



Minutes

Board of Directors Meeting

February 22, 2018 – 3:00 p.m.

1301 Broadway, Suite 201~ Lubbock, TX 79401

Board Members in Attendance

Adrienne Cozart, Chair
Chris Carpenter
Dela Esqueda
Angela Evins
Kimberly Harrel
Kenneth Hill

Nancy Kernell
Eddie McBride
Willis McCutcheon
Lou Ortiz
David Quintanilla
Gilbert Salazar

Chuck Smith
Tom Vermillion
Dr. Kyle Wargo
Dr. Theresa Williams
Adele Youngren

Board Members not in Attendance

Wesley Anderson
Rob Blair
Denver Bruner
Gary Boren
Lynda Dutton

Donnie Gatlin
Jeff Malpiede
Beth Miller
John Osborne
Esther Pena

Barry Pittman
Joe Thacker
Leonard Valderaz
Sharla Wells

Chief Elected Officials, Staff and Guests Present

Martin Aguirre
Rocky Brown
Diane Alexander
Rosa Hernandez
Bobbie Howard
Sandra Mendoza

Erin Rea
Lisa Rivera
Danny Soliz
Grant Vaughan
Richard Waite
Don Hill

Christy Colley
Roger Cardenas
Cynthia Lendof

I. Call to Order

Chair Adrienne Cozart called the meeting to order at 3:04 p.m. and announced the Board would hold Executive Session in Accordance with V.T.C.A Government Code 551.074 to deliberate certain matters concerning Personnel.

II. Public Comments/Open Session

III. Review & Approve Minutes Dated December 7, 2017

Chris Carpenter moved to approve the minutes. Kenneth Hill seconded, and the motion passed.

IV. Committee Reports

1. Executive

Adrienne Cozart, Board Chair reported. Information and action items are documented in the committee meeting minutes.

2. Executive

Adrienne Cozart, Board Chair reported. Information and action items are documented in the committee meeting minutes.

3. Youth & Education

Adrienne Cozart, Board Chair reported. Information and action items are documented in the committee meeting minutes.

4. Executive & Oversight (February 15, 2017)

Adrienne Cozart, Board Chair reported. Information and action items are documented in the committee meeting minutes.

V. Consent Agenda Approval

1. City of Lubbock Application – Community Development Block Grant (CDBG) Funding (Executive)
2. Election of Tom Vermillion, Chair and Denver Bruner, Vice-Chair of Youth & Education Committee (Youth & Education)
3. Workforce Innovation Opportunity Act (WIOA) Youth Follow-up Policy (Youth & Education)
4. Budget Revisions to the FY 2017-2018 Board Operating Budget (Executive & Oversight)
5. Supplemental Nutrition Assistance Program Employment and Training – Timely and Reasonable Attempt Policy

David Quintanilla moved to approve the consent agenda items. Dela Esqueda seconded, and the motion passed.

VI. Discussion, Consideration & Possible Action

1. Presentation, review and approval of the PY 2016-2017 Workforce Solutions Audited Financial Report for the year ending June 30, 2017

Lisa Rivera introduced by telephone Zamira Soni-Woods from the accounting firm of Gomez and Company. She presented a summary of the 2016-2017 financial audit report by Webx and telephone. Mr. Gomez stated the independent auditor's report had issued an unmodified ("clean") opinion on the financial statements and on compliance with major federal and state award programs. There were no current or prior year findings.

Eddie McBride moved to accept the FY 2016-2017 audited financial statements as presented. Theresa Williams seconded, and the motion passed.

2. Procurement of Contractor/Contractors to manage the Workforce Solutions South Plains One Stop Workforce Career Center System, Workforce Innovation and Opportunity Act Youth Services and Child Care Development Fund (CCDF) Child Care Services

Erin Rea explained the Texas Workforce Commission (TWC) and the Workforce Innovation and Opportunity Act (WIOA) regulations require Workforce Boards to competitively procure service providers to manage the one stop system of services.

In 2014, the Board procured the services of South Plains Community Action Association, Inc., (SPCAA) and executed a one-year contract with the organization for the provision of workforce services, youth services, and childcare services. The initial contract was for a one-year contract with an option to renew for four additional years. WIOA federal rules requires that the length of a contract for workforce services not exceed four years; thus, the contract terms were revised to three renewal years. The contract was renewed for the fourth and final year effective October 1, 2017 and will expire on September 30, 2018.

Since the proposed procurement is expected to result in a contract exceeding the small purchase threshold of \$150,000 in the aggregate, the Board must procure services through a formal Request for Proposals (RFP) procurement process.

Board staff recommends the following.

- The procurement be designed to allow for separate procurement for WIOA Youth Program Services, Career Center Workforce Services and CCDF Child Care Services.
- The procurement will provide for an initial contract period of October 1, 2018, through September 30, 2019, with options to extend the contract for three additional years beyond the initial contract period based on successful performance.
- The procurement process is to occur according to the following schedule:

Activity	Start Date/End Date
Issue Request for Information to develop a Bidder's List	February 26, 2018 – March 23, 2018
Develop the Request for Proposals (RFP) and Statement of Work	February 23, 2018 – March 30, 2018
Issue the RFP and conduct procurement	April 2, 2018 – May 11, 2018
Procure independent evaluators and facilitate the evaluation process	April 30, 2018 – June 8, 2018
Review evaluator results and prepare findings	June 11, 2018 – July 9, 2018
Present recommendation for selection of a contractor/contractors to Executive/Oversight Committee	July 18, 2018
Present recommendation for selection of a contractor/contractors to Full Board	July 26, 2018
Conduct contract negotiations to secure a contractor/contractor for initial contract period	July 30, 2018 – August 17, 2018
Award contract for initial contract period	August 17, 2018
Allow contractor/contractors transition period	August 20, 2018 – September 30, 2018
Contract effective for initial contract period	October 1, 2018

Kenneth Hill moved to accept the procurement approach as presented. Lou Ortiz seconded, and the motion passed.

VII. Information Items

1. Board Contracted Measures
Rocky Brown reported the Board exceeded 12 performance measures, met 4 and did not meet 3.
2. Board Operating Budget
Lisa Rivera reported the on the operating budget as of December 31, 2017
3. Monthly Grant Expenditure Report
Lisa Rivera reported on the grant expenditures as of December 31, 2017.
4. Contract Update
5. Grant Update
Erin Rea reported on the High Demand Jobs Training grant and the Texas Industries Partnership.
6. Board Monitoring Activity Report

VIII. Report and Update by the Board CEO

Martin Aguirre gave an update on the relocation of the Career Center from downtown to the West Loop and 19th Street. Adrienne Cozart reported on the TWC regional meeting with Executive Directors, Board Chairs and the TWC Commissioners.

IX. Adjourn to Executive Session

The Board adjourned to Executive Session at 3:50pm in accordance with T.T.C.A. Government Code 551.074 to deliberate certain matters concerning personnel.

X. Return to Open session and Take Action on Items Discussed in Executive Session if necessary

The Board returned to open session at 3:58pm.

Kyle Wargo moved to approve a 2% increase to Martin Aguirre's salary and to extend the current CEO contract which ends June 30, 2018 for 3 years. He noted that Mr. Aguirre's car allowance, cellphone allowance and medical insurance have been incorporated into his

salary, and the contract extension will be effective July 1, 2018 – June 30, 2021. Eddie McBride seconded, and the motion passed.

XI. Adjourn

Kyle Wargo moved to adjourn. Angela Evins seconded, and the meeting was adjourned at 4:00pm.