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Workforce Solutions North Texas Board Meeting Agenda

April 21, 2023

Members of the Workforce Solutions North Texas Workforce Development Board will meet on **Thursday, April 27, 2023** at 12:00 pm (noon).

In-person attendance will be at Nortex Regional Planning Commission, 4309 Old Jacksboro Hwy, Suite 200 in Wichita Falls, Texas. Lunch will be provided for those who RSVP.

Virtual attendance requires registration by 12:00 pm, April 27th, to be granted access via Zoom.
<https://us06web.zoom.us/j/83845492701?pwd=aHhzbGUzVWt0eG8yQkIvL29ZYWJQZz09>

After registering, you will receive a confirmation email containing information to join the meeting.

AGENDA

- A. Call to Order
- B. Roll Call/Introductions
- C. Public Comment
- D. Declaration of Conflict of Interest
- E. Consent Agenda
 - 1. Approval of Minutes from March 2023 Board Meeting (pg 1-2)
Note - Full Board meeting recordings are posted to the board website at <https://ntxworksolutions.org/board-meetings/>
- F. Reports
 - 1. Monitoring Committee (pg 3-27)
 - 2. Executive Director
 - 3. Workforce Solutions Workforce Center & Child Care (pg. 28-40)
 - 4. Rapid Response (pg. 41)
- G. Announcements – Next Board Meeting – June 22, 2023
- H. Adjourn

The Workforce Solutions North Texas Board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices). The facility is wheelchair accessible and accessible parking spaces are available. Individuals who require auxiliary aids or services for this meeting should contact the Workforce Solutions Board Office at (940) 767-1432 at least two days before the meeting so that the appropriate arrangements can be made.

Workforce Solutions North Texas Board Meeting Minutes

March 23, 2023

I. Call to Order

Madam Chair, Kristin Little, called the Workforce Solutions North Texas Board Meeting to order at 12:04 PM.

II. Roll Call

Members present (in person or via Zoom): Toni Alonzo, Marsha Anderson, Michael Blevins, Lauren Bush, Billy Clark, Keri Goins, Maria Jaimes, Kristin Little, Anthony Louis, Kenny Miller, Debbie Powell, Glenda Ramsey, Mileasha Rizan, Crystal Sanders, Rhonda Schreiber, Linda Whitaker, and Julie Young.

Madam Chair, Kristin Little, noted a quorum of members present.

Members not present: Mary Aranda, Taylor Davis, Steve Halloway, Tracey Jennings, Synthia Kirby, Brandon Litteken, Lee Ritchie Jr., Jim Sjolander, and Dirk Welch.

Guests present: Donna Adams, Kendra Ball, Ebonie Batts, Judge Kevin Benton, Leneva Clark, Shana Ferguson, Karen Fite, Josie Gonzalez, Janis Heebner, Sharon Hulcy, Cynthia Humphrey, Judge Jim Johnson, Lisa McDaniel, Crystal Ojeda, Xochitl Pruitt, Darla Silva, Sandi Stahr, and Dennis Wilde.

III. Declaration of Conflict of Interest (COI)- There was none declared.

IV. Items for Discussion and Action

- Billy Clark made the motion and Rhonda Schreiber seconded to accept the minutes from the Board Meeting held on December 15, 2022 (17 in favor).
- Billy Clark made the motion and Rhonda Schreiber seconded to accept the Bowie Workforce Center Lease (16 in favor, 1 abstained).
- Anthony Louis made the motion and Billy Clark seconded to accept the Update of In-Demand Industries (15 in favor, 1 abstained, and 1 didn't vote).
- Rhonda Schreiber made the motion and Kenny Miller seconded to accept the Update of In-Demand Occupations (16 in favor, 1 abstained).
- Billy Clark made the motion and Rhonda Schreiber seconded to accept the Update of the Target Occupations Lists by Outreach Committee (16 in favor, 1 abstained).
- Billy Clark made the motion and Rhonda Schreiber seconded to accept the Two-Year Modification of Board Plan for WIOA PY 21-24 (17 in favor).

V. Committee Reports

- ***Monitoring Committee Update:***
 - Sharon reported that we have received our TWC Audit closure letter from last year's review. All findings were corrected and accepted by the state, including the findings

regarding the MOUs (Memoranda of Understanding) and IFAs (Infrastructure Funding Agreements). The Choices program was not meeting the performances goals needed in 2022, and therefore was put on a TAP (Technical Assistance Plan). TWC sent a letter informing that the program was no longer on TAP due to an increase in performance goals. Richard Rogers completed his final audit for the WIOA program. He noticed a reoccurring trend; the board proposed a corrective action plan. They corrected it and must monitor it quarterly. Sharon explains that she will be beginning the RFP for monitoring to replace Mr. Rogers.

Procurement List – Sharon Hulcy explained this list is a running total for the year.

Grant Spending Report – Sharon Hulcy shared that this report shows the balance remaining and the dates of each grant. Sharon states we have more grants that are new, they have yet to be added to the list.

- **Executive Director Report** – Lisa McDaniel shared with the board there are being a lot of bills being proposed to the Texas Legislature regarding childcare. Keri Goins was invited to Austin to testify on House Bill 423. This bill is set to start research to see if they need to increase wages for childcare workers. Lisa updated the board on 2 new board staff members that will be starting as Community Engagement Specialists. One will focus on expansion of the Child Care industry and the other will be responsible for the boards social media and marketing of programs. Lisa McDaniel reported the co-location is complete and to save the date for the ribbon cutting and open house that will be June 8th. Mrs. McDaniel explained the Student Hire Ability Navigator position will be moving to the center to work with the staff there for that position. Lisa also shared she is hiring another IT specialist to assist our IT manager. The building in Seymour is ready for office and equipment set up and will be an on-going project through the rest of the year.

Workforce Solutions Workforce Center – Crystal Ojeda reports they continue to serve customers in community employment. Crystal encouraged the board and guest that if there is a need for a job seeker or employer needing job seekers to please refer them to the Center. Positive feedback and survey results for February were 88.45%.

Workforce Solutions Child Care – Donna Adams shares she is providing incentives to providers to encourage them to enroll with TRS (Texas Rising Star). Donna has reached out to CCR (Child Care Regulations) to send her all the childcare facilities, to get all children placed. Donna Adams shared she hired two employees Client Services Specialist and a TRS Provider Specialist. They will be fully staffed after the two new employees start.

Rapid Response – Kendra Ball reports in 2022 there were 238 employees laid off, as of 2023 there have been 244 people laid off. Kendra Ball encouraged all if they know of any business that is going out of business or needs help to reach out to her.

VI. Announcements – Next board meeting is on April 27, 2023.

VII. Adjournment

Madam Chair, Kristin Little, adjourned the meeting at 1:09 PM.

Glenda Ramsey, Secretary

Report on the
Annual Financial
Monitoring
Evaluation
Of the:

Equus Workforce Solutions

In their capacity of, *Workforce* Contractor for the
Workforce Solutions North Texas

Final Report Date:
April 20, 2023

R

eport Demographics

Report Number: WFSNT 23-05

Report Type: FINAL

Report Issue Date: Draft Report; March 21, 2023
Final Report: April 20, 2023, no response required

Review Type: Annual *Workforce* financial monitoring evaluation

Entity Reviewed: *Equus Workforce Solutions, (EWS)*
In their capacity of Workforce Contractor for the
Workforce Solutions North Texas (the Board)

Review Period: October 1, 2021 through November 30, 2022

Review Conducted by: Diaz, Smith and Associates
Anna Rocha Diaz
Sujuane Smith
Donna Richardson, CPA
Edward Taylor

Report Developed by: Edward Taylor

pplicable Definitions

Board: The *North Texas Workforce Development Board Dba Workforce Solutions North Texas* created pursuant to Texas Government Code §2308.253 and certified by the Governor pursuant to Texas Government Code §2308.261.

Briefing Items: are general noncompliance conditions that are observed and documented by the monitors based on established law, procedures, or other authoritative guidance. These noncompliance conditions are considered lower risk findings but could potentially result in a higher risk finding based on the nature of the deficiency (i.e., repeat violations, issues indicative of systemic problems). These items while documented in the workpapers may or may not be included in the report. All briefing items are discussed on-site (when applicable) during the review. The determination of report inclusion shall be based on criteria as determined by the Board.

Disallowed Costs: Those charges to an award that are determined to be unallowable, in accordance with the applicable Federal cost principles, applicable State rules, regulations, policies or other terms and conditions contained in the award.

Finding: an instance where noncompliance with requirements contained in federal or State law, regulation, administrative code, guidance or other promulgations are determined and are considered to be issues that are of high risk that could potentially result in questioned costs and/or impact the integrity of program operations.

FMGC: *Texas Workforce Commission Financial Manual for Grants and Contracts*

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Questioned cost: A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

Financial Monitoring Review Scope

This annual financial monitoring evaluation of the *Equus Workforce Solutions, (EWS)* was conducted on behalf of the *Workforce Solutions North Texas (the Board)*. The review was performed to assess the reliability of review period fiscal data. Additionally, the review evaluated the degree of compliance with the applicable Board contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls. The following areas/items were examined:

1. **Applicable Contract(s):** Contract number *2021-005 WFC PY2023*
2. **Cash Management:** The EWS, bank statements and reconciliations for period October through November 2022 were reviewed for the following accounts:
 - Arbor E&T LLC, North Texas Support Services *Imprest* account
 - Wells Fargo, Account Ending (redacted)Our review included an evaluation of internal bank reconciliation controls and collateral agreement adequacy, if applicable, for any balances in excess of FDIC coverage.
3. **Budget and Reporting:** We compared EWS administration and program expenditures reported to the Board, to applicable contract budgets and the EWS general ledgers for the periods ended September and November 2022. Additionally, we projected expenditures by line item to the end of the current contract period using a straight-line method.
4. **Cost Allocation Plan, Indirect Cost and Allocated Costs Testing:** *The review of these items is currently being conducted the results therefrom will be issued as an addendum to this report upon completion.*
5. **Disbursements:** Supporting documentation for forty-four (44), judgmentally selected direct disbursement transactions occurring during the review period was examined.
6. **Individual Training Account (ITA):** We examined supporting documents for seven (7) ITA's occurring in and/or applicable to the review period. Documents reviewed include: ITA checklist, Training Authorization Form, WFS Training Agreement, State ETPL, ITA Voucher, and TWIST ITA printout

7. **Payroll:** Payroll documentation for eight (8) EWS employees charged directly and/or indirectly all or in part, to its contracts with the Board was reviewed for the pay periods as follows:

No	Pay Period Start	Pay Period End	Pay Date
1	11/20/2021	12/3/2021	12/10/2021
2	12/4/2021	12/17/2021	12/24/2021
3	12/18/2021	12/31/2021	1/7/2022
4	4/23/2022	5/6/2022	5/13/2022
5	5/7/2022	5/20/2022	5/27/2022
6	5/21/2022	6/3/2022	6/10/2022
7	9/24/2022	10/7/2022	10/14/2022
8	10/8/2022	10/21/2022	10/28/2022
9	10/22/2022	11/4/2022	11/11/2022

Items reviewed included employee time sheets, pay (rate) authorization documents, job descriptions, forms I-9 and W-4, canceled checks, leave authorizations, and allocation worksheets (where applicable).

8. **Audit:** We examined the SEFA for the fiscal year ending December 31, 2021. The report was prepared by *ML Weeks and Company PC* and issued June 29, 2022.
9. **Insurance:** We examined EWS insurance policies applicable to this project for the periods ending July 1, 2022 and July 1, 2023.
10. **On the Job Training Agreement (OJT):** We examined supporting documents for one (1) OJT agreement occurring in and/or applicable to the review period. Documents reviewed include: *OJT/WE checklist, Work Experience Referral, TWIST notes, Timesheets, Work Experience Worksite Agreement, and Work Experience Trainee Agreement*
11. **Cash Equivalents:** We reconciled the physical inventory values of the bus passes, gas cards and incentive cards as of November 30, 2022, as prepared by Equus, to the General Ledger. Additionally, from the inventory list of “on-hand”, as of November 30, 2022, bus passes, gas cards and incentive cards we randomly selected ten (10) items for physical review. We received copies of the actual physical cards.
12. **Procurement:** We examined the EWS procurement documentation associated with six (6) *micro/small purchase* procurements.

13. **Work Experience:** The following work experience documentation occurring in and/or applicable to the review period was examined for five (5) clients:

- *Worksite Agreements*
- *Timesheets*
- *I-9s*
- *W-4s*
- *Payroll Register/Check Stubs*
- *Applicable Policies*

Our review encompassed the period October 1, 2021 through November 30, 2022.

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

*The work-papers and source documents resultant from this review are maintained by **Diaz, Smith and Associates** and are available for inspection with approval by the North Texas Workforce Development Board (the Board).*

Findings

1. Individual Training Accounts (ITA)

Our testing consisted of an examination of supporting documents for seven (7) ITA's occurring in and/or applicable to the review period. Documents reviewed include: ITA checklist, Training Authorization Form, WFS Training Agreement, State ETPL, ITA Voucher, and TWIST ITA printout. The following exceptions were noted:

- a) From our testing sample we determined 1 disbursement (\$54) and one ITA (\$4,350) transaction was paid in excess of eight (8) months from the incurrence of the costs. The particulars of the ITA transaction are reflected in the following workpaper excerpt.

SAMPLE	DESCRIPTION	STUDENT INFO	DSA ITEMS REQUESTED
5	TwistID	10715386	TWIST shows tuition payment on 3/10/22 for \$4,350.00, but Copy of
	Fund	WIOA DW	Check shows invoice was paid 1/30/2023.
	Provider	160 Driving Academy	---Invoice dated 3/28/2022, paid 1/30/2023 (paid late)
	Educ. Program	Truck Driving	

- b) ITA payments were made where tuition costs were previously paid by a clients' Pell grant. The following diagram reflects the chronology and amounts associated with two (2) ITA tuition payments made after Pell grant payments. Accordingly, \$7,504.00, the payments for these two ITA's, is being questioned for non-compliance with applicable Equus and TWC policies.

SAMPLE	DESCRIPTION	STUDENT INFO	DSA ITEMS REQUESTED
8	TwistID	14689382	----Per Board policy, tuition should be paid by Pell Grant prior to WIOA funds.
	Fund	WIOA Adult	----Invoices already paid by Pell Grant when Equus paid tuition (2 instances)
	Provider	Vernon College	
	Educ. Program	LVN	
PAYMENT NO. 1			----Invoice already paid by Pell Grant
Std Stmt (Estimate)	5/5/2022	\$ 3,479.00	Estimated Pell \$3,479 - Student Statement dated 5/5/2022
ITA	5/25/2022	\$ 3,479.00	Student Statement dated 5/5/2022
Std Stmt-PELL	6/23/2022	\$ 3,247.00	REFUND (per student statement)
Std Stmt-LOAN	6/23/2022	\$ 393.00	REFUND (per student statement)
INVOICE	6/29/2022	\$ 3,479.00	INVOICE (shows total amount due, but does not match Student Statement)
CHECK	7/15/2022	\$ 43,851.14	CHECK Paid Invoice for \$3,479
PAYMENT NO. 2			----Invoice already paid by Pell Grant and Loan
Std Stmt (Estimate)	8/10/2022	\$ 4,025.00	Estimated Pell \$3,448, Est. Direct Loan \$577.00 (dated 8/10/22)
ITA	8/19/2022	\$ 4,025.00	VOUCHER
Std Stmt-PELL	9/15/2022	\$ 3,448.00	REFUND (per student statement)
INVOICE	10/3/2022	\$ 4,025.00	INVOICE (shows total amount due, but does not match Student Statement)
CHECK	10/11/2022	\$ 40,867.24	CHECK Paid Invoice for \$3,479

Recommendations

- a) **Timely Payments:** In its response to this report Equus should indicate what policy and procedural changes to be implemented to ensure timely payment of costs incurred under its contract(s) with the Board and their anticipated implementation schedule.

A local accounting policy has been developed establishing the following monthly procedure:

- Run a report of outstanding vouchers,
- Vouchers will be sorted by date,
- Outstanding balances over 60 days old will be reviewed in depth to determine what issues are impacting the payment such as a need for additional documentation, participant issues, etc.,
- Fiscal staff will work with case managers and training providers to resolve the issues and make payment.

As an additional check an element has been added to the WIOA Case-Closure checklist to require Talent Development Specialists to verify all ITA and support service vouchers have been paid prior to closing the case in SAFE, the paperless filing system. If there are outstanding vouchers, the case will not be archived until the outstanding vouchers are resolved. An element will be added to the WIOA Case Management Quality Assurance audit tool to check that a case is not archived with unpaid vouchers remaining.

Monitor's Response

The procedures outlined in the Equus response to this Finding are acceptable pending verification of their implementation in subsequent financial monitoring reviews.

Status: *Resolved pending further verification in subsequent financial reviews*

- b) **ITA Payment Questioned Costs:** Equus should adhere to the Board's resolution procedures regarding the \$7,504.00 in ITA questioned costs.

Equus will reimburse the Board for the \$7,504.00 questioned ITA costs.

Monitor's Response

We find the proposed repayment acceptable pending verification of its occurrence in subsequent financial monitoring reviews.

Status: *Resolved pending further verification in subsequent financial reviews*

Observations

Our financial review of the *Equus Workforce Solutions, (EWS)* evaluated the areas outlined in the Review Scope section of this report and did not determine any reportable observations.

Report on the
Annual Financial
Monitoring
Evaluation
Of the:

Equus Workforce Solutions

In their capacity of, *Workforce* Contractor for the
Workforce Solutions North Texas

Final Report Date:
April 20, 2023

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eport Demographics

Report Number: WFSNT 23-05A

Report Type: Addendum to Report 23-05, *Draft pending Equus response*

Report Issue Date: Draft Report: March 24, 2023
Final Report: April 20, 2023, no response required

Review Type: Annual *Workforce* financial monitoring evaluation

Entity Reviewed: *Equus Workforce Solutions, (EWS)*
In their capacity of Workforce Contractor for the
Workforce Solutions North Texas (the Board)

Review Period: October 1, 2021 through November 30, 2022

Review Conducted by: **D**iaz, **S**mith and **A**ssociates
Anna Rocha Diaz
Sujuane Smith
Donna Richardson, CPA
Edward Taylor

Report Developed by: Edward Taylor

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FMGC: *Texas Workforce Commission Financial Manual for Grants and Contracts*

Notable Practices: are informative statements that highlight and recognize positive processes and improvements.

Observations: A reportable condition that does not currently have a material effect on internal controls and the accuracy of the financial information. An observation, if not addressed, presents the possibility of a future circumstance of non-compliance and/or internal control weaknesses. Additionally, observations are informative statements or constructive comments made to identify processes that can assist the entity being reviewed improve service delivery and result in positive program outcomes. Observations are not expected to be responded to

Questioned cost: A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

Financial Monitoring Review Scope

This addendum to the draft report number 23-05 issued March 21, 2023 of the annual financial monitoring evaluation of the *Equus Workforce Solutions, (EWS)*. The review was conducted on behalf of the *Workforce Solutions North Texas (the Board)* to assess the reliability of review period fiscal data. Additionally, the review evaluated the degree of compliance with the applicable Board contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls. The following areas/items were examined:

1. **Applicable Contract(s):** Contract number *2021-005 WFC PY2023*
2. **Cost Allocation Plan, Indirect Cost and Allocated Costs Testing:** We examined the following:
 - a) Equus Cost Allocation Plan PY 21-22
 - b) Equus Cost Allocation Plan PY 22-23
 - c) Pool 174-Workforce Shared Cost Pool Allocation-The month of November 2022 allocation was selected for testing.
 - d) Pool 175-Administrative Cost Pool: The month of November 2022 allocation was selected for testing.
 - e) Pool 176-Workforce SNAP Cost Pool: The month of November 2022 allocation was selected for testing.
 - f) Pool 177-WIOA Youth Cost Pool: The month of November 2022 allocation was selected for testing.
 - g) Equus Audit report for the period ending December 31, 2021
 - h) Equus Final Indirect Cost Rate Schedule report for the period ending December 31, 2021. We recalculated final indirect cost rate based upon the audited financial statements for the period.
 - i) Equus Provisional Indirect Cost Rate Schedule report for the period ending December 31, 2022.

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

*The work-papers and source documents resultant from this review are maintained by **Diaz Smith and Associates** and are available for inspection with approval by the North Texas Workforce Development Board (the Board).*

Findings

1. Cost Allocation Plan, Indirect Cost and Allocated Costs Testing:

We examined the items identified in the *financial monitoring review scope* section of this report. The items were tested for compliance with the applicable OMB and TWC promulgations. Additionally, where applicable, selected allocation computations were verified. The following exceptions were noted:

- A. **Pool 174-Workforce Shared Cost Pool Allocation**-The allocations for the month of November 2022 were selected for testing. The allocation basis was direct labor hours. DSA recalculated the direct labor hour percentages for each program and applied it to the 174 pool expenditures and compared to the general ledgers. No recalculation exceptions were noted. However, DSA noted that not all programs, such as PATH, RESEA, Military Family Support & Voc Rehab were included in the allocation. DSA did not receive the requested report reflecting of the shared costs that were allocated for month of November 2022 to test the amount that were allocated.
- B. **Pool 175-Administrative Cost Pool** - The allocations for the month of November 2022 were selected for testing. Per the cost allocation plan it was noted that the basis was cumulative operating expenses for the following funding streams: Adult, Dislocated Worker, In-School Youth, Out-of-School Youth, SNAP and TANF. DSA noted that the wrong amount of operating expenses were used for the Adult funding stream, which resulted in the wrong amount of pooled costs being allocated to all the programs. The operational expenses used, which was the allocation basis, should have been \$36,514.51 instead of \$14,787.67. All programs did not receive their proportionate share of the administrative costs.

Recommendations

- A. Equus should ensure all grants/funding sources receive their share of all allocated costs in direct proportion to benefits received by each. Additionally, Equus should amend its Cost Allocation Plan to reflect the methodologies to be used in the conduct of these allocations.

SUBCONTRACTOR RESPONSE: The programs mentioned above, PATH, RESEA, Military Family Support and Voc Rehab are considered special programs and not normally part of our cost allocation, these cost are a direct charge. In the cost allocation plan it states that Certain costs are direct charged to the specific funding stream such as client training and tuition, transportation, incentive payments and other direct support service cost. General allocable costs for EQUUS are accumulated in a Cost Pool(s), and then

allocated to the specific funding streams by the following Cost Allocation Plan. Personnel and other expenses, when not direct charged, will be posted to the following cost pools:

1. 174 Workforce (Shared) Cost Pool
2. 175 Administrative Cost Pool
3. 176 Workforce SNAP Cost Pool
4. 177 WIOA Youth Cost Pool

We can modify the verbiage in the allocation plan regarding special programs going forward.

Monitor's Response

We find the response to this finding are acceptable, pending future testing in subsequent financial monitoring reviews.

Status: *Resolved pending further verification in subsequent financial reviews*

- B. Equus should amend the November 2022 invoice submitted to the Board to reflect the correct of amount of administrative costs for each program.

A reclass will be submitted to correct the November allocation. The board has approved that the correction can be reflected on the March 2023 invoice with a note specifying a correction from the DSA November audit.

Monitor's Response

We find the response to this finding are acceptable, pending future testing in subsequent financial monitoring reviews.

Status: *Resolved pending further verification in subsequent financial reviews*

Report on the
Annual Financial
Monitoring
Evaluation
Of the:

Rolling Plains Management Corporation

In their capacity of, *Child Care* Contractor for the
Workforce Solutions North Texas

March 21, 2023

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Report Demographics

Report Number: WFSNT 23-04

Report Type: Final

Report Issue Date: March 21, 2023

Review Type: Annual *Child Care* financial monitoring evaluation

Entity Reviewed: *Rolling Plains Management Corporation, (RPMC)*
In their capacity of Child Care Contractor for the
Workforce Solutions North Texas (the Board)

Review Period: October 1, 2021 through November 30, 2022

Review Conducted by: Diaz, Smith and Associates
Anna Rocha Diaz
Sujuane Smith
Edward Taylor

Report Developed by: Edward Taylor

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Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

Financial Monitoring Review Scope

This annual financial monitoring evaluation of the *Rolling Plains Management Corporation, (RPMC)* was conducted on behalf of the *Workforce Solutions North Texas (the Board)*. The review was performed to assess the reliability of review period fiscal data. Additionally, the review evaluated the degree of compliance with the applicable Board contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls. The following areas/items were examined:

1. **Applicable Contract(s):** Contract number *2022-008 CCS FY2023*
2. **Cash Management:** The following RPMC Crowell State Bank, bank statements and reconciliations for the accounts and periods as reflected following:
 - *Operating Account* October through November 2022
 - *Payroll Account* October through November 2022Our review included an evaluation of internal bank reconciliation controls and collateral agreement adequacy, if applicable, for any balances in excess of FDIC coverage.
3. **Budget and Reporting:** We compared RPMC administration and program expenditures reported to the Board to applicable contract budgets and the RPMC general ledgers for the periods ended September and November 2022. Additionally, we projected expenditures by line item to the end of the current contract period using a straight-line method.
4. **Direct Child Care:** We selected fifteen (15) Child Care clients from 230 reports for the months of December 2021, May 2022, and October 2022. Our review consisted of an evaluation and/or consideration of the following where applicable.
 - *Client Files*
 - *Provider files for each applicable client*
 - *Billing files for each selected provider*
 - *EFTs for the selected billings*
 - *Listing of TRS and School Ready Providers*
 - *Child Care Policies and Procedures*
 - *CCMS Maximum Rates*
 - *TWIST rate schedule for each provider selected*
5. **Cost Allocation Plan:** We examined the RPMC *Cost Allocation Plan* applicable to the review period.

6. **Payroll:** Payroll documentation for four (4) RPMC employees charged directly and/or indirectly all or in part, to its contracts with the Board was reviewed for the pay periods as follows:

No	Period Start	Period End	Pay Date
1	11/28/2021	12/11/2021	12/17/2021
2	12/12/2021	12/25/2021	12/31/2021
3	12/26/2021	1/8/2022	1/14/2022
4	5/1/2022	5/14/2022	5/20/2022
5	5/15/2022	5/28/2022	6/3/2022
6	5/29/2022	6/11/2022	6/17/2022
7	10/2/2022	10/15/2022	10/21/2022
8	10/16/2022	10/29/2022	11/4/2022
9	10/30/2022	11/12/2022	11/18/2022

Items reviewed included employee time sheets, pay (rate) authorization documents, job descriptions, forms I-9 and W-4, canceled checks, leave authorizations, and allocation worksheets (where applicable).

7. **Disbursements:** Supporting documentation for forty-five (45), judgmentally selected direct disbursement transactions occurring during the review period were examined.
8. **Audit:** We examined the RPMC *Financial Statements and Independent Auditors Report* for the fiscal year ending November 30, 2021. The report was prepared by *MWH Group PC* and issued.
9. **Indirect Costs:** In response to intra-review inquiry the RPMC provided the following responses regarding its use of an *indirect cost rate to allocate its overhead expenses*. Per RPMC: “*RPMC 1st opted to use the De Minimis for the FY ended 11/30/2020*”
10. **Procurement:** We examined the RPMC procurement documentation associated with nine (9) *micro/small purchase* procurements and the *formal* procurement of its annual audit firm.
11. **Insurance:** We examined RPMC’s insurance policy applicable to this project for the period ending March 17, 2023.

F inancial Monitoring Review Findings and Observations

Findings

Our financial review of the *Rolling Plains Management Corporation, (RPMC)* evaluated the areas outlined in the Review Scope section of this report and did not determine any reportable findings.

Observations

Documentation in verification of Mileage

Our disbursement testing evaluated supporting documentation for forty-five (45), judgmentally selected direct disbursement transactions occurring during the review period. The following workpaper excerpt reflects immaterial variances we determined when reconciling the mileage on the provided documents to MapQuest for the same trip.

SAMPLE	DocNum	Date	PayeeID	TEST FIRST MILEAGE ON REPORT				
2	2799	12/17/2021	Full time 40 hours - 12 month employees					
SAMPLE	NAME	PURPOSE OF TRAVEL						
2.1	Belinda Belmares	Expense Report for Assessment, Results Meeting and Visits (Ok)						
NOTES	MILES	DATE	MILES	NOTES	Variance	RATE	Variance	COMMENTS
Instance #1	149	12.6.21 Per Rpt	126.8	Per MapQuest	22.2	0.56	\$ 12.43	Briefing Item (insignificant)
Instance #2	149	12.7.21 Per Rpt	126.8	Per MapQuest	22.2	0.56	\$ 12.43	Briefing Item (insignificant)
SAMPLE	DocNum	Date	PayeeID	TEST FIRST MILEAGE ON REPORT				
3	2928	5/20/2022	CCAS - FT/40 hrs-12 month employees					
SAMPLE	NAME	PURPOSE OF TRAVEL						
3.2	Mark Cisneros	Imagination Station, ESC 9, and TRS Gods Blessings (ok)						
NOTES	MILES	DATE	MILES	NOTES	Variance	RATE	Variance	COMMENTS
Instance #3	180	5.2.22 Per Rpt	171	Per MapQuest	9	0.585	\$ 5.27	Briefing Item (insignificant)

During the exit conference RPMC indicated they would make procedural changes to alleviate this circumstance in the future.

Workforce Solutions North Texas
Grant Spending Report
Report date: As of 02/28/2023

Acct Code	Grant Number	Workforce Program	Grant Period	Total Grant Award	Total Grant Expended	Balance Remaining	% Remaining
33-878	3018VRS180	Paid Work Experience	04/01/19 - 09/30/23	225,000.00	48,241.28	176,758.72	79%
33-880	NT2020-1	PATH	01/01/20 - 03/31/23	90,000.00	59,401.28	30,598.72	34%
33-898	3018VRS142	Student Hire Ability Navigator	09/01/20 - 08/31/23	226,000.00	165,128.53	60,871.47	27%
33-913	0321WOA001	WOA - Adult	07/01/21 - 06/30/23	338,322.00	328,268.20	10,053.80	3%
33-914	0321WOD001	WOD - Dislocated Workers	07/01/21 - 06/30/23	719,852.00	635,627.64	84,224.36	12%
33-915	0321WOY001	WOY - Youth	07/01/21 - 06/30/23	322,902.00	321,865.79	1,036.21	0%
33-1002	0322CCX001	Service Industry Recovery SIR	10/01/21 - 03/31/23	314,483.00	264,825.83	49,657.17	16%
33-1005	0322WCI001	Workforce Commission Incentives	10/01/21 - 05/31/23	150,562.00	127,537.65	23,024.35	15%
33-1006	0322CCQ001	Child Care Quality	10/01/21 - 03/31/23	623,877.00	599,904.36	23,972.64	4%
33-1013	0322BSA001	BSA - Board Service Awards	01/01/21 - 12/31/23	200,000.00	101,797.97	98,202.03	49%
33-1014	3022VRS028	Summer Earn and Learn	10/01/21 - 09/30/23	178,962.98	51,893.41	127,069.57	71%
33-1015	0322WOA001	WOA - Adult	07/01/22 - 06/30/24	392,343.00	193,363.34	198,979.66	51%
33-1016	0322WOD001	WOD - Dislocated Workers	07/01/22 - 06/30/24	777,480.00	85,124.29	692,355.71	89%
33-1017	0322WOY001	WOY - Youth	07/01/22 - 06/30/24	376,370.00	31,677.08	344,692.92	92%
33-1018	0322WOR001	WIOA - Rapid Response	07/01/22 - 06/30/23	20,258.00	7,537.18	12,720.82	63%
33-1019	0323COL001	Infrastructure Support Services - Ongoing	09/01/22 - 10/31/23	149,099.76	86,875.65	62,224.11	42%
33-1020	0323CCP001	Protective Regulatory Services	09/01/22 - 12/31/23	816,400.00	428,403.18	387,996.82	48%
33-1021	0323CCF001	Child Care - CCF	10/01/22 - 12/31/23	7,217,245.00	1,654,612.63	5,562,632.37	77%
33-1022	0323SNE001	SNAP	10/01/22 - 09/30/23	141,298.00	108,497.44	32,800.56	23%
33-1023	0323TAF001	Temporary Assistance to Needy Families	10/01/22 - 10/31/23	936,138.00	346,314.40	589,823.60	63%
33-1024	0323CCM001	Child Care Local Match	10/01/22 - 12/31/23	591,964.00	0.00	591,964.00	100%
33-1025	0323WCI001	Workforce Commission Incentives	10/01/22 - 09/30/23	42,217.00	2,522.63	39,694.37	94%
33-1026	0323CCQ001	Child Care Quality	10/01/22 - 10/31/23	873,784.00	166,342.78	707,441.22	81%
33-1027	0323WPA001	Wagner-Peyser Employment Service	10/01/22 - 12/31/23	32,174.00	9,358.17	22,815.83	71%
33-1028	0323REA001	RESEA	10/01/22 - 09/30/23	180,238.00	53,927.32	126,310.68	70%
33-1029	0323TRA001	Trade Adjustment Act	10/01/22 - 12/31/23	47,275.00	4,969.32	42,305.68	89%
33-1030	0323RAG001	Resource Adm grant	10/01/22 - 09/30/23	6,346.00	2,359.12	3,986.88	63%
33-1031	0323WOO001	WOO Additional funding	10/01/22 - 09/30/23	63,450.00	10,593.52	52,856.48	83%
33-1032	0322TVC001	Texas Veteran's Commission	10/01/22 - 09/30/23	19,866.00	9,075.87	10,790.13	54%
33-1033	0323WOS001	WOS- Military Family Support	01/01/23 - 12/31/23	69,512.00	9,670.34	59,841.66	86%
33-1034	0323BSA001	BSA - Board Service Awards - CC E&T	01/01/23 - 12/31/23	50,000.00	0.00	50,000.00	100%
33-1035	0323BSA002	BSA - Board Service Awards - VR Integration	01/01/23 - 12/31/23	75,000.00	0.00	75,000.00	100%

Board Procurement List
4/1/2022 - 3/31/2023

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
2B Promotional Products	6/2/22	\$ 1,240.40	2021 Annual Reports	Micro		
2B Promotional Products	10/3/22	\$ 619.00	Employee Shirts for Transition Fair	Micro		\$ 1,859.40
Adobe	4/30/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	5/23/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	6/28/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	7/28/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	8/29/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	9/23/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	10/5/22	\$ 359.88	Creative Cloud	Micro		
Adobe	10/23/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	11/23/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	12/23/22	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	1/23/23	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	2/23/23	\$ 84.95	Acrobat Pro DC for 5	Micro		
Adobe	3/23/23	\$ 119.95	Acrobat Pro DC for 6	Micro	\$ 119.95	\$ 1,414.28
Affordable Texas Movers	1/20/23	\$ 475.00	Relocation of refrigerator from VR WF Center to VR Graham Center	Micro		\$ 475.00
Amazon	4/5/22	\$ 25.99	Surface Mouse for Board Staff	Micro		
Amazon	6/7/22	\$ 74.48	2 Black Toners for Admin. Asst. Copy/Printer for Business Use	Micro		
Amazon	6/15/22	\$ 299.99	Black And White Printer for BSA Project	Micro		
Amazon	6/15/22	\$ 1,511.84	8 Dell Monitors 24 In BSA Project	Micro		
Amazon	6/28/22	\$ 52.34	Office Supplies for Staff	Micro		
Amazon	7/1/22	\$ 6,930.00	90 Chromebooks for Student of Cafe Con Leche	Micro		
Amazon	7/7/22	\$ 1,355.00	Replacement Surface for Staff	Micro		
Amazon	7/8/22	\$ 159.84	8 Head Sets for BSA Project	Micro		
Amazon	7/21/22	\$ 64.87	Doorbell, Clorox Wipes and Kn95 Masks for The Board	Micro		
Amazon	7/28/22	\$ 249.98	Microsoft Office BSA Project	Micro		
Amazon	8/9/22	\$ 237.54	Binders and Sheet Protectors for BSA Project	Micro		
Amazon	9/9/22	\$ 989.99	Scanner for CC Program Director	Micro		
Amazon	9/13/22	\$ 35.99	Handheld Sign Holders for Transition Fair	Micro		
Amazon	9/19/22	\$ 16.08	Supplies from Amazon for Transition Fair	Micro		
Amazon	9/21/22	\$ 51.97	Supplies from Amazon for Transition Fair	Micro		
Amazon	9/29/22	\$ 26.54	Heavy Duty Stapler	Micro		
Amazon	10/21/22	\$ 19.27	No Soliciting	Micro		
Amazon	12/19/22	\$ 31.55	Cutlery Kits for Board Meeting	Micro		
Amazon	12/20/22	\$ 79.98	Copy Paper and Air Wick Freshners for Board Office	Micro		
Amazon	12/22/22	\$ 7.83	ADA Signs	Micro		
Amazon	12/26/22	\$ 55.21	Office and cleaning supplies for the Board Office	Micro		
Amazon	12/27/22	\$ 41.71	Cups and Air Wick Spray Kits	Micro		
Amazon	2/8/23	\$ 95.88	VGA Cables	Micro		
Amazon	3/2/23	\$ 145.92	IPhone cases	Micro	\$ 145.92	
Amazon	3/5/23	\$ 26.93	IPhone chargers	Micro	\$ 26.93	
Amazon	3/7/23	\$ 1,906.98	Surface Pro and Keyboard for Board Staff	Micro	\$ 1,906.98	
Amazon	3/8/23	\$ (145.92)	Return IPHone Cases	Micro	\$ (145.92)	
Amazon	3/21/23	\$ 158.98	Docking Station for Board Staff	Micro	\$ 158.98	\$ 14,506.76
AT&T	3/1/23	\$ 180.00	AT&T Deposits for IPHones	Micro	\$ 180.00	\$ 180.00
B&H photo	4/29/22	\$ 3,079.78	Microsoft Office BSA Project	Micro		
B&H photo	5/27/22	\$ 479.84	AZO Keyboards BSA Project	Micro		
B&H photo	6/15/22	\$ 5,032.00	8 Dell OPT 3080 Computers BSA Project	Micro		
B&H photo	2/22/23	\$ 1,799.00	Computer for board staff	Micro		\$ 10,390.62
Best Buy	5/10/22	\$ 43.28	Mini Display Port to HDMI Adaptor	Micro		\$ 43.28
BlueAlly Technology	11/9/22	\$ 6,179.07	Meraki License Renewal 2022	Micro		
BlueAlly Technology	2/14/23	\$ 5,290.00	Meraki License Renewal 2023	Small		\$ 11,469.07
Boley and Featherston Insurance	1/26/23	\$ 500.00	Agency Fees	Micro		
Boley and Featherston Insurance	3/1/23	\$ 2,560.00	Directors Officers Liability Renewal	Micro	\$ 2,560.00	\$ 3,060.00
Budget Blinds	9/13/22	\$ 1,964.00	Solar Shades for the Galaxy Center Reconstruction	Micro		\$ 1,964.00
Breachlock	6/30/22	\$ 8,900.00	Cyber Security for Network	Micro		\$ 8,900.00
Brocro	4/15/22	\$ 25.00	Name Badges for board staff	Micro		\$ 25.00
Calendy	2/10/23	\$ 108.00	Calendy yearly subscription Feb 2024	Micro		\$ 108.00
Card My Yard	9/16/22	\$ 90.00	Card My Yard for Transition Fair	Micro		\$ 90.00
CDW Government Inc	4/8/22	\$ 877.84	8 3M Privacy Filters for Monitors BSA Project	Micro		
CDW Government Inc	4/12/22	\$ 326.59	HP Laserjet Printer for Graham Center	Micro		
CDW Government Inc	4/14/22	\$ 1,536.22	22 3M Privacy Filters for Monitors BSA Project	Micro		
CDW Government Inc	6/1/22	\$ 877.84	8 Privacy Filters For BSA Project	Micro		
CDW Government Inc	6/10/22	\$ 1,632.95	(5) Hp Laserjet Pro M404dw Printer BSA Project	Micro		
CDW Government Inc	7/11/22	\$ 563.04	4 Ms Office Home & Student For BSA Project	Micro		
CDW Government Inc	10/20/22	\$ 1,905.55	Printer Ink for Board Office	Micro		\$ 7,720.03
Circle M Bakey	10/11/22	\$ 106.80	Breakfast for Transition Fair	Micro		\$ 106.80
Constant Contact	9/24/22	\$ 770.00	Email marketing platform compatible with our WordPress website.	Micro		\$ 770.00
DAVE'S BUG PRO	4/6/22	\$ 60.00	Rodent Appt for Board Office	Micro		
DAVE'S BUG PRO	5/24/22	\$ 60.00	BI MONTHLY PEST CONTROL	Micro		
DAVE'S BUG PRO	7/27/22	\$ 60.00	BI MONTHLY PEST CONTROL	Micro		
DAVE'S BUG PRO	9/28/22	\$ 60.00	BI MONTHLY PEST CONTROL	Micro		
DAVE'S BUG PRO	10/19/22	\$ 100.00	Rodents Traps Setup	Micro		
DAVE'S BUG PRO	10/26/22	\$ 50.00	Rodent Service Charge	Micro		
DAVE'S BUG PRO	10/31/22	\$ 50.00	Removal of Deceased Rodent	Micro		

Board Procurement List
4/1/2022 - 3/31/2023

DAVE'S BUG PRO	11/14/22	\$ 50.00	Rodent Service Charge	Micro		
DAVE'S BUG PRO	11/23/22	\$ 60.00	BI MONTHLY PEST CONTROL	Micro		
DAVE'S BUG PRO	11/28/22	\$ 50.00	Rodent Service Charge	Micro		
DAVE'S BUG PRO	1/25/23	\$ 60.00	BI MONTHLY PEST CONTROL	Micro		
DAVE'S BUG PRO	3/22/23	\$ 60.00	BI MONTHLY PEST CONTROL	Micro	\$ 60.00	\$ 720.00
Design Works	4/18/22	\$ 1,750.00	IKEA Home Grant - Trophies Project 2 of 2	Micro		
Design Works	4/18/22	\$ 3,500.00	IKEA Home Grant - Chicka D's Project	Micro		
Design Works	6/15/22	\$ 1,750.00	IKEA Home Grant - Petty Butane 1 of 2	Micro		
Design Works	6/30/22	\$ 1,750.00	IKEA Home Grant - Bumblebee B 1 of 2	Micro		
Design Works	10/17/22	\$ 4,720.60	IKEA Home Grant - Nocona, Petty, Bumble 2 of 2	Micro		\$ 13,470.60
Diaz and Smith Inc.	4/29/22	\$ 2,880.00	Risk Assessment & Monitoring Plan	Formal		
Diaz and Smith Inc.	3/27/23	\$ 29,440.00	2023 Fiscal Monitoring	Formal	\$ 29,440.00	\$ 32,320.00
Dollar Tree	10/7/22	\$ 39.74	Supplies for Transition Fair	Micro		\$ 39.74
Edgin, Parkman, Fleming & Fleming	6/22/22	\$ 975.00	Preparation of IRS Form 990	Micro		\$ 975.00
Empire Paper	7/28/22	\$ 440.25	Paper goods, hand soap for board office	Micro		\$ 440.25
Facebook	4/29/22	\$ 98.00	Facebook Ads	Micro		
Facebook	7/28/22	\$ 244.77	Facebook Ads	Micro		
Facebook	8/28/22	\$ 5.23	Facebook Ads	Micro		
Facebook	9/17/22	\$ 25.00	Facebook Ads	Micro		
Facebook	10/17/22	\$ 41.56	Facebook Ads	Micro		
Facebook	2/28/23	\$ 49.35	Facebook Ads	Micro		
Facebook	3/30/23	\$ 75.00	Facebook Ads	Micro	\$ 75.00	\$ 538.91
Firehouse Subs	3/20/23	\$ 256.72	Board Meeting Meal	Micro	\$ 256.72	\$ 256.72
Flipbook	2/22/23	\$ 80.89	Flipbook Software	Micro		\$ 80.89
Gallion Consulting	9/6/22	\$ 10,963.50	Safe Cabinet Contract Renewal 9/11/21-9/11/23	Small		\$ 10,963.50
Gary Baker	9/1/22	\$ 1,160.50	Cabinet Demo for reconstruction	Micro		
Gary Baker	9/8/22	\$ 9,867.00	Glass Doors for reconstruction	Small		
Gary Baker	10/20/22	\$ 10,658.04	PCO 7-9	Small		
Gary Baker	11/30/22	\$ 8,454.70	CC Walls, Phone booth counter tops, etc	Small		
Gary Baker	1/10/23	\$ 13,951.69	VR Breakroom, Keying Cores, replacement outlets, switched & cover plates	Small		
Gary Baker	2/7/23	\$ 11,568.80	CC Breakroom, VR cubicle electrical	Small		\$ 55,660.73
GoTo Technologies	8/15/22	\$ 1,118.40	GoTo Assist Remote support and Service Desk	Micro		
GoTo Technologies	11/17/22	\$ 1,300.00	Central - 25 Renewal	Micro		\$ 2,418.40
Great Big Canvan	9/27/22	\$ 2,189.84	Pictures for Co-Location	Micro		\$ 2,189.84
Hoegger Communications	8/30/22	\$ 5,549.00	Be Bold Website Package 2nd Half Installment 2 Of 2	Micro		\$ 5,549.00
Horizon Data Software	6/10/22	\$ 985.60	Reboot Restore RX BSA Project	Micro		\$ 985.60
Hudson Blueprint	9/16/22	\$ 1,931.00	Hanging Signs for the BSA Project	Micro		
Hudson Blueprint	11/28/22	\$ 1,232.00	3x6 Post and Panel for the Co-Location	Micro		\$ 3,163.00
Jason's Deli	4/28/22	\$ 235.25	Board Meeting meals	Micro		\$ 235.25
McAlister's	6/22/22	\$ 416.91	Board Meeting meals	Micro		\$ 416.91
McKinney BBQ	8/19/22	\$ 500.00	Board Meeting meals	Micro		\$ 500.00
Microsoft	7/6/22	\$ 3,564.00	Office 365 Renewal	Micro		
Microsoft	2/7/23	\$ 72.00	Microsoft Subscription	Micro		\$ 3,636.00
NameCheap.com	7/17/22	\$ 15.16	Renewal wfsntx.com	Micro		
NameCheap.com	9/23/22	\$ 14.76	Renewal wfsntx.com	Micro		
NameCheap.com	3/19/23	\$ 14.76	Renewal wfsntx.com	Micro	\$ 14.76	\$ 44.68
Network Solutions	8/28/22	\$ 58.98	Domain Names	Micro		\$ 58.98
Richard Rogers	2/3/23	\$ 5,100.00	Program Monitoring Services	Formal		\$ 5,100.00
School Outfitters	5/12/22	\$ 655.63	HI LO Adjustable Carrel Desk for Burkburnett BSA Project	Micro		
School Outfitters	5/12/22	\$ 655.63	HI LO Adjustable Carrel Desk for BSA Project Nocona	Micro		
School Outfitters	5/16/22	\$ 1,077.89	HI LO Adjustable Carrel Desk BSA Project Electra	Micro		
School Outfitters	5/18/22	\$ 1,081.47	HI LO Adjustable Carrel Desk for Saint Joe BSA Project	Micro		
School Outfitters	5/18/22	\$ 1,081.47	HI LO Adjustable Carrel Desk for Henrietta BSA Project	Micro		
School Outfitters	5/31/22	\$ 707.35	HI LO Adjustable Carrel Desk for Quanah BSA Project	Micro		
School Outfitters	5/31/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Olney BSA Project	Micro		
School Outfitters	6/1/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Paducah BSA Project	Micro		
School Outfitters	6/10/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Graham BSA Project	Micro		
School Outfitters	6/19/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Seymour BSA Project	Micro		
School Outfitters	6/19/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Jacksboro BSA Project	Micro		
School Outfitters	6/20/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Vernon BSA Project	Micro		
School Outfitters	6/20/22	\$ 1,077.89	HI LO Adjustable Carrel Desk for Holiday BSA Project	Micro		\$ 12,804.67
Solid Border Inc	8/30/22	\$ 952.00	ESET ANTI Virus Protection for Computers	Micro		\$ 952.00
Southern Computer Warehouse	7/18/22	\$ 651.78	6 Privacy Filters BSA Project	Micro		
Southern Computer Warehouse	8/12/22	\$ 4,678.86	6 Dell Laptops for Covid at home employees	Micro		
Southern Computer Warehouse	8/31/22	\$ 8,348.87	Unitrends Cloud Backup	Micro		
Southern Computer Warehouse	10/20/22	\$ 596.94	2 TV wall Mounts for Galaxy	Micro		
Southern Computer Warehouse	10/28/22	\$ 1,061.99	Scanner for Child Care	Micro		
Southern Computer Warehouse	11/22/22	\$ 1,875.32	Viewsonic PC for Galaxy	Micro		
Southern Computer Warehouse	1/10/23	\$ 8,121.26	2 Viewsonic TV Carts for Galaxy, 2 55" Monitors for the Galaxy	Micro		
Southern Computer Warehouse	1/19/23	\$ 1,259.98	Agency Fees	Micro		
Southern Computer Warehouse	2/1/23	\$ 990.48	FI-8170 Scanner for WF Center staff	Micro		\$ 27,585.48
Shutterstock	5/30/22	\$ 299.00	Annual Subscription	Micro		\$ 299.00
TX CPA	8/28/22	\$ 75.00	Renewal Cert Contract Developer and Manager	Micro		\$ 75.00
Techsoup	5/31/22	\$ 120.00	Antivirus Software for computers BSA Project	Micro		\$ 120.00
The Burn Shop	3/23/23	\$ 2,625.00	Iron sign for the Galaxy	Micro	\$ 2,625.00	\$ 2,625.00
United Market Street	10/28/22	\$ 497.11	Board Meeting Meal	Micro		\$ 497.11
USPS	6/3/22	\$ 287.92	Postage To Mail the Annual Reports	Micro		

Board Procurement List
4/1/2022 - 3/31/2023

USPS	10/8/22	\$ 6.89	Postage	Micro		
USPS	10/20/22	\$ 3.84	Postage	Micro		\$ 298.65
Visual Edge IT (Benchmark)	4/25/22	\$ 28.69	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	5/23/22	\$ 114.01	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	6/23/22	\$ 91.03	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	7/24/22	\$ 51.76	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	8/25/22	\$ 118.85	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	9/22/22	\$ 91.75	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	10/24/22	\$ 64.29	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	11/26/2022	\$ 144.17	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	12/25/2022	\$ 157.18	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	1/23/23	\$ 44.08	Copier Monthly Maintenance	Micro		
Visual Edge IT (Benchmark)	2/21/23	\$ 79.33	Copier Monthly Maintenance	Micro		\$ 985.14
Walmart	6/2/22	\$ 32.04	Envelopes and mailing labels	Micro		
Walmart	6/13/22	\$ 69.19	Plastic totes	Micro		
Walmart	1/14/23	\$ 102.95	Trashcans for VR	Micro		
Walmart	3/7/23	\$ 310.24	Iphone screen protectors and cases	Micro	\$ 310.24	\$ 514.42
Webfire	6/29/22	\$ 39,534.00	Cyber Security CoManaged Monitoring Program for Network and Devices	Small		
Webfire	8/1/22	\$ 1,758.00	Merge w/ Webfire Install for Co-Location	Micro		
Webfire	8/9/22	\$ 23,117.00	Data Drops for Galaxy for Co-Location	Small		
Webfire	8/16/22	\$ 32,847.00	8-48 Port PoE switch for server rack for Co-Location	Small		\$ 97,256.00
Welcome To Texoma	8/1/22	\$ 150.00	150 Welcome Baskets	Micro		\$ 150.00
Wilson's Office supply	4/11/22	\$ 264.75	Copy Paper for Board Office	Micro		
Wilson's Office supply	8/26/22	\$ 3,114.00	Office Chairs for staff at Board Office	Micro		
Wilson's Office supply	9/13/22	\$ 596.00	Guest Chairs at Board Office	Micro		\$ 3,974.75
WorkQuest (Amplify)	2/9/23	\$ 91.00	Shredding Company	Micro		\$ 91.00
ZOOM	4/29/22	\$ 789.50	Standard Pro Annual	Micro		
ZOOM	5/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	6/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	7/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	8/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	9/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	10/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	11/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	12/29/22	\$ 40.00	Cloud Recording	Micro		
ZOOM	1/29/23	\$ 40.00	Cloud Recording	Micro		
ZOOM	2/28/23	\$ 40.00	Cloud Recording	Micro		
ZOOM	3/29/23	\$ 40.00	Cloud Recording	Micro	\$ 40.00	\$ 1,229.50
Total		\$ 352,303.96			\$ 32,781.72	\$ 352,303.96
DIR vendors on TX Comptrollers website						
Currently this list does not include most leases, travel, training cost, or telecommunications						

March 2023

Fund	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Other	Total	Oct 2022-Mar 2023
WIOA Youth	0	0	1	0	0	0	0	0	8	1	1	0	11	16
WIOA Adult	1	1	2	1	0	0	0	1	31	2	0	7	46	64
WIOA DW	1	0	0	0	0	0	0	1	21	0	1	3	27	35
ES	7	3	17	1	0	6	11	24	351	27	28	48	523	1,898
Vets	0	0	1	0	0	0	0	2	33	2	1	5	44	142
TAA	0	0	0	0	0	0	0	0	7	0	0	0	7	7
TANF/Choices	0	0	1	0	0	0	0	0	18	1	2	4	26	62
SNAP E&T	0	0	0	1	0	0	0	0	7	2	0	1	11	45
WIT ES	13	5	36	2	0	22	15	52	625	58	50	209	1087	3,169
Total	22	9	58	5	0	28	26	80	1101	93	83	277	1782	5,438

WIT Entered Employment

52 Placements + 42 Went to work = **94 Total** Entered Employment for March 2023

Employers Served	Total Services to Employers
<u>227</u>	<u>778</u>

YTD Job Order Report - by County

Active Date: 10/1/2022 to 3/31/2023

County	State	Country	Total Job Orders	Total Job Openings	Total Job Referrals
Archer County	TX	US	18	54	12
Baylor County	TX	US	43	47	17
Clay County	TX	US	25	73	14
Cottle County	TX	US	10	11	0
Foard County	TX	US	7	7	0
Hardeman County	TX	US	50	68	3
Jack County	TX	US	64	83	40
Montague County	TX	US	32	37	50
Wichita County	TX	US	977	2,046	1,150
Wilbarger County	TX	US	266	704	114
Young County	TX	US	48	79	47
County	State	Country	Total Job Orders	Total Job Openings	Total Job Referrals
Report Totals			1,583	3,369	1,503

Event Results

- **Sevita Hiring Event**, Mar 16, Workforce Solutions in Wichita Falls
 - 3 job seekers
- **North Texas State Hospital Hiring Event**, Mar 16, Tealwood Place Apartments
 - 6 job seekers
- **Ring in the Spring Job Fair**, Mar 23, Region 9 ESC
 - 192 job seekers, 42 employers
- **Regional Job Fair (Wind Farm)**, Apr 19, Activity Center in Crowell
 - 91 job seekers, 4 employers

Upcoming Events

Allred Unit Hiring Event

- Full Healthcare & Retirement
- Full & Part-Time Positions Available
- Paid Training

WHEN

April 25
10AM to 3PM

WHERE

4309 Old Jacksboro Hwy
Entrance 5
Wichita Falls, TX 76302

WHAT TO BRING

Driver's License
Social Security Card
Proof of Education





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ntxworksolutions.org/events

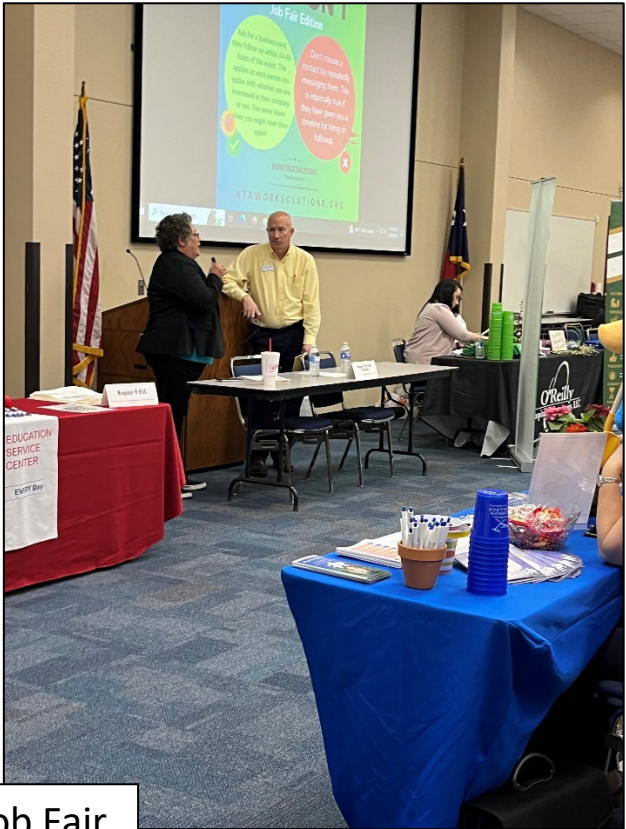


CONTACT US

940.322.1801, option 2

Workforce Solutions North Texas is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711

WORKFORCE SOLUTIONS
NORTH TEXAS



Ring in the Spring Job Fair



WORKFORCE SOLUTIONS
NORTH TEXAS



Regional Job Fair
(Crowell Wind Farm)



4 Employers
91 Job Seekers



From left: Crystal Eason, Workforce Specialist and Lauren VanStory, Talent Development Specialist at “Adulting Day” in Vernon, TX



Tom Burnett Memorial Library Ribbon Cutting
Wednesday, April 12, 2023, in Iowa Park, TX





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Mobile Workforce Unit

April Schedule

Day	Dates	Times	Location
Monday	3, 10, 17, 24	9:00 AM – 3:00 PM	Seymour City RV Park
Tuesday	4, 11, 18, 25	9:00 AM - noon	Jacksboro Chamber of Commerce
Tuesday	4, 11, 18, 25	1:00 PM – 3:00 PM	Archer County Courthouse
Wednesday	5, 12, 19, 26	9:00 AM – 3:00 PM	Hardeman County Courthouse, Quanah, TX
Thursday	6, *27(9am-12pm)	9:00AM – 3:00 PM	Cottle County Courthouse, Paducah, TX
Thursday	13, *27-(1pm-3pm)	9:00 AM – 3:00 PM	Foard County Courthouse, Crowell, TX

Unless otherwise noted, Workforce Orientation for CHOICES applicants will be at 11:00 AM.

We will be closed on the following days this month:

Good Friday, April 7, 2023

PLEASE ALSO NOTE: For your safety and ours, we will not travel to the designated location during **inclement weather**.



Mobile Unit

Ramona Clarkson, Coordinator
(940) 249-8436

ramona.clarkson@nbworksolutions.org

Bowie Workforce Center
(940) 872-2424

Graham Workforce Center
(940) 549-8383

Vernon Workforce Center
(940) 552-5211

Wichita Falls Workforce Center
(940) 322-1801

Success Story

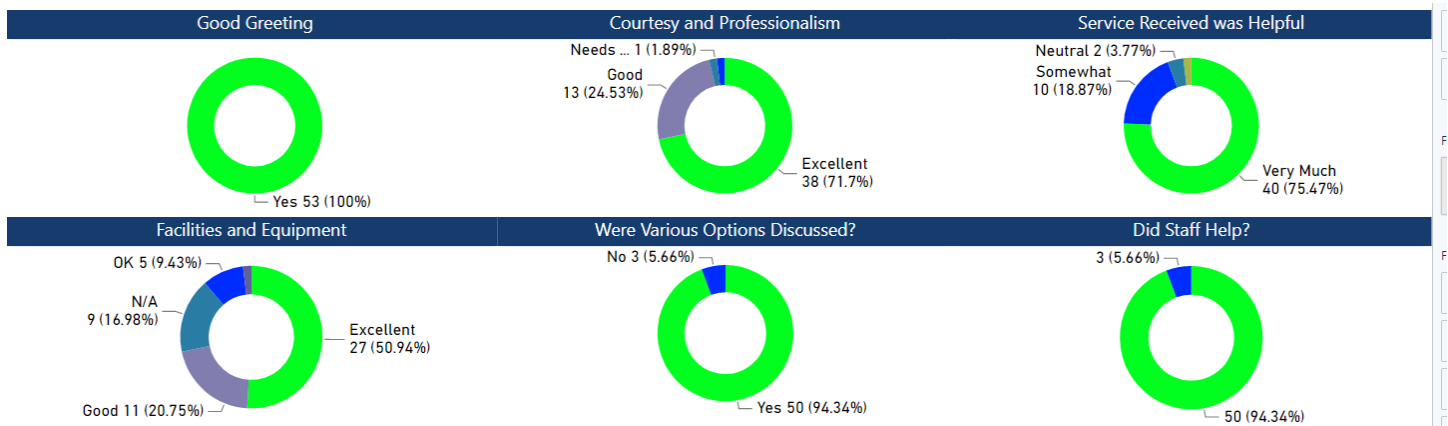
Crystal Snider came to North Texas Works seeking help in obtaining her Court Reporting Certification. She was laid off from her previous job and going through a divorce. Crystal was a single mom and needed a career that would support her and her five children, ages 10 to 24.

With support from her Case Manager, Brandie Carlson, Crystal successfully completed training for Court Reporting at Vernon College. She is currently doing freelance work at three different companies.

Crystal said, **“Completing this program is going to change my life! I appreciate all the help so much. I could not have finished without the support from WIOA. Brandie has been very helpful coordinating things for me and helped keep me on track. I appreciate her being so cheerful and her encouraging attitude. This is a great program changing lives! Thank you so much!”**



91.26% Positive March Survey Results



“Customer service was perfect.”

“Thank you for your kindness, help, and ease of anxiety as my life is such a mess- you all are truly a blessing!”

“Maria is great at her job.”

“The experience was wonderful.”

“Excellent job.”

Program Updates

We have added to our team.

Kassi Heaton is our new Client Services Specialist.



"My name is Kassi Heaton and I'm originally from Ranger, TX but just moved to Wichita Falls in March. Before moving, I lived in Abilene with my now husband, Justin. Justin and I were just married in October and then a month later, we got orders to Sheppard. We have 4 fur babies that are our world, 3 cats: Jack, Lola, and our 3-legged baby TP (short for Tripod); and then our old pupper Annie.

When I'm not working, I'm usually spending time at home unless we have a trip planned. We love to travel and do as much as we can, even if it's just to Austin or Dallas! Music is a huge part of who I am and there will ALWAYS be some kind of music (or podcast) being played wherever I am!"

Provider Services Update

Resource room is now open by appointments.

Waiting List Information

- As of April 12, 2023, there are 129 families and **251 children waiting** for child care services.
- The estimated wait time for child care services is currently **0-2 months**.
- As of April 12, 2023, we have outreached 62 of those on the list and have 67 families on current waitlist left to outreach.

	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Total
Children on Waitlist	3	0	6	0	0	2	6	9	203	2	20	251

Performance and Enrollment Numbers

Enrollment as of the end of March 2023:

- Total Children in Care = 1462
- Total New Referrals = 29 Families 44 Children

Performance as of the end of March 2023:

- Total # of Units Paid = 26,130
- # of Billable days = 23
- YTD through end of February = 112,602 units paid / 107 billable days = 1052 (88%)
- YTD through end of March (as of April 17, 2023) = 138,732 units paid / 130 billable days = 1067 (90%)

We are currently in open enrollment and are outreaching about 30 clients each week.

Provider Services

Contracted Child Care Providers (updated 03/03/2023)

County	LCCC Licensed Child Care Centers		LCCH Licensed Child Care Homes		RCCH Registered Child Care Homes		Totals
	TRS	Non-TRS	TRS	Non-TRS	TRS	Non-TRS	
Archer		1	1				2
Baylor		1					1
Clay		1		1			2
Cottle	1						1
Foard	1						1
Hardeman	1	1					2
Jack	2	1					3
Montague	1	2					3
Wichita	22	19	3	5		3	52
Wilbarger	1	4	1	1			7
Young	2	3					5
Totals	31	33	5	7	0	3	79

45.57% of contracted child care centers are Texas Rising Star accredited

Employee Appreciation Day March 3, 2023

ICE CREAM SOCIAL



2023 Spring Director Luncheon & Professional Development

This event is a training and professional development opportunity for our directors and assistant directors of our contracted centers free of charge. We provide trainers and lunches. It is a way to get their training hours and to network with other centers in our area. The Director Luncheon is held quarterly (March, June, September, and December).







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Layoffs, Closures, and Rapid Response Services - 2023 YTD

****Please Note: This report contains estimates in lieu of real data when unavailable.****

Effective Date	Month Reported	Layoff/Closure	Trade Affected?	Business Name	County	RR Services Offered to Employer*	On-Site RR Provided to Employees	On-Site RR Date	# Employees Receiving RR Services	# Employees Impacted by Layoff (Estimate)
2/19/2023	Feb	Layoff	N	Owens-Corning	Wichita	Y	N-attempted	none	0	10
2/28/2023	Feb	Closure	N	Georgia-Pacific Gypsum LLC	Hardeman	Y	Y	3/1/2023	60	160
3/9/2023	Feb	Closure	N	Texas Recreation Corporation	Wichita	Y	N-declined	none	0	65
3/10/2023	Feb	Closure	N	Dirt Cheap	Wichita	Y	N-declined	none	0	2
3/31/2023	Feb	Closure	N	Tuesday Morning	Wichita	Y	N-declined	none	0	7
4/15/2023	Mar	Closure	N	Results Cx	Wichita	Y	N-declined	none		20
4/16/2023	Mar	Closure	N	El Chico	Wichita	Y	N-declined	none		47
12/9/2022	Feb 2023	Closure	N	Dry Fork Veterinary Clinic	Clay	N	closed	none	0	10
Total Employees Receiving On-Site Rapid Response Services in 2022									60	
Total Employees Impacted by a Layoff / Closure in 2022									321	

as of 04/17/2023

* Status of rapid response services offered to employer:
 Y = connection with management made, but declined or closed without further contact
 closed = already closed when reported, contacted attempted but no connection made
 attempted = still open, and contact attempted but no connection made

NOTE: The data herein provides a running total of the estimated number of employees affected by business layoffs and closures in the 11 counties Workforce Solutions North Texas (WSNT) serves. Employment estimates are provided to WSNT by staff, customers, media, past FTE data reports, or the company itself when available. Contact with the employer is attempted to ensure accuracy, however supplemental data is used in the absence of employer report. As such, this data should not be used as a comprehensive accounting of all layoffs and closures nor the total number of employees impacted.

RAPID RESPONSE (RR): is an on-site, early intervention program that provides transition and reemployment services to affected workers. The goal of RR services is to help affected workers transition to new employment as quickly as possible and preferably before they become eligible to receive unemployment benefits. Services for workers include (but are not limited to): Job search assistance, labor market information, group seminars, information, and support for filing unemployment claims for benefits, information about Trade Adjustment Assistance (when applicable), information about WIOA training programs, and group orientation on WSNT office location resources and services.