



Executive/Finance Committee Meeting

September 15, 2022
3:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/85012792674?pwd=NWFOS1pUNHVFQWhwRDdBa0hoNzc4QT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 850 1279 2674

Passcode: 019464

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

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Corpus Christi, Texas

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Thursday, September 15, 2022 – 3:00 pm

AGENDA

Page

- I. **Call to Order: Gloria Perez, Chair**
- II. **TOMA Rules: Janet Neely**
- III. **Roll Call: Jesse Gatewood, Secretary**.....4
- IV. **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.
- V. **Public Comments**
- VI. **Discussion and Possible Action on Minutes of the May 12, 2022 Executive/Finance Committee Meeting**.....5-10
- VII. **Discussion and Possible Action on Minutes of the June 15, 2022 Executive/Finance Committee Meeting**.....11-12
- VIII. **Chair’s Report: Gloria Perez**

(cont. page 2)

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Equal Opportunity Employer/Program

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IX. **President/CEO's Report: Ken Trevino**

- Business Development, Public Relations and Organizational Update

X. **Committee Reports**

- * *Child Care Services* Marcia Keener, Chair.....13-15
- * *Public Relations* C. Michelle Unda, Chair.....16
- * *Workforce Services* Manny Salazar, Chair.....17-18
- * *Ad Hoc Youth* Liza Wisner, Chair.....19-20

XI. **Discussion and Possible Action to Approve FY 2022 Budget Amendment #4: Shileen Lee.....21-24**

XII. **Discussion and Possible Action on Proposed BCY 2023 Preliminary Budget: Shileen Lee.....25-28**

XIII. **Discussion and Possible Action on Purchases over \$50k for Phase II Mission Facility:**

- Shileen Lee.....29-30
- 1. IT Cabling
- 2. Burglar Alarm, Security Cameras, Access Control, Conference Room
- 3. Furniture

XIV. **Discussion and Possible Action to Approve Micro and Small Purchases Policy # 1.0.116.02:**

- Shileen Lee.....31-36

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

- 1. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute New Contracts and Leases Subject to Review and Approval of the Final Terms by the Executive Committee: *Esther Velazquez*.....37
- 2. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2022-23: *Esther Velazquez*.....38

XVI. **Information Only:**

- 1. Monitoring Report: *Larry Peterson*.....39-42
- 2. Financial Report as of 07/31/2022: *Shileen Lee*.....43-46
- 3. HR Policy Update: *Shileen Lee*.....47-49
- 4. IT Update: *Shileen Lee*.....50
- 5. Procurement Handbook: *Shileen Lee*.....51-81
- 6. Facilities Update: *Amy Villarreal*.....82
- 7. Update on Procurements and Contracts: *Esther Velazquez*.....83-94
- 8. Performance Measure Update: *Amy Villarreal*.....95-98
- 9. 2022-2023 Holiday Schedule: *Ken Trevino*.....99-100
- 10. Draft Agenda for the September 29, 2022 Board of Directors Meeting: *Ken Trevino*.....101-104

XVII. **Adjournment**

(cont. page 3)

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.

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
September 15, 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
Staples Career Center – 520 North Staples Street – Conference Room #1
Corpus Christi, Texas

Join Zoom Meeting
<https://us02web.zoom.us/j/88155615052?pwd=OFFtdnFYs2o4VjNSVnFQV09tdzlxzd09>

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

Meeting ID: 881 5561 5052
Passcode: 448433

May 12, 2022 – 3:00 pm

Committee Members

Present

Gloria D. Perez, Chair
Raynaldo De Los Santos II, Vice Chair
Jesse Gatewood
John Owen
Ed Sample
Victor M. Gonzalez, Jr.
Marcia Keener
C. Michelle Unda
Manny Salazar
Liza Wisner

Absent

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Larry Peterson, Workforce Solutions
Esther Velazquez, Workforce Solutions
Alba Silvas, Workforce Solutions
Xena Mercado, Workforce Solutions
Catherine Cole, Workforce Solutions
Allyson Riojas, Workforce Solutions
Imelda Trevino, Workforce Solutions
Rosina Salas, Workforce Solutions
Denise Woodson, Workforce Solutions
Tony Armadillo, Workforce Solutions
Celina Leal, Workforce Solutions
Chakib Chehadi, C2GPS, LLC
Geri Escobar, C2GPS, LLC
Ricardo Munoz, C2GPS, LLC
Louis Tatum, C2GPS, LLC
Angie Garcia, C2GPS, LLC
Mike Del Toro, ABIP, P.C.

Other Board Members Present

I. Call to Order

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

II. TOMA Rules

Ms. Neely provided information on the Texas Open Meetings Act (TOMA) Rules.

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

Due to the new TOMA rules we do have a laptop setup 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.

VI. Discussion and Possible Action on Minutes of the February 17, 2022 Executive/Finance Committee Meeting

Mr. De Los Santos II moved to approve the minutes of the February 17, 2022 Executive/Finance Committee meeting. The motion was seconded by Mr. Owen and passed.

VII. Chair's Report

Annual Performance Evaluation of the President/CEO

Ms. Perez stated a Special-Called Meeting will be held on Tuesday, May 17, 2022 for the Annual Performance Evaluation of the President/CEO Ken Trevino. Ms. Perez met with Legal Counsel, Ms. Garcia. She also sent out a Performance Appraisal to the Executive Committee members and Board of Directors. Ms. Perez noted this is an accordance with our Employment Contract with our CEO.

Workforce Solutions was Represented @ the following State and National Events:

- Texas Association of Workforce Boards Quarterly Meeting – February 27-28
- National Association of Workforce Boards Forum 2022 – April 11-14
- U.S. Conference of Mayors Workforce Development Council April Board of Trustees Meeting – April 25-26

Ms. Perez thanked Mr. Gonzalez, Jr. for attending the Texas Association of Workforce Boards Quarterly Meeting on February 27-28, 2022.

Ms. Perez thanked Mr. De Los Santos II, Mr. Gonzalez, Jr. and Board Professionals for attending the National Association of Workforce Boards Forum 2022 on April 11-14, 2022.

Ms. Perez mentioned Mr. Trevino attended his U.S. Conference of Mayors Workforce Development Council April Board of Trustees Meeting on April 25-26, 2022.

Buc Days Illuminated Night Parade Tailgate Party

Ms. Perez mentioned team Workforce and their families attended the Buc Days Illuminated Night Parade Tailgate Party at the Staples Career Center to watch the Mobile Career Center make an appearance in the parade. Ms. Perez thanked Mr. Trevino, Ms. Villarreal, Mr. Gonzalez, Jr. and Board Professionals for attending the Buc Days Illuminated Night Parade Tailgate Party.

Workforce Solutions Coastal Bend Committee Meetings

Ms. Perez attended the Workforce Solutions Coastal Bend Committee Meetings. You will hear those reports later in the meeting. They were all outstanding and I would like to express my gratitude to everyone in attendance.

Meetings with President/CEO

Ms. Perez mentioned she had weekly briefings with President/CEO Mr. Trevino. Those meetings typically last one to two hours and Mr. Trevino has kept Ms. Perez apprised of the following key organizational and management items.

- Performance Metrics
- Community Relations
- Board of Director Relations (Elected Officials)
- Internal and External Communications

- Budget Performance
- IT Updates
- HR & Staffing
- Procurement Updates
- Service Provider Updates

Upcoming Events:

Special-Called Executive/Finance Committee Meeting

Ms. Perez provided a date for the Special-Called Executive/Finance Committee meeting which will be held at 3:00 pm on Tuesday, May 17, 2022 at the Bayview Tower, 400 Mann Street, Suite 800 in conference room #1.

Board of Directors Meeting

Ms. Perez provided a date for the next Board of Directors meeting which will be held at 3:00 pm on Thursday, May 19, 2022 at the Staples Career Center, 520 N. Staples Street in conference room #1.

CEO Council Meeting

Ms. Perez provided a date for the next CEO Council meeting which will be held at 12 noon on Thursday, June 2, 2022 at the Keach Family Library in Robstown, Texas.

VIII. President/CEO's Report

VIP Night for Goodwill Rockport

Mr. Trevino provided information on the VIP Night for Goodwill Rockport held on May 10, 2022. Along with a store and donation station, Goodwill Rockport features a Job Connections Center, a new joint venture with Workforce Solutions Coastal Bend. This includes a resource room and a computer lab.

Ribbon Cutting for New Location in Rockport

Mr. Trevino stated the Goodwill/Rockport Grand Opening ribbon cutting ceremony was held on May 12, 2022. Mr. Trevino stated we are a Workforce Center embedded in a Goodwill Industries retail store. Mr. Trevino mentioned there were 150 people wrapped around the building to get into the new center.

Mr. Trevino thanked Mr. Owen for the opportunity to do something innovative and creative.

Representative Todd Hunter was in attendance. Mr. Hunter stated that the New Location was incredible and to keep him posted.

Mr. Trevino acknowledged and expressed his appreciation for Ms. Escobar and Mr. Tatum with C2 Global Professional Services, LLC on their willingness to figure out how to staff a few more people to serve the Rockport community in a different way and in an office space.

Mr. Trevino recognized the Public Relations team on their media coverage for doing a great job.

IX. Committee Reports

Child Care Services

Ms. Keener provided a report on the May 3, 2022 Child Care Services Committee (included on page 14 of the May 12 agenda packet).

Ms. Keener thanked Ms. Perez and Mr. De Los Santos II for attending the Child Care Services Committee meeting.

Public Relations

Ms. Unda provided a report on the May 4, 2022 Public Relations Committee meeting (included on page 15 of the May 12 agenda packet). Ms. Mercado provided additional information.

Ms. Mercado introduced new Board staff Mr. Tony Armadillo, Digital and Design Content Specialist II of Workforce Solutions Coastal Bend. Ms. Mercado thanked Mr. Armadillo and expressed her gratitude for having him on the team.

Ms. Mercado mentioned the Buc Days Illuminated Night Parade Tailgate Party was a great attendance with team Workforce and their families. Also in attendance was Mr. Gonzalez, Jr.

Mr. Trevino recognized Mr. Aceves for working the parking lot for the Buc Days Illuminated Night Parade Tailgate Party. The whole team was at the event early to park their vehicles and enjoy the event. Mr. Trevino expressed his appreciation for everyone that participated in the planning of the Buc Days Illuminated Night Parade Tailgate Party.

Workforce Services

Mr. Salazar provided a report on the May 5, 2022 Workforce Services Committee meeting (included on pages 16-17 of the May 12 agenda packet).

Mr. Salazar recognized Ms. Silvas, Ms. Villarreal and Ms. Riojas for doing a great job on a productive meeting and very efficient.

Ms. Silvas provided additional information.

Ms. Perez thanked our contractor for attending the Workforce Services Committee meeting and presented good information.

Ad Hoc Youth

Ms. Wisner provided a report on the May 5, 2022 Ad Hoc Youth Committee meeting (included on pages 18-19 of the May 12 agenda packet). Ms. Cole provided additional information.

Ms. Wisner thanked the board members who are Committee members of the Ad Hoc Committee.

Ms. Perez thanked all the Committee Chairs and mentioned that there are exciting things going on.

X. Discussion and Possible Action to Approve the Draft External Audit Report:

Mr. Del Toro presented the Draft External Audit Report for the Year Ended September 30, 2021 and the four major components: Risk Assessment; Compliance Audit-Federal and State Grants; Financial Audit; and Reporting (included on pages 20-54 of the May 12 agenda packet). There were no deficiencies noted; no instances of non-compliance; no significant findings; no corrected or uncorrected misstatements; no difficulties encountered in dealing with management; and no disagreements with management.

Mr. De Los Santos II moved to approve the Draft External Audit Report for the Year Ended September 30, 2021 as presented by Alonzo, Bacarisse, Irvine, and Palmer, P.C. The motion was seconded by Mr. Owen and passed.

Mr. De Los Santos II stated that it is not common to move through an audit and not have any findings whatsoever. When you see that, the consistently says a lot about the controls about the mechanisms, the

policies and procedures that are in place. Mr. De Los Santos II congratulated Ms. Lee on the Draft External Audit Report.

Mr. Owen agreed with Mr. De Los Santos II comment.

XI. Discussion and Possible Action on Purchases over \$50k for New Facility Buildout:

1. IT Cabling
2. Burglar Alarm, Security Cameras, Access Control
3. Furniture

Ms. Lee provided information on the Purchases over \$50k for New Facility Buildout, items 1-3 (included on pages 55-56 of the May 12 agenda packet).

Mr. Owen moved to approve on the Purchases over \$50k for New Facility Buildout, items 1-3. The motion was seconded by Ms. Unda and passed.

XII. Discussion and Possible Action to Approve FY 2022 Budget Amendment #3:

Ms. Lee provided information on the FY 2022 Budget Amendment #3 (included on pages 57-60 of the May 12 agenda packet).

Mr. Sample moved to approve the FY 2022 Budget Amendment #3. The motion was seconded by Mr. Gonzalez, Jr. and passed.

XIII. Items for Discussion and Possible Action:

1. Discussion and Possible Action to Approve the President/CEO's Execution of a Contract for General Contractor Services – Mission Plaza Phase I

Ms. Velazquez provided information on the Contract for General Contractor Services – Mission Plaza Phase I (included on page 61 of the May 12 agenda packet).

Mr. Gonzalez, Jr. moved to recommend to the Board of Directors to authorize the President/CEO's execution of the Contract for General Contractor Services – Mission Plaza Phase I. The motion was seconded by Mr. Owen and passed.

2. Discussion and Possible Action to Authorize the President/CEO to Execute a Contract for IT Professional Services

Ms. Velazquez provided information on the Contract for IT Professional Services (included on page 62 of the May 12 agenda packet).

Mr. Owen moved to recommend to the Board of Directors to Authorize the President/CEO to execute a Contract for IT Professional Services. The motion was seconded by Ms. Keener and passed.

3. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contract for Fiscal Year 2022-23

Ms. Velazquez provided information on the Options for Renewal of Contract for Fiscal Year 2022-23 (included on pages 63-64 of the May 12 agenda packet).

Mr. Sample moved to recommend to the Board of Directors to Authorize the President/CEO to execute Options for Renewal of Contract for Fiscal Year 2022-23. The motion was seconded by Mr. Gonzalez, Jr. and passed.

Note: Ms. Unda abstained from voting on action item to Authorize President/CEO to Execute the Options for Renewal of Contract for Fiscal Year 2022-23.

XIV. Information Only:

1. *Financial Report as of 03/31/2021*

Ms. Lee presented the March Financial Report (included on pages 65-70 of the May 12 agenda packet).

Mr. Trevino asked Ms. Lee to verify that the other 27 boards in the State of Texas are in between 5% and 30% of their SIR allocations. Mr. Trevino noted that we are not alone on this.

Ms. Lee confirmed we are showing up at around 15 to 18% and some boards are as low as 5%.

2. *Facilities Update*

Ms. Villarreal provided a facilities update (included on page 71 of the May 12 agenda packet).

3. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 72-82 of the May 12 agenda packet).

4. *Performance Measure Update*

Ms. Villarreal presented the Performance Measure Update for February 2022 (included on pages 83-90 of the May 12 agenda packet).

5. *Draft Agenda for the May 19, 2022 Board of Directors Meeting*

Mr. Trevino provided a draft agenda for the May 19, 2022 Board of Directors meeting (included on pages 91-93 of the May 17 agenda packet).

XV. Adjournment

The meeting adjourned at 4:51 pm.

MINUTES
Workforce Solutions of the Coastal Bend – Special-Called Executive/Finance Committee Meeting
Staples Career Center – 520 North Staples Street – Conference Room #1
Corpus Christi, Texas

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

Meeting ID: 886 4615 3844
Passcode: 715633

June 15, 2022 – 2:00 pm

Committee Members

Present

Gloria D. Perez, Chair
Jesse Gatewood
John Owen
Ed Sample
Victor M. Gonzalez, Jr.
Marcia Keener
C. Michelle Unda
Manny Salazar
Liza Wisner

Absent

Raynaldo De Los Santos II, Vice Chair

Others Present

Ken Trevino, Workforce Solutions
Amy Villarreal, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Rosina Salas, Workforce Solutions
Ernest Everett, Workforce Solutions
Lucinda Garcia, Legal Counsel

Other Board Members

Present

- I. **Call to Order**
Ms. Perez called the meeting to order at 2:00 pm.
- II. **TOMA Rules**
Ms. Neely provided information on the Texas Open Meetings Act for public meetings.
- III. **Roll Call**
The roll was called and a quorum was present.
- IV. **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.
- V. **Public Comments**
Mr. Trevino noted that due to the new TOMA rules we do have a laptop setup here at 520 North Staples Street, Conference Room #1 and it is listed on the zoom call as Public. The laptop is available and open to the public.
- VI. **Discussion and Possible Action on Annual Performance Evaluation of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)**
Ms. Perez called the meeting into closed session at 2:08 pm. The closed session ended at 2:54 pm.

Mr. Owen moved that the annual performance appraisal tool and performance evaluation report of the President/CEO for 2021-2022 be approved and that the following recommendations be presented to the Board of Directors regarding the President/CEO:

1. A two percent (2%) cost of living adjustment/increase to the current base salary of 2021-2022;
2. The payment of a performance incentive of seven percent (7%) based on the current base salary of 2021-2022; and
3. And all other benefits provided under the Employment Agreement to remain the same.

Ms. Garcia presented an amendment for approval would be retroactive to the date of anniversary of May 16.

The motion was seconded by Mr. Sample and passed.

Mr. Trevino expressed his appreciation for the vote of confidence.

VII. Adjournment

The meeting adjourned at 2:58 pm.

COMMITTEE REPORT

X – 1. Child Care Services

Committee: Child Care Services

Marcia Keener, Chair

Sandra Bowen, Vice Chair

Catrina Wilson

Justin Hoggard

Andrea Chavez

Alma Barrera

Date of Committee meeting: September 6, 2022

The Committee did have a quorum.

The following items were discussed at the meeting:

1. Summary of Child Care Performance for the Third Quarter of BCY2022

During the third quarter of BCY2022, we continued to enroll children from the wait list. The goal is to enroll **2,849** children into the Child Care Services (CCS) Program as quickly as possible and maintain this enrollment throughout the remainder of the contract year. The Texas Workforce Commission (TWC) performance target measure was adjusted twice during the third quarter. The target was adjusted because TWC approved utilizing **\$46.25 million** dollars of federal child care stimulus funding that Texas received to increase the number of low-income children receiving subsidies. **24** Boards were eligible to receive this funding. Coastal Bend received an additional **\$1,256,693.00**. This funding will allow us to enroll an additional **459** children into the CCS Program with the maximum enrollment being **3,078** children enrolled in the CCS Program.

2. Summary of Child Care Performance for the Month of July of the Third Quarter of BCY2022

During the month of July, we continued to enroll children from the wait list. The goal is to reach the Board's performance target of 3,078 children. There were fluctuations in our enrollment during the summer months due to school being out of session. Historically, there is a decrease in enrollment because children are staying home with older siblings during the summer. Enrollment increases once schools are back in session. There were 2,890 children enrolled in care at the end of July.

3. Action Plan for Child Care Performance for the Remainder of the Fourth Quarter of BCY2022

The action plan for the remainder of the fourth quarter of BCY2022 is to continue enrolling children into the child care program with the goal being to reach the performance target of 3,078 children enrolled in care. Customers are being outreached quickly (usually within 1-2 weeks) from the wait list and placed in care faster.

4. Analysis of Coastal Bend Child Care

There are currently 142 providers with Workforce Provider Agreements. The Board and contractor staff will be conducting outreach activities during the remainder of the contract year to recruit additional child care providers to participate in the Child Care Services (CCS) Program. The recruiting efforts are being done to ensure that there is a healthy base of providers (with spaces available) to meet the demands for child care services.

During the third quarter, we saw increases in the items listed below.

- Total subsidies paid to providers (***Nueces County - \$747,492.00***) (***Rural areas - \$346,985.00***)
- Parent share of cost fees (***Nueces County - \$81,636.00***) (***Rural areas - \$42,228.00***)
- The average number of children served (***Nueces County – 2,021***) (***Rural areas – 1,030***)

These increases can be attributed to the increase in the number of children who were enrolled into the CCS Program during the third quarter.

Top Companies Where Parents Are Employed in Nueces County

H. E. B., Corpus Christi I. S. D., and Walmart

Top Companies Where Parents Are Employed in Rural Counties

Walmart, H. E. B., and McDonald's

5. Update on Child Care Quality Program Activities

Board staff provided an update on the child care quality program professional development training activities that took place during the third quarter of BCY2022 and upcoming professional development training activities and events for the third quarter.

Professional Development Training Activities

- | | |
|------------------|---|
| 04-06 & 04-07-22 | "Integrating the Frogstreet Curriculum into Your Classroom Daily Schedule
Dr. Beverly Ashley
18 participants attended this training |
| 04-20-2022 | "Pre-Service Training, Part 2"
Dr. Beverly Ashley
(This was a virtual training)
8 participants attended this training |
| 04-21-2022 | "Is it Time for a Timeout? Self-Care for Child Care Providers"
Ms. Jackie Caldwell
8 participants attended this training |
| 04-27-2022 | "Active Supervision" of Children Training
Dr. Beverly Ashley
18 participants attended this training |

05-17 &
05-18-2022

“Frogstreet Curriculum Overview” Training
Dr. Beverly Ashley
23 participants attended this training

Upcoming Child Care Program Activities and Events

8th Annual “Back to School” Teachers Fair (07-23-2022)

8th Annual Directors/Early Childhood Education Teachers Convocation (08-20-2022)

Purchase additional outdoor learning environments

Infant and Toddler Classroom(s) Expansions

Texas Rising Star (TRS) Child Care Center \$200 gift card incentives

The Committee took the following action:

The Committee approved the Minutes of the May 3, 2022 Child Care Services Committee Meeting.

Additional comments:

COMMITTEE REPORT

VIII – 2. Public Relations

Committee: Public Relations

Michelle Unda, Chair

Carlos Ramirez, Vice Chair

Tracy Florence

Arnoldo Cantu

Omar Lopez

Ofelia Hunter

Rosie Collin

Eric Evans

Date of Committee meeting: September 7, 2022

The Committee did have a quorum.

The following items were discussed at the meeting:

- Xena Mercado – Communication Department Updates, completed Projects
 - Summer Earn and Learn
 - Educator Externship 2022
 - Child Care Events
 - Youth Events
 - Job Fair Highlights
 - UpSkill Coastal Bend Collaborative & Website
 - WFSCB.org
- Xena Mercado - Current Projects and Program Outreach
 - YOU Choose! Career Expo
 - Breast Cancer Awareness Fundraiser
 - Small Business Summit
 - Women's Leadership Conference
 - YOU! Inspire Symposium
- Rufino Martinez - Social Media Updates and Insights
 - Jobs and Employment Report
 - Employer and Partner Data Requests.

The Committee took the following action:

The Committee could not approve the Minutes from the May 4, 2022 Public Relations Committee Meeting.

COMMITTEE REPORT

X – 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: September 8, 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 May 5, 2022.
- Approved the following policies and items for recommendation as revised/presented.
 - 4.0.113.06- On-the-Job (OJT), Subsidized Employment & Customized Training.

The following information items were discussed and for information only:

Workforce Center Services:

- *Policy Review Schedule*- 1 policy updated and identified on updated schedule.
- *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. Board Team Members provided updates on the 2023 One-Stop Contract Statement of Work, performance and profit schedules; these to be part of Master Contract to be executed with C2GPS for Program Year 2023. Highlights of Summer activities regarding Summer Earn and Learn, Educator Externship were provided to the committee. Promotion of upcoming YOU CHOOSE Career Expo and Hiring Red, White, & YOU Veterans Job Fair were also provided. Update on PATHS Grant was provided along with a Mr. Saul Villarreal's Success Story.
- American Cancer Society- WFSCB active involvement since 2019; fundraisers currently active. T-Shirt Sales! Please contact Ms. Xena Mercado for more information.
- Ms. Geri Escobar and Robert Reyna, C2GPS, updated the committee on *Career Center staffing, operations, services to Jobseekers*. No Staffing Changes to report.
- Mr. Robert Reyna updated the committee on *Services to Businesses*. James Avery Hiring Event, Kleberg County Hiring Fair, and the All-Law Enforcement event were main topics of presentation.
- Ms. Catherine Cole, provided update on *Veterans services* and our collaboration with Texas Veteran Commission, Texas Veteran Leadership Program, Texas Veteran Network.
- Mr. Rufino Martinez presented information on *Unemployment and Labor Market information*. Coastal Bend is at 5.9 as August 2022.
- Ms. Alba Silvas presented information on *Performance Measures*; As of June 2022, 2 measures at not meeting, 13 at meeting, and 7 at exceeding. Information on *Caseload and Quality Assurance*

review rates was also presented. C2GPS Performance Improvement Plan (PIP) has moved to the sustainability phase; it is expected that performance must sustain for June, July and August. August TWC performance report should be issued in early October, at that time the performance improvement will be assessed to determine if PIP will be completed.

- 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 Thursday September 1st. The packet contains detailed narratives and provides further explanation of all matters discussed and presented by the committee.

The Committee took the following action:

1. Approved the minutes of May 5th, 2022, Workforce Services Committee Meeting.
2. Approved the following policy and items for recommendation as revised/presented.
 - 4.0.113.06- On-the-Job (OJT), Subsidized Employment & Customized Training.

Meeting adjourned at: 3:01 pm

COMMITTEE REPORT

X – 4. Ad Hoc Youth

Committee: Ad Hoc Youth

Liza Wisner, Chair

Victor M. Gonzalez, Jr., Vice Chair

Michelle Flower

Kiwana Denson

Date of Committee meeting: September 8, 2022

The Committee did have a Quorum.

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

- Approved the Ad Hoc Youth Committee Meeting Minutes of May 5, 2022.

The following information items were discussed and for information only:

Services to Youth:

- Program Updates- Ms. Catherine Cole provided a brief overview of the WIOA Youth Program on the number of participants and per center.
 - Ms. Catherine Cole provided an overview of the 14 Youth Elements.
- Performance Updates- Ms. Catherine Cole provided an overview of the monthly performance measures for the Coastal Bend WIOA Youth Program per the Third Quarter.
- YOU CHOOSE! Career Expo – Ms. Catherine Cole provided an update on the YOU CHOOSE! Career Expo set for September 21st, 2022 at the Richard M. Borchard Fairgrounds.
 - 40 schools with a total of 3000 students are set to attend the event.

Services to Special Community Populations:

- Student HireAbility Navigator-Ms. Imelda Trevino provided updates to activities serving students with disabilities.
- Summer Earn and Learn (SEAL) – Ms. Imelda Trevino announced the outcome of SEAL which served 71 students with disabilities.
 - Ms. Trevino provided an update on the outcomes of SEAL Signing Day. This opportunity was in collaboration with University of the Incarnate Word.
 - Ms. Trevino announced the YOU Inspire event for SEAL to occur on October 15th at the ESC2 Building.
- Foster Care Youth- Ms. Catherine Cole gave a brief overview of the Foster Care Youth activities.
 - Ms. Cole provided an update on the outcome of CASA Ringing of the Bells.
 - Ms. Cole provided an update on the outcome of Agape Build Bed.
 - Ms. Cole provided an update on Night at the Hooks. This event was in collaboration with University of the Incarnate Word.
 - Ms. provided gave an update on the outcome to WFSCB hosting the PAL Aging Out Seminar.

Programs and Engagements:

- Texas Internship Initiative (TII)- Ms. Catherine Cole provided an update on the TII Grant and the partner provider, Education to Employment (E2E), and their program, Emerging Professionals, and their 19 interns.
 - Ms. Celina Leal introduced the PATHS Grant and how it was incorporated into the TII Grant for the Emerging Professionals.
- South Texas Career Connection (STCC) – Ms. Amy Kiddy Villarreal gave an update to the program and the engagement efforts to the three participating school districts: Benavides ISD, Jim Hogg County ISD, and San Diego ISD.
- Career and Education Outreach Program (CEOP)- Ms. Samantha Smolik and Mr. Luis Rodriguez gave a program update to the Career and Education Outreach Program.
 - Ms. Smolik and Mr. Rodriguez provided an update to Third Quarter visits to schools and community organizations.
 - Ms. Smolik and Mr. Rodriguez shared the connection and partnership with Boys and Girls Club.
 - Ms. Smolik and Mr. Rodriguez provided outcomes to site tours to the Omni Hotel and Chemours.
 - Ms. Smolik and Mr. Rodriguez provided outcomes to special events.

Celebrating Participant Success:

- Ms. Catherine Cole spoke regarding Ms. Kelsey Ashworth's education and career success in participating in the WIOA In-School Youth Program.

Detailed information can be found in the Ad Hoc Youth Committee Packet, e-mailed to Board of Directors, by Ms. Janet Neely on Friday, September 2nd, 2022.

Meeting adjourned at: 5:01 pm

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. FY 2022 Budget Amendment #4

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2022 Operating Budget on August 5, 2021. Budget Amendment #4 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2022 Budget Amendment #4.

WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2022

The proposed budget FY22 Amendment #4, includes an overall revenue decrease for fund finalizations and additional funds for a total of \$5,802,135.

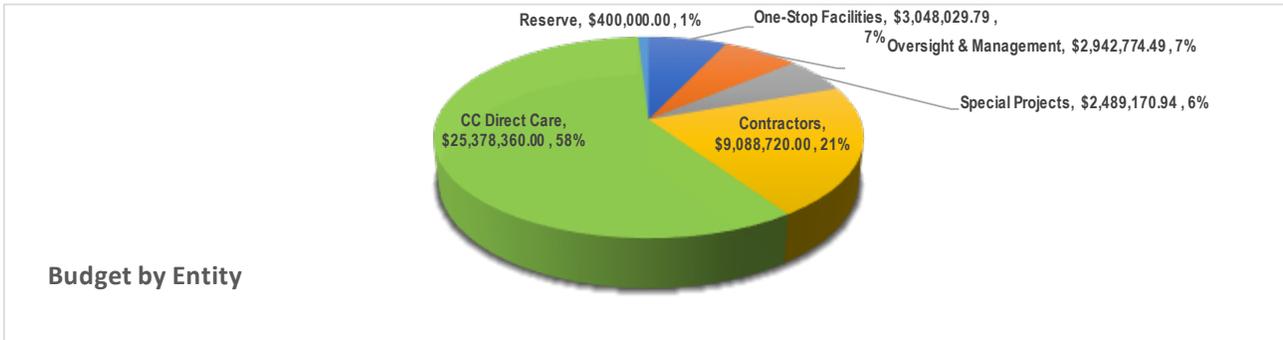
The decrease in the budget will be adjusted in Contracted Services primarily under Child Care for the sweep of SIR funds; in the amount of \$(6,067,421). Additionally, there is a reclass reduction in Reserve of \$(600,000) for the phase one facility buildout with the offset under facilities and related expenses to align the budget with the expenditures. One Stop and Special Projects have an addition of \$81,452 and \$58,834 respectively for the new funds received. Oversight and Management had a reclass increase of \$125,000 in wages, staff, development, and travel from the Special Project categories to align the budget and expense category's.

We are requesting approval on budget amendment #4 of the BCY2022 budget.

Contract No.	Program	Comments	Amended Budget	Amendment #4	Available 07/31/2022
Non-TWC	Walmart (PATHS)		229,943		229,943
2220NDW001	COVID-19 Disaster Recovery	Voluntary Deob	506,945	(142,493)	364,452
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	Fund Finalization	20,108	(17,412)	2,696
2221TAN003	TANF-Texas Internship Initiative		51,351		51,351
2221TAN000	TANF Choices		92,757		92,757
2221CCQ000	Child Care Quality (CCQ)		31,386		31,386
2221CCF000	Child Care (Oct)		704,200		704,200
2221CCP000	Child Care DFPS		(1,034)		(1,034)
2221WPA001	Employment Services		55,218		55,218
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
2221WOA001	WIOA - PY21 Adult Allocation (Oct)		1,202,598		1,202,598
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)		263,276		263,276
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (Oct)		1,050,767		1,050,767
2221WOY001	WIOA - PY21 Youth Allocation		1,584,376		1,584,376
2222WOR001	WIOA - PY22 Rapid Response	New Funds	0	29,662	29,662
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)		105,000		105,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses		120,144		120,144
2221TRA001	Trade Act Services for Dislocated Workers		489		489
2222CCF001	Child Care	Add'l Funds	23,158,866	1,256,693	24,415,559
2222CCM001	Child Care Local Match		1,834,806		1,834,806
2222CCP001	Child Care DFPS		1,032,900		1,032,900
2222CCX001	Child Care SIR	Unused SIR	9,796,797	(7,324,114)	2,472,683
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	Add'l Funds	876,817	349,001	1,225,818
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
2222WCI002	Workforce Commission Initiatives-WIOA Add'l Board		84,761		84,761
2222WPA001	Wagner-Peyser Employment Services		84,878		84,878
Non-TWC	Perkins		80,000		80,000
2222WOS001	Military Family Support		54,600		54,600
2222ATG20	Apprenticeship Texas		100,000		100,000
2222EXT001	Externships for Teachers		166,210		166,210
2222TAN002	Texas Internship Initiative		100,000		100,000
Non-TWC	UIW-SEAL Signing Day/Night at the Hooks	New Funds	0	4,528	4,528
Non-TWC	Upskill (DelMar-E2E)	New Funds	0	42,000	42,000
Non-TWC	3022VRS047		230,000		230,000
Grand Total			\$49,149,190	(\$5,802,135)	\$43,347,055

**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 #4	C FY2022 Amended Budget	Difference C-A
Grant revenue	\$49,149,190	(\$5,802,135)	\$43,347,055	(5,802,135)
EXPENSES				
Oversight & Management				
Salaries and benefits	\$ 2,061,687	\$ 100,000	\$ 2,161,687	100,000
Facilities and related expense	252,006	-	252,006	-
Furniture, Equipment & Software	96,881	-	96,881	-
General administrative expense	164,975	-	164,975	-
Staff development expense	15,000	15,000	30,000	15,000
Travel expense	40,000	10,000	50,000	10,000
Total Oversight & Management Expense	\$ 2,817,774	\$ 125,000	\$ 2,942,774	\$ 125,000
One Stop Operations				
Facilities and related expense	\$ 1,197,451	\$ 600,000	\$ 1,797,451	600,000
Furniture, Equipment & Software	858,500	0	858,500	-
General administrative expense	162,078	0	162,078	-
Communication expense	175,000	0	175,000	-
Professional fees & service	55,000	0	55,000	-
Client	-	-	-	-
Total One Stop Operation	\$ 2,448,030	\$ 600,000	\$ 3,048,030	\$ 600,000
Contracted services	\$ 43,883,386	\$ (6,527,135)	\$ 37,356,251	(6,527,135)
Total expense	\$ 49,149,190	\$ (5,802,135)	\$ 43,347,055	\$ (5,802,135)
Changes in net assets	0	(0)	(0)	(0)



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII. Proposed BCY 2023 Preliminary Budget

BACKGROUND INFORMATION

CFO will present the Proposed BCY 2023 Preliminary Budget for approval.

RECOMMENDATION

Board Professionals recommend the Executive Committee approve the Proposed BCY 2023 Preliminary Budget.

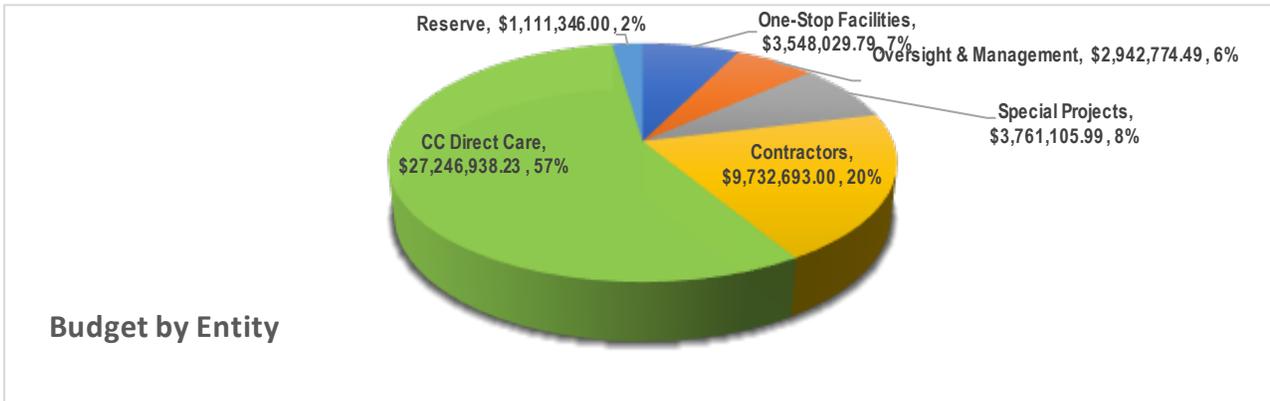
**Workforce Solutions of the Coastal Bend
Allocations Information BCY 2022-23**

Funding	Final Allocation 21-22	Planning Estimates Allocation 22-23	Variance	% Change
WIOA Adult-	\$ 1,514,463	\$ 1,645,227	\$ 130,764	8.6%
WIOA Dislocated Worker	1,314,043	1,649,443	335,400	25.5%
WIOA Youth-	1,584,376	1,717,915	133,539	8.4%
WIOA Subtotal	\$ 4,412,882	\$ 5,012,585	\$ 599,703	13.6%
WIOA Rapid Response	\$ 23,038	\$ 28,918	\$ 5,880	25.5%
TANF (Oct)	2,329,375	2,329,375	0	0.0%
SNAP E&T	527,816	527,823	7	0.0%
SNAP E&T- ABAWD	125,576	125,576	-	0.0%
Employment Serv (Oct)	490,004	490,004	-	0.0%
Child Care Quality (CCQ)	365,435	447,962	82,527	22.6%
Others Subtotal	\$ 3,861,244	\$ 3,949,658	\$ 88,414	2.3%
Child Care (Oct)	18,271,767	20,099,554	1,827,787	10.0%
Child Care Local Match (Oct)	1,834,806	1,850,560	15,754	0.9%
Child Care Subtotal	\$ 20,106,573	\$ 21,950,114	\$ 1,843,541	9.2%
Total	\$ 28,380,699	\$ 30,912,357	\$ 2,531,658	8.9%
OTHER				
AEL (not in budget)				
WIOA Adult Education and Literacy (AEL)	1,869,828	1,930,410	91,944	5.2%

Contract No.	Program	Active Budget 07/31/2022	Carry Over	New	Total Preliminary Budget 2022-23
Non-TWC	Walmart (PATHS)	229,943	130,000	-	130,000
2220NDW001	COVID-19 Disaster Recovery	364,452	125,000	-	125,000
2222NCP001	Non-Custodial Parent (NCP)	136,994	-	136,994	136,994
2221WOA001	WIOA - PY21 Adult Allocation (July)	311,865	-	1,645,227	1,645,227
2221WOA001	WIOA - PY21 Adult Allocation (Oct)	1,202,598	-	-	-
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)	263,276	-	1,649,443	1,649,443
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (Oct)	1,050,767	50,000	-	50,000
2221WOY001	WIOA - PY21 Youth Allocation	1,584,376	75,000	1,717,915	1,792,915
2222WOR001	WIOA - PY22 Rapid Response	29,662	25,000	-	25,000
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	105,000	-	113,000	113,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	120,144	-	120,144	120,144
2221TRA001	Trade Act Services for Dislocated Workers	489	-	18,412	18,412
2222CCF001	Child Care	24,415,559	4,500,000	20,099,554	24,599,554
222CCM001	Child Care Local Match	1,834,806	-	1,850,560	1,850,560
2222CCP001	Child Care DFPS	1,032,900	300,000	-	300,000
2222CCX001	Child Care SIR	2,472,683	750,000	-	750,000
2222CCQ001	Child Care Quality (CCQ)	1,418,516	550,000	447,962	997,962
2222RAG001	Resource Administration Grant	6,923	-	6,923	6,923
2222REA001	Reemployment Services & Eligibility Assessment	258,378	-	258,378	258,378
2222SNE001	SNAP E&T	1,225,818	-	653,399	653,399
2222TAF001	Temporary Assistance for Needy Families/Choices	2,329,375	100,000	2,329,375	2,429,375
2222TRA001	Trade Act Services for Dislocated Workers	18,412	18,412	-	18,412
2222TVC001	Texas Veteran's Commission	37,412	-	37,412	37,412
2222WCI002	Workforce Commission Initiatives-RWY	10,000	-	12,000	12,000
2222WCI002	Workforce Commission Initiatives-TVLP	7,476	-	7,476	7,476
2222WCI002	Workforce Commission Initiatives-YOU Choose	35,000	-	35,000	35,000
2222WCI002	Workforce Commission Initiatives-VR Career Exploration Pilot	133,333	-	-	-
2222WCI002	Workforce Commission Initiatives-CC Short Term Training	61,110	61,110	-	61,110
2222WCI002	Workforce Commission Initiatives-WIOA Add'l Board	84,761	-	-	-
2222WPA001	Wagner-Peyser Employment Services	84,878	-	-	-
Non-TWC	Perkins	80,000	40,000	-	40,000
2222WOS001	Military Family Support	54,600	13,650	54,600	68,250
2222ATG20	Apprenticeship Texas	100,000	70,000	-	70,000
2222EXT001	Externships for Teachers	166,210	-	-	-
2222TAN002	Texas Internship Initiative	100,000	40,000	-	40,000
Non-TWC	UIW-SEAL Signing Day/Night at the Hooks	4,528	-	-	-
Non-TWC	Upskill (DelMar-E2E)	42,000	-	24,000	24,000
Non-TWC	Wage Service for Paid WE 3018VRS171	-	90,000	-	90,000
Non-TWC	3022VRS047-SEAL	230,000	-	230,000	230,000
Grand Total		43,347,055	6,938,172	31,447,774	38,385,946

**Workforce Solutions of the Coastal Bend
FY 2022-23 Preliminary BUDGET
For the twelve month period ending September 30, 2023**

	A FY2022 Amended Budget	B FY2023 Preliminary Budget	Difference B - A
Grant revenue	\$ 43,347,055	38,385,945.99	\$ (4,961,109)
EXPENSES			
<u>Oversight & Management</u>			
Salaries and benefits	\$ 2,161,687	\$ 2,161,687	\$ 0
Facilities and related expense	252,006	252,006	-
Furniture, Equipment & Software	96,881	96,881	-
General administrative expense	164,975	164,975	-
Staff development expense	30,000	30,000	-
Travel expense	50,000	50,000	-
Total Oversight & Management Expense	\$ 2,942,774	\$ 2,942,774	\$ 0
<u>One Stop Operations</u>			
Facilities and related expense	\$ 1,797,451	\$ 2,297,451	\$ 500,000
Furniture, Equipment & Software	858,500	858,500	-
General administrative expense	162,078	162,078	-
Communication expense	175,000	175,000	-
Professional fees & service	55,000	55,000	-
Client	-	-	-
Total One Stop Operation	\$ 3,048,030	\$ 3,548,030	\$ 500,000
Contracted services	\$ 37,356,251	\$ 31,895,141	\$ (5,461,110)
Total expense	\$ 43,347,055	\$ 38,385,946	\$ (4,961,110)
Changes in net assets	(0)	0	



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII – 1, 2 & 3. Purchases over \$50k for Phase II Mission Facility

BACKGROUND INFORMATION

1. IT Cabling
2. Burglar Alarm, Security Cameras, Access Control, Conference Room
3. Furniture

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to approve on Purchases over \$50k for Phase II Mission Facility.

Company / Vendor	Contact Names:	Contact Info.	Server/MDF	Cabling System	TV Installation	Access Control	Security	Conference Rm	Wireless System	Other	Total	Notes
Barcom	Sebastian Test	stest@barcoment.com	6,265.65	63,057.79	432.00	NA	NA	73,955.44	In Cabling	4,200.00	147,910.88	Didn't include TV mounts or supplies only hourly rate; Other=Travel
	John Huebener	jhuebener@barcoment.com										
Empire Technologies	Bryan Burgess	bryan@empiretechs.com	5,872.02	38,882.94	8,089.40	13,427.89	20,893.10	65,837.00	5,426.00	2,279.60	160,707.95	Other=Lift due to tall ceilings; Only vendor that quoted all items. Comparing only like items to Barcom they are still almost \$20k cheaper. This is the vendor who completed work in Phase I.
	Nathan Estrada	Nathan@empiretechs.com										
Enstep	Eric Hunter	281-720-3882										Provided responses to questions on 9/2-Never received a quote.
		Hunter@enstep.com										
Integrated Technology Solutions	Josh Roy	281-254-5087 jroy@intechsolutionsstx.com										No Response
Infinity Networking Solutions	Eugene	469-581-9300 eugene@infinitynts.com										Provided responses to questions on 9/6-Never received a quote.
Network Cabling Services & Solutions	Joe Olivares	jolivares@ncs-tx.com 361-814-4000										No Response
Worked with these vendors locally in Phase I for some of the systems. Knew they could not bid all the project but wanted to give them opportunity to bid on applicable items.												
American Integrated Solutions	Greg Violet	g.violett@aisfirst.com										Provided responses to questions on 9/2-Never received a quote.
	Brad Gunn	b.gunn@aisfirst.com										
Firetrol	Troy Diamond	tdiamond@firetrol.net										No Response

Furniture

Vendor	Price	Purch Coop	Comments
Gateway	300,000.00	Omnia-65-70% Discount	Estimate-Great discount and local showroom to view furniture
TXMAS		55% Discount	Same brands and base pricing but less discount

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIV. Micro and Small Purchases Policy # 1.0.116.02

BACKGROUND INFORMATION

CFO will provide information on Micro and Small Purchases Policy # 1.0.116.02 for approval.

RECOMMENDATION

Board Professionals recommend the Executive Committee approve the Micro and Small Purchases Policy # 1.0.116.02.

POLICY

CATEGORY: Board Administration **No:**
1.0.116.01—02
TITLE: Approval Process for Micro-Purchases
SUPERSEDES: 1.0.116.00 dated October 26, 2012, 1.0.116.01 dated
October 30, 2014
EFFECTIVE: October ~~31~~, 2014-2022
BOARD APPROVAL: ~~October 30~~ September 22, 2022
DATE OF LAST REVIEW: ~~October 30~~ September 8, 2014 2022

I. PURPOSE:

To ~~establish~~ institute a policy for the purchase of goods and services established by the Board for micro-purchases. This policy is in compliance with the TWC Financial Manual for Grants and Contracts (FMGC).

~~The President/CEO, Deputy Director, Chief Financial Officer~~ A member of The Leadership Team, or ~~Finance Manager~~ will designate, ~~by memo to file~~, which Board professionals or positions are eligible to make micro purchases under this policy. Contractor management will make and document their own designation of staff authorized to use this policy.

II. DEFINITIONS:

The following definitions clarify the meaning and usages of the various terms used in this policy and are applicable and binding for that purpose. Unless a specific legal authority is cited, they are not intended to be definitions for legal or general use.

Adequate Number of Qualified Sources – means a minimum of three (3) price or rate quotes from qualified vendors.

Board – Board of Directors of the Coastal Bend Workforce Development Board

Board Professionals – staff of the Coastal Bend Workforce Development Board

Contract – a formal or legal binding written agreement between two parties which contains the agreed upon terms and conditions for provision of services and/or goods to be provided by one party for payment by the second party. The TWC - FMGC provides a technical definition in Chapter 15.

Individual Purchase – means the acquisition of goods and services that are processed using a purchase requisition or order form that provides the authority for the completion of the purchase transaction.

Micro-Purchase –means a relatively simple purchase for which the aggregate cost does not exceed the micro-purchase threshold established by the Board.

Micro-Purchase Threshold – pertains to the purchase of goods and services that does not exceed the amount established by the Board. The threshold amount applies specifically to each individual purchase.

Price or Rate Quotations – pertains to costs solicited by purchasing agent or entity for the value of goods or services. The solicitation of costs may be oral or ~~written,~~ but written but must be noted in support documentation.

Contracted Service Provider (Contractor) – Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms and conditions of the contract.

TWC - Texas Workforce Commission

FMGC - The Financial Manual for Grants and Contracts. The FMGC is provided by the TWC as the financial guide and complies with all applicable financial and related federal, state and agency requirements that apply to the Board and other recipients and sub-recipients of TWC funds.

III. POLICY STATEMENT:

This policy provides for the establishment of a micro-purchase method that may be used for the acquisition of goods and services. The policy will establish a micro-purchase threshold amount per purchase. The policy will be extended to the Board's contractors.

The policy stipulates the threshold amount, requirements and necessary steps in this process and outlines the responsibilities, terms, and general guidelines for the purchase approval.

All micro-purchases will be subject to this process and shall be executed in compliance with all applicable Federal, State, and local rules, policies, procedures, including but not limited to the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC) and the Board's Procurement Procedural Manual.

It is the responsibility of the Board staff and/or Contractor staff proposing purchasing actions to ensure that appropriate advance planning and adequate time allocation is allowed to implement this process.

The process for the review and approval of all micro-purchases will follow the stated guidelines below:

A. Micro-Purchase Threshold Amount

Purchases made under the Micro-Purchase method will not exceed ~~\$300~~\$500.00 per individual purchase. In using this method, purchasers will adhere to the specific

terms and conditions applicable to Micro-Purchases as stated in this policy, as well as in any subsequent amendments to the policy and/or directives from the Board or Texas Workforce Commission. Any deviations from this policy or subsequent amendments or directives, will be the responsibility of the purchasing entity.

B. Terms and Conditions for Micro-Purchases

The use of the Micro-Purchase Method will require purchasers to follow prudent and sound processes to ensure purchases of goods and services meet the definition of a relatively simple purchase for which the aggregate cost does not exceed the micro-purchase threshold.

In relation to micro-purchases and small purchases, aggregate cost means the following:

1. For a one-time purchase, aggregate cost is the total dollar value of that purchase
2. For repeat purchases of "like" items or services, the need for which could not have been anticipated, aggregate cost determinations are applied on a purchase-by-purchase basis
3. For repeat purchases of "like" items or services that were anticipated or could reasonably have been anticipated, aggregate cost is the total combined dollar value those purchases
 - For contracts, aggregate cost means the total contract value, including any modifications that change the total contract value, renewals/option years, extensions and amendments.
 - ~~1. For single purchases or individual recurring purchases made without a contract, aggregate cost means the total cost of an individual purchase.~~
 - ~~2. For contracts, aggregate cost means the total potential cost of the contract, including any optional years and amendments.~~

Aggregate purchases must not be divided to fall within the small purchase or micro-purchase threshold to avoid procurement requirements. Such purchases may be disallowed.

C. Selection, Price Reasonableness, and Oversight

Under the Micro-Purchase method, if the cost of the goods and services plans to exceed the established threshold amount of ~~\$300~~500.00, price or rate quotations must be obtained from an adequate number of qualified sources.

If costs are within the established threshold amount, micro-purchases can be made without soliciting price or rate quotations. However, purchasers must ensure that prices are reasonable based on information obtained from research, experience, prior purchases, or other information. Purchaser's decision (of price reasonableness) must be made on recent market knowledge. The information used by the purchaser to determine cost reasonableness of a purchase must be documented via a note in the supporting documentation (purchase order/requisition) and maintained on file.

However, the purchaser must obtain price or rate quotations on micro-purchases if:

- the purchaser has information that the price is not reasonable (e. g., comparison to the previous price paid, or personal knowledge of the supply or purchase), or
- purchasing a good or service for which no comparable pricing information is readily available (e.g., purchasing a good and service that is not the same as, or is not similar to, other goods or services that have recently been purchased on a competitive basis).

In order to maintain a system that promotes open and fair competition, the purchaser must equitably distribute micro-purchases among qualified vendors.

The Board and TWC may review micro-purchases for price/cost reasonableness, including efforts to maintain a system that supports open and fair competition.

D. Awards

The ~~relative~~relatively simple nature of small purchase procurements typically results in awarding a purchase based on the lowest price or rate quotation. This includes micro-purchases for which price or rate quotations were obtained because reasonableness could not otherwise be determined. When price or rate quotations were obtained, and award is made to an entity other than the one offering the lowest price or rate, include explanation of the award decision in the support documentation.

IV. PROCEDURES

Board Professional staff will develop procedures for meeting the above requirements.

V. RELATED POLICY INFORMATION: N/A

2 C.F.R. 200.67, 2 C.F.R. 200.88, 2 C.F.R. 200.320 (a) & (b) and UGMS, Part III, 36(d)(1)

VI. RESPONSIBILITIES:

The President/CEO Leadership Team shall distribute this policy and procedures to the Board of Directors, Board Professional staff, and contractors, as appropriate. Board Professional staff shall implement the policy and procedures.

~~The President/CEO, Deputy Director, Chief Financial Officer, or Finance Manager will designate, by memo to file, Board professionals or positions eligible to make micro purchases under this policy. Contractor management will designate and document their own staff authorized to use this policy.~~

VII. FORMS AND INSTRUCTIONS: N/A

VIII. DISTRIBUTION:

Board of Directors
Provider Staff

Board Staff

Contracted Service

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV – 1. Discussion and Possible Action to Authorize the President/CEO to enter into negotiations and subsequently execute new contracts and leases subject to review and approval of the final terms by the Executive Committee.

BACKGROUND INFORMATION

On July 25, 2022 Board staff issued a Request for Proposal for General Contractor Services for the second Phase of the Mission Plaza office space buildout. In response to the RFP, four (4) proposals were submitted, three (3) of which qualified as responsive. Proposals were evaluated and scored by a committee and consensus was reached regarding selection. Board staff seeks approval to enter into negotiations with Marshall Company, Ltd. to execute a cost-reimbursement contract in the not to exceed amount of \$1,069,060.

Workforce Solutions of the Coastal Bend has had a One-Stop Career Center in Sinton, Texas since approximately the year 2000. The 3,650 square foot Center is located in the Pirate Plaza Shopping Center at 1113 East Sinton, Sinton, Texas 78363. The current Lease Agreement, with PAK 56 Plaza LLC / SGT 44 Pirate LLC, expires on December 31, 2022.

A recent cost price market analysis shows that the Pirate Plaza office space, whose current annual base rent is \$63,804.72, is competitively priced within the real estate market and Board staff seeks approval to enter into negotiations with PAK 56 Plaza LLC / SGT 44 Pirate LLC to execute a new one-year Lease Agreement which will commence on January 1, 2023 and shall terminate on December 31, 2023 with the option to extend for three (3) additional one-year periods beyond the original lease.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to enter into negotiations and subsequently execute a contract for General Contractor Services: Mission Plaza Phase II and a Lease Agreement for the Sinton, Texas One-Stop Career Center space, subject to review and approval of the final terms by the Executive Committee.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV – 2. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2022-23

BACKGROUND INFORMATION

In May 2022 the President/CEO was granted authorization to execute the options for the renewal of fourteen (14) contracts. In the process of working on the renewals, Board staff identified four (4) additional contracts eligible for renewal, they are as follows:

IT Professional Services

Contract renewal with Vertical Computers for an additional one-year period from October 1, 2022 to September 30, 2023. The contract amount for the current fiscal year is \$100,000. The amount for the new contract for the upcoming fiscal year will be \$100,000.

One-Stop Office Space Leases

Contract renewal with Coastal Bend College (Beeville Campus) for an additional one-year period from October 1, 2022 through September 30, 2023. The base rent contract amount will be \$49,014.

Contract renewal with Coastal Bend College (Alice Campus) for an additional one-year period from February 1, 2023 through January 31, 2024. The base rent contract amount will be \$34,902.

Contract renewal with Coastal Bend College (Kingsville) for an additional one-year period from May 1, 2023 through April 30, 2024. The base rent contract amount will be \$40,711.

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

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to execute options for renewal of contracts for Fiscal Year 2022-23 as listed above. The renewals will be subject to availability of funds and successful contract negotiations.

INFORMATION ONLY

XVI – 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 February - August 2022.

Workforce Solutions – Board

Fiscal and Program Reviews

- **TWC Monitoring Review (#22.22.0001)** – February 1-4, 2022, TWC Final Report issued June 30, 2022, Audit Resolution Report issued August 25, 2022 - Scope: November 1, 2020 to October 31, 2021

Findings

- Ensure Lease Renewals are executed properly.
- Conduct complete Fiscal Integrity evaluations prior to awarding major contracts or renewal of major contracts.
- Ensure Choices program requirements are followed.

Resolution:

- The Board has proper controls and procedures in place to ensure contract and lease renewals are completed and signed and dated timely.
- Complete Fiscal Integrity evaluations are conducted prior to awarding major contracts or renewal of major contracts.
- The Board has proper controls in place to ensure Choices program requirements are followed.

- **TWC Monitoring Review (#22.22.0001) SNAP E&T**– TWC Final Report issued June 30, 2022, Audit Resolution Report issued August 4, 2022 - Scope: November 1, 2020 to October 31, 2021

Finding

- Ensure SNAP E&T Program requirements are followed for the reconsideration Form H1817.

Resolution:

- The Board has proper controls in place to ensure SNAP E&T program requirements are followed.

- **TWC Equal Opportunity Onsite Evaluation** - Report issued March 4, 2022
 - Equal Opportunity monitoring reviews are conducted in accordance with federal and state EO monitoring requirements.
- **Equal Opportunity Accessibility** - Evaluation of all Workforce Locations – Report issued 3/21/22
 - Used the 2012 Texas Accessibility Standards Checklist – no issue noted
- **Equal Opportunity – WIOA Section 188 Checklist Review** – Report issued 8/25/22
 - 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.
- **Local Match Contract Certifications**
 - 1st half of 2021-2022 - \$458,701.50 in Expenditures were certified and submitted to TWC.

- **Personal Identifiable Information** – All Workforce Locations – Report issued 5/18/22
 - Walk-through Checklist, interviews, and facility security – no issue noted
- **Texas Internship Initiative Review** – Education to Employment Partners – Report issued 3/17/22
 - Reviewed all eligibility files & a sample of invoices with documentation – no issue noted

C2 Global Professional Services, LLC

Fiscal and Program Reviews

- **One Stop & Youth Services Fiscal Review (Scope: 10/1/21 – 5/31/2022) – 6/23/22**

The review consisted of the following contractual areas:

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

Conclusion: no exception noted

- **C2GPS Single Audit Review** – Y/E 9/30/21 – The review had no material issues noted.

- **Procurement Compliance Review – (Scope: 10/1/20 – 2/28/22) – 4/15/22**

The scope of this procurement evaluation included a review of the following areas:

- | | |
|--------------------------------------|-------------------------|
| ✳ Development of Procurement Request | ✳ Selection of Bidder |
| ✳ General Procurement Requirements | ✳ Award of the Contract |
| ✳ Procurement Bids | ✳ Disbursements |

Conclusion: no exception noted

- **WIOA – Adult/Dislocated Worker Program Review 4/28/22**

Findings: The overall error rate for this review was 2%.

- One (1) customer requested Follow-up Services at exit per case note 12/30/21 yet, no Service Activity (67) Follow-up has not been opened in TWIST.
- One (1) case did not have the Service Level Plan completed in TWIST at exit.
- One (1) case had the Service Level Plan completion date as 5/31/22 in TWIST, when the actual date was 9/16/21.

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 6/7/22**

Findings: The overall error rate for this review was 1.67%.

- One (1) customers file (Cabinet) did not contain the supporting documentation for the CASAS test results entered in TWIST.
- One (1) customer did not have their earned Administrative Assistant credential dated 4/4/22 entered in TWIST under the Performance Outcome Tab.

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 – 6/21/22**

Findings: The overall error rate for this review was 6.69%.

- One (1) case has a case note (5/18) stating that transportation support services was issued for job search, yet the customer was employed.

- Two (2) cases did not have the customer signed Customer Rights & Complaint Resolution Procedure in the customers file (Cabinet).
- One (1) case did not have the Good Cause letter sent to the customer (4/12) in Cabinet.
- One (1) customer that obtained employment was not reported to HHSC thru Form 2583.
- One (1) case did not have documentation in Cabinet for transportation support service of \$80.
- Three (3) cases did not have Work Activity timesheets hours correctly 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.

➤ **Non-Custodial Parent (NCP) Choices Monitoring Review (3) – 3/14/22, 5/10/22 & 8/15/22**

Findings - The overall error rates for these three reviews was 5%, 1%, & 0% respectively.

- Three (3) cases had Transportation Support Services (SS) issued to the customer that were not entered under the SS tab in TWIST.
- One (1) case did not have a case note in TWIST/COLTS or an email immediately sent to OAG for client non-compliance with the NCP program.

Conclusion:

- All corrections were made in TWIST & COLTS if possible, and Cabinet to files affected.
- Ongoing training, technical assistance, and monitoring are ongoing.

➤ **SNAP E&T Review 3/17/22**

Findings- The overall error rate for this review was 5.09%.

- One (1) case that was penalized for non-cooperation was entered in TWIST on 2/24 with a non-cooperation date of 2/22 but should have been entered in TWIST on 2/25.
- One (1) case was entered a non-cooperation penalty on 1/10 with a non-cooperation date of 1/10 but should have been entered on 1/13 in TWIST.
- One (1) case has job search hours entered in TWIST for January week 5 and February week 1 are wrong with several entries having no documentation in Cabinet.
- One (1) case had confusing case notes as a Good Cause letter was sent on 1/31/22 yet SNAP E&T does not use GC Letter.
- Two (2) case had late case notes.
- One (1) case did not have the reconsideration entered in TWIST under the Good Cause Tab, per case note 1/28.
- One case did not have Form 1822 completed correctly notifying HHSC that the customer was participating satisfactory in the program.
- One (1) case did not have evidence that employment was reported to HHSC within 2 days as Form 1817 was not in Cabinet.
- One (1) case was not report to HHSC within 2 working days as the customer reported employment 2/28 not reported to HHSC until 3/3.

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.

➤ **SNAP E&T Review 8/11/22**

Findings- The overall error rate for this review was 13.64%.

- Three (3) cases either did not mention the 30 hours per week activity requirement or mentioned only 20 + hours as the requirement in the assessment case note.
- Two (2) cases did not have a signed service plan for review.
- Two (2) ABAWD cases did not have the Workfare requirement in the assessment case note.
- Three (3) cases did not have Job Search worksheet available for review.

- One (1) case had a voucher for Transportation Support Services (SS) of \$50, but the case note, data entry in TWIST and the Transportation Authorization Request form all says \$20. Case notes on 6/16 & 6/17 contradict each other about the \$50 vs \$20 SS. \$50 was given.
- One (1) case that was penalized for non-cooperation was entered in TWIST on 6/7 with a non-cooperation date of 5/31 but should have been entered in TWIST on 6/3.
- Numerous cases have errors for Job Search and/or Career Ready hours entered in or not entered in Daily Time Tracking in TWIST.
- Numerous cases do not have Job Search Worksheets and/or Career Ready hours documented in Cabinet.
- Several cases do not have documentation for forms 1822 reporting customer participation, 1816 requesting a penalty reversal or 1817 requesting reconsideration in Cabinet.
- Several cases did not have the customers signed Service Plan in Cabinet.
- Several cases had case notes that were not clear, concise, comprehensive or accurate.
- Several cases had missing or late case notes.
- One (1) ABAWD case did not have Form 1822 sent to HHSC to report participation within 2 weeks of enrollment.
- One (1) case should not have closed. General Population 30-hour activity per week requirement had not been met as customer was only working 22 hours a week.

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.

BakerRipley

Fiscal and Program Review

➤ **Child Care Fiscal Review (Scope: 10/1/21 – 6/30/22) – 7/28/22**

The review consisted of the following contractual areas:

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

Conclusion: no exception noted

➤ **Single Audit Review – BakerRipley Y/E 12/31/21 – The review had no material issues noted.**

➤ **Child Care File Reviews (3) – 2/16/22 (0%), 5/17/22 (1.19%), 8/31/22 (0%)**

Finding:

- One (1) case had the monthly income miscalculated as 16 hours of PTO income was not included in the calculation. Parent Share of Costs was not affected.

Conclusion:

- Staff received training on the topic of income calculations.

INFORMATION ONLY

XVI – 1. Financial Report as of 07/31/2022

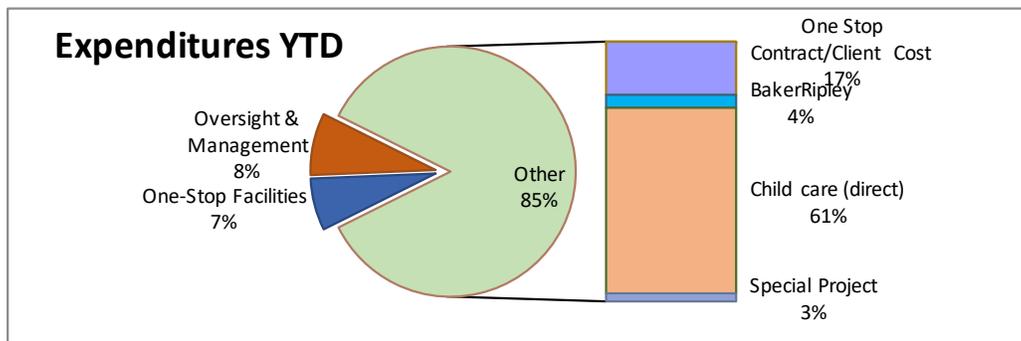
BACKGROUND

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

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target	
Expires 9/30/2022									
2222NCP001	Noncustodial Parent Choices Program		9/1/21	9/30/22	\$142,403.00	\$126,431.79	\$15,971.21	89%	85%
2222RAG001	Resource Administration Grants		10/1/21	9/30/22	\$6,923.00	\$4,403.97	\$2,519.03	64%	83%
2221REA001	Reemployment Services and Eligibility Assessment		10/1/21	9/30/22	\$258,378.00	\$228,400.75	\$29,977.25	88%	83%
2222SNE001	SNAP E&T		10/1/21	9/30/22	\$1,225,818.00	\$934,714.75	\$291,103.25	76%	83%
2222TVC001	Texas Veteran's Commission		10/1/21	9/30/22	\$37,412.00	\$28,557.51	\$8,854.49	76%	83%
2222WCI002	WCI - Workforce Commission Initiatives		10/1/21	9/30/22	\$331,680.00	\$238,306.39	\$93,373.61	72%	83%
Expires 10/31/2022									
2222TAF001	TANF Choices		10/1/21	10/31/22	\$2,329,375.00	\$2,002,970.71	\$326,404.29	86%	77%
Expires 12/31/2022									
2222CCF001	Child Care		10/1/21	12/31/22	\$24,415,559.00	\$18,187,937.76	\$6,227,621.24	74%	67%
2222CCM001	Child Care Local Match		10/1/21	12/31/22	\$1,834,806.00	\$0.00	\$1,834,806.00	0%	67%
2222CCP001	Child Care - DFPS		9/1/21	12/31/22	\$1,032,900.00	\$403,826.33	\$629,073.67	39%	NA
2222TRA001	Trade Act Services for Dislocated Workers		10/1/21	12/31/22	\$18,412.00	\$0.00	\$18,412.00	0%	NA
2222WOS001	Military Family		1/1/22	12/31/22	\$54,600.00	\$38,873.29	\$15,726.71	71%	58%
2222WPA001	Wagner-Peyser Employment Services		10/1/21	12/31/22	\$84,878.00	\$56,503.86	\$28,374.14	67%	47%
Expires 1/31/2023									
2222ATG20	Apprenticeship Texas		2/21/22	1/31/23	\$100,000.00	\$1,839.20	\$98,160.80	2%	NA
2222EXT001	Externships for Teachers		2/9/22	1/31/23	\$166,210.00	\$122,581.90	\$43,628.10	74%	NA
Expires 3/31/2023									
2220NDW001	NDW - Coronavirus		5/5/20	3/31/23	\$878,655.00	\$680,458.82	\$198,196.18	77%	64%
2222CCQ001	Child Care Quality		10/1/21	3/31/23	\$1,418,516.00	\$420,417.46	\$998,098.54	30%	NA
2222CCX001	Child Care - Service Industry Recovery***		10/1/21	3/31/23	\$2,472,683.00	\$1,395,828.15	\$1,076,854.85	56%	41%
Non-TWC	Walmart - PATHS		1/1/20	3/31/23	\$300,000.00	\$128,113.06	\$171,886.94	43%	NA
Expires 5/31/2023									
2222TAN002	Texas Internship Initiative		2/7/22	5/31/23	\$100,000.00	\$6,677.29	\$93,322.71	7%	NA
Expires 6/30/2023									
2221WOA001	WIOA - PY22 Adult Allocation (Oct)		7/1/21	6/30/23	\$1,202,598.00	\$1,082,338.20	\$120,259.80	90%	91%
2221WOA001	WIOA - PY21 Adult Allocation (July)		7/1/21	6/30/23	\$311,865.00	\$297,939.48	\$13,925.52	96%	91%
2221WOD001	WIOA - PY22 Dislocated Worker Allocation (Oct)		7/1/21	6/30/23	\$1,050,767.00	\$710,990.58	\$339,776.42	68%	55%
2221WOD001	WIOA - PY21 Dislocated Worker Allocation (July)		7/1/21	6/30/23	\$263,276.00	\$247,209.42	\$16,066.58	94%	55%
2221WOY001	WIOA - PY21 Youth Allocation		7/1/21	6/30/23	\$1,584,376.00	\$1,293,038.51	\$291,337.49	82%	55%
Expires 8/31/2022									
Non TWC	Perkins		7/1/20	8/31/23	\$75,000.00	\$75,000.00	\$0.00	100%	NA
Non TWC	Perkins		12/1/21	8/31/23	\$80,000.00	\$28,418.16	\$51,581.84	36%	NA
Non TWC	KINGSVILLE/BEEVILLE/STAPLES VR EXPENSES		8/1/21	8/31/23	\$120,144.00	\$108,649.92	\$11,494.08	90%	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	\$59,814.38	\$45,185.62	57%	NA
Non TWC	3022VRS047		10/1/21	9/30/23	\$460,000.00	\$244,066.63	\$215,933.37	53%	NA
Expires 6/30/2024									
2222WOA001	WIOA - PY22 Adult Allocation (July)		7/1/22	6/30/24	\$347,949.00	\$18,526.17	\$329,422.83	5%	4%
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (July)		7/1/22	6/30/24	\$390,538.00	\$0.00	\$390,538.00	0%	4%
2222WOR001	WIOA - PY22 Rapid Response		7/1/22	6/30/24	\$29,662.00	\$216.89	\$29,445.11	1%	4%
2222WOY001	WIOA - PY22 Youth Allocation		7/1/22	6/30/24	\$1,695,253.00	\$34,212.31	\$1,661,040.69	2%	4%
Expires 4/30/2025									
Non TWC	Upskill (Del Mar-E2E)		4/1/22	4/30/22	\$66,000.00	\$4,668.58	\$61,331.42	7%	NA
				\$45,104,136.00	\$29,224,939.84	\$15,879,196.16			

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES
For the Month Ending
June 30, 2022**

	FY2022 Amended Budget	Current	YTD	% Expended
REVENUES				
Grant revenue - federal	43,317,055	4,009,159	30,889,162	71%
Grant revenue - Non federal	30,000	384	1,638	
	43,347,055	4,009,544	30,890,800	71%
EXPENSES				
Oversight & Management				
Salaries and benefits	2,161,687	192,631	1,816,341	84%
Facilities and related expense	252,006	20,474	209,566	83%
Furniture, equipment, & software	96,881	9,376	70,868	73%
General administrative expense	164,975	12,778	132,621	80%
Communication expense	63,225	3,438	31,041	49%
Professional fees and services	124,000	2,079	125,633	101%
Staff development expense	30,000	499	28,475	95%
Travel expense	50,000	(3,468)	41,810	84%
Total Oversight & Management Expense	2,942,774	237,806	2,456,354	83%
One Stop Operations				
Facilities and related expense	1,797,451	331,975	1,494,714	83%
Furniture, equipment, & software	858,500	28,126	374,912	44%
General administrative expense	162,078	7,118	86,674	53%
Communication expense	175,000	17,707	102,768	59%
Professional fees and services	55,000	-	210	0%
Total One Stop Operations	3,048,030	384,926	2,059,277	68%
Contracted services	37,356,251	3,137,876	26,126,233	70%
Total expense	43,347,055	3,760,608	30,641,864	71%



WORKFORCE SOLUTIONS OF THE COASTAL BEND
STATEMENT OF ACTIVITIES

For the Month Ending
 July 31, 2022

ASSETS

Current Assets

Cash & Cash Equivalents	\$	40,575
Money Market Account	\$	815,264
Due from TWC		3,276,127
Accounts Receivable		1,903
CREDIT CARD AP		(49,522)
Prepaid Expense		138,028
Other Assets		33,008
Total Current Assets	\$	4,255,383

Fixed Assets

Building Improvements	\$	1,904,457
Furniture and Equipment		235,839
Less Accumulated Depreciation		(1,813,002)
Net Fixed Assets	\$	327,294

Total Assets

\$ 4,582,677

LIABILITIES

Current Liabilities

Accounts Payable	\$	3,550,637
Accrued Expense		371,265
Accrued Vacation		89,953
Total Current Liabilities	\$	4,011,855

NET ASSETS

Unrestricted-Non-Federal Fund	\$	261,033
Temporarily Restricted-Ticket to Work/Other		(17,505)
Investment in Fixed Assets		327,294
Total Net Assets	\$	570,822

Total Liabilities and Net Assets

\$ 4,582,677

INFORMATION ONLY

XVI – 3. HR Policy Review Schedule Update

BACKGROUND

Board Professionals will be presenting Policy Review Schedule; **Attached**.

Executive/Finance Committee 09/15/2022 – 3 Policy for review/update.

Year-to-Date: 3

Policy Review Schedule 2022

Category	Policy #	Title	Revision Date
Board Administration			
	1.0.105.01	Reporting Conflict of Interest, Fraud and Abuse	6/27/14
	1.0.108.00	Restrictions on Lobbying Activities and Expenditures	12/16/11
	1.0.111.00	Fraud, Waste, Theft, and Program Abuse	12/16/11
X	1.0.113.01	Approval Process for Contracts, Contract Renewals, and Contract Amendments	5/17/19
9.8.2022	1.0.116.02	Approval Process for Micro-Purchases	9/8/22
Budget and Finance			
	2.0.100.00	Investment Policy	4/23/10
	2.0.101.01	Non-Federal Unrestricted Funds Policy	2/24/12
X	2.0.102.01	Property Management-Inventory	4/18/18
X	2.0.103.01	Property Management-Receiving and Record Keeping	4/18/18
	2.0.104.00	Banking	12/16/11
	2.0.105.01	Audit & Audit Resolution	10/1/16
	2.0.106.00	Corporate Charge Card	10/1/13
	2.0.107.00	Procedure for Obtaining Public Information	7/1/99
	2.0.108.00	Early Release of Payroll Checks	7/1/98
	2.0.109.01	Expiration of Checks	2/1/16
	2.0.110.01	Financial Monitoring	10/1/16
	2.0.111.00	Investment Policy-CBWDB 401 (k) Plan	10/1/13
	2.0.112.01	Financial Client Management System	2/1/16
	2.0.113.00	Retention of Records	10/1/16
	2.0.114.00	Business Travel	10/1/15
	2.0.200.01	Description of Accounting System	10/1/16
	2.0.202.01	Computerized Accounting System	1/1/16
	2.0.203.01	Internal Controls	1/1/16
	2.0.204.01	Recognition of Liabilities	10/1/15
	2.0.205.01	Recording of Journal Voucher	10/1/15
	2.0.206.00	Incoming Check Procedures	7/1/99
X	2.0.207.01	Check Signature	12/13/19
	2.0.301.01	Reporting	2/1/16
	2.0.302.01	Annual Resolution and Closeout Reports	10/1/16
	2.0.304.01	Overview of Budget Process	2/1/16
	2.0.305.00	Management of Child Care Funds	6/17/99
	2.0.401.01	General Provision	10/1/15
	2.0.402.00	Depository Bank Collateral Agreement	7/1/98
	2.0.403.01	Cash Forecasting and Cash Requests	10/1/15
	2.0.404.01	Cash Receipts	2/1/16
	2.0.405.00	Cash Draw downs	7/1/99
	2.0.406.01	Payments To Sub-Contractors	11/1/14
	2.0.407.01	Cash Disbursements	10/1/15
	2.0.408.00	Outstanding Checks	7/1/99
	2.0.409.01	TWC Unemployment Insurance Chargeback's	10/1/16
	2.0.410.03	Recoupment of Funds	10/31/16
	2.0.411.01	Program Income & Refund	10/1/15
	2.0.412.01	Questionable Costs	6/30/15
	2.0.601.01	MIP Computerized Payroll	10/1/15
<i>Mass handbook update</i>	2.0.602.01	Vacation/Sick Leave Accrual	10/1/15
	2.0.603.01	Payroll - Retirement	10/1/16
	2.0.604.01	Employee Insurance	5/1/17
Personnel			
X	3.0.101.01	Disclaimer of Contract	3/30/20
<i>Mass handbook update</i>	3.0.102.01	Equal Employment Opportunity	
X	3.0.103.01	Nepotism Policy	3/31/20
X	3.0.104.01	Immigration Law Compliance	3/31/20
X	3.0.105.01	Chain of Command/Communication	3/31/20
	3.0.106.00	Reorganization/Reclassification	3/1/02
<i>Mass handbook update</i>	3.0.107.00	Administration and Changes in Policy	5/1/03
X	3.0.108.01	Personnel Records	3/31/20
<i>Mass handbook update</i>	3.0.109.00	Review and Confidentiality of Personnel Files	5/1/03
X	3.0.110.01	Outside Employment	3/31/20
	3.0.111.00	Bulletin Board	5/1/03
	3.0.112.00	Systems Improvement	5/1/03
<i>Mass handbook update</i>	3.0.113.00	Severe Weather	5/1/03
<i>Mass handbook update</i>	3.0.201.01	Discipline and Rules of Conduct	
	3.0.202.00	Prohibition of False Statements	3/1/02
X	3.0.203.01	Harassment, Including Sexual Harassment	3/31/20
<i>Mass handbook update</i>	3.0.204.00	Code of Ethics	5/1/03

Mass handbook update	3.0.205.00	Conflict of Interest	5/1/03
Mass handbook update	3.0.206.00	Substance Abuse/Drug-free Workplace	5/1/03
Mass handbook update	3.0.207.00	Workplace Violence Prevention	5/1/03
Mass handbook update	3.0.208.00	Electronic Systems Policy	5/1/03
	3.0.209.00	Electronic Mail (Email)	5/1/03
	3.0.210.00	Telephones and Voice Mail	10/1/06
Mass handbook update	3.0.211.01	Cellular Phone Use	3/1/18
Mass handbook update	3.0.212.00	Smoking	5/1/03
Mass handbook update	3.0.213.00	Dress Code	1/1/14
Mass handbook update	3.0.214.00	Social Media Policy	1/1/14
X	3.0.301.01	Classification and Compensation Plan/Schedule	3/31/20
Mass handbook update	3.0.302.00	Compensation Review	1/1/14
Mass handbook update	3.0.303.00	Attendance and Punctuality	5/1/03
X	3.0.304.01	Overtime Provisions and Compensatory Leave	3/31/20
X	3.0.305.01	Pay Period and Practices	3/31/20
	3.0.306.00	Promotions and Transfers	5/1/03
Mass handbook update	3.0.307.00	Employee Performance Review	3/1/02
X	3.0.308.01	Timekeeping	3/31/20
	3.0.310.00	Employee Work Reference	1/1/14
Mass handbook update	3.0.311.00	Employee Driving Policy	1/1/14
X	3.0.401.01	Employee Benefits	3/31/20
Mass handbook update	3.0.402.00	Retirement Plan	
Mass handbook update	3.0.403.00	Group Health Plan	4/20/05
Mass handbook update	3.0.404.00	Holidays	
X	3.0.405.01	Workers' Compensation & Reporting On-The-Job Injuries	3/31/20
	3.0.406.00	Unemployment Compensation	3/1/02
Mass handbook update	3.0.407.00	Employee Business Expenses	2/1/05
Mass handbook update	3.0.408.01	Travel Expenses	5/16/19
Mass handbook update	3.0.409.00	Training and Development	3/1/02
	3.0.410.00	Employee Assistance Program	3/1/02
Mass handbook update	3.0.411.01	Employee Incentive Plan	11/30/18
	3.0.412.00	Succession Planning	3/1/17
Mass handbook update	3.0.412.00	Insurance Continuation (COBRA) Policy	1/1/14
	3.0.501.00	Leave Authorized	1/1/02
9.8.2022	3.0.502.02	Vacation Time Leave	10/1/22
X	3.0.503.01	Sick Leave	5/31/20
Mass handbook update	3.0.504.00	Bereavement Leave	
	3.0.505.00	Military Leave	5/31/03
	3.0.506.00	Jury Duty Leave	5/1/03
Mass handbook update	3.0.507.00	Leave of Absence	12/16/04
Mass handbook update	3.0.601.00	Probationary Periods	5/1/03
Mass handbook update	3.0.602.00	Disciplinary Actions	5/1/03
Mass handbook update	3.0.603.00	Termination or Resignation	5/1/02
	3.0.604.00	Reduction in Force	1/1/14
X	3.0.701.01	Open Door Policy	3/31/20
Mass handbook update	3.0.702.00	Grievance Procedure	10/23/08
	3.0.703.00	Alternative Dispute Resoluton	
In-Process		Telecommuting	NEW
Information Technology & Data Management			
	7.0.100.03	Use of Electronic Media and Services	8/27/15
X	7.0.101.03	Computer & Personally Identifiable Information Access & Security	2/25/21

INFORMATION ONLY

XVI – 4. IT Update

BACKGROUND

Board Professionals will provide an update on IT.

INFORMATION ONLY

XVI – 5. Procurement Handbook

BACKGROUND

Board Professionals will provide information on the Procurement Handbook. Attached is a copy of the most recent Procurement Handbook.



WORKFORCE SOLUTIONS

C O A S T A L B E N D



WORKFORCE SOLUTIONS

of the Coastal Bend

PROCUREMENT AND CONTRACT PROCEDURES MANUAL

Coastal Bend Workforce Development Board

Revised ~~March 2013~~ 2021 October 1, 2022

TABLE OF CONTENTS

		Page
Part I	<u>Introduction to the Manual</u>	4
Section A	Purpose and Scope	4
Section B	Applicability	4
Section C	Authority for Issuance	4
Section D	Organization	5
Section E	Revision and Maintenance	5
Section F	Distribution	5
Part II	<u>Procurement Procedures</u>	
6		
Section A	Introduction	6
Section B	Procurement Planning	6
	<u>Methods of Procurement</u>	<u>7</u>
Section C	Drafting the Solicitation	10
Section D	Staff Review of the Solicitation	12
Section E	Issuance of Solicitation	12
Section F	Public Notice	13
Section G	Pre-Proposal Conference	14
Section H	Question and Answer Period	14
Section I	Receipt of Proposals/Bids	14
Section J	Review and Evaluation	16
Section K	Reader Recommendation(s)	19
Section L	Pre-Award Survey	20
Section M	Committee Review/Recommendation(s)	21
Section N	Board Action	21
Section O	Executive Council Action	21
Section P	Notification of Results	22
Section Q	Procurement Files	22

Part III	<u>Contract Procedures</u>	
<u>23</u>		
Section A	Introduction	23
Section B	Contract Negotiation Process	
<u>24</u>		
Section C	Contract Development	25
Section D	Contract Review	27

TABLE OF CONTENTS (Continued)

		Page
Section E	Contract Execution	27
Section F	Contract Performance Management	27
Section G	Contract Modification/Amendment <u>Procedures</u>	
<u>28</u>		
Section H	Extension of Contract Terms	29
Section I	Contract Files	30

Part IV Attachments

Attachment 1	Glossary of Terms	31
Attachment 2	Guidelines for Micro Purchases	34
Attachment 3	Sample File Documentation for Micro Purchases	37
Attachment 4	Purchase Order Quotes/Estimates Form	38
Attachment 5	Check List for Procurement Files	39
Attachment 6	Sample Solicitation Publication Notice	40
Attachment 7	Sample Memo to Interested Parties	41
Attachment 8	Conflict of Interest/Non-Dislocated Statement (For Staff, Independent Consultants and Readers)	42
Attachment 9	Sample Memo to File on Determination of Need/Independent Estimate	43
Attachment 10	Sample Letter of Award/Non-Selection	45

I. **INTRODUCTION TO THE MANUAL**

A. **PURPOSE AND SCOPE**

The **Procurement and Contract ~~Procedure~~ Manual** is ~~the primary means a~~ reference guide by which procurement and contract administration processes ~~policies and procedures~~ are conveyed to and implemented by those persons who are operationally involved in the planning, administration, and management of contracts for the Coastal Bend Workforce Development Board (the Board). For ease of reference, this manual will be referred to as “**the Manual**” throughout.

Implementation of these provisions by the Contracts and Procurement Section is intended to achieve maximum consistency in the way staff deal with contractors/vendors, while affording these staff sufficient flexibility to carry out their responsibilities in accordance with specific funding and program legislation, regulations, and policies. Greater consistency in planning and contracts operations will facilitate progress toward improved management within the unit and in the administration of contracts.

To ensure that staff is trained to carry out policies and procedures related to the procurement and contract system, staff will be formally trained using the Manual. This training will be supplemented with training from both within and outside the agency.

B. **Applicability**

The Manual is applicable to the procurement and contracting of all service providers, including consultants and other professional services. Some aspects of the Manual may also be applicable to vendors of goods and services, e.g., purchases made under the micro-purchases and small purchase methods.

C. **Authority for Issuance**

The Contracts and Procurement Section is established by the President/CEO of the Board to develop, in conjunction with other departments, planning and contract requirements and mechanisms; solicit and process proposals; prepare contracts; and ensure that the Board complies with all procurement and contract policies and procedures mandated by applicable OMB Circulars, Codes of Federal Regulations (CFR), the Uniform Grant Management Standards (UGMS), as well as the most recent Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC).

It is clearly understood that such procurement and contract policies and procedures are applicable when funding is received from state/federal funded programs such as: Workforce Investment Act (WIOA), Temporary Assistance to Needy Families Employment and Training (TANF E&T), Supplemental Nutrition Assistance Program (SNAP), Child Care and Development Services (CCDS), Employment Services (ES).

This Manual, and future revisions thereof, are issued by the Contract and Procurement Section under the authority granted by the Board President/CEO.

D. Organization

The Manual is divided into four main sections:

- Part I - Introduction to the Manual
- Part II - Procurement Procedures
- Part III - Contract Procedures
- Part IV - Attachments (Glossary of Terms and Forms)

~~The **Introduction** presents the purpose and procedures for maintaining the Manual. The **Procurement Procedures** section defines the process that the Board follows for procuring training and other services/goods from the selection of the procurement method to the selection of the successful contractor/vendor.~~

~~The **Contract Procedures** section outlines the contracting process from contract award to the execution of the contract. The process continues as staff administers the contract from its beginning through the end of the contract period. Finally, the **Attachments** section includes a Glossary of Terms and some important forms used in the procurement and contracting of goods and services.~~

E. Revision and Maintenance

The Contracts and Procurement Section is solely responsible for the development, implementation, and maintenance of the Manual. The Manual will include revisions and updates, as appropriate. When revisions or updates are necessary, the Contracts and Procurement Officer will issue these changes.

F. Distribution

The Manual will be accessible to all management staff. Other Board staff may receive a copy upon request. Revisions made to the Manual will be distributed to Board staff that has received copies of the Manual. Request for additional copies or changes in distribution should be directed to the Board's Contracts and Procurement Officer.

Note: The Manual is intended for use as an internal document and its contents are intended to be consistent with federal/state laws and regulations and the most recent issued TWC Financial Manual for Grants and Contracts (FMGC). Although, it is considered an internal document, staff may share its content with contractors and other interested parties. All who use this document should be advised; however, that it does not take precedence over State or Federal legislation or regulations or agency policies.

II. **PROCUREMENT PROCEDURES**

A. **Introduction**

The Board operates and adheres to a Procurement and Contract Policy that provides for written procurement procedures that when followed result in procurements and contracts that comply with the standards provided under the TWC Financial Manual for Grants and Contracts (FMGC), its cited authorities and grant award contracts. The procurement of all goods and services, whether conducted by sealed bid(s) or by negotiation and without regard to dollar value shall be conducted, to the maximum extent practical, in a manner providing **full and open competition consistent with applicable administrative requirements**. Furthermore, the Board selects service providers that have demonstrated effectiveness in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance measures/goals, cost, quality of delivery of services and training, and characteristics of participants pursuant to all sections of the applicable Act and regulations of all funding sources/streams (WIOA, TANF, SNAP E&T, CC**FDS**, and ES).

The Board does not use funds to duplicate facilities or services available in the area (with or without reimbursement) from federal, State, or local sources, unless it is demonstrated that the alternative services or facilities would be more effective or more likely to achieve performance. A review process of all proposed procurements will be followed to avoid purchase of unnecessary or duplicative items.

The Board maintains a **conflict of interest policy** which states that board members, officers, and agents, or employees of the Board shall not engage in any endeavor that constitutes an apparent or potential of conflict of interest with his/her normal discharge of procurement duties/obligations. Specifically, no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal or state funds if a real or apparent conflict of interest would

be involved. For additional information on this matter, refer to the Board's conflict of interest policy and the TWC FMGC.

B. Procurement Planning

Because of its importance to the procurement system, the process for selection and award must be well planned in advance of the solicitation and receipt of proposals. During the development of the Board's Strategic Plan (and in consideration of the annual funding allocations), the Board begins planning for the procurement and/or contracting of programs and /or services for the upcoming year.

Program Design. Based on the relevant title(s) of the applicable Acts, the proposed program services to be solicited, the target population(s) to be served and any other relevant requirements will be defined.

Initial Cost Analysis. Prior to the release of a formal procurement, the Board shall develop an independent cost estimate (in writing) to be used as the basis for determining cost reasonableness of the program or services solicited.

Methods of Procurement The Board shall procure services in a manner that provides maximum open and fair competition. Unless otherwise noted, such competition shall be sought for every purchase, regardless of the dollar value. The basis for pursuing competitive bidding is to obtain the best value for the organization. The Board uses four (4) methods of procurement depending on dollar value, degree of critical nature, clarity of specifications, and market conditions. They are as follows:

1. Micro-Purchases and Small Purchase Methods

Micro-Purchases Method – a purchase threshold of **up to \$300,500.00 per purchase**. These purchases can be made without soliciting price or rate quotations. However, purchasers must ensure that prices are reasonable based on information obtained from research, experience, prior purchases, or other information. Reasonableness of costs must be properly documented. The ~~Board-CEO/President Leadership Team~~ or its designee will designate, ~~by memo to file~~, which Board professionals or positions are eligible to make micro purchases. For additional information and guidance, refer to the Board policy on Micro-Purchases.

Small Purchase Method –for purchases of **greater than \$5300.00**, but which **aggregate costs does not exceed \$150,250,000**. In contracting for small purchases, the Board uses the following procurement instruments:

Request for Quotes (RFQ) – for items where definite specifications exist and the item(s) selected will be selected on price alone (in writing).

However, other factors may also be considered such as meeting delivery schedules, quality of goods/services, discounts, etc.

Request for Bids (RFB) – for items where definite, more comprehensive specifications are known, and where price alone may not be the overriding factor (in writing).

Request for Proposals (RFP) – for purchases where concept(s) is known, but specifications may (or may not) be known. The selection is based on various factors besides cost and negotiation power exists. The evaluation factors and weight of each factor should be stated up-front, usually on the RFP itself (in writing).

For small purchases a minimum of three (3) quotations from qualified bidders are needed. These must be documented and included as part of the procurement file or purchase requisition/order (see Part IV Attachments). If appropriate, prior vendor performance must be evaluated and documented before issuing subsequent awards.

The board reserves the right to enter into sole source negotiations when it is determined to be an emergency situation. Emergency situations are defined as an occurrence(s) which may pose or result in a potential health or safety risk, or potentially have an adverse affect on the normal course of work and therefore, may require the prompt purchase of the items. Such purchases are to be approved by the Board President/CEO or its designee and documented accordingly.

2. Sealed Bid Method (Formal Advertising) – **Purchases of \$~~2~~150,000 or greater**, where a complete, adequate, and realistic specification or purchase description is available. Price is the overriding evaluation factor with at least two (2) or more responsible bidders willing and able to compete effectively. Sealed bid procurement must be conducted through an Invitation to Bid (IFB) process. Formal advertising is done through local newspaper(s) with opening of bids done publicly. This procurement method is rarely used.
3. Competitive Proposal Method – **Purchases of \$~~1~~250,000 or greater**, where specifications are clear and at least two (2) or more responsible bidders are willing and able to compete effectively for the business and the procurement lends itself to a fix-price or cost reimbursement contract. Contract awards shall be based on a method for conducting technical evaluations of the proposals received and for selecting awardees. Awards must be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Competitive Proposal Method may be used for **qualifications-based procurement of architectural/engineering (A/E) professional services**

whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. This method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It can not be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Professional services, including auditors and consulting services, must be selected and awarded in accordance with the following requirements: Award and selection of professional services shall not be based upon competitive bids. Award and selection must be based upon: (1) the basis of demonstrated competence and qualifications to perform the services; and (2) a fair and reasonable price. For further guidance and information regarding the procurement and selection of auditors and consulting services refer to the TWC FMGC.

4. **Non-Competitive Negotiation (Sole Source) – Purchases of \$2150,000 or greater** where there is only one (1) bidder available before or after the bid process and price is not the overriding factor. Noncompetitive negotiation is procurement through solicitation of a proposal from only one source (sole source procurement), or if after solicitation of a number of sources, competition is determined to be inadequate. **This procurement method is avoided to the maximum extent possible.**

Circumstances under which procurement may be awarded by noncompetitive negotiations are limited to one or more of the following conditions:

- A) Public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- B) The item is available from a single source;
- C) The awarding agency authorized noncompetitive proposals; or
- D) After solicitation of a number of sources, competition is determined inadequate;

When noncompetitive negotiation procurement is used, the Contracts and Procurement Officer shall certify that adequate documentation justifying the use of non-competitive procurement is available and that it will be retained in the Contractor's procurement files. This documentation shall include, but not limited to: reason(s) that the award of the contract is not feasible under small purchase procedures (including micro-purchase procedures), sealed bids or competitive proposals, and one of the above circumstance(s) applies which allow for the noncompetitive negotiation.

Cost analysis, which includes verification of the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

Timelines. Once the method of procurement has been determined, times lines will be established for the major deadlines throughout the process. For example, if the RFP process is used, the deadlines might include: completion of the first or second draft of the RFP, completion of the final draft of the RFP, the publication of the availability of the RFP, the issuance of the RFP, the date of the pre-proposal conference, the deadline for technical assistance, the proposal submission deadline, and dates for reviewing/evaluating the proposals, obtaining Board Committee/Directors approval and Chief Elected Officers (CEO) concurrence and notifying the proposers of the award.

Key Staff. The assignment of key staff involved in the procurement process is also important.

Key staff may be assigned the following responsibilities to be coordinated by the Contracts and Procurement Officer:

- Reviewing the Statement of Work for the RFP;
- Establishing criteria for the evaluation of proposals;
- Ranking proposals; conducting interviews with proposers when determined necessary and appropriate;
- Conducting research on proposer's qualifications submitting proposals;
- Conducting negotiations with potential contractors;
- Conducting a pre-award survey to determine the adequacy of an offer's financial management system prior to award.

Depending on the nature and scope of the contract, the Board may consider hiring an independent consultant to help facilitate the procurement and selection process of awardees.

C. Drafting the Solicitation

Once the method of procurement has been established, it will be up to the President/CEO Leadership Team or designee(s) to determine which staff is designated to develop the specifications of the solicitation.

The purpose of the solicitation is to articulate the Board's goals and objectives, to solicit bids/proposals with concise outcomes, to provide equal opportunity and identical information to all potential bidders/proposers, to provide documentation to justify selections, and to provide a basis for contract negotiations and a framework for contract provisions. In order to effectively achieve these goals, the solicitation must incorporate a clear and accurate description of the technical requirements for the material, products, or services to be procured, and it must identify all requirements that the bidders/proposers must satisfy and all other factors to be used in evaluating the bids/proposals. Also, if an area is to be reviewed

separately (during negotiation or after the selection process) this should be made clear in the solicitation.

If a formal competitive method is used, such as an RFP, the document is drafted according to the guidelines established in the Manual, the TWC Financial Management for Grants and Contracts, TWC Policies, and applicable OMB Circulars. All RFP's include a Statement of Work which provides for the technical specifications and requirements and scope of work for the material, product, or service to be procured and at least the following additional components:

- Procurement Process
- Procurement Schedule
- RFP submission deadline (Date/Time)
- Pre-Proposal/Bidders Conference (if needed)
- Question and Answer Period (include deadline for written questions)
- Proposal Format and Preparation
- General Information and Administrative Requirements
- Contract Information
- General Provisions and Limitations
- Administrative Requirements
- Debriefing and Appeal Process
- Authority
- Funding
- Application and/or Proposal Instructions
- Extension of Terms
- Right to make no awards
- Glossary of Terms
- Negotiation Requirement
- Identification and Signature Authorization form
- Proposal Budget Forms and Instructions
- Responsiveness Thresholds
- Assessment and Evaluation Ranking Criteria
- Performance Measures and Goals
- Proposer Selection Process
- Administrative and Fiscal Management Surveys
- Certifications Regarding Lobbying, Suspension/Debarment and Drug-Free Workplace Requirements
- Certification Regarding Conflict of Interest/Disclosure of Interest
- Program Income Requirements
- Job Descriptions and Required Qualifications for Proposed Funded Positions
- Latest State Corporation Certification and/or Certification of Nonprofit Status, if applicable
- Relevant Demonstrated Performance

- Standard contract terms and conditions, based on the State’s Master Contract, to ensure subcontractor compliance with requirements imposed by federal statute, regulations, or terms of a federally funded grant (optional)

The **Statement of Work** of the RFP should describe the proposed program in detail sufficient to demonstrate an understanding of the work to be performed, the needs of the participants, and the desired results. Such information may include: types of training targeted for which specific training will be provided; service levels; duration of services; program design; staffing; facilities and equipment; staff qualifications; and basis of award selection.

Restrictions which unduly restrict competition should be avoided in the procurement process. Such restrictions could include: placing unreasonable requirements on firms to qualify to do business with the Board; requiring unnecessary experience or excessive bonding; organizational conflicts of interest; noncompetitive pricing practices between firms or affiliated companies; noncompetitive awards to consultants that are on retainer contracts; specifying a “brand name” product instead of allowing an equal product to be offered; and any arbitrary action in the procurement process.

D. Staff Review of the Solicitation

Once the RFP has been written, the draft copy will be distributed to the appropriate staff for review. This review process is to assure that all of the required elements have been included in the document and are described in sufficient detail. Any recommended comments or corrections will be reviewed, and the text will be amended as necessary before the final copy is released. Items to be reviewed include, but are not limited to: compliance with policy, procedure, and regulations; content (inclusion of essential elements and consistency); typographical, grammatical, spelling, and data entry error; user friendliness; and evaluation criteria and values.

E. Issuance of Solicitation

Letters are mailed to interested parties informing them of the services being solicited and the date of the pre-proposal/bidder conference to explain and answer any questions relating to the bid/proposal specifications. A copy of the letter along with the mailing list will be maintained in the Procurement File.

The names of interested parties are kept on a **bidders list** that is retained and updated by the Contracts and Procurement Officer. The list contains the names, addresses, telephone numbers and e-mail addresses (if available) of potential bidders that have expressed interest in receiving notifications of bid/procurement opportunities. New names are entered to the list only if a written request is received or if they are noted on another Board’s bidders/vendors list. The Contract and Procurement Officer is responsible for reviewing the interested parties list

periodically to determine the agencies/organizations that either continually fail to respond to bid/procurement opportunities, are no longer in business, or are on the state/federal debarment list. The Contracts and Procurement Officer removes from the list any parties so identified, and he/she will notify the Board staff of those entities which are dropped from the list and the reasons why.

The bidders list will include community-based organizations including women's organizations with knowledge about or experience in non-traditional training for women, small and historically underutilized businesses, educational institutions, and other local entities interested in providing needed services.

F. Public Notice

When required by the TWC FMGC, to publicize the availability of the procurement document to the general public, an advertisement is placed in the legal section of the local daily newspaper, usually for one (1) or two (2) days. Additionally, depending on the nature of the services to be procured, notices may be posted at City Hall in Nueces County and the region's County Courthouses.

The procedure to be used when placing an advertisement or other notice in the newspaper is outlined below.

1. The Contracts and Procurement Officer will complete a Purchase Request Form detailing the notice or advertisement to be published and the price quote for running the advertisement.
2. The completed Purchase Request Form is submitted, along with a copy of the notice for approval.
3. Upon approval, a copy of the posting detailing the services/goods being solicited, the target population to be served (if participant-serving project), the date of the pre-proposal/bidders conference (if needed), the submission deadline, the Board contact person, including the Board's website information to access the procurement documents and other appropriate information, is faxed or mailed to the newspaper. All procurement informational ads that are placed in the newspaper and other publications must include the tagline of **"Equal Opportunity Employer/Program"** to comply with the programs funded under TWC. All postings should also include a statement that **"Historically Underutilized Businesses (HUBs) are encouraged to apply"**.
4. The fax or e-mail notice and the original or copy of the newspaper advertisement(s) is to be included in the procurement file.

The announcement of the procurement solicitation may also be posted in City Hall and at the County Courthouses by Board staff during the week the announcement

is published in the paper. The original stamped copy of the posting is to be included in the Procurement file.

G. Pre-Proposal Conference

When needed, a pre-proposal/bidder conference is held on the date stipulated in the procurement notice to inform interested parties of the bid/proposal requirements and the criteria that will be used to evaluate the bids/proposals received. The conference provides attendees an opportunity to obtain guidance on the scope and nature of the work required in the procurement document or to ask other technical questions concerning the solicitation. At the conference, a staff person will record notes of the meeting, as well as questions asked and responses provided. In most cases, the notes of the conference will be provided to entities that have requested the procurement document and will be posted on the Board's web page.

All attendees will be required to sign in. Before individuals are given a copy of the procurement document, they must provide their name and the name and address of the organization represented. This information will be included on the receipt list. This information will then be available should an addendum to the procurement document be distributed. The list of the attendees and the notes of the meeting are to be maintained in the official procurement file.

The format for the conference will vary according to the type of procurement, but should include:

- Introduction of the attendees and staff, as well as anyone logged in to the tele-conference webcasting (if available);
- Emphasis on pertinent dates/times;
- Overview of the contents of the procurement document;
- Emphasis on salient elements and changes; and
- Opportunity for questions.

H. Question and Answer Period

After the pre-proposal/bidders conference, the Board will accept written, e-mailed, and faxed questions prior to the deadline for written questions. Questions will not be accepted after the written question deadline. Oral explanations will not be binding. **Any information furnished to one prospective proposer concerning the procurement will also be furnished to all other prospective proposers as an addendum to the RFP if such information is necessary to the submission of a response.**

I. Receipt of Proposals/Bids

All proposals/bids shall be submitted before the deadline as stipulated in the procurement document. A Proposal Log will be kept to provide a written record of

when proposals/bids are received and from whom. This log is important to verify the timely submission of the proposals/bids since responses received after the stated deadline will be recorded as late and thus, may be declared non-responsive.

The procedures for receiving proposals are outline below.

1. The potential Proposer/Bidder delivers the proposal/bid to the Board at the place designated, or he/she mails the proposal/bid to the Board prior to the deadline indicated in the procurement document.
2. The person receiving the proposal/bids logs in the time of delivery, name of organization and their name on to the receipt log.
3. The Board staff receiving the proposal/bid stamps each copy with the date and time received and acknowledges the receipt of the document by their initials. If the proposal/bid is received in person, a copy of the receipt is provided to the respondent. If the response is received by mail or express mail, a copy of the receipt will be mailed to the respondent, upon request.
4. A determination is made as to whether the requested numbers of copies have been submitted. The original proposal/bid is identified and is placed in the procurement file.
5. The other copies of the proposal will be distributed to the appropriate staff or other outside reviewers for review.
6. The completed RFP Proposal/Bid Log will be signed and time and date stamped for documentation. This document will be maintained in the Procurement File.

Proposals/Bids may be modified or withdrawn by the respondent through written or telegraphic notice received by the Board prior to the deadline for submission of proposals. A proposal may also be withdrawn in person by a proposer or his/her authorized representative prior to the deadline for submission provided that the respondent's identity is made known, and he/she signs a receipt for the proposal/bid. In no event may the respondent modify proposals/bids after the submission deadline unless the Board as a condition of proposal/bid clarification or contract consideration/negotiation requests a modification.

The Board shall open all responses as soon after the deadline for submission as is reasonably practicable.

Unsolicited proposals/bids will not be accepted or considered for funding under any existing bid/proposal process. These proposals/bids will be maintained in a separate file.

J. Review and Evaluation of Proposals/Bids

Key staff members and other assigned evaluators will receive a copy of each response along with a list of the evaluation criteria for the document procured. The evaluation process will be based upon the technical criteria that are noted in the procurement document. A reviewer cannot evaluate a proposal/bid on criteria that was not addressed in the procurement document. The evaluation team members will be instructed to review each proposal/bid noting the strengths and weaknesses of the proposed response and reasonableness of cost. The lead evaluator will establish a specific deadline for completion of the review process thus allowing sufficient time for staff to thoroughly evaluate all responses. Proposals/bids will be secured during the review process, and additional copies are not to be made. The proposals/bids must be returned upon completion of the process.

After the evaluation team members have reviewed and rated each proposal/bid separately, they meet as a group to discuss their findings and the scores are recorded on a comprehensive chart. The format for the group review may vary according to the number of proposals/bids received and the nature of the activities solicited/proposed. Unless otherwise directed, the Lead Evaluator will facilitate the evaluation process. In general:

1. Proposals/bids are determined to be responsive or non-responsive.
2. Each responsive proposal/bid is reviewed and discussed by the readers who evaluate the proposals/bids.
3. Strengths and weaknesses are listed. Comments should pertain to the proposal/bid and may include concerns as to the accuracy and consistency of the facts found in the responses.
4. Responsive proposals/bids are scored and rated.
5. Comments pertinent to final decision are made and recorded.
6. Conflict of interest policies apply.
7. **Debarment status** of proposing organization will be checked through a self-attestation certification form. A further verification of the entity may be conducted through the State and Federal debarment and suspension electronic listings. An entity on the state or federal debarment list shall not be selected for an award or for renewing a contract.

The primary consideration in selecting agencies or organizations to deliver services within a service delivery area is the **demonstrated effectiveness** of the agency or organization in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance measures/goals, cost, quality of training, and characteristics of participants. In addition, consideration is given to demonstrated performance in making available appropriate supportive services, including childcare.

In determining demonstrated performance of institution/organizations, which manage and operate employment and training programs, such performance measures as: retention in training, training completion, job placement, employment retention, and employment earnings, shall be considered. The determination of demonstrated performance will be in writing, verified, and completed prior to the awarding of contract.

In order to ensure that proposed costs/prices are reasonable, necessary, and allowable, a cost/price analysis is performed on every procurement action, including contract modifications, except for modifications where a determination has been made that they do not have a monetary impact (refer to most recent FMGC).

A **price analysis** is performed by making a comparison among price quotations submitted, or by comparing price quotations submitted with current market prices (considering discounts, if appropriate), while a **cost analysis** includes reviewing and evaluating each element of cost submitted. The review may include but not limited to one or more of the following:

- Conducting a line item budget analysis;
- Determining the percentage of the total budget that is administrative;
- Ensuring that cost are properly allocated and classified;
- Reviewing all cost items with respect to relevancy and appropriateness in accomplishing the proposed services;
- Ensuring that an organization-wide cost allocation plan is provided where the proposer/bidder has multiple sources of funding;
- Reviewing staffing resources and salaries (ensuring that budget matches the salary distributions sheet);
- Determining if proposed staff appear adequate for the proposed activities;
- Reviewing travel costs, if applicable;
- Reviewing proposed cost per participant or positive terminations in relation to similar training, length of time and quality;
- Or performing a comparative analysis when more than one organization responds to the solicitation for the same or similar services; or
- Performing a comparative analysis when an item or service is currently available in the local service delivery area.

The method and degree of analysis will depend on the facts surrounding the particular procurement and pricing situation. **Cost analysis** is required:

- When the offeror is required to submit the elements of its estimated cost,
- When adequate price competition is lacking (i.e., sole source procurements, contract modifications or change orders) unless price reasonableness can be established using: (1) a catalog or market price

of a commercial product that is sold in substantial quantities to the general public; or (2) based on prices set by law or regulation.

Note: When a cost analysis is necessary and there is inadequate price competition, the offeror shall certify that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. Awards or modifications negotiated in reliance on such data should provide the awarding agency a right to a price adjustment to exclude any significant sum by which the price was increased because the awardees had knowingly submitted data that was not accurate, complete, or current as certified.

Profit, when applicable, must be negotiated as a separate element of the price anytime a cost analysis is performed and for all contracts in which there is no price competition. Considerations for determining a fair and reasonable profit must include:

- Complexity of the work to be performed;
- Risk borne by the subcontractor;
- Subcontractor's investment;
- Amount of subcontracting (by the subcontractor);
- Quality of its record of past performance;
- Industry profit rates in the surrounding geographical area for similar work.

After evaluation, each rating/scoring sheet shall be completed and signed by the reviewer. All individual scores are tabulated and ranked. Different parts of the proposal/bid have varying importance factors, and this must be reflected in the scoring of the proposal/bid components. Usually each component has a number of points possible that becomes part of the overall score. The individual scores for each proposal/bid are average, and the average scores are used to rank the proposals/bids.

The results are depicted in tables that will be used on the evaluation/recommendation process. Scores can be arranged in several ways, depending on the need to make comparisons in the evaluation and recommendation process.

As the Boards funding sources support social and economic programs, all necessary and affirmative steps shall be taken to contract with small and minority business firms and other Historically Underutilized Businesses (HUBs) when possible. Contractors must take affirmative steps to contract with Historically Underutilized Businesses (HUBs), especially small and minority firms, women's business enterprise and labor surplus area firms, when possible. Affirmative steps must include:

- Placing qualified HUBs on solicitation lists, e.g., bidders list;
- Assuring that HUBs are solicited whenever they are potential sources;

- Dividing total requirements when economically feasible, into smaller tasks or quantities to permit maximum participation by HUBs;
- Making information on forthcoming opportunities available and arrange timeframes, whenever possible, for purchases and contracts to encourage participation by HUBs;
- Using the services and assistance of the Small Business Administration (SBA), the U.S. Department of Commerce Minority Business Development Agency, and the Texas Comptroller of Public Accounts; and
- Requiring the prime contractor, if subcontractors are to be let, to take the steps above.

Other program specific considerations may apply in extending procurement opportunities to specific entities, such as under the SNAP E&T. For further information, see the TWC FMGC.

The advantage of using a **purchasing cooperative or a purchasing network** (entities referenced above) means that goods and services purchased through the State of Texas CO-OP have been procured through sealed bids or competitive proposals, and are made available to CO-OP members through state-term contracts, without requirements to conduct additional procurement activities. Some examples of the programs made available through the State include: TXMAS (Texas Multiple Award Schedule), ~~or SmartBuy, or, TPASS (Texas Procurement and Support Services), DIR (DIR (Department of Information Resources), Department of Information Resources), and ICT (Information and Communications Technology).~~

K. Reader Recommendation(s)

After the rating process is conducted and all the scores are recorded in a comprehensive chart, as previously discussed, key staff is reconvene to reach a consensus on the proposal(s)/bid(s) to be recommended to the appropriate committee of the Board. Based on the scores and comments made during the review sessions, a recommendation for funding can be made. As a result, the Contracts and Procurement Officer may prepare the following supporting documentation.

- Tables depicting scores and ranking;
- Budget amounts available for contractors (if needed);
- Recommended budget amounts by category; and/or
- Summaries of strengths and weaknesses of all proposals/bids.

Staff also has the right to take any of the following actions:

- Reject or cancel any or all proposals;
- Waive any defect, irregularity or informality on any proposal or procedure;
- Extend the deadline for submission;
- Reissue the procurement;

- Consider and accept an alternative proposal that is considered to be most advantageous to the Board;
- Vary the provisions of the Statement of Work and related Contract documents at any time prior to execution of a contract if such variance is deemed to be in the best interest of the Board;
- Increase or reduce the amount of funding available for the program which is the subject of the procurement document; and
- Utilize procurement of the services outlined in the solicitation by non-competitive negotiations in accordance with federal, state, and local procurement policies.

L. Pre-Award Survey

As needed, the Program Monitor, Chief Financial Officer or designated Board staff, as well as an outside party may conduct a pre-award survey at the proposer's place of business for the purpose of determining the adequacy of their financial management system prior to award.

The pre-award survey will include an on-site visit to review and confirm organization practices with respect to documents and certifications submitted as part of the submission response resulting from the procurement process. The review may include, but not limited to: internal monitoring procedures of the organization, internal controls and accounting practices used by the organization in administering funds, overall procedures and practices of the organization in meeting requirements and applicable regulations of other programs. The survey will include a review of the organization's ability to successfully perform services as provided on the proposal submitted and assess the organization's practices with respect to meeting the conditions of the agreement to be awarded.

In addition to the on-site visit, any prior audits, prior three year financial history, and monitoring reports should be reviewed along with required debarment, lobbying, and other certifications. The review shall include any adverse judgments or findings, such as administrative audit findings; Commission, Agency, or Board monitoring findings; or sanctions by a Board or court of law. The results of the pre-award survey, including names(s) and title(s) of individual(s) conducting the survey, should be documented and maintained in the procurement file. A report is prepared noting the strengths and weaknesses identified during the survey, and recommendations are made for improvements to current practices.

The Contracts and Procurement Officer may also contact any individuals, agencies or employers listed in the proposal/bid as references, or contact others with experience or knowledge of the proposer's previous performance and qualifications.

M. Committee Review/ Recommendation(s)

Evaluation results, along with appropriate comments and necessary documentation, are presented to the appropriate Board committee for final recommendation to the Board of Directors.

The Board Committee can take any of the following actions in regard to the evaluation team recommendations:

- Request additional information and/or justification regarding any proposal/bid or recommendation;
- Request a presentation by any proposer/bidder;
- Request a “best and final offer” by any proposer/bidder;
- Defer action on any proposal/bid; or
- Take action to approve or disapprove recommendations.

A majority vote is needed by the Committee to forward a recommendation to the Board relative negotiations of a contract(s) based on the selected proposal(s)/bidder(s) and committee recommendations.

N. Board Action

The Board will consider the approved recommendation(s) from the appropriate committee.

The Board can take the following actions:

1. Request additional information and/or justification regarding any proposal/bid or recommendation;
2. Request a presentation by any proposer/bidder;
3. Request a “best and final offer” by any proposer/bidder;
4. Defer action on any proposal/bid; or
5. Take action to approve or disapprove recommendations

A majority vote is needed to approve any recommendation. At no time will the Board award a contract without the prior review of the proposal by key staff and/or independent reviewers and the appropriate Board committee.

O. Executive Board Action

If appropriate, following approval of the Board, the recommendation for proposed funding will be presented to the Chief Elected Officials Council (CEO Council) for concurrence. If the CEO Council concurs with the recommendation, then the proposer(s)/bidder(s) can be notified. If the CEO Council has concerns with the recommendation, then it must be returned to the Board for further review/action.

P. Notification of Results

Once a selection is made and approved, all proposers will be advised, in writing, of the decision and their right to appeal. The Contracts and Procurement Officer will notify all successful and unsuccessful proposers within three (3) working days after the date of award. Then the Board can begin negotiations with the successful proposer. If appropriate, respondents not recommended for funding will be given the opportunity to request a debriefing. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help the proposers understand why they were not selected. **Debriefings** are provided to help the proposer improve any future proposal submissions. The debriefing will consist of a review of the respondent's proposal evaluation and an explanation for the score received in the proposal review process.

If a proposer wants to contest the award process, they must submit to the Board a **Notice of Appeal**. The Notice of Appeal must be received by the Board President/CEO within fifteen (15) days of receipt of the notice of the status of their proposal for funding. Upon receipt of the letter of appeal, the Board Chairperson or their designee shall contact the proposer to arrange for an appeals conference to be held within thirty (30) days of the notice of appeal. An **Appeals Committee** will take immediate action to resolve the dispute. Board action will include holding hearings as necessary, and conclude action within thirty (30) days from receipt of the complaint. Persons designated by the Board Chairperson or its designee will hear the appeals.

Protesters shall exhaust all administrative remedies through the Board before pursuing a protest or dispute to a higher level. Protests not resolved to the satisfaction of the protesting party may be pursued through the Texas Workforce Commission.

Q. Procurement Files

Procurement records are to be maintained and filed in a consistent and organized manner. These records document that full and open competition has been performed. Records shall include information detailing the significant history of a procurement action including, but not limited to, the following: (a) rationale for the method of procurement, (b) selection of agreement type, (c) contractor selection or rejection, and (d) the basis for the contract price. Files and records for each procurement action shall include, at a minimum, copies of:

- Procurement notice, including letters to interested parties, newspaper ad, and public posting, if appropriate
- Bidders and vendors mailing list
- List of potential proposers attending pre-proposal conference and recording of conference notes
- Cost/price analysis, cost reasonableness determination
- Copy of procurement document (RFP, RFQ, RFB)
- Procurement addenda (if any)

- Summary of procurement (if required)
- Signature of authorities
- Proposal evaluation instruments and summary of scores and rankings
- Pre-award survey (if required);
- Board agenda action item(s), if appropriate)
- Copy of Board minutes approving proposer (if appropriate)
- Selection of contract type
- Notice of award/non-selection (letters or electronic mail)
- Contract negotiation notes
- Sole source approval (if applicable)
- Original proposal(s), and
- Other necessary documentation

These documents are maintained by the Contracts and Procurement Officer.

Other documents relating to the contract and the progress of services under the contract (e.g., letters to the contractor, contract amendments) are maintained in the contract file. Contract files are retained in the Contracts and Procurement Section. Access to contract files is restricted to authorized personnel only.

III. **CONTRACT PROCEDURES**

A. **Introduction**

Because satisfactory contract performance is largely dependent upon having the work performed by a reliable, efficient contractor, it is imperative that the negotiation, selection, and award process is carefully managed. To do so, the procedure outlined in Section II as well as those outlined below should be followed. This portion of the Manual defines the procedures for negotiation, execution and administration of contracts to ensure that contractors performed in accordance with the terms, conditions, and specifications of their contracts.

The relationship between Contractors and all bidders must be an “arms-length” arrangement under which the rights of all parties are clearly stated to assure that services or goods solicited are delivered for the cost/price offered.

B. **Contract Negotiation Process**

The Contracts and Procurement Officer or designated staff can begin contract negotiations with selected proposer(s) upon receiving approval from the Board and concurrence from the CEO Council (if required). At this time, an offer is made to the selected proposer(s). Contract negotiations are performed for each new contract

as well as those extended for additional option years. (For more information on contract extensions refer to Section H.)

The proposer(s) will either respond by accepting the offer or negotiating a counter offer. If the offer is accepted, a contract will be prepared for final execution. If the proposer wishes to continue to negotiate, discussions may be held over the telephone or in person to ascertain the nature of the concerns/issues.

During negotiation, focus is given to cost/price analysis, clarifying the Statement of Work, developing appropriate performance measures/goals, and payment terms, assuring reporting requirements are essential to measuring performance, and verifying that the proposer is a responsible party.

Negotiation discussions could include administrative cost restrictions, audit requirements, appropriate insurance and bonding requirements, performance measures, profit and any issues raised as a result of the review conducted by the Board during the proposal review process. Any increase in costs or reduction in services proposed by the potential contractor during the negotiation process, if accepted, must be justified and documented to be in the best interest of the funding program and the Board's overall goals.

Negotiation discussions shall ensure that, for all services provided to participants through contract or other agreements with a service provider, such contracts or agreements shall include appropriate amounts necessary for administration and supportive services.

In instances where substantial differences exist, meetings are scheduled between the potential contractor and the appropriate Board staff. An attempt is made through a give-and-take process to resolve the difference in a mutually satisfactory manner.

Infrequently, the Board's final offer is not acceptable to the potential contractor. However, in such a case, the offer stays on the table until one of the following events occur:

The proposer accepts the offer or withdraws the proposal.

1. The proposer appeals the offer to the Board President/CEO or a designated staff person who has the authority to increase or maintain the current offer within the proposed budget.
2. The Board withdraws its offer.

All contract negotiations are documented. The written documentation is to be maintained in the procurement file or contract file (if it is for an additional option year) and should include the date and time of the negotiations, names of Board staff and contractor staff present, the issues discussed and the resolutions reached, reasonableness of cost determination, and demonstrated effectiveness determination (if necessary).

C. Contract Development

Once the terms of the contract have been successfully negotiated, the Contracts and Procurement Officer shall prepare the contract.

Contract Term. Contracts are usually awarded for one year or for the number of months that services will be provided during a program year. However, contracts negotiated may be extended, modified or obligated in the manner set forth in the Contract in order to attain the program objectives of the Board. The Board may approve optional contract extensions (or renewals). (For additional information on contract extensions (renewals), refer to Section H, “Extension of Contract Term”.)

Payment Methodology/Type of Contract. The Board awards contracts exclusively on a cost reimbursement basis.

Cost-Reimbursement contracts compensate the contractor on a level of effort basis. Payments are made based on costs incurred, and reporting of actual costs by the Contractor is required. The resources needed to undertake the work are listed, costs itemized, and allocated among the cost categories. This type of contract is executed for participant services, as well as consultant or professional services.

Commercially available training packages, including advanced learning technology, may be purchased for off-the-shelf prices without requiring a breakdown of the cost component of the package if such packages are purchased competitively and include performance criteria.

Tuition charges for training or education provided by an institution of higher education or a proprietary institution of higher education, that are not more than the charges for such training or education made available to the general public, do not require a breakdown of cost components.

Profit will be allocated to the benefiting cost objectives/categories if permitted by law and regulation.

Costs incurred or performances rendered before the commencement of the Contract period or after termination of the Contract, are the proposer’s responsibility and are not to be included in the contract. This includes all costs directly or indirectly related to the preparation of a proposal in response to a solicitation, or any oral or written presentation required to supplement such response.

Contract Format/Contents. The basic contract format contains three (3) sections. **Section One** includes the signature or cover page, the Table of Contents and the Standard Terms and Conditions. The **signature or cover page** should include at least the following information: a purpose statement, names and addresses of the responsible parties to the contract, status of responsible parties, beginning and ending dates, type of contract, total obligated dollar amount of contract, funding

source (if appropriate), and a signature block that includes typed names and titles of authorized representatives. The **Table of Contents** lists the contents of the contract for ease of reference. Finally, the **Standard Terms and Conditions** section list the governing laws and regulations, amendment procedures, payment terms and conditions, reporting requirements, fraud and abuse prevention, monitoring procedures, audit rules and regulations, non-discrimination and equal opportunity provisions and regulations, conflict of interest policies, termination procedures, and other legal and regulatory requirements. As needed, proposed changes to the Standard Terms and Conditions will be submitted to the Board's Legal Council for review and comment.

Section Two may include the **Statement of Work** that provides a general description of the scope of work to be provided. The following information may be included in the Statement of Work: key elements of the training or other services to be provided, (i.e. how it will be done), description of the processes such as outreach, recruitment, eligibility determination, case management, etc., length of training and/or other activities, list of skills to be acquired, and description of how skill acquisition will be measured and documented, list of the barriers to be addressed, participant selection criteria (optional), methods of removing barriers, some performance criteria, to include anticipated outcomes This information is typically based on the information contained in the contractor's proposal as amended during the negotiation process. A section on the contractor performance measures and a glossary of key terms may also be included as part of the Statement of Work or as an attachment.

Section Three may include attachments such as the Budget Information Summary and Profit Schedule (if required), Expenditure Schedule (if required) and Certifications. The **Budget Information Summary** shows planned costs by cost category including a detailed breakout of direct and indirect costs, staff costs, property, travel, and specific program and participant related costs such as: classroom training, OJT, work experience, support services, etc. An **Expenditure Schedule** may also be included to include planned participant service levels and expenditures by month or quarter. The **Certifications** to be signed by the contractor's authorized agent include: Lobbying, Debarment and Other Matters; State Corporate Franchise Tax Certification; State Assessment Certification; Disclosure of Interest; Orientation to Complaint Procedures; and Undocumented Worker Certification.

D. Contract Review

Before the contract is executed, key staff will review it internally to ensure its acceptability. The review process should be documented and can be accomplished by the use of a Review Checklist. Authorized persons in all units in the process should require sign-off (i.e., contracts and procurement, fiscal, operations, etc.).

E. Contract Execution

All contracts, including modifications, must be clear and complete. By signing the contracts, each authorized agent of the two parties acknowledges that it has read and understands the entire contract, including the terms and conditions and the attachments.

At least two fully executed contracts will be prepared, one original for the contract file, an original for the contractor, and copies for the Fiscal and Operations Departments.

F. Contract Performance Management

Contract Administration. Throughout the life of the contract, key staff must continually review, assess, and evaluate the contractor's performance. Contract monitoring, which is conducted to ensure that the contractor is performing the required services, meeting performance measures and goals, and complying with all the terms and conditions of the contract, is part of the contract administration process. Other important functions also make up contract administration. Some of the most important are outlined below (with the department within the Board responsible for the action enclosed in parentheses):

- Making payments to contractors according to the terms of the contract (Fiscal)
- Providing interpretations of terms and conditions of the contract to the contractor (Fiscal-Contracts/Operations/Monitoring)
- Giving technical direction and assistance to contractors (Fiscal-Contracts/Operations)
- Inspecting and accepting work performed by contractors (Fiscal-Contracts, MIS, and Operations)
- Modifying contracts as necessary (Fiscal-Contracts/Operations)
- Extending or increasing the scope of work and period of performance, where the contract contains those options (Fiscal-Contracts/Operations)
- Reviewing certain proposed subcontracts if contract terms require such reviews (Fiscal-Contracts/Operations/Monitoring)
- Terminating contracts, in whole or in part, for the convenience of the Board or when the contractor is in default in complying with major contract requirements (Fiscal-Contracts/Operations)
- Maintaining a contract file (Fiscal-Contracts/Operations), and
- Closing out the contract when it is completed (Fiscal)

Contract Monitoring. All departments above are responsible for monitoring contract files to ensure that all required documents have been submitted. A document tracking form may be used to assist in identifying any documents that are still lacking from the contract files.

The staff also reviews the performance of the contracts to ensure that each contractor will meet or exceed the required performance measures. This is done through reviewing reports made to the Board, monitoring reports, MIS reports, and other information submitted by the contractor. The Department of Fiscal-Contracts/Operations will determine whether to extend contracts for additional years or to modify any current contracts if needed using the information gathered through such reviews.

When problems are identified as a result of contract monitoring, immediate action will be taken to correct them. Each problem should be identified in writing and made a part of the contract file. The subcontractor will be notified in writing and required to submit a corrective action plan within a specified time period. When necessary, technical assistance should be provided to the vendor. The contract will identify the conditions under which sanctions or termination will be taken in the event a corrective action is not completed.

G. Contract Amendment Procedures

Changes to a contract may only be made in the form of a written notice of amendment or letter of intent issued, as well as a directive by the Board as described below.

The Board may give notice of an amendment or a letter of intent in the event any alterations, deletions or additions are required due to changes in federal or state laws or regulations applicable to the funding programs, which changes shall take effect automatically upon the effective date of such federal or state laws or regulations.

The Board may give a notice of amendment or directive for non-compliance, unreasonable delays, non-performance, under-expenditure or underperformance on the part of the Contractor in fulfilling its obligations under the Contract. The Budget Information Summary (BIS) form included in the Contract shall be monitored and assessed against actual performance on a monthly basis by the Board. In the event of under-performance, the Board may, in its sole discretion, make a unilateral reduction of contract funds to the level of actual performance.

The Board may give a notice of amendment or directive to reduce the level of funding under the Contract in the event of a reduction of funding to the Board under any federal, state or local program.

The board may issue a policy directive that shall have the effect of establishing, interpreting, clarifying or qualifying the terms of the Contract. Such policy directives may not be used to alter the terms of the Contract in order to relieve the Board of any obligation to pay for performance rendered or costs incurred by Contractor prior to the date of such directive.

The Board may give notice of contract amendment to increase the amount of funds available under this Contract if such funds become available and it is in the best interest of the Board to do so without the solicitation of additional proposals.

Note: A cost/price analysis must be performed on each contract modification except for modifications where a determination has been made that they do not have a monetary impact.

The Board may terminate a contract for convenience after giving the contractor thirty (30) days advance written notice of its intent to terminate the Contract. In the event of such termination for convenience, the contractor shall be entitled to compensation as provided in the contract for earning up to the termination date, but in no case shall that compensation exceed the total amount earned in accordance with the contract. The Board may also terminate the contract for cause, whereupon all compensation to the Contractor shall cease pending completion of the final closeout package and any audit required by the Board.

H. Extension of Contract Term

Contracts may be extended for four (4) additional contract periods in succeeding program years at the sole discretion of the Board. This can be done upon written notice to the Contractor prior to the commencement of the renewal term or as specified in the original solicitation. The exact dates of each renewal contract period shall be set forth in the written notice and shall conform to the same general calendar months as the original contract period, if possible. Before the start of the renewal term, the Fiscal-Contracts Department may develop a Letter of Intent to Contract to the Contractor which will state the Board's intent to extend the current contract pending successful contract negotiations.

The option for the additional contract periods will be contingent upon the availability of funds, successful contract negotiations, and the Contractors' satisfactory performance, based upon data and criteria substantially similar to the criteria originally used to award this contract. The terms and conditions of the contract for additional contract periods shall be the same as the terms and conditions during the initial contract period unless changed by the mutual agreement of the Board and the Contractor. All extensions will be awarded in one-year increments.

The engagement of the same independent public auditor to perform the required annual audits for more than three (3) consecutive years will require the Board to demonstrate in writing the continuing independence of such auditor. This requirement applies to the individual auditor as well as the auditor's firm or organization.

I. Contract Files

The Board's contract files will contain, at a minimum, the following:

- Fully executed contract, including amendments
- Contract performance evaluation reports
- Monitoring reports (if applicable)
- Progress reports required by the contract
- Signature authorities
- Cost or pricing data (only for contract renewals/extensions)
- Payment processing justifications
- Property and equipment records (if applicable)
- Copies of required insurance policies
- General correspondence
- Audit reports (may also be maintained in the fiscal department)
- Financial reconciliation (may also be maintained in the fiscal department)
- Required reports, and
- Contract closeout documents and records (may be maintained in the fiscal department).

Access to contract files is restricted to authorized personnel. Staff members outside the Procurement & Contracts Section and other authorized personnel should access these files through the Contracts and Procurement Officer or Chief Finance Officer. Absolutely no contract or procurement files are allowed to be taken out of the Board's administrative building. Authorized personnel or other approved parties may request copies of contract and/or procurement files.

These records shall be retained for a period of three (3) years from the date that the audit report for that period is submitted to the TWC. If any litigation claims or audit findings arise during the three-year period, the related records shall be maintained until the issues have been resolved and final action is taken, even if this causes the time to extend beyond the three-year period. The Board is responsible for notifying all contractors of such period of retention. A historical file for each procurement action must be maintained.

INFORMATION ONLY

XVI – 6. Facilities Updates

BACKGROUND INFORMATION

Board Professionals will provide update on:

- Facilities: Progress of New Career Center in Corpus Christi.

INFORMATION ONLY

XVI – 7. 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 (Mission Plaza Phase II)	July 25, 2022	October 1, 2022	\$1,000,000	YES	Contractor selected, awaiting Executive Committee approval to enter into negotiations and execute contract.

Future Procurements	Anticipated Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
RFQ for 401K Bundled Services	TBD	TBD	TBD	YES	
RFQ for Commercial Real Estate Broker Services	TBD	TBD	TBD	Unknown	

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

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services, LLC	Master	Management and Operation of Workforce Centers (and Youth Development Services)	\$7,030,157.28	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 Amendment #3 – To increase budget by \$252,516.63 and add Externships for Teachers to the statement of work.			
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	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
Marshall Company, Ltd.	Master	General Contractor Services – Mission Plaza Phase 1	\$854,605	Year 1 (3 renewals)	2/28/22 – 9/30/22
Vertical Computers	Master	IT Professional Services	\$100,000	Year 1 (3 renewals)	5/27/22 – 9/30/22

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

LEASE AGREEMENTS

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
PAK 56 Plaza LLC, SGT 44 Pirate LLC	Master	Lease Agreement for Center Office in Pirate Plaza, Sinton	\$5,216.67 / month ≈ 3,650 sq ft/ \$1.43	Year 5 of 5 <i>early Termination with 90-day written notice</i>	1/01/22 – 12/31/22
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	Lease Agreement for Office Space Beeville One-Stop Center	\$4,084.50 <i>Base Rent</i>	Year 1 (3 renewals) <i>Pending</i>	10/1/21 – 9/30/22
Coastal Bend College	Master	Lease Agreement for Office Space Alice One-Stop Center	\$34,902 <i>Base Rent</i>	Year 2 of 4	2/1/22 – 1/31/23
Coastal Bend College	Master	Lease Agreement for Office Space Kingsville One-Stop Center	\$40,710.60 <i>Base Rent</i>	Year 2 of 4	5/1/22 – 4/30/23
B-Y Mission Plaza CC, LTD	Master	Shopping Center Lease Agreement for Center, Corpus Christi	\$24,973 / month ≈ 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 2 of 11	4/10/21 - 12/31/32

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

OTHER CONTRACTS/AGREEMENTS

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	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 / month HUB lines to local center sites & \$774 / month HUB line to TWC	Extended on a year-to-year basis	Initial Term of Service will commence on date of connectivity
Time Warner Cable	Master	Dedicated Access Service Installation Agreement	\$2,000 one- time fee	Extended on a year-to-year basis	Installation of WAN Project
Rural Economic Assistance League, Inc. (REAL)	Agmt	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, and San Patricio Counties	NTE \$5,000	Renewal 1 of 2	10/1/21 – 9/30/22
County of Kleberg Human Services	Agmt	Transportation Assistance Services to Kleberg and Kenedy Counties	NTE \$5,000	Renewal 1 of 2	10/1/21 – 9/30/22
Valero Payment Services Company	Master	Purchase of Gas Cards for Program Participants	NTE \$204,000	Renewal 2 of 3	10/1/21 – 9/30/22
Economic Modeling, LLC (EMSI)	Master	Economy and LMI Tool	Developer Agreement \$16,000 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

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
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	\$90,910	Year 1	4/1/22 – 5/31/23
Amendment #1 – To decrease budget by \$1 with changes to various expenditure line item amounts.					
A+ Center for Education, LLC	Master	Child Care Professional Development Training Services	\$18,000	Renewal 1 of 1	11/30/21 – 9/30/22
Amendment #1 – To revise Statement of Work by adding a second professional development training activity and to revise Budget by increasing amount by \$1,800. Amendment #2 – To revise Statement of Work by adding a third professional development training activity and to revise Budget by increasing amount by \$1,800. Amendment #3 – To revise Statement of Work by adding a fourth professional development training activity and to revise Budget by increasing amount by \$1,800. Amendment #4 – To revise Statement of Work by adding professional development training activities and to revise Budget by increasing amount by \$3,600. Amendment #5 - To revise Statement of Work by adding professional development training activities and to revise Budget by increasing amount by \$3,600. Amendment #6 - To revise Statement of Work by adding professional development training activities and to revise Budget by increasing amount by \$1,800. Amendment #7 - To revise Statement of Work by adding professional development training activities and to revise Budget by increasing amount by \$1,800.					
Enlightenment Consulting, LLC	Master	Child Care Professional Development Training Services	\$3,600	Renewal 1 of 1	2/19/22 – 9/30/22
Amendment #1 – To revise Statement of Work by adding a second professional development training activity and to revise Budget by increasing amount by \$1,200. Amendment #2 – To revise Statement of Work by adding a third professional development training activity and to revise Budget by increasing amount by \$1,200. Amendment #3 – To revise Statement of Work by adding a fourth professional development training activity and to revise Budget by increasing amount by \$1,200.					

SUBRECIPIENT/CONTRACTOR LOG 2021-2022

NAME	ID#	ACTIVITY	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services	Master	Summer Earn and Learn (SEAL) Program	\$437,000		3/1/22 – 8/30/22
Education to Employment Partners	Master	Externships for Teachers	\$45,900		3/1/22 – 8/30/22
iCare Training	Master	Child Care Professional Development Training Services	\$1,500	Renewal 1 of 1	7/23/22 – 9/30/22
	Amendment #1 – To revise Statement of Work by adding a second professional development training activity and to revise Budget by increasing amount by \$750.				
Integrity Training & Professional Services	Master	Child Care Professional Development Training Services	\$750	Renewal 1 of 1	7/23/22 – 9/30/22
KAS Consulting Group	Master	Child Care Professional Development Training Services	\$3,000	Renewal 1 of 1	7/23/22 – 9/30/22
	Amendment #1 – To revise Statement of Work by adding a second professional development training activity and to revise Budget by increasing amount by \$1,500.				

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.			
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.	\$878,655	5/5/20 – 3/31/23
	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. Amendment #5 – Revised statement of work project requirements, uniform administrative requirements and extending grant period end date to 3/31/23. Amendment #6 -Revised uniform administrative requirements and award amended to reflect voluntary deobligation of \$142,493.			
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 – 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.			

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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
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.	\$24,415,559	10/1/21 – 9/30/22
	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.			
	Amendment #2 – Revised to increase grant award by \$1,256,693. Amendment #3 – Revised grant end period.			
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
Externship for Teachers	2222EXT001	To be the lead organization for implementing the 7 th Annual Youth Opportunities Unlimited (YOU) Learn! Educator Externship program (EdEx) in Summer 2022.	\$166,210	2/9/22 – 1/31/23

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Noncustodial Parent Choices Program	2222NCP001	Employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support payments. Goals of the program are to help NCPs to become economically self-sufficient while also making consistent child care payments.	\$142,403	9/1/21 – 9/30/22
Resource Administration Grant	2222RAG001	To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board, Agency, and workforce service provider staff.	\$6,923	10/1/21 – 9/30/22
Reemployment Services and Eligibility Assessment	2222REA001	To provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$258,378	10/1/21 – 9/30/22
	Amendment #1 – Updated version of special federal award terms and conditions.			
Supplemental Nutrition Assistance Program Employment & Training	2222SNE001	To provide SNAP recipients employment and training activities that will lead to long-term self-sufficiency inclusive of co-enrollments in other Board administered programs that will assist the recipient in gaining employment.	\$1,225,818	10/1/21 – 9/30/22
	Amendment #1 – Revised uniform administrative requirements and grant award increased by \$349,001. Amendment #2 – Revised uniform administrative requirements and grant award increased by \$349,001.			
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 Internship Initiative	2222TAN02	Recruit, train, place, monitor and evaluate 40 high school student interns in high-demand STEM fields, including accounting, business management/operations, construction management, engineering, healthcare and information technology.	\$100,000	2/7/22 – 5/31/23
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
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
Workforce Commission Initiatives	2222WCI002	To fund projects that strengthen and add value to the delivery system in its workforce area.	\$331,680	10/1/21 – 5/31/23
	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.			
	Amendment #2 – Revised statement of work project requirements, uniform administrative requirements and grant award increased by \$84,761			
	Amendment #3 – Revised statement of work project & financial requirements.			
	Amendment #4 – Revised statement of work project, financial & uniform administrative requirements and amending the grant end date to May 31, 2023.			
Amendment #5 - Revised statement of work project requirements, Attachment A-1.				
Workforce Innovation and Opportunity Act – Adult	2222WOA001	To provide job seekers and workers with the high-quality career services, education, 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.	\$1,617,444	7/1/22 – 6/30/24
Workforce Innovation and Opportunity Act – Dislocated Worker	2222WOD001	To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,708,397	7/1/22 – 6/30/24
Amendment #1 – Revised statement of work - financial requirements.				
Workforce Innovation and Opportunity Act – Rapid Response	2222WOR001	To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.	\$29,662	7/1/22 – 6/30/23
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.				

TWC GRANTS & CONTRACTS LOG 2021–2022

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Vocational Rehabilitation Integration Agency Contract - Infrastructure Cost Reimbursement Agreement	2223COL001	Infrastructure Cost Reimbursement Agreement for services pertaining to co-locating and integrating VR staff at WFSCB offices. Reimburses initial start-up, reoccurring monthly and shared VR costs.	\$120,144	9/1/22 – 10/31/23

INFORMATION ONLY

XVI – 8. Performance Measure Update BCY 2021 – 2022

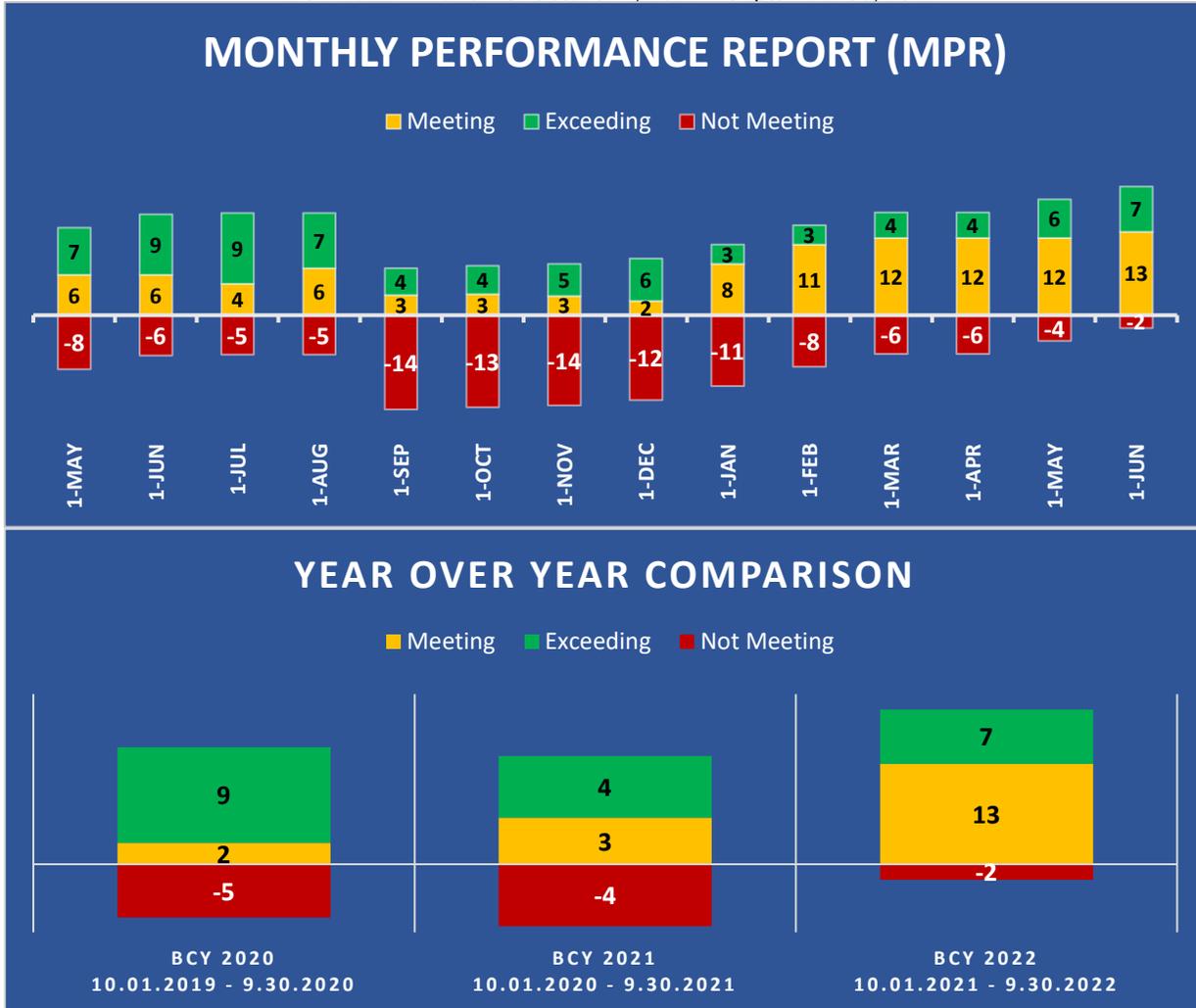
BACKGROUND INFORMATION

Performance Measure Update (June 2022 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 June 2022

Performance Measure	Current		Current Performance	YTD Current % Target	EOY % Goal
	Numerator	Denominator			
1. *Credential Rate – C&T Participants	76	131	58.02%	82.77%	70.10%
2. Choices Full Engagement Rate – All Family Total	21	58	37.73%	75.46%	50.00%

Board Actions: Performance Improvement

May 1, 2022 – Present C2GPS continues to improve each performance measure including the Choices Full Engagement Measure with a positive trend month over month from December to June based on TWC Web Reports and TWC MRP reports.

The Board team continues to meet with C2GPS (C2) Management on a bi-weekly basis through the Performance Improvement Action process to discuss any questions and/or to provide Technical Assistance with updates.

As of August 1, 2022, the Board team has held eighteen (18) PIP Meetings with C2 Leadership. The agenda topics are focused on performance improvement, attainment, and sustainability, data integrity, new hire training in TWIST and WIT Systems. At August PIP Meeting, C2 was notified verbally that performance would need to be sustained for three months of June, July and August. It is projected that TWC will release performance reports for August sometime in early October; at that time, an assessment will be made by Board team members to complete the PIP. In that this PIP was driven by performance the Board team members continue to watch caseloads, service delivery and quality assurance reviews.

C2GPS (C2) Actions: Performance Improvement

Bi-weekly calls with program team members continue with in depth discussion to performance outcomes.

Team members caseload report reviews are conducted weekly and individual cases are discussed.

Internal exit case process management is able to validate all data entry is being entered accurately and timely, prior to exit. It also allows for assessment of trend patterns that will impact future measures.

Team is reviewing BCY23 performance reports to assure all data is entered to show positive outcomes.

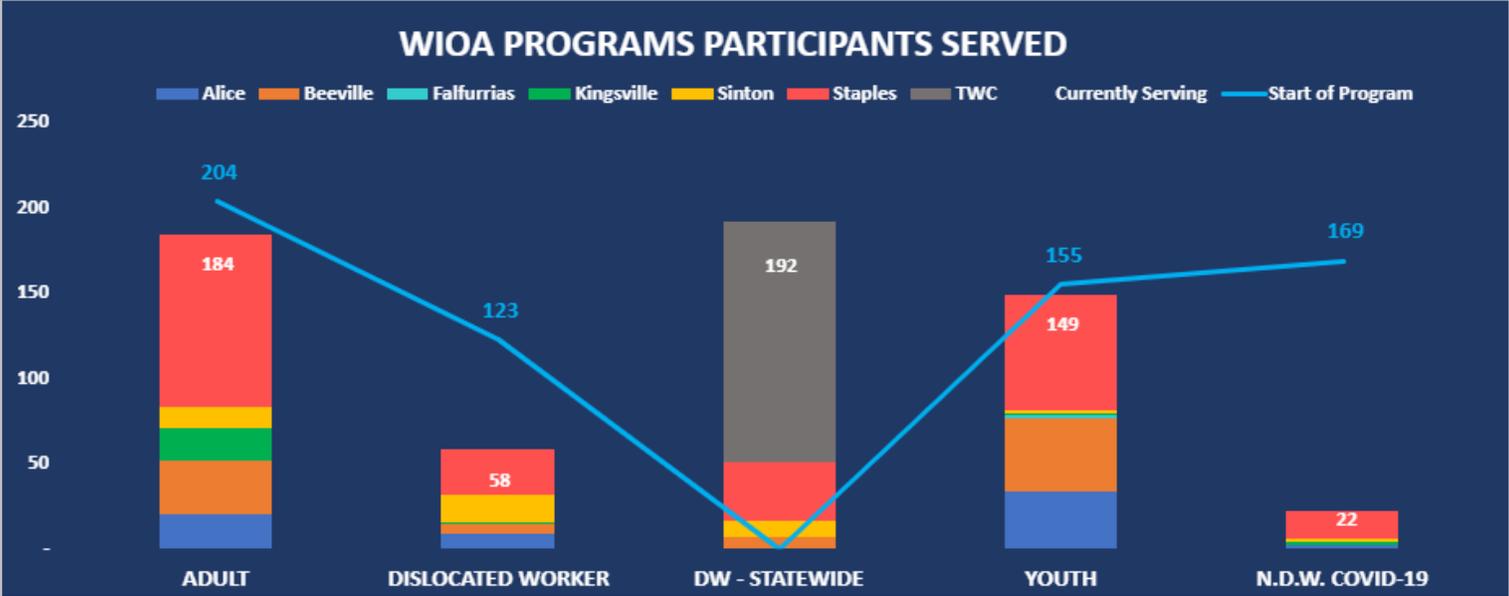
CHOICES performance continues to trend-up month over month. Team continues working with CHOICES customers as they are placed in work activities that will count positive towards performance. October 2021 monthly performance at 16.67%; July 2022 monthly performance at 73.91%.

INFORMATION ONLY

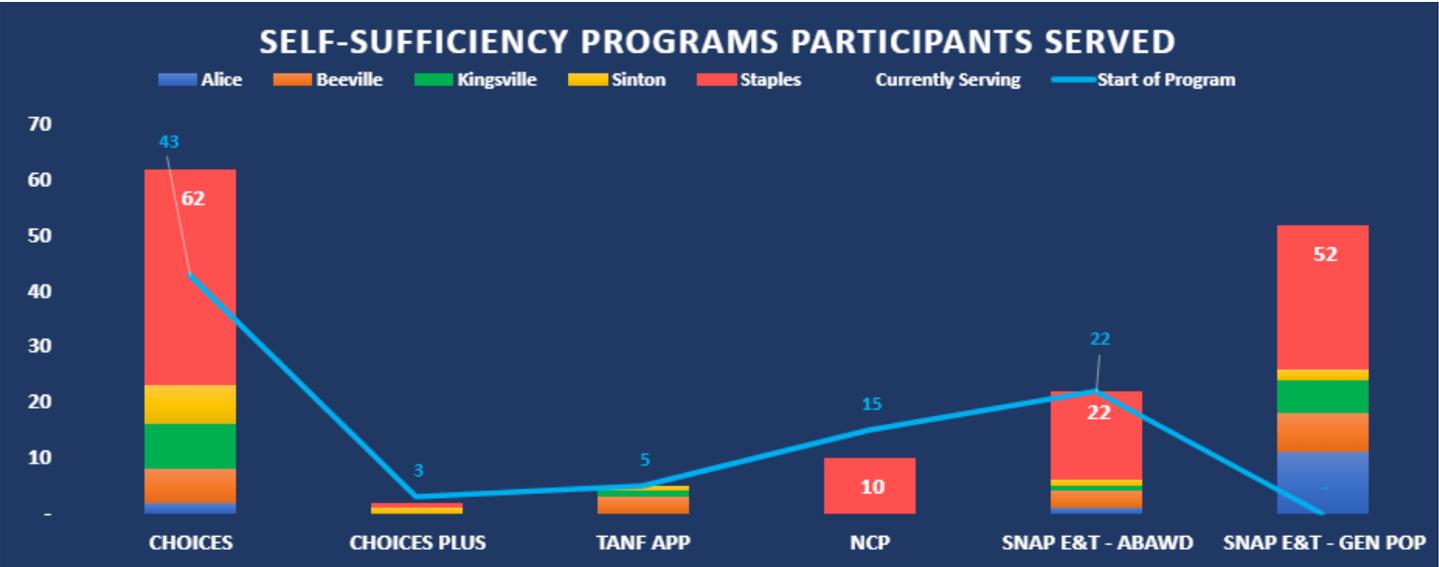
XVI – 8. Performance Measure Update BCY 2021 – 2022 – Continued

BACKGROUND INFORMATION

Caseload Report Update – 758 Participants Currently Being Served

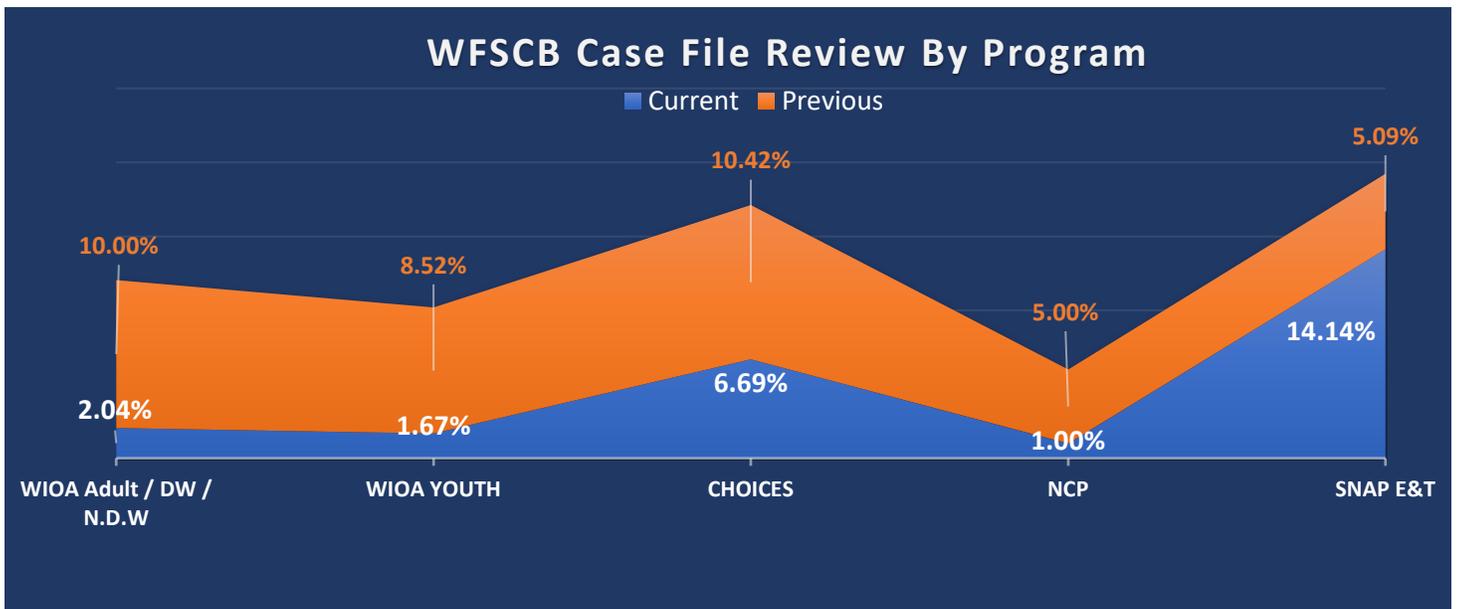
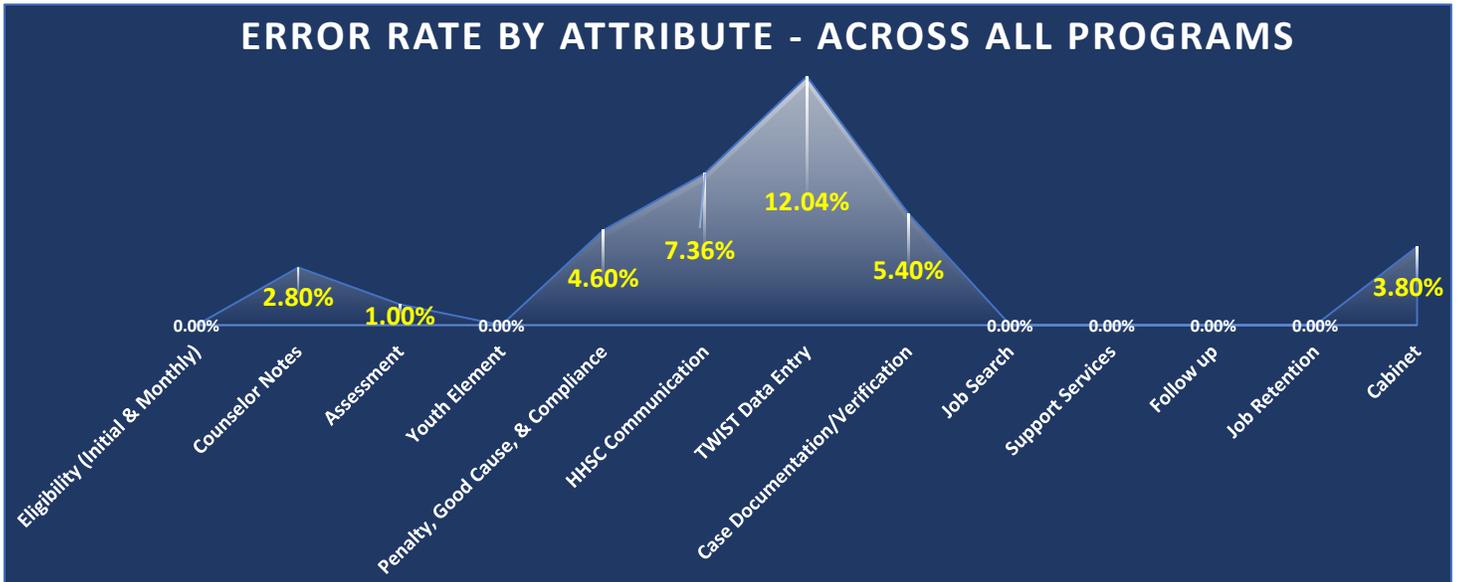


Total WIOA Participants: **605**



Total Self-Sufficiency Participants: **153**

Quality Assurance Update



INFORMATION ONLY

XVI – 9. 2022-2023 Holiday Schedule

BACKGROUND

Board Professionals will provide the Workforce Solutions Coastal Bend 2022-2023 Holiday Schedule.

**Workforce Solutions of the Coastal Bend
2022-2023 Holiday Schedule**

Holiday	Date	Day of Week
Veteran's Day	11/11/2022	Friday
Thanksgiving Day	11/24/2022	Thursday
Day after Thanksgiving Day	11/25/2022	Friday
Christmas Eve (will be observed on Friday, 12/23/2022)	12/24/2022	Saturday
Christmas Day (will be observed on Monday, 12/26/2022)	12/25/2022	Sunday
New Year's Day (will be observed on Monday, 01/02/2023)	01/01/2023	Sunday
Martin Luther King Jr., Day	01/16/2023	Monday
President's Day	02/20/2023	Monday
Memorial Day	05/29/2023	Monday
Juneteenth Day	06/19/2023	Monday
Independence Day	07/04/2023	Tuesday
Labor Day	09/04/2023	Monday

INFORMATION ONLY

XVI – 10. Draft Agenda for the September 29, 2022 Board of Directors Meeting.

BACKGROUND

Attached is a draft agenda for the September 29, 2022 Board of Directors meeting.



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/86017480876?pwd=eWtZcFN4Vys4cHpsL2dEcE1NZkZ0UT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 860 1748 0876

Passcode: 293786

Thursday, September 29, 2022 – 3:00 pm

AGENDA - DRAFT

- I. Call to Order: *Gloria Perez, Chair*
- II. TOMA Rules: *Janet Neely*
- III. Roll Call: *Jesse Gatewood, Secretary*
- IV. **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.
- V. **Public Comments**
- VI. **Board Comments**
- VII. **Discussion and Possible Action on Minutes of the May 19, 2022 Board of Directors Meeting**
- VIII. **Discussion and Possible Action on Minutes of the June 15, 2022 Special-Called Board of Directors Meeting**
- IX. **Chair's Report:** *Gloria Perez*

(cont. page 2)

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

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

- X. **President/CEO's Report:** *Ken Trevino*
- Business Development, Public Relations and Organizational Update
- XI. **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> |
- XII. **Discussion and Possible Action to Approve FY 2022 Budget Amendment #4:** *Shileen Lee*
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 15, 2022)
- XIII. **Discussion and Possible Action on Proposed BCY 2023 Preliminary Budget:** *Shileen Lee*
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 15, 2022)
- XIV. **Discussion and Possible Action on Purchases over \$50k for Phase II Mission Facility:** *Shileen Lee*
1. IT Cabling
 2. Burglar Alarm, Security Cameras, Access Control, Conference Room
 3. Furniture
- (Reviewed and Approved for recommendation by Executive/Finance Committee on September 15, 2022)
- XV. **Consent Agenda Action Items:** (a note on Consent Agenda items is included at the end of this agenda):
1. 4.0.113.06 – On-the-Job (OJT), Subsidized Employment & Customized Training
(Recommended for approval at the September 8, 2022 Workforce Services Committee)
 2. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute New Contracts and Leases Subject to Review and Approval of the Final Terms by the Executive Committee
(Recommended for approval at the September 15, 2022 Executive/Finance Committee)
 3. Discussion and Possible Action to Authorize the President/CEO to Execute the Options for Renewal of Contracts for Fiscal Year 2022-23
(Recommended for approval at the September 15, 2022 Executive/Finance Committee)
- XVI. **Information Only:**
1. Monitoring Report: *Larry Peterson*
 2. Financial Report as of 07/31/2022: *Shileen Lee*
 3. HR Policy Update: *Shileen Lee*
 4. IT Update: *Shileen Lee*
 5. Procurement Handbook: *Shileen Lee*
 6. Facilities Update: *Amy Villarreal*
 7. Update on Procurements and Contracts: *Esther Velazquez*
 8. Performance Measure Update: *Amy Villarreal*
 9. 2022-2023 Holiday Schedule: *Ken Trevino*

(cont. page 3)

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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.

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.

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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WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Able-bodied Adult Without Dependents	ABAWD	An individual 18 yrs.+, but under the age of 50, without dependents. SNAP-ABAWD recipients are referred by the Texas Health and Human Services Commission (HHSC).
Board Contract Year	BCY	Board Contract Year (runs from Oct. 1 - Sept. 30)
Career & Education Outreach Program	CEOP	Provides career information to students at public middle and high schools, grades six through twelve, to direct students towards high-growth/high-demand occupations. Students receive in-depth information and directions on career choices as well as access to workforce resources.
Dislocated Worker	DW	An individual who has been terminated or laid off from employment is not eligible for unemployment benefits due to insufficient earnings and is unlikely to return to a previous industry or occupation.
Department of Labor	DOL	United States Department of Labor
Educator Externship	EDEX	Informs teachers of the skill sets needed for in-demand jobs, and allows the teachers to inform and guide students toward employment in industries that match their skill sets.
Employment Services (Wagner-Peyser)	ES	Services for employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Eligible Training Provider	ETP	Training providers certified by the Texas Workforce Commission to provide WIOA-funded training programs.
Eligible Training Program List	ETPL	A comprehensive list of training programs approved for WIOA-funded training using Individual Training Accounts.
Fiscal Year	FY	The fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year.
Individual Training Accounts	ITA	An account established for eligible WIOA customers for training in an array of state-approved training programs. ITAs may be used only for programs included on the statewide ETPL.
Local Workforce Development Board	LWDB	Local workforce development board established in accordance with WIA Section 117, for the purpose of policy planning for a local area and has the responsibility to ensure that the workforce needs of employers and job seekers in the geographic area governed by the local unit of government are met.
Monthly Performance Report	MPR	Performance accountability indicators used to assess the effectiveness of states and local workforce systems to achieve positive outcomes for individuals served by the six core workforce programs.
Migrant and Seasonal Farmworker Program	MSFW	A nationally directed program created by Congress in response to the chronic seasonal unemployment and underemployment experienced by migrant and seasonal farmworkers (MSFW). Provides funding to help migrant and seasonal farmworkers and their families achieve economic self-sufficiency.
National Dislocated Worker	NDW	A grant awarded to areas affected by major disaster or national catastrophe to assist in disaster relief employment and assist the substantial number of workers who were forced to relocate from an area in which a disaster has been declared.
On-the-Job Training	OJT	One-on-one training located at the job site for participants who already have some job-related skills. By participating in training as an employee, the participant acquires new skills and knowledge and receives the same wages and benefits as current employees in the same or similar position.
Program Year	PY	Program Year (for example, Program Year 2022: PY'22; –period varies for state and federal years)
Reemployment Services and Eligibility Assessment	RESEA	A federal grant program designed to allow states to provide intensive reemployment assistance to individuals who are receiving unemployment benefits and are determined likely to exhaust their benefits before becoming reemployed.

WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Rapid Response	RR	Provides immediate on-site assistance to workers who have job losses due to businesses closure or worker reduction. Designed to transition workers to their next employment as soon as possible.
Summer Earn and Learn	SEAL	A summer program that offers basic work-based learning and training services for students with disabilities such as, pre-employment work readiness training and preparation for the work experience placement; work experience to help gain familiarity with the workplace environment and develop transferable job skills; and paid compensation for time worked on the job.
Student HireAbility Navigator	SHAN	Student HireAbility Navigator’s role is to expand and improve access to employment and training services and to increase employment opportunities for students with disabilities by creating strong partnerships between vocational rehabilitation (VR) Workforce Solutions offices, independent school districts (ISDs), community organizations, employers.
Supplemental Nutrition Assistance Program Employment & 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).
Trade Adjustment Assistance	TAA	A federally funded program, with no costs to employers, who helps workers who are adversely affected by foreign import or job shifts to a foreign country.
Texas Internship Initiative	TII	Provides part-time paid internships in Middle-Skill areas of accounting, business, construction management, engineering, healthcare, and information technology. Participating senior high school students must pass a dual-credit course to be placed in an internship with a local business. This grant is in partnership with Education to Employment (E2E) for the Coastal Bend.
Texas Industry Partnership Program	TIP	Supports collaborations between local workforce development boards and industry partners through the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. Match funds must support certain WIOA (Workforce Innovation and Opportunity Act) activities and focus on eight designated industry clusters.
Texas Veterans Commission	TVC	A state agency that assists veterans, their families, and survivors through services provided by federal, state, local government, and private organizations.
Texas Veterans Leadership Program	TVLP	A non-profit agency that provides services to veterans to help find employment and achieve successful transitions back into civilian life.
The Workforce Information System of Texas	TWIST	TWIST is a centralized point of reporting intake and case management 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, Unemployment Insurance, SNAP E&T, TANF, Supplemental Security Income, and the Texas Department of Criminal Justice.
Vocational Rehabilitation Services	VRS	A federal program that helps individuals with physical or mental disabilities get and/or keep a job.
Work Experience	WE	A work-based learning opportunity in which program-eligible customers learn both essential and technical skills for long-term employment. Businesses are referred to as “work experience sites.” Intended to be short-term (12 or fewer weeks) and part-time work experience can be a volunteer, internship, or temporary short-term paid-work setting.
Workforce Innovation and Opportunity Act	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.
Work In Texas	WIT	A comprehensive online job search resource and matching system developed and maintained by TWC. It provides recruiting assistance to Texas employers and job search assistance to any individual seeking work in Texas.
Workforce Opportunity Tax Credit	WOTC	A federal tax credit that the government provides to private-sector businesses for hiring individuals from nine target groups that have historically faced significant barriers to employment.