



Ad Hoc Nominating Committee Meeting

**November 21, 2025
1:30 pm**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84468951809?pwd=OvzOj65k0GUJEuiXGg9fgSbDufq9wg.1>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 844 6895 1809

Passcode: 057990

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

Understanding – We are serious and passionate about delivering our services with compassion and empathy.

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Ad Hoc Nominating Committee Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84468951809?pwd=OvzOj65k0GUJEuiXGg9fgSbDufq9wg.1>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 844 6895 1809

Passcode: 057990

Friday, November 21, 2025 – 1:30 pm

AGENDA

Page

- I. **Call to Order:** *John Owen, Chair*
 - II. **TOMA Rules:** *Janet Neely*
 - III. **Roll Call:** *Janet Neely*.....3
 - IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
 - V. **Public Comments**
 - VI. **Discussion and Possible Action on the Nomination of a Slate of Officers for 2026**.....4
 - 1. Bylaws.....5-12
 - 2. 2023-2025 Committee Structures.....13-15
 - 3. 2025 Attendance Records.....16-17
 - 4. Draft Slate & Voting Ballot.....18
 - 5. Process for Ballot Count & Announcement of Officers.....19
 - VII. **Adjournment**
- (cont. page 2)

A proud partner of the  American Job Center network

Equal Opportunity Employer/Program

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

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

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

Notice: The Chair of the Ad Hoc Nominating 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 Ad Hoc Nominating 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.

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.

A proud partner of the  **AmericanJobCenter** network

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)

Ad Hoc Nominating Committee
Roll Call Roster
November 21, 2025
(4 = Quorum)

_____ John Owen, Chair

_____ Dr. Leonard Rivera

_____ C. Michelle Unda

_____ Joey Garcia

_____ J.C. Perez III

_____ Marcia Keener

Signed

Printed Name

DISCUSSION AND POSSIBLE ACTION

VI. Nomination of a Slate of Officers for 2026

BACKGROUND INFORMATION

The Bylaws state:

Article V - Officers, Section 4. The Chair shall appoint a Nominating Committee of six members. The six members of the Nominating Committee shall include three members from the rural counties and three members from Nueces County. It shall be the duty of this Committee to nominate candidates for the offices to be filled. The Nominating Committee shall report as needed and its annual report for the election of officers shall be included with the agenda materials for the annual meeting. Additional nominations from the floor shall be permitted before the election, whether at the annual meeting in December or to fill a vacancy.

Attached for your information is a copy of the Bylaws; 2023-2025 Committee Structures; 2025 attendance records; and a draft copy of the slate/voting ballot.

RECOMMENDATION

The Ad Hoc Nominating Committee discuss and take appropriate action on the nomination of a 2026 slate of officers for the Board of Directors.

**COASTAL BEND WORKFORCE DEVELOPMENT BOARD
BYLAWS**

**ARTICLE I
NAME**

The name of this Organization shall be the Coastal Bend Workforce Development Board, hereafter referred to as the Board.

**ARTICLE II
PURPOSE**

The purpose of the Board shall be to promote the economic development of the Coastal Bend area through an effective workforce development system serving employers, job seekers and students.

**ARTICLE III
MEMBERS**

The members of the Board shall be those persons appointed to the local workforce development board in the manner provided under federal and state law and the partnership agreement among the local government entities.

**ARTICLE IV
DIRECTORS**

Section 1. The number of directors of the Board shall be composed of not less than 25 members and not more than 35, as described in the partnership agreement among the local government entities. Changes in the board size or composition are governed by the partnership agreement between the Board and the CEO Council.

Section 2. Representation on the Board will be in accordance with federal and state laws, the partnership agreement among the local government entities, and the partnership agreement between the Board and the CEO Council.

Section 3. Private sector representatives will be selected from nominations submitted by general-purpose business organizations in the workforce development area. Representatives of the private sector shall constitute a majority of the membership of the Board and shall reasonably represent the industrial and demographic composition of the business community.

Section 4. The balance of the membership of the Board will be composed of representatives of educational agencies, literacy organizations, organized labor, rehabilitation agencies, community based organizations, economic development agencies, the public assistance agency, child care workforce, vocational rehabilitation agencies, adult basic and continuing education organizations, and the public employment service.

The education representatives on the Board shall be selected from among individuals nominated by regional or local educational agencies, vocational education institutions, institutions of higher education (including entities offering adult education) or general

organizations of such institutions, within the service delivery area. The labor representatives on the Board shall be selected from individuals recommended by recognized State and local labor federations. If the State or local labor federation fails to nominate a sufficient number of individuals to meet the labor representation requirements of applicable laws, individual workers may be included on the Board to complete the labor representation. The remaining members of the Board shall be selected from individuals recommended annually by interested organizations.

Section 5. Appointment of members and reappointment of incumbent members will be for a three-year period to provide for staggered terms using the same nomination and appointment process as for original members. Any vacancy in the membership of the Board will be filled in the same manner as the original appointments to complete unexpired terms. The current membership is structured as follows:

- a) City of Corpus Christi - fifteen (15) slots (economic development; public employment service [TWC], local literacy council, public assistance, post-secondary education, vocational rehabilitation, an organized labor (OL) and/or community-based organizations (CBO), and eight private sector representatives);
- b) Aransas County - one (1) slot (private sector);
- c) Bee County - two (2) slots (adult basic and continuing education and one CBO/OL);
- d) Brooks County - one (1) slot (private sector);
- e) Duval County - one (1) slot (private sector);
- f) Jim Wells County - two (2) slots (CBO/OL and private sector);
- g) Kenedy County - one (1) slot (private sector);
- h) Kleberg County - two (2) slots (CBO/OL and private sector);
- i) Live Oak County - one (1) slot (private sector);
- j) Nueces County - four (4) slots (organized labor, child care workforce, and private sector);
- k) Refugio County - one (1) slot (CBO/OL); and
- l) San Patricio County - four (4) slots (secondary education and three private sector).

All vacancies will be filled within 90 days. CEOs may cooperate with each other in exchanging, sharing or utilizing appointment slots for Board members in order to minimize vacancies on the Board. Any such exchanges, sharing or utilization shall be reduced to writing and maintained by the Board, with copies distributed to all CEOs. The representative structure of the Board shall be reviewed bi-annually and revised by review or statute.

Section 6. No members, officer, employee or agent of the Board shall: (1) cast a vote on the provision of services by that person (or any organization which that person directly represents), or (2) vote on any matter which would provide direct financial benefit to that person, or (3) participate in the selection, award or administration of a subgrant, procurement or contract supported by public funds subject to this section where, to the person's knowledge, a conflict of interest would be involved. Such a conflict would arise when any of the following has a direct financial or other substantive interest in any organization which may be considered for award: (a) the officer, employee, or agent; (b) any member of his or her immediate family; (c) his or her partner, or (d) a person or organization which employs, or is about to employ, any of the above.

The Board shall ensure, through the oversight and management of Board policies, that it does not directly deliver or determine eligibility for workforce services in its local workforce development area or contract with the following persons or entities to deliver or determine eligibility for workforce services: (a) a Board Member, (b) a Board Member's business, organization, or institution, or (c) a Board employee. These prohibitions do not apply to public education agencies, such as community colleges and independent school districts, that have Board members, former Board members, or former Board employees who fulfill the requirements set forth in Texas Government Code §2308.256(a)(3)(A).

In the event of any conflict, or potential appearance of conflict of interest by a Board member, such Board member shall disclose the material facts as to his or her interest or benefit from the proposed action, and in the event the measure requires approval by the Board, the proposed action may be approved upon the affirmative vote of a majority of the disinterested directors, even though the disinterested directors be less than a quorum. Such interested directors may be counted in determining the presence of a quorum at the meeting at which such issue is considered. For the purpose of this section, "direct financial benefit" does not include any situation in which a Board member (or any organization which that member directly represents) may from time to time employ persons participating in a Board program administered by an independent contractor not controlled by or related to the Board member. The Board shall ensure that the Board, its members, or its employees do not directly control the daily activities of its workforce service contractors.

No member, officer, employee or agent of the Board shall: (1) solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers, potential contractors or suppliers, parties to sub-agreements, or (2) solicit, accept or agree to accept any benefits for exercising official authority and performing their duties.

For the purpose of this provision, the term "immediate family" shall be as defined in Chapter 171 of the Texas Local Government Code to include persons related in the first degree by either affinity or consanguinity.

Section 7.

- A. **Removal for Cause.** The Board shall have the authority to remove any member for cause which shall include, but not be limited to:
- a. three unexcused absences at *regularly* scheduled Board meetings in a calendar year; or
 - b. three unexcused absences at *consecutive* regularly scheduled Board meetings; or
 - c. conduct constituting conflict of interest; or
 - d. violations of Board policy or applicable law.
- B. **Notice of Two Missed Absences.** In the event any member fails to attend two *consecutive* regularly scheduled Board meetings, the elected official who appointed that individual shall be notified in writing of these absences.
- C. **Notice of Cause for Removal.** In the event any member of the Board:
- a. fails to attend (unexcused) three *regularly* scheduled Board meetings in a calendar year; or

- b. fails to attend (unexcused) three *consecutive* regularly scheduled Board meetings; or
 - c. engages in conduct that constitutes conflict of interest; or
 - d. violates Board policy or applicable law;
- the elected official who appointed that individual shall be notified in writing of such event(s) and that such conduct may result in the removal of the member by the Board for cause.
- D. **Removal.** After notice as required by C. above has been given to the elected official who appointed that individual, the Board may remove the member for cause by a majority vote of the Board.
- E. **Excused Absences.** Absences due to illness, unavoidable work related conflicts, family emergencies (illness, death of family, out of the country) shall be considered excused absences and shall not be included in the calculation of missed meetings. Members are responsible to provide prior notification of such member's inability to attend the meeting or if unable to provide prior notice, as soon as possible after a missed meeting. Notification may be submitted to the Chair of the Executive Committee or President/CEO.
- F. **Other Basis for Removal.** Additionally, a CEO may remove a Board Member appointed by the CEO's predecessor upon approval with a majority vote by the CEO Council and concurrence with a majority vote by the Board's Executive Committee.

Section 8. Alternative representation shall not be permitted. Proxy votes are not permitted.

ARTICLE V

OFFICERS

Section 1. The officers of the Board shall be the elected Chair, Vice Chair, Secretary, Treasurer, Parliamentarian, and the Immediate Past Chair.

Section 2. The Chair must be selected from among the private sector representatives. The elected officers shall be selected by the Board membership and shall perform the duties prescribed by these Bylaws or as may be determined by resolution of the members not inconsistent with these Bylaws.

Section 3. Officers will be selected for a period of one year and their term of office, in the same position, shall be effective on the date of the December annual meeting and expire one year thereafter or upon the election of their successors. Subject to yearly Board approval, no member shall hold more than one elected office at a time, and no member shall be eligible to serve more than three consecutive terms in the same elected office. Vacancies shall be filled within three months of the office becoming vacant. Any successors elected to fill a vacancy will complete the unexpired term.

Section 4. The Chair shall appoint a nominating Committee of six members. The six members of the Nominating Committee shall include three members from the rural counties and three members from Nueces County. It shall be the duty of this Committee to nominate candidates for the elected offices to be filled. The Nominating Committee shall report as needed and its annual report for the election of officers shall be included with the agenda materials for the annual meeting. Additional nominations from the floor shall be permitted before the election, whether at the annual meeting in December or to fill a vacancy.

Section 5. The Board may, by two-thirds vote of members present, appoint a President & CEO of the Board, but shall serve according to such terms and conditions as the Board may establish by resolution or by employment agreement, and shall be under their supervision.

Section 6. The Chair shall preside at all meetings of the Board.

Section 7. The Chair shall be an ex-officio member of all committees, shall have general supervision of the management of the business of the Board, and shall see that all orders and resolutions of the Board are carried into effect.

Section 8. The Vice Chair shall, in the absence or disability of the Chair, perform the duty and exercises the powers of the Chair, and shall perform such other duties as the Board prescribes.

Section 9. The Secretary shall verify that the Minutes are accurate and approved by the Board. The Secretary shall give, or cause to be given, notice of all special meetings of the Board and shall perform such other duties as may be prescribed by the Board under whose supervision the Secretary shall be.

Section 10. The Treasurer may sign checks that are disbursed by the Board. The Treasurer may be ordered by the Board, at the regular meetings of the Board, or whenever they may require it, to account for all the Treasurer's transactions and of the financial condition of the Board.

Section 11. The Parliamentarian shall assist the Chair with the procedures specified in Article VIII: Parliamentary Authority.

Section 12. Upon appointment, the President & CEO shall oversee and be responsible for the overall management and administration of the organization. The President shall execute bonds, mortgages and other contracts except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board to some other officer or agent of the Board.

Section 13. The Board may require the Chair, Vice Chair, the Secretary, the Treasurer, the Parliamentarian, the President & CEO, Vice Presidents, any other officers or employees, to give the Board bonds on such sums and with such surety or sureties as shall be satisfactory to the Board for the faithful performance of the duties of their office and for the restoration to the Board, in case of death, resignation, retirement or removal from office, of all books, papers,

vouchers, money and other property of whatever kind in their possession or under their control belonging to the Board.

ARTICLE VI

MEETINGS

Section 1. The Board shall meet at least quarterly. Except in the case of emergencies as determined by the Chair, board members shall receive at least 14 days notice prior to regular meetings. Meeting notices shall be posted at the offices of the Board, and may also be posted at other public buildings in the workforce development area. All meetings shall be open to the public, except as closed when the Board determines that an executive session is proper and necessary to discuss an item on the agenda before the Board.

Section 2. The regular meeting in December shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. The Board shall have prepared for each annual meeting a full and clear statement of the business and condition of the Board.

Section 3. Special meetings can be called by the Chair or upon the written request of five members of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 4. A majority of the Board shall constitute a quorum. A quorum will be established on the basis of membership, excluding vacancies.

ARTICLE VII

COMMITTEES

Section 1. An Executive Committee shall be composed of the elected Chair, Vice Chair, Secretary, Treasurer and Parliamentarian; the Immediate Past Chair; and the four appointed standing Committee Chairs. The Chair shall chair the Executive Committee.

Section 2. The Board may form other committees as necessary to carry on the work of the Board. Board committees are established for a specified period of time, which may be extended, by action of the Board. The Chair and Vice Chair jointly appoint the chairs and members of committees. The Chair shall be an ex-officio member of all committees.

Section 3. Committee meetings require a quorum of 51% of committee membership. The attendance by a member of the Executive Committee at a meeting of a standing committee may count toward the fulfillment of the 51% quorum requirement and may vote in that standing committee.

Section 4. Addendum: Standing Committees

EXECUTIVE/FINANCE COMMITTEE

Responsible for overseeing the President & CEO. Responsible for oversight of all Standing Committee recommendations. Considers any and all items that have not been addressed at a Standing Committee yet require full Board Approval, then takes recommendation to the Board

for final approval. May approve items on behalf of the Board when time limitations prohibit full Board approval.

Responsible for evaluating and making financial policies and procedures recommendations to the Board regarding Board and Contractor budgets, audit reports, TWC and fiscal monitoring, expenditure reports, financial reports oversight, and Board expenditure oversight.

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 programs.

PUBLIC RELATIONS

Responsible for the expansion of an awareness/outreach plan to broaden public recognition of programs/services. Oversight of development of the Quarterly Performance Report and Annual Report to use as tools to report to the public the accomplishments of workforce programs/services.

WORKFORCE SERVICES

Responsible for monitoring all issues associated with the delivery of programs through the business and career centers and the quality of those services and services to persons with disabilities. Review issues associated with all workforce programs and make recommendations to the Board. Responsible for planning of facilities and physical locations of the centers and Board offices. Responsible for reviewing all issues associated with coordinating secondary and post-secondary education programs with the workforce training programs. Review issues associated with alternative learning programs, and review the quality issues of all these programs.

Agenda topics may include, but are not limited to: Core and Intensive Workforce Employment and Training Services and performance; Services to Persons with Disabilities; Business Services activities and performance.

YOUTH SERVICES

Responsible for monitoring all issues associated with the delivery of youth programs through the business and career centers and the quality of those services and services to the youth. Review issues associated with youth programs and services and make recommendations to the Board. Responsible for reviewing all issues associated with youth programs and services with the workforce training programs. Review issues associated with alternative learning programs, and review the quality issues of all these programs.

ARTICLE VIII **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not

inconsistent with these Bylaws and any special rules of order the Board may adopt.

ARTICLE IX
AMENDMENTS OF BYLAWS

These Bylaws can be amended by a two-thirds vote of members present, provided that the amendment has been submitted in writing and included as an agenda item at a regularly scheduled Board meeting.

ARTICLE X
FISCAL PROVISIONS

Section 1. The Board shall have prepared for each annual meeting a full and clear statement of the business and condition of the Board.

Section 2. Any checks or demands for money and notes of the Board over \$50,000 shall be signed by any two of the following: the Chair, the Vice Chair, the President & CEO, the Treasurer, the Secretary, the Parliamentarian, or such other person or persons as the Board may from time to time designate. All checks or demands for money and notes of the Board \$50,000 or less may be signed by the President, Vice President, or an officer of the Board.

Section 3. The Board shall indemnify and hold harmless the directors, officers, and employees of the Board from any damages arising from actions taken in their official capacity to the fullest extent allowed by the non-profit corporation laws of the State of Texas. Any director, officer, or employee of the Board seeking indemnification under this section shall notify the Board in writing promptly after any incident or situation giving rise to the need for indemnification and provide such information as may be reasonably required by the Board in valuation of such claim. In no event shall the Board be liable for attorney's fee or expert witness or investigation fees incurred by a covered director, officer or employee without the Board's prior written approval.

Section 4. Upon discontinuance of the organization the organization's assets are to be transferred to the State of Texas or to an educational, religious, charitable or other similar organization that is qualified for exemption under Sec. 501 (c) (3), Internal Revenue Code, as amended.

The above is a true and correct copy of the Bylaws of the Coastal Bend Workforce Development Board, as amended and adopted by the Board on November 16, 2023. The adopted amendments to these bylaws become effective upon approval of the Board of Directors.



Raynaldo De Los Santos, Jr., Board Chair

11/16/2023

Date



2025 Committee Structure

<i>Executive/Finance</i>		<i>Child Care Services</i>	<i>Youth Services</i>	<i>Workforce Services</i>	<i>Public Relations</i>
<i>Chair</i>	Raynaldo De Los Santos, Jr.	Victor M. Gonzalez, Jr.	Liza Wisner	Dr. Leonard Rivera	C. Michelle Unda
<i>Vice-Chair</i>			Dr. Sandra Clement	Randy Seitz	Omar Lopez
<i>Secretary</i>	Marcia Keener	Cynthia Alegria	Michelle Flower	Lance Brown	Hector Bernal
<i>Treasurer</i>	Travis Nelson	Andrea Chavez	Michelle Lozano	Jose R. "Joey" Garcia III	Jason Bevan
<i>Parliamentarian</i>	John Owen	Dr. Criselda Leal		Jesse Gatewood	Karl Hattman
<i>Past Chair</i>	Gloria Perez	Michelle Tobar			Susan Temple
<i>Child Care Services Chair</i>	Victor M. Gonzalez, Jr.	Catrina Wilson			
<i>Youth Services Chair</i>	Liza Wisner				
<i>Workforce Services Chair</i>	Dr. Leonard Rivera				
<i>Public Relations Chair</i>	C. Michelle Unda				

September 19, 2025



2024 Committee Structure

<i>Executive/Finance</i>		<i>Child Care Services</i>	<i>Youth Services</i>	<i>Workforce Services</i>	<i>Public Relations</i>
<i>Chair</i>	Raynaldo De Los Santos, Jr.	Marcia Keener	Liza Wisner	Manny Salazar	C. Michelle Unda
<i>Vice-Chair</i>	Sandra Julia Bowen	Dr. Justin Hoggard	Omar Lopez	Travis Nelson	Carlos Ramirez
<i>Secretary</i>	Jesse Gatewood	Andrea Chavez	Dr. Leslie Faught	Lance Brown	Hector Bernal
<i>Treasurer</i>	John Owen	Dr. Criselda Leal	Michelle Flower	Randy Giesler	Jason Bevan
<i>Parliamentarian</i>	Victor M. Gonzalez, Jr.	Michelle Lozano	Jose R. "Joey" Garcia III	Dr. Leonard Rivera	Susan Temple
<i>Past Chair</i>	Gloria Perez	Michelle Tobar	Ofelia Hunter	Randy Seitz	
<i>Child Care Services Chair</i>	Marcia Keener	Catrina Wilson			
<i>Youth Services Chair</i>	Liza Wisner				
<i>Workforce Services Chair</i>	Manny Salazar				
<i>Public Relations Chair</i>	C. Michelle Unda				

2023 Committee Structure

<i>Executive/Finance</i>		<i>Child Care Services</i>	<i>Ad Hoc Youth</i>	<i>Workforce Services</i>	<i>Public Relations</i>
<i>Chair</i>	Raynaldo De Los Santos, Jr.	Marcia Keener	Liza Wisner	Manny Salazar	C. Michelle Unda
<i>Vice-Chair</i>	Sandra Julia Bowen	Catrina Wilson	Omar Lopez	Randy Giesler	Carlos Ramirez
<i>Secretary</i>	Jesse Gatewood	Dr. Justin Hoggard	Ofelia Hunter	Michelle Lozano	Susan Temple
<i>Treasurer</i>	John Owen	Andrea Chavez	Michelle Flower	Travis Nelson	Tracy Florence
<i>Parliamentarian</i>	Victor M. Gonzalez, Jr.		Dr. Leslie Faight	Dr. Criselda Leal	Eric Evans
<i>Past Chair</i>	Gloria Perez		Jose R. “Joey” Garcia III	Dr. Leonard Rivera	
<i>Child Care Services Chair</i>	Marcia Keener		Dr. Kimberley D. James	Brittany Sotelo	
<i>Ad Hoc Youth Chair</i>	Liza Wisner				
<i>Workforce Services Chair</i>	Manny Salazar				
<i>Public Relations Chair</i>	C. Michelle Unda				

Workforce Solutions of the Coastal Bend
Board Meeting Attendance Record
January - December 2025

	Board Member	Representing	26-Feb	21-May	11-Jul	24-Sep	10-Dec	Attendance Rate
1	Alegria, Cynthia	Brooks	1	E0	E0	1		40%
2	Bernal, Hector	City of CC	1	E0	E0	1		40%
3	Bevan, Jason	Nueces	1	1	1	1		80%
4	Brown, Lance	San Patricio	E0	1	E0	1		40%
5	Cavazos, Michelle	San Patricio				1		50%
6	Chavez, Andrea	City of CC	1	1	1	1		80%
7	Clement, Sandra	City of CC	E0	1	1	1		60%
8	De Los Santos, Jr. Raynaldo	Refugio	1	1	1	1		80%
9	Esquivel, Christina	Kleberg				E0		0%
10	Flower, Michelle	City of CC	1	1	1	1		80%
11	Garcia III, Jose R. "Joey"	Duval	1	1	E0	1		60%
12	Gatewood, Jesse	Nueces	1	E0	1	1		60%
13	Gonzalez, Jr., Victor M.	City of CC	1	1	1	1		80%
14	Hattman, Karl	Aransas	1	1	1	1		80%
15	Hoffman, Jenna	Jim Wells				1		50%
16	Huff, Jim	Live Oak				E0		0%
17	Irizarry, David	City of CC				E0		0%
18	Keener, Marcia	San Patricio	1	1	1	1		80%
19	Leal, Criselda	City of CC	1	1	1	1		80%
20	Lopez, Omar	City of CC	E0	E0	1	1		40%
21	Lozano, Michelle	Nueces	1	E0	E0	1		40%
22	Nelson, Travis	City of CC	1	1	1	1		80%
23	Owen, John	City of CC	1	E0	1	1		60%
24	Perez, Gloria	City of CC	1	1	E0	1		60%
25	Perez III, J.C.	Jim Wells				1		50%
26	Rivera, Leonard	City of CC	1	1	1	1		80%
27	Seitz, Randy	Bee	E0	1	1	1		60%
28	Suarez, Zachary Z.	Bee				1		50%
29	Temple, Susan	San Patricio	E0	1	E0	1		40%
30	Tobar, Michelle	Nueces	E0	1	1	E0		40%
31	Unda, C. Michelle	City of CC	1	1	1	1		80%
32	West, Jeffrey R.	Kleberg				1		50%
33	Wilson, Catrina	City of CC	E0	1	1	1		60%
34	Wisner, Liza	City of CC	1	1	E0	1		60%

**Workforce Solutions Coastal Bend
Committee Meeting Attendance Record
January - December 2025**

Child Care Services							
Board Member	Representing	11-Feb	6-May		9-Sep		Attendance Rate
Gonzalez, Jr., Victor M. (C)	City of CC	1	1		1		100%
Alegria, Cynthia	Brooks	E0	E0		0		0%
Chavez, Andrea	TWC/City of CC	1	1		0		67%
Leal, Criselda	City of CC	1	1		1		100%
Tobar, Michelle	Nueces	1	1		1		100%
Wilson, Catrina	City of CC	E0	1		1		67%

Youth Services							
Board Member	Representing	12-Feb	7-May		10-Sep		Attendance Rate
Wisner, Liza (C)	City of CC	1	1		1		100%
Clement, Sandra (VC)	City of CC	1	1		E0		67%
Flower, Michelle	City of CC	1	1		E0		67%
Lozano, Michelle	Nueces	E0	E0		1		33%

Workforce Services							
Board Member	Representing	13-Feb	8-May		11-Sep		Attendance Rate
Rivera, Leonard (C)	City of CC	1	1		1		100%
Seitz, Randy (VC)	Bee	1	1		E0		67%
Brown, Lance	San Patricio	1	E0		1		67%
Garcia III, Jose R. "Joey"	Duval	1	1		1		100%
Gatewood, Jesse	Nueces	1	E0		1		67%

Public Relations							
Board Member	Representing	13-Feb	8-May		11-Sep		Attendance Rate
Unda, C. Michelle (C)	City of CC	E0	1		1		67%
Lopez, Omar (VC)	City of CC	E0	E0		1		33%
Bernal, Hector	City of CC	1	E0		1		67%
Bevan, Jason	Nueces	1	E0		1		67%
Hattman, Karl	Aransas	E0	1		1		67%
Temple, Susan	San Patricio	E0	E0		1		33%

Executive/Finance							
Board Member	Representing	19-Feb	14-May	11-Jul	17-Sep	19-Nov	Attendance Rate
De Los Santos, Jr., Raynaldo (C)	Refugio	1	E0	1	E0	1	60%
Keener, Marcia	San Patricio	1	1	1	1	1	100%
Nelson, Travis	City of CC	1	1	1	1	1	100%
Owen, John	City of CC	E0	1	1	1	1	80%
Perez, Gloria	City of CC	1	1	1	1	1	100%
Gonzalez, Jr. Victor M. (VC)	City of CC	1	1	1	1	1	100%
Wisner, Liza	City of CC	1	1	E0	1	1	80%
Rivera, Leonard	City of CC	E0	E0	1	1	1	60%
Unda, C. Michelle	City of CC	1	1	1	1	1	100%



2026 SLATE OF OFFICERS & VOTING BALLOT
December 11, 2025

		(✓ one)
Chair		
Vice Chair		
Secretary		
Treasurer		
Parliamentarian		

Signature:

Date: _____

*Nominations can be made from the floor at the Annual Board Meeting.

DISCUSSION AND POSSIBLE ACTION

VI - 5. Process for Ballot Count and Announcement of Officers

BACKGROUND INFORMATION

At the Annual Board of Directors meeting, the Chair of the Ad Hoc Nominating Committee announces the slate of officers; takes nominations from the floor; and initiates the balloting process. Typically, legal counsel has been present at the annual meeting to oversee the process of counting ballots and announcing the officers.

RECOMMENDATION

The Ad Hoc Nominating Committee discuss and take appropriate action on the process at the annual meeting to announce the slate of officers; accept floor nominations; conduct balloting; count ballots; and announce the officers for 2026.

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.