

**Panhandle Workforce
Development Board
Child Care
Advisory Committee
Meeting Agenda
January 24, 2024**



NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee will be held at 11:00 a.m. on Wednesday, January 24, 2024. Committee members and individuals from the public may access the meeting in person at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

In order to accommodate Committee 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/88993294415?pwd=RHhFWnJ4ZVF6NHdUTkduMnpDRHNDZz09>

Or may participate by phone (346) 248-7799

Meeting ID: 889 9329 4415 - Passcode: 562778

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

The Committee 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 Committee as a whole. Individual Committee 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. **WELCOME**

Marin Rivas, Workforce Development Director with the Panhandle Regional Planning Commission and the Panhandle Workforce Development Board welcomes the members of the Committee.

4. **OVERVIEW OF THE COMMITTEE**

Members will discuss the goals and objectives of this committee as well as each member's role within the committee.

5. **BYLAWS**

Members will be presented with the Bylaws for the Committee.

6. **ELECTION OF OFFICERS**

Members will be asked to elect Officers (Chair and Vice-Chair) for the period of January 1, 2024 through June 30, 2025.

7. **SCHEDULING UPCOMING MEETINGS**

Members will determine upcoming meeting times and days to be scheduled.

8. **CHILD CARE QUALITY UPDATE**

April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager will provide an update on the Child Care Quality (CCQ) funding.

9. **TOPICS FOR FEBRUARY 2024 CHILD CARE NETWORK MEETING**

Members will discuss topics and questions to be submitted by representatives of the Panhandle Workforce Development Board (PWDB) staff, Workforce Solutions Panhandle (WSP) staff and the Texas Workforce Commission (TWC) at the Child Care Network (CCN) meeting on February 28-29, 2024.

10. **OPEN DISCUSSION**

11. **CURRENT MEMBERSHIP LIST**

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 17th day of January 2024, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 11:00 a.m.



Leslie Hardin



ITEM 5

Bylaws

**BYLAWS OF THE
PANHANDLE WORKFORCE DEVELOPMENT BOARD'S
CHILD CARE ADVISORY COMMITTEE**

ARTICLE I

Name

The name of this body will be the Panhandle Workforce Development Board's (PWDB) Child Care Advisory Committee, hereinafter referred to as the "Committee".

ARTICLE II

Authority

House Bill (HB) 619, 87th Texas Legislature, Regular Session (2021), added §302.0062 to the Texas Labor Code, requiring the Texas Workforce Commission (TWC) to prepare a child care workforce strategic plan for improving the quality of the infant, toddler, preschool, and school-age child care workforce in Texas and to update the strategic plan every three years. The bill requires the strategic plan to include recommendations and best practices, one of which is the recommendation that Boards improve, sustain, and support the child care workforce.

Based on the HB 619 requirements, TWC's three-member Commission approved the Child Care Workforce Strategic Plan 2023–2025 (Plan), which includes specific goals, strategies, and action plans for implementation. Action Item 3.2.2 in the Plan requires Boards to establish local Child Care Committees.

ARTICLE III

Purpose

The purpose of the Committee is to develop strategies to increase the availability of child care and prekindergarten programs for the residents of the Texas Panhandle, and to provide input and guidance to the PWDB, as specified in authorizing legislation.

ARTICLE IV

Support Staffing

The PWDB Staff representative and the Child Care Services (CCS) Contractor representative serving on the Committee will support and assist the Committee in the capacities of preparation, administrative and facilitation tasks of scheduled meetings, as well as providing technical assistance and support of content, information, products and activities to be considered by the Committee and, ultimately, presented to the PWDB.

ARTICLE V

Budget

Funding for the operation of the Committee will be provided through resources made available through the State of Texas as specified in authorizing legislation.

ARTICLE VI

Committee Membership

Membership of the Committee will consist of individuals who are willing to serve on the Committee and are elected by the PWDB in an Open Public Meeting. The Committee will consist of eight (8) members. Composition of the membership will be as described below:

Representatives of Licensed child care centers participating in TWC's Child Care Services (CCS) program	2
Representative of Licensed or registered child care homes participating in CCS	1
Representative of current or former CCS families	1
Representative of PWDB CCS Contractor	1
Representative of PWDB Staff	1
Representatives of other child care stakeholders that represent the interests of the children and/or the families served	2

ARTICLE VII

Terms

Appointments and reappointments will be made for two (2) years, from July 1 through June 30. Members may be reappointed to serve additional terms at the discretion of the PWDB. Persons appointed to fill seats on the Committee vacated by members with unexpired terms will serve for the time remaining in the unexpired terms.

ARTICLE VIII

Officers

1. Chairperson

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

2. Vice Chairperson

The Committee members 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.

ARTICLE IX

Meetings

1. Regular Meetings

a. The Committee will meet at least quarterly. The time and place of all meetings will be determined by the Chairperson, in conjunction with PWDB and CCS Contractor support staff.

- b. Members will be notified of meetings not less than five (5) working days in advance, in coordination with members' schedules/availability. Meetings will be publicly announced and open and accessible to the general public.
 - c. At any 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 members are present. Any actions taken in the absence of a quorum will be subject to ratification at the next meeting of the Committee, or of the PWDB, at which a quorum is present, whichever occurs first. No votes will be taken by proxy.
2. Special Meetings
- Special meetings of the Committee 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. Minutes of Meetings
- All decisions, including the basis for the decision, and recommendations to be made to the PWDB, will be recorded and reflected in the minutes of the meeting. Minutes of the proceedings of each Committee 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 Committee, will be maintained on permanent file, and will be made available to the public upon request.
4. Report of Activities at Committee Meetings
- All activities of the Committee meeting will be reported at the next meeting of the PWDB and PWDB members will be asked to consider the activities and concur with any Committee votes taken.
6. 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 Committee.
 - b. Members attending regular, or special, meetings of the Committee, outside the municipality where they reside, will be paid mileage.

ARTICLE X

Disclosure

- 1. Members of the Committee 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 Committee or the PWDB.
- 2. Disclosure will be made as soon as the member becomes aware of the financial interest. 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 PWDB staff.

3. In the event that a Committee member, or immediate family member, has a business or organizational interest that would be primarily affected by any official Committee action, that member will disclose the nature and extent of the interest before any discussion or decision. The member may be counted in determining the presence of a quorum for the meeting but shall not be counted as voting for or against the matter in question.
4. In the event that a Committee member who has declared a disclosure also serves as a member of the PWDB, the member shall abstain from voting on, or participating in any decision regarding, a Committee action when the action is presented to the PWDB. When a PWDB agenda item presenting a Committee action is opened in the PWDB meeting, the PWDB member may be present for discussion but may, at the discretion of the PWDB Chair, be required to temporarily leave the PWDB meeting during the final deliberation and vote on the matter.
5. Failure by any member to adhere to the above requirements will be grounds for expulsion from the Committee and, if applicable, the PWDB.

ARTICLE XI

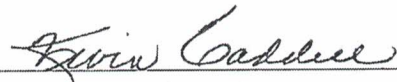
Amendments

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

ARTICLE XII

Period

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



Mr. Kevin Caddell, Chairperson
Panhandle Workforce Development Board

12-6-2023

Date



ITEM 6

Election of Officers

PANHANDLE WORKFORCE DEVELOPMENT BOARD CHILD CARE ADVISORY COMMITTEE
MEMBERS FOR JULY 1, 2023 – JUNE 30, 2025

The Panhandle Workforce Development Board (PWDB) Child Care Advisory Committee will assist the Board in developing strategies to increase the availability of child care and prekindergarten programs for the residents of the Texas Panhandle, and to provide input and guidance to the PWDB, as specified in authorizing legislation. The Child Care Advisory Committee will present recommendations to the PWDB.

ELECTION OF OFFICERS

1. **Chairperson** - *The Chairperson of the Committee will be elected from among members with the term of office for one year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Chairperson.*
2. **Vice Chairperson** - *The Committee members 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.*

Licensed Child Care Center Participating in CCS

Ms. Kristi Hanes, Owner/Director
Night & Day Care & Play
Amarillo, Texas

Licensed Child Care Center Participating in CCS

Ms. Kim Winegeart, Owner/Director
Community Day Care Center, Inc.
Pampa, Texas

Licensed Child Care Home Participating in CCS

Ms. Veronica Oviedo, Owner/Director
Hearts and Hands
Dimmitt, Texas

Current or Former Child Care Services Families

Ms. Mikki Wossum
Former Child Care Services
Amarillo, Texas

Child Care Stakeholder

Ms. Trena Rider, Faculty/Program Coordinator Early Childhood Education
Amarillo College
Amarillo, Texas

Child Care Stakeholder

Ms. Victoria Hughes, Operation First Five Facilitator & Community Organizer
Operation First Five-Amarillo
Amarillo, Texas

MEMBERS PROVIDING SUPPORT STAFFING:

PWDB Child Care Services Contractor

Ms. Karron Gilbreath, Lead Provider Services Specialist
Workforce Solutions Panhandle
Amarillo, Texas

PWDB Staff

Ms. Gracie Aragon, Workforce Development Program Specialist
Panhandle Regional Planning Commission
Amarillo, Texas



ITEM 7

Scheduling

2024 Meeting Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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February						
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December						
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ITEM 11

Membership List

**PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB)
CHILD CARE ADVISORY COMMITTEE MEMBERSHIP
JULY 1, 2023 – JUNE 30, 2025**

**LICENSED CHILD CARE CENTER
PARTICIPATING IN CCS**

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

**LICENSED CHILD CARE CENTER
PARTICIPATING IN CCS**

Ms. Kim Winegeart
Co-Owner/Director
Community Day Care Center, Inc.
1100 Gwendolen Avenue
Pampa, Texas 79065
(806) 665-0735
cdccbaby@gmail.com

**LICENSED CHILD CARE HOME
PARTICIPATING IN CCS**

Ms. Veronica Oviedo
Co-Owner/Director
Hearts and Hands
1514 South Highway 385
Dimmitt, Texas 79027
(806) 240-2737
heartsandhandspreschoolcare@gmail.com

**CURRENT OR FORMER
CHILD CARE FAMILY**

Ms. Mikki Wossum
Former CCS Family
4714 Goodnight Trail
Amarillo, Texas 79109
(806) 640-4912
mwossum@attebury.com

CHILD CARE STAKEHOLDER

Ms. Victoria Hughes
Operation First Five Facilitator
& Community Organizer
Operation First Five-Amarillo
301 South Polk Street
Amarillo, Texas 79101
(806) 683-4248
victoriahughes012@gmail.com

CHILD CARE STAKEHOLDER

Ms. Trena Rider
Faculty/Program Coordinator
Early Childhood Education
Amarillo College
2201 South Washington Street
Amarillo, Texas 79109
(806) 371-5279, 806-341-1100 (cell)
tjrider21@actx.edu

PWDB CHILD CARE SERVICES CONTRACTOR

Ms. Karron Gilbreath
Lead Provider Services Specialist
Workforce Solutions Panhandle
3120 Eddy Street
Amarillo, Texas 79106
(806) 350-1726
kgilbreath@wspanhandle.com

PWDB STAFF

Ms. Gracie Aragon
Workforce Development Program Specialist
Panhandle Regional Planning Commission
415 Southwest 8th Avenue
Amarillo, Texas 79105
(806) 372-3381
garagon@theprpc.org

* Chairman

** Vice-Chairman