



Annual Board of Directors Meeting

December 11, 2024

3:00 pm

**Congressman Solomon P. Ortiz International
Center**

**402 Harbor Drive, Nueces Room
Corpus Christi, TX**

Join Zoom Meeting

<https://us02web.zoom.us/j/83392171262?pwd=SW1NTGZENIZLME1MQ3VEZIFxWkxEdz09>

Toll-Free Call In

888 475 4499 US Toll-free

Meeting ID: 833 9217 1262

Passcode: 083296

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.



Annual Board of Directors Meeting

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

Join Zoom Meeting

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Wednesday, December 11, 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. **Legal Counsel Comments:** *Lucinda Garcia*
- VIII. **Discussion and Possible Action on Minutes of the September 25, 2024 Board of Directors Meeting**.....5-9
- IX. **CEO Council Report:** *Judge George (Trace) Morrill III, Lead CEO*

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Equal Opportunity Employer/Program

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

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

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

- X. **Chair Report:** *Raynaldo De Los Santos, Jr.*
 - Board Updates, Key Meetings, Items of Interest, and Communication

- XI. **Year-In-Review Committee Reports**
 - * *Child Care Services* *Marcia Keener, Chair*.....10
 - * *Youth Services* *Liza Wisner, Chair*.....11
 - * *Workforce Services* *Manny Salazar, Chair*.....12
 - * *Public Relations* *C. Michelle Unda, Chair*.....13
 - * *Executive/Finance* *John Owen, Treasurer*.....14
 - * *Ad Hoc Nominating* *Marcia Keener, Chair*.....15

- XII. **Discussion and Possible Action to Approve FY 2025 Budget Amendment #1:** *Shileen Lee*.....16-18
(Reviewed and Approved for recommendation by Executive/Finance Committee on November 20, 2024)

- XIII. **President/CEO Report:** *Ken Treviño*
 - Annual Update

- XIV. **Discussion and Possible Action on Nomination and Election of Officers for 2025:**
Lucinda Garcia.....19-20

- XV. **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.*

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.

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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.

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Workforce Solutions Board of Directors

Roll Call Roster

December 11, 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/86752150811?pwd=MFB5RzRSZmxucXViQnlvbWFqWmdvQT09>

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

Meeting ID: 867 5215 0811
Passcode: 428600

September 25, 2024 - 3:00 pm

Board Members

Present

Raynaldo De Los Santos, Jr., Chair ; private sector – Refugio County	Criselda Leal; literacy council – City of CC
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
Lance Brown; private sector – San Patricio County	Carlos Ramirez; private sector – Kleberg County
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
Jose R. “Joey” Garcia III; private sector – Duval County	Randy Seitz; CBO – Bee County
Jesse Gatewood, Secretary ; organized labor – Nueces County	Susan Temple; private sector – San Patricio County
Randy Giesler; private sector - Live Oak County	Michelle Tobar; child care workforce – Nueces County
Victor M. Gonzalez, Jr., Parliamentarian ; ps – City of CC	C. Michelle Unda; private sector – City of CC
Karl Hattman; private sector – Aransas County	Catrina Wilson; CBO – City of CC
Justin Hoggard; adult basic & cont. ed – Bee County	Liza Wisner; private sector – City of CC
Marcia Keener; CBO – San Patricio County	

Absent

Sandra Clement; public assistance – City of CC	Omar Lopez; private sector – City of CC
Leslie Faught; education agency – San Patricio County	Michelle Lozano; private sector – Nueces County
Ofelia Hunter; CBO/OL – Jim Wells County	Amber Oetting; economic development – City of CC

Vacancies

Private Sector – Kenedy County
Private Sector – Brooks County

Others Present

Alba Silvas, WS Chief Operating Officer	Denise Woodson, WS Director of Child Care Programs
Shileen Lee, WS Chief Financial Officer	Chakib Chehadi, C2GPS, LLC
Janet Neely, WS Executive Assistant	Geri Escobar, C2GPS, LLC
Allyson Riojas, WS Contract Manager	Robert Reyna, C2GPS, LLC
Zachary James, WS IT Coordinator	Robert Gonzales, C2GPS, LLC
Adriana Ayala-Pascasio, WS IT Intern	April Mejia, C2GPS, LLC
Hans Nguyen, WS IT Intern	Shelby McClure, C2GPS, LLC
Ricardo Munoz, WS QA Monitor EO Officer/504 Coordinator	Michael Del Toro, ABIP, PC
Esther Velazquez, WS Contracts & Procurement Specialist	Neil Hanson, BakerRipley
Catherine Cole, WS Contract Manager	Kenia Dimas, BakerRipley
Vicki Stonum, WS Administrative Specialist	James Wilson, Texas Veterans Commission

I. Call to Order

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

Mr. De Los Santos informed the Board of Directors and everyone present that our President/CEO was not in attendance due to an important family matter involving his father-in-law. Mr. De Los Santos asked everyone in attendance to take a moment to wish Mr. & Mrs. Trevino's Family strength and comfort during this difficult time of transition. Mr. De Los Santos observed a brief moment in silence for Mr. Trevino and his family.

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

There were no Board comments.

VII. Discussion and Possible Action on Minutes of the May 22, 2024 Board of Directors Meeting

Dr. Hoggard moved to approve the minutes of the May 22, 2024 Board of Directors meeting. The motion was seconded by Ms. Perez and passed.

VIII. Discussion and Possible Action on Minutes of the July 11, 2024 Special-Called Board of Directors Meeting

Dr. Hoggard moved to approve the minutes of the July 11, 2024 Special-Called Board of Directors meeting. The motion was seconded by Dr. Rivera and passed.

IX. Chair's Report

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

Mr. De Los Santos announced the new CEO Contract has been processed and completed for our President/CEO. Mr. De Los Santos recognized Mr. Trevino and mentioned the Board of Directors are pleased to have retained the amazing CEO we have working for this organization. Mr. De Los Santos acknowledged Mr. Trevino for doing great job for our region that included meetings with: Advisory; Executive Committee; and the full Board of Directors.

Mr. De Los Santos commended staff and all volunteers for doing an amazing job at the YOU! CHOOSE Career Expo Event. Mr. De Los Santos mentioned Commissioner Joe Esparza, Commissioner Representing Employers for Texas Workforce Commission was a guest speaker. He noted there were over 2,500 students in attendance.

Mr. De Los Santos thanked the Board members that were in attendance and encourages the ones who have not been to attend.

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

X. President/CEO's Report

Chairman De Los Santos announced the President/CEO's Report would be skipped.

XI. CFO Report

Financials as of 07/31/2024

Ms. Lee presented the July Financials (included on pages 11-14 of the September 25 agenda packet).

Mr. De Los Santos welcomed new Board Members Mr. Karl Hattman, Founder/Owner of Personal Digital Marketing. Judge Ray A. Garza, Aransas County appointed Mr. Hattman and he is representing Private Sector.

Mr. De Los Santos thanked Mr. Hattman for taking the opportunity to serve with us; for being willing to contribute his time; knowledge; and experience to this organization and our Coastal Bend Community.

Mr. Hattman expressed his appreciation and thanked Mr. De Los Santos. Mr. Hattman stated he was going to make sure to attend as many meetings as possible in person, so he can meet everyone.

XII. Committee Reports

Child Care Services

Ms. Keener provided a report on the September 10, 2024 Child Care Services Committee (included on pages 15-16 of the September 25 agenda packet).

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

Ms. Woodson introduced Mr. Neil Hanson, Senior Director; and Ms. Kenia Dimas, Director for BakerRipley.

Youth Services

Ms. Wisner provided a report on the September 11, 2024 Youth Services Committee (included on pages 17-18 of the September 25 agenda packet).

Ms. Wisner congratulated Ms. Cole and the team for a successful YOU! CHOOSE Career Expo Event.

Workforce Services

Mr. Salazar provided a report on the September 12, 2024 Workforce Services Committee (included on pages 19-20 of the September 25 agenda packet).

Chairman De Los Santos recognized Mr. Chakib Chehadi, President; and Ms. Geri Escobar, Managing Director of C2 Global Professional Services.

Mr. Chehadi expressed his appreciation and thanked Chairman De Los Santos. Mr. Chehadi stated nothing happens without a partnership.

Public Relations

Ms. Unda provided a report on the September 12, 2024 Public Relations Committee (included on pages 21-22 of the September 25 agenda packet).

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

Mr. Michal De Toro provided information on the External Audit for FY 2023-222 (included on pages 23-61 of the September 25 agenda packet).

Mr. Owen commended Ms. Lee and her team for being consistently on top of all the requirements that have to be met. Mr. Owen stated Ms. Lee has been with the organization over 6 years and we have always had a clean audit.

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

XIV. Discussion and Possible Action to Approve FY 2025 Budget

Ms. Lee provided information on the FY 2025 Budget (included on pages 62-64 of the September 25 agenda packet).

Mr. Seitz moved to approve the FY 2025 Budget. The motion was seconded by Mr. Bevan and passed.

XV. Consent Agenda Action Items:

1. FY 2024 Budget Amendment #4
2. To Approve Contracts Over \$50k
3. To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25
4. Target Occupation List (TOL) – 2024-2025
5. Board Policy # 4.0.111.06 – Customer File Documentation
6. Board Policy # 4.2.100.03 – Service Strategies
7. Board Policy # 4.5.100.10 – Work Search Requirement

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

XVI. 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 83-84 of the September 25 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 Update*

Ms. Lee provided updates on Facilities and IT (included on page 85 of the September 25 agenda packet).

3. *Update on Procurements and Contracts*

Ms. Velazquez provided an update on Procurements and Contracts (included on pages 86-94 of the September 25 agenda packet).

4. *Performance Measure Update*

Ms. Silvas presented the Performance Measure Update for June 2024 (included on pages 95-101 of the September 25 agenda packet).

5. *2024-2025 Holiday Schedule*

Mr. De Los Santos announced the 2024-2025 Holiday Schedule is available for reference if needed (included on pages 102-103 of the September 25 agenda packet).

Mr. De Los Santos, Jr. expressed his appreciation of everyone's time, energy, and input. Mr. De Los Santos acknowledged the important work for our region and for the future of our region.

Mr. De Los Santos thanked everyone for allowing him to serve as the Chair and wished everyone a great week.

XVII. Adjournment

The meeting adjourned at 4:20 pm.

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 1. Child Care Services

Committee: Child Care Committee

Marcia Keener, Chair

Dr. Justin Hoggard, Vice-Chair

Andrea Chavez

Dr. Criselda Leal

Michelle Lozano

Michelle Tobar

Catrina Wilson

The Child Care Committee met three (3) times during BCY2024. The standard agenda was followed and revolved around the Committee's primary purposes: responsible for all issues dealing with the management and delivery of child care services; responsible for monitoring the child care vendor activity, the child care contractor, recommending the allocation of child care dollars to the Board and to the Contractor; reviewing child care training, development issues, and monitoring the reports and enrollments from the contractor; and review issues related to quarterly child care services and school readiness programs. In addition, the Committee continued to receive information on the child care performance measure target.

Highlights for the year:

- Executed contract with Baker Ripley; year 4 regarding the management of direct care child care services program.
- Met/Exceeded TWC Performance Measure Target for the average number of children served per day.
- Continued work transitioning the CCS case management system from TWIST to TX3C
- Continued providing TRS mentoring services to child care providers to meet 09-30-2024 deadline.
- 10th Annual Directors Symposium
- 10th Annual "Back to School" Teachers Fair
- Continued to provide quality resources to child care providers pursuing TRS certification.
- Provided staff retention bonuses to child care center employees.

Mr. Ken Trevino will be providing additional information regarding achievements made throughout the year via the Annual Report presentation.

Thank you to each of our Committee members for your continuous support of our child care initiatives throughout BCY2024. We look forward to an awesome BCY2025!!!

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 2. Youth Services

Committee: Youth Services

Liza Wisner, Chair

Omar Lopez, Vice-Chair

Leslie Faught

Michelle Flower

Jose R. “Joey” Garcia III

Ofelia Hunter

The Youth Services Committee met three (3) times throughout the 2024 year. This committee was created to bring focus and awareness to services provided to Coastal Bend youth. The committee focused on hearing topics regarding services to youth, services to special community population, programs, and education engagement, and celebrating participant success.

Highlights for the year:

- WIOA program updates and performance reviews.
- 10th Annual YOU! CHOOSE Career Expo.
- 9th Annual Educator Externship.
- 7th Annual Summer Earn and Learn and 3rd annual SEAL Signing Day.
- WFSCB was awarded for the Organizational Advocacy at the Spirit of the ADA Advocacy Awards.
- Foster Care Youth initiatives.
- Participating in ISDs Signing Days and School Fairs.
- PAL Program Aging-Out Seminar.
- Texas Internship Initiative funding the Emerging Professionals Internship Program.
- Tri-Agency Regional Convener Grant for Coastal Bend.
- Partnership with Elevate361.
- Partnership in supporting the Women’s In Industry Coastal Bend Conference and SkillsUSA.
- Delivered 99 VR sessions facilitated by the Career and Education Outreach Program.

Mr. Ken Trevino will be providing additional information regarding achievements made throughout the year via the Annual Report.

Thank you to each of our committee members for your guidance and the perspective you bring to the committee. Your involvement in this committee helps to strengthen the services provided to the Coastal Bend youth.

Thank you to our Chair, Ms. Liza Wisner, and Vice-Chair, Mr. Omar Lopez, for your servant leadership to our Youth Services Committee and to our Coastal Bend Community.

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 3. Workforce Services

Committee: Workforce Services

Manny Salazar, Chair

Travis Nelson, Vice-Chair

Lance Brown

Randy Giesler

Dr. Leonard Rivera

Randy Seitz

The Workforce Services Committee met three (3) times throughout the year 2024. The standard agenda was followed and revolved around the committee's primary purposes: Board policy review and recommendations, updates on career center service delivery, staffing and status of programs, funding, services to business. In addition, the committee continued to receive information on labor market information, performance measures and facilities.

Highlights for the year:

- Continued work with TEA Convener Grant.
- 13th Annual Statewide Hiring Red, White, and You!
- 9th Annual Educator Externship.
- Successfully completed PATHS Grant.
- Completed 3rd year of Education Outreach Program.
- Executed MOUs with required partners (AEL, AARP, Housing Authorities)
- 7th Annual Summer Earn and Learn and 3rd Annual SEAL Signing Day.
- On-going work transitioning from TWIST to WIT
- Executed Contract with C2GPS; year-2 Regarding the management and operations of the career center delivery system.
- Committee reviewed and recommended 10 Board Policies for updates to the Board of Directors
- Maintained Performance Measures at favorable status.
- Completed a total of 57 Labor Market Requests.

Mr. Ken Trevino will be providing additional information regarding achievements made throughout the year via the Annual Report presentation.

Thank you to each of our committee members for your support in the work we do. **Thank you**, Mr. Manny Salazar, for leading our committee meetings and for the extra time you provide to remain informed and versed in the workforce system. We look forward to another successful year.

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 4. Public Relations

Committee: Public Relations

Michelle Unda, Chair

Carlos Ramirez, Vice-Chair

Hector Bernal

Jason Bevan

Susan Temple

The Public Relations Committee met three times in 2024. The Communications Department advances Strategic Board Goals by increasing workforce awareness. Through social media, email, paid and earned media, and web management, we have led narrative development for the following highlighted activities. This report highlights key initiatives that have helped to elevate visibility and partnerships.

Highlights for the year:

- Summer Earn and Learn (SEAL) Activities – Program Promotion, Storytelling with media partners and social media, and wfscb.org/seal landing page covering SEAL Signing Day, Employer Disability Awareness Training, and YOU! Inspire Symposium.
- Educator Externship 2-week program – Storytelling through strategic coordination with the educators.
- Led narrative development for 2 Child Care events, capturing photos, video, interviews.
- YOU! Choose Career Expo – Media Engagement, Video Recap, Social Media
- All Law Enforcement Job Fair – Media Engagement, Video Recap, Social Media
- Maritime Expo and Career Fair – Extensive Promotion, Media Engagement, Video Recap, Social Media
- 13th Annual Hiring Red, White, and YOU! – Extensive Promotion, Media Engagement, Video Recap, and Social Media
- Communications Workshops – Photo Best Practices and Media Reset Orientation
- Social Media & Web Analytics:
 - 2024 Facebook Analytics: Reach – 162K, Followers – 7.8K, Content Interactions, 6.6K, Link Clicks – 4.8K
 - 2024 LinkedIn Analytics: Organic Reach: 93K, Followers - 3,031, Reactions: 3,529
 - 2024 Website Analytics: Clicks – 48K, Impressions – 2.21 Mil., Users – 67K, Page Views – 247K

Mr. Ken Trevino will be providing additional information regarding achievements made throughout the year during the annual report presentation.

I would like to express my sincerest gratitude to all Committee Board Members, and to C. Michelle Unda, PR Committee Chair and Carlos Ramirez, Vice Chair. Your continued support, ideas and engagement is greatly appreciated!

YEAR-IN-REVIEW COMMITTEE REPORT

XI – 5. Executive/Finance

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

The Executive/Finance Committee met seven times in 2024.

The standard agenda for this committee was followed for the calendar year. The primary purpose of the committee continues to be executive updates, financial review, budget amendments, board policy review and recommendations, facility, IT, and HR updates, and procurement updates and approvals. The committee also provides a recap of the other committee reports (Youth Services, Child Care Services, Workforce Services, and Public Relations), reports on the monitoring schedule and results along with performance updates.

Highlights for the year:

- Four budget amendments
- Preliminary and Final Budget.
- Unmodified Audit opinion for September 30, 2023 & 2022
- Policy Update Schedule creation/implementation (Accounting, HR, IT, Admin)
- Phase II of Construction work at a second career center location in Corpus Christi.
- Execution of contract with C2 GPS; regarding the management and operations of the career center delivery system.
- IT Project – 2nd year.

Mr. Ken Trevino will be providing additional information regarding achievements made throughout the year via the annual report presentation.

Thank you to each of our committee members for your support in the work we do. **Thank you**, Treasurer John Owen, for another successful year in leading our committee meetings and for the extra time you provide to remain informed and versed in the complexity of our system. We look forward to another successful year.

COMMITTEE REPORT

XI – 6. Ad Hoc Nominating

Committee: Ad Hoc Nominating

Marcia Keener, Chair

Joey Garcia

Justin Hoggard

Leonard Rivera

C. Michelle Unda

Catrina Wilson

Date of Committee Meeting: November 19, 2024

The following items were discussed at the meeting:

1. Discussion and Possible Action on the Nomination of a Slate of Officers for 2025
2. Bylaws
3. 2022-2024 Committee Structures
4. 2024 Attendance Records
5. Draft Slate and Voting Ballot
6. Process for Ballot Count and Announcement of Officers

The Committee took the following action:

1. Nominated the following slate of officers for 2025 (included on page 19 of the agenda packet).

Chair: Raynaldo De Los Santos, Jr.

Vice Chair: Sandra Bowen

Secretary: Marcia Keener

Treasurer: Travis Nelson

Parliamentarian: John Owen

Additional Comments:

Nominations will also be accepted from the floor.

ITEM FOR DISCUSSION AND POSSIBLE ACTION

XII. FY 2025 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 Board of Directors approval of the 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.

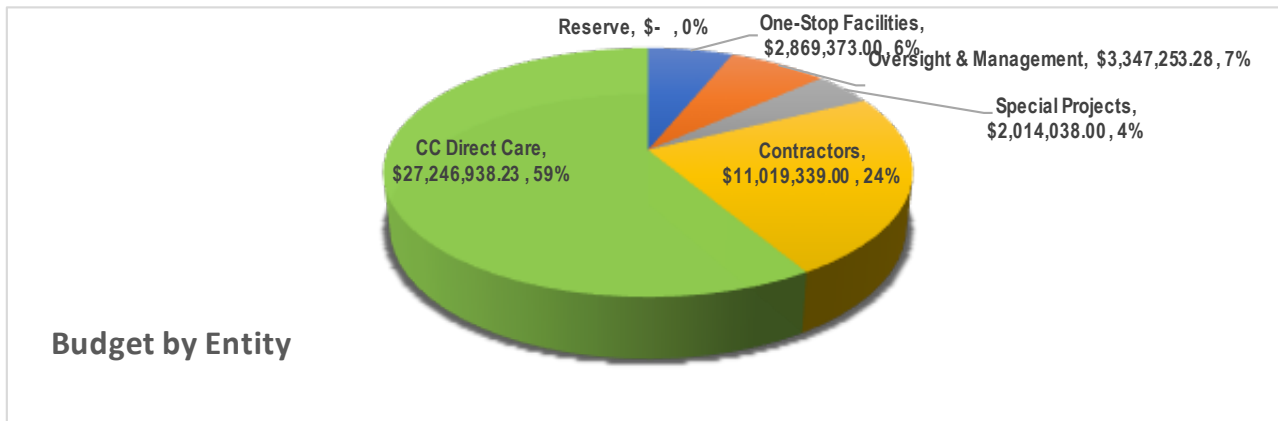
The proposed amendment consists of TWC additional funds and carryover adjustments. These are all directly adjusted in the Contracted Services category for each of the budget areas. Special Projects increase of \$120,211, increase in direct Child Care of \$565,241, and a reduction in One-Stop of (\$197,611).

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)



ITEM FOR DISCUSSION AND POSSIBLE ACTION

XIV. Nomination and Election of Board of Director Officers for 2025

BACKGROUND INFORMATION

The Ad Hoc Nominating Committee met on November 19, 2024 to review candidates that had expressed interest in serving as a Board officer during 2025. The attached 2025 Slate of Officers and Voting Ballot is presented on behalf of the Ad Hoc Nominating Committee for the election of officers at the December 11, 2024 Annual Board of Directors Meeting. During the election process nominations may also be accepted from the floor.

RECOMMENDATION

The Board of Directors elect a slate of officers for 2025.



2025 SLATE OF OFFICERS & VOTING BALLOT
December 11, 2024

		(√ one)
Chair	Raynaldo De Los Santos, Jr.	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Vice Chair	Sandra Bowen	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Secretary	Marcia Keener	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Treasurer	Travis Nelson	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Parliamentarian	John Owen	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Signature:

Date: _____

*Note: Nominations from the floor must be written and checked on this ballot for vote.

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.