

**Panhandle Workforce  
Development Board  
Meeting Agenda  
May 24, 2023**

# **PANHANDLE WORKFORCE DEVELOPMENT BOARD**

## **2023 Meeting Calendar**

I want to thank you for your dedication and commitment to the people of the Texas Panhandle and know that I am very honored and grateful to be a part of the Panhandle Workforce Development Board!

We are providing you with the 2023 Board meeting schedule. The Board must meet a minimum of four times this year. However, there may be a rare occasion that necessitates having an additional meeting. This would only occur when a board action is necessary and time is a factor.

As always if you ever have questions or wish to discuss issues and opportunities, please give me a call.

Thank You!

Marin

<b>February 22, 2023</b>
<b>May 24, 2023</b>
<b>August 23, 2023</b>
<b>December 6, 2023 (Tentatively)</b>



## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Board will be held at 12:30 p.m. on Wednesday, May 24, 2023. Due to the COVID-19 crisis, this meeting will be held in hybrid format with videoconference available pursuant to Texas Government Code Section 551.127.

Under the hybrid format, Board members and individuals from the public may access the meeting in person at 3120 Eddy Street, Amarillo, Randall County, Texas. Lunch will be served to Board members at 12:00 p.m.

Board members and individuals of the public interested in attending this meeting by videoconference may do so by logging onto:

<https://us02web.zoom.us/j/81140045418?pwd=NIBNQVIKTTdHVStXSzhqanAvQzYydz09>

(Meeting ID: 811 4004 5418 - Passcode: 561282)

Or may participate by phone (346) 248-7799 (Meeting ID: 811 4004 5418 - Passcode: 561282).

A copy of the full agenda packet for this meeting can be found on the PRPC's website at <http://www.theprpc.org>

The PWDB shall provide an opportunity for oral comments from the public during the meeting. Each person wishing to make a public comment shall be limited to three (3) minutes and limited to speaking once per comment period. Comments shall be directed to the Board as a whole. Individual Board members will not respond to questions. In the event that a group of persons supporting/opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's position.

## **AGENDA**

1. **CALL TO ORDER**
2. **INITIAL PUBLIC COMMENT PERIOD**
3. **MINUTES**

Members will be asked to consider approval of the minutes from the Board's meeting held on February 22, 2023.

Also attached, for informational purposes, are:

- Minutes of the February 23, 2023 meeting of the Panhandle Workforce Development Consortium's Governing Body. Please note that the group concurred with the actions of the Board; and
- Minutes of the February 22, 2023 meeting of the Panhandle Workforce Development Board's Cybersecurity Council.

4. **REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2022 – March 31, 2023 will be presented. No action by the Board is required.

5. **PROGRAM PRESENTATION – TEACHER EXTERNSHIP**

Workforce Solutions Panhandle (WSP) partnered once again with Region 16 Education Service Center (ESC) to expand the Externships for Teachers Program. Phillip Flores, Business Services Representative with WSP, will provide an overview of this year's Summer 2023 Teacher Externship Program. No action by the Board is required.

6. **PANHANDLE WORKFORCE DEVELOPMENT BOARD SECURITY AND CYBERSECURITY POLICIES**

Members will be asked to consider the recommendations of the PWDB Cybersecurity Council on one proposed new and one proposed update to PWDB Security and Cybersecurity policy:

- Technology Equipment – Devices and Prohibited Technologies (*New*)
- Systems and Applications – Systems Access (*Update*)

7. **UPDATE TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY**

Members will be asked to consider a proposed update to one current local PWDB policy:

- Child Care Services (*Update*)

Public comment opportunity and Member vote will be recognized.

8. **LOCAL MONITORING REPORT**

Members will be provided with an update on monitoring activities. No action by the Board is required.

9. **CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES**

Huxford Group, LLC President and WSP Director, Mr. Trent Morris, will discuss recent and upcoming regional workforce activities. No action by the Board is required.

10. **DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES**

Workforce Development Director, Mr. Marin Rivas, will discuss recent and upcoming regional workforce activities. No action by the Board is required.

11. **CURRENT MEMBERSHIP LIST**

Informational item only. No action by the Board is required.

12. **FINAL PUBLIC COMMENT PERIOD**

13. **ADJOURN**

PUBLIC NOTICE

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 18<sup>th</sup> day of May 2023, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 11:00 a.m.



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Leslie Hardin

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities  
Relay Texas: 711



**ITEM 3a**  
**Workforce Development Board**  
**Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Board  
Minutes  
February 22, 2023

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, February 22, 2023. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Buckhaults presided.

MEMBERS PRESENT:

- Francisco Apodaca, Apodaca Brothers
- Norman Bearden, Texas Workforce Commission
- Ryan Bradley, Hunting Titan
- Texas “Tex” Buckhaults, Clarendon College
- Kristi Hanes, Night & Day, Care & Play Inc.
- Crystal Hermesmeier, Shamrock Economic Development Corporation
- Lisa Lillard, Texas Health and Human Services Commission
- Jahnel McClain, Goodwill Industries of Northwest Texas
- Amy Rambo, BSA Health System
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Geneva Tiller, Texas Workforce Solutions Vocational Rehabilitation Services
- Lisa White, Amarillo Public Library
- Michael Wright, Moore County News - Press
- Magi York, Panhandle Community Services

MEMBERS ABSENT:

- Betty Bara, La Fiesta Grande
- Jay Barrett, Amarillo Area Center for Academic Learning
- Kevin Caddell, Furniture Fashions, LTD
- Tamara Clunis, Amarillo College
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Jason Henderson, Bell Helicopter, Textron
- Art Martinez, Whiteface Heating & Air, Inc.
- David Parker, Harwell & Cook Orthodontics
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- John Roberts, Central South Carpenters Regional Council

## OTHERS PRESENT:

David Hall, and Linda Munoz, Amarillo College; Nikki Thurman, Texas Veterans Commission; Elaine Wilson, Texas Workforce Solutions Vocational Rehabilitation Services; and Jason Britsch, Phillip Flores, Jennifer Galloway, Trent Morris, and Andrew Thompson, Workforce Solutions Panhandle.

## STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Natasha Clower, Ana Gonzalez, Rosie Gonzalez, Leslie Hardin, Jolene Ortega, Heather Reid, Marin Rivas, and Trenton Taylor.

### 1. CALL TO ORDER

Mr. Buckhaults called the meeting to order noting that a quorum was present.

### 2. INITIAL PUBLIC COMMENT PERIOD

None.

### 3. MINUTES

Members considered approval of the minutes from the Board's December 7, 2022 meeting. Ms. York moved to approve the minutes as presented. Mr. Salazar seconded the motion; the motion carried.

### 4. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2022 – December 31, 2022. No action by the Board was required.

### 5. APPOINTMENT TO THE CYBERSECURITY COUNCIL

Members were asked to consider appointing Mr. Salazar to the Cybersecurity Council. Mr. Bearden moved to make the appointment. Ms. York seconded the motion; the motion carried. Mr. Salazar abstained from the vote.

### 6. NEW AND UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES

Members were asked to consider the recommendations of the PWDB Cybersecurity Council on three (3) proposed PWDB Cybersecurity policy updates and one (1) proposed new policy:

- a) Acceptable Use of Information Technology Resources - Update
- b) Secure Configuration - Update
- c) Risk Assessment and Mitigation - Update
- d) Incident Response - New

Mr. Wright moved to approve the policies as recommended. Ms. McClain seconded the motion; the motion carried.



7. PANHANDLE WORKFORCE DEVELOPMENT BOARD PLAN MODIFICATION

Members were asked to consider approval of a two-year modification of the 2021-2024 PWDB Plan as required by the Texas Workforce Commission (TWC). An opportunity for public comment was presented and there were no comments. Ms. White moved to approve the modification as presented. Mr. Bearden seconded the motion; the motion carried.

8. LOCAL MONITORING REPORT

Members were updated on monitoring activities. No action by the Board was required.

9. CHILD CARE QUALITY PURCHASES

A review of several recent Child Care Quality purchases was presented. No action by the Board was required.

10. WORKFORCE CAREER AND EDUCATION OUTREACH SPECIALIST PROGRAM

Members were asked to consider the addition of a workforce career and education outreach specialist program and the purchase of virtual reality career exploration tools. Mr. Salazar made the motion to approve the addition and purchase, as presented. Mr. Apodaca seconded the motion; the motion carried.

11. TWC SKILLS DEVELOPMENT FUND (SDF) APPLICATION

Members were asked to consider authorizing the Workforce Development Director to enter into a Memorandum of Understanding (MOU) for a PWDB partnership with Plains Dairy; and completing and submitting an application for a TWC SDF grant for the purpose of developing and implementing site-specific, customized, “upskilling” training for approximately 100 Plains Dairy employees. Ms. York moved to authorize proceeding with the MOU and application. Mr. Salazar seconded the motion; the motion carried. Mr. Bearden abstained from the vote.

12. CONTRACTOR’S REPORT ON WORKFORCE ACTIVITIES

Mr. Trent Morris, Huxford Group, LLC President and Workforce Solutions Panhandle Director, discussed recent and upcoming regional workforce activities. No action by the Board was required.

13. DIRECTOR’S REPORT ON WORKFORCE ACTIVITIES

Mr. Marin Rivas discussed recent and upcoming regional workforce activities. No action by the Board was required.

14. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

15. FINAL PUBLIC COMMENT PERIOD

None.

16. ADJOURN

There being no further business to come before the Board, Mr. Bradley moved that the meeting adjourn. Mr. Wright seconded the motion; the meeting adjourned.



**ITEM 3b**  
**Consortium's Governing Body Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Consortium's Governing Body  
Minutes  
February 23, 2023

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, February 23, 2023, at 11:30 a.m. Due to the current COVID-19 crisis this meeting was held by videoconference pursuant to Texas Government Code Section 551.127, and in person at 415 S.W. 8<sup>th</sup> Avenue, Amarillo, Potter County, Texas.

Judge D J Wagner, Chair, presided.

MEMBERS PRESENT:

- Dan Looten, County of Carson
- D J Wagner, County of Deaf Smith
- Cindy Irwin, County of Hutchinson
- Terri Carter, County of Sherman

MEMBERS ABSENT:

- Ginger Nelson, City of Amarillo
- Chris Porter, County of Gray
- Harold Keeter, County of Swisher

OTHERS PRESENT:

Trent Morris, Workforce Solutions Panhandle

STAFF PRESENT:

Kathy Cabezuela, Natasha Clower, Ana Gonzalez, Leslie Hardin, Jolene Ortega, Heather Reid, Marin Rivas, and Trenton Taylor

1. CALL TO ORDER

Judge Wagner called the meeting to order, noting that a quorum was present prior to voting.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered the minutes from the December 8, 2022 meeting of the Governing Body. Judge Carter moved for approval. Judge Irwin seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

5. APPOINTMENT OF MEMBER TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

The body considered the appointment of Ms. Amy Moran, the Director of HR Strategy and Operations for Consolidated Nuclear Security (CNS) to serve on the Panhandle Workforce Development Board.

6. ITEMS CONSIDERED AT THE LAST MEETING OF THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members were asked to review agenda items presented and consider concurrence with actions taken at the February 22, 2023 meeting of the Panhandle Workforce Development Board:

6a. MINUTES

Minutes from the PWDB meeting held on December 7, 2022. No action by the Body was required.

6b. REPORTS ON GRANTS

A review of reports on the Panhandle's grants for October 1, 2022 – December 31, 2022. No action by the Body was required.

6c. APPOINTMENT TO THE CYBERSECURITY COUNCIL

Members were asked to consider appointing Mr. Paul Salazar to the Cybersecurity Council.

6d. NEW AND UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES

Members were asked to consider the recommendations of the PWDB Cybersecurity Council on three (3) proposed PWDB Cybersecurity policy updates and one (1) proposed new policy:

- a) Acceptable Use of Information Technology Resources - Update
- b) Secure Configuration - Update
- c) Risk Assessment and Mitigation - Update
- d) Incident Response - New

6e. PANHANDLE WORKFORCE DEVELOPMENT BOARD PLAN MODIFICATION

Members were asked to consider approval of a two-year modification of the 2021-2024 PWDB Plan as required by the Texas Workforce Commission (TWC). An opportunity for public comment was presented and there were no comments.

6f. LOCAL MONITORING REPORT

Members were updated on monitoring activities. No action by the Body was required.

6g. CHILD CARE QUALITY PURCHASES

A review of several recent Child Care Quality purchases was presented. No action by the Body was required.

6h. WORKFORCE CAREER AND EDUCATION OUTREACH SPECIALIST PROGRAM

Members were asked to consider the addition of a workforce career and education outreach specialist program and the purchase of virtual reality career exploration tools.

6i. TWC SKILLS DEVELOPMENT FUND (SDF) APPLICATION

Members were asked to consider authorizing the Workforce Development Director to enter into a Memorandum of Understanding (MOU) for a PWDB partnership with Plains Dairy; and completing and submitting an application for a TWC SDF grant for the purpose of developing and implementing site-specific, customized, “upskilling” training for approximately 100 Plains Dairy employees.

6j. CONTRACTOR’S REPORT ON WORKFORCE ACTIVITIES

Mr. Trent Morris, Huxford Group, LLC President and Workforce Solutions Panhandle Director, discussed recent and upcoming regional workforce activities. No action by the Body was required.

6k. DIRECTOR’S REPORT ON WORKFORCE ACTIVITIES

Mr. Marin Rivas discussed recent and upcoming regional workforce activities. No action by the Body was required.

6l. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

Judge Looten moved to approve action needed for the Body and to concur with actions taken at the February 22, 2023 meeting of the Panhandle Workforce Development Board. Judge Carter seconded the motion; the motion carried.

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

There being no further business to come before the Body, the meeting adjourned.



**ITEM 3c**  
**WDB Cybersecurity Council Minutes**



PANHANDLE WORKFORCE DEVELOPMENT BOARD

Cybersecurity Council

Minutes

February 22, 2023

A meeting of the Panhandle Workforce Development Board’s Cybersecurity Council was held at 11:45 a.m. on Wednesday, February 22, 2023. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Michael Wright, presided.

COUNCIL MEMBERS PRESENT:

- Texas “Tex” Buckhaults, Clarendon College
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Michael Wright, Moore County News – Press
- Magi York, Panhandle Community Services

COUNCIL MEMBER ABSENT:

None.

STAFF CYBERSECURITY COMMITTEE PRESENT:

Kathy Cabezuela, Ana Gonzalez, Leslie Hardin, and Marin Rivas, Panhandle Regional Planning Commission (PRPC); Trent Morris and Andrew Thompson, Workforce Solutions Panhandle (WSP).

OTHERS PRESENT:

None.

1. CALL TO ORDER

Mr. Wright called the meeting to order noting that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered approval of the minutes from the Council's January 18, 2023 meeting. Ms. York moved to approve the minutes as presented. Mr. Buckhaults seconded the motion; the motion carried.

4. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES

Members were asked to vote on three (3) PWDB Cybersecurity policy updates and one (1) new policy discussed in the closed session of the previous meeting:

- a) Acceptable Use of Information Technology Resources - Update
- b) Secure Configuration - Update
- c) Risk Assessment and Mitigation - Update
- d) Incident Response - New

Mr. Buckhaults made a motion to approve the updated and new policies. Ms. York seconded the motion; the motion carried. The record of the vote was recognized in the following PWDB meeting also held on February 22<sup>nd</sup>, 2023.

5. OPEN DISCUSSION

Members had the opportunity to discuss topics of interest. No action by the Council was required.

6. FINAL PUBLIC COMMENT PERIOD

None.

7. ADJOURN

There being no further business to come before the Board, Ms. York moved that the meeting adjourn. Mr. Salazar seconded the motion; the meeting adjourned.





**ITEM 4**



MEMORANDUM

DATE: May 24, 2023

TO: Members of the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Reports on the Panhandle Workforce Development Area's Grants

Attached are reports that provide the basic information needed to assess how well we served our customers, met performance expectations, and utilized available grant funding.

The charts on page 4, provides figures on the workers and families who have utilized services funded through one or more of our grants, during first quarter our Board Contract year 2023, which runs from October 1, 2022 through March 31, 2023. These services are delivered through our Workforce Solutions offices and the website, which are operated by the Huxford Group LLC under contract with PRPC. Assistance is provided by local staff of the Texas Workforce Commission (TWC) and Texas Veterans Commission (TVC).

The charts on page 5-8 show the Board's twenty-two contracted measures. The End of Year reports are for the Board Contract year 2022, which began October 1, 2021 through March 31, 2023.

Page 9 provides budget and expenditure data for separate grants, and is broken out into two groups. Shown first are the administrative and operating costs for PRPC and the Huxford Group, including those associated with personnel and facilities. Shown second are training and supportive services costs, which include all payments to participants, employers, training institutions, and vendors providing assistance to eligible clients. The fiscal report represents the first quarter our Board Contract year 2023, which runs from October 1, 2022 through March 31, 2023.

The ratio of expenditures to budgeted funds varied to some extent by grant, but was generally consistent with expectations. Staff will discuss performance and review fiscal variances at the meeting.

Please contact us at (806) 372-3381 or (800) 477-4562 if you have questions or comments.

The grants included in this report are provided to us for different purposes, come with different expectations, and are subject to different rules and regulations. A brief description of each grant follows:

The ***Supplemental Nutrition Assistance/Employment and Training grant*** provides case management and assists recipients of Food Stamps assistance to transition from public assistance to work through participation in work-related activities, including job search and job readiness, education, training activities, and support services. Clients are generally required to participate in one or more of those activities.

The ***Temporary Assistance to Needy Families/Non-Custodial Parent Employment Services grant*** provides case management and assists low-income unemployed or underemployed noncustodial parents who are behind on their child support payments and whose children are current or former recipients of public assistance. Clients are required to participate through a court order in Workforce work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services.

The ***Temporary Assistance to Needy Families/CHOICES grant*** provides case management and assists applicants, recipients, non-recipient parents, and former recipients of TANF (cash assistance) to transition from welfare to work through participation in work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services. Parents are generally required to participate in one or more of those activities.

The ***Trade Adjustment Assistance grant*** provides additional training resources and relocation assistance to dislocated workers affected by trade-related layoffs. Trade Adjustment Assistance for Workers is a federally funded program, with no costs to employers, that helps workers who are adversely affected by foreign imports or job shifts to a foreign country. Assistance is provided to eligible workers in the form of reemployment services, training, job search, relocation, and support benefits.

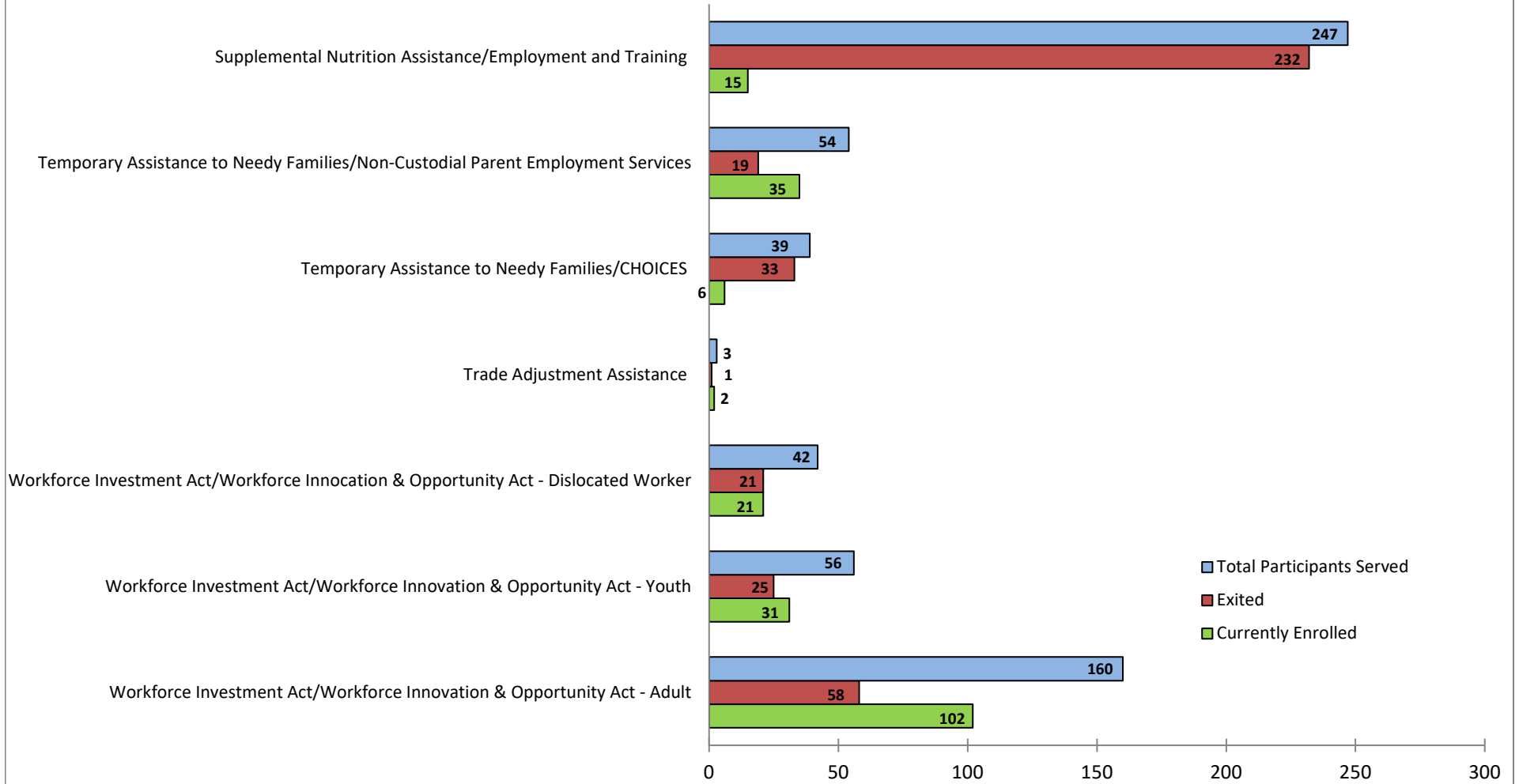
The ***Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker grants*** fund case management, training, job search and placement, and supportive services for eligible clients. The Workforce Innovation and Opportunity Act (WIOA) program provides workforce development activities designed to enhance the employability, occupational attainment, retention and earnings of adults, dislocated workers and youth. WIOA improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the Texas economy.

Our ***Child Care/Formula and Federal Match grants*** fund day care services for children from eligible families. Resources obtained from local contributors are required in order to access matching federal funds. Resources to purchase services for children in foster care are provided through our ***Family and Protective Services grant***. The ***Child Care/Quality Improvement grant*** supports professional development for child care providers and staff. The ***Child Care Automated Attendance*** grant supports systems that link children's attendance to provider payments.

The ***Wagner-Peyser Employment Services, Reemployment Assistance and Veterans Services grants*** pay for costs associated with the TWC and TVC employees who are housed in our facilities. The Employment Service program provides comprehensive recruiting, job search, and related services to businesses and job seekers to connect employers and job seekers. ES coordinates job openings between states and administers the unemployment insurance (UI) work test to verify that individuals receiving UI benefits are registered for work and are actively seeking employment.

### Participant Data by Grant

Information on the grants below is for workforce program participants receiving staff-assisted training and/or supportive services.  
Participants may be served by more than one grant.



# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 5/5/2023  
**MARCH 2023 REPORT**

Status Summary		With Positive Performance (+P):		Meeting Performance (MP):		With Negative Performance (-P):		% +P & MP								
Contracted Measures		4		16		3		86.96%								
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To

## WIOA Outcome Measures

DOL-C	Employed Q2 Post Exit – Adult (DOL)	MP	101.90%	81.10%	81.10%	82.64%	81.99%	81.16%	119	144	82.26%	82.76%	83.33%		7/21	3/22
DOL-C	Employed Q4 Post Exit – Adult (DOL)	MP	98.08%	82.60%	82.60%	81.01%	85.40%	75.58%	128	158	89.47%	79.31%	77.42%		1/21	9/21
DOL-C	Median Earnings Q2 Post Exit – Adult (DOL)	MP	102.39%	\$9,800.00	\$9,800.00	\$10,034.27	\$9,668.97	\$8,517.35	n/a	119	\$11,064.63	\$9,512.25	\$10,383.63		7/21	3/22
DOL-C	Credential Rate – Adult (DOL)	MP	98.35%	84.60%	84.60%	83.20%	88.30%	88.50%	94	113	89.30%	76.10%	87.20%		1/21	9/21
DOL-C	Measurable Skills Gains - Adult (DOL)	-P	74.08%	76.00%	76.00%	56.30%	76.00%	62.80%	81	144	----	----	----	----	7/22	3/23
DOL-C	Employed Q2 Post Exit – DW (DOL)	MP	96.47%	85.00%	85.00%	82.00%	82.81%	92.31%	41	50	79.17%	86.67%	81.82%		7/21	3/22
DOL-C	Employed Q4 Post Exit – DW (DOL)	MP	108.21%	73.10%	73.10%	79.10%	70.00%	91.67%	53	67	88.89%	84.00%	66.67%		1/21	9/21
DOL-C	Median Earnings Q2 Post Exit – DW (DOL)	MP	106.31%	\$9,400.00	\$9,400.00	\$9,993.54	\$9,273.93	\$7,249.64	n/a	40	\$8,673.67	\$10,350.00	\$14,698.93		7/21	3/22
DOL-C	Credential Rate – DW (DOL)	MP	91.88%	85.00%	85.00%	78.10%	95.70%	100.00%	32	41	83.30%	60.00%	92.90%		1/21	9/21
DOL-C	Measurable Skills Gains - DW (DOL)	-P	81.09%	71.40%	71.40%	57.90%	70.90%	67.70%	22	38	----	----	----	----	7/22	3/23
DOL-C	Employed/Enrolled Q2 Post Exit – Youth (DOL)	MP	100.21%	80.60%	80.60%	80.77%	74.36%	81.67%	42	52	81.48%	81.25%	77.78%		7/21	3/22
DOL-C	Employed/Enrolled Q4 Post Exit – Youth (DOL)	MP	100.54%	80.00%	80.00%	80.43%	86.54%	77.92%	37	46	87.50%	81.82%	77.78%		1/21	9/21
DOL-C	Median Earnings Q2 Post Exit – Youth (DOL)	+P	194.90%	\$4,900.00	\$4,900.00	\$9,549.96	\$8,290.69	\$5,692.95	n/a	41	\$10,205.74	\$8,040.00	\$8,885.80		7/21	3/22
DOL-C	Credential Rate – Youth (DOL)	MP	109.72%	83.30%	83.30%	91.40%	90.90%	84.20%	32	35	83.30%	90.00%	94.70%		1/21	9/21
DOL-C	Measurable Skills Gains - Youth (DOL)	-P	83.13%	81.80%	81.80%	68.00%	81.80%	60.00%	34	50	----	----	----	----	7/22	3/23
LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	104.02%	68.10%	68.10%	70.84%	64.55%	65.37%	2,517	3,553	70.92%	71.63%	69.97%		7/21	3/22
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	102.79%	83.40%	83.40%	85.73%	85.54%	80.74%	2,427	2,831	85.80%	85.09%	86.33%		1/21	9/21
LBB-K	Credential Rate – C&T Participants	+P	116.52%	70.90%	70.90%	82.61%	88.33%	87.50%	152	184	85.11%	74.63%	88.57%		1/21	9/21

1. Because of the nature of this measure (the lack of lag between going into the denominator and when it would be reasonable to achieve a gain), this data is often not meaningful until the last few months the Program Year.

## Reemployment and Employer Engagement Measures

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

Operational Insight - MPR 4.0

# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 5/5/2023

**MARCH 2023 REPORT**

Source Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
<b>Reemployment and Employer Engagement Measures</b>															
TWC	Claimant Reemployment within 10 Weeks	+P	110.88%	60.00%	60.00%	66.53%	69.80%	66.67%	783 1,177	69.13%	63.73%			7/22	12/22
TWC	Employers Receiving Workforce Assistance from Boards or Self-Service	MP	100.70%	1,143	1,765	1,151	n/a	n/a	1,151 1	----	----	----	----	10/22	3/23
<b>Program Participation Measures</b>															
TWC	Choices Full Engagement Rate - All Family Total	+P	127.40%	50.00%	50.00%	63.70%	62.42%	12.72%	7 11	60.26%	67.15%			10/22	3/23
TWC	Avg # Children Served Per Day - Comb. (Oct-Mar)	MP	100.74%	2,156	2,156	2,172	n/a	n/a	282,384 130	----	----	----	----	10/22	3/23
TWC	Avg # Children Served Per Day - Combined	MP	100.74%	2,156	2,198	2,172	1,983	1,934	282,384 130	2,144	2,200			10/22	3/23

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

**FINAL RELEASE**  
As Originally Published 5/5/2023

**MARCH 2023 REPORT**

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

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	104.78%	101.36%	117.68%	105.67%	100.81%	106.08%	99.74%	116.92%	87.29%	57.95%	99.13%	103.27%	93.97%	101.94%	99.16%
Borderplex	106.04%	99.76%	130.18%	117.15%	104.69%	65.95%	85.39%	111.21%	107.07%	121.01%	112.75%	115.54%	119.79%	123.12%	121.61%
Brazos Valley	93.60%	85.90%	109.28%	113.48%	101.56%	99.19%	107.22%	73.29%	102.59%	68.96%	120.20%	118.43%	109.56%	60.02%	74.24%
Cameron	103.86%	104.30%	112.07%	105.44%	105.02%	95.59%	101.24%	85.74%	114.94%	117.65%	105.76%	97.42%	124.53%	107.44%	89.92%
Capital Area	102.60%	105.89%	94.35%	102.52%	82.68%	110.05%	85.15%	108.13%	89.65%	69.48%	112.80%	122.67%	167.95%	105.04%	49.67%
Central Texas	100.08%	111.07%	94.99%	111.74%	85.71%	105.81%	102.05%	105.45%	93.86%	76.66%	113.22%	102.84%	103.59%	31.57%	25.46%
Coastal Bend	108.75%	96.71%	107.83%	103.05%	69.97%	111.16%	95.65%	130.05%	101.38%	83.42%	99.39%	110.20%	112.52%	96.06%	64.70%
Concho Valley	86.95%	105.80%	131.94%	83.23%	81.86%	98.04%	122.85%	140.40%	112.24%	78.47%	101.46%	116.61%	189.79%	86.21%	39.29%
Dallas	102.31%	104.84%	97.57%	101.10%	82.60%	107.33%	109.22%	111.70%	99.88%	60.92%	113.15%	108.28%	125.43%	112.66%	75.66%
Deep East	108.96%	122.42%	83.92%	106.97%	88.02%	116.24%	117.25%	93.19%	120.98%	78.47%	99.98%	119.33%	91.89%	87.28%	87.42%
East Texas	96.14%	99.80%	118.52%	107.09%	70.45%	104.51%	96.94%	95.71%	91.53%	74.94%	108.32%	118.36%	124.38%	121.99%	75.94%
Golden Crescent	112.52%	109.58%	117.89%	116.45%	75.00%	96.77%	108.60%	109.90%	106.94%	95.01%	110.48%	101.39%	143.50%	207.47%	71.91%
Gulf Coast	106.15%	105.43%	96.93%	97.56%	69.59%	100.76%	105.52%	109.84%	96.48%	67.43%	99.47%	104.78%	128.83%	97.85%	71.12%
Heart of Texas	82.91%	93.09%	52.94%	94.56%	97.44%	83.05%	111.93%	107.76%	101.11%	83.90%	87.87%	106.59%	101.26%	115.98%	58.35%
Lower Rio	89.60%	104.42%	142.86%	114.61%	63.28%	89.51%	94.72%	111.72%	110.24%	79.88%	107.91%	108.74%	137.69%	107.48%	68.31%
Middle Rio	99.55%	114.69%	112.32%	138.89%	99.22%	117.65%	101.96%	194.51%	117.65%	55.46%	89.19%	90.96%	93.66%	67.01%	30.38%
North Central	106.51%	106.13%	111.03%	100.76%	98.86%	101.90%	104.89%	108.91%	86.68%	99.16%	121.55%	113.54%	88.46%	99.27%	84.87%
North East	95.76%	110.39%	92.53%	102.96%	78.98%	97.19%	91.24%	115.24%	91.82%	92.71%	114.38%	115.74%	141.63%	155.66%	93.75%
North Texas	81.24%	81.51%	97.84%	104.26%	49.35%	101.96%	94.12%	119.98%	117.65%	58.16%	55.30%	100.00%	58.77%	120.05%	15.19%
Panhandle	101.90%	98.08%	102.39%	98.35%	74.08%	96.47%	108.21%	106.31%	91.88%	81.09%	100.21%	100.54%	194.90%	109.72%	83.13%
Permian Basin	116.93%	97.22%	80.23%	96.03%	87.34%	104.28%	98.49%	149.37%	92.94%	98.46%	103.31%	125.74%	148.42%	103.73%	89.59%
Rural Capital	81.53%	105.93%	121.47%	114.09%	90.84%	104.81%	112.08%	97.94%	112.71%	84.03%	104.25%	120.88%	123.44%	107.09%	56.58%
South Plains	108.60%	121.07%	120.52%	89.29%	96.35%	104.58%	104.58%	98.28%	102.94%	90.47%	95.32%	70.31%	176.07%	95.56%	63.18%
South Texas	106.45%	126.20%	122.29%	118.20%	71.88%	107.85%	109.98%	91.04%	117.65%	44.12%	97.54%	94.34%	77.29%	120.05%	71.81%
Southeast	115.74%	100.82%	125.77%	75.65%	131.33%	92.79%	102.46%	112.12%	72.74%	60.08%	104.64%	108.28%	81.66%	87.32%	107.91%
Tarrant	100.92%	91.54%	127.75%	74.89%	110.71%	103.05%	97.44%	110.08%	83.42%	96.68%	104.35%	113.95%	122.02%	92.78%	110.06%
Texoma	95.86%	110.39%	130.39%	106.15%	81.22%	69.60%	107.48%	106.82%	106.94%	117.65%	94.26%	105.00%	129.00%	138.47%	56.74%
West Central	97.59%	93.73%	81.67%	117.55%	105.88%	101.80%	106.26%	172.74%	117.65%	125.00%	90.29%	111.06%	58.73%	165.98%	26.97%
+P	3	7	15	9	2	4	4	13	9	4	8	13	17	10	2
MP	20	19	9	15	10	20	22	13	14	6	17	14	6	12	3
-P	5	2	4	4	16	4	2	2	5	18	3	1	5	6	23
% MP & +P	82%	93%	86%	86%	43%	86%	93%	93%	82%	36%	89%	96%	82%	79%	18%
From	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22
To	3/22	9/21	3/22	9/21	3/23	3/22	9/21	3/22	9/21	3/23	3/22	9/21	3/22	9/21	3/23

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

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

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Rcvg Wkfc Asst Fm Bds or Self Svc	Choices Full Engagement Rate	Average # Children Served Per Day-Combined 10/22-3/23 YTD-Only)	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	99.37%	105.07%	91.76%	94.57%	103.27%	118.84%	102.86%	4	14	4	82%
Borderplex	97.71%	103.09%	125.95%	93.41%	106.42%	126.40%	105.77%	13	6	3	86%
Brazos Valley	92.95%	102.19%	76.12%	108.25%	79.67%	93.68%	98.52%	4	9	9	59%
Cameron	106.26%	101.02%	126.35%	101.57%	103.36%	125.30%	127.58%	8	12	2	91%
Capital Area	99.05%	103.79%	94.22%	90.73%	88.64%	91.28%	100.80%	4	9	9	59%
Central Texas	100.73%	101.37%	81.17%	103.29%	84.13%	105.96%	106.39%	5	11	6	73%
Coastal Bend	101.28%	102.99%	99.45%	104.67%	111.79%	121.32%	93.51%	6	12	4	82%
Concho Valley	106.80%	104.41%	96.97%	110.62%	80.65%	117.22%	96.71%	9	6	7	68%
Dallas	99.84%	102.53%	111.40%	90.99%	96.98%	108.64%	103.60%	6	12	4	82%
Deep East	101.53%	103.02%	118.22%	99.55%	109.37%	111.32%	102.68%	8	9	5	77%
East Texas	102.03%	103.60%	100.75%	112.73%	105.88%	85.34%	95.88%	6	12	4	82%
Golden Crescent	108.75%	106.47%	107.00%	98.13%	93.16%	150.00%	92.65%	10	8	4	82%
Gulf Coast	97.84%	102.87%	98.29%	98.05%	79.14%	115.42%	101.79%	2	16	4	82%
Heart of Texas	104.90%	104.78%	92.74%	110.18%	96.65%	116.98%	113.67%	5	10	7	68%
Lower Rio	104.71%	100.31%	125.44%	108.23%	102.04%	139.78%	112.91%	9	8	5	77%
Middle Rio	101.37%	92.83%	92.13%	99.30%	96.28%	121.12%	116.87%	8	8	6	73%
North Central	97.50%	104.59%	95.97%	92.53%	119.06%	123.80%	77.06%	5	12	5	77%
North East	93.86%	102.96%	116.05%	98.62%	141.86%	111.36%	111.92%	10	10	2	91%
North Texas	101.56%	103.83%	125.15%	105.77%	92.87%	105.54%	89.51%	6	7	9	59%
Panhandle	104.02%	102.79%	116.52%	110.88%	100.70%	127.40%	100.74%	4	15	3	86%
Permian Basin	102.54%	102.15%	101.82%	111.72%	93.98%	121.46%	107.50%	7	11	4	82%
Rural Capital	101.50%	106.67%	123.09%	93.12%	79.88%	127.32%	109.74%	10	7	5	77%
South Plains	104.52%	103.15%	106.57%	114.42%	104.55%	86.94%	110.35%	6	12	4	82%
South Texas	101.26%	97.25%	141.04%	98.87%	128.85%	121.12%	98.19%	8	10	4	82%
Southeast	105.43%	103.11%	80.97%	109.33%	116.50%	92.94%	116.20%	8	7	7	68%
Tarrant	98.80%	103.13%	79.31%	96.22%	90.91%	89.60%	110.29%	7	10	5	77%
Texoma	99.02%	105.08%	123.81%	95.82%	104.61%	115.32%	114.66%	9	10	3	86%
West Central	91.47%	102.31%	121.68%	124.97%	106.18%	118.96%	105.46%	11	7	4	82%
+P	4	4	14	11	9	22	14	198			
MP	21	23	6	11	9	0	10	280			
-P	3	1	8	6	10	6	4	138			
% MP & +P	89%	96%	71%	79%	64%	79%	86%	78%			
From	7/21	1/21	1/21	7/22	10/22	10/22	10/22	From			
To	3/22	9/21	9/21	12/22	3/23	3/23	3/23	To			



REPORT ON THE PANHANDLE WORKFORCE DEVELOPMENT AREA'S  
WORKFORCE DEVELOPMENT GRANTS FOR THE PERIOD  
OCTOBER 1, 2022 - MARCH 31, 2023

Panhandle YTD March 2023 Report									
	Administration and Service Delivery Costs			Training and Support			Total		
	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended
<b>GRANTS PROVIDING SERVICES TO LOW-INCOME ADULTS/YOUTH AND DISLOCATED WORKERS</b>									
Workforce Innovation & Opportunity Act/Adult	536,990	220,145	41%	370,000	163,652	44%	906,990	383,797	42%
Workforce Innovation & Opportunity Act/Youth	409,629	193,548	47%	245,723	119,011	48%	655,352	312,559	48%
Workforce Innovation & Opportunity Act/DLW	420,336	195,112	46%	150,000	10,921	7%	570,336	206,033	36%
Workforce Innovation & Opportunity Act/Rapid Response	19,750	1,902	10%	-	-	0%	19,750	1,902	10%
Workforce Innovation & Opportunity Act/National Dislocated Worker Grant	115,000	96,629	84%	172,000	45,692	0%	287,000	142,321	50%
Workforce Innovation & Opportunity Act/Statewide Middle Skills	10,482	-	0%	31,000	-	0%	41,482	-	0%
Workforce Innovation & Opportunity Act/Teacher Externship	36,293	-	0%	33,000	-	0%	69,293	-	0%
Reemployment Services and Eligibility Assessment	202,879	81,179	40%	-	-	0%	202,879	81,179	40%
Trade Adjustment Assistance	2,455	1,263	51%	21,000	13,398	0%	23,455	14,660	63%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families/CHOICES	1,038,914	501,155	48%	45,000	6,562	15%	1,083,914	507,717	47%
TANF Summer Youth Project	-	-	0%	75,000	-	0%	75,000	-	0%
Temporary Assistance to Needy Families/NCP	141,346	79,207	0%	15,500	5,308	0%	156,846	84,515	54%
Supplemental Nutrition Assistance/Employment & Training - General Population	206,027	110,800	54%	41,153	19,970	49%	247,180	130,770	53%
Supplemental Nutrition Assistance/Employment & Training - ABAWD	-	-	0%	-	-	0%	-	-	0%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care Formula / Match	2,391,348	1,022,862	43%	14,255,076	6,892,329	48%	16,646,424	7,915,190	48%
Child Care SIR Funds	-	-	0%	443,874	238,732	54%	443,874	238,732	54%
Child Care Quality Improvement	513,724	41,696	8%	387,500	156,872	40%	901,224	198,568	22%
Child Care Quality Mentor and Assessor	409,259	198,515	49%	-	-	0%	409,259	198,515	49%
Child Care Quality CRRSA TRS Incentives	277,948	200,492	0%	57,500	52,916	92%	335,448	253,409	76%
CCP - Family and Protective Services	75,000	10,401	14%	925,000	365,115	0%	1,000,000	375,516	38%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	160,225	127,470	80%	-	-	0%	160,225	127,470	80%
Veterans Employment Service	18,259	7,589	42%	-	-	0%	18,259	7,589	42%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives - TVLP	3,057	1,512	49%	-	-	0%	3,057	1,512	49%
Workforce Commission Initiatives - Jobs Y'all	35,000	2,241	6%	-	-	0%	35,000	2,241	6%
Workforce Commission Initiatives - Hiring Red, White and You!	1,650	1,530	93%	-	-	0%	1,650	1,530	93%
Workforce Commission Initiatives - Foster youth	1,212	-	0%	-	-	0%	1,212	-	0%
Workforce Commission Initiatives - Child Care Short Term Training	-	-	0%	56,639	-	0%	56,639	-	0%
Summer Earn & Learn	119,269	-	0%	29,138	-	0%	148,407	-	0%
Yr Round Work Experience	-	-	0%	-	-	0%	-	-	0%
Hireability Navigator	113,000	60,053	53%	-	-	0%	113,000	60,053	53%
High Demand Job Training Grant	300,000	-	0%	-	-	0%	300,000	-	0%
<b>TOTAL</b>	<b>7,558,991</b>	<b>3,155,302</b>	<b>42%</b>	<b>17,354,104</b>	<b>8,090,479</b>	<b>47%</b>	<b>24,913,095</b>	<b>11,245,781</b>	<b>45%</b>



## **ITEM 6**

*The Cybersecurity Council will be comprised of the Chairperson, Vice Chairperson and, at least one additional member with an interest and/or expertise in IT and cybersecurity-related issues, who are willing to serve on the Cybersecurity Council, and are elected by the Panhandle Workforce Development Board (PWDB) in an Open Public Meeting. At the discretion of the Chairperson, the Council may act on behalf of the PWDB on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.*

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**CYBERSECURITY COUNCIL**

**FOR FEBRUARY 22, 2023 – JUNE 30, 2025**

**PRIVATE SECTOR (AREA I - DALLAM, HARTLEY,  
MOORE, OLDHAM AND SHERMAN COUNTIES)**

Mr. Michael Wright \*

Publisher

Moore County News - Press

Dumas, Texas

**POST-SECONDARY EDUCATION**

Mr. Texas D. "Tex" Buckhaults \*\*

President

Clarendon College

Clarendon, Texas

**LABOR ORGANIZATIONS**

Mr. Paul Salazar

Training Director, JATC

West Texas Electrical Joint Apprenticeship & Training Committee

Amarillo, Texas

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York

Executive Director

Panhandle Community Services

Amarillo, Texas

\* Denotes the member selected to serve as Chairperson

\*\* Denotes the member selected to serve as Vice Chairperson



**ITEM 7**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**

**Chapter 3-Child Care Services**

**Section 3.1**

**Child Care Services-Update**

**Effective 5-24-2023**

**PURPOSE:** To update Panhandle Workforce Development Board (PWDB) Child Care Services policy. New information in this update is in **bold** typeface, with ~~strikethroughs~~ indicating language that has been removed.

**BACKGROUND:** The Child Care Development Block Grant (CCDBG) Act of 2014 authorizes the federal Child Care Development Fund (CCDF), which is the primary federal funding source for providing Child Care subsidy assistance to low-income families and for improving the quality of care for all children. The Texas Workforce Commission (TWC) is the CCDF lead agency in the State of Texas, and the CCDF program is administered by the 28 local workforce development boards across the State. Additionally, the Texas Department of Family and Protective Services (TDFPS) is responsible for administering the health and safety requirements of the CCDF program. Workforce Solutions Panhandle (WSP) provides direct service delivery for the PWDB.

**PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICY:**

WSP, the Child Care Services sub-recipient for the PWDB, will develop, revise, and implement local procedures for managing Child Care Services, which comply with current Child Care Services Rules and regulations, all applicable state and federal guidelines and issuances, and this policy. This policy outlines requirements for the provision of Child Care Services for the PWDB. This policy outlines each section of the Texas Administrative Code (TAC) Chapter 809 Child Care Services (CCS) Rules where local policy is required. This policy could be superseded by the TAC Chapter 809 CCS Rules, as amended; the TWC Child Care Services (CCS) Guide, as amended; TWC Workforce Development (WD) Letters, as amended; and TWC guidance and directives, whichever is dated later.

**Initial Job Search Child Care**

As of October 2022, a new section of the CCS Rules was added under §809.56 - *Child Care during Initial Job Search*. This new section makes a permanent change from a TWC Initiative under TWC WD Letter 13-21, Change 1, into requirements under the CCS Rules §809.2(27)(C) by adding to the definition of “Working” to include “engaging in job search at the time of eligibility determination or redetermination as described in §809.56.

If Child Care during Initial Job Search began or ended prior to 10/3/2022, the provisions in the new CCS Rules do not apply. The case must be worked based on guidance provided in WD 13-21, Change 1. If the family is authorized for Child Care during Initial Job Search on or after 10/3/2022, the new CCS rules apply.

### **Service Industry Recovery Child Care**

As per WD Letter 15-21, in order to address the impacts of COVID-19 and to support Texas' continued economic recovery, on June 29, 2021, TWC's three-member Commission approved \$500 million to support a new COVID-19 Service Industry Recovery (SIR) child care program to help low-wage workers in TWC-specified service industries. While TWC is targeting aspects of the service sector with SIR child care, all families continue to have access to TWC's regular low-income child care subsidy program.

#### **WSP will:**

- Communicate with parents receiving child care through SIR funding at least 45 days before the end of the 12-month eligibility period; and
- Send redetermination packets to parents receiving child care through SIR funding before the end of the family's 12-month eligibility period, if funding is available to continue child care, or will outreach families with the opportunity to complete a waitlist application.

### **TAC Chapter 809 Child Care Services Rules**

Reference: *The following PWDB policy provisions are organized by the sections in the TAC Chapter 809 CCS Rules, as amended, found at:*

<https://www.twc.texas.gov/files/twc/rules-chapter-809-child-care-services-twc.pdf>; and

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=40&pt=20&ch=809](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=809).

#### **§809.2(1)(C) Definitions-Making Progress**

The determination for whether an individual is making progress toward successful completion of a job training or educational program will be demonstrated through continued enrollment in the training or educational program upon eligibility redetermination as described in CCS Rules §809.42.

#### **§809.2(10)(C) Definitions-Education Program: “Undergraduate” replaces “Postsecondary”**

CCS Rules §809.2(10) defines an Educational Program as a program that leads to:

- (A) a high school diploma;
- (B) a Certificate of High School Equivalency; or
- (C) an undergraduate degree from an institution of higher education.

Item C in the definition of an Education Program replaces the term “Postsecondary” with “undergraduate” throughout the rules.

Note: Prior to October 3, 2022, parents who were determined eligible based on enrollment in a graduate degree program will be allowed to complete the current semester.

#### **§809.2(27)(C) Definitions-Working: Adds Job Search in Item C**

Chapter 809.2(27) defines Working as:

- (A) activities for which one receives monetary compensation such as a salary, wages, tips, and commissions;

- (B) participation in Choices or Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) activities; or
- (C) engaging in job search at the time of eligibility determination or redetermination as described in CCS Rules §809.56.

**§809.14(c) Coordination of Child Care Services**

WSP will inform the local school districts and open-enrollment charter schools regarding opportunities to partner with child care providers in the Panhandle Workforce Development Area (PWDA) to expand access to and provide facilities for prekindergarten (pre-K) programs.

**§809.18(b) Maintenance of a Waiting List**

WSP will:

- Ensure that a list of parents and children waiting for child care services, because of the lack of funding or lack of providers, is maintained and available to the Board upon request;
- Ensure that **waiting list process and procedures will include that** the child is potentially eligible for child care services prior to placing the child on the waiting list;
- Exempt children from the waiting list who are directly referred from a recognized pre-kindergarten (Pre-K) or Head Start (HS)/Early Head Start (EHS) partnership, as described in CCS Rules §809.22, to a child care provider to receive services in the contracted partnership program subject to the availability of funding;
- **Ensure communication to parents:**
  - **Prior to 12/1/2023, by advising parents of the waiting list process, including informing parents that they have sole responsibility for providing confirmation of continued inclusion on the waiting list, at least every sixty (60) days; and**
  - **After 12/1/2023, by** contacting the parent every three (3) months and shall remove the child from the waiting list if the parent indicates that child care services are no longer required or does not respond to WSP regarding the continued need for child care services;
- Ensure the provision of child care services adheres to the priority groups outlined in CCS Rules §809.43, including serving children experiencing homelessness per §809.2 & §809.52; and
- **Reach out to wait-listed families of potentially eligible children and provide those families application and referral information for recognized partnerships, according to WSP processes and procedures or at the Board’s direction.**

**§809.19 Parent Share of Cost (PSoC)**

Reference: *TAC CCS Rules and TWC CCS Guide, Parts B-D.*

➤ **Assessing the PSoC**

PSoC will be assessed only at the following times (Part B-60**87**):

- Initial eligibility determination;
- 12-month eligibility redetermination;

- Upon the addition of a child in care that would result in an additional amount for the child;
- Upon a parent's report of a change in income, family size, or number of children in care, **and resulting assessment which necessitates reducing the PSoC that would result in a reduced parent share of cost assessment;** or
- Upon resumption of work, job training, or education activities following temporary changes, **which includes a parent's report of family income after initial job search;**
- ~~Upon resumption of work, job training, or education activities during the three-month continuation of care period.~~

Parents meeting one or more of the following criteria are exempt from paying the PSoC for the duration of the 12-month eligibility period:

- Parents who are participating in Choices or in Choices Child Care as described in Part D-300;
- Parents who are participating in SNAP E&T Services or in SNAP E&T Child Care as described in Part D-500;
- Parents of a child receiving Child Care Services for children experiencing homelessness as defined in ~~CCS Rules §809.2~~ **Part D-600;** or
- Parents ~~whose children are receiving protective Child Care Services pursuant to CCS Rules §809.49 and §809.54(e)(1), unless TDFPS assesses the PSoC~~ with children receiving protective services child care, including parents of children authorized by Department of Family and Protective Services (DFPS) for former protective services child care, as described in D-902, unless DFPS assesses a parent share of cost.

Child Care Services may **not** be terminated during the 12-month eligibility period for failure to pay the PSoC, per Part D-901.a, **unless as** a program violation has occurred. WSP Child Care Staff will work with parents to determine why payments are not being made and possibly temporarily reduce the PSoC if necessary, as described in Part B-604 of the Child Care Services Guide, and this policy.

PSoC will be determined by a sliding fee scale based on the family's size and gross monthly income, and the number of children in care. WSP Child Care staff will abide by the TWC Board Contract Income Ranges for Parent Share of Cost (PSoC) Assessments, including associated WD letters, as amended and released by TWC annually.

Consistent with CCDF regulations in CCS Rules §98.45(k), the PSoC assessment will not be considered in the cost of care nor the amount of the Child Care Services Provider reimbursement.

#### ➤ **Re-assessing the PSoC**

PSoC will be reassessed upon resumption of work, job training, or education activities following temporary changes as described in Part D-804 of the TWC CCS Guide. However, the newly assessed PSoC must not exceed the amount assessed at the most recent eligibility determination, except upon the addition of a child in care. (Part B-60**98**)



Pursuant to Part B-604, a new PSoC will be assessed upon a parent's report of a change in income, family size, or number of children in care that would result in a reduced PSoC assessment.

If the reported change in income is determined to be a substantial decrease in earnings, as defined in Part D-107.b, then the PSoC must be reassessed based on the new, lower reported income. WSP will require documentation of a decrease in earnings when the PSoC is reduced. In addition, the changes to the PSoC will be documented in The Workforce Information System of Texas (TWIST) Counselor Notes or in the case file, per PWDB Policy.

An assessed PSoC may be reviewed for a possible temporary reduction if there are extenuating circumstances that jeopardize a family's self-sufficiency, and the assessed PSoC may be temporarily reduced if warranted by the circumstances. The requirements for handling temporary reductions as stated in Part B-604.c of the TWC CCS Guide will be followed.

➤ **Changes to PSoC During the 12-Month Eligibility Period**

Any change to a parent's share of cost will be effective at the beginning of the first full month and staff will make an explanatory TWIST Counselor Note.

➤ **Selecting One Provider to Be Paid PSoC When Multiple Providers Used:**

If a parent uses more than one Child Care Services Provider, TWIST automatically apportions the PSoC among the different providers. However, when multiple providers are used, WSP Child Care staff will select one provider for all new and existing customers to collect the PSoC. This means the customer will pay the full cost share to a single provider and will not pay a portion to several different providers. Selection of the single provider will be based on either the provider location of the youngest child in care, or the provider location utilizing the most care, whichever dollar amount is higher.

Staff will adjust the apportioned Paid PSoC in the provider section in TWIST by recording the full Paid PSoC in the Authorized line for one provider and by using the Authorized line to remove the PSoC from any other provider.

WSP will follow Operational Procedures to determine, assign, and modify a single provider, *and* designating the method used for prorating PSoC according to the requirements as previously described in this policy. WSP is responsible for notifying providers of any changes to collection of PSoC.

➤ **Prorating Changes to PSoC for New Enrollments and Terminations**

The PWDB continually seeks ways to support the efforts of parents to become self-sufficient. In any circumstance where PSoC requires an adjustment, Child Care staff will establish and consistently use the same method and tool to pro rate the PSoC for the remaining month which best achieves the highest level of reliability and accuracy in the calculations.

Child Care staff may override prorated PSoC fees determined by TWIST system calculations, and will enter a corresponding TWIST Counselor Note detailing the override.

➤ **Parent Failure to Pay PSoC:**

If a parent fails to pay their PSoC, the PWDB will not reimburse the Child Care Services Provider.

When the parent fails to pay the PSoC, the PWDB does not require parents to repay the Provider before being eligible for future Child Care Services.

➤ **Frequent Terminations for Failure to Pay PSoC:**

While PWDB Policy sets a PSoC that is affordable to all eligible families in the PWDB, and is not a barrier to families receiving assistance, if frequent terminations are occurring due to failure to pay the PSoC, the PWDB may revise the PSoC fee schedule to ensure that those fees are not a barrier to assistance for families at certain income levels, if determined necessary.

The PWDB definition of what constitutes frequent terminations is 20%. WSP will immediately notify the PWDB staff at the designated email address when the 20% threshold for terminations has been reached.

WSP will advise Child Care Services Providers they are required to report a nonpayment of PSoC as an applicable program violation to WSP within thirty (30) days of the payment due date.

WSP will follow a process for evaluating a family's financial circumstances for possible reduction of the PSoC before an early termination for nonpayment of PSoC. An assessment of the family's financial situation for extenuating circumstances must be completed each time the family is reported for non-payment, documented in the customer case file and TWIST, and will include these details:

- Evaluating a family's financial situation for extenuating circumstances that may affect affordability of the assessed PSoC;
- Offering a temporary reduction in the PSoC if the family has extenuating circumstances that warrant a reduction;
- Documenting the evaluation of the family's financial situation and any temporary reduction granted; and
- Identifying and assessing the circumstances that may jeopardize a family's self-sufficiency.

WSP will maintain a list of all terminations due to failure to pay the PSoC, including details on family size, income, family circumstances, and the reason for the termination made accessible to PWDB staff in a shared file until such time that TWC completes necessary upgrades in TWIST to assist WSP and PWDB staff in identifying patterns of frequent terminations.

WSP will follow a process to reevaluate affordability of Child Care Services in the PWDB and will implement the process once the 20% threshold for terminations has been reached. These procedures will include provisions for:

- General criteria for assessing the general affordability of the PSoC including: reviewing the labor market, housing costs, and economic conditions in the PWDB, as well as other factors which are relevant in determining general affordability, such as prevailing wage;
- Determining whether local economic conditions have changed, and ascertain if the sliding fee scale in the PSoC policy is a barrier to assistance; and
- Reporting the methods and results of findings to the Panhandle Workforce Development Director before any changes to the PSoC sliding fee scale will be made.

➤ **Reductions in PSoC**

A parent is allowed two (2) Parent-initiated PSoC reduction requests within an eligibility period. An assessment of the family's financial situation for extenuating circumstances must be completed and documented in the case file and TWIST each time a parent requests a reduction in their PSoC, including the final decision for each request.

~~PWDB policy does not allow a request to reduce the PSoC amount assessed pursuant to subsection (a)(1)(B) of this section upon the parent's selection of a TRS-certified Child Care Services Provider at this time.~~

All changes in PSoC will be fully detailed and documented in a TWIST Counselor Note. Child Care staff will document their actions and record full details including entering the dollar amounts of the PSoC for the previous month and the dollar amount for the current month. Justification for all changes to PSoC will be entered in a corresponding TWIST Counselor Notes explaining in detail how all actions taken with customers are appropriate and necessary, and mirror activities and services entered in TWIST.

A parent who qualifies for both reductions described below, will receive the greater of the two.

- **Parents who chose a Texas Rising Star (TRS) certified provider**

The reduction in PSoC, described below, is allowable for a parent in which, at a minimum, one child is enrolled at a TRS-certified Provider.

An eligible parent will receive a 30% reduction for enrolling their child/ren at a TRS-certified Provider.

Cases will be assessed and reduction applied at the following times:

- At initial enrollment
- At recertification
- Transfer from non-TRS Provider

A parent will continue to receive this reduction if one of the following applies:

- The TRS provider loses TRS Certification
- The parent moves or changes employment within the service delivery area and no TRS-certified providers are available to meet the needs of the parent's changes circumstances.

Fees will revert to originally assessed PSoC if a parent transfers all of their child/ren to a non-TRS provider, as the parent no longer qualifies for the reduction. The change will be effective at the beginning of the first full month.

If a parent transfers to another workforce area in which a reduction for selection of a Texas Rising Star provider is not offered, the reduction will no longer apply.

- **Families with Part-Time/Blended/Part-Week Referrals**

The reductions in PSoC, described below, are allowable for a family in which all children are in part-time care. Part-time care includes part-time, blended, and part-week referrals as defined in TWC WD Letter 07-21.

Eligible families will receive a 25% reduction for each part-time/blended/part-week referral.

Cases will be assessed and reduction applied at the following times:

- At initial enrollment
- At recertification
- When household composition changes and new PSoC is to be calculated
- When a parent requests a fee reduction
- Upon a referral change, as applicable

Fees will revert to the originally assessed PSoC amount if a child's care changes from part-time to full-time, as the family no longer qualifies for the reduction. The change will be effective at the beginning of the first full month.

### **§809.20 Maximum Provider Reimbursement Rates**

**§809.20(a)-(d)** WSP Child Care staff will abide by the Maximum Child Care Services Provider Reimbursement Rates, and the Increased Rates for Child Care Provider Reimbursements, including associated WD letters, as amended, and released by TWC.

**§809.20(e) Child with Disabilities:** WSP will follow Operational Procedures to ensure that providers that are reimbursed for additional staff or equipment needed to assist in the care of a child with disabilities are paid a rate up to 190 percent of the provider's reimbursement rate for a child of that same age.

**§809.20(f) Transportation:** Providers that offer transportation will be reimbursed up to the maximum Provider reimbursement rate as shown on Attachment 1 to this policy, as updated.

**§809.20(g) Non-traditional Hours:** ~~Providers offering non-traditional hours will receive an increased maximum reimbursement rate.~~ Non-traditional hours of operation consist of providing evening and over-night time care after 9:00 pm and before 6:00 am.

~~Maximum reimbursement rate for non-traditional hours will be the current rate multiplied by 1.5, authorized after 9 pm and before 6 am, for all ages of children authorized for non-traditional hours.~~ A minimum of 75% of a child's care must be during non-traditional hours for that child's maximum reimbursement rate for non-traditional hours to apply.

### **§809.22 Direct Referrals to Recognized Partnerships**

- 1) Allows children to be served through recognized partnerships, to be directly referred for child care services;
- 2) Exists between a child care provider and one of the following:
  - A public school prekindergarten provider,
  - A local education agency, or
  - A Head Start or Early Head Start (HS/EHS) program;
- 3) Requires both parties to enter an agreement such as memorandum of understanding; and
- 4) Serves children under six who are dually enrolled in both programs.

WSP must ensure that children who were directly referred from a recognized partnership, are exempt from the waitlist, subject to the availability of funding and the availability of subsidized slots at the partnership site.

WSP will ensure that priority of service is applied to the pool of direct partnership referrals if funding is limited or if the number of direct referrals exceeds the number of available subsidized slots at a partnership site.

### **§809.41 A Child's General Eligibility for Child Care Services**

#### **§809.41(a)(3)(A)(i) Statewide Income Limit**

Except for a child receiving or needing protective services, for a child to be eligible to receive child care services, at the time of eligibility determination or redetermination, the child must reside with a family within the PWDA whose income does not exceed 85% of state median income (SMI) for a family of the same size.

#### **§809.41(a)(3)(B) Parents Who Require Child Care in Order to Work, Including Job Search, or Attend Job Training or Educational Program**

As per the definition of “Work”, job search is an allowable activity for child care services eligibility.

#### **§809.41(b) A Child's General Eligibility for Child Care Services-Time Limits**

WSP shall ensure that child care services while the parent is enrolled full-time in an undergraduate educational program is provided for, but does not exceed, a cumulative total of 60 months.

#### **§809.41(c) Children of Parents Attending an Educational Program**

Parents attending an educational program that leads to a degree from an institution of higher education are exempt from residing with the child. Justification for the exemption, including time limits, must be completely documented.

### **§809.42 Eligibility Verification, Determination, and Redetermination**

**§809.42(a) Parent Rights:** Once a signed application and all necessary documentation are received by WSP, completion of the initial determination and notification to parents must occur within twenty (20) days, as referenced in 809.71(6).

**Time Limits While in Education Program:** Past performance or attendance in an education or job training program must not be considered in initial eligibility for Child Care Services. The cumulative total 60-month time limit for full-time undergraduate education begins as of 10/3/2022 and is for parents meeting all activity requirements through education. For families previously receiving Child Care Services during education, this time limit will start over effective 10/3/2022.

WSP staff will develop and implement Operational Procedures for how to obtain and retain appropriate documentation to support the determination that the parent is making progress through continued enrollment in the training or educational program upon eligibility redetermination.

**§809.42(b)** WSP will ensure that eligibility for child care services shall be redetermined no sooner than 12 months following the initial determination or most recent redetermination, except for:

- A child experiencing homelessness, as described in §809.52; or
- Child Care during Job Search as described in §809.56.

**§809.43(a) Priority for Child Care Services**

In accordance with State and federal regulations, WSP will ensure that Child Care Services are provided according to the priority groups described in this section the Child Care Services Rules, including provision of Child Care Services for children of families with very low income, children with special needs, and children experiencing homelessness, as follows:

1. The first priority group is automatically assured Child Care Services, and includes children of families with very low income, and/or eligible for the following:
  - Choices Child Care as referenced in §809.45;
  - Temporary Assistance to Needy Families (TANF) Applicant Child Care as referenced in §809.46;
  - SNAP E&T Child Care as referenced in §809.47; or
  - Transitional Child Care as referenced in §809.48.
2. The second priority group is served after the first priority group, subject to the availability of funds, in the following order of priority, and includes children with special needs, and vulnerable populations:
  - 1) Children who need to receive protective services Child Care as referenced in §809.49 of the Child Care Rules;
  - 2) Children of a qualified veteran or qualified spouse as defined in §801.23;
  - 3) Children of a foster youth as defined in §801.23;
  - 4) Children experiencing homelessness defined in §809.2 & described in §809.52;
  - 5) Children of parents on military deployment as defined in §809.2 whose parents are unable to enroll in military-funded Child Care assistance programs;
  - 6) Children of teen parents as defined in §809.2; and
  - 7) Children with disabilities as defined in §809.2.

Foster youth will be served according to the provisions outlined in TWC WD letter 43-11, as amended.

WSP will follow Operational Procedures ensuring that disabilities are documented. Acceptable forms of documentation include confirmation of the child's enrollment in or receipt of benefits from one or more of the following programs:

- Supplemental Security Income (SSI) benefits;
- Social Security Disability Insurance (SSDI) benefits;
- Texas Health and Human Services Commission, Early Childhood Intervention (ECI) program;
- Head Start program that identified the child as having a disability; and
- Public school special education services, including **Preschool Program(s) for Children with Disabilities (PPCD) Early Childhood Special Education**.

Documentation from a qualified health care provider is also acceptable. All documentation for children with disabilities will be completed in the documentation log for each child and placed in the customer file. All medical documents will be placed in a separate file and location apart from the case file.

3. The third priority group designated by this PWDB policy includes:

- Parents who are receiving services from workforce partners and participating in programs funded by the PWDB, such as Workforce Innovation and Opportunity Act (WIOA); and
- Adding siblings of a child who is already receiving Child Care Services but who are not currently receiving Child Care Services themselves.

WSP will ensure that children in the first and second priority groups are enrolled before enrolling children from Board-established priority groups.

#### **§809.44 Calculating Family Income**

Family income will be calculated in accordance with TWC guidelines that take into account irregular fluctuations in earnings, and temporary increases in income, including temporary increases that result in monthly income exceeding 85% SMI will not affect eligibility or PSoC.

In order to simplify the eligibility determination process for self-employed individuals, Child Care Services applicants may take a standard deduction. The applicant provides documentation of the gross income from self-employment, and eligibility Staff deducts a standard percentage to determine the net self-employment amount. Child Care Services applicants in the PWDB, may use a Standard Deduction of 30% as an option to determine net income for self-employment.

WSP Child Care Services Staff will:

- Verify that a self-employment business or enterprise is in existence and covers the eligibility period for Child Care Services at initial eligibility determination and at eligibility redetermination using one of the documents listed in D-109**eb**;
- Ensure that business expenses for self-employment enterprises are verified at initial eligibility determination, eligibility redetermination, and following a reported change in family income; and

- Follow the guidelines as stated in Part D-1076 through Part D-1140 regarding calculating family income, including income exclusions and inclusions, bonuses, lump sum payments, unearned income, and lack of income documentation, in their entirety.

### **§809.44(b)&(c) Calculating Family Income - Exclusions**

Income sources per Child Care Services Rules 809.44(b) will be excluded from the family income, and income that is not listed in (b) as excluded from income, will be included as income.

### **§809.48 Transitional Child Care**

As is stated in §809.41(a)(3)(A)(i) Statewide Income Limit, for a child to be eligible to receive Transitional child care services, at the time of eligibility determination or redetermination, the child must reside with a family within the PWDA whose income does not exceed 85% of SMI for a family of the same size.

A parent is eligible for Transitional child care services if the parent requires child care to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single-parent family or a total combined 50 hours per week for a dual-parent family. There is no minimum activity requirement for each parent.

If a parent's medical disability or need to care for a physically or mentally disabled family member prevents the parent from participating in work, education, or job training activities for the required hours per week, a reduction to the requirements described above and in §809.48(a)(3) may be provided, on a case-by-case basis. Justification for the reduction including time limits must be completely documented.

### **§809.50 At-Risk Child Care**

As is stated in §809.41(a)(3)(A)(i) Statewide Income Limit, for a child to be eligible to receive At-Risk child care services, at the time of eligibility determination or redetermination, the child must reside with a family within the PWDA whose income does not exceed 85% of SMI for a family of the same size.

A parent is eligible for At-Risk child care services if the parent requires child care to work or attend a job training or educational program for a combination of at least an average of 25 hours per week for a single-parent family or a total combined 50 hours per week for a dual-parent family. There is no minimum activity requirement for each parent.

If a parent's medical disability or need to care for a physically or mentally disabled family member prevents the parent from participating in work, education, or job training activities for the required hours per week, a reduction to the requirements described above and in §809.50(a)(2) may be provided, on a case-by-case basis. Justification for the reduction including time limits must be completely documented.

### **§809.56 Child Care during Initial Job Search**

**§809.56(a)-(e):** As of October 2022, this new section has been added to the Child Care Services Rules which is referenced throughout the new Rules.



**§809.56(f):** WSP will develop and implement, through its procedures, that the parent in child care job search:

- Registers with the State’s labor exchange system, currently WorkInTexas.com; and
- Has access to the appropriate services available through the One-Stop delivery network.

### **§809.71 Parent Rights**

In addition to the other requirements in this section of the CCS Rules, WSP will inform families and providers of new program violation rules, as required in TWC WD Letter 04-18, Child Care Early Terminations Due to Program Violations – Implementation and Actions, as amended.

#### **§809.71(3) Parent Rights –Transfers**

PWDB policy does not place a limit on the number or frequency of transfers of a child from one Child Care Provider to another.

WSP will ensure that parents receive information about the PWDB’s policies regarding transferring children from one provider to another, which shall include a waiting period of two weeks before the effective date of a transfer, except in cases:

- In which the provider is subject to a Child Care Regulation (CCR) probationary status or corrective action, as described in CCS Rules §809.94;
- When the transfer is authorized by Child Protective Services (CPS) for a child in protective services; or
- On a case-by-case basis determined by the PWDB. For consideration, by the PWDB, of this exemption to the two-week waiting period, WSP Child Care Services staff will update and implement the Operational Procedure to submit a request and documentation to the [panhandletwist@theprpc.org](mailto:panhandletwist@theprpc.org) email.

Parents will be informed of WSP procedures which require that the parent submit, two weeks prior to the effective date of the transfer, a Transfer Request to WSP Child Care Services staff.

WSP Child Care Services staff will enter information regarding Transfer Requests and authorized exceptions to the two-week waiting period requirement into TWIST Counselor Notes.

### **§809.73 Parent Reporting Requirements**

Parents must report changes to WSP within fourteen (14) calendar days of the change. If the parent does not report the change within that time period, the change does not have to be made retroactive from the actual date of the reduction. Parents will not be required to report any changes during the twelve (12) month period other than those specified in CCS Rules §809.73(a)- (b).

Failure to report changes described in the Child Care Services Rules as stated may result in fact-finding for suspected fraud, as described in Subchapter F - Fraud Fact-Finding and Improper Payments, of the Rules.

### **§809.74 Parent Appeal Rights**

WSP will provide a Form 1071 - Notice of Right to File an Appeal to an Adverse Action, to a parent receiving a Notice of Determination resulting in a denial, reduction or termination of benefits or services.

### **§809.78(d)(1)(2) Attendance Standards and Notice and Reporting Requirements**

*Reference: CCS Rules §809.78 and TWC WD Letter 08-21 Child Care Automated Attendance and Manual Absence Tracking*

As per WD Letter 08-21, a Child Care Provider report consisting of five (5) consecutive absences will count as one Child Care Provider Notice for the child.

Multiple attempts to contact the Child Care parent and Child Care Provider prior to terminating services per CCS Rules §809.78(d)(2) require Child Care staff to provide written notice to the parent and the Child Care Provider at reasonable times through established communication channels of the child's absences and the potential termination of services. Such written notice, to the parent and the Provider, shall be provided, at a minimum, as soon as practicable after the child reaches fifteen (15) absences [based upon the receipt of three (3) Provider Notices of five (5) consecutive absences each], and thirty (30) absences [based upon receipt of six (6) Provider Notices of five (5) consecutive absences each], within a 12-month eligibility period, as described below:

- Attempt #1: Attempt number one will be included within each of the written notices (15 and 30 day). These (15 and 30 day) written notices will serve dual purposes. First and foremost, the written notices will meet the requirements of CCS Rules CCS Rules §809.78(d)(1). Secondly, in addition to the written notices, the letter to parents must contain a clear invitation and request for the parent to contact Child Care staff to discuss the child's absences and to determine why the child is absent.
- Attempt #2: Child Care staff will make a second attempt to contact the parent by texting, emailing, phone, letter, or in person.

The definition of "Excessive Absences" is set forth in CCS Rules §809.2(11) as more than forty (40) absences based upon the receipt of eight (8) Provider Notices.

Child Care staff will document all attempts made to contact parents and Child Care Providers to determine why the child is absent and to explain the importance of regular attendance in TWIST Counselor Notes, as previously described.

### **§809.92(d) Provider Responsibilities and Reporting Requirements - Child Care Services Providers Published Rate Costs**

Child Care Services Providers are not allowed to charge parents eligible for Child Care Services the difference between the Provider's published rate and the amount of the PWDB reimbursement rate (including the assessed PSoC).

**§809.111 General Fraud Fact-Finding Procedures**

WSP will follow Fraud Fact-Finding procedures that comply with the CCS Rules and TWC CCS Guide as amended, TWC WD Letter 21-16, as amended, and relevant PWDB policy.

Appropriate Corrective Action will be taken against a Child Care Services Provider or parent who violates the rules and expectations related to the automated attendance system requirements.

Any actions deemed appropriate by WSP will comply with current PWDB Child Care Services Fraud policy, and will include the involvement of the PWDB staff.

**§809.113 Action to Prevent or Correct Suspected Fraud**

PWDB policy is any actions deemed appropriate by WSP will comply with current PWDB Child Care Services Fraud Policy, and will include the involvement of the PWDB Staff.

**§809.115(d) Corrective Adverse Actions - Child Care Services Provider**

WSP will follow Operational Procedures to take corrective action consistent with subsections (a) - (c) of CCS Rules §809.115 against a Child Care Services Provider when a Provider performs the attendance reporting function on behalf of a parent.

**§809.115(e) Corrective Adverse Actions - Parent**

WSP will develop procedures to take corrective action consistent with subsections (a) - (c) of CCS Rules §809.115 against a parent when a parent violates TWC's rules and procedures related to attendance reporting.

**§809.135 TRS Process for Reconsideration**

The TRS Program is not subject to Chapter 823 of the CCS Rules, the Integrated Complaints, Hearings, and Appeals rules. Upon completion of the full assessment and prior to the confirmation of a star level, a Child Care Services Provider will be allowed to submit a reconsideration request if the request is received by WSP within ten (10) business days from the date of the notification to the Provider of the star level. WSP will then have twenty (20) business days to reassess the Provider. WSP will establish operations procedures for the implementation of the reconsideration process.

**ATTACHMENTS:** See Appendix C Chapter 3-Child Care Services, updated Effective 10-01-2022.

**RESCISSIONS:** PWDB Chapter 3 Child Care Services, Section 3.1 Child Care Services-Update, Effective 12-7-2022.



**ITEM 8**



## MEMORANDUM

DATE: May 24, 2023

TO: Members of the Panhandle Workforce Development Board  
and the Panhandle Workforce Development Consortium's Governing Body

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Report on Monitoring Reviews

In its role as administrative and fiscal agent for the Panhandle Workforce Development Board (PWDB), the Panhandle Regional Planning Commission (PRPC) is required to oversee administration, fiscal, and program monitoring for the delivery of Workforce Development and Child Care Services, under the Panhandle Workforce Development Area (PWDA) Service Delivery System Contract.

Program Monitoring Reports are issued summarizing the results of monitoring activities. Reports include observations, findings, questioned costs identified, and recommendations. Program Monitoring Activities have been developed to ensure programs achieve intended results, ensure resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse, and ensure reliable and timely information is captured and reported to serve as the basis to improve decision-making.

Program Monitoring Activities are conducted to assess progress in achieving program goals and maintaining accountability. Program monitoring activities help identify potential weaknesses before such weaknesses result in substandard performance or questioned costs, compliance with applicable laws, regulations, provisions of contracts and Board Plans, and official directives and circulars, and compliance with the appropriate uniform administrative requirements for grants and agreements applicable to the type of entity receiving funds, as promulgated in the Office of Management and Budget (OMB) circulars or rules. Program Monitoring Activities are evaluated on a periodic basis. Monitoring reviews result in recommendations that provide practical solutions used to take immediate action prior to Texas Workforce Commission's (TWC) Annual Monitoring Review.

TWC is required to monitor subrecipient's compliance with the equal opportunity laws (29 CFR § 38.31(b)). Equal Opportunity is a critical subject because (a) these rules assure all customers full access to every program, and also (b) these rules protect the civil rights of customers, employees and the public. The Equal Opportunity Compliance Department (EOCD) for TWC completed the FY 2023 review for the PWDB in which resulted in a management letter signifying no findings.

The Employment and Training (E&T) Management Evaluation (ME) review is an assessment conducted by the Food and Nutrition Service (FNS) of TWC's operation and oversight of the SNAP E&T Program along with the PWDB compliance with the State's regulations, instructions, and policies pertaining to the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program areas while promoting a collaborative partnership with the Workforce Solutions Panhandle /PWDB/TWC. The review is intended to identify areas of achievement as well as areas that may need improvement. The report for the Panhandle indicates fiscal and program systems are effectively managed.

The following detailed report lists updated statuses for the reviews of the current Workforce Solutions Panhandle (WSP) sub-recipient, Huxford Group, LLC's Service Delivery, since the last report provided to the Board at the February 2023 meeting.

**REPORT ON THE PWDA'S MONITORING REVIEWS**  
**November 2022 – March 2023**

<b>Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Fiscal and Program Operating Systems	February 27, 2023 – March 3, 2023	January 2022 – December 2022	Pending
Child Care Eligibility/Improper Payment Monitoring Testing	February 27, 2023 – March 3, 2023	October 2021 – September 2022	Pending

<b>Administration of United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&amp;T) overview of the management evaluation (ME) review system and target areas Conducted by Texas Health and Human Services Commission (HHSC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Access, Eligibility Services, Orientation and Case File Testing for Able-Bodied Adult Without Dependents (ABAWD)/General Population	March 17, 2023– March 21, 2023	October 1, 2022 – September 30, 2023	Final Report -Fiscal and Program Systems effectively managed

<b>Administration of Equal Opportunity Compliance Department (EOCD) Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Equal Opportunity Laws	March 17, 2023– March 21, 2023	October 1, 2021 – September 30, 2023	Management Letter

<b>Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist</b>			
Monitoring Review	Date of review	Period Covered	Status
Program Operating Systems	November 1, 2022 – February 24, 2023	January 2022 – September 2022	Final Report – All items resolved
Program Operating Systems	March 1, 2023 – May 31, 2023	October 2022 – December 2022	Ongoing

Please note: text above that is in blue font designates updated information from the previous reports.

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman  
Commissioner Representing  
the Public

Aaron Demerson  
Commissioner Representing  
Employers

Alberto Treviño, III  
Commissioner Representing  
Labor

Edward Serna  
Executive Director

## Report 23.01.0201

April 7, 2023

**VIA Email:** [mrivas@theprpc.org](mailto:mrivas@theprpc.org)

Mr. Marin Rivas, Executive Director  
Workforce Solutions Panhandle  
PO Box 9257  
Amarillo, Texas 79105

Dear Mr. Rivas:

The Texas Workforce Commission (TWC) is required to monitor whether our grant subrecipients are complying with the equal opportunity laws (29 CFR § 38.31(b)). Equal Opportunity is a critical subject because (a) these rules assure all customers full access to every program, and also (b) these rules protect the civil rights of customers, employees and the public.

TWC's Equal Opportunity Compliance Department (EOCD) has completed our FY 2023 review for the Panhandle Workforce Development Board (WDB). This letter is our report. The EOCD has no findings and there are no issues which would necessitate a corrective action plan.

Thank you again for your cooperation with this important task. We appreciate the assistance of Ms. Leslie Hardin your local EO officer. Should you have any further questions concerning the EOCD review, please contact me at 512-463-2400.

Sincerely,



Charles E. Ross, Jr.  
State of Texas Equal Opportunity Officer

cc: Michelle Griffin, Board Chair, Workforce Solutions Panhandle  
Nicholas Lalpui, Regional Administrator, ETA, USDOL  
Robert Kenyon, Regional Director, Office of State Systems, ETA, USDOL  
Bryan Daniel, Chairman and Commissioner Representing the Public, TWC  
Aaron Demerson, Commissioner Representing Employers, TWC  
Alberto Treviño, III, Commissioner Representing Labor, TWC  
Edward Serna, Executive Director, TWC  
Courtney Arbour, Director, Workforce Development Division, TWC  
Charles E. Ross, Jr., Director, Fraud Deterrence and Compliance Monitoring, TWC



**FFY 2023  
Employment and Training/  
Able-Bodied Adult Without Dependents  
E&T Provider On-Site Review  
Workforce Solutions Panhandle  
3120 Eddy St, Amarillo, TX 79109  
February 13-24, 2023**



**TEXAS**  
**Health and Human**  
**Services**



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## Executive Summary

The Employment and Training (E&T) Management Evaluation (ME) review is an assessment of agency's operation and oversight of the SNAP E&T Program. The review provides the Quality Assurance State Office (QASO) staff the opportunity to observe and evaluate the State agency's (SA) processes and procedures for complying with the requirements outlined in the FNS Federal regulations, handbooks, and policy guidance.

QASO conducted the ME Review during the week of February 13-24, 2023. Details on the areas selected for review are explained in the Scope and Methodology section of this report.

QASO held an Exit Conference on February 24, 2023, to provide a summary of the work performed by the State Agency and to discuss any anticipated findings and observations.

The results of the review were favorable, and no corrective action plan required.

## Objective

The main objective of this review was to assess the local's agency compliance with the State's regulations, instructions, and policies pertaining to the above program areas, and promote a collaborative partnership with the Panhandle Workforce Solutions/Texas Workforce Commission. The review is intended to identify areas of achievement as well as areas that may need improvement.

Quality Assurance State Office (QASO) developed the Management Evaluation (ME) Review system to comply with United States Department of Agriculture, Food and Nutrition Service (FNS), regulations 7 CFR 275.5. Based on FNS addition of SNAP ET/ABAWD as a State Target Area for federal fiscal year 2023, the state conducted a separate review of the ET/ABAWD program. This report contains findings from the review.

## Scope

The scope of the review included, but was not limited to the following:

- E&T Program operation oversight – evaluating the E&T provider’s policies and procedures using the ET/ABAWD Review Questionnaire
- ABAWD policies, ABAWD participation tracking, and client case records
- Contract monitoring and fiscal review of provided documents
- QASO staff also conduct virtual interviews with local E&T staff, E&T contractors’ staff, observed virtual career counseling interviews and workforce orientation

## Methodology

Quality Assurance State Office conducted the review in accordance with procedures and requirements set forth in the following guide(s):

- SNAP E&T Operations Handbook
- SNAP E&T Program Toolkit

Specific evidence gathering practices used during the review included:

- Interviews with local E&T staff, E&T contactors, and E&T board members
- Review of Client Records
- Review of ABAWD participation tracking
- Observation of Client interviews
- Review of provider documents

## Findings and Observations On-Site Review

This table summarizes on-site review findings:

Review Area	Rating (CAP Required, Meets, Observation)
<b>E&amp;T</b>	
General Responsibilities	Meets
Work Requirements	Meets
Fair Hearings	Meets
Allowable E&T Components	Meets
Sanctions	Meets
Work Hours	Meets
Reimbursements	Meets
Program Specific Financial Management Requirements	Meets
<b>ABAWD</b>	
General	Meets
Identifying and Tracking	Meets
Compliance with Pledge	Meets
<b>Observations and Case Reviews</b>	
Interview Observations	Exceeds
Workforce Observations	Meets
Case Reviews	Meets
Posters	Meets
<b>Legend</b>	
CAP Required	Meets
Observation	Area Not Assessed

The attached PIMS report includes the on-site findings.

## Case Reading

### Regional SNAP Payment Accuracy

The Regional Quality Assurance Manager reviewed a sample of 50 active E&T participant case dispositions for element accuracy, processing, and notice accuracy. Each cited element not meeting the performance standard requires corrective action.

Correct Determination Element		Number of Errors Found	Performance*
<b>Address</b>			
Mailing Address (2a)		0	100.00%
<b>Outreach</b>			
Outreach Notification (3a)		0	100.00%
Workforce Orientation (3b)		0	100.00%
Career Counseling (3c)		0	100.00%
<b>E&amp;T Provider</b>			
Good Cause Request (4a)		0	100.00%
Good Cause Notification (4b)		0	100.00%
Timeliness (4c)		0	100.00%
Policy and Procedures (4d)		0	100.00%
<b>Compliance</b>			
Non-Compliance (5a)		0	100.00%
Tracking (5b)		1	98.33%
<b>Review Standard</b>	<b>CAP Required</b>	<b>Meets</b>	<b>Exceeds</b>
95 - 97%	< 95%	95 - 97%	> 97%

\*Includes Data after exception requests

Refer to Attachment 1. PIMS-1101 Statewide Case Reading Report

## Monitoring

Reviewers received and reviewed the FFY 2023 Annual Monitoring Report from Texas Workforce Commission regarding the Supplemental Nutrition Assistance Program Employment and Training program administered by your board. The report indicates fiscal and program systems are effectively managed.

There were no areas identified that require corrective action at the local level.



**ITEM 10**

Having trouble viewing this? [View it as a web page](#)



## Workforce Solutions Panhandle April Newsletter

### Statement from Marin Rivas, Workforce Development Director



I am pleased to announce the launch of a Workforce Solutions Panhandle newsletter. This newsletter is an initiative aimed at providing vital information to employers regarding the labor market in the Texas Panhandle.

The information is designed to help area employers stay up-to-date with the latest labor market information and trends, as well as providing them with essential insights into employer events and other topics of interest. We understand how critical it is for businesses to stay ahead in this rapidly evolving and competitive job market, which is why our newsletter will feature practical and actionable advice to help you make informed decisions about your workforce.



In the newsletter, you can expect to find information about job fairs, hiring events, and training opportunities. We will also keep you updated on the latest workforce-related news, so you can stay informed about industry trends and policy changes that may impact your business.

Our team is dedicated to providing high-quality, relevant information that meets your needs as an employer. We believe that the more informed you are, the better equipped you will be to make the right decisions for your business. Our goal is to create a community where employers can connect and collaborate, sharing insights and best practices to help each other thrive in the Texas Panhandle.

We hope you will find the newsletter informative, engaging, and useful. Please feel free to share it with other business owners and professionals in your network. We welcome your feedback, comments, and suggestions, so please do not hesitate to get in touch with us.

Thank you for your support, and we look forward to sharing this exciting journey with you.

Best regards,

Marin Rivas

Workforce Development Director

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## **Texas Workforce Commission Releases March 2023 Texas Labor Market Information**



AMARILLO – In March 2023, the Amarillo Metropolitan Statistical Area (MSA) recorded the second-lowest unemployment rate in the state of Texas at 3.1 percent. The Midland MSA recorded the lowest rate at 2.6 percent with the College Station-Bryan MSA coming in at third at 3.2 percent.

From February to March, the city of Amarillo area saw a 0.4 percent drop in unemployment rate from 3.5 to 3.1. From March 2022 to March 2023, the Amarillo MSA and Texas Panhandle Workforce Development Area (WDA) saw 0.2 percent increases in their unemployment rates.

The previous month saw both Potter and Randall counties record small decreases

in their unemployment rates. Potter County went from 3.7 percent in February to 3.2 percent in March. Randall County went from 3.4 percent in February to 3.0 percent in March.

Donley, Swisher, and Wheeler counties recorded the biggest decreases in unemployment rate from the previous month at 0.9 percent. Donley went from 4.3 percent to 3.4 percent. Swisher dropped to 4.6 percent from 5.5 percent, and Wheeler went from 4.9 percent to 4.0 percent.

Hartley County currently holds the lowest unemployment rate in the Panhandle at 2.1 percent with 2,576 people employed out of 2,632. Swisher County has the highest unemployment rate at 4.6 percent with 2,503 people employed out of 2,625.

Texas attained new records in March 2023 with the largest civilian labor force and greatest number of people employed in state history. The seasonally adjusted civilian labor force increased by 78,800 to reach a series-high 14,898,100 people, while the unemployment rate held steady at 4.0 percent. Texas added 28,600 positions to reach another series-high job count at 13,839,200 total nonfarm jobs. Since March 2022, 575,100 positions have been added.

Texas' over-the-year employment growth through March 2023 outpaced the nation in every one of the 11 major industries. Over the month, Leisure and Hospitality led job growth with 7,400 positions added, followed by Construction, which increased by 5,800 jobs. Also, of note, both Trade, Transportation and Utilities and Private Education and Health Services grew by 5,400 jobs in March.

[CLICK HERE FOR MORE INFORMATION](#)

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**2023 Teacher Externship Opportunity for Employers**



The Workforce Solutions Panhandle (WSP) is now accepting registrations for its 2023 Teacher Externship program. This program offers a unique opportunity for employers to collaborate with local educators and help shape the future workforce.

The Teacher Externship program connects employers with teachers, allowing them to gain a better understanding of the skills and knowledge needed for success in the workforce. Through this program, employers can provide valuable insight into their industry, share their expertise, and help shape the curriculum for future workers.

Participation in the Teacher Externship program also offers numerous benefits to employers. Not only does it provide an opportunity to invest in the development of future workers, but it also allows employers to strengthen their relationships with local schools and educators.

Registration for the 2023 Teacher Externship program is now open, so don't miss out on this opportunity to make a difference in the workforce of tomorrow. Contact Workforce Solutions Panhandle today to learn more and register for the program.

[REGISTER HERE](#)

## About Us

Workforce Solutions Panhandle (WSP), a partner of the American Job Center Network, assists employers and job seekers, by providing workforce development, training, and child care services throughout the Texas Panhandle. WSP receives funding from the Texas Workforce Commission (TWC) and utilizes its WorkInTexas.com system, the largest job-matching database in the State of Texas. WSP is overseen by the Panhandle Regional Planning Commission (PRPC), which TWC has designated as the fiscal and administrative agent for the Panhandle Workforce Development Board (PWDB).

The PWDB is a business-led group, the majority of which is comprised of employers from the private sector, as well as representatives from community-based organizations, labor, economic development, secondary and post-secondary education, adult and continuing education, literacy, vocational rehabilitation, public employment services, and the State department of human services.

The PWDB is appointed by the Chief Elected Officials (CEO) of the Panhandle Workforce Development Consortium's Governing Body (PWDCGB), which is comprised of six of the Panhandle region's County Judges who volunteer as representatives the 26 counties of the Panhandle, and the Mayor of the City of Amarillo.


The PWDB and the PWDCGB provide policy guidance and direction, to the staff of PRPC and WSP, for the growth and prosperity of the Panhandle's current and future workforce.

Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer / Program

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This email was sent to [mrivas@theprpc.org](mailto:mrivas@theprpc.org) using govDelivery Communications Cloud on behalf of: Workforce Solutions Panhandle · 3120 Eddy St. · Amarillo, TX 79106





## . Apply Now For 2023 Internships



Enter a keyword and/or location to find jobs.

Search Jobs , Use Enter Key to select additional search options

City, State, County, Region or Zip    
[ [Additional Search Options](#) ]

### **Meet the Challenge!**

The Texas Internship Challenge is a partnership among the Texas Workforce Commission (TWC), Texas Education Agency (TEA) and The Higher Education Coordinating Board (THECB), who challenge employers to offer paid internships and make it easy for students to search and apply for them.

### **Employers: Looking for an Intern?**

The Texas Internship Challenge encourages employers to offer paid or for-credit applied learning opportunities. Internships help students gain the marketable skills employers are looking for and introduce students to in-demand occupations. [Click here to register and post internships.](#)

### **Students: Looking for an Internship?**

The Texas Internship Challenge encourages students to participate in the thousands of internships around the state to gain the marketable skills employers are looking for. Internships help you explore career opportunities, network with employers, and earn a salary or school credit. Start your search by entering your keyword in the search bar above. [Click here to register and enter your résumé.](#)

### **Texas Internship Challenge**

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**Virtual One Stop** - Sapphire



# UPSKILL TEXAS



The Texas Workforce Commission (TWC) has \$5 million available for employers to provide qualified training to their current employees through the Upskill Texas initiative.

Funding is made available through Workforce Innovation and Opportunity Act federal grant funds and individual awards will range from \$150,000-\$500,000. Employers must provide at least 50% of the training costs, which could include trainee wages.

## Who is Eligible to Apply?

Employers with 100 or more employees, including publicly funded healthcare employers, or their designee, are invited to apply for funds to identify and deploy qualified training for employees.

## Who Can Be Trained?

Employees must have worked for the employer for six months or more. However, the training may be provided to a group of employees; in which case, most of the employees in a training group must have worked for the employer for six months or more.

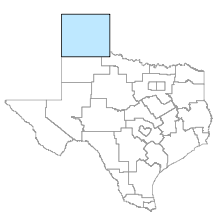
## Grant Applications Due June 5, 2023 at 5:00 p.m. CDT

Contact TWC's Employer Engagement and Community Outreach Team.

- Phone: 877-463-1777
- Email: [UpskillTexas@twc.texas.gov](mailto:UpskillTexas@twc.texas.gov)
- Go to [twc.texas.gov/upskill-texas](https://twc.texas.gov/upskill-texas)



## Panhandle Workforce Development Area



Dallam	Sherman	Hansford	Ochiltree	Lipscomb	
Hartley	Moore	Hutchinson	Roberts	Hemphill	
Oldham	Potter	Carson	Gray	Wheeler	
Deaf Smith	Randall	Armstrong	Donley	Collingsworth	
Parmer	Castro	Swisher	Briscoe	Hall	Childress

## March 2023

WDA Labor Force Statistics				
	Mar-23	Feb-23	Mar-22	Yearly Change
Civilian Labor Force	215,749	214,921	214,547	1,202
Employed	208,842	207,041	208,198	644
Unemployed	6,907	7,880	6,349	558
Unemployment Rate	3.2%	3.7%	3.0%	0.2%

Texas Labor Force Statistics				
	Mar-23	Feb-23	Mar-22	Yearly Change
Civilian Labor Force	15,118,353	15,045,849	14,633,464	484,889
Employed	14,485,853	14,369,223	14,080,750	405,103
Unemployed	632,500	676,626	552,714	79,786
Unemployment Rate	4.2%	4.5%	3.8%	0.4%

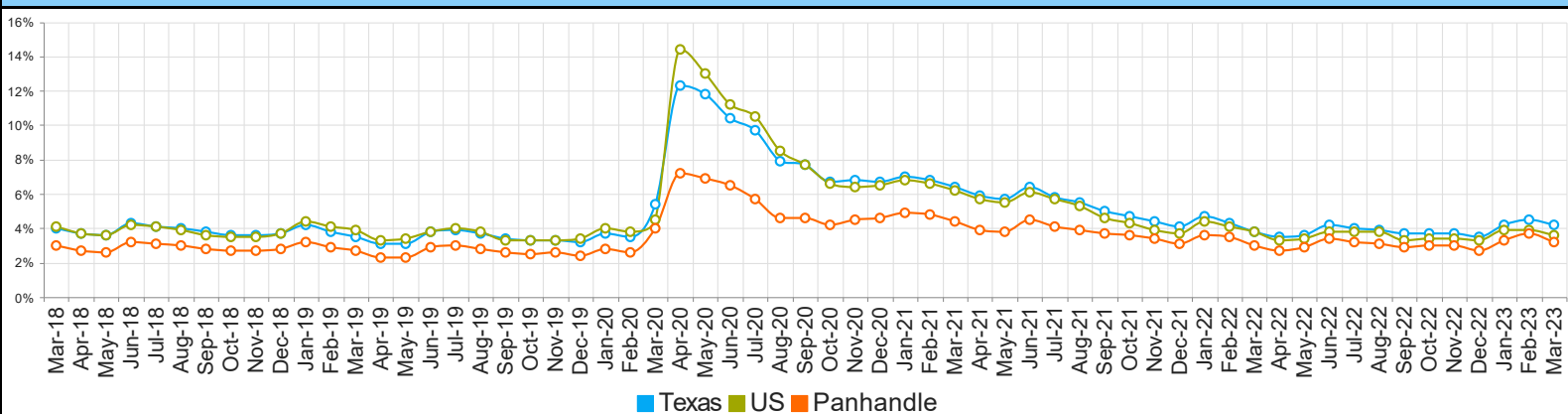
  

US Labor Force Statistics				
	Mar-23	Feb-23	Mar-22	Yearly Change
Civilian Labor Force	166,783,000	166,178,000	164,274,000	2,509,000
Employed	160,741,000	159,713,000	158,106,000	2,635,000
Unemployed	6,043,000	6,465,000	6,168,000	-125,000
Unemployment Rate	3.6%	3.9%	3.8%	-0.2%

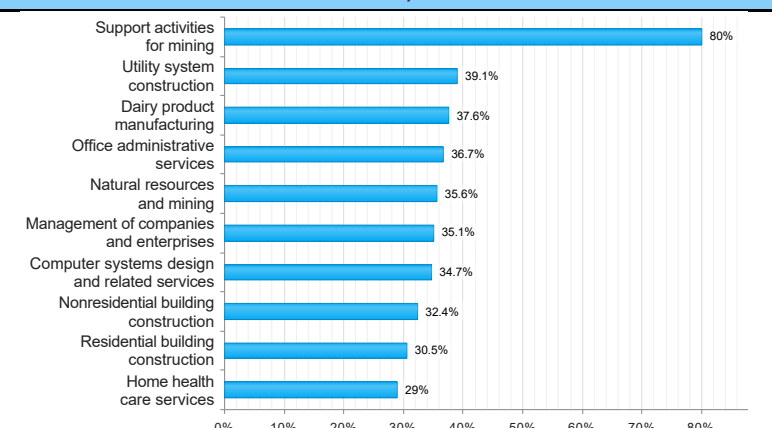
  

Continued Claims for the Week of the 12th				
	Mar-23	Feb-23	Mar-22	Yearly Change
WDA	636	610	617	19
Texas	101,392	98,026	75,230	26,162

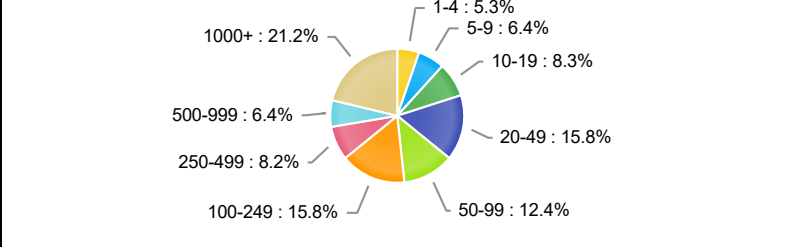
## Historical Unemployment Rates



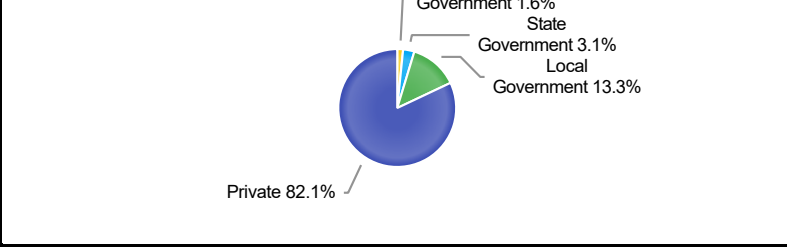
## Projected Top Ten Fastest Growing Industries in WDA (% Growth 2020-2030)



## Employment by Size Class (3rd Quarter 2022)



## Employment by Ownership (3rd Quarter 2022)

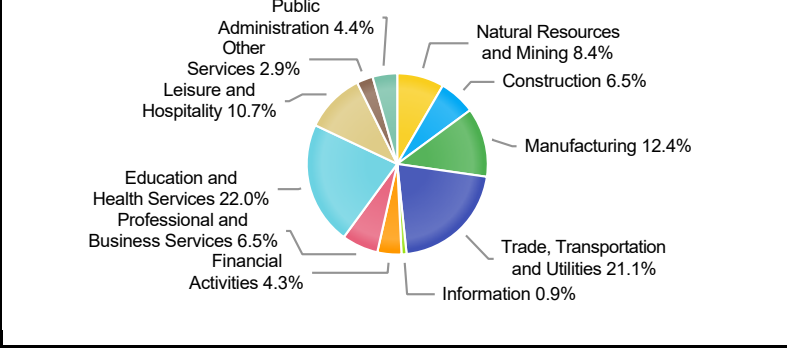


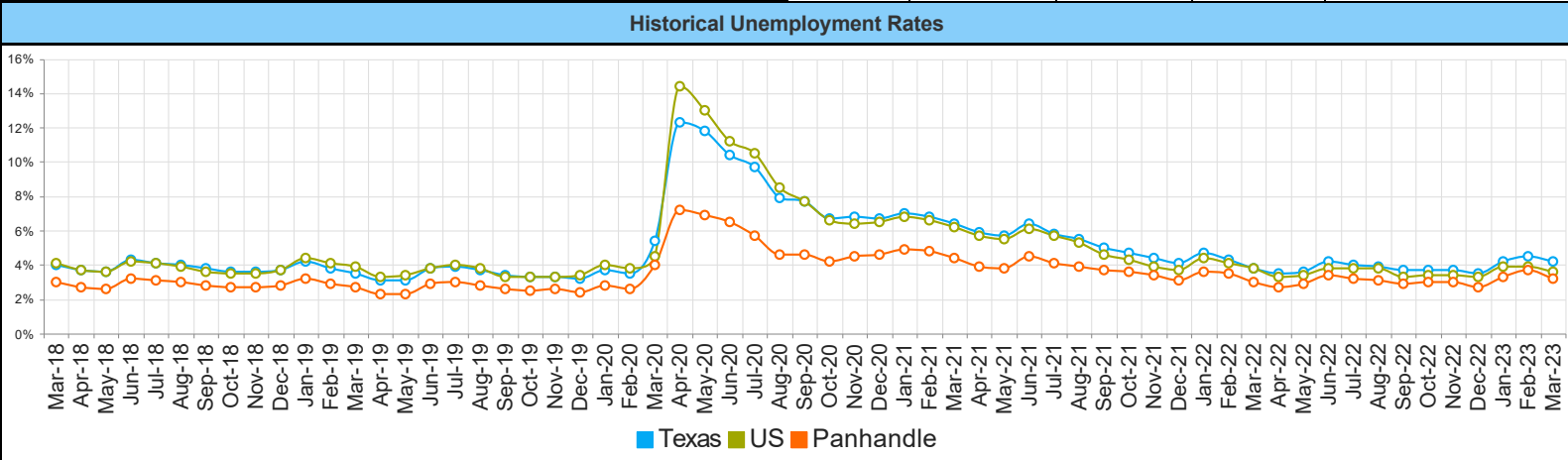
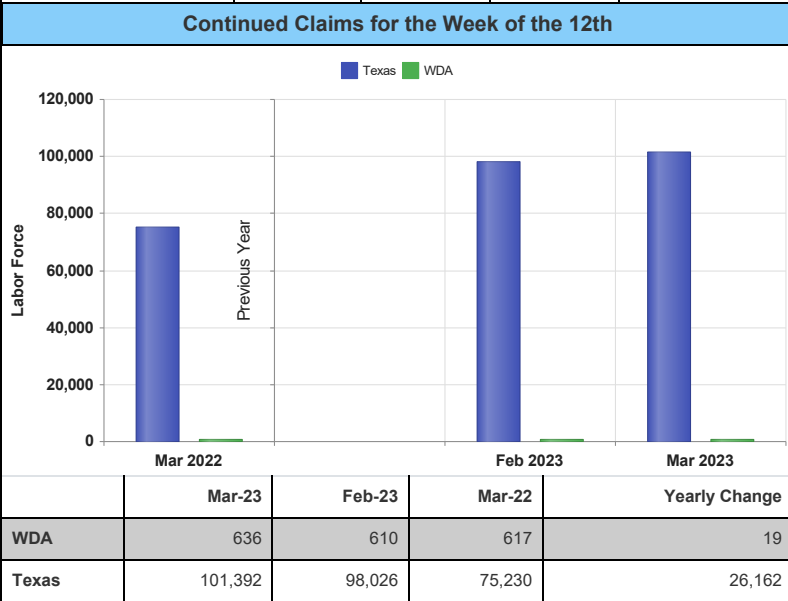
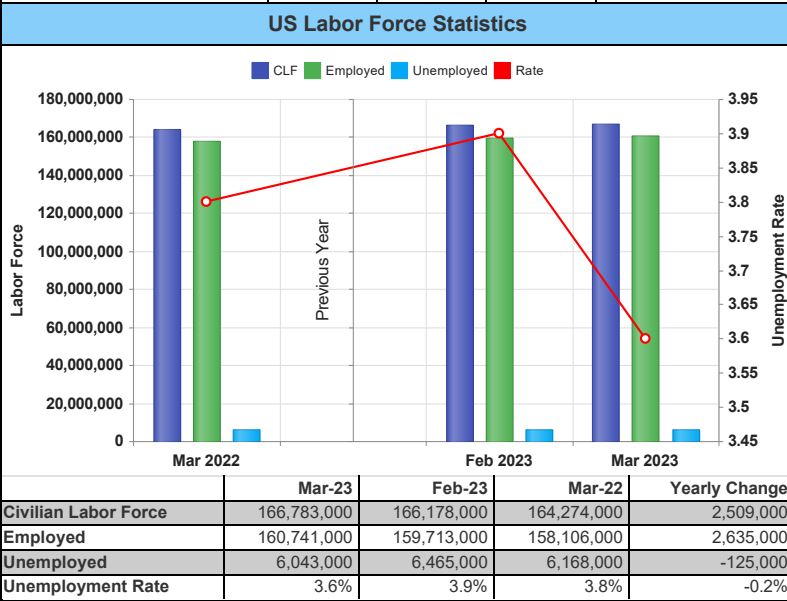
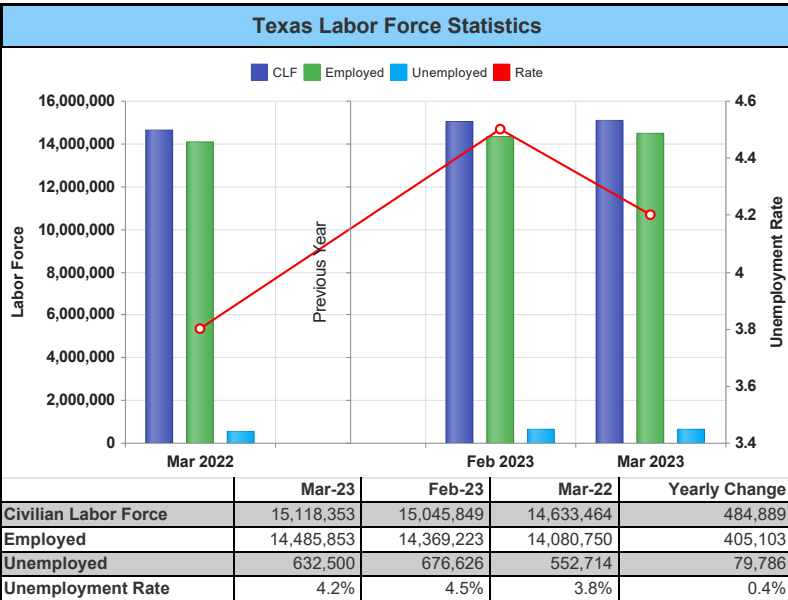
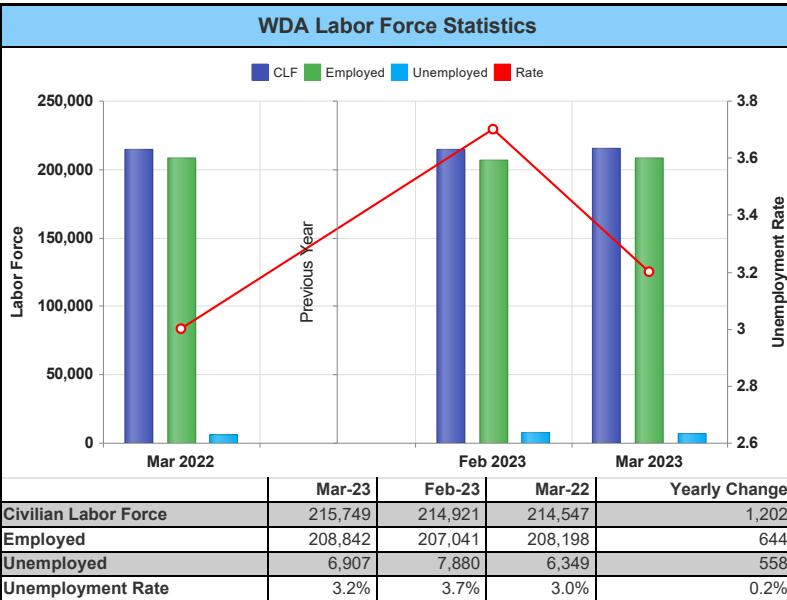
Average Weekly Wage (3rd Quarter 2022)					
	Q3 2022	Q2 2022	Q3 2021	Quarterly Change	Yearly Change
WDA	\$1,054	\$1,005	\$990	\$49	\$64
Texas	\$1,333	\$1,282	\$1,227	\$51	\$106
US	\$1,334	\$1,294	\$1,250	\$40	\$84

## Employment by Industry (3rd Quarter 2022, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	15,635	8.4%	2.4%	3.2%
Construction	12,066	6.5%	2.2%	4.6%
Manufacturing	23,209	12.4%	0.2%	-10.5%
Trade, Transportation and Utilities	39,267	21.1%	-0.3%	2.2%
Information	1,724	0.9%	1.9%	-1.7%
Financial Activities	8,059	4.3%	-0.8%	-1.9%
Professional and Business Services	12,076	6.5%	2.9%	6.3%
Education and Health Services	41,032	22.0%	-3.7%	1.7%
Leisure and Hospitality	19,875	10.7%	-0.6%	2.7%
Other Services	5,429	2.9%	-1.2%	0.4%
Public Administration	8,121	4.4%	1.3%	-3.0%

## Employment by Industry (3rd Quarter 2022)

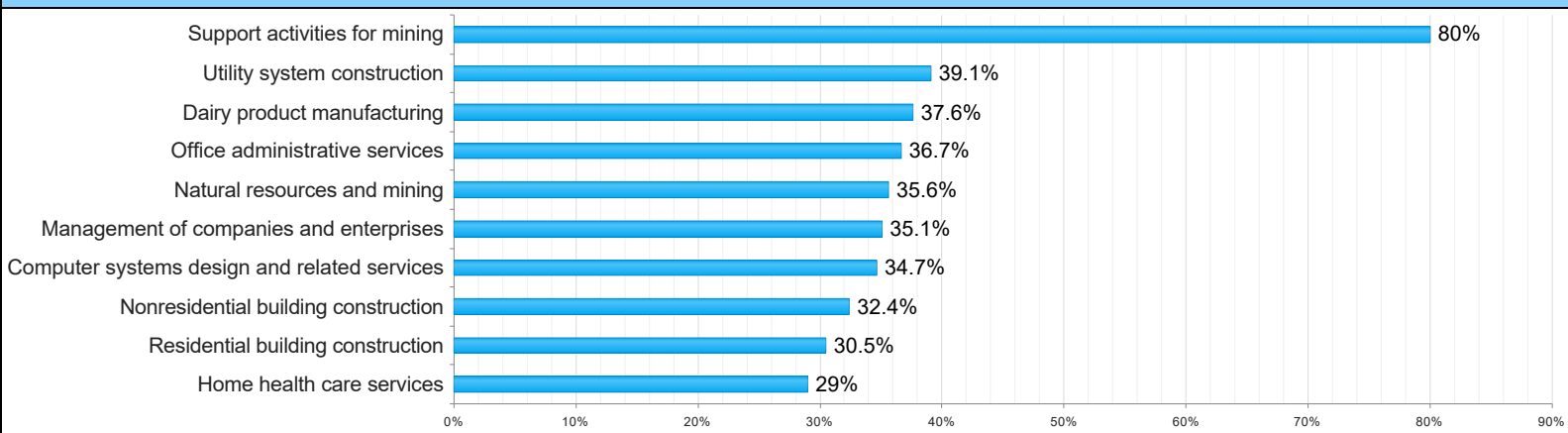






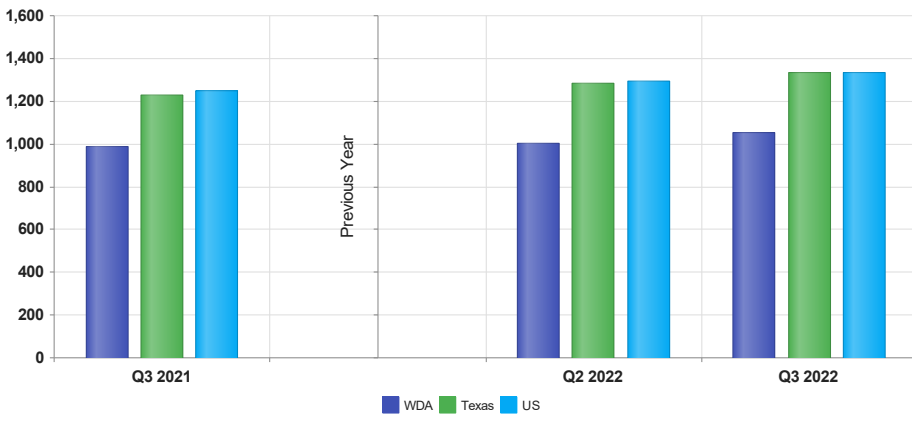
Months	WDA	Texas	US
Mar-23	3.2	4.2	3.6
Feb-23	3.7	4.5	3.9
Jan-23	3.3	4.2	3.9
Dec-22	2.7	3.5	3.3
Nov-22	3.0	3.7	3.4
Oct-22	3.0	3.7	3.4
Sep-22	2.9	3.7	3.3
Aug-22	3.1	3.9	3.8
Jul-22	3.2	4.0	3.8
Jun-22	3.4	4.2	3.8
May-22	2.9	3.6	3.4
Apr-22	2.7	3.5	3.3
Mar-22	3.0	3.8	3.8
Feb-22	3.5	4.3	4.1
Jan-22	3.6	4.7	4.4
Dec-21	3.1	4.1	3.7
Nov-21	3.4	4.4	3.9
Oct-21	3.6	4.7	4.3
Sep-21	3.7	5.0	4.6
Aug-21	3.9	5.5	5.3
Jul-21	4.1	5.8	5.7
Jun-21	4.5	6.4	6.1
May-21	3.8	5.7	5.5
Apr-21	3.9	5.9	5.7
Mar-21	4.4	6.4	6.2
Feb-21	4.8	6.8	6.6
Jan-21	4.9	7.0	6.8
Dec-20	4.6	6.7	6.5
Nov-20	4.5	6.8	6.4
Oct-20	4.2	6.7	6.6
Sep-20	4.6	7.7	7.7
Aug-20	4.6	7.9	8.5
Jul-20	5.7	9.7	10.5
Jun-20	6.5	10.4	11.2
May-20	6.9	11.8	13.0
Apr-20	7.2	12.3	14.4
Mar-20	4.0	5.4	4.5
Feb-20	2.6	3.5	3.8
Jan-20	2.8	3.7	4.0
Dec-19	2.4	3.2	3.4
Nov-19	2.6	3.3	3.3
Oct-19	2.5	3.3	3.3
Sep-19	2.6	3.4	3.3
Aug-19	2.8	3.7	3.8
Jul-19	3.0	3.9	4.0
Jun-19	2.9	3.8	3.8
May-19	2.3	3.1	3.4
Apr-19	2.3	3.1	3.3
Mar-19	2.7	3.5	3.9
Feb-19	2.9	3.8	4.1
Jan-19	3.2	4.2	4.4
Dec-18	2.8	3.7	3.7
Nov-18	2.7	3.6	3.5
Oct-18	2.7	3.6	3.5
Sep-18	2.8	3.8	3.6
Aug-18	3.0	4.0	3.9
Jul-18	3.1	4.1	4.1
Jun-18	3.2	4.3	4.2
May-18	2.6	3.6	3.6
Apr-18	2.7	3.7	3.7
Mar-18	3.0	4.0	4.1

**Projected Top Ten Fastest Growing Industries in WDA (% Growth 2020-2030)**



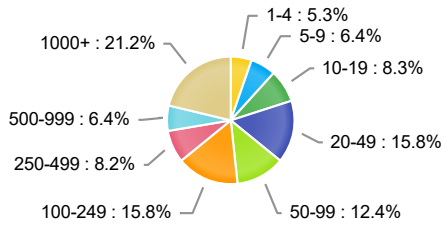
Industry Title	Percent Change
Support activities for mining	80
Utility system construction	39.1
Dairy product manufacturing	37.6
Office administrative services	36.7
Natural resources and mining	35.6
Management of companies and enterprises	35.1
Computer systems design and related services	34.7
Nonresidential building construction	32.4
Residential building construction	30.5
Home health care services	29

### Average Weekly Wage (3rd Quarter 2022)



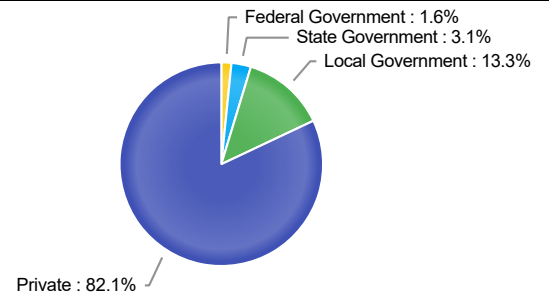
	Q3 2022	Q2 2022	Q3 2021	Quarterly Change	Yearly Change
WDA	\$1,054	\$1,005	\$990	\$49	\$64
Texas	\$1,333	\$1,282	\$1,227	\$51	\$106
US	\$1,334	\$1,294	\$1,250	\$40	\$84

### Employment by Size Class (3rd Quarter 2022)



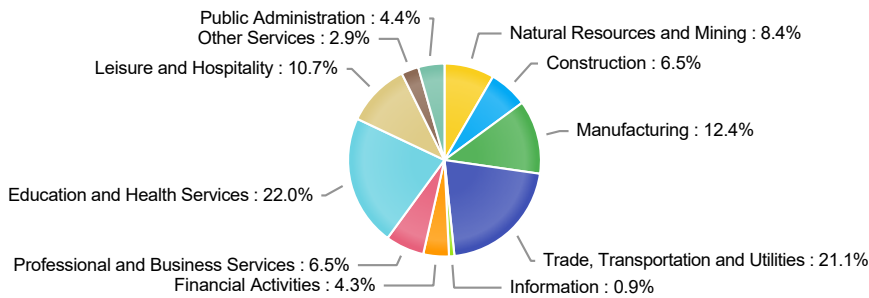
Number of Employees in Firm	Percentage
1-4	5.3%
5-9	6.4%
10-19	8.3%
20-49	15.8%
50-99	12.4%
100-249	15.8%
250-499	8.2%
500-999	6.4%
1000+	21.2%

### Employment by Ownership (3rd Quarter 2022)



Ownership	Percentage
Federal Government	1.6%
State Government	3.1%
Local Government	13.3%
Private	82.1%

### Employment by Industry (3rd Quarter 2022)



Industry	Q3 2022 Employment	% of Total	Q2 2022 Employment	% of Total	Q3 2021 Employment	% of Total	Quarterly Change	Yearly Change
Natural Resources and Mining	15,635	8.4%	15,273	8.2%	15,154	8.2%	2.4%	3.2%
Construction	12,066	6.5%	11,805	6.3%	11,538	6.2%	2.2%	4.6%
Manufacturing	23,209	12.4%	23,169	12.4%	25,918	13.9%	0.2%	-10.5%
Trade, Transportation and Utilities	39,267	21.1%	39,403	21.0%	38,430	20.7%	-0.3%	2.2%
Information	1,724	0.9%	1,692	0.9%	1,753	0.9%	1.9%	-1.7%
Financial Activities	8,059	4.3%	8,125	4.3%	8,212	4.4%	-0.8%	-1.9%
Professional and Business Services	12,076	6.5%	11,739	6.3%	11,364	6.1%	2.9%	6.3%
Education and Health Services	41,032	22.0%	42,601	22.7%	40,337	21.7%	-3.7%	1.7%
Leisure and Hospitality	19,875	10.7%	19,993	10.7%	19,359	10.4%	-0.6%	2.7%
Other Services	5,429	2.9%	5,495	2.9%	5,405	2.9%	-1.2%	0.4%
Public Administration	8,121	4.4%	8,017	4.3%	8,374	4.5%	1.3%	-3.0%



# **ITEM 11**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2022 – JUNE 30, 2023**

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Kristi Hanes \*\*\*\*\*  
Co-Owner/Director  
Night & Day, Care & Play Inc.  
2831 Mays Street  
Amarillo, Texas 79109  
(806) 352-2186 / (806) 322-0986 fax  
[nightandday@arn.net](mailto:nightandday@arn.net)

Industry Represented: Services (62)  
TWC ID #: 075710160  
Firm Size: 29 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Betty Bara  
Co-Owner  
La Fiesta Grande  
4704 Van Winkle Drive  
Amarillo, Texas 79119  
(806) 376-3689 / (806) 355-2826 fax  
[bettybara@aol.com](mailto:bettybara@aol.com)

Industry Represented: Food (72)  
TWC ID #: 021762288  
Firm Size: 84  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Amy Moran  
Director –  
Human Resources Strategy and Operations  
Consolidated Nuclear Security, LLC - Pantex  
P. O. Box 30020  
Amarillo, Texas 79120-0030  
(806) 573-7502 ext. 2.1011  
[amy.moran@cns.doe.gov](mailto:amy.moran@cns.doe.gov)

Industry Represented: Manufacturing (31)  
TWC ID #: 144395778  
Firm Size: 4,227  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. Jason Henderson \*\*\* / \*\*\*\*\*  
Vice President – Assembly Operations  
Bell  
P.O. Box 482  
Fort Worth, Texas 76101  
(817) 280-8957  
[jhenderson@bellflight.com](mailto:jhenderson@bellflight.com)

Industry Represented: Manufacturing (31)  
TWC ID #: 002639157  
Firm Size: 4,954 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. David Parker  
Chief Operating Officer  
Harwell & Cook Orthodontics  
3420 Thornton Drive  
Amarillo, Texas 79109  
(806) 353-3593  
[david@harwellcook.com](mailto:david@harwellcook.com)

Industry Represented: Healthcare (62)  
TWC ID #: 07-895859-6  
Firm Size: 41 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

**PRIVATE SECTOR (AREA I - DALLAM,  
HARTLEY, MOORE, OLDHAM AND SHERMAN  
COUNTIES)**

Mr. Michael Wright \*\*/ \*\*\*/ \*\*\*\*  
Publisher  
Moore County News - Press  
P.O. Box 757  
Dumas, Texas 79029  
(806) 935-4111 / (806) 935-2438 fax  
[mwright@moorenews.com](mailto:mwright@moorenews.com)

Industry Represented: Information (51)  
TWC ID #: 08-099770-1  
Firm Size: 11 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30,2025

**PRIVATE SECTOR (AREA II - HANSFORD,  
HEMPHILL, HUTCHINSON, LIPSCOMB,  
OCHILTREE AND ROBERTS COUNTIES)**

Ms. Michelle Griffin \* / \*\*\*  
President – Borger Branch  
Amarillo National Bank  
P. O. Box 949  
Borger, Texas 79008  
(806) 275-5025 / (806) 274-4533 fax  
[michelle.griffin@anb.com](mailto:michelle.griffin@anb.com)

Industry Represented: Finance (52)  
TWC ID #: 000422070  
Firm Size: 865 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AREA III - BRISCOE,  
CASTRO, DEAF SMITH, PARMER AND  
SWISHER COUNTIES)**

Mr. Art Martinez  
Owner  
Whiteface Heating & Air, Inc.  
127 Main Street  
Hereford, Texas 79045  
(806) 364-4122  
[whitefaceha@wtrt.net](mailto:whitefaceha@wtrt.net)

Industry Represented: Wholesale Trade (42)  
TWC ID #: 130532764  
Firm Size: 5 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AREA IV - ARMSTRONG,  
CARSON, POTTER AND RANDALL COUNTIES)**

Ms. Amy Rambo  
Senior Human Resource Business Partner  
BSA Health System  
1600 Wallace Blvd.  
Amarillo, Texas 79106  
(806) 212-2989 / (806) 212-1600 fax  
[amy.rambo@bsahs.org](mailto:amy.rambo@bsahs.org)

Industry Represented: Healthcare (62)  
TWC ID #: 138513173  
Firm Size: 2,429 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2024

**PRIVATE SECTOR (AREA V - CHILDRESS,  
COLLINGSWORTH, DONLEY, GRAY, HALL AND  
WHEELER COUNTIES)**

Mr. Ryan Bradley  
Plant Manager  
Hunting Titan Inc.  
11785 Hwy 152  
Pampa, Texas 79076  
(806) 665-3781  
[Ryan.Bradley@hunting-intl.com](mailto:Ryan.Bradley@hunting-intl.com)

Industry Represented: Manufacturing (31)  
TWC ID: 143344908  
Firm Size: 552 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AT LARGE)**

Mr. Kevin Caddell  
Owner  
Furniture Fashions, LTD  
1603 Tennessee Blvd.  
Dalhart, Texas 79022  
(806) 244-5551  
[Kevin@furnfash.com](mailto:Kevin@furnfash.com)

Industry Represented: Retail (44)  
TWC ID #: 109626740  
Firm Size: 8 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

**PRIVATE SECTOR (AT LARGE)**

Mr. Charlie Rivas \*\*\*  
Chief Executive Officer  
Rivas Environmental Consultants  
200 Winery Road  
Amarillo, Texas 79118  
(806) 622-2255 / (806) 622-2257 fax  
[rivas@arn.net](mailto:rivas@arn.net)

Industry Represented: Services (54)  
TWC ID #: 012394527  
Firm Size: 0 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AT LARGE)**

Mr. Francisco Apodaca  
Co-Owner  
Apodaca Brothers  
801 W. Francis Ave.  
Pampa, TX 79065  
(806) 669-1169 / (806) 669-1169  
[12280ehwy60@gmail.com](mailto:12280ehwy60@gmail.com)

Industry Represented: Construction (23)  
TWC ID #: 119858119  
Firm Size: 8 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2024

**ECONOMIC DEVELOPMENT ORGANIZATIONS**

Ms. Crystal Hermesmeier  
Economic Development Director  
Shamrock Economic Development Corporation  
207 N. Main Street  
Shamrock, TX 79079  
(806) 256-2516  
[shamrockedc@gmail.com](mailto:shamrockedc@gmail.com)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**SECONDARY EDUCATION**

Mr. Jay Barrett \*\*\*  
Principal  
AmTech Career Academy  
3601 Plains Blvd.  
Amarillo, Texas 79102  
(806) 326-2800  
[jay.barrett@amaisd.org](mailto:jay.barrett@amaisd.org)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

**POST-SECONDARY EDUCATION**

Mr. Texas D. "Tex" Buckhaults \*\*\*\*  
President  
Clarendon College  
P. O. Box 968  
Clarendon, Texas 79226  
(806) 874-3571  
[Tex.Buckhaults@clarendoncollege.edu](mailto:Tex.Buckhaults@clarendoncollege.edu)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

**ADULT BASIC AND CONTINUING EDUCATION**

Dr. Tamara Clunis  
Vice President of Academic Affairs  
Amarillo College  
P. O. Box 447  
Amarillo, Texas 79178  
(806) 371-5296 / (806) 354-5891 fax  
[ttclunis@actx.edu](mailto:ttclunis@actx.edu)

Ethnicity/Gender: B/F  
Term Expires: June 30, 2023

**LITERACY ORGANIZATIONS**

Ms. Lisa White  
Literacy Coordinator  
Amarillo Public Library  
413 E. 4th  
Amarillo, Texas 79101  
(806) 378-3043 / (806) 378-9327 fax  
[lisa.white@amarillolibrary.org](mailto:lisa.white@amarillolibrary.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**VOCATIONAL REHABILITATION ORGANIZATIONS**

Ms. Geneva Tiller  
Unit Support Coordinator  
Texas Workforce Solutions  
Vocational Rehabilitation Services  
3120 Eddy St.  
Amarillo, TX 79106  
(806) 372-5521  
[geneva.tiller@twc.state.tx.us](mailto:geneva.tiller@twc.state.tx.us)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023



**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York \*\*\*\*  
Executive Director  
Panhandle Community Services  
1309 West Eighth Avenue  
Amarillo, Texas 79120-2150  
(806) 342-6150 / (806) 373-8143  
[magi.york@pcsvcs.org](mailto:magi.york@pcsvcs.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Jahnel McClain  
Human Resource Manager  
Goodwill Industries of Northwest Texas  
1904 Bell Street  
Amarillo, Texas 79106  
(806) 331-6890 / (806) 331-7207 fax  
[jmclain@ginwtx.org](mailto:jmclain@ginwtx.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**LABOR ORGANIZATIONS**

Mr. Paul Salazar \*\*\*\*  
Training Director, JATC  
West Texas Electrical Joint Apprenticeship  
& Training Committee  
102 South Bowie Street  
Amarillo, Texas 79106  
(806) 372-1581 / (806) 331-6718 fax  
[psalazarjatc@wtxjatc.org](mailto:psalazarjatc@wtxjatc.org)

Ethnicity/Gender: H/M  
Term Expires: June 30, 2024

**LABOR ORGANIZATIONS**

Mr. John Roberts  
Council Business Representative  
Central South Carpenters Regional Council  
12180 Tascosa Road  
Amarillo, Texas 79124  
(806) 373-4574 / (806) 374-4437 fax  
[jroberts@cscouncil.net](mailto:jroberts@cscouncil.net)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**PUBLIC EMPLOYMENT AGENCY**

Mr. Norman Bearden \*\*\*\*\*  
Veterans Resource Coordinator  
Texas Workforce Commission  
2002 West Loop 289, Suite 117  
Lubbock, Texas 79407  
(806) 765-5038 ext.2129  
[norman.bearden@twc.texas.gov](mailto:norman.bearden@twc.texas.gov)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**STATE DEPARTMENT OF HUMAN SERVICES**

Ms. Lisa Lillard  
Program Manager  
Texas Health and Human Services Commission  
Region 1 - P.O. Box 3369, 79008  
301 West 6<sup>th</sup> Street 401  
Borger, Texas 79007  
(806) 273-4446 / (806) 274-5028 fax  
[Lisa.Lillard@hhs.texas.gov](mailto:Lisa.Lillard@hhs.texas.gov)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

- \* Chairman
- \*\* Vice Chairman
- \*\*\* Executive Committee Member
- \*\*\*\* Cybersecurity Council Member
- \*\*\*\*\* Also serves as Veterans Representative
- \*\*\*\*\* Also serves as Child Care Representative