



**Consortium's Governing Body  
Meeting Agenda  
February 27, 2025**

**PANHANDLE WORKFORCE DEVELOPMENT  
CONSORTIUM'S GOVERNING BODY  
2025 Meeting Calendar**

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

We are providing you with the 2025 Consortium's Governing Body meeting schedule. The Body must meet a minimum of four times this year. However, there may be a rare occasion that necessitates having an additional meeting. This would only occur when a board action is necessary and time is a factor.

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

Thank You!

Marin

<b>February 27, 2025</b>
<b>May 22, 2025</b>
<b>August 28, 2025</b>
<b>December 11, 2025 (Tentatively)</b>



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## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Consortium’s Governing Body will be held at 11:30 a.m. on Thursday, February 27, 2025. Governing Body Members and individuals from the public may access the meeting in person at 415 S.W. 8th Avenue, Amarillo, Potter County, Texas. Lunch will be served to Members prior to the meeting.

In order to accommodate Governing Body 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 Body. 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.

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

<https://us02web.zoom.us/j/85152022827?pwd=0Ey7gUKVGNJkMcUZxEElbjs2jcaba.1>

Or may participate by phone (346) 248-7799

Meeting ID: 851 5202 2827 - Passcode: 267018

A copy of the full agenda packet for this meeting can be found on the PRPC’s website at:

<http://www.theprpc.org>

The Panhandle Workforce Development Consortium’s Governing Body 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 Body as a whole. Individual Body 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**

Consider the approval of the minutes of the December 12, 2024 meeting of the Governing Body.

4. **CURRENT MEMBERSHIP LIST**

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

Review of agenda items presented and concurrence with actions taken at the February 26, 2025 meeting of the Panhandle Workforce Development Board:

5(a). **MINUTES**

Minutes from the:

- 1) PWDB meeting held on December 11, 2024;
- 2) PWDB's Cybersecurity Council meeting held on January 22, 2025; and
- 3) PWDB's Child Care Advisory Committee meeting held on January 22, 2025.

No action by the Body is required.

5(b). **LOCAL EMPLOYER OF EXCELLENCE AWARD**

The Panhandle Workforce Development Board 2024 Local Employer of Excellence Award Recognition for Education Credit Union will be presented. No action by the Board is required.

5(c). **CURRENT MEMBERSHIP LISTS**

- 1) Panhandle Workforce Development Board
- 2) Panhandle Workforce Development Board Child Care Advisory Committee
- 3) Panhandle Workforce Development Board Cybersecurity Council

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

5(d). **APPOINTMENT TO CHILD CARE ADVISORY COMMITTEE**

Members will be asked to consider the appointment of a new member to serve on the Panhandle Workforce Development Board's Child Care Advisory Committee.

5(e). **REPORT ON MEETING OF CHILD CARE ADVISORY COMMITTEE**

Staff will provide a summary of last month's meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Board is required.

5(f). **CHILD CARE QUALITY IMPROVEMENT PURCHASES**

Members will be asked to consider two proposed purchases from the Child Care and Development Fund (CCDF) Child Care Quality Improvement Activity (CCQ) grant:

- 1) Frog Street Press - Child Care Frog Street Curriculum
- 2) Lakeshore Learning Materials - Child Care Learning, Social Emotional and Self-Regulation materials

5(g). **PANHANDLE WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE**

Members will be presented with several upcoming activities which will require the services of the Board's Executive Committee previously appointed by the Chairperson. No action by the Board is required.

5(h). **DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES**

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

**5(i). PROCUREMENT OF COMPREHENSIVE GENERAL BUILDING MAINTENANCE SERVICES FOR WORKFORCE SOLUTIONS PANHANDLE**

Members will be asked to authorize Board staff to proceed with the procurement process for a potential four-year contract with an entity to provide Comprehensive General Building Maintenance Services for two Workforce Solutions Panhandle offices:

- 1) 3120 Eddy Street in Amarillo
- 2) 1028-B Megert Center in Borger

The current contract expires on March 31, 2025. Staff recommends that members authorize Board staff to continue with the procurement process, with the understanding that the Chair will convene the Executive Committee, prior to that date, in order to execute a new contract.

**5(j). PROCUREMENT OF PRE-PAID FUEL CARDS FOR WORKFORCE SOLUTIONS PANHANDLE PROGRAM CUSTOMERS**

Members will be asked to authorize Board staff to proceed with the procurement process for a potential vendor to supply pre-paid fuel cards usable for the purchase of fuel, by workforce development program customers needing transportation support services assistance, at outlets in the Panhandle Workforce Development Area.

The current agreement expires on March 31, 2025. Staff recommends that members authorize Board staff to continue with the procurement process, with the understanding that the Chair will convene the Executive Committee, prior to that date, in order to execute a new agreement.

**5(k). PROCUREMENT OF LEASE SPACE FOR WORKFORCE SOLUTIONS PANHANDLE OFFICE IN BORGER**

Members will be asked to authorize Board staff to proceed with the procurement process of a three-year lease for office space for Workforce Solutions Panhandle in Borger.

The current lease expires on March 31, 2025. Staff recommends that members authorize Board staff to continue with the procurement process, with the understanding that the Chair will convene the Executive Committee, prior to that date, in order to execute a new lease agreement or instruct staff to make other arrangements.

**5(l). PANHANDLE WORKFORCE DEVELOPMENT BOARD TECHNOLOGY, DATA AND CYBERSECURITY POLICY UPDATE**

Members will be presented with a report of the results of the discussion, input and subsequent vote from the Board's Cybersecurity Council meeting on January 22, 2025 in which the Council approved an update to the PWDB Technology, Data, and Cybersecurity policy for the Panhandle Workforce Development Area. Copies of the updated policy will be available to Board members, upon request, at the meeting. If discussion is needed, the members will enter a brief closed session as per Texas Government Code §551.089, which does not require a governmental body to conduct an open meeting to deliberate:

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

No action by the Board will be taken in the closed session. Upon returning to the open session of the Meeting, the Board will be asked to concur with the Council's vote to approve the updated policy.

**5(m). PANHANDLE WORKFORCE DEVELOPMENT BOARD PLAN**

Members will be asked to consider approval of the 2025-2028 PWDB Plan as required by the Texas Workforce Commission (TWC). A draft copy of the Plan will be available at the meeting and may be found on the PRPC website under the Workforce Development Program at: <http://www.theprpc.org/Programs/WorkforceDevelopment/default.html>

Public comment opportunity and Member vote will be recognized.

**5(n). LOCAL MONITORING REPORT**

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

**5(o). REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2024 – December 31, 2024 will be presented. No action by the Board is required.

**5(p). CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES**

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

**6. FINAL PUBLIC COMMENT PERIOD**

**7. 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 19<sup>th</sup> day of February 2025, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



415 South West Eighth Avenue  
P. O. Box 9257  
Amarillo, Texas 79105  
(806) 372-3381  
(806) 373-3268 (fax)  
[www.theprpc.org](http://www.theprpc.org)

Leslie Hardin

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# **ITEM 3**

## **CGB Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Consortium's Governing Body  
Minutes  
December 12, 2024

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, December 12, 2024, at 11:30 a.m.

In order to accommodate Body's members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission (PRPC).

Body members and individuals from the public who desired to attend in person, accessed the meeting at the PRPC office at 415 S.W. 8<sup>th</sup> Avenue, Amarillo, Potter County, Texas.

Judge Irwin presided.

MEMBERS PRESENT:

- Cole Stanley, City of Amarillo
- Dan Looten, County of Carson
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Isabel "Izzy" Carrasco, County of Parmer

MEMBERS ABSENT:

- D J Wagner, County of Deaf Smith
- Alicia Law, County of Sherman

OTHERS PRESENT:

Trent Morris, Workforce Solutions Panhandle.

STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Ana Gonzalez, Leslie Hardin, Amanda Leal, Heather Reid and Marin Rivas.



1. CALL TO ORDER

Judge Irwin called the meeting to order, and noted that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered the minutes from the August 22, 2024 meeting of the Governing Body. Judge Looten moved for approval. Judge Carrasco seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only. No action by the Body was required.

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

Members were asked to review agenda items presented and consider concurrence with actions taken at the December 11, 2024 meeting of the Panhandle Workforce Development Board:

5a. MINUTES

Minutes from the PWDB meeting on August 21, 2024; the PWDB's Cybersecurity Council meeting held on October 23, 2024; and the PWDB's Child Care Advisory Committee meeting held on October 23, 2024. No action by the Body was required.

5b. CURRENT MEMBERSHIP LISTS

Informational items only. No action by the Body was required.

5c. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) TECHNOLOGY, DATA AND CYBERSECURITY POLICY

Members were presented with a report of the results of the discussion, input and subsequent vote from the Board's Cybersecurity Council meeting on October 23, 2024 in which the Council approved an updated PWDB Technology, Data, and Cybersecurity policy for the Panhandle Workforce Development Area to be recommended to the full Board. Judge Looten moved to approve the policy as presented. Judge Porter seconded the motion; the motion carried.

5d. REPORT ON MEETING OF CHILD CARE ADVISORY COMMITTEE

A summary of last month's meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Body was required.

5e. LOCAL MONITORING REPORT

An update on monitoring activities. No action by the Body was required.

5f. UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICIES

Members were asked to consider proposed updates to three current local PWDB policies:

- a) In-Demand Industries, In-Demand Occupations, and Target Occupations;
- b) Child Care Services; and
- c) Customer Incentives;

There were no public comments and Mayor Stanley moved to approve the updates. Judge Porter seconded the motion; the motion carried.

5g. REPORTS ON GRANTS

A review of reports on the Panhandle's grants for October 1, 2023 – September 30, 2024. No action by the Body was required.

5h. HIGH DEMAND JOB TRAINING GRANT – FRANK PHILLIPS COLLEGE

Members were presented with proposed purchases of equipment for Frank Phillips College's Rahl Campus in Dalhart, under the 2024-25 High Demand Job Training Grant. Judge Looten moved to approve the purchases as presented. Mayor Stanley seconded the motion and the motion carried.

5i. WORKFORCE INNOVATION FUND GRANT APPLICATION FOR CACIQUE FOODS

Members were updated on the status of a Texas Workforce Commission (TWC) Workforce Innovation Fund project that was proposed to TWC in September on behalf of Cacique Foods to support training for continuous equipment maintenance and operator skill development for their Amarillo processing facility and were informed that the PWDB had not been awarded funding for this project. No action by the Body was required.

5j. PROGRAM PRESENTATION – BOARD OVERSIGHT CAPACITY AND COMMUNITY IMPACT STATEMENT

Members were presented with the Panhandle's 2024 Community Impact Statement, submitted to the Texas Workforce Commission in October, as part of its evaluation of the PWDB's overall capacity to oversee and manage local funds and the delivery of local workforce services. No action by the Body was required.

5k. CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

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

5l. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

6. FINAL PUBLIC COMMENT PERIOD

Mayor Stanley provided comments for discussion regarding topics including:

- Legislative Update(s) and the U.S. Department of Government Efficiency (DOGE); and
- Creation of a “Panhandle Priority List” in collaboration with the Panhandle Regional Planning Commission (PRPC), regional Legislators and other stakeholders, to include identification of resources and development of policies.

7. ADJOURN

There being no further business to come before the Body, Mayor Stanley moved that the meeting adjourn. Judge Carrasco seconded the motion; the meeting adjourned.



# **ITEM 4**

## **CGB Membership List**

**PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM'S GOVERNING BODY  
CURRENT MEMBERSHIP  
JULY 1, 2024 – JUNE 30, 2025**

**CITY OF AMARILLO**

The Honorable Cole Stanley  
Mayor, City of Amarillo  
P. O. Box 1971  
Amarillo, Texas 79105-0001  
(806) 378-3014  
(806) 378-9394 fax  
[cole.stanley@amarillo.gov](mailto:cole.stanley@amarillo.gov)

**AT- LARGE**

The Honorable DJ Wagner  
Judge, County of Deaf Smith  
235 E. 3<sup>rd</sup> Rm 201  
Hereford, Texas 79045  
(806) 363-7000  
(806) 363-7022 fax  
[judgewagner@wtrt.net](mailto:judgewagner@wtrt.net)

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

The Honorable Alicia Law  
Judge, County of Sherman  
P. O. Box 165  
Stratford, Texas 79084-0165  
(806) 366-2021  
(806) 366-3011 fax  
[cojudge@co.sherman.tx.us](mailto:cojudge@co.sherman.tx.us)

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

The Honorable Cindy Irwin \*  
Judge, County of Hutchinson  
P.O. Box 790  
Stinnett, Texas 79083  
(806) 878-4000  
(806) 878-4048 fax  
[judgeirwin@hutchinsoncnty.com](mailto:judgeirwin@hutchinsoncnty.com)

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

The Honorable Isabel "Izzy" Carrasco  
Judge, County of Parmer  
401 3<sup>rd</sup> Street  
P.O. Box 506  
Farwell, Texas 79325  
(806) 481-3383  
(806) 481-9548 fax  
[isabel.carrasco@parmercounty.texas.gov](mailto:isabel.carrasco@parmercounty.texas.gov)

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

The Honorable Dan Looten  
Judge, County of Carson  
P.O. Box 369  
Panhandle, Texas 79068  
(806) 537-3622  
(806) 537-2244 fax  
[dan.looten@co.carson.tx.us](mailto:dan.looten@co.carson.tx.us)

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

The Honorable Chris Porter \*\*  
Judge, County of Gray  
205 N. Russell  
Pampa, Texas 79065  
(806) 669-8007  
(806) 669-3048 fax  
[chris.porter@graycch.com](mailto:chris.porter@graycch.com)

\* Chairman

\*\* Vice-Chairman



# **ITEM 5a(1)**

## **Workforce Development Board Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION

Panhandle Workforce Development Board

Minutes

December 11, 2024

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, December 11, 2024.

In order to accommodate Board members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Board members and individuals from the public who desired to attend in person, accessed the meeting at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Caddell presided.

MEMBERS PRESENT:

- Betty Bara, La Fiesta Grande
- Jay Barrett, AmTech Career Academy
- Wanda Boatman, Plains Dairy
- Kevin Caddell, Furniture Fashions, LTD
- Edward Dominguez, Triple D Heating and Air Conditioning
- Jill Goodrich, Opportunity School
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Kristi Hanes, Night & Day, Care & Play Inc.
- Crystal Hermesmeier, Shamrock Economic Development Corporation
- Lisa Lillard, Texas Health and Human Services Commission
- Jahnel McClain, Goodwill Industries of Northwest Texas
- Amy Moran, CNS Pantex
- David Parker, Harwell & Cook Orthodontics
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Frank Sobey, Amarillo College
- Geneva Tiller, Texas Workforce Solutions Vocational Rehabilitation Services
- Jason Vaden, Texas Workforce Commission
- Magi York, Panhandle Community Services

MEMBERS ABSENT:

- Francisco Apodaca, Apodaca Brothers
- Heath Bentley, Hunting Titan, Inc.
- Texas “Tex” Buckhaults, Clarendon College
- Sonja Clark, Bell Textron, Inc.
- Amy Rambo, BSA Health System
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- John Roberts, Central South Carpenters Regional Council
- Brian Wasden, Kleinstadt Motors
- Lisa White, Amarillo Public

OTHERS PRESENT:

Sarah Barnes, Phillip Flores, Ray Flores, Jennifer Galloway, Karron Gilbreath, Karla Koontz, Trent Morris, April Slatter, June Sliter, and Andrew Thompson, Workforce Solutions Panhandle.

STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Rosie Gonzalez, Diana Green, Leslie Hardin, Amanda Leal, Mike Peters, Heather Reid, Marin Rivas, and Trenton Taylor.

1. CALL TO ORDER

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

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered approval of the minutes from the Board’s August 21, 2024 meeting. Ms. Hanes moved to approve the minutes as presented. Ms. Bara seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LISTS

Informational items only. No action by the Board was required.

5. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) TECHNOLOGY, DATA AND CYBERSECURITY POLICY

Members were presented with a report of the results of the discussion, input and subsequent vote from the Board’s Cybersecurity Council meeting on October 23, 2024 in which the Council approved an updated PWDB Technology, Data, and Cybersecurity policy for the Panhandle Workforce Development Area to be recommended to the full Board. Ms. York moved to approve the policy as recommended by the Council. Mr. Parker seconded the motion; the motion carried.

6. REPORT ON MEETING OF CHILD CARE ADVISORY COMMITTEE

Members were provided with a summary of last month’s meeting of the Panhandle Workforce Development Board’s Child Care Advisory Committee. No action by the Board was required.



7. LOCAL MONITORING REPORT

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

8. UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICIES

Members were asked to consider proposed updates to three current local PWDB policies. There were no public comments.

- a) In-Demand Industries, In-Demand Occupations, and Target Occupations: Mr. Barret moved to approve the policy as presented. Ms. Bara seconded the motion; the motion carried;
- b) Child Care Services: Ms. York moved to approve the policy as presented. Ms. Lillard seconded the motion; the motion carried; and
- c) Customer Incentives: Ms. Griffin moved to approve the policy as presented. Ms. Boatman seconded the motion; the motion carried.

9. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2023 – September 30, 2024. No action by the Board was required.

10. HIGH DEMAND JOB TRAINING GRANT – FRANK PHILLIPS COLLEGE

Members were presented with proposed purchases of equipment for Frank Phillips College - Rahl Campus in Dalhart, under the 2024-25 High Demand Job Training Grant. Mr. Dominguez moved to approve the purchases as presented and Ms. Goodrich seconded the motion. Mr. Caddell abstained from the vote and the motion carried.

11. WORKFORCE INNOVATION FUND GRANT APPLICATION FOR CACIQUE FOODS

Members were updated on the status of a Texas Workforce Commission (TWC) Workforce Innovation Fund project that was proposed to TWC in September on behalf of Cacique Foods to support training for continuous equipment maintenance and operator skill development for their Amarillo processing facility. Ms. Goodrich moved to approve the purchases, as presented, should the grant funding be awarded to the PWDB. Ms. Griffin seconded the motion; the motion carried. Members asked to be updated on the grant funding award at the next meeting of the Board.

12. PROGRAM PRESENTATION – BOARD OVERSIGHT CAPACITY AND COMMUNITY IMPACT STATEMENT

Phillip Flores, Senior Business Services Representative with Workforce Solutions Panhandle, presented the Panhandle's 2024 Community Impact Statement, submitted to the Texas Workforce Commission in October, as part of its evaluation of the PWDB's overall capacity to oversee and manage local funds and the delivery of local workforce services. No action by the Board was required.

13. CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

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

14. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

15. FINAL PUBLIC COMMENT PERIOD

None.

16. ADJOURN

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



# **ITEM 5a(2)**

## **Cybersecurity Council Minutes**



PANHANDLE WORKFORCE DEVELOPMENT BOARD

Cybersecurity Council

Minutes

January 22, 2025

A meeting of the Panhandle Workforce Development Board's Cybersecurity Council was held at 11:00 a.m. on Wednesday, January 22, 2025.

In order to accommodate Council members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Council members and individuals from the public who desired to attend in person, had access to the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Buckhaults, presided.

COUNCIL MEMBERS PRESENT

- Texas "Tex" Buckhaults, Clarendon College
- Kevin Caddell, Furniture Fashions, LTD
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee (JATC)
- Magi York, Panhandle Community Services

COUNCIL MEMBERS ABSENT: None

STAFF CYBERSECURITY COMMITTEE PRESENT:

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

OTHERS PRESENT:

Amanda Leal, PRPC

1. CALL TO ORDER

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

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered approval of the minutes from the Council's October 23, 2024 meeting. Ms. York moved to approve the minutes as presented. Mr. Caddell seconded the motion; the motion carried.

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

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

4. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) TECHNOLOGY, DATA AND CYBERSECURITY POLICY UPDATE

Members were presented with a proposed update to the PWDB Technology, Data, and Cybersecurity policy for discussion and input. No action by the Council was taken in the closed session.

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

5. VOTE ON PWDB TECHNOLOGY, DATA AND CYBERSECURITY POLICY UPDATE

Mr. Salazar made a motion to approve the policy update considered in the closed session above. Mr. Caddell seconded the motion; the motion carried. The record of the vote will be recognized in the PWDB meeting on February 26, 2025.

6. OPEN DISCUSSION

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

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

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



# **ITEM 5a(3)**

## **Child Care Advisory Committee Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Board's Child Care Advisory Committee  
Minutes  
January 22, 2025

The regular meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee was held at 1:30 p.m. on Wednesday, January 22, 2025.

In order to accommodate Committee members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Committee members and individuals from the public who desired to attend in person, accessed the meeting at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

MEMBERS PRESENT:

- Gracie Aragon
- Karron Gilbreath
- Kristi Hanes
- Victoria Hughes
- Trena Rider
- Kim Winegeart
- Mikki Wossum

MEMBERS ABSENT:

- Omar Mendoza
- Haleigh Morris
- Skylar Seaton

OTHERS PRESENT:

Cynthia Hixon, Workforce Solutions Panhandle  
Trent Morris, Workforce Solutions Panhandle  
April Slatter, Workforce Solutions Panhandle

PANHANDLE WORKFORCE DEVELOPMENT BOARD STAFF PRESENT:

Amanda Leal  
Heather Reid  
Marin Rivas

1. CALL TO ORDER  
Ms. Wossum called the meeting to order and noted that a quorum was present.
2. INITIAL PUBLIC COMMENT PERIOD  
None
3. MINUTES  
Members considered the approval of the minutes from the Committee's October 23, 2024 meeting. Ms. Hanes moved to approve the minutes as presented. Ms. Hughes seconded the motion; the motion carried.
4. SCHEDULING 2025 MEETINGS  
Members were asked to determine upcoming meeting times and days for 2025. Members agreed with the dates and meeting time of 1:30 p.m.
5. UPDATES TO PWDB CHILD CARE SERVICES POLICIES  
Gracie Aragon, Workforce Development Program Specialist, provided an update on the Panhandle Workforce Development Board Child Care Services Policies. No action by the Committee was required.
6. CHILD CARE PROVIDER UPDATE  
Karron Gilbreath, Workforce Solutions Panhandle Provider Services Lead, provided an update on the Child Care Providers in our area. No action by the Committee was required.
7. CHILD CARE PROGRAM PERFORMANCE UPDATE  
April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, discussed the Child Care Program Performance. No action by the Committee was required.
8. CHILD CARE QUALITY UPDATE  
Cynthia Hixon, Workforce Solutions Panhandle Child Care Industry Support Specialist, provided an update on the Child Care Quality (CCQ) funding/purchases. No action by the Committee was required.
9. OPEN DISCUSSION  
Gracie Aragon, Workforce Development Program Specialist, provided a response to Ms. Rider's previous question about other equivalencies for a CDA credential. No action by the Committee was required.
10. CURRENT MEMBERSHIP LIST  
Members were asked to review their information on the current membership list and report any changes if needed. Members discussed the replacement of one of the Child Care Stakeholders. Members agreed with the nomination of a replacement to be presented to the Panhandle Workforce Development Board for approval in February 2025.



11. FINAL PUBLIC COMMENT PERIOD

None.

12. ADJOURN

There being no further business to come before the Committee, Ms. Hanes moved that the meeting adjourn. Ms. Hughes seconded that motion; the meeting adjourned.



# **ITEM 5(b)**

## **PWDB Employer of Excellence Award**

## PRESS RELEASE

**FOR IMMEDIATE RELEASE**

**DATE:** 12/06/2024

**MEDIA CONTACT:** Phillip Flores

**PHONE:** (806) 350-1606

[pflores@wspanhandle.com](mailto:pflores@wspanhandle.com)

### **Education Credit Union Wins Award at Texas Workforce Conference**

*Award honors Local Employer of Excellence in Texas*

Amarillo – Workforce Solutions Panhandle is proud to recognize Education Credit Union as the region's 2024 Local Employer of Excellence. Education Credit Union accepted the award at the Texas Workforce Commission's (TWC) 27th Annual Texas Workforce Conference held Dec. 4 - Dec. 6, 2024, in Grapevine. Local Workforce Development Boards nominate employers who make a positive impact on workers, the community, and the state through their partnerships with Texas Workforce Solutions.

Workforce Solutions Panhandle and the Panhandle Workforce Development Board nominated Education Credit Union (ECU) for the 2024 Local Employer of Excellence Award due to their unwavering commitment to fostering a skilled and informed workforce within the Texas Panhandle.

ECU actively partners with Workforce Solutions Panhandle at job fairs, career fairs, and school career planning events. This collaboration connects students and job seekers with potential employers, while simultaneously providing valuable career exploration opportunities. Additionally, ECU's participation in the Teacher Externship Program equips educators with real-world financial industry knowledge, allowing them to better prepare students for future careers.

By supporting the Texas Panhandle Career Signing Days with a \$5,000 scholarship program, Education Credit Union Foundation empowers students pursuing vocational training, a vital segment of the Texas workforce. ECU further invests in the future through student-led branches at West Texas A&M University (WTAMU) and AmTech Career Academy, providing work experience while meeting the banking needs of the campus community. Their scholarship program for WTAMU students strengthens the local talent pool with highly qualified graduates.

Beyond financial services, ECU offers financial education classes, empowering individuals with the financial literacy needed to be successful participants in the workforce. Finally, their collaboration with WTAMU student volunteers demonstrates an understanding that a

**[www.wspanhandle.com](http://www.wspanhandle.com) (806) 372-5521**

A proud partner of the **AmericanJobCenter** network

Workforce Solutions Panhandle is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711

thriving workforce goes beyond technical skills; it requires a vibrant and engaged community.

Through these comprehensive efforts, ECU directly supports the Texas workforce system's mission by ensuring both employers and workers have the resources and skills needed for Texas to remain economically competitive. They cultivate a skilled workforce pipeline, empower individuals through education, and contribute to a strong and engaged Panhandle community – all key ingredients for continued success.

“Our Texas workforce system continues to create career pathways in both existing and emerging industries across our great state of Texas,” said TWC Commissioner Representing Labor Alberto Treviño III. “TWC celebrates the collaboration between businesses and working Texans as the foundation of the state's economic prosperity.”

Workforce Solutions Panhandle is among 28 Local Workforce Development Boards located throughout the state. The Board serves all 26 counties. Through partnerships with TWC and their communities, Workforce Boards meet the needs of Texas employers and workers through locally designed, market-driven workforce development initiatives and services. All employers and individuals can take advantage of these services.

For more information about resources available to Texas employers and job seekers, visit [www.wspanhandle.com](http://www.wspanhandle.com).

####

## **Workforce Solutions Panhandle**

Workforce Solutions Panhandle assists employers and job seekers throughout our 26-county region, and partners with the Texas Workforce Commission to provide the largest job-matching database in the State of Texas.

Workforce Solutions Panhandle is overseen by the Panhandle Regional Planning Commission (PRPC), the fiscal and administrative agent for workforce development programs and services provided to employers and job seekers in the Texas Panhandle.

Learn more about the services we offer on the [What We Do Page](#), or by visiting a relevant section of our website [for employers](#), [job seekers](#), or [for child care assistance](#).

## **Texas Workforce Commission**

Texas Workforce Commission is a state agency dedicated to helping Texas employers, workers, and communities prosper economically. For details on TWC and its services in coordination with its local workforce development boards network, call 800-628-5115 or visit <https://twc.texas.gov/>. Subscribe to [email updates](#) to receive notifications about TWC programs and services..

**www.wspanhandle.com (806) 372-5521**

Workforce Solutions Panhandle is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711

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# **ITEM 5c(1)**

## **Current Membership List - Board**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2024 – JUNE 30, 2025**

**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: Child Care Services  
TWC ID #: 075710160  
Firm Size: 29 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

Industry Represented: Restaurants  
TWC ID #: 021762288  
Firm Size: 84  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

Industry Represented: Ammunition Manufacturing  
TWC ID #: 144395778  
Firm Size: 4,703  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Sonja Clark  
Site Leader  
Bell Textron, Inc.  
10201 Airport Blvd.  
Amarillo, Texas 79111  
(806) 467-4525  
[sclark@bellflight.com](mailto:sclark@bellflight.com)

Industry Represented: Aircraft Manufacturing  
TWC ID #: 002639157  
Firm Size: 5,264 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

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

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Wanda Boatman  
Employee Relations  
Plains Dairy LLC  
300 North Taylor Street  
Amarillo, Texas 79107  
(806) 374-0385  
[WBoatman@plainsdairy.com](mailto:WBoatman@plainsdairy.com)

Industry Represented: Dairy Product Manufacturing  
TWC ID #: 022618466  
Firm Size: 145 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

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

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

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

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

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

Industry Represented: Commercial Banking  
TWC ID #: 000422070  
Firm Size: 865 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

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

Mr. Edward Dominguez  
Owner/Operator  
Triple D Heating and Air Conditioning  
P. O. Box 1736  
Hereford, Texas 79045  
(806) 360-4463  
[tripleddheatingandac@gmail.com](mailto:tripleddheatingandac@gmail.com)

Industry Represented: Plumbing/HVAC  
TWC ID #: N/A  
Firm Size: 1 employee  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2026

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

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

Industry Represented: Hospitals  
TWC ID: 138513173  
Firm Size: 2,429 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2027

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

Mr. Heath Bentley  
Plant Manager - Perforating  
Hunting Titan Inc.  
2526 Mary Ellen  
Pampa, Texas 79065  
(469) 383-9689  
[Heath.Bentley@hunting-intl.com](mailto:Heath.Bentley@hunting-intl.com)

Industry Represented: Oil & Gas  
Equipment Manufacturing  
TWC ID: 143344908  
Firm Size: 492 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AT LARGE)**

Mr. Brian Wasden \*\*\*\*\*  
Owner/General Manager  
Kleinstadt Motors  
4515 Canyon Drive  
Amarillo, Texas 79110  
(806) 418-6045  
[brian.wasden@icloud.com](mailto:brian.wasden@icloud.com)

Industry Represented: Automotive Repair  
TWC ID #: 20-258518-3  
Firm Size: 4 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

**PRIVATE SECTOR (AT LARGE)**

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

Industry Represented: Remediation Services  
TWC ID #: 012394527  
Firm Size: 0 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AT LARGE)**

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

Industry Represented: Plumbing/HVAC  
TWC ID #: 119858119  
Firm Size: 8 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2027

**CHILD CARE WORKFORCE**

Ms. Jill Goodrich \*\*\*\*\*  
Executive Director  
Opportunity School  
1100 S. Harrison  
Amarillo, Texas 79101  
(806) 373-4245  
[jillgoodrich@opportunityschool.com](mailto:jillgoodrich@opportunityschool.com)

Industry Represented: Child Care Services  
TWC ID #: 006296025  
Firm Size: 70 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026



## **ECONOMIC DEVELOPMENT ORGANIZATIONS**

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

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

## **SECONDARY EDUCATION**

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

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

## **POST-SECONDARY EDUCATION**

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

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

## **ADULT BASIC AND CONTINUING EDUCATION**

Dr. Frank Sobey  
VP of Strategic Initiatives/  
Interim VP of Academic Affairs  
Amarillo College  
P. O. Box 447  
Amarillo, Texas 79178  
(806) 282-6811  
[fesobey@actx.edu](mailto:fesobey@actx.edu)

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

## **LITERACY ORGANIZATIONS**

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

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

**VOCATIONAL REHABILITATION ORGANIZATIONS**

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

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

**COMMUNITY-BASED ORGANIZATIONS**

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

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

**COMMUNITY-BASED ORGANIZATIONS**

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

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

**LABOR ORGANIZATIONS**

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

Ethnicity/Gender: H/M  
Term Expires: June 30, 2027

**LABOR ORGANIZATIONS**

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

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

**PUBLIC EMPLOYMENT AGENCY**

Mr. Jason Vaden  
Project Coordinator  
Texas Workforce Commission  
101 E. 15<sup>th</sup> St.  
Austin, Texas 78778  
(512) 936-3442  
[jason.vaden@twc.texas.gov](mailto:jason.vaden@twc.texas.gov)

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

**STATE DEPARTMENT OF HUMAN SERVICES**

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

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

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



# **ITEM 5c(2)**

## **Current Membership List – Child Care Advisory Committee**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB)  
CHILD CARE ADVISORY COMMITTEE MEMBERSHIP  
JULY 1, 2024 – 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](mailto:nightandday@arn.net)

**LICENSED/REGISTERED CHILD CARE HOME  
PARTICIPATING IN CCS**

Mr. Omar Mendoza  
Owner/Director  
Nikkies Care Club LCCH  
81 N. Maryland St.  
Amarillo, Texas 79106  
(619) 964-1960  
[nikkiescareclub@gmail.com](mailto:nikkiescareclub@gmail.com)

**CHILD CARE STAKEHOLDER**

Ms. Victoria Hughes  
Operation First Five Facilitator  
& Community Organizer  
Operation First Five-Amarillo  
301 South Polk Street, Suite 740  
Amarillo, Texas 79101  
(806) 683-4248  
[victoriahughes012@gmail.com](mailto:victoriahughes012@gmail.com)

**CHILD CARE STAKEHOLDER**

(VACANT)

**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](mailto:kgilbreath@wspanhandle.com)

\* Chairman  
\*\* Vice-Chairman

**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](mailto:cdccbaby@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](mailto:mwossum@attebury.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](mailto:tjrider21@actx.edu)

**CHILD CARE STAKEHOLDER**

Ms. Skylar Paige Seaton  
Teacher  
Amarillo College Child Development Lab School  
6222 W 9<sup>th</sup> Ave  
Amarillo, Texas 79106  
(806) 626-3147  
[s0569875@actx.edu](mailto:s0569875@actx.edu)

**PWDB STAFF**

Ms. Gracie Aragon  
Workforce Development Program Specialist  
Panhandle Regional Planning Commission  
415 Southwest 8<sup>th</sup> Avenue  
Amarillo, Texas 79105  
(806) 372-3381  
[garagon@theprpc.org](mailto:garagon@theprpc.org)



# **ITEM 5c(3)**

## **Current Membership List – Cybersecurity Council**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CYBERSECURITY COUNCIL**

**FOR JULY 1, 2024 – JUNE 30, 2025**

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

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

Mr. Kevin Caddell \*  
Owner  
Furniture Fashions, LTD  
Dalhart, Texas  
Term Expires: June 30, 2025

**POST-SECONDARY EDUCATION**

Mr. Texas D. "Tex" Buckhaults \*\*  
President  
Clarendon College  
Clarendon, Texas  
Term Expires: June 30, 2025

**LABOR ORGANIZATIONS**

Mr. Paul Salazar  
Training Director, JATC  
West Texas Electrical Joint Apprenticeship & Training Committee  
Amarillo, Texas  
Term Expires: June 30, 2025

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York  
Executive Director  
Panhandle Community Services  
Amarillo, Texas  
Term Expires: June 30, 2025

\* Denotes the member selected to serve as Chairperson

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



# **ITEM 5(d)**

## **Appointment to Child Care Advisory Committee**



**APPOINTMENT TO THE**  
**PANHANDLE WORKFORCE DEVELOPMENT BOARD'S**  
**CHILD CARE ADVISORY COMMITTEE**

– EXITING MEMBER –

**Representatives of Child Care Stakeholders**

Ms. Haleigh Morris, Teacher  
Opportunity School Edwards Campus  
Amarillo, Texas

– PROPOSED NEW MEMBER –

**Representatives of Child Care Stakeholders**

Ms. Irma Burney, Teacher  
Texas Premier Childcare at Amarillo Netplex  
Amarillo, Texas



# **ITEM 5(f)**

## **Child Care Quality Purchases**

## MEMORANDUM

**DATE:** February 26, 2025

**TO:** Panhandle Workforce Development Board

**FROM:** Marin Rivas, Workforce Development Director  
Heather Reid, Workforce Development Contract / Accounting Manager

**SUBJECT:** Child Care Curriculum

### BACKGROUND

The Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care Quality and Child Care Quality 4% Activities Grant to provide Quality Improvement activities such as technical assistance, professional development, education materials, learning materials, and outdoor equipment for Texas Panhandle Child Care Providers. The PWDB has tasked its sub-recipient, Workforce Solutions Panhandle (WSP) with assisting local Child Care Providers with maintaining or increasing their Texas Rising Star rating.

The TRS program is a quality-based rating system of Child Care Providers participating in TWC's Subsidized Child Care program. TRS certification is available to Licensed and Registered facilities that exceed the State's Minimum Child Care Regulation Standards and meet the certification criteria in such categories as Director and Staff qualifications, caregiver-child interactions, age-appropriate curricula, learning materials and outdoor equipment. There is an increasing underscoring for the need of curricula and lesson plans designed to reflect variations in children's needs, skills, and interests in flexible ways. Workforce Development staff has identified our local Child Care Providers' lack of a comprehensive, research-based and validated curricula as a substantial barrier in these Providers' ability to achieve increased TRS ratings and provide and truly educational early learning environment.

Through an application process providers requested curriculum. Workforce Solutions reviewed applications and reviewed previous purchases for the provider, TRS Status and onboarding status to select appropriate purchases.

For FY2025 a Child Care Quality Budget of \$1.138 million dollars has been presented and accepted by the Child Care Advisory Committee. PWDB, with PRPC, proposes to make purchases at this time, for Providers in the TRS program and onboarding to the TRS program requesting the Frog Street curriculum, giving these Providers the benefit of updating and improving the learning environments as TRS-certified programs.

- Amarillo: Amarillo Montessori Day School (Infant, Toddler, Preschool, & Pre-K)  
 Bright Minds Academy (Preschool & Pre-K)  
 Bright Minds Academy Bushland (Preschool & Pre-K)  
 Bright Minds Academy Canyon Drive (Preschool & Pre-K)  
 Bright Minds Academy Golden Pond (Preschool & Pre-K)  
 Curtis Flemming Learning Center (2 Infant, 3 Toddler, Preschool, & Pre-K)  
 Mary Miles Learning Center (Infant, 2 Toddler, Preschool, & Pre-K)  
 McLellan learning Center (2 Infant, 2 Toddler, Preschool, & Pre-K)  
 Pavillard Learning Center (Infant, Toddler, & Preschool)  
 St. Matthew's Episcopal Day School (2 Infant, 3 Toddler, Preschool & Pre-K)  
 Sybil B Harrington Learning Center (Infant, Toddler, Preschool, & Pre-K)  
 Tammes Tender Touch Too (2 Infant, Toddler, Preschool, & Pre-K)  
 Will Rogers Learning Center (Infant & 2 Toddler)
- Dimmitt: First Baptist Dimmitt Preschool & Daycare (2 Infant, 2 Toddler, Preschool & Pre-K)
- Pampa: Bright Beginnings (Toddler)
- Panhandle: Panhandle Montessori Preschool (Infant, Toddler, & Pre-K)
- Wellington: Mammy's Daycare (Infant & Preschool)

On August 27, 2020, PRPC board approved an Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to gain access to the TIPS purchasing contracts. TIPS is a department of the Education Service Center Region 8, and a governmental public entity, authorized to enter into interlocal agreements with other governmental entities for the purpose of performing governmental functions on behalf of the parties to the interlocal agreement. It conducts competitive procurements with in-house personnel and legal counsel to enable government agencies to make purchases using its purchasing contracts.

The purchases for the project described above can be made through the TIPS purchasing process. The total cost for this project up to \$160,000.00 and funds for this purchase would come from existing Workforce Development Child Care Quality funds.

### **RECOMMENDATION**

Staff recommends that the Board authorize the Executive Director to purchase the Child Care Frog Street Curriculum for the amount of no more than \$160,000.00, with grant funds from the TWC Workforce Development Child Care Quality and Child Care Quality 4% Activities grants.



Company Address      Frog Street Press, LLC 423 Bank Street, Suite #100  
 Southlake, TX 76092  
 United States

Quote Number            00040109                                      Quote PDF (Created Date)      02/12/2025  
 Expiration Date        4/11/2025

Sales Consultant	Jackie McFadden	Contact Name	Cynthia Hixon
Sales Consultant Email	jmcfadden@frogstreet.com	Title	Child Care Industry Support Specialist
Sales Consultant No	0116	Email	chixon@wspanhandle.com
		Phone	+1 806-350-1722

Bill To Name	Workforce Solutions Panhandle	Ship To Name	Workforce Solutions Panhandle
Bill To	1206 Southwest 7th Avenue Amarillo, TX 79101 United States	Ship To	1206 Southwest 7th Avenue Amarillo, TX 79101 United States

Product	Product Description	Quantity	Sales Price	Subtotal	Discount	Total Price
FSIN0000099	Frog Street Infant Program	17	\$ 1,079.00	\$ 18,343.00		\$ 18,343.00
FSPK0004999	Frog Street Toddler English	20	\$ 1,399.00	\$ 27,980.00		\$ 27,980.00
FREIGHT	Shipping and Handling	1	\$ 3,242.61	\$ 3,242.61		\$ 3,242.61

TIPS #230904	Total Price	49,565.61
	Grand Total	\$ 49,565.61

Shipping and Handling price reflects shipping to one location  
 A 3% fee will be added for credit card payments over \$50,000.  
 Estimated tax is based on ship-to address.  
 Prices are subject to change.

*\*\*If your organization is tax-exempt please forward your exemption certificate, referencing this quote number, to [TAX@frogstreet.com](mailto:TAX@frogstreet.com) and exclude sales tax from your order. For taxable entities, final sales tax invoiced may differ from this estimate due to more granular, item-specific tax calculation rules applied at invoicing.*

To place an order, please submit your Purchase Order to:  
 customercare@frogstreet.com or send via Fax:  
 (800) 759-3828.

To order with a check or credit card, call Customer Care:



Company Address      Frog Street Press, LLC 423 Bank Street, Suite #100  
 Southlake, TX 76092  
 United States

Quote Number            00040115                                      Quote PDF (Created Date)      02/12/2025  
 Expiration Date        4/11/2025

Sales Consultant	Jackie McFadden	Contact Name	Cynthia Hixon
Sales Consultant Email	jmcfadden@frogstreet.com	Title	Child Care Industry Support Specialist
Sales Consultant No	0116	Email	chixon@wspanhandle.com
		Phone	+1 806-350-1722

Bill To Name	Workforce Solutions Panhandle	Ship To Name	Workforce Solutions Panhandle
Bill To	1206 Southwest 7th Avenue Amarillo, TX 79101 United States	Ship To	1206 Southwest 7th Avenue Amarillo, TX 79101 United States

Product	Product Description	Quantity	Sales Price	Subtotal	Discount	Total Price
PSCH2001-2	Preschool English Kit-2 years: Includes digital access, 1 user, expires 6/30/27	14	\$ 3,299.00	\$ 46,186.00		\$ 46,186.00
FS31001-2	Frog Street Pre-K English- 2 years: Includes digital access, 1 user, expires 6/30/27	13	\$ 3,999.00	\$ 51,987.00		\$ 51,987.00
FREIGHT	Shipping and Handling	1	\$ 6,872.11	\$ 6,872.11		\$ 6,872.11

TIPS #230904	Total Price	105,045.11
	Grand Total	\$ 105,045.11

Shipping and Handling price reflects shipping to one location  
 A 3% fee will be added for credit card payments over \$50,000.  
 Estimated tax is based on ship-to address.  
 Prices are subject to change.

*\*\*If your organization is tax-exempt please forward your exemption certificate, referencing this quote number, to [TAX@frogstreet.com](mailto:TAX@frogstreet.com) and exclude sales tax from your order. For taxable entities, final sales tax invoiced may differ from this estimate due to more granular, item-specific tax calculation rules applied at invoicing.*

To place an order, please submit your Purchase Order to:  
 customercare@frogstreet.com or send via Fax:

## MEMORANDUM

**DATE:** February 26, 2025

**TO:** Panhandle Workforce Development Board of Directors

**FROM:** Marin Rivas, Workforce Development Director  
Heather Reid, Workforce Development Contract / Accounting Manager

**SUBJECT:** Child Care Classroom Materials

### BACKGROUND

The Texas Workforce Commission (TWC) has contracted with the Panhandle Workforce Development Board (PWDB) / PRPC to utilize Child Care Quality and Child Care Quality 4% Activities Grant to provide Quality Improvement activities such as technical assistance, professional development, education materials, learning materials, and outdoor equipment for Texas Panhandle Child Care Providers. The PWDB has tasked its sub-recipient, Workforce Solutions Panhandle (WSP) with assisting local Child Care Providers with maintaining or increasing their Texas Rising Star rating.

The TRS program is a quality-based rating system of Child Care Providers participating in TWC's Subsidized Child Care program. TRS certification is available to Licensed and Registered facilities that exceed the State's Minimum Child Care Regulation Standards and meet the certification criteria in such categories as Director and Staff qualifications, caregiver-child interactions, age-appropriate curricula, learning materials and outdoor equipment. Workforce Development staff has identified local Child Care Providers need for indoor and outdoor classroom learning materials. The FY2025 Child Care Quality plan allowed for the support of 26 programs going through recertification and 8 programs onboarding in FY2025.

The indoor and outdoor classroom learning materials will allow the providers to select from a range of products, preselected by Workforce Development, giving each program the opportunity to purchase just what they need for their classrooms.

For FY2025 a Child Care Quality Budget of \$1.138 million dollars has been presented and accepted by the Child Care Advisory Committee. PWDB, with PRPC, proposes to make purchases at this time, for Providers who are going through recertification or onboarding during FY2025, to give these Providers the benefit of updating and improving the learning environments as TRS-certified programs.

## Recertifications

### Amarillo:

Amarillo College Child Development Lab School (Infant, 2 Toddler, & 2 Preschool)  
Amarillo College MediPark Campus Hagy Center for Young Children (2 infant, 2 Toddler, & 2 Preschool)  
Bright Minds Academy (Toddler & 2 Preschool)  
Bright Minds Academy Golden Pond (2 Infant, 2 Toddler, & 3 Preschool)  
Curtis-Flemming Learning Center (Infant, 2 Toddler, Preschool, & School age)  
Imagination Station (3 Infant, 6 Toddler, 4 Preschool, & School age)  
Little Feet Big Steps (Infant, Toddler, & Preschool)  
Little Nest CDC LLC (3 Infant, 3 Toddler, & 2 Preschool)  
McLellan Learning Center (Infant, 3 Toddler, 2 Preschool, & School age)  
Night and Day Care and Play (2 Infant, 5 Toddler, 3 Preschool, & School age)  
Opportunity School (Infant, Toddler, & 3 Preschool)  
Opportunity School Edwards Campus (2 Infant, 6 Toddler, & 4 Preschool)  
Pavillard Learning Center (Infant, Toddler, & Preschool)  
Sybil B Harrington Learning Center (Infant, Toddler, & Preschool)  
Tammes Tender Touch Too (2 Infant, 2 Toddler, & 2 Preschool)  
Will Rogers Learning Center (2 Infant, Toddler, Preschool, & School age)

### Canadian:

Rachels Little House (2 Infant, 2 Toddler, 2 Preschool, & School age)

### Canyon:

Kids Kollege (Toddler & 2 Preschool)  
Sunshine Child Care (Infant, 2 Toddler, & Preschool)

### Dimmitt:

First Baptist Dimmit Preschool & Daycare (Infant, 2 Toddler, & 2 Preschool)

### Hereford:

Hereford DCC Ruth Warner Mem (3 Infant, Toddler, & 2 Preschool)  
Hereford Latchkey 1NW (School age)

### Pampa:

Community Day Care Center, Inc (2 Infant, 4 Toddler, & Preschool)  
Community Day Care Site III (2 Preschool)

### Panhandle:

Panhandle Montessori Preschool (Infant, Toddler, & Preschool)

### Tulia:

Tulia Child Development Center (2 Infant, 3 Toddler, & 2 Preschool)



## Onboarding

### Amarillo:

Amarillo Wesley Community Center Inc. (Infant, 2 Toddler, 2 Preschool, & School age)

Beccas Babies Daycare Center (2 Infant, 3 Toddler, & 2 Preschool)

Happy Days Childcare Center & Preschool (2 Infant, 2 Toddler, Preschool, & School age)

Shaylee Connelly (Home Provider)

### Childress:

Childress Little Stars LLC (Infant, Toddler, Preschool, & School age)

### Dimmitt:

Hearts and Hands (Home Provider)

### Dumas:

Rock Star Daycare Preschool (Home Provider)

### Perryton:

Little Troopers Learning Center (School age)

On August 27, 2020, PRPC board approved an Interlocal Agreement with The Interlocal Purchasing System (TIPS) for PRPC to gain access to the TIPS purchasing contracts. TIPS is a department of the Education Service Center Region 8, and a governmental public entity, authorized to enter into interlocal agreements with other governmental entities for the purpose of performing governmental functions on behalf of the parties to the interlocal agreement. It conducts competitive procurements with in-house personnel and legal counsel to enable government agencies to make purchases using its purchasing contracts.

The purchases for the project described above can be made through the TIPS purchasing process. The total cost for this project up to \$325,000.00 and funds for this purchase would come from existing Workforce Development Child Care Quality funds.

## **RECOMMENDATION**

Staff recommends that the Board authorize the Executive Director to purchase the Child Care Learning, Social Emotional and Self-Regulation materials as described above from Lakeshore Learning, for the amount of no more than \$325,000.00, with grant funds from the TWC Workforce Development Child Care Quality grant.



Lakeshore Learning Materials, LLC  
 2695 E Dominguez Street  
 Carson CA 90895  
[www.lakeshorelearning.com](http://www.lakeshorelearning.com)  
 To contact your local representative,  
**Raymundo Villegas**, please call (800) 421-5354

**Quotation:**20013196

**Sold-to :** 0000152466  
 PANHANDLE REGIONAL PLANNING  
 COMMISSION  
 PO Box 9257  
 AMARILLO TX 79105  
 USA  
**Phone No:**8063723381

**Entry Date** Feb 13, 2025  
**Valid from** Feb 13, 2025  
**Valid to** May 14, 2025  
**Reference Number** 20013196 02.13.25

**Ship-to :** 0000152466  
 PANHANDLE REGIONAL PLANNING  
 COMMISSION  
 PO Box 9257  
 AMARILLO TX 79105  
 USA  
**Phone No:**8063723381

PLEASE REFERENCE QUOTE NUMBER ON YOUR PURCHASE ORDER.  
 BID #230601 TIPS CONSULTING AND OTHER RELATED SERVICES

Line Item	Qty	Description	UOM	Your Price	Extended
10	1	SPEC03575 INFANT TODDLER LEARNING MATERIALS	EA	180000.00	180000.00

**Subtotal** 180000.00  
**Freight** 0.00  
**Tax amount** 0.00  
**Total Amount (USD)** 180000.00

We look forward to your order.  
 Item availability subject to change



Lakeshore Learning Materials, LLC  
 2695 E Dominguez Street  
 Carson CA 90895  
[www.lakeshorelearning.com](http://www.lakeshorelearning.com)  
 To contact your local representative,  
**Raymundo Villegas**, please call (800) 421-5354

Quotation:20013198

**Sold-to :** 0000152466  
 PANHANDLE REGIONAL PLANNING  
 COMMISSION  
 PO Box 9257  
 AMARILLO TX 79105  
 USA  
**Phone No:**8063723381

**Entry Date** Feb 13, 2025  
**Valid from** Feb 13, 2025  
**Valid to** May 14, 2025

**Ship-to :** 0000152466  
 PANHANDLE REGIONAL PLANNING  
 COMMISSION  
 PO Box 9257  
 AMARILLO TX 79105  
 USA  
**Phone No:**8063723381

PLEASE REFERENCE QUOTE NUMBER ON YOUR PURCHASE ORDER.  
 BID #230601 TIPS CONSULTING AND OTHER RELATED SERVICES

Line Item	Qty	Description	UOM	Your Price	Extended
10	1	SPEC03576 PRE-K SCHOOL AGE LEARNING MATERIALS	EA	145000.00	145000.00

**Subtotal** 145000.00  
**Freight** 0.00  
**Tax amount** 0.00  
**Total Amount (USD)** 145000.00

We look forward to your order.  
 Item availability subject to change



# **ITEM 5(g)**

## **PWDB's Executive Committee**

*An Executive Committee will be comprised of the Chairperson, Vice Chairperson and five additional members appointed by the Chairperson, giving consideration to a balanced representation of the Board as a whole. The Executive Committee will identify, analyze and develop recommendations on items, issues and initiatives as deemed appropriate by the Chairperson. At the discretion of the Chairperson, the Executive Committee may act on behalf of the Board on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.*

**EXECUTIVE COMMITTEE**  
**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**FOR JULY 1, 2024 – JUNE 30, 2025**

– CHAIR –

**PRIVATE SECTOR (AREA I – DALLAM, HARTLEY, MOORE, OLDAHM, AND SHERMAN  
COUNTIES)**

Mr. Kevin Caddell, Owner  
Furniture Fashions, LTD  
Dalhart, Texas

– VICE CHAIR –

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. David Parker, Chief Operating Officer  
Harwell & Cook Orthodontics  
Amarillo, Texas

– CHAIR APPOINTMENTS –

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

Ms. Michelle Griffin, President  
Amarillo National Bank – Borger Branch  
Borger, Texas

**POST- SECONDARY EDUCATON**

Mr. Texas D. “Tex” Buckhaults, President  
Clarendon College  
Clarendon, Texas

**SECONDARY EDUCATION**

Mr. Jay Barrett, Principal  
AmTech Career Academy  
Amarillo Independent School District  
Amarillo, Texas

**PRIVATE SECTOR – AT LARGE**

Mr. Charlie Rivas, Chief Executive Officer  
Rivas Environmental Consultants  
Amarillo, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

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



# **ITEM 5(i)**

## **Procurement: General Building Maintenance**



## **REQUEST FOR PROPOSALS (RFP) SUMMARY FOR COMPREHENSIVE GENERAL BUILDING MAINTENANCE FOR THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

### **PURPOSE OF RFP**

The Panhandle Regional Planning Commission (PRPC) serves as the administrative and fiscal agent for the Panhandle Workforce Development Board (PWDB). In that capacity, PRPC receives funds from the Texas Workforce Commission (TWC) to plan for and ensure the availability of workforce development and child care services within the twenty-six county Panhandle Workforce Development Area (PWDA). PRPC's Workforce Development Division oversees the Workforce Solutions Panhandle (WSP) offices located in the region.

PRPC is requesting proposals for a contract to provide comprehensive general building maintenance services for the WSP offices located at 3120 Eddy Street in Amarillo, Texas and at 1028-B Megert Center in Borger, Texas, from which WSP delivers workforce development services in the PWDA.

- 1) WSP in Amarillo, the main and largest office, which houses approximately 100 staff members and serves approximately 1,000 general public customers each business day, conducts operations in the 31,342 sq. ft. building located at 3120 Eddy Street.
- 2) WSP in Borger operates in a 2,000 sq. ft. leased facility housing two WSP staff in this northern-region, satellite office. Limited general maintenance of the facility interior (only), may be included in a proposal as an "alternate" portion of the submission. See page 22, Section 12 - Solutions for Services in Borger Office.

### **CONTRACT PERIOD**

The initial period for a contract to be awarded as a result of this solicitation is expected to be from April 1, 2025 through May 31, 2026. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by the contractor.

### **MINIMUM QUALIFICATIONS**

To be considered for a contract, the selected proposer will be expected to provide:

- Documentation of adequate general liability insurance, Workers Compensation insurance and bonding;
- All tools and equipment required in provision of basic services; and
- References confirming successful experience performing the work described herein on comparable facilities.

Proposals to this RFP must be submitted in conformance with the instructions specified herein. As a prerequisite, the Proposer, receiving a Contract under this solicitation **must not** be excluded from participation in federally-funded programs or projects. The eligibility status of the potentially-awarded Contractor will be verified against the federal System for Award Management (SAM) before a final award determination is made.

**SCOPE OF WORK**

1) Amarillo, the main and largest office, is located at 3120 Eddy Street. The roof is Thermoplastic Olefin (TPO). The Heating, Ventilation, and Air Conditioning (HVAC) system consists of two 80-ton air-cooled chillers and electric radiant heat. The interior flooring is a combination of carpet tile, ceramic tile, and vinyl composition tile (VCT) with two mechanical rooms of exposed concrete. The facility has two restrooms.

An On-Site Visit is scheduled for Proposers to tour the facility in-person (See Section 6 on page 5 for schedule.) Comprehensive general maintenance of the facility interior and exterior includes the following services:

<b>System</b>	<b>Service(s)</b>
Roof	<ul style="list-style-type: none"> <li>• Perform regular (plus following any event) inspections</li> <li>• Perform proactive routine maintenance and repair</li> </ul>
Electrical	<ul style="list-style-type: none"> <li>• Replace lights, ballasts, and damaged ceiling tiles</li> <li>• Troubleshoot and repair minor electrical issues, as needed</li> </ul>
HVAC	<ul style="list-style-type: none"> <li>• Change HVAC units’ filters every 60 days</li> <li>• Perform adjustments, replace minor parts and troubleshoot equipment to enable continuous interior climate control</li> </ul>
Plumbing	<ul style="list-style-type: none"> <li>• Perform preventative maintenance</li> <li>• Repair, replace or add fixtures, hardware, as needed</li> </ul>
Walls, Doors	<ul style="list-style-type: none"> <li>• Maintain paint in good condition</li> <li>• Repair minor surface damage, as needed</li> </ul>
Glass	<ul style="list-style-type: none"> <li>• Repair and replace broken glass in doors, windows, as needed</li> </ul>
Flooring	<ul style="list-style-type: none"> <li>• Repair and replace carpet and floor tile, as needed</li> </ul>
Overall	<ul style="list-style-type: none"> <li>• Coordinate maintenance activities with major repairs and improvements performed by outside contractors</li> <li>• Make any necessary recommendations regarding facility maintenance</li> </ul>

2) Borger operates in a 2,000 sq. ft. leased facility in this northern-region, satellite office located at 1028-B Megert Center. Limited general maintenance of the facility interior (only) includes the following basic services, on an “as needed” basis, as requested by PRPC:

<b>System</b>	<b>Service(s)</b>
Electrical	<ul style="list-style-type: none"> <li>• Replace lights, ballasts, and damaged ceiling tiles</li> </ul>
HVAC	<ul style="list-style-type: none"> <li>• Change HVAC units’ filters every 60 days</li> </ul>





# **ITEM 5(j)**

## **Procurement: Prepaid Fuel Cards**



## **SOLICITATION OF VENDOR FOR FUEL CARDS SUMMARY**

### **BACKGROUND**

The Panhandle Regional Planning Commission (PRPC) serves as the administrative and fiscal agent for the Panhandle Workforce Development Board. In that capacity, PRPC receives funds from the Texas Workforce Commission to plan and insure the availability of workforce development program services within the region. Workforce development programs include Temporary Assistance for Needy Families (TANF)/Choices, the Workforce Innovation and Opportunity Act (WIOA), and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T). PRPC procures the provision of supportive services including transportation assistance that are necessary for the achievement of individual program participant goals.

### **PURPOSE**

PRPC seeks a vendor(s) that can supply pre-paid fuel cards usable for the purchase of fuel by workforce development program customers at outlets in the Panhandle Workforce Development Area (PWDA).

### **REQUIREMENTS**

Cards must be available pre-loaded in various denominations directly from the vendor, limited to fuel purchases only and not redeemable for cash. Cards must be usable during normal business hours at one or more service outlets within the PWDA that provide pay at the pump self-service, or pay inside service, both of which must provide receipts.

### **GENERAL TERMS**

One or more vendor(s) that meet the stated requirements in the most cost-effective manner as determined by PRPC's analysis and that best meet the needs of the area's workforce development customers will be issued an initial Letter of Understanding (Sample Attached) with an option for annual renewals, that restates pertinent information included in this solicitation and that vendor's response.

PRPC expects to purchase fuel cards from the selected vendor(s) but makes no guarantees of purchases from any vendor(s). Furthermore, PRPC reserves the right to use alternative methods to purchase fuel when necessary to ensure the availability of fuel for workforce development program customers.

PRPC will solicit fuel card vendors no less than every four years, but reserves the right to issue a new solicitation at any time it is deemed in PRPC's best interest.

## SAMPLE LETTER OF UNDERSTANDING

April 1, 2025

Mr. Joe Smith, Sales Specialist  
ABC Company  
123 Main St.  
Amarillo, TX 79000

Dear Mr. Smith:

Based on PRPC's review and analysis of your response to our solicitation of vendors for fuel cards, we are issuing this Letter of Understanding as specified in that procurement. The following restates pertinent information related to both PRPC's intentions and your response:

### PRPC

- Expects to purchase fuel cards from ABC Company but makes no guarantees of any purchases.
- Reserves the right to use alternative methods to purchase fuel as necessary to ensure the availability of fuel for workforce development program customers.
- Reserves the right to issue a new solicitation at any time it is deemed in its best interest.

### ABC Company

- Will sell pre-loaded fuel cards to PRPC in any denomination of \$5.00 or more with the minimum order and fees for purchasing, handling/shipping of card orders as stipulated in your response.
- Assure that their cards are usable only for fuel at your stores, not redeemable for cash and uniquely numbered.

In addition to the information above, PRPC requests that your company provide reasonable notice of changes in your cards or costs related to the purchase of those cards.

If you have questions or concerns related to the information above, please contact me as soon as possible at the number below.

Sincerely,

Leslie Hardin,  
Workforce Development Program Manager

## VENDOR RESPONSE AND CERTIFICATION

**Vendor Name** \_\_\_\_\_

**Instructions**

All of the information requested below must be provided in response to this solicitation.

**Card Requirements**

Please confirm and provide the following information:

1. Cards are available pre-loaded directly from the card vendor.      Yes    No

2. List the available card denominations.

\_\_\_\_\_

\_\_\_\_\_

3. Cards are limited to fuel purchases only (Confirm with a Yes).      Yes    No

4. Cards are not redeemable for cash (Confirm with a Yes).      Yes    No

5. Each card has a unique number.      Yes    No

6. Use of card generates a receipt.      Yes    No

7. For each city below, indicate the number of outlets where your card may be used during normal business hours:

<u>City</u>	<u># Outlets</u>	<u>City</u>	<u># Outlets</u>	<u>City</u>	<u># Outlets</u>
Amarillo	_____	Borger	_____	Canyon	_____
Childress	_____	Clarendon	_____	Dalhart	_____
Dumas	_____	Hereford	_____	Pampa	_____
Perryton	_____	Tulia	_____		

- List any other communities in the Texas Panhandle with outlets where your card may be used during normal business hours.

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**Other Card Information**

- What is the minimum quantity that may be ordered directly from the vendor?
- Itemize any fees applicable to the purchase, handling, shipping or use of cards.
- Explain card expiration schedule (Date) if any.
- Describe any discounts that might be available.
- Provide ordering instructions, expected length of time between order and receipt of cards, method of shipment/delivery and available payment methods.
- Include any other information that might be pertinent to this solicitation.

**Vendor Information**

Authorized Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Name and Title of person authorized to sign the certification statement for the vendor (if different from authorized contact above): \_\_\_\_\_

Vendor's Primary Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX (not required): \_\_\_\_\_

E-mail: \_\_\_\_\_

Website (not required): \_\_\_\_\_



# **ITEM 5(k)**

## **Procurement: Lease Space for Borger Office**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
ASSESSMENT OF NEED  
FOR A LEASED SPACE IN BORGER  
IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

**I. Briefly describe the services to be procured:**

The Panhandle Workforce Development Board (PWDB) receives and manages multiple grant funding for purposes of administering Workforce Development and Child Care programs. In order to provide services to customers across a large geographic area, the PWDB locates a satellite office in the city of Borger. The PWDB solicits quotes from area property owners/agents for appropriate space to lease for this office.

**II. These services are necessary in order to:**

Help eligible customers attain education, training, employability and self-sufficiency through access to services offered through the Workforce Innovation and Opportunity Act (WIOA), Choices/TANF, Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T), Child Care Services grants and other workforce development programs as enacted, authorized and governed by federal and State agencies and managed by the PWDB and its Contractor, Workforce Solutions Panhandle (WSP).

**III. Cost/Price Analysis and Estimate:**

The PWDB has procured leased space for workforce development and child care service delivery in Borger, historically for the following amounts:

FY 2022-2023 - \$10,800  
FY 2023-2024 - \$11,400  
FY 2024-2025 - \$11,700

**IV. Are these services reasonably available to the target population(s) through community resources and at no costs to clients?**

√ YES    NO    N/A

**If yes, explain why these services need to be procured with program funds.**

To ensure proper administration and delivery of the various workforce development programs to eligible clients in accordance with federal and state laws, rules and regulations.

**V. Are program funds available?**    √ YES    NO    N/A

**VI. Identify the available funds.**

- WIOA Adult
- WIOA Dislocated Worker
- WIOA Youth
- SNAP E&T
- Choices/TANF
- Child Care



**Available to  
PWDB members  
upon request**

**ITEM 5(1)  
PWDB Technology, Data and  
Cybersecurity Policy**





# **ITEM 5(n)**

## **Monitoring Report**



MEMORANDUM

DATE: February 26, 2025

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Report on Monitoring Reviews

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

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

As Federal and State legislation and policies require recipients of federal funds to conduct a financial evaluation of the application of these funds on at least an annual basis, the following measurements were conducted in the fiscal monitoring review:

- The degree of compliance with applicable laws, regulations, policies and procedures.
- Adequacy of management controls.
- Reliable information is captured, reported, and used to improve decision-making.
- Resources are efficiently and effectively used and protected from waste, fraud, and abuse.
- Past, current and projected effectiveness and efficiency of program administration.
- Financial and program performance relevant to organizational goals.

The scope of this financial evaluation included a review of the following:

- Audit
- Cash Management
- Cost Allocation
- Disbursements
- Financial Reporting
- Insurance

The following areas were reviewed with instances of non-compliance or otherwise reportable conditions:

- Disbursements
- Financial and Other Reporting

The following detailed report lists updated statuses for the Service Delivery Reviews of the current Contractor, Huxford Group, LLC, since the last report provided to the Board at the December 2024 meeting.

## REPORT ON THE PWDA’S MONITORING REVIEWS March 2024 – December 2024

### Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC) FY24

<b>Noncustodial Parent Choices Program (NCP) FY24</b>	<p>Status: <b>Ongoing with the Intent to Sanction – Corrective Action Plan (CAP)</b></p> <p>Month to Month Board Reviews resulted in the follow error rates:</p> <p>December 2024 – 8%</p> <p>January 2025 – 14%</p> <p>January’s error rate resets the Month-to-Month Board Review requirement, of four consecutive months with a less than 10% error rate, beginning February 2025</p>
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### Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) FY24

Status: **Administratively Closed. – Audit Resolution Report**

<b>Child Care Services (CCS) FY24</b>	<p>Status: <b>Ongoing with the Intent to Sanction – Corrective Action Plan (CAP)</b></p> <p>Local procedures have been put into place to correctly implement the rule(s) under the CAP and documentation of staff training has been forwarded to TWC.</p>
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### Administration of Fiscal Control Monitoring Conducted by External Monitor – Christine H. Nguyen, CPA

Monitoring Review	Date of review	Contract Period	Status
Fiscal Operating Systems	November 18, 2024 – November 22, 2024	October 2023 – September 2024	<b>Final Report - All items resolved</b>

### Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist

Monitoring Review	Date of review	Period Covered	Status
Program Operating Systems	May 2024 – December 2024	October 2023 – March 2024	<b>Final Report - All items resolved</b>
Program Operating Systems	December 2024 – March 2025	April 2024 – September 2024	<b>Ongoing</b>

### Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC) FY25

Monitoring Review	Date of review	Period Covered	Status
Fiscal and Program Operating Systems	March 3, 2025 – March 7, 2025	December 2023 – November 2024	<b>Upcoming</b>

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



# **ITEM 5(o)**

## **Board Report**

## PROGRAM SPOTLIGHT – WIOA Adult, Dislocated Worker, & Youth Program

The Workforce Innovation and Opportunity Act (WIOA) helps people who need jobs. WIOA offers a range of programs and services. These programs help jobseekers get training, education and support. That way, they will do well in the job market. WIOA also helps connect employers with the trained workers they need.

The U.S. Department of Labor’s Employment & Training Administration (DOLETA) funds WIOA through grants. The Texas Workforce Investment Council (TWIC) is Texas’ State Workforce Investment Board. The Texas Workforce Commission (TWC) administers the WIOA program. There are 28 local Workforce Development Boards (Boards) in Texas. They oversee more than 170 local Workforce Solutions offices. These offices provide workforce development services in Texas.

### TRAINING SERVICES

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.

Young Adult Training Services	
Customers in Training	
Customers in Workforce-Paid Internships	
Total Served	

Young Adults in Training	
Healthcare	Total -
Protective Service	
Community & Social Services	
Education & Training	
Installation, Maintenance & Repair	
Office & Administration Support	

## ADULT & DISLOCATED WORKERS

Adult & Dislocated Worker Training Services	
Applications	
Total Enrolled	
Adult	
Adult Statewide Grants	
Dislocated Worker	
Dislocated Worker Statewide Grants	
Enrollment Rate	%

Adult & Dislocated Workers - Training by Occupation	
Healthcare Practitioners	
Transportation & Material Moving	
Protective Service	
Management	
Business & Financial	
Computer & Mathematical	
Production	
Architecture & Engineering	
Installation, Maintenance & Repair	
Office & Administration Support	
<b>Total</b>	
<b>Total Rural Percentage</b>	<b>0.0%</b>

Reemployment Services & Eligibility Assessment (RESEA) Program BCY 2024			
	RESEA Profile Pool Count	Initial RESEAs Completed	Completion Rate
<b>Quarter 1</b>			
WF Solutions Panhandle (Amarillo)	121	88	72.7%
WF Solutions Panhandle (Borger)	19	15	78.9%
<b>Panhandle 1st Quarter Subtotal:</b>	<b>140</b>	<b>103</b>	<b>73.6%</b>
<b>Quarter 2</b>			
WF Solutions Panhandle (Amarillo)	107	79	74%
WF Solutions Panhandle (Borger)	28	23	82%
<b>Panhandle 1st Quarter Subtotal:</b>	<b>135</b>	<b>102</b>	<b>76%</b>
<b>Quarter 3</b>			
WF Solutions Panhandle (Amarillo)	115	83	72%
WF Solutions Panhandle (Borger)	26	21	81%
<b>Panhandle 1st Quarter Subtotal:</b>	<b>141</b>	<b>104</b>	<b>74%</b>
Quarter 4 BCY 2024			
WF Solutions Panhandle (Amarillo)	88	71	81%
WF Solutions Panhandle (Borger)	27	22	81%
<b>Panhandle 4<sup>th</sup> Quarter Subtotal:</b>	<b>115</b>	<b>93</b>	<b>81%</b>
<b>Year to Date Total:</b>	<b>531</b>	<b>402</b>	<b>76%</b>

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.

## SNAP EMPLOYMENT & TRAINING

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.

SNAP E&T Services	
	SNAP E&T
Total served	
Employed	
Customers Received Support Services	

## CHOICES

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.

Choices Program	
	Choices
Total served	
Employed	
Support Services	

## NONCUSTODIAL PARENT CHOICES PROGRAM (NCP)

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.



NCP Program	
Total NCP Customers Served	
Establishment Cases	
Enforcement Cases	
Successfully Completed (6 months employed)	
Obtained Employment	
% Obtained Employment	0.0%

## CHILDCARESERVICES

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.

## CHILD CARE CLIENT SERVICES

Child Care Services	
Average number of children served daily	
Families served in 2024	
Children Served in a certified Texas Rising Star Center in 2024	

## CHILD CARE PROVIDER SERVICES

Workforce Solutions Panhandle is currently assisting 1,783 families and providing services for 2,643 children. PRPC has agreements with 102 Child Care Providers to provide services to WSP customers throughout the Panhandle of which 71% are Texas Rising Star certified. Approximately 54% of the children served through WSP are enrolled in a Texas Rising Star certified program.

## Child Care Provider Services

Total Providers	
TRS certified	0%
Providers who received initial TRS certification	2-Star = 3-Star = 4-Star =
Provider staff that received Scholarships	0
New students	0%
Amount expended on Scholarships for teachers/directors	\$0

# BOARD SUMMARY REPORT - CONTRACTED MEASURES

BOARD NAME: PANHANDLE

BOARD CONTRACT YEAR 2024 YEAR END REPORT

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP										
Contracted Measures		10	10	2	90.91%										
Source Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To

## WIOA Outcome Measures

DOL-C 1	Employed Q2 Post Exit – Adult (DOL)	MP	102.82%	85.00%	85.00%	87.40%	92.30%	90.80%	104 119	96.20%	91.90%	89.50%	75.70%	7/22	6/23
DOL-C 1	Employed Q4 Post Exit – Adult (DOL)	MP	102.54%	82.60%	82.60%	84.70%	81.00%	85.50%	122 144	77.30%	97.70%	87.50%	74.50%	1/22	12/22
DOL-C 1	Median Earnings Q2 Post Exit – Adult (DOL)	+P	113.21%	\$10,100.00	\$10,100.00	\$11,433.80	\$10,679.36	\$9,668.97	n/a 128	\$10,639.82	\$11,303.33	\$10,558.68	\$14,422.40	7/22	6/23
DOL-C 1	Credential Rate – Adult (DOL)	MP	106.32%	75.90%	75.90%	80.70%	81.80%	87.50%	109 135	80.00%	88.10%	79.40%	75.00%	1/22	12/22
DOL-C 1	Measurable Skills Gains - Adult (DOL)	MP	106.98%	67.30%	67.30%	72.00%	62.20%	78.30%	154 214	---	---	---	---	7/23	6/24
DOL-C 1	Employed Q2 Post Exit – DW (DOL)	+P	119.41%	77.30%	77.30%	92.30%	94.10%	89.10%	36 39	93.80%	91.70%	83.30%	100.00%	7/22	6/23
DOL-C 1	Employed Q4 Post Exit – DW (DOL)	MP	101.56%	76.80%	76.80%	78.00%	82.30%	70.40%	46 59	75.00%	83.30%	80.00%	73.30%	1/22	12/22
DOL-C 1	Median Earnings Q2 Post Exit – DW (DOL)	+P	116.89%	\$9,870.00	\$9,870.00	\$11,536.93	\$10,609.09	\$10,169.24	n/a 43	\$9,143.51	\$13,168.00	\$14,392.17	\$15,570.36	7/22	6/23
DOL-C 1	Credential Rate – DW (DOL)	MP	93.47%	79.60%	79.60%	74.40%	77.40%	92.00%	32 43	85.70%	77.80%	64.30%	76.90%	1/22	12/22
DOL-C 1	Measurable Skills Gains - DW (DOL)	MP	97.01%	73.60%	73.60%	71.40%	71.10%	75.50%	15 21	---	---	---	---	7/23	6/24
DOL-C 1	Employed/Enrolled Q2 Post Exit – Youth (DOL)	+P	116.06%	74.70%	74.70%	86.70%	79.40%	72.70%	52 60	92.30%	100.00%	84.60%	70.60%	7/22	6/23
DOL-C 1	Employed/Enrolled Q4 Post Exit – Youth (DOL)	MP	103.75%	80.00%	80.00%	83.00%	79.40%	89.40%	44 53	55.60%	92.90%	84.60%	88.20%	1/22	12/22
DOL-C 1	Median Earnings Q2 Post Exit – Youth (DOL)	+P	138.77%	\$4,900.00	\$4,900.00	\$6,799.64	\$7,540.91	\$8,755.73	n/a 52	\$6,717.33	\$5,086.97	\$11,267.50	\$6,918.62	7/22	6/23
DOL-C 1	Credential Rate – Youth (DOL)	MP	92.92%	83.30%	83.30%	77.40%	88.00%	88.60%	24 31	100.00%	60.00%	80.00%	70.00%	1/22	12/22
DOL-C 1	Measurable Skills Gains - Youth (DOL)	-P	77.30%	77.10%	77.10%	59.60%	76.80%	75.00%	31 52	---	---	---	---	7/23	6/24
LBB-NK 1	Employed/Enrolled Q2 Post Exit – C&T Participants Except Other	+P	106.52%	66.00%	66.00%	70.30%	71.20%	63.80%	3,178 4,523	67.60%	71.60%	72.00%	70.00%	7/22	6/23
LBB-K 1	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants Except Other	MP	101.31%	84.00%	84.00%	85.10%	86.10%	85.10%	2,624 3,084	84.40%	86.00%	85.60%	84.30%	1/22	12/22
LBB-K 1	Credential Rate – C&T Participants	+P	112.25%	71.00%	71.00%	79.70%	81.50%	88.30%	157 197	85.70%	83.60%	78.90%	74.20%	1/22	12/22

1. TWC recently rebuilt its reporting system for Career & Training programs and the data reported here and for the historical data has been updated to use this new system.

## Reemployment and Employer Engagement Measures

## BOARD SUMMARY REPORT - CONTRACTED MEASURES

BOARD NAME: PANHANDLE

BOARD CONTRACT YEAR 2024 YEAR END REPORT

Source Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
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### Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	+P	114.55%	60.00%	60.00%	68.73%	64.41%	73.56%	$\frac{2,649}{3,854}$	70.65%	67.20%	67.88%	69.53%	7/23	6/24
TWC	Employers Receiving Texas Talent Assistance	+P	115.58%	1,438	1,438	1,662	1,755	1,846	$\frac{433}{589}$	433	589	507	877	10/23	9/24

### Program Participation Measures

TWC 2	Choices Full Engagement Rate - All Family Total	+P	147.56%	50.00%	50.00%	73.78%	60.01%	62.42%	$\frac{8}{10}$	67.13%	80.43%			10/23	3/24
LBB-K	Avg # Children Served Per Day - Combined	-P	92.91%	2,481	2,481	2,305	2,161	1,983	$\frac{601,677}{261}$	2,043	2,087	2,484	2,602	10/23	9/24

2. IJ3 has been unable to replicate the report logic necessary to report this measure following the launch of the Workforce Case Management replacement in April 2024. As such, BCY24 performance will be based on Oct 2023 to March 2024 – the period for performance was able to be calculated.

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target

## BOARD CONTRACT YEAR 2024 YEAR END REPORT

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

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	104.76%	88.70%	90.78%	82.87%	122.24%	108.45%	88.94%	104.53%	83.29%	103.26%	93.64%	92.78%	108.39%	119.92%	125.20%
Borderplex	110.86%	99.76%	150.25%	105.88%	112.64%	82.79%	76.06%	127.84%	88.69%	108.93%	76.42%	95.24%	125.00%	96.89%	163.45%
Brazos Valley	98.28%	101.32%	96.59%	89.77%	95.94%	102.50%	85.51%	94.31%	81.88%	78.47%	106.50%	91.63%	101.20%	148.13%	142.60%
Cameron	104.00%	118.48%	125.13%	103.43%	114.62%	131.75%	112.11%	158.96%	117.65%	81.41%	81.99%	95.42%	85.94%	95.08%	122.01%
Capital Area	116.80%	101.68%	110.60%	104.10%	85.64%	118.44%	99.60%	123.51%	94.72%	82.55%	82.00%	96.57%	151.67%	79.35%	92.83%
Central Texas	112.30%	106.37%	99.91%	98.57%	122.63%	98.12%	105.06%	119.10%	117.96%	125.60%	92.76%	94.75%	116.91%	77.55%	134.21%
Coastal Bend	119.16%	92.52%	129.22%	98.66%	105.10%	107.73%	113.13%	123.41%	101.76%	90.52%	88.68%	99.43%	142.53%	143.98%	114.56%
Concho Valley	95.47%	115.86%	111.07%	109.76%	127.00%	117.65%	90.47%	80.42%	87.94%	135.87%	123.00%	81.57%	177.06%	54.68%	168.16%
Dallas	101.32%	95.91%	117.59%	104.10%	104.32%	109.79%	98.70%	118.41%	88.96%	100.00%	97.04%	91.73%	111.09%	109.51%	80.75%
Deep East	107.99%	98.39%	107.24%	110.10%	93.36%	100.82%	93.52%	115.26%	95.69%	103.94%	87.22%	94.14%	114.66%	73.11%	116.47%
East Texas	97.26%	99.72%	98.44%	105.17%	99.04%	109.32%	99.09%	97.32%	92.05%	89.67%	102.00%	109.89%	105.36%	49.17%	107.74%
Golden Crescent	114.44%	103.16%	153.73%	97.92%	102.16%	112.65%	94.12%	95.55%	88.24%	99.23%	102.71%	121.14%	167.42%	94.40%	124.91%
Gulf Coast	101.98%	98.90%	100.56%	81.86%	110.61%	103.01%	94.21%	129.09%	82.55%	98.80%	89.99%	94.90%	131.13%	76.84%	104.12%
Heart of Texas	109.83%	102.53%	199.43%	100.14%	101.49%	90.47%	111.59%	89.03%	88.85%	65.27%	84.22%	91.46%	89.98%	82.99%	101.57%
Lower Rio	99.29%	86.08%	118.78%	103.96%	97.32%	108.75%	102.60%	121.14%	110.94%	104.94%	91.20%	103.28%	152.55%	135.80%	85.17%
Middle Rio	83.29%	73.24%	98.59%	127.51%	103.70%	105.29%	88.24%	80.55%	94.12%	101.73%	69.01%	74.96%	97.34%	65.15%	115.92%
North Central	106.61%	96.23%	105.52%	98.98%	105.72%	103.51%	96.39%	117.52%	87.08%	95.38%	97.16%	101.57%	103.38%	116.09%	108.43%
North East	108.12%	107.63%	133.55%	93.38%	117.15%	98.00%	108.62%	120.20%	115.20%	109.96%	99.63%	122.24%	112.73%	139.83%	149.55%
North Texas	86.94%	99.46%	88.74%	81.44%	78.54%	95.49%	100.24%	81.48%	94.22%	98.00%	98.28%	79.50%	87.64%	n/a	126.23%
Panhandle	102.82%	102.54%	113.21%	106.32%	106.98%	119.41%	101.56%	116.89%	93.47%	97.01%	116.06%	103.75%	138.77%	92.92%	77.30%
Permian Basin	102.47%	89.10%	91.52%	110.67%	111.53%	107.06%	94.90%	97.74%	95.85%	104.76%	105.82%	104.43%	231.68%	85.18%	118.35%
Rural Capital	103.53%	98.40%	85.31%	67.49%	103.83%	105.90%	92.06%	123.85%	84.35%	109.78%	88.24%	97.11%	120.77%	154.15%	75.62%
South Plains	100.47%	103.75%	113.70%	98.46%	111.75%	117.65%	117.65%	121.46%	105.88%	135.87%	102.27%	88.78%	99.36%	152.07%	141.67%
South Texas	101.23%	86.87%	120.16%	112.88%	116.09%	97.18%	109.44%	88.72%	109.76%	105.88%	111.36%	101.20%	157.32%	105.04%	135.54%
Southeast	106.22%	99.74%	87.20%	105.34%	134.93%	93.29%	94.70%	96.33%	111.68%	118.21%	99.19%	101.80%	118.30%	117.43%	134.64%
Tarrant	103.68%	102.20%	104.50%	110.06%	127.51%	97.22%	91.85%	110.50%	85.55%	118.73%	95.15%	96.69%	115.92%	118.26%	124.13%
Texoma	108.12%	106.54%	159.16%	106.24%	97.76%	122.70%	43.36%	160.61%	107.13%	104.59%	86.27%	92.80%	107.04%	124.19%	140.13%
West Central	105.95%	103.64%	107.65%	136.43%	124.51%	117.65%	111.47%	113.98%	103.88%	108.21%	98.01%	103.06%	162.21%	123.52%	179.37%
+P	5	2	14	6	13	8	5	17	5	5	3	2	18	12	19
MP	21	21	11	17	13	19	18	6	12	18	15	22	7	6	5
-P	2	5	3	5	2	1	5	5	11	5	10	4	3	9	4
% MP & +P	93%	82%	89%	82%	93%	96%	82%	82%	61%	82%	64%	86%	89%	67%	86%
From	7/22	1/22	7/22	1/22	7/23	7/22	1/22	7/22	1/22	7/23	7/22	1/22	7/22	1/22	7/23
To	6/23	12/22	6/23	12/22	6/24	6/23	12/22	6/23	12/22	6/24	6/23	12/22	6/23	12/22	6/24



**BOARD CONTRACT YEAR 2024 YEAR END REPORT**

Percent of Target

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

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Emplyrs Rcvg TX Talent Assistance	Choices Full Engagement Rate	Average # Children Served Per Day- Combined	+P	MP	-P	% MP & +P
	Employed/ Enrolled Q2 Post-Exit	Employed/ Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	100.30%	101.79%	90.14%	102.58%	113.38%	129.66%	103.08%	5	12	5	77%
Borderplex	100.91%	100.60%	93.94%	97.82%	102.23%	96.84%	107.63%	7	10	5	77%
Brazos Valley	102.27%	100.36%	98.03%	107.23%	114.48%	105.48%	108.92%	6	12	4	82%
Cameron	107.27%	97.26%	115.77%	104.13%	105.16%	106.32%	99.94%	12	7	3	86%
Capital Area	101.82%	102.38%	102.68%	85.15%	150.77%	147.68%	96.94%	7	10	5	77%
Central Texas	99.85%	98.21%	124.23%	105.05%	90.15%	120.10%	99.34%	10	10	2	91%
Coastal Bend	98.79%	100.83%	99.16%	108.52%	102.19%	105.90%	115.52%	10	11	1	95%
Concho Valley	105.76%	99.52%	98.59%	108.77%	145.62%	125.00%	98.98%	12	6	4	82%
Dallas	96.97%	97.98%	104.23%	94.60%	98.54%	107.98%	98.21%	4	15	3	86%
Deep East	98.64%	97.38%	80.85%	105.13%	118.50%	123.62%	100.07%	7	12	3	86%
East Texas	105.76%	102.62%	79.44%	107.98%	148.76%	86.32%	98.76%	3	15	4	82%
Golden Crescent	107.12%	103.10%	99.16%	106.90%	144.97%	80.00%	88.31%	9	10	3	86%
Gulf Coast	96.52%	97.74%	78.17%	95.78%	132.42%	115.06%	109.69%	6	11	5	77%
Heart of Texas	104.70%	100.48%	75.92%	107.20%	200.31%	100.34%	99.62%	4	11	7	68%
Lower Rio	108.33%	97.98%	117.46%	106.15%	100.46%	141.80%	100.36%	9	11	2	91%
Middle Rio	107.58%	88.21%	94.51%	95.30%	131.68%	120.20%	99.63%	5	8	9	59%
North Central	97.27%	100.00%	99.30%	90.27%	137.59%	113.80%	104.49%	4	16	2	91%
North East	93.18%	98.33%	117.61%	107.18%	127.10%	97.52%	92.68%	11	9	2	91%
North Texas	102.58%	100.83%	97.89%	101.92%	152.35%	102.86%	93.08%	2	11	8	62%
Panhandle	106.52%	101.31%	112.25%	114.55%	115.58%	147.56%	92.91%	10	10	2	91%
Permian Basin	105.45%	101.43%	91.69%	111.52%	118.59%	78.98%	93.93%	7	10	5	77%
Rural Capital	102.58%	104.52%	83.10%	91.55%	159.65%	91.82%	97.07%	4	10	8	64%
South Plains	102.58%	100.24%	115.63%	107.28%	183.32%	116.96%	102.27%	12	9	1	95%
South Texas	99.09%	95.95%	131.41%	105.95%	100.37%	91.64%	109.92%	9	10	3	86%
Southeast	103.48%	96.43%	101.97%	108.23%	143.09%	99.42%	100.85%	8	13	1	95%
Tarrant	99.39%	98.33%	96.90%	94.88%	107.36%	102.34%	102.42%	8	12	2	91%
Texoma	96.82%	98.69%	114.37%	101.93%	168.41%	101.98%	98.84%	7	13	2	91%
West Central	99.55%	96.43%	117.32%	113.60%	139.62%	84.46%	95.75%	11	10	1	95%
+P	8	0	9	16	22	15	5	209			
MP	19	27	10	7	5	7	18	304			
-P	1	1	9	5	1	6	5	102			
% MP & +P	96%	96%	68%	82%	96%	79%	82%	83%			
From	7/22	1/22	1/22	7/23	10/23	10/23	10/23	From			
To	6/23	12/22	12/22	6/24	9/24	3/24	9/24	To			

YTD DECEMBER 2024 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	585,038	157,396	27%	525,000	285,637	54%	1,110,038	443,033	40%
Workforce Innovation & Opportunity Act/Youth	515,574	102,499	20%	300,000	52,059	17%	815,574	154,558	19%
WIOA/Youth - Work Experience	-	-	0%	132,741	29,920	23%	132,741	29,920	23%
WIOA/DLW	516,593	167,000	32%	150,000	10,219	7%	666,593	177,218	27%
WIOA/Rapid Response	18,444	6,649	36%	-	-	0%	18,444	6,649	36%
RESEA	264,493	75,778	29%	-	-	0%	264,493	75,778	29%
Trade Adjustment Assistance	1,000	12	1%	9,000	-	0%	10,000	12	0%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
TANF/CHOICES	661,566	102,776	16%	75,000	6,653	9%	736,566	109,428	15%
TANF Summer Youth Project	-	-	0%	80,000	-	0%	80,000	-	0%
TANF Career Coach/Educ Outreach Specialist	75,000	35,310	47%	-	-	0%	75,000	35,310	47%
Temporary Assistance to Needy Families/NCP	127,984	34,804	27%	20,000	4,074	20%	147,984	38,878	26%
SNAP/ Employment & Training - Gen Pop	152,299	31,366	21%	50,000	6,505	13%	202,299	37,871	19%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care Formula	2,276,259	568,534	25%	18,500,000	4,879,384	26%	20,776,259	5,447,918	26%
Child Care Match	-	-	0%	1,000,000	-	0%	1,000,000	-	0%
Child Care Quality Improvement	105,364	35,460	34%	1,039,399	153,113	15%	1,144,763	188,573	16%
Child Care Quality Mentor	478,650	111,104	23%	-	-	0%	478,650	111,104	23%
Child Care Quality Community Meeting	3,500	-	0%	-	-	0%	3,500	-	0%
CCP - Family and Protective Services	75,000	9,036	12%	675,000	180,722	27%	750,000	189,759	25%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	33,438	4,308	13%	-	-	0%	33,438	4,308	13%
Veterans Employment Service	1,369	4	0%	-	-	0%	1,369	4	0%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
WCI - TVLP	656	74	11%	-	-	0%	656	74	11%
WCI - Youth Career Fair	35,000	271	1%	-	-	0%	35,000	271	1%
WCI - Foster Youth Conference	1,212	-	0%	-	-	0%	1,212	-	0%
WCI - Hiring Red, White and You!	1,650	1,624	98%	-	-	0%	1,650	1,624	98%
<b>TOTAL</b>	<b>5,930,089</b>	<b>1,444,004</b>	<b>24%</b>	<b>22,556,140</b>	<b>5,608,286</b>	<b>25%</b>	<b>28,486,229</b>	<b>7,052,290</b>	<b>25%</b>

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman  
Commissioner Representing  
the Public

Alberto Treviño, III  
Commissioner Representing  
Labor

Joe Esparza  
Commissioner Representing  
Employers

Edward Serna  
Executive Director

January 9, 2025

Mr. Marin Rivas, Workforce Development Director  
Workforce Solutions Panhandle  
P.O. Box 9257  
Amarillo, Texas 79105

## Audit Resolution Report

Dear Mr. Rivas:

Workforce Solutions Panhandle (Board) administers the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program. In Fiscal Year 2024 TWC conducted a monitoring review of this program and had a finding, as documented in Monitoring Report #24.01.0001. This letter is about the audit resolution of the finding, as outlined below:

Finding: Ensure Participation Hours are Accurate and Supported

The Board did not ensure the SNAP E&T program guidelines and required regulations for work activities and participation hours were followed. During the tracing of the Board monitors work, it was discovered the subrecipient is entering job search participation hours in TWIST daily time tracking based on an average instead of actual daily hours of participation.

Accurate and complete documentation to verify SNAP E&T work activities is necessary to ensure mandatory participants comply with the required hours of participation. Without strict adherence to SNAP E&T directives, there is limited assurance that federal and state funds are expended in accordance with legislative requirements.

### Corrective Action Taken:

The Board has adequate controls in place to ensure SNAP E&T program requirements are followed and adhered to. The Board provided a copy of its revised Pre-Employment and Tracking Form dated January 8, 2024 for Career Navigators to document the date of each activity, along with the actual daily hours to ensure the hours are recorded properly in WIT Attendance Tracking tab. In addition, the Board provided a copy of its revised Operational Procedure CSN 11-55 Job Search Services for Choices – SNAP E&T, Change 2 dated June 10, 2024 and provided recent monitoring with an acceptable error rate for the weakness identified. Lastly, the Board provided recent training documentation, along with the agenda and sign-in sheet for this area. The corrective actions taken are sufficient to resolve this finding.



Mr. Rivas  
Page 2  
January 9, 2025

Because the corrective actions taken adequately resolves the finding, TWC Monitoring Report #24.01.0001 is closed. We encourage the Board to continue its efforts in following and adhering to SNAP E&T program requirements and guidelines, as this area will be tested during subsequent monitoring reviews.

Thank you for your assistance on this matter. If you have any further questions, please contact Judy Ohn at (737-802-9398) or [judy.ohn@twc.texas.gov](mailto:judy.ohn@twc.texas.gov).

Sincerely,



Charles E. Ross, Jr.  
Director, Division of Fraud Deterrence and Compliance Monitoring

cc: Kevin Caddell, Chair, Workforce Solutions Panhandle

**United States Department of Health and Human Services**  
Gwendolyn Jones, Regional Program Manager  
Deborah Daniels, Program Specialist  
Alisa Matthews, Program Specialist



# **ITEM 5(p)**

## **Contractor's Report**



# BUSINESS SERVICES REPORT



Q4 24



## EXECUTIVE SUMMARY

This report outlines the significant activities and achievements of the Workforce Solutions Panhandle Business Services Unit (BSU) during the fourth quarter of 2024. The BSU has focused on strategic collaborations, workforce development initiatives, economic development efforts, and community engagement to support the regional economy.

## EMPLOYER RELATIONSHIP BUILDING

**State of the State Presentation** - BSU staff participated in the State of the State Presentation, joining Texas Workforce Commission (TWC) staff and Todd from Plains Dairy to present to a group of Texas Panhandle business leaders. The presentation focused on the TWC's Skills Development Fund and other job training grants available to businesses in the state.

During the event, BSU staff engaged with various business leaders, including Nancy Marquez from Bell, several Amarillo ESC staff members discussing upcoming projects, and Amarillo College staff such as Dr. Munoz and Kevin Cheek. The discussions centered around workforce training opportunities, with a focus on how local businesses could leverage TWC's resources to support their employee training needs.

**Savage Company Rapid Response** - BSU staff hosted several Rapid Response events for Savage Company, located at the Harrington Station of Xcel Energy in Amarillo. Savage Company will cease operations on December 31, 2024, as Xcel Energy transitions from coal to natural gas. This shift to cleaner energy sources will result in the closure of the facility's coal handling and related services, directly impacting 45 employees.

To assist these workers, BSU staff conducted four separate Rapid Response events at the Savage facility, ensuring all shifts were accommodated. Training Services staff were also present to provide information on training options available to affected employees.

BSU staff continues to support the dislocated workers from Savage Company, helping them navigate Unemployment Insurance (UI) questions and connecting them with job development opportunities with area employers.

**Mexican Consulate's Protection Department & Legal Affairs** - BSU staff met with Larissa Romero from the Mexican Consulate to discuss the services provided by the Consulate and explore how Workforce Solutions Panhandle could collaborate with them to support mutual clients. The meeting focused on identifying services that can benefit individuals authorized to work in the United States, including assistance with documentation and legal matters.

The Mexican Consulate offers various services, including consular protection for nationals living abroad, assistance with passport and visa issues, and support for individuals dealing with legal matters in the United States. By connecting with the Consulate, BSU staff can offer enhanced support to Spanish-speaking clients, particularly those who may require documentation assistance or consular services.

**Martha's Home** - BSU staff presented to approximately 30 nonprofits from throughout the region at Martha's Home. The presentation aimed to highlight Workforce Solutions Panhandle's services and how these can benefit individuals served by local nonprofits. The discussion also focused on

identifying ways to collaborate with community organizations to enhance workforce development opportunities for those in need.

**Raices** - BSU staff met with Perla Arellano Fraire from the RAICES Rural Services Program to explore how Workforce Solutions Panhandle could assist RAICES clients and how RAICES could support our customers. The program provides free, bilingual legal assistance to low-income immigrant survivors of domestic violence, trafficking, and other crimes, particularly in rural Texas.

RAICES offers consultations and representation for immigrants seeking protection from deportation, along with help for immigration applications and work authorization. These services are important for Workforce Solutions Panhandle customers who need legal support to secure work authorization or protect their legal status. Additionally, RAICES delivers services remotely, which eliminates the need for travel and is particularly helpful for individuals in rural areas.

By connecting clients to RAICES, Workforce Solutions Panhandle can offer additional resources to Spanish-speaking individuals facing legal challenges, helping them navigate their options for work authorization and legal status.

**Education Credit Union** - BSU staff nominated Education Credit Union (ECU) for the 2024 Local Employer of Excellence Award, and ECU was presented with the honor at the Texas Workforce Commission's 27th Annual Texas Workforce Conference in Grapevine, December 2024. The award recognizes employers who have made significant contributions to the workforce and community, demonstrating a strong commitment to partnerships with Texas Workforce Solutions.

ECU's ongoing efforts to foster a skilled workforce within the Texas Panhandle were key to their nomination. The credit union has consistently engaged with Workforce Solutions Panhandle, participating in job and career fairs, as well as school career planning events. Their involvement connects students and job seekers with potential employers, while also providing valuable career exploration opportunities. Additionally, their participation in the Teacher Externship Program helps educators gain industry knowledge, better equipping them to prepare students for careers in finance and other sectors.

Education Credit Union also supports workforce development through initiatives like the \$5,000 scholarship program for Texas Panhandle Career Signing Days, aimed at students pursuing vocational training. Their work with student-led branches at West Texas A&M University and AmTech Career Academy further strengthens the local talent pool by providing students with work experience while meeting banking needs on campus.

ECU's broader community impact includes offering financial education classes and working with WTAMU student volunteers. These efforts not only provide critical financial literacy but also contribute to creating a more engaged and capable workforce.

**Goodwill Industries** - BSU staff toured the remodeled Goodwill Career Resource Center to gain an understanding of the center's updated offerings, including classes and workshops designed to support career development. During the visit, staff shared information about the services available through the local workforce system, highlighting opportunities for collaboration and partnership. This exchange of information provided insights into how both organizations can work together to better serve individuals seeking employment, training, and career advancement opportunities.

**PanTeXas Deterrence** - BSU staff met with recruiters at Pantex to discuss the plant's future plans, including its ongoing workforce expansion and the company's new initiatives under the leadership of Dr. Kelly Beierschmitt, the newly appointed president and general manager of PanTeXas Deterrence. Since Dr. Beierschmitt's appointment, Pantex has grown by approximately 1,500 employees, with plans to add an additional 400 to 500 positions in the coming years to support the plant's continued development.

As part of this growth, Pantex is also opening a new campus in downtown Amarillo at the Happy State Bank building. The campus will accommodate workers who have been teleworking, creating a collaborative environment to foster teamwork and support the growing workforce.

Dr. Beierschmitt highlighted key areas of focus for Pantex, including reinvestments in high-value engineering and acquisition systems, improvements in office conditions, and enhanced break areas for staff. A 100-day quick start plan is in place to assess employee concerns and prioritize necessary changes, with the goal of ensuring a positive and productive work environment.

**CVMR (Chemical Vapor Metal Refining)** - The AEDC board has denied CVMR Texas's request for an extension on its project, originally intended to create 1,000 jobs with a \$20 million investment. AEDC Chairman Alex Fairly cited significant financial and operational challenges as the reasons for the denial. CVMR Texas reportedly lacked the necessary funding and input materials (nickel, rare earth metals) to proceed. Concerns were also raised about the company's operational inexperience and inconsistent communication with AEDC officials. The AEDC will reclaim the 400 acres allocated for the project and may pursue legal action to recover expenses. While the extension has been denied, the AEDC stated that they would reconsider the project if CVMR presented a sustainable plan.

**Plant AS** - BSU staff is working with PLANT-AS on its \$510 million Controlled Environment Agriculture (CEA) facility. The Amarillo Economic Development Corporation (AEDC) board has approved a six-month extension for PLANT-AS to begin construction. This extension is pending Amarillo City Council approval on January 28th. The facility, located on 400 acres at the Centerpoint East site near Highway 60 and Parsley Road, will encompass 9 million square feet of advanced CEA production space. PLANT-AS's investment will create over 700 full-time jobs with an estimated annual payroll of \$35 million.

Using hydroponic technology, the facility will produce fresh produce like leafy greens and vine crops, reportedly using 70-90% less water than conventional farming. This Amarillo facility, along with a similar development in Lubbock, will cover over 1,100 acres, aiming to serve the Southwestern US and have a global impact. The six-month extension allows PLANT-AS time to finalize permitting and begin construction, with operations expected to commence approximately 24 months after the project's closing date. The delay was attributed to internal company matters, not permitting issues.

**Garrett Container Systems** - BSU staff met with Frank Boudreau of Albers Aerospace to discuss staffing needs for Garrett Container Systems, a new employer in Amarillo. During the meeting, BSU staff collected information on the company's hiring requirements, which include positions for Manufacturing Design Engineers, Welders, Manufacturing Production Supervisors, and General Laborers. Job postings for these roles were subsequently entered into WorkInTexas.com to attract qualified candidates.



Additionally, BSU staff provided Garrett Container Systems with a list of qualified candidates from the recent Savage Company Rapid Response initiative. These candidates, displaced by the closure of Savage Company, were referred for available job opportunities at Garrett Container Systems, helping to ensure a smooth transition for those affected by the closure.

**Pacific Cheese** - BSU staff is working with Pacific Cheese on its expansion in Amarillo. Pacific Cheese, a leading West Coast-based cheese manufacturer and distributor, is building a new facility in the Centerport Business Park. Pacific Cheese offers a wide range of cheese products, including natural cheeses, processed cheeses, and imported cheeses, serving various market segments, including foodservice, retail, and industrial customers. This expansion is expected to generate jobs and stimulate local economic activity. The project was supported by the AEDC.

**AAA Cooper Transportation** - BSU staff is working with AAA Cooper Transportation on the development of a regional transportation hub in Amarillo. A \$10 million project will establish the hub, with the AEDC providing a \$900,000 location incentive. This will support the creation of up to 60 new jobs with an average annual salary of at least \$70,000. AAA Cooper Transportation, headquartered in Dothan, Alabama, is a privately held transportation and logistics provider offering a comprehensive suite of services, including less-than-truckload (LTL), truckload, dedicated fleet, and logistics solutions. They operate a large network of terminals and service centers across the Southeastern United States and beyond.

**Mainline Construction and Maas Energy** - BSU staff met with representatives from Mainline Construction and Maas Energy to discuss the establishment of an apprenticeship program in Dalhart. The companies are interested in launching a Construction Craft Labor Apprentice program to build their workforce. To support this initiative, BSU staff connected Stephanie Moore, HR Director at Mainline Construction, with Traci Nolen from the Texas Workforce Commission's Office of Apprenticeship. This collaboration aims to create a structured apprenticeship program that will help train and develop skilled workers for the construction industry in the Dalhart area.

## **RURAL EMPLOYER RELATIONSHIP BUILDING**

**Allsup's Dimmitt:** BSU staff met with Martha, the employer representative, to discuss employment services (ES). Allsup's is currently hiring for both part-time and full-time positions, with a competitive pay rate of \$10.00/hour. The company has all shifts available, including daytime, evening, and weekend shifts. Interested applicants can apply in person at the Dimmitt location.

**Car Works:** BSU staff met with Terry Mixon, the owner of Car Works, to discuss ES. Car Works is a local business that provides a range of automotive services, including tire services, mechanic work, and detailing. Although the company is currently fully staffed, BSU staff maintained a relationship with the owner to explore potential future hiring needs.

**Castro County Tax Assessor:** BSU staff visited the Castro County Tax Assessor's office and left a flyer with Sulema Moreno, the employer representative. The flyer provided information about the Mobile Office destinations and hours available for the Dimmitt area. Sulema expressed interest in

learning more about the Mobile Office and the services it provides, which may be beneficial for local residents and businesses.

**City of Dimmitt:** BSU staff discussed new business inquiries with Daniel Jackson, the city manager of Dimmitt. A new dairy company from California has expressed interest in relocating to the Dimmitt area, and city officials are exploring options for tax abatements to attract and retain this new business. BSU staff will continue to monitor this development and provide support as needed.

**Country View Living:** BSU staff met with Elida Bonilla, the employer representative, to discuss ES. Country View Living is a local care facility that is currently hiring for housekeeping and food preparation staff. BSU staff will continue to work with the facility to fill these open positions and provide support for their hiring needs.

**County Judge:** BSU staff met with Mandy Gfeller, the employer representative, to discuss all services offered by the BSU. The Mobile Office has received positive feedback from the City of Dimmitt, and its presence is considered beneficial for the local community. BSU staff will continue to maintain a relationship with the County Judge's office to explore ways to support local businesses and residents.

**Dimmitt Mayor's Office:** BSU staff visited the Dimmitt Mayor's office and met with Scott Sheffie, the mayor. The city is experiencing growth, with new businesses opening in the area, including a restaurant and a Texas Federal Credit Union branch. The mayor reported that tax revenues for the City of Dimmitt are currently in the black, indicating a positive economic trend. BSU staff will continue to work with the mayor's office to support local economic development and provide services to new and existing businesses.

**Dimmitt Printing and Supply:** BSU staff met with Chris, the employer representative, to discuss all services offered by the BSU. Dimmitt Printing and Supply is a local business that provides paper and office supplies to schools, hospitals, local government agencies, and other businesses. The company has reported a successful year, with record profits, and BSU staff will continue to maintain a relationship with the company to explore ways to support their growth and hiring needs.

**Dollar General:** BSU staff met with Cindy, the employer representative, to discuss ES. Dollar General is a corporate account, and applicants can apply online at [www.generaldollar.com](http://www.generaldollar.com). The company is always looking for part-time evening and weekend help, and BSU staff will continue to refer qualified candidates to the company.

**Family Dollar:** BSU staff met with Ruth, the employer representative, to discuss ES. Family Dollar is also a corporate account, and applicants can apply online at [www.familydollar.com](http://www.familydollar.com). The company is always looking for part-time evening and weekend help, and BSU staff will continue to refer qualified candidates to the company.

**Lowe's Market:** BSU staff met with Jesse Saenz, the employer representative, to discuss ES. Lowe's Market is a local grocery store that is always accepting applications for various positions. The company currently has a job opening in the meat department, and BSU staff will work to refer qualified candidates to the company.

**Mr. Burger:** BSU staff met with John Garth, the employer representative, and posted a job opening for the company. Mr. Burger is a local restaurant that is always looking for eager



employees who do not mind working. BSU staff will continue to refer qualified candidates to the company and work with the employer to fill open positions.

**Panhandle Community Services:** BSU staff met with representatives Rosa Contreras and Anna Padilla to discuss various services, including assistance for the aging population and Medicare program. While currently operating under budget constraints, the outlook for 2024-2025 is promising. The organization has also partnered with Salvation Army to provide fuel assistance for winter months 2024-2025.

**Golden Chick:** BSU staff met with owner Emilio Chavez regarding the new restaurant opening in Hereford, Texas. The business is scheduled to open February 1st, 2025, and will begin accepting applications in late December 2024.

**Hereford Bar and Grill:** BSU staff met with Rocky Bhakta, the employer representative, to discuss ES. Hereford Bar and Grill is currently fully staffed, but the company is always taking applications for wait staff, bartenders, cooks, and maintenance personnel.

**Water Lot:** BSU staff met with Beth, the employer representative, to discuss ES. Water Lot is a privately-owned business that is currently struggling due to competition from HTeaO, a corporate business that is new to Hereford, Texas.

**Chamber of Commerce:** BSU staff visited with Chamber president Je'nelle, and discussed new members who have joined the Chamber of Commerce recently. Je'nelle has been elected as the new president of the Chamber.

**Eagles Landing Travel Stop:** BSU staff met with manager Beatrice, and discussed the current job posting in WIT. The company is still in need of part-time help for the evening shift, specifically for stockers and maintenance personnel.

**Judge Keeter/County Judge:** BSU staff met with Judge Keeter to discuss multiple projects: the Hornet Solar project on West HWY 86 (currently under construction by Primoris Renewable, projected to provide 100 million watts annually), and Blattner Energy's potential need for General Labor helpers for another solar farm project in the area.

**Keeters Meat Co:** BSU staff met with Devon Keeters, and discussed the need for experienced meat cutters. The company offers a competitive wage for Tulia, TX, and has installed a new smoker and expanded storage. BSU staff will continue to refer qualified candidates to the company.

**Lowe's Market:** BSU staff met with manager Joe, and discussed the company's hiring process. Lowe's Market is always taking applications online or in person, and applicants can check the QR code for up-to-date openings for all Lowe's Market stores in the Texas Panhandle.

**Milo Insulation:** BSU staff met with Cindy Swain, Account Manager, and discussed the company's current staffing needs. Milo Insulation is fully staffed at the present time, but applicants are always welcome to complete a company application. The company has expanded to Denton, TX, and Pampa, TX, and has ramped up advertisements on social media with strong returns.

**Old Castle APG:** BSU staff met with Michael Flanigan, and discussed the need for general labor workers and forklift operators. BSU staff will continue to refer qualified candidates to the company.

**Salvation Army:** The Salvation Army has partnered with Panhandle Community Services to assist customers with fuel assistance for the winter months of 2024-2025.

**Swisher County Sheriff Dept:** BSU staff met with Jim McCaslin, and discussed the need for deputies. BSU staff will continue to refer qualified candidates to the department.

**Hereford Economic Development:** BSU staff met with Junie Wagner, the president of Hereford Economic Development, and discussed future projects for the city of Hereford, Texas.

**Amarillo College Health Fair:** BSU staff participated in the Amarillo College Health Fair on October 5th, 2024, and offered resources to local students from financial aid to child care services. The event was attended by various organizations, including the Financial Aid Department, Workforce Solutions Panhandle, Catholic Family Charities, and the Health Department.

**Sinclair Gas Station:** BSU staff met with new owner Rocky Bhakta regarding the February 2025 reopening. Bhakta plans to operate under new management and staff, and has expressed interest in partnering with Workforce Solutions Panhandle for future job development opportunities.

**TDCJ Recruiting Efforts:** BSU staff participated in TDCJ recruiting efforts and met with the Chamber of Commerce, Economic Development Corporations, and county courthouse judges. They presented flyers to the Chamber of Commerce offices in various locations, including Hereford, Tulia, Friona, and Castro County Courthouse.

**Monthly Employer Outreach:** BSU staff conducted monthly employer outreach in rural communities, including Tulia, Dimmitt, Friona, and Hereford. They met with the Tulia Chamber of Commerce, Dimmitt Courthouse, Friona Chamber of Commerce, Amarillo College Campus, and Hereford Chamber of Commerce, and sent an email blast to numerous employers with information about the Mobile Office calendar, WIOA information, childcare, and employment services.

**Workforce Solutions Posters and Brochures:** BSU staff distributed Workforce Solutions posters, brochures, business cards, and information to community partners, including Health and Human Services, Panhandle Community Services, Amarillo College, rural courthouses, Chamber of Commerce, and Economic Development Corporations. This effort aimed to increase awareness and advertisement for Workforce Solutions Panhandle and the Mobile Office.

## **LABOR MARKET ANALYSIS AND INFORMATION DISSEMINATION**

**Pampa Economic Development Corporation** - BSU staff Ryan Bradley, Executive Director of Pampa EDC. Extensive Labor Market Information on Pampa, Gray County, and the Texas Panhandle for a project.

BSU staff also participated in a virtual meeting with Ryan Bradley, Executive Director of Pampa EDC and site selection representatives from an unknown company. The project is called Project Phoenix, the company representatives are seeking a site, possibly in Pampa, for a steel foundry operation. Representatives with Atmos Energy and Xcel Energy were also present.

**Amarillo Small Business Development Center** - BSU staff supplied Gina Woodward, Executive Director of America's SBDC at West Texas A&M University, with Labor Market Information to support small business workforce planning. The data included trends in local employment, wage comparisons, and industry growth, enabling targeted recommendations for small business development in the Texas Panhandle.

**Amarillo Giving Home Health Care** - BSU staff collaborated with Ashley Newton, HR Manager at Amarillo Giving Home Health Care, to provide Labor Market Information focused on healthcare workforce trends. The report included detailed wage data, employment projections, and graduation rates from local community colleges, enabling strategic workforce planning and support for recruitment efforts.

**Amarillo Economic Development Corporation** - BSU staff provided Labor Market Information to Caylar Harper, Director of Marketing & Workforce Initiatives. The LMI focused on workforce trends, wages, and projections for Amarillo and the surrounding area.

**Canyon Economic Development Corporation** - BSU staff supplied wage and job projection data for Amarillo, Potter County, and the Texas Panhandle to Stephanie Tucker, Executive Director of Canyon EDC. This data was provided to support discussions on local labor market needs.

**Childress Economic Development Corporation** - BSU staff delivered comprehensive wage and job projection data for Childress County and the Texas Panhandle to Sheabree Nix, Executive Director. This data supported workforce planning and economic development efforts, with an emphasis on identifying opportunities for business growth and talent development in the region.

**Dumas Economic Development Corporation** - BSU staff provided Brandon Cox, Executive Director of Dumas EDC, with Labor Market Information for Dumas, Moore County, and the Texas Panhandle to guide workforce and economic development efforts in the region.

**Borger Economic Development Corporation** - BSU staff delivered quarterly Labor Market Information to Amy Fesser, Executive Director of Borger EDC, which included wages, job projections, and comparative data between Borger and Pampa, offering insights into regional competition and workforce dynamics.

**Cacique** - BSU staff provided Lisa Harris, Human Resources Manager at Cacique, with quarterly wage data for production occupations in Amarillo and the Texas Panhandle to help ensure competitive compensation practices, as well as to plan for an upcoming Skills Development Fund Grant.

**Amarillo College (Technical Education)** - BSU staff presented customized Labor Market Information to Amarillo College's Construction Technology students and instructors. The presentation included wage information, employment projections, and an overview of Workforce Solutions Panhandle's Training Services Program.

**Frank Phillips College** - BSU staff provided Dr. Shannon Carroll with detailed Labor Market Information covering Hutchinson County, Borger, and the Texas Panhandle. This information was tailored to assist in workforce development efforts and the design of industrial programs aimed at addressing local industry demands and workforce gaps.

## JOB FAIRS AND HIRING EVENTS

The Business Services Unit (BSU) took a leading role in connecting employers with potential employees during the fourth quarter of 2024 by organizing, assisting and **hosting 23 events in Q4 2024**, including job fairs, career fairs, and hiring events.

These events offered job seekers valuable opportunities to explore career paths and highlight their skills to a wide array of employers. BSU's active engagement underscores its dedication to advancing workforce development and supporting the community's employment needs.

### Job Fairs

Job Fairs bring together multiple employers from various industries, providing job seekers with a unique opportunity to explore a wide range of employment options in a single setting. These events are designed to help job seekers discover potential career paths, network with employers, and apply for open positions. In Q4 2024, BSU staff hosted two job fairs, each catering to different sectors and offering job seekers a diverse array of opportunities.

#### 2024 Fall Amarillo Job Fair

The 2024 Fall Amarillo Job Fair took place on October 8, 2024, at the South Exhibit Hall of the Amarillo Civic Center. The event brought together **100 employers** and **1,400 job seekers**, resulting in nearly **300 reported hires**. It served as an excellent platform for job seekers to explore diverse career opportunities and for employers to connect with skilled candidates to fulfill their staffing requirements.

#### Hiring Red, White and YOU! Job Fair

The 2024 Hiring Red, White & You! Veteran Job Fair took place on November 7, 2024, at the Workforce Solutions Panhandle office. This statewide hiring event focused on connecting veterans, transitioning military members, and military spouses with employers across Texas. The event served as a valuable resource for veterans, qualified spouses, and the general public seeking employment, as well as for companies looking to hire skilled and dedicated individuals.

The job fair attracted **34 employers** from a variety of industries, including technology, engineering, healthcare, and finance, demonstrating the strong demand for qualified workers in the Texas Panhandle. A total of **371 job seekers attended**, with **73 veterans participating, representing 20% of the total attendance**.

#### Goodwill Job Fair

The Goodwill Job Fair took place on October 31, 2024, at the Goodwill Industries of Northwest Texas Career Resource Center (CRC). The event brought together **8 employers** and **44 job seekers**, resulting in **23 reported hires**. It served as an excellent platform for job seekers to explore diverse career opportunities and for employers to connect with skilled candidates to fulfill their staffing requirements.

The job fair attracted a variety of employers, reflecting the diverse needs of the local job market. Attendees had the opportunity to meet with potential employers, and Goodwill provided a computer bank on site for job seekers to fill out online applications, ensuring a seamless and efficient application process.

## Hiring Events

BSU staff also organizes Hiring Events, which are dedicated to connecting job seekers with a specific employer. These events are tailored to meet the hiring needs of an individual company, providing job seekers with the chance to learn about the organization's culture, benefits, and available roles. Hiring Events are an excellent way for employers to showcase their brand and attract talented candidates. Throughout Q4 2024, BSU worked closely with local businesses to host a series of successful hiring events, each focused on helping employers find the best fit for their open positions while offering job seekers targeted employment opportunities.

### Sodexo Hiring Events

Sodexo, a global food services and facilities management company, hosted **2 hiring events** to recruit for various roles at local institutions.

- **60 Job Candidates:** These events attracted individuals with diverse skills and experience in the hospitality and food service industries.
- **6 Job Postings Entered into WorkInTexas.com:** Workforce Solutions Panhandle ensured that the job postings were widely distributed through WorkInTexas.com.

### JBS Cactus Hiring Event

JBS Cactus, the leading producer of diversified, high-quality food products, held a hiring event at their employment offices on October 17th & 18th in Cactus, TX.

- **48 Job Candidates:** This event attracted individuals with diverse skills and experience, seeking employment in the food production industry.
- **4 Job Postings Entered into WorkInTexas.com:** Workforce Solutions Panhandle ensured that the job postings were widely distributed through WorkInTexas.com.

### Barr Field Services Hiring Events

Barr Field Services, a privately-owned company providing on-site support for the energy and transportation sectors, partnered with BSU staff to host a series of **3 hiring events**. The events aimed to recruit Wind Technicians.

- **Hiring Events Held:** Three events were conducted between October 18-20, 2024.
- **11 Qualified Candidates:** The events attracted 11 qualified job seekers who completed assessments and initial interviews.

### Texas Department of Criminal Justice Hiring Events

The Texas Department of Criminal Justice (TDCJ) held **10 recruitment events** at the Workforce Solutions Panhandle office to fill roles in corrections and support services.

- **Utilized WSP Office 10 Times in Q4:** TDCJ maintained a strong presence at Workforce Solutions Panhandle, utilizing the office to recruit throughout the quarter.
- **80 Job Seekers Engaged:** A consistent stream of job seekers attended these sessions, expressing interest in state correctional jobs.
- **36 Hires Made:** TDCJ filled several key positions, contributing to their staffing goals for the region.

## **Career Fairs**

Workforce Solutions Panhandle's Business Services Unit (BSU) is committed to cultivating future talent for a robust workforce. In Q4 2024, BSU partnered with key educational institutions to host a series of targeted career fairs, each focusing on specific high-demand fields.

These fairs connected **48 employers** with **over 800 students and job seekers**, resulting in 132 reported hires. More importantly, these events sparked career inspiration, helping young adults envision their future and connect with resources to achieve their goals.

**Amarillo College Hereford Campus Health Fair:** Amarillo College students attended a community health fair on October 5, 2024, bringing awareness to students and the community. During the fair, students were able to access services such as flu shots, STD/STI testing, cholesterol and blood pressure testing, etc.

**Frank Phillips College Career Fair:** Students connected with top employers and explored career options. educators connected with potential employers, gaining valuable insights into childcare careers.

**2024 EPIC Career Fair (MS Edition):** Regional middle schools were invited to participate in the EPIC Middle School College and Career Fair, held on Nov 7, 2024, at WTAMU and Region 16. The event welcomed 686 middle school students from across the Texas Panhandle, providing them with a unique opportunity to hear from industry leaders in the Panhandle and explore various career paths.

In addition to learning about new occupations, students toured the WTAMU campus, offering them valuable insights into higher education and future career planning.

**Amarillo College LVN Job Fair:** Students considering Licensed Vocational Nursing careers gained firsthand knowledge from potential employers and healthcare professionals.

**Amarillo College Transportation Job Fair:** Amarillo College's Career and Employment Services & East Campus hosted a Transportation Job Fair on December 5 2024. Students from the following majors were invited and encouraged to attend: Aerospace Technology, Automotive Collision, Automotive, Technology, Aviation, Diesel Mechanics Technology, and Truck Driving.

## **EMPLOYERS AND GROUPS UTILIZING WORKFORCE SOLUTIONS PANHANDLE OFFICES**

### **Pantex Plant**

BSU staff maintain a close working relationship with Pantex recruiters, who utilized Workforce Solutions Panhandle offices three times for testing and interviews. The facility's centralized location, access to computers, and availability of meeting rooms, including the computer lab and Room 1, made it an ideal choice. For specialized needs, such as the recent Fire Chief testing, private areas were provided to accommodate specific requirements.

### **Panhandle Human Resources Association Board Meetings**

BSU staff hosted the PHRA for three separate board meetings at Workforce Solutions Panhandle's Amarillo office during Q4 2024, providing a professional and centralized location for 12 board



members each time. The meetings, held monthly, extended beyond regular office hours, with BSU staff staying on-site to assist and ensure smooth operations.

### **HomeGoods New Hire Orientations**

BSU staff organized the facilities for two HomeGoods orientation events, accommodating 36 employees in the first session and 22 employees in the second. Workforce Solutions Panhandle offices offer large meeting spaces for the orientations, which contributed to the company's successful onboarding process.

### **Carpenters Union Negotiations**

BSU staff coordinated with the Carpenters Union to host their negotiation meetings at Workforce Solutions Panhandle offices. The use of private meeting spaces, coupled with the neutral and centralized location, provided a suitable environment for their discussions.

### **Texas Department of Criminal Justice**

BSU staff worked with TDCJ recruiters to host weekly hiring events at Workforce Solutions Panhandle offices. These events allowed TDCJ to efficiently connect with job seekers in a professional and accessible environment.

### **Texas Veterans Commission**

TVC staff are integrated into the Business Services Unit, participating in weekly meetings with BSU staff to share information and coordinate services. This collaboration strengthens support for veterans in the region.

### **West Texas Healthcare Association Monthly Luncheon**

BSU staff collaborated with WTHA leadership to host two monthly luncheons for the group at Workforce Solutions Panhandle offices. The first luncheon hosted 17 attendees, while the second luncheon had 23 participants. These luncheons served as networking opportunities for healthcare professionals representing over 30 employers in the region.

### **Off-Base Transition Training (OBTT) Workshops**

BSU staff organized the job seeker outreach for the in-person jobseeker workshops as part of the OBTT program on October 7, 2024, at Workforce Solutions Panhandle offices. These workshops focused on résumé building, networking, and job fair strategies to prepare attendees for the Fall Amarillo Job Fair. More than 80 job seekers participated in the event.

## **RESOURCES DEVELOPED AND DISSEMINATED TO EMPLOYERS AND PARTNERS**

### **Workforce Solutions Panhandle Labor Market Update**

Texas Panhandle businesses and organizations rely on a skilled workforce to thrive. To address this need, BSU staff produces a monthly Labor Market Analysis (LMI) report, providing valuable insights to a wide range of stakeholders.

The BSU leverages GovDelivery to ensure the LMI report reaches a targeted audience of 2,838 business subscribers. This subscriber base includes:

- **Employers**
- **Economic Development Corporations (EDCs)**
- **Chambers of Commerce**
- **Other Stakeholders**

With an open rate of 34.55% and 1,530 total opens per month., the LMI report proves to be a valuable resource for the Texas Panhandle community.

The BSU's monthly LMI Report reflects our to fostering a robust and dynamic workforce within the Texas Panhandle region. By providing this critical data and analysis, the BSU empowers businesses, organizations, and individuals to make informed decisions that contribute to the overall economic strength of the community.

### **Area Economic Development Corporations & Chambers of Commerce**

BSU collaborated with the Economic Development Corporations and Chambers of Commerce to develop a comprehensive Labor Market Information (LMI) report for business recruitment.

The report provided a detailed comparison between Amarillo and competitor cities on several critical factors influencing business decisions:

- **Wage Data:** Industry-specific wage analyses are included to showcase Amarillo's competitiveness in attracting and retaining skilled talent.
- **Talent Availability:** The report provides insights into the local talent pool, identifying the presence of specific skill sets sought by businesses.
- **Housing Market:** Comparisons of average home costs and rent are included, demonstrating housing affordability in Amarillo compared to competing cities.
- **Consumer Spending:** Analyses of average cost of goods and household income offer insights into consumer spending power and market potential in Amarillo.

This data-driven report empowers the EDC to move beyond generic marketing claims and present a compelling, fact-based case to potential investors. By highlighting Amarillo's affordability, talent availability, and overall economic strength, the report positions the city as a valuable location for businesses.

## **COLLABORATION AND COORDINATION**

**Mental Health Partnership** - BSU staff participated in a public update regarding the development of a 75-bed Panhandle State Hospital in Amarillo, an essential addition to mental health services in the Texas Panhandle. The hospital, located at 6610 W. Amarillo Blvd., will be built on a 10-acre site through a land lease agreement between the Texas Health and Human Services Commission and The Texas A&M University System. The project is funded with \$159 million from the 88th Texas Legislature, with construction beginning in summer 2024 and admissions expected to start in fall 2027.

BSU staff have been actively involved in conversations surrounding workforce development related to the hospital's operations. West Texas A&M University (WTAMU) is expanding its Psychiatric Mental Health Nurse Practitioner program to prepare students for the mental health field. The program focuses on building a pipeline of nurses, nurse practitioners, counselors, and



social workers to meet the demands of the new hospital. Dr. Holly Jeffreys, Dean of the College of Nursing and Health Sciences at WTAMU, emphasized the need for workforce growth in these areas to support the Panhandle's mental health services.

Potter County Judge Nancy Tanner highlighted the importance of this hospital in addressing mental health needs across the region. She noted that the facility will reduce the burden on county judges, who currently send patients to facilities in Wichita Falls, and will bolster the local medical workforce. Once completed, the hospital will serve the entire Panhandle region and offer significant career opportunities for students in related programs.

**Borger Mental Health Project** - BSU staff met with Julie Winters, Executive Director of Aspire A Mindful Place, to provide workforce services information and discuss opportunities through the Texas Workforce Commission's Lone Star Workforce of the Future Fund. BSU staff also connected her with Maegan Franklin for further assistance.

Aspire A Mindful Place is working on a significant project to establish an outpatient behavioral health complex in Borger. In January 2024, Phillips 66 donated \$250,000, marking the first major contribution toward this initiative. Aspire purchased the First Presbyterian Church in June 2024 and plans to repurpose the facility to create a welcoming space for mental health services. The complex will include offices for counselors and peer support specialists, rooms for group sessions, a small clinic with a psychiatric nurse practitioner, and telehealth capabilities for psychiatric care.

The project was initiated in response to a rise in suicide attempts and completions among local students. Aspire's vision is to implement programs focused on prevention and early intervention. The facility will provide critical mental health services for children and adults in Hutchinson County and neighboring rural areas.

The estimated budget for the renovation is \$2,000,000, with additional funding needed to cover operating expenses while Aspire establishes its revenue streams. Once operational, the center will employ up to 12 staff members, most of whom are expected to be local residents committed to remaining in Hutchinson County to support the community.

Aspire is actively fundraising to complete the project and welcomes additional support to bring this vision to fruition.

**Amarillo College Partnerships** - BSU staff are working closely with Amarillo College leadership to enhance collaboration through workshops designed to educate college staff on Workforce Solutions Panhandle (WSP) services. These workshops, organized by WSP Training Services, aim to increase awareness and usage of WSP resources among Amarillo College staff, including Deans, Coordinators, Chairs, Career Specialists, ARC Staff, Financial Aid, and Advisors.

**Workshop Date:** February 7th, 2025

**Time:** 1:00 - 3:00 PM

**Location:** Innovation Outpost

**Amarillo College Business Leadership Council Meetings** - BSU staff maintain an active role in Amarillo College's Business Leadership Council Meetings, representing Workforce Solutions

Panhandle programs. These meetings address industry-specific workforce needs in areas such as Welding and Machining, Construction, and Business Technology, strengthening the alignment between industry demands and workforce development efforts.

**Texas Workforce Commission Texas Veterans Leadership Program** - BSU staff maintain a close working relationship with Anthony Torres of the Texas Veterans Leadership Program. The TVLP connects transitioning veterans and their families to employment, education, and supportive services, focusing on reintegration into civilian life. Workforce Solutions Panhandle and TVLP initiatives overlap in areas such as job placement, career counseling, and supporting veterans' access to workforce resources. This partnership enhances outreach efforts to veterans, providing vital assistance in securing meaningful employment in the Texas Panhandle.

**Texas Veterans Commission** - BSU staff collaborate directly with Gerry Smith of the Texas Veterans Commission. TVC staff are integrated into Workforce Solutions Panhandle's Business Services Unit and actively participate in planning and executing regional job fairs and hiring initiatives. The TVC focuses on providing veterans with employment services, including job search assistance and employer connections. By aligning efforts, this partnership strengthens workforce development efforts, ensuring veterans receive the support needed to transition successfully into the civilian workforce.

**United Rentals Veteran Hiring Initiative** - BSU staff connected Lori Johnson, Human Resources at United Rentals, with Anthony Torres of the Texas Workforce Commission's Texas Veterans Leadership Program and Gerry Smith of the Texas Veterans Commission to support the company's veteran hiring initiative. United Rentals actively recruits veterans, reservists, and military spouses, leveraging their leadership, teamwork, and discipline to strengthen its workforce. The company offers flexible employment options, job protection for service members, and career development programs like Skillbridge and Cooperative Work Experience (CWE) to assist veterans transitioning into civilian careers.

## **TRAINING AND DEVELOPMENT PROGRAMS**

During Q4 2024, the Business Services Unit (BSU) collaborated with employers, regional partners, and training providers to enhance workforce skills and support economic growth across the Texas Panhandle. These efforts focused on delivering customized training solutions through initiatives like the Texas Workforce Commission's Skills Development Fund (SDF) projects. By addressing employer-specific needs, these programs improved workforce capabilities, reduced turnover, and fostered organizational success. The following section highlights key training initiatives and their impact during this period.

### **Plains Dairy**

The Panhandle Regional Planning Commission (PRPC) secured a **\$154,985 Skills Development Training Grant** from the Texas Workforce Commission's Skills Development Fund (SDF) to support workforce training at Plains Dairy. This program, launched in October 2023, concluded its training phase in Q4 2024, delivering impactful results.

Key outcomes include the **successful training of 173 employees**, exceeding the original target of 127 trainees. A total **of 2,061 training hours** were completed, surpassing planned targets across

Business Technical, General Technical, and Non-Technical categories. Expenditures totaled \$149,855 by November 2024, reflecting effective utilization of grant funds.

The program led to measurable improvements at Plains Dairy, including a **30% increase in productivity, decreased employee turnover, and reduced workplace injuries**. Leadership also reported a marked decline in leadership turnover due to targeted supervisor and manager training. These outcomes highlight the value of SDF projects in fostering workforce growth and organizational success.

## **ONGOING TRAINING PROJECTS**

BSU staff initiated meetings between Amarillo College and various local employers following support from the college regarding Skills Development Fund (SDF) Grants, as well as other TWC training projects.

BSU staff met with Amarillo College and Panhandle Regional Planning Commission (PRPC) in order to assist the college with the planning and coordination for upcoming projects. Many of the projects below involve consortiums of employers.

**Amarillo College Skills Development Contingency Grant** - BSU staff initiated discussions with Amarillo College stakeholders regarding a \$50,000 Texas Workforce Commission Skills Development Contingency Grant. This grant would enable Amarillo College to engage with ASCO Equipment to develop a heavy equipment mechanic training program at its Amarillo location. The initial funding will support 64 hours of training (out of a total 320-hour curriculum), culminating in participants earning a certificate from the college and receiving at least a 1% wage increase. Additional funding sources will be integrated into the plan to cover the remaining training hours. Amarillo College is expected to submit the grant application in Q1 2025.

The contingency grant provides a streamlined funding mechanism, reducing the lead time typically required to secure these resources. It also allows Amarillo College the flexibility to amend the contract to increase funding for ASCO Equipment or to expand the initiative by forming a consortium with additional employers.

**ASCO** - BSU staff is in discussions with ASCO regarding a Skills Development Grant. The grant would be used to establish a regional training center for all ASCO sites. The training center will focus on increasing the number of heavy equipment mechanics. ASCO leadership recently met with Kevin Cheek (Amarillo College SDF lead), Maegan Franklin (Texas Workforce Commission), and BSU staff to discuss this initiative.

ASCO is an equipment provider serving customers in industries such as construction, agriculture, material handling, mining, oil and gas, local governments, landscaping, and infrastructure. With 27 locations throughout Texas, Oklahoma, and New Mexico, ASCO provides sales, rentals, parts, and service.

**Amarillo College Skills for Small Business Grant** - In Q2 2024, BSU staff contacted Kevin Cheek at Amarillo College to address the college's lack of participation in the Texas Workforce Commission's Skills for Small Business block grant program. BSU staff facilitated a connection between Kevin Cheek and Maegan Franklin at the Texas Workforce Commission.

Amarillo College subsequently applied for \$20,000 in grant funding, with \$10,000 designated for child care initiatives. The college is now in the final stages of approval and contracting, with funding expected to be available by late Q1 2025.

**Healthcare Internship Funding Opportunity** - BSU Staff collaborated with the Panhandle Regional Planning Commission (PRPC) to identify and reach out to healthcare employers for a Healthcare Internship Funding Opportunity offered by the Texas Workforce Commission (TWC). BSU staff engaged Baptist Community Services and Creative Solutions in Healthcare, who committed to participating in the initiative.

Both organizations will train a minimum of 10 Certified Nursing Assistants (CNAs) each, with the funding covering wages for trainees during the program. This project is intended to address workforce shortages by offering paid, hands-on training opportunities that lead to CNA certification and employment in the healthcare field.

PRPC submitted the grant application to TWC and is currently awaiting approval. If approved, the funding will support training-related expenses such as paid on-the-job training and clinical experiences, ensuring participants gain practical skills and meet certification requirements.

The Healthcare Apprenticeship Initiative focuses on helping healthcare employers implement structured apprenticeship models, tailored to meet regional workforce needs. This funding will provide direct support for training activities relevant to this project, including curriculum development and instruction

**Cacique Foods** - BSU staff met with Lisa Harris, Human Resources Manager at Cacique Foods, to discuss strategies for addressing the company's workforce development needs. The meeting covered potential applications for a Skills Development Grant, opportunities for workforce-paid internships, and services provided by the Employment Services group. Additionally, the discussion included leveraging Amarillo College's training programs to support the company's goals.

In a separate meeting, BSU staff engaged with Lisa Harris, along with Steve and Pete from OJT Associates and TORQ, to design and implement an On-the-Job Training (OJT) program at Cacique Foods. This program aims to provide employees with on-the-job learning opportunities to enhance their skills and align with the company's operational needs.

BSU staff also met with the new Cacique Plant Manager, Edoardo LaTorre, and Human Resources Manager, Sunnie Szozda, along with Amarillo College representatives Dr. Munoz, David Hall, and Ernie Sheets, to discuss Cacique's future training needs. The discussions highlighted plans for expanding workforce development initiatives and preparing for a larger Skills Development Fund project.

Cacique Foods has recently hired a new Maintenance Manager, who will begin in early Q1 2025. The company has successfully met its current production and staffing goals and is on track to transition to a five-day workweek in Q1 2025. A follow-up meeting is planned to explore additional workforce solutions and training opportunities as part of the larger Skills Development Fund project.

**Pacific Cheese** - BSU staff facilitated a meeting between Pacific Cheese leadership, personnel from the Texas Workforce Commission (TWC), and representatives from Amarillo College to discuss training programs related to production. The focus of the meeting was to identify training options that could support the company's workforce development goals, including potential production certifications and other relevant programs.

**International Aerospace Coatings** - BSU staff facilitated discussions with Amarillo College regarding customized training programs for painters employed by International Aerospace Coatings (IAC). The company is poised to begin its Skills Development Grant, which will fund training tailored to enhance the skillsets of existing and new employees. The training program aligns with IAC's plans to expand its workforce through the construction of a new wide-body hangar at its Amarillo location, which will significantly increase its operational capacity and require additional skilled staff.

Amarillo College is prepared to move forward with IAC's grant but is awaiting confirmation from Pacific Cheese to finalize their participation in a consortium. This collaborative approach aims to maximize the efficiency and impact of the grant by addressing workforce needs for both companies. Should Pacific Cheese join, the consortium will allow for shared resources and training opportunities across multiple industries, further strengthening the local workforce and meeting employer demands.

**Bell** - BSU staff engaged in conversations with Nancy Manriquez from Bell, connecting her with David Hall and Kevin Cheeks at Amarillo College. The company is interested in initiating an SDF project to expand its workforce by up to 400 new employees. Additionally, they are looking to revive their partnership with the college to train new Aircraft Mechanics, who will be guaranteed an interview upon completion of the program.

**BSA Health System, Northwest Texas Healthcare System, and Amarillo Surgical Group** - BSU staff coordinated a consortium of healthcare providers, including BSA Health System, Northwest Texas Healthcare System, and Amarillo Surgical Group, with Texas Workforce Commission (TWC) personnel. The group is seeking \$500,000 in training funds aimed at enhancing the skills of registered nurses. BSU staff recently met with Kimberly Crowley, Dean of Nursing, about the Skills Development Grant. Dean Crowley indicated that the plan is continuing to progress forward.

**Canyon ISD** - Assisted Tiffany Hooker, Canyon ISD Career & Technology Education Specialist to apply for a JET Grant from the TWC for their Transportation career pathway. BSU staff assisted with Canyon ISD's partnership partner with Amarillo College and Panhandle Regional Planning Commission.

this grant would assist the school district's Transportation classes get updated equipment and more equipment to help with class sizes and get area students in the workplace sooner.

## COMMUNICATIONS

### Success Stories

The Business Services Unit (BSU) at Workforce Solutions Panhandle is excited to share six inspiring success stories from Q4 2024. These stories showcase the transformative power of our programs in empowering individuals to overcome challenges and achieve their career goals.



The six success stories submitted this quarter highlight the diverse ways our programs make a difference. We've supported individuals seeking to enter the healthcare field, overcome personal challenges to achieve career goals, and contribute to the well-being of children in our community.

- **Styled for Success Women's Conference:** Empowering Women to Achieve Career Success (Oct 10 2024)
- **Building a Brighter Future:** How Maria Found Success Through Workforce Paid Internships (Oct 22 2024)
- **Sophie's Fresh Start Toward a Promising Future** (Nov 12 2024)
- **Caring for the Community:** Mateo Raises the Bar for Child Care Excellence (Nov 27 2024)
- **A Natural Fit:** Colton's Journey from Internship to Career with Atmos Energy (Dec 20 2024)
- **Celebrating FY2024:** A Year of Workforce Success in the Texas Panhandle (Dec 31 2024)

The BSU invites you to read the full stories and learn more about how Workforce Solutions Panhandle is making a difference in our community [HERE](#).

### Social Media Engagement Metrics and Strategies



Workforce Solutions Panhandle (WSP) continues to leverage its social media platforms to connect employers and job seekers throughout the Texas Panhandle. By sharing useful resources and creating real connections, WSP has become a go-to hub for workforce-related info in the region. Looking back at the fourth quarter of 2024, it's clear that these efforts have really paid off for both employers and job seekers.

#### Overall Facebook

In the last quarter, WSP posted **112 times** on Facebook, reaching **134,850 individuals**, jobseekers and employers alike. This helped spread important details about job openings, training sessions, and hiring events across the Texas Panhandle. For job seekers, this meant over **1,200 users** clicked links to access job postings and training resources, while **917 photo views** highlighted visual job-related content like career fairs and employer spotlights. With **164 comments**, users were able to ask questions, get advice, and engage with the content in a meaningful way.

For employers, WSP's posts provided great visibility and engagement with potential candidates. Almost **6,800 users** interacted with posts, including job seekers showing interest in openings. Over **8,200 total clicks** drove traffic to employer profiles, hiring events, and the Workforce Solutions Panhandle website, where users could dig deeper into available resources. These posts were shared more than **660 times**, helping reach a broader audience, including those in rural areas of the Panhandle.

In total, WSP's Facebook efforts led to **180,997 impressions** and over **2,000 direct engagements**. Whether through likes, shares, or comments, these interactions show how WSP's strategy is helping employers connect with the right candidates and giving job seekers a direct path to new opportunities. These continued efforts are playing a big part in strengthening the workforce across the Texas Panhandle.

# PRESS RELEASES ISSUED AND MEDIA COVERAGE RECEIVED

Throughout Q4 2024, the Business Services Unit (BSU) worked closely with local media outlets to enhance visibility and raise awareness of Workforce Solutions Panhandle's initiatives and services. The efforts resulted in Workforce Solutions Panhandle being featured in 13 news stories, further emphasizing the organization's role in workforce development and community support. Through these media partnerships, BSU successfully communicated key programs, events, and accomplishments, reinforcing the impact of Workforce Solutions Panhandle on both the regional economy and local workforce.

## 2024 Spring Amarillo Job Fair

- **News Channel 10:** <https://www.newschannel10.com/2021/10/04/civic-center-hosting-fall-amarillo-job-fair-tomorrow/>

## Off-Base Transition Training Program

- **News Channel 10:** <https://www.newschannel10.com/2024/10/04/workforce-solutions-panhandle-host-workshops-ahead-amarillo-job-fair/>
- **News Channel 10 (Video):** <https://www.youtube.com/watch?v=9tCTzTIVGI4>
- **MyHighPlains:** <https://www.myhighplains.com/news/local-news/job-fairs-workshops-to-be-hosted-across-amarillo-in-october/>
- **Amarillo Globe News:** <https://www.amarillo.com/story/business/briefs/2024/10/06/amarillo-area-business-news-and-developments-for-oct-6-2024/75484604007/>

## Education Credit Union Employer of Excellence Award

- **News Channel 10:** <https://www.newschannel10.com/2024/12/06/education-credit-union-wins-2024-local-employer-excellence-award/>
- **MyHighPlains:** <https://www.myhighplains.com/news/local-news/texas-workforce-commission-recognizes-texas-employers-at-2024-conference/>

## Mexican Consulate Meet-and-Greet

- **Amarillo Tribune:** <https://amarillotribune.org/2024/12/16/experts-connect-with-amarillo-organizations-on-immigration-issues/>

## Hiring Red, White & You! Job Fair

- **News Channel 10:** <https://www.newschannel10.com/2024/11/05/red-white-you-job-fair-set-thursday/>
- **Amarillo Globe News:** <https://www.amarillo.com/story/news/2024/10/30/amarillo-job-fairs-being-held-for-veterans-public-oct-31-and-nov-7/75938444007/>

## Healing Through Him Ministries New Partnerships

- **News Channel 10:** <https://www.newschannel10.com/2024/11/28/amarillo-nonprofit-partners-with-other-organizations-help-domestic-abuse-survivors/>

## Buc-ee's Grand Opening

- **MyHighPlains:** <https://www.myhighplains.com/news/local-news/when-is-buc-ees-opening-in-amarillo-an-overview-on-the-beaver-in-2024/>

## Barr Field Services Hiring Event

- o **MyHighPlains:** <https://www.myhighplains.com/news/local-news/workforce-solutions-panhandle-barr-field-services-host-job-fair-for-machinists-welders/>

## GOVDELIVERY

In Q4 2024, the Business Services Unit (BSU) effectively leveraged the GovDelivery platform to share important updates with key stakeholders, including employers and job seekers. The BSU distributed **25 bulletins** to a total of **182,232 recipients**, with a **37.7% open rate**. These bulletins featured job fair notifications, labor market information, and other workforce-related updates.

The platform reaches **2,739 employer subscribers** and **64,793 job seeker subscribers**, ensuring targeted communication with both businesses and individuals seeking employment. By utilizing GovDelivery, the BSU is able to streamline information delivery and enhance engagement with the Texas Panhandle community, keeping them informed of relevant events and opportunities.

## UPCOMING EVENTS:

**2025 Panhandle ISD Career Fair** - January 31, 2025, 9 AM - 12 PM

**West Texas A&M University Spring Career and Internship EXPO** - February 13, 2025 from 10 am - 2 pm

**2025 High School EPIC Career Fair** - February 20, 2025 from 9 am - 2 PM

**West Texas A&M University Health Services Fair 2025** - February 27, 2025 from 12 pm - 2 pm

**West Texas A&M University Summer Camp Job Fair 2025** - March 4, 2025 from 11 am - 1 pm

**2025 AmTech Career Fair** - March 6, 2025 from 8 am - 4 pm

**Amarillo College Women in Industry** - March 19, 2025 from 8:30 am - 1:30 pm

**Amarillo College Men in Healthcare** - March 26, 2025 from 8:20 am - 1:30 pm

**West Texas A&M University Educators EXPO 2025** - March 26, 2025 from 9 am - 12 pm

**2025 Spring Amarillo Job Fair** - April 8, 2025 from 10 am - 2 pm

**West Texas A&M University Part-Time Job & Internship Fair** - April 10, 2025 11:30 am - 1:30 pm

**West Texas A&M University Non-Profit & Behavioral Health Fair 2025** - April 24, 11:00 am - 1:00 pm

**JET Grant Presentation** - May 9 from 10:00 a.m. - 11:00 a.m.

**Chick-fil-a Rapid Response** - May or June 2025

**2025 Texas Conference for Employers** - May 9, 2025

**2025 Governor's Small Business Summit (Dalhart)** - October 9, 2025



**Workforce Solutions Panhandle  
Business Services Unit**

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# AMARILLO

## JOB FAIR

### 2025 Spring Amarillo Job Fair

Amarillo Civic Center - South Exhibit Hall - 401 S. Buchanan St, Amarillo, TX 79101  
**Tuesday, April 8<sup>th</sup>, 2025 10 AM - 2 PM**

The **Amarillo Job Fair** continues its tradition of offering extensive recruitment opportunities to businesses in Amarillo and the surrounding areas. At the last event, over 100 businesses participated, providing job opportunities ranging from entry-level positions to professional careers. With an average attendance of 1,200 job seekers, employers can connect with numerous candidates in a single afternoon.

This is an ideal opportunity for your business to fill vacant or new positions and showcase your company to the community.

#### **Event Details:**

- **Date:** Tuesday, April 8th, 2025
- **Time:** Booths open from 10:00 a.m. to 2:00 p.m.
- **Location:** Amarillo Civic Center South Exhibit Hall

We encourage you to share information about your company, accept applications, and recruit future employees. This event will be publicized through community mail-outs and local media.

# REGISTER

## Booth Information

Booth Price on or before March 31, 2025 – \$100

Booth Price on or after April 1, 2025 – \$125

Reservations are on a first-come, first-served basis.

An 8' skirted table and two chairs will be provided. You are encouraged to bring a company banner/display or any promotional items that will help showcase your company.

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## Lunch Information

Lunch will be catered, the cost for each boxed lunch is \$10.00.

# ADDITIONAL INFORMATION

### What To Bring

- Please bring a 15' extension cord if electricity is needed
  - Table cloth with your organization's name
  - Display items that represent your organization
    - Giveaways
- Items or equipment that demonstrate the work performed at your organization
  - Any literature/handouts about your organization

### Civic Center Policies

- **No taping** to any walls, curtains, columns in the Civic Center.
- **No nails, staples, pins**, etc. are allowed to be used to attach items to any area of the Civic Center.
  - **No helium filled balloons** are allowed in the Civic Center.
- **No use of hay, tumbleweeds, confetti, or glitter** in any areas in the Civic Center.

Refer to the Amarillo Civic Center's [Venue Regulations](#) for all additional questions.

# CONTACT US



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