

**Panhandle Workforce  
Development Consortium's  
Governing Body  
Meeting Agenda  
August 25, 2022**



## **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 25, 2022. Due to the current COVID-19 crisis this meeting will be held by in a hybrid format of both in-person and videoconference pursuant to Texas Government Code Section 551.127.

Under the hybrid format, Board members and individuals from the public may access the meeting in person at 415 S.W. 8th Avenue, Amarillo, Potter County, Texas.

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

<https://us02web.zoom.us/j/89506843808?pwd=aWQ0bWl4TXdueVRhWHQ3UzdSTGVLT09>

(Meeting ID: 895 0684 3808 - Passcode: 277849)

Or may participate by phone (346) 248-7799 (Meeting ID: 895 0684 3808 - Passcode: 277849).

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 26, 2022 meeting of the Governing Body.

### **4. CURRENT MEMBERSHIP LIST**

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

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

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

6. **ITEMS CONSIDERED AT THE LAST MEETING OF THE PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB)**

Review of agenda items presented and concurrence with actions taken at the August 24, 2022 meeting of the Panhandle Workforce Development Board:

**6a. MINUTES**

Minutes from the Board's meeting held on May 25, 2022. No action by the Body is required.

**6b. ELECTION OF OFFICER**

Board members are electing a new Vice Chairperson for the coming year covering the period of July 1, 2022 through June 30, 2023. No action by the Body is required.

**6c. PROGRAM PRESENTATION – SITES ON TEXAS**

Ben Wilson, Director of Sales with CCIM Institute, and Phillip Flores, Business Services Representative with Workforce Solutions Panhandle, will provide an overview of Sites on Texas labor market and demographic data services. No action by the Body is required.

**6d. REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2021 – June 30, 2022 will be presented. No action by the Body is required.

**6e. CHILD CARE INDUSTRY SUPPORT FUNDING APPLICATION**

Members will be asked to consider the submission of an application to the Texas Workforce Commission (TWC) for Child Care Industry Support Funding.

**6f. HIGH DEMAND JOB TRAINING GRANTS**

A review of TWC High Demand Job Training Grants awarded to the Panhandle Workforce Development Area. No action by the Body is required.

**6g. UPDATES TO PWDB POLICIES**

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

- a) Supportive Services;
- b) Non-Custodial Parent (NCP) Choices, Case Closure; and
- c) Child Care Services.

Public comment opportunity and Member vote will be recognized.

**6h. LOCAL MONITORING REPORT**

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

**6i. 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, 2022 through September 30, 2023.

**6j. 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.

**6k. 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.

**6l. CURRENT PWDB MEMBERSHIP LIST**

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

**7. FINAL PUBLIC COMMENT PERIOD**

**8. 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 2022, 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 26, 2022

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, May 26, 2022, at 11:30 a.m. Due to the current COVID-19 crisis this meeting was held by videoconference pursuant to Texas Government Code Section 551.127.

Judge Dan Looten, 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
- Harold Keeter, County of Swisher

MEMBER ABSENT:

- Ginger Nelson, City of Amarillo

OTHERS PRESENT:

Trent Morris, and Anthony Solis, Workforce Solutions Panhandle

STAFF PRESENT:

Lori Bigham, Kathy Cabezuela, Leslie Hardin, Heather Reid, Marin Rivas, and Trenton Taylor

1. CALL TO ORDER

Judge Looten 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 24, 2022 meeting of the Governing Body. Judge Carter moved for approval. Judge Porter seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

5. ELECTION OF OFFICERS

Members considered individuals to serve as the group's officers for the coming year of July 1, 2022 through June 30, 2023. Judge Irwin made the motion to nominate Judge Wagner to serve as the Governing Body's Chair. Judge Keeter seconded the motion; and the motion carried. Judge Carter made the motion to nominate Judge Irwin to serve as the Body's Vice Chair. Judge Keeter seconded the motion; and the motion carried.

6. RE-APPOINTMENTS OF MEMBERS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members considered the re-appointment of individuals to continue to serve on the Workforce Development Board for the term through June 30, 2025. Judge Wagner moved to re-appoint:

- Mr. Jay Barrett, Amarillo Area Center for Advanced Learning, Amarillo
- Mr. Texas "Tex" D. Buckhaults, Clarendon College, Clarendon
- Mr. Kevin Caddell, Furniture Fashions, LTD, Dalhart
- Ms. Heather Freeman, Consolidated Nuclear Security LLC – Pantex, Amarillo
- Ms. Kristi Hanes, Night & Day, Care & Play Inc., Amarillo
- Ms. Lisa Lillard, Texas Health and Human Services Commission, Amarillo
- Mr. David Parker, Harwell & Cook Orthodontics, Amarillo
- Ms. Lisa White, Amarillo Public Library, Amarillo
- Mr. Michael W. Wright, Moore County News – Press, Dumas

Judge Irwin seconded the motion; the motion carried.

7. 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 25, 2022 meeting of the Panhandle Workforce Development Board:

7a. MINUTES

- a) Minutes from the PWDB meeting held on February 23, 2022.
- b) Minutes of the May 13, 2022 meeting of the PWDB's Cybersecurity Council.

No action by the Body was required.

7b. ELECTION OF OFFICERS

PWDB members elected officers for the coming year covering the period of July 1, 2022 through June 30, 2023. No action by the Body was required.

7c. 2022 WORKFORCE EMPLOYER AWARDS NOMINATIONS

PWDB members were asked to consider employer award nominations for the 2022 Annual Texas Workforce Conference: Local Employer of the Year, HireAbility Employer of the Year, and Large Employer of the Year.

7d. PROGRAM PRESENTATION – STUDENT HIREABILITY NAVIGATOR

An overview of pre-employment transition services and initiatives to serve students with disabilities from Workforce Development Program Specialist, Ms. Lori Bigham. No action by the Body was required.

7e. REPORTS ON GRANTS

A review of reports on the Panhandle’s grants for October 1, 2021 – March 31, 2022. No action by the Body was required.

7f. LOCAL MONITORING REPORT

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

7g. NEW AND UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICIES

Members were asked to consider one proposed new policy and proposed updates to three current local PWDB policies for:

- a) In-Demand Industries, In-Demand Occupations, and Target Occupations-Update. This update proposed to add the occupation of Emergency Medical Technicians and Paramedics to the Panhandle Workforce Development Area’s lists of In-Demand Industries and Associated Target Occupations; and Target Occupations. Judge Carter moved to approve the update. Judge Irwin seconded the motion; the motion carried.
- b) An update to the current Customized Training policy. Judge Wagner moved to approve the update. Judge Carter seconded the motion; the motion carried.
- c) A new policy for Incumbent Worker Training. Judge Irwin moved to approve the update. Judge Keeter seconded the motion; the motion carried.
- d) An update to the current policy for Infrastructure and Internal Controls, Information Technology (IT) Security, Systems and Computer Access. Judge Wagner moved to approve the update. Judge Irwin seconded the motion; the motion carried.

There were no public comments.

7h. CYBERSECURITY COUNCIL MEMBERSHIP LIST 2022-2023

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

7i. AMENDMENT TO CYBERSECURITY COUNCIL BYLAWS

Members were asked to consider an amendment to the set of bylaws governing the PWDB’s Cybersecurity Council. Judge Wagner moved to approve the amendment. Judge Irwin seconded the motion; the motion carried.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS WERE DIRECTED TO A 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.*



7j. PANHANDLE CYBERSECURITY POLICIES

Members were presented with the recommendations from the PWDB Cybersecurity Council on its review of seven (7) proposed PWDB Cybersecurity policies, for discussion and input.

- a) Information Security
- b) Acceptable Use of Information Technology Resources
- c) Incident Response
- d) Information Logging Standard
- e) Secure Configuration
- f) Account Management / Access Control Standard
- g) Virtual Private Network

No action by the Body was taken in the closed session.

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

7k. VOTE ON PWDA CYBERSECURITY POLICIES

Members were asked to concur with the recommendations of the PWDB Cybersecurity Council on the seven (7) PWDA Cybersecurity Policies described in the previous item. Judge Carter moved to concur with the recommendations of the Council as presented. Judge Wagner seconded the motion; the motion carried.

7l. 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 Body was required.

7m. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

7n. CURRENT MEMBERSHIP LIST

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

8. FINAL PUBLIC COMMENT PERIOD

None.

9. ADJOURN

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



# **ITEM 4**

## **CGB Membership List**

**PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM'S GOVERNING BODY  
CURRENT MEMBERSHIP  
JULY 1, 2022 – JUNE 30, 2023**

**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  
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**

## **WDB Appointments**

**APPOINTMENTS TO THE PANHANDLE WORKFORCE  
DEVELOPMENT BOARD**

– NEW APPOINTMENTS –

**Private Sector – City of Amarillo**

Ms. Amy Rambo, Senior Human Resource Business Partner  
Baptist St. Anthony's Health System (BSA)  
Amarillo, Texas  
Term Expires: June 30, 2024

**Organized Labor**

Mr. Paul Salazar, Training Director, Joint Apprenticeship & Training Committee (JATC)  
West Texas Electrical Joint Apprenticeship & Training Committee  
Amarillo, Texas  
Term Expires: June 30, 2024

**Community-Based Organization**

Ms. Janel McClain, Human Resource Manager  
Goodwill Industries of Northwest Texas  
Amarillo, Texas  
Term Expires: June 30, 2023



# **ITEM 6(a)**

## **WDB Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Board  
Minutes  
May 25, 2022

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, May 25, 2022. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Ms. Michelle Griffin, presided.

MEMBERS PRESENT:

- Francisco Apodaca, Apodaca Brothers
- Irene Arnold, Downtown Women's Center, Inc.
- Jay Barrett, Amarillo Area Center for Academic Learning
- Norman Bearden, Texas Workforce Commission
- Ryan Bradley, Hunting Titan
- Kevin Caddell, Furniture Fashions, LTD
- Tamara Clunis, Amarillo College
- Heather Freeman, CNS Pantex
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Kristi Hanes, Night & Day, Care & Play Inc.
- Jason Henderson, Bell Helicopter, Textron
- Lisa Lillard, Texas Health and Human Services Commission
- David Parker, Harwell & Cook Orthodontics
- Matt Parker, Baptist St. Anthony's Health System
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- Geneva Tiller, Texas Workforce Solutions Vocational Rehabilitation Services
- Lisa White, Amarillo Public Library
- Magi York, Panhandle Community Services

MEMBERS ABSENT:

- Betty Bara, La Fiesta Grande
- Texas "Tex" Buckhaults, Clarendon College
- Drew Downs, International Brotherhood of Electrical Workers Local 602
- Crystal Hermesmeier, Shamrock Economic Development Corporation
- Art Martinez, Whiteface Heating & Air, Inc.
- John Roberts, Central South Carpenters Regional Council
- Michael Wright, Moore County News - Press

## OTHERS PRESENT:

Larry Denton and Gerry Smith, Texas Veterans Commission; and Jason Bristch, Phillip Flores, Frances Garcia, Tina Maloney, Linda Powers, Anthony Solis, and Trent Morris, Workforce Solutions Panhandle.

## STAFF PRESENT:

Lori Bigham, Kathy Cabezuela, Leslie Hardin, Heather Reid, Marin Rivas, Samantha Roybal and Trenton Taylor.

### 1. CALL TO ORDER

Ms. Griffin 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, 2022 meeting. Ms. York moved to approve the minutes as presented. Mr. Matt Parker seconded the motion; the motion carried.

### 4. ELECTION OF OFFICERS

Members considered the election of officers for the coming year covering July 1, 2022 through June 30, 2023. Mr. Barrett moved to re-elect Ms. Griffin to serve as the Board's Chair. Ms. Arnold seconded; the motion carried. Ms. Griffin abstained from voting. Ms. Hanes moved to re-elect Mr. Matt Parker as the group's Vice-Chair. Dr. Clunis seconded the motion; the motion carried. Mr. Matt Parker abstained from voting.

### 5. 2022 WORKFORCE EMPLOYER AWARDS NOMINATIONS

Members considered employer award nominations for the 2022 Annual Texas Workforce Conference:

- a) Local Employer of Excellence – The Barfield
- b) HireAbility Employer of the Year – Northwest Texas Healthcare System
- c) Large Employer of the Year – Hilmar Cheese

Ms. White moved to approve the nominations as presented. Mr. Henderson seconded the motion; the motion carried.

### 6. PROGRAM PRESENTATION – STUDENT HIREABILITY NAVIGATOR

Members heard an overview of pre-employment transition services and initiatives to serve students with disabilities from Workforce Development Program Specialist, Ms. Lori Bigham. No action by the Board was required.

### 7. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2021 – March 31, 2022. No action by the Board was required.



8. LOCAL MONITORING REPORT

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

9. NEW AND UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICIES

Members were asked to consider one proposed new policy and proposed updates to three current local PWDB policies for:

- a) In-Demand Industries, In-Demand Occupations, and Target Occupations-Update. This update proposed to add the occupation of Emergency Medical Technicians and Paramedics to the Panhandle Workforce Development Area's lists of In-Demand Industries and Associated Target Occupations; and Target Occupations. Ms. Hanes moved to approve the update. Ms. York seconded the motion; the motion carried.
- b) An update to the current Customized Training policy. Mr. Charlie Rivas moved to approve the update. Ms. Arnold seconded the motion; the motion carried.
- c) A new policy for Incumbent Worker Training. Mr. David Parker moved to approve the update. Mr. Barrett seconded the motion; the motion carried.
- d) An update to the current policy for Infrastructure and Internal Controls, Information Technology (IT) Security, Systems and Computer Access. Ms. York moved to approve the update. Mr. Henderson seconded the motion; the motion carried.

There were no public comments.

10. CYBERSECURITY COUNCIL MEMBERSHIP LIST 2022-2023

This was an informational item only. No action by the Board was required.

11. AMENDMENT TO CYBERSECURITY COUNCIL BYLAWS

Members were asked to consider an amendment to the set of bylaws governing the Board's Cybersecurity Council.

- a) Support staffing for the staff Cybersecurity Committee – updating two (2) Service Delivery Contractor staff to one (1); and
- b) Term of membership of the Cybersecurity Council extended from one (1) year to three (3) years. Ms. Hanes moved to approve this extension. Mr. Charlie Rivas seconded the motion; and the motion carried. This motion is recorded updating the terms of membership for the members listed in the previous item #10.

Mr. Barrett moved to approve the amendment to the Bylaws. Ms. Hanes seconded the motion; the motion carried.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS WERE DIRECTED TO A 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.*

12. PANHANDLE CYBERSECURITY POLICIES

Members were presented with the recommendations from the PWDB Cybersecurity Council on its review of seven (7) proposed PWDB Cybersecurity policies, for discussion and input.

- a) Information Security
- b) Acceptable Use of Information Technology Resources
- c) Incident Response
- d) Information Logging Standard
- e) Secure Configuration
- f) Account Management / Access Control Standard
- g) Virtual Private Network

No action by the Board was taken in the closed session.

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

13. VOTE ON PWDA CYBERSECURITY POLICIES

Members were asked to concur with the recommendations of the PWDB Cybersecurity Council on the seven (7) PWDA Cybersecurity Policies described in the previous item. Ms. York moved to concur with the recommendations of the Council as presented. Ms. White seconded the motion; the motion carried.

14. 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.

15. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

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

16. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

17. FINAL PUBLIC COMMENT PERIOD

None.

18. ADJOURN

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



# **ITEM 6(d)**

## **Report on Grants**



MEMORANDUM

DATE: August 24, 2022

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 during our Board Contract year 2022, which runs from October 1, 2021 through September 30, 2022.

Page 3 contains two program success stories that show how our program services are making a significant impact to the families by providing them the needed assistance for success. The charts on page 4, provides figures on the workers and families who have utilized services funded through one or more of our grants. These services are delivered through our Workforce Solutions offices and website, which are operated by the Huxford Group LLC under contract with PRPC. Assistance is provided by local staff of the Texas Workforce Commission (TWC) and Texas Veterans Commission (TVC).

The charts on page 5-8 show the Board's twenty-two contracted measures. These reports are for the three (3) quarters of the Board Contract year 2022, which began October 1, 2021 through June 30, 2022.

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 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.

# Workforce Solutions Panhandle Program Success Stories 2022

## WIOA

### China A.

#### Hard Work Pays Off – China A.

Our Career Services team first met with China in September of 2021. China was requesting WIOA assistance with the Panhandle Regional Law Enforcement Academy (PRLEA).

She was employed at the time with Carson County as a Tele communicator and Jailer, needless to say she was excited to have been accepted in to the law enforcement academy. WIOA assisted in offsetting some of China's tuition, fees, books, supplies, and uniform costs.

We are excited to announce that China completed her Criminal Justice Law Enforcement Certificate in March 2022 and was hired on with the Hutchinson County Sheriff's Department as a Field Deputy upon graduation.

China told our Career Services department that she was glad to be done with school and excited to start her new career as a Deputy!

## Childcare

### Irene H.

#### A Dream Coming True – Irene H.

Irene is a single parent who has always worked in the food industry. Irene was not able to work more than 25 hours per week due to not having the help with child care. Irene heard about the child care program and applied for assistance through her job with United Supermarket.

Irene was approved for child care and was so excited to hear the good news of being eligible. She made it known to her employer of her availability being more open, so she can add more hours to her work schedule. This is an advantage for Irene for better benefits at work, a higher take home pay and being able to gain more experience.

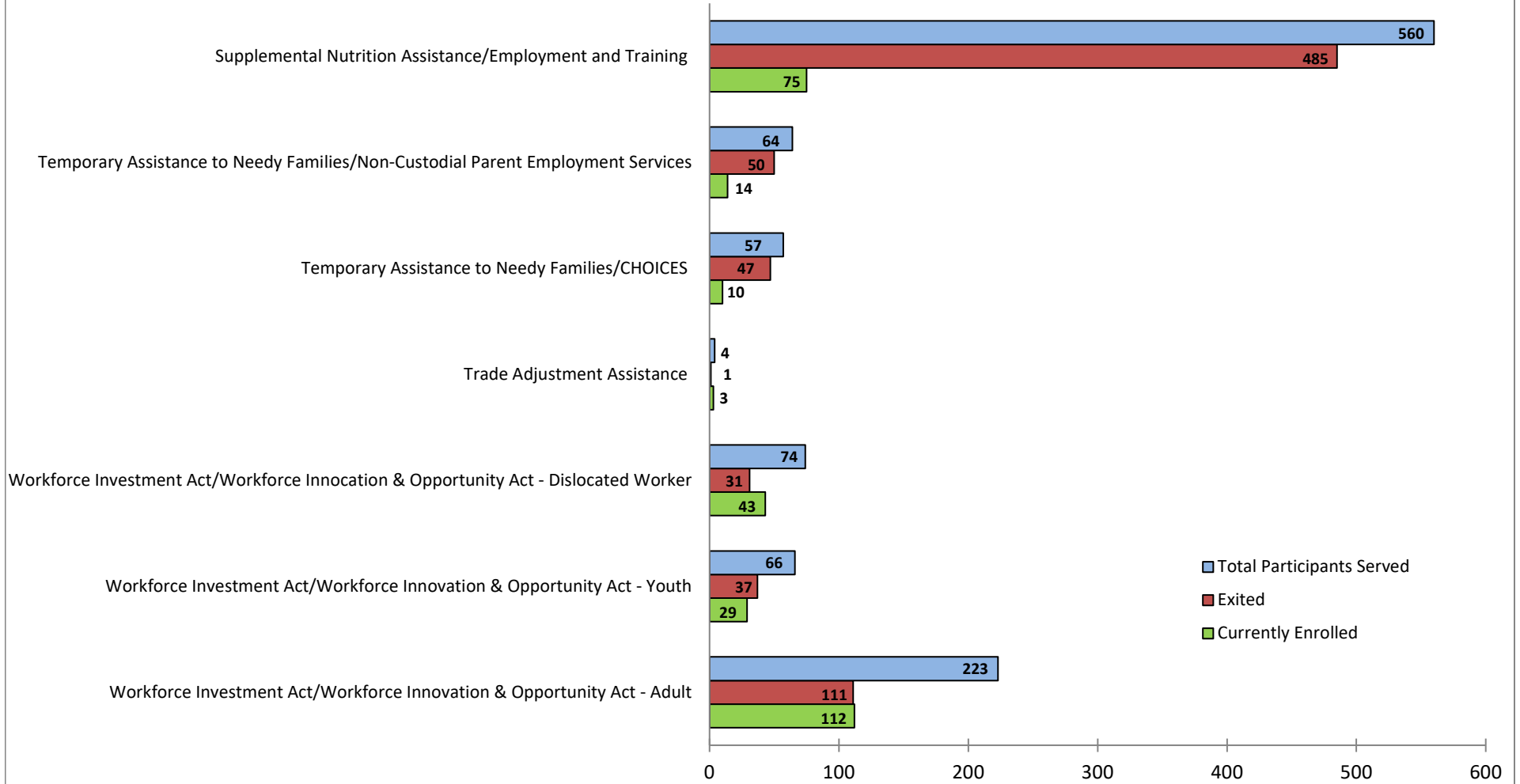
Irene was encouraged by her sister-in-law, who serves in the medical field as a nurse in the Intensive Care Unit. This motivated Irene to change her viewpoint to get out of the food industry and go into the medical field as well.

Irene is wanting to attend school for CNA and has contacted Amarillo College to enroll in their Summer I classes in June. The child care assistance provided to Irene is allowing her the possibility of going back to school as well, a dream she has always wanted to pursue.

Placing her children in daycare will help them adopt skills that will benefit them later in life. Irene knows the program will help improved employment outcomes for herself and other parents.

### 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 7/29/2022  
**JUNE 2022 REPORT**

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP
Contracted Measures		13	8	1	95.45%

Source	Measure	Status	% Current Target	Current Target	E OY 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	106.37%	76.50%	76.50%	81.37%	81.16%	86.36%	131	161	73.68%	74.07%	86.84%	86.21%	7/20	6/21
DOL-C	Employed Q4 Post Exit – Adult (DOL)	+P	113.72%	75.10%	75.10%	85.40%	75.58%	80.58%	117	137	91.18%	78.95%	86.84%	85.19%	1/20	12/20
DOL-C	Median Earnings Q2 Post Exit – Adult (DOL)	+P	148.38%	\$6,500.00	\$6,500.00	\$9,644.68	\$8,517.35	\$7,850.14	n/a	129	\$9,493.16	\$11,929.54	\$8,005.46	\$10,661.15	7/20	6/21
DOL-C	Credential Rate – Adult (DOL)	+P	112.09%	76.90%	76.90%	86.20%	88.50%	83.30%	108	123	92.90%	87.10%	86.10%	78.60%	1/20	12/20
DOL-C	Measurable Skills Gains - Adult (DOL)	+P	123.58%	61.50%	61.50%	76.00%	62.80%	74.20%	165	217	---	---	---	---	7/21	6/22
DOL-C	Employed Q2 Post Exit – DW (DOL)	MP	100.86%	82.10%	82.10%	82.81%	92.31%	86.36%	53	64	50.00%	100.00%	94.44%	72.00%	7/20	6/21
DOL-C	Employed Q4 Post Exit – DW (DOL)	-P	85.26%	82.10%	82.10%	70.00%	91.67%	88.64%	21	30	66.67%	66.67%	50.00%	80.00%	1/20	12/20
DOL-C	Median Earnings Q2 Post Exit – DW (DOL)	MP	107.84%	\$8,600.00	\$8,600.00	\$9,273.93	\$7,249.64	\$9,560.24	n/a	52	\$8,294.90	\$12,466.76	\$8,938.34	\$9,354.05	7/20	6/21
DOL-C	Credential Rate – DW (DOL)	MP	109.37%	87.50%	87.50%	95.70%	100.00%	93.30%	22	23	100.00%	100.00%	100.00%	92.30%	1/20	12/20
DOL-C	Measurable Skills Gains - DW (DOL)	MP	101.29%	70.00%	70.00%	70.90%	67.70%	66.70%	39	55	---	---	---	---	7/21	6/22
DOL-C	Employed/Enrolled Q2 Post Exit – Youth (DOL)	MP	96.82%	76.80%	76.80%	74.36%	81.67%	80.58%	29	39	85.71%	66.67%	62.50%	72.73%	7/20	6/21
DOL-C	Employed/Enrolled Q4 Post Exit – Youth (DOL)	+P	120.03%	72.10%	72.10%	86.54%	77.92%	80.81%	45	52	100.00%	88.24%	85.71%	50.00%	1/20	12/20
DOL-C	Median Earnings Q2 Post Exit – Youth (DOL)	+P	251.23%	\$3,300.00	\$3,300.00	\$8,290.69	\$5,692.95	\$4,569.77	n/a	27	\$6,498.84	\$9,228.83	\$9,251.05	\$12,951.79	7/20	6/21
DOL-C	Credential Rate – Youth (DOL)	+P	144.96%	62.50%	62.50%	90.60%	84.20%	75.00%	29	32	83.30%	90.00%	90.90%	100.00%	1/20	12/20
DOL-C	Measurable Skills Gains - Youth (DOL)	+P	163.60%	50.00%	50.00%	81.80%	60.00%	76.00%	45	55	---	---	---	---	7/21	6/22
LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	101.80%	63.30%	63.30%	64.44%	65.37%	72.15%	4,197	6,513	58.33%	64.53%	69.20%	69.89%	7/20	6/21
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	+P	106.58%	80.25%	80.25%	85.53%	80.74%	85.72%	4,255	4,975	83.86%	86.14%	86.41%	85.89%	1/20	12/20
LBB-K	Credential Rate – C&T Participants	+P	126.01%	70.10%	70.10%	88.33%	87.50%	82.84%	159	180	92.11%	88.89%	88.24%	84.78%	1/20	12/20

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 7/29/2022

**JUNE 2022 REPORT**

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

TWC	Claimant Reemployment within 10 Weeks	+P	116.31%	59.84%	59.84%	69.60%	66.67%	63.80%	1,319 1,895	72.72%	68.47%	65.54%		7/21	3/22
TWC	# of Employers Receiving Workforce Assistance	+P	121.08%	1,931	2,244	2,338	2,085	2,063	----- -----	1,530	1,500	1,119		10/21	6/22

### Program Participation Measures

TWC	Choices Full Engagement Rate - All Family Total	+P	131.36%	50.00%	50.00%	65.68%	12.72%	40.18%	6 9	59.80%	61.85%	75.40%		10/21	6/22
TWC	Avg # Children Served Per Day - Combined	MP	98.39%	1,989	2,048	1,957	1,934	2,160	381,640 195	1,927	1,907	2,038		10/21	6/22

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 7/29/2022

**JUNE 2022 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	92.45%	103.27%	118.05%	89.75%	98.19%	92.99%	99.62%	131.18%	111.53%	138.64%	104.31%	106.26%	139.68%	167.72%	260.09%
Borderplex	116.97%	121.74%	202.51%	113.31%	154.42%	103.31%	104.71%	106.16%	114.53%	74.47%	123.88%	119.89%	112.64%	103.88%	89.43%
Brazos Valley	106.65%	105.67%	119.21%	125.08%	134.42%	94.18%	91.35%	124.09%	102.46%	127.38%	97.85%	110.96%	241.28%	307.69%	317.69%
Cameron	108.27%	107.71%	140.38%	111.25%	99.40%	111.37%	123.98%	117.77%	113.50%	149.25%	110.62%	128.36%	223.51%	214.68%	255.59%
Capital Area	106.12%	95.39%	187.34%	77.87%	118.88%	105.87%	119.31%	138.27%	102.10%	124.77%	104.96%	106.57%	109.99%	135.04%	122.40%
Central Texas	115.70%	102.73%	179.18%	100.12%	94.11%	92.53%	95.88%	119.48%	96.14%	111.33%	96.30%	116.19%	105.70%	80.00%	109.20%
Coastal Bend	102.68%	95.93%	154.79%	92.20%	117.78%	103.66%	99.01%	118.25%	95.29%	140.00%	101.96%	103.51%	104.11%	126.67%	356.58%
Concho Valley	118.58%	99.50%	126.46%	91.74%	127.53%	110.42%	105.82%	244.61%	93.49%	125.00%	104.17%	105.32%	158.17%	250.53%	175.44%
Dallas	93.90%	86.67%	105.94%	105.44%	109.80%	90.45%	92.47%	117.96%	114.97%	111.05%	104.60%	109.03%	148.29%	93.05%	128.99%
Deep East	117.91%	99.63%	122.98%	141.27%	148.78%	115.65%	90.21%	178.23%	93.02%	134.16%	116.24%	102.46%	120.21%	205.68%	196.30%
East Texas	95.86%	107.04%	111.99%	101.52%	104.84%	97.63%	106.65%	175.31%	112.45%	126.09%	100.56%	101.86%	158.91%	184.56%	269.74%
Golden Crescent	115.42%	96.41%	141.98%	89.46%	78.86%	102.04%	103.72%	172.24%	126.00%	150.36%	65.10%	110.96%	105.42%	20.00%	94.80%
Gulf Coast	99.68%	91.77%	137.92%	98.62%	135.18%	100.61%	98.88%	130.22%	100.43%	140.89%	105.06%	106.43%	139.52%	175.66%	159.71%
Heart of Texas	115.35%	109.79%	165.63%	112.80%	117.33%	116.61%	85.26%	195.50%	114.29%	141.96%	128.76%	104.63%	115.10%	101.13%	29.34%
Lower Rio	113.47%	104.65%	108.70%	95.41%	140.03%	104.87%	100.92%	170.00%	104.92%	136.80%	99.20%	95.28%	132.38%	214.39%	311.40%
Middle Rio	114.38%	100.66%	158.08%	83.74%	141.76%	116.55%	121.80%	114.09%	142.86%	148.75%	93.66%	112.02%	89.18%	97.69%	413.22%
North Central	92.27%	91.99%	117.73%	100.31%	101.15%	94.36%	92.30%	119.08%	105.34%	105.09%	101.14%	96.82%	154.42%	117.81%	145.43%
North East	115.46%	108.94%	154.15%	101.09%	112.08%	110.60%	104.37%	101.17%	111.14%	164.46%	117.19%	118.36%	171.74%	154.61%	173.91%
North Texas	94.12%	108.64%	161.75%	99.27%	116.01%	109.27%	120.16%	144.21%	127.00%	145.54%	138.89%	122.44%	106.06%	162.07%	202.43%
Panhandle	106.37%	113.72%	148.38%	112.09%	123.58%	100.86%	85.26%	107.84%	109.37%	101.29%	96.82%	120.03%	251.23%	144.96%	163.60%
Permian Basin	108.66%	111.27%	179.07%	100.92%	109.56%	103.23%	110.79%	190.02%	114.76%	107.29%	91.63%	90.15%	103.17%	97.54%	203.51%
Rural Capital	107.74%	105.52%	166.36%	106.41%	93.96%	97.69%	92.12%	159.09%	110.86%	102.00%	107.62%	100.87%	184.51%	124.16%	153.40%
South Plains	119.46%	111.45%	112.24%	99.52%	131.52%	108.51%	116.50%	141.67%	99.43%	142.86%	119.79%	118.88%	167.22%	110.72%	166.60%
South Texas	127.34%	95.97%	92.10%	120.92%	148.34%	118.16%	133.51%	175.23%	114.29%	139.43%	111.60%	115.19%	147.78%	162.07%	186.84%
Southeast	83.49%	92.47%	127.99%	134.56%	115.49%	103.07%	102.00%	123.58%	68.57%	101.43%	101.42%	89.29%	118.30%	175.44%	277.19%
Tarrant	98.41%	100.69%	134.73%	100.69%	111.03%	102.14%	102.91%	124.17%	95.41%	118.36%	115.28%	104.23%	134.06%	236.01%	225.76%
Texoma	115.70%	113.56%	183.36%	107.93%	114.02%	101.01%	76.13%	109.14%	114.29%	131.00%	117.38%	106.69%	179.39%	100.00%	165.20%
West Central	113.29%	118.26%	189.56%	124.31%	130.02%	104.59%	108.76%	172.53%	114.29%	114.29%	110.54%	93.77%	93.00%	116.84%	365.35%
+P	13	6	25	9	19	7	7	24	15	22	11	11	20	20	24
MP	14	21	3	15	8	21	18	4	12	5	16	16	7	6	2
-P	1	1	0	4	1	0	3	0	1	1	1	1	1	2	2
% MP & +P	96%	96%	100%	86%	96%	100%	89%	100%	96%	96%	96%	96%	96%	93%	93%
From	7/20	1/20	7/20	1/20	7/21	7/20	1/20	7/20	1/20	7/21	7/20	1/20	7/20	1/20	7/21
To	6/21	12/20	6/21	12/20	6/22	6/21	12/20	6/21	12/20	6/22	6/21	12/20	6/21	12/20	6/22

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 Receiving Workforce Assistance	Choices Full Engagement Rate	Average # Children Served Per Day-Combined	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	96.45%	106.01%	78.70%	101.87%	97.86%	106.70%	99.35%	9	11	2	91%
Borderplex	100.81%	106.29%	111.77%	100.54%	97.79%	94.86%	78.26%	11	7	4	82%
Brazos Valley	99.59%	106.08%	109.09%	102.26%	80.39%	117.58%	100.99%	12	9	1	95%
Cameron	103.43%	100.77%	126.11%	103.48%	96.28%	66.80%	98.52%	13	8	1	95%
Capital Area	88.83%	107.24%	91.84%	105.31%	93.33%	68.72%	99.22%	9	8	5	77%
Central Texas	97.79%	103.65%	100.70%	104.36%	101.62%	78.84%	92.40%	5	14	3	86%
Coastal Bend	95.73%	104.69%	82.77%	105.61%	102.66%	75.46%	100.85%	7	13	2	91%
Concho Valley	101.71%	107.05%	96.39%	120.54%	105.26%	129.94%	97.69%	13	9	0	100%
Dallas	98.58%	104.31%	106.29%	100.23%	96.10%	108.22%	102.12%	7	14	1	95%
Deep East	98.45%	102.94%	106.16%	103.71%	97.86%	98.22%	95.18%	12	10	0	100%
East Texas	95.34%	103.18%	93.82%	109.32%	108.00%	72.36%	87.21%	9	10	3	86%
Golden Crescent	106.84%	109.22%	103.54%	105.52%	96.91%	94.96%	95.64%	9	8	5	77%
Gulf Coast	92.88%	103.13%	94.45%	99.25%	65.67%	68.00%	105.78%	8	10	4	82%
Heart of Texas	101.86%	109.51%	96.75%	107.25%	101.31%	67.18%	95.04%	12	7	3	86%
Lower Rio	100.55%	98.74%	110.09%	105.34%	101.09%	101.72%	106.82%	10	12	0	100%
Middle Rio	100.14%	93.71%	79.26%	92.82%	95.78%	76.14%	104.50%	10	6	6	73%
North Central	95.51%	105.97%	97.38%	100.68%	106.49%	78.54%	75.37%	7	13	2	91%
North East	101.50%	103.59%	117.10%	100.84%	95.56%	70.10%	94.98%	12	8	2	91%
North Texas	105.81%	108.92%	128.93%	108.42%	104.56%	77.74%	108.06%	15	6	1	95%
Panhandle	101.80%	106.58%	126.01%	116.31%	121.08%	131.36%	98.39%	13	8	1	95%
Permian Basin	96.34%	104.21%	105.32%	103.11%	102.91%	62.90%	95.39%	7	14	1	95%
Rural Capital	96.48%	108.83%	96.66%	106.40%	90.00%	65.06%	94.65%	8	11	3	86%
South Plains	103.62%	105.52%	107.66%	117.96%	104.01%	75.44%	96.50%	15	6	1	95%
South Texas	101.01%	97.43%	142.65%	99.38%	110.41%	110.34%	108.31%	17	5	0	100%
Southeast	96.79%	103.59%	104.94%	109.86%	94.33%	88.38%	97.54%	8	9	5	77%
Tarrant	96.90%	105.06%	102.30%	103.29%	100.66%	66.52%	86.21%	9	11	2	91%
Texoma	99.56%	109.33%	119.20%	104.21%	97.95%	74.02%	103.66%	11	9	2	91%
West Central	92.21%	103.03%	127.23%	109.34%	102.96%	81.54%	98.15%	13	7	2	91%
+P	2	14	14	13	5	6	4	291			
MP	23	13	8	14	18	2	17	263			
-P	3	1	6	1	5	20	7	62			
% MP & +P	89%	96%	79%	96%	82%	29%	75%	90%			
From	7/20	1/20	1/20	7/21	10/21	10/21	10/21	From			
To	6/21	12/20	12/20	3/22	6/22	6/22	6/22	To			



REPORT ON THE PANHANDLE WORKFORCE DEVELOPMENT AREA'S  
WORKFORCE DEVELOPMENT GRANTS FOR THE PERIOD  
OCTOBER 1, 2021 - JUNE 30, 2022

Panhandle YTD June 2022 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	504,273	361,243	72%	395,000	219,566	56%	899,273	580,809	65%
Workforce Innovation & Opportunity Act/Youth	395,119	185,672	47%	230,000	174,601	76%	625,119	360,273	58%
Workforce Innovation & Opportunity Act/DLW	387,743	271,654	70%	40,000	(1,909)	-5%	427,743	269,745	63%
Workforce Innovation & Opportunity Act/Rapid Response	18,884	4,735	25%	-	-	0%	18,884	4,735	25%
Workforce Innovation & Opportunity Act/ National Dislocated Worker Grant	216,678	186,346	86%	226,000	124,765	0%	442,678	311,108	70%
Reemployment Services and Eligibility Assessment	139,734	95,926	69%	-	-	0%	139,734	95,926	69%
Trade Adjustment Assistance	30,000	17,809	59%	35,000	13,591	0%	65,000	31,400	48%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families/CHOICES	990,255	686,081	69%	85,000	28,724	34%	1,075,255	714,805	66%
TANF Summer Youth Project	-	-	0%	100,000	-	0%	100,000	-	0%
Temporary Assistance to Needy Families/NCP	136,293	90,946	67%	18,500	15,753	85%	154,793	106,699	69%
Supplemental Nutrition Assistance/Employment & Training - General Population	195,691	152,596	78%	40,000	13,638	34%	235,691	166,234	71%
Supplemental Nutrition Assistance/Employment & Training - ABAWD	288,039	116,680	41%	20,000	14,265	71%	308,039	130,945	43%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care Formula / Match	2,077,829	1,431,830	69%	12,799,078	8,641,645	68%	14,876,907	10,073,475	68%
Child Care Formula - Provider Growth Payments	2,217,954	2,124,492	96%	-	-	0%	2,217,954	2,124,492	96%
Child Care SIR Funds	44	27	0%	3,150,044	1,547,520	49%	3,150,088	1,547,547	49%
Child Care Quality Improvement	60,500	39,480	65%	221,671	90,414	41%	282,171	129,894	46%
Child Care Quality Mentor and Assessor	325,338	244,238	75%	-	-	0%	325,338	244,238	75%
Child Care Quality CRRSA TRS Incentives	-	-	0%	471,868	78,549	17%	471,868	78,549	17%
CCP - Family and Protective Services	75,000	22,535	30%	1,425,000	450,696	0%	1,500,000	473,231	32%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	104,250	76,962	74%	-	-	0%	104,250	76,962	74%
Veterans Employment Service	16,251	10,737	66%	-	-	0%	16,251	10,737	66%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives - TVLP	2,779	2,223	80%	-	-	0%	2,779	2,223	80%
Workforce Commission Initiatives - Youth Career Fair	35,000	19,437	56%	-	-	0%	35,000	19,437	56%
Workforce Commission Initiatives - Hiring Red, White and You!	1,500	1,081	72%	-	-	0%	1,500	1,081	72%
Workforce Commission Initiatives - Child Care Services Program	-	-	0%	55,000	-	0%	55,000	-	0%
Workforce Commission Initiatives - Cybersecurity	12,000	852	0%	-	-	0%	12,000	852	7%
Workforce Commission Initiatives - Client Service - Training and Supportive Services	-	-	0%	51,961	27,709	0%	51,961	27,709	53%
Summer Earn & Learn	175,681	9,926	6%	-	-	0%	175,681	9,926	6%
Yr Round Work Experience	150,000	19,134	13%	-	-	0%	150,000	19,134	0%
Hireability Navigator	113,000	71,274	63%	-	-	0%	113,000	71,274	63%
VR Infrastructure Support Services Contract	148,190	-	0%	-	-	0%	148,190	-	0%
High Dem and Job Training Grant	70,156	69,818	100%	-	-	0%	70,156	69,818	100%
<b>TOTAL</b>	<b>8,888,180</b>	<b>6,313,735</b>	<b>71%</b>	<b>19,364,122</b>	<b>11,439,524</b>	<b>59%</b>	<b>28,252,302</b>	<b>17,753,258</b>	<b>63%</b>



# **ITEM 6(e)**

# **Funding Application**



## MEMORANDUM

DATE: August 24, 2022

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

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Child Care Industry Support Funding Application

### **BACKGROUND**

On February 1, 2022 the Texas Workforce Commission approved funding to support the child care industry by authorizing Workforce Development Boards to identify staff members or hire new staff members to focus on child care business outreach and support.

Boards may use this child care industry support funding to expand business services resources that target business outreach support to the child care industry, including assistance with the following:

- Connecting with TWC's child care provider expansion entity/entities;
- Connecting with TWC-funded business coaching and business training;
- Learning how Workforce Solutions Office staff can help them hire support and other workforce assistance services;
- Learning about participating in the Child Care Services program and the Texas Rising Star quality rating system;
- Connecting with the Texas Health and Human Services Commission's Child Care Regulation department to learn about Texas' regulatory requirements for child care operations;
- Connecting with the Texas Department of Agriculture to learn about the child and Adult Care Food Program; and
- Learning about the Texas Child Care Availability Portal and the Texas Early Childhood Professional Development System.

Due to the timing of the grant opportunity, staff has submitted a grant application, requesting a total \$205,907 for the period of October 1, 2022 through April 30, 2024.

### **RECOMMENDATION**

Staff recommends that the Workforce Development Board authorize staff to proceed with the grant submission process for this opportunity, as described above.



**ITEM 6(f)**  
**High Demand Job Training**

**Panhandle Workforce Development Board (PWDB) and Economic Development  
High Demand Job Training (HDJT) Projects To-Date**

<u>Term</u>	<u>Training Provider</u>	<u>Items Purchased</u>	<u>Economic Development Entity and Amount of Contribution</u>	<u>PWDB Contribution</u>
2018- 2019	Frank Phillips College - Borger	Two Level / Flow Process Control Trainers, Pump Maintenance Trainer, Distance Learning equipment, Nursing equipment	Borger Economic Development Corporation 90,000.00	88,654.63
2018- 2019	Frank Phillips College - Dalhart	Two Process Control Trainers, two Industrial Motor Controls Electrical Trainers, Nursing equipment, Welding Booths	Dalhart Economic Development Corporation 100,178.16	99,997.00
2019- 2020	Clarendon College	Skill Boss Training System	Childress Municipal Development District, Clarendon Economic Development Corporation, Pampa Economic Development Corporation 10,980.00	10,975.00
2019- 2020	Frank Phillips College - Borger	Amatrol Mechanical Trainer, Flange and Gasket Trainer, Centrifugal Pump, classroom chairs	Borger Economic Development Corporation 55,945.00	49,972.76
2019- 2020	Frank Phillips College - Dalhart	Welding booths, welding equipment	Dalhart Economic Development Corporation 48,506.03	48,925.06
2019- 2020	Frank Phillips College - Perryton	Amatrol Process Control Trainer, Programmable Logic Controller training system, Mechanical Fabrication Learning System, computers	Perryton Community Development Corporation 49,754.54	46,696.20
2020- 2021	Amarillo, Canyon, Highland Park, and River Road Independent School Districts	Mechatronics Learning System, Ambulance Box, Nursing equipment, Welding equipment	Amarillo Economic Development Corporation 151,449.05	149,809.72
2020- 2021	Amarillo, Bushland, Canyon, Highland Park, and River Road Independent School Districts	Redbird Flight Simulator, Agricultural Technician equipment, welding equipment	Amarillo Economic Development Corporation 102,665.22	90,636.20
2020- 2021	Frank Phillips College - Dalhart	Commercial Truck Driving Maneuver Pad and Mobile Light Tower	Dalhart Economic Development Corporation 13,000.00	10,584.63



<u>Term</u>	<u>Training Provider</u>	<u>Items Purchased</u>	<u>Economic Development Entity and Amount of Contribution</u>	<u>PWDB Contribution</u>
2021- 2022	Amarillo Independent School District	Aviation Training Device, welding equipment	Amarillo Economic Development Corporation	66,145.00 42,274.34
2021- 2022	Clarendon College - Shamrock	Welding Booths, welders	Shamrock Economic Development Corporation	9,773.10 9,738.36
2021- 2022	Frank Phillips College - Borger	Two AC/DC Trainers, Laser Shaft Alignment Model, Mechanical Drives Learning System, Flo Serve Acrylic Trainer	Borger Economic Development Corporation	46,603.37 44,583.02
2021- 2022	Frank Phillips College - Dalhart	Two Commercial Tractor Trucks and Trailers, Commercial Truck Driving Maneuver Pad, welding equipment	Dalhart Economic Development Corporation	62,942.62 53,065.83
				<b>807,942.09</b>
				<b>745,912.75</b>

**Grant Awarded, Awaiting Contract:**

2022- 2023	Amarillo, Bushland, Canyon, Highland Park, and River Road Independent School Districts	Two Building Kits for Electric Vehicle Drive Systems, Computer Numerical Control Routing Table, Agricultural Technician equipment, welding equipment	Amarillo Economic Development Corporation	150,000.00 150,000.00
2022- 2023	Frank Phillips College - Borger	Two Fixed Cab Cranes, Commercial Tractor Truck	Borger Economic Development Corporation	60,000.00 50,000.00
2022- 2023	Frank Phillips College - Perryton	Renovations to upgrade welding facility, welding equipment	Perryton Community Development Corporation	100,000.00 100,000.00
				<b>\$310,000</b>
				<b>\$300,000</b>

<b>Total amount invested by Economic Development and the Panhandle Workforce Development Board</b>	<b>\$2,163,855</b>
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# **ITEM 6(g)(a)**

## **Supportive Services Policy**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL**  
**Chapter 1-Universal Policies for Workforce Customers**  
**Section 1.20                      Supportive Services-Update                      Effective 8-24-2022**

**PURPOSE:** To update policy related to the provision of Supportive Services to eligible Workforce Solutions Panhandle (WSP) customers, including Continuity of Supportive Service Provision During Emergency/Disaster Declarations. Updated information in this policy revision is highlighted in **bold typeface**.

**BACKGROUND:** Supportive Services may be provided for the purposes of obtaining or retaining employment, completing occupational or work-based training designed to lead to employment, or participating in workforce program activities with the ultimate goal of self-sufficiency.

The Workforce Innovation and Opportunity Act (WIOA) defines Supportive Services as “Services such as (1) transportation, (2) child care, (3) dependent care, (4) housing, and (5) needs-related payments that are necessary to enable an individual to participate in activities authorized”.

- Specific information on (1) transportation, and transportation-related expenses, is available in the Panhandle Workforce Development Board Manual, Chapter 1 - Universal Policies for Workforce Customers, Section 1.22 Transportation Support Services, including Transportation Support Services – Attachment A; and Section 1.21 Maximum Mileage Reimbursement Rate;
- Regarding (2) child care and (3) dependent care, the Texas Workforce Commission (TWC) Child Care Services Guide states: “Child care services are support services for workforce employment, job training and other services under Texas Government Code, Chapter 2308, and Chapter 801.” Specific information is available in the Panhandle Workforce Development Board Manual, Chapter 3, Section 3.1 – Child Care Services;
- Specific Information on (4) housing is addressed in this policy document under the heading of “Residential Support”; and
- (5) needs-related payments will not be provided to Panhandle Workforce Development Board (PWDB) participants.

The PWDB sets the limits for the total cost of supportive services that may be authorized *per participant*, by workforce program. The *overall* amount of funding available for Supportive Services to customers is subject to total workforce program funding and may be limited. Supportive Services are not considered an entitlement nor a reward.

WSP staff will ensure customers are aware of existing limitations and restrictions pertaining to the provision of Supportive Services.

**PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY:**

WSP will provide appropriate and allowable Supportive Services for eligible customers in the following programs: Temporary Assistance for Needy Families (TANF)/Choices; Non-Custodial Parent (NCP) Choices; Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T); and WIOA, including WIOA Dislocated Worker participants under National Dislocated Worker Grants (NDWG).

## **Community Resources**

1. Workforce program funding should not duplicate or supplant community resources.
2. WSP staff will regularly explore local community resources to determine potential sources of referrals. A Current Local Community Resource List, as in the template of Attachment 1 to this policy, *Currently Available Local Community Resources Form*, will be maintained, updated and made available to all WSP staff on a quarterly basis.
3. Prior to providing Supportive Service assistance:
  - For WIOA customers, WSP staff are required to -
  - For all other workforce program customers, WSP staff should –
    - refer to the Current Local Community Resource List to determine whether any meet the specific needs of the WSP customer.
4. Referrals of customers to local community partner organizations, for assistance with Supportive Services needs, will be documented in Customer Service Plans and The Workforce Information System of Texas (TWIST) Counselor Notes.
5. If no existing local community resources meet the customer’s needs, workforce program funds may be utilized. WSP staff will briefly document the review process in the Customer Service Plan and TWIST Counselor Notes, and place a copy of the Current Local Community Resources List in the customer’s file.

## **Provision of Supportive Services**

1. Supportive Services will be provided according to each specific State-mandated Workforce Program’s Rules and Requirements, as well as federal and State Rules and Regulations.
2. Although a Supportive Service is allowable, the Supportive Service must be cost-reasonable and justifiable.
3. Information on Supportive Services for purchasing required work-related or training items; payment authorizations and submission deadlines; and procedures involving policy waiver requests, are addressed in the following PWDB policies:
  - Chapter 1-Universal Policies for Workforce Customers
    - Section 1.5 - Credit Card Purchases For Training And Supportive Services
    - Section 1.13 - Payment Authorizations For Training & Supportive Services
    - Section 1.14 - Payment Authorization Deadlines
    - Section 1.15 - Policy Waiver Requests
    - Section 1.16 - Purchasing Work-Related Or Training Items And Services
4. WSP will ensure compliance with TWC WD Letter 43-11, as amended, when implementing priority of service for eligible Foster Youth, regarding provision of Supportive Services.
5. Post-employment/Job Retention Supportive Services may be provided to a customer, with verification of the purchase requirement obtained from the customer’s employer. Detailed justification will be thoroughly documented in the Customer’s Service Plan and corresponding TWIST Counselor Notes.

6. Supportive Services provided to a customer who is not participating/cooperating must be discontinued, according to the applicable workforce program Rules, and no further Supportive Services provided until the customer resumes participation/cooperation, or is determined to have had “good cause” for failing to cooperate/participate.
7. Full explanation and detailed justification of the provision of Supportive Services will be documented within one calendar week of providing services, including the specific type, amounts and number of support payments to be made. The estimated length of time for which the particular supportive service will be provided, will be documented in the Service Plan and in TWIST counselor notes.
8. Program-specific stipulations:
  - SNAP E&T –
    - a) Job Retention services or support services, will be provided for a minimum of 30 days and not more than 60 days, after SNAP recipients who participated in specific, regular SNAP E&T activities enter full- or part-time employment; and
    - b) Advance payments for anticipated expenses for customers in the coming month, **and reimbursements for documented expenses incurred for support services for customers,** are prohibited.

### **Eligibility**

1. WSP staff will verify the customer’s eligibility for the applicable workforce program(s) and the service(s) in which they will be enrolled, and will accurately determine and thoroughly evaluate each customer’s specific individual/family supportive service needs, before providing any type of Supportive Services.
2. WSP staff will be diligent in monitoring customer attendance, participation, and continued eligibility for ongoing Supportive Services assistance, in compliance with federal and State Rules and Regulations for the applicable workforce programs.

### **Determining and Assessing Need**

1. Supportive Services provided must be reasonable and necessary to address barriers to employment or workforce program participation, and be allowable under the federal and State Rules and Regulations of the workforce program(s) under which services will be provided.
2. A customer’s request for Supportive Services cannot serve as the sole justification for providing assistance.
3. Before any Supportive Services are provided to a customer enrolled in a workforce program, a clearly demonstrated need must be determined (e.g., in order to obtain or retain employment; complete work-based or occupational training; or participate in required program activities such as job search) and WSP staff will assess how a particular supportive service would meet that need.
4. A detailed justification with specific reasoning for providing Supportive Services will thoroughly explain and documented in TWIST Counselor Notes.

5. Customers will be encouraged to complete a financial planning worksheet to identify short-term and long-term needs. Financial issues identified on the worksheet can be addressed in the form of a budget.

Note: WIOA Program Rules require customers who apply for WIOA Services complete a financial planning worksheet.

6. Staff should evaluate the provision of Supportive Services to any customer who is co-enrolled in multiple workforce programs to ensure that there is no duplication of Supportive Services.
7. WSP Case Management staff will work in partnership with customers to develop an effective strategy to address existing financial issues, objectives for becoming self-sufficient, and individual goals. Once mutually agreed upon, these will be documented in the customer's Service Plan and in TWIST counselor notes, as appropriate according to the workforce program.
8. WSP Case Management staff is responsible for preparation, coordination, and updating of comprehensive Service Plans for all WSP customers receiving Career or Training Services, and ensuring access to workforce program activities and Supportive Services, as outlined in those Service Plans.

### **Financial Literacy Training**

#### 1. Staff:

- WSP staff who issue Supportive Services will complete financial literacy training, so they can convey the benefits to their customers. New staff will complete the training within ninety (90) days of employment.

#### 2. Customers:

- Customers who receive residential Supportive Service assistance will be encouraged to complete Financial Literacy training to assist them in achieving control of their finances.

Notes: (a) All WIOA Youth Program customers are required to complete Financial Literacy training (see WIOA Regulations at 20 CFR, Chapter V, Part 681, Subpart C - Youth Program Design, Elements, and Parameters, § 681.500); and

(b) The TWC Choices Guide, Section B502.a, states that, as per Texas Labor Code §302.0027, Financial Literacy training will be made available to Choices Program customers.

- Once Financial Literacy training is completed, staff will enter as a service into TWIST under the appropriate code in the Service Tracking-Service Information screen, and confirm inclusion in the Customer's Service Plan, by adding/updating.

### **Residential Support**

1. WSP staff will advise customers that residential Supportive Services assistance for housing (rent or mortgage payments), or for utilities (gas, water, electric bill payments), are primarily provided on a one-time, emergency basis only, and only after all other resources have been explored, including Community Resources, to avoid creating a dependency on receiving financial assistance.

2. Residential support will be provided (a) on a one-time, emergency basis, or (b) as part of the customer's original Service Plan. For consideration in any situations which do not fit these criteria, WSP Management staff will submit a waiver request, per PWDB Chapter 1-Universal Policies for Workforce Customers, Section 1.15, Policy Waiver Requests.
3. Customers who receive residential assistance will be encouraged to complete financial literacy training to assist them in achieving control of their finances.

### **Limitations and Restrictions**

1. Residential assistance with rent, mortgage or utilities payments is limited to a maximum yearly total amount of \$3,500 per customer/family participating in any workforce program, except WIOA.
2. For WIOA customers, the \$3,500 limit on residential support is included in the existing WIOA training and support lifetime cap of \$8,000.
3. If a Choices or SNAP E&T customer's specific needs exceed the \$3,500 limit, WSP staff may submit a waiver request to the WSP Director and PWDB Workforce Development Director for consideration of approval.

### **Termination of Support Services**

Supportive Services provided to Workforce Program customers during program participation, or for post-employment/job retention purposes, will be discontinued immediately:

1. When a Customer is found to be ineligible for services, according to the applicable Workforce Program federal and State Rules and Regulations.
2. For customers for whom WSP staff who have requested sanctions for non-participation/non-cooperation.

### **Continuity of Supportive Service Provision During Emergency/Disaster Declarations**

**As a result of the COVID-19 virus pandemic** To protect the health and safety of WSP staff and customers, WSP staff will follow **PWDB Continuity of Service During Emergency/Disaster Declaration** protocols described below, for providing supportive service assistance to workforce program customers, **as needed**, upon issuance of any federal, state, and local government **Emergency/Disaster Declaration(s), such as stay-at-home orders, and Centers for Disease Control (CDC) guidelines for social distancing and public contact.**

**WSP will develop and implement procedures for staff contact with program participants and other Panhandle Workforce Center customers that comply with the CDC guidelines for businesses and offices listed on the CDC website:**

**<https://www.cdc.gov/coronavirus/2019-neov/community/organizations/businessesemployers.html>**

Any temporary protocol does not replace any current policies for providing Supportive Service assistance; it is intended to be followed in addition to those policies. The WSP Director can submit a detailed request, for modifications to these protocols, to the Workforce Development Director for consideration at any time.

Under these protocols, when a determination has been made that in-person contact/transactions are to be suspended, WSP staff will follow the current procedures already in place for

contact/transactions with PWDB rural (remote) customers. The preferred methods of providing assistance to program customers are:

- Through the WSPanhandle.com website Customer Portal,
- Electronically by email and/or text, (i.e., mobile/cell phone or Apptoto Messaging Application), and
- Through the United States Postal Service (USPS) mail.

WSP staff will document the contact methods used for each customer in TWIST Counselor Notes.

#### Non-In-Person (Remote) Contact/Transaction Protocols

WSP Staff have the option to send documents and request forms for the customer to “sign” and return. “Signing”, in this case, can be accomplished by using the WSPanhandle.com website Customer Portal to upload documents, or by sending/receiving electronic attachments, copies, or screen shots of completed and signed documents by email or text, and using the “Consent to Do Business Electronically/Electronic Signature” language. This language must be included, with the documentation, in the message sent to the customer:

- *“You acknowledge that you consent to doing business with Workforce Solutions Panhandle electronically, and use electronic signatures instead of using paper documents.”*
- *“By replying to any message containing a document which requires your signature, your reply serves as your signature until a signed copy of the document is received from you.”*

Staff and customers should use a “Read Receipt” request for email contacts.

#### Special Populations

WSP management will utilize PWDB-approved alternate procedures for methods of handling requests for Supportive Services assistance from customers who state they have no access or capability to communicate and receive assistance through any of the above methods (i.e., no access to computers or mobile/cell phones). WSP staff seeking coordination, with local agencies and organizations which serve members of the community who are in need, is highly encouraged.

**ATTACHMENTS:** See Appendix A, Chapter 1 - Universal Policies to Workforce Customers, **Support Services Attachment A, Currently Available Local Community Resources Form**

**RESCISSIONS:** Chapter 1 - Universal Policies for Workforce Customers, Section 1.20, Supportive Services Policy - Update, Effective 8-27-2020 and Chapter 1 - Universal Policies for Workforce Customers, Section 1.20, Supportive Services Policy - Update, Effective 12-09-2020





**ITEM 6(g)(b)**  
**NCP Choices Policy**

<b>PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL</b> <b>Chapter 5- Non-Custodial Parent (NCP) Choices</b> <b>Section 5.1</b> <span style="float: right;"><b>Case Closure-Update</b> <b>Effective 08-24-2022</b></span>
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**PURPOSE:** To update Panhandle Workforce Development Board (PWDB) policy regarding required Non-Custodial Parent (NCP) Choices program submissions of Request(s) to Remove to the Office of the Attorney General (OAG) Child Support Division. Updated information in this policy revision is highlighted in **bold typeface**.

**BACKGROUND:** The NCP Choices program is a partnership between the PWDB and the OAG. The purpose of the program is to help participants in obtaining and retaining employment to enable them to meet their child support obligations.

**PANHANDLE WORKFORCE DEVELOPMENT BOARD AREA POLICY:**

Regarding closure of an NCP Program participant's case, PWDB policy follows the Texas Workforce Commission (TWC) NCP Choices Guide, Section B-400, Case Closure, Subsection B-404: Reasons for Removal.

1) Noncompliance with NCP Choices Program Requirements (B-404.b):

For noncompliant NCP Choices participants, WSP will attempt to reengage the NCP, prior to submitting a Request to Remove.

- a) If an NCP participant is noncompliant with NCP Choices program requirements for 30 days, Workforce Solutions Panhandle (WSP) staff will submit a Request to Remove to the OAG, by email within seven calendar days.

After a Request to Removal for an NCP Choices participant has been submitted to the OAG, the OAG staff will review the circumstances of the case and respond to WSP staff, by email, within a reasonable amount of time (usually 10–15 business days) of their determination on case closure. **WSP staff will proceed according to the OAG's response to the Request:**

**i. For removal; or**

**ii. That the case remain open, if an indication of partial compliance is observed that suggests the potential for program success for that individual.**

- b) If an NCP is complying with NCP Choices program requirements, but has not obtained employment after 180 days of participation, WSP staff will submit, by email within seven calendar days, a Request to Remove to the OAG.

In either instance of (a) or (b) above, WSP staff will not close the case until receipt of notification from OAG regarding administrative removal. WSP staff will:

- Close all NCP Choices services in The Workforce Information System of Texas (TWIST) for the NCP Choices participant;
- Open a TWIST Service Code 11 - Planned Gap in Service, which denotes that the approval to remove, is pending;

- Document all actions in TWIST Counselor Notes and Choices Online Tracking System (COLTS); and
- Allow the participant, upon the participant's initiation, to resume participation in NCP Choices services, while the Request to Remove is pending.

Once WSP receives written notification of OAG's approval of the Request to Remove, staff will:

- Enter information into TWIST Counselor Notes and COLTS within seven calendar days of exit indicating that the NCP has exited the NCP Choices program;
- Close the case and all services in TWIST, including the Planned Gap service code, by entering the exit date and exit reason in the TWIST Program Detail; and
- Close the case in COLTS by entering the end date in the Date Services Terminated box and saving the record.

**Degrees of non-compliance that may justify a recommendation from Contractor Staff to keep a case open may include, but are not limited to, the following:**

- ~~The NCP is irregularly maintaining contact with Contractor Staff.~~
- ~~The NCP is working, but irregularly submitting monthly documentation to verify continued employment.~~
- ~~The NCP is paying child support, but irregularly maintaining weekly contact or not submitting documentation every month to verify continued employment.~~
- ~~The NCP is actively participating, but not at the required level of 30 hours per week.~~

2) NCP Choices Participant Becomes Ineligible or Unable to Participate (B-404.c):

WSP staff will immediately submit a Request to Remove to the OAG if an NCP becomes ineligible or unable to participate in NCP Choices program for any of the following reasons:

- Deceased;
- Jailed on charges unrelated to child support;
- Medically unable to work (NCP must provide case manager with proper documentation, and the medical reason must extend past 30 days);
- Not legally allowed to work in the United States;
- Moved out of the Panhandle Workforce Development Area; or
- WSP staff discovers that the NCP does not meet all of the program eligibility requirements.

WSP staff will not close the case until receipt of notification from OAG regarding administrative removal. WSP will:

- Close all NCP Choices services in TWIST for the NCP Choices participant;
- Open a TWIST Service Code 11 - Planned Gap in Service, which denotes that the approval to remove, is pending; and
- Document all actions in TWIST Counselor Notes and COLTS.

Once WSP receives written notification of OAG's approval of the Request to Remove, staff will:

- Enter information into TWIST Counselor Notes and COLTS within seven calendar days of exit indicating that the NCP has exited the NCP Choices program;
- Close the case and all services in TWIST, including the Planned Gap service code, by entering the exit date and exit reason in the TWIST Program Detail; and
- Close the case in COLTS by entering the end date in the Date Services Terminated box and saving the record.

3) Meets NCP Choices Program Requirements (B-404.a):

No confirmation from the OAG, or the court, is required to close an NCP participant's case, once the participant meets the program requirements (e.g., retained employment for six months). However, WSP may communicate the case closure to the OAG.

WSP staff will:

- Accurately enter employment outcomes into TWIST;
- Enter information into TWIST Counselor Notes and COLTS within seven calendar days of exit indicating that the NCP has successfully completed the NCP Choices program;
- Close the case and all services in TWIST by entering the exit date and completion reason as completed successfully in the TWIST Program Detail; and
- Close the case in COLTS by entering the end date in the Date Services Terminated box and saving the record.

**ATTACHMENTS:** None

**RESCISSIONS: Chapter 5 - Non-Custodial Parent (NCP) Choices, Section 5.1, Case Closure, Effective 07-06-2015**



**ITEM 6(g)(c)**  
**Child Care Services Policy**

# PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL

## Chapter 3-Child Care Services

### Section 3.1

### Child Care Services-Update

Effective 8-24-2022

**PURPOSE:** To update Panhandle Workforce Development Board (PWDB) Child Care Services policy regarding Parents who choose a Texas Rising Start (TRS) Certified Provider, and Direct Referrals to Recognized Partnerships.

**BACKGROUND:** The Child Care Development Block Grant (CCDBG) Act of 2014 authorizes the federal Child Care Development Fund (CCDF), which is the primary federal funding source for providing Child Care subsidy assistance to low-income families and for improving the quality of care for all children. The TWC is the CCDF lead agency in the State of Texas, and the CCDF program is administered by the 28 local workforce development boards across the State. Additionally, the Texas Department of Family and Protective Services (TDFPS) is responsible for administering the health and safety requirements of the CCDF program. Workforce Solutions Panhandle (WSP) provides direct service delivery for the PWDB.

#### **PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY:**

WSP, the Child Care Services sub-recipient for the PWDB, will develop, revise, and implement local procedures for managing Child Care Services, which comply with current Child Care Services Rules and regulations, all applicable state and federal guidelines and issuances, and this policy. This policy outlines requirements for the provision of Child Care Services for the PWDB. This policy outlines each section of the Texas Administrative Code (TAC) Chapter 809 Child Care Services Rules where local policy is required. In the absence of specific local policy, the TAC Chapter 809 Child Care Services Rules; the TWC Child Care Services Guide, as amended; and TWC WD letters, as amended, apply. This policy could be superseded by TWC guidance and directives, including, but not limited to, TWC WD Letters, as amended, whichever is dated later.

#### **Initial Job Search Child Care**

As per WD Letter 13-21, effective July 1, 2021, through September 30, 2022, families who do not meet the minimum participation requirements for At-Risk child care eligibility but who are otherwise eligible shall qualify for child care while searching for work that will meet the minimum employment activity requirements.

On June 15, 2021, TWC's three-member Commission (Commission) approved a temporary waiver for §809.41(a)(3)(B) to provide additional flexibility, allowable under federal CCDBG law and regulations, to support families who do not meet the activity requirements when eligibility is determined. This waiver will allow up to three months of child care, with zero parent share of cost (PSOC) for those parents searching for work.

WSP can extend an initial job search period for a maximum of 30 calendar days to ensure continuity of care while staff completes the paperwork to determine eligibility for a parent who has gained employment that meets activity requirements. Any extensions for the initial three months of eligibility should be clearly documented in TWIST Counselor Notes and will be counted in the total 12-month eligibility time frame. PSOC will remain at zero during the extension, ensuring that when PSOC is resumed it is based upon a full income determination.

### **Service Industry Recovery Child Care**

As per WD Letter 15-21, in order to address the impacts of COVID-19 and to support Texas' continued economic recovery, on June 29, 2021, the Texas Workforce Commission's (TWC) three-member Commission approved \$500 million to support a new COVID-19 Service Industry Recovery (SIR) child care program to help low-wage workers in TWC-specified service industries. While TWC is targeting aspects of the service sector with SIR child care, all families continue to have access to TWC's regular low-income child care subsidy program.

WSP will:

- Communicate with parents receiving child care through Service Industry Recovery (SIR) funding at least 45 days before the end of the 12-month eligibility period; and
- Send redetermination packets to parents receiving child care through SIR funding before the end of the family's 12-month eligibility period, if funding is available to continue child care, or will outreach families with the opportunity to complete a waitlist application.

### **TAC Chapter 809 Child Care Services Rules**

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

<https://www.twc.texas.gov/files/twc/rules-chapter-809-child-care-services-twc.pdf>; and  
[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=40&pt=20&ch=809](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=40&pt=20&ch=809).

### **§809.2(1)(C) Definitions-Making Progress**

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

### **§809.13(c)(10) Transfer of a Child from One Provider to Another**

When transferring a child from one provider to another, a waiting period, of two weeks before the effective date of a transfer, will be implemented, with the following exceptions:

- In cases in which the provider is subject to a Child Care Regulation probationary status or corrective action, as described in [§809.94](#); or
- On a case-by-case basis as determined by WSP with notification to the Board.

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

During a pandemic, such as COVID-19, if a provider closes due to exposure to the virus, there will be a two-week waiting period before children at the affected provider location may be enrolled at a new Child Care Provider location. A two-week waiting period would help to ensure that children who may have been exposed to the virus do not immediately transfer to a new child care provider, risking further transmission. However, if a child is tested, and the parent provides proof the test result is negative, an exception to the two-week period could be authorized. This may also apply to outbreaks of other infectious or communicable diseases at a Child Care Provider location.

If a Child Care Provider experiences an outbreak of an infection—for example, lice—and closes to address the outbreak, if a parent is able to demonstrate that his or her child does not have lice, through a doctor’s note or some other mechanism, an exception to the two-week period could be authorized.

WSP Child Care Services management will develop procedures for implementing the two-week waiting period, and for timely consideration of any exceptions to the waiting period requirement, on a case-by-case basis.

WSP Child Care Services staff will enter TWIST Counselor Notes detailing the reason for imposing a two-week transfer waiting period, and for authorized exceptions to this requirement.

### **§809.18(b) Maintenance of a Waiting List**

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

- Steps for determining precursory eligibility for Child Care Services before placing a Parent on the waiting list;
- Ensuring the provision of Child Care Services adheres to the priority groups outlined in §809.43, including serving children experiencing homelessness per §809.2 & §809.52;
- Children of Parents who are eligible for Choices, Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T), and children who need transitional care per §809.48 who are assured Child Care Services, will not be placed on the waiting list;
- Children directly referred from a recognized partnership are exempt from the Board’s wait list, subject to the availability of funding and the availability of subsidized slots at the partnership site.
- WSP staff will reach out to wait-listed families of potentially eligible children and provide those families application and referral information for recognized partnerships, according to WSP processes and procedures or at the Board’s direction; and
- Parents will be advised of the waiting list process, including informing Parents that they have sole responsibility for providing confirmation of continued inclusion on the waiting list, at least every sixty (60) days.

### **§809.19 Parent Share of Cost (PSoC)**

Reference: *TAC Chapter 809 Child Care Services Rules and TWC Child Care Services Guide, Parts B-D.*

#### ➤ **Assessing the PSoC**

PSoC will be assessed only at the following times (Part B-608):

- Initial eligibility determination;
- 12-month eligibility redetermination;
- Upon the addition of a child in care that would result in an additional amount for the child;
- Upon a Parent's report of a change in income, family size, or number of children in care, and resulting assessment which necessitates reducing the PSoC;



- Upon resumption of work, job training, or education activities following temporary changes, or
- Upon resumption of work, job training, or education activities during the three-month continuation of care period.

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

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

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

As per Part D-901.a, Child Care Services may not be terminated during the 12-month eligibility period for failure to pay the PSoC, unless a program violation has occurred. WSP Child Care Staff will work with parents to determine why payments are not being made and possibly temporarily reduce the PSoC if necessary, as described in Part B-604 of the Child Care Services Guide, and this policy.

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

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

➤ **Re-assessing the PSoC**

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

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

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

An assessed PSoC may be reviewed for a possible temporary reduction if there are extenuating circumstances that jeopardize a family's self-sufficiency, and the assessed PSoC may be

temporarily reduced if warranted by the circumstances. The requirements for handling temporary reductions as stated in Part B-604.c of the Child Care Services Guide will be followed.

Parents must report changes to WSP within fourteen (14) calendar days of the change. If the Parent does not report the change within that time period, the change does not have to be made retroactive from the actual date of the reduction. Parents will not be required to report any changes during the twelve (12) month period other than those specified in §809.73(a)- (b). Failure to report changes described in the Child Care Services Rules as stated may result in fact-finding for suspected fraud.

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

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

➤ **Prorating Changes to PSoC for New Enrollments and Terminations**

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

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

➤ **Reductions in PSoC**

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

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

The reductions in PSoC, described below, are allowable for a family in which all children are in part-time care. Part-time care includes part-time, blended, and part-week referrals as defined in TWC WD Letter 07-21.

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

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

- At initial enrollment
- At recertification
- When household composition changes and new PSoC is to be calculated
- When a parent requests a fee reduction
- Upon a referral change, as applicable

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

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

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

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

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

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

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

- The TRS provider loses TRS Certification
- The parent moves or changes employment within the service delivery area and no TRS-certified providers are available to meet the needs of the parent's changes circumstances.

Fees will revert to originally assessed PSoC if a parent transfers all of their child/ren to a non-TRS provider, as the parent no longer qualifies for the reduction. The change will be effective at the beginning of the first full month.

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

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

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

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

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

### **Frequent Terminations for Failure to Pay PSoC:**

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

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

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

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

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

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

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

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

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

### **Parent-Initiated PSoC Reduction Requests:**

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

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

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

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

### **§809.20 Maximum Provider Reimbursement Rates**

WSP Child Care staff will abide by the Maximum Child Care Services Provider Reimbursement Rates, and the Increased Rates for Child Care Provider Reimbursements, including associated WD letters, as amended and released by TWC.

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

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

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

### **Increase Maximum Reimbursement Rate to Providers Offering Non-traditional Hours**

Providers offering non-traditional hours will receive an increased maximum reimbursement rate. Non-traditional hours of operation consist of providing evening and over-night time care after 9:00 pm and before 6:00 am.

Maximum reimbursement rate for non-traditional hours will be the current rate multiplied by 1.5, authorized after 9 pm and before 6 am, for all ages of children authorized for non-traditional hours. A minimum of 75% of a child's care must be during non-traditional hours for that child's maximum reimbursement rate for non-traditional hours to apply.

All actions needed to implement this change will be effective July 1, 2021, and then, at initial eligibility determination, thereafter.

### **§809.22 Direct Referrals to Recognized Partnerships**

- 1) Allows children to be served through recognized partnerships, to be directly referred for child care services;
- 2) Exists between a child care provider and one of the following:
  - A public school prekindergarten provider,
  - A local education agency, or

- A Head Start or Early Head Start (HS/EHS) program;
- 3) Requires both parties to enter an agreement such as memorandum of understanding; and
  - 4) Serves children under six who are dually enrolled in both programs.

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

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

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

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

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

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

#### ➤ **§809.41(a)(3)(B) Parents Who Require Child Care in Order to Work or Attend Job Training or Educational Program**

Reference: *TWC WD Letter 09-21 Metrix Learning and Parent Activity Requirements for Child Care Services.*

While parents will not be required to be registered in WorkinTexas.com (WIT) or MyTXCareer to utilize the Metrix Learning online platform, for enhancing job-related skills for job seekers, WSP shall develop and implement procedures to make the presentation of Metrix Learning available to parents, including, but not limited to, courses and parent activity requirements.

#### ➤ **§809.41(b) A Child's General Eligibility for Child Care Services-Time Limits**

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

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

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

There are no provisions in this policy for Child Care Services to be based on the type of education or degree level (such as an advanced degree) pursued by the parent.

There are no provisions in this policy that place any type of restrictions related to requiring an attachment to a target or demand occupation as a condition of initial eligibility or eligibility redetermination.

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

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

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

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

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

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

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

- Supplemental Security Income (SSI) benefits;
- Social Security Disability Insurance (SSDI) benefits;
- Texas Health and Human Services Commission, Early Childhood Intervention (ECI) program;
- Head Start program that identified the child as having a disability; and
- Public school special education services, including Preschool Program(s) for Children with Disabilities (PPCD).

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

3. The third priority group designated by this PWDB policy includes:
  - Parents who are receiving services from workforce partners and participating in programs funded by the PWDB, such as WIOA; and

- Adding siblings of a child who is already receiving Child Care Services but who are not currently receiving Child Care Services themselves.

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

#### **§809.44 Calculating Family Income**

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

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

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

WSP Child Care Services Staff will:

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

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

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

1. Ensure only eligible Parents receive Child Care Services, and no child is enrolled in Child Care Services before eligibility has been completed, reviewed, and verified prior to authorizing care, except for children experiencing homelessness as outlined in §809.52.
2. Give priority for services to children experiencing homelessness, as stated in §809.43. Families meeting the §809.52 definition of experiencing homelessness are considered as having income that does not exceed 85% of the state median income. Therefore, income eligibility determinations for families with a child experiencing homelessness are not required.



3. Eligibility determination may only be considered when a signed application and all associated documents which comply with all federal and state statutes and regulations and local policy are received by WSP within twenty (20) days.

Past performance or attendance in an education or job training program must not be considered in initial eligibility for Child Care Services. A Parent's progress toward completion of the education or job training program must be based only on the Parent's performance while receiving Child Care Services, as a lack of stable Child Care can contribute to a Parent's inability to work toward successful completion of the education or training activity. (Part D-101.c)

Parents attending a program that leads to a postsecondary degree from an institution of higher education may be exempted from residing with the child, on a case by case basis. Justification for the exemption including time limits must be completely documented.

### **§809.48 Transitional Child Care & §809.50 At-Risk Child Care-Minimum Activity Requirements for Parents**

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

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

### **§809.71 Parent Rights**

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

#### **➤ §809.71(3) Parent Rights -Transfers**

*Section can now be found under "§809.13 (c)(10) Transfer of a Child From One Provider to Another"*

### **§809.75 Child Care During Appeal**

WSP will inform families and Child Care Services Providers of new program violation rules by letter as required in TWC WD Letter 04-18, as amended. Sample notification letters are attached to the WD letter for adaptation by WSP.

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

Reference: *TWC WD Letter 08-21 Child Care Automated Attendance and Manual Absence Tracking*

WSP shall develop and implement procedures to address manual absence tracking and notifications.

As per WD Letter 08-21, a Child Care Provider report consisting of five (5) consecutive absences will count as one Child Care Provider Notice for the child.

Multiple attempts to contact the Child Care parent and Child Care Provider prior to terminating services per §809.78(d)(2) require Child Care staff to provide written notice to the parent and the Child Care Provider at reasonable times through established communication channels of the child's absences and the potential termination of services. Such written notice, to the parent and the Provider, shall be provided, at a minimum, when a child reaches fifteen (15) absences [based upon the receipt of three (3) Provider Notices of five (5) consecutive absences each], and thirty (30) absences [based upon receipt of six (6) Provider Notices of five (5) consecutive absences each], within a 12-month eligibility period, as described below:

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

The definition of "Excessive Absences" is set forth in §809.2(10) as more than forty (40) absences based upon the receipt of eight (8) Provider Notices.

Child Care staff will document all attempts made to contact parents and Child Care Providers to determine why the child is absent and to explain the importance of regular attendance in TWIST Counselor Notes, as previously described.

#### **§809.92(d) Provider Responsibilities and Reporting Requirements-Child Care Services Providers Published Rate Costs**

Child Care Services Providers are prohibited from charging Parents eligible for Child Care Services the difference between the Provider's published rate and the amount of the Panhandle WDBA reimbursement rate (including the assessed PSoC).

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

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

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

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

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

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

### **§809.115(d) Corrective Adverse Actions**

WSP will develop procedures to take corrective action consistent with subsections (a) - (c) of §809.115 against a Child Care Services Provider when a Provider:

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

WSP will develop procedures to take corrective action consistent with subsections (a) - (c) of §809.115 against a Parent when a Parent or Parent's secondary cardholder gives his or her card to a Provider or PIN to a Provider.

### **§809.135 TRS Process for Reconsideration**

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

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

**ATTACHMENTS:** See Appendix C Chapter 3-Child Care Services, updated Effective 10-01-2021.

**RESCISSIONS:** PWDB Manual, Chapter 3 Child Care Services, Section 3.1 Child Care Services-*Update*, Effective 9-23-2021.



# **ITEM 6(h) Monitoring Report**



## MEMORANDUM

DATE: August 24, 2022

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 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 issues 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.

The TWC Financial Manual for Grants and Contracts requires a Board to 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 2022 meeting. The report includes the Management Letters attained for the Workforce Innovation and Opportunity Act (WIOA) program and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program for the 2022 TWC Program Operating Systems Review.

**REPORT ON THE PWDA'S MONITORING REVIEWS**  
**February 2022 – May 2022**

<b>Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Fiscal Operating Systems	February 28, 2022 – March 4, 2022	January 1, 2021 – December 31, 2021	Pending results
Program Operating Systems - Workforce Innovation and Opportunity Act (WIOA)	February 28, 2022 – March 4, 2022	January 1, 2021 – December 31, 2021	Management Letter
Program Operating Systems - Supplemental Nutrition Assistance Program Employment and Training program	February 28, 2022 – March 4, 2022	January 1, 2021 – December 31, 2021	Management Letter

<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 2022 – May 2022	October 1, 2021 – December 31, 2021	<a href="#">Final Report - All items resolved</a>

<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 2022	October 2022 – September 2023	Completed

<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 2022	October 2022 – September 2023	Completed
Fiscal Integrity Review Fiscal	July 2022	October 2022 – September 2023	Completed

\*Please note; text above that is in [blue](#) font designates updated information from the previous reports.



**ITEM 6(i)**  
**Service Delivery**  
**Contract Renewal**





## MEMORANDUM

DATE: August 24, 2022

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, 2022. 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 \$3,260,000. Huxford Group would also be responsible for obligating the use of about \$15,000,000 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, 2022 through September 30, 2023, 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 6(k)**

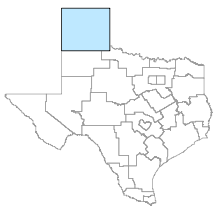
## **Director's Report**

# Top 25 Occupations by Help Wanted Postings Between October 2021 and June 2022 for the Panhandle WDA

Rank	SOC	SOC Title	Postings
1	29-1141	Registered Nurses	3,518
2	43-4051	Customer Service Representatives	2,579
3	53-3032	Truck Drivers, Heavy and Tractor-Trailer	2,347
4	41-2031	Retail Salespersons	2,145
5	41-1011	First-Line Supervisor./Managers of Retail Sales Work	1,887
6	35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	1,550
7	41-4012	Sales Rep., Wholesale & Manufacturing, Except Tech. & Scientific Products	1,519
8	49-9071	Maintenance and Repair Workers, General	1,492
9	53-7062	Laborers & Freight, Stock & Material Movers, Hand	1,154
10	29-2061	Licensed Practical and Licensed Vocational Nurses	1,115
11	11-9199	Managers, All Other	1,059
12	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	966
13	43-6014	Secretaries & Administrative Assistants, Except Legal, Medical, & Executive	954
14	41-2011	Cashiers	941
15	11-9051	Food Service Managers	920
16	37-2012	Maids and Housekeeping Cleaners	910
17	43-5081	Stock Clerks and Order Fillers	891
18	11-9111	Medical and Health Services Managers	814
19	11-1021	General and Operations Managers	798
20	27-1026	Merchandise Displayers and Window Trimmers	723
21	39-9021	Personal Care Aides	723
22	31-1014	Nursing Assistants	713
23	35-3031	Waiters and Waitresses	681
24	51-9199	Production Workers, All Other	670
25	29-2099	Health Technologists and Technicians, All Other	632

## Panhandle Workforce Development Area

June 2022



Dallam	Sherman	Hansford	Ochiltree	Lipscomb	
Hartley	Moore	Hutchinson	Roberts	Hemphill	
Oldham	Potter	Carson	Gray	Wheeler	
Deaf Smith	Randall	Armstrong	Donley	Collingsworth	
Parmer	Castro	Swisher	Briscoe	Hall	Childress

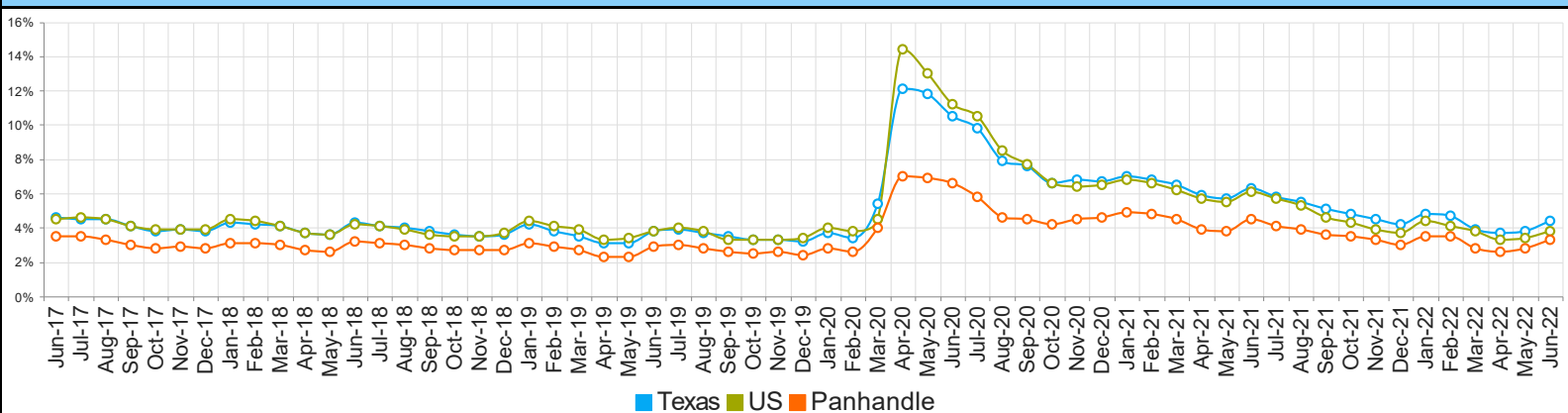
WDA Labor Force Statistics				
	Jun-22	May-22	Jun-21	Yearly Change
Civilian Labor Force	208,536	208,578	208,364	172
Employed	201,623	202,676	199,000	2,623
Unemployed	6,913	5,902	9,364	-2,451
Unemployment Rate	3.3%	2.8%	4.5%	-1.2%

Texas Labor Force Statistics				
	Jun-22	May-22	Jun-21	Yearly Change
Civilian Labor Force	14,585,252	14,500,218	14,216,135	369,117
Employed	13,945,797	13,946,458	13,313,724	632,073
Unemployed	639,455	553,760	902,411	-262,956
Unemployment Rate	4.4%	3.8%	6.3%	-1.9%

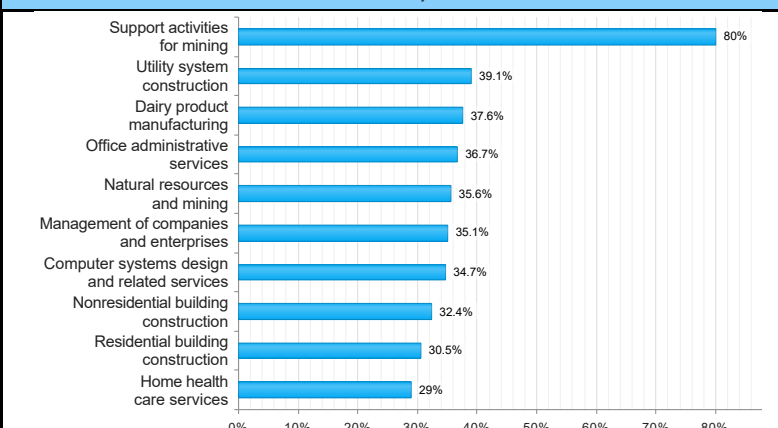
US Labor Force Statistics				
	Jun-22	May-22	Jun-21	Yearly Change
Civilian Labor Force	165,012,000	164,157,000	162,167,000	2,845,000
Employed	158,678,000	158,609,000	152,283,000	6,395,000
Unemployed	6,334,000	5,548,000	9,883,000	-3,549,000
Unemployment Rate	3.8%	3.4%	6.1%	-2.3%

Continued Claims for the Week of the 12th				
	Jun-22	May-22	Jun-21	Yearly Change
WDA	545	539	1,105	-560
Texas	78,565	72,036	141,743	-63,178

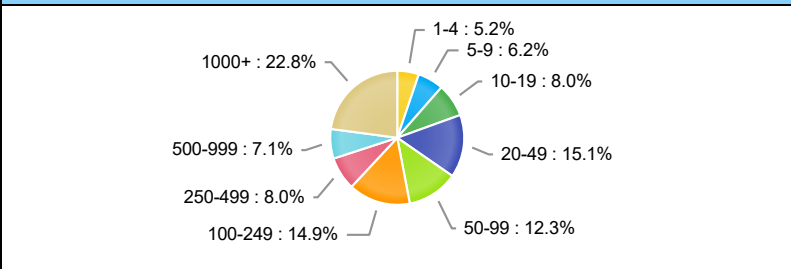
## Historical Unemployment Rates



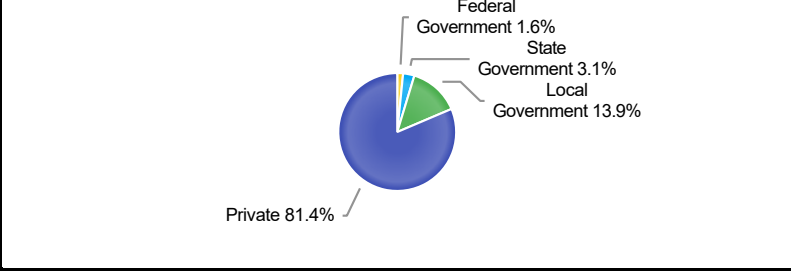
## Projected Top Ten Fastest Growing Industries in WDA (% Growth 2020-2030)



## Employment by Size Class (4th Quarter 2021)



## Employment by Ownership (4th Quarter 2021)



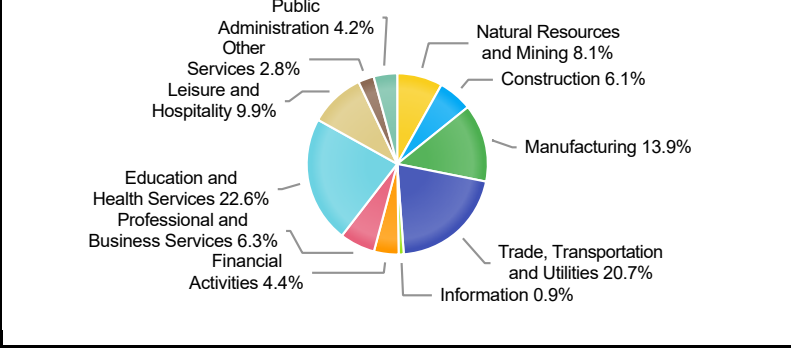
## Average Weekly Wage (4th Quarter 2021)

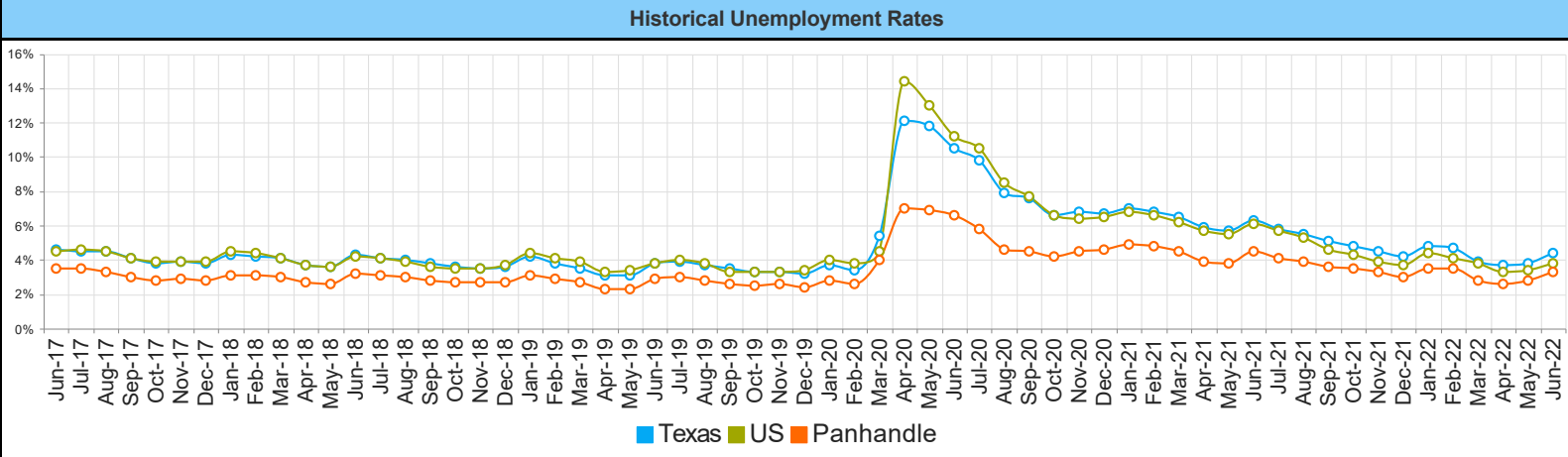
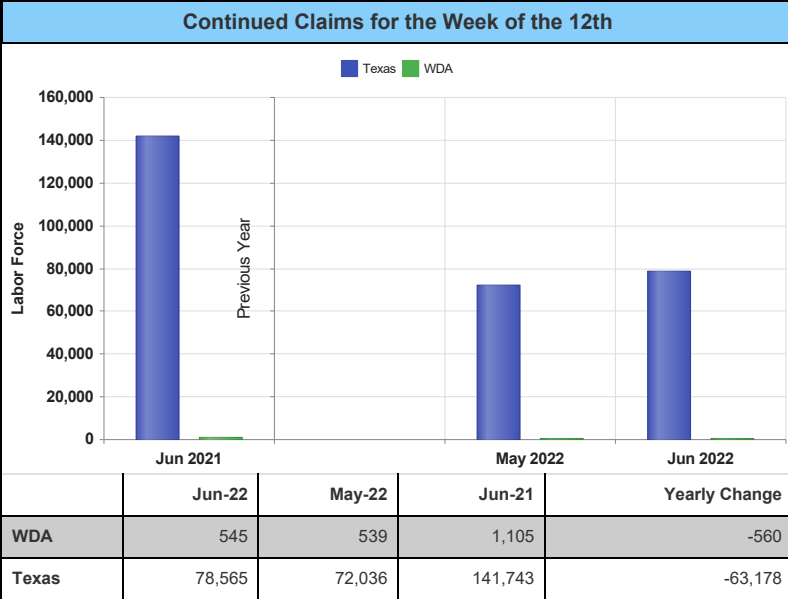
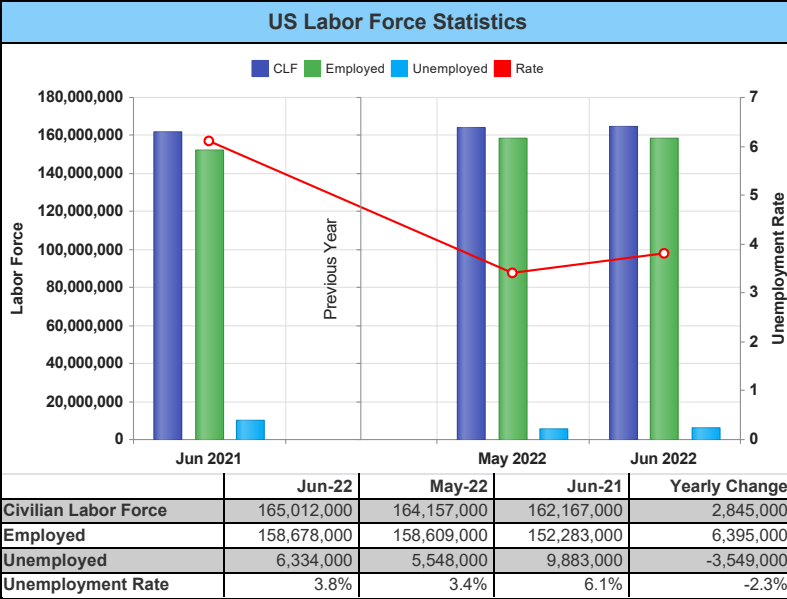
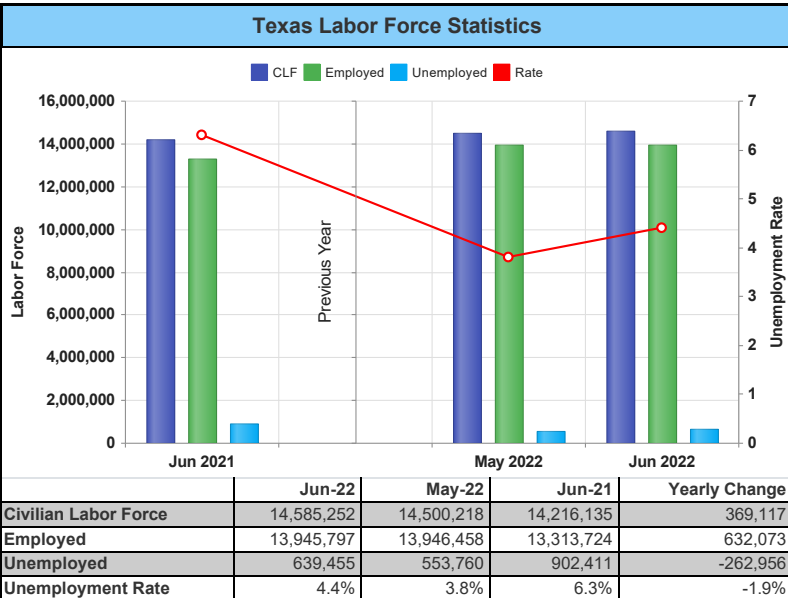
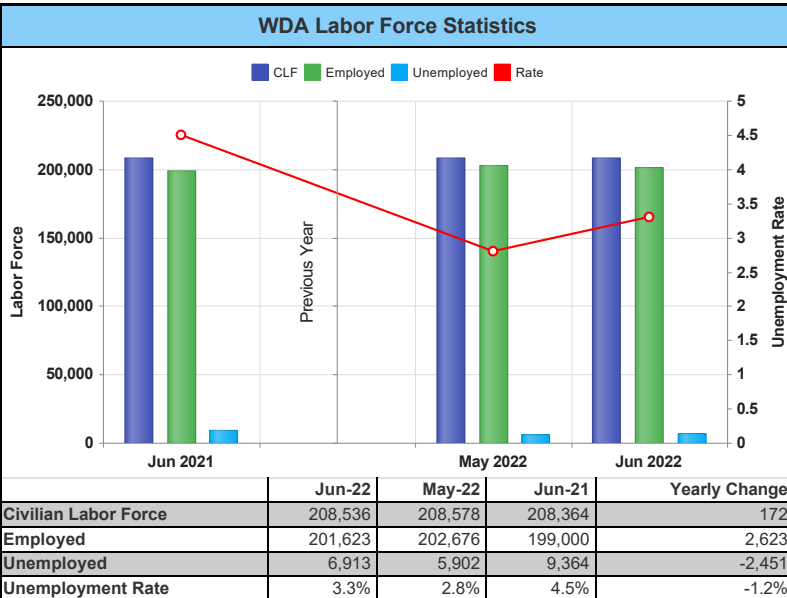
	Q4 2021	Q3 2021	Q4 2020	Quarterly Change	Yearly Change
WDA	\$1,123	\$990	\$1,053	\$133	\$70
Texas	\$1,376	\$1,227	\$1,294	\$149	\$82
US	\$1,418	\$1,251	\$1,339	\$167	\$79

## Employment by Industry (4th Quarter 2021, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	15,423	8.1%	1.8%	1.6%
Construction	11,655	6.1%	1.0%	2.3%
Manufacturing	26,318	13.9%	1.5%	3.1%
Trade, Transportation and Utilities	39,316	20.7%	2.3%	3.9%
Information	1,697	0.9%	-3.2%	2.0%
Financial Activities	8,283	4.4%	0.9%	-0.1%
Professional and Business Services	11,894	6.3%	4.7%	8.6%
Education and Health Services	42,881	22.6%	6.3%	2.1%
Leisure and Hospitality	18,707	9.9%	-3.4%	7.9%
Other Services	5,389	2.8%	-0.3%	2.1%
Public Administration	8,001	4.2%	-4.5%	-5.7%

## Employment by Industry (4th Quarter 2021)



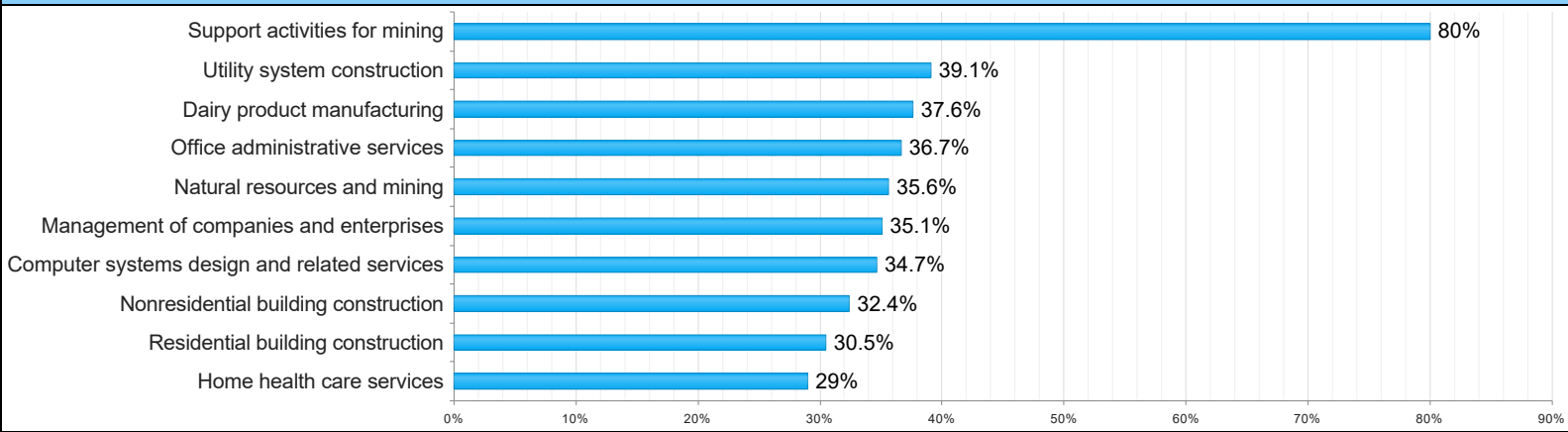


# Historical Unemployment Rates



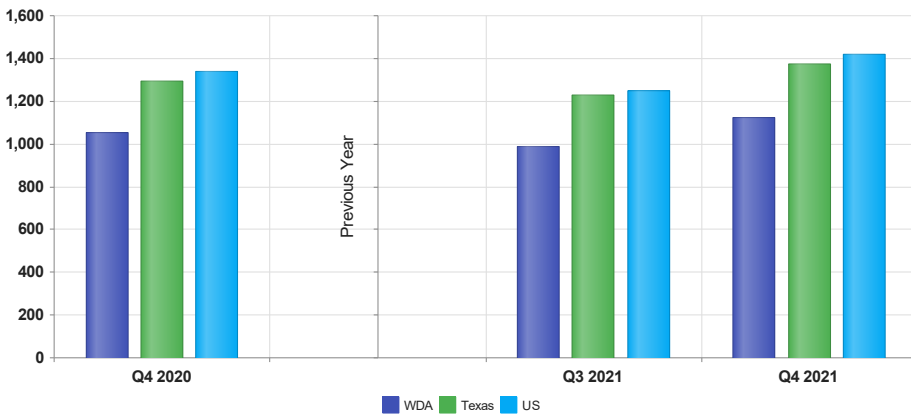
Months	Panhandle	Texas	U.S.
Jun-22	3.3	4.4	3.8
May-22	2.8	3.8	3.4
Apr-22	2.6	3.7	3.3
Mar-22	2.8	3.9	3.8
Feb-22	3.5	4.7	4.1
Jan-22	3.5	4.8	4.4
Dec-21	3.0	4.2	3.7
Nov-21	3.3	4.5	3.9
Oct-21	3.5	4.8	4.3
Sep-21	3.6	5.1	4.6
Aug-21	3.9	5.5	5.3
Jul-21	4.1	5.8	5.7
Jun-21	4.5	6.3	6.1
May-21	3.8	5.7	5.5
Apr-21	3.9	5.9	5.7
Mar-21	4.5	6.5	6.2
Feb-21	4.8	6.8	6.6
Jan-21	4.9	7.0	6.8
Dec-20	4.6	6.7	6.5
Nov-20	4.5	6.8	6.4
Oct-20	4.2	6.6	6.6
Sep-20	4.5	7.6	7.7
Aug-20	4.6	7.9	8.5
Jul-20	5.8	9.8	10.5
Jun-20	6.6	10.5	11.2
May-20	6.9	11.8	13.0
Apr-20	7.0	12.1	14.4
Mar-20	4.0	5.4	4.5
Feb-20	2.6	3.4	3.8
Jan-20	2.8	3.7	4.0
Dec-19	2.4	3.2	3.4
Nov-19	2.6	3.3	3.3
Oct-19	2.5	3.3	3.3
Sep-19	2.6	3.5	3.3
Aug-19	2.8	3.7	3.8
Jul-19	3.0	3.9	4.0
Jun-19	2.9	3.8	3.8
May-19	2.3	3.1	3.4
Apr-19	2.3	3.1	3.3
Mar-19	2.7	3.5	3.9
Feb-19	2.9	3.8	4.1
Jan-19	3.1	4.2	4.4
Dec-18	2.7	3.6	3.7
Nov-18	2.7	3.5	3.5
Oct-18	2.7	3.6	3.5
Sep-18	2.8	3.8	3.6
Aug-18	3.0	4.0	3.9
Jul-18	3.1	4.1	4.1
Jun-18	3.2	4.3	4.2
May-18	2.6	3.6	3.6
Apr-18	2.7	3.7	3.7
Mar-18	3.0	4.1	4.1
Feb-18	3.1	4.2	4.4
Jan-18	3.1	4.3	4.5
Dec-17	2.8	3.8	3.9
Nov-17	2.9	3.9	3.9
Oct-17	2.8	3.8	3.9
Sep-17	3.0	4.1	4.1
Aug-17	3.3	4.5	4.5
Jul-17	3.5	4.5	4.6
Jun-17	3.5	4.6	4.5

**Projected Top Ten Fastest Growing Industries in WDA (% Growth 2020-2030)**



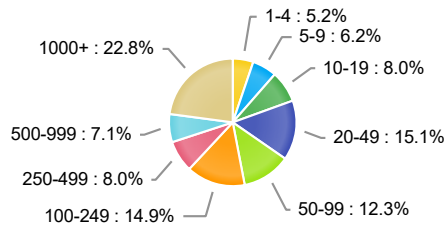
Industry Title	Percent Change
Support activities for mining	80
Utility system construction	39.1
Dairy product manufacturing	37.6
Office administrative services	36.7
Natural resources and mining	35.6
Management of companies and enterprises	35.1
Computer systems design and related services	34.7
Nonresidential building construction	32.4
Residential building construction	30.5
Home health care services	29

### Average Weekly Wage (4th Quarter 2021)



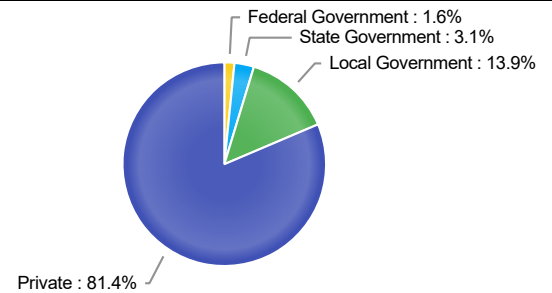
	Q4 2021	Q3 2021	Q4 2020	Quarterly Change	Yearly Change
WDA	\$1,123	\$990	\$1,053	\$133	\$70
Texas	\$1,376	\$1,227	\$1,294	\$149	\$82
US	\$1,418	\$1,251	\$1,339	\$167	\$79

### Employment by Size Class (4th Quarter 2021)



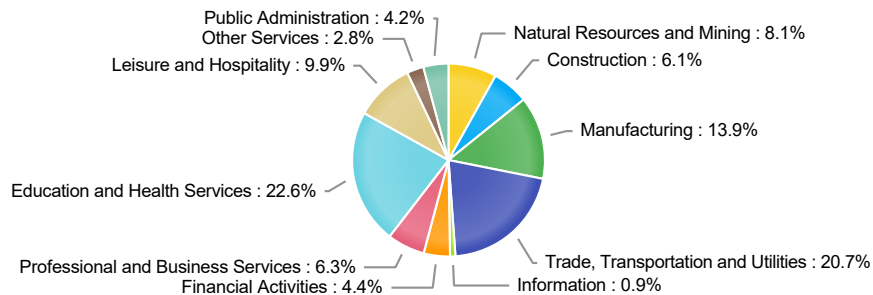
Number of Employees in Firm	Percentage
1-4	5.2%
5-9	6.2%
10-19	8.0%
20-49	15.1%
50-99	12.3%
100-249	14.9%
250-499	8.0%
500-999	7.1%
1000+	22.8%

### Employment by Ownership (4th Quarter 2021)



Ownership	Percentage
Federal Government	1.6%
State Government	3.1%
Local Government	13.9%
Private	81.4%

### Employment by Industry (4th Quarter 2021)



Industry	Q4 2021 Employment	% of Total	Q3 2021 Employment	% of Total	Q4 2020 Employment	% of Total	Quarterly Change	Yearly Change
Natural Resources and Mining	15,423	8.1%	15,154	8.2%	15,184	8.3%	1.8%	1.6%
Construction	11,655	6.1%	11,538	6.2%	11,398	6.2%	1.0%	2.3%
Manufacturing	26,318	13.9%	25,918	13.9%	25,517	13.9%	1.5%	3.1%
Trade, Transportation and Utilities	39,316	20.7%	38,430	20.7%	37,845	20.6%	2.3%	3.9%
Information	1,697	0.9%	1,753	0.9%	1,664	0.9%	-3.2%	2.0%
Financial Activities	8,283	4.4%	8,212	4.4%	8,289	4.5%	0.9%	-0.1%
Professional and Business Services	11,894	6.3%	11,364	6.1%	10,957	6.0%	4.7%	8.6%
Education and Health Services	42,881	22.6%	40,337	21.7%	42,001	22.8%	6.3%	2.1%
Leisure and Hospitality	18,707	9.9%	19,359	10.4%	17,343	9.4%	-3.4%	7.9%
Other Services	5,389	2.8%	5,405	2.9%	5,277	2.9%	-0.3%	2.1%
Public Administration	8,001	4.2%	8,374	4.5%	8,487	4.6%	-4.5%	-5.7%



## Texas Internship Challenge

Source: TXWORKS

Last updated: July 2022

- TX Internship Challenge is a leading statewide campaign that challenges employers to increase and promote internships for students in Texas. For more resources for employers and students, visit TWC's Texas Internship Challenge website. [TXInternshipChallenge.com](https://www.txinternshipchallenge.com)
- That portal provides a free central point for employers to post internships and for students to access to multiple paid and academic credit internship opportunities across the state.
- Employers interested in providing paid internships for undergraduate Texas college and university students can be reimbursed through the Texas Working Off-Campus: Reinforcing Knowledge and Skills Internship Program (TXWORKS.) For program year 2022 – 2023, the State will fund \$10 of the internship earned hourly wage.

# TWC Invites Applications for Critical Skills Registered Apprenticeships

Date: July 14, 2022

Media Contact: Angela Woellner

Phone: 512-463-8556

AUSTIN – Applications from Texas employers are now being accepted for statewide apprenticeship projects under the Texas Workforce Commission’s (TWC) Critical Skills Initiative. Apprenticeships provide both classroom instruction and on-the-job paid work experience. Funding will support apprenticeships in specific high-demand, high-wage middle skills careers, defined as occupations that require some education beyond high school but less than a four-year degree. Those occupations include automotive service technicians and mechanics; production machinists, assemblers, and fabricators; and logistics management and supply chain analysts.

TWC will award funds to help Texas-based employers secure Department of Labor registration and defray costs related to curricula development, related instruction or training for apprentices, training supplies for apprentices, and instructor costs or mentor activities.

[TWC dedicated \\$4 million](#) to this initiative and the maximum grant amount is \$500,000 per employer. Approved employers will need to create one apprentice position for each \$4,000. Therefore, an employer requesting \$500,000 would need to create 125 apprenticeship positions. Funds may be used by selected employers for up to 18 months from the start date. While employers with multiple locations in Texas are the focus of this program, employers with single locations are also eligible to apply.

For more information or to apply for the grant, visit [www.ApprenticeshipTexas.com](http://www.ApprenticeshipTexas.com). Applicants can also email TWC’s Office of Apprenticeship at [ApprenticeshipTexas@twc.texas.gov](mailto:ApprenticeshipTexas@twc.texas.gov) for the application package.

Employers can also register now for TWC’s [Apprenticeship Texas Conference](#) on September 22-23, 2022.

Texas Workforce Commission is a state agency dedicated to helping Texas employers, workers, and communities prosper economically. For details on TWC and its services in coordination with its network of local workforce development boards, call 512-463-8942 or visit [www.texasworkforce.org](http://www.texasworkforce.org). Subscribe to [email updates](#) to receive notifications about TWC programs and services.

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Deaf, hard-of-hearing or speech-impaired customers may contact TWC through the relay service provider of their choice. [Equal opportunity is the law.](#)

For questions, compliments or complaints, call 800-628-5115

[Texas Workforce Commission Values](#): Community, Responsibility, Innovation, Accountability, Commitment to Excellence and Partnership.

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## Skills Development Fund

Source: OEI, EECO

Last updated: July 2022

- The Skills Development Fund (SDF) is the state's workforce training grant program to help businesses upskill their new or incumbent workforce. In partnership with public community and technical colleges, workforce development boards, and Texas A&M Engineering Extension Service (TEEX), TWC collaborates to provide customized, innovative training to Texas businesses of all sizes.
- Since its inception in 1996, SDF has provided training opportunities in partnership with at least 4,717 employers to upgrade or support the creation of more than 410,904 jobs throughout Texas.
- Skills Development Fund's investment of \$58 million in the past 3 years to train more than 32,000 workers
- More than \$19 million SDF funding is available for grants in FY22, and the target cost per full-time paid trainee is \$2,000.
- In FY 2021, TWC awarded 43 SDF grants totaling \$16 million to train and upskill 13,000 Texans, contributing to the growth of the Texas economy.
- **Story: Samsung** Austin Semiconductor needed a skilled, in-demand workforce for advanced manufacturing. Putting Skills Development Funds to work, the company and the employees benefitted from the training provided through Austin Community College. This is the third time since 2014 they've used SDF grants to train about 2,000 people in their workforce. This means a talented workforce for Samsung, and employees can make more money upon successfully completing the training. The SDF grant this year will create 264 jobs, and upgrade 302 positions. That impacts the entire area, with a regional economic impact estimated at \$97.7 million dollars. Leaders at Samsung say the SDF grant is very valuable in creating training programs. The Information Technology industry continues to show robust growth in the Austin area, and TWC is here to support that booming industry.

## Skills for Small Business

- The Skills for Small Business (SSB) program supports businesses with fewer than 100 employees and emphasizes training for new and incumbent workers.
- Small businesses can apply to TWC for training offered by the local community or technical college, or the Texas A&M Engineering Extension Service (TEEX)
- SSB program is allocated \$2 million each fiscal year.
- New hires (employed 12 months or less) are eligible for \$1,800 in training per 12-month period and existing employees (employed longer than 12 months) are eligible for \$900 in training per 12-month period.
- In FY 2021, SSB funding helped train 944 employees for small businesses across the state.

**Story: Woom Bikes** makes children's bikes. They received several Skills for Small Business grants between 2020 to 2022, totaling \$15,000. In partnership with Austin Community College, the company used the training grants to train their staff in soft skills like leadership, Excel, and basic computers. They also train HR and manufacturing teams. Currently, their employees are taking marketing and graphic design courses.

"Similar to how our products empower children to learn and love riding a bike, the grant has allowed woom to become a company that empowers our employees through the love of learning. The grant gives our small team the ability to feel supported and connected to the community, provides an attainable path to learn new skills, and creates the opening to bring these new learnings back into the team as a shared experience. At woom, we cherish development, and it is rewarding to see children learn and grow. In the same way, seeing how our employees connect to that love of learning with opportunities that are as accessible and beneficial as the Skills for Small Business grant." - Hector Santiago, Woom

### **Self Sufficiency Fund**

- On public assistance or danger of getting on it and have dependent child (comes from TANF) Train up to \$2,500 per participant with industry-recognized certification



## DISCOVER APPRENTICESHIP: A PROVEN SOLUTION FOR YOUR WORKFORCE

As a business leader, you are driven to help move your company forward. To do that, you actively seek bold, new ideas and solutions to everyday challenges like talent recruitment and retention. Apprenticeship programs are a proven solution to creating and retaining a pipeline of specialized talent that allows businesses like yours to succeed **today**.

### WHAT IS APPRENTICESHIP?

Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a nationally-recognized, portable credential. Employers can choose to register their programs with the U.S. Department of Labor to show prospective job seekers that their apprenticeship program meets national quality standards.

**There are five key components of an apprenticeship. These components differentiate apprenticeships from other types of workplace training programs in several ways:**



#### PAID JOB

Apprenticeships are **jobs**, and apprentices **earn competitive wages** from their employers allowing them to earn and learn.



#### CLASSROOM LEARNING

Most apprenticeship opportunities include **classroom instruction** and often provide college credit. Choose a training partner, such as a community college or online training provider.



#### WORK-BASED LEARNING

Programs provide **structured on-the-job learning** using a model that is either time-based, competency-based or a hybrid approach.



#### CREDENTIALS

Upon program completion, apprentices earn a **portable, nationally-recognized credential** within an industry.



#### MENTORSHIP

Offer the opportunity to form an internal **mentorship** program to provide one-to-one support to apprentices.

## BENEFITS OF APPRENTICESHIP PROGRAMS

Apprenticeship programs help both employers and career seekers. For employers, apprenticeship programs offer the opportunity to:

- ▶ Recruit and develop a diverse and highly-skilled workforce that helps you grow your business
- ▶ Improve productivity, profitability, and your bottom line
- ▶ Reduce turnover, improve loyalty, and retain top talent
- ▶ Create flexible training options that ensure workers develop the right skills
- ▶ Vet workers and instill your company's culture
- ▶ Demonstrate investment in your community

## PROGRAMS OFFERED IN MULTIPLE INDUSTRIES

Apprenticeship is a flexible training model that can be customized to meet the needs of businesses across multiple industries. Some industries with apprenticeship programs include:

- ▶ Information Technology
- ▶ Healthcare
- ▶ Hospitality
- ▶ Cybersecurity
- ▶ Energy
- ▶ Advanced Manufacturing
- ▶ Engineering
- ▶ Transportation
- ▶ Construction
- ▶ Financial Services

## VISIT [WWW.APPRENTICESHIP.GOV](http://WWW.APPRENTICESHIP.GOV) TO:



### EXPLORE APPRENTICESHIP.

Learn about the benefits of apprenticeship across industries and geographies, view how others have leveraged apprenticeship as a talent solution, and discover more about successful apprenticeship programs.



### START CREATING A PROGRAM.

Connect with apprenticeship experts using the [Partner Finder](#) to help design and register your program, determine the right model for your organization, build strong partnerships, and obtain resources to create, sustain, and expand your apprenticeship program.



### PROMOTE YOUR APPRENTICESHIP PROGRAM.

Use the [Apprenticeship Finder](#) to list your open apprenticeship positions to make sure the right job seekers find your program, connect with partners to enhance the core components of your program, and leverage competency-based frameworks to expand your program to other occupations.

## DISCOVER APPRENTICESHIP TODAY!

Want to learn more or find apprenticeship opportunities near you? Visit the U.S. Department of Labor's one-stop source for all things apprenticeship: [www.apprenticeship.gov](http://www.apprenticeship.gov).

Phone: 1-877-872-5627

Speech and Hearing Impaired: 1-877-889-5627



## DISCOVER YOUTH APPRENTICESHIP: PROVIDING A FOUNDATION FOR CAREER SUCCESS

Apprenticeship stakeholders – employers, educators, and workforce professionals – across the country are launching apprenticeship programs for youth ages 16-24. These programs, also known as youth apprenticeship, combine technical classroom instruction with paid work experience. They provide the foundation for young people to choose multiple career pathways: enroll in college, begin employment, or a combination.

With apprenticeship:



**Youth** engage in work-based/experiential learning and continue in furthering their education during (dual enrollment) or after high school and/or college.



**Schools** find new ways to engage students, connecting them to career pathways during their secondary and post-secondary education, increasing the potential for career success.



**Businesses** gain access to a talent pipeline of entry-level workers to address skills shortages in the workplace.

Through partnerships with businesses, high schools, community and technical colleges, and other workforce systems, communities around the country can develop youth apprenticeship programs that make a difference in the lives of youth while supporting economic and workforce development. In 2019, there were over 100,000 youth apprentices registered, many of which were in high-growth industries like healthcare, public administration, and manufacturing. They provide new opportunities for youth and ways for businesses to recruit new talent.

### ELEMENTS OF YOUTH APPRENTICESHIP PROGRAMS

All high-quality youth apprenticeship programs have several key common elements. For example they:



Satisfy labor market needs of students/career seekers, businesses, local school districts, and colleges.



Align with the academic and technical standards in secondary and post-secondary education, as well as with industry-recognized credentials and certifications.



Address skills matching and individual assessments to promote competencies needed by businesses.



Provide strong linkages to adult apprenticeship programs in the community.

Building on these foundational elements of success, every community has the flexibility to design their apprenticeship programs to provide quality results for their students, businesses, and schools.



## TWO MODELS OF YOUTH APPRENTICESHIP PROGRAMS

Most programs fall into one of two types of models:

### 1. PRE-APPRENTICESHIP PROGRAMS FOR YOUTH

prepare students to enter an apprenticeship.

- ▶ Students take courses directly related to the apprenticeship field, in addition to their required high school coursework, which count toward high school graduation.
- ▶ They participate in on-the-job learning activities (beginning at age 16), which can count toward entry into an apprenticeship program.
- ▶ Students can apply to an apprenticeship program leading up to or upon high school graduation.

Youth may engage in pre-apprenticeship as an on-ramp to apprenticeship. They may also access supportive services by entering apprenticeship programs that leverage Workforce Innovation Opportunity Act (WIOA) funds.

For additional resources to help youth learn more about apprenticeships and learn about the youth apprenticeship experiences, visit our [Youth Apprenticeship Resource Page](#). To find an apprenticeship opportunity near you, use our [Apprenticeship Finder](#) tool on [apprenticeship.gov](http://apprenticeship.gov).

### 2. APPRENTICESHIP PROGRAMS THAT BEGIN IN HIGH SCHOOL, COMMUNITY COLLEGE, OR DUAL ENROLLMENT OPPORTUNITIES

allow youth to start their apprenticeship while still a student.

- ▶ Students become apprentices through an agreement signed by the student, the employer, and, if under 18 years old, parent/guardian.
- ▶ The work portion of the program is flexible and is done when school is not in session or through a formal work-study program.
- ▶ Students take courses at their high school and/or community and technical college, in addition to their required high school coursework, which counts toward high school graduation.
- ▶ Students may complete the apprenticeship program during high school or continue after graduation, depending on the program's length. For dual enrollment students, the apprenticeship program continues and is completed at the college.

The U.S. Department of Labor provides support to grow youth apprenticeship. Find a Youth Apprenticeship Readiness Grantee or Youth Apprenticeship Intermediary to work with on the [Apprenticeship Investments webpage](#) on [apprenticeship.gov](http://apprenticeship.gov).

## DISCOVER APPRENTICESHIP TODAY!

For more information, visit the U.S. Department of Labor's one-stop source for all things apprenticeship: [www.apprenticeship.gov](http://www.apprenticeship.gov).

Phone: 1-877-872-5627

Speech and Hearing Impaired: 1-877-889-5627



# REGISTER NOW

for the 6th annual  
**ApprenticeshipTexas Conference**  
September 22-23, 2022



# SAVE the DATE

6th Annual

## ApprenticeshipTexas Conference

McAllen Convention & Visitors Bureau | September 22-23, 2022

Registration will open in spring 2022



# **DRAFT AGENDA TOPICS**

**6<sup>th</sup> Annual  
Apprenticeship Texas Conference  
September 22-23, 2022**

**McAllen Convention Center  
700 Convention Center Blvd  
McAllen, TX 78501  
(956) 681-3800**

## **AGENDA SCHEDULE:**

**Sept 22, 2022:**      **Registration, 7:30 a.m. – 10:00 a.m.**  
                         **Welcome, 8:30 a.m. – 9:00 a.m.**  
                         **Opening Remarks, 9:00 a.m. – 9:15 a.m.**  
                         **Keynote, 9:15 a.m. – 10:00 a.m.**  
                         **Break, 10:00 a.m. – 10:15 a.m.**  
                         **General Session, 10:15 a.m. – 11:30 a.m.**  
                         **Lunch, 11:30 a.m. – 1:00 p.m.**  
                         **General Session, 1:00 p.m. – 2:15 p.m.**  
                         **Break, 2:15 p.m. – 2:30 p.m.**  
                         **General Session, 2:30 p.m. – 3:45 p.m.**  
                         **Break, 3:45 p.m. – 4:00 p.m.**  
                         **General Session, 4:00 p.m. – 5:00 p.m.**  
  
                         **Exhibitor Mixer, 5:30 p.m. until 7:30 p.m.**

**Sept 23, 2022:**      **Opening Remarks, 8:30 a.m. – 8:45 a.m.**  
                         **General Session, 8:45 a.m. – 10:00 a.m.**  
                         **Break, 10:00 a.m. – 10:15 a.m.**  
                         **General Session, 10:15 a.m. – 11:30 a.m.**  
                         **Closing Remarks, 11:30 a.m. – 12:00 p.m.**

## **AGENDA TOPICS:**

**Conference sessions may include the following topics, as well as other subject areas:**

- Department of Labor, Office of Apprenticeship
- Legislative Updates
- Year in Review, Texas Outlook
- Youth Apprenticeship
- Registered Apprenticeship Expansion
- Workforce Partnership Models
- Employer Perspectives
- Underrepresented Population Success Stories
- Employer Engagement Best Practices
- Program Development Work Session

**More Details to Follow!**



**ITEM 6(1)**  
**WDB Membership List**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2022 – JUNE 30, 2023**

**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, 2023

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Heather Freeman

Director –

HR Business Partnerships and Employee Relations

Consolidated Nuclear Security, LLC - Pantex

P. O. Box 30020

Amarillo, Texas 79120

(806) 573-7782

[Heather.Freeman@pxy12.doe.gov](mailto:Heather.Freeman@pxy12.doe.gov)

Industry Represented: Manufacturing (31)

TWC ID #: 144395778

Firm Size: 3,825 employees

Ethnicity/Gender: W/F

Term Expires: June 30, 2025

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. Jason Henderson \*\*\* / \*\*\*\*\*

Vice President – Assembly Operations

Bell

P.O. Box 482

Fort Worth, Texas 76101

(817) 280-8957

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

Industry Represented: Manufacturing (31)

TWC ID #: 002639157

Firm Size: 4,954 employees

Ethnicity/Gender: W/M

Term Expires: June 30, 2023

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

Industry Represented: Information (51)  
TWC ID #: 08-099770-1  
Firm Size: 11 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 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: 619 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

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

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

Industry Represented: Wholesale Trade (42)  
TWC ID #: 130532764  
Firm Size: 5 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2023

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

(VACANT)

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

**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, 2023

**PRIVATE SECTOR (AT LARGE)**

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

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

**PRIVATE SECTOR (AT LARGE)**

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

Industry Represented: Services (54)  
TWC ID #: 012394527  
Firm Size: 0 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2023

**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, 2023

**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, 2023

**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.state.tx.us](mailto:geneva.tiller@twc.state.tx.us)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023



**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, 2023

**COMMUNITY-BASED ORGANIZATIONS**

(VACANT)

Ethnicity/Gender:  
Term Expires:

**LABOR ORGANIZATIONS**

(VACANT)

Ethnicity/Gender:  
Term Expires:

**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, 2023

**PUBLIC EMPLOYMENT AGENCY**

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

Ethnicity/Gender: W/M  
Term Expires: June 30, 2023



**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

**MARK YOUR CALENDAR**

**NEXT PANHANDLE WORKFORCE DEVELOPMENT  
CONSORTIUM'S GOVERNING BODY MEETING**

**WEDNESDAY, DECEMBER 8, 2022**