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## WORKFORCE SOLUTIONS RURAL CAPITAL AREA BOARD OF DIRECTORS MEETING

Wednesday, April 19, 2023

### Workforce Solutions of Williamson County

575 Round Rock W Dr Building H, Suite 240, Round Rock, TX 78681  
Williamson Conference Room

Register Via Zoom:

[https://us06web.zoom.us/webinar/register/WN\\_rz8vp4lYQ2e2ptPQrSCYCw](https://us06web.zoom.us/webinar/register/WN_rz8vp4lYQ2e2ptPQrSCYCw)

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## AGENDA

**Catered Lunch: 11:30am**

**Meeting Begins: 12:30pm**

- 1) Call to Order/Roll Call/Establish Quorum ..... Pg 1
- 2) Welcome Commissioner Treviño and Chief of Staff Julia Mercado
- 3) Public Comment Period – None
- 4) Information Sharing – Brian Hernandez & Kelly Moreno
  - a) Communications Update
  - b) RC
- 5) Consent Agenda\*
  - a) Adopt minutes of the February 15, 2023, Regular Meeting..... Pg 2-6
  - b) Financial Report Approval..... Pg 7-14
- 6) Budget Amendment Approval\*..... Pg 15
- 7) Policy updates Approval\* ..... Pg 16-19
- 8) Executive Committee/Chair's Report – Frank Leonardis, Chair..... Pg 20-21
- 9) Business Education Services Committee Report – Elwood Engebretson, Chair..... Pg 22-23
- 10) Community Awareness Committee Report – Camille Clay, Chair..... Pg 24-26
- 11) Untapped Populations Committee Report – Cassandra Moya, Chair..... Pg 27-34
- 12) Chief Executive Officer's Report – Paul Fletcher, Chief Executive Officer
- 13) Performance Reports
  - a) Child Care – Sandy Anderson, Director of Child Care Services..... Pg 35-36
  - b) Workforce Center Management– Roberto Perez, Project Director..... Pg 37-41
- 14) Workforce Board Announcements – Board at Large (what's happening in your area) – Submit your announcements to the Board Secretary prior to the meeting.
- 15) New Business
- 16) Adjourn

\*Denotes Action Item

NOTICE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services or persons who need assistance in having English translated into Spanish, should contact Derek Grossenbacher, (512) 244-7966 (or Relay Texas 800-735-2989), at least two days before this meeting so that appropriate arrangements can be made.

## Workforce Solutions Rural Capital Area Roll Call Board Meeting – 4/19/2023

		PRESENT	ABSENT
1.	Aguilar, Hector .....	<input type="checkbox"/>	<input type="checkbox"/>
2.	Brenneman, Ben .....	<input type="checkbox"/>	<input type="checkbox"/>
3.	Burkhard, Debbie .....	<input type="checkbox"/>	<input type="checkbox"/>
4.	Carter, Jennifer .....	<input type="checkbox"/>	<input type="checkbox"/>
5.	Clay, Camille .....	<input type="checkbox"/>	<input type="checkbox"/>
6.	Cruz, Marco .....	<input type="checkbox"/>	<input type="checkbox"/>
7.	Dillett, Sandra .....	<input type="checkbox"/>	<input type="checkbox"/>
8.	Dowdy, Sam .....	<input type="checkbox"/>	<input type="checkbox"/>
9.	Engebretson, Woody .....	<input type="checkbox"/>	<input type="checkbox"/>
10.	Flores, Rene .....	<input type="checkbox"/>	<input type="checkbox"/>
11.	Fohn Thomas, Jenna .....	<input type="checkbox"/>	<input type="checkbox"/>
12.	Garlick, Becky .....	<input type="checkbox"/>	<input type="checkbox"/>
13.	Glaze, Michele .....	<input type="checkbox"/>	<input type="checkbox"/>
14.	Goode, Kimberly .....	<input type="checkbox"/>	<input type="checkbox"/>
15.	Jackson, Tracy .....	<input type="checkbox"/>	<input type="checkbox"/>
16.	Kimball, Susan .....	<input type="checkbox"/>	<input type="checkbox"/>
17.	Krcmar, Laura .....	<input type="checkbox"/>	<input type="checkbox"/>
18.	Leonardis, Frank .....	<input type="checkbox"/>	<input type="checkbox"/>
19.	Light, Jeff .....	<input type="checkbox"/>	<input type="checkbox"/>
20.	Lindsey, Margaret .....	<input type="checkbox"/>	<input type="checkbox"/>
21.	Moya, Cassandra .....	<input type="checkbox"/>	<input type="checkbox"/>
22.	Mudd, Doug .....	<input type="checkbox"/>	<input type="checkbox"/>
23.	Ols, Tim .....	<input type="checkbox"/>	<input type="checkbox"/>
24.	Ramlochan-Ramjohn, Deokie .....	<input type="checkbox"/>	<input type="checkbox"/>
25.	Riggs, Eben .....	<input type="checkbox"/>	<input type="checkbox"/>
26.	Sifuentes Alfonso .....	<input type="checkbox"/>	<input type="checkbox"/>
27.	Smith, Hatch .....	<input type="checkbox"/>	<input type="checkbox"/>
28.	Stallings, Nikki .....	<input type="checkbox"/>	<input type="checkbox"/>
29.	Stedman, David .....	<input type="checkbox"/>	<input type="checkbox"/>
30.	Womble, Becki .....	<input type="checkbox"/>	<input type="checkbox"/>
31.	Zdeb, Elva .....	<input type="checkbox"/>	<input type="checkbox"/>

NEEDED FOR QUORUM: 16

1

TOTAL: PRESENT \_\_\_\_\_ ABSENT \_\_\_\_\_



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MEETING HELD ON FEBRUARY 15, 2023

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Workforce Center of Hays County, San Marcos, TX

# Board Meeting Minutes

## **AGENDA ITEM #1**

### **Call to Order/Roll Call – Frank Leonardis**

Aquilar	P	Engebretson	P	Krcmar	A	Riggs	P
Brenneman	A	Flores	P	Leonardis	P	Sifuentes	P
Burkhard	A	Fohn Thomas	A	Light	A	Smith	P
Carter	P	Garlick	P	Lindsey	P	Stallings	A
Clay	P	Glaze	A	Moya	P	Stedman	P
Cruz	P	Goode	P	Mudd	P	Womble	P
Dillett	A	Jackson	P	Ols	P	Zdeb	P
Dowdy	P	Kimball	P	Ramlochan	P		

**23 of 31** members present at roll call. Quorum established ☒ **YES**  
Roll call sheet in meeting binder/check off

## **AGENDA ITEM #2**

### **Public Comment Period**

No Public Comment

## **AGENDA ITEM #3**

### **Austin Community College Skilled Trade Program-**

Hector Aguilar.

Luis Castillo- Automotive Repair Program (HVAC/Plumbing and Welding)

Monica Moore- Heavy Operator Program

Kevin Quiles- CDL Truck Driving Program

## **AGENDA ITEM #4**

### **Texas Talent and Economic Growth Presentation**

Paul fletcher, WS Rural Capital Area

Tamara Atkinson, WS Capital Area

Adrian Lopez, WS Alamo Area

Goals for coordinated program and utilizing joint resources w/in local WDAs.

\*complete presentation in packet

## **AGENDA ITEM #5**

### **Information Sharing:**

Brian Hernandez; No new information shared

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#### **AGENDA ITEM #6**

##### **Consent Agenda – Frank Leonardis**

- Adopt Minutes from the December 14, 2022 regular Board of Directors' meeting
- Financial Report Approval
  - Motion rescinded to allow for comment/discussion.
- Budget Amendment Approval

Notes: **All motions supported/approved**

#### **AGENDA ITEM #7**

##### **Executive Committee Chair's Report – Frank Leonardis:**

Executive Committee met February 8, 2023

Budget/Financial  
Reappointments (September 2023)  
WIOA 2 Year Plan Modification  
Cybersecurity Updates

#### **AGENDA ITEM #8**

##### **WIOA Plan 2 Year Modification**

Plan addressed in Exec Committee.  
Diane Tackett summarized 2 year modification- required, per rule, every 4 years to modify funding needs.

Notes: **Motion supported/approved**

#### **AGENDA ITEM #9**

##### **Business Education Services Committee Chair's Report – Elwood Engebretson, Chair**

WSRCA Business and Education Committee Meeting: February 9, 2023

- 2 new members- Stedman, Dowdy
- Employer Survey- 3 issues: recruitment, retention, familiarity w/WSRCA
- Continued communication w/employers to resolve

**Complete minutes in packet**

**The next meeting has been scheduled for after board Meeting on 02/02/23**

#### **AGENDA ITEM #10**

##### **Community Awareness Committee Chair's Report – Camille Clay, Chair**

WSRCA Community Awareness Committee Meeting: January 2022

- K-12 technical Education w/in school districts
- Certifications for high demand/high skill occupations
- Externships/partnerships w/CTE businesses and education

**Complete minutes in packet.**

**The next meeting has been scheduled for – March 2023**

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#### **AGENDA ITEM #11**

##### **Untapped Populations Committee Report – Cassandra Moya, Chair**

- No meeting held
- No updates

**Complete minutes in packet.**

**The next meeting has been scheduled for – March 2023**

#### **AGENDA ITEM #12**

##### **Chief Executive Officer's report – Paul Fletcher, Chief Executive Office**

- Continued efforts to make sure the business population knows who we are and what we do.
- Cited video award for TASUS
- Pod Cast studio to continue outreach
- Continued use of RC mascot
- Child Care continues to show progress in enrollments.
- Pilot program for San Marcos region- Spring 2023
- A/V equipment in WFCs
- Apprenticeship/education outreach programs continue
- 

\*Complete report available in packet

#### **AGENDA ITEM #13**

##### **Performance Reports**

###### **Child Care Status Report– Sandy Anderson, Director of Child Care Services**

- Neal Hanson, Baker Ripley
- Information contained in Board Packet

###### **Workforce Center Management – Roberto Perez, Deputy Director**

- Roberto Perez
- Information contained in Board Packet showing moderate increase/improvement in measures.

#### **AGENDA ITEM #14**

##### **Workforce Board Announcements/Board at Large**

- **Caldwell County- Alfonso Sifuentes;** new landfill in Caldwell county w/business park availability and the construction of a community center (June 2023)
- **Hays County- Elva Zdeb;** Gary Job Corps will be changing management contractor.

#### **AGENDA ITEM #15**

##### **New Business**

**Consider Date, Time and Location of Next Regular or Special Board Meeting**

- WFC Williamson County, Round Rock, TX April 19, 2023

**AGENDA ITEM #15**

**Adjourn**

- ✓ Motion to adjourn
- ✓ Seconded
- ✓ Motion approved

# Financial Reports

## Workforce Solutions Rural Capital Area February 2023 | Fiscal Year 2022-2023



Prepared on

April 6, 2023

Prepared by

Joshua Wagner, Associate, Your Part Time Controller



# Workforce Solutions Rural Capital Area

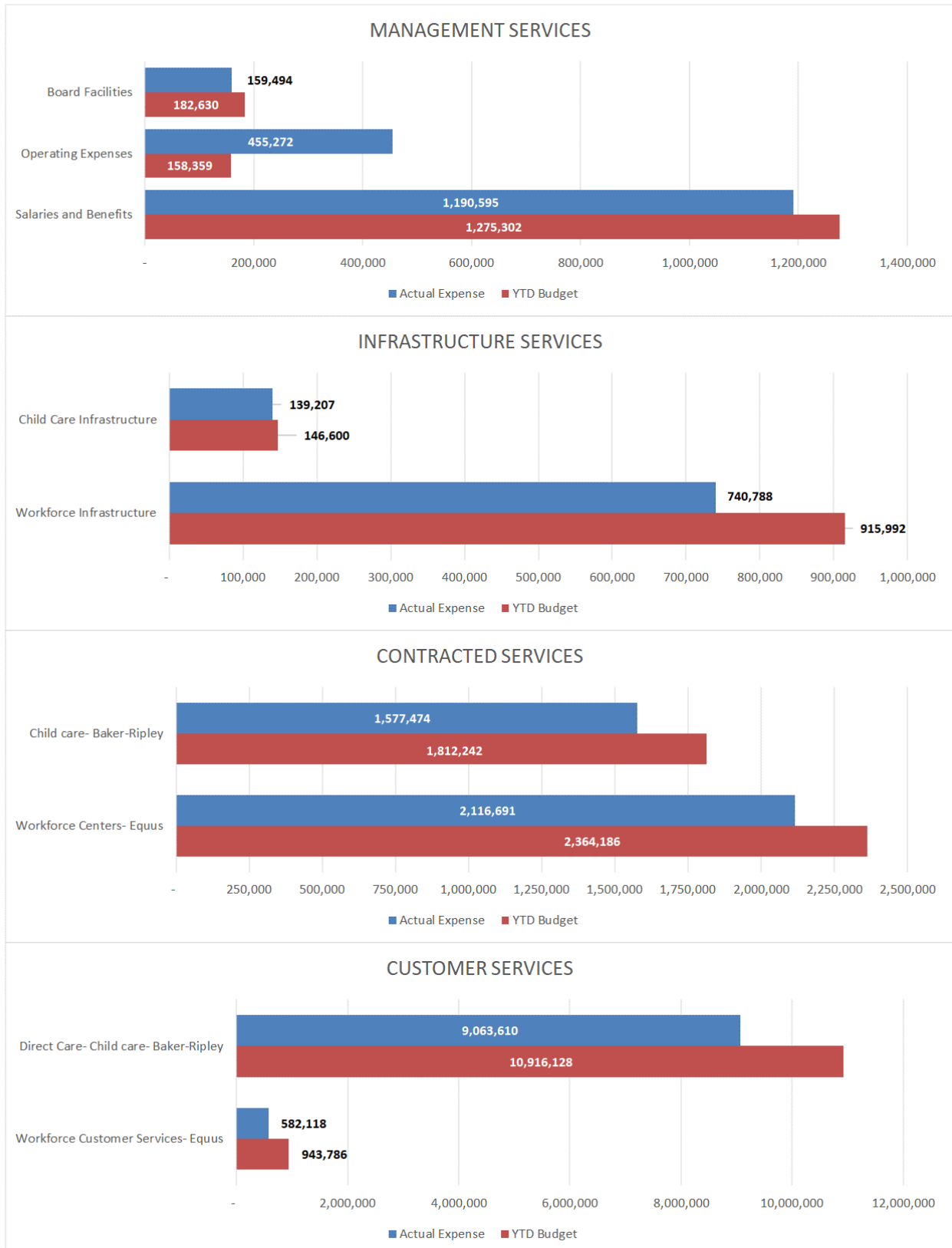
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# Workforce Solutions Rural Capital Area

## Financial Results Dashboard

### For February 28, 2023



Unaudited

# Workforce Solutions Rural Capital Area

## Statements of Financial Position

	<u>February 2023</u>	<u>February 2022</u>
<b>ASSETS</b>		
Current assets:		
Cash	\$ (53,993)	\$ 903,506
Grants receivable	(4,144,692)	(509,040)
Prepaid expenses	(34,387)	(22,813)
Subtotal, Current Assets	<u>(4,233,071)</u>	<u>371,652</u>
Fixed Assets:		
Fixed assets	254,549	66,374
Leasehold improvements	25,352	19,660
Accumulated depreciation	(300,776)	(189,630)
Subtotal, Fixed Assets	<u>(20,875)</u>	<u>(103,597)</u>
Other Assets:		
Security deposits	(2,173)	(3,973)
Total Assets	<u><u>\$ (4,256,119)</u></u>	<u><u>\$ 264,083</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities:		
Accounts payable	293,335	305,371
Grants payable	415,585	415,585
Accrued liabilities	(294,693)	159,163
Payroll liabilities	(78,975)	(113,200)
Total Liabilities	<u>335,251</u>	<u>766,919</u>
Net Assets:		
Without donor restrictions	(4,369,128)	(342,477)
With donor restrictions	(222,242)	(160,359)
Total Net Assets	<u>(4,591,370)</u>	<u>(502,836)</u>
Total Liabilities and Net Assets	<u><u>\$ (4,256,119)</u></u>	<u><u>\$ 264,083</u></u>

Unaudited

# Workforce Solutions Rural Capital Area

## Statements of Activities

	<u>Feb 2023</u>	<u>Feb 2022</u>	<u>Variance Over (Under)</u>
REVENUE, GAINS, AND OTHER SUPPORT			
Support:			
Grant revenue	\$ 12,111,922	\$ 14,338,564	\$ (2,226,641)
Vendor contract revenue	183,442	(28,984)	212,426
Other income	14,691	3,792	10,898
Total Support	<u>12,310,055</u>	<u>14,313,372</u>	<u>(2,003,317)</u>
Total Revenues, Gains, and Other Support	<u>12,310,055</u>	<u>14,313,372</u>	<u>(2,003,317)</u>
EXPENSES			
Program	16,185,121	13,991,392	2,193,730
General and administrative	532,660	549,402	(16,742)
Total Expenses	<u>16,717,781</u>	<u>14,540,794</u>	<u>2,176,988</u>
CHANGE IN NET ASSETS	<u>\$ (4,407,726)</u>	<u>\$ (227,422)</u>	
Net Assets, beginning of period	(183,644)	(275,414)	
Net Assets, end of period	<u>\$ (4,591,370)</u>	<u>\$ (502,836)</u>	

# Workforce Solutions Rural Capital Area

## Budget Versus Actuals – Current

FY 2022-2023 Budget Information							
Approved Budget.....			49,425,546				
Proposed Budget Revision.....			50,387,756				
Total Budget for Consideration.....			962,210				
	Approved Budget	Actual Expense	Y-T-D Budget Remaining	Footnotes	Budget Expended (%)	Budget Benchmark (%)	Variance Btw Expended & Benchmark (%)
<b>MANAGEMENT SERVICES (Board Operations, Staff, Outreach, Financial Services)</b>							
Salaries & Benefits	3,060,724	1,190,595	1,870,129		38.90%	41.67%	-2.77%
Operating Expenses	380,062	455,272	-75,210	1	119.79%	41.67%	78.12%
Board Facilities	438,313	159,494	278,819		36.39%	41.67%	-5.28%
<b>Total Management Services</b>	<b>3,879,099</b>	<b>1,805,360</b>	<b>2,073,739</b>		<b>46.54%</b>	<b>41.67%</b>	<b>4.87%</b>
<b>INFRASTRUCTURE SERVICES (Rent, Phone, Utilities, Maintenance, Supplies)</b>							
Workforce Infrastructure	2,198,380	740,788	1,457,592	2	33.70%	41.67%	-7.97%
Child Care Infrastructure	351,840	139,207	212,633		39.57%	41.67%	-2.10%
<b>Total Infrastructure Services</b>	<b>2,550,220</b>	<b>879,994</b>	<b>1,670,226</b>		<b>34.51%</b>	<b>41.67%</b>	<b>-7.16%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>6,429,319</b>	<b>2,685,355</b>	<b>3,743,964</b>		<b>41.77%</b>	<b>41.67%</b>	<b>0.10%</b>
<b>CONTRACTED SERVICES</b>							
Workforce Centers - Equus	5,674,046	2,116,691	3,557,355		37.30%	41.67%	-4.37%
Child Care - Baker-Ripley	4,349,381	1,577,474	2,771,907		36.27%	41.67%	-5.40%
REINVEST	1,726,303	524,933	1,201,370	3	30.41%	41.67%	-11.26%
*** Breakdown REINVEST WNI	429,891	104,336	0		24.27%	41.67%	-17.40%
*** Breakdown REINVEST SWTC	470,400	147,835	0		31.43%	41.67%	-10.24%
*** Breakdown REINVEST Third Sector	741,667	272,763	0		36.78%	41.67%	-4.89%
*** Breakdown REINVEST EWS Passthrough	53,716	0	0		0.00%	41.67%	-41.67%
*** Breakdown REINVEST Startup	30,630	0	0		0.00%	41.67%	-41.67%
PATHS	50,000	7,500	42,500	4	15.00%	41.67%	-26.67%
Child Care Industry Outreach	158,328	0	158,328	5	0.00%	41.67%	-41.67%
<b>Total Contracted Services</b>	<b>11,958,058</b>	<b>4,226,599</b>	<b>7,731,459</b>		<b>35.35%</b>	<b>41.67%</b>	<b>-6.32%</b>
<b>CUSTOMER SERVICES (Direct Care, Training, Support Services Only)</b>							
Workforce Training / Support Activities	2,265,086	582,118	1,682,968	6	25.70%	41.67%	-15.97%
Direct Care - Child Care - Baker-Ripley	26,198,708	9,063,610	17,135,098	7	34.60%	41.67%	-7.07%
REINVEST	1,790,520	0	1,790,520	8	0.00%	41.67%	-41.67%
*** Breakdown REINVEST WNI	951,720	0	0		0.00%	41.67%	-41.67%
*** Breakdown REINVEST SWTC	838,800	0	0		0.00%	41.67%	-41.67%
PATHS	126,233	84,369	41,864	9	66.84%	41.67%	25.17%
<b>Total Customer Services</b>	<b>30,380,547</b>	<b>9,730,096</b>	<b>20,650,451</b>		<b>32.03%</b>	<b>41.67%</b>	<b>9.64%</b>
<b>Special Initiatives</b>							
SEAL	381,217	0	381,217	10	0.00%	41.67%	-41.67%
Unrestricted	0	1,963	-1,963	11	0.00%	41.67%	-41.67%
Hiring Red White and You	12,000	8,730	3,270	12	72.75%	41.67%	31.08%
Careers in Texas	35,000	1,557	33,443	13	4.45%	41.67%	-37.22%
Apprenticeship Expansion	20,000	0	20,000	14	0.00%	41.67%	-41.67%
NDW Career Software	209,405	60,681	148,724		28.98%	41.67%	-12.69%
Middle Skills Employment Supplies Pilot Proje	0	0	0		0.00%	41.67%	-41.67%
Teacher Externship	0	2,800	-2,800	15	0.00%	41.67%	-41.67%
Samsung	0	0	0		0.00%	41.67%	-41.67%
Other	0	0	0		0.00%	41.67%	-41.67%
<b>Total Special Initiatives</b>	<b>657,622</b>	<b>75,731</b>	<b>581,891</b>		<b>11.52%</b>	<b>41.67%</b>	<b>30.15%</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>42,996,227</b>	<b>14,032,427</b>	<b>28,963,800</b>		<b>32.64%</b>	<b>41.67%</b>	<b>-9.03%</b>
<b>TOTAL ANNUAL BUDGET</b>	<b>49,425,546</b>	<b>16,717,781</b>	<b>32,707,765</b>		<b>33.82%</b>	<b>41.67%</b>	<b>-7.85%</b>
<b>MANAGEMENT TO TOTAL BUDGET RATIO</b>	<b>7.85%</b>	<b>10.80%</b>	<b>6.34%</b>				
<b>Expenditure to Budget Variance Footnotes:</b>							
<b>1</b> Expenses are high due to the following: * Continued Finance Staffing support costs from YPTC of \$58,194 * Staff travel and expense reimbursements of \$40,517 * Network Infrastructure of \$77,738.10 * Residual retreat costs at the Hyatt Lost Pines of \$37,486 * Furniture costs of \$73,463 Overall, Expenses should even out over the year. <b>2</b> Realized savings in workforce offices. <b>3</b> REINVEST contractors are hiring. <b>4</b> PATHS is ramping down and we are looking at ways to expend the remaining funds. <b>5</b> Our contractor is filing two positions. <b>6</b> WIOA - Adult, Youth, and DW, plus TANF, NCP, REA, WPA are all under-expended currently for training and support services for clients. <b>7</b> Child Care direct care is being managed with attrition through year-end.				<b>8</b> REINVEST tuition and training costs are not expected until early summer. <b>9</b> PATHS grant is running high for customer services expenditures which is ok since we can spend this grant down as quickly as we can provide the services. Also expecting additional funding. <b>10</b> SEAL expenditures will not begin until late spring and pick up significantly in the summer. <b>11</b> Unrestricted needs to be budgeted. <b>12</b> Hiring red, white and you spends sporadically throughout the year based on events and one event just occurred. <b>13</b> We started approving applications for student career events that will take place in the Spring of 2023. <b>14</b> Program expenditures are expected to begin first quarter of 2023. <b>15</b> Residual costs that came in during the new FY and Teacher Externships needs to be budgeted.			

Unaudited

## Workforce Solutions Rural Capital Area

FY 2022-2023 Budget Information								
Approved Budget.....				49,425,546				
Proposed Budget Revision.....				50,387,756				
Total Budget for Consideration.....				962,210				

## Workforce Solutions Rural Capital Area

### Statement of Functional Expenses

For the Periods of October 1, 2022 - February 28, 2023

	2022			2021	Year Over
	<u>Program</u>	<u>Administrative</u>	<u>Total</u>	<u>Total</u>	<u>Year Variance</u>
Salaries and wages	\$ 929,324	\$ 252,252	\$ 1,181,576	\$ 569,789	\$ 611,787
Contracted services - Operations	3,839,876	42,917	3,882,794	2,849,586	1,033,208
Contracted services - Direct client services	729,596	-	729,596	693,062	36,534
Contracted services - Quality projects	160,397	-	160,397	332,427	(172,031)
Contracted services - Direct child care	8,908,653	-	8,908,653	8,732,306	176,348
Outreach/recruitment	43,497	19,527	63,024	34,133	28,891
Professional services	392,670	30,454	423,124	236,817	186,307
Rent and related expenses	617,384	39,804	657,188	628,933	28,254
Insurance	14,416	4,255	18,670	16,362	2,308
Communication expenses	122,813	66,885	189,698	86,430	103,268
Travel	43,793	15,115	58,908	11,825	47,083
General administrative expense	117,449	30,777	148,226	148,324	(98)
Staff development	11,608	2,363	13,971	6,415	7,556
Equipment & related expenses	196,923	11,569	208,493	191,630	16,863
Furniture & related epenses	56,722	16,741	73,464	2,755	70,709
Depreciation and amortization	-	-	-	-	-
Fundraising	-	-	-	-	-
Loss on disposal	-	-	-	-	-
Total expenses	<u>\$ 16,185,121</u>	<u>\$ 532,660</u>	<u>\$ 16,717,781</u>	<u>\$ 14,540,794</u>	<u>\$ 2,176,988</u>
	97%	3%			

Unaudited

# FY 2022-2023 FINANCIAL OPERATING BUDGET

Budget for October 1, 2022 - September 30, 2023

	FY22/23		
Budget	\$49,830,247		
Revised Annual Budget (pending Board Approval)	\$50,795,870		
Change in Budget	\$965,623	1	

2023 Approved Budget Amendment 1	2023 Proposed Updated Budget Amendment 2	Difference
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**MANAGEMENT SERVICES (Board Operations, Staff, Outreach, Financial Services)**

Salaries & Benefits	\$3,060,724	\$3,060,724	\$0
Operating Expenses	\$380,061	\$380,061	\$0
Board Facilities	\$438,313	\$438,313	\$0
<b>Total Management Services</b>	<b>\$3,879,099</b>	<b>\$3,879,099</b>	<b>\$0</b>

**INFRASTRUCTURE SERVICES (Rent, Phone, Utilities, Maintenance, Supplies)**

Workforce Infrastructure	\$2,198,380	\$2,198,380	\$0
Child Care Infrastructure	\$351,840	\$351,840	\$0
<b>Total Infrastructure Services</b>	<b>\$2,550,220</b>	<b>\$2,550,220</b>	<b>\$0</b>

<b>TOTAL OPERATING BUDGET</b>	<b>\$6,429,318</b>	<b>\$6,429,318</b>	<b>\$0</b>
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**CONTRACTED SERVICES**

Workforce Centers - EWS	\$5,674,046	\$5,671,639	(\$2,407)	2
Child Care - Baker-Ripley	\$4,349,381	\$4,349,381	\$0	
Reinvest	\$1,726,303	\$1,726,303	\$0	
*** Breakdown REINVEST WNI	\$429,891	\$429,891	\$0	
*** Breakdown REINVEST SWTC	\$470,400	\$470,400	\$0	
*** Breakdown REINVEST Third Sector	\$741,667	\$741,667	\$0	
*** Breakdown REINVEST EWS Passthrough	\$53,716	\$53,716	\$0	
*** Breakdown REINVEST Startup	\$30,630	\$30,630	\$0	
Child Care Industry Outreach	\$158,328	\$158,328	\$0	
PATHS	\$50,000	\$50,000	\$0	
<b>Total Contracted Services</b>	<b>\$11,958,058</b>	<b>\$11,955,651</b>	<b>(\$2,407)</b>	

**CUSTOMER SERVICES (Direct Care, Training, Support Services Only)**

Workforce Training/Support Activities - EWS	\$2,265,086	\$2,135,471	(\$129,614)	3
Direct Care - Child Care - Baker-Ripley	\$26,198,708	\$26,708,068	\$509,360	4
Reinvest	\$1,790,520	\$1,790,520	\$0	
*** Breakdown REINVEST WNI	\$951,720	\$951,720	\$0	
*** Breakdown REINVEST SWTC	\$838,800	\$838,800	\$0	
PATHS	\$126,233	\$356,044	\$229,811	1
<b>Total Customer Services</b>	<b>\$30,380,547</b>	<b>\$30,990,103</b>	<b>\$609,557</b>	

**Special Initiatives**

SEAL	\$ 381,217	\$498,420.00	\$117,203	1
Unrestricted			\$0	
Hiring Red White and You	\$ 12,000	\$12,000.00	\$0	
Careers in Texas	\$ 35,000	\$35,000.00	\$0	
Apprenticeship Expansion	\$ 20,000	\$20,000.00	\$0	
NDW Career Software	\$ 209,405	\$209,405.00	\$0	
Middle Skills Employment Supplies Pilot Project	\$ -	\$49,390.00	\$49,390	1
Teacher Externship	\$ -	\$178,469.00	\$178,469	1
Samsung	\$ -	\$10,000.00	\$10,000	1
<b>Total Special Initiatives</b>	<b>\$657,622</b>	<b>\$1,012,684</b>	<b>\$355,062</b>	

<b>TOTAL PROGRAM BUDGET</b>	<b>\$42,996,226</b>	<b>\$43,958,438</b>	<b>\$962,212</b>
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<b>TOTAL ANNUAL BUDGET</b>	<b>\$49,425,544</b>	<b>\$50,387,756</b>	<b>\$962,212</b>
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<b>MANAGEMENT TO TOTAL BUDGET RATIO</b>	7.85%	7.70%	-0.15%	5
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Unbudgeted Funds	\$404,703	\$408,114	\$3,411	6
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<b>Grand Total</b>	<b>\$49,830,247</b>	<b>\$50,795,870</b>	<b>\$965,623</b>
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1	SNAP Budget decreased by \$187,771 due to decreased funding (ABWD \$\$) CCF Budget increase by \$504,275 amendment 2 1523CCF Middle Skills Employment Supplies Pilot Project amount of \$53,340 Teacher Externship Amount of \$200,000 PATHS Budget Increase of \$250,000 Samsung Grant added \$10,000 Additional Funds in SEAL after reconciliation of prior grant added \$235,689
2	Reduction due to SNAP passthrough decreasing
3	Reduction due to SNAP Funding being reduced from projections
4	Increase due to additional CCF Funding
5	Reduction due to additional funding from programs and no additional cost at the Board Level
6	Additional due to increase in SEAL budget after reconciliation



 <p>WORKFORCE SOLUTIONS RURAL CAPITAL AREA</p> <p>A proud partner of the AmericanJobCenter® network</p>	<p>ADM - 2</p> <p><u>Authorization to Perform Duties</u> <u>Order of Delegation</u></p>
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## **APPLICATION**

All Workforce Solutions Rural Capital Area Workforce (WSRCA) employees and Board Directors.

## **PURPOSE**

The WSRCA has created a delegation plan to support continuity of operations if the Chief Executive Officer (CEO) is unable to perform the designated duties. This policy has been developed to ensure the proper designation of duties and approval is provided through the order of delegation.

## **BACKGROUND**

The Board of Directors employs a Chief Executive Officer ("CEO") to lead Board staff and to act on behalf of WSRCA in all matters as described in the CEO's contract and authorized by the Board.

The Board of Directors approves the annual budget that authorizes the CEO and Board staff to deploy resources in accordance with the Board-approved budget and subsequent budget revisions. The Board's staff provides the Board "Budget to Actual" reports from the most recent month of record, including any budget revisions as appropriate.

Board staff enter into contracts with funders, ~~namely the Texas Workforce Commission ("TWC"), throughout each month,~~ and the corresponding funds are recognized through the budget review and revision process. The CEO and Board staff then execute (i) new contracts via required procurement processes with subrecipients, and (ii) budget amendments with existing contractors, both within the scope of the approved budget.

The CEO seeks Board approval prior to executing a contract over \$250,000.

Date Effective: June 17, 2020	Revision Date: <del>2/16/22</del> 3/30/23	Issued by:
Revision No: <u>2</u>	Supersedes:	Diane Tackett
<del>Control No:</del> Last Reviewed: March 20, 2022	Page 2 of 2	

## **POLICY**

It is the policy of WSRCA that the duties listed above will be carried out by the CEO. In the event that the CEO becomes incapacitated or unable to perform the duties listed above, the CEO will use the Authorization to Perform Duties and Sign Documents, Attachment A, to designate a proxy to perform those duties, including the effective dates the designation remains in place.

The order of delegation is listed in the Order of Signature Delegation, Attachment B.

If the CEO is physically or mentally incapacitated or hospitalized and unable to execute the authorization, the Board Chair can execute this written authorization (via email accepted) in the event of such incapacity or hospitalization.

## **ACTION**

All WSRCA staff will adhere to this policy.

Date Effective: June 17, 2020	Revision Date: <del>2/16/22</del> 3/30/23	Issued by:
Revision No: <u>2</u>	Supersedes:	Diane Tackett
<del>Control No:</del> Last Reviewed: <u>March</u> <u>20, 2022</u>	Page 2 of 2	



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[www.workforcesolutionsrca.com](http://www.workforcesolutionsrca.com)

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## Attachment A

### Workforce Solutions Rural Capital Area Authorization to Perform Duties and Sign Documents

As I will be away from my office and unavailable to perform my duties and execute documents for Workforce Solutions Rural Capital Area ("WSRCA"), I, \_\_\_\_\_ (name) as \_\_\_\_\_ (position) hereby authorize \_\_\_\_\_ (designee) to make decisions and exercise power and execute documents related to my duties and within my authority on my behalf to the extent specified in the attached "Order of Signature Designation."

This authorization starts from \_\_\_\_\_ (date) until \_\_\_\_\_ (date) after which such authorization automatically terminates.

Unless the undersigned is the Chief Executive Officer (CEO), I must also provide the recipient of this letter the authorization letter(s) of any other individual(s) who provided an authorization leading to this authorization according to the chain of command listed in the "Order of Signature Designation".

*[If the CEO is physically or mentally incapacitated or hospitalized and unable to execute this authorization, the Board Chair may execute this written authorization (via email accepted) in the event of such incapacity or hospitalization.]*

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I hereby accept the responsibility of making decisions and executing documents on behalf of the Chief Executive Officer for the time period listed above.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Order of Signature Delegation\*

Chain of Authority	Title	Name	Telephone / Contact information
1	Chief Operations Officer	Diane Tackett	512-244-7966 x 5028 <a href="mailto:Diane.tackett@ruralcapital.net">Diane.tackett@ruralcapital.net</a>
2	<del>Director of Contracts_</del> <del>Chief Solutions Officer</del>	<del>Nellie Reyes</del> <del>Kelly Moreno</del>	512-244-2207 x 50141 <del><a href="mailto:Nellie.reyes@ruralcapital.net">Nellie.reyes@ruralcapital.net</a></del> <del><a href="mailto:Kelly.moreno@ruralcapital.net">Kelly.moreno@ruralcapital.net</a></del>
3	<del>Chief Information Officer</del>	<del>Eric Stanfield</del>	512-244-2207 x 1046 <del><a href="mailto:Eric.stanfield@ruralcapital.net">Eric.stanfield@ruralcapital.net</a></del>

**Delegation Authority (*applies to all 3 designees*)**

1. Sign contracts with TWC or other funders
2. Approve financial transactions (Wells Fargo Transactions) and TWC (TWC Cash Draw and Expenditure Reporting System), and other funders
3. Approve commitment of resources related to funds already budgeted or in approved contracts
4. Approve staff administrative documents (travel approve/reimbursement, timesheets)
5. Approve Board Member Certifications
6. Approve Memoranda of Understanding, Grant Applications, and similar documents

**In the event of emergency:**

1. Make operational procedural changes
2. Make personnel management decisions
3. Redeploy staff to support critical business processes
4. Other duties as assigned by the Executive Committee and/or Board Chair

## **Executive Committee Meeting Minutes**

Meeting Date/Time: **April 12, 2023** | 2 p.m.

Meeting Location: Zoom <https://us06web.zoom.us/j/83974165982>

- 1) Executive Committee Chair Frank Leonardis called the meeting to order at 2pm
- 2) Roll Call – Roll call was taken by Frank Leonardis
  - a) Committee Members in Attendance: Frank Leonardis, Woody Engebretson, Camille Clay, Margaret Lindsey, Alfonso Sifuentes, Tim Ols, Rene Flores
  - b) Committee Members Absent: Cassandra Moya
- 3) Board Staff in Attendance: Paul Fletcher, Josh Wagner (YPTC), Veronica Kumpf, Eric Stanfield, Meranda Stanley
- 4) Financial Review & Budget Amendment– CEO Fletcher and Joshua Wagner (YPTC)
  - a) CEO Fletcher introduced the new CFO Veronica Kumpf and our Part Time Controller Joshua Wagner
  - b) Financial Reports were presented by Johua Wagner. Operating expenses are reflecting higher but this is due to Board Costs not being allocated out to locations properly. The corrections were made during March so at the next meeting those will reflect accurately.
- 5) Budget Update was presented by Joshua Wagner.
  - a) A total increase of \$962,210 proposed for budget revision.
  - b) Tim Ols entered a recommendation of approval for the budget changes, followed by a second from Camille Clay. All in favor and will present to Board for approval at the April 19<sup>th</sup> Board Meeting.
- 6) Policy Updates – CEO Fletcher
  - a) Request to update Order of Delegation policy to reflect Authorization to Perform Duties / Order of Delegation. This policy was made during COVID, request to remove TWC and keep just our funders since we aren't getting money directly from the Department of Labor or Department of Commerce . Will present for approval at the April 19<sup>th</sup> Board Meeting.
- 7) Monitoring Reports – None at this time
- 8) Cybersecurity Report – Eric Stanfield
  - a) Received directive from TWC to remove TIKTOK, and are close to wrapping up the request.
  - b) Due to this request staff have work phones now.
  - c) Cybersecurity assessment begins in May.
- 9) AdHoc Commitees – Frank Leonardis
  - a) Budget Committee is set to begin October 1<sup>st</sup>. Current members signed up are Tim Ols, Rene Flores, Alfonso Sifuentes, Veronica Kumpf
  - b) Childcare Committee: Jennifer Carter, Kimberly Goode, Deokie Ramlochan, Marco Cruz, Margaret Lindsey, Diane Tackett
  - c) Decisions will be made and sent out soon to official members of each committee.

10) Schedule Date/Time for next Executive Committee Meeting

- a) The next committee meeting will be held via Zoom on June 14, 2023 at 2pm.

11) Adjourn

- a) The Meeting was adjourned at 2:36pm.

**\*Denotes Action Item**

**NOTICE:** Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services or persons who need assistance in having English translated into Spanish, should contact Derek Grossenbacher, (512) 244-7966 (or Relay Texas 800-735-2989), at least two days before this meeting so that appropriate arrangements can be made.

**WORKFORCE SOLUTIONS RURAL CAPITAL AREA  
BUSINESS AND EDUCATION COMMITTEE  
MINUTES**

Thursday 3/30/2023 2:00 pm

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**MINUTES**

The meeting was called to order at 2:04, roll call was completed - committee members present: Woody Engebretson, Nikki Stallings, Jeff Light, Elva Zdeb, Becki Womble, and Kelly Moreno

- Board Initiative Recap
  - Business Consultants (BC) – continuing to develop BC roles and goals to work with our 5 target industries: Advanced Manufacturing, Skilled Trades, Healthcare, IT and Hospitality
  - Apprenticeships – first apprenticeship job fair today at 3 in Georgetown for injection molding. Manufacturing Task Force Kickoff event coordinating with GSMP to be held on 3/31/31 at our Hays office.
  - K12 Outreach – team is very busy with job fairs until the end of school. They have been very successful in engaging students. Jeff asked how we were engaging with the students. We tailor our message based on age. Our mascot RC has been a huge asset.
  - Woody attended a career fair at Naumann ES and stopped to pose with RC.



- NAWB updates
  - Elva and Woody both spoke of all the takeaways from NAWB. It was noted that the boards are moving toward a more human center approach instead of program centered. Enjoyed the caliber of speakers on the panels. Enjoyed the program Road trip Nation.  
<https://roadtripnation.com/>

*The Texas Workforce Commission in partnership with 28 local workforce development boards forms Texas Workforce Solutions*  
Workforce Solutions Rural Capital Area is an Equal Opportunity Employer/Program  
Auxiliary Aids and Services are available upon request to individuals with disabilities  
Relay TX: 711 or 1-800-735-2988 (Voice) or 1-800-735-2989 (TDD)

- Open discussion – Becki Womble shared there would be a [Bastrop County Health Fair](#) on 8/12/23. Kelly will connect resources. She also shared that the May luncheon will have Tunnel to Towers presenting at the 1<sup>st</sup> Responders [luncheon](#). Elva requested a dashboard be created where board members could search program status on our activities. She also requested that Gary Job Corp and the Hays office work closer together.
- Reminder of Board Meeting – 4/19/23 at our Round Rock office
- Next BEC Meeting 5/25/23 – 2:00 pm
- Meeting was adjourned at 2:40

Meeting Video Link: <https://www.dropbox.com/s/phnwelq4a7se8tn/video1196724960.mp4?dl=0>



## **Workforce Solutions Rural Capital Area**

### **Community Awareness Committee**

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#### **Meeting Minutes**

Meeting Date/Time: March 29, 2023 | 2 p.m.

Meeting Location: Zoom (Video: <https://youtu.be/5YANdLUPFXE>))

Committee Members in Attendance: Hector Aguilar, Debbie Burkhard, Camille Clay, Susan Kimball, Doug Mudd, Deokie Ramlochan-Ramjohn, Nikki Stallings

Committee Members Absent: Michele Glaze, Tracy Jackson, Margaret Lindsey, Hatch Smith

Workforce Solutions Rural Capital Area (WSRCA) Board Staff Attendees: Brian Hernandez, Gabriella Westbrook

- 1) Community Awareness Committee Chair Camille Clay called the meeting to order.
- 2) Roll Call/Establish Quorum – Seven Committee members were present; a quorum was present.
- 3) Public Comment Period – Camille Clay: No Public Comments
- 4) \*Consent Agenda – Chair
  - a. Adopted minutes of the January 18, 2023, Community Awareness Committee Meeting
- 5) Information Sharing – Committee Member, [Nikki Stallings](#), Human Resources with [National Oilwell Varco \(NOV\) Wellbore Technologies](#), reviewed their efforts to recruit, train, and retain advanced manufacturing specialists to produce various equipment and technologies used to perform drilling operations. Among the topics discussed were:
  - a. Nikki shared that she has been with NOV human resources for over eight years and oversees a broad range of work, including employee engagement, talent development, inclusion, and diversity, as well as business and community partnerships
  - b. NOV, formerly National Oilwell Varco (NOV), is based in Houston and is a multi-national corporation that began in 1862. NOV is the worldwide provider of equipment and components used in oil and gas drilling production services
  - c. NOV has over 60,000 employees spread over 500 locations on six continents
  - d. NOV is focused on enabling its customers to safely produce energy while minimizing the environmental impact
  - e. NOV has three facilities within the Rural Capital Area: Cedar Park, Giddings, and Marble Falls
  - f. This year NOV is celebrating 40 years of service in the Cedar Park area. This facility focuses on engineering, manufacturing, sales, and supply chain, specializing in small-part machining, fabrication and electromechanical assembly. The NOV Cedar Park team also offers repair and calibration services and has a wide variety of machine capabilities across non-metal and metal materials, and also tests and produces complex products

- g. In the past, NOV has partnered with the Texas Workforce Commission and Austin Community College on critical skills development, as well as a Machinist Apprenticeship Program, and has worked with Texas State Technical College on soldering certification
  - h. The Apprenticeship program faced challenges due to a lack of interest and enrollment
  - i. NOV recruits employees for multiple skill levels within each of its departments, so interested job candidates should not self-exclude themselves from consideration because there are opportunities available for those without a lot of experience but who have the drive to enhance their skills
  - j. Internally, NOV has a deep focus on internal mobility through mentoring and employee development that centers on professional interests and goals. In addition to internal and external job postings and attending each WSRCA career fair, NOV also contracts with a third-party staffing agency to recruit contingent workers
  - k. Some of the manufacturing roles NOV has trouble filling are for experienced solderers, electromechanical assemblers, and maintenance technicians. These hiring challenges are due to a shortage of critical manufacturing skill sets among the available workforce in the region
- 6) Information/Discussion Items – Chair
- a. The Committee discussed ideas to enhance outreach strategy to support manufacturers such as NOV. Among the ideas presented were:
    - Nikki Stallings asked that the Board continue to extend opportunities for NOV, and other employers, to participate in all hiring community events and assist with job postings on WorkInTexas.com
  - b. The Committee reviewed the prioritization of the 2023 Action Plans to expand WSRCA’s outreach efforts to align with the Board’s goals. The plans were prioritized in the following order:
    1. Expanding community partnerships with training institutions, trade associations, and community support groups to increase awareness of WSRCA’s services
    2. Finding active discussions about workforce and child care needs in each community and building advocacy with those groups
    3. Enhanced face-to-face promotion of WSRCA’s customized solutions - WSRCA needs to be out in the community as much as possible
    4. Exploring new communication mediums, tactics, and tools to enhance the Board’s communication strategy and expand awareness of available services and opportunities
  - c. The Committee collaborated on outreach ideas to promote the Hiring Red, White & You Statewide Veterans Hiring Event on November 13, 2023.
  - d. Committee Member Round Robin to identify opportunities to improve workforce services, meet community/industry needs, and enhance outreach efforts throughout the region:
    - Hector Aguilar shared that the population of Spanish-speaking residents across our region continues to grow and that we should include more dual-language resources in our outreach materials and campaigns
    - Debbie Burkhard shared her concerns over the lack of in-person higher education centers in Blanco County, which is contributing to workers leaving the area for opportunities. Hector responded that ACC is interested in expanding training in the area but that it was limited to service areas and that the closest they could host training would be in Dripping Springs. Doug Mudd shared that Community Action, Inc. of Central Texas could help pay for some of the training. Susan Kimball was in support of this joint effort and said the Dripping Springs Chamber could help move the discussion further.
- 7) Chief Storytelling Officer Report – Brian Hernandez
- a. Brian provided an overview of the 2022 WSRCA Annual Report
  - b. Brian reviewed the rollout of staff awards for exemplary customer service:

- i. Nominees sought for the William A. Turner Award for Exemplary Customer Focus & Service
    - ii. Inaugural WSRCA Child Care Services Exemplary Customer Service Award to be presented this year
  - c. Brian reviewed upcoming community events WSRCA Staff are taking part in:
    - i. March 30: Advanced Manufacturing Apprenticeship Job Fair (3-7PM) at the Georgetown Library featuring TASUS, Saleen Performance Parts & R&D M
    - ii. March 31: The Greater San Marcos Manufacturers Association (GSMMA), Greater San Marcos Partnership (GSMP) and Workforce Solutions Rural Capital Area are teaming up to present a manufacturing roundtable for senior leadership in manufacturing organizations located in Hays & Caldwell Counties. Participants are limited to senior leaders within manufacturing organizations.
    - iii. April 13: Make It Movement: Build Your Future Events to be held from 9-12 p.m. in collaboration with WFS Capital Area. Manufacturing/Skilled Trades hiring events planned in Austin, Bastrop, Round Rock, and San Marcos
    - iv. April 19: Next Board of Directors Meeting is set in Round Rock – New TWC Commissioner Representing Labor, Albert Treviño, will be taking part and meeting the Board & staff/Taking a tour of Workforce Center
  - d. Brian reviewed the planning of Texas Workforce Solutions Appreciation Night at Dell Diamond
    - i. WSRCA has joined with the Round Rock Express to celebrate the workforce development professionals empowering our Central Texas communities. Please join us for Texas Workforce Solutions Appreciation Night at the Dell Diamond as the Round Rock Express face off against the Albuquerque Isotopes.
      - o What: Special recognition at an upcoming Round Rock Express baseball game with discounted tickets for all members of the Texas Workforce Solutions Network and their families (Board Members, staff of Workforce Solutions Rural Capital Area (Board & Contractors), WFS Capital Area, Texas Workforce Commission, Texas Veterans Commission, Texas Workforce Solutions-Vocational Rehabilitation Services, and community partners
      - o When: Saturday, April 29, 2023 - first pitch: 7:05 pm
      - o Where: Dell Diamond - 3400 E Palm Valley Blvd, Round Rock, TX 78665
      - o How: Discounted Tickets available (Use code: worktx ) - Reserved seats: \$17 / Lawn seating: \$11
      - o Ticketing Link: <https://bit.ly/wfsbaseballnight>
      - o Bonus: First 1,000 fans through the gates get a Texas Shaped Whataburger Blanket
  - e. Brian discussed enhancements to outreach campaigns in development, including brand consistency around RC, the Future Ready Fox, mascot across the graphics promoting the podcast and newsletter rollouts
- 8) New Business – Chair
- a. Brian introduced Kristin Wise, our new Child Care Services Multimedia Specialist
- 9) Set Community Awareness Committee Priorities for Board Staff – Chair
- a. The Committee tasked Brian to follow up on the ideas and suggestions posed during the meeting
- 10) Schedule Date/Time for Next Community Awareness Committee Meeting – Chair
- a. The next Committee meeting was set for May 17, 2023, at 2 p.m.
- 11) Adjourn – Chair

**\*Denotes Action Item**

# Untapped Populations

*Date | time* 3/27/2023 2:00 PM |

*Location* Zoom: <https://us06web.zoom.us/j/81533742045>

*Meeting ID:* 815 3374 2045      *Passcode:* 649086

Meeting called by	Cassandra Moya
Type of meeting	Committee Meeting
Facilitator	Diane Tackett
Note taker	Diane
Timekeeper	Diane

## Attendance

Cassandra Moya		Sandra Dillett	x
Eben Riggs	x	Marco Cruz	x
Hector Aguilar	x	Kimberly Goode	
Ben Brenneman		Frank Leonardis	
Laura Krcmar	x	Jennifer Carter	x
Nikki Stallings	x		

## Guests

No additional Guests were in attendance.

## Agenda Items

**NOTICE:** Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services or persons who need assistance in having English translated into Spanish, should contact Derek Grossenbacher, (512) 244-7966 (or Relay Texas 800-735-2989), at least two days before this meeting so that appropriate arrangements can be made.

## Topic

### ☐ Welcome

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### ☐ Inclusion Events update

- SEAL (Summer Earn and Learn) 2023 planning – Discussed the 2023 Summer Earn and Learn Program and progress with student referrals and participating businesses.
- Nikki asked for additional information on the SEAL program to share with businesses.
- Marco asked for a list of participating businesses to get the word out with OWBC participants for potential referrals into SEAL or other summer employment opportunities.

### ☐ Planning Worksheet and 2023 Goal development

- Review progress and update, as needed – Discussed the goals for the Untapped populations subcommittee for 2023:
  - Using Data to Make Decisions
  - Ensuring Message Consistency Across Partner Organizations
  - Dive Deeper into Youth Data
  - Focus on Business Community

The subcommittee agreed to focus on these goals in 2023. Further, discussed the breakdown of proactive outreach priorities by county. The committee would like to review the data behind how the outreach priorities by county were developed and recommend adjustments if needs / conditions have changed.

Diane will provide the background information and run new data to review and be prepared to discuss in the May 2023 subcommittee meeting.

### ☐ Using Data to make decisions – Specifically, look deeper into the intersection of areas in our county designated as high poverty, yet have low Medicaid enrollment.

Sandra will provide updated SNAP, TANF and Medicaid enrollment by county information once the new data is released in May.

### ☐ Ensure Message Consistency across partners – Streamline eligibility processes across organizations. Use UniteUs platform to streamline communication, referrals and outcomes.

### ☐ Dive deeper into Youth data – Research funding opportunities for career exploration for middle and high school students. Use Chambers to spread the word on youth employment programs. Specifically, the subcommittee expressed an interest in learning more about services to in-school youth.

### ☐ Focus on Business community – Create second chance opportunities, new hire opportunities and earn and learn opportunities for underrepresented populations. Begin to look at job quality and equity considerations in employment hiring and retention.

A request was made to provide data on how many justice involved individuals are hired, and look at providing training to the business community on how to read and interpret criminal history records of potential employees.

### ☐ Next Meeting Dates:

May 8, 2023

July 10, 2023

September 11, 2023

November 12, 2023

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## Attachments

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SEAL

2023 Untapped Populations Goals



## Summer Earn and Learn (SEAL) 2023 Program Description

### General Overview and Objective:

The Summer Earn and Learn (SEAL) Program establishes a mechanism by which pre-employment transition services (Pre-ETS) are provided to students with disabilities, as required under Title IV of the Workforce Innovation and Opportunity Act (WIOA), which modified the Rehabilitation Act of 1973 (Rehabilitation Act). SEAL is a statewide strategy that includes Work Readiness Training and Paid Work Experience for students with disabilities. It will be offered in each local workforce development area (LWDA) during the summer months, when students are out of school.

SEAL includes basic work-based learning and training services for students with disabilities that provide:

- Pre-employment work readiness training and preparation for the work experience placement
- Work experience to help participants gain familiarity with the workplace environment and develop transferable job skills
- Paid compensation for time worked on the job

The objective of the SEAL program is to increase work-based learning opportunities for students with disabilities through Texas' integrated workforce system, thereby providing participants with foundational employment skills and better preparing them for successful transition to postsecondary education and employment.

### Work Readiness Training (WRT) Scope

Students participating in the 2023 SEAL program will receive six (6) hours of Work Readiness Training (WRT) prior to their respective Summer Session start dates. This WRT will be provided, by Workforce Solutions Rural Capital Area SEAL Staff and Facilitators, in-person. As required by TWC Board VR Requirements Manual: Chapter 1, the WRT will cover many topics intended to prepare the SEAL participants for their work experience, such as:

- Workplace Basics (such as transportation, paycheck basics, and time keeping)
- Professional Conduct and Employer Expectations
- Communication and Teamwork
- Decision-Making and Problem-Solving
- Timesheet Requirements and Processes

### WRT Curriculum Outline

In-Person WRT (6 hours): Each of the following sections will take approximately 1 hour from start to completion: Workplace Basics, Professional Conduct and Employer Expectations, Communication and Teamwork, Decision-making and Problem-solving, Timesheet Requirements and Payroll Processes, and Interactive Activities throughout to engage participants in each section of the training.

- Workplace basics (In-person WRT)
- Professional conduct that is acceptable to meet employer expectations (In-person WRT),
- Proper communication (In-person WRT)
- How to be a team player (In-person WRT)
- Decision-making and problem-solving skills (In-person WRT)
- Participants will obtain program information/documents and complete New Hire Paperwork (In-person WRT)
- Participants will learn about their respective worksites and Work Experience positions (Meet-and-Greet with Worksite Supervisor)

### SEAL Work Experience

The SEAL 2023 Participants will be matched, with the most appropriate available work experience jobsite and position, based on their indicated interests, skill level, physical and cognitive abilities, and scheduling availability. A specific worksite placement of the participants' choosing is not guaranteed, however, it is the intention of Workforce Solutions Rural Capital Area SEAL Staff to match the participants to worksites that will provide the best opportunity for a positive Work Experience.

The SEAL 2023 Participants will be receiving a Single Hourly Wage, of **\$12.00** per hour, during their Work Experience. Each of the participants will be participating in one Summer Work Experience Session, which is scheduled for 5 weeks. For students who have other scheduled summer responsibilities that conflict with this 5-week period, there will be an option to make-up one or two of those missed work weeks during the 2 make-up weeks that follow the primary summer session. This provides each participant with the opportunity to complete the Work Experience Goal of 5 weeks of working up to 20 hours per week (up to **100** hours total). The successful completion of the Texas Workforce Commission (TWC) target number of SEAL Participant Work Experiences (**180**) will result in approximately **\$216,000.00** in total Work Experience Wages for SEAL 2023. These wages are subject to a 21.5% upcharge from the staffing agency and a 3% markup (**\$7,873.00**) to Equus Workforce Solutions to total **\$270,313.20**.

### SEAL Work Experience Budget

Participants	Hours	Rate p/h	Sub-total	Unique Mark-up %	Unique Mark-up	Sub-total	3% Indirect	Total Max Budget
180	100	\$12.00	\$216,000.00	21.5%	\$46,440.00	\$262,440.00	\$7,873.20	\$270,313.20



In response to the COVID-19 pandemic, WSRCA must ensure customer compliance with CDC and OSHA safety recommendations, as well as any state or local requirements pertaining to Personal Protective Equipment (PPE). To ensure compliance with CDC recommendations, WSRCA may provide PPE upon request.

Worksites may require the participant to be subject to Background or Drug Screening prior to their respective Work Experience start dates. This process can either be provided by the worksite, if they have an established process in place, or can be provided by our third-party payroll vendor, UniqueHR. If provided by UniqueHR, Workforce Solutions Rural Capital Area will reimburse the cost as invoiced by UniqueHR as the case may be for each participant that is subject to either or both screenings.

**Program Application Deadline**

The SEAL 2023 program will have a single application deadline with an approximate 3-business day grace period. This allows the maximum amount of time for participants to complete the application process, as well as provide SEAL Staff time to match participants to worksites and relay that information to all parties involved (TWC VR, Worksite Supervisors, and Participants/Guardians).

Application Deadline – March 31, 2023: (Attached)

The last date TWC VR will accept applications for the SEAL 2023 Summer Work Experience Session. There will be an approximate 3-business day grace period, after this date, to accept applications on a case-by-case basis.

WSRCA will adhere to the hard deadline, while also allowing some flexibility to provide the best possible service to our SEAL Youth population and employers.

## Untapped Populations 2023 Goals

Using Data to Make Decisions	Ensuring Message consistency across partners	Dive deeper into Youth Data	Focus on Business Community
<ul style="list-style-type: none"> <li>Dive deeper into intersection of high poverty areas yet low Medicaid enrollment</li> </ul>	<ul style="list-style-type: none"> <li>Streamline eligibility processes across organizations</li> </ul>	<ul style="list-style-type: none"> <li>Research funding opportunities for career exploration for middle and high school students</li> </ul>	<ul style="list-style-type: none"> <li>Create second chance opportunities, new hire opportunities and earn and learn opportunities for underrepresented populations</li> </ul>
		<ul style="list-style-type: none"> <li>Get the word out through Chambers to support youth supporting programs</li> </ul>	<ul style="list-style-type: none"> <li>Dive into job quality and equity considerations</li> </ul>
		<ul style="list-style-type: none"> <li>Learn more about services to in-school youth</li> </ul>	

## 2023 Outreach Priorities

Bastrop	Blanco	Burnet	Caldwell	Fayette	Hays	Lee	Llano	Williamson
Youth	Youth	Youth	Youth	Youth	Youth	Youth	Youth	Youth
							Veterans	
Individuals with a Disability	Individuals with a Disability	Individuals with a Disability	Individuals with a Disability	Individuals with a Disability		Individuals with a Disability	Individuals with a Disability	Individuals with a Disability
English Language Learners			English Language Learners					English Language Learners
DE/I			DE/I					
	Individuals Needing Upskilling	Individuals Needing Upskilling						
	Single Parent Households					Single Parent Households	Single Parent Households	
						Uninsured	Uninsured	
			Individuals in poverty or on SNAP		Individuals in poverty or on SNAP			

## 2023 Meeting schedule

	<b>MARCH 27, 2023</b>	<b>MAY 8, 2023</b>	<b>JULY 10, 2023</b>	<b>SEPTEMBER 11, 2023</b>	<b>NOVEMBER 12, 2023</b>
<b>INCLUSION EVENTS</b>	Student HireAbility Navigator	Student HireAbility Navigator	Student HireAbility Navigator	Student HireAbility Navigator	Student HireAbility Navigator
	Texas Hire Ability / We Hire Ability	Texas Hire Ability / We Hire Ability	Texas Hire Ability / We Hire Ability	Texas Hire Ability / We Hire Ability	Texas Hire Ability / We Hire Ability
	SEAL	SEAL	SEAL	SEAL	
			NDEAM	NDEAM	
				HRWY	HRWY



## Child Care

Child Care Funds Expended by County  
February 2023

County	Amount – CCF and CCM	% Paid	% of children under the age of 13 and households <85% SMI of working parents
Bastrop	788,751.06	9.27	12.00
Blanco	42,143.67	0.48	1.00
Burnet	317,252.96	3.71	7.00
Caldwell	243,946.13	2.87	7.00
Fayette	135,064.86	1.61	2.00
Hays	1,790,997.16	21.17	23.00
Lee	97,590.40	1.20	2.00
Llano	112,372.39	1.44	2.00
Williamson	4,809,257.25	58.25	43.00
Total	8,337,375.88	100.00	100.00

## Children In Care March 2023

CPS	217	6%
Mandatory	121	3%
Income Eligible	3,160	91%
Totals	3,498	100%

SIR 31 NDW 2

## Children on Waitlist as of 4/12/2023

County	Children
Bastrop	100
Blanco	5
Burnet	25
Caldwell	32
Fayette	17
Hays	186
Lee	16
Llano	17
Williamson	607
Total	1005



## Child Care Providers March 2023

County	Providers	TRSP	Relative
Bastrop	27	9	1
Blanco	3	1	0
Burnet	15	5	0
Caldwell	9	3	1
Fayette	4	2	0
Hays	60	24	0
Lee	6	1	0
Llano	5	1	0
Williamson	198	38	2
Total RCA	327	84	4
Outside Nine County	163	86	2
Total	490	170	6

## FY2023 Children in Care

October 2022 – March 2023 = 2,546

April 2023 – September 2023 = 2,651

Anticipated Performance February 2023– 107.8%

**Workforce Solutions  
Rural Capital Area**

**Workforce Performance**

**Equus Workforce Services  
April 2023**

**Roberto Pérez Jr.  
Project Director**

## January 2023 MPR

	#	LWDA	Status	Rank	% Current Target	Current Target	EOY Target	Current Perf.	YTD Num	YTD Den	QTR 1	QTR 2
Employed Q2 Post Exit – Adult (DOL)	15	Rural Capital	-P	25	87.19%	84.10%	84.10%	73.33%	33	45	94.44%	59.26%
Employed Q4 Post Exit – Adult (DOL)	15	Rural Capital	MP	12	106.41%	79.30%	79.30%	84.38%	27	32	84.21%	84.62%
Median Earnings Q2 Post Exit – Adult (DOL)	15	Rural Capital	+P	10	111.70%	\$9,400.00	\$9,400.00	\$10,499.91	n/a	32	\$10,521.91	\$10,477.91
Credential Rate – Adult (DOL)	15	Rural Capital	MP	13	107.23%	81.60%	81.60%	87.50%	14	16	87.50%	87.50%
Measurable Skills Gains - Adult (DOL)	15	Rural Capital	-P	16	82.48%	62.20%	62.20%	51.30%	20	39	-----	-----
Employed Q2 Post Exit – DW (DOL)	15	Rural Capital	MP	7	108.75%	75.90%	75.90%	82.54%	52	63	87.10%	78.13%
Employed Q4 Post Exit – DW (DOL)	15	Rural Capital	MP	7	107.87%	73.10%	73.10%	78.85%	41	52	75.00%	82.14%
Median Earnings Q2 Post Exit – DW (DOL)	15	Rural Capital	MP	23	97.44%	\$9,700.00	\$9,700.00	\$9,451.61	n/a	50	\$9,423.75	\$10,443.28
Credential Rate – DW (DOL)	15	Rural Capital	MP	10	109.76%	85.00%	85.00%	93.30%	28	30	94.70%	90.90%
Measurable Skills Gains - DW (DOL)	15	Rural Capital	MP	7	93.42%	71.40%	71.40%	66.70%	8	12	-----	-----
Employed/Enrolled Q2 Post Exit – Youth (DOL)	15	Rural Capital	MP	9	105.39%	81.60%	81.60%	86.00%	43	50	82.76%	90.48%
Employed/Enrolled Q4 Post Exit – Youth (DOL)	15	Rural Capital	+P	3	126.44%	72.50%	72.50%	91.67%	55	60	96.55%	87.10%
Median Earnings Q2 Post Exit – Youth (DOL)	15	Rural Capital	+P	11	120.79%	\$4,900.00	\$4,900.00	\$5,918.73	n/a	42	\$7,099.54	\$5,801.44
Credential Rate – Youth (DOL)	15	Rural Capital	MP	19	103.00%	83.20%	83.20%	85.70%	36	42	77.80%	91.70%
Measurable Skills Gains - Youth (DOL)	15	Rural Capital	-P	24	41.59%	76.70%	76.70%	31.90%	15	47	-----	-----
Employed/Enrolled Q2 Post Exit – C&T Participants	15	Rural Capital	MP	15	100.18%	68.10%	68.10%	68.22%	2,421	3,549	68.03%	68.46%
Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	15	Rural Capital	+P	1	107.01%	83.40%	83.40%	89.25%	3,345	3,748	90.45%	87.96%
Credential Rate – C&T Participants	15	Rural Capital	+P	11	115.99%	70.90%	70.90%	82.24%	88	107	81.82%	82.69%
Claimant Reemployment within 10 Weeks	15	Rural Capital	-P	24	93.89%	59.90%	59.90%	56.24%	1,824	3,243	59.18%	48.35%
Employers Receiving Workforce Assistance from Boards or Self-Service	15	Rural Capital	-P	26	86.42%	1,568	3,450	1,355	1,355	1	-----	-----
Choices Full Engagement Rate - All Family Total	15	Rural Capital	+P	7	126.30%	50.00%	50.00%	63.15%	15	24	63.36%	62.50%

## Snapshot - January 2023 MPR

	Status	Rank	Current Target	EOY Target	Current Perf.
Employed Q2 Post Exit – Adult (DOL)	-P	25	84.10%	84.10%	73.33%
Employed Q4 Post Exit – Adult (DOL)	MP	12	79.30%	79.30%	84.38%
Median Earnings Q2 Post Exit – Adult (DOL)	+P	10	\$9,400.00	\$9,400.00	\$10,499.91
Credential Rate – Adult (DOL)	MP	13	81.60%	81.60%	87.50%
Measurable Skills Gains - Adult (DOL)	-P	16	62.20%	62.20%	51.30%
Employed Q2 Post Exit – DW (DOL)	MP	7	75.90%	75.90%	82.54%
Employed Q4 Post Exit – DW (DOL)	MP	7	73.10%	73.10%	78.85%
Median Earnings Q2 Post Exit – DW (DOL)	MP	23	\$9,700.00	\$9,700.00	\$9,451.61
Credential Rate – DW (DOL)	MP	10	85.00%	85.00%	93.30%
Measurable Skills Gains - DW (DOL)	MP	7	71.40%	71.40%	66.70%
Employed/Enrolled Q2 Post Exit – Youth (DOL)	MP	9	81.60%	81.60%	86.00%
Employed/Enrolled Q4 Post Exit – Youth (DOL)	+P	3	72.50%	72.50%	91.67%
Median Earnings Q2 Post Exit – Youth (DOL)	+P	11	\$4,900.00	\$4,900.00	\$5,918.73
Credential Rate – Youth (DOL)	MP	19	83.20%	83.20%	85.70%
Measurable Skills Gains - Youth (DOL)	-P	24	76.70%	76.70%	31.90%
Employed/Enrolled Q2 Post Exit – C&T Participants	MP	15	68.10%	68.10%	68.22%
Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	+P	1	83.40%	83.40%	89.25%
Credential Rate – C&T Participants	+P	11	70.90%	70.90%	82.24%
Claimant Reemployment within 10 Weeks	-P	24	59.90%	59.90%	56.24%
Employers Receiving Workforce Assistance from Boards or Self-Service	-P	26	1,568	3,450	1,355
Choices Full Engagement Rate - All Family Total	+P	7	50.00%	50.00%	63.15%

## Overview

### Claimant Reemployment within 10 Weeks

This performance measure consists of everyone in the Rural Capital Area that has applied for Unemployment and was able to find employment within 10 weeks from the date they applied for Unemployment. The timeframe is for customers that applied for Unemployment from July 1 through June 30.

### Number of Employers Receiving Workforce Assistance

This performance measure consists of the number of Employers that received a “countable” service from RCA Staff. The countable services are:

- Taking job postings;
- Providing specialized testing to job seekers on behalf of an employer;
- Performing employer site recruitment;
- Job Fairs;
- Providing employer meeting or interview space;
- Providing customized or incumbent worker training;



- Entering into a subsidized/unpaid employer agreement;
- Providing Rapid Response;
- Job Development (if recorded with a valid UI Tax ID);
- Work Opportunity Tax Credit; or
- Other services provided to employers for a fee.

The time frame is from October through September.

<b>Employed/Enrolled Q2 Post Exit All Participants</b>	<b>Employed/Enrolled Q4 Post Exit All Participants</b>	<b>Median Earnings Q2 Post Exit All Participants</b>
This performance measure consists of the number of customers that were employed, according to TWC Tax Wages or supplemental wages (or in Post-Secondary Education for Youth), in the 2 <sup>nd</sup> calendar quarter after they exited from the any program.	This performance measure consists of the number of customers that were employed, according to TWC Tax Wages or supplemental wages (or in Post-Secondary Education for Youth), in the 4 <sup>th</sup> calendar quarter after they exited from any program	This performance measure consists of the number of customers that were employed, according to TWC Tax Wages or supplemental wages in the 2 <sup>nd</sup> calendar quarter after they exited from all programs and what their median wages were.
The time frame is for customers exited from July through August.	The time frame is for customers exited from January through December.	The time frame is for customers exited from July through August.

#### **Employed/Enrolled Q2 Post Exit WIOA Adult, DW, Youth**

This performance measure consists of the number of customers that were employed, according to TWC Tax Wages or supplemental wages (or in Post-Secondary Education for Youth), in the 3<sup>rd</sup> calendar quarter after they exited from the WIOA Program.

The time frame is for customers exited from July through August.

#### **Employed/Enrolled Q4 Post Exit WIOA Adult, DW, Youth**

This performance measure consists of the number of customers that were employed, according to TWC Tax Wages or supplemental wages (or in Post-Secondary Education for Youth), in the 4<sup>th</sup> calendar quarter after they exited from the WIOA Program.

The time frame is for customers exited from January through December.

#### **Median Earnings Q2 Post Exit WIOA Adult and DW**

This performance measure consists of the number of customers that were employed, according to TWC Tax Wages or supplemental wages in the 3<sup>rd</sup> calendar quarter after they exited from the WIOA Program and what their median wages were.

The time frame is for customers exited from July through September.

### Choices Full Work Rate – All Family Total

This performance measure consists of TANF recipients who are mandatory to participate in the Choices program (i.e.: search for and take permanent employment). The time frame for this is from October through September. To be considered as a meeting the full work rate, the customer must be participating their required minimal hours (depending on their status.... 20 or 30 hours per week) in one of the following activities:

- Unsubsidized Employment – Full- or part-time employment for a Choices customer even if they already have the job.
- Subsidized Employment – Full- or part-time employment in either the private or public sector that is subsidized in full or in part with wages of at least federal or state minimum wage, whichever is higher.
- On-the Job Training – Employee training at the place of work while he or she is doing the actual job.
- Occupational/Vocational Training – Training conducted in an institutional setting that provides specific technical skills and knowledge required for a specific job or group of jobs and results in the attainment of a certificate.
- Community Service – Community service (with nonprofit organizations)
- Entrepreneurial Training – Training that assists job seekers to achieve their goals for economic self-sufficiency by providing information on starting and running their own businesses.
- GED – For job seekers without a high school diploma or GED credential who are attending GED classes as a training service conducted in an institutional setting designed to enable an individual to pass a GED exam.
- Basic Educational Skills/**ABE** (remedial education)– Training designed to enhance the employability of the job seeker by upgrading basic skills.
- ESL – Training activities designed to enhance the English-speaking ability of nonnative speakers.
- Work-based Literacy – Work-based (tied to employment) literacy component (ABE, ESL, Workforce Adult Literacy).
- Other Work Experience Opportunities
- High School – For teen heads of household and adults without high school diploma or GED credential, who are attending high school.