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June 18, 2024

Monitoring Committee Meeting Notice

Members of the Monitoring Committee will meet on **Tuesday, June 25, 2024, at 11:30 am via Zoom** link below.

Join Zoom Meeting

<https://us06web.zoom.us/j/89425378105?pwd=v3bOZ2Vk0Ek0MoEl3VdRDszlFf4ID4.1>

Meeting ID: 894 2537 8105 Passcode: 469172 One tap mobile +13462487799

Agenda

1. Call to order and introductions – Kristin Little, Chair
2. Welcome to new board members
3. FY24 TWC Exit Conference in May 2024



FY24 North Texas
Exit Conference Rep

4. Review summary of Workforce Center reviews
5. Review summary of Child Care reviews
6. Other discussion
7. Next meeting date to be determined with email poll.
8. Adjourn

Workforce Solutions North Texas

Exit Conference Report

Project #24.03.0001

To: Board's Staff, Other Representatives, & TWC Monitoring Team
From: Lanette McHazlett Sanchez, Project Manager
Date: May 10, 2024
Time: 2:00 pm
RE: Exit Conference Report with the Workforce Solutions North Texas

I. Introductions & Sign-In:

Please enter your name, title, and department in Teams "Chat Box" section. Please distinguish between Board or subrecipient.

II. Scope

The scope of this review encompassed the program year beginning February 1, 2023, through February 29, 2024.

III. Issues and Documentation

Disbursements

In three travel transactions, the Board charged state taxes for hotel stay to TWC grants, and the Board is a Tax-exempt entity.

In one transaction, the Board's workforce center contract expired March 2024. The Board continues to pay rent for a workforce center on an expired contract.

The issues above may result in questioned costs.

Cash and Cash Equivalents

At the time of initial review, the Board did not have a policy in place for ensuring adequate controls and oversight of cash and cash equivalents. It is noted that the Board has developed and provided a policy with an effective date of 5/8/2024.

Issues and potential questioned costs identified in this report may require additional research regarding the status as findings and the final amount of costs. Therefore, we will continue communications with Board staff, as necessary. If circumstances warrant, an issue may be removed from this review and addressed in a subsequent special review. Findings from previous reports that are still in process with TWC Audit Resolution may be included in this year's report as a prior year issue.

IV. Reporting Process:

You will receive a report of our findings, if any, upon completion of our fieldwork. The Executive Director (or appropriate representative for non-Board reviews) will be provided a courtesy copy of the final report twenty-four (24) hours prior to its dissemination. If the review results in no issues identified, a management letter will be issued, and the review closed. (40 T.A.C. 802.65(a))

V. Resolution Process:

After issuance of the monitoring report, TWC Audit Resolution will issue you an Initial Resolution Notification regarding administrative findings and questioned costs noted in the report. The monitored entity will have 45 calendar days from the issuance of the Initial Resolution Notification to respond. (40 T.A.C. 802.65(b)(1) and (2)).

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Administrative Findings: If administrative findings are resolved based on the responses to the Initial Resolution Notification, a monitoring closure letter is issued. (40 T.A.C. 802.65(b)(1)(A)). Unresolved administrative findings remain open; TWC's Audit Resolution Department will continue to work with the monitored entity until the next scheduled review to ensure follow-up. ((40 T.A.C. 802.65(b)(1)(B))

Questioned Costs: If questioned costs are resolved based on the responses to the Initial Resolution Notification, a monitoring closure letter is issued. (40 T.A.C. 802.65(b)(2)(A)). Unresolved questioned costs will result in the issuance of an Initial Determination. (40 T.A.C. 802.65(b)(2)(B)).

VI. Special Requests:

Special requests for or any of the following areas can be facilitated by the Subrecipient Monitoring Department or in conjunction with other departments.

A. Monitoring Technical Assistance – For monitoring tools, procedures and training: informal or formal.

Contact person is: Alma I. Gonzalez, Training Coordinator/Monitoring TA
Telephone: (512) 936-2513 (O); (512) 755-5546 (C); Fax: (512) 936-3517
Email: alma.gonzalez2@twc.texas.gov

B. Fiscal Technical Assistance – For answers to financial questions, you may email TWC fiscal technical assistance workgroup at Fiscal.ta@twc.texas.gov

C. Program Technical Assistance Requests:

Applicable Contract Manager:
Tangela.Niemann@twc.texas.gov

Workforce Policy & Program Assistance:
Email wfpolicy.clarifications@twc.texas.gov

VII. Customer Service

The Subrecipient Monitoring Department strives to continually improve our processes and procedures. As such, a *Customer Satisfaction Survey* will be provided to the Executive Director. We would greatly appreciate your time in completing the survey and returning it to:

Charles E. Ross, Jr.,

Director

Fraud Deterrence and Compliance Monitoring Division

Email: chuck.ross@twc.texas.gov

VIII. Closing Remarks & Questions

**Workforce Solutions North Texas
Exit Conference Report
Project #24.03.0001**

IX. Acknowledgement

The purpose of the exit conference report is to provide monitored entities, upon completion of the on-site review, a written record of potential issues and questioned costs which could be included in the monitoring report. It also documents one of our primary goals; assurance that entities we monitor are provided daily feedback, verbally and/or in writing as requested by the entity, throughout the duration of the on-site review.

Signatures below acknowledge that the TWC team gave frequent verbal and written updates on the status of the monitoring visit. It also acknowledges that the Board understands that the issues identified may be written as findings in the TWC Monitoring Report. ***The signature below does not acknowledge agreement or disagreement with the issues noted, merely that the issues and potential questioned costs were communicated during the course of the review.***

Lisa McDaniel

Executive Director or Designee

05/10/2024

Date

Lanette McHazzlett Sanchez

TWC SRM Project Manager

5/10/2024

Date

Charles E. Ross, Jr.

Charles E. Ross, Jr.
Director, Division of Fraud Deterrence and Compliance Monitoring
Texas Workforce Commission

Date





Summary of Monitoring by Center June 2024

Workforce Center Contractor: Equus Workforce Solutions

INTERNAL MONITORING REPORT	PERIOD	ACCURACY RATE	FINAL ACCURACY RATE	Disallowed Cost
CHOICES Noncooperation-100%	2024.05	100%	100%	None
CHOICES Work Activities-100%	2024.04	92%	100%	None
PROCUREMENT REVIEW-100%	2024.Q1	99%	100%	None
SNAP Non-Cooperation-100%	2024.04	100%	100%	None
SNAP Work Activities-100%	2024.04	87%	99%	None
SUPPORT SERVICES REVIEW-100%	2024.02	98%	99%	None
WIOA CASE NOTE REVIEW-100%	2024.05	75%	77% Program Supervisor has addressed	None
WIOA Data Validation, MSG, Credential-100% (replaces WIOA CM)	2024.Q1	69%	78% Date of Program Exit are 40% of the error rate	None
WIOA ELIGIBILITY REVIEW-100%	2024.04	97%	100%	None

Child Care QA Report - March 2024 to April 2024

Friday 4/19/24

The Quality Assurance (QA) process is an in-house, case file auditing process that involves a preliminary QA audit and a final QA audit for any case being determined eligible for child care services.

Quality Assurance Numbers

Total Cases Reviewed	229	Average Monthly Accuracy rate	98.84%	100% Accuracy for all cases	Disallowed Cost	\$0.00	
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