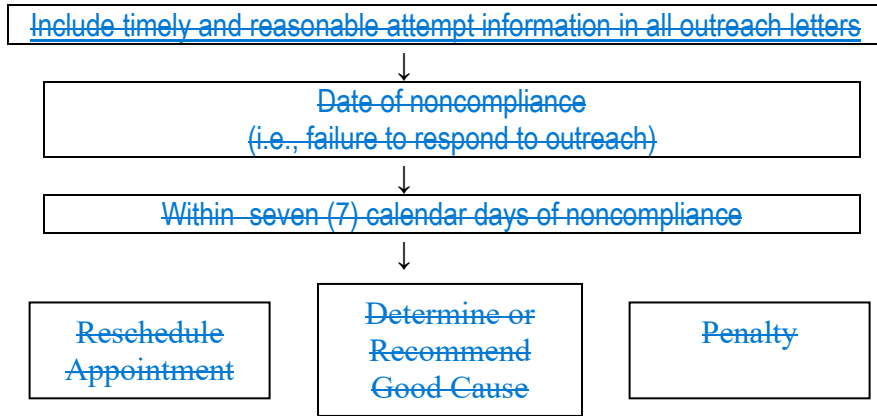
Policy Title: Program Non Compliance  
Policy Number: 4.0.115.056  
[09/03/202002/21/2018](#)

[Effective Date: 09/18/2020 02/21/2018](#)  
\_\_\_\_\_ Last Review:

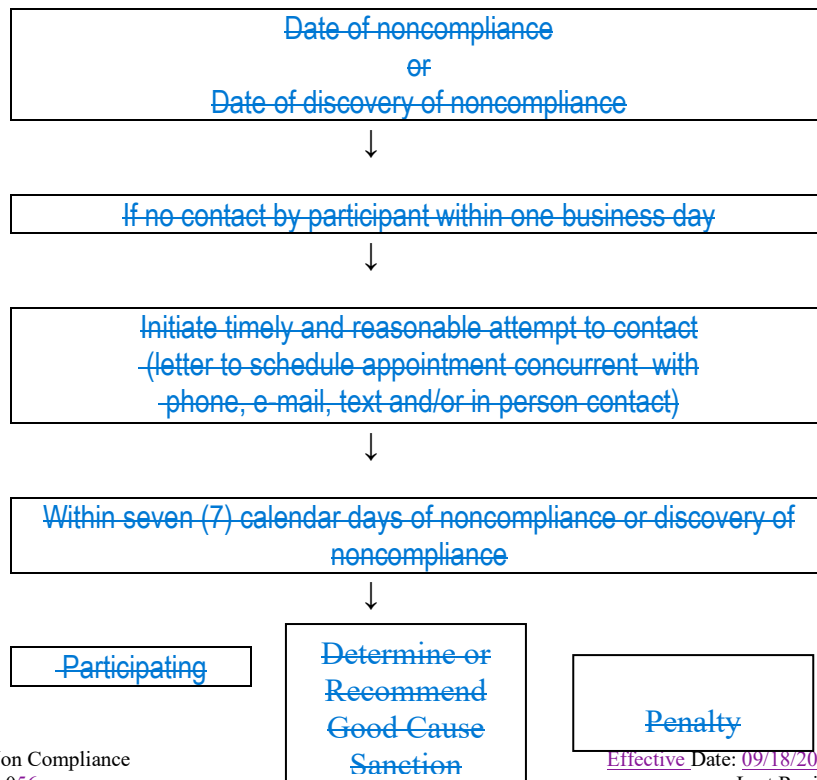
Attachment 1

Choices and SNAP E&T Timely and Reasonable Attempt Desk Aid

Outreach



Ongoing Participants



Policy Title: Program Non Compliance  
Policy Number: 4.0.115.056  
09/03/202002/21/2018

Effective Date: 09/18/2020 02/21/2018  
Last Review:



**DRAFT POLICY**

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<b>CATEGORY:</b>	Workforce Programs- WIOA	<b>No: 4.1.105.0<u>10</u></b>
<b>TITLE:</b>	Apprenticeship Training Programs	
<b>SUPERSEDES:</b>	<a href="#">4.1.105.00</a> , dated <a href="#">December 15, 2017</a> <del>N/A</del>	
<b>EFFECTIVE:</b>	<a href="#">September 18, 2020</a> <del>December 15, 2017</del>	
<b>BOARD APPROVAL:</b>	<a href="#">September 173, 2020</a> <del>December 15, 2017</del>	
<b>DATE REVIEWED</b> <u>D</u> :	— <a href="#">September 3, 2020</a> <del>December 5, 2017</del>	

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**I. PURPOSE:**

Apprenticeship Training is an activity and service established by Workforce Solutions of the Coastal Bend for the purpose of providing apprenticeship services to eligible Workforce Investment Opportunity Act (WIOA) Aadults, Ddislocated Wworkers, and Out Of School Youth (OSY). —From time to time other funding sources such as National Dislocated Grants may also be used to fund apprenticeship activities. —Establishment and uses of apprenticeship training is governed by WIOA Rules.

WIOA provides workforce activities that increase employment, retention, and earnings of participants. WIOA provides an opportunity for the workforce system to expand its business base and offer job seekers greater employment prospects while offering employers a strategic approach to talent development.

It is mandated for all registered apprenticeship programs consist of the following five core components- direct business involvement, OJT, related instruction, rewards for skills gain and a national occupational credential.— Reference: Department of Labor (DOL)- TEGL 13-16, issued January 12, 2017.

**II. DEFINITIONS:**

*Registered Apprenticeship- authorized by the National Apprenticeship Act of 1973; in conjunction with State Apprenticeship Agencies which are required to meet federal and state standards, issuing certificates of completion to apprentices, encouraging the development of training programs and protecting the safety and welfare of apprentices, and assure programs provide high-quality of training.*

*Participant - An individual who has been determined to be eligible to participate in and who is receiving services under a program authorized by WIOA.*

*Service Provider* - An individual or organization under contract with the Board that provides training or professional services in support of workforce activities (administrative and operational) conducted by or on behalf of the Board.

### III. POLICY STATEMENT

All training for which apprenticeship activity is provided must be listed in the Eligible Training Provider ~~List System~~ (ETPL~~S~~). Due to the rigorous application and vetting process by the Office of Apprenticeship within the US Department of Labor Employment and Training Administration (DOLETA), all registered apprenticeship programs are automatically eligible for the statewide ETPL. <sup>[CKC1]</sup> Additionally, consistent with the Board's Business & Strategic Plan, customers must be interviewed and assessed to ensure the provision of apprenticeship services are justified within the individual's employment plan.

Apprenticeship services may be provided regardless of whether the individual has received basic or individualized career services first; there is no sequence of service requirement.

#### WIOA Funding

It is important to emphasize that, under WIOA; the opportunity for an individual to enroll in an apprenticeship program does not rely exclusively on the availability of WIOA training funds. In all cases, the resources of partners as well as federal, state, local, and personal funding sources must be taken in account in the development of the individual's employment plan. WIOA funding for apprenticeship training is limited to participants who are unable to obtain sufficient grant assistance from other sources to pay the full costs of training.

However, WIOA funds cannot be used to pay training costs:

- For any portion or term of training for which the participant has signed a loan as part of financial aid; or
- That were paid by the participant (or ~~other~~another source) prior to WIOA program registration.

Apprenticeship training for WIOA eligible participants will be limited to those occupations for which there is a demand in the Coastal Bend and appearing on the Target Occupation List.

A waiver may be given to training in occupations that are not listed on the Board's Targeted Occupations List, but are determined to be in sectors of the economy which have a high potential for sustained demand or growth, if the following criteria are met:

- 1) Written evidence from employers that confirms projected annual openings for the occupation at a level equivalent to the Board's current annual opening criteria for targeted occupations;

- 2) Written evidence from employers that verifies completers of the training will be paid at a wage that is in compliance with the Board's current wage criteria for targeted occupations; and
- 3) Written evidence that the skill set which will be acquired through the skill training meets current skill needs of Coastal Bend employers.

### **Apprenticeship Limits**

The lifetime limit of an apprenticeship is \$7,000 per program participant.- The use of apprenticeship funds is limited to tuition expenses, fees, and ~~such~~ books and supplies as ~~are~~ required by the registered apprenticeship for any WIOA Eligible Participant enrolled.

The length of apprenticeship training and skills and competencies required for mastery are set by the registered apprenticeship and industry. A copy of the approved apprenticeship curriculum must be included in participant file. —Traditional Registered Apprenticeship programs are time-based and require a specific number of hours of on the job learning and related instruction.

No participant can be enrolled for more than two and one half (2½) academic years (5 semesters, 4 summer sessions, 10 quarters or 7 trimesters).- Exceptions to these limits may be made on a case-by case basis.- However, exceptions to the maximum limit and duration of an apprenticeship must be submitted to the President/CEO or designated person ~~ckc21~~ of Workforce Solutions of the Coastal Bend with well documented justification for approval. Requests for an exception must include evidence that supports that all efforts were made to identify, secure, and use other financial resources prior to seeking WIOA funding.

Changes to the apprenticeship training will be allowed as long as the change is in line with the individual's employment and career path and is approved by the WFSCB Career Center Manager. The request for change to the training program must be justified and properly documented. Participants who change apprenticeships plans must provide a revised apprenticeship plan, which demonstrates ~~their~~his/her ability to complete the apprenticeship within the original time period. The change must be consistent with assessments, FEP/ISS, in demand target occupations, skills and aptitudes of the student. Additionally, the new apprenticeship of must be on the state approved training provider/course list. A limit of one (1) apprenticeship change will be allowed on each participant.

### **IV. PROCEDURES:**

The participant's case file must contain a determination of need for apprenticeship services as identified in the Family Employment Plan/Individual Services Strategy (FEP/ISS), comprehensive assessment. WIOA removed the sequence of service requirement established under WIA.

Prior to enrolling a participant for any apprenticeship service, a Cease Manager must develop with the participant a Family Employment Plan/Individual Service Strategy (FEP/ISS). The FEP/ISS is used to develop an employment objective for the participant and a plan of action, including appropriate training, to achieve that objective.

The FEP/ISS must identify the occupation in demand that will be pursued and the required skills competency level associated with the apprenticeship service. In addition to the FEP/ISS, documentation supporting the participant's eligibility must be maintained in the participant's case file. —The documentation must support the fact that the apprenticeship is needed in order for the participant to gain the appropriate level of skills for employment at a self-sufficient wage. If apprenticeship services are identified as an appropriate and necessary step toward achievement of employment for the participant in an appropriate occupation included on the Board's targeted occupations list the customer can choose the appropriate registered apprenticeship from among those in the Eligible Training Provider List System (ETPLS).— This determination that the apprenticeship identified and selected will provide the participant an opportunity to an appropriate level of employment at a self-sufficient wage must be supported by documentation in the participant's case file.

To help ensure that participants will complete their apprenticeship, the participant will be required to demonstrate that they have the adequate resources to sustain themselves and/or their family during the training period without the use of student loans.— As per DOL guidance, apprenticeships earn a wage from day one.— It is imperative for WFSCB Cease Managers to work with a participant on budgeting since some income will be coming in to the household; unlike some other types of training where employment and/or earning wages is not part of training component.

The WFSCB Cease Manager will work with the customer to identify the resources that are needed and all resources that are currently available to pay for apprenticeship cost(s), including the customer's financial resources, federal, state, and local grants and programs. All resources must be identified. Pell Grants and other financial resources will be combined with WIOA funds to cover total apprenticeship expenses; WIOA funds will be considered the last resource of funds.

Taking into account the cost of the apprenticeship as shown in the ETPLS, as well as other resources available to the participants, such as the GI Bill, other assistance from the Veterans Administration, Hazelwood Act, Texas Grant Monies, assistance from the Vocational Rehabilitation Services (VRS) and other such agencies, private scholarships, Pell Grants and others, an apprenticeship is created for the participant.— A determination of apprenticeship cost is determined by workforce staff, processed by the set fiscal protocols for payment to the registered apprenticeship.— The cost must be sufficient to cover the cost of training, as identified in ETPLS, less the sum of other resources available to the participant.— All payments made to registered apprenticeship costs associated with apprenticeship and the balance remaining from the Board's apprenticeship cap limit of \$7,000.00, must be documented in the participant's case file and entered into TWIST. At no time should participant's apprenticeship cost should be

exceeded without the signed approval of the Career Center Manager, based on well-justified and documented good cause.— Expenditures made in excess of the apprenticeship board cap limit, without Career Center Manager approval based on well-justified and documented good cause may not be reimbursable to the service provider.

In some cases, actual cost of apprenticeship may be less than the amount of indicated on ETPLS; in such a case is not money owed to the participant. In all cases, unused balances should be “zeroed-out” as soon as it is determined that there is an excess. On the other hand, if actual costs exceed the training costs as stated in the ETPLS, Cease Managers must request approval from the Career Center Manager for an adjustment in the apprenticeship amount. Changes to apprenticeship amount must include evidence that supports the requested increase, e.g., the ETPLS training detail print-outs that reflect the differences between both costs.

Participants are not limited in time by the certification and expiration dates included in provider’s ETPLS certification.— The two and one-half year (2½) ITA time limit may be extended for participants who are enrolled in apprenticeship. However, any extensions of time beyond the 2 ½ year apprenticeship time limit must be approved by the Career Center Manager and handled on a case-by-case basis.

A statement that payment of apprenticeship cost is subject to the availability of WIOA funds should be included in every participant case file and counselor notes. Additionally, a statement should also be added that apprenticeship costs may not be used for payment of late fees, fines, or penalties caused by participant error or delay.

Participants enrolled in apprenticeship services are expected to:

- attend classroom instructions and/or on the job learning activities regularly,
- have contact with their Cease Manager on a monthly basis to identify all problems that might affect their successful completion of apprenticeship and
- to coordinate apprenticeship entry requirements with actual registered apprenticeship.

Career Center professionals must inform customers that although any financial aid awarded is for a specific amount of money, individual vouchers will be issued to registered apprenticeship as agreed upon with WFSCB; on an interim basis, e.g., one-time upfront payment, month to month. Before a new voucher is issued, Career Center professionals will meet with the participant to re-assess and update student’s financial status. These meetings are to be conducted in person or virtually when deemed appropriate and necessary. By re-evaluating the participant’s financial status, the Career Center professionals may use this information to help assess the customer’s ability to contribute toward paying for requested services. Additionally, the Career Center professionals may recommend other outside resources to pay for needed training and/or supportive services.

The determination as to whether a customer receives another voucher for the requested services depends upon the results received from this evaluation process. A change in the student's financial condition may affect ~~their~~<sup>his/her</sup> level of financial support. Participants are expected to demonstrate progress in their apprenticeship and to request tutorial assistance if needed from the registered apprenticeship's director and or registered apprenticeship authorized representative of instruction and to supply their progress reports to their case managers as they are received. These policies and expectations must be reflected in a Participant Service Agreement developed by the Career Center service provider.

### Service Provider Responsibilities

The Career Center service provider will be responsible for the development of the following procedures in the application of the WIOA Adult, Dislocated Worker, and OSY training services provided through an apprenticeship:

- Written procedures for timely data entry of apprenticeship information into TWIST and other board approved tracking data bases such as Gazelle (program eligibility, agreements, verification of participant's enrollment into a registered apprenticeship, financial assistance, funding sources, transaction amounts, balances, etc.)
- A process for tracking and documenting all resources paying for the participant's apprenticeship including WIOA Title I funds to ensure non-duplication of payments.
- Internal procedures for the issuance of financial support services including method of
  - disbursement of funds and authorization for approval with Participant Agreement forms (cash reimbursement, lines of credit, etc.).
- A process for documenting how other sources of funding were sought and/or how they apply to the cost of a registered apprenticeship.
- The internal procedure for the issuance of a check request. This must include identification of those individuals who are required and authorized to approve/sign apprenticeship costs. It must also specify the use of Participant Agreement forms.
- A process on how apprenticeship and financial assistance policies and procedures will be disseminated to participants of the WFSCB Career Center in simple, concise, and understandable language.
  
- A process to collect and coordinate the documentation of participant enrollment and attendance, progress reports, and case management contacts required during entire apprenticeship.
- A process for providing the following to participants:
  - Labor market information on targeted in demand occupations and related skill standards/skill competencies of eligible program for which an apprenticeship may be issued; aAccess to the list of eligible certified training providers through the ETPLS; and



- On-going information on the status of their individual apprenticeship costs.
- Report apprenticeship costs and balances by participant to the Board on a quarterly basis and
- cConduct analysis on the total apprenticeship cost obligation to available budget.

The Career Center service provider will also be responsible for the following:

- Assisting participants in applying for any financial aid that would cover expenses associated with apprenticeship.
- The Career Center will be responsible for ensuring that Board funds purchase required tools, books, supplies, uniforms, etc.
- Conducting financial tracking for each service on the Financial Client Management System.
- Board approved pamphlets that communicate the policies, procedures, and financial tracking elements pertaining to apprenticeships for distribution to participants.
- Ensuring that each voucher will be valid only for the amount and length of time specified on the voucher, and each participant must follow their/his/hers individual FEP/ISS.
- Ensuring that a copy of the apprenticeship vouchers issued are kept in the participant's file and in the accounting file.
- Developing an agreement with each local training institution that details the method of payment from all sources dedicated to completion of training.
- Adherence to Grievance procedure 29 CFR 37.70 – 37.80.
- 
- Workforce Development (WD) Letters and other Agency Policy Directives.

#### **VI. RELATED POLICY INFORMATION:**

20 CFR Part 663

40 TAC 861

Title IV of the Higher Education Act of 1965

WD Letter 24-14, Change 1

[WD Letter 17-19](#)

[WD Letter 29-19](#)

WIOA- TWC Guidelines for Adults, Dislocated Workers and Youth. September 26, 2016 and Revised [April/July 18 2020, 2017.](#)

WIOA- Final Rules Titles I-IV Published in Federal Register August 19, 2016 and effective October 18, 2016.

TWC, Trade Adjustment Assistance Guide, April 2016 and subsequent issues.

DOL- Training and employment Guidance Letter WIOA No. 13-16; WIOA Registered Apprenticeship dated January 12, 2017.

Policy Title: Apprenticeship Training Programs  
Policy Number: 4.1.105.019 -

Effective Date: [September 18 December 415, 2020](#)~~017~~  
Revision Date: [September 3, 2020](#)~~N/A~~

~~VII.~~ VI. **RESPONSIBILITIES:**

WFSCB Career Center ~~M~~anagers shall disseminate to appropriate Career Center professionals and follow the procedures outlined in this policy document.

The Board monitor shall provide oversight and monitoring to ensure full compliance with this policy.

~~VIII.~~ VII. **FORMS AND INSTRUCTIONS:**

~~IX.~~ VIII. **DISTRIBUTION:**

Board of Directors  Board Professionals  Service Provider Professionals

~~X.~~ IX. **SIGNATURES:**

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Reviewed by EO Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

**POLICY-DRAFT**

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<b>CATEGORY:</b>	Program Operations	No: 4.0.101.132
<b>TITLE:</b>	Support Services	
<b>SUPERSEDES:</b>	4.0.101.12-1, dated <del>October 31, 2014</del> <u>June 25, 2020</u>	
<b>EFFECTIVE:</b>	<del>June 26, 2020</del> <u>September 18, 2020</u>	
<b>BOARD APPROVAL:</b>	<del>June 25, 2020</del> <u>September 17, 2020</u>	
<b>LAST REVIEW:</b>	<del>June 25, 2020</del> <u>September 3, 2020</u>	

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**I. PURPOSE:**

This policy provides guidelines to be followed in administering support services for all Board programs. These guidelines are intended to ensure consistency and fiscal accountability for the management of workforce services and programs.

**II. DEFINITIONS:**

*Reasonable costs* – A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstance prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when governmental units or components are predominately federally-funded.

**III. POLICY STATEMENT:**

General

Support Services are to be used as a means to assist individuals in obtaining employment and are solely intended for that purpose. All expenses must be reasonable and necessary to assist a participant in achieving the goals of his or her Individual Employment Plan (IEP). Support services are provided to individuals who have barriers to education and training, obtaining, retaining, or advancing in employment, and who require additional assistance to enable them to participate in work-related activities. Provision of services is subject to availability of resources and funding. Support services are coordinated with the employer, when appropriate.

Support services may be provided to eligible and active job seekers enrolled in workforce programs or other special initiatives such as Workforce Innovation and Opportunity Act (WIOA) , Choices for Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Non-Custodial Parent (NCP) Choices programs, and National Dislocated Worker Grants(NDWG).

The need for support services shall be determined by an ongoing assessment with a support services plan that addresses the need(s), referrals for community services, activities for which the support service is being provided, an estimate of the amount of total funds needed, and the length of time support services will be provided.

Requests for support services shall require a budget worksheet depicting the current financial situation of the individual and shall include an assessment of all financial resources available to the individual including, but not limited to; Pell grants, student loans, scholarships, household income, Medicaid, SNAP E&T, and other sources of assistance. Counselor Notes will state how the determination to issue support service was made; information from budget worksheet must support the counselor note entry.

A Support Service designated as a One-Time Expense is defined as a single payment/purchase, no greater than the established maximum amount, and received once in a twelve-month period.

#### Resource and Service Coordination

Board funds will be considered a last resource for providing support services. Contracted Service Providers must ensure that support services are not available through other agencies and that they are necessary for the individual to participate in Board funded programs. The Contracted Service Provider must establish linkages for referrals to other community partners prior to using program funds. The Contracted Service Provider must establish procedures addressing coordination with other entities to ensure non-duplication of resources and services and follow up that individual needs were met.

Contracted Service Providers will maintain a complete up-to-date list of services available in the community and make the list available to all individuals. Referrals are to be made, as determined appropriate, to include low-income housing, application for Health and Human Services Commission (HHSC) benefits, low-cost medical assistance, substance abuse treatment, vocational or physical rehabilitation, and other needed services.

#### Allowable Support Services

The Support Services limits on amounts and duration allowable by the Board are found as an attachment to the policy. This includes limitations on co-enrolled TAA and WIOA Dislocated worker – funded support services as per WD letters referenced in Section V – Related Policy Information. For NDWG, WFSCB reserves the right to implement a support service schedule to quickly implement programs and extend support services to the affected eligible populations and communities named on the specific NDWG. The President/CEO will approve the NDWG support service schedule which may include adjustments to limits on amounts and frequency of allowable support services.

The President/CEO may also approve allowable support services to be adjusted on limits for amounts and frequency during a declared health pandemic, economic condition/crisis, or a natural disaster, for program eligible participants.

**Car Repairs** - Car repairs will be approved only for repairs that would allow a vehicle to be operable and safe to drive. Repairs may include: replacing worn out tires, brakes, batteries, and other essential parts. A guideline to consider in evaluating these repairs is those that are essential for passing a vehicle state inspection. Additionally, one-time maintenance checks for oil and filter

change or wheel alignments may also be allowed. Included also under allowable repairs is a diagnostic check for the evaluation of the repairs that are needed and towing charges, if the vehicle is inoperable. The towing charge may be deducted from the actual repairs if the towing is provided from the same vendor or garage conducting the diagnostic check.

Vehicle repairs are not intended for major repairs such as: replacing air conditioning compressors or major engine/transmission overhauls.

The following rules will be adhered to in request for approval of payment(s) for vehicle repairs:

- Documentation from a vendor that repairs requested are needed for the vehicle to be operable and safe;
- Verification of ownership of vehicle;
- Prepayment is prohibited;
- Payment will be paid directly to vendor after completion of repairs and receipt of invoice;
  
- Procurement of car repairs will require three (3) written bids; and
- Proof of issuance of current auto insurance

If the vehicle is owned by another individual, the following safeguards must be in place:

- Before inclusion of the vehicle's use in an IEP, a signed statement indicating that the participant has use of the vehicle for employment-related purposes, along with a copy of supporting ownership documentation, must be provided; and
- Before repairing a third-party vehicle, a hold harmless agreement or other protection is signed by the vehicle owner and maintained in the participant's case file.
- Proof of issuance of current auto insurance for owner of vehicle and participant

**Certificate of General Equivalence (GED) Testing Payments** – The cost of GED testing and certificate is paid through direct payments to the GED test centers and the Texas Education Agency (TEA). Prior to approval of payment, verification will be obtained from the educational provider that the individual is ready for testing.

**Child Care** - Child care services may be provided to income eligible families who need child care to support their participation in education or work activities as defined in the TWC rules and Board approved Child Care Policies.

**Training or Education-Related Expenses** - Actual costs of the **required items** to participate in education and training are allowable and should be listed on the degree plan or syllabi. Such item(s) include uniforms/clothing, equipment/ supplies/tools, drug tests, exams, licenses, certifications, TASP/other exams for admission.

**[Short-Term Educational and Work Readiness Services \(STEWRS\)- Actual Costs to prepare program eligible participant for unsubsidized employment and increase employability. Short-Term is defined as six months or less. These services may be provided by an approved vendor identified via a set protocol by the board professionals such as a Request for Application \(RFA\) process. The RFA process will require approved vendor\(s\) to be active and in good standings with TWC's Career Schools & Colleges at all times. Those vendors in an "exemption" status will not be considered. The approved STEWRS vendor list will list: services cost, length, enrollment contact, location of](#)**

POLICY TITLE: Support Services  
POLICY NUMBER: 4.0.101.132

DATE: 4/26/2007  
REVISION: 06/25/09/17/2020

services, in person, hybrid or virtual services, type of a credential, certification, and skill to be obtained. Allowable maximum cost will be actual cost reflected on approved vendor list. Justification for these types of services must be justified and evident in counselor notes, TWIST Tracking, and support services documentation. Career Center Staff must not deviate from approved vendor list limits. STEWRS may be provided as a One-Time Expense, which is defined as a single payment/purchase, no greater than the established maximum amount, and received once in a twelve-month period .

**Transportation** - Transportation services are provided via the most economical means available. Public transportation agencies or other providers who have contracts or agreements with the Board and/or Contracted Service Providers and are cooperating with efforts to create a regional transportation system should have first priority. In determining the proper use of transportation services, Contracted Service Providers must evaluate the individual's need for transportation services and act prudently in determining the best method or option in terms of availability and cost. Contracted Service Providers shall first look at public transportation as the primary means for transportation such as bus tokens or bus passes. However, if other options are considered such as ride-sharing services, taxi cabs, car pools, and van shuttles (if necessary for large groups), contractor must include supporting documentation justifying the non-use of public transportation. For example, cases may exist in an emergency or in special circumstances where public transportation cannot meet the individual's needs, such as working late nights or weekends when public transit is not available, or living in remote areas lacking public transportation. Essentially, proper screening of transportation needs must be performed and the latter options used as the last resort.

Car pooling of two or more participants as a means for transportation is encouraged. Each rider may receive a travel allowance and he/she would be responsible for paying the driver.

Other services that fall under the allowable transportation costs include: fees for obtaining a driver's license, state vehicle inspections, auto insurance and a State Issued Identification Card.

Individuals between 18 and 24 years of age are required to complete a driver education course and present the original certificate of completion at the driver license office when obtaining their driver license for the first time. Customers who can show an employment or training-related need, have access to a reliable vehicle upon obtaining their driver license, and include obtaining a driver license in their Individual Employment Plan can receive one-time assistance with the expense.

**Housing Assistance-** support of housing expenses shall include a plan that demonstrates the customer's ability to pay the remaining balance (if applicable) and the expense in the future without assistance.

**Utilities-** utilities necessary for daily living such as electricity, water, and gas may be paid together in a single month or for no more than two months and cannot exceed the established maximum amount in a 12 month period. For example, an electric bill and a water bill may both be paid if together they do not exceed the established maximum amount.

**Communication Expenses**- expenses necessary to assist towards the cost of telephone, cell phone and internet charges. Amount will be applied to basic plans, not additional added features costs.

**Work-Related Expenses** – Work-related expenses may be paid in advance or as a reimbursement if necessary for a participant to accept or retain employment paying at least the federal minimum wage. Such expenses include those listed on Attachment A- Support Services Limits, Allowable Support Services Column. . More expensive items such as tools and work boots will require verification from the employer that these items are required.

Service Provider(s) must have in place the directive in place outlining the procedures for advancement or reimbursement payments.

#### Support Services Not Allowed

*No program funds will be authorized for reconnection fees, deposits for utilities, communication expenses or housing, long- distance telephone bills, utility bills more than two (2) months past due, traffic fines and/or penalties, damages, and other settlements resulting from violations (or alleged violations), personal vehicle payments, or vehicle title fees (registration).*

#### Limits and Other Support Services

Exception requests for supportive services that exceed Board limits may be submitted to Board President/CEO, Deputy Director, or designee. These requests must be submitted **prior to** payment request with written justification on a case by case basis.

Board professionals also reserve the right to make final determinations regarding this policy based on changes to federal/state laws and regulations, program guidelines, or Board discretion.

For NDWG, WFSCB reserves the right to implement a support service schedule to quickly implement programs and extend support services to the affected eligible populations and communities named on the specific NDWG. The President/CEO will approve the NDWG support service schedule which may include adjustments to limits on amount and frequency of allowable support services.

The President/CEO may also approve allowable support services to be adjusted on limits for amounts and frequency during a declared economic condition/crisis and/or a natural disaster, for program eligible participants.

#### Methods of Payment

No payment of support services, with the exception of reimbursements, will be made directly to the participant. Receipts are required and must be maintained for all reimbursements. All other payments are payable directly to the vendor after receipt of invoice. Payment methods are limited to gas cards, credit card payments, checks and incentive cards. Other payment methods not listed, must be pre-approved by WFSCB Chief Financial Officer.

Service Provider must ensure protocols are in place for issuing support services to an individual

other than the participant. At a minimum these protocols must address hardship or extenuating circumstances to document the issuance.

#### Termination of Support Services

Support services are terminated based on the following reasons:

- Immediately upon determination of failure to meet program requirements;  
Support service system is being abused;
- Support service funding is not available;
- Individual is making unsatisfactory progress;
- Re-determination of financial need reveals individual has other resources to meet needs or no longer needs the service; or
- Individual exceeds income eligibility guidelines or other eligibility criteria.

#### Overpayment

If overpayment to an individual occurs, the Service Providers will include, at a minimum, the following action(s) as appropriate:

- Deductions of the overpayment from future payments; or
- Written notification(s), via certified mail, of the overpayment and reasonable repayment arrangements to collect;
- If overpayment is not recovered after sufficient notice via certified mail, the participant will be notified that legal action may be taken unless repayment is received within 30 calendar days; and
- If overpayment is not recovered, the participant will not be eligible for any support service until such funds are repaid.

#### Contracted Service Provider Action Required

Contracted Service Providers will establish support service procedures according to the policy stated above and consistent with the regulations of each specific funding source. Procedures will remain on file and be provided to all appropriate Career Center staff and any subcontractor or training provider who may be affected. The Contracted Service Provider will ensure that all Career Center staff and subcontractors are trained on the support service policy and procedures, as appropriate

### **M. PROCEDURES:**

#### Determination of Need

Support services shall not be provided without an individual participant's determination of need. The net result of this determination must validate the need and amount of any services awarded.

Procedures to determine an individual's need, at a minimum, should include:

- Determination of the individual's financial need for the service(s);
- Justification of service(s);
- Support of the final decision to provide or deny requested service(s);
- Assurance that the amounts paid for the various allowable support service items are reasonable and consistent with Board, Federal and State regulations;
- Provisions to ensure services being paid for are not otherwise reasonably available to the individual from other resources;



- Provisions to ensure the financial information provided by the individual is reasonably accurate;
- Requirements that a re-assessment and update of participants' financial data be complete prior to issuing a new voucher for support services; and
- Requirements for recurrent payments, such as transportation, child care, etc., to ensure continued receipt of support contingent on training attendance and/or performance.
- Assessment and determination to issue allowable post-employment/retention support services must be documented for funding streams allowing post-employment/retention support services.

### Documentation

Documentation of resource exploration and rationale for approval, non-approval, and termination of support services provided to individuals will be entered in TWIST for tracking purposes. The participant's IEP will also support the services the participant needs to be successful. Referral to other community resources and results of those referrals are also to be apparent in the file.

**Allowable support services that are limited to a one-time expense require documentation in TWIST and the support service voucher that states the date of the last time the individual received the one-time payment or states no payment received in the last 12 months. The date last received must be at least 12 months from the date the request is made.**

### **V. RELATED POLICY INFORMATION:**

Laws and regulations governing specific funding sources, as applicable, including the following:

- a. Texas Workforce Commission Workforce Investment Act (WIA) Rules: 40 TAC Chapter 841
- b. Texas Workforce Commission Choices Rules: February 2020
- c. Texas Workforce Commission Supplemental Nutrition Assistance Program Employment and Training Rules: 40 TAC Chapter 813
- d. Texas Workforce Commission Child Care Services Rules: 40 TAC Chapter 809, and in accordance with the Board approved Child Care Policies
- e. NCP Choices: A Comprehensive Guide
- f. WD Letter 06-10, issued February 2, 2010, and entitled "Trade Adjustment Assistance: Statewide Commuting Area and Reasonable Cost of Training Standard"
- g. Texas Workforce Commission –WIOA Guidelines for Adults, Dislocated and Youth, issued August 2015 and revised September 26, 2016, revised June 6, 2108 and effective July 6, 2018, revised April 2020 and effective April 3, 2020.
- h. U.S Department of Labor Training and employment guidance Letter WIOA No. 19-16, issued March 1, 2017
- i. U.S. Department of Labor Training and employment guidance Letter WIOA No. 21-16, issued March 2, 2017
- j. Texas Workforce Commission- Trade Adjustment Assistance Guide, issued May 2020.
- k. Training and Employment Guidance Letter (TEGL) 1-17, Operational Guide for National Dislocated Worker Grant, and Changes and updates: TEGL 02-15, Operational Guidance for National Dislocated Worker Grants pursuant to WIOA. Issued August 1, 2017.
- l. Workforce Development Division- Technical Assistance Bulletin 293, dated January 14, 2020

**VI. RESPONSIBILITIES:**

Board Staff shall ensure that Contracted Service Provider Staff are aware of and comply with this policy and rules outlined in the Related Policy Information documents.

Contracted Service Providers shall ensure that appropriate procedures are implemented and that Career Center staff receive training regarding the requirements of this policy. Contracted Service provider must ensure that support services provided to participants are allowable under each program’s rules and regulations.

The Board Monitor shall provide oversight and evaluation of the Contracted Service Provider’s disbursement of support services to eligible customers.

**VI. FORMS AND INSTRUCTIONS: N/A**

**VII. DISTRIBUTION:**

Board of Directors

Board Staff

Service Provider Staff

**IX. SIGNATURES:**

\_\_\_\_\_  
**Reviewed by EO Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**President/CEO**

\_\_\_\_\_  
**Date**

**Support Services  
Limits  
Attachment A**

<b>Allowable Support Services</b>	<b>Board Approved</b>	<b>Limits and Duration</b>
Auto Insurance	YES	\$100; One-time expense
Bus Passes	YES	Current Rate
Car Repairs	YES	Maximum - up to \$500; Limited to minor repairs. One-Time Expense; Requires verification of need from vendor
Child Care	YES	Maximum - Established Reimbursement Rate; Paid while in program.
Clothing/Uniforms	YES	Maximum- up to 400; One-Time Expense
Dental Exams	NO	
Dental Work	NO	
Driver Education Course	YES	Maximum- up to \$150; One-Time Expense
Eye Exams	YES	Maximum- up to \$150; One-Time Expense
Eye Glasses	YES	Maximum - up to \$200; One-Time Expense
Food Handler Health Card	YES	Current Rate; One-Time Expense
Hearing Exams	YES	Maximum - up to \$150; One-Time Expense
Hearing Aids	YES	Maximum- up to \$250; One-Time Expense
Incentives/Stipends for Job Retention	YES	See board policy Incentives/Stipends
Mileage –	YES	Rate not to exceed \$15.00 per day for in or out of town travel.
Housing Assistance	YES	Maximum – up to \$1,500; One-Time Expense;
Test/Certification Fees/GED	YES	Maximum - Current Rate; One-Time Expense
<a href="#">Short Term Educational and Work Readiness Services(STEWRS)</a>	<a href="#">YES</a>	<a href="#">Actual Cost Listed on Board Approved List; One-Time Expense.</a>
Utilities	YES	Maximum - up to \$750; less than 2 months past due; may include a combination of 2 or more utilities
Tools, work boots, equipment	YES	Actual cost; full time work or training; tools and work boots for work requires verification from employer as required
Communication Expenses: Telephone, cell phone, internet services.	YES	Maximum- to \$75 or actual cost, whichever is lower. No deposit, no late fees allowed: One-time expense

Notes : TAA has limitations as TWC Trade Adjustment Act Assistance Guide April 2016.

- NDWG limitations based on Support Services Limits approved by WFSCB. [TEGL 01-17](#)

## Targeted Occupations List 2019-2021

The targeted occupations list is developed by Workforce Solutions of the Coastal Bend (WFSCB) to identify the most effective use of local workforce development resources. Sources of information for the target list are local area employers, economic development entities, chambers of commerce, community partners, Texas Workforce Commission labor market information specific to the Coastal Bend region, and knowledge gained from continuous contact with the above sources.

Significant occupational factors include; current and projected employment in the occupation, a self-sufficiency wage, and specific vocational preparation time for the occupation, usually less than two years. Employment demand for the occupation offers reasonable expectation of employment following vocational preparation. The list does not include other higher paying jobs for which longer vocational preparation is required.

The range in the listed training period is only an estimate and in some cases may represent classroom training, on-the-job training or a combination of both. The typical limit of vocational training funded by WFSCB is less than two years. Occasionally WFSCB may fund the last year or two of a longer program with the understanding that the trainee is job ready at the end of the funded training.

WFSCB uses this list for approved training provided to workforce program-eligible participants. Job seekers must visit our centers to determine eligibility for training through Workforce Solutions of the Coastal Bend. Eligibility is not an entitlement to funding. Training providers must apply to the State's Eligible Training Provider System (ETPS) to provide training services funded by WFSCB for the listed occupations.

When funds are available for incumbent worker or on-the job training, employers may apply to WFSCB for such training. Although incumbent worker and on-the-job training do not require the occupation to be listed on the targeted occupations list, priority will be given to employer applications for training in the listed occupations. Funded on-the-job training wage reimbursement is limited to one to three months due to the expense of the training. Incumbent worker training does not include employee wages and may be longer than three months.

Certain occupations listed may show an entry level wage less than \$12.00 per hour, but are in high demand in the region. Training for these positions should be provided only as part of a career ladder. Training is available for Armed Security Guards only. Training for elementary school teachers does not include childcare workers. CDA training may be available through childcare funding.

Emerging Technologies and occupations related to wind energy, environmental technology, alternative fuels, alternative product uses and reuses has been included on the list. This category of occupations is designated in anticipation of new and evolving commercial technologies. Occupations must require more than simple demonstration training and pay at least \$12/hour to be eligible for workforce training funds.

For more information about Targeted Occupations, Eligible Training Provider Applications, and Workforce Programs contact 1.888.860.JOBS(5627) or your local Workforce Solutions Career Center.

Workforce Solutions of the Coastal Bend

520 N. Staples / Corpus Christi, Texas 78401 / Phone 361.885.3016 Fax 361.885.3025

[www.workforcesolutionscb.org](http://www.workforcesolutionscb.org) / 1-888-860-JOBS (5627)

Equal Opportunity Employer / Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) 1.800.735.2989 7-1-1 (Voice)

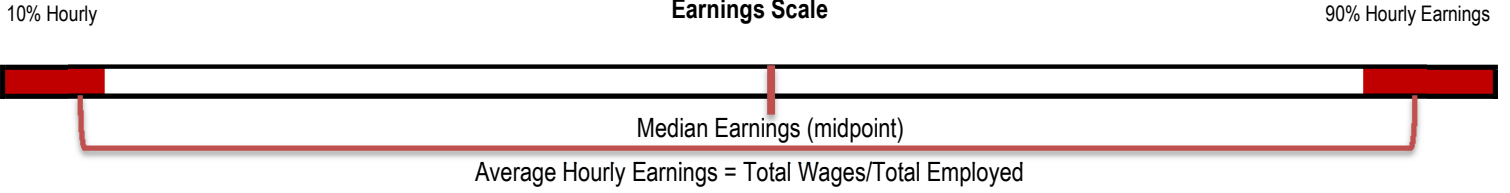
## Targeted Occupations List 2019-2021

SOC	Description	2019 Jobs	Lowest 10% Hourly Earnings	Avg. Hourly Earnings	Median Hourly Earnings	Highest 10 % Hourly Earnings
<b>Construction and Industrial</b>						
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	518	\$14.39	\$22.74	\$22.19	\$32.92
53-5021	Captains, Mates, and Pilots of Water Vessels	126	\$9.39	\$27.67	\$23.20	\$46.39
47-2031	Carpenters	957	\$14.80	\$19.24	\$18.51	\$25.66
51-8091	Chemical Plant and System Operators	270	\$32.98	\$41.00	\$42.30	\$48.44
53-7021	Crane and Tower Operators	435	\$22.05	\$32.97	\$32.27	\$40.39
17-3023	Electrical and Electronics Engineering Technicians (Instrumentation, UAS Pilot)	218	\$25.80	\$35.00	\$34.66	\$44.94
47-2111	Electricians	1,435	\$15.41	\$23.97	\$24.18	\$32.23
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	540	\$14.64	\$22.68	\$22.39	\$32.02
53-3032	Heavy and Tractor-Trailer Truck Drivers	4,130	\$13.19	\$20.14	\$19.08	\$29.00
49-9041	Industrial Machinery Mechanics	1,078	\$15.36	\$25.93	\$25.26	\$38.15
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	657	\$11.76	\$26.82	\$26.30	\$43.23
51-4041	Machinists (including CNC)	548	\$15.98	\$26.20	\$27.01	\$35.30
47-2073	Operating Engineers and Other Construction Equipment Operators	1,935	\$15.46	\$21.24	\$20.65	\$29.11
51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	1,015	\$25.45	\$35.67	\$35.30	\$47.49
47-2152	Plumbers, Pipefitters, and Steamfitters	1,333	\$14.38	\$24.12	\$23.30	\$36.63
47-5012	Rotary Drill Operators, Oil and Gas	413	\$13.12	\$24.92	\$24.45	\$35.47
53-5011	Sailors and Marine Oilers	163	\$7.99	\$17.27	\$15.99	\$29.04
51-4121	Welders, Cutters, Solderers, and Brazers	1,887	\$16.09	\$24.79	\$23.05	\$37.69
<b>Business</b>						
13-2011	Accountants and Auditors	1,462	\$22.32	\$34.81	\$32.06	\$53.94
17-3011	Architectural and Civil Drafters	246	\$17.31	\$25.64	\$24.76	\$35.40
43-3031	Bookkeeping, Accounting, and Auditing Clerks	2,498	\$11.37	\$18.65	\$18.26	\$27.09
43-6011	Executive Secretaries and Executive Administrative Assistants	467	\$16.39	\$24.47	\$23.43	\$34.21
11-1021	General & Operations Managers	4,054	\$16.10	\$45.61	\$36.29	\$88.14
43-6013	Medical Secretaries	1,901	\$11.07	\$14.90	\$14.06	\$19.65
23-2011	Paralegals and Legal Assistants	444	\$15.60	\$22.72	\$21.83	\$31.23
21-1093	Social and Human Services Assistants	503	\$11.71	\$17.42	\$17.24	\$23.81
<b>Information Technology</b>						
15-1244	Network and Computer Systems Administrators	455	\$17.18	\$30.27	\$28.94	\$46.51
15-1151	Computer User Support Specialists	619	\$12.25	\$22.38	\$20.08	\$31.11
<b>Education</b>						
25-2021	Elementary School Teachers	2,632	\$19.97	\$28.86	\$29.01	\$38.12
25-2022	Middle School Teachers	1,260	\$20.16	\$29.29	\$29.89	\$38.25
25-2031	Secondary School Teachers	2,056	\$20.02	\$28.85	\$29.11	\$38.21
<b>Health Care</b>						
29-2041	Emergency Medical Technicians and Paramedics*	461	\$10.72	\$22.15	\$21.80	\$28.25
29-2061	Licensed Practical and Licensed Vocational Nurses	1,734	\$16.90	\$22.15	\$21.80	\$28.25
29-2018	Clinical Laboratory Technologists and Technicians***	467	\$11.91	\$20.45	\$19.97	\$30.90
31-9092	Medical Assistants	1,490	\$10.76	\$14.16	\$14.03	\$18.25
29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists*	496	\$11.80	\$17.50	\$16.24	\$26.11
31-1131	Nursing Assistants	2,091	\$10.16	\$13.41	\$13.00	\$17.54
19-5011	Occupational Health and Safety Specialists*	502	\$22.39	\$36.00	\$35.85	\$49.16
31-9097	Phlebotomists	175	\$12.44	\$16.21	\$16.51	\$19.92
31-2021	Physical Therapist Assistants	196	\$22.81	\$33.42	\$32.87	\$43.30
29-2034	Radiologic Technologists	560	\$20.53	\$33.75	\$27.36	\$41.94
29-1141	Registered Nurses	4,414	\$21.82	\$31.88	\$32.64	\$41.25
<b>Public Service</b>						
33-3012	Correctional Officers and Jailers	1,453	\$13.76	\$17.95	\$17.29	\$22.55
33-2011	Firefighters	675	\$17.14	\$25.34	\$23.54	\$38.95
33-3051	Police and Sheriff's Patrol Officers	1,544	\$11.17	\$25.83	\$25.05	\$39.26
33-9032	Security Guards**	1,319	\$8.85	\$14.08	\$13.06	\$18.40
<b>Miscellaneous</b>						
49-3011	Aircraft Mechanics and Service Technicians	1,092	\$26.85	\$31.76	\$32.01	\$37.86
49-3021	Automotive Body and Related Repairers	183	\$14.00	\$22.53	\$21.94	\$30.52
49-3023	Automotive Service Technicians and Mechanics	1,094	\$9.96	\$19.58	\$18.58	\$30.93
49-9081	Wind Turbine Service Technician	52	\$23.25	\$33.64	\$32.64	\$46.38
99-9999	Emerging Technology Occupations					

Source: QCEW Employees, Non-QCEW Employees - EMSI 2020.3 Class of Worker

New Occupation added due to new projected growth data Increase in Jobs or Wages Decrease in Jobs or Wages \*Change to SOC code \*\*Armed Security Guards only

\*\*\* New Occupation is a hybrid of (29-2011) Medical and Clinical Laboratory Technicians / (29-2012) Medical and Clinical Laboratory Technologists



## **DISCUSSION AND POSSIBLE ACTION**

### VIII. Purchase of Outdoor Learning Environments

#### **BACKGROUND INFORMATION**

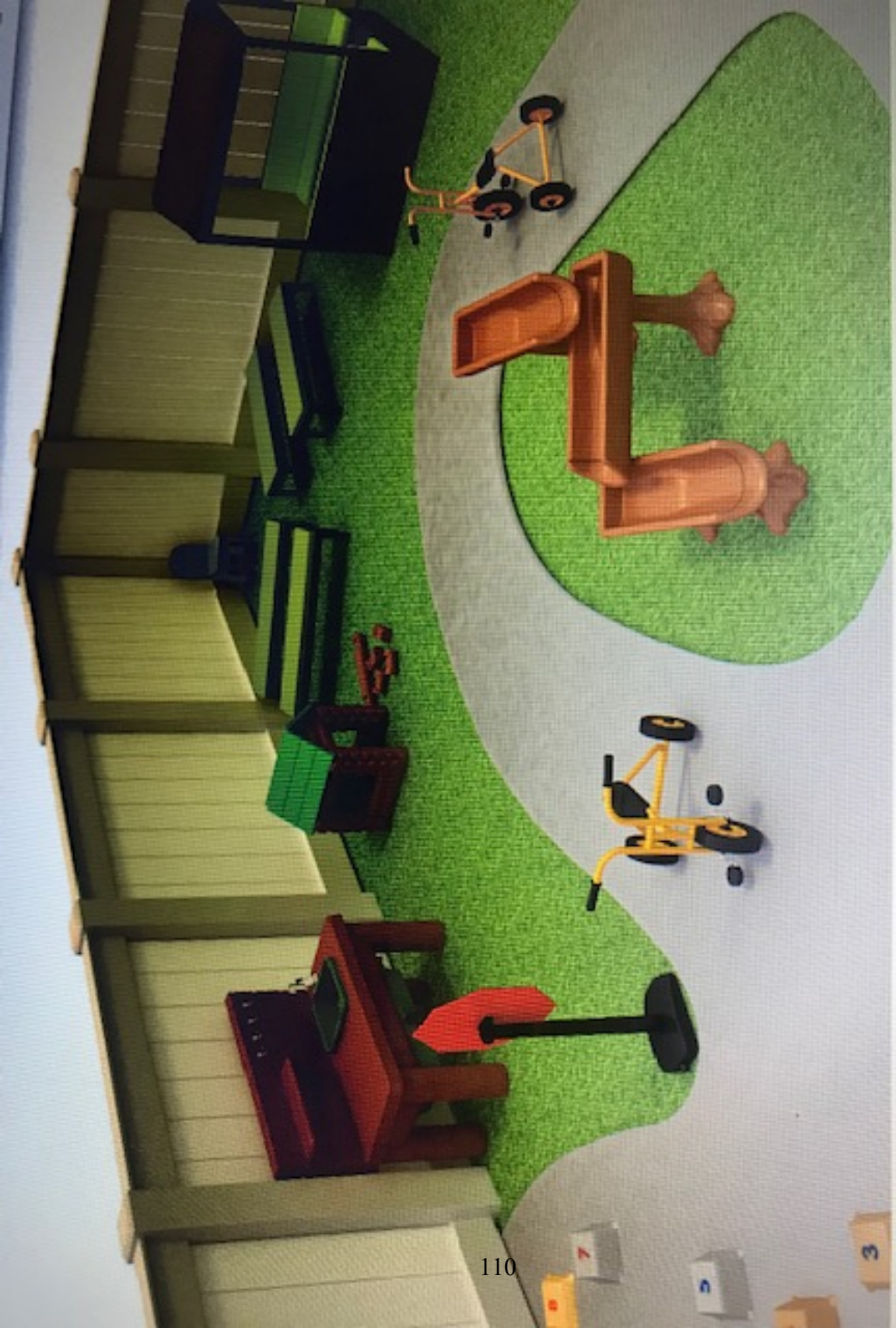
Learning environments (indoor and outdoor) are one of the areas in which child care centers who are designated as Texas Rising Star (TRS) certified must be observed in annually. The purpose of the outdoor learning environment is to serve as an extension of the indoor classroom. Outdoor learning environments are “outdoor” classrooms. Art, math, reading, and science learning objectives can be introduced to children in the child care center classroom and continued while the children are outside. These activities are called “Play with purpose”.

Board staff would like to purchase outdoor learning environments for 9 TRS child care centers located in Alice, Beeville, Corpus Christi, and Sinton, Texas. The outdoor learning environments will include designated areas for art, music, reading, science, basketball hoops, balance beams, and alphabet stepping stones. The estimated cost of the 9 outdoor learning environments will be \$154,455.66.

#### **RECOMMENDATION**

The Child Care Committee recommend to the Board of Directors the approval of the purchase of the 9 outdoor learning environments that will be placed at TRS certified child care centers in Alice, Beeville, Corpus Christi, and Sinton, Texas.







## **ITEM FOR DISCUSSION AND POSSIBLE ACTION**

XV - 8. Purchase of Furniture for the Bayview Tower Office Location

## **BACKGROUND INFORMATION**

Staff will present the Cost Analysis for the purchase of furniture for the Bayview Tower Office Location.

## **RECOMMENDATION**

Staff recommend the Executive Committee approve the purchase of office furniture for the Bayview Tower Office Location.

<b>Item</b>	<b>CBI Total</b>	<b>TXMAS 20-7101 Total</b>	<b>NBF Total</b>	<b>HON DISC 30%</b>
Desk Comparison	<b>64,504.40</b>	160,096.08	94,995.00	-
Chair Comparison	<b>49,271.32</b>		62,993.00	72,571.80
Complete Quote Comparison	<b>137,043.64</b>		189,415.00	

## **ITEM FOR DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION**

XV – 9. Authorized the President/CEO to Execute a Contract for Legal Services

### **BACKGROUND INFORMATION**

The Board's contract for legal services will expire on September 30, 2020. A Request for Qualifications (RFQ) was issued on July 7, 2020 to procure legal services.

As a result of the RFQ, we received two responses. The responses were received from our current legal firm of Wood, Boykin & Wolter, P.C. and Martin & Drought, P.C.

The responses were reviewed and evaluated based on the following criteria: Qualifications, Knowledge, and Experience; Demonstrated Ability/Effectiveness; Reference/Past Experience; and Cost Reasonableness. Points were also awarded if the respondent was certified by the State of Texas as a HUB (Historically Underutilized Business).

Based on the evaluation results, the response from Wood, Boykin, & Wolter, P.C. was rated the highest.

### **RECOMMENDATION**

Board of Directors authorize the President/CEO to execute a contract for Legal Services with the law firm of Wood, Boykin & Wolter, P.C. as the provider of legal services. The award of the contract with Wood, Boykin, & Wolter, P.C. is subject to successful contract negotiations. The contract will be awarded for a period not to exceed twelve (12) months and may be renewed for three (3) additional one-year periods beyond the original acceptance/award, for a total of four years.

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV – 10. 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).

Based on the evaluation results, the response from Economic Modeling, LLC. (d.b.a. Emsi) was rated the highest.

### RECOMMENDATION

Board of Directors authorize the President/CEO to execute a contract for the Economy and LMI Tool with Emsi. The award of the contract will be contingent upon successful contract negotiations. The contract will be awarded for a period of 12 months and may be renewed for two (2) additional one-year periods beyond the original acceptance/award, for a total of three years.

## INFORMATION ONLY

### XVI – 1. Monitoring Reports

## BACKGROUND INFORMATION

The Texas Workforce Commission (TWC) requires that monitoring review 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. The following is a list of the monitoring reviews and significant observations that were completed during the months of February - August 2020.

### Workforce Solutions – Board

#### Fiscal and Program Reviews

➤ **Local Match Contract Certifications**

- 1<sup>st</sup> half of 2019-2020 - \$447,491.50 in Expenditures were certified and submitted to TWC.

➤ **TWC Monitoring Review (#19.22.0001) – March 4-8, 2019 - Report issued April 23, 2020**

**Findings**

- Ensure Travel Reimbursement Policy Complies with State Travel Guidelines
- Ensure Support Services Expenditures are Adequately Documented
- Ensure TAA Program Requirements are Followed

**Conclusion:** Requested documentation was sent and all findings were cleared with the issuance of the TWC Audit Resolution Report on June 17, 2020.

➤ **TWC Monitoring Review (#19.22.0001) SNAP E&T– Separate Report issued on April 23, 2020**

**Finding**

- Request Sanctions within the Required Timeframe for SNAP E&T Noncooperating Participants

**Status:** TWC has delayed requesting a response to the report per HHSC due to Covid-19. Report remains open.

➤ **TWC Child Care Data Validation Review – Nov. 18-20, 2019 - Report issued August 25, 2020**

- This data validation initiative was conducted to ensure the accuracy of data collected and reported in the CCDF program for the Fiscal Year 2020. – No exceptions noted

➤ **Teachers Externship - Contract Review**

- Reviewed twenty (20) or 20% of participating teachers for eligibility – no issue noted

### C2 Global Professional Services, LLC

#### Fiscal and Program Reviews

➤ **One Stop & Youth Services/Fiscal Review (10/1/19 – 5/31/2020)**

The review consisted of the following contractual areas with no exceptions noted:

- |                   |                                |
|-------------------|--------------------------------|
| * Cash            | * Procurements                 |
| * Cost Allocation | * Payroll                      |
| * Disbursements   | * Accounting Internal Controls |

➤ **WIOA – Adult/Dislocated Worker Program Review 2/26/20**

**Findings:**

- One (1) participant service activity (67) Follow–Up Services was not opened at exit and no follow-up services have been performed.
- One (1) participant service activity (12) Job Search Assistance was not opened in TWIST and should have been as the customer was Job Searching prior to the Work Experience position.
- Six (6) customers were placed in (67) Follow–Up Services at exit but no contact or services were attempted and the service activity in TWIST is still open.
- Plan that needs to be updated as the goal completion dates have expired.
- Two (2) participants’ Service Plans were not closed One (1) case has a Service out at exit.
- One (1) case has the Service plan end date of 10/23/19 yet, the case was exited to follow-up on 8/23/19.
- One (1) cases Individual Training Account (ITA) still has a dollar balance after exit.

**Conclusion:**

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.

➤ **WIOA – Adult/Dislocated Worker Programs – Active and Follow-up Participants (Spreadsheets 100% Case Reviews – 6/26, 7/17, 7/27) Scope was 3/16 – date reviewed Observations: Not a formal Monitoring Review using TWIST only.**

- 272 Adult cases (100%)
- 81 Dislocated Worker cases (100%)
- Reviewed latest case notes and a quick slant of overall case to ensure all participants were receiving services.
- Various exceptions were noted

**Conclusion:** Contractor cleared all noted exceptions and continues training on all aspects of the WIOA Programs.

➤ **WIOA – Youth Services Review 2/13/20**

**Findings:**

- Two (2) cases had no Youth Element opened in TWIST and were not placed in Follow-up at exit.
- Three (3) cases that were placed in Follow-up but were followed-up with as per case notes.

**Conclusion:**

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance is being provided to staff.

➤ **WIOA – Youth Program – Active and Follow-up Participants (Spreadsheets 100% Case Review – 6/16, 6/23) Scope was 3/16 – date reviewed Observations: Not a formal Monitoring Review using TWIST only**

- 97 Youth Active cases (100%)
- 140 Youth Follow-up cases (100%)
- Reviewed latest case notes and a quick slant of overall case to ensure all participants were receiving services.



- Various exceptions were noted

**Conclusion:** Contractor cleared all noted exceptions and continues training on all aspects of the WIOA Programs.

➤ **TANF/Choices Monitoring – Active Participants**

**(Spreadsheet Case Reviews – 4/3/20 - Cabinet Review, 4/17 100% Choices Incentives, 5/19/20 - 100% Choices Active Cases Scope was 3/16 – date reviewed**

**Observations:**

- Compared 23 selected cases in TWIST to Cabinet as hard copies were not available.
- Cabinet did not contain all of the file documents required to complete a full case review.
- 100% Choice Incentives given for Retention and Participation through March 2020 – All incentives given were in compliance with the directive.
- 94 TANF/Choices cases (100%) were reviewed to ensure all participants were receiving services and appropriate TWIST entries were completed.

**Conclusion:**

- Contractor cleared all noted exceptions and continues training on all aspects of the TANF/Choices Program.

➤ **SNAP E&T Review 5/3/20**

**Findings:**

- Two (2) cases did not have each month's eligibility printout printed from TWIST or TIERS and placed in the file.
- Five (5) case files either do not have Support Service (SS) documentation or have incomplete documentation in the file to support the transportation SS given and entered in TWIST.
- One (1) customer was not sent a timely and reasonable letter or timely penalized for non-cooperation on 1/6/20.
- One (1) customer was sent a timely and reasonable letter on 12/30/19 but was not penalized for non-cooperation on 1/3/20 after the client called in on 1/3/20 and was given a week extension but did not comply on 1/10/20.
- Seven (7) cases had late or no case note in TWIST for actions taken such as customer interactions, services provided or timesheets entered.
- Four (4) cases did not have all customer submitted timesheets entered in TWIST or entries were not correct according to the timesheets submitted in the file.
- One (1) case did not have the Service Plan in TWIST completely closed out at exit.
- Two (2) cases did not have a penalty issued or the penalty was issued with the wrong date entered in TWIST.
- Two (2) cases should have had a penalty issued in TWIST notifying HHSC of the non-cooperation yet no penalty was issued.
- One (1) case did not have an 1817 faxed to HHSC reporting the customers part time job.
- One (1) ABAWD's case did not have an 1817 faxed to HHSC reporting the customers two weeks participation.
- Five (5) cases were not closed timely and after the auditor called for the files to be reviewed with two of those cases being closed using the wrong exit reason.

**Conclusion:**

- All corrections were made in TWIST and to the case files affected.
- Ongoing technical assistance and training is being provided to all staff.

- The overall error rate in this report was 14.35%. Attribute error rates: Support Service 29%; Non-Cooperation 22%; TWIST Information 42%; Information to HHSC 21%; Appropriate Case Closure 21%.

➤ **SNAP E&T Monitoring – Active Participants**

**(Spreadsheet Case Reviews – 5/19/20 - 100% Active Cases Scope was 3/16 – date reviewed**

**Observation:**

- 39 SNAP E&T cases (100%) were reviewed to ensure all participants were receiving services and appropriate TWIST entries were completed.

**Conclusion:**

- Contractor cleared all noted exceptions and continues training on all aspects of the SNAP E&T Program.

**BarkerRipley, Inc.**

Program Review

➤ **Child Care File Reviews (1 Final Report & 1 Spreadsheet Review)**

**Observations:**

- Two (2) cases had an adding error which lead to a miscalculation of their monthly income. Thus, the monthly income was slightly incorrect. In both cases, PSC was not affected.
- Thirteen (13) of thirty (30) cases did not have all the eligibility documentation in Cabinet to determine or (re)determine eligibility.

## **INFORMATION ONLY**

XVI - 2. 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  
STATEMENT OF ACTIVITIES**

For the Month Ending  
July 31, 2020

**ASSETS**

Current Assets

Cash & Cash Equivalents	\$	221,162
Money Market Account	\$	659,771
Due from TWC		2,428,744
Accounts Receivable		1,479
Prepaid Expense		139,469
Other Assets		30,846
Total Current Assets	\$	3,481,471

Fixed Assets

Building Improvements	\$	1,631,186
Furniture and Equipment		540,403
Less Accumulated Depreciation		(1,560,236)
Net Fixed Assets	\$	611,353

<b>Total Assets</b>	<b>\$</b>	<b>4,092,824</b>
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**LIABILITIES**

Current Liabilities

Accounts Payable	\$	2,057,617
Accrued Expense		1,082,853
Accrued Vacation		97,472
Total Current Liabilities	\$	3,237,943

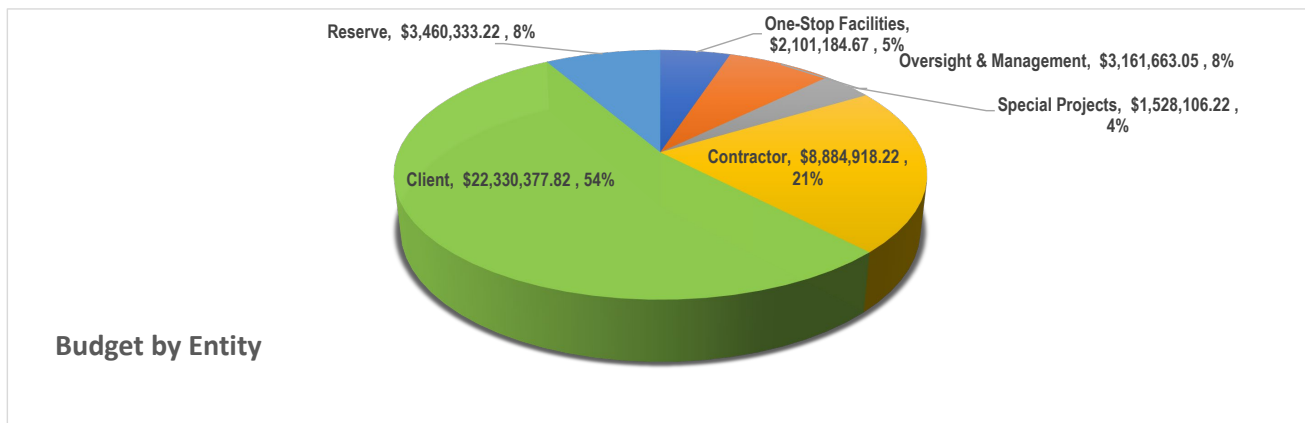
**NET ASSETS**

Unrestricted-Non-Federal Fund	\$	142,804
Temporarily Restricted-Ticket to Work/Other		100,725
Investment in Fixed Assets		611,353
Total Net Assets	\$	854,881

<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b>4,092,824</b>
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**Workforce Solutions of the Coastal Bend  
FY 2020 BUDGET  
For the twelve month period ending September 30, 2020**

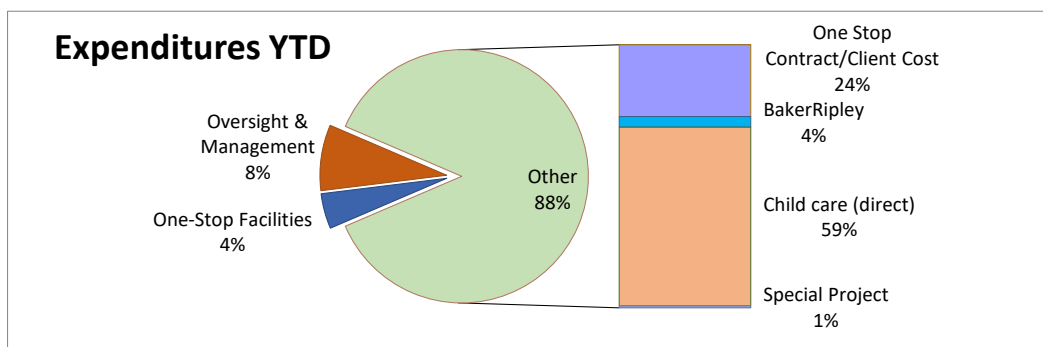
	A FY2020 Budget	B Budget FY20 Amended	C FY2020 Amended Budget	Difference C-A
Grant revenue	\$33,986,977	\$4,215,678	\$ 38,202,656	\$ 4,215,678
Total revenue	\$ 31,224,300	\$ 4,215,678	\$ 38,202,656	\$ 4,215,678
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	\$ 2,420,151		\$ 2,420,151	-
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	20,225	50,000	20,225
Professional fees & service	122,367		122,367	-
Staff development expense	43,500		43,500	-
Travel expense	87,000	-	87,000	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 3,141,438</b>	<b>\$ 20,225</b>	<b>\$ 3,161,663</b>	<b>\$ 20,225</b>
<b>One Stop Operations</b> 6%				
Facilities and related expense	\$ 1,282,801		\$ 1,282,801	\$ -
Furniture, Equipment & Software	242,594	50,000	292,594	50,000
General administrative expense	272,704	75,000	347,704	75,000
Communication expense	167,585		167,585	-
Professional fees & service	5,500		5,500	-
Client	5,000	-	5,000	-
<b>Total One Stop Operation</b>	<b>\$ 1,976,185</b>	<b>\$ 125,000</b>	<b>\$ 2,101,185</b>	<b>\$ 125,000</b>
Contracted services	\$ 28,869,355	\$ 4,070,453	\$ 32,939,808	\$ 4,070,453
<b>Total expense</b>	<b>\$ 33,986,978</b>	<b>\$ 4,215,678</b>	<b>\$ 38,202,655</b>	<b>\$ 4,215,678</b>
<b>Changes in net assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>



Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target
<b>Expires 8/31/2020</b>								
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/2019	8/31/2020	\$812,796.00	\$73,334.41	\$739,461.59	9%	92%
Non TWC	KINGSVILLE/BEEVILLE VR EXPENSES MONTHLY	8/1/2019	8/31/2020	\$92,658.09	\$48,988.50	\$43,669.59	53%	NA
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/19-08/31/20)	8/1/2019	8/31/2020	\$100,000.00	\$55,430.55	\$44,569.45	55%	NA
<b>Expires 9/30/2020</b>								
2218WDR000	WWRCCA for Hurricane Harvey	2/23/2018	9/30/2020	\$100,000.00	\$96,809.32	\$3,190.68	97%	94%
2220NCP001	Noncustodial Parent Choices Program	9/1/2019	9/30/2020	\$142,403.00	\$111,207.63	\$31,195.37	78%	85%
2220SNE001	SNAP E&T	10/1/2019	9/30/2020	\$766,164.00	\$739,311.13	\$26,852.87	96%	83%
Non TWC	VET	10/1/2019	9/30/2020	\$36,000.00	\$29,549.26	\$6,450.74	82%	83%
<b>Expires 10/31/2020</b>								
2220CCQ001	Child Care Quality	10/1/2019	10/31/2020	\$603,459.00	\$156,923.77	\$446,535.23	0%	77%
2220TAF001	TANF Choices	10/1/2019	10/31/2020	\$2,625,955.00	\$1,920,352.07	\$705,602.93	73%	77%
<b>Expires 11/30/2020</b>								
2220CAA001	Child Care Attendance Automation Service	10/1/2019	11/30/2020	\$100,337.00	\$80,047.22	\$20,289.78	80%	71%
<b>Expires 12/31/2020</b>								
2217NDW001	NDW - Hurricane Harvey	8/28/2017	12/31/2020	\$8,233,000.00	\$8,073,235.71	\$159,764.29	98%	83%
2220CCF001	Child Care	10/1/2019	12/31/2020	\$18,385,508.00	\$16,416,744.98	\$1,968,763.02	89%	67%
2220CCM001	Child Care Local Initiative	10/1/2019	12/31/2020	\$1,789,966.00	\$0.00	\$1,789,966.00	0%	67%
2220CCP001	Child Care - DFPS	9/1/2019	12/31/2020	\$1,593,100.00	\$1,055,205.42	\$537,894.58	66%	69%
2220REA001	Reemployment Services and Eligibility Assessment	9/30/2019	12/31/2020	\$264,388.00	\$264,211.44	\$176.56	100%	60%
2220TRA001	Trade Act Services for Dislocated Workers	10/1/2019	12/31/2020	\$62,412.00	\$878.00	\$61,534.00	0%	67%
2220WPA001	Wagner-Peyser Employment Services	10/1/2019	12/31/2020	\$184,129.00	\$118,737.93	\$65,391.07	64%	67%
2220WOS001	Military Family Support	1/1/2020	12/31/2020	\$54,704.00	\$47,731.78	\$6,972.22	87%	46%
2220BSA001	BSA - Board Service Awards	1/1/2020	12/31/2020	\$30,000.00	\$6,472.65	\$23,527.35	22%	46%
2220BSA002	BSA - Texas Hireability	1/1/2020	12/31/2020	\$50,000.00	\$10,789.04	\$39,210.96	22%	46%
2220WCI001	WCI - Workforce Commission Initiatives	10/1/2019	12/31/2020	\$75,467.00	\$13,703.41	\$61,763.59	18%	NA
2219ATG000	Apprenticeship Texas Expansion Grant	1/16/2019	12/31/2020	\$199,100.00	\$4,326.27	\$194,773.73	2%	NA
2219WOS002	WIOS - Women's Entrepreneurship Boot Camp	7/1/2019	12/31/2020	\$58,207.00	\$254.05	\$57,952.95	0%	NA
<b>Expires 3/31/2021</b>								
2220NDW001	NDW - Coronavirus	5/5/2020	3/31/2021	\$0.00	\$0.00	\$0.00	0%	24%
<b>Expires 5/31/2021</b>								
2219WCI000	WCI - Workforce Commission Initiatives	10/1/2018	5/31/2021	\$175,586.00	\$148,666.65	\$26,919.35	85%	NA
2220COV001	COV - Coronavirus - WIOA Statewide	6/19/2020	5/31/2021	\$183,256.00	\$55,377.67	\$127,878.33	30%	NA
<b>Expires 6/30/2021</b>								
2219WOA001	WIOA - PY19 Adult Allocation (July)	7/1/2019	6/30/2021	\$303,747.00	\$275,672.70	\$28,074.30	91%	87%
2219WOA001	WIOA - PY19 Adult Allocation (Oct)	7/1/2019	6/30/2021	\$1,330,849.00	\$910,758.59	\$420,090.41	68%	87%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	7/1/2019	6/30/2021	\$265,659.00	\$242,033.79	\$23,625.21	91%	87%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (Oct)	7/1/2019	6/30/2021	\$1,098,142.00	\$226,759.97	\$871,382.03	21%	87%
2219WOY001	WIOA - PY19 Youth Allocation	7/1/2019	6/30/2021	\$1,711,066.00	\$977,138.60	\$733,927.40	57%	87%
2220COS002	Skills Development Fund	6/15/2020	6/30/2021	\$115,000.00	\$0.00	\$115,000.00	0%	NA
2220WOR001	WIOA - PY20 Rapid Response	7/1/2020	6/30/2021	\$22,417.00	\$699.40	\$21,717.60	3%	NA
<b>Expires 6/30/2022</b>								
2220WOA001	WIOA - PY20 Adult Allocation (July)	7/1/2020	6/30/2022	\$323,028.00	\$0.00	\$323,028.00	0%	7%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (July)	7/1/2020	6/30/2022	\$275,893.00	\$0.00	\$275,893.00	0%	7%
2220WOY001	WIOA - PY20 Youth Allocation	7/1/2020	6/30/2022	\$1,726,103.00	\$0.00	\$1,726,103.00	0%	7%
				<b>\$43,890,499.09</b>	<b>\$32,161,351.91</b>	<b>\$11,729,147.18</b>		

**WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
July 31, 2020

	FY2019 Amended Budget	Current Expenses	YTD	% Expended
<b>REVENUES</b>				
Grant revenue - federal	38,172,656	2,932,003	28,736,600	75%
Grant revenue - Non federal	30,000	73	2,328	
	<b>38,202,656</b>	<b>2,932,076</b>	<b>28,738,928</b>	<b>75%</b>
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	2,420,151	217,934	2,111,094	87%
Facilities and related expense	163,349	4,302	46,036	28%
Furniture, equipment, & software	76,913	3,664	49,865	65%
General administrative expense	198,382	7,388	86,475	44%
Communication expense	50,000	5,748	36,304	73%
Professional fees and services	122,367	6,037	39,829	33%
Staff development expense	43,500	-	15,551	36%
Travel expense	87,000	-	35,991	41%
<b>Total Oversight &amp; Management Expense</b>	<b>3,161,663</b>	<b>245,074</b>	<b>2,421,145</b>	<b>77%</b>
<b>One Stop Operations</b>				
Facilities and related expense	1,282,801	62,354	588,856	46%
Furniture, equipment, & software	292,594	7,030	282,251	96%
General administrative expense	347,704	8,842	293,204	84%
Communication expense	167,585	12,753	116,814	70%
Professional fees and services	10,500	12,000	2,860	27%
<b>Total One Stop Operations</b>	<b>2,101,185</b>	<b>102,979</b>	<b>1,295,829</b>	<b>62%</b>
<b>Contracted services</b>	<b>32,939,808</b>	<b>2,583,860</b>	<b>25,115,359</b>	<b>76%</b>
<b>Total expense</b>	<b>38,202,656</b>	<b>2,931,913</b>	<b>28,832,332</b>	<b>75%</b>



## **INFORMATION ONLY**

### XVI - 3. Facilities Update

## **BACKGROUND INFORMATION**

Board Professionals will provide update on:

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



## 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					

## SUBRECIPIENT/CONTRACTOR 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	\$22,330,377.82	Amendment #1 – To increase the contract budget by \$3,194,316.13	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	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

## SUBRECIPIENT/CONTRACTOR 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 AND MOU 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	<u>Early Termination</u> – 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	<u>Early Termination</u> – 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

## SUBRECIPIENT/CONTRACTOR 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	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 Agmt. Exp: 8/31/20	9/01/19 – 8/31/20
Aransas ISD	MOU	Lease Agreement	\$350.00 per month			Open Dates

# SUBRECIPIENT/CONTRACTOR 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

## SUBRECIPIENT/CONTRACTOR 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 – 9/30/20
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	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
Moss Adams, LLC	Master	Information Technology Assessment and Strategic Plan	\$48,980 (plus travel expenses)		Year 1	3/16/20 – 9/30/20
Adaptive Construction Solutions, Inc.	Master	Registered Apprenticeship Training Project	\$186,000		Year 1	8/03/20 – 12/31/20
Texas A&M Engineering Extension Service	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Year 1 (1 contract renewal)	8/03/20 – 9/30/20

## SUBRECIPIENT/CONTRACTOR LOG 2019-2020

Del Mar College, Center for Economic Development	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Year 1 (1 contract renewal)	8/03/20 – 9/30/20
Customer Experience Solutions/Virtual Learning Development	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Year 1 (1 contract Renewal)	8/03/20 – 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 &amp; 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
		conditions. Also, to amend the grant award by adding \$16,856.00 to a total grant ward of \$734,010.00. <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.	Add't CC Quality Improvement. Activities - \$148,362		
Trade Act Services for Dislocated Workers	2219TRA000		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.	\$162,942	10/01/18 – 12/31/19
Apprenticeship Texas Expansion Grant	2219ATG000		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.	\$199,100	12/20/18 – 12/19/19
Military Family Support Grant Award	2219WOS001	<u>Amendment #1</u> – To amend the SOW requirements. No changes to the grant award amount.	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,	\$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	<u>(1)Amendment #1</u> – To make changes to the SOW and amend the grant end date from 6/30/20 to 12/31/20.	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 June 2020.	\$58,207	7/01/19 – 12/31/20

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. <u>(2)Amendment #4</u> – To make changes to the	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 – 5/31/20



NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		SOW and amend the end date from 4/30/20 to 5/31/20.			
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.	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
		<p><u>Amendment #2</u> – To extend the contract through 10/31/20 and make changes to the General Terms &amp; Conditions and SOW.</p>			
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 &amp; Conditions and Administrative Requirements.</p> <p><u>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> <p><u>Unilateral Amendment #3</u> – To make administrative changes</p>	<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.</p>	\$18,385,508	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>and unilaterally amend the grant award to include \$3,219,371 for direct care for Frontline Essential Personnel. The total revised allocation for this grant is \$18,400,070.</p> <p>(4)Amendment #4 – To make administrative and financial requirement changes and changes to the project SOW. Also, to amend the grand award by adding in Amendment #3, by 50% to \$1,609,686 and increase Child Care Supplemental Distribution funds by \$1,1548,516 to provide funding for Child Care Enhancement Reimbursement rates. The total amended grant award is reduced to \$17,938,900.</p> <p>(5)Amendment #5 – make revisions to the contract's administrative requirements and to</p>			

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		add \$446,608 to allow the Board to meet current financial obligations. These additional funds can be used for allowable CC Enhanced Reimbursement Rates.			
Texas Department of Family and Protective Services (DFPS)	2220CCP001	Amendment #1 – 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
Supplemental Nutrition Assistance Program Employment & Training	2220SNE001	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	<u>Amendment #1</u> – 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

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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	2220WPA001	(6) Amendment #1 – To make changes to the SOW and administrative requirements and to amend grant amount to include TANF Supplemental Distribution Funds approved by TWC includes \$93,492 to hire temporary staff for mission critical activities as determined by the WFSCB in response to COVID-19. The amended grant award is \$184,129.	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$184,129	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 training for a new occupation, as rapidly and as effective as possible.	\$62,412	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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	(7)Amendment #1 – To amend the grant period end date from 9/30/20 to 12/31/20 and to make changes to the grant's SOW.	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 – 12/31/20
CCDF Quality Improvement Activity	2220CCQ001	Amendment #1 – 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
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
(8)TX-34 - Disaster Recovery Dislocated Worker Grant – COVID – 19	2220 NDW001		Funds to be supplemented resources that provide flexibility to communities in responding to and recovery from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address formula resources.	\$73,721	5/05/20 – 3/31/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(9)Skills Development Funds CCOVID -19	2220COS002		To provide training in response to the direct needs of the COVID-19 Pandemic. Training will target the business processes to respond to the needs of COVID-19 related necessities, as well as those businesses that are retooling. Approximately, \$2,000 will be made available per qualifying participants.	\$115,000	6/02/20-6/30/21
(10)COVID-19 Rapid Response Statewide Funds	2220COVID001		To allow for services with the purpose of supporting the planning and delivery of Rapid Response services to Dislocated Workers resulting from lay-offs, Lay-off Aversion activities, and minimize the negative impacts of dislocation of workers, employers, and communities, and carrying out activities to facilitate remote access to services, including training services, technology purchases, the supply of PEE and cleaning and disinfecting supplies.	\$183,256	6/12/20 – 6/30/21
(11)Workforce Innovation and Opportunity Act – Adult	2220WOA001		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.	\$1,644,710	7/01/20 – 6/30/22
(12)Workforce Innovation and Opportunity Act – Youth	2220WOY001		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	\$1,726,103	7/01/20 – 6/30/22



NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			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.		
(13)TX-34 Disaster Recovery Dislocated Worker Grant – COVID - 19	2220NDW001		Funds to be supplemented resources that provide flexibility to communities in responding to and recovery from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address formula resources.	\$73,721	5/05/20 – 3/31/21

- (1)Signed 5/08/20
- (2)Signed 4/30/20
- (3)Unilateral Amendment
- (4)Signed 6/15/20
- (5)Signed 8/06/20
- (6)Signed 4/24/20
- (7)Signed 5/18/20
- (8)Signed 5/05/20
- (9)Signed 6/15/20
- (10)Signed
- (11)Signed 6/19/20
- (12)Signed 6/22/20
- (13)Signed 5/05/20

## INFORMATION ONLY

### XVI – 5. Performance Measure Update

## BACKGROUND INFORMATION

### Performance Update (June 2020 Final Release)

#### Summary

June 2020 Final Release Monthly Performance Report (MPR) has Workforce Solutions of the Coastal Bend exceeding two (2) measures, meeting eight (8) and not meeting five (5).

Board Contract Year 2020, ten (10) of the fifteen (15) measures are meeting or exceeding; five (5) 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
Credential Rate – C&T Participants	105/217	80.65%	As performance for BCY 20 nears closeout, final denominator reviews are being conducted for all 4 credential measures in negative performance. This review is to follow up on any credential attainments or exclusions that may have been missed. If identified, the data will be entered into TWIST with the supporting documentation and a DINT will be requested with TWC to ensure these cases are counted in our numerator. Furthermore, implementation of a closeout checklist by C2 will be shared with all staff which will assist in staff awareness of each case/customer who is closed out without successful attainment of credential attainment or employment and how this impact our BCY 21 performance. As these cases are identified by both management and staff, review of the expected follow up services necessary to ensure these customers obtain a successful completion.
Credential Rate – Adult	50/87	79.38%	
Credential Rate - DW	28/47	76.67%	
Credential Rate - Youth	18/48	82.42%	

#### 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
<b>+P</b> - Meeting performance - Greater than 105%	<b>+P</b> - Meeting performance - Greater than 110%
<b>MP</b> - Meeting performance - Greater than 97.5% and Equal to or Less than 105%	<b>MP - Meeting</b> performance - Greater than 95% and Equal to or Less than 110%
<b>MP</b> - <b>Meeting at Risk</b> - Equal to or Greater than 95% and Equal to or Less than 97.5%	<b>MP - Meeting at Risk</b> - Equal to or Greater than 90% and Equal to or Less than 95%
<b>-P</b> - Not meeting performance - Less than 95%	<b>-P</b> - Not meeting performance - Less than 90%
<b>N/A</b> – 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.

**Special Note: In April 2020, TWC started a special short-term, COVID-19-related childcare program to serve the children of Essential Workers who might not normally qualify for subsidized childcare. Because this was a limited program that provided 3 months of care to all enrolled children of Essential Workers (regardless of the day they started care), TWC is reporting this data as the unduplicated number of children served through the program rather than the number per day.**

### 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

**WIOA Outcome Measures**

**-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

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

**FINAL RELEASE**  
As Originally Published 8/7/2020

**JUNE 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	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credentia Rate						
	Clmnt ReEmpl within 10 Weeks	Emplyrs Rcvg Wkfc Assist																					
Alamo	n/a	n/a	88.50%	98.83%	103.49%	102.86%	113.60%	124.52%	103.08%	99.72%	n/a	96.62%	100.09%	92.45%	n/a	105.27%	96.17%	99.28%	110.43%	3	11	1	93%
Borderplex	n/a	n/a	77.02%	94.29%	99.32%	99.99%	111.39%	132.08%	102.94%	96.58%	n/a	107.28%	99.09%	99.38%	n/a	100.67%	91.70%	95.01%	144.68%	3	10	2	87%
Brazos Valley	n/a	n/a	96.38%	94.58%	99.80%	99.11%	106.04%	114.38%	88.98%	94.57%	n/a	82.24%	105.86%	111.57%	n/a	115.13%	122.95%	94.88%	104.17%	5	7	3	80%
Cameron	n/a	n/a	82.88%	106.69%	108.99%	100.83%	110.28%	142.28%	94.66%	94.55%	n/a	105.17%	102.68%	90.53%	n/a	97.78%	96.17%	95.25%	78.10%	4	9	2	87%
Capital Area	n/a	n/a	75.18%	98.15%	105.30%	103.73%	112.28%	130.73%	107.26%	95.13%	n/a	111.70%	106.30%	98.57%	n/a	108.38%	112.95%	104.51%	107.59%	5	9	1	93%
Central Texas	n/a	n/a	92.82%	98.07%	94.55%	99.87%	106.62%	108.92%	103.36%	104.41%	n/a	128.91%	109.64%	92.90%	n/a	106.57%	93.19%	90.05%	97.38%	3	10	2	87%
Coastal Bend	n/a	n/a	74.64%	104.89%	102.46%	100.92%	112.62%	80.65%	110.06%	99.29%	n/a	79.38%	97.60%	99.50%	n/a	76.67%	99.03%	95.50%	82.42%	2	8	5	67%
Concho Valley	n/a	n/a	72.80%	97.63%	104.52%	99.54%	102.47%	136.37%	90.25%	101.56%	n/a	101.49%	121.91%	97.69%	n/a	112.99%	110.18%	91.71%	74.63%	4	9	2	87%
Dallas	n/a	n/a	76.74%	99.21%	101.33%	101.54%	109.99%	131.18%	93.22%	93.78%	n/a	106.98%	98.19%	95.72%	n/a	95.73%	97.65%	98.14%	119.72%	3	11	1	93%
Deep East	n/a	n/a	72.24%	96.89%	101.97%	98.64%	110.26%	139.67%	91.91%	90.73%	n/a	90.65%	90.84%	90.50%	n/a	117.11%	99.78%	99.06%	92.58%	3	11	1	93%
East Texas	n/a	n/a	76.38%	92.52%	103.20%	100.52%	106.32%	127.67%	103.98%	99.00%	n/a	94.26%	94.70%	99.86%	n/a	106.51%	103.40%	108.49%	111.04%	3	10	2	87%
Golden Cresce	n/a	n/a	96.56%	97.07%	109.84%	104.36%	116.66%	126.40%	104.97%	95.61%	n/a	97.35%	102.88%	97.92%	n/a	96.61%	90.08%	120.21%	152.44%	5	10	0	100%
Gulf Coast	n/a	n/a	76.34%	94.28%	96.01%	98.81%	107.81%	106.67%	96.68%	92.87%	n/a	90.70%	88.72%	82.26%	n/a	78.72%	94.89%	97.53%	127.85%	3	7	5	67%
Heart of Texas	n/a	n/a	83.88%	95.39%	104.68%	100.89%	104.37%	111.93%	107.78%	122.56%	n/a	89.49%	103.12%	113.88%	n/a	69.44%	111.72%	103.14%	80.37%	4	7	4	73%
Lower Rio	n/a	n/a	87.00%	102.18%	108.51%	98.58%	109.63%	135.83%	95.87%	98.65%	n/a	107.05%	98.90%	97.93%	n/a	98.29%	95.23%	101.39%	88.70%	3	10	2	87%
Middle Rio	n/a	n/a	69.16%	100.41%	103.93%	97.19%	101.68%	138.25%	94.02%	94.01%	n/a	92.57%	118.06%	105.27%	n/a	74.08%	98.35%	91.56%	123.90%	3	10	2	87%
North Central	n/a	n/a	74.70%	97.43%	97.23%	103.01%	118.29%	113.48%	98.66%	97.40%	n/a	89.58%	97.46%	96.32%	n/a	94.36%	103.86%	108.38%	124.77%	3	10	2	87%
North East	n/a	n/a	74.06%	100.62%	99.17%	100.95%	105.86%	122.15%	107.59%	110.90%	n/a	112.87%	98.96%	103.08%	n/a	75.17%	106.81%	91.13%	102.73%	4	9	2	87%
North Texas	n/a	n/a	67.24%	96.67%	100.00%	101.67%	103.93%	144.73%	100.00%	99.32%	n/a	117.40%	100.00%	111.11%	n/a	57.01%	87.82%	111.02%	105.75%	4	8	3	80%
Panhandle	n/a	n/a	98.92%	97.59%	104.49%	101.98%	108.63%	138.07%	108.90%	103.44%	n/a	96.44%	109.04%	110.11%	n/a	120.05%	96.50%	113.34%	100.19%	5	10	0	100%
Permian Basin	n/a	n/a	73.72%	99.28%	106.16%	100.04%	107.29%	122.22%	89.08%	83.52%	n/a	96.10%	116.32%	97.22%	n/a	91.79%	109.78%	122.55%	73.25%	5	6	4	73%
Rural Capital	n/a	n/a	79.68%	97.84%	105.32%	105.04%	114.63%	137.88%	101.17%	102.51%	n/a	108.57%	107.32%	101.44%	n/a	111.11%	100.68%	102.33%	122.73%	6	8	1	93%
South Plains	n/a	n/a	63.38%	105.27%	102.71%	99.15%	107.77%	145.83%	110.49%	108.05%	n/a	97.57%	121.00%	105.69%	n/a	106.28%	116.43%	125.23%	137.76%	8	6	1	93%
South Texas	n/a	n/a	82.38%	97.82%	97.99%	100.88%	94.68%	155.17%	95.86%	112.31%	n/a	107.72%	114.42%	111.73%	n/a	131.58%	126.92%	120.21%	115.58%	8	5	2	87%
Southeast	n/a	n/a	64.26%	98.19%	105.61%	99.61%	105.09%	120.62%	106.83%	103.21%	n/a	103.59%	101.89%	100.61%	n/a	121.86%	94.80%	96.61%	111.04%	5	9	1	93%
Tarrant	n/a	n/a	70.14%	97.03%	102.54%	102.45%	114.69%	128.02%	98.14%	94.01%	n/a	91.66%	91.10%	96.28%	n/a	88.19%	89.58%	92.64%	75.68%	2	9	4	73%
Texoma	n/a	n/a	71.00%	102.80%	103.58%	102.87%	105.41%	135.62%	102.71%	106.38%	n/a	101.79%	114.42%	111.11%	n/a	120.00%	100.71%	96.47%	94.53%	5	9	1	93%
West Central	n/a	n/a	76.48%	100.06%	98.77%	98.79%	105.10%	117.12%	100.26%	81.96%	n/a	90.05%	105.06%	83.48%	n/a	111.11%	104.08%	106.72%	109.89%	3	9	3	80%
+P	0	0	0	2	7	1	23	27	2	3	0	4	6	6	0	9	6	6	12	114			
MP	0	0	3	22	20	27	4	0	24	23	0	20	21	20	0	12	20	22	9	247			
-P	0	0	25	4	1	0	1	1	2	2	0	4	1	2	0	7	2	0	7	59			
% MP & +P	N/A	N/A	11%	86%	96%	100%	96%	96%	93%	93%	N/A	86%	96%	93%	N/A	75%	93%	100%	75%	86%			
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			6/20	6/20	6/19	12/18	6/19	12/18	6/19	12/18		12/18	6/19	12/18		12/18	6/19	12/18	12/18	To			

# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **COASTAL BEND**

**FINAL RELEASE**  
As Originally Published 8/7/2020  
**JUNE 2020 REPORT**

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		2	8	5	66.67%											
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	7/19	3/20
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	10/19	6/20

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 2	Choices Full Work Rate - All Family Total	-P	74.64%	50.00%	50.00%	37.32%	59.23%	54.02%	36	100	50.22%	45.84%	15.92%		10/19	6/20
TWC 3	Avg # Children Served Per Day - Combined	MP	104.89%	2,967	2,967	3,112	2,834	2,302	609,872	196	2,946	3,209	3,183		10/19	6/20
3	# of EWC Children Served	---	----	----	----	526	n/a	n/a	----	----	----	----	----		4/20	6/20

3. In April 2020, TWC started a special short-term, COVID-19-related child care program to serve the children of Essential Workers who might not normally qualify for subsidized child care. Because this was a limited program that provided 3 months of care to all enrolled children of Essential Workers (regardless of the day they started care), TWC is reporting this data as the unduplicated number of children served through the program rather than the number per day.

## WIOA Outcome Measures

LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	102.46%	69.00%	69.00%	70.70%	69.00%	68.48%	9,647	13,645	69.70%	70.04%	72.11%	71.05%	7/18	6/19
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	100.92%	84.00%	84.00%	84.77%	85.21%	84.35%	8,347	9,847	84.76%	85.33%	85.83%	82.98%	1/18	12/18
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	112.62%	\$5,433.00	\$5,433.00	\$6,118.59	\$5,669.16	\$5,514.25	n/a	9,103	\$5,734.81	\$5,750.98	\$6,324.82	\$6,582.99	7/18	6/19
LBB-K	Credential Rate – C&T Participants	-P	80.65%	60.00%	60.00%	48.39%	61.69%	54.88%	105	217	58.33%	53.97%	48.48%	34.62%	1/18	12/18
DOL-C	Employed Q2 Post Exit – Adult	+P	110.06%	78.80%	78.80%	86.73%	74.13%	80.52%	392	452	91.43%	80.65%	78.95%	88.51%	7/18	6/19
DOL-C	Employed Q4 Post Exit – Adult	MP	99.29%	80.10%	80.10%	79.53%	76.34%	83.19%	272	342	68.49%	74.63%	88.57%	77.42%	1/18	12/18
DOL-C	Median Earnings Q2 Post Exit – Adult	---	----	----	----	\$11,230.06	\$7,948.25	\$7,880.54	n/a	389	\$12,741.97	\$5,094.98	\$5,490.13	\$13,396.56	7/18	6/19
DOL-C	Credential Rate – Adult	-P	79.38%	72.40%	72.40%	57.47%	60.49%	44.27%	50	87	72.22%	68.18%	48.28%	44.44%	1/18	12/18
DOL-C	Employed Q2 Post Exit – DW	MP	97.60%	79.20%	79.20%	77.30%	80.19%	82.16%	143	185	74.07%	77.27%	72.73%	86.05%	7/18	6/19
DOL-C	Employed Q4 Post Exit – DW	MP	99.50%	80.50%	80.50%	80.10%	79.43%	83.24%	157	196	81.40%	83.64%	81.48%	72.73%	1/18	12/18

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\*

**FINAL RELEASE**  
As Originally Published 8/7/2020

BOARD NAME: **COASTAL BEND**

**JUNE 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	Median Earnings Q2 Post Exit – DW	---	-----	-----	-----	\$7,745.68	\$7,859.47	\$8,383.75	n/a 142	\$8,722.65	\$6,617.64	\$7,070.82	\$7,599.38	7/18	6/19
DOL-C	Credential Rate – DW	-P	76.67%	77.70%	77.70%	59.57%	73.08%	74.00%	28 47	87.50%	69.23%	50.00%	41.67%	1/18	12/18
DOL-C	Employed/Enrolled Q2 Post Exit – Youth	MP	99.03%	73.20%	73.20%	72.49%	68.49%	68.18%	195 269	67.14%	79.31%	81.03%	66.27%	7/18	6/19
DOL-C	Employed/Enrolled Q4 Post Exit – Youth	MP	95.50%	71.30%	71.30%	68.09%	69.27%	66.12%	160 235	67.35%	67.24%	72.86%	63.79%	1/18	12/18
DOL-C	Credential Rate – Youth	-P	82.42%	45.50%	45.50%	37.50%	50.00%	55.13%	18 48	40.00%	43.75%	40.00%	25.00%	1/18	12/18

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 8/7/2020  
**JUNE 2020 REPORT**

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		2	8	5	66.67%											
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	3/20
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	6/20

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 2	Choices Full Work Rate - All Family Total	-P	74.64%	50.00%	50.00%	37.32%	59.23%	54.02%	36	100	50.22%	45.84%	15.92%		10/19	6/20
TWC 3	Avg # Children Served Per Day - Combined	MP	104.89%	2,967	2,967	3,112	2,834	2,302	609,872	196	2,946	3,209	3,183		10/19	6/20
3	# of EWC Children Served	---	----	----	----	526	n/a	n/a	----	----	----	----	----		4/20	6/20

3. In April 2020, TWC started a special short-term, COVID-19-related child care program to serve the children of Essential Workers who might not normally qualify for subsidized child care. Because this was a limited program that provided 3 months of care to all enrolled children of Essential Workers (regardless of the day they started care), TWC is reporting this data as the unduplicated number of children served through the program rather than the number per day.

## WIOA Outcome Measures

LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	102.46%	69.00%	69.00%	70.70%	69.00%	68.48%	9,647	13,645	69.70%	70.04%	72.11%	71.05%	7/18	6/19
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	100.92%	84.00%	84.00%	84.77%	85.21%	84.35%	8,347	9,847	84.76%	85.33%	85.83%	82.98%	1/18	12/18
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	112.62%	\$5,433.00	\$5,433.00	\$6,118.59	\$5,669.16	\$5,514.25	n/a	9,103	\$5,734.81	\$5,750.98	\$6,324.82	\$6,582.99	7/18	6/19
LBB-K	Credential Rate – C&T Participants	-P	80.65%	60.00%	60.00%	48.39%	61.69%	54.88%	105	217	58.33%	53.97%	48.48%	34.62%	1/18	12/18
DOL-C	Employed Q2 Post Exit – Adult	+P	110.06%	78.80%	78.80%	86.73%	74.13%	80.52%	392	452	91.43%	80.65%	78.95%	88.51%	7/18	6/19
DOL-C	Employed Q4 Post Exit – Adult	MP	99.29%	80.10%	80.10%	79.53%	76.34%	83.19%	272	342	68.49%	74.63%	88.57%	77.42%	1/18	12/18
DOL-C	Median Earnings Q2 Post Exit – Adult	---	----	----	----	\$11,230.06	\$7,948.25	\$7,880.54	n/a	389	\$12,741.97	\$5,094.98	\$5,490.13	\$13,396.56	7/18	6/19
DOL-C	Credential Rate – Adult	-P	79.38%	72.40%	72.40%	57.47%	60.49%	44.27%	50	87	72.22%	68.18%	48.28%	44.44%	1/18	12/18
DOL-C	Employed Q2 Post Exit – DW	MP	97.60%	79.20%	79.20%	77.30%	80.19%	82.16%	143	185	74.07%	77.27%	72.73%	86.05%	7/18	6/19
DOL-C	Employed Q4 Post Exit – DW	MP	99.50%	80.50%	80.50%	80.10%	79.43%	83.24%	157	196	81.40%	83.64%	81.48%	72.73%	1/18	12/18

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 8/7/2020

**JUNE 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
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## WIOA Outcome Measures

DOL-C	Median Earnings Q2 Post Exit – DW	---	-----	-----	-----	\$7,745.68	\$7,859.47	\$8,383.75	n/a 142		\$8,722.65	\$6,617.64	\$7,070.82	\$7,599.38	7/18	6/19
DOL-C	Credential Rate – DW	-P	76.67%	77.70%	77.70%	59.57%	73.08%	74.00%	28 47		87.50%	69.23%	50.00%	41.67%	1/18	12/18
DOL-C	Employed/Enrolled Q2 Post Exit – Youth	MP	99.03%	73.20%	73.20%	72.49%	68.49%	68.18%	195 269		67.14%	79.31%	81.03%	66.27%	7/18	6/19
DOL-C	Employed/Enrolled Q4 Post Exit – Youth	MP	95.50%	71.30%	71.30%	68.09%	69.27%	66.12%	160 235		67.35%	67.24%	72.86%	63.79%	1/18	12/18
DOL-C	Credential Rate – Youth	-P	82.42%	45.50%	45.50%	37.50%	50.00%	55.13%	18 48		40.00%	43.75%	40.00%	25.00%	1/18	12/18

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.

## INFORMATION ONLY

### XVI - 6. Jobs & Employment Report

## BACKGROUND INFORMATION

### Labor Market Intelligence Update

- Labor Market Information – Local Labor Market Information for July 2020.
  - Labor Market Intelligence Update:

The Coastal Bend Region posted an unemployment rate of 10.3% with over 26,000 workers out of work in July 2020 according to the latest Labor Market Report from the Texas Workforce Commission.

Of the 11 counties in the Coastal Bend, Duval County posted the highest unemployment rate at 13.6% followed by Brooks County at 11.8%.

As many Coastal Bend residents remain out of work, new training opportunities are available to help recently unemployed residents take charge of their future and prepare to get back to work. The Texas Workforce Commission launched the Metrix Online Learning Platform which provides free unlimited access to more than 5,000 courses broken into 30- to 60-minute modules such as Microsoft Office, Adobe, Quickbooks and many more. To sign up today, please visit <https://tx.metrixlearning.com/landing.cfm>.

As a direct result of the COVID-19 Pandemic, Virtual Hiring Events have become more common place in the Coastal Bend. WFSCB's next big Coastal Bend Virtual Hiring Event is scheduled on August 26, 2020 from 8:00 a.m. - 5:00 p.m. Over 30 employers with more than 600 job openings have signed up and are looking to hire with potential job offers being made the day of the event. Some of our valued employers participating include:

Brookdale Senior Living

Corpus Christi Regional Transportation Authority

Goodwill Industries of the Coastal Bend

Gulf Stream Marine

Corpus Christi Independent School District

## Truckers World

If you would like to begin your job search now, WorkInTexas.com can help those who are unemployed find a career path 24/7. With over 6,000 jobs available in the Coastal Bend, employers are ready to hire workers today. To learn more about WorkInTexas.com, check out this video from the Texas Workforce Commission.

Workforce Professionals are available and ready to virtually assist customers with their job search from 8:00 a.m. - 5:00 p.m., Monday through Friday. VIRTUAL SERVICES ARE AVAILABLE. Please call or text (361) 882-7491 for assistance.

Visit <https://www.workforcesolutionscb.org/calendar/> as well as our Facebook, Twitter, LinkedIn Pages to get the most up-to-date information on upcoming Virtual Hiring Events in WorkInTexas.com.

- 11-County COVID-19 Economic Reports – First launched in May 2020 to inform the Chief Elected Officials Council of the direct impact that COVID-19 has had in their counties and their workforce.

## **BACKGROUND**

Local labor market information for July 2020 is included on the following pages.

# Coastal Bend Workforce Area

(Not Seasonally Adjusted Unemployment Rates by WDA, MSA, & County)

Area	Area Type	Latest Monthly Data July 2020						Previous Monthly Data June 2020				Year Ago July 2019			
		Labor Force	Employment	Unemployment	Rate	M+-	Y+-	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate
United States	Nation	159,870,000	143,532,000	16,338,000	10.2	-0.9	6.5	157,932,000	142,182,000	17,750,000	11.1	163,373,000	157,346,000	6,027,000	3.7
Texas	State	13,821,40	12,720,317	1,101,083	8.0	-0.4	4.5	13,794,279	12,639,427	1,154,852	8.4	14,042,579	13,555,554	487,025	3.5
Corpus Christi	MSA	201,053	180,934	20,119	10.0	0.2	5.8	200,466	180,820	19,646	9.8	207,702	199,023	8,679	4.2
Coastal Bend	WDA	257,543	230,975	26,568	10.3	0.1	5.6	256,328	230,238	26,090	10.2	263,158	250,899	12,259	4.7
Aransas	County	9,074	8,273	801	8.8	-0.1	4.2	9,029	8,225	804	8.9	9,427	8,992	435	4.6
Bee	County	9,839	8,744	1,095	11.1	-0.4	6.3	9,814	8,689	1,125	11.5	9,740	9,273	467	4.8
Brooks	County	2,627	2,316	311	11.8	0	5.1	2,617	2,309	308	11.8	2,616	2,442	174	6.7
Duval	County	4,968	4,293	675	13.6	0.2	8.7	4,937	4,276	661	13.4	4,948	4,708	240	4.9
Jim Wells	County	17,128	14,730	2,398	14	0.1	8.9	17,040	14,672	2,368	13.9	16,818	15,954	864	5.1
Kenedy	County	183	172	11	6	-0.1	0.7	181	170	11	6.1	207	196	11	5.3
Kleberg	County	13,210	11,957	1,253	9.5	0.1	4.5	13,145	11,913	1,232	9.4	13,138	12,486	652	5
Live Oak	County	5,462	5,037	425	7.8	0.2	4.5	5,430	5,015	415	7.6	5,698	5,508	190	3.3
Nueces	County	162,998	146,819	16,179	9.9	0.2	5.5	162,175	146,407	15,768	9.7	167,471	160,113	7,358	4.4
Refugio	County	3,073	2,792	281	9.1	-0.1	5.1	3,050	2,770	280	9.2	3,144	3,019	125	4
San Patricio	County	28,981	25,842	3,139	10.8	0	5	28,910	25,792	3,118	10.8	29,951	28,208	1,743	5.8

(M+-) Change in unemployment rate from last month (Increase) (Decrease)

(Y+-) Change in unemployment rate from last year (Increase) (Decrease)

- Earnings for all occupations Coastal Bend, expressed as hourly rate (TWC):

<b>Coastal Bend</b>	<b>All Occupations-</b>	<b>Average \$18.35/hr.</b>	<b>Entry level \$8.58/hr.</b>	<b>Experienced workers \$23.24/hr.</b>	<b>Top 10% \$33.56/hr.</b>
<b>Texas</b>	<b>All Occupations-</b>	<b>Average \$20.97/hr.</b>	<b>Entry level \$8.88/hr.</b>	<b>Experienced workers \$ 27.02/hr.</b>	<b>Top 10% \$39.64/hr.</b>

- Educational Attainment for population 25 years of age and older - Corpus Christi (Census American Fact Finder/American Community Survey):

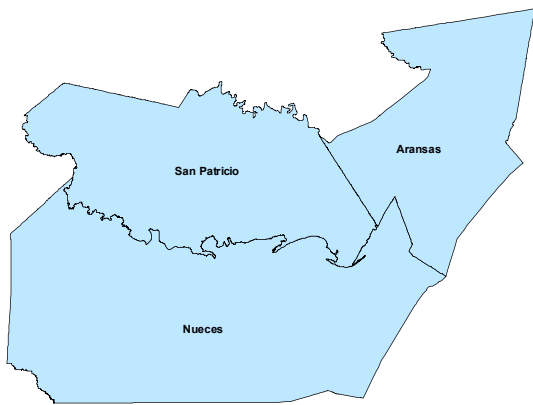
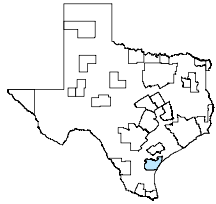
<b>Less than 9<sup>th</sup> grade</b>	<b>8.7%</b>	<b>12<sup>th</sup> grade &amp; GED</b>	<b>27.7%</b>	<b>Associates degree</b>	<b>7.0%</b>	<b>Graduate or Professional degrees</b>	<b>8.4%</b>
<b>9<sup>th</sup> thru 11<sup>th</sup> grade</b>	<b>9.3%</b>	<b>Some College</b>	<b>25.1%</b>	<b>Bachelors degree</b>	<b>13.8%</b>		

- Median earnings Corpus Christi by education for persons 25 years of age & up (Census AFF/ACS): **\$27,211** (\$36,380 male/ \$22,328 female)

<b>Less than High School</b>	<b>\$15,437</b>	<b>Some College or Associates</b>	<b>\$28,739</b>	<b>Graduate or Professional</b>	<b>\$56,681</b>
<b>High School &amp; GED</b>	<b>\$26,818</b>	<b>Bachelor's</b>	<b>\$44,078</b>		

## Corpus Christi MSA

July 2020



MSA Labor Force Statistics				
	Jul-20	Jun-20	Jul-19	Yearly Change
Civilian Labor Force	201,053	200,114	206,849	-5,796
Employed	180,934	180,424	197,313	-16,379
Unemployed	20,119	19,690	9,536	10,583
Unemployment Rate	10.0%	9.8%	4.6%	5.4%

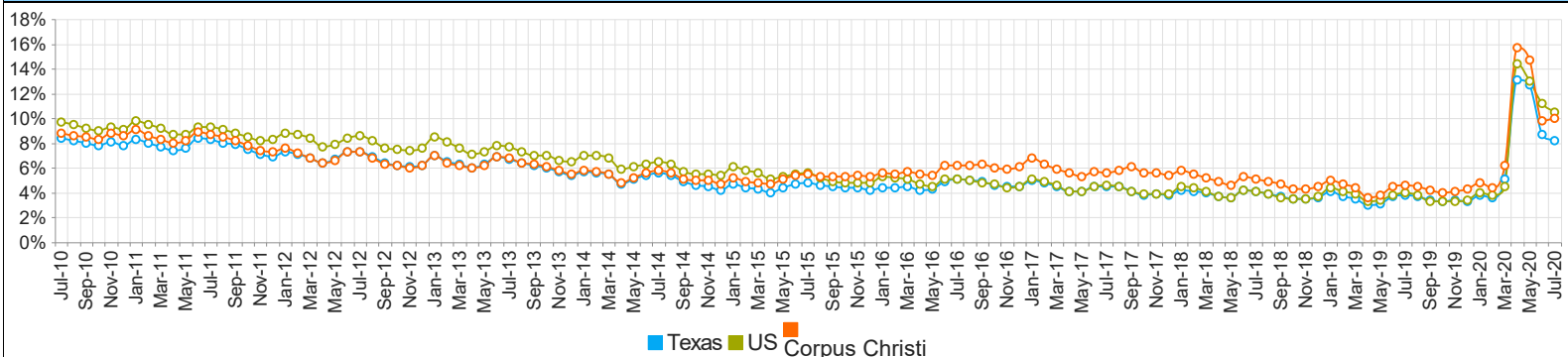
  

Texas Labor Force Statistics				
	Jul-20	Jun-20	Jul-19	Yearly Change
Civilian Labor Force	13,846,028	13,804,456	14,064,960	-218,932
Employed	12,705,927	12,606,499	13,524,473	-818,546
Unemployed	1,140,101	1,197,957	540,487	599,614
Unemployment Rate	8.2%	8.7%	3.8%	4.4%

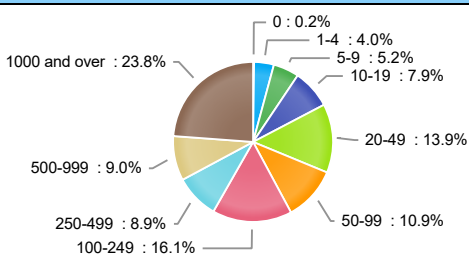
  

US Labor Force Statistics				
	Jul-20	Jun-20	Jul-19	Yearly Change
Civilian Labor Force	161,374,000	160,883,000	164,941,000	-3,567,000
Employed	144,492,000	142,811,000	158,385,000	-13,893,000
Unemployed	16,882,000	18,072,000	6,556,000	10,326,000
Unemployment Rate	10.5%	11.2%	4.0%	6.5%

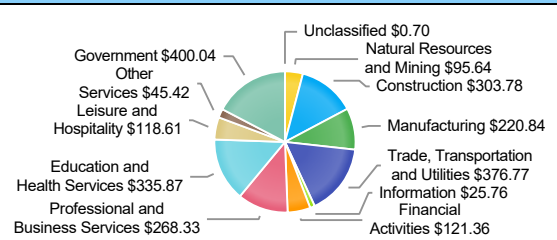
### Historical Unemployment Rates



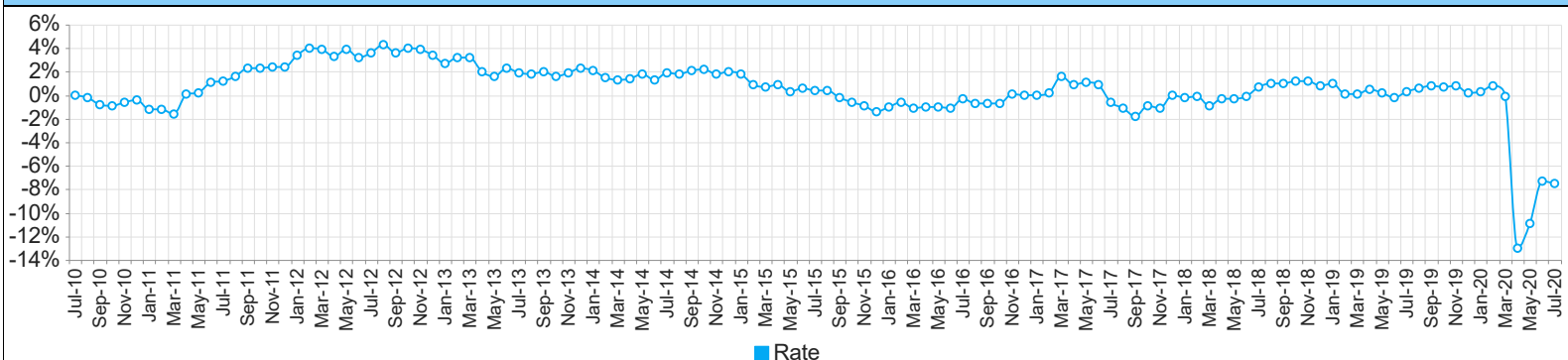
### Employment by Size Class (1st Quarter 2020)



### Wages by Industry (in millions) (1st Quarter 2020)



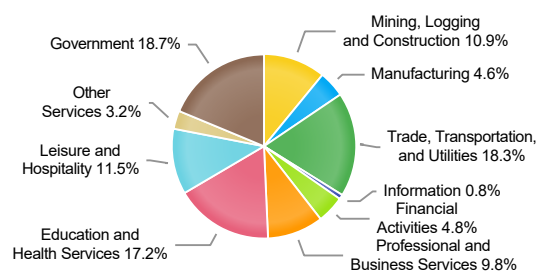
### Annual Growth Rate Total Non-agricultural employment



### Employment by Industry (July 2020)

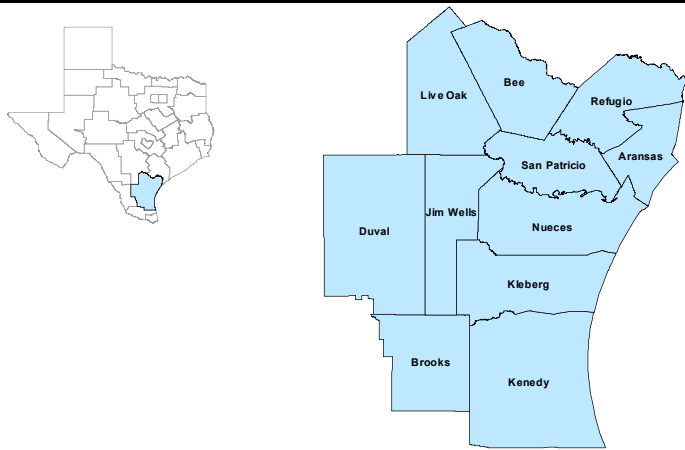
Industry	Current Month Employment	% Monthly Change	% Yearly Change
Total Nonfarm	178,800	-0.9%	-7.5%
Mining, Logging and Construction	19,500	1.0%	-19.4%
Manufacturing	8,300	1.2%	-2.4%
Trade, Transportation, and Utilities	32,700	-1.2%	-0.9%
Information	1,500	0.0%	0.0%
Financial Activities	8,600	2.4%	0.0%
Professional and Business Services	17,600	2.3%	-4.3%
Education and Health Services	30,800	0.0%	-4.3%
Leisure and Hospitality	20,600	-6.4%	-25.9%
Other Services	5,700	0.0%	-9.5%
Government	33,500	-2.0%	2.4%

### Employment by Industry (July 2020)



## Coastal Bend Workforce Development Area

July 2020



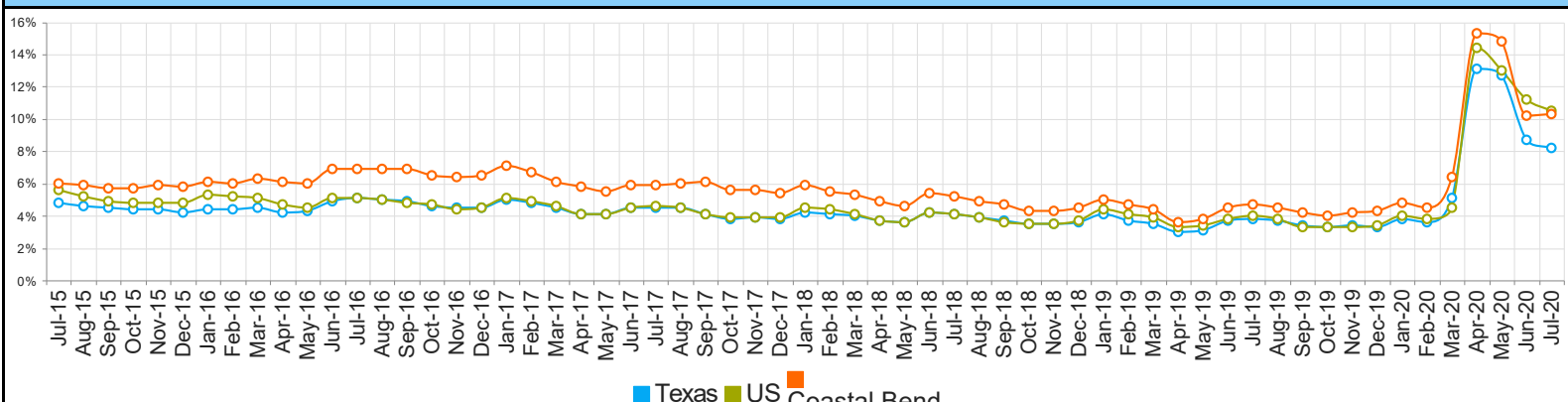
WDA Labor Force Statistics				
	Jul-20	Jun-20	Jul-19	Yearly Change
Civilian Labor Force	257,543	256,328	263,158	-5,615
Employed	230,975	230,238	250,899	-19,924
Unemployed	26,568	26,090	12,259	14,309
Unemployment Rate	10.3%	10.2%	4.7%	5.6%

Texas Labor Force Statistics				
	Jul-20	Jun-20	Jul-19	Yearly Change
Civilian Labor Force	13,846,028	13,804,456	14,064,960	-218,932
Employed	12,705,927	12,606,499	13,524,473	-818,546
Unemployed	1,140,101	1,197,957	540,487	599,614
Unemployment Rate	8.2%	8.7%	3.8%	4.4%

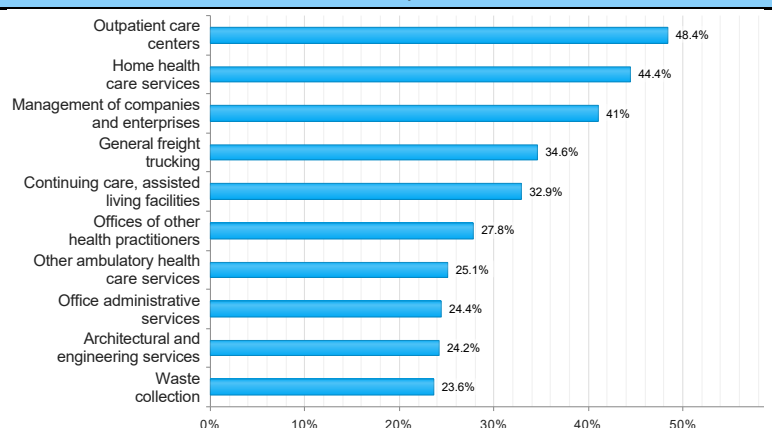
US Labor Force Statistics				
	Jul-20	Jun-20	Jul-19	Yearly Change
Civilian Labor Force	161,374,000	160,883,000	164,941,000	-3,567,000
Employed	144,492,000	142,811,000	158,385,000	-13,893,000
Unemployed	16,882,000	18,072,000	6,556,000	10,326,000
Unemployment Rate	10.5%	11.2%	4.0%	6.5%

Continued Claims for the Week of the 12th				
	Jul-20	Jun-20	Jul-19	Yearly Change
WDA	21,873	20,217	2,549	19,324
Texas	921,678	934,261	104,232	817,446

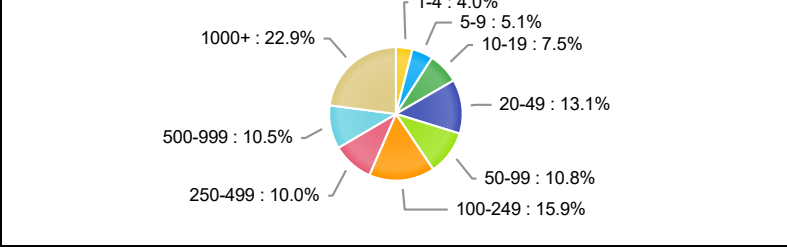
## Historical Unemployment Rates



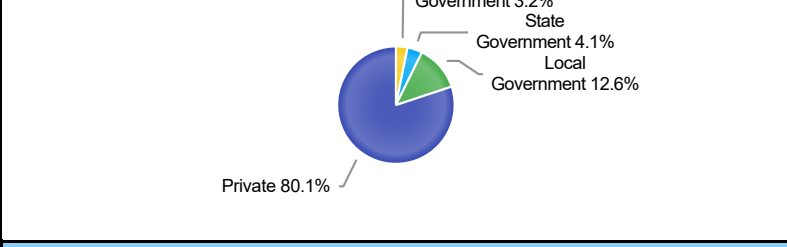
## Projected Top Ten Fastest Growing Industries in WDA (% Growth 2016-2026)



## Employment by Size Class (1st Quarter 2020)



## Employment by Ownership (1st Quarter 2020)

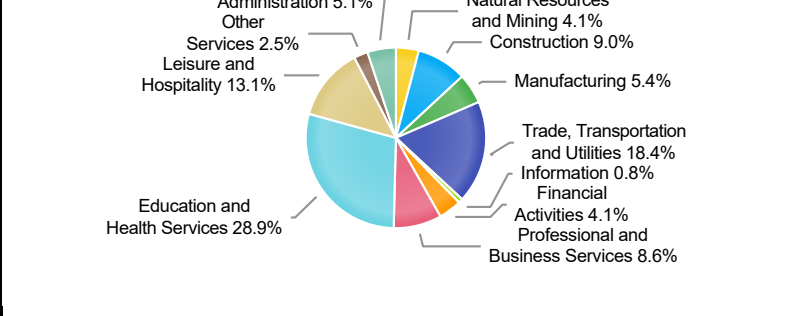


Average Weekly Wage (1st Quarter 2020)					
	Q1 2020	Q4 2019	Q1 2019	Quarterly Change	Yearly Change
WDA	\$935	\$960	\$918	-\$25	\$17
Texas	\$1,232	\$1,187	\$1,204	\$45	\$28
US	\$1,222	\$1,185	\$1,183	\$37	\$39

## Employment by Industry (1st Quarter 2020, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	9,756	4.1%	-7.0%	-12.3%
Construction	21,244	9.0%	-8.4%	-7.9%
Manufacturing	12,838	5.4%	0.5%	3.2%
Trade, Transportation and Utilities	43,351	18.4%	-0.3%	1.6%
Information	1,886	0.8%	-1.4%	-1.3%
Financial Activities	9,736	4.1%	-3.2%	-3.3%
Professional and Business Services	20,271	8.6%	-0.4%	-2.1%
Education and Health Services	68,298	28.9%	-0.6%	1.3%
Leisure and Hospitality	30,898	13.1%	-1.3%	0.0%
Other Services	5,788	2.5%	-0.6%	-1.2%
Public Administration	11,979	5.1%	-0.3%	2.0%

## Employment by Industry (1st Quarter 2020)



## Glossary of Terms

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