

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, January 19, 2017 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th, Bryan, Texas

AGENDA

Page #

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| I. Call Meeting to Order/Introductions | Robert Orzabal |
| II. Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. Review of November 2016 Minutes | Robert Orzabal |
| IV. Financial Report
<i>Discussion/Action</i> | Trish Buck |
| | |
| V. Consent Agenda | Robert Orzabal |
| A. Recommend Approval of FY17 Child Care Local Match Agreement with College Station ISD | |
| B. Recommend Approval of Modification of Child Care Services Procedure §809.16 (Spending Requirements For Quality Funds) | |
| C. Recommend Approval of Updated Memorandum of Understandings for:
1) Brazos Valley Aging & Disability Resource Center
2) MHMRA of Brazos Valley & Brazos Valley Council On Alcohol and Substance Abuse
3) Area Agency on Aging
4) Twin City Mission Youth & Family Services
5) Twin City Mission Home Partners
6) Section 8 Choices Housing Voucher Program | |
| D. Recommend Approval of Region 6 ESC Additional Supplemental FY 17 funding of \$93,339.00 and Line Item Movement of \$27,000.00 of Original Budget | |
| | |
| VI. Regular Agenda: | |
| A. Executive Director's Report
1. TWC Annual Conference | Tom Wilkinson |
| | |
| VII. Planning Committee | Nick Gilley |
| A. Approval of Integrated Plan | Richard Rogers |
| B. Performance | |
| C. Board Monthly Monitoring | |
| | |
| VIII. Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley

Board Meeting

Thursday, January 19, 2017
Center for Regional Services
Board Room
3991 East 29th St, Bryan, TX

Corrected on 2/17/17

Minutes

Jared Patout	Private Sector
Nick Gilley	Private Sector
Dianne Ryder	Private Sector
Robert Orzabal	Private Sector
Sharon Flores	Regional Public Assistance
Nester Leamon	Private Sector
Doug Weedon	Regional Vocational Rehabilitation
Frank Perez	Secondary Education
Angie Alaniz	Regional Brazos Valley Education
Liz Dickey	CBO
Bob Malaise	Economic Development
Dr. Mary Hensley	Literacy
Donna Taylor	Private Sector
Chris Dyer	CBO
Clark Gandy	Labor
Ann Chapman	Private Sector
Michael Costa	Private Sector
Ann Boney	CBO
Bert Miller	Private Sector
Bill Parten	Adult Basic Education

Excused

Shunta Williams, Dr. Eddie Coulson

Guests

Roberto Gonzalez, Manuel Ugues, TJ Robie, Judge Butch McDaniel and Richard Rogers

Staff

Tom Wilkinson, Trish Buck, Vonda Morrison, Emilie Barnes, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Lidia Hawryluk, Shawna Rendon and Vicki Wilkins

1. Call to Order

Meeting called to order by Chair Robert Orzabal at 12:12 PM.

2. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

Robert Orzabal introduced Judge Butch McDaniel from Madison County who is the BVCOG chair and a Workforce CEO. Mr. Orzabal also introduced our newest WSBV Board member Mayor William L Parten of Madisonville who goes by Bill Parten and is representing AEL.

3. Review of November 2016 Minutes

Minutes were accepted as presented.

4. Financial Report

Ms. Trish Buck reported the Board and Workforce Center are doing well in most of the funds. There is concern over under expenditures in funding for WIOA out-of-school youth, WIOA adults and child care. Ms. Buck reported that Mr. Gonzales and the Workforce center staff are working to get more individuals into all programs. In most of our programs TWC does de-obligations in the fifth month which is July. Mr. Robert said with no questions we will move on.

Consent Agenda

Robert Orzabal stated that Mr. Tom Wilkinson asked to pull Item D off for discussion. Then Mr. Orzabal asked if anyone wanted any of the other items removed from the consent agenda for more in-depth review or needed to abstain. No one indicated they wanted any other item removed. Mr. Orzabal then read the remaining items on the consent agenda noting that they had been approved by the Planning Committee:

FY 17 Child Care local match agreement with CISD

Recommend Approval of Modification of Child Care Services Procedure §809.16
(Spending Requirements for Quality Funds)

Recommend Approval of Updated MOU's.

Dianne Ryder made a motion to approve the consent agenda as presented and Jared Patout seconded the motion. The motion carried.

Mr. Orzabal presented Recommend Approval of Region 6 ESC Additional Supplemental FY17 Funding of \$93,339.00 and Line Item Movement of \$27,000.00 of Original Budget over to Mr. Tom Wilkinson. Mr. Wilkinson began with mentioning he was very disappointed there was no one present representing Region 6. Mr. Wilkinson wanted Region 6 to hear this discussion. Region 6 spent part of the summer sending their staff around to area Judges and Mayors complaining about the budget the Board offered them as part of their current contract. They did have an overall \$7,000.00 increase not a decrease as they were describing to the local officials who also serve on the BVCOG Board. They basically stated Mr. Wilkinson was mismanaging their money. Mr. Wilkinson reported that Commissioner Fuch's asked the Region 6 staff to bring back evidence of this allegation which Mr. Wilkinson stated they have yet to do. Now Board staff is recommending giving Region 6 an additional \$93,339.00 which is the right thing to do to support Adult Education in our region and we need more of it. If this helps the Board get more services then that is what the money should be used for. The reason Mr. Wilkinson reported he wanted to discuss this recommendation is that he is in favor of this and in favor of increasing the amount of opportunities for our citizens, however if Region 6 does not teach classes this summer the Board staff are going to highly recommend that their contract not be renewed and recommend someone else. Region 6 has had year around services as part of their work performance agreement for 3 years and they do not do it. Mr. Wilkinson stated the WSBV board staff and Center staff spend a great deal of time working with clients to convince them the only way out of poverty is through gaining education and they need to get enrolled in Adult Ed. These are people who, many times dropped out of school due to multiple bad

circumstances that they were facing then, many of which we can't even imagine and it hasn't gotten any easier. Now they usually have families. We can't pay them to go to school, so if they are working they have to reduce their hours to go to school which makes it even harder to survive. When we finally convince them to get that certificate/GED we put them into a training program to increase their level of skill and job availability and salary we can't wait 3 months because Region 6 does not want to teach summer classes.

Dr. Mary Hensley asked if Region 6 doesn't comply will the money revert back to the COG for redistribution. Mr. Wilkinson responded with "Well they (Region 6) always find a way to spend the money they just don't always do the things we ask them to do." Dr. Hensley asked if the money was tied specifically to the performance of implementing the program. Ms. Buck responded that Region 6 has the TWC performance expectation that is passed down through the Board. But in addition, in their contract they have the expectation that they will offer year round services, in all counties, and have open enrollment. Those are as important in the contract as the TWC contracted performance. For open enrollment Region 6 is finally allowing monthly enrollment in all seven counties doing recruitment and press releases. The Madisonville Mayor is helping us increase the pool in those counties where Region 6 implies they can't find anyone. Ms. Sharon Maass another Board staff employee has worked with them this year in trying to develop a substitute teacher list. Ms. Buck understands people need vacations but that doesn't necessarily have to be in the summer. If Region 6 has a substitute they can keep the class open and teach. Those items are very much in their contract and we meet with them constantly. Region 6 has other contracted deliverables such as TCALL TRAIN teacher training. They are required to have two free TCALL trainings per year. We provide the training but we can't make their staff come.

Dr. Hensley echo's Tom's comments and completely agrees with what has been said if the money is not used as it is intended. She stated if you take on this money to expend it and do not get the outcome that was originally desired then I support you completely and if you need a motion I would be more than happy to make that motion at this time. Mr. Wilkinson addressed the floor that they do need a motion to give them this money with the understanding they that must have summer classes in all seven counties. Mr. Wilkinson stated he wanted this action off the Consent agenda and in the minutes that we had this discussion. Mr. Wilkinson wants Ms. Kristi Hayman, Region 6, to read this and know the Board agrees that if you take the money then you take the rules that go with it and if you don't want to do it, don't do it. Don't think you can do this your way and not follow the directions of this Board, that's not going to work.

Ms. Liz Dickey asked do we have an alternative or what is our resource or can we start planning if they don't meet it. Mr. Wilkinson stated actually in many communities the community college teaches Adult Ed. as a part of their mission and we have a community college in our region that could do it. Dr. Mary Hensley stated she was not making a motion for that. Mr. Tom Wilkinson acknowledged her comment. Dr. Hensley reaffirmed she agrees with everything that was said and the motion should reflect money spent with intent. She also stated she thinks the motion should reflect that if it doesn't in this year and the intent is not met with those funds then we should not consider any allocation for that program that is my motion. Ms. Ann Boney seconded the motion. Mr. Bert Miller asked does the motion include summer. Mr. Tom Wilkinson stated it is in the contract and we can clarify with Region 6 to ensure it. Ms. Dickey asked if we could have an update before the year is over to know if they are meeting the objectives because the Board needs to watch and monitor if they are not meeting the objectives? Mr. Tom Wilkinson said the big issue is with the summer classes and as Ms. Buck

stated we have made progress. Before they would only enroll in September for the fall start class and then again in January. Now the Board has got them to do the open enrollment at least once a month but not at every location for instance they told us they couldn't get a class in Burleson county. Mr. Wilkinson stated he had lived in Burleson county and he knows there is a need. Ms. Ann Chapman interjected with a "yes absolutely".

Chair Robert Gonzales said we had a motion on the floor for item D with the comments. All in favor. None opposed. Motion carries. Mr. Wilkinson thanked the Board and stated he thought the Board as a whole would agree and support his decision. I reach a breaking point when the WSBV Board spends time and money and Region 6 staff do not do what they are contracted to do and go bad mouth me.

Mr. Chris Dyer interjected with "as working with an organization which is occasionally involved with different political entities are those court appointed individuals who were involved earlier going to be aware of what is involved. Mr. Wilkinson stated that's how he found out about it, they had contacted the Mayor. Mr. Dyer asked if they should be notified that Region 6 is getting an increase and this is what is happening. Mr. Wilkinson informed the Board that it was on the BVCOG Agenda earlier this month and all the elected officials are aware. It was because Region 6 contacted Mayor Miller and told him how bad the Board was doing in Navasota. We have a great program in Navasota partly due to the Mayor's effort to recruit for the Board and help the Board get a space. Mayor Miller has done a lot and when confronted with the allegations from Region 6 he knew this was incorrect and contacted Mr. Wilkinson and Ms. Buck as to what the actual facts were. Ms. Boney interjected with Region 6 didn't come to you they went to the Mayor? Mr. Wilkinson confirmed they went to the Mayor and several county judges. Ms. Ann Chapman asked if the Board could mandate or have benchmarks set up thru the spring for the summer program. Mr. Tom Wilkinson pointed out there was a Region 6 report at each place setting that has their requirements and Ms. Buck pointed out Sharon Maass has a report in the Board packet under non-action items where she records some of the things she is working with them on. Mr. Tom Wilkinson stated Sharon Maass had them in the building this week which Ms. Maass concurred. Mr. Wilkinson said they know our opinion they just don't seem to think it is important.

VI. Executive Directors Report

Mr. Robert Orzabal moved on with the Executive Director's report from Mr. Tom Wilkinson. Mr. Wilkinson asked Mr. Bob Malaise to come to the front and presented him with a WSBV Board 5 year plaque. Mr. Robert Orzabal reminded Mr. Malaise in 5 years bring back the plaque to get it updated with a new 10 year plate.

Mr. Wilkinson stated the TWC Annual conference was held in Houston in December three WSBV Board officers, Robert Orzabal, Dianne Ryder and Nick Gilley, attended the conference and meetings. This shows that the Board is engaged and interested in this effort. KAGS was nominated for a leadership award and attended and accepted that award.

Planning Committee Report

Item number VII overviewed by Nick Gilley from today's earlier Planning Committee meeting. Mr. Gilley asked Ms. Buck to go over the Performance and Monitoring reports. Ms. Buck reported your dashboard which is predominately the Workforce Center and at your place is also the AEL performance report.

The WIOA “Workforce Innovative Opportunity Act” has been going on since July 1, 2015, we are just now getting the final targets for our area. Hopefully you will be able to see those next month on the dashboard. The Board did try and negotiate one of the measures which was unsuccessful. The WIA measures we had in the past are not-applicable with the WIOA measures. We were failing the client within 10 weeks measure which we are exceeding now due to Serco implementing new systems in the Workforce center. Employers receiving Workforce assistance is being met, however Serco expects that next month those will be exceeded. Ms. Buck pointed out to Ms. Angie Alaniz that we are meeting Choices. However, Child Care is not meeting in part because Boards were under a state freeze for two months. SERCO is working hard to get systems in place to meet those standards.

In regards to AEL performance, the total customers enrolled with 12+ hours in class target is 968 and since July have enrolled 589 through December. The TANF target is not meeting due to not having enough recruitment which HHSC may be able to help with meeting. Transitions is not being met. This is a bridge class which helps individuals who just received their GED or high school diploma to get a post-secondary training, either occupational or academic. They need help passing their TSI. The El Civics IET (Integrated Education Training) is a model where you have occupation training and you pair that with ESL contextualized training. We received a special grant to do workplace literacy which is similar. Kent Moore Cabinets is involved in that and our performance has gone into that measure. The Hilton class also a part of the special grant starts around the first of February. We have a RFQ (Request for Quote) out for three occupations. Once the RFQ is completed we can set up those classes. Mr. Wilkinson interjected that he wasn’t sure the Board knew what this meant. We teach a class at an employer’s place of business. Some do not have high school diploma’s you hired them, but they lack in English language skills or their reading skills lack. We would have a class at this employers facilities specifically geared to their employees to target what they need to augment so the employee’s would be more productive and better employees. We need help finding employers to take part in this. It benefits the employee’s family in several ways by improving that employee’s skills. Ms. Ann Chapman asked if this training was during/after hours or both. Mr. Wilkinson informed the Board some employers do both, some split it on and off the employer’s clock. You will have a better turn out if the employer pays for part of the training. Ms. Buck informed the Board that Ms. Maass is working on an agreement with Bryan ISD. BISD will allow us to come in and work with their ESL staff on bus drivers, food services and if that is successful the agreement will be expanded to include environmental/janitorial staff. They are paying the wages for those individuals to go to these contextualized ESL classes. The other measure Career Pathways can only be met by three methods two of which are not available to our Region. One not currently available is a Texas Higher Education Coordinating Board Accelerate Texas grant. Therefore, we are trying to do site-based classes tied to an occupation. The lower core outcome measures are basically the State trying to change the aspect of the population that takes the AEL classes. The majority in the Brazos Valley are at an Adult Basic Education level. This is a lever where the customer has tested out at a less than 5th grade education. We are targeting those individuals who are near graduation and or dropped out of school to participate with us.

The Burleson county judge has sent over 10 referrals this month. He is incorporating a referral to the Workforce center as well as to AEL for those individuals who do not have a high school diploma. Mr. Wilkinson stated these are Juvenile and Adult Court cases and they must turn in an attendance record to the Judge. The Center provides documentation that they are looking for work through Workforce. This helps us to create classes. Mr. Wilkinson said these categories

are new. When this program transitioned to the Workforce Commission 3 years ago these requirements began and each year they evolve. Before Adult Ed was just a GED for literacy gains without the purpose for AEL leading to employment. It went from Department of Education to Department of Labor. AEL is all about preparing an individual for a job for training and job skill development. Ms. Ann Chapman interjected regarding the unemployment percentages in Bryan College Station being low leads her to understand that the individuals we are targeting are not currently seeking jobs. Mr. Wilkinson stated you are partially correct what you actually have is a high under employment in Brazos County. Ms. Chapman understands that. Mr. Wilkinson said many people due to low skill and education work two jobs to make ends meet and even then Brazos County has higher than the states average of poverty. We have the largest university in the state and we have a higher rate of poverty than the average of the entire state. Mr. Wilkinson asked how does that happen when you have low unemployment...we have an unskilled labor force that needs learning to rise out of poverty. Ms. Chapman stated that helps to identify the group of people we are contributing to. Mr. Wilkson answered with a yes. Many of these people have worked in your business you as an employer know them. They do not have a high school diploma or GED and they have been working for 30 years and those are the ones most vulnerable to their job ending. They have the worst time because they have been out of school for 30 years and are being told they must go back to school to get a high school diploma after they have supported their family for 30 years. We can and will do better to meet these needs.

Mr. Gilley proceeded with the monitoring reports which were in the packets and explained the planning committee skimmed over the Integrated Plan that we are going to vote on in a few minutes.

Mr. Richard Rogers gave the floor to Ms. Buck who proceeded to inform the Board that since the Planning meeting there were two suggestions from Dr. Hensley, Blinn College, to be added to the Integrated Plan which was at each place setting. On page 20 there are educational resources at Blinn that need to be clarified and Dr. Hensley has given a statement that clarifies what Blinn offers which is recommended to be added. The second item on page 21 is a section where TWC gives us the template, the questions and how TWC wants it organized and tells us what data we can use. The Board and Workforce center pull in local knowledge using interviews with employers and the local county economic development reports. Such as the Grimes County WIN report, the Washington county chamber report and the Brazos, Robertson, Madison and Burleson County Perryman reports which has been done recently. These report address workforce insufficiency and in particular the Perryman report talks about the workforce insufficiency in training. Dr. Hensley's staff at Blinn believe the report is incorrect and would like for us to clarify by adding the types of training Blinn provides in some of the areas in which the Perryman's report describes as having insufficiency training. The Board staff do not have a problem integrating those comments into the Integrated Plan if the Board approves. It just clarifies that even though we have that training available there are other reasons such as why people cannot get to the training or can't pass the TSI entrance exam. The biggest challenge that the Center has is not people not wanting to go to school, it is that the people have to make a living. Offering night and weekend classes would be a step toward filling classes.

Mr. Richard Rogers consultant for the WSBV began with explaining the Integrated has three sections beginning with Section A the Strategic, Section B is the Operations and Section C addresses the Texas Workforce Investment Council goals for TWC and local boards. Highlights of page 44, 45 and 46 are occupations associated with the growth industries. Page

82 is the Target Occupations list for 2014 – 2024 growth. It does not show replacement jobs on non-growth industries. Replacement is an important consideration with entry wages at \$14.00 per hour. This is a broad list which is updated yearly. Blinn public comments are on page 84 and page 77 the table shows the industries with occupations listed. Target industries and occupation is most important. The handouts on WIOA In-Demand Occupations List is at your place setting along with Brazos 2017 Draft Target Occupations, TWC 2014-2024 Projections Data. Ms. Buck brought attention to page 49 and 50. Ms. Buck asked Dr. Hensley if she captured what she was concerned about. Dr. Hensley gave a yes and thanked the Board and staff and motioned to accept the Integrated Plan with changes as mentioned. Mr. Orzabal stated we had a motion and Ms. Dianne Ryder seconded the motion. The motion carried.

Meeting was adjourned at 1:05 PM.

**Workforce Solutions Brazos Valley Board
Board Meeting**

Thursday, February 16, 2017 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Bryan, Texas

AGENDA

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|--------------|--------------------------------------------------------------------------------------------------|----------------|
| I. | Call Meeting to Order/Introductions | Robert Orzabal |
| II. | Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. | Review of January 2017 Minutes | Robert Orzabal |
| IV. | Financial Report | Trish Buck |
| | <i>Discussion/Action</i> | |
| V. | Consent Agenda | Robert Orzabal |
| A. | Recommend Approval of Updated Memorandum of Understandings for: | |
| | 1) Non-Financial MOU between Project Unity and WSBVB for Coordinated Interagency Case Management | |
| | 2) Non-Financial MOU between the Experience Works and WSBVB | |
| | 3) Non-Financial MOU between WSBVB and Texas A&M AgriLife Extension | |
| B. | Recommend Approval of Non-custodial Parent Incentive Policy | |
| C. | Recommend Approval of Non-custodial Parent Supportive Services Policy | |
| D. | Recommend Approval of Non-custodial Parent Subsidized Employment Policy | |
| E. | Recommend Approval of Modification of Common Transportation Assistance Policy | |
| F. | Recommend Approval of Childcare Quality Funds Expenditure of \$ 407,818 | |
| G. | Recommend Approval of WIOA Tutoring Policy | |
| VI. | Regular Agenda: | |
| A. | Executive Director's Report | Trish Buck |
| | 1. TWC FY16 Monitoring Results | |
| | 2. Literacy Council Focus Group | |
| | 3. FY17 Teacher Externship Grant Award | |
| | 4. TWC Board Member Orientation Changes | |
| | 5. No March Board Meeting | |
| | 6. HYPE April 12, 2017 | |
| VII. | Planning Committee | Nick Gilley |
| A. | Performance | |
| B. | Board Monthly Monitoring | |
| VIII. | Adjourn/Evaluations | Robert Orzabal |

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Board Meeting

Thursday, February 16, 2017

Center for Regional Services

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Minutes

Nick Gilley	Private Sector
Robert Orzabal	Private Sector
Nester Leamon	Private Sector
Doug Weedon	Regional Vocational Rehabilitation
Bob Malaise	Economic Development
Dr. Mary Hensley	Literacy
Donna Taylor	Private Sector
Clark Gandy	Labor
Ann Yager Chapman	Private Sector
Ann Boney	CBO
Bill Parten	Adult Basic Education
Melinda Berlan	Private Sector
Marsha Skinner	Private Sector
Shunta Williams	Public Employment

Excused

Chris Dyer, Dianne Ryder, Jared Patout, Bert Miller, Eddie Coulson, Frank Perez, Angie Alaniz and Tashia Dickerson

Guests

Roberto Gonzalez, TJ Robie, Kenneth Long and Judge Butch McDaniel

Staff

Tom Wilkinson, Trish Buck, Vonda Morrison, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Lidia Hawryluk, Shawna Rendon and Vicki Wilkins

I. Call meeting to order

Meeting called to order by Chair Robert Orzabal at 12:18 PM.

II. Introductions / Conflict of Interest / Mileage Forms

Chair Robert Orzabal introduced Mr. Kenneth Long, Director of Career Services from Vista Academy as a guest. Mr. Tom Wilkinson introduced Judge Butch McDaniel from Madison County who is the BVCOG chair and a Workforce CEO as a guest. Forms were made available to Board Members.

III. Review of January 2017 Minutes

Minutes were accepted as presented. After the meeting was adjourned it was brought to the Board Staff's attention that the January 19, 2017 minutes contained an error. Meeting called

to order by Chair should have read Chair Robert Orzabal. These minutes were revised and will be approved at our April board meeting.

IV. Financial Report

Ms. Trish Buck presented the Financial report that was included in each Board member's packet. At this time you should be looking at the percent that should have been spent versus the actual percent expended. The non-custodial parent program is under expended because the clients for this program are court ordered by the Brazos County Judge. This program is only for Brazos County at this time. Other funds behind are the child care automation funds which is a fund we get to pay TWC for our swipe card system which depends on the bills coming in from the state. Funds which the WSBV has concerns with are addressed weekly and/or monthly with the WFC Center Management. The TANF Choices participant funds are under expended, as well as the child care funds and out of school youth funds. The WSBV and Workforce have initiated several quality improvement plans for the child care program which should be helping us retain and recruit customers. Our outreach for out of school youth is being stepped up. Looking to hire two interns at the WFC board level to market that area closer to young adult age. The Board staff is blanketing churches in the Brazos Valley Region. The Robertson County notices have been mailed and Leon County notices will be going out soon. We are recruiting in the churches for out of school youth through various public radio station programs. Doug Vance has a program on February 17, 2017 at 6:00 PM. Robert Gonzales will be going to the Hispanic radio station to present the information. Dr. Mary Hensley asked if the staff was having trouble finding paid interns. Ms. Buck responded that no applications have been received at this time. Dr. Hensley asked that she be made aware and would share a distribution list for possibilities if needed.

V. Consent Agenda

- A. Recommend Approval of Updated Memorandum of Understandings for:
 - 1) Non-Financial MOU between Project Unity and WSBVB for Coordinated Interagency Case Management
 - 2) Non-financial MOU between the Experience Works and WSBVB
 - 3) Non-Financial MOU between WSBVB and Texas A&M AgriLife Extension
- B. Recommend Approval of Non-custodial Parent Incentive Policy
- C. Recommend Approval of Non-custodial Parent Supportive Services Policy
- D. Recommend Approval of Non-custodial Parent Subsidized Employment Policy
- E. Recommend Approval of Modification of Common Transportation Assistance Policy
- F. Recommend Approval of Childcare Quality Funds Expenditure of \$ 407,818
- G. Recommend Approval of WIOA Tutoring Policy

Chair Orzabal stated that items A thru G of the Consent Agenda were brought before the Planning Committee. Chair Orzabal asked the Board to entertain a motion to approve these recommendations as presented. Nester Leamon moved to approve the recommendations A through G. Ann Boney seconded the motion. The motion carried.

VI. Regular Agenda

A. Executive Director's Report

1. TWC FY 16 Monitoring Results

Mr. Wilkinson informed the Board that a letter had been received with not a single finding, question or criticism in it. Mr. Wilkinson and Ms. Buck wanted to thank the Board and Workforce Staff.

2. Literacy Council Focus Group

Mr. Wilkinson informed the Board the Brazos Valley had not had an active Literacy Council in several years. Dr. Mary Hensley is our Literacy Representative Board Member presently. February 15, 2016 there was a Literacy Round Table Discussion group of approximately 30 attendees and they voted to go forward with forming a Regional Literacy Council which will divide up into committees. Literacy is different now and is an important part of the puzzle. Adult Education when it changed over to the Texas Workforce Commission dropped a lot of the Literacy programs. AEL focuses mostly on Adult Education due to having a job component attached to it. Literacy was put aside and now we are excited for the opportunity and the support of Blinn and this option will be a great asset to the community. Ms. Buck stated the committee did see some gaps in services and are trying to work on a gap analysis. The first meeting had good representation from the outlying counties. The WSBV is coordinating with the Bryan College Station Libraries. Literacy does not have enough funding; we as a community/region are going to have to depend on ourselves to get this in place and help those 35,000 individuals without a GED. Mr. Wilkinson remarked that the mission of public libraries is changing. Books will not be published as in the past due to online downloads or buying them online. The public schools will expand to online books as does the universities and Blinn. These libraries will need to change their focus on Literacy and perhaps have computers and provide assistance to families. Literacy issues follow poverty.

3. FY17 Teacher Externship Grant Award.

Ms. Trish Buck and her staff applied for and received the 2017 Teacher Externship. The staff will be working with the public school teachers to have a week's experience with a business. Teachers need the knowledge of the working environment experience. Ask every teacher and employer you know to consider this program. Mr. Doug Weedon asked the cost. Ms. Trish Buck stated the employer pays the teacher \$100 per day for four days and the school district pays \$100.00. One week wages for a teacher would be \$500.00. The employer provides a schedule for the teacher for all aspects of the business. The teacher puts together a lesson plan which the employer approves and is turned in to the school. When the teacher gives that lesson plan to her students the employer goes and presents it along with the teacher and is there as a support for the teacher. The school retains the employer of record so that the liability is with the school. An orientation is given to the employer staff and to the teachers. At this time we have Bryan ISD, College Station ISD, Caldwell ISD, Navasota ISD and possibly Hearne, Somerville, and Franklin. Madisonville agreements are coming. The school identifies the quantity of teachers they will pay and the Workforce will start making those placements. Mr. Doug Weedon asked if the jobs available are in various areas. Ms. Buck explained that if the subject is Math it makes it more valuable to the students if it is an applied lesson plan. The student would go to the B-way plant and would begin with the CEO, accounting, to Human Resources, to logistics and then to the manufacturing. This opportunity gives the teachers a real life experience and brings it back to the class and shares it with their students. The teachers who have taken part in this are our best referral mechanism. Mr. Doug Weedon asked if the staff could find someone to come into his business to let him know. Ms. Buck stated someone would follow up with him on an agreement. Mr. Wilkinson said if money is an obstacle in the school district the Workforce will work with them to find a resource. There should be

someone in that community, town or county that will put up money for the funding. Mr. Wilkinson said he would take that on personally to find a sponsor for the school's portion. Ms. Ann Boney questioned that Bryan and College Station ISD were both on board with the program. Ms. Buck stated yes with 10 teachers each. Caldwell committed to six and may go up from there. It is best to match the teachers with an employer in their area or county. Certain employers want two teachers at a time. The schools are presently paying for continuing education for the teachers and the Teacher Externship program would give them continuing education credits.

4. TWC Board Member Orientation Changes

TWC has changed their Board Member Orientation to add two new paragraphs.

5. No March Board Meeting

Mr. Wilkinson is rewarding you with no meeting in March.

6. HYPE April 12, 2017

Mr. Wilkinson expressed this was the 5th year. Ninth and Tenth graders participate. Businesses that are representative of an industry will be talking about the industry. Mr. Wilkinson shared with the Board that he and Robert Orzabal attended the TAWB on February 6 and 7, 2017. In the Department of Labor the WOIA was one program they recommended deactivating. Fortunately there was some that disagreed. The interest in the public dollar is at an all-time high. Mr. Wilkinson expressed his thanks to Mr. Orzabal for attending those meetings. Please let the Washington and Austin representatives know what you think.

Mr. Wilkinson brought the board's attention to the success stories on page 89 and 90 of their packets.

VII. Planning Committee Report

Chair Orzabal asked Mr. Gilley to reiterate on the Planning Committee meeting. Mr. Gilley stated there were recommendations and asked Ms. Buck to explain these changes for recommendation. Ms. Buck began with the Dashboard and stated the WIOA has been in place for two years but has just this month began to produce a performance measure. Child care measure are missing due to a statewide freeze. Those performance standards should be on the April report. As a region we could afford to have 1,300 per day in child care, however the state expectation is not to go over 1,100 per day. Child care performance has serious concerns and the staff is meeting with Robert Orzabal and the Workforce staff weekly. The WIOA measures are based on delayed data. These measures showing today are for July thru December 2015. The data is extracted and follow up of services is being performed to confirm they have been employed. These measures are also based on the GLI exits and SERCO is following up to ensure that the Workforce performed to the Board's expectations. This is how they want performance done at a Federal level and the Workforce is in compliance. AEL target for enrolled 12+ hours is 968 and as of January 31 was at 626. This should be met by June 30, 2017. Bryan ISD employer based program begins January 26, Literacy site begins on January 31 with 29 students have enrolled. Hilton is still recruiting. Kent Moore Cabinets are doing well. Madisonville had 4 students who passed the GED test and eleven who passed one or more parts of the test. Snook has a new class. Centerville class is being moved to Buffalo to insure a better response. Negotiations are in

place with 2 organizations for small business entrepreneurship to have an Integrated El Civics program. Working on literacy as well as occupational training. The second organization will be for community health worker. El Civics training program should be starting soon. On the local goals the very last “Develop a web based directory of tier 2 and tier 3 business suppliers by industry” has been recommended to be removed. In April the staff hopes to bring forth a better objective goal recommendation. Mr. Doug Weedon asked what was Tier 2 and Tier 3. Mr. Gilley stated it would be like a direct supplier to an indirect supplier. Ms. Buck stated that was correct.

Ms. Buck relayed that the monitoring reports were in the Board packets. There are several areas that Workforce staff and Robert Gonzales is working to correct, one being the gaps in quality of case management as well as the long term planning around career pathways. Workforce centers have evolved into helping the workforce make good decisions on the career paths they choose. The workforce will need an education and continual learning. Moving staff from where they were to where they are needed is a daily opportunity for Mr. Gonzales.

Mr. Orzabal asked the Board to complete the evaluation form at their place setting.

Mr. Wilkinson brought attention to Dr. Hensley along with John Sharpe created the Rellis Campus and Blinn is a key partner in that. There has been an advisory committee established and Dr Hensley nominated me to serve on as well as the BVCOG Board and the Leon County Judge. Madison County nominated Mayor Bill Parten to serve also. As that committee is formed it will help create the skills for our region. Dr. Hensley stated late March will be the ground breaking for the Rellis Campus and there would be invitations mailed for that event.

VIII. Meeting was adjourned at 12:55 PM.

No Board Meeting – Following Months in 2017

March 2017

July 2017

September 2017

November 2017

December 2017

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, April 20, 2017 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Bryan, Texas

AGENDA

- | | |
|-------------------------------------------------------------------------------------------|-----------------------|
| I. Call Meeting to Order/Introductions | Robert Orzabal |
| II. Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. Review of February 2017 Minutes | Robert Orzabal |
| IV. Financial Report
<i>Discussion/Action</i> | Trish Buck |
| | |
| V. Consent Agenda | Robert Orzabal |
| A. Recommendation to Approve Board Child Care Policy on Provider Selection | |
| B. Recommendation to Approve Eligible Training Provider System (ETPS) Policy | |
| C. Recommendation to Approve MOU between WSBVB and Federal Prison Camp Bryan Texas | |
| D. Recommendation to Approve MOU between WSBVB and Blinn College | |
| | |
| VI. Presentation: | Tom Wilkinson |
| Adult Education & Literacy
By
Kristi Hayman | |
| | |
| VII. Regular Agenda: | |
| A. Executive Director's Report | Tom Wilkinson |
| 1. National Association of Workforce Boards | |
| 2. Literacy Council Focus Group | |
| 3. HYPE April 12, 2017 | |
| | |
| VIII. Executive Committee | Robert Orzabal |
| A. Membership Renewals | |
| | |
| IX. Planning Committee | Nick Gilley |
| A. Performance | |
| B. Board Monthly Monitoring | |
| | |
| X. Adjourn/Evaluations | Robert Orzabal |

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Workforce Solutions Brazos Valley

Board Meeting

Thursday, April 20, 2017
Center for Regional Services
Board Room
3991 East 29th St, Bryan, TX

Minutes

Nick Gilley	Private Sector
Robert Orzabal	Private Sector
Nester Leamon	Private Sector
Dr. Mary Hensley	Literacy
Ann Yager Chapman	Private Sector
Ann Boney	CBO
Bill Parten	Adult Basic Education
Shunta Williams	Public Employment
Tashia Dickerson	Private Sector – Child Care
Marsha Skinner	Private Sector
Angie Alaniz	Post-Secondary Education
Frank Perez	Secondary Education
Chris Dyer	Community Based Organization
Jared Patout	Private Sector
Bert Miller	Private Sector
Dianne Ryder	Private Sector
Liz Dickey	Community Based Organization

Excused

Bob Malaise and Donna Taylor

Guests

Roberto Gonzalez, TJ Robie, Tony Ramirez and Sean Jevning, and Robert Reyna

Staff

Tom Wilkinson, Trish Buck, Vonda Morrison, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Lidia Hawryluk, Shawna Rendon and Vicki Wilkins

- I. Call meeting to order**
Meeting called to order by Chair Robert Orzabal at 12:12 PM.
- II. Introductions / Conflict of Interest / Mileage Forms**
Forms were made available to Board Members.
- III. Review of February 2017 Minutes**
Minutes were accepted as presented.
- IV. Financial Report**

Ms. Trish Buck reported on the financial report from the end of February. The concerns continue with WIOA youth funding. Mr. Robert Gonzales and Ms. Buck are working on additional strategies to get the spending up where it should be. In WIOA Dislocated funding \$125,000 has been designated at WIOA adult funding. The WIOA adult is approximately 90% expended so the additional funding will be able to be used. AEL site based was deobligated \$15,000 by TWC. There will be additional funding from TWC for the Vocational Rehabilitation Summer Earn and Learn Program. No questions or concerns were shared at this time.

V. Consent Agenda

- A. Recommendation to Approve Board Child Care Policy on Provider Selection
- B. Recommendation to Approve Eligible Training Provider System (ETPS) Policy
- C. Recommendation to Approve MOU between WSBVB and Federal Prison Camp Bryan Texas
- D. Recommendation to Approve MOU between WSBVB and Blinn College

Tashia Dickerson abstained from item A.

Mr. Robert Orzabal asked for a motion on items B, C and D. Ms. Dianne Ryder moved to approve items B, C, and D. Mr. Jared Patout seconded the motion. The motion carried.

Mr. Nick Gilley motioned to approve item A. Mr. Bert Miller seconded the motion. The motion carried.

VI. Regular Agenda

A. Executive Director's Report

Mr. Tom Wilkinson acknowledge Marsha Skinner with a five year plaque which was presented by Chair Robert Orzabal.

Ms. Skinner announced Nucor Steel employees in Leon County started a program called Family and Friends of Steel a charitable organization. The Nucor employees contribute weekly and those funds are distributing in Leon and surrounding counties. It started 15 years ago as a Relay for Life event. June 2 and 3 will be a charitable event to raise donations at the Leon County Expo Center.

Mr. Tom Wilkinson informed the Board that T. J. Robie our Veterans representative was recognized as the employee of the quarter. Mr. Robie introduced Mr. Tony Ramirez, Central Texas Regional Manager and Sean Jevning, supervisor who presented him with an award.

Mr. Wilkinson reported on attending the National Association of Workforce Boards Conference in Washington DC on March 25-28 with Chair Robert Orzabal, Secretary Nick Gilley, Vice-Chair Dianne Ryder, Program Director Trish Buck and himself.

Mr. Wilkinson reported on the forming of a regional Literacy Council. The next step for this group is designing a survey to be sent out to various groups and individuals for opinions and thoughts regarding a literacy council.

Mr. Wilkinson reported on HYPE (Helping Youth Prepare for Employment) event was conducted at the Brazos Valley Expo Center. Vonda Morrison was in charge. Mr.

Wilkinson shared that 15 schools were in attendance with over 900 students participating and over 60 employers. Shunta Williams, Bert Miller and Judge Bill Parten also attended with Nucor Steel staff. Judge Parten, Marsha Skinner and Shunta Williams mentioned they had good feedback and thought it was presented very well.

Mr. Wilkinson announced that on April 27, 2017 there will be an Information Technology Listening and luncheon. Chair Robert Orzabal will chair the meeting. Employers are requested to present their hiring needs. This is to reach out to the community and focus on their employment needs. The IT industry is changing dramatically and the Workforce Center wants to effectively career counsel job seekers on how to get into this industry and meet the employer's needs.

Mr. Wilkinson also announced that on May 02, 2017 there will be a CBLP (Community Business Leaders Partnership) meeting and luncheon. The Federal Reserve Bank of Dallas will be making a presentation. There will be an interactive discussion to hear the needs of the employers.

Dr. Mary Hensley gave an update on the RELLIS campus which is an acronym for the core values of the Texas A&M University which are Respect, Excellence, Leadership, Loyalty, Integrity and Selfless Service is being constructed at the present time. Blinn College had a ground breaking for their building on this campus two weeks ago. Dr. Mary Hensley stated the campus would open in August, 2018. There will be a STEM focus which is Science, Technology, Engineering and Math. A&M will break ground in 2018 and open in 2020. This is the first of this kind in the world. Blinn will be expanding their workforce development programs with electrical, HVAC, plumbing and carpentry. A consultant has been hired to look at detailed skill levels such as knowing if the industry is in need of framers or cabinet makers. Mr. Wilkinson is on the Advisory Committee which was implemented for this project. The Board was invited to have a meeting at the new location and take a tour.

Mr. Wilkinson reported that BVCOG is working on a broadband project and Caldwell will be the first connect. This connection just happens to go by the RELLIS campus. Texas A&M had a need to update their broadband at the new campus and BVCOG was early in their planning and was able to include A&M into the schedule. The next connection will be from Caldwell to Brenham. Brenham Blinn College will be updated to connect with their RELLIS campus as well. Dr. Mary Hensley explained that the RELLIS Campus is located at the old Riverside Campus and Bryan Airforce Base off of Hwy 21.

Mr. Wilkinson acknowledge that Becky Collet and Kristi Hayman for Region VI were in attendance. Region VI sent an invitation to the Grimes County Navasota GED graduation on April 28, 2017. Mayor Bill Parten presented the Madisonville GED graduation at the Kimbrough Center in Madisonville on June 02, 2017. Board members will be informed of these graduations in their area if they would like to attend. Mr. Wilkinson received a letter from the Executive Director of Region VI announcing summer classes in Bryan, Caldwell, Snook, Navasota, Buffalo, Hearne and Brenham.

VII. Executive Committee Report

Ms. Trish Buck announced that there are 10 Board members who are up for reappointment as of 6/30/2017. These Board members will be contacted and the necessary forms will be made available for reappointment.

VIII. Planning Committee Report

Mr. Nick Gilley stated the Consent Agenda was discussed and Ms. Buck would give the performance reporting.

A. Performance

The Board members have the Dashboard and AEL performance report at their place setting. The At A Glance – Board Contracted Measures has two additional lines at the bottom which are To and From dates for the data period used in calculating these reports. The youth exited in January 2015 and June 2015 is missing the measure by 3 or 4. Several attempts have been made to reach these youth to no avail. The AEL performance report is for all the subcontractors with the customer enrolled with 12+ hours doing well. TANF number needs improvement with customers pulling the information required when they come to the Workforce centers. Transitions is doing very well. The El Civics Integrated Education program have two classes which are doing well. Veteran's reports were submitted by TJ Robie this month and will have more local statistical data in future reports. The WIOA performance is a goal not a target. At the end of the year TWC will look back at all customers served with their characteristics and barriers present. TWC will adjust our performance measure accordingly. The higher the barriers the higher the risk allows for more difficulty in working with the individuals and the performance measure will drop.

B. Board Monthly Monitoring

The monitoring reports are in the Board packets if you have any questions or concerns at this time. No questions were presented at this time.

Mr. Tom Wilkinson mentioned Statistical Analysis requires accurate information to be input into the database with all barriers notated.

The Vocational Rehabilitation offices will be moving into the Workforce Centers in the near future.

IX. Meeting was adjourned at 12:53 PM.

**Workforce Solutions Brazos Valley Board
Board Meeting**

Thursday, May 18, 2017 @ 12:00 PM

Center for Regional Services

Board Room

3991 East 29th Bryan, Texas

CORRECTED AGENDA

- | | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| I. | Call Meeting to Order/Introductions | Robert Orzabal |
| II. | Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. | Review of April 2017 Minutes | Robert Orzabal |
| IV. | Financial Report
<i>Discussion/Action</i> | Trish Buck |
| V. | Consent Agenda | Robert Orzabal |
| | A. Recommend Approval of Memorandum of Understanding
Between Bryan Independent School District and WSBV | |
| | B. Recommend Approval of Summer Earn and Learn
Policy | |
| | C. Recommend Approval of Additional Funds to SERCO
For Summer Earn and Learn Program and Teacher
Externship Program up to \$77,660.00 | |
| | D. Recommend Approval of Contract Negotiations and
Renewal with Region 6 ESC for FY 18 AEL
Contract up to \$ 593,522.00 | |
| | E. Recommend Approval of Contract Negotiations and
Renewal with Madisonville CISD for FY 18 AEL
Contract up to \$ 45,000.00 | |
| VI. | Regular Agenda: | |
| | A. Executive Director's Report | Tom Wilkinson |
| | 1. Information Technology Round Table Update | |
| | 2. Community Business Leaders Meeting Update | |
| | 3. Texas Association of Workforce Board Meeting Update | |
| | 4. RELLIS update | |
| | 5. July 5, 2017 Independence Day Job Fair | |
| | 6. July 7-8 Child Care Conference | |
| | 7. June Board Officers Nominations | |
| VII. | Planning Committee | Nick Gilley |
| | A. Performance | |
| | B. Board Monthly Monitoring | |
| IX. | Adjourn/Evaluations | Robert Orzabal |

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Workforce Solutions Brazos Valley

Board Meeting

Thursday, May 18, 2017
Center for Regional Services
Board Room
3991 East 29th St, Bryan, TX

Minutes

Nick Gilley	Private Sector
Robert Orzabal	Private Sector
Sharon Flores	Regional Public Assistance
Nester Leamon	Private Sector
Doug Weedon	Regional Vocational Rehabilitation
Frank Perez	Secondary Education
Angie Alaniz	Regional Brazos Valley Education
Liz Dickey	CBO
Bob Malaise	Economic Development
Dr. Mary Hensley	Literacy
Chris Dyer	CBO
Clark Gandy	Labor
Ann Boney	CBO
Bert Miller	Private Sector
Bill Parten	Adult Basic Education
Shunta Williams	Public Employment
Marsha Skinner	Private Sector
Melinda Berlan	Private Sector

Excused

Ann Chapman, Donna Taylor, Dianne Ryder, Jared Patout and Michael Costa

Guests

Roberto Gonzalez, Manuel Ugues, Kristi Hayman and Becky Collett

Staff

Tom Wilkinson, Trish Buck, Vonda Morrison, Karen Sanders, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Shawna Rendon and Vicki Wilkins

- I. Call meeting to Order**
Meeting called to order by Chair Robert Orzabal at 12:08 PM.
- II. Introductions / Conflict of Interest / Mileage Forms**
Forms were made available to Board Members.
- III. Review of April 2017 Minutes**
Minutes were accepted as presented.

IV. Financial Report

The Financial Report was presented by Ms. Trish Buck with emphasis on those measures not being met.

One strategy to improve spending in WIOA Out-of-School Youth is to hire interns to help recruit Out-of-School Youth.

V. Consent Agenda

Robert Orzabal stated that the Planning Committee discussed the Consent Agenda items and was recommending them for approval. No one asked for any item to be removed for discussion.

Mr. Parten will be abstaining from Item E Recommend Approval of Contract Negotiations and Renewal with Madisonville CISD FY 18 AEL Contract up to \$45,000.00.

Mr. Orzabal stated at this items A through D were recommended for approval. Mr. Nester Leamon motioned to approve the recommendations A through D as presented. Ms. Marsha Skinner seconded the motion. The motion carried.

Mr. Orzabal called for approval of Item E with Mr. Bill Parten abstaining had a motion to approve by Mr. Nester Leamon and seconded by Mr. Frank Perez. The motion carried.

VI. Executive Directors Report

Mr. Wilkinson informed the Board of the Information Technology Round Table where employer feedback indicated that their needs for a labor force would be met by individuals who had experience at a help desk or who'd built their own computer. The employers indicated with an employee that they could be trained further using Blinn College certificate level training.

Mr. Wilkinson explained that Elizabeth Sobel-Blum from the Dallas Federal Reserve Bank spoke at the Community Business Leaders Partnership semiannual meeting about building regional labor force pipelines using banking community development funding. Handouts were made available for those who were not present at the meeting.

Mr. Tom Wilkinson explained Mrs. Buck and Chair Robert Orzabal had attended the Texas Association of Workforce Board Annual meeting. Mrs. Buck and Chair Robert Orzabal voiced their recollection of the information that was provided and how it relates to the Board.

1. Mr. Wilkinson presented the update on the RELLIS committee meeting. This is a one of a kind campus with designated purposes, conceptual ideas, stimulating ideas and suggestions to invite industry to guide the training provided by Blinn and TAMU. Not all training for employees requires a degree. RELLIS is an acronym which stands for the core values of Texas A & M University.
2. Mr. Wilkinson announced the Independence Day Job Fair would be on July 5, 2017 from 10:00 AM. until 2:00 PM. This focuses on helping individuals find jobs.

3. Mr. Wilkinson announced the Child Care Conference which is July 7-8, 2017 and will be at the Brazos Expo Center on Saturday and Sunday. Board members are invited to stop by and see what goes on to improve the quality of our child care providers.
4. Mr. Wilkinson explained the June meeting will have the Board officer's nominations. The only requirement is that the Chair must be from a private business. There will be no meeting in July at this point and time.

VII. Planning Committee Report

- A. Mr. Nick Gilley announced Ms. Trish Buck would review the performance. Mrs. Buck reported on performance for the Center, AEL, Texas Veteran's Coalition and the Local Board goals. Emphasis was given to those areas that are not being met. Mrs. Buck mentioned that the annual TWC AEL monitoring had just occurred and while there were some minor findings, overall the subcontractors and finance departments had done an excellent job.

Mr. Tom Wilkinson introduced Ms. Becky Collett from Region VI which was present. Ms. Collett was asked to mention the summer classes they have going on and to explain the ICR (Intensive College Readiness) Program Transitions class starting in Brenham. Ms. Collett explained what the transitions class is.

- B. Ms. Buck explained the monitoring reports were in the Board packet and if there were no questions or concerns they would stand as presented.

VIII. Meeting was adjourned at 1:00 PM.

Workforce Solutions Brazos Valley Board

Board Meeting

Thursday, June 15, 2017 @ 12:00 PM

Center for Regional Services

Board Room

3991 East 29th Bryan, Texas

AGENDA

- I. Call Meeting to Order/Introductions** **Robert Orzabal**
- II. Introductions/Conflict of Interest/Mileage Forms** **Robert Orzabal**
- III. Review of May 2017 Minutes** **Robert Orzabal**
- IV. Financial Report** **Trish Buck**
Discussion/Action
- V. Consent Agenda** **Robert Orzabal**
- A.** Recommend Approval of Eligible Training Provider Performance Expectations
 - B.** Recommend Approval of Authorization to Negotiate with SERCO For FY 18 Workforce Center and Child Care Operations Contract Up to \$ 8,873,500.00
 - C.** Recommend Approval to Award FY 17 WIOA Adult/Dislocated/Youth Funds to SERCO up to \$ 430,347.00 for July through September 2017
 - D.** Recommend Approval of a non-financial Memorandum of Understanding Between WSBV and Gary Job Corps Community
 - E.** Recommend Approval to Award FY 18 AEL Community Health Worker Contract to Texas A&M Health Science Center up to \$60,000.00
 - F.** Recommend Approval of AEL Content Standard Policy
- VI. Regular Agenda:**
- A. Executive Director's Report** **Tom Wilkinson**
 - 1. TWC Annual Award Nominees:
Large Employer of the Year, Small Employer of the Year, Employer of Excellence, AEL Employer Partnership Award, AEL College Award, Veteran Friendly Employer of the Year, Child Care TRS Award
 - 2. Teacher Externship Update
 - 3. Summer Earn and Learn Update
 - 4. No July Meeting but Finance Committee August 10th
- VII. Executive Committee** **Robert Orzabal**
- A.** Nominations of FY 18 Board Officers from the floor
 - B.** Recommend Approval of Nomination Slate for FY18 Board Officers
- VIII. Planning Committee** **Nick Gilley**
- A.** Performance
 - B.** Board Monthly Monitoring
- IX. Adjourn/Evaluations** **Robert Orzabal**

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Workforce Solutions Brazos Valley
Board Meeting
Thursday, June 15, 2017
Center for Regional Services
Board Room
3991 East 29th St, Bryan, TX

Minutes

Nick Gilley	Private Sector
Robert Orzabal	Private Sector
Sharon Flores	Regional Public Assistance
Nester Leamon	Private Sector
Frank Perez	Secondary Education
Angie Alaniz	Regional Brazos Valley Education
Dr. Mary Hensley	Literacy
Bill Parten	Adult Basic Education
Shunta Williams	Public Employment
Melinda Berlan	Private Sector
Ann Chapman	Private Sector
Dr. Eddie Coulson	Private Sector
Donna Taylor	Private Sector
Jared Patout	Private Sector

Excused

Ann Boney, Tashia Dickerson, Bob Malaise, Bert Miller, Chris Dyer, Doug Weedon, and Dianne Ryder

Guests

Roberto Gonzalez, Robert Reyna, Diamantina Montalvo, Kristi Hayman, Becky Collett

Staff

Tom Wilkinson, Trish Buck, Vonda Morrison, Karen Sanders, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Shawna Rendon, Lidia Hawryluk, and Vicki Wilkins

- I. Call meeting to Order**
Meeting called to order by Chair Robert Orzabal at 12:13 PM.
- II. Introductions / Conflict of Interest / Mileage Forms**
Forms were made available to Board Members.
- III. Review of May 2017 Minutes**
Minutes were accepted as presented.
- IV. Financial Report**
A corrected Financial Report was presented by Ms. Trish Buck.

V. Consent Agenda

Robert Orzabal stated that the Planning Committee discussed the Consent Agenda. Mr. Orzabal presented Agenda Item E. Ms. Shunta Williams and Angie Alaniz will be abstaining from Item E Recommend Approval of AEL Content Standard Policy. Mr. Jared Patout moved to accept this Recommendation as presented. Mr. Lester Neamon seconded the motion. The motion carried.

Chair Robert Orzabal presented items B and C. Ms. Shunta Williams abstained from Items B and C. Mr. Nick Gilley moved to accept items B and C as presented to the Board. Ms. Angie Alaniz seconded the motion. The motion carried.

Agenda Items A, D and F were presented before the board. Mr. Bill Parten moved to accept items A, D and F as presented. Mr. Nester Leamon seconded the motion. The motion carried.

VI. Executive Directors Report

Mr. Robert Orzabal opened the floor to Mr. Tom Wilkinson for the Executive Directors report. Mr. Wilkinson stated that since the SERCO negotiations were approved he would be discussing with them improving the integration between the Workforce Center and the BVCOG Housing FSS (Family Self-Sufficiency) Program. This program assists families in their efforts to get off all state, federal and local assistance. The families have 5 years to meet that goal. In hopes of doing better Mr. Tom Wilkinson had a study done of the case notes between the Workforce and the Housing program files and coordination between both activities. The results were not as good as he expects. Mr. Wilkinson stated the key to getting out of poverty is to work and education is a key component. Region 6 ESC our AEL contractor also acknowledges this. Workforce center will have a FSS requirement implemented.

1. Mr. Wilkinson spoke about the TWC Annual Award Nominees for the Annual meeting. Nominations are as follows large Employer of the Year is FujiFilm Diosynth Biotechnologies, Small Employer of the year is Farm Patch, Employer of Excellence and AEL Partnership Award is going to Kent Moore Cabinets, AEL College Award is Blinn College, Veteran Friendly Employer of the Year is BWAY, Inc. and Child Care TRS Award goes to the Workforce Center and the Board Staff.
2. Mr. Wilkinson asked Ms. Rachael Robertson and Jodi Cobler to stand and gave them credit for the outcome of the 32 Teachers for the Teacher's Externship Program. Ms. Rachael Robertson elaborated on the counties involved, the Board's support, the teacher's excitement and updates and pictures would be coming in the near future.
3. Mr. Wilkinson commented on the Vocation Rehabilitation Summer Earn and Learn program. Mr. Robert Reyna was asked to give a review of the program and any comments he might like to add. Mr. Robert Reyna stated there are 31 students with disabilities from the Brazos Valley Region which were split into three groups. The groups will have a three day work readiness program on the job training, completing a resume, how to keep a job, interviewing for a job and the anxiety attached with

that effort. A few of the employers participating include City of Bryan, Emmett Hwy 39 Auto in Normangee, and the City of Navasota. This is a 20 – 32 hours per week for 5 weeks total program. The Youth receive wages from the Workforce Center.

4. Mr. Wilkinson informed the Board there will be no July meeting but there will be a finance committee meeting on August 10,2017
5. There was an award presented to Dr. Eddie Coulson for five years of service present by Chair Robert Orzabal.

VII. Executive Committee

A. Nominations of FY 18 Board Officers.

Mr. Robert Orzabal proceeded to explain that the Executive Committee accepted as a whole to have the current officers nominated for the slate. Mr. Orzabal explained that by our Board by-laws there must be two out of the three officers from the Private Sector. Chair Robert Orzabal asked if there were any nominations from the Board. There were none. Ms. Ann Chapman motioned to accept the nominations as is. Mr. Nester Leamon seconded the motion. The motion carried.

WSBV Board ballots would be mailed in the next week with a response deadline of July 14, 2017.

VIII. Planning Committee Report

- A. Mr. Nick Gilley introduced Ms. Trish Buck to give an overview of the performance reports. Ms. Trish Buck informed the Board there was a corrected Financial Report at their place setting and proceeded with a short detail of its contents and to review each of the performance reports, local goals and dashboard.
- B. Ms. Trish Buck also noted the Monitoring reports were in each Board packet and asked if there were any questions or concerns regarding the monitoring. None were presented.

IX. Meeting was adjourned at 12:59 PM.

No Board Meeting – Following Months in 2017

March 2017

July 2017

September 2017

November 2017

December 2017

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, August 17, 2017 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th. Bryan, Texas

AGENDA

- | | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| I. | Call Meeting to Order/Introductions | Robert Orzabal |
| II. | Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. | Review of June 2017 Minutes | Robert Orzabal |
| IV. | Financial Report | Trish Buck |
| | <i>Discussion/Action</i> | |
| V. | Consent Agenda | Robert Orzabal |
| A. | Recommend Approval of FY18 Community Health Worker Integrated Education Training (IET) Contract up to \$60,000.00 | |
| B. | Recommend Approval to Add Supplemental Funds of \$18,456.18 To FY18 Region 6 ESC Adult Education and Literacy Program Service Contract | |
| C. | Recommend Approval to Award Serco FY 18 Contract for Workforce Services up to \$3,106,547.00 And Child care Services up \$5,983,653.00 | |
| D. | Recommend Approval to Designate Up to \$189,720 of Workforce Innovations & Opportunity Act (WIOA) Dislocated Funding for WIOA Adults | |
| E. | Recommend Approval to Modify Child Care Priority Group Policy | |
| F. | Recommend Approval to Modify WIOA Targeted Occupations List By Adding Certified Medical Assistant, Certified Hospitality Management and Certified Customer Service Representative | |
| G. | Recommend Approval of Authorization to Release a Request for Proposal (RFP) For Workforce Innovations & Opportunity Act (WIOA) Out of School Youth (OSY) Training Up to \$299,000.00 | |
| H. | Recommend Approval of Modification of Choices Services Delivery Policy | |
| I. | Recommend Authorization to Purchase Automation Equipment Up to \$105,794.00 | |
| VI. | Regular Agenda: | |
| A. | Executive Director's Report | Tom Wilkinson |
| | 1. Annual Meeting September 21 at noon
No September Board Meeting | |
| | 2. Teacher Externship and Summer Earn & Learn Update | |
| | 3. Update on Burleson, Grimes and Leon Initiatives | |
| | 4. Oct 18, 2017 Eighth Graders Youth to Career Fair | |
| VII. | Executive Committee | Robert Orzabal |
| A. | Recommend Ratification of FY 18 Board Officer Election Results | |
| VIII. | Planning Committee | Nick Gilley |
| A. | Performance | |
| B. | Board Monthly Monitoring | |
| IX. | Finance Committee | Robert Orzabal |
| A. | Recommend Approval of FY 18 Workforce Solutions Board Budget | |
| X. | Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley

Board Meeting

Thursday, August 17, 2017
Center for Regional Services
Board Room
3991 East 29th St, Bryan, TX

Minutes

Nick Gilley	Private Sector
Sharon Flores	Regional Public Assistance
Nester Leamon	Private Sector
Frank Perez	Secondary Education
Angie Alaniz	Regional Post-Secondary Education
Dr. Mary Hensley	Literacy
Diamantina Montalvo	Public Employment
Bill Parten	Adult Basic Education
Ann Chapman	Private Sector
Donna Taylor	Private Sector
Ann Boney	CBO
Doug Weedon	Vocational Rehabilitation
Chris Dyer	Private Sector
Liz Dickey	CBO
Bert Miller	Private Sector
Sal Zaccagnino	Economic Development

Excused

Clark Gandy, Melinda Berlan, Robert Orzabal, Tashia Dickerson, Dianne Ryder, Jared Patout

Guests

Shunta Williams, Ambyr Weidner, Becky Collet, Robert Reyna, Vernieca Watts, Judge Mike Sutherland, Judge C E McDaniel, TJ Robie, Robert Gonzales

Staff

Tom Wilkinson, Michael Parks, Trish Buck, Bo Moncivais, Vonda Morrison, Karen Sanders, Barbara Clemmons, Rachael Robertson, Jodi Cobler, Kristen Goodson, Sharon Maass, Shawna Rendon, Lidia Hawryluk, Vicki Wilkins

I. Call meeting to Order

Meeting called to order by Secretary Nick Gilley at 12:10 PM.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members.

III. Review of June 2017 Minutes

June minutes were accepted as presented.

IV. Financial Report

The Financial Report was presented by Ms. Trish Buck with emphasis on those measures not being met. Discussed Child Care and WIOA out of school issues.

V. Consent Agenda

Mr. Nick Gilley introduced the two new WSBV Board members who are Sal Zaccagnino representing Economic Development and Diamantina Montalvo representing Regional Public Employment. Mr. Tom Wilkinson introduced two of the BVCOG CEO's which were Judge C. E. "Butch" McDaniel of Madison county and Judge Mike Sutherland of Burleson county.

Mr. Nick Gilley explained the Planning committee met earlier and discussed the items on the Consent Agenda. Ms. Angie Alaniz abstained from Item A. Item A carried with a motion from Ann Boney and was seconded by Ms. Liz Dickey. The motion carried.

Items B through D were abstained by Ms. Dia Mantalvo. Items B through D had a motion from Chancellor Mary Hensley to be accepted as presented. Mayor Bill Parten seconded the motion. The motion carried.

Chancellor Mary Hensley motioned to accept Items E through I as presented to the board. Mayor Bert Miller seconded the motion. The motion carried.

VI. Executive Directors Report

1. Mr. Tom Wilkinson opened by reporting on the Texas Workforce Board Association meeting. He discussed the problems with performance measures and the new WIOA and Child Care rules. The Executive Directors asked TWC to allow each Board to forecast and control their own Child Care money. TWC hopefully will act on this decision by October 01, 2017. Mr. Wilkinson reminded the Board that September 21, 2017 is the WSBV/BVAHC annual meeting at noon recognizing BVAHC's 25th anniversary. Also Mr. Wilkinson stated that BVCOG is celebrating their 50th anniversary on Wednesday, September 20, 2017 with Comptroller Hagar being the speaker. The WSBVB members are all invited to both meetings. Ms. Wilkins will see that BVCOG invitations are sent to all members.
2. Mr. Wilkinson reported that the Teacher Externship and Summer Earn and Learn Program was a great success. Ms. Ann Boney inquired if every slot for the teacher externship program was filled and did every school district participate? Ms. Trish Buck reported that there were 31 teachers, 21 employers and 5 ISDs that participated in the program. Ms. Rachael Robertson was asked to give a recap of the Teacher Externship program and preceded with a brief synopsis. Ms. Buck pointed out that to the rear of each packet were endorsements, feedbacks and success stories regarding the programs. Ms. Jodi Cobler gave a brief report on the Summer Earn and Learn program. Mr. Wilkinson explained Vocational Rehabilitation is now a part of TWC and they will be moving in to the BVCOG building in the near future. This is a challenging population to place in employment but has a tremendous amount of skills and talent. The employers will be mentioned at the luncheon and will be recognized in the newspaper. Ms. Ann Boney asked if the 31 is how many started the program and the 26 is those who actually completed the program. Ms. Rachael Robertson answered with a yes.

3. Mr. Wilkinson asked Ms. Buck to give an update on the Burleson, Grimes and Leon counties initiatives. A brief KBTX news broadcast was played for the Board of the Burleson county initiative. Ms. Buck announced this was a vision of Judge Mike Sutherland. Judge Sutherland explained Caldwell has agreed to provide transportation to those in school and out of school wanting to participate in this program at the RELLIS campus. Ms. Ann Boney gave a thank you to all those who participated and made this vision possible. Not all students are college candidates. The youth need to have a trade to help find a job and broaden their horizons. Ms. Buck explained that the three ISD's are coming together and making a unique difference to the community and youth.

For the Grimes county initiative Mayor Bert Miller from Navasota described the initiative as a curriculum to attract customers into a Manufacturing Certification of 40 hours. Ms. Buck explained that the Small Business Skilled Development funds may be utilized for this program for incumbent workers, while the general public can private pay. The group that is behind this initiative in Grimes County is trying to develop scholarships. Blinn will do the training in Navasota.

Ms. Buck announced the other Initiative is with Leon County on September 27, 2017 if the schools will participate. Ms. Trish Buck and Vonda Morrison will meet with the Middle and High School Principals, Superintendents, Curriculum Directors and Counselors to share information on the labor market and hand out information to help do career planning with the youth.

4. There is an initiative TWC is doing statewide called Careers in Industry for the last week of September. The Board staff had previously planned to participate with the October 18, 2017 8th Grade Job Fair. There are over 3,000 8th graders participating.

Mr. Wilkinson is passing around a Grimes County newspaper article where the Board made the news. Mr. Wilkinson shared that a local elected official Judge Sutherland three years ago took the initiative and spoke with his community and a difference is being made. Ms. Ann Chapman offered assistance to getting Leon county employers involved.

Another initiative is the development of videos to be distributed to middle/high school to be used in the classroom to educate students on occupations in 3 industries (health care, manufacturing and information technology). Ms. Trish Buck informed the Board there would be interviews with employers and these interviews would be included on the videos. The videos would highlight the good jobs in which a post-secondary education/training would be beneficial but a college degree is not required.

Ms. Ann Chapman stated the students need to keep a clean driving record and to stay off drugs. Ms. Buck totally agreed and that is some of the statements the employers need to mention in their videos.

Mr. Wilkinson spoke of Blinn College receiving funding for the Electricians Apprenticeship expansion.

VII. Executive Committee

- A. Recommend Ratification of FY18 Board Officer Election Results.

Mr. Nick Gilley advised the Board that earlier today the Executive committee met and Recommended Ratification of the FY 18 WSBV Board Members Election results. Ballots

were 23 for Robert Orzabal for Chair, Nick Gilley for Secretary and Dianne Ryder for Vice-Chair. Ms. Buck announced two WSBV members terms expired. Mr. Nick Gilley requested a motion to ratify the results. Ms. Ann Chapman motioned for the votes to be ratified as presented to the Board. Mr. Nester Leamon seconded the motion. The motion carried.

VIII. Planning Committee Report

- A. Mr. Nick Gilley informed the Board that at the Planning committee meeting the performance was reviewed. Mr. Nick Gilley introduced Ms. Trish Buck to give an overview of the performance reports with emphasis on the areas that are not being met. Ms. Trish Buck mentioned that on TANF those getting off and staying in child care there has been an 18% increase. In our PRS children there has been a 36% increase so far for this year. The dashboard at your place setting shows the Board not meeting the Q2 Post Exit from 7/20/15 through 6/20/16.

AEL received additional funding last year to serve additional people which were not served and this has been rolled over into FY18 and those not being met last year will be the first individuals to be helped this FY18. The Local Goals were discussed and Ms. Buck pointed out that the Veterans service report was in their packets. No questions were voiced at this time.

- B. Ms. Trish Buck also noted the Monitoring reports were in each Board packet and asked if there were any questions or concerns regarding the monitoring. None were presented.

IX. Finance Committee

Mr. Nick Gilley mentioned the Finance Committee met earlier in the month on August 10, 2017 and discussed the Budget in great detail. The Committee recommends the Board approve the FY18 Budget as presented to the Board which was in your Board packet and at your place setting. Mr. Tom Wilkinson asked if there were any questions or concerns regarding the Budget for FY18. Mr. Bert Miller motioned to accept the FY18 Budget as presented. Ms. Liz Dickey seconded the motion. The motion carried.

Mr. Chris Dyer announced that Mr. Tom Wilkinson has received an award from the Arts Council the Arts Council of Brazos Valley Distinguished Art Leadership Award. Mr. Dyer went on to mention various details concerning this award and why Mr. Wilkinson was chosen.

Mr. Nick Gilley acknowledged Chancellor Hensley who announced that the ground breaking for the RELLIS Campus would be August 23, 2017 at 10:00 AM. Mr. Wilkinson stated this is Blinn's 5th campus. This campus is for the expansion of trades such as Construction, Science, Welding, Carpentry, Plumbing, Electrical, and HVAC.

Ms. Ann Chapman mentioned she was on a National Committee and asked if Mr. Tom Wilkinson would be a resource person for people across the country. Ms. Chapman is speaking to them about the Teacher Externship Program thru meetings and conference calls. Mr. Wilkinson explained he would be happy to be the contact person and he would refer them to specific individuals who could help in the areas they are pursuing.

X. Meeting was adjourned at 12:59 PM.

No Board Meeting – Following Months in 2017

March 2017

July 2017

September 2017

November 2017

December 2017

Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, October 19, 2017 @ 12:00 PM
Center for Regional Services
Board Room
3991 East 29th. Bryan, Texas

AGENDA

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| I. Call Meeting to Order/Introductions | Robert Orzabal |
| II. Introductions/Conflict of Interest/Mileage Forms | Robert Orzabal |
| III. Review of August 2017 Minutes | Robert Orzabal |
| IV. Financial Report
A. Discussion/Action | Trish Buck |
| V. Consent Agenda
A. Recommend Approval of Modifications of Section VII Procurement Methods
B. Recommend Approval of Adult Education Distance Learning Policy
C. Recommend Approval of Adult Education Minor Self-Attestation Eligibility Policy
D. Recommend Approval to Negotiate and Award up to \$299,000 to Blinn College for Out-of-School Youth Industry Certification Training | Robert Orzabal |
| VI. Regular Agenda
A. Executive Director's Report
1. Update on Burleson County & Navasota Initiatives
2. Update on Youth to Career Fair
3. Update on Governors Small Business Conference
4. Reminder about Red, White, & You Hiring Fair – November 9, 2017 from 10am-2pm
5. Reminder about January Board Retreat – January 18, 2018 from 9am-3pm
6. Submitted for Adult Education & Literacy Grant | Tom Wilkinson |
| VII. Planning Committee
A. Performance Review
B. Board Monthly Monitoring | Nick Gilley |
| VIII. Adjourn/Evaluations | Robert Orzabal |

Workforce Solutions Brazos Valley
Planning Subcommittee Meeting
Thursday, 10/19/17
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, TX 77802

Corrected Minutes

Attending

Robert Orzabal
Sharon Flores
Nick Gilley
Frank Perez
Bill Parten
Dr. Mary Hensley
Jared Patout
Dianne Ryder

Representing

Private Sector
Regional Public Assistance
Private Sector
Secondary Education
Adult Basic Education
Literacy
Private Sector
Private Sector

Excused

Nester Leamon
Donna Taylor

Private Sector
Private Sector

Guests

Robert Gonzales
Robert Reyna
Manuel Ugues

BV Workforce Center
BV Workforce Center
BV Workforce Center

I. Call to Order

This meeting was called to order at 11:01 AM by Secretary Nick Gilley.

II. Introductions/Conflict of Interest/Mileage

Forms for conflict of interest and mileage were provided.

III. Review of August 17, 2017 Minutes

August minutes were approved as presented.

IV. Performance Review

- A. Current Dashboard
 - Adult Education & Literacy (AEL) Performance
 - Local Board Goals
 - TVC Performance

Mr. Gilley introduced Ms. Trish Buck to present the performance review. Mr. Robert Gonzales referred to the dashboard handout and the two areas in which Brazos Valley is failing and how operations is implementing procedures to be able to meet performance.

Ms. Buck informed the Board the state is allowing each Board to run the child care effective October 01, 2017. There are 845 on the waiting list and outreached 300 to get the numbers up. Between now and December Brazos Valley will have 300 families with individual children will come off of child care due to 65 days of absences. Those children must stay out of child care for one year before you can come back on the waiting list. Parents and providers are notified on day 15, 30, 45 in writing and with phone calls with absences and no swipe. By end of December all 845 shall be outreached.

Ms. Shawna Rendon addressed the Board with there is going to be an easier swipe system implemented to a one-a-day not two-a-day swipes.

Ms. Trish Buck proceeded with the AEL handout report in September this would be our 3rd month of performance and needed to have 253 people with 12+ hours and we are currently at 525 and our target is 1,012. The Transitions class is the bridge, those who have gotten their GED and getting those in post-secondary which stands at 29. Our El Civics starts in October and the Community Health Worker begins November 06. There is no intensive site-based at this time which recruitment is going to be stepped up.

Ms. Trish Buck addressed the local goal handout. The Board combines the Region 6, Madisonville, and our housing adult education and literacy. The AEL has had numerous changes this year and are going into standardized content. The state has given all the providers specific guidelines on what should be taught. Lesson plans and syllabus will be designed around that. Our providers have invested into curriculum and they do not have to create it. Mr. Bill Parten explained advancement is not happening until a GED is acquired. The curriculum is not compliant with the GED testing materials.

Ms. Trish Buck reviewed the Veterans monthly report handout.

Mr. Mannie Ugues of Workforce Development said Thank you to the WSBV Board staff and Board. The measures in CHOICES were a challenge area and measures are now at a 108%. Workforce is excited about the coming year.

V. Recommend Approval of Modifications of Section VII Procurement Methods

Ms. Trish Buck explained the Recommendation of Approval of Modifications of Section VII Procurement Methods. Recommending clarification on over 5,000 and under 50,000 be procured with written quotes. Workforce everything is procured by the Workforce Board. The vendors need to give something in writing and not just an over the phone quote.

Mr. Bill Parten motion to accept the recommendation as presented. Mr. Jared Patout seconded the motion. The motion carried.

VI. Recommend Approval of Adult Education Distance Learning Policy

Ms. Sharon Maass presented the Recommendation of Approval of Adult Education Distance Learning Policy. Mr. Jared Patout motioned to accept the recommendation. Mr. Bill Parten seconded the motion. The motion carried.

VII. Recommend Approval of Adult Education Minor Self-Attestation Eligibility Policy

Ms. Sharon Maass presented the Recommendation of Approval of the Adult Education Minor Self-Attestation Eligibility Policy. Mr. Jared Patout motioned to approve the recommendation. Mr. Bill Parten seconded the motion. The motion carried.

VIII. Recommend Approval to Negotiate and Award up to \$299,000 to Blinn College for Out of School Youth Industry Certification Training

Ms. Trish Buck presented the Recommendation of Approval to Negotiate and Award up to \$299,000 to Blinn College for Out of School Youth Industry Certification. Dr. Mary Hensley abstained. The Board authorized an RFP for industry recognized certification training, certified medical assistant, certified hospitality management, certified customer service representative, construction carpentry training, computer support help desk technician, electrical helper and call center certification. All training will be a minimum of 144 hours. Two vendors attended the vendor conference but only one vendor Blinn College presented a proposal. In reviewing Blinn's cost and what they submitted they would charge is comparable to others statewide. Evaluators rated Blinn at 90 points or more. The comments which would be dealt with in negotiations were Blinn did not have instructors in place for some of the newer training and some of the newer trainings require certified instructors that have over 300 hours in the topic which may lead to a difficulty in finding a qualified instructor. The cost of tuition, books and supplies were not broken down. The reimbursement rate was not discussed in the proposals and is a concern due to students dropping out half way through the training. The syllabi was less developed than they should have been. The reviewers recommended clarification on some of the newer certificates. Some are so new they are not showing up in our standard occupational codes. There were some start dates that seemed unreasonable to the reviewers. In negotiations training will be prioritized first based on the OSY that Workforce has who are eligible for WIOA. This contract is only for this year with an option to renew up to three years.

Mayor Bill Parten asked if the outlying counties would be included. Ms. Trish Buck explained that would depend on school districts utilizing their buses to transport which would be a reimbursable expense. Individual cars and car pooling fuel will be provided each on an individual basis. This depends also on Blinn having the available space also if outlying counties have a facility to house the training in their district. Mr. Bill Parten replied with this is much needed. Mr. Bill Parten motioned to approve this recommendation as presented. Mr. Frank Perez seconded the motion. The motion carried.

Ms. Trish Buck mentioned the monitoring reports were in each packet and she would address any questions at this time. No questions were asked.

IV. Meeting was adjourned at 11:34 AM.

No Board Meeting – Following Months in 2017

March 2017

July 2017

September 2017

November 2017

December 2017