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Workforce Solutions North Texas Board Meeting Minutes June 29, 2023

The Workforce Solutions North Texas Board met at noon on Thursday, June 29, 2023, at Workforce Solutions North Texas, 4309 Jacksboro Hwy., Entrance 5, in Wichita Falls, in the Lonestar conference room.

MEMBERS PRESENT (via in person or zoom):

Toni Alonzo, Communities in Schools Greater Wichita Falls Area
Mary Aranda, Farmers Insurance
Michael Blevins, Tower Extrusions
Lauren Bush, Seymour Economic Development
Billy Clark, Helping Electra's Local People, Electra
Keri Goins, Child Care Partners
Tracey Jennings, Attorney
Anthony Louis, Pratt & Whitney
Kristin Little, American National Bank & Trust, Wichita Falls
Michelle Nelson, United Regional Health Care
Debbie Powell, Texas Workforce Solutions, Vocational Rehabilitation
Glenda Ramsey, Harper Perkins Architects, Wichita Falls
Mileasha Rizan, Work Services Corporation
Crystal Sanders, Texas Workforce Commission
Jim Sjolander, Berend Brothers
Dirk Welch, Midwestern State University
Linda Whitaker, Archer Supply
Julie Young, Wichita Adult Literacy

MEMBERS NOT PRESENT:

Steve Holloway, Wichita Falls Trades and Labor Council
Maria Jaimés, Wichita Falls Chamber of Commerce
Synthia Kirby, Wichita Falls ISD
Brandon Litteken, OK Concrete Company
Lee Ritchie, Jr., Texoma Heating & Air, Inc.
Rhonda Schreiber, Humana

GUESTS PRESENT:

Crystal Ojeda, Equus, Workforce Solutions Center
Moneisa Downs, Equus
Ginger Hannah, Equus, Workforce Solutions Center

*Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions.
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Cynthia Humphrey, Equus, Workforce Solutions Center
Darla Silva, Equus, Workforce Solutions Center
Sandi Stahr, Equus, Workforce Solutions Center
Donna Adams, Rolling Plains Management Corporation, Workforce Solutions Center
Leneva Clark, Rolling Plains Management Corporation, Workforce Solutions Center
Honorable Kevin Benton, Montague County Judge
Shana Ferguson, Nortex Regional Planning Commission

STAFF MEMBERS PRESENT:

Lisa McDaniel, Executive Director
Kendra Ball, Business & Outreach Manager
Sharon Hulcy, Contract Manager
Karen Fite, IT Manager
Robin Read, IT Systems Support
Dakota Mize, Community Engagement Specialist
Kayla Crowley, Community Engagement Specialist – Childcare Division

Kristin Little, Madam Chair, called the meeting to order at 12:07 pm. Mrs. Little called roll for the Board members.

Mrs. Little asked for public comment, which there was none.

Mrs. Little asked for any declaration of conflict of interest and there was none noted.

Mrs. Little asked for approval of the consent agenda and the minutes from the April 2023 Board meeting. Tracy Jennings made the motion, and Billy Clark seconded to accept the minutes with all in favor (motion passed).

Lisa McDaniel, Executive Director, explained that Form 990 for period Oct 1, 2021 – Sep 30, 2022, completed by Edgin, Parkman, Fleming & Fleming is due to the IRS before August 15, 2023, and requests approval to sign the form to file. Glenda Ramsey made the motion to accept the form and allow Lisa McDaniel to sign to have the form filed with the IRS and Billy Clark seconded it with all in favor.

Mrs. McDaniel then went over the letter from Edgin, Parkman, Fleming & Fleming presented to the Executive Committee of Nortex Regional Planning Commission on June 12, 2023. Mrs. McDaniel explained that the financial statements for Nortex Regional Planning Commission, the boards Fiscal Agent, were audited by this firm for year ending September 30, 2022, and this letter outlines the required professional standards, government auditing standards, OMB Uniform Guidance and the State of Texas Single Audit Circular and certain information related to the scope of the audit. There were no major findings with the audit and the financial records matched the bookkeeping records.



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Mrs. McDaniel went over the Grant Spending Report ending April 30, 2023. Mrs. McDaniel indicated that she has received several of the new grants over the past week and indicated that we are getting additional funding for WIOA Adult and Youth.

Mrs. McDaniel then went over the Boards Procurement List for the period of 6/1/22-05/31/23 and explained that is by vendor and is the rolling report for that period. Mrs. McDaniel stated that mainly purchases of late in relation to renewal of software licenses and some equipment for the Seymour Shared workspace project.

Mrs. McDaniel made everyone aware that on June 21, 2023, the RFP for Program Monitoring Services was released due to the retirement of the previous monitor. Responses are due on August 4, 2023, with a tentative award date of August 24, 2023 (next board meeting) for contract to begin as soon as reasonably possible. Mrs. McDaniel asked for volunteers to be on the Evaluation Committee to review the proposals and score. Keri Goins, Anthony Louis, Mileasha Rizan, and Julie Young volunteered. Mrs. McDaniel thanked them for volunteering and will be in touch once responses are received. Ms. Hulcy indicated that the grading would be during the period of the 2nd week in August.

Mrs. McDaniel then gave an update on the Seymour Shared Workspace project. Some IT equipment has been ordered and is starting to be delivered. One quote has been received for the furniture to include cubicles, desks, and chairs and waiting on an additional quote from another vendor. Mrs. McDaniel explained this project is funded with the board service award from 2021.

Mrs. McDaniel stated that there would be tours after this meeting for those who were not able to attend the Open House on June 8th. The ribbon that was cut during the ribbon cutting was also available for those who wanted to sign.

Mrs. McDaniel stated that head shots were still needed for several board members, and we are updating our website and are set up right outside the door.

Mrs. McDaniel stated that she received some good news right before the meeting today. Kayla Crowley who was hired to help expand our childcare industry has worked with the Seymour Hospital over the past 6 weeks and they were just approved as a new vendor. They will not only be keeping children of their employees but have opened up to the general public for additional spots due to the help of Kayla. Mrs. McDaniel congratulated her and the team for their work to making this happen and improve the childcare options for that community.

Cyrtal Ojeda, Workforce Solutions Workforce Center Project Director, then gave her report. Services in May were provided to around 1900 job seekers and 77 went to work. There were 588 services provided to employers and year-to-date is 1900 job postings. Her team is doing hiring events, county job fairs, ribbon cuttings, and other community events. She showed pictures of the open house on June 8th, Summer Earn and Learn Work Readiness Training, where 27 students attended the event that will participate in work this summer through that program. Ms. Ojeda indicated that the ribbon cuttings are still being held for the libraries and then shared some other fun events her team has been engaged in such as dress-up days.

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Ms. Ojeda then shared a success story for a youth who had struggled to find the right job for herself. This young lady had a difficult time doing things for herself and avoided being in public as much as possible. She participated in the work experience program at Beacon Lighthouse for the Blind, which was out of her comfort zone, but this work-based training program helped her gain valuable work skills. Her mom stated "It was an amazing transformation. For the first time ever, she came out of work smiling and laughing, and was an overall happier Megan". After her work experience contract was over, Beacon Lighthouse hired her directly, and she makes \$10.00/hr. Our youth case manager, Brandi Carlson, made a difference in this family's life. Megan's mom said "she looked at Megan as a person and for the first time, even though I was in the room, talked directly to Megan. She has not only helped Megan, but me as her mom who struggles to help Megan become an independent adult. She gave me peace of mind and hope that Megan could make it on her own. Thank you, Ms. Carlson, for changing my daughter Megan Davis's life for the better."

Donna Adams, Childcare Program Director, then gave updates from the Childcare program. She introduced the new TRS Provider Services Specialist, Rhonda Gibbs. This hire completes the team, and childcare is fully staffed now. When the assessors transition to the state level, all these staff will be mentors and we will have 4. Ms. Gibbs was a lead teacher from Barwise Middle School and has 6-7 years' experience in special education and has knowledge of special needs and other areas that a lot of the daycare providers need help in so she will be an asset to our team.

Ms. Adams indicated that all centers contracted with the Workforce must become TRS certified so all the mentors are helping with that transition. She informed the board that two new TRS providers have been approved. They are Miracles from Above in Wichita Falls as a 3-star and Jen's Daycare in Vernon as a 2-star. We have an additional 5 centers that have started the TRS process. Ms. Adams stated that there are incentives being given for coming on as TRS providers.

Ms. Adams also discussed the infant room expansion project. God's Blessing CDC and Learn and Play received equipment to open additional infant rooms that added a total of 14 new infant slots to our program. Ms. Adams said that God's Blessing was able to add 6 and shared some photos of the new room. Those slots have already begun to be filled. Learn and Play is in Jacksboro, Texas and they will open 8 new slots with this expansion. This funding was provided from a Board Service Award received in 2022.

In addition, there are other providers who are going to add toddler expansion rooms and that is being finalized and more updates will be provided in the future.

As of this date, we have 82 contracted TRS providers.

Ms. Adams indicated that in client services, the caseload is being shifted around with staff and the waitlist only has 15 customers left to outreach. The total wait time from outreach to placement is roughly 2-3 weeks. All of those on the waitlist either haven't provided documents or there isn't a slot available.



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Ms. Adams stated that at the end of May 2023, enrollment was 1567 and that is the total number of children in care with the total number of new referrals being 32 families that included 62 children.

Ms. Adams also discussed the performance as of the end of May 2023 and indicated that we are currently in open enrollment and her staff are outreaching about 40 clients each week. She explained of upcoming events in the community that her team will be attending and during these events help spread the word about their program and recruit customers. They will be doing the Director's Luncheon Training on 6/28, 2023 Community Job Fair on 7/13, Townsquare Media Garage Sale on 7/15, and lastly Project Back to School on 8/5/23. This is an opportunity for staff to engage the public about the program and provide information about assistance.

Ms. Tracy Jennings asked what the wait time is once the outreach material is received back in the office and processed before care can begin and Ms. Adams stated it is about 14 days.

Mrs. Kendra Ball gave the rapid response report. There have been no rapid response events since the last board meeting but there have been two closures we learned about. Factory Connection in Vernon closed in March and 526 Pizza Studio in Graham closed in May. Mrs. Ball then asked if anyone hears about any businesses that are struggling or in fear of closing to please reach out to her as she can make contact and offer services and assistance to help prevent the closure.

Mrs. Little announced the next board meeting will be on August 24, 2023, and the meeting was adjourned at 12:43 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Glenda Ramsey". The signature is fluid and cursive, with a large initial "G" and "R".

Glenda Ramsey, Secretary