



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

# **Annual Board of Directors Meeting**

**December 9, 2021**

**3:00 pm**

**Omni Corpus Christi Hotel  
900 Shoreline Blvd., Nueces A Room  
Corpus Christi, TX**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83797079132?pwd=alg5WVllcmo4TUFYOGVGYWQwMGJjZz09>

**Toll-Free Call In**

**888 475 4499 US Toll-free**

**Meeting ID: 837 9707 9132**

**Passcode: 234056**

[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.



Annual Board of Directors Meeting
Omni Corpus Christi Hotel – 900 North 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.....3
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.....4-11
VII. Discussion and Possible Action on Minutes of the September 23, 2021 Board of Directors Meeting.....12-20
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.....21-22
\* Public Relations Jesse Gatewood, Chair.....23-26
\* Workforce Services Ray De Los Santos, Jr., Chair.....27-28

A proud partner of the AmericanJobCenter 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 FY 2021 Budget Amendment #5: *Shileen Lee*.....29-32  
(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*.....33-35  
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)

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

1. Approve the President/CEO’s Execution of a Contract for Architecture, Design and Certified Space Planning Services: *Amy Villarreal*.....36  
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)

2. Approve the President/CEO’s Execution of Renewals and Options for Renewal of Contracts for Fiscal Year 2021-2022: *Amy Villarreal*.....37-38  
(Recommended for approval at the November 18, 2021 Executive/Finance Committee Meeting)

3. Policy #4.5.100.08 – Work Search Requirement: *Alba Silvas*.....39-42  
(Recommended for approval at the November 10, 2021 Workforce Services Committee Meeting)

**XIV.** President/CEO Report: *Ken Trevino*

1. Annual Update

**XV.** Ad Hoc Nominating Committee Report: *Victor M. Gonzalez, Jr.*.....43

**XVI.** Discussion and Possible Action on Nomination and Election of Officers for 2022.....44-45

**XVII.** 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.

A proud partner of the  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)

**Workforce Solutions Board of Directors**  
**Roll Call Roster**  
**December 9, 2021**

- \_\_\_\_\_ Gloria Perez, **Chair**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Barrera, Alma; Public Assistance – City of Corpus Christi
- \_\_\_\_\_ Bowen, Sandra Julia; Private Sector – Jim Wells County
- \_\_\_\_\_ Cantu, Arnoldo; Private Sector – Duval County
- \_\_\_\_\_ Chavez, Andrea; Public Employment Service – TWC/City of Corpus Christi
- \_\_\_\_\_ Collin, Rosie; Private Sector – City of Corpus Christi
- \_\_\_\_\_ De Los Santos, Ray; Private Sector – Refugio County
- \_\_\_\_\_ Denson, Kiwana; Post-Secondary Education – City of Corpus Christi
- \_\_\_\_\_ Evans, Eric; Private Sector – Aransas County
- \_\_\_\_\_ Florence, Tracy; CBO – Bee County
- \_\_\_\_\_ Flower, Michelle; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Gatewood, Jesse; Organized Labor – Nueces County
- \_\_\_\_\_ Giesler, Randy; Private Sector – Live Oak County
- \_\_\_\_\_ Gleason, Mary; Literacy Council – City of Corpus Christi
- \_\_\_\_\_ Gonzalez, Jr., Victor M., **Past Chair**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Hoggard, Justin; Adult Basic and Continuing Education – Bee County
- \_\_\_\_\_ Hunter, Ofelia; CBO/OL – Jim Wells County
- \_\_\_\_\_ Keener, Marcia, **Secretary**; CBO – San Patricio County
- \_\_\_\_\_ Lopez, Omar; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Lozano, Michelle; Private Sector – Nueces County
- \_\_\_\_\_ Nelson, Travis; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Owen, John W., **Vice Chair**; Vocational Rehabilitation Agency – City of Corpus Christi
- \_\_\_\_\_ Ramirez, Carlos; Private Sector – Kleberg County
- \_\_\_\_\_ Salazar, Manny; CBO – Kleberg County
- \_\_\_\_\_ Sample, Edward, **Parliamentarian**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Soliz-Garcia, Velma, **Treasurer**; – Education Agency – San Patricio County
- \_\_\_\_\_ Temple, Susan; Private Sector – San Patricio County
- \_\_\_\_\_ Unda, C. Michelle; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Vasey, Iain; Economic Development – City of Corpus Christi
- \_\_\_\_\_ Wilson, Catrina; CBO – City of Corpus Christi
- \_\_\_\_\_ Wisner, Liza; Private Sector – City of Corpus Christi

\_\_\_\_\_  
Signed

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

**MINUTES**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82408642915?pwd=VFhRTXgyT3RxMDVjZTRxVIRRLzRuZz09>

**Toll-Free Call In**

**888 475 4499 US Toll-free**

**Meeting ID: 824 0864 2915**

**Passcode: 239785**

**August 5, 2021 - 3:00 pm**

**Board Members**

**Present**

Gloria Perez, Chair; private sector – City of CC  
Sandra Julia Bowen; private sector – Jim Wells County  
Arnoldo Cantu; private sector – Duval County  
Andrea Chavez; public employment service – City of CC  
Rosie Collin; private sector – Nueces County  
Ray De Los Santos; private sector – Refugio County  
Tracy Florence; CBO – Bee County  
Jesse Gatewood; organized labor – Nueces County  
Randy Giesler; private sector - Live Oak County  
Mary Gleason; literacy council – City of CC

Victor M. Gonzalez, Jr., Past Chair; ps – City of CC  
Justin Hoggard; adult basic & cont. ed – Bee County  
Ofelia Hunter; CBO/OL – Jim Wells County  
Marcia Keener, Secretary; CBO – San Patricio County  
Carlos Ramirez; private sector – Kleberg County  
Manny Salazar; CBO – Kleberg County  
Edward Sample; ps & vet rep. – City of CC  
Velma Soliz-Garcia, Treasurer; ed – San Patricio County  
Susan Temple; private sector – San Patricio County  
C. Michelle Unda; private sector – City of CC

**Absent**

Michelle Flower; private sector – City of Corpus Christi  
Omar Lopez; private sector – City of CC  
Travis Nelson; private sector – City of CC  
John Owen, Vice Chair; vocational rehab. – City of CC

Iain Vasey; economic development – City of CC  
Catrina Wilson; CBO – City of CC  
Liza Wisner; private sector – City of CC

**Vacancies**

Private Sector – Kenedy County  
Private Sector – Brooks County  
Post-Secondary Education – City of CC

Public Assistance – City of CC  
Private Sector – Nueces County  
Private Sector – Aransas County

**Others Present**

Ken Trevino, WS President/CEO  
Amy Villarreal, WS Chief Operating Officer  
Shileen Lee, WS Chief Financial Officer  
Janet Neely, WS Administrative Assistant  
Catherine Cole, WS Contract Manager  
Norma Ochoa, WS Director of Bus. & Ed. Engagement  
Serafin Leal, WS IT Manager  
Alba Silvas, WS Senior Workforce Planner  
Rufino Martinez, WS Outreach Analyst  
Luis Rodriguez, WS Career & Ed. Outreach Specialist  
Allyson Riojas, WS Career & Ed. Outreach Specialist  
Denise Woodson, WS Director of Child Care Programs

Celina Leal, WS Program Specialist  
Esther Velazquez, WS Procurement & Contracts Spec.  
Imelda Trevino, WS Student HireAbility Navigator  
Lucinda Garcia, Legal Counsel  
Chakib Chehadi, C2GPS, LLC  
Geri Escobar, C2GPS, LLC  
Aaron Smith, C2GPS, LLC  
Robert Reyna, C2GPS, LLC  
Ricardo Munoz, C2GPS, LLC  
Kenia Dimas, BakerRipley, Inc.  
Karen Casey, Texas Veterans Commission

**I. Call to Order**

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

**II. Roll Call**

The roll was called and a quorum was present.

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

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

**IV. Public Comments**

There were no public comments.

**V. Board Comments**

There were no Board comments.

**VI. Chair's Report**

Ms. Perez stated that the past few months since the last Board meeting, she has been kept informed by President/CEO, Mr. Trevino on all important matters, on an ongoing and weekly basis.

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

Mr. Trevino thanked Madam Chair, Board members and everyone else present on the zoom call. Mr. Trevino stated leadership has been meeting as of last week, when we started to recognize some of the red flags that were going up in the communities. This week we have made some adjustments and implemented protocols. We are asking team members to wear masks, we are not congregating anymore in collaboration spaces, we are conducting contact to contact tracing for anybody that has been exposed or has ended up with COVID in our offices. We continue to encourage vaccines, this is not something obviously that we can require as an organization, but we are strongly encouraging people to get their vaccine to protect their fellow coworkers. Mr. Trevino included we have the temperature checks still in place at our entrances of our offices that are electronic, even though that might not be the end all. We never stopped that part of it because we do not want people coming into our offices with fever and we are going to have that in place in perpetuity. We are also doing extra sanitizing and cleaning of our offices with the sprays; we had purchased those with some pandemic funds sometime back. Mr. Trevino stated we have released information on social media strongly encouraging masks in our office. We are hopefully not going to that further phase where we are going to have to go virtual only, but we are encouraging customers if they can conduct their business virtually to do so. We are waiting to get some guidance from the state, and also from the governor's office there is a little bit of back and forth going on there, what we're allowed to do as a quasi-governmental entity. Mr. Trevino stated that he is hoping things ship right we are not in this position of having to go virtual but the team is preparing for that. Mr. Trevino included we are taking all the precautions with keeping in mind that our team members come first, the health and safety of our team are at the forefront of our minds and their family members. Obviously, very important, and then our customers as well, very important to us, making sure that we are protecting all of those assets.

Mr. Trevino stated leadership team has been meeting with C2 and BakerRipley and keeping those communication lines open, and he has been sharing that with Madam Chair. Mr. Trevino is also in constant communication with Ms. Villarreal and Ms. Lee.

Mr. Trevino announced in terms of what our next steps are going to be, we have implemented that the next set of protocols for the organization, and preparation and preparing for best case scenario that somehow things get better quickly. As well as preparing for worst case scenario so that we are not caught off guard.

Mr. Trevino stated a business continues. We cannot stop what we are doing as an organization. We still have an obligation to the State of Texas. We are in a contract with the state, C2 and BakerRipley. All that business continues so nothing stops there, it is just how we deliver those services to the Community and how we keep things going shifts.

Mr. Trevino mentioned if somebody wants to pick up the phone, any board member or any team Member and say hey how are you handling this; what is going on here; what does the safety look like; he can answer those questions on a one on one basis as well.

Ms. Perez thanked Mr. Trevino for offering to talk to any board members or any members at all. Ms. Perez acknowledged Mr. Trevino for always being accessible when it comes to any important issues.

**VIII. Discussion and Possible Action on the Nomination of a Parliamentarian to Replace Vince Goodwine**

Ms. Garcia stated we are here today to fill in a vacancy. Ms. Garcia recognized Mr. Goodwine for being a good member and very capable contributed much to the organization. He was certainly eligible to be appointed to the board, but since his appointment he moved outside the region of our Workforce Solutions area and also later also was employed with an organization or business that was also outside our region. Ms. Garcia included staff was very diligent in trying to review all options and contact Texas Workforce Commission. Ms. Garcia was asked for her opinion, which she gave the staff her opinion. We also saw the opinion of Mr. Les Trobman who is the Counsel for Texas Workforce Commission. The ruling was that Mr. Goodwine's position was vacated, and so we are here to feel that vacancy. The bylaws provide that a vacancy in an officer's position has to be filled within three months and we are within that three months, and whoever is elected to fill that vacancy will. Who will refer to as a successor will fill that vacancy for the remaining unexpired term which will be through the through December of this year. Ms. Garcia stated having said that, we would like to direct the Chair to indicate those who are interested in serving for and filling that vacancy.

Ms. Perez announced we have two board members that have submitted their names for consideration to replace Mr. Goodwine, we have Ms. Bowen and Mr. Sample.

Ms. Garcia stated we can consider these two as nominees and inquired Ms. Perez to call for any other nominations from the floor, and in this case from the zoom attendance due to the bylaws.

Ms. Perez inquired if there were any nominations from the floor.

Ms. Garcia inquired to Ms. Neely and Ms. Perez if they received any nominations or chat information.

Ms. Perez confirmed she had not received any nominations.

Ms. Neely confirmed she did not receive any nominations.

Ms. Garcia advised Ms. Perez to close the nomination.

Ms. Perez announced nominations will be closed and we have two board members names to be considered.

Ms. Garcia announced the process of how we will conduct the voting. Each Member of this board will select the chat button and send Ms. Garcia or Mr. Garcia. Ms. Garcia apologized and introduced Mr. Renato Garcia who is in attendance and is an attorney. Mr. Garcia will assist Ms. Garcia in

maintaining a record of all the votes and as a dual control to ensure the integrity of the numbers when we tally the votes. So, each board member may indicate their vote by sending a chat, a private chat, there is a chat button at the bottom, side or top of your screen. Ms. Garcia advised board members to send them a private chat indicating who they are voting for. Ms. Garcia included for those board members who are on tablets or participating by cell phone, she provided her telephone number. Ms. Garcia mentioned that the board members can text or call her for their vote. That number provided to the board members was area code 361-549-6465. Ms. Garcia stated when she says to start sending her your vote, she will indicate it in the interim.

Ms. Garcia stated do not discuss any official business, this agenda item is strictly limited to the election of the successor officer and there will be no recess, we do not go offline, there are no private chats regarding any other business.

Ms. Garcia advised Ms. Perez when she indicates to Ms. Perez to start the voting, Ms. Perez will make that announcement. Ms. Garcia included we will then be silent and will start receiving the chat and we will announce to you when we have a result. When we have compiled our results, Mr. Garcia and yours truly will put both our tallies together, we will send it to Ms. Neely.

This tally reflects how each member voted under the Texas Open Meetings Act, there are no secret ballots, the voting is public information, board members can see the votes and any member of the public can see the votes. Ms. Garcia inquired to Madam Chair if there were any questions.

Ms. Garcia inquired to Ms. Neely if Dr. Gleason joined the meeting or are there any other persons who have joined the meeting.

Ms. Neely advised Ms. Garcia that Mr. Cantu has joined the meeting and the contact number 361-834-7600 is Ms. Collin. Ms. Neely asked Ms. Collin to confirm that contact number belongs to her.

Ms. Garcia mentioned to please send her a text and state your name following your vote.

Ms. Perez inquired if there were any more questions before the voting process starts.

Ms. Garcia inquired if Ms. Collin has confirmed her attendance.

Mr. Trevino stated that Ms. Collin has confirmed via text.

Ms. Garcia noted that they are 20 in participation with 7 absences and asked if that was correct.

Ms. Neely confirmed that is correct.

Ms. Garcia stated we are ready to start receiving votes.

Ms. Perez announced the voting is now open and we can start the process by either chat, text or a phone call to Ms. Garcia.

Ms. Garcia announced with the robust voting, we do have a result and Mr. Sample is the elected successor to the office.

Ms. Perez congratulated Mr. Sample and asked if he would like to say a few words.

Mr. Sample thanked everyone who voted for him. He mentioned he does have a bit of experience in the area and he will do his best to not ruin the reputation of anybody or anything.

Ms. Perez thanked Mr. Sample. Ms. Perez noted that Mr. Sample has held this position in the past. This newly elected position will be held to finish out the term for Mr. Goodwine, which is the end of the year. Then at our annual meeting we will have an election.

Ms. Perez thanked everyone for being patient during this process.

**IX. Discussion and Possible Action on Proposed FY 2021-22 Preliminary Operating Budget**

Ms. Lee provided information on the Proposed FY 2021-22 Preliminary Operating Budget (included on pages 19-22 of the August 5 agenda packet).

Mr. Sample moved to approve the FY 2021-22 Preliminary Operating Budget as presented. The motion was seconded by Ms. Keener and passed.

**X. Information Only:**

- Performance Measure Update

Ms. Villarreal presented the May 2021 Performance Measure Update (included on pages 23-27 of the August 5 agenda packet). Ms. Escobar and Mr. Reyna provided additional information.

Ms. Garcia informed everyone that their voting report with a tally has been completed and that is how they announce the results. Ms. Garcia will be scanning them and sending them to Ms. Neely at the conclusion of the meeting, and they will mail the originals to Ms. Neely so that she can include them with the with the minutes of the meeting.

Ms. Perez thanked Ms. Villarreal for a great report. Ms. Perez also thanked the staff and contractor staff for all the work they are doing. Ms. Perez stated she knows they will be prepared for any changes that we see because of the COVID protocol in the near future and mentioned Mr. Trevino will keep us all up to date on that.

Mr. Trevino thanked Ms. Perez for running this meeting, managing this, being a great volunteer and doing everything she does for this organization and being his sounding board. During these times we are full on crisis management mode. As things were starting to shift, Mr. Trevino expressed his appreciation for Ms. Perez being able to give her the information and have positive exchanges that shape, who we are, as an organization as an agency to serve this Community.

Ms. Perez welcomed Mr. Trevino and mentioned she is here for him as always.

Ms. Perez thanked everyone for attending this special called meeting, thank you for being patient and understanding. Ms. Perez stated Mr. Trevino is here for any questions or any concerns at any time.

**XI. Adjournment**

The meeting adjourned at 4:39 pm.

WOOD, BOYKIN & WOLTER  
A PROFESSIONAL CORPORATION  
LAWYERS

615 NORTH UPPER BROADWAY, SUITE 1100  
CORPUS CHRISTI, TEXAS 78401-0748

TELEPHONE: 361/888-9201  
FACSIMILE: 361/888-8353

RALPH R. WOOD (1901-1965)  
MARSHALL BOYKIN III (1925-2014)  
ROBERT C. WOLTER (Retired)  
STEWART N. RICE  
JOHN D. BELL\*\*  
FREDERICK J. McCUTCHON§  
PETER E. AVOTS  
LUCINDA J. GARCIA  
SCOTT E. LANDRETH  
DANIEL O. GONZALEZ  
JOSEPH B. BAUCUM  
RENATTO GARCIA  
MARIAH N. MAUCK  
RHONNIE N. SMITH

\*\*BOARD CERTIFIED-COMMERCIAL  
REAL ESTATE LAW  
§BOARD CERTIFIED-LABOR & EMPLOYMENT LAW  
TEXAS BOARD OF LEGAL SPECIALIZATION

August 5, 2021

Janet M. Neely  
Executive Assistant to the President/CEO  
400 Mann St., Suite 800  
Corpus Christi, Texas 78401

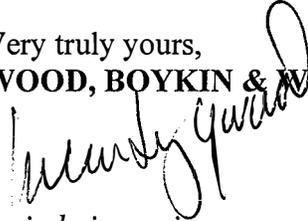
Via: First Class Mail and  
Email: [janet.neely@workforcesolutionscb.org](mailto:janet.neely@workforcesolutionscb.org)

Re: Workforce Solutions of the Coastal Bend

Dear Ms. Neely:

Enclosed herewith is the original Voting Record for the office of Parliamentarian, the election of which was held during the Special-Called Board of Directors meeting on August 5, 2021.

Very truly yours,  
**WOOD, BOYKIN & WOLTER, P.C.**

  
lucinda j. garcia

ljg/mg

Enclosure

Cc: Mr. Ken Trevino

4557 Workforce\0\21 Ltr to J Neely 0805.23.33

Parliamentarian

Workforce Solutions Board of Directors

Voting Record

August 5, 2021

Vote	Member
<u>Notes only if tie</u>	Gloria Perez, Chair
<u>Sandra B</u>	Bowen, Sandra Julia
<u>Ed S</u>	Cantu, Arnaldo
<u>abstain</u>	Chavez, Andrea
<u>Sandra B</u>	Collin, Rosie
<u>Sandra B</u>	De Los Santos, Ray
<u>Sandra B</u>	Florence, Tracy
<u>Absent</u>	Flower, Michelle (prior notification)
<u>Ed S</u>	Gatewood, Jesse
<u>Sandra B</u>	Giesler, Randy
<u>Ed S</u>	Gleason, Mary
<u>Ed S</u>	Gonzalez, Jr., Victor
<u>—</u>	Hoggard, Justin
<u>Sandra B</u>	Hunter, Ofelia
<u>Ed S</u>	Keener, Marcia
<u>Absent</u>	Lopez, Omar
<u>Absent</u>	Nelson, Travis
<u>Absent</u>	Owen, John W. (prior notification)
<u>Sandra B</u>	Ramirez, Carlos
<u>Ed S</u>	Salazar, Manny
<u>Ed S</u>	Sample, Edward
<u>Ed S</u>	Soliz-Garcia, Velma
<u>Sandra B</u>	Temple, Susan
<u>Ed S</u>	Unda, C. Michelle
<u>Absent</u>	Vasey, Iain (prior notification)
<u>Absent</u>	Wilson, Catrina
<u>Absent</u>	Wisner, Liza (prior notification)

9 - Ed Sample  
 8 - Sandra Bowen

10 Lucinda J. Garcia  
 lucinda j. garcia

Parliamentarian

Workforce Solutions Board of Directors

Voting Record

August 5, 2021

Vote	Member
<u>ONLY IN TIE</u>	Gloria Perez, Chair
<u>S. BOWEN</u>	Bowen, Sandra Julia
<u>E. SAMPLE</u>	Cantu, Arnaldo
<u>ABSTAINED</u>	Chavez, Andrea
<u>S. BOWEN</u>	Collin, Rosie
<u>S. BOWEN</u>	De Los Santos, Ray
<u>S. BOWEN</u>	Florence, Tracy
<u>Absent</u>	Flower, Michelle (prior notification)
<u>E. SAMPLE</u>	Gatewood, Jesse
<u>S. BOWEN</u>	Giesler, Randy
<u>E. SAMPLE</u>	Gleason, Mary
<u>E. SAMPLE</u>	Gonzalez, Jr., Victor
<u>ABSENT</u>	Hoggard, Justin
<u>S. BOWEN</u>	Hunter, Ofelia
<u>E. SAMPLE</u>	Keener, Marcia
<u>ABSENT</u>	Lopez, Omar
<u>ABSENT</u>	Nelson, Travis
<u>Absent</u>	Owen, John W. (prior notification)
<u>S. BOWEN</u>	Ramirez, Carlos
<u>E. SAMPLE</u>	Salazar, Manny
<u>E. SAMPLE</u>	Sample, Edward
<u>E. SAMPLE</u>	Soliz-Garcia, Velma
<u>S. BOWEN</u>	Temple, Susan
<u>E. SAMPLE</u>	Unda, C.Michelle
<u>Absent</u>	Vasey, Iain (prior notification)
<u>ABSENT</u>	Wilson, Catrina
<u>Absent</u>	Wisner, Liza (prior notification)

8 VOTES FOR S. BOWEN

9 VOTES FOR E. SAMPLE

**MINUTES**  
**Workforce Solutions of the Coastal Bend – Board of Directors Meeting**  
**Bayview Tower – 400 Mann Street, Suite 800 – Conference Room #1**  
**Corpus Christi, TX**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84746074656?pwd=TIV2UIRheTVGek9QVkrVOUFIREhDdz09>

**Toll-Free Call In**

888 475 4499 US Toll-free

**Meeting ID:** 847 4607 4656

**Passcode:** 526153

**September 23, 2021 - 3:00 pm**

**Board Members**

**Present**

Gloria Perez, Chair; private sector – City of CC  
Sandra Julia Bowen; private sector – Jim Wells County  
Andrea Chavez; public employment service – City of CC  
Rosie Collin; private sector – San Patricio County  
Ray De Los Santos; private sector – Refugio County  
Kiwana Denson; post-secondary education – City of CC  
Tracy Florence; CBO – Bee County

Michelle Flower; private sector – City of CC  
Jesse Gatewood; organized labor – Nueces County  
Mary Gleason; literacy council – City of CC  
Victor M. Gonzalez, Jr., Past Chair; ps – City of CC  
Justin Hoggard; adult basic & cont. ed – Bee County

Marcia Keener, Secretary; CBO – San Patricio County  
Omar Lopez; private sector – City of CC  
Michelle Lozano; private sector – Nueces County  
John Owen, Vice Chair; vocational rehab. – City of CC  
Carlos Ramirez; private sector – Kleberg County  
Manny Salazar; CBO – Kleberg County  
Edward Sample, Parliamentarian; ps & vet rep. – City of CC

Susan Temple; private sector – San Patricio County  
C. Michelle Unda; private sector – City of CC  
Iain Vasey; economic development – City of CC  
Catrina Wilson; CBO – City of CC  
Liza Wisner; private sector – City of CC

**Absent**

Arnoldo Cantu; private sector – Duval County  
Randy Giesler; private sector - Live Oak County  
Ofelia Hunter; CBO/OL – Jim Wells County

Travis Nelson; private sector – City of CC  
Velma Soliz-Garcia, Treasurer; ed – San Patricio County

**Vacancies**

Private Sector – Kenedy County

Private Sector – Brooks County

**Others Present**

Ken Trevino, WS President/CEO  
Amy Villarreal, WS Chief Operating Officer  
Shileen Lee, WS Chief Financial Officer  
Janet Neely, WS Executive Assistant  
Alba Silvas, WS Senior Workforce Planner  
Catherine Cole, WS Contract Manager  
Rosina Salas, WS Administrative Assistant  
Celina Leal, WS Program Specialist  
Norma Ochoa, WS Director of Bus. & Ed. Engagement  
Luis Rodriguez, WS Career & Ed. Outreach Specialist  
Allyson Riojas, WS Career & Ed. Outreach Specialist  
Larry Peterson, WS Internal Auditor EO/504 Coordinator  
Esther Velazquez, WS Procurement & Contracts Spec.

Rufino Martinez, WS Outreach Analyst  
Artug Altug, WS Design & Digital Content Specialist  
Denise Woodson, WS Director of Child Care Programs  
Lucinda Garcia, Legal Counsel  
Chakib Chehadi, C2GPS, LLC  
Geri Escobar, C2GPS, LLC  
Robert Reyna, C2GPS, LLC  
Ricardo Munoz, C2GPS, LLC  
Armando Martinez, C2GPS, LLC  
Angie Garcia, C2GPS, LLC  
Neil Hanson, BakerRipley, Inc.  
Kenia Dimas, BakerRipley, Inc.

**I. Call to Order**

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

**II. Roll Call**

The roll was called and a quorum was present.

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

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

**IV. Public Comments**

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. Board Comments**

There were no Board comments.

**VI. Discussion and Possible Action on Minutes of the May 20, 2021 Board of Directors Meeting**

Mr. Vasey moved to approve the minutes of the May 20, 2021 Board of Directors meeting. The motion was seconded by Mr. Owen and passed.

**VII. Chair's Report**

*Welcome New Board Members*

Ms. Perez welcomed new Board members Ms. Alma Barrera, CEO with Nueces County Community Action Agency; Ms. Andrea Chavez, Assistant ISAM with Texas Workforce Commission; Ms. Kiwana Denson, Director of Strategic Initiatives with Del Mar College; Mr. Eric Evans, Chief Executive Officer with Corpus Christi Medical Center and Ms. Michelle Lozano, CEO/Hospital Administrator with Oceans Healthcare.

Ms. Barrera expressed how excited she is to be appointed on the Workforce Solutions of the Coastal Bend Board of Directors and she is looking forward to serving.

Ms. Denson expressed her appreciation for the opportunity to serve and looks forward to serving the Workforce Solutions of the Coastal Bend Board of Directors in our Community.

*Meeting with Mr. Trevino*

Met with Mr. Trevino to obtain weekly briefings on the state of events at Workforce Solutions.

Ms. Perez stated she was in attendance at all the Committee meetings the past week.

*Next CEO Council Meeting*

Ms. Perez provided date on next CEO Council meeting which will be held at 12:00pm on Friday, October 15, 2021 at the Keach Family Library in Robstown. The meeting will be a hybrid meeting both in person and on Zoom.

**VIII. President/CEO Report**

Mr. Trevino thanked Ms. Perez, board members and all the team members that are in attendance. Mr. Trevino stated we could not recruit this caliber of board members without the quality work that this team is doing. The reputation has been built and we are executing that reputation out in the community. We would not be able to recruit CEO's and high level community leaders like Ms. Perez announced without the hard work. As well as the confidence of the judges and the mayor to appoint somebody to represent them. Mr. Trevino thanked all of the team, the staff at Workforce Solutions, all the board members that have helped build up this reputation for allowing us to continually building and recruiting this caliber of board members to serve this community.

Mr. Trevino mentioned we had an opportunity to meet with all staff and we did talk about the challenges and the opportunities ahead of us, as an organization. Recognizing that, as we are willing to come out of this pandemic, we know that the pressures and the eyes that are on us in order to do our part for the economic recovery of this community. Mr. Trevino stated everybody understands that and he wanted to communicate to the Board of Directors and the team members that are on, Mr. Trevino

has high confidence, and he can assure you that everybody is on board in moving this organization forward. Assisting where we need to assist, building back this economy in the right way, getting people back to work. Mr. Trevino mentioned we are a little bit behind in the Labor Market. With a higher unemployment rate than we should probably have, but there are a lot of jobs on this market and we keep communicating this message out into the public in all of our events. Mr. Trevino included we do have the right team in place, and he wants to assure the Board members we are anticipating that influx, in the future, in the coming months. More and more people are looking to get back into the workplace. Organizationally we keep pressing forward in every aspect to serve the community programs. Nothing has slipped by, we just changed our methodology and delivering those services to the Community. Ms. Trevino expressed how proud he was of the technology innovation and the fact that we did not postpone the Digital Career Expo, Women Entrepreneurship and Empowerment Summit. We did not postpone or cancel those events. It might have been appropriate but we had the technology in place and we keep advancing that technology. We are not relying just on the regular tech that we had been using. Mr. Trevino announced to everyone that they will hear a little bit about the platforms that we are employing to reach the widest audience possible. Mr. Trevino stated all of this has caused us as an organization to become more effective and more efficient, and that is one of our strategic goals. Everything that has occurred over the last 18 months has helped us focus in on how we can serve a wider audience, reach them where they need to be reached, how they need to be reached and communicate with them in a different way. Mr. Trevino expressed his gratitude and how proud he was of the aspect and of the team. He also expressed his gratitude for the board members for sticking with this, figuring out how to do the board meetings via zoom, attending these functions that we have been having on24, Virtual Premier Platforms and on Zoom.

Mr. Trevino announced our December 9 Annual Board of Directors meeting with a reception to follow has been booked at the Omni Corpus Christi Hotel. The plan would be to offer the meeting hybrid. We are going to have a big space for those board members and implement the protocols that are appropriate and for those that are not comfortable will be able to join via Zoom.

## **IX. Committee Reports**

### *Child Care Services*

Dr. Gleason provided a report on the September 7, 2021 Child Care Services Committee meeting (included on page 10 of the September 23 agenda packet).

### *Public Relations*

Mr. Gatewood provided a report on the September 8, 2021 Public Relations Committee meeting (included on page 11 of the September 23 agenda packet).

### *Workforce Services*

Mr. De Los Santos provided a report on the September 9, 2021 Workforce Services Committee meeting (included on pages 12-13 of the September 23 agenda packet).

## **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 14-17 of the September 23 agenda packet).

Mr. De Los Santos moved to approve FY 2021 Budget Amendment #4. The motion was seconded by Mr. Vasey 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)**

The meeting was called into closed session at 3:50 pm. The closed session ended at 4:00 pm.

No action taken.

**XII. Consent Agenda Action Items:**

1. Policy #4.0.111.05 – Customer File Documentation
2. Policy #4.1.104.06 – Individual Training Accounts (ITA)

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

**XIII. Information Only:**

1. *Monitoring Reports*

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**

- 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%.

## **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.

## *2. Financial Update*

Ms. Lee presented the July 2021 Financial Update (included on pages 37-40 of the September 23 agenda packet).

3. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 41 of the September 23 agenda packet).

4. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on procurements and contracts (included on pages 42-51 of the September 23 agenda packet).

5. *Performance Measure Update*

Ms. Villarreal presented the June 2021 Performance Measure Update (included on pages 52-59 of the September 23 agenda packet).

6. *Local Labor Market Information July 2021*

Ms. Villarreal presented the Local Labor Market Information July 2021 (included on pages 60-63 of the September 23 agenda packet).

7. *2021-2022 Holiday Schedule*

Mr. Trevino provided the approved 2021-2022 Holiday Schedule (included on pages 64-65 of the September 23 agenda packet).

Mr. Trevino advised Ms. Perez that Ms. Lozano and Mr. Evans had joined the meeting and would like to address the new Board members.

Ms. Perez welcomed Ms. Lozano and Mr. Evans as new Board members for Workforce Solutions of the Coastal Bend Board of Directors.

Ms. Lozano expressed how excited she is to be here and help support Workforce Solutions of the Coastal Bend.

Mr. Evans stated it has been an honor and a privilege to serve on the Workforce Solutions of the Coastal Bend Board of Directors and he looks forward to participating.

Ms. Perez mentioned we will be offering a New Board Member Orientation in the coming weeks. We will get that on your schedules at your convenience and you will receive a thorough breakdown of all the programs, who we serve, how we serve them and then the role of the board of directors.

**XIV. Adjournment**

The meeting adjourned at 4:27 pm.

## YEAR-IN-REVIEW COMMITTEE REPORT

**Committee:** Child Care

- Dr. Mary Gleason, Chair
- Sandra Bowen, Vice Chair
- Andrea Chavez
- Dr. Justin Hoggard
- Ed Sample
- Catrina Wilson

The Child Care Committee met four (4) times during BCY2021.

Workforce Solutions of the Coastal Bend's (WFSCB's) Child Care Programs highlights for BCY2021 are listed below.

- The Board's performance measure for the "*average number of children served per day*" was **2,633** during BCY2021. On average, the number of children served locally per day was **2,645**.
- Workforce Solutions of the Coastal Bend paid child care providers **\$10,287,546** during BCY2021.
- Customers in the Child Care Services (CCS) Program paid **\$2,038,527** during BCY2021.
- The Early Childhood Development Quality Services Program (ECDQSP) hosted the **7<sup>th</sup> Annual "Back to School" Teachers Fair** virtually on August 14, 2021. **167** child care staff and **15** child care center directors from **31** child care centers (of which **4** are Texas Rising Star (TRS) child care centers participated in this virtual event.
- The ECDQSP hosted the **7<sup>th</sup> Annual Directors Symposium** virtually on September 25, 2021. **45** child care center directors and assistant directors participated in this virtual event.
- The ECDQSP invested **\$154,455.66** in the purchase of outdoor learning environments for **9** TRS child care centers in Alice, Beeville, Corpus Christi, and Sinton, Texas. The outdoor learning environments included designated areas for art, music, reading, science, basketball hoops, balance beams, and alphabet stepping stones. The purpose of the outdoor learning environment is to serve as an extension of the indoor classroom. Outdoor learning environments are "outdoor" classrooms.
- The ECDQSP purchased double sets of manipulatives (an investment of **\$62,609.00**) for infant and toddler classrooms at **30** TRS child care centers. The two sets of manipulatives in these classrooms allows the children to always have access to these manipulatives.

- The ECDQSP held **5** cleaning supplies distributions during BCY2021. **81** child care centers (both TRS and non-TRS child care centers) received cleaning supplies that consisted of a case of toilet paper, a case of paper towels, a case of bleach, and a case of hand sanitizer, and gloves. This investment of **\$38,296.00** allowed the staff at these child care centers to clean, disinfect, and sanitize their facilities on a regular basis.
- The ECDQSP provided **9** professional development training workshops during BCY2021. **222** child care staff attended these training workshops and received clock hours that can be used to meet the Child Care Regulation (CCR) Department’s Minimum Standards annual training hours requirement.
- WFSCB has received **\$10,885,330** in Service Industry Recovery (SIR) child care funding. Participants eligible for child care services under this funding stream will receive child care services for one year. To qualify for SIR child care, at least one parent must be currently employed or entering employment in one of the following TWC-specified service industries:
  - \*Arts, Entertainment, and Recreation
  - \*Accommodation and Food Services
  - \*Retail Trade

*The Child Care staff would like to thank the Child Care Committee for their ongoing and continuous support of our child care initiatives throughout BCY2021. We are extremely humble and grateful for your confidence in our abilities to do “what’s right for children”! We look forward to a fantastic BCY2022!!*

## YEAR-IN-REVIEW COMMITTEE REPORT

### **Committee:** Public Relations

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

The Public Relations Committee reviews and recommends activities based on the Strategic Marketing and Communications Action Plan. The plan establishes overarching initiatives including public relations, marketing, communications, outreach, leadership, advocacy, and organizational excellence. The ultimate goal is to increase awareness and outreach efforts of services that Workforce Solutions of the Coastal Bend (WFSCB) offers to both employers and job seekers.

### **Proof of Performance:**

- The Public Relations Committee met four times this year (meeting dates: February 26th, May 5th, September 8th and November 10th).

### *Major Highlights*

- Child Care Services Customer Portal is launched on the WFSCB website to help parents apply for child care services and assist providers with updates and professional development resources.
- WFSCB works in partnership with the newly formed South Texas Career Connection by providing important career pathways for high school students for college and career readiness.
- The first YOU Choose! Digital Career Expo is originally planned for February 24-25 2021.
- As part of re-engaging with media partners post-COVID, WFSCB held an interview with KRIS-TV on January 29<sup>th</sup> to discuss services we provide along with the latest labor market information.
- Adaptive Construction Solutions creates a video featuring WFSCB and along with the success stories of several apprentices we assisted.
- New collateral for the Skills Development Fund COVID-19 Special Initiative is distributed to Career Centers promoting the courses now available through Del Mar College.

- As part of the Rural Outreach Project, Kiosks have been placed in rural areas: Freer High School, Freer Public Library, Refugio Public Library, Three Rivers Public Library, and George West Public Library. An HTML interface was created specifically for use on these kiosks allowing ease of use and valuable information.
- UpSkillCoastalBend.org has seen major progress. Working with WebHead and EMSI, specific API calls are being built into the website to dynamically populate the most up-to-date labor market data for the regions in-demand occupations.
- The Helping Businesses Manage Electronically (HOME) Grant was rolled out in February along with a campaign to market the funds available to Coastal Bend businesses. This goal of this grant is to provide support to businesses needing to operate virtually. A flyer, web graphics, social media outreach, and videos have been created to get the word out about this helpful grant. 18 contracts have been awarded, with 4 pending, with a total value of \$38,552.
- YOU! Choose Digital Career Expo was held May 11-12, 2021 on the Zoom platform with 228 participants attending both via Zoom and Facebook LIVE.
- The Summer Youth Job Fair is held May 25<sup>th</sup> at La Palmera Mall center court.
- The Educator Externship was back in 2021 and ran from June 28-July 23, 2021 with 103 Educators and 38 employers participating this year.
- Summer Earn and Learn (SEAL) was held from June 8<sup>th</sup> – August 13<sup>th</sup> with 47 participants receiving paid Work Experience and 23 participating worksites.
- The 2021 Women Empowerment (WE) Summit was held July 22, 2021 virtually on Zoom and Facebook LIVE. To-date the virtual summit has been viewed 6,216 times on Facebook.
- Video Production equipment was purchased in the fall of 2021 to create new content as well as producing in-house video interviews with regional subject matter experts and community partners.
- Podcast debut with community partner Tuloso-Midway. This project was turn-keyed by Mays Business School, Texas A&M – College Station to bridge the gap between education and careers.
- WFSCB expanded email marketing with the roll-out of the Quarterly Child Care Insider in May 2021. This new publication features Texas Rising Star highlights, upcoming training, and child care program insights.
- Workforce Solutions of the Coastal Bend partnered with Mission 911 to help support those in need through both financial assistance and services WFSCB provides.
- WFSCB promoted Autism Awareness through the month of April and National Foster Care Month in May through our social media channels.
- The Helping Businesses Manage Electronically (HOME) Grant video was created to further promote this initiative in June 2021.
- The first in-person Hiring Event was held July 7<sup>th</sup> at the Omni Corpus Christi Hotel for the Restaurant & Food Industry Fair. 38 employers attended this event with 63 job seekers in attendance.
- YOU! Choose Digital Career Expo II was held September 22, 2021 on the on24 platform with 218 participants. This event was on-demand with viewers growing daily.

- A Business Solutions Strategic Planning retreat was held September 1-2, 2021 at ESC-2. Business Solutions team members and Board staff both attended this 2 day workshop.
- The Texas Workforce Commission held the Statewide Communications Conference on July 2021 in San Antonio, TX. WFSCB marketing was in attendance.
- WFSCB produced their first in-house video for the TWC Annual Conference with the newly purchased equipment.
- National Disability Employment Awareness October 2021
- The 4<sup>th</sup> Annual YOU Navigate! Lunch and Learn was held on October 2021 with the on24 platform that was available on demand. This years presentation included a proclamation by City of Corpus Christi Mayor Paulette Guajardo.
- WFSCB raised \$1,600 in support of Breast Cancer Awareness month in October 2021. Staff also participated in the Breast Cancer walk on the Texas A&M-Corpus Christi campus.
- A Making Strides Against Breast Cancer staff appreciation was held on November 12<sup>th</sup> for all WFSCB staff and their efforts towards the fundraiser. Opening remarks were made by Ken Trevino along with the check presentation.
- The 10<sup>th</sup> Annual Hiring Red, White and You! Statewide Hiring fair was held in November at the American Bank Center. 307 job seekers were in attendance with 39% of those in attendance being made a job offer. Numerous follow-up interviews continued to held in the days after the event.
- WFSCB spearheaded a Career and Technical event at Kiewit Offshore Services where 38 Independent School Districts CTE instructors were invited to take a closer look at Kiewit operations and pass on that valuable information back to their students.
- Team Workforce joined efforts with the Marine Toys for Tots Foundation to help ensure that this Christmas is brighter for children of the Coastal Bend. 6 boxes full of toys for boys and girls of all ages were donated by WFSCB staff.
- A new video was produced highlighting the awarded grant money Innovaum received as part of the Digital Business Solutions HOME grant.

#### Media Outreach

- March 16, 2021 – KIII-TV: Labor Market Information
- March 23, 2021 – KRIS-TV: Promoting Custom Virtual Hiring Events for Employers on “The Rebound”
- March 23, 2021 – KIII-TV: Phone interview promoting Training Scholarships and Metrix Learning
- April 7, 2021 – KIII-TV: Ken Trevino discussed our partnership with Del Mar College to promote training opportunities
- June – July – KRIS-TV: 5 news stories related the upcoming Restaurant and Food Industry Fair and related employment.
- June – July – KIII-TV: 4 news stories related the upcoming Restaurant and Food Industry Fair and related employment.

- July 9, 2021 – Caller Times: Local Employers seeking workers as the pandemic winds down
- WFSCB continues to expand its digital footprint on its social media platforms by generating more strategic online exposure promoting hiring events, job fairs, special events, employee events, and community partner events in 2021.
- 684 Total Posts across Facebook, Twitter & LinkedIn for a Total Reach of 296,148

A sincere “Thank You!” to the Public Relations Committee Members, Board of Directors and Chief Elected Officials for your service and continued support!

## YEAR-IN-REVIEW COMMITTEE REPORT

**Committee:** Workforce Services

Ray De Los Santos Jr. Chair

Michelle Flower, Vice Chair

Randy Giesler

Manny Salazar

Travis Nelson

Susan Temple

Iain Vasey

The Workforce Services Committee met four(4) times in 2021.

The standard agenda for this committee was followed for the calendar year; in that 2020 the agenda was adjusted to accommodate reporting for COVID-19 activities. The reporting of all COVID-19 related activities continued as we faced a couple of surges in COVID-19 cases during the calendar year. The primary purpose of committee continues to be: board policy review and recommendations, updates on service delivery, virtual services, staffing and status of program(s) funding, and services to business. In addition, committee continued to stay informed on labor market information, performance measures, and facilities.

It is a true team effort of Committee Members, Board Professionals and C2GPS to keep-up with order of business. All stakeholders remain flexible to the implementation of services without sacrificing quality customer service during the changing atmosphere of the workforce system.

**Highlights for the year:**

- Continued transition of Vocational Rehabilitation Services (VRS) to Texas Workforce Solutions- Kingsville, Beeville and Staples Career Center.
- 3rd Annual Lunch & Learn!
- 3rd Annual Women's Entrepreneur (WE) Summit
- 9th Annual Statewide Red, White and You! Veteran's Hiring Fair.
- 4<sup>th</sup> Annual YOU CHOOSE Career Expo! And utilization of ON24 Platform
- On-Going work on deliverables for National Dislocated Worker-COVID Grant
- Successful partnerships with TEA Perkins Grants: Rural Innovation Zone and South Texas Career Connections.
- Implementation of PATHS Grant, funded by Wal-Mart Foundation
- Implementation of Education Outreach Program
- Implementation of IKEA Home Grant
- Elevating the Business Solutions Unit: Hiring of Ms. Norma Ochoa as the Director of Education and Business Engagement to enhance connection.
- Execution of 3<sup>rd</sup> year contract with C2 GPS; regarding the management and operations of the career center delivery system effective October 1, 2019.

Mr. Ken Trevino will be providing additional information regarding achievements made through the year via the Annual Report.

**Action items brought to the Board of Directors:**

- 9 Policies were brought to the committee for approval.

**Thank you** to each of our committee members for your guidance and the perspective you bring to the committee. You're critical to the work we do as an organization.

**Thank you**, Mr. Ray De Los Santos, our committee chair; for always providing us your undivided attention as we prepare for meetings, asking the questions, and being a voice for all stakeholders.

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

XI. 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).

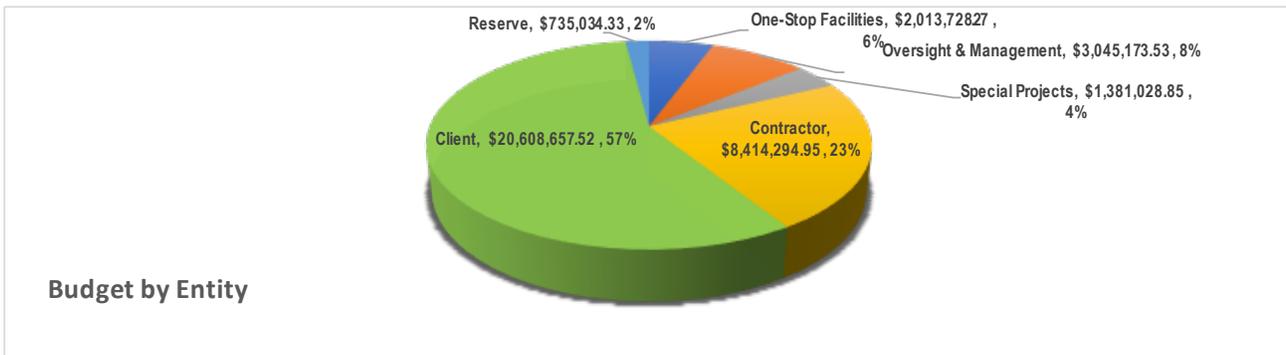
The decrease in the budget will be adjusted in Contracted services for direct client expenses.

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
	<b>Grand Total</b>	<b>\$36,848,573</b>	<b>(\$99,483)</b>	<b>\$36,749,090</b>

**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)
<b>EXPENSES</b>				
<b>Oversight &amp; Management</b>				
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	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 3,619,748</b>	<b>\$ -</b>	<b>\$ 3,619,748</b>	<b>\$ -</b>
<b>One Stop Operations</b> 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	-
<b>Total One Stop Operation</b>	<b>\$ 2,013,728</b>	<b>\$ -</b>	<b>\$ 2,013,728</b>	<b>\$ -</b>
Contracted services	\$ 31,215,097	(\$99,483)	\$ 31,115,614	\$ (99,483)
<b>Total expense</b>	<b>\$ 36,848,573</b>	<b>\$ (99,483)</b>	<b>\$ 36,749,090</b>	<b>\$ (99,483)</b>
<b>Changes in net assets</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>



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

XII. 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.

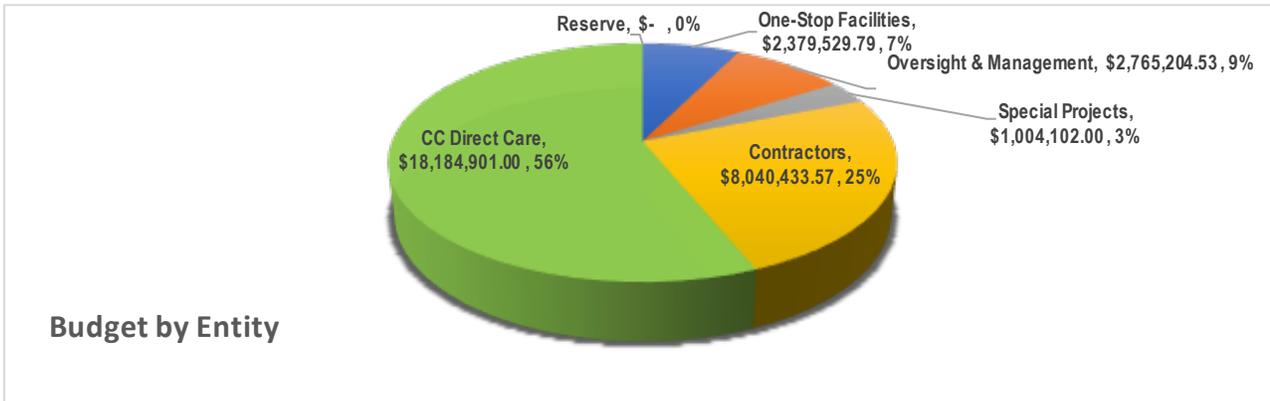
The increase in the budget will be adjusted in Contracted services in Special Projects and One-Stop/Direct Child Care.

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

<b>Contract No.</b>	<b>Program</b>	<b>Est. Carryover</b>	<b>New Funds</b>	<b>Available 10/01/2021</b>
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
	<b>Grand Total</b>	<b>\$6,959,055</b>	<b>\$34,477,153</b>	<b>\$41,436,208</b>

**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
<b>EXPENSES</b>			
<b><u>Oversight &amp; Management</u></b>			
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	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 2,765,205</b>	<b>\$ 2,765,205</b>	<b>\$ -</b>
<b><u>One Stop Operations</u></b>			
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	-	-	-
<b>Total One Stop Operation</b>	<b>\$ 2,379,530</b>	<b>\$ 2,379,530</b>	<b>\$ -</b>
Contracted services	\$ 24,343,111	\$ 36,291,474	\$ 11,948,363
<b>Total expense</b>	<b>\$ 29,487,845</b>	<b>\$ 41,436,208</b>	<b>\$ 11,948,363</b>
<b>Changes in net assets</b>	<b>(0)</b>	<b>0</b>	



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

XIII - 1. 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 Board of Directors approve the President/CEO's execution of the contract for Architecture, Design and Certified Space Planning Services.

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII - 2. 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 Board of Directors 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.

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII - 3. Policy 4.5.100.08 – Work Search Requirement

### BACKGROUND INFORMATION

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

#### **1. Policy #4.5.100.08- Work Search Requirement**

Revisions include, increasing the weekly work search requirement for Unemployment Recipients in the Coastal Bend as follows; by county:

- Nueces, San Patricio, Aransas, Kleberg, Jim Wells, Bee- Five(5) Work Search Activities.
- Live Oak, Duval, Brooks, Refugio, Kenedy- Four(4) Work Search Activities.

### RECOMMENDATION

The Board of Directors approve the policy as reviewed and approved by the Workforce Services Committee on November 10, 2021.



# WORKFORCE SOLUTIONS of the Coastal Bend

## POLICY

---

<b>CATEGORY:</b>	<b>Workforce Programs-Unemployment Insurance</b>	<b>No: 4.5.100.087</b>
<b>TITLE:</b>	<b>Work Search Requirement</b>	
<b>SUPERSEDES:</b>	<b>4.5.100.076</b>	
<b>EFFECTIVE DATE:</b>	<b><del>May 22, 2020</del> <u>December 10, 2021</u></b>	
<b>DATE APPROVED:</b>	<b><del>May 21, 2020</del> <u>December 9, 2021</u></b>	
<b>DATE REVIEWED:</b>	<b><del>May 7, 2020</del> <u>November 10, 2021</u></b>	

---

### I. PURPOSE

To receive Unemployment Insurance (UI) benefits, claimants must have worked for employers who pay UI taxes, must be unemployed through no fault of their own, and must be physically able to work, available for work and actively seeking work. The work test is administered in two ways. Unless exempted by Texas Workforce Commission (TWC) policy, UI claimants must be registered for work, generally through the local career centers or WorkInTexas.com. Claimants must also make a personal work search log and keep a record of work search contacts they have made and work search activities which improve their chance for finding employment.

Workforce Boards are required to review their work search requirement annually. Texas maintains high expectations regarding the percent of claimants entering employment. The Board, through its service providers, has devoted considerable effort and resources to improving performance on claimant employment rates. Increasing the level of work search participation by UI claimants is expected to more fully engage both claimants and employers in the continuous improvements necessary to maintain and exceed State performance standards.

The intended benefit for claimants will be, a higher percent return to work sooner. Claimants will restore their earning power and enjoy the dignity associated with work. The intended benefit for employers will be potential savings on UI taxes, and having a more readily-available, skilled workforce.

### II. DEFINITIONS

*Work Search Contact/Work Search Activities-* A contact by a UI claimant with an employer to ask for work, complete an application, or submit a resume. Examples of work search activities include registering for work, attending career center orientations, job readiness workshops, job search seminars, job club meetings, job fairs, resume preparation workshops, etc.

*MSA- Metropolitan Statistical Area-* This classification is intended to provide nationally consistent definitions for collecting, tabulating, and publishing Federal statistics for a set of geographic areas. The Corpus Christi MSA consists of Aransas, Nueces, and San Patricio counties.

POLICY TITLE: Work Search Requirements  
~~2020~~  
POLICY NUMBER: 4.5.100.087  
~~2020~~.

DATE: ~~December 10, 2021- May 22,~~  
REVISED: ~~November 10, 2021~~ May 7,

### III. POLICY STATEMENT

TWC requires at a minimum, combination of three (3) work search contacts or work search activities during each claim week. No Board action is required for this level of UI work search requirement. ~~The Board adopts the State requirement of three (3) work search contacts or activities for the following counties: Brooks, Duval, Kenedy, Live Oak, Jim Wells, Refugio, Aransas, Bee, Kleberg, Nueces and San Patricio.~~

The Board of Directors has adopted the following UI policy. The effective date will be as soon as the programming changes can be implemented by TWC.

County	Contacts/Activities Per Week	Explanation
Brooks, Duval, Kenedy, Live Oak, <del>Jim Wells, and</del> Refugio.	<del>3</del>  5	<del>Basic State requirement</del> <u>Increase will encourage UI recipients to re-engage in job-search, visit career centers to receive in-person and/or virtual services.</u>
Aransas, Bee, Kleberg, <del>Jim Wells,</del> Nueces and San Patricio.		<del>Basic State requirement</del> <u>Increase made to MSA Counties and those where a Workforce Career Center exists.</u>

### IV. PROCEDURES

Board staff will continue to review the UI work search requirement on at least an annual basis to see if adjustments in the work search requirement are necessary. Changes, if needed, will be recommended to the Board for approval. Board staff will notify TWC of changes in the local UI work search requirement.

TWC will program its automated claim filing system to give claimants the current UI work search requirement for the Board area. When claimants contact TWC by telephone or internet to file their UI claims, TWC will officially notify each claimant of their specific work search requirement. Field staff will notify TWC of availability issues detected during the work test. All eligibility issues on UI claims will be investigated by TWC. Final determinations on eligibility for UI benefits will be made by TWC.

### V. RELATED POLICY INFORMATION

TWC Rule 40 TAC 815.28

[TWC Workforce Development Letter 01-12](#)

### VI. RESPONSIBILITIES

The Career Center Service Provider Management shall ensure that all relevant staff and the Workforce Solutions Career Center service providers are informed of and comply with this policy. The Workforce Solutions Career Center service providers shall ensure that appropriate procedures are implemented and that relevant staff receives training regarding the requirements of this policy.

POLICY TITLE: Work Search Requirements  
~~2020~~

POLICY NUMBER: 4.5.100.087  
~~2020~~

DATE: ~~December 10, 2021-May 22,~~

REVISED: ~~November 10, 2021May 7,~~

**VII. FORMS AND INSTRUCTIONS**  
N/A

**VIII. DISTRIBUTION**

Board of Directors

Board Staff

Service Provider Staff

**IX. SIGNATURES**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## COMMITTEE REPORT

**Committee:** Ad Hoc Nominating  
Victor M. Gonzalez, Jr., Chair  
Kiwana Denson  
Ofelia Hunter  
Velma Soliz-Garcia  
Catrina Wilson  
Manny Salazar

**Date of Committee meeting:** November 30, 2021

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

1. Discussion and Possible Action on the Nomination of a Slate of Officers for 2022
2. Bylaws
3. 2019-2021 Committee Structures
4. 2021 Attendance Records
5. Draft Slate and Voting Ballot
6. Process for Ballot Count and Announcement of Officers

**The Committee took the following action:**

1. Nominated the following slate of officers for 2022 (included on page 45 of the agenda packet).

**Chair:** Gloria Perez

**Vice Chair:** Ray De Los Santos, Jr.

**Secretary:** Jesse Gatewood

**Treasurer:** John Owen

**Parliamentarian:** Ed Sample

**Additional comments:**

Nominations will also be accepted from the floor.

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

XVI. Nomination and Election of Board of Director Officers for 2022

### **BACKGROUND INFORMATION**

The Ad Hoc Nominating Committee met on November 30, 2021 to review candidates that had expressed interest in serving as a Board officer during 2022. The attached 2022 Slate of Officers and Voting Ballot is presented on behalf of the Ad Hoc Nominating Committee for the election of officers at the December 9, 2021 annual Board of Directors meeting. During the election process nominations may also be accepted from the floor.

### **RECOMMENDATION**

The Board of Directors elect a slate of officers for 2022.



**WORKFORCE SOLUTIONS**  
of the Coastal Bend

**2022 SLATE OF OFFICERS & VOTING BALLOT**  
**December 9, 2021**

		<b>(√ one)</b>
<b>Chair</b>	Gloria Perez	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Vice Chair</b>	Ray De Los Santos, Jr.	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Secretary</b>	Jesse Gatewood	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Treasurer</b>	John Owen	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Parliamentarian</b>	Ed Sample	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

## 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.