



# Special-Called Executive/Finance Committee Meeting

**July 27, 2023  
2:00 pm**

**Mission Career Center  
4981 Ayers Street  
Mission Training Room  
Corpus Christi, TX**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81136167015?pwd=cnhWL2RXVjduWTdJRmZTZWMycUU4dz09>

**Toll-Free Call In**

888 475 4499 US Toll-free

**Meeting ID: 811 3616 7015**

**Passcode: 347720**

[www.workforcesolutionscb.org](http://www.workforcesolutionscb.org)

## Strategic Goals

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

## Mission Statement

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

## Value Statement

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

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

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

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

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

**U**nderstanding – We are serious and passionate about delivering our services with compassion and empathy.

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

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

## Disclosure and Declaration of a Conflict of Interest

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

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

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

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

## Code of Ethics

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

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



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**Thursday, July 27, 2023 – 2:00 pm**

**AGENDA**

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- I. **Call to Order:** *Raynaldo De Los Santos, Jr., Chair*
- II. **TOMA Rules:** *Janet Neely*
- III. **Roll Call:** *Jesse Gatewood, Secretary*.....3
- 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 to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System (Including Youth Services) based on independent evaluator recommendation(s) and all matters related thereto. (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071: Consultation with Workforce Attorney and Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Rule 1.05)**.....4-6
- VII. **Adjournment**

(cont. page 2)

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**Equal Opportunity Employer/Program**

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

Deaf, hard-of-hearing or speech impaired customers may contact

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

**Notice:** *The Chair of the Executive/Finance Committee will be at 4981 Ayers Street, Corpus Christi, Texas where the Chair will preside over the Meeting.*

**Notice:** *One or more members of the Executive/Finance Committee may attend via video conference.*

**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, 4981 Ayers 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**  
**July 27, 2023**  
**(6 = Quorum)**

\_\_\_\_\_ Raynaldo De Los Santos, Jr., Chair

\_\_\_\_\_ Sandra Bowen, Vice Chair

\_\_\_\_\_ Jesse Gatewood, Secretary

\_\_\_\_\_ John Owen, Treasurer

\_\_\_\_\_ Victor M. Gonzalez, Jr., Parliamentarian

\_\_\_\_\_ Gloria Perez, Past Chair

\_\_\_\_\_ Marcia Keener, Chair of Child Care Services Committee

\_\_\_\_\_ Liza Wisner, Chair of Ad Hoc Youth Committee

\_\_\_\_\_ Manny Salazar, Chair of Workforce Services Committee

\_\_\_\_\_ C. Michelle Unda, Chair of Public Relations Committee

\_\_\_\_\_  
Signed

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

## ITEM FOR DISCUSSION AND POSSIBLE ACTION

VI. Discussion and Possible Action to Authorize the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System (Including Youth Services) based on independent evaluator recommendation(s) and all matters related thereto. (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.071: Consultation with Workforce Attorney and Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Rule 1.05)

## BACKGROUND INFORMATION

The current contract for Career Center Services Delivery System and Youth Development Services will expire on September 30, 2023. Board staff commenced two formal procurements, the first to select independent evaluators and the second to select a contractor to manage and operate the career center system.

On March 20, 2023 a Request for Statement of Qualifications (RFQ) for Independent Evaluator Services was issued. Proposals were received from Linda Alaniz, Nancy Hard, Michael Milson and Shawna Rendon and all were responsive. Michael Milson was selected to serve as the Lead Evaluator with Linda Alaniz and Shawna Rendon serving as the other two independent evaluators.

On April 3, 2023 a Request for Proposals (RFP) for Management and Operation of Career Center System (Including Youth Services) was issued. This RFP procurement process consists of the following three phases:

Three Phase Procurement Process	
Phase	Activity
<b>1</b> <b>Application</b> Due May 22	Interested parties submit an application for qualification. Applicants will be scored on their financial capacity (up to 40 points) and their management capacity and demonstrated effectiveness (up to 60 points). Applicants must receive an average rating of at least 75 points to be considered eligible to submit a proposal.
<b>2</b> <b>Proposal</b> Due June 26	Successful applicants will be eligible to submit a proposal. Proposers will be scored on career center management and operations (up to 25 points), program operations & service delivery (up to 25 points), budget/cost (up to 25 points), and interview with Board Leadership Team (up to 25 points). Historically Underutilized Businesses (HUB) will receive an additional 5 points.
<b>3</b> <b>Evaluation, Selection, Reviews &amp; Negotiations</b> June 27 – August 10	An independent team of evaluators will review and score proposals. The proposer recommended for selection will undergo a fiscal integrity review and a pre-award survey. If contract negotiations are successful, a contract will be awarded.

Applications were received from C2 Global Professional Services, LLC, Career TEAM, LLC and Southwest Key Workforce Development, LLC. The applications were deemed responsive and were evaluated by Board staff. All three applications received a score of 75 points or more and so respondents were notified that they were eligible to submit proposals.

After receipt of the Applications, per Board procurement policy, a conflict of interest form was sent to the independent evaluators for execution. Ms. Linda Alaniz disclosed that she served as Board Chair for Workforce Solutions Cameron, where Southwest Key was the contractor. Linda Alaniz was replaced by Nancy Hard to serve as an independent evaluator.

On June 26, 2023 two proposals were received, one from C2 Global Professional Services, LLC and the second from Career TEAM, LLC. Southwest Key Workforce Development, LLC declined to propose. Both proposals were deemed responsive and advanced to the independent evaluators for review and scoring. On July 11, 2023, respondents were interviewed in person by members of the Board’s Leadership Team.

Proposal and interview average scores were as follows:

Criteria (Maximum Points)	C2 Global Professional Services, Inc.	Career TEAM, LLC
Proposed Management & Operation (25)	24	20.07
Program Operations & Service Delivery (25)	24.03	19.40
Budget (25)	24.02	17.89
HUB (5)	0	0
Interview (25)	19	21.83
<b>Total (105)</b>	<b>91.04</b>	<b>79.18</b>

Upon approval by the Board of Directors, the President/CEO and Board staff will commence contract negotiations with the selected respondent. Part of the contract negotiations includes a pre-award survey of respondent’s ability to deliver the services as proposed and its current financial integrity. This type of review is a routine requirement in large contracts.

Listed below are key dates in the procurement process timeline. Line items denoted in green font have already been completed.

Procurement Timeline	
Date	Activity
February 28	Kickoff Team Meeting
March 20	Release RFQ for Independent Evaluator Services
April 3	Release RFP for Management and Operation of Career Center System
April 10	Pre-Proposal Conference
April 10	RFQ Proposals Due
April 21	RFQ Notifications to Independent Evaluators
May 22	Applications Due
May 23-26	Application Review Period
May 31	Notifications to Applicants
June 26	Proposals Due
June 27 – July 21	Proposal Evaluation Period
July 11	Finalist Interviews
July 18	Commencement of Fiscal Integrity Review
July 27	Special Meetings: Executive/Finance Committee & Board of Directors
July 31	Notifications to Proposers (projected)
August 1-10	Pre-Award Survey & Contract Negotiations
September 1	Transition Period (if necessary)
October 1	Contract Start Date

## **RECOMMENDATION**

The Executive/Finance Committee recommends to the Board of Directors authorize the President/CEO to Enter into Negotiations and Subsequently Execute a Contract for Management and Operation of Career Center System (Including Youth Services) based on independent evaluator recommendations and all matters related thereto. Contract award will be subject to the availability of funds and successful contract negotiations.



## 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.
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.

## WFSCB Glossary of Terms

Program Title	Acronym	Program Description
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 Education Agency	TEA	The branch of government in Texas responsible for public education. TEA is responsible for the oversight of public primary and secondary education in the state of Texas.
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.