



Minutes

Board of Directors Meeting

February 28, 2019 ~ 3:00 p.m.

1301 Broadway, Suite 201~ Lubbock, TX 79401

Board Members in Attendance

Adrienne Cozart, Chair
Wesley Anderson
Jeff Baum
Chris Chambers
Dela Esqueda
Angela Evins

Kimberley Harrel
Julie Laughlin
Jeff Malpiede
Willis McCutcheon
Esther Pena
Barry Pittman

Chuck Smith
Leonard Valderaz
Tom Vermillion
Gabe Vitela
Dr. Kyle Wargo
Adele Youngren

Board Members not in Attendance

Rob Blair
Denver Bruner
Chris Carpenter
Kandace Decker

Kenneth Hill
Eddie McBride
Mark McCormick
Beth Miller

John Osborne
David Quintanilla
Gilbert Salazar
Sharla Wells

Chief Elected Officials, Staff and Guests Present

Martin Aguirre
Diane Alexander
Rosa Hernandez

Erin Rea
Lisa Rivera

Danny Soliz
Christy Colley

I. Call to Order

Chair Adrienne Cozart called the meeting to order at 3:10 p.m. She introduced new board member Chris Vitela.

II. Public Comments/Open Session

III. Review & Approve Minutes Dated December 6, 2018

Dela Esqueda moved to approve the minutes. Tom Vermillion seconded, and the motion passed.

IV. Committee Reports

1. Executive (January 16, 2019)

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

V. Consent Agenda Approval

1. Workforce Innovation Opportunities Act (WIOA) Individual Training Account (ITA) Change
2. Office space for the Workforce Solution Plainview office
3. 2017-2020 Board Plan Two-Year Modification

Barry Pittman moved to approve the Consent Agenda items. Gabe Vitela seconded, and the motion passed.

VI. Discussion, Consideration & Possible Action

1. Non-Monetary Incentives for Choices Participants, Policy Change 3

Rosa Hernandez explained the current incentive for Choices participants entering employment is \$500.00. The policy change increases the incentive amount for Choices participants to \$1000.00. (The change does not apply to the NCP Choices Program.) The change provides a greater incentive to increase participation rates and job retention of employed Temporary Assistance for Needy Families (TANF) parents. The change will also increase the amount of funding spent directly on Choices Program participants. The increase will not impact program delivery. The Board area is averaging less than two hundred (200) TANF cases per month.

According to the policy, incentives may be provided to the following participants.

- *Choices participants who have entered and remained in continuous full-time unsubsidized employment a minimum of 30 days may receive up to a \$300 non-monetary incentive;*
- *Choices participants who have entered and remained in continuous full-time unsubsidized employment a minimum of 60 days may receive up to a \$300 non-monetary incentive;*
- *Choices participants who have entered and remained in continuous full-time unsubsidized employment a minimum of 90 days may receive up to a \$400 non-monetary incentive*

Adrienne Cozart asked Ms. Hernandez to briefly describe what the Choices program is for those who were new to the board. Numerous questions were asked and answered about the program. Esther Pena asked if there was a reason to increase the incentive. Ms. Hernandez replied it was due to the small number of participants compared to the amount of funding in the budget. Also an increased incentive could help increase participation, which would help us in meeting our targeted numbers. Leonard Valderaz asked what our target numbers were and Ms. Hernandez said it was to have 50% of our mandatory population working.

Dela Esqueda moved to approve the Policy Change for Non-Monetary Incentives for Choices Participants. Jeff Baum seconded, and the motion passed.

2. Request for Proposals (RFP) 2019-03-0004 FAC South Plains Regional Workforce Development Board administration office space.

Erin Rea explained the lease for the Workforce Solutions Board Administration office located at 1301 Broadway, Ste. 201 in Lubbock expires on January 31, 2022. The city of Lubbock is disposing of the building the Board administration is housed in. The Board administration office must move out of the city's building no later than December 31, 2019. The lease term for the current Board Administration office is year to year at a monthly cost of \$8,066.28. Beginning in 2020 the Board Administration office will be occupied by Board Administration as well as the Texas Workforce Commission's Vocational Rehabilitation Regional Office.

***Lease Terms:** The Board and TWC-VR prefers space that is move-in ready or would require minimal build-out. The Board is willing to enter a five (5) year lease, with the option to renew for an additional five (5) year period. Lease provisions must include an early termination clause (without penalty) should the Board suffer a loss of its public funding (equivalent to 15% or more in one year). Owner/landlord will be responsible for the repair and maintenance of plumbing, HVAC, roof, foundation, flooring, and other structures or equipment serving the facility, and any items considered long-lived assets. Such costs shall not be the responsibility of the Board.*

Activity	Start Date/End Date
RFP release date	March 1, 2019
RFP due date	April 5, 2019
Evaluate Proposals	April 8, 2019 through April 17, 2019
Conduct lease negotiations	April 17, 2019 through April 29, 2019
Award Lease	April 29, 2019
Lease effective date	January 1, 2020

Esther Pena moved to approve the release of Request for Proposals (RFP) 2019-03-0004 FAC South Plains Regional Workforce Development Board administration office. Chris Chambers seconded, and the motion passed.

VII. Information Items

1. Board Contracted Measure Report
Rosa Hernandez reported the report showed the Board is currently exceeding 6 measures, meeting 8 measures and not meeting three.
2. Board Operating Budget
Lisa Rivera reported on the operating budget as of December 31, 2018.
3. Monthly Grant Expenditure Report
Lisa Rivera reported on the grant expenditures as of December 31, 2018.
4. Financial Monitoring Update
Lisa Rivera reported on the Risk Assessment and Financial Monitoring Report conducted by Ed Taylor on SPCAA
5. Audit Update
Lisa Rivera reported Martinez & Rosario of San Antonio have conducted the audit and will have the final report available for the April Board Meeting
6. Contract Updates
Rosa Hernandez reported a contract had been signed with Aycock Media to market our programs.
7. Grant Updates
Erin Rea reported on the Externship Grant and the High Demand Job Training Grant
8. Program Monitoring

VIII. Report and Update by the Board CEO

Martin Aguirre discussed the need for a by-laws review. He noted new Board officers will be nominated and elected this year. He asked various staff members to provide the dates for upcoming job fairs and other activities.

IX. Adjourn

The meeting was adjourned at 4:10pm.