



Executive/Finance Committee Meeting

September 18, 2024
3:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89494353837?pwd=NzJFMm1yelQva0hLdEdDdHRZUkIFdz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 894 9435 3837

Passcode: 703534

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.



Executive/Finance Committee Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89494353837?pwd=NzJFMm1yelQva0hLdEdDdHRZUkIFdz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 894 9435 3837

Passcode: 703534

Wednesday, September 18, 2024 – 3:00 pm

AGENDA

- I. **Call to Order:** *Raynaldo De Los Santos, Jr., Chair*
- II. **TOMA Rules:** *Janet Neely*
- III. **Roll Call:** *Jesse Gatewood, Secretary*.....4
- 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 May 7, 2024 Special-Called Executive/Finance Committee Meeting**.....5-6
- VII. **Discussion and Possible Action on Minutes of the May 15, 2024 Executive/Finance Committee Meeting**.....7-10
- VIII. **Discussion and Possible Action on Minutes of the June 14, 2024 Employment Agreement Sub Committee Meeting**.....11-12

(cont. page 2)

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Equal Opportunity Employer/Program

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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)

| | | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| IX. | Discussion and Possible Action on Minutes of the July 11, 2024 Special-Called Executive/Finance Committee Meeting | 13-14 |
| X. | Chair’s Report: Raynaldo De Los Santos, Jr. | |
| | • Board Updates, Key Meetings, Items of Interest, and Communication | |
| XI. | President/CEO’s Report: Ken Trevino | |
| | • Business Development, Public Relations and Organizational Update | |
| XII. | CFO Report: Shileen Lee | 15-18 |
| | • Financials as of 07/31/2024 | |
| XIII. | Committee Reports | |
| | * Child Care Services | Marcia Keener, Chair.....19-20 |
| | * Youth Services | Liza Wisner, Chair.....21-22 |
| | * Workforce Services | Manny Salazar, Chair.....23-24 |
| | * Public Relations | C. Michelle Unda, Chair.....25-26 |
| XIV. | Discussion and Possible Action to Approve FY 2024 Budget Amendment #4: Shileen Lee | 27-29 |
| XV. | Discussion and Possible Action to Approve FY 2025 Budget: Shileen Lee | 30-32 |
| XVI. | Discussion and Possible Action to Approve the External Audit for FY 2023-24: Shileen Lee | 33-71 |
| XVII. | Discussion and Possible Action: | |
| | 1. To Approve Contracts Over \$50k: <i>Esther Velazquez</i> | 72 |
| | 2. To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25: <i>Esther Velazquez</i> | 73 |
| XVIII. | Information Only: | |
| | 1. Monitoring Report: <i>Ricardo Munoz</i> | 74-75 |
| | 2. Facilities/IT Updates: <i>Shileen Lee</i> | 76 |
| | 3. Update on Procurements and Contracts: <i>Esther Velazquez</i> | 77-85 |
| | 4. Performance Measure Update: <i>Alba Silvas</i> | 86-92 |
| | 5. 2024-2025 Holiday Schedule: <i>Ken Trevino</i> | 93-94 |
| | 6. Draft Agenda for the September 25, 2024 Board of Directors Meeting: <i>Ken Trevino</i> | 95-98 |
| XIX. | Adjournment | |

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Notice: *The Chair of the Executive Finance Committee will be at 4981 Ayers Street, Corpus Christi, Texas where the Chair will preside over the Meeting.*

Notice: *One or more members of the Executive Finance Committee and the Board of Directors may attend via video conference.*

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

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

Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our **Mission Career Center, Mission Training Room** and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 4981 Ayers Street, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

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

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Equal Opportunity Employer/Program

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

Executive/Finance Committee Meeting
Roll Call Roster
September 18, 2024
(6 = Quorum)

_____ Raynaldo De Los Santos, Jr., Chair

_____ Sandra Bowen, Vice Chair

_____ Jesse Gatewood, Secretary

_____ John Owen, Treasurer

_____ Victor M. Gonzalez, Jr., Parliamentarian

_____ Gloria Perez, Past Chair

_____ Marcia Keener, Chair of Child Care Services Committee

_____ Liza Wisner, Chair of Ad Hoc Youth Committee

_____ Manny Salazar, Chair of Workforce Services Committee

_____ C. Michelle Unda, Chair of Public Relations Committee

Signed

Printed Name

MINUTES

**Workforce Solutions Coastal Bend – Special-Called Executive/Finance Committee Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas**

Join Zoom Meeting

<https://us02web.zoom.us/j/81452296549?pwd=WkpJMEJRVGtyUWhDTEpib3l3WVVIUQT09>

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

**Meeting ID: 814 5229 6549
Passcode: 588539**

May 7, 2024 – 12:00 pm

Committee Members

Present

Raynaldo De Los Santos, Jr., Chair
Sandra Bowen, Vice Chair
Jesse Gatewood
John Owen
Victor M. Gonzalez, Jr.
Gloria D. Perez
Marcia Keener
Liza Wisner
Manny Salazar
C. Michelle Unda

Absent

Others Present

Ken Trevino, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Allyson Riojas, Workforce Solutions
Zachary James, Workforce Solutions
Lucinda Garcia, Legal Counsel

Other Board Members Present

I. Call to Order

Mr. De Los Santos, Jr. called the meeting to order at 12:00 pm.

Mr. De Los Santos thanked everyone for attending the Executive/Finance Committee Meeting.

II. TOMA Rules

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

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

Due to the new TOMA rules we do have a laptop setup at 4981 Ayers Street and it is listed on the zoom call as Public. The laptop is available and open to the public.

VI. Discussion and Possible Action on Annual Performance Evaluation and negotiation of the Employment Agreement of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)

Ms. Bowen moved to approve entering into closed session. The motion was seconded by Mr. Owen and passed.

Mr. De Los Santos called the meeting into closed session at 12:04 pm. The closed session ended at 12:50 pm.

Mr. Owen moved that the annual performance appraisal tool and performance evaluation report of the President/CEO for 2023-2024 be approved and that:

1. Notice of Intention to Enter into a new Employment Agreement be provided to the President/CEO;
2. The Chairperson appoint a Review Committee to review benefits, salary, the term of the Agreement and other pertinent provisions regarding an Employment Agreement with the President/CEO;
3. That a report by the Review Committee be provided to the Executive/Finance Committee with the findings and recommendations of such Committee regarding benefits, salary, the term of the Agreement and other pertinent provisions no later than ninety days from the date of this action; and
4. Such recommendations of the Review Committee and action of the Executive/Finance Committee regarding the Employment Agreement regarding the President/CEO will be effective as of the anniversary date of the Employment Agreement.

The motion was seconded by Ms. Keener and passed.

Mr. De Los Santos announced the Review Committee will consist of the following:

Immediate Past Chair – Gloria Perez

Vice Chair – Sandra Bowen

Treasurer – John Owen

Mr. De Los Santos stated the Review Committee of three will begin to review everything that was discussed in Mr. Owens' motion. The Review Committee of three will have the resources of the Board Counselor; as well as the Finance Officer for the organization; and have access to Mr. Trevino. Mr. De Los Santos announced they will continue to move through this process and bring forth some suggestions to the full Executive/Finance Committee.

VII. Adjournment

The meeting adjourned at 12:58 pm.

MINUTES

**Workforce Solutions Coastal Bend - Executive/Finance Committee Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas**

Join Zoom Meeting

<https://us02web.zoom.us/j/83351891559?pwd=a1FSY1Rmekx3M3RPaHlmM0ZYZ1AwZz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 833 5189 1559

Passcode: 911453

May 15, 2024 – 3:00 pm

Committee Members

Present

Raynaldo De Los Santos, Jr., Chair
Sandra Bowen, Vice Chair
Jesse Gatewood
John Owen
Victor M. Gonzalez, Jr.
Gloria D. Perez
Marcia Keener
Liza Wisner
Manny Salazar
C. Michelle Unda

Absent

C. Michelle Unda

Others Present

Ken Trevino, Workforce Solutions
Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Zachary James, Workforce Solutions
Ricardo Munoz, Workforce Solutions
Ruben Aceves, Workforce Solutions
Esther Velazquez, Workforce Solutions
Denise Woodson, Workforce Solutions
Catherine Cole, Workforce Solutions
Xena Mercado, Workforce Solutions
Luis Rodriguez, Workforce Solutions
Samantha Smolik, Workforce Solutions
Vicki Stonum, Workforce Solutions
Valerie Ann De La Cruz, Workforce Solutions
Katrina Baker, Workforce Solutions
Angela Thomas, Workforce Solutions
Morgan Lovely, Workforce Solutions
Miroslava Paiz, Workforce Solutions
Chakib Chehadi, C2GPS, LLC
Geri Escobar, C2GPS, LLC
Linda Stewart, C2GPS, LLC
Robert Reyna, C2GPS, LLC
Autumn Villafranco, C2GPS, LLC
Robert Gonzales, C2GPS, LLC
Kenia Dimas, BakerRipley

Other Board Members Present

I. Call to Order

Mr. De Los Santos, Jr. called the meeting to order at 3:00 pm.

II. TOMA Rules

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

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

Due to the new TOMA rules we do have a laptop setup at 4981 Ayers Street and it 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 February 21, 2024 Executive/Finance Committee Meeting

Mr. Gonzalez, Jr. moved to approve the minutes of the February 21, 2024 Executive/Finance Committee meeting. The motion was seconded by Mr. Owen and passed.

VII. Chair's Report

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

Mr. De Los Santos expressed his appreciation to Mr. Trevino for being helpful and available to provide information about the organization when needed.

Activities Participated In:

- Special-Called Executive/Finance Meeting – May 7, 2023
- Public Relations Committee Meeting – May 9, 2024
- Briefings from CEO Weekly
- Commissioner Joe Esparza Visit to Coastal Bend – May 15, 2024
- CCAD Tour & Briefing – May 15, 2024
- Flour Bluff ISD – Tango Flight Classroom Visit – May 15, 2024

Mr. De Los Santos announced the next CEO Council meeting will be held at the Mission Career Center, 4981 Ayers Street, Mission Training Room in Corpus Christi, Texas, date TBD.

VIII. President/CEO's Report

Mr. Trevino provided information on the Business Development, Public Relations, and Organizational Update.

Mr. Trevino highlighted on the following: Commissioner Joe Esparza's visit to the Coastal Bend; CCAD Tour & Briefing; and the Flour Bluff ISD – Tango Flight Classroom visit on May 15, 2024.

Mr. Trevino stated we have Established and Strengthened Partnerships with Commissioner Esparza, which is one of our Strategic Goals. Workforce Solutions Coastal Bend is trying to advance the relationship with Commissioner Esparza to a full partnership where he looks at us as the best practice in the State. Mr. Trevino mentioned Commissioner Esparza stated Workforce Solutions Coastal Bend is the best practice in the State. Commissioner Esparza complimented Workforce Solutions Coastal Bend in front of Military Personnel; Civilian Personnel; and the Superintendent from ISD about what we have going on in the Coastal Bend and that is why he wants to continue his visits here.

IX. CFO Report

Financial Review as of March 31, 2024

Ms. Lee presented the March Financial Report (included on pages 8-11 of the May 15 agenda packet).

Audit Update

Ms. Lee provided an update on the Audit (included on page 8 of the May 15 agenda packet).

BCY24-25 Planning Allocations

Ms. Lee provided information on the BCY24-25 Planning Allocations (included on page 12 of the May 15 agenda packet).

X. Committee Reports

Child Care Services

Ms. Keener provided a report on the May 7, 2024 Child Care Services Committee meeting (included on pages 13-14 of the May 15 agenda packet).

Youth Services

Ms. Wisner provided a report on the May 8, 2024 Youth Services Committee meeting (included on pages 15-16 of the May 15 agenda packet).

Ms. Cole announced the YOU! Choose Career Expo 2024 – 9th Annual Opening Ceremony will be held on Wednesday, September 18, 2024 at 9:15 am. The event will be at the Richard M. Borchard Fairgrounds 1213 Terry Shamsie Boulevard, Robstown, Texas 78380.

Workforce Services

Mr. Salazar provided a report on the May 9, 2024 Workforce Services Committee meeting (included on pages 17-18 of the May 15 agenda packet).

Public Relations

Ms. Mercado provided a report on the May 9, 2024 Public Relations Committee meeting (included on pages 19-22 of the May 15 agenda packet).

XI. Discussion and Possible Action to Approve FY 2024 Budget Amendment #3:

Ms. Lee provided information on the FY 2024 Budget Amendment #3 (included on pages 23-25 of the May 15 agenda packet).

Mr. Owens moved to approve the FY 2024 Budget Amendment #3. The motion was seconded by Ms. Keener and passed.

XII. Discussion and Possible Action:

1. To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25.

Ms. Velazquez provided information on the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25 (included on pages 26-27 of the May 15 agenda packet).

Ms. Perez moved to approve the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25. The motion was seconded by Ms. Bowen and passed.

XIII. Information Only:

1. *Facilities/IT Updates*

Ms. Lee provided an update on Facilities and IT (included on page 28 of the May 15 agenda packet).

2. Update on Procurements and Contracts

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 29-37 of the May 15 agenda packet).

3. Performance Measure Update

Ms. Silvas presented the Performance Measure Update for February 2024 (included on pages 38-44 of the May 15 agenda packet).

4. Draft Agenda for the May 22, 2024 Board of Directors Meeting

Mr. Trevino provided a draft agenda for the May 22, 2024 Board of Directors meeting (included on pages 45-48 of the May 15 agenda packet).

Mr. De Los Santos thanked the Board Professionals and Contractors for all their great work and detailed information provided at the Executive/Finance Committee Meeting.

XIV. Adjournment

The meeting adjourned at 4:18 pm.

MINUTES

**Workforce Solutions Coastal Bend – Employment Agreement Sub Committee Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas**

Join Zoom Meeting

<https://us02web.zoom.us/j/86721426533?pwd=BSArUgyga40PRhDdgL12ezShPkXem.1>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 867 2142 6533

Passcode: 888799

June 14, 2024 – 10:00 am

Committee Members

Present

Sandra Bowen, Chair
John Owen
Gloria D. Perez

Absent

Others Present

Ken Trevino, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Zachary James, Workforce Solutions
Lucinda Garcia, Legal Counsel

Other Board Members Present

Raynaldo De Los Santos, Jr.

I. Call to Order

Ms. Bowen called the meeting to order at 10:02 am.

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. Mr. De Los Santos, Jr. was also in attendance.

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 4981 Ayers Street and it is listed on the zoom call as Public. The laptop is available and open to the public.

VI. Discussion and Possible Action Regarding Review of Salary, Performance Incentive, Retention Incentive and the terms of the Employment Agreement of the President/CEO. (Discussion of this item may be conducted in Closed Session Pursuant to TOMA 551.074: Personnel Matters)

Ms. Bowen called the meeting into closed session at 10:06 am. The closed session ended at 10:49 am.

Mr. Owen moved that regarding the performance evaluation report of the President/CEO for 2023-2024, the following recommendations be presented to the Executive Committee regarding the President/CEO:

1. A 2.5% cost of living adjustment/increase to the current base salary of 2023-2024;
2. The payment of a performance incentive of 6% based on the current base salary of 2023-2024;
3. That a retention incentive of 11% based on the new 2024 salary to be paid annually for each year of the initial term of the new Employment Agreement described below; and

4. A new Employment Agreement with an effective date of May 16, 2024 be executed for
 - a. An initial term of four (4) years
 - b. Two additional terms of two (2) years with 6 months prior notice to extend the Agreement
 - c. Removal of UT McCombs allowance of \$5,000
 - d. All other terms of the prior Employment Agreement to remain the same.

The motion was seconded by Ms. Perez and passed.

VII. Adjournment

The meeting adjourned at 10:55 am.

MINUTES

**Workforce Solutions Coastal Bend – Special-Called Executive/Finance Committee Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas**

Join Zoom Meeting

<https://us02web.zoom.us/j/82989226546?pwd=eTbubuVmORyadQoqLL7Wr4sR1aVzb.1>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 829 8922 6546

Passcode: 209382

July 11, 2024 – 3:00 pm

Committee Members

Present

Raynaldo De Los Santos, Jr., Chair
Sandra Bowen, Vice Chair
Jesse Gatewood
John Owen
Victor M. Gonzalez, Jr.
Gloria D. Perez
Manny Salazar
C. Michelle Unda

Absent

Marcia Keener
Liza Wisner

Others Present

Ken Trevino, Workforce Solutions
Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Allyson Riojas, Workforce Solutions
Zachary James, Workforce Solutions
Esther Velasquez, Workforce Solutions
Vicki Stonum, Workforce Solutions
Lucinda Garcia, Legal Counsel
Autumn Villafranco, C2GPS, LLC

Other Board Members Present

I. Call to Order

Mr. De Los Santos, Jr. called the meeting to order at 3:00 pm.

II. TOMA Rules

Mr. De Los Santos, Jr. provided information on the Texas Open Meetings Act (TOMA) Rules.

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

Due to the new TOMA rules we do have a laptop setup at 4981 Ayers Street and it is listed on the zoom call as Public. The laptop is available and open to the public.

Mr. Trevino announced it was the birthday of Ms. Perez.

Chairman De Los Santos wished Ms. Perez a Happy Birthday!

VI. Discussion and Possible Action on Annual Performance Evaluation and negotiation of the Employment Agreement of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)

Mr. Owen moved to approve entering into closed session. The motion was seconded by Mr. Gatewood and passed.

Mr. De Los Santos called the meeting into closed session at 3:06 pm. The closed session ended at 3:19 pm.

Mr. Owen moved that the following recommendations presented by the Sub Committee to the Executive Committee regarding the President/CEO be approved and presented to the Board of Directors:

1. 2.5% cost of living adjustment increase to the current salary (23-24)
2. Payment of a performance incentive of 6% of current salary (23-24)
3. Retention incentive of 11% based on the new salary of 24-25, or \$24,750 to be paid annually for each of the initial term of the new Employment Agreement
4. New Employment Agreement with effective date of May 16, 2024 to be executed for:
 - a. An initial term of four (4) years
 - b. Two additional terms of two (2) years
 - c. Removal of the UT McCombs allowance of \$5,000
 - d. All other terms of the prior Employment Agreement to remain the same.

The motion was seconded by Ms. Bowen and passed.

Mr. De Los Santos, Jr. thanked the members of the Review Committee; Legal Counsel, Ms. Garcia; CFO, Ms. Lee; and President/CEO, Mr. Trevino for their time, effort and work in getting them to this point.

VII. Adjournment

The meeting adjourned at 3:23 pm.

FINANCIAL REPORT – EXECUTIVE/FINANCE

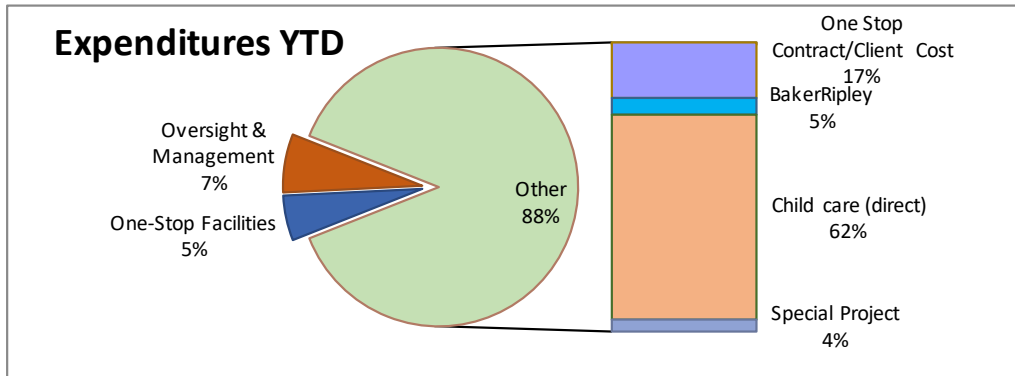
XII. CFO Report – Financials as of 07/31/2024

BACKGROUND INFORMATION

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

WORKFORCE SOLUTIONS COASTAL BEND
STATEMENT OF ACTIVITIES
For the Month Ending
July 31, 2024

| | FY2023 Amended Budget | Current | YTD | % Expended |
|-------------------------------------------------|--------------------------|------------------|-------------------|---------------|
| REVENUES | | | | |
| Grant revenue - federal | 46,373,328 | 4,033,802 | 36,827,361 | 79% |
| Grant revenue - Non federal | 30,000 | 1,722 | 15,233 | |
| | 46,403,328 | 4,035,524 | 36,842,593 | 79% |
| EXPENSES | | | | |
| Oversight & Management | | | | |
| Salaries and benefits | 2,452,772 | 223,276 | 1,923,756 | 78% |
| Facilities and related expense | 298,100 | 22,485 | 214,685 | 72% |
| Furniture, equipment, & software | 118,881 | 6,197 | 75,307 | 63% |
| General administrative expense | 196,500 | 10,286 | 127,131 | 65% |
| Communication expense | 53,000 | 4,449 | 44,048 | 83% |
| Professional fees and services | 108,000 | 4,370 | 70,570 | 65% |
| Staff development expense | 45,000 | 840 | 27,558 | 61% |
| Travel expense | 75,000 | 2,710 | 57,524 | 77% |
| Total Oversight & Management Expense | 3,347,253 | 274,613 | 2,540,579 | 76% |
| One Stop Operations | | | | |
| Facilities and related expense | 1,997,873 | 119,979 | 1,424,171 | 71% |
| Furniture, equipment, & software | 540,000 | 31,146 | 331,852 | 61% |
| General administrative expense | 161,500 | 20,313 | 78,187 | 48% |
| Communication expense | 170,000 | 14,268 | 124,186 | 73% |
| Professional fees and services | - | - | 2,500 | #DIV/0! |
| Total One Stop Operations | 2,869,373 | 185,706 | 1,960,896 | 68% |
| Contracted services | 40,371,602 | 3,876,191 | 33,032,117 | 82% |
| Total expense | 46,588,228 | 4,336,510 | 37,533,592 | 81% |



WORKFORCE SOLUTIONS COASTAL BEND
BALANCE SHEET
 For the Month Ending
 July 31, 2024

ASSETS

| | |
|-------------------------|---------------------|
| Current Assets | |
| Cash & Cash Equivalents | \$ 331,155 |
| Money Market Account | \$ 710,994 |
| Due from TWC | 2,315,213 |
| Accounts Receivable | (11,085) |
| Prepaid Expense | 149,083 |
| Other Assets | 59,034 |
| Total Current Assets | \$ 3,554,692 |
| | |
| Fixed Assets | |
| Building Improvements | \$ 1,864,883 |
| Furniture and Equipment | 600,766 |
| Less Accumulated | (1,967,151) |
| Depreciation | |
| Net Fixed Assets | \$ 498,498 |
| | |
| Total Assets | \$ 4,053,190 |

LIABILITIES

| | |
|---------------------------|--------------|
| Current Liabilities | |
| Accounts Payable | \$ 2,804,395 |
| Accrued Expense | 662,369 |
| Accrued Vacation | 76,183 |
| Total Current Liabilities | \$ 3,542,947 |

NET ASSETS

| | |
|----------------------------------|---------------------|
| Unrestricted-Non-Federal | \$ 465,140 |
| Fund | |
| Temporarily Restricted- | (453,395) |
| Ticket to Work/Other | |
| Investment in Fixed | 498,498 |
| Assets | |
| Total Net Assets | \$ 510,243 |
| | |
| Total Liabilities and Net | \$ 4,053,190 |
| Assets | |

| Contract No. | Contract Program | Begin Date | End Date | Current Budget | Cum. Expenditures | Budget Balance | % Expended | TWC % Target |
|---------------------------|-------------------------------------------------|------------|----------|------------------------|------------------------|------------------------|---------------|--------------------|
| Expires 7/31/2024 | | | | | | | | |
| 2224WOZ001 | WOZ - Upskilling and Training | 1/1/24 | 7/31/24 | \$99,329.00 | \$91,037.79 | \$8,291.21 | 92% | NA |
| Expires 8/31/2024 | | | | | | | | |
| Non TWC | 3024VRS058-Student Hireability | 9/1/23 | 8/31/24 | \$113,000.00 | \$75,764.03 | \$37,235.97 | 67% | NA |
| Non TWC | SEAL | 3/1/24 | 8/31/24 | \$230,000.00 | \$91,096.71 | \$138,903.29 | 40% | NA |
| Expires 9/30/2024 | | | | | | | | |
| 2224NCP001 | Noncustodial Parent Choices Program | 9/1/23 | 9/30/24 | \$142,403.00 | \$142,389.98 | \$13.02 | 100% | 85% |
| Non TWC | Wage Services for Paid WE 3018VRS171 | 9/1/23 | 9/30/24 | \$112,500.00 | \$29,919.86 | \$82,580.14 | 27% | NA |
| Non TWC | 2223COL001 - VR Colocation | 9/1/23 | 9/30/24 | \$144,349.00 | \$101,817.37 | \$42,531.63 | 71% | NA |
| 2224RAG001 | Resource Administration Grants | 10/1/23 | 9/30/24 | \$6,923.00 | \$5,769.20 | \$1,153.80 | 83% | 85% |
| 2224REA001 | Reemployment Services and Eligibility Assessme | 10/1/23 | 9/30/24 | \$577,268.00 | \$498,522.47 | \$78,745.53 | 86% | 85% |
| 2224SNE001 | SNAP E&T | 10/1/23 | 9/30/24 | \$486,108.00 | \$337,354.36 | \$148,753.64 | 69% | 85% |
| 2224TRA001 | Trade Act Services for Dislocated Workers | 10/1/23 | 9/30/24 | \$10,000.00 | \$0.00 | \$10,000.00 | 0% | NA |
| 2224TVC001 | TVC | 10/1/23 | 9/30/24 | \$37,412.00 | \$36,485.19 | \$926.81 | 98% | NA |
| 2224WCI001 | WCI - Workforce Commission Initiatives | 10/1/23 | 9/30/24 | \$56,291.00 | \$23,679.19 | \$32,611.81 | 42% | NA |
| Expires 10/31/2024 | | | | | | | | |
| 2224TAF001 | TANF Choices | 10/1/23 | 10/31/24 | \$2,904,299.00 | \$1,785,147.53 | \$1,119,151.47 | 61% | 77% |
| 2224CCQ001 | Child Care- CCQ | 5/31/23 | 10/31/24 | \$1,736,116.85 | \$551,447.68 | \$1,184,669.17 | 32% | NA |
| 2223TIP001 | WIOS - Texas Partnership Initiative | 12/28/22 | 10/31/24 | \$150,000.00 | \$3,127.75 | \$146,872.25 | 2% | NA |
| Non TWC | Kingsville - TIP | 12/28/22 | 10/31/24 | \$150,000.00 | \$3,127.75 | \$146,872.25 | 2% | NA |
| Expires 12/31/2024 | | | | | | | | |
| 2224CCF001 | Child Care | 5/31/23 | 12/31/24 | \$25,517,704.00 | \$22,923,044.71 | \$2,594,659.29 | 84% | 62% |
| 2224CCM001 | Child Care - Local Match | 10/1/23 | 12/31/24 | \$1,897,372.00 | \$0.00 | \$1,897,372.00 | 0% | NA |
| 2224CCP001 | Child Care - DFPS | 9/1/23 | 12/31/24 | \$835,000.00 | \$822,249.18 | \$12,750.82 | 98% | NA |
| 2224WPA001 | Wagner-Peyser Employment Services | 10/1/23 | 12/31/24 | \$1,694.00 | \$559.07 | \$1,134.93 | 33% | NA |
| 2224WOS001 | Military Family | 1/1/24 | 12/31/24 | \$55,240.00 | \$40,924.43 | \$14,315.57 | 74% | 62% |
| Expires 1/31/2025 | | | | | | | | |
| 2224EXT001 | Externships for Teachers | 2/1/24 | 1/31/25 | \$183,170.00 | \$138,657.62 | \$44,512.38 | 76% | NA |
| Expires 2/28/2025 | | | | | | | | |
| Non TWC | TEA | 4/10/23 | 2/28/25 | \$561,500.00 | \$34,840.87 | \$526,659.13 | 6% | NA |
| Expires 5/30/2025 | | | | | | | | |
| 2224TAN003 | Texas Internship Initiative | 6/1/24 | 5/30/25 | \$100,000.00 | \$12,801.10 | \$87,198.90 | 13% | NA |
| Expires 6/30/2025 | | | | | | | | |
| Non TWC | Walmart - PATHS | 1/1/20 | 6/30/25 | \$450,000.00 | \$376,041.97 | \$73,958.03 | 84% | NA |
| 2223WOA001 | WIOA - PY23 Adult Allocation (July) | 7/1/23 | 6/30/25 | \$521,797.00 | \$521,797.00 | \$0.00 | 92% | 60% |
| 2223WOA001 | WIOA - PY23 Adult Allocation (Oct) | 7/1/23 | 6/30/25 | \$1,738,147.00 | \$919,760.89 | \$818,386.11 | 64% | 60% |
| 2223WOD001 | WIOA - PY23 Dislocated Worker Allocation (July) | 7/1/23 | 6/30/25 | \$387,100.00 | \$387,100.00 | \$0.00 | 61% | 60% |
| 2223WOD001 | WIOA - PY23 Dislocated Worker Allocation (July) | 7/1/23 | 6/30/25 | \$1,184,884.00 | \$628,474.71 | \$556,409.29 | 65% | 60% |
| 2223WOY001 | WIOA - PY23 Youth Allocation | 7/1/23 | 6/30/25 | \$2,449,912.00 | \$1,193,774.28 | \$1,256,137.72 | 50% | 60% |
| 2224WOR001 | WIOA - PY24 Rapid Response | 7/1/24 | 6/30/25 | \$25,122.00 | \$68.98 | \$25,053.02 | 48% | NA |
| Expires 6/30/2026 | | | | | | | | |
| 2224WOA001 | WIOA - PY24 Adult Allocation (July) | 7/1/24 | 6/30/26 | \$503,052.00 | \$0.00 | \$503,052.00 | 0% | 6% |
| 2224WOD001 | WIOA - PY24 Dislocated Worker Allocation (July) | 7/1/24 | 6/30/26 | \$340,594.00 | \$78,259.04 | \$262,334.96 | 9% | 6% |
| 2224WOY001 | WIOA - PY24 Youth Allocation | 7/1/24 | 6/30/26 | \$2,357,433.00 | \$19,263.08 | \$2,338,169.92 | 4% | 6% |
| | | | | \$46,065,719.85 | \$31,874,303.79 | \$14,191,416.06 | | |

COMMITTEE REPORT

XIII – 1. Child Care Services

Committee: Child Care Services

Marcia Keener, Chair

Dr. Justin Hoggard, Vice Chair

Andrea Chavez

Dr. Criselda Leal

Michelle Lozano

Michelle Tobar

Catrina Wilson

Date of Committee meeting: September 10, 2024

The Committee did have a quorum.

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

- Approved the minutes of the May 7, 2024 Child Care Services Committee Meeting.

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

- Child Care Performance:
 1. **Performance Update BCY2024 (Q1 Oct.-Dec.) (Q2 Jan.-March) (Q3 April-June) (Q4 July-Sept.)**
 - a. Third Quarter (Q3) Performance

The Board's TWC performance measure target for BCY2024 is 3,214 average number of children served per day. TWC conducted a mid-year review of all the Workforce Board's performance measure targets at the end of the second quarter of BCY2024. As a result of this review, the performance measure target for the Coastal Bend Board increased by 28 children to 3,242 average number of children served per day. The Board had previously made the decision to continue enrolling children beyond our TWC performance target because we had local match funding that we needed to exhaust during BCY2024. *The Board's adjusted performance target measure for the remainder of BCY2024 is 4,176 average number of children served per day.*

At the end of the third quarter (June 28, 2024) of this contract year, there were **4,059** children enrolled in the Child Care Services (CCS) Program. This is an increase of **559** children since the end of December 2023. This enrollment places our performance at **125.20%** of TWC's performance measure target (**3,242**) and at **97.20%** of the Board's adjusted performance measure target (**4,176**).
 - b. Fourth Quarter (Q4) July Outcomes & Action Plan for Remainder of Q4

As of July 31, 2024, there were 3,916 children enrolled in the Child Care Services (CCS) Program. This is a decrease in enrollment of 143 children since the end of June. The decrease in enrollment is attributed to the time year; it is Summer time, and there is typically a significant number of children for whom care is dropped during the summer months (children enrolled in Latchkey or other after school programs) who will be re-enrolled into the Latchkey or after school programs once school starts and children who are turning "6" years who will be entering a full day elementary

school program and those children who are aging out of the program (children who have turned 13 years old).

The anticipated TWC and Board's performance measure perspectives are listed below.

TWC Performance Measure - 120.79%

WFSCB's Adjusted Performance Measure - 93.77%

As of August 30, 2024, there were 3,772 children enrolled in the CCS Program. The action plan for child care performance for the remainder of the fourth quarter of BCY2024 is to continue enrolling children from the wait list. The Board will continue promoting the CCS Program on its social media platforms to generate interest in our CCS Program in our 11-county region. If this goal is met, we will have 4,176 children enrolled in the CCS Program at the end of the fourth quarter of BCY2024.

2. Operations and Management of Child Care Services

a. Baker Ripley Update

Ms. Kenia Dimas provided a summary of operations and management of Child Care Services during the third quarter of BCY2024. She stated that the launch date of the TX3C System has been delayed with a future launch date to be determined. Ms. Dimas also provided updates on staffing and community impact.

3. Child Care Quality Services (CCQS)

a. Texas Rising Star (TRS) Program Update

Board staff provided an update on the status of the Texas Rising Star (TRS) Program for the fourth quarter of BCY2024.

b. Preview of CCQS Fourth Quarter (Q4)

Board staff provided a preview of Child Care Quality Services activities for the fourth quarter of BCY2024.

Detailed information can be found in the Child Care Services Committee Meeting Packet emailed to the Board of Directors by Ms. Janet Neely. The packet contains detailed narratives and provides further explanation of all matters discussed and presented to the Committee.

The Committee took the following action:

1. The Committee approved the Minutes of the May 7, 2024 Child Care Services Committee Meeting.

Meeting adjourned at: 4:04 pm

COMMITTEE REPORT

XIII – 2. Youth Services

Committee: Youth Services

Liza Wisner, Chair

Omar Lopez, Vice-Chair

Dr. Leslie Faught

Michelle Flower

Jose R. “Joey” Garcia III

Ofelia Hunter

Date of Committee Meeting: September 11, 2024

The Committee did have a Quorum.

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

- Approved the Youth Services Committee Meeting Minutes of May 8, 2024.

The following information items were discussed and for information only:

Services to Youth:

- Ms. Geri Escobar introduced Ms. Monica Cisneros as the new C2 Deputy Director for Youth.
- Program Updates- Mr. Robert Reyna and Ms. Catherine Cole provided an update on WIOA school engagements, work experience, and individual training accounts for WIOA Youth Participants.
- Performance Updates- Ms. Catherine Cole provided an overview of the youth performance from the latest published MPR for June 2024.

Services to Special Community Populations:

- Student HireAbility Navigator (SHAN)- Ms. Imelda Trevino provided updates to activities serving students with disabilities and the update to SEAL Signing Day.
- Foster Youth- Ms. Catherine Cole gave a brief overview of the Foster Youth updates and initiatives.

Programs and Engagements:

- Texas Internship Initiative (TII)- Ms. Catherine Cole provided an update on the TII Grant for the 26 interns of Class of 2024 and the recruitment of 36 interns for the Class of 2025.
- Educator Externship (EDEX) – Ms. Milanda Ballesteros provided an update on the outcome to Educator Externship.
- Tri-Agency Regional Convener Grant- Ms. Catherine Cole provided an update on the development for the strategic and implementation plan.
- Career and Education Outreach Program (CEOP)- Mr. Luis Rodriguez gave a program update to the Career and Education Outreach Program regarding, school engagements, activities, and VR numbers of Q3 246 sessions and a year-to-date of 553

Celebrating Participant Success:

- Ms. Catherine Cole spoke regarding Ms. Marissa Valenzuela career success in participating in the WIOA Youth Program.

Detailed information can be found in the Youth Services Committee Packet, e-mailed to the Board of Directors, by Ms. Janet Neely on Wednesday, September 11, 2024.

Meeting adjourned at: 4:15 pm

COMMITTEE REPORT

XIII – 3. Workforce Services

Committee: Workforce Services

Manny Salazar, Chair

Travis Nelson, Vice Chair

Lance Brown

Randy Giesler

Dr. Leonard Rivera

Randy Seitz

Date of Committee Meeting: September 12, 2024

The Committee did have a quorum.

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

- Approved Workforce Services Committee Meeting Minutes of May 9, 2024.
- Approved for recommendation as presented Target Occupation List (TOL) & Board Policies:
Target Occupation List (TOL) 2024-2025.
4.0.111.06- Customer File Documentation
4.2.100.03- Service Strategies
4.5.100.10- Work Search Requirement

The following information items were discussed and for information only:

- Services To Workers
 - Policy Review Schedule - Total of 10 board policies have been revised. Schedule Updated.
 - Program Updates - updates on programs, wrapped-up for 3/4 of program year as of June 30, 2024. Operation meetings taking place with C2GPS Regarding the service delivery, quality assurance, fiscal, and business services. For further discussion partnerships and youth services continue to be areas in need of attention. Took time to recognize: Summer Earn and Learn (SEAL), Educator Externship, and PATHS Grant. WFSCB Team members were recognized for these summer initiatives.
 - An update regarding the staffing, center traffic, unemployment assistance and WIT registration was provided by C2GPS Management Team. Ms. Geri Escobar introduced new hires: April Mejia as Business Solutions Deputy Director and Monica Cisneros as Youth Services Deputy Director. Over-all for Q3 there was steady career center traffic. Outreach and Service Strategies currently taking place were presented by C2GPS management, in efforts to engage with community partners. Activity for Mobile Career Center was discussed, suggestions to create a checklist to conduct prep-work activities to inform community key stakeholders about the mobile unit coming to their communities.
 - Veterans services highlights reported were the planning stages for 2024 Hiring Red, White and You- to take place in November 7, 2024.

- Services To Business
 - C2GPS presented on the activities relate to: Activity Spotlights such as Hiring events, Business, Healthcare, and Professional Skills and Trades Sectors connections with employer and job seekers. In addition, data regarding Job and Hiring Fairs was provided.
- Local Labor Market Information
 - Ms. Allyson Riojas provided update on Coastal Bend's Unemployment Rate at 4.9% for July 2024; June 2024 rate was at 5.1%. Next LMI release scheduled for Friday September 20th. The committee received a year-over-year UI rate information to demonstrate the cyclical in UI Rates. Labor Market requests for Q1- 9, Q-2 25, Q3-17, Q4-3 for a running total of 54. Mr. Manny Salazar commended Ms. Riojas for prompt response to LMI requests.
- Performance Measure Update
 - The committee was presented with March 2024 performance (meeting packet) and June 2024 performance(handout). Focus was placed on June performance attained with exceeding 6 measures, meeting 11, and not meeting 1. The Committee was informed about on-going glitches in data due to TWIST to WIT conversation. Working with C2GPS on performance projections continues.
- Facilities Update
 - Ms. Shileen Lee provided update on the build-out of Mission Career Center in Corpus Christi, discussions with TWC and VRS on colocation. Meetings with architect for planning on phase III to begin in fall of 2024.

Detailed information can be found in Workforce Services Committee Packet e-mailed to Board of Directors, by Ms. Janet Neely. The packet contains detailed narratives and provides further explanation of all matters discussed and presented by the committee.

The Committee took the following action:

1. Approved the minutes of May 9, 2024, Workforce Services Committee Meeting.
2. Reviewed and approved three (3) board policies for recommendation to the Board of Directors as presented.

Meeting adjourned at: 2:41 pm

COMMITTEE REPORT

XIII – 4. Public Relations

Committee: Public Relations

C. Michelle Unda, Chair

Carlos Ramirez, Vice-Chair

Hector Bernal

Jason Bevan

Susan Temple

Date of Committee meeting: September 12, 2024

The Committee did have a quorum.

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

- Approved Public Relations Committee Meeting Minutes of May 9, 2024.

The following items were discussed and for information only:

- **Performance Report BCY2024 (Q4)**
 - Xena Mercado, Communications Manager, presented an overview of promotional efforts, media coverage, outcomes, video content creation, and social media analytics.
 - **Third Quarter (Q3) Event Promotion & Summary**
 - **Disability Awareness Training (May 16th):** Part of the Summer Earn and Learn Program, this event focused on employer support for employees with disabilities. Hosted in partnership with TWS-Vocational Rehabilitation Services, a recording is available on the SEAL landing page.
 - **Premont Signing Day (May 16th):** Promotion, story and event details were shared via Facebook Live.
 - **Summer Earn and Learn Signing Day (June 5th):** This event marked the kickoff of the Summer Earn and Learn program. Promotional efforts included two Facebook ads—one targeting employers and another for participants. The program received strong support from media partners, enhancing its visibility and outreach.
 - **City of Three Rivers Job Fair:** Successfully executed in collaboration with the Business Solutions Department with positive feedback from Chairman De Los Santos.
 - **Educator Externship 2024:** Adopted a new strategy, enlisting educators as content creators to share their experiences with employers. This approach was successful and impactful.
 - **Mobile Unit Advertising:** Collaborative effort with contractor staff to promote the Mobile Unit using provided flyers and calendar templates.
 - **TWC Commissioner Joe Esparza's Visit (July 24th):** Visited Gulf Coast Growth Ventures and Craft Training Center. Ken Treviño demonstrates the value of partnerships and collaboration by connecting local industry with state level resources.
 - **10th Annual Child Care Directors Symposium (July 27th):** Successfully held with media engagement.

- **All Law Enforcement Job Fair (July 31st):** Received extensive media support for promotion and coverage, including interviews and video creation.
 - **10th Annual Back to School Teacher's Fair (August 17th):** Successfully executed with community engagement.
 - **Media Matters Initiative:** Coordinated with Wes Wilson from KiiiTV to bridge the gap with Channel 3 reporters. Discussions centered on workforce projects and media kit development to increase story pick-up.
 - **Media Coverage**
 - Highlighted media stories including Summer Earn and Learn, economic growth, workforce resources, and the All Law Enforcement Job Fair.
- **Fourth Quarter (Q4) Upcoming Events & Projects**
 - **YOU Choose Career Expo:** Scheduled for September 18th.
 - **Maritime Expo and Career Fair:** Scheduled for October 2nd.
 - **13th Annual Hiring Red, White, and YOU!:** Scheduled for November 7th.
- **Social Media & Web Analytics Report - Tony Armadillo**
 - **Social Media Growth:** 135 new followers on Facebook, 12 on Instagram, and 106 on LinkedIn.
 - **Website Analytics:** Significant growth in the WorkInTexas and Jobs Start Here webpages. Fewer impressions but more clicks indicate more productive and meaningful searches. An increase in total users, particularly from rural areas, suggests more intentional website traffic.
- **Marketing & Communication: Assessment & Strategic Plan**
 - Announcement of the upcoming Request for Proposal for a Marketing & Communication: Assessment & Strategic Plan.

The Committee took the following action:

1. Approved the minutes of May 9, 2024 Public Relations Committee Meeting.

Meeting adjourned at: 4:10 pm

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIV. FY 2024 Budget Amendment #4

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2023-24 Operating Budget on September 21, 2023. Budget Amendment #4 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2024 Budget Amendment #4.

**WORKFORCE SOLUTIONS OF THE COASTAL BEND
BUDGET NARRATIVE
FY 2024**

The proposed budget FY24 Amendment #4 is to adjust for new funds, additional funds and fund finalizations; the amendment includes an overall revenue increase of \$184,900.

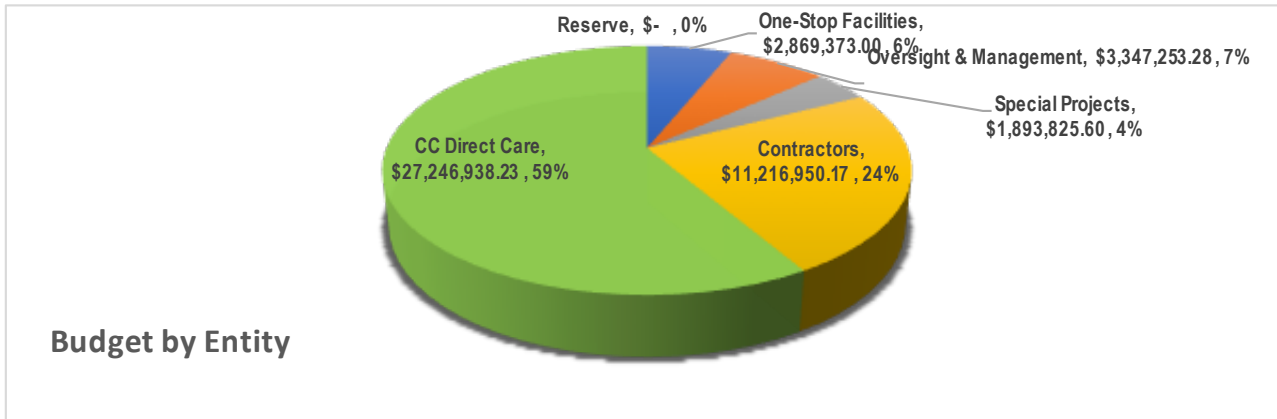
The proposed amendment has minimal movements within the Contracted Services categories of Direct Child Care (+\$163,000), Special Projects (+\$42,309), and One-Stop (-\$20,409). As noted in the budget area column the exact amounts are listed by funding stream that ties back to the budget category. These movements are directly related to the programmatic activity and therefore the majority going to the contractor. There is \$25,000 in expense adjustments in the Oversight and Management for Communication & Travel.

We are requesting approval on the final BCY2024 budget (Amendment #4).

| Contract No. | Program | Budget Area | Amended Budget | Amendment#4 | Total Amended Budget 23-24 | Comments |
|--------------|--------------------------------------------------|--------------|-------------------|----------------|----------------------------|---------------|
| Non-TWC | Walmart (PATHS) | Special Proj | 182,868 | | 182,868 | |
| 2223NCP001 | Non-Custodial Parent (NCP) | One-Stop | 137,468 | | 137,468 | |
| 2223WOA001 | WIOA - PY22 Adult Allocation | One-Stop | 2,255,507 | 4,437 | 2,259,944 | Add'l Funds |
| 2223WOD001 | WIOA - PY22 Dislocated Worker Allocation | One-Stop | 1,643,285 | | 1,643,285 | |
| 2223WOY001 | WIOA - PY22 Youth Allocation | One-Stop | 2,262,706 | | 2,262,706 | |
| 2223WOR001 | WIOA - PY23 Rapid Response | One-Stop | 26,925 | (24,846) | 2,079 | Fund Closeout |
| 2223CCF001 | Child Care | Child Care | 1,652,646 | | 1,652,646 | |
| 2224CCF001 | Child Care | Childcare | 25,517,704 | | 25,517,704 | |
| 2223CCM001 | Child Care Local Match | Childcare | 1,880,444 | | 1,880,444 | |
| 2224CCM001 | Child Care Local Match | Childcare | 1,897,372 | | 1,897,372 | |
| 2223CCQ001 | Child Care Quality (CCQ) | Special Proj | 294,401 | | 294,401 | |
| 2224CCQ001 | Child Care Quality (CCQ) | Special Proj | 1,783,506 | (47,389) | 1,736,117 | Mid-Yr Recon |
| 2224CCP001 | Child Care - DFPS | Childcare | 672,000 | 163,000 | 835,000 | Add'l Funds |
| 2223SNE001 | SNAP E&T | One-Stop | 486,108 | | 486,108 | |
| 2223TAF001 | Temporary Assistance for Needy Families/Choices | One-Stop | 2,904,299 | | 2,904,299 | |
| 2223TRA001 | Trade Act Services for Dislocated Workers | One-Stop | 10,000 | | 10,000 | |
| 2223WOS001 | Military Family Support | One-Stop | 14,050 | | 14,050 | |
| 2224WOS001 | Military Family Support | One-Stop | 55,240 | | 55,240 | |
| 2223TAN003 | Texas Internship Initiative | Special Proj | 70,489 | (10,302) | 60,187 | Fund Closeout |
| 2223WOS002 | WOS - Middle Skills Initiative | One-Stop | 31,330 | | 31,330 | |
| 2223TIP001 | WIOS - Texas Partnership Initiative | Special Proj | 300,000 | | 300,000 | |
| 2223REA001 | Reemployment Services and Eligibility Assessment | One-Stop | 70,000 | | 70,000 | |
| 2224REA001 | Reemployment Services and Eligibility Assessment | One-Stop | 577,268 | | 577,268 | |
| 2224RAG001 | Resource Administration Grants | One-Stop | 6,923 | | 6,923 | |
| 2224TVC001 | TVC | One-Stop | 37,412 | | 37,412 | |
| 2223WPA001 | Wagner-Peyser Employment Services | One-Stop | 36,459 | | 36,459 | |
| 2224WPA001 | Wagner-Peyser Employment Services | One-Stop | 1,694 | | 1,694 | |
| 2224WOZ001 | Upskilling and Training | One-Stop | 99,329 | | 99,329 | |
| 2224EXT001 | Externships for Teachers | One-Stop | 183,170 | | 183,170 | |
| 2224TAN003 | Texas Internship Initiative | Special Proj | - | 100,000 | 100,000 | New Fund |
| Non-TWC | SEAL | Special Proj | 230,000 | | 230,000 | |
| Non-TWC | 2023 Convener Grant-TEA | Special Proj | 560,386 | | 560,386 | |
| Non-TWC | STUDENT HIRABILITY (09/01/20-08/31/21) | Special Proj | 113,000 | | 113,000 | |
| Non-TWC | KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses | Special Proj | 281,467 | | 281,467 | |
| Non-TWC | Wage Service for Paid WE 3018/VRS171 | Special Proj | 77,872 | | 77,872 | |
| Non-TWC | POCC-Seal, Edex, CEOP | Special Proj | 50,000 | | 50,000 | |
| | Grand Total | | 46,403,328 | 184,900 | 46,588,228 | |

**Workforce Solutions of the Coastal Bend
Allocations Information BCY 2023-24
For the twelve month period ending September 30, 2024**

| | A FY2024 Amended Budget | B FY2024 Amendment#4 | Difference B - A |
|-------------------------------------------------|-------------------------------|----------------------------|---------------------|
| Grant revenue | 46,403,328.39 | 46,588,228.18 | \$ 184,900 |
| Total revenue | \$ 46,403,328 | \$ 46,588,228 | \$ 184,900 |
| EXPENSES | | | |
| Oversight & Management | | | |
| Salaries and benefits | \$ 2,452,772 | \$ 2,452,772 | \$ - |
| Facilities and related expense | 298,100 | 298,100 | - |
| Furniture, Equipment & Software | 118,881 | 118,881 | - |
| General administrative expense | 196,500 | 196,500 | - |
| Communication expense | 43,000 | 53,000 | 10,000 |
| Professional fees & service | 108,000 | 108,000 | - |
| Staff development expense | 30,000 | 45,000 | 15,000 |
| Travel expense | 75,000 | 75,000 | - |
| Total Oversight & Management Expense | \$ 3,322,253 | \$ 3,347,253 | \$ 25,000 |
| One Stop Operations | | | |
| Facilities and related expense | \$ 1,997,873 | \$ 1,997,873 | \$ - |
| Furniture, Equipment & Software | 540,000 | 540,000 | - |
| General administrative expense | 161,500 | 161,500 | - |
| Communication expense | 170,000 | 170,000 | - |
| Professional fees & service | 0 | 0 | - |
| Client | - | - | - |
| Total One Stop Operation | \$ 2,869,373 | \$ 2,869,373 | \$ - |
| Contracted services | \$ 40,211,702 | \$ 40,371,602 | \$ 159,900 |
| Total expense | \$ 46,403,328 | \$ 46,588,228 | \$ 184,900 |
| Changes in net assets | 0 | 0 | (0) |



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV. FY 2025 Budget

BACKGROUND INFORMATION

CFO will present the proposed FY 2025 Budget for approval.

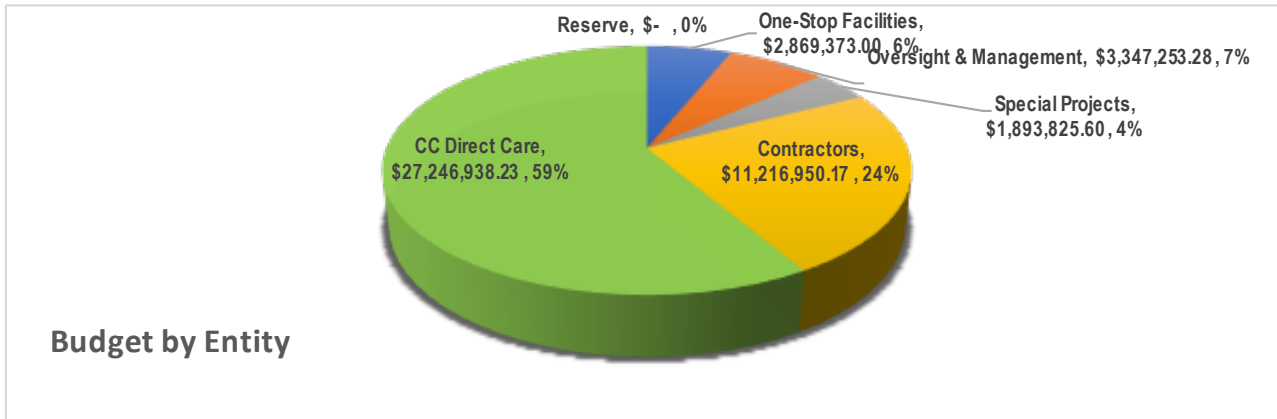
RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of the FY 2025 Budget.

| Contract No. | Program | Budget Area | Carry Over | New | Preliminary Budget 2024-25 | Comments |
|--------------------|--------------------------------------------------|--------------|------------------|-------------------|----------------------------|--------------------------------|
| 2223WOA001 | WIOA Adult-Oct (10/1/23-6/30/25) | One-Stop | 75,000 | | 75,000 | |
| 2224WOA001 | WIOA Adult-Jul (7/1/24-6/30/26) | One-Stop | | 2,175,039 | 2,175,039 | |
| 2224WOD001 | WIOA DW-Jul (7/1/24-6/30/26) | One-Stop | | 1,313,163 | 1,313,163 | |
| 2223WOY001 | WIOA Youth (7/1/23-6/30/25) | One-Stop | 325,000 | | 325,000 | |
| 2224WOY001 | WIOA Youth (7/1/24-6/30/26) | One-Stop | | 2,357,433 | 2,357,433 | |
| 2224WOR001 | WIOA Rapid Response | One-Stop | | 25,122 | 25,122 | |
| 2224CCQ001 | Child Care Quality (CCQ) | Special Proj | 475,000 | | 475,000 | |
| 2225CCQ001 | Child Care Quality (CCQ) | Special Proj | | 1,896,014 | 1,896,014 | <i>Mentor\$(636k)=Estimate</i> |
| 2225CCP001 | Child Care DFPS | Child Care | | 790,000 | 790,000 | <i>Estimate</i> |
| 2225CCM001 | Child Care Local Match | Child Care | | 1,865,656 | 1,865,656 | |
| 2225CCF001 | Child Care | Child Care | | 27,271,636 | 27,271,636 | |
| 2225NCP001 | NonCustodial Parent Choices Program | One-Stop | | 292,403 | 292,403 | <i>\$150k increase</i> |
| 2223SNE001 | SNAP E&T | One-Stop | | 447,018 | 447,018 | <i>Estimate</i> |
| 2224TAF001 | Temporary Assistance for Needy Families/Choices | One-Stop | 650,000 | | 650,000 | |
| 2225TAF001 | Temporary Assistance for Needy Families/Choices | One-Stop | | 2,792,256 | 2,792,256 | |
| 2224TAN003 | Texas Internship Initiative | Special Proj | 50,000 | | 50,000 | |
| 2224EXT001 | Externships for Teachers | Special Proj | 26,552 | | 26,552 | |
| 2225REA001 | Reemployment Services and Eligibility Assessment | One-Stop | | 625,268 | 625,268 | |
| 2224WOS001 | Military Family Support | One-Stop | 13,810 | | 13,810 | |
| 2223TIP001 | WIOS - Texas Partnership Initiative | Special Proj | 268,144 | | 268,144 | |
| 2224RAG001 | Resource Administration Grants | One-Stop | | 6,923 | 6,923 | <i>Estimate</i> |
| 2225TRA001 | Trade Act | One-Stop | | 10,000 | 10,000 | <i>Estimate</i> |
| 2224TVC001 | TVC | One-Stop | | 37,412 | 37,412 | <i>Estimate</i> |
| 2224WPA001 | Wagner-Peyser Employment Services | One-Stop | 1,731 | | 1,731 | <i>Estimate</i> |
| 2225WCI001 | Workforce Commission Initiatives | One-Stop | | 56,291 | 56,291 | <i>Estimate</i> |
| Non-TWC | SEAL | Special Proj | 119,237 | | 119,237 | |
| Non-TWC | 2023 Convener Grant-TEA | Special Proj | 500,000 | | 500,000 | |
| Non-TWC | STUDENT HIRABILITY (09/01/24-08/31/25) | Special Proj | | 113,000 | 113,000 | |
| Non-TWC | KINGSVILLE/BEEVILLE/STAPLES VR Monthly Expenses | Special Proj | | 126,508 | 126,508 | |
| Non-TWC | Wage Service for Paid WE 3018VRS171 | Special Proj | 65,000 | | 65,000 | |
| Grand Total | | | 2,569,474 | 42,201,141 | 44,770,616 | |

**Workforce Solutions of the Coastal Bend
Allocations Information BCY 2024-25
For the twelve month period ending September 30, 2025**

| | A FY2024 Budget | B FY2025 Budget | Difference B - A |
|-------------------------------------------------|-----------------------|-----------------------|-----------------------|
| Grant revenue | 46,588,228.00 | 44,770,615.93 | \$ (1,817,612) |
| Total revenue | \$ 46,588,228 | \$ 44,770,616 | \$ (1,817,612) |
| EXPENSES | | | |
| Oversight & Management | | | |
| Salaries and benefits | \$ 2,452,772 | \$ 2,452,772 | \$ - |
| Facilities and related expense | 298,100 | 298,100 | - |
| Furniture, Equipment & Software | 118,881 | 118,881 | - |
| General administrative expense | 196,500 | 196,500 | - |
| Communication expense | 53,000 | 53,000 | - |
| Professional fees & service | 108,000 | 108,000 | - |
| Staff development expense | 45,000 | 45,000 | - |
| Travel expense | 75,000 | 75,000 | - |
| Total Oversight & Management Expense | \$ 3,347,253 | \$ 3,347,253 | \$ - |
| One Stop Operations | | | |
| Facilities and related expense | \$ 1,997,873 | \$ 1,997,873 | \$ - |
| Furniture, Equipment & Software | 540,000 | 540,000 | - |
| General administrative expense | 161,500 | 161,500 | - |
| Communication expense | 170,000 | 170,000 | - |
| Professional fees & service | 0 | 0 | - |
| Client | - | - | - |
| Total One Stop Operation | \$ 2,869,373 | \$ 2,869,373 | \$ - |
| Contracted services | \$ 40,371,602 | \$ 38,553,990 | \$ (1,817,612) |
| Total expense | \$ 46,588,228 | \$ 44,770,616 | \$ (1,817,612) |
| Changes in net assets | (0) | (0) | (0) |



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XVI. External Audit for FY2023-24

BACKGROUND INFORMATION

Board Professionals will present the Independent Audit for Fiscal Year End September 30, 2023 and 2022.

RECOMMENDATION

Board Professionals recommend the Executive Committee approve the Audit Report for Year Ended September 30, 2023 and 2022.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

ANNUAL FINANCIAL AND COMPLIANCE REPORTS

SEPTEMBER 30, 2023 AND 2022

abip

CPAs | ADVISORS

CLIENT **FOCUSED.** RELATIONSHIP **DRIVEN.**



COASTAL BEND WORKFORCE DEVELOPMENT BOARD

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September 30, 2023 and 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Coastal Bend Workforce Development Board
Corpus Christi, Texas

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statements of financial position as of September 30, 2023 and 2022, and the related statements of activities and change in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Coastal Bend Workforce Development Board, as of September 30, 2023 and 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Coastal Bend Workforce Development Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Coastal Bend Workforce Development Board's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Coastal Bend Workforce Development Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards, as required by Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the *State of Texas Single Audit Circular*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2024, on our consideration of Coastal Bend Workforce Development Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Coastal Bend Workforce Development Board's internal control over financial reporting and compliance.

ABIP, PC

San Antonio, Texas

June 21, 2024



FINANCIAL SECTION



COASTAL BEND WORKFORCE DEVELOPMENT BOARD

STATEMENTS OF FINANCIAL POSITION

For the year ended September 30, 2023 and 2022

| | <u>2023</u> | <u>2022</u> |
|-------------------------------------------|---------------------|---------------------|
| <u>ASSETS</u> | | |
| CURRENT ASSETS | | |
| Cash | \$ 884,804 | \$ 920,929 |
| Grants receivable | 3,241,213 | 3,280,927 |
| Account receivable - subcontractor | 9,368 | - |
| Account receivable - other | 11,847 | 14,303 |
| Other assets | <u>241,685</u> | <u>172,305</u> |
| Total current assets | <u>4,388,917</u> | <u>4,388,464</u> |
| PROPERTY AND EQUIPMENT | | |
| Property and equipment | 7,106,823 | 4,299,972 |
| Less accumulated depreciation | <u>(3,028,351)</u> | <u>(2,473,143)</u> |
| Net property and equipment | <u>4,078,472</u> | <u>1,826,829</u> |
| Total assets | <u>\$ 8,467,389</u> | <u>\$ 6,215,293</u> |
| <u>LIABILITIES AND NET ASSETS</u> | | |
| CURRENT LIABILITIES | | |
| Accounts payable | \$ 2,491,045 | \$ 2,639,095 |
| Accrued expenses | 313,498 | 249,854 |
| Deferred revenue | 899,604 | 764,280 |
| Accrued vacation | 70,736 | 92,569 |
| Lease liability | <u>579,247</u> | <u>424,270</u> |
| Total current liabilities | <u>4,354,130</u> | <u>4,170,068</u> |
| NONCURRENT LIABILITIES | | |
| Lease liability | <u>3,046,091</u> | <u>965,197</u> |
| Total liabilities | <u>7,400,221</u> | <u>5,135,265</u> |
| NET ASSETS | | |
| Without donor restrictions: | | |
| Unrestricted | 614,033 | 642,666 |
| Investment in property and equipment, net | <u>453,135</u> | <u>437,362</u> |
| Total net assets | <u>1,067,168</u> | <u>1,080,028</u> |
| Total liabilities and net assets | <u>\$ 8,467,389</u> | <u>\$ 6,215,293</u> |

The accompanying notes are an integral part of these financial statements.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2023

| | WITHOUT DONOR RESTRICTIONS | | TOTAL |
|--------------------------------------|----------------------------|--------------------------------------------|---------------------|
| | UNRESTRICTED | INVESTMENT IN PROPERTY AND EQUIPMENT | |
| SUPPORT AND REVENUE | | | |
| Grant revenue - federal | \$ 39,247,476 | \$ - | \$ 39,247,476 |
| Grant revenue - state | 1,726,146 | - | 1,726,146 |
| Grant revenue - non federal | 246,004 | - | 246,004 |
| Interest income - non federal | 6,959 | - | 6,959 |
| Donations | 122 | - | 122 |
| Program income | <u>17,976</u> | <u>-</u> | <u>17,976</u> |
| Total support and revenue | <u>41,244,683</u> | <u>-</u> | <u>41,244,683</u> |
| EXPENSES | | | |
| Administration | 1,692,537 | (184,411) | 1,508,126 |
| Program services | <u>39,580,779</u> | <u>(412,317)</u> | <u>39,168,462</u> |
| Total expenses | <u>41,273,316</u> | <u>(596,728)</u> | <u>40,676,588</u> |
| Increase in net assets | (28,633) | 596,728 | 568,095 |
| OTHER REVENUES AND (EXPENSES) | | | |
| Fixed assets - additions | - | 127,278 | 127,278 |
| Depreciation expense | <u>-</u> | <u>(708,233)</u> | <u>(708,233)</u> |
| Change in net assets | (28,633) | 15,773 | (12,860) |
| NET ASSETS AT BEGINNING OF YEAR | <u>642,666</u> | <u>437,362</u> | <u>1,080,028</u> |
| NET ASSETS AT END OF YEAR | <u>\$ 614,033</u> | <u>\$ 453,135</u> | <u>\$ 1,067,168</u> |

The accompanying notes are an integral part of these financial statements.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

For the year ended September 30, 2022

| | WITHOUT DONOR RESTRICTIONS | | TOTAL |
|-------------------------------------------|----------------------------|--------------------------------------------|---------------------|
| | UNRESTRICTED | INVESTMENT IN PROPERTY AND EQUIPMENT | |
| SUPPORT AND REVENUE | | | |
| Grant revenue - federal | \$ 35,520,716 | \$ - | \$ 35,520,716 |
| Grant revenue - state | 1,766,551 | - | 1,766,551 |
| Grant revenue - non federal | 713,651 | - | 713,651 |
| Interest income - non federal | 2,329 | - | 2,329 |
| Program income | 4,680 | - | 4,680 |
| Total support and revenue | <u>38,007,927</u> | <u>-</u> | <u>38,007,927</u> |
| EXPENSES | | | |
| Administration | 1,455,533 | - | 1,455,533 |
| Program services | <u>36,482,685</u> | <u>-</u> | <u>36,482,685</u> |
| Total expenses | <u>37,938,218</u> | <u>-</u> | <u>37,938,218</u> |
| Increase in net assets | 69,709 | - | 69,709 |
| OTHER REVENUES AND (EXPENSES) | | | |
| Fixed assets - additions | - | 223,097 | 223,097 |
| Depreciation expense | <u>-</u> | <u>(156,158)</u> | <u>(156,158)</u> |
| Change in net assets | 69,709 | 66,939 | 136,648 |
| NET ASSETS AT BEGINNING OF YEAR | 572,957 | 301,149 | 874,106 |
| RESTATEMENT OF BEGINNING NET ASSETS | <u>-</u> | <u>69,274</u> | <u>69,274</u> |
| NET ASSETS AT BEGINNING OF YEAR, RESTATED | <u>572,957</u> | <u>370,423</u> | <u>943,380</u> |
| NET ASSETS AT END OF YEAR | <u>\$ 642,666</u> | <u>\$ 437,362</u> | <u>\$ 1,080,028</u> |

The accompanying notes are an integral part of these financial statements.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2023

| | <u>ADMINISTRATION</u> | <u>PROGRAM SERVICES</u> | <u>TOTAL</u> |
|-----------------------------------------|-----------------------|-----------------------------|----------------------|
| Direct care | \$ - | \$ 24,288,499 | \$ 24,288,499 |
| Communication expense | 15,793 | 178,363 | 194,156 |
| Furniture and equipment | - | 127,021 | 127,021 |
| Insurance | 28,750 | 33,482 | 62,232 |
| Outreach/public notices | 4,206 | 17,235 | 21,441 |
| Office expense | 31,413 | 651,995 | 683,408 |
| Professional fees | 87,995 | 40,681 | 128,676 |
| Program services | - | 9,939,652 | 9,939,652 |
| Rent and rent related | 87,849 | 1,005,679 | 1,093,528 |
| Salaries and fringe benefits | 1,226,466 | 1,715,231 | 2,941,697 |
| Subscription/membership | 22,208 | 105,852 | 128,060 |
| Software | 4,550 | 6,771 | 11,321 |
| Travel/staff development/conference fee | 32,804 | 74,795 | 107,599 |
| Building improvement | - | 1,389,175 | 1,389,175 |
| Discretionary | <u>150,503</u> | <u>6,348</u> | <u>156,851</u> |
| | <u>\$ 1,692,537</u> | <u>\$ 39,580,779</u> | <u>\$ 41,273,316</u> |

The accompanying notes are an integral part of these financial statements.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2022

| | <u>ADMINISTRATION</u> | <u>PROGRAM SERVICES</u> | <u>TOTAL</u> |
|-----------------------------------------|-----------------------|-----------------------------|----------------------|
| Direct care | \$ - | \$ 22,885,317 | \$ 22,885,317 |
| Communication expense | 12,417 | 154,420 | 166,837 |
| Insurance | 25,626 | 33,951 | 59,577 |
| Bank fees | 1,366 | - | 1,366 |
| Outreach/public notices | 2,197 | 6,566 | 8,763 |
| Office expense | 32,172 | 503,944 | 536,116 |
| Professional fees | 90,713 | 73,549 | 164,262 |
| Program services | - | 8,386,433 | 8,386,433 |
| Rent and rent related | 85,124 | 831,007 | 916,131 |
| Salaries and fringe benefits | 1,090,899 | 1,762,741 | 2,853,640 |
| Subscription/membership | 18,457 | 89,627 | 108,084 |
| Software | 1,288 | 207,456 | 208,744 |
| Travel/staff development/conference fee | 43,793 | 138,470 | 182,263 |
| Building improvement | 1,311 | 1,409,204 | 1,410,515 |
| Discretionary | 50,170 | - | 50,170 |
| | <u>\$ 1,455,533</u> | <u>\$ 36,482,685</u> | <u>\$ 37,938,218</u> |

The accompanying notes are an integral part of these financial statements.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

STATEMENTS OF CASH FLOWS

For the year ended September 30, 2023 and 2022

| | 2023 | 2022 |
|----------------------------------------------------------------------------------------|-------------|------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ (12,860) | \$ 136,648 |
| Adjustments to reconcile change in net assets to cash provided by operating activities | | |
| Depreciation expense | 708,233 | 156,158 |
| (Increase) decrease in operating assets | | |
| Grants receivable | 39,714 | (323,559) |
| Accounts receivable | (6,912) | (4,959) |
| Other assets | (69,380) | 41,105 |
| Increase (decrease) in operating liabilities | | |
| Accounts payable | (148,050) | 937,344 |
| Deferred revenue | 135,324 | (140,192) |
| Accrued expenses | 63,644 | (520,791) |
| Accrued vacation | (21,833) | (2,166) |
| Net cash provided by (used in) operating activities | 687,880 | 279,588 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of property and equipment | (127,278) | (223,097) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Payment of principle on right of use lease liability | (596,727) | - |
| Net increase (decrease) in cash and cash equivalents | (36,125) | 56,491 |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR | 920,929 | 864,438 |
| CASH AND CASH EQUIVALENTS AT END OF YEAR | \$ 884,804 | \$ 920,929 |

The accompanying notes are an integral part of these financial statements.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(1) Organization and nature of activities

On July 1, 1997, the Private Industry Council (PIC) of Corpus Christi/Nueces County and the Rural Coastal Bend Services Delivery Areas merged to form the Coastal Bend Workforce Development Board (the Board) to comply with the Workforce and Economic Competitiveness Act Chapter 2308 of the Texas Government Code (the Act). The Board was incorporated under the Texas Non-Profit Corporation Act for the purpose of implementation and development of workforce related activities and programs in the eleven county Coastal Bend region. The Board, through the partnership and the interlocal agreements with the Coastal Bend Chief Elected Officials Council, is designated as the grant recipient and the administrative entity for the workforce development area. The Board receives funding from local, state and federal sources, and must comply with spending, reporting and record keeping requirements of these entities.

(2) Summary of significant accounting policies

Financial statement presentation

The Board classifies its financial statements to present two (2) classes of net assets:

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed stipulations. Restricted grant proceeds or contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.
- *Net assets with donor restrictions* include net assets subject to donor-imposed restrictions that may or will be satisfied by the actions of the Board or the passage of time. The Board had no net assets with donor restrictions at September 30, 2023 and 2022.

Basis of accounting

The financial statements of the Board have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

Estimates

Management uses estimates and assumptions in preparing the financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the report of revenues and expenses.

Allowances for uncollectable

No allowance for uncollectable has been established. All receivables from the state and sub-recipients are deemed fully collectible.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(2) Summary of significant accounting policies (continued)

Cash and cash equivalents

For the purpose of the statement of cash flows, the Board considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. This includes cash in bank, certificates of deposit, and money market accounts.

Revenue/receivable concentrations

The Board receives substantially all of its revenue from grants through federal and state agencies. Grant revenue is recorded by the Board as it is earned with the offset to a receivable. The Board does not recognize an allowance for bad debt, as all receivables are deemed collectable.

Functional expense allocation

Costs incurred by the Board in providing management and oversight of various programs have been summarized on a functional basis. Accordingly, these costs are recognized among the programs either as administrative or program and are distributed to the various funding sources based upon an established cost allocation plan on a monthly basis. Unassignable administrative and program costs are allocated to each grant based upon each grant's proportional share of total Workforce Center's expenses.

Fixed assets

The Board capitalizes property and equipment with a unit cost of \$5,000 or more and a useful life greater than 1 year for depreciation and financial statement presentation. Asset purchases under \$5,000 are expensed. The Board tracks property with a unit cost of \$500 or more to comply with internal policy. The valuation of the fixed assets is cost, if purchased, or fair market value, if donated. The Texas Workforce Commission (TWC) has an interest in all property purchased with TWC funds.

Income taxes

Income taxes are not provided for in the financial statements since the Board is exempt from federal income taxes and filing IRS Form 990 under Section 501(c)(3) of the Internal Revenue Code. The Board is not classified as a private foundation.

Change in accounting principle – adoption of FASB ASC 842, *Leases*

Effective October 1, 2022, the Corporation adopted FASB ASC 842, *Leases*. The new standard establishes a right of use (ROU) model that requires a lessee to record a ROU asset and a lease liability on the statement of financial position for all leases with terms longer than 12 months.

The Corporation elected to adopt FASB ASC 842, *Leases*, using the optional transition method that allows the Corporation to initially apply the new lease standard at the adoption date and recognize a cumulative effect adjustment to the opening balance of net assets in the period of adoption.

The adoption of the new standard resulted in the recognition of ROU lease assets of \$1,808,575, accumulated amortization of \$349,834, lease liabilities of \$1,389,467, and a cumulative net effect adjustment to net assets of \$69,274 as of October 1, 2022.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(3) Deposits and collateral

At September 30, 2023 and 2022, the total bank balances were \$1,026,558 and \$892,618, respectively. Bank balances of \$250,000 are covered by federal depository insurance. At September 30, 2023 and 2022, all of the Board's bank balances were covered by federal depository insurance as well as collateralized securities held by the pledging institution.

(4) Grants receivable

| | <u>2023</u> | <u>2022</u> |
|----------------------------------------------------------------|-------------------------|-------------------------|
| Due from Texas Workforce Commission | | |
| Child Care | \$ 2,271,256 | \$ 1,884,180 |
| Choices/TANF | 21,177 | 4,342 |
| TEA | 1,114 | - |
| Wagner-Peyser Employment Services | 895 | - |
| Non-Custodial Parent Choices Program | 16,987 | 8,657 |
| Colocation | 7,231 | - |
| Military Family Support Pilot | 8,214 | 9,057 |
| Workforce Innovation and Opportunity Act Adult | 183,757 | 56,827 |
| Summer Earn and Learn Program | 200,319 | 168,807 |
| Workforce Innovation and Opportunity Act Dislocated | 136,247 | 103,493 |
| Workforce Investment Act and Opportunity Alternative Statewide | 1,040 | - |
| Workforce Innovation and Opportunity Act Youth | 24,625 | 247,223 |
| Workforce Innovation and Opportunity Act Rapid Response | 330 | 36 |
| Disabled Vets Outreach | - | 8,291 |
| Resource Administration Grant | - | 2,476 |
| SNAP E & T | 113,773 | 600,929 |
| Child Care Department of Family Protective Services | 59,846 | - |
| Child Care Quality Improvement Activity Grant | 84,784 | - |
| Workforce Commission Initiatives | 29,780 | 25,583 |
| Vocational Rehabilitation | 10,034 | 51,287 |
| Service Fund | - | 13,883 |
| Reemployment Services and Eligibility Assessment | 26,486 | 66,395 |
| VRS Student Hireability Navigator | 34,185 | 5,309 |
| COVID-19 Disaster Recovery | - | 23,253 |
| Apprenticeship USA Grant | - | 899 |
| Middle Skills Employment Supplies Pilot Project | 4,314 | - |
| Upskill | <u>4,819</u> | <u>-</u> |
| Total due from Texas Workforce Commission | <u>\$ 3,241,213</u> | <u>\$ 3,280,927</u> |

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(5) Deferred revenue

| | <u>2023</u> | <u>2022</u> |
|-----------------------------------------------------|-----------------------|-----------------------|
| Deferred revenue | | |
| Upskill | \$ - | \$ 12,694 |
| Wagner-Peyser Employment Services | - | 8,255 |
| Child Care Protective Services | 15,053 | 37,566 |
| Summer Earn and Learn | 106,019 | - |
| Workforce Innovation and Opportunity Act Adult | 66,848 | 105,787 |
| Workforce Innovation and Opportunity Act Dislocated | - | 13,483 |
| Workforce Innovation and Opportunity Youth | 172,449 | - |
| Student Hireability | 35,067 | 13,390 |
| Cheniere Kiosk | 30,000 | - |
| Port of Corpus Christi | 1,607 | - |
| TIP Kingsville Chamber | 150,000 | - |
| SNAP E & T | 95,247 | 403,866 |
| Perkins | 20,872 | 5,114 |
| Vocational Rehabilitation | 20,084 | 2,507 |
| Walmart Foundation | <u>186,358</u> | <u>161,618</u> |
| Total deferred revenue | <u>\$ 899,604</u> | <u>\$ 764,280</u> |

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(6) Fixed assets

| | BALANCE <u>10/1/2022</u> | ADDITIONS | DELETIONS | BALANCE <u>9/30/2023</u> |
|--------------------------------|-----------------------------|---------------------|---------------------|-----------------------------|
| Fixed assets: | | | | |
| Equipment | \$ 582,856 | \$ 127,278 | \$ (109,111) | \$ 601,023 |
| Software | 21,915 | - | (21,915) | - |
| Building improvements | 1,663,529 | 223,097 | (22,000) | 1,864,626 |
| Right to use | 1,808,575 | 2,832,599 | - | 4,641,174 |
| Construction in progress | <u>223,097</u> | - | <u>(223,097)</u> | - |
| Total fixed assets | <u>4,299,972</u> | <u>3,182,974</u> | <u>(376,123)</u> | <u>7,106,823</u> |
| Accumulated depreciation: | | | | |
| Equipment | (501,996) | (94,829) | 109,111 | (487,714) |
| Software | (21,915) | - | 21,915 | - |
| Building improvements | (1,599,398) | (62,047) | 22,000 | (1,639,445) |
| Right to use | <u>(349,834)</u> | <u>(551,358)</u> | - | <u>(901,192)</u> |
| Total accumulated depreciation | <u>(2,473,143)</u> | <u>(708,234)</u> | <u>153,026</u> | <u>(3,028,351)</u> |
| Fixed assets - net | <u>\$ 1,826,829</u> | <u>\$ 2,474,740</u> | <u>\$ (223,097)</u> | <u>\$ 4,078,472</u> |

(7) Compensated absences

The Board employees are granted vacation pay in varying amounts based on length of service. Accrued unused vacation is paid upon an employee's termination. Compensated absences are charged to the applicable program when taken. The earned amount as of September 30, 2023 and 2022, was \$70,736 and \$92,569, respectively.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(8) Leases

The Corporation leases office facilities and equipment under leases expiring in various years through 2032. The Corporation determined to use the 10-year treasury rate in effect at the inception of each lease as discount rates.

Minimum future rental payments under operating leases, which have remaining terms beyond September 30, 2023, are in the aggregate, as follows:

| <u>YEAR ENDED SEPTEMBER 30,</u> | <u>AMOUNT</u> |
|-------------------------------------|---------------------|
| 2024 | \$ 831,325 |
| 2025 | 663,892 |
| 2026 | 447,628 |
| 2027 | 375,449 |
| 2028 | 358,949 |
| Thereafter | <u>1,520,871</u> |
| | <u>4,198,114</u> |
| Less interest: | <u>(572,776)</u> |
| Total | <u>\$ 3,625,338</u> |

During the year ended September 30, 2023, the Organization incurred \$776,025 of lease expense which is included in the accompanying statement of functional expenses.

(9) Retirement plan

The Board provides employees the opportunity to participate in the Board's retirement plan. The plan is a 401(k) profit sharing plan. The Board's profit sharing plan and the provisions in this policy are subject to the rules and regulations of the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Service. The vesting period for participating employees for contributions made before October 1, 2013 is as follows:

| <u>Years of Service</u> | <u>Vesting Percentage</u> |
|-------------------------|---------------------------|
| 1 | 20% |
| 2 | 40% |
| 3 | 60% |
| 4 | 80% |
| 5 or more | 100% |

Benefits under the plan are based on the employee's vested interest in the value of his/her account at the time their benefits become payable as a result of his/her retirement or other separation from service or other distribution event. That value will depend on the contributions credited to their account and on the investment performance of the nest fund established to hold and invest those contributions. On September 24, 2021 the Board changed the vesting period to 100% vested on day one of the employee's employment date and all active employees were 100% vested as of that date.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO FINANCIAL STATEMENTS

September 30, 2023 and 2022

(9) Retirement plan (continued)

Effective October 1, 2013 employees can make plan contributions up to the maximum allowed by the plan, not to exceed the IRS limits, and they can choose to make contributions before paying taxes and/or after-tax contributions through the plan's Roth 401(k) option. Employees may increase or decrease their contributions to the plan each payroll period. Employees are automatically 100% vested in their contributions and roll over contributions.

Coastal Bend Workforce Development Board will make a safe harbor matching contribution equal to 100% of the first 5% of eligible pay that the employee contributes.

More specific information on the retirement plan can be found in the summary plan description of the plan.

Existing and new employees, who have previously worked with any workforce organization (Board, One-Stop contractors, or TWC) within the State of Texas, shall be allowed to carry over their years of service earned at that organization to the Board's retirement plan. Contributions paid during the fiscal period were \$68,987 and \$64,350 for years ended 2023 and 2022, respectively.

(10) Economic dependence

Coastal Bend Workforce Development Board receives a significant portion of its revenue from pass-through funds of federal and state grants. The Board operated during the fiscal year under one major source of funds, the Texas Workforce Commission. The grant amounts are appropriated each year at the federal and state level. If significant budget cuts are made at the federal and state level, the amount of funds the Organization receives could be reduced significantly and have an adverse impact on its operations.

(11) Contingencies

Individual grants are subject to additional financial and compliance audits by the grantors or their representatives. Such audits could result in requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. The Board's management is of the opinion that disallowance, if any, will not have a material effect on the financial statements.

(12) Subsequent events

Management has evaluated subsequent events through June 21, 2024, the date the financial statements were available to be issued. No significant subsequent events occurred.



SINGLE AUDIT SECTION



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Coastal Bend Workforce Development Board
Corpus Christi, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Coastal Bend Workforce Development Board (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 21, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Coastal Bend Workforce Development Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control. Accordingly, we do not express an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Coastal Bend Workforce Development Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

ABIP, PC

San Antonio, Texas
June 21, 2024

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AND STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE OF TEXAS SINGLE AUDIT CIRCULAR

To the Board of Directors
Coastal Bend Workforce Development Board
Corpus Christi, Texas

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

We have audited Coastal Bend Workforce Development Board (a non-profit organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State of Texas Single Audit Circular* that could have a direct and material effect on each of Coastal Bend Workforce Development Board's major federal and state programs for the year ended September 30, 2023. Coastal Bend Workforce Development Board's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Coastal Bend Workforce Development Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Texas Single Audit Circular*. Our responsibilities under those standards, the Uniform Guidance and the *State of Texas Single Audit Circular*, are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Coastal Bend Workforce Development Board and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state program. Our audit does not provide a legal determination of Coastal Bend Workforce Development Board's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Coastal Bend Workforce Development Boards' federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Coastal Bend Workforce Development Board's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Coastal Bend Workforce Development Board's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Coastal Bend Workforce Development Board's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Coastal Bend Workforce Development Board's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State of Texas Single Audit Circular*, but not for the purpose of expressing an opinion on the effectiveness of Coastal Bend Workforce Development Board's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control

over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State of Texas Single Audit Circular*. Accordingly, this report is not suitable for any other purpose.

ABIP, PC

San Antonio, Texas

June 21, 2024



COASTAL BEND WORKFORCE DEVELOPMENT BOARD

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2023

| GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE | FEDERAL ALN NUMBER | PASS-THROUGH GRANTOR'S NUMBER | AWARD AMOUNT | CURRENT FISCAL YEAR EXPENDITURES | PASS-THROUGH TO SUBRECIPIENTS |
|------------------------------------------------------------------------------|--------------------------|-------------------------------------|-------------------|----------------------------------------|-------------------------------------|
| <u>FEDERAL FUNDS</u> | | | | | |
| <u>U.S. Department of Labor</u> | | | | | |
| Passed Through Texas Workforce Commission and Texas Veteran's Commission: | | | | | |
| Employment Service Cluster | | | | | |
| Wagner-Peyser Employment Services | 17.207 | 2223WPA001 | \$ 100,104 | \$ 36,459 | \$ 30,406 |
| Wagner-Peyser Employment Services | 17.207 | 2222WPA001 | 93,719 | 45,897 | 45,303 |
| Workforce Commission Initiatives | 17.207 | 2223WCI001 | 20,224 | 20,224 | 20,224 |
| Reemployment Services and Eligibility Assessment | 17.225 | 2223REA001 | 476,411 | 406,411 | 361,854 |
| Resource Administration Grant | 17.207 | 2223RAG001 | 5,192 | 5,192 | 5,192 |
| Veterans Employment Services | 17.801 | 2223TVC001 | 37,412 | 37,412 | 35,663 |
| Total Employment Service Cluster | | | <u>733,062</u> | <u>551,595</u> | <u>498,642</u> |
| WIOA Cluster | | | | | |
| Workforce Innovation and Opportunity Act - Adult | 17.258 | 2223WOA001 | 2,255,134 | 497,050 | 341,267 |
| Workforce Innovation and Opportunity Act - Adult | 17.258 | 2222WOA001 | 1,617,444 | 1,288,674 | 870,834 |
| Workforce Innovation and Opportunity Act - Adult | 17.258 | 2221WOA001 | 1,514,463 | 91,313 | 91,313 |
| Middle Skills Employment Supplies Pilot Project (WOS) | 17.258 | 2223WOS002 | 61,749 | 7,050 | 6,800 |
| Military Family Support Pilot | 17.258 | 2223WOS001 | 55,240 | 41,214 | 36,489 |
| Military Family Support Pilot | 17.258 | 2222WOS001 | 54,600 | 4,870 | 4,374 |
| Workforce Innovation and Opportunity Act- Youth | 17.259 | 2221WOY001 | 1,584,376 | 163,189 | 163,189 |
| Workforce Innovation and Opportunity Act- Youth | 17.259 | 2222WOY001 | 1,695,253 | 1,287,329 | 914,292 |
| Workforce Innovation and Opportunity Act- Youth | 17.259 | 2223WOY001 | 2,443,262 | 249,137 | 146,408 |
| COVID-19 Disaster Recovery | 17.277 | 2220NDW001 | 1,524,465 | 150,014 | 90,520 |
| WIOA - Externships for Teachers Statewide | 17.258 | 2223EXT001 | 180,000 | 175,204 | 175,204 |
| WIOA - Externships for Teachers DW Statewide | 17.278 | 2222EXT001 | 146,830 | 605 | 605 |
| WIOA - Additional Assistance for Adult & DW Services | 17.278 | 2223WOZ001 | 230,000 | 230,000 | 230,000 |
| Workforce Innovation and Opportunity Act- Dislocated | 17.278 | 2223WOD001 | 1,571,984 | 377,436 | 256,035 |
| Workforce Innovation and Opportunity Act- Dislocated | 17.278 | 2222WOD001 | 1,708,397 | 1,718,917 | 697,295 |
| Workforce Innovation and Opportunity Act- Dislocated | 17.278 | 2221WOD001 | 1,314,043 | 159,667 | 80,643 |
| Workforce Innovation and Opportunity Act- Rapid Response | 17.278 | 2223WOR001 | 27,255 | 330 | 330 |
| Workforce Innovation and Opportunity Act- Rapid Response | 17.278 | 2222WOR001 | 29,662 | 260 | 240 |
| Total WIOA Cluster | | | <u>18,014,157</u> | <u>6,442,259</u> | <u>4,105,838</u> |
| Resource Administration Grant | 17.273 | 2223RAG001 | 485 | 485 | 485 |
| Apprenticeship USA Grants | 17.285 | 2222ATG001 | 100,000 | 35,661 | 32,142 |
| Total U.S. Department of Labor | | | <u>18,847,704</u> | <u>7,030,000</u> | <u>4,637,107</u> |
| <u>U.S. Department of Agriculture</u> | | | | | |
| Passed Through Texas Workforce Commission: | | | | | |
| SNAP Cluster | | | | | |
| Supplemental Nutrition Assistance Program | 10.561 | 2223SNE001 | 440,533 | 440,533 | 437,155 |
| Total U.S. Department of Agriculture | | | <u>440,533</u> | <u>440,533</u> | <u>437,155</u> |

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

Year ended September 30, 2023

| GRANT OR/PASS-THROUGH GRANT OR PROGRAM TITLE | FEDERAL ALN NUMBER | PASS-THROUGH GRANTOR'S NUMBER | AWARD AMOUNT | CURRENT FISCAL YEAR EXPENDITURES | PASS-THROUGH TO SUBRECIPIENTS |
|------------------------------------------------------------|--------------------------|-------------------------------------|----------------------|----------------------------------------|-------------------------------------|
| <u>FEDERAL FUNDS (CONTINUED)</u> | | | | | |
| <u>U.S. Department of Health and Human Services</u> | | | | | |
| Passed Through Texas Workforce Commission: | | | | | |
| CCDF Cluster | | | | | |
| Child Care Services Formula Grant | 93.596 | 2223CCF001 | \$ 5,795,911 | \$ 5,795,911 | \$ 5,795,911 |
| Child Care Services Formula Grant | 93.575 | 2222CCX001 | 2,472,683 | 534,749 | 427,257 |
| Child Care Services Formula Grant | 93.575 | 2223CCF001 | 20,037,441 | 18,373,827 | 17,684,030 |
| Child Care Services Formula Grant | 93.575 | 2222CCF001 | 19,383,036 | 2,673,563 | 2,542,554 |
| Childcare Quality Improvement Activity Grant | 93.575 | 2223CCQ001 | 1,482,763 | 1,050,279 | 1,050,279 |
| Childcare Quality Improvement Activity Grant | 93.575 | 2222CCQ001 | 765,396 | 261,695 | 261,695 |
| Childcare Quality Improvement Activity Grant | 93.575 COVID | 2222CCQ001 | 653,120 | 363,261 | 363,261 |
| Total CCDF Cluster | | | 50,590,350 | 29,053,285 | 28,124,987 |
| TANF Cluster | | | | | |
| Non-Custodial Parent Choices Program | 93.558 | 2223NCP001 | 87,632 | 87,632 | 58,208 |
| Temporary Assistance to Needy Families | 93.558 | 2223TAF001 | 2,052,699 | 2,052,699 | 1,513,522 |
| Temporary Assistance to Needy Families | 93.558 | 2223TAN003 | 100,000 | 29,511 | 28,767 |
| Temporary Assistance to Needy Families | 93.558 | 2222TAN002 | 100,000 | 82,630 | 65,228 |
| Workforce Commission Initiatives | 93.558 | 2223WCI001 | 36,067 | 35,946 | 36,067 |
| Workforce Commission Initiatives | 93.558 | 2222WCI002 | 168,333 | 3,260 | 3,260 |
| Total TANF Cluster | | | 2,544,731 | 2,291,678 | 1,705,052 |
| Social Services Block Grant | | | | | |
| Child Care Services Formula Grant | 93.667 | 2223CCF001 | 45,473 | 45,473 | 45,473 |
| Total Social Services Block Grant | | | 45,473 | 45,473 | 45,473 |
| Total U.S. Department of Health and Human Services | | | | | |
| | | | 53,180,554 | 31,390,436 | 29,875,512 |
| Total Federal Awards | | | | | |
| | | | 72,468,791 | 38,860,969 | 34,949,774 |
| <u>STATE FUNDS</u> | | | | | |
| <u>Texas Workforce Commission</u> | | | | | |
| Temporary Assistance to Needy Families | | 2223TAF001 | 276,062 | 276,062 | 206,389 |
| Non-Custodial Parent Choices Program | | 2224NCP001 | 54,771 | 4,634 | 4,634 |
| Non-Custodial Parent Choices Program | | 2223NCP001 | 54,771 | 43,162 | 35,676 |
| Resource Administration Grant | | 2222RAG001 | 1,246 | 1,246 | - |
| Supplemental Nutrition Assistance Program | | 2223SNE001 | 133,625 | 133,625 | 113,773 |
| Child Care Department of Family Protective Services | | 2223CCP001 | 880,000 | 578,567 | 572,284 |
| Child Care Department of Family Protective Services | | 2222CCP001 | 1,032,900 | (1,822) | (1,822) |
| Child Care Department of Family Protective Services | | 2224CCP001 | 523,146 | 59,846 | 59,846 |
| Child Care Services Formula Grant | | 2223CCF001 | 630,826 | 630,826 | 630,826 |
| Total State Awards | | | 3,587,347 | 1,726,146 | 1,621,606 |
| TOTAL FEDERAL AND STATE AWARDS | | | \$ 76,056,138 | \$ 40,587,115 | \$ 36,571,380 |

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

September 30, 2023

(1) Basis of presentation

The schedule of expenditures of federal and state awards presents expenditures for all federal and state assistance awards that were in effect for the year ended September 30, 2023 for Coastal Bend Workforce Development Board. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance and State of Texas Single Audit Circular.

(2) Summary of significant accounting policies

Expenditures are reported on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as further described in the notes to financial statements.

Coastal Bend Workforce Development Board elected not to use the 10 percent de minimus indirect cost rate.

(3) Relationship to financial statements

Total expenses:

| | |
|---------------------------------------------------------|---------------------|
| Per statement of activities and change in net assets | \$ 41,273,316 |
| Per schedule of federal awards | <u>38,860,969</u> |
| | <u>\$ 2,412,347</u> |

Non federal and state expenses:

| | |
|-------------|---------------------|
| State | \$ 1,726,146 |
| Non-federal | <u>686,201</u> |
| | <u>\$ 2,412,347</u> |

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2023

SECTION I: SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes X No
- Significant deficiencies identified that are not considered to be material weakness(es)? Yes X None reported

Noncompliance material to the financial statements noted? Yes X No

Federal and State Awards

Internal control over major programs:

- Material weakness(es) identified? Yes X No
- Significant deficiencies identified that are not considered to be material weakness(es)? Yes X None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? Yes X No

Identification of major programs:

Federal:

| <u>ALN NUMBER(S)</u> | <u>NAME OF FEDERAL/STATE PROGRAM OR CLUSTER</u> |
|----------------------|-------------------------------------------------|
| 93.575/93.596 | Child Care Development Fund Cluster |

State:

N/A Child Care Development Funds

Dollar threshold used to distinguish between Type A and Type B programs:

- Federal - \$1,165,829
- State - \$ 750,000

Auditee qualified as low-risk auditee? X Yes No

(continued)

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2023

SECTION II: FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III: FEDERAL AND STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

For the year ended September 30, 2023

| <u>FINDINGS/RECOMMENDATION</u> | <u>CURRENT STATUS</u> | <u>MANAGEMENT'S EXPLANATION IF NOT IMPLEMENTED</u> |
|--------------------------------|-----------------------|--------------------------------------------------------|
| None | - | No prior year findings |

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XVII – 1. To Approve Contracts Over \$50,000

BACKGROUND INFORMATION

In 2021 after leasing space in the Mission Plaza shopping center, the Board formally and competitively procured Architecture, Design and Certified Space Planning Services for the buildout to convert the space from a bounce park to office space for a one-stop center.

The Board awarded a one-year contract to the firm of CLK Architects & Associates (CLK) with an option to renew for three (3) additional one-year periods. CLK successfully designed Phase I (Master Contract) and Phase II (Renewal 1 of 3) of Mission Plaza and in May of 2023 the Board of Directors approved the option for Renewal 2 of 3 in the amount of \$54,000.

After the Phase III kick-off meeting earlier this year, CLK estimated their Phase III fees at \$68,600 for the design and build-out of approximately 6,340 square feet of unfinished building area. The fee estimate included wrap-up of Phase II and the schematic design and the development of the construction documents and specifications for Phase III. The estimate also includes CLK's participation in bidding and contract negotiations with the prospective General Contractor for Phase III.

On June 19, 2024 a Contract (Renewal 2 of 3) in the amount of \$68,600 was executed with CLK Architects & Associates.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to approve contracts over \$50,000.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XVII – 2. To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25.

BACKGROUND INFORMATION

Board Professional has conducted a review of the expectations detailed in the contracts listed below. Based upon the review, Board Professional has determined it is advisable to proceed with the options for the contract renewals for the upcoming Fiscal Year 2024-25, subject to successful contract negotiations. The contract renewals are as follows:

Professional & Consulting Services

Architecture, Design & Certified Space Planning Services

Contract Renewal 3 of 3 with CLK Architects for an additional one-year period from October 1, 2024 to September 30, 2025. The contract amount for the current fiscal year (FY23-24) is \$68,600. The contract renewal amount will be \$15,000.

One-Stop Career Center Leases

At the request of Board Professional, periodic cost price market analyses for all locations is conducted by the Board's real estate broker. The analysis reports indicate that the base rents are competitively priced within the real estate market. Leases eligible for renewal are as follows:

Lease renewal with PAK 56 Plaza LLC / SGT 44 Pirate LLC (Sinton) for an additional one-year period from January 1, 2025 to December 31, 2025. The base rent contract amount will be \$78,715.

The above contracts and leases were competitively procured, and the services provided have been determined to be satisfactory, and in accordance with the contract's statement of work and terms and conditions.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors to authorize the President/CEO to execute options for renewal of contracts and leases for Fiscal Year 2024-25 as listed above. The renewals will be subject to availability of funds and successful contract negotiations.

INFORMATION ONLY

XVIII – 1. Monitoring Report

BACKGROUND

The Texas Workforce Commission (TWC) requires that monitoring review results be reported to all relevant parties and to the Board of Directors. The monitoring staff conduct fiscal and program reviews for compliance with federal and state laws and regulations, and compliance with TWC and local policies. The following is a list of the monitoring reviews and significant observations that were completed during the months of February 2024 – August 2024.

Workforce Solutions – Board

Fiscal and Program Reviews

- **TWC Monitoring Review (23.22.0001)** – February 6-10, 2023, TWC Final Report issued November 2, 2023, Audit Resolution Report issued February 16, 2024 - Scope: November 1, 2021 to November 30, 2022
Findings:
 - Ensure Leases are Properly Procured.**Resolution:**
 - The Board reprocured the lease and provided complete procurement documentation.
 - The Board provided a copy of its lease renewal controls and procedures, which ensures proper controls exist to address expiring contracts and leases timely.
- **Equal Opportunity Accessibility - Evaluation of all Workforce Locations**
 - Used the 2012 Texas Accessibility Standards Checklist – no issue noted
- **Personal Identifiable Information – All Workforce Locations**
 - Walk-through Checklist, interviews, and facility security – no issue noted

C2 Global Professional Services, LLC

Fiscal and Program Reviews

- **SNAP E&T Review**
Findings: The overall error rate for this review was 12.47%.
 - One (1) case did not have the Service Plan completed in WIT.
 - One (1) case had transportation support requested but was not issued until 29 days later. The hours submitted for the week requested were done online, which does not justify issuance.
 - One (1) case was penalized late for non-cooperation.
 - Two (2) cases had case notes that were not clear, concise, comprehensive, or accurate.
 - One (1) case had hours entered incorrectly in TWIST as hours were not converted correctly.
 - One (1) case had hours in TWIST that did not match the timesheet.
 - One (1) case had timesheets in Cabinet and documented in Counselor Notes but not entered in TWIST Service Tracking.
 - One (1) case did not have Form 1817 sent to HHSC to report employment.**Conclusion:**
 - All corrections were made in TWIST if possible and Cabinet to the case files affected.
 - Ongoing training and technical assistance are being provided to staff.

➤ **Non-Custodial Parent (NCP) Choices Review**

Findings: The overall error rate for this review was 6%.

- One (1) case had the Job Search timesheet signed before the last day of participation on the form.
- One (1) case had note entered late in TWIST.
- One (1) case noncompliance date was incorrect.
- Two (2) cases did not have noncompliance email sent to OAG in file.

Conclusion:

- All corrections were made in TWIST & COLTS if possible, and Cabinet to files affected.
- Ongoing training, technical assistance are being provided to staff.

➤ **WIOA – Adult/Dislocated Worker Program Review**

Findings: The overall error rate for this review was 1.90%.

- One (1) participant's Service Plan was not signed.
- One (1) customer end date for Service Activity Occupational/Vocational Training (1) was incorrect.

Conclusion:

- All corrections were made in WIT if possible and Cabinet to the case files affected.
- Ongoing training and technical assistance are being provided to staff.

BakerRipley

Fiscal and Program Review

➤ **Child Care File Reviews (2) – (0%) – No exception noted.**

Conclusion: Child Care Staff is to be commended for the outstanding review.

INFORMATION ONLY

XVIII – 2. Facilities Updates

BACKGROUND INFORMATION

Board Professionals will provide update on:

- Facilities: Progress of New Career Center in Corpus Christi.
- Leases of Rural Centers Updates
- Mobile Career Center

INFORMATION ONLY

XVIII – 3. Update on Procurements and Contracts

BACKGROUND

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

UPDATE ON PROCUREMENTS

| Ongoing Procurements | Date of Issuance | Anticipated Date of Contract | Anticipated Cost | Over \$50,000 Approval Required | Comments |
|------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------|------------------|---------------------------------|-----------------------------------------------------------------------------------------------|
| Request for Applications (RFA) for Professional Development Trainers to Provide Training to Child Care Providers | March 4, 2024 | Various <i>dependent upon training dates</i> | TBD | NO | Solicitation closed on August 16, 2024; received 7 Applications, 4 currently being evaluated. |
| Request for Statement of Qualifications (RFQ) for Legal Services | June 24, 2024 | October 1, 2024 | \$35,000 | NO | Solicitation closed on July 22, 2024; received 2 Proposals; awaiting final evaluation forms. |
| Request for Applications (RFA) for Professional Workplace Facilitator Services | July 22, 2024 | October 1, 2024 | \$25,000 | NO | Solicitation closed on August 30, 2024; received 4 Applications; currently being evaluated. |

| Future Procurements | Anticipated Date of Issuance | Anticipated Date of Contract | Anticipated Cost | Over \$50,000 Approval Required | Comments |
|--------------------------------------------------------------------------------------------------|------------------------------|------------------------------|------------------|---------------------------------|----------|
| Request for Proposals (RFP) for General Contractor Services Mission Plaza Phase III | TBD | TBD | TBD | YES | |
| Request for Statement of Qualifications (RFQ) for 401(k) Plan Administrator for Bundled Services | TBD | TBD | TBD | YES | |

Anticipated dates and costs are contingent upon the completion of the procurement outcomes.

SUBRECIPIENT / CONTRACTOR LOG 2023-2024

| NAME | CONTRACTORS | CONTRACT AMOUNT | CONTRACT STATUS | CONTRACT PERIOD |
|--------------------------------------|-----------------------------------------------------------------------------|-----------------|------------------------|--------------------|
| C2 Global Professional Services, LLC | Management and Operation of Career Center System (Including Youth Services) | \$8,625,642 | Year 1 (3 renewals) | 10/1/23 – 09/30/24 |
| BakerRipley | Direct Child Care Services | \$31,887,391 | Renewal 2 of 3 | 10/1/23 – 09/30/24 |

| NAME | PROFESSIONAL & CONSULTING SERVICES | CONTRACT AMOUNT | CONTRACT STATUS | CONTRACT PERIOD |
|-----------------------------|---------------------------------------------------------------------------------------|-----------------|------------------------|-------------------|
| Wood, Boykin & Wolter, P.C. | Legal Services | \$35,000 | Renewal 3 of 3 | 10/1/23 – 9/30/24 |
| CLK Architects & Associates | Architecture, Design & Certified Space Planning Services | \$68,600 | Renewal 2 of 3 | 11/1/23 – 9/30/24 |
| Vertical Computers | IT Professional Services | \$120,000 | Renewal 2 of 3 | 10/1/23 – 9/30/24 |
| | Amendment #1 – increasing budget by \$20,000 to cover cabling costs this fiscal year. | | | |
| ABIP, PC | Financial Audit Services | \$44,050 | Renewal 1 of 3 | 10/1/23 – 9/30/24 |
| The Clower Company | Commercial Real Estate Broker Services | N/A | Renewal 1 of 3 | 10/1/23 – 9/30/24 |
| Frost Bank | Banking Services | Fee Based | Year 1 (3 renewals) | 10/1/23 – 9/30/24 |

SUBRECIPIENT / CONTRACTOR LOG 2023-2024

| NAME | CAREER CENTERS | ANNUAL BASE RENT | CONTRACT STATUS | CONTRACT PERIOD |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------|--------------------|
| PAK 56 Plaza LLC, SGT 44 Pirate LLC | Lease Agreement for Office Space Pirate Plaza, Sinton (≈ 3,650 sq ft) | \$76,444 | Year 2 of 4 | 1/01/24 – 12/31/24 |
| Texas Workforce Commission | Building Use Lease Agreement Staples, Corpus Christi (≈ 22,616 sq ft) | \$0 | | 10/1/23 – 9/30/24 |
| Coastal Bend College | Lease Agreement for Office Space Beeville (≈ 3,850 sq ft) | \$49,014 | Year 2 of 4 | 10/1/23 – 9/30/24 |
| Coastal Bend College | Lease Agreement for Office Space Alice (≈ 2,730 sq ft) | \$34,902 | Year 4 of 4 | 2/1/24 – 1/31/25 |
| Coastal Bend College | Lease Agreement for Office Space Kingsville (≈ 3,191 sq ft) | \$40,711 | Year 4 of 4 | 5/1/24 – 4/30/25 |
| B-Y Mission Plaza CC, LTD | Shopping Center Lease Agreement Ayers (Mission Plaza), Corpus Christi (≈ 24,973 sq ft) <i>Lease Term 2021–2032</i> | \$305,670 | Year 3 of 11 | 1/1/24 - 12/31/24 |
| Goodwill Industries of South Texas | MOU for Office Space Rockport (≈ 612 sq ft) | \$11,985 | Year 3 of 3 | 5/1/24 – 4/30/25 |
| City of Falfurrias Economic Development Accelerator (F-EDA) | Office and Membership Lease Falfurrias (≈ 132 sq ft) | \$7,200 | Year 2 <i>(one-year lease)</i> | 6/20/24 – 6/20/25 |

| NAME | OTHER CONTRACTS / AGREEMENTS | CONTRACT AMOUNT | CONTRACT STATUS | CONTRACT PERIOD |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|--------------------|
| Rural Economic Assistance League, Inc. (REAL) | Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, & San Patricio Counties | NTE \$5,000 | Year 1 (3 renewals) | 10/11/23 – 9/30/24 |
| Economic Modeling, LLC (Lightcast) | Developer Agreement for Economy and LMI Tool | \$16,000 | Renewal | 10/1/23 – 9/30/24 |
| Economic Modeling, LLC (Lightcast) | Career Coach Agreement | \$7,500 | Renewal | 10/1/23 – 9/30/24 |
| Sec Ops, Inc. | Security Guard Service Agreement | Per Contracted Hourly Rates | Year 1 | 10/1/23 – 9/30/24 |

SUBRECIPIENT / CONTRACTOR LOG 2023-2024

| NAME | OTHER CONTRACTS / AGREEMENTS | CONTRACT AMOUNT | CONTRACT STATUS | CONTRACT PERIOD |
|--------------------------------------|-------------------------------------------------------------------------|-----------------|-----------------|-------------------|
| McLemore Building Maintenance | Janitorial Service Agreement | \$145,556 | Year 1 | 10/9/23 – 10/8/24 |
| Turnkey Lawn Care & Services | Lawn Care Service Agreement for Staples Center | \$3,000 | Year 1 | 3/5/24 – 2/28/25 |
| C2 Global Professional Services, LLC | Summer Earn and Learn (SEAL) Program | \$217,325 | Year 1 | 3/1/24 – 8/31/25 |
| Education to Employment Partners | Externship for Teachers | \$65,729 | Year 1 | 3/1/24 – 9/30/24 |
| Education to Employment Partners | Texas Internship Initiative | \$90,660 | Year 1 | 6/1/24 – 9/30/25 |
| KAS Consulting Group | Professional Development Training Services to Child Care Providers | \$3,930 | Renewal 1 of 1 | 7/27/24 – 9/30/24 |
| | Amendment #1 – to add training activity and increase budget by \$1,965. | | | |
| iCare Training | Professional Development Training Services to Child Care Providers | \$2,388 | Renewal 1 of 1 | 7/27/24 – 9/30/24 |
| | Amendment #1 – to add training activity and increase budget by \$1,194. | | | |
| Enlightenment Consulting, LLC | Professional Development Training Services to Child Care Providers | \$1,494 | Renewal 1 of 1 | 8/17/24 – 9/30/24 |
| Vickie Maertz | Professional Development Training Services to Child Care Providers | \$1,050 | Year 1 | 8/17/24 – 9/30/24 |

TWC GRANTS & CONTRACTS LOG 2023–2024

| NAME | TWC CONTRACT # | ACTIVITY | AWARD AMOUNT | GRANT PERIOD |
|--------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|
| Agency Board Agreement | 2223ABA001 | To establish the nature of the working relationship between the Agency and the local Workforce Board to include the goals, responsibilities and obligations with respect to the administration of these programs, or other service delivery programs. | Non-Financial | 10/1/22 – 9/30/25 |
| | | Amendment #1 – Revised terms & conditions Amendment #2 – Revised Board Guidelines for Security Amendment #3 – Extending grant period end date and revisions to various terms & conditions. | | |
| Texas Industry Partnership | 2223TIP | To assist with the purchase of equipment, software and to create the space needed to implement an Airframe & Power Plant certification program in collaboration with the Kingsville Chamber of Commerce and Coastal Bend College. | \$150,000 | 12/28/22 – 10/31/24 |
| | | Amendment #1 – Revised statement of work project requirements & uniform administrative requirements. Amendment #2 - Revised statement of work project requirements, financial requirements, uniform administrative requirements and to extend grant end date. | | |
| Workforce Innovation and Opportunity Act - Adult | 2223WOA001 | To provide job seekers and workers with the high-quality career services, education, training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce. | \$2,255,134 | 7/1/23 – 6/30/25 |
| Workforce Innovation and Opportunity Act – Dislocated Worker | 2223WOD001 | To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants. | \$1,571,984 | 7/1/23 – 6/30/25 |
| Workforce Innovation and Opportunity Act – Rapid Response | 2223WOR001 | To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers. | \$27,255 | 7/1/23 – 6/30/25 |
| Workforce Innovation and Opportunity Act – Youth | 2223WOY001 | To provide funds to plan and deliver high quality services to low-income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education. | \$2,449,912 | 7/1/23 – 6/30/25 |
| | | Amendment #1 – Increased grant award amount by \$6,650 and revised uniform administrative requirements. | | |
| Corpus Christi Building Use Agreement | 3124LSE013 AOB FY24 | Staples Workforce Center | \$30,000 | 10/1/23 – 9/30/24 |

TWC GRANTS & CONTRACTS LOG 2023–2024

| NAME | TWC CONTRACT # | ACTIVITY | AWARD AMOUNT | GRANT PERIOD |
|-------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|
| Interagency Cooperation Contract Vocational Rehabilitation Student HireAbility Navigators (SHN) | 3024VRS058 | Support, expand, and enhance the pre-employment transition services to students with disabilities by establishing partnerships and developing innovative and evidence-based approaches to service delivery. | \$678,000 | 9/1/23 – 8/31/25 |
| Interagency Cooperation Contract Vocational Rehabilitation Paid Work Experience (PWE) | 3024VRS108 | To pay wages and associated taxes & fees for VR participants placed in paid work experience. | \$562,500 | 10/1/23 – 9/30/25 |
| Child Care Services Formula Allocation | 2224CCF001 | Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency. | \$25,517,704 | 5/31/23 – 12/31/24 |
| | | Amendment #1 – To reduce the Child Care and Development Fund Discretionary funds by \$1,974,578. Amendment #2 - Revised statement of work financial requirements, uniform administrative requirements, and to extend the budget period for the Covid-19 discretionary funds to 9/30/24. | | |
| Child Care and Development Fund Child Care Local Match | 2224CCM001 | Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency. | \$1,897,372 | 10/1/23 – 12/31/24 |
| Texas Department of Family and Protective Services (DFPS) Child Care | 2224CCP001 | To purchase child care services for children who are deemed eligible and authorized for services by DFPS. | \$0 | 9/1/23 – 12/31/24 |
| | | Amendment #1 – Revised statement of work project requirements. | | |
| CCDF Quality Improvement Activity | 2224CCQ001 | Local Board areas and their subcontractors that implement child care quality improvement activities shall do so according to the rules and regulations established by the lead agency. | \$1,736,117 | 5/1/23 – 10/31/24 |
| | | Amendment #1 - to reduce Child Care Quality funding by \$82,274 and to add \$608,826 in TRS Mentor Funding. Amendment #2 – to revise grant award amount & statement of work project requirements. | | |
| Externships for Teachers | 2224EXT001 | To inform educators on the most up-to-date skill sets needed for a specific vocation or industry. Teachers will create specific lesson plans for students, linking them to real-world industries and jobs. Students will become familiar with both academic and technical skill sets for the modern workforce. | \$183,170 | 2/1/24 – 1/31/25 |
| Noncustodial Parent Choices Program | 2224NCP001 | Employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support payments. Goals of the program are to help NCPs who have substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child care payments. | \$142,403 | 9/1/23 – 9/30/24 |

TWC GRANTS & CONTRACTS LOG 2023–2024

| NAME | TWC CONTRACT # | ACTIVITY | AWARD AMOUNT | GRANT PERIOD |
|-----------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|
| Resource Administration Grant | 2224RAG001 | To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board, Agency, and workforce service provider staff. | \$6,923 | 10/1/23 – 9/30/24 |
| Reemployment Services and Eligibility Assessment | 2224REA001 | To provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services. | \$577,268 | 10/1/23 – 9/30/24 |
| | | Amendment #1 – increased grant award amount by \$150,000 and revised statement of work project, financial & uniform administrative requirements. | | |
| Supplemental Nutrition Assistance Program Employment & Training | 2224SNE001 | To provide SNAP recipients employment and training activities that will lead to long-term self-sufficiency inclusive of co-enrollments in other Board administered programs that will assist the recipient in gaining employment. | \$486,108 | 10/1/23 – 9/30/24 |
| Temporary Assistance for Needy Families/Choices | 2224TAF001 | To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services. | \$2,904,299 | 10/1/23 – 10/31/24 |
| | | Amendment #1 – to revise statement of work project requirements. | | |
| Texas Internship Initiative | 2224TAN003 | Recruit, train, place, monitor and evaluate 35 high school student interns in high-demand STEM fields, including accounting, business management/operations, construction management, engineering, healthcare and information technology. | \$100,000 | 6/1/24 – 9/30/25 |
| Trade Act Services for Dislocated Workers | 2224TRA001 | To fund required remedial skills training, allowable prerequisite training, and vocational training costs for eligible trade certified dislocated workers. Activities under this grant must seamlessly integrate industry and employer needs with the preparation of job seekers for the transition to new and sustainable employment. | \$10,000 | 10/1/23 – 9/30/24 |
| Texas Veterans Commission - Resource Administration Grant | 2224TVC001 | To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment, hardware platforms, consumables, and telecommunications networks amongst Board and Texas Veterans Commission (TVC) employees. | \$37,412 | 10/1/23 – 9/30/24 |
| | | Amendment #1 - revised statement of work project requirements. | | |
| Workforce Commission Initiatives | 2224WCI001 | To fund projects that strengthen and add value to the delivery system in its workforce area. | \$56,291 | 10/1/23 – 9/30/24 |

TWC GRANTS & CONTRACTS LOG 2023–2024

| NAME | TWC CONTRACT # | ACTIVITY | AWARD AMOUNT | GRANT PERIOD |
|----------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|
| | | Amendment #1 - revised statement of work project requirements. | | |
| Workforce Innovation and Opportunity Act – Adult | 2224WOA001 | To provide job seekers and workers with the high-quality career services, education, training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports including education and training for their current workforce. | \$2,175,039 | 7/1/24 – 6/30/26 |
| Workforce Innovation and Opportunity Act – Dislocated Worker | 2224WOD001 | To support the planning and delivery of service to dislocated workers, including trade-affected workers and ranked unemployment insurance claimants. | \$1,383,730 | 7/1/24 – 6/30/26 |
| Workforce Innovation and Opportunity Act – Rapid Response | 2224WOR001 | To support the planning and delivery of Rapid Response services to dislocated workers, including trade-affected workers. | \$25,122 | 7/1/24 – 6/30/25 |
| Military Family Support | 2224WOS001 | To better meet the needs of military spouses entering the job market from military installations in Texas. The program will provide enhanced job search assistance, assessment of skills, LMI, resume writing, interview skills, and if funding is available, to support training in high-demand occupations. | \$55,240 | 1/1/24 – 12/31/24 |
| Workforce Innovation and Opportunity Act – Youth | 2224WOY001 | To provide funds to plan and deliver high quality services to low-income youth and young adults, ages 14-24, who face barriers to employment, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with good job along a career pathway or enrollment in post-secondary education. | \$2,357,433 | 7/1/24 – 6/30/26 |
| Wagner-Peyser Employment Services | 2224WPA001 | To provide funds to establish an organizational framework to integrate the delivery of Wagner-Peyser funded Employment Services into the Workforce Solutions Offices. | \$1,694 | 10/1/23 – 12/31/24 |
| Child Care Services Formula Allocation | 2225CCF001 | Child Care services are provided to families who meet the eligibility criteria. These direct child care services allow parents to work or to attend school or training, which helps them achieve economic self-sufficiency. | \$27,271,363 | 8/31/24 – 12/31/24 |
| VR Integration Agency Contract Infrastructure Cost Reimbursement Agreement | 2225COL001 | For services pertaining to co-locating and integrating VR staff at WFSCB offices. Reimburses initial start-up, reoccurring monthly and shared VR costs. | \$126,508 | 9/1/24 – 10/31/25 |

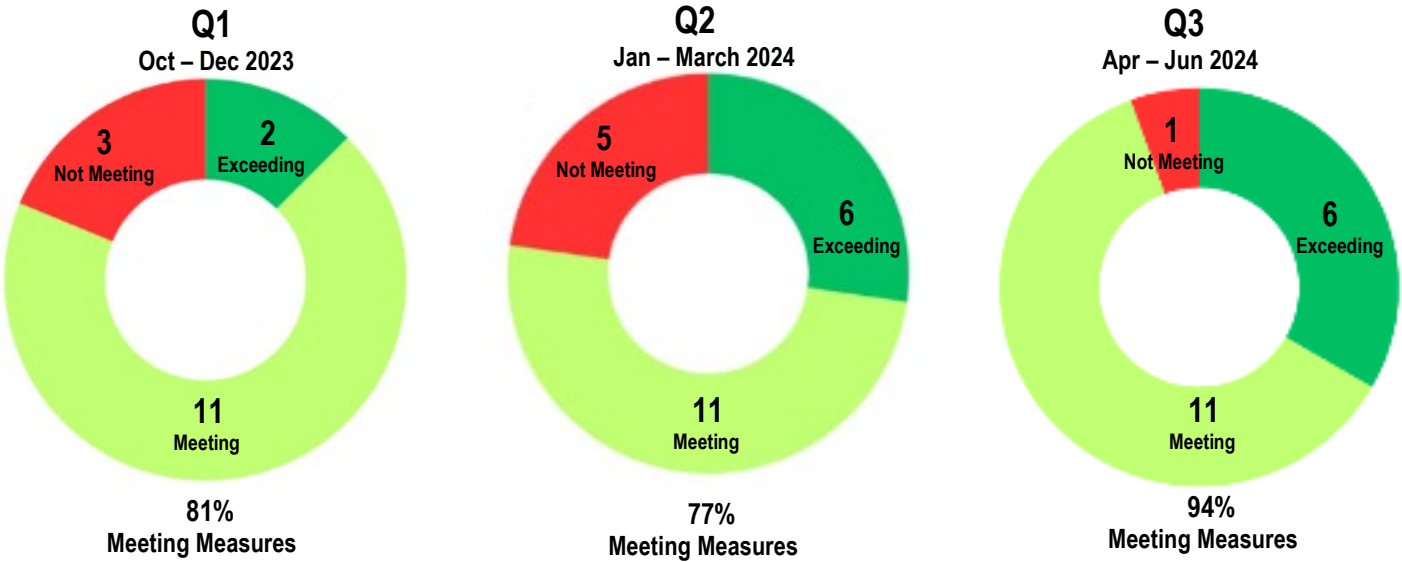
INFORMATION ONLY

XVIII – 4. Performance Measure Update – Board Contract Year 2023 – 24

BACKGROUND INFORMATION

Performance Measure Update (June 2024 Final Release)

Performance Synopsis
Board Contract Year: 2024



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 |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| +P (Exceeding) – Meeting performance – Greater than 105% | +P (Exceeding) – Meeting performance – Greater than 110% |
| MP – Meeting performance – Greater than 97.5% and Equal to or Less than 105% | MP – Meeting performance – Greater than 95% and Equal to or Less than 110% |
| MP – Meeting at Risk – Equal to or Greater than 95% and Equal to or Less than 97% | MP – Meeting at Risk – Equal to or Greater than 90% and Equal to or Less than 95% |
| -P – Not meeting performance – Less than 95% | -P – Not meeting performance – Less than 90% |

Explanation of Measures **in Negative Performance** for June 2024

| Performance Measure | Current | | Current Performance | YTD Current % Target | EOY % Goal |
|---------------------------------------------|-----------|-------------|---------------------|----------------------|------------|
| | Numerator | Denominator | | | |
| Employed/Enrolled Q2 – C&T All Participants | 2,075 | 3,422 | 60.60% | 91.82% | 66.00% |

Board Actions: Performance Update

Improvement to the above measures were observed from Q1 to Q3.

C2GPS has introduced tools and strategies aimed at enhancing its overall performance to transition them into meeting status.

BCY24 Performance Measure Changes

For BCY25, TWC proposed two (2) changes (one measure involves a calculation update and the other shifts the measure to better align with TWC's focus on assisting employers with their talent needs).

1. **Claimant Reemployment within 10 Weeks** undergoes minor changes that occurred as TWC reviewed the 20-year-old methodology and made updates in developing our new Enterprise Data Warehouse (EDW)/Tableau report. Examples of Methodology Changes:
 - a. Changing the 10 Week Start Date to the Monday after a claim is complete and determined Monetarily Eligible.
 - b. Updating the code to account for differences in the way new Work In Texas (WIT), old WIT, and TWIST recorded a hire through job development service; and
 - c. Updating the claim analysis that identifies probable return to work.
2. **Employer Workforce Assistance (#EWA)** is changed to Texas Talent Assistance to Employers (#TTA). The change aligns this measure with a new Successful Texas Talent Assistance Rate (STTAR) measure that TWC proposed for BCY25. Texas Talent Assistance is a subset of services that can be provided to employers, but each is specifically associated with helping the employer with their talent needs (primarily through posting, recruiting, referring, and training). This will mean that the Service Measure (output) is coupled with a Service Quality (outcome) measure for employers for the first time.

BCY25 Performance Measure New Measures/Changes

For BCY25, TWC proposed four (4) changes: the replacement of two (2) existing measures and the addition of two (2) new measures bringing the total number of contracted measures from 22 to 24.

1. **Successful Texas Talent Assistance Rate** will be added as a *new measure*. This measure serves as a new Employer Service Outcome measure. The measure looks at the employers who received Texas Talent Assistance in the prior year and who had successful outcomes. Employers who received services associated with hiring are considered to have been successfully served if they make a New Employment Connection of a TWC Active TWC Job Seeker (both defined below under #2) within the next two (2) calendar quarters.
2. **Active Job Seeker New Employment Connection Rate** to be added as a new measure *replacing* Career & Training Employed/Enrolled Q2 Post Exit. The Employed/Enrolled measure is not well aligned with customer need as it doesn't matter how long it takes to get a person a job or into education – as long as they are employed or enrolled in education/training in the 2nd quarter after exit (even if they were unemployed for 4 years doing job search), it is considered successful. In addition, WIOA-based measures like Employed/Enrolled Q2 Post-Exit only include outcomes of “participants” who people determined eligible for services and then receive at least one staff-assisted service that is not an information-only service (an information-only service is something generic which is unrelated to the specific needs of the individual job seeker) on at least one day.
3. **Employment Connection Rate** to be added as a new measure *replacing* Career & Training Employed/Enrolled Q2-Q4 Post Exit. The Employed/Enrolled Q2-Q4 measure is not as flawed as the Employed/Enrolled Q2 measure but it still only focuses on Participants and does not allow data to measure the impact of the system helping job seekers self-service

successfully. This new measure looks at all New Employment Connections made between a TWC-served Active Job Seeker or Training/Education participant and an employer to determine what percentage of those connections last at least two additional quarters.

4. **Job Search Success Rate** to be added as a *new measure*. The measure looks at the percentage of parents who were enrolled in Initial Job Search Child Care and who became employed at a sufficient level to qualify them to extend access to subsidized child care, as evidenced the continuation of CC after the Initial Job search period. This takes a concept that had been run for incentive awards and makes it a contracted measure.

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)

FINAL RELEASE
As Originally Published 8/29/2024

JUNE 2024 REPORT

Green = +P White = MP Yellow = MP but At Risk Red = -P

| Board | WIOA Outcome Measures | | | | | | | | | | | | | | |
|----------------------|-----------------------|-----------------------|------------------------------|-----------------|------------------------------------|-----------------------|-----------------------|------------------------------|-----------------|------------------------------------|--------------------------------|--------------------------------|------------------------------|-----------------|------------------------------------|
| | Adult | | | | | DW | | | | | Youth | | | | |
| | Employed Q2 Post-Exit | Employed Q4 Post-Exit | Median Earnings Q2 Post-Exit | Credential Rate | Measurable Skills Gains (YTD-Only) | Employed Q2 Post-Exit | Employed Q4 Post-Exit | Median Earnings Q2 Post-Exit | Credential Rate | Measurable Skills Gains (YTD-Only) | Employed/Enrolled Q2 Post-Exit | Employed/Enrolled Q4 Post-Exit | Median Earnings Q2 Post-Exit | Credential Rate | Measurable Skills Gains (YTD-Only) |
| Alamo | 84.31% | 90.84% | 74.15% | 62.47% | n/a | 100.26% | 93.29% | 101.64% | 75.18% | n/a | 89.50% | 87.95% | 115.08% | 97.45% | n/a |
| Borderplex | 102.03% | 103.94% | 157.97% | 103.65% | n/a | 106.76% | 89.94% | 113.67% | 113.36% | n/a | 97.25% | 93.86% | 100.86% | 96.45% | n/a |
| Brazos Valley | 94.13% | 92.52% | 86.74% | 85.29% | n/a | 95.49% | 91.72% | 86.43% | 89.82% | n/a | 116.18% | 92.89% | 115.32% | 141.97% | n/a |
| Cameron | 102.15% | 100.62% | 98.52% | 102.71% | n/a | 132.63% | 131.41% | 94.94% | 117.65% | n/a | 100.53% | 111.94% | 65.37% | 95.41% | n/a |
| Capital Area | 88.14% | 98.37% | 105.66% | 85.18% | n/a | 92.57% | 98.16% | 111.15% | 86.35% | n/a | 85.92% | 86.56% | 93.36% | 80.94% | n/a |
| Central Texas | 95.57% | 96.19% | 100.02% | 92.12% | n/a | 94.53% | 87.03% | 108.31% | 109.41% | n/a | 87.01% | 93.16% | 103.71% | 114.96% | n/a |
| Coastal Bend | 92.58% | 102.45% | 92.70% | 95.01% | n/a | 103.58% | 108.28% | 111.86% | 99.88% | n/a | 98.47% | 91.70% | 113.69% | 127.70% | n/a |
| Concho Valley | 101.37% | 123.13% | 99.20% | 102.18% | n/a | 99.51% | 92.10% | 75.25% | 78.47% | n/a | 113.63% | 60.24% | 105.78% | 69.83% | n/a |
| Dallas | 95.77% | 97.14% | 107.29% | 78.00% | n/a | 92.58% | 103.81% | 93.28% | 71.76% | n/a | 94.20% | 93.01% | 87.87% | 76.80% | n/a |
| Deep East | 104.63% | 94.96% | 93.63% | 90.78% | n/a | 85.64% | 99.28% | 108.59% | 91.53% | n/a | 92.05% | 85.47% | 101.38% | 114.09% | n/a |
| East Texas | 99.32% | 96.17% | 78.91% | 86.96% | n/a | 97.26% | 103.15% | 90.00% | 89.55% | n/a | 102.54% | 95.78% | 85.39% | 91.24% | n/a |
| Golden Crescent | 99.59% | 115.14% | 139.51% | 125.41% | n/a | 107.83% | 97.37% | 76.69% | 96.24% | n/a | 109.38% | 130.95% | 130.53% | 95.12% | n/a |
| Gulf Coast | 95.03% | 96.74% | 83.13% | 79.29% | n/a | 90.70% | 96.61% | 113.91% | 85.25% | n/a | 92.47% | 91.63% | 109.09% | 62.81% | n/a |
| Heart of Texas | 92.05% | 104.55% | 162.55% | 95.84% | n/a | 104.26% | 92.57% | 96.40% | 92.59% | n/a | 92.05% | 85.78% | 77.97% | 68.17% | n/a |
| Lower Rio | 94.50% | 89.54% | 83.03% | 102.24% | n/a | 102.07% | 100.65% | 91.73% | 110.35% | n/a | 89.32% | 93.94% | 138.31% | 121.03% | n/a |
| Middle Rio | 101.50% | 74.42% | 60.67% | 113.29% | n/a | 93.31% | 109.62% | 64.11% | 91.53% | n/a | 127.89% | 114.86% | 83.89% | 41.29% | n/a |
| North Central | 87.91% | 92.24% | 93.09% | 92.18% | n/a | 94.45% | 91.89% | 90.51% | 89.02% | n/a | 90.13% | 95.13% | 93.97% | 112.59% | n/a |
| North East | 100.48% | 105.78% | 119.90% | 90.71% | n/a | 97.60% | 106.04% | 91.08% | 121.30% | n/a | 110.25% | 111.93% | 118.83% | 96.24% | n/a |
| North Texas | 88.76% | 97.96% | 82.99% | 82.94% | n/a | 76.03% | 107.19% | 62.04% | 92.14% | n/a | 104.60% | 60.24% | 93.79% | n/a | n/a |
| Panhandle | 101.91% | 103.08% | 123.79% | 104.53% | n/a | 110.08% | 96.40% | 102.31% | 100.00% | n/a | 116.18% | 95.06% | 112.06% | 91.06% | n/a |
| Permian Basin | 93.32% | 95.66% | 89.65% | 107.46% | n/a | 93.19% | 94.97% | 82.47% | 76.36% | n/a | 110.96% | 86.87% | 174.91% | 98.10% | n/a |
| Rural Capital | 107.38% | 102.37% | 89.79% | 63.41% | n/a | 110.48% | 90.60% | 101.89% | 83.65% | n/a | 103.63% | 94.70% | 104.09% | 92.71% | n/a |
| South Plains | 104.31% | 107.46% | 99.62% | 102.59% | n/a | 98.01% | 119.76% | 117.48% | 105.88% | n/a | 116.74% | 97.27% | 97.49% | 97.76% | n/a |
| South Texas | 117.08% | 109.39% | 107.91% | 112.24% | n/a | 121.05% | 122.60% | 85.15% | 109.53% | n/a | 111.84% | 100.69% | 119.53% | 110.35% | n/a |
| Southeast | 89.71% | 99.87% | 68.38% | 95.28% | n/a | 111.01% | 99.40% | 83.87% | 122.88% | n/a | 90.63% | 94.87% | 104.61% | 103.65% | n/a |
| Tarrant | 96.86% | 94.97% | 92.94% | 103.71% | n/a | 100.53% | 93.17% | 91.73% | 90.34% | n/a | 99.16% | 92.28% | 88.01% | 85.70% | n/a |
| Texoma | 112.83% | 108.62% | 147.05% | 100.82% | n/a | 66.31% | 43.76% | 127.84% | 132.28% | n/a | 132.08% | 67.39% | 79.85% | 70.59% | n/a |
| West Central | 102.27% | 112.24% | 92.07% | 110.71% | n/a | 111.56% | 119.76% | 90.73% | 88.24% | n/a | 101.95% | 105.56% | 149.07% | 117.65% | n/a |
| +P | 2 | 3 | 6 | 4 | 0 | 6 | 4 | 6 | 6 | 0 | 9 | 4 | 10 | 8 | 0 |
| MP | 21 | 23 | 12 | 16 | 0 | 19 | 21 | 14 | 11 | 0 | 15 | 16 | 11 | 11 | 0 |
| -P | 5 | 2 | 10 | 8 | 0 | 3 | 3 | 8 | 11 | 0 | 4 | 8 | 7 | 8 | 0 |
| % MP & +P | 82% | 93% | 64% | 71% | N/A | 89% | 89% | 71% | 61% | N/A | 86% | 71% | 75% | 70% | N/A |
| From | 7/22 | 1/22 | 7/22 | 1/22 | 7/23 | 7/22 | 1/22 | 7/22 | 1/22 | 7/23 | 7/22 | 1/22 | 7/22 | 1/22 | 7/23 |
| To | 6/23 | 12/22 | 6/23 | 12/22 | 6/24 | 6/23 | 12/22 | 6/23 | 12/22 | 6/24 | 6/23 | 12/22 | 6/23 | 12/22 | 6/24 |

Percent of Target (Year-to-Date Performance Periods)

Green = +P White = MP Yellow = MP but At Risk Red = -P

| Board | WIOA Outcome Measures (cont.) | | | Reemployment and Employer Engagement | | Participation | | Total Measures | | | |
|----------------------|--------------------------------|-----------------------------------|-----------------|---------------------------------------|------------------------------------|------------------------------|--------------------------------------------|----------------|----|----|-----------|
| | C&T Participants | | | Claimant ReEmployment within 10 Weeks | Employrs Rcvg TX Talent Assistance | Choices Full Engagement Rate | Average # Children Served Per Day-Combined | +P | MP | -P | % MP & +P |
| | Employed/Enrolled Q2 Post-Exit | Employed/Enrolled Q2-Q4 Post-Exit | Credential Rate | | | | | | | | |
| Alamo | 94.24% | 100.48% | 82.82% | 103.47% | 111.58% | n/a | 96.65% | 2 | 8 | 8 | 56% |
| Borderplex | 92.73% | 98.81% | 110.70% | 96.92% | 92.16% | n/a | 111.29% | 5 | 10 | 3 | 83% |
| Brazos Valley | 97.88% | 99.29% | 97.89% | 107.82% | 132.07% | n/a | 111.45% | 6 | 8 | 4 | 78% |
| Cameron | 94.70% | 95.83% | 117.75% | 105.68% | 115.11% | n/a | 101.62% | 7 | 9 | 2 | 89% |
| Capital Area | 97.58% | 102.26% | 96.20% | 85.43% | 164.17% | n/a | 99.87% | 2 | 9 | 7 | 61% |
| Central Texas | 99.09% | 92.86% | 120.00% | 106.22% | 101.70% | n/a | 103.58% | 3 | 12 | 3 | 83% |
| Coastal Bend | 91.82% | 99.64% | 103.52% | 109.40% | 108.04% | n/a | 114.93% | 6 | 11 | 1 | 94% |
| Concho Valley | 100.76% | 96.90% | 99.01% | 107.85% | 170.53% | n/a | 102.54% | 4 | 10 | 4 | 78% |
| Dallas | 93.33% | 97.26% | 84.65% | 94.88% | 96.10% | n/a | 98.05% | 0 | 11 | 7 | 61% |
| Deep East | 93.94% | 97.38% | 96.06% | 104.52% | 134.92% | n/a | 99.70% | 2 | 13 | 3 | 83% |
| East Texas | 98.18% | 100.24% | 87.61% | 110.22% | 158.67% | n/a | 100.43% | 2 | 11 | 5 | 72% |
| Golden Crescent | 98.94% | 100.48% | 110.99% | 107.10% | 149.28% | n/a | 88.24% | 8 | 8 | 2 | 89% |
| Gulf Coast | 90.61% | 95.12% | 74.93% | 96.88% | 133.47% | n/a | 109.20% | 3 | 9 | 6 | 67% |
| Heart of Texas | 97.58% | 100.24% | 75.63% | 109.35% | 218.10% | n/a | 98.94% | 3 | 11 | 4 | 78% |
| Lower Rio | 97.42% | 94.29% | 114.08% | 107.68% | 106.13% | n/a | 99.66% | 6 | 8 | 4 | 78% |
| Middle Rio | 100.76% | 88.69% | 92.25% | 94.92% | 133.50% | n/a | 98.02% | 4 | 6 | 8 | 56% |
| North Central | 91.06% | 98.33% | 93.10% | 90.63% | 147.39% | n/a | 104.17% | 2 | 11 | 5 | 72% |
| North East | 89.24% | 96.07% | 114.65% | 108.52% | 138.99% | n/a | 88.60% | 8 | 8 | 2 | 89% |
| North Texas | 95.76% | 98.69% | 93.10% | 101.83% | 174.11% | n/a | 92.60% | 1 | 8 | 8 | 53% |
| Panhandle | 99.85% | 99.76% | 111.41% | 114.00% | 94.55% | n/a | 88.88% | 6 | 10 | 2 | 89% |
| Permian Basin | 95.45% | 99.40% | 94.51% | 112.48% | 126.22% | n/a | 93.81% | 4 | 8 | 6 | 67% |
| Rural Capital | 100.45% | 104.29% | 89.58% | 91.32% | 162.28% | n/a | 97.91% | 2 | 11 | 5 | 72% |
| South Plains | 96.67% | 101.19% | 118.87% | 108.00% | 213.24% | n/a | 103.97% | 6 | 12 | 0 | 100% |
| South Texas | 95.45% | 95.12% | 132.82% | 106.07% | 106.91% | n/a | 111.80% | 11 | 6 | 1 | 94% |
| Southeast | 91.21% | 93.10% | 99.58% | 109.45% | 151.32% | n/a | 99.07% | 4 | 9 | 5 | 72% |
| Tarrant | 95.30% | 97.14% | 96.34% | 95.53% | 115.06% | n/a | 105.16% | 2 | 14 | 2 | 89% |
| Texoma | 89.85% | 95.48% | 113.38% | 103.95% | 173.65% | n/a | 99.55% | 7 | 5 | 6 | 67% |
| West Central | 96.36% | 97.98% | 110.70% | 115.70% | 156.97% | n/a | 94.49% | 9 | 7 | 2 | 89% |
| +P | 0 | 0 | 11 | 16 | 24 | 0 | 6 | 125 | | | |
| MP | 17 | 24 | 7 | 7 | 2 | 0 | 16 | 263 | | | |
| -P | 11 | 4 | 10 | 5 | 2 | 0 | 6 | 115 | | | |
| % MP & +P | 61% | 86% | 64% | 82% | 93% | N/A | 79% | 77% | | | |
| From | 7/22 | 1/22 | 1/22 | 7/23 | 10/23 | | 10/23 | From | | | |
| To | 6/23 | 12/22 | 12/22 | 3/24 | 6/24 | | 6/24 | To | | | |

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 8/29/2024
JUNE 2024 REPORT

| Status Summary | | With Positive Performance (+P): | Meeting Performance (MP): | With Negative Performance (-P): | % +P & MP | | | | | | | | | | | |
|---------------------|---------|---------------------------------|---------------------------|---------------------------------|------------|---------------|----------------|----------------|---------|---------|-------|-------|-------|-------|------|----|
| Contracted Measures | | 6 | 11 | 1 | 94.44% | | | | | | | | | | | |
| Source | Measure | Status | % Current Target | Current Target | EOY Target | Current Perf. | Prior Year End | 2 Years Ago YE | YTD Num | YTD Den | QTR 1 | QTR 2 | QTR 3 | QTR 4 | From | To |
| Notes | | | | | | | | | | | | | | | | |

WIOA Outcome Measures

| | | | | | | | | | | | | | | | | |
|--------------|-------------------------------------------------------------------|-----|---------|-------------|-------------|-------------|-------------|------------|----------------|-------------|-------------|-------------|-------------|---------|------|-------|
| DOL-C 1,2 | Employed Q2 Post Exit – Adult (DOL) | MP | 92.58% | 83.60% | 83.60% | 77.40% | 80.00% | 75.10% | 147 190 | | 77.10% | 75.90% | 65.30% | 87.50% | 7/22 | 6/23 |
| DOL-C 1,2 | Employed Q4 Post Exit – Adult (DOL) | MP | 102.45% | 73.50% | 73.50% | 75.30% | 73.50% | 66.10% | 131 174 | | 72.10% | 79.60% | 77.10% | 69.00% | 1/22 | 12/22 |
| DOL-C 1 | Median Earnings Q2 Post Exit – Adult (DOL) | MP | 92.70% | \$9,200.00 | \$9,200.00 | \$8,528.30 | \$8,467.70 | \$7,908.50 | n/a 147 | \$10,188.00 | \$6,557.52 | \$8,485.76 | \$8,457.16 | 7/22 | 6/23 | |
| DOL-C 1,2 | Credential Rate – Adult (DOL) | MP | 95.01% | 74.20% | 74.20% | 70.50% | 65.90% | 60.60% | 55 78 | | 80.00% | 72.70% | 73.90% | 46.20% | 1/22 | 12/22 |
| DOL-C 2,3 | Measurable Skills Gains - Adult (DOL) | n/a | n/a | n/a | 66.80% | n/a | 64.70% | 54.20% | n/a n/a | | ----- | ----- | ----- | ----- | 7/23 | 6/24 |
| DOL-C 1,2 | Employed Q2 Post Exit – DW (DOL) | MP | 103.58% | 81.10% | 81.10% | 84.00% | 84.60% | 77.40% | 42 50 | | 84.60% | 100.00% | 75.00% | 80.00% | 7/22 | 6/23 |
| DOL-C 1,2 | Employed Q4 Post Exit – DW (DOL) | MP | 108.28% | 78.50% | 78.50% | 85.00% | 78.90% | 76.90% | 79 93 | | 80.00% | 86.70% | 84.60% | 100.00% | 1/22 | 12/22 |
| DOL-C 1 | Median Earnings Q2 Post Exit – DW (DOL) | +P | 111.86% | \$10,800.00 | \$10,800.00 | \$12,080.51 | \$11,694.25 | \$8,704.00 | n/a 42 | \$15,833.13 | \$10,925.88 | \$16,193.10 | \$11,025.69 | 7/22 | 6/23 | |
| DOL-C 1,2 | Credential Rate – DW (DOL) | MP | 99.88% | 85.00% | 85.00% | 84.90% | 80.30% | 71.40% | 28 33 | | 86.70% | 71.40% | 100.00% | 80.00% | 1/22 | 12/22 |
| DOL-C 2,3 | Measurable Skills Gains - DW (DOL) | n/a | n/a | n/a | 72.70% | n/a | 69.70% | 69.40% | n/a n/a | | ----- | ----- | ----- | ----- | 7/23 | 6/24 |
| DOL-C 1,2 | Employed/Enrolled Q2 Post Exit – Youth (DOL) | MP | 98.47% | 71.70% | 71.70% | 70.60% | 68.90% | 70.40% | 84 119 | | 75.60% | 61.50% | 81.50% | 60.00% | 7/22 | 6/23 |
| DOL-C 1,2 | Employed/Enrolled Q4 Post Exit – Youth (DOL) | MP | 91.70% | 75.90% | 75.90% | 69.60% | 72.00% | 65.20% | 87 125 | | 93.80% | 61.90% | 82.90% | 46.20% | 1/22 | 12/22 |
| DOL-C 1 | Median Earnings Q2 Post Exit – Youth (DOL) | +P | 113.69% | \$4,400.00 | \$4,400.00 | \$5,002.27 | \$3,893.04 | \$3,227.50 | n/a 79 | \$5,562.51 | \$3,183.89 | \$5,183.11 | \$5,002.27 | 7/22 | 6/23 | |
| DOL-C 1,2 | Credential Rate – Youth (DOL) | +P | 127.70% | 57.40% | 57.40% | 73.30% | 58.30% | 42.90% | 33 45 | | 50.00% | 72.70% | 76.20% | 85.70% | 1/22 | 12/22 |
| DOL-C 2,3 | Measurable Skills Gains - Youth (DOL) | n/a | n/a | n/a | 75.30% | n/a | 75.30% | 73.40% | n/a n/a | | ----- | ----- | ----- | ----- | 7/23 | 6/24 |
| LBB-NK 1 | Employed/Enrolled Q2 Post Exit – C&T Participants Except Other | -P | 91.82% | 66.00% | 66.00% | 60.60% | 68.90% | 60.90% | 2,075 3,422 | | 63.40% | 60.20% | 59.90% | 58.20% | 7/22 | 6/23 |
| LBB-K 1 | Employed/Enrolled Q2-Q4 Post Exit – C&T Participants Except Other | MP | 99.64% | 84.00% | 84.00% | 83.70% | 85.60% | 84.10% | 1,958 2,339 | | 83.90% | 84.10% | 86.20% | 79.60% | 1/22 | 12/22 |
| LBB-K 1 | Credential Rate – C&T Participants | MP | 103.52% | 71.00% | 71.00% | 73.50% | 64.60% | 55.70% | 130 177 | | 76.00% | 70.00% | 76.90% | 68.00% | 1/22 | 12/22 |

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **COASTAL BEND**

FINAL RELEASE
As Originally Published 8/29/2024
JUNE 2024 REPORT

| Source | Measure | Status | % Current Target | Current Target | EOY Target | Current Perf. | Prior Year End | 2 Years Ago YE | YTD Num YTD Den | QTR 1 | QTR 2 | QTR 3 | QTR 4 | From | To |
|--------|---------|--------|------------------|----------------|------------|---------------|----------------|----------------|--------------------|-------|-------|-------|-------|------|----|
| Notes | | | | | | | | | | | | | | | |

WIOA Outcome Measures

- The report source for this measure is being remediated to work with VOS. However, the MPR reflects full performance using all data available at the time VOS went live. Upon conclusion of the remediation, we will repopulate the MPR with a load that reflects all the data entry occurring after go live.
- WIOA 116 requires states to update WIOA targets at the end of the year using the statistical adjustment model that has been updated with the final local casemix and economic conditions. To minimize the risk of a significant shift in the target at the end of the year when there was no time to make adjustments, TWC agreed that we would update targets at the beginning of the year and during the year as well as at the end of the year. For BCY24 there will be a Beginning of Year Estimate, a Mid-Year Estimate, and an End of Year Final Target Adjustment. For BCY25, targets will be updated on a quarterly basis during the year as the casemix and economic data matures. The BCY24 Mid-Year estimates will be applied after this release.
- With the exception of AEL, the report source for this measure is being remediated to work with VOS and will be populated when that work is concluded.

Reemployment and Employer Engagement Measures

| | | | | | | | | | | | | | | | |
|-----|---------------------------------------------|----|---------|--------|--------|--------|--------|--------|----------------|--------|--------|--------|--|-------|------|
| TWC | Claimant Reemployment within 10 Weeks | +P | 109.40% | 60.00% | 60.00% | 65.64% | 61.71% | 62.59% | 4,368 6,654 | 67.30% | 65.92% | 63.69% | | 7/23 | 3/24 |
| TWC | Employers Receiving Texas Talent Assistance | +P | 108.04% | 1,717 | 2,193 | 1,855 | 2,548 | 2,384 | ----- ----- | 1,058 | 817 | 569 | | 10/23 | 6/24 |

Program Participation Measures

| | | | | | | | | | | | | | | | |
|----------|-------------------------------------------------|-----|---------|-------|--------|-------|-------|--------|----------------|-------|-------|-------|-----|-------|------|
| TWC 4 | Choices Full Engagement Rate - All Family Total | n/a | n/a | n/a | 50.00% | N/L | N/L | 45.03% | N/L N/L | N/L | N/L | N/L | N/L | 10/23 | 6/24 |
| LBB-K | Avg # Children Served Per Day - Combined | +P | 114.93% | 3,242 | 3,242 | 3,726 | 3,403 | 2,780 | 726,642 195 | 3,493 | 3,689 | 3,998 | | 10/23 | 6/24 |

- A new report for this measure is in testing and should be ready for launch shortly. When it is, we will backfill the MPR.

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

INFORMATION ONLY

XVIII – 5. 2024-2025 Holiday Schedule

BACKGROUND

Board Professionals will provide the Workforce Solutions Coastal Bend 2024-2025 Holiday Schedule.

**Workforce Solutions of the Coastal Bend
2024-2025 Holiday Schedule**

| Holiday | Date | Day of Week |
|-----------------------------|-------------|--------------------|
| Veteran's Day | 11/11/2024 | Monday |
| Thanksgiving Day | 11/28/2024 | Thursday |
| Day after Thanksgiving Day | 11/29/2024 | Friday |
| Christmas Eve | 12/24/2024 | Tuesday |
| Christmas Day | 12/25/2024 | Wednesday |
| New Year's Day | 01/01/2025 | Wednesday |
| Martin Luther King Jr., Day | 01/20/2025 | Monday |
| President's Day | 02/17/2025 | Monday |
| Memorial Day | 05/26/2025 | Monday |
| Emancipation Day | 06/19/2025 | Thursday |
| Independence Day | 07/04/2025 | Friday |
| Labor Day | 09/01/2025 | Monday |

INFORMATION ONLY

XVIII – 6. Draft Agenda for the September 25, 2024 Board of Directors Meeting

BACKGROUND

Attached is a draft agenda for the September 25, 2024 Board of Directors Meeting.

Board of Directors Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86752150811?pwd=MFB5RzRSZmxucXViQnlvbWFqWmdvQT09>

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

Meeting ID: 867 5215 0811
Passcode: 428600

Wednesday, September 25, 2024 – 3:00 pm

DRAFT AGENDA

- I. **Call to Order:** *Raynaldo De Los Santos, Jr., Chair*
- II. **TOMA Rules:** *Janet Neely*
- III. **Roll Call:** *Jesse Gatewood, Secretary*
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Board Comments**
- VII. **Discussion and Possible Action on Minutes of the May 22, 2024 Board of Directors Meeting**
- VIII. **Discussion and Possible Action on Minutes of the July 11, 2024 Special-Called Board of Directors Meeting**

(cont. page 2)

IX. **Chair's Report:** *Raynaldo De Los Santos, Jr.*

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

X. **President/CEO's Report:** *Ken Trevino*

- Business Development, Public Relations and Organizational Update

XI. **CFO Report:** *Shileen Lee*

- Financials as of 07/31/2024

XII. **Committee Reports**

* *Child Care Services*

Marcia Keener, Chair

* *Youth Services*

Liza Wisner, Chair

* *Workforce Services*

Manny Salazar, Chair

* *Public Relations*

C. Michelle Unda, Chair

XIII. **Discussion and Possible Action to Approve the External Audit for FY 2023-24:** *Shileen Lee*

(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)

XIV. **Consent Agenda Action Item:** *(a note on Consent Agenda items is included at the end of this agenda):*

1. **FY 2024 Budget Amendment #4**

(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)

2. **FY 2025 Budget**

(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)

3. **To Approve Contracts Over \$50k**

(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)

4. **To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25**

(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)

5. **Target Occupation List (TOL) – 2024-2025**

(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)

6. **Board Policy # 4.0.111.06 – Customer File Documentation**

(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)

7. **Board Policy # 4.2.100.03 – Service Strategies**

(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)

8. **Board Policy # 4.5.100.10 – Work Search Requirement**

(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)

XV. **Information Only:**

1. **Monitoring Report:** *Ricardo Munoz*

2. **Facilities/IT Updates:** *Shileen Lee*

3. **Update on Procurements & Contracts:** *Esther Velazquez*

4. **Performance Measure Update:** *Alba Silvas*

5. **2024-2025 Holiday Schedule:** *Ken Trevino*

(cont. page 3)

XVI. Adjournment

Notice: *The Chair of the Board of Directors will be at 4981 Ayers Street, Corpus Christi, Texas where the Chair will preside over the Meeting.*

Notice: *One or more members of the Board of Directors may attend via video conference.*

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

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

Consent Agenda. Items listed under the Consent Agenda have previously been reviewed and recommended for action by one or more Committees of the Board of Directors. All items listed under the Consent Agenda are ready for action by the full Board of Directors; however, a Board member can request that any item be pulled from the Consent Agenda for further review and discussion.

Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at the **Mission Career Center, Mission Training Room** and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 4981 Ayers Street, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

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

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. |