

Workforce Solutions Brazos Valley
Board Meeting
Thursday, February 20, 2020 – 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

Bill Parten	Adult Basic & Continuing Education
Clark Gandy	Labor Union / Veterans Representative
Dianne Ryder	Private Sector
Frank Perez	Secondary Education
Jared Patout	Private Sector
John Brieden, III	CBO – Veterans
Josh Isenhour	Private Sector
Liz Dickey	CBO – Health 4 All
Mary Valadez-Perez	Public Assistance
Matt Prochaska	Economic Development
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

Excused

Ann Boney, Crystal Crowell, Donna Taylor, Mary Hensley, Tom Wilkinson

Guests

Dora Lopez	DWFS	Deputy Director
Donna Weese	DWFS	Project Director
Paul Dunn	DWFS	Managing Director - CEO
Nathanial Muir	DWFS	Business Services Manager
Latresia Williams	SERCO	Child Care Services Director
T.J. Robie	TVC	Representative

Staff

Michael Parks, Vonda Morrison, Karen Sanders, Vicki Wilkins, Lidia Hawryluk, Rachael Richmond, Shawna Rendon, Kristen McGaw, Jodi Cobler, Evangelina Benavides, Sharon Maass, Stephen Bailey, and Zeb Heckmann.

- I. Determination of Quorum/Meeting Called to Order**
Chair Robert Orzabal called the meeting to order at 12:00 PM.
- II. Introductions / Conflict of Interest / Mileage Forms**
Forms were made available to Board Members.
Guest introduced was Paul Dunn, DWFS, Managing Director/CEO

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 December 2019 Board Minutes

WSBV Executive In Lieu of Board minutes for December 19, 2019 were accepted as presented.

V. Financial Report

Ms. Rendon explained that the January Financial Statement had not been completed. Ms. Rendon commented on the WIOA Youth Program which was struggling due to a lack of participation and funds not being spent thru January 2020. The Dislocated Worker and Youth still have no expenditures for the month. If these funds are not expended by June 30, 2020, TWC will ask for the funds be returned to the state. WSBVB Staff, Dynamic Workforce Solutions and Mr. Wilkinson are trying to implement ways to improve participation on these areas.

Blinn College –AEL Program continues to struggle with enrollment and lack of funds being spent. Today Blinn is having an enrollment event and we look forward to seeing that outcome.

Ms. Rendon followed up with Child Care being on track.

VI. Ratify Action Taken by Executive Committee on 12/19/19

- 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.**

Passed as approved in December.

Vice-Chair Ms. Dianne Ryder motioned to approve the ratification of items A-C from 12/19/19.

The motion was seconded by Secretary Nick Gilley. The motion carried.

VII. Consent Agenda

- A. Recommend Approval to Modify WIOA ITA Policy**
- B. Recommend Approval to Modify Client Financial Services WIOA ITA Policy**
- C. Recommend Approval to Modify WIOA Supportive Service Policy**
- D. Recommend Approval of Local Board Goals FY2020/2021**

Items A-D Consent Agenda was motioned to approve as submitted by Mr. Jared Patout with Mr. Josh Isenhour seconding the motion. The motion carried.

VIII. Performance Review

Ms. Vonda Morrison, Program Manager of the Workforce Solutions Brazos Valley Board reviewed the Contracted Measures report and went into detail regarding the measures which are not being met which are Credential Rate – Adult, Youth Employed/Enrolled Q4 and the Choices Program. Choices is currently on a Technical Assistance Plan (TAP) with TWC. Mr. Wilkinson informed the Board, per TWC that Choices will be going on a Corrective Action Plan (CAP) which could result in a sanction and a loss of funding.

Controls are in place and weekly meetings are being held with DWFS, WSBVB Staff to ensure

these areas will be improved upon.

The Supplemental Nutrition Assistance Program (SNAP) is being reviewed by TWC for performance compliance. If performance is not met, the Board will be placed on a Technical Assistance Plan. Ms. Jodi Cobler, Board monitor, monitors the SNAP Program, in addition to Rachael Robertson the Choices, SNAP and NCP Program Specialist.

Chair Orzabal asked Mr. Paul Dunn, DWFS managing director/CEO to explain why this remains to be a problem. Mr. Dunn explained extensive staff training was done October thru December and also retraining for the Workforce Programs. In January, the Dynamic staff are being held accountable for not following thru and verifying all information is accurate and complete. Due to the accountability factor there have been four Dynamic staff members have been reassigned, quit or were terminated, due to non-compliance of program duties. One position is being filled on Monday with another next week. Due to restructuring by Dynamic, they are now fully staffed as of January 2020.

Ms. Morrison asked if there were any further questions regarding the reports and explained that all reports including monitoring reports were in their packets.

IX. Executive Director's Report

A. Update on December TAWB Meeting

B. NAWB Trip – March 21-24, 2020

C. HYPE Career Expo – April 15, 2020

D. Hiring Event – April 29 partnering with Bryan College Station Chamber of Commerce Job Fair.

E. Teacher Externship Program Kickoff

Chair Orzabal announced that Mr. Wilkinson was absent due to the death of his mother over the weekend.

Vonda and Chair Orzabal attended the TAWB meeting February 09 and 10. The new Executive Director of the Texas Workforce Commission - Mr. Ed Serna was present at the TAWB meeting. Topics discussed during the meeting were: House Bill 700 regarding the Skills Development Fund has changed, allowing Workforce Boards to apply for skills development grants.

National Association of Workforce Board's (NAWB) annual conference will be March 21 through 24, 2020 in Washington DC. The chief elected officers, (Dianne Ryder, Chair Orzabal, and Nick Gilley,) along with Vonda Morrison, Michael Parks and Mr. Wilkinson will be attending that conference.

HYPE (Helping Youth Prepare for Employment) event will be held April 15, 2020 at the Bryan Exposition Center (Bryan Expo). This event introduces students to the high growth-in demand industries within the Brazos Valley region, giving student's options on deciding their career pathway. This year's HYPE will have changes in the number of speakers that are a part of HYPE and focusing on the youth's need to speak with the employers. Last year HYPE had over 1000 students in attendance and the goal is to outreach as many students in the region as possible. This is the 8th year of HYPE.

WSBV is partnering with the BCS Chamber of Commerce for the first time to help with a Hiring Event on April 29, 2020.

The Teachers Externship (TEP) kicked off in February, and will begin placement of teachers with businesses in late May and early June of 2020. This is the 5th year for the Board's Teacher Externship. The teachers receive a stipend of \$700.00. The Teacher Externship

required weeks of participation has changed from one week to three days of participation.

Board members were asked to promote and support the upcoming events for Workforce and Workforce Board staff.

Chair Orzabal welcomed the newest Board Member representing Economic Development, Mr. Matt Prochaska from Brazos Valley Economic Development was introduced to the Board. Mr. Prochaska received a warm welcome to the WSBV Board.

It was announced by the Board Chair that Mr. Troy (T.J.) Roby had received an award from the Texas Veterans Commission. The award presentation will be held March 19, 2020 here at the Center for Regional Services building.

Chair Orzabal opened the floor for further announcements or community events that needed to be shared with the Board.

Mr. Prochaska informed the Board that the State of Texas Economic Development Council hosted the meeting at the Hilton from February 19-21, 2020. The event reached capacity for the maximum allowed. A great turnout and the event helped to promote the Brazos Valley Region.

X. Executive/Closed Session:

XI. Consideration/Possible Action of Executive/Closed Session

There was no need for an Executive Session.

XII. Adjournment/Evaluations

With no further questions/concerns or announcements voiced, the meeting was adjourned at 12:35 PM.

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.

XIII. 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.**

XIV. 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)

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

XVI. Adjourn/Evaluations

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