



Executive/Finance Committee Meeting

November 20, 2024
3:00 pm

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86794333219?pwd=NDQrZjBjK0ZtNjhnMVNySGRLUktPUT09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 867 9433 3219

Passcode: 425249

www.workforcesolutionscb.org

Strategic Goals

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

Mission Statement

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

Value Statement

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

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

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

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

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

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

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

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

Disclosure and Declaration of a Conflict of Interest

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

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

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

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

Code of Ethics

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

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



Executive/Finance Committee Meeting

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

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Meeting ID: 867 9433 3219
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Wednesday, November 20, 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. **Discussion and Possible Action on Minutes of the September 18, 2024 Executive/Finance Committee Meeting**.....5-9

VII. **Discussion and Possible Action on Minutes of the September 25, 2024 Special-Called Executive/Finance Committee Meeting**.....10-11

VIII. **Chair’s Report:** *Raynaldo De Los Santos, Jr.*

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

(cont. page 2)

A proud partner of the American Job Center 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. **President/CEO's Report: Ken Trevino**
 - Business Development, Public Relations and Organizational Update

- X. **CFO's Report: Shileen Lee**
 - Financials as of 09/30/2024.....12-15

- XI. **Discussion and Possible Action to Approve FY 2024 Budget Amendment #1: Shileen Lee.....16-18**

- XII. **Information Only:**
 - 1. Facilities/IT Updates: *Shileen Lee*.....19
 - 2. Update on Procurements and Contracts: *Esther Velazquez*.....20-28
 - 3. Performance Measure Update: *Alba Silvas*.....29-30
 - 4. Draft Agenda for the December 11, 2024 Annual Board of Directors Meeting: *Ken Trevino*.....31-34

- XIII. **Discussion and Possible Action Regarding Anonymous Communication filed on or about October 29, 2024.**
(Discussion of this item may be conducted in Closed Session pursuant to Section 551.071 to consult with legal counsel and Texas Disciplinary Rules of Professional Conduct under Rule 1.05 regarding anonymous communication filed on or about October 29, 2024.).....35

- XIV. **Discussion and Possible Action Regarding Complaint filed by Belinda Silva on or about November 10, 2024 against Vice-Chair, Sandra Bowen.**
(Discussion of this item may be conducted in Closed Session pursuant to Section 551.071 to consult with legal counsel and Texas Disciplinary Rules of Professional Conduct under Rule 1.05 regarding complaint filed by Belinda Silva on or about November 10, 2024 against Vice-Chair, Sandra Bowen.).....36

- XV. **Adjournment**

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

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

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

(cont. page 3)

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

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

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

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

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Executive/Finance Committee Meeting
Roll Call Roster
November 20, 2024
(6 = Quorum)

_____ Raynaldo De Los Santos, Jr., Chair

_____ Sandra Bowen, Vice Chair

_____ Jesse Gatewood, Secretary

_____ John Owen, Treasurer

_____ Victor M. Gonzalez, Jr., Parliamentarian

_____ Gloria Perez, Past Chair

_____ Marcia Keener, Chair of Child Care Services Committee

_____ Liza Wisner, Chair of Ad Hoc Youth Committee

_____ Manny Salazar, Chair of Workforce Services Committee

_____ C. Michelle Unda, Chair of Public Relations Committee

Signed

Printed Name

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

Join Zoom Meeting
<https://us02web.zoom.us/j/89494353837?pwd=NzJFMm1yeiQva0hLdEdDdHRZUkIFdz09>

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

Meeting ID: 894 9435 3837
Passcode: 703534

September 18, 2024 – 3:00 pm

Committee Members

Present

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

Absent

Others Present

Ken Trevino, Workforce Solutions
Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Zachary James, Workforce Solutions
Ricardo Munoz, Workforce Solutions
Allyson Riojas, Workforce Solutions
Morgan Lovely, Workforce Solutions
Denise Woodson, Workforce Solutions
Catherine Cole, Workforce Solutions
Valerie Ann De La Cruz, Workforce Solutions
Luis Rodriguez, Workforce Solutions
Janet Pitman, ABIP, PC
Chakib Chehadi, C2GPS, LLC
Geri Escobar, C2GPS, LLC
Robert Reyna, C2GPS, LLC
Kristi Vidaure, C2GPS, LLC
Robert Gonzales, C2GPS, LLC
April Mejia, C2GPS, LLC

Other Board Members Present

I. Call to Order

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

II. TOMA Rules

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

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

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

Ms. Bowen mentioned she had the opportunity to attend several Committee Meetings. Ms. Bowen recognized the Committee's and Chairman for how interactive and how they have grown since the first day she has been with Workforce Solutions.

VI. Discussion and Possible Action on Minutes of the May 7, 2024 Special-Called Executive/Finance Committee Meeting

Mr. Gonzalez, Jr. moved to approve the minutes of the May 7, 2024 Special-Called Executive/Finance Committee meeting. The motion was seconded by Mr. Owen and passed.

VII. Discussion and Possible Action on Minutes of the May 15, 2024 Executive/Finance Committee Meeting

Mr. Owen moved to approve the minutes of the May 15, 2024 Executive/Finance Committee meeting. The motion was seconded by Ms. Perez and passed.

VIII. Discussion and Possible Action on Minutes of the June 14, 2024 Employment Agreement Sub Committee Meeting

Mr. Gatewood moved to approve the minutes of the June 14, 2024 Employment Agreement Sub Committee meeting. The motion was seconded by Ms. Keener and passed.

IX. Discussion and Possible Action on Minutes of the July 11, 2024 Special-Called Executive/Finance Committee Meeting

Mr. Owen moved to approve the minutes of the July 11, 2024 Special-Called Executive/Finance Committee meeting. The motion was seconded by Ms. Perez and passed.

X. Chair's Report

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

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

Activities Participated In:

- Committee Meetings – September 2024
- Briefings from CEO Weekly
- Commissioner Joe Esparza Visit to Coastal Bend for Gulf Coast Growth Ventures
- Moved through the process of a new contract in place for President/CEO
- YOU! CHOOSE Career Expo – September 18, 2024

XI. President/CEO's Report

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

Mr. Trevino expressed his appreciation of the credit for the YOU! CHOOSE Career Expo event but with gratitude he proudly extended the recognition to the Workforce Solutions team! Mr. Trevino stated that the logistics that go into an event like this is quite a bit, it is a lift and much appreciated for everyone that did their part whether you are in Child Care, Accounting, or Frontline Staff just walking in here today. Mr. Trevino mentioned he heard from one of the frontline employees saying, "Hey, I've got an idea for next year!" Mr. Trevino stated he was already briefing, and you know we are committed as a from a leadership perspective. We know that this event could

continue to get better. Mr. Trevino noted feedback received from the employers, new board members Mr. Lance Brown, with Cheniere and Mr. Jason Bevan with Tesla. Mr. Bevan's comment was particular when stated the following:

"You know you told me you invited me to a Career Expo this year and I thought. Okay, well, I will go to your Career Expo. I have never seen anything like this!"

Mr. Trevino stated Mr. Bevan has been to many Career Expo's in Houston.

Mr. Trevino noted just as the Commissioner mentioned credit due to the team for a successful YOU! CHOOSE Career Expo event. It is not because the team has an assignment, it is because they have an assignment in their heart and what was seen at the event was no different.

Mr. Trevino stated our mission with the Board members is they are our ambassadors to what we do as an organization, and we are shining and riding a wave. Mr. Trevino announced that is a momentum and we want to keep the momentum up.

Mr. Trevino once again expressed gratitude for the team for their incredible job of supporting our community.

XII. CFO Report

Financials as of 07/31/20/2024

Ms. Lee presented the July Financial Report (included on pages 15-18 of the September 18 agenda packet).

XIII. Committee Reports

Child Care Services

Ms. Keener provided a report on the September 10, 2024 Child Care Services Committee meeting (included on pages 19-20 of the September 18 agenda packet).

Ms. Keener thanked Dr. Hoggard for presenting at the Child Care Services Committee Meeting on her behalf.

Youth Services

Ms. Wisner provided a report on the September 11, 2024 Youth Services Committee meeting (included on pages 21-22 of the September 18 agenda packet).

Workforce Services

Mr. Salazar provided a report on the September 12, 2024 Workforce Services Committee meeting (included on pages 23-24 of the September 18 agenda packet).

Mr. Salazar recognized Ms. Riojas for doing an excellent job.

Public Relations

Ms. Unda provided a report on the September 12, 2024 Public Relations Committee meeting (included on pages 25-26 of the September 18 agenda packet).

Ms. Unda commended Mr. Trevino, Ms. Mercado and the whole Workforce Solutions team for all their great work.

XIV. Discussion and Possible Action to Approve FY 2024 Budget Amendment #4

Ms. Lee provided information on the FY 2024 Budget Amendment #4 (included on pages 27-29 of the September 18 agenda packet).

Ms. Keener moved to approve the FY 2024 Budget Amendment #4. The motion was seconded by Ms. Bowen and passed.

XV. Discussion and Possible Action to Approve FY 2025 Budget

Ms. Lee provided information on the FY 2025 Budget (included on pages 30-32 of the September 18 agenda packet).

Mr. Owen moved to approve the FY 2025 Budget. The motion was seconded by Ms. Keener and passed.

XVI. Discussion and Possible Action to Approve the External Audit for FY 2023-24

Ms. Lee provided information on the External Audit for FY 2023-24 (included on pages 33-71 of the September 18 agenda packet).

A short break was taken from 4:15 pm to 4:22 pm.

No action taken. Item presented as information only.

XVII. Discussion and Possible Action:

1. To Approve Contracts Over \$50K

Ms. Velazquez provided information to Approve Contracts Over \$50k (included on page 72 of the September 18 agenda packet).

Mr. Gonzalez, Jr. moved to approve the Purchases Over \$50k. The motion was seconded by Ms. Perez and passed.

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

Ms. Velazquez provided information on the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25 (included on page 73 of the September 18 agenda packet).

Mr. Gatewood moved to approve the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25. The motion was seconded by Mr. Gonzalez, Jr, and passed.

XVIII. Information Only:

1. *Monitoring Report*

Mr. Munoz provided the following Monitoring Report and significant observations completed during the months of February 2024 – August 2024 (included on pages 74-75 of the September 18 agenda packet). 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.

2. *Facilities/IT Updates*

Ms. Lee provided an update on Facilities and IT (included on page 76 of the September 18 agenda packet).

3. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 77-85 of the September 18 agenda packet).

4. Performance Measure Update

Ms. Silvas presented the Performance Measure Update for June 2024 (included on pages 86-92 of the September 18 agenda packet).

5. 2024-2025 Holiday Schedule

Mr. Trevino presented the 2024-2025 Holiday Schedule (included on pages 93-94 of the September 18 agenda packet).

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

Mr. Trevino provided a draft agenda for the September 25, 2024 Board of Directors meeting (included on pages 95-98 of the September 18 agenda packet).

Mr. Trevino noted item XIII. On the draft Agenda will be amended to reflect the proper FY and also remove reviewed and approved for recommendation by Executive/Finance Committee.

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

XIX. Adjournment

The meeting adjourned at 4:39 pm.

MINUTES

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87612979996?pwd=RQGhZ8Ycbc19taXd9cE3GbYTjpNFtb.1>

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

**Meeting ID: 876 1297 9996
Passcode: 989791**

September 25, 2024 – 2:00 pm

Committee Members

Present

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

Absent

Others Present

Alba Silvas, Workforce Solutions
Shileen Lee, Workforce Solutions
Janet Neely, Workforce Solutions
Allyson Riojas, Workforce Solutions
Ruben Aceves, Workforce Solutions
Zachary James, Workforce Solutions
Ernest Everett, Workforce Solutions
Adriana Ayala-Pascasio, Workforce Solutions
Hans Nguyen, Workforce Solutions
Esther Velazquez, Workforce Solutions
Vicki Stonum, Workforce Solutions
Michael Del Toro, ABIP, PC

Other Board Members Present

I. Call to Order

Mr. De Los Santos, Jr. called the meeting to order at 2:00 pm.

Mr. De Los Santos informed the Executive Committee and anyone present that our CEO was not in attendance due to an important family matter with Ms. Lisa Trevino and her father. Mr. De Los Santos mentioned that Ms. Silvas shared with him that out of 14 years Mr. Trevino has been with the organization he has never missed a beat. Mr. De Los Santos acknowledged Mr. Trevino for being unique and admirable. Mr. De Los Santos stated Mr. Trevino was certainly where he needed to be supporting his family during that time. Mr. De Los Santos asked everyone in attendance to take a moment to wish Mr. & Mrs. Trevino's Family comfort during this time of transition.

II. TOMA Rules

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

III. Roll Call

The roll was called and a quorum was present.

IV. Announcement on Disclosure of Conflicts of Interest

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

V. Public Comments

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

VI. Discussion and Possible Action to Approve the External Audit for FY 2023-22

Ms. Silvas stated the Executive/Finance Committee made the right decision by not taking action last week. Ms. Silvas confirmed with our attorney legal counsel that was right decision to action to take. Ms. Silvas noted the TOMA Rules do supersede our own Workforce bylaws and also the Roberts Rules of Order. Ms. Silvas wanted to acknowledge this for the record. Ms. Silvas thanked the Executive Committee for not taking action.

Mr. De Toro presented the External Audit for FY 2023-22 (included on pages 4-42 of the September 25 agenda packet).

Mr. Owen moved to approve the External Audit for FY 2023-22. The motion was seconded by Ms. Keener and passed.

VII. Adjournment

The meeting adjourned at 2:24 pm.

CFO's REPORT – EXECUTIVE/FINANCE

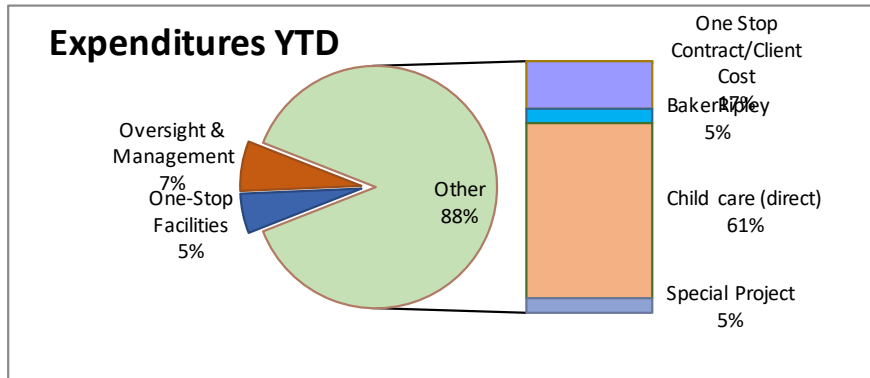
X. Financials as of 09/30/2024

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
September 30, 2024

	FY2023 Amended Budget	YTD	%
			Expended
REVENUES			
Grant revenue - federal	46,373,328	45,122,903	97%
Grant revenue - Non federal	30,000	18,944	
	46,403,328	45,141,847	97%
EXPENSES			
Oversight & Management			
Salaries and benefits	2,452,772	2,305,500	94%
Facilities and related expense	298,100	256,621	86%
Furniture, equipment, & software	118,881	92,182	78%
General administrative expense	196,500	150,795	77%
Communication expense	53,000	52,543	99%
Professional fees and services	108,000	92,462	86%
Staff development expense	45,000	37,881	84%
Travel expense	75,000	67,945	91%
Total Oversight & Management Expense	3,347,253	3,055,927	91%
One Stop Operations			
Facilities and related expense	1,997,873	1,759,069	88%
Furniture, equipment, & software	540,000	394,166	73%
General administrative expense	161,500	132,188	82%
Communication expense	170,000	148,667	87%
Professional fees and services	-	2,500	#DIV/0!
Total One Stop Operations	2,869,373	2,436,591	85%
Contracted services	40,371,602	40,605,347	101%
Total expense	46,588,228	46,097,864	99%



WORKFORCE SOLUTIONS COASTAL BEND BALANCE SHEET

For the Month Ending
September 30, 2024

ASSETS

Current Assets	
Cash & Cash Equivalents	\$ 255,257
Money Market Account	\$ 712,934
Due from TWC	2,578,673
Accounts Receivable	(9,719)
Prepaid Expense	139,719
Other Assets	65,097
Total Current Assets	\$ 3,742,260
Fixed Assets	
Building Improvements	\$ 1,864,883
Furniture and Equipment	600,766
Less Accumulated Depreciation	(1,967,151)
Net Fixed Assets	\$ 498,498
Total Assets	\$ 4,240,758

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 3,143,854
Accrued Expense	495,336
Accrued Vacation	91,324
Total Current Liabilities	\$ 3,730,515

NET ASSETS

Unrestricted-Non-Federal Fund	\$ 466,497
Temporarily Restricted- Ticket to Work/Other	(454,752)
Investment in Fixed Assets	498,498
Total Net Assets	\$ 510,243
Total Liabilities and Net Assets	\$ 4,240,758

Contract No.	Contract Program	Begin Date	End Date	Current Budget	Cum. Expenditures	Budget Balance	TWC	
							% Expended	% Target
Expires 10/31/2024								
2224TAF001	TANF Choices	10/1/23	10/31/24	\$2,904,299.00	\$2,432,142.62	\$472,156.38	84%	92%
2224CCQ001	Child Care- CCQ	5/31/23	10/31/24	\$1,736,116.85	\$1,186,870.99	\$549,245.86	68%	NA
2223TIP001	WIOS - Texas Partnership Initiative	12/28/22	10/31/24	\$150,000.00	\$7,964.00	\$142,036.00	5%	NA
Non TWC	Kingsville - TIP	12/28/22	10/31/24	\$150,000.00	\$7,964.00	\$142,036.00	5%	NA
Expires 12/31/2024								
2224CCF001	Child Care	5/31/23	12/31/24	\$26,137,226.00	\$26,137,226.00	\$0.00	100%	100%
2224CCM001	Child Care - Local Match	10/1/23	12/31/24	\$1,897,372.00	\$1,897,372.00	\$0.00	100%	NA
2224CCP001	Child Care - DFPS	9/1/23	12/31/24	\$923,000.00	\$900,365.04	\$22,634.96	98%	NA
2224WPA001	Wagner-Peyser Employment Services	10/1/23	12/31/24	\$2,032.00	\$656.19	\$1,375.81	32%	NA
2224WOS001	Military Family	1/1/24	12/31/24	\$55,240.00	\$40,924.43	\$14,315.57	74%	77%
Expires 1/31/2025								
2224EXT001	Externships for Teachers	2/1/24	1/31/25	\$183,170.00	\$163,922.95	\$19,247.05	89%	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
2224REA001	Reemployment Services and Eligibility Assessmer	10/1/23	2/28/25	\$634,768.00	\$551,393.45	\$83,374.55	87%	92%
Expires 5/30/2025								
2224TAN003	Texas Internship Initiative	6/1/24	5/30/25	\$100,000.00	\$39,716.06	\$60,283.94	40%	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	97%	86%
2223WOA001	WIOA - PY23 Adult Allocation (Oct)	7/1/23	6/30/25	\$1,738,147.00	\$1,675,689.50	\$62,457.50	97%	86%
2223WOD001	WIOA - PY23 Dislocated Worker Allocation (July)	7/1/23	6/30/25	\$387,100.00	\$387,100.00	\$0.00	100%	86%
2223WOD001	WIOA - PY23 Dislocated Worker Allocation (July)	7/1/23	6/30/25	\$1,184,884.00	\$1,184,884.00	\$0.00	100%	86%
2223WOY001	WIOA - PY23 Youth Allocation	7/1/23	6/30/25	\$2,449,912.00	\$2,216,318.10	\$233,593.90	94%	86%
2224WOR001	WIOA - PY24 Rapid Response	7/1/24	6/30/25	\$25,122.00	\$12,197.89	\$12,924.11	90%	NA
Expires 8/31/2025								
Non TWC	3024VRS058-Student Hireability	9/1/24	8/31/25	\$113,000.00	\$6,180.64	\$106,819.36	5%	NA
Non TWC	Wage Services for Paid WE 3018VRS171	9/1/24	8/31/25	\$68,531.09	\$8,929.92	\$59,601.17	13%	NA
Non TWC	2223COL001 - VR Colocation	9/1/24	8/31/25	\$126,507.72	\$7,240.01	\$119,267.71	6%	NA
Expires 9/30/2025								
2225NCP001	Noncustodial Parent Choices Program	9/1/24	9/30/25	\$292,403.00	\$1,235.00	\$291,168.00	0%	8%
Expires 12/31/2025								
2225CCF001	Child Care - CCF	8/31/24	12/31/25	\$27,271,636.00	\$392,333.57	\$26,879,302.43	1%	7%
2225CCP001	Child Care - DFPS	9/1/24	12/31/25	\$647,719.00	\$79,230.34	\$568,488.66	12%	7%
Expires 6/30/2026								
2224WOA001	WIOA - PY24 Adult Allocation (July)	7/1/24	6/30/26	\$503,052.00	\$303,994.85	\$199,057.15	60%	7%
2224WOD001	WIOA - PY24 Dislocated Worker Allocation (July)	7/1/24	6/30/26	\$340,594.00	\$320,158.11	\$20,435.89	74%	7%
2224WOY001	WIOA - PY24 Youth Allocation	7/1/24	6/30/26	\$2,357,433.00	\$521,929.59	\$1,835,503.41	31%	7%
				\$73,912,561.66	\$41,416,619.09	\$32,495,942.57		

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XI. FY 2024 Budget Amendment #1

BACKGROUND INFORMATION

The Workforce Solutions Board of Directors approved the FY 2024-25 Operating Budget on September 25, 2024. Budget Amendment #1 is attached with a detailed budget narrative.

RECOMMENDATION

The Executive/Finance Committee recommend to the Board of Directors approval of FY 2025 Budget Amendment #1.

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

The proposed budget FY25 Amendment #1 is to adjust for new funds, additional funds and fund finalizations; the amendment includes an overall revenue increase of \$487,842.

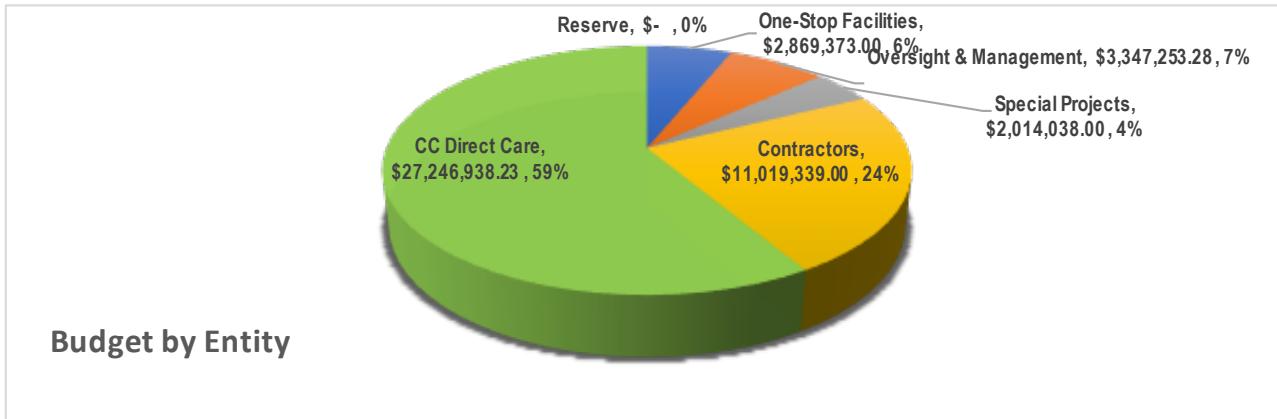
The proposed amendment consists of TWC additional funds and carryover adjustments. These are all directly adjusted in the Contracted Services category for each of the budget areas. Special Projects increase of \$120,211, increase in direct Child Care of \$565,241, and a reduction in One-Stop of (\$197,611).

We are requesting approval on the final BCY2025 budget (Amendment #1).

Contract No.	Program	Budget Area	Preliminary Budget 2024-25	Amendment#1	Total Amended Budget 24-5
2223WOA001	WIOA Adult-Oct (10/1/23-6/30/25)	One-Stop	75,000	(12,543)	62,458
2224WOA001	WOA Adult-Jul (7/1/24-6/30/26)	One-Stop	2,175,039		2,175,039
2224WOD001	WOA 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	(91,406)	233,594
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
2224CCF001	Child Care	Child Care	-	619,522	619,522
2224CCP001	Child Care DFPS	Child Care	-	88,000	88,000
2224CCQ001	Child Care Quality (CCQ)	Special Proj	475,000	(2,844)	472,156
2225CCQ001	Child Care Quality (CCQ)	Special Proj	1,896,014		1,896,014
2225CCP001	Child Care DFPS	Child Care	790,000	(142,281)	647,719
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
2223SNE001	SNAP E&T	One-Stop	447,018		447,018
2224TAF001	Temporary Assistance for Needy Families/Choices	One-Stop	650,000	(177,844)	472,156
2225TAF001	Temporary Assistance for Needy Families/Choices	One-Stop	2,792,256		2,792,256
2224TAN003	Texas Internship Initiative	Special Proj	50,000	10,284	60,284
2224EXT001	Externships for Teachers	Special Proj	26,552	(7,305)	19,247
2224REA001	Reemployment Services and Eligibility Assessment	One-Stop	-	83,375	83,375
2225REA001	Reemployment Services and Eligibility Assessment	One-Stop	625,268		625,268
2224WOS001	Military Family Support	One-Stop	13,810	506	14,316
2223TIP001	WIOS - Texas Partnership Initiative	Special Proj	268,144	15,928	284,072
2224RAG001	Resource Administration Grants	One-Stop	6,923		6,923
2225TRA001	Trade Act	One-Stop	10,000		10,000
2224TVC001	TVC	One-Stop	37,412		37,412
2224WPA001	Wagner-Peyser Employment Services	One-Stop	1,731	301	2,032
2225WCI001	Workforce Commission Initiatives	One-Stop	56,291		56,291
Non-TWC	Walmart PATH	Special Proj	-	73,958	73,958
Non-TWC	SEAL	Special Proj	119,237		119,237
Non-TWC	2023 Convener Grant-TEA	Special Proj	500,000	26,659	526,659
Non-TWC	STUDENT HIRABILITY (09/01/24-08/31/25)	Special Proj	113,000		113,000
Non-TWC	KINGSVILLE/BEEVILLE/STAPLES VR Monthly	Special Proj	126,508		126,508
Non-TWC	Wage Service for Paid WE 3018VRS171	Special Proj	65,000	3,531	68,531
	Grand Total		44,770,616	487,842	45,258,457

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

	A FY2025 Budget	B FY2025 Amendment #1	Difference B - A
Grant revenue	44,770,615.93	45,258,457.45	\$ 487,842
Total revenue	\$ 44,770,616	\$ 45,258,457	\$ 487,842
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	\$ 38,553,990	\$ 39,041,832	\$ 487,842
Total expense	\$ 44,770,616	\$ 45,258,458	\$ 487,842
Changes in net assets	(0)	(0)	(0)



INFORMATION ONLY

XII – 1. Facilities/IT Updates

BACKGROUND INFORMATION

Board Professionals will provide updates on Facilities/IT.

INFORMATION ONLY

XII – 2. 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 Proposals (RFP) for Marketing Assessment & Strategic Plan	Sep 23, 2024	Nov 25, 2024	TBD	NO	Received 3 proposals, currently in evaluation phase.

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	Jan 2025	Feb 2025	TBD	YES	Awaiting construction documents from architect
Request for Proposals (RFP) for Direct Child Care Services	Feb 2025	Oct 2025	TBD	YES	Two step process of Applications & Proposals
Request for Statement of Qualifications (RFQ) for Independent Evaluators	Mar 2025	Apr 2025	TBD	NO	Reading & evaluating Direct Child Care Proposals
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 2024-2025

NAME	CONTRACTORS	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
C2 Global Professional Services, LLC	Management and Operation of Career Center System (Including Youth Services)	\$TBD	Renewal 1 of 3	10/1/24 – 09/30/25
BakerRipley	Direct Child Care Services	\$TBD	Renewal 3 of 3	10/1/24 – 09/30/25

NAME	PROFESSIONAL & CONSULTING SERVICES	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
Wood, Boykin & Wolter, P.C.	Legal Services	\$35,000	Year 1 (3 renewals)	10/1/24 – 9/30/25
CLK Architects & Associates	Architecture, Design & Certified Space Planning Services	\$15,000	Renewal 3 of 3	10/1/24 – 9/30/25
Vertical Computers	IT Professional Services	\$80,000	Renewal 3 of 3	10/1/24 – 9/30/25
The Clower Company	Commercial Real Estate Broker Services	N/A	Renewal 2 of 3	10/1/24 – 9/30/25
Frost Bank	Banking Services	Fee Based	Renewal 1 of 3	10/1/24 – 9/30/25

SUBRECIPIENT / CONTRACTOR LOG 2024-2025

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		10/1/24 – 9/30/25
Coastal Bend College	Lease Agreement for Office Space Beeville (≈3,850 sq ft)	\$49,014	Year 3 of 4	10/1/24 – 9/30/25
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

SUBRECIPIENT / CONTRACTOR LOG 2024-2025

NAME	OTHER CONTRACTS / AGREEMENTS	CONTRACT AMOUNT	CONTRACT STATUS	CONTRACT PERIOD
Rural Economic Assistance League, Inc. (REAL)	Transportation Assistance Services to Aransas, Bee, Brooks, Duval, Jim Wells, Live Oak, Refugio, & San Patricio Counties	NTE \$5,000	Renewal 1 of 3	10/1/24 – 9/30/25
Economic Modeling, LLC (Lightcast)	Developer Agreement for Economy and LMI Tool	\$16,000	Renewal	10/1/24 – 9/30/25
Economic Modeling, LLC (Lightcast)	Career Coach Agreement	\$7,500	Renewal	10/1/24 – 9/30/25
Sec Ops, Inc.	Security Guard Service Agreement	Per Contracted Hourly Rates	Year 2	11/1/24 – 9/30/25
McLemore Building Maintenance	Janitorial Service Agreement	\$149,275	Year 2	11/1/24 – 10/31/25
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	Texas Internship Initiative	\$90,660	Year 1	6/1/24 – 9/30/25

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.		
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.		
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.	\$26,137,226	5/31/23 – 12/31/24

TWC GRANTS & CONTRACTS LOG 2023–2024

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		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. Amendment #3 – To allow additional funding of \$1,800,921 to meet program targets.		
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. Amendment #1 – Revised statement of work project requirements.	\$0	9/1/23 – 12/31/24
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
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
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

TWC GRANTS & CONTRACTS LOG 2023–2024

NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
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.	\$28,453,035	8/31/24 – 12/31/25
		Amendment #1 – Correction of typographical error on cover page changing end date to December 31, 2025 Amendment #2 – To add additional funding amount of \$1,181,399 for the Prospective Payment provided to Boards for the start of TX3C.		
Child Care and Development Fund Child Care Local Match	2225CCM001	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.	\$1,865,656	10/1/24 – 12/31/25
Texas Department of Family and Protective Services (DFPS) Child Care	2225CCP001	To purchase child care services for children who are deemed eligible and authorized for services by DFPS.	\$0	9/1/24 – 12/31/25
CCDF Quality Improvement Activity	2225CCQ001	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.	\$1,259,728	10/1/24 – 10/31/25
CCDF Quality Improvement Activity	2225CQF001	Child Care and Development Fund Quality Four Percent Activities	\$1,077,773	10/1/24 – 10/31/25
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
Noncustodial Parent Choices Program	2225NCP001	Employment program that targets low-income, unemployed, or underemployed NCPs who are behind on their child support payments. Goals of the program are to help NCPs who have substantial barriers to employment and career advancement, become economically self-sufficient while also making consistent child care payments.	\$292,403	9/1/24 – 9/30/25
Resource Administration Grant	2225RAG001	To acquire and support shared facilities and in those facilities, to acquire goods and services that support access to and use of common equipment,	\$3,462	10/1/24 – 9/30/25

TWC GRANTS & CONTRACTS LOG 2023–2024

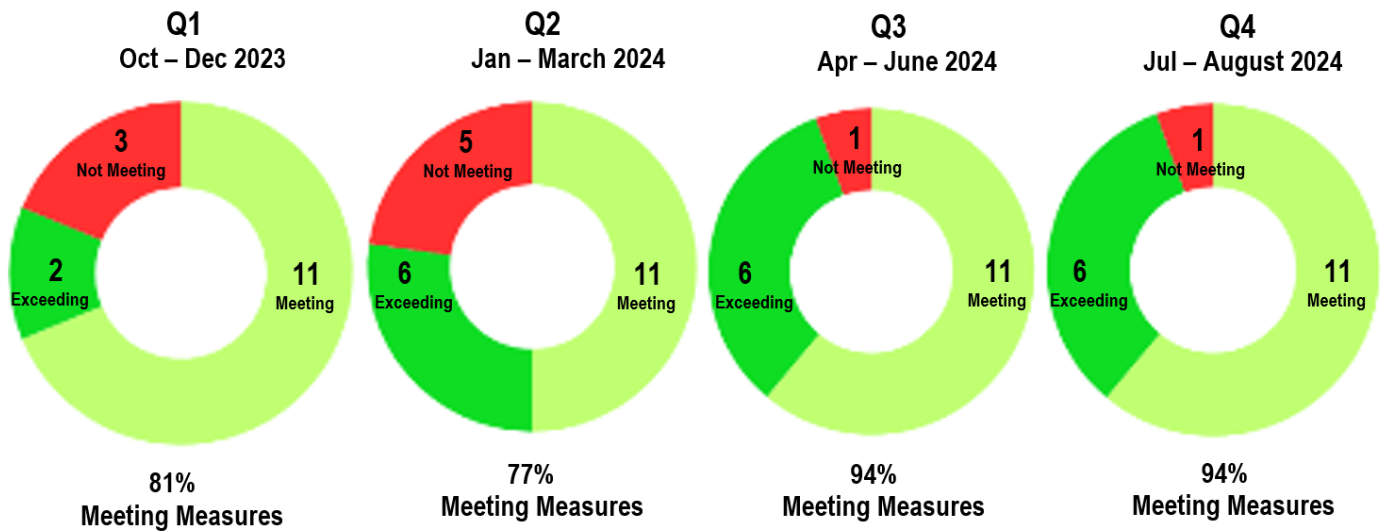
NAME	TWC CONTRACT #	ACTIVITY	AWARD AMOUNT	GRANT PERIOD
		hardware platforms, consumables, and telecommunications networks amongst Board, Agency, and workforce service provider staff.		
Reemployment Services and Eligibility Assessment	2225REA001	To provide claimants with access to a widely array of available resources that support reemployment and to connect claimants to the direct provision of intensive career services as appropriate. This program targets claimants who are mostly likely to exhaust benefits and be in need of reemployment services.	\$338,499	10/1/24 – 9/30/25
Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T) Third Party Partnership	2225SDR001	Permits states to use 50% reimbursement funds to create partnerships with local entities and provide SNAP E&T services to SNAP recipients.	\$30,000	10/1/24 – 9/30/25
Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T)	2225SNE001	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.	\$500,268	10/1/24 – 9/30/25
Temporary Assistance for Needy Families/Choices	2225TAF001	To end the dependence of needy parents on public assistance by promoting job preparation, work, and marriage through the provision of services.	\$2,792,256	8/31/24 – 10/31/25
Trade Act Services for Dislocated Workers	2225TRA001	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.	\$5,000	10/1/24 – 9/30/25
Texas Veterans Commission - Resource Administration Grant	2225TVC001	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	10/1/24 – 9/30/25
Workforce Commission Initiatives	2225WCI001	To fund projects that strengthen and add value to the delivery system in its workforce area.	\$55,291	10/1/24 – 9/30/25
Corpus Christi Building Use Agreement	3125LSE007 AOB FY25	Staples Workforce Center	\$30,000	10/1/24 – 9/30/25

INFORMATION ONLY

XII – 3. Performance Measure Update

BACKGROUND INFORMATION

**Performance Measure Update (August 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 August 2024

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

Board Actions: Performance Update

C2GPS has implemented tools and strategies designed to improve overall performance and help achieve meeting status. Board Contract Managers are convening biweekly to discuss changes, upcoming measures, and projections.

BCY25 Performance Measure New Measures/Changes

For BCY25, TWC implemented 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.

INFORMATION ONLY

XII – 4. Draft Agenda for the December 11, 2024 Annual Board of Directors Meeting

BACKGROUND

Attached is a draft agenda for the December 11, 2024 Annual Board of Directors Meeting.



Annual Board of Directors Meeting

Congressman Solomon P. Ortiz International Center – 402 Harbor Drive – Nueces Room
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/83392171262?pwd=SW1NTGZENZLME1MQ3VEZIFxWkxEdz09>

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

Meeting ID: 833 9217 1262
Passcode: 083296

Wednesday, December 11, 2024 – 3:00 pm

DRAFT AGENDA

- I. **Call to Order:** *Raynaldo De Los Santos, Jr., Chair*
- II. **TOMA Rules:** *Janet Neely*
- III. **Roll Call:** *Jesse Gatewood, Secretary*
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Board Comments**
- VII. **Legal Counsel Comments:** *Lucinda Garcia*
- VIII. **Discussion and Possible Action on Minutes of the September 25, 2024 Board of Directors Meeting**
- IX. **CEO Council Report:** *Judge George (Trace) Morrill III, Lead CEO*

(cont. page 2)

- X. **Chair's Report:** *Raynaldo De Los Santos, Jr.*
- Board Updates, Key Meetings, Items of Interest, and Communication
- XI. **Year-In-Review Committee Reports**
- | | |
|------------------------------|--------------------------------|
| * <i>Child Care Services</i> | <i>Marcia Keener, Chair</i> |
| * <i>Youth Services</i> | <i>Liza Wisner, Chair</i> |
| * <i>Workforce Services</i> | <i>Manny Salazar, Chair</i> |
| * <i>Public Relations</i> | <i>C. Michelle Unda, Chair</i> |
| * <i>Ad Hoc Nominating</i> | <i>Marcia Keener, Chair</i> |
- XII. **CFO's Report:** *Shileen Lee*
- Annual Update
- XIII. **Discussion and Possible Action to Approve FY 2024 Budget Amendment #1:** *Shileen Lee*
(*Reviewed and Approved for recommendation by Executive/Finance Committee on November 20, 2024*)
- XIV. **President/CEO's Report:** *Ken Trevino*
- Annual Update
- XV. **Discussion and Possible Action on Nomination and Election of Officers for 2025:** *Lucinda Garcia*
- XVI. **Discussion and Possible Action Regarding Anonymous Communication filed on or about October 29, 2024.**
(Discussion of this item may be conducted in Closed Session pursuant to Section 551.071 to consult with legal counsel and Texas Disciplinary Rules of Professional Conduct under Rule 1.05 regarding anonymous communication filed on or about October 29, 2024.)
- XVII. **Discussion and Possible Action Regarding Complaint filed by Belinda Silva on or about November 10, 2024 against Vice-Chair, Sandra Bowen.**
(Discussion of this item may be conducted in Closed Session pursuant to Section 551.071 to consult with legal counsel and Texas Disciplinary Rules of Professional Conduct under Rule 1.05 regarding complaint filed by Belinda Silva on or about November 10, 2024 against Vice-Chair, Sandra Bowen.)
- XVIII. **Adjournment**

Notice: *The Chair of the Board of Directors will be at 402 Harbor Drive, 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.*

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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 **Congressman Solomon P. Ortiz International Center, Nueces 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, 402 Harbor Drive, 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.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIII. Anonymous Communication filed on or about October 29, 2024.

BACKGROUND INFORMATION

Consult with Legal Counsel

RECOMMENDATION

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIV. Complaint filed by Belinda Silva on or about November 10, 2024 against Vice-Chair, Sandra Bowen.

BACKGROUND INFORMATION

Consult with Legal Counsel

RECOMMENDATION

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.