

## **NOTICE OF MEETING**

The regular meeting of the Panhandle Workforce Development Board will be held at 12:30 p.m. on Wednesday, May 27, 2020. Due to the current COVID19 crisis this meeting will be held by videoconference pursuant to Texas Government Code Section 551.127. The Governor of Texas, in accordance with Section 418.016 of the Texas Government Code, has proclaimed that a state of disaster now exists across Texas and the rules requiring government officials and members of the public to be physically present at a specified meeting location have been suspended until further notice.

Members of the public interested in attending this meeting may do so by logging onto <https://zoom.us/j/92700797867?pwd=R29yY2NXank5bTVaNGZoSS9PUkpaUT09> (Meeting ID: 927 0079 7867 – Password: 999939) or may participate by phone (346) 248-7799 (Meeting ID: 927 0079 7867 – Password: 999939).

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

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

## **AGENDA**

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

Members will be asked to consider approval of the minutes from the Board's meeting held on February 26, 2020. Also attached for informational purposes are the minutes of the February 27, 2020 meeting of the Panhandle Workforce Development Consortium's Governing Body. Please note that the group concurred with the actions of the Board.

4. **ELECTION OF OFFICERS**

Members will be asked to elect officers for the coming year covering the period of July 1, 2020 to June 30, 2021.

5. **REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2019 – March 31, 2020. No action by the Board is required.

6. **LOCAL MONITORING REPORT**

Members will be provided with the final Report of Board's Fiscal Sub-recipient Monitoring. No action by the Board is required.

7. **POLICY UPDATES**

Members will be asked to consider a proposed update to a current local policy for Child Care Services, and consider a new policy for Local or National Disasters. Public comment opportunity and Member vote will be recognized.

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

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

9. **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.

10. **CURRENT MEMBERSHIP LIST**

11. **FINAL PUBLIC COMMENT PERIOD**

12. **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 20<sup>th</sup> day of May, 2020, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 1:30 p.m.



Rebecca Rusk

# ITEM 3a



PANHANDLE REGIONAL PLANNING COMMISSION

Panhandle Workforce Development Board

Minutes

February 26, 2020

A meeting of the Panhandle Workforce Development Board was held on Wednesday, February 26, 2020 at 12:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Mr. Charlie Rivas, Chair, presided.

MEMBERS PRESENT:

- Tamara Clunis, Amarillo College
- Lisa White, Amarillo Public Library
- Francisco Apodaca, Apodaca Brothers
- John West, Central South Carpenters Regional Council
- Irene Arnold, Downtown Women's Center, Inc.
- Kevin Caddell, Furniture Fasions, LTD
- Laura Lopez, Hunting Titan Inc.
- Drew Downs, International Brotherhood of Electrical Workers Local 602
- Michael Wright, Moore County News - Press
- Kristi Hanes, Night & Day, Care & Play Inc.
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- Mike Good, Street Toyota-Scion
- Norman Bearden, Texas Workforce Commission

MEMBERS ABSENT:

- Jay Barrett, Amarillo Area Center for Academic Learning
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Matt Parker, Baptist St. Anthony's Health System
- Jason Henderson, Bell Helicopter, Textron
- Heather Freeman, CNS Pantex
- Shawna Elliott, Pampa Chamber of Commerce
- Magi York, Panhandle Community Services
- Tonya McWilliams, Texas Health and Human Services Commission
- Valarie Robbins, Texas Workforce Solutions
- Lynda McCarty, Toot 'n Totum
- Art Martinez, Whiteface Heating & Air, Inc.

OTHERS PRESENT:

Charlie Clemons, Ray Flores, Frances Garcia, Trent Morris, and Sarah O'Bannon, Workforce Solutions Panhandle; Tex Buckhaults, Clarendon College; Larry Denton and Gerry Smith, Texas Veterans Commission; and Barbara Wahi, Amarillo College.

STAFF PRESENT:

Kathy Cabezuela, Leslie Hardin, Georgette Pond, Heather Reid, and Marin Rivas.

1. **CALL TO ORDER**

The meeting was called to order by Mr. Charlie Rivas noting that a quorum was present.

2. **INITIAL PUBLIC COMMENT PERIOD**

None.

3. **MINUTES**

Members considered the minutes from the December 11, 2019 meeting of the Board. Mr. Caddell moved to approve the minutes as presented. Mr. Downs seconded the motion; the motion carried.

4. **WORKFORCE SOLUTIONS PANHANDLE FACILITY RELOCATION**

Members heard an update on the relocation of the Amarillo Workforce Solutions Panhandle office. No action by the Board was required.

5. **REPORTS ON GRANTS**

Members reviewed reports on the Panhandle's grants for October 1, 2019 – December 31, 2019. No action by the Board was required.

6. **LOCAL MONITORING REPORT**

The final report of the Board's Fiscal Sub-recipient Monitoring was provided to members. No action by the Board was required.

7. **POLICY UPDATE**

Members considered a proposed update to a current local policy, Panhandle WDA, Chapter 1, Section 1.9, In-Demand Industries, In-Demand Occupations, and Target Occupations. There were no public comments. Mr. West moved to approve the update. Ms. Arnold seconded the motion; the motion carried.

8. **PROGRAM PRESENTATION – RESEA**

Mr. Charlie Clemons, Workforce Solutions Panhandle Workforce Development Specialist, presented the members with an overview of the Reemployment Services and Eligibility Assessment (RESEA) Program. No action by the Board was required.

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

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

10. **DIRECTOR'S REPORT**

Mr. Marin Rivas, Workforce Development Director, provided an update on the new Mobile Unit, WIOA Alternative Funding for Statewide Activities Projects [High-Demand Training (HDJT)], the Summer Earn and Learn (SEAL) Program, the Temporary Assistance for Needy Families (TANF) Subsidized Summer Youth Work Experience Project, a Youth Job Fair in March, and the recertification of the Panhandle Workforce Development Board following a review by the Texas Workforce Commission (TWC). No action by the Board was required.

11. **LOCAL, STATE AND NATIONAL DEVELOPMENTS**

Members reviewed information on various local, state and national developments. No action by the Board was required.

12. **CURRENT MEMBERSHIP LIST**

13. **FINAL PUBLIC COMMENT PERIOD**

None.

14. **ADJOURN**

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

## **ITEM 3b**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Consortium's Governing Body  
Minutes  
February 27, 2020

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held Thursday, February 27, 2020 at 11:30 a.m. in the PRPC Third Floor Small Conference Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge Harold Keeter, Chair, presided.

MEMBERS PRESENT:

- Dan Looten, County of Carson
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Terri Beth Carter, County of Sherman
- Harold Keeter, County of Swisher

MEMBERS ABSENT:

- Ginger Nelson, City of Amarillo
- Jay Mayden, County of Childress

OTHERS PRESENT:

Trent Morris, Workforce Solutions Panhandle

STAFF PRESENT:

Kathy Cabezuela, Leslie Hardin, Georgette Pond, and Marin Rivas

1. **CALL TO ORDER**

Judge Keeter 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 December 12, 2019 meeting of the Governing Body. Judge Irwin moved to approve the minutes as presented. Judge Looten seconded the motion; the motion carried.



4. **APPOINTMENT OF MEMBER TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD**

Members considered the appointment of Mr. Texas D. “Tex” Buckhaults, Interim President of Clarendon College, to serve as the Post-Secondary Education Representative on the Workforce Development Board for a term through June 30, 2022. Judge Porter moved for the appointment. Judge Carter seconded the motion; the motion carried.

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

Members reviewed agenda items presented and concurred with actions taken at the February 26, 2020 meeting of the Panhandle Workforce Development Board. Judge Looten moved to accept the updated policy. Judge Irwin seconded the motion; the motion carried. Judge Porter moved that the Body concur with the remaining actions taken at the meeting of the Board. Judge Carter seconded; the motion carried.

6. **FINAL PUBLIC COMMENT PERIOD**

None.

7. **ADJOURN**

There being no further business to come before the Body, Judge Carter moved for adjournment. Judge Irwin seconded the motion; the motion carried.

# ITEM 5



## MEMORANDUM

**DATE:** May 27, 2020

**TO:** Members of the Panhandle Workforce Development Board, the Panhandle Workforce Development Consortium's Governing Body, PRPC and Contractor Staff

**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 during our fiscal year 2020. The period covered in the report is from October 1, 2019 through March 31, 2020.

The charts on page 3 provide figures on the workers and families who have utilized services funded through one or more of our grants. These services are delivered through our Workforce Solutions offices and 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 4 show the Board's nineteen contracted measures. The reporting quarters for this report are from October 2019 through March 2020. Due to COVID-19, TWC has suspended performance reporting to assess the impact of the state's shelter in place orders and will re-adjust Board targets after a thorough analysis.

Page 5 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 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.

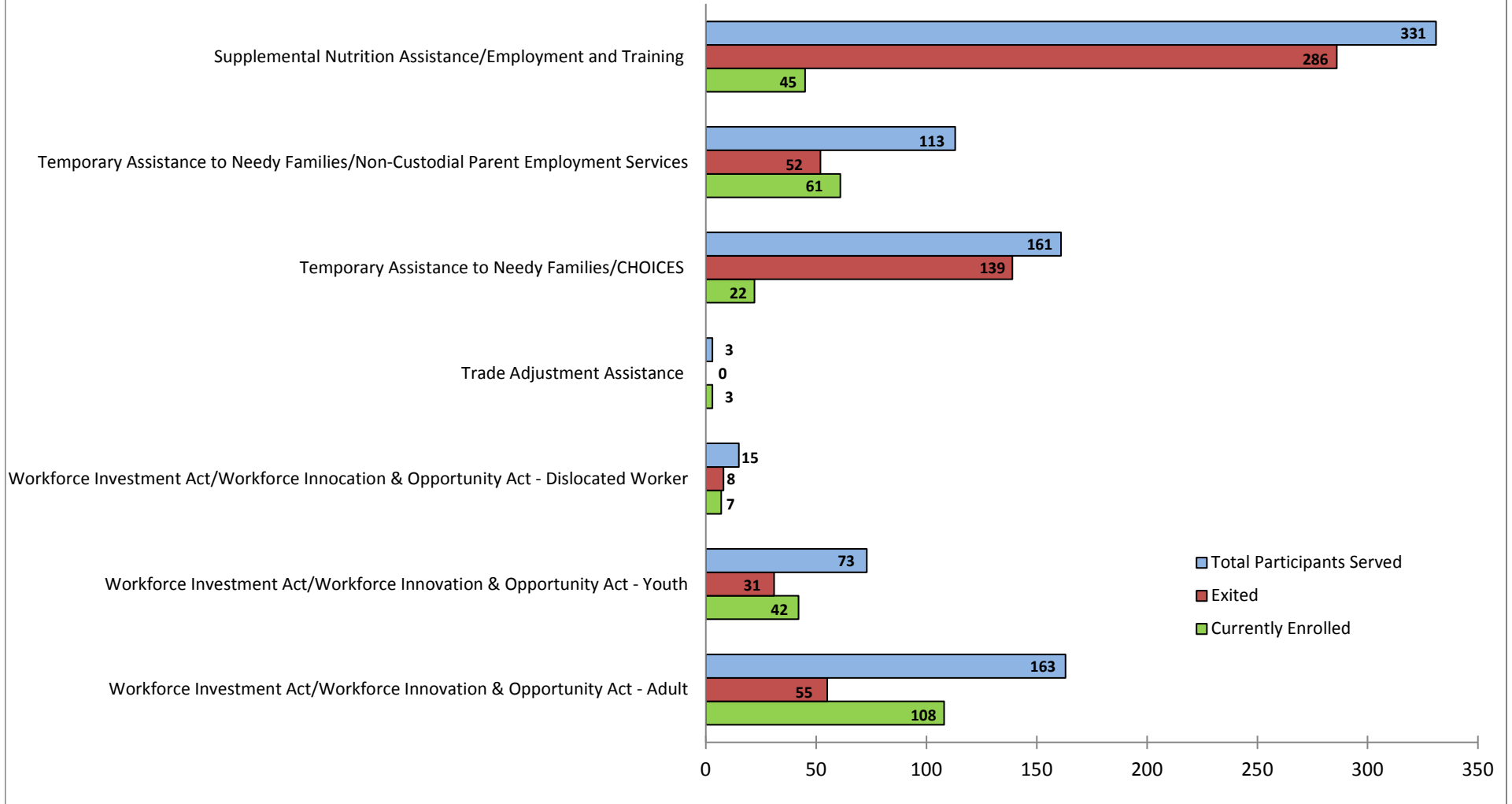
The ***Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker grants*** fund case management, training, job search and placement, and supportive services for eligible clients. The Workforce Innovation and Opportunity Act (WIOA) program provides workforce development activities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



# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

**FINAL RELEASE**

As Originally Published 5/14/2020

**MARCH 2020 REPORT**

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

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
			Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	C&T Participants				Adult				DW				Youth						
	Clmnt ReEmpl within 10 Weeks	Emplrys Rcvg Wkfc Assist	Emp/ Enrolled Q2 Post-Exit	Emp/ Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ-ed Q2 Post-Exit	Employ-ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ-ed Q2 Post-Exit	Employ-ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ- Enrolled Q2 Post-Exit	Employ- Enrolled Q4 Post-Exit	Credential Rate	+P	MP	-P	% MP & +P		
Alamo	n/a	n/a	113.64%	99.27%	103.42%	102.87%	112.38%	129.22%	101.67%	100.96%	n/a	99.77%	98.06%	93.68%	n/a	110.84%	95.11%	99.97%	114.19%	5	10	0	100%
Borderplex	n/a	n/a	96.78%	96.23%	98.71%	99.79%	109.00%	136.18%	101.80%	96.94%	n/a	112.86%	98.45%	101.34%	n/a	105.96%	95.21%	98.34%	148.86%	4	11	0	100%
Brazos Valley	n/a	n/a	97.64%	92.30%	100.25%	98.52%	104.70%	108.70%	99.24%	95.47%	n/a	84.44%	114.68%	102.75%	n/a	112.78%	118.97%	89.31%	104.17%	4	8	3	80%
Cameron	n/a	n/a	97.60%	110.10%	107.64%	100.61%	110.01%	132.63%	90.74%	99.70%	n/a	101.83%	95.34%	87.72%	n/a	92.59%	96.77%	94.62%	74.02%	4	9	2	87%
Capital Area	n/a	n/a	99.18%	100.93%	104.64%	103.80%	110.24%	129.33%	110.92%	96.68%	n/a	115.85%	106.71%	99.70%	n/a	110.24%	115.65%	105.84%	105.75%	6	9	0	100%
Central Texas	n/a	n/a	111.16%	99.52%	93.45%	99.65%	105.60%	109.28%	100.82%	104.97%	n/a	133.51%	98.43%	92.59%	n/a	110.12%	95.63%	89.25%	62.60%	5	7	3	80%
Coastal Bend	n/a	n/a	94.64%	103.71%	101.62%	101.20%	109.11%	86.47%	107.59%	98.41%	n/a	82.87%	93.36%	100.36%	n/a	84.57%	101.35%	97.46%	91.58%	1	10	4	73%
Concho Valley	n/a	n/a	83.16%	98.61%	104.16%	99.76%	97.48%	139.53%	84.78%	105.50%	n/a	97.58%	119.24%	92.81%	n/a	112.99%	120.85%	88.64%	89.55%	4	7	4	73%
Dallas	n/a	n/a	90.54%	102.27%	100.17%	100.79%	107.65%	130.05%	93.66%	89.85%	n/a	107.13%	97.49%	90.23%	n/a	92.73%	96.28%	97.60%	121.28%	3	10	2	87%
Deep East	n/a	n/a	93.16%	96.44%	101.00%	97.99%	109.93%	139.27%	90.96%	89.66%	n/a	76.14%	85.58%	88.18%	n/a	115.33%	98.24%	99.58%	95.38%	3	7	5	67%
East Texas	n/a	n/a	92.66%	91.74%	103.33%	100.98%	106.58%	129.63%	103.73%	99.31%	n/a	96.69%	95.09%	100.01%	n/a	114.04%	105.30%	103.12%	111.98%	4	9	2	87%
Golden Cresce	n/a	n/a	115.38%	96.56%	109.15%	104.86%	115.94%	129.47%	102.29%	102.79%	n/a	101.87%	101.01%	102.52%	n/a	98.16%	100.88%	120.21%	152.44%	6	9	0	100%
Gulf Coast	n/a	n/a	97.64%	94.39%	95.90%	98.54%	106.50%	109.80%	96.20%	92.85%	n/a	95.79%	86.91%	81.92%	n/a	76.64%	94.59%	98.20%	118.02%	3	8	4	73%
Heart of Texas	n/a	n/a	113.82%	95.53%	104.72%	101.19%	102.17%	113.33%	110.89%	125.63%	n/a	89.49%	103.12%	110.42%	n/a	74.08%	112.95%	101.37%	86.29%	6	6	3	80%
Lower Rio	n/a	n/a	103.72%	105.81%	107.80%	98.92%	106.38%	135.58%	96.05%	100.78%	n/a	109.16%	100.69%	95.68%	n/a	97.22%	93.85%	99.30%	87.10%	4	10	1	93%
Middle Rio	n/a	n/a	90.02%	102.35%	102.93%	96.48%	101.11%	150.60%	91.71%	97.62%	n/a	94.19%	118.06%	101.01%	n/a	111.11%	98.98%	97.54%	122.97%	4	10	1	93%
North Central	n/a	n/a	93.16%	97.55%	96.39%	102.49%	116.91%	115.85%	98.44%	96.21%	n/a	89.40%	97.23%	98.46%	n/a	93.98%	103.81%	105.79%	121.31%	3	10	2	87%
North East	n/a	n/a	101.10%	103.60%	98.46%	101.11%	105.93%	120.12%	111.00%	109.85%	n/a	112.18%	98.81%	107.88%	n/a	79.37%	99.80%	94.88%	95.18%	4	10	1	93%
North Texas	n/a	n/a	91.60%	96.85%	100.46%	101.75%	104.09%	146.47%	98.77%	100.86%	n/a	121.06%	125.00%	111.11%	n/a	57.01%	106.46%	118.72%	126.90%	6	7	2	87%
Panhandle	n/a	n/a	118.76%	99.05%	103.86%	102.71%	107.44%	136.12%	109.29%	100.68%	n/a	96.27%	106.33%	112.10%	n/a	120.05%	99.32%	111.82%	94.00%	6	9	0	100%
Permian Basin	n/a	n/a	85.46%	99.18%	106.19%	100.19%	105.97%	122.22%	81.14%	81.87%	n/a	100.80%	120.63%	95.23%	n/a	88.89%	102.65%	122.55%	0.00%	5	5	5	67%
Rural Capital	n/a	n/a	101.62%	99.27%	104.04%	105.05%	112.49%	137.78%	98.77%	101.20%	n/a	111.86%	107.68%	98.64%	n/a	111.11%	97.49%	100.55%	117.57%	6	9	0	100%
South Plains	n/a	n/a	93.74%	102.23%	102.01%	98.89%	104.79%	141.55%	103.80%	110.96%	n/a	92.68%	120.52%	105.27%	n/a	105.82%	119.76%	120.21%	137.15%	6	8	1	93%
South Texas	n/a	n/a	110.70%	99.80%	97.00%	101.45%	92.83%	155.80%	99.71%	112.08%	n/a	111.86%	114.42%	111.73%	n/a	131.58%	125.50%	112.20%	110.96%	10	4	1	93%
Southeast	n/a	n/a	87.96%	98.28%	103.62%	97.75%	101.26%	122.95%	101.86%	102.83%	n/a	103.59%	106.74%	100.10%	n/a	119.30%	100.00%	98.92%	111.04%	3	11	1	93%
Tarrant	n/a	n/a	89.90%	98.36%	101.20%	101.75%	112.67%	126.78%	95.72%	92.80%	n/a	90.67%	90.75%	96.60%	n/a	85.71%	89.95%	89.12%	75.22%	2	8	5	67%
Texoma	n/a	n/a	86.36%	100.78%	103.46%	103.17%	104.83%	141.90%	93.26%	105.95%	n/a	107.52%	114.42%	111.11%	n/a	120.00%	98.37%	98.73%	99.46%	4	10	1	93%
West Central	n/a	n/a	97.36%	99.53%	97.81%	98.70%	101.93%	108.70%	102.73%	83.37%	n/a	93.09%	103.41%	73.43%	n/a	111.11%	96.43%	111.37%	0.00%	3	9	3	80%
+P	0	0	6	2	4	1	18	27	3	3	0	7	8	5	0	14	6	7	13				124
MP	0	0	9	23	23	27	9	0	23	21	0	16	18	19	0	7	21	17	7				240
-P	0	0	13	3	1	0	1	1	2	4	0	5	2	4	0	7	1	4	8				56
% MP & +P	N/A	N/A	54%	89%	96%	100%	96%	96%	93%	86%	N/A	82%	93%	86%	N/A	75%	96%	86%	71%				87%
From			10/19	10/19	7/18	1/18	7/18	1/18	7/18	1/18		1/18	7/18	1/18		1/18	7/18	1/18	1/18				From
To			3/20	3/20	3/19	9/18	3/19	9/18	3/19	9/18		9/18	3/19	9/18		9/18	3/19	9/18	9/18				To

REPORT ON THE PANHANDLE WORKFORCE DEVELOPMENT AREA'S  
WORKFORCE DEVELOPMENT GRANTS FOR THE PERIOD  
OCTOBER 1, 2019 - MARCH 31, 2020

Panhandle YTD March 2020 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	515,430	233,171	45%	484,779	202,247	42%	1,000,209	435,417	44%
Workforce Innovation & Opportunity Act/Youth	424,971	181,485	43%	290,000	150,873	52%	714,971	332,358	46%
Workforce Innovation & Opportunity Act/DLW	432,150	191,870	44%	150,000	24,996	17%	582,150	216,866	37%
Workforce Innovation & Opportunity Act/Rapid Response	17,062	10,257	60%	-	-	0%	17,062	10,257	60%
Workforce Innovation & Opportunity Act/Alternative Funding	271,000	28,227	10%	-	-	0%	271,000	28,227	10%
Reemployment Services and Eligibility Assessment	92,020	47,034	51%	-	-	0%	92,020	47,034	51%
Trade Adjustment Assistance	400	139	35%	9,600	6,893	72%	10,000	7,032	70%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families/CHOICES	1,040,050	504,289	48%	80,000	33,849	42%	1,120,050	538,138	48%
Temporary Assistance to Needy Families/Non-Custodial Parents Employment Service	140,810	68,617	49%	16,000	3,501	22%	156,810	72,118	46%
Supplemental Nutrition Assistance/Employment and Training	265,540	142,003	53%	59,000	26,521	45%	324,540	168,524	52%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care/Formula and Match	2,360,161	876,921	37%	10,086,116	5,353,344	53%	12,446,277	6,230,266	50%
Child Care Quality Improvement	294,798	116,595	40%	187,195	43,104	23%	481,993	159,699	33%
Child Care/ Automated Attendance	92,275	39,716	43%	-	-	0%	92,275	39,716	43%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	114,082	45,709	40%	-	-	0%	114,082	45,709	40%
Veterans Employment Service	7,890	3,281	42%	-	-	0%	7,890	3,281	42%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives Grant - Foster Care Youth Conference	1,725	913	53%	-	-	0%	1,725	913	53%
Workforce Commission Initiatives Grant - Texas Veterans Leadership Program	2,779	1,485	53%	-	-	0%	2,779	1,485	53%
Workforce Commission Initiatives Grant - Youth Career Fairs	50,000	2,589	5%	-	-	0%	50,000	2,589	5%
Workforce Commission Initiatives Grant - Hiring Red, White and You!	2,000	1,925	96%	-	-	0%	2,000	1,925	96%
Workforce Commission Initiatives Grant - Rural Service Delivery	361,917	357,337	99%	4,400	-	0%	366,317	357,337	98%
Workforce Commission Initiatives Grant - Child Care Quality Conference	1,526	-	0%	-	-	0%	1,526	-	0%
Summer Earn & Learn	-	-	0%	-	-	0%	-	-	0%
Yr Round Work Experience	112,500	8,574	8%	-	-	0%	112,500	8,574	8%
Hireability Navigator	100,000	54,517	55%	-	-	0%	100,000	54,517	55%
<b>TOTAL</b>	<b>6,701,086</b>	<b>2,916,653</b>	<b>44%</b>	<b>11,367,090</b>	<b>5,845,327</b>	<b>51%</b>	<b>18,068,176</b>	<b>8,761,981</b>	<b>48%</b>

# ITEM 6





## MEMORANDUM

DATE: May 27, 2020

TO: Panhandle Workforce Development Board

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, the Panhandle Regional Planning Commission (PRPC) is required to oversee administration, fiscal, and program monitoring for the delivery of Workforce Development and Child Care Services under the Panhandle Workforce Development Area Service Delivery System Contract.

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

In response to the global pandemic of the COVID-19 virus, delays, changes, and rescheduling of monitoring reviews took place. First, as staff of the Panhandle Workforce Solutions Center began teleworking, the due date for the Workforce Development and Child Care Services Program monitoring review was postponed to the end of May 2020. As at-home services were being provided and in office access to files became less accessible, the postponement is due date to allow sufficient time to complete the review. Next, the Texas Workforce Commission (TWC) did not conduct their annual on-site visit in April. TWC has postponed their monitoring plans. Finally, restricted travel also resulted in the Health and Human Service Commission (HHSC) rescheduling the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T)/Able-Bodied Adults without Dependents (ABAWD) review in which the Workforce Solutions office in Borger was scheduled in April. The rescheduled date for the SNAP E&T/ABAWD review for the Borger Office is August 5-7, 2020.

The following report lists details of the status for the reviews of the current Workforce Solutions Panhandle contractor Huxford Group, LLC's service delivery since the last report provided to the Panhandle Workforce Development Board at the February 2020 meeting.

**REPORT ON THE PANHANDLE WORKFORCE DEVELOPMENT AREA'S  
MONITORING REVIEWS**

**December 2019 – April 2020**

<b>Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist</b>			
Monitoring Review Scope	Date of review	Period Covered	Status
Program Operating Systems	November 2019 – January 2020	January 1, 2019 – September 30, 2019	Postponed

<b>Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review Scope	Date of review	Period Covered	Status
Fiscal and Program Operating Systems	April 13, 2020 – April 17, 2020	April 1, 2019 – March 31, 2020	Postponed

<b>The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) Conducted by Health and Human Services Commission (HHSC)</b>			
Monitoring Review Scope	Date of review	Period Covered	Status
Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program in Texas	April 20, 2020 – April 24, 2020	Federal Fiscal Year (FFY) 2020	Rescheduled to August 5- 7, 2020

# ITEM 7a

**PANHANDLE WORKFORCE DEVELOPMENT BOARD AREA MANUAL**

**Chapter 3-Child Care Services**

**Section 3.1**

**Child Care Services-Update**

**Effective 05-27-2020**

**PURPOSE:** To update Panhandle WDBA (Workforce Development Board Area) Child Care Services policy to designate occupations for providing child care services to TWC COVID-19 Essential Workers under Board category #6; and outline the requirements under the TWC Child Care Stabilization Grant. Updated information in this policy is highlighted in bold typeface.

**BACKGROUND:** The CCDBG (Child Care Development Block Grant) Act of 2014 authorizes the federal CCDF (Child Care Development Fund), which is the primary federal funding source for providing Child Care subsidy assistance to low-income families and for improving the quality of care for all children. The TWC is the CCDF Lead Agency in Texas, and the CCDF program is administered by the 28 Local Workforce Development Boards. Additionally, the TDFPS (Texas Department of Family and Protective Services) is responsible for administering the health and safety requirements of the CCDF program.

**TWC COVID-19 Essential Workers Eligibility Category**

**On March 24, 2020, the Texas Workforce Commission's (TWC) three-member Commission authorized TWC and Local Workforce Development Boards to implement emergency child care in response to the COVID-19 global pandemic. The Commission's actions included the expansion of TWC's definition of children needing services to include children of specified COVID-19 essential workers, and distributing funds to Local Workforce Development Boards to support COVID-19 child care related costs.**

**On April 7, 2020, TWC authorized the prioritization of child care services within a new TWC COVID-19 Essential Workers Eligibility Category. Additionally, to provide greater clarity on eligibility for TWC COVID-19 Essential Worker child care, on May 5, 2020, the Commission approved a refined definition of "health care worker" to focus on first serving those providing services to COVID-19 patients. The Commission's action also updated the prioritization of care for these essential workers and added other essential health care workers (based on CISA-Cybersecurity Infrastructure Security Agency guidance) to priority 5. Based on these actions, child care services for TWC COVID-19 Essential Workers must be prioritized in the following order:**

- 1. Workers in child care services that support workers in other essential functions**
- 2. Pharmacy workers and COVID-19 health care workers (as defined below)**
- 3. First responders**
- 4. Critical infrastructure workers in grocery, utilities, and trucking**
- 5. Other identified infrastructure workers, which include the following:**
  - a. Critical state and local government staff;**
  - b. Mail/delivery services workers;**
  - c. Other essential health care workers (as defined under "Health Care/Public Health" in CISA's Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19);**
  - d. Bank workers;**

- e. Gas station workers;
  - f. Military personnel; and
  - g. Restaurant workers and food delivery workers.
6. Other critical occupations identified by the Panhandle WDA Board:
- a. Dairy, meat, and cheese manufacturing and production workers
  - b. Plumbers, electricians, HVAC techs, and auto mechanics
  - c. Oil & gas refinery workers

**Boards must be aware that for the purposes of prioritizing funds for essential workers, a COVID-19 health care worker is defined as follows:**

**One who delivers care and services to patients with confirmed, presumed, or suspected COVID-19 infections either directly as doctors and nurses or indirectly as aides, helpers, laboratory technicians, medical waste handlers, and other workers at health care facilities who have direct occupational exposure to COVID-19 resulting from the performance of their duties.**

**Reference: TWC WD (Workforce Development Letter) 09-20, Change 2.**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD AREA POLICY:**

WSP (Workforce Solutions Panhandle), the Child Care Services sub-contractor for the Panhandle WDBA, will develop, revise, and implement local procedures for managing Child Care Services which comply with current Child Care Services Rules and regulations, all applicable state and federal guidelines and issuances, and this policy which outlines requirements for the provision of Child Care Services in the Panhandle WDBA. This Panhandle WDBA policy outlines each section of Chapter 809 rules where policy is required. In the absence of specific policy, the Child Care Services Rules and Child Care Services Guide, as updated, and TWC WD letters as updated, apply. The following policy provisions are organized by the sections in Chapter 809 Child Care Services Rules, as updated.

**§809.2(1) Making Progress**

The determination for whether an individual is making progress toward successful completion of a job training or educational program will be based on whether the individual is enrolled for the next semester.

**§809.18(b) Wait List**

When funding is not available for all Parents who request Child Care Services assistance, wait list process and procedures will include the following, at a minimum:

- Steps for determining precursory eligibility for Child Care Services before placing a Parent on the wait list; Ensuring the provision of Child Care Services adheres to the priority groups outlined in §809.43, including serving children experiencing homelessness per §809.2 & §809.52;
- Children of Parents who are eligible for Choices, TANF (Temporary Assistance for Needy Families), or SNAP E&T (Supplemental Nutrition Assistance Program)

Employment & Training), and children who need transitional care per §809.48 who are assured Child Care Services, will not be placed on the wait list; and

- Parents will be advised of the wait list process, including informing Parents that they have sole responsibility for providing confirmation of continued inclusion on the wait list, at least every 60 (sixty) days.

### **§809.19 Assessing the Parent Share of Cost**

Parent Share of Cost will be assessed only at the following times (Part B-608):

- Initial eligibility determination;
- 12-month eligibility redetermination;
- Upon the addition of a child in care that would result in an additional amount for the child;
- Upon a Parent's report of a change in income, family size, or number of children in care, and resulting assessment which necessitates reducing the Parent Share of Cost;
- Upon resumption of work, job training, or education activities following temporary changes, or
- Upon resumption of work, job training, or education activities during the three-month continuation of care period.

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

- Parents who are participating in Choices or in Choices Child Care as described in Part D-300;
- Parents who are participating in SNAP E&T Services or in SNAP E&T Child Care as described in Part D-500;
- Parents of a child receiving Child Care Services for children experiencing homelessness as defined in §809.2; or
- Parents whose children are receiving protective Child Care services pursuant to §809.49 and §809.54(c)(1), unless TDFPS assesses the Parent Share of Cost.

Child Care Services Providers will not receive reimbursement for Parent fees if a Parent fails to pay their fees.

Parent Share of Cost will be determined by a sliding fee scale based on the family's size and gross monthly income, and the number of children in care. Consistent with CCDF regulations in §98.45(k), the Parent Share of Cost assessment will not be considered in the cost of care nor the amount of the Child Care Services Provider reimbursement.

Pursuant to Part B-604 of the Child Care Services Guide, a new Parent Share of Cost will be assessed upon a Parent's report of a change in income, family size, or number of children in care that would result in a reduced Parent Share of Cost assessment.

If the reported change in income is determined to be a substantial decrease in earnings, as defined in Part D-107.b, then the Parent Share of Cost must be reassessed based on the new, lower reported income. WSP will require documentation of a decrease in earnings when the

Parent Share of Cost is reduced. In addition, the changes to the Parent Share of Cost will be documented in TWIST Counselor Notes or in the case file, per Panhandle WDBA Policy.

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

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

**Changes to Parent Share of Cost:**

Any increase to a parent's share of cost will be effective on the first day of the following month.

Any decrease in a parent's share of cost for the situations where Parent Share of Cost can be reassessed as described in Part B-608 of the Child Care Guide as noted in this policy, will be made effective within 7 (seven) business days in the current month in which new information was obtained. If the 7 (seven) business day period overlaps to a new month, staff will make an explanatory TWIST Counselor Note. Reductions for Parent Share of Cost as a result of redeterminations will be made effective as of the start date in which the new eligibility period begins.

The Panhandle Workforce Development Board continually seeks ways to support the efforts of parents to become self-sufficient. In every circumstance where Parent Share of Cost requires an adjustment, Child Care staff will establish and consistently use the same method and tool to prorate the Parent Share of Cost for the remaining month which best achieves the highest level of reliability and accuracy in the calculations.

Child Care staff will override prorated Parent Share of Cost fees determined by TWIST system calculations to match the prorated fees determined by the prorating tool, and enter a corresponding TWIST Counselor Note detailing the override.

Failure to report changes described in the Child Care Services Rules as stated may result in fact-finding for suspected fraud.

Parent Share of Cost will be reassessed upon resumption of work, job training, or education activities following temporary changes as described in Part D-804. However, the newly assessed Parent Share of Cost must not exceed the amount assessed at the most recent eligibility determination (except upon the addition of a child in care. (Part B-609)

Per Part D-901.a of the Child Care Services Guide, Child Care Services may not be terminated during the 12-month eligibility period for failure to pay the Parent Share of Cost, unless a program violation has occurred. WSP Child Care Staff will work with parents to determine why

payments are not being made and possibly temporarily reduce the Parent Share of Cost if necessary, as described in Part B-604 of the Child Care Services Guide, and this policy.

**Selecting One Provider to Be Paid Parent Share of Cost When Multiple Providers Used:**

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

Staff will adjust the apportioned Paid Parent Share of Cost in the provider section in TWIST by recording the full Paid Parent Share of Cost in the Authorized line for one provider and by using the Authorized line to remove the parent share of cost from any other provider.

WSP will develop procedures to determine, assign, and modify a single provider, *and* designating the method used for prorating Parent Share of Cost according to the requirements as previously described in this policy. WSP is responsible for notifying providers of any changes to collection of Parent Share of Cost.

**Frequent Terminations for Failure to Pay Parent Share of Cost:**

While Panhandle WDBA Policy sets a Parent Share of Cost that is affordable to all eligible families in the Panhandle WDBA, and is not a barrier to families receiving assistance, if frequent terminations are occurring due to failure to pay the Parent Share of Cost, the Panhandle Workforce Development Board may revise the Parent Share of Cost fee schedule to ensure that those fees are not a barrier to assistance for families at certain income levels, if determined necessary.

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

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

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

- Evaluating a family's financial situation for extenuating circumstances that may affect affordability of the assessed Parent Share of Cost;



- Identifying and assessing the circumstances that may jeopardize a family's self-sufficiency;
- Offering a temporary reduction in the Parent Share of Cost if the family has extenuating circumstances that warrant a reduction; and
- Documenting the evaluation of the family's financial situation and any temporary reduction granted.

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

The Panhandle WDBA definition of what constitutes frequent terminations is 20%. WSP will immediately notify Panhandle WDA Board Staff at the designated email address when the 20% threshold for terminations has been reached.

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

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

**Parent-Initiated Parent Share of Cost Reduction Requests:**

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

Panhandle WDBA policy does not allow a request to reduce the Parent Share of Cost amount assessed pursuant to subsection (a)(1)(B) of this section upon the Parent's selection of a TRS (Texas Rising Star) certified Child Care Services Provider at this time.

Because Panhandle WDBA policy states that Child Care Services Providers will not be reimbursed when the Parent fails to pay the Parent Share of Cost, the Board does not require Parents to repay the Provider before being eligible for future Child Care Services.

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

#### **§809.20 Maximum Child Care Services Provider Reimbursement Rates**

The maximum Child Care Services Provider reimbursement rates are found in attachment 1 to this policy, as updated.

Child Care Services Providers that offer transportation will be reimbursed up to the maximum Provider reimbursement rate as shown on attachment 1 to this policy, as updated.

In addition to complying with this section of the Child Care Services Rules as stated, WSP will ensure that:

- Reimbursement for Child Care Services is paid only to the Provider;
- Regulated Child Care Services Providers are reimbursed based on a child's monthly enrollment authorization;
- Providers cannot charge the difference between their published rate and the Panhandle WDBA reimbursement rate; and
- Child Care Services Providers will not receive reimbursement of Parent fees if the Parent fails to pay their fees.

The Panhandle Workforce Development Board will not pay any Parent Share of Cost that is not collected.\* (see note on last page of this document)

The Panhandle Workforce Development Board has established a higher enhanced reimbursement rate than those specified in B-703.a, as shown on Attachment 1 to this policy, and as updated.

#### **§809.41(a)(1)(B) Children with Disabilities**

A child with disabilities who is under 19 (nineteen) years of age meets the age requirement for eligibility for Child Care Services.

The Panhandle Board will not pay a higher rate of reimbursement in these cases, nor pay for any additional staff or equipment.

#### **§809.41(b) Time Limits**

Child Care Services may be provided up to 4 years for a Parent attending an educational program, for a total of 8 semesters for Fall and Spring attendance, or no more than a total of 12 (twelve) semesters for Fall, Spring, and Summer attendance.

The minimum number of weeks a Parent can request suspension of Child Care Services while attending school is 2 (two) weeks, and the maximum number of weeks that can be requested is 14 (fourteen) weeks. (Part D-806)

**§809.41(c) Children of Parents Attending a Post-Secondary Education Program**

There is no Panhandle WDBA policy for the provision of child care services based on the type of education or degree level (such as an advanced degree) pursued by the parent.

There is no Panhandle WDBA policy that places a type of restriction related to requiring an attachment to a target or demand occupation as a condition of initial eligibility or eligibility redetermination.

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

Parents attending an educational program that leads to a postsecondary degree from an institution of higher education are exempt from residing with the child.

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

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

1. The first priority group is automatically assured Child Care Services, and includes children of families with very low income, and/or eligible for the following:
  - Choices Child Care as referenced in §809.45;
  - TANF (Temporary Assistance for Needy Families) Applicant Child Care as referenced in §809.46;
  - SNAP E&T Child Care as referenced in §809.47; or
  - Transitional Child Care as referenced in §809.48.
  
2. The second priority group is served after the first priority group, subject to the availability of funds, in the following order of priority, and includes children with special needs, and vulnerable populations:
  - 1) Children who need to receive protective services Child Care as referenced in §809.49;
  - 2) Children of a qualified veteran or qualified spouse as defined in §801.23;
  - 3) Children of a foster youth as defined in §801.23;
  - 4) Children experiencing homelessness defined in §809.2 & described in §809.5;
  - 5) Children of Parents on military deployment as defined in §809.2 whose Parents are unable to enroll in military-funded Child Care assistance programs;
  - 6) Children of teen Parents as defined in §809.2; and
  - 7) Children with disabilities as defined in §809.2.

Foster youth will be served according to the provisions outlined in Texas Workforce Commission (TWC) Workforce Development (WD) letter 43-11, as updated.

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

- Supplemental Security Income (SSI) benefits
- Social Security Disability Insurance (SSDI) benefits
- Texas Health and Human Services Commission, Early Childhood Intervention (ECI) program
- Head Start program that identified the child as having a disability
- Public school special education services, including preschool programs for children with disabilities (PPCD)

Documentation from a qualified health care provider is also acceptable.

All documentation for children with disabilities will be completed in the documentation log for each child and placed in the customer file.

All medical documents will be placed in a separate file and location apart from the case file.

3. The third priority group designated by this Panhandle Workforce Development Board Area policy includes:

- Parents who are receiving services from workforce partners and participating in programs funded by the Panhandle Workforce Development Board, such as WIOA; and
- Adding siblings of a child who is already receiving Child Care Services but who are not currently receiving Child Care Services themselves. **\*(see note on last page of this document)**

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

#### **§809.44 Calculating Family Income and Family Income Limits**

Family income will be calculated in accordance with TWC guidelines that take into account irregular fluctuations in earnings, and temporary increases in income, including temporary increases that result in monthly income exceeding 85% SMI will not affect eligibility or Parent Share of Cost. Income sources per 809.44(b) will be excluded from the family income, and income that is not listed in subsection (b) of this section as excluded from income, will be included as income.

The Panhandle WDBA income eligibility limits may not exceed 85% of SMI.

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

Workforce Development Board Area, may use a Standard Deduction of 30% as an option to determine net income for self-employment.

WSP Child Care Services Staff will:

- Verify that a self-employment business or enterprise is in existence and covers the eligibility period for Child Care Services at initial eligibility determination and at eligibility redetermination using one of the documents listed in D-109c;
- Ensure that business expenses for self-employment enterprises are verified at initial eligibility determination, eligibility redetermination, and following a reported change in family income; and
- Follow the guidelines as stated in Part D-107 through Part D-111 regarding calculating family income, including income exclusions and inclusions, bonuses, lump sum payments, unearned income, and lack of income documentation, in their entirety.

A child must meet the criteria to be eligible to receive Child Care Services, at the time of eligibility determination or re-determination, as stated in this section of the rules. The exception is a child receiving or needing protective services as described in §809.49.

In addition, Child Care services eligibility procedures, including forms, will include the following requirements:

1. Ensure only eligible Parents receive Child Care Services, and no child is enrolled in Child Care Services before eligibility has been completed, reviewed, and verified prior to authorizing care, except for children experiencing homelessness as outlined in §809.52.
2. Give priority for services to children experiencing homelessness, as stated in §809.43. Families meeting the §809.52 definition of experiencing homelessness are considered as having income that does not exceed 85% of the state median income. Therefore, income eligibility determinations for families with a child experiencing homelessness are not required.
3. Eligibility determination may only be considered when a signed application and all associated documents which comply with all federal and state statutes and regulations and local policy are received by WSP within 20 (twenty) days.

Past performance or attendance in an education or job training program must not be considered in initial eligibility for Child Care Services. A Parent's progress toward completion of the education or job training program must be based only on the Parent's performance while receiving Child Care Services, as a lack of stable Child Care can contribute to a Parent's inability to work toward successful completion of the education or training activity. (Part D-101.c) Parents attending a program that leads to a postsecondary degree from an institution of higher education may be exempted from residing with the child, on a case by case basis. Justification for the exemption including time limits must be completely documented.

### **§809.48 & §809.50 Minimum Activity Requirements for Parents**

All At-Risk and Transitional Parents are required to participate in a combination of training, education, or employment activities for an average of 25 hours per week for a Single-Parent Family, or an average of 50 combined hours per week for a Two-Parent Family.

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

### **§809.71 Parent Rights**

In addition to the other requirements in this section of the Child Care Child Care Services Rules, WSP will send written notification of the possible termination of Child Care Services for excessive unexplained absences to Parents. Parents will also be sent written notification of possible termination of Child Care Services for failure to pay the Parent Share of Cost. These notices will be sent at least 15 (fifteen) calendar days before termination.

### **§809.71(3) Transfers**

A Parent receiving Child Care Child Care Services assistance will be allowed to transfer a child from one Child Care Services Provider to another after the Parent submits a transfer request to WSP Child Care Child Care Services Staff, and there is no limit on the number or frequency of transfers of a child from one Child Care Provider to another.

### **§809.75 Attendance Standards and Reporting Requirements**

WSP will inform families and Child Care Services Providers of new program violation rules by letter as required in TWC WD Letter 04-18, as updated. Sample notification letters are attached to the WD letter for adaptation by WSP. **\*(see note on last page of this document)**

### **§809.78 Attendance Standards and Reporting Requirements**

Multiple attempts to contact the child care parent and child care provider prior to terminating services per §809.78(d)(2) require Child Care staff to provide written notice to the parent and the child care provider at reasonable times through established communication channels of the child's absences and the potential termination of services, at a minimum when a child reaches 15 and 30 general absences cumulatively within a 12-month eligibility period, as described below:

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

Child Care staff will document all attempts made to contact parents and child care providers to determine why the child is absent and to explain the importance of regular attendance in TWIST Counselor Notes, as previously described. **\*(see note on last page of this document)**

**§809.92(d) Child Care Services Providers Published Rate Costs**

Child Care Services Providers are prohibited from charging Parents eligible for Child Care Services the difference between the Provider's published rate and the amount of the Panhandle WDBA reimbursement rate (including the assessed Parent Share of Cost). **\*(see note on last page of this document)**

**§809.95 Child Care Services Provider Automated Attendance Agreement**

Lost CCAA (Child Care Attendance Automation) cards will be handled is as follows:

- Parents will be made aware that they must notify WSP Child Care Child Care Services Staff of a lost CCAA card within 2 (two) business days of the first Z-day (non-swipe); and
- WSP childcare staff will implement procedures to expedite the process of replacing lost CCAA cards, including adjusting Z-days appropriately.

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

WSP will develop Fraud Fact-Finding procedures that comply with this section of the Child Care Child Care Services Rules and Child Care Services Guide as updated, TWC WD Letter 21-16, as updated, and relevant Panhandle WDBA policy.

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

Any actions deemed appropriate by WSP will comply with current Panhandle WDBA Child Care Services Fraud policy, and will include the involvement of the Panhandle WDA Board Staff.

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

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

**§809.115 Corrective Adverse Actions**

WSP will develop procedures to take corrective action consistent with subsections (a) - (c) of this section against a Child Care Services Provider when a Provider:

- Possesses, or has on the premises, attendance cards without the Parent being present at the Provider site;
- Accepts or uses an attendance card or PIN (Personal Identification Number) of a Parent or secondary cardholder; or
- Performs the attendance reporting function on behalf of a Parent.

WSP will develop procedures to take corrective action consistent with subsections (a) - (c) of this section against a Parent when a Parent or Parent's secondary cardholder gives his or her card to a Provider or PIN to a Provider.

**§809.135 TRS Process for Reconsideration**

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

**\*Note: Unless superseded by TWC guidance and directives, including but not limited to TWC WD letters.**

Any waiver requests to this policy must be submitted per current Panhandle WDBA policy.

**ATTACHMENTS:** See Appendix C Chapter 3-Child Care Services

**RESCISSIONS: Child Care Services Policy-Update Chapter 3, Section 3.1, Effective 12-01-2019**



# ITEM 7b

**PANHANDLE WORKFORCE DEVELOPMENT BOARD AREA MANUAL**

**Chapter 1-Universal Policies for Workforce Customers**

**Section 1.26**

**National or Local Disasters**

**Effective 05-27-2020**

**PURPOSE:** To provide Panhandle WDBA (Workforce Development Board Area) policy for workforce activities during national or local disasters.

**PANHANDLE WORKFORCE DEVELOPMENT BOARD AREA POLICY:**

In the case of a national or local disaster declaration, all workforce activities will be in compliance with existing and modified TWC (Texas Workforce Commission) contracts, WD (Workforce Development) Letters, and other guidance.

**Work Experience-Overtime**

Subject to available funds and the timeframe for service delivery of Work Experience activities (contact tracing, e.g.), when there are extenuating circumstances due to the nature of the work, and there is a business necessity which requires additional work beyond 40 hours in a week, overtime will be allowed.

**Related Panhandle WDBA Program Policies**

Panhandle Workforce Development Board Area program policies for Work Experience (except overtime), Supportive Services, and Case Management remain in effect during a declared disaster. However, if there are circumstances that necessitate adjustments due the nature of the disaster, WSP (Workforce Solutions Panhandle) staff will document the justification for the adjustments in TWIST (The Workforce Information System of Texas) Counselor Notes. The WSP Director will notify Panhandle WDA Board staff when adjustments occur.

**ATTACHMENTS:** None

**RESCISSIONS:** None

# ITEM 8

# **Workforce Solutions Panhandle Contractor's Report to the Panhandle Workforce Development Board Update on COVID-19 Related Workforce Program Response**

## **BACKGROUND**

As developments related to the COVID-19 virus pandemic quickly unfold on a daily and sometimes hourly basis, and Federal, State, Local, and City declarations are issued, the Workforce Development Director and staff are in close contact with the Workforce Solutions Panhandle (WSP) Contractor to discuss and formulate plans of action in response to these developments, which align with the Panhandle Response Plan. This includes providing Panhandle Workforce Development Board guidance for WSP in developing appropriate protocols for workforce services delivery and workforce center staff, allowing for as much flexibility as possible, while maintaining compliance with all directives, and forwarding relevant information from Federal, State, and Local agencies. In the event of emergency declarations, before any decisions are made or put in place, PRPC staff and WSP staff will meet to create new or modify existing plans of action for immediate implementation.

## **LOCAL SERVICE DELIVERY**

WSP offices transitioned to virtually serving customers on Monday, March 23<sup>rd</sup>. A recent WSP website upgrade completed in February, including a secure portal which allows for the sharing of confidential information between a customer and staff, is enabling staff in serving customers virtually, in conjunction with the existing Shore-Tel Internet Protocol (IP) telephone system.

The WSP Contractor implemented protocols for workforce center staff to continue providing services while putting efforts in place for the safety and welfare of customers and staff, including:

- Posting notices on the WSP website notifying customers about critical COVID-19 information relating to accessing services and posting updates as developments warrant;
- Cancelling group meetings, orientations, and employer hiring events;
- Appropriate workforce center front door signage strongly encouraging customers to reach out to WSP staff for services;
- Using e-mail, phone, text and the customer portal on the WSP website to distribute updated information to employers, job seekers, and workforce program participants; and
- Increasing social media presence to better communicate with WSP customers during this time and in the future.

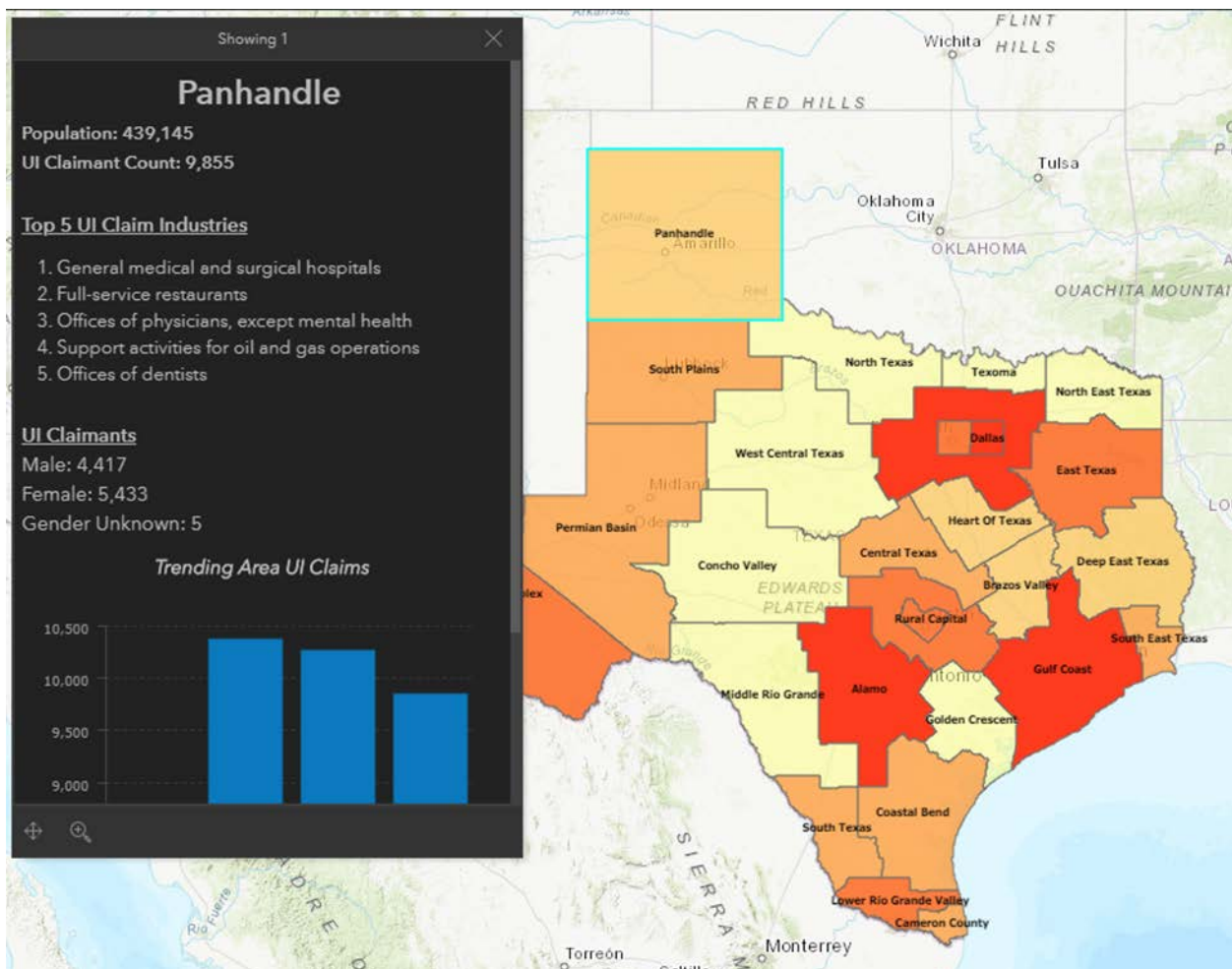
One week later, by the 1<sup>st</sup> of April, 47 WSP staff were transitioned to teleworking, utilizing Virtual Private Network (VPN) and virtual desktop software, allowing staff to connect securely to the WSP network and Texas Workforce Commission (TWC) systems. All but

4 of the 68 WSP staff began teleworking as of April 13<sup>th</sup>, utilizing existing and recently-purchased laptop and desktop computer equipment.

## **UNEMPLOYMENT INSURANCE**

Included in the Coronavirus Aid, Relief, and Economic Security Act (CARES), which Congress passed and the President signed into law, are relevant provisions related to the administration of and eligibility criteria for state unemployment insurance (UI) programs. Outlined by the U.S. Department of Labor in the publication of UI Program Letter 14-20 (UIPL) are Pandemic Unemployment Assistance (PUA) for those not typically eligible for UI, and expanded UI benefits. Its purpose is for individuals who are not eligible for regular, extended benefits, or Pandemic Emergency Unemployment Compensation (PEUC), including exhaustees.

The graphic below comes from the TWC website, [UI Claims by Region](#) and indicates the Panhandle has approximately 10,000 claimants as of the latest update on 5/11/20.



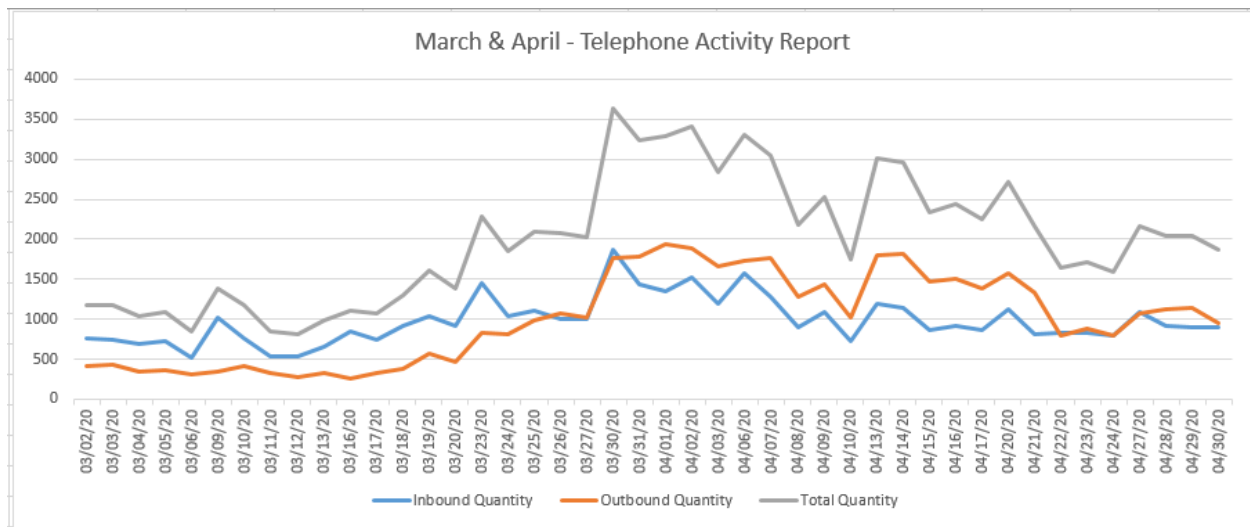
Understandably, TWC is experiencing exceptionally high volume on its website and at UI Tele-Centers. To assist TWC's UI department in Austin, four of the seven Panhandle TWC staff, who normally work out of the WSP offices, have been assigned to receive a portion of the workload in their local teleworking positions to help relieve the overload.

Most of the WSP staff activities in late March and the entire month of April involved answering telephone calls from customers attempting to file UI claims. All claims are taken by the UI Tele-Centers around the state through a “1-800” number or website. However, the volume of calls and website activities have resulted in many claimants not able to get through and WSP local telephone lines started to ring.

**BY THE NUMBERS**

- 94,616 phone calls from 3/16/20 to 5/14/20 in the Panhandle
- 9,855 UI claims filed as of 5/2/20 as reported by TWC on 5/11/20

Telephone activity peaked on March 30 when TWC received 1,869 incoming calls, and placed 1,774 outbound calls, totaling 3,643 calls in one day. A typical day (pre-Covid-19) would average approximately 1,000 total calls.



**ASSISTANCE FOR EMPLOYERS**

WSP hosted three webinars in early April for employers. The first webinar was on April 1<sup>st</sup> and partnered with TWC Commissioner, Aaron Demerson, and his office along with Brad Howard and Allison Davis, of Brown & Fortunato. Almost 300 local employers attended this webinar and were able to submit questions and receive answers from labor law attorneys. The following week, in a continuation of the webinar with Brad Howard and Allison Davis, approximately 75 employers joined the session. On 4/09/20, WSP hosted a webinar exclusively for Child Care providers, when twelve area providers joined the webinar to learn more about the Paycheck Protection Program from Gina Woodard with the Small Business Development Center (SBDC) at West Texas A&M University.

A new website, [www.txpanhandlecovid19.com](http://www.txpanhandlecovid19.com), built in partnership with the Amarillo Economic Development Corporation (AEDC) and SBDC started during the week of March 16<sup>th</sup>. Information from this site is included on the WSP website [www.wspanhandle.com](http://www.wspanhandle.com), as well.

A new page was added to the WSP website entitled “Jobs Now 2020”, and quickly received responses from surveyed employers in the area to promote openings they were currently trying to fill. There were 50 local employers who took advantage of this recruiting option.

## **CHILD CARE**

Provision of Child Care services has been substantially impacted in this environment. On March 31st, Governor Abbott issued Executive Order GA 14 implementing Essential Services and Activities Protocols for the entire state of Texas. The protocols direct all Texans to minimize non-essential gatherings and in-person contact with people who are not in the same household. The Governor’s Executive Order renews and amends his previous order enforcing federal social distancing guidelines for COVID-19. The protocols allow exceptions for essential activities and services based on the Department of Homeland Security’s guidelines on the Essential Critical Infrastructure Workforce. Examples of these essential services include healthcare, grocery stores, banking and financial services, utilities, child care for essential service employees, and government services.

Child day care operations are encouraged to remain open to serve essential service employees and children receiving protective daycare services authorized by the Department of Family & Protective Services (DFPS). In an effort to match essential service employees with available child care spots, the Governor stood up a Child Care Task Force and created the Frontline Child Care Portal.

WSP works with a total of 103 providers (including one Relative Care provider). Of these providers:

- 78 providers are open (76%)
- 13 are planning to reopen before the end of May, 2020 (13%)
- 7 are normally closed all summer because they follow an ISD schedule (7%)
- 5 providers do not have plans to open by the end of May, 2020 (5%)

Given the broad impact of COVID-19, many parents enrolled in the child care subsidy program are facing financial hardships. Families may be unable to pay the normal “Parent Share of Cost” (PSOC) due to loss of income, inability to leave home due to self-isolation or quarantine, child care provider closure, and other COVID-19–related reasons. Offsetting the PSOC losses to all affected child care providers could help mitigate the financial impacts to programs and support the state’s child care supply.

On March 17, 2020, the Texas Workforce Commission’s (TWC) three-member Commission (Commission) authorized Boards to make supplemental payments to child care providers to help offset lost PSOC payments, and on March 26, 2020, TWC issued WD Letter 07-20, “COVID-19 Child Care Services Guidance,” with initial guidance on implementing policies to ensure continuity of services for families and payments for providers.

Additionally, on March 24, 2020, the Commission approved a supplemental distribution to Boards to fund supplemental payments to child care programs to offset lost PSOC payments.

## **ARRIVAL OF NEW MOBILE UNIT**



Just prior to the “Shelter in Place” order from the Governor of Ohio, our new Mobile Career Services vehicle left Reynoldsburg, Ohio-based manufacturer Farber Specialty Vehicles and was delivered to PRPC. It is currently safely in storage until it can be placed into service to resume offering in-person services to our rural communities.

## **GOING FORWARD**

Board and Contractor staff is working closely with TWC in developing a plan approved to bring staff back to the office gradually. This plan will include providing “curbside” services to customers needing to be served in-person starting in June.



# **ITEM 9**

**Workforce Development Director's Report to the  
Panhandle Workforce Development Board  
Update on COVID-19 Related Workforce Program Response**

**ADDITIONAL FUNDING FOR THE PANHANDLE**

- Child Care Formula Grant funds in the amount of \$3,297,231 will be utilized to address the special child care needs during the COVID-19 pandemic, and effective June 1, 2020, TWC will implement new Stabilization Grants for closed providers participating in the subsidy program and are designed to help defray some expenses being incurred by closed providers of varying size.
- Wagner-Peyser Employment Services funds in the amount of \$53,545 will be utilized for staffing to cover staff redirected to assist with UI Tele-Centers needs.
- National Disaster Dislocated Worker funds in the amount of \$313,313 have been awarded to assist affected individuals residing in the Panhandle Workforce Development Area affected by COVID-19 beginning March 13, 2020.
- Skills Development Fund COVID-19 Special Initiative funds in the amount of \$250,000 have been awarded to support training in the Panhandle Workforce Development Area.
- High-Demand Job Training Project funds will be utilized in a new partnership developed with the Amarillo Economic Development Corporation (AEDC) and the Panhandle Workforce Development Board, for a dollar-for-dollar matching project of local economic development tax funds, to purchase equipment to facilitate occupational training of students in Career & Technology Education (CTE) with the River Road Independent School District (ISD), the Highland Park ISD, the Bushland ISD, at Randall High School in the Canyon ISD, and at the Amarillo Area Center for Advanced Learning (AACAL) in the Amarillo ISD.

**GOING FORWARD**

- Board staff has submitted an application to the Texas Workforce Commission (TWC), and is awaiting approval, for additional funding for Workforce Innovation and Opportunity Act (WIOA) for Additional Pandemic Response Rapid Response/Layoff Aversion/COVID-19 Activities in the amount of \$195,000.
- The Panhandle has cancelled the Summer Earn and Learn (SEAL) Program due to the COVID-19 pandemic.
- Developments related to the COVID-19 virus pandemic continue to quickly unfold on a daily and sometimes hourly basis. As Federal, State, Local, and City declarations are issued, the Workforce Development Director and staff are in close contact with the Workforce Solutions Panhandle (WSP) Contractor to discuss and formulate plans of action in response to these developments, which align with the Panhandle Response Plan. In the coming months, the Workforce Development Director will be sending period updates to members to keep the Board apprised of the issues affecting Workforce Development in the Panhandle.

# **ITEM 10**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2019 – JUNE 30, 2020**

**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, 2022

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Lynda McCarty

Director of Human Resources & Risk Management

Toot 'n Totum

1115 South Taylor

Amarillo, Texas 79101

(806) 373-4351 / (806) 371-1852 fax

[lmccarty@tootntotum.com](mailto:lmccarty@tootntotum.com)

Industry Represented: Retail (44)

TWC ID #: 001776207

Firm Size: 1,048 employees

Ethnicity/Gender: W/F

Term Expires: June 30, 2022

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Heather Freeman

Director, Workforce Strategies

Consolidated Nuclear Security, LLC - Pantex

P. O. Box 30020

Amarillo, Texas 79120

(806) 573-7782

[heather.freeman@cns.doe.gov](mailto:heather.freeman@cns.doe.gov)

Industry Represented: Manufacturing (31)

TWC ID #: 144395778

Firm Size: 3,230 employees

Ethnicity/Gender: W/F

Term Expires: June 30, 2022

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. Jason Henderson \*\*\*

Operations Director

Bell Helicopter, Textron

10201 Airport Blvd.

Amarillo, Texas 79111

(806) 467-4117

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

Industry Represented: Manufacturing (31)

TWC ID #: 002639157

Firm Size: 4,954 employees

Ethnicity/Gender: W/M

Term Expires: June 30, 2020

**PRIVATE SECTOR (CITY OF AMARILLO)**

(VACANT)

Industry Represented:

TWC ID #:

Firm Size:

Ethnicity/Gender:

Term Expires:

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

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

Industry Represented: Information (51)  
TWC ID #: 08-099770-1  
Firm Size: 11 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30,2022

**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: 619 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2020

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

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

Industry Represented: Wholesale Trade (42)  
TWC ID #: 130532764  
Firm Size: 5 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2020

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

Mr. Matt Parker  
Vice President for Cardiovascular Services  
Baptist St. Anthony's Health System (BSA)  
1600 Wallace Blvd.  
Amarillo, Texas 79106  
(806) 212-5714  
[matt.parker@bsahs.org](mailto:matt.parker@bsahs.org)

Industry Represented: Healthcare (62)  
TWC ID #: 138513173  
Firm Size: 2,491 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2020

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

Ms. Laura Lopez  
Human Resource Specialist  
Hunting Titan Inc.  
11785 Hwy 152  
Pampa, Texas 79065  
(806) 661-3682 / (806) 661-3675 fax  
[Laura.Lopez@hunting-intl.com](mailto:Laura.Lopez@hunting-intl.com)

Industry Represented: Manufacturing (31)  
TWC ID: 143344908  
Firm Size: 252 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2020

**PRIVATE SECTOR (AT LARGE)**

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

Industry Represented: Retail (44)  
TWC ID #: 109626740  
Firm Size: 8 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2022

**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, 2020

**PRIVATE SECTOR (AT LARGE)**

Mr. Francisco Apodaca  
Co-Owner  
Apodaca Brothers  
801 E. Campbell  
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, 2021

**ECONOMIC DEVELOPMENT ORGANIZATIONS**

Ms. Shawna Elliott  
Executive Director  
Pampa Chamber of Commerce  
200 North Ballard Street  
Pampa, Texas 79065  
(806) 669-3241 / (806) 669-3244  
[exec@pampachamber.com](mailto:exec@pampachamber.com)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2020

## **SECONDARY EDUCATION**

Mr. Jay Barrett \*\*\*  
Principal, Amarillo Area Center for Advanced  
Learning  
Amarillo Independent School District  
1100 North Forest  
Amarillo, Texas 79106  
(806) 326-2800  
[jay.barrett@amaisd.org](mailto:jay.barrett@amaisd.org)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2022

## **POST-SECONDARY EDUCATION**

Mr. Texas D. "Tex" Buckhaults  
Interim 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, 2022

## **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, 2020

## **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, 2022

## **VOCATIONAL REHABILITATION ORGANIZATIONS**

Ms. Valarie Robbins  
Area Manager  
Texas Workforce Solutions  
Vocational Rehabilitation Services  
5809 South Western Boulevard, #255  
Amarillo, Texas 79110  
(806) 351-3830 / (806) 351-3860 fax  
[valarie.robbins@twc.state.tx.us](mailto:valarie.robbins@twc.state.tx.us)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2020

**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, 2020

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Irene Arnold \*\*\*  
Case Manager  
Downtown Women’s Center, Inc.  
409 South Monroe  
Amarillo, Texas 79101  
(806) 372-3625 / (806) 372-9026  
[irene@dwcenter.org](mailto:irene@dwcenter.org)

Ethnicity/Gender: H/F  
Term Expires: June 30, 2020

**LABOR ORGANIZATIONS**

Mr. Drew Downs  
Assistant Business Manager  
International Brotherhood of Electrical Workers -  
Local 602  
200 South Fannin Street  
Amarillo, Texas 79106  
(806) 376-9945 / (806) 376-9407  
[ddowns@ibew602.org](mailto:ddowns@ibew602.org)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2020

**LABOR ORGANIZATIONS**

Mr. John West, II \*\*\* / \*\*\*\*  
Council Representative  
Central South Carpenters Regional Council  
702 South Madison Street  
Amarillo, Texas 79101  
(806) 373-4574 / (806) 374-4437 fax  
[jwest@cscouncil.net](mailto:jwest@cscouncil.net)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2020

**PUBLIC EMPLOYMENT AGENCY**

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

Ethnicity/Gender: W/M  
Term Expires: June 30, 2020



**STATE DEPARTMENT OF HUMAN SERVICES**

Ms. Tonya McWilliams  
Program Manager  
Texas Health and Human Services Commission  
28 Western Plaza Drive  
Amarillo, Texas 79109  
(806) 457-5231 / (806) 457-5212  
[Tonya.McWilliams@hpsc.state.tx.us](mailto:Tonya.McWilliams@hpsc.state.tx.us)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2022

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