

Workforce Solutions Brazos Valley  
**Planning Subcommittee Meeting**  
Thursday, 10/19/17  
Center for Regional Services  
Board Room  
3991 East 29<sup>th</sup> Street, Bryan, TX 77802

**Corrected Minutes**

**Attending**

Robert Orzabal  
Sharon Flores  
Nick Gilley  
Frank Perez  
Bill Parten  
Dr. Mary Hensley  
Jared Patout  
Dianne Ryder

**Representing**

Private Sector  
Regional Public Assistance  
Private Sector  
Secondary Education  
Adult Basic Education  
Literacy  
Private Sector  
Private Sector

**Excused**

Nester Leamon  
Donna Taylor

Private Sector  
Private Sector

**Guests**

Robert Gonzales  
Robert Reyna  
Manuel Ugues

BV Workforce Center  
BV Workforce Center  
BV Workforce Center

**I. Call to Order**

This meeting was called to order at 11:01 AM by Secretary Nick Gilley.

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

Forms for conflict of interest and mileage were provided.

**III. Review of August 17, 2017 Minutes**

August minutes were approved as presented.

**IV. Performance Review**

- A. Current Dashboard
  - Adult Education & Literacy (AEL) Performance
  - Local Board Goals
  - TVC Performance

Mr. Gilley introduced Ms. Trish Buck to present the performance review. Mr. Robert Gonzales referred to the dashboard handout and the two areas in which Brazos Valley is failing and how operations is implementing procedures to be able to meet performance.

Ms. Buck informed the Board the state is allowing each Board to run the child care effective October 01, 2017. There are 845 on the waiting list and outreached 300 to get the numbers up. Between now and December Brazos Valley will have 300 families with individual children will come off of child care due to 65 days of absences. Those children must stay out of child care for one year before you can come back on the waiting list. Parents and providers are notified on day 15, 30, 45 in writing and with phone calls with absences and no swipe. By end of December all 845 shall be outreached.

Ms. Shawna Rendon addressed the Board with there is going to be an easier swipe system implemented to a one-a-day not two-a-day swipes.

Ms. Trish Buck proceeded with the AEL handout report in September this would be our 3<sup>rd</sup> month of performance and needed to have 253 people with 12+ hours and we are currently at 525 and our target is 1,012. The Transitions class is the bridge, those who have gotten their GED and getting those in post-secondary which stands at 29. Our El Civics starts in October and the Community Health Worker begins November 06. There is no intensive site-based at this time which recruitment is going to be stepped up.

Ms. Trish Buck addressed the local goal handout. The Board combines the Region 6, Madisonville, and our housing adult education and literacy. The AEL has had numerous changes this year and are going into standardized content. The state has given all the providers specific guidelines on what should be taught. Lesson plans and syllabus will be designed around that. Our providers have invested into curriculum and they do not have to create it. Mr. Bill Parten explained advancement is not happening until a GED is acquired. The curriculum is not compliant with the GED testing materials.

Ms. Trish Buck reviewed the Veterans monthly report handout.

Mr. Mannie Ugues of Workforce Development said Thank you to the WSBV Board staff and Board. The measures in CHOICES were a challenge area and measures are now at a 108%. Workforce is excited about the coming year.

**V. Recommend Approval of Modifications of Section VII Procurement Methods**

Ms. Trish Buck explained the Recommendation of Approval of Modifications of Section VII Procurement Methods. Recommending clarification on over 5,000 and under 50,000 be procured with written quotes. Workforce everything is procured by the Workforce Board. The vendors need to give something in writing and not just an over the phone quote.

Mr. Bill Parten motion to accept the recommendation as presented. Mr. Jared Patout seconded the motion. The motion carried.

**VI. Recommend Approval of Adult Education Distance Learning Policy**

Ms. Sharon Maass presented the Recommendation of Approval of Adult Education Distance Learning Policy. Mr. Jared Patout motioned to accept the recommendation. Mr. Bill Parten seconded the motion. The motion carried.

**VII. Recommend Approval of Adult Education Minor Self-Attestation Eligibility Policy**

Ms. Sharon Maass presented the Recommendation of Approval of the Adult Education Minor Self-Attestation Eligibility Policy. Mr. Jared Patout motioned to approve the recommendation. Mr. Bill Parten seconded the motion. The motion carried.

**VIII. Recommend Approval to Negotiate and Award up to \$299,000 to Blinn College for Out of School Youth Industry Certification Training**

Ms. Trish Buck presented the Recommendation of Approval to Negotiate and Award up to \$299,000 to Blinn College for Out of School Youth Industry Certification. Dr. Mary Hensley abstained. The Board authorized an RFP for industry recognized certification training, certified medical assistant, certified hospitality management, certified customer service representative, construction carpentry training, computer support help desk technician, electrical helper and call center certification. All training will be a minimum of 144 hours. Two vendors attended the vendor conference but only one vendor Blinn College presented a proposal. In reviewing Blinn's cost and what they submitted they would charge is comparable to others statewide. Evaluators rated Blinn at 90 points or more. The comments which would be dealt with in negotiations were Blinn did not have instructors in place for some of the newer training and some of the newer trainings require certified instructors that have over 300 hours in the topic which may lead to a difficulty in finding a qualified instructor. The cost of tuition, books and supplies were not broken down. The reimbursement rate was not discussed in the proposals and is a concern due to students dropping out half way through the training. The syllabi was less developed than they should have been. The reviewers recommended clarification on some of the newer certificates. Some are so new they are not showing up in our standard occupational codes. There were some start dates that seemed unreasonable to the reviewers. In negotiations training will be prioritized first based on the OSY that Workforce has who are eligible for WIOA. This contract is only for this year with an option to renew up to three years.

Mayor Bill Parten asked if the outlying counties would be included. Ms. Trish Buck explained that would depend on school districts utilizing their buses to transport which would be a reimbursable expense. Individual cars and car pooling fuel will be provided each on an individual basis. This depends also on Blinn having the available space also if outlying counties have a facility to house the training in their district. Mr. Bill Parten replied with this is much needed. Mr. Bill Parten motioned to approve this recommendation as presented. Mr. Frank Perez seconded the motion. The motion carried.

Ms. Trish Buck mentioned the monitoring reports were in each packet and she would address any questions at this time. No questions were asked.

**IV. Meeting was adjourned at 11:34 AM.**