



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Chief Elected Officials (CEO) Council Meeting**

**November 12, 2021  
12:00 noon**

**Keach Family Library  
1000 Terry Shamsie Boulevard  
Robstown, TX**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85788226621?pwd=RnFGL3RKb0FzdklHM0o2eW81WjI2dz09>

**Toll Free Dial-In**

888 475 4499 US Toll-free

**Meeting ID:** 857 8822 6621

**Passcode:** 757299

Aransas • Bee • Brooks • City of Corpus Christi • Duval • Jim Wells •  
Kenedy • Kleberg • Live Oak • Nueces • Refugio • San Patricio

[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.



Chief Elected Officials (CEO) Council Meeting
Keach Family Library
1000 Terry Shamsie Boulevard, Robstown, Texas

Join Zoom Meeting

https://us02web.zoom.us/j/85788226621?pwd=RnFGL3RKb0FzdklHM0o2eW81WjI2dz09

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 857 8822 6621

Passcode: 757299

November 12, 2021 – 12:00 noon

AGENDA

Table with 2 columns: Item description and Page number. Includes items like Call to Order, Roll Call, Announcements, Public Comments, and various reports.

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.

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)

3. Financial Update: *Shileen Lee*.....61-64  
4. Cost Savings Initiatives: *Shileen Lee*.....65  
5. Facilities Update: *Ken Trevino*.....66  
6. Update on Procurements and Contracts: *Esther Velazquez*.....67-76  
7. Performance Measure Update: *Ken Trevino*.....77-81  
8. Local Labor Market Information September 2021: *Ken Trevino*.....82-85

XI. 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 CEO Council 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 Council 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.

**Chief Elected Officials Council Meeting  
Roll Call Roster  
November 12, 2021**

**Chief Elected Officials “CEO” Council**

- \_\_\_\_\_ Judge Jim Huff, Lead CEO; Live Oak County
- \_\_\_\_\_ Judge Eric Ramos; Brooks County
- \_\_\_\_\_ Judge Robert Blaschke; Refugio County
- \_\_\_\_\_ Judge Edmundo B. Garcia, Jr.; Duval County
- \_\_\_\_\_ Judge Rudy Madrid; Kleberg County
- \_\_\_\_\_ Mayor Paulette Guajardo; City of Corpus Christi
- \_\_\_\_\_ Judge C.H. “Burt” Mills, Jr.; Aransas County
- \_\_\_\_\_ Judge George Morrill; Bee County
- \_\_\_\_\_ Judge Barbara Canales; Nueces County
- \_\_\_\_\_ Judge David Krebs; San Patricio County
- \_\_\_\_\_ Judge Juan Rodriguez, Jr.; Jim Wells County
- \_\_\_\_\_ Judge Charles Burns; Kenedy County

\_\_\_\_\_  
Signed

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

**MINUTES**  
**Workforce Solutions of the Coastal Bend  
Chief Elected Officials (CEO) Council Meeting**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/82117139299>

**833 548 0276 US Toll-free**

**Meeting ID: 821 1713 9299**

**May 29, 2020 - 12:00 Noon**

**CEO Council Members**

**Present**

Judge Jim Huff, Lead CEO; Live Oak County  
Judge Eric Ramos; Brooks County  
Judge Robert Blaschke; Refugio County  
Mayor Joe McComb; City of Corpus Christi  
Judge C. H. "Burt" Mills, Jr.; Aransas County  
Judge George Morrill; Bee County  
Judge Barbara Canales; Nueces County  
Judge David Krebs; San Patricio County

**Absent**

Judge Gilbert N. Saenz; Duval County  
Judge Rudy Madrid; Kleberg County  
Judge Juan Rodriguez, Jr.; Jim Wells County  
Judge Louis E. Turcotte, III; Kenedy County

**Proxies Present**

None

**WS Executive/Finance Committee**

Gloria Perez; Chair  
Victor M. Gonzalez, Jr.; Past Chair

**Other Board Members Present**

Sandra Julia Bowen

**Others Present**

Ken Trevino, WS President/CEO  
Amy Villarreal, WS Chief Operating Officer  
Shileen Lee, WS Chief Financial Officer  
Larry Peterson, WS Internal Auditor EO/504 Coord.  
Heather Cleverley, Exec. Coord. to President/CEO  
Janet Neely, Administrative Assistant

Lucinda Garcia, Legal Counsel  
Janet Pitman, ABIP, P.C.  
Chakib Chehadi, C2GPS, LLC  
Shelly Key, C2GPS, LLC  
Rita Soto, C2GPS, LLC

- I. **Call to Order**  
Judge Huff called the meeting to order at 12:02 pm.
- II. **Roll Call**  
The roll was called and a quorum was present.
- III. **Announcement on Disclosure of Conflicts of Interest**  
Attention was called to the Disclosure and Declaration of Conflict of Interest guidelines and disclosures were requested at this time. None were made.
- IV. **Public Comments**  
There were no public comments.
- V. **CEO Council Comments**  
There were no CEO Council comments.
- VI. **Discussion and Possible Action on Minutes of the February 21, 2020 CEO Council Meeting**  
Judge Mills moved to approve the minutes of the February 21, 2020 CEO Council meeting. The motion was seconded by Judge Morrill and passed.

VII. **Chairman's Report**

*1. Update on Board Member Appointments and Vacancies*

Ms. Perez provided an update on Board member appointments and vacancies (included on page 7 of the May 29 agenda packet). Mr. Trevino added additional information on the Board Member vacancy for Kenedy County.

Judge Huff questioned if there is no action on Judge Turcotte's part to offer the position can the board fill it on their own.

Mr. Trevino turned to Legal Counsel to inquire the flexibilities. Ms. Garcia stated it was addressed when we made the amendments to the partnership agreement. Ms. Garcia asked for the opportunity to look at it and she could report back to Mr. Trevino. Mr. Garcia included when brought back to the CEO we can also present some options so that the CEO Council can act on it.

Mr. Trevino stated it will be done in an email to everyone so that we do not have to wait till next quarter to address this.

*2. Board of Director and Committee Attendance Records*

Ms. Perez provided an update on Board of Director and Committee meeting attendance records (included on pages 8-9 of the May 29 agenda packet).

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

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

Judge Huff recognized congratulated Mr. Trevino for a good 10 years.

Mr. Trevino thanked Ms. Perez and Judge Huff.

*Meetings with President/CEO*

Ms. Perez communicated with Mr. Trevino several times a week to obtain updates during the COVID-19 pandemic. Ms. Perez stated Mr. Trevino has done an excellent job with keeping her updated and informed. Ms. Perez congratulated Mr. Trevino for being a proactive leader and staying on top of things making sure that the CEO's and the staff have what they need during this pandemic.

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

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

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

Judge Huff acknowledged Mr. Trevino for a wonderful 10 years. Judge Huff mentioned that this does not surprise him on how everyone has excelled and is appreciative of Ms. Perez's time. Judge Huff included in his opinion this is the way a situation like this should be handled as a textbook exercise. Judge Huff congratulated Mr. Trevino and thanked Ms. Perez.

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

Mr. Trevino thanked Judge Huff, Judges, Mayor, special guests and staff members on the call.

Mr. Trevino provided information on the Continuity Services. He mentioned you have been receiving emails from him regarding Specialized Labor Market and hopes the emails have been useful for your county. Mr. Trevino hopes that you are forwarding that on to interested parties, your Chambers of Commerce and Economic Development teams. He stated that we are able to pull and mind the information for you anytime. He received questions what was going on in Kleberg County and in Jim Wells County and was trying to be proactive. Very specific to that we copied your board members on that information as well to distribute. Anything we send out is for public information and you can move that along to your team members, interested parties any of your constituents.

Mr. Trevino stated virtual services began March 16, really it was that Friday before that we decided to pull the trigger on that. He mentioned we were seeing things advance and certainly we have thousands and thousands of people coming into our eight centers across the region. He spoke with Judge Huff and the Executive Committee beforehand. Mr. Trevino expressed how concerned they were about the type business we are running which is very much face to face. Sometimes our staff is having to be over the shoulder of a customer helping them with their login sign on. All this has caused us to really tailor the way we are doing business. We immediately had to pivot to assisting people for unemployment insurance questions and claims. That is not our business that is outsourced by Texas Workforce Commission. There is no claim center in Corpus Christi the closest one is in McAllen. But obviously Texas Workforce Commission is a funding partner of ours and we stepped up to the plate. Our team fielded thousands upon thousands of calls and emails from people who were having issues filing their claim or getting through to someone. Mr. Trevino mentioned it was heard it on the news both locally and nationally how clogged and unprepared the system was. So, our team formed a team internally and addressed that in a very proactive way. Now that has landed and we are going back to the other type of business that we need to conduct for both employers and job seekers. Mr. Trevino stated Ms. Perez mentioned this but he could not be more proud of the team that has stepped up into this space to operate in such a professional manner in a manner we have never operated before in terms of having to book people in to appointments and having to make special calls. Mr. Trevino stated that we and everyone has been having to write the playbook as we go. Mr. Trevino mentioned obviously you all are running county governments and city governments; you all are having to write the playbook as you go as well. There was nothing there for us. Consistent and constant communication we had to develop a functional communication plan. He included communication with the CEO Council, the Board of Directors, the Chair and with the Texas Workforce Commission. Mr. Trevino mentioned it seemed like we have been on an eight week Zoom. Our staff is working in pods so we are in all these calls all day long working together to make sure that we are communicating. Then communicating that forward to our customers and making sure that our customers are getting the best service they can get. Mr. Trevino acknowledged that it is working right now and that is what makes him so proud. He included that what it has also caused us to do is to think about how we are going to have to do this virtually and perpetuity. Some of the functions we have been doing face to face will now be part of our ongoing business plan in delivery of services to customers that do not necessarily have to come into our offices. Mr. Trevino stated hearing the communication at the national level and what the best practices are in states that were having bigger problems before us so helped us prepare. He mentioned listening to his colleagues in Washington State, New York State and in Florida was really important in hearing what they were going through. Mr. Trevino stated we were the second Board to implement a virtual services plan in the State of Texas. Then that same week and the week after everyone snowballed in that same mode. He expressed how proud he is of our reaction to this because it will cause efficiencies moving forward for us and he is positive of that. TOMA is



allowing us to do these open meetings like this and he hopes they continue to do that. Mr. Trevino announced if he has the opportunity, if that comes up on an agenda with Texas Workforce Commission or the Governors Office who we are in communication with he will certainly address that. He asked if the CEO Council has communication with the Governors Office who can ultimately make this decision please say these have been effective meetings. Mr. Trevino stated we just held our Workforce Services, Child Care Services, Public Relations, Executive/Finance and Board of Directors meetings and we had quorums for all of them and they were effective meetings. All the meetings had business that was conducted and they were still within an hour and fifteen-minute time frame. Mr. Trevino recognized the team for the preparations of the meetings and he could not say enough about how everyone has stepped into their space, managing what they need to manage. We are doing it remotely. Mr. Trevino included he was operating off his dining room table looking into his living room and that he has not been into the office except for a couple of times. Mr. Trevino mentioned Ms. Villarreal would discuss about the transition back into the office. Mr. Trevino recognized that the Board of Directors meeting was successful.

Mr. Trevino stated as Gloria mentioned everything has been about communicating to the community in general that is why we had the Town Hall. Mr. Trevino thanked madam Chair for setting up the Coastal Bend Virtual Town Hall meeting with Todd Hunter. He mentioned all boards are now doing a Virtual Town Hall across the state as well as across the country. Mr. Trevino stated a couple of boards have included Commissioner Aaron Demerson. Mr. Trevino recognized the event for being very successful with about 100 people in attendance and the feedback which was tremendous in terms of the information provided. Deputy Director of Unemployment Insurance and Chief Legal Counsel for Texas Workforce Commission were answering on the spot questions.

Mr. Trevino feels very blessed with the team we have in place. He cannot imagine working with any other team in any other organization right now. Mr. Trevino stated that this point in place in time that he was meant to be here at Workforce Solutions. Mr. Trevino noted Ms. Perez mentioned 10 years, he cannot believe how quickly it has gone by. Mr. Trevino acknowledged the team we have assembled, there is just so much depth and everyone cares so deeply about how we are going to service our community and all corners of that community. Mr. Trevino announced Ms. Villarreal will speak about how the logistics of that in the Facilities report were. Everyone has stepped up to the plate, our service providers C2 Global Professional Services and BakerRipley know what to do they and are implementing the services. People are still getting the services and if there is a bump in the road, we recognize that and extend patience to one another. Mr. Trevino stated we realize and recognize that we can get past that bump in the road because we are writing the playbook as we go and there is a solution for it. Mr. Trevino recognized the team for being a very solutions minded team across the board and you are going to hear that in Ms. Villarreal's and Ms. Lee's report. In the agenda you are going to see the logistics, the how to's that this has become a reality. Every person on our staff stepping up to the place that they needed to step up to and recognizing they are part of something special. At the same time, we realize the real heavy lifting for us is ahead, it is just starting. We got through this faze of it but employers are going to start hiring back. We are at 15.9 percent unemployment, that may take a year to get that back to normalcy or even longer than a year. Mr. Trevino mentioned we have been through recession; upswing oil and gas; down swing oil and gas; we are back in another down swing; our community has been through a hurricane and we know how to respond to these things and we are doing the best we can. Mr. Trevino stated the CEO Council can be confident it is not about him; it is about the other members on this call right now. Mr. Trevino recognized the team and stated its credit to them and their fastness making sure that we get to where we are going to assisting our community.

Judge Huff recognized Mr. Trevino and his staff for doing an excellent job with serving our community.

Mayor McComb recognized Mr. Trevino for having a great report. Mayor McComb mentioned his report relates to item IX. 2. Lease Agreement for Office Space for Board Staff Relocation. He included based on what Mr. Trevino's discussed his success was in his efficiencies and his abilities to operate in these remote locations and create efficiencies, there is going to be a tremendous amount of office space available in the future because people are going to rearrange the way they do business. Mayor McComb stated he does not know how much time we have left at our current location and he is not suggesting we delay a whole lot. He believes there may be some real potential savings in big office space in the future because there is going to be a lot of office building out there that are going to be empty. When people realize they do not need 100 people to come in everyday, all they need is 25 and they can all operate at virtual locations or remote locations. Mayor McComb included we would be sitting there or hung with a whole floor of space when we do not need but a thousand feet or something.

Mr. Trevino stated they were on a video conference with our attorney, real estate broker, Ms. Lee and Ms. Villarreal discussing that very thing. We combed over the lease agreement so we do have some time here. But for this particular lease you have heard him discuss about our real concern about the Sunrise Mall location it has gone from bad to worse.

Mayor McComb stated he does not know all the circumstances.

Mr. Trevino stated they have really neglected even more than what it was, anything that goes wrong there has now become our expense. So, this really supplants that location. We are in a lease there but we can get out of that lease within thirty days. Mr. Trevino mentioned they have already breached that lease by not doing what they are supposed to be doing and keeping the parking lot up, keeping lights in that parking garage. He included it has become a hazard for our employees. Mr. Trevino noted that we couple that with the state mandate put Vocational Rehab Services integrated that within our centers. So, it has really pushed us and tested us to make that decision. We have been working on it for so long and now this opportunity has presented itself within the last three months for a space that checks all the boxes for us in terms of location, size, allowing us multiple entrance points for having integrated services with Vocational Rehab and Veteran Services. Mr. Trevino stated for that type of location we need drive up traffic, people just pulling up in their cars or getting dropped off and ground floor location. Mr. Trevino recognized that there are going to be some spaces and may be some bargains in the market within the next six months, but this has become a pressing issue for us that we feel like we need to move forward with.

Mayor McComb stated he would hate to be in an office building rental business right now because he believes the future is going to be rough for them.

Mr. Trevino stated that our attorney and our broker has recognized that when we were combing through line item by line item on the lease agreement. He included we are pushing our max on everything to our benefit. Of course, we got this on the first round and it was to the landlord's benefit. However, we flipped that and trying to max this out to our benefit. Mr. Trevino announced that should be ready to go to the potential new landlord on Monday and we will see what they come back with. Obviously three and four months ago they were in the driver seat with multiple bidders on the space we are looking at. Now they do not have that and it puts us in a better operating position to ask for more things, better rates and better lease terms.

Ms. Villarreal stated just so we are clear IX. 2. Lease Agreement for Office Space for Board Staff Relocation is actually for the relocation of board staff.

Mr. Trevino apologized.

Ms. Villarreal stated board staff are moving into Bayview Tower. Ms. Villarreal mentioned we do have another lease that is currently in negotiations for the replacement of the Sunrise Mall. Ms. Villarreal included that is not here for concurrence because we have not gone to the full board with it yet, but that is what we are in discussion with our Legal Counsel about. Ms. Villarreal announced what you are concurring on today is actually the moving of Board staff into the Bayview Tower facility so that we can make room for Vocational Rehabilitation Services to be within our career center at Staples. They will be continuing to work in person with their clients just like our career center staff will. Ms. Villarreal noted we are just moving our administrative staff out of that building to make room for more staff that would be working directly with customers.

Mayor McComb stated he believes in terms of leasing space with our program that really is in material but he was thinking if we were locking ourselves in. Mayor McComb announced he supports this item and may have to leave before the item is presented. Mayor McComb stated for the record he is voting yes on our agenda item.

Ms. Villarreal and Mr. Trevino thanked Mayor McComb.

Judge Huff thanked everyone for their comments and acknowledged it was a good discussion.

**IX. Concurrence with Contracts over \$50,000**

**2. Lease Agreement for Office Space for Board Staff Relocation**

Ms. Villarreal provided information on the Lease Agreement for Office Space for Board Staff Relocation (included on pages 11-13 of the May 29 agenda packet). Mr. Trevino added additional information and advised it has been through Operations Committee, Executive/Finance Committee and Board of Directors for approval.

Judge Ramos moved to approve the Lease Agreement for Office Space for Board Staff Relocation. The motion was seconded by Judge Morrill and passed.

**1. Contract for the Janitorial Service for the One Stop Career Centers**

Mr. Trevino provided information on the Contract for the Janitorial Service for the One Stop Career Centers (included on page 10 of the May 29 agenda packet). Mr. Trevino advised it has been through Executive/Finance Committee and Board of Directors for approval.

Judge Mills moved to approve the Contract for the Janitorial Service for the One Stop Career Center Centers. The motion was seconded by Judge Krebs and passed.

**3. Contract for the Laserfiche Paperless System**

Ms. Lee provided information on the Contract for the Laserfiche Paperless System (included on pages 14-15 of the May 29 agenda packet).

Judge Blaschke moved to approve the Contract for the Laserfiche Paperless System. The motion was seconded by Judge Krebs and passed.

4. Contract for the Information Technology Assessment and Strategic Plan

Mr. Trevino provided information on the Contract for the Information Technology Assessment and Strategic Plan (included on page 16 of the May 29 agenda packet). Mr. Trevino advised it has been through Executive/Finance Committee and Board of Directors for approval.

Judge Krebs moved to approve the Contract for the Information Technology Assessment and Strategic Plan. The motion was seconded by Judge Mills and passed.

5. Contract for the Registered Apprenticeship Training Project

Ms. Villarreal provided information on the Contract for the Registered Apprenticeship Training Project (included on page 17 of the May 29 agenda packet). Mr. Villarreal advised it has been through Workforce Services Committee, Executive/Finance Committee and Board of Directors for approval.

Judge Ramos moved to approve the Contract for the Registered Apprenticeship Training Project. The motion was seconded by Judge Blaschke and passed.

X. **Information Only:**

1. *MIP Outage*

Ms. Lee provided an update on the MIP Outage (included on page 18 of the May 29 agenda packet).

2. *Audit Update*

Ms. Pitman provided an update on the September 2019 Audit (included on page 19 of the May 29 agenda packet). Ms. Pitman stated the audit is usually done in March and April and they come to us at this Board meeting with the financial results for the year. However, that did not happen this year due to MIP and COVID-19. Fortunately, the Office of Management and Budget have given us some administrative relief this year, so instead of the audit being due by the end of June they have granted a 6-month extension. Ms. Pitman stated Ms. Lee and she have plan to bring the financial results to you by the September Board meeting, they did not want to wait till December since would be too far out. Ms. Pitman stated in order to achieve that we will have to start the audit in June/July time frame. Ms. Pitman has given a list of items that is needed for the audit to Ms. Lee. Ms. Pitman is understandably aware that they have not been able to work on that yet due to the situation. Ms. Pitman included they do have a share file application where they can exchange documents electronically for the time being until they are able to safely come to our offices and work. Ms. Pitman reassured everyone they have been working remotely so they are used to it and their clients are used to it. Ms. Pitman believes that they will not have any obstacles to make the September meeting.

3. *Financial Update*

Ms. Lee presented the Financial Update (included on pages 20-24 of the May 29 agenda packet).

4. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 25 of the May 29 agenda packet).

5. *Update on Future Procurements and Contract Renewals*

Ms. Lee provided an update on future procurements and contract renewals (included on pages 26-46 of the May 29 agenda packet).

6. *Local Labor Market Information*

Ms. Villarreal presented local labor market information for March 2020 (included on pages 47-50 of the May 29 agenda packet).

*7. Performance Measure Update*

Ms. Villarreal presented the February 2020 Performance Measure Update (included on pages 51-56 of the May 29 agenda packet).

Mr. Trevino thanked the CEO Council and advised to not hesitate to text or contact him. Mr. Trevino stated if someone in their community is having some issues or trouble trying to connect to something and they think he can help, send them directly to him. If he cannot assist them, he will forward them to the correct spot. Mr. Trevino has received a lot of calls and emails from businesses that are trying to figure out their next step and we are just trouble shooting. Mr. Trevino stated it may not necessarily be our area of expertise but we have so many partners and so many stakeholders that are a part of the Workforce Solutions team and network that we are able to get them to the right spot so please do not hesitate.

Mr. Trevino advised the CEO Council the Labor Market Intelligence is available and if they need some specialized report for their Commissioners or Commissioners Report we can usually pull those together in one or two days. Mr. Trevino included to just let him know what they are looking for and we can run the unemployment numbers; how many people become unemployed in their area; how many businesses were impacted; there is all kinds of data points that we can mind for them. Mr. Trevino stated he wants to be that resource to their community and to their constituents, to all the stakeholders that they are accountable to. We should all be connected in that way; this is one thing we know we can do that the lifting is in front of us but we know we can do this. Mr. Trevino mentioned we have been doing this successfully for a long time, delivering this data to the community and he wants to help the CEO Council with that if possible.

Ms. Garcia addressed the question of the sharing of slots. Ms. Garcia stated she was able to pull up the signed Partnership Agreement. It specifically provides that the CEO's may cooperate with each other in exchanging, sharing or utilizing appointments slots for the board to minimize vacancies. All of these exchanges that are made they have to reduced to writing and maintained by the board and copies given to the CEO's. Ms. Garcia answered to Judge Huff's question yes, with regard to appointments the CEO involved must agree and we will have it reduced to writing and we will share amongst all the CEO members.

Judge Huff asked out of courtesy and out of respect, if the board is okay, requested Mr. Trevino and he visit with Judge Turcotte again. Judge Huff noted we need to go back and make sure that appointment would not be coming from Kenedy County than maybe proceed with the protocol to fill it. Judge Huff expressed his appreciation and thanked Ms. Garcia.

Ms. Garcia welcomed Judge Huff.

Judge Huff congratulated Mr. Trevino on his 10 years of service. Judge Huff thanked Mr. Trevino for the excellent job that his staff continues to do. Judge Huff recognized Mr. Trevino you for being an example of how you roll with the punches and still deliver the services. Judge Huff congratulated Mr. Trevino again on another good meeting.

Judge Canales stated Nueces has formed an Economic Advisory Council and we believe the best way to get people back to work is to strengthen small business. That way we can see this unemployment rate go down. Judge Canales advised they have been contacted by the governor's office and there is going to be an Economic Development Webinar coming out of his office. She will send the information to this group so that everyone could help promote it. Judge Canales states all our counties are in the same boat. She feels like whatever Nueces does, the truth is our entire cog can mimic if they so choose. Judge Canales announced the big news she has to report

is under the C.A.R.E.S. Act. Despite the fact that we were a population of under 500,000 and it does not look like our county has much money rest assured that the \$18,000,000 that came to the city of Corpus Christi. 25 percent of that per the governor's orders needs to be utilized or could be utilized for small business economic development. Judge Canales would like to work with Mayor McComb, but again make sure that you guys know that under your apportionment 20/80 to the 100 percent; 75 percent should be used for public health for personnel and for medical. The other 25 percent is appropriate to be used to help your small business in your community. Judge Canales advised if you do not have that many costs out there just know that is there and that is it the best way we could help Workforce Solutions is to make sure to get our small business on track. Judge Canales would like to start including you on everything since they started this week. Judge Canales stated you can discard it or you can jump on board whatever suits you. She informed everyone she wants them to know that she feels like she has the luxury of having an economic development office, and she knows San Patricio does too. Whenever we can help others that do not have this, she thinks we should. Again, this is piggy backing on what all the big urban counties are doing. Judge Canales noted no one really came out and said you can help small business with this C.A.R.E.S. Act money. Judge Canales got Travis County to send her their prototype. They have allotted \$10,000,000 but they could afford to do so because their allotment was large. Judge Canales mentioned if her math is correct, Nueces County including the City of Corpus Christi can allot 4.75 million to small business and that is just tremendous in addition to the 2,000,000 that the City of Corpus Christi already has committed through their Lift Fund program. Judge Canales stated there is a lot to discuss and that it has a direct impact on the Workforce so she wanted to take this opportunity to throw that out. Judge Canales thanked everyone and hopes everyone stays well.

Judge Huff thanked Judge Canales and takes interest in the information provided.

XI. **Adjournment**

The meeting adjourned at 1:08 pm.

## CHAIR'S REPORT – CEO COUNCIL

### VII. Chair's Report

#### Update on Board Member Appointments and Vacancies

The following appointments have been certified by TWC:

<u>Name</u>	<u>County</u>	<u>Category</u>	<u>Term Expiration</u>
Alma Barrera	City of CC	Public Assistance	June 30, 2022
Arnoldo Cantu	Duval	Private Sector	June 30, 2024
Andrea Chavez	TWC/City of CC	Public Employment Service	June 30, 2022
Ray De Los Santos, Jr.	Refugio	Private Sector	June 30, 2024
Kiwana Denson	City of CC	Education – Post Secondary	June 30, 2024
Eric Evans	Aransas	Private Sector	June 30, 2022
Omar Lopez	City of CC	Private Sector	June 30, 2024
Michelle Lozano	Nueces	Private Sector	June 30, 2023
John Owen	City of CC	Vocational Rehabilitation	June 30, 2024
Catrina Wilson	City of CC	Community-Based Org.	June 30, 2024

Current vacancies:

<u>County</u>	<u>Category</u>	<u>Previous Member</u>
Kenedy	Private Sector	---

#### Board of Director and Committee Attendance Records

Attendance records for Board of Director and Committee meetings are provided on pages 14-15 of the agenda packet.

**Workforce Solutions of the Coastal Bend  
Board Meeting Attendance Record  
January - December 2021**

	<b>Board Member</b>	<b>Representing</b>	<b>25-Feb</b>	<b>20-May</b>	<b>5-Aug</b>	<b>23-Sep</b>	<b>9-Dec</b>	<b>Attendance Rate</b>
1	Afuso, Mary	City of CC	1	1				40%
2	Allsup, Gary	City of CC	1	1				40%
3	Barrera, Alma	City of CC				1		20%
4	Bowen, Sandra	Jim Wells	1	1	1	1		80%
5	Cantu, Arnoldo	Duval	0	0	1	0		20%
6	Chavez, Andrea	City of CC		1	1	1		60%
7	Collin, Rosie	San Patricio	1	1	1	1		80%
8	De Los Santos, Ray	Refugio	1	0	1	1		60%
9	Denson, Kiwana	City of CC				1		20%
10	Evans, Eric	Aransas				1		20%
11	Florence, Tracy	Bee	1	1	1	1		80%
12	Flower, Michelle	City of CC	1	1	0	1		60%
13	Gatewood, Jesse	Nueces	1	1	1	1		80%
14	Giesler, Randy	Live Oak	1	1	1	0		60%
15	Gleason, Mary	City of CC	1	1	1	1		80%
16	Gonzalez, Jr., Victor	City of CC	1	1	1	1		80%
17	Goodwine, Vince	Nueces	1					20%
18	Hoggard, Justin	Bee	1	1	1	1		80%
19	Horvath, Stephanie	Aransas		1				20%
20	Hunter, Ofelia	Jim Wells	1	0	1	0		40%
21	Keener, Marcia	San Patricio	1	1	1	1		80%
22	Lopez, Omar	City of CC	1	1	0	1		60%
23	Lozano, Michelle	Nueces				1		20%
24	Nelson, Travis	City of CC	0	0	0	0		0%
25	Owen, John	City of CC	1	1	0	1		60%
26	Perez, Gloria	City of CC	0	1	1	1		60%
27	Ramirez, Carlos	Kleberg	1	0	1	1		60%
28	Salazar, Manny	Kleberg	0	1	1	1		60%
29	Sample, Edward	City of CC	1	0	1	1		60%
30	Soliz-Garcia, Velma	San Patricio	1	0	1	0		40%
31	Temple, Susan	San Patricio	0	1	1	1		60%
32	Unda, C. Michelle	City of CC	1	1	1	1		80%
33	Vasey, Iain	City of CC	1	0	0	1		40%
34	Wilson, Catrina	City of CC	1	1	0	1		60%
35	Wisner, Liza	City of CC	0	1	0	1		40%



**Workforce Solutions of the Coastal Bend  
Committee Meeting Attendance Record  
January - December 2021**

<b>Child Care Services</b>							
<b>Board Member</b>	<b>Representing</b>	<b>9-Feb</b>	<b>4-May</b>	<b>7-Sep</b>	<b>9-Nov</b>		<b>Attendance Rate</b>
Gleason, Mary (C)	City of CC	1	1	1			75%
Bowen, Sandra (VC)	Jim Wells	1	1	1			75%
Afuso, Mary	City of CC	1	1				50%
Hoggard, Justin	Bee	1	0	1			50%
Sample, Edward	City of CC	0	1	1			50%
Wilson, Catrina	City of CC	1	1	1			75%
Allsup, Gary	City of CC	1	1				50%
Chavez, Andrea	TWC/City of CC			0			0%

<b>Executive/Finance</b>							
<b>Board Member</b>	<b>Representing</b>	<b>24-Feb</b>	<b>15-Apr</b>	<b>13-May</b>	<b>16-Sep</b>	<b>18-Nov</b>	<b>Attendance Rate</b>
Perez, Gloria (C)	City of CC	0	1	1	1		60%
Owen, John (VC)	City of CC	1	0	1	1		60%
Keener, Marcia	San Patricio	1	1	1	1		80%
Soliz-Garcia, Velma	San Patricio	1	1	1	1		80%
Goodwine, Vince	Nueces	1	1	1			60%
Sample, Edward	City of CC				1		20%
Gonzalez, Jr. Victor	City of CC	0	1	1	1		60%
Gleason, Mary	City of CC	1	1	1	1		80%
Gatewood, Jesse	Nueces	1	1	1	1		80%
De Los Santos, Jr. Ray	Refugio	1	1	0	1		60%

<b>Public Relations</b>							
<b>Board Member</b>	<b>Representing</b>	<b>10-Feb</b>	<b>5-May</b>	<b>8-Sep</b>	<b>10-Nov</b>		<b>Attendance Rate</b>
Gatewood, Jesse (C )	Nueces	1	1	1			75%
Ramirez, Carlos (VC)	Kleberg	1	1	1			75%
Unda, C. Michelle	City of CC	1	1	1			75%
Florence, Tracy	Bee	1	1	1			75%
Cantu, Arnoldo	Duval	1	1	1			75%
Lopez, Omar	City of CC	1	0	1			50%
Hunter, Ofelia	Jim Wells	1	1	1			75%
Wisner, Liza	City of CC	1	1	0			50%
Collin, Rosie	San Patricio	0	1	0			25%

<b>Workforce Services</b>							
<b>Board Member</b>	<b>Representing</b>	<b>11-Feb</b>	<b>6-May</b>	<b>9-Sep</b>	<b>10-Nov</b>		<b>Attendance Rate</b>
De Los Santos, Jr. Ray (C)	Refugio	0	1	1			50%
Flower, Michelle (VC)	City of CC	1	1	1			75%
Giesler, Randy	Live Oak	1	1	0			50%
Vasey, Iain	City of CC	1	0	1			50%
Salazar, Manny	Kleberg	1	1	0			50%
Nelson, Travis	City of CC	1	1	1			75%
Temple, Susan	San Patricio	0	0	0			0%

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

IX – 1. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for the Direct Child Care Services Management

### **BACKGROUND INFORMATION**

Every four years the Board tests the market to ensure the best possible contracted services are delivered at our career centers. On January 2021, WFSCB staff developed a Request for Proposals (RFP) timeline and the content of the request for proposals to reflect the needs of the workforce area.

On February 17, 2021, WFSCB issued the RFP for Direct Child Care Services Management. The RFP was published in the local newspaper, WFSCB's website, as well as the Texas Register, a state-wide publication. Additionally, approximately twenty-one (21) notices were sent out to potential contractors listed on our bidders list.

As a result of the RFP, we received one response. The proposal was received from BakerRipley.

The proposal was reviewed and scored by a team of three independent evaluators. The team evaluation report will be provided at the committee meeting.

### **RECOMMENDATION**

The CEO Council concur with authorizing the President/CEO to execute a contract for the Direct Child Care Services Management with the selected subrecipient contingent on successful contract negotiations.

**Workforce Solutions of the Coastal Bend  
Management and Operations of Child Care System  
Proposals  
Evaluator Team Report  
April 26, 2021**

Richard Rogers, Lead Evaluator

Workforce Solutions Coastal Bend released a request for proposal for Direct Child Care Services management on February 17, 2021. The procurement process consisted of an application phase, to ascertain entities qualified to provide the requested services, and a proposal phase, where qualified applicants submitted their proposed approach to the management and operation of the career center system. Only one applicant applied and submitted a proposal for management of child care services. The one proposal from the current contractor, Baker Ripley, was received on April 19, 2021 and reviewed by an independent proposal evaluation team.

The evaluation team was selected by Workforce Solutions of the Coastal Bend based on a Request for Qualifications conducted to procure proposal evaluators. Three evaluators experienced in child care management proposal review were selected by Board Staff. Richard Rogers was selected as lead evaluator.

The proposal was independently reviewed by the team and found to be responsive to the Board Request For Proposal. The results of the evaluation are presented below.

<b>Proposer</b>	<b>Status</b>	<b>Average Proposal Score</b>
<b>Baker Ripley</b>	Qualified	86.98

The strengths and weaknesses of the proposal are presented on the next page.

## Proposal Reviewer Comments

### Baker Ripley

**Total Proposed Budget Amount: \$1,297,149**

**Total Amount for Salaries and Fringe: \$1,021,694**

**Total Number of Staff FTEs: 18**

**Total Mount for Direct Participant Services: \$16,990,493**

#### Strengths:

- Current child care management services contractor with record of success and innovation
- Significant experience in the request services
- Good management and staffing practices
- Very good staff development processes
- Good data management
- Budget appears reasonable.
- Successful partnerships with workforce and other community partners

#### Deficiencies:

- Limited transition plan discussion
- One or two budget elements need more explanation.
- No in-kind contribution proposed.
- Some responses were adequate but could have had more information.
- Should have included full customer survey document instead of just first page, which had no questions regarding service quality.

#### Evaluator Comments:

- **Overall a very strong proposal. Contractor has solid systems and processes in place to administer the program successfully.**
- **Appears capable of continued service of the contract.**
- **Competent contractor with long history of performance**

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

IX – 2. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2021-22

### BACKGROUND INFORMATION

Board staff have been working on the renewals of current contracts for the new fiscal year beginning October 1, 2021.

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

The contract renewals are as follows:

#### ***Management and Operations of the Career Center System***

Contract Renewal #2 of 3 with C2 Global Professional Services for an additional one-year period from October 1, 2021 to September 30, 2022. The initial amount for the current fiscal year October 1, 2020 through September 30, 2021 is \$8,693,237.24. The amount for the new contract for the upcoming fiscal year will be determined based upon the new fiscal allocations and contract negotiations.

#### ***Legal Services***

Contract Renewal #2 of 3 with Woods, Boykin, Wolter, P.C. for an additional year one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the current fiscal year period of October 1, 2020 to September 30, 2021 was \$20,000.00. The contract renewal amount will be \$25,000.00.

#### ***Banking Services***

Contract Renewal #2 of 3 with Frost Bank for an additional one-period from October 1, 2021 to September 30, 2022. The initial contract amount for the current fiscal year period of October 1, 2020 to September 30, 2021 is based on actual bank fee rates.

#### ***Transportation Service Providers (for participants)***

Contract Renewal #1 of 2 with Rural Economic Assistance League (REAL) and Kleberg County Human Services for an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amounts budgeted for REAL and Kleberg during the current year from October 1, 2020 through September 30, 2021 was \$5,000.00. The amount of the contract renewals for each contractor will be the same of \$5,000.00.

#### ***Gasoline Cards (for participants)***

Contract Renewal #2 of 3 with Valero Payment Services Company for an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the period of October 1, 2020 through September 30, 2021 is \$204,000.00. The contract renewal amount will be the same of \$204,000.00.

***Architecture/Certified Space Planning Services***

Contract Renewal #3 of 3 with WKMC Architects, Inc. for an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the current fiscal year is \$4,010.00. The contract renewal amount will be \$5,000.

***Janitorial Services***

Contract Renewal #2 of 3 with M&Rs Elite Janitorial Solutions, LLC for an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the period of October 1, 2020 through September 30, 2021 is \$131,520.00. The contract renewal amount will be the same of \$131,520.00.

***Fire and Security Alarm Monitoring, Testing, and Maintenance Services***

Contract Renewal #1 of 2 with The Safeguard System, Inc. for an additional one-year period from October 1, 2020 to September 30, 2021. The initial contract amount for the current fiscal year is \$10,000.00. The contract renewal amount will be the same of \$10,000.00.

***Security Guard Services***

Contract Renewal #1 of 2 with Sec Ops, Inc. for an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the period of October 1, 2020 through September 30, 2021 is per contract hourly.

***Print Shop and Copy Services***

Contract Renewal #1 of 1 with Grunwald Printing Co. an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the current fiscal year is \$11,000.00. The contract renewal amount will be the same of \$11,000.00.

***Economic and Labor Market Information Tool***

Contract Renewal #1 of 2 with Economic Modeling, LLC for an additional one-year period from October 1, 2021 to September 30, 2022. The initial contract amount for the current fiscal year is \$16,000.00. The contract renewal amount will be the same of \$16,000.00.

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

**RECOMMENDATION**

The CEO Council concur with authorizing the President/CEO to execute options for renewal of contracts for Fiscal Year 2021-22 as listed above. The renewals will be subject to availability of funds and successful contract negotiations.

**INFORMATION ONLY**

X - 1. Audit Report

**BACKGROUND**

Staff will present the Independent Audit for Fiscal Year End September 30, 2020.

DRAFT

# COASTAL BEND WORKFORCE DEVELOPMENT BOARD

ANNUAL FINANCIAL AND COMPLIANCE REPORTS

SEPTEMBER 30, 2020 AND 2019

**abip**

CPAs | ADVISORS

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





TABLE OF CONTENTS

September 30, 2020 and 2019

	<u>PAGE</u>
CERTIFICATE OF BOARD OF DIRECTORS	i
INDEPENDENT AUDITORS' REPORT	1-2
FINANCIAL SECTION	
Statements of Financial Position	5
Statements of Activities and Change in Net Assets	6-7
Statements of Functional Expenses	8-9
Statements of Cash Flows	10
Notes to Financial Statements	11-16
SINGLE AUDIT SECTION	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	19-20
Independent Auditors' Report on Compliance for Each Major Federal and State Program and on Internal Control Over Compliance Required by the Uniform Guidance and the State of Texas Single Audit Circular	21-22
Schedule of Expenditures of Federal and State Awards	23-24
Notes to Schedule of Expenditures of Federal and State Awards	25
Schedule of Findings and Questioned Costs	26-27
Summary Schedule of Prior Year Findings	28



**COASTAL BEND WORKFORCE DEVELOPMENT BOARD**

**CERTIFICATE OF BOARD OF DIRECTORS**

I, \_\_\_\_\_ Chairman of the Board of Directors of Coastal Bend Workforce Development Board, do hereby certify that this accompanying audit report for fiscal years ended September 30, 2020 and 2019, from ABIP, PC, was reviewed and \_\_\_\_\_ approved / \_\_\_\_\_ disapproved at a meeting of the Board of Directors held on the 20th day of May, 2021.

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

\_\_\_\_\_  
Date



INDEPENDENT AUDITORS' REPORT

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

**Report on the Financial Statements**

We have audited the accompanying financial statements of Coastal Bend Workforce Development Board (a non-profit organization), which comprise the statements of financial position as of September 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

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

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

***Auditors' Responsibility***

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

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

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Coastal Bend Workforce Development Board as of September 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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

As described in note 2 to the financial statements, in 2020, the Board adopted new accounting guidance, FASB Accounting Standards Update No. 2018-08 (Topic 605), “*Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*”. Our opinion is not modified with respect to this matter.

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

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2021 on our consideration of Coastal Bend Workforce Development Board’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Coastal Bend Workforce Development Board’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Coastal Bend Workforce Development Board’s internal control over financial reporting and compliance.

San Antonio, Texas  
May 20, 2021

**FINANCIAL SECTION**





## STATEMENTS OF FINANCIAL POSITION

September 30,

	<u>2020</u>	<u>2019</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 1,001,094	\$ 1,014,455
Grants receivable	3,394,767	2,114,530
Account receivable - subcontractor	-	2,515
Account receivable - other	2,660	9,959
Other assets	<u>236,382</u>	<u>184,100</u>
Total current assets	<u>4,634,903</u>	<u>3,325,559</u>
PROPERTY AND EQUIPMENT		
Property and equipment	2,268,300	2,428,607
Less: accumulated depreciation	<u>(1,812,445)</u>	<u>(1,813,002)</u>
Net property and equipment	<u>455,855</u>	<u>615,605</u>
Total assets	<u>\$ 5,090,758</u>	<u>\$ 3,941,164</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable	\$ 1,980,784	\$ 2,343,969
Accrued expenses	415,550	446,692
Deferred revenue	1,571,025	-
Accrued vacation	<u>100,105</u>	<u>69,543</u>
Total current liabilities	<u>4,067,464</u>	<u>2,860,204</u>
Total liabilities	<u>4,067,464</u>	<u>2,860,204</u>
NET ASSETS		
Without donor restrictions:		
Unrestricted	567,439	465,355
Investment in property and equipment, net	<u>455,855</u>	<u>615,605</u>
Total net assets	<u>1,023,294</u>	<u>1,080,960</u>
Total liabilities and net assets	<u>\$ 5,090,758</u>	<u>\$ 3,941,164</u>

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

STATEMENTS OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2020

	WITHOUT DONOR RESTRICTIONS		TOTAL
	UNRESTRICTED	INVESTMENT IN PROPERTY AND EQUIPMENT	
<b>SUPPORT AND REVENUE</b>			
Grant revenue	\$ 33,778,719	\$ -	\$ 33,778,719
Grant revenue - non federal	362,224	-	362,224
Interest income - non federal	2,574	-	2,574
Total support and revenue	<u>34,143,517</u>	<u>-</u>	<u>34,143,517</u>
<b>EXPENSES</b>			
Administration	1,285,259	-	1,285,259
Program services	32,756,174	-	32,756,174
Total expenses	<u>34,041,433</u>	<u>-</u>	<u>34,041,433</u>
Increase in net assets	102,084	-	102,084
<b>OTHER REVENUES AND (EXPENSES)</b>			
Fixed assets - additions	-	44,613	44,613
Depreciation expense	-	(204,363)	(204,363)
Change in net assets	102,084	(159,750)	(57,666)
NET ASSETS AT BEGINNING OF YEAR	<u>465,355</u>	<u>615,605</u>	<u>1,080,960</u>
NET ASSETS AT END OF YEAR	<u>\$ 567,439</u>	<u>\$ 455,855</u>	<u>\$ 1,023,294</u>

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

STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2019

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

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

## STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2020

	<u>ADMINISTRATION</u>	<u>PROGRAM SERVICES</u>	<u>TOTAL</u>
Direct care	\$ -	\$ 19,986,487	\$ 19,986,487
Communication expense	14,612	164,830	179,442
Furniture and equipment	-	7,572	7,572
Insurance	18,786	31,500	50,286
Bank fees	600	-	600
Outreach/public notices	2,799	7,762	10,561
Office expense	44,534	614,249	658,783
Professional fees	84,069	24,087	108,156
Program services	-	9,472,173	9,472,173
Rent and rent related	10,619	713,755	724,374
Salaries and fringe benefits	1,032,575	1,522,606	2,555,181
Subscription/membership	15,086	42,868	57,954
Software	125	99,387	99,512
Travel/staff development/conference fee	29,698	27,059	56,757
Building improvement	-	21,442	21,442
Discretionary	31,756	20,397	52,153
	<u>\$ 1,285,259</u>	<u>\$ 32,756,174</u>	<u>\$ 34,041,433</u>

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

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2019

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

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

## STATEMENTS OF CASH FLOWS

For the year ended September 30,

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (57,666)	\$ 104,459
Adjustments to reconcile change in net assets to cash provided by operating activities		
Depreciation expense	204,363	252,766
(Increase) decrease in operating assets		
Grants receivable	(1,280,237)	489,524
Accounts receivable	9,814	7,381
Other assets	(52,282)	(34,898)
Increase (decrease) in operating liabilities		
Accounts payable	(363,185)	263,562
Deferred revenue	1,571,025	(163,867)
Accrued expenses	(31,142)	(33,574)
Accrued vacation	<u>30,562</u>	<u>(31,615)</u>
Net cash provided by operating activities	<u>31,252</u>	<u>853,738</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(44,613)</u>	<u>(343,595)</u>
Net cash provided by (used in) investing activities	<u>(44,613)</u>	<u>(343,595)</u>
Net increase (decrease) in cash and cash equivalents	(13,361)	510,143
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>1,014,455</u>	<u>504,312</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 1,001,094</u>	<u>\$ 1,014,455</u>

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

## NOTES TO FINANCIAL STATEMENTS

September 30, 2020 and 2019

(1) Organization and nature of activities

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

(2) Summary of significant accounting policies

## Financial statement presentation

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

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed stipulations. Restricted grant proceeds or contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.
- *Net assets with donor restrictions* include net assets subject to donor-imposed restrictions that may or will be satisfied by the actions of the Board or the passage of time. The Board had no net assets with donor restrictions at September 30, 2020 and 2019.

## Basis of accounting

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

## Estimates

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

## Allowances for uncollectable

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



## NOTES TO FINANCIAL STATEMENTS

September 30, 2020 and 2019

(2) Summary of significant accounting policies (continued)

## Cash and cash equivalents

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

## Revenue/receivable concentrations

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

## Functional expense allocation

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

## Fixed assets

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

## Income taxes

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

## Change in accounting policy

During fiscal year 2020, the Board has adopted Accounting Standards Update (ASU) No. 2018-08 Not-for-Profit Entities: *Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made* (Topic 605) as management believes the standard improves the usefulness and understandability of the Board's financial reporting.

NOTES TO FINANCIAL STATEMENTS

September 30, 2020 and 2019

(3) Deposits and collateral

At September 30, 2020 and 2019, the total bank balances were \$1,013,263 and \$1,089,846, respectively. Bank balances of \$250,000 are covered by federal depository insurance. At September 30, 2020 and 2019, all of the Board’s bank balances were covered by federal depository insurance as well as collateralized securities held by the pledging institution.

(4) Grants receivable

	<u>2020</u>	<u>2019</u>
Due from Texas Workforce Commission		
Child care	\$ 2,030,850	\$ 549,432
Choices/TANF	421,241	450,527
Wagner-Peyser Employment Services	2,503	23,273
NCP	-	21,093
Military Family Support Pilot	7,175	-
Workforce Innovation and Opportunity Act Adult	164,959	154,502
Summer Earn and Learn Program	-	26,398
Workforce Innovation and Opportunity Act Dislocated	286,770	104,801
Workforce Investment Act and Opportunity Alternative Statewide	47,322	-
Workforce Innovation and Opportunity Act Youth	248,568	323,842
Workforce Innovation and Opportunity Act Rapid Response	532	-
Apprenticeship USA Grants	-	1,828
Resource Administration Grant	6,923	1
SNAP E & T	132,470	49,933
SNAP E & T ABAWD	-	68,369
Externships for Teachers	-	104,938
Trade Act Services	2,415	1,714
Workforce Commission Initiatives	-	39,513
Vocational Rehabilitation	5,092	28,071
National Dislocated Worker-Disaster Grant	-	123,841
Service Fund	13,883	13,883
Reemployment Services and Eligibility Assessment	-	20,501
VRS Student Hireability Navigator	-	5,368
COVID-19 Disaster Recovery	24,064	-
Working Women Resource Coordination Cooperative	-	2,702
	<u>\$ 3,394,767</u>	<u>\$ 2,114,530</u>
Total due from Texas Workforce Commission	<u>\$ 3,394,767</u>	<u>\$ 2,114,530</u>

## NOTES TO FINANCIAL STATEMENTS

September 30, 2020 and 2019

(5) Deferred revenue

	<u>2020</u>	<u>2019</u>
Deferred revenue		
Child Care Protective Services	\$ 1,361,087	\$ -
Workforce Innovation and Opportunity Act Adult	15,006	-
Workforce Innovation and Opportunity Act Dislocated	5,056	-
Board Service Award	19,086	-
Student Hireability	8,566	-
Reemployment Services and Eligibility Assessment	3,413	-
Women's Entrepreneurship	500	-
Workforce Commission Initiatives	2,147	-
COVID-19 Disaster Recovery	10,775	-
Walmart Foundation	<u>145,389</u>	<u>-</u>
Total deferred revenue	<u>\$ 1,571,025</u>	<u>\$ -</u>

(6) Fixed assets

	<u>BALANCE 10/1/2019</u>	<u>ADDITIONS</u>	<u>DELETIONS</u>	<u>BALANCE 9/30/2020</u>
Fixed assets:				
Equipment	\$ 780,204	\$ 7,572	\$ (204,920)	\$ 582,856
Software	21,915	-	-	21,915
Building improvements	<u>1,626,488</u>	<u>37,041</u>	<u>-</u>	<u>1,663,529</u>
Total fixed assets	<u>2,428,607</u>	<u>44,613</u>	<u>(204,920)</u>	<u>2,268,300</u>
Accumulated depreciation:				
Equipment	(424,918)	(109,703)	204,920	(329,701)
Software	(18,165)	(3,000)	-	(21,165)
Building improvements	<u>(1,369,919)</u>	<u>(91,660)</u>	<u>-</u>	<u>(1,461,579)</u>
Total accumulated depreciation	<u>(1,813,002)</u>	<u>(204,363)</u>	<u>204,920</u>	<u>(1,812,445)</u>
Fixed assets - net	<u>\$ 615,605</u>	<u>\$ (159,750)</u>	<u>\$ -</u>	<u>\$ 455,855</u>

NOTES TO FINANCIAL STATEMENTS

September 30, 2020 and 2019

(7) Compensated absences

The Board employees are granted vacation pay in varying amounts based on length of service. Accrued unused vacation is paid upon an employee’s termination. Compensated absences are charged to the applicable program when taken. The earned amount as of September 30, 2020 and 2019, was \$100,105 and \$69,543, respectively.

(8) Operating leases

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

2021	\$ 431,503
2022	497,290
2023	201,663
2024	201,663
2025	209,811
2026-2030	<u>1,092,851</u>
	<u>\$ 2,634,781</u>

Rental expense for the year ended September 30, 2020 and 2019 was \$386,618 and \$368,972, respectively.

(9) Retirement plan

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

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

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

## NOTES TO FINANCIAL STATEMENTS

September 30, 2020 and 2019

(9) Retirement plan (continued)

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

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

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

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

Existing and new employees, who have previously worked with any workforce organization (Board, One-Stop contractors, or TWC) within the State of Texas, shall be allowed to carry over their years of service earned at that organization to the Board's retirement plan. Contributions paid during the fiscal period were \$57,960 and \$50,200 for years ended 2020 and 2019, respectively.

(10) Economic dependence

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

(11) Contingencies

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

(12) Subsequent events

Management has evaluated subsequent events through May 20, 2021, the date the financial statements were available to be issued. No significant subsequent events occurred.

**SINGLE AUDIT SECTION**



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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statements of financial position as of September 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated May 20, 2021.

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

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

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

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



## Compliance and Other Matters

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

### Purpose of this Report

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

San Antonio, Texas  
May 20, 2021

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

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

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

We have audited Coastal Bend Workforce Development Board's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the State of Texas Single Audit Circular that could have a direct and material effect on each of Coastal Bend Workforce Development Board's major federal and state programs for the year ended September 30, 2020. Coastal Bend Workforce Development Board's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

#### ***Management's Responsibility***

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

#### ***Auditors' Responsibility***

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

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

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

In our opinion, Coastal Bend Workforce Development Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2020.

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

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

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

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

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

San Antonio, Texas  
May 20, 2021

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2020

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS THROUGH TO SUBRECIPIENTS
<b>FEDERAL FUNDS</b>					
<b>U.S. Department of Labor</b>					
Passed Through Texas Workforce Commission and Texas Veteran's Commission:					
<b>Employment Service Cluster</b>					
Wagner-Peyser Employment Services	17.207	2220WPA001	\$ 175,760	\$ 129,412	\$ 125,694
Wagner-Peyser Employment Services	17.207	2219WPA000	109,713	78,638	74,214
Workforce Commission Initiatives	17.207	2220WCI000	22,126	4,654	4,654
Reemployment Services and Eligibility Assessment	17.225	2220REA000	264,388	260,293	237,454
Reemployment Services and Eligibility Assessment	17.225	2219REA000	197,101	(1,667)	(1,667)
Resource Administration Grant	17.207	2220RAG000	5,192	5,192	4,483
Veterans Employment Services	17.801	VES 19-22	27,000	27,000	24,560
Veterans Employment Services	17.804	VES 19-22	9,000	9,000	9,000
<b>Total Employment Service Cluster</b>			<b>810,280</b>	<b>512,522</b>	<b>478,392</b>
<b>WIA Cluster</b>					
Workforce Innovation and Opportunity Act - Adult	17.258	2220WOA000	1,644,710	(15,006)	(15,006)
Workforce Innovation and Opportunity Act - Adult	17.258	2219WOA000	1,634,596	1,459,080	1,328,198
Workforce Innovation and Opportunity Act - Adult	17.258	2218WOA000	2,127,655	281,711	200,836
Externships for Teachers	17.258	2219EXT001	137,103	2,065	-
Military Family Support Pilot	17.258	2220WOS001	54,704	61,681	57,452
Military Family Support Pilot	17.258	2219WOS001	42,319	15,665	13,032
Workforce Commission Initiatives	17.258	2219WCI000	77,755	56,872	38,973
Women's Entrepreneurship	17.258	2219WOS002	58,207	254	254
COVID Response	17.258	2220COV001	91,628	19,051	17,551
Board Service Award - Navigator	17.258	2220BSA002	50,000	10,789	-
Workforce Innovation and Opportunity Act- Youth	17.259	2218WOY000	2,223,418	463,624	408,710
Workforce Innovation and Opportunity Act- Youth	17.259	2219WOY001	1,711,066	1,320,142	1,158,238
Working Women Resource Coordination Cooperative HHRI	17.261	2218WDR000	100,000	25,419	23,244
National Dislocated Worker Disaster Grant Project TX-32	17.277	2217NDW001	6,074,683	341,434	341,434
COVID-19 Disaster Recovery	17.277	2220NDW001	1,524,465	28,491	28,491
Board Service Award - WE	17.278	2220BSA001	15,000	7,550	-
WIOA Alternative Statewide	17.278	2219WAF001	812,796	136,259	136,158
COVID Response	17.278	2220COV001	91,628	19,051	19,051
Workforce Innovation and Opportunity Act- Dislocated	17.278	2219WOD000	1,363,801	802,082	715,928
Workforce Innovation and Opportunity Act- Dislocated	17.278	2218WOD000	1,489,075	488,347	401,133
Workforce Innovation and Opportunity Act- Rapid Response	17.278	2220WOR000	22,417	533	533
Workforce Innovation and Opportunity Act- Rapid Response	17.278	2219WOR000	22,772	592	592
National Dislocated Worker Disaster Grant Project TX-32	17.286	2217NDW001	2,158,317	946,018	887,218
<b>Total WIA Cluster</b>			<b>23,528,116</b>	<b>6,471,702</b>	<b>5,762,020</b>
Trade Act Services	17.245	2220TRA000	62,412	3,658	3,658
Resource Administration Grant	17.273	2220RAG000	485	485	485
Apprenticeship USA Grants	17.285	2219ATG000	199,100	2,307	-
<b>Total U.S. Department of Labor</b>			<b>24,600,393</b>	<b>6,990,674</b>	<b>6,244,555</b>
<b>U.S. Department of Agriculture</b>					
Passed Through Texas Workforce Commission:					
<b>SNAP Cluster</b>					
Supplemental Nutrition Assistance Program	10.561	2219SNE000	629,295	(2,175)	(2,175)
Supplemental Nutrition Assistance Program	10.561	2220SNE000	648,065	638,461	574,911
<b>Total U.S. Department of Agriculture</b>			<b>1,277,360</b>	<b>636,287</b>	<b>572,736</b>

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2020

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	AWARD AMOUNT	CURRENT FISCAL YEAR EXPENDITURES	PASS THROUGH TO SUBRECIPIENTS
<b><u>FEDERAL FUNDS (CONTINUED)</u></b>					
<b><u>U.S. Department of Health and Human Services</u></b>					
Passed Through Texas Workforce Commission:					
<b>CCDF Cluster</b>					
Child Care Services Formula Grant	93.596	2220CCF000	\$ 3,427,163	\$ 3,427,163	\$ 3,427,163
Childcare Local Initiative Grant	93.596	2219CCM000	1,742,626	1,516,078	1,516,078
Childcare Local Initiative Grant	93.596	2220CCM000	1,789,966	1,789,966	1,789,966
Workforce Commission Initiatives	93.575	2219WCI000	28,194	(6,530)	(6,530)
Child Care Services Formula Grant	93.575	2220CCF000	14,997,862	13,023,462	11,705,704
Child Care Services Formula Grant	93.575	2219CCF000	8,651,523	296,766	196,968
Child Care Automation Grant	93.575	2220CAA000	90,689	90,689	90,689
Childcare Quality Improvement Activity Grant	93.575	2220CCQ000	587,837	219,249	83,240
Childcare Quality Improvement Activity Grant	93.575	2219CCQ000	575,104	122,336	93,491
<b>Total CCDF Cluster</b>			<u>31,890,965</u>	<u>20,479,179</u>	<u>18,896,769</u>
<b>TANF Cluster</b>					
Wagner-Peyser Employment Services	93.558	2220WPA001	107,457	897	897
Non-Custodial Parent Choices Program	93.558	2219NCP000	87,632	(1,989)	(1,989)
Non-Custodial Parent Choices Program	93.558	2220NCP001	87,632	80,919	65,750
Temporary Assistance to Needy Families	93.558	2219TAN001	100,000	74,772	66,015
Temporary Assistance to Needy Families	93.558	2220TAF000	2,314,640	2,255,697	2,009,906
Temporary Assistance to Needy Families	93.558	2219TAF000	2,046,070	157,444	136,983
Workforce Commission Initiatives	93.558	2219WCI000	51,067	9,493	9,494
Workforce Commission Initiatives	93.558	2220WCI000	51,067	9,592	9,581
<b>Total TANF Cluster</b>			<u>4,845,565</u>	<u>2,586,825</u>	<u>2,296,637</u>
Child Care Services Formula Grant	93.667	2220CCF000	43,605	43,605	43,605
<b>Total Social Services Block Grant</b>			<u>43,605</u>	<u>43,605</u>	<u>43,605</u>
<b>Total U.S. Department of Health and Human Services</b>			<u>36,780,135</u>	<u>23,109,609</u>	<u>21,237,011</u>
<b>Total Federal Awards</b>			<u>36,780,135</u>	<u>30,736,570</u>	<u>28,054,302</u>
<b><u>STATE FUNDS</u></b>					
<b><u>Texas Workforce Commission</u></b>					
Temporary Assistance to Needy Families	NA	2220TAF000	311,315	311,315	311,315
Non-Custodial Parent Choices Program	NA	2220NCP001	54,771	54,771	54,771
Resource Administration Grant	NA	2220RAG000	1,246	1,246	1,246
Supplemental Nutrition Assistance Program	NA	2220SNE000	118,099	118,099	94,401
Child Care Department of Family Protective Services	NA	2219CCP000	1,728,638	(96,510)	(96,510)
Child Care Department of Family Protective Services	NA	2220CCP000	1,593,100	1,191,370	1,152,691
Child Care Services Formula Grant	NA	2220CCF000	1,461,857	1,461,857	1,461,857
<b>Total State Awards</b>			<u>5,269,026</u>	<u>3,042,149</u>	<u>2,979,771</u>
<b>TOTAL FEDERAL AND STATE AWARDS</b>			<u>\$ 42,049,161</u>	<u>\$ 33,778,719</u>	<u>\$ 31,034,073</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

September 30, 2020

(1) Basis of presentation

The schedule of expenditures of federal and state awards presents expenditures for all federal and state assistance awards that were in effect for the year ended September 30, 2020 for Coastal Bend Workforce Development Board. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance and State of Texas Single Audit Circular.

(2) Summary of significant accounting policies

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

Coastal Bend Workforce Development Board elected not to use the 10 percent de minimus indirect cost rate.

(3) Relationship to financial statements

Total expenses:

Per statement of activities and change in net assets	\$ 34,041,433
Per schedule of federal awards	<u>30,736,570</u>
	<u>\$ 3,304,863</u>

Non federal and state expenses:

State	\$ 3,042,149
Non-federal	<u>262,714</u>
	<u>\$ 3,304,863</u>

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2020

SECTION I: SUMMARY OF AUDITOR’S RESULTS

**Financial Statements**

Type of auditors’ report issued: Unmodified

Internal control over financial reporting:

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

Noncompliance material to the financial statements noted?      Yes   X   No

**Federal and State Awards**

Internal control over major programs:

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

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

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

Identification of major programs:

Federal:

<u>CFDA NUMBER(S)</u> 93.575/93.596	<u>NAME OF FEDERAL/STATE PROGRAM OR CLUSTER</u> Child Care Development Funds
--	---

State:

N/A	Child Care Services Formula Grant (2220CCF000)
-----	--

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

- Federal - \$922,097
- State - \$300,000

Auditee qualified as low-risk auditee?   X   Yes      No

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

For the year ended September 30, 2020

SECTION II: FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III: FEDERAL AND STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.



SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

For the year ended September 30, 2020

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

## INFORMATION ONLY

### X – 2. Monitoring Reports

## BACKGROUND INFORMATION

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of February - August 2021.

### Workforce Solutions – Board

#### Fiscal and Program Reviews

- **TWC Monitoring Review (#21.22.0001)** – January 25-29, 2021 – Report issued August 3, 2021  
Scope: January 1, 2019 to October 31, 2020
  - The Board Monitoring functions for both fiscal and programs has been recertified for three years.

**Finding**

  - Ensure Noncustodial program requirements are met.
    - Case management, verification and documentation requirements, case closure, request for removal, and planned gap in service.

**Resolution:** Board staff is in the process of responding to the finding with the requested documentation from TWC Audit Resolution Department.
- **TWC Monitoring Review (#21.22.0001) SNAP E&T** – Report issued August 3, 2021  
Scope: January 1, 2019 to October 31, 2020
  - The SNAP E&T fiscal and program systems are effectively managed – no issue noted
- **TWC WIOA Data Validation Review** – Report issued August 3, 2021  
Scope: July 1, 2019 to June 30, 2020
  - The data validation initiative was conducted to ensure the accuracy of data collected and reported to USDOL for the Fiscal Year 2020. – no issue noted
- **TWC Equal Opportunity Compliance Review (#21.22.0201)** - Report issued April 27, 2021
  - The Board adhered to programmatic and physical accessibility requirements for Centers located within its jurisdiction.
- **TWC National Dislocated Worker (NDW Covid19) Review (#21.22.2901)** – Report issued August 26, 2021 - Scope: May 5, 2020 to April 30, 2021
  - The NDW Covid19 fiscal and program systems are effectively managed – no issue noted
- **Local Match Contract Certifications**
  - 1<sup>st</sup> half of 2020-2021 - \$450,141.50 in Expenditures were certified and submitted to TWC.
- **Single Audit Review** – BakerRipley Y/E 12/31/20 – The review had no material issues noted.

- **Equal Opportunity Accessibility** – Comprehensive Evaluation of all Workforce Locations
  - Used the 2012 Texas Accessibility Standards Checklist – no issue noted
- **National Dislocated Worker Grant – TX-38 Disaster Covid19**
  - A monthly Worksite Assessment Questionnaire for each participant and their supervisor was completed for the months of February thru August 2021 without exception. These worksite assessments will continue through the Grant period.
- **Personal Identifiable Information** – All Workforce Locations
  - Walk-through Checklist, interviews, and facility security – no issue noted

## **C2 Global Professional Services, LLC**

### Fiscal and Program Reviews

- **One Stop & Youth Services Fiscal Review (Scope: 10/1/20 – 5/31/2021) – 7/12/21**

The review consisted of the following contractual areas:

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

#### **Finding**

- Although Center Managers do approve office supply purchases for their locations, invoice requisitions submitted to the Board were not approved by C2gps accounting management.

#### **Conclusion:**

- C2GPS Fiscal Manager and/or Managing Director will review and approve before submitting requisitions to the Board for processing.

- **WIOA – Adult/Dislocated Worker Program Review 5/19/21**

**Findings:** The overall error rate for this review was 11%.

- Four (4) participant assessments were not signed and/or not in the customer’s file.
- Five (5) participants had no contact by their career counselor for several months.
- One (1) Individual Training Account (ITA) case has no documentation in the file to support the date of attainment of 12/15/20 for the RN credential earned by the participant.
- One (1) ITA case had an attainment date entered in TWIST of 1/26/21 yet the last classroom timesheet showed a date of 1/27/21, thus the attainment date entered should be 1/27/21 in line with the documentation.
- Four (4) cases have late case notes. Cases notes were updated after the auditor notified contractor that the cases would be monitored.
- Four (4) cases do not have the CASAS/TABE test scores entered in TWIST and/or in the participates file.
- One (1) case does not have the Service Plan in TWIST up to date

#### **Conclusion:**

- All corrections were made in TWIST if possible and Cabinet to the case files affected.
- Ongoing training and technical assistance are being provided to staff.

- **WIOA – Youth Services Review 6/1/21**

**Findings:** The overall error rate for this review was 4%.

- One (1) case assessment was updated without customer knowledge and after the file was requested for review.
- One (1) case had several late case notes.
- One (1) case had no customer contact for over 5 months.

- One (1) case does not have the customers CASAS test scores (1/29/21) entered in TWIST.
- One (1) case does not have the customers CASAS test scores (11/20/20) and the customers Fall 2020 Coastal Bend College grades (C/N 1/14/21) in the customers' file.

**Conclusion:**

- All corrections were made in TWIST if possible and Cabinet to the case files affected.
- Ongoing training and technical assistance are being provided to staff.

➤ **TANF/Choices Monitoring Review – 2/22/21**

**Findings:** The overall error rate for this review was 13.67%.

- One (1) case did not have case notes for job search hours from August - October 2020.
- One (1) case did not have a close-out case note.
- Several cases that had Job Search hours in TWIST but did not have the Job Search Worksheet logs in the file.
- Numerous Job Search Worksheets were not signed by the Career Counselor.
- Numerous Job Search Worksheets did not have the total hours filled out on the worksheet.
- One (1) transportation voucher did not have the Center Managers approval signature.
- One (1) customer that obtained employment was not reported to HHSC thru Form 2583.
- All eight (8) cases had numerous Job Search Worksheets/Work Activity timesheet hour errors including hours on wrong dates, wrong hours entered, and/or no hours entered in TWIST.

**Conclusion:**

- All corrections were made in TWIST if possible and Cabinet to the case files affected.
- Ongoing training and technical assistance are being provided to staff.

➤ **TANF/Choices Monitoring Review – 5/25/21**

**Observation:** The overall error rate for this review was 1.39%.

- One (1) case did not have complete and/or no case notes for job search hours recorded during the months of April and May 2021. Several case notes are not in Cabinet. Case notes should be written with complete information to support each action taken or data entered in TWIST.

**Conclusion:** C2GPS made significant improvement in the TANF/Choices Program.

➤ **Non-Custodial Parent (NCP) Choices Monitoring Review – 5/4/21**

**Findings -** The overall error rate for this review was 32%.

- One case does not have a copy of the Court Order in the file nor has a copy of the order been requested from OAG.
- Three (3) cases had late case notes entered in TWIST.
- Seven (7) cases had case notes entered late in COLTS.
- Two (2) cases had case notes in TWIST that have not been entered in COLTS.
- Four (4) cases did not have immediate notification to OAG of non-compliance with the Workforce program.
- One (1) case did not have COLTS case notes printout in the file.
- Two (2) cases did not have Planned Gap (11) service activity opened when the Request to Remove was initiated.
- One (1) case open service activity should be Unsubsidized Employment (39) not Job Search (13) based on CU statement as CC should have sent an employment verification for evidence of employment.
- One (1) case did not have the CU attend a Workforce Services Orientation (30).
- One (1) case does not have a signed OAG Authorization to Release Information Form (F1670) in the file.

- One (1) case did not have an Employment Verification Form sent to verify employment.
- One (1) case closure was not complete after the Request to Remove was granted by OAG as the Service Plan was not closed out in TWIST.

**Conclusion:**

- C2gps staff for this position has turned over 4 times in the last 6 months.
- All corrections were made in TWIST & COLTS if possible, and Cabinet to files affected.
- Continuous training, technical assistance, and monitoring are ongoing for this position.

➤ **Non-Custodial Parent (NCP) Choices Follow-up Monitoring Review – 6/15/21**

**Findings** - The overall error rate for this review was 6%.

- Two (2) cases had case notes entered late in COLTS.
- Three (3) cases had case notes in TWIST that have not been entered in COLTS.

**Conclusion:**

- Center Management has scheduled every Friday for review of all NCP Counselor Notes.
- Continuous training, technical assistance, and monitoring are ongoing for this position.

➤ **SNAP E&T Review 3/31/21**

**Findings**- The overall error rate for this review was 15.41%.

- Six (6) cases did not have each month's eligibility printout printed from TWIST or TIERS and placed in the file (Cabinet).
- One (1) Job Search Worksheet (JSW) did not have the Career Counselors (CC) signature.
- One (1) case did not have Workfare mentioned in the assessment case note or as part of the Service Plan.
- Four (4) cases had multiple JSW's missing from the file (Cabinet).
- One (1) customer should have been penalized for non-cooperation on 1/7/21 with a non-cooperation date of 1/4/21 but was not.
- Two (2) cases had late case notes entered in TWIST.
- Two (2) cases did not have all the JSW's time entered in TWIST.
- One (1) case did not have a Good Cause entered in TWIST for a Temporary Interruption noted in case notes.
- Three (3) cases did not have form 1822 sent to HHSC for participation in Cabinet.
- One (1) case did not have Form 1822 sent to HHSC to report employment.
- One (1) case was closed as HHSC no longer receiving benefits, yet the customer did receive benefits in that month.

**Conclusion:**

- All corrections were made in TWIST if possible and Cabinet to the case files affected.
- Ongoing training and technical assistance are being provided to staff.
- A SNAP E&T review just completed and is in the preliminary report status has error rate of 6.24%.

**BarkerRipley**

Fiscal and Program Review

➤ **Child Care File Review (Scope: 10/1/20 – 6/30/21) – 8/15/21**

The review consisted of the following contractual areas:

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

**Finding**

- Two (2) of twenty-three (23) disbursements reviewed were charged in error to the Coastal Bend.

**Conclusion:**

- BakerRipley will make adjusting accounting entries and reimburse the amounts charged to Coastal Bend of \$146.30 and \$85.14.
- BakerRipley will also review internal controls over allocating expenses to the Coastal Bend contract.

**➤ Child Care File Reviews (3) Error Rate – 4/19/21 (9%), 6/15/21 (1.11%), & 8/18/21 (0%)****Findings:**

- One (1) case file did not include proof of citizenship in the file.
- One (1) case did not include all the parent's regular income and the bonus received per check stubs which led to a miscalculation of monthly income. Thus, the monthly income entered in TWIST is understated which led to the PSC being understated by \$65 per month (250 – 185 = \$65).
- One (1) case included income twice in the monthly income calculation. Thus, the monthly income entered in TWIST was overstated. The PSC was not affected.
- Four (4) cases did not have the parent(s) UI wages printout in the file.
- One (1) case did not have the Parent Acknowledgment Form signed by the parent.
- One (1) case did not have the Parent Acknowledgment Form signed by the IES.

**Conclusion:**

- All corrections were made in TWIST if possible and Cabinet to the case files affected.
- BakerRipley did reimburse Workforce Solutions \$260.
- Management stressed to IES staff the importance of reviewing work carefully on an ongoing basis and assisted them with developing systems that will ensure careful review of their work.

## **INFORMATION ONLY**

X - 3. Financial Update

## **BACKGROUND**

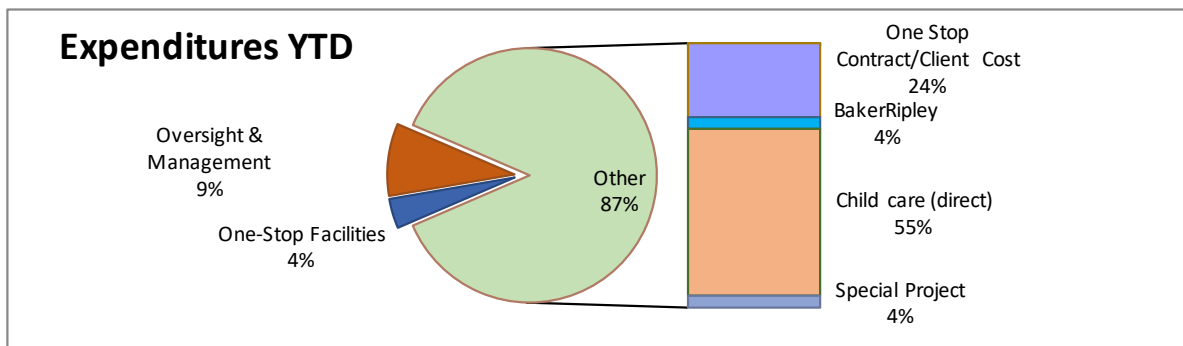
Financial statements are prepared on a monthly basis by Board staff. Attached is a copy of the most recent Financial Report.

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target
<b>Expires 8/31/2021</b>								
2219WAF001	WIOA - Alternative Funding for Statewide Activity	7/15/19	8/31/21	\$389,131.00	\$295,310.04	\$93,820.96	76%	92%
Non TWC	KINGSVILLE/BEEVILLE/STAPLES VR EXPENSES	8/1/20	8/31/21	\$176,547.42	\$150,839.32	\$25,708.10	85%	NA
Non TWC	Wage Service for Paid WE 3018VRS171	8/1/20	8/31/21	\$112,500.00	\$10,229.83	\$102,270.17	9%	NA
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/20-08/31/21)	8/1/20	8/31/21	\$100,000.00	\$82,009.50	\$17,990.50	82%	NA
Non TWC	Perkins/Riz	7/1/20	8/31/21	<b>\$100,000.00</b>	\$58,227.66	\$41,772.34	58%	NA
<b>Expires 9/30/2021</b>								
2221NCP001	Noncustodial Parent Choices Program	9/1/20	9/30/21	\$142,403.00	\$139,398.40	\$3,004.60	98%	85%
2221RAG001	Resource Administration Grants	10/1/20	9/30/21	\$6,923.00	\$6,900.01	\$22.99	100%	83%
2221SNE001	SNAP E&T	10/1/20	9/30/21	<b>\$705,792.00</b>	\$705,792.00	\$0.00	100%	83%
2221TVC001	Texas Veteran's Commission	10/1/20	9/30/21	\$37,411.00	\$34,692.62	\$2,718.38	93%	83%
2221WCI001	WCI - Workforce Commission Initiatives	10/1/20	9/30/21	\$47,543.00	\$17,075.72	\$30,467.28	36%	NA
<b>Expires 10/31/2021</b>								
2221CCQ001	Child Care Quality	10/1/20	10/31/21	\$604,920.00	\$185,916.05	\$419,003.95	31%	77%
2221TAF001	TANF Choices	10/1/20	10/31/21	\$2,496,098.00	\$1,388,384.00	\$1,107,714.00	56%	77%
<b>Expires 12/31/2021</b>								
2221CCF001	Child Care	10/1/20	12/31/21	\$18,062,986.00	\$13,457,226.82	\$4,605,759.18	75%	67%
2221CCM001	Child Care Local Initiative	10/1/20	12/31/21	\$1,800,566.00	\$907,220.87	\$893,345.13	50%	67%
2221CCP001	Child Care - DFPS	9/1/20	12/31/21	\$1,448,000.00	\$841,545.51	\$606,454.49	58%	69%
2221REA001	Reemployment Services and Eligibility Assessment	10/1/20	12/31/21	\$268,355.00	\$261,776.04	\$6,578.96	98%	67%
2221TRA001	Trade Act Services for Dislocated Workers	10/1/20	12/31/21	\$18,412.00	\$2,888.85	\$15,523.15	16%	NA
2221WPA001	Wagner-Peyser Employment Services	10/1/20	12/31/21	\$95,463.00	\$79,915.22	\$15,547.78	84%	67%
2221WOS001	Military Family Support	1/1/21	12/31/21	\$54,704.00	\$51,842.06	\$2,861.94	95%	67%
<b>Expires 1/31/2022</b>								
3021VRS075	SEAL	2/1/21	1/31/22	\$230,000.00	\$72,552.27	\$157,447.73	32%	NA
<b>Expires 3/31/2022</b>								
Non-TWC	Walmart - PATHS	1/1/20	3/31/22	\$300,000.00	\$60,522.23	\$239,477.77	20%	NA
2220NDW001	NDW - Coronavirus	5/5/20	3/31/22	\$1,524,465.00	\$332,737.91	\$1,191,727.09	22%	36%
<b>Expires 4/30/2022</b>								
2221DON001	IKEA Home	4/23/21	4/30/22	\$75,000.00	\$1,211.16	\$73,788.84	2%	25%
<b>Expires 6/30/2022</b>								
2220WOA001	WIOA - PY20 Adult Allocation (July)	7/1/20	6/30/22	\$323,028.00	\$296,034.66	\$26,993.34	92%	81%
2220WOA001	WIOA - PY20 Adult Allocation (Oct)	7/1/20	6/30/22	\$1,321,682.00	\$1,047,696.11	\$273,985.89	79%	81%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (July)	7/1/20	6/30/22	\$275,893.00	\$254,410.34	\$21,482.66	92%	81%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (Oct)	7/1/20	6/30/22	\$1,062,135.00	\$600,346.28	\$461,788.72	57%	81%
2220WOY001	WIOA - PY20 Youth Allocation	7/1/20	6/30/22	\$1,726,103.00	\$1,358,190.03	\$367,912.97	79%	81%
2221TAN003	TANF-Texas Internship Initiative	4/21/21	6/30/22	\$100,000.00	\$22,162.29	\$77,837.71	22%	81%
2221WOR001	WIOA - PY21 Rapid Response	7/1/21	6/30/22	\$23,038.00	\$1,029.98	\$22,008.02	4%	NA
2221WOA001	WIOA - PY21 Adult Allocation (July)	7/1/21	6/30/23	\$311,865.00	\$0.00	\$311,865.00	0%	NA
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)	7/1/21	6/30/23	\$263,276.00	\$0.00	\$263,276.00	0%	NA
2221WOY001	WIOA - PY21 Youth Allocation	7/1/21	6/30/23	\$1,584,376.00	\$0.00	\$1,584,376.00	0%	NA
				<b>\$33,606,060.42</b>	<b>\$22,723,053.80</b>	<b>\$10,883,006.62</b>		



**WORKFORCE SOLUTIONS OF THE COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
July 31, 2021

	FY2021 Amended Budget	Current Expenses	YTD	% Expended
<b>REVENUES</b>				
Grant revenue - federal	36,818,573	2,491,103	25,753,648	70%
Grant revenue - Non federal	30,000	27	682	
	<b>36,848,573</b>	<b>2,491,130</b>	<b>25,754,330</b>	<b>70%</b>
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
Salaries and benefits	2,626,143	207,097	1,727,009	66%
Facilities and related expense	250,185	15,430	160,671	64%
Furniture, equipment, & software	95,000	6,541	60,098	63%
General administrative expense	337,975	15,028	223,061	66%
Communication expense	95,982	3,308	67,617	70%
Professional fees and services	140,963	2,139	97,088	69%
Staff development expense	35,500	1,294	12,895	36%
Travel expense	38,000	(179)	818	2%
<b>Total Oversight &amp; Management Expense</b>	<b>3,619,748</b>	<b>250,658</b>	<b>2,349,258</b>	<b>65%</b>
<b>One Stop Operations</b>				
Facilities and related expense	1,329,121	68,028	962,689	72%
Furniture, equipment, & software	172,279	11,001	74,356	43%
General administrative expense	338,221	23,919	127,693	38%
Communication expense	128,607	10,601	107,438	84%
Professional fees and services	40,500	-	25,000	62%
<b>Total One Stop Operations</b>	<b>2,013,728</b>	<b>113,549</b>	<b>1,297,177</b>	<b>64%</b>
<b>Contracted services</b>	<b>31,215,097</b>	<b>2,299,232</b>	<b>22,274,465</b>	<b>71%</b>
<b>Total expense</b>	<b>36,848,573</b>	<b>2,663,439</b>	<b>25,920,900</b>	<b>70%</b>



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

For the Month Ending  
 July 31, 2021

**ASSETS**

Current Assets

Cash & Cash Equivalents	\$	95,035
Money Market Account	\$	645,139
Due from TWC		2,184,568
Due from Other Funds		0
Accounts Receivable		3,441
Prepaid Expense		211,114
Other Assets		32,907
Total Current Assets	\$	3,172,205

Fixed Assets

Building Improvements	\$	1,665,504
Furniture and Equipment		235,839
Less Accumulated Depreciation		(1,813,002)
Net Fixed Assets	\$	88,341

**Total Assets**

**\$ 3,260,545**

**LIABILITIES**

Current Liabilities

Accounts Payable	\$	2,404,854
Accrued Expense		449,399
Accrued Vacation		86,168
Total Current Liabilities	\$	2,940,421

**NET ASSETS**

Unrestricted-Non-Federal Fund	\$	143,838
Temporarily Restricted-Ticket to Work/Other		87,946
Investment in Fixed Assets		88,341
Total Net Assets	\$	320,125

**Total Liabilities and Net Assets**

**\$ 3,260,545**

## INFORMATION ONLY

### X - 4. Cost Savings Initiatives

#### BACKGROUND

Cost Saving Initiatives are constantly looked for to improve internal efficiencies and effectiveness of the entire organization. As renewals or additions are necessary all options are fully vetted before proceeding. Below are a few that are complete or in process:

- Xerox Copiers – Board office and all locations. Reviewed all leases and only removed two machines and upgraded 35. Total cost savings will be \$15,858/yr. Actual cost savings may be more since the new agreement now includes unlimited black and white copies and color at a cheaper rate. Additional efficiency will be in finance staff invoice processing time; we will now get three online bills instead of 37. Complete.
- Dropbox – Met with two representatives from Drobox to see if we could get a non-profit discount. Resulted in a 30% or \$936/year savings. Complete.
- Verizon – Working with new representatives to combine two bills into one and the smaller account will result in lower fees. Both had been charging tax. Waiting on final determination on refund or future credit. Additionally, looking at a more streamlined device management process for more frequent trade-ins at little to no cost.
- E-Fax – Will be discontinuing e-fax and using free fax that is now included with new Board office phone system. Fax can be on every phone line if necessary. Waiting on fax activation and instructions.

## **INFORMATION ONLY**

X – 5. Facilities Update

## **BACKGROUND INFORMATION**

Board Professionals will provide update on:

- COVID19- Activities
- Update on 2<sup>nd</sup> Location for Nueces County Career Center

## **INFORMATION ONLY**

X - 6. Update on Procurements and Contracts

## **BACKGROUND**

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

## UPDATE ON PROCUREMENTS

August 30, 2021

Ongoing Procurements	Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
RFQ for Architecture, Design and Space Planning Services	July 6, 2021	September 24, 2021	Unknown	Unknown	Currently in contract negotiations.

Future Procurements	Anticipated Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
Proposal Evaluators	September 2021	Unknown	Unknown	Unknown	For Project Manager and Construction General Contractor Proposals.
Project Manager	October 2021	Unknown	Unknown	Unknown	For oversight of Mission Plaza office space modifications.
Construction General Contractor	November 2021	Unknown	\$750,000	Yes	For Mission Plaza office space modifications.

*Anticipated dates and costs are contingent upon the completion of the procurement outcomes.*

### SUBRECIPIENT/CONTRACTOR LOG 2020-2021

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services, LLC	Master	Management and Operation of Workforce Centers (and Youth Development Services)	\$8,553,872.73	<p><u>Amendment 1</u> increased budget by a net amount of \$26,820.82</p> <p><u>Amendment 2</u> decreased budget by a net amount of \$166,185.33</p> <p><u>Amendment 3</u> decreased budget by a net amount of \$219,648.15</p>	Renewal 1 of 3	10/01/20 – 09/30/21
BakerRipley	Master	Direct Child Care Services	\$17,531,191.45		Renewal 3 of 3	10/01/20 – 09/30/21

### PROFESSIONAL & CONSULTING SERVICES

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Wood, Boykin, & Wolter, P.C.	Master	Legal Services	\$60,000	<p><u>Amendment 1</u> increased contract amount by \$25,000</p> <p><u>Amendment 2</u> increased contract amount by \$15,000</p>	Year 1 (3 renewals)	10/01/20 – 9/30/21
Alonzo, Bacarisse, Irving, & Palmer, P.C.	Agmt	Financial Audit Services	\$41,175		Renewal 1 of 2	1/01/21 – 12/31/21

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

### LEASE AGREEMENTS

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
PAK 56 Plaza LLC, SGT 44 Pirate LLC	Master	Lease Agmt for Center Office in Pirate Plaza, Sinton	\$5,216.67/mo ≈ 3,650 sq ft/ \$1.43	Early Termination with 90-day written notice	Year 4 of 5 Exp 12/31/22	1/01/21 – 12/31/21
Texas Workforce Commission	Master	Building Use Lease Agreement for Staples Center. Corpus Christi	≈22,616 sq ft			10/01/20 – 9/30/21
Coastal Bend College	Master	Office Lease Agreement for Center Office at CBC, Beeville Campus	\$4,084.50/mo (includes utilities & janitorial services) ≈ 3,850 sq ft/ \$1.06 + ins fee		Year 2 of 3 Exp 9/30/22	10/01/20 – 9/30/21
Coastal Bend College	Master	Office Lease Agreement for Center Office at CBC, Alice Campus	\$2,908.50/mo (includes utilities & janitorial services) ≈ 2,730 sq ft/ \$1.06 + ins fee		Year 1 of 3 Exp 1/31/24	2/01/21 – 1/31/22
Coastal Bend College	Master	Office Lease Agreement for Center Office at CBC, Kingsville Campus	\$3,392.55/mo (includes utilities & janitorial services) ≈ 3,191 sq ft/ \$1.06 + ins fee		Year 1 of 3 Exp 4/30/24	5/01/21 – 4/30/22
B-Y Mission Plaza CC, LTD	Master	Shopping Center Lease Agreement for Center, Corpus Christi	\$24,973/mo ≈ 24,973 sq ft/ + \$2,372.44 maintenance charge & \$2,622.17 est tax & ins	No rent due until 1/1/2023 Increases 2%/year starting 1/1/2024	Year 1 of 11	4/10/21 - 12/31/32



## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

### OTHER CONTRACTS/AGREEMENTS

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Sec Ops, Inc.	Master	Security Guard Services	Per Contract Hourly Rates		Year 1 (2 renewals)	10/01/20 – 9/30/21
Frost Bank	Master	Banking Services	Fee Based		Renewal 1 of 3	10/01/20 – 9/30/21
The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	\$10,000		Year 1 (2 renewals)	10/01/20 – 9/30/21
Time Warner Cable	Master	Dedicated Access Service Lines Agreement	\$575.00/mo HUB lines to local center sites & \$774/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 (401K) 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	NTE \$5,000		Year 1 (2 renewals)	10/01/20 – 9/30/21
County of Kleberg Human Services	Agmt	Transportation Assistance Services to Kleberg and Kenedy counties	NTE \$5,000		Year 1 (2 renewals)	10/01/20 – 9/30/21
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	NTE \$204,000		Renewal 1 of 3	10/01/20 – 9/30/21

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	\$16,000		Year 1 (2 renewals)	10/01/20 – 9/30/21
WKMC Architects, Inc.	Master	Certified Space Planning Services	\$4,010 + travel expenses		Renewal 2 of 3	10/01/20 – 9/30/21
The Clower Company	Agmt	Commercial Real Estate Brokerage Services	Broker fees paid by seller/landlord		Renewal 2 of 3	10/01/20 – 9/30/21
M&Rs Elite Janitorial Solutions, LLC	Master	Janitorial Cleaning Services (Career Centers in Corpus Christi & Sinton)	\$131,520		Renewal 1 of 3	10/01/20 – 9/30/21
Grunwald Printing Co.	Master	Print Shop and Copy Services	\$11,000		Year 1 (1 renewal)	12/07/20 – 9/30/21
Texas A&M Engineering Extension Service	Agmt	COVID-19 Short-Term Training	Reimbursement Per Training Course		Renewal 1 of 1	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	10/01/20 – 9/30/21
Customer Experience Solutions/Virtual Learning Development	Agmt	COVID-19 Short-Term Training	Reimbursement Per Training Course		Renewal 1 of 1	10/01/20 – 9/30/21
JDB Public Relations	Master	Executive Coaching and Leadership Services	\$29,500 + travel expenses	Amendment 1 date correction in Attachment A-1	Year 1 (1 renewal)	2/08/21 – 9/30/21
C2 Global Professional Services, LLC	Master	Summer Earn and Learn (SEAL) Program	NTE \$223,500	Amendment 1 added Attachment I Customer Rights and Complaint Resolution Procedure	Year 1 (3 renewals)	4/01/21 – 9/30/21

## SUBRECIPIENT/CONTRACTOR LOG 2020-2021

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Education to Employment Partners	Master	Texas Internship Initiative	\$90,911.40		Year 1	4/22/21 – 5/30/22
A+ Center for Education, LLC	Master	Child Care Professional Development Training	\$9,000	Amendment 1 added a second training activity on same topic and increased budget by \$3,600 Amendment 2 added a third training activity on a new topic and increased budget by \$1,800	Year 1 (1 renewal)	4/05/21 – 9/30/21
Noemi Aguilar	Master	Child Care Professional Development Training	\$3,000	Amendment 1 – included an additional professional development training activity and increased budget amount by \$1,000 Amendment 2 added a second training activity on a new topic and increased budget by \$1,000	Renewal 1	4/13/21 – 9/30/21
Enlightenment Counseling, LLC	Master	Child Care Professional Development Training	\$3,600	Amendment 1 corrected contractor name from owner to owner's company, added training activity, and increased budget by \$1,200 Amendment 2 added a second training activity on a new topic and increased budget by \$1,200	Year 1 (1 renewal)	4/14/21 – 9/30/21

### SUBRECIPIENT/CONTRACTOR LOG 2020-2021

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
KAS Consulting Group	Master	Child Care Professional Development Training	\$3,000	Amendment 1 added a second session of same training activity and increased budget by \$1,500	Year 1 (1 renewal)	4/21/21 – 9/30/21
Integrity Training & Professional Services	Master	Child Care Professional Development Training	\$750		Year 1 (1 renewal)	7/01/21 – 9/30/21
Education Support Provider	Master	Child Care Professional Development Training	\$775		Year 1 (1 renewal)	8/14/21 – 9/30/21
iCare Training	Master	Child Care Professional Development Training	\$750		Year 1 (1 renewal)	8/14/21 – 9/30/21

## TWC GRANTS & CONTRACTS LOG 2020–2021

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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.		2/01/20 – 9/30/22
Workforce Innovation and Opportunity Act – Adult	2220WOA001	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$1,644,710	7/01/20 – 6/30/22
	Amendment #1 - Revisions to standard terms & conditions and performance measures.			
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.	\$1,524,465	5/05/20 – 3/31/22
	Amendment #1 – Extended grant period end date from 3/31/21 to 3/31/22, increased grant award amount by \$1,450,744 and revised award terms and conditions.			
Workforce Innovation and Opportunity Act – Dislocated Worker	2220WOD001	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,338,028	7/01/20 – 6/30/22
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
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

## TWC GRANTS & CONTRACTS LOG 2020–2021

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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
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
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
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
Noncustodial Parent Choices Program	2221NCP001	The NCP program is an employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support payments. The program will help NCPs to become economically self-sufficient while also making consistent child care payments.	\$142,403.00	9/01/20 – 9/30/21
	Amendment #1 – Revised statement of work project requirements, removed quarterly meetings requirement.			
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
Military Family Support Program	2221WOS001	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	1/01/21 – 12/31/21
Temporary Assistance for Needy Families/Choices	2221TAF001	To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,496,098	10/01/20 – 10/31/21
Texas Internship Initiative	2221TAN003	WFSCB has received funding to expand the program to allow for additional students, STEM areas, and other school districts, as well as a partnership with Texas A&M University – Corpus Christi. At least 40 students will be prepared for internships.	\$100,000	4/21/21 – 6/30/22

## INFORMATION ONLY

X – 7. Performance Measure Update

## BACKGROUND INFORMATION

### Performance Update (August 2021 Final Release)

#### Performance Synopsis

Board Contract Year: 2021

BCY 2021 Timeframe: October 1, 2020 – September 30, 2021

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept
+P (3)	+P (3)	+P (3)	+P (3)	+P (4)	+P (4)	+P (3)	+P (6)	+P (6)	+P(4)	+P( 6)	
MP (4)	MP (4)	MP (5)	MP (5)	MP (7)	MP(8)	MP(9)	MP (7)	MP(9)	MP(9)	MP(7)	
-P (4)	-P (4)	-P (4)	-P (4)	-P (9)	-P(8)	-P(8)	-P (8)	-P (6)	-P(5)	-P(5)	

#### New Contracted Performance Measures for BCY 2021

- Adult (WOA) – Measurable Skills Gain
- Dislocated Worker (WOD) – Measurable Skills Gain
- Youth (WOY) – Measurable Skills Gain and
- Youth Median Earning Q2 Post Exit

#### Background

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

Non-WIOA Measures	WIOA Measures
+P - Meeting performance - Greater than 105%	+P - Meeting performance - Greater than 110%
MP - Meeting performance - Greater than 97.5% and Equal to or Less than 105%	MP - Meeting performance - Greater than 95% and Equal to or Less than 110%
MP - Meeting at Risk - Equal to or Greater than 95% and Equal to or Less than 97.5%	MP - Meeting at Risk - Equal to or Greater than 90% and Equal to or Less than 95%
-P - Not meeting performance - Less than 95%	-P - Not meeting performance - Less than 90%

**Explanation of Measures in Negative Performance for August 2021**

<b>Performance Measure</b>	<b>Current Num/Den</b>	<b>Current % of Target</b>
1. Employed Q2 Post Exit-Adult *	228/353	88.86%
2. Employed Q4 Post Exit-DW *	124/188	85.60%
3. Credential Rate - DW	34/56	86.71%
4. Employed/Enrolled Q2 Post Exit – C&T	7154/12,655	86.17%
5. Credential Rate – C&T Participants	121/242	72.05%

**Board Actions: Performance Improvement**

Performance/Reporting Meeting with C2 will continue to take place, with the next meeting scheduled for November 9<sup>th</sup>. The first quarterly Performance Meeting is scheduled for January 2022. The agenda topics will focus on performance attainment, improvement, data integrity, new hire training in TWIST and WIT systems.

\*These two performance measures, have been in meeting/exceeding status. In September Board Staff begin the technical assistance request to TWC regarding these measures. To date, the TA from TWC continues to take place and information received points to reporting mechanisms being reviewed. The reporting systems on how performance is being captured and then reported is changing; The systems OKTA and Tableau are replacing TWIST Web Reports. Board Staff has also received preliminary information regarding relief to Boards on Employed Q2 and Median Earned Wage measures. Board Staff will continue to work with C2 to ensure access and understanding of new systems is taking place.

**C2GPS(C2) Actions: Performance Improvement**

1. C2's new Data Analyst has incorporated new performance reports on a daily, weekly and/or bi-monthly basis. These reports are being provided to staff, Center Managers, and the Leadership Team to improve information flow and to give the team all of the data that they need to identify areas of improvements and to be able to track trends. Previous reports have gone through various revisions to improve the usability of the content, and to automate some of the data collection/analysis, so that the reports can be delivered faster

2. The Continuous Improvement team completed the initial development of a tracking tool that is used for data validation on Exited Cases. Following up on the implementation of the Exit Checklist, the team has been able to use the information to track and report credentials, MSGs, employment outcomes, wages, and other performance drivers for each exited case. These elements are collected and analyzed across programs and quarters to project our regional performance for Contracted Performance Measures.

3. The Continuous Improvement Team provided a 2 ½ day boot camp to all Center Managers, Supervisors and Leads on all the Contracted Performance Measures in September. The training offered an in-depth and hands on look at the measure definitions, data entry requirements, best practices, strategies, tools, and resources that must be used every day to stay on top of performance.  
The Performance Boot Camp Training will be provided to all Center Staff in November.



## **Performance Measure Definitions**

---

### **Reemployment and Employer Engagement Measures**

#### **Claimant Reemployment Within 10 Weeks**

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

#### **# of Employers Receiving Workforce Assistance**

The number of employer reporting units served.

### **Program Participation Measures**

#### **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 took a number of actions to mitigate the impact of COVID-19 on child care providers and families and to ensure the availability of child care for working parents in Texas. Some of these actions resulted in an increased cost of care. In addition, many families suspended care during the summer. The system began ramping enrollment back up but has not yet reached the level of enrollment expected because it takes several months to accomplish this.

### **WIOA Performance Measure Definitions**

#### **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

#### **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.

#### **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

#### **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

#### **Employed Q2 Post Exit – Adult**

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

#### **Employed Q4 Post Exit – Adult**

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

#### **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

#### **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

#### **Employed Q2 Post Exit – DW**

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

#### **Employed Q4 Post Exit – DW**

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

#### **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

**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

**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

**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

**Credential Rate – Youth**

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

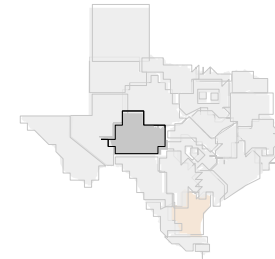
**Board Name**  
Coastal Bend

**Publication**  
August 2021

**Year Type**  
Rolling



**INFORMATION  
INNOVATION  
& INSIGHT**



**Status Totals**

Status Plus	# at Status	% at Status
P+	6	28.57%
MP	3	14.29%
MP (Lower)	4	19.05%
P-	5	23.81%
N/A	3	14.29%

**Performance Overview Dashboard**  
Rolling Board Summary Report

**Coastal Bend**  
August 2021

# of P+ or MP Measures

**13**

**Status Legend**

■ P+   
 ■ MP   
 ■ MP (Lower)   
 ■ P-   
 ■ N/A

**% Current Target for Board Contracted Measures**

Measure Name	Numerator	Denominator	Rate	OTY Change	
Employed Q2 Post Exit – Adult (DOL)	228	353	64.60%	-14.44%	P- at P-: 1 <b>88.86%</b>
Employed Q4 Post Exit – Adult (DOL)	224	363	61.70%	-8.05%	MP <b>90.34%</b>
Median Earnings Q2 Post Exit – Adult (DOL)	N/A	228	\$6,028	8.78%	P+ <b>120.55%</b>
Credential Rate – Adult (DOL)	67	110	60.90%	18.25%	MP <b>93.12%</b>
Measurable Skills Gains - Adult (DOL)	17	97	17.50%	19.86%	0.00% N/A
Employed Q2 Post Exit – DW (DOL)	103	142	72.50%	-1.63%	MP <b>98.64%</b>
Employed Q4 Post Exit – DW (DOL)	124	188	66.00%	-6.52%	P- at P-: 1 <b>85.60%</b>
Median Earnings Q2 Post Exit – DW (DOL)	N/A	103	\$8,523	9.69%	P+ <b>118.38%</b>
Credential Rate – DW (DOL)	34	56	60.70%	0.00%	P- at P-: 3 <b>86.71%</b>
Measurable Skills Gains - DW (DOL)	11	70	15.70%	-5.99%	0.00% N/A
Employed/Enrolled Q2 Post Exit – Youth (DOL)	138	177	78.00%	-2.98%	P+ <b>113.87%</b>
Employed/Enrolled Q4 Post Exit – Youth (DOL)	182	245	74.30%	-1.85%	P+ <b>117.38%</b>
Median Earnings Q2 Post Exit – Youth (DOL)	N/A	108	\$3,033	-9.51%	MP <b>97.84%</b>
Credential Rate – Youth (DOL)	25	82	30.50%	5.17%	MP <b>107.02%</b>
Measurable Skills Gains - Youth (DOL)	8	83	9.60%	-42.51%	0.00% N/A
Employed/Enrolled Q2 Post Exit – C&T Participants	7,154	12,655	56.53%	-20.36%	P- at P-: 2 <b>86.17%</b>
Employed/Enrolled Q2-Q4 Post Exit – C&T Participa..	6,752	8,624	78.29%	-7.88%	MP <b>95.83%</b>
Credential Rate – C&T Participants	121	242	50.00%	3.33%	P- at P-: 6 <b>72.05%</b>
Claimant Reemployment within 10 Weeks	4,903	8,195	59.83%	-1.24%	P+ <b>110.88%</b>
# of Employers Receiving Workforce Assistance	2,990	1	2,990	13.21%	P+ <b>114.12%</b>
Avg # Children Served Per Day - Combined	660,890	261	2,532	-15.77%	MP <b>97.20%</b>

0.00% 20.00% 40.00% 60.00% 80.00% 100.00% 120.00%

**Filters keep the values:** Coastal Bend, August 2021, and Rolling for % Current Target for Board Contracted Measures.

**Columns include:** Measure Name, Numerator, Denominator, Rate, OTY Change, % Current Target and indicators for Status and Number of months at negative performance.

**Job Seekers Served**  
September 2020-August 2021  
**14,589**

**Employers Receiving Workforce Assistance**  
September 2020-August 2021  
**2,990**

**Average Children Served Per Day**  
September 2020-August 2021  
**2,532**

## INFORMATION ONLY

### X – 8. Local Labor Market Information - Jobs & Employment Report

## BACKGROUND INFORMATION

### **Jobs and Employment Report**

The September unemployment rate for the Corpus Christi Metropolitan Statistical Area (MSA) decreased to 6.4% with Nueces County at 6.1%. All eleven Coastal Bend counties experienced monthly and annual decreases. The unemployment rate for the Coastal Bend region decreased to 6.6% with over 1,500 more people employed in September.

Over the year, the Leisure and Hospitality Super Sector industry has grown by 10.3% in the Corpus Christi MSA with 24,700 workers in this industry. There is still room for growth with 1,200 job openings currently available in this sector. Occupations range from Hotel Management to Restaurant Hosts and Chefs.

## BACKGROUND

Local labor market information for September 2021 is included on the following pages.

# Coastal Bend Workforce Area

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

Area	Area Type	Latest Monthly Data September 2021						Previous Monthly Data August 2021				Year Ago September 2020			
		Labor Force	Employment	Unemployment	Rate	M+-	Y+-	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate
United States	Nation	161,354,000	153,680,000	7,674,000	4.8	-0.4	-3.0	161,537,000	153,154,000	8,384,000	5.2	160,078,000	147,543,000	12,535,000	7.8
Texas	State	14,166,005	13,369,025	796,980	5.6	-0.3	-2.3	14,128,367	13,292,505	835,862	5.9	13,978,180	12,872,257	1,105,923	7.9
Corpus Christi	MSA	204,324	191,345	12,979	6.4	-0.4	-3.4	203,725	189,845	13,880	6.8	203,040	183,111	19,929	9.8
Coastal Bend	WDA	255,907	238,932	16,975	6.6	-0.5	-3.5	255,541	237,354	18,187	7.1	256,792	230,979	25,813	10.1
Aransas	County	9,298	8,686	612	6.6	-0.4	-2.2	9,287	8,634	653	7.0	9,052	8,251	801	8.8
Bee	County	9,010	8,290	720	8.0	-0.5	-3.2	9,098	8,324	774	8.5	9,914	8,801	1,113	11.2
Brooks	County	2,323	2,112	211	9.1	-0.2	-2.7	2,333	2,115	218	9.3	2,509	2,213	296	11.8
Duval	County	5,095	4,712	383	7.5	-0.7	-6.7	5,147	4,726	421	8.2	4,861	4,173	688	14.2
Jim Wells	County	14,806	13,452	1,354	9.1	-0.8	-6.2	14,879	13,401	1,478	9.9	15,877	13,446	2,431	15.3
Kenedy	County	157	146	11	7.0	-0.5	0.9	159	147	12	7.5	165	155	10	6.1
Kleberg	County	12,519	11,674	845	6.7	-0.5	-2.3	12,496	11,593	903	7.2	13,334	12,129	1,205	9.0
Live Oak	County	4,736	4,447	289	6.1	-0.5	-2.8	4,774	4,461	313	6.6	5,067	4,618	449	8.9
Nueces	County	165,518	155,427	10,091	6.1	-0.4	-3.3	164,974	154,196	10,778	6.5	163,780	148,366	15,414	9.4
Refugio	County	2,937	2,754	183	6.2	-0.2	-3.0	2,930	2,742	188	6.4	3,066	2,785	281	9.2
San Patricio	County	29,508	27,232	2,276	7.7	-0.6	-3.0	29,464	27,015	2,449	8.3	29,167	26,042	3,125	10.7

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

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

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

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

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

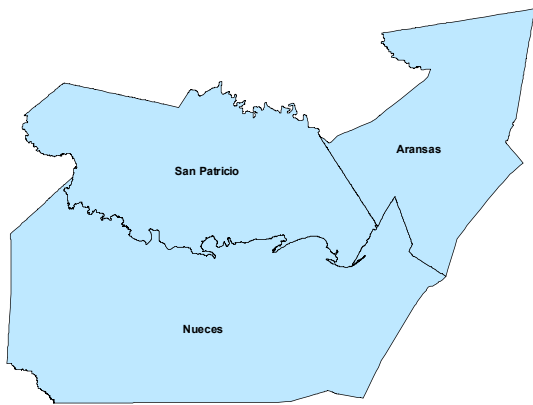
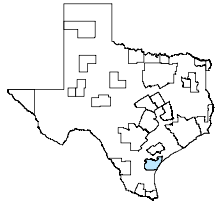
<b>Less than 9<sup>th</sup> grade</b>	<b>8.7%</b>	<b>12<sup>th</sup> grade &amp; GED</b>	<b>27.7%</b>	<b>Associates degree</b>	<b>7.0%</b>	<b>Graduate or Professional degrees</b>	<b>8.4%</b>
<b>9<sup>th</sup> thru 11<sup>th</sup> grade</b>	<b>9.3%</b>	<b>Some College</b>	<b>25.1%</b>	<b>Bachelors degree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

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

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

## Corpus Christi MSA

September 2021



### MSA Labor Force Statistics

	Sep-21	Aug-21	Sep-20	Yearly Change
Civilian Labor Force	204,324	203,421	201,999	2,325
Employed	191,345	189,576	182,659	8,686
Unemployed	12,979	13,845	19,340	-6,361
Unemployment Rate	6.4%	6.8%	9.6%	-3.2%

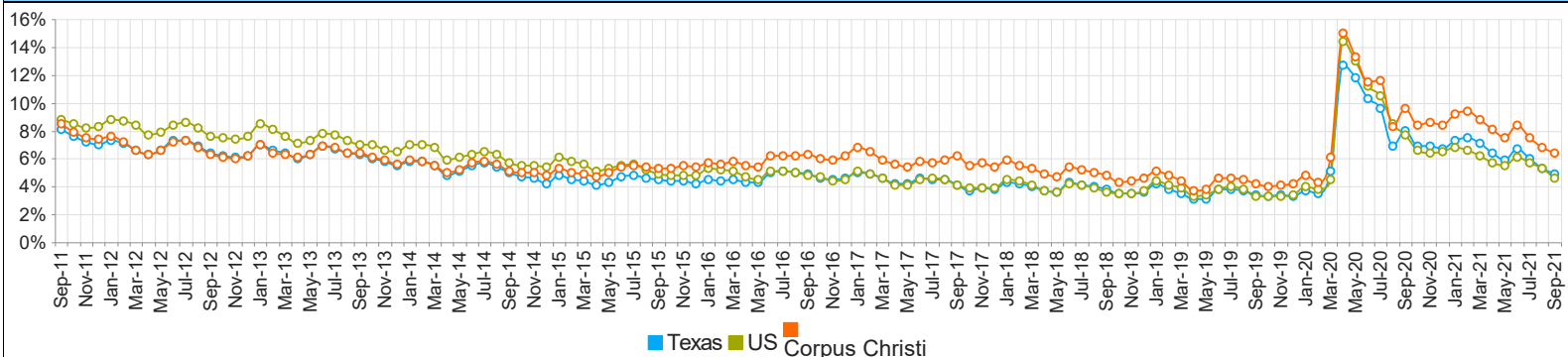
### Texas Labor Force Statistics

	Sep-21	Aug-21	Sep-20	Yearly Change
Civilian Labor Force	14,254,432	14,191,262	13,993,842	260,590
Employed	13,549,183	13,432,920	12,877,405	671,778
Unemployed	705,249	758,342	1,116,437	-411,188
Unemployment Rate	4.9%	5.3%	8.0%	-3.1%

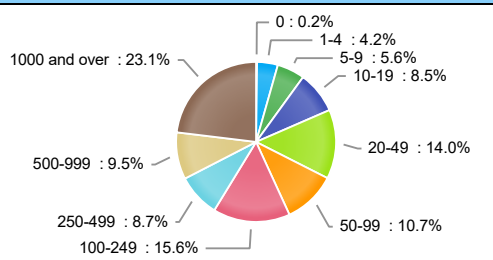
### US Labor Force Statistics

	Sep-21	Aug-21	Sep-20	Yearly Change
Civilian Labor Force	161,392,000	161,788,000	160,073,000	1,319,000
Employed	154,026,000	153,232,000	147,796,000	6,230,000
Unemployed	7,366,000	8,556,000	12,277,000	-4,911,000
Unemployment Rate	4.6%	5.3%	7.7%	-3.1%

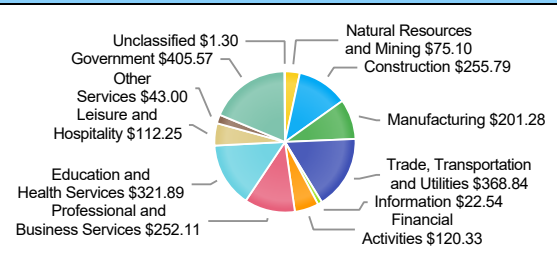
### Historical Unemployment Rates



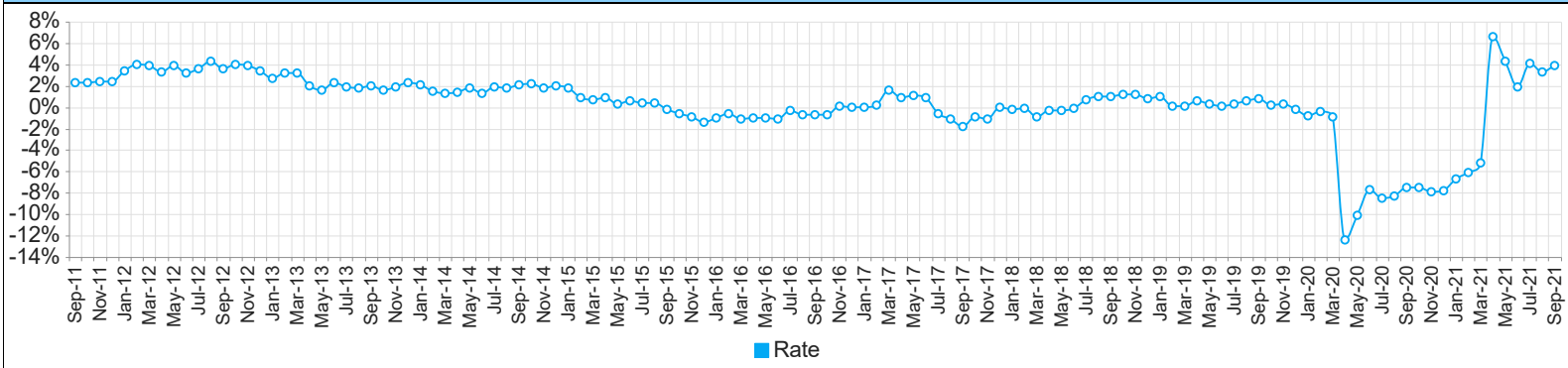
### Employment by Size Class (1st Quarter 2021)



### Wages by Industry (in millions) (1st Quarter 2021)



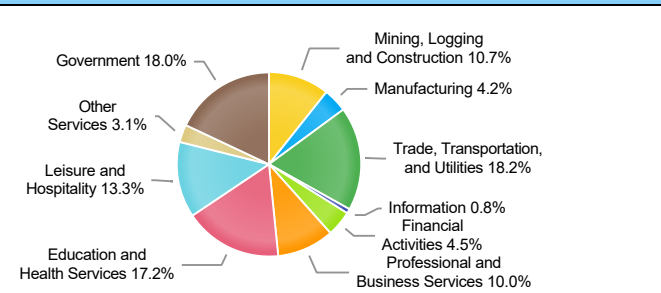
### Annual Growth Rate Total Non-agricultural employment



### Employment by Industry (September 2021)

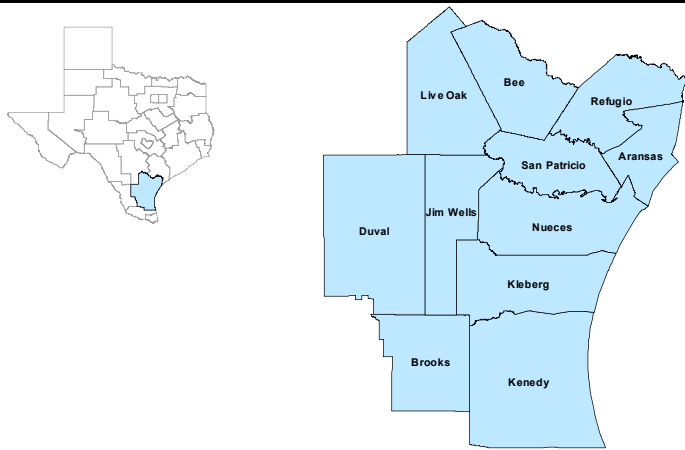
Industry	Current Month Employment	% Monthly Change	% Yearly Change
Total Nonfarm	185,200	0.8%	3.9%
Mining, Logging and Construction	19,800	2.1%	3.1%
Manufacturing	7,800	0.0%	0.0%
Trade, Transportation, and Utilities	33,700	1.2%	5.0%
Information	1,400	0.0%	0.0%
Financial Activities	8,300	-1.2%	2.5%
Professional and Business Services	18,600	3.3%	7.5%
Education and Health Services	31,800	0.0%	2.6%
Leisure and Hospitality	24,700	-0.4%	10.3%
Other Services	5,800	-1.7%	5.5%
Government	33,300	0.9%	-0.6%

### Employment by Industry (September 2021)



## Coastal Bend Workforce Development Area

September 2021



WDA Labor Force Statistics				
	Sep-21	Aug-21	Sep-20	Yearly Change
Civilian Labor Force	255,907	255,241	256,792	-885
Employed	238,932	237,088	230,979	7,953
Unemployed	16,975	18,153	25,813	-8,838
Unemployment Rate	6.6%	7.1%	10.1%	-3.5%

Texas Labor Force Statistics				
	Sep-21	Aug-21	Sep-20	Yearly Change
Civilian Labor Force	14,254,432	14,191,262	13,993,842	260,590
Employed	13,549,183	13,432,920	12,877,405	671,778
Unemployed	705,249	758,342	1,116,437	-411,188
Unemployment Rate	4.9%	5.3%	8.0%	-3.1%

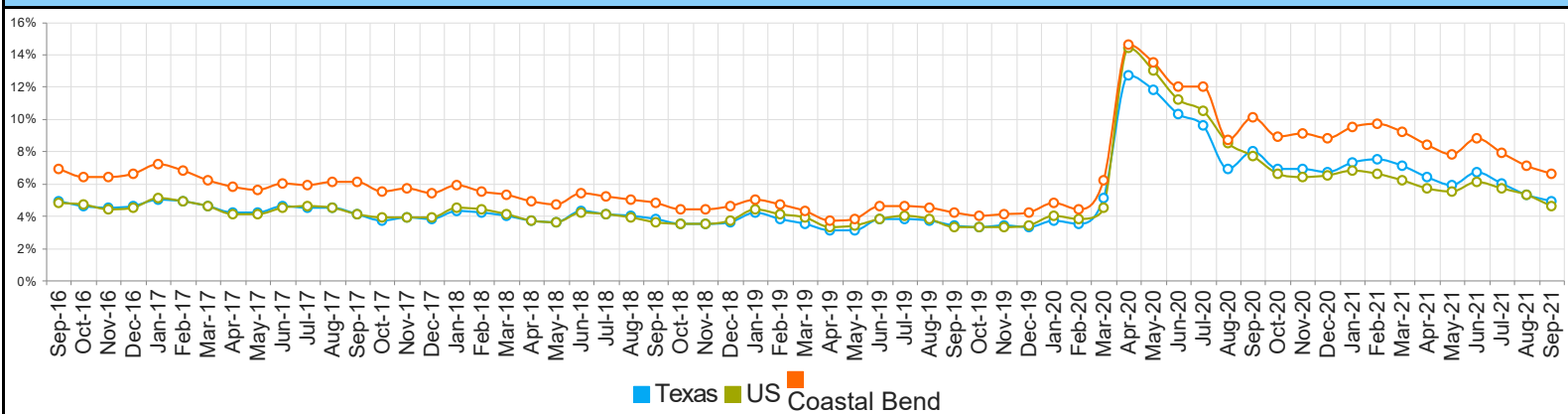
  

US Labor Force Statistics				
	Sep-21	Aug-21	Sep-20	Yearly Change
Civilian Labor Force	161,392,000	161,788,000	160,073,000	1,319,000
Employed	154,026,000	153,232,000	147,796,000	6,230,000
Unemployed	7,366,000	8,556,000	12,277,000	-4,911,000
Unemployment Rate	4.6%	5.3%	7.7%	-3.1%

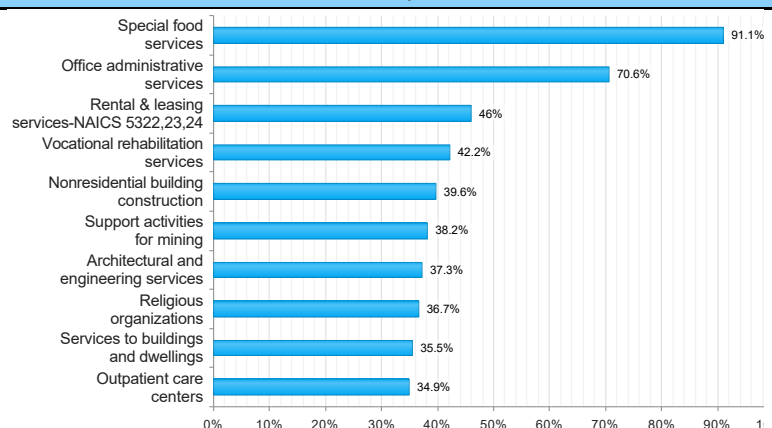
  

Continued Claims for the Week of the 12th				
	Sep-21	Aug-21	Sep-20	Yearly Change
WDA	2,345	2,976	15,274	-12,929
Texas	92,894	123,285	634,196	-541,302

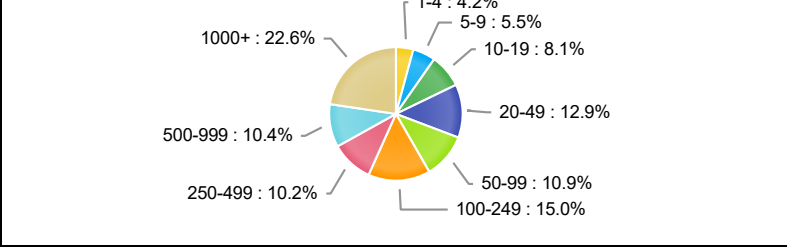
## Historical Unemployment Rates



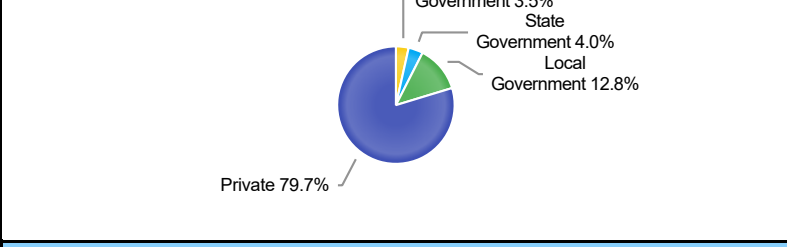
## Projected Top Ten Fastest Growing Industries in WDA (% Growth 2018-2028)



## Employment by Size Class (1st Quarter 2021)



## Employment by Ownership (1st Quarter 2021)



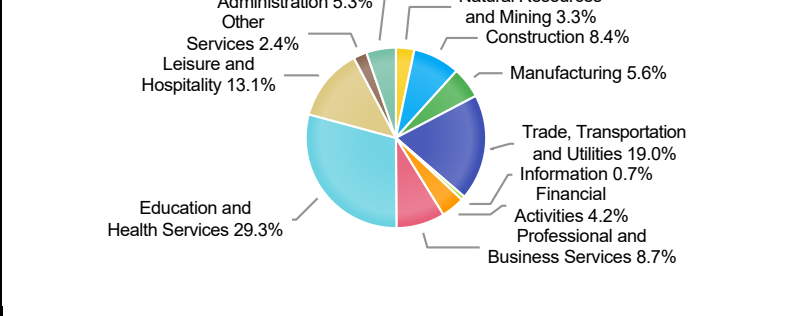
### Average Weekly Wage (1st Quarter 2021)

	Q1 2021	Q4 2020	Q1 2020	Quarterly Change	Yearly Change
WDA	\$942	\$1,009	\$934	-\$67	\$8
Texas	\$1,261	\$1,294	\$1,231	-\$33	\$30
US	\$1,289	\$1,339	\$1,221	-\$50	\$68

## Employment by Industry (1st Quarter 2021, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	7,139	3.3%	-2.1%	-27.3%
Construction	18,440	8.4%	-0.8%	-13.5%
Manufacturing	12,282	5.6%	0.4%	-4.6%
Trade, Transportation and Utilities	41,600	19.0%	-1.5%	-2.7%
Information	1,630	0.7%	0.2%	-13.6%
Financial Activities	9,324	4.2%	0.0%	-4.3%
Professional and Business Services	19,131	8.7%	-1.2%	-6.2%
Education and Health Services	64,387	29.3%	-0.4%	-5.7%
Leisure and Hospitality	28,660	13.1%	0.3%	-7.2%
Other Services	5,365	2.4%	-2.0%	-8.8%
Public Administration	11,550	5.3%	-3.0%	-4.7%

## Employment by Industry (1st Quarter 2021)



## 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.