**Workforce Solutions Brazos Valley**

**Board Meeting**

Thursday, August. 18, 2022 -12:00 PM

Center for Regional Services

Board Room/Via: ZOOM

3991 East 29th Street, Bryan, TX 77802

**MINUTES**

**ATTENDANCE**

**Member Attendances Attended By**

Nester Leamon Private Sector- Robertson In Person

William (Bill) Parten Public Sector –Madison 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

Bill Ard TWC Zoom

Mary Valadez Public Assistance-Regional In Person

Clark Gandy Organized Labor-Brazos In Person

William “Bert” Miller Private Sector-Grimes In Person

Angie Alaniz Post-Secondary Education In Person

Ann Boney CBO-Brazos In Person

Ann Yager-Chapman Private Sector-Burleson Zoom

Dianne Ryder Vice-Chair Private Sector-Leon In Person

John Brieden III Private Sector-Washington County In Person

Liz Dickey CBO-Brazos In Person

Matt Prochaska Economic Development-Brazos In Person

Melinda Berlan Private Sector-Robertson In Person

Amy Jurica Private Sector-Burleson In Person

Mary Hensley Private Sector-Adult Education Zoom

**Guest Attendees**

Donna Weese DWFS-Workforce Center Manager In-Person

Gayle Mann Serco-CCS In Person

Latresia Williams Serco-CCS In Person

 Nathaniel Muir BSU Manager In Person

Paul Dunn Dynamic WFS Zoom

Tony Ramirez Texas Veterans Commission In Person

Dora Lopez DWFS-Deputy Director In Person

Manuel Ugues Serco-CCS In Person

Andrea DeGarza Serco-CCS In Person

**Members Excused**

 Jared Patout

**Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Leslie Davis, Stephen Bailey, Evangelina Benavides

**Staff on Zoom**

Michelle Eckert

# CALL TO ORDER

This Meeting was called to order at 12:00 pm 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.

# Public Comment

There were no public comments at this time.

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

Board Meeting Minutes for June 18, 2022, were approved as presented. Mr. Bill Parten made a motion to accept the minutes. Mr. Nester Leamon seconded.

1. **Financial Reporting of Workforce Services**

Ms. Michelle Eckert presented the financial report through June 30, 2022. Ms. Eckert stated the AEL contract set to expire June 30, 2022, has been extended another year to allocate $20,828.06. Ms. Eckert stated the AEL contract for year five received $953,725.00 in funds and the child care contract received an additional $404.301. The Snap contract was awarded an additional $101.694 in funds raising the total contract funding to $357,186.00. Ms. Eckert stated the red highlighted areas on the financial report show WIOA contracts set to expire on June 30, 2022. Ms. Eckert continued to discuss changes and updates on the financial report. The floor was open for discussions. None were voiced at this time. Ms. Eckert discussed the FY 2023 proposed budget beginning on October 1, 2022. Ms. Eckert discussed changes made to the budget sheet and mentioned the $25,000 increase in child care expenses and the removal of the $233,987.00 for the paperless (equipment).

Motion to accept FY 2023 budget was made by Ms. Dianne Ryder and seconded by Ms. Amy Jurica

Ms. Mary Hensley abstained.

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

Ms. Vonda Morrison discussed the contracted measures on page 17-18 of the board packet and discussed measures that are not being met. Ms. Morrison stated the TWC MPR results, highlighting Brazos Valley performance and stated employers receiving workforce assistance is not meeting the measure. On page 24 of the board packet Ms. Morrison discussed AEL performance measures that are being met and not met. Ms. Morrison stated the AEL audit resolution letter from TWC that can be viewed on page 53 of board packet.

* 1. **Monthly Program Summary Report**

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

* 1. **Monitoring Reports**

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

* 1. **VOS Greeter Report**

Ms. Morrison discussed the VOS Greeter reports on page 43 of the board packet and stated the importance of customers signing into the VOS Greeter system. This allows for centers to collect data on how many customers have utilized the services.

* 1. **Executive Director’s Report**

Mr. Parks discussed the FY 2023 budget and stated the authorization of a 3% raise increase for the staff salaries. Mr. Parks discussed the TAWB meeting held in Arlington TX and announced Greg Vaughn notice of resignation. Mr. Parks mentioned TAWB is working on new initiatives and the representation of member-based organizations. Mr. Parks will keep the board updated on the new changes. Mr. Parks discussed the TWC meeting held in Austin, TX for new directors and discussed partnerships for growth. Mr. Parks stated the new tag line for BVCOG is “We Help People”. The tag line was put into place to help customers and staff get a better understanding of the Workforce Solutions duties.

1. **Regular Meeting Agenda**

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

* 1. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and The City of Buffalo, TX

Motion to accept item A was made by Ms. Ann Boney and seconded by Mr. Bert Miller

Ms. Mary Hensley abstained

* 1. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and Grace Bible Church

Motion to accept item B was made by Mr. Matt Prochaska and seconded by Ms. Angie Alaniz

Ms. Mary Hensley abstained

* 1. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and Brazos Interfaith Network

Motion to accept item C was made by Mr. Prochaska and seconded by Ms. Boney

1. **Convene into Executive Session to discuss the contract for Child Care Services Program and the Management and Operation of Workforce Center Services and Business Services**

Chairman Robert Orzabal called on the board to convene into Executive Session to discuss the contract for Child Care Services Program and the Management and Operation of Workforce Center Services and Business Services**.** The board convened into Executive Session at 12:45 p.m. and staff were requested to leave the board room.

1. **Action related to the Executive Session’s discussion of the contract for Child Care Services Program and the Management and Operation of Workforce Center Services and Business Services**

Chairman Robert Orzabal closed the Executive Session and reconvened the regular meeting of the board at 2:05 p.m.

 Board Members recommended Serco for the Child Care contract effective October 1, 2022, through September 30, 2023, with the ability to renew for four additional years.

Motion to accept Serco for the Child Care contract was made by Ms. Alaniz and seconded by Ms. Ann Boney

Mr. Bill Ard abstained

Mr. John Brieden abstained

Board Members recommended Serco for the Management and Operation of Workforce Center Services and Business Services contract effective October 1, 2022, through September 30, 2023, with the ability to renew for four additional years.

Motion to accept Serco for the Management and Operation of Workforce Center Services and Business Services was made by Ms. Alaniz and seconded by Mr. Bert Miller

Mr. Bill Ard abstained

Mr. John Brieden abstained

1. **No- Action Items**

Roll Call Follow-up

1. **Meeting adjourned**

 Mr. Orzabal adjourned the meeting at 1:08 pm.