

**Workforce Solutions Brazos Valley
Board Meeting**

Thursday, May, 20 2021 -12:00 pm
Center for Regional Services
Board Room/Via: ZOOM
3991 East 29th Street, Bryan, TX 77802

Minutes

ATTENDANCE

Member Attendances

		<u>Attended By</u>
Crystal Crowell	BVCASA	In Person
Dianne Ryder -Vice Chair	Private Sector-Leon	In Person
Jared Patout	Private Sector-Grimes	In Person
John Brieden, III	CBO-Washington	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Mary Valadez Perez	Public Assistance-Brazos	In Person
Melinda Berlan	Private Sector-Robertson	In Person
Nester Leamon	Private Sector- Robertson	In Person
Robert Orzabal –Chair	Private Sector- Brazos	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Matt Prochaska	Economic Development-Brazos	Zoom
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Bill Ard	Public Employment-Regional	Zoom
Nick Gilley	Private Sector – Burlson	In Person
Mary Hensley	Public Sector-Adult Literacy	Zoom
Donna Taylor	Private Sector – Madisonville	In Person
Ann Yager-Chapman	Private Sector – Burlson	Zoom

Guest Attendees

Latresia Williams	Serco-CCS Director	In Person
Donna Weese	DWFS-Workforce Center Manager	In Person
TJ Robie	Texas Veterans Commission	In Person
Christopher Densley	Texas Elite Childcare	In Person

Members Excused

Roby Somerford

Staff in Person

Michael Parks, Vonda Morrison, Karen Sanders, Rachael Robertson, Jodi Cobler, Barbara Clemmons, Michelle Spittler, Roger Sheridan, Leslie Davis, Mattyna Stephens, Evangelina Benavides, Rick Avery

I. CALL TO ORDER

Chair Robert Orzabal called the meeting to order at 12:00pm

Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 913 3990 9237 with passcode: 040447. Board members that attended the meeting via Zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending

II. INTRODUCTIONS

A. Conflict of Interest Declaration

Board members received travel forms for signature and evaluation forms. The completed forms were turned in to Ms. Vonda Morrison.

III. Public Comment

There were no public comments at this time.

IV. Consider for Approval of Previous Board Meeting Minutes

The January 21, 2021 and April 15, 2021 Planning Meeting minutes and the Board Meeting minutes for April 15, 2021 were approved as presented.

V. Financial Reporting of Workforce Services

Ms. Michelle Spittler presented the financial report through March 31, 2021 the floor was opened for questions. None were voiced at this time.

VI. Planning Sub-Committee Meeting Overview

A. Contracted Measures & Program Director Report

Ms. Morrison discussed program performance measures for the month of February 2021 listed on pages 22-23 of the board packet and provided further detail on the performance measures that are not being met. Ms. Morrison presented WSBV Program Manager Report for the month of April 2021 which is on pages 24-27 of the board packet. Mr. John Brieden would like more information on unemployment data from all counties of the Brazos Valley Region included in the Board Report. Ms. Morrison will pull data from all counties going forward.

B. Local Board Goals Report

Ms. Morrison discussed the Local Board goals beginning on page 28.

C. Monthly Program Summary Report & Success Stories

Ms. Morrison discussed the Adult Education and Literacy (AEL) Program performance measures. Currently AEL is meeting two of the five performance measures as stated on page 32. The AEL Program is improving and the number of participants are trending up. The AEL Program has received funding for the upcoming year and there will be a Finance Committee meeting in August. Ms. Morrison also stated the Child Care Monthly Report, the Center Operation Report and the Veterans Services Report are in the board packet for review.

D. Monitoring Reports

Ms. Morrison stated that monitoring reports are included in the board packet.

E. Presentation Retail Date Analysis Project-Retail Coach

Ms. Karen Sanders made a presentation of the Retail Coach data listed on page 45 of the board packet.

VII. Consent Agenda

During the Planning Sub-Committee Meeting, the committee reviewed, discussed and recommended for approval to the Board the following items:

- A.** Memorandum of Understand Between Workforce Solutions Brazos Valley Board and City of Caldwell for a site for the AEL Program
- B.** Authorization to Renew Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations FY21-22 up to 604,000.00
- C.** Madisonville CISD Adult Education & Literacy Program Contract Renewal and Negotiations FY 21-22 up to 49,999.00
- D.** Request for Proposal for Pricing for an Electronic Document Management System (EDMS)

- E.** Modify WIOA Target Occupations List by Adding Certified Medical Assistant

Motion to accept items A, D, E by Ms. Dianne Ryder and seconded by Mr. Bill Parten. Motion Carried. Dr. Mary Hensley abstained from item A.

Motion to accept item B by Ms. Ryder and seconded by Ms. Liz Dickey. Dr. Mary Hensley abstained.

Motion to accept item C by Mr. Nick Gilley and seconded by Mr. Jared Patout.

Motion Carried. Mr. Bill Parten abstained.

VIII. Regular Agenda

A. Executive Directors Report

Mr. Michael Parks gave a report on Senate and House bills that would affect Workforce Programs. He also stated the governor's announcement that Texas will no longer participate in Federally Funded Programs for Unemployment Benefits, which will go into effect June 26, 2021. Mr. Parks also discussed upcoming events including SEAL which begins June 1, 2021. Mr. Parks also announced the May, 27, 2021 in-person hiring event for Sanderson Farms and the June 30, 2021 Independence Day Virtual Hiring Event.

IX. Executive (Closed) Session

There was no Executive Session.

X. No- Action Items

Mr. Gilley announced his retirement. June 30, 2021 will be his last day as a WSBVB

Board Member.

XI. Meeting adjourned

Chair Orzabal adjourned the meeting at 12:35 pm.