I. Call to Order
Chair Chuck Smith called the meeting to order at 3:02 p.m.

II. Public Comments/Open Session

III. Review & Approve Minutes Dated July 25, 2019
John Osborne moved to approve the minutes. Dela Esqueda seconded, and the motion passed.

IV. Committee Reports

V. Consent Agenda Approval

VI. Discussion, Consideration & Possible Action
1. Janitorial Services Procurement
   Erin Rea explained the Board procured the janitorial services of Kleen-Tech Janitorial Services in 2018. The initial contract was for one-year with an option to renew for two additional years. The Board gave Kleen-Tech Janitorial Services notice that their contract would not be renewed on October 31, 2019, due to multiple complaints monthly from multiple Workforce Solutions locations. The Board is procuring janitorial services for an initial one-year contract with an option to renew for two additional years. Kleen-Tech Janitorial Services is not eligible to bid for this contract.
Since the proposed procurement may result in a contract exceeding the small purchase threshold of $150,000 in the aggregate, the Texas Workforce Commission (TWC) and federal regulations require the Board to procure services through a formal Request for Proposals (RFP) procurement process.

The procurement provided for an initial contract period of November 1, 2019, through October 31, 2020, with options to extend the contract for two additional years beyond the initial contract period based upon satisfactory performance. If the current contractor ceases performance prior to October 31, 2019, the initial contract period will begin before November 1, 2019. The procurement schedule is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue the RFP and conduct procurement</td>
<td>September 3, 2019</td>
</tr>
<tr>
<td>Facilitate the evaluation process</td>
<td>September 19, 2019 – September 25, 2019</td>
</tr>
<tr>
<td>Conduct contract negotiations</td>
<td>September 26, 2019 – October 7, 2019</td>
</tr>
<tr>
<td>Award contract for initial contract period</td>
<td>October 7, 2019</td>
</tr>
<tr>
<td>Contract effective for initial contract period</td>
<td>November 1, 2019</td>
</tr>
</tbody>
</table>

Chris Carpenter moved to authorize the Board to enter into a contract with the janitorial contractor selected. John Osborne seconded, and the motion passed.

2. Fiscal Integrity Evaluation of the Workforce, Youth and Child Care Contractor
   Lisa Rivera explained the provisions of the TWC rule 802.21 adopted to be effective February 7, 2011, as published in the Texas Register, February 4, 2011, (36 Texas Register 604) requires the South Plains Workforce Development Board (the Board) to conduct a Fiscal Integrity Evaluation of its applicable subcontractors. The Fiscal Integrity Evaluation was conducted of the South Plains Community Action Agency (SPCAA) in its capacity as Workforce Center Contractor, Youth Program Contractor, and Child Care Contractor. The Review was conducted by Ed Taylor and Associates, the Financial Monitor for the Board. It was their determination that SPCAA was materially compliant with the requirements of cited TWC provisions in all areas reviewed. John Osborne moved to approve the Fiscal Integrity Review of SPCAA. Adrienne Cozart seconded, and the motion passed.

VII. Information Items
1. Board Contracted Measure Report
   Lisa Rivera reported there had no changes since the report from July 31, 2019.
2. Board Operating Budget
   Lisa Rivera reported on the operating budget as of August 31, 2019.
3. Monthly Grant Expenditure Report
   Lisa Rivera reported on the grant expenditures as of August 31, 2019.
4. Financial Monitoring Update
5. Audit Update
   Lisa River reported Martinez, Rosario & Company had initiated communication to set a date for the site visit.
6. Contract Updates
   Rosa Hernandez reported the SPCAA contract had been renewed for one-year
7. Grant Updates
   Erin Rea reported on the Texas Industry Partnership Grant, Externship Grant and the High Demand Job Training Grant.
8. Program Monitoring
VIII. **Report and Update by the Board CEO**

Rosa Hernandez and Sandra Hester reported on and showed pictures from 4 of the 5 Jobs Y’All events. Martin Aguirre announced the following upcoming events: October 9 – South Plains Job Fair; October 22 – South Plains Career Fair; and November 7 – Hiring Red White and You Job Fair for veterans. He noted the board office would begin moving to its new location in the Wells Fargo building on November 12.

**Adjourn**

Sharla Wells moved to adjourn. Dela Esqueda seconded, and the meeting was adjourned at 3:43pm.