



# Board of Directors Meeting

**February 25, 2026**  
**3:00 pm**

**Bayview Tower**  
**400 Mann Street, Suite 800**  
**Bayview Large Conference Room**  
**Corpus Christi, TX**

Join Zoom Meeting

<https://us02web.zoom.us/j/6023106124?pwd=LGkM5d67Dtb6LmUIVkd2iPYqMpA2DX.1&omn=88429810795>

Toll Free Dial-In

888 475 4499 US Toll-free

Meeting ID: 602 310 6124

Passcode: 205402

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

## Strategic Goals

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

## Mission Statement

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

## Value Statement

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

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

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

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

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

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

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

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

## Disclosure and Declaration of a Conflict of Interest

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

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

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

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

## Code of Ethics

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

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



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## Board of Directors Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/6023106124?pwd=LGM5d67Dtb6LmUIVkd2iPYqMpA2DX.1&omn=88429810795>

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

Meeting ID: 602 310 6124  
Passcode: 204502

**Wednesday, February 25 2026 – 3:00 pm**

## AGENDA

Page

- 
- I. **Call to Order:** *Gloria Perez, Chair*
  - II. **TOMA Rules:** *Sarahi Vasquez*
  - III. **Roll Call:** *Lance Brown, Secretary*.....6
  - 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 December 11, 2025 Annual Board of Directors Meeting**.....7-9
  - VIII. **Chair Report:** *Gloria Perez*
    - Board Updates, Key Meetings, Items of Interest, and Communication
  - IX. **President/CEO Report:** *Ken Trevino*
    - Business Development, Public Relations and Organizational Update

(cont. page 2)

X.	<b>CFO Report:</b> <i>Shileen Lee</i>	
	• Financials as of 12/31/2025.....	10-13
XI.	<b>Committee Reports</b>	
	* <i>Child Care Services</i>	<i>Marcia Keener, Chair</i> .....14-15
	* <i>Youth Services</i>	<i>Dr. Leonard Rivera, Chair</i> .....16-17
	* <i>Workforce Services</i>	<i>Randy Seitz, Chair</i> .....18-19
	* <i>Public Relations</i>	<i>C. Michelle Unda, Chair</i> .....20-21
XII.	<b>Consent Agenda Action Items:</b> <i>(a note on Consent Agenda items is included at the end of this agenda):</i>	
	1. FY 25-26 Budget Amendment #2.....	22-24
	<i>(Reviewed and Approved for recommendation by Executive/Finance Committee on February 18, 2026)</i>	
	2. To Approve the President/CEO's Execution of a Lease Agreement for Fiscal Year 2025-26.....	25
	<i>(Reviewed and Approved for recommendation by Executive/Finance Committee on February 18, 2025)</i>	
	3. Target Occupation List (TOL) 2025-2026, Board Policy 1.0.110.04- Equal Employment Opportunity, Board Policy 1.0.114.03-Storage and Use of Disability Related Medical Information, Board Policy 4.0.120.06 Limited English Proficiency (LEP), Board Policy 5.0.102.03- Equal Opportunity- Accessibility Monitoring.....	26-40
	<i>(Reviewed and Approved for recommendation by Workforce Services Committee on February 12, 2026)</i>	
XIII.	<b>Information Only:</b>	
	1. Monitoring Report: <i>Robert Gonzales</i> .....	41-42
	2. Facilities & IT Updates: <i>Shileen Lee</i> .....	43
	3. Update on Procurements & Contracts: <i>Shileen Lee</i> .....	44-51
	4. Performance Measure Update: <i>Alba Silvas</i> .....	52-53
XIV.	<b>Adjournment</b>	

**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.

# Workforce Solutions Board of Directors

## Roll Call Roster

February 25, 2026

(16 = Quorum)

- \_\_\_\_\_ Perez, Gloria, **Chair**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Bevan, Jason; Private Sector – Nueces County
- \_\_\_\_\_ Brown, Lance, **Secretary**; Private Sector – San Patricio County
- \_\_\_\_\_ Chavez, Andrea; Public Employment Service – TWC/City of Corpus Christi
- \_\_\_\_\_ Clement, Sandra; Public Assistance – City of Corpus Christi
- \_\_\_\_\_ Flower, Michelle; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Cavazos, Michelle Dr.; Education – San Patricio County
- \_\_\_\_\_ Garcia III, Jose R. “Joey”; Private Sector – Duval County
- \_\_\_\_\_ Gatewood, Jesse, Organized Labor – Nueces County
- \_\_\_\_\_ Gonzalez, Jr., Victor M., **Parliamentarian**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Hattman, Karl; Private Sector – Aransas County
- \_\_\_\_\_ Keener, Marcia; CBO – San Patricio County
- \_\_\_\_\_ Leal, Criselda Dr.; Literacy Council – City of Corpus Christi
- \_\_\_\_\_ Lopez, Omar; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Lozano, Michelle; Private Sector – Nueces County
- \_\_\_\_\_ Nelson, Travis; **Treasurer**; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Owen, John W, Vocational Rehabilitation Agency – City of Corpus Christi
- \_\_\_\_\_ De Los Santos, Jr., Raynaldo, **Immediate Past Chair**; Private Sector –Refugio County
- \_\_\_\_\_ Huff, Jim Judge; **Vice Chair**; Private Sector – Live Oak County
- \_\_\_\_\_ Rivera, Leonard Dr.; Post-Secondary Education – City of Corpus Christi
- \_\_\_\_\_ Seitz, Randy; CBO – Bee County
- \_\_\_\_\_ Jeffrey West; CBO – Kleberg County
- \_\_\_\_\_ Temple, Susan; Private Sector – San Patricio County
- \_\_\_\_\_ Tobar, Michelle; Child Care Workforce – Nueces County
- \_\_\_\_\_ Unda, C. Michelle; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Wilson, Catrina; CBO – City of Corpus Christi
- \_\_\_\_\_ Wisner, Liza; Private Sector – City of Corpus Christi
- \_\_\_\_\_ Alegria, Cynthia; Private Sector – Brooks County
- \_\_\_\_\_ Esquivel, Christina; Private Sector – Kleberg County
- \_\_\_\_\_ Irizarry, David; Private Sector – City of Corpus Christi
- \_\_\_\_\_ J.C. Perez, III; CBO/OL – Jim Wells County
- \_\_\_\_\_ Dr. Zachary Z. Suarez; Adult Basic & Cont. Education – Bee County

\_\_\_\_\_  
Signed

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

**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/84273303067?pwd=GQ079bYBipflj954e1kqbqapMoFYnc.1>

**Toll-Free Call In**

888 475 4499 US Toll-free

**Meeting ID:** 842 7330 3067

**Passcode:** 529333

**Thursday, December 11, 2025 - 3:00 pm**

**Board Members**

**Present**

Raynaldo De Los Santos, Jr., <b>Chair</b> ; private sector – Refugio County	Criselda Leal; literacy council – City of CC
Cynthia Alegria; private sector – Brooks County	Omar Lopez; private sector – City of CC
Hector Bernal; private sector – City of CC	Travis Nelson, <b>Treasurer</b> ; private sector – City of CC
Jason Bevan; private sector – Nueces County	John Owen, <b>Parliamentarian</b> ; vocational rehab. – City of CC
Lance Brown; private sector – San Patricio County	Gloria Perez, <b>Past Chair</b> ; private sector – City of CC
Michelle Cavazos; education – San Patricio County	J.C. Perez III; CBO/OL – Jim Wells County
Andrea Chavez; public employment serv – City of CC	Leonard Rivera; post-secondary ed – City of Corpus
Sandra Clement; public assistance – City of CC	Randy Seitz; CBO – Bee County
Jose R. "Joey" Garcia III; private sector – Duval County	Zachary Z. Suarez; adult basic & cont. ed – Bee County
Jesse Gatewood; organized labor – Nueces County	Susan Temple; private sector – San Patricio County
Victor M. Gonzalez, Jr.; ps – City of CC	C. Michelle Unda; private sector – City of CC
Karl Hattman; private sector – Aransas County	Jeffrey R. West; private sector – City of CC
Jenna Hoffman; private sector – Jim Wells County	Catrina Wilson; CBO – City of CC
Marcia Keener, <b>Secretary</b> ; CBO – San Patricio County	Liza Wisner; private sector – City of CC

**Absent**

Christina Esquivel; private sector – Kleberg County	David Irizarry; private sector – City of CC
Michelle Flower; private sector – City of Corpus Christi	Michelle Lozano; private sector – Nueces County
Jim Huff; private sector – Live Oak County	Michelle Tobar; child care workforce – Nueces County

**Vacancies**

Private Sector – Kenedy County

**Others Present**

Ken Trevino, WS President/CEO	Ismael Martinez, Martinez, Rosario & Company, LLP
Alba Silvas, WS Chief Operating Officer	Chakib Chehadi, C2GPS, LLC
Shileen Lee, WS Chief Financial Officer	Geri Escobar, C2GPS, LLC
Janet Neely, WS Executive Assistant	Robert Reyna, C2GPS, LLC
Allyson Riojas, WS Contract Manager	Sandy Anderson, BakerRipley
Zachary James, WS IT Coordinator	Kenia Dimas, BakerRipley
Nelda Rios, WS Contracts & Procurement Specialist	Monica Sorimon, BakerRipley
Xena Mercado, WS Communications Manager	James Wilson, Texas Veterans Commission
Christina Gonzalez, WS Dir. of Strategic Planning & Partnerships	Prisilla Cope, Alice, Texas
Lucinda Garcia, Legal Counsel	Belinda Silva, Alice, Texas

**I. Call to Order**

Mr. Gonzales called the meeting to order at 3:03 pm.

**II. TOMA Rules**

Ms. Neely provided information on the Texas Open Meetings Act (TOMA) Rules.

**III. Roll Call**

The roll was called by Ms. Keener 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.

**VI. Board Comments**

Ms. Perez made a board comment to recognize Jim Wells County Representative, Mr. J.C. Perez III's dedication to being here today on his birthday. Ms. Perez stated she was asked to chair this meeting as well today.

**VII. Discussion and Possible Action on Minutes of the September 24, 2025 Board of Directors Meeting**

Mr. Owen has moved to approve the minutes of the September 24, 2025 Board of Directors Meeting. The motion was seconded by Mr. West and passed.

**VIII. CEO Council Report:**

Judge Morrill presented his CEO Council Report.

Judge Morrill III stated that the CEO Council met four times in 2025. with a quorum and conducted the business of concurring contracts over \$50,000, approved by the Board of Directors. He explained 11 county judges and Mayor Guajardo received monthly labor market intelligence reports for the region and individual counties. He stated the CEO Council has appointed our Board of Directors, and that currently 34 of 35 director positions are filled, with Kennedy County still needing an appointment. He stated that they remain in compliance with the State of Texas board governance. He spoke on received performance measure updates tied to funding streams on a regular basis, as well as procurement and financial updates. Judge Morrill III stated he received a clean audit report from their independent auditor, ABIPPC. He stated the next CEO Council meeting will be in February 2026. Judge Morrill also added that on a personal note, he'd like to share and thank this board for all the hard work that they do on a day-to-day basis, thanking the executive team led by Mr. Trevino. Judge Morrill III stated The Workforce Solutions at the Coastal Bend is a prominent regional entity across the state and is incredibly proud to be a part of the success that they see. Judge Morrill III emphasized the values that Workforce Coastal Bend provides to the local communities, as the community is challenged in trying to find adequate employment opportunities for their respective constituents.

**IX. Chair Report:**

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

Mr. Gonzales presented Board Updates, Key Meetings, Items of Interest, and Communication.

Mr. Gonzales recognized our CEO Council and Board of Directors. He thanked everyone for their dedication, hard work, and support recognized throughout the year. He also recognized the service providers, Baker Ripley, Kenya Dimas, C2 Global Professional Service, and team. He recognized the board professionals for an outstanding service and doing a tremendous job. He asked the board staff to please stand up to be recognized. He welcomed new Board Members such as Judge Ray Garza, Judge Scott, Judge Huff and Judge Morrill. He stated there were eight new board members.

**X. Discussion and Possible Action to Approve FY25-26 Budget Amendment #1**

*(Reviewed and approved for recommendation by Executive/Finance Committee on November 19, 2025)*

Ms. Lee presented the July Financial Report (included on pages 11-13 of the December 11 agenda packet). The chair made a motion to approve the budget. Dr. Rivera seconded the motion and it was passed.

**XI. Committee Reports**

*Child Care Services*

Mr. Gonzalez provided a report on the September 9, 2025 Child Care Services Committee (included on page 14 of the December 11 agenda packet).

*Youth Services*

Ms. Wisner provided a report on the September 10, 2025 Youth Services Committee (included on page 15 of the December 11 agenda packet).

*Workforce Services*

Dr. Rivera provided a report on the September 11, 2025 Workforce Services Committee (included on page 16 of the December 11 agenda packet).

*Public Relations*

Ms. Unda provided a report on the September 11, 2025 Public Relations Committee (included on page 17 of the December 11 agenda packet).

*Executive Finance*

Mr. Nelson provided a report on the September 17, 2025 Public Relations Committee (included on page 18 of the December 11 agenda packet).

*Ad-Hoc Administration*

Ms. Owen provided a report on the November 21, 2025 Ad-Hoc Administration Committee (included on page 19 of the December 11 agenda packet).

**XII. President/CEO Report:**

*Annual Update*

Mr. Trevino provided an Annual update on Performance Status, Mission Moments, and collaborations with the local community and how it aligns with our overall strategic partnership goals.

**XIII. Discussion and Possible Action on Nomination and Election of Officers for 2026:**

Ms. Garcia presented the following slate of nominations to The Board of Directors for officer election for 2026:

- Ms. Gloria Perez, Chair
- Judge Jim Huff, The Vice Chair
- Lance Brown, Secretary
- Travis Nelson, Treasurer,
- Victor M. Gonzalez, Jr., Parliamentarian

Jesse Gatewood moved to approve the nominations. Mr. Gonzalez seconded the motion, and was passed. Mr. Gonzalez congratulated the new officers.

**XIV. Adjournment**

The meeting adjourned at 4:43 pm.

## **CFO REPORT – BOARD OF DIRECTORS**

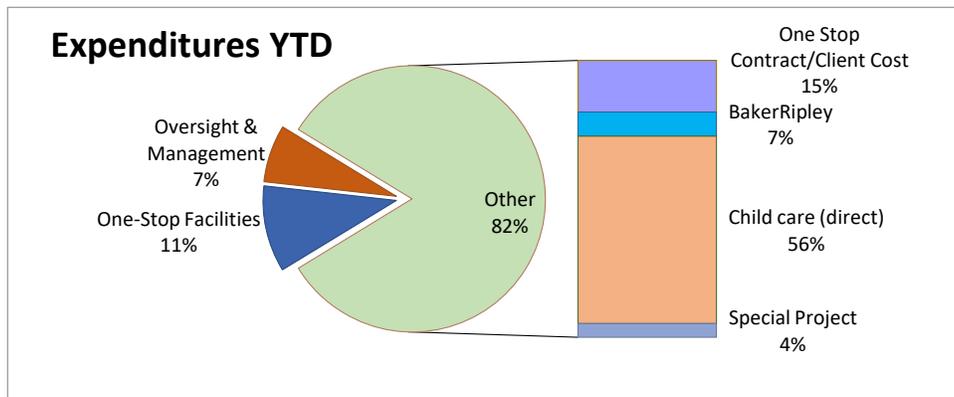
X. Financials as of 12/31/2025

### **BACKGROUND INFORMATION**

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

**WORKFORCE SOLUTIONS COASTAL BEND**  
**STATEMENT OF ACTIVITIES**  
For the Month Ending  
December 31, 2025

	FY2025-6 Amended Budget	YTD	% Expended
<b>REVENUES</b>			
Grant revenue - federal	43,499,665	10,201,968	23%
Grant revenue - Non federal	30,000	3,994	
	<b>43,529,665</b>	<b>10,205,963</b>	<b>23%</b>
<b>EXPENSES</b>			
<b>Oversight &amp; Management</b>			
Salaries and benefits	2,201,758	557,610	25%
Facilities and related expense	326,600	69,725	21%
Furniture, equipment, & software	75,000	30,585	41%
General administrative expense	123,000	28,144	23%
Communication expense	55,000	12,542	23%
Professional fees and services	275,000	6,004	2%
Staff development expense	40,000	1,278	3%
Travel expense	80,000	2,731	3%
<b>Total Oversight &amp; Management Expense</b>	<b>3,176,358</b>	<b>708,618</b>	<b>22%</b>
<b>One Stop Operations</b>			
Facilities and related expense	1,545,000	905,255	59%
Furniture, equipment, & software	360,000	95,355	26%
General administrative expense	266,500	27,928	10%
Communication expense	170,000	40,205	24%
<b>Total One Stop Operations</b>	<b>2,341,500</b>	<b>1,068,743</b>	<b>46%</b>
<b>Contracted services</b>	<b>38,186,807</b>	<b>8,428,602</b>	<b>22%</b>
<b>Total expense</b>	<b>43,704,665</b>	<b>10,205,963</b>	<b>23%</b>



Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	% Expended	TWC % Target
<b>Expires 02/28/2026</b>								
2225REA001	Reemployment Services and Eligibility Assessment	10/1/2024	2/26/2026	\$632,499.00	\$630,347.73	\$2,151.27	100%	NA
<b>Expires 3/31/2026</b>								
2225EXT001	EXT-Externships for Teachers	4/1/2025	3/31/2026	\$178,448.00	\$122,726.34	\$55,721.66	69%	NA
Non TWC	TEA	3/1/2025	3/31/2026	\$237,500.00	\$23,031.84	\$214,468.16	10%	NA
<b>Expires 5/31/2026</b>								
2225WOS001	WOS - Healthcare Internship Fund	6/3/2025	5/31/2026	\$99,438.00	52,464.93	\$46,973.07	53%	NA
2225MTC001	MTC - Military to Civilian Employment	6/3/2025	5/31/2026	\$212,197.00	33,682.52	\$178,514.48	16%	NA
2225TAN002	TANF - Texas Internship Initiative	3/13/2025	5/31/2026	\$100,000.00	32,238.36	\$67,761.64	32%	NA
<b>Expires 6/30/2026</b>								
2225TIP001	WIOS - Texas Partnership Initiative	3/27/2025	6/30/2026	\$134,072.00	\$104,349.50	\$29,722.50	78%	NA
Non TWC	TIP-Kingsville Chamber	3/27/2025	6/30/2026	\$134,072.00	\$104,349.50	\$29,722.50	78%	NA
2224WOA001	WIOA - FY24 Adult Allocation (Oct)	7/1/2024	6/30/2026	\$1,671,987.00	\$1,667,667.32	\$4,319.68	100%	100%
2224WOA001	WIOA - PY24 Adult Allocation (July)	7/1/2024	6/30/2026	\$503,052.00	\$503,052.00	\$0.00	100%	100%
2224WOD001	WIOA - FY24 Dislocated Worker Allocation (Oct)	7/1/2024	6/30/2026	\$1,043,136.00	\$970,879.89	\$72,256.11	95%	100%
2224WOD001	WIOA - PY24 Dislocated Worker Allocation (July)	7/1/2024	6/30/2026	\$340,594.00	\$340,594.00	\$0.00	95%	100%
2224WOY001	WIOA - PY24 Youth Allocation	7/1/2024	6/30/2026	\$2,357,433.00	\$2,357,433.00	\$0.00	98%	100%
2225WOR001	WIOA - PY25 Rapid Response	7/1/2025	6/30/2026	\$21,991.00	\$123.03	\$21,867.97	1%	NA
<b>Expires 9/30/2026</b>								
2226NCP001	Noncustodial Parent Choices Program	9/1/2025	9/30/2026	\$292,402.00	\$110,162.22	\$182,239.78	38%	31%
2226REA001	Reemployment Services and Eligibility Assessment	10/1/2025	9/30/2026	\$605,668.00	\$113,444.08	\$492,223.92	19%	25%
2226SDR001	SNAP E&T TPR Contracts	10/1/2025	9/30/2026	\$33,000.00	\$0.00	\$33,000.00	0%	NA
2226SNE001	SNAP E&T	10/1/2025	9/30/2026	\$374,349.00	\$111,184.00	\$263,165.00	30%	25%
2226TRA001	Trade Act Services for Dislocated Workers	10/1/2025	9/30/2026	\$0.00	\$0.00	\$0.00	0%	NA
2226WCI001	WCI - Workforce Commission Initiatives	10/1/2025	9/30/2026	\$57,291.00	\$10,915.06	\$46,375.94	19%	NA
<b>Expires 10/31/2026</b>								
Non TWC	VR Colocation-Recurring	9/1/2025	10/31/2026	\$56,769.73	\$7,935.33	\$48,834.40	14%	NA
Non TWC	VR Colocation-One Time	9/1/2025	10/31/2026	\$286,636.37	\$107,345.41	\$179,290.96	37%	NA
Non TWC	Student Hireability	9/1/2025	10/31/2026	\$113,000.00	\$27,400.56	\$85,599.44	24%	NA
2226CCQ001	Child Care- CCQ	10/1/2025	10/31/2026	\$1,402,078.00	\$110,390.13	\$1,291,687.87	8%	NA
2226CQF001	Child Care- CQF	10/1/2025	10/31/2026	\$1,285,724.00	\$86,062.00	\$1,199,662.00	7%	NA
2226TAF001	TANF Choice	10/1/2025	10/31/2026	\$2,811,446.00	\$537,999.51	\$2,273,446.49	19%	19%
<b>Expires 12/31/2026</b>								
2226CCF001	Child Care - CCF	8/1/2025	12/31/2026	\$29,735,129.00	\$1,741,489.23	\$27,993,639.77	6%	31%
2226CCP001	Child Care - DFPS	9/1/2025	12/31/2026	\$1,131,248.00	\$113,507.72	\$1,017,740.28	10%	23%
2226WPA001	Wagner-Peyser Employment Services	10/1/2025	12/31/2026	\$13,416.00	\$3,948.75	\$9,467.25	29%	NA
<b>Expires 3/30/2027</b>								
2225ATG0012	Apprenticeship Texas Expansion Grant	9/30/2025	3/30/2027	\$99,000.00	\$0.00	\$99,000.00	0%	NA
<b>Expires 6/30/2027</b>								
2225WOA001	WIOA - FY26 Adult Allocation (Oct)	7/1/2025	6/30/2027	\$1,297,401.00	\$243,266.93	\$1,054,134.07	19%	20%
2225WOA001	WIOA - PY25 Adult Allocation (July)	7/1/2025	6/30/2027	\$547,378.00	\$340,465.15	\$206,912.85	62%	40%
2225WOD001	WIOA - FY26 Dislocated Worker Allocation (Oct)	7/1/2025	6/30/2027	\$820,755.00	\$72,700.35	\$748,054.65	9%	20%
2225WOD001	WIOA - PY25 Dislocated Worker Allocation (July)	7/1/2025	6/30/2027	\$363,369.00	\$158,281.74	\$205,087.26	44%	40%
2225WOY001	WIOA - PY25 Youth Allocation	7/1/2025	6/30/2027	\$1,981,620.00	\$1,281,505.31	\$700,114.69	65%	40%
Non TWC	TESLA	NA	NA	\$5,000.00	\$2,037.96	\$2,962.04	41%	NA
Non TWC	Port of Corpus Christi	NA	NA	\$47,000.00	\$25,330.64	\$21,669.36	1%	NA
				<b>\$51,026,099.10</b>	<b>\$12,148,312.04</b>	<b>\$38,877,787.06</b>		

**WORKFORCE SOLUTIONS COASTAL BEND  
BALANCE SHEET**

For the Month Ending  
December 31, 2025

**ASSETS**

Current Assets

Cash & Cash Equivalents	\$	349,860
Money Market Account	\$	727,914
Due from TWC		402,232
Accounts Receivable		6,483
Prepaid Expense		169,740
Other Assets		68,518
<b>Total Current Assets</b>	<b>\$</b>	<b>1,724,746</b>

Fixed Assets

Building Improvements	\$	1,864,883
Furniture and Equipment		601,023
Right to use		4,641,174
Less Accumulated Depreciation		(3,028,351)
<b>Net Fixed Assets</b>	<b>\$</b>	<b>4,078,729</b>

**Total Assets** **\$ 5,803,476**

**LIABILITIES**

Current Liabilities

Accounts Payable	\$	1,422,956
Accrued Expense		216,790
Accrued Vacation		73,255
Lease Liability		579,247
<b>Total Current Liabilities</b>	<b>\$</b>	<b>2,292,249</b>

**NONCURRENT LIABILITIES**

Lease Liability	\$	3,046,091
<b>Total Liabilities</b>	<b>\$</b>	<b>5,338,340</b>

**NET ASSETS**

Unrestricted-Non-Federal Fund	\$	552,675
Temporarily Restricted-Ticket to Work/Other		(540,930)
Investment in Fixed Assets		453,391
<b>Total Net Assets</b>	<b>\$</b>	<b>465,136</b>

**Total Liabilities and Net Assets** **\$ 5,803,475**

## COMMITTEE REPORT

### XI-1. Child Care Services

**Committee:** Child Care Services

Marcia Keener, Chair

Dr. Michelle Cavazos

Cythia Alegria

Dr. Criselda Leal

Dr. Zachary Suarez

Michelle Tobar

Date of Committee Meeting: February 10, 2026

The Committee did have a quorum.

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

- Approved Child Care Services Committee meeting minutes from September 9, 2025.
- Reviewed Committee Charter, Initiatives and Strategic Board Goals for BCY 2026.

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

- Child Care Services Update:  
TWC: Governor Abbot Directs Investigations into Potential Child Care Funding Fraud in Texas due to fraud in Minnesota.
  - Governor directs TWC to work with HHSC to implement anti-fraud measures and launch investigations into potential fraud.
  - “Defend the Spend” process where additional information may be requested before releasing funds.
- Performance Update:  
Early Access to BCY 2026 Funding Update
  - Ms. Shileen Lee provided information regarding the need to request funding from BCY 2026 to help support higher than usual enrollments in BCY205. Updates were provided on the current CAP.
- Performance Update:  
BCY 2026 First Quarter Performance:
  - WFSCBs performance measure affordable target -3080 average number of children served per day.
  - Enrollment places our performance at 96.4%
- Operations & Management  
Child Care Services:
  - Ms. Kenia Dimas provided a summary of operations and management of Child Care Services and Community Impact activities.

- Child Care Quality Services
  - Texas Rising Star (TRS): program update Board staff provided an update on the TRS program 172 providers are receiving mentoring services.
  - CCQ Initiatives: Board staff provided an update on events, purchases and professional development done in the first quarter.
  - Child Care Advisory Council: Mr. Javier Pina provided information on WDLetter 19-23 requiring the formation of the council and gave information on the first meeting that was held October 22,2025

Detailed information can be found in Workforce Services Committee Packet e-mailed by Ms. Sarahi Vasquez on February 11, 2026, and available via our webpage at [www.wfscb.com](http://www.wfscb.com). The packet contains detailed narratives and provides further explanation of all matters discussed and presented by the committee.

The Committee took the following actions:

1. Approved the minutes of the September 9,2026 Child Care Services Committee meeting.

Meeting adjourned at 4:02pm.

## COMMITTEE REPORT

### XI-2. Youth Services

**Committee:** Youth Services  
Dr. Leonard Rivera, Chair  
Dr. Sandra Clement, Vice-Chair  
Michelle Flower  
Jenna Hoffman  
Michelle Lozano  
Liza Wisner

**Date of Committee meeting:** February 17<sup>th</sup>, 2026

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 10<sup>th</sup>, 2025.
- Reviewed the Youth Services Committee charter.
- Reviewed 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- Ms. Catherine Cole and Ms. Monica Cisneros provided an update to WIOA outreach, engagement, and events.
- Performance Updates- Ms. Catherine Cole and Ms. Monica Cisneros provided an overview of caseloads and the latest November MPR release.

Services to Special Community Populations:

- Student HireAbility Navigator- Ms. Catherine Cole provided updates to activities serving students with disabilities.
- Foster Youth- 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, the Emerging Professionals Internship Program.
- Tri-Agency Regional Convener Grant- Ms. Catherine Cole provided an update to activities and deliverables for the grant.
- Career and Education Outreach Program (CEOP)- Mr. Luis Rodriguez gave a program update to the Career and Education Outreach Program on school engagements, activities, and VR sessions.

Celebrating Participant Success:

- Ms. Catherine Cole provided information regarding Ms. Lauryn Flores career success in participating in SEAL and the WIOA Youth Program.

Detailed information can be found in the Youth Services Committee Packet, e-mailed to Board of Directors, by Ms. Sarahi Vasquez on Tuesday, February 10<sup>th</sup>, 2026.

Meeting adjourned, meeting scheduled to take place February 17<sup>th</sup> 2026.

## COMMITTEE REPORT

### XI-3. Workforce Services

#### Committee: Workforce Services

Randy Seitz, Chair

Jeffery West, Vice Chair

Andrea Chavez

Jose R. "Joey" Garcia, III.

Jesse Gatewood

J.C. Perez, III

Catrina Wilson

**Date of Committee:** February 12, 2026

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 11, 2025.
- Reviewed Committee Charter, Initiatives and Strategic Board Goals for BCY2026.
- Approved for recommendation: Target Occupation List(TOL) 2025-2026, Board Policy 1.0.110.04- Equal Employment Opportunity, Board Policy 1.0.114.03-Storage and Use of Disability Related Medical Information, Board Policy 4.0.120.06- Limited English Proficiency(LEP), Board Policy 5.0.102.03-Equal Opportunity-Accessibility Monitoring.

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

- Services To Workers-
  - Policy Review Schedule- Updated four(4) Policies.
  - Program Updates- updates on programs, wrapped-up for Q1(oct-dec 2025). Operation meetings taking place with C2GPS Regarding the service delivery, quality assurance, fiscal, and business services.
  - An update regarding the staffing, center traffic, unemployment assistance and WIT registration was provided by Board Team.
- Performance Measure Update-
  - The committee was presented with November 2025 Performance report; the latest received from TWC: Exceeding 4 Measures, Meeting 7 Measures and Not Meeting 8 Measures. Board Team provided activities taking place with service provider C2GPS to improve on performance. December 2025 Performance expected in Mid-February 2026.

- Services to Business-
  - C2GPS 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.
- Local Labor Market Information-
  - Board Team provided update on Coastal Bend’s Labor Market and Unemployment Rate at 4.7% for November 2025 and continuing to decrease to 4.4% for December 2025.
- Strategic Planning & Partnerships Update.
- Board Team provided an update on work creating the various dashboards to capture all activities, events, and partnerships to reflect the work contributing towards meeting the 7 Board Strategic Goals.
- Facilities Update-
  - Ms. Shileen Lee provided update on the build-out of Mission Career Center, the final closure of Staples Career Center and introduction/implementation of IT Committee. .

*Detailed information can be found in Workforce Services Committee Packet e-mailed, by Ms. Sarahi Vasquez on February 11, 2026 and available via our webpage at [www.wfscb.com](http://www.wfscb.com). 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 12, 2024; Workforce Services Committee Meeting.
2. Approved to recommend to the Board of Directors the approval of Target Occupation List and four (4) Board Policies named above

Meeting adjourned at: 2:40pm.

## COMMITTEE REPORT

### XI-4. Public Relations

**Committee:** Public Relations

C. Michelle Unda, Chair

Jason Bevan, Vice Chair

Christina Esquivel

David Irizarry

Karl Hattman

Omar Lopez

Susan Temple

**Date of Committee:** February 12, 2026

The committee did have a quorum.

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

- Approved Minutes of September 11, 2025 Public Relations Committee Meeting
- Reviewed Committee Charter, Initiatives and Strategic Board Goals for BCY2026.

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

- Discussion and Possible Action on Minutes of the September 11, 2025 Public Relations Committee Meeting
- Review of Committee Charter, Initiatives, and Strategic Board Goals for BCY 2026

**First Quarter (Q1) Event Promotions & Summary** 50 total promotions: 18 Operations, 9 Hiring Events, 5 General Events, 5 Mission Moments, 5 Partner Engagements, 4 Observances, and 4 Program Highlights.

**Second Quarter (Q2) Upcoming Events & Projects** Showcased completed January events, including three major partner-collaborative hiring events: Texas VFW Job Fair, Maritime Expo & Fair (G&H Towing & CCREDC), and Coastal Compass Career Connection Job Fair.

Maritime Expo engaged 440 students; Job Fair featured 32 maritime employers with 462 open positions and 142 job seekers. Employers completed 6 onsite interviews, scheduled additional interviews, extended 20 job offers, with 4 pending hires.

**First Quarter (Q1) Social Media & Web Analytics** Modest increase in social engagement, with LinkedIn showing the strongest growth at 12.26%. Committee briefed on using analytics as baseline data; discussion highlighted need to study event response rates and marketing's impact on attendance.

**Marketing & Communication Update** Advance visibility and mission alignment through strategic communication and data-informed storytelling. Increase capacity by streamlining PR, marketing, and communications workflows and implementing scalable systems. Strengthen regional partnerships through timely, strategic communications supporting employers, ISDs, higher education, training providers, CBOs, and media. Ensure all PR activities align with Board Strategic Goals through cohesive messaging, consistent branding, and high-quality stakeholder engagement across the Coastal Bend.

*Detailed information can be found in Public Relations Committee Packet e-mailed, by Ms. Sarahi Vasquez on February 6, 2026 and available via our webpage at [www.wfscb.com](http://www.wfscb.com). The packet contains detailed narratives and provides further explanation of all matters discussed and presented by the committee.*

**The PR Committee took the following action:**

1. Approved the minutes of September 15, 2025; Public Relations Committee Meeting.

Meeting adjourned at: 3:46pm

**ITEM FOR DISCUSSION AND POSSIBLE ACTION: FY25-26 Budget Amendment #2**

XII.1.FY25-26 Budget Amendment #2.

**BACKGROUND INFORMATION**

The Workforce Solutions Board of Directors approved the FY25-26 Operating Budget on September 24, 2025. Budget Amendment #2 is attached with a detailed budget narrative.

**RECOMMENDATION**

The Board of Directors approval of the FY25-26 Budget Amendment #2.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND  
BUDGET NARRATIVE  
FY 2025-26**

The proposed budget FY26 Amendment #2 is to adjust for additional funds and carryover from prior budget year; the amendment includes an overall revenue increase of \$570,348.

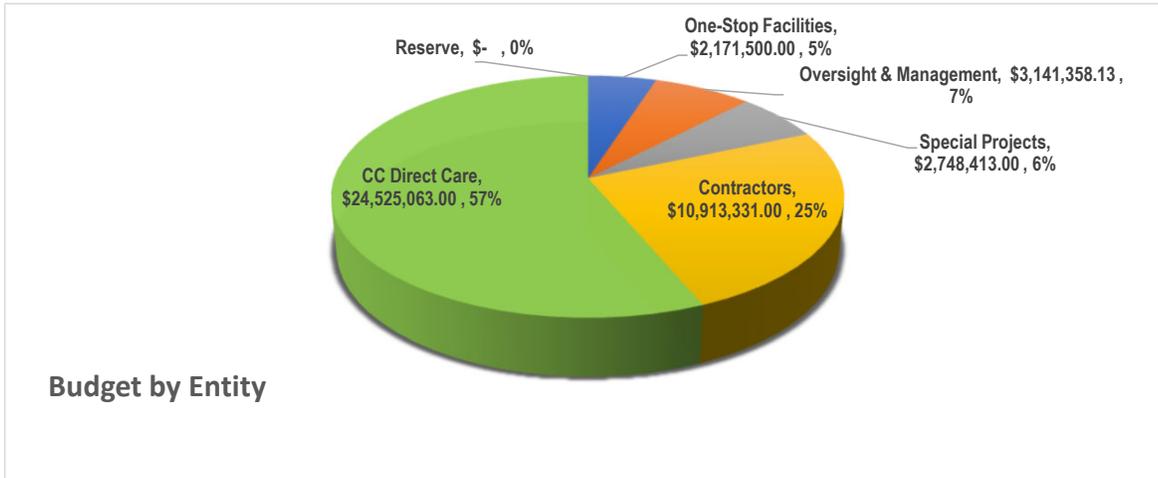
These funds are adjusted in the Oversight & Management \$208,000 for Board Employee wages moving from Special Projects. One-Stop operations under facilities for additional maintenance estimates for new office and capital costs that will finish in this fiscal year, \$508,000. Additionally, a reduction in contracted services in child care due to the adjustments below.

We are requesting approval on the BCY2026 budget (Amendment #2) in a total of \$570,348.

Contract No	Program	Budget Area	Amended FY25-26 Budget	Amendment#	Amended Budget FY25-26	Comments
2225CCQ001	Child Care- CCQ	Special Proj/CC	150,000	(150,000)	-	Final Finalization
2226CCQ001	Child Care- CCQ	Special Proj/CC	1,402,078		1,402,078	
2226CQF001	Child Care-CQF	Special Proj/CC	1,285,724		1,285,724	
2225TAF001	TANF Choices	One-Stop	50,000	(50,000)	-	Final Carryover
2226TAF001	TANF Choices	One-Stop	2,811,446		2,811,446	
2225CCF001	Child Care - CCF	Child Care	200,000	(57,325)	142,675	Final Carryover
2226CCF001	Child Care - CCF	Child Care	28,135,129	(139,028)	27,996,101	Final Carryover
2226CCP001	Child Care - DFPS <sup>ESTIMATE</sup>	Child Care	1,217,562	(36,314)	1,181,248	Final Amount
2226CCM001	Child Care - CCM	Child Care	1,858,292		1,858,292	
2225EXT001	EXT-Externships for Teachers	Special Project	27,000	28,722	55,722	Final Carryover
2225WOS001	WOS - Healthcare Internship Fund	One-Stop	35,000	20,884	55,884	Final Carryover
2225MTC001	MTC - Military to Civilian Employment	One-Stop	45,000	153,907	198,907	Final Carryover
2225TAN002	TANF - Texas Internship Initiative	One-Stop	10,000	70,506	80,506	Final Carryover
2225TIP001	WIOS - Texas Partnership Initiative	Special Project	52,000	14,688	66,688	Final Carryover
Non TWC	TIP-Kingsville Chamber	Special Project	52,000	14,688	66,688	Final Carryover
Non TWC	TEA	Special Project	200,000	14,468	214,468	Final Carryover
2224WOA001	WIOA - FY24 Adult Allocation (Oct)	One-Stop	50,000	(11,172)	38,828	Final Carryover
2224WOD001	WIOA - FY24 Dislocated Worker Allocation (Oct)	One-Stop	50,000	25,555	75,555	Final Carryover
2224WOY001	WIOA - PY24 Youth Allocation	One-Stop	35,000	(4,625)	30,375	Final Carryover
2225WOR001	WIOA - PY25 Rapid Response	One-Stop	17,000	4,868	21,868	Final Carryover
2225WOA001	WIOA - PY25 Adult Allocation (July)	One-Stop	15,000	111,823	126,823	Final Carryover
2225WOA001	WIOA - PY25 Adult Allocation (Oct)	One-Stop	1,297,401		1,297,401	
2225WOD001	WIOA - PY25 Dislocated Worker Allocation (July)	One-Stop	50,000	301,725	351,725	Final Carryover
2225WOD001	WIOA - PY25 Dislocated Worker Allocation (Oct)	One-Stop	820,755		820,755	
2225WOY001	WIOA - PY25 Youth Allocation	One-Stop	1,457,540	(29,410)	1,428,130	Final Carryover
2226NCP001	NCP - Noncustodial Parent Choices Program	One-Stop	292,703	(300)	292,403	Final Amount
2226SNE001	SNAP E&T	One-Stop	374,349		374,349	
2226SDR001	SNAP E&T TPP	Special Project	33,000		33,000	
2226TVC001	TVC	One-Stop	47,148		47,148	
2226REA001	Reemployment Services and Eligibility Assessment	One-Stop	602,499	13,607	616,106	Final Carryover
Non TWC	3024VRS058-Student Hireability	Special Project	103,583		103,583	
Non TWC	2226COL001 - VR Colocation	Special Project	56,770		56,770	
Non TWC	2225COL001 - VR Colocation-One Time	Special Project	-	179,291	179,291	VR One-Time
Non TWC	TESLA	Special Project	2,962		2,962	
Non TWC	Port of Corpus Christi	Special Project	21,669	3,207	24,876	Final Carryover
2226WPA001	Wagner-Peyser Employment Services	One-Stop	13,416	(13,416)	-	Final Carryover
2226WCI001	WCI - Workforce Commission Initiatives	Special Project	57,291		57,291	
2225ATG002	Apprenticeship Texas Expansion Grant	Special Project		99,000	99,000	New Funds
2226TRA001	Trade Act Services for Dislocated Workers	One-Stop	-	5,000	5,000	New Funds
	<b>Not Received</b>		-		-	
2226RAG001	Resource Administration Grants	One-Stop	-		-	
			-		-	
	<b>Grand Total</b>		<b>42,929,317</b>	<b>570,348</b>	<b>43,499,665</b>	

**Workforce Solutions of the Coastal Bend  
Allocations Information BCY 2025-26  
For the twelve month period ending September 30, 2026**

	A FY2026 Amended Budget	B FY2026 Amendment #2	Difference B - A
Grant revenue	42,929,317.38	43,499,665.33	\$ 570,348
<b>Total revenue</b>	<b>\$ 42,929,317</b>	<b>\$ 43,499,665</b>	<b>\$ 570,348</b>
<b>EXPENSES</b>			
<b>Oversight &amp; Management</b>			
Salaries and benefits	\$ 1,958,758	\$ 2,166,758	\$ 208,000
Facilities and related expense	326,600	326,600	-
Furniture, Equipment & Software	75,000	75,000	-
General administrative expense	123,000	123,000	-
Communication expense	55,000	55,000	-
Professional fees & service	275,000	275,000	-
Staff development expense	40,000	40,000	-
Travel expense	80,000	80,000	-
<b>Total Oversight &amp; Management Expense</b>	<b>\$ 2,933,358</b>	<b>\$ 3,141,358</b>	<b>\$ 208,000</b>
<b>One Stop Operations</b>			
Facilities and related expense	\$ 1,025,000	\$ 1,545,000	\$ 520,000
Furniture, Equipment & Software	360,000	360,000	-
General administrative expense	96,500	96,500	-
Communication expense	170,000	170,000	-
Professional fees & service	0	0	-
Client	-	-	-
<b>Total One Stop Operation</b>	<b>\$ 1,651,500</b>	<b>\$ 2,171,500</b>	<b>\$ 520,000</b>
<b>Contracted services</b>	<b>\$ 38,344,459</b>	<b>\$ 38,186,807</b>	<b>\$ (157,652)</b>
<b>Total expense</b>	<b>\$ 42,929,317</b>	<b>\$ 43,499,665</b>	<b>\$ 570,348</b>
<b>Changes in net assets</b>	<b>0</b>	<b>0</b>	<b>(0)</b>



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

XII.2.To Authorize the President/CEO to Execute the Options for Renewal of Lease Over \$50k for Fiscal Year 2025-26.

## **BACKGROUND INFORMATION**

Workforce Solutions Coastal Bend has had a One-Stop Career Center in Sinton, Texas since approximately the year 2000. The 3,650 square foot Center located in the Pirate Plaza Shopping Center at 1113 East Sinton, Sinton, Texas 78363.

The annual renewal, with PAK 56 Plaza LLC / SGT 44 Pirate LLC, expired on December 31, 2025. Due to this being the only rural center that we pay market rate rent for we were able to negotiate a 38% (approx.\$25k) reduction in rent beginning on March 1, 2026

Board staff seeks approval to execute a new one-year Lease Agreement which will commence on January 1, 2026, and shall terminate on December 31, 2026. Total lease approximately \$53,788.58.

## **RECOMMENDATION**

The Board of Directors approval for the Lease Renewal Agreement Over \$50k for Fiscal Year 2025-26.

## DISCUSSION AND POSSIBLE ACTION

XII.3. Items for Discussion and Possible Action:

### BACKGROUND INFORMATION

1. Target Occupation List (TOL) 2025-2026:

*Revisions* have been made to update the TOL for 2025-2026. Information on how the data is collected and analyzed will be presented. Proposed TOL will include 75 occupations, added 9 occupations.

2. Board Policy 1.0.110.04- Equal Employment Opportunity:

*Revisions* include adding WD Letter 01-25, Title II of the Americans Disabilities Act of 1990(ADA), And added a total of 18 Governing Rules under section V. Related Policy Information of Policy.

3. Board Policy 1.0.114.01- Storage and Use of Disability-Related Medical Information:

*Revisions* include the addition to the policy statement Section III- WD Letter 17-07 Change 2.

4. Board Policy 4.0.120.06- Limited English Proficiency(LEP):

*Revisions* include adding instructions to Section III-Policy Statement, regarding the “indication” of LEP status of all WIOA Title I Program participants in Work-in-Texas(WIT).

5. Board Policy 5.0.102.03- Equal Opportunity-Accessibility Monitoring:

*Revisions* include to Section IV. Procedures,(a)Board Responsibilities, #3 reference to WIOA Section 188 29 CFR Part 38.

Additional *revisions* includes Section IV. Procedures, (b)Service Provider Roles and Responsibilities, #3 Equal Opportunity Employer/Program.

Additional *revisions* includes Section IV. Procedures, (c)Monitoring Review Schedule regarding the Texas Non-Discrimination Plan and the removal of Sunrise Mall Career Center, addition of Mobile Unit, Remote Satellite Office.

*Updated* the Section V. Related Policy Information to add 6(six) references. And *Removed* paragraph beginning with *Architectural Barriers Act Articles 9102, Texas Civil Statues Prepared....*

### RECOMMENDATION

The Board of Directors approval of Policies as presented.



POLICY-DRAFT

**CATEGORY:** Board Administration **No:** .0.110.034

**TITLE:** Equal Employment Opportunity  
**SUPERSEDES:** Policy 1.0.110.03 dated October 30, 2014  
**EFFECTIVE:** ~~February 21, 2019~~ February 26, 2026  
**BOARD APPROVAL:** ~~February 21, 2019~~ February 25, 2026  
**-DATE OF LAST REVIEW:** ~~January 14, 2026~~ February 12, 2026

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**I. PURPOSE**

To state the Board’s commitment to comply with all applicable federal and state laws, rules, guidelines, regulations, and executive orders that promote equal employment opportunity in all employment and programs.

**II. DEFINITIONS**

*Board* – Coastal Bend Workforce Development Board, d.b.a. Workforce Solutions of the Coastal Bend.

*Equal Employment Opportunity (EEO)* – Employment practices which do not discriminate on the basis of race, color, religion, sex, or national origin. Such discrimination is outlawed by Title VII of the Civil Rights Act of 1964. 42 U.S.C. §2000e-2.

Workforce Innovation and Opportunity Act (WIOA), which are contained in section 188 of WIOA (29 U.S.C. 3248). Section 188 prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

*Equal Opportunity (EO) Officer* – Administers EEO policies and procedures in accordance with applicable laws.

*Contracted Service Providers (Contractors)* – Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms and conditions of the contract.

**III. POLICY STATEMENT**

The Board will provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief to employees, applicants for employment, participants, program applicants and the public. Discrimination is prohibited against any beneficiary of programs funded under Title I of the WIOA of 2014, on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIOA Title I financially assisted program or activity. All Board staff is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Policy Title: Equal Employment Opportunity  
Policy Number: 1.0.110.034

Date: 10/30/2014  
Revision: 02/25/2026

The Board provides the EO Notice in an alternate format to individuals with visual impairments and to make a record of providing the Notice in alternate format a part of the participant's file.

Each position within Workforce Solutions of the Coastal Bend shall have a job description, which describes the duties and responsibilities, essential job functions, and qualifications/criteria of the position. Job descriptions shall ensure that job qualifications/criteria do not unlawfully discriminate against or exclude people with disabilities (29 CFR Part 32.14(b); 29 CFR §38.6, §38.12; WIOA Section 188; and Section 504 of the Rehabilitation Act as amended). Any job description review shall be documented by the reviewers' signature and date.

All applicants for employment and employees will receive equal consideration based solely on job-related factors, such as qualifications, performance, and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates, and fringe benefits.

The Board affords a qualified individual with a disability the opportunity to participate in services or training that is equal to or as effective as that provided to others. The Board does not provide different, segregated, or separate services or training to individuals with disabilities unless such action is necessary to provide qualified individuals with disabilities with services or training that are as effective as those provided to others. The Board will cooperate with agencies responsible for the enforcement of state and federal laws, executive orders, court rulings, and other regulations dealing with unlawful discriminatory practices related to employment. Training on civil rights and equal employment opportunity will be provided to its employees and will be required of contractors.

The Board reviews, evaluates, and monitors all customer services and personnel matters to ensure these are in accordance with this policy and prompt attention is given to areas of inconsistency.

The Board will investigate charges of alleged discrimination in employment, both internally and externally, and informs the general public of their rights in regard to equal employment opportunity.

The Board assures that all personnel will conform to the principles outlined in this policy through adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory policy statement.

Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 38 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals on the basis of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990 which prohibits discrimination against qualified individuals with disabilities.

Policy Title: Equal Employment Opportunity  
Policy Number: 1.0.110.034

Date: 10/30/2014  
Revision: 02/25/2026

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- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Title IX of the Education Amendments of 1972, as amended.
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing substantially equal work.
- Pregnancy Discrimination Act of 1978 which prohibits discrimination against pregnant women.
- WD 01-25 Prohibition Against Discrimination Based on Disability in the Administration of Workforce Services to individuals with disabilities
- Title II of the Americans with Disabilities Act of 1990 (ADA) protects individuals with a disability from being excluded from participating in or benefitting from services or activities of a public entity by reason of that disability.
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The Board of Directors authorizes the President/CEO or his/her designee to administer all personnel policies and procedures.

#### IV. PROCEDURES - N/A

#### V. RELATED POLICY INFORMATION -N/A

- Title II Americans with Disabilities Act of 1990
- Rehabilitation Act of 1973 §504
- Workforce Innovation and Opportunity Act of 2014 §188
- 28 CFR Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services
- 28 CFR 35.200, Web and Mobile Accessibility
- 29 CFR Part 32, Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- 29 CFR Part 32, Subpart C, Accessibility
- 29 CFR §38.12, Discrimination Prohibited Based on Disability
- 29 CFR §38.13, Accessibility Requirements
- 29 CFR §38.14, Reasonable Accommodations and Reasonable Modifications
- 29 CFR §38.15, Communications with Individuals with Disabilities
- 29 CFR §38.16, Service Animals
- 29 CFR §38.17, Mobility Aids and Devices
- 29 CFR §38.31, Equal Opportunity Officer Responsibilities
- 29 CFR §38.4(rrr)(1)(i), Undue Hardship definition
- 29 CFR §38.4(yy), Reasonable Accommodation definition
- 45 CFR Part 84, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance
- Prohibition Against Discrimination on the Basis of Disability in the Administration of TANF

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#### VI. RESPONSIBILITIES

President/CEO – Responsible for the Board’s adherence to all applicable laws and rules with respect to this policy.

Equal Opportunity Officer – Responsible for ensuring Board and contractor staff are trained to comply with this policy; coordinating the recipient’s obligations and compliance activities under the nondiscrimination and

equal opportunity provisions of WIOA and for providing oversight and monitoring of adherence and compliance with this policy.

Contractors – Must ensure staff is apprised of and complies with the requirements of this policy.

**VII. FORMS & INSTRUCTIONS - Workforce Solutions Site Selection**

**VIII. DISTRIBUTION**

\_\_\_ Board of Directors      \_\_\_ Board Staff      \_\_\_ Contracted Service Provider Staff

**IX. SIGNATURES:**

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Reviewed by EO Officer

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Date

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President/CEO

\_\_\_\_\_  
Date



POLICY - DRAFT

<b>CATEGORY:</b>	Administration	No. 1.0.114.0402
<b>TITLE:</b>	Storage and Use of Disability-Related and Medical Information	
<b>SUPERSEDES:</b>	1.0.114.001 dtd October 31, 2014	
<b>EFFECTIVE:</b>	<del>February 24, 2019</del> February 26, 2026	
<b>BOARD APPROVAL:</b>	<del>February 24, 2019</del> February 25, 2026	
<b>DATE OF LAST REVIEW:</b>	<del>December 17, 2018</del> February 12, 2026	

**I. PURPOSE**

To comply with all applicable federal and state laws, rules, guidelines, and regulations for the storage and use of disability-related and medical information.

**II. DEFINITIONS**

*Board* – Coastal Bend Workforce Development Board, d.b.a. Workforce Solutions of the Coastal Bend.  
*Equal Employment Opportunity* – Employment practices which do not discriminate on the basis of race, color, religion, sex, or national origin. Such discrimination is outlawed by Title VII of the Civil Rights Act of 1964. 42 U.S.C. §2000e-2.

*Workforce Innovation and Opportunity Act, which are contained in section 188 of WIOA (29 U.S.C. 3248). Section 188 prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.*

*Equal Opportunity (EO) Officer* –Administers Equal Employment Opportunity (EEO) policies and procedures in accordance with applicable laws.

*Contracted Service Provider (Contractor)* – Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms and conditions of the contract.

**III. POLICY STATEMENT**

The Texas Workforce Commission’s WD Letter 17-07 Change 41 requires development and implementation of written procedures on the storage and use of disability-related and medical information as required by WIOA §188, 29 CFR §38.41(b)(1)-(3) and §32.15(d), Section 504 of the Rehabilitation Act of 1973, and the State of Texas Combined Nondiscrimination Plan to address the storage and use of disability related and medical information as required by the Workforce Investment Act (WIA) §188, 29 CFR 32.15(d), and 38.41(b)(1), and the State of Texas Nondiscrimination Plan.

In particular, 29 CFR 38.41(b)(2) states: *Such records must include, but are not limited to, records on applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment. Each recipient must record the race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, participant, terminee, applicant for employment, and employee.*

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Beginning on January 3, 2019, each recipient must also record the limited English proficiency and preferred language of each applicant, registrant, participant, and terminatee. Such information must be stored in a manner that ensures confidentiality and must be used only for the purposes of recordkeeping and reporting; determining eligibility, where appropriate, for WIOA Title I-financially assisted programs or activities; determining the extent to which the recipient is operating its WIOA Title I-financially assisted program or activity in a nondiscriminatory manner; or other use authorized by law.

The most notable update regarding the maintenance of medical or disability-related information, found in 29 CFR §38.41(b)(3), states: *Any medical or disability-related information obtained about a particular individual, including information that could lead to the disclosure of a disability, must be collected on separate forms. All such information, whether in hard copy, electronic, or both, must be maintained in one or more separate files, apart from any other information about the individual, and treated as confidential. Whether these files are electronic or hard copy, they must be locked or otherwise secured (for example, through password protection).*

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Section 504 of the Rehabilitation Act of 1973 requires that individuals with disabilities be afforded equal opportunity to participate in and benefit from WIOA ~~§188~~ services, benefits, and activities.

#### IV. PROCEDURES

1. Medical information or history is to be collected and maintained secured on separate forms that are kept confidential by filing in a separate file, except that:
  - a. Employing officials may obtain the information after making a conditional decision to make a job offer to the applicant or the applicant was placed conditionally in a job pool or placed conditionally on an eligibility list;
  - b. Supervisors and managers may be informed regarding restrictions on the work or duties of qualified individuals who have a disability and regarding necessary accommodations;
  - c. First aid and safety personnel may be informed, where appropriate, if the condition might require emergency treatment; and
  - d. Government officials investigating compliance with the WIOA shall be provided information upon request.
2. To guard against the unauthorized access of customer information, Workforce Solutions system staff must make every effort to maintain customer confidentiality and adhere to Board Policy.

#### V. RELATED POLICY - N/A

#### VI. RESPONSIBILITIES

President/CEO – Responsible for the Board's adherence to all applicable laws and rules with respect to this policy.

EO Officer – Responsible for ensuring Board and contractors are trained to comply with this policy; coordinating the recipient's obligations and compliance activities under the nondiscrimination and equal opportunity provisions of WIOA and for providing oversight and monitoring of adherence and compliance with this policy.

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Contractors – Must ensure staff is apprised of and complies with the requirements of this policy.

**VII. FORMS & INSTRUCTIONS – N/A**

**VIII. DISTRIBUTION**

\_\_\_ Board of Directors      \_\_\_ Board Staff      \_\_\_ Contracted Service Provider Staff

**IX. SIGNATURES:**

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Reviewed by EO Officer

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Date

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President/CEO

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POLICY - DRAFT

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<b>CATEGORY:</b>	<b>Workforce Programs – General</b>	<b>No. 4.0.120.0506</b>
<b>TITLE:</b>	<b>Limited English Proficiency (LEP)</b>	
<b>SUPERSEDES:</b>	<b>4.0.120.0.04-05 dtd December 18, 2018</b>	
<b>EFFECTIVE:</b>	<b><del>May 23, 2024</del> February 26, 2026</b>	
<b>BOARD APPROVAL:</b>	<b><del>May 23, 2024</del> February 26, 2026</b>	
<b>DATE OF LAST REVIEW:</b>	<b><del>January 14, 2025</del> February 12, 2026</b>	

**I. PURPOSE**

To ensure the development and implementation of effective workforce services for customers with Limited English Proficiency (LEP).

**II. DEFINITIONS**

*Limited English proficient (LEP) individual* means an individual whose primary language for communication is not English and who has a limited ability to read, speak, write, and/or understand English: Characteristics of persons who are LEP:

- Do not speak English as their primary language.
- Have a limited ability to read, speak, write, or understand English.
- Native language is not English.
- Live in a family or community environment in which a language other than English is dominant.

*Babel notice* - a short notice included in a document or electronic medium (e.g., Web site, “app,” email) in multiple languages informing the reader that the communication contains vital information, and explaining how to access language services to have the contents of the communication provided in other languages.

**III. POLICY STATEMENT**

Workforce Solutions ~~of the~~ Coastal Bend will ensure reasonable measures are taken to provide an integrated approach to effectively deliver employment, literacy, and training services to persons with Limited English Proficiency. The Board will include a “Babel notice,” indicating in appropriate languages that language assistance is available, in all communications of vital information, such as hard copy letters or decisions or those communications posted on Web sites.

In particular, 29 CFR 38.41(b)(2) states: *Such records must include, but are not limited to, records on applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment. Each recipient must record the race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, participant, terminee, applicant for employment, and employee.*

Workforce Solutions Coastal Bend staff will indicate the LEP status of all WIOA Title I program participants in WorkInTexas.com by selecting “yes” or “no” within the Language section of the individual’s General Information Profile during initial registration; and if the LEP status selected is “yes,” then Workforce Solutions Office staff

Policy Title: **Administration – Workforce Programs – General**  
Policy: 4.0.120.0506

Date: 10/30/2014  
Revision: ~~05/23/2024~~ 02/25/2026

[answer the additional questions related to language fluency in this section.](#)

#### IV. PROCEDURES

The following measures will be taken by service provider to develop the capacity to serve LEP customers:

- A. Alternate language assistance will be provided to LEP individuals to assist in giving and receiving accurate and effective information. This will include access to translators (work with written documents) and interpreters (translate spoken language).
- B. The "Babel notice" will be provided in all communications of vital information to the public.
- C. Businesses will be assisted to successfully link to the LEP population.
- D. Case Management will focus on the strengths of the LEP customer such as abilities, positive traits, and transferable job skills rather than concentrate on limited English language and education skills.
- [DE](#). English as a Second Language (ESL) classes offered are linked directly to participation in activities leading to employment and developed by the customer's Individual Employment Plan (IEP). In any instance in which ESL is provided as a stand-alone service, the IEP must document why ESL is the only service needed for employment.
- [EF](#). Focus job training efforts, including ESL classes, on industries that provide high-growth, high-demand jobs.
- [FG](#). Provide training to career center staff on how to effectively work with LEP customers to include effective communication and cultural context.
- [GH](#). Ensure that all documents related to programs that have a high contact rate with limited English skills participants are translated into the appropriate language and understood.
- [HI](#). Under Trade Adjustment Assistance (TAA), ESL classes must be included in the training plan if the participant needs the classes as a prerequisite for vocational skills training.
- [IJ](#). Record the LEP Status of each applicant, registrant, participant, and participation ended during the applicable program year, in addition to recording the preferred language of LEP customers, in a manner that ensures confidentiality and allows for accurate reporting.
- [JK](#). Identifies point of contacts (POCs) at each career center to train career center team members and maintain compliance with WIOA 188: which prohibits discrimination based on limited English proficiency. In addition, works with career center service provider management to place Language Access Services & Translations accommodations. POCs must be provided via monthly service deliverables report.

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#### V. RELATED POLICY

Texas Workforce Commission LEP Guide for Workforce Professionals  
Texas Workforce Commission WD Letter 47-09 dated 11/30/2009 and entitled "Job Training Course Requirements for English as a Second Language Classes."  
~~Discrimination prohibited based on national origin, including limited English proficiency – 29 CFR §38.9 (g)(3)~~  
Texas Workforce Commission WD Letter 16-19 [change 1](#) dated ~~07/18/19~~[April 9, 2024](#) - Collection of Limited English Proficiency Status and Preferred Language Data  
2024 Equal Opportunity (EO) Letter- 01-2024. – rescinds EO Letter 03-01.  
[Workforce Innovation and Opportunity Act §188 US Department of Labor, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act \(29 CFR Part 38\) Texas Labor Code §301.064](#)

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**VI. RESPONSIBILITIES**

Contracted Service providers must ensure Career Center professionals are apprised of and complies with the requirements of this policy.

**VII. FORMS & INSTRUCTIONS – N/A**

**VIII. DISTRIBUTION**

\_\_\_ Board of Directors      \_\_\_ Board Staff      \_\_\_ Contracted Service Provider Staff

**IX. SIGNATURES:**

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Reviewed by EO Officer

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President/CEO

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Date



POLICY - DRAFT

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<b>CATEGORY:</b>	<b>Quality Assurance</b>	<b>No. 5.0.102.0203</b>
<b>TITLE:</b>	<b>Equal Opportunity Accessibility Monitoring</b>	
<b>SUPERSEDES:</b>	<b>5.0.102.02 dtd February 28, 2014</b>	
<b>EFFECTIVE:</b>	<b><u>February 21, 2019</u> <u>February 26, 2026</u></b>	
<b>BOARD APPROVAL:</b>	<b><u>February 21, 2019</u> <u>February 25, 2026</u></b>	
<b>DATE OF LAST REVIEW:</b>	<b><u>December 13, 2018</u> <u>February 12, 2026</u></b>	

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**I. PURPOSE:**

To provide Workforce Solutions of the Coastal Bend (WFSCB) professionals with the policy and procedures necessary to ensure customers with disabilities have access to WFSCB facilities.

**II. DEFINITIONS:**

*Board* - Coastal Bend Workforce Development Board

*Equal Opportunity Officer*- Responsible for ensuring WFSCB professionals are trained to comply with this policy; coordinating the recipient's obligations and compliance activities under the nondiscrimination and equal opportunity provisions of WIOA and for providing oversight and monitoring of adherence and compliance with this policy.

*Service Providers* - Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms of the contract.

**III. POLICY STATEMENT:**

In accordance with Section 188 of the Workforce Innovation and Opportunity Act (WIOA), Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act, as amended; Title VI of the Civil Rights Act of 1964, as amended, including additional state and federal laws and regulations, The Board's Equal Opportunity Officer or his designee will conduct annual equal opportunity and accessibility monitoring reviews for programmatic and physical accessibility compliance at all WFSCB facilities. The Services Provider's designated Career Center Manager at each WFSCB facility will provide the necessary training to ensure staff is capable of meeting the needs of customers. Career Center Managers will monitor compliance and accessibility on a daily basis to ensure the programs and facilities are in compliance with this policy.

Policy Title: Equal Opportunity Accessibility Monitoring  
 Policy: 5.0.102.03

Date: 10/30/2014  
 Revision: 02/25/2026

#### IV. PROCEDURES

The Equal Opportunity Officer will conduct monitoring reviews of the full service and satellite centers in the area to ensure compliance with the applicable laws, rules and Board policy. An annual equal opportunity accessibility monitoring review will assess compliance.

##### a. Board Role & Responsibilities

The monitoring will be conducted in accordance with guidelines issued by the applicable funding sources and TWC. The equal opportunity accessibility monitoring survey developed by the TWC monitoring department will be utilized to ensure program operations, physical and programmatic accessibility are in compliance with:

- 1) Federal/state/local laws, regulations, policies, procedures and other authoritative directives.
- 2) Contractual and grant requirements.
- 3) Overall goals of delivering quality universal accessible services effectively and efficiently.

The Board EO Officer will ensure equal opportunity provisions and nondiscrimination monitoring requirements are ~~conducted~~ implemented as referenced in the Workforce Innovation and Opportunity Act (WIOA) Section 188 29 CFR Part 38 at WIOA 29 CFR §38.31 through §38.33 and the Texas Non-Discrimination Plan. The Equal Opportunity Officer will use, at a minimum, the following tools as a part of the equal opportunity and nondiscrimination monitoring requirements:

- WIOA Section 188 Checklist
- EO Accessibility 2012 TAS Checklist

The Board EO Officer will ensure all required EO posters are current and posted in the proper areas.

##### b. Service Provider Role & Responsibilities

The service provider will conduct reviews of their respective site(s) to ensure on-going compliance and accessibility. Any deficiencies must be communicated to the Board with a timeline for resolving these issues. The service provider's review must include the following:

1. Will conduct a walk through to ensure the building is safe and free of barriers that would prevent someone with a disability from entering or moving about the building. Care must be taken to prevent creating hazards or obstructions which result in barriers.
2. Will ensure trained personnel are available to assist customers requesting special accommodations and/or requesting auxiliary aids.
3. Will provide the following tag line on any printed media advertising programs and/or services underwritten with WIOA Funding

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice).

4. Will ensure all new employees take the Equal Opportunity training within 90 days of the date of hire.
5. Will be responsible for conducting equal opportunity training to their employees/staff ~~member~~members. The Board EO Officer will provide any assistance or Technical Assistance (TA) upon a written request for training from the contractor or the site manager.

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**c. Monitoring Review Schedule**

As required by Section 188 of the WIOA and 29 CFR 38 [and the Texas Non-Discrimination Plan](#), the Monitoring Plan requires an annual review of all Board full service and satellite centers as listed below:

Full Service Centers:

1. Alice Workforce Center, 704 Coyote Trail , Alice, TX
2. Beeville Workforce Center, 3800 Charco Road, Beeville, TX
3. Kingsville Workforce Center, 1814 S. Brahma Blvd., Kingsville, TX
4. Sinton Workforce Center, 1113 E. Sinton St., Sinton, TX
5. Mission Plaza Center, 4981 Ayers St, Corpus Christi, TX
6. ~~Sunrise Mall Center, 5858 SPID Suite 1, Corpus Christi, TX~~

Satellite Center:

1. Falfurrias Office, 221 Calixto Mora Ave., Falfurrias, TX
2. ~~Rockport Office, Jon Connections Center @ Goodwill, 1326 HWY 35N, Rockport TX~~
- 2-3. ~~Mobile Unit, Remote Satellite Office~~

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**V. RELATED POLICY INFORMATION**

Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 105-20 August 7, 1998 Federal Register: November 12, 1999 Part 1129 CFR Part 38 Title VI of the Civil Rights Act 1964, as amended  
Section 504 of Rehabilitation Act of 1973, as amended  
[1994 Architectural Barriers Texas Accessibility Standards \(1994 TAS\)](#)  
[ADA Title II Regulations 28 CFR Part 35](#)  
[Americans with Disabilities Act Title III Regulations](#)  
[2010 ADA Standards for Accessible Design](#)  
[2012 Texas Accessibility Standards \(TAS\)](#)  
[2010 ADA Standards for Accessible Design](#)

~~*Architectural Barriers Act Article 9402, Texas Civil Statutes Prepared and Administered by the Policies and Standards Divisions Architectural Barriers Section Adopted by the Commission December 17, 1993- Effective April 1, 1994*~~

**VI. RESPONSIBILITIES**

Board President/CEO - Responsible for the Board's adherence to all applicable laws and rules with respect to this policy.

Equal Opportunity Officer - Responsible for ensuring all WFSCB professionals are trained to comply with this policy; coordinating the recipient's obligations and compliance activities under the nondiscrimination and equal opportunity provisions of WIOA; and providing oversight and monitoring adherence and compliance with this policy.

Service Providers - Responsible for the delivery of workforce services in accordance with applicable laws, rules, Board policy and the terms of the contract.

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**VII. FORMS AND INSTRUCTIONS:**

WIOA Section 188 Checklist  
EO Accessibility 2012 TAS Checklist Workforce  
Solutions Site Selection

**VIII. DISTRIBUTION**

\_\_\_ Board of Directors      \_\_\_ Board Staff      \_\_\_ Contracted Service Provider Staff

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**IX. SIGNATURES**

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Reviewed by EO Officer

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Policy Title: Equal Opportunity Accessibility Monitoring

Date: 10/30/2014

Policy: 5.0.102.032

Revision: 02/24/201625.2026

## INFORMATION ONLY

### XIII.1. Monitoring Report

## BACKGROUND INFORMATION

The Texas Workforce Commission (TWC) requires that review results be reported to all relevant parties and the to the Board of Directors. The Board's Director of Administrative Services & Compliance conducts 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 January 2026- February 2026.

### **C2 Global Professional Services, LLC**

#### **1. Choices**

**Findings:** The overall error rate for this review was 5.68% .

- 20% of the active caseload for the months of October and November 2025 was reviewed
- Two (2) cases did not document the placement of a customer in a Community Service Activity
- One (1) case reflected inconsistencies in the data entering of the customer's required program participation hours.
- One (1) case did not reflect case notes that were clear or comprehensive

#### **Conclusion:**

- All corrections were made in WIT where possible and Cabinet to the case files affected
- Contractor staff provided training and technical assistance to staff on the issue on required Community Service file documentation

#### **2. WIOA Youth Program**

**Findings:** The overall error rate for this review was 8.33%

- 15% of the active caseload for the month of December 2025 was reviewed
- One (1) case did not properly document that the required Youth Program 14 element information to customer was provided upon program enrollment
- Two (2) cases reflected case notes that were entered beyond the established three- day deadline
- Two (2) cases did not properly upload case file collateral to the Cabinet within three-days. One of the cases uploaded documents beyond a thirty-day period.

**Conclusion:**

- All corrections were made in WIT where possible and Cabinet to the case files affected.
- Contractor Youth Program Deputy Director met with all Youth Program staff and provided technical assistance on review observations and findings.

**3. Reemployment Services & Eligibility Assessment (RESEA)**

**Findings:** The overall error rate for this review was 13.85%

- A random sample of cases managed by RESEA staff throughout the region was pulled (14 total)
- Two (2) cases did not outreach customers up to two days before an initial appointment
- Five (5) cases did not document WIT services provided to the customer in their initial appointment
- Four (4) cases did not upload the customer's job search log to WIT on a timely basis
- One (1) case had incomplete job search logs uploaded to WIT
- Six (6) cases were missing WIT services documentation on services provided to customers on their second and third appointments. There is a total of 16 attributes on the program review requirement
- One (1) case did not have the required signature on the customer's Individual Reemployment Plan.

**Conclusion:**

- Contractor has developed a plan of action to address findings and observations found on this report, that will include weekly slant reviews on required WIT documentation requirements.
- In spite of the error rate, there was observations of good quality case management and WIT documentation in some of the files reviewed.

**4. Noncustodial Program (NCP)**

**Findings:** The overall error rate for this review was 22.92%

- 15% of the active caseload for the months of October 2025 through January 2026 was reviewed
- Three (3) cases were missing case file documentation to Cabinet, primarily program participation time sheets.
- Three (3) cases did not outreach non-compliant customers for four weeks as required.
- One (1) case did not notify OAG on a timely basis about customer's non-compliant status.

**Conclusion:**

- With the results of this review and the recent review completed by TWC on their sub-recipient monitoring visit in October 2025, WFS Board Contract Management will continue with the current performance improvement plan in place.

## **INFORMATION ONLY**

### XIII.2. Facilities & IT Updates

## **BACKGROUND INFORMATION**

Board Professionals will provide update on:

- Facilities: Progress of New Career Center in Corpus Christi.
- Staples: Final Property Closure Activities
- IT: Introduction of New Team Member and Implementation of IT Committee

## **INFORMATION ONLY**

XIII.3. Update on Procurements and Contracts

## **BACKGROUND INFORMATION**

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

**UPDATE ON PROCUREMENTS**

<b>Future Procurements</b>	<b>Anticipated Date of Issuance</b>	<b>Anticipated Date of Contract</b>	<b>Anticipated Cost</b>	<b>Over \$50,000 Approval Required</b>	<b>Comments</b>
Request for Statement of Proposal (RFP) for Website Development	ASAP	TBD	TBD	YES	

<b>Future Procurements</b>	<b>Anticipated Date of Issuance</b>	<b>Anticipated Date of Contract</b>	<b>Anticipated Cost</b>	<b>Over \$50,000 Approval Required</b>	<b>Comments</b>
Request for Statement of Qualifications (RFQ) for 401(k) Plan Administrator for Bundled Services	TBD	TBD	TBD	Potential	

NAME	CONTRACTORS	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services, LLC	Management and Operation of Career Center System (Including Youth Services)	\$7,134,233	Renewal 2 of 3	10/1/25 – 09/30/26
BakerRipley	Direct Child Care Services	\$29,353,478	Master	10/1/25 – 09/30/26

NAME	PROFESSIONAL & CONSULTING SERVICES	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
Wood, Boykin & Wolter, P.C.	Legal Services	\$35,000	Renewal 1 of 3	10/1/25 – 9/30/26
The Clower Company	Commercial Real Estate Broker Services	N/A	Renewal 3 of 3	10/1/25 – 9/30/26
Alonzo, Bacarisse, Irving, & Palmer, P.C. (ABIP)	Financial Audit Services	\$47,000	Renewal 3 of 3	10/1/25 – 9/30/26
Frost Bank	Banking Services	Fee Based	Renewal 2 of 3	10/1/25 – 9/30/26
Martinez, Rosario & Company, LLP.	Fiscal Monitoring Services	\$51,800	Master	10/1/25 – 9/30/26

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	Renewal 2 of 3	10/1/25 – 9/30/26

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)	\$53,789	Year 4 of 4	1/01/26 – 12/31/26
Coastal Bend College	Lease Agreement for Office Space Beeville (≈3,850 sq ft)	\$49,014	Year 4 of 4	10/1/25 – 9/30/26
Coastal Bend College	Lease Agreement for Office Space Alice (≈2,730 sq ft)	\$34,902	Year 2 of 4	2/1/26 – 1/31/27
Coastal Bend College	Lease Agreement for Office Space Kingsville (≈3,191 sq ft)	\$40,711	Year 1 of 4	5/1/25 – 4/30/26
B-Y Mission Plaza CC, LTD	Shopping Center Lease Agreement Ayers (Mission Plaza), Corpus Christi (≈ 24,973 sq ft) Lease Term 2021–2032	\$311,783	Year 5 of 11	1/1/26 - 12/31/26
Goodwill Industries of South Texas	MOU for Office Space Rockport (≈ 612 sq ft)	\$11,985	Year 1 of 3	5/1/25 – 4/30/26
City of Falfurrias Economic Development Accelerator (F-EDA)	Office and Membership Lease Falfurrias (≈ 132 sq ft)	\$7,200	Year 2 (one-year lease)	6/20/25 – 6/20/26
Bayview Tower, LLC c/o Corpus Christi Realty Management, Inc.	Lease Agreement for Office Space Mann, Corpus Christi (≈12,222 sq ft)	\$201,663	Year 5	9/1/20 – 10/31/30

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.  Amendment #1 – Renewal Option One (1) of Two (2) Effective 9/1/25 – 8/31/27	\$678,000	9/1/23 – 8/31/27
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.  Amendment #1 – Contract Period modified.	\$562,500	10/1/23 – 9/30/27
WIOA – Adult	2224WOA001	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.  Amendment #1 – To update Awarding FAIN (Federal Award Identification Number).	\$2,175,039	7/1/24 – 6/30/26
WIOA – Dislocated Worker	2224WOD001	To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.  Amendment #1 – To update Awarding FAIN (Federal Award Identification Number).	\$1,383,730	7/1/24 – 6/30/26
WIOA – Youth	2224WOY001	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.  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.	\$2,357,433	7/1/24 – 6/30/26
Agency Board Agreement	2225ABA001	To provide skilled workers required by U.S. employers, to ensure equal employment opportunities, and ensure the quality of all new and existing Registered Apprenticeship programs.	Non-Financial	8/01/25-7/31/28
Apprenticeship Texas	2225ATG002		\$99,000	9/30/25 – 3/30/27

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
Externships for Teachers	2225EXT001	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.	\$178,448	4/01/25-3/31/26
Military to Civilian Employment Program	2225MTC001	To provide career services, training, and wraparound support services to assist Transitioning Service Members, Military Spouses, and Recently Separated Veterans transitioning to civilian employers.	\$212,197	5/26/25-5/31/26
Reemployment Services and Eligibility Assessment	2225REA001	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. Amendment #1 – To increase grant award amount by \$264,000 and to revise Uniform Administrative Requirements. Amendment #2 – To amend grant end date. Revise Attachment B: Statement of Work-Financial Requirements. To increase grant award amount by \$30,000. Revised Attachment D: Uniform Requirements, Cost Principles and Audit for Federal Awards.	\$632,499	10/1/24 – 2/28/26
Texas Internship Initiative	2225TAN002	Recruit, train, place, monitor and evaluate 35 high school student interns in high-demand STEM fields, including accounting, business management/operations, construction management, engineering, healthcare and information technology.	\$100,000	3/10/25-3/31/26
Texas Industry Partnership	2225TIP001	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.	\$134,072	3/17/25-6/30/26
WIOA- Adult	2225WOA001	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. Amendment #1 – To revise the PY 2025 and FY 2026 amounts.	\$1,844,779	7/01/25-06/30/27
WIOA- Dislocated Worker	2225WOD001	To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants.	\$1,184,124	7/01/25-6/30-27

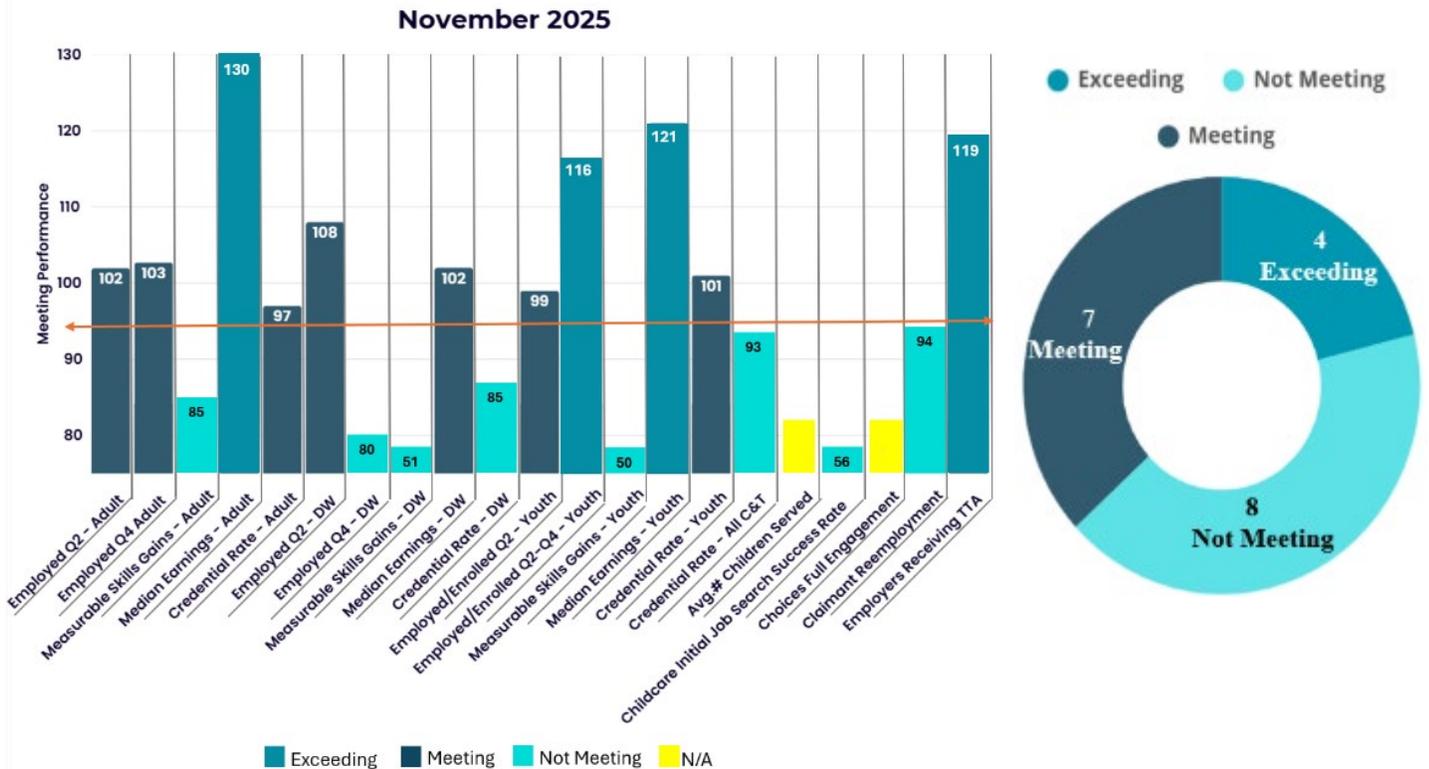
NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		Amendment #1 – To revise the PY 2025 and FY 2026 amounts.		
WIOA- Rapid Response	2225WOR001	To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers.	\$21,991	7/01/25-6/30/26
Healthcare Internship Fund	2225WOS001	To fund internships in the Healthcare Industry for youth ages 16-24 and adults.	\$99,438	5/26/25-5/31/26
WIOA- Youth	2225WOY001	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.	\$1,981,620	7/01/25-6/30/27
Child Care Services Formula Allocation	2226CCF001	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.	\$29,735,129	8/01/25-12/31/26
Child Care and Development Fund Child Care Local Match	2226CCM001	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.	\$1,858,292	10/1/25-12/31/26
Texas Department of Family and Protective Services (DFPS) Child Care	2226CCP001	To purchase child care services for children who are deemed eligible and authorized for services by DFPS.	\$0	9/1/25 – 12/31/26
CCDF Quality Improvement Activity	2226CCQ001	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.	\$1,402,078	10/1/25-10/31/26
VR Integration Agency Contract Infrastructure Cost Reimbursement Agreement	2226COL001	For services pertaining to co-locating and integrating VR staff at WFSCB offices. Reimburses initial start-up, reoccurring monthly and shared VR costs.	\$56,769	9/1/25 – 10/31/26
		Amendment #1- Revised Statement of Work- Project Obligations		
CCDF Quality Four Percent Activities	2226CQF001	Local Board areas and their subcontractors that implement child care quality four percent activities shall do so according to the rules and regulations established by the lead agency.	\$1,285,724	10/1/25 – 10/31/26
Noncustodial Parent Choices Program	2226NCP001	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.	\$292,402	9/1/25-9/30/26

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		Amendment #1 – To correct approved allocation amounts for State General Revenue and TANF. Decrease the Grant Award amount by \$7,642.		
SNAP Employment & Training Third Party Partnership	2226SDR001	Permits states to use 50% reimbursement funds to create partnerships with local entities and provide SNAP E&T services to SNAP recipients. Amendment #1 – To increase the Grant Award amount by \$3,000.	\$33,000	10/1/25 – 9/30/26
Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T)	2226SNE001	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.	\$374,349	10/1/25 – 9/30/26
TANF/Choices	2226TAF001	To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,811,446	10/1/25-10/31/26
Wagner-Peyser Employment Services	2226WPA001	To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services into the Workforce Solutions Offices.	\$13,416	10/1/25-12/31/26
Reemployment Services and Eligibility Assessment	2226REA001	To provide claimants with access to a wide 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	\$605,668	10/1/25-9/30/26
Trade Act for Dislocated Workers	2226TRA001	To assist Trade-certified dislocated workers in locating new jobs, which may include training for a new occupation, as rapidly and as effectively as possible.	\$5,000	10/1/25-9/30/26
Workforce Commission Initiatives	2226WCI001	The purpose of this Grant Award is to fund projects that strengthen and add value to the delivery system in its workforce area. This Grant Award will provide support for the following WCI Initiatives: (1) Hiring Red, White & You!; (2) Texas Veterans Leadership Program; (3) Foster Care Youth Conference; and (4) Jobs Y'all.	\$57,291	10/1/25-9/30/26

## INFORMATION ONLY

### XIII.4. Performance Measure Update – Board Contract Year 2025-26

## BACKGROUND INFORMATION



Workforce Solutions Coastal Bend received the November 2025 Performance Measures Report, covering 19 measures, with results reflecting generally strong program performance. The Board **exceeded targets in four areas—Median Earnings for Adults, Employed/Enrolled Q2–Q4 for Youth, Median Earnings for Youth, and Employers Receiving Texas Talent Assistance (TTA)**—while seven additional measures met state performance standards, two measures, **Average Number of Children Served per Day and the Choices Full Engagement Rate**, remain under remediation due to ongoing reporting system updates by TWC.

Staff will continue to monitor performance trends, address remaining remediation items, and focus on sustaining and improving outcomes as reporting systems stabilize and program strategies are refined.

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

Explanation of Measures **in Negative Performance** for November 2025

Performance Measure	Current		Current Performance	EOY % Goal	% of Meeting EOY Goal
	Numerator	Denominator			
Measurable Skills Gains - Adult	33	55	60.00%	70.70%	84.87%
Employed Q4 – Post Exit – Dislocated Worker	7	11	63.64%	79.90%	79.65%
Measurable Skills Gains – Dislocated Worker	5	13	38.46%	76.00%	50.61%
Credential Rate – Dislocated Worker	2	3	66.67%	77.00%	86.58%
Measurable Skills Gains – Youth	13	40	32.50%	74.78%	49.77%
Credential Rate – All C&T	35	50	69.78%	75.00%	93.33%
Childcare Initial Job Search Success Rate	4	11	36.36%	64.09%	56.73%
Claimant Reemployment within 10 Weeks	743	1,285	57.82%	61.38%	94.20%

**Performance Updates**

- **Statewide System Upgrade:** The Texas Workforce Commission (TWC) has upgraded its reporting system for Career & Training programs. As a result, both current and historical data have been updated to align with this new system.
- **Choices Full Engagement Measure:** TWC is finalizing the visualization for this measure to ensure accuracy.
- **Avg. Children Served Per Day:** Due to data issues related to the transition from TWIST to TX3C, performance for this measure has been suppressed. Methodology updates beginning October 2025 to account for TX3C payment data variability results in greater accuracy for current performance. Refresh of targets are in development for consideration.

**Board Actions**

**Response to Performance Updates**

The Board is actively responding to the recent performance updates by holding bi-weekly Performance Meetings with C2. These meetings are focused on closely monitoring all performance measures and ensuring that all available data is thoroughly reviewed so that no key information is overlooked.

In support of this effort, C2 has implemented its own projections tracking system, which is reviewed on a weekly basis. This tool allows for continuous performance monitoring and supports timely decision-making to maintain accuracy and alignment with state reporting standards.

<b>Program Title</b>	<b>Acronym</b>	<b>Program Description</b>
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.

<b>Program Title</b>	<b>Acronym</b>	<b>Program Description</b>
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.