



## Workforce Solutions Brazos Valley Board

### Board Meeting

Thursday, August 19, 2021 at 12:00 PM

Center for Regional Services – Board Room

3991 E 29<sup>th</sup> St, Bryan, TX 77802

### Join the Meetings via Zoom:

<https://us06web.zoom.us/j/81303663323?pwd=VERUUUxQNXhIN0hpRUVoWGpnOC82Zz09>

**Call-In by Location:** (346) 248 7799 (Houston)

**Meeting ID:** 813 0366 3323

**Passcode:** 423287

Those planning to attend in person, please notify Vonda Morrison @ 979-595-2801 ext. 2138 or Leslie Davis @ 979-595-2801 ext. 2011

### **BOARD AGENDA**

*Note: Workforce Solutions Brazos Valley Board 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. Call to Order**

*Robert Orzabal*

- A. Roll Call
- B. Quorum Determination

#### **II. Introductions**

*Robert Orzabal*

- A. Conflict of Interest Declaration

**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, Frank Perez 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. Consider for Approval Previous Board Meeting Minutes**

*Robert Orzabal*

- A. Planning Sub-Committee Meeting Minutes for June 17, 2021
- B. Board Meeting Minutes for June 17, 2021

#### **V. Financial Reporting of Workforce Services**

*Michelle Spittler*

#### **VI. Board Meeting Overview**

*Robert Orzabal*

- A. Contracted Measures & Program Director Report
- B. Local Board Goals Report
- C. Monthly Program Summary Reports
- D. Monitoring Reports
- E. Child Care Presentation

*Vonda Morrison*

*Latresia Williams*

*Lidia Hawryluk*

#### **VII. Consent Agenda**

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. Recommend for Approval the English Language Learner Services Policy

*Jodi Cobler*

- B. Recommend for Approval the Required Syllabus Design Policy

*Jodi Cobler*

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Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Deaf, hard-of-hearing or speech-impaired customers may contact: **Relay Texas:** 800-735-2989 (TTY) and 711 (Voice).

Equal opportunity is the law.

- C. Recommend for Approval the Referral and Co-Enrollment Across Core Programs *Jodi Cobler*
- D. Recommend for Approval the Initial Job Search for Child Care *Mattyna Stephens*
- E. Recommend for Approval the Service Industry Recovery (SIR) Child Care Policy *Mattyna Stephens*

**VIII. Regular Agenda**

- A. Executive Directors Report *Michael Parks*

**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.

- A. Discussion of Items in Executive (Closed) Session – *If Needed*
- B. Return to Open Session with Stating of Actions Taken
  1. All final votes, actions or decisions made during the Executive (Closed) Session shall be presented in open session.
  2. Executive (Closed) Session requires that minutes be certified.
- C. Consider for Approval Executive (Closed) Session

**X. Non-Action Items**

- A. Acronyms
- B. Announcements & Other Business
- C. Board Meeting Evaluations
- D. Travel Voucher – *Handout*
- E. Final Roll Call

**XI. Adjourn**

*Robert Orzabal*

**Note:**

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**Workforce Solutions Brazos Valley  
Board Meeting**

Thursday, August, 19 2021 -12:00 PM  
Center for Regional Services  
Board Room/Via: ZOOM  
3991 East 29<sup>th</sup> Street, Bryan, TX 77802

**MINUTES**

**ATTENDANCE**

**Member Attendances**

		<b><u>Attended By</u></b>
Dianne Ryder	Vice-Chair-Private Sector-Leon	In Person
Jared Patout	Private Sector-Grimes	In Person
John Brieden, III	CBO-Washington	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Mary Valadez Perez	Public Assistance-Regional	In Person
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Matt Prochaska	Economic Development-Brazos	In Person
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Bill Ard	Public Employment-Regional	Zoom
Marsha Skinner	Private Sector- Leon	Zoom
Mary Hensley	Public Sector-Adult Literacy	Zoom
Ann Yager-Chapman	Private Sector – Burleson	In Person
Roby Somerford	Private Sector-Brazos	In Person
“Bert” William Miller	Private Sector-Grimes	In Person
Angie Alaniz	Post-Secondary-Education	In Person
Crystal Crowell	BVCASA	In Person
Donna Taylor	Private Sector Madisonville	In Person
Robert Orzabal	Private Sector-Brazos	In Person

**Guest Attendees**

Latresia Williams	Serco-CCS Director	In Person
Gayle Mann	Serco CCS	In Person
Donna Weese	DWFS-Workforce Center Manager	In Person
TJ Robie	Texas Veterans Commission	In Person
Manuel Ugues	Serco-CCS	Zoom
Nathaniel Muir	BSU Manager	In Person
Christopher Densey	Texas Elite Childcare	In Person
Tony Ramirez	Texas Veterans Commission	Zoom
Mary Pace	Blinn	Zoom

## Members Excused

Melinda Berlan

## Staff in Person

Michael Parks, Vonda Morrison, Karen Sanders, Lydia Hawryluk, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Spittler, Roger Sheridan, Leslie Davis, Mattyna Stephens, Evangelina Benavides, Rick Avery, Rachael Robertson

### **I. CALL TO ORDER**

This Meeting was called to order at 12:00pm by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 813 0366 3323 with passcode: 423287. Board members accessing Zoom utilized the chat function to confirm attendance and verification of phone numbers as acknowledgment of attendance.

### **II. INTRODUCTIONS**

#### **A. Conflict of Interest Declaration**

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

### **III. Public Comment**

There were no public comments at this time.

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

Board Meeting Minutes and Planning Meeting Minutes for June 17, 2021 were approved as presented. Mr. John Brieden motioned to accept the minutes as presented and Ms. Ann Boney seconded the motion. Motion carried.

### **V. Financial Reporting of Workforce Services**

Ms. Michelle Spittler presented the financial report through June 30, 2021. The floor was open for questions. Mr. Brieden asked if unspent funds would roll over to the following year. Ms. Vonda Morrison mentioned funds no longer roll over due to TWC new policy. Mr. Brieden asked if other boards are having the same problem. Ms. Morrison stated it depends on whether or not the board is considered small or large. Larger boards have more money to keep and smaller boards do not.

### **VI. Board Meeting Overview**

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

Ms. Vonda Morrison discussed on page 20 of the board packet program performance measures that are not being met. Ms. Morrison mentioned reemployment services are exceeding expectation and child care is back on track and meeting performances. The AEL program is currently trending up and getting back on track.

#### **B. Local Board Goals Report**

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

**C. Monthly Program Summary Report & Success Stories**

Ms. Morrison discussed the Adult Education and Literacy (AEL) Program performance measures. Currently AEL is meeting two of five measures, numbers are increasing, and the program is trending up. Ms. Morrison stated contract negotiations are in place with Blinn and Madisonville to ensure services are provided. Ms. Morrison mentioned AEL began a new contract year on July 1, 201 and WSBVB is in the process of starting new contract years with contractors. Ms. Morrison also stated the Child Care Monthly Report, the Center Operation Report and the Veterans Services Report are in the board packet for review.

**D. Monitoring Reports**

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

**E. Child Care Presentation**

Ms. Latresia Williams and Ms. Lidia Hawryluk presented a PowerPoint and video of how childcare services and Texas Rising Star process works. Ms. Williams gave an overview of the eligibility criteria, childcare updates, and how the childcare staff handles applications. Ms. Williams mentioned childcare staff are trained in Work in TX and are now able to assist childcare customers who are unemployed due to the pandemic and uncertain circumstances. Ms. Williams stated on August 1, 2021 child care will allow low wage earners in the service industry to get 12 free months of care. Ms. Williams mentioned the new Jobs Near Me system that helps customers find jobs and childcare providers in the area. Ms. Hawryluk discussed the Texas Rising Star program and how the stars are awarded to providers. The different levels of stars indicate the interactions that children have with adults. Ms. Hawryluk also mentioned how Workforce funds are provided to childcare directors and staff for necessary trainings to provide quality childcare to each childcare facility.

**VII. Regular Meeting Agenda**

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

- A.** Recommend Approval of the English Language Learner Services Policy (AEL)
- B.** Recommend Approval of the Required Syllabus Design Policy (AEL)
- C.** Recommend Approval of the Referral and Co-Enrollment Across Core Programs (AEL)
- D.** Recommend Approval of Initial Job Search for Child Care (Childcare)
- E.** Recommend Approval of Service Industry Recovery (SIR) Child Care Policy (Childcare)

Motion to accept item A by Ms. Dianne Ryder and seconded by Mr. Robert Orzabal. Ms. Mary Hensley abstained

Motion to Accept item B by Ms. Liz Dickey and seconded by Ms. Angie Alaniz. Ms. Hensley abstained.

Motion to accept item C by Mr. Bert Miller and seconded by Ms. Alaniz. Ms.

Hensley abstained.

Motion to accept item D by Mr. Jared Patout and seconded by Mr. Miller.

Motion to accept item E by Ms. Boney and seconded by Ms. Ryder.

**VIII. Regular Agenda**

**A. Executive Directors Report**

Mr. Parks mentioned the Texas Association of Workforce Boards conference in San Antonio, TX which he attended and found informative. He mentioned the state will open up metrics on how they judge boards. TWC will access metrics to renew each boards performance and status individually. This opportunity will grant new business models, improve creativity and new ideas. Mr. Parks discussed the Executive Director's retreat which he also attended and stated the state wants to do more with the TX Rising Star program. Mr. Parks also mentioned the upcoming TWC conference Nov. 17-19 which staff and Board officers will attend. Mr. Parks mentioned Ms. Leslie Abbott is the new Director of Vocational Rehabilitation and that the executive director Robert Alexander has retired. Mr. Parks mentioned he is looking forward to collaborating with VR and reporting good news to the WSBVB.

**IX. Executive (Closed) Session**

**X. No- Action Items**

**XI. Meeting adjourned**

Motion to adjourn the meeting made by Vice-Chair Robert Orzabal at 12:55pm.



**Workforce Solutions Brazos Valley Board  
Board Meeting**  
Thursday, September 16, 2021 at 11:00 PM  
Center for Regional Services – Washington Room  
3991 E 29<sup>th</sup> St, Bryan, TX 77802

**Join the Meetings via Zoom:**

<https://us06web.zoom.us/j/83261741092?pwd=RUI3R1YzQUVXcVMxeWRyRlIDekxGQT09>

**Call-In by Location:** (346) 248 7799 (Houston)  
**Meeting ID:** 832 6174 1092  
**Passcode:** 715813

Those planning to attend in person, please notify Vonda Morrison @ 979-595-2801 ext. 2138 or Leslie Davis @ 979-595-2801 ext. 2011

**BOARD AGENDA**

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

**I. Call to Order**

*Robert Orzabal*

- A. Roll Call
- B. Quorum Determination

**II. Introductions**

*Robert Orzabal*

- A. Conflict of Interest Declaration

**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. Approval of Previous Board Meeting Minutes**

*Robert Orzabal*

- A. Board Meeting Minutes for August 19, 2021

**V. Financial Reporting of Workforce Services**

*Michelle Spittler*

**VI. Program Review (in your board packet)**

*Robert Orzabal*

- A. Program Director Report
- B. Local Board Goals Report
- C. Monthly Program Summary Reports
- D. Monitoring Reports

*Vonda Morrison*

**VII. Regular Agenda**

- A. Recommend for Approval the Memorandum of Understanding Between WSBVB and Central BCS Church

*Jodi Cobler*

- B. Recommendation to Procure Fiscal Monitoring Services

*Barbara Clemmons*

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Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities.  
Deaf, hard-of-hearing or speech-impaired customers may contact: **Relay Texas:** 800-735-2989 (TTY) and 711 (Voice).

Equal opportunity is the law.

C. Recommend Authorization to Renew and Negotiate SERCO's Contract to Deliver Childcare Services for FY22 *Karen Sanders*

D. Recommend Authorization to Renew and Negotiate Dynamic's Contract to Deliver Workforce Services for FY22 *Karen Sanders*

**VIII. Executive Director's Report** *Michael Parks*

**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.

A. Discussion of Items in Executive (Closed) Session – *If Needed*

B. Return to Open Session with Stating of Actions Taken

1. All final votes, actions or decisions made during the Executive (Closed) Session shall be presented in open session.

2. Executive (Closed) Session requires that minutes be certified.

C. Consider for Approval Executive (Closed) Session

**X. Non-Action Items**

A. Acronyms

B. Announcements & Other Business

C. Results of 2021-2022 Nomination Ballots for Board Officers

D. Board Meeting Evaluations

E. Travel Voucher – *Handout*

F. Final Roll Call

**XI. Adjourn** *Robert Orzabal*

**Note:**

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3991 East 29th Street, P.O. Drawer 4128, Bryan, Texas 77805-4128  
Phone: 979.595.2801 Fax: 979.595.2810 Toll-Free: 800.386.7200 [www.bvjobs.org](http://www.bvjobs.org)

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Thursday, September 16, 2021 -12:00 PM  
Center for Regional Services  
Board Room/Via: ZOOM  
3991 East 29<sup>th</sup> Street, Bryan, TX 77802

**MINUTES**

**ATTENDANCE**

**Member Attendances**

		<b><u>Attended By</u></b>
Dianne Ryder	Vice-Chair-Private Sector-Leon	In Person
Jared Patout	Private Sector-Grimes	In Person
John Brieden, III	CBO-Washington	In Person
Mary Valadez Perez	Public Assistance-Regional	In Person
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Matt Prochaska	Economic Development-Brazos	In Person
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Marsha Skinner	Private Sector- Leon	In Person
Mary Hensley	Public Sector-Adult Literacy	Zoom
Roby Somerford	Private Sector-Brazos	In Person
“Bert” William Miller	Private Sector-Grimes	In Person
Clark Gandy	Private Sector-Brazos	In Person
Melinda Berlan	Private Sector-Robertson	In Person
Frank Perez	Public Sector-Secondary Education	In Person
Donna Taylor	Private Sector-Madisonville	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Angie Alaniz	Post-Secondary Education	In Person

**Guest Attendees**

Latresia Williams	Serco-CCS Director	In Person
Gayle Mann	Serco CCS	In Person
Donna Weese	DWFS-Workforce Center Manager	In Person
TJ Robie	Texas Veterans Commission	In Person
Manuel Ugues	Serco-CCS	Zoom
Nathaniel Muir	BSU Manager	In Person
Tom Wilkinson	Former Executive Director	In Person
Shellonda Rucker	Dynamic Regional Director	In Person
Jay Anderson	Blinn	Zoom
Mary Pace	Blinn	Zoom

## **Members Excused**

Crystal Crowell, Ann Chapman, Tashia Dickerson, Josh Isenhour

## **Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Spittler, Roger Sheridan, Leslie Davis, Mattyna Stephens, Stephen Bailey, Paul Turney

### **I. CALL TO ORDER**

This Meeting was called to order at 11:01 am by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 832 6174 1092 with passcode: 715813. Board members assessing Zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending

### **II. INTRODUCTIONS**

#### **A. Conflict of Interest Declaration**

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

### **III. Public Comment**

There were no public comments at this time.

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

Board Meeting Minutes for August 19, 2021, were approved as presented. Michael Parks noted a typo. Metrix needed to be changed to Metric. Corrections were made.

### **V. Financial Reporting of Workforce Services**

Ms. Michelle Spittler presented the financial report through July 31, 2021. The floor was open for questions. A question was asked regarding additional funds for WIOA funded grant. Mrs. Morrison stated this was a supplemental WIOA alternative funding grant.

### **VI. Board Meeting Overview**

#### **A. Program Director Report**

Ms. Vonda Morrison discussed program performance measures that are not being met. Ms. Morrison mentioned Childcare is currently meeting their measures. The WIOA program is not meeting credential rates for adult, dislocated workers, and youth services. Ms. Morrison stated that it's a priority to work with Dynamic on strategies on how to get performance measures up for this contract year.

#### **B. Local Board Goals Report**

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

#### **C. Monthly Program Summary Report & Success Stories**

Ms. Morrison discussed the Adult Education and Literacy (AEL) Program performance measures. Currently, AEL is meeting two of five measures, numbers are increasing, and the program is trending up. Ms. Morrison stated contract negotiations

are in place with Blinn and Madisonville to assure services are provided. Ms. Morrison mentioned WSBVB is in the process of starting contract renewals with the current contractors. Ms. Morrison also stated the Child Care Monthly Report, the Center Operation Report, and the Veterans Services Report are in the board packet for review.

**D. Monitoring Reports**

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

**VII. Regular Meeting Agenda**

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

- A.** Recommend for Approval the Memorandum of Understanding Between WSBVB and Central BCS Church
- B.** Recommendation to Procure Fiscal Monitoring Services
- C.** Recommend Authorization to Renew and Negotiate SERCO's contract to Deliver Childcare Services for FY22
- D.** Recommend Authorization to Renew and Negotiate Dynamic's Contract to Deliver Workforce Services for FY22

Motion to accept item A by Mr. Bert Miller and seconded by Mr. Bill Parten.

Motion to accept item B by Mr. Jared Patout and seconded by Mr. Miller.

Motion to accept item C by Mr. Matt Prochaska and seconded by Ms. Dianne Ryder.

Motion to accept item D by Mr. Prochaska and seconded by Mr. Parten.

**VIII. Regular Agenda**

**A. Executive Directors Report**

Mr. Parks mentioned three upcoming hiring events. The BCS Chamber of Commerce job fair being held at the Expo Center on Oct. 5, 2021, Hiring Red White and You job fair being held at the Brazos Center on Nov. 4, 2021, and the Trucking Career Fair being held at Rellis campus on Nov. 13, 2021. Mr. Parks discussed the 24th Annual TWC Conference coming up Nov. 17-Nov 19 in Houston Texas and mentioned assigned staff members and board officers will be attending.

**IX. Executive (Closed) Session**

**X. No- Action Items**

**XI. Meeting adjourned**

Motion to adjourn the meeting made by Mr. Leamon and seconded by Mr. Parten. Chair Mr. Orzabal adjourned the meeting at 11:40 pm.



## Workforce Solutions Brazos Valley Board

### Board Meeting

Thursday, December 16, 2021 at 12:00 PM  
Center for Regional Services – Board Room  
3991 E 29<sup>th</sup> St, Bryan, TX 77802

### Join the Meetings via Zoom:

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*Robert Orzabal*

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- B. Quorum Determination

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- A. Conflict of Interest Declaration

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#### **IV. AEL Presentation**

*Elena Madrid,  
Supervisor, AEL TWC*

#### **V. Approval of Previous Board Meeting Minutes**

*Robert Orzabal*

- A. Board Meeting Minutes for September 16, 2021

#### **VI. Financial Reporting of Workforce Services**

*Michelle Spittler*

#### **VII. Program Review (in your board packet)**

*Robert Orzabal*

- A. Program Director Report
- B. Local Board Goals Report
- C. Monthly Program Summary Reports
- D. Greeter Summary October 2021 Report
- E. Monitoring Reports
- F. Dynamic Presentation

*Vonda Morrison*

*Donna Weese*

#### **VIII. Regular Agenda**

- A. Recommend Approval of Common Program Policy – Digital Skill Building

*Karen Sanders*

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Equal opportunity is the law.

B. Recommend Approval of WIOA Policy – Metrix Learning™ Industry Certifications *Karen Sanders*

C. Recommend Approval of Employment Services Policy – Applying Priority of Service for Veterans and Transitioning Service Members *Karen Sanders*

**IX. Executive Director’s Report** *Michael Parks*

**X. Executive (Closed) Session** *Robert Orzabal*

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C. Consider for Approval Executive (Closed) Session

**XI. Non-Action Items**

A. Acronyms

B. Announcements & Other Business

C. Board Meeting Evaluations

D. Travel Voucher – *Handout*

E. Final Roll Call

**XII. Adjourn** *Robert Orzabal*

**Note:**

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John Brieden, III	CBO-Washington	In Person
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Matt Prochaska	Economic Development-Brazos	Zoom
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Roby Somerford	Private Sector-Brazos	In Person
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Frank Perez	Public Sector-Secondary Education	In Person
Donna Taylor	Private Sector-Madisonville	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Angie Alaniz	Post-Secondary Education	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
Amy Hinnant	Private Sector-Burleson	In Person

**Guest Attendees**

Latresia Williams	Serco-CCS Director	In Person
Gayle Mann	Serco CCS	In Person
Donna Weese	DWFS-Workforce Center Manager	In Person
Dora Lopez	DWFS-Deputy Director	In Person
TJ Robie	Texas Veterans Commission	In Person
Manuel Ugues	Serco-CCS	Zoom
Nathaniel Muir	BSU Manager	In Person
Sean Jevning	Texas Veterans Commission	In Person
Eva Garza Dewaelsche	Serco	In Person
Mary Walker	MCISD	In Person
Katherine Taveras	BV Serco	In Person
Bill Ard	TWC	Zoom
Mary Pace	Blinn	Zoom
Elena Madrid	AEL (TWC) Program Supervisor	In Person

### **Members Excused**

Ann Chapman, Tashia Dickerson, Clark Gandy, Jared Patout, Mary Hensley, Melinda Berlan

### **Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Spittler, Leslie Davis, Mattyna Stephens, Stephen Bailey, Rick Avery, Lidia Hawryluk, Rachael Robertson, Evangelina Benavides

#### **I. CALL TO ORDER**

This Meeting was called to order at 12:01 pm by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 621 033 7069 with passcode: R64Ret. Board members assessing Zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

#### **II. INTRODUCTIONS**

##### **A. Conflict of Interest Declaration**

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

#### **III. Public Comment**

There were no public comments at this time.

#### **IV. AEL Presentation**

Ms. Elena Madrid, AEL (TWC) Supervisor presented a program review on the process of the AEL program. She mentioned the 2-year CAP that WFB was put on by the state and how the board performed diligently to get the CAP removed. She mentioned important aspects of the AEL program and how the collaboration of partners such as Texas A&M, Madisonville, and Blinn makes it possible for the education and training opportunities to be possible. Ms. Madrid provided data that showed why the AEL program is vital in the communities, and its impact on society. Ms. Madrid further explained the AEL program and the process it takes to ensure the program is working according to the policies and guidelines.

#### **V. Consider for Approval Previous Board Meeting Minutes**

Board Meeting Minutes for Sept. 16, 2021 were approved as presented. Ms. Ann Boney made a motion to accept the minutes. Mr. Frank Perez seconded.

#### **VI. Financial Reporting of Workforce Services**

Ms. Michelle Spittler presented the financial report through October 31, 2021. The floor was open for questions. A question was asked regarding the thirty-four ninety-one WIOA dislocated worker grant. Ms. Spittler mentioned it changed from one hundred seventy-six thousand nine hundred eighty to seven hundred ninety-two thousand one hundred eighty. Corrections were not listed on the financial report. The change was made after the board packet was sent out.

## **VII. Board Meeting Overview**

### **A. Program Director Report**

Ms. Vonda Morrison mentioned the demand for employment in the community lead to 11 hiring events from Sept- to Nov 2021. One of the hiring events was the Red, White, and You job fair held at the Brazos Center and the Fireman's Training Center in Brenham Texas. Due to the expansion of the job fair, this was the first year the Red, White, and You job fair was held outside of the Center for Regional Services. Ms. Morrison mentioned the Trucking Career Fair on Nov. 13 held at the Rellis campus. The collaboration between WFB, Blinn, Rellis, and the Workforce helped thirty-one trucking companies seek employees and thirteen applicants were offered jobs on site. Ms. Morrison also mentioned the Career Open House on Dec 8<sup>th</sup> for childcare providers and the employers in the Service Industry Program. Ms. Morrison discussed on page 39 the VOS Greeter reports which show data from each county office. How many people come into the office and what services are being utilized are a few things the data shows. Ms. Morrison discussed the Vos greeter reports will be available each month in the board packet. Ms. Morrison also mentioned that the WFC staff needs to ensure the VOS Greeter is being utilized by customers entering the WFC. The more people use the system the more funding will be received from TWC. Ms. Morrison discussed the contracted measures report and mentioned that 9 measures are exceeding, meeting 6, and not meeting 6.

### **B. Local Board Goals Report**

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

### **C. Monthly Program Summary Report & Success Stories**

Ms. Elena Madrid, AEL (TWC) Supervisor presented the AEL summary reports

### **D. Monitoring Reports**

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

## **VIII. Dynamic Program Review**

Donna Weese WFS program director discussed the mission of WFS and the work they are doing in the job industry. Ms. Weese mentioned working together with the WFB to ensure missions are aligned together to provide the necessary services in the Brazos Valley region. Mr. Nathaniel Muier Business Service Manager gave an overview of the business services department including their mission and vision for 2022. Mr. Muier further discussed the main goals that are in place for 2022 and what strategies will be implemented to meet the goals. Mr. Muier mentioned upcoming job fairs, Dream Works in Action happening on January 19, 2022, at the Lincoln Center, and the biggest job fair of the year Hiring Red, White and You happening in November 2022. Ms. Dora Lopez Deputy Director of the WFS works on the operation side of helping job seekers reach their goals. She mentioned Choices, Non-Custodial, TANF, and Snap Employment and Training are a few programs that help job seekers. She mentioned gas cards and tuition assistance are being offered through the WFS programs to help individuals who are having financial challenges. Ms. Lopez provided testimonials of customers who completed the programs through the WFS and gave insight on the customer's progress from start to finish. Ms. Lopez further explained how each WFS program positively



impacts customer's life.

**IX. Regular Meeting Agenda**

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

**A. Recommend Approval of Common Program Policy-Digital Skill Building**

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

**B. Recommend Approval of WIOA Policy- Metrix Learning™ Industry Certifications**

Motion to accept item B by Mr. Bill Parten and seconded by Ms. Boney.

**C. Recommend Approval of Employment Services Policy- Applying Priority of Service for Veterans and Transitioning Service Members**

Motion to accept item C by Ms. Boney and seconded by Mr. Roby Somerford.

**X. Regular Agenda**

**A. Executive Directors Report**

Mr. Michael Parks mentioned the TWC conference held November 17-Nov 19, 2021, in Houston, Texas. One of the sessions he attended was a Child Care session where he learned that an office out of Dallas, Texas collaborated with their Head Start and Child Care program. Mr. Parks mentioned the kids enrolled in Head Start enrolled in childcare immediately after being released from Head Start. Making it more convenient for the parents to receive after-school care. Mr. Parks likes the idea and would like to see how it would work in our Region. Mr. Parks mentioned the WFB retreat which will be held on Feb 17, 2022, from 11 am-1 pm at the Center for Regional Services.

**XI. Executive (Closed) Session**

**XII. No- Action Items**

**XIII. Meeting adjourned**

The motion to adjourn the meeting was made by Mr. Orzabal and seconded by Mr. Parten. Chair Mr. Orzabal adjourned the meeting at 11:40 pm.