

**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, January 18, 2018 @ 12:30 PM  
**Center for Regional Services**  
**Board Room**  
3991 East 29<sup>th</sup>, Bryan, Texas

AGENDA

- |              |  |                       |
|--------------|--|-----------------------|
| <b>I.</b>    | <b>Call Meeting to Order/Introductions</b>   | <b>Robert Orzabal</b> |
| <b>II.</b>   | <b>Introductions/Conflict of Interest/Mileage Forms</b>  | <b>Robert Orzabal</b> |
| <b>III.</b>  | <b>Review of October 2017 and November 17, 2017 Minutes</b>  | <b>Robert Orzabal</b> |
| <b>IV.</b>   | <b>Financial Report</b>  | <b>Trish Buck</b>     |
|              | <i>Discussion/Action</i>   |                       |
| <b>V.</b>    | <b>Ratify Action taken by Executive Committee on 11/17/ 2017</b>   | <b>Robert Orzabal</b> |
|              | <b>A. Recommend Approval of Memorandum of Understanding between Experience Works Inc. and Workforce Solutions Brazos Valley</b>                  |                       |
|              | <b>B. Recommend Approval of Memorandum of Understanding between StudentNest Foundation and Workforce Solutions Brazos Valley</b>                 |                       |
|              | <b>C. Recommend Approval of Region 6 ESC Adult Education And Literacy Program Service Contract Supplemental To FY 18 budget up to \$5,000.00</b> |                       |
| <b>VI.</b>   | <b>Recommend Approval of the Following:</b>  | <b>Robert Orzabal</b> |
|              | <b>A. Reemployment Services and Eligibility Assessment Program</b>   |                       |
|              | <b>C. Child Care Local Match Agreement with CSISD</b>  |                       |
|              | <b>D. Memorandum of Understanding between Texas Health Human Services Commission and WSBVB</b>   |                       |
|              | <b>E. Memorandum of Understanding between WSBVB and Texas Workforce Vocational Rehabilitative Services</b>                                       |                       |
| <b>VII.</b>  | <b>Performance Review</b>  | <b>Trish Buck</b>     |
| <b>VIII.</b> | <b>Board Monthly Monitoring</b>  | <b>Trish Buck</b>     |
| <b>IX.</b>   | <b>Adjourn/Evaluations</b>   | <b>Robert Orzabal</b> |

# Workforce Solutions Brazos Valley

## Board Meeting

Thursday, January 18, 2018  
Center for Regional Services  
Board Room  
3991 East 29<sup>th</sup> St, Bryan, TX

### Minutes

#### Attending

Dianne Ryder  
Jared Patout  
Robert Orzabal  
Melinda Berlan  
Nick Gilley  
Nester Leamon  
Frank Perez  
Angie Alaniz  
Bill Parten  
Ann Chapman  
Ann Boney  
Doug Weedon  
Chris Dyer  
Liz Dickey  
Bert Miller  
Sal Zaccagnino

#### Representing

Private Sector  
Private Sector  
Private Sector  
Private Sector  
Private Sector  
Private Sector  
Secondary Education  
Regional Post-Secondary Education  
Adult Basic Education  
Private Sector  
CBO  
Vocational Rehabilitation  
Private Sector  
CBO  
Private Sector  
Economic Development

#### Excused

Donna Taylor  
Mary Hensley  
Marsha Skinner  
Clark Gandy  
Sharon Flores

Private Sector  
Literacy Representative  
Private Sector  
Labor & Veterans Representative  
Public Assistance Representative

#### Guests

Robert Gonzales  
Robert Reyna  
Phil Arnold  
Rose Hayden

BV Workforce Center  
BV Workforce Center  
Speaker  
Speaker

#### Staff

Tom Wilkinson  
Michael Parks  
Trish Buck  
Vonda Morrison  
Karen Sanders  
Barbara Clemmons  
Rachael Robertson  
Jodi Cobler  
Kristen Goodson  
Sharon Maass  
Shawna Rendon  
Lidia Hawryluk  
Vicki Wilkins

Executive Director  
Assistant Executive Director  
Program Manager  
Program Specialist  
Program Specialist  
Program Specialist  
Program Specialist  
Program Specialist  
Program Specialist  
Program Specialist  
Program Administrator  
Program Specialist  
Program Specialist  
Administrative Assistant

**I. Call meeting to Order**

Meeting called to order by Secretary Nick Gilley at 12:42 PM.

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

Forms were made available to Board Members.

**III. Review of Minutes**

WSBV Board Meeting corrected Minutes for October 19, 2017, were accepted as presented. WSBV Executive In Lieu of Board Meeting minutes for November 16, 2017 were accepted as presented.

**IV. Financial Report**

The Financial Report was presented by Ms. Trish Buck with emphasis on those measures not being met. Discussed Child Care excess funding and WIOA out of school issues.

**V. Ratify Action taken by Executive Committee in Lieu of Board Meeting on November 16, 2017**

**Item A** Recommend Approval of MOU between Experience Works Inc. and WSBV was presented with Ms. Dianne Ryder motioning to accept. Mr. Bill Parten seconded the motion. The motion carried.

**Item B** Recommend Approval of MOU between StudentNest Foundation and WSBV was presented with Ms. Ann Boney motioning to accept as presented. Mr. Jared Patout seconded the motion. The motion carried.

**Item C** Recommend Approval of Region 6 ESC AEL Program Service Contract Supplemental to FY18 budget up to \$ 5,000.00 was presented with a motion by Mr. Doug Weedon to accept as presented. Mr. Bert Miller seconded the motion. The motion carried.

**VI. Recommend Approval of the Following:**

**Item A** Reemployment Services and Eligibility Assessment Program was presented with Mr. Bill Parten's motion to accept as presented. Ms. Ann Boney seconded the motion. The motion carried.

**Item C** Child Care Local Match Agreement with CSISD was presented with Ms. Angie Alaniz motioning to accept as presented. Ms. Ann Boney seconded the motion. The motion carried.

**Item D** MOU between Texas Health Human Services Commission and WSBVB was presented. Mr. Nick Gilley gave a motion to accept as was presented. Ms. Liz Dickey seconded the motion. The motion carried.

**Item E** MOU between WSBVB and Texas Workforce Vocational Rehabilitative Services was presented. Ms. Ann Boney motioned to accept this MOU as presented. Ms. Angie Alaniz seconded the motion. The motion carried.

**VII. Performance Review**

Mr. Gilley asked Ms. Trish Buck to review the reports that were contained in the Board Packet. A handout for the November Dashboard Final Release was at each place setting along with the Local Goals FY 17 and the AEL December 2017 Performance Report.

**VIII. Monitoring Reports**

Ms. Trish Buck continued with the Monitoring reports which were included in each Board Packet and if there were any questions or concerns regarding the monthly or monitoring reports she would address them at this time. No questions, concerns, or comments were voiced.

**IX. Meeting was adjourned at 12:49 PM.**

**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, February 15, 2018 @ 12:00 PM  
**Center for Regional Services**  
**Board Room**  
3991 East 29<sup>th</sup>, Bryan, Texas

**AGENDA**

- |   |   |
|---|---|
| <b>I. Call Meeting to Order/Introductions</b>   | <b>Robert Orzabal</b>   |
| <b>II. Introductions/Conflict of Interest/Mileage Forms</b>   | <b>Robert Orzabal</b>   |
| <b>III. Review of January 2018 Board Minutes</b>  | <b>Robert Orzabal</b>   |
| <b>IV. Financial Report</b><br><i>Discussion/Action</i>   | <b>Trish Buck</b>   |
| <b>V. Presentation:</b>   |   |
|   | <b>Matt Prochaska</b><br><i>President/CEO</i><br><i>Research Valley Partnership</i> |
| <b>VI. Consent Agenda</b>   |   |
| A. Recommend Approval of \$60,000 for FY 18 SERCO Re-employment Services program  |   |
| B. Recommend Designation of \$ 142,289.00 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Funding as Adult                    |   |
| C. Recommend Approval of Storage Disability-Related And Medical Information Policy  |   |
| D. Recommend Approval of Non-custodial Parent Policy Modifications  |   |
| E. Recommend Approval of Region 6 ESC Adult Education And Literacy Program Service Contract Supplemental to FY18 budget, up to \$ 25,482.00 |   |
| <b>VII. Executive Director's Report</b>   | <b>Tom Wilkinson</b>  |
| 1. Texas Association Workforce Board  |   |
| 2. Bryan/College Station Economic Outlook   |   |
| 3. Transitions Fair February 17 <sup>th</sup>   |   |
| 4. Site based Literacy Classes  |   |
| 5. Teacher Externship   |   |
| 6. Texas Higher Education Coordinating Board 60x30TX Regional Targets in Central Texas  |   |
| 7. No March Board Meeting   |   |
| <b>VIII. Planning Committee</b>   | <b>Nick Gilley</b>  |
| A. Recommend Approval of 2018-2019 Local Board Goals and Objectives   |   |
| B. Performance Review   |   |
| C. Board Monthly Monitoring   |   |
| <b>IX. Adjourn/Evaluations</b>  | <b>Robert Orzabal</b>   |

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[Equal opportunity is the law.](#)

# Workforce Solutions Brazos Valley

## Board Meeting

Thursday, February 15, 2018

Center for Regional Services

Board Room

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

## Minutes

### Attending

Jared Patout  
Robert Orzabal  
Melinda Berlan  
Nick Gilley  
Frank Perez  
Bill Parten  
Ann Chapman  
Ann Boney  
Sal Zaccagnino  
Sharon Flores  
Marsha Skinner  
Clark Gandy  
Diamantina Montalvo

### Representing

Private Sector  
Private Sector  
Private Sector  
Private Sector  
Secondary Education  
Adult Basic Education  
Private Sector  
CBO  
Economic Development  
Public Assistance  
Private Sector  
Private Sector  
Public Employment

### Excused

Donna Taylor, Mary Hensley, Angie Alaniz, Doug Weedon, Eddie Coulson, Nester Leamon, Dianne Ryder and Chris Dyer

### Guests

Robert Reyna and Robert Gonzales with WFC-Bryan; Becky Collet and Ambyr Weidner with Region 6 and Matt Prochaska.

### Staff

Trish Buck, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Shawna Rendon, and Vicki Wilkins

#### **I. Call meeting to Order**

Meeting called to order by Chair Robert Orzabal at 12:08 PM.

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

Forms were made available to Board Members.

Introduction of Matt Prochaska with Research Valley Partnership

#### **III. Review of January, 2018 Minutes**

WSBV Board Meeting Minutes for January 18, 2018, were accepted as presented.

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

Ms. Trish Buck reviewed the accounts which were over expended, under expended and additional funding from the state that was received.

**V. Presentation by Matt Prochaska, President/CEO of Research Valley Partnership**

**VI. Consent Agenda**

**A. Recommend Approval of \$60,000 for FY 18 SERCO Re-employment Services Program**

Ms. Diamantina Montalvo abstained from this recommendation.

**B. Recommend Designation of \$ 142,289.00 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Funding for WIOA Adults**

Ms. Diamantina Montalvo abstained from this recommendation.

**C. Recommend Approval of Storage Disability-Related and Medical Information Policy**

**D. Recommend Approval of Non-custodial Parent Policy Modifications**

Ms. Diamantina Montalvo abstained from this recommendation.

**E. Recommend Approval of Region 6 ESC Adult Education and Literacy Program Service Contract Supplemental to FY18 budget, up to \$25,482.00**

Ms. Diamantina Montalvo abstained from A, B and E.

Motion to accept Items A-E was given by Mr. Bill Parten.

Mr. Frank Perez seconded the motion. The motion carried.

**VII. Executive Directors Report**

Was given by Ms. Trish Buck due to Mr. Tom Wilkinson being absent.

**1. Texas Association Workforce Board**

Chair Robert Orzabal informed the board he and Ms. Trish Buck attended the TWC quarterly meeting and was briefed by the Texas Workforce Council and lobbyists informing the Boards of the legislative and what is being considered. Ms. Trish Buck was present at the Executive Director's meeting and what items were presented that would affect the Board's funding. Some issues included: criminal background checks and recidivism; how congress decides on immigration issues; Texas Education Agency and Higher Education Coordinating Board decisions regarding high schools and the technical career education classes; State school finances; and the cost of dual credit being given at the eighth grade.

**2. Bryan/College Station Economic Outlook**

Ms. Trish Buck informed the board there were many presentations and good information.

**3. Transitions Fair February 17, 2018**

Ms. Trish Buck informed the Board that the Center had participated which was a fair that helps youth with disabilities transition out of high school into a job or post-secondary education.

**4. Site-based Literacy Classes**

Ms. Trish Buck mentioned the site-based literacy classes have been a struggle to get committed employers. Ms. Buck asked the Board to refer any employers that have Spanish speaking employees who need help with their English.

**5. Teacher Externship**

Ms. Buck informed the Board there have already been clients registered for this year's classes.

**6. Texas Higher Education Coordinating Board 60x30TX Regional Targets in Central Texas**

Ms. Buck explained this group is coming together to decided how Universities and Community Colleges can meet the Governor's goal of having 60% of the 25 to 34 age population in Texas have a post-secondary certificate or a degree by the year 2030. A handout was provided that shows the Texas Higher Education Board's

regions. Our area has a group of educational facilities who are working on these goals. The Board will be notified when these goals have been decided.

#### **7. No March Board Meeting**

Ms. Trish Buck stated while there is no March Board meeting there may have to be an Executive Committee meeting to award SERCO the Summer Earn and Learn allocation when it is received from TWC.

### **VIII. Planning Committee**

Mr. Nick Gilley explained the Planning committee had met and discussed the Consent Agenda line by line.

Ms. Buck explained the draft Local Board Goals from the January retreat were in your Board packets. The goals were typed up verbatim from the retreat. These Board goal objectives are for one year and the goals are for two years. These were typed up using the top four goals. Each goal and objective was reviewed. To address the soft skills goal the Board staff recommended the Work Keys talent assessment. An example was in the board packet. It is Board staff's recommendation to make this Work Keys assessment available to anyone who comes into the Workforce Center who would like to take it. These objectives and goals can be modified at any WSBV Board meeting if you the Board would ever feel the need to make changes.

Mr. Nick Gilley stated this is the time to make any changes that need to be made.

Mr. Robert Orzabal informed the Board extra copies of page 25 listing the local goals and objectives were on hand if any Board member needed to review them at this time. Mr. Jared Patout motioned to approve the local goals and objectives. Ms. Ann Boney seconded the motion. The motion carried.

Mr. Nick Gilley informed the Board we had a new performance review which Ms. Buck would explain. Ms. Buck explained there would not be a colorful dashboard in the future. She explained that there were three performance targets for each measure from Adam Leonard at TWC. The three levels of each target resulted in a floor rate, a middle rate and a ceiling rate. At the end of the year TWC can go with the middle proposed rate or the higher ceiling rate or the lower floor rate for each of the measures and the Board would have no control over the end performance expectation. Because this makes the Board's performance a moving target the Board staff have a blend mix of performance targets for SERCO. The ceiling target was chosen by the Board staff when TWC indicated that they were already using it for a particular measure on the monthly performance reports they issue out. The middle performance targets were chosen by Board staff for the rest of the measures.

The AEL performance report handout was reviewed by Ms. Buck. The site-based program is having problems due to no employers wanting anyone on their job-site.

The Veterans services report was reviewed by Ms. Buck which was for January (Not for October as the report shows).

The monitoring reports were in your packets and success stories at the back of your packets, if there are any questions or concerns Ms. Buck offered to address those at this time.

### **IX. Meeting was adjourned at 1:11 PM.**

# **No Board Meeting – Following Months in 2018**

**March 2018**

**May 2018**

**July 2018**

**November 2018**

**December 2018**



**Workforce Solutions Brazos Valley Board**

**Board Meeting**

Thursday, April 19, 2018 @ 12:00 PM

**Center for Regional Services**

**Board Room**

3991 East 29<sup>th</sup>, Bryan, Texas

AGENDA

- |              |   |                       |
|--------------|---|-----------------------|
| <b>I.</b>    | <b>Call Meeting to Order/Introductions</b>  | <b>Robert Orzabal</b> |
| <b>II.</b>   | <b>Introductions/Conflict of Interest/Mileage Forms</b>   | <b>Robert Orzabal</b> |
| <b>III.</b>  | <b>Review of February 2018 Board Minutes</b>  | <b>Robert Orzabal</b> |
| <b>IV.</b>   | <b>Financial Report</b>   | <b>Trish Buck</b>     |
|              | <i>Discussion/Action</i>  |                       |
| <b>V.</b>    | <b>Consent Agenda</b>   |                       |
|              | <b>A.</b> Ratify Executive Committee Approval of Summer Earn and Learn Policy   |                       |
|              | <b>B.</b> Ratify Executive Committee Approval of FY 18 Summer Earn and Learn Funding Up to \$122,900.00 to Serco          |                       |
|              | <b>C.</b> Recommend Approval of an Additional \$ 3,800.00 to SERCO for FY 18 Summer Earn and Learn                        |                       |
|              | <b>D.</b> Recommend Approval of Vocational Rehabilitation Paid Work Experience Policy                                     |                       |
|              | <b>E.</b> Recommend Approval of FY18 Vocational Rehabilitation Funds of \$ 50,000 To SERCO for Paid Work Experience       |                       |
|              | <b>F.</b> Recommend Approval of Memorandum of Understanding between AARP Foundation And Workforce Solutions Brazos Valley |                       |
|              | <b>G.</b> Recommend Approval of Revised NCP Incentive Policy  |                       |
| <b>VI.</b>   | <b>Executive Director's Report</b>  | <b>Tom Wilkinson</b>  |
|              | <b>A.</b> HYPE (Helping Youth Prepare for Employment)   |                       |
|              | <b>B.</b> NAWB Update   |                       |
| <b>VII.</b>  | <b>Planning Committee</b>   | <b>Nick Gilley</b>    |
|              | <b>A.</b> Performance Review  |                       |
|              | <b>B.</b> Review and Recommendation Concerning Workforce Center Operations including Child Care                           |                       |
|              | <b>C.</b> Review and Recommendation Concerning Adult Education FY19 Region 6 ESC  |                       |
|              | <b>D.</b> Review and Recommendation Concerning Adult Education FY 19 Madisonville ISD                                     |                       |
|              | <b>E.</b> Board Monthly Monitoring  |                       |
| <b>VIII.</b> | <b>Adjourn/Evaluations</b>  | <b>Robert Orzabal</b> |

# Workforce Solutions Brazos Valley

## Board Meeting

Thursday, April 19, 2018  
Center for Regional Services  
Board Room  
3991 East 29<sup>th</sup> St, Bryan, TX

## Minutes

### Attendees

Jared Patout	Private Sector
Robert Orzabal	Private Sector
Nick Gilley	Private Sector
Frank Perez	Secondary Education
Bill Parten	Adult Basic Education
Ann Boney	CBO
Marsha Skinner	Private Sector
Clark Gandy	Private Sector
Diamantina Montalvo	Public Employment
Dr. Mary Hensley	Adult Literacy
Nester Leamon	Private Sector
Bert Miller	Private Sector
Donna Taylor	Private Sector

### Excused

Melinda Berlan, Dr. Eddie Coulson, Tashia Dickerson, Liz Dickey, Chris Dyer, Sharon Flores, Dianne Ryder and Sal Zaccagnino

### Guests

Manuel Ugues and Robert Gonzales with WFC-Bryan; and TJ Robie with the Veterans Services.

### Staff

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

#### **I. Call meeting to Order**

Meeting called to order by Chair Robert Orzabal at 12:20 PM.

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

Forms were made available to Board Members.

Introduction of John Brieden III, Madison County Judge who has been nominated to fill the position of Michael Costa as a Board member.

#### **III. Review of January, 2018 Minutes**

WSBV Board Meeting Minutes for February 15, 2018, were accepted as presented.

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

Ms. Trish Buck reviewed the financial report for the month of February 2018.

Detailed information was given on accounts which were over expended, under expended and additional funding from the state that was received. The funds that may need to be FIFO'd (First In – First Out) were discussed in detail.

## **V. Consent Agenda**

### **A. Ratify Executive Committee Approval of Summer Earn and Learn Policy**

Ms. Diamantina Montalvo abstained from the ratification.

### **B. Ratify Executive Committee Approval of FY 18 Summer Earn and Learn Funding Up to \$122,900.00 to SERCO.**

Ms. Diamantina Montalvo abstained from this ratification.

A & B Ratifications were from last month's Executive In Lieu of Board Meeting.

### **C. Recommend Approval of an Additional \$3,800.00 to SERCO for FY18 Summer Earn and Learn**

Ms. Diamantina Montalvo abstained from this recommendation.

### **D. Recommend Approval of Vocational Rehabilitation Paid Work Experience Policy**

### **E. Recommend Approval of FY 18 Vocational Rehabilitation Funds of \$ 50,000 to SERCO for Paid Work Experience**

Items C, D, And E were discussed in detail during the Planning Committee earlier.

Ms. Diamantina Montalvo abstained from this recommendation.

Item E was deferred to present before the Board as a whole.

### **F. Recommend Approval of Memorandum of Understanding between AARP Foundation and Workforce Solutions Brazos Valley**

Item F was deferred to present before the Board as a whole.

### **G. Recommend Approval of Revised NCP Incentive Policy**

Item G was deferred to be presented to the Board as a whole.

Bert Miller moved to accept the recommendations as presented and for the deferment of Planning Items E – G to the Board Meeting. Ms. Mary Hensley seconded the motion. The motion carried.

## **VI. Executive Directors Report**

### **1. HYPE (Helping Youth Prepare for Employment)**

Mr. Tom Wilkinson reported approximately 820 students and 72 schools participated. Milano and Lexington were present which are not in the Brazos Valley Region. Ten speakers were present which included our Board member Ms. Ann Yager Chapman of Woodson Lumber. Discussion on Vendors and their interactive speaking and activities with the students were shared. Ms. Vonda Morrison shared her thoughts and high points of the conference. The planning session for next year will be started today with the school chosen date and then confirm availability with the Expo Center.

### **2. NAWB (National Association of Workforce Boards)**

Mr. Wilkinson reported on the highlights of the meeting which was held in Washington DC. Attendees were Mr. Tom Wilkinson, Ms. Dianne Ryder, Ms. Trish Buck and Mr. Nick Gilley. Mr. Nick Gilley was impressed with the presentation of the Florida Entrepreneurial training program.

Mr. Wilkinson also mentioned the Madisonville, Navasota and Brenham students who had graduated from the AEL and GED classes recently.

## **VII. Planning Committee**

Mr. Nick Gilley explained the Planning committee had met. First he would like Ms. Trish Buck to discuss the Performance Reviews.

### **A. Ms. Trish Buck presented the performance review reports which were in the packet.**

The Contracted Measures statement was reviewed which took the place of the colorful Dashboard report. The AEL performance report for February and March was in the packets with emphasis on the March report which includes the additional funds and additional performance target implemented. The Intensive is the On-Site program which Monterrey Mushrooms have agreed to

have two classes of 25 adults in each class lasting 2-4 months. The Veterans report for February and March was reviewed with emphasis on modifying the job postings to include the Military Crosswalk which gives title of military who would be applicable for the particular job posting if approved by the employer.

The floor was opened for questions and concerns regarding the performance reports with none voiced at this time.

Mr. Gilley went over the planning committee which included the deferment of items B, C and D. Items C and D will be discussed first and then item D which will be an extensive discussion.

**B. Recommend Authorization to Negotiate with Region 6 ESC for FY 19 Services.**

Ms. Buck reviewed the process by which the Board receives the AEL funding. Our partners for the funds beginning July 1, 2018 as proposed are Blinn College, Madisonville ISD, Region 6 and Housing. A consortium is required because Workforce Boards cannot submit a proposal unless they have an educational partner. TWC is the grantee which chose AEL and the Workforce Board cannot procure a new contractor. At this time only the planning estimates are completed for the AEL service providers. Ms. Sharon Maass has included AEL's performance measures and concerns. The concerns and strengths were discussed.

It was asked to vote on Item C and Item D as a group.

Mr. Bill Parten, Ms. Diamantina Montalvo, and Ms. Mary Hensley abstained.

Ms. Ann Boney motioned to accept the recommendation as present. Mr. Bert Miller seconded the motion. The motion carried.

**C. Review and Recommendation Concerning Adult Education FY 19 Madisonville ISD.**

It was asked to vote on Item C and Item D as a group.

Mr. Bill Parten, Ms. Diamantina Montalvo, and Ms. Mary Hensley abstained.

Ms. Ann Boney motioned to accept the C and D recommendations as presented. Mr. Bert Miller seconded the motion. The motion carried.

Mr. Nick Gilley brought attention to the Board Monitoring Reports in the Board packets. Ms. Buck announced the Local Board Goals handout which show the surveys developed on Child Care, Transportation and that the Child Care provider's survey has gone out. There is a list of employers which have been contacted on the back of the Local Goals. The 3rd item is the Soft Skills which are being worked on currently regarding the talent test.

**D. Review and Recommendation Concerning Workforce Center Operations including Child Care.**

Ms. Trish Buck presented the Board staff's recommendation to go out for procurement for the management of the workforce center and/or child care services and/or business services. This is based on the review of SERCO's overall performance. The data presented in the Board packet was presented to the overall Board. Primary concerns were funds management, low case load numbers, overall outreach for the programs, staff management, and quality of services. The Board allowed Mr. Ugues to speak openly to the Board. Mr. Ugues expressed he understood the Board's concern. The 1st year had many challenges and have been overcome with improved services. Statistics giving Brazos Valley Workforce Board rated top 10 out of 6 measures and rated top 15 in all measures must show there has been a considerable positive change. Feedback and Customer Surveys are high and error rates decreasing reflect their commitment. WIOA has increased by 30% and job postings are up 35% with a 41% business increase. Mr. Ugues has forecasted by September 30, 2018 the workforce center will be meeting or exceeding all monitoring. Mr. Ugues apologized he failed in acquiring a permanent Project Director. Mr. Ugues has taken this opportunity to

reassess priorities and serving the customers and asked the Board not to go out for procurement at this time. If procurement is chosen SERCO will rebid but funds and income will be renegotiated. Mr. Ugues was apologetic and mentioned a permanent Project Manager would be hired by June 30, 2018 and he would respect the Board's decision.

Mr. Robert Orzabal asked if the Board wanted to go out for procurement now or wait until next year. Mr. Orzabal asked if it was the Board Staff's recommendation that the Board go out for procurement. Ms. Buck answered with an "it is" however, it is the Board's decision. Mr. Orzabal asked if there were any questions.

Ms. Mary Hensley motioned to accept the Board staff's recommendation and go out for procurement. Ms. Ann Boney seconded the motion.

The floor was opened for discussion. The Board asked SERCO staff if they would mind to leave the Board room while the Board had a discussion. SERCO agreed and exited the Board Room. The length of SERCO contract and the procurement process was discussed. The risk of increased management cost was discussed.

Discussion was ended and Mr. Orzabal asked the Board to affirm the original motion to accept the Board Staff's recommendation to go out for procurement. Motion carried.

**VIII. Meeting was adjourned at 1:56 PM.**

# **No Board Meeting – Following Months in 2018**

**March 2018**

**May 2018**

**July 2018**

**November 2018**

**December 2018**

**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, June 21, 2018 @ 12:00 PM  
**Center for Regional Services**  
**Board Room**  
3991 East 29<sup>th</sup>, Bryan, Texas

AGENDA

- |  |                       |
|--|-----------------------|
| <b>I. Call Meeting to Order/Introductions</b>  | <b>Robert Orzabal</b> |
| <b>II. Introductions/Conflict of Interest/Mileage Forms</b>  | <b>Robert Orzabal</b> |
| <b>III. Review of April 2018 Board Minutes</b>   | <b>Robert Orzabal</b> |
| <b>IV. Financial Report</b><br><i>Discussion/Action</i>  | <b>Trish Buck</b>     |
| <b>V. Consent Agenda</b>   | <b>Robert Orzabal</b> |
| <b>A.</b> Recommend Approval of Memorandum of Approval Between Workforce Solutions Brazos Valley Board and Motivation Education & Training, Inc. Senior Community Service Employment Program |                       |
| <b>B.</b> Recommend Approval of Memorandum of Approval Between Workforce Solutions Brazos Valley Board and CVS   |                       |
| <b>C.</b> Recommendations for Texas Workforce 2018 Employer Awards   |                       |
| <b>D.</b> Review and Recommendation Concerning Blinn College Adult Education & Literacy Grant Up to \$ 523,624   |                       |
| <b>E.</b> Review and Recommendation for Monterrey Mushroom Workplace Literacy Grant Up to \$ 4,000   |                       |
| <b>F.</b> Recommend Approval of Addition of FY 19 WIOA Funding to SERCO contract up to \$ 430,347  |                       |
| <b>G.</b> Recommend Approval of Modification of Personal Identifying Information Policy  |                       |
| <b>VI. Executive Director's Report</b>   | <b>Tom Wilkinson</b>  |
| <b>A.</b> Texas Association of Workforce Boards  |                       |
| <b>B.</b> National Association of Workforce Development Professionals  |                       |
| <b>C.</b> Child Care Conference  |                       |
| <b>VII. Executive Committee</b>  | <b>Robert Orzabal</b> |
| <b>A.</b> Review of By Laws and Board Officer Nominations (Nominations from Floor)   |                       |
| <b>B.</b> Review Recommendation and Awards on Board Request for Proposals on Child Care Operations and/or Workforce Center Operations and/or Business Services Unit                          |                       |
| <b>VIII. Planning Committee</b>  | <b>Nick Gilley</b>    |
| <b>A.</b> Performance Review   |                       |
| <b>B.</b> Results of Local Goal Surveys  |                       |
| <b>C.</b> Board Monthly Monitoring   |                       |
| <b>IX. Adjourn/Evaluations</b>   | <b>Robert Orzabal</b> |

# Workforce Solutions Brazos Valley

## Board Meeting

Thursday, June 21, 2018  
Center for Regional Services  
Board Room  
3991 East 29<sup>th</sup> St, Bryan, TX

### Minutes

Jared Patout	Private Sector
Nick Gilley	Private Sector
Frank Perez	Secondary Education
Bill Parten	Adult Basic Education
Clark Gandy	Private Sector
Diamantina Montalvo	Public Employment
Dr. Mary Hensley	Adult Literacy
Nester Leamon	Private Sector
Bert Miller	Private Sector
Melinda Berlan	Private Sector
Tashia Dickerson	Child Care - Private Sector
Chris Dyer	CBO
Sharon Flores	Public Assistance – Regional
Doug Weedon	Vocational Rehabilitation – Regional
Sal Zaccagnino	Economic Development
Eddie Coulson	Private Sector

### Excused

Ann Boney, Angie Alaniz, Dianne Ryder, Donna Taylor, Robert Orzabal and Ann Yager Chapman

### Guests

Manuel Ugues, Latresia Williams, Robert Reyna and Gayle Mann with WFC-Bryan; TJ Robie with the Veterans Services, Commissioner Phillip Cox with Grimes County, Stu Musick with Navasota ISD and Tim Foster with ResCare

### Staff

Trish Buck, Barbara Clemmons, Rachael Robertson, Kristen Goodson, Shawna Rendon, Lidia Hawryluk, Sharon Maass, Karen Sanders, and Vicki Wilkins

#### **I. Call meeting to Order**

Meeting called to order by Secretary Nick Gilley at 12:04 PM.

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

Forms were made available to Board Members.

Introduction of guests in attendance and WSBV Board Staff new employee Sylvia McMullen as Student HireAbility Navigator was given by Ms. Trish Buck. Ms. Trish Buck also announced that this would be the last meeting for Mr. Chris Dyer and Mr. Eddie Coulson both of whom were resigning effective July 01, 2018 and thanked them for their service and commitment while being a Board member.



### **III. Review of April 2018 Minutes**

WSBV Board Meeting Minutes for April 19, 2018 were accepted as presented.

### **IV. Financial Report**

Ms. Trish Buck reviewed the financial report for the month ending April 30, 2018. FY 16 has been closed out for the WIOA funds. OSY (Out of School Youth) funding has been FIFO'd which left \$ 800,000 for FY 17 and the funds should be 80% expended by June 30, 2018. TWC has the ability to de-obligate or leave the funding as is. At this time we have not been notified of any de-obligation from TWC. NCP funding had an overage and Brazos County has only been allowed 1 worker. However, we can now take customers who live within a 30 mile radius of the Brazos County court house if their case is in the Brazos County jurisdiction. This will help us increase the numbers served in the NCP program. No questions or concerns were voiced at this time and the Financial Report was accepted as presented.

### **V. Consent Agenda**

**A. Recommend Approval of Memorandum of Approval Between Workforce Solutions Brazos Valley Board and Motivation Education & Training, Inc. Senior Community Service Employment Program.**

**B. Recommend Approval of Memorandum of Approval Between Workforce Solutions Brazos Valley Board and CVS**

**C. Recommendations for Texas Workforce 2018 Employer Awards**

**D. Review and Recommendation Concerning Blinn College Adult Education & Literacy Grant Up to \$ 523,624**

i. Ms. Diamantina Montalvo and Ms. Mary Hensley abstained from this recommendation.

**E. Review and Recommendation for Monterey Mushroom Workplace Literacy Grant Up to \$ 4,000**

i. Ms. Diamantina Montalvo and Mayor Bill Parten abstained from this recommendation.

**F. Recommend Approval of Addition of FY 19 WIOA Funding to SERCO Contract Up to \$430,347**

**G. Recommend Approval of Modification of Personal Identifying Information Policy**

i. Items A – G were motioned to be accepted as presented by Mr. Jared Patout with Ms. Diamantina Montalvo abstaining from D, E, and F. Chancellor Mary Hensley abstaining from D, and Mayor Bill Parten abstaining from Item E. Mr. Frank Perez seconded the motion. The motion carried.

### **VI. Executive Directors Report**

**A. Texas Association of Workforce Boards**

Ms. Trish Buck brought forth the Executive Directors Report due to Mr. Tom Wilkinson presently attending the TARC (Texas Association of Regional Council) convention in Austin, Texas. The TAWB conference which was attended by Mr. Tom Wilkinson and Chair Robert Orzabal was very productive. There were several discussions on the AEL (Adult Education and Literacy) grants as well as the state receiving additional funding for Child Care. The Brazos Valley child care budget will increase from \$5.3 million to \$7.9 million. This also means \$747,876 will be used to give rate increases to the child care providers in our area. The state recommends and sets the rates for each level of child care and each provider will receive a rate increase according to their level. More

funds allows the child care program to have open enrollment which has left child care with no waiting list at this time. The state is recognizing the suggestions from the local boards and changes are taking place.

**B. NAWDP (National Association of Workforce Development Professionals)**

Mr. Tom Wilkinson is on this board and additional workforce center staff attended this convention.

Ms. Trish Buck asked Mr. Nester Leamon to give a description of the recent Union Pacific Railroad ground breaking for the Mumford yard. Mr. Nester Leamon gave a brief informative recollection of the celebration and the data that Union Pacific released with the effect of this yard concerning Brazos Valley economic development. Ms. Trish Buck elaborated regarding the minimum pay scale job postings starting at \$45,000 with online job applications and descriptions of job details, written and physical ability testing, and medical examination physicals which are required. Internships can be applied for starting with Junior and Senior's in college. These will all be Union jobs with 13 weeks of training with advancement to a higher level.

The Texas Economic Development Association awarded Blinn College and Research Valley Partnership with an award for Outstanding Economic Development and Partnership in our area last week in Galveston.

**C. Child Care Conference**

Provided at your place setting is a sample of the Child Care Conference handbook and lanyard name badge with the theme of "Under Construction" which will be taking place on June 23 and 24<sup>th</sup> at the Expo Center. All Board members are invited to attend and experience the atmosphere and training.

On July 03, 2018 the Workforce will be hosting the 12<sup>th</sup> Annual Independence Day Job Fair which honors Veterans. Please pass the information along to attend between 10:00 AM to 2:00 PM.

The Navasota ISD has provided a building for the Navasota Workforce Center at 109 Rattler Drive and the Board would like to thank Superintendent Stu Musik and Navasota ISD for that facility. The Grimes Chamber of Commerce Grand Re-Opening of the Navasota Center was held on June 14, 2018 from 4:30 PM to 7:00 PM with an attendance of 50 guests. There is space for a small computer lab class, where AEL classes, Indigent Healthcare and Vocational Rehabilitation services could be given.

The Caldwell Workforce Center will be relocating to a much larger office at 100 S Echols Street Suite C, which is on the square in downtown Caldwell, in July.

**VII. Executive Committee**

**A. Review of By Laws and Board Officer Nominations (Nominations from Floor)**

Mr. Nick Gilley reviewed the items from the Executive Committee meeting with a recommendation to keep the officer slate as is for another term. The floor was opened to allow for the Boards nominations. Ms. Trish Buck reviewed the WSBV By-Laws before nominations began. A motion was made by Mr. Bert Miller to cease nominations from the floor. Mr. Bill Parten seconded the motion. The motion carried.

**B. Review Recommendation and Awards on Board Request for Proposals on Child Care Operations and/or Workforce Center Operations and/or Business Services Unit**

Mr. Nick Gilley asked Ms. Shawna Rendon to recap the interview data handout from the June 14, 2018 meeting of bidders. The recommendation from the WSBV Board staff is to award ResCare the RFP for Workforce Center Operations and Business Services Unit. No child care bids were

received except SERCO. The committee recommended SERCO be retained for the Child Care Operations. Ms. Shawna Rendon stated that if SERCO decided to withdraw from Child Care Operations an additional RFP for the Child Care would need to be executed.

Mr. Nick Gilley entertained a motion to allow the Board staff to negotiate a contract with ResCare for the Workforce Services and Business Services and with SERCO for child care services with the additional approval to issue a RFP for Child Care Operations if SERCO withdraws from negotiations over the Child Care Operations.

Ms. Mary Hensley motioned to accept the Board staff's recommendations as presented with approval of an additional RFP to be released for the Child Care Operations if required. Mr. Clark Gandy seconded the motion. The motion carried.

## **VIII. Planning Committee**

### **A. Performance Review**

Ms. Trish Buck presented the June Local Goals highlighting the survey data received. Regarding the Workforce Center there are only two goals which are not being met at this time. The Center projects that all measures will be met by the end of the year. The May AEL current enrollment of 12+ hours are being met as of today. Transitions with a 73 out of 83. El Civics were 34 out of 40. The IET was 14 out of 18. The Intensive with 0 out of 43 has now been met and expected to exceed due to the Monterey Mushroom having 2 classes of 25 clients in each class and with two classes for July and August for next year.

Recently Region 6 has voluntarily withdrew from providing AEL services for our region. Blinn College was approved Tuesday by their Board to be our lead educational service provider. It will take a month to 45 days to commence classes operated by Blinn College. This will be a transition period starting June 22, 2018.

Madisonville is continuing with services provided by the MCISD and Housing is continuing to provide classes. Brenham classes will be moving to a more ADA compliant facility, hopefully at no charge, in the near future.

The Veterans Coalition met last night with the Red Cross, Bush School and other local agencies attending and had a good turnout. The May Veterans report was reviewed.

### **B. Results of Local Goal Surveys**

The survey questions had been field tested by the Executive Committee prior to release. The results of surveys included in your Board packet served 3 purposes. Customer survey regarding employment barriers, employer survey regarding employment barriers and child care provider survey regarding non-traditional hours. Ms. Trish Buck gave a detailed report from the materials in the Board packet. The recommendation to the Board at this time regarding the survey responses is to hold a public meeting thru BVCOG and host regional transportation experts to highlight transportation resources and needs for employers. An additional recommendation to have a meeting of employers and child care providers interested in non-traditional childcare expansion. Ms. Trish Buck welcomed any suggestions from the Board and asked if there were any questions she would address those at this time. No questions were voiced.

### **C. Board Monthly Monitoring**

The monitoring reports are in the Board packets. If there are any questions or concerns I will address those at this time. No questions or concerns were voiced.

Mr. Nick Gilley wanted to verify the consent Agenda item D of \$523,624 was the balance of the SERCO contract. Ms. Trish Buck explained this \$523,624 was the new contract which will be awarded to Blinn College.

No other questions or concerns were brought before the Board.

**IX. Adjourn/Evaluations**

Ms. Buck announced there would be no July 2018 WSBV meetings but we would be mailing the officer ballots out.

Meeting was adjourned at 1:48 PM by Secretary Nick Gilley.

# **No Board Meeting – Following Months in 2018**

**March 2018**

**May 2018**

**July 2018**

**November 2018**

**December 2018**

**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, August 16, 2018 @ 12:00 PM  
**Center for Regional Services**  
**Board Room**  
3991 East 29<sup>th</sup> Bryan, Texas

**AGENDA**

- |              |   |                       |
|--------------|---|-----------------------|
| <b>I.</b>    | <b>Call Meeting to Order/Introductions</b>  | <b>Robert Orzabal</b> |
| <b>II.</b>   | <b>Introductions/Conflict of Interest/Mileage Forms</b>   | <b>Robert Orzabal</b> |
| <b>III.</b>  | <b>Review of June 2018 Board Minutes</b>  | <b>Robert Orzabal</b> |
| <b>IV.</b>   | <b>Financial Report</b>   | <b>Trish Buck</b>     |
|              | <i>Discussion/Action</i>  |                       |
| <b>V.</b>    | <b>Consent Agenda</b>   | <b>Robert Orzabal</b> |
|              | <b>A. Recommend Authorization to Award FY19 ResCare Contract for Workforce Center Management Including Business Services Up to \$3,276,933.00</b>   |                       |
|              | <b>B. Recommend Authorization to Award FY18 ResCare Contract for Transitioning Into Operating Workforce Center and Business Services Up to \$30,000.00</b>                                  |                       |
|              | <b>C. Recommend Authorization to Award FY 19 SERCO Contract for Child Care Management Services Up to \$7,631,760.00</b>   |                       |
|              | <b>D. Recommend Authorization to Award FY19 Blinn College Workforce Innovation &amp; Opportunity Act Out of School Youth Industry Certified Skills Training Contract Up to \$277,972.00</b> |                       |
|              | <b>E. Recommend Approval of new Child Care Policy 809.19</b>  |                       |
|              | <b>F. Recommend Approval to Purchase Automation Replacement Equipment Up to \$70,000.00</b>   |                       |
|              | <b>G. Recommend Approval of Human Trafficking Policy</b>  |                       |
| <b>VI.</b>   | <b>Executive Director's Report</b>  | <b>Tom Wilkinson</b>  |
|              | A. Texas Association of Workforce Boards  |                       |
|              | B. New Board Members Appointment Status   |                       |
|              | C. Annual Meeting September 20, 2018  |                       |
|              | D. Personnel Changes  |                       |
| <b>VII.</b>  | <b>Executive Committee</b>  | <b>Robert Orzabal</b> |
|              | A. Recommend Approval of Board Officer Elections Results for FY 19  |                       |
| <b>VIII.</b> | <b>Finance Committee</b>  | <b>Robert Orzabal</b> |
|              | A. Recommend Approval FY 19 Board Budget  |                       |
| <b>IX.</b>   | <b>Planning Committee</b>   | <b>Nick Gilley</b>    |
|              | A. Performance Review   |                       |
|              | B. Board Monthly Monitoring   |                       |
| <b>X.</b>    | <b>Adjourn/Evaluations</b>  | <b>Robert Orzabal</b> |

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**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, August 16, 2018 @ 12:00 PM  
**Center for Regional Services**  
**Board Room**  
3991 East 29<sup>th</sup> Bryan, Texas

**AGENDA**

- |              |  |                       |
|--------------|--|-----------------------|
| <b>I.</b>    | <b>Call Meeting to Order/Introductions</b>   | <b>Robert Orzabal</b> |
| <b>II.</b>   | <b>Introductions/Conflict of Interest/Mileage Forms</b>  | <b>Robert Orzabal</b> |
| <b>III.</b>  | <b>Review of June 2018 Board Minutes</b>   | <b>Robert Orzabal</b> |
| <b>IV.</b>   | <b>Financial Report</b><br><i>Discussion/Action</i>  | <b>Trish Buck</b>     |
| <b>V.</b>    | <b>Consent Agenda</b>  | <b>Robert Orzabal</b> |
|              | <b>A. Recommend Authorization to Award FY 19 ResCare Contract for Workforce Center Management Including Business Services Up to \$ 3,276,933.00</b>  |                       |
|              | <b>B. Recommend Authorization to Award FY 18 ResCare Contract for Transitioning Into Operating Workforce Center and Business Services Up to \$30,000.00</b>                                  |                       |
|              | <b>C. Recommend Authorization to Award FY 19 SERCO Contract for Child Care Management Services Up to \$ 7,631,760.00</b>   |                       |
|              | <b>D. Recommend Authorization to Award FY 19 Blinn College Workforce Innovation &amp; Opportunity Act Out of School Youth Industry Certified Skills Training Contract Up to \$277,972.00</b> |                       |
|              | <b>E. Recommend Approval of new Child Care Policy 809.19</b>   |                       |
|              | <b>F. Recommend Approval to Purchase Automation Replacement Equipment Up to \$70,000.00</b>  |                       |
|              | <b>G. Recommend Approval of Human Trafficking Policy</b>   |                       |
| <b>VI.</b>   | <b>Executive Director's Report</b>   | <b>Tom Wilkinson</b>  |
|              | <b>A. Texas Association of Workforce Boards</b>  |                       |
|              | <b>B. New Board Members Appointment Status</b>   |                       |
|              | <b>C. Annual Meeting September 20, 2018</b>  |                       |
|              | <b>D. Personnel Changes</b>  |                       |
| <b>VII.</b>  | <b>Executive Committee</b>   | <b>Robert Orzabal</b> |
|              | <b>A. Recommend Approval of Board Officer Elections Results for FY 19</b>  |                       |
| <b>VIII.</b> | <b>Finance Committee</b>   | <b>Robert Orzabal</b> |
|              | <b>A. Recommend Approval FY 19 Board Budget</b>  |                       |
| <b>IX.</b>   | <b>Planning Committee</b>  | <b>Nick Gilley</b>    |
|              | <b>A. Performance Review</b>   |                       |
|              | <b>B. Board Monthly Monitoring</b>   |                       |
| <b>X.</b>    | <b>Adjourn/Evaluations</b>   | <b>Robert Orzabal</b> |

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# **No Board Meeting – Following Months in 2018**

**March 2018**

**May 2018**

**July 2018**

**November 2018**

**December 2018**



**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, January 17, 2019 @ 12:00 PM  
**Center for Regional Services**  
**Board Room**  
3991 East 29<sup>th</sup> Street, Bryan, Texas

**AGENDA**

- |   |                         |
|---|-------------------------|
| <b>I. Call Meeting to Order/Introductions</b>   | <b>Robert Orzabal</b>   |
| <b>II. Introductions/Conflict of Interest/Mileage Forms</b>   | <b>Robert Orzabal</b>   |
| <b>III. Review of October 2018 Board Minutes</b>  | <b>Robert Orzabal</b>   |
| <b>IV. Financial Report</b><br><i>Discussion/Action</i>   | <b>Shawna Rendon</b>    |
|   |                         |
| <b>V. Consent Agenda</b>  | <b>Robert Orzabal</b>   |
| <b>A. Recommend Approval of the Updated Integrated Plan</b>   | <b>Barbara Clemmons</b> |
| <b>B. Recommend Approval of Revised Targeted Occupation List</b>  | <b>Barbara Clemmons</b> |
| <b>C. Recommend Approval of Community Impact Statement</b>  | <b>Vonda Morrison</b>   |
| <b>D. Recommend Approval of Modification to the Eligible Trainer Provider Performance Policy</b>  | <b>Karen Sanders</b>    |
|   |                         |
| <b>VI. Executive Director's Report</b>  | <b>Tom Wilkinson</b>    |
| <b>A. TWC Executive Director – Larry Temple</b>   |                         |
| <b>B. Hiring Red, White and You – November 8, 2018 (Update)</b>   |                         |
| <b>C. Tri-Agency Summit – November 8<sup>th</sup> in Georgetown (Update)</b>  |                         |
| <b>D. TWC Annual Conference – Houston – November 26-30, 2018 (Update)</b>   |                         |
| <b>E. National Association of Workforce Boards (NAWB) March 2019</b>  |                         |
| <b>F. Helping Youth Prepare for Employment - (HYPE) - 2019</b><br>April 17, 2019 at Brazos County Expo<br>Theme: Break the Mold: Non-Traditional Employment |                         |
| <b>G. Adult Education and Literacy (AEL) Updates</b>  |                         |
|   |                         |
| <b>VII. Planning Committee</b>  | <b>Nick Gilley</b>      |
| <b>A. Performance Review</b>  |                         |
| <b>B. Board Monthly Monitoring</b>  |                         |
|   |                         |
| <b>VIII. Adjourn/Evaluations</b>  | <b>Robert Orzabal</b>   |

# Workforce Solutions Brazos Valley

## Board Meeting

Thursday, October 18, 2018  
Center for Regional Services  
Board Room  
3991 East 29<sup>th</sup> St, Bryan, TX

## Minutes

Angie Alaniz	Post-Secondary Education
Ann Boney	Community Based Organization
Ann Yager Chapman	Private Sector
Bert Miller	Private Sector
Crystal Crowell	Community Based Organization
Diamantina Montalvo	Public Employment
Frank Perez	Secondary Education
Jared Patout	Private Sector
Josh Isenhour	Private Sector
Marsha Skinner	Private Sector
Mary Valadez Perez	Public Assistance
Melinda Berlan	Private Sector
Nester Leamon	Private Sector
Nick Gilley	Private Sector
Robert Orzabal	Private Sector
Roby Somerford	Private Sector

### Excused

Bill Parten, Dianne Ryder, Donna Taylor, Liz Dickey and Mary Hensley

### Guests

Lisa Boyd and Abigail Gonzales ResCare Workforce Center/BSU Contractor, Manual Ugues and Latresia Williams with SERCO Childcare Contractor, TJ Roby and Tony Ramirez with Veterans Services.

### Staff

Vonda Morrison, Barbara Clemmons, Karen Sanders, Rachael Robertson, Jodi Cobler, Vicki Wilkins, Shawna Rendon, Kim Patch, Kristen Goodson, Lidia Hawryluk and Sharon Maass.

### **I. Call meeting to Order**

Meeting called to order by Chair Robert Orzabal at 12:03 PM.

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

- A. Forms were made available to Board Members.
- B. Introduction of guests Mr. Tony Rameriz from Killeen and Troy Robie with the Veterans Commission and the new WSBV Board Program Manager Ms. Vonda Morrison.

### **III. HireAbility Presentation**

Ms. Jodi Cobler gave a description of HireAbility with handouts for Disability Friendly Business Recognition window sticker, application to be recognized and a TXHireAbility brochure.

### **IV. Review of August 2018 Minutes**

WSBV Board minutes for September 20, 2018 were accepted as presented.

### **V. Financial Report**

Ms. Shawna Rendon presented in detail the financial report on page 09 of the Board Packet. She explained the Teacher Externship Program did not meet the deliverable of having 40 teachers enrolled, there were only 19 teachers enrolled. No questions or concerns were voiced at this time. Ms. Ann Boney motioned to accept the Financial Report as presented. Mr. Nester Leamon seconded the motion. The motion carried. Ms. Vonda Morrison mentioned the monitoring reports were in the Board Packets and if there were any questions or concerns she would address those at this time. No questions or concerns were voiced. Mr. Troy Robie was given the floor to announce the “Re-Hire Vet’s” and to strive for 10% of your employees to be Veterans.

### **VI. Consent Agenda**

#### **A. Recommend to Approve Revised Targeted Occupation List.**

Ms. Barbara Clemmons explained this revision was to remove the Certified Customer Service Representative and the Call Center Certification Occupations from the Targeted Occupations List due to no interest. Mr. Jared Patout motioned to accept the recommendation as presented. Mr. Frank Perez seconded the motion. The motion carried.

### **VII. Executive Director’s Report**

Ms. Vonda Morrison gave the Executive Director’s Report in-lieu of Mr. Wilkinson’s absence.

- A.** WSBV had four new board member appointments approved on September 25, 2018. The members are Josh Isenhour, Roby Somerford, Crystal Crowell and Mary Valadez Perez.
- B.** The Hiring Red White & You Job Fair will be on November 08, 2018 here at the Center for Regional Services (CRS).
- C.** Mr. Wilkinson will be attending the Tri-Agency Summit in Georgetown, Texas on November 08, 2018 for a one day conference for Texas Education Agency (TEA) 60x30TX.
- D.** The Annual TWC Conference will be in Houston on November 26-30, 2018. Board Chair, Vice-Chair, Secretary, Mr. Tom Wilkinson and selected WSBV Board Staff will be attending.
- E.** The NAWB will be held in March 2019 in Washington DC.
- F.** The WSBV Board has hired a new staff member Ms. Kimberly Patch, AEL Data Integrity Specialist.

### **VIII. Planning Sub-Committee Meeting**

Mr. Nick Gilley released the floor to Ms. Vonda Morrison who addressed the Board with all performance measures are being met at this time. Ms. Morrison asked if there were any questions or concerns regarding the monitoring reports which were in their Board packets. No questions or concerns were voiced at this time.

**IX. Adjourn/Evaluations**

Chair Robert Orzabal adjourned the meeting at 12:20 PM

# **No Board Meeting – Following Months in 2018**

**March 2018**

**May 2018**

**July 2018**

**November 2018**

**December 2018**