



**Workforce Solutions Brazos Valley Board
Board Meeting**
Thursday, May 20, 2021 at 12:00 PM
Center for Regional Services – Board Room
3991 E 29th St, Bryan, TX 77802

Join the Meetings via Zoom:
<https://zoom.us/j/91339909237?pwd=RlorWmkrQVAzWWxVYWJtd3lwY3hSQTO9>

Call-In by Location: (346) 248 7799 (Houston)
Meeting ID: 913 3990 9237
Passcode: 040447

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 January 21, 2021
 - B. Planning Sub-Committee Meeting Minutes for April 15, 2021
 - C. Board Meeting Minutes for April 15, 2021

- V. Financial Reporting of Workforce Services** *Michelle Spittler*

- VI. Planning Meeting Overview** *Dianne Ryder*
 - A. Contracted Measures & Program Director Report *Vonda Morrison*
 - B. Local Board Goals Report
 - C. Monthly Program Summary Reports
 - D. Monitoring Reports
 - E. Presentation Retail Data Analysis Project – Retail Coach *Karen Sanders*

- 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 Approval of Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and City of Caldwell *Jodi Cobler*
 - B. Recommend Authorization to Renew Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations FY21-22 Up to \$604,000.00 *Jodi Cobler*

- C. Recommend Approval of Madisonville CISD Adult Education & Literacy Program Contract Renewal and Negotiations FY21-22 Up to \$49,999.00 *Jodi Cobler*
- D. Recommendation for Approval to Request Pricing for an Electronic Document Management System (EDMS) *Barbara Clemmons*
- E. Recommend Approval to Modify WIOA Target Occupations List by Adding Certified Medical Assistant *Barbara Clemmons*

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:

The Board will provide information for public participation and/or comments in its' Board Meeting Agenda via conference call line or other means of virtual attendance. This is in accordance with guidance issued March 16, 2020 by the Texas Governor and Attorney General regarding the suspension of Open Meeting laws (Texas Government Code Section 418.016), and in light of the Disaster Declaration issued for the State of Texas limiting public gatherings to ten (10) people. The agenda will be available on the Board's website, <http://bvjobs.org/about-us/board-meeting-agendas>, the meeting will be recorded and minutes will be made available to the public at the same location.

**Workforce Solutions Brazos Valley
Board Meeting**

Thursday, May, 20 2021 -12:00 pm
Center for Regional Services
Board Room/Via: ZOOM
3991 East 29th Street, Bryan, TX 77802

Minutes

ATTENDANCE

Member Attendances

		<u>Attended By</u>
Crystal Crowell	BVCASA	In Person
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-Brazos	In Person
Melinda Berlan	Private Sector-Robertson	In Person
Nester Leamon	Private Sector- Robertson	In Person
Robert Orzabal –Chair	Private Sector- Brazos	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
Bill Ard	Public Employment-Regional	Zoom
Nick Gilley	Private Sector – Burlson	In Person
Mary Hensley	Public Sector-Adult Literacy	Zoom
Donna Taylor	Private Sector – Madisonville	In Person
Ann Yager-Chapman	Private Sector – Burlson	Zoom

Guest Attendees

Latresia Williams	Serco-CCS Director	In Person
Donna Weese	DWFS-Workforce Center Manager	In Person
TJ Robie	Texas Veterans Commission	In Person
Christopher Densey	Texas Elite Childcare	In Person

Members Excused

Roby Somerford

Staff in Person

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

I. CALL TO ORDER

Chair Robert Orzabal called the meeting to order at 12:00pm

Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 913 3990 9237 with passcode: 040447. Board members that attended the meeting via 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 signature and evaluation forms. The completed forms were turned in to Ms. Vonda Morrison.

III. Public Comment

There were no public comments at this time.

IV. Consider for Approval of Previous Board Meeting Minutes

The January 21, 2021 and April 15, 2021 Planning Meeting minutes and the Board Meeting minutes for April 15, 2021 were approved as presented.

V. Financial Reporting of Workforce Services

Ms. Michelle Spittler presented the financial report through March 31, 2021 the floor was opened for questions. None were voiced at this time.

VI. Planning Sub-Committee Meeting Overview

A. Contracted Measures & Program Director Report

Ms. Morrison discussed program performance measures for the month of February 2021 listed on pages 22-23 of the board packet and provided further detail on the performance measures that are not being met. Ms. Morrison presented WSBV Program Manager Report for the month of April 2021 which is on pages 24-27 of the board packet. Mr. John Brieden would like more information on unemployment data from all counties of the Brazos Valley Region included in the Board Report. Ms. Morrison will pull data from all counties going forward.

B. Local Board Goals Report

Ms. Morrison discussed the Local Board goals beginning on page 28.

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 the five performance measures as stated on page 32. The AEL Program is improving and the number of participants are trending up. The AEL Program has received funding for the upcoming year and there will be a Finance Committee meeting in August. 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. Presentation Retail Date Analysis Project-Retail Coach

Ms. Karen Sanders made a presentation of the Retail Coach data listed on page 45 of the board packet.

VII. Consent Agenda

During the Planning Sub-Committee Meeting, the committee reviewed, discussed and recommended for approval to the Board the following items:

- A.** Memorandum of Understand Between Workforce Solutions Brazos Valley Board and City of Caldwell for a site for the AEL Program
- B.** Authorization to Renew Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations FY21-22 up to 604,000.00
- C.** Madisonville CISD Adult Education & Literacy Program Contract Renewal and Negotiations FY 21-22 up to 49,999.00
- D.** Request for Proposal for Pricing for an Electronic Document Management System (EDMS)

- E.** Modify WIOA Target Occupations List by Adding Certified Medical Assistant

Motion to accept items A, D, E by Ms. Dianne Ryder and seconded by Mr. Bill Parten. Motion Carried. Dr. Mary Hensley abstained from item A.

Motion to accept item B by Ms. Ryder and seconded by Ms. Liz Dickey. Dr. Mary Hensley abstained.

Motion to accept item C by Mr. Nick Gilley and seconded by Mr. Jared Patout.

Motion Carried. Mr. Bill Parten abstained.

VIII. Regular Agenda

A. Executive Directors Report

Mr. Michael Parks gave a report on Senate and House bills that would affect Workforce Programs. He also stated the governor's announcement that Texas will no longer participate in Federally Funded Programs for Unemployment Benefits, which will go into effect June 26, 2021. Mr. Parks also discussed upcoming events including SEAL which begins June 1, 2021. Mr. Parks also announced the May, 27, 2021 in-person hiring event for Sanderson Farms and the June 30, 2021 Independence Day Virtual Hiring Event.

IX. Executive (Closed) Session

There was no Executive Session.

X. No- Action Items

Mr. Gilley announced his retirement. June 30, 2021 will be his last day as a WSBVB

Board Member.

XI. Meeting adjourned

Chair Orzabal adjourned the meeting at 12:35 pm.



Workforce Solutions Brazos Valley Board
Board Meeting
Thursday, June 17, 2021 at 12:00 PM
Center for Regional Services – Board Room
3991 E 29th St, Bryan, TX 77802

Join the Meetings via Zoom:

<https://zoom.us/j/99796886435?pwd=SzF5ZlVMT0p2UkRkTWVUNFBnRTQ09>

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

Meeting ID: 997 9688 6435

Passcode: 419250

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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I. Call to Order

Robert Orzabal

- A. Roll Call
- B. Quorum Determination

II. Introductions

Robert Orzabal

- A. Conflict of Interest Declaration

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IV. Consider for Approval Previous Board Meeting Minutes

Robert Orzabal

- A. Planning Sub-Committee Meeting Minutes for May 20, 2021
- B. Board Meeting Minutes for May 20, 2021

V. Financial Reporting of Workforce Services

Michelle Spittler

VI. Planning Meeting Overview

Dianne Ryder

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

Karen Sanders

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 Approval of AEL Data Management and Documentation Policy

Jodi Cobler

- B. Recommend Approval of AEL Comprehensive Assessment, Orientation And Boarding Policy

Jodi Cobler

- C. Recommend Approval of AEL Managed and Open Enrollment Policy *Jodi Cobler*
- Jodi Cobler*
- D. Recommend Approval of AEL Assessment and Placement Policy *Jodi Cobler*
- Jodi Cobler*
- E. Recommend Approval of AEL Supportive Service Policy *Barbara Clemmons*
- Barbara Clemmons*
- F. Recommend Approval to Modify WIOA Target Occupations List by Adding Certified Medical Assistant (UPDATE)

VIII. Regular Agenda

- A. Executive Directors Report *Michael Parks*

IX. Executive (Closed) Session

Robert Orzabal

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- B. Announcements & Other Business
- C. Board Meeting Evaluations
- D. Travel Voucher – *Handout*
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XI. Adjourn

Robert Orzabal

Note:

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**Workforce Solutions Brazos Valley
Board Meeting**

Thursday, June, 17 2021 -12:00 PM
Center for Regional Services
Board Room/Via: ZOOM
3991 East 29th Street, Bryan, TX 77802

MINUTES

ATTENDANCE

Member Attendances

		<u>Attended By</u>
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	Zoom
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Bill Ard	Public Employment-Regional	Zoom
Marsha Skinner	Private Sector- Leon	Zoom
Nick Gilley	Private Sector – Burleson	In Person
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

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	In Person
Rebecca Montgomery	Dynamic WFS-Regional Director	In Person
Nathaniel Muir	BSU Manager	In Person

Members Excused

Crystal Crowell, Robert Orzabal, Donna Taylor

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, Thomas St. John, Stephen Bailey

I. CALL TO ORDER

This Meeting was called to order at 12:10pm by Vice-Chair Dianne Ryder
Members were able to join the meeting via Zoom or call in by location (346) 248-7799
(Houston) Meeting ID: 997 9688 6435 with passcode: 419250. 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 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 May 20, 2021 were approved
as presented.

V. Financial Reporting of Workforce Services

Ms. Michelle Spittler presented the financial report through May 31st. The floor was
open for questions. None were voiced at this time.

VI. Planning Sub-Committee Meeting Overview

A. Contracted Measures & Program Director Report

Ms. Vonda Morrison discussed program performance measures that are not being met.
Six measures are being met, six are close to being met, and eight measures are not
being met. Most measures not being met are WIOA measures and that is due to Covid.
Ms. Morrison mentioned she talked with childcare contractors Serco and by the end
of the contract year 95% of measures will be met. Ms. Morrison presented the
WSBVB Program Manager Report for the month of May 2021 which is on pages 22-
31 of the board packet.

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 assure return and provided services. Ms.
Morrison mentioned 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. VOS Greeter Report Presentation

Ms. Karen Sanders made a presentation on the Virtual One Stop (VOS) Greeter. The report is part of Work in Texas platform and allows customers to log onto the kiosk and indicate which services they are interested in. The VOS Greeter allows service providers to track data and print reports on how the employees are managing customer wait times, the services needed and how many customers visited the Resource Room. Ms. Sanders continued to give information on monthly reports received from the State office and discussed the hour break down for Brazos Valley. A total of 1,304 customers came into the Resource Room for services. Ms. Ryder asked how the numbers compare to pre- covid. Ms. Sanders mentioned numbers are down and normally numbers are over 3,000. Ms. Sanders stated the staff also needs to be diligent about making sure the customers are counted for and logging onto the kiosk system. Mr. Michael Parks stated due to the termination of unemployment benefits we should start seeing numbers increasing. Ms. Morrison mentioned it is important contractors are conscientious about customers signing in at the kiosk because the numbers do effect the funding.

VII. Consent Agenda

During the Planning Sub-Committee Meeting, the committee reviewed, discussed and recommended for approval to the Board the following items:

- A. Recommend Approval of AEL Data Management and Documentation Policy
- B. Recommend Approval of AEL Comprehensive Assessment Orientation and Boarding Policy
- C. Recommend Approval of Recruitment Policy
- D. Recommend Approval of AEL Managed and Open Enrollment Policy
- E. Recommend Approval of AEL Assessment and Placement Policy
- F. Recommend Approval of AEL Supportive Service Policy
- G. Recommend Approval to Modify WIOA Target Occupations List by adding Certified Medical Assistant(UPDATE)

Motion to accept items A, B, C, D, E, F, and G by Mr. Nester Leamon and seconded by Mr. Bert Miller. Motion Carried. Dr. Mary Hensley abstained from items A, B, C, D, E, and F

VIII. Regular Agenda

A. Executive Directors Report

Mr. Parks gave a report on the first in person Job fair held in the WFS lobby on June 16th. There were three employers present and one hundred and fifty eight people attended. Mr. Parks gave an update on the SEAL (Summer Earn and Learn) Program, this year there are fifty five youth going to work and seven on the waiting list. Mr. Parks stated thirty five students have completed the six hour work readiness training, seven at job sites and more on the way once training is completed. Mr. Parks mentioned the next virtual hiring event will be June 30th. Mr. Parks mentioned TWC is looking at the metric by which it judges boards.

IX. Executive (Closed) Session

There will be no Board meeting in July

X. No- Action Items

XI. Meeting adjourned

Motion to adjourn the meeting made by Mr. Leamon and seconded by Mr. Bill Parten. Vice-Chair Ms. Ryder adjourned the meeting at 12:40 pm.