



WORKFORCE SOLUTIONS
of the Coastal Bend

**Executive/Finance Committee
Meeting**

**November 18, 2021
3:00 pm**

**Bayview Tower
400 Mann Street, Suite 800
Conference Room #1
Corpus Christi, TX**

Join Zoom Meeting

<https://us02web.zoom.us/j/81135332505?pwd=Z1p3L3JkdmVpa3pjVzFneDJzTGgyZz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 811 3533 2505

Passcode: 391600

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Executive/Finance Committee Meeting
Bayview Tower – 400 Mann Street, Suite 800 – Conference Room #1
Corpus Christi, Texas

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November 18, 2021 – 3:00 pm

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)

XI. Discussion and Possible Action to Approve the President/CEO’s Execution of a Contract for Architecture, Design and Certified Space Planning Services: *Esther Velazquez*.....23

XII. Discussion and Possible Action to Approve the President/CEO’s Execution of Renewals and Options for Renewal of Contracts for Fiscal Year 2021-2022: *Esther Velazquez*.....24-25

XIII. Information Only:

1. Facilities Update: *Amy Villarreal* 26
2. Financial Report as of 09/30/2021: *Shileen Lee* 27-30
3. Update on Procurements and Contracts: *Esther Velazquez* 31-40
4. Performance Measure Update: *Amy Villarreal*..... 41-45
5. Draft Agenda for the December 9, 2021 Annual Board of Directors Meeting: *Ken Trevino* 46-47

XIV. Adjournment

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

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

**Executive/Finance Committee Meeting
Roll Call Roster
November 18, 2021**

_____ Gloria Perez, Chair

_____ John Owen, Vice Chair

_____ Marcia Keener, Secretary

_____ Ed Sample, Parliamentarian

_____ Velma Soliz-Garcia, Treasurer

_____ Victor Gonzalez, Jr., Past Chair

_____ Jesse Gatewood, Chair of Public Relations Committee

_____ Mary Gleason, Chair of Child Care Services Committee

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

Signed

Printed Name

MINUTES

**Workforce Solutions of the Coastal Bend - Executive/Finance Committee Meeting
Bayview Tower – 400 Mann Street, Suite 800 – Conference Room #1
Corpus Christi, Texas**

Join Zoom Meeting

<https://us02web.zoom.us/j/81248521867?pwd=WUxpQ0lUMFhvdFlqTlNmMjhUNHqvZz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 812 4852 1867

Passcode: 679146

September 16, 2021 – 3:00 pm

Committee Members

Present

Gloria Perez, Chair
John Owen, Vice Chair
Marcia Keener
Ed Sample
Velma Soliz-Garcia
Victor M. Gonzalez, Jr.
Jesse Gatewood
Mary Gleason
Ray De Los Santos, Jr.

Absent

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Esther Velazquez, Workforce Solutions
Larry Peterson, Workforce Solutions
Terrie Rodriguez, Workforce Solutions
Denise Woodson, Workforce Solutions
Norma Ochoa, Workforce Solutions
Allyson Riojas, Workforce Solutions
Luis Rodriguez, Workforce Solutions
Alba Silvas, Workforce Solutions
Catherine Cole, Workforce Solutions
Celina Leal, Workforce Solutions
Imelda Trevino, Workforce Solutions
Rosina Salas, Workforce Solutions
Xena Mercado, Workforce Solutions
Rufino Martinez, Workforce Solutions
Artug Altug, Workforce Solutions
Lucinda Garcia, Legal Counsel
Chakib Chehadi, C2GPS, LLC
Geri Escobar, C2GPS, LLC
Robert Reyna, C2GPS, LLC
Ricardo Munoz, C2GPS, LLC
Hope Rangel, C2GPS, LLC
Kenia Dimas, BakerRipley

Other Board Members Present

I. Call to Order

Ms. Perez called the meeting to order at 3:01 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

Mr. Trevino noted that due to the new TOMA rules we do have a laptop setup here at 400 Mann Street, Suite 800 and it is listed on the zoom call as Public. The laptop is available and open to the public.

V. Discussion and Possible Action on Minutes of the April 15, 2021 Executive/Finance Committee Meeting

Dr. Gleason moved to approve the minutes of the April 15, 2021 Executive/Finance Committee meeting. The motion was seconded by Ms. Keener and passed.

VI. Discussion and Possible Action on Minutes of the May 13, 2021 Executive/Finance Committee Meeting

Mr. Gonzalez moved to approve the minutes of the May 13, 2021 Executive/Finance Committee meeting. The motion was seconded by Mr. Owen and passed.

VII. Chairman's Report

Ms. Perez announced she will be selecting a nominating committee for the end of the year election of officers. Ms. Perez mentioned we would meet sometime in November to get all the nominations in.

Ms. Perez stated she has constant communication with Mr. Trevino and staff as needed. Ms. Perez is kept fully aware of all the ongoing things that are happening.

Ms. Perez stated she was able to attend all the committee meetings and that it was important for her to be there so that she is aware of what is going on in each committee.

VIII. President/CEO's Report

Mr. Trevino expressed gratitude to Madam Chair Ms. Perez for attending the committee meetings. Mr. Trevino stated it has been an easy process for us working together, because we have been in communication. Mr. Trevino mentioned for Ms. Perez to hear what is going on at the committee level is important to the organization.

Mr. Trevino expressed gratitude to all the staff members for their dedication on doing their part to make this organization run during a difficult time.

IX. Committee Reports

Child Care Services

Dr. Gleason provided a report on the September 7, 2021 Child Care Services Committee (included on page 11 of the September 16 agenda packet). Ms. Woodson provided additional information.

Dr. Gleason recognized the staff for keeping everything running smoothly and for getting us to a point where we are meeting our expectations and our performance standards.

Public Relations

Mr. Gatewood provided a report on the September 8, 2021 Public Relations Committee meeting (included on page 12 of the September 16 agenda packet).

Workforce Services

Mr. De Los Santos provided a report on the September 9, 2021 Workforce Services Committee meeting (included on pages 13-14 of the September 16 agenda packet).

Mr. De Los Santos expressed his appreciation for all the work that Ms. Silvas, the board staff and C2 staff do.

X. Discussion and Possible Action to Approve FY 2021 Budget Amendment #4

Ms. Lee presented information on FY 2021 Budget Amendment #4 (included on pages 15-17 of the September 16 agenda packet).

Ms. Soliz-Garcia moved to recommend to the Board of Directors approval of FY 2021 Budget Amendment #4. The motion was seconded by Mr. Owen and passed.

XI. Discussion and Possible Action on WFSCB Internal & TWC Texas Cybersecurity Assessment (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.089 and Section 551.071 and Texas Disciplinary Rules of Professional Conduct Rule 1.05 to consult with attorney concerning legal issues related to the assessment of critical infrastructure)

Ms. Perez called the meeting into closed session at 3:37 pm. The closed session ended at 4:10 pm.

No action taken.

XII. Information Only:

1. *Monitoring Report*

Mr. Peterson provided the following Monitoring Report and significant observations completed during the months of February - August 2021 (included on pages 19-23 of the September 16 agenda packet). 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.

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**
 - 1st 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%.

BakerRipley

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.

Mr. Gonzalez expressed his appreciation for Mr. Peterson and staff for the report given.

2. Financial Update

Ms. Lee presented the July 2021 Financial Report (included on pages 24-28 of the September 16 agenda packet).

3. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 29 of the September 16 agenda packet).

4. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on procurements and contracts (included on pages 30-39 of the September 16 agenda packet).

5. *Performance Measure Update*

Ms. Villarreal presented the June 2021 Performance Measure Update (included on pages 40-47 of the September 16 agenda packet).

6. *2021-2022 Holiday Schedule*

Mr. Trevino provided the approved 2021-2022 Holiday Schedule (included on pages 48-49 of the September 16 agenda packet).

7. *Draft Agenda for the September 23, 2021 Board of Directors Meeting*

A draft agenda for the September 23, 2021 Board of Directors meeting was provided (included on pages 50-51 of the September 16 agenda packet).

Ms. Perez thanked everyone for attending and for their patience during this meeting.

XIII. Adjournment

The meeting adjourned at 4:35 pm.

COMMITTEE REPORT

VIII – 1. Child Care Services

Committee: Child Care Services

Mary Gleason, Chair

Sandra Bowen, Vice Chair

Ed Sample

Catrina Wilson

Justin Hoggard

Andrea Chavez

Date of Committee meeting: November 9, 2021

The Committee did have a quorum.

The following items were discussed at the meeting:

1. Summary of Child Care Performance for the Fourth Quarter of BCY 2021
2. Summary of Child Care Performance for the Month of October of the First Quarter of BCY 2022
3. Action Plan for Child Care Performance for the First Quarter of BCY 2022
4. Analysis of Coastal Bend Child Care
5. Service Industry Recovery (SIR) Child Care Services Update
6. Update on Child Care Quality Program Activities

The Committee took the following action:

The Committee approved the Minutes of the September 7, 2021 Child Care Services Committee Meeting.

Additional comments:

COMMITTEE REPORT

VIII – 2. Public Relations

Committee: Public Relations

Jesse Gatewood, Chair
Carlos Ramirez, Vice Chair
C. Michelle Unda
Tracy Florence
Arnoldo Cantu
Omar Lopez
Ofelia Hunter
Liza Wisner
Rosie Collin

Date of Committee meeting: November 10, 2021

The Committee did not have a Quorum.

The following items were discussed at the meeting:

1. YOU! Choose Digital Career Expo – On24
2. Innovation Video and the launch of our in-house production
3. National Disability Employment Awareness Month
4. Lunch & Learn – On24
5. Breast Cancer Awareness Fundraiser. We raised \$1600!
6. Hiring Red, White, & YOU!
7. Kiewit Unveiled
8. Toys For Tots
9. Digital Business Solutions Update
10. Procurements webpage updates
11. Looking forward to Annual Report 2021
12. Social Media and Data Requests
13. Labor Market Analysis
14. Jobs Report

The Committee took the following action:

The Committee did not take any actions, because it did not have a quorum.

COMMITTEE REPORT

VIII – 3. Workforce Services

Committee: Workforce Services

Ray De Los Santos, Jr., Chair

Michelle Flower, Vice Chair

Randy Giesler

Iain Vasey

Manny Salazar

Susan Temple

Travis Nelson

Date of Committee meeting: November 10, 2021

The Committee did have a Quorum.

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

- Approved Workforce Services Committee Meeting Minutes; September 9, 2021.
- One Board Policy:
 - Policy #4.5.100.08-Work Search Requirement

The following information items were discussed and for information only:

Workforce Center Services:

- Policy Review Schedule- Updated schedule was brought to the committee to list updated board policies to date; a total of 9 Policies YTD.
- Program Updates- The committee was made aware of status of main/core programs such as CHOICES, WIOA, SNAP E&T. All these programs are active, full outreach and enrollment. Program Year 2022 Master Contract, budget, statement of work, performance and profit schedule delivered to C2GPS Friday 09.03.2021.
- Ms. Geri Escobar updated the committee on Career Center staffing, operations, services to Jobseekers.
- Mr. Armando Martinez and Ms. Norma Ochoa, updated the committee on Services to Businesses, virtual Job Fairs and Focus on Quality. Ms. Norma Ochoa, presented on Education Outreach Program and Perkins Grants.
- Tag-Team Presentation by Catherine Cole and Alba Silvas on Services to YOUTH: WIOA, Foster Youth, Student HireAbility Program.
- Ms. Alba Silas presented information on Unemployment and Labor Market information. Coastal Bend is at 6.6 Rate as of October 2021; last month we were at 7.1% and a year ago we were at 10.1%.
- Ms. Alba Silvas presented information on Performance Measure; As of August; 5 measures at not meeting, but have improved over last reporting period. Some relief from Department of Labor on performance may be coming. End of Program Performance not expected until after TWC Conference.

- A brief update on Facilities, was also provided by Ms. Shileen Lee, the build-out of second workforce location in Corpus Christi.

Detailed information can be found in Workforce Services Committee Packet, e-mailed to Board of Directors, by Ms. Janet Neely on Monday, November 8, 2021.

The Committee took the following action:

1. Approved the minutes of September 9th, 2021 Workforce Services Committee Meeting.
2. Approved for recommendation 1 Board Policy.

Meeting adjourned at: 10:50 am

ITEM FOR DISCUSSION AND POSSIBLE ACTION

IX. FY 2021 Budget Amendment #5

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2021 Operating Budget on September 17, 2020. Budget Amendment #5 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2021 Budget Amendment #5.

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

The proposed budget amendment #5, includes an overall revenue decrease for fund finalizations and fund additions, for a total of (\$99,483).

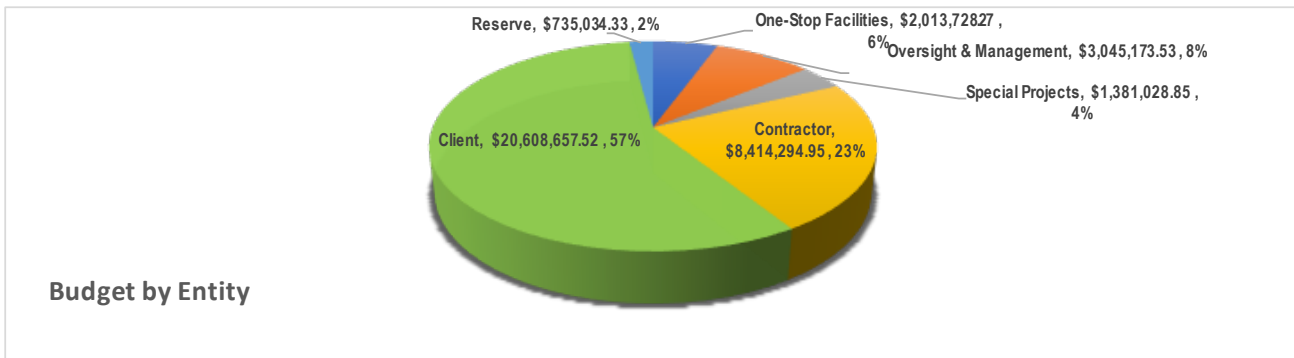
The decrease in the budget will be adjusted in Contracted services for direct client expenses.

We are requesting approval on budget amendment #5 of the BCY2021 budget.

Contract No.	Program	Amended Budget FY2021	Amendment #5 Fund Finalization / New Funds	Revised Funds Available 09/30/2021
2219WCI000	Workforce Commission Initiatives--Excellence in Rural Service Delivery	27,414		27,414
2219ATG000	Apprenticeship Texas Expansion Grant	194,186		194,186
2219WOA001	WIOA - PY19 Adult Allocation	163,634		163,634
2219WOD001	WIOA - PY19 Dislocated Worker Allocation	538,144		538,144
2219WOY001	WIOA - PY19 Youth	375,078		375,078
2219WAF001	WIOA - Alternative Funding for Statewide Activity	223,854	(56,308)	167,545
2220TAN000	TANF Choices	62,388		62,388
2220REA000	Reemployment Services & Eligibility Assessment	10,000		10,000
2220CCQ000	Child Care Quality (CCQ)	178,156		178,156
2220CCA000	Child Care Automatic Attendance (CAA)	9,648		9,648
2220CCF000	Child Care	1,536,539		1,536,539
2220CCP000	Child Care DFPS	401,745		401,745
2221TRA001	Trade Act Services for Dislocated Workers	18,412		18,412
2220WPA001	WPA	146,402		146,402
2220BSA001	BSA - Board Service Awards	22,450		22,450
2220BSA002	BSA - Texas Hireability	39,211		39,211
2220COS002	Skills Development Fund	0		0
2220COV001	COVID-Response Statewide	100,175		100,175
2220NDW001	COVID-19 Disaster Recovery	1,495,974		1,495,974
2220WCI001	WCI - Workforce Commission Initiatives	36,851		36,851
2220WOA001	WIOA - PY20 Adult Allocation	1,644,710		1,644,710
2220WOD001	WIOA - PY20 Dislocated Worker Allocation	1,338,028		1,338,028
2220WOY001	WIOA - PY20 Youth	1,726,103		1,726,103
2220WOR001	WIOA - PY20 Rapid Response	1,598		1,598
2221TAN000	TANF Choices	2,496,098		2,496,098
2221REA001	Reemployment Services & Eligibility Assessment	268,355		268,355
2221SNE000	SNAP E&T	529,344		529,344
2221SNE000	SNAP E&T- ABAWD (Dec)	176,448		176,448
2221NCP000	Non-Custodial Parent (NCP)	142,403		142,403
2221WPA001	Employment Services	95,463		95,463
2221CCA000	Child Care Automatic Attendance (CAA)	21,797		21,797
2221CCQ000	Child Care Quality (CCQ)	604,920	(307,549)	297,371
2221CCF000	Child Care (Oct)	18,062,986		18,062,986
2221CCP000	Child Care DFPS	1,448,000		1,448,000
2221CCM000	Child Care Local Match (Oct)	1,800,566		1,800,566
2221RAG001	Resource Administration Grants	6,923		6,923
2221WCI001	WCI - Workforce Commission Initiatives	47,543	(1,067)	46,476
Non-TWC	VET (10/01/20-09/30/21)	37,411		37,411
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	100,000		100,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	94,261		94,261
Non-TWC	Walmart (PATHS)	295,357		295,357
Non-TWC	Perkins / Riz	100,000		100,000
Non-TWC	SEAL	230,000		230,000
2222NCP001	Non-Custodial Parent (NCP)	0	142,403	142,403
2221WOR001	WIOA - PY21 Rapid Response	0	23,038	23,038
2221TAN003	TANF-Texas Internship Initiative	0	100,000	100,000
	Grand Total	\$36,848,573	(\$99,483)	\$36,749,090

**Workforce Solutions of the Coastal Bend
FY 2020-21 BUDGET
For the twelve month period ending September 30, 2021**

	A FY2021 Revised Budget	B Budget FY21 Amendment #5	C FY2021 Amended Budget	Difference C-A
Grant revenue	\$36,848,573	(\$99,483)	\$36,749,090	(\$99,483)
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,626,143		\$ 2,626,143	-
Facilities and related expense	250,185		250,185	0
Furniture, Equipment & Software	95,000	-	95,000	-
General administrative expense	337,975	-	337,975	-
Communication expense	95,982		95,982	-
Professional fees & service	140,963	0	140,963	-
Staff development expense	35,500		35,500	-
Travel expense	38,000	-	38,000	-
Total Oversight & Management Expense	\$ 3,619,748	\$ -	\$ 3,619,748	\$ -
One Stop Operations 5%				
Facilities and related expense	\$ 1,329,121	\$ -	\$ 1,329,121	\$ -
Furniture, Equipment & Software	172,279		172,279	-
General administrative expense	338,221		338,221	-
Communication expense	128,607		128,607	-
Professional fees & service	40,500		40,500	-
Client	5,000	-	5,000	-
Total One Stop Operation	\$ 2,013,728	\$ -	\$ 2,013,728	\$ -
Contracted services	\$ 31,215,097	(\$99,483)	\$ 31,115,614	\$ (99,483)
Total expense	\$ 36,848,573	\$ (99,483)	\$ 36,749,090	\$ (99,483)
Changes in net assets	0	0	(0)	(0)



ITEM FOR DISCUSSION AND POSSIBLE ACTION

X. FY 2022 Budget Amendment #1

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2022 Operating Budget on August 5, 2021. Budget Amendment #1 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2022 Budget Amendment #1.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2022**

The proposed budget amendment #1, includes an overall revenue increase for FY22 carryover and initial funds, for a total of \$11,948,363.

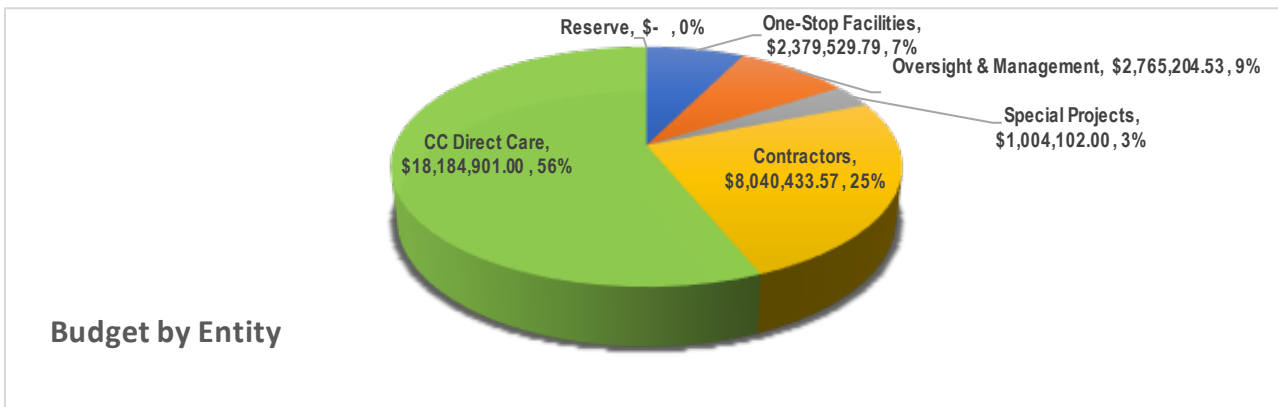
The increase in the budget will be adjusted in Contracted services in Special Projects and One-Stop/Direct Child Care.

We are requesting approval on budget amendment #1 of the BCY2022 budget.

Contract No.	Program	Est. Carryover	New Funds	Available 10/01/2021
Non-TWC	Walmart (PATHS)	229,943		229,943
2220NDW001	COVID-19 Disaster Recovery	506,945		506,945
2221DON001	IKEA Home	69,471		69,471
2220WOA001	WIOA - PY20 Adult Allocation	163,956		163,956
2220WOD001	WIOA - PY20 Dislocated Worker Allocation	149,700		149,700
2220WOY001	WIOA - PY20 Youth	217,613		217,613
2221WOR001	WIOA - PY20 Rapid Response	20,108		20,108
2221TAN003	TANF-Texas Internship Initiative	51,351		51,351
2221TAN000	TANF Choices	531,529		531,529
2221CCQ000	Child Care Quality (CCQ)	307,549		307,549
2221CCF000	Child Care (Oct)	1,805,608		1,805,608
2221CCP000	Child Care DFPS	533,521		533,521
2221WPA001	Employment Services	5,666		5,666
2221WOS001	Military Family Support	6,431		6,431
Non-TWC	Perkins	22,239		22,239
Non-TWC	SEAL	136,826		136,826
2222NCP001	Non-Custodial Parent (NCP)	136,994		136,994
2221WOA001	WIOA - PY21 Adult Allocation (July)	311,865		311,865
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)	263,276		263,276
2221WOY001	WIOA - PY21 Youth Allocation	1,483,290		1,483,290
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	100,000		100,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	120,144		120,144
2221TRA001	Trade Act Services for Dislocated Workers	14,971		14,971
2222CCF001	Child Care		18,458,856	18,458,856
2222CCP001	Child Care DFPS		1,032,900	1,032,900
2222CCX001	Child Care SIR		9,796,797	9,796,797
2222CCQ001	Child Care Quality (CCQ)		1,418,516	1,418,516
2222RAG001	Resource Administration Grant		6,923	6,923
2222REA001	Reemployment Services & Eligibility Assessment		258,378	258,378
2222SNE001	Supplemental Nutrition Assistance Program Employment & Training		787,787	787,787
2222TAF001	Temporary Assistance for Needy Families/Choices		2,329,375	2,329,375
2222TRA001	Trade Act Services for Dislocated Workers		18,412	18,412
2222TVC001	Texas Veteran's Commission		37,412	37,412
2222WCI002	Workforce Commission Initiatives-RWY		10,000	10,000
2222WCI002	Workforce Commission Initiatives-TVLP		7,476	7,476
2222WCI002	Workforce Commission Initiatives-YOU Choose		35,000	35,000
2222WCI002	Workforce Commission Initiatives-VR Career Exploration Pilot		133,333	133,333
2222WCI002	Workforce Commission Initiatives-CC Short Term Training		61,110	61,110
2222WPA001	Wagner-Peyser Employment Services		84,878	84,878
	Grand Total	\$6,959,055	\$34,477,153	\$41,436,208

**Workforce Solutions of the Coastal Bend
FY 2021-22 BUDGET
For the twelve month period ending September 30, 2022**

	A FY202 Original Budget	B FY2022 Amended Budget	Difference B - A
Grant revenue	\$ 29,487,845	\$41,436,208	\$ 11,948,363
EXPENSES			
<u>Oversight & Management</u>			
Salaries and benefits	\$ 2,061,687	\$ 2,061,687	\$ -
Facilities and related expense	252,006	252,006	-
Furniture, Equipment & Software	59,881	59,881	-
General administrative expense	149,405	149,405	-
Staff development expense	15,000	15,000	-
Travel expense	40,000	40,000	-
Total Oversight & Management Expense	\$ 2,765,205	\$ 2,765,205	\$ -
<u>One Stop Operations</u>			
Facilities and related expense	\$ 1,197,451	\$ 1,197,451	\$ -
Furniture, Equipment & Software	845,000	845,000	-
General administrative expense	157,078	157,078	-
Communication expense	155,000	155,000	-
Professional fees & service	25,000	25,000	-
Client	-	-	-
Total One Stop Operation	\$ 2,379,530	\$ 2,379,530	\$ -
Contracted services	\$ 24,343,111	\$ 36,291,474	\$ 11,948,363
Total expense	\$ 29,487,845	\$ 41,436,208	\$ 11,948,363
Changes in net assets	(0)	0	



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. Discussion and Possible Action to Approve the President/CEO's Execution of a Contract for Architecture, Design and Certified Space Planning Services

BACKGROUND INFORMATION

After analysis and a determination of need, Workforce Solutions of the Coastal Bend (WFSCB) made the decision to formally solicit the services of qualified and experienced individuals/firms to assist with the renovation of the new Mission Plaza One Stop Center. WFSCB's use of this procurement process was consistent with TWC FMGC and procurement strategies of other Boards.

On June 28, 2021 a memo to interested parties was emailed to nineteen (19) vendors notifying them of the upcoming Request for Statement of Qualifications (RFQ) for Architecture, Design and Certified Space Planning Services. On Sunday, July 4, 2021 the RFQ was advertised in the Legal Notices section of the Caller Times and was formally issued on July 6, 2021.

In response to the RFQ, WFSCB received five (5) proposals, all of them qualified as responsive. The proposals were evaluated and scored by a committee of WFSCB staff. The top three (3) scoring firms were invited for interviews which were conducted on August 19, 2021.

After the interviews, it was the consensus of the evaluation committee to award the contract to the firm of CLK Architects & Associates.

Successful contract negotiations resulted in a cost-reimbursement contract in the not to exceed amount of \$124,865 was executed on September 27, 2021.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to approve the President/CEO's execution of the contract for Architecture, Design and Certified Space Planning Services.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII. Discussion and Possible Action to Approve the President/CEO's Execution of Renewals and Options for Renewal of Contracts for Fiscal Year 2021-2022

BACKGROUND INFORMATION

In May 2021 the President/CEO was granted authorization to execute the options for the renewal of twelve (12) contracts. In the process of working on the renewals, Board staff identified seven (7) additional contracts eligible for renewal. The contracts listed below were renewed or are in the process of being renewed:

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. A Career Coach Agreement in the amount of \$7,500 was executed on October 4, 2021.

Real Estate Brokerage Services

Contract Renewal 3 of 3 with The Clower Company for an additional one-year period from October 1, 2021 to September 30, 2022. A Commercial Buyer/Tenant Representation Agreement was executed on October 7, 2021, broker fees to be paid by seller/landlord.

Executive Coaching and Leadership Services

Contract Renewal 1 of 1 with JDB Public Relations for an additional one-year period from October 1, 2021 to September 30, 2022. A contract in the amount of \$28,500 was executed on October 8, 2021.

Financial Audit Services

Contract Renewal 1 of 1 with Alonzo, Bacarisse, Irving & Palmer, P.C. (AIBP) for an additional one-year period from October 1, 2021 to September 30, 2022. A contract in the amount of \$41,175 was executed on October 8, 2021.

One-Stop Office Space Leases

Contract Renewal with Coastal Bend College for an additional one-year period from February 1, 2021 through January 31, 2022. The base rent contract amount will be \$34,902.

Contract Renewal with Coastal Bend College for an additional one-year period from October 1, 2021 through September 30, 2022. The base rent contract amount will be \$49,014.

Contract Renewal with Coastal Bend College for an additional one-year period from May 1, 2021 through April 30, 2022. The base rent contract amount will be \$40,710.60.

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

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to approve the President/CEO's execution of renewal contracts for Fiscal Year 2021-2022 and to authorize the President/CEO to execute options for renewal of contracts for Fiscal Year 2021-2022 as listed above. The renewals will be subject to availability of funds and successful contract negotiations.

INFORMATION ONLY

XIII – 1. Facilities Updates

BACKGROUND INFORMATION

Board Professionals will provide update on:

- Facilities
- New Program Year

INFORMATION ONLY

XIII - 2. Financial Report as of 09/30/2021

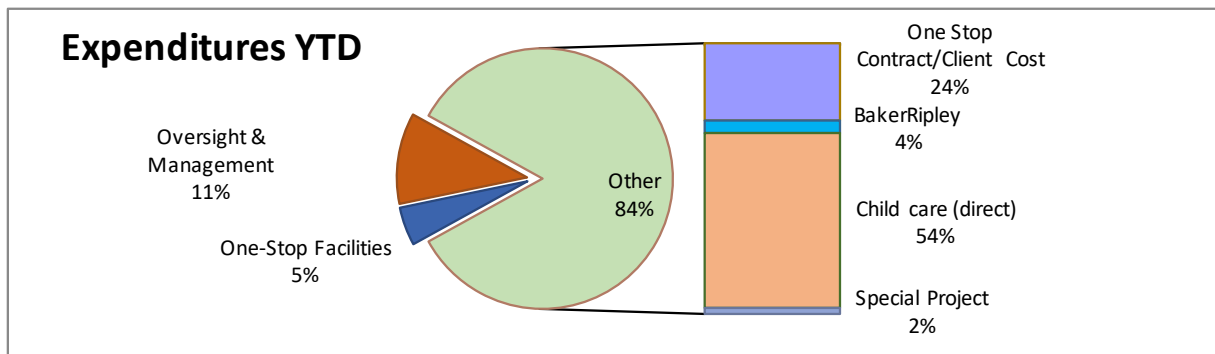
BACKGROUND

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

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	TWC %	
							% Expended	Target
Expires 9/30/2021								
2221NCP001	Noncustodial Parent Choices Program	9/1/20	9/30/21	\$142,403.00	\$142,403.00	\$0.00	100%	100%
2221RAG001	Resource Administration Grants	10/1/20	9/30/21	\$6,923.00	\$6,923.00	\$0.00	100%	100%
2221SNE001	SNAP E&T	10/1/20	9/30/21	\$705,792.00	\$705,792.00	\$0.00	100%	100%
2221TVC001	Texas Veteran's Commission	10/1/20	9/30/21	\$37,411.00	\$37,411.00	\$0.00	100%	100%
2221WCI001	WCI - Workforce Commission Initiatives	10/1/20	9/30/21	\$47,543.00	\$46,476.00	\$1,067.00	98%	100%
Expires 10/31/2021								
2221CCQ001	Child Care Quality	10/1/20	10/31/21	\$604,920.00	\$297,371.29	\$307,548.71	49%	92%
2221TAF001	TANF Choices	10/1/20	10/31/21	\$2,496,098.00	\$1,964,569.00	\$531,529.00	79%	92%
Expires 11/30/2021								
2221CAA001	Child Care Attendance Automation Service	10/1/20	11/30/21	\$100,337.00	\$21,797.25	\$78,539.75	22%	NA
Expires 12/31/2021								
2221CCF001	Child Care	10/1/20	12/31/21	\$17,378,085.00	\$15,572,477.32	\$1,805,607.68	90%	80%
2221CCM001	Child Care Local Initiative	10/1/20	12/31/21	\$1,800,566.00	\$1,800,566.00	\$0.00	100%	80%
2221CCP001	Child Care - DFPS	9/1/20	12/31/21	\$1,448,000.00	\$914,478.80	\$533,521.20	63%	69%
2221REA001	Reemployment Services and Eligibility Assessment	10/1/20	12/31/21	\$268,355.00	\$268,355.00	\$0.00	100%	80%
2221TRA001	Trade Act Services for Dislocated Workers	10/1/20	12/31/21	\$18,412.00	\$3,440.85	\$14,971.15	19%	NA
2221WPA001	Wagner-Peyser Employment Services	10/1/20	12/31/21	\$95,463.00	\$89,796.59	\$5,666.41	94%	80%
2221WOS001	Military Family Support	1/1/21	12/31/21	\$54,704.00	\$48,272.55	\$6,431.45	88%	75%
Expires 3/31/2022								
Non-TWC	Walmart - PATHS	1/1/20	3/31/22	\$300,000.00	\$70,056.52	\$229,943.48	23%	NA
2220NDW001	NDW - Coronavirus	5/5/20	3/31/22	\$1,524,465.00	\$442,257.19	\$1,082,207.81	29%	73%
Expires 4/30/2022								
2221DON001	IKEA Home	4/23/21	4/30/22	\$75,000.00	\$5,529.22	\$69,470.78	7%	NA
Expires 6/30/2022								
2220WOA001	WIOA - PY20 Adult Allocation (July)	7/1/20	6/30/22	\$323,028.00	\$323,028.00	\$0.00	100%	75%
2220WOA001	WIOA - PY20 Adult Allocation (Oct)	7/1/20	6/30/22	\$1,321,682.00	\$1,157,726.00	\$163,956.00	88%	75%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (July)	7/1/20	6/30/22	\$275,893.00	\$275,893.00	\$0.00	100%	75%
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (Oct)	7/1/20	6/30/22	\$1,062,135.00	\$912,434.78	\$149,700.22	86%	75%
2220WOY001	WIOA - PY20 Youth Allocation	7/1/20	6/30/22	\$1,726,103.00	\$1,508,489.59	\$217,613.41	87%	75%
2221TAN003	TANF-Texas Internship Initiative	4/21/21	6/30/22	\$100,000.00	\$48,648.71	\$51,351.29	49%	NA
2221WOR001	WIOA - PY21 Rapid Response	7/1/21	6/30/22	\$23,038.00	\$2,929.57	\$20,108.43	13%	NA
Expires 8/31/2022								
Non TWC	Perkins/Riz	7/1/20	8/31/22	\$100,000.00	\$77,761.34	\$22,238.66	78%	NA
Non TWC	KINGSVILLE/BEEVILLE/STAPLES VR EXPENSES	8/1/21	8/31/22	\$176,547.42	\$18,455.25	\$158,092.17	10%	NA
Non TWC	Wage Service for Paid WE 3018VRS171	8/1/20	8/31/22	\$112,500.00	\$12,098.03	\$100,401.97	11%	NA
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/21-08/31/22)	8/1/21	8/31/22	\$100,000.00	\$5,135.82	\$94,864.18	5%	NA
Expires 9/30/2022								
2222NCP001	Noncustodial Parent Choices Program	9/1/21	9/30/22	\$142,403.00	\$5,408.94	\$136,994.06	4%	0%
Expires 9/30/2022								
2221WOA001	WIOA - PY21 Adult Allocation (July)	7/1/21	6/30/23	\$311,865.00	\$0.00	\$311,865.00	0%	0%
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)	7/1/21	6/30/23	\$263,276.00	\$0.00	\$263,276.00	0%	0%
2221WOY001	WIOA - PY21 Youth Allocation	7/1/21	6/30/23	\$1,584,376.00	\$101,085.54	\$1,483,290.46	6%	0%
				\$34,727,323.42	\$26,887,067.15	\$7,840,256.27		

WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES
For the Month Ending
September 30, 2021

	FY2021 Amended Budget	Current Expenses	YTD	% Expended
REVENUES				
Grant revenue - federal	36,719,090	2,000,753	30,671,902	84%
Grant revenue - Non federal	30,000	164	871	
	36,749,090	2,000,917	30,672,773	83%
EXPENSES				
Oversight & Management				
Salaries and benefits	2,626,143	227,749	2,725,000	104%
Facilities and related expense	250,185	19,843	200,774	80%
Furniture, equipment, & software	95,000	5,920	76,630	81%
General administrative expense	337,975	12,081	244,184	72%
Communication expense	95,982	3,317	74,350	77%
Professional fees and services	140,963	7,826	116,487	83%
Staff development expense	35,500	9,572	27,777	78%
Travel expense	38,000	1,956	3,229	8%
Total Oversight & Management Expense	3,619,748	288,263	3,468,431	96%
One Stop Operations				
Facilities and related expense	1,329,121	64,188	1,080,632	81%
Furniture, equipment, & software	172,279	6,622	87,605	51%
General administrative expense	338,221	6,105	140,282	41%
Communication expense	128,607	8,446	126,494	98%
Professional fees and services	40,500	1,491	29,856	74%
Total One Stop Operations	2,013,728	85,361	1,464,869	73%
Contracted services	31,115,614	1,991,592	25,816,343	83%
Total expense	36,749,090	2,365,216	30,749,643	84%



WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES

For the Month Ending
September 30, 2021

ASSETS

Current Assets

Cash & Cash Equivalents	\$	219,248
Money Market Account	\$	645,190
Due from TWC		1,962,817
Due from Other Funds		0
Accounts Receivable		7,101
Prepaid Expense		194,621
Other Assets		32,907
Total Current Assets	\$	3,061,884

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

\$ 3,150,225

LIABILITIES

Current Liabilities

Accounts Payable	\$	1,878,210
Accrued Expense		857,155
Accrued Vacation		94,735
Total Current Liabilities	\$	2,830,101

NET ASSETS

Unrestricted-Non-Federal Fund	\$	143,845
Temporarily Restricted-Ticket to Work/Other		87,939
Investment in Fixed Assets		88,341
Total Net Assets	\$	320,125

Total Liabilities and Net Assets

\$ 3,150,225

INFORMATION ONLY

XIII - 3. 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

November 1, 2021

Ongoing Procurements	Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
NONE					

Future Procurements	Anticipated Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
Proposal Evaluators	November 2021	Unknown	Unknown	No	For Project Manager and Construction General Contractor Proposals.
Construction General Contractor	December 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 2021-2022

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)	\$6,300,620.92		Renewal 2 of 3	10/1/21 – 09/30/22
BakerRipley	Master	Direct Child Care Services	\$19,680,981.19		Year 1 (3 renewals)	10/1/21 – 09/30/22

PROFESSIONAL & CONSULTING SERVICES

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Wood, Boykin, & Wolter, P.C.	Master	Legal Services	\$25,000		Renewal 2 of 3	10/1/21 – 9/30/22
Alonzo, Bacarisse, Irving, & Palmer, P.C.	Agmt	Financial Audit Services	\$41,175		Renewal 1 of 1	10/1/21 – 9/30/22
CLK Architects & Associates	Master	Architecture, Design & Certified Space Planning Services	NTE \$124,865		Year 1 (3 renewals)	10/1/21 – 9/30/22

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

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			10/1/21 – 9/30/22
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 1 (3 renewals) Pending	10/1/21 – 9/30/22
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 (3 renewals) Pending	2/1/21 – 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 (3 renewals) Pending	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 2021-2022

OTHER CONTRACTS/AGREEMENTS

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Sec Ops, Inc.	Master	Security Guard Services	\$100,000		Renewal 1 of 2	10/1/21 – 9/30/22
Frost Bank	Master	Banking Services	Fee Based		Renewal 2 of 3 Pending	10/1/21 – 9/30/22
The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	\$10,000		Renewal 1 of 2	10/1/21 – 9/30/22
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
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		Renewal 1 of 2	10/1/21 – 9/30/22
County of Kleberg Human Services	Agmt	Transportation Assistance Services to Kleberg and Kenedy counties	NTE \$5,000		Renewal 1 of 2	10/1/21 – 9/30/22
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	NTE \$204,000		Renewal 2 of 3	10/1/21 – 9/30/22
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	Developer Agreement \$16,000		Renewal 1 of 2	10/1/21 – 9/30/22

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
			Career Coach Agreement \$7,500			
The Clower Company	Agmt	Commercial Real Estate Brokerage Services	Broker fees paid by seller/landlord		Renewal 3 of 3	10/1/21 – 9/30/22
M&Rs Elite Janitorial Solutions, LLC	Master	Janitorial Cleaning Services (Career Centers in Corpus Christi & Sinton)	\$200,000		Renewal 2 of 3	10/1/21 – 9/30/22
JDB Public Relations	Master	Executive Coaching and Leadership Services	NTE \$28,500 + travel expenses		Renewal 1 of 1	10/1/21 – 9/30/22
Education to Employment Partners	Master	Texas Internship Initiative	\$90,911.40		Year 1	4/22/21 – 5/30/22

TWC GRANTS & CONTRACTS LOG 2021–2022

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.	Non-Financial	2/1/20 – 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	7/1/20 – 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	7/1/20 – 6/30/22
TX-34 Disaster Recovery Dislocated Worker Grant – COVID -19	2220NDW001	To assist affected individuals residing in the local Workforce Development Board affected by COVID-19. Considered to be supplemental resources that provide flexibility to communities in responding to and recovering from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address with formula resources.	\$1,021,148	5/5/20 – 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. Amendment #2 – Revised statement of work financial requirements. Amendment #3 – Revised statement of work project requirements. Amendment #4 – Revised statement of work project requirements, uniform administrative requirements and decreased (voluntary return) award amount by \$503,317.			
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	7/1/20 – 6/30/22
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	10/1/20 – 12/31/21

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		Amendment #1 – Revised statement of work – project requirements, uniform administrative requirements and increased grant award amount by \$2,339,009. Amendment #2 – Revised uniform administrative requirements and voluntarily de-obligated \$403,632 in Child Care At-Risk funds. Amendment #3 – Revised statement of work – project requirements, uniform administrative requirements and increased grant award amount by \$1,088,533. Amendment #4 – To correct end date of using additional funds through October 31, 2021.		
Reemployment Services and Eligibility Assessment	2221REA001	To provide claimants with access to a wide array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$268,355	10/1/20 – 12/31/21
Trade Act Services for Dislocated Workers	2221TRA001	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	10/1/20 – 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 into the Workforce Solutions Offices.	\$95,463	10/1/20 – 12/31/21
Military Family Support Program	2221WOS001	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	1/1/21 – 12/31/21
Texas Internship Initiative	2221TAN003	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
Workforce Innovation and Opportunity Act – Dislocated Worker	2221WOD001	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,314,043	7/1/21 – 6/30/23
		Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.		
Workforce Innovation and Opportunity Act – Rapid Response	2221WOR001	To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.	\$23,038	7/1/21 – 6/30/22

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.				
Workforce Innovation and Opportunity Act – Adult	2221WOA001	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.	\$1,514,463	7/1/21 – 6/30/23
Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.				
Workforce Innovation and Opportunity Act – Youth	2221WOY001	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.	\$1,584,376	7/1/21 – 6/30/23
Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.				
Trade Act Services for Dislocated Workers	2222TRA001	To fund required remedial skills training, allowable prerequisite training, and vocational training costs for eligible trade certified dislocated workers. Activities under this grant must seamlessly integrate industry and employer needs with the preparation of job seekers for the transition to new and sustainable employment.	\$18,412	10/1/21 – 12/31/22
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	10/1/20 – 10/31/21
Amendment #1 – Revised statement of work project requirements.				
Temporary Assistance for Needy Families/Choices	2222TAF001	To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,329,375	10/1/21 – 10/31/22
Amendment #1 – Revised Statement of Work – Project Requirements.				
Texas Veterans Commission – Resource Administration Grant	2222TVC001	To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board and Texas Veterans Commission (TVC) employees.	\$37,412	10/1/21 – 9/30/22

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Texas Department of Family and Protective Services (DFPS) Child Care	2222CCP001	To purchase child care services for children who are deemed eligible and authorized for services by DFPS.	\$60,456,246	9/1/21 – 12/31/22
Amendment #1 – Revised general terms and conditions and statement of work project requirements.				
Child Care Services Formula Allocation	2222CCF001	Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$18,458,856	10/1/21 – 12/31/22
CCDF Quality Improvement Activity	2222CCQ001	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.	\$1,418,516	10/1/21 – 10/31/22
Service Industry Recovery (SIR) Child Care	2222CCX001	Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow SIR parents to work, and contribute to the state's COVID economic recovery.	\$9,796,797	10/1/21 – 3/31/23
Resource Administration Grant	2222RAG001	To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board, Agency, and workforce service provider staff.	\$6,923	10/1/21 – 9/30/22
Reemployment Services and Eligibility Assessment	2222REA001	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. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$258,378	10/1/21 – 9/30/22
Workforce Commission Initiatives	2222WCI002	To fund projects that strengthen and add value to the delivery system in its workforce area.	\$264,919	10/1/21 – 9/30/22
Amendment #1 – revised GTC table of contents, statement of work project & financial requirements, uniform administrative requirements, special federal award terms and conditions & increased grant amount by \$61,110.				
Wagner-Peyser Employment Services	2222WPA001	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services into the Workforce Solutions Offices.	\$84,878	10/1/21 – 12/31/22

INFORMATION ONLY

XIII – 4. 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

Performance Measure	Current Num/Den	Current % of Target
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 9th. 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 a increased costs 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

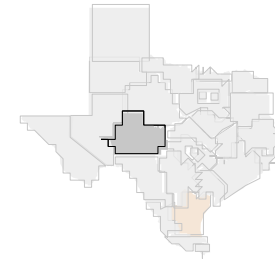
Board Name
Coastal Bend

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 88.86%
Employed Q4 Post Exit – Adult (DOL)	224	363	61.70%	-8.05%	MP 90.34%
Median Earnings Q2 Post Exit – Adult (DOL)	N/A	228	\$6,028	8.78%	P+ 120.55%
Credential Rate – Adult (DOL)	67	110	60.90%	18.25%	MP 93.12%
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 98.64%
Employed Q4 Post Exit – DW (DOL)	124	188	66.00%	-6.52%	P- at P-: 1 85.60%
Median Earnings Q2 Post Exit – DW (DOL)	N/A	103	\$8,523	9.69%	P+ 118.38%
Credential Rate – DW (DOL)	34	56	60.70%	0.00%	P- at P-: 3 86.71%
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+ 113.87%
Employed/Enrolled Q4 Post Exit – Youth (DOL)	182	245	74.30%	-1.85%	P+ 117.38%
Median Earnings Q2 Post Exit – Youth (DOL)	N/A	108	\$3,033	-9.51%	MP 97.84%
Credential Rate – Youth (DOL)	25	82	30.50%	5.17%	MP 107.02%
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 86.17%
Employed/Enrolled Q2-Q4 Post Exit – C&T Participa..	6,752	8,624	78.29%	-7.88%	MP 95.83%
Credential Rate – C&T Participants	121	242	50.00%	3.33%	P- at P-: 6 72.05%
Claimant Reemployment within 10 Weeks	4,903	8,195	59.83%	-1.24%	P+ 110.88%
# of Employers Receiving Workforce Assistance	2,990	1	2,990	13.21%	P+ 114.12%
Avg # Children Served Per Day - Combined	660,890	261	2,532	-15.77%	MP 97.20%

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

Annual Board of Directors Meeting
Omni Corpus Christi Hotel – 900 Shoreline Boulevard – Nueces A Room
Corpus Christi, TX

Join Zoom Meeting

<https://us02web.zoom.us/j/83797079132?pwd=a1g5WVllcmo4TUFYOGVGYWQwMGJjZz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 837 9707 9132

Passcode: 234056

December 9, 2021 - 3:00 pm

AGENDA

- I. Call to Order: *Gloria Perez, Chair*
- II. Roll Call: *Marcia Keener, Secretary*
- III. Announcement on Disclosure of Conflicts of Interest
Conflicts of Interest or Appearances of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting, and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- IV. Public Comments
- V. Board Comments
- VI. Discussion and Possible Action on Minutes of the August 5, 2021 Board of Directors Meeting
- VII. Discussion and Possible Action on Minutes of the September 23, 2021 Board of Directors Meeting
- VIII. CEO Council Report: *Judge Jim Huff, Lead CEO*
- IX. Chair's Report: *Gloria Perez*
- X. Year-In-Review Committee Reports:
 - * *Child Care Services* *Mary Gleason, Chair*
 - * *Public Relations* *Jesse Gatewood, Chair*
 - * *Workforce Services* *Ray De Los Santos, Jr., Chair*
 - * *Ad Hoc Nominating* *Victor Gonzalez, Jr., Chair*

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- XI.** Discussion and Possible Action to Approve FY 2021 Budget Amendment #5: *Shileen Lee*
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)
- XII.** Discussion and Possible Action to Approve FY 2022 Budget Amendment #1: *Shileen Lee*
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)
- XIII.** Discussion and Possible Action to Approve the President/CEO's Execution of a Contract for Architecture, Design and Certified Space Planning Services: *Esther Velazquez*
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)
- XIV.** Discussion and Possible Action to Approve the President/CEO's Execution of Renewals and Options for Renewal of Contracts for Fiscal Year 2021-2022: *Esther Velazquez*
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)
- XV.** Consent Agenda Action Items: (a note on Consent Agenda items is included at the end of this agenda):
 - 1. Policy #4.5.100.08 – Work Search Requirement: *Alba Silvas*
(Recommended for approval at the November 10, 2021 Workforce Services Committee Meeting)
- XVI.** President/CEO Report: *Ken Trevino*
 - 1. Annual Update
- XVII.** Discussion and Possible Action on Nomination and Election of Officers for 2022
- XVIII.** Adjournment

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

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

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

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Glossary of Terms

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