

**Panhandle Workforce  
Development Board  
Meeting Agenda  
August 23, 2023**



## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Board will be held at 12:30 p.m. on Wednesday, August 23, 2023. 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.

In order to accommodate Board Members and members of the public who may want to access the meeting remotely a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. 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); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). 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.

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/84338629467?pwd=ZzErZFVFcDZBPaStMZWNGNnJBa3gxUT09>

Or may participate by phone (346) 248-7799

Meeting ID: 843 3862 9467 - Passcode: 475710.

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**

- a) Members will be asked to consider approval of the minutes from the Board's meeting held on May 24, 2023.

Also attached, for informational purposes, are:

- b) Minutes of the May 24, 2023 meeting and an updated List of Members with Officers of the Panhandle Workforce Development Board's Cybersecurity Council. No action by the Board is required; and
- c) Minutes of the May 25, 2023 meeting of the Panhandle Workforce Development Consortium's Governing Body. Please note that the group concurred with the actions of the Board. No action by the Board is required.

4. **ELECTION OF OFFICERS**

Members will be asked to elect new Officers (Chair and Vice-Chair) for the coming year covering the period of July 1, 2023 through June 30, 2024.

5. **PROGRAM PRESENTATION – BUSINESS SERVICES / TEACHER EXTERNSHIP**

Phillip Flores, Business Services Representative with Workforce Solutions Panhandle, will provide a Business Services / Teacher Externship overview. No action on this agenda item by the Board is required.

6. **REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2022 – June 30, 2023 will be presented. No action by the Board is required.

7. **ADVISORY COMMITTEES**

Members will be asked to consider the creation of two committees and volunteers to assist the Panhandle Workforce Development Board in its duties which include, but are not limited to, the development of the Board's Strategic and Operational Plan:

- Child Care – Individuals with expertise in child care or early childhood education, and/ or interest in developing policies to assist Texas children to enter school with the foundational knowledge and skills to be curious, confident and successful learners; and
- Youth/Young Adult – Individuals with expertise and/or interest in developing policies to assist youth and young adults between the ages of 16-24 in assessment of skills and interests, and determining career options and reaching goals.

8. **PARTNERSHIP AGREEMENT AND BYLAWS**

Members will be asked to consider updates to the Board's Bylaws and the Partnership Agreement with the Panhandle Workforce Development Consortium's Governing Body for the Panhandle Workforce Development Area.

9. **LOCAL MONITORING REPORT**

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

10. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL 2023-2024**

Members will be asked to consider completion and execution of a contract renewal with Huxford Group, LLC to deliver workforce development and child care program services for the period of October 1, 2023 through September 30, 2024.

11. **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.

12. **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.

13. **CURRENT MEMBERSHIP LIST**

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

14. **FINAL PUBLIC COMMENT PERIOD**

15. **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 16<sup>th</sup> day of August 2023, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



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  
May 24, 2023

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, May 24, 2023.

In order to accommodate Board members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. 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); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was 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 was posted in the Administrative Office of the Panhandle Regional Planning Commission.

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. Wright presided.

MEMBERS PRESENT:

- Betty Bara, La Fiesta Grande
- Jay Barrett, Amarillo Area Center for Academic Learning
- Norman Bearden, Texas Workforce Commission
- Ryan Bradley, Hunting Titan
- Texas "Tex" Buckhaults, Clarendon College
- Kevin Caddell, Furniture Fashions, LTD
- Crystal Hermesmeyer, Shamrock Economic Development Corporation
- Lisa Lillard, Texas Health and Human Services Commission
- Jahnel McClain, Goodwill Industries of Northwest Texas
- Amy Moran, CNS Pantex
- David Parker, Harwell & Cook Orthodontics
- Amy Rambo, BSA Health System
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- John Roberts, Central South Carpenters Regional Council
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Geneva Tiller, Texas Workforce Solutions Vocational Rehabilitation Services
- Michael Wright, Moore County News - Press
- Magi York, Panhandle Community Services

### MEMBERS ABSENT:

- Francisco Apodaca, Apodaca Brothers
- Tamara Clunis, Amarillo College
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Kristi Hanes, Night & Day, Care & Play Inc.
- Lisa White, Amarillo Public Library

### OTHERS PRESENT:

Jason Britsch, Phillip Flores, Carol Foshée, Trent Morris, April Slatter, and Andrew Thompson, Workforce Solutions Panhandle.

### STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Ana Gonzalez, Leslie Hardin, Dustin Meyer, Jolene Ortega, Heather Reid, and Marin Rivas.

#### 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 Board's February 23, 2023 meeting. Ms. York moved to approve the minutes as presented. Mr. Caddell seconded the motion; the motion carried.

#### 4. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2022 – March 31, 2023. No action by the Board was 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, provided an overview of this year's Summer 2023 Teacher Externship Program. No action by the Board was required.

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

Members were asked to consider the recommendations of the PWDB Cybersecurity Council on one (1) proposed new, and one (1) proposed update to, PWDB Cybersecurity policies:

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

Mr. Caddell moved to approve the policies, as recommended. Mr. Rivas seconded the motion; the motion carried.

7. UPDATE TO PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICY

Members were asked to consider a proposed update to the Child Care Services policy - Ms. York moved to approve the update. Mr. Buckhaults seconded the motion; the motion carried.

8. LOCAL MONITORING REPORT

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

9. 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.

10. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

11. CURRENT MEMBERSHIP LIST

Mr. Wright announced his retirement from the PWDB. Mr. Caddell volunteered to serve as Vice Chair for the Board until elections are held at the next meeting in August.

12. FINAL PUBLIC COMMENT PERIOD

None.

13. ADJOURN

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





**ITEM 3b**  
**WDB Cybersecurity Council Minutes**



PANHANDLE WORKFORCE DEVELOPMENT BOARD  
Cybersecurity Council  
Minutes  
May 24, 2023

A meeting of the Panhandle Workforce Development Board’s Cybersecurity Council was held at 11:45 a.m. on Wednesday, May 24, 2023.

In order to accommodate Council members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board and its Cybersecurity Council. 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); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was 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 was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Council members and individuals from the public who desired to attend in person, were able to access 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 MEMBERS 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 February 22, 2023 meeting. Mr. Buckhaults moved to approve the minutes as presented. Mr. Salazar seconded the motion; the motion carried.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS ENTERED A BRIEF CLOSED SESSION \*\***  
*as per Texas Government Code §551.089, which does not require a governmental body to conduct an open meeting to deliberate:*

- (a) security assessments or deployments relating to information resources technology;*
- (b) network security information as described by §2059.055(b) ; or*
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.*

4. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES

Members were presented with one (1) proposed new PWDB Cybersecurity policy and one (1) policy update for discussion and input. No action by the Council was taken in the closed session.

- Technology Equipment – Devices and Prohibited Technologies
- Systems and Applications – Systems Access

**\*\* AT THIS POINT IN THE MEETING, MEMBERS RETURNED TO THE OPEN SESSION\*\***

5. VOTE ON PWDB CYBERSECURITY POLICIES

Members were asked to vote on the policy and update described in the previous item. Ms. York made a motion to accept the policy and update, and for them to be reported to the full PWDB at its meeting immediately following the Cybersecurity Council meeting. Mr. Buckhaults seconded the motion; the motion carried.

6. OPEN DISCUSSION

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

7. CURRENT MEMBERSHIP LIST

Mr. Wright announced his retirement from the Council and from the PWDB. Members were made aware that PWDB member, Mr. Kevin Caddell, had volunteered to serve on the Council and would be willing to serve as Chair.

8. FINAL PUBLIC COMMENT PERIOD

None.

9. ADJOURN

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

*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 JULY 1, 2023 – JUNE 30, 2025**

**PRIVATE SECTOR (AT LARGE)**

Mr. Kevin Caddell \*

Owner

Furniture Fashions, LTD

Dalhart, 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 3c**  
**Consortium's Governing Body Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Consortium's Governing Body  
Minutes  
May 25, 2023

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, May 25, 2023, at 11:30 a.m.

In order to accommodate Body's members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. 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); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was 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 was posted in the Administrative Office of the Panhandle Regional Planning Commission (PRPC).

Body members and individuals from the public who desired to attend in person, accessed the meeting at the PRPC office 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
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Terri Carter, County of Sherman

MEMBERS ABSENT:

- Cole Stanley, City of Amarillo
- Harold Keeter, County of Swisher

OTHERS PRESENT:

Jason Britsch, Phillip Flores, Trent Morris, and Andrew Thompson, Workforce Solutions Panhandle

STAFF PRESENT:

Kathy Cabezuela, Ana Gonzalez, Leslie Hardin, Dustin Meyer, Jolene Ortega, Heather Reid, and Marin Rivas

1. CALL TO ORDER

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

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered the minutes from the February 23, 2023 meeting of the Governing Body. Judge Looten moved for approval. Judge Porter seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

5. APPOINTMENTS AND REAPPOINTMENTS OF MEMBERS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

The body considered the appointment of two new individuals and the re-appointment of ten members whose terms were expiring on June 30, 2023, to serve on the Panhandle Workforce Development Board. Judge Porter made a motion to approve the appointments and re-appointments as presented. Judge Carter seconded the motion; the motion carried.

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 May 24, 2023 meeting of the Panhandle Workforce Development Board:

6a. MINUTES

Minutes from the PWDB meeting held on February 22, 2023.

6b. REPORTS ON GRANTS

A review of reports on the Panhandle's grants for October 1, 2022 – March 31, 2023.

6c. PROGRAM PRESENTATION

Phillip Flores, Business Services Representative with Workforce Solutions Panhandle, provided an overview of the Summer 2023 Teacher Externship Program.

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

Members were asked to consider the recommendations of the PWDB Cybersecurity Council on one (1) proposed new, and one (1) proposed update to, PWDB Cybersecurity policies:

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

6e. UPDATE TO PWDB POLICY

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

- Child Care Services

6f. LOCAL MONITORING REPORT

Members were updated on monitoring activities.

6g. 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.

6h. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

Mr. Marin Rivas discussed recent and upcoming regional workforce activities.

6i. 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 May 24, 2023 meeting of the Panhandle Workforce Development Board. Judge Irwin seconded the motion; the motion carried.

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

There being no further business to come before the Body, Judge Irwin moved to adjourn the meeting. Judge Porter seconded the motion; the motion carried and the meeting adjourned.





**ITEM 4**

### **Chairperson**

The Chairperson of the Board will be elected from among members who are representatives of the private sector. The term of office for the Chairperson will be one (1) year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Chairperson.

- *Mr. Kevin Cadell has indicated his willingness to serve as Chair, should the members agree.*

### **Vice Chairperson**

The Board will select a Vice Chairperson who will, in the absence of the Chairperson, preside at meetings and perform such additional duties as are required of the Chairperson. The term of office of the Vice Chairperson will be for one (1) year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Vice Chairperson.

*Members may nominate from the current Board Members listed below.*

## **CURRENT BOARD MEMBERS ELIGIBLE TO SERVE AS OFFICERS**

### **PRIVATE SECTOR (AT LARGE)**

**Mr. Francisco Apodaca**

Co-Owner, Apodaca Brothers, Pampa, Texas

### **PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Betty Bara**

Co-Owner, La Fiesta Grande

### **PRIVATE SECTOR**

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

**Mr. Ryan Bradley**

Plan Manager, Hunting Titan Inc., Pampa, Texas

### **PRIVATE SECTOR (AT LARGE)**

**Mr. Kevin Caddell - PREVIOUSLY SERVED AS: Vice-Chair May-August 2023**

Owner, Furniture Fashions, LTD, Dalhart, Texas

### **PRIVATE SECTOR**

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

**Ms. Michelle Griffin - PREVIOUSLY SERVED AS: Vice-Chair 2010-2012, Chair 2012-2013, Chair 2017-2019, Vice-Chair 2020-2021, Chair 2021-2023**

President – Borger Branch, Amarillo National Bank, Borger, Texas

### **PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Kristi Hanes**

Co-Owner/Director, Night & Day, Care & Play Inc.

### **PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Amy Moran**

Director of Human Resources Strategy and Operations, CNS Pantex

### **PRIVATE SECTOR (CITY OF AMARILLO)**

**Mr. David Parker**

Chief Operating Officer, Harwell & Cook Orthodontics

### **PRIVATE SECTOR**

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

**Ms. Amy Rambo**

Senior Human Resource Business Partner, Baptist St. Anthony's Health System (BSA), Amarillo, Texas

### **PRIVATE SECTOR (AT LARGE)**

**Mr. Charlie Rivas - PREVIOUSLY SERVED AS: Chair 2006-2008, Vice-Chair 2017-2019, Chair 2019-2020, Chair 2020-2021.**

Chief Executive Officer, Rivas Environmental Consultants, Amarillo, Texas



**ITEM 5**

*Here to Help*

# BRINGING INDUSTRY SKILLS INTO THE CLASSROOM

## SUMMER 2023 TEACHER EXTERNSHIP PROGRAM

### EXTERNSHIP NUMBERS

#### PARTICIPATING TEACHERS



**41**

COMPLETED

**22**

RURAL TEACHERS

#### PARTICIPATING EMPLOYERS



**34**

TOTAL

**15**

RURAL EMPLOYERS

#### SCHOOL DISTRICTS



**17**

DISTRICTS

**16**

RURAL DISTRICTS

### STUDENTS BENEFITTED



**5,978**

### PARTICIPATING EMPLOYERS

11 Marketing + Design  
320th District Court - Judge Steven Denny  
Amarillo Area Foundation  
Amarillo National Bank of Borger  
Brown Automotive Group  
BSA Healthcare System  
Cabot Community Credit Union  
Catholic Charities of the Texas Panhandle  
Deaf Smith County Hospital District  
Education Credit Union  
First Bank & Trust Memphis  
First State Bank Spearman

Frank Phillips College  
Fringe Salon  
House of Fig  
Moore County Hospital District  
Panhandle Plains Historical Museum  
Panhandle Regional Planning Commission  
Perryton Community Development Corporation  
Plains Dairy  
Plains Plumbing  
Potter County Sheriff's Office  
PRPC

Sage Oil Vac  
Snack Pak 4 Kids Amarillo  
Texas Department of Agriculture  
Texas Department of Transportation  
The Barfield  
The Flower Shop  
Turn Center  
United Supermarkets  
Vocational Rehab  
Wellington State Bank  
West Texas A&M School of Music

## Healthcare Job Fair Email from Superior Health Plan to Business Services Unit

Monday, July 24, 2023

Hi Jason –

*Thank you for the incredible assistance with organizing and promoting the Healthcare Job Fair. You were easy to work with – responding to emails and calls in lightning speed – and always asking if there was anything else you could do. I learned so much from you about Workforce Solutions, programs available and resources for employers and will use this knowledge as I work with other TWC offices in other locations across the state.*

*You and Philip created a wonderful flyer to promote the job fair that showcased exactly what these employers were looking for. The event was a hit with the agencies in attendance and they appreciated the personalized event that attracted applicants familiar with the roles they were seeking. During the event, you and your team made sure employers were familiar with your services and available to answer questions – actively speaking to each agency to get their job postings in workintexas. The agencies I spoke to on Friday would like to have more events like this in the future! We were all impressed with your dedication and drive promoting the job fair on social media and your live interviews on several local television stations.*

*Some people might think that “Going Above and Beyond” is just a phrase, but you really live it. I hope that we have opportunity to work together again in the future.*

*Thank you for all your hard work and making it easy to work with. It wouldn't have been possible without you.*

**Jamie S Gonzalez, LVN**  
**LTSS Community Advisor**  
**Superior Health Plan**

**JULY 18**

**WORKFORCE SOLUTIONS PANHANDLE'S**

**HEALTHCARE**

**Job Fair**

WORKFORCE SOLUTIONS  
PANHANDLE  
A proud partner of the American Jobcenter network

**JULY 18<sup>th</sup> 10 AM - 2 PM**

***PARTICIPATING EMPLOYERS***

**Accentcare Home Health  
Angels Of Care Pediatric  
Angels On Earth PHC  
Aveanna Healthcare  
Brightstar Healthcare  
Caprock Home Health  
De Los Santos PHC**

**Delcorp Home Health  
Girling Community Care  
High Plains Senior Care  
Nurse Core  
Outreach Home Care  
Touch Of Class CDS**

**WORKFORCE SOLUTIONS PANHANDLE, 3120 EDDY, AMARILLO, TX 79106**

***ALL POSITIONS!***

**Attendants • Caregivers • Certified Nursing Assistants • HAB Attendants • Licensed Vocational Nurses • Recruiters • Registered Nurses • Special Attendants • Therapists (Music/Aqua/Massage/Recreational/Horseback Riding) • & MANY MORE!!!**

**Equal Opportunity Employer/Program**

**Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice)**



## **ITEM 6**





MEMORANDUM

DATE: August 23, 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 third quarter our Board Contract year 2023, which runs from October 1, 2022 through June 30, 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 June 30, 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 June 30, 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.

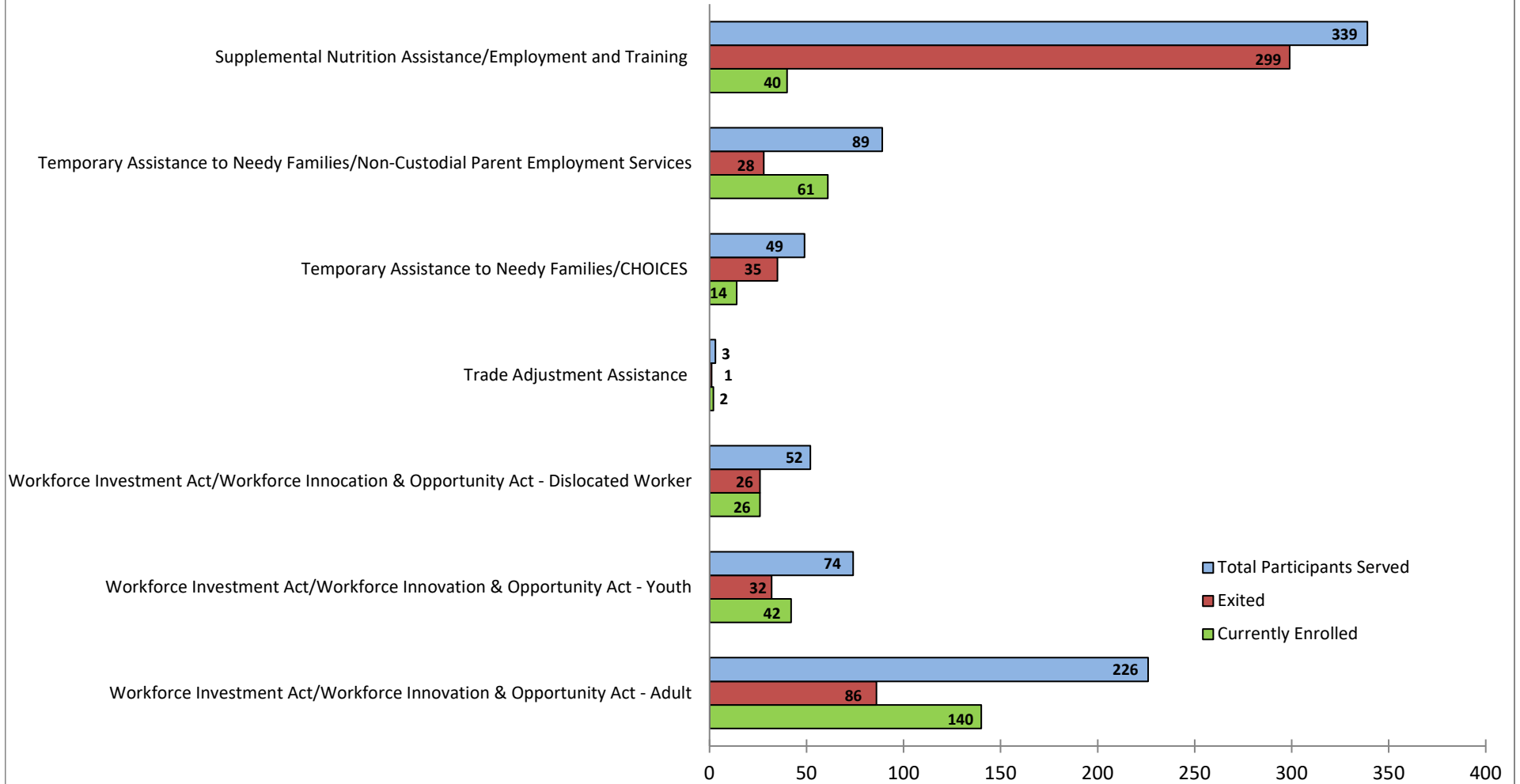
The ***Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker grants*** fund case management, training, job search and placement, and supportive services for eligible clients. The Workforce Innovation and Opportunity Act (WIOA) program provides workforce development activities 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 7/7/2023  
**MAY 2023 REPORT**

Status Summary		With Positive Performance (+P):		Meeting Performance (MP):		With Negative Performance (-P):		% +P & MP								
Contracted Measures		5		17		2		91.67%								
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

## 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	98.85%	82.60%	82.60%	81.65%	85.40%	75.58%	129	158	89.47%	79.31%	79.03%		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 1	Measurable Skills Gains - Adult (DOL)	-P	83.82%	76.00%	76.00%	63.70%	76.00%	62.80%	116	182	----	----	----	----	7/22	5/23
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 1	Measurable Skills Gains - DW (DOL)	MP	105.88%	71.40%	71.40%	75.60%	70.90%	67.70%	31	41	----	----	----	----	7/22	5/23
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 1	Measurable Skills Gains - Youth (DOL)	-P	80.68%	81.80%	81.80%	66.00%	81.80%	60.00%	35	53	----	----	----	----	7/22	5/23
LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	104.11%	68.10%	68.10%	70.90%	64.55%	65.37%	2,519	3,553	70.92%	71.63%	70.14%		7/21	3/22
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	102.96%	83.40%	83.40%	85.87%	85.54%	80.74%	2,431	2,831	85.80%	85.30%	86.56%		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.

# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 7/7/2023  
**MAY 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
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### Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	+P	109.43%	60.00%	60.00%	65.66%	69.80%	66.67%	1,069 1,628	69.12%	64.08%	62.95%		7/22	2/23
TWC	Employers Receiving Workforce Assistance from Boards or Self-Service	+P	117.04%	1,350	1,765	1,580	n/a	n/a	---	---	---	---	---	10/22	5/23

### Program Participation Measures

TWC	Choices Full Engagement Rate - All Family Total	+P	118.06%	50.00%	50.00%	59.03%	62.42%	12.72%	6 10	60.26%	67.15%	45.00%		10/22	5/23
TWC	Avg # Children Served Per Day - Comb. (Oct-Mar)	MP	100.79%	2,156	2,156	2,173	n/a	n/a	282,500 130	---	---	---	---	10/22	3/23
TWC	Avg # Children Served Per Day - Comb. (Apr-Sep)	MP	101.65%	2,240	2,240	2,277	n/a	n/a	97,928 43	---	---	---	---	4/23	5/23
TWC 2	Avg # Children Served Per Day - Combined	MP	101.01%	2,177	2,198	2,199	1,983	1,934	380,428 173	2,145	2,201	2,277		10/22	5/23

2. TWC performance had a mid-year adjustment to targets that resulted in a reduction in targets for the first half of the year (Oct to Mar) and then added funding to allow targets to return to the original levels from Apr to Sep. This means that the individual Apr-Sep MPRs will be a weighted average based on 6 months of the Oct to Mar target and however many months we have of the Apr to Sep target. The EOY target is the average of the two 6 month targets.

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 8/11/2023

**JUNE 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	99.65%	102.62%	116.59%	106.36%	109.25%	105.62%	98.54%	115.05%	90.82%	83.01%	100.53%	103.48%	94.10%	131.75%	131.20%
Borderplex	102.32%	99.50%	128.03%	116.77%	106.38%	81.28%	89.34%	112.58%	82.45%	98.04%	105.53%	113.70%	119.69%	80.99%	135.36%
Brazos Valley	96.53%	88.05%	117.69%	103.43%	116.93%	97.17%	104.09%	82.23%	100.12%	99.52%	107.76%	114.13%	109.57%	72.03%	82.62%
Cameron	102.33%	104.78%	114.40%	106.26%	120.06%	96.88%	101.49%	84.22%	115.06%	117.65%	102.89%	96.96%	131.73%	109.24%	107.53%
Capital Area	102.50%	107.07%	94.35%	105.49%	98.44%	108.22%	89.11%	110.33%	89.06%	78.41%	109.26%	126.25%	172.89%	109.12%	72.06%
Central Texas	100.45%	107.50%	112.20%	105.37%	127.45%	103.76%	107.24%	102.11%	100.96%	118.45%	109.50%	103.75%	103.59%	120.05%	133.70%
Coastal Bend	109.67%	95.80%	128.30%	100.46%	100.65%	109.78%	96.71%	124.41%	100.88%	92.73%	97.09%	107.69%	118.12%	113.28%	92.62%
Concho Valley	91.51%	103.16%	133.70%	106.71%	114.69%	100.84%	122.85%	111.53%	106.12%	58.82%	106.53%	122.67%	249.91%	137.93%	98.23%
Dallas	104.86%	105.95%	104.93%	100.00%	113.16%	107.96%	107.98%	123.53%	99.06%	96.36%	109.65%	107.80%	126.88%	121.03%	95.13%
Deep East	110.83%	113.21%	101.03%	92.91%	111.59%	114.53%	118.99%	100.74%	118.47%	86.24%	93.05%	122.44%	98.91%	100.00%	127.83%
East Texas	97.46%	98.56%	116.30%	103.15%	113.31%	101.99%	93.33%	97.20%	83.29%	84.96%	108.84%	119.83%	114.66%	119.50%	78.37%
Golden Crescent	110.25%	106.26%	117.30%	90.98%	121.75%	95.37%	110.73%	124.89%	108.59%	100.48%	118.37%	84.50%	164.40%	207.47%	159.92%
Gulf Coast	106.69%	105.92%	101.48%	98.48%	94.06%	100.23%	105.18%	114.19%	94.35%	88.97%	98.42%	104.15%	127.49%	114.03%	109.04%
Heart of Texas	95.81%	106.38%	46.26%	94.56%	121.73%	95.02%	93.27%	102.32%	100.49%	104.78%	94.40%	105.80%	103.94%	0.00%	145.38%
Lower Rio	90.85%	103.54%	142.86%	114.11%	91.80%	92.51%	93.10%	124.23%	110.94%	101.29%	111.45%	107.95%	142.66%	125.57%	101.69%
Middle Rio	95.76%	116.35%	78.18%	135.00%	103.26%	117.65%	102.94%	167.89%	117.65%	97.60%	87.20%	91.43%	89.87%	207.47%	101.22%
North Central	106.94%	106.61%	107.68%	99.39%	111.04%	99.78%	105.67%	113.55%	89.07%	103.78%	118.05%	115.50%	103.48%	98.73%	105.50%
North East	94.94%	108.96%	93.58%	104.73%	87.47%	95.42%	92.33%	122.14%	93.68%	95.41%	109.64%	117.81%	143.92%	155.66%	103.25%
North Texas	87.22%	84.17%	97.84%	97.52%	98.70%	111.76%	111.46%	132.69%	104.59%	89.20%	57.34%	111.11%	60.27%	n/a	53.95%
Panhandle	105.33%	100.33%	108.19%	95.98%	77.24%	97.11%	111.78%	110.11%	92.24%	96.50%	103.08%	104.84%	153.90%	106.96%	81.54%
Permian Basin	117.67%	98.92%	83.41%	97.59%	106.82%	99.42%	98.25%	143.61%	93.06%	105.88%	104.36%	129.48%	148.42%	158.71%	110.41%
Rural Capital	80.13%	98.26%	111.47%	111.64%	102.25%	101.34%	110.63%	102.90%	106.59%	91.04%	97.49%	121.63%	124.76%	106.49%	108.61%
South Plains	110.52%	116.74%	123.92%	95.24%	113.67%	92.44%	106.45%	106.54%	105.29%	117.65%	101.42%	95.00%	120.63%	71.63%	99.39%
South Texas	96.53%	126.81%	136.60%	118.20%	114.32%	111.11%	108.93%	105.35%	117.65%	99.88%	100.09%	96.15%	94.24%	120.05%	114.70%
Southeast	116.18%	104.60%	129.07%	85.46%	143.34%	94.96%	102.60%	100.95%	85.30%	90.06%	101.06%	105.68%	87.78%	104.65%	133.23%
Tarrant	99.83%	95.07%	125.19%	84.29%	131.68%	101.15%	98.96%	109.22%	84.17%	101.39%	103.48%	112.75%	134.04%	101.62%	108.70%
Texoma	99.07%	110.98%	93.71%	106.97%	105.52%	81.21%	109.44%	106.82%	107.88%	117.65%	90.29%	104.16%	140.47%	140.97%	64.76%
West Central	102.41%	94.49%	93.82%	110.27%	127.50%	101.80%	104.20%	172.74%	117.65%	83.38%	97.02%	112.13%	100.59%	165.98%	91.13%
+P	5	5	15	6	15	4	6	16	6	4	3	13	17	15	9
MP	21	21	10	20	11	22	20	10	16	16	23	14	8	8	13
-P	2	2	3	2	2	2	2	2	6	8	2	1	3	4	6
% MP & +P	93%	93%	89%	93%	93%	93%	93%	93%	79%	71%	93%	96%	89%	85%	79%
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	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23

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	99.32%	104.99%	95.18%	94.24%	96.22%	125.78%	112.62%	6	14	2	91%
Borderplex	98.00%	103.11%	124.37%	92.44%	101.99%	119.08%	119.63%	9	8	5	77%
Brazos Valley	96.51%	101.91%	77.24%	103.88%	74.28%	99.68%	107.41%	4	12	6	73%
Cameron	106.53%	101.81%	125.50%	100.18%	107.94%	121.74%	116.03%	10	11	1	95%
Capital Area	100.50%	104.74%	93.88%	87.76%	88.99%	108.08%	111.48%	5	10	7	68%
Central Texas	101.00%	101.51%	94.26%	102.07%	86.20%	110.52%	108.39%	7	13	2	91%
Coastal Bend	101.89%	102.94%	102.30%	104.15%	107.00%	113.36%	101.11%	6	16	0	100%
Concho Valley	106.15%	104.52%	102.03%	106.78%	83.87%	120.60%	100.00%	10	10	2	91%
Dallas	98.96%	103.06%	110.87%	89.39%	96.04%	113.70%	107.38%	7	14	1	95%
Deep East	102.41%	102.57%	112.84%	99.97%	113.19%	116.70%	105.02%	12	9	1	95%
East Texas	103.33%	103.90%	97.05%	111.57%	105.84%	103.14%	105.73%	8	11	3	86%
Golden Crescent	109.59%	106.89%	102.92%	96.53%	93.26%	155.56%	94.03%	12	7	3	86%
Gulf Coast	97.86%	102.47%	96.70%	96.38%	78.84%	119.00%	103.85%	4	16	2	91%
Heart of Texas	104.76%	105.10%	92.65%	107.73%	89.44%	115.34%	107.20%	6	12	4	82%
Lower Rio	105.67%	101.14%	125.46%	107.85%	98.34%	145.60%	106.90%	12	10	0	100%
Middle Rio	102.73%	94.81%	91.72%	97.28%	90.17%	122.28%	96.90%	7	9	6	73%
North Central	98.59%	104.42%	94.75%	91.73%	113.65%	128.96%	80.71%	6	12	4	82%
North East	94.20%	102.94%	114.29%	99.63%	128.88%	99.24%	100.65%	6	14	2	91%
North Texas	102.39%	103.35%	118.29%	105.23%	85.70%	108.88%	100.73%	7	7	7	67%
Panhandle	104.93%	102.93%	113.62%	109.87%	110.94%	117.64%	100.54%	7	13	2	91%
Permian Basin	103.92%	102.36%	103.20%	109.18%	91.75%	107.64%	102.98%	8	12	2	91%
Rural Capital	101.85%	106.28%	118.80%	93.12%	77.48%	123.22%	116.03%	9	10	3	86%
South Plains	104.66%	103.06%	109.44%	111.87%	117.66%	86.30%	107.09%	10	10	2	91%
South Texas	99.12%	98.44%	141.04%	96.40%	119.09%	117.78%	109.14%	12	10	0	100%
Southeast	105.18%	103.07%	92.19%	110.17%	109.68%	109.26%	118.00%	9	9	4	82%
Tarrant	99.24%	103.48%	85.43%	95.42%	100.61%	103.20%	114.02%	5	14	3	86%
Texoma	100.47%	105.06%	125.94%	96.13%	93.85%	102.80%	114.91%	7	12	3	86%
West Central	93.08%	102.91%	121.21%	122.20%	100.40%	108.06%	103.76%	9	11	2	91%
+P	5	4	13	10	10	22	17	220			
MP	21	23	7	12	6	5	9	316			
-P	2	1	8	6	12	1	2	79			
% MP & +P	93%	96%	71%	79%	57%	96%	93%	87%			
From	7/21	1/21	1/21	7/22	10/22	10/22	4/23	From			
To	6/22	12/21	12/21	3/23	6/23	6/23	6/23	To			

REPORT ON THE PANHANDLE WORKFORCE DEVELOPMENT AREA'S  
WORKFORCE DEVELOPMENT GRANTS FOR THE PERIOD  
OCTOBER 1, 2022 - JUNE 30, 2023

Panhandle YTD June 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	536,930	366,861	68%	370,000	295,273	80%	906,930	662,134	73%
Workforce Innovation & Opportunity Act/Youth	446,129	303,433	68%	228,240	151,564	66%	674,369	454,997	67%
Workforce Innovation & Opportunity Act/DLW	420,336	334,895	80%	150,000	7,031	5%	570,336	341,926	60%
Workforce Innovation & Opportunity Act/Rapid Response	19,750	3,798	19%	-	-	0%	19,750	3,798	19%
Workforce Innovation & Opportunity Act/Statewide Middle Skills	10,482	2,596	25%	31,000	2,031	0%	41,482	4,627	11%
Workforce Innovation & Opportunity Act/Teacher Externship	36,293	27,427	76%	33,000	-	0%	69,293	27,427	40%
Reemployment Services and Eligibility Assessment	202,879	130,546	64%	-	-	0%	202,879	130,546	64%
Trade Adjustment Assistance	2,455	1,500	61%	21,000	14,626	0%	23,455	16,125	69%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families/CHOICES	1,038,914	745,610	72%	45,000	8,363	19%	1,083,914	753,973	70%
TANF Summer Youth Project	-	-	0%	75,000	31,618	0%	75,000	31,618	42%
Temporary Assistance to Needy Families/NCP	141,346	106,257	0%	15,500	9,625	0%	156,846	115,882	74%
Supplemental Nutrition Assistance/Employment & Training - General	206,027	146,489	71%	41,153	25,121	61%	247,180	171,610	69%
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	1,604,541	67%	14,255,076	10,597,542	74%	16,646,424	12,202,083	73%
Child Care SIR Funds	-	-	0%	443,874	238,732	54%	443,874	238,732	54%
Child Care Quality Improvement	513,724	70,842	14%	387,500	385,903	100%	901,224	456,745	51%
Child Care Quality Mentor and Assessor	409,259	322,113	79%	-	-	0%	409,259	322,113	79%
Child Care Quality CRRSA TRS Incentives	277,948	200,492	0%	57,500	131,869	229%	335,448	332,362	99%
CCP - Family and Protective Services	75,000	10,401	14%	925,000	526,911	0%	1,000,000	537,311	54%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	160,225	148,072	92%	-	-	0%	160,225	148,072	92%
Veterans Employment Service	18,259	14,335	79%	-	-	0%	18,259	14,335	79%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives - TVLP	3,057	2,280	75%	-	-	0%	3,057	2,280	75%
Workforce Commission Initiatives - Jobs Y'all	35,000	22,241	64%	-	-	0%	35,000	22,241	64%
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	903	74%	-	-	0%	1,212	903	74%
Summer Earn & Learn	110,000	16,957	15%	116,334	-	0%	226,334	16,957	7%
Hireability Navigator	113,000	85,331	76%	-	-	0%	113,000	85,331	76%
High Demand Job Training Grant	300,000	-	0%	-	-	0%	300,000	-	0%
<b>TOTAL</b>	<b>7,471,223</b>	<b>4,669,451</b>	<b>62%</b>	<b>17,195,177</b>	<b>12,426,209</b>	<b>72%</b>	<b>24,666,400</b>	<b>17,095,660</b>	<b>69%</b>





# **ITEM 8a**

## **Partnership Agreement**

**PARTNERSHIP AGREEMENT  
BETWEEN THE PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM  
AND THE PANHANDLE WORKFORCE DEVELOPMENT BOARD**

**Authorization**

This agreement is entered into pursuant to 40 Texas Administrative Code (TAC), Chapter 801, Local Workforce Development Boards; 20 Code of Federal Regulations (CFR), Chapter V, Part 679, Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act (WIOA); Public Law (P.L.) 113-128 WIOA; and Texas Government Code, Chapter 2308, Workforce Investment Act (WIA); hereinafter referred to as “Authorizing Legislation.”

**Parties**

This agreement is entered into by and between the governing body of the Panhandle Workforce Development Consortium, hereinafter referred to as the “Consortium’s Governing Body,” and the Panhandle Workforce Development Board (PWDB), hereinafter referred to as the “Board.”

**Board Responsibilities**

The Board will exercise powers and fulfill responsibilities assigned to local workforce development boards as specified in Authorizing Legislation including, but not limited to, the following :

1. Plan and oversee the equitable application of resources and the effective and efficient delivery of services under the following grants:
  - Child Care/Formula and Federal Match;
  - Supplemental Nutrition Assistance/Employment and Training;
  - Temporary Assistance to Needy Families/Non-Custodial Parent Employment Services;
  - Temporary Assistance to Needy Families/CHOICES;
  - Trade Adjustment Assistance;
  - Wagner-Peyser Employment Services, Reemployment Assistance and Veterans Services;
  - Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker; and
  - Such other laws and programs as are authorized by the State;
2. In concert with the Consortium’s Governing Body, designate an entity to perform administrative, grant recipient and staffing functions;
3. Plan and oversee the implementation of the Panhandle Region’s American Job Centers known as Workforce Solutions Panhandle (WSP) to provide for the integrated delivery of services associated with programs and resources specified under Authorizing Legislation;

4. Monitor and evaluate the effectiveness of the WSP career centers, contractors and state agencies providing workforce training and services, as well as vocational and technical programs operated by local education agencies and institutions of higher education, to ensure performance that is consistent with State and local goals and objectives, as specified under Authorizing Legislation;
5. Review, verify, modify and utilize labor market information to identify occupation-specific labor demand in the Area and disseminate related findings and materials to local educational agencies, institutions of higher education, human service providers and the public and
6. Outreach workforce programs to businesses in the Area, solicit input and participation of the business community, and serve as a single point of contact for local employers to communicate their skill needs.

### **Consortium's Governing Body Responsibilities**

The Consortium's Governing Body will exercise powers and fulfill responsibilities of the Chief Elected Official (CEOs) in the Area as specified in Authorizing Legislation including, but not limited to, the following items:

1. Obtain nominations, make appointments and maintain the membership of the Board;
2. In concert with the Board, designate an entity to perform administrative, grant recipient and staffing functions; and
3. Review the actions of the Board and concur with any of those decisions involving major issues concerning governance, planning and contracting.

### **Communications**

The deliberations and actions of the Consortium's Governing Body and the Board will be formally communicated to each other in writing prior to each regular business meeting of the respective bodies.

### **Resolution of Non-concurrence**

Should the Consortium's Governing Body fail to concur with an actin of the Board, the Consortium's Governing Body and the Executive Committee of the Board will meet to resolve the dispute and a majority vote of those individuals in aggregate will prevail. In the case of a tie, Chairpersons may vote.

### **Liability**

It is understood that members and former members of the Board are excluded in Authorizing Legislation from liability for any claim, damage, loss or repayment obligation of federal or State funds arising from the exercise of their duties under this agreement, unless due to official misconduct or gross negligence. Appropriate insurance coverage will be secured to protect members of the Consortium's Governing Body and the Board.

### **Staffing, Administrative and Grant Recipient Responsibilities**

Panhandle Regional Planning Commission (PRPC) is hereby designated as the entity responsible for performing staffing, administrative and grant recipient responsibilities on behalf of the Consortium's Governing Body and the Board. Responsibilities of PRPC in carrying out these functions include the following items:

1. Serve as secretariat to the Consortium's Governing Body and the Board, prepare agendas and minutes for meetings, and identify and present issues for resolution;
2. Procure and contract for all related service delivery and training;
3. Monitor contractor operations for contract compliance and implement any required sanctions;
4. Develop and implement policies and procedures related to all aspects of program operations;
5. Collect data on program performance, maintain program records, and evaluate and report on program activities to the Consortium's Governing Body, the Board and the State;
6. Receive, allocate, disburse and account for the expenditure of all funds which fall under the purview and authority of the Consortium's Governing Body and the Board, and arrange for the audit of such funds;
7. Perform any and all other administrative and management responsibilities required by the Consortium's Governing Body, the Board and the State; and
8. Prepare a Strategic and Operational Plan for the Area, along with all related programmatic and budgetary items required by the State.

### **Plan Development**

The Board, through its designated Committees and utilizing its administrative staffing, will be responsible for performing the detailed work associated with developing a Strategic and Operational Plan for the Area. At the discretion of the Board's Chairperson, the Committee members may utilize interested and knowledgeable parties from affected agencies, organizations and institutions in the Area to assist with this task. The Board's Chairperson will be responsible for keeping members of the Consortium's Governing Body and the Board informed on a periodic basis regarding progress associated with this effort.

The Plan developed will consist of a strategic component that addresses the Area's labor market needs; identifies and evaluates the effectiveness of existing workforce development programs; and sets broad goals and objectives for these programs that are consistent with statewide goals, objectives and performance standards. The Plan will also include an operational component that describes how resources available to the Area will be used to achieve the goals and objectives specified in the strategic component.

Upon completion, the Plan will be presented to the full membership of the Board for approval, and the actions of the Board will be forwarded to the Consortium's Governing Body for concurrence.

**Amendments**

This document may be amended at the discretion of the Consortium's Governing Body and the Board by the majority vote of both bodies.

**Period**

This agreement becomes effective upon approval by the Consortium's Governing Body and the Board and subsequent signature by the respective chairpersons, and will remain in effect until both bodies act to amend or rescind this document, or until statutory authority ceases.

**Approval**

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Chair  
Panhandle Workforce Development  
Consortium's Governing Body

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Chair  
Panhandle Workforce Development  
Board

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Date

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Date



# **ITEM 8b**

## **Bylaws**

**BYLAWS OF THE  
PANHANDLE WORKFORCE DEVELOPMENT BOARD**

ARTICLE I

Name

The name of this body will be the Panhandle Workforce Development Board, hereinafter referred to as the “Board”.

ARTICLE II

Authority

The Board’s authority is pursuant to 40 Texas Administrative Code (TAC), Chapter 801, Local Workforce Development Boards; 20 Code of Federal Regulations (CFR), Chapter V, Part 679, Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act (WIOA); Public Law (P.L.) 113-128 WIOA; and Texas Government Code, Chapter 2308, Workforce Investment Act (WIA); hereinafter referred to as “Authorizing Legislation.”

ARTICLE III

Purpose

The purpose of the Board is to provide policy and procedural guidance for, and exercise oversight with respect to, all programs and activities specified in the Authorizing Legislation.

ARTICLE IV

Staffing

Responsibility for staffing the Board will be assigned to an entity as specified in the Partnership Agreement between the Board and the Panhandle Workforce Development Consortium’s Governing Body.

ARTICLE V

Budget

Funding for the operation of the Board will be provided through resources made available through the State of Texas as specified in Authorizing Legislation.

ARTICLE VI

Membership

1. Nominations and Appointments

Membership of the Board will be appointed by the Panhandle Workforce Development Consortium's Governing Body from a slate of nominees secured in accordance with Authorizing Legislation. Such membership will be subject to certification by the Governor.

2. Terms

Appointments and reappointments will be made for three (3) years, from July 1 through June 30. Members may be reappointed to serve additional terms at the discretion of the Panhandle Workforce Development Consortium's Governing Body. Persons appointed to fill seats on the Board vacated by members with unexpired terms will serve for the time remaining in the unexpired terms.

3. Removal of Members

If a member ceases to meet the criteria under which the appointment was made, that member will be removed from the Board. Failure to attend three consecutive meetings of the Board will also constitute grounds for removal, at the discretion of the Chairperson. Any vacancy in the membership of the Board will be filled in the same manner as the original appointment.

4. Size and Composition of Membership

The Board will consist of **twenty-seven (27) members**. Composition of the membership will be as described below:

Representatives of the Private Sector .....	14
Representatives of Community-Based Organizations .....	2
Representative of Labor Organizations .....	2
Representative of Economic Development Organizations .....	1
Representative of Secondary Education .....	1
Representative of Post-Secondary Education .....	1
Representative of Adult and Continuing Education .....	1
Representative of Literacy Organizations .....	1
Representative of Vocational Rehabilitation Organizations .....	1
Representative of Public Employment Services .....	1
Representative of State Department of Human Services .....	1
<b>Representative of Child Care .....</b>	<b>1</b>

5. Geographic Representation and Other Factors

a. Representatives appointed to the Board from the private sector will be affiliated with businesses located as described below:

Representative of Area I .....	1
Dallam, Hartley, Moore, Oldham, and Sherman Counties	
Representative of Area II .....	1
Hansford, Hemphill, Hutchinson, Lipscomb, Ochiltree, and Roberts Counties	
Representative of Area III.....	1
Briscoe, Castro, Deaf Smith, Parmer, and Swisher Counties	
Representative of Area IV .....	7
(which includes) City of Amarillo .....	6
Armstrong, Carson, Potter, and Randall Counties .....	1
Representative of Area V.....	1
Childress, Collingsworth, Donley, Gray, Hall and Wheeler Counties	



- b. Three (3) additional representatives of the private sector will be selected on an at-large basis, without regard to the location of the businesses with which they are affiliated.
- c. The number of members of the Workforce Development Board to represent the Private Sector must be at least fifty-one percent (51%) of the overall number of members of the Board.
- d. Private Sector representatives appointed to the Board will, as a group, be generally representative of the composition of the area's pool of employers and include representatives from the area's larger employers and emerging growth industries. No more than ten percent (10%) of the Board's membership will consist of private sector representatives from employers with fewer than five (5) employees.
- e. Representatives appointed to the Board from other sectors will be selected on an at-large basis, without regard to the area in which they work or reside.
- f. Representatives appointed to the Board will be generally consistent with the ethnic diversity of the Panhandle Workforce Development Area.
- g. At least one of the members of the Board appointed under Texas Government Code §2308.256(h) must, in addition to the qualifications required for the members under that subsection, be a veteran.

## ARTICLE VII

### Officers

The members of the Board will elect by majority vote, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson will be elected with the term of office for one year, from July 1 through June 30, and may serve two (2) consecutive terms. Any member willing to continue to serve as an officer after serving two consecutive terms in any one office, is not eligible to return to service as an officer in that office until a least one year passes from the end of the term of service in that office.

1. The Chairperson will:

- Preside at Board meetings;
- Serve as the designated signatory for the Board;
- Serve on the Board's Executive Committee;
- Appoint Board members to the Board's Executive and Special Committees, as needed; and
- Represent the Board at meetings, events, and activities, as appropriate.

2. The Vice Chairperson will:

- Serve on the Executive Committee; and
- In the absence of the Chairperson, preside at Board meetings and perform such additional duties as are required of the Chairperson.

## ARTICLE VIII

### Committees

#### 1. Executive Committee

An Executive Committee will be comprised of the Chairperson, Vice Chairperson and five additional members appointed by the Chairperson, giving consideration to a balanced representation of the Board as a whole. The Executive Committee will identify, analyze and develop recommendations on items, issues and initiatives as deemed appropriate by the Chairperson. At the discretion of the Chairperson, the Executive Committee may act on behalf of the Board 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.

#### 2. Special Committees

The Chairperson will establish such Special Committees as are necessary for the proper and efficient operation of the Board. Appointments to any special committees, and the designation of any individuals to chair such groups, will be made by the Chairperson. Such individuals will serve for a term specified by the Chairperson, or until the purpose of the Special Committee is completed. In cases of resignation, it will be left to the discretion of the Chairperson as to whether a replacement will be appointed. Special Committees will not be empowered to act in lieu of the Board, but will serve only in advisory status and will formulate recommendations for the consideration of the Board.

#### 3. Report of Activities at Committee Meetings

Activities of the meetings of each of the Executive and Special Committees will be reported at the next meeting of the Board and Board members will be asked to consider the activities and concur with any votes taken.

## ARTICLE IX

### Meetings

#### 1. Regular Meetings

- a. The Board will meet at least quarterly. The time and place of all meetings will be determined by the Chairperson.
- b. Board members will be notified of meetings not less than ten (10) working days in advance. Meetings will be publicly announced and open and accessible to the general public.
- c. At any Board meeting, a quorum will be required for the final and official transaction of business. A quorum will exist when more than fifty percent (50%) of the Board's members are present. Any actions taken in the absence of a quorum will be subject to ratification at the next meeting of the Board, at which a quorum is present. No votes will be taken by proxy.
- d. All meetings of the Board will be conducted in accordance with Robert's Rules of Order, Revised, insofar as they are not inconsistent with these Bylaws or other applicable laws, regulations, or rules.

## 2. Special Meetings

Special meetings of the Board may be called by the Chairperson, upon notice to the membership, three (3) working days prior to such meeting. Notice of each special meeting will state the date, time and location, and an agenda will be included, stating the purpose of the meeting. No business other than that stated in the agenda will be transacted at any special meeting.

## 3. Executive or Closed Session of a Meeting

Texas Government Code §551 does not require a governmental body to conduct deliberation in an open meeting regarding:

- a. security assessments or deployments relating to information resources technology;
- b. business or financial issues that deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third party; or
- c. the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

Due to the sensitive nature of these issues, occasions may arise when the members may be asked to leave a public open meeting to discuss a matter. In such an instance, members will temporarily move into a brief, closed session and then return to the public open meeting to continue. Any closed session will be scheduled on the meeting agenda and the occurrence will be recorded in the minutes of the meeting.

## 4. Minutes of Meetings

Minutes of the proceedings of each Board meeting will be prepared and distributed to the membership prior to the next scheduled meeting. The minutes, agendas and supporting materials from all meetings of the Board will be maintained on permanent file, and will be made available to the public upon request.

## 5. Expenses

- a. Members will not receive any salary or wages for their service, but will be reimbursed for reasonable and necessary expense incurred in the performance of authorized official business of the Board.
- b. Members attending regular, or special, meetings of the Board, outside the municipality where they reside, will be paid mileage.

## ARTICLE IX

### Conflict of Interest

1. Members of the Board will declare in writing all substantial business interests and representational interests that they, or their immediate family members, have with a business or organization which has received, currently receives, or is likely to receive funding which falls under the purview of the Board. For the purposes of this determination:
  - a. A “substantial business interest” is defined as:
    - ownership of ten percent (10%) or five thousand dollars (\$5,000) or more of the fair market value of the business;

- receipt of ten percent (10%) or more of gross income during the previous or current year from the business; or
  - ownership in real property of the business valued at two thousand five hundred dollars (\$2,500) or more.
- b. An “immediate family member” is defined as:
- a father, mother, brother, sister, daughter, or son of the member;
  - the spouse of the member; and/or
  - a father, mother, brother, or sister of the member’s spouse.
- c. A “representational interest” is defined as:
- employed by the organization; and/or
  - a member of the board of directors, commission, council, or other direct governing body of the organization.
2. Members will be responsible for updating their written declarations in the event of change. Responsibility for reviewing this information and advising the Chairperson on potential conflicts will be assigned to Board staff.
3. In the event that a member or immediate family member has a substantial interest in a business or organization that would be primarily affected by any official Board action, that member will disclose the nature and extent of the interest before any discussion or decision and will abstain from voting on that matter. All abstentions will be recorded and reflected in the minutes of the meeting.
4. Failure by any member to adhere to the above requirements will be grounds for expulsion from the Board.

ARTICLE X  
Amendments

These Bylaws may be altered, amended, or repealed at any regularly scheduled meeting of the Board by a majority vote of the members present.

ARTICLE XI  
Period

These Bylaws become effective upon approval by the Board, and will remain in effect until the membership acts to amend or rescind this document, or until statutory authority ceases.

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Chairperson  
Panhandle Workforce Development Board

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Date



**ITEM 9**



## MEMORANDUM

DATE: August 23, 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 Services and Child Care Services, under the Panhandle Workforce Development Area (PWDA) Service Delivery System Contract.

Fiscal and Program Monitoring activities conducted by The Texas Workforce Commission (TWC), Health and Human Services Commission (HHSC), the external fiscal monitor, and the Board's internal program monitor include: reviewing records and supporting documentation, reporting the results of those reviews, and providing recommendations for actions to resolve instances of non-compliance with Service Delivery System Contract requirements.

The current contractor, Huxford Group, LLC., assists individuals with opportunities to achieve and sustain self-sufficiency through federal and State funded programs. Monitoring activities conducted annually include an annual Fiscal Risk Assessment and Fiscal Integrity Review by the external Fiscal monitor; as well as an annual Program Risk Assessment conducted by the Board's internal program monitor. A Risk Assessment and a Fiscal Integrity Review are required by the TWC Financial Manual for Grants and Contracts (FMGC).

A Risk Assessment evaluates and identifies what functional areas are high risk and the amount of risk each functional area indicates within the organization for their fiscal and/or program activities. These efforts are coordinated with Board's management.

In an evaluation, a determination is made of the organization's processes and key controls in functional areas, the effectiveness of the strengths and weaknesses as indicated from prior monitoring visits, audit reports, knowledge and experience of key personnel and attainment of performance measures. The Risk Assessment rankings can alert the Board of potential concerns and are used to develop a monitoring plan. The process eliminates the review of areas with minimal risks.

Thus, a Risk Assessment is critical to the identification and the measurement of risk(s) that may impede or impair the organization's ability to meet contracted goals, objectives and compliance standards by establishing what is high risk or a high-risk area.

A Fiscal Integrity Review assess its workforce and child care contractors to ensure that the providers meet the requirements of a Board's Fiscal Integrity Review based on the following schedule:

- Contracts under \$100,000—the fiscal indicators must be verified prior to the award of the contract and at each renewal of the contract;
- Contracts between \$100,000 and \$500,000—the fiscal indicators must be verified prior to the award of the contract, at each renewal of the contract, and not less than biennially; and
- Contracts over \$500,000—the fiscal indicators must be verified prior to the award of the contract, at each renewal of the contract, and not less than once annually.

The Fiscal Integrity Review includes the following provisions for ensuring that workforce and child care service providers are meeting performance measures in compliance with requirements contained in:

- Federal and State statutes, regulations and directives of TWC; and
- Any other safeguards the Board has identified that are designed to ensure the proper and effective use of funds placed under the control of its workforce service providers.

The scope of the Fiscal Integrity Review includes an evaluation of the following areas for the contract renewal:

- Audit;
- Any adverse judgments or findings, such as administrative audit findings, Agency or Board monitor findings, or sanctions by the Board or court of law;
- Insurance;
- Prior Financial Monitoring Reviews; and
- Prior three-year financial history.

As part of the PWDA's Fiscal Monitoring contract with Christine Nguyen, a Fiscal Integrity Review was conducted to satisfy performance of the contract that is being considered for renewal to comply with the 40 TAC §802.21. The results of the Review state that the workforce contractor is in compliance with the fiscal integrity requirements to administer workforce services.

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 May 2023 meeting.

**REPORT ON THE PWDA'S MONITORING REVIEWS**  
**February 2023 – August 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>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	March 1, 2023 – May 31, 2023	October 2022 – December 2022	<a href="#">Final Report – All items resolved</a>

<b>Administration of Fiscal Control Monitoring Conducted by External Monitor – Christine H. Nguyen, CPA</b>			
Monitoring Review	Date of review	Contract Period	Status
Fiscal Risk Assessment	July 2023	October 2023 – September 2024	Completed
Fiscal Integrity Review	July 2023	October 2023 – September 2024	Completed

<b>Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist</b>			
Monitoring Review	Date of review	Contract Period	Status
Program Risk Assessment	August 2023	October 2023 – September 2024	Completed

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





**ITEM 10**



## MEMORANDUM

DATE: August 23, 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: Workforce Development Program Operation and Service Delivery Contract Renewal

### BACKGROUND

PRPC's current contract with the Huxford Group LLC, for the delivery of workforce development and child care program services, will end on September 30, 2023. The four-year contract, procured in 2021, is subject to renewal, given acceptable performance.

The company has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first ten months of this year. The organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred.

The fiscal monitoring review resulted in no major fiscal findings regarding Huxford Group's operations. As presented in the previous item, the Fiscal Integrity Review states the workforce contractor is in compliance with the fiscal integrity requirements to administer workforce services. A Fiscal Risk Assessment on seventeen factors with the report indicating no "high risk" fiscal areas. Our local Program Monitoring Reviews for the past year by Board staff resulted in no significant program findings regarding Huxford's operations. The Board staff also completed the Program Risk Assessment indicating no "high risk" program areas.

This renewal's contracted amount for operations is estimated to be approximately \$3,960,257. Huxford Group would also be responsible for obligating the use of about \$16,037,499 in additional funds for client training, supportive services and child care, as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2023 through September 30, 2024, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds.

### RECOMMENDATION

Staff recommends that the Workforce Development Board authorize staff to proceed with the completion and execution of a renewed contract with Huxford Group LLC to deliver workforce development and child care program services, as described above.



**ITEM 12**

# THE AMERICAN LEGION, Department of Texas

PO Box 140527.  
Austin, TX 78714

PH: 512/472-4138  
FAX: 512/472-0603



March 1, 2023

Workforce Solutions Panhandle  
Attn: Ray Flores  
3120 Eddy St  
Amarillo, TX 79106

Dear Mr. Flores

It is with great pleasure The American Legion, Department of Texas, announces that you have been selected as the recipient of The American Legion, Veterans Employment and Education Commission Employment Service Award in the Local Office Category for the 2023 year.

A special laminated plaque is being prepared for presentation to you in recognition of your outstanding work for the Veterans of Texas.

I would like to personally present this award to you during our Annual Convention to be held at the Renaissance Austin Hotel, 9721 Arboretum Blvd, Austin, TX. We will begin our session at 1:30 pm on Friday, July 14, 2023 in Grand Ballroom of the Hotel.

Please contact State Adjutant Bill West to confirm your attendance and to make housing arrangements. He may be reached at (512) 472-4138 or [billw@txlegion.org](mailto:billw@txlegion.org). If you have any questions, please feel free to contact him.

Congratulations and Best Wishes,

Sincerely,



Gerry Hince  
State Commander



**ITEM 13**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2023 – JUNE 30, 2024**

**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, 2026

**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)**

Ms. Sonja Clark

Site Leader

Bell Textron, Inc.

10201 Airport Blvd.

Amarillo, Texas 79111

(806) 467-4525

[sclark@bellflight.com](mailto:sclark@bellflight.com)

Industry Represented: Manufacturing (31)

TWC ID #: 002639157

Firm Size: 5,264 employees

Ethnicity/Gender: W/F

Term Expires: June 30, 2026

**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. 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 (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, 2026

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

Mr. Uriel Villa  
Financial Advisor  
Edward Jones Investments  
205 West 4<sup>th</sup> Street, Suite 101  
Hereford, Texas 79045  
(806) 364-0041  
[uriel.villa@edwardjones.com](mailto:uriel.villa@edwardjones.com)

Industry Represented: Finance (52)  
TWC ID #: 20-082297-8  
Firm Size: 2 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

**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, 2026

**PRIVATE SECTOR (AT LARGE)**

(VACANT)

Industry Represented:  
TWC ID #:  
Firm Size:  
Ethnicity/Gender:  
Term Expires:

**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, 2026

**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, 2026



## **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, 2026

## **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.texas.gov](mailto:geneva.tiller@twc.texas.gov)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**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, 2026

**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, 2026

**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, 2026

**PUBLIC EMPLOYMENT AGENCY**

(VACANT)

**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