



Board of Directors Meeting

September 25, 2024

3:00 pm

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

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

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.



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

AGENDA

Page

- 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. **Board Comments**
- VII. **Discussion and Possible Action on Minutes of the May 22, 2024 Board of Directors Meeting**.....5-8
- VIII. **Discussion and Possible Action on Minutes of the July 11, 2024 Special-Called Board of Directors Meeting**.....9-10

(cont. page 2)

A proud partner of the  network

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.
Deaf, hard-of-hearing or speech impaired customers may contact
Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)

IX.	Chair’s Report: <i>Raynaldo De Los Santos, Jr.</i>	
	• Board Updates, Key Meetings, Items of Interest, and Communication	
X.	President/CEO’s Report: <i>Ken Trevino</i>	
	• Business Development, Public Relations and Organizational Update	
XI.	CFO Report: <i>Shileen Lee</i>	
	• Financials as of 07/31/2024.....	11-14
XII.	Committee Reports	
	* <i>Child Care Services</i> <i>Marcia Keener, Chair</i>	15-16
	* <i>Youth Services</i> <i>Liza Wisner, Chair</i>	17-18
	* <i>Workforce Services</i> <i>Manny Salazar, Chair</i>	19-20
	* <i>Public Relations</i> <i>C. Michelle Unda, Chair</i>	21-22
XIII.	Discussion and Possible Action to Approve the External Audit for FY 2023-22:	
	<i>ABIP, PC; Janet Pitman, CPA</i>	23-61
XIV.	Discussion and Possible Action to Approve FY 2025 Budget: <i>Shileen Lee</i>	62-64
	<i>(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)</i>	
XV.	Consent Agenda Action Item: <i>(a note on Consent Agenda items is included at the end of this agenda):</i>	
	1. FY 2024 Budget Amendment #4	65-67
	<i>(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)</i>	
	2. To Approve Contracts Over \$50k	68
	<i>(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)</i>	
	3. To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25	69
	<i>(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)</i>	
	4. Target Occupation List (TOL) – 2024-2025	70-73
	<i>(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)</i>	
	5. Board Policy # 4.0.111.06 – Customer File Documentation	74-75
	<i>(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)</i>	
	6. Board Policy # 4.2.100.03 – Service Strategies	76-79
	<i>(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)</i>	
	7. Board Policy # 4.5.100.10 – Work Search Requirement	80-82
	<i>(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)</i>	
XVI.	Information Only:	
	1. Monitoring Report: <i>Ricardo Munoz</i>	83-84
	2. Facilities/IT Updates: <i>Shileen Lee</i>	85
	3. Update on Procurements & Contracts: <i>Esther Velazquez</i>	86-94
	4. Performance Measure Update: <i>Alba Silvas</i>	95-101
	5. 2024-2025 Holiday Schedule: <i>Ken Trevino</i>	102-103

(cont. page 3)

A proud partner of the  network

Equal Opportunity Employer/Program

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

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

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

XVII. 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.

A proud partner of the  network

Equal Opportunity Employer/Program

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

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

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

Workforce Solutions Board of Directors

Roll Call Roster

September 25, 2024

(17 = Quorum)

- _____ De Los Santos, Jr., Raynaldo, **Chair**; Private Sector – Refugio County
- _____ Bernal, Hector; Private Sector – City of Corpus Christi
- _____ Bevan, Jason; Private Sector – Nueces County
- _____ Bowen, Sandra Julia, **Vice Chair**; Private Sector – Jim Wells County
- _____ Brown, Lance; Private Sector – San Patricio County
- _____ Chavez, Andrea; Public Employment Service – TWC/City of Corpus Christi
- _____ Clement, Sandra; Public Assistance – City of Corpus Christi
- _____ Faught, Leslie; Education Agency – San Patricio County
- _____ Flower, Michelle; Private Sector – City of Corpus Christi
- _____ Garcia III, Jose R. “Joey”; Private Sector – Duval County
- _____ Gatewood, Jesse, **Secretary**; Organized Labor – Nueces County
- _____ Giesler, Randy; Private Sector – Live Oak County
- _____ Gonzalez, Jr., Victor M., **Parliamentarian**; Private Sector – City of Corpus Christi
- _____ Hattman, Karl; Private Sector – Aransas County
- _____ Hoggard, Justin; Adult Basic and Continuing Education – Bee County
- _____ Hunter, Ofelia; CBO/OL – Jim Wells County
- _____ Keener, Marcia; CBO – San Patricio County
- _____ Leal, Criselda; Literacy Council – City of Corpus Christi
- _____ Lopez, Omar; Private Sector – City of Corpus Christi
- _____ Lozano, Michelle; Private Sector – Nueces County
- _____ Nelson, Travis; Private Sector – City of Corpus Christi
- _____ Oetting, Amber; Economic Development – City of Corpus Christi
- _____ Owen, John W., **Treasurer**; Vocational Rehabilitation Agency – City of Corpus Christi
- _____ Perez, Gloria, **Past Chair**; Private Sector – City of Corpus Christi
- _____ Ramirez, Carlos; Private Sector – Kleberg County
- _____ Rivera, Leonard; Post-Secondary Education – City of Corpus Christi
- _____ Salazar, Manny; CBO – Kleberg County
- _____ Seitz, Randy; CBO – Bee County
- _____ Temple, Susan; Private Sector – San Patricio County
- _____ Tobar, Michelle; Child Care Workforce – Nueces County
- _____ Unda, C. Michelle; Private Sector – City of Corpus Christi
- _____ Wilson, Catrina; CBO – City of Corpus Christi
- _____ Wisner, Liza; Private Sector – City of Corpus Christi

Signed

Printed Name

MINUTES
Workforce Solutions Coastal Bend – Board of Directors Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/82776972673?pwd=Z2thVXFzSG0rSXFBUFRUIBYd2lodz09>

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

Meeting ID: 827 7697 2673
Passcode: 747108

May 22, 2024 - 3:00 pm

Board Members

Present

Raynaldo De Los Santos, Jr., Chair ; private sector – Refugio County	Marcia Keener; CBO – San Patricio County
Sandra Bowen, Vice Chair ; private sector – Jim Wells County	Criselda Leal; literacy council – City of CC
Lance Brown; private sector – San Patricio County	Travis Nelson; private sector – City of CC
Andrea Chavez; public employment serv – City of CC	John Owen, Treasurer ; vocational rehab. – City of CC
Leslie Faught; education agency – San Patricio County	Leonard Rivera; post-secondary ed – City of Corpus
Michelle Flower; private sector – City of Corpus Christi	Randy Seitz; CBO – Bee County
Jose R. “Joey” Garcia III; private sector – Duval County	Michelle Tobar; child care workforce – Nueces County
Jesse Gatewood, Secretary ; organized labor – Nueces County	C. Michelle Unda; private sector – City of CC
Randy Giesler; private sector - Live Oak County	Catrina Wilson; CBO – City of CC
Victor M. Gonzalez, Jr., Parliamentarian ; ps – City of CC	Liza Wisner; private sector – City of CC
Justin Hoggard; adult basic & cont. ed – Bee County	

Absent

Hector Bernal; private sector – City of CC	Michelle Lozano; private sector – Nueces County
Jason Bevan; private sector – Nueces County	Gloria Perez, Past Chair ; private sector – City of CC
Eric Evans; private sector – Aransas County	Carlos Ramirez; private sector – Kleberg County
Ofelia Hunter; CBO/OL – Jim Wells County	Manny Salazar; CBO – Kleberg County
Omar Lopez; private sector – City of CC	Susan Temple; private sector – San Patricio County

Vacancies

Private Sector – Kenedy County	Private Sector – Brooks County
Economic Development – City of CC	Public Assistance – City of CC

Others Present

Ken Trevino, WS President/CEO	Celina Leal, WS Program Specialist
Alba Silvas, WS Chief Operating Officer	Tony Armadillo, WS Design & Digital Content Specialist
Shileen Lee, WS Chief Financial Officer	Ricardo Munoz, WS QA Monitor EO Officer/504 Coordinator
Janet Neely, WS Executive Assistant	Ramsey Olivarez, C2GPS, LLC
Allyson Riojas, WS Contract Manager	Geri Escobar, C2GPS, LLC
Zachary James, WS IT Coordinator	Linda Stewart, C2GPS, LLC
Esther Velazquez, WS Contracts & Procurement Specialist	Robert Reyna, C2GPS, LLC
Catherine Cole, WS Contract Manager	Neil Hanson, BakerRipley
Vicki Stonum, WS Administrative Specialist	Kenia Dimas, BakerRipley
Samantha Smolik, WS Career & Education Outreach Specialist	James Wilson, Texas Veterans Commission
Denise Woodson, WS Director of Child Care Programs	

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

VI. Board Comments

Mr. De Los Santos, Jr. thanked Mr. Trevino; the team; and Board of Directors for considerately sending a beautiful arrangement of flowers in recognition of their second child, first boy's birth. Mr. De Los Santos, Jr. announced Baby Fortis is a little over five weeks, he is doing well, eating, sleeping and growing significantly.

Ms. Bowen thanked Mr. Trevino and Workforce Solutions Coastal Bend for the invitation to attend the Kingsville State of the City.

VII. Discussion and Possible Action on Minutes of the February 28, 2024 Board of Directors Meeting

Mr. Seitz moved to approve the minutes of the February 28, 2024 Board of Directors meeting. The motion was seconded by Dr. Rivera and passed.

VIII. Chair's Report

Mr. De Los Santos, Jr. stated the Executive /Finance Committee met with a quorum on May 15th. There were a couple of action items that were recommended to the Board of Directors for approval.

Mr. De Los Santos, Jr. noted all the Committees for the month of May had quorums.

Mr. De Los Santos, Jr. mentioned a Special-Called Executive/Finance Committee was held on May 7th for the purpose of the annual performance evaluation and negotiation of the Employment Agreement of our President and CEO. Mr. De Los Santos, Jr. appointed a three-member committee consisting of Vice Chair, Sandra Bowen; Immediate Past Chair, Gloria Perez; and Treasurer, John Owen. They are to review the current employment agreement in coordination with our legal counsel, CFO and CEO; with the purpose of bringing back an updated and revised agreement to the Executive/Finance Committee; and be approved by the Board of Directors. This shall be done within 90 days from May 7th but should be completed in the next 60 days.

Mr. De Los Santos, Jr. stated Mr. Trevino and himself continue to maintain a consistent and open line of communication regarding organizational updates.

IX. President/CEO's Report

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

Mr. Trevino stated he had a meeting with his colleague from San Antonio, CEO of Workforce Solutions Alamo Mr. Adrian Lopez. Mr. Lopez was in town and they had the opportunity to exchange ideas about best practices. One of the things discussed was to never have a board member or the Chairman of your board surprised. Mr. Trevino noted that only comes with constant and consistent communication.

Mr. Trevino mentioned Commissioner Joe Esparza was in town the previous week on May 15, 2024. Workforce Solutions Coastal Bend arranged meetings for Commissioner Esparza with the Corpus Christi Army Depot and had a tour of the depot. As well as visiting the Flour Bluff ISD Tango Flight Classroom.

Mr. Trevino included there was a meeting earlier in the year on January 25, 2024 with Commissioner Esparza; Executive Committee; and Stakeholders for the community. The methodology was for him to take a deeper dive in another economic drive outside of the Port of Corpus Christi and included a boat tour of the inner harbor.

Mr. De Los Santos, Jr. thanked Mr. Trevino and the team for the coordination of Commissioner Esparza's visits.

X. CFO Report

Financial Review as of March 31, 2024

Ms. Lee presented the March Financial Review (included on pages 9-12 of the May 22 agenda packet).

Audit Update

Ms. Lee provided an update on the Audit (included on page 9 of the May 22 agenda packet).

BCY24-25 Planning Allocations

Ms. Lee presented the BCY24-25 Planning Allocations (included on page 13 of the May 22 agenda packet).

XI. Committee Reports

Child Care Services

Ms. Keener provided a report on the May 7, 2024 Child Care Services Committee (included on pages 14-15 of the May 22 agenda packet).

Ms. Keener thanked the Child Care Services Committee for making a quorum.

Youth Services

Ms. Cole provided a report on the May 8, 2024 Ad Hoc Youth Committee (included on pages 16-17 of the May 22 agenda packet).

Ms. Cole provided an update on the YOU! Choose Career Expo that will be held on September 18, 2024 at the Richard M. Borchard Fairgrounds in Robstown, TX.

Ms. Cole announced an email invitation was sent out to the Board of Directors by Ms. Neely for the YOU Choose Career Expo for the Open Ceremony at 9:30 am.

Mr. Trevino announced Commissioner Joe Esparza will be presenting at the YOU! Choose Career Expo.

Workforce Services

Ms. Silvas provided a report on the May 9, 2024 Workforce Services Committee (included on pages 18-19 of the May 22 agenda packet).

Public Relations

Ms. Unda provided a report on the May 9, 2024 Public Relations Committee (included on pages 20-23 of the May 22 agenda packet).

XII. Consent Agenda Action Items:

1. FY 2024 Budget Amendment #3
2. To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25
3. Board Policy #4.0.100.07 – Incentives/Stipends
4. Board Policy #4.0.101.14 – Support Services
5. Board Policy #4.0.115.09 – Program Non-Compliance
6. Board Policy #4.0.120.05 – Limited English Proficiency
7. Board Policy #4.0.122.03 – Outreach
8. Board Policy #4.0.124.01 – Documentation and Verification of Participation Activities Choices/SNAP E&T
9. Board Policy #4.1.104.08 – Individual Training Accounts (ITAs)

Mr. Gonzalez, Jr. moved to approve all items on the Consent Agenda. The motion was seconded by Mr. Seitz and passed.

XIII. Information Only:

1. *Facilities/IT Update*

Ms. Lee provided updates on Facilities and IT (included on page 75 of the May 22 agenda packet).

2. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 76-84 of the May 22 agenda packet).

3. *Performance Measure Update*

Ms. Silvas presented the Performance Measure Update for February 2024 (included on pages 85-91 of the May 22 agenda packet).

Mr. De Los Santos, Jr. expressed his appreciation of everyone's time and energy to move all the information through the Committees, Executive and the full Board of Directors. He noted this represents many hours and challenging work for an organization that is continuing to do an incredible job.

Mr. De Los Santos, Jr. mentioned Commissioner Esparza left our region impressed. Mr. De Los Santos, Jr. stated that says plenty about this organization and the people that run it every day.

XIV. Adjournment

The meeting adjourned at 4:12 pm.

MINUTES
Workforce Solutions Coastal Bend – Special-Called Board of Directors Meeting
Mission Career Center – 4981 Ayers Street – Mission Training Room
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/82230923556?pwd=eSebbjEr01aljtHTxcbdhqDFIWPfow.1>

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

Meeting ID: 822 3092 3556
Passcode: 953742

July 11, 2024 - 3:30 pm

Board Members

Present

Raynaldo De Los Santos, Jr., Chair ; private sector – Refugio County	Michelle Lozano; private sector – Nueces County
Hector Bernal; private sector – City of CC	Travis Nelson; private sector – City of CC
Jason Bevan; private sector – Nueces County	John Owen, Treasurer ; vocational rehab. – City of CC
Sandra Bowen, Vice Chair ; private sector – Jim Wells County	Gloria Perez, Past Chair ; private sector – City of CC
Andrea Chavez; public employment serv – City of CC	Leonard Rivera; post-secondary ed – City of Corpus
Michelle Flower; private sector – City of Corpus Christi	Manny Salazar; CBO – Kleberg County
Jesse Gatewood, Secretary ; organized labor – Nueces County	Randy Seitz; CBO – Bee County
Randy Giesler; private sector - Live Oak County	Susan Temple; private sector – San Patricio County
Victor M. Gonzalez, Jr., Parliamentarian ; ps – City of CC	Michelle Tobar; child care workforce – Nueces County
Justin Hoggard; adult basic & cont. ed – Bee County	C. Michelle Unda; private sector – City of CC
Criselda Leal; literacy council – City of CC	Catrina Wilson; CBO – City of CC

Absent

Lance Brown; private sector – San Patricio County	Marcia Keener; CBO – San Patricio County
Leslie Faught; education agency – San Patricio County	Omar Lopez; private sector – City of CC
Jose R. “Joey” Garcia III; private sector – Duval County	Carlos Ramirez; private sector – Kleberg County
Ofelia Hunter; CBO/OL – Jim Wells County	Liza Wisner; private sector – City of CC

Vacancies

Private Sector – Kenedy County	Private Sector – Brooks County
Economic Development – City of CC	Public Assistance – City of CC
Private Sector – Aransas County	

Others Present

Ken Trevino, WS President/CEO	Allyson Riojas, WS Contract Manager
Alba Silvas, WS Chief Operating Officer	Zachary James, WS IT Coordinator
Shileen Lee, WS Chief Financial Officer	Lucinda Garcia, Legal Counsel

I. Call to Order

Mr. De Los Santos, Jr. called the meeting to order at 3:30 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 set up at 4981 Ayers Street and it is listed on the zoom call as Public. The laptop is available and open to the public.

VI. Board Comments

There were no Board comments.

VII. 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. Seitz moved to approve entering into closed session. The motion was seconded by Dr. Rivera and passed.

Mr. De Los Santos called the meeting into closed session at 3:36 pm. The closed session ended at 4:02 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 the following recommendations presented by the Executive Committee be approved regarding the President/CEO:

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. Wilson and passed.

Mr. De Los Santos, Jr. congratulated Mr. Trevino, the organization and the Executive/Finance Committee.

Mr. De Los Santos, Jr. expressed his appreciation and thanked Legal Counsel, Ms. Garcia, for her extensive knowledge, experience and support through the process.

Ms. Garcia thanked Mr. De Los Santos, Jr. and stated it was an honor and a privilege.

VIII. Adjournment

The meeting adjourned at 4:04 pm.

FINANCIAL REPORT – EXECUTIVE/FINANCE

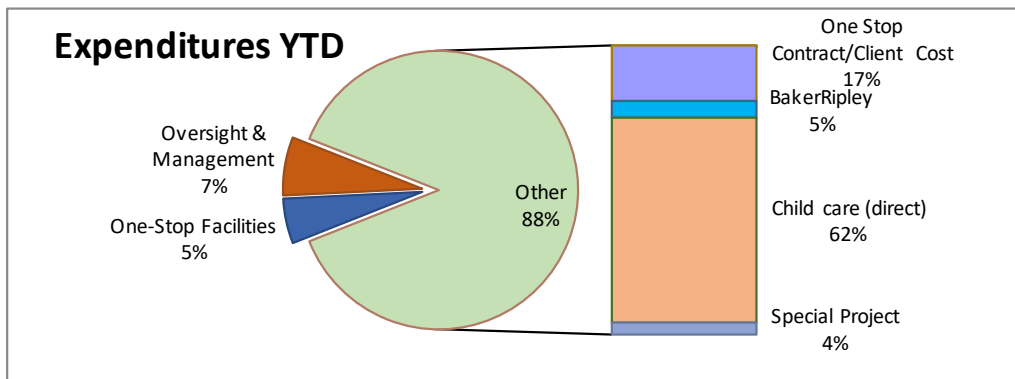
XI. CFO Report – Financials as of 07/31/2024

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	TWC	
							% Expended	% 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

XII – 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

XII – 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

XII – 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

XII – 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

XIII. External Audit for FY2023-22

BACKGROUND INFORMATION

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

RECOMMENDATION

The Board of Directors approval of 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



COASTAL BEND WORKFORCE DEVELOPMENT BOARD

TABLE OF CONTENTS

September 30, 2023 and 2022

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1-3
FINANCIAL SECTION	
Statements of Financial Position	7
Statements of Activities and Change in Net Assets	8-9
Statements of Functional Expenses	10-11
Statements of Cash Flows	12
Notes to Financial Statements	13-19
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 <i>Government Auditing Standards</i>	23-24
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	25-27
Schedule of Expenditures of Federal and State Awards	29-30
Notes to Schedule of Expenditures of Federal and State Awards	31
Schedule of Findings and Questioned Costs	32-33
Summary Schedule of Prior Year Findings	34



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

	<u>2023</u>	<u>2022</u>
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	<u>(21,833)</u>	<u>(2,166)</u>
Net cash provided by (used in) operating activities	<u>687,880</u>	<u>279,588</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	<u>(127,278)</u>	<u>(223,097)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payment of principle on right of use lease liability	<u>(596,727)</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	(36,125)	56,491
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>920,929</u>	<u>864,438</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 884,804</u>	<u>\$ 920,929</u>

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			733,062	551,595	498,642
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			18,014,157	6,442,259	4,105,838
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			18,847,704	7,030,000	4,637,107
<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			440,533	440,533	437,155

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

XIV. FY 2025 Budget

BACKGROUND INFORMATION

CFO will present the proposed FY 2025 Budget for approval.

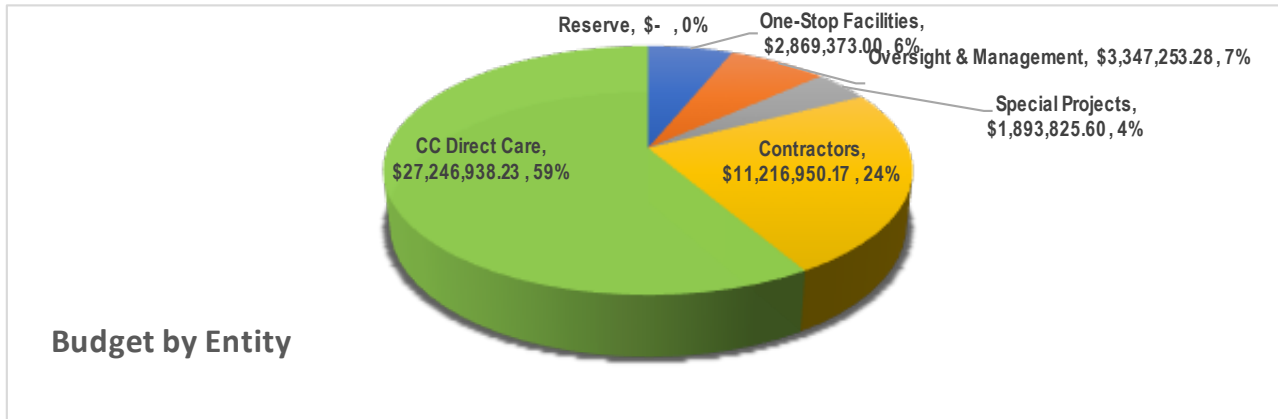
RECOMMENDATION

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

XV – 1. 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 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.

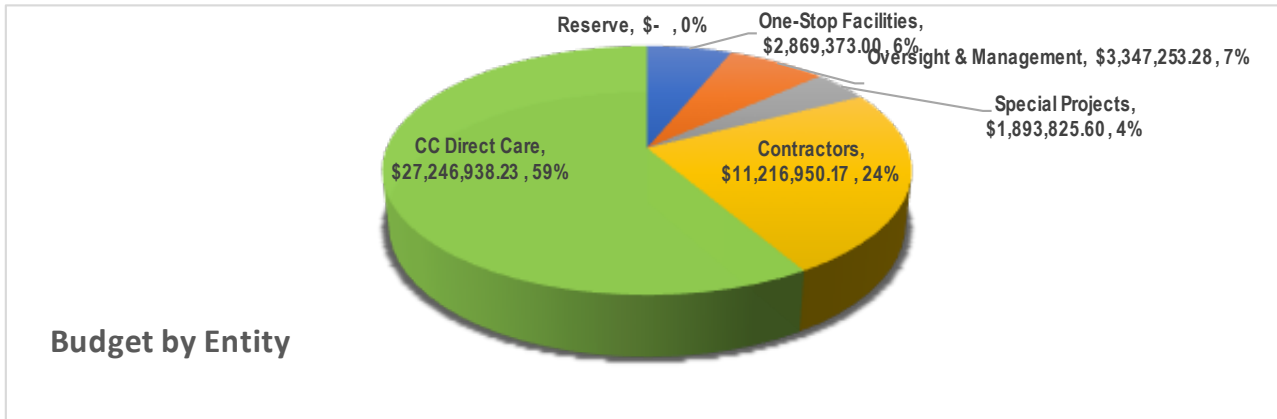
The proposed amendment has minimal movements within the Contracted Services categories of Direct Child Care (+\$163,000), Special Projects (+\$42,309), and One-Stop (-\$20,409). As noted in the budget area column the exact amounts are listed by funding stream that ties back to the budget category. These 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 – 2. 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 Board of Directors approval of contracts over \$50,000.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XV – 3. 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 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.

DISCUSSION AND POSSIBLE ACTION

XV – 4-7. Target Occupation List (TOL) & Board Policies

BACKGROUND INFORMATION

4. Target Occupation List (TOL) 2024-2025:

Revisions have been made to update the TOL for 2024-2025. Information on how the data is collected and analyzed will be presented. Proposed TOL will include 66 occupations.

5. Board Policy 4.0.111.06- Customer File Documentation:

Revisions include the update to remove TWIST as the database utilized for capturing all case management information. WorkInTexas (WIT) is now the case management system to be utilized.

6. Board Policy 4.2.100.03- Service Strategies:

Revisions include the removal of Career Ready Workforce Certification (CRWC) from definition section. Updated Section V. Related Policy Information to reflect Chapter 811 TWC Choices Guide, March 2024.

7. Board Policy 4.5.100.10- Work Search Requirements:

Presenting Policy on an annual basis- recommending to keep work search requirements as listed in policy brought forward in September 2023.

RECOMMENDATION

The Board of Directors approval of Target Occupation List (TOL) & Board Policies as presented.



Targeted Occupations List 2024-2025

The Targeted Occupations List is developed by Workforce Solutions Coastal Bend (WFSCB) to identify the most effective use of local workforce development resources. Sources of information for the target list are local area employers, economic development entities, chambers of commerce, community partners, Texas Workforce Commission labor market information specific to the Coastal Bend region, and knowledge gained from continuous contact with the above sources.

Significant occupational factors include current and projected employment in the occupation, a self-sufficiency wage, and specific vocational preparation time for the occupation, usually less than two years. Employment demand for the occupation offers reasonable expectation of employment following vocational preparation. The list does not include other higher paying jobs for which longer vocational preparation is required.

The range in the listed training period is only an estimate and, in some cases, may represent classroom training, on-the-job training or a combination of both. The typical limit of vocational training funded by WFSCB is less than two years. Occasionally WFSCB may fund the last year or two of a longer program with the understanding that the trainee is job ready at the end of the funded training.

WFSCB uses this list for approved training provided to workforce program-eligible participants. Job seekers must visit WFSCB Career Centers to determine eligibility for training through Workforce Solutions Coastal Bend. Eligibility is not an entitlement to funding. Training providers must apply to the State's Eligible Training Provider System (ETPS) to provide training services funded by WFSCB for the listed occupations.

When funds are available for incumbent worker or on-the job training, employers may apply to WFSCB for such training. Although incumbent worker and on-the-job training do not require the occupation to be listed on the targeted occupations list, priority will be given to employer applications for training in the listed occupations. Funded on-the-job training wage reimbursement is limited to one to three months due to the expense of the training. Incumbent worker training does not include employee wages and may be longer than three months.

Certain occupations listed may show an entry level wage less than \$12.00 per hour, but are in high demand in the region. Training for these positions should be provided only as part of a career ladder. Training for elementary school teachers does not include child care workers. Child Development Associate training may be available through WFSCB Child Care Program funding.

Emerging Technology occupations related to wind energy, environmental technology, alternative fuels, alternative product uses, and reuses has been included on the list. This category of occupations is designated in anticipation of new and evolving commercial technologies. Occupations must require more than simple demonstration training and pay at least \$12/hour to be eligible for workforce training funds.

For more information about Targeted Occupations, Eligible Training Provider Applications, and Workforce Programs contact info@workforcesolutionscb.org or call 361.882.7491.

COASTAL BEND CAREER CENTERS

ALICE	BEEVILLE	FALFURRIAS	KINGSVILLE	SINTON	STAPLES	Rockport
704 Coyote Trail Alice, TX 78332 Coastal Bend College Phone: 361.668.0167 Fax: 888.974.3356	3800 Charco Road Beeville, TX 78102 Coastal Bend College Phone: 361.358.8941 Fax: 888.974.3367	221 S. Calixto Mora Avenue Falfurrias, TX 78355 Tax Office Building Phone: 361.325.9095 Fax: 888.672.7783	1814 South Brahma Blvd. Kingsville, TX 78363 Coastal Bend College Phone: 361.592.1006 Fax: 888.974.3358	1113 E. Sinton St.# D Sinton, TX 78387 Phone: 361.364.3284 Fax: 888.974.3364	520 N. Staples St. Corpus Christi, TX 78401 Phone: 361.882.7491 Fax: 888.977.2510	Job Connections Center @ Goodwill 1326 Highway 35N Rockport, TX 78382 Phone: 361.450.8980

Equal Opportunity Employer/PROGRAM
Auxiliary aids and are available upon request to individuals with disabilities Relay
Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (Voice).

A proud partner of the [americanjobcenter](http://americanjobcenter.org) network



SOC	Description	2024 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
13-2011	Accountants and Auditors	1,397	\$21.41	\$40.44	\$34.85	\$45.88
17-3011	Architectural and Civil Drafters	811	\$27.71	\$34.06	\$34.96	\$36.85
43-3031	Bookkeeping, Accounting, and Auditing Clerks	2,509	\$13.47	\$20.73	\$20.56	\$24.22
15-1211	Computer Systems Analysts	328	\$26.11	\$46.69	\$41.05	\$56.25
15-1232	Computer User Support Specialists	732	\$15.49	\$25.31	\$23.52	\$29.19
43-6011	Executive Secretaries and Executive Administrative Assistants	527	\$19.52	\$29.48	\$27.76	\$34.38
11-1021	General Operations Managers	7,157	\$16.84	\$50.76	\$38.76	\$62.30
15-1212	Information Security Analysts	121	\$30.82	\$50.21	\$49.05	\$60.30
15-1244	Network and Computer Systems Administrators	373	\$27.34	\$41.00	\$38.86	\$46.78
23-2011	Paralegals and Legal Assistants	632	\$18.97	\$27.26	\$22.96	\$30.51
21-1093	Social and Human Service Assistants	554	\$13.01	\$18.31	\$38.86	\$21.12
15-1252	Software Developers	556	\$28.61	\$41.70	\$55.90	\$66.50
15-1253	Software Quality Assurance Analysts and Testers	202	\$28.19	\$37.68	\$59.77	\$77.49

Health Care

SOC	Description	2024 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
31-1131	Certified Nursing Assistants	2,021	\$13.72	\$16.10	\$15.99	\$17.26
29-2018	Clinical Laboratory Technologists and Technicians	550	\$15.17	\$26.29	\$24.64	\$31.46
31-9091	Dental Assistants	488	\$13.77	\$18.89	\$18.22	\$21.71
29-2041	Emergency Medical Technicians	424	\$13.72	\$16.73	\$15.25	\$17.91
29-2061	Licensed Practical and Licensed Vocational Nurses	1,621	\$19.04	\$25.43	\$25.54	\$28.10
31-9092	Medical Assistants	1,335	\$13.96	\$17.23	\$17.02	\$18.42
29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	327	\$17.10	\$23.90	\$18.81	\$24.21
11-9111	Medical and Health Service Managers	958	\$26.80	\$36.04	\$48.01	\$57.19
43-6013	Medical Secretaries and Administrative Assistants	1,332	\$14.55	\$17.74	\$17.23	\$19.49
19-5012	Occupational Health and Safety Technicians	89	\$15.40	\$32.57	\$36.36	\$40.11
29-2043	Paramedics	316	\$17.17	\$23.77	\$22.77	\$26.50
29-2052	Pharmacy Technicians	701	\$16.18	\$20.05	\$19.56	\$22.34
31-9097	Phlebotomists	269	\$14.81	\$18.42	\$17.71	\$20.23
31-2021	Physical Therapist Assistants	253	\$22.92	\$32.48	\$35.32	\$38.22
29-2034	Radiologic Technologists and Technicians	480	\$22.92	\$32.48	\$32.10	\$38.22
29-1141	Registered Nurses	4,936	\$29.17	\$39.64	\$38.29	\$45.38

Public Service

SOC	Description	2024 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	589	\$16.74	\$26.06	\$24.60	\$28.28
53-3052	Bus Drivers, Transit and Intercity	270	\$16.75	\$21.73	\$21.46	\$23.38
33-3012	Correctional Officers and Jailers	712	\$14.84	\$20.95	\$20.87	\$23.27
25-2021	Elementary School Teachers, Except Special Education	2,502	\$24.10	\$27.76	\$27.93	\$28.36
33-2011	Firefighters	784	\$20.04	\$29.59	\$29.30	\$34.67
25-2022	Middle School Teachers, Except Special and Career/Technical Education	1,380	\$24.10	\$27.79	\$27.60	\$29.98
33-3051	Police and Sheriff's Patrol Officers	1,551	\$21.93	\$25.60	\$32.10	\$40.86
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	1,922	\$24.07	\$28.96	\$28.82	\$31.33
33-9032	Security Guards (armed)	1,366	\$11.07	\$17.23	\$15.23	\$18.13
25-2050	Special Education Teachers	941	\$23.65	\$26.48	\$28.39	\$30.50

Professional Skills & Trades

SOC	Description	2024 Jobs	Lowest 10% Hourly Earnings	Average Hourly Earnings	Median Hourly Earnings	Highest 10% Hourly Earnings
49-3011	Aircraft Mechanics and Service Technicians	811	\$27.71	\$34.06	\$34.96	\$36.85
49-3021	Automotive Body and Related Repairers	225	\$12.77	\$23.81	\$21.82	\$26.79
49-3023	Automotive Service Technicians and Mechanics	1,715	\$12.36	\$22.70	\$20.60	\$27.21
53-5021	Captains, Mates, and Pilots of Water Vessels	283	\$18.84	\$46.11	\$38.97	\$57.65
47-2031	Carpenters	1,785	\$10.31	\$25.92	\$22.19	\$29.35
35-1011	Chefs and Head Cooks	330	\$12.66	\$23.42	\$20.22	\$29.18
51-8091	Chemical Plant and System Operators	224	\$45.61	\$49.48	\$48.93	\$51.66
47-2061	Construction Laborers	3,777	\$11.91	\$19.44	\$17.32	\$20.84
53-7021	Crane and Tower Operators	254	\$20.31	\$32.61	\$34.07	\$39.59
15-2051	Data Scientists	177	\$18.70	\$29.20	\$37.95	\$58.40
17-3023	Electrical and Electronic Engineering Technologists and Technicians	114	\$27.30	\$38.76	\$37.31	\$45.62
49-9051	Electrical Power-Line Installers and Repairers	212	\$21.66	\$27.48	\$31.60	\$39.64
47-2111	Electricians	2,797	\$17.17	\$27.08	\$27.19	\$31.90
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	863	\$16.08	\$25.56	\$22.94	\$29.63
53-3032	Heavy and Tractor-Trailer Truck Drivers	3,748	\$15.17	\$25.75	\$23.16	\$28.91
49-9041	Industrial Machinery Mechanics	977	\$19.33	\$31.75	\$29.30	\$39.60
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	802	\$12.81	\$26.36	\$22.77	\$34.22
51-4041	Mechanists	403	\$17.55	\$32.44	\$32.06	\$36.03
49-9044	Millwrights	47	\$18.71	\$29.48	\$26.60	\$35.19
47-2073	Operating Engineers and Other Construction Equipment Operators	1,641	\$17.36	\$24.49	\$22.02	\$27.23
51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	936	\$27.89	\$39.34	\$44.23	\$45.08
47-2152	Plumbers, Pipefitters, and Steamfitters	1,223	\$16.58	\$28.37	\$27.51	\$33.41
47-5012	Rotary Drill Operators, Oil and Gas	167	\$21.64	\$31.37	\$29.98	\$38.41
53-5011	Sailors and Marine Oilers	284	\$16.27	\$23.21	\$20.58	\$27.35
51-4121	Welders, Cutters, Solderers, and Brazers	1,496	\$16.80	\$28.31	\$26.03	\$32.20
49-9081	Wind Turbine Service Technicians	189	\$22.87	\$31.34	\$28.29	\$32.20
99-9999	Emerging Technologies	0	\$0.00	\$0.00	\$0.00	\$0.00

POLICY- draft

CATEGORY:	Program Operations	No: 4.0.111.056
TITLE:	Customer File Documentation	
SUPERSEDES:	4.0.111.045 dated <u>June 16, 2017</u>	
EFFECTIVE:	<u>June 16, 2017</u> September 26, 2014	
BOARD APPROVAL:	<u>June 15, 2017</u> September 25, 2014	
LAST REVIEW: -	<u>May 7, 2017</u> September 12, 2014	

I. PURPOSE:

To establish criteria for customer file documentation and to ensure that complete and accurate documentation for all Workforce Programs is verified and maintained in the appropriate data management system and the customer's electronic file.

II. DEFINITIONS: N/A

III. POLICY STATEMENT:

Complete and accurate documentation for all Workforce Programs shall be verified and maintained in the appropriate data management system and customer electronic files.

IV. PROCEDURES:

All eligibility documentation will be requested for a specific program when a customer is determined to require additional assistance through specialized services.

Required data entry will be completed in the appropriate data management system and the customer's electronic file within 3 business days of action/service provided.

Eligibility determination documentation will be reviewed and assessed for accuracy, entered in appropriate data fields, documented thoroughly in counselor notes, and placed in the customer's electronic file.

Eligible Workforce Innovation and Opportunity Act (WIOA) customers will have the types of documentation verifying eligibility entered in the WIOA Program Detail, Documentation tab of the ~~Texas Workforce Information System (TWIST)~~ WorkinTexas Case Management System (WITCMS).

For programs that require re-verification of eligibility monthly, a ~~counselor~~ case note will be entered ~~in TWIST~~ in WorkinTexas Case Management System (WITCMS) and documentation will be placed in the customer's electronic file.

~~IV.V.~~ RELATED POLICY INFORMATION:

~~WD Letter 0315-146, Change 1, issued July 12, 2016~~ ~~May 1, 2014~~ and entitled "Workforce Investment Act/Innovation and Opportunity: WIA Income Eligibility Guidelines: Update Income and Guidelines Desk Reference

Texas Workforce Commission- Workforce Innovation and Opportunity Act: Guidelines for Adults, Dislocated Workers and Youth, issued ~~September 26, 2016~~ October 1, 2021

Texas Workforce Commission Workforce Innovation and Opportunity Act- Eligibility Documentation Log, issued ~~September 6, 2016~~ November 19, 2020.

~~V.VI.~~ RESPONSIBILITIES:

The Contract Manager shall ensure that all relevant Board ~~staff~~ team and contracted service providers are aware of and comply with this policy.

The Board Monitor shall provide oversight and evaluation of information entered in the appropriate data management system and placed in the customer's electronic file.

Contracted service providers shall ensure that appropriate procedures are ~~implemented~~ implemented, and relevant staff receive training regarding the requirements of this policy.

~~VI.VII.~~ FORMS AND INSTRUCTIONS: N/A

~~VII.VIII.~~ DISTRIBUTION:

- Board of Directors Board Staff Contracted Service Provider Staff

~~VIII.IX.~~ SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date

POLICY-DRAFT

CATEGORY: _____ **Workforce Programs- Choices** **No: 4.2.100.04~~23~~**
SUBJECT: _____ **Service Strategies**
SUPERSEDES: _____ **Policy # 4.2.100.00~~12~~ dated May 21, 2019**
EFFECTIVE: _____ **May 24, 2019September 26~~5~~, 2024**
BOARD APPROVAL: _____ **May 23,**
2019September 25, 2024
DATE OF LAST REVIEW: **May 21,**
2019September 12~~9~~, 2024

I. PURPOSE:

To establish criteria and provide guidance on the implementation of strategies in providing Choices Eligible services in the Coastal Bend area.

II. DEFINITIONS:

Applicant – an adult or a teen head of household in a family who applies for TANF cash assistance, who previously did not leave TANF in a sanctioned status.

~~Career Ready Workforce Certification (CRWC) – a four day training acquiring 14 “soft skill” competencies and Continuing Education Units (CEUs).~~

Choices Eligible – an individual eligible to receive Choices services including an adult or teen head of household who is an applicant, conditional applicant, recipient, non-recipient parent, former recipient, or sanctioned family.

Concentrated Services – job placement services concentrated on Choices Eligible participants approaching their state or federal time limit such as targeted outreach and targeted job development.

Conditional Applicant – an adult or teen head of household in a sanctioned status, but who is reapplying for TANF cash assistance that must demonstrate cooperation with Choices program requirements for four consecutive weeks.

Extended TANF recipients – a recipient who receives TANF cash assistance past the 60-month federal time limit because of a hardship exemption.

Former TANF Recipient – an adult or teen head of household who no longer receives TANF cash assistance because of employment.

Risk of returning to TANF cash assistance – he or she is a SNAP recipient or receives Commission-funded child care.

TANF – Temporary Assistance for Needy Families

Time limits – the number of months certain individuals can receive TANF benefits. State time limit of 12, 24, or 36 months is based on an individual's education and work history and Federal is a 60-month lifetime limit.

III. POLICY STATEMENT:

Workforce Solutions ~~of the~~ Coastal Bend shall coordinate all career center services to implement a system that promotes self-sufficiency among Choices Eligible participants.

Strategies to provide Choices Eligible services shall demonstrate:

- Concentrated efforts to immediately engage applicants in workforce career center services and informs customers of all available support services, including TANF applicant child care;
- Applicants and conditional applicants make an informed decision of their options to withdraw from TANF, continue with TANF certification, or apply for One Time TANF based on information provided;
- Outreach methods, appointment letters, and facilitation techniques specific to each Choices Eligible in an effort to motivate and engage more customers that want to participate rather than have to participate;
- A standardized Work First design which engages Choices Eligible participants *immediately* with activities that promote employment outcomes such as sharing labor market information, registering in WorkInTexas.com, providing job leads, having employers on site who hire, and a written appointment to start structured job readiness activities;
- Job readiness activities should prepare Choices-eligible participants for job searching and successful employment retention. These activities should include completing job applications, developing essential (soft) skills, resume writing, and interview preparation. Scheduling should be based on participant assessments. Those with limited job search and employment experience should have job readiness activities scheduled alongside job search activities. Assessments are built on strengths instead of barriers and is an ongoing process, not a one-time event;
- Family Employment Plans (FEP) are developed to anchor a commitment from the participant and used as a planning document for *continuous* engagement of work activities with scheduled services that promote the plan and keep the participant productive;
- Promotion of fewer workshops offered more frequently, focused on the participant not the program, and with topics such as WorkInTexas.com, Job Search, Applying for Jobs Online and Interviewing;
- Job clubs provide network opportunities along with job search topics. Choices staff will provide Choices Eligible participants with job referrals in WorkInTexas.com;
- All Career Center staff, to include the Business Service Unit (BSU), support the Choices staff to provide Choices Eligible participants with job referrals, employment opportunities, job development, job fairs and hiring events with targeted occupations specific to the Choices population;
- Incentives are provided to Choices Eligible participants in an effort to improve employment, training, and education outcomes;
- Post-employment services will be monitored the length of time the Choices Eligible participants receive TANF cash assistance to ensure hours of employment required are

reported at least monthly.

- Post-employment services are provided to applicants, conditional applicants, and former recipients who have obtained employment but require additional assistance in retaining employment based on family circumstances and the risk of returning to TANF cash assistance.
- Financial Literacy Training is provided to enhance financial skills.
- Choices Eligible participants with disabilities include reasonable accommodations to allow access and participate in services, where applicable by law.
- Concentrated job placement services will be targeted to Choices Eligible participants approaching their state or federal time limit irrespective of any extension of time due to a hardship exemption for recipients who 1) have six months or less remaining of their state TANF time limit, 2) have twelve months or less remaining of their 60-month federal TANF time limit and 3) are extended TANF recipients.

Contracted service providers may determine an organizational structure for providing services to Choices Eligible participants. Choices services shall be provided by staff that are continuously trained in order to demonstrate competency in required and specialized job functions such as facilitation, outreach, and case management.

IV. PROCEDURES:

The contracted service provider shall develop operating procedures that comply with this policy.

V. RELATED POLICY INFORMATION:

Deficit Reduction Act of 2005 (Public Law 109-71) 45 C.F.R. Parts 261
TWC Choices Rules, 40 TAC, Chapter 811 TWC Choices Guide, ~~June 2013~~ March 2024 TWC WD Letter 08-13, dated 01/06/2013 and entitled Implementation of Amended Chapter 811, Choices Rules
Texas Labor Code, Rule 302.0027, Financial Literacy Training

VI. RESPONSIBILITIES:

The Board Contract Manager must ensure that appropriate staff is apprised of and complies with the requirements in this policy.

The contracted service provider shall ensure that appropriate procedures are implemented, and that relevant staff receive training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS: N/A

VIII. DISTRIBUTION:

Board of Directors Board Staff Service Provider Staff

IX. SIGNATURES:

Reviewed by EOO Officer

Date

Executive Director

Date

WORKFORCESOLUTIONS

of the Coastal Bend

POLICY DRAFT

CATEGORY:	Workforce Programs-Unemployment Insurance _	No: 4.5.100.109
TITLE:	Work Search Requirement	
SUPERSEDES:	4.5.100.089	
EFFECTIVE DATE:	September 26, 2023	
DATE APPROVED:	September 25, 2023 September 7, 2023	
DATE REVIEWED:	<u>September 12, 2024</u>	

I. PURPOSE

To receive Unemployment Insurance (UI) benefits, claimants must have worked for employers who pay UI taxes, must be unemployed through no fault of their own, and must be physically able to work, available for work and actively seeking work. The work test is administered in two ways. Unless exempted by Texas Workforce Commission (TWC) policy, UI claimants must be registered for work, generally through the local career centers or WorkInTexas.com. Claimants must also make a personal work search log and keep a record of work search contacts they have made and work search activities which improve their chance for finding employment.

Workforce Boards are required to review their work search requirement annually. Texas maintains high expectations regarding the percentage of claimants entering employment. The Board, through its service providers, has devoted considerable effort and resources to improving performance on claimant employment rates. Increasing the level of work search participation by UI claimants is expected to more fully engage both claimants and employers in the continuous improvements necessary to maintain and exceed State performance standards.

The intended benefit for claimants will be a higher percent return to work sooner. Claimants will restore their earning power and enjoy the dignity associated with work. The intended benefit for employers will be potential savings on UI taxes, and having a more readily-available, skilled workforce.

II. DEFINITIONS

Work Search Contact/Work Search Activities- A contact by a UI claimant with an employer to ask for work, complete an application, or submit a resume. Examples of work search activities include registering for work, attending career center orientations, job readiness workshops, job search seminars, job club meetings, job fairs, resume preparation workshops, etc.

MSA- Metropolitan Statistical Area- This classification is intended to provide nationally consistent definitions for collecting, tabulating, and publishing Federal statistics for a set of geographic areas. The Corpus Christi MSA consists of Aransas, Nueces, and San Patricio counties.

III. POLICY STATEMENT

TWC requires, at a minimum, combination of three (3) work search contacts or work search activities during each claim week. No Board action is required for this level of UI work search requirement.

The Board of Directors has adopted the following UI policy. The effective date will be as soon as the programming changes can be implemented by TWC.

County	Contacts/Activities Per Week	Explanation
Brooks, Duval, Kenedy, Live Oak, and Refugio.	4	↓ Encourage UI recipients to re-engage in job-search, visit career centers to receive in-person and/or virtual services.
Aransas, Bee, Kleberg, Jim Wells, Nueces and San Patricio.	5	MSA Counties and those where a Workforce Career Center exists.

IV. PROCEDURES

Board staff will continue to review the UI work search requirement on at least an annual basis to see if adjustments in the work search requirement are necessary. Changes, if needed, will be recommended to the Board for approval. Board staff will notify TWC of changes in the local UI work search requirement.

TWC will program its automated claim filing system to give claimants the current UI work search requirement for the Board area. When claimants contact TWC by telephone or internet to file their UI claims, TWC will officially notify each claimant of their specific work search requirement. Field staff will notify TWC of availability issues detected during the work test. All eligibility issues on UI claims will be investigated by TWC. Final determinations on eligibility for UI benefits will be made by TWC.

V. RELATED POLICY INFORMATION

TWC Rule 40 TAC 815.28

[TWC Workforce Development Letter 01-12](#)

VI. RESPONSIBILITIES

The Career Center Service Provider Management shall ensure that all relevant staff and the Workforce Solutions Career Center service providers are informed of and comply with this policy. The Workforce Solutions Career Center service providers shall ensure that appropriate procedures are implemented and that relevant staff receives training regarding the requirements of this policy.

VII. FORMS AND INSTRUCTIONS

N/A

VIII. DISTRIBUTION

Board of Directors

Board Staff

Service Provider Staff

POLICY TITLE: Work Search Requirements
POLICY NUMBER: 4.5.100.09~~10~~

DATE: September 26~~2~~, 202~~4~~~~3~~
REVISED: September 12~~7~~, 20~~4~~~~23~~.

IX. SIGNATURES

Reviewed by EO Officer

09/22/2023

Date

President/CEO

09/22/2023

Date

INFORMATION ONLY

XVI – 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

XVI – 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

XVI – 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

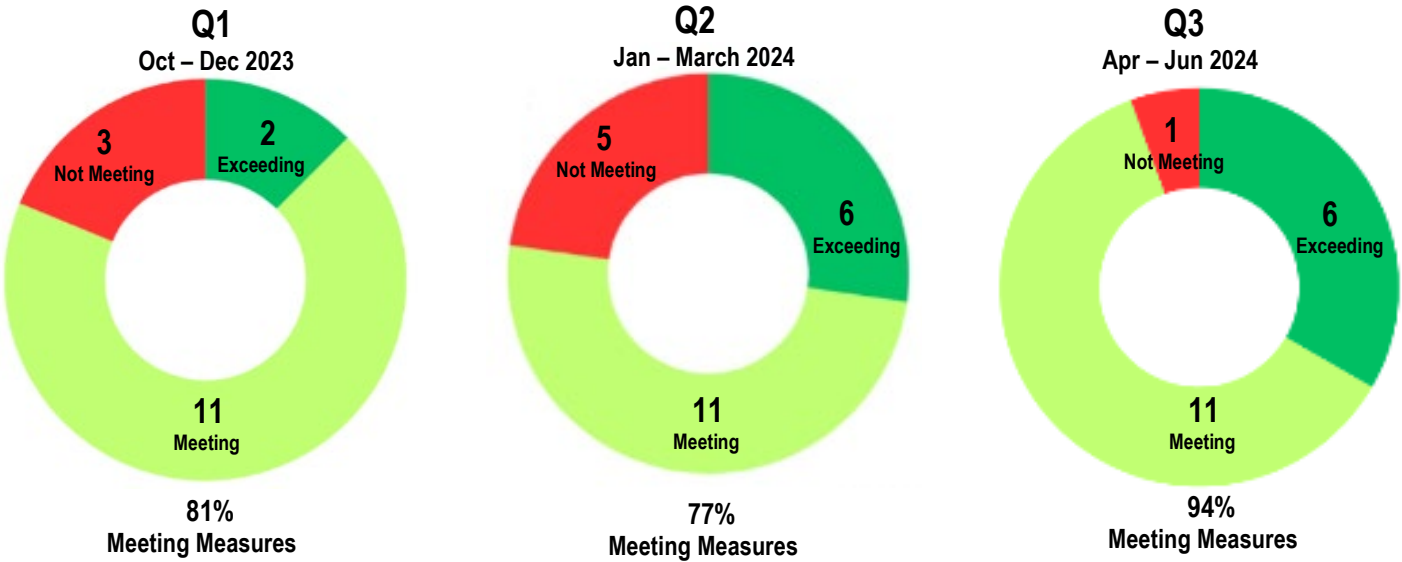
INFORMATION ONLY

XVI – 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

XVI – 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

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.