



# Executive/Finance Committee Meeting

February 21, 2024  
3:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81915353319?pwd=QUxock9WczdDdUtOWjNPQWswRW5rQT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 819 1535 3319

Passcode: 424232

[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.



**Executive/Finance Committee Meeting**

Mission Career Center – 4981 Ayers Street – Mission Training Room  
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/81915353319?pwd=QUxock9WczdDdUtOWjNPQWswRW5rQT09>

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**Wednesday, February 21, 2024 – 3:00 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*.....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 November 16, 2023 Executive/Finance Committee Meeting**.....5-7
- VII. **Chair’s Report:** *Raynaldo De Los Santos, Jr.*
  - Board Updates, Key Meetings, Items of Interest, and Communication
- VIII. **President/CEO’s Report:** *Ken Trevino*
  - Business Development, Public Relations and Organizational Update

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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)

IX. <b>Financial Report as of December 31, 2023:</b>	<i>Shileen Lee</i> .....	8-11
X. <b>Committee Reports</b>		
* <i>Child Care Services</i>	<i>Marcia Keener, Chair</i> .....	12-16
* <i>Youth Services</i>	<i>Liza Wisner, Chair</i> .....	17-18
* <i>Workforce Services</i>	<i>Manny Salazar, Chair</i> .....	19-20
* <i>Public Relations</i>	<i>C. Michelle Unda, Chair</i> .....	21-23
XI. <b>Discussion and Possible Action to Approve FY 2024 Budget Amendment #2:</b>	<i>Shileen Lee</i> .....	24-26
XII. <b>Discussion and Possible Action to Approve Policy Updates:</b>	<i>Shileen Lee</i> .....	27-30
1. Policy #3.0.409.00 – Training and Development:	<i>Shileen Lee</i> .....	31-34
2. Policy #3.0.404.00 – Holidays:	<i>Shileen Lee</i> .....	35-38
XIII. <b>Information Only:</b>		
1. Monitoring Report:	<i>Ricardo Munoz</i> .....	39-40
2. Facilities/IT Update:	<i>Shileen Lee</i> .....	41
3. Update on Procurements and Contracts:	<i>Esther Velazquez</i> .....	42-50
4. Performance Measure Update:	<i>Alba Silvas</i> .....	51-54
5. Draft Agenda for the February 28, 2024 Board of Directors Meeting:	<i>Ken Trevino</i> .....	55-58
XIV. <b>Adjournment</b>		

**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 and the Board of Directors 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.

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**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 **Mission Career Center, Mission Training Room** 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**  
**February 21, 2024**  
**(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

**MINUTES**  
**Workforce Solutions Coastal Bend - Executive/Finance Committee Meeting**  
**Mission Career Center – 4981 Ayers Street – Mission Training Room**  
**Corpus Christi, Texas**

Join Zoom Meeting  
<https://us02web.zoom.us/j/87577089316?pwd=OFI5Y1MxcG9YK1VrLzA1NIMrUWZJQT09>

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

Meeting ID: 875 7708 9316  
Passcode: 477943

November 16, 2023 – 3:00 pm

**Committee Members**

**Present**

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

**Absent**

**Others Present**

Ken Trevino, Workforce Solutions  
Shileen Lee, Workforce Solutions  
Janet Neely, Workforce Solutions  
Esther Velazquez, Workforce Solutions  
Allyson Riojas, Workforce Solutions  
Ricardo Munoz, Workforce Solutions  
Zachary James, Workforce Solutions  
Denise Woodson, Workforce Solutions  
Alba Silvas, Workforce Solutions  
Xena Mercado, Workforce Solutions  
Ruben Aceves, Workforce Solutions  
Celina Leal, Workforce Solutions  
Samantha Smolik, Workforce Solutions  
Luis Rodriguez, Workforce Solutions  
Milanda Ballesteros, Workforce Solutions  
Tony Armadillo, Workforce Solutions  
Ernest Herrera, Workforce Solutions  
Madison Schenck, Santos McBain Mgmt. & Planning  
AnaKarin De Los Santos, Santos McBain Mgmt. & Planning  
Ramsey Olivarez, C2GPS, LLC  
Geri Escobar, C2GPS, LLC  
Robert Reyna, C2GPS, LLC  
Linda Stewart, C2GPS, LLC  
Autumn Villafranco, C2GPS, LLC  
Kenia Dimas, BakerRipley

**Other Board Members Present**

- I. **Call to Order**  
Mr. De Los Santos, Jr. called the meeting to order at 3:00 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 4981 Ayers Street and it is listed on the zoom call as Public. The laptop is available and open to the public.

Mr. Trevino welcomed special guest Madison Schenck and AnaKarin De Los Santos to the Executive/Finance Committee meeting.

**VI. Discussion and Possible Action on Minutes of the September 14, 2023 Executive/Finance Committee Meeting**

Mr. Gonzalez, Jr. moved to approve the minutes of the September 14, 2023 Executive/Finance Committee meeting. The motion was seconded by Ms. Bowen and passed.

**VII. Chair's Report**

Mr. De Los Santos, Jr. presented the Board Updates, Key Meetings, Items of Interest, and Communication.

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

Mr. Trevino announced to the Executive Committee that we are preparing our annual report, and he hopes everyone is able to attend the Annual Board of Directors meeting on December 14. Mr. Trevino mentioned since the last meeting, all the things that you would expect are still occurring as an organization in terms of organizational management, leadership, public relations and business development.

**IX. Discussion and Possible Action to Approve revisions to the Interlocal Agreement, Partnership Agreement and Bylaws to include the Board membership expansion requirement for a representative of child care workforce and other administrative changes.**

Ms. Garcia provided information on the revisions to the Interlocal Agreement, Partnership Agreement and Bylaws to include the Board membership expansion requirement for a representative of child care workforce and other administrative changes (included on pages 10-24 of the November 16 agenda packet).

Mr. Owen moved to approve of the proposed amendments to the Bylaws, the Partnership Agreement and the Interlocal Agreement and that this approval be presented as the recommendation by the Executive/Finance Committee for adoption by the Board of Directors and for approval by the CEO Council as follows:

1. The Board of Directors is expanded to 35 members;
2. That the Board of Directors membership will include a child care representative;
3. That Nueces County will be allowed 2 additional slots, one for the child care representative and the other for private sector representative; and
4. The other administrative changes as noted in the proposed changes.

The motion was seconded by Ms. Bowen and passed.

**X. Financial Report as of September 30, 2023**

Ms. Lee presented the September Financial Report (included on pages 25-28 of the November 16 agenda packet).

**XI. Committee Reports**

Committee Reports were skipped until the next meeting.



**XII. Discussion and Possible Action to Approve FY 2024 Budget Amendment #1:**

Ms. Lee provided information on the FY 2024 Budget Amendment #1 (included on pages 37-39 of the November 16 agenda packet).

Mr. Gonzalez, Jr. moved to approve the FY 2024 Budget Amendment #1. The motion was seconded by Mr. Gatewood and passed.

**XIII. Information Only:**

1. *IT Update*

IT Update skipped until next meeting.

2. *Facilities Update*

Facilities Update skipped until next meeting.

3. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 42-50 of the November 16 agenda packet).

4. *Performance Measure Update*

Ms. Silvas presented the Performance Measure Update for July 2023 (included on pages 51-53 of the November 16 agenda packet).

5. *Draft Agenda for the December 14, 2023 Annual Board of Directors Meeting*

Mr. Trevino provided a draft agenda for the December 14, 2023 Annual Board of Directors meeting (included on pages 54-57 of the November 16 agenda packet).

Mr. De Los Santos, Jr. recognized the team and Committee Members for all their great work.

**XIV. Adjournment**

The meeting adjourned at 4:13 pm.

## FINANCIAL REPORT – EXECUTIVE/FINANCE

IX. Financial Report as of December 31, 2023

### BACKGROUND

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

#### **Profit Loss**

As of December 31, 2023, we are one quarter into the FY24 and are trending at 23% expended overall. The small under expenditure is in One Stop Operations due the phase three Mission project being budgeted there but has not incurred costs at this time.

There are only three categories that are over a straight-line percentage of 25%, all being under Oversight and Management. General administrative expense is at 27% due to expenses related to annual meeting hit here and are most of the budgeted amount. Communication expense is slightly over at 29% due to the VOIP phone system invoices believed to be being sent to us incorrectly; meeting pending for 2/14/2024 with the vendor. There will not be a budget movement for these at this time. Lastly, Staff development and Travel is trending at 45% and 54% respectively. Large travel periods in October and December which are the bulk of the travel budget; there will be an adjustment discussed later in the amendment for travel.

Looking at the graph it illustrates that 88% of our Q1 expenditures are coming from direct contractor activity with only 8% on Oversight and Management and 4% on One-Stop Facilities.

#### **Balance Sheet**

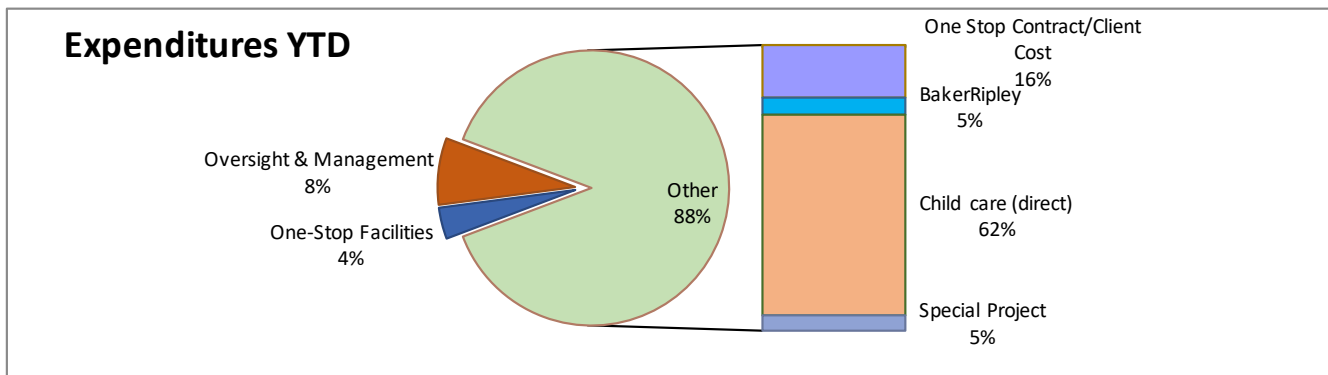
The next page is just our balance sheet to show that we are regularly reconciling both sides of our financial statements.

#### **Contracts Open**

And lastly, the listing of open funding streams. Currently we have about 41 open funding streams with 12 of them being in non-TWC funds. In the center of the page, you will see the grey items; these are open contracts that have had budget adjustments. On the far right you will see items in yellow that are 10% +/- the TWC straightline method.

**WORKFORCE SOLUTIONS COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
December 31, 2023

	FY2024 Amended Budget	October-23	November-23	Current	YTD	% Expended
<b>REVENUES</b>						
Grant revenue - federal	45,965,344	4,652,362	3,092,092	3,101,560	10,846,014	24%
Grant revenue - Non federal	30,000	1,545	1,498	1,462	4,505	
	<b>45,995,344</b>	<b>4,653,907</b>	<b>3,093,590</b>	<b>3,103,021</b>	<b>10,850,519</b>	<b>24%</b>
<b>EXPENSES</b>						
<b>Oversight &amp; Management</b>						
Salaries and benefits	2,452,772	211,680	187,005	181,447	580,127	24%
Facilities and related expense	298,100	20,949	20,650	20,619	62,219	21%
Furniture, equipment, & software	118,881	7,266	9,180	11,258	27,705	23%
General administrative expense	196,500	13,379	13,615	25,119	52,113	27%
Communication expense	43,000	3,588	4,375	4,353	12,317	29%
Professional fees and services	108,000	11,795	5,270	2,336	19,401	18%
Staff development expense	30,000	5,228	6,680	1,500	13,408	45%
Travel expense	75,000	25,041	11,289	4,394	40,724	54%
<b>Total Oversight &amp; Management Expense</b>	<b>3,322,253</b>	<b>298,928</b>	<b>258,064</b>	<b>251,026</b>	<b>808,014</b>	<b>24%</b>
<b>One Stop Operations</b>						
Facilities and related expense	1,997,873	82,734	88,088	94,925	265,748	13%
Furniture, equipment, & software	540,000	24,964	23,451	24,026	72,441	13%
General administrative expense	161,500	3,925	1,953	1,826	7,704	5%
Communication expense	170,000	11,323	10,879	12,323	34,524	20%
Professional fees and services	-	-	-	-	-	0%
<b>Total One Stop Operations</b>	<b>2,869,373</b>	<b>122,946</b>	<b>124,371</b>	<b>133,100</b>	<b>380,417</b>	<b>13%</b>
<b>Contracted services</b>	<b>39,803,718</b>	<b>3,272,723</b>	<b>3,071,195</b>	<b>2,796,839</b>	<b>9,140,761</b>	<b>23%</b>
<b>Total expense</b>	<b>45,995,344</b>	<b>3,694,596</b>	<b>3,453,629</b>	<b>3,180,966</b>	<b>10,329,191</b>	<b>22%</b>



WORKFORCE SOLUTIONS COASTAL BEND  
BALANCE SHEET

For the Month Ending  
December 31, 2023

**ASSETS**

Current Assets

Cash & Cash Equivalents	\$	1,135,492
Money Market Account	\$	731,949
Due from TWC		2,229,856
Accounts Receivable		10,530
Prepaid Expense		159,270
Other Assets		65,097
Total Current Assets	\$	4,332,492

Fixed Assets

Building Improvements	\$	1,904,457
Furniture and Equipment		586,940
Less Accumulated Depreciation		(1,967,151)
Net Fixed Assets	\$	524,246

**Total Assets** \$ 4,856,738

**LIABILITIES**

Current Liabilities

Accounts Payable	\$	3,917,374
Accrued Expense		334,757
Accrued Vacation		68,617
Total Current Liabilities	\$	4,320,748

**NET ASSETS**

Unrestricted-Non-Federal Fund	\$	408,131
Temporarily Restricted- Ticket to Work/Other		(396,387)
Investment in Fixed Assets		524,246
Total Net Assets	\$	535,991

**Total Liabilities and Net  
Assets** \$ 4,856,738

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target
<b>Expires 2/29/2024</b>								
2223EXT001	EXT - Externships for Teachers	5/2/23	2/29/24	\$180,000.00	\$175,204.04	\$4,795.96	97%	NA
Non TWC	PORT OF CC-EXTERNSHIP	5/2/23	2/29/24	\$20,000.00	\$20,000.00	\$0.00	100%	NA
<b>Expires 3/31/2024</b>								
2223REA001	Reemployment Services and Eligibility Assessment	10/1/22	3/31/24	\$476,411.00	\$406,411.00	\$70,000.00	85%	80%
2223WOS002	WOS - Middle Skills Initiative	3/8/23	3/31/24	\$61,749.00	\$21,712.08	\$40,036.92	35%	54%
<b>Expires 4/30/2024</b>								
2223TIP001	WIOS - Texas Partnership Initiative	12/28/22	4/30/24	\$150,000.00	\$0.00	\$150,000.00	0%	NA
Non TWC	Kingsville - TIP	12/28/22	4/30/24	\$150,000.00	\$0.00	\$150,000.00	0%	NA
<b>Expires 5/31/2024</b>								
Non TWC	Walmart - PATHS	1/1/20	5/16/24	\$450,000.00	\$324,353.96	\$125,646.04	72%	NA
2223TAN003	TANF-Texas Internship Initiative	3/21/23	5/31/24	\$100,000.00	\$43,356.35	\$56,643.65	43%	NA
<b>Expires 6/30/2024</b>								
2222WOA001	WIOA - FY23 Adult Allocation (Oct)	10/1/22	6/30/24	\$1,269,498.00	\$1,223,106.25	\$46,391.75	96%	93%
2222WOA001	WIOA - PY22 Adult Allocation (July)	7/1/22	6/30/24	\$347,949.00	\$339,466.15	\$8,482.85	98%	93%
2222WOD001	WIOA - FY23 Dislocated Worker Allocation (Oct)	10/1/22	6/30/24	\$1,317,859.00	\$1,317,859.00	\$0.00	100%	93%
2222WOD001	WIOA - PY22 Dislocated Worker Allocation (July)	7/1/22	6/30/24	\$390,538.00	\$390,538.00	\$0.00	100%	93%
2222WOY001	WIOA - PY22 Youth Allocation	7/1/22	6/30/24	\$1,695,253.00	\$1,650,911.70	\$44,341.30	97%	93%
2223WOR001	WIOA - PY23 Rapid Response	7/1/23	6/30/24	\$27,255.00	\$1,884.51	\$25,370.49	7%	NA
<b>Expires 8/31/2024</b>								
Non TWC	3024VRS058-Student Hireability	9/1/23	8/31/24	\$113,000.00	\$23,643.18	\$89,356.82	21%	NA
<b>Expires 9/30/2024</b>								
2224NCP001	Noncustodial Parent Choices Program	9/1/23	9/30/24	\$142,403.00	\$86,363.25	\$56,039.75	61%	31%
Non TWC	Wage Services for Paid WE 3018VRS171	9/1/23	9/30/24	\$112,500.00	\$35,821.62	\$76,678.38	32%	NA
Non TWC	2223COL001 - VR Colocation	9/1/23	9/30/24	\$144,349.00	\$35,148.80	\$109,200.20	24%	NA
2224RAG001	Resource Administration Grants	10/1/23	9/30/24	\$6,923.00	\$1,730.76	\$5,192.24	25%	NA
2224REA001	Reemployment Services and Eligibility Assessment	10/1/23	9/30/24	\$577,268.00	\$176,780.09	\$400,487.91	31%	NA
2224SNE001	SNAP E&T	10/1/23	9/30/24	\$486,108.00	\$89,972.65	\$396,135.35	19%	25%
2224TRA001	Trade Act Services for Dislocated Workers	10/1/23	9/30/24	\$10,000.00	\$0.00	\$10,000.00	0%	NA
2224TVC001	TVC	10/1/23	9/30/24	\$37,412.00	\$19,468.95	\$17,943.05	52%	NA
2224WC1001	WCI - Workforce Commission Initiatives	10/1/23	9/30/24	\$56,291.00	\$9,974.55	\$46,316.45	18%	NA
Non TWC	POCC-Seal, Edex, CEOP (3 funds)	2/1/24	9/30/24	\$50,000.00	\$0.00	\$50,000.00	0%	NA
<b>Expires 10/31/2024</b>								
2224TAF001	TANF Choices	10/1/23	10/31/24	\$2,904,299.00	\$522,294.89	\$2,382,004.11	18%	23%
2224CCQ001	Child Care- CCQ	5/31/23	10/31/24	\$1,783,506.00	\$59,910.74	\$1,723,595.26	3%	NA
<b>Expires 12/31/2024</b>								
2224CCF001	Child Care	5/31/23	12/31/24	\$25,517,704.00	\$0.00	\$25,517,704.00	0%	7%
2224CCP001	Child Care - DFPS	9/1/23	12/31/24	\$523,146.00	\$59,845.82	\$463,300.18	11%	6%
2224WPA001	Wagner-Peyser Employment Services	10/1/23	12/31/24	\$1,694.00	\$219.15	\$1,474.85	13%	NA
2224WOS001	Military Family Support	1/1/24	12/31/24	\$55,240.00	\$0.00	\$55,240.00	0%	0%
<b>Expires 4/30/2025</b>								
Non TWC	Upskill (Del Mar-E2E)	4/1/22	4/30/22	\$76,000.00	\$76,000.00	\$0.00	100%	NA
Non TWC	TEA Tri-Agency Grant for Regional Conveners	4/10/23	2/28/25	\$561,500.00	\$11,654.01	\$549,845.99	2%	NA
<b>Expires 6/30/2025</b>								
2223WOA001	WIOA - PY23 Adult Allocation (July)	7/1/23	6/30/25	\$521,797.00	\$479,875.91	\$41,921.09	92%	35%
2223WOA001	WIOA - PY23 Adult Allocation (Oct)	7/1/23	6/30/25	\$1,733,337.00	\$503,159.95	\$1,230,177.05	29%	35%
2223WOD001	WIOA - PY23 Dislocated Worker Allocation (July)	7/1/23	6/30/25	\$387,100.00	\$354,808.07	\$32,291.93	92%	35%
2223WOD001	WIOA - PY23 Adult Allocation (Oct)	7/1/23	6/30/25	\$1,184,884.00	\$386,287.63	\$798,596.37	33%	35%
2223WOY001	WIOA - PY23 Youth Allocation	7/1/23	6/30/25	\$2,449,912.00	\$670,976.45	\$1,778,935.55	27%	21%
<b>Expires 6/30/2025</b>								
Non TWC	SEAL-Summer Earn & Learn	10/1/23	9/30/25	\$230,000.00	\$0.00	\$230,000.00	0%	NA
				\$46,302,885.00	\$9,518,739.51	\$36,784,145.49		

## COMMITTEE REPORT

### X – 1. Child Care Services

**Committee:** Child Care Services

Marcia Keener, Chair

Dr. Justin Hoggard, Vice Chair

Andrea Chavez

Dr. Criselda Leal

Michelle Lozano

Catrina Wilson

**Date of Committee meeting:** February 13, 2024

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

#### 1. Review of Committee Charter, Initiatives, and Strategic Board Goals for BCY2024

Child Care Services Committee Charter:

##### **CHILD CARE SERVICES**

Responsible for all issues dealing with the management and delivery of child care services.

Responsible for monitoring the child care vendor activity, the child care contractor, recommending the allocation of child care dollars to the Board and to the Contractor, reviewing child care training, development issues, and monitoring the reports and enrollments from the contractor. Review issues related to quarterly child care services and school readiness program.

##### **STRATEGIC BOARD GOALS**

1. Establish and Strengthen Partnerships
2. Effectively and Efficiently Target Rural Area Services
3. Increase Workforce Awareness
4. Expand Innovative Services to Business
5. Explore New Revenue Opportunities
6. Improve Internal Efficiencies
7. Refine Board Culture

#### 2. Summary of Child Care Performance for the First Quarter of BCY2024

During the Child Care Committee Meeting held on September 5, 2023, we reported on the child care performance for the third quarter of BCY2023. Remember, that during BCY2023, Boards began the contract year with higher performance targets (ours was 3,612). TWC then adjusted (lowered) the performance targets for the first six months of the contract year. Our adjusted performance target was **3,452** average number of children served per day. In April 2023, TWC then added funding to the child care contracts that allowed the performance targets to return to their original levels (3,612) for the remainder of the contract year.

The adjustment back to the higher performance target of 3,612 average number of children served per day had a significant impact on the Board's child care funding allocation and the increased the number of children that needed to be enrolled in order to meet the higher performance target. Our Board needed to "ramp up" our enrollment to not only meet the higher target of 3,612, but "over" enroll children during the fourth quarter to spend as much of the BCY2023 child care funding allocation as possible.

The Board's performance target for BCY2024 is 3,214 average number of children served per day. This is a decrease of 398 children from the BCY2023 performance target. ***During the first quarter of BCY2024, the Board made the decision to continue enrolling children beyond our performance target of 3,214 because we had local match funding that we needed to exhaust by December 31, 2023 and feel confident that we will utilize all of our child care funding allocation in BCY2024. The Board's adjusted performance measure target for BCY2024 is 4,269 average number of children enrolled per day in care.***

At the end of December 2023, we had 3,500 children enrolled in the Child Care Services (CCS) Program which placed our performance at 108.90%

### **3. Summary of Child Care Performance for the Month of January of the Second Quarter of BCY2024**

We enrolled an additional 200 children into the Child Care Services (CCS) Program in January 2024, ending the month with enrollment being 3,698 children in care. The TWC and Board's performance measure perspectives are listed below.

TWC Performance Measure – 115.06%

WFSCB's Adjusted Performance Measure – 86.62%

### **4. Action Plan for Child Care Performance for the Remainder of the Second Quarter of BCY2024**

The action plan for child care performance for the remainder of the second quarter of BCY2024 is to continue actively enrolling children from the wait list. The Board is promoting the CCS Program on its social media platforms to continue to generate interest in our CCS Program in our 11-county region.

The goal is to enroll an additional **400** children during the months of February and March of the second quarter. If this goal is met, we will have **4,069** children enrolled in the Child Care Services (CCS) Program at the end of the second quarter of BCY2024. The TWC and Board's *projected* performance measure perspectives are listed below.

TWC Performance Measure - 126.60%

WFSCB's Adjusted Performance Measure - 95.32%

### **5. Analysis of Coastal Bend Child Care**

There are currently 165 providers with Workforce Provider Agreements. The Board and contractor staff will continue conducting outreach activities throughout the remainder of the contract year to recruit additional child care providers to participate in the Child Care Services (CCS) Program. 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 first quarter, we saw decreases in the items listed below.

- Total subsidies paid to providers (***Nueces County - \$4,405,106.00 (-) (Rural areas - \$2,017,581.00 (+))***)
- Parent share of cost fees (***Nueces County - \$669,394.00 (-) (Rural areas - \$323,106.00 (-))***)
- The average number of children served (***Nueces County – 2,296 (-) (Rural areas – 1,127 (-))***)

These decreases can be attributed to the decrease in the number of children who were enrolled into the CCS Program during the first quarter of BCY2024.

- Top Companies Where Parents Are Employed in Nueces County  
CCISD, H. E. B., and Walmart,
- Top Companies Where Parents Are Employed in Rural Counties  
H. E. B., Walmart, and Whataburger

## **6. Impact of Strategic Board Goals on the Direct Care Child Care Services Program**

The Strategic Board Goals impacted by the Direct Care Child Care Services Program during the first quarter of BCY are listed below.

1. Establish and Strengthen Partnerships
  - (a) Assess & Leverage Relationships and Identify Gaps
2. Effectively and Efficiently Target Rural Services
  - (1) The contractor staff conducted provider outreach activities to child care providers located in the Board's rural counties.
3. Increase Workforce Awareness
  - (a) Gain Visibility for Workforce Activities

## **7. Impact of Strategic Board Goals on the Child Care Quality Services Program**

The Strategic Board Goals impacted by the Child Care Quality Services Program during the first quarter of BCY2024 are listed below.

1. Establish and Strengthen Partnerships
  - (a) Assess & Leverage Relationships and Identify Gaps
2. Increase Workforce Awareness
  - (a) Gain Visibility for Workforce Activities
3. Improve Internal Efficiencies
4. Refine Board Culture

## **8. Texas Rising Star (TRS) Entry Level Designation (ELD) Provider Update**

Workforce Solutions of the Coastal Bend (WFSCB) placed all of its existing non-TRS providers into 8 cohort groups in October 2022 and began providing mentoring services to the cohort groups in January 2023. The child care centers received instructional and quality resources along with Frogstreet curriculum kits that will



assist these child care centers in becoming TRS certified. The TRS mentor staff are currently providing mentoring services to cohort group 5.

The Texas Workforce Commission (TWC) awarded the Children's Learning Institute (CLI) at the University of Texas Health Science Center at Houston (UT Health Houston) the contract to create a *Centralized Assessment Entity (CAE)* for Texas. Effective September 1, 2023, all of the Texas Rising Star (TRS) assessments were consolidated and placed under the CAE. This transition involved the Board operations listed below.

1. Offboarding of assessors
2. Record keeping requirements
3. Notifications to Early Learning Programs (ELP) about the change in assessment services
4. Assignment of mentors for added support to the participating ELPs.

The assessors who transitioned to the new assessor roles under CLI became CLI staff members working for a new team within the Texas State Initiatives division. The CLI assessors began conducting initial TRS assessments as of October 1, 2023. As of February 1, 2024, **25** Workforce child care providers have submitted their TRS application materials to the CAE and are waiting to be notified of their scheduled TRS initial assessment. A "New" TRS Provider Orientation Meeting was held on January 27, 2024 for the next cohort group which consists of 31 child care providers.

## **9. Update on the Status of the Texas Child Care Connection (TX3C) System**

The purpose of the *Texas Child Care Connection (TX3C)* System is to replace the Child Care Services (CCS) case management functionality in The Workforce Information System of Texas (TWIST) with a modern, user-friendly application. The TX3C system will include the components listed below.

1. Child Care Case Management
  - Eligibility determination
  - Case management workflow
  - Document management
  - Waitlist management
2. Child Care Automated Attendance Tracking
  - Check-in that is mobile device based (tablet and mobile phone)
  - 3,000 tablets for providers and ability for providers to "bring your own" device
  - APIs that can connect to common provider management systems
3. Parent Portal
  - Online application for Child Care Services (CCS)
  - Application/case status
4. Child Care Provider Portal
  - Provider agreement and document storage
5. Availability Portal
  - Replacement of current Availability Portal
  - Will include enhancements for parents and providers

The new launch date for the *Texas Child Care Connection (TX3C)* is July 1, 2024. The delay in implementation is attributed to concerns expressed by testers and staff stakeholders across TWC and

Boards. The project stakeholders met to review and discuss the proposed timeline and the initial implementation date. The delay in launching the *TX3C* system gives the project stakeholders time for additional system testing, training, and report development. The new launch dates will not interfere with the Boards end-of-school year activities. Boards identified staff who will participate in the user acceptance training for the *TX3C* system which began on February 5, 2024 and will continue for the next several months.

**The Committee took the following action:**

The Committee approved the Minutes of the September 5, 2023 Child Care Services Committee Meeting.

**Additional comments:**

## COMMITTEE REPORT

### X – 2. Youth Services

**Committee:** Youth Services

Liza Wisner, Chair

Omar Lopez, Vice Chair

Dr. Leslie Faught

Michelle Flower

Jose R. “Joey” Garcia III

Ofelia Hunter

Dr. Kimberley D. James

**Date of Committee meeting:** February 14<sup>th</sup>, 2024

The Committee did have a Quorum.

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

- Approved the Youth Services Committee Meeting Minutes of September 20<sup>th</sup>, 2023.
- Discussed the Youth Services Committee charter.
- Discussed the seven Board Goals and how they relate to the youth programs and services.

**The following information items were discussed and for information only:**

Services to Youth:

- Program Updates- Mr. Robert Reyna provided an update to WIOA outreach and engagement.
- Program Updates- Ms. Catherine Cole provided updates to initiatives with Elevate361 and Paths Grant.
- Performance Updates- Ms. Catherine Cole provided an overview of caseloads and the end of year Youth Performance for 2023.

Services to Special Community Populations:

- Student HireAbility Navigator- Ms. Imelda Trevino provided updates to activities serving students with disabilities and the update to the upcoming event SEAL.
- Foster Youth- Ms. Imelda Trevino and Ms. Catherine Cole gave a brief overview of the Foster Youth updates and initiatives.

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 interns.
- Tri-Agency Regional Convener Grant- Ms. Catherine Cole provided an update to the industry pathways chosen for the Coastal Bend and information regarding the asset and gap analysis report for the grant.
- Career and Education Outreach Program (CEOP)- Ms. Samantha Smolik and Mr. Luis Rodriguez gave a program update to the Career and Education Outreach Program. For the First Quarter, Ms. Smolik and Mr. Rodriguez provided:
  - An update to school engagements,

- An update to VR visits and activities,
- An update to their total VR numbers of 4450 youth served.

Celebrating Participant Success:

- Ms. Catherine Cole spoke regarding Ms. Elexa Alaniz career success in participating in the WIOA 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, February 9<sup>th</sup>, 2023.

Meeting adjourned at: 4:34 PM

## COMMITTEE REPORT

### X – 3. Workforce Services

**Committee:** Workforce Services

Manny Salazar, Chair

Travis Nelson, Vice Chair

Lance Brown

Randy Giesler

Dr. Leonard Rivera

Randy Seitz

Brittany Sotelo

**Date of Committee meeting:** February 15, 2024

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 September 7, 2023.
- Review of Committee Charter, Initiatives and Strategic Goals for BCY 2024

**The following information items were discussed and for information only:**

- Services To Workers-
  - Policy Review Schedule- No policies were brought forward.
  - Program Updates- Ms. Silvas provided update on programs regarding the funding opportunities both allocated and private funding. Regarding the service delivery, an updated was provided on operations meetings with C2GPS for business services, quality assurance, facilities, budget. For further discussion partnerships and youth services continue to be areas in need of attention. The RESEA program was also highlighted with now it being a Core program and funding expected to increase.
  - Ms. Milanda Ballesteros provided information regarding the updated ETPL System called EdVera. User Friendly, real-time transactions and beneficial for all stakeholders.
  - Ms. Allyson Riojas provided the committee with update on WIT Case Management system, to be launched in Spring 2024 and TWIST will be phased-out.
  - An update regarding the staffing, center traffic, unemployment assistance and WIT registration was provided by C2GPS Management Team.
  - Veterans services highlights reported were the VFW and Red White and You Hiring Fairs taking place in November 2023 and January 2024 respectively. Increase in attendance rate for Red, White and YOU was noted, doubled from previous year 180 attendees to approximately 360 this year.
- Services To Business-
  - Ms. Linda Stewart presented on the activities relate to: Activity Spotlights such as Hiring events, Business, Healthcare, and Professional Skills and Trades Sectors connections with employer and job seekers. In addition, data regarding Job and Hiring Fairs was provided. 7 New employer engagements for the quarter were introduced. The presentation wrapped-up with Ms. Linda Stewart outlining the Systems Enhancements and continuous process improvements.

- Local Labor Market Information-
  - Ms. Silvas provide update on Coastal Bend's Unemployment Rate at 3.9% for December; this being the lowest unemployment rate recorded since 2019. Committee members were asked to refer to pages 15-19 for additional Labor Market Information.
  
- Performance Measure Update-
  - The committee was presented with End of Year 2023 Performance results: 2 exceeding, 16 meeting and 1 not meeting. Kudos was extended to board contract team and C2GPS for a job-well done to end the year in a positive status.
  
- Facilities Update-
  - Ms. Shileen Lee provided update on the build-out of Mission Career Center in Corpus Christi, lease update for rural centers and the work being conducted for site/locations including Portland.

Detailed information can be found in Workforce Services Committee Packet e-mailed to Board of Directors, by Ms. Janet Neely. 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 September 7, 2023, Workforce Services Committee Meeting.
2. Reviewed and accepted the Workforce Services Committee Charter as presented.

Meeting adjourned at: 2:48 pm

## COMMITTEE REPORT

### X – 4. Public Relations

**Committee:** Public Relations

C. Michelle Unda, Chair

Carlos Ramirez, Vice-Chair

Hector Bernal

Eric Evans

Susan Temple

**Date of Committee meeting:** February 15, 2024

The Committee did have a quorum.

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

- Xena Mercado provided an overview of the outreach plan as it relates to the Strategic Board Goals and discussed how each project and initiative works towards these goals.
  1. We Establish and Strengthen Partnerships by working directly with community partners and employers to cobrand and promote events, programs and services, offering marketing value to organizations we work with.
  2. We Effectively and Efficiently Target Rural Areas by maximizing our outreach efforts to all 11 counties through digital marketing and Search Engine Optimization.
  3. We increase Workforce Awareness through every initiative through Advertising, Promotion, Marketing, and Public Relations.
  4. We Expand Innovative Services to Business, again by providing marketing value to organizations we work with, any time we promote their hiring events or cobrand while marketing workforce programs and services.
  5. We assist in the Exploration of New Revenue Opportunities by showcasing workforce initiatives to potential sponsors and stakeholders that our leadership team are able to use to secure grants and sponsor funding.
  6. We are always looking for new ways to Improve Internal Efficiencies using new technology and software.
  7. We assist in the Refinement of Board Culture by sharing the telling stories that include Board involvement, expressing gratitude for their support and participation.
- The Communications Team reviewed the Quarterly Performance Report: Event Promotion, PR, Recap and Outreach Strategy, and Analytics.
  - Hiring Red White and You 2023 – Promoted in collaboration with C2 and our veteran partners. Efforts included social media, email marketing, a press release, and news coverage by KIII. We went live on Facebook during the opening ceremony and posted twice during the day reaching up to nearly 25,000 Post Impressions, 23,000 Post Reaches, and over 7,000 Engagements on Facebook. The Facebook Ad ran from 29 days, reaching over 7,000 at a \$1.27 Cost per click. The job fair ended with 368 Job Seekers, 94 Veterans, and 76 Employers
  - Mission Moment – Driscoll Children’s Hospital – Posts about community involvement result in high engagement while bringing our audience closer to our brands. These kinds of social

media posts increase our brand visibility. This post and many throughout the quarter showed a higher than normal Engagement. This post reached 105 Post Engagements on Facebook and an Engagement Rate of 14.76% on LinkedIn.

- TWC Annual Conference Employer Awards – Team Workforce and Board Members attended the TWC Annual Conference where G&H Towing won the Small Employer of the Year Award and Goodwill Industries of South Texas was recognized as the Local Employer of Excellence. This post performed well organically and had a high Engagement of 641 on Facebook and a 23% Engagement Rate on LinkedIn.
  - [TWC produced a video celebrating G&H Towing and recognizing all of their accomplishments.](#)
- Mission Moment – Badges and Bears in support of the Corpus Christi Police Department let by the C2 Team. Thank you for continuing to send social media content. Engagement was 641 on Facebook.
- Mission Moment – CASA of the Coastal Bend – Around 100 items were donated to local teens in foster care. Engagement was 209 on Facebook and 252 on LinkedIn.
- 13 Days of Christmas – The team participated in 13 Days of Christmas and shared this story on social media. Telling stories about workplace morale impacts the team in a positive way while simultaneously driving brand visibility. It demonstrates our authentic connections, which I find plays a crucial role in our dynamic work environment and digital landscape.
- Texas VFW Foundation Military & Veteran Career Expo – This hiring event was held on Jan. 18<sup>th</sup> and hosted in collaboration with TVLP and TVC. The Communications Team assisted in the promotion of the event and attended for photo opportunities to share on social media. Promotional posts reached almost 10,000 organic impressions, with high engagement also. The highest engagement we saw was with the live event coverage post, with over 1200 Engagements on Facebook and on LinkedIn, a 90.68% Engagement Rate and 86.7% Click-through Rate.
- 20<sup>th</sup> American Welding Society Nueces County Junior Livestock Show High School Welding Competition held at Robstown Early College High School – Attended by Team Workforce, the WFSCB Mobile Unit and newly appointed TWC Commissioner Representing Employers, Joe Esparza. This post, like many of the others resulted in high engagement on LinkedIn especially with a 61.89% Engagement Rate and a 57.69% Click-Through Rates, that we attribute to community-focused storytelling.
- Stakeholder Roundtable with Commissioner Joe Esparza – TWC Commissioner, Joe Esparza visited on Jan. 26<sup>th</sup> and was provided with a tour of the Mission Career Center, met with Team Workforce and Board Members. The meeting continued at the Port of Corpus Christi, where he met with Coastal Bend industry and education stakeholders. Coastal Bend stakeholders along with WFSCB demonstrated collaboration and community. The day ended with a boat tour of the port. The Communications team had numerous photo opportunities during this visit and published three social media posts, again with very high engagement on LinkedIn, reaching a 64.64% Engagement Rate and a 59.5% Click-Through Rate.
- Xena Mercado and Tony Armadillo reviewed Upcoming Events and Ongoing Projects
  - This year, the Communications Team is focused on improving workflow efficiencies by working continuously with other departments to our align calendars and maximize effective communication. We are also exploring new software, technology and AI tools to potentially integrate into our workflows.



- We will be reviewing and updating the Strategic Marketing Standards & Guidelines
- Annual Report 2023 Update – Annual Reports have been published, mailed out and should be received anywhere between Fri., Feb. 16 – Fri. Feb. 23rd
- San Patricio Co. EDC Career Expo & Job Fair – This is the 3<sup>rd</sup> year we will be hosting this job fair in collaboration with the San Patricio Co. EDC. The career fair will be held on Feb. 29<sup>th</sup> at the San Patricio County Fairgrounds Civic Center. The Communications Team is assisting with the promotion of this event to include flyer creation and distribution, social media, press release, a Facebook Ad, email marketing, an ad in a San Patricio Co. Newspaper. The Facebook ad has reached over 17,000, with 870 Engagements and 718 Clicks, with a Cost per click of \$0.14.
- Kicking of Summer Earn & Learn – Promotion for employer participation has begun for the Summer Earn & Learn program.
- Other Upcoming Events:
  - SkillsUSA Texas – April 2024
  - Educator Externship – Summer 2024
  - Back to School Teachers Fair – Aug. 2024
  - Child Care Director's Symposium – June 2024
  - YOU! Choose Career Expo – Sept. 18, 2024
  - Maritime Career Expo & Job Fair – Oct. 2024
- Xena Mercado, Tony Armadillo, and Artug Altug reviewed Web, Email, and Social Media Analytics:
  - Google Analytics:
    - Impressions: 534K – Clicks: 10K – Avg. Page Position: 20.8
    - Total Users: 13,944 – Sessions: 20,483 – Views: 61,096
    - Increase in traffic from Beeville, Alice, Robstown, Falfurrias, and Mathis.
  - Social Media Analytics:
    - Facebook
      - Audience - 7,060 (120 New Followers)
      - Users Reached – 85, 689 (Increased 277%)
      - Profile Visits – 7,702 (Increased 108%)
    - Instagram
      - Audience – 253 (5 New Followers)
      - Users Reached - 344
      - Profile Visits – 42
    - LinkedIn
      - Audience – 2,661 (161 New Followers)
      - Profile Visits – 763 (Increase 1%)
      - Unique Visitors – 419 (Increased 20%)

**The Committee took the following action:**

- Approved the minutes of May 4th, 2023 Public Relations Committee Meeting.
- Approved the revision of the Public Relations Committee Charter

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

XI. FY 2024 Budget Amendment #2

## **BACKGROUND INFORMATION**

The Workforce Solutions Board of Directors approved the FY 2023-24 Operating Budget on September 21, 2023. Budget Amendment #2 is attached with a detailed budget narrative.

## **RECOMMENDATION**

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2024 Budget Amendment #2.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND  
BUDGET NARRATIVE  
FY 2024**

The proposed budget FY24 Amendment #2 is to adjust for new funds, additional funds, and a fund finalization; the amendment includes an overall revenue increase of \$402,876.

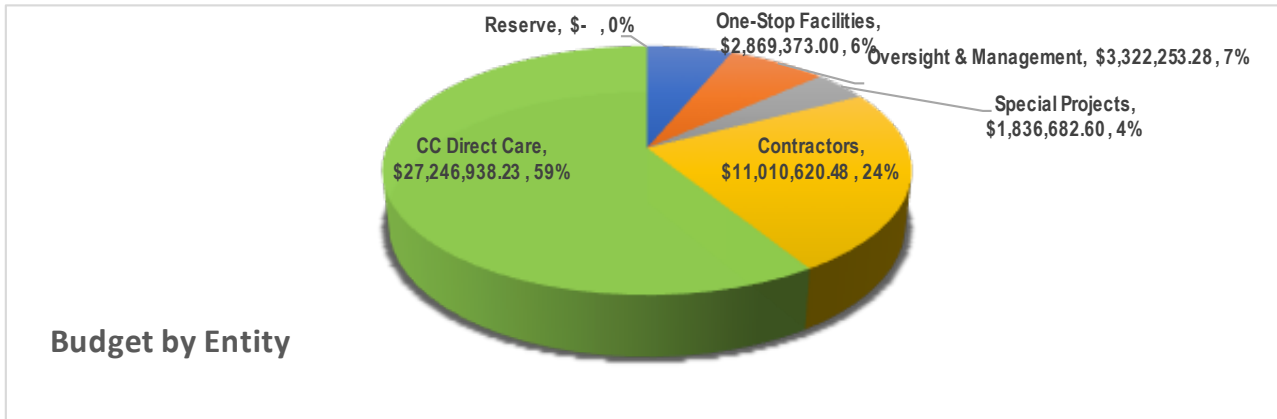
The proposed amendment has minimal movements with the majority under Contracted Services in Reserve, Special Projects, and One-Stop totaling +\$367,876. With one small increase in Board Travel of +\$35k. As noted in the budget area column the exact amounts are listed by funding stream that ties back to the budget category. These movements are directly related to the programmatic activity and therefore the majority going to the contractor.

We are requesting approval on the final BCY2024 budget (Amendment #2).

Contract No.	Program	Budget Area	Amended Budget	Amend #2	Total Amended Budget 23-24	Comments
Non-TWC	Walmart (PATHS)	Special Proj	182,868		182,868	
2224NCP001	Non-Custodial Parent (NCP)	One-Stop	279,871	(142,403)	137,468	Correction
2223WOA001	WIOA - PY22 Adult Allocation	One-Stop	1,733,710	521,797	2,255,507	Add'l Funds
2223WOD001	WIOA - PY22 Dislocated Worker Allocation	One-Stop	1,523,503	119,782	1,643,285	Add'l Funds
2223WOY001	WIOA - PY22 Youth Allocation	One-Stop	2,256,056	6,650	2,262,706	Add'l Funds
2223WOR001	WIOA - PY23 Rapid Response	One-Stop	26,925		26,925	
2223CCF001	Child Care	Childcare	1,652,646		1,652,646	
2224CCF001	Child Care	Childcare	25,517,704		25,517,704	
2223CCM001	Child Care Local Match	Childcare	1,880,444		1,880,444	
2224CCM001	Child Care Local Match	Childcare	1,897,372		1,897,372	
2223CCQ001	Child Care Quality (CCQ)	Special Proj	748,896	(454,495)	294,401	Grant Finalization
2224CCQ001	Child Care Quality (CCQ)	Special Proj	1,783,506		1,783,506	
2224CCP001	Child Care - DFPS	Childcare	463,300	59,846	523,146	Add'l Funds
2223SNE001	SNAP E&T	One-Stop	486,108		486,108	
2223TAF001	Temporary Assistance for Needy Families/Choices	One-Stop	2,904,299		2,904,299	
2224TRA001	Trade Act Services for Dislocated Workers	One-Stop	10,000		10,000	
2223WOS001	Military Family Support	One-Stop	14,050		14,050	
2224WOS001	Military Family Support	One-Stop	-	55,240	55,240	New Funds
2223TAN003	Texas Internship Initiative	Special Proj	70,489		70,489	
2223WOS002	WOS - Middle Skills Initiative	One-Stop	54,699		54,699	
2223TIP001	WIOS - Texas Partnership Initiative	Special Proj	300,000		300,000	
2223REA001	Reemployment Services and Eligibility Assessment	One-Stop	70,000		70,000	
2224REA001	Reemployment Services and Eligibility Assessment	One-Stop	427,268	150,000	577,268	Add'l Funds
2224RAG001	Resource Administration Grants	One-Stop	6,923		6,923	
2224TVC001	TVC	One-Stop	37,412		37,412	
2223WPA001	Wagner-Peyser Employment Services	One-Stop	-	36,459	36,459	Add'l Funds
2224WPA001	Wagner-Peyser Employment Services	One-Stop	1,694		1,694	
Non-TWC	SEAL	Special Proj	230,000		230,000	
Non-TWC	2023 Convener Grant	Special Proj	560,386		560,386	
Non-TWC	STUDENT HIRABILITY (09/01/20-08/31/21)	Special Proj	113,000		113,000	
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses	Special Proj	281,467		281,467	
Non-TWC	Wage Service for Paid WE 3018VRS171	Special Proj	77,872		77,872	
Non-TWC	POCC-Seal, Edex, CEOP	Special Proj	-	50,000	50,000	New Funds
	<b>Grand Total</b>		<b>45,592,468</b>	<b>402,876</b>	<b>45,995,344</b>	

**Workforce Solutions of the Coastal Bend  
Allocations Information BCY 2023-24  
For the twelve month period ending September 30, 2024**

	A FY2024 Amended Budget	B FY2024 Amendment#2	Difference B - A
Grant revenue	45,592,468.33	45,995,344.45	\$ 402,876
<b>Total revenue</b>	<b>\$ 45,592,468</b>	<b>\$ 45,995,344</b>	<b>\$ 402,876</b>
<b>EXPENSES</b>			
<b>Oversight &amp; Management</b>			
Salaries and benefits	\$ 2,452,772	\$ 2,452,772	\$ -
Facilities and related expense	298,100	298,100	-
Furniture, Equipment & Software	118,881	118,881	-
General administrative expense	196,500	196,500	-
Communication expense	43,000	43,000	-
Professional fees & service	108,000	108,000	-
Staff development expense	30,000	30,000	-
Travel expense	40,000	75,000	35,000
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 3,287,253</b>	<b>\$ 3,322,253</b>	<b>\$ 35,000</b>
<b>One Stop Operations</b>			
Facilities and related expense	\$ 1,997,873	\$ 1,997,873	\$ -
Furniture, Equipment & Software	540,000	540,000	-
General administrative expense	161,500	161,500	-
Communication expense	170,000	170,000	-
Professional fees & service	0	0	-
Client	-	-	-
<b>Total One Stop Operation</b>	<b>\$ 2,869,373</b>	<b>\$ 2,869,373</b>	<b>\$ -</b>
<b>Contracted services</b>	<b>\$ 39,435,842</b>	<b>\$ 39,803,718</b>	<b>\$ 367,876</b>
<b>Total expense</b>	<b>\$ 45,592,468</b>	<b>\$ 45,995,344</b>	<b>\$ 402,876</b>
<b>Changes in net assets</b>	<b>0</b>	<b>0</b>	<b>0</b>



## ITEM FOR DISCUSSION AND POSSIBLE ACTION

### XII. Policy Updates

## BACKGROUND INFORMATION

Attached is the policy review schedule showing the two policy's that have been updated the first quarter of this fiscal year.

The control sheet for Finance and Budgeting, HR, and IT will now allow these to be tracked and updated more efficiently. Policies are the foundation to all the organizations activities and therefore at the root of our strategic goals; the control sheet and the policy's being changed in this agenda align with multiple of our Strategic Goals.

### Strategic Board Goals

- Establish and Strengthen Partnerships
- Effectively/Efficiently Target Rural Area Services
- Increase Workforce Awareness
  - Policy's help define entities procedures created by required rules and regulation. Updating the required rules creates awareness about how the organization should function and what is allowed. Policy's ensure employees are educated on the required rules and regulations that must be adhered to.
- Expand Innovative Service to Business
- Explore New Revenue Opportunities
- Improve Internal Efficiencies
  - The review schedule did not exist until the end of 2022 fiscal year and several of the policies have not been updated in years. This will allow all policy's to be reviewed, updated, and remove any obsolete policies.
- Refine Board Culture
  - Policies are the mechanism that define expectations and guide organization behavior. Creating a formal policy review for the Fiscal, HR, and IT subjects will algin fiscal and programs in the technical review process. The process itself allows for consistency, open communication on policies, and feedback on the subject matter. The review process allows other departments in the organization to read, understand, and ask questions.

## RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of Policy Updates.

Policy Review Schedule 2024			
Category	Policy #	Title	Revision Date
Board Administration	1.0.100.01	Responsibilities of the Local Workforce System	6/27/14
Board Administration	1.0.101.01	Standards of Conduct and Conflict of Interest	6/27/14
Board Administration	1.0.102.01	Policy Development	3/30/23
Board Administration	1.0.103.02	Open Meetings	6/27/14
Board Administration	1.0.104.02	Public Information	6/27/14
Board Administration	1.0.105.01	Reporting Conflict of Interest, Fraud and Abuse	6/27/14
Board Administration	1.0.106.02	New Board Member Orientation and Training	8/29/14
Board Administration	1.0.107.03	Communication Process	8/29/14
Board Administration	1.0.108.00	Restrictions on Lobbying Activities and Expenditures	12/16/11
Board Administration	1.0.109.00	Businesses Employing Undocumented Workers	10/28/11
Board Administration	1.0.110.03	Equal Employment Opportunity	2/21/19
Board Administration	1.0.111.00	Fraud, Waste, Theft, and Program Abuse	12/16/11
Board Administration	1.0.112.02	Discrimination Complaint Procedure	2/21/19
Board Administration	1.0.113.01	Approval Process for Contracts, Contract Renewals, and Contract Amendme	5/17/19
Board Administration	1.0.114.02	Storage and Use of Disability-Related and Medical Information	2/21/19
Board Administration	1.0.115.01	Anonymous Complaints and Communications	10/31/14
Board Administration	1.0.116.02	Approval Process for Micro-Purchases	9/8/22
Board Administration	1.0.117.00	Firearms and Weapons Restrictions on Workforce Sollutions Premisis	1/7/16
Budget and Finance	2.0.100.00	Investment Policy	4/23/10
Budget and Finance	2.0.101.01	Non-Federal Unrestricted Funds Policy	2/24/12
Budget and Finance	2.0.102.01	Property Management-Inventory	10/1/16
Budget and Finance	2.0.103.01	Property Management-Receiving and Record Keeping	10/1/16
Budget and Finance	2.0.104.00	Banking	12/16/11
Budget and Finance	2.0.105.01	Audit & Audit Resolution	10/1/16
Budget and Finance	2.0.106.00	Corporate Charge Card	10/1/13
Budget and Finance	2.0.107.00	Procedure for Obtaining Public Information	7/1/99
Budget and Finance	2.0.108.00	Early Release of Payroll Checks	7/1/98
Budget and Finance	2.0.109.01	Expiration of Checks	2/1/16
Budget and Finance	2.0.110.01	Financial Monitoring	10/1/16
Budget and Finance	2.0.111.00	Investment Policy-CBWDB 401 (k) Plan	10/1/13
Budget and Finance	2.0.112.01	Financial Client Management System	2/1/16
Budget and Finance	2.0.113.00	Retention of Records	10/1/16
Budget and Finance	2.0.114.00	Business Travel	10/1/15
Budget and Finance	2.0.200.01	Description of Accounting System	10/1/16
Budget and Finance	2.0.202.01	Computerized Accounting System	1/1/16
Budget and Finance	2.0.203.01	Internal Controls	1/1/16
Budget and Finance	2.0.204.01	Recognition of Liabilities	10/1/15
Budget and Finance	2.0.205.01	Recording of Journal Voucher	10/1/15
Budget and Finance	2.0.206.00	Incoming Check Procedures	7/1/99
Budget and Finance	2.0.207.02	Check Signature	2/16/23
Budget and Finance	2.0.301.01	Reporting	2/1/16
Budget and Finance	2.0.302.01	Annual Resolution and Closeout Reports	10/1/16
Budget and Finance	2.0.304.01	Overview of Budget Process	2/1/16
Budget and Finance	2.0.305.00	Management of Child Care Funds	6/17/99
Budget and Finance	2.0.401.01	General Provision	10/1/15
Budget and Finance	2.0.402.00	Depository Bank Collateral Agreement	7/1/98
Budget and Finance	2.0.403.01	Cash Forecasting and Cash Requests	10/1/15
Budget and Finance	2.0.404.01	Cash Receipts	2/1/16
Budget and Finance	2.0.405.00	Cash Draw downs	7/1/99
Budget and Finance	2.0.406.01	Payments To Sub-Contractors	11/1/14
Budget and Finance	2.0.407.02	Cash Disbursements	2/16/23
Budget and Finance	2.0.408.00	Outstanding Checks	7/1/99
Budget and Finance	2.0.409.01	TWC Unemployment Insurance Chargeback's	10/1/16
Budget and Finance	2.0.410.03	Recoupment of Funds	10/31/16
Budget and Finance	2.0.411.01	Program Income & Refund	10/1/15
Budget and Finance	2.0.412.01	Questionable Costs	6/30/15
Budget and Finance	2.0.601.01	MIP Computerized Payroll	10/1/15
Budget and Finance	2.0.602.01	Vacation/Sick Leave Accrual	10/1/15
Budget and Finance	2.0.603.01	Payroll - Retirement	10/1/16
Budget and Finance	2.0.604.01	Employee Insurance	5/1/17
Personnel	3.0.101.01	Disclaimer of Contract	3/30/20
Personnel	3.0.102.01	Equal Employment Opportunity	

## Policy Review Schedule 2024

Category	Policy #	Title	Revision Date
Personnel	3.0.103.01	Nepotism Policy	3/31/20
Personnel	3.0.104.01	Immigration Law Compliance	3/31/20
Personnel	3.0.105.01	Chain of Command/Communication	3/31/20
Personnel	3.0.106.00	Reorganization/Reclassification	3/1/02
Personnel	3.0.107.00	Administration and Changes in Policy	5/1/03
Personnel	3.0.108.01	Personnel Records	3/31/20
Personnel	3.0.109.00	Review and Confidentiality of Personnel Files	5/1/03
Personnel	3.0.110.01	Outside Employment	3/31/20
Personnel	3.0.111.00	Bulletin Board	5/1/03
Personnel	3.0.112.00	Systems Improvement	5/1/03
Personnel	3.0.113.00	Severe Weather	5/1/03
Personnel	3.0.201.01	Discipline and Rules of Conduct	
Personnel	3.0.202.00	Prohibition of False Statements	3/1/02
Personnel	3.0.203.01	Harassment, Including Sexual Harassment	3/31/20
Personnel	3.0.204.00	Code of Ethics	5/1/03
Personnel	3.0.205.00	Conflict of Interest	5/1/03
Personnel	3.0.206.00	Substance Abuse/Drug-free Workplace	5/1/03
Personnel	3.0.207.00	Workplace Violence Prevention	5/1/03
Personnel	3.0.208.00	Electronic Systems Policy	5/1/03
Personnel	3.0.209.00	Electronic Mail (Email)	5/1/03
Personnel	3.0.210.00	Telephones and Voice Mail	10/1/06
Personnel	3.0.211.01	Cellular Phone Use	3/1/18
Personnel	3.0.212.00	Smoking	5/1/03
Personnel	3.0.213.00	Dress Code	1/1/14
Personnel	3.0.214.00	Social Media Policy	1/1/14
Personnel	3.0.301.01	Classification and Compensation Plan/Schedule	3/31/20
Personnel	3.0.302.00	Compensation Review	1/1/14
Personnel	3.0.303.00	Attendance and Punctuality	5/1/03
Personnel	3.0.304.01	Overtime Provisions and Compensatory Leave	3/31/20
Personnel	3.0.305.01	Pay Period and Practices	3/31/20
Personnel	3.0.306.00	Promotions and Transfers	5/1/03
Personnel	3.0.307.00	Employee Performance Review	3/1/02
Personnel	3.0.308.01	Timekeeping	3/31/20
Personnel	3.0.310.00	Employee Work Reference	1/1/14
Personnel	3.0.311.00	Employee Driving Policy	1/1/14
Personnel	3.0.401.01	Employee Benefits	3/31/20
Personnel	3.0.402.00	Retirement Plan	
Personnel	3.0.403.00	Group Health Plan	4/20/05
Personnel	3.0.404.00	Holidays	
Personnel	3.0.405.01	Workers' Compensation & Reporting On-The-Job Injuries	3/31/20
Personnel	3.0.406.00	Unemployment Compensation	3/1/02
Personnel	3.0.407.00	Employee Business Expenses	2/1/05
Personnel	3.0.408.01	Travel Expenses	5/16/19
Personnel	3.0.409.00	Training and Development	3/1/02
Personnel	3.0.410.00	Employee Assistance Program	3/1/02
Personnel	3.0.411.01	Employee Incentive Plan	11/30/18
Personnel	3.0.412.00	Succession Planning	3/1/17
Personnel	3.0.412.00	Insurance Continuation (COBRA) Policy	1/1/14
Personnel	3.0.501.00	Leave Authorized	1/1/02
Personnel	3.0.502.02	Vacation Time Leave	10/1/22
Personnel	3.0.503.01	Sick Leave	5/31/20
Personnel	3.0.504.00	Bereavement Leave	
Personnel	3.0.505.00	Military Leave	5/31/03
Personnel	3.0.506.00	Jury Duty Leave	5/1/03
Personnel	3.0.507.00	Leave of Absence	12/16/04
Personnel	3.0.601.00	Probationary Periods	5/1/03
Personnel	3.0.602.00	Disciplinary Actions	5/1/03
Personnel	3.0.603.00	Termination or Resignation	5/1/02
Personnel	3.0.604.00	Reduction in Force	1/1/14
Personnel	3.0.701.01	Open Door Policy	3/31/20
Personnel	3.0.702.00	Grievance Procedure	10/23/08
Personnel	3.0.703.00	Alternative Dispute Resoluton	

<b>Policy Review Schedule 2024</b>			
<b>Category</b>	<b>Policy #</b>	<b>Title</b>	<b>Revision Date</b>
Information Technology & Data Management	7.0.100.03	Use of Electronic Media and Services	8/27/15
Information Technology & Data Management	7.0.101.00	Management of Unsolicited Electronic Emails	
Information Technology & Data Management	7.0.101.03	Computer & Personally Identifiable Information Access & Security	2/25/21
Information Technology & Data Management	7.0.102.00	Network Systems Security	
Information Technology & Data Management	7.0.103.00	Software Usage	





**WORKFORCE SOLUTIONS**  
C O A S T A L B E N D  
**—POLICY**

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**CATEGORY:** ~~Employee Benefits~~ Personnel ~~\_\_\_\_\_~~ **No: 3.0.409.01**  
**TITLE:** ~~Training and Development~~  
**SUPERSEDES:** ~~\_\_\_\_\_ Policy # \_\_\_\_\_~~ **No: 3.0.409.00**  
**SUBJECTEFFECTIVE:** ~~\_\_\_\_\_ February 28, 2024 \_\_\_\_\_~~ Training and Development  
**BOARD APPROVAL:** February 21, 2024  
**EFFECTIVE DATE OF LAST REVIEW:** ~~March 1, 2002~~ January 1, 2014

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**POLICY**

**I. PURPOSE:**

~~The Board Workforce Solutions of the Coastal Bend (Workforce Solutions) The purpose of this policy is to provide a framework for employees to expand their knowledge and learn new skills. This will enable them to perform better in their current roles and progress within the organization while extending the opportunity provides career training and development opportunities to encourage optimal performance, to prepare employees for new responsibilities, and to extend to employees the opportunity for individual growth and development.~~ Newly hired full-time employees are required to attend a New Employee Orientation program within 30 working days. Other employees and temporary workers will be given orientation as may be required by the job assignment.

**II. DEFINITIONS:**

WFSCB – Workforce Solutions Coastal Bend

**III. POLICY STATEMENT:**

~~The Board Workforce Solutions provides all regular status employees with opportunities for advancement or career development while employed with the organization, through a cooperative effort between the employee and the supervisor. The value to the employee and Workforce Solutions the Board depends greatly on the thought and effort given to it by the employee and management. Career development goal setting is an integral part of the performance review process, because it allows the employee and the supervisor to come together to discuss the employee's tentative career goals, career path, interests, experience, and education. The employee determines his or her goals and develops a plan of action. The supervisor serves as a coach or counselor to help the employee assume greater responsibility in planning or managing his or her career.~~

~~Workforce Solutions~~ The Board supports a wide range of formal training and development programs and may provide a tuition reimbursement to encourage employees to pursue education and training opportunities. In addition, participation in local, state and national training opportunities is encouraged within reasonable guidelines. Tuition and fees may be paid for employees attending approved training programs. Tuition will not be reimbursed if an employee is receiving tuition reimbursement from another source. WFSCB provides career training and development opportunities up to \$3,000 per fiscal year to encourage optimal performance, to prepare employees for new responsibilities, and to extend to employees the opportunity for individual growth and development.

WFSCB provides all regular status employees with opportunities for advancement or career development while employed with the organization, through a cooperative effort between the employee and the supervisor. The value to the employee and WFSCB depends greatly on the thought and effort given to it by the employee and management. Career development goal setting is an integral part of the performance review process, because it allows the employee and the supervisor to come together to discuss the employee's tentative career goals, career path, interests, experience, and education. The employee determines his or her goals and develops a plan of action. The supervisor serves as a coach or counselor to help the employee assume greater responsibility in planning or managing his or her career.

WFSCB supports a wide range of formal training and development programs and may provide a tuition reimbursement to encourage employees to pursue education and training opportunities. In addition, participation in local, state and national training opportunities is encouraged within reasonable guidelines. Tuition and fees may be paid for employees attending approved training programs. Tuition will not be reimbursed if an employee is receiving tuition reimbursement from another source.

#### IV. OPERATING PROCEDUREPROCEDURES:

To obtain approval for training or development expenses, or for tuition reimbursement, the employee must request approval in memorandum/email along with educational assistance form from the appropriate supervisor. This request must outline the type of course offered, the curriculum to be covered, the duration and schedule, the required tuition, and the relationship between the course of study and the expected performance and career development benefits to the employee and ~~Workforce Solutionsthe Board~~WFSCB. The supervisor will forward the request to the ~~HR~~President/CEO for approval, along with any recommendations. Once HR has approved it goes to Fiscal for budgetary approval then to the President/CEO.

Expenses eligible for reimbursement include tuition, registration, required fees such as building use and lab fees, books, supplies and equipment. Tuition-Eligible expenses will be reimbursed if approved upon receipt of proof of successful completion of the course of study. Upon completion of the course, the employee shall submit grades or certificates of completion to the ~~HR~~Fiscal Sectionwithin 60 days. Failure to submit passing grades

will constitute disapproval of tuition reimbursement. For all group enrollments in any special training course, tuition will be paid directly to the training ~~institution~~institution.

An employee desiring tuition reimbursement will be required to provide proof that he or she is receiving no other financial aid in the form of tuition reimbursement when submitting the tuition reimbursement request to the Fiscal Section.

Probationary employees are not eligible for tuition reimbursement except in special circumstances approved by the President/CEO. ~~Books will not be considered a reimbursable expense, exception when approved in writing by the President/CEO when use of a text for continuing training is justified.~~

Training and development costs are paid directly by ~~Workforce Solutions the Board~~WFSCB on behalf of the employee, and shall be charged to individual section budgets. Such training needs should be included in each section's annual budget whenever they can be anticipated.

**I.V. RELATED POLICY INFORMATION:**

N/A

**I.VI. RESPONSIBILITIES:**

Employee is responsible for submitting approval form then receipts and grades for reimbursement to HR. HR will then submit to Fiscal and then be routed for final approval to President/CEO.N/A

**I.VII. FORMS AND INSTRUCTION:**

N/A Educational Assistance Application Form  
Educational Reimbursement Form

**I.VIII. DISTRIBUTION:**

Board of Directors

Board ~~Staff~~Employees

Contractor Staff

Customers

**H. SIGNATURES**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

|



**WORKFORCE SOLUTIONS**  
of the Coastal Bend



**WORKFORCE SOLUTIONS**  
C O A S T A L B E N D

**POLICY**

**CATEGORY:** Personnel ~~No 3.0.404.010~~  
**SUBJECT:** Holidays  
**SUPERCEDES:** Policy #404B, dated May 1, 200305/01/2003, and December 15, 200412/15/2004, and 3.0.404.00  
**EFFECTIVE:**  
**BOARD APPROVAL:** Yes  
**DATE OF LAST REVIEW:** February 15, 2024

**I. PURPOSE:**

To provide Board staff with the list of holidays that will be observed.

**II. DEFINITIONS:**

Board – Coastal Bend Workforce Development Board d.b.a. Workforce Solutions Coastal Bend.

*Regular Employee* – An employee of the Board, whose employment while at-will, is in a budgeted, staff position and may be either full-time or part-time. Temporary and contracted staff is not eligible for holiday pay.

*Day* – A holiday is the equivalent of eight (8) hours, regardless of the employee’s schedule.

**III. POLICY STATEMENT:**

The Board recognizes the importance of observing national holidays and wishes to extend that privilege to Board staff.

**IV. PROCEDURES:**

The Coastal Bend Workforce Development Board (the Board) will observe the following eleven (124) paid holidays:

Holiday
Veteran’s Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Year’s Day
Martin Luther King Jr., Day

President's Day
Memorial Day
<u>Juneteenth Day</u>
Independence Day
Labor Day

**a. Eligibility**

To be eligible for holiday pay, the employee must work the scheduled day before and after the holiday or be on an approved paid vacation leave. Part-time employees will receive holiday pay if the holiday falls on their normally scheduled workday.

**b. Rate of Pay**

Non-exempt employees who work on a scheduled holiday will be paid at 1-1/2 times their normal base rate for all hours worked, plus eight (8) hours' straight-time pay for the holiday. Double time will be paid for all hours worked more than twelve (12) hours on a holiday, in addition to the eight (8) hours' straight-time pay for the holiday.

**c. Pay in Lieu of Time Off**

WFSCB may, at its discretion, require an employee to work on scheduled holidays and provide pay in lieu of time off.

**d. Weekends and Vacations**

Holidays falling on a Saturday or Sunday are normally observed on the preceding Friday or the following Monday respectively. Holidays that occur during an employee's vacation are not to be counted as vacation days taken. The President/CEO may authorize holidays that fall on Saturday or Sunday to be observed on a Monday or Friday.

~~Full-time and part-time regular employees are eligible for holiday pay. Unless previously approved, employees must flex their schedule in order to avoid overtime when a holiday is observed. If a holiday falls within an eligible employee's approved vacation period, vacation time will not be deducted for the holiday.~~

~~The Board reserves the right to require an employee to work on a holiday if doing so is in the best interest of the organization. When an employee is required to work on a holiday, his or her department head may authorize time off with pay during that work week, equal to the amount of time worked on the holiday. Such time off will be scheduled at the mutual convenience of the Board and the employee.~~

**Religious Holidays**

~~The Board permits absences from work for employees to participate in religious observances. Reasonable accommodations to sincerely held religious observances and practices will be made in accordance with work schedules. These absences must be arranged with the employee's supervisor who is encouraged to accommodate the~~

~~employee's request to the extent that it is practicable. Employees are responsible for giving supervisors at least a two-week notice of the proposed absence. An employee may observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship and provided that the time off is charged to vacation or is without pay.~~

The Board of Directors will be notified of the planned holiday schedule at the beginning of each fiscal year.

**V.     —RELATED POLICY INFORMATION:**

None

**VI.     —RESPONSIBILITIES**

President/CEO – Responsible for the Board's adherence to this policy.

Directors & Managers– Responsible for ensuring staff employees adhere to this policy.

Human Resources s-Staff – Responsible for ensuring Board staff is trained to comply with this policy.

Board EmployeesStaff – Responsible for adherence to this policy.

**VII.     —FORMS AND INSTRUCTIONS**

Requests for holiday pay will be entered and approved through MIP/EWS.

**VIII. DISTRIBUTION**

Board Contracted Staff       Board StaffEmployees     

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





## INFORMATION ONLY

### XIII – 1. Monitoring Report

## 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 August 2023 – February 2024.

### Workforce Solutions – Board

#### Fiscal and Program Reviews

- **Equal Opportunity – WIOA Section 188 Checklist Review – 8/29/23**
  - 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.
  
- **TWC Equal Opportunity Compliance Review – Management Letter Issued 10/31/23.**
  - A review was conducted to ensure the Board is compliant with the Equal Opportunity Laws. No issues noted.

### C2 Global Professional Services, LLC

#### Fiscal and Program Reviews

- **WIOA – Adult/Dislocated Worker Program Review 8/28/23**

**Findings:** The overall error rate for this review was 5.42%.

  - Two (2) participant’s Service Plans were not in Work in Texas.
  - Two (2) participant’s Assessments were not signed.
  - One (1) customer end date for Service Activity Occupational/Vocational Training (1) was incorrect.
  - One (1) customer’s case note and, in the letter sent to the customer at exit, follow-up service would be provided but the follow-up service (67) was not open in TWIST.
  - Four (4) participants ITA service end date in TWIST did not match the transcript, certificate, or timesheet end date.
  - One (1) customer’s case did not have the Service Plan up to date 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.
  
- **WIOA – Youth Services Review 9/29/23**

**Findings** The overall error rate for this review was 1.04%.

  - Service Activity Occupational/Vocational Training (1) end date should be last day of class validated by a transcript, certificate, or timesheet.

**Conclusion:**

  - All corrections were made in TWIST if possible and Cabinet to the case files affected.

➤ **TANF/Choices Monitoring Review – 12/5/23**

**Findings:** The overall error rate for this review was 5.38%.

- One (1) case had counselor notes stating hours worked, but hours entered in TWIST did not match.
- One (1) case did not have counselor note of Form 2510 being sent to the Childcare department to request transitional care.
- One (1) case had Work Activity timesheets signed and dated for July week 3 & August week 3 but had hours entered after signature date.
- One (1) case has service (32) Unsubsidized Self-Employment open but does not have the supporting documentation establishing a self-employment enterprise.
- One (1) case had Unsubsidized Self Employment hours on the Work Activity timesheet for September Week 2,3, & 4 but did not match the hours entered in TWIST and were not verified.
- One (1) case had Transportation assistance but not no supporting documentation in Cabinet.
- One case (1) should have had a Noncooperation date of 8/9/2023 but was entered with date of 8/11/2023 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.

➤ **SNAP E&T Review 2/15/24**

**Findings-** The overall error rate for this review was 12.47%.

- One (1) case did not have the Service Plan completed in WIT.
- One (1) case had transportation support requested but was not issued until 29 days later. The hours submitted for the week requested were done online, which does not justify issuance.
- One (1) case was penalized late for non-cooperation.
- Two (2) cases had case notes that were not clear, concise, comprehensive, or accurate.
- One (1) case had hours entered incorrectly in TWIST as hours were not converted correctly.
- One (1) case had hours in TWIST that did not match the timesheet.
- One (1) case had timesheets in Cabinet and documented in Counselor Notes but not entered in TWIST Service Tracking.
- One (1) case did not have Form 1817 sent to HHSC to report employment.

**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 File Reviews (1) – 12/27/23 (0%) – No exception noted.**

**Conclusion:** Child Care Staff is to be commended for the outstanding review.

## INFORMATION ONLY

### XIII – 2. Facilities/IT Update

## BACKGROUND INFORMATION

Board Professionals will provide update on:

- **Facilities:** Progress of New Career Center in Corpus Christi.
- Leases of Rural Centers Updates
  
- **IT:** Update on VOIP phone system
- IT project – 3<sup>rd</sup> party

## **INFORMATION ONLY**

XIII – 3. Update on Procurements and Contracts

## **BACKGROUND**

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

## UPDATE ON PROCUREMENTS

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

Future Procurements	Anticipated Date of Issuance	Anticipated Date of Contract	Anticipated Cost	Over \$50,000 Approval Required	Comments
Request for Statement of Qualifications (RFQ) for 401(k) Plan Administrator for Bundled Services	TBD	TBD	TBD	YES	
Request for Proposals (RFP) for General Contractor Services Mission Plaza Phase III	TBE	TBD	TBD	YES	
Request for Statement of Qualifications (RFQ) for Legal Services	June 24	October 1	\$35,000	NO	Current contract for legal services terms out on September 30, 2024.

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

## SUBRECIPIENT / CONTRACTOR LOG 2023-2024

NAME	CONTRACTORS	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services, LLC	Management and Operation of Career Center System (Including Youth Services)	\$7,500,000 <i>Negotiations in process</i>	Year 1 (3 renewals)	10/1/23 – 09/30/24
BakerRipley	Direct Child Care Services	\$31,887,391	Renewal 2 of 3	10/1/23 – 09/30/24

NAME	PROFESSIONAL & CONSULTING SERVICES	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
Wood, Boykin & Wolter, P.C.	Legal Services	\$35,000	Renewal 3 of 3	10/1/23 – 9/30/24
CLK Architects & Associates	Architecture, Design & Certified Space Planning Services	<i>Pending</i>	Renewal 2 of 3	10/1/23 – 9/30/24
Vertical Computers	IT Professional Services	\$100,000	Renewal 2 of 3	10/1/23 – 9/30/24
ABIP, PC	Financial Audit Services	<i>Pending</i>	Renewal 1 of 3	10/1/23 – 9/30/24
The Clower Company	Commercial Real Estate Broker Services	N/A	Renewal 1 of 3	10/1/23 – 9/30/24
Frost Bank	Banking Services	Fee Based	Year 1 (3 renewals)	10/1/23 – 9/30/24

## SUBRECIPIENT / CONTRACTOR LOG 2023-2024

NAME	CAREER CENTERS	ANNUAL BASE RENT	CONTRACT STATUS	CONTRACT PERIOD
PAK 56 Plaza LLC, SGT 44 Pirate LLC	Lease Agreement for Office Space Pirate Plaza, Sinton (≈ 3,650 sq ft)	\$76,444	Year 2 of 4 Pending	1/01/24 – 12/31/24
Texas Workforce Commission	Building Use Lease Agreement Staples, Corpus Christi (≈ 22,616 sq ft)	\$0		10/1/23 – 9/30/24
Coastal Bend College	Lease Agreement for Office Space Beeville (≈3,850 sq ft)	\$49,014	Year 2 of 4	10/1/23 – 9/30/24
Coastal Bend College	Lease Agreement for Office Space Alice (≈2,730 sq ft)	\$34,902	Year 4 of 4	2/1/24 – 1/31/25
Coastal Bend College	Lease Agreement for Office Space Kingsville (≈3,191 sq ft)	\$40,711	Year 3 of 4	5/1/23 – 4/30/24
B-Y Mission Plaza CC, LTD	Shopping Center Lease Agreement Ayers (Mission Plaza), Corpus Christi (≈ 24,973 sq ft) <i>Lease Term 2021–2032</i>	\$305,670	Year 3 of 11	1/1/24 - 12/31/24
Goodwill Industries of South Texas	MOU for Office Space Rockport (≈ 612 sq ft)	\$11,985	Year 2 of 3	5/12/23 – 4/30/24

NAME	OTHER CONTRACTS / AGREEMENTS	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
Rural Economic Assistance League, Inc. (REAL)	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, & San Patricio Counties	NTE \$5,000	Year 1 (3 renewals)	10/11/23 – 9/30/24
Economic Modeling, LLC (Lightcast)	Developer Agreement for Economy and LMI Tool	\$16,000	Renewal	10/1/23 – 9/30/24
Economic Modeling, LLC (Lightcast)	Career Coach Agreement	\$7,500	Renewal	10/1/23 – 9/30/24
McLemore Building Maintenance	Janitorial Service Contract	\$145,556	Year 1	10/9/23 – 10/8/24

## TWC GRANTS & CONTRACTS LOG 2023–2024

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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
		Amendment #1 – Revised general terms & conditions and the statement of work financial requirements.		
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. Amendment #2 – Revised general terms & conditions and the statement of work financial requirements.		
Agency Board Agreement	2223ABA001	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	10/1/22 – 9/30/24
		Amendment #1 – Revised terms & conditions Amendment #2 – Revised Board Guidelines for Security		
Externship for Teachers	2223EXT001	To inform educators on the most up-to-date skill sets needed for a specific vocation or industry. Teachers will create specific lesson plans for students, linking them to real-world industries and jobs. Students will become familiar with both academic and technical skill sets for the modern workforce.	\$180,000	5/2/23 – 2/29/24
		Amendment #1 – Revised statement of work, project requirements		
Reemployment Services and Eligibility Assessment	2223REA001	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.	\$476,411	10/1/22 – 3/31/24
		Amendment #1 – Revised general terms & conditions and the statement of work financial requirements. Amendment #2 – Amended end date, revised statement of work, project requirements, financial requirements, and increased award amount by \$70,000.		
Texas Internship Initiative	2223TAN003	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	3/21/23 – 5/31/24



## TWC GRANTS & CONTRACTS LOG 2023–2024

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Texas Industry Partnership	2223TIP	To assist with the purchase of equipment, software and to create the space needed to implement an Airframe & Power Plant certification program in collaboration with the Kingsville Chamber of Commerce and Coastal Bend College.	\$150,000	12/28/22 – 4/30/24
		Amendment #1 – Revised statement of work project requirements & uniform administrative requirements.		
Workforce Innovation and Opportunity Act - Adult	2223WOA001	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.	\$2,255,134	7/1/23 – 6/30/25
Workforce Innovation and Opportunity Act – Dislocated Worker	2223WOD001	To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,571,984	7/1/23 – 6/30/25
Workforce Innovation and Opportunity Act – Rapid Response	2223WOR001	To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.	\$27,255	7/1/23 – 6/30/25
Middle Skills Employment Supplies Pilot Project	2223WOS002	Provide funds to assist individuals trained by partner entities (non-profit, community programs and other state agencies) that provide training and certifications for occupations requiring some education beyond high school but less than a four-year degree but have insufficient funds to purchase supplies required for those occupations.	\$61,749	3/8/23 – 3/31/24
		Amendment #1 – Revised statement of work financial requirements. Amendment #2 – Extended grant period end date from November 30, 2023 to March 31, 2024; revised statement of work project, financial & uniform administrative requirements.		
Workforce Innovation and Opportunity Act – Youth	2223WOY001	To provide funds to plan and deliver high quality 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.	\$2,449,912	7/1/23 – 6/30/25
		Amendment #1 – Increased grant award amount by \$6,650 and revised uniform administrative requirements.		
Corpus Christi Building Use Agreement	3124LSE013 AOB FY24	Staples Workforce Center	\$30,000	10/1/23 – 9/30/24

## TWC GRANTS & CONTRACTS LOG 2023–2024

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Interagency Cooperation Contract Vocational Rehabilitation Student HireAbility Navigators (SHN)	3024VRS058	Support, expand, and enhance the pre-employment transition services to students with disabilities by establishing partnerships and developing innovative and evidence-based approaches to service delivery.	\$678,000	9/1/23 – 8/31/25
Interagency Cooperation Contract Vocational Rehabilitation Paid Work Experience (PWE)	3024VRS108	To pay wages and associated taxes & fees for VR participants placed in paid work experience.	\$562,500	10/1/23 – 9/30/25
Child Care Services Formula Allocation	2224CCF001	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.	\$25,517,704	5/31/23 – 12/31/24
		Amendment #1 – to reduce the Child Care and Development Fund Discretionary funds by \$1,974,578.		
Child Care and Development Fund Child Care Local Match	2224CCM001	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.	\$1,897,372	10/1/23 – 12/31/24
Texas Department of Family and Protective Services (DFPS) Child Care	2224CCP001	To purchase child care services for children who are deemed eligible and authorized for services by DFPS.	\$0	9/1/23 – 12/31/24
		Amendment #1 – Revised statement of work project requirements.		
CCDF Quality Improvement Activity	2224CCQ001	Local Board 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.	\$1,783,506	5/1/23 – 10/31/24
		Amendment #1 - to reduce Child Care Quality funding by \$82,274 and to add \$608,826 in TRS Mentor Funding.		
Externships for Teachers	2224EXT001	To inform educators on the most up-to-date skill sets needed for a specific vocation or industry. Teachers will create specific lesson plans for students, linking them to real-world industries and jobs. Students will become familiar with both academic and technical skill sets for the modern workforce.	\$183,170	2/1/24 – 1/31/25
Noncustodial Parent Choices Program	2224NCP001	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 who have substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child care payments.	\$142,403	9/1/23 – 9/30/24

## TWC GRANTS & CONTRACTS LOG 2023–2024

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Resource Administration Grant	2224RAG001	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	10/1/23 – 9/30/24
Reemployment Services and Eligibility Assessment	2224REA001	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.	<b>\$577,268</b>	10/1/23 – 9/30/24
		<b>Amendment #1 – increased grant award amount by \$150,000 and revised statement of work project, financial &amp; uniform administrative requirements.</b>		
Supplemental Nutrition Assistance Program Employment & Training	2224SNE001	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.	\$486,108	10/1/23 – 9/30/24
Temporary Assistance for Needy Families/Choices	2224TAF001	To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,904,299	10/1/23 – 10/31/24
Trade Act Services for Dislocated Workers	2224TRA001	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.	\$10,000	10/1/23 – 9/30/24
Texas Veterans Commission - Resource Administration Grant	2224TVC001	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	10/1/23 – 9/30/24
		<b>Amendment #1 - revised statement of work project requirements.</b>		
Workforce Commission Initiatives	2224WCI001	To fund projects that strengthen and add value to the delivery system in its workforce area.	\$56,291	10/1/23 – 9/30/24
		<b>Amendment #1 - revised statement of work project requirements.</b>		

## TWC GRANTS & CONTRACTS LOG 2023–2024

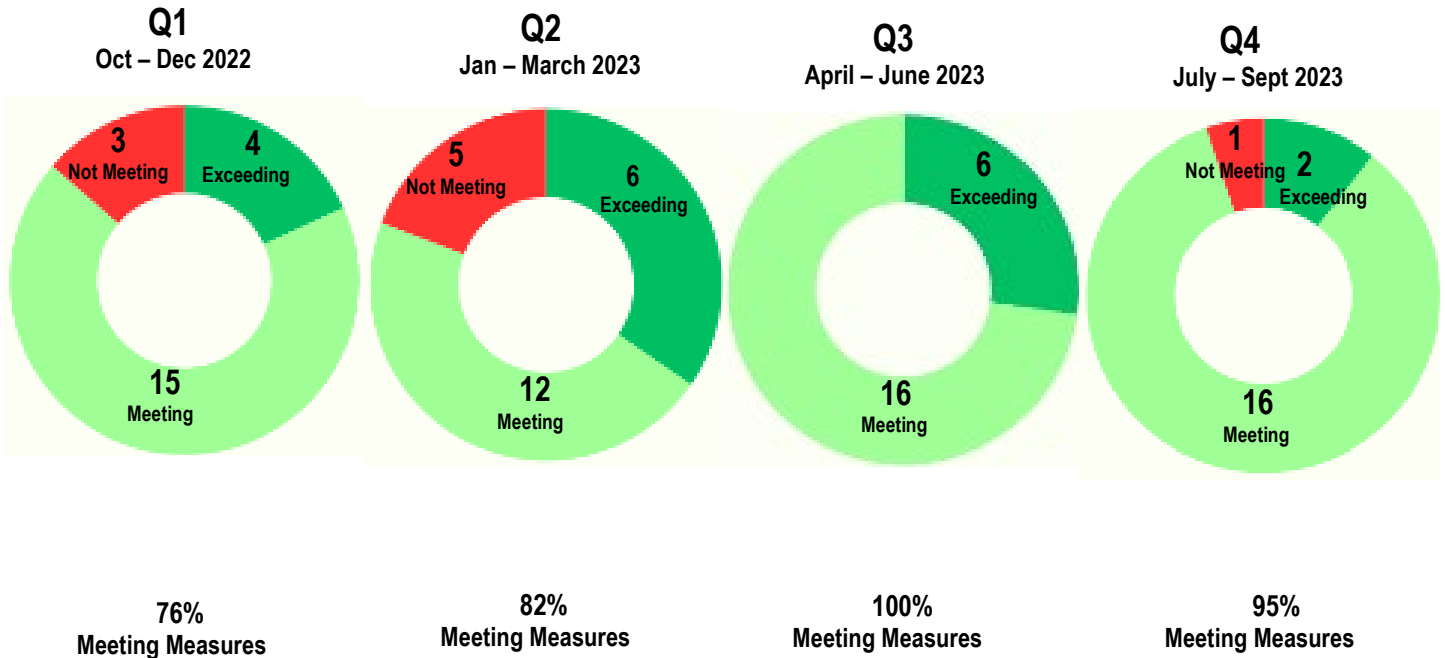
NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Military Family Support	2224WOS001	To better meet the needs of military spouses entering the job market from military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing, interview skills, and if funding is available, to support training in high-demand occupations.	\$55,240	1/1/24 – 12/31/24
Workforce Innovation and Opportunity Act – Upskilling & Training to Address Skills Gaps	2224WOZ001	To connect individuals with employers in high-demand industries by funding upskilling and job training that leads to industry-recognized credentials in high-demand occupations to support in-need industries, including health care, transportation, semiconductor and technology, broadband development, and construction.	\$99,329	1/1/24 – 7/31/24
Wagner-Peyser Employment Services	2224WPA001	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services into the Workforce Solutions Offices.	\$1,694	10/1/23 – 12/31/24

## INFORMATION ONLY

XIII – 4. Performance Measure Update BCY 2023 – 2024

## BACKGROUND INFORMATION

### Performance Measure Update ( EOY 2023 Final Release) Performance Synopsis Board Contract Year: 2023



### 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
<b>+P</b> (Exceeding) – Meeting performance – Greater than 105%	<b>+P</b> (Exceeding) – Meeting performance – Greater than 110%
<b>MP</b> – Meeting performance – Greater than 97.5% and Equal to or Less than 105%	<b>MP</b> – Meeting performance – Greater than 95% and Equal to or Less than 110%
<b>MP – Meeting at Risk</b> – Equal to or Greater than 95% and Equal to or Less than 97%	<b>MP – Meeting at Risk</b> – Equal to or Greater than 90% and Equal to or Less than 95%
<b>-P</b> – Not meeting performance – Less than 95%	<b>-P</b> – Not meeting performance – Less than 90%

Explanation of Measures in Negative Performance for EOY 2023

Performance Measure	Current		Current Performance	YTD Current % Target	EOY % Goal
	Numerator	Denominator			
Employed/Employed Q2-Q4 – Youth	13	15	86.67%	114.23%	75.90%

**Board Actions: Performance Update**

TWC has set a target date of February 15, 2024 for the issuance of the Oct-Dec MPRs.

WFSCB has concluded Program Year (PY) 2023 earning 95% of meeting all performance measures. During PY 2023, C2GPS implemented tracking tools which accelerated performance percentages in all twenty-two (22) measures.

**WIOA Outcome Measures**

TWC announced that the WIOA 116 requires states to update WIOA targets at the end of the year using the statistical adjustment model that has been updated with the final local casemix and economic conditions. These changes are reflected in this report.

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target

As Originally Published

## BOARD CONTRACT YEAR 2023 YEAR END REPORT

Green = +P    White = MP    Yellow = MP but At Risk    Red = -P

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	95.45%	93.84%	105.03%	101.45%	100.89%	100.24%	99.88%	99.36%	101.46%	97.29%	96.23%	96.48%	114.44%	114.33%	99.50%
Borderplex	107.66%	101.63%	140.55%	114.46%	104.94%	90.05%	99.34%	99.27%	92.59%	107.76%	115.50%	117.54%	106.39%	82.87%	94.90%
Brazos Valley	95.90%	97.14%	100.66%	102.94%	104.98%	100.00%	100.00%	77.30%	95.65%	104.04%	103.35%	110.00%	92.57%	91.74%	97.88%
Cameron	99.76%	109.25%	117.41%	105.76%	94.94%	107.83%	115.33%	84.22%	129.37%	134.95%	113.95%	102.08%	111.29%	118.56%	130.72%
Capital Area	98.91%	100.68%	121.66%	95.82%	104.08%	104.91%	100.53%	106.65%	100.13%	103.66%	105.58%	112.96%	106.40%	106.94%	88.64%
Central Texas	102.51%	105.66%	123.18%	100.82%	110.45%	108.89%	108.80%	96.04%	106.24%	124.61%	100.84%	95.78%	100.45%	117.65%	108.54%
Coastal Bend	109.29%	90.85%	98.46%	94.14%	96.86%	102.92%	94.49%	100.81%	94.47%	102.25%	96.09%	88.56%	99.47%	106.39%	105.76%
Concho Valley	92.22%	94.14%	108.63%	90.91%	128.76%	109.59%	119.76%	119.56%	102.00%	70.32%	104.60%	98.55%	142.19%	145.99%	84.75%
Dallas	91.10%	92.25%	89.39%	99.52%	119.31%	99.64%	97.06%	116.12%	99.53%	107.60%	96.50%	94.58%	103.58%	85.01%	102.88%
Deep East	104.08%	105.85%	86.41%	92.69%	100.82%	113.02%	108.86%	98.72%	110.94%	94.56%	95.59%	108.33%	95.91%	84.30%	99.75%
East Texas	100.00%	100.71%	83.99%	92.47%	105.69%	102.66%	95.66%	99.15%	85.51%	95.22%	106.37%	107.10%	96.68%	107.30%	83.56%
Golden Crescent	107.66%	108.84%	111.58%	80.44%	109.13%	98.01%	112.69%	123.64%	108.59%	114.79%	105.04%	92.64%	113.38%	117.65%	114.73%
Gulf Coast	102.53%	92.01%	86.82%	93.00%	103.74%	98.02%	95.69%	107.34%	91.71%	110.27%	96.65%	97.78%	106.73%	119.83%	95.93%
Heart of Texas	104.44%	108.84%	57.21%	94.12%	101.78%	98.30%	95.53%	98.20%	95.65%	103.35%	97.22%	94.94%	100.79%	91.24%	127.63%
Lower Rio	91.14%	100.98%	107.98%	106.59%	86.47%	100.91%	99.87%	115.03%	110.94%	101.77%	106.97%	99.17%	106.27%	126.85%	90.92%
Middle Rio	98.54%	110.70%	100.81%	114.35%	105.53%	121.65%	104.79%	129.36%	117.65%	114.35%	84.24%	92.54%	87.15%	182.48%	105.15%
North Central	92.20%	91.56%	92.10%	94.14%	103.89%	95.44%	102.89%	99.75%	96.69%	105.49%	104.38%	106.04%	107.89%	73.74%	94.24%
North East	100.00%	113.16%	98.66%	104.24%	93.74%	99.02%	95.21%	114.81%	88.94%	108.63%	110.25%	117.38%	111.66%	154.82%	102.21%
North Texas	102.18%	92.24%	101.70%	98.71%	92.57%	121.65%	113.05%	124.73%	103.76%	97.96%	59.83%	120.48%	62.09%	n/a	109.08%
Panhandle	102.03%	102.34%	115.24%	95.53%	92.37%	98.54%	100.37%	94.95%	93.67%	100.00%	102.25%	105.63%	130.02%	105.18%	129.49%
Permian Basin	102.41%	99.02%	91.57%	98.43%	100.75%	101.09%	100.00%	119.29%	96.46%	106.33%	96.81%	104.10%	93.12%	139.60%	100.68%
Rural Capital	92.08%	97.86%	113.89%	107.18%	103.44%	100.93%	96.89%	99.82%	106.59%	95.06%	99.87%	106.27%	105.40%	104.24%	100.37%
South Plains	108.73%	118.57%	110.45%	106.38%	104.59%	94.70%	102.63%	108.45%	105.29%	118.20%	99.13%	96.39%	84.89%	69.16%	105.15%
South Texas	80.60%	89.39%	103.24%	117.65%	135.03%	98.73%	82.79%	121.72%	117.65%	132.07%	92.64%	96.11%	91.39%	117.65%	144.56%
Southeast	100.12%	93.73%	98.21%	99.19%	102.59%	98.18%	99.40%	96.92%	89.81%	90.44%	99.31%	94.38%	85.12%	91.37%	110.53%
Tarrant	95.29%	89.79%	99.54%	82.00%	105.18%	96.96%	99.40%	102.67%	87.52%	92.91%	102.30%	95.48%	98.81%	99.00%	95.59%
Texoma	98.56%	108.36%	102.87%	106.47%	115.87%	88.46%	102.17%	100.41%	107.88%	140.65%	92.13%	100.36%	118.67%	101.65%	96.78%
West Central	101.57%	96.06%	90.11%	110.43%	104.58%	110.39%	106.11%	130.94%	117.65%	112.52%	100.00%	96.61%	84.98%	94.12%	105.15%
<b>+P</b>	0	3	8	4	5	4	4	10	6	9	3	4	7	11	6
<b>MP</b>	27	23	15	22	22	23	23	16	18	18	23	23	16	11	19
<b>-P</b>	1	2	5	2	1	1	1	2	4	1	2	1	5	5	3
<b>% MP &amp; +P</b>	96%	93%	82%	93%	96%	96%	96%	93%	86%	96%	93%	96%	82%	81%	89%
From	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22
To	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23

**BOARD CONTRACT YEAR 2023 YEAR END REPORT**

Green = +P    White = MP    Yellow = MP but At Risk    Red = -P

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Rcvg Wkfc Asst Fm Bds or Self Svc	Choices Full Engagement Rate	Average # Children Served Per Day-Combined	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	98.97%	104.92%	95.47%	93.72%	107.20%	127.86%	106.27%	5	16	1	95%
Borderplex	98.24%	103.24%	124.37%	91.70%	100.58%	113.38%	112.84%	7	13	2	91%
Brazos Valley	97.36%	101.68%	77.24%	103.00%	95.83%	106.12%	101.59%	1	19	2	91%
Cameron	105.58%	101.44%	125.50%	100.38%	106.96%	111.22%	119.37%	13	8	1	95%
Capital Area	100.44%	104.92%	93.88%	85.63%	103.06%	118.10%	104.80%	3	16	3	86%
Central Texas	101.17%	101.56%	100.24%	98.38%	93.46%	114.90%	107.75%	6	15	1	95%
Coastal Bend	101.17%	102.64%	102.30%	102.85%	105.75%	113.70%	96.35%	2	19	1	95%
Concho Valley	106.46%	104.56%	102.03%	106.25%	110.45%	98.78%	97.44%	8	12	2	91%
Dallas	98.83%	102.88%	111.41%	87.43%	100.95%	116.82%	104.54%	4	15	3	86%
Deep East	101.91%	102.40%	114.10%	100.47%	108.68%	114.84%	102.85%	5	15	2	91%
East Texas	103.52%	104.08%	97.05%	108.30%	107.37%	100.88%	100.64%	2	17	3	86%
Golden Crescent	109.69%	106.83%	102.92%	97.50%	107.65%	150.00%	92.64%	11	9	2	91%
Gulf Coast	97.80%	102.52%	97.09%	94.88%	95.51%	117.50%	102.69%	3	17	2	91%
Heart of Texas	104.85%	105.28%	94.03%	105.15%	93.48%	124.38%	108.08%	5	14	3	86%
Lower Rio	105.73%	101.20%	125.74%	106.80%	104.71%	144.38%	109.10%	8	13	1	95%
Middle Rio	102.50%	94.72%	91.72%	100.03%	87.69%	125.18%	103.88%	8	9	5	77%
North Central	98.53%	104.32%	96.59%	89.80%	110.10%	132.24%	80.90%	2	17	3	86%
North East	92.22%	103.00%	114.29%	99.62%	115.25%	101.70%	102.63%	8	12	2	91%
North Texas	102.64%	103.24%	119.48%	105.52%	96.70%	107.92%	95.71%	7	12	2	90%
Panhandle	104.99%	103.24%	113.62%	107.35%	103.51%	120.02%	98.32%	6	16	0	100%
Permian Basin	104.11%	102.52%	103.20%	108.67%	92.97%	100.78%	104.01%	3	18	1	95%
Rural Capital	101.32%	106.24%	118.80%	91.10%	99.25%	120.98%	109.31%	5	16	1	95%
South Plains	103.96%	103.12%	111.86%	112.42%	113.84%	110.48%	106.91%	8	12	2	91%
South Texas	96.18%	99.28%	141.04%	100.60%	111.52%	121.26%	102.69%	10	9	3	86%
Southeast	105.29%	103.12%	94.03%	109.27%	106.61%	105.66%	114.40%	6	13	3	86%
Tarrant	99.56%	103.48%	86.97%	93.52%	104.04%	106.12%	110.51%	2	15	5	77%
Texoma	100.73%	104.92%	125.94%	97.02%	86.19%	99.32%	112.15%	5	15	2	91%
West Central	93.83%	102.64%	121.21%	117.03%	104.65%	106.04%	103.20%	8	12	2	91%
<b>+P</b>	5	3	13	10	12	23	11	161			
<b>MP</b>	21	24	9	10	11	5	15	394			
<b>-P</b>	2	1	6	8	5	0	2	60			
<b>% MP &amp; +P</b>	93%	96%	79%	71%	82%	100%	93%	90%			
From	7/21	1/21	1/21	7/22	10/22	10/22	10/22	From			
To	6/22	12/21	12/21	6/23	9/23	9/23	9/23	To			



## **INFORMATION ONLY**

XIII – 5. Draft Agenda for the February 28, 2024 Board of Directors Meeting

## **BACKGROUND**

Attached is a draft agenda for the February 28, 2024 Board of Directors meeting.

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**Board of Directors Meeting**

Mission Career Center – 4981 Ayers Street – Mission Training Room  
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/82302070882?pwd=UDRuV2hSVDB3RHRZUWFvOUxiSWtrQT09>

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

Meeting ID: 823 0207 0882  
Passcode: 345367

**Wednesday, February 28, 2024 – 3:00 pm**

**DRAFT 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*
- 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 November 16, 2023 Board of Directors Meeting**
- VIII. **Discussion and Possible Action on Minutes of the December 14, 2023 Annual Board of Directors Meeting**

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IX. **Chair's Report:** *Raynaldo De Los Santos, Jr.*

- Board Updates, Key Meetings, Items of Interest, and Communication

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

- Business Development, Public Relations and Organizational Update

XI. **Financial Report as of December 31, 2023:** *Shileen Lee*

XII. **Committee Reports**

\* *Child Care Services*

*Marcia Keener, Chair*

\* *Youth Services*

*Liza Wisner, Chair*

\* *Workforce Services*

*Manny Salazar, Chair*

\* *Public Relations*

*C. Michelle Unda, Chair*

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

1. **FY 2024 Budget Amendment #2**

*(Reviewed and Approved for recommendation by Executive/Finance Committee on February 21, 2024)*

2. **Board Policy #3.0.409.00 – Training and Development**

*(Reviewed and Approved for recommendation by Executive/Finance Committee on February 21, 2024)*

3. **Board Policy #3.0.404.00 – Holidays**

*(Reviewed and Approved for recommendation by Executive/Finance Committee on February 21, 2024)*

XIV. **Information Only:**

1. **Monitoring Report:** *Ricardo Munoz*

2. **Facilities/IT Update:** *Shileen Lee*

3. **Update on Procurements and Contracts:** *Esther Velazquez*

4. **Performance Measure Update:** *Alba Silvas*

XV. **Adjournment**

**Notice:** *The Chair of the Board of Directors will be at 4981 Ayers Street, Corpus Christi, Texas where the Chair will preside over the Meeting.*

**Notice:** *One or more members of the Board of Directors 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.

(cont. page 3)

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

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

**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 the **Mission Career Center, Mission Training Room** 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.

## 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.