



Board of Directors Meeting

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

Join Zoom Meeting

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

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

Meeting ID: 867 5215 0811
Passcode: 428600

Wednesday, September 25, 2024 – 3:00 pm

AGENDA

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

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- IX. **Chair's Report:** *Raynaldo De Los Santos, Jr.*
- Board Updates, Key Meetings, Items of Interest, and Communication
- X. **President/CEO's Report:** *Ken Trevino*
- Business Development, Public Relations and Organizational Update
- XI. **CFO Report:** *Shileen Lee*
- Financials as of 07/31/2024
- XII. **Committee Reports**
- | | |
|------------------------------|--------------------------------|
| * <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> |
- XIII. **Discussion and Possible Action to Approve the External Audit for FY 2023-22:**
ABIP, PC; Janet Pitman, CPA
- XIV. **Discussion and Possible Action to Approve FY 2025 Budget:** *Shileen Lee*
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)
- XV. **Consent Agenda Action Item:** *(a note on Consent Agenda items is included at the end of this agenda):*
1. **FY 2024 Budget Amendment #4**
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)
 2. **To Approve Contracts Over \$50k**
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)
 3. **To Authorize the President/CEO to Execute the Options for Renewal of Contracts and Leases for Fiscal Year 2024-25**
(Reviewed and Approved for recommendation by Executive/Finance Committee on September 18, 2024)
 4. **Target Occupation List (TOL) – 2024-2025**
(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)
 5. **Board Policy # 4.0.111.06 – Customer File Documentation**
(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)
 6. **Board Policy # 4.2.100.03 – Service Strategies**
(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)
 7. **Board Policy # 4.5.100.10 – Work Search Requirement**
(Reviewed and Approved for recommendation by Workforce Services Committee on September 12, 2024)
- XVI. **Information Only:**
1. **Monitoring Report:** *Ricardo Munoz*
 2. **Facilities/IT Updates:** *Shileen Lee*
 3. **Update on Procurements & Contracts:** *Esther Velazquez*
 4. **Performance Measure Update:** *Alba Silvas*
 5. **2024-2025 Holiday Schedule:** *Ken Trevino*

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XVII. Adjournment

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

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

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

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

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

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

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

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

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