



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Executive/Finance Committee Meeting**

**November 19, 2020  
3:00 pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/87515428386?pwd=ZVRDeGhYamd0VFhmTG9iRXk2Qytqdz09>

888 475 4499 US Toll-free  
Meeting ID: 875 1542 8386  
Passcode: 079556

[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.



Executive/Finance Committee Meeting

Join Zoom Meeting

https://us02web.zoom.us/j/87515428386?pwd=ZVRDeGhYamd0VFhmTG9iRXk2Qytqdz09

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 875 1542 8386

Passcode: 079556

November 19, 2020 – 3:00 pm

AGENDA

Table with 2 columns: Item description and Page number. Items include Call to Order, Roll Call, Announcements, Public Comments, Minutes of previous meetings, Chairman's Report, Organizational Update, Committee Reports, and Budget Amendment.

A proud partner of the American Job Center network

Equal Opportunity Employer/Program

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

Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)

3. IT Strategic Plan Update: *Shileen Lee*.....26
4. Policy Updates: Esignature and IT Terminations: *Shileen Lee*.....27-34
5. Update on Future Procurements and Contract Renewals: *Robert Ramirez*.....35-53
6. Performance Measure Update: *Amy Villarreal*.....54-60
7. Draft Agenda for the December 10, 2020 Annual Board of Directors Meeting: *Ken Trevino*.....61-63

XII. Adjournment

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

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

**Executive/Finance Committee  
Meeting Roll Call Roster  
NovNovember 19, 2020**

\_\_\_\_\_ Gloria Perez, Chair

\_\_\_\_\_ John Owen, Vice Chair

\_\_\_\_\_ Rosie Collin, Secretary

\_\_\_\_\_ Vince Goodwine, Parliamentarian

\_\_\_\_\_ Velma Soliz-Garcia, Treasurer

\_\_\_\_\_ Victor Gonzalez, Jr., Past Chair

\_\_\_\_\_ Jesse Gatewood, Chair of Public Relations Committee

\_\_\_\_\_ Marcia Keener, Chair of Child Care Services Committee

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

\_\_\_\_\_  
Signed

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

**MINUTES**

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/81028414423?pwd=S0dNRThXMS9KOXFYMK9mMDVYVjRBdz09>

833 548 0276 US Toll-free

Meeting ID: 810 2841 4423

Passcode: 225841

**September 10, 2020 – 3:00 pm**

**Committee Members**

**Present**

Gloria Perez, Chair  
John Owen, Vice Chair  
Rosie Collin  
Vince Goodwine  
Velma Soliz-Garcia  
Victor Gonzalez, Jr.  
Jesse Gatewood  
Marcia Keener  
Ray De Los Santos, Jr.

**Absent**

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Jennifer Ledford, Workforce Solutions  
Robert Ramirez, Workforce Solutions  
Larry Peterson, Workforce Solutions  
Alba Silvas, Workforce Solutions  
Monika De La Garza, Workforce Solutions  
Andrea Byrd, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Heather Cleverley, Workforce Solutions  
Janet Pitman, ABIP, P.C.  
Chakib Chehadi, C2GPS, LLC  
Shelly Key, C2GPS, LLC  
Rita Soto, C2GPS, LLC  
Kenia Dimas, BakerRipley, Inc.

**Other Board Members Present**

- I. Call to Order**  
Ms. Perez called the meeting to order at 3:00 pm.
- II. Roll Call**  
The roll was called and a quorum was present.
- III. Disclosure of Conflicts of Interest**  
Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines and disclosures were requested at this time. None were made.
- IV. Public Comments**  
There were no public comments.
- V. Discussion and Possible Action on Minutes of the May 14, 2020 Executive/Finance Committee Meeting**  
Mr. John Owen moved to approve the minutes of the May 14, 2020 Executive/Finance Committee meeting. The motion was seconded by Mr. Vince Goodwine and passed.
- VI. Chair's Report**  
*Meetings with President/CEO*

Ms. Perez communicated with Mr. Trevino on a weekly basis, several times a week to obtain updates during the COVID-19 pandemic. Ms. Perez stated Mr. Trevino has kept her updated and informed.

Ms. Perez participated in the 2<sup>nd</sup> Annual WE Summit and congratulated the staff on another very successful event.

Ms. Perez stated that she has been able to attend all of the committee meetings and was happy to see that they all had a quorum present.

Ms. Perez stated that she would be selecting the Ad Hoc Nominating Committee, 3 members from the rural areas and 3 members from the local area. Ms. Perez will announce the committee members at the Board of Directors meeting on September 17, 2020. This committee is responsible for nominating board members to serve in one of the elected positions of the board.

Ms. Perez stated that a special called meeting will be held to discuss the performance evaluation of the President/CEO. She stated that Mr. Treviño had elected to defer his performance evaluation until after all of the board staff had received their evaluations which were completed in August and September of 2020. Legal Council Lucinda Garcia will be sending out the evaluation forms to the committee on September 21, 2020, and the committee will have one week to return the completed forms so that the meeting can be scheduled for some time in November. Ms. Perez stated that Mr. Treviño's evaluation will be made retroactive to his anniversary date in May of 2020.

**VII. Organizational/Operational Update from President/CEO or COO**

Mr. Trevino stated that since the members of the Executive Committee had participated in one or more of the committee meetings he would not go into great detail and that the entire Agenda packet is an overview of the update he was going to present. Mr. Treviño complemented the "job well done" of his entire staff and the contract staff during the COVID-19 epidemic and office closures.

**VIII. Committee Reports**

*Child Care Services*

Ms. Keener provided a report on the September 1, 2020 Child Care Services Committee (included on page 11 of the September 10 agenda packet).

*Public Relations*

Mr. Gatewood provided a report on the September 2, 2020 Public Relations Committee meeting (included on pages 12-13 of the September 10 agenda packet). Mr. Gatewood thanked everyone for attending the meeting to make a quorum.

*Workforce Services*

Mr. De Los Santos, Jr. provided a report on the September 3, 2020 Workforce Services Committee meeting (included on pages 14-15 of the September 10 agenda packet).

**IX. Discussion and Possible Action to Approve FY 2020 Budget Amendment #4:**

Ms. Lee provided information on the FY 2020 Budget Amendment #4 (included on pages 16-17 of the September 10 agenda packet).

Mr. Victor Gonzalez, Jr. moved to approve the FY 2020 Budget Amendment #4. The motion was seconded by Mr. John Owen and passed.

**X. Discussion and Possible Action on Proposed FY 2021 Preliminary Operating Budget:**

Ms. Lee provided information on the Proposed FY 2021 Preliminary Operating Budget (included on pages 18-19 of the September 10 agenda packet).

Ms. Velma Soliz-Garcia moved to approve the Preliminary FY 2021 Operating Budget. The motion was seconded by Ms. Rosie Collin and passed.

**XI. Discussion and Possible Action to Accept the Draft Independent Audit for the Year Ended September 30, 2019 as Presented by Alonzo, Bacarisse, Irvine, and Palmer, P.C.**

Ms. Janet Pitman presented the Independent Audit for the Year Ended September 30, 2019 and the four major components: Risk Assessment; Compliance Audit; Financial Audit; and Reporting. There were no deficiencies noted; no instances of non-compliance; no significant finding; no corrected or uncorrected misstatements; no difficulties encountered in dealing with management; and no disagreements with management. (provided on pages 22-57 of the September 10, 2020 agenda packet)

Ms. Marcia Keener moved to recommend to the Board of Directors to accept the Independent Audit for the Year Ended September 30, 2019 as presented by Alonzo, Bacarisse, Irvine, and Palmer, P.C. The motion was seconded by Mr. John Owen and passed.

**XII. 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 final lease terms by the Executive Committee**

Ms. Villarreal 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 (provided on pages 58-59 of the September 10, 2020 agenda packet)

Mr. Vince Goodwine moved to recommend to the Executive Committee to approve the President/CEO to enter into a lease agreement with South Coast Plaza, LLC. The motion was seconded by Ms. Velma Soliz-Garcia and passed.

**XIII. Discussion and Possible Action to Purchase Furniture for the Bayview Tower Office Location**

Ms. Shileen Lee provided information on the purchase of office furniture for the Bayview Tower office location. Ms. Lee stated that even though we were not required to obtain 3 bids if we went with a vendor that was on the state buying platform because of the cost of the overall purchase she obtained 3 bids to present for comparison (provided on pages 60-61 of the September 10, 2020 agenda packet)

Mr. Victor Gonzalez, Jr. moved to recommend to the Board of Directors to approve the purchase of office furniture for the Bayview Tower Office location. The motion was seconded by Ms. Velma Soliz-Garcia and passed.

**XIV. Discussion and Possible Action on the Purchase of Outdoor Learning Environments**

Ms. Keener provided information during the Child Care Committee update on the benefits of the Outdoor Learning Environments and the fact that it allows the Centers to bring the classroom learning outside to allow the children a different environment for learning. The following locations will receive the equipment Alice, Beeville, Sinton and Corpus Christi.



Ms. Marcia Keener moved to recommend to the Board of Directors to approve the purchase of Outdoor Learning Environments. The motion was seconded by Mr. Victor Gonzalez, Jr. and passed.

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

1. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for Legal Services. Mr. Ramirez provided information on the Procurement process and subsequent Contract Award (included on pages 65 of the September 10, 2020 agenda packet).

Mr. John Owen moved to recommend to the Board of Directors to authorize the President/CEO to execute the Contract for Legal Services. The motion was seconded by Ms. Marcia Keener and passed.

2. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Economy and Labor Market Tool

Mr. Ramirez provided information on the Economy and Labor Market Tool (included on page 66 of the September 10, 2020 agenda packet).

Ms. Velma Soliz-Garcia moved to recommend to the Board of Directors to authorize the President/CEO to execute the Contract for Economy and Labor Market Tools. The motion was seconded by Mr. John Owen and passed.

**XVI. Information Only:**

*1. Monitoring Report*

Mr. Larry Peterson provided information about the recent monitoring report Mr. Peterson stated that TWC requires the Board to monitor customer case files for accuracy two times per year. This report covers the period from February 2020 to present (included on pages 67-70 of the September 10, 2020 agenda packet).

*2. Financial Update*

Ms. Lee presented the Financial Update (included on pages 71-75 of the September 10, 2020 agenda packet).

*3. Facilities Update*

Ms. Villarreal provided a facilities update (included on page 76 of the September 10, 2020 agenda packet). Ms. Villarreal stated that we are to open three offices at a limited capacity 25% on Monday, September 14, 2020. These offices are to be Alice, Sinton and Staples, the Sunrise One Stop location will remain closed for the foreseeable future. Staff will continue to rotate out to ensure the safety of all. Extra Janitorial services will be provided to ensure that the centers are kept clean and sanitized. Extra security is also being brought in for the Staples location due to the current environment around the office location. Ms. Villarreal stated that most of the Board staff have been able to pack up their offices and that once everything is moved out then arrangements will be made to move VRS staff into the old Board Staff offices.

*4. Update on Future Procurements and Contract Renewals*

Mr. Ramirez provided an update on future procurements and contract renewals with highlights mentioned about Adaptive Construction Solutions, Texas A&M Engineering Extension Service, Del Mar College Center for Economic Development and Customer Experience Solutions/Virtual Learning Development and the benefits these contracts will bring to the Coastal Bend (included on pages 77-101 of the September 10, 2020 agenda packet).

*5. Performance Measure Update*

Ms. Villarreal requested due to the length of this meeting to postpone the performance update to the Board of Directors meeting scheduled for Thursday, September 17, 2020. The committee agreed.

*6. Draft Agenda for the September 17, 2020 Board of Directors Meeting*

A draft agenda for the September 17, 2020 Board of Directors meeting was provided (included on pages 110-112 of the September 10, 2020 agenda packet).

**XVII. Adjournment**

The meeting adjourned at 4:36 pm.

**MINUTES**

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/85698759658?pwd=N0JDbEhQaHZiRVhyUncxNWZnUm9MZz09>

833 548 0276 US Toll-free

Meeting ID: 856 9875 9658

Passcode: 740705

**November 5, 2020 – 3:00 pm**

**Committee Members**

**Present**

Gloria Perez, Chair  
John Owen, Vice Chair  
Rosie Collin  
Vince Goodwine  
Victor Gonzalez, Jr.  
Jesse Gatewood  
Marcia Keener  
Ray De Los Santos, Jr.

**Absent**

Velma Soliz-Garcia

**Others Present**

Ken Trevino, Workforce Solutions  
Amy Villarreal, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Janet Neely, Workforce Solutions  
Lucinda Garcia, Legal Counsel

**Other Board Members Present**

**I. Call to Order**

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

**II. Roll Call**

The roll was called and a quorum was present.

**III. Disclosure of Conflicts of Interest**

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

**IV. Public Comments**

There were no public comments.

**V. Discussion and Possible Action on Annual Performance Evaluation and negotiation of the Employment Agreement of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)**

Ms. Perez called the meeting into closed session at 3:07 pm. The closed session ended at 3:33 pm.

Mr. Owen moved that the annual performance appraisal tool and performance evaluation report of the President/CEO for 2019-2020 be approved, and that the following recommendations be presented to the Board of Directors regarding the President/CEO:

1. A four percent (4%) cost of living adjustment/increase of the current salary be paid effective the anniversary date of the Employment Agreement;
2. The payment of a performance incentive of ten percent (10%);
3. Provide one hundred percent (100%) of the cost of Health Insurance for the CEO/President's dependent;

4. That the option to renew the Employment Agreement be exercised with such option to include negotiations for a new Employment Agreement and that written notice be provided to the President/CEO no later than 60 days from date of the action; and
5. And all other benefits under the Employment Agreement to remain the same.

The motion was seconded by Mr. De Los Santos, Jr. and passed.

**VI. Adjournment**

The meeting adjourned at 3:36 pm.

## COMMITTEE REPORT

### VIII – 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:** November 10, 2020

The Committee did have a quorum.

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

1. Summary of Child Care Performance for the Fourth Quarter of BCY2020
2. Summary of Child Care Performance for the Month of October of the First Quarter of BCY2021
3. Action Plan for Child Care Performance for the Remainder of the First Quarter of BCY2021
4. Child Care Customer Service Portal
5. Update on Child Care Quality Program Activities

**The Committee took the following action:**

1. The Committee approved the Minutes of the September 1, 2020 Child Care Services Committee Meeting.

**Additional comments:**

## COMMITTEE REPORT

### VIII – 2. Public Relations

**Committee:** Public Relations

Jesse Gatewood, Chair

Carlos Ramirez, Vice Chair

C. Michelle Unda

Tracy Florence

Arnoldo Cantu

Omar Lopez

Ofelia Hunter

**Date of Committee meeting:** November 10, 2020

The Committee did have a quorum.

**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
  - Inform/Educate the Public, Community Partners, Constituents, Staff, & Others
  - Signage/Posters/Flyers/Digital Posts & Comments
  - [Virtual Conversion of Services](#) – Events, Projects & Hiring Events
  - [Recap – Virtual Events](#), Website Analytics, Social Media Strategies, and Traditional Media
  - [Labor Market Intelligence Report](#)
  - 11-County COVID-19 Economic Impact Report
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: [Targeted Occupations List Updated](#), Statewide Eligible Training Provider List, [Job Search Guide](#), [Increased Virtual Services](#), [The Workforce Insider Refresh](#), National Disabilities Employment Awareness Month, [3<sup>rd</sup> Annual YOU Navigate! Virtual HireAbility Event](#), [Beyond 2020 Virtual Town Hall](#), Child Care Services Portal, and Above & Beyond Success Stories.
3. [9th Annual Hiring Red, White & You Statewide Veterans Hiring Fair](#) – New virtual event platform was presented along with some preliminary numbers from the event:

**WFSCB Booth – 115+ Visitors**

**Job Seekers:** 304 Registered, 247 Logged In, 135 Veterans, 4,800 Booth Visits, 900 Conversations Between Employers & Job Seekers.

**Employers:** 73 Registered, 333 Unique Job Postings, 10,000+ Job Openings, 230 Applications Submitted

4. 2020 Annual Report – An update and preview were provided of this year’s report.
5. Virtual Outreach, Events and Hiring Fairs - An overview of some of the events that WFSCB has participated in and promoted were presented.
6. Media/Social/Outreach Coverage – May - August 2020 (TV, Print, Radio, Website & Social Media Platforms)
7. Labor Market Information – [Local Labor Market Information for September 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.



*On October 5, 2020 Corpus Christi Mayor, Joe A McComb presented WFSCB Chief Operating Officer, Amy Kiddy Villarreal, Managing Director, Shelly Key and Student #Hireability Navigator, Jennifer Ledford with a Proclamation supporting the mission of Workforce Solutions of the Coastal Bend to build a more inclusive workforce for individuals with disabilities here in the Coastal Bend Region and beyond.*

## COMMITTEE REPORT

### VIII – 3. Workforce Services

**Committee:** Workforce Services

Ray De Los Santos, Jr., Chair

Gary Allsup, Vice Chair

Randy Giesler

Kari Kelley

Manny Salazar

Sandra Julia Bowen

Michelle Flower

Susan Temple

Travis Nelson

**Date of Committee meeting:** November 12, 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; September 3, 2020.
- Two Board Policies:
  - Policy #4.0.115.07- Program Non-Compliance
  - Policy #4.0.103.04- Case Management

**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: two policies have been brought twice during Calendar Year 2020(support services & program non-compliance).
- 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.
- New Funding Opportunities- National Dislocated Grants COVID related: \$73K grant amount increased to \$1.5million, Skills Development Fund 115K, Reimagine Workforce Grant \$20 million application submitted by TWC to Department of Education, OPIOD Grant pending status from DOL; no updates from TWC on these two grants.
- Mr. Robert Reyna updated the committee on 9<sup>th</sup> Annual Red, White & You Hiring for Veterans. Event took place on November 5<sup>th</sup>, virtually. It was a great success! Final numbers will be shared via Annual Report.
- Information and resources to community- Encouraged committee members to visit the Workforce Insider published by WFSCB Public Relations Department to be released on Friday November 13th. Publication outlines all current services and initiatives taking place to serve our communities, employers, and partners during COVID-19.



- Unemployment and Labor Market information- Unemployment Rate rose to 10.5% in September; Rate in August was 8.7%.
- Facilities Update- Ms. Shileen Lee provided information on facilities for Sunrise Career Center, Staples and co-location of VRS-Vocational Rehabilitation Services.

Detailed information can be found in Workforce Services Committee Packet, e-mailed by Ms. Janet Neely on Saturday November 7<sup>th</sup>, 2020 to Board of Directors.

**The Committee took the following action:**

1. Approved the minutes of September 3rd, 2020 Workforce Services Committee Meeting.
2. Approved for recommendation 2 Board Policies.

Meeting adjourned at 3:59pm.

## COMMITTEE REPORT

### VIII – 4. Ad Hoc Nominating

**Committee:** Ad Hoc Nominating  
Sandra Julia Bowen, Chair  
Rosie Collin  
Susan Temple  
Omar Lopez  
Mary Afuso  
C. Michelle Unda

**Date of Committee meeting:** November 4, 2020

The Committee did have a quorum.

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

1. Discussion and Possible Action on the Nomination of a Slate of Officers for 2021
2. Bylaws
3. 2018-2020 Committee Structures
4. 2020 Attendance Records
5. Draft Slate and Voting Ballot
6. Process for Ballot Count and Announcement of Officers

**The Committee took the following action:**

1. Nominated a slate of officers for 2021 to recommend to the Board of Directors on December 10, 2020.

**Additional comments:**

Nominations will also be accepted from the floor at the December 10, 2020 annual meeting.

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

IX. FY 2021 Budget Amendment #1

### **BACKGROUND INFORMATION**

The Workforce Solutions Board of Directors approved the FY 2021 Operating Budget on September 17, 2020. Budget Amendment #1 is attached with a detailed budget narrative.

### **RECOMMENDATION**

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2021 Budget Amendment #1.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**BUDGET NARRATIVE**  
**FY 2021**

The proposed budget amendment #1, includes an overall revenue increase for fund finalizations for FY20 Carryover and new contracts, for a total of \$765,318.

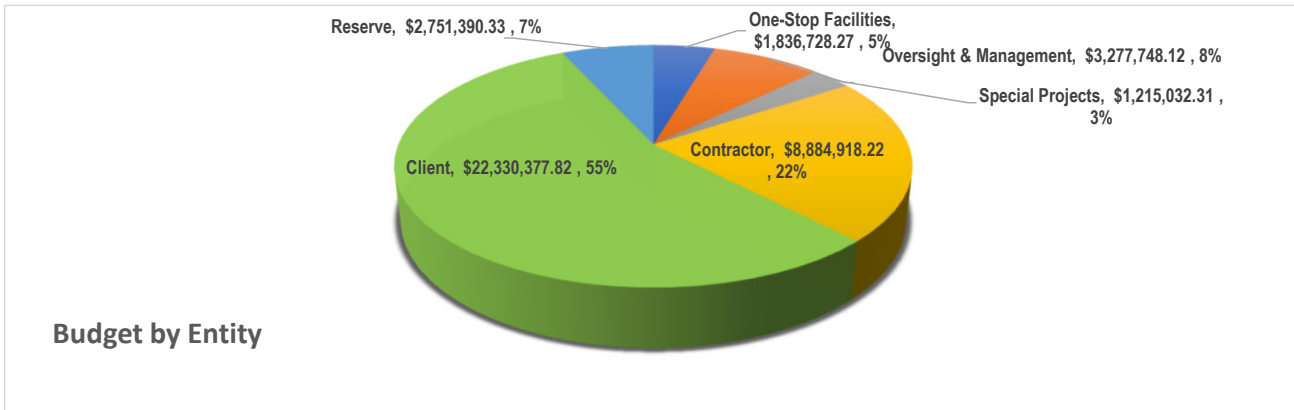
The increase in the budget will be adjusted in Management and Oversight in the following categories: Salaries and Benefits for two additional FTE's and annual staff incentives, General and Administrative Expense for new office insurance and computer related items. Under One Stop Operations the following categories will be adjusted: Facilities for the estimation of new phone and internet system, and Contracted services for direct client expenses.

We are requesting approval on budget amendment #1 of the BCY2021 budget.

Contract No.	Program	Original Budget FY2021	Amendment #1 Fund Finalization / New Funds	Revised Funds Available 9/30/2020
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	55,000	(27,586)	27,414
2219ATG000	Apprenticeship Texas Expansion Grant	190,000	4,648	194,648
2219WOS002	Women's Entrep.	58,207	(254)	57,953
2219WOA001	WIOA - PY19 Adult Allocation	491,193	(327,559)	163,634
2219WOD001	WIOA - PY19 Dislocated Worker Allocation	970,900	(432,756)	538,144
2219WOY001	WIOA - PY19 Youth	479,927	(104,849)	375,078
2219WAF001	WIOA - Alternative Funding for Statewide Activity	700,000	(25,335)	674,665
2220TAN000	TANF Choices	365,603	(332,254)	33,349
2220REA000	Reemployment Services & Eligibility Assessment	10,000	0	10,000
2220CCQ000	Child Care Quality (CCQ)	0	368,613	368,613
2220CCA000	Child Care Automatic Attendance (CAA)	0	9,648	9,648
2220CCF000	Child Care	200,000	(188,624)	11,376
2220CCP000	Child Care DFPS	400,000	1,745	401,745
2220TRA002	Trade Act Services for Dislocated Workers	60,000	(1,296)	58,704
2220RAG001	WPA	25,000	22,255	47,255
2220BSA001	BSA - Board Service Awards	20,000	2,450	22,450
2220BSA002	BSA - Texas Hireability	30,000	9,211	39,211
2220COS002	Skills Development Fund	100,000	15,000	115,000
2220WOS001	Military Family Support	0	8,000	8,000
2220COV001	COVID-Response Statewide	100,000	47,675	147,675
2220NDW001	COVID-19 Disaster Recovery	60,000	(14,770)	45,230
2220WCI001	WCI - Workforce Commission Initiatives YOU Choose	75,467	(14,246)	61,221
2220WOA001	WIOA - PY20 Adult Allocation	1,644,710	0	1,644,710
2220WOD001	WIOA - PY20 Dislocated Worker Allocation	1,338,028	0	1,338,028
2220WOY001	WIOA - PY20 Youth	1,726,103	0	1,726,103
2220WOR001	WIOA - PY20 Rapid Response	22,417	(869)	21,548
2221TAN000	TANF Choices	2,496,098	0	2,496,098
2221SNE000	SNAP E&T	502,451	0	502,451
2221SNE000	SNAP E&T- ABAWD (Dec)	158,669	0	158,669
2221NCP000	Non-Custodial Parent (NCP)	142,403	0	142,403
2221WPA001	Employment Services	499,809	0	499,809
2221CCA000	Child Care Automatic Attendance (CAA)	89,527	0	89,527
2221CCQ000	Child Care Quality (CCQ)	328,433	0	328,433
2221CCF000	Child Care (Oct)	14,292,650	0	14,292,650
2221CCP000	Child Care DFPS	0	1,448,000	1,448,000
2221CCM000	Child Care Local Match (Oct)	1,800,566	0	1,800,566
Non-TWC	VET (10/01/20-09/30/21)	36,000	0	36,000
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	100,000	0	100,000
Non-TWC	KINGSVILLE/BEEVILLE VR Monthly Expenses	41,329	3,114	44,443
Non-TWC	Walmart (PATHS)	0	\$295,357.38	295,357
	<b>Grand Total</b>	<b>\$29,610,490</b>	<b>\$765,318</b>	<b>\$30,375,808</b>

**Workforce Solutions of the Coastal Bend  
FY 2021 BUDGET  
For the twelve month period ending September 30, 2020**

	A FY2021 Budget	B Budget FY21 Amendment #1	C FY2021 Amended Budget	Difference C-A
Grant revenue	\$29,610,490	\$765,318	\$ 30,375,808	\$ 765,318
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	\$ 2,387,402	\$ 238,740	\$ 2,626,143	238,740
Facilities and related expense	250,185	-	250,185	-
Furniture, Equipment & Software	20,000	-	20,000	-
General administrative expense	132,975	55,000	187,975	-
Communication expense	28,982	-	28,982	-
Professional fees & service	90,963	0	90,963	-
Staff development expense	35,500	0	35,500	-
Travel expense	38,000	-	38,000	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 2,984,008</b>	<b>\$ 293,740</b>	<b>\$ 3,277,748</b>	<b>\$ 293,740</b>
<b>One Stop Operations</b> 6%				
Facilities and related expense	\$ 1,209,121	\$ 20,000	\$ 1,229,121	\$ 20,000
Furniture, Equipment & Software	172,279	0	172,279	-
General administrative expense	243,221	95,000	338,221	95,000
Communication expense	86,607	0	86,607	-
Professional fees & service	5,500	0	5,500	-
Client	5,000	-	5,000	-
<b>Total One Stop Operation</b>	<b>\$ 1,721,728</b>	<b>\$ 115,000</b>	<b>\$ 1,836,728</b>	<b>\$ 115,000</b>
Contracted services	\$ 24,904,754	\$ 356,577	\$ 25,261,331	\$ 356,577
<b>Total expense</b>	<b>\$ 29,610,490</b>	<b>\$ 765,318</b>	<b>\$ 30,375,808</b>	<b>\$ 765,318</b>
<b>Changes in net assets</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>



## **INFORMATION ONLY**

X - 1. Facilities Update

## **BACKGROUND INFORMATION**

Board Professionals will provide update on:

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

## **INFORMATION ONLY**

X - 2. Financial Report as of 09/30/2020

## **BACKGROUND**

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

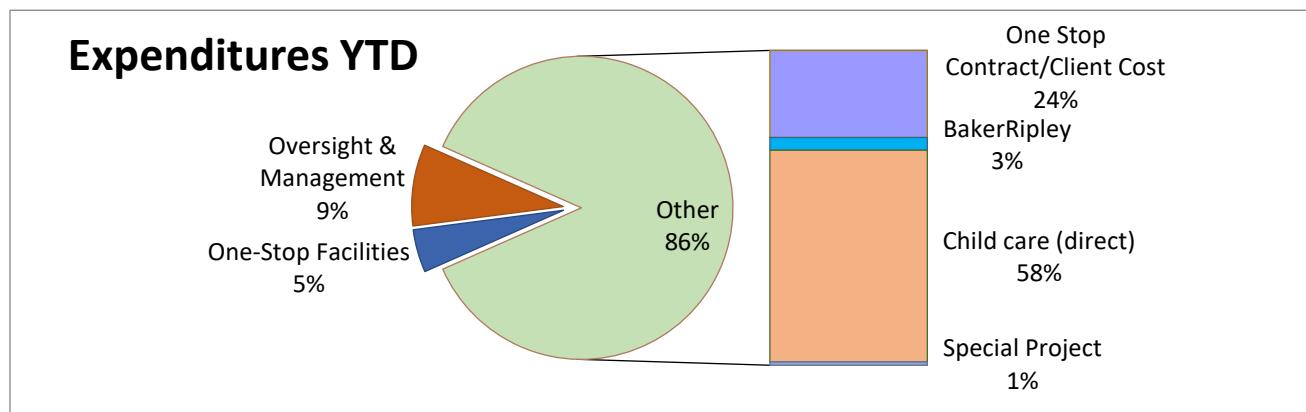


Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	%	TWC %
							Expended	Target
<b>Expires 10/31/2020</b>								
2220CCQ001	Child Care Quality	10/1/2019	10/31/2020	\$603,459.00	\$219,224.29	\$384,234.71	36%	92%
2220TAF001	TANF Choices	10/1/2019	10/31/2020	\$2,625,955.00	\$2,589,217.57	\$36,737.43	99%	92%
<b>Expires 11/30/2020</b>								
2220CAA001	Child Care Attendance Automation Service	10/1/2019	11/30/2020	\$100,337.00	\$88,409.13	\$11,927.87	88%	86%
<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%	88%
2220CCF001	Child Care	10/1/2019	12/31/2020	\$20,554,586.00	\$19,715,660.80	\$838,925.20	96%	80%
2220CCM001	Child Care Local Initiative	10/1/2019	12/31/2020	\$1,789,966.00	\$0.00	\$1,789,966.00	0%	80%
2220CCP001	Child Care - DFPS	9/1/2019	12/31/2020	\$1,593,100.00	\$1,191,355.27	\$401,744.73	75%	81%
2220REA001	Reemployment Services and Eligibility Assessment	9/30/2019	12/31/2020	\$264,388.00	\$264,193.34	\$194.66	100%	73%
2220TRA001	Trade Act Services for Dislocated Workers	10/1/2019	12/31/2020	\$62,412.00	\$3,707.75	\$58,704.25	0%	80%
2220WCI001	WCI - Workforce Commission Initiatives	10/1/2019	12/31/2020	\$75,467.00	\$14,245.89	\$61,221.11	19%	NA
2220WOS001	Military Family Support	1/1/2020	12/31/2020	\$54,704.00	\$54,704.00	\$0.00	100%	62%
2220WPA001	Wagner-Peyser Employment Services	10/1/2019	12/31/2020	\$233,137.00	\$136,814.84	\$96,322.16	59%	80%
2220BSA001	BSA - Board Service Awards	1/1/2020	12/31/2020	\$30,000.00	\$7,550.11	\$22,449.89	25%	69%
2220BSA002	BSA - Texas Hireability	1/1/2020	12/31/2020	\$50,000.00	\$10,789.04	\$39,210.96	22%	69%
2219ATG000	Apprenticeship Texas Expansion Grant	1/16/2019	12/31/2020	\$199,100.00	\$4,452.04	\$194,647.96	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	\$73,721.00	\$5,887.50	\$67,833.50	8%	38%
<b>Expires 5/31/2021</b>								
2219WCI000	WCI - Workforce Commission Initiatives	10/1/2018	5/31/2021	\$175,586.00	\$148,172.37	\$27,413.63	84%	NA
2220COV001	COV - Coronavirus - WIOA Statewide	6/19/2020	5/31/2021	\$183,256.00	\$35,581.11	\$147,674.89	19%	NA
<b>Expires 6/30/2021</b>								
2219WOA001	WIOA - PY19 Adult Allocation (July)	7/1/2019	6/30/2021	\$303,747.00	\$288,520.74	\$15,226.26	95%	100%
2219WOA001	WIOA - PY19 Adult Allocation (Oct)	7/1/2019	6/30/2021	\$1,330,849.00	\$1,182,456.16	\$148,392.84	89%	100%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (July)	7/1/2019	6/30/2021	\$265,659.00	\$255,941.50	\$9,717.50	96%	100%
2219WOD001	WIOA - PY19 Dislocated Worker Allocation (Oct)	7/1/2019	6/30/2021	\$1,098,142.00	\$569,731.34	\$528,410.66	52%	100%
2219WOY001	WIOA - PY19 Youth Allocation	7/1/2019	6/30/2021	\$1,711,066.00	\$1,336,015.39	\$375,050.61	78%	100%
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	\$868.51	\$21,548.49	4%	NA
<b>Expires 8/31/2021</b>								
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/2019	8/31/2021	\$812,796.00	\$138,130.86	\$674,665.14	17%	56%
Non-TWC	3018VRS133-STUDENT HIREABILITY	9/1/2020	8/31/2021	\$100,000.00	\$0.00	\$100,000.00	0%	NA
Non-TWC	2221COL001 BEEVILLE/KINGSVILLE COST REIMBURSEMENT	9/1/2020	8/31/2021	\$44,443.32	\$0.00	\$44,443.32	0%	NA
<b>Expires 9/30/2021</b>								
2221NCP001	Noncustodial Parent Choices Program	9/1/2020	9/30/2021	\$142,403.00	\$0.00	\$142,403.00	0%	8%
Non-TWC	3018VRS171 WAGE SERVICES FOR PAID WE	4/1/2018	9/30/2021	\$112,500.00	\$358.31	\$112,141.69	0%	NA
<b>Expires 12/31/2021</b>								
2221CCP001	Child Care - DFPS	9/1/2020	12/31/2021	\$1,448,000.00	\$0.00	\$1,448,000.00	0%	7%
<b>Expires 3/31/2022</b>								
Non-TWC	Walmart Foundation (PATHS)	1/1/2020	3/31/2022	\$300,000.00	\$4,642.62	\$295,357.38	2%	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%	10%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (July)	7/1/2020	6/30/2022	\$275,893.00	\$0.00	\$275,893.00	0%	10%
2220WOY001	WIOA - PY20 Youth Allocation	7/1/2020	6/30/2022	\$1,726,103.00	\$0.00	\$1,726,103.00	0%	10%
				<b>\$47,092,427.32</b>	<b>\$36,340,120.24</b>	<b>\$10,752,307.08</b>		

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

For the Month Ending  
September 30, 2020

	FY2019 Amended Budget	Current Expenses	YTD	% Expended
<b>REVENUES</b>				
Grant revenue - federal	38,172,656	2,145,685	33,405,808	88%
Grant revenue - Non federal	30,000	173	2,575	
	<b>38,202,656</b>	<b>2,145,858</b>	<b>33,408,382</b>	<b>87%</b>
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	2,420,151	211,662	2,556,435	106%
Facilities and related expense	163,349	4,394	54,487	33%
Furniture, equipment, & software	76,913	5,087	59,106	77%
General administrative expense	198,382	18,258	112,866	57%
Communication expense	50,000	3,980	43,982	88%
Professional fees and services	122,367	13,628	83,476	68%
Staff development expense	43,500	988	16,539	38%
Travel expense	87,000	-	35,991	41%
<b>Total Oversight &amp; Management Expenses</b>	<b>3,161,663</b>	<b>257,997</b>	<b>2,962,881</b>	<b>94%</b>
<b>One Stop Operations</b>				
Facilities and related expense	1,282,801	79,898	735,285	57%
Furniture, equipment, & software	292,594	5,256	195,527	67%
General administrative expense	347,704	172,144	472,566	136%
Communication expense	167,585	9,748	135,461	81%
Professional fees and services	10,500	6,400	23,362	222%
<b>Total One Stop Operations</b>	<b>2,101,185</b>	<b>273,445</b>	<b>1,562,201</b>	<b>74%</b>
<b>Contracted services</b>	<b>32,939,808</b>	<b>2,323,879</b>	<b>29,592,764</b>	<b>90%</b>
<b>Total expense</b>	<b>38,202,656</b>	<b>2,855,322</b>	<b>34,117,846</b>	<b>89%</b>



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

For the Month Ending  
September 30, 2020

**ASSETS**

Current Assets

Cash & Cash Equivalents	\$	318,963
Money Market Account	\$	682,131
Due from TWC		1,190,529
Accounts Receivable		2,660
Prepaid Expense		188,525
Other Assets		47,981
Total Current Assets	\$	2,430,789

Fixed Assets

Building Improvements	\$	1,656,504
Furniture and Equipment		540,403
Less Accumulated Depreciation		(1,560,236)
Net Fixed Assets	\$	636,671

**Total Assets**

**\$ 3,067,459**

**LIABILITIES**

Current Liabilities

Accounts Payable	\$	1,557,847
Accrued Expense		529,308
Accrued Vacation		100,105
Total Current Liabilities	\$	2,187,260

**NET ASSETS**

Unrestricted-Non-Federal Fund	\$	143,312
Temporarily Restricted-Ticket to Work/Other		100,217
Investment in Fixed Assets		636,671
Total Net Assets	\$	880,199

**Total Liabilities and Net Assets**

**\$ 3,067,459**

**INFORMATION ONLY**

X - 3. IT Strategic Plan Update

**BACKGROUND INFORMATION**

Board Professionals will provide an IT Strategic Plan Update.

## **INFORMATION ONLY**

X - 4. Policy Updates: Esignature and IT Terminations

## **BACKGROUND INFORMATION**

Board Professionals will provide update on:

- Esignature
- IT Terminations



## POLICY-DRAFT

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**CATEGORY:** Board Administration **No: 1.0.118.00**  
**TITLE:** Electronic Signature  
**EFFECTIVE:** September 15, 2020  
**BOARD REVIEW:** November 19, 2020

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### I. PURPOSE:

To provide Board staff, Service Providers, contractors, and/or vendors of Workforce Solutions of the Coastal Bend (WFSCB or "Board") with the Board's policy for signing documents using electronic or digital technology in place of physically signing paper documents.

### II. DEFINITIONS:

*Board* – The Coastal Bend Workforce Development Board, operating as Workforce Solutions of the Coastal Bend.

*Electronic signature or e-signature* – Electronic signature or e-signature means an electronic sound, symbol or process that is attached to or logically associated with a record and that is executed or adopted with the intent to sign the record.

*Service Providers* – A business entity or person, except a state agency, who contracts with WFSCB to provide workforce services, including but not limited to, One-Stop Career Center services.

*WFSCB Staff* - any person(s) providing services to job seekers/employers or performing work for Workforce Solutions of the Coastal Bend, whether employed by the Board or a service provider.

### III. POLICY STATEMENT:

WFSCB utilizes electronic signature tools, which may be employed for processes requiring signatures including, but not limited to:

- Internal functions, such as timesheets, agreements, and other personnel documents.
- Tasks performed while executing the business of the Board, such as procurement documents, contracts, memoranda of understanding, partnership agreements, and various forms used during service delivery for employers, parents, job seekers, and individuals requesting education/training services.
- Activities to comply with obligations to partnerships with external entities, such as security agreements and other documents which may be developed by partners including TWC and other state, federal, or local

- oversight entities.
- These documents are considered legally binding and equivalent to handwritten signatures.

**Violations and Sanctions**

- It is a violation of this regulation for an individual to sign a WFSCB transaction on behalf of another individual unless they have been granted written authority by that individual.
- Individuals shall report any suspect or fraudulent activities related to electronic signatures immediately to any manager or supervisor in the appropriate department.
- Individuals who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws.

**IV. PROCEDURES:**

**V. RELATED POLICY INFORMATION:**

- [Texas Administrative Code \(TAC\) 203, Subchapter B](#)
- [TWC COVID-19 Q&A](#)
- The Electronic Signature Act: 15 USC Chapter 96;
- E-authentication Guidance for Federal Agencies: OMB M04-04; <https://georgewbushwhitehouse.archives.gov/omb/memoranda/fy04/m04-04.pdf>
- NIST Identity Guidelines 800-63; <https://www.nist.gov/topics/identity-access-management/nist-special-publication-800-63-digital-identity-guidelines>

**IV. 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.

**VI. FORMS AND INSTRUCTIONS:**

**VIII. DISTRIBUTION:**

Board of Directors     Board Staff     Service Provider Staff

**IX. SIGNATURES:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# WORKFORCE SOLUTIONS

of the Coastal Bend

## POLICY

<b>CATEGORY:</b>	Information Technology and Data Management	<b>No: 7.0.100.03</b>
<b>TITLE:</b>	Use of Electronic Media and Services	
<b>SUPERSEDES:</b>	Policy # 7.0.100.02 dtd 09/20/2012, Internet Use, 7.0.101.00 Management of Unsolicited Electronic Emails, 7.0.102.00 Network Systems Security, 7.0.103.00 Software Usage	
<b>EFFECTIVE:</b>	August 27, 2015	
<b>BOARD APPROVAL:</b>	August 27, 2015	
<b>DATE OF LAST REVIEW:</b>	<del>July 16, 2015</del> <u>November 19, 2020</u>	

### I. PURPOSE:

To establish criteria for the use of Workforce Solutions of the Coastal Bend (WFSCB) and ~~state~~ ownedstate-owned electronic media, services, applications, and data.

### II. DEFINITIONS:

*Approved User* – An individual who is authorized by the Board’s Network Administrator to utilize and access the computer and/or information system bought or maintained by the Board.

*Board* – The Coastal Bend Workforce Development Board, operating as Workforce Solutions of the Coastal Bend.

*IT*- Information Technology

*RACF*- Resource Access Control Facility

*Service Providers* – A business entity or person, except a state agency, who contracts with WFSCB to provide workforce services, including but not limited to, One-Stop Career Center services.

*SPAM* - For the purposes of this policy SPAM is defined as electronic junk mail, or junk newsgroup posting or other unsolicited or offensive e-mail

*TWIST* – The Workforce Information System of Texas

*WFSCB Staff* - any person(s) providing services to job seekers/employers or performing work for Workforce Solutions of the Coastal Bend, whether employed by the Board or a service provider.



### III. POLICY STATEMENT:

Workforce Solutions of the Coastal Bend shall maintain a robust electronic media system that promotes efficient and effective use of available technology and associated services.

Electronic media and services provided by WFSCB are WFSCB property and their purpose is to facilitate and support WFSCB business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

All information, whether written, or in electronic format, is the property of Workforce Solutions of the Coastal Bend and is subject to the Public Information Act. To secure all data, **employees are prohibited from deleting any files or information from any WFSCB computer**. Any intentional violations are subject to prosecution and fines under Section 552.351 of the Act. Although retention schedules vary, WFSCB's retention of records will be in accordance to the Texas State Library and Archives Commission (TSLAC).

#### Prohibited

#### Communications

Electronic media cannot be used for knowingly transmitting, retrieving, receipt or storing of any communication:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of rules and regulations prohibiting sexual harassment;
6. Encouraging the use of controlled substances or criminal intent;
7. Restricting or inhibiting other users from using the system or the efficiency of the computer systems;
8. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam);
9. Used to solicit sales and contributions;
10. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;
11. In violation of any license governing the use of software; or
12. For any purpose that is illegal or contrary to WFSCB policy or business interests or that could create the appearance of such;
13. Forwarding or originating SPAM.

#### Personal Use

The computers, electronic media and services provided by WFSCB are primarily for business use to assist employees and service providers in the performance of their jobs. **Only** limited use of electronic media (sending or receiving) for personal, non-business purposes during non-working hours is approved. However, personal use must comply with this policy.

Employees are prohibited from allowing persons that **ARE NOT DIRECT EMPLOYEES OR SERVICE PROVIDER STAFF** from using their computer, electronic media and services (internet). Employees must demonstrate a sense of responsibility.

Abuse of this privilege is subject to progressive discipline up to and including termination.

Game programs are not permitted on WFSCB computers. This includes games that are accessible through the internet as well as any third party games not part of the original operating system. Violation of software license agreements is strictly prohibited.

### **Access to Employee or Service Provider Communications**

*Workforce Solutions of the Coastal Bend reserves the right to gather logs for most electronic activities or monitor communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:*

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating Board policy or engaging in inappropriate or illegal activity.

WFSCB reserves the right, at its discretion, to review any electronic files and messages to the extent necessary to ensure electronic media and services are used in compliance with the law, this policy and other WFSCB policies.

WFSCB professionals should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

### **Software**

To prevent transmission of computer viruses through the WFSCB's computer system, **downloading of any unauthorized software is strictly prohibited. This is to include ANY freeware, shareware, toolbars, screensavers, hardware, I-tunes or internet utilities, etc.** Only software registered through WFSCB may be downloaded after approval from the President/CEO and/or a designee. WFSCB staff should contact the President/CEO and/or a designee if they have any questions.

The WFSCB IT Department shall issue an approved software list as needed, but not less than once per year. All computer property of WFSCB is subject to periodic review of all software, media, etc. Any software, media, etc. that has been installed without approval will be removed. All approved users who knowingly and willingly violate this policy are subject to immediate discipline up to and including termination.

### **Security/Appropriate Use**

Workforce staff must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization is granted by Workforce Solutions of the Coastal Bend, WFSCB staff are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Making or attempting to make any deliberate, unauthorized change to data on an IT System;

4. Using other people's log-ins or passwords; and
5. Breaching, testing, or monitoring computer or network security measures.

Passwords shall be assigned to single approved users at the request of a direct supervisor. Users shall be responsible for the protection of their own passwords. Passwords shall meet the following guidelines:

1. Not be easily discernible and shall contain numbers and letters where possible;
2. Shall not be reused for at least 4 cycles after change;
3. Shall not be written down where they can be found by unauthorized personnel and should not be shared with other individuals.

Logon or system passwords shall be used at workstations in highly accessible areas and on portable computers.

**IV. PROCEDURES:**

Security/Appropriate Use

Quarterly systems security screens shall be completed for all systems with local Board administration. Each WFSCB Career Center's primary and backup RACF admin shall complete a quarterly RACF system security screen and submit it to the Board IT Director no later than the last day of each quarter. The Board shall conduct the same security screens for TWIST and other data systems checking for correct systems access and logging any unauthorized accounts found.

Upon any employee termination a termination of access request for all systems should be submitted to IT@workforcesolutionscb.org, TWIST administrator, and CFO by the last day of employment. Request should be processed within five business days or as quickly as reasonably possible considering late day notification prior to weekends or holidays.

**V. RELATED POLICY INFORMATION:**

Computer Fraud and Abuse Act of 1986  
Electronic Communications Privacy Act of 1986

**VI. RESPONSIBILITIES:**

**VII. FORMS AND INSTRUCTIONS:**

**VIII. DISTRIBUTION:**

Board of Directors       Board Staff       Service Provider Staff

**IX. SIGNATURES:**

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

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

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**President/CEO**

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**Date**

## **INFORMATION ONLY**

X - 5. Update on Future Procurements and Contract Renewals

## **BACKGROUND**

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

## Update on Future Procurements

Procurement	Anticipated Date of Procurement	Anticipated Date of Contract/Purchase	Anticipated Cost	Over \$50,000 Approval Required	Comments
Request for Proposals (RFP) for Direct Child Care Services Management	December 2020/ January 2021	October 1, 2021	Based on Funding Allocations & Contract Negotiations	Yes	WFSCB is entering into the last contract renewal with BakerRipley for the period of October 1, 2020 through September 30, 2021. A Request for Proposals (RFP) will be issued in December or January to test the market and solicit proposals from potential service providers. The planned due date for proposals is on February/March 2021.

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

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)	\$8,693,237.24		Renewal #1 (of 3 contract renewals)	10/01/20 – 09/30/21
BakerRipley	Master	Direct Child Care Services	\$17,531,191.45		Renewal #3 (of 3 contract renewals)	10/01/20 – 09/30/21

### PROFESSIONAL & CONSULTING SERVICES

Wood, Boykin, & Wolter, P.C.	Master	Legal Services	Per Contract Legal Fees - \$20,000.00		Year #1 (3 contract renewals)	10/01/20 – 9/30/21
Alonzo, Bacarisse, Irving, & Palmer, P.C.	Agmt.	Financial Audit Services	\$41,175.00		Year #1 (2 contract renewals)	12/01/20 – 11/30/20

### LEASE AGREEMENTS

PAK 56 Plaza LLC, SGT 44 Pirate LLC	Master	Lease Agmt. for Center Office in Pirate Plaza Office – Sinton, TX	\$5,118.17 per mo., approx. 3,650 sq. ft./\$1.40	<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.	<u>Early Termination</u> – with 90- day written notice.	Year 3 of 5 Year Lease	1/01/20 – 12/31/20

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

			16,026 sq. ft./\$.92		Exp: 12/31/22	
Texas Workforce Commission	Master	Building Use Lease Agreement for Staples Center – Corpus Christi	Approx. sq. ft. 22,616			10/01/20 – 9/30/21
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 2 of 3 Year Lease Exp: 9/30/22	10/01/20 – 9/30/21
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		Year 3 of 3 Year Lease Exp: 4/30/21	5/01/20 – 4/30/21



## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

			plus insurance fee			
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### OTHER CONTRACTS/AGREEMENTS

Sec Ops, Inc.	Master	Security Guard Services	Per Contract Hourly Rates		Year #1 (2 contract renewals)	10/01/20 – 9/30/21
Frost Bank	Master	Banking Services	Fee Based		Renewal #1 (of 3 contract renewals)	10/01/20 – 9/30/21
The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	\$10,000.00		Year #1 (2 contract renewals)	10/01/20 – 9/30/21
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			10/01/20 – 9/30/21
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		Year #1 (2 contract renewals)	10/01/20 – 9/30/21

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

County of Kleberg Human Services	Agmt.	Transportation Assistance Services to Kleberg and Kenedy counties.	Not to Exceed \$5,000		Year #1 (2 contract renewals)	10/01/20 – 9/30/21
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	Not to Exceed \$204,000		Renewal #1 (of 3 contract renewals)	10/01/20 – 9/30/21
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	\$16,000.00		Year #1 (2 contract renewals)	10/01/20 – 9/30/21
WKMC Architects, Inc.	Master	Certified Space Planning Services	\$4,010.00 (plus travel expenses)		Renewal #2 (of 3 contract renewals)	10/01/20 – 9/30/21
The Clower Company	Agmt.	Commercial Real Estate Brokerage Services	Broker fees paid by seller/landlord		Renewal #2 (of 2 contract renewals)	10/01/20 – 9/30/21
M&Rs Elite Janitorial Solutions, LLC	Master	Janitorial Cleaning Services (Career Centers in Corpus Christi & Sinton)	\$131,520.00		Renewal #1 (of 3 contract renewals)	10/01/20 – 9/30/21
Moss Adams, LLC	Master	Information Technology Assessment and Strategic Plan	\$28,580 (plus travel expenses)		Contract Extension	10/01/20 – 12/30/20
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		Renewal #1 (of 1 contract renewal)	10/01/20 – 9/30/21
Del Mar College, Center for Economic Development	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Renewal #1 (of 1 contract renewal)	10/01/20 – 9/30/21

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

Customer Experience Solutions/Virtual Learning Development	Agmt.	COVID-19 Short-Term Training	Reimbursement Per Training Course		Renewal #1 (of 1 contract Renewal)	10/01/20 – 9/30/21
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### TWC GRANTS & CONTRACTS LOG 2020–2021

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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. 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>	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 assist with clean-up, recovery, and humanitarian efforts in counties impacted in the Board area.	\$8,233,000	8/28/17 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<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 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	2219WOA001	<p><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</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.	\$1,634,596	7/01/19 – 6/30/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		amended grant award amount of \$1,634,596.			
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>Amendment #1</u> – To make changes to the SOW and amend the grant end date from 6/30/20 to 12/31/20. <u>(1)Amendment #2 – To make changes to the SOW reporting and amend the contract end date from 12/31/20 to 6/30/21.</u>	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
Infrastructure Support Services and Shared Costs Agreement	2220COL001	<p><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.</p> <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>	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
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</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.	\$18,385,508	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>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 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><u>Amendment #4</u> – 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</p>			



NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		<p>Enhancement Reimbursement rates. The total amended grant award is reduced to \$17,938,900. <u>(5)Amendment #5</u> – make revisions to the contract's administrative requirements and to add \$446,608 to allow the Board to meet current financial obligations. These additional funds can be used for allowable CC Enhanced Reimbursement Rates.</p>			
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
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
Wagner-Peyser Employment Services	2220WPA001	<u>Amendment #1</u> – To make changes to the SOW and administrative	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded	\$184,129	10/01/19 – 12/31/20

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		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.	Employment Services (ES) into the Workforce Solutions Offices.		
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
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

<b>NAME</b>	<b>TWC CONTRACT #</b>	<b>AMENDMENT #</b>	<b>ACTIVITY</b>	<b>AWARD AMOUNT</b>	<b>GRANT PERIOD</b>
Workforce Commission Initiatives	2220WCI001	<u>Amendment #1</u> – 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	<u>Amendment #1</u> – To amend the grand award amount by increasing the total by \$15,622 and revising the award terms and conditions.	Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.	\$603,459	10/01/19 – 10/31/20
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 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.	\$54,704	01/01/20 – 12/31/20
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

<b>NAME</b>	<b>TWC CONTRACT #</b>	<b>AMENDMENT #</b>	<b>ACTIVITY</b>	<b>AWARD AMOUNT</b>	<b>GRANT PERIOD</b>
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
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
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
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	\$1,644,710	7/01/20 – 6/30/22

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
			supports including education and training for their current workforce.		
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 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.	\$1,726,103	7/01/20 – 6/30/22
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
(2)Supplemental Nutrition Assistance Program Employment & Training	2221SNE001		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.	\$787,787	10/01/20 – 9/30/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(3)Child Care Services Formula Allocation	2221CCF001		Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$15,039,076	10/01/20 – 12/31/21
(4)CCDF Quality Improvement Activity	2221CCQ001		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.	\$604,920	10/01/20 – 10/31/21
(5)Reemployment Services and Eligibility Assessment	2221REA001		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	\$268,355	10/01/20 – 12/31/21
(6)Trade Act Services for Dislocated Workers	2221TRA001		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.	\$18,412	10/01/20 – 12/31/21
(7)Wagner-Peyser Employment Services	2221WPA001		To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services (ES) into the Workforce Solutions Offices.	\$95,463	10/01/20 – 12/31/21

NAME	TWC CONTRACT #	AMENDMENT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
(8)Workforce Commission Initiatives	2221WCI001		The purpose of the funds is to fund projects that strengthen and add value to the delivery system in its workforce area.	\$45,543	10/01/20 – 9/30/21

- (1)Signed 10/29/20
- (2)Signed 9/14/20
- (3)Signed 9/10/20
- (4)Signed 9/14/20
- (5)Signed 9/29/20
- (6)Signed 9/29/20
- (7)Signed 9/29/20
- (8)Signed 9/29/20

## INFORMATION ONLY

### X – 6. Performance Measure Update

## BACKGROUND INFORMATION

### Performance Update (August 2020 Final Release)

#### Summary

August 2020 Final Release Monthly Performance Report (MPR) has Workforce Solutions of the Coastal Bend exceeding two (2) measures, meeting eight (8) and not meeting four (4).

Board Contract Year 2020, ten (10) of the fourteen (14) measures are meeting or exceeding; four (4) 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

<u>Performance Measure</u>	<u>Current Num/Den</u>	<u>Current % of Target</u>	<u>Action Plan</u>
<u>Credential Rate – C&amp;T Participants</u>	<u>105/217</u>	<u>80.65%</u>	<p>BCY 20 performance closed out September 30<sup>th</sup>. All denominator reviews have been conducted for each of the 4 credential measures in negative performance. Unfortunately, the reviews did not yield a change in our performance status.</p> <p style="background-color: yellow;"><b>Forward looking BCY 21 Performance Efforts</b></p> <p><b><u>Reports &amp; Tracking</u></b></p> <p>October 2020 - Implementation of a closeout checklist by C2 has been 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.</p> <p>Additionally, the TWC Performance Team is in the process of creating a reporting tool that will assist Boards in identifying and monitoring customers that will impact our credential measures (prior to exit and once they have become an exiter). This report should be available sometime during the 1<sup>st</sup> quarter of 2021.</p>
<u>Credential Rate – Adult</u>	<u>50/87</u>	<u>79.38%</u>	<p>Additionally, the TWC Performance Team is in the process of creating a reporting tool that will assist Boards in identifying and monitoring customers that will impact our credential measures (prior to exit and once they have become an exiter). This report should be available sometime during the 1<sup>st</sup> quarter of 2021.</p>



<b><u>Credential Rate - DW</u></b>	<b><u>28/47</u></b>	<b>76.67%</b>	<b><u>Assessment &amp; Follow Up</u></b> Special emphasis to strengthen both the assessment and follow up component for any customer that will be enrolled in training. <b>Assess – Before</b> Prep work to fully evaluate the customer’s choice of training is supported through assessment with the use of tools such as CASAS and Career Coach, etc. This will assist the customer and career counselor in making the best-informed decision as they develop a detailed and customized service plan (goals/actions) for the customer’s next steps. <b>Follow Up – After</b> Follow Up Systems/processes will be set for any customer who attends training but did not complete successful but will negatively impact performance.
<b><u>Credential Rate - Youth</u></b>	<b><u>18/48</u></b>	<b>82.42%</b>	

**Special Note: COVID-19 Impact for BCY 20 & BCY 21**

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:

<b>Non-WIOA Measures</b>	<b>WIOA Measures</b>
<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</b> - Meeting performance - Greater than 95% and Equal to or Less than 110%
<b>MP</b> - Meeting at Risk - Equal to or Greater than 95% and Equal to or Less than 97.5%	<b>MP</b> - Meeting at Risk - 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: TWC is currently evaluating the impact of the pandemic on performance for this measure and will update the data in a future MPR when the analysis is complete.**

## 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: TWC is currently evaluating the impact of the pandemic on performance for this measure and will update the data in a future MPR when the analysis is complete.**

**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

### **MP 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

**-P 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

**-P 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

**-P 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 10/2/2020

## AUGUST 2020 REPORT

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

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
			Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	C&T Participants				Adult				DW				Youth			+P	MP	-P	% MP & +P
	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q2-Q4 Post-Exit			Median Earnings Q2 Post-Exit	Credential Rate	Employ-ed Q2 Post-Exit	Employ-ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ-ed Q2 Post-Exit	Employ-ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q4 Post-Exit	Credential Rate						
	Clmnt ReEmpl within 10 Weeks	Emplrs Rcvg Wkfc Assist	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ-ed Q2 Post-Exit	Employ-ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ-ed Q2 Post-Exit	Employ-ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Empl/Enrolled Q2 Post-Exit	Empl/Enrolled Q4 Post-Exit	Credential Rate						
Alamo	101.12%	n/a	74.60%	97.34%	103.54%	102.88%	113.62%	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	12	1	94%
Borderplex	97.04%	n/a	64.72%	92.06%	99.45%	100.04%	111.39%	132.08%	102.94%	96.58%	n/a	107.28%	99.09%	99.38%	n/a	100.67%	93.90%	95.01%	144.68%	3	11	2	88%
Brazos Valley	102.47%	n/a	87.90%	94.34%	99.83%	99.13%	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	4	75%
Cameron	102.30%	n/a	71.50%	103.14%	109.07%	100.85%	110.25%	142.28%	94.66%	94.55%	n/a	105.17%	102.68%	90.53%	n/a	97.78%	97.08%	95.25%	78.10%	3	11	2	88%
Capital Area	108.38%	n/a	64.38%	93.92%	105.36%	103.79%	112.26%	130.73%	107.26%	97.64%	n/a	111.70%	106.30%	98.57%	n/a	108.38%	112.95%	104.51%	107.59%	6	8	2	88%
Central Texas	102.07%	n/a	82.76%	94.68%	94.67%	99.89%	106.69%	108.92%	103.36%	104.41%	n/a	128.91%	109.64%	92.90%	n/a	106.57%	97.86%	92.84%	97.38%	3	10	3	81%
Coastal Bend	101.56%	n/a	63.14%	101.72%	102.51%	100.90%	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	9	5	69%
Concho Valley	120.34%	n/a	62.12%	94.29%	104.55%	99.62%	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%	5	8	3	81%
Dallas	101.81%	n/a	66.78%	96.63%	101.41%	101.57%	109.97%	131.67%	93.55%	94.50%	n/a	107.51%	98.56%	95.72%	n/a	95.73%	97.65%	98.14%	120.86%	3	12	1	94%
Deep East	100.70%	n/a	59.10%	95.39%	102.15%	98.71%	110.26%	139.67%	92.80%	90.73%	n/a	90.65%	90.84%	90.50%	n/a	117.11%	100.97%	99.06%	92.58%	3	12	1	94%
East Texas	95.63%	n/a	64.12%	90.89%	103.25%	100.61%	106.35%	127.67%	103.98%	100.01%	n/a	94.26%	94.70%	99.86%	n/a	106.51%	104.83%	108.49%	111.04%	3	11	2	88%
Golden Cresce	100.29%	n/a	80.94%	95.55%	109.87%	104.38%	116.68%	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	1	94%
Gulf Coast	100.43%	n/a	64.00%	92.46%	96.10%	98.85%	107.82%	106.67%	96.73%	92.92%	n/a	90.79%	88.72%	82.30%	n/a	78.72%	95.03%	97.70%	127.85%	3	8	5	69%
Heart of Texas	100.92%	n/a	70.20%	92.99%	104.70%	100.89%	104.35%	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	5	69%
Lower Rio	102.06%	n/a	74.60%	98.20%	108.58%	98.64%	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	11	2	88%
Middle Rio	91.65%	n/a	57.98%	97.12%	103.93%	97.24%	101.64%	138.25%	95.44%	94.01%	n/a	92.57%	118.06%	105.27%	n/a	74.08%	98.35%	91.56%	123.90%	3	10	3	81%
North Central	100.50%	n/a	65.16%	95.51%	97.30%	103.04%	118.29%	113.82%	99.13%	97.40%	n/a	90.59%	97.46%	96.32%	n/a	94.36%	103.86%	108.38%	124.77%	3	12	1	94%
North East	104.08%	n/a	60.86%	98.20%	99.23%	101.05%	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	10	2	88%
North Texas	107.79%	n/a	55.64%	95.19%	100.16%	101.73%	103.95%	144.73%	100.00%	99.32%	n/a	117.40%	100.00%	111.11%	n/a	57.01%	87.82%	111.02%	105.75%	5	8	3	81%
Panhandle	105.98%	n/a	84.86%	94.67%	104.57%	102.05%	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%	6	8	2	88%
Permian Basin	102.96%	n/a	64.78%	97.40%	106.23%	100.12%	107.33%	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	7	4	75%
Rural Capital	105.45%	n/a	66.60%	95.02%	105.33%	105.07%	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%	7	8	1	94%
South Plains	107.77%	n/a	52.82%	103.85%	102.80%	99.26%	107.72%	145.83%	110.98%	108.05%	n/a	97.57%	121.00%	105.69%	n/a	106.28%	116.43%	125.23%	137.76%	8	7	1	94%
South Texas	95.35%	n/a	67.40%	94.13%	98.06%	100.89%	94.69%	155.17%	97.78%	112.31%	n/a	107.72%	114.42%	111.73%	n/a	131.58%	126.92%	120.21%	115.58%	8	5	3	81%
Southeast	110.26%	n/a	54.54%	97.61%	105.67%	99.64%	105.11%	120.62%	106.83%	103.21%	n/a	103.59%	101.89%	100.61%	n/a	121.86%	95.64%	96.61%	111.04%	6	9	1	94%
Tarrant	100.37%	n/a	59.94%	95.09%	102.59%	102.50%	114.64%	128.88%	98.09%	94.01%	n/a	92.78%	91.10%	96.28%	n/a	88.89%	89.58%	92.64%	75.68%	2	10	4	75%
Texoma	94.81%	n/a	60.64%	102.02%	103.87%	102.99%	105.42%	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	2	88%
West Central	103.11%	n/a	63.86%	97.03%	98.84%	98.81%	105.40%	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	10	3	81%
+P	7	0	0	0	7	1	23	27	2	3	0	4	6	6	0	9	6	6	12	119			
MP	19	0	0	18	20	27	4	0	24	23	0	21	21	20	0	12	20	22	9	260			
-P	2	0	28	10	1	0	1	1	2	2	0	3	1	2	0	7	2	0	7	69			
% MP & +P	93%	N/A	0%	64%	96%	100%	96%	96%	93%	93%	N/A	89%	96%	93%	N/A	75%	93%	100%	75%	85%			
From	7/19		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	5/20		8/20	8/20	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 10/2/2020  
**AUGUST 2020 REPORT**

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		2	8	4	71.43%											
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	n/a	60.38%	64.86%	63.81%	3,712	6,148	60.67%	55.98%	67.74%	100.00%	7/19	5/20
	# of Employers Receiving Workforce Assistance	---	----	----	----	2,448	n/a	3,603	----	----	1,220	1,210	1,296	1,220	10/19	8/20

1. TWC is currently evaluating the impact of the pandemic on performance for this measure and will update the data in a future MPR when the analysis is complete.

## Program Participation Measures

TWC 2	Choices Full Work Rate - All Family Total	n/a	n/a	n/a	n/a	31.57%	59.23%	54.02%	31	111	50.22%	45.84%	16.18%	5.29%	10/19	8/20
TWC 3,4	Avg # Children Served Per Day - Combined	MP	101.72%	2,967	2,967	3,018	2,834	2,302	724,438	240	2,946	3,209	3,185	2,599	10/19	8/20
4	# of EWC Children Served	---	----	----	----	526	n/a	n/a	----	----	----	----	----	----	4/20	8/20

3. TWC is currently evaluating the impact of the pandemic on performance for this measure and will update the data in a future MPR when the analysis is complete.

4. 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	102.51%	69.00%	69.00%	70.73%	69.00%	68.48%	9,651	13,645	69.70%	70.07%	72.17%	71.08%	7/18	6/19
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	100.90%	84.00%	84.00%	84.76%	85.21%	84.35%	8,348	9,849	84.73%	85.33%	85.83%	82.99%	1/18	12/18
TWC	Median Earnings Q2 Post Exit – C&T Participants	+P	112.62%	\$5,433.00	\$5,433.00	\$6,118.73	\$5,669.16	\$5,514.25	n/a	9,106	\$5,734.81	\$5,750.98	\$6,331.25	\$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 10/2/2020

BOARD NAME: **COASTAL BEND**

**AUGUST 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**

X - 7. Draft Agenda for the December 10, 2020 Annual Board of Directors Meeting

**BACKGROUND**

Attached is a draft agenda for the December 10, 2020 Annual Board of Directors meeting.

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**Annual Board of Directors Meeting**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87566527768?pwd=OENjMkMzSkdoNnI2VmZ6eDZVMjJuQT09>

**Toll-Free Call In**

888 475 4499 US Toll-free

**Meeting ID:** 875 6652 7768

**Passcode:** 005494

**December 10, 2020 - 3:00 pm**

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**AGENDA**

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- I. Call to Order: *Gloria Perez, Chair*
- II. Roll Call: *Rosie Collin, Secretary*
- III. Announcement on Disclosure of Conflicts of Interest  
*Conflicts of Interest or Appearances of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.*
- IV. Public Comments
- V. Board Comments
- VI. Discussion and Possible Action on Minutes of the September 17, 2020 Board of Directors Meeting
- VII. Discussion and Possible Action on Minutes of the November 5, 2020 Board of Directors Meeting
- VIII. CEO Council Report: *Judge Jim Huff, Lead CEO*
- IX. Chairman's Report: *Gloria Perez*
- X. Organizational/Operational Update from President/CEO or COO
- XI. Year-In-Review Committee Reports:
  - \* *Child Care Services* *Marcia Keener, Chair*
  - \* *Public Relations* *Jesse Gatewood, Chair*
  - \* *Workforce Services* *Ray De Los Santos, Jr., Chair*
  - \* *Ad Hoc Nominating* *Sandra Julia Bowen, Chair*

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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)



- XII.** Discussion and Possible Action to Approve FY 2021 Budget Amendment #1: *Shileen Lee*  
(Recommended for approval at the November 19, 2020 Executive/Finance Committee Meeting)
- XIII.** President/CEO Report: *Ken Trevino*
  - 1. Annual Update
- XIV.** Discussion and Possible Action on Nomination and Election of Officers for 2021
- XV.** Adjournment

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

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

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

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## Glossary of Terms

Program Title	Program Characteristics
<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.