

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

AGENDA

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

Workforce Solutions Brazos Valley

Board Meeting

Thursday, January 17, 2019

Center for Regional Services

Board Room

3991 East 29th Street, Bryan, TX

Minutes

| | |
|-----------------------|------------------------------|
| Ann Boney | Community Based Organization |
| Ann Yager Chapman | Private Sector |
| Frank Perez | Secondary Education |
| Jared Patout | Private Sector |
| Josh Isenhour | Private Sector |
| Marsha Skinner | Private Sector |
| Mary Valadez | Public Assistance |
| Nester Leamon | Private Sector |
| Nick Gilley | Private Sector |
| Robert Orzabal | Private Sector |
| Roby Somerford | Private Sector |
| Sal Zaccagnino | Economic Development |
| William "Bill" Parten | Adult Basic Education |
| Doug Weedon | Vocation Rehabilitation |
| Donna Taylor | Private Sector |
| Dianne Ryder | Private Sector |
| Clark Gandy | Labor/Veterans |
| Tashia Dickerson | Child Care |

Excused

Diamantina Montalvo, Mary Hensley, and Diamantina Montalvo, Angie Alaniz

Guests

Tara Lamont Program Director and Dwayne Street Regional Director for Workforce Center/BSU Contractor ResCare, Manual Ugues and Latresia Williams with SERCO Childcare Contractor, John Brieden III 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, Sharon Maass, Zeb Heckman, Michael Parks and Stephen Bailey.

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.

Mr. Tom Wilkinson had all in attendance introduce themselves and give a brief description of themselves along with who they were representing and job title.

III. Review of August 2018 Minutes

WSBV Board minutes for October 18, 2018 were accepted as presented. Ms. Ann Boney motioned to accept the minutes as presented. Secretary Nick Gilley seconded the motion. The motion carried.

IV. Financial Report

Ms. Shawna Rendon presented in detail the financial report on page 07 of the Board Packet. WIOA youth program is struggling and implementations to meet these requirements are being coordinated with the subcontractor. Tom Wilkinson has asked Program Manager Ms. Vonda Morrison to contact Mr. Shannon Waddell of BVCOG's Economic Development department to reach out to area businesses asking them to contact the Workforce Center on areas of employment they are needing help with fulfilling. The Board was also asked to contact their local Chamber of Commerce for employers to notify the Workforce Center of job openings available.

Blinn has taken over the Adult Education and Literacy Program after Region 6 chose not to renew their contract.

Concerns regarding the government shutdown and how this will affect the funding provided for our programs was mentioned. Housing is our main concern along with the senior meals provided by the Area Agency on Aging.

Ms. Ann Boney motioned to accept the Financial Report as presented. Mr. Nester Leamon seconded the motion. The motion carried.

V. Consent Agenda

- A. Recommend Approval of the Updated Integrated Plan**
- B. Recommend approval of Revised Targeted Occupation List**
- C. Recommend approval of community Impact Statement**
- D. Recommend approval of Modification to the Eligible Trainer Provider Performance Policy**

Ms. Dianne Ryder motioned to accept Items A-D on the Consent Agenda to be approved as presented. Ms. Ann Boney seconded the motion. The motion carried.

VI. Executive Director's Report

- A. TWC Executive Director – Larry Temple**
Mr. Wilkinson announced Mr. Temple's passing.
- B. Hiring Red, White and You – November 8, 2018 (Update)**
The breakdown of the 147 job seekers and employers were as follows:
113 non-job seekers with 33 Veterans in attendance and 1 Veteran spouse.
There were 36 employers which was an all-time high.
- C. Tri-Agency Summit – November 8th in Georgetown (Update)**
TWC, Texas Education Agency (TEA) and Texas Higher Education 60x30TX with Mr. Wilkinson, Chair Orzabal, Matthew Prochaska, and Frank Perez in attendance.
- D. TWC Annual Conference – Houston – November 26th-30th (Update)**
Mr. Wilkinson, Vice-Chair Dianne Ryder, Chair Robert Orzabal, Secretary Nick Gilley and Vonda Morrison were in attendance.
- E. National Association of Workforce Boards (NAWB) March 2019**
Mr. Wilkinson, Dianne Ryder, Robert Orzabal, Nick Gilley and Vonda Morrison will be in attendance. This will be held in Washington DC.
- F. Helping Youth Prepare for Employment**
HYPE Career Expo 2019 – April 17, 2019
Theme: Break the Mold: Non-Traditional Employment
Handouts of a HYPE flyer and Save-the-Date card which was emailed out to all local

schools. Leon and Mumford have registered to attend which will be their first attendance.

G. Adult Education and Literacy (AEL) Updates

VII. Planning Sub-Committee Meeting

A. Performance Review

B. Board Monthly Monitoring

Mr. Nick Gilley released the floor to Ms. Vonda Morrison who addressed the Board with the Revised Contracted Measures which is at each place setting. Ms. Morrison informed the Board that ResCare is implementing placement of procedures to get all performance measures met. 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.

Mr. Gilley asked about the Dashboard which was a previous report. TWC with the new changes had to reconstruct the dashboard to show accurate data and that is the reason we are using the Contracted Measures report for performance data. The data on the dashboard would be for November 2018 but we are in hopes of reintroducing the dashboard in the near future.

The monitoring reports are in the Board packet. If you have any questions or concerns Ms. Morrison will address those at this time. No questions or concerns were voiced at this time.

Mr. Wilkinson asked all in attendance to take the sponsorship form which was supplied as a handout regarding HYPE.

Mr. Wilkinson also informed the Board that BVCOG Board has voted at the request of the Brazos Valley Community Action Program Board (which is a split from Brazos Valley Community Action Agency (BVCAA)) to have BVCOG take over management.

It will have its own Board but BVCOG will absorb the staff and provide management and financial services. There will be a six month transition period.

VIII. Adjourn/Evaluations

Chair Robert Orzabal adjourned the meeting at 1:12 PM

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AGENDA

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| I. Call Meeting to Order/Introductions | Robert Orzabal |
| II. Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. Review of January 2019 Board Minutes | Robert Orzabal |
| IV. Financial Report <i>Discussion/Action</i> | Shawna Rendon |
| V. Consent Agenda | Robert Orzabal |
| A. Recommend Approval of the Updated Integrated Plan | Barbara Clemmons |
| B. Recommend Approval of Modified Board Goals | Vonda Morrison |
| C. Recommend Approval of Madisonville AEL Funding | Sharon Maass |
| D. Recommend Approval of SNAP E&T Government Shutdown Policy | Rachael Robertson |
| VI. Executive Director's Report | Tom Wilkinson |
| A. TALAE Conference – Houston, Texas (Feb 6th – 8th 2019) | |
| B. Board Member Status/ New Board Staff | |
| C. TAWB Meeting in Austin (Feb 11th-12th 2019) | |
| D. National Association of Workforce Boards (NAWB) March 2019 | |
| E. Helping Youth Prepare for Employment HYPE Career Expo 2019 – April 17, 2019 Theme: Break the Mold: Non-Traditional Employment | |
| F. Adult Education and Literacy (AEL) Updates Review Blinn College Performance & Enrollment Dates Regional GED/ESL Classes | |
| VII. Planning Committee | Nick Gilley |
| A. Performance Review | |
| B. Board Monthly Monitoring | |
| VIII. Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley

Board Meeting

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Center for Regional Services

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3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

| | |
|-----------------------|---------------------------|
| Angie Alaniz | Post-Secondary Education |
| Ann Yager Chapman | Private Sector |
| Bert Miller | Private Sector |
| William "Bill" Parten | Adult Basic Education |
| Crystal Crowell | CBO |
| Donna Taylor | Private Sector |
| Doug Weedon | Vocational Rehabilitation |
| Frank Perez | Secondary Education |
| Jared Patout | Private Sector |
| Josh Isenhour | CBO |
| Mary Valadez-Perez | Public Assistance |
| Melinda Berlan | Private Sector |
| Nick Gilley | Private Sector |
| Robert Orzabal | Private Sector |
| Roby Somerford | Private Sector |
| Sal Zaccagnino | Economic Development |

Excused

Ann Boney, Clark Gandy, Dianne Ryder, Marsha Skinner, Mary Hensley, and Tashia Dickerson

Guests

Tara Lamont-Program Director, Bradley Williams-Chief Customer Officer and Vice-President of Eastern Operations, Robert Kershey-Accountant, Dewayne Street-Regional Director, and Dora Lopez-Performance Manager for Workforce Center/BSU Contractor ResCare, Latresia Williams-CCMS Program Manager SERCO, John Brieden III, TJ Robie and Tony Ramirez-Veterans Services

Staff

Vonda Morrison, Barbara Clemmons, Karen Sanders, Rachael Robertson, Rachael Richmond, Jodi Cobler, Vicki Wilkins, Shawna Rendon, Kim Patch, Kristen Goodson, Lidia Hawryluk, Sharon Maass, Zeb Heckmann, Michael Parks and Stephen Bailey.

I. Call meeting to Order

Meeting called to order by Chair Robert Orzabal at 12:01 PM.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members. Introduction of Bradley Williams and Dewayne Street with ResCare.

III. Review of January 2019 Minutes

WSBV Board minutes for January 17, 2019 were accepted as presented. Mr. Jared Patout motioned to accept the minutes as presented. Mr. William Parten seconded the motion. The motion carried.

IV. Financial Report

Ms. Shawna Rendon presented in detail the final December financial report on page 07 of the Board Packet. There are numerous comments stating “new subcontractor. Working on expenditure issues”. The WSBVB Program Manager, WSBVB Budget Administrator and ResCare Managers met the morning of February 21, 2019 to discuss performance and expenditure levels which are at an all-time low. This meeting allowed ResCare to share their future plans. Performance is not being met for the contracted Workforce measures. Texas Workforce Commission is currently reviewing the measures and are contacting the Board staff regarding performance and the expenditures, which is a concern because if the funds are not being expended and the performance is not being met TWC can come in and de-obligate funds. There has never been an issue with expenditures for the Adult population, but there is now. Not spending the WIOA Youth funds is why we have a new subcontractor, and this continues to be an issue for ResCare.

The Adult Education & Literacy (AEL) program had \$18,000 de-obligated last month. This was due to enrollment, the goal was to have 616 enrolled in AEL classes currently there are only 188. Blinn is also a new subcontractor which took over in July 2018. The Teacher Externship program will be closing out soon and approximately \$20,000 will be de-obligated at that time.

Financially the budget is at an all-time low and the Board Staff are trying to turn this around by having weekly performance meetings with the subcontractors. Ms. Shawna Rendon allowed for any questions or comments and none were voiced at this time.

The floor was opened to ResCare to explain why they are not meeting expenditures. Mr. Bradley Williams shared he is responsible for the Brazos Valley contract. Mr. Williams spoke of the earlier meeting today with Board Program Manager and Program Administrator. The data does not lie ResCare has had a very difficult transition period due to the numerous turnover in leadership areas and ResCare’s third Regional Director which is now Ms. Tara Lamont. ResCare is confident that Dewayne Street and Tara Lamont have our confidence and will give stable leadership. There was an erosion in October, November and December where the measures failed greatly. Mr. Williams apologized and informed the Board this is completely doable. The previous 4-6 weeks ResCare from a corporate stand point, has taken over to implement performance measure strategies, supports, operational and WIOA plans. A report will be presented on March 01, 2019 to the WSBV Board Program Manager explaining how these performance measures will be met and deliver the budget. There will be a transparent road map weekly given to the Board staff determining how these funds will be spent and a daily report showing how the contractual agreement will be met.

Ms. Vonda Morrison informed the Board of the meeting with ResCare which Shawna Rendon (WSBVB Budget Administrator) also attended this morning. An email sent to Mr. Street this week concerning Ms. Morrison’s concerns regarding the budget, low expenditures, performance and the customers not being served. No funds being expended means no customers are being served. The Resource Room is full and having more and more customers utilizing it with no staff reaching out and serving those customers. The WSBV Program Manager discussed with Mr. Tom Wilkinson, Executive Director the concerns regarding performance and expenditures. As Board staff we are here to support and help the subcontractors stabilize the budget. March 01, 2019 is when ResCare’s report is due showing how they will increase performance and spend the funds. ResCare is very short staffed and is working on hiring additional staff. Mr. Williams mentioned the customers are here the Workforce Center is sitting on a gold mine. ResCare hired three staff members yesterday trained with weekly goals. Mr. Dewayne Street mentioned the Resource room and staff reaching out to customers and has been stabilized at this point. ResCare is currently interviewing for a Quality Assurance position and Operations Manager. Ms. Tara Lamont addressed the Board regarding those interviews.

Mr. Robert Orzabal addressed Ms. Shawna Rendon regarding the money and time frame that money will be de-obligated. Ms. Rendon informed the Board that funds may possibly be de-obligated, each month the funds are not expended and customers are not served, there is a greater chance funds will be de-obligated. Board staff could assist in transferring of funds, but there is not enough time to implement the transfer. Money will be de-obligated this month for December and January money will be even greater with hardly any customers served. ResCare is approximately \$320,000.00 underspent at the contractual level as of the end of January, 2019. There are some funds The Board staff could transfer to another fund but unfortunately at this point in February there is not enough time to spend those funds. The WIOA funds expire June 30, 2019 which we run two years at a time and there is a large probability those funds will be de-obligated for the Out-of- School Youth population. Ms. Morrison informed the Board the budget is at a crisis level and discussion concluded on performance and expenditures.

Mr. Robert Orzabal introduced Rachael Robertson for a construction video to use in the Workforce Center.

NO MOTION WAS GIVEN TO ACCEPT THE FINANCIAL REPORT THIS MONTH.

A construction video was presented by Ms. Rachael Robertson of the WSBVB Staff. This video will be presented to all the BV Independent School Districts. The first video was the manufacturing video which Ms. Morrison presented at the Bryan-College Station Business Conference and the Workforce Center used for presentations. There will be a set of three videos. Manufacturing was the first, construction the second and the third will be Health Care. The Board voiced to have three separate videos around three minutes in length due to keeping one's attention. Ms. Ann Chapman requested a copy of the videos to use for presentations at other meetings and committees she attends. Eventually there will be one video on YouTube with the three video's to show the three top job industries in the Brazos Valley.

Mr. Robert Orzabal requested when videos are complete and on YouTube to send each WSBV Board member the link to watch, like and promote the videos.

V. Consent Agenda

A. Recommend Approval of the Updated Integrated Plan

B. Recommend Approval of the Modified Board Goals

C. Recommend Approval of Madisonville AEL Funding

D. Recommend Approval of SNAP E&T Government Shutdown Policy

Ms. Ann Chapman motioned to accept items A, B and D as presented to the Board. Mr. Frank Perez seconded the motion. The motion carried.

Item C was motioned to be accepted as presented by Ms. Angie Alaniz with Mr. William Parten abstaining. Mr. Frank Perez seconded the motion. The motion carried.

VI. Executive Director's Report

A. TALAE Conference – Houston, Texas (Feb. 6-8, 2019)

B. Board Member Status/New Board Staff

C. TAWB Meeting in Austin (Feb. 11-12, 2019)

D. National Association of Workforce Boards (NAWB) March 2019

Mr. Wilkinson, Dianne Ryder, Robert Orzabal, Nick Gilley and Vonda Morrison will be in attendance. This will be held in Washington DC.

E. Helping Youth Prepare for Employment (HYPE)

HYPE Career Expo 2019 – April 17, 2019

Theme: Break the Mold: Non-Traditional Employment

F. Adult Education & Literacy (AEL) Updates

Ms. Vonda Morrison gave the Executive Director's report due to the absence of

Mr. Tom Wilkinson.

The TALAE for AEL conference was in Houston which Kim Patch and I attended. The conference was very interesting and productive.

Ms. Diamantina Montalvo with TWC resigned as of February 04, 2019 which TWC is working on finding a replacement for her.

New Board staff employee Ms. Rachael Richmond a child care Texas Rising Star (TRS) mentor/assessor was introduced.

Robert Orzabal and I attended the TAWB executive director's meeting focused on Pre-K, the budget, and Work in Texas (WIT) is changing with a new dashboard being effective July 01, 2019 with training.

The HYPE Career Expo is now standing at 632 students confirmed for attendance.

The AEL update has a de-obligation of \$18,000.00. GED/ESL classes are in all seven counties at this time. The staff is continuing to work with Blinn on securing and outreaching to make performance.

VII. Planning Sub-Committee Meeting

A. Performance Review

B. Board Monthly Monitoring

Mr. Nick Gilley explained the recommendations which were discussed in the Planning Committee meeting with the Board approving all those recommendations.

Mr. Gilley introduced Ms. Vonda Morrison for the performance review. The performance being focused on those measures we are not meeting being WIOA Dislocated Worker employed-Quarter 2, Youth employed/enrolled-Quarter 4, Youth Credentials, SNAP and Choices.

We are not meeting three of the seven performance measures for AEL. The Board staff is working with the subcontractors to make sure performance will increase. No March board meeting due to spring break. Mr. Doug Weedon asked if the problems due to not meeting performance has been corrected. Ms. Morrison stated they are in the process of being corrected. The Board requested a March WSBV Board meeting to stay on top of the performance measure report from ResCare due on March 01, 2019. The Board needs to be aware of the performance, what is being done to correct the low performance measures, the de-obligation amounts and if necessary the possibility of procuring new subcontractors. The meeting will be the third Thursday on March 21, 2019.

The monitoring reports are in the Board packets if there are any questions or concerns. No questions or concerns were voiced at this time.

Ms. Morrison explained with our Board, Executive Director, Board staff and current ResCare staff and the weekly performance reports the measures should increase extensively.

Mr. Orzabal asked Assistance Executive Director, Mr. Michael Parks to close with a positive note on the Fiber project. The project is fully lit from here to Caldwell. Details given on the smaller towns and independent school districts and the effect the fiber will have giving continuous and large data capability.

VIII. Adjourn/Evaluations

Chair Robert Orzabal adjourned the meeting at 12:46 PM

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| II. Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. Review of February 2019 Board Minutes | Robert Orzabal |
| IV. Financial Report <i>Discussion/Action</i> | Shawna Rendon |
| V. Consent Agenda | Robert Orzabal |
| A. Recommend Approval of Modification of Choices Child Care Policy | Rachael Robertson |
| B. Recommend Approval of Choices Incentive Policy | Rachael Robertson |
| C. Review of ResCare Strategy Proposal | Vonda Morrison |
| VI. Executive Director's Report | Tom Wilkinson |
| A. Teacher Externship Program 2019 | |
| B. New Board Members– Reed O'Brien(TWC) and John Brieden III | |
| C. Board Member Tenure – Doug Weedon | |
| D. Summer Earn and Learn Program (SEAL) 2019 | |
| E. Caldwell Workforce Center Open House April 4, 2019 from 4:00PM-6:00PM | |
| F. Helping Youth Prepare for Employment HYPE Career Expo 2019 – April 17, 2019 Theme: Break the Mold: Non-Traditional Employment | |
| VII. Planning Committee | Nick Gilley |
| A. Performance Review | |
| B. Board Monthly Monitoring | |
| VIII. Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley

Board Meeting

Thursday, March 21, 2019

Center for Regional Services

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MINUTES

ATTENDEES

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|-----------------------|---------------------------|
| Ann Boney | CBO |
| Bert Miller | Private Sector |
| William "Bill" Parten | Adult Basic Education |
| Clark Gandy | Labor/Veterans |
| Crystal Crowell | CBO |
| Dianne Ryder | Private Sector |
| Doug Weedon | Vocational Rehabilitation |
| Jared Patout | Private Sector |
| Josh Isenhour | Private Sector |
| Liz Dickey | CBO |
| Marsha Skinner | Private Sector |
| Mary Valadez-Perez | Public Assistance |
| Nester Leamon | Private Sector |
| Nick Gilley | Private Sector |
| Robert Orzabal | Private Sector |
| Roby Somerford | Private Sector |

Excused

Ann Yager Chapman, Donna Taylor, Frank Perez, Mary Hensley and Sal Zaccagnino

Guests

Tara Lamont-Program Director, Bradley Williams- Vice-President of Eastern Operations, Robert Kershey-Accountant, Dewayne Street-Regional Director, and Dora Lopez-Operations Manager for Workforce Center/BSU Contractor ResCare, Ramona Malone ResCare WFC Hearne staff in training, Latresia Williams-CCMS Program Manager SERCO, Manuel Ugues-SERCO, John Brieden III, TJ Robie and Tony Ramirez-Veterans Services

Staff

Tom Wilkinson, Michael Parks, Vonda Morrison, Barbara Clemmons, Karen Sanders, Rachael Robertson, Rachael Richmond, Jodi Cobler, Vicki Wilkins, Kim Patch, Kristen Goodson, Lidia Hawryluk, Rachel Richmond, Sharon Maass and Jasmine Schoellman.

I. Call Meeting to Order

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

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

III. Review of February 2019 Minutes

WSBV Board minutes for February 21, 2019 were accepted as presented.

IV. Financial Report

Ms. Vonda Morrison presented in detail the February 2019 financial report. Ms. Morrison pointed out line 16, AEL finances are underspent. Teacher Externship an additional grant was received. The floor was opened for questions or comments. None were voiced at this time.

V. Consent Agenda

A. Recommend Approval of Modification of Choices Child Care Policy

B. Recommend Approval of Choices Incentive Policy

C. Review of ResCare Strategy Proposal

Mr. Orzabal informed the Board the Recommendations were approved and reviewed in the Planning Committee Meeting. ResCare performance from last month to current projections were discussed and reviewed. Mr. Nick Gilley motioned to approve the Consent Agenda. Ms. Ann Boney seconded the motion. The motion carried.

VI. Executive Director's Report

A. Teacher Externship Program 2019

A new Grant has been received and the Board Staff are recruiting employers and teachers. This is a 3-4 day experience of a teacher working at an employer's job site which is \$500.00 - \$700.00 paid to the teacher which part is paid by the WSBVB and the employer. There are openings for up to 30 teachers.

B. New Board Members – Reed O'Brien (TWC) and John Brieden III

Reed O'Brien from TWC is replacing Diamantina Montalvo who resigned and will be appointed on April 16 by TWC. John Brieden III will be effective July 01, 2019.

C. Board Member Tenure – Doug Weedon

Mr. Weedon has retired and his term will end on June 30, 2019.

D. Sumer Earn and Learn program (SEAL) 2019

Vocational Rehabilitation has partnered with us for this program.

E. Caldwell Workforce Center Open House

April 4, 2019 from 4 to 6PM - They had been sharing office space with the Caldwell Chamber of Commerce and now are located at 100 S. Echols Street, Suite C in Caldwell on the courthouse square.

F. Helping Youth Prepare for Employment (HYPE)

HYPE Career Expo 2019 – April 17, 2019

Theme: Break the Mold: Non-Traditional Employment

This is HYPE's 7th year. It is a job and career investigation for high school junior and seniors.

VII. Planning Sub-Committee Meeting

Mr. Nick Gilley explained the recommendations which were discussed in the Planning Committee meeting with the Board approving all those recommendations.

A. Performance Review

B. Board Monthly Monitoring

Mr. Gilley introduced Ms. Vonda Morrison for the performance review. Performance is not being met for the following measures: Choices, WIOA Dislocated Worker Employed-Quarter 2, Youth Credential Quarter 2, and SNAP general population.

We are not meeting two of the five performance measures for AEL. The monitoring reports are in the Board packet for your review.

Mr. Tom Wilkinson explained the BVCOG's Financial Audit should have been on this Agenda but will be in your next packet. It was a clean audit as usual.

Ms. Dianne Ryder wanted to be upfront with the Board that the Planning and Executive Committee are very concerned regarding the performance and expenditures of ResCare. The Executive Committee will be receiving weekly reports via email and ResCare has assured the Planning Committee today they would be meeting performance by the end of May.

Mr. Wilkinson announced the new Work in Texas software in which TWC will be coming onsite to perform the training within the next 60 days.

Mr. Orzabal informed the Board members that if ResCare does not meet performance by the end of May it is possible a procurement of a new subcontractor will be considered.

Mr. Wilkinson received feedback regarding a young person with no job experience who had come into the workforce center. The feedback was good but what was not offered was training for this individual when there are funds out there to meet that particular need.

VIII. Adjourn/Evaluations

Chair Robert Orzabal adjourned the meeting at 12:40 PM

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| III. Review of March 2019 Board Minutes | Robert Orzabal |
| IV. Financial Report Discussion/Action | Shawna Rendon |
| V. Consent Agenda | Robert Orzabal |
| A. Recommend Approval of WIOA Accountability and Performance Outcomes | Karen Sanders |
| B. Recommend Approval of Referral Services to Eligible Veterans Policy | Jodi Cobler |
| C. Update on ResCare's Performance | Vonda Morrison |
| VI. Convene into Executive Session (if needed) | |
| VII. Action Related to Executive Session (if needed) | |
| VIII. Executive Director's Report | Tom Wilkinson |
| A. Helping Youth Prepare for Employment HYPE Career Expo 2019 – April 17, 2019 Theme: Break the Mold: Non-Traditional Employment Employer Data | |
| B. National Association of Workforce Boards (Update) | |
| C. BVCOG Fiscal Audit | |
| D. New Board Member – Reed O'Brien | |
| E. New WIT – Staff Training in June and July | |
| F. Summer Earn and Learn Program (SEAL) 2019 | |
| VII. Planning Committee | Nick Gilley |
| A. Performance Review | |
| B. Board Monthly Monitoring | |
| C. Labor Market Information (LMI) – Employer Data | |
| VIII. Adjourn/Evaluations | Robert Orzabal |

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| Angie Alaniz | Post-Secondary Education |
| Ann Boney | CBO |
| William “Bill” Parten | Adult Basic Education |
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| Dianne Ryder | Private Sector |
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| Frank Perez | Secondary Education |
| Jared Patout | Private Sector |
| Liz Dickey | CBO |
| Mary Valadez-Perez | Public Assistance |
| Melinda Berlan | Private Sector |
| Nick Gilley | Private Sector |
| Reed O’Brien | Public Employment |
| Robert Orzabal | Private Sector |
| Roby Somerford | Private Sector |
| Tashia Dickerson | Private Sector / Child Care |

Excused

Mary Hensley, Josh Isenhour, Nester Leamon, Bert Miller, Marsha Skinner, Clark Gandy and Sal Zaccagnino

Guests

Tara Lamont-Program Director, Robert Kershey-Accountant, Dewayne Street-Regional Director, and Dora Lopez-Quality Assurance for Workforce Center/BSU Contractor ResCare, Latresia Williams-SERCO-CCS Program Manager, Gayle Mann SERCO-CCS Provider Manager, Stephanie Flemings-SERCO-CCS QA Manager, John Brieden III, Judge Michael Sutherland of Burleson County, and TJ Robie - Veterans Services

Staff

Tom Wilkinson, Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Rachael Richmond, Jodi Cobler, Vicki Wilkins, Lidia Hawryluk, Sharon Maass, Shawna Rendon, Stephen Bailey, Zeb Heckmann and Jasmine Schoellman.

I. Call meeting to Order

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

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members. Judge Sutherland Burleson County was introduced. Mr. Reed O’Brien, our new Board member which replaced Ms. Diamantina Montalvo introduced himself.

III. Review of March 2019 Minutes

WSBV Board minutes for March 21, 2019 were accepted as presented.

IV. Financial Report

Ms. Shawna Rendon explained the financial report was a duplicate of last month due to the timing of the reports and the meetings. Ms. Rendon gave an update on AEL expenditures which should be at 72% and is currently at 50%. AEL is underspent by \$205,000 with only 3 months left in the contract year. Ms. Rendon is almost certain these funds will need to be rolled into next year's funding. With the funds being rolled forward the performance target will also be rolled forward.

ResCare participant has spent \$86,694 and should have spent \$318,000 which leaves an underspent balance of \$231,657. In March there were participant expenditures; however they were minimal. Operations shows \$676,395 spent and should have spent \$865,941 which leaves underspent by \$188,546. Total underspent is at \$420,202, which was worse than February billing. ResCare contract ends September 30, 2019.

SERCO child care is under spent by \$26,000.

V. Consent Agenda

A. Recommend Approval of WIOA Accountability and Performance Outcomes

B. Recommend Approval of Referral Services to Eligible Veterans Policy

C. Update on ResCare's Performance

Mr. Orzabal informed the Board the Recommendations were approved and reviewed in the Planning Committee Meeting. Ms. Dianne Ryder motioned to approve the Consent Agenda. Ms. Liz Dickey seconded the motion. The motion carried.

VI. Convene into Executive Session if needed.

Chair Robert Orzabal made a motion to convene into a closed Executive Session at 12:24 PM to discuss ResCare's performance. All Board members remained present and all staff and visitors exited the Board room.

VII. Action Related to Executive Session if Needed.

Executive Session closed at 12:45 PM with Ms. Liz Dickey's motion to end the Session and Ms. Ann Boney seconded the motion. All guests and staff were welcomed into the Board room.

An action item involving the Workforce Center was presented for vote to the Board. Mr. Roby Somerford motioned to release a Request for Proposal (RFP) for Workforce Services. The motion was seconded by Mr. Bill Parten. The motion carried.

VIII. Executive Director's Report

A. Helping Youth Prepare for Employment

HYPE Career Expo 2019 – April 17, 2019

Theme: Break the Mold: Non-Traditional Employment Employer Data

Ms. Vonda Morrison gave an update of 70 Employers, 1,100 students, 9 speakers and 16 schools were present. Several said it was the best HYPE ever, can't wait till next year.

This was the 7th year for HYPE.

B. National Association of Workforce Boards (Update)

Mr. Robert Orzabal, Ms. Dianne Ryder, Mr. Nick Gilley, Mr. Tom Wilkinson and Ms. Vonda Morrison attended which was held in Washington DC March 23-26, 2019. Several sessions were attended and networking in between sessions.

C. BVCOG Fiscal Audit

Mr. Wilkinson has a copy of the Pattillo, Brown & Hill report if anyone would like a copy of it. No findings were presented and it was referred to as a clean audit. Mr. Stephen Bailey and Jasmine Schoellman were present to address any questions or concerns. None were presented at this time.

D. New Board Member – Reed O'Brien

E. New WIT – Staff Training in June and July 2019

This is the software platform for Texas job search engines for the programs in Texas. The name (WIT) has remained the same. TWC will be coming to CRS hosting four training sessions from June through July. There will also be online training capabilities.

F. Summer Earn and Learn Program (SEAL) 2019

As Ms. Tara Lamont mentioned the WFC, VR and Board staff are gearing up for the SEAL five week program.

IX. Planning Sub-Committee Meeting

Mr. Nick Gilley explained the performance was reviewed by Ms. Vonda Morrison and that the WSBV Board has been put on a Technical Assistance Plan (TAP) due to the WFC's poor performance.

A. Performance Review

B. Board Monthly Monitoring

Mr. Gilley introduced Ms. Vonda Morrison for the performance review and further details. The WSBV Board has been put on a TAP for the Choices Program. In order to get off the TAP the Board must meet Choices performance for the next four (4) consecutive months. TWC is coming to train the WFC staff for four (4) days. The Board will also be implementing training on the basics of each program and will train the WFC and have this training in place for future use. TWC assessed there was no training program in place in the WFC.

Mr. Nick Gilley shared details of the LMI information with employer data. Each Board member will be emailed this information after the meeting today. Mr. Tom Wilkinson explained all these jobs require skills. The employers expect to hire someone with experience or educational skills for their company. The unemployment rate for Brazos is at 2.8%. State agencies do not use the state funded employment agency.

X. Adjourn/Evaluations

Chair Robert Orzabal adjourned the meeting at 1:10 PM

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, May 16, 2019 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, Texas 77802

AGENDA

- | | |
|---|--|
| I. Call Meeting to Order/Quorum Determination/Introductions | Robert Orzabal |
| II. Introductions/Conflict of Interest/Mileage Forms <i>Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.</i> | Robert Orzabal |
| III. Review of April 2019 Board Minutes | Robert Orzabal |
| IV. Financial Report <i>Discussion/Action</i> | Shawna Rendon |
| V. Consent Agenda A. Recommend Approval of Eligible Training Provider Policy B. Update on ResCare's Performance | Robert Orzabal Karen Sanders Vonda Morrison |
| VI. EXECUTIVE SESSION: <i>Pursuant to Chapter 551 of the Texas Open Meetings Act (TX Gov't Code), the Board may recess into Executive Session for discussion on any issue for which there is an exception to the Act set out in Section 551.071 et. Seq., including, but not limited to, the following:</i> 1 Consultation with attorney relating to advice on legal matters related to pending or contemplated litigation, settlements, or any matter in which the duty of the attorney to Workforce Solutions Brazos Valley under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (551.071), including but not limited to, (a) TWC Monitoring Report; (b) possible litigation involving terminated employees; and (c) investigations regarding contracts between Workforce Solutions Brazos Valley and its vendors; legal issues pertaining to TWC 2 Discussions involving real property, purchase, exchange, lease, or value of real property. (551.072); and 3 Discussion regarding a negotiated contract for a prospective gift or donation to the Workforce Solution s Brazos Valley (551.073); 4 Discussion regarding personnel issues (551.074); 5 Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit (551.076). | Robert Orzabal |
| VII. Action as a Result of Executive Session | Robert Orzabal |
| VIII. Executive Director's Report A. Update on TAWB meeting (Austin) B. National Association of Workforce Boards (Update) C. SEAL (Update) | Tom Wilkinson |
| IX. Planning Committee A. Performance (Contracted Measures) B. Monthly Reports C. Local Monitoring Reports | Nick Gilley |
| X. Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley

Board Meeting

Thursday, May 16, 2019 – 12:00 PM

Center for Regional Services

Board Room

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

| | |
|-----------------------|--------------------------|
| Angie Alaniz | Post-Secondary Education |
| Ann Boney | CBO |
| Ann Yager-Chapman | Private Sector |
| Bert Miller | Private Sector |
| William “Bill” Parten | Adult Basic Education |
| Clark Gandy | Labor |
| Crystal Crowell | CBO |
| Doug Weedon | Vocational |
| Jared Patout | Rehabilitation |
| Josh Isenhour | Private Sector |
| Liz Dickey | Private Sector |
| Marsha Skinner | CBO |
| Mary Valadez-Perez | Private Sector |
| Melinda Berlan | Public Assistance |
| Nester Leamon | Private Sector |
| Nick Gilley | Private Sector |
| Reed O’Brien | Private Sector |
| Robert Orzabal | Public Employment |
| Roby Somerford | Private Sector |

Excused

Dianne Ryder, Donna Taylor, Frank Perez, Mary Hensley, Sal Zaccagnino and Tashia Dickerson

Guests

Lisa Buchanan ResCare Deputy Director, Rachelle Defillo ResCare Deputy Director, DeWayne Street-ResCare Regional Director, and Dora Lopez-ResCare Performance Manager, Latresia Williams-SERCO-CCS Services Director, Gayle Mann SERCO-CCS Provider/Financial Manager, John Brieden III – Washington County, TJ Robie - Veterans Services and Sean Jevning - Lead Local Veterans Employment Representative

Staff

Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Jodi Cobler, Vicki Wilkins, Lidia Hawryluk, Sharon Maass, Barbara Clemmons, Shawna Rendon, and Jasmine Schoellman.

I. Call meeting to Order

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

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

III. Review of April 2019 Minutes

WSBV Board minutes for April 18, 2019 were accepted as presented.

IV. Financial Report

Ms. Shawna Rendon presented the Financial Report through March 31, 2019. There has been some increase in expenditures by the contractors, but it is not enough even with the April expenditures. The WIOA Grants term at the end of June and we are trying our best not to have a de-obligation. Youth funding will probably have a de-obligation. ResCare needs to have enough expenditures to finish out last year's money by the end of June. Child Care does have a large waiting list and they are meeting their performance and expenditures. WIOA OSY (Out of School Youth) are a difficult population to engage. ResCare can only spend 25% of WIOA funds on ISY (In School Youth) and 75% of WIOA funding is for OSY. This is an issue across the state of Boards having issues engaging the OSY population. Mr. Roby Somerford motioned to accept the Financial Report as presented with Marsha Skinner seconding the motion. The motion carried.

V. Consent Agenda

A. Recommend Approval of Eligible Training Provider Policy

Ms. Karen Sanders explained the Eligible Training Provider Policy in detail and asked for the policy to be recommended for approval. Mr. Jared Patout motioned to accept the recommendation as presented. Ms. Ann Boney seconded the motion. The motion carried.

B. Update on ResCare's Performance

Ms. Morrison proceeded to inform the Board that Tara Lamont, ResCare Project Director resigned. There are now two (2) Interim Deputy Directors Lisa Buchanan and Rachelle Defillo, both are encouraged to apply for the Project Director and Deputy Director positions in Brazos Valley. Both Deputy Directors have program knowledge and experience and have made steps toward training staff and increasing performance.

Mr. Orzabal opened the floor to ResCare. Ms. Rachelle Defillo gave an introduction of her work experience and background and her areas of expertise. Ms. Lisa Buchanan gave her introduction including her experience, background and areas of expertise. ResCare still has vacancies for a Training Coordinator and several TDS (Talent Development Specialists). ResCare brought in several staff members from other workforce board areas for support in February – May. Mr. Street acknowledged he took responsibility for the previous leadership and not being as aggressive as he should have been.

VI. Convene into Executive Session if needed.

There was no Executive Session.

VII. Action Related to Executive Session if Needed.

No motions due to no Executive Session

VIII. Executive Director's Report

A. Update on TAWB meeting (Austin)

B. National Association of Workforce Boards (TAWB Update)

C. SEAL (Update)

Chair Orzabal apologized for Mr. Wilkinson's absence due to a meeting out of town. Chair Orzabal updated with his presence at the TAWB meeting in May. TWC Commissioner Thomas representing the public sector was present and has now resigned.

Mr. Wilkinson was attending the NAWB while Chair Orzabal was at the TAWB conference. Ms. Morrison explained SEAL is our Summer Earn and Learn Program. The Workforce Board and Center partners with Vocational Rehabilitation to have a summer program for students with disabilities. The Workforce Center places those individuals in worksites. Vocational Rehabilitation (VR) referred 91 applications. The program starts in June and most of the 7 counties are participating. The state gives us a goal to have 38 students placed on

worksites and we have surpassed that goal. The Workforce Center will facilitate the job readiness classes and orientation with the students. Workforce Center staff is responsible for worksite placement for the students. Students are placed on the worksites based on their interests and type of job they would prefer. SEAL Students are placed at worksites for five (5) weeks and they can work up to 20 hours a week to gain skill sets and hopefully a job with the hosting employer. Ms. Buchanan mentioned the orientation is an overview of what the Workforce Center expects toward responsibility of the student and parent. The student needs to be as independent as possible. There will be a two (2) day session for job readiness, helping students practice elevator speeches, a mini resume, how to shake hands, how to be on time for work and concentrating on the soft skills. Ms. Buchanan stated the first session is scheduled May 28 and 29 and second session June 3 and 4th from 8:30 AM to 3:30 PM due to a requirement of 10 hours of work readiness training. Chair Orzabal asked Ms. Morrison to email the Board with the dates and details of the orientations, job readiness if anyone would like to help with the soft skills training.

IX. Planning Sub-Committee Meeting

A. Performance Review

B. Board Monthly Monitoring

Mr. Gilley introduced Ms. Vonda Morrison for the performance review and further details. Ms. Morrison reviewed the Contracted Measures for performance details. Reminder that the Board is on TAP due to not meeting Choices performance measures. Performance is changing and increasing on a positive note. Child Care is meeting performance measures. Adult Education and Literacy is meeting 1 out of 5 measures. There is a possibility funds will be de-obligated due to negative performance. Ms. Karen Buck, Vice-Chancellor of Blinn College is aware and meetings are taking place to increase enrollment.

X. Adjourn/Evaluations

Chair Robert Orzabal adjourned the meeting at 12:43 PM

**Workforce Solutions Brazos Valley
Board Meeting**
Thursday, June 20, 2019 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, Texas

AGENDA

- | | |
|--|--------------------------|
| I. Call Meeting to Order/Quorum Determinations/Introductions | Robert Orzabal |
| II. Introductions/Conflict of Interest/Mileage Forms <i>Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.</i> | Robert Orzabal |
| III. Review of May 2019 Board Minutes | Robert Orzabal |
| IV. Financial Report Discussion/Action | Shawna Rendon |
| V. Consent Agenda | Robert Orzabal |
| A. Recommend Approval to Modify the NCP Choices Incentive Policy | Rachael Robertson |
| B. Recommend Approval to Modify Choices Family Work Requirement for Two-Parent Families Policy | Rachael Robertson |
| C. Recommend Approval of E-Verify Policy | Jodi Cobler |
| D. Recommend Approval to Modify WIOA On-The-Job Training Policy | Karen Sanders |
| E. Recommend Approval of New WIT Registration Requirements Policy | Karen Sanders |
| F. Recommend Approval to Modify the Common Program Incentives Policy | Karen Sanders |
| G. Update on ResCare's Performance | Vonda Morrison |
| VI. Executive Director's Report | |
| A. Update on SEAL | |
| B. Independence Day Job Fair – July 2nd from 10:00 -1:00 | |
| C. June 5th - Small Business Forum – Co-hosted by: Washington County Chamber of Commerce Burlson County Chamber of Commerce Navasota Grimes County Chamber of Commerce | |
| D. Appreciation to Doug Weedon for 7 Years of Service on the Workforce Board | |
| VII. Executive Sub-Committee | Robert Orzabal |
| A. Review of By Laws and Board Officer Nominations (Nominations from Floor) | |
| VIII. Planning Committee | Nick Gilley |
| A. Performance Review | |
| B. Board Monthly Monitoring | |
| IX. Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley
Executive-In-Lieu of Board Meeting
Thursday, June 20, 2019 – 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

Ann Yager-Chapman
William “Bill” Parten
Jared Patout
Josh Isenhour
Mary Valadez-Perez
Nester Leamon
Nick Gilley
Reed O’Brien
Robert Orzabal
Roby Somerford
Frank Perez

Private Sector
Adult Basic Education
Private Sector
Private Sector
Public Assistance
Private Sector
Private Sector
Public Employment
Private Sector
Private Sector
Secondary Education

Excused

Dianne Ryder, Sal Zaccagnino, Roby Somerford, Angie Alaniz, Bert Miller, Melinda Berlan, Marsha Skinner, Crystal Crowell and Tashia Dickerson

Guests

Lisa Buchanan ResCare Deputy Director, Rachelle Defillo ResCare Deputy Director, DeWayne Street-ResCare Regional Director and Michelle Day-Regional Director(Tenn., Indiana, MS), Manual Ugues-SERCO, Latresia Williams-SERCO-CCS Services Director, Gayle Mann SERCO-CCS Provider/Financial Manager, John Brieden III – Washington County

Staff

Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Rachael Richmond, Jodi Cobler, Vicki Wilkins, Lidia Hawryluk, Sharon Maass, Barbara Clemmons, Shawna Rendon, and Jasmine Schoellman, Stephen Bailey, Zeb Heckmann.

I. Call to Order

Chair Orzabal informed the members and guests there was not a quorum. An Executive-In-Lieu of Board meeting was called to order at 12:15 PM. All items will be discussed and will be ratified at the next meeting which will be August 15, 2019.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

III. Review of May 2019 Minutes

WSBV Board minutes for May 16, 2019 were reviewed.

IV. Financial Report

Ms. Vonda Morrison reviewed the financial report, in the absence of Shawna Rendon, Program Administrator.

The WIOA youth program is under expended and TWC may de-obligate the funds. The Adult Education and Literacy (AEL) Program is expended at 62.4% and should be 80% expended, and these funds may also be de-obligated. Child Care, TANF and ES funds are on target financially. Ms. Morrison asked if there were any questions or concerns at this time. None were voiced.

V. Consent Agenda

- A. Recommend Approval to Modify the NCP Choices Incentive**
- B. Recommend Approval to Modify Choices Family Work Requirement for Two-Parent Families Policy**
- C. Recommend Approval of E-Verify Policy**
- D. Recommend Approval to Modify WIOA On-The-Job Training Policy**
- E. Recommend Approval of New WIT Registration Requirements Policy**
- F. Recommend Approval to Modify the Common Program Incentives Policy**
- G. Update on ResCare's Performance**

Chair Orzabal read the Consent Agenda Items and stated they were reviewed in the Planning Meeting and were recommended for Approval. These items will be reviewed and approved at our next WSBV Board meeting.

VI. Executive Director's Report

A. SEAL (Update)

Chair Orzabal apologized for Mr. Wilkinson's absence.

Ms. Morrison explained SEAL is our Summer Earn and Learn program which is in its first session with currently 51 clients enrolled. The program runs June through August consisting of 5 weeks at up to 20 hours per week. The Workforce Center and Vocational Rehabilitation have done a great job recruiting employers and clients to take part in this program.

B. Independence Day Job Fair – July 2nd from 10:00 – 1:00 PM

The Veterans will be arriving at 9:30 AM.

C. June 5th – Small Business Forum – Co-hosted by: Washington, Burleson and Navasota Chambers of Commerce

Ms. Morrison attended this forum along with Ms. Karen Sanders supporting our local Chambers.

D. Appreciation to Doug Weedon for 7 Years of Service on the Workforce Board

Today is Doug Weedon's last Board meeting as he is retiring and we have an Appreciation Certificate to present to him, but he is absent today. The certificate will be delivered to him with our sincere thanks for his dedication and service.

VII. Executive Sub-Committee

A. Review of By-Laws and Board Officer Nominations

The committee was informed Ms. Dianne Ryder and Robert Orzabal has agreed to serve in their elected offices for another year. Mr. Gilley has agreed to serve as Secretary for another year if no one is willing to take his place.

A nomination slate was to be completed by the Board members today, however it will now be emailed to WSBV Board members today and will need to be emailed to the Board staff with a deadline of noon on Monday, June 24, 2019. The Executive Committee will be having a telephone conference meeting on Tuesday, June 25, 2019 at 10:00 AM. During the Executive Committee conference call on June 25, 2019 the committee will review and ratify the updated Nomination Slate and certify a Nomination Ballot with the ability for a write-in. Chair Orzabal asked if anyone was willing or knew of anyone who is willing to serve in a leadership position to please let the Board staff know.

Chair Orzabal reviewed that the Board Chair be from the Private Sector. It is recommended the Vice-Chair be from the Private Sector due to performing duties of the Chair in his/her absence. There also can be no more than one county represented under the elected officers

positions.

Chair Orzabal stated that if no members were willing to serve as an elected officer the Nomination Slate would stand as it is currently with Robert Orzabal as Chair, Dianne Ryder as Vice-Chair and Nick Gilley as Secretary.

VIII. Planning Sub-Committee Meeting

A. Performance Review

B. Board Monthly Monitoring

Mr. Gilley informed the Board that the Planning sub-committee reviewed the Consent Agenda and recommended approval to the Board. The Board will now need to review the Consent Agenda at the next Board meeting.

Ms. Vonda Morrison reviewed the Contracted Measures for performance details. There are no performance measures for WIOA due to the software updates on WorkInTexas. Re-employment within 10 weeks performance is being exceeded. Employers receiving workforce assistance, SNAP (ABAWD) and Childcare outcomes performance is being met. SNAP (Gen Pop) and Choices performance is not being met.

Reminder that the Board is on TAP due to not meeting Choices performance measures.

Adult Education and Literacy (AEL) is meeting 1 out of 5 measures. The Board will continue to talk with the Blinn AEL Director regarding performance on Blinn's level.

The Board monthly reports and local monitoring reports are in the Board Packets if there are any questions Ms. Morrison will address those at this time. No questions or concerns were voiced at this time.

IX. Adjourn/Evaluations

Chair Orzabal informed the Board there will be no July WSBV meetings. The next Board meeting will be August 15, 2019.

Chair Robert Orzabal adjourned the Executive In-Lieu of meeting at 12:27 PM

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, August 15, 2019 @ **12:00 PM**
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, Texas

AGENDA

- | | | |
|--------------|--|-----------------------|
| I. | Call Meeting to Order/Quorum Determinations/Introductions | Robert Orzabal |
| II. | Introductions/Conflict of Interest/Mileage Forms <i>Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.</i> | Robert Orzabal |
| III. | Review of May and June 2019 Minutes | Robert Orzabal |
| IV. | Financial Report and FY 20 Board Budget <i>Discussion/Action</i> | Shawna Rendon |
| | Non-Action Items | |
| V. | Performance Review | |
| | A. Performance (Contracted Measures) | Vonda Morrison |
| | B. Local Board Goals & Monthly Reports | Vonda Morrison |
| | C. Local Monitoring Reports (are in your packets) | Vonda Morrison |
| VI. | Consent Agenda | Robert Orzabal |
| | A. Ratification of following agenda items from June 20, 2019 Executive in Lieu of Board Meeting 1) Recommend Approval to Modify the NCP Choices Incentive Policy 2) Recommend Approval to Modify Choices Family Work Requirement for Two-Parent Families Policy 3) Recommend Approval of E-Verify Policy 4) Recommend Approval to Modify WIOA On-The-Job Training Policy 5) Recommend Approval of New WIT Registration Requirements Policy 6) Recommend Approval to Modify the Common Program Incentives Policy | |
| | B. Results of Board Nominations for FY19-20 | Vonda Morrison |
| | C. Update on ResCare & SERCO Contract Renewals (Discussion Only) | Vonda Morrison |
| VII. | Executive Director's Report | |
| | A. Update on Executive Director's Meeting in San Antonio | |
| | B. New WIT Replacement – August 18, 2019 | |
| | C. BVCOG Annual Meeting – September 11, 2019 | |
| | D. WSBV Annual Awards Luncheon – September 19, 2019 | |
| | E. Red, White and You Event – November 07, 2019 | |
| VIII. | Performance Review | |
| | A. Board Monthly Reports | |
| | B. Monitoring Reports | |
| IV. | Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley

Board Meeting

Thursday, August 15, 2019 – 12:00 PM

Center for Regional Services

Board Room

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

| | |
|-----------------------|------------------------------------|
| Angie Alaniz | Post-Secondary Education |
| Ann Boney | Community Based Organization |
| Ann Yager-Chapman | Private Sector |
| William “Bill” Parten | Adult Basic & Continuing Education |
| Clark Gandy | Veterans & Organized Labor |
| Donna Taylor | Private Sector |
| Frank Perez | Secondary Education |
| Josh Isenhour | Private Sector |
| John A Brieden, III | Community Based Organization |
| Liz Dickey | Community Based Organization |
| Marsha Skinner | Private Sector |
| Mary Valadez-Perez | Public Assistance |
| Melinda Berlan | Private Sector |
| Nick Gilley | Private Sector |
| Robert Orzabal | Private Sector |
| Sal Zaccagnino | Economic Development |
| Tashia Dickerson | Child Care |

Excused

Bert Miller, Crystal Crowell, Dianne Ryder, Jared Patout, Mary Hensley, Nester Leamon, Reed O’Brien, and Roby Somerford.

Guests

Rachelle Defillo ResCare Deputy Director, and DeWayne Street- ResCare Regional Director. Latresia Williams-SERCO-CCS Services Director, Gayle Mann SERCO-CCS Provider/Financial Manager, and Angela Bush SERCO Child Care

Staff

Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Rachael Richmond, Jodi Cobler, Vicki Wilkins, Lidia Hawryluk, Sharon Maass, Barbara Clemmons, Shawna Rendon, and Jasmine Schoellman, Stephen Bailey.

I. Call meeting to Order

Chair Orzabal called the meeting to order at 12:10 pm. All items will be ratified from June 20, 2019 due to having an Executive-In-Lieu of Board meeting.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members. Anthony Garcia, Blinn AEL Director was

introduced along with Rachelle Defillo who has been officially hired as ResCare Workforce Center Program Director.

III. Review of May and June 2019 Minutes

WSBV Board minutes for May 16, 2019 and June 20, 2019 were ratified as presented.

IV. Financial Report and FY20 Board Budget

Ms. Shawna Rendon, Program Administrator reviewed and discussed the Financial Report.

The 2019 Budget was presented as a Recommendation for Approval by the Finance committee from the meeting held on August 08, 2019.

No questions or concerns were voiced at this time. A motion was presented to accept the Budget as presented by Angie Alaniz. Ms. Ann Boney seconded the motion. The motion carried.

V. Performance Review

Ms. Vonda Morrison reviewed and discussed the Contracted Measures Report for June 20, 2019 with emphasis on those areas of performance that were not being met. The Adult Education and Literacy (AEL) Performance Report was discussed with 4 out of 5 targets not being met.

As mentioned in the introduction Anthony Garcia is the replacement for the AEL Director position and is moving forward and anticipating great improvement in these targeted areas.

VI. Consent Agenda

A. Ratification of the following agenda items from June 20, 2019, Executive In Lieu of Board meeting are as follows:

- 1) Recommend Approval to Modify the NCP Choices Incentive Policy
- 2) Recommend Approval to Modify Choices Family Work Requirement for Two-Parent Families Policy
- 3) Recommend Approval of E-Verify Policy
- 4) Recommend Approval to Modify WIOA On-The-Job Training Policy
- 5) Recommend Approval of New WIT Registration Requirements Policy
- 6) Recommend Approval to Modify the Common Program Incentives Policy

B. Results of Board Nominations FY19-20

The Election Results of the FY19/20 Officer Elections were discussed with the board members. Robert Orzabal, Chair, Dianne Ryder Vice-Chair and Nick Gilley, Secretary will remain in their positions as board officers for the upcoming Board year.

C. Update on ResCare & SERCO Contract Renewals (Discussion Only)

Ms. Vonda informed the Board a notice of Request for Proposals for the Management and Operations of Workforce Center Services and Business Services would be posted in the newspaper and on the Texas Register on August 16, 2019. A bidder's conference will be held on August 21, 2019 at 10:00 AM. The proposals are due no later than 4:00 PM September 12, 2019. The contract effective date is October 01, 2019. The SERCO Child Care Contract will be renewed with the Workforce Board.

The motion for ratification and approval of all Consent Agenda Items was presented by Ms. Ann Boney. The motion was seconded by Mr. William Parten. The motion carried.

VII. Executive Director's Report

Chair Orzabal and Ms. Morrison presented the Executive Director's Report in the absence of the Executive Director, Mr. Tom Wilkinson.

A. Update on Executive Director's Meeting in San Antonio

B. New Work in Texas (WIT) Replacement – August 18, 2019

C. BVCOG Annual Meeting – September 11, 2019

D. WSBV Annual Awards Luncheon – September 19, 2019

E. Red, White and You Event – November 07, 2019

Chair Orzabal and Ms. Morrison discussed the items in the Executive Director’s Report.

Chair Orzabal introduced Kenneth “Mick” Normington, TWC Grant Director to address the board and share a flyer with information concerning “Accelerate Texas Scholars training program with Lee College and Windham School District”. Mr. Normington explained the program and requested that two to three people from the Board and Workforce Center be involved in this program. There was a question and answer held at the end of the meeting. Mr. Orzabal thanked the Board for allowing Mr. Normington to present his materials and for Mr. Normington’s presentation. The Board staff and Workforce Center management will review the information and get back in touch with Mr. Normington regarding their involvement.

VIII. Adjourn/Evaluations

Chair Orzabal adjourned the meeting at 12:40 PM

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, September 19, 2019 @ 1:00 PM
Center for Regional Services
Washington Room
3991 East 29th Street, Bryan, Texas

AGENDA

- I. Call Meeting to Order/Quorum Determinations/Introductions** **Robert Orzabal** +
- II. Introductions/Conflict of Interest/Mileage Forms** **Robert Orzabal**
Reminder: *Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.*
- III. Review of August 2019 Minutes** **Robert Orzabal**
- IV. Financial Report / Monitoring Reports** **Shawna Rendon**
Discussion/Action
- V. Agenda Review Items** **Robert Orzabal**
A. Recommend Approval to Negotiate with SERCO FY20 **Shawna Rendon**
Child Care Services Management Contract up to
\$826,000 in Operations, \$6,254,421 in Child Care Direct
Payments and \$153,236 in Direct Yearly Costs
- B. Recommend Approval to Negotiate with (Company Name*)** **Vonda Morrison**
FY20 Workforce Center Operations Contract up to
\$2,165,917 in Operations and Participant Costs and an
additional \$902,953 in Direct Yearly Costs
**Company Name to be provided at the Board Meeting*
- VI. EXECUTIVE SESSION:** *Pursuant to Chapter 551 of the Texas Open Meetings Act (TX Gov't Code), the Board may recess into Executive Session for discussion on any issue for which there is an exception to the Act set out in Section 551.071 et. Seq., including, but not limited to, the following:*
- 1) Consultation with attorney relating to advice on legal matters related to pending or contemplated litigation, settlements, or any matter in which the duty of the attorney to WSBV under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (551.071), including but not limited to, (a) TWC Monitoring Report; (b) possible Litigation involving terminated employees; and (c) investigations regarding contracts between WSBV and its vendors; legal issues pertaining to TWC sanctions;
 - 2) Discussions involving real property, purchase, exchange, lease, or value of real property. (551.072); and
 - 3) Discussion regarding a negotiated contract for a prospective gift or donation to the WSBV (551.073);
 - 4) Discussion regarding personnel issues (551.074);
 - 5) Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit (551.076).
- Action on Executive Session if needed.**
- VII. Executive Director's Report**
No Report this month
- VIII. Adjourn/Evaluations** **Robert Orzabal**

Workforce Solutions Brazos Valley

Board Meeting

Thursday, September 19, 2019 – 1:00 PM

Center for Regional Services

Washington Room

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

| | |
|-----------------------|------------------------------------|
| Ann Boney | Community Based Organization |
| William “Bert” Miller | Private Sector |
| William “Bill” Parten | Adult Basic & Continuing Education |
| Crystal Crowell | Vocational Rehabilitation - BVCASA |
| Dianne Ryder | Private Sector |
| Donna Taylor | Private Sector |
| Jared Patout | Private Sector |
| John A Brieden, III | Community Based Organization |
| Josh Isenhour | Private Sector |
| Marsha Skinner | Private Sector |
| Melinda Berlan | Private Sector |
| Nester Leamon | Private Sector |
| Nick Gilley | Private Sector |
| Reed O’Brien | Public Employment |
| Robert Orzabal | Private Sector |
| Roby Somerford | Private Sector |
| Sal Zaccagnino | Economic Development |

Excused

Angie Alaniz, Ann Yager-Chapman, Clark Gandy, Frank Perez, Liz Dickey, Mary Hensley, and Mary Valadez-Perez.

Guests

Rachelle Defillo ResCare Deputy Director, and DeWayne Street- ResCare Regional Director. Latresia Williams-SERCO-CCS Services Director, Gayle Mann SERCO-CCS Provider/Financial Manager, Angela Bush SERCO Child Care, Mannie Ugues SERCO Regional Director and Terri Leisten – President/Dynamic Workforce Solutions

Staff

Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Rachael Richmond, Jodi Cobler, Vicki Wilkins, Sharon Maass, Barbara Clemmons, Shawna Rendon, and Michael Sutherland, Troy Robie, Stephen Bailey.

I. Call meeting to Order

Chair Robert Orzabal called the meeting to order at 1:00 PM.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

III. Review of August 2019 Minutes

WSBV Board minutes for August 15, 2019 were accepted as presented.

IV. Financial Report

Ms. Shawna Rendon, Program Administrator reviewed and discussed the Financial Report through the end of August. Monitoring Reports are in your packets. No questions or concerns were voiced at this time.

V. Agenda Review Items

A. Recommend Approval to Negotiate with SERCO FY20 Child Care Services Management Contract up to \$826,000 in Operations, \$6,254,421 in Child Care Direct Payments and \$153,236 in Direct Yearly Costs

Ms. Shawna Rendon reviewed this recommendation and asked the Board to approve as presented. Ms. Dianne Ryder motioned to approve the recommendation as presented. Mr. Nick Gilley seconded the motion. The motion carried.

B. Recommend Approval to Negotiate with (Company name to be provided at the Board meeting) FY20 Workforce Center Operations Contract up to \$2,165,917 in Operations and Participant Costs and an additional \$902,953 in Direct Yearly Costs

Ms. Vonda Morrison, Board Program Manager refreshed the Board on the Request for Proposal (RFP) that was due on September 12, 2019. There were three proposals received. SERCO, which was the previous Workforce contractor, ResCare which is the current Workforce contractor, and Dynamic Workforce Solutions (DWS). The proposals were reviewed by a three (3) member local evaluation team having Workforce management experience. There was a handout provided "Proposal Reviewer Comments for Workforce Center Services Proposals". The Average score per provider was SERCO 80.59, ResCare 80.20 and DWS at 90.20. Ms. Morrison presented proposal strengths and weaknesses to the Board. Ms. Morrison asked the Board's recommendation to select Dynamic Workforce Solutions (DWS) with the score of 90.20 to take the FY20 Workforce Center Operations Contract.

Mr. Roby Somerford motioned to accept the recommendation to select Dynamic Workforce Solutions as presented. The motion was seconded by Mr. Josh Isenhour. The motion carried.

VI. Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act (TX Gov't Code), the Board may recess into Executive Session for discussion on any issue for which there is an exception to the Act set out in Section 551.071 et. Seq., including, but not limited to, the following:

- 1) Consultation with attorney relating to advice on legal matters related to pending or contemplated litigation, settlements, or any matter in which the duty of the attorney to WSBV under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (551.071), including but not limited to, (a) TWC Monitoring Report; (b) possible Litigation involving terminated employees; and (c) investigations regarding contracts between WSBV and its vendors; legal issues pertaining to TWC sanctions;
- 2) Discussions involving real property, purchase, exchange, lease, or value of real property. (551.072); and
- 3) Discussion regarding a negotiated contract for a prospective gift or donation to the WSBV (551.073);
- 4) Discussion regarding personnel issues (551.074);
- 5) Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit (551.076).

Action on Executive Session if needed.

No Action Was Required

VII. Executive Director's Report

No Executive Director's Report this month.

Mr. Tom Wilkinson provided an update to "UP" (Unlimited Potential) which is now located between Project Unity and Alltran Services in the Center for Regional Services. UP's office will be located in a corner space of the Center for Regional Services. The program works with youth that have aged out of the foster care system. The Housing Choice Voucher Program has applied for a youth foster grant to assist up to 25 that have aged out of the foster care system.

VIII. Adjourn/Evaluations

Chair Orzabal adjourned the meeting at 1:15 PM

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, October 17, 2019 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, Texas

AGENDA

- I. Call Meeting to Order/Quorum Determinations/Introductions** **Robert Orzabal**
- II. Introductions/Conflict of Interest/Mileage Forms** (Handouts) **Robert Orzabal**
Reminder: *Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.*
- III. Review of September Minutes** **Robert Orzabal**
- IV. Financial & Performance** (in your packets)
A. Financial Report (Discussion/Action) **Shawna Rendon**
B. Performance **Vonda Morrison**
1. Contracted Measures/Local Goals
2. Monthly Reports
3. Monitoring Reports
- V. Regular Agenda** **Robert Orzabal**
A. Recommend Approval of Workforce Innovation and Opportunity Act (WIOA) Alternative Funding Plan **Karen Sanders**
- VI. EXECUTIVE SESSION:**
Pursuant to Chapter 551 of the Texas Open Meetings Act (TX Gov't Code), the Board may recess into Executive Session for discussion on any issue for which there is an exception to the Act set out in Section 551.071 et. Seq., including, but not limited to, the following:
1) Consultation with attorney relating to advice on legal matters related to pending or contemplated litigation, settlements, or any matter in which the duty of the attorney to Workforce Solutions Brazos Valley under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (551.071), including but not limited to, (a) TWC Monitoring Report; (b) possible litigation involving terminated employees; and (c) investigations regarding contracts between Workforce Solutions Brazos Valley and its vendors; legal issues pertaining to TWC sanctions;
2) Discussions involving real property, purchase, exchange, lease, or value of real property. (551.072); and
3) Discussion regarding a negotiated contract for a prospective gift or donation to the Workforce Solutions Brazos Valley (551.073);
4) Discussion regarding personnel issues (551.074);
5) Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit (551.076).
- Action on Executive session if needed**
- VII. Executive Director's Report**
A. Hiring, Red, White and You – November 7, 2019
B. 23rd Annual Texas Workforce Commission (December 4 - 6)
Gaylord Texan Resort & Convention Center in Grapevine, Texas
C. Workforce Board Retreat – January 16th
- VIII. Dynamic Workforce Solutions Presentation** **Vonda Morrison**
- IX. Adjourn/Evaluations** **Robert Orzabal**

Workforce Solutions Brazos Valley

Board Meeting

Thursday, October 17, 2019 – 12:00 PM

Center for Regional Services

Board Room

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

| | |
|-----------------------|------------------------------------|
| Ann Boney | Community Based Organization |
| William “Bert” Miller | Private Sector |
| William “Bill” Parten | Adult Basic & Continuing Education |
| Crystal Crowell | Vocational Rehabilitation - BVCASA |
| Donna Taylor | Private Sector |
| Frank Perez | Secondary Education |
| Jared Patout | Private Sector |
| Josh Isenhour | Private Sector |
| Liz Dickey | Private Sector |
| Mary Hensley | Adult Literacy |
| Mary Valadez-Perez | Public Assistance |
| Nester Leamon | Private Sector |
| Nick Gilley | Private Sector |
| Reed O’Brien | Public Employment |
| Robert Orzabal | Private Sector |
| Roby Somerford | Private Sector |

Excused

Angie Alaniz, Ann Yager-Chapman, Dianne Ryder, John A Brieden III, Marsha Skinner, and Tashia Dickerson

Guests

| | | |
|-------------------|------------------------------|-----------------------------------|
| Paul Dunn | CEO/Owner | Dynamic Workforce Solutions (DWS) |
| Dora Lopez | Deputy Director | DWS |
| Donna Weese | Project Director | DWS |
| Latresia Williams | Child Care Services Director | SERCO |
| Regian Holland | Executive Officer | NAACP |
| Anthony Garcia | Director | Blinn – AEL Program |

Staff

Tom Wilkinson, Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Jodi Cobler, Lidia Hawryluk, Vicki Wilkins, Sharon Maass, Barbara Clemmons, Shawna Rendon, Kristen Goodson, and Troy Robie, Sean Jevning, Stephen Bailey, Zeb Heckmann.

I. Call meeting to Order

Chair Robert Orzabal called the meeting to order at 12:10 PM.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

Guests introduced were Sean Jevning/Texas Veterans Commission, Regian Holland/NAACP (guest of Ann Boney), Paul Dunn/DWS, Donna Weese/DWS and Anthony Garcia/Blinn AEL Program Director.

III. Review of September 2019 Minutes

WSBV Board minutes for September 19, 2019 were accepted as presented.

IV. Financial & Performance Report

A. Finance Report

Ms. Shawna Rendon, Program Administrator reviewed and discussed the Financial Report through the end of August. No questions or concerns were voiced at this time.

B. Performance

Ms. Vonda Morrison, Program Manager reviewed the Contracted Measures report with emphasis on those areas not being met, which are Youth Credential, SNAP (General Population) and Choices which is on a Technical Assistance Plan (TAP) mandated by Texas Workforce Commission (TWC). For the month of October, Choices performance was met. The Adult Education & Literacy Program is meeting one out of the five performance measures. Bi-weekly meetings are being held with Anthony Garcia, Blinn AEL Program Director to work on strategies to increase enrollment and performance.

The monitoring reports and local board goals are in your board packets. No questions or concerns were voiced at this time.

V. Agenda Review Items

A. Recommend Approval of Workforce Innovation and Opportunity Act (WIOA) Alternative Funding Plan

Ms. Karen Sanders reviewed the WIOA Alternative Funding Plan. Three projects under this plan were reviewed, they are: Women's Entrepreneurship Boot Camp, Workforce Overview/Reentry to Employment Workshop and Introduction to the Construction Trades. The additional funding is for \$196,272.00. The Workforce Overview/Reentry will focus on those in the Criminal Justice System including job readiness and hiring, the Women's Entrepreneur Boot Camp will be a seven hour workshop partnering with the local Chamber of Commerce, Economic Development and local employers providing tips and insight into starting a business. The Introduction to Construction Trade will concentrate on safety, math, reading blue prints to name a few. There will be assistance for transportation costs. All seven counties will be able to offer assistance and will concentrate on the WIOA eligible customers. Mr. Jared Patout motioned to approve the recommendation as presented. Mr. Frank Perez seconded the motion. The motion carried.

VI. Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act (TX Gov't Code), the Board may recess into Executive Session for discussion on any issue for which there is an exception to the Act set out in Section 551.071 et. Seq., including, but not limited to, the following:

- 1) Consultation with attorney relating to advice on legal matters related to pending or contemplated litigation, settlements, or any matter in which the duty of the attorney to WSBV under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (551.071), including but not limited to, (a) TWC Monitoring Report; (b) possible Litigation involving terminated employees; and (c) investigations regarding contracts between WSBV and its vendors; legal issues pertaining to TWC sanctions;
- 2) Discussions involving real property, purchase, exchange, lease, or value of real property. (551.072); and
- 3) Discussion regarding a negotiated contract for a prospective gift or donation to the WSBV (551.073);
- 4) Discussion regarding personnel issues (551.074);
- 5) Deliberations regarding the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit (551.076).

Action on Executive Session if needed.

No Action Was Required

VII. Executive Director's Report

Mr. Tom Wilkinson gave an update on the Hiring, Red, White and You event which will be held on November 7th from 10:00 AM to 2:00 PM in Bryan at the Center for Regional Services and for the first time in Brenham at the Washington County Fairgrounds from 10:00AM-2:00PM.

The 23rd Annual Texas Workforce Commission Conference will be held 12/04 through 12/06 at the Gaylord in Grapevine, Texas. The elected officials and chosen board staff will be attending.

The Workforce Solutions Brazos Valley Retreat will be held January 16, 2020 here at the Center for Regional Services. The board retreat is held every two years. It enables the Board members and staff to focus on the future local goals for the seven county region workforce.

The Family Self Sufficiency and AEL GED graduation will be held here at the Center for Regional Services on November 7, 2019 at 5:30 PM. All were asked to attend and support the graduates and their accomplishment.

VIII. Dynamic Workforce Solutions Presentation

Mr. Paul Dunn shared a power point presentation. The power point materials can be emailed and shared at the board members requests.

IX. Adjourn/Evaluations

Chair Orzabal opened the floor for any additional comments or discussions.

Mr. Anthony Garcia addressed the Board and gave the address where the AEL classes are conducted. Mr. Garcia welcomed Dynamic Workforce Solutions (DWS) to visit the classes and provide an overview of the Workforce programs and services to AEL class attendees.

Mr. Wilkinson shared that Ms. Morrison's attended the Career Technical Education (CTE) tour in Bryan. Ms. Morrison gave an overview of the industry classes that are being taught at the CTE. The courses provided at the CTE Complex are: Construction, Industrial Engineering/Robotics, Welding and Automotive.

The classes are three hours per day and the third hour is for science.

Chair Orzabal adjourned the meeting at 1:15 PM



Center for Regional Services
Board Room
3991 E 29th St, Bryan, TX 77802
Thursday, December 19, 2019
11:30 AM to 12:00 PM

BOARD AGENDA

(Items may not be presented in the order they appear)

Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.

I. DETERMINATION OF QUORUM / MEETING CALLED TO ORDER

II. INTRODUCTIONS/CONFLICT OF INTEREST/MILEAGE FORMS

Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

III. PUBLIC COMMENT

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects, or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

IV. REVIEW OF OCTOBER 2019 BOARD MINUTES

V. FINANCIAL REPORT

Shawna Rendon

VI. CONSENT AGENDA

- A. Recommend Approval to Modify Client Financial Services WIOA ITA Accounts Policy
B. Recommend Approval to Modify WIOA ITA Accounts Policy
C. Recommend Approval of WIOA Title I Federal Appeals Process Policy

Karen Sanders
Karen Sanders
Karen Sanders

VII. Performance Review

- A. Contracted Measures/Local Goals and AEL Performance Review
B. Monthly/Monitoring Reports (are in your packets)

Vonda Morrison
Vonda Morrison

VIII. Executive Director's Report

Tom Wilkinson

- A. Update on TWC Conference - December 4-6
B. Update on December TAWB Meeting
C. BVCAP Integration with BVCOG
D. Board Retreat moved from January to February 13th?

IX. EXECUTIVE/CLOSED SESSION:

If during the course of the meeting, any discussion of any item on the Agenda should be held in Executive or Closed Session, the Board shall convene in such Executive Session or Closed Session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.071 to 551.075. All final votes, actions or decisions shall be taken in open session.

OPEN SESSION (Continued)

X. Consideration and Possible Action Regarding Matters Discussed in Executive/Closed Session, if Needed.

XI. ADJOURNMENT/EVALUATIONS

Robert Orzabal

Workforce Solutions Brazos Valley
Executive in Lieu of Board Meeting
Thursday, December 19, 2019 – 12:15 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

| | |
|--------------------|------------------------------------|
| Ann Boney | Community Based Organization |
| Crystal Crowell | Vocational Rehabilitation - BVCASA |
| Dianne Ryder | Private Sector |
| Frank Perez | Secondary Education |
| John Brieden, III | CBO - Veterans |
| Josh Isenhour | Private Sector |
| Mary Valadez-Perez | Public Assistance |
| Melinda Berlan | Private Sector |
| Nester Leamon | Private Sector |
| Nick Gilley | Private Sector |
| Reed O'Brien | Public Employment |

Excused

Marsha Skinner, Clark Gandy, Ann Chapman, Donna Taylor, Jared Patout, Mary Hensley,
Chair Robert Orzabal and Roby Somerford

Guests

| | | |
|-------------------|------------------------------|---------------------|
| Dora Lopez | Deputy Director | DWS |
| Donna Weese | Project Director | DWS |
| Latresia Williams | Child Care Services Director | SERCO |
| Anthony Garcia | Director | Blinn – AEL Program |
| T.J. Robie | | Veterans |
| Nathanial Muir | Business Services | DWFS |
| Mannie Ugues | | SERCO |
| Joyce Brooks | Guest of Ann Boney | Galveston, Texas |

Staff

Tom Wilkinson, Michael Parks, Vonda Morrison, Karen Sanders, Vicki Wilkins, Shawna Rendon,
Barbara Clemmons, Stephen Bailey, and Zeb Heckmann.

I. Determination of Quorum/Meeting Called to Order

Vice-Chair Dianne Ryder called the meeting to order at 12:15 PM and announced we do not have a quorum present and will be having an Executive In Lieu of Board Meeting...

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

Guests introduced were Joyce Brown from Galveston, Texas (guest/Aunt of Ann Boney), and Nathanial Muir, WFC/DWFS/BSU.

III. Public Comments

The Workforce Board invites persons with comments or observations related to any

posted item on the agenda or any other Workforce issues, projects or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Mr. Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

IV. Review of October 2019 Board Minutes

WSBV Board minutes for October 17, 2019 were accepted as presented.

V. Consent Agenda

A. Recommend Approval to Modify Client Financial Services WIOA ITA Policy

B. Recommend Approval to Modify WIOA ITA Policy

C. Recommend Approval of WIOA Title I Federal Appeals Process Policy.

Ms. Karen Sanders reviewed each of the above recommendations A-C on the Agenda in detail and asked the Board to approve as recommended.

Mr. Nick Gilley motioned to accept the A-C Agenda items as recommended for Approval.

Ms. Ann Boney seconded the motion and the motion carried. Due to no quorum being present today these agenda items will be ratified at our next WSBV Board meeting.

VI. Program Review

A. Finance Report

Ms. Shawna Rendon, Program Administrator reviewed and discussed the Financial Report through the end of August. No questions or concerns were voiced at this time. The Vice-Chair entertained a motion to accept the Finance Report as presented. Ms. Crystal Crowell motioned to approve and Ms. Ann Boney seconded the motion. Motion carried.

B. Performance

Ms. Vonda Morrison, Program Manager reviewed the Contracted Measures report with emphasis on those areas not being met, which are Credential Rate – Adult and Adult Employed Q4, Youth Employed/Enrolled Q4 and Youth Credential. Choices Performance is not being met and Workforce is on a Technical Assistance Plan (TAP) with Texas Workforce Commission (TWC).

Adult Education & Literacy Program is meeting one out of the five performance measures. Weekly meetings are being held with Anthony Garcia, Blinn AEL Program Director to work on strategies to increase enrollment and performance.

C. Monthly/Monitoring Reports

The monitoring reports and local board goals are in your board packets. No questions or concerns were voiced at this time. Ms. Morrison informed the board that there is a new board staff employee, which is Ms. Evangelina Benavides. Ms. Benavides is the Career Navigator for the Adult Education and Literacy (AEL) Program Specialist.

D. TWC Sub-Recipient Monitoring Letters

Two letters from TWC's Sub-recipient Monitoring Department were reviewed in response to the annual audit conducted in June 2019.

VII. Executive Director's Report

Mr. Tom Wilkinson asked Ms. Weese - Why is dynamic struggling in spending youth funds. Ms. Weese gave several options. Dynamic is reviewing spending youth funds; such as work experience for ages 16 thru 24, funding for training - a certificate program to increase a youth's

skill level, assisting in school youth with funding for dual credit courses, all these actions will be based on an eligibility criteria. Workforce is working with the Bryan Independent School District (BISD) to provide Workforce services to those students identified as homeless. BISD has over 500 students identified as homeless, and based on that criteria they are eligible for Workforce services. Chair Dianne Ryder requested Ms. Weese provide Workforce Center staff contact name, services they each render and phone numbers be given to each Board member by Friday 12/20/19 via email.

- A. Update on TWC Conference – December 4-6**
- B. Update on December TAWB Meeting**
- C. BVCAP Integration with BVCOG**
- D. Board Retreat moved from January to February 13 pending.**

VIII. Executive/Closed Session:

If during the course of the meeting, any discussion of any item on the Agenda should be held in Executive or Closed Session, the Board shall convene in such Executive Session or Closed Session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.071 to 551.075. All final votes, actions or decisions shall be taken in open session.

Open Session (Continued)

IX. Consideration and Possible Action Regarding Matters Discussed in Executive/Closed Session, if Needed.

X. Adjourn/Evaluations

Vice-Chair Dianne Ryder adjourned the meeting at 12:54 PM.