



Workforce Services Committee Meeting

February 12, 2026
1:30 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=85463327251>

Toll Free Dial-In

888 475 4499 US Toll-free

Meeting ID: 602 310 6124

Passcode: 205402

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Workforce Services Committee Meeting

Bayview Tower – Administrative Office – 400 Mann Street, Suite 800
Bayview Large Conference Room
Corpus Christi, Texas 78401

Join Zoom Meeting

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Thursday, February 12, 2026 – 1:30 pm

AGENDA

- I. Call to Order: *Randy Seitz, Chair*
- II. TOMA Rules: *Sarahi Vasquez*
- III. Roll Call: *Sarahi Vasquez*.....3
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Discussion and Possible Action on Minutes of the September 11, 2025 Workforce Services Committee Meeting**.....4-5
- VII. **Review of Committee Charter, Initiatives, and Strategic Board Goals for BCY 2026**.....6
- VIII. **Items for Discussion and Possible Action:**
 - 1. Target Occupation List (TOL)- 2025-2026: *Alba Silvas*.....7-9
 - 2. Board Policy #1.0.110.04-Equal Employment Opportunity: *Imelda Trevino*.....10-13
 - 3. Board Policy #1.0.114.03-Storage and Use of Disability-Related Medical Information: *Alba Silvas*.....14-16
 - 4. Board Policy #4.0.120.06-Limited English Proficiency (LEP): *Alba Silvas*.....17-19

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Equal Opportunity Employer/Program

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

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

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

(cont. page 2)

5. Board Policy #5.0.102.03-Equal Opportunity- Accessibility Monitoring: *Imelda Trevino*.....20-23

IX. Information Only:

1. Services to Workers BCY2026 (Q1 Oct.-Dec.) (Q2 Jan.-Mar.) (Q3 Apr.-Jun.) (Q4 Jul.-Sept.)
a. Policy Review Schedule: *Alba Silvas*.....24-26
b. Program Updates & Veterans Services: *Alba Silvas*.....27-29

2. Performance Measure Update
a. Board Contract Year 2026: *Alba Silvas*.....30-33

3. Services to Business
a. Business Solutions Report: *April Mejia*.....34

4. Local Labor Market Intelligence
a. Jobs & Employment Report – Q1: *Allyson Riojas*.....35-39

5. Strategic Planning & Partnerships Update: *Christina Gonzalez*.....40

6. Facilities & IT Update: *Shileen Lee*.....41

X. Adjournment

Note: Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

Closed Session Notice. PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our **Bayview Tower – Administrative Office, Bayview Large Conference 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, 400 Mann Street, Suite 800, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.

A proud partner of the  network

Equal Opportunity Employer/Program

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Workforce Services Committee
Roll Call Roster
February 12, 2026
(4 = Quorum)

_____Randy Seitz, Chair

_____Jeffery West, Vice Chair

_____Andrea Chavez

_____Jose R. "Joey" Garcia III

_____Jesse Gatewood

_____J.C. Perez, III

_____Catrina Wilson

Signed

Printed Name

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

<https://us02web.zoom.us/j/82755443944?pwd=tBlJqXCqSdmjc8bRe81VUpUcrSatlb.1>

Toll Free Dial-In

888 475 4499 US Toll-free

Meeting ID: 827 5544 3944

Passcode: 485573

Thursday, September 11, 2025 – 1:30 pm

Committee Members

Present

Dr. Leonard Rivera, Chair
Lance Brown
Jose R “Joey” Garcia III
Jesse Gatewood

Absent

Randy Seitz, Vice Chair

Others Present

Ken Treviño, Workforce Solutions
Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Allyson Riojas, Workforce Solutions
Zachary James, Workforce Solutions
Ruben Aceves, Workforce Solutions
Vicki Stonum, Workforce Solutions
Catherine Cole, Workforce Solutions
Celina Leal, Workforce Solutions
Ricardo Munoz, Workforce Solutions
Imelda Munoz, Workforce Solutions
Tony Armadillo, Workforce Solutions
Xena Mercado, Workforce Solutions
Milanda Ballesteros, Workforce Solutions
Geri Escobar, C2GPS, LLC
Robert Gonzales, C2GPS, LLC
Monica Cisneros, C2GPS, LLC
April Mejia, C2GPS, LLC
Robert Reyna Jr., C2GPS, LLC

Other Board Members Present

Michelle Flowers

I. Call to Order

Dr. Rivera called the meeting to order at 1:30 pm.

II. TOMA Rules

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

III. Roll Call

The roll was called and a quorum was present. The following Board Member was also in attendance:

- Michelle Flowers

IV. Announcement on Disclosure of Conflicts of Interest

Attention was called to the Disclosure and Declaration of Conflict of Interest and disclosures were requested by the chair at this time. None were made.

V. Public Comments

Due to the new TOMA rules we do have a laptop setup at 400 Mann Street, Suite 800 and is listed on the zoom call as Public. The laptop is available and open to the public.

VI. Discussion and Possible Action on Minutes of the May 8, 2025, Workforce Services Committee Meeting

Mr. De Los Santos moved to approve the minutes of the May 8, 2025, Workforce Services Committee Meeting. The motion was seconded by Lance Brown and passed.

VII. Items for Discussion and Possible Action

1. Board Policy # 4.5.100.11 – Work Search Requirement

Ms. Alba Silvas presented information on keeping work search requirement as listed in Board Policy # 4.5.100.11 – Work Search Requirement (included on pages 7-10 of the September 11 agenda packet). Lance Brown moved to recommend to the Board of Directors approval of Board Policy # 4.5.100.11 – Work Search Requirement as presented. The motion was seconded by Mr. De Los Santos and passed.

VIII. Information Only:

1. Services to Workers BCY2025 (Q1 Oct.-Dec.) (Q2 Jan.-Mar.) (Q3 Apr.-Jun.) (Q4 Jul.-Sept.)

a. Policy Review Schedule

Ms. Silvas provided updated information on the Policy Review Schedule (included on pages 11-13 of the September 11 agenda packet).

b. Program Updates & Veteran Services

Ms. Silvas provided updated information on Programs & Veteran Services for managing performance with CSGPS, funding opportunities, and upcoming events (included on pages 14-17 of the September 11 agenda packet). Geri Escobar provided information on operations at the Mission Career Center. Robert Reyna provided data and partnership information for their outreach and delivery services.

2. Performance Measure Update

a. Board Contract Year 2025-2026

Ms. Silvas reported information on the transition from TWIST to TXC3, accurate remediations for youth measures, and child care initial job search success rates for Board Contract Year (included on page 18-22 of the September 11 agenda packet).

3. Services to Business

a. Business Solutions Report

Ms. Mejia provided highlighted information on events, and employer and partnerships engagement for Texas Internship Initiatives (included on page 23-24 of the September 11 agenda packet).

4. Local Labor Market Intelligence

a. Jobs & Employment Report-Q4

Ms. Riojas provided information on jobs and employment reports in accordance with Local Labor Market Intelligence for Q4 (included on page 25-30 of the September 11 agenda packet).

5. Strategic Planning & Partnerships Update

Mrs. Gonzalez provided updated information on strategic growth, capacity building, and goals moving forward for Strategic Planning & Partnerships (included on page 31-32 of the September 11 agenda packet).

6. Facilities & IT Updates

Mrs. Lee provided information on the Mission Plaza and Mobile Unit for Facilities and IT Updates (included on page 33 of the September 11 agenda packet).

IX. Adjournment

The meeting adjourned at 2:47 pm.

INFORMATION ONLY

VII- Review of Committee Charter, Initiatives, and Strategic Board Goals for BCY 2026:

BACKGROUND INFORMATION

Workforce Services Committee Charter:

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

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

Board Strategic Goals:

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

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

RECOMMENDATION

The Workforce Services Committee consider committee charter, initiatives and board strategic goals for BCY 2026; and take any appropriate action on the information presented.

DISCUSSION AND POSSIBLE ACTION

VIII – 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 1.0.114.03- 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 Workforce Services Committee consider approval of Board Policies as presented and recommendation to Board Of Directors’ approval.

Business

SOC	Description	2025 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
13-2011	Accountants and Auditors	1,564	\$21.79	\$40.41	\$34.60	\$27.25
17-3011	Architectural and Civil Drafters	152	\$18.29	\$30.86	\$29.21	\$23.33
43-3031	Bookkeeping, Accounting, and Auditing Clerks	2,339	\$13.70	\$22.37	\$21.11	\$17.18
15-1211	Computer Systems Analysts	289	\$28.37	\$45.44	\$40.28	\$34.20
15-1232	Computer User Support Specialists	691	\$14.51	\$24.40	\$22.59	\$18.59
43-6011	Executive Secretaries and Executive Administrative Assistants	507	\$21.58	\$31.63	\$29.71	\$24.14
11-1021	General Operations Managers	7,462	\$18.10	\$53.77	\$42.19	\$26.06
15-1212	Information Security Analysts	104	\$29.70	\$50.85	\$48.56	\$37.15
15-1244	Network and Computer Systems Administrators	381	\$27.90	\$40.73	\$38.30	\$31.18
23-2011	Paralegals and Legal Assistants	551	\$18.14	\$27.12	\$24.03	\$19.47
21-1093	Social and Human Service Assistants	491	\$13.34	\$20.56	\$19.70	\$16.64
15-1252	Software Developers	566	\$35.76	\$60.63	\$58.74	\$45.26
15-1253	Software Quality Assurance Analysts and Testers	237	\$39.32	\$66.03	\$60.94	\$47.83

Health Care

SOC	Description	2025 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
31-1131	Certified Nursing Assistants	1,977	\$14.25	\$16.71	\$16.32	\$14.77
29-2018	Clinical Laboratory Technologists and Technicians	490	\$16.96	\$27.21	\$25.58	\$20.73
31-9091	Dental Assistants	442	\$14.22	\$19.36	\$18.07	\$16.19
29-2042	Emergency Medical Technicians	424	\$13.88	\$17.51	\$16.87	\$15.15
29-2061	Licensed Practical and Licensed Vocational Nurses	1,480	\$22.42	\$27.29	\$27.74	\$24.02
31-9092	Medical Assistants	1,403	\$13.99	\$18.10	\$17.77	\$16.06
29-2036	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	355	\$16.52	\$23.07	\$21.83	\$17.96
11-9111	Medical and Health Service Managers	1,111	\$29.49	\$55.15	\$48.57	\$38.50
43-6013	Medical Secretaries and Administrative Assistants	1,714	\$14.70	\$19.19	\$18.64	\$17.02
19-5012	Occupational Health and Safety Technicians	56	\$17.64	\$31.28	\$27.05	\$21.23
29-2043	Paramedics	244	\$17.12	\$24.32	\$22.82	\$19.61
29-2052	Pharmacy Technicians	815	\$16.77	\$20.51	\$19.99	\$17.84
31-9097	Phlebotomists	279	\$15.28	\$19.49	\$17.82	\$16.84
31-2021	Physical Therapist Assistants	309	\$26.83	\$35.39	\$35.74	\$30.65
29-2034	Radiologic Technologists and Technicians	553	\$19.73	\$32.96	\$33.51	\$27.72
29-1141	Registered Nurses	5,176	\$29.91	\$39.98	\$38.89	\$34.25

Public Service

SOC	Description	2025 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	480	\$17.36	\$26.33	\$24.06	\$20.07
53-3052	Bus Drivers, Transit and Intercity	92	\$15.21	\$20.57	\$19.69	\$17.17
33-3012	Correctional Officers and Jailers	837	\$19.19	\$22.76	\$22.53	\$20.16
25-2021	Elementary School Teachers, Except Special Education	2,469	\$23.87	\$27.50	\$27.72	\$26.14
33-2011	Firefighters	821	\$19.26	\$25.01	\$23.75	\$21.87
25-2022	Middle School Teachers, Except Special and Career/Technical Education	1,534	\$23.89	\$28.18	\$28.23	\$26.58
33-3051	Police and Sheriff's Patrol Officers	1,517	\$23.12	\$33.05	\$33.34	\$27.05
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	2,066	\$24.33	\$29.88	\$29.08	\$27.20
33-9032	Security Guards (armed)	1,562	\$11.69	\$17.26	\$16.10	\$13.93
25-2059	Special Education Teachers	828	\$23.45	\$27.52	\$27.87	\$26.76

Professional Skills & Trades

SOC	Description	2025 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
49-3011	Aircraft Mechanics and Service Technicians	797	\$26.72	\$35.08	\$36.65	\$32.59
49-3021	Automotive Body and Related Repairers	192	\$16.10	\$25.85	\$22.05	\$17.72
49-3023	Automotive Service Technicians and Mechanics	1,704	\$12.79	\$22.88	\$21.06	\$15.97
17-3028	Calibration Technologists and Technicians	75	\$23.08	\$40.17	\$37.36	\$27.67
53-5021	Captains, Mates, and Pilots of Water Vessels	272	\$23.33	\$46.90	\$37.13	\$29.46
47-2031	Carpenters	1,665	\$10.77	\$26.34	\$22.99	\$17.61
35-1011	Chefs and Head Cooks	324	\$12.69	\$24.05	\$22.40	\$15.50
51-8091	Chemical Plant and System Operators	51	\$40.85	\$42.57	\$42.91	\$42.13
47-2061	Construction Laborers	3,858	\$12.65	\$20.33	\$17.77	\$15.36
53-7021	Crane and Tower Operators	422	\$24.07	\$33.10	\$35.02	\$30.44
15-2051	Data Scientists	167	\$22.38	\$49.13	\$48.71	\$34.21
17-3023	Electrical and Electronic Engineering Technologists and Technicians	91	\$21.56	\$38.60	\$38.09	\$28.65
49-9051	Electrical Power-Line Installers and Repairers	374	\$23.32	\$36.02	\$35.12	\$28.26
17-3029	Engineering Technologists and Technicians, Except Drafters, All Other	174	\$20.06	\$36.28	\$37.05	\$29.63
47-2111	Electricians	1,383	\$16.40	\$27.49	\$26.22	\$20.93
17-1021	GIS Analysts/Cartographers and Photogrammetrists	27	\$21.09	\$34.17	\$30.48	\$25.10
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	807	\$16.64	\$26.82	\$24.07	\$20.09
53-3032	Heavy and Tractor-Trailer Truck Drivers	3,866	\$16.38	\$26.63	\$23.94	\$20.78
17-3026	Industrial Engineering Technologists and Technicians	67	\$21.92	\$38.95	\$31.71	\$27.00
49-9041	Industrial Machinery Mechanics	1,111	\$18.55	\$32.09	\$30.14	\$23.11
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	777	\$16.25	\$28.13	\$23.27	\$18.31
17-3027	Mechanical Engineering Technologists and Technicians	26	\$21.06	\$35.39	\$33.60	\$26.72
51-4041	Machanists	377	\$17.97	\$32.17	\$29.58	\$22.34
49-9044	Millwrights	94	\$19.00	\$30.40	\$27.35	\$24.97
47-2073	Operating Engineers and Other Construction Equipment Operators	1,614	\$17.91	\$25.12	\$23.67	\$20.98
51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	1,105	\$30.85	\$42.20	\$46.07	\$35.51
47-2152	Plumbers, Pipefitters, and Steamfitters	1,034	\$15.95	\$28.69	\$27.05	\$20.10
47-5012	Rotary Drill Operators, Oil and Gas	251	\$21.71	\$32.12	\$28.88	\$22.96
53-5011	Sailors and Marine Oilers	307	\$17.95	\$25.05	\$21.89	\$19.94
51-9141	Semiconductor Processing Technicians	74	\$12.92	\$22.96	\$18.46	\$15.22
17-3031	Surveying and Mapping Technicians	150	\$16.20	\$26.01	\$22.82	\$17.39
49-2022	Telecommunications Equipment Installers and Repairers	229	\$19.07	\$30.13	\$28.14	\$23.03
49-9052	Telecommunications Line Installers and Repaires	138	\$16.84	\$35.43	\$36.54	\$25.98
51-4121	Welders, Cutters, Solderers, and Brazers	52	\$15.31	\$23.68	\$21.13	\$17.40
47-9098	Weatherization Installers and Technicians (Misc. Construction Workers)	1,489	\$17.35	\$27.06	\$26.23	\$18.79
49-9081	Wind Turbine Service Technicians	169	\$22.28	\$31.76	\$29.68	\$26.20

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

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.

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.
- 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.](#)
-

The Board of Directors authorizes the President/CEO or his/her designee to administer all personnel policies [esa](#) 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](#)

V.

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:

Reviewed by EO Officer Date

President/CEO Date

POLICY - DRAFT

CATEGORY:	Administration	No. 1.0.114.0203
TITLE:	Storage and Use of Disability-Related and Medical Information	
SUPERSEDES:	1.0.114.002 dtd October 31, 2014	
EFFECTIVE:	February 21, 2019 <u>February 26, 2026</u>	
BOARD APPROVAL:	February 21, 2019 <u>February 25, 2026</u>	
DATE OF LAST REVIEW:	December 17, 2018 <u>February 12, 2026</u>	

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.*

Beginning on January 3, 2019, each recipient must also record the limited English proficiency and preferred language of each applicant, registrant, participant, and trainee. 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).*

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.

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:

Reviewed by EO Officer

Date

President/CEO

Date

POLICY - DRAFT

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

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 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.
- ~~HJ~~. 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.

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](#)

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:

Reviewed by EO Officer

Date

President/CEO

Date



POLICY - DRAFT

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

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.

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.

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](#)~~

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 9102, 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.

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

IX. SIGNATURES

Reviewed by EO Officer

Date

President/CEO

Date

INFORMATION ONLY

IX- 1.a Services to Workers BCY2026 – Policy Review Schedule

BACKGROUND INFORMATION

Board Team Members will be presenting Policy Review Schedule; **Attached**.

Workforce Services Committee 02.12.26 – 4 Policies.

Policy Review Schedule-2026

<u>Category</u>	<u>Policy Number</u>	<u>Policy Title</u>
<u>Board Administration</u>		
	1.0.100.01	Responsibilities of the Local Workforce System
	1.0.101.01	Standards of Conduct and Conflict of Interest
	1.0.102.01	Policy Development
	1.0.103.02	Open Meetings Policy
	1.0.104.02	Public Information Policy
	1.0.105.01	Reporting Conflict of Interest, Fraud and Abuse
	1.0.106.02	New Board Member Orientation and Training
	1.0.107.03	Communication Process
	1.0.108.00	Restrictions on Lobbying Activities and Expenditures
	1.0.109.00	Businesses Employing Undocumented Workers
02.12.26	1.0.110.04	Equal Employment Opportunity
	1.0.111.00	Fraud, Waste, theft, and Program Abuse
	1.0.112.02	Discrimination Complaint Procedure
	1.0.113.00	Approval Process for Contracts, Contract Renewals, and Contract Amendments
02.12.26	1.0.114.03	Storage and Use of Disability-Related and Medical Information
	1.0.115.01	Anonymous Complaints and Communications
	1.0.116.01	Approval Process for Micro-Purchases
	1.0.117.00	Firearms and Weapons Restrictions of WFSCB Premises
<u>Workforce Programs</u>		
	4.0.100.01	Program Policy and Services Guide
	4.0.100.06	Incentives/Stipends
	4.0.100.07	OJT, Subsidized Employment, and Customized Training
	4.0.101.14	Support Services
	4.0.102.02	Basic Skills Deficiencies
	4.0.103.06	Case Management
	4.0.104.02	Workforce Professional Development and Continuous Improvement
	4.0.106.02	Reasonable Distance
	4.0.107.03 (Annual)	Determination of Self-Sufficiency
	4.0.109.02	Credentials
	4.0.110.02	Integrated Complaints, Hearings, and Appeals
	4.0.111.06	Customer File Documentation
	4.0.115.09	Program Non-Compliance
	4.0.117.03	Priority of Service and Data Collection
	4.0.118.02	Accessibility
02.12.26	4.0.120.06	Limited English Proficiency (LEP)
	4.0.121.03	Reasonable Accommodations
	4.0.122.02	Outreach

Policy Review Schedule-2026

<u>Category</u>	<u>Policy Number</u>	<u>Policy Title</u>
	4.0.123.00	Common Exit
	4.0.124.01	Documentation and Verification of Work Activities: Choices/SNAP E&T
<u>WIOA</u>		
	4.1.101.02	Follow-Up Services for WIOA Adults & Dislocated Workers
05.14.25(Youth Committee)	4.1.103.02	Youth Eligibility Criteria
	4.1.104.08	Individual Training Accounts (ITAs)
	4.1.105.01	Apprenticeship Programs
	4.1.106.00	National Dislocated Worker Grants
<u>Choices</u>		
	4.2.100.03	Service Strategies
<u>Child Care</u>		
	4.3.100.06	Child Care Eligibility
	4.3.102.04	Assessing and Collecting Parent Share of Cost
	4.3.103.00	Attendance Requirements for Child Care Services
	4.3.104.00	Reapplication for Child Care Provider Agreement
	4.3.105.01	Child Care Related Funds Recovery
	4.3.106.01	Termination of Child Care
	4.3.107.00	Children of Military Parents on Deployment
	4.3.108.03	Child Care Provider Reimbursement Rate
	4.3.109.01	Eligible Child Care Providers
	4.3.111.00	American Recovery and Reinvestment Act (ARRA)
<u>Unemployment Insurance</u>		
	4.5.100.11 (Annual)	Work Search Requirement
<u>Quality Assurance & Monitoring</u>		
	5.0.100.02	Oversight and Monitoring
	5.0.101.03	Data Integrity
<u>02.12.26</u>	<u>5.0.102.03</u>	<u>Equal Opportunity - Accessibility Monitoring</u>
<u>Property & Facilities</u>		
	6.0.100.00	Smoking in Workforce Solutions of the Coastal Bend Facilities
	6.0.101.01	Emergency Management & Business Recovery/Continuity of Operations Plan
	6.0.102.01	Accessibility for Persons with Disabilities
<u>Information Technology & Data Management</u>		
	7.0.100.03	Use of Electronic Media and Services
	7.0.101.02	Computer and Personally Identifiable Information Systems Access and Security
<u>Public Relations</u>		
	8.0.100.02	Strategic Marketing Standards and Guidelines

INFORMATION ONLY

IX- 1b. Services to Workers BCY2026 – Program Updates & Veterans Services

BACKGROUND INFORMATION

Team Members will provide updates on programs/grants, operation of career centers, and Veterans Services.

1. Updates as of Q1 (October 2025- December 2025).

PROGRAM/GRANT	UPDATES
1. CHOICES. 2. WIOA- Adult, Dislocated, Youth 3. SNAP Employment & Training 4. Non-Custodial Parent (NCP) 5. Re-Employment Services (RESEA) 6. Workforce Commission Initiatives (YOU CHOOSE! & Hiring Red, White & You). 7. Summer Earn & Learn (SEAL)	The Program Year(PY) began Oct. 1, 2025. And Q1 marks the 1/4 mark of PY. Program meetings take place monthly to review initiatives as well as performance meetings every other Thursday. Operations(OPS) meetings are scheduled monthly, topics include: service delivery, programs, business services, quality assurance, fiscal, IT, and Facilities. These programs/grants represent the core funding sources and allocations to WFSCB.
OPPORTUNITIES/PROJECTS	NOTES
1. Educator Externship (EDEX)-TWC	Pre-Award Notice received- EDEX 11 th year. Model change this PY due to Externship expected to be 10 days in duration. Increasing of Stipend. 20 Educators to be served. \$62K.
2. Texas Internship Initiative- TWC	Pre-Award Notice received- TII 6 th year.
3. Apprenticeship Expansion-TWC	Grant Award received. \$200K for 50 Apprentices.
4. SNAP- Third Party Partnership (TPP)	TWC Pause; Federal Funding.
6. Healthcare Internship Fund-TWC	Grant Award received. 1 st round. \$99K. to work with students from rural school districts; already part of health care industry academies. 10 students enrolled- goal is 16. Additional details in Youth Services Committee meeting packet.
7. Military to Civilian Employment-TWC	Grant Award received. 1 st round. \$212K. To provide transitional assistance to military personnel and spouses. Career Center Services, training, work-experience.
8. Eligible Training Provider (ETPL) EdVera System	WFSCB Contract Manager reports the ETPL System has gone live and progress has slowed again; WFSCB team working with TWC, Career Center teams, Training Providers and most importantly with our customers seeking training assistance. Additional delays will impact overall service delivery, expenditures, and customer experience.
9. WIT Case Management System	Launch date Spring 2024- Major impact. Improvements in Case Management continue to be made by our contractor team members.

2. Operation of Career Centers: Update to be provided by C2GPS Management regarding:

○ Career Center Operations and Staffing.

By the end of Q1- December 31, 2025; all Staples Career Center team members(C2GPS) were moved to the new Mission Career Center.

C2GPS recruitment for Deputy Director, Continuous Improvement took place; fill vacancy as Mr. Robert Gonzalez transitioned to Director of Administrative Services & Compliance for Board; WFSCB.

TWC Annual Conference RESEA Live - Throughout October and November 2025, four members of the Coastal Bend team trained and rehearsed to participate in the first ever RESEA Live event at the TWC Annual Conference in December 2025. Recognizing the subject matter expertise of our local team, the TWC RESEA program requested that our staff portray RESEA staff during a stage play version of the RESEA process.

Programmatic Training Sessions – Throughout the quarter, local management coordinated with Partner Programs, the Continuous Improvement Team, Career Center Leadership, and the BSU to conduct multiple programmatic training sessions necessary to drive organizational excellence. Training topics included Priority of Service to Veterans, Work-First (Choices and SNAP) Programs process training, RESEA Program Service Delivery.

○ Outreach and Service Delivery Strategies.

Military to Civilian Program – Ongoing outreach and engagement activities were completed during October through December 2025 to serve Transitioning Service Members, Recently Separated Veterans, and Military Spouses through the Military to Civilian Employment Grant. Outreach activities included participation in the NAS CC Job Fair in October, the Annual Hiring Red, White, and You Career Expo, the Coastal Bend Heroes Fundraiser in October 2025, Corpus Christi Veterans Stand Down in November 2025, and in person visits to the Employment and Resource Committee Meeting, Veterans Round Table, and NAS Corpus Christi TAPS classes.

○ Partnership Highlights.

Education Service Center - Region 2 – WFSCB met with the new Administrator for ESC2 AEL Program, Dr. Ada Besinaiz and Gabriel Villarreal, AEL Program Coordinator. During the meeting, WFSCB and ESC2 provided an overview of services and programs offered by their respective agencies. A review of the referral process for both organizations was discussed, along with a brief history of the coordination and collaboration between the two agencies for the last couple of years. WFSCB shared details about program design and service delivery as they relate to funding levels and customers served. ESC2 shared info about challenges related to staffing levels, and recent efforts to find efficiencies and streamline their processes.

CBC Quarterly Meeting – On Friday, October 24, 2025, WFSCB met with Jarod Bleibdrey, Dean of Career and Technical Education and Braden Reed, Director of Workforce Development & Continuing Education. CBC provided updates on programming, including delays to certification of Aviation Mechanics program, upcoming transition of CDL program from CEU basis to Credit Hour basis, upcoming AAS program in project management, and their NCCER program which will be mobile unit based and able to travel throughout their service delivery area. CBC also shared that by Fall 2026 the school will transition to an Open Education Resource model, meaning most of their programs will be required to use free and open learning resources instead of traditional textbooks, websites, and materials that can significantly increase the overall cost of training for students.

Upskill Coastal Bend – On November 4, 2025, WFSCB staff attended the recurring Upskill Coastal Bend Partnership meeting in Kingsville. Partners provided updates about programs and services to Coastal Bend residents. WFSCB provided an update on target populations, services to businesses and job seekers. Attendees were provided a tour of the Javelina Trades Academy and the Emergency Operations Center located at the Kleberg County Economic Development & Training Center.

Memorandum of Understanding/Infrastructure Financial Agreements(MOUs/IFAs) - As a requirement of WIOA, WFSCB has sent out a total of 11 MOUs to Required Career Center partnerships. This element is crucial to meeting the monitoring standards by TWC and DOL. Team has successfully received 5 of the MOUs back from partners and will continue to pursue completion of all. Required partners include: TWC AEL providers, Housing Authorities , AARP, Labor Unions, Block Grant Recipients(CACOST).

- Career center customer traffic; in-person or virtual: Q1 Oct-Dec 2025.
Mission **6,002**. Alice **1,314**. Beeville **1,005**. Falfurrias **74**, Kingsville **859**, Rockport **148**, Sinton **1007**.
- Services to Workforce Career Center Customers: Q1 Oct-Dec 2025.
New WIT Registrations: **2441**, previous Quarter 2,692
Unique Customers Served: **7174**, previous Quarter 7,591
Total Job Referrals Made: **13,501**, previous Quarter 14, 721
Total Services Received: **42,659**, previous Quarter 48,284
- Unemployment Insurance(UI) Assistance: Q1 Oct-Dec 2025.
RESEA Claimants Served- **285**, previous Quarter 253
Individuals Assisted with UI Claim Assistance- **185**, previous Quarter 309
Unique Claimants Assisted with Workforce Services- **786**, previous Quarter 1,156

3. Veterans Services:

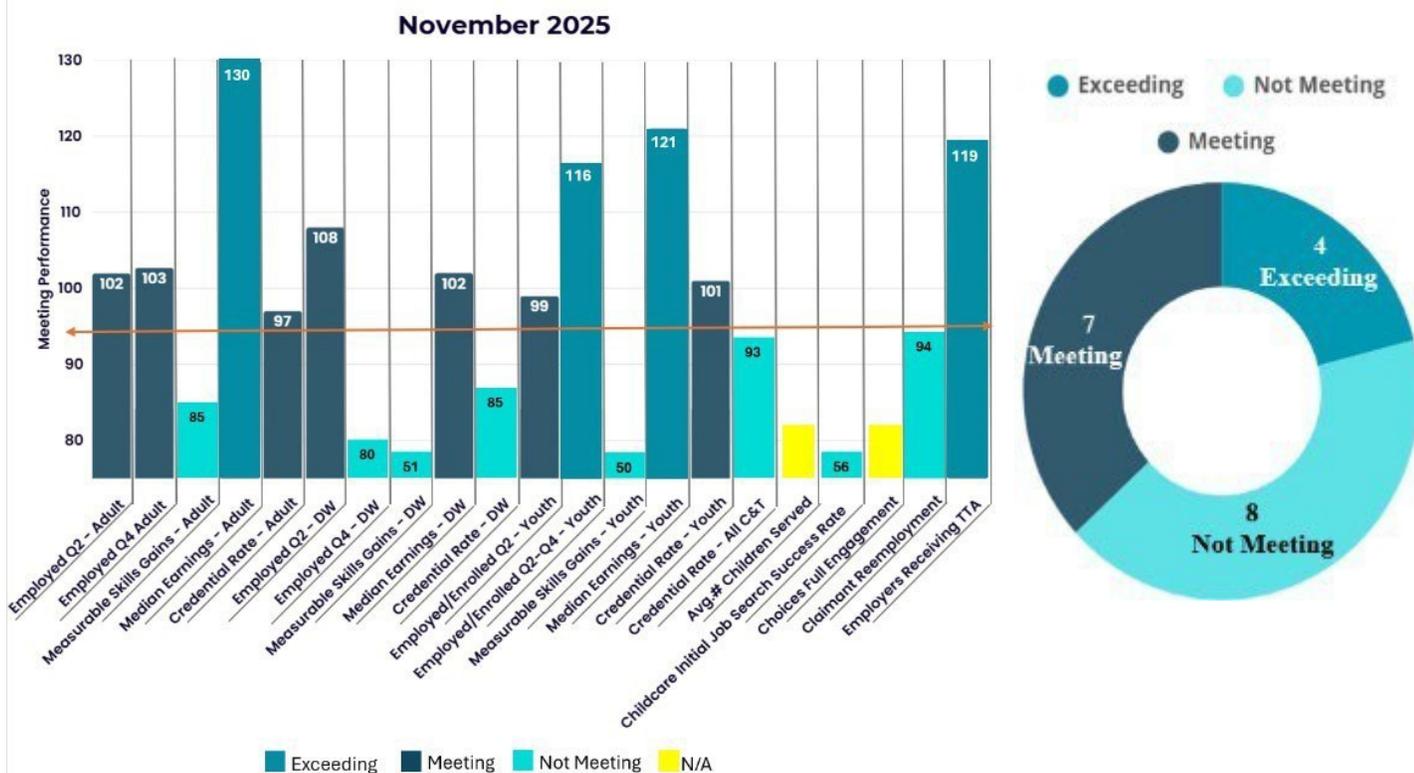
- Military to Civilian Grant- TWC Awarded Funds.
- Hiring Red, White & You! Allocation Received from TWC- Planning begins!

Aligns with Strategic Goals: 1) Establish and Strengthen Partnerships, 2) Effectively/Efficiently Target Rural Area Services, 5) Increase Workforce Awareness, and 6) Improve Internal Efficiencies

INFORMATION ONLY

IX – 2a. 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
Exceeding – Meeting performance – Greater than 105%	Exceeding – Meeting performance – Greater than 110%
Meeting performance – Greater than 97.5% and Equal to or Less than 105%	Meeting performance – Greater than 95% and Equal to or Less than 110%
Meeting at Risk – Equal to or Greater than 95% and Equal to or Less than 97%	Meeting at Risk – Equal to or Greater than 90% and Equal to or Less than 95%
Not meeting performance – Less than 95%	Not meeting performance – Less than 90%

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 Performance Periods

Status Summary

(Number of Measures)

Exceeding Performance (EX): 4

Meeting Performance (MG, AR): 7

Not Meeting Performance (NM): 8

% Meeting/Exceeding

(EX, MG, AR): **57.89 %**

Status Definitions:

EX: Exceeding Performance

MG: Meeting Performance

AR: Meeting Performance - At Risk*

NM: Not Meeting Performance

* In the bottom quarter of the Meeting Performance range.

Board 22. Coastal Bend

WIOA Outcome Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Employed Q2 Post Exit - Adult (DOL)	MG	101.95%	75.32%	75.32%	76.79%	75.84%	74.48%	43	56	76.79%	-	-	-	7/24	9/24	
Employed Q4 Post Exit - Adult (DOL)	MG	102.70%	72.67%	72.67%	74.63%	78.66%	73.77%	50	67	74.63%	-	-	-	1/24	3/24	
Measurable Skills Gains - Adult (DOL)	NM	84.87%	70.70%	70.70%	60.00%	71.35%	68.02%	33	55	54.00%	60.00%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - Adult (DOL)	EX	130.01%	\$7,100.00	\$7,100.00	\$9,230.76	\$8,299.36	\$8,954.89	N/A	43	\$9,230.76	-	-	-	7/24	9/24	
Credential Rate - Adult (DOL)	MG	97.10%	73.56%	73.56%	71.43%	66.40%	62.79%	30	42	71.43%	-	-	-	1/24	3/24	
Employed Q2 Post Exit - DW (DOL)	MG	108.29%	80.80%	80.80%	87.50%	80.36%	82.35%	21	24	87.50%	-	-	-	7/24	9/24	
Employed Q4 Post Exit - DW (DOL)	NM	79.65%	79.90%	79.90%	63.64%	79.63%	82.11%	7	11	63.64%	-	-	-	1/24	3/24	
Measurable Skills Gains - DW (DOL)	NM	50.61%	76.00%	76.00%	38.46%	76.19%	74.47%	5	13	41.67%	38.46%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - DW (DOL)	MG	101.85%	\$9,680.00	\$9,680.00	\$9,858.80	\$13,386.01	\$12,180.69	N/A	21	\$9,858.80	-	-	-	7/24	9/24	
Credential Rate - DW (DOL)	NM	86.58%	77.00%	77.00%	66.67%	76.92%	82.86%	2	3	66.67%	-	-	-	1/24	3/24	
Employed/Enrolled Q2 Post Exit - Youth (DOL)	MG	98.87%	74.01%	74.01%	73.17%	75.68%	66.09%	30	41	73.17%	-	-	-	7/24	9/24	
Employed/Enrolled Q4 Post Exit - Youth (DOL)	EX	116.29%	74.78%	74.78%	86.96%	77.32%	69.35%	20	23	86.96%	-	-	-	1/24	3/24	
Measurable Skills Gains - Youth (DOL)	NM	49.77%	65.30%	65.30%	32.50%	75.56%	72.41%	13	40	16.67%	32.50%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - Youth (DOL)	EX	121.39%	\$4,000.00	\$4,000.00	\$4,855.55	\$5,194.00	\$4,788.85	N/A	29	\$4,855.55	-	-	-	7/24	9/24	
Credential Rate - Youth (DOL)	MG	101.49%	59.12%	59.12%	60.00%	71.05%	68.09%	3	5	60.00%	-	-	-	1/24	3/24	
Credential Rate - All C&T	NM	93.33%	75.00%	75.00%	70.00%	69.11%	68.78%	35	50	70.00%	-	-	-	1/24	3/24	

Program Participation Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Avg # Children Served Per Day - Combined	N/A	N/A	N/A	-	2,717	3,698	3,745	116,826	43	2,717	-	-	-	10/25	11/25	11, 13
Childcare Initial Job Search Success Rate	NM	56.73%	64.09%	64.09%	36.36%	64.56%	-	4	11	36.36%	-	-	-	6/25	7/25	
Choices Full Engagement Rate - All Family Total	N/A	N/A	50.00%	50.00%	N/A	-	52.95%	N/A	N/A	N/A	-	-	-	10/25	11/25	5

Notes

5. I|3 is finalizing the visualization for this measure to ensure accuracy.

11. Beginning in BCY'26 with the October 2025 monthly performance, an updated methodology will be used for Avg # Children Served Per Day - Combined.

13. 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.

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Reemployment/Employer Engagement Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Claimant Reemployment within 10 Weeks	NM	94.20%	61.38%	61.38%	57.82%	59.54%	65.11%	743	1,285	57.82%	-	-	-	7/25	8/25	
Employers Receiving Texas Talent Assistance	EX	119.42%	721	2,899	861	2,899	2,241	N/A	N/A	861	-	-	-	10/25	11/25	

Status Summary

(Number of Measures)

Exceeding Performance (EX): 4
Meeting Performance (MG, AR): 7
Not Meeting Performance (NM): 8

**% Meeting/Exceeding
(EX, MG, AR): 57.89 %**

Status Definitions:

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** In the bottom quarter of the Meeting Performance range.*

Notes

- 5. I|3 is finalizing the visualization for this measure to ensure accuracy.
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- 13. 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.

INFORMATION ONLY

IX- 3a. Services to Business – Business Solutions Report

BACKGROUND INFORMATION

Board Team Members and C2 Management will provide updates on Business Services Q1-Oct-Dec 2025.

1. Activity Spotlight- Job Fairs and Hiring Events

Total Job Seekers-471 (126 Veterans)

Total Number of Employer Representatives- 100 Events included:

- U.S Border Patrol- 4 Hiring Events.
- Equip Enterprise- Three Rivers
- Holiday Youth Job Fair at Elevate 361-Corpus Christi
- Hiring Red, White & You! Corpus Christi. 111 on-site Job offers extended.

2. Employer and Partner Engagement

- Established a partnership with Corpus Christi Medical Center(MMCC); Meeting with COO Stacey DeHoyos; CEO David Irizarry also present at meeting. The focus will be work and connection to our Youth population.
- Joint Campus tour with Del Mar College (DMC) and industry partners AEP & TWC; All partners showcased initiatives & programs for additional grant opportunities and pathways for youth population.
- Manufacturing Day Career Expo! WFSCB actively participated in the annual event supporting, Corpus Christi Regional Economic Development Corporation(CCREDC). WFSCB provided support throughout the event such as, event logistic preparation & administration, employer outreach & registration, and on-site employer coordination. WFSCB BSU Team facilitated a Resume Writing Workshop for attending Youth. WFSCB managed event booths and provided direct engagement with students, educators, and employers.
- USS Lexington Youth Lunch & Learn- WFSCB Partnered with USS Lexington Museum to host the first ever Lunch & Learn for young adults, designed to expand awareness of career pathways in historical preservation and the tourism industry. Participants took part in structured informative tours of the ship providing a hands-on understanding of museum operations and the skills required in this career field.
- Public Service Employer Panel- Beeville Housing Authority, City of Sinton, London ISD, Texas Department of Transportation(TX DOT). This panel featured public service employers to discuss current workforce needs, recruitment challenges, and collaborative approaches to strengthened talent pipelines.
- Oyster Resource & Recovery Center, Oyster Farming Workshop- Harte Research Institute(HRI)@ AgriLife Extension Office- Workshop delivered a presentation on business solutions in the Coastal Bend. Topics included Talent search, training opportunities and community engagement.
- SBDC Meet & Greet - Small Business Resource Fair- BSU Team members participated in panel discussion on “Remaining Competitive in Complex, Ever Changing Global Market” - topics included Tax Credits, workforce training programs and leveraging partnerships for business growth.

Board Strategic Goals: Effectively/efficiently Target Rural Area Service, Increase Workforce Solutions Awareness, Establish and Strengthen Partnerships, Expand Innovative Services to Business, Improve internal Efficiencies.

INFORMATION ONLY

IX – 4a. Local Labor Market Intelligence – Jobs & Employment Report – Latest Release

BACKGROUND INFORMATION

Jobs & Employment Report

Coastal Bend's Workforce and Economic Trends

In November 2025, the Coastal Bend region's unemployment rate was 4.7%, a **decrease of 0.3 percentage points** from the last published labor market information release in August 2025 of 5.0%.

The Coastal Bend region's unemployment rate edged up by 0.3 percentage points year-over-year, rising from 4.4% in November 2024 to 4.7% in November 2025.

Despite this slight increase, the **local labor market remains strong, with more than 10,200 employment opportunities** across a broad range of industries—reflecting continued hiring activity and favorable conditions for job seekers.

Key industries, including **Construction, Education & Health Services, and Public Administration**, continue to serve as pillars of the Coastal Bend economy, fostering stability and sustained growth.

LABOR FORCE TRENDS: REGIONAL INSIGHTS

Coastal Bend's civilian labor force grew to 266,712 in July 2025—an **increase of 539 individuals** compared to the previous year. Employment also rose by more than 3,738 workers year-over-year, illustrating the region's readiness for continued business expansion and workforce engagement.

Sectors Driving Growth

- **Construction** recorded a **17.9% growth rate** over the past year.
- **Public Administration** experienced a **2.0% annual growth rate**.
- **Education and Health Services** grew by **1.6%**, contributing to the region's economic diversity and consistent job creation.

STATEWIDE AND NATIONAL TRENDS

Texas Labor Market Trends

- **Construction** recorded a **7.6%** growth rate over the past year.
- **Financial Activities** experienced a **2.3%** annual growth rate.
- **Education and Health Services** grew by **1.3%**, contributing to the region's economic diversity and consistent job creation.

The seasonally adjusted unemployment rate for Texas remained steady at 4.2%.

National Trends

- Nationally, the unemployment rate increased by 0.3 percentage points, from 4.0% in November 2024 to **4.3%** in November 2025, reflecting broader market adjustments.

The Texas Labor Market Information Data for December 2025 is scheduled to be released on Friday, January 30, 2025, at 9:00 a.m.

CUSTOMIZED LABOR MARKET DATA REQUESTS

Q1: LMI Requests

1. Occupational Wage Reports. (10.03.2025)
2. Language in Households 5 years of age and older - Jim Wells County (10.03.2025)
3. Economy Overview Report Coastal Bend (10.08.2025)
4. Economy Overview Report Coastal Bend (10.08.2025)
5. Demographics of 60+year olds, and how many we serve through our WFSCB programs (10.24.2025)
6. Bachelor's and Master's Degree Occupations, Wages, Industries and Companies (10.27.2025)
7. AI Manufacturing and Demographics for Kleberg and CB WDA (11.05.2025)
8. Aircraft Manufacturing Industry, Occupations, Wages (11.11.2025)
9. Energy Sector Occupations, Wages CB vs. TX (12.22.2025)

Area	Area Type	Latest Monthly Data November 2025						Latest Monthly Data October 2025				Year Ago November 2024			
		Labor Force	Employment	Unemployment	Rate	M+-	Y+-	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate
United States	Nation	171,467,000	164,066,000	7,401,000	4.3	#N/A	0.3	#N/A	#N/A	#N/A	#N/A	168,164,000	161,456,000	6,708,000	4.0
Texas	State	16,038,665	15,361,936	676,729	4.2	#N/A	0.1	#N/A	#N/A	#N/A	#N/A	15,758,856	15,115,304	643,552	4.1
Corpus Christi	MSA	215,600	205,604	9,996	4.6	#N/A	0.3	#N/A	#N/A	#N/A	#N/A	211,228	202,204	9,024	4.3
Coastal Bend	WDA	270,692	258,091	12,601	4.7	#N/A	0.3	#N/A	#N/A	#N/A	#N/A	264,974	253,379	11,595	4.4
Aransas	County	10,351	9,824	527	5.1	#N/A	0.5	#N/A	#N/A	#N/A	#N/A	10,113	9,643	470	4.6
Bee	County	10,481	9,984	497	4.7	#N/A	-0.1	#N/A	#N/A	#N/A	#N/A	10,180	9,688	492	4.8
Brooks	County	3,028	2,900	128	4.2	#N/A	0.1	#N/A	#N/A	#N/A	#N/A	2,952	2,832	120	4.1
Duval	County	4,044	3,852	192	4.7	#N/A	-0.5	#N/A	#N/A	#N/A	#N/A	4,031	3,820	211	5.2
Jim Wells	County	15,948	15,156	792	5.0	#N/A	-0.2	#N/A	#N/A	#N/A	#N/A	15,586	14,777	809	5.2
Kenedy	County	116	106	10	8.6	#N/A	1.5	#N/A	#N/A	#N/A	#N/A	98	91	7	7.1
Kleberg	County	14,538	13,892	646	4.4	#N/A	0.1	#N/A	#N/A	#N/A	#N/A	14,117	13,508	609	4.3
Live Oak	County	4,035	3,835	200	5.0	#N/A	0.3	#N/A	#N/A	#N/A	#N/A	3,909	3,725	184	4.7
Nueces	County	172,395	164,678	7,717	4.5	#N/A	0.3	#N/A	#N/A	#N/A	#N/A	169,118	162,062	7,056	4.2
Refugio	County	2,902	2,762	140	4.8	#N/A	0.0	#N/A	#N/A	#N/A	#N/A	2,873	2,734	139	4.8
San Patricio	County	32,854	31,102	1,752	5.3	#N/A	0.6	#N/A	#N/A	#N/A	#N/A	31,997	30,499	1,498	4.7

(M+-) Change in unemployment rate from last month (Increase) (Decrease)

(Y+-) Change in unemployment rate from last year (Increase) (Decrease)

- Earnings for all occupations Coastal Bend, expressed as hourly rate (TWC):

Coastal Bend	All Occupations-	Average \$26.25/hr.	Entry level \$12.97/hr.	Experienced workers \$33.16/hr.	Top 10% \$33.07/hr.
Texas	All Occupations-	Average \$30.60/hr.	Entry level \$13.87/hr.	Experienced workers \$38.97/hr.	Top 10% \$36.26/hr.

- Educational Attainment for population 25 years of age and older - Corpus Christi (Census American Fact Finder/American Community Survey):

Less than 9th grade	6.6%	12th grade & GED	40%	Associates degree	8.6%	Graduate or Professional	7.4%
9th thru 12th grade	8.8%	Some College	24%	Bachelor's degree	13.7%		

- Median earnings Corpus Christi by education for persons 25 years of age & up (Census AFF/ACS): **\$34,426** (\$50,076 male/\$32,837 female)

Less than High Sc	\$24,913	Some College or Associates	Graduate or Professional	\$70,843
High School & GE	\$31,762	Bachelor's		\$59,623

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).

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Coastal Bend Workforce Development Area

November 2025



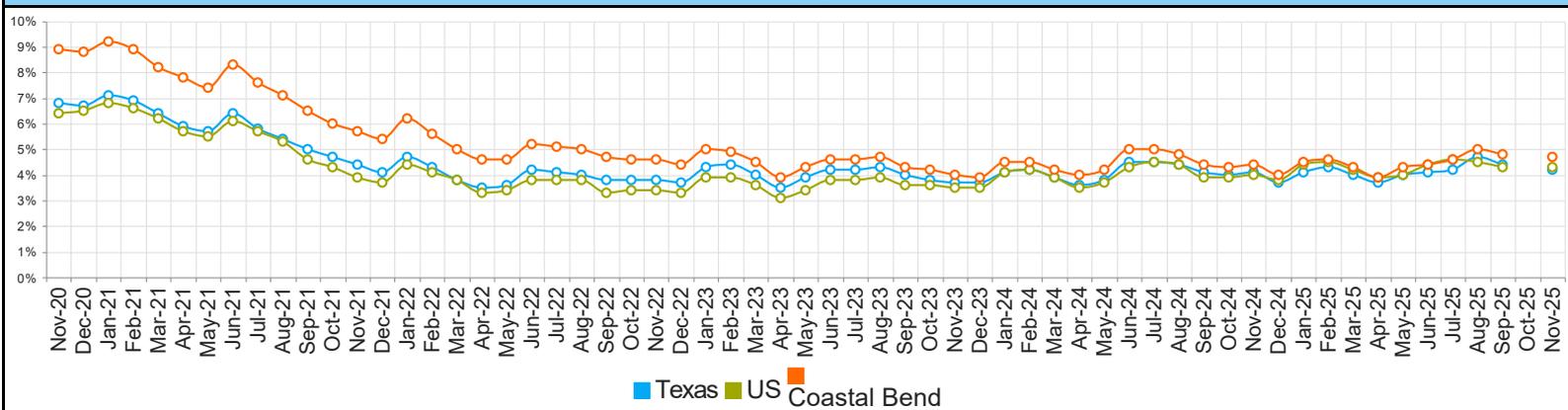
WDA Labor Force Statistics				
	Nov-25	Oct-25	Nov-24	Yearly Change
Civilian Labor Force	270,692	N/A	264,974	5,718
Employed	258,091	N/A	253,379	4,712
Unemployed	12,601	N/A	11,595	1,006
Unemployment Rate	4.7%	N/A	4.4%	0.3%

Texas Labor Force Statistics				
	Nov-25	Oct-25	Nov-24	Yearly Change
Civilian Labor Force	16,038,665	N/A	15,758,856	279,809
Employed	15,361,936	N/A	15,115,304	246,632
Unemployed	676,729	N/A	643,552	33,177
Unemployment Rate	4.2%	N/A	4.1%	0.1%

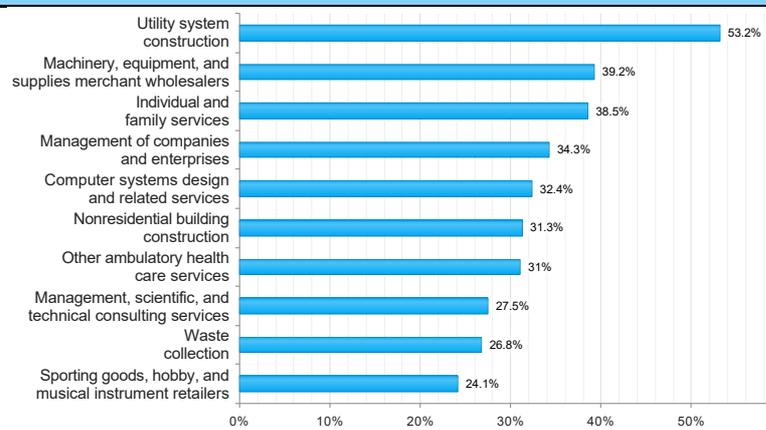
US Labor Force Statistics				
	Nov-25	Oct-25	Nov-24	Yearly Change
Civilian Labor Force	171,467,000	N/A	168,164,000	3,303,000
Employed	164,066,000	N/A	161,456,000	2,610,000
Unemployed	7,401,000	N/A	6,708,000	693,000
Unemployment Rate	4.3%	N/A	4.0%	0.3%

Continued Claims for the Week of the 12th				
	Nov-25	Oct-25	Nov-24	Yearly Change
WDA	2,406	2,250	1,841	565
Texas	126,960	126,209	117,141	9,819

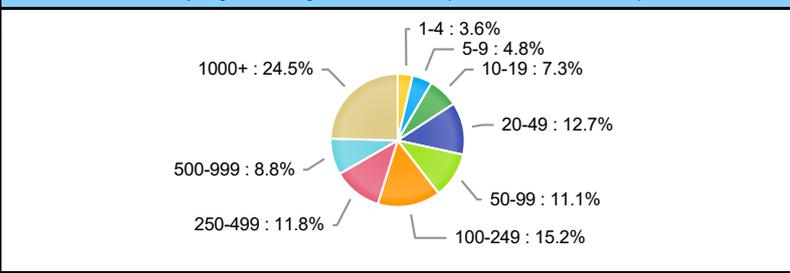
Historical Unemployment Rates



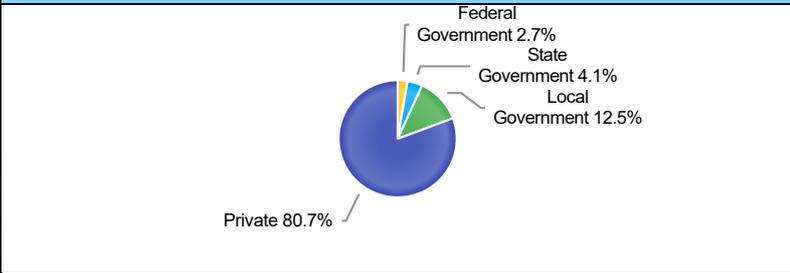
Projected Top Ten Fastest Growing Industries in WDA (% Growth 2022-2032)



Employment by Size Class (2nd Quarter 2025)



Employment by Ownership (2nd Quarter 2025)



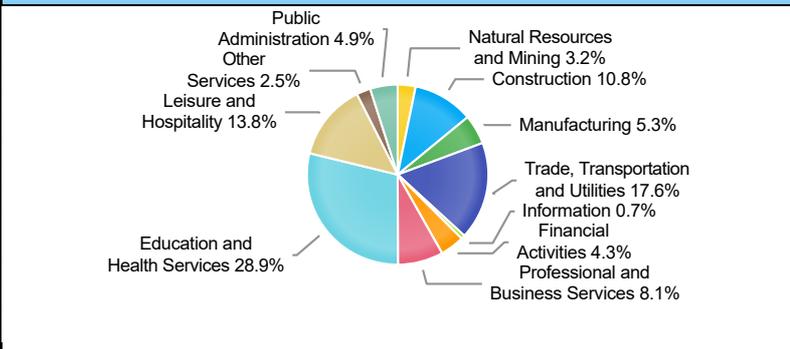
Average Weekly Wage (2nd Quarter 2025)

	Q2 2025	Q1 2025	Q2 2024	Quarterly Change	Yearly Change
WDA	\$1,120	\$1,158	\$1,082	-\$38	\$38
Texas	\$1,422	\$1,586	\$1,380	-\$164	\$42
US	\$1,436	\$1,589	\$1,389	-\$153	\$47

Employment by Industry (2nd Quarter 2025, Percent Change)

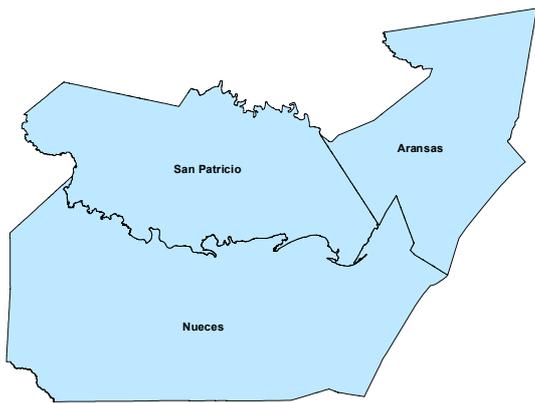
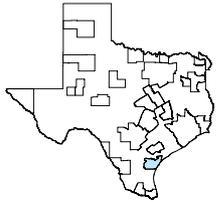
Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	7,753	3.2%	0.7%	-5.5%
Construction	25,951	10.8%	1.9%	17.9%
Manufacturing	12,822	5.3%	-1.4%	-0.7%
Trade, Transportation and Utilities	42,386	17.6%	0.3%	-1.4%
Information	1,609	0.7%	-0.1%	0.6%
Financial Activities	10,433	4.3%	1.2%	-1.7%
Professional and Business Services	19,406	8.1%	-0.7%	-5.5%
Education and Health Services	69,444	28.9%	-0.2%	1.6%
Leisure and Hospitality	33,122	13.8%	4.5%	-0.7%
Other Services	5,904	2.5%	0.3%	-1.5%
Public Administration	11,763	4.9%	0.9%	2.0%

Employment by Industry (2nd Quarter 2025)



Corpus Christi MSA

November 2025

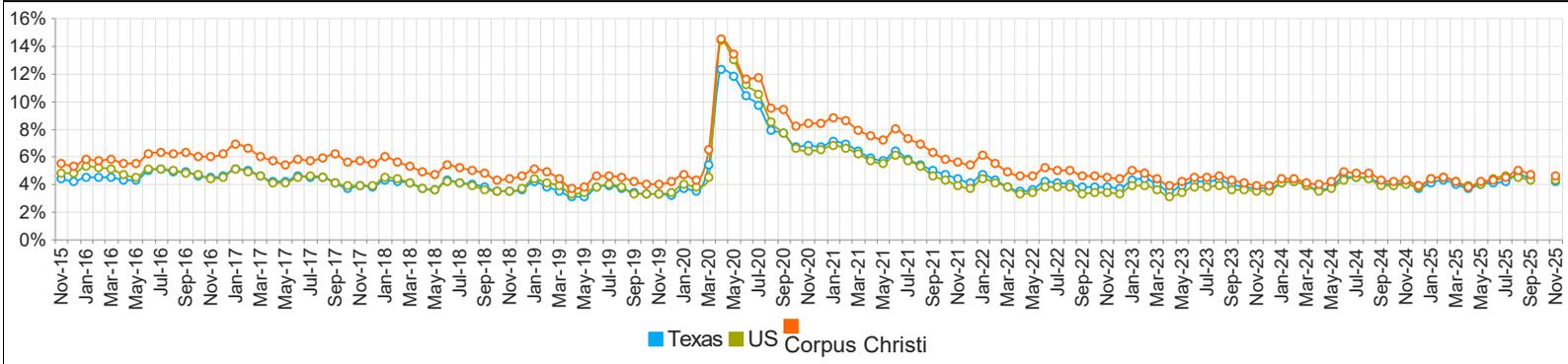


MSA Labor Force Statistics				
	Nov-25	Oct-25	Nov-24	Yearly Change
Civilian Labor Force	215,600	N/A	211,228	4,372
Employed	205,604	N/A	202,204	3,400
Unemployed	9,996	N/A	9,024	972
Unemployment Rate	4.6%	N/A	4.3%	0.3%

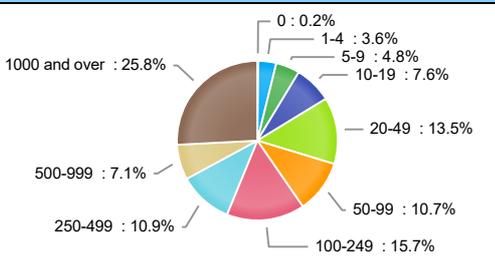
Texas Labor Force Statistics				
	Nov-25	Oct-25	Nov-24	Yearly Change
Civilian Labor Force	16,038,665	N/A	15,758,856	279,809
Employed	15,361,936	N/A	15,115,304	246,632
Unemployed	676,729	N/A	643,552	33,177
Unemployment Rate	4.2%	N/A	4.1%	0.1%

US Labor Force Statistics				
	Nov-25	Oct-25	Nov-24	Yearly Change
Civilian Labor Force	171,467,000	N/A	168,164,000	3,303,000
Employed	164,066,000	N/A	161,456,000	2,610,000
Unemployed	7,401,000	N/A	6,708,000	693,000
Unemployment Rate	4.3%	N/A	4.0%	0.3%

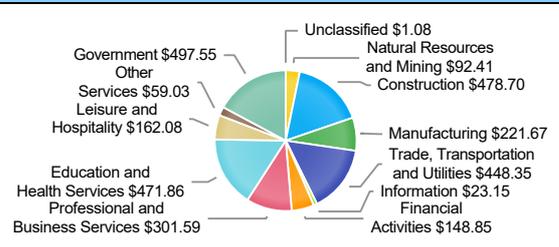
Historical Unemployment Rates



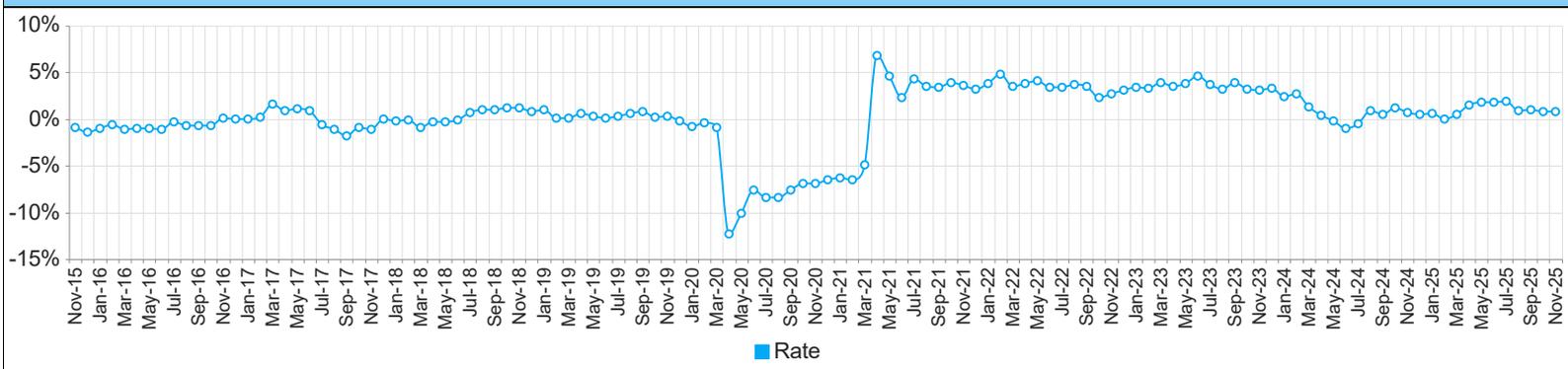
Employment by Size Class (2nd Quarter 2025)



Wages by Industry (in millions) (2nd Quarter 2025)



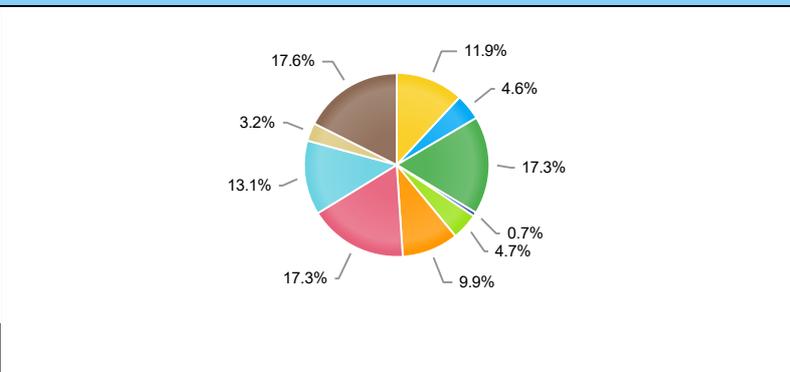
Annual Growth Rate Total Non-agricultural employment



Employment by Industry (November 2025)

Industry	Current Month Employment	% Monthly Change	% Yearly Change
Total Nonfarm	202,100	0.0%	0.8%
Mining, Logging and Construction	24,000	-3.2%	-3.2%
Manufacturing	9,200	1.1%	2.2%
Trade, Transportation, and Utilities	34,900	1.2%	1.7%
Information	1,400	0.0%	0.0%
Financial Activities	9,400	1.1%	-1.1%
Professional and Business Services	20,000	0.5%	1.5%
Private Education and Health Services	34,900	0.3%	3.6%
Leisure and Hospitality	26,400	-0.4%	0.8%
Other Services	6,400	0.0%	0.0%
Government	35,500	0.0%	0.0%

Employment by Industry (November 2025)



INFORMATION ONLY

IX- 5. Strategic Planning & Partnerships

BACKGROUND INFORMATION

Board Team Members will provide updates Strategic Planning & Partnerships Q1-Oct-Dec 2025.

Strategic Growth in Action

The Power Partner Portals (P3) initiative represents a foundational investment in strengthening, aligning, and sustaining our regional partnerships. This quarter's efforts have focused on building the infrastructure for a centralized partner ecosystem that supports data-driven decision-making, strengthens alignment with Board Strategic Goals, and enhances collaboration across programs, funding streams, and community stakeholders.

Progress to Date: P3 Dashboard Development

Meaningful progress has been achieved in the design and initial development of five partner-focused dashboards, each aligned to a strategic purpose: **Community-Based Organizations, Employers, Independent School Districts (ISDs), Training Providers & Higher Education, Community Resources.**

Elevating the WFSCB Calendar of Events Through Strategic Partnerships

In parallel with the P3 development, WFSCB is elevating its calendar of events by intentionally collaborating with partners to co-host and align initiatives during strategic times throughout the year. Leveraging the P3 system enables identification of opportunities for joint programming—such as hiring events, CTE celebrations, sector-focused initiatives, and community outreach. This coordinated approach enhances partner visibility, increases community impact, and maximizes participation by ensuring events are purposeful, timely, and strategically aligned.

Moving Forward with Innovation

As partner engagement continues and is systematically tracked through the P3 system, WFSCB will be able to directly link partnership activities to Board Strategic Goals. This innovative approach enables leadership to clearly assess where organizational objectives are being achieved and where opportunities exist to elevate focus—ensuring partnership strategies remain intentional, data-informed, and fully aligned with the Board's vision.

Board Strategic Goals: Effectively/efficiently Target Rural Area Service, Increase Workforce Solutions Awareness, Establish and Strengthen Partnerships, Expand Innovative Services to Business, Improve internal Efficiencies.

INFORMATION ONLY

IX- 6. 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

WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Able-bodied Adult Without Dependents	ABAWD	An individual 18 yrs.+, but under the age of 50, without dependents. SNAP-ABAWD recipients are referred by the Texas Health and Human Services Commission (HHSC).
Board Contract Year	BCY	Board Contract Year (runs from Oct. 1 - Sept. 30)
Career & Education Outreach Program	CEOP	Provides career information to students at public middle and high schools, grades six through twelve, to direct students towards high-growth/high-demand occupations. Students receive in-depth information and directions on career choices as well as access to workforce resources.
Dislocated Worker	DW	An individual who has been terminated or laid off from employment is not eligible for unemployment benefits due to insufficient earnings and is unlikely to return to a previous industry or occupation.
Department of Labor	DOL	United States Department of Labor
Educator Externship	EDEX	Informs teachers of the skill sets needed for in-demand jobs, and allows the teachers to inform and guide students toward employment in industries that match their skill sets.
Employment Services (Wagner-Peyser)	ES	Services for employers and job seekers to ensure employers have access to qualified workers. Provides job matching and recruitment services to employers and job seekers.
Eligible Training Provider	ETP	Training providers certified by the Texas Workforce Commission to provide WIOA-funded training programs.
Eligible Training Program List	ETPL	A comprehensive list of training programs approved for WIOA-funded training using Individual Training Accounts.
Fiscal Year	FY	The fiscal year is the accounting period of the federal government. It begins on October 1 and ends on September 30 of the next calendar year.
Individual Training Accounts	ITA	An account established for eligible WIOA customers for training in an array of state-approved training programs. ITAs may be used only for programs included on the statewide ETPL.
Local Workforce Development Board	LWDB	Local workforce development board established in accordance with WIA Section 117, for the purpose of policy planning for a local area and has the responsibility to ensure that the workforce needs of employers and job seekers in the geographic area governed by the local unit of government are met.
Monthly Performance Report	MPR	Performance accountability indicators used to assess the effectiveness of states and local workforce systems to achieve positive outcomes for individuals served by the six core workforce programs.
Migrant and Seasonal Farmworker Program	MSFW	A nationally directed program created by Congress in response to the chronic seasonal unemployment and underemployment experienced by migrant and seasonal farmworkers (MSFW). Provides funding to help migrant and seasonal farmworkers and their families achieve economic self-sufficiency.
National Dislocated Worker	NDW	A grant awarded to areas affected by major disaster or national catastrophe to assist in disaster relief employment and assist the substantial number of workers who were forced to relocate from an area in which a disaster has been declared.
On-the-Job Training	OJT	One-on-one training located at the job site for participants who already have some job-related skills. By participating in training as an employee, the participant acquires new skills and knowledge and receives the same wages and benefits as current employees in the same or similar position.
Program Year	PY	Program Year (for example, Program Year 2022: PY'22; –period varies for state and federal years)
Reemployment Services and Eligibility Assessment	RESEA	A federal grant program designed to allow states to provide intensive reemployment assistance to individuals who are receiving unemployment benefits and are determined likely to exhaust their benefits before becoming reemployed.
Rapid Response	RR	Provides immediate on-site assistance to workers who have job losses due to businesses closure or worker reduction. Designed to transition workers to their next employment as soon as possible.

WFSCB Glossary of Terms

Program Title	Acronym	Program Description
Summer Earn and Learn	SEAL	A summer program that offers basic work-based learning and training services for students with disabilities such as, pre-employment work readiness training and preparation for the work experience placement; work experience to help gain familiarity with the workplace environment and develop transferable job skills; and paid compensation for time worked on the job.
Student HireAbility Navigator	SHAN	Student HireAbility Navigator's role is to expand and improve access to employment and training services and to increase employment opportunities for students with disabilities by creating strong partnerships between vocational rehabilitation (VR) Workforce Solutions offices, independent school districts (ISDs), community organizations, employers.
Supplemental Nutrition Assistance Program Employment & Training	SNAP E&T	Designed to assist SNAP recipients in obtaining employment through participation in allowable job search, training, education, or workforce activities that promote long-term self-sufficiency. SNAP recipients are referred by the Texas Health and Human Services Commission (HHSC).
Trade Adjustment Assistance	TAA	A federally funded program, with no costs to employers, who helps workers who are adversely affected by foreign import or job shifts to a foreign country.
Texas Education Agency	TEA	The branch of government in Texas responsible for public education. TEA is responsible for the oversight of public primary and secondary education in the state of Texas.
Texas Internship Initiative	TII	Provides part-time paid internships in Middle-Skill areas of accounting, business, construction management, engineering, healthcare, and information technology. Participating senior high school students must pass a dual-credit course to be placed in an internship with a local business. This grant is in partnership with Education to Employment (E2E) for the Coastal Bend.
Texas Industry Partnership Program	TIP	Supports collaborations between local workforce development boards and industry partners through the leveraging of matching contributions of cash or qualifying expenditures for occupational job training. Match funds must support certain WIOA (Workforce Innovation and Opportunity Act) activities and focus on eight designated industry clusters.
Texas Veterans Commission	TVC	A state agency that assists veterans, their families, and survivors through services provided by federal, state, local government, and private organizations.
Texas Veterans Leadership Program	TVLP	A non-profit agency that provides services to veterans to help find employment and achieve successful transitions back into civilian life.
The Workforce Information System of Texas	TWIST	TWIST is a centralized point of reporting intake and case management for customers. Intake information is submitted just once for multiple employment and training programs and can be retrieved statewide. TWIST also allows staff to query and retrieve information from the legacy systems – Employment Services, Unemployment Insurance, SNAP E&T, TANF, Supplemental Security Income, and the Texas Department of Criminal Justice.
Vocational Rehabilitation Services	VRS	A federal program that helps individuals with physical or mental disabilities get and/or keep a job.
Work Experience	WE	A work-based learning opportunity in which program-eligible customers learn both essential and technical skills for long-term employment. Businesses are referred to as “work experience sites.” Intended to be short-term (12 or fewer weeks) and part-time work experience can be a volunteer, internship, or temporary short-term paid-work setting.
Workforce Innovation and Opportunity Act	WIOA	Helps job seekers and workers access employment, education, training, and support services to succeed in the labor market; and matches employers with the skilled workers they need to compete in the global economy.
Work In Texas	WIT	A comprehensive online job search resource and matching system developed and maintained by TWC. It provides recruiting assistance to Texas employers and job search assistance to any individual seeking work in Texas.
Workforce Opportunity Tax Credit	WOTC	A federal tax credit that the government provides to private-sector businesses for hiring individuals from nine target groups that have historically faced significant barriers to employment.