



WORKFORCE SOLUTIONS
of the Coastal Bend

Executive/Finance Committee Meeting

**February 17, 2022
3:00 pm**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89346845683?pwd=U0drVG5XWFRSYUJ3VXN1L2pCdERhUT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 893 4684 5683

Passcode: 832929

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Executive/Finance Committee Meeting

Bayview Tower – 400 Mann Street, Suite 800 – Conference Room #1
Corpus Christi, Texas

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Thursday, February 17, 2022 – 3:00 pm

AGENDA

Page

I. Call to Order: <i>Gloria Perez, Chair</i>	
II. Roll Call: <i>Jesse Gatewood, Secretary</i>	3
III. Announcement on Disclosure of Conflicts of Interest Any Conflicts of Interest or Appearance 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. Discussion and Possible Action on Minutes of the November 18, 2021 Executive/Finance Committee Meeting	4-8
VI. Chair’s Report: <i>Gloria Perez</i>	
VII. President/CEO’s Report: <i>Ken Trevino</i>	
• Business Development, Public Relations and Organizational Update	
VIII. Committee Reports	
* <i>Child Care Services</i>	<i>Marcia Keener, Chair</i>9
* <i>Public Relations</i>	<i>C. Michelle Unda, Chair</i>10

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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)

* <i>Workforce Services</i>	<i>Manny Salazar, Chair</i>	11-12
* <i>Ad Hoc Youth</i>	<i>Liza Wisner, Chair</i>	13-14

IX. **Discussion and Possible to Approve FY 2022 Budget Amendment #2:** *Shileen Lee*.....15-18

X. **Information Only:**

1. Monitoring Report: <i>Larry Peterson</i>	19-22
2. Financial Report as of 12/31/2021: <i>Shileen Lee</i>	23-26
3. Facilities Update: <i>Amy Villarreal</i>	27
4. Update on Procurements and Contracts: <i>Esther Velazquez</i>	28-37
5. Performance Measure Update: <i>Amy Villarreal</i>	38-40
6. Draft Agenda for the February 24, 2022 Board of Directors Meeting: <i>Ken Trevino</i>	41-43

XI. **Adjournment**

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

Closed Session Notice. PUBLIC NOTICE is given that the 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.

Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our administrative offices and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 400 Mann St. Ste. 800, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.

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Executive/Finance Committee Meeting
Roll Call Roster
February 17, 2022
(6 = Quorum)

- _____ Gloria Perez, Chair
- _____ Raynaldo De Los Santos II, Vice Chair
- _____ Jesse Gatewood, Secretary
- _____ John Owen, Treasurer
- _____ Ed Sample, Parliamentarian
- _____ Victor M. Gonzalez, Jr., Past Chair
- _____ Marcia Keener, Chair of Child Care Services Committee
- _____ C. Michelle Unda, Chair of Public Relations Committee
- _____ Manny Salazar, Chair of Workforce Services Committee
- _____ Liza Wisner, Chair of Ad Hoc Youth Committee

Signed

Printed Name

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

Join Zoom Meeting
<https://us02web.zoom.us/j/81135332505?pwd=Z1p3L3JkdMvpa3piVzFneDZjTGgyZz09>

Toll-Free Call In
888 475 4499 US Toll-free

Meeting ID: 811 3533 2505
Passcode: 391600

November 18, 2021 – 3:00 pm

Committee Members

Present

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

Absent

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Esther Velazquez, Workforce Solutions
Rosina Salas, Workforce Solutions
Chakib Chehadi, C2GPS, LLC
Geri Escobar, C2GPS, LLC

Other Board Members Present

Michelle Lozano

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.

Mr. Trevino noted new board member Ms. Michelle Lozano is on the Executive/Finance Committee meeting via zoom.

III. Announcement on Disclosure of Conflicts of Interest

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

IV. Public Comments

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

V. Discussion and Possible Action on Minutes of the September 16, 2021 Executive/Finance Committee Meeting

Dr. Gleason moved to approve the minutes of the September 16, 2021 Executive/Finance Committee meeting. The motion was seconded by Ms. Soliz-Garcia and passed.

VI. Chair's Report

Ms. Perez stated she has established an Ad Hoc Nominating Committee for nominations for the Executive Officer elections for year 2022. Ms. Perez announced Mr. Gonzalez, Jr. will be Chairing the Ad Hoc Nominating Committee and thanked Mr. Gonzalez, Jr. for accepting the position. The committee members will meet November 30, 2021 at 3:00 pm. The meeting will consist of a hybrid meeting both in person and virtual. The Presiding Chair has to be present in person and the others can attend virtual or in person. Ms. Perez mentioned an email will be sent out tomorrow to all board members asking for those interested in submitting their names for Executive Office.

VII. President/CEO's Report

Mr. Trevino thanked and expressed his appreciation to Ms. Perez, Executive Committee members, Ms. Lozano and C2 Global Professional Services for attending the Executive/Finance Committee meeting.

Mr. Trevino stated he had the opportunity to present to the Corpus Christi Regional Economic Development Corporation and provided information on where we are at, what we expect in terms of Labor availability moving forward. The Economic Development Corporation board is like our board, it is made of a community, community leaders, County Judge, Mayor, Del Mar College, Port Corpus Christi, industry leaders, in healthcare and Petro Chem Energy. Mr. Trevino mentioned he has been attending the following meetings: Chamber of Commerce Board of Directors; Corpus Christi Medical Center Trustees; Corpus Christi Housing Authority; Commissioners; and Education to Employment Partners.

Mr. Trevino stated Education to Employment Partners held their meeting here at our Corporate Office on Monday, November 15, 2021. Everyone in attendance was amazed by the space and the appearance.

Mr. Trevino noted he was able to have individual meetings with the Port Corpus Christi CEO Sean Strawbridge; Del Mar College President Mark Escamilla; Coastal Bend College President Dr. Hoggard; Corpus Christi Regional Economic Development Corporation President & CEO Iain Vasey; Texas A&M University Corpus Christi Director of South Texas Economic Development Center Dr. Jim Lee.

Mr. Trevino included we are in constant contact with the EDC and the University because the economy is different right now. There are anomalies in the labor force, we have a higher than normal unemployment rate right now than we probably should compared to the rest of the state in the country. Mr. Trevino mentioned you will see that in the annual report coming up here in a couple of weeks. People are not reentering the workforce at the pace that we thought that they would reenter the workforce. There are more women that are not reentering the workforce, after the pandemic. Employers are clamoring for employees, right now, we have 9,000 jobs in this open market for the 11th county region. We have a huge part of our region that are not going back to work, and at the same time, the demand for workers is extremely high. Those are not just an entry level jobs, they are retail, hospitality and leisure. People are looking for different types of work environments, flexible work hours and different types of benefits. We are having trouble finding out what that motivation is which is the point of meeting with Dr. Lee at Texas A&M University Corpus Christi and Mr. Vasey at EDC.

Mr. Trevino attended the Texas Veterans Network Advisory Committee which he is a member of the committee. Mr. Trevino mentioned we had a table at the State of the Port and State of the University. Mr. Trevino recognized the events and what great presentations they had. Mr. Trevino acknowledged how unbelievably good Dr. Miller was at her presentation, her slide deck had single slides with quite simple information. Dr. Miller had a story about each of those slides and what the university is doing right now. Mr. Trevino was impressed with Dr. Miller on how she crushed her presentation. She represents not only the university, but this community. Mr. Trevino noted that is how our presentations should look like for our annual meeting. Mr. Trevino sent Dr. Miller an email and mentioned to her that she set the bar high.

Mr. Trevino stated on Friday, December 3, 2021 Workforce Solutions Coastal Bend will be presenting and hosting the Mayor's Interagency Meeting at the Ortiz Center.

The Annual Board of Directors is scheduled for Thursday, December 9, 2021 at the Omni Corpus Christi Hotel. The annual report will offer the Board of Directors and our service providers, a state of workforce development, a state of this organization which will be a true organizational update where we are and how we got through the pandemic. We are going to show some pre and post numbers of where we are, where we were and where we are as an economy as a community. What our team did to step up during this part of the history of Coastal Bend, which was just really tremendous. Mr. Trevino stated at the annual meeting all the things that he will report on reflect the hard work of the men and women that serve on this team, that serve this community, that serve Workforce Solutions, including the volunteers.

Mr. Trevino announced one more thing that we reported to the CEO Council on Friday, November 12, 2021. The office of the governor recertified us through a review with Texas Workforce Commission. They look at board composition, diversity, industry representation, bylaws, our partnership agreement between the Board of Directors and the County Judges. They confirm all that, make sure it is consistent with each other and with our scope of work and how we are delivering those services and make sure that we are in compliance. It is nice to have that confirmation again that is the hard work of the men and women that work for Workforce Solutions Coastal Bend making sure that these things happen.

Mr. Trevino mentioned he did meet with Mr. Ed Serna Executive Director of Texas Workforce Commission. Mr. Trevino had not been able to go to Austin in about a year. Mr. Trevino had made that a habit going up to Austin to meet with the Executive Leadership and the Commissioner. Mr. Trevino would make sure we were on the radar for all the grant opportunities that come up with the state. He would make sure we were on the radar letting them know about the excellent work that is happening here, our willingness to pilot projects moving forward with or without money. Offer any concerns we have. Mr. Trevino mentioned we have a mandate coming up in terms of an IT Strategic Plan. That mandate does not have funding around it and he expressed his concern about that. Having a mandate on our Board of Directors, which we are going to have to spread out over a couple of contract years and it is a 10 year plan moving forward. Mr. Trevino stated it was a good exchange and that he had met with Mr. Serna for a little over an hour.

Ms. Perez recognized Mr. Trevino for doing an amazing job this year with everything from the transition with the pandemic, what he has done last year, what he continues to do this year. Ms. Perez expressed how proud she is of the fact that Mr. Trevino never missed a beat. Mr. Trevino kept in contact with the community, all our Judges, Board members and community leaders. Ms. Perez acknowledged Mr. Trevino for all his great work and communicating with the right people and telling our story.

Ms. Perez mentioned she spoke with Community Leader Ms. Gloria Hicks. Ms. Hicks recognized Mr. Trevino for the job he is doing and our offices.

Ms. Perez thanked Mr. Trevino and again expressed how proud she is to hear Ms. Hicks talk about Mr. Trevino and the organization. Mr. Trevino stated it is a privilege and we have a lot of things to be grateful for.

VIII. Committee Reports

Child Care Services

Dr. Gleason provided a report on the November 9, 2021 Child Care Services Committee meeting (included on page 12 of the November 18 agenda packet).

Dr. Gleason thanked Ms. Perez for hosting the Child Care Services Committee meeting.

Public Relations

Mr. Gatewood provided a report on the November 10, 2021 Public Relations Committee meeting (included on page 13 of the November 18 agenda packet).

Mr. Trevino thanked Mr. Gatewood for attending the Breast Cancer Awareness – Presentation/Celebration on Friday, November 12, 2021 at the Staples Career Center.

Workforce Services

Mr. De Los Santos provided a report on the November 10, 2021 Workforce Services Committee meeting (included on pages 14-15 of the November 18 agenda packet).

IX. Discussion and Possible Action to Approve FY 2021 Budget Amendment #5

Ms. Lee presented information on FY 2021 Budget Amendment #5 (included on pages 16-19 of the November 18 agenda packet).

Mr. Owen moved to recommend to the Board of Directors approval of FY 2021 Budget Amendment #5. The motion was seconded by Ms. Soliz-Garcia and passed.

X. Discussion and Possible Action to Approve FY 2022 Budget Amendment #1

Ms. Lee presented information on FY 2022 Budget Amendment #1 (included on pages 20-22 of the November 18 agenda packet).

Ms. Keener moved to recommend to the Board of Directors approval of FY 2022 Budget Amendment #1. The motion was seconded by Mr. De Los Santos and passed.

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

Ms. Velazquez provided information on the contract for Architecture, Design and Certified Space Planning Services (included on page 23 of the November 18 agenda packet).

Mr. Owen moved to recommend to the Board of Directors approval of the President/CEO's execution of a Contract for Architecture, Design and Certified Space Planning Services. The motion was seconded by Mr. Gonzalez, Jr. and passed.

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

Ms. Velazquez provided information on the Renewals and the Options for Renewal of Contracts for Fiscal Year 2021-2022 (included on pages 24-25 of the November 18 agenda packet).

Ms. Keener moved to recommend to the Board of Directors approval of the President/CEO's Execution of Renewals and Options for Renewal of Contracts for Fiscal Year 2021-2022. The motion was seconded by Mr. Owen and passed.

XIII. Information Only:

1. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 26 of the November 18 agenda packet). Mr. Trevino provided additional information.

2. *Financial Report as of 09/30/2021*

Ms. Lee presented the September 2021 Financial Report (included on pages 27-30 of the November 18 agenda packet). Ms. Perez thanked Ms. Lee for all her work.

3. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on procurements and contracts (included on pages 31-40 of the November 18 agenda packet). Ms. Lee recognized Ms. Velazquez for doing an excellent job and welcomed her to the team.

4. *Performance Measure Update*

Ms. Villarreal presented the Performance Measure Update for August 2021 (included on pages 41-45 of the November 18 agenda packet). Ms. Escobar provided additional information.

Mr. Trevino mentioned Ms. Perez brought this to his attention the Women of Work Panel with Ms. Hope Andrade a Former Secretary of State and Former Texas Secretary of State Ms. Ruth Hughs; they brought all the women Executives up on stage from Texas Workforce Commission and from the Workforce Boards. They also mentioned all the women that Chair Workforce Boards from around the State and our very own Ms. Gloria Perez was mentioned from the podium. There is an extraordinary number of women leading this Workforce Development system in the State of Texas and extraordinary women which are doing so.

Ms. Perez recognized Ms. Andrade and Ms. Hughs for doing a great job in talking about famous women and leadership. Their experiences with Texas Workforce Commission it is amazing listening to those two ladies.

5. *Draft Agenda for the December 9, 2021 Annual Board of Directors Meeting*

A draft agenda for the December 9, 2021 Annual Board of Directors meeting was provided (included on pages 46-47 of the November 18 agenda packet).

Mr. Trevino announced the Annual Board of Directors meeting and Reception will consist of a hybrid meeting both in person at the Omni Corpus Christi Hotel and virtual on Zoom.

XIV. Adjournment

The meeting adjourned at 4:22 pm.

COMMITTEE REPORT

VIII – 1. Child Care Services

Committee: Child Care Services

Marcia Keener, Chair

Sandra Bowen, Vice Chair

Mary Gleason

Catrina Wilson

Justin Hoggard

Andrea Chavez

Alma Barrera

Date of Committee meeting: February 8, 2022

The Committee did have a quorum.

The following items were discussed at the meeting:

1. Summary of Child Care Performance for the First Quarter of BCY2022
2. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY2022
3. Action Plan for Child Care Performance for the Second Quarter of BCY2022
4. Analysis of Coastal Bend Child Care
5. Service Industry Recovery (SIR) Child Care Services
6. COVID-19 Stimulus-Funded Child Care Provider Growth Support Payments
6. Update on Child Care Quality Program Activities

The Committee took the following action:

1. The Committee approved the Minutes of the November 9, 2021 Child Care Services Committee Meeting.
2. The Committee approved the updates and additions to Policy #4.3.100.07 – Child Care Eligibility.
3. The Committee approved the purchase of curriculum for child care center classrooms

Additional comments:

COMMITTEE REPORT

VIII – 2. Public Relations

Committee: Public Relations

C. Michelle Unda, Chair

Carlos Ramirez, Vice Chair

Tracy Florence

Arnoldo Cantu

Omar Lopez

Ofelia Hunter

Rosie Collin

Eric Evans

Date of Committee meeting: February 9, 2022

The Committee did have a quorum.

The following items were discussed at the meeting:

- Communication Department Updates and Completed Projects
 1. Annual Report Update
 2. HOME Grant Promotions, Stories, Program Update
 3. UpskillCoastalBend.org API Integration Completed
 4. Committee Presentation Templates
- A look ahead at 2022, New Campaigns, and Existing Campaign Updates
 1. Evolving our Brand – Logo Transitions
 2. Business Services Toolkit (In Development)
 3. EdEx Announcement
 4. SEAL Announcement
 5. YOU! Choose Announcement
 6. STCC Regional Career Day Announcement
 7. San Pat Job Fair Announcement
 8. Production Studio. New additions coming soon!
 9. 2022 Video Production Timeline Overview
 10. Education Outreach – Connecting Students with Training and In-Demand Occupations using Virtual Reality Technology and
 11. Service Industry Recovery Program (Promotional Efforts)
 12. SkillUp America (Metrix Learning)
- Social Media Updates and Insights
 1. Audience Growth & Post Highlights
 2. New Tools
- Jobs and Employment Report
- Employer and Partner Requests

The Committee took the following action:

- The Committee did not take any actions.

COMMITTEE REPORT

VIII – 3. Workforce Services

Committee: Workforce Services

Manny Salazar, Chair

Iain Vasey, Vice Chair

Randy Giesler

Travis Nelson

Susan Temple

Michelle Lozano

Date of Committee meeting: February 10, 2022

The Committee did have a quorum.

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

- Approved Workforce Services Committee Meeting Minutes of November 10, 2021.
- Approved Committee Initiatives and BCY2022 Charter. Only Change to Charter is the language regarding the creation of Ad Hoc Youth Committee.
- Approved for recommendation the proposed 2022-2023 Target Occupation List(TOL).

The following information items were discussed and for information only:

Workforce Center Services:

- Policy Review Schedule- Shared the schedule for new committee members- No policies were brought forward for review.
- Program Updates- The committee was made aware of status of main/core programs such as CHOICES, WIOA, SNAP E&T. All these programs are active, full outreach and enrollment. New funding received for Texas Internship 100K, Texas Apprenticeship 100K, Educator Externship 200K, Red White & You Veteran Job Fair 10K, You Choose Career Expo 35K, and SEAL funding based on participants served and deliverables accomplished.
- Ms. Geri Escobar updated the committee on Career Center staffing, operations, services to Jobseekers.
- Mr. Armando Martinez and Ms. Norma Ochoa, updated the committee on Services to Businesses. Upcoming Job Fairs and previous outcomes on Hiring events.
- Catherine Cole- provided update on Veterans services and our collaboration with Texas Veteran Commission, Texas Veteran Leadership Program, Texas Veteran Network.
- Ms. Alba Silvas presented information on Unemployment and Labor Market information. Coastal Bend is at 6.0 Rate as of December 2021; last month we were at 6.2% and a year ago we were at 9.1%.
- Ms. Alba Silvas presented information on Performance Measure; As of November 2021: 14 measures at not meeting, 3 at meeting and 4 at exceeding. Information on Caseload and Quality

Assurance review rates was also presented. C2 and Board staff have started activities for performance improvement plan- effective 02.01.2022.

- A brief update on Facilities, was also provided by Ms. Amy Villarreal; specific to the build-out of the 2nd Corpus Christi Career Center at Mission Shopping Center.

Detailed information can be found in Workforce Services Committee Packet, e-mailed to Board of Directors, by Ms. Janet Neely on February 8, 2022.

The Committee took the following action:

1. Approved the minutes of November 10th, 2021 Workforce Services Committee Meeting.
2. Approved the Committee Initiatives and Charter for BCY 2022.
3. Approved for recommendation for approval of updated 2022-2023 Target Occupation List(TOL).

Meeting adjourned at: 3:17 pm

COMMITTEE REPORT

VIII – 4. Ad Hoc Youth

Committee: Ad Hoc Youth

Liza Wisner, Chair

Victor M. Gonzalez, Jr., Vice Chair

Michelle Flower

Velma Soliz-Garcia

Kiwana Denson

Date of Committee meeting: February 10, 2022

The Committee did have a quorum.

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

- Ms. Amy Villarreal spoke regarding items for discussion and possible actions on:
 - Creation for the Ad Hoc Youth Committee.
 - Purpose of the Ad Hoc Youth Committee.
 - Inviting Input from Board Members.

The following information items were discussed and for information only:

Services to Youth:

- Program Updates- Ms. Catherine Cole gave a brief overview of the WIOA Youth Program. Ms. Cole stated that 151 total youth participants were in the WIOA Youth Program.
- Performance Updates- Ms. Catherine Cole gave an overview of the TWC targeted performance measures and the monthly and Year to Date (YTD) measures for the Coastal Bend per the First Quarter.

Services to Special Community Populations:

- Student HireAbility Navigator- Ms. Imelda Trevino provided updated activities that occurred for the First Quarter, highlighting her appointment to the City of Corpus Christi Committee for Persons with Disabilities.
- Foster Care Youth- Ms. Catherine Cole gave a brief overview of priority of service for Foster Care Youth and the current caseload of four Foster Care Youth in the WIOA Youth program and the 10 referrals for Foster Care Youth from Baptist Child and Family Services (BCFS).

Programs and Engagements:

- Texas Internship Initiative (TII)- Ms. Catherine Cole gave an overview of the TII Grant and the partner provider, Education to Employment (E2E), and their program, Emerging Professionals, and their 37 interns.
- Career and Education Outreach Program (CEOP)- Ms. Norma Ochoa gave a program description of the CEOP and a timeline for the program.
 - An overview of the school districts currently participating with the CEOP.
 - Introduction to the two Career and Education Outreach Specialist, Mr. Luis Rodriguez and Ms. Samantha Smolik.

- South Texas Career Connection (STCC)- Ms. Norma Ochoa gave a program description of the STCC and the three school districts involved: Benavides ISD, Jim Hogg County ISD, and San Diego ISD.
 - Discussion on how the Kiewit Education Event evolved from STCC.

Celebrating Participant Success:

- Ms. Catherine Cole spoke of a WIOA Youth Participant's, Ms. Emma Torres, experience in the program and the employment success Ms. Torres found with Amistad Community Health Center.

Detailed information can be found in the Ad Hoc Youth Committee Packet, e-mailed to Board of Directors, by Ms. Janet Neely on Tuesday, February 8, 2022.

Meeting adjourned at: 4:38 PM

ITEM FOR DISCUSSION AND POSSIBLE ACTION

IX. FY 2022 Budget Amendment #2

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2022 Operating Budget on August 5, 2021. Budget Amendment #2 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2022 Budget Amendment #2.

WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2022

The proposed budget FY22 Amendment #2, includes an overall revenue increase for new / additional funds and fund closeouts, for a total of \$4,563,661.

The increase in the budget will be adjusted in Oversight & Management in the Software category for \$37,000; One-Stop Operations under Software category for \$13,500 and Consultants for \$30,000. All three of these adjustments are to align funds for the upcoming IT project. The remaining \$4,483,161 will be a net increase to Contracted services. Increases in Reserve for Mission Plaza buildout, Special Projects for Child Care Supplemental and Perkins Grant, both Contractors for new funds, and a decrease in Direct Child Care for FY21 contract closeout.

We are requesting approval on budget amendment #2 of the BCY2022 budget.

Contract No.	Program	Comments	Amended Budget	Amendment #2	Available 12/31/2021
Non-TWC	Walmart (PATHS)		229,943		229,943
2220NDW001	COVID-19 Disaster Recovery		506,945		506,945
2221DON001	IKEA Home		69,471		69,471
2220WOA001	WIOA - PY20 Adult Allocation		163,956		163,956
2220WOD001	WIOA - PY20 Dislocated Worker Allocation		149,700		149,700
2220WOY001	WIOA - PY20 Youth		217,613		217,613
2221WOR001	WIOA - PY20 Rapid Response		20,108		20,108
2221TAN003	TANF-Texas Internship Initiative		51,351		51,351
2221TAN000	TANF Choices	Closed	531,529	(438,772)	92,757
2221CCQ000	Child Care Quality (CCQ)	Closed	307,549	(276,163)	31,386
2221CCF000	Child Care (Oct)	Closed	1,805,608	(1,101,408)	704,200
2221CCP000	Child Care DFPS	Closed	533,521	(534,556)	(1,034)
2221WPA001	Employment Services	Closed	5,666	49,552	55,218
2221WOS001	Military Family Support	Closed	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
2221WOA001	WIOA - PY21 Adult Allocation (Oct)	New	0	1,202,598	1,202,598
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)		263,276		263,276
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (Oct)	New	0	1,050,767	1,050,767
2221WOY001	WIOA - PY21 Youth Allocation	New	1,483,290	101,086	1,584,376
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	A'ddl Funding	100,000	5,000	105,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses		120,144		120,144
2221TRA001	Trade Act Services for Dislocated Workers	Closed	14,971	(14,482)	489
2222CCF001	Child Care	A'ddl Funding	18,458,856	4,700,010	23,158,866
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	SNAP E&T	Removed ABAWD	787,787	(259,971)	527,816
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
Non-TWC	Perkins	New	0	80,000	80,000
	Grand Total		\$41,666,152	\$4,563,661	\$46,229,812

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

	A FY202 Revised Budget	B FY2022 Amendment #2	C FY2022 Amended Budget	Difference C-A
Grant revenue	\$41,666,152	\$4,563,661	\$ 46,229,812	4,563,661
Total revenue	\$41,666,152	\$ 4,563,661	\$ 46,229,812	\$ 4,563,661
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,061,687	\$ -	\$ 2,061,687	-
Facilities and related expense	252,006	-	252,006	-
Furniture, Equipment & Software	59,881	37,000	96,881	37,000
General administrative expense	149,405	-	149,405	-
Staff development expense	15,000	0	15,000	-
Travel expense	40,000	-	40,000	-
Total Oversight & Management Expense	\$ 2,765,205	\$ 37,000	\$ 2,802,205	\$ 37,000
One Stop Operations				
Facilities and related expense	\$ 1,197,451	\$ -	\$ 1,197,451	-
Furniture, Equipment & Software	845,000	13,500	858,500	13,500
General administrative expense	157,078	0	157,078	-
Communication expense	155,000	0	155,000	-
Professional fees & service	25,000	30,000	55,000	30,000
Client	-	-	-	-
Total One Stop Operation	\$ 2,379,530	\$ 43,500	\$ 2,423,030	\$ 43,500
Contracted services	\$ 36,521,417	\$ 4,483,161	\$ 41,004,578	4,483,161
Reserve		1,000,000	1,000,000	1,000,000
Special Projects	1,234,045	4,503,847	5,737,892	4,503,847
One Stop Contract/Client Cost	6,840,434	53,569	6,894,003	53,569
BakerRipley	1,200,000	561,709	1,761,709	561,709
Child care (direct)	27,246,938	(1,635,964)	25,610,974	(1,635,964)
Total expense	\$ 41,666,151	\$ 4,563,661	\$ 46,229,812	\$ 4,563,661
Changes in net assets	0	(0)	0	(0)



INFORMATION ONLY

X – 1. Monitoring Reports

BACKGROUND

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of September 2021 - January 2022.

Workforce Solutions – Board

Fiscal & Program Reviews

➤ Local Match Contracts – 2021-2022

• Del Mar College	\$170,000 drawing down	\$340,000
• Coastal Bend College	\$130,000 drawing down	\$260,000
• City of Corpus Christi	\$442,403 drawing down	\$884,806
• Texas A&M Kingsville	\$140,000 drawing down	\$280,000
• Texas A&M Corpus Christi	<u>\$ 35,000</u> drawing down	<u>\$ 70,000</u>
Direct Child Care Dollars	\$917,403	\$1,834,806

➤ Local Match Contract Certifications – 2nd half of 2020-2021

- \$450,141.50 in Expenditures were certified and submitted to TWC.

➤ Child Care Local Match Agreements 2020-2021 – Monitoring Reviews

- Del Mar College
- Coastal Bend College
- City of Corpus Christi
- TAMU Kingsville
- TAMU Corpus Christi

Conclusion: No issues noted

➤ TWC Monitoring Review (#21.22.0001) – January 25-29, 2021 - Report issued August 3, 2021 Scope: January 1, 2019, thru October 31, 2020

Finding:

- Ensure Noncustodial program requirements are met.

Conclusion: Requested follow-up monitoring was performed and the finding cleared with the issuance of the TWC Audit Resolution Report on November 4, 2021.

➤ Equal Opportunity – WIOA Section 188 Checklist Review – Report 9/7/21

- A review was conducted of the Equal Opportunity nine elements that make up the WIOA Section 188 Checklist to ensure the Board meets the nondiscrimination and accessibility requirements for all programs for individuals with disabilities. No issue noted.

➤ Single Audit Review – C2gps Y/E 9/30/20 – The review had no material issues noted.

- **TWC Contract Closeouts**
 - All twenty-eight (28) PY20 contracts between Workforce Solutions and TWC were reviewed to ensure proper documentation and timely closure. - No issue noted
- **National Dislocated Worker Grant – TX-38 Disaster COVID-19**
 - A monthly Worksite Assessment Questionnaire for each participant and their supervisor has been completed from the months of September 2021 – January 2022 without exception. These worksite assessments will continue through the Grant period.

C2 Global Professional Services, LLC

Program Reviews

- **WIOA – Adult/Dislocated Worker/National Dislocated Worker - Report 11/1/21**

Findings - The overall error rate for this review is 10%.

 - One (1) participant's signed assessment was not in the customer file (Cabinet).
 - One (1) customer did not have the Service Activity (1) Occupation/Vocational Training opened in TWIST during the customers CDL training at Del Mar.
 - One (1) customer had Job Search as the activity open in TWIST when there was no indication that the customer was job searching.
 - Although a credential was entered for the attainment of the CDL License, no credential was entered in TWIST for the Class A CDL Occupational Certificate which was attained 9/16/21.
 - The service activity end date for the Occupation/Vocational (1) entered in TWIST should be 9/16/21, not 9/22/21 the date of the case note.
 - One (1) customer started CDL training in July, yet there is no case note that the customer finished the class. There is no entry in TWIST Performance Outcome or documentation of completion (Certificate) of the training. Service (1) Occ/Voc. start date in TWIST should be 7/12 not 7/19 per case note 9/14. There is no documentation in the file for the end date of 9/30.
 - One (1) case had late case notes. Cases notes were updated after the auditor notified contractor that the case was being monitored.
 - Three (3) cases do not have the CASAS/TABE test scores entered in TWIST and/or in the participates file.
 - Six (6) cases did not have the Service Plan in TWIST up to date.

Conclusion:

 - Corrections were made to the case files and in TWIST, if possible.
 - Ongoing technical assistance and training is being provided to staff.
- **WIOA – Youth Services – Report 1/3/22**

Findings - The overall error rate for this review is 8.5%.

 - One (1) customer did not have the CASAS test results entered in TWIST.
 - One (1) case does not have an up-to-date assessment.
 - Two (2) cases had no Youth Element service opened in TWIST.
 - Four (4) cases had no customer contact from a couple of months to a year.
 - One (1) case did not have any case notes for TWIST entries for over a year.
 - One (1) customer did not have their Work Experience incentive paid per case note dated 9/10/21.

- One (1) case does not have the Work Experience incentive documentation in the customers file (Cabinet).

Conclusion:

- Corrections were made to the case files and in TWIST, if possible.
- Ongoing technical assistance and training is being provided to staff.

➤ **SNAP E&T Review – Report 9/8/21**

Findings- The overall error rate for this review was 6.24%.

- Per case note 6/7/21, one (1) customer should have been penalized for non-cooperation on 6/10/21 with a non-cooperation date of 6/7/21.
- One (1) case did not have a penalty or case closure case note in TWIST.
- One (1) case data entry of Job Search Worksheet (JSW) hours were not converted from minutes to hours before entry in TWIST.
- One (1) case did not have Form 1817 faxed to HHSC to report employment on 6/8/21.
- One (1) case should have been closed due to a penalty, yet it remains open.

Conclusion:

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

➤ **TANF/Choices Review – Report 1/24/22**

Findings - The overall error rate for this review was 9.4%.

- Two cases had late case notes.
- One (1) case did not have a case note to explain the reasoning for entering a Good Cause for the months of September and October 2021.
- One (1) case that had Job Search hours in TWIST, did not have the Job Search Worksheet logs in the file.
- Two (2) customers that obtained employment was not reported to HHSC thru Form 2583.
- One (1) case did not have minutes convert to hours on the Work Activity timesheet for September and October prior to entry in TWIST.
- One (1) case did not have documentation in the file for the transportation advance in October of \$100.
- One (1) case had Job Search hours in the case notes for September Weeks 1, 3, 4, but did not have the Job Search Worksheet logs / Work Activity timesheets hours entered in TWIST.
- One case (1) had a case note (12/13) for Good Cause yet, no Good Cause was entered in TWIST.
- One case (1) should have had a penalty initiated on 11/18, yet no good cause letter was sent, or penalty entered in TWIST.
- One case (1) has Job Search hours entered in error for November week 2 in TWIST

Conclusion:

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

➤ **Non-Custodial Parent (NCP) Choices Review – Reports 10/15/21 & 11/4/21**

Findings - The overall error rate for the reviews were 33.5% & 1.75% respectively.

- In three (3) cases, OAG was not notified immediately by email that the client was out of compliance with the NCP program.
- Four (4) cases did not have weekly attempts or contact made with the client during the period of which the client was not employed.
- Eleven (11) cases did not have all case notes entered in both TWIST and COLTS within the required 3 days.

Conclusion: A tenured staff has been permanently assigned to the NCP program which has brought the program back into compliance with NCP rules and regulations.

BakerRipley, Inc.

Program Review

➤ **Child Care File Review - Report 11/5/21 – No issues noted**

INFORMATION ONLY

X – 2. Financial Report as of 12/31/2021

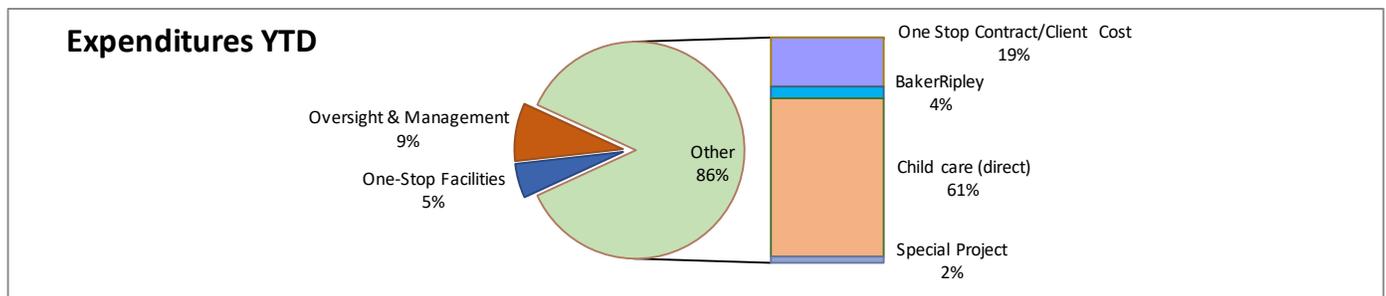
BACKGROUND

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

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	TWC %	
							% Expended	Target
Expires 3/31/2022								
2220NDW001	NDW - Coronavirus	5/5/20	3/31/22	\$1,021,148.00	\$559,992.24	\$461,155.76	55%	86%
Expires 4/30/2022								
2221DON001	IKEA Home	4/23/21	4/30/22	\$75,000.00	\$39,105.76	\$35,894.24	52%	NA
Expires 6/30/2022								
2220WOD001	WIOA - PY20 Dislocated Worker Allocation (Oct)	7/1/20	6/30/22	\$1,338,028.00	\$1,254,497.77	\$83,530.23	94%	75%
2220WOA001	WIOA - FY21 Adult Allocation (Oct)	7/1/20	6/30/22	\$1,321,682.00	\$1,210,198.46	\$111,483.54	92%	75%
2220WOY001	WIOA - PY20 Youth Allocation	7/1/20	6/30/22	\$1,726,103.00	\$1,619,653.60	\$106,449.40	94%	75%
2221TAN003	TANF-Texas Internship Initiative	4/21/21	6/30/22	\$100,000.00	\$61,679.59	\$38,320.41	62%	NA
2221WOR001	WIOA - PY21 Rapid Response	7/1/21	6/30/22	\$23,038.00	\$2,913.54	\$20,124.46	13%	NA
Expires 9/30/2022								
2222NCP001	Noncustodial Parent Choices Program	9/1/21	9/30/22	\$142,403.00	\$58,789.60	\$83,613.40	41%	31%
2222TV001	Texas Veteran's Commission	10/1/21	9/30/22	\$37,412.00	\$8,081.39	\$29,330.61	22%	25%
2221REA001	Reemployment Services and Eligibility Assessment	10/1/21	9/30/22	\$258,378.00	\$33,616.69	\$224,761.31	13%	25%
2222WCI002	WCI - Workforce Commission Initiatives	10/1/21	9/30/22	\$246,919.00	\$144,357.32	\$102,561.68	58%	25%
2222SNE001	SNAP E&T	10/1/21	9/30/22	\$527,816.00	\$223,449.48	\$304,366.52	42%	25%
2222RAG001	Resource Administration Grants	10/1/21	9/30/22	\$6,923.00	\$1,052.72	\$5,870.28	15%	25%
Expires 10/31/2022								
2222TAF001	TANF Choices	10/1/21	10/31/22	\$2,329,375.00	\$303,788.90	\$2,025,586.10	13%	80%
Expires 12/31/2022								
2222WPA001	Wagner-Peyser Employment Services	10/1/21	12/31/22	\$84,878.00	\$1,786.86	\$83,091.14	2%	20%
2222TRA001	Trade Act Services for Dislocated Workers	10/1/21	12/31/22	\$18,412.00	\$0.00	\$18,412.00	0%	NA
2222CCP001	Child Care - DFPS	9/1/21	12/31/22	\$1,032,900.00	\$490,079.44	\$542,820.56	47%	NA
2222CCP001	Child Care	10/1/21	12/31/22	\$23,158,866.00	\$8,605,066.82	\$14,553,799.18	37%	20%
Expires 3/31/2023								
2222CCQ001	Child Care Quality	10/1/21	3/31/23	\$1,418,516.00	\$26,191.51	\$1,392,324.49	2%	NA
2222CCX001	Child Care - Service Industry Recovery***	10/1/21	3/31/23	\$9,796,797.00	\$0.00	\$9,796,797.00	0%	10%
Non-TWC	Walmart - PATHS	1/1/20	3/31/23	\$300,000.00	\$83,710.04	\$216,289.96	28%	NA
Expires 6/30/2023								
2221WOA001	WIOA - PY21 Adult Allocation (July)	7/1/21	6/30/23	\$311,865.00	\$280,678.50	\$31,186.50	90%	67%
2221WOA001	WIOA - PY22 Adult Allocation (Oct)	7/1/21	6/30/23	\$1,202,598.00	\$50,183.41	\$1,152,414.59	4%	10%
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)	7/1/21	6/30/23	\$263,276.00	\$236,948.40	\$26,327.60	90%	67%
2221WOD001	WIOA - PY22 Dislocated Worker Allocation (Oct)	7/1/21	6/30/23	\$1,050,767.00	\$57,641.12	\$993,125.88	5%	10%
2221WOY001	WIOA - PY21 Youth Allocation	7/1/21	6/30/23	\$1,584,376.00	\$438,938.28	\$1,145,437.72	28%	25%
Expires 8/31/2022								
Non TWC	Perkins	7/1/20	8/31/23	\$75,000.00	\$66,183.69	\$8,816.31	88%	NA
Non TWC	Perkins	12/1/21	8/31/23	\$80,000.00	\$0.00	\$80,000.00	0%	NA
Non TWC	KINGSVILLE/BEEVILLE/STAPLES VR EXPENSES	8/1/21	8/31/23	\$120,144.00	\$41,712.63	\$78,431.37	35%	NA
Non TWC	Wage Service for Paid WE 3018VRS171	8/1/20	8/31/23	\$112,500.00	\$13,007.62	\$99,492.38	12%	NA
Non TWC	3018VRS133 - STUDENT HIRABILITY (09/01/21-08/31/22)	8/1/21	8/31/23	\$105,000.00	\$21,301.30	\$83,698.70	20%	NA
				\$49,870,120.00	\$15,934,606.68	\$33,935,513.32		

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

	FY2022 Amended Budget	October-21	November-21	Current Expenses	YTD	% Expended
REVENUES						
Grant revenue - federal	46,199,812	2,357,650	2,979,907	2,662,017	7,999,574	17%
Grant revenue - Non federal	30,000	26	117	73	215	
	46,229,812	2,357,675	2,980,024	2,662,089	7,999,789	17%
EXPENSES						
Oversight & Management						
Salaries and benefits	2,061,687	217,038	225,075	194,724	536,836	26%
Facilities and related expense	252,006	20,049	20,600	20,002	60,651	24%
Furniture, equipment, & software	96,881	3,767	3,369	7,014	14,149	15%
General administrative expense	149,405	12,339	24,055	15,621	52,015	35%
Communication expense	63,225	3,260	3,281	3,281	9,822	16%
Professional fees and services	124,000	9,532	4,394	6,492	20,419	16%
Staff development expense	15,000	4,165	6,935	297	11,397	76%
Travel expense	40,000	5,232	8,932	(1,832)	12,331	31%
Total Oversight & Management Expense	2,802,205	275,382	296,640	245,598	717,621	26%
One Stop Operations						
Facilities and related expense	1,197,451	63,132	68,813	65,824	197,769	17%
Furniture, equipment, & software	858,500	6,891	6,640	158,958	172,488	20%
General administrative expense	157,078	6,173	13,345	3,386	22,904	15%
Communication expense	155,000	11,752	10,271	8,957	30,980	20%
Professional fees and services	55,000	-	-	-	-	0%
Total One Stop Operations	2,423,030	87,948	99,069	237,124	424,141	18%
Contracted services	41,004,578	1,986,431	2,222,604	2,865,582	7,174,617	17%
Total expense	46,229,812	2,349,760	2,618,314	3,348,305	8,316,379	18%



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

For the Month Ending
December 31, 2021

ASSETS

Current Assets

Cash & Cash Equivalents	\$	794,182
Money Market Account	\$	645,266
Due from TWC		1,570,266
Accounts Receivable		4,797
Prepaid Expense		148,478
Other Assets		33,008
Total Current Assets	\$	3,195,998

Fixed Assets

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

Total Assets

\$ 3,284,339

LIABILITIES

Current Liabilities

Accounts Payable	\$	2,610,796
Accrued Expense		276,009
Accrued Vacation		77,409
Total Current Liabilities	\$	2,964,214

NET ASSETS

Unrestricted-Non-Federal Fund	\$	143,852
Temporarily Restricted-Ticket to Work/Other		87,932
Investment in Fixed Assets		88,341
Total Net Assets	\$	320,125

Total Liabilities and Net Assets

\$ 3,284,339

INFORMATION ONLY

X – 3. Facilities Updates

BACKGROUND INFORMATION

Board Professionals will provide update on:

- Facilities
- New Program Year

INFORMATION ONLY

X – 4. Update on Procurements and Contracts

BACKGROUND

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

UPDATE ON PROCUREMENTS

Ongoing Procurements	Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
RFP for General Contractor Services	January 18, 2022	February 28, 2022	\$750,000	Yes	For Mission Plaza office space modifications.

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

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

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services, LLC	Master	Management and Operation of Workforce Centers (and Youth Development Services)	\$6,777,640.65		Renewal 2 of 3	10/1/21 – 09/30/22
	Amendment #1 – To increase budget by \$539,812.65 Amendment #2 – To decrease budget by \$62,792.92					
BakerRipley	Master	Direct Child Care Services	\$19,680,981.19		Year 1 (3 renewals)	10/1/21 – 09/30/22

PROFESSIONAL & CONSULTING SERVICES

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

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

LEASE AGREEMENTS

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

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

OTHER CONTRACTS/AGREEMENTS

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Sec Ops, Inc.	Master	Security Guard Services	\$100,000		Renewal 1 of 2	10/1/21 – 9/30/22
Frost Bank	Master	Banking Services	Fee Based		Renewal 2 of 3 <i>Pending</i>	10/1/21 – 9/30/22
The Safeguard System, Inc.	Master	Fire and Security Alarm Monitoring, Testing, & Maintenance Services	\$10,000		Renewal 1 of 2	10/1/21 – 9/30/22
Time Warner Cable	Master	Dedicated Access Service Lines Agreement	\$575.00/mo HUB lines to local center sites & \$774/mo HUB line to TWC		Extended on a year-to-year basis	Initial Term of Service will commence on date of connectivity
Time Warner Cable	Master	Dedicated Access Service Installation Agreement	\$2,000 one- time fee		Extended on a year-to-year basis	Installation of WAN Project
Rural Economic Assistance League, Inc. (REAL)	Agmt	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, and San Patricio counties	NTE \$5,000		Renewal 1 of 2	10/1/21 – 9/30/22
County of Kleberg Human Services	Agmt	Transportation Assistance Services to Kleberg and Kenedy counties	NTE \$5,000		Renewal 1 of 2	10/1/21 – 9/30/22
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	NTE \$204,000		Renewal 2 of 3	10/1/21 – 9/30/22

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	LATEST CONTRACT AMENDMENT STATUS	CONTRACT STATUS	CONTRACT PERIOD
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	Developer Agreement \$16,000 Career Coach Agreement \$7,500		Renewal 1 of 2	10/1/21 – 9/30/22
The Clower Company	Agmt	Commercial Real Estate Brokerage Services	Broker fees paid by seller/landlord		Renewal 3 of 3	10/1/21 – 9/30/22
M&Rs Elite Janitorial Solutions, LLC	Master	Janitorial Cleaning Services (Career Centers in Corpus Christi & Sinton)	\$200,000		Renewal 2 of 3	10/1/21 – 9/30/22
JDB Public Relations	Master	Executive Coaching and Leadership Services	NTE \$28,500 + travel expenses		Renewal 1 of 1	10/1/21 – 9/30/22
Education to Employment Partners	Master	Texas Internship Initiative	\$90,911.40		Year 1	4/22/21 – 5/30/22
A+ Center for Education, LLC	Master	Child Care Professional Development Training Services	\$1,800		Renewal 1 of 1	11/30/21 – 9/30/22

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Agency Board Agreement	2220ABA001	To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs.	Non-Financial	2/1/20 – 9/30/22
	Amendment #2 – Revisions to definitions, various sections and certifications.			
Workforce Innovation and Opportunity Act – Adult	2220WOA001	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$1,644,710	7/1/20 – 6/30/22
	Amendment #1 - Revisions to standard terms & conditions and performance measures.			
Workforce Innovation and Opportunity Act – Youth	2220WOY001	To provide funds to plan and deliver services to low-income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$1,726,103	7/1/20 – 6/30/22
TX-34 Disaster Recovery Dislocated Worker Grant – COVID -19	2220NDW001	To assist affected individuals residing in the local Workforce Development Board affected by COVID-19. Considered to be supplemental resources that provide flexibility to communities in responding to and recovering from unexpected events that cause large-scale job loss that exceed the capacity of the state and local area to address with formula resources.	\$1,021,148	5/5/20 – 3/31/22
	Amendment #1 – Extended grant period end date from 3/31/21 to 3/31/22, increased grant award amount by \$1,450,744 and revised award terms and conditions. Amendment #2 – Revised statement of work financial requirements. Amendment #3 – Revised statement of work project requirements. Amendment #4 –Revised statement of work project requirements, uniform administrative requirements and decreased (voluntary return) award amount by \$503,317.			
Workforce Innovation and Opportunity Act – Dislocated Worker	2220WOD001	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,338,028	7/1/20 – 6/30/22
Texas Internship Initiative	2221TAN003	To expand the program to allow for additional students, STEM areas, and other school districts, as well as a partnership with Texas A&M University – Corpus Christi. At least 40 students will be prepared for internships.	\$100,000	4/21/21 – 6/30/22

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Workforce Innovation and Opportunity Act – Dislocated Worker	2221WOD001	To provide funds to support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,314,043	7/1/21 – 6/30/23
	Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.			
Workforce Innovation and Opportunity Act – Rapid Response	2221WOR001	To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.	\$23,038	7/1/21 – 6/30/22
	Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.			
Workforce Innovation and Opportunity Act – Adult	2221WOA001	To provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce.	\$1,514,463	7/1/21 – 6/30-23
	Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.			
Workforce Innovation and Opportunity Act – Youth	2221WOY001	To provide funds to plan and deliver services to low-income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education.	\$1,584,376	7/1/21 – 6/30/23
	Amendment #1 – Revised general terms and conditions and special federal award terms and conditions.			
Apprenticeship Texas Expansion	2222ATG001	To build registered apprenticeship into mainstream education pathway option to help maintain prominence in building the strongest, most adaptable, and most credentialed workforce. Includes apprenticeships in industries such as IT, Healthcare, Advanced Manufacturing, Skilled Trades, and Cybersecurity Services.	\$100,000	2/1/22 – 1/31/23
Trade Act Services for Dislocated Workers	2222TRA001	To fund required remedial skills training, allowable prerequisite training, and vocational training costs for eligible trade certified dislocated workers. Activities under this grant must seamlessly integrate industry and employer needs with the preparation of job seekers for the transition to new and sustainable employment.	\$18,412	10/1/21 – 12/31/22

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Temporary Assistance for Needy Families/Choices	2222TAF001	To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,329,375	10/1/21 – 10/31/22
	Amendment #1 – Revised statement of work – project requirements. Amendment #2 - Revised statement of work – project requirements.			
Texas Veterans Commission – Resource Administration Grant	2222TVC001	To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board and Texas Veterans Commission (TVC) employees.	\$37,412	10/1/21 – 9/30/22
Texas Department of Family and Protective Services (DFPS) Child Care	2222CCP001	To purchase child care services for children who are deemed eligible and authorized for services by DFPS.	\$0	9/1/21 – 12/31/22
	Amendment #1 – Revised general terms and conditions and statement of work project requirements.			
Child Care Services Formula Allocation	2222CCF001	Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency.	\$23,158,866	10/1/21 – 12/31/22
	Amendment #1 - Revised general terms and conditions, special federal award terms and conditions, statement of work – project requirements, uniform administrative requirements, and grant award increased by \$4,700,010.			
CCDF Quality Improvement Activity	2222CCQ001	Local Boards areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency.	\$1,418,516	10/1/21 – 3/31/23
	Amendment #1 – Revised statement of work – project requirements, financial requirements, uniform administrative requirements, and to extend grant period from 10/31/22 to 3/31/23.			
Service Industry Recovery (SIR) Child Care	2222CCX001	Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow SIR parents to work, and contribute to the state's COVID economic recovery.	\$9,796,797	10/1/21 – 3/31/23
Resource Administration Grant	2222RAG001	To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board, Agency, and workforce service provider staff.	\$6,923	10/1/21 – 9/30/22

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Reemployment Services and Eligibility Assessment	2222REA001	To provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$258,378	10/1/21 – 9/30/22
	Amendment #1 – Updated version of special federal award terms and conditions.			
Workforce Commission Initiatives	2222WCI002	To fund projects that strengthen and add value to the delivery system in its workforce area.	\$264,919	10/1/21 – 9/30/22
	Amendment #1 – Revised GTC table of contents, statement of work project & financial requirements, uniform administrative requirements, special federal award terms and conditions & increased grant amount by \$61,110.			
Military Family Support	2222WOS001	To better meet the needs of military spouses entering the job market from military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing, interview skills, and if funding is available, to support training in high-demand occupations.	\$54,600	1/1/22 – 12/31/22
Wagner-Peyser Employment Services	2222WPA001	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services into the Workforce Solutions Offices.	\$84,878	10/1/21 – 12/31/22
	Amendment #1 - Revised statement of work - project & financial requirements.			

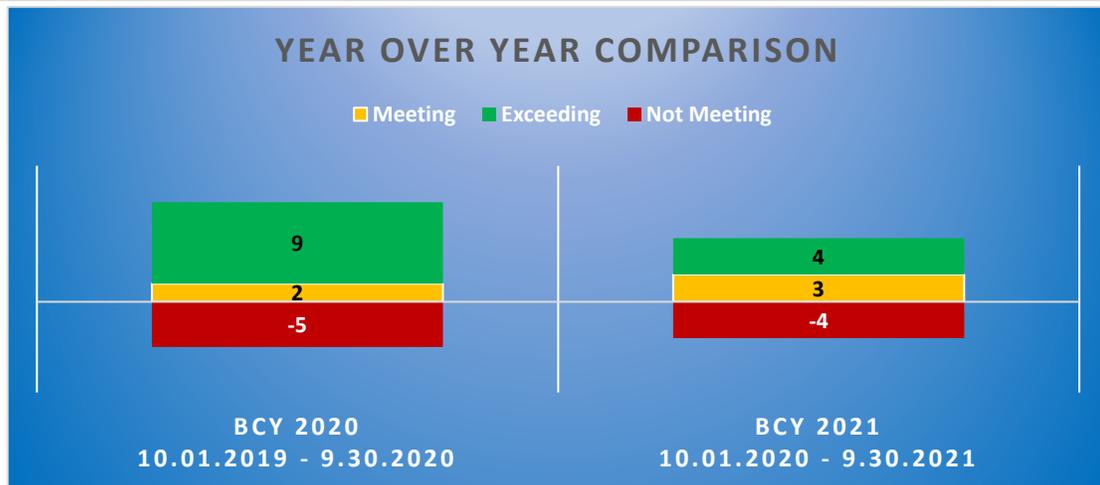
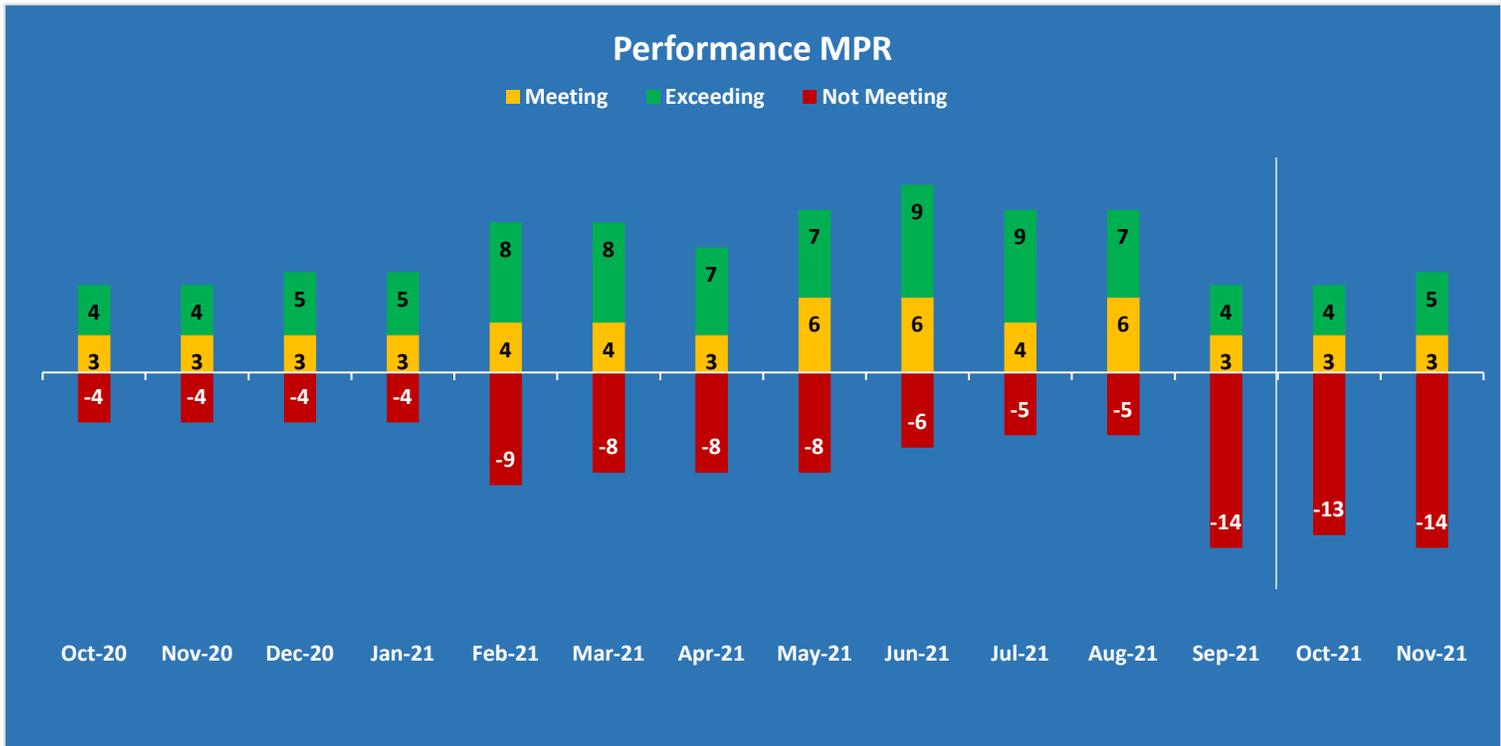
INFORMATION ONLY

X – 5. Performance Measure Update BCY 2021 - 2022

BACKGROUND INFORMATION

**Performance Measure Update (October 2021 Final Release)
Performance Synopsis
Board Contract Year: 2022**

+
BCY 2022 Timeframe: October 1, 2021 – September 30, 2022



Background

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

Non-WIOA Measures	WIOA Measures
+P (Exceeding) – Meeting performance – Greater than 105%	+P (Exceeding) – Meeting performance – Greater than 110%
MP – Meeting performance – Greater than 97.5% and Equal to or Less than 105%	MP – Meeting performance – Greater than 95% and Equal to or Less than 110%
MP – Meeting at Risk – Equal to or Greater than 95% and Equal to or Less than 97%	MP – Meeting at Risk – Equal to or Greater than 90% and Equal to or Less than 95%
-P – Not meeting performance – Less than 95%	-P – Not meeting performance – Less than 90%

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

Performance Measure	Current		Current % of Target
	Numerator	Denominator	
1. Employed Q2 Post Exit – Adult	28	43	89.57%
2. Employed Q4 Post Exit – Adult	42	75	81.99%
3. Median Earnings Q2 Post Exit – Adult	-	26	86.16%
4. Credential Rate – Adult	5	12	63.76%
5. Measurable Skills Gains – Adult	21	107	37.48%
6. Employed Q4 Post Exit – DW	20	20	89.46%
7. Median Earnings Q2 Post Exit – DW	-	15	84.08%
8. *Credential Rate – DW	4	7	81.57%
9. Measurable Skills Gains – DW	25	73	61.25%
10. Median Earnings Q2 Post Exit – Youth	-	15	70.87%
11. Measurable Skills Gains – Youth	5	56	39.04%
12. *Employed/Enrolled Q2 Post Exit – C&T Participants	1,481	2,567	91.14%
13. *Credential Rate – C&T Participants	13	31	59.83%
14. Choices Full Engagement Rate – All Family Total	8	58	25.44%

Board Actions: Performance Improvement

January 6, 2022 - First Performance/Reporting Meeting for BCY with C2GPS (C2);

January 21, 2022 - C2 submitted to Board Staff a Self-Imposed Improvement Plan to address concerns with contracted Performance Measures.

January 24, 2022 - Board Staff received a communication from TWC, informing us of a Performance Improvement Action process to work on strategies, policies & procedures for performance improvement. This process will elevate our coordinating activities with C2 Management.

February 1, 2022 - Board Staff met with C2 Management to discuss in detail the parameters of a Performance Improvement Plan imposed by WFSCB. It was agreed for weekly meetings to begin effective the week of February 9th.

The focus of all meetings has and will continue to be performance improvement, attainment, and sustainability; Data integrity, new hire training in TWIST and WIT Systems.

C2GPS (C2) Actions: Performance Improvement

1. Provided staff training on Performance measures and definitions on December 7th and 9th 2021. Continue to have bi-weekly calls with program staff to discuss topics related to performance outcomes and to assure appropriate services are provided to customers to attain their training/employment goals.

Measurable Skills Gain will show an increase in performance as the December data is updated. As semester grades were submitted for fall semester training and high school customers, an increase of 40 Adult, 14 Dislocated Worker, and 30 Youth Gains have been entered into the System. With these numbers all 3 measures should be in a meeting or exceeding status as MPR data is updated.

Through the reviews of training customers, attainment of credentials has been identified and have been submitted. The credentials entered into the system will increase our overall performance by 5 Adults and 4 Youth. Projections indicate that the Adult measure will be meeting when 2nd quarter data is updated on the MPR and Youth will continue to show positive performance for credentials.

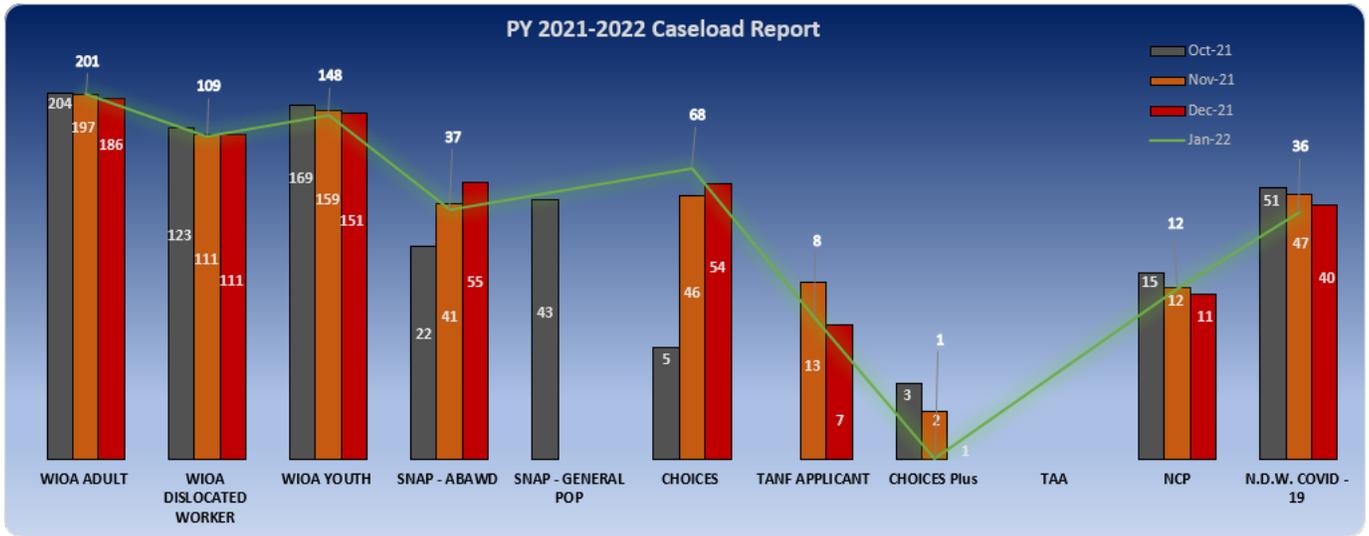
2. RESEA Program Performance and Technical Assistance
During the 4th Quarter of 2021, WFSCB was coordinating with TWC Workforce Board Service Strategies Department to implement process improvements in the Reemployment Service and Eligibility Assessment Program. It was noted that Coastal Bend's completion of all required services for each customer during the Service Delivery Timeline was slipping and required action to improve. WSFCB RESEA staff and leadership team met with Workforce Board Service Strategies team to discuss process improvements, best practices, and reporting. Through the implementation of enhanced tracking and reporting, WFSCB increased its timely service delivery percentage from 65% in October to 80% in November, and then increased again to 87% in December. WFSCB is on track to achieve the 95% target set by the State in January 2022.

INFORMATION ONLY

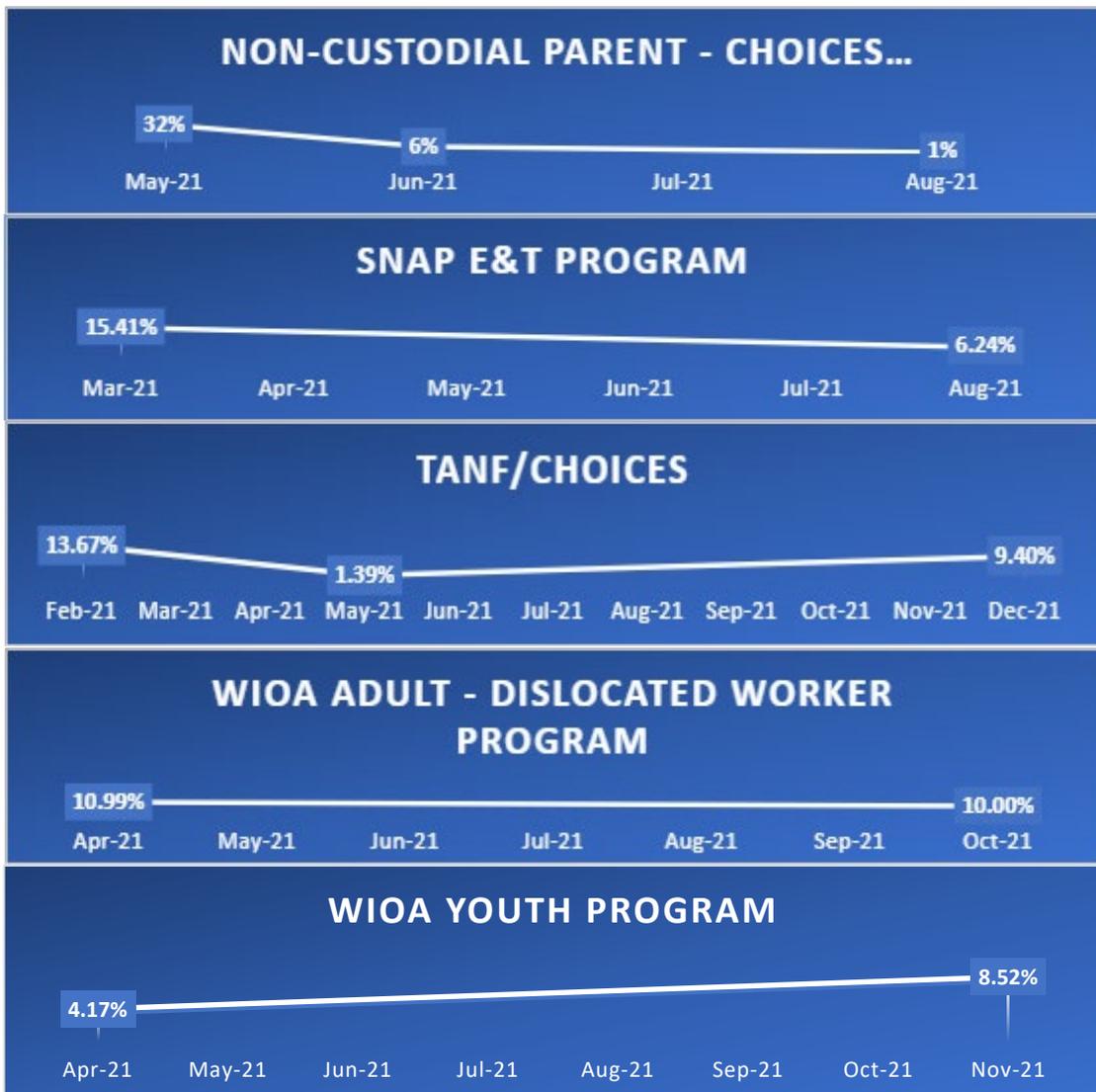
X – 5. Case Load Report Update BCY 2021 - 2022

BACKGROUND INFORMATION

Caseload Report Update



Quality Assurance Update





Board of Directors Meeting

Staples Career Center – 520 N. Staples Street – Conference Room #1
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/88455636234?pwd=NkE1cHVUFlaNi8xemY1a202MjVKQT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 884 5563 6234

Passcode: 060775

Thursday, February 24, 2022 – 3:00 pm

AGENDA - DRAFT

- I. Call to Order: *Gloria Perez, Chair*
- II. Roll Call: *Jesse Gatewood, Secretary*
- III. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance 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 December 9, 2021 Board of Directors Meeting**
- VII. **Chair's Report:** *Gloria Perez*
- VIII. **President/CEO's Report:** *Ken Trevino*
 - Business Development, Public Relations and Organizational Update

(cont. page 2)

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IX. Committee Reports

- | | |
|------------------------------|--------------------------------|
| * <i>Child Care Services</i> | <i>Marcia Keener, Chair</i> |
| * <i>Public Relations</i> | <i>C. Michelle Unda, Chair</i> |
| * <i>Workforce Services</i> | <i>Manny Salazar, Chair</i> |
| * <i>Ad Hoc Youth</i> | <i>Liza Wisner, Chair</i> |

X. Discussion and Possible to Approve FY 2022 Budget Amendment #2: Shileen Lee
(Reviewed and Approved for recommendation by Executive and Finance Committee on February 17, 2022)

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

1. Policy 4.3.100.07 – Child Care Eligibility
(Recommended for approval at the February 8, 2022 Child Care Services Committee)
2. Discussion and Possible Action on the Purchase of Curriculum for Child Care Center Classrooms
(Recommended for approval at the February 8, 2022 Child Care Services Committee)
3. 2022-2023 Target Occupation List (TOL)
(Recommended for approval at the February 10, 2022 Workforce Services Committee)

XII. Information Only:

1. Monitoring Report: *Larry Peterson*
2. Financial Report as of 12/31/2021: *Shileen Lee*
3. Facilities Update: *Amy Villarreal*
4. Update on Procurements and Contracts: *Esther Velazquez*
5. Performance Measure Update: *Amy Villarreal*

XIII. 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.

Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our administrative offices and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 520 N. Staples Street, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

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This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.

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Glossary of Terms

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