



**Workforce Solutions Brazos Valley Board**  
**Board Meeting**  
Thursday, May 20, 2021 at 12:00 PM  
Center for Regional Services – Board Room  
3991 E 29<sup>th</sup> St, Bryan, TX 77802

**Join the Meetings via Zoom:**  
<https://zoom.us/j/91339909237?pwd=RlorWmkrQVAzWWxVYWJtd3lwY3hSQTO9>

**Call-In by Location:** (346) 248 7799 (Houston)  
**Meeting ID:** 913 3990 9237  
**Passcode:** 040447

Those planning to attend in person, please notify Vonda Morrison @ 979-595-2801 ext. 2138 or Leslie Davis @ 979-595-2801 ext. 2011

**BOARD AGENDA**

*Note: Workforce Solutions Brazos Valley Board may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda. (Items may not be presented in the order they appear)*

**I. Call to Order** *Robert Orzabal*  
A. Roll Call  
B. Quorum Determination

**II. Introductions** *Robert Orzabal*  
A. Conflict of Interest Declaration  
**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, Frank Perez 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. Consider for Approval Previous Board Meeting Minutes** *Robert Orzabal*  
A. Planning Sub-Committee Meeting Minutes for January 21, 2021  
B. Planning Sub-Committee Meeting Minutes for April 15, 2021  
C. Board Meeting Minutes for April 15, 2021

**V. Financial Reporting of Workforce Services** *Michelle Spittler*

**VI. Planning Meeting Overview** *Dianne Ryder*  
*Vonda Morrison*  
A. Contracted Measures & Program Director Report  
B. Local Board Goals Report  
C. Monthly Program Summary Reports  
D. Monitoring Reports  
E. Presentation Retail Data Analysis Project – Retail Coach *Karen Sanders*

**VII. Consent Agenda**  
The following items have been reviewed and recommended for approval by the Planning Sub-Committee and are slated for action without discussion, unless a request for discussion is made by a Board Member.

A. Recommend Approval of Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and City of Caldwell *Jodi Cobler*  
B. Recommend Authorization to Renew Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations FY21-22 Up to \$604,000.00 *Jodi Cobler*

- C. Recommend Approval of Madisonville CISD Adult Education & Literacy Program Contract Renewal and Negotiations FY21-22 Up to \$49,999.00 *Jodi Cobler*
- D. Recommendation for Approval to Request Pricing for an Electronic Document Management System (EDMS) *Barbara Clemmons*
- E. Recommend Approval to Modify WIOA Target Occupations List by Adding Certified Medical Assistant *Barbara Clemmons*

**VIII. Regular Agenda**

- A. Executive Directors Report *Michael Parks*

**IX. Executive (Closed) Session**

*Robert Orzabal*

The Board reserves the right to conduct a closed meeting to discuss any posted agenda items as authorized by law under Government code §551, such as to receive legal advice concerning the agenda item as permitted by government Code §551.071. The Board may also meet in open session to take action on a matter considered in the closed meeting as required by Government Code §551.102.

- A. Discussion of Items in Executive (Closed) Session – *If Needed*
- B. Return to Open Session with Stating of Actions Taken
  - 1. All final votes, actions or decisions made during the Executive (Closed) Session shall be presented in open session.
  - 2. Executive (Closed) Session requires that minutes be certified.
- C. Consider for Approval Executive (Closed) Session

**X. Non-Action Items**

- A. Acronyms
- B. Announcements & Other Business
- C. Board Meeting Evaluations
- D. Travel Voucher – *Handout*
- E. Final Roll Call

**XI. Adjourn**

*Robert Orzabal*

**Note:**

The Board will provide information for public participation and/or comments in its' Board Meeting Agenda via conference call line or other means of virtual attendance. This is in accordance with guidance issued March 16, 2020 by the Texas Governor and Attorney General regarding the suspension of Open Meeting laws (Texas Government Code Section 418.016), and in light of the Disaster Declaration issued for the State of Texas limiting public gatherings to ten (10) people. The agenda will be available on the Board's website, <http://bvjobs.org/about-us/board-meeting-agendas>, the meeting will be recorded and minutes will be made available to the public at the same location.