

## **DRAFT MINUTES**

### **Workforce Solutions Coastal Bend – Board of Directors Meeting**

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

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/88473413205?pwd=AQ9x4HX3ojjnznrUyzSb03bFpOFsp.1>

### **Toll-Free Call In**

888 475 4499 US Toll-free

**Meeting ID:** 884 7341 3205

**Passcode:** 199856

**Wednesday, May 21, 2025 - 3:00 pm**

### **Board Members**

#### **Present**

Raynaldo De Los Santos, Jr., <b>Chair</b> ; private sector – Refugio County	Marcia Keener, <b>Secretary</b> ; CBO – San Patricio County
Jason Bevan; private sector – Nueces County	Criselda Leal; literacy council – City of CC
Sandra Bowen, <b>Vice Chair</b> ; private sector – Jim Wells County	Travis Nelson, <b>Treasurer</b> ; private sector – City of CC
Lance Brown; private sector – San Patricio County	Gloria Perez, <b>Past Chair</b> ; private sector – City of CC
Andrea Chavez; public employment serv – City of CC	Leonard Rivera; post-secondary ed – City of Corpus
Sandra Clement; public assistance – City of CC	Manny Salazar; CBO – Kleberg County
Leslie Faught; education agency – San Patricio County	Randy Seitz; CBO – Bee County
Michelle Flower; private sector – City of Corpus Christi	Susan Temple; private sector – San Patricio County
Jose R. “Joey” Garcia III; private sector – Duval County	Michelle Tobar; child care workforce – Nueces County
Randy Giesler; private sector - Live Oak County	C. Michelle Unda; private sector – City of CC
Victor M. Gonzalez, Jr.; ps – City of CC	Catrina Wilson; CBO – City of CC
Karl Hattman; private sector – Aransas County	Liza Wisner; private sector – City of CC

#### **Absent**

Cynthia Alegria; private sector – Brooks County	Omar Lopez; private sector – City of CC
Hector Bernal; private sector – City of CC	Michelle Lozano; private sector – Nueces County
Jesse Gatewood; organized labor – Nueces County	John Owen, <b>Parliamentarian</b> ; vocational rehab. – City of CC
Justin Hoggard; adult basic & cont. ed – Bee County	Carlos Ramirez; private sector – Kleberg County
Ofelia Hunter; CBO/OL – Jim Wells County	

#### **Vacancies**

Private Sector – Kenedy County	Economic Development – City of CC
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#### **Others Present**

Ken Trevino, WS President/CEO	Ricardo Munoz, WS QA Monitor EO Officer/504 Coordinator
Alba Silvas, WS Chief Operating Officer	Celina Leal, WS Program Specialist
Shileen Lee, WS Chief Financial Officer	Allyson Riojas, WS Contract Manager
Janet Neely, WS Executive Assistant	Jeremy Barbatto, ABIP
Milanda, Ballesteros, WS Contract Specialist	Ramsey Olivarez, C2GPS, LLC
Zachary James, WS IT Coordinator	Geri Escobar, C2GPS, LLC
Nelda Rios, WS Contracts & Procurement Specialist	Robert Reyna, C2GPS, LLC
Ruben Aceves, WS Facilities Manager	Robert Gonzales, C2GPS, LLC
Christina Gonzalez, Director of Strategic Planning & Partnerships	Shelby McClure, C2GPS, LLC
Denise Woodson, WS Director of Child Care Programs	Neil Hanson, BakerRipley
Catherine Cole, WS Contract Manager	Sandy Anderson, BakerRipley
Vicki Stonum, WS Administrative Specialist	Rene Solis, BakerRipley
Donna Vickers, WS Accountant III	James Wilson, Texas Veterans Commission

### **I. Call to Order**

Mr. De Los Santos 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 set up 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 introduced Ms. Christina Gonzalez, the new Director of Strategic Planning and Partnerships. He expressed that he was happy to have her and pleased that she joined the team. Ms. Gonzalez's first day was Monday, May 19th, making this her first meeting.

Ms. Gonzalez thanked everyone for their warm welcome and expressed her excitement to work alongside a dedicated team, including the board professional staff, and One-Stop Center staff, to continue empowering the community. She stated that she looks forward to getting to know each team member throughout her time with the organization.

Ms. Silvas shared that the team celebrated President/CEO Mr. Trevino's 15th Work Anniversary over the past week. The celebration included thoughtful gifts, such as a card and a tie featuring team members' faces. Ms. Silvas highlighted that, like a crystal, the traditional symbol for a 15th Anniversary; Mr. Trevino exemplifies clarity, strength, and brilliance in his leadership. She expressed appreciation for his dedication, generosity, and encouragement to both the team and the community, and wished him many more successful years with the organization.

Mr. Trevino expressed that collaborating with this team has been both an honor and a highlight of his career and life. He noted the incredible energy and dedication within the group, emphasizing the joy he has experienced collaborating with individuals who care deeply about the community. Mr. Trevino concluded by stating that the experience has been truly rewarding.

Mr. De Los Santos remarked that he genuinely appreciates everyone taking the time to express their appreciation for Mr. Trevino.

Ms. Silvas shared a video celebrating Mr. Trevino's 15 years with WFSCB with the Board of Directors.

**VI. Board Comments**

There were no Board comments.

**VII. Discussion and Possible Action on Minutes of the February 26, 2025 Board of Directors Meeting**

Mr. Gonzalez moved to approve the minutes of the February 26, 2025 Board of Directors Meeting. The motion was seconded by Dr. Rivera and passed.

**VIII. Chair Report**

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

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

Activities Participated In:

- Briefings from CEO weekly
- National Association of Workforce Boards (NAWB): The Forum 2025 – March 28th – April 1st
- Workforce Services Meeting – May 8, 2025
- Public Relations Committee Meeting – May 8, 2025

Mr. De Los Santos reported that he and Mr. Trevino have maintained regular weekly communication to discuss key updates, meetings, and community matters.

He attended the Workforce Services and Public Relations Committee Meetings, encouraging other board members to participate and observe the important work being done in the Committees.

Mr. De Los Santos participated in a delegation with WFSCB leadership and Mr. Gonzalez at the National Association of Workforce Boards (NAWB) Forum in Washington, D.C. During the event, Ms. Alba Silva delivered a presentation on an innovative regional partnership, which brought positive recognition to both the organization and the state. Mr. De Los Santos also emphasized the significance of engaging youth in workforce initiatives and shared valuable insights from the conference.

Mr. De Los Santos acknowledged and appreciated the dedication of the board members and staff. He also thanked Vice Chair Bowen for chairing the recent Executive Committee Meeting in his absence.

**IX. President/CEO 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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|--|---|
| 1. Strategic Board Plan Submitted <ul style="list-style-type: none"><li>• Youth &amp; Apprenticeship Expansion</li><li>• Marketing Integration as a Strategic Goal</li><li>• Elevated Business Services &amp; Partnerships</li></ul>                       | 3. Director of Strategic Planning & Partnerships <ul style="list-style-type: none"><li>• Track Progress Organization-Wide</li><li>• Strengthen Partnerships</li><li>• Connect Data to Strategy</li><li>• Lead Collaborative Initiatives</li></ul>   |
| 2. Marketing Assessment & Strategic Plan with MDR <ul style="list-style-type: none"><li>• Evaluate Organization Visibility</li><li>• Identify Communication Gaps</li><li>• Enhance Strategic Messaging</li><li>• Position for Long-Term Strategy</li></ul> | 4. Listening Sessions: 12 Town Hall Meetings <ul style="list-style-type: none"><li>• Engage and Connect</li><li>• The Workforce System Structure</li><li>• The State of the Workforce</li><li>• Strategic Listening<ul style="list-style-type: none"><li>○ Sinton; Alice; Kingsville; Beeville; &amp; 5 Sessions at Staples</li></ul></li></ul> |

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

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.

**X. CFO Report**

*Financial Review as of March 31, 2025*

Ms. Lee presented the March Financial Report (included on pages 9-11 of the May 21 agenda packet).

*BCY25-26 Planning Allocations*

Ms. Lee provided information on the BCY25-26 Planning Allocations (included on page 12 of the May 21 agenda packet).

**XI. Committee Reports**

*Child Care Services*

Mr. Gonzalez provided a report on the May 6, 2025 Child Care Services Committee (included on pages 13-14 of the May 21 agenda packet).

*Youth Services*

Ms. Wisner provided a report on the May 14, 2025 Youth Services Committee (included on pages 15-16 of the May 21 agenda packet).

*Workforce Services*

Dr. Rivera provided a report on the May 8, 2025 Workforce Services Committee (included on pages 17-18 of the May 21 agenda packet).

*Public Relations*

Ms. Unda provided a report on the May 8, 2025 Public Relations Committee (included on pages 19-20 of the May 21 agenda packet).

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

Ms. Lee and Mr. Barbatto presented the External Audit for FY 2023-24 (included on pages 21-61 of the May 21 agenda packet).

Ms. Keener moved to approve the External Audit for FY 2023-24. The motion was seconded by Ms. Perez and passed.

**XIII. Consent Agenda Action Items:**

1. FY 24-25 Budget Amendment #3
2. To Approve Purchases Over \$50k for Phase III Mission Plaza
3. Legal Services Contract Amendment #1
4. Board Policy # 4.1.103.02 – Youth Eligibility Criteria
5. Board Policy # 4.0.100.01 – Program Policy and Services Guide
6. Board Policy # 4.0.113.07 – OJT, Subsidized Employment and Customized Training

Mr. Gonzalez moved to approve all items on the Consent Agenda. The motion was seconded by Ms. Unda and passed.

**XIV. Information Only:**

1. *Facilities & IT Updates*

Ms. Lee provided updates on Facilities and IT (included on page 81 of the May 21 agenda packet).

2. *Update on Procurements & Contracts*

Ms. Rios provided an update on Procurements and Contracts (included on pages 82-91 of the May 21 agenda packet).

3. *Performance Measure Update*

Ms. Silvas presented the Performance Measure Update for BCY 2023-24 (included on pages 92-100 of the May 21 agenda packet).

**XV. Adjournment**

The meeting adjourned at 4:17 pm.