



Center for Regional Services
Board Room
3991 E 29th St, Bryan, TX 77802
Thursday, February 20, 2020
12:00 (noon)

BOARD AGENDA

(Items may not be presented in the order they appear)

Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.

I. DETERMINATION OF QUORUM / MEETING CALLED TO ORDER

II. INTRODUCTIONS/CONFLICT OF INTEREST/MILEAGE FORMS

Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

III. PUBLIC COMMENT

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects, or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board’s Secretary, Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

IV. REVIEW OF DECEMBER 2019 EXECUTIVE IN-LIEU OF BOARD MINUTES

V. FINANCIAL REPORT

Shawna Rendon

VI. RATIFY ACTION TAKEN BY EXECUTIVE COMMITTEE ON 12/19/19

- A. Recommend Approval to Modify Client Financial Services WIOA ITA Policy** **Karen Sanders**
- B. Recommend Approval to Modify WIOA ITA Policy** **Karen Sanders**
- C. Recommend Approval of WIOA Title I Federal Appeals Process Policy** **Karen Sanders**

VII. CONSENT AGENDA

- A. Recommend Approval to Modify WIOA ITA Policy** **Karen Sanders**
- B. Recommend Approval to Modify Client Financial Services WIOA ITA Policy** **Karen Sanders**
- C. Recommend Approval to Modify WIOA Supportive Service Policy** **Karen Sanders**
- D. Recommend Approval of Local Board Goals FY2020/2021** **Jodi Cobler**

VIII. PERFORMANCE REVIEW

- A. Contracted Measures/Local Goals and AEL Performance Review** **Vonda Morrison**
- B. Monthly/Monitoring Reports(are in your packets)** **Vonda Morrison**

IX. Executive Director’s Report

- A. Update on December TAWB Meeting**
- B. NAWB Trip – March 21st – March 24th**
- C. HYPE Career Expo – April 15, 2020**
- D. Hiring Event – April 29th partnering with Bryan/College Station Chamber Of Commerce Job Fair**

E. Teacher Externship Program kickoff

X. EXECUTIVE/CLOSED SESSION: *Pursuant to Chapter 551 of the Texas Open Meetings Act (TX Gov't Code), The Board may recess into Executive Session for discussion on any issue for which there is an exception to the Act set out in Section 551.071 et. Seq., including, but not limited to, the following:*

- 1) Consultation with attorney relating to advice on legal matters related to pending or contemplated litigation, settlements, or any matter in which the duty of the attorney to Workforce Solutions Brazos Valley under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act (551.071), including but not limited to, (a) TWC Monitoring Report; (b) possible litigation involving terminated employees; and (c) investigations regarding contracts between Workforce Solutions Brazos Valley and its vendors; legal issues pertaining to TWC sanctions;
- 2) Discussions involving real property, purchase, exchange, lease, or value of real property. (551.072); and
- 3) Discussion regarding a negotiated contract for a prospective gift or donation to the Workforce Solutions Brazos Valley (551.073);
- 4) Discussion regarding personnel issues (551.074);

All final votes, actions, or decisions shall be taken in open session.

XI. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION

XII. ADJOURNMENT/EVALUATIONS

Robert Orzabal

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[Equal opportunity is the law.](#)

Workforce Solutions Brazos Valley
Board Meeting
Thursday, February 20, 2020 – 12:00 PM
Center for Regional Services
Board Room
3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

Bill Parten	Adult Basic & Continuing Education
Clark Gandy	Labor Union / Veterans Representative
Dianne Ryder	Private Sector
Frank Perez	Secondary Education
Jared Patout	Private Sector
John Brieden, III	CBO – Veterans
Josh Isenhour	Private Sector
Liz Dickey	CBO – Health 4 All
Mary Valadez-Perez	Public Assistance
Matt Prochaska	Economic Development
Melinda Berlan	Private Sector
Nester Leamon	Private Sector
Nick Gilley	Private Sector
Reed O’Brien	Public Employment
Robert Orzabal	Private Sector
Roby Somerford	Private Sector

Excused

Ann Boney, Crystal Crowell, Donna Taylor, Mary Hensley, Tom Wilkinson

Guests

Dora Lopez	DWFS	Deputy Director
Donna Weese	DWFS	Project Director
Paul Dunn	DWFS	Managing Director - CEO
Nathanial Muir	DWFS	Business Services Manager
Latresia Williams	SERCO	Child Care Services Director
T.J. Robie	TVC	Representative

Staff

Michael Parks, Vonda Morrison, Karen Sanders, Vicki Wilkins, Lidia Hawryluk, Rachael Richmond, Shawna Rendon, Kristen McGaw, Jodi Cobler, Evangelina Benavides, Sharon Maass, Stephen Bailey, and Zeb Heckmann.

- I. Determination of Quorum/Meeting Called to Order**
Chair Robert Orzabal called the meeting to order at 12:00 PM.
- II. Introductions / Conflict of Interest / Mileage Forms**
Forms were made available to Board Members.
Guest introduced was Paul Dunn, DWFS, Managing Director/CEO

III. Public Comments

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Mr. Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

IV. Review of December 2019 Board Minutes

WSBV Executive In Lieu of Board minutes for December 19, 2019 were accepted as presented.

V. Financial Report

Ms. Rendon explained that the January Financial Statement had not been completed. Ms. Rendon commented on the WIOA Youth Program which was struggling due to a lack of participation and funds not being spent thru January 2020. The Dislocated Worker and Youth still have no expenditures for the month. If these funds are not expended by June 30, 2020, TWC will ask for the funds be returned to the state. WSBVB Staff, Dynamic Workforce Solutions and Mr. Wilkinson are trying to implement ways to improve participation on these areas.

Blinn College –AEL Program continues to struggle with enrollment and lack of funds being spent. Today Blinn is having an enrollment event and we look forward to seeing that outcome.

Ms. Rendon followed up with Child Care being on track.

VI. Ratify Action Taken by Executive Committee on 12/19/19

- A. Recommend Approval to Modify Client Financial Services WIOA ITA Policy**
- B. Recommend Approval to Modify WIOA ITA Policy**
- C. Recommend Approval of WIOA Title I Federal Appeals Process Policy.**

Passed as approved in December.

Vice-Chair Ms. Dianne Ryder motioned to approve the ratification of items A-C from 12/19/19.

The motion was seconded by Secretary Nick Gilley. The motion carried.

VII. Consent Agenda

- A. Recommend Approval to Modify WIOA ITA Policy**
- B. Recommend Approval to Modify Client Financial Services WIOA ITA Policy**
- C. Recommend Approval to Modify WIOA Supportive Service Policy**
- D. Recommend Approval of Local Board Goals FY2020/2021**

Items A-D Consent Agenda was motioned to approve as submitted by Mr. Jared Patout with Mr. Josh Isenhour seconding the motion. The motion carried.

VIII. Performance Review

Ms. Vonda Morrison, Program Manager of the Workforce Solutions Brazos Valley Board reviewed the Contracted Measures report and went into detail regarding the measures which are not being met which are Credential Rate – Adult, Youth Employed/Enrolled Q4 and the Choices Program. Choices is currently on a Technical Assistance Plan (TAP) with TWC. Mr. Wilkinson informed the Board, per TWC that Choices will be going on a Corrective Action Plan (CAP) which could result in a sanction and a loss of funding.

Controls are in place and weekly meetings are being held with DWFS, WSBVB Staff to ensure

these areas will be improved upon.

The Supplemental Nutrition Assistance Program (SNAP) is being reviewed by TWC for performance compliance. If performance is not met, the Board will be placed on a Technical Assistance Plan. Ms. Jodi Cobler, Board monitor, monitors the SNAP Program, in addition to Rachael Robertson the Choices, SNAP and NCP Program Specialist.

Chair Orzabal asked Mr. Paul Dunn, DWFS managing director/CEO to explain why this remains to be a problem. Mr. Dunn explained extensive staff training was done October thru December and also retraining for the Workforce Programs. In January, the Dynamic staff are being held accountable for not following thru and verifying all information is accurate and complete. Due to the accountability factor there have been four Dynamic staff members have been reassigned, quit or were terminated, due to non-compliance of program duties. One position is being filled on Monday with another next week. Due to restructuring by Dynamic, they are now fully staffed as of January 2020.

Ms. Morrison asked if there were any further questions regarding the reports and explained that all reports including monitoring reports were in their packets.

IX. Executive Director's Report

A. Update on December TAWB Meeting

B. NAWB Trip – March 21-24, 2020

C. HYPE Career Expo – April 15, 2020

D. Hiring Event – April 29 partnering with Bryan College Station Chamber of Commerce Job Fair.

E. Teacher Externship Program Kickoff

Chair Orzabal announced that Mr. Wilkinson was absent due to the death of his mother over the weekend.

Vonda and Chair Orzabal attended the TAWB meeting February 09 and 10. The new Executive Director of the Texas Workforce Commission - Mr. Ed Serna was present at the TAWB meeting. Topics discussed during the meeting were: House Bill 700 regarding the Skills Development Fund has changed, allowing Workforce Boards to apply for skills development grants.

National Association of Workforce Board's (NAWB) annual conference will be March 21 through 24, 2020 in Washington DC. The chief elected officers, (Dianne Ryder, Chair Orzabal, and Nick Gilley,) along with Vonda Morrison, Michael Parks and Mr. Wilkinson will be attending that conference.

HYPE (Helping Youth Prepare for Employment) event will be held April 15, 2020 at the Bryan Exposition Center (Bryan Expo). This event introduces students to the high growth-in demand industries within the Brazos Valley region, giving student's options on deciding their career pathway. This year's HYPE will have changes in the number of speakers that are a part of HYPE and focusing on the youth's need to speak with the employers. Last year HYPE had over 1000 students in attendance and the goal is to outreach as many students in the region as possible. This is the 8th year of HYPE.

WSBV is partnering with the BCS Chamber of Commerce for the first time to help with a Hiring Event on April 29, 2020.

The Teachers Externship (TEP) kicked off in February, and will begin placement of teachers with businesses in late May and early June of 2020. This is the 5th year for the Board's Teacher Externship. The teachers receive a stipend of \$700.00. The Teacher Externship

required weeks of participation has changed from one week to three days of participation.

Board members were asked to promote and support the upcoming events for Workforce and Workforce Board staff.

Chair Orzabal welcomed the newest Board Member representing Economic Development, Mr. Matt Prochaska from Brazos Valley Economic Development was introduced to the Board. Mr. Prochaska received a warm welcome to the WSBV Board.

It was announced by the Board Chair that Mr. Troy (T.J.) Roby had received an award from the Texas Veterans Commission. The award presentation will be held March 19, 2020 here at the Center for Regional Services building.

Chair Orzabal opened the floor for further announcements or community events that needed to be shared with the Board.

Mr. Prochaska informed the Board that the State of Texas Economic Development Council hosted the meeting at the Hilton from February 19-21, 2020. The event reached capacity for the maximum allowed. A great turnout and the event helped to promote the Brazos Valley Region.

X. Executive/Closed Session:

XI. Consideration/Possible Action of Executive/Closed Session

There was no need for an Executive Session.

XII. Adjournment/Evaluations

With no further questions/concerns or announcements voiced, the meeting was adjourned at 12:35 PM.

A. Finance Report

Ms. Shawna Rendon, Program Administrator reviewed and discussed the Financial Report through the end of August. No questions or concerns were voiced at this time. The Vice-Chair entertained a motion to accept the Finance Report as presented. Ms. Crystal Crowell motioned to approve and Ms. Ann Boney seconded the motion. Motion carried.

B. Performance

Ms. Vonda Morrison, Program Manager reviewed the Contracted Measures report with emphasis on those areas not being met, which are Credential Rate – Adult and Adult Employed Q4, Youth Employed/Enrolled Q4 and Youth Credential. Choices Performance is not being met and Workforce is on a Technical Assistance Plan (TAP) with Texas Workforce Commission (TWC).

Adult Education & Literacy Program is meeting one out of the five performance measures. Weekly meetings are being held with Anthony Garcia, Blinn AEL Program Director to work on strategies to increase enrollment and performance.

C. Monthly/Monitoring Reports

The monitoring reports and local board goals are in your board packets. No questions or concerns were voiced at this time. Ms. Morrison informed the board that there is a new board staff employee, which is Ms. Evangelina Benavides. Ms. Benavides is the Career Navigator for the Adult Education and Literacy (AEL) Program Specialist.

D. TWC Sub-Recipient Monitoring Letters

Two letters from TWC's Sub-recipient Monitoring Department were reviewed in response to the annual audit conducted in June 2019.

XIII. Executive Director’s Report

Mr. Tom Wilkinson asked Ms. Weese - Why is dynamic struggling in spending youth funds? Ms. Weese gave several options. Dynamic is reviewing spending youth funds; such as work experience for ages 16 thru 24, funding for training - a certificate program to increase a youth’s skill level, assisting in school youth with funding for dual credit courses, all these actions will be based on an eligibility criteria. Workforce is working with the Bryan Independent School District (BISD) to provide Workforce services to those students identified as homeless. BISD has over 500 students identified as homeless, and based on that criteria they are eligible for Workforce services. Chair Dianne Ryder requested Ms. Weese provide Workforce Center staff contact name, services they each render and phone numbers be given to each Board member by Friday 12/20/19 via email.

- A. Update on TWC Conference – December 4-6**
- B. Update on December TAWB Meeting**
- C. BVCAP Integration with BVCOG**
- D. Board Retreat moved from January to February 13 pending.**

XIV. Executive/Closed Session:

If during the course of the meeting, any discussion of any item on the Agenda should be held in Executive or Closed Session, the Board shall convene in such Executive Session or Closed Session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.071 to 551.075. All final votes, actions or decisions shall be taken in open session.

Open Session (Continued)

XV. Consideration and Possible Action Regarding Matters Discussed in Executive/Closed Session, if Needed.

XVI. Adjourn/Evaluations

Vice-Chair Dianne Ryder adjourned the meeting at 12:54 PM.



Center for Regional Services
Board Room
3991 E 29th St, Bryan, TX 77802
Thursday, May 21, 2020
12:00 (noon)

BOARD AGENDA

Via Conference Call - Dial: 979-595-2804

(Items may not be presented in the order they appear)

Anyone planning to attend at the physical location please notify Vonda Morrison @ 979-595-2801 Ext. 2138.

Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.

I. DETERMINATION OF QUORUM / MEETING CALLED TO ORDER / ROLL CALL

A. Announcing of First/Last Name upon Joining the Meeting.

II. INTRODUCTIONS/CONFLICT OF INTEREST/MILEAGE FORMS

Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

III. PUBLIC COMMENT

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IV. REVIEW AND APPROVAL OF PREVIOUS MINUTES:

- A. February 2020 Board Minutes**
- B. February 2020 Planning Sub-Committee Minutes**

V. FINANCIAL REPORT

Shawna Rendon

VI. PERFORMANCE REVIEW

- A. Contracted Measures/Local Goals and AEL Performance Review**
- B. Monthly/Monitoring Reports(are in your packets)**

**Vonda Morrison
Vonda Morrison**

VII. CONSENT AGENDA

- A. Recommend Approval to Modify WIOA Program Policy Incentives – WIOA Youth Customers**
- B. Recommend Approval to Modify WIOA Program Policy Rapid Response Policy**
- C. Recommend Approval to Modify WIOA Program Policy Re-Employment Services and Eligibility Assessment (RESEA)**
- D. Recommend Approval of SNAP E&T Program Policy Monthly Verification Policy**
- E. Recommend Approval to SNAP E&T Program Policy Revise Job Search to Case Managed Job Search Policy**
- F. Recommend Approval of SNAP E&T Program Policy Job Retention and Job Retention Support Services**
- G. Recommend Approval of SNAP E&T Program Policy**

**Karen Sanders
Karen Sanders
Karen Sanders
Rachael Robertson
Rachael Robertson
Rachael Robertson
Rachael Robertson**

ABAWD Eligibility Policy

H. Recommend Approval of Babel Policy

Jodi Cobler

I. Recommend Approval to Award Funds to/for

Shawna Rendon

Dynamic Workforce Solutions, Workforce Center Contracted Service Provider

- **Dislocated Worker COVID Grant**

VIII. EXECUTIVE DIRECTOR'S REPORT

A. Comments

IX. EXECUTIVE/CLOSED SESSION:

The Board reserves the right to conduct a closed meeting to discuss any posted agenda items as authorized by law under Government code §551, such as to receive legal advice concerning the agenda item as permitted by government Code §551.071. The Board may also meet in open session to take action on a matter considered in the closed meeting as required by Government Code §551.102.

X. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION

XI. OTHER BUSINESS

Vonda Morrison

Roll Call

XII. ADJOURNMENT/EVALUATIONS

Robert Orzabal

Notes:

In accordance with guidance from the Texas Governor and Attorney General dated March 16, 2020, regarding suspension of Open Meeting laws, (Texas Government Code Section 418.016) and in light of the recent Disaster Declaration issued for the State of Texas limiting public gatherings to ten (10) people, the Board will provide for public participation/comments in its Board meeting via conference call. The agenda will also be available on the Board's website; <http://bvjobs.org/about-us/board-meeting-agendas>. The meeting will be recorded and made available to the public.

Equal Opportunity Employer/Program

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Workforce Solutions Brazos Valley

Board Meeting

Thursday, May 21, 2020 12:00 PM

Center for Regional Services

Board Room

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

Via Teleconference

Angie Alaniz, Post-Secondary Ed.
Ann Boney, CBO
Clark Gandy, Veterans/Union
Crystal Crowell, Voc. Rehab.
Dianne Ryder, Pvt. Sector
Frank Perez, Secondary Ed.
Josh Isenhour, Pvt. Sector
Mary Hensley, Adult Literacy
Mary Valadez-Perez, Public Assist.
Matt Prochaska, E.D.
Reed O'Brien, Public Employment
Roby Somerford, Pvt. Sector
Tashia Dickerson, Child Care

In Person

Ann Yager Chapman, Pvt. Sector
Bill Parten, ABE
Jared Patout, Pvt. Sector
John Brieden, III, CBO
Liz Dickey, CBO
Nester Leamon, Pvt. Sector
Nick Gilley, Pvt. Sector
Robert Orzabal, Pvt. Sector

Unexcused

Bert Miller, Marsha Skinner, Donna Taylor, Melinda Berlan

Guests

Via Teleconference

Mannie Ugues, SERCO

In Person

Donna Weese, Project Director, DWS
Latesia Williams, CCS Director, SERCO

Staff

Via Teleconference

Rachael Richmond
Lidia Hawryluk
Rachael Robertson

In Person

Tom Wilkinson
Michael Parks
Vonda Morrison
Karen Sanders
Vicki Wilkins
Shawna Rendon
Stephen Bailey
Michelle Spittler
Jodi Cobler

I. Determination of Quorum/Meeting Called to Order

Chair Orzabal called the meeting to order at 12:03 PM. Tele-conference line 979-595-2804 was opened. Roll Call was taken with conference call attendees stating their first and last name.

II. Introductions / Conflict of Interest / Mileage Forms

Forms were made available to Board Members in their packets and seating.

III. Public Comments

No public comments were voiced.

IV. Review of October 2019 Board Minutes

WSBV Board and Planning Sub-Committee minutes for February 20, 2020 were accepted as presented.

Matt Prochaska motioned for approval and Ms. Dickey seconded the motion. The motion carried.

V. Financial Report

Ms. Shawna Rendon, Program Administrator reviewed and discussed the Financial Report through the end of April.

WIOA youth is still struggling.

AEL meetings have been daily for last four weeks. Expenditures are coming in and are working diligently to fill all the classes.

Child care received an extra 2.6 million dollars which was all utilized for essential workers. Essential care will terminate at the end of 90 days.

Question from John Brieden, III – Can any of the other funds be used for Child Care?

There are no additional funds for essential workers at this time. Day cares were only eligible to service front line workers during this time period due to the COVID-19 quarantine.

Other areas are under expended but progress is being made to expend those funds.

On June 30 the AEL grant and all WIOA funds will end. WIOA has 2 years open at all times.

In July, the Board will receive WIOA and AEL grants.

No questions or concerns were voiced at this time.

VI. Performance Review

Ms. Vonda Morrison, Program Manager reviewed the Contracted Measures report. A new contracted measures for March is at your seating. Ms. Morrison continued with emphasis on the areas not being met: WIOA, Child Care and AEL performance measures were not met for the month.

AEL is only meeting one performance measure currently. AEL is on a preliminary Corrective Action Plan with the State of Texas. As a result of the CAP weekly meetings have commenced for the last month and at times twice daily. There has been a restructuring with Board staff in the AEL Program. Jodi Cobler, the Board staff program monitor, has been moved into the position of the AEL Program Coordinator.

The first virtual Job Fair was in April with 273 people attending online. Virtual workshops are also available.

A. Monthly/Monitoring Reports

The monitoring reports and local board goals are in your board packets. No questions or concerns were voiced at this time.

VII. Consent Agenda

A. Recommend Approval to Modify WIOA Program Policy Incentives – WIOA Youth Customers

B. Recommend Approval to Modify WIOA - Rapid Response Policy

C. Recommend Approval to Modify WIOA Re-Employment Services and Eligibility Assessment (RESEA) Policy

D. Recommend Approval of SNAP E&T Monthly Verification Policy

- E. Recommend Approval to Revise SNAP & E&T Job Search Policy to Case Managed Job Search Policy**
- F. Recommend Approval of SNAP E&T Job Retention and Job Retention Support Services**
- G. Recommend Approval of SNAP E&T – ABAWD Eligibility Policy**
- H. Recommendation to Approve Babel Policy**
- I. Recommend Approval to Award Funds to Dynamic for Dislocated Worker COVID Grant**

The listed agenda items were reviewed by Secretary Gilley, with Board staff providing input on the listed recommendations.

Secretary Gilley motioned to accept the Recommendations as presented. Mr. Patout seconded the motion. The motion carried.

VIII. Executive Director's Report

Mr. Tom Wilkinson gave a review of how BVCOG and Workforce continued under the COVID-19 quarantine. Challenges were met and overcome. Reopening of Center for Regional Services Building and services will commence on Tuesday, May 26, 2020. All safety precautions will be in place with social distancing. Resource room staff will wear gloves and masks.

Ms. Ann Yager Chapman was presented with a ten year pen and pencil set from Chair Orzabal.

IX. Executive/Closed Session:

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No Executive Meeting was performed.

Open Session (Continued)

X. Consideration and Possible Action Regarding Matters Discussed in Executive/Closed Session, if Needed.

XI. Roll Call

Roll call was performed for late attendees.

XII. Adjourn/Evaluations

Chair Orzabal adjourned the meeting at 12:43 PM.



Center for Regional Services
Board Room
3991 E 29th St, Bryan, TX 77802
Thursday, June 18, 2020
12:00 (noon)

REVISED BOARD AGENDA

Via Telephone Conference Call - Dial: 979-595-2802

Anyone planning to attend at the physical location please notify Vonda Morrison @ 979-595-2801 Ext. 2138.

*Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.
(Items may not be presented in the order they appear)*

I. QUORUM DETERMINATION / MEETING CALLED TO ORDER / ROLL CALL
A. Announcing of First/Last Name upon Joining the Meeting.

II. INTRODUCTIONS - SPECIAL RECOGNITION – DECLARE CONFLICT OF INTEREST - MILEAGE FORMS

Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

III. HEAR PUBLIC COMMENT

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IV. REVIEW AND APPROVAL OF PREVIOUS MINUTES

A. May 21, 2020 Board Minutes *Robert Orzabal* **6**

V. FINANCIAL REPORT *Shawna Rendon* **9**

VI. EXECUTIVE COMMITTEE *Robert Orzabal*

- A. Review of Board Officers and Attendance Requirement By-Laws**
- B. Nominations & Slate for Board Officers FY20/21**

VII. EXECUTIVE/CLOSED SESSION: *Robert Orzabal*

The Board reserves the right to conduct a closed meeting to discuss any posted agenda items as authorized by law under Government code §551, such as to receive legal advice concerning the agenda item as permitted by government Code §551.071. The Board may also meet in open session to take action on a matter considered in the closed meeting as required by Government Code §551.102.

**All final votes, actions or decisions shall be taken in open session.
 Closed Session requires minutes to be certified.**

VIII. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION
Return to Open Session. Stating if any action was taken.

IX. PLANNING COMMITTEE *Vonda Morrison*

- A. Contracted Measures and Local Goals** **10**
- B. AEL Performance** **23**
- C. Monthly Reports** **15**
- D. Local Monitoring Reports** (are in your packets) **40**

X.	CONSENT AGENDA		28
A.	Recommend Approval to Revise RESEA Participation Exemption Policy	<i>Karen Sanders</i>	30
B.	Recommend to Approve – Updated Unemployment Insurance Work Search Requirement Policy (COVID-19)	<i>Karen Sanders</i>	32
C.	Recommendation to Award WIOA Funding To Dynamic for July – September 2020	<i>Shawna Rendon</i>	33
D.	Recommendation to Renew Blinn College Adult Education and Literacy (AEL) Contract	<i>Shawna Rendon</i>	34
E.	Recommendation to Renew Madisonville Adult Education and Literacy (AEL) Contract	<i>Shawna Rendon</i>	35
F.	Recommendation to Approve an Agreement Between Workforce Solutions Brazos Valley and Brazos County Health Department	<i>Vonda Morrison</i>	Handout
XI.	EXECUTIVE DIRECTOR’S REPORT	<i>Tom Wilkinson</i>	
A.	Comments		
XII.	Non-Action Items		36
A.	Acronyms		37
B.	Prior Evaluation Summary 5/21/20		39
XIII.	ANNOUNCEMENTS	<i>Robert Orzabal</i>	
	Submit your announcements to the Chair prior to the meeting.		
XIV.	OTHER BUSINESS	<i>Robert Orzabal</i>	
	Roll Call		
XV.	ADJOURNMENT/EVALUATIONS	<i>Robert Orzabal</i>	

Notes:

In accordance with guidance from the Texas Governor and Attorney General dated March 16, 2020, regarding suspension of Open Meeting laws, (Texas Government Code Section 418.016) and in light of the recent Disaster Declaration issued for the State of Texas limiting public gatherings to ten (10) people, the Board will provide for public participation/comments in its Board meeting via conference call. The agenda will also be available on the Board’s website: <http://bvjobs.org/about-us/board-meeting-agendas>. The meeting will be recorded and made available to the public.

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Workforce Solutions Brazos Valley

Board Meeting

Thursday, June 18, 2020 – 12:00 PM

Center for Regional Services

Board Room – Teleconference Line 979-595-2802

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

In-Person

Nick Gilley	Private Sector - Burleson
Dianne Ryder	Private Sector - Leon
Nester Leamon	Private Sector - Robertson
John Brieden, III	CBO - Washington
Ann Boney	CBO - Brazos
Jared Patout	Private Sector - Grimes
Bert Miller	Private Sector
Bill Parten	Private Sector - Madison
Roby Somerford	Private Sector - Brazos
Liz Dickey	CBO - Brazos

Via teleconference - 979-595-2802

Mary Hensley	Adult Literacy - Washington
Tashia Dickerson	Child Care - Brazos
Josh Isenhour	Private Sector - Brazos
Clark Gandy	Labor - Brazos
Frank Perez	Secondary Education-Grimes
Matt Prochaska	Economic Development-Brazos
Crystal Crowell	CBO - Brazos
Marsha Skinner	Private Sector - Leon

Excused

Donna Taylor and Robert Orzabal

Guests in Person

Donna Weese	DWFS	Project Director
Nathanial Muir	DWFS	Business Services Manager
Latresia Williams	SERCO	Child Care Services Director

Guests – Via Teleconference

Mannie Ugues, SERCO, T. J. Robie and Tony Ramirez with Texas Veterans Commission

Staff - In-Person

Michael Parks, Tom Wilkinson, Vonda Morrison, Karen Sanders, Vicki Wilkins, Shawna Rendon, Evangelina Benavides, Sharon Maass, Barbara Clemmons, Stephen Bailey, and Michelle Spittler

Staff - Via Tele-conference line 979-595-2802

Rachael Richmond

- I. **QUORUM DETERMINATION - MEETING CALLED TO ORDER/ROLL CALL**
Vice-Chair Dianne Ryder called the meeting to order at 12:02 PM due to Chair Robert Orzabal's absence. A quorum was declared.
- II. **INTRODUCTIONS – SPECIAL REGOGNITION – DECLARE CONFLICT OF INTEREST – MILEAGE FORMS**
Forms were made available to Board Members.
- III. **PUBLIC COMMENTS**

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Mr. Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

There were no public comments voiced.

IV. REVIEW OF PREVIOUS BOARD MINUTES

WSBV Board minutes for May 21, 2020 were accepted as presented. Ms. Ann Boney motioned to accept the minutes as presented. Mr. Jared Patout seconded the motion. The motion carried.

V. FINANCIAL REPORT

Ms. Rendon discussed the program finances and explained that WIOA and AEL grants are in their final months of funding. Dynamic continues to struggle in expending WIOA Youth funds. Ms. Rendon is in the process of closing out last year's WIOA and AEL funding. Childcare received COVID (essential worker) funding in the amount of half million dollars. Dynamic is reviewing strategies to expend WIOA youth funds. The floor was opened for questions or concerns and none were voiced at this time.

VI. EXECUTIVE SUB-COMMITTEE

A. Review of Board Officer and Attendance Requirements in the By-laws.

B. Nomination Slate for Board Officers FY20/21

Vice-Chair Ryder informed the Board the Nomination Slate was being presented as follows:

Robert Orzabal, Private Sector from Brazos County as Chair, Dianne Ryder, Private Sector from Leon County as Vice-Chair and Frank Perez, Secondary Education from Grimes County as Secretary. Vice-Chair Ryder asked if there were any other nominations from the floor that needed to be added. None were voiced. Mr. Bert Miller motioned to accept the Nomination Slate as presented as a Ballot. Ms. Ann Boney seconded the motion. The motion carried.

Vice-Chair Ryder announced there would be a place for write-ins on the outgoing ballots.

The ballots will be mailed out by Monday, June 22, 2020. The deadline to receive ballots is by close of business Monday, July 13, 2020. All members are required to send in their ballot. Vice-Chair Ryder informed the Board that the attendance requirements for the Board are noted in the By-laws, and the importance of attending board meetings. To be excused requires an email or voicemail to Vonda Morrison or Vicki Wilkins. A call in is required to be excused from all meetings. Ms. Ryder stated attendance is important and ensures the business of the Board is conducted based on having a Quorum present to conduct business.

VII. EXECUTIVE/CLOSED SESSION

Vice-Chair Ryder stated no reason being to go into Executive Session the meeting would proceed.

VIII. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION

There was no need for an Executive Session.

IX. PLANNING SUB-COMMITTEE

A. Contracted Measures and Local Goals

B. AEL Performance

C. Monthly Reports

D. Local Monitoring Reports

Ms. Morrison began with the Adult Education and Literacy (AEL) performance in which only one of the five performance measures are being met currently. AEL is under a preliminary Corrective Action Plan (CAP) from Texas Workforce Commission (TWC). TWC has provided technical

assistance to the Board and contractor on strategies for positive performance. Effective July 01, 2020 there will be a new AEL contract and new measures put into effect.

Executive Director, Tom Wilkinson, interrupted and notified the Board he had received notice today that the WSBV Board was put on a CAP effective immediately. Mr. Anson Green, Director of Adult Education with TWC gave his resignation which means once a replacement has been found there could be changes made.

Ms. Morrison proceeded with the Contracted Measures not meeting Adult Median Earnings Q2 – Credential Rate – Adult and Choices Childcare Outcomes. Choices Performance has been met for four consecutive months, TWC usually removes the requirement of a CAP if performance is met for four consecutive months. With the doors closed due to COVID-19 client services have continued. The Board monthly reports and Monitoring reports are in your Board packets if there are any concerns or questions you would like to ask at this time. None were presented.

X. CONSENT AGENDA

- A. Recommend Approval to Revise RESEA Participation Exemption Policy**
- B. Recommend to Approve – Updated Unemployment Insurance Work Search Requirement Policy (COVID-19)**
- C. Recommendation to Award WIOA Funding to Dynamic for July – September 2020**
- D. Recommendation to Renew Blinn College Adult Education and Literacy (AEL) Contract**
- E. Recommendation to Renew Madisonville Adult Education and Literacy (AEL) Contract**
- F. Recommendation to Approve an Agreement Between Workforce Solutions Brazos Valley (WSBV) and Brazos County Health Department (BCHD)**

Secretary Gilley explained item F was tabled in the Planning sub-committee awaiting a response. Secretary Gilley asked that Items A-E be considered for approval as recommended by the Planning Sub-committee.

Mayor Bill Parten abstained from Item E concerning Madisonville. Ms. Mary Hensley abstained on item D concerning Blinn College. Mr. Bert Miller motioned to approve items A-E on the Consent Agenda. Mr. Roby Somerford seconded the motion. The motion carried.

Secretary Gilley gave the floor to Executive Director, Tom Wilkinson to comment, review and present Item F on the Consent Agenda after receiving a response. COVID-19 tracing will begin effective July 01, 2020. Mr. Roby Somerford motioned to accept Item F as presented. Mr. Bert Miller seconded the motion. The motion carried.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilkinson shared a vision for community action to have a comprehensive questionnaire, to help those customers in crisis. The plan is to have staff interview customers, and address their current issues with one phone call for multiple programs and providing needs assistance.

XII. NON-ACTION ITEMS

- A. Acronyms**
- B. Prior Evaluation Summary 5/21/20**

XIII. ANNOUNCEMENTS

Vice-Chair Ryder proceeded with announcing the WSBV reappointments for 7/01/20 thru 6/30/23 of Ann Boney, Bert Miller, Clark Gandy, Donna Taylor, Liz Dickey, Marsha Skinner, Melinda Berlan, and Nester Leamon.

Mr. Reed O'Brien, Public Employment representative from TWC, resigned effective May 31, 2020 due to a promotion. Mr. Bill Ard has been assigned by TWC to take Mr. O'Brien's place. Mr. Ard is scheduled on the TWC commissioners meeting for July 06, 2020 to be appointed to the WSBV Board.

July 16, 2020 will be a Virtual Hiring Event.

The next meeting of the WSBV will be August 20, 2020.

The Equal Opportunity Compliance review was done and measures were met.

Mr. Bert Miller asked how the GED/ESL classes were doing do to COVID-19. Mr. Wilkinson explained there was Distance Learning and Virtual going on during the time our doors were closed. Please continue to promote with brochures and information as much as possible.

Mr. Roby Somerford brought up the matter of the Broadband services. Mr. Wilkinson informed the Board on June 30th that Mr. Michael Parks completed negotiations for the construction on a 310 mile double loop broadband fiber network. Broadband is in Mumford, Caldwell ISD, St. Joseph, plus additional locations such as: Washington County, Somerville, and Grimes County Sheriff's department. Broadband is a \$28 million project, which has been a 12 year process. Health care priority must be met prior to acquiring public customers for broadband.

Mayor Parten announced that Madisonville GED testing is open on Tuesday and Wednesdays.

XIV. OTHER BUSINESS

Roll Call.

Final roll call for those on the tele-conference line were Tashia Dickerson, Matt Prochaska, Frank Perez, Crystal Crowell, Josh Isenhour, Clark Gandy, Tony Ramirez, Marsha Skinner, T. J. Robie, Rachael Richmond and Mannie Ugues.

XV. ADJOURNMENT/EVALUATIONS

Motion for adjournment by Nester Leamon and seconded by Mr. John Brieden, III.

With no further questions/concerns or announcements voiced, the meeting was adjourned at 12:52 PM.



Workforce Solutions Brazos Valley Board
Board Meeting
 Tuesday, August 20, 2020 @ 12:00 PM (noon)
Center for Regional Services
Board Room
 3991 E 29th St, Bryan, TX 77802

BOARD AGENDA

Via Telephone Conference Call - Dial: 979-595-2802

Those planning to attend in person please notify Vonda Morrison @ 979-595-2801 Ext. 2138

*Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.
 (Items may not be presented in the order they appear)*

I. QUORUM DETERMINATION / MEETING CALLED TO ORDER / ROLL CALL

A. Announcing of First/Last Name upon Joining the Meeting.

II. INTRODUCTIONS - SPECIAL RECOGNITION – DECLARE CONFLICT OF INTEREST

Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

III. HEAR PUBLIC COMMENT

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects, or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board’s Secretary, Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

IV. REVIEW AND APPROVAL OF PREVIOUS MINUTES

A. June 18, 2020 *Robert Orzabal* **6**

V. FINANCIAL REPORT

Discussion, Consideration and Action *Shawna Rendon* **Handout**

VI. PLANNING SUB-COMMITTEE

A. Contracted Measures and Local Goals *Nick Gilley*
Vonda Morrison **11**
B. AEL Performance *Vonda Morrison* **26**
C. Monthly Reports *Vonda Morrison* **15**
D. Local Monitoring Reports (are in your packets) *Vonda Morrison* **43**

VII. CONSENT AGENDA **32**

The following items have been reviewed and recommended for approval by the Planning Sub-committee and are slated for action without discussion, unless a request for discussion is made by a Board Member.

A. SERCO Contract Renewal 10/01/20-09/30/21 *Shawna Rendon* **33**
B. Dynamic Contract Renewal 10/01/20-09/30/21 *Shawna Rendon* **34**
C. Workforce Center Brenham/Hearne Leases/Quotes *Barbara Clemmons* **35**
D. Child Care Transfer Policy Request from Parents *Shawna Rendon* **37**

VIII. REGULAR AGENDA

A. EXECUTIVE DIRECTOR’S REPORT *Tom Wilkinson*
1. Comments

- IX. EXECUTIVE SUB-COMMITTEE** *Robert Orzabal*
- A. Recommend Ratification of FY20/21 Board Officer Election Results** **38**
- B. Discussion Date for Review and Modification of WSBV By-Laws**

- X. EXECUTIVE/CLOSED SESSION:** *Robert Orzabal*
- The Board reserves the right to conduct a closed meeting to discuss any posted agenda items as authorized by law under Government code §551, such as to receive legal advice concerning the agenda item as permitted by government Code §551.071. The Board may also meet in open session to take action on a matter considered in the closed meeting as required by Government Code §551.102.
- All final votes, actions or decisions shall be taken in open session. Closed Session requires minutes to be certified.**

- XI. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION**
- Return to Open Session with stating of actions taken.**

- XII. FINANCE SUB-COMMITTEE**
- The following item has been reviewed and recommended for approval by the Finance Sub-Committee and is slated for action without discussion, unless a request for discussion is made by a Board Member.
- A. Workforce Solutions Brazos Valley Board Budget FY21**

- XIII. Non-Action Items** **39**
- A. Acronyms** **40**
- B. Prior WSBVB Meeting Evaluation Summary 6/18/20** **42**

- XIV. ANNOUNCEMENTS** *Robert Orzabal*
- Submit your announcements to the Chair prior to the meeting.

- XV. OTHER BUSINESS** *Robert Orzabal*
- Roll Call

- XVI. EVALUATIONS/MILEAGE FORMS / ADJOURNMENT** *Robert Orzabal*

Notes:

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Workforce Solutions Brazos Valley

REVISED - Board Meeting Minutes

Thursday, August 20, 2020 – 12:00 PM

Center for Regional Services

Board Room – Teleconference Line 979-595-2802

3991 East 29th Street, Bryan, TX

ATTENDEES

In-Person

Nick Gilley	Private Sector - Burleson
Dianne Ryder	Private Sector - Leon
Nester Leamon	Private Sector - Robertson
John Brieden, III	CBO - Washington
Ann Boney	CBO - Brazos
Jared Patout	Private Sector - Grimes
Mary Valadez-Perez	Public Assistance Regional
Robert Orzabal	Private Sector - Brazos
Roby Somerford	Private Sector - Brazos
Liz Dickey	CBO - Brazos
Bill Parten	CABE -Madisonville
Crystal Crowell	Vocational Rehabilitation
Josh Isenhour	CBO-Brazos
<u>Angie Alaniz</u>	<u>Post-Secondary Education</u>

Via Teleconference - 979-595-2802

Mary Hensley	Adult Literacy - Washington
Tashia Dickerson	Child Care - Brazos
Frank Perez	Secondary Education-Grimes
Matt Prochaska	Economic Development-Brazos
Tashia Dickerson	Child Care - Brazos
Bill Ard	Public Employment - Regional
Ann Chapman	Private Sector

Excused

Donna Taylor and Clark Gandy

Guests in Person

Paul Dunn	DWFS	Managing Director - CEO
Nathanial Muir	DWFS	Business Services Manager
Dora Lopez	DWFS	Deputy Director
Latresia Williams	SERCO	Child Care Services Director
Gayle Mann	SERCO	Child Care Services

Guests – Via Teleconference

T. J. Robie and Tony Ramirez with Texas Veterans Commission.

Anthony Garcia, Blinn - AEL

Staff - In-Person

Michael Parks, Tom Wilkinson, Vonda Morrison, Karen Sanders, Vicki Wilkins, Shawna Rendon, Evangelina Benavides, Barbara Clemmons, Stephen Bailey, and Michelle Spittler

Staff - Via Tele-Conference - 979-595-2802

N/A

I. QUORUM DETERMINATION - MEETING CALLED TO ORDER/ROLL CALL

Chair Orzabal called the meeting to Order @ 12:03 PM.

II. INTRODUCTIONS – SPECIAL REGOGNITION – DECLARE CONFLICT OF INTEREST – MILEAGE FORMS

Forms were made available to Board Members. Mr. Tom Wilkinson introduced Mr. Bill Ard,

TWC/ISAM our newest WSBV Board Member who is attending via teleconference.

III. PUBLIC COMMENTS

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Mr. Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

There were no public comments voiced.

IV. REVIEW/APPROVAL OF PREVIOUS BOARD MINUTES

WSBV Board minutes for June 18, 2020 were presented with a correction to item VI. B on the second line from Dianne Ryder, Private Secretary to Private Sector. Minutes will be approved as corrected.

V. FINANCIAL REPORT

Ms. Michelle Spittler Mr. Stephen Bailey from our Finance Department was introduced. Ms. Spittler reviewed the Financial Report with detail on the items that were under expended. It was discussed that the Dynamic and SERCO meetings have discussed measures on how expenditures may be met in ways thru our COVID circumstances. Noted there is always a chance of defunding if the current funds are not used. Due to the circumstances involving COVID, all Boards are in similar circumstances.

VI. PLANNING SUB-COMMITTEE

A. Contracted Measures and Local Goals

B. AEL Performance

C. Monthly Reports

D. Local Monitoring Reports (are in your packets)

Ms. Vonda Morrison presented the Contracted Measures and AEL Performance with detail given to those areas that are not being met. Employer services and Claimant Re-employment within 10 Weeks has no data to report at this time. Adult Education and Literacy (AEL) classes are on-line due to COVID-19. Two Workforce Centers, (Madison & Leon) are open with adjusted open and closed days of the week, this is temporary. All programs and contractors have increased their performance. Ms. Morrison asked if there were any questions and notified the Board that the monitoring reports and board goals are in your packets as emailed. No questions were presented at this time.

VII. CONSENT AGENDA

Below items A-D were discussed/reviewed and recommended for Approval by the Planning Sub-Committee Members.

A. SERCO Contract Renewal 10/01/20-09/30/21

B. Dynamic Contract Renewal 10/01/20-09/30/21

C. Workforce Center Brenham/Hearne Leases/Quotes

D. Child Care Transfer Policy Request from Parents

Items A-D were recommended as a group with a motion from Judge John Brieden and Mr. Nester Leamon seconded the motion for approval as recommended of items A-D with Tashia Dickerson abstaining via tele-conference call from Item D, Child Care.

VIII. REGULAR AGENDA

A. Executive Director's Report

Comments

Mr. Tom Wilkinson announced the TWC awards nominations for Small Employer as Versacarry, Large Employer of the Year as Reynolds & Reynolds and Employer of Excellence award going to Brazos Valley Communications, LTD.

Mr. Wilkinson the Executive Director for WSBV Board announced his resignation and retirement

effective March 31, 2021.

IX. EXECUTIVE SUB-COMMITTEE

A. Recommend Ratification of FY20/21 Board Officer Election Results

B. Discussion Date for Review and Modification of WSBV By-Law

Mr. Orzabal informed the Board the Executive Sub-Committee Members met to ratify the election of the WSBV Elected Board Officers as follows: Chair, Mr. Robert Orzabal – Vice-Chair, Ms. Dianne Ryder and Secretary, Mr. Frank Perez.

Mr. Bill Parten motioned to accept the ratification as presented with Mr. Nick Gilley seconding the motion. The motion carried.

The discussion of reviewing and modifying WSBV By-Laws was explained by Mr. Tom Wilkinson as the Board Elected Officers to receive an email from the Board staff asking the officers to review current By-Laws and Partnership Agreement. Suggestions will be attached from Board Staff with reasons and recommendations to the officers to review and present to Board Staff at a later date. Mr. Wilkinson announced there is clarification needed on dismissal of a board member due to repeated unexcused absences and for the addition of virtual meetings due to COVID-19 and any other disasters for future referencing.

X. EXECUTIVE/CLOSED SESSION

Chair Orzabal stated there was no reason to go into Executive Session the meeting would proceed.

XI. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION

There was no need for an Executive Session.

XII. FINANCE SUB-COMMITTEE

The following items were reviewed/considered and recommended for approval by the Finance Sub-Committee and is slated for action without discussion, unless a request for discussion is made by a Board member.

A. Workforce Solutions Brazos Valley Board Budget FY21

The Budget for FY21 was discussed by Mr. Wilkinson as an increase of over \$890,000. If no questions, a recommendation to approve the Budget as presented was made by Ms. Dianne Ryder and seconded by Mr. Nick Gilley. The motion carried.

XIII. NON-ACTION ITEMS

A. Acronyms

B. Prior WSBVB Meeting Evaluation Summary 6/18/20

XIV. ANNOUNCEMENTS

No announcements were submitted to Chair Orzabal prior to the meeting.

Mr. Orzabal asked if there were any announcements that needed to be shared with the Board and none were voiced.

Mr. Tom Wilkinson announced the Annual Awards for Small Employer as VersaCarry, Large Employer of the Year as Reynolds & Reynolds and Employer of Excellence as Brazos Valley Communications, LTD.

Due to COVID-19 the WSBV will be having a regular meeting on September 17, 2020.

The BVCOG will be hosting their Annual Meeting on September 09, 2020.

Mr. Wilkinson also announced to the Board that he is officially retiring, effective March 31, 2020, but will consulting for one year for BVCOG and WSBVB.

XV. OTHER BUSINESS

Roll Call.

Mr. Wilkinson introduced Mr. Paul Dunn, Managing Director/CEO of Dynamic Workforce.

XVI. ADJOURNMENT/EVALUATIONS

Meeting was adjourned at 12:35 PM.



Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, September 17, 2020 @ 12:00 PM (noon)
Center for Regional Services
Board Room
3991 E 29th St, Bryan, TX 77802

BOARD AGENDA

Via Telephone Conference Call - Dial: 979-595-2804

Those planning to attend in person please notify Vonda Morrison @ 979-595-2801 Ext. 2138

*Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.
(Items may not be presented in the order they appear)*

- I. QUORUM DETERMINATION / MEETING CALLED TO ORDER / ROLL CALL**
 - A. Announcing of First/Last Name upon Joining the Meeting.**
- II. INTRODUCTIONS - SPECIAL RECOGNITION – DECLARE CONFLICT OF INTEREST**

Reminder: *Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.*
- III. HEAR PUBLIC COMMENT**

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- IV. REVIEW AND APPROVAL OF PREVIOUS MINUTES** *Robert Orzabal* **6**
 - A. Planning, Executive and Board Meeting Minutes**
- V. FINANCIAL REPORT (Handout)** *Michelle Spittler*
- VI. PERFORMANCE**
 - A. Contracted Measures/AEL** **14 / 29**
 - B. Local Goals** **15**
 - C. Monthly Reports** **19**
 - D. Monitoring Reports (are in your packets)** **39**
- VII. CONSENT AGENDA – None for Month of September 2020** **34**

The following items have been reviewed and recommended for approval by the Planning Sub-committee and are slated for action without discussion
- VIII. REGULAR AGENDA**
 - A. EXECUTIVE DIRECTOR’S REPORT** *Tom Wilkinson*
 - A. Comments**
- IX. EXECUTIVE/CLOSED SESSION:** *Robert Orzabal*

The Board reserves the right to conduct a closed meeting to discuss any posted agenda items as authorized by law under Government code §551, such as to receive legal advice concerning the agenda item as permitted by government Code §551.071. The Board may also meet in open session to take action on a matter considered in the closed meeting as required by Government Code §551.102.

All final votes, actions or decisions shall be taken in open session. Closed Session requires minutes to be certified.
- X. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION**

Return to Open Session with stating of actions taken.
- XI. WORKFORCE BOARD REVIEW PRESENTATION** *Vonda Morrison*

FY 20 – At a Glance

XII. EMPLOYER AWARD NOMINEES

Robert Orzabal/Tom Wilkinson

A. Small Employer - Versacarry

B. Large Employer – Reynolds & Reynolds

C. Employer of Excellence – Brazos Valley Communications

XIII. Board Member Installation/Presentation

A. Swearing In of Elected Officers - FY 2021

Judge Byron Ryder

B. Recognition of Board Member Service Awards

Tom Wilkinson

Donna Taylor 20 years

Mary Hensley 5 years

Francisco Perez 5 years

Elizabeth Dickey 5 years

XIV. NON-ACTION ITEMS

A. Acronyms

36

B. Prior WSBVB Meeting Evaluation Summary 6/18/20

38

XV. ANNOUNCEMENTS / OTHER BUSINESS

Robert Orzabal

A. Submitted announcements prior to meeting

B. Roll Call of tele-conference attendees

XVI. EVALUATIONS / MILEAGE FORMS / ADJOURNMENT

Robert Orzabal

Notes:

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Phone: 979.595.2801 Fax: 979.595.2810 Toll-Free: 800.386.7200 www.bvjobs.org

Workforce Solutions Brazos Valley

Board Meeting

Thursday, September 17, 2020 – 12:00 PM

Center for Regional Services

Board Room – Teleconference Line 979-595-2804

3991 East 29th Street, Bryan, TX

MINUTES

ATTENDEES

In-Person

Nick Gilley	Private Sector-Burleson
Dianne Ryder	Private Sector-Leon
Nester Leamon	Private Sector-Robertson
John Brieden, III	CBO-Washington
Ann Boney	CBO-Brazos
Jared Patout	Private Sector-Grimes
Bert Miller	Private Sector-Grimes
Bill Parten	Private Sector-Madison
Roby Somerford	Private Sector-Brazos
Liz Dickey	CBO - Brazos
Melinda Berlan	Private Sector-Brazos
Angie Alaniz	Secondary Education - Brazos
Mary Valadez-Perez	Public Assistance-Brazos
Matt Prochaska	Economic Development-Brazos

Via teleconference - 979-595-2804

Mary Hensley	Adult Literacy - Washington
Ann Chapman	Private Sector - Burleson
Bill Ard	Public Employment-Regional
Frank Perez	Secondary Education-Grimes
Crystal Crowell	CBO - Brazos

Excused

Donna Taylor, Marsha Skinner, Josh Isenhour, Clark Gandy, Robert Orzabal

Guests in Person

Donna Weese	DWFS	Project Director
Nathanial Muir	DWFS	Business Services Manager
Gayle Mann	SERCO	Child Care Services Provider Specialist
Deirdre Simmons	SERCO	Child Care Services

Guests – Via Teleconference

T. J. Robie and Tony Ramirez with Texas Veterans Commission

Staff - In-Person

Michael Parks, Tom Wilkinson, Vonda Morrison, Karen Sanders, Shawna Rendon, Evangelina Benavides, Barbara Clemmons, Jodi Cobler, Kristen McGaw, Stephen Bailey, Michelle Spittler

Staff - Via Tele-conference line 979-595-2804

None

- I. **QUORUM DETERMINATION - MEETING CALLED TO ORDER/ROLL CALL**
Vice-Chair Dianne Ryder called the meeting to order at 12:15 PM due to Chair Robert Orzabal's absence. A quorum was declared.
- II. **INTRODUCTIONS – SPECIAL REGOGNITION – DECLARE CONFLICT OF INTEREST – MILEAGE FORMS**

Forms were made available to Board Members.

III. PUBLIC COMMENTS

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Mr. Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

There were no public comments voiced.

IV. REVIEW OF PREVIOUS BOARD MINUTES

The Planning, Board and Executive minutes were approved for August 20, 2020, with one correction to the Board minutes. For the board corrections, Angie Alaniz commented that she attended, but was not listed as present for the August Board meeting. The August Board minutes will be approved as corrected. Mr. Matt Prochaska motioned to accept the minutes as corrected. Ms. Angie Alaniz seconded the motion. The motion carried.

V. FINANCIAL REPORT

Ms. Michelle Spittler reported on the Workforce Board's summary of active contracts for the month ending in July. Ms. Spittler stated that the August summary of active contracts was not available at this time but will be available next week. After Ms. Spittler completed reading the summary of active contracts, the floor was opened for questions or concerns. None were voiced at this time.

VI. EXECUTIVE SUB-COMMITTEE

No Executive Sub-Committee meeting.

VII. EXECUTIVE/CLOSED SESSION

There was no Executive Session.

VIII. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION

There was no Executive Session.

IX. PLANNING SUB-COMMITTEE

There was no Planning Sub-Committee.

Ms. Vonda Morrison, Workforce Board Program Manager, reported on various Workforce Center performance. The Choices Program continues to be on a Corrective Action Plan (CAP); however, the Program has met or exceeded performance requirements for the past four (4) months. The Board is hoping to be removed from the CAP in the near future.

The Texas Workforce Commission has not set performance targets for the Adult Education & Literacy Program (AEL) for FY 2021. Targets are set to be delivered later this month.

Executive Director Tom Wilkinson stated that the Board has received a waiver for on-site review from the State.

X. CONSENT AGENDA

There was no Consent Agenda because there was no Planning Meeting.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Tom Wilkinson introduced the recipients of the Workforce Board's Employer Awards. These recipients included Large Employer of the Year – Reynolds & Reynolds; Small Employer of the Year-Versacarry; Employer of Excellence-Brazos Valley Communications.

Mr. Wilkinson complimented the Workforce Board, the Workforce Center and the Child Care Services Program staff for their commitment to customers during the height of the pandemic. Mr. Wilkins also elaborated on the precautions that were taken by the staff during the pandemic. BVCOG's Public Safety Planning agency distributed PPE to clinics in the Region. Daycare

providers were paid while they were closed for the pandemic so that they could remain a viable business during the pandemic and be available to accept children when individuals returned to work.

Mr. Wilkinson announced that he would be retiring March 31, 2021. He also announced that Judge Byron Ryder is the new chairperson for the BVCOG Board.

XII. NON-ACTION ITEMS

The Workforce Center Business Services Unit Manager, Nathaniel Muir, provided a presentation on virtual job fairs offered by the workforce center.

XIII. BOARD MEMBER INSTALLATION/PRESENTATION

Judge Byron Ryder swore in the elected officers for the FY 2021 fiscal year. Sworn into office were, Dianne Ryder for Vice President (in attendance) and Francisco Perez for Secretary (attended via teleconference) and Robert Orzabal for Chair, was not in attendance and will be sworn in at the next board meeting.

Mr. Tom Wilkinson recognized Board Members for their Service Awards. Receiving awards included the following:

Donna Taylor	20 years of service
Mary Hensley	5 years of service
Francisco Perez	5 years of service
Elizabeth Dickey	5 years of service

Ms. Hensley, Mr. Perez were recognized via teleconference. Ms. Elizabeth Dickey was in attendance for the recognition presentation. Ms. Donna Taylor was not in attendance for the presentation, and will be recognized at the next board meeting.

XIV. OTHER BUSINESS

Roll Call.

Final roll call for Board Members on the tele-conference line were Crystal Crowell, Mary Hensley, Francisco Perez, Ann Chapman, Robert Orzabal and Bill Ard.

XV. ADJOURNMENT/EVALUATIONS

Motion for adjournment by Nester Leamon and seconded by Mayor William “Bill” Parten. With no further questions/concerns or announcements voiced, the meeting was adjourned at 1:15 PM.



Workforce Solutions Brazos Valley Board
Board Meeting
 Thursday, November 19, 2020 @ 12:00 PM (noon)
Center for Regional Services
Board Room
3991 E 29th St, Bryan, TX 77802

REVISED BOARD AGENDA

Via Telephone Conference Call - Dial: 979-595-2804

Those planning to attend in person please notify Vonda Morrison @ 979-595-2801 Ext. 2138

*Note: The Workforce Solutions Brazos Valley may discuss, deliberate, and take all appropriate action on any matter listed on this Agenda.
 (Items may not be presented in the order they appear)*

- I. QUORUM DETERMINATION / MEETING CALLED TO ORDER / ROLL CALL**
 - A. Announcing of First/Last Name upon Joining the Meeting.**

- II. INTRODUCTIONS - SPECIAL RECOGNITION – DECLARE CONFLICT OF INTEREST**
Reminder: Prior to discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

- III. HEAR PUBLIC COMMENT**
The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects, or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board’s Secretary, Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

- IV. REVIEW AND APPROVAL OF PREVIOUS MINUTES**
 - A. Board Minutes for September 17, 2020** *Robert Orzabal* **8**

- V. FINANCIAL REPORT** *Michelle Spittler* **Handout**
 Discussion, Consideration and Action

- VI. PLANNING SUB-COMMITTEE** *Nick Gilley*
 - A. Contracted Measures and Local Goals** *Vonda Morrison* **12**
 - B. AEL Performance** *Vonda Morrison* **28**
 - C. Monthly Reports** *Vonda Morrison* **17**
 - D. Local Monitoring Reports (are in your packets)** *Vonda Morrison* **35**

- VII. CONSENT AGENDA** **63**
The following items have been reviewed and recommended for approval by the Planning Sub-committee and are slated for action without discussion, unless a request for discussion is made by a Board Member.
 - A. Virtual One-Stop Greeter (VOS Greeter) in WorkInTexas.com System** *Karen Sanders* **64**
 - B. FY21 Quality Budget – Child Care & Early Learning Division – Quality Purchases up to \$225,000** *Kristen McGaw* **65**
 - C. Child Care Services Board Policy Modifications §809.41(b) and §809.2(1)** *Kristen McGaw* **66**
 - D. Integrated Complaints, Hearings & Appeals Modifications** *Kristen McGaw* **68**
 - E. Fraud Waste & Abuse Policy Modifications** *Kristen McGaw* **70**
 - F. Procure Monitoring Services** *Barbara Clemmons* **71**
 - G. FY20/21 Budget Amendment for Blinn College AEL** *Sharon Maass* **Handout**

- H. **FY20/21 Budget Amendment for Madisonville CISD AEL** *Sharon Maass* **Handout**
- I. **FY20/21 Performance Target Amendment for Blinn College AEL** *Sharon Maass* **Handout**
- J. **Succession of Executive Director** *Tom Wilkinson*

VIII. REGULAR AGENDA

- A. **EXECUTIVE DIRECTOR’S REPORT** *Tom Wilkinson*
 - 1. **Robert Orzabal, Chair - Oath of Office**
 - 2. **Comments**

IX. EXECUTIVE/CLOSED SESSION: *Robert Orzabal*

The Board reserves the right to conduct a closed meeting to discuss any posted agenda items as authorized by law under Government code §551, such as to receive legal advice concerning the agenda item as permitted by government Code §551.071. The Board may also meet in open session to take action on a matter considered in the closed meeting as required by Government Code §551.102.

All final votes, actions or decisions shall be taken in open session. Closed Session requires minutes to be certified.

X. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION
Return to Open Session with stating of actions taken.

XI. Non-Action Items **33**

- A. **Acronyms**
- B. **No Prior WSBVB Meeting Evaluation Summary for 9/20/20**

XII. ANNOUNCEMENTS *Robert Orzabal*
 Announcements submitted to the Chair prior to the meeting.

XIII. OTHER BUSINESS *Robert Orzabal*
 Roll Call

XIV. EVALUATIONS/MILEAGE FORMS / ADJOURNMENT *Robert Orzabal*

Notes:

In accordance with guidance from the Texas Governor and Attorney General dated March 16, 2020, regarding suspension of Open Meeting laws, (Texas Government Code Section 418.016) and in light of the recent Disaster Declaration issued for the State of Texas limiting public gatherings to ten (10) people, the Board will provide for public participation/comments in its Board meeting via conference call. The agenda will also be available on the Board’s website; <http://bvjobs.org/about-us/board-meeting-agendas>. The meeting will be recorded and made available to the public.

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Workforce Solutions Brazos Valley Board

Board Meeting

Thursday, November 19, 2020 – 12:00 PM

Center for Regional Services

Board Room – Teleconference Line 979-595-2804

3991 East 29th Street, Bryan, TX

ATTENDEES

Board Members: In-Person

Nick Gilley	Private Sector-Burleson
Dianne Ryder	Private Sector-Leon
Nester Leamon	Private Sector-Robertson
John Brieden, III	CBO-Washington
Ann Boney	CBO-Brazos
Bert Miller	Private Sector-Grimes
Bill Parten	Adult Basic Education-Madison
Roby Somerford	Private Sector-Brazos
Donna Taylor	Private Sector - Madison
Melinda Berlan	Private Sector-Brazos
Mary Valadez-Perez	Public Assistance-Brazos
Josh Isenhour	Private Sector - Brazos
Robert Orzabal	Private Sector - Brazos

Board Members: Via Teleconference

Mary Hensley	Adult Literacy - Washington
Ann Chapman	Private Sector - Burleson
Bill Ard	Public Employment-Regional
Frank Perez	Secondary Education-Grimes
Clark Gandy	VA/Union Labor Rep.
Marsha Skinner	Private Sector - Leon
Matt Prochaska	Economic Dvlpmnt-Brazos
Angie Alaniz	Post 2ndry Education-Regional

Board Members: Excused

Crystal Crowell, Jared Patout, Tashia Dickerson and Liz Dickey

Guests: In-Person

Donna Weese	DWFS	Project Director
Mannie Ugues	SERCO	Regional Director
Latresia Williams	SERCO	Child Care Services Director

Staff: In-Person

Michael Parks, Tom Wilkinson, Vonda Morrison, Karen Sanders, Evangelina Benavides, Barbara Clemmons, Jodi Cobler, Kristen McGaw, Stephen Bailey, Michelle Spittler

MINUTES

I. MEETING CALLED TO ORDER: ROLL CALL & QUORUM DETERMINATION

Chair Robert Orzabal called the meeting to order at 12:15 PM; a quorum was declared.

II. INTRODUCTIONS, SPECIAL REGOGNITION, DECLARE CONFLICT OF INTEREST & MILEAGE FORMS

Forms were made available to Board Members.

Ms. Ann Boney's guest, Mr. Christopher Densley, was introduced.

Ms. Donna Taylor was presented with a gift for 20 years of dedicated service as a WSBV Board member.

III. PUBLIC COMMENTS

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary, Mr. Nick Gilley before the beginning of the Board meeting. In order to expedite the flow of business and to provide all persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation per person. State law prohibits the Board from discussing or taking action on any item not listed on the present posted Agenda. If necessity requires an item may be placed on a future Board Agenda.

No public comments were voiced.

IV. REVIEW OF PREVIOUS BOARD MINUTES

WSBV Board minutes for September 17, 2020 were reviewed and approved as presented. Mr. Bert Miller motioned to accept the minutes as presented and Mr. Nester Leamon seconded the motion; the motion carried.

V. FINANCIAL REPORT

Ms. Michelle Spittler reported on the Workforce Board's summary of active contracts for the month ending September 30, 2020. After Ms. Spittler completed reading the summary of active contracts, the floor was opened for questions or concerns; none were voiced.

VI. EXECUTIVE SUB-COMMITTEE

No Executive Sub-Committee meeting.

VII. EXECUTIVE/CLOSED SESSION

There was no Executive Session.

VIII. CONSIDERATION/POSSIBLE ACTION OF EXECUTIVE/CLOSED SESSION

There was no Executive Session.

IX. PLANNING SUB-COMMITTEE

- A. Contracted Measures and Local Goals**
- B. AEL Performance**
- C. Monthly Reports**
- D. Local Monitoring Reports**

Ms. Vonda Morrison, Workforce Board Program Manager, reported on various Workforce Center performances that were not being met. The Choices Program - Corrective Action Plan (CAP) has been removed. At this time, the Adult Education & Literacy Program (AEL) is meeting one of the five performance measures.

Local monitoring reports are in the packet for review and questions or concerns may be voiced at this time. No questions or concerns were voiced.

X. CONSENT AGENDA

The following items were reviewed, discussed and recommended for approval to the Board during the Planning Sub-Committee meeting earlier today.

- A. Virtual One-Stop (VOS Greeter) in WIT.com System**
- B. Child Care & Early Learning Division FY21 Quality Care Budget up to \$225,000.00**
- C. Child Care Services Board Policies §809.41 (b) and §809.2 (1) Modifications**
- D. Integrated Complaints, Hearings & Appeals Modifications**
- E. Fraud Waste & Abuse Policy Modifications**
- F. Procure Monitoring Services**
- G. FY20/21 Budget Amendment for Blinn College AEL**
- H. FY20/21 Budget Amendment for Madisonville CISD AEL**
- I. FY20/21 Performance Target Amendment for Blinn College AEL**
- J. Succession of Executive Director – Tom Wilkinson**

The Consent Agenda Items were recommended for approval as follows:

- i. Item H on the Consent Agenda Items was recommended for approval with a motion from Mr. Bert Miller which was seconded by Ms. Ann Boney. Mr. William "Bill" Parten abstained. The motion carried.
- ii. Items G and I were motioned to be recommended for approval by Mr. Nick Gilley which was seconded by Ms. Ann Boney. Ms. Mary Hensley abstained. The motions carried.
- iii. Items A, B, C, D, E and F items were motioned to be recommended for approval by Ms. Dianne Ryder and were seconded by Mr. Bill Parten. The motions carried.
- iv. Item J – Succession of Executive Director. This item was moved from consent agenda item to

a regular agenda item, during the Planning sub-committee meeting. Executive Director, Mr. Wilkinson will explain in detail the process for naming his predecessor. Mr. Wilkinson explained stated his retirement/resignation is effective March 31, 2021 with a contract in place effective April 01, 2021 for contracting Mr. Wilkinson's services as a consultant for the Board and BVCOG for one year. The Executive Director of BVCOG is also the Executive Director for the WSBV Board. Mr. Wilkinson asked the Board if there were any questions or concerns regarding the procedure for replacement of the Executive Director position; no questions or concerns were voiced by the Board at this time. Mr. Wilkinson asked if the Board would entertain a motion to acknowledge this information and that it be noted in the minutes for referencing. Vice-Chair Dianne Ryder motioned to accept the procedure for Executive Director Succession as stated, the motion of acknowledgement was seconded by Mr. Nester Leamon. Chair Orzabal said by accepting this motion the Board would accept the Executive Director that BVCOG chose and work with them. The motion carried.

XI. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilkinson expressed that he would only be present at Board Meetings after retirement if the WSBV Board Chair or the Executive Director of BVCOG/WSBV Board requested his attendance.

Mr. Wilkinson swore in WSBVB Board Chair Robert Orzabal for a new term. Mr. Orzabal accepted the charge as given and confirmed this oath by signing a letter of acknowledgement. Mr. Robert Orzabal was presented with an appreciation gift for serving as Board Chair FY19/20.

Mr. Wilkinson reviewed the year, the effects of COVID-19, and emphasized that cases are on the rise and local area schools have recently closed.

Mr. Wilkinson discussed the contact tracing that is being conducted in the region, with coordination of Texas A&M University (TAMU), the Brazos County Health District and the Workforce Center, in providing applicants for the position of contact tracers. Ms. Donna Weese explained there are currently 21 contract tracer positions and that Workforce Staff are awaiting notification from TWC for the fund increase to hire additional contact tracers. Contact tracing will not prevent COVID-19, but will trace and slow down the spread by notifying individuals who have come into contact with a person who tested positive for COVID-19.

The Center for Regional Services (CRS) is a One Stop location for multiple services. There are plans to have a CRS – One Stop location to be in every county in the near future. These services will include, but are not limited to: Community Action Program, Headstart, HUD, Indigent Healthcare and Workforce Services. The outlying counties currently house Workforce Centers that operate 5 days a week from 8-5 daily but only house Workforce Staff. BVCOG is searching for larger facilities to house these services in one location in each of the seven counties.

XII. NON-ACTION ITEMS

The Workforce Center Business Services Unit Manager, Nathaniel Muir, provided a presentation on virtual job fairs offered by the Workforce Center.

XIII. OTHER BUSINESS

Roll Call

XIV. ADJOURNMENT/EVALUATIONS

Mr. Wilkinson announced that there would be no meetings in December 2020; the next meeting will be held on January 21, 2021.

The meeting was adjourned by Chair Orzabal at 1:00 PM.