



**Workforce Solutions Brazos Valley Board  
Executive Committee**  
January 27, 2022, at 2:00 PM  
Center for Regional Services – Admin Room  
3991 East 29<sup>th</sup>, St, Bryan, Texas

**Join the Meeting via Zoom:**  
<https://us06web.zoom.us/j/7321193201>

**Call-In by Location:** (346) 248 7799 (Houston)  
**Meeting ID:** 732 119 3201

**EXECUTIVE COMMITTEE 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 Meeting to Order**

*Robert Orzabal*

A. Zoom Roll Call

**II. Introductions**

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. Regular Agenda**

*Jodi Cobler*

A. Blinn College Contract Amendment

**VI. Non-Action Items**

*Robert Orzabal*

A. Announcements and Other Business  
B. Evaluation Forms-Sent Via Email

**VII. 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.

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**Workforce Solutions Brazos Valley Board**

**Executive Committee Meeting**

Thursday, Jan. 27, 2022 -2:00 pm

Center for Regional Services

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	Vice-Chair Private Sector-Leon	Zoom
Jared Patout	Private Sector-Grimes	Zoom
Melinda Berlan	Private Sector	Zoom
Robert Orzabal –Chair	Private Sector-Brazos	Zoom
Mary Hensley	Public Sector-Adult Literacy	Zoom

**Members Excused**

Donna Taylor, Frank Perez

**Staff in Person**

Vonda Morrison, Karen Sanders, Jodi Cobler, Evangelina Benevidais

**I. CALL TO ORDER**

The meeting was called to order at 2:00 pm by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 732 119 3201. 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

**III. Regular Agenda**

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

**A.** Recommend Approval of the Blinn College Contract Amendment

Motion to accept item A by Mr. Jared Patout and seconded by Vice Chair Dianne Ryder. Ms. Mary Hensley abstained.

**IV. Non-Action Items**

Ms. Vonda Morrison mentioned the Workforce Board Retreat will be held at Brazos Valley Council of Governments on February 17, 2022, from 11 am-1:30 pm. Ms. Morrison also mentioned evaluation forms were sent via email.

**V. Meeting adjourned**

Chair Orzabal adjourned the meeting at 2:03pm.



## Workforce Solutions Brazos Valley Board

### Board Meeting

Thursday, April 21, 2022, at 11:30 AM  
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/82904303377?pwd=TjRTMGNjdjJaU1hCc2psV2poNnU3QT09>

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

**Meeting ID:** 829 0430 3377

**Passcode:** 378499

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. Board Meeting Minutes for December 16, 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/Continued
- C. Monthly Program Summary Reports
- D. Monitoring Reports

*Vonda Morrison*

*Barbara Clemmons*

#### **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. Recommendation to approve Additional Funding for Madisonville  
CISD Adult Education & Literacy Program

*Jodi Cobler*

- B. Recommendation to approve Snap and E&T Job Retention Support  
Services

*Rachael Robertson*

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Equal opportunity is the law.

C. Recommendation to approve NCP-Non-Custodial Parent  
30-Mile Policy Revision

*Rachael Robertson*

D. Recommendation to approve WIOA Reemployment Services  
and Eligibility Assessment (RESEA) Career Transitioning Services Policy

*Karen Sanders*

## **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 on 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.

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**Workforce Solutions Brazos Valley**  
**Board Meeting**

Thursday, April. 21, 2022 -11:30 AM  
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
John Brieden, III	CBO-Washington	In Person
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Roby Somerford	Private Sector-Brazos	In Person
Frank Perez	Public Sector-Secondary Education	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
Amy Hinnant	Private Sector-Burleson	In Person
Clark Gandy	Organized Labor-Brazos	In Person
Jared Patout	Private Sector-Grimes	In Person
Marsha Skinner	Private Sector-Leon	In Person
Mary Hensley	Public Sector- Adult Literacy	In Person
Melinda Berlan	Private Sector-Robertson	In Person
Mary Valadez Perez	Public Assistance-Regional	In Person
Bill Ard	TWC	Zoom

**Guest Attendees**

Latresia Williams	Serco-CCS Director	In Person
Donna Weese	DWFS-Workforce Center Manager	Zoom
Dora Lopez	DWFS-Deputy Director	In Person
TJ Robie	Texas Veterans Commission	In Person
Manuel Ugues	Serco-CCS	In Person
Nathaniel Muir	BSU Manager	In Person
Mary Pace	Blinn	In Person
Christopher Densley	Texas Elite Childcare	In Person
Karla Flanagan	Blinn	In Person

### **Members Excused**

Ann Chapman, Tashia Dickerson, Bert Miller, Angie Alaniz, Donna Taylor, Matt Prochaska

### **Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Eckert, Leslie Davis, Mattyna Stephens, Stephen Bailey, Roger Sheridan, Heather Colford, Rachael Robertson, Evangelina Benavides, Amanda LeFrance

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

This Meeting was called to order at 11:37 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: 829 0430 3377 with passcode: 378499. 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.

**B.** Introductions include Mary Pace with Blinn, Manny Ugues with Serco, and Amanda LaFrance new BVCOG Finance Accountant for the Workforce Board.

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

There were no public comments at this time.

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

Board Meeting Minutes for Dec. 16, 2021 were approved as presented. Mr. John Brieden made a motion to accept the minutes. Mr. Bill Parten seconded.

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

Ms. Michelle Eckert presented the financial report through February 28, 2022. Ms. Eckert mentioned the new formatting on the financial report on page 17 of the Board Packet. Ms. Eckert discussed contract amendments, additional funding for Snap, the WCI contract, and anticipation of additional funding for AEL. Ms. Eckert mentioned the Child Care, Adult Dislocated Worker, and the WIOA contracts are exceeding expectations. Most contracts are right on target and an increase in spending is needed on some of the contracts. The floor was open for discussions. Mr. John Brieden asked if funds are leftover on the contracts will there be more time extended to spend the money or would we lose the funds? Ms. Morrison mentioned there is a possibility of losing funds but tracking quarterly spending and financial benchmarks are in place to ensure funds are not at lost.

## **VI. Board Meeting Overview**

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

Ms. Vonda Morrison discussed the contracted measures for Brazos Valley on pages 18-19 of the board packet. Ms. Morrison mentioned childcare is meeting measures, five of WIOA outcome measures are not being met, and Dynamic is not meeting measures, but is projected to meet all measures by June. Ms. Dora Lopez Deputy Director of the WFS gave a brief overview of the projected performance increase of Dynamic performance of the contracted measures that are not being met. Ms. Lopez mentioned delayed data and it does not indicate the performance that shows positive performance for the measure. When the June MPR comes out in August it will indicate all measures are being met or exceeding measures.

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

Ms. Barbara Clemmons discussed the board goals that were mentioned at the Board Retreat on February 17, 2022. Board members were asked about revamping the board goals. Ms. Clemmons discussed on pages 23-26 of the board packet the modified board goals revamped by the WFB staff. The WFB staff is asking board members for suggestions and input to add to revamped board goals. Any input and suggestions the Board members may have should be sent the first week of May to Leslie Davis.

### **C. Monthly Program Summary Report**

Ms. Morrison gave a brief description of the AEL performance report on page 27 of the board packet and discussed the number of individuals who have received a GED or high school equivalency. Ms. Morrison mentioned four individuals in Madisonville have received their GED and seventeen individuals at Blinn. AEL is doing well and has exceeded enrollments with a total of six hundred and forty-four participants. Ms. Morrison discussed on pages 62-63 of the board packet the monitoring reports from TWC in April 2021. The reports show TWC findings and outcome results. Ms. Morrison mentioned the WFB will work on resolving findings from the TWC report.

### **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. Recommendation to approve Additional Funding for Madisonville CISD Adult Education & Literacy Program**

Motion to accept item A by Ms. Boney and seconded by Mr. Nester Leamon  
Ms. Mary Hensley and Mr. Bill Parten abstained



**B. Recommendation to approve SNAP and E&T Job Retention Support Services**

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

**C. Recommendation to approve NCP-Non-Custodial Parent 30-Mile Policy Revision**

Motion to accept item C by Mr. Jared Patout and seconded by Ms. Liz Dickey

**D. Recommendation to approve WIOA Reemployment Services and Eligibility Assessment (RESEA) Career Transitioning Services.**

Motion to accept item D by Ms. Boney and seconded by Ms. Amy Hinnant.

**VIII. Regular Agenda**

**A. Executive Directors Report**

Mr. Michael Parks mentioned the WFB staff partnership with economic development and working together on a new grant for high-demand jobs for Washington County residents. When the high-demand jobs are identified the WFB can apply for grant funds to help train participants to enter the Workforce. Mr. Parks discussed the proposed change to the Wagner Peyser. Mr. Parks will be attending the TX Assoc of Workforce Boards on May 1 where the proposed changes will be discussed. This may impact the TX Model for the Workforce Center. More information is to come. Mr. Parks stated Project Unity a local non-profit organization is starting a new focus group in collaboration with nonprofits in the community. A request for four board members to participate in Project Unity's focus group was made by Mr. Parks, this would assist in carrying the message of what the Workforce Board does in the community. Mr. Parks stated the community partnership board will meet on May 17, 2022, at the Brazos Valley Council of Governments. The meeting will consist of nonprofit organizations in the community and the topic of discussion will be what each other does in the community for employment. Mr. Parks stated the new referral system launched by SERCO has been utilized by Workforce and BVCOG staff. Mr. Parks stated over 140 referrals last month have been made through COG departments. The referral system has allowed the COG to function on a higher level of referring people to different entities. Mr. Parks stated the AEL has made much improvement since getting off the cap last year and announced the AEL program is currently number 4 in the state of Texas.

**IX. Executive (Closed) Session**

**X. No- Action Items**

Roll Call Follow-up

**XI. Meeting adjourned**

Mr. Orzabal adjourned the meeting at 12:08 pm.





## Workforce Solutions Brazos Valley Board

### Board Meeting

Thursday, May 19, 2022, at 11:30 AM

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/7321193201?pwd=RkxoMWlTYjYjUktaalplQnB4c2JzZz09>

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

**Meeting ID:** 732 119 3201

**Passcode:** 336599

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. Board Meeting Minutes for April 21, 2022

### V. Financial Reporting of Workforce Services

*Michelle Spittler*

### VI. Board Meeting Overview

*Robert Orzabal*

- A. Contracted Measures & Program Director Report
- B. Monthly Program Summary Reports
- C. Monitoring Reports
- D. Local Board Goals Report/Continued
- E. HYPE Video Presentation

*Barbara Clemmons*

*Roby Somerford*

### 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 to Approve Region VI Education Service Center Contract

*Jodi Cobler*

- B. Recommend to Approve Madisonville CISD Adult Education & Literacy Program Contract Renewal and Negotiations

*Jodi Cobler*

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Equal opportunity is the law.

- C. Recommend to Approve Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations *Jodi Cobler*
- D. Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and Central BCS Church *Jodi Cobler*
- E. Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and Brazos County Detention Center *Jodi Cobler*
- F. Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and City of Caldwell *Jodi Cobler*
- G. Recommend to Approve Authorization to Release a Request for Proposal For the Workforce Center Operator and Business Services *Barbara Clemmons*
- H. Recommend to Approve Authorization to Procure Lease of Space for The Caldwell, Texas Workforce Center Office *Barbara Clemmons*
- I. Recommend to Approve Authorization to Release a Request for Proposal For the Management and Operation of Workforce Solutions Brazos Valley Board's Child Care Services Program *Barbara Clemmons*
- J. Recommend to Approve Local Board Goals FY2022 through 2023 *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
- F. Board Goals FY 2022-2023 *Handout*

## **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 on 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.

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**Workforce Solutions Brazos Valley**  
**Board Meeting**

Thursday, May. 19, 2022 -11:30 AM  
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>
John Brieden, III	CBO-Washington	In Person
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Ann Boney	CBO-Brazos	In Person
Liz Dickey	CBO-Brazos	In Person
Roby Somerford	Private Sector-Brazos	In Person
Frank Perez	Public Sector-Secondary Education	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
Amy Hinnant	Private Sector-Burleson	In Person
Jared Patout	Private Sector-Grimes	In Person
Mary Hensley	Public Sector- Adult Literacy	In Person
Bill Ard	TWC	Zoom
Angie Alaniz	Post-Secondary Education	In Person
Ann Yager-Chapman	Private Sector Burleson	Zoom

**Guest Attendees**

Donna Weese	DWFS-Workforce Center Manager	In-Person
TJ Robie	Texas Veterans Commission	In Person
Manuel Ugues	Serco-CCS	Zoom
Gayle Mann	Serco-CCS	In Person
Deidra Simmons	Serco-CCS	In Person
Nathaniel Muir	BSU Manager	In Person
Mary Pace	Blinn	In Person
Karla Flanagan	Blinn	In Person
Jay Anderson	Blinn	In Person
Paul Dunn	Dynamic WFS	In Person

## **Members Excused**

Bert Miller, Donna Taylor, Matt Prochaska, Clark Gandy

## **Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Eckert, Leslie Davis, Stephen Bailey, Heather Colford, Rachael Robertson, Evangelina Benavides, Amanda LaFrance

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

This Meeting was called to order at 11:45 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: 732 119 3201 with passcode: 336599. Board members accessing Zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

### **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.

**B.** Introductions include Jay Anderson with Blinn, Paul Dunn, and Manuel Ugues

### **III. Public Comment**

There were no public comments at this time.

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

Board Meeting Minutes for April 21, 2022 were approved as presented. Mr. John Brieden made a motion to accept the minutes. Mr. Bill Parten seconded.

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

Ms. Michelle Eckert presented the financial report through March 31, 2022. Ms. Eckert stated the AEL and Child Care program received new funding and funds will reflect in the financial report in June. Ms. Eckert stated the programs are doing good with spending funds. The floor was open for discussions. Mr. John Brieden stated the fund code 3493 on the financial report which ends on June 30, 2022, shows zero expended. Ms. Eckert stated there hasn't been any rapid response activity or trade activity.

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

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

Ms. Vonda Morrison discussed the contracted measures for Brazos Valley on pages 17-18 of the board packet. Ms. Morrison stated the WIOA program is meeting three of the five measures and the employment and employer engagement are not meeting

performances. Ms. Morrison discussed on Page 42 of the board packet the VOS greeter report. The VOS greeter tracks the number of customers coming into the Workforce and shows the services being utilized. The tracking process determines how TWC will fund the WFC. Ms. Morrison discussed on Page 43 of the board packet the weekday report that shows the total number of customers coming into the building for services. The report provides data on when customers are likely to come in for services. Mr. Parks stated the Workforce Center is open for extended hours on Tuesday till 6 pm.

**B. Local Board Goals Report/Continued**

Ms. Barbara Clemmons discussed the board goals that were mentioned at the Board Meeting on April 21, 2022. The old board goals were revamped and given to board members as a handout.

**C. Monthly Program Summary Report**

Ms. Morrison gave a brief description of the AEL performance report on Page 27 of the board packet. AEL performances are not meeting credential achievements and the total enrollments are exceeding performances.

**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 to Approve Region VI Education Service Center Contract**

Motion to accept item A was made by Mr. John Brieden and seconded by Mr. Jared Patout

Ms. Mary Hensley abstained.

**B. Recommend to Approve Madisonville CISD Adult Education & Literacy Program Contract Renewal and Negotiations**

Motion to accept item B was made by Mr. Patout and seconded by Mr. Roby Somerford

Ms. Mary Hensley and Mr. Bill Parten abstained

**C. Recommend to Approve Blinn College Adult Education & Literacy Program Contract Renewal and Negotiations**

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

Leamon

Ms. Mary Hensley and Mr. Bill Parten abstained

- D.** Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and Central BCS Church

Motion to accept item D was made by Ms. Angie Alaniz and seconded by Mr. Leamon

- E.** Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and Brazos County Detention Center

Motion to accept item E was made by Mr. Somerford and seconded by Mr. Leamon

- F.** Recommend to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and City of Caldwell

Motion to accept item F was made by Mr. Somerford and seconded by Ms. Amy Hinnant

Ms. Mary Hensley abstained

- G.** Recommend to Approve Authorization to Release a Request for Proposal for the Workforce Center Operator and Business Services

Motion to accept item G was made by Mr. Bill Parten and seconded by Mr. Patout.

Mr. John Brieden abstained

- H.** Recommend to Approve Authorization to Procure Lease of Space for the Caldwell, Texas Workforce Center Office

Motion to accept item H was made by Mr. Somerford and seconded by Ms. Alaniz

- I.** Recommend to Approve Authorization to Release a Request for Proposal for the Management and Operation of Workforce Solutions Brazos Valley Board's Child Care Services Program

Motion to accept item I was made by Mr. Patout and Seconded by Ms. Alaniz

Mr. John Brieden abstained



**J. Recommend to Approve Local Board Goals FY2022 through 2023**

Motion to accept item J was made by Ms. Boney and seconded by Ms. Hinnant

Ms. Mary Hensley abstained

**VIII. Regular Agenda**

**A. Executive Directors Report**

Mr. Parks discussed statistics of the programs and stated the contractors have been doing a good job ensuring funds are getting out in the community. Mr. Parks stated Child Care is number one in the state, AEL is number four in the state, and Choices is number four in the state. Mr. Parks discussed the Summer Earn and Learn program where sixty-four participants will attend work readiness training and then be assigned to an employer for work experience. Mr. Parks stated the Trucking Career Fair at Rellis Campus will be on May 21, 2022. Mr. Parks discussed the Workforce Board partnership with Texas A&M Brazos Valley Teach program. Mr. Parks stated twelve high school students will shadow the teachers in the month of June to experience and explore the career opportunity of what it's like to be a teacher. Ms. Hinnant Co-Executive Director of Brazos Valley Teach stated the kids will be working with three pilot districts, the Bryan ISD, Caldwell ISD, and Hearne ISD. Ms. Hinnant stated the partnership is an externship for high school students.

**IX. Executive (Closed) Session**

**X. No- Action Items**

Roll Call Follow-up

**XI. Meeting adjourned**

Mr. Orzabal adjourned the meeting at 12:33 pm.



**Workforce Solutions Brazos Valley Board**

**Board Meeting**

Thursday, June 16, 2022, at 12:00 PM  
Center for Regional Services – Board Room  
3991 East 29<sup>th</sup> Street, Bryan, TX 77802

**Join the Meetings via Zoom:**

<https://us06web.zoom.us/j/7321193201?pwd=RkxoMWlTYjYjUktaalplQnB4c2JzZz09>

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

**Meeting ID:** 732 119 3201

**Passcode:** 336599

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. Board Meeting Minutes for May 19, 2022

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

- VI. Board Meeting Overview** *Robert Orzabal*
  - A. Contracted Measures & Program Manager's Report *Vonda Morrison*
  - B. Board Goals
  - C. Monthly Program Summary Reports
  - D. Monitoring Reports
  - E. AEL Performance Based Funding Awards FY 22 Presentation *Jodi Cobler*

- 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 to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and the City of Navasota *Jodi Cobler*

- B. Recommend to Approve Changes in Child Care Services Terminology *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:**

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 on 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://byjobs.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, June. 16, 2022 -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>
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Roby Somerford	Private Sector-Brazos	In Person
Frank Perez	Public Sector-Secondary Education	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
Jared Patout	Private Sector-Grimes	In Person
Bill Ard	TWC	Zoom
Mary Valadez	Public Assistance-Regional	In Person
Marsha Skinner	Private Sector-Leon	Zoom
Clark Gandy	Organized Labor-Brazos	In Person
William “Bert” Miller	Private Sector-Grimes	In Person

**Guest Attendees**

Donna Weese	DWFS-Workforce Center Manager	In-Person
Gayle Mann	Serco-CCS	In Person
Latresia Williams	Serco-CCS	In Person
Nathaniel Muir	BSU Manager	In Person
Mary Pace	Blinn	In Person
Karla Flanagan	Blinn	In Person
Jay Anderson	Blinn	In Person
Paul Dunn	Dynamic WFS	Zoom

**Members Excused**

Mary Hensley, John A Brieden III, Matt Prochaska, Amy Hinnant, Ann Boney,  
Ann Yager-Chapman, Dianne Ryder, Liz Dickey, Donna Taylor,

**Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Kimberly Hodge, Jodi Cobler, Barbara Clemmons, Michelle Eckert, Leslie Davis, Stephen Bailey, Heather Colford, Rachael Robertson, Evangelina Benavides

**I. CALL TO ORDER**

This Meeting was called to order at 12:05 pm by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 732 119 3201 with passcode: 336599. Board members accessing zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

**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 May 19, 2022 were approved as presented. Mr. Bill Parten made a motion to accept the minutes. Mr. Nester Leamon seconded.

**V. Financial Reporting of Workforce Services**

Ms. Michelle Eckert presented the financial report through April 30, 2022. Ms. Eckert discussed the contracts that received additional funding and stated the AEL program received 156,820.00, the Child Care program received 604,305.00, and the SNAP program received 11,694.00 of additional funds that reflect on the financial report for June. Ms. Eckert stated the WCI contract has been extended until May 31, 2023, and the AEL and WIOA contracts are expiring June 30, 2022. Ms. Eckert stated there were no other changes or significant concerns to report.

**VI. Board Meeting Overview**

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

Ms. Vonda Morrison discussed the contracted measures for March on page 17 of the board packet and discussed measures that are not being met. Ms. Morrison discussed the TWC MPR results, highlighting Brazos Valley performance and stated that WIOA performance is trending up in meeting performances and stated employers receiving workforce assistance is not meeting the measure. Ms. Morrison asked Workforce Director Donna Weese to share the methodology of the ES performance measure and the reason we are not meeting the workforce assistance measure. Ms. Morrison stated the Child Care program is meeting all performance measures and discussed how innovative the staff is in engaging customers in utilizing WFC services. Ms. Morrison discussed the AEL performances on page 23 of the board packet and discussed performances that are being met and not met. Ms. Morrison stated the AEL program is trending up and was recently applauded by TWC's

Technical Assistance staff for getting the program off the Correction Action Plan (CAP).

**B. Local Board Goals Report/Continued**

Ms. Morrison discussed on page 20 of the board packet the revamped board goals and stated for the board members to provide feedback on the report.

**C. Monthly Program Summary Report**

Ms. Morrison gave a brief description of the AEL performance report on Page 27 of the board packet. Ms. Morrison stated AEL performances are not meeting credential achievements and the total enrollments are exceeding performances. Ms. Jodi Cobler discussed on page 50 of board packet the performance-based funding awards. Ms. Cobler discussed Blinn College, and Madisonville ISD have achieved performance on rapid enrollment and accelerated measurable skills gain. Ms. Cobler stated this is the first-time contract service has met this benchmark.

**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 to Approve Memorandum of Understanding between the Workforce Solutions Brazos Valley Board and the City of Navasota

Motion to accept item A was made by Mr. Leamon and seconded by Roby Somerford

- B.** Recommend to Approve Changes in Child Care Services Terminology

Motion to accept item B was made by Mr. Somerford and seconded by Mr. Josh Isenhour

**VIII. Regular Agenda**

**A. Executive Directors Report**

Ms. Morrison discussed TWC awards for the annual meeting luncheon September 15, 2022. Ms. Morrison stated the Small Employer of the Year Award goes to Bull Frogs and Butterflies Childcare Center, the Large Employer of the Year Award goes to Baylor Scott and White in Brenham, Tx, the Veteran Friendly Employer of the Year Award goes to Western Dairy Transport and the Employer of Excellent Award goes to Blue Bell Creameries. Mr. Parks announced WIOA is number one in the state for credential rate youth and number two for measurable skills game for the youth. Mr. Parks stated forty-five students completed the work readiness program for the Summer

Earn and Learn program and thirty-four students started their work experience training June 13, 2022. There are over twenty work sites and eighteen different employers. Mr. Parks stated the 25<sup>th</sup> Annual TWC Conference is November 30<sup>th</sup>-December 2<sup>nd</sup> at the Hilton Hotel in Dallas, TX. Mr. Parks discussed the annual Independence Day Job Fair June 29<sup>th</sup> held at the Brazos Valley Council of Governments. Mr. Parks stated the Texas Association of Workforce Boards are asking leadership within the organization to reflect on change within the boards and ensure the boards are headed into the right direction.

**IX. Executive (Closed) Session**

**X. No- Action Items**  
Roll Call Follow-up

**XI. Meeting adjourned**  
Mr. Orzabal adjourned the meeting at 12:40 pm.



**Workforce Solutions Brazos Valley Board**

**Board Meeting**

Thursday, August 18, 2022, 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/7321193201?pwd=RkxoMWlTYjYjUktaalplQnB4c2JzZz09>

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

**Meeting ID:** 732 119 3201

**Passcode:** 336599

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 for June 16, 2022** *Robert Orzabal*

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

- VI. Board Meeting Overview** *Robert Orzabal*
  - A. Contracted Measures & Program Director Report *Vonda Morrison*
  - B. Monthly Program Summary Reports
  - C. Monitoring Reports
  - D. VOS Greeter Reports
  - E. Executive Directors Report *Michael Parks*

- VII. Agenda**
  - A. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and The City of Buffalo, TX *Jodi Cobler*
  - B. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and Grace Bible Church *Jodi Cobler*
  - C. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and Brazos Interfaith Network *Jodi Cobler*



- D. Convene into Executive Session to discuss Procurement of the Management and Operations of Workforce Center Services and Business Services and the Procurement of the Management and Operations of Workforce Solutions Brazos Valley Board's Child Care Services Program
- E. Action related to the Executive Session's discussion of the Child Care Contract and WFC Operator-BSU Contract

### VIII. 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

### IX. Non-Action Items

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

### X. 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 on 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.

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Equal opportunity is the law.

**Workforce Solutions Brazos Valley**  
**Board Meeting**

Thursday, August. 18, 2022 -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>
Nester Leamon	Private Sector- Robertson	In Person
William (Bill) Parten	Public Sector –Madison	In Person
Roby Somerford	Private Sector-Brazos	In Person
Frank Perez	Public Sector-Secondary Education	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Josh Isenhour	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
Bill Ard	TWC	Zoom
Mary Valadez	Public Assistance-Regional	In Person
Clark Gandy	Organized Labor-Brazos	In Person
William “Bert” Miller	Private Sector-Grimes	In Person
Angie Alaniz	Post-Secondary Education	In Person
Ann Boney	CBO-Brazos	In Person
Ann Yager-Chapman	Private Sector-Burleson	Zoom
Dianne Ryder	Vice-Chair Private Sector-Leon	In Person
John Brieden III	Private Sector-Washington County	In Person
Liz Dickey	CBO-Brazos	In Person
Matt Prochaska	Economic Development-Brazos	In Person
Melinda Berlan	Private Sector-Robertson	In Person
Amy Jurica	Private Sector-Burleson	In Person
Mary Hensley	Private Sector-Adult Education	Zoom

**Guest Attendees**

Donna Weese	DWFS-Workforce Center Manager	In-Person
Gayle Mann	Serco-CCS	In Person
Latresia Williams	Serco-CCS	In Person
Nathaniel Muir	BSU Manager	In Person
Paul Dunn	Dynamic WFS	Zoom
Tony Ramirez	Texas Veterans Commission	In Person
Dora Lopez	DWFS-Deputy Director	In Person
Manuel Ugues	Serco-CCS	In Person
Andrea DeGarza	Serco-CCS	In Person

## **Members Excused**

Jared Patout

## **Staff in Person**

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

## **Staff on Zoom**

Michelle Eckert

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

This Meeting was called to order at 12:00 pm by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 732 119 3201 with passcode: 336599. Board members accessing zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

### **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 June 18, 2022, were approved as presented. Mr. Bill Parten made a motion to accept the minutes. Mr. Nester Leamon seconded.

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

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

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

Ms. Mary Hensley abstained.

## **VI. Board Meeting Overview**

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

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

### **B. Monthly Program Summary Report**

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

### **C. Monitoring Reports**

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

### **D. VOS Greeter Report**

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

### **E. Executive Director's Report**

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

## **VII. Regular Meeting Agenda**

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

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

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

Ms. Mary Hensley abstained

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

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

Ms. Mary Hensley abstained

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

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

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

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

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

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

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

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

Mr. Bill Ard abstained

Mr. John Brieden abstained

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

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

Mr. Bill Ard abstained  
Mr. John Brieden abstained

**X. No- Action Items**  
Roll Call Follow-up

**XI. Meeting adjourned**  
Mr. Orzabal adjourned the meeting at 1:08 pm.



**Workforce Solutions Brazos Valley Board  
Board Meeting**  
Thursday, September 22, 2022, at 11:30 AM  
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/7321193201?pwd=RkxoMWlTYjYjUktaalplQnB4c2JzZz09>

**Call-In by Location:** (346) 248 7799 (Houston)  
**Meeting ID:** 732 119 3201  
**Passcode:** 336599

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 for August 18, 2022** *Robert Orzabal*
  
- V. Financial Reporting of Workforce Services** *Michelle Spittler*
  
- VI. Board Meeting Overview** *Robert Orzabal*
  - A. Contracted Measures & Program Director Report *Vonda Morrison*
  - B. Monthly Program Summary Reports
  - C. Monitoring Reports
  - D. Executive Directors Report *Michael Parks*
  
- VII. Agenda**
  - A. Recommend to Approve Authorization to Negotiate Serco's Contract to Deliver Child Care Services for FY23 *Karen Sanders*
  
  - B. Recommend to Approve Authorization to Negotiate Serco's Contract to Deliver Workforce Scenter Services and Business Services for FY23 *Karen Sanders*

**VIII. 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

**IX. Non-Action Items**

- A. Acronyms
- B. Announcements & Other Business
- C. 2022-2023 Nomination Ballots for Board Officers
- D. Board Meeting Evaluation Forms-*Handout*
- E. Travel Voucher – *Handout*
- F. Final Roll Call

**X. 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 on 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, September 22, 2022 -11:30 AM

Center for Regional Services

Washington Room/Via: ZOOM

3991 East 29<sup>th</sup> Street, Bryan, TX 77802

**MINUTES**

**ATTENDANCE**

**Member Attendances**

		<b><u>Attended By</u></b>
William (Bill) Parten	Public Sector –Madison	In Person
Robert Orzabal	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
Bill Ard	TWC	Zoom
Mary Valadez	Public Assistance-Regional	In Person
William “Bert” Miller	Private Sector-Grimes	In Person
Dianne Ryder	Vice-Chair Private Sector-Leon	In Person
Matt Prochaska	Economic Development-Brazos	In Person
Melinda Berlan	Private Sector-Robertson	In Person
Jared Patout	Private Sector-Grimes	In Person
Frank Perez	Public Sector-Secondary Education	Zoom

**Guest Attendees**

Gayle Mann	Serco-CCS	In Person
Latresia Williams	Serco-CCS	In Person
Tony Ramirez	Texas Veterans Commission	In Person
Dora Lopez	DWFS-Deputy Director	In Person
Andrea DeGarza	Serco-CCS	In Person
Troy Robie	Texas Veterans Commission	In Person
Piler Walker	Blinn	In Person
Karla Flanagan	Blinn	In Person
Jay Anderson	Blinn	Zoom

**Members Excused**

Angie Alaniz, Ann Yager-Chapman, Clark Gandy, John A Brieden III, Josh Isenhour,  
Marsha Skinner, Mary Hensley, Amy Jurica, Roby Somerford,

**Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Leslie Davis, Evangelina Benavides,  
Amy Duron, Amanda LaFrance, Barbara Clemmons,  
Roger Sheridan

**Staff on Zoom**  
Michelle Eckert

**I. CALL TO ORDER**

This Meeting was called to order at 11:30 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: 732 119 3201 with passcode: 336599. Board members accessing zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

**II. INTRODUCTIONS**

**A. Conflict of Interest Declaration**

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

**B. Tony Ramirez from Texas Veterans Commission was introduced as a visitor to the Board.**

**III. Public Comment**

There were no public comments at this time.

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

Board Meeting Minutes for August 18, 2022 were approved as presented. Mr. Matt Prochaska made a motion to accept the minutes. Mr. Bert Miller seconded.

**V. Financial Reporting of Workforce Services**

Ms. Michelle Eckert presented the financial report through July 31, 2022. Ms. Eckert stated year four of the AEL contract has an amount of \$5,994.45 left to spend. Ms. Eckert discussed contracts expiring September 30<sup>th</sup> and the amount of funds left to spend. Ms. Eckert stated the NCP program has \$88,994.27, RESEA has \$78,194.71, Snap has \$181,634.72 and the Texas Veterans Commission contract has \$2,721.43 left to spend. The floor was open for discussions. No questions were voiced at this time.

**VI. Board Meeting Overview**

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

Ms. Vonda Morrison stated that contracted measures and program director reports are included in the board packet.

**B. Monthly Program Summary Report**

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

**C. Monitoring Reports**

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

**D. Executive Director's Report**

Mr. Parks stated to the board to be sure to check emails for upcoming job fairs.

**VII. Regular Meeting Agenda**

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

- A. Recommend to Approve Authorization to Negotiate Serco's Contract to Deliver Child Care Services for FY23

Motion to accept item A was made by Ms. Ryder and seconded by Mr. Miller

- B. Recommend to Approve Authorization to Negotiate Serco's Contract to Deliver Workforce Center Services and Business Services for FY 23

Motion to accept item B was made by Ms. Ryder and seconded by Ms. Mary Valadez

**VIII. Executive (Closed) Session**

**IX. No- Action Items**

Roll Call Follow-up

**X. Meeting adjourned**

Mr. Orzabal adjourned the meeting at 11:39 pm.



## Workforce Solutions Brazos Valley Board

### Board Meeting

Thursday, October 20, 2022, 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/7321193201?pwd=RkxoMWlTYjkyUktaaplQnB4c2JzZz09>

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

**Meeting ID:** 732 119 3201

**Passcode:** 336599

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 for September 22, 2022** *Robert Orzabal*
  
- V. Financial Reporting of Workforce Services** *Michelle Spittler*
  
- VI. Board Meeting Overview** *Robert Orzabal*
  - A. Contracted Measures & Program Director Report *Vonda Morrison*
  - B. Monthly Program Summary Reports
  - C. Monitoring Reports
  - D. Executive Directors Report *Michael Parks*
  
- VII. Agenda**
  - A. Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and First United Methodist Church, Bryan TX *Jodi Cobler*
  
  - B. Recommend to Approve Authorization to Award Contract for the AEL Pre-Apprenticeship Bridge Program *Jodi Cobler*
  
  - C. Recommend to Approve High School Equivalency Subsidy Program Voucher *Jodi Cobler*

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Deaf, hard-of-hearing or speech-impaired customers may contact: **Relay Texas:** 800-735-2989 (TTY) and 711 (Voice).

Equal opportunity is the law.

- D. Authorization to Rescind Workforce Solutions Brazos Valley Child Care Policies *Karen Sanders*
- E. Recommend to Approve Authorization to Purchase Childcare Provider Materials up to 350,000 *Kimberly Hodge*

### **VIII. 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

### **IX. Non-Action Items**

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

### **X. Adjourn**

*Robert Orzabal*

#### **Note:**

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**Workforce Solutions Brazos Valley  
Board Meeting**

Thursday, October 20, 2022 -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>
Robert Orzabal	Private Sector-Brazos	In Person
Crystal Crowell	BVCASA	In Person
William "Bert" Miller	Private Sector-Grimes	In Person
Jared Patout	Private Sector-Grimes	In Person
Frank Perez	Public Sector-Secondary Education	In Person
Clark Gandy	Organized Labor-Brazos	In-Person
John A Brieden III	Private Sector-Washington	In-Person
Josh Isenhour	Private Sector-Brazos	In-Person
Liz Dickey	CBO-Brazos	In-Person
Roby Somerford	Private Sector-Brazos	In-Person
Amy Jurica	Private Sector-Burleson	Zoom
Dianne Ryder	Vice-Chair-Private Sector-Leon	Zoom
Marsha Skinner	Private Sector-Leon	Zoom

**Guest Attendees**

Latresia Williams	Serco-CCS	In-Person
Dora Lopez	DWFS-Deputy Director	In-Person
Troy Robie	Texas Veterans Commission	In-Person
Piler Walker	Blinn	In-Person
Karla Flanagan	Blinn	In-Person
Deidra Simmons	Serco-CCS	In-Person
Becky Collet	Region 6	In-Person
Amber Weidner	Region 6	In-Person

**Members Excused**

Ann Boney, William Parten, Donna Taylor, Mary Hensley, Matt Prochaska, Nester Leamon

**Staff in Person**

Michael Parks, Vonda Morrison, Karen Sanders, Leslie Davis, Evangelina Benavides,  
Amy Duron, Amanda LaFrance, Barbara Clemmons,  
Roger Sheridan, Michelle Eckert

**I. CALL TO ORDER**

This Meeting was called to order at 12:13 pm by Chairman Robert Orzabal. Members were able to join the meeting via Zoom or call in by location (346) 248-7799 (Houston) Meeting ID: 732 119 3201 with passcode: 336599. Board members accessing zoom utilized the chat function to confirm attendance and verified phone numbers of those that called in and acknowledged as attending.

**II. INTRODUCTIONS**

**A. Conflict of Interest Declaration**

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

**B. Andy York executive director from Habit for Humanity was introduced as a new Workforce Solution Brazos Valley Board Member.**

**III. Public Comment**

There were no public comments at this time.

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

Board Meeting Minutes for September 22, 2022 were approved as presented. Mr. Bert Miller made a motion to accept the minutes. Mr. Clark Gandy seconded.

**V. Financial Reporting of Workforce Services**

Ms. Michelle Eckert presented the financial report through August 31, 2022. Ms. Eckert discussed on pages 14 and 15 of the board packet new contracts awarded from TWC and overlapping contracts. Ms. Eckert discussed contracts set to expire on September 30<sup>th</sup> and stated the remaining balances. The floor was open for discussions. No questions were voiced at this time.

**VI. Board Meeting Overview**

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

Ms. Vonda Morrison discussed contracted measures on pages 16 and 17 of the board packet and stated the Brazos Valley Region is exceeding and meeting all measures. On page 23 of the board packet Ms. Morrison discussed the AEL goals and performances that are being met and not met.

**B. Monthly Program Summary Reports**

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

**C. Monitoring Reports**

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

#### **D. Executive Director's Report**

Mr. Michael Parks stated the Hiring Red, White and You hiring events will be held November 10<sup>th</sup> in Brenham, Tx at the fireman's training center and November 2<sup>nd</sup> at the Brazos Valley Council of Governments. Mr. Parks discussed the National Disability Educational Awareness event held Oct. 13<sup>th</sup> at the Brazos Valley Council of Governments. The focus of the event was to highlight and job seekers with disabilities. Mr. Parks stated there were 18 employers, 29 job seekers, and 4 Vocational Rehabilitation customers who attended the event. Mr. Parks discussed an upcoming event in Houston, Tx with Ed Serner, director of the Tx Workforce Commission. The event will feature directors from across the state on zoom and in-person to participate in a dialogue to provide feedback and opinions regarding TWC and its communication and activity levels. Mr. Parks stated SERCO is the new contractor for Child Care and Workforce.

#### **VII. Regular Meeting Agenda**

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

- A.** Recommend to Approve Memorandum of Understanding Between Workforce Solutions Brazos Valley Board and First United Methodist Church Bryan, TX

Following a discussion a motion was made by Mr. Miller to accept item A and seconded by Mr. Roby Somerford, it was approved to ratify. The motion passed

- B.** Recommend to Approve Authorization to Award Contract for the AEL Pre-Apprenticeship Bridge Program

Following a discussion a motion was made by Mr. Jared Patout to accept item B and seconded by Mr. Josh Isenhour, it was approved to ratify. The motion passed

- C.** Recommend to Approve High School Equivalency Subsidy Program Vouchers

Following a discussion a motion was made by Mr. Somerford to accept item C and seconded by Mr. Miller, it was approved to ratify. The motion passed.

- D.** Authorization to Rescind Workforce Solutions Brazos Valley Child Care Policies

Following a discussion a motion was made by Mr. Patout to accept item D and seconded by Mr. Miller, it was approved to ratify. The motion passed

- E.** Recommend to Approve Authorization to Purchase Child Care Provider Materials up to 360,000

Following a discussion a motion was made by Mr. Clark Gandy to accept item E and seconded by Mr. Somerford, it was approved to ratify. The motion passed



**VIII. Executive (Closed) Session**

**IX. No- Action Items**  
Roll Call Follow-up

**X. Meeting adjourned**  
Mr. Orzabal adjourned the meeting at 12:37 pm.