

**Panhandle Workforce  
Development Consortium's  
Governing Body  
Meeting Agenda  
August 24, 2023**

**PANHANDLE WORKFORCE DEVELOPMENT  
CONSORTIUM'S GOVERNING BODY  
2023 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 2023 Consortium's Governing Body meeting schedule. The Body must meet a minimum of four times this year. However, there may be a rare occasion that necessitates having an additional meeting. This would only occur when a board action is necessary and time is a factor.

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

Thank You!

Marin

February 23, 2023
May 25, 2023
August 24, 2023
December 7, 2023 (Tentatively)



## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Consortium's Governing Body will be held at 11:30 a.m. on Thursday, August 24, 2023. Governing Body Members and individuals from the public may access the meeting in person at 415 S.W. 8th Avenue, Amarillo, Potter County, Texas. Lunch will be served to Members prior to the meeting.

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

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

<https://us02web.zoom.us/j/84034064581?pwd=TktOM0tWZGNtQmVsb21kZElhYVDZXUT09>

Or may participate by phone (346) 248-7799

Meeting ID: 840 3406 4581 Passcode: 792123

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

<http://www.theprpc.org>

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

## **AGENDA**

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

3. **MINUTES**

Consider the approval of the minutes of the May 25, 2023 meeting of the Governing Body.

4. **CURRENT MEMBERSHIP LIST**

Informational item only. No action by the Body 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, 2023 through June 30, 2024.

6. **APPOINTMENTS OF MEMBERS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD**

Consider the appointments of two individuals to serve on the Panhandle Workforce Development Board.

7. **GOVERNANCE AGREEMENTS**

Consider updates to:

7a. The Panhandle Workforce Development Consortium's Interlocal Agreement; and

7b. The Consortium's Partnership Agreement with the Panhandle Workforce Development Board.

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

Review of agenda items presented and concurrence with actions taken at the August 23, 2023 meeting of the Panhandle Workforce Development Board:

**8a. MINUTES**

1) Minutes from the Board's meeting held on May 24, 2023; and

2) Minutes of the May 24, 2023 meeting and an updated List of Members with Officers of the Panhandle Workforce Development Board's Cybersecurity Council.

No action by the Body is required.

**8b. ELECTION OF OFFICERS**

Board members are electing new officers (Chair and Vice-Chair) for the coming year covering the period of July 1, 2023 through June 30, 2024. No action by the Body is required.

**8c. PROGRAM PRESENTATION – BUSINESS SERVICES / TEACHER EXTERNSHIP**

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

**8d. REPORTS ON GRANTS**

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

**8e. ADVISORY COMMITTEES**

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

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

No action by the Body is required.

**8f. PANHANDLE WORKFORCE DEVELOPMENT BOARD BYLAWS**

Members will be asked to consider updates for the Panhandle Workforce Development Board Bylaws.

**8g. LOCAL MONITORING REPORT**

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

**8h. WORKFORCE DEVELOPMENT PROGRAM OPERATION AND SERVICE DELIVERY CONTRACT RENEWAL 2022-2023**

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

**8i. 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 Body is required.

**8j. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES**

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

**8k. CURRENT PWDB MEMBERSHIP LIST**

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

9. **FINAL PUBLIC COMMENT PERIOD**

10. **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 17<sup>th</sup> day of August 2023, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



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Leslie Hardin

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM

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



# **ITEM 3**

## **CGB Minutes**



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

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

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

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

Judge D J Wagner, Chair, presided.

MEMBERS PRESENT:

- Dan Looten, County of Carson
- D J Wagner, County of Deaf Smith
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Terri Carter, County of Sherman

MEMBERS ABSENT:

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

OTHERS PRESENT:

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

STAFF PRESENT:

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



1. CALL TO ORDER

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

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

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

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

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

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

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

Members were asked to review agenda items presented and consider concurrence with actions taken at the May 24, 2023 meeting of the Panhandle Workforce Development Board:

6a. MINUTES

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

6b. REPORTS ON GRANTS

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

6c. PROGRAM PRESENTATION

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

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

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

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

6e. UPDATE TO PWDB POLICY

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

- Child Care Services

6f. LOCAL MONITORING REPORT

Members were updated on monitoring activities.

6g. CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

Mr. Trent Morris, Huxford Group, LLC President and Workforce Solutions Panhandle Director, discussed recent and upcoming regional workforce activities.

6h. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

6i. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

Judge Looten moved to approve action needed for the Body and to concur with actions taken at the May 24, 2023 meeting of the Panhandle Workforce Development Board. Judge Irwin seconded the motion; the motion carried.

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

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



# **ITEM 4**

## **CGB Membership List**

**PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM'S GOVERNING BODY  
CURRENT MEMBERSHIP  
JULY 1, 2023 – JUNE 30, 2024**

**CITY OF AMARILLO**

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

**AT- LARGE**

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

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

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

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

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

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

The Honorable Harold Keeter  
Judge, County of Swisher  
119 South Maxwell  
Tulia, Texas 79088  
(806) 995-3504  
(806) 995-2214 fax  
[h.keeter@swisher-tx.org](mailto: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](mailto:dan.looten@co.carson.tx.us)

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

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

- \* Chairman
- \*\* Vice-Chairman



# **ITEM 5**

## **CGB Election of Officers**

**PANHANDLE WORKFORCE DEVELOPMENT  
CONSORTIUM'S GOVERNING BODY  
OFFICERS' SERVICE**

**CITY OF AMARILLO**

The Honorable Ginger Nelson  
Mayor, City of Amarillo  
P. O. Box 1971  
Amarillo, Texas 79105-0001  
(806) 378-3013 / (806) 679-0911  
(806) 378-9394 fax  
[ginger.nelson@amarillo.gov](mailto:ginger.nelson@amarillo.gov)

**AT- LARGE**

The Honorable DJ Wagner  
Judge, County of Deaf Smith  
Deaf Smith County Courthouse  
Hereford, Texas 79045  
(806) 363-7000  
(806) 363-7022 fax  
[judgewagner@wtrt.net](mailto:judgewagner@wtrt.net)

Vice Chair  
2020 – 2022

Chair  
2022 - 2023

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

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

Chair  
2015 - 2017

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

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

Vice Chair  
2022 - 2023

**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](mailto:h.keeter@swisher-tx.org)

Chair  
2011 - 2013

Vice Chair  
2013 - 2015

Chair  
2018 - 2020

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

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

Chair  
2020 - 2022

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

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



# **ITEM 6**

## **PWDB Appointments**

**APPOINTMENTS TO THE**  
**PANHANDLE WORKFORCE DEVELOPMENT BOARD**

– NEW APPOINTMENTS –

**Public Employment**

Mr. Jason Vaden, Project Coordinator  
Texas Workforce Commission  
Austin, Texas  
Term Expires June 30, 2026

**Private Sector – At Large**

Mr. Brian Wasden, Owner  
BKW Auto, LLC. dba Kleinstadt Motors  
Amarillo, Texas  
Term Expires June 30, 2025





# **ITEM 7**

## **Governance Agreements - Summary**

**CHIEF ELECTED OFFICIALS  
AMENDMENT TO INTERLOCAL AGREEMENT  
PANHANDLE WORKFORCE DEVELOPMENT AREA**

BACKGROUND SINCE INITIAL AGREEMENT OF 1996

When House Bill (HB) 1863 took effect in September 1995, it merged workforce programs across several state agencies into a singular agency, the Texas Workforce Commission (TWC). The State established written policy and procedure that set forth criteria to be used by chief elected officials (CEOs) for the appointment of local Workforce Development Board members and the oversight of Workforce Development Boards, which the Panhandle incorporated into the original Agreement.

In July 1999, TWC became the state entity charged with implementing the federal Workforce Investment Act (WIA) of 1998. WIA provided for several “grandfather” provisions allowing Texas to continue certain provisions specific to the designation of workforce areas. In July 2014, when the federal Workforce Innovation and Opportunity Act (WIOA) was enacted, Congress again recognized Texas’ workforce system with WIOA maintaining the provisions that have allowed Texas to continue under prior consistent state law.

In 2021, the Legislature of the State of Texas amended HB 619 by adding Section 302.0062 requiring TWC to prepare a strategic plan for improving the quality of the child care workforce in the State. A component of this plan, expected to be implemented in the Fall of 2023, requires local Workforce Development Boards to increase Board membership to add a member specifically representing the Child Care Industry. In order to ensure the maintenance of the ratio of Private Sector representatives on the Board, required to be at least 51 percent of the number of individuals appointed, the overall required membership increases from twenty-five (25) to twenty-seven (27).

UPDATES REQUIRED TO THE PANHANDLE’S INTERLOCAL AGREEMENT

Under *Section Authority for Agreement*, the document is amended by as follows:

Addition of the following:

- **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).**

Under *Section Governing Body/F. Meetings*, the document is amended by as follows:

Addition of the following:

- **Texas Government Code §551 does not require a governmental body to conduct deliberation in an open meeting regarding:**
  - a. **security assessments or deployments relating to information resources technology;**

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

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

Under *Section Governing Body/G. Officers*, the document is amended by as follows:

Addition of the following:

- Any member willing to continue to serve as an officer after serving two consecutive terms in any one office, is not eligible to return to service as an officer in that office until a least one year passes from the end of the term of service in that office.**
- The Chairperson, as the designated signatory, will have authority to approve and sign Panhandle Workforce Development Board member appointment nominations for filling immediate Board member vacancies, if needed prior to a scheduled meeting, in order to comply with TWC requirements. Any such approval will be presented at the next scheduled meeting for a vote of concurrence by the full Governing Body membership.**

Under *Section Governing Body/I. Expenses*, the document is amended by as follows:

Addition of the following:

- Members attending regular, or special, meetings of the Governing Body, outside the municipality where they reside, will be paid mileage.**

Under *Section Powers/A. Establishment of Local Workforce Development Board/*

*I. Nominations and Appointments*, the document is amended by as follows:

Amendment of the following:

- ~~“The number of nominations secured and presented to the Consortium’s governing body will be at least 150 percent of the number of individuals to be appointed to the Workforce Development Board to represent the Private Sector must be at least fifty-one percent (51%) of the overall number of individuals appointed to the Board;~~**

And the addition of the following:

- A representative of Child Care will be selected from nominations submitted by area Child Care partners with a depth of expertise in child care or early childhood education, and optimum policy-making authority within the entity they represent.**

Under *Section Powers/A. Establishment of Local Workforce Development Board/3. Size and Composition of Board*, the agreement establishing that the initial membership of the Panhandle Workforce Development Board would be twenty-five (25) members, the document is amended as follows:

- **Membership of the Board will be twenty-seven (27) members; and**
- **Representatives of the Private Sector ..... 13 14**

And the addition of the following:

- **Representative of Child Care ..... 1**

Under *Section Powers/A. Establishment of Local Workforce Development Board/4. Geographic Representation and Other Factors, a. Representatives appointed to the Board from the Private Sector will be affiliated with businesses located as described*, the document is amended as follows:

- **Representatives of Area IV ..... 6 7**  
(which includes) **City of Amarillo ..... 5 6**  
**Armstrong, Carson, Potter, and Randall Counties ..... 1**

And the addition of the following:

- **f. At least one of the members of the Board appointed under Texas Government Code §2308.256(h) must, in addition to the qualifications required for the members under that subsection, be a veteran.**

CHIEF ELECTED OFFICIALS AGREEMENT  
PANHANDLE WORKFORCE DEVELOPMENT AREA

This Agreement is entered into by and between the respective County Judges of the COUNTIES of ARMSTRONG, BRISCOE, CARSON, CASTRO, CHILDRESS, COLLINGSWORTH, DALLAM, DEAF SMITH, DONLEY, GRAY, HALL, HANSFORD, HARTLEY, HEMPHILL, HUTCHINSON, LIPSCOMB, MOORE, OCHILTREE, OLDHAM, PARMER, POTTER, RANDALL, ROBERTS, SHERMAN, SWISHER, and WHEELER and the Mayor of the CITY of AMARILLO, hereinafter referred to as "chief elected officials."

AUTHORITY FOR AGREEMENT

This Agreement is made pursuant to the Texas Workforce and Economic Competitiveness Act (SB642), as passed by the 73rd session of the Texas Legislature, 1994, and amended (HB1863) by the 74th Session of the Texas Legislature, 1995, hereinafter referred to as the "Act."

CREATION OF CONSORTIUM

By this Agreement, an association of the chief elected officials in the Panhandle Workforce Development Area is created, and will be known as the Panhandle Workforce Development Consortium, hereinafter referred to as the "Consortium."

PURPOSE OF AGREEMENT

The purpose of this Agreement is to create a structure through which the responsibilities of the chief elected officials in the Panhandle Workforce Development Area will be carried out relative to the Act.

GOVERNING BODY

A. MEMBERSHIP

The Consortium's governing body will consist of seven individuals to be elected by and from among the chief elected officials in the Panhandle Workforce Development Area. The staff of the Panhandle Regional Planning Commission will assist the Consortium with this task.

B. TERMS

Members elected to the Consortium's governing body will serve for one year terms, from July 1 through June 30, and may be reelected to serve additional terms. Persons selected to fill a seat vacated by a member with an unexpired term will serve for the remainder of that term.

C. GEOGRAPHIC REPRESENTATION

Five of the Consortium's governing body members will be elected by and from among the chief elected officials in the following areas:

Representative of Area I . . . . . 1  
Dallam, Hartley, Moore, Oldham, and Sherman Counties

Representative of Area II . . . . . 1  
Hansford, Hemphill, Hutchinson, Lipscomb, Ochiltree, and Roberts  
Counties

Representative of Area III . . . . . 1  
Briscoe, Castro, Deaf Smith, Parmer, and Swisher Counties

Representatives of Area IV . . . . . 1  
Armstrong, Carson, Potter, and Randall Counties

Representative of Area V . . . . . 1  
Childress, Collingsworth, Donley, Gray, Hall, and Wheeler Counties

One additional member will be elected on an at-large basis, by and from among all chief elected officials in the Panhandle Workforce Development Area.

One additional seat on the Consortium's governing body will be reserved for the Mayor of the City of Amarillo.

**D. MAINTENANCE OF MEMBERSHIP**

Vacancies on the Consortium's governing body will be filled through the election process described above.

**E. QUORUM**

Four members of the Consortium's governing body will constitute a quorum for the transaction of business.

**F. MEETINGS**

The Consortium's governing body will meet no less than four times each year. All meetings of the Consortium's governing body will be held subject to the open meetings law of the State of Texas to the extent required by applicable State law and regulations.

**G. OFFICERS**

The Consortium's governing body will elect by majority vote a Chairperson and Vice Chairperson. The Chairperson will serve as the designated signatory for the Consortium. The term of office for these officers will be one year. An officer may serve for no more than two consecutive terms in any one office.

**H. BYLAWS**

The Consortium's governing body may adopt bylaws for the conduct of business which will be consistent with the provisions of this Agreement.

**POWERS**

The Consortium, through its elected governing body, will exercise all powers and have all responsibilities assigned to chief elected officials in the Panhandle Workforce Development Area relative to the Act, including but not limited to those described below.

A. ESTABLISHMENT OF LOCAL WORKFORCE DEVELOPMENT BOARD

The Consortium's governing body will obtain nominations, appoint members, obtain certification, and convene and maintain membership of a local workforce development board, hereinafter referred to as the "Board," as described below. The staff of the Panhandle Regional Planning Commission will assist the Consortium's governing body with this task.

1. NOMINATIONS AND APPOINTMENTS

Initial membership of the Board will be appointed by the Consortium's governing body from a slate of nominees secured in accordance with the Act; Chapter 2308, Governmental Code V.T.C.A., as amended; and the Job Training Partnership Act, as amended; as specified below.

Representatives of the Private Sector appointed to the Board will be selected from nominations submitted by area chambers of commerce and other general purpose business organizations. The number of nominations secured and presented to the Consortium's governing body will be at least 150 percent of the number of individuals to be appointed. Nominees will be business owners, chief executives, chief operating officers, or other individuals with substantial management or policy responsibilities in their firms.

A representative of Economic Development Organizations will be selected from nominations submitted by area chambers of commerce, economic development corporations, industrial foundations and other local organizations responsible for regulating, promoting or assisting in local economic development.

A representative of Secondary Education will be selected from nominations submitted by area independent school districts.

A representative of Post-Secondary Education will be selected from nominations submitted by area institutions of higher education and proprietary training institutions.

A representative of Adult Basic and Continuing Education will be selected from nominations submitted by area institutions of higher education and the Region XVI Education Service Center.

A representative of Literacy Organizations will be selected from nominations submitted by area non-profit literacy councils and other literacy program providers.

A representative of Vocational Rehabilitation Organizations will be selected from nominations submitted by area public and private agencies and organizations which provide vocational rehabilitation services.

Representatives of Community-Based Organizations will be selected from nominations submitted by area private nonprofit organizations which provide job training services.

Representatives of Labor Organizations will be selected from nominations submitted by area federations of labor organizations.



A representative of the Public Employment Service will be selected from nominations submitted by the regional office of the Texas Workforce Commission.

A representative of the State Department of Human Services will be selected from nominations submitted by the regional office of the Texas Department of Human Services.

Initial appointments to the Board will be incorporated into an application for certification to be prepared and submitted to the Texas Workforce Commission and approved by the Governor. The staff of the Panhandle Regional Planning Commission will assist the Consortium's governing body with this task.

2. TERMS

Initial terms of appointment to the Board will be staggered and determined by lottery. Twelve of the members appointed will serve terms through June 30, 1998. The remaining thirteen members will serve terms through June 30, 1999. Persons selected to fill a seat vacated by a member with an unexpired term of service will be appointed to serve the time remaining in the unexpired term.

3. SIZE AND COMPOSITION OF BOARD

Initial membership of the Board will be twenty-five (25) members. A majority of the members will be representatives of the Private Sector. Composition of the membership will be as described below.

Representatives of the Private Sector .....	13
Representative of Economic Development Organizations .....	1
Representative of Secondary Education .....	1
Representative of Post-Secondary Education .....	1
Representative of Adult and Continuing Education .....	1
Representative of Literacy Organizations .....	1
Representative of Vocational Rehabilitation Organizations .....	1
Representatives of Community-Based Organizations .....	2
Representatives of Labor Organizations .....	2
Representative of Public Employment Service .....	1
Representative of State Department of Human Services .....	1



4. GEOGRAPHIC REPRESENTATION AND OTHER FACTORS

- a. Representatives appointed to the Board from the Private Sector will be affiliated with businesses located as described below.

Representative of Area I . . . . . 1  
Dallam, Hartley, Moore, Oldham, and Sherman Counties

Representative of Area II . . . . . 1  
Hansford, Hemphill, Hutchinson, Lipscomb, Ochiltree, and Roberts  
Counties

Representative of Area III . . . . . 1  
Briscoe, Castro, Deaf Smith, Parmer, and Swisher Counties

Representatives of Area IV . . . . . 6  
City of Amarillo . . . . . 5  
Armstrong, Carson, Potter, and Randall Counties . . . . . 1

Representative of Area V . . . . . 1  
Childress, Collingsworth, Donley, Gray, Hall, and Wheeler Counties

- b. Three additional representatives of the Private Sector will be selected on an at-large basis, without regard to the location of the businesses with which they are affiliated.
- c. Representatives appointed to the Board from other sectors will be selected on an at-large basis, without regard to the area in which they work or reside.
- d. Private Sector representatives appointed to the Board will, as a group, be generally representative of the composition of the area's pool of employers and include representatives from the area's larger employers and emerging growth industries. No more than ten percent of the Board's membership will consist of Private Sector representatives from employers with fewer than five employees.
- e. Representatives appointed to the board will be generally consistent with the ethnic diversity of the Panhandle Workforce Development Area.

5. MAINTENANCE OF MEMBERSHIP

Vacancies on the Board will be filled by the Consortium's governing body through the nomination and appointment process described above.

6. CONVENING OF INITIAL MEETING

The Chairperson of the Consortium's governing body will be responsible for convening the initial meeting of the Board. The staff of the Panhandle Regional Planning Commission will assist the Chairperson of the Consortium's governing body with this task.

## B. NEGOTIATION OF JOINT AGREEMENT WITH BOARD

The Consortium's governing body will negotiate and enter into an agreement developed with the Board to establish the partnership through which a Workforce Development Plan is to be developed and administered for the Panhandle Workforce Development Area. This agreement will specify the respective roles, responsibilities and rights of both groups, as well as the means by which communications will take place between both bodies and with other chief elected officials. The staff of the Panhandle Regional Planning Commission will assist the Consortium's governing body and the Board with this task.

## ALLOCATION OF RESOURCES

Resources received through the Act will be allocated to the counties comprising the Panhandle Workforce Development Area using the same formula by which such resources are received from the State. If there is a specific programmatic requirement or practical consideration that would make this allocation unreasonable, the Consortium's governing body may vote to revise or waive the allocation process in that specific instance. Resources received on a non-formula basis will be allocated based on related programmatic requirements or practical considerations to ensure equitable distribution.

## AMENDMENTS AND TERMINATION

This Agreement may be amended or terminated at any time by the consent of a majority of the chief elected officials in the Panhandle Workforce Development Area.

## LIMITATION OF POWERS

Nothing in this Agreement, or any bylaws promulgated pursuant to it, will be construed to authorize any action which any party is not authorized by law to undertake.

## SEVERABILITY

Should any part, term, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of Texas, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions will not be affected thereby.

## ACKNOWLEDGMENTS

The following acknowledgments are included herein to satisfy the requirements of the Texas Administrative Code § 801.1(g) (2) (ii):

"We the chief elected officials of the Panhandle Workforce Development Area acknowledge that the following are responsibilities and requirements pursuant to the formation of local workforce development boards:

- (I) The local workforce development board will assume responsibility for the following committees and councils that will be replaced by the board unless otherwise provided in Chapter 2308, Government Code, V.T.C.A., as amended:

- private industry council,
  - quality work force planning committee,
  - job service employer committee, and
  - local general vocational program advisory committee
- (II) At least one career development center must be established within 180 days of board certification;
- (III) The board must have its own independent staff and not be a provider of workforce services, unless the board secures a waiver of these provisions;
- (IV) The chief elected officials must enter into a partnership agreement with the board to designate a grant recipient to receive and be accountable for block grant funds, and be liable for any misuse of funds;
- (V) The partnership agreement must also specify the entity that will administer the programs, which may be separate from the entity that receives funds from the state;
- (VI) The partnership agreement must define the process through which the local boards and chief elected officials will develop the strategic and operational plans, including the training plan required under the Job Training Partnership Act, required by the legislation in order to receive block grant funds; and
- (VII) The local strategic plan must be reviewed by both the Commission and the Council on Workforce and Economic Competitiveness, and approved by the Governor before block grants will be available to the local area."

APPROVAL

This agreement is hereby approved by the following chief elected officials of the Panhandle Workforce Development Area and shall be effective as of July 1, 1996.

Kel Seliger 07/23/96  
The Honorable Kel Seliger / Date  
Mayor, City of Amarillo

Hugh Reed 7/3/96  
The Honorable Hugh Reed / Date  
Judge, County of Armstrong

Jimmy Burson 6/27/96  
The Honorable Jim Burson / Date  
Judge, County of Briscoe

Jay B. Roselius 6/27/96  
The Honorable Jay B. Roselius / Date  
Judge, County of Carson

Irene Miller 7-2-96  
The Honorable Irene Miller / Date  
Judge, County of Castro

Dean Decker 6/27/96  
The Honorable Dean Decker / Date  
Judge, County of Childress

Jim Forrester 6/27/96  
The Honorable Jim Forrester / Date  
Judge, County of Collingsworth

David D. Field 6/27/96  
The Honorable David D. Field / Date  
Judge, County of Dallam

Tom Simons 6/27/96  
The Honorable Tom Simons / Date  
Judge, County of Deaf Smith

W. R. Christal 7/3/96  
The Honorable W. R. Christal / Date  
Judge, County of Donley

Richard Peet 6/27/96  
The Honorable Richard Peet / Date  
Judge, County of Gray

Kenneth Dale 6/27/96  
The Honorable Kenneth Dale / Date  
Judge, County of Hall

Jim D. Brown 6/27/96  
The Honorable Jim D. Brown / Date  
Judge, County of Hansford

Ronnie Gordon 6/27/96  
The Honorable Ronnie Gordon / Date  
Judge, County of Hartley

Bob Gober 7/12/96  
The Honorable Bob Gober / Date  
Judge, County of Hemphill

Jack Worsham 7/10/96  
The Honorable Jack Worsham / Date  
Judge, County of Hutchinson

Willis V Smith 6/27/96  
The Honorable Willis Smith / Date  
Judge, County of Lipscomb

Billie Faye Schumacher 7/10/96  
The Honorable Billie Faye Schumacher / Date  
Judge, County of Moore

Kenneth R. Donahue 6/27/96  
The Honorable Kenneth R. Donahue / Date  
Judge, County of Ochiltree

Don R. Allred 6/27/96  
The Honorable Don Allred / Date  
Judge, County of Oldham



Bonnie Clayton 6/27/96  
The Honorable Bonnie Clayton / Date  
Judge, County of <sup>P</sup>armer

Arthur Ware 7/22/96  
The Honorable Arthur Ware / Date  
Judge, County of Potter

Red Wood 6-27-96  
The Honorable Red Wood / Date  
Judge, County of <sup>R</sup>andall

Vernon H. Cook 6/27/96  
The Honorable Vernon Cook / Date  
Judge, County of Roberts

W.C. Fesler July 10, 1996  
The Honorable W. C. Fesler / Date  
Judge, County of Sherman

Harold Keeter 7/2/96  
The Honorable Harold Keeter / Date  
Judge, County of Swisher

Wendell Morgan 7-12-96  
The Honorable Wendell Morgan / Date  
Judge, County of Wheeler

INITIALED  
EXECUTED  
JULY 1996



# **ITEM 7 (a)**

## **Interlocal Agreement**

**PANHANDLE WORKFORCE DEVELOPMENT AREA  
CHIEF ELECTED OFFICIALS  
INTERLOCAL AGREEMENT**

**Amended Effective October 1, 2023**

This Agreement is entered into by and between the respective County Judges of the Counties of Armstrong, Briscoe, Carson, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, and Wheeler and the Mayor of the City of Amarillo, hereinafter referred to as "Chief Elected Officials."

**AUTHORITY FOR AGREEMENT**

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."

**PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM**

By this Agreement, an association of the Chief Elected Officials in the Panhandle Workforce Development Area is to be known as the Panhandle Workforce Development Consortium, hereinafter referred to as the "Consortium."

**PURPOSE OF AGREEMENT**

The purpose of this Agreement is to create a structure through which the responsibilities of the Consortium in the Panhandle Workforce Development Area will be carried out relative to the Authorizing Legislation.

**GOVERNING BODY**

**A. MEMBERSHIP**

The Consortium's Governing Body consists of seven individuals to be elected by and from among the Chief Elected Officials in the Panhandle Workforce Development Area. The staff of the designated entity to perform administrative, grant recipient and staffing functions of the Governing Body and the Panhandle Workforce Development Board will assist the Consortium with the balloting/election process tasks.

**B. TERMS**

Members elected to the Consortium's Governing Body will serve for one-year terms, from July 1 through June 30, and may be re-elected to serve additional terms. Persons selected to

fill a seat vacated by a member with an unexpired term will serve for the remainder of that term.

C. GEOGRAPHIC REPRESENTATION

Five of the Consortium's Governing Body members will be elected by and from among the Chief Elected Officials in the following areas:

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

One additional member will be elected on an at-large basis, by and from among all Chief Elected Officials in the Panhandle Workforce Development Area.

One additional seat on the Consortium's Governing Body will be reserved for the Mayor of the City of Amarillo.

D. OFFICERS

The members of the Governing Body will elect by majority vote, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson will be elected with the term of office for one year, from July 1 through June 30, and may serve two (2) consecutive terms.

Any member willing to continue to serve as an officer after serving two consecutive terms in any one office, is not eligible to return to service as an officer in that office until a least one year passes from the end of the term of service in that office.

The Chairperson, as the designated signatory, will have authority to approve and sign Panhandle Workforce Development Board member appointment nominations for filling immediate Board member vacancies, if needed prior to a scheduled meeting, in order to comply with Texas Workforce Commission (TWC) requirements. Any such approval will be presented at the next scheduled meeting for a vote of concurrence by the full Governing Body membership.

E. MEETINGS

- 1. Regular Meetings
  - a. The Governing Body will meet at least quarterly and no less than four times each year. The time and place of all meetings will be determined by the Chairperson.
  - b. Governing Body members will be notified of meetings not less than ten (10) working days in advance. Meetings will be publicly announced and open and accessible to the general public.



- c. At any Governing Body meeting, a quorum will be required for the final and official transaction of business. Four members of the Consortium's Governing Body will constitute a quorum. Any actions taken in the absence of a quorum will be subject to ratification at the next meeting of the Governing Body, at which a quorum is present. No votes will be taken by proxy.
- d. All meetings of the Governing Body will be conducted in accordance with Robert's Rules of Order, Revised, insofar as they are not inconsistent with these Bylaws or other applicable laws, regulations, or rules.

2. Special Meetings

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

3. Executive or Closed Session of a Meeting

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

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

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

4. Minutes of Meetings

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

5. Expenses

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

## POWERS

The Consortium, through its elected governing body, will exercise all powers and have all responsibilities assigned to the Chief Elected Officials in the Panhandle Workforce Development Area relative to the Act, including but not limited to those described below.

### A. MAINTENANCE OF THE LOCAL WORKFORCE DEVELOPMENT BOARD

The Consortium's Governing Body will obtain nominations, appoint members, obtain certification, and convene and maintain membership of the Panhandle Workforce Development Board, hereinafter referred to as the "Board," as described below:

#### 1. Nominations And Appointments

Initial membership of the Board will be appointed by the Consortium's governing body from a slate of nominees secured in accordance with Authorizing Legislation.

Representatives of the Private Sector appointed to the Board will be selected from nominations submitted by area chambers of commerce and other general purpose business organizations. The number of individuals to be appointed to the Board to represent the Private Sector must be at least fifty-one percent (51%) of the overall number of individuals appointed to the Board. Nominees will be business owners, chief executives, chief operating officers, or other individuals with substantial management or policy responsibilities in their firms.

A representative of Economic Development Organizations will be selected from nominations submitted by area chambers of commerce, economic development corporations, industrial foundations and other local organizations responsible for regulating, promoting or assisting in local economic development.

A representative of Secondary Education will be selected from nominations submitted by area independent school districts.

A representative of Post-Secondary Education will be selected from nominations submitted by area institutions of higher education and proprietary training institutions.

A representative of Adult Basic and Continuing Education will be selected from nominations submitted by area institutions of higher education and the Region 16 Education Service Center.

A representative of Literacy Organizations will be selected from nominations submitted by area non-profit literacy councils and other literacy program providers.

A representative of Vocational Rehabilitation Organizations will be selected from nominations submitted by area public and private agencies and organizations which provide vocational rehabilitation services.

Representatives of Community-Based Organizations will be selected from nominations submitted by area private nonprofit organizations which provide job training services.

Representatives of Labor Organizations will be selected from nominations submitted by area federations of labor organizations.

A representative of the Public Employment Service will be selected from nominations submitted by the regional office of TWC.

A representative of the State Department of Human Services will be selected from nominations submitted by the regional office of the Texas Department of Health and Human Services.

A representative of Child Care will be selected from nominations submitted by area Child Care partners with a depth of expertise in child care or early childhood education, and optimum policy-making authority within the entity they represent.

Initial appointments to the Board will be incorporated into an application for certification to be prepared and submitted to TWC and approved by the Governor of the State of Texas. The staff of the entity designated to perform administrative, grant recipient and staffing functions will assist the Consortium's Governing Body with this task.

2. Terms

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

3. Removal of Members

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

4. Size and Composition of Membership

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

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

5. Geographic Representation and Other Factors

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

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

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

B. JOINT PARTNERSHIP AGREEMENT WITH BOARD

The Consortium's Governing Body will negotiate, enter into, and maintain an agreement developed with the Board to establish the partnership through which a Workforce Development Plan is to be developed and administered for the Panhandle Workforce Development Area. This agreement will specify the respective roles, responsibilities and rights of both groups, as well as the means by which communications will take place between both bodies and with other Chief Elected Officials. The staff of the entity designated to perform administrative, grant recipient and staffing functions will assist the Consortium's Governing Body with this task.

### ALLOCATION OF RESOURCES

Resources received through Authorizing Legislation will be allocated to the Counties comprising the Panhandle Workforce Development Area using the same formula by which such resources are received from the State. If there is a specific programmatic requirement or practical consideration that would make this allocation unreasonable, the Consortium's Governing Body may vote to revise or waive the allocation process in that specific instance. Resources received on a non-formula basis will be allocated based on related programmatic requirements or practical considerations to ensure equitable distribution.

### AMENDMENTS AND TERMINATION

This Agreement may be amended or terminated at any time by the consent of a majority of the Chief Elected Officials in the Panhandle Workforce Development Area.

### LIMITATION OF POWERS

Nothing in this Agreement, or any bylaws promulgated pursuant to it, will be construed to authorize any action which any party is not authorized by law to undertake.

### SEVERABILITY

Should any part, term, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of Texas, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions will not be affected thereby.

APPROVAL

This amendment is hereby approved by the following chief elected officials of the Panhandle Workforce Development Area and shall be effective as of October 1, 2023.

---

The Honorable Cole Stanley  
Mayor, City of Amarillo

---

The Honorable Adam Ensey  
Judge, County of Armstrong

---

The Honorable Rank Cogdell  
Judge, County of Briscoe

---

The Honorable Dan Looten  
Judge, County of Carson

---

The Honorable Mandy Gfeller  
Judge, County of Castro

---

The Honorable Kimberly Jones  
Judge, County of Childress

---

The Honorable Scott Martindale  
Judge, County of Collingsworth

---

The Honorable Wes Ritchey  
Judge, County of Dallam

---

The Honorable D J Wagner  
Judge, County of Deaf Smith

---

The Honorable John Howard, M.D.  
Judge, County of Donley

---

The Honorable Chris Porter  
Judge, County of Gray

---

The Honorable Ray Powell  
Judge, County of Hall

---

The Honorable Tim Glass  
Judge, County of Hansford

---

The Honorable Ronnie Gordon  
Judge, County of Hartley

---

The Honorable Lisa Johnson  
Judge, County of Hemphill

---

The Honorable Cindy Irwin  
Judge, County of Hutchinson

---

The Honorable Dori Roots  
Judge, County of Lipscomb

---

The Honorable Rowdy Rhoades  
Judge, County of Moore

---

The Honorable Charles Kelly  
Judge, County of Ochiltree

---

The Honorable Shawn Ballew  
Judge, County of Oldham

---

The Honorable Isabel “Izzy” Carrasco  
Judge, County of Parmer

---

The Honorable Nancy Tanner  
Judge, County of Potter

---

The Honorable Christy Dyer  
Judge, County of Randall

---

The Honorable Mitchell Locke  
Judge, County of Roberts

---

The Honorable Terri Beth Carter  
Judge, County of Sherman

---

The Honorable Harold Keeter  
Judge, County of Swisher

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The Honorable Pat McDowell  
Judge, County of Wheeler



# **ITEM 7(b)**

## **Partnership Agreement**



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

**Authorization**

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

**Parties**

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

**Board Responsibilities**

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

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

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

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

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

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

### **Communications**

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

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

Should the Consortium's Governing Body fail to concur with an 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**

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Chair  
Panhandle Workforce Development  
Consortium's Governing Body

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Chair  
Panhandle Workforce Development  
Board

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Date

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Date



# **ITEM 8(a) (1)**

## **PWDB Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Board  
Minutes  
May 24, 2023

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

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

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

Mr. Wright presided.

MEMBERS PRESENT:

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

### MEMBERS ABSENT:

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

### OTHERS PRESENT:

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

### STAFF PRESENT:

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

#### 1. CALL TO ORDER

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

#### 2. INITIAL PUBLIC COMMENT PERIOD

None.

#### 3. MINUTES

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

#### 4. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2022 – March 31, 2023. No action by the Board was required.

#### 5. PROGRAM PRESENTATION – TEACHER EXTERNSHIP

Workforce Solutions Panhandle (WSP) partnered once again with Region 16 Education Service Center (ESC) to expand the Externships for Teachers Program. Phillip Flores, Business Services Representative with WSP, provided an overview of this year's Summer 2023 Teacher Externship Program. No action by the Board was required.

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

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

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

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

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

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

8. LOCAL MONITORING REPORT

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

9. CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

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

10. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

11. CURRENT MEMBERSHIP LIST

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

12. FINAL PUBLIC COMMENT PERIOD

None.

13. ADJOURN

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





**ITEM 8(a) (2)**  
**PWDB Cybersecurity Council Minutes**



PANHANDLE WORKFORCE DEVELOPMENT BOARD  
Cybersecurity Council  
Minutes  
May 24, 2023

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

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

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

Mr. Michael Wright, presided.

COUNCIL MEMBERS PRESENT:

- Texas “Tex” Buckhaults, Clarendon College
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Michael Wright, Moore County News – Press
- Magi York, Panhandle Community Services

COUNCIL MEMBERS ABSENT: None

STAFF CYBERSECURITY COMMITTEE PRESENT:

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

OTHERS PRESENT: None

1. CALL TO ORDER

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

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered approval of the minutes from the Council's February 22, 2023 meeting. Mr. Buckhaults moved to approve the minutes as presented. Mr. Salazar seconded the motion; the motion carried.

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

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

4. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES

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

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

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

5. VOTE ON PWDB CYBERSECURITY POLICIES

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

6. OPEN DISCUSSION

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

7. CURRENT MEMBERSHIP LIST

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

8. FINAL PUBLIC COMMENT PERIOD

None.

9. ADJOURN

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

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

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**CYBERSECURITY COUNCIL**

**FOR JULY 1, 2023 – JUNE 30, 2025**

**PRIVATE SECTOR (AT LARGE)**

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

**POST-SECONDARY EDUCATION**

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

**LABOR ORGANIZATIONS**

Mr. Paul Salazar  
Training Director, JATC  
West Texas Electrical Joint Apprenticeship & Training Committee  
Amarillo, Texas

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York  
Executive Director  
Panhandle Community Services  
Amarillo, Texas

\* Denotes the member selected to serve as Chairperson

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



**ITEM 8(b)**  
**PWDB 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 indicated his willingness to serve as Chair, should the members agree.*

### **Vice Chairperson**

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

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

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

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

**Mr. Francisco Apodaca**

Co-Owner, Apodaca Brothers, Pampa, Texas

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

**Ms. Betty Bara**

Co-Owner, La Fiesta Grande

### **PRIVATE SECTOR**

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

**Mr. Ryan Bradley**

Plan Manager, Hunting Titan Inc., Pampa, Texas

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

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

Owner, Furniture Fashions, LTD, Dalhart, Texas

### **PRIVATE SECTOR**

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

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

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

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

**Ms. Kristi Hanes**

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

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

**Ms. Amy Moran**

Director of Human Resources Strategy and Operations, CNS Pantex

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

**Mr. David Parker**

Chief Operating Officer, Harwell & Cook Orthodontics

### **PRIVATE SECTOR**

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

**Ms. Amy Rambo**

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

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

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

Chief Executive Officer, Rivas Environmental Consultants, Amarillo, Texas



# **ITEM 8(c)**

## **Program Presentation**



*Here to Help*

# BRINGING INDUSTRY SKILLS INTO THE CLASSROOM

## SUMMER 2023 TEACHER EXTERNSHIP PROGRAM

### EXTERNSHIP NUMBERS

#### PARTICIPATING TEACHERS



**41**

COMPLETED

**22**

RURAL TEACHERS

#### PARTICIPATING EMPLOYERS



**34**

TOTAL

**15**

RURAL EMPLOYERS

#### SCHOOL DISTRICTS



**17**

DISTRICTS

**16**

RURAL DISTRICTS

### STUDENTS BENEFITTED



**5,978**

### PARTICIPATING EMPLOYERS

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

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

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

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

Monday, July 24, 2023

Hi Jason –

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

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

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

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

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

**JULY 18**

**WORKFORCE SOLUTIONS PANHANDLE'S**

**HEALTHCARE**

**Job Fair**

WORKFORCE SOLUTIONS  
PANHANDLE  
A proud partner of the American Jobcenter network

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

***PARTICIPATING EMPLOYERS***

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

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

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

***ALL POSITIONS!***

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

**Equal Opportunity Employer/Program**

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



# **ITEM 8(d)**

## **Report on Grants**



MEMORANDUM

DATE: August 23, 2023

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Reports on the Panhandle Workforce Development Area's Grants

Attached are reports that provide the basic information needed to assess how well we served our customers, met performance expectations, and utilized available grant funding.

The charts on page 4, provides figures on the workers and families who have utilized services funded through one or more of our grants, during third quarter our Board Contract year 2023, which runs from October 1, 2022 through June 30, 2023. These services are delivered through our Workforce Solutions offices and the website, which are operated by the Huxford Group LLC under contract with PRPC. Assistance is provided by local staff of the Texas Workforce Commission (TWC) and Texas Veterans Commission (TVC).

The charts on page 5-8 show the Board's twenty-two contracted measures. The End of Year reports are for the Board Contract year 2022, which began October 1, 2021 through June 30, 2023.

Page 9 provides budget and expenditure data for separate grants, and is broken out into two groups. Shown first are the administrative and operating costs for PRPC and the Huxford Group, including those associated with personnel and facilities. Shown second are training and supportive services costs, which include all payments to participants, employers, training institutions, and vendors providing assistance to eligible clients. The fiscal report represents the first quarter our Board Contract year 2023, which runs from October 1, 2022 through June 30, 2023.

The ratio of expenditures to budgeted funds varied to some extent by grant, but was generally consistent with expectations. Staff will discuss performance and review fiscal variances at the meeting.

Please contact us at (806) 372-3381 or (800) 477-4562 if you have questions or comments.

The grants included in this report are provided to us for different purposes, come with different expectations, and are subject to different rules and regulations. A brief description of each grant follows:

The ***Supplemental Nutrition Assistance/Employment and Training grant*** provides case management and assists recipients of Food Stamps assistance to transition from public assistance to work through participation in work-related activities, including job search and job readiness, education, training activities, and support services. Clients are generally required to participate in one or more of those activities.

The ***Temporary Assistance to Needy Families/Non-Custodial Parent Employment Services grant*** provides case management and assists low-income unemployed or underemployed noncustodial parents who are behind on their child support payments and whose children are current or former recipients of public assistance. Clients are required to participate through a court order in Workforce work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services.

The ***Temporary Assistance to Needy Families/CHOICES grant*** provides case management and assists applicants, recipients, non-recipient parents, and former recipients of TANF (cash assistance) to transition from welfare to work through participation in work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services. Parents are generally required to participate in one or more of those activities.

The ***Trade Adjustment Assistance grant*** provides additional training resources and relocation assistance to dislocated workers affected by trade-related layoffs. Trade Adjustment Assistance for Workers is a federally funded program, with no costs to employers, that helps workers who are adversely affected by foreign imports or job shifts to a foreign country. Assistance is provided to eligible workers in the form of reemployment services, training, job search, relocation, and support benefits.

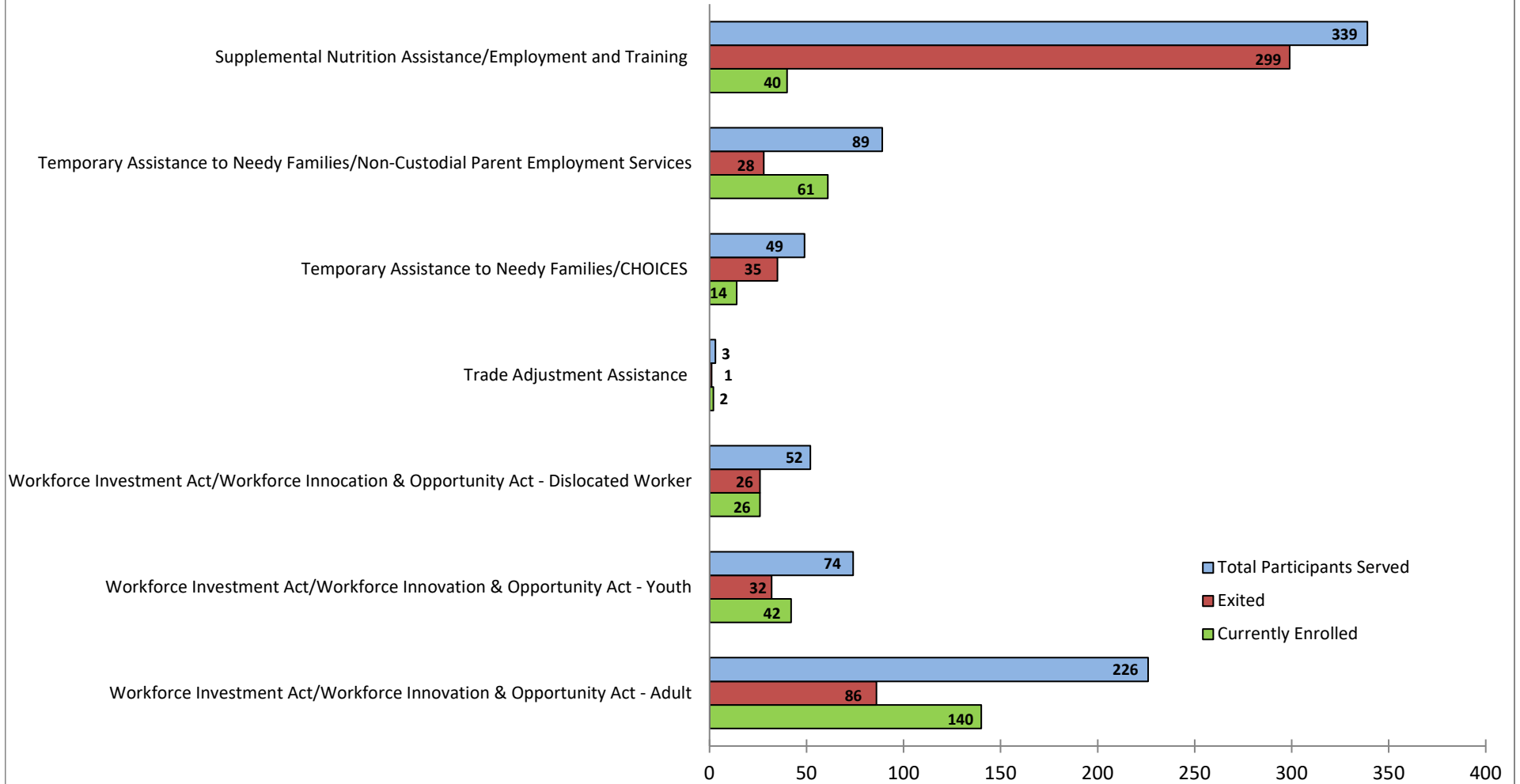
The ***Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker grants*** fund case management, training, job search and placement, and supportive services for eligible clients. The Workforce Innovation and Opportunity Act (WIOA) program provides workforce development activities designed to enhance the employability, occupational attainment, retention and earnings of adults, dislocated workers and youth. WIOA improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the Texas economy.

Our ***Child Care/Formula and Federal Match grants*** fund day care services for children from eligible families. Resources obtained from local contributors are required in order to access matching federal funds. Resources to purchase services for children in foster care are provided through our ***Family and Protective Services grant***. The ***Child Care/Quality Improvement grant*** supports professional development for child care providers and staff. The ***Child Care Automated Attendance*** grant supports systems that link children's attendance to provider payments.

The ***Wagner-Peyser Employment Services, Reemployment Assistance and Veterans Services grants*** pay for costs associated with the TWC and TVC employees who are housed in our facilities. The Employment Service program provides comprehensive recruiting, job search, and related services to businesses and job seekers to connect employers and job seekers. ES coordinates job openings between states and administers the unemployment insurance (UI) work test to verify that individuals receiving UI benefits are registered for work and are actively seeking employment.

### Participant Data by Grant

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



# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 7/7/2023  
**MAY 2023 REPORT**

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

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

DOL-C	Employed Q2 Post Exit – Adult (DOL)	MP	101.90%	81.10%	81.10%	82.64%	81.99%	81.16%	119	144	82.26%	82.76%	83.33%		7/21	3/22
DOL-C	Employed Q4 Post Exit – Adult (DOL)	MP	98.85%	82.60%	82.60%	81.65%	85.40%	75.58%	129	158	89.47%	79.31%	79.03%		1/21	9/21
DOL-C	Median Earnings Q2 Post Exit – Adult (DOL)	MP	102.39%	\$9,800.00	\$9,800.00	\$10,034.27	\$9,668.97	\$8,517.35	n/a	119	\$11,064.63	\$9,512.25	\$10,383.63		7/21	3/22
DOL-C	Credential Rate – Adult (DOL)	MP	98.35%	84.60%	84.60%	83.20%	88.30%	88.50%	94	113	89.30%	76.10%	87.20%		1/21	9/21
DOL-C 1	Measurable Skills Gains - Adult (DOL)	-P	83.82%	76.00%	76.00%	63.70%	76.00%	62.80%	116	182	----	----	----	----	7/22	5/23
DOL-C	Employed Q2 Post Exit – DW (DOL)	MP	96.47%	85.00%	85.00%	82.00%	82.81%	92.31%	41	50	79.17%	86.67%	81.82%		7/21	3/22
DOL-C	Employed Q4 Post Exit – DW (DOL)	MP	108.21%	73.10%	73.10%	79.10%	70.00%	91.67%	53	67	88.89%	84.00%	66.67%		1/21	9/21
DOL-C	Median Earnings Q2 Post Exit – DW (DOL)	MP	106.31%	\$9,400.00	\$9,400.00	\$9,993.54	\$9,273.93	\$7,249.64	n/a	40	\$8,673.67	\$10,350.00	\$14,698.93		7/21	3/22
DOL-C	Credential Rate – DW (DOL)	MP	91.88%	85.00%	85.00%	78.10%	95.70%	100.00%	32	41	83.30%	60.00%	92.90%		1/21	9/21
DOL-C 1	Measurable Skills Gains - DW (DOL)	MP	105.88%	71.40%	71.40%	75.60%	70.90%	67.70%	31	41	----	----	----	----	7/22	5/23
DOL-C	Employed/Enrolled Q2 Post Exit – Youth (DOL)	MP	100.21%	80.60%	80.60%	80.77%	74.36%	81.67%	42	52	81.48%	81.25%	77.78%		7/21	3/22
DOL-C	Employed/Enrolled Q4 Post Exit – Youth (DOL)	MP	100.54%	80.00%	80.00%	80.43%	86.54%	77.92%	37	46	87.50%	81.82%	77.78%		1/21	9/21
DOL-C	Median Earnings Q2 Post Exit – Youth (DOL)	+P	194.90%	\$4,900.00	\$4,900.00	\$9,549.96	\$8,290.69	\$5,692.95	n/a	41	\$10,205.74	\$8,040.00	\$8,885.80		7/21	3/22
DOL-C	Credential Rate – Youth (DOL)	MP	109.72%	83.30%	83.30%	91.40%	90.90%	84.20%	32	35	83.30%	90.00%	94.70%		1/21	9/21
DOL-C 1	Measurable Skills Gains - Youth (DOL)	-P	80.68%	81.80%	81.80%	66.00%	81.80%	60.00%	35	53	----	----	----	----	7/22	5/23
LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	104.11%	68.10%	68.10%	70.90%	64.55%	65.37%	2,519	3,553	70.92%	71.63%	70.14%		7/21	3/22
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	MP	102.96%	83.40%	83.40%	85.87%	85.54%	80.74%	2,431	2,831	85.80%	85.30%	86.56%		1/21	9/21
LBB-K	Credential Rate – C&T Participants	+P	116.52%	70.90%	70.90%	82.61%	88.33%	87.50%	152	184	85.11%	74.63%	88.57%		1/21	9/21

1. Because of the nature of this measure (the lack of lag between going into the denominator and when it would be reasonable to achieve a gain), this data is often not meaningful until the last few months the Program Year.

## Reemployment and Employer Engagement Measures

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



# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 7/7/2023  
**MAY 2023 REPORT**

Source Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
--------------	---------	--------	------------------	----------------	------------	---------------	----------------	----------------	-----------------	-------	-------	-------	-------	------	----

### Reemployment and Employer Engagement Measures

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

### Program Participation Measures

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

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

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

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

**FINAL RELEASE**  
As Originally Published 8/11/2023

**JUNE 2023 REPORT**

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

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	99.65%	102.62%	116.59%	106.36%	109.25%	105.62%	98.54%	115.05%	90.82%	83.01%	100.53%	103.48%	94.10%	131.75%	131.20%
Borderplex	102.32%	99.50%	128.03%	116.77%	106.38%	81.28%	89.34%	112.58%	82.45%	98.04%	105.53%	113.70%	119.69%	80.99%	135.36%
Brazos Valley	96.53%	88.05%	117.69%	103.43%	116.93%	97.17%	104.09%	82.23%	100.12%	99.52%	107.76%	114.13%	109.57%	72.03%	82.62%
Cameron	102.33%	104.78%	114.40%	106.26%	120.06%	96.88%	101.49%	84.22%	115.06%	117.65%	102.89%	96.96%	131.73%	109.24%	107.53%
Capital Area	102.50%	107.07%	94.35%	105.49%	98.44%	108.22%	89.11%	110.33%	89.06%	78.41%	109.26%	126.25%	172.89%	109.12%	72.06%
Central Texas	100.45%	107.50%	112.20%	105.37%	127.45%	103.76%	107.24%	102.11%	100.96%	118.45%	109.50%	103.75%	103.59%	120.05%	133.70%
Coastal Bend	109.67%	95.80%	128.30%	100.46%	100.65%	109.78%	96.71%	124.41%	100.88%	92.73%	97.09%	107.69%	118.12%	113.28%	92.62%
Concho Valley	91.51%	103.16%	133.70%	106.71%	114.69%	100.84%	122.85%	111.53%	106.12%	58.82%	106.53%	122.67%	249.91%	137.93%	98.23%
Dallas	104.86%	105.95%	104.93%	100.00%	113.16%	107.96%	107.98%	123.53%	99.06%	96.36%	109.65%	107.80%	126.88%	121.03%	95.13%
Deep East	110.83%	113.21%	101.03%	92.91%	111.59%	114.53%	118.99%	100.74%	118.47%	86.24%	93.05%	122.44%	98.91%	100.00%	127.83%
East Texas	97.46%	98.56%	116.30%	103.15%	113.31%	101.99%	93.33%	97.20%	83.29%	84.96%	108.84%	119.83%	114.66%	119.50%	78.37%
Golden Crescent	110.25%	106.26%	117.30%	90.98%	121.75%	95.37%	110.73%	124.89%	108.59%	100.48%	118.37%	84.50%	164.40%	207.47%	159.92%
Gulf Coast	106.69%	105.92%	101.48%	98.48%	94.06%	100.23%	105.18%	114.19%	94.35%	88.97%	98.42%	104.15%	127.49%	114.03%	109.04%
Heart of Texas	95.81%	106.38%	46.26%	94.56%	121.73%	95.02%	93.27%	102.32%	100.49%	104.78%	94.40%	105.80%	103.94%	0.00%	145.38%
Lower Rio	90.85%	103.54%	142.86%	114.11%	91.80%	92.51%	93.10%	124.23%	110.94%	101.29%	111.45%	107.95%	142.66%	125.57%	101.69%
Middle Rio	95.76%	116.35%	78.18%	135.00%	103.26%	117.65%	102.94%	167.89%	117.65%	97.60%	87.20%	91.43%	89.87%	207.47%	101.22%
North Central	106.94%	106.61%	107.68%	99.39%	111.04%	99.78%	105.67%	113.55%	89.07%	103.78%	118.05%	115.50%	103.48%	98.73%	105.50%
North East	94.94%	108.96%	93.58%	104.73%	87.47%	95.42%	92.33%	122.14%	93.68%	95.41%	109.64%	117.81%	143.92%	155.66%	103.25%
North Texas	87.22%	84.17%	97.84%	97.52%	98.70%	111.76%	111.46%	132.69%	104.59%	89.20%	57.34%	111.11%	60.27%	n/a	53.95%
Panhandle	105.33%	100.33%	108.19%	95.98%	77.24%	97.11%	111.78%	110.11%	92.24%	96.50%	103.08%	104.84%	153.90%	106.96%	81.54%
Permian Basin	117.67%	98.92%	83.41%	97.59%	106.82%	99.42%	98.25%	143.61%	93.06%	105.88%	104.36%	129.48%	148.42%	158.71%	110.41%
Rural Capital	80.13%	98.26%	111.47%	111.64%	102.25%	101.34%	110.63%	102.90%	106.59%	91.04%	97.49%	121.63%	124.76%	106.49%	108.61%
South Plains	110.52%	116.74%	123.92%	95.24%	113.67%	92.44%	106.45%	106.54%	105.29%	117.65%	101.42%	95.00%	120.63%	71.63%	99.39%
South Texas	96.53%	126.81%	136.60%	118.20%	114.32%	111.11%	108.93%	105.35%	117.65%	99.88%	100.09%	96.15%	94.24%	120.05%	114.70%
Southeast	116.18%	104.60%	129.07%	85.46%	143.34%	94.96%	102.60%	100.95%	85.30%	90.06%	101.06%	105.68%	87.78%	104.65%	133.23%
Tarrant	99.83%	95.07%	125.19%	84.29%	131.68%	101.15%	98.96%	109.22%	84.17%	101.39%	103.48%	112.75%	134.04%	101.62%	108.70%
Texoma	99.07%	110.98%	93.71%	106.97%	105.52%	81.21%	109.44%	106.82%	107.88%	117.65%	90.29%	104.16%	140.47%	140.97%	64.76%
West Central	102.41%	94.49%	93.82%	110.27%	127.50%	101.80%	104.20%	172.74%	117.65%	83.38%	97.02%	112.13%	100.59%	165.98%	91.13%
+P	5	5	15	6	15	4	6	16	6	4	3	13	17	15	9
MP	21	21	10	20	11	22	20	10	16	16	23	14	8	8	13
-P	2	2	3	2	2	2	2	2	6	8	2	1	3	4	6
% MP & +P	93%	93%	89%	93%	93%	93%	93%	93%	79%	71%	93%	96%	89%	85%	79%
From	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22	7/21	1/21	7/21	1/21	7/22
To	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23	6/22	12/21	6/22	12/21	6/23

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

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

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Rcvg Wkfc Asst Fm Bds or Self Svc	Choices Full Engagement Rate	Average # Children Served Per Day-Combined 10/22-3/23 YTD-Only)	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	99.32%	104.99%	95.18%	94.24%	96.22%	125.78%	112.62%	6	14	2	91%
Borderplex	98.00%	103.11%	124.37%	92.44%	101.99%	119.08%	119.63%	9	8	5	77%
Brazos Valley	96.51%	101.91%	77.24%	103.88%	74.28%	99.68%	107.41%	4	12	6	73%
Cameron	106.53%	101.81%	125.50%	100.18%	107.94%	121.74%	116.03%	10	11	1	95%
Capital Area	100.50%	104.74%	93.88%	87.76%	88.99%	108.08%	111.48%	5	10	7	68%
Central Texas	101.00%	101.51%	94.26%	102.07%	86.20%	110.52%	108.39%	7	13	2	91%
Coastal Bend	101.89%	102.94%	102.30%	104.15%	107.00%	113.36%	101.11%	6	16	0	100%
Concho Valley	106.15%	104.52%	102.03%	106.78%	83.87%	120.60%	100.00%	10	10	2	91%
Dallas	98.96%	103.06%	110.87%	89.39%	96.04%	113.70%	107.38%	7	14	1	95%
Deep East	102.41%	102.57%	112.84%	99.97%	113.19%	116.70%	105.02%	12	9	1	95%
East Texas	103.33%	103.90%	97.05%	111.57%	105.84%	103.14%	105.73%	8	11	3	86%
Golden Crescent	109.59%	106.89%	102.92%	96.53%	93.26%	155.56%	94.03%	12	7	3	86%
Gulf Coast	97.86%	102.47%	96.70%	96.38%	78.84%	119.00%	103.85%	4	16	2	91%
Heart of Texas	104.76%	105.10%	92.65%	107.73%	89.44%	115.34%	107.20%	6	12	4	82%
Lower Rio	105.67%	101.14%	125.46%	107.85%	98.34%	145.60%	106.90%	12	10	0	100%
Middle Rio	102.73%	94.81%	91.72%	97.28%	90.17%	122.28%	96.90%	7	9	6	73%
North Central	98.59%	104.42%	94.75%	91.73%	113.65%	128.96%	80.71%	6	12	4	82%
North East	94.20%	102.94%	114.29%	99.63%	128.88%	99.24%	100.65%	6	14	2	91%
North Texas	102.39%	103.35%	118.29%	105.23%	85.70%	108.88%	100.73%	7	7	7	67%
Panhandle	104.93%	102.93%	113.62%	109.87%	110.94%	117.64%	100.54%	7	13	2	91%
Permian Basin	103.92%	102.36%	103.20%	109.18%	91.75%	107.64%	102.98%	8	12	2	91%
Rural Capital	101.85%	106.28%	118.80%	93.12%	77.48%	123.22%	116.03%	9	10	3	86%
South Plains	104.66%	103.06%	109.44%	111.87%	117.66%	86.30%	107.09%	10	10	2	91%
South Texas	99.12%	98.44%	141.04%	96.40%	119.09%	117.78%	109.14%	12	10	0	100%
Southeast	105.18%	103.07%	92.19%	110.17%	109.68%	109.26%	118.00%	9	9	4	82%
Tarrant	99.24%	103.48%	85.43%	95.42%	100.61%	103.20%	114.02%	5	14	3	86%
Texoma	100.47%	105.06%	125.94%	96.13%	93.85%	102.80%	114.91%	7	12	3	86%
West Central	93.08%	102.91%	121.21%	122.20%	100.40%	108.06%	103.76%	9	11	2	91%
+P	5	4	13	10	10	22	17	220			
MP	21	23	7	12	6	5	9	316			
-P	2	1	8	6	12	1	2	79			
% MP & +P	93%	96%	71%	79%	57%	96%	93%	87%			
From	7/21	1/21	1/21	7/22	10/22	10/22	4/23	From			
To	6/22	12/21	12/21	3/23	6/23	6/23	6/23	To			

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

Panhandle YTD June 2023 Report									
	Administration and Service Delivery Costs			Training and Support			Total		
	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended
<b>GRANTS PROVIDING SERVICES TO LOW-INCOME ADULTS/YOUTH AND DISLOCATED WORKERS</b>									
Workforce Innovation & Opportunity Act/Adult	536,930	366,861	68%	370,000	295,273	80%	906,930	662,134	73%
Workforce Innovation & Opportunity Act/Youth	446,129	303,433	68%	228,240	151,564	66%	674,369	454,997	67%
Workforce Innovation & Opportunity Act/DLW	420,336	334,895	80%	150,000	7,031	5%	570,336	341,926	60%
Workforce Innovation & Opportunity Act/Rapid Response	19,750	3,798	19%	-	-	0%	19,750	3,798	19%
Workforce Innovation & Opportunity Act/Statewide Middle Skills	10,482	2,596	25%	31,000	2,031	0%	41,482	4,627	11%
Workforce Innovation & Opportunity Act/Teacher Externship	36,293	27,427	76%	33,000	-	0%	69,293	27,427	40%
Reemployment Services and Eligibility Assessment	202,879	130,546	64%	-	-	0%	202,879	130,546	64%
Trade Adjustment Assistance	2,455	1,500	61%	21,000	14,626	0%	23,455	16,125	69%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families/CHOICES	1,038,914	745,610	72%	45,000	8,363	19%	1,083,914	753,973	70%
TANF Summer Youth Project	-	-	0%	75,000	31,618	0%	75,000	31,618	42%
Temporary Assistance to Needy Families/NCP	141,346	106,257	0%	15,500	9,625	0%	156,846	115,882	74%
Supplemental Nutrition Assistance/Employment & Training - General	206,027	146,489	71%	41,153	25,121	61%	247,180	171,610	69%
Supplemental Nutrition Assistance/Employment & Training - ABAWD	-	-	0%	-	-	0%	-	-	0%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care Formula / Match	2,391,348	1,604,541	67%	14,255,076	10,597,542	74%	16,646,424	12,202,083	73%
Child Care SIR Funds	-	-	0%	443,874	238,732	54%	443,874	238,732	54%
Child Care Quality Improvement	513,724	70,842	14%	387,500	385,903	100%	901,224	456,745	51%
Child Care Quality Mentor and Assessor	409,259	322,113	79%	-	-	0%	409,259	322,113	79%
Child Care Quality CRRSA TRS Incentives	277,948	200,492	0%	57,500	131,869	229%	335,448	332,362	99%
CCP - Family and Protective Services	75,000	10,401	14%	925,000	526,911	0%	1,000,000	537,311	54%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	160,225	148,072	92%	-	-	0%	160,225	148,072	92%
Veterans Employment Service	18,259	14,335	79%	-	-	0%	18,259	14,335	79%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives - TVLP	3,057	2,280	75%	-	-	0%	3,057	2,280	75%
Workforce Commission Initiatives - Jobs Y'all	35,000	22,241	64%	-	-	0%	35,000	22,241	64%
Workforce Commission Initiatives - Hiring Red, White and You!	1,650	1,530	93%	-	-	0%	1,650	1,530	93%
Workforce Commission Initiatives - Foster youth	1,212	903	74%	-	-	0%	1,212	903	74%
Summer Earn & Learn	110,000	16,957	15%	116,334	-	0%	226,334	16,957	7%
Hireability Navigator	113,000	85,331	76%	-	-	0%	113,000	85,331	76%
High Demand Job Training Grant	300,000	-	0%	-	-	0%	300,000	-	0%
<b>TOTAL</b>	<b>7,471,223</b>	<b>4,669,451</b>	<b>62%</b>	<b>17,195,177</b>	<b>12,426,209</b>	<b>72%</b>	<b>24,666,400</b>	<b>17,095,660</b>	<b>69%</b>



**ITEM 8 (f)**  
**PWDB Bylaws**



**BYLAWS OF THE  
PANHANDLE WORKFORCE DEVELOPMENT BOARD**

ARTICLE I

Name

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

ARTICLE II

Authority

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

ARTICLE III

Purpose

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

ARTICLE IV

Staffing

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

ARTICLE V

Budget

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

ARTICLE VI

Membership

1. Nominations and Appointments

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

2. Terms

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

3. Removal of Members

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

4. Size and Composition of Membership

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

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

5. Geographic Representation and Other Factors

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

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

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

## ARTICLE VII

### Officers

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

1. The Chairperson will:

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

2. The Vice Chairperson will:

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



## ARTICLE VIII

### Committees

#### 1. Executive Committee

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

#### 2. Special Committees

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

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

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

## ARTICLE IX

### Meetings

#### 1. Regular Meetings

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

## 2. Special Meetings

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

## 3. Executive or Closed Session of a Meeting

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

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

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

## 4. Minutes of Meetings

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

## 5. Expenses

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

## ARTICLE IX

### Conflict of Interest

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

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

ARTICLE X  
Amendments

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

ARTICLE XI  
Period

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

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Chairperson  
Panhandle Workforce Development Board

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Date



# **ITEM 8 (g)**

## **Board Monitoring Report**



## MEMORANDUM

DATE: August 23, 2023

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Report on Monitoring Reviews

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

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

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

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

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

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

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

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

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

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

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

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

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

The following detailed report lists updated statuses for the reviews of the current Workforce Solutions Panhandle (WSP) sub-recipient, Huxford Group, LLC's service delivery, since the last report provided to the Board at the May 2023 meeting.

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

<b>Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Fiscal and Program Operating Systems	February 27, 2023 – March 3, 2023	January 2022 – December 2022	Pending
Child Care Eligibility/Improper Payment Monitoring Testing	February 27, 2023 – March 3, 2023	October 2021 – September 2022	Pending

<b>Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist</b>			
Monitoring Review	Date of review	Period Covered	Status
Program Operating Systems	March 1, 2023 – May 31, 2023	October 2022 – December 2022	<a href="#">Final Report – All items resolved</a>

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

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

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



**ITEM 8 (h)**  
**Service Delivery Contract Renewal**





## MEMORANDUM

DATE: August 23, 2023

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Workforce Development Program Operation and Service Delivery Contract Renewal

### BACKGROUND

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

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

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

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

### RECOMMENDATION

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



# **ITEM 8 (j)**

## **Director's Report**

# THE AMERICAN LEGION, Department of Texas

PO Box 140527.  
Austin, TX 78714

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



March 1, 2023

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

Dear Mr. Flores

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

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

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

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

Congratulations and Best Wishes,

Sincerely,



Gerry Hince  
State Commander



**ITEM 8 (k)**  
**PWDB Membership List**

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

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Kristi Hanes \*\*\*\*\*

Co-Owner/Director  
Night & Day, Care & Play Inc.  
2831 Mays Street  
Amarillo, Texas 79109  
(806) 352-2186 / (806) 322-0986 fax  
[nightandday@arn.net](mailto:nightandday@arn.net)

Industry Represented: Services (62)  
TWC ID #: 075710160  
Firm Size: 29 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

Industry Represented: Food (72)  
TWC ID #: 021762288  
Firm Size: 84  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

Industry Represented: Manufacturing (31)  
TWC ID #: 144395778  
Firm Size: 4,227  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

Industry Represented: Manufacturing (31)  
TWC ID #: 002639157  
Firm Size: 5,264 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (CITY OF AMARILLO)**

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

Industry Represented: Healthcare (62)  
TWC ID #: 07-895859-6  
Firm Size: 41 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

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

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

Industry Represented: Retail (44)  
TWC ID #: 109626740  
Firm Size: 8 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2025

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

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

Industry Represented: Finance (52)  
TWC ID #: 000422070  
Firm Size: 865 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

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

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

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

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

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

Industry Represented: Healthcare (62)  
TWC ID #: 138513173  
Firm Size: 2,429 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2024

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

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

Industry Represented: Manufacturing (31)  
TWC ID: 143344908  
Firm Size: 552 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AT LARGE)**

(VACANT)

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

**PRIVATE SECTOR (AT LARGE)**

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

Industry Represented: Services (54)  
TWC ID #: 012394527  
Firm Size: 0 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AT LARGE)**

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

Industry Represented: Construction (23)  
TWC ID #: 119858119  
Firm Size: 8 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2024

**ECONOMIC DEVELOPMENT ORGANIZATIONS**

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

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

## **SECONDARY EDUCATION**

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

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

## **POST-SECONDARY EDUCATION**

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

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

## **ADULT BASIC AND CONTINUING EDUCATION**

Dr. Tamara Clunis  
Vice President of Academic Affairs  
Amarillo College  
P. O. Box 447  
Amarillo, Texas 79178  
(806) 371-5296 / (806) 354-5891 fax  
[ttclunis@actx.edu](mailto:ttclunis@actx.edu)

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

## **LITERACY ORGANIZATIONS**

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

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

## **VOCATIONAL REHABILITATION ORGANIZATIONS**

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

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



**COMMUNITY-BASED ORGANIZATIONS**

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

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

**COMMUNITY-BASED ORGANIZATIONS**

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

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

**LABOR ORGANIZATIONS**

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

Ethnicity/Gender: H/M  
Term Expires: June 30, 2024

**LABOR ORGANIZATIONS**

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

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

**PUBLIC EMPLOYMENT AGENCY**

(VACANT)

**STATE DEPARTMENT OF HUMAN SERVICES**

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

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

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