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MEETING HELD ON APRIL 17, 2019

Texas State Star Park – San Marcos, Texas

Board Meeting Minutes

AGENDA ITEM #1

Call to Order – Margaret Lindsey

Ms. Lindsey introduced our new board members.

Andrew Hapanowicz represents Williamson County and is the owner of Slip Fixers. Founder and manager of this solution services company that helps homeowners and businesses reduce slip and fall accidents by improving the traction of floor surfaces.

Jeff Light represents Hays County and is the Regional Manager of Hoar Construction. He is responsible for the overall management of multiple complex commercial construction projects ranging in size from 7 million to 75 million.

Marco Cruz is the Executive Director of Opportunities for Williamson and Burnet Counties which is the state designated Community Action Agency. He oversees the administration of several programs including Meals on Wheels, Head Start and Affordable Housing and is responsible for planning, implementation, coordination, and compliance with all state and federal funding, analyzing and evaluation of multiple programs.

Roll Call – Frank Leonardis

Aguilar	P	Fohn Thomas	P	Light	P	Robison	A
Belver	P	Friestman	A	Lindsey	P	Sifuentes	A
Clay	P	Goode	A	McKeown	A	Wauson	P
Cruz, Adriana	A	Hapanowicz	P	Mitchell	A	Zdeb	P
Cruz, Marco	P	Hiemstra	P	Moya	P		
Dillett	P	Jackson	A	Munson	P		
Flores	A	Leonardis	P	Rehbein	A		

15 members present at roll call. Quorum established.

AGENDA ITEM #2


Public Comment Period

There were no comments from the public.

AGENDA ITEM #3

Information Sharing – Stephen Frayser, MBA– Texas State University, STAR Park

Stephen Frayser, Executive Director of STAR Park presented the following information:

-  STAR – Science, Technology, and Advanced Research is an essential hub for innovation, commercialization, and entrepreneurial activity for Texas State and the region

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- ✿ STAR Park fosters collaboration, epitomizes sustainability in its funding and operations, and creates an inspirational environment
 - ✿ We leverage existing and new assets at Texas State University as catalysts to promote and support innovation, commercialization, and entrepreneurial opportunities in order to grow the regional ecosystem and contribute to the goal of becoming a National Research University
 - ✿ Entrance requirements:
 - For-profit company taking a propriety product, process or service to market
 - Scalable with rapid growth opportunities over 3-5 years
 - Have a core management team in place
 - Can benefit from and contribute to the incubator environment
 - Engaged onsite in R&D, engineering, prototyping, process development, pilot manufacturing
 - Willing to become involved with Texas State University beyond lease of space
 - Established firms allowed to have space to undertake significant research activities
 - ✿ Facilities - The park is 58 acres with 600,00 square feet
 - 7 Chemistry/Materials Science Labs
 - 4 Life Science Labs
 - Anchor Tenant Lab/Clean Room
 - Student Entrepreneur Space
 - Conference Rooms & Collaboration Spaces

AGENDA ITEM #4

Consent Agenda – Margaret Lindsey

Consider adopting Minutes from the February 20, 2019 regular Board of Directors' meeting

- ✓ Motion to approve
- ✓ Seconded
- ✓ Motion approved

Consider approval of Investment Policy

- ✓ Motion to approve
- ✓ Seconded
- ✓ Motion approved

Consider approval of Fiscal Policy changes

- ✓ Motion to approve
- ✓ Seconded
- ✓ Motion approved

AGENDA ITEM #5

Board Leadership Transition – Paul Fletcher

Paul Fletcher stated that **Margaret Lindsey** has decided to step down as Chair but will still serve on the Board. **Hector Aguilar** nominated **Frank Leonardis** to serve as Chair.

- ✓ Motion to approve
- ✓ Seconded
- ✓ Motion approved

A Vice-Chair and Treasurer will be voted on at our June meeting.

AGENDA ITEM #6

Executive Committee Chair's Report – Margaret Lindsey










Ms. Lindsey stated that forums are being held in all 9 counties in an effort to promote our programs and workforce development efforts.

AGENDA ITEM #7

Business Education Services Committee Chair's Report – Frank Leonardis

Cara DiMattina Ryan stated that the Business Education Services Committee met on March 14, 2019 at the Board office. Frank Leonardis, Hector Aguilar, Jeff Light, Cara DiMattina Ryan, Edna Rehbein, Mike Crane, Chris Duran, and Al Lopez were in attendance.

Frank Leonardis started the meeting and the following topics were discussed:

-  Determine the self-sufficiency/living wage for the service area;
-  Identify Target Industries driving the local economies;
-  Identify demand occupations within those target industries;
-  Target Occupations within the list of demand occupations for WIOA training eligibility; establish performance standards for eligible training providers to continue providing training; establish childcare provider reimbursement rates, establish childcare parent share of costs, priority of service.
-  Inform the committee and business community on labor market trends, etc.
-  Identify and invite industry, city/county experts and elected leaders to board meetings or immersion days to gain an understanding of the Board's role in economic development
-  Develop and conduct SHRM outreach to increase the number of businesses accessing business services
-  Host structured education and business conversations to match business skills needs with education curriculum
-  Identify and promote the Board's value adds to business—center services, training grants

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- ✿ Identify customer screening, matching and training services most requested by employers, so the Business Services staff can provide a staffing agency and consultative sales approach to the delivery of business services
 - ✿ Develop a fast response process for business assistance requests
 - ✿ Explore charging business for identified services (i.e. assessments, screening)
 - ✿ Determine how to increase the TOL occupations from 20 to 40 to broaden training selections
 - ✿ Develop and promote (specifically to students) career pathway information that leads to higher wage jobs in each county
 - ✿ Explore how soft skills training could be provided at levels of education
 - ✿ Help employers focus on upskilling and retraining incumbent workforce
 - ✿ Take diversity seriously by identifying opportunities to increase participation of women, minorities, disabled, veterans and previously incarcerated in the workforce
 - ✿ Aging workforce identify opportunities for younger workers to move into management and part-time jobs and retraining opportunities for seniors
 - ✿ Review and monitor the implementation of the Board's strategic plans

Frank requested that **Cara** send childcare information and relevant target occupation list data to the committee before the next meeting.

Hector suggested that the Board should reach out to all the chambers throughout the 9 counties.

It was agreed that the next meeting would be on Wednesday, May 15th at noon with a location TBD.

AGENDA ITEM #8

Community Awareness Committee Chair's Report – Camille Clay

Camille Clay stated that the Community Awareness Committee met on April 1, 2019 at the Round Rock Center. Camille Clay, Hector Aguilar, Carole Belver, Margaret Lindsey, Brian Hernandez, Paul Fletcher, and Al Lopez were in attendance.

Hector Aguilar volunteered and was elected to serve as Vice Chair of the Community Awareness Committee.

- The committee reviewed the combined handouts from the Board Retreat reflecting the work of the Community Awareness Group and the Education Group on:
 - What Could We Do?
 - What Should We Do?
 - First Action Plan
- **Camille** asked committee members to review the action items and to bring ideas, comments and concerns to the next committee meeting.
- The group reviewed the Committee Charter and made changes to be reviewed/approved at the next meeting – members were encouraged to make suggestions on committee priority items at the next meeting.

- The committee reviewed a multi-platform communications report for the period of January through March 2019, reflecting the building of new social media accounts and the relaunch of the new Board website.
- The committee set priorities for Board staff to combine similar items in the committee charter ahead of the next meeting, and to explore the use of focus groups to guide the development of a communications campaign to boost awareness of WSRCA.

Camille asked the committee when the next meeting date and time should be. Carole Belver offered to host the next committee meeting at her organization's new location. The committee agreed to hold its next meeting there on Thursday, May 16, 2019 from 2-4 p.m. at

Community Action, Inc. of Central Texas
The Village Main
215 S. Reimer Avenue, Suite 130 (Next to Shell/Poco Loco)
San Marcos, TX 78666

AGENDA ITEM #9

Governance Finance Committee Chair's Report – Mark Hiemstra

Mark Hiemstra stated that the Governance Finance Committee met on March 20, 2019 at the Board Office. Mark Hiemstra, Rene Flores, Margaret Lindsey, Jenna Fohn Thomas, Janie Kohl, Jenna Akridge, Paul Fletcher, and Al Lopez were in attendance.

Rene Flores was elected as Vice Chair of this committee.

Governance and Finance Committee - This committee will focus on issues relating to the **governance of the Board** as well as **fund raising, fiscal and procurement oversight**.

The major items the committee will address include:

- Create a pool of potential board members
 - Invite board member prospects to serve on committees
 - Identify, screen, recommend, and recruit board members with financial astuteness
 - Select individuals for Board membership
 - Evaluate Board member attendance and performance on the Board, Board committees and as individual directors
- Apply for corporate and philanthropic grant funds that will increase the diversity of funding sources for the Board

- Review and approve the Board's annual operating budgets
 - Review the Board's financial controls and reporting systems
 - Review and approve the Board's financial statements and financial reporting
 - Provide oversight of fiscal and procurement activities including audits and monitoring reports.
 - Review and Approve the Board's ethical standards, legal compliance programs and procurement procedures
 - Review and approve audit and financial reporting that needs to be provided to the full board
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- Monitor Board performance
 - Monitor relations with partners, employees, counties and communities
 - Review and recommend strategic level policies to the full board
 - Develop a management succession plan and ensure it is adequate
 - Conduct an annual self-evaluation to determine whether the Board and its committees are functioning effectively and deliver the results with recommendations to the Board
 - Select, monitor, evaluate and compensate the Chief Executive Officer
 - Conduct an annual review of staff compensation and benefits

AGENDA ITEM #10

Untapped Populations Committee Chair's Report – Cassandra Moya

Cassandra Moya stated that the Untapped Populations Committee met on March 18, 2019 at the Board Office. Cassandra Moya, Mike McKeown, Kimberly Goode, Sandra Dillett, Tim Wauson, Paul Fletcher, Diane Tackett and Al Lopez were in attendance.

Sandra Dillett volunteered and was elected as Vice Chair of this committee.

1. Summary of Untapped Populations work from Board Retreat

- Cassandra reviewed the Untapped Populations Committee Summary document with the committee members.
 - Reviewed the categories of Untapped Populations and the major key items to be addressed.
 - Added "survivors of human / labor trafficking" as a category of Untapped Populations

2. Review Planning Documents

- Cassandra and Diane reviewed the following documents with the committee
 - Untapped Populations “What Could We Do”
 - Untapped Populations “What Should We Do”
 - Untapped Populations Action Plan
- Committee discussion resulted in prioritizing the work into four main areas:
 - Designate career counselors to Untapped Populations
 - Priorities populations in each county
 - Case managers to receive training in cultural understanding of specific categories of Untapped Populations and resources to assist UP to become work-ready
 - Paid work experience opportunities for UP including access to a worksite monitor
- Several action items were developed for the committee members to complete in order to capture appropriate demographics by county for UP
- Discussion of looking at industries / occupations for good fit for UP; including identifying routine, defined tasks and soft skills needed to help employers address a liability factor
- Discussion related to comparing UP to industry trends / LMI in each county to determine UP / industries to focus on in each county
 - Ex: Burnet – hospitality, but Llano is construction
- Develop a matrix model to review UP and employment opportunities in each county

Action items	Person responsible	Deadline	
Compile demographics for each County:			
○ Number of Veterans (TVC and TVLP)	Diane Tackett		
○ SNAP, Youth aging out of Foster Care	Sandra Dillett		
○ English Language Learners, Adults without high school diploma or equivalency	Kimberly Goode	May 1, 2019 due date for demographics, by county if possible. Please include contact information and organization information for reference.	
○ Aging / Returning to Work (CAPCOG, AARP, Catholic Charities)	Diane Tackett		
○ VR / Individuals with Disabilities	Cassandra Moya		
○ Parole / probation/ justice involved individuals	Kimberly, help from Doug Mudd		
○ Homeless by county (ECHO)	Diane Tackett		
Identify Workforce Staff – have at least 2 staff in each Center dedicated to at least one of the UP identified as priority in the county.	Paul Fletcher		May 1, 2019
Identify interested business partners:	Cassandra Moya		May 1, 2019
○ Pull contract language for VR Paid Work Experience for committee to review prior to next meeting to understand allowances and limitations			

AGENDA ITEM #11

Executive Director's Report – Paul Fletcher

Paul Fletcher stated that there are 5 new county judges and meetings are being scheduled with each of them, as well as with the Bastrop and San Marcos mayors.

We are in the process of conducting county forums with our partners to discuss how we can improve workforce development efforts in their communities. Bastrop, Lockhart and San Marcos have already participated with productive results.

TWC is working with us regarding the integration of additional staff in our Round Rock and San Marcos centers. Due to the restructuring of Board staff and new hires, we have moved to a larger space. We are in the same building but are now in Suite 200.

Will be traveling to Washington D.C. for the 2019 Federal Advocacy conference in June. The Austin Chamber will lead the annual delegation of business and civic leaders and we'll meet with members of the CTX delegation and legislators. There is a NAWB bootcamp in Wichita, Kansas in July, where discussions will take place regarding fiscal and grant management, current national workforce development trends and the current state of regional and cross-system work.






Our new website is up and running. **Brian Hernandez** and done a great job of helping to get our social media presence out to the public. We'll look at this at our June meeting.

The Management RFP has been released and proposals received will be evaluated. The Governance Finance Committee members will conduct interviews with bidders in June.

AGENDA ITEM #12

Performance Reports

Child Care Status Report - Sandy Anderson, Baker Ripley

-  Children in care by fund type equals 3,547
-  Total funds expended by all counties is \$6,633,294
-  Total CCS Providers equals 403 with 100 being Texas Rising Star Providers
-  Total number of children on the waitlist for all counties is 1,520
-  Performance Measure FY 2019 has a target of 2,408 and is at 115.74%

Workforce Center Management – Mike Crane, ResCare

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)

FINAL RELEASE
As Originally Published 4/3/2019
FEBRUARY 2019 REPORT

Green = +P White = MP Yellow = MP but At Risk Red = -P

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
					C&T Participants				Adult				DW				Youth						
					Cmnt ReEmpl within 10 Weeks	Emplrs Rvng Wkfc Assist	Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Comb (Discr. Mo)	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl- ed Q2 Post-Exit	Empl- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl- ed Q2 Post-Exit	Empl- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credentia Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credentia Rate
Rural Capital	105.66%	100.77%	98.70%	115.74%	104.35%	106.10%	108.15%	126.18%	105.64%	110.38%	n/a	92.96%	105.71%	111.22%	n/a	111.11%	100.26%	107.23%	137.17%	9	8	0	100%

AGENDA ITEM #13

Fiscal Report – Janie Kohl

Paul Fletcher provided information regarding our budget balances for our FY2019 grants.

Financial Report for Period Ending 2/28/19

Contract	Fund Name	Begin	End	CDER Budget	Expenditures	% Expended	Remaining Budget	% Budget Remaining
1518WOA000	PY18 Adult Allocation	7/1/2018	6/30/2020	1,048,007.00	635,938.40	61%	412,068.60	
1518WOD000	PY18 Dislocated Worker Allocation	7/1/2018	6/30/2020	1,553,092.00	799,413.67	51%	753,678.33	
1518WOR000	PY18 Rapid Response	7/1/2018	6/30/2020	34,904.00	34,904.00	100%	-	
1518WOS001	1518 Externships for Teachers	4/4/2018	2/28/2019	147,025.00	105,247.66	72%	41,777.34	
1518WOY000	PY18 Youth Allocation	7/1/2018	6/30/2020	1,225,083.00	804,376.14	66%	420,706.86	
1518WPA000	1518 Wagner-Peyser Employment Services	10/1/2017	12/31/2018	234,276.00	234,276.00	100%	-	
1519CAA000	1519 Child Care Attendance Automation	10/1/2018	11/30/2019	88,483.00	30,727.91	35%	57,755.09	
1519CCF000	1519 Child Care Services Formula Allocation	10/1/2018	12/31/2019	15,392,989.00	4,289,571.90	28%	11,103,417.10	
1519CCM000	1519 Child Care & Development Fund Child Care Local Match	10/1/2018	12/31/2019	2,032,471.00	-	0%	2,032,471.00	
1519CCP000	1519 DFPS Child Care	9/1/2018	12/31/2019	2,549,095.00	1,588,699.92	62%	960,395.08	
1519CCQ000	1519 CCDF Quality Improvement Activity	10/1/2018	10/31/2019	842,242.00	114,707.38	14%	727,534.62	
1519COL000	1519 Infrastructure Support Svcs & Shared Costs Agreement	9/1/2018	8/31/2019	14,667.00	7,333.56	50%	7,333.44	
1519NCP000	1519 Noncustodial Parent Choices Program	9/1/2018	9/30/2019	131,924.00	80,954.36	61%	50,969.64	
1519REA000	1519 Reemployment Services and Eligibility Assessment	10/1/2018	9/30/2019	170,270.00	44,043.80	26%	126,226.20	
1519SNE000	1519 SNAP Employment & Training	10/1/2018	9/30/2019	259,520.00	182,232.81	70%	77,287.19	
1519TAF000	1519 Temporary Assistance for Needy Families	10/1/2018	10/31/2019	1,642,035.00	878,259.32	53%	763,775.68	
1519TRA000	Trade Act Services for Dislocated Workers	10/1/2018	12/31/2019	81,104.00	2,682.84	3%	78,421.16	
1519WCI000	1519 Workforce Commission Initiatives	10/1/2018	1/31/2020	79,687.00	-	0%	79,687.00	
1519WPA000	1519 Wagner-Peyser Employment Services	10/1/2018	12/31/2019	241,598.00	111,186.01	46%	130,411.99	
3018VRS147	Vocational Rehabilitation Services - Navigator	3/1/2018	8/31/2019	150,000.00	36,356.81	24%	113,643.19	
3018VRS185	Vocational Rehabilitation Services - Wages Services	4/1/2018	9/30/2019	112,500.00	-	0%	112,500.00	
VES 18-19	Veterans Services 18-19	10/1/2018	9/30/2019	56,436.00	26,015.00	46%	30,421.00	
				28,087,408.00	10,006,927.49	36%	18,080,480.51	64%

We should be at 41.66% at this point and are at 36% overall
Several large adjustments done post February that will bring expenditure level up for next month's report

AGENDA ITEM #14

Workforce Board Announcements

Tim Wauson announced to the Board that he is retiring. This will be his last meeting.

AGENDA ITEM #15

New Business

No new business to report.

AGENDA ITEM #16

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

The next regular meeting is scheduled for June 19, 2019 at the Workforce Center in Round Rock.

AGENDA ITEM #17

Adjourn

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