**Workforce Solutions Brazos Valley**

**Board Meeting**

Thursday, May. 19, 2022 -11:30 AM

Center for Regional Services

Board Room/Via: ZOOM

3991 East 29th Street, Bryan, TX 77802

**MINUTES**

**ATTENDANCE**

**Member Attendances Attended By**

John Brieden, III CBO-Washington In Person

Nester Leamon Private Sector- Robertson In Person

William (Bill) Parten Public Sector –Madison In Person

Ann Boney CBO-Brazos In Person

Liz Dickey CBO-Brazos In Person

Roby Somerford Private Sector-Brazos In Person

Frank Perez Public Sector-Secondary Education In Person

Robert Orzabal Private Sector-Brazos In Person

Josh Isenhour Private Sector-Brazos In Person

Crystal Crowell BVCASA In Person

Amy Hinnant Private Sector-Burleson In Person

Jared Patout Private Sector-Grimes In Person

Mary Hensley Public Sector- Adult Literacy In Person

Bill Ard TWC Zoom

Angie Alaniz Post-Secondary Education In Person

Ann Yager-Chapman Private Sector Burleson Zoom

**Guest Attendees**

Donna Weese DWFS-Workforce Center Manager In-Person

TJ Robie Texas Veterans Commission In Person

Manuel Ugues Serco-CCS Zoom

Gayle Mann Serco-CCS In Person

Deidra Simmons Serco-CCS In Person

Nathaniel Muir BSU Manager In Person

Mary Pace Blinn In Person

Karla Flanagan Blinn In Person

Jay Anderson Blinn In Person

Paul Dunn Dynamic WFS In Person

**Members Excused**

Bert Miller, Donna Taylor, Matt Prochaska, Clark Gandy

**Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Eckert, Leslie Davis, Stephen Bailey, Heather Colford, Rachael Robertson, Evangelina Benavides, Amanda LaFrance

# CALL TO ORDER

This Meeting was called to order at 11:45 am by Chairman Robert Orzabal.

Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 732 119 3201 with passcode: 336599. Board members accessing Zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

# INTRODUCTIONS

* 1. **Conflict of Interest Declaration**

# Board members received travel forms for signatures and evaluation forms. The completed forms were turned in to Ms. Leslie Davis.

* 1. Introductions include Jay Anderson with Blinn, Paul Dunn, and Manuel Ugues

# Public Comment

There were no public comments at this time.

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

Board Meeting Minutes for April 21, 2022 were approved as presented. Mr. John Brieden made a motion to accept the minutes. Mr. Bill Parten seconded.

1. **Financial Reporting of Workforce Services**

Ms. Michelle Eckert presented the financial report through March 31, 2022. Ms. Eckert stated the AEL and Child Care program received new funding and funds will reflect in the financial report in June. Ms. Eckert stated the programs are doing good with spending funds. The floor was open for discussions. Mr. John Brieden stated the fund code 3493 on the financial report which ends on June 30, 2022, shows zero expended. Ms. Eckert stated there hasn’t been any rapid response activity or trade activity.

1. **Board Meeting Overview** 
   1. **Contracted Measures & Program Director Report**

Ms. Vonda Morrison discussed the contracted measures for Brazos Valley on pages 17-18 of the board packet. Ms. Morrison stated the WIOA program is meeting three of the five measures and the employment and employer engagement are not meeting performances. Ms. Morrison discussed on Page 42 of the board packet the VOS greeter report. The VOS greeter tracks the number of customers coming into the Workforce and shows the services being utilized. The tracking process determines how TWC will fund the WFC. Ms. Morrison discussed on Page 43 of the board packet the weekday report that shows the total number of customers coming into the building for services. The report provides data on when customers are likely to come in for services. Mr. Parks stated the Workforce Center is open for extended hours on Tuesday till 6 pm.

* 1. **Local Board Goals Report/Continued**

Ms. Barbara Clemmons discussed the board goals that were mentioned at the Board Meeting on April 21, 2022. The old board goals were revamped and given to board members as a handout.

* 1. **Monthly Program Summary Report**

Ms. Morrison gave a brief description of the AEL performance report on Page 27 of the board packet. AEL performances are not meeting credential achievements and the total enrollments are exceeding performances.

* 1. **Monitoring Reports**

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

1. **Regular Meeting Agenda**

The following recommendations for approval were presented, discussed, and voted on:

* 1. Recommend to Approve Region VI Education Service Center Contract

Motion to accept item A was made by Mr. John Brieden and seconded by Mr. Jared Patout

Ms. Mary Hensley abstained.

* 1. Recommend to Approve Madisonville CISD Adult Education & LiteracyProgram Contract Renewal and Negotiations

Motion to accept item B was made by Mr. Patout and seconded by Mr. Roby Somerford

Ms. Mary Hensley and Mr. Bill Parten abstained

* 1. Recommend to Approve Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations

Motion to accept item C was made by Ms. Ann Boney and seconded by Mr. Nester Leamon

Ms. Mary Hensley and Mr. Bill Parten abstained

* 1. Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and Central BCS Church

Motion to accept item D was made by Ms. Angie Alaniz and seconded by Mr. Leamon

* 1. Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and Brazos County Detention Center

Motion to accept item E was made by Mr. Somerford and seconded by Mr. Leamon

* 1. Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and City of Caldwell

Motion to accept item F was made by Mr. Somerford and seconded by Ms. Amy Hinnant

Ms. Mary Hensley abstained

* 1. Recommend to Approve Authorization to Release a Request for Proposal for the Workforce Center Operator and Business Services

Motion to accept item G was made by Mr. Bill Parten and seconded by Mr. Patout.

Mr. John Brieden abstained

* 1. Recommend to Approve Authorization to Procure Lease of Space for the Caldwell, Texas Workforce Center Office

Motion to accept item H was made by Mr. Somerford and seconded by Ms. Alaniz

* 1. Recommend to Approve Authorization to Release a Request for Proposal for the Management and Operation of Workforce Solutions Brazos Valley Board’s Child Care Services Program

Motion to accept item I was made by Mr. Patout and Seconded by Ms. Alaniz

Mr. John Brieden abstained

* 1. Recommend to Approve Local Board Goals FY2022 through 2023

Motion to accept item J was made by Ms. Boney and seconded by Ms. Hinnant

Ms. Mary Hensley abstained

1. **Regular Agenda** 
   1. **Executive Directors Report**

Mr. Parks discussed statistics of the programs and stated the contractors have been doing a good job ensuring funds are getting out in the community. Mr. Parks stated Child Care is number one in the state, AEL is number four in the state, and Choices is number four in the state. Mr. Parks discussed the Summer Earn and Learn program where sixty-four participants will attend work readiness training and then be assigned to an employer for work experience. Mr. Parks stated the Trucking Career Fair at Rellis Campus will be on May 21, 2022. Mr. Parks discussed the Workforce Board partnership with Texas A&M Brazos Valley Teach program. Mr. Parks stated twelve high school students will shadow the teachers in the month of June to experience and explore the career opportunity of what it’s like to be a teacher. Ms. Hinnant Co-Executive Director of Brazos Valley Teach stated the kids will be working with three pilot districts, the Bryan ISD, Caldwell ISD, and Hearne ISD. Ms. Hinnant stated the partnership is an externship for high school students.

1. **Executive (Closed) Session**
2. **No- Action Items**

Roll Call Follow-up

1. **Meeting adjourned**

Mr. Orzabal adjourned the meeting at 12:33 pm.