

**Workforce Solutions Brazos Valley  
Board Meeting**

Thursday, June, 17 2021 -12:00 PM  
Center for Regional Services  
Board Room/Via: ZOOM  
3991 East 29<sup>th</sup> Street, Bryan, TX 77802

**MINUTES**

**ATTENDANCE**

**Member Attendances**

		<b><u>Attended By</u></b>
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-Regional	In Person
Nester Leamon	Private Sector- Robertson	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
Marsha Skinner	Private Sector- Leon	Zoom
Nick Gilley	Private Sector – Burleson	In Person
Mary Hensley	Public Sector-Adult Literacy	Zoom
Ann Yager-Chapman	Private Sector – Burleson	In Person
Roby Somerford	Private Sector-Brazos	In Person
“Bert” William Miller	Private Sector-Grimes	In Person

**Guest Attendees**

Latresia Williams	Serco-CCS Director	In Person
Gayle Mann	Serco CCS	In Person
Donna Weese	DWFS-Workforce Center Manager	In Person
TJ Robie	Texas Veterans Commission	In Person
Manuel Ugues	Serco-CCS	In Person
Rebecca Montgomery	Dynamic WFS-Regional Director	In Person
Nathaniel Muir	BSU Manager	In Person

**Members Excused**

Crystal Crowell, Robert Orzabal, Donna Taylor

**Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Lydia Hawryluk, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Spittler, Roger Sheridan, Leslie Davis, Mattyna Stephens, Evangelina Benavides, Rick Avery, Thomas St. John, Stephen Bailey

**I. CALL TO ORDER**

This Meeting was called to order at 12:10pm by Vice-Chair Dianne Ryder  
Members were able to join the meeting via Zoom or call in by location (346) 248-7799  
(Houston) Meeting ID: 997 9688 6435 with passcode: 419250. Board members assessing  
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 signatures and evaluation forms. The  
completed forms were turned into Ms. Leslie Davis.

**III. Public Comment**

There were no public comments at this time.

**IV. Consider for Approval Previous Board Meeting Minutes**

Board Meeting Minutes and Planning Meeting Minutes for May 20, 2021 were approved  
as presented.

**V. Financial Reporting of Workforce Services**

Ms. Michelle Spittler presented the financial report through May 31<sup>st</sup>. The floor was  
open for questions. None were voiced at this time.

**VI. Planning Sub-Committee Meeting Overview**

**A. Contracted Measures & Program Director Report**

Ms. Vonda Morrison discussed program performance measures that are not being met.  
Six measures are being met, six are close to being met, and eight measures are not  
being met. Most measures not being met are WIOA measures and that is due to Covid.  
Ms. Morrison mentioned she talked with childcare contractors Serco and by the end  
of the contract year 95% of measures will be met. Ms. Morrison presented the  
WSBVB Program Manager Report for the month of May 2021 which is on pages 22-  
31 of the board packet.

**B. Local Board Goals Report**

Ms. Morrison stated that board goals are included in the board packet.

**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 five measures, numbers are  
increasing, and the program is trending up. Ms. Morrison stated contract negotiations  
are in place with Blinn and Madisonville to assure return and provided services. Ms.  
Morrison mentioned WSBVB is in the process of starting new contract years with  
contractors. 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. VOS Greeter Report Presentation**

Ms. Karen Sanders made a presentation on the Virtual One Stop (VOS) Greeter. The report is part of Work in Texas platform and allows customers to log onto the kiosk and indicate which services they are interested in. The VOS Greeter allows service providers to track data and print reports on how the employees are managing customer wait times, the services needed and how many customers visited the Resource Room. Ms. Sanders continued to give information on monthly reports received from the State office and discussed the hour break down for Brazos Valley. A total of 1,304 customers came into the Resource Room for services. Ms. Ryder asked how the numbers compare to pre- covid. Ms. Sanders mentioned numbers are down and normally numbers are over 3,000. Ms. Sanders stated the staff also needs to be diligent about making sure the customers are counted for and logging onto the kiosk system. Mr. Michael Parks stated due to the termination of unemployment benefits we should start seeing numbers increasing. Ms. Morrison mentioned it is important contractors are conscientious about customers signing in at the kiosk because the numbers do effect the funding.

**VII. Consent Agenda**

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

- A. Recommend Approval of AEL Data Management and Documentation Policy
- B. Recommend Approval of AEL Comprehensive Assessment Orientation and Boarding Policy
- C. Recommend Approval of Recruitment Policy
- D. Recommend Approval of AEL Managed and Open Enrollment Policy
- E. Recommend Approval of AEL Assessment and Placement Policy
- F. Recommend Approval of AEL Supportive Service Policy
- G. Recommend Approval to Modify WIOA Target Occupations List by adding Certified Medical Assistant( UPDATE)

Motion to accept items A, B, C, D, E, F, and G by Mr. Nester Leamon and seconded by Mr. Bert Miller. Motion Carried. Dr. Mary Hensley abstained from items A, B, C, D, E, and F

**VIII. Regular Agenda**

**A. Executive Directors Report**

Mr. Parks gave a report on the first in person Job fair held in the WFS lobby on June 16<sup>th</sup>. There were three employers present and one hundred and fifty eight people attended. Mr. Parks gave an update on the SEAL (Summer Earn and Learn) Program, this year there are fifty five youth going to work and seven on the waiting list. Mr. Parks stated thirty five students have completed the six hour work readiness training, seven at job sites and more on the way once training is completed. Mr. Parks mentioned the next virtual hiring event will be June 30<sup>th</sup>. Mr. Parks mentioned TWC is looking at the metric by which it judges boards.

**IX. Executive (Closed) Session**

There will be no Board meeting in July

**X. No- Action Items**

**XI. Meeting adjourned**

Motion to adjourn the meeting made by Mr. Leamon and seconded by Mr. Bill Parten. Vice-Chair Ms. Ryder adjourned the meeting at 12:40 pm.