



1501 Midwestern Pkwy, Suite 101  
Wichita Falls, Texas 76302  
Phone: 940.767.1432  
Fax: 940.322.2683  
www.ntxworksolutions.org

**Workforce Solutions North Texas Board Meeting Minutes  
August 24, 2023**

The Workforce Solutions North Texas Board met at noon on Thursday, August 24, 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, Childcare Partners  
Steve Holloway, Wichita Falls Trades and Labor Council  
Maria James, Wichita Falls Chamber of Commerce  
Synthia Kirby, Wichita Falls ISD  
Brandon Litteken, OK Concrete Company  
Kristin Little, American National Bank & Trust, Wichita Falls  
Kenny Miller, Region 9 Adult Education Center  
Debbie Powell, Texas Workforce Solutions, Vocational Rehabilitation  
Crystal Sanders, Texas Workforce Commission  
Rhonda Schreiber, Humana  
Jim Sjolander, Berend Brothers  
Dirk Welch, Midwestern State University  
Julie Young, Wichita Adult Literacy

MEMBERS NOT PRESENT:

Marsha Anderson, Rollings Plains Management Corporation  
Tracy Jennings, Attorney  
Anthony Louis, Pratt & Whitney  
Michelle Nelson, United Regional Healthcare System  
Glenda Ramsey, Harpers Perkins Architects  
Lee Ritchie, Jr., Texoma Heating & Air, Inc.  
Mileasha Rizan, Work Services Corporation  
Linda Whitaker, Archer Supply

GUESTS PRESENT:

Ginger Hannah, Equus, Workforce Solutions Center

*Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions. 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*



1501 Midwestern Pkwy, Suite 101  
Wichita Falls, Texas 76302  
Phone: 940.767.1432  
Fax: 940.322.2683  
www.ntxworksolutions.org

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  
Dennis Wilde, Nortex Regional Planning Commission  
Shana Ferguson, Nortex Regional Planning Commission  
Tom Ostovich, Equus, Workforce Solutions Center  
Nickie Hollingsworth, Equus, Workforce Solutions Center  
Anna Baker, Texas Veterans Commission  
Larry Denton, Texas Veterans Commission  
David Dohme, Texas Veterans Commission  
Sherry Dunn, Texas Veterans Commission  
Melayia Crum, Texas Veterans Commission  
Tremayne Hubbard, Texas Veterans 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 12:05 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 June 2023 Board meeting. Billy Clark made the motion to approve, and Synthia Kirby seconded to accept the minutes with all in favor (motion passed).

Lisa McDaniel, Executive Director, introduced special guests from the Texas Veterans Commission who were in attendance for a special presentation to the Business Service Team. In May of 2023, Mrs. McDaniel explained that she had received a letter from the Executive Director of the Texas Veterans Commission congratulating me for having the American Job Center Business Services Unit Team of the Year. Ms. Anna Baker, Director, Texas Veterans Commission Employment Services explained that a nomination was made for

*Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions. 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*



1501 Midwestern Pkwy, Suite 101  
Wichita Falls, Texas 76302  
Phone: 940.767.1432  
Fax: 940.322.2683  
www.ntxworksolutions.org

our local Business Services Team to receive some special recognition for the collaboration and teamwork between the partners and the outstanding customer service for the veterans served in our area. The nomination was submitted by Melayia Crum. The letter was read and shared with the group in attendance and then a group photo was taken.

Mrs. Sharon Hulcy went over discussion from the Monitoring Committee Meeting that was held on August 22<sup>nd</sup>. Mrs. Hulcy indicated that the Fiscal Integrity Report completed by Diaz, Smith and Associates was reviewed and explained the reasoning behind these reviews annually to clear our vendors to ensure there are no risks with contracting with them. There were no issues noted for Equus and Rolling Plains and the contracts will continue as of 10/1/23 going forward.

Mrs. Hulcy also informed the board that the RFP for program monitoring was discussed during the monitoring committee. She indicated that we only had one submission for the RFP and the price reasonableness was beyond our means. Mrs. Hulcy also stated in doing her due diligence reached out to other vendors to see why that hadn't submitted a proposal and was told that it was just missed on their part. The RFP was re-issued for Program Monitoring on August 10<sup>th</sup> and responses are due on September the 8<sup>th</sup>. There are other vendors who have acknowledged they did receive it.

Mrs. Hulcy also stated that both Equus and Rolling Plains Management had given their quarterly internal reviews and there were no major issues or disallowed costs noted.

Mrs. McDaniel reminded those board members who had volunteered to read the Program Monitoring Proposals and indicated that if something had changed to please reach out. Those who volunteered for the Evaluation Committee were Mileasha Rizan, Keri Goins, Anthony Louis, and Julie Young.

Mrs. Hulcy reviewed the grant spending report and the procurement list and there were no questions.

Mrs. McDaniel advised that there were several board members who will be expiring their terms at the end of September and would be contacting each of the individuals to see if they wish to serve another term. Those are Lauren Bush, Brandon Litteken, Synthia Kirby, Jim Sjolander, Crystal Sanders, and Lee Ritchie. Mrs. McDaniel indicated that she was aware of at least one that will not be on the board going forward. Mrs. McDaniel asked that if anyone knew someone from the private sector who would be good and like to serve, please let her know.

Mrs. McDaniel informed the board that the budget season is fast approaching, and she was aware of the insurance costs for board staff would be increasing. She explained that the main reason for her not filling the Administrative Assistant position yet was waiting to see the exact increase of the insurance premiums for staff to ensure it could be allowable with budget. She was made aware that the insurance was going to increase 47% but that the Employer of Record had hired a broker to go out and see if they couldn't find a better option. Mrs. McDaniel indicated she was contacted yesterday that a decision has been made to not go with TML but another option and that they still would have Blue Cross Blue Sheild but at a much more reasonable, sustainable price than what TML was going to be. Mrs. McDaniel hopes to have the budget ready for approval in October.

*Texas Workforce Commission, in partnership with 28 local workforce development boards, forms Texas Workforce Solutions. 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*



1501 Midwestern Pkwy, Suite 101  
Wichita Falls, Texas 76302  
Phone: 940.767.1432  
Fax: 940.322.2683  
www.ntxworksolutions.org

Mrs. McDaniel then let everyone know about the 26<sup>th</sup> Annual Texas Workforce Conference that is being held this year in Houston the week after Thanksgiving. She requested that anyone interested in attending please let her know as soon as possible so registration and reservations can be made.

Kayla Crowley, Community Engagement Specialist for Childcare gave an update on the potential contracting opportunities with Childcare facilities and in-home daycares. She also discussed her community engagement outreaches through social media, website, and several YouTube interviews with Daycare Directors that highlight resources available for a TRS provider. Mrs. Crowley indicates that through her research with TWC, she has found that most in-home days care providers are not aware that they qualify for services through our programs. The videos that have been posted on social media are the positive real-life day to day accounts of partnership with Workforce Solutions North Texas and Texas Rising Star accreditation. The idea was to post interviews with higher rating providers to cast a net to other providers who may be interested in building their business to be as successful (motivator).

Mrs. Crowley encouraged all to check our Facebook page every Monday and Friday and share as the more we get the word out the more likely we are to see growth.

Donna Adams, Childcare Program Director, then gave updates from the Childcare program. She stated that the office is now making resource deliveries to providers again. She states that they will deliver resources such as butcher paper, die cuts, laminating, spine binding machine, and other materials that may be available. Providers will complete a form located on our website if they need items and then allow at least one week for delivery.

Ms. Adams stated that as of 8/7/23, there are 132 families and 247 children on the wait list with the estimated time being 1-3 months. She stated that have outreached 25 families of the 132 and 107 left to outreach.

Ms. Adams stated that as of the end of July, there were 1591 children in care with a total of new referrals consisting of 26 families and 52 children. She states that the office is currently in open enrollment and are outreaching about 8 clients per week.

Ms. Adams stated that we currently have 84 contracted providers and of those, 47.62% are Texas Rising Star accredited. The new provider that is TRS is Southside Youth Senter. There are currently 10 centers that have started the TRS process, and the mentors are working with them to become successfully TRS certified.

Ms. Adams gave an update on the infant room expansion project, phase 1. 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. For phase 2, Ms. Adams said that Solid Rock Tiny Tots have been selected and we will be assisting them with the equipment to open an infant transition room. Unfortunately, Children Come First had to withdraw.



1501 Midwestern Pkwy, Suite 101  
Wichita Falls, Texas 76302  
Phone: 940.767.1432  
Fax: 940.322.2683  
www.ntxworksolutions.org

Ms. Adams shared that several staff have attended professional development activities over the past month with the TRS Early Education Conference and the Frog Street Press Splash 2023. She also states that her team has been involved in several community events as well trying to spread the word about the childcare program. They have participated in the 2023 Community Job Fair, Townsquare Media Garage Sale, Project Back to School, YMCA Hiring Event, Wichita Falls Housing Authority Back to School Bash, Booker T Elementary/YMCA Meet the Teacher and are also scheduled for two more later in the month at Vernon College Resource Fair and Baylor County Job Fair.

Mrs. Ginger Hannah, Business Services Manager, gave the Workforce updates. Mrs. Hannah reported that year to date, the workforce center has seen 9,028 customers and for the month of July alone, there were a total of 51 entered employments with 322 employers served and 3,546 services to employers. She also stated that there was a total of 4,408 job referrals for our 11-county area year-to date through July since last October.

Mrs. Hannah stated that during the Summer Earn and Learn program, there were 26 participants and that exceeded our target set by TWC and had a total of 20 different worksites this year. She states that Ruben's House of Classics, Graham Public Library, Southside Youth Senter, and the Faith Resale and Donation Center were just a few and shared success stories and pictures from those worksites. Mrs. Hannah indicated that a student's grandmother reports that her granddaughter had matured with this experience, and it has helped with her temperament. There were several other quotes also noted from several of the students who participated in the program this summer.

Mrs. Hannah then went over some of the most recent job fairs and other events across the area and hi-lighted the Partner-Up Community Job Fair held at the MPEC on July 11<sup>th</sup>. That event alone had 101 employers and 355 job seekers in attendance.

Mrs. Hannah then shared a success story. Jessica Johnson came to Workforce Solutions in June 2023 after having an "extremely rough summer". She was unemployed and could not afford childcare for her four young children. Jessica lives in a rural community which also limited her childcare and employment options. Jessica volunteered to participate in the Choices program. She received free childcare for one year, incentive gift cards, and supportive services including gas cards and interview clothes. Jessica was very humble and truly appreciated the support.

With the guidance of her Case Manager, Lisa McNamara, Jessica found a job within seven days. She started working at Wichita Home Health in June 2023 making \$9/hr.

Jessica said, **"I would like to take the opportunity to thank Workforce Solutions for all of their help and services, I am forever grateful."** The Choices program removed many barriers to get Jessica back on her feet and self-sufficient.

Mrs. Hannah discussed the July survey results and stated that they had an 84.81% positivity rate.



1501 Midwestern Pkwy, Suite 101  
Wichita Falls, Texas 76302  
Phone: 940.767.1432  
Fax: 940.322.2683  
[www.ntxworksolutions.org](http://www.ntxworksolutions.org)

Mrs. Kendra Ball gave the rapid response report. She indicated that she learned about Gene's Tasty Burger closing in July and attempted to reach out to provide rapid response services but was already closed when we learned about it. The Center reports that they have seen a few staff coming in for assistance and center staff are just completing those one-on-one. Mrs. Ball also informed everyone that she is working with a local manufacturing company who is very slow right now and trying to prevent layoffs. Mrs. Ball has provided information to connect them with TWC for shared work and other options to prevent layoffs. This was a confidential listing for possible layoffs in September.

Mrs. Little announced the next board meeting will be on October 26, 2023, and the meeting was adjourned at 12:56 pm.

Respectfully submitted,

DocuSigned by:

A handwritten signature in black ink that reads "Glenda Ramsey".

65C2D4DA0640440...  
Glenda Ramsey, Secretary