

## Workforce Solutions Brazos Valley

### Board Meeting

Thursday, February 16, 2017

Center for Regional Services

Board Room

3991 East 29<sup>th</sup> St, Bryan, TX

### Minutes

Nick Gilley	Private Sector
Robert Orzabal	Private Sector
Nester Leamon	Private Sector
Doug Weedon	Regional Vocational Rehabilitation
Bob Malaise	Economic Development
Dr. Mary Hensley	Literacy
Donna Taylor	Private Sector
Clark Gandy	Labor
Ann Yager Chapman	Private Sector
Ann Boney	CBO
Bill Parten	Adult Basic Education
Melinda Berlan	Private Sector
Marsha Skinner	Private Sector
Shunta Williams	Public Employment

### Excused

Chris Dyer, Dianne Ryder, Jared Patout, Bert Miller, Eddie Coulson, Frank Perez, Angie Alaniz and Tashia Dickerson

### Guests

Roberto Gonzalez, TJ Robie, Kenneth Long and Judge Butch McDaniel

### Staff

Tom Wilkinson, Trish Buck, Vonda Morrison, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Lidia Hawryluk, Shawna Rendon and Vicki Wilkins

#### **I. Call meeting to order**

Meeting called to order by Chair Robert Orzabal at 12:18 PM.

#### **II. Introductions / Conflict of Interest / Mileage Forms**

Chair Robert Orzabal introduced Mr. Kenneth Long, Director of Career Services from Vista Academy as a guest. Mr. Tom Wilkinson introduced Judge Butch McDaniel from Madison County who is the BVCOG chair and a Workforce CEO as a guest. Forms were made available to Board Members.

#### **III. Review of January 2017 Minutes**

Minutes were accepted as presented. After the meeting was adjourned it was brought to the Board Staff's attention that the January 19, 2017 minutes contained an error. Meeting called

to order by Chair should have read Chair Robert Orzabal. These minutes were revised and will be approved at our April board meeting.

#### **IV. Financial Report**

Ms. Trish Buck presented the Financial report that was included in each Board member's packet. At this time you should be looking at the percent that should have been spent versus the actual percent expended. The non-custodial parent program is under expended because the clients for this program are court ordered by the Brazos County Judge. This program is only for Brazos County at this time. Other funds behind are the child care automation funds which is a fund we get to pay TWC for our swipe card system which depends on the bills coming in from the state. Funds which the WSBV has concerns with are addressed weekly and/or monthly with the WFC Center Management. The TANF Choices participant funds are under expended, as well as the child care funds and out of school youth funds. The WSBV and Workforce have initiated several quality improvement plans for the child care program which should be helping us retain and recruit customers. Our outreach for out of school youth is being stepped up. Looking to hire two interns at the WFC board level to market that area closer to young adult age. The Board staff is blanketing churches in the Brazos Valley Region. The Robertson County notices have been mailed and Leon County notices will be going out soon. We are recruiting in the churches for out of school youth through various public radio station programs. Doug Vance has a program on February 17, 2017 at 6:00 PM. Robert Gonzales will be going to the Hispanic radio station to present the information. Dr. Mary Hensley asked if the staff was having trouble finding paid interns. Ms. Buck responded that no applications have been received at this time. Dr. Hensley asked that she be made aware and would share a distribution list for possibilities if needed.

#### **V. Consent Agenda**

- A. Recommend Approval of Updated Memorandum of Understandings for:
  - 1) Non-Financial MOU between Project Unity and WSBVB for Coordinated Interagency Case Management
  - 2) Non-financial MOU between the Experience Works and WSBVB
  - 3) Non-Financial MOU between WSBVB and Texas A&M AgriLife Extension
- B. Recommend Approval of Non-custodial Parent Incentive Policy
- C. Recommend Approval of Non-custodial Parent Supportive Services Policy
- D. Recommend Approval of Non-custodial Parent Subsidized Employment Policy
- E. Recommend Approval of Modification of Common Transportation Assistance Policy
- F. Recommend Approval of Childcare Quality Funds Expenditure of \$ 407,818
- G. Recommend Approval of WIOA Tutoring Policy

Chair Orzabal stated that items A thru G of the Consent Agenda were brought before the Planning Committee. Chair Orzabal asked the Board to entertain a motion to approve these recommendations as presented. Nester Leamon moved to approve the recommendations A through G. Ann Boney seconded the motion. The motion carried.

#### **VI. Regular Agenda**

##### **A. Executive Director's Report**

##### **1. TWC FY 16 Monitoring Results**

Mr. Wilkinson informed the Board that a letter had been received with not a single finding, question or criticism in it. Mr. Wilkinson and Ms. Buck wanted to thank the Board and Workforce Staff.

## **2. Literacy Council Focus Group**

Mr. Wilkinson informed the Board the Brazos Valley had not had an active Literacy Council in several years. Dr. Mary Hensley is our Literacy Representative Board Member presently. February 15, 2016 there was a Literacy Round Table Discussion group of approximately 30 attendees and they voted to go forward with forming a Regional Literacy Council which will divide up into committees. Literacy is different now and is an important part of the puzzle. Adult Education when it changed over to the Texas Workforce Commission dropped a lot of the Literacy programs. AEL focuses mostly on Adult Education due to having a job component attached to it. Literacy was put aside and now we are excited for the opportunity and the support of Blinn and this option will be a great asset to the community. Ms. Buck stated the committee did see some gaps in services and are trying to work on a gap analysis. The first meeting had good representation from the outlying counties. The WSBV is coordinating with the Bryan College Station Libraries. Literacy does not have enough funding; we as a community/region are going to have to depend on ourselves to get this in place and help those 35,000 individuals without a GED. Mr. Wilkinson remarked that the mission of public libraries is changing. Books will not be published as in the past due to online downloads or buying them online. The public schools will expand to online books as does the universities and Blinn. These libraries will need to change their focus on Literacy and perhaps have computers and provide assistance to families. Literacy issues follow poverty.

## **3. FY17 Teacher Externship Grant Award.**

Ms. Trish Buck and her staff applied for and received the 2017 Teacher Externship. The staff will be working with the public school teachers to have a week's experience with a business. Teachers need the knowledge of the working environment experience. Ask every teacher and employer you know to consider this program. Mr. Doug Weedon asked the cost. Ms. Trish Buck stated the employer pays the teacher \$100 per day for four days and the school district pays \$100.00. One week wages for a teacher would be \$500.00. The employer provides a schedule for the teacher for all aspects of the business. The teacher puts together a lesson plan which the employer approves and is turned in to the school. When the teacher gives that lesson plan to her students the employer goes and presents it along with the teacher and is there as a support for the teacher. The school retains the employer of record so that the liability is with the school. An orientation is given to the employer staff and to the teachers. At this time we have Bryan ISD, College Station ISD, Caldwell ISD, Navasota ISD and possibly Hearne, Somerville, and Franklin. Madisonville agreements are coming. The school identifies the quantity of teachers they will pay and the Workforce will start making those placements. Mr. Doug Weedon asked if the jobs available are in various areas. Ms. Buck explained that if the subject is Math it makes it more valuable to the students if it is an applied lesson plan. The student would go to the B-way plant and would begin with the CEO, accounting, to Human Resources, to logistics and then to the manufacturing. This opportunity gives the teachers a real life experience and brings it back to the class and shares it with their students. The teachers who have taken part in this are our best referral mechanism. Mr. Doug Weedon asked if the staff could find someone to come into his business to let him know. Ms. Buck stated someone would follow up with him on an agreement. Mr. Wilkinson said if money is an obstacle in the school district the Workforce will work with them to find a resource. There should be

someone in that community, town or county that will put up money for the funding. Mr. Wilkinson said he would take that on personally to find a sponsor for the school's portion. Ms. Ann Boney questioned that Bryan and College Station ISD were both on board with the program. Ms. Buck stated yes with 10 teachers each. Caldwell committed to six and may go up from there. It is best to match the teachers with an employer in their area or county. Certain employers want two teachers at a time. The schools are presently paying for continuing education for the teachers and the Teacher Externship program would give them continuing education credits.

**4. TWC Board Member Orientation Changes**

TWC has changed their Board Member Orientation to add two new paragraphs.

**5. No March Board Meeting**

Mr. Wilkinson is rewarding you with no meeting in March.

**6. HYPE April 12, 2017**

Mr. Wilkinson expressed this was the 5<sup>th</sup> year. Ninth and Tenth graders participate. Businesses that are representative of an industry will be talking about the industry. Mr. Wilkinson shared with the Board that he and Robert Orzabal attended the TAWB on February 6 and 7, 2017. In the Department of Labor the WOIA was one program they recommended deactivating. Fortunately there was some that disagreed. The interest in the public dollar is at an all-time high. Mr. Wilkinson expressed his thanks to Mr. Orzabal for attending those meetings. Please let the Washington and Austin representatives know what you think.

Mr. Wilkinson brought the board's attention to the success stories on page 89 and 90 of their packets.

**VII. Planning Committee Report**

Chair Orzabal asked Mr. Gilley to reiterate on the Planning Committee meeting. Mr. Gilley stated there were recommendations and asked Ms. Buck to explain these changes for recommendation. Ms. Buck began with the Dashboard and stated the WIOA has been in place for two years but has just this month began to produce a performance measure. Child care measure are missing due to a statewide freeze. Those performance standards should be on the April report. As a region we could afford to have 1,300 per day in child care, however the state expectation is not to go over 1,100 per day. Child care performance has serious concerns and the staff is meeting with Robert Orzabal and the Workforce staff weekly. The WIOA measures are based on delayed data. These measures showing today are for July thru December 2015. The data is extracted and follow up of services is being performed to confirm they have been employed. These measures are also based on the GLI exits and SERCO is following up to ensure that the Workforce performed to the Board's expectations. This is how they want performance done at a Federal level and the Workforce is in compliance. AEL target for enrolled 12+ hours is 968 and as of January 31 was at 626. This should be met by June 30, 2017. Bryan ISD employer based program begins January 26, Literacy site begins on January 31 with 29 students have enrolled. Hilton is still recruiting. Kent Moore Cabinets are doing well. Madisonville had 4 students who passed the GED test and eleven who passed one or more parts of the test. Snook has a new class. Centerville class is being moved to Buffalo to insure a better response. Negotiations are in

place with 2 organizations for small business entrepreneurship to have an Integrated El Civics program. Working on literacy as well as occupational training. The second organization will be for community health worker. El Civics training program should be starting soon. On the local goals the very last “Develop a web based directory of tier 2 and tier 3 business suppliers by industry” has been recommended to be removed. In April the staff hopes to bring forth a better objective goal recommendation. Mr. Doug Weedon asked what was Tier 2 and Tier 3. Mr. Gilley stated it would be like a direct supplier to an indirect supplier. Ms. Buck stated that was correct.

Ms. Buck relayed that the monitoring reports were in the Board packets. There are several areas that Workforce staff and Robert Gonzales is working to correct, one being the gaps in quality of case management as well as the long term planning around career pathways. Workforce centers have evolved into helping the workforce make good decisions on the career paths they choose. The workforce will need an education and continual learning. Moving staff from where they were to where they are needed is a daily opportunity for Mr. Gonzales.

Mr. Orzabal asked the Board to complete the evaluation form at their place setting.

Mr. Wilkinson brought attention to Dr. Hensley along with John Sharpe created the Rellis Campus and Blinn is a key partner in that. There has been an advisory committee established and Dr Hensley nominated me to serve on as well as the BVCOG Board and the Leon County Judge. Madison County nominated Mayor Bill Parten to serve also. As that committee is formed it will help create the skills for our region. Dr. Hensley stated late March will be the ground breaking for the Rellis Campus and there would be invitations mailed for that event.

**VIII. Meeting was adjourned at 12:55 PM.**