

**Panhandle Workforce
Development Board
Meeting Agenda
August 21, 2024**

PANHANDLE WORKFORCE DEVELOPMENT BOARD

2024 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 2024 Board meeting schedule. The Board must meet a minimum of four times this year. However, there may be a rare occasion that necessitates having an additional meeting. This would only occur when a board action is necessary and time is a factor.

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

Thank You!

Marin

February 21, 2024
May 22, 2024
August 21, 2024
December 11, 2024 (Tentatively)



NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board will be held at 12:30 p.m. on Wednesday, August 21, 2024. Board members and individuals from the public may access the meeting in person at 3120 Eddy Street, Amarillo, Randall County, Texas. Lunch will be served to Board members at 12:00 p.m.

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

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

<https://us02web.zoom.us/j/88980246667?pwd=CdpkbosZKotLD73eOLBflp4eJgQcd1.1>

Or may participate by phone (346) 248-7799

Meeting ID: 889 8024 6667 - Passcode: 808980

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

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

AGENDA

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

3. **MINUTES**

- a) Members will be asked to consider approval of the minutes from the Board's meeting held on May 22, 2024.

Also attached, for informational purposes, are:

- b) Minutes of the May 23, 2024 meeting of the Panhandle Workforce Development Consortium's Governing Body. Please note that the group concurred with the actions of the Board. No action by the Board is required; and
- c) Minutes of the July 24, 2024 meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Board is required.

4. **CURRENT MEMBERSHIP LISTS**

- a) Panhandle Workforce Development Board
b) Panhandle Workforce Development Board Child Care Advisory Committee
c) Panhandle Workforce Development Board Cybersecurity Council
d) Panhandle Workforce Development Consortium's Governing Body

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

5. **ELECTION OF OFFICERS**

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

6. **SIGNATORY AUTHORITY**

Members will be asked to grant the individual elected for the office of Chair, authority to act as Signatory on behalf of the Board, for the coming year covering the period of July 1, 2024 through June 30, 2025. This authority is formalized in the Partnership Agreement between the Board and the Panhandle Workforce Development Consortium's Governing Body.

7. **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.

8. **LOCAL MONITORING REPORT**

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

9. **WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL 2024-2025**

Members will be asked to consider completion and execution of a contract renewal with Huxford Group, LLC to deliver workforce development and child care program services for the period of October 1, 2024 through September 30, 2025.

10. FISCAL MONITORING SERVICES CONTRACT

Members will be asked to consider execution of a contract with Christine H. Nguyen for fiscal monitoring of the functions performed by Workforce Solutions Panhandle for the initial period of October 1, 2024 through September 30, 2025. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by the Monitoring Contractor.

11. UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICIES

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

- a) Customer Incentives;
- b) Equal Opportunity (EO); and
- c) Child Care Services.

Public comment opportunity and Member vote will be recognized.

12. REPORTS ON GRANTS

A review of reports on the Panhandle’s grants for October 1, 2023 – June 30, 2024 will be presented. No action by the Board is required.

13. PROGRAM PRESENTATION – SUMMER YOUTH EMPLOYMENT PROGRAMS

Jennifer Galloway, Training Services Program Manager with Workforce Solutions Panhandle will provide an overview of the 2024 Summer Youth Employment Programs. No action by the Board is required.

14. 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.

15. DIRECTOR’S REPORT ON WORKFORCE ACTIVITIES

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

16. FINAL PUBLIC COMMENT PERIOD

17. 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 14th day of August 2024, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM

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



Leslie Hardin



ITEM 3a
Workforce Development Board
Minutes



PANHANDLE REGIONAL PLANNING COMMISSION

Panhandle Workforce Development Board

Minutes

May 22, 2024

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, May 22, 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:

- Jay Barrett, AmTech Career Academy
- Wanda Boatman, Plains Dairy
- Texas "Tex" Buckhaults, Clarendon College
- Kevin Caddell, Furniture Fashions, LTD
- Sonja Clark, Bell Textron, Inc.
- Tamara Clunis, Amarillo College
- 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
- Amy Rambo, BSA Health System
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- John Roberts, Central South Carpenters Regional Council
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Geneva Tiller, Texas Workforce Solutions Vocational Rehabilitation Services
- Jason Vaden, Texas Workforce Commission
- Uriel Villa, Edward Jones Investments
- Brian Wasden, Kleinstadt Motors
- Lisa White, Amarillo Public
- Magi York, Panhandle Community Services

MEMBERS ABSENT:

- Francisco Apodaca, Apodaca Brothers
- Betty Bara, La Fiesta Grande
- Ryan Bradley, Hunting Titan

OTHERS PRESENT:

David Hall, Amarillo College; Brian Hernandez, Phalanx Outreach Solutions; Sarah Barnes, Elsa Cordero, Phillip Flores, Ray Flores, Karron Gilbreath, Karla Koontz, Trent Morris, and June Sliter, Workforce Solutions Panhandle.

STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Ana Gonzalez, Rosie Gonzalez, 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 February 21, 2024 meeting. Mr. Parker moved to approve the minutes as presented. Ms. Lillard seconded the motion; the motion carried.

4. 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.

5. APPOINTMENT TO CHILD CARE ADVISORY COMMITTEE

Members were asked to consider the appointment of Skyler Paige Seaton to serve on the Panhandle Workforce Development Board's Child Care Advisory Committee. Ms. Goodrich moved to appoint the individual as presented. Mr. Charlie Rivas seconded the motion; the motion carried.

6. PROGRAM PRESENTATION – SKILLUP PANHANDLE / METRIX LEARNING

Brian Hernandez, Founder and Chief Storyteller with Phalanx Outreach Solutions, presented members with an overview of the new campaign for Workforce Solutions Panhandle's SkillUp Panhandle: Learn, Grow, & Thrive! No action by the Board was required.

7. UPDATE TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY

Members were asked to consider a proposed update to the current local PWDB policy for Noncustodial Parent (NCP) Choices - Case Closure. There were no public comments and Ms. Lillard moved to approve the update. Mr. Buckhaults seconded the motion; the motion carried.

8. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2023 – March 31, 2024. No action by the Board was required.

9. 2024 TWC EMPLOYER AWARDS NOMINATIONS

Members were asked to consider area employers who collaborate with the local workforce system, designing initiatives that enhance community resources and foster the skills vital for Texas to sustain its competitive edge, to be nominated for 2024 TWC Employer Awards. Members concurred with the following staff recommendations:

- Local Employer of Excellence - Education Credit Union
- Large Employer of the Year - Phillips 66 Borger Refinery
- Small Employer of the Year - Plains Dairy
- Veteran Friendly Employer of the Year - Flashpoint Security
- HireAbility Employer of the Year - Northwest Texas Healthcare System

Mr. Salazar moved to approve the nominations as stated above; Ms. Goodrich seconded the motion. Ms. Boatman abstained from the vote and the motion carried.

10. CHILD CARE PROGRAM PERFORMANCE UPDATE

Members were presented with an update on Child Care program performance. No action by the Board was required.

11. 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.

12. LOCAL MONITORING REPORT

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

13. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

14. HIGH DEMAND JOB TRAINING PROGRAM APPLICATION – RURAL

Members were asked to authorize the Workforce Development Director to execute an Application for Submission to the Texas Workforce Commission (TWC) for a 2024 High Demand Job Training (HDJT) Program grant in collaboration with the Dalhart Economic Development Corporation, the Dalhart Education Foundation, Frank Phillips College and the Board. Ms. Goodrich moved to authorize the execution of the application as stated above; Ms. Lillard seconded the motion. Mr. Caddell abstained from the vote and the motion carried.

15. HIGH DEMAND JOB TRAINING PROGRAM APPLICATION – AMARILLO

Members were asked to authorize the Workforce Development Director to execute an Application for Submission to TWC for a 2024 HDJT Program grant in collaboration with the Amarillo Economic Development Corporation, West Texas A&M University and the Board. Mr. Parker moved to authorize the execution of the application as stated above. Mr. Charlie Rivas seconded the motion; the motion carried.

16. CURRENT MEMBERSHIP LIST

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

17. FINAL PUBLIC COMMENT PERIOD

None.

18. ADJOURN

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



ITEM 3b
Consortium's Governing Body
Minutes



PANHANDLE REGIONAL PLANNING COMMISSION
Panhandle Workforce Development Consortium's Governing Body
Minutes
May 23, 2024

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, May 23, 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. 8th Avenue, Amarillo, Potter County, Texas.

Judge Wagner presided.

MEMBERS PRESENT:

- Dan Looten, County of Carson
- D J Wagner, County of Deaf Smith
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Alicia Law, County of Sherman
- Harold Keeter, County of Swisher

MEMBERS ABSENT:

- Cole Stanley, City of Amarillo

OTHERS PRESENT:

Brian Hernandez, Phalanx Outreach Solutions; Trent Morris, Workforce Solutions Panhandle.

STAFF PRESENT:

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

1. CALL TO ORDER

Judge Wagner 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 February 22, 2024 meeting of the Governing Body. Judge Irwin moved for approval. Judge Keeter 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. REAPPOINTMENT OF MEMBERS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members were asked to consider the reappointment of three members: Francisco Apodaca, Amy Rambo and Paul Salazar, whose terms were expiring June 30, 2024, to continue to serve on the Panhandle Workforce Development Board. Judge Porter moved to reappoint the members. Judge Irwin seconded the motion; the motion carried.

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

Members were asked to review agenda items presented and consider concurrence with actions taken at the May 22, 2024 meeting of the Panhandle Workforce Development Board:

6a. MINUTES

Minutes from the PWDB meeting on February 21, 2024 and the PWDB's Child Care Advisory Committee meeting held on April 24, 2024. No action by the Body was required.

6b. 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.

6c. APPOINTMENT TO CHILD CARE ADVISORY COMMITTEE

Appointment of Skyler Paige Seaton to serve on the Panhandle Workforce Development Board's Child Care Advisory Committee.

6d. PROGRAM PRESENTATION-SKILLUP PANHANDLE / METRIX LEARNING

Founder and Chief Storyteller with Phalanx Outreach Solutions, Brian Hernandez's overview of the new campaign for Workforce Solutions Panhandle's SkillUp Panhandle: Learn, Grow, & Thrive! No action by the Body was required.

6e. UPDATE TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY

Proposed update to current local PWDB policy for Noncustodial Parent (NCP) Choices - Case Closure.

6f. REPORTS ON GRANTS

A review of reports on the Panhandle's grants for October 1, 2023 – March 31, 2024. No action by the Body was required.

6g. 2024 TWC EMPLOYER AWARDS NOMINATIONS

Consideration of area employers, who collaborate with the local workforce system, designing initiatives that enhance community resources and foster the skills vital for Texas to sustain its competitive edge, to be nominated for 2024 TWC Employer Awards. Members concurred with the following staff recommendations:

- Local Employer of Excellence - Education Credit Union
- Large Employer of the Year - Phillips 66 Borger Refinery
- Small Employer of the Year - Plains Dairy
- Veteran Friendly Employer of the Year - Flashpoint Security
- HireAbility Employer of the Year - Northwest Texas Healthcare System

6h. CHILD CARE PROGRAM PERFORMANCE UPDATE

An update on Child Care program performance. No action by the Body was required.

6i. 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.

6j. LOCAL MONITORING REPORT

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

6k. 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.

6l. HIGH DEMAND JOB TRAINING PROGRAM APPLICATION – RURAL

Authorization for the Workforce Development Director to execute an Application for Submission to the Texas Workforce Commission (TWC) for a 2024 High Demand Job Training (HDJT) Program grant in collaboration with the Dalhart Economic Development Corporation, the Dalhart Education Foundation, Frank Phillips College and the Board.

6m. HIGH DEMAND JOB TRAINING PROGRAM APPLICATION – AMARILLO

Authorization for the Workforce Development Director to execute an Application for Submission to TWC for a 2024 HDJT Program grant in collaboration with the Amarillo Economic Development Corporation, West Texas A&M University and the Board.

6n. CURRENT PWDB MEMBERSHIP LIST

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

Judge Irwin moved to approve action needed for the Body and to concur with actions taken at the PWDB meeting. Judge Law seconded the motion; the motion carried.

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

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



ITEM 3c
PWDB Child Care Advisory Committee
Minutes



PANHANDLE REGIONAL PLANNING COMMISSION
Panhandle Workforce Development Board's Child Care Advisory Committee
Minutes
July 24, 2024

The regular meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee was held at 1:00 p.m. on Wednesday, July 24, 2024.

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
- Skylar Seaton
- Kim Winegeart
- Mikki Wossum

OTHERS PRESENT:

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

PANHANDLE WORKFORCE DEVELOPMENT BOARD STAFF PRESENT:

Kathy Cabezuela, Amanda Leal, and Heather Reid.

1. CALL TO ORDER
Ms. Rider 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 April 24, 2024 meeting. Ms. Wossum moved to approve the minutes as presented. Ms. Winegeart seconded the motion; the motion carried.
4. INTRODUCTION OF NEW MEMBERS
Ms. Seaton was introduced as the New Member of the Committee. No action by the Committee was required.
5. SCHEDULING UPCOMING MEETINGS
Members were asked to determine the next scheduled meeting date and time. Members agreed that the next meeting of the Committee will be on Wednesday, October 23, 2024 at 1:00 p.m.
6. CHILD CARE PROVIDER UPDATE
Karron Gilbreath, Workforce Solutions Panhandle Child Care Provider Services Lead provided an update on the Child Care Providers. 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
April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, provided an update on the Child Care Quality (CCQ) funding. No action by the Committee was required.
9. CHILD CARE POLICIES
Members were asked to consider the recommendation of rescinding local policies to become effective once TWC issues the updated Child Care Services Guide. Ms. Hanes moved to recommend rescinding the local policies to become effective once TWC issues the Child Care Services Guide. Ms. Wossum seconded the motion; the motion carried.
10. CHILD CARE SURVEY
Members were sent a Child Care Survey prior to meeting and items from the survey were discussed. No Action by the Committee was required.
11. NONTRADITIONAL – HOURS CHILD CARE
Members discussed Nontraditional-hours Child Care. Ms. Hanes shared her personal experience with nontraditional-hours child care. No action by the Committee is required.
12. OPEN DISCUSSION
Members discussed methods for gathering feedback from different individuals within the child care sector to see where child care quality spending is needed the most.

13. CURRENT MEMBERSHIP LIST

Informational item only. No action by the Committee is required

14. FINAL PUBLIC COMMENT PERIOD

None.

15. ADJOURN

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



ITEM 4(a)
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

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

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
Consolidated Nuclear Security, LLC - Pantex
P. O. Box 30020
Amarillo, Texas 79120-0030
(806) 573-7502 ext. 2.1011
amy.moran@cns.doe.gov

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

PRIVATE SECTOR (CITY OF AMARILLO)

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

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

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

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

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

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)**

(VACANT)

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

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

Industry Represented: Oil & Gas
Equipment Manufacturing
TWC ID: 143344908
Firm Size: 552 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

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

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

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

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

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

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

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

ADULT BASIC AND CONTINUING EDUCATION

(VACANT)

Ethnicity/Gender:
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

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

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

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

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

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

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

PUBLIC EMPLOYMENT AGENCY

Mr. Jason Vaden
Project Coordinator
Texas Workforce Commission
101 E. 15th St.
Austin, Texas 78778
(512) 936-3442
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 6th Street 401
Borger, Texas 79007
(806) 273-4446 / (806) 274-5028 fax
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 4(b)
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

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

Mr. Omar Mendoza
Owner
Registered Child Care Home
81 N. Maryland St.
Amarillo, Texas 79106
(619) 964-1960
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

CHILD CARE STAKEHOLDER

Ms. Haleigh Morris
Teacher
Opportunity School Edwards Campus
406 S. Osage
Amarillo, Texas 79104
(806) 382-6244
haleighmorris@opportunitieschool.com

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

**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

**CURRENT OR FORMER
CHILD CARE FAMILY**

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

CHILD CARE STAKEHOLDER

Ms. 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

CHILD CARE STAKEHOLDER

Ms. Skylar Paige Seaton
Teacher
Amarillo College Child Development Lab School
6222 W 9th Ave
Amarillo, Texas 79106
(806) 626-3147
s0569875@actx.edu

PWDB STAFF

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

* Chairman

** Vice-Chairman



ITEM 4(c)
Current Membership List –
Cybersecurity Council

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

PANHANDLE WORKFORCE DEVELOPMENT BOARD
CYBERSECURITY COUNCIL

FOR JULY 1, 2024 – JUNE 30, 2025

**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 4(d)
Current Membership List –
Consortium's Governing Body

**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

AT- LARGE

The Honorable DJ Wagner
Judge, County of Deaf Smith
235 E. 3rd Rm 201
Hereford, Texas 79045
(806) 363-7000
(806) 363-7022 fax
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

**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

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

The Honorable Harold Keeter
Judge, County of Swisher
119 South Maxwell
Tulia, Texas 79088
(806) 995-3504
(806) 995-2214 fax
h.keeter@swisher-tx.org

**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

**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

- * Chairman
- ** Vice-Chairman



ITEM 5

Election of Officers

Chairperson

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

- *Mr. Kevin Cadell has served for one term of the office of Chairperson and is eligible for a second term.*

Vice Chairperson

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

- *Mr. David Parker has served for one term of the office of Vice Chairperson and is eligible for a second term.*

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

CURRENT BOARD MEMBERS ELIGIBLE TO SERVE AS OFFICERS

PRIVATE SECTOR (AT LARGE)

Mr. Francisco Apodaca

Co-Owner, Apodaca Brothers, Pampa, Texas

PRIVATE SECTOR (CITY OF AMARILLO)

Ms. Betty Bara

Co-Owner, La Fiesta Grande

PRIVATE SECTOR (CITY OF AMARILLO)

Ms. Wanda Boatman

Employee Relations, Plains Dairy LLC

PRIVATE SECTOR

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

Mr. Ryan Bradley

Plan Manager, Hunting Titan Inc., Pampa, Texas

PRIVATE SECTOR (AT LARGE)

Mr. Kevin Caddell - PREVIOUSLY SERVED AS: Vice-Chair May-August 2023, Chair 2023-2024

Owner, Furniture Fashions, LTD, Dalhart, Texas

PRIVATE SECTOR (CITY OF AMARILLO)

Ms. Sonja Clark

Site Leader, Bell Textron, Inc.

PRIVATE SECTOR

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

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

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

PRIVATE SECTOR (CITY OF AMARILLO)

Ms. Kristi Hanes

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

PRIVATE SECTOR (CITY OF AMARILLO)

Ms. Amy Moran

Director of Human Resources Strategy and Operations, CNS Pantex

PRIVATE SECTOR (CITY OF AMARILLO)

Mr. David Parker - PREVIOUSLY SERVED AS: Vice-Chair 2023-2024

Chief Operating Officer, Harwell & Cook Orthodontics

PRIVATE SECTOR

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

Ms. Amy Rambo

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

PRIVATE SECTOR (AT LARGE)

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

Chief Executive Officer, Rivas Environmental Consultants, Amarillo, Texas

PRIVATE SECTOR (AT LARGE)

Mr. Brian Wasden

Owner/General Manager, Kleinstadt Motors



ITEM 6

Signatory Authority

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

Authorization

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

Parties

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

Board Responsibilities

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

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

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

Consortium's Governing Body Responsibilities

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

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

Communications

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

Resolution of Non-concurrence

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

Liability

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

Staffing, Administrative and Grant Recipient Responsibilities

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

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

Plan Development

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

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

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

Amendments

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

Period

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

Approval

Chair
Panhandle Workforce Development
Consortium's Governing Body

Chair
Panhandle Workforce Development
Board

Date

Date



ITEM 8

Monitoring Report



MEMORANDUM

DATE: August 21, 2024

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.

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

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

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

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

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

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

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

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

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

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

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

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 May 2024 meeting.

REPORT ON THE PWDA'S MONITORING REVIEWS
February 2023 – August 2024

Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC)			
Monitoring Review	Date of review	Period Covered	Status
Fiscal and Program Operating Systems	February 27, 2023 – March 3, 2023	January 2022 – November 2022	Pending Results
Fiscal and Program Operating Systems	March 4, 2024 – March 8, 2024	December 2022 – November 30, 2023	Pending Results

Administration of Equal Opportunity Compliance Department (EOCD) Conducted by Texas Workforce Commission (TWC)			
Monitoring Review	Date of review	Period Covered	Status
Equal Opportunity Compliance	January 8, 2024 – January 29, 2024	September 1, 2022 – December 31, 2023	Management Letter

Administration of Fiscal Control Monitoring Conducted by External Monitor – Christine H. Nguyen, CPA			
Monitoring Review	Date of review	Contract Period	Status
Fiscal Risk Assessment	July 2024	October 2024 – September 2025	Completed
Fiscal Integrity Review	July 2024	October 2024 – September 2025	Completed

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 1, 2024 – September 31, 2024	October 2023 – March 2024	Ongoing
Program Risk Assessment	July 2024 - August 2024	October 2024 – September 2025	Completed

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

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

Report 24.01.0201

June 7, 2024

VIA Email: mrivas@theprpc.org

Mr. Marin Rivas, Workforce Development Director
Workforce Solutions Panhandle
PO Box 9257
Amarillo, TX 79105

Dear Mr. Marin Rivas:

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

TWC's Equal Opportunity Compliance Department (EOCD) has completed our FY 2024 review for the Workforce Solutions Panhandle. This letter is our report. The EOCD has no findings and there are no issues which would necessitate a corrective action plan.

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

Sincerely,

Jon Pokorney

Jon Pokorney
State of Texas Equal Opportunity Officer

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



ITEM 9

Service Delivery Contract Renewal



MEMORANDUM

DATE: August 21, 2024

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Workforce Development Program Operation and Service Delivery Contract Renewal

BACKGROUND

PRPC's current contract with the Huxford Group LLC, for the delivery of workforce development and child care program services, will end on September 30, 2024. The four-year contract, procured in 2021, is subject to renewal, given acceptable performance.

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

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

This renewal's contracted amount for operations is estimated to be approximately \$3,793,263. Huxford Group would also be responsible for obligating the use of about \$16,803,334 in additional funds for client training, supportive services and child care, as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2024 through September 30, 2025, and funds to cover associated costs would be available from the Texas Workforce Commission (TWC) and also from local child care matching funds.

RECOMMENDATION

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



ITEM 10

Fiscal Monitoring Services Contract



MEMORANDUM

DATE: August 21, 2024

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Workforce Development Fiscal Monitoring Services Contract

BACKGROUND

The Panhandle Regional Planning Commission (PRPC), as the fiscal and administrative agent for the PWDB, contracts with a Service Delivery provider to deliver workforce development and child care program services, through Workforce Solutions Panhandle, on a cost reimbursement basis. Under the Texas Administrative Code (40 TAC §802.62,) PRPC is responsible for monitoring the Service Delivery provider's operations for compliance and performance; implementing any necessary corrective actions or sanctions; and reporting data, activities and performance to the Texas Workforce Commission (TWC). 40 TAC §802.64 specifically addresses Fiscal Monitoring Activities "to ensure that resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse."

In July, Workforce Development staff released a Request for Proposals (RFP) seeking a qualified organization with demonstrated competence, knowledge, qualifications and successful performance that would offer competitive and reasonable pricing, to provide fiscal monitoring of the functions performed by the Service Delivery provider.

The RFP was sent to 30 potential providers and a legal notice was placed in the Texas Register and the Amarillo Globe-News. Responses were received from three entities, Booth Management Consulting; CohnReznick LLP; and Christine H. Nguyen, CPA. Workforce Development staff reviewed and scored the proposals based upon criteria specified in the solicitation and points were awarded.

Booth Management Consulting proposed costs for the initial contract period of \$44,517.08 and was awarded an average of 55.3 points; CohnReznick proposed costs for the initial contract period of \$99,850 and was awarded an average of 50.3 points; and Ms. Nguyen proposed costs for the initial contract period of \$25,585 and was awarded an average 65.7 points. A summary of the scoring is attached. Staff recommends that the contract be awarded to Christine H. Nguyen CPA.

The initial period for the contract to be awarded would be from October 1, 2024 through September 30, 2025. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by the Monitoring Contractor.

RECOMMENDATION

Staff recommends that the Board of Directors authorize PRPC's Executive Director to execute a contract with Christine H. Nguyen, CPA, for monitoring services as described above.

Request for Proposals (RFP) to Provide Fiscal Monitoring Services
Scoring Summary

<u>Vendor</u>	<u>Staff</u>			<u>Average Score</u>
	<u>K. Cabezuela</u>	<u>H. Reid</u>	<u>M. Rivas</u>	
<u>Booth Management Consulting</u>	55	56	55	55.3
<u>CohnReznick LLP</u>	53	47	51	50.3
<u>Christine H. Nguyen, CPA</u>	65	65	67	65.7



Revised
ITEM 11(a)
Policy Update – Customer Incentives

PANHANDLE WORKFORCE DEVELOPMENT BOARD

Chapter I-Universal Policies for Workforce Customers

Policy U 1.6

Customer Incentives

Effective 8-21-2024

PURPOSE: To update Panhandle Workforce Development Board (PWDB) Customer Incentives policy to change the 26-week employment retention incentive for Noncustodial Parent (NCP) Choices participants, who are employed an average of 30 hours or more per week, to a 24-week employment retention incentive. This change, shown on Page 5 of this policy, will support the staff's ability to enter information into the case management system case notes and COLTS within seven calendar days of exit, indicating that the NCP has successfully completed the NCP Choices program.

BACKGROUND: Customer Incentives help promote positive employment, training, and education outcomes for Workforce Development Program participants, and are a way to encourage the participation of workforce customers, and to reward participants for achieving goals. The Texas Workforce Commission (TWC) limits use of incentives to nonmonetary incentives only. Nonmonetary incentives are any items or experiential rewards that can be assigned a monetary value but that have no actual redeemable monetary value other than through acquisition of the good or service.

Incentives do not include Support Services such as Child Care, transportation, or reimbursement of work-related expenses. Under the Workforce Innovation and Opportunity Act (WIOA) Title 1, adults and dislocated workers are not eligible to receive incentives. TWC has also determined that nonmonetary participant incentives are not an allowable use of allocated Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T), Employment Services (ES), or Child Care funds.

Incentives are not an entitlement, and are subject to availability of funds.

PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICY: The provision of Incentives will align with [TWC Workforce Development \(WD\) Letter 15-19](#), as updated. Workforce Solutions Panhandle (WSP) may offer nonmonetary incentives to WIOA Youth, Choices, Noncustodial Parent (NCP) Choices, and Choices Plus Program participants, as allowable by the funding stream, who exceed the minimum requirements of a program, employer, educational institution, or training provider. The participants must achieve or exceed goals that are not included as a basic requirement of participation in the Programs.

WSP will:

- Ensure that a participant is informed about the opportunity to receive an Incentive before the participant completes the activity or milestone that the Incentive is intended to encourage;
- Describe conditions, time frames, limitations, and deadlines that a participant must meet for the receipt and use of Incentives, including informing the participant that gaps in employment will affect the earning of Incentives that require employment retention;
- Set forth realistic minimum and maximum time frames for participants working toward an Incentive;
- Ensure that the Incentive(s) are outlined for the participant in writing prior to the commencement of the program or service;

- Ensure that the provision of Incentives is in alignment with WSP’s Customer Incentives procedures, including maintaining WSP-established documentation submission requirements;
- Ensure that the Incentive(s) are accurately documented, and in a timely manner, in the participants’ Case Notes; and
- Adhere to proper internal control and accountability measures for Incentives, including maintaining records for issuance and reconciling of all Incentives. All materials used for Incentive payments, such as payment vouchers and gift cards, will be adequately safeguarded, and distributed solely for authorized purposes.

Customers engaged in documented and sustained full-time self-employment may earn Incentives only if the customer also participates in business/entrepreneurial support systems such as the “The ‘Blueprint’ for Entrepreneurial Success” at [WT Enterprise Center](#) and the Small Business Development Center at [America’s SBDC at WTAMU](#).

WIOA Youth Program

Under [20 CFR §681.640](#), nonmonetary incentive payments are allowed for Youth Program participants if the incentives are connected to recognition of achievement of milestones in a program directly tied to education, training, or the successful completion of a work experience that occurs during program participation, including during the provision of Follow-up Services. Participants will be informed of the potential of earning incentive(s) during Follow-up Services prior to the participant’s Program Exit and staff will utilize the opportunity of earning incentive(s) during Follow-up Services to ensure continued communication with Youth Program participants during this time.

WIOA Youth Incentives must be tied to one of the fourteen (14) WIOA Youth Program Elements, and/or one of the five (5) WIOA Youth Program Performance Indicators:

- a) Employed/Enrolled - 2nd Quarter After Exit - Youth
- b) Employed/Enrolled - 4th Quarter After Exit - Youth
- c) Median Earnings - 2nd Quarter After Exit - Youth
- d) Credential Rate - Youth
- e) Measurable Skills Gains - Youth

The rationale for providing any Incentives must be thoroughly documented in the WIOA Youth Program participant's case notes and be included in the Individual Service Strategy (ISS). Incentives may be awarded only after proper documentation verifying the achievement for which the incentive will be paid is obtained and submitted. Documentation may include, but is not limited to, a copy of a transcript, GED certificate, diploma, certificate of completion, or attendance records.

WIOA Youth Program Incentives will be considered as follows:

Type of Incentive/ Activity	Incentive Amount	Frequency	Definitions/Limitations
Training or Educational Credential	\$250	Once per achievement during WIOA Youth Program participation, or within one (1) year after exit	Completion of a high school diploma, GED, or postsecondary certificate or degree. Incentives may be awarded only after ninety (90) days of active participation in the WIOA Youth Program, of which at least one (1) calendar month is spent in preparation for the specified outcome. The active participation must include regular contact with the assigned case manager. Occupational training credentials must be tied to employment in the same area in which youth participants were trained using WIOA Youth Program funds.
Placement in Employment, Education, or Training	\$100	Once in Q2 and in Q4 After Exit	Must be verified and documented in the WIOA Youth Program participant's ISS.
Retention in Unsubsidized Employment, Education, or Training	\$200	Once in Q4 After Exit	Verified by WIOA Youth Program case manager through wage record information. Gaps in employment will delay the earnings of incentives.
Financial Literacy Education and/or Entrepreneurial Skills Training	\$50	Once per course or module completed	Available only to WIOA Youth Program participants enrolled in an education or training program or activity which leads to a recognized postsecondary credential or employment. Youth participants must submit proof of completion.
Work Experience Completed	\$50/\$100	Initial at 50% Completion (Based on # of Weeks) and Final at 100% Completion	Initial incentive issued at 50% completion of work experience, and final incentive issued at 100% completion of work experience, verified by WIOA Youth Program case manager, and based on employer recommendations and evaluations indicating Youth Program participants are performing at a level which warrants issuing the incentives.
Other Assigned Work Experience or Training Activities	\$50	One per month	Other assigned work experience or training activities may include non-wage earning employment activities beyond those usually expected of youth, such as unpaid work experience opportunities and internships designed to enhance employment, training, and education outcomes.

Choices/Choices Plus Programs

WSP will identify Choices participants who are eligible to receive a nonmonetary Incentive and may award an Incentive for the following:

- Job retention, wage gains, and career progression
- Successful completion of training services
- Attainment of educational goals
- Voluntarily participating in Choices services when individuals are exempt

Choices and Choices Plus Programs Incentives will be considered as follows:

Unsubsidized Job Retention – Employment of at least 30 hours per week		
Number of Weeks		
4	8	16
\$100	\$200	\$300
No more than the three specified job retention Incentives may be earned in a twelve-month period.		

Employer-Recognized Credential		
Prior to/after unsubsidized employment	In Addition to Unsubsidized Employment	
Training Short Course	Training Occupational Certificate (40 contact hours or more)	Passing GED Sections OR Entire Test
Additional \$100 per successful completion of approved course	Additional \$250 per successful completion of approved program	\$50 each section OR \$250 for receiving GED

Choices participants may only receive Incentives for completing occupational certificates of 40 or more contact hours or for passing one or more sections of the GED while engaged in unsubsidized employment and meeting participation requirements. If no longer receiving Temporary Assistance for Needy Families (TANF), Choices Plus individuals may receive these Incentives only if engaged in unsubsidized employment of at least 30 hours per week.

Choices/Choices Plus incentives may be awarded in addition to those provided by other programs, but only one Incentive may be earned for each accomplishment.

Any [Texas Health and Human Services Personal Responsibility Agreement \(PRA\)](#) violation will postpone award of earned Incentives until the participant is PRA-compliant. During a PRA violation, Incentives may continue to be earned if unsubsidized employment and participation expectations are met.

NCP Choices Program

The NCP Choices program targets low-income unemployed or underemployed NCPs who are behind on their child support payments or have had a child support obligation established. The intent of the program is ultimately to encourage NCPs who are not making child support payments to resume their commitments to the child(ren). WSP staff will perform their duties under this Program with this intent as the goal.

In calculating incentives under the NCP Choices Program, the weeks of unsubsidized full-time employment used to calculate the number of weeks for the award, are not required to:

- Include all weeks of employment during the unsubsidized job retention. Any week that brings the average calculation below 30 hours, may be omitted;
- Be consecutive; or
- Be with the same employer.

Incentives will be considered as follows:

Unsubsidized Job Retention – Average of 30 hours per week		
No more than the three specified job retention Incentives may be earned in a 12-month period.		
Number of Weeks	Amount of Incentive	
4	\$100	
The NCP's weeks of unsubsidized full-time employment used to calculate the number of weeks will be utilized from at least 4 different weeks, with an average of 30 hours per week.		
Number of Weeks	Amount of Incentive	
12	\$200	
The NCP's weeks of unsubsidized full-time employment used to calculate the number of weeks will be utilized from at least 12 different weeks, with an average of 30 hours per week.		
Number of Weeks	Amount of Incentive	
26 24 *	\$300	
The NCP's weeks of unsubsidized full-time employment used to calculate the number of weeks will be utilized from at least 26 different weeks, with an average of 30 hours per week.		
* Alternate Employment Retention Incentive	Number of Weeks	Amount of Alternate Incentive
	20	\$200
If it is determined that an NCP will be unable to complete 26 24 weeks of Unsubsidized Employment Job Retention before the end of the 6-month Employment Retention period, at an average of 30 hours per week, an Alternate Employment Job Retention Incentive may be earned. A new Job Retention Incentive may be established in the Individual Employment Plan (IEP). The revised IEP will reflect a new job retention incentive.		

Employer-Recognized Credential		
Prior to/after unsubsidized employment	In Addition to Unsubsidized Employment	
Training Short Course	Training Occupational Certificate (40 contact hours or more)	Passing GED Sections OR Entire Test
Additional \$100 per successful completion of approved course	Additional \$250 per successful completion of approved program	\$50 each section OR \$250 for receiving GED

NCP participants may only receive Incentives for completing occupational certificates of 40 or more contact hours or for passing one or more sections of the GED while engaged in unsubsidized employment and meeting participation requirements.

NCP Incentives may be awarded in addition to those provided by other programs, but only one Incentive may be earned for each accomplishment.

RESCISSIONS: PWDB Manual, Chapter 1-Universal Policies for Workforce Customers, Policy 1.6 Customer Incentives Effective 12-6-2023.



ITEM 11(b)
Policy Update – Equal Opportunity

discrimination against qualified individuals with disabilities by providing significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, service, or training to registrants, applicants, or participants.

29 CFR 38.12(d) requires that a recipient must administer WIOA Title I-financially assisted programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

29 CFR 38.12(h) requires that licensing and certification programs are administered in a manner that is not discriminatory based on a disability.

29 CFR 38.12(i) states recipients must not impose or apply eligibility criteria that screen out or tend to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any aid, benefit, service, training, program, or activity, unless such criteria can be shown to be necessary for the provision of any aid, benefit, service, training, program, or activity being offered.

29 CFR 38.12(k) prohibits recipients from placing a surcharge on a particular individual with a disability, or any group of individuals with disabilities, to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide that individual or group with the nondiscriminatory treatment required by WIOA Title I.

29 CFR 38.12(o)(1) states that nothing in this part requires an individual with a disability to accept any accommodation, aid, benefit, service, training, or opportunity provided under WIOA Title I that such individual chooses not to accept.

29 CFR 38.14(a): With regard to any aid, benefit, service, training, and employment, recipients must provide reasonable accommodations to qualified individuals with disabilities who are applicants, registrants, eligible applicants/registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship.

Under 29 CFR 38.19 and the [Texas Workforce Solutions Discrimination Complaint Procedures](#), intimidation and retaliation are prohibited. A recipient is prohibited by law to discharge, intimidate, retaliate, threaten, coerce or discriminate against any individual because the individual has:

- **Opposed an unlawful discriminatory employment practice;**
- **Opposed an unlawful discriminatory nonemployment practice; or**
- **Made a complaint, testified, assisted, or participated in an inquiry.**

PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICY:

The PWDB with its Contractor, Workforce Solutions Panhandle (WSP), as recipients of WIOA funds through the Texas Workforce Commission (TWC), complies with appropriate requirements and standards set forth by the PWDB, TWC, the U.S. Department of Labor (USDOL), and applicable federal and State Rules and

Regulations; disseminates EO policy; and provides initial and continuing notice that staff does not discriminate on any prohibited basis.

The PWDB and WSP work to ensure effective communication with people with disabilities. The PWDB and WSP also make appropriate auxiliary aids and services available without charge to ensure effective communication. The PWDB and WSP will generally, upon request, provide appropriate aids and services leading to effective communication for qualified individuals with disabilities so they can participate equally in WSP's services, programs, and activities. These aids and services may include qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to individuals who have speech, hearing, or vision impairments.

When a qualified individual with a disability requires an auxiliary aid or service to ensure effective communication, the individual may request the auxiliary aid or service of his or her choice, from any WSP or PWDB staff. All requests will be forwarded to appropriate management and the PWDB and WSP will give primary consideration to the choice expressed by the individual. Primary consideration means that the PWDB and WSP will honor the choice, unless it can show that another equally effective means of communication is available, or that use of the means chosen would result in (1) a fundamental alteration in the nature of its service, program, or activity, or (2) an undue financial or administrative burden. When the preferred type of auxiliary aid or service is not available or will not be provided, the PWDB and WSP will consult with the requesting individual to decide whether an alternative means of communication will ensure effective communication. The PWDB and WSP may ask for more information when it would be helpful in responding to the request.

The PWDB and WSP will notify the requesting individual whether the requested accommodation will be provided. The notification will be in writing whenever possible. If the requesting individual is not satisfied with the response, the individual may file a grievance by contacting the PWDB's EO Officer to file an EO complaint. The EO complaint must be in writing. The complaint process can be found in the *Panhandle Workforce Development Board Orientation to Discrimination Complaint Procedures Form(s) - Attachment 1 (English) and Attachment 2 (Spanish)*.

In addition to meeting all the requirements in TWC Workforce Development (WD) Letter 16-14, *Equal Opportunity Notice*, as amended, including provision of forms for individuals who have vision or hearing impairments, WSP staff will ensure all workforce customers sign an *Orientation to Discrimination Complaint Procedures Form*, (English or Spanish, as appropriate), at first contact. Customers will be provided with the signed original, and copies of signed forms which will be made accessible in electronic or paper files per retention requirements stated in TWC's *Financial Manual for Grants and Contracts* (FMGC) and PWDB policy. WSP will ensure that all WSP staff responsible for discrimination complaint processing are adequately trained in these processes and

procedures. WSP will also post the *EO is the Law Notice* - English, and the *EO is the Law Notice* - Spanish, per TWC WD Letter 16-14, as amended.

TWC WD letter 18-07, *Discrimination Complaint Procedures*, as amended, regarding processing discrimination complaints, requires that a Vocational Rehabilitation (VR) representative must be identified at all facilities where a VR program operates, whether the VR office is stand-alone or integrated into a Workforce Solutions Office, and requires that individual be responsible for receiving discrimination complaints from VR customers. WSP will refer all such complaints to designated VR staff.

Per 29 CFR §38.40 and TWC WD Letter 02-19, *Babel Notices*, as amended, WSP must ensure that vital information in written documents or communications is translated into languages spoken by a significant number or portion of the population eligible to be served by Workforce Solutions Offices in the local workforce development area. WSP must also ensure that outreach information is conveyed in languages spoken by a significant number or portion of the workforce area's general population to satisfy affirmative outreach requirements.

Translations must be made readily available in hard copy, upon request, or electronically. WSP will include the Babel notice provided in TWC WD 02-19, as amended, in English, Spanish, and/or Vietnamese on written communications of vital information. Examples of outreach information documents that contain vital information, as well as the definition of vital information are listed in TWC WD 02-19, as amended. Babel Notices from TWC WD 02-19, as amended, are as follows:

English: This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Spanish: Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

Vietnamese: Tài liệu này có thông tin quan trọng về các yêu cầu, quyền hạn, quyết định, và/hoặc trách nhiệm để sử dụng các dịch vụ của hệ thống nhân lực. Các dịch vụ trợ giúp ngôn ngữ, bao gồm thông dịch/chuyển ngữ tài liệu này, có sẵn miễn phí khi quý vị yêu cầu.

ATTACHMENTS:

- **Orientation to Discrimination Complaint Procedures Form – English**
- **Orientation to Discrimination Complaint Procedures Form - Spanish**
- **Equal Opportunity is the Law Notice – English**
- **Equal Opportunity is the Law Notice - Spanish**

RESCISSIONS: Chapter 1 Universal Policies for Workforce Customers, Policy U 1.7 EO (Equal Opportunity) Discrimination Complaint Procedures, Effective 12-9-2020.



ITEM 11(c)
Policy Update – Child Care Services

M E M O R A N D U M

DATE: August 21, 2024
TO: Panhandle Workforce Development Board (PWDB)
FROM: Marin Rivas, Workforce Development Director
SUBJECT: Policy Update – Child Care Services

BACKGROUND

In 2022, the Texas Workforce Commission (TWC) began the TX3C Project to replace the functionality in The Workforce Information System of Texas (TWIST) which is the primary repository for Workforce Innovation and Opportunity Act eligibility determination data, with a new Child Care Services (CCS) statewide case management application.

Amendments to the Texas Administrative Code (TAC), approved by the Commission at that time, are scheduled to become effective this year with the implementation of TX3C. These amendments have meant that many local policies are no longer needed, as they are superseded by new statewide policies. TWC has issued guidance to local Workforce Development Boards under the TWC Workforce Development Letter 06-24, Change 1, that instructs changes to PWDB processes and the rescission of associated policies. The policies that currently remain under the category of Required (Local) Board Policies in the current TWC Child Care Services Guide, are stated in the attached proposed update to Policy CC3.1 Child Care Services. The first document of the attachment is the proposed final version while the second document shows the rescissions in ~~strike through text~~ and highlighted in gray.

At the time of this meeting, PWDB staff is awaiting the release of the updated Child Care Services Guide which will provide guidance on Child Care Policy and Operational changes due to the release of TX3C. The release of the updated Guide may require new policies to be developed in the months following the release.

Staff presented these expectations to the PWDB's Child Care Advisory Committee in its quarterly meeting last month and asked the Committee members for a recommendation to the full Board to authorize staff to rescind the current Child Care Services policy as necessary, at the time of the release of the new Guide which has yet to be determined. Staff will keep the Board informed as information becomes available.

RECOMMENDATION

Staff recommends that the Board authorize the Workforce Development Director to rescind the current Child Care Services policy, as necessary, at the time of the release of the new TWC Child Care Services Guide, as specified above and documented in the proposed attachment.

PANHANDLE WORKFORCE DEVELOPMENT BOARD

Chapter 3-Child Care Services

Policy CC 3.1

Effective: Upon Release of Updated TWC Child Care Services Guide

BACKGROUND: The Child Care Development Block Grant (CCDBG) Act of 2014 authorizes the federal Child Care Development Fund (CCDF), which is the primary federal funding source for providing Child Care subsidy assistance to low-income families and for improving the quality of care for all children. The Texas Workforce Commission (TWC) is the CCDF lead agency in the State of Texas, providing funding to the Panhandle Workforce Development Board.

PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICY:

Workforce Solutions Panhandle (WSP) will implement procedures for managing Child Care Services, which comply with current Child Care Services Rules and regulations, all applicable State and federal guidelines and issuances, and this policy. This policy outlines each section of the Texas Administrative Code (TAC) Chapter 809 Child Care Services (CCS) Rules, as amended, the TWC Child Care Services (CCS) Guide, as amended; TWC WD Letters, as amended; and TWC guidance and directives, where local policy is required.

➤ **Parent Failure to Pay PSoC (TAC §809.19 (b); CCS Guide B-606):**

If a parent fails to pay their PSoC, the PWDB:

- Will not reimburse the Child Care Services Provider.
- Does not require parents to repay the Provider before being eligible for future Child Care Services.

➤ **Affordability of PSoC (TAC §809.19 (c)(1); CCS Guide B-606):**

WSP will follow a process for evaluating and documenting a family's financial situation for extenuating circumstances that may affect affordability of the assessed PSoC, including, but not limited to, the following criteria:

- Labor market information including prevailing wage(s),
- Housing costs, and
- Other local economic conditions.

➤ **Reimbursement Rates for Providers Offering Transportation (TAC §809.20(f); CCS Guide B-704):**

Providers that offer transportation will be paid up to the maximum Provider Reimbursement Rate for the combined total of the provider's published rate, plus the transportation rate, as provided in TWC WD Letter - *Child Care Provider Payment Rates*, as updated.

➤ **Priority for Child Care Services (TAC §809.43(a)(3); CCS Guide B-403):**

[Section 98.46\(a\)](#) of the CCDF regulations requires mandatory priority for services provided to children of families with very low family income (considering family size); children with special needs and vulnerable populations; and children experiencing homelessness. The TAC and CCS Guide require Boards to establish an additional priority group, not based on parent choice of an individual provider or provider type. The PWDB has designated the following priority group(s):

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

WSP will ensure that children in the first and second priority groups are enrolled before enrolling children from the PWDB-established priority group(s).

➤ **Parent Rights –Transfers (TAC §809.71(3); CCS Guide E-101):**

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

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

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

- In which the provider is subject to a Child Care Regulation (CCR) probationary status or corrective action, as described in TAC §809.94 and CCS Guide F-400, as updated;
- When the transfer is authorized by Child Protective Services (CPS) for a child in protective services; or
- On a case-by-case basis determined by the PWDB. For consideration, by the PWDB, of this exemption to the two-week waiting period, WSP will implement the Operational Procedure for WSP staff to submit a request and documentation to the Board through the panhandletwist@theprpc.org email.

➤ **Difference Between Provider Published Rate and Board Reimbursement Rate (TAC §809.92(d); CCS Guide F-204(a)):**

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

➤ **Direct Referrals to Recognized Partnerships (TAC §809.22); CCS Guide D-1007:**

The PWDB supports direct referrals from recognized partnerships between a child care provider and the following: a public-school prekindergarten provider; a local education agency, or a Head Start or Early Head Start program.

WPS will implement procedures supporting direct referrals from recognized partnerships, ensuring that it exempts children who were directly referred from a recognized partnership from any waiting list and that priority of service is applied to the pool of direct partnership referrals if funding is limited or if the number of direct referrals exceeds the number of available subsidized slots at a partnership site.

RESCISSIONS:

- **PWDB Chapter 3 Child Care Services, Section 3.1 Child Care Services-Update, Effective 12-6-2023;**
- **Board Contract Year 2024 Child Care Provider Payment Rates—Effective October 1, 2023;**
- **Board Contract Year 2024 Income Limit Eligibility Code Card for Child Care Services—Effective: October 1, 2023–September 30, 2024; and**
- **Income Ranges for Parent Share of Cost Assessment—Effective October 1, 2023–September 30, 2024.**

The following pages show proposed deletions to this policy condensed, in strikethrough text and highlighted in gray.

TAC Chapter 809 Child Care Services Rules

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

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

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

§809.2(1)(C) Definitions Making Progress

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

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

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

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

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

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

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

Chapter 809.2(27) defines Working as:

- (A) activities for which one receives monetary compensation such as a salary, wages, tips, and commissions;
- (B) participation in Choices or Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) activities; or
- (C) engaging in job search at the time of eligibility determination or redetermination as described in CCS Rules §809.56.

§809.14(e) Coordination of Child Care Services

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

§809.18 Maintenance of a Waiting List

WSP will:

- Ensure that a list of parents and children waiting for child care services, because of the lack of funding or lack of providers, is maintained and available to the Board upon request;

- ~~Ensure that waiting list process and procedures will include that the child is potentially eligible for child care services prior to placing the child on the waiting list;~~
- ~~Exempt children from the waiting list who are directly referred from a recognized pre-kindergarten (Pre-K) or Head Start (HS)/Early Head Start (EHS) partnership, as described in CCS Rules §809.22, to a child care provider to receive services in the contracted partnership program subject to the availability of funding;~~
- ~~Ensure communication to parents:

 - ~~Prior to 2/5/2024, by advising parents of the waiting list process, including informing parents that they have sole responsibility for providing confirmation of continued inclusion on the waiting list, at least every sixty (60) days; and~~
 - ~~After 2/5/2024, by contacting the parent every three (3) months and shall remove the child from the waiting list if the parent indicates that child care services are no longer required, or does not respond to WSP **within two (2) weeks**, regarding the continued need for child care services;~~~~
- ~~Ensure the provision of child care services adheres to the priority groups outlined in CCS Rules §809.43, including serving children experiencing homelessness per §809.2 & §809.52; and~~
- ~~Reach out to wait-listed families of potentially eligible children and provide those families application and referral information for recognized partnerships, according to WSP processes and procedures or at the Board's direction.~~

§809.19 Parent Share of Cost (PSoC)

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

➤ Assessing the PSoC

PSoC will be assessed only at the following times (Part B-607):

- ~~Initial eligibility determination;~~
- ~~12-month eligibility redetermination;~~
- ~~Upon the addition of a child in care that would result in an additional amount for the child;~~
- ~~Upon a parent's report of a change in income, family size, or number of children in care, that would result in a reduced parent share of cost assessment; or~~
- ~~Upon resumption of work, job training, or education activities following temporary changes, which includes a parent's report of family income after initial job search;~~

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

- ~~Parents who are participating in Choices or in Choices Child Care as described in Part D-300;~~
- ~~Parents who are participating in SNAP E&T Services or in SNAP E&T Child Care as described in Part D-500;~~
- ~~Parents of a child receiving Child Care Services for children experiencing homelessness as defined in Part D-600; or~~
- ~~Parents with children receiving protective services child care, including parents of children authorized by Department of Family and Protective Services (DFPS) for former protective services child care, as described in D-902, unless DFPS assesses a parent share of cost.~~

~~Child Care Services may be terminated during the 12-month eligibility period for failure to pay the PSoC, per Part D-901.a, as a program violation has occurred. WSP Child Care Staff will work with parents to determine why payments are not being made and possibly temporarily~~

reduce the PSoC if necessary, as described in Part B-604 of the Child Care Services Guide, and this policy.

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

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

➤ **Re-assessing the PSoC**

PSoC will be reassessed upon resumption of work, job training, or education activities following temporary changes as described in Part D-804 of the TWC CCS Guide. However, the newly assessed PSoC must not exceed the amount assessed at the most recent eligibility determination, except upon the addition of a child in care. (Part B-608)

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

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

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

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

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

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

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

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

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

➤ Prorating Changes to PSoC for New Enrollments and Terminations

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

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

Frequent Terminations for Failure to Pay

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

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

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

WSP will follow a process for evaluating a family's financial circumstances for possible reduction of the PSoC,

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

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

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

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

- General criteria for assessing the general affordability of the PSoC including: reviewing the labor market, housing costs, and economic conditions in the PWDB, as well as other factors which are relevant in determining general affordability, such as prevailing wage;

- Determining whether local economic conditions have changed, and ascertain if the sliding fee scale in the PSoC policy is a barrier to assistance; and
- Reporting the methods and results of findings to the Panhandle Workforce Development Director before any changes to the PSoC sliding fee scale will be made.

➤ **Reductions in PSoC**

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

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

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

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

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

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

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

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

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

- The TRS provider loses TRS Certification
- The parent moves or changes employment within the service delivery area and no TRS-certified providers are available to meet the needs of the parent's changes circumstances. Fees will revert to originally assessed PSoC if a parent transfers all of their child/ren to a non-TRS provider, as the parent no longer qualifies for the reduction. The change will be effective at the beginning of the first full month.

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

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

The reductions in PSoC, described below, are allowable for a family in which all children are in part-time care. Part-time care includes part-time, blended, and part-week referrals as described in CCS Rules 809.93.

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

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

- At initial enrollment
- At recertification
- When household composition changes and new PSoC is to be calculated
- When a parent requests a fee reduction

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

§809.20 Maximum Provider Reimbursement Rates

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

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

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

~~§809.20(g) **Non-traditional Hours:** Non-traditional hours of operation consist of providing evening and over night time care after 9:00 pm and before 6:00 am.~~

~~A minimum of 75% of a child's care must be during non-traditional hours for that child's maximum reimbursement rate for non-traditional hours to apply.~~

§809.22 Direct Referrals to Recognized Partnerships

~~The PWDB allows children to be served through recognized partnerships, and to be directly referred for child care services. WPS will implement procedures supporting direct referrals from recognized partnerships.~~

~~1) Exists between a child care provider and one of the following:~~

- ~~• A public school prekindergarten provider,~~
- ~~• A local education agency, or~~
- ~~• A Head Start or Early Head Start (HS/EHS) program;~~

~~2) Requires both parties to enter an agreement such as memorandum of understanding; and~~

~~3) Serves children under six who are dually enrolled in both programs.~~

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

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

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

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

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

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

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

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

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

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

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

§809.42 Eligibility Verification, Determination, and Redetermination

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

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

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

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

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

§809.43(a) Priority for Child Care Services

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

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

- ~~5) Children of parents on military deployment as defined in §809.2 whose parents are unable to enroll in military-funded Child Care assistance programs;~~
- ~~6) Children of teen parents as defined in §809.2; and~~
- ~~7) Children with disabilities as defined in §809.2.~~

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

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

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

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

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

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

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

§809.44 Calculating Family Income

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

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

~~WSP Child Care Services Staff will:~~

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

- Follow the guidelines as stated in Part D-106 through Part D-11 regarding calculating family income, including income exclusions and inclusions, bonuses, lump sum payments, unearned income, and lack of income documentation, in their entirety.

§809.44(b)&(c) Calculating Family Income – Exclusions

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

§809.48 Transitional Child Care

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

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

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

§809.50 At-Risk Child Care

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

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

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

§809.56(a) (f) Child Care during Initial Job Search

WSP will ensure, through its procedures, the requirements in §809.56 including in subsection (f) that the parent in child care job search:

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

§809.71 Parent Rights

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

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

§809.73 Parent Reporting Requirements

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

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

§809.74 Parent Appeal Rights

WSP will provide a Form CC1071—Notice of Right to File an Appeal to an Adverse Action, to a parent receiving a Notice of Determination resulting in a denial, reduction or termination of benefits or services.

§809.78 Attendance Standards and Notice and Reporting Requirements

Reference: CCS Rules §809.78 and TWC WD Letter 08-23 Texas Child Care Connection and Child Care Automated Attendance

~~Attendance standards and notice and reporting requirements, as set forth in §809.78, will become effective in conjunction with the implementation of the new automated attendance tracking and child care case management system the Texas Child Care Connection (TX3C), scheduled for February 5, 2024. Absence notifications to families and providers must begin with the launch of the new system.~~

The definition of “Excessive Absences” is set forth in CCS Rules §809.2(11) as more than forty (40) absences.

Child Care staff will document all attempts made to contact parents and Child Care Providers to determine why the child is absent and to explain the importance of regular attendance in case notes.

§809.111 General Fraud Fact-Finding Procedures

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

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

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

§809.113 Action to Prevent or Correct Suspected Fraud

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

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

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

§809.115(e) Corrective Adverse Actions—Parent

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

~~**§809.135 TRS Process for Reconsideration**~~

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

~~**ATTACHMENTS:**~~

- ~~• **Board Contract Year 2024 Child Care Provider Payment Rates Effective October 1, 2023;**~~
- ~~• **Board Contract Year 2024 Income Limit Eligibility Code Card for Child Care Services Effective: October 1, 2023 September 30, 2024;**~~
- ~~• **Income Ranges for Parent Share of Cost Assessment Effective October 1, 2023 September 30, 2024;**~~

~~**FORMS:**~~

- ~~• **CC1071 Notice of Right to File an Appeal to an Adverse Action (English)**~~
- ~~• **CC1071 Notice of Right to File an Appeal to an Adverse Action (Spanish)**~~

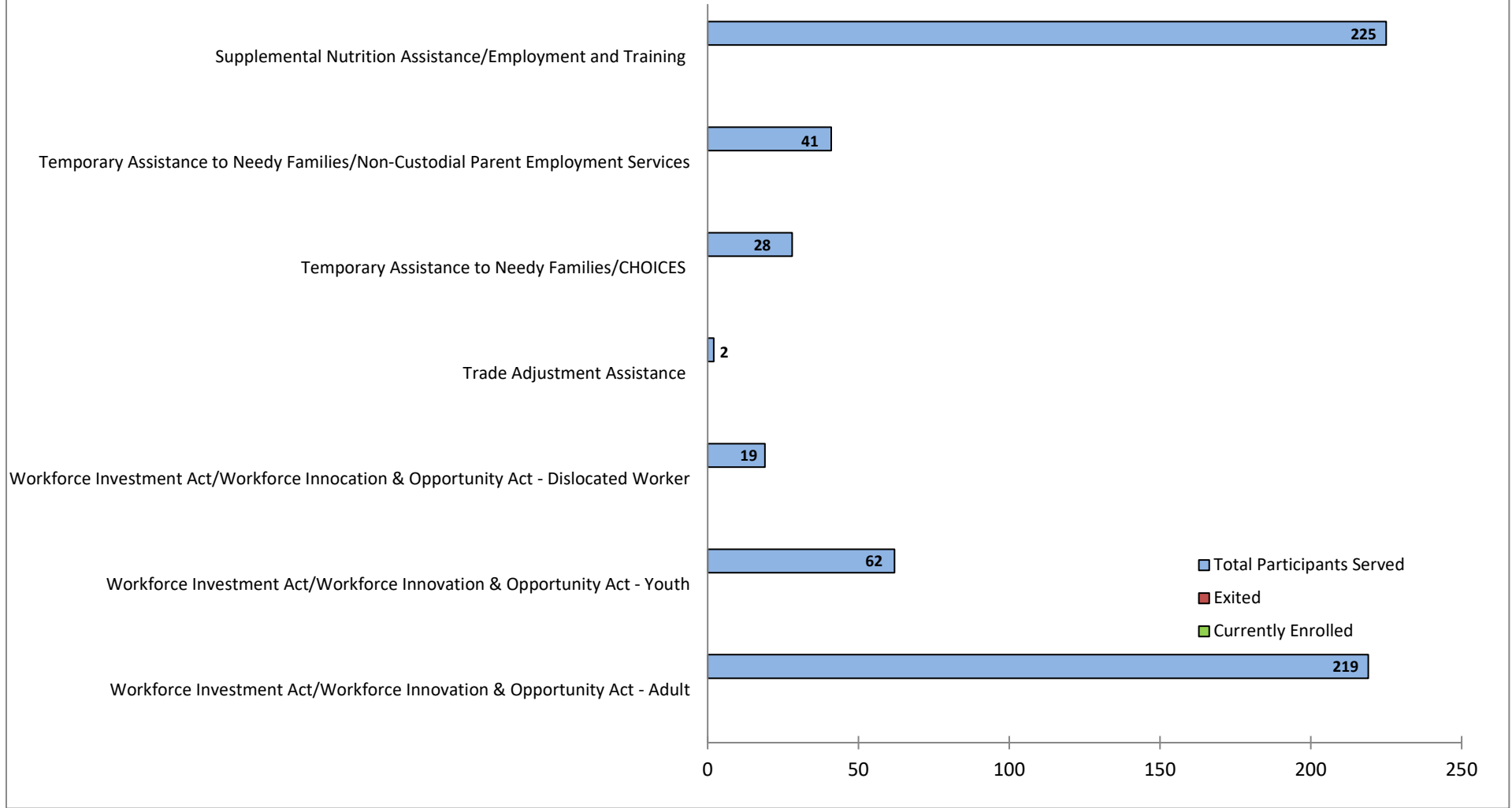


ITEM 12

Report on Grants

Participant Data by Grant

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



BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **PANHANDLE**

FINAL RELEASE
As Originally Published 5/23/2024
MARCH 2024 REPORT

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		6	13	3	86.36%											
Source	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
Notes																
WIOA Outcome Measures																
DOL-C	Employed Q2 Post Exit – Adult (DOL)	MP	100.24%	83.60%	83.60%	83.80%	85.30%	83.00%	93		84.10%	82.20%	86.40%		7/22	3/23
1,2									111							
DOL-C	Employed Q4 Post Exit – Adult (DOL)	MP	109.10%	81.30%	81.30%	88.70%	83.20%	85.80%	102		78.30%	95.80%	86.40%		1/22	9/22
1,2									115							
DOL-C	Median Earnings Q2 Post Exit – Adult (DOL)	+P	121.28%	\$9,200.00	\$9,200.00	\$11,157.98	\$10,520.35	\$9,669.00	n/a		\$10,639.82	\$11,303.33	\$8,220.31		7/22	3/23
									91							
DOL-C	Credential Rate – Adult (DOL)	MP	106.35%	77.20%	77.20%	82.10%	81.20%	88.30%	78		81.30%	86.40%	77.10%		1/22	9/22
1,2									95							
DOL-C	Measurable Skills Gains - Adult (DOL)	-P	78.74%	66.80%	66.80%	52.60%	62.20%	78.30%	102		----	----	----	----	7/23	3/24
1,2									194							
DOL-C	Employed Q2 Post Exit – DW (DOL)	MP	109.55%	75.40%	75.40%	82.60%	81.00%	82.80%	38		81.80%	81.30%	87.50%		7/22	3/23
1,2									46							
DOL-C	Employed Q4 Post Exit – DW (DOL)	MP	98.68%	83.30%	83.30%	82.20%	81.70%	70.00%	37		80.00%	84.60%	81.80%		1/22	9/22
1,2									45							
DOL-C	Median Earnings Q2 Post Exit – DW (DOL)	MP	98.58%	\$11,200.00	\$11,200.00	\$11,040.70	\$10,350.00	\$9,354.00	n/a		\$9,143.51	\$13,168.00	\$14,232.57		7/22	3/23
									38							
DOL-C	Credential Rate – DW (DOL)	MP	95.77%	75.60%	75.60%	72.40%	78.40%	95.70%	21		85.70%	77.80%	61.50%		1/22	9/22
1,2									29							
DOL-C	Measurable Skills Gains - DW (DOL)	-P	87.06%	71.10%	71.10%	61.90%	71.10%	75.50%	13		----	----	----	----	7/23	3/24
1,2									21							
DOL-C	Employed/Enrolled Q2 Post Exit – Youth (DOL)	+P	126.50%	71.70%	71.70%	90.70%	81.80%	73.70%	39		100.00%	88.20%	84.60%		7/22	3/23
1,2									43							
DOL-C	Employed/Enrolled Q4 Post Exit – Youth (DOL)	MP	99.88%	83.00%	83.00%	82.90%	80.70%	86.50%	29		55.60%	92.30%	92.30%		1/22	9/22
1,2									35							
DOL-C	Median Earnings Q2 Post Exit – Youth (DOL)	MP	101.59%	\$5,800.00	\$5,800.00	\$5,892.04	\$7,166.65	\$8,523.50	n/a		\$6,717.33	\$4,692.50	\$6,991.58		7/22	3/23
									38							
DOL-C	Credential Rate – Youth (DOL)	MP	94.12%	85.00%	85.00%	80.00%	89.40%	90.90%	16		100.00%	50.00%	80.00%		1/22	9/22
1,2									20							
DOL-C	Measurable Skills Gains - Youth (DOL)	MP	93.31%	67.30%	67.30%	62.80%	77.80%	75.40%	27		----	----	----	----	7/23	3/24
1,2									43							
LBB-NK	Employed/Enrolled Q2 Post Exit – C&T Participants Except Other	MP	100.76%	66.00%	66.00%	66.50%	71.50%	64.90%	1,221		64.90%	67.10%	67.80%		7/22	3/23
2									1,836							
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants Except Other	MP	102.26%	84.00%	84.00%	85.90%	86.10%	85.70%	1,020		86.40%	86.70%	84.90%		1/22	9/22
2									1,187							
LBB-K	Credential Rate – C&T Participants	+P	113.94%	71.00%	71.00%	80.90%	81.90%	90.20%	110		86.20%	81.80%	76.90%		1/22	9/22
									136							

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

BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods*

BOARD NAME: **PANHANDLE**

FINAL RELEASE
As Originally Published 5/23/2024
MARCH 2024 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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WIOA Outcome Measures

- WIOA 116 requires states to update WIOA targets at the end of the year using the statistical adjustment model that has been updated with the final local casemix and economic conditions. To minimize the risk of a significant shift in the target at the end of the year when there was no time to make adjustments, TWC agreed that we would update targets at the beginning of the year and during the year as well as at the end of the year. For BCY24 there will be a Beginning of Year Estimate, a Mid-Year Estimate, and an End of Year Final Target Adjustment. For BCY25, targets will be updated on a quarterly basis during the year as the casemix and economic data matures. The BCY24 Mid-Year estimates will be applied after this release.
- This measure is now sourced from the TWC EDW and aligns, but not necessarily match depending on timing, with what you see on the Tableau dashboard. There are no known issues with this data, its report, or population into the MPR.

Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	+P	107.03%	59.72%	59.72%	63.92%	64.41%	69.80%	<u>893</u> 1,397	68.47%	59.34%			7/23	12/23
TWC	Employers Receiving Texas Talent Assistance	+P	105.76%	799	1,438	845	1,754	1,846	<u>---</u> ---	435	604			10/23	3/24

Program Participation Measures

TWC	Choices Full Engagement Rate - All Family Total	+P	147.56%	50.00%	50.00%	73.78%	60.01%	62.42%	<u>8</u> 10	67.13%	80.43%			10/23	3/24
LBB-K	Avg # Children Served Per Day - Combined	-P	83.23%	2,481	2,481	2,065	2,161	1,983	<u>268,450</u> 130	2,043	2,087			10/23	3/24

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

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

FINAL RELEASE
As Originally Published 5/23/2024

MARCH 2024 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	84.97%	94.29%	74.42%	61.53%	118.26%	98.96%	93.41%	102.58%	79.29%	93.72%	92.50%	86.02%	111.91%	97.86%	94.38%
Borderplex	110.41%	101.72%	167.19%	104.59%	112.61%	106.10%	75.90%	134.31%	110.19%	75.00%	100.75%	98.92%	96.69%	97.16%	75.79%
Brazos Valley	92.08%	96.46%	91.56%	82.00%	62.68%	97.75%	96.71%	92.61%	86.47%	79.13%	114.09%	80.36%	108.29%	121.72%	69.28%
Cameron	104.67%	104.18%	98.24%	103.53%	90.65%	132.63%	131.41%	67.07%	117.65%	n/a	104.89%	113.75%	78.97%	94.64%	83.07%
Capital Area	88.02%	98.64%	104.27%	82.71%	91.85%	101.72%	99.61%	107.94%	90.71%	93.81%	91.58%	89.02%	102.06%	81.06%	47.29%
Central Texas	94.26%	105.54%	97.63%	91.88%	77.09%	102.07%	95.97%	108.48%	110.12%	88.53%	90.29%	96.58%	104.60%	132.30%	73.33%
Coastal Bend	86.36%	104.22%	93.19%	101.62%	82.19%	105.67%	105.86%	130.43%	100.82%	75.65%	102.37%	99.87%	109.63%	123.87%	81.01%
Concho Valley	105.05%	125.58%	107.10%	105.31%	97.09%	99.51%	89.82%	75.25%	98.00%	117.16%	125.00%	30.12%	88.59%	69.83%	169.49%
Dallas	98.50%	97.55%	112.91%	85.88%	82.59%	97.45%	107.88%	94.93%	66.59%	91.90%	95.38%	94.33%	84.39%	86.99%	73.71%
Deep East	105.75%	89.42%	99.13%	94.52%	75.76%	87.83%	99.88%	91.28%	84.00%	90.88%	95.82%	82.14%	91.71%	119.53%	105.41%
East Texas	98.10%	95.65%	74.32%	81.10%	81.38%	101.92%	99.08%	98.45%	86.51%	113.64%	105.09%	100.00%	87.89%	83.58%	84.75%
Golden Crescent	95.63%	115.54%	139.51%	123.51%	65.98%	109.55%	94.85%	69.17%	102.94%	59.10%	111.88%	137.55%	125.85%	118.91%	75.43%
Gulf Coast	95.92%	99.32%	81.76%	80.71%	97.16%	97.24%	96.87%	120.65%	86.03%	95.64%	95.40%	93.28%	113.66%	60.49%	61.70%
Heart of Texas	96.65%	100.00%	165.65%	104.03%	78.47%	108.15%	89.82%	73.07%	92.59%	120.05%	95.96%	87.01%	78.01%	69.07%	60.03%
Lower Rio	100.72%	89.18%	87.51%	103.65%	98.48%	103.41%	101.68%	90.52%	110.12%	110.52%	92.54%	95.52%	138.31%	110.09%	82.60%
Middle Rio	101.23%	75.15%	56.30%	112.35%	86.24%	101.34%	107.89%	60.59%	102.94%	98.40%	132.08%	114.86%	73.39%	41.29%	66.01%
North Central	87.15%	94.83%	92.65%	88.69%	90.15%	94.32%	95.31%	92.18%	92.03%	91.77%	95.13%	99.74%	91.61%	118.26%	87.12%
North East	100.36%	102.46%	137.49%	93.29%	98.35%	101.01%	105.65%	91.86%	119.05%	118.20%	109.38%	109.52%	85.91%	88.24%	69.33%
North Texas	88.28%	103.13%	101.77%	78.47%	80.85%	91.24%	111.26%	59.01%	95.58%	106.97%	139.47%	60.24%	93.79%	n/a	79.91%
Panhandle	100.24%	109.10%	121.28%	106.35%	78.74%	109.55%	98.68%	98.58%	95.77%	87.06%	126.50%	99.88%	101.59%	94.12%	93.31%
Permian Basin	93.69%	96.84%	86.47%	105.11%	100.15%	96.35%	94.01%	89.54%	80.46%	95.77%	111.93%	80.36%	128.97%	97.40%	85.19%
Rural Capital	107.51%	98.68%	92.89%	63.06%	73.35%	113.66%	92.43%	100.29%	79.65%	103.94%	104.60%	95.06%	105.67%	95.06%	43.44%
South Plains	111.12%	102.15%	99.50%	98.82%	88.24%	103.87%	119.76%	116.27%	98.00%	118.20%	116.18%	99.26%	99.76%	99.50%	86.26%
South Texas	106.69%	116.19%	137.98%	117.65%	87.65%	123.01%	126.15%	95.76%	112.71%	94.56%	112.11%	98.06%	122.66%	109.76%	105.15%
Southeast	91.99%	100.13%	75.45%	89.29%	63.88%	115.52%	101.80%	83.93%	132.28%	87.06%	91.00%	95.98%	137.14%	100.91%	93.99%
Tarrant	98.22%	95.65%	91.20%	101.71%	73.76%	102.38%	93.82%	93.58%	95.64%	99.35%	99.86%	93.36%	77.44%	85.46%	106.61%
Texoma	115.35%	109.00%	136.02%	101.18%	73.39%	53.05%	65.70%	78.84%	132.28%	88.65%	130.13%	60.61%	82.30%	78.47%	72.71%
West Central	104.67%	108.03%	100.78%	107.88%	92.12%	121.65%	119.76%	73.25%	78.47%	71.38%	117.43%	105.56%	161.93%	117.65%	40.86%
+P	3	3	8	3	2	5	5	4	8	6	11	3	8	8	1
MP	20	22	13	15	9	21	19	14	11	12	17	16	11	9	6
-P	5	3	7	10	17	2	4	10	9	9	0	9	9	10	21
% MP & +P	82%	89%	75%	64%	39%	93%	86%	64%	68%	67%	100%	68%	68%	63%	25%
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	3/23	9/22	3/23	9/22	3/24	3/23	9/22	3/23	9/22	3/24	3/23	9/22	3/23	9/22	3/24

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

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

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	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	95.76%	101.79%	87.32%	90.47%	125.21%	129.66%	95.03%	4	11	7	68%
Borderplex	94.09%	100.71%	117.61%	87.44%	96.50%	96.84%	115.49%	7	10	5	77%
Brazos Valley	98.03%	100.24%	97.75%	97.67%	156.98%	105.48%	113.90%	5	11	6	73%
Cameron	98.33%	98.21%	115.63%	102.01%	136.00%	106.32%	102.55%	7	11	3	86%
Capital Area	100.00%	102.86%	100.56%	81.00%	164.77%	147.68%	101.19%	2	14	6	73%
Central Texas	102.88%	96.43%	123.10%	96.75%	112.97%	120.10%	106.12%	6	13	3	86%
Coastal Bend	92.88%	101.07%	107.04%	103.31%	128.53%	105.90%	110.86%	6	11	5	77%
Concho Valley	103.48%	98.81%	111.69%	101.94%	208.53%	125.00%	101.65%	7	10	5	77%
Dallas	95.30%	97.74%	92.11%	85.45%	108.48%	107.98%	95.79%	3	11	8	64%
Deep East	94.70%	99.29%	107.04%	96.65%	141.36%	123.62%	98.32%	4	12	6	73%
East Texas	100.00%	102.02%	82.54%	106.37%	166.98%	86.32%	100.73%	3	10	9	59%
Golden Crescent	99.55%	101.07%	128.03%	98.50%	142.23%	80.00%	87.84%	9	7	6	73%
Gulf Coast	92.12%	96.67%	77.61%	89.43%	132.10%	115.06%	104.24%	4	10	8	64%
Heart of Texas	99.85%	101.43%	90.42%	98.29%	190.58%	100.34%	97.63%	3	11	8	64%
Lower Rio	100.30%	96.79%	115.21%	108.95%	128.02%	141.80%	98.87%	8	11	3	86%
Middle Rio	104.39%	89.76%	86.20%	87.55%	130.59%	120.20%	94.73%	5	6	11	50%
North Central	92.88%	99.64%	93.94%	82.33%	160.00%	113.80%	99.44%	3	13	6	73%
North East	88.94%	97.26%	117.75%	99.87%	132.25%	97.52%	82.72%	5	12	5	77%
North Texas	98.64%	101.43%	97.46%	98.32%	207.38%	102.86%	90.67%	3	11	7	67%
Panhandle	100.76%	102.26%	113.94%	107.03%	105.76%	147.56%	83.23%	6	13	3	86%
Permian Basin	98.79%	101.90%	98.45%	105.90%	134.71%	78.98%	91.93%	4	11	7	68%
Rural Capital	101.52%	106.19%	94.51%	85.83%	172.89%	91.82%	97.91%	3	12	7	68%
South Plains	96.52%	102.02%	116.76%	113.42%	235.77%	116.96%	103.93%	9	11	2	91%
South Texas	94.09%	97.02%	137.04%	97.38%	101.42%	91.64%	112.87%	10	9	3	86%
Southeast	91.97%	94.52%	94.37%	107.13%	149.77%	99.42%	95.91%	5	9	8	64%
Tarrant	96.82%	97.98%	100.70%	87.04%	124.68%	102.34%	106.82%	2	16	4	82%
Texoma	88.33%	99.76%	118.17%	93.17%	173.41%	101.98%	95.80%	6	5	11	50%
West Central	99.39%	98.81%	123.24%	111.62%	178.44%	84.46%	91.33%	8	8	6	73%
+P	0	1	14	7	26	15	6	147			
MP	19	25	5	11	2	7	15	299			
-P	9	2	9	10	0	6	7	168			
% MP & +P	68%	93%	68%	64%	100%	79%	75%	73%			
From	7/22	1/22	1/22	7/23	10/23	10/23	10/23	From			
To	3/23	9/22	9/22	12/23	3/24	3/24	3/24	To			

Panhandle YTD JUNE 2024 Report

	<u>Administration and Service Delivery/Costs</u>			<u>Training and Support</u>			<u>Total</u>		
	Total	Total	Percent	Total	Total	Percent	Total	Total	Percent
	Budgeted	Expended	Expended	Budgeted	Expended	Expended	Budgeted	Expended	Expended
GRANTS PROVIDING SERVICES TO LOW-INCOME ADULTS/YOUTH AND DISLOCATED WORKERS									
Workforce Innovation & Opportunity Act/Adult	547,236	369,167	67%	420,000	419,571	100%	967,236	788,738	82%
Workforce Innovation & Opportunity Act/Youth	526,257	294,619	56%	175,000	87,864	50%	701,257	382,484	55%
WIOA/Youth - Work Experience	-	-	0%	100,000	128,848	129%	100,000	128,848	129%
WIOA/DLW	554,547	377,178	68%	175,000	34,652	20%	729,547	411,830	56%
WIOA/Rapid Response	21,100	16,133	76%	-	-	0%	21,100	16,133	76%
WIOA/Upskilling	-	-	0%	67,438	62,263	92%	67,438	62,263	92%
WIOA/Statewide Middle Skills	2,500	1,967	79%	24,662	3,371	14%	27,162	5,338	20%
Externship for Teachers	52,280	15,868	30%	50,000	-	0%	102,280	15,868	16%
RESEA	254,894	211,447	83%	-	-	0%	254,894	211,447	83%
Trade Adjustment Assistance	1,000	166	17%	29,000	13,514	47%	30,000	13,680	46%
GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS									
TANF CHOICES	834,559	453,335	55%	45,000	11,816	26%	879,559	465,151	53%
TANF Summer Youth Project	-	-	0%	75,000	10,026	13%	75,000	10,026	13%
TANF Career Coach/Educ Outreach Specialist	80,000	55,197	69%	-	-	0%	80,000	55,197	69%
Temporary Assistance to Needy Families/NCP	142,515	102,568	72%	15,000	12,709	85%	157,515	115,271	73%
SNAP/ Employment & Training - Gen Pop	170,357	118,407	70%	33,000	17,343	53%	203,357	135,749	67%
GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS									
Child Care Formula	2,427,657	1,692,512	67%	15,045,488	10,720,827	71%	17,473,146	12,353,339	71%
Child Care Match	-	-	0%	2,388,052	1,105,076	46%	2,388,052	1,105,076	46%
Child Care Quality Improvement	125,000	51,507	41%	640,000	528,743	83%	765,000	580,250	76%
Child Care Quality Industry Support	71,776	48,513	68%	-	-	0%	71,776	48,513	68%
Child Care Quality Mentor	478,651	311,751	65%	-	-	0%	478,651	311,751	65%
GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES									
Wagner-Peyser Employment Service	93,986	68,557	73%	-	-	0%	93,986	68,557	73%
Veterans Employment Service	11,127	8,929	80%	-	-	0%	11,127	8,929	80%
GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS									
WCI - TVLP	3,057	2,298	75%	-	-	0%	3,057	2,298	75%
WCI - Youth Career Fair	35,000	25,502	73%	-	-	0%	35,000	25,502	73%
WCI - Hiring Red, White and You!	1,650	1,637	99%	-	-	0%	1,650	1,637	99%
Summer Earn & Learn	226,335	13,783	6%	-	-	0%	226,335	13,783	6%
Hireability Navigator	113,000	71,077	63%	-	-	0%	113,000	71,077	63%
WSP In Partnership with Plains Dairy, LLC	154,985	85,138	55%	-	-	0%	154,985	85,138	55%
TOTAL	7,303,490	4,506,534	62%	19,282,640	13,156,622	68%	26,586,130	17,663,156	66%



ITEM 14

Contractor's Report

Amarillo/Rural Teachers	School District	School Name	Previously participated?	CTE Teacher?	Teaching Experience	# of Students Served
Rural % = 70.4	16 School Districts	30 Schools	81.5% New Teachers	31.5% CTE	13.2 Years Average	6,749
Amarillo = 16	Amarillo ISD	Amarillo High School	Yes 10	Yes 17	1-4 Yrs = 9	
Rural = 38	Borger ISD	AmTech Career Academy	No 44	No 37	5-9 Yrs = 11	
	Bushland ISD	Borger High School			10-14 Yrs = 8	
	Canyon ISD	Borger Middle School			15-19 Yrs = 10	
	Dalhart ISD	Bushland High School			20-24 Yrs = 6	
	Dumas ISD	Canyon High School			25+ Yrs = 7	
	Hart ISD	Caprock High School				
	Hereford ISD	Crockett Middle School				
	Memphis ISD	Dalhart Middle School				
	Pampa ISD	Discovery Academy				
	PSP ISD	Dumas Junior High School				
	River Road ISD	Friona High School				
	Shamrock ISD	Hart High School				
	Sunray ISD	Hereford Center for Accelerated Learning				
	Vega ISD	Hereford High School				
		Hereford Middle School				
		Hereford Preparatory Academy				
		Memphis Middle School				
		Midway High School				
		Palo Duro High School				
		Pampa High School				
		Randall High School				
		River Road Middle School				
		Shamrock High School				
		Sunray High School				
		Tascosa High School				
		Vega High School				
		West Plains Middle School				
		West Texas High School				

Employer	Address	City	Zip	County
320th District Court - Judge Steven Denny	501 S Fillmore Ste 3B	Amarillo	79101	Potter
Amarillo Area Foundation	801 S Polk	Amarillo	79101	Potter
Amarillo College (FM-90)	2408 S Jackson St	Amarillo	79109	Potter
Amarillo Museum of Art	2200 S Van Buren Dr	Amarillo	79109	Potter
Bell	401 Tiltrotor Dr	Amarillo	79111	Potter
BSA Health System	1600 Wallace Blvd	Amarillo	79106	Potter
Catholic Charities of the Texas Panhandle	2004 N Spring St	Amarillo	79107	Potter
City of Amarillo	601 S Buchanan	Amarillo	79101	Potter
City of Amarillo Emergency Communications	808 S Buchanan	Amarillo	79101	Potter
Education Credit Union	6203 Hillside	Amarillo	79109	Randall
Merle Morman Cosmetics	2628 Wolflin Ave	Amarillo	79109	Potter
Metropolitan Steak & Seafood	9181 Town Square Blvd Suite 1201	Amarillo	79119	Randall
Potter County Sheriff's Office	13103 NE 29th Ave	Amarillo	79111	Potter
Randall County Sheriff's Office	9100 S Georgia	Amarillo	79118	Randall
Texas Dept of Transportation	5715 Canyon Dr	Amarillo	79110	Randall
The Barfield	600 S Polk	Amarillo	79101	Potter
United Supermarket Store	5807 SW 45th Ave #100	Amarillo	79109	Randall
Window on a Wider World	500 S Buchanan St	Amarillo	79101	Potter
Workforce Solutions Panhandle	3120 Eddy St	Amarillo	79106	Randall
Amarillo National Bank - Borger	301 W 6th St	Borger	79007	Hutchinson
City of Borger	600 N Main Street	Borger	79008	Hutchinson
Golden Plains Community Hospital	100 Medical Dr	Borger	79007	Hutchinson
H.R.'s Flowers & Gifts	2010 4th Ave	Canyon	79015	Randall
Panhandle Plains Historical Museum	2503 4th Ave	Canyon	79015	Randall
Skywest Assisted Living	2623 12th Ave	Canyon	79015	Randall
Hartman Floral, LLC	203 Denrock Ave	Dalhart	79022	Dallam
Ryan's Custom Meats	2012 E 13th St	Dalhart	79022	Hartley
Moore County Hospital District	224 E 2nd St	Dumas	79029	Moore
Toppled Turtle Brewing Company & Brick Oven Pizza Kitchen	102 E 7th St	Dumas	79029	Moore
Deaf Smith County Hospital District	540 W 15th St	Hereford	79045	Deaf Smith
City of Memphis	721 W Robertson St	Memphis	79245	Hall
City of Pampa	200 W Foster Ave	Pampa	79065	Gray
Hemphill County Hospital District/Harvester	2931 Perryton Parkway, Suite B	Pampa	79065	Gray
Hutchinson County, Texas	515 S Main St	Stinnett	79083	Hutchinson

Here to Help

BRINGING INDUSTRY SKILLS INTO THE CLASSROOM

SUMMER 2024 TEACHER EXTERNSHIP PROGRAM

EXTERNSHIP NUMBERS

PARTICIPATING
TEACHERS



54

COMPLETED

38

RURAL TEACHERS

PARTICIPATING
EMPLOYERS



34

TOTAL

15

RURAL EMPLOYERS

SCHOOL
DISTRICTS



16

DISTRICTS

15

RURAL DISTRICTS

STUDENTS BENEFITTED



6,749



ITEM 15

Director's Report

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

August 12, 2024

Mr. Marin Rivas
Workforce Development Director
Workforce Solutions Panhandle
415 Southwest 8th Avenue
Amarillo, Texas 79105

RE: FY 2024 High Demand Job Training Grant Award – Workforce Solutions Panhandle
and Dalhart Economic Development

Dear Mr. Rivas:

We are pleased to notify you that the Texas Workforce Commission (TWC) has selected the Workforce Solutions Panhandle to receive a grant award based on your FY2024 application to the High Demand Job Training Program. This award is contingent upon successful negotiations of the contract and deliverables.

Our Workforce Board Grants team will soon contact Leslie Hardin at lhardin@theprpc.org to discuss contract development.

Congratulations! Please let me know if I can assist with any questions.

Sincerely,



Mary York
Division Director
Workforce Development

cc: Sandra Williams, Director for Workforce Grants and Initiatives
Kristie Caviness, Manager, Employer Engagement and Community Outreach

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