

MINUTES

Workforce Solutions Coastal Bend – Workforce Services Committee

Bayview Tower – Administrative Office – 400 Mann Street, Suite 800

Bayview Large Conference Room

Corpus Christi, Texas 78401

Join Zoom Meeting

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Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 602 310 6124

Passcode: 205402

February 12, 2026 – 1:30 pm

Committee Members

Present

Randy Seitz, Chair
Jeffrey West, Vice Chair
Jose R. “Joey” Garcia III
Jesse Gatewood
J.C Perez, III

Absent

Catrina Wilson
Andrea Chavez

Others Present

Ken Trevino, Workforce Solutions
Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Christina Gonzalez, Workforce Solutions
Allyson Riojas, Workforce Solutions
Kristen Bily, Workforce Solutions
Vicki Stonum, Workforce Solutions
Celina Leal, Workforce Solutions
Tracy McAfee, Workforce Solutions
Ernest Everett, Workforce Solutions
Harvey Pina, Workforce Solutions
Sarahi Vasquez, Workforce Solutions
Catherine Cole, Workforce Solutions
Imelda Trevino, Workforce Solutions
April Mejia, Workforce Solutions

Other Board Members Present

I. Call to Order

Randy Seitz called the meeting to order at 1:30pm.

II. TOMA Rules

Ms. Vasquez provided information on the Texas Open Meetings Act (TOMA) Rules after the introductions were given.

III. Roll Call

The roll call was called by Ms. Vasquez, and a quorum was present. Chair Randy Seitz called for introductions of the new committee and were introduced as the following: Christina Gonzalez, (Director of Strategic Planning and Partnerships), April Mejia, (Business Solutions Deputy Director C2), Allyson Riojas, (Child Care Data Analyst), Alba Silvas, (Chief Operating Officer), Shileen Lee, (Chief Financial Officer), Melvin Trevino, (Student Visibility Coordinator), Celina Leal, (Program Support Specialist), Sarahi Vasquez, (Governance and Executive Support Specialist), Jesse Gatewood, (Labor Representative), Tracy McAfee (Technical Support Analyst), Ken Trevino, (President/Ceo), Randy Seitz, (Bee Area Partnership). Chair Gloria Perez was present.

IV. Announcement on Disclosure of Conflicts of Interest

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Attention was called to the Disclosure of Conflicts of Interest and disclosures were requested by the chair, Randy Seitz at this time. None were made.

V. Public Comments

Due to the new TOMA Rules, there is a laptop at meeting location 400 Mann Street; Suite 800 and is noted on Zoom call that it is Public as per TOMA Rules. The laptop is available and open to the public.

VI. Discussion and Possible Action on Minutes of the September 11, 2025 Workforce Services Committee Meeting

Chair Seitz moved to approve the minutes of the September 11, 2025 Workforce Services Committee meeting. Mr. West motioned to approve the minutes, The motion was seconded by Mr. Garcia and passed.

VII. Review of Committee Charter, Initiatives, and Strategic Board Goals for BCY2026

Chair Seitz presented the review of Committee Charter, Initiatives, and Strategic Board Goals for BCY2026. Jeffrey West requested Chair Seitz to make a comment and provided praise with working through Mr. Trevino and Mrs. Silvas regarding strategic goals, and the importance in noting all the work they do on this committee, every policy, and performance are aligned with strategic board goals. Mr. Trevino added that the goals have been ratified over the past 16 years, with only slight changes in board culture and effectively targeting rural area services, emphasizing maintaining consistency in these goals.

VIII. Information Only:

1. Targeted Occupations List (TOL) 2025-2026

Ms. Silvas presented information on the Targeted Occupations List, where she explained 9 more occupations have since been added as a result of the input from community stakeholders, hiring institutions, industry partners, and school districts. Ms. Silvas explained that to add an occupation to the list, a series of reviews on those occupations labor market, wages, and growth are conducted to match job demand in the Coastal Bend. (included in pages 7-9 in the February 12, 2026 packet).

2. Board Policy #1.0.110.04-Equal Employment Opportunity

Ms. Trevino received praise before speaking by Mr. West, on the record, that as a training provider, he wanted to commend the Board team for the ease and transparency of the process, responsiveness, and for providing insight to the team. Imelda presented information on revisions to Board Policy #1.0.110.04-Equal Employment Opportunity, to include WD Letter 0125, American with Disabilities Act (ADA) of 1990. Ms. Trevino shared they added a full 84 veteran policies under this section, related to policy information from the Health and Human Services Commission (HHS) of September 2023, where HHS published a proposed rule to amend Title 45 of the Code of Federal Regulations Part 84. Ms. Trevino explained this policy protects discrimination based on disability, in programs or activities receiving federal funding. Ms. Trevino stated the final ruling, and regulations were implemented per part of Title II of ADA and were changes to keep us compliant in federal guidelines. (included in pages 10-13 in the February 12, 2026 packet).

3. Board Policy #1.0.114.03-Storage and Use of Disability-Related Medical Information

Ms. Silvas presented information on the Storage and Use of Disability-Related Medical Information, where she described it a change required of the Texas Workforce Commission, per administrative rule WD Letter 1707, Change 2, that keeps us in compliance with our administrative requirements. Ms. Silvas was asked to explain what a WD Letter is, by Mr. West, where she explained that a WD Letter is a Workforce Development Letter, TELS, TA Bulletin, and Department of Labor and WIOA, set a list forward of governing rules to the state. The state then develops a TWC WD Letter related to the topic of choice and are provided to all 28 board in the State of Texas. Ms. Silvas explained that since there is limited flexibility in the WD Letters, they are required at times to insert the governing rule under a policy to implement, and it is then brought forward to the board for permission, and elaborated on the process, and how the determination for implementation to the career centers or their administration is made dependent on the impact on the customer, job seeker, employer, or community partner. Ms. Silvas explained the research on resources is done, followed by training and implementation for review. Ms. Silvas explained if the effective date is past a Board Meeting date, they will implement through standard operating procedure and make notes of the filing stating implementation was conducted per TWC rule. (included in page 14-16 in the February 12, 2026 packet).

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

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Mrs. Silvas presented information on the Limited English Proficiency Board Policy, where she explained they added to Section 3, a policy statement regarding indication of LEP status to the Workforce Investment Opportunity Act Title I program participates in regards to the system used for case management, in the Work In Texas system. (included in page 17-19 in the February 12 2026 packet).

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

Ms. Trevino went over revisions on Board Policy #.0.102.03- Equal Opportunity-Accessibility Monitoring, under Section 4, Reference A, number 3, where an amendment was made to include the Texas Non-Discrimination-Plan. Ms. Trevino stated additional revisions including Section 4 procedures under B, number 3, are to include the Equal Opportunity Employer Tagline, and further revisions to Section 4 that included a modern review schedule to include the Texas Non-Discrimination Plan and the removal of old coding centers, as well as including the mobile unit. Chair Seitz opened the floor to approve the policies discussed today, where a motion was passed to approve the consent agenda by Ms. Wilson, with a second motion to approve of was given from Mr. Gatewood. The following policies were approved to be presented to the Board of Directors as a consent agenda was passed. Ms. Silvas stood by for any questions. There were no further comments or questions.

IX. Information Only

1. Services to Workers BCY2026 (Q1 Oct.-Dec.) (Q2 Jan.-Mar) (Q3 Apr-Jun.) (Q4 Jul-Sept.)

a. Policy Review Schedule

Ms. Silvas reviewed and discussed the Policy Review Schedule for 2026, where a illustrated chart with category, policy number, and policy title can be found on pages 24-26 of the February 12, 2026, packet. Ms. Silvas stood by for any questions. There were no further comments or questions.

b. Program Updates

Ms. Silvas presented program updates from Quarters 1 and 2, where they discussed opportunities, projects, and working with service providers. Ms. Silvas went over September funding for each program, and distribution of projects. Ms. Silvas discussed vacancies that were had and ensured adequate staffing leads were assigned so there were no gaps in service with contract level positions. Ms. Silvas discussed the Military to Civilians Project and the traffic generated from the data report. Ms. Silvas discussed the Unemployment Insurance Assistance Program, where there was a decrease in individual assisted with claims. Mr. Gatewood asked about openings in promotion on employment with C2GPS, where Mr. Reyna explained that there were openings that were being promoted through LinkedIn and other platforms. Mr. Reyna went over success stories that have led to opportunities within the employer. Ms. Silvas stood by for any questions. There were no further comments or questions.

2. Performance Measure Update

a. Board Contract Year 2026

Ms. Silvas discussed Board Contract Year 2026, where she stated that for the month of November, they were meeting 7 measures exceeding 4, and not meeting 8, where she addressed that they were working closely in meeting with CSGPS for revisions in dashboards and projects. Ms. Silvas further discussed those 8 measures, how they we were not meeting 5. Ms. Silvas explained these performance results, and how that had to do with recording and obtaining credentials and measurable skill gains, such as how a student progressed in their studies, and how far they have completed a grade level. Ms. Silvas explained the difficulties due to cyclical timing of acquiring this data from schools, along with data integrity requirements from the Texas Workforce Commission that require approval. She further explained the progress in a December report they quite literally just received indicating progress in two of those measures, so technically are only not meeting 6 at this time. She explained the strict reporting requirement level they hold contractors to when performance measures are not met. Ms. Silvas stood by for any questions. There were no further comments or questions.

3. Services to Business

a. Business Solutions Report

Ms. Mejia discussed the Business Solutions Report, discussed hiring events such as one with the US Border Patrol, Holiday Youth Job Fair, and the Three Rivers Hiring Event. Ms. Mejia discussed the Lexington Hiring Event and its positive results. Mr. West asked there was a way of scaling that model to rural areas, and if there are plans to do that currently, where Ms. Mejia advised there were plans to scale that model to rural areas by explaining how a majority of the attendance at events where from areas outside of Corpus Christi, where transportation was even offered to individuals to take them to events. She explained how all these events were designed to align with board strategic goals. Ms. Mejias stood by for any questions. There were no further comments or questions

4. Local Labor Market Intelligence

a. Jobs & Employment Report-Q1

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Ms. Riojas explained the Jobs and Employment Reports for Quarter one, where she discussed from month-over-month Labor Market Intelligence (LMI) data results beginning in August 2025. Ms. Riojas compared the Coastal Bend, Texas, and the United States unemployment rates where she indicated unemployment rates decreased 0.3 percentage points from for the Coastal Bend, while employment rates increased in Texas (0.1 percentage points) and the United States (0.2 percentage points). Ms. Riojas explained the effects of COVID in these numbers. Ms. Riojas went over different Areas, Area Types, and their latest monthly and yearly labor force, employment, and unemployment rates from November 2025. Ms. Riojas discussed jobs added to the Coastal Bend Workforce Development Area jobs, the Corpus Christi MSA (multiple surrounding areas) growth rate, and the top three growing occupations through WorkinTexas in these areas. Ms. Riojas stood by for any questions. There were no further comments or questions

5. Strategic Planning & Partnerships Update

Ms. Christina Gonzalez discussed Strategic Planning and Partnerships Updates, she discussed Power Partner Portals (P3), an investment used to catalog their partnerships. She discussed the five newly developed dashboards separated by partner relationship types and their different fundamental functions to create data driven decisions that align with partners engagement with strategic goals. She explained employers' participation and commitment to outside hiring events with other school districts, and further discussed the newly developed school district dashboard, designed to help navigate activity in participation within activities. She explained how this is meant to track which districts need to be outreached to increase their engagement by identifying what their needs are. She discussed the Industry and Education Summit to be held in May, and the collaboration between employers and educators from CTE programs to develop more work-based learning opportunities to increase workforce knowledge outside of school. She discussed the coordination between partner visibility, and the strong impact on community members to increase efficiency of events through participation and engagement. She discussed the importance of working together with their partners to achieve more within the community. Ms. Gonzalez stood by for any questions. Mr. West asked about reports being public facing, where Ms. Gonzalez advised that the information will be available to the Board of Directors that it would not only provide data but their explanation for what caused the data's results. Ms. Silvas advised they will work on making this available next calendar year.

6. Facilities and IT Update

Ms. Lee reported on Facilities and IT Updates, where she discussed progress on the New Career Center for Facilities, and new team member updates on IT. Mr. Silvas made a public comment to thank Ms. Lee and Ms. De La Cruz, in her efforts in aiding in loading, carrying, and coordination throughout the transition to the new Career Center from their old Staples location. They concluded by introducing new IT member Tracy McAfee, the new Technical Support Specialist.

X. Adjournment

Chair Seitz called for adjournment of the meeting, where the motion was Mr. Gatewood provided the first motion, and was seconded by Mr. West. The meeting was adjourned at 2:40pm.

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