

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

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

Meeting ID: 882 4053 3729
Passcode: 031446

Wednesday, May 14, 2025 – 3:00 pm

Committee Members

Present

Sandra Bowen, Vice Chair
Marcia Keener
Travis Nelson
John Owen
Gloria D. Perez
Victor M. Gonzalez, Jr.
Liza Wisner
C. Michelle Unda

Absent

Raynaldo De Los Santos, Jr., Chair
Dr. Leonard Rivera

Others Present

Ken Trevino, Workforce Solutions
Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Milanda Ballesteros, Workforce Solutions
Ricardo Munoz, Workforce Solutions
Nelda Rios, Workforce Solutions
Denise Woodson, Workforce Solutions
Zachary James, Workforce Solutions
Catherine Cole, Workforce Solutions
Vicki Stonum, Workforce Solutions
Xena Mercado, Workforce Solutions
Donna Vickers, Workforce Solutions
Valerie De La Cruz, Workforce Solutions
Mike Del Toro, ABIP
Jeremy Barbatto, ABIP
Geri Escobar, C2GPS, LLC
Robert Reyna, C2GPS, LLC
Robert Gonzales, C2GPS, LLC
Amouye Kassi, C2GPS, LLC
Kenia Dimas, BakerRipley

Other Board Members Present

Cynthia Alegria
Randy Seitz

I. Call to Order

Ms. Bowen called the meeting to order at 3:02 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. The following Board Members were also in attendance:

- Cynthia Alegria
- Randy Seitz

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.

VI. Discussion and Possible Action on Minutes of the February 19, 2025 Executive/Finance Committee Meeting

Ms. Unda moved to approve the minutes of the February 19, 2025 Executive/Finance Committee meeting. The motion was seconded by Ms. Perez and passed.

VII. President/CEO's Report

Business Development, Public Relations and Organizational Update

Mr. Trevino presented on the Strategic Growth in Action aligning people, plans and purpose. This strategy ensures our people, partnerships, and priorities move in the same direction – guided by our Strategic Board Goals.

Cycle of Strategic Alignment:

A unified approach to strengthening our mission, voice, partnerships, and purpose.

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| <ol style="list-style-type: none">1. Strategic Board Plan Submitted<ul style="list-style-type: none">• Youth & Apprenticeship Expansion• Marketing Integration as a Strategic Goal• Elevated Business Services & Partnerships2. Marketing Assessment & Strategic Plan with MDR<ul style="list-style-type: none">• Evaluate Organization Visibility• Identify Communication Gaps• Enhance Strategic Messaging• Position for Long-Term Strategy | <ol style="list-style-type: none">3. Director of Strategic Planning & Partnerships<ul style="list-style-type: none">• Track Progress Organization-Wide• Strengthen Partnerships• Connect Data to Strategy• Lead Collaborative Initiatives4. Listening Sessions: 12 Town Hall Meetings<ul style="list-style-type: none">• Engage and Connect• The Workforce System Structure• The State of the Workforce• Strategic Listening<ul style="list-style-type: none">○ Sinton; Alice; Kingsville; Beeville; & 5 Sessions at Staples |
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Strategic Board Goals:

Established in 2010, the strategic board goals were set to work towards increasing educational and employment opportunities for the people of the Coastal Bend region, including youth and those with barriers to employment.

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| <ol style="list-style-type: none">1. Establish and Strengthen Partnerships2. Effectively/Efficiently Target Rural Area Services3. Increase Workforce Awareness | <ol style="list-style-type: none">4. Expand Innovative Services to Business5. Explore New Revenue Opportunities6. Improve Internal Efficiencies7. Refine Board Culture |
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Our Collective Destination: Alignment, Impact, Growth
How Strategy, Listening, and Leadership Work Together.

1. Unified Vision
2. Consistent Messaging
3. Enhanced Workflow & Efficiency
4. Stronger Community Impact
5. Organizational Growth with Purpose

Mr. Trevino expressed his gratitude towards the team for their honest feedback from the nine sessions. He shared his positive feelings about the success stories from team members who interact directly with the public. Mr. Trevino stated he is eager to present these successes and outcomes to the Board of Directors in the upcoming meetings in September and December. He believes these achievements will provide significant value to the organization.

VIII. CFO Report

Financial Review as of March 31, 2025

Ms. Lee presented on the Financial Review as of March 31, 2025 (included on pages 9-11 of the May 14 agenda packet).

BCY25-26 Planning Allocations

Ms. Lee provided information on the BCY25-26 Planning Allocations (included on page 12 of the May 14 agenda packet).

IX. Committee Reports

Child Care Services

Mr. Gonzalez provided a report on the May 6, 2025 Child Care Services Committee Meeting (included on pages 13-14 of the May 14 agenda packet).

Youth Services

Ms. Wisner provided a report on the May 14, 2025 Youth Services Committee Meeting (included on page 15 of the May 14 agenda packet).

Workforce Services

Mr. Seitz provided a report on the May 8, 2025 Workforce Services Committee Meeting (included on pages 16-17 of the May 14 agenda packet).

Public Relations

Ms. Unda provided a report on the May 8, 2025 Public Relations Committee Meeting (included on pages 18-19 of the May 14 agenda packet).

X. Discussion and Possible Action to Approve FY24-25 Budget Amendment #3

Ms. Lee provided information on the FY24-25 Budget Amendment #3 (included on pages 20-22 of the May 14 agenda packet).

Mr. Owen moved to approve the FY24-25 Budget Amendment #3. The motion was seconded by Ms. Perez and passed.

XI. Discussion and Possible Action:

1. To Approve Purchases Over \$50k for Phase III Mission Plaza

Ms. Lee provided information on the Purchases Over \$50k for Phase III Mission Plaza (included on pages 23-24 of the May 14 agenda packet).

Ms. Keener moved to approve the Purchases Over \$50k for Phase III Mission Plaza. The motion was seconded by Mr. Owen and passed.

2. Legal Services Contract Amendment #1

Ms. Lee presented on the Legal Services Contract Amendment #1 (included on page 25 of the May 14 agenda packet).

Mr. Gonzalez moved to approve the Legal Services Contract Amendment #1. The motion was seconded by Ms. Perez and passed.

XII. Discussion and Possible Action to Approve FY23-24 Audit

Ms. Lee and Mr. Barbatto presented on the FY23-24 Audit (included on pages 26-66 of the May 14 agenda packet).

Mr. Owen praised the consistent excellence of the Workforce Solutions Coastal Bend staff, particularly highlighting the contributions of Ms. Lee, Mr. Trevino, and their teams. He noted the rarity of achieving such clean audits year after year without any need for management letters or recommendations.

Mr. Owen moved to approve the FY23-24 Audit. The motion was seconded by Ms. Unda and passed.

XIII. Information Only:

1. *Facilities & IT Updates*

Ms. Lee provided updates on Facilities and IT (included on page 67 of the May 14 agenda packet).

2. *Update on Procurements & Contracts*

Ms. Rios provided an update on Procurements and Contracts (included on pages 68-77 of the May 14 agenda packet).

3. *Performance Measure Update*

Ms. Silvas presented the Performance Measure Update for BCY 2025-26 (included on pages 78-86 of the May 14 agenda packet).

4. *Draft Agenda for the May 21, 2025 Board of Directors Meeting*

Mr. Trevino provided a draft agenda for the May 21, 2025 Board of Directors Meeting (included on pages 87-90 of the May 14 agenda packet).

XIV. Adjournment

The meeting adjourned at 4:37 pm.