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MEETING HELD ON AUGUST 21, 2019

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Bastrop Convention Center – Bastrop, Texas

# Board Meeting Minutes

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**AGENDA ITEM #1**

**Call to Order – Frank Leonardis**

**Roll Call – Alfonso Sifuentes**

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

14 members present at roll call. Quorum established.

**AGENDA ITEM #2**

**Public Comment Period**

**Sandy Anderson**, Director of Child Care Services introduced **Julie Galban**, Child Development and Early Education Supervisor with Baker Ripley. Sandy announced that Julie has been with us since 1994 and is retiring. She has made many contributions to our childcare program and will be missed.

**Paul Fletcher** thanked Julie for her years of service and informed the Board that we wouldn't be where we are today without her.

**Frank Leonardis** introduced our new Board members who will be approved by the Commissioners in a few days.

**Ben Brenneman – Organized Labor (replaces Matt Friestman)**

Business Manager at IBEW Local 520.

**Debbie Burkhard – Private Sector (new seat)**

Owner of Old Annex Office Solutions.

**Elwood Engebretson – Community-Based Organization (new seat)**

Rotary Club of Cedar Park.

**Becky Garlick – Adult Basic and Continuing Education (replaces Edna Rehbein)**

Executive Dean at Blinn College.

**Nikki Stallings – Private Sector (replaces Tracy Jackson)**

Human Resources with NOV Wellbore Technologies.

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**AGENDA ITEM #3**

**Consent Agenda – Frank Leonardis**

**Adopt Minutes from the June 19, 2019 regular Board of Directors' meeting**

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

**Adopt revised Target Occupations List**

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

**Adopt Board Personnel Policy changes regarding Paid Time Off**

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

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**AGENDA ITEM #4**

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

**Consider approval of recommendation from the Executive Committee on the 2019-2020 Budget**

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

**Consider approval of recommendation from the Executive Committee on the 2017 Audit Report**

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

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**AGENDA ITEM #5**

**Business Education Services Committee Report – Jeff Light**

**Jeff Light** stated that the Business Education Services Committee met on July 16, 2019 and discussed the following:

- Discussion to expand the Target Occupations List which has occupations that represent industries with a focus of progression ladders and a living wage
- Add 20 occupations to this list, in an effort to increase the options we can give to individuals coming to our centers
  - Remove two items, Inspectors, Testers, Sorters, Samplers, Weighers, and Secretaries & Administrative Assistants, except Legal, Medical, & Executive since they do not meet a living wage of \$18.00 an hour
  - Carpentry is not on the list, but will be reviewed in 6 months to determine if the other occupations should be removed due to lack of interest and availability of training
  - Teachers have a broader occupational code than construction workers so we could incorporate all types of teachers, however we cannot do this for construction workers since not all positions have a living wage
- The Demand List was also discussed, and carpentry will be added to this list
- Work In Texas will be re-released in August and the committee will review in September
- Our SHRM presentation is scheduled for November
- BSU staff will send surveys regarding incorporating staffing agency services for a fee and present to the committee

The next committee meeting will be scheduled for mid-September.

## **AGENDA ITEM #6**

### **Community Awareness Committee Report – Camille Clay**

**Camille Clay** stated that the Community Awareness Committee met on July 22, 2019 and discussed the following:

- Information Sharing – Committee Chair Camille Clay, provided an overview on the Career and Technical Education program at Leander ISD, where she serves as the Senior Director of the College & Career Transition Programs
- Discussion Items – The Committee reviewed the results of the “What Should We Do Together” online survey and action plans for the top 3 activities selected and will reassess at the September meeting:
- Options for focus groups are being reviewed to guide the development of a new communications campaign, including in-house surveys and the procurement of a vendor
- Research into the availability of interagency councils in each Rural Capital Area county was reviewed and there are limited options. The Committee asked to review inter-agency councils within regional industries and community service organizations
- WSRCA has nominated Dell Technologies for the 2019 Local Employer of Excellence Award at the TWC Annual Conference, for its trailblazing recruitment efforts by expanding its Autism Hiring Program to its Round Rock headquarters, and inspiring other employers to embrace neurodiversity as a competitive advantage
- WSRCA was asked by TWC to present on the “We Are Rural Capital Area” campaign and social media best practices to all 28 workforce boards

- ❖ WSRCA has submitted a proposal for the Texas Path/Walmart Grant. The campaign will advance positive awareness of Rural Capital Area opportunities for retail businesses to train their incoming and current workforce to meet industry demands. The campaign is all about people, connections and community, and how the opportunities created by WSRCA business services empowers local retail employers, which fuels regional economic growth and family self-sufficiency for our workforce.
- ❖ WSRCA is assisting the Greater San Marcos Partnership in their new outreach campaign.
- ❖ The team at Workforce Solutions of Williamson County was recognized by the American Legion as the Outstanding Employment Service Office (statewide) for 2018, for their work to empower Rural Capital Area veterans.

The next committee meeting was scheduled for Wednesday, September 18, 2019 from 2-4 p.m., at Community Resources Centers of Texas, Inc., 100 Legend Hills, Llano, Texas 78643. Committee Member, Briley Mitchell, will be our host, and share information about the Llano Chamber of Commerce, where he serves as the Chamber's Executive Director.

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

##### **Governance Finance Committee Report – Mark Hiemstra**

**Mark Hiemstra** stated that the Governance Finance Committee met on July 17<sup>th</sup> and August 16<sup>th</sup> and discussed the following:

- ❖ Audit Closeout
  - The FYE 16/17 Single Audit has finally been completed and the Board will receive a clean opinion with \$27,151 being returned to the state
  - Work will now begin on the FYE 17/18 Single Audit which is due October 31, 2019 and then begin work on the FYE 18/19 Single Audit
  - Mark congratulated Janie and her staff on getting this completed
- ❖ PY 19-20 Budget
  - The current funding level takes all the allocations we receive, plus any carryover funds and gives us a current FY 19/20 budget of \$28,880,373
  - A new module will be used to track the budget
- ❖ Board Membership
  - Will have 6 new Board members at our next board meeting
  - Also, 5 of our current members will have their terms renewed
- ❖ Expectation of attendance
  - Attendance expectations were discussed in detail and it was recommended that a policy be drafted to guide future attendance expectations

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

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

**Diane Tackett** stated that the Untapped Populations Committee met on July 8, 2019 and discussed the following:

- 📌 Reviewed the demographic data related to:
  1. the number of Supplemental Nutrition Assistance Program (SNAP) families in each county,
  2. the number of Youth aging out of Foster Care in each county,
  3. the number of Ex-offenders without a high school equivalency in each county, and
  4. the number English Language Learners without a high school equivalency in each county
- 📌 Discussion of the additional data that would be appropriate to make determination on how big the “untapped pool” is. Additional data suggested included highest level of education and if they are currently working or not.
- 📌 Gather additional data, if possible, from HHSC and contact TIERS developer to determine if reporting is available
- 📌 Gather outstanding data about other untapped populations
- 📌 Discussion on benefits of disability inclusion and Summer Earn and Learn

The next committee meeting has been scheduled for September 9, 2019 at 2:30pm at the Board office or via Zoom video conference.

## **AGENDA ITEM #9**

### **Chief Executive Officer's Report – Paul Fletcher**

**Paul Fletcher** stated that there is new leadership at TWC. The new Commissioner for the people, **Bryan Daniels** will be the new Chair of the Commission. **Aaron Demerson** will replace **Ruth Hughs** as the Commissioner representing Employers.

We should have a full slate of Board members after the 9/10/19 commissioners meeting. The Board has grown to 27 members.

The budget is complete, and we are in good shape to operate our programs for the next year. We will be expanding our Teacher Externship Grant.

We have completed our goal to hold a workforce-oriented meeting in each of our nine counties to hear firsthand what the community needs are and how workforce can help meet those needs. This will form the foundation of our plans as we move forward.

Al Lopez's last day with us will be September 27<sup>th</sup> and we'll have a small going away party for him in our Round Rock office at 10:30am.

Our meeting with Congressman Williams on August 14<sup>th</sup> was very successful with 9 Board members and 40 people in attendance. We're holding a similar meeting with Representative Zweiner in San Marcos on August 29<sup>th</sup> at 2:00pm.

A graduation ceremony is scheduled for Saturday, August 24<sup>th</sup> in Lockhart for 14 inmates at the Lockhart Correctional Facility. We sponsored their tuition in a production technician certification program with ACC.

Our San Marcos facility is on track for our move in November/December. We will check on progress of construction on September 29<sup>th</sup>.






As of today, 16 Vocational Rehabilitation staff have moved in at our Round Rock Workforce Center.

The annual TWC conference is being held at the Gaylord in Grapevine on December 4-6, 2019. Please let me know if you would like to attend.

## **AGENDA ITEM #10**

### **Performance Reports**

#### **Child Care Status Report - Sandy Anderson, Baker Ripley**

-  Children in care by fund type equals 3,274
-  Total funds expended by all counties is \$10,462,786
-  Total CCS Providers equals 400 with 107 being Texas Rising Star Providers
-  Total number of children on the waitlist for all counties is 1,364
-  Performance Measure FY 2019 has a target of 2,577 and is at 98.87%

#### **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 8/7/2019  
**JUNE 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						
					Clmnt ReEmpl within 10 Weeks	Emplys Rcvg 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
Rural Capital	108.14%	96.19%	102.22%	98.87%	105.12%	105.40%	114.00%	123.45%	102.97%	109.21%	n/a	83.49%	104.67%	107.89%	n/a	111.11%	97.58%	102.43%	126.63%	7	9	1	94%

## **AGENDA ITEM #11**

### **Fiscal Report – Janie Kohl**

**Janie Kohl** provided information regarding our budget balances for our **FY2019** grants.

Our Budget to Actuals Fiscal Report today is based on the June 30, 2019 month-end reporting period. Overall the Board has spent approximately 69% of its \$29,119,823 allocations as of 6.30.19.

#### **High Level Review of Expenditures:**

##### **Fiscal Year 2019 Grants:**

We are at \$20M (68.9%) expended out of the \$29.0M in grants and contracts from the state. This leaves a budget balance of about \$9M.

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**Grants with lower expenditures which are explained as follows:**

- Child Care Quality contract. We have recently worked through some reporting adjustments for Mentors and Assessors which will be reflected in our July 2019 report.
- Teachers Externships contract is fairly active. We anticipate more invoices to start rolling in soon. As of July 2019, we have recorded approximately \$72,500 in expenditures.
- Trade Act Services for Dislocated Workers contract. We have not had a lot of customers who qualify for this grant, so expenditures have been low in our prior year grant.
- Summer Earn and Learn (SEAL) – SEAL is projected to spend about 320k of the allocation. Currently, only contractor expenses are recorded. Board related costs will be added on and the remainder will become unrestricted funds.
- The Student Hireability Navigator Program is expected to be 100% utilized.
- The Wage Services for Paid Work Experience is just getting going.

**Grants with higher expenditures which are explained as follows:**

- 1519CCM – This grant is customarily 100% exhausted by our Board area during the months of March – June. We are on target.
- 1519CCP – This grant provides funding for mandatory populations and is replenished as needed. A contract amendment is in progress to ensure we have the funds to cover the entire program year.
- WIOA, TANF and SNAP Grants – Many of these grants are coming in rather high at this time. Allocation adjustments are in process to better reflect expenses where the benefits were received.

**Audit Updates:**

FY 16-17:

- Audit is complete and we have a clean opinion.
- Next week our form 990, revised taxes, for 16/17 will be filed with the IRS and the audit will be filed with the federal clearinghouse by our auditor.

FY 17-18:

- Due date for this audit is 11.15.19 and has been confirmed with the state.
- Roll over of balances is completed.
- 45 – 50% of our documentation requests are already prepared for our new auditor.
- Training with our new auditor regarding documentation expectations and additional staffing have been arranged to ensure the timeline is met.

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**AGENDA ITEM #12**

**Workforce Board Announcements**

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**AGENDA ITEM #13**

**New Business**

No new business to report.



**AGENDA ITEM #14**

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

The next regular meeting is scheduled for October 16, 2019 at our Workforce Center in Round Rock.

**AGENDA ITEM #15**

**Adjourn**

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