



A proud partner of the [americanjobcenter](#) network

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

## Workforce Solutions North Texas Board Meeting Minutes June 27, 2024

The Workforce Solutions North Texas Board met at noon on Thursday, June 27, 2024, 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  
Michael Blevins, Tower Extrusions  
Lauren Bush, Seymour Economic Development Director  
Dori Dockery, United Regional Health Care System  
Billy Clark, Helping Electra's Local People  
Keri Goins, Child Care Partners  
Maria G. Jaimes, Wichita Falls, Chamber of Commerce  
Chelsea Lewis, Lewis Learning Center  
Debbie Powell, Texas Workforce Solutions Vocational Rehabilitation  
Mileasha Rizan, Work Services Corporation  
Crystal Sanders, Texas Workforce Commission  
Rhonda Schreiber, Humana  
Jim Sjolander, Berend Brothers  
Scotty Sproles, NOV Fiber Glass Systems  
Dirk Welch, Midwestern State University  
Linda Whitaker, Archer Supply  
Julie Young, Wichita Adult Literacy  
Michelle Wood, WFISD CTE

### MEMBERS NOT PRESENT:

Mary Aranda, Farmers Insurance  
Steve Halloway, Wichita Falls Trades and Labor Council  
Tracey Jennings, Attorney  
Kristin Little, American National Bank & Trust  
Glenda Ramsey, Harper Perkins Architects

### GUESTS PRESENT:

Donna Adams, WFS Childcare  
Tiffany Jones, WFS Childcare  
Sherry Dunn, Texas Veterans Commission  
David Dohme, Texas Veterans Commission  
Ginger Hannah, Equus, Wichita Falls Center  
Cynthia Humphrey, Equus, Wichita Falls 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](http://www.ntxworksolutions.org)

A proud partner of the [americanjobcenter](#) network

Crystal Ojeda, Equus, Wichita Falls Center  
Darla Silva, Equus, Wichita Falls Center  
Sandi Stahr, Equus, Wichita Falls Center  
Tremaine Hubbard, Texas Veterans Commission  
Jenna Bjorkman, Texas Veterans Commission  
Hazel Anderson, Equus, Wichita Falls Center  
Kim Mitchell, Equus, Bowie Center  
Crystal Collins, Equus, Wichita Falls Center  
David Parkman, Edgin, Parkman, Fleming & Fleming

**BOARD STAFF MEMBERS PRESENT:**

Lisa McDaniel, Executive Director  
Sharon Hulcy, Contract Manager/EO Officer  
Kendra Ball, Business & Outreach Manager  
Karen Fite, Technology Manager  
Robin Read, IT Systems Support  
Dakota Mize, Community Engagement Specialist  
Kayla Crowley, Childcare Contract Manager  
Sydney Clement, Administrative Assistant / Asst. EO Officer

Lisa McDaniel, Executive Director, started the board meeting by informing everyone that the Board Chair was unable to attend due to a conflict, and the Vice Chair is unable to be here in person, and the Secretary was also unable to attend today's meeting. Therefore, Ms. McDaniel needed the board to elect a Pro-Tem Chair to fill in for the meeting today. Billy Clark, Helping Electra's Local People, was nominated to fill in as Pro-Tem chairman. Kenny Miller made the motion to elect Mr. Clark to serve as Pro-Tem Chair for the Board meeting and it was seconded by Mileasha Rizan. The board voted and the motion passed.

Billy Clark called the meeting to order at 12:09 p.m.

Mrs. McDaniel announced that we had several special guests in attendance for the board meeting, including David Parkman from Edgin, Parkman, Fleming & Fleming and Tremain Hubbard, District Manager for Texas Veteran Commission of West Texas and Jenna Bjorkman, Staff Service Officer from Texas Veteran Commission and a new board member, Dori Dockery from United Regional Health Care System.

Mr. Clark asked if there were any public comments and there were none.

Mr. Clark asked for any declaration of conflict of interest and there was none noted.

Mr. Clark asked for approval of the consent agenda and the minutes from the April 2024 Board meeting. Dirk Welch made a motion and Rhonda Schriber seconded (motion passed).

Mr. Clark asked for approval of the 2022 Form 990 Form. Toni Alonza made the motion and Rhonda Schriber seconded (motion passed).

Mrs. Sharon Hulcy, Contract Manager/EO Officer, discussed the monitoring committee report. TWC visited the first week of May 2024. There were no incidents or issues with either Equus or Rolling Plains Management Corporation. They had validated what Diaz, Smith and Associates had done for us and there were no issues reported. They had noted in the exit report that the board staff travel transactions were paying hotel state taxes while traveling and as nonprofit tax-exempt organization, we should be state tax exempt for hotel stays. We were not aware of this and are now taking steps to present the correct documents to hotels moving forward.



A proud partner of the [americanjobcenter](#) network

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

In addition, they noted that the Boards Bowie office lease had ended in March of 2024. Mrs. McDaniel noted that the Landlord only wants to do one year at a time. The lease must be renewed annually, and it has been very difficult to get the Landlord to respond to correspondence thus far in attempts. Through the recent approval of our broker, she has been assisting the Board with this lease and visited the Bowie area hoping to identify a new location to relocate where the rent could be affordable. The Broker hasn't had any luck so far finding another space and is now working with the Landlord to update the lease and hopefully for more than a year at a time.

The other issue the TWC Monitors noted was the Boards oversight of Cash Equivalents on hand with Equus. Equus keeps cards for supportive services to customers such as gas cards and bus passes for Wichita Falls. Mrs. McDaniel indicated that she developed a policy while the TWC Monitors were on-site, and the Board will begin to receive monthly log sheets from Equus on the Cash Equivalents and the Board will do random card counts on hand to ensure that the cash equivalents are being always secured and that counts are being conducted daily. Equus will provide monthly reconciliation of all cash equivalents as well to the Board each month.

Mrs. McDaniel stated that both Equus and Rolling Plains had no findings, and it was a great audit. Nortex Regional Commission, our Fiscal agent, also had no issues. The TWC monitoring team was very complimentary. They indicated that all these issues are minor.

Ms. Hulcy has completed an Equal Opportunity Monitoring review of our centers as well and there were several issues with the Bowie location with the bathroom not having a grabrail behind the toilet in the restroom and the doorway to the conference room isn't wide enough to meet guidelines to allow a wheelchair to fit through the opening. The Broker will also incorporate remedies to these issues within a new Lease if that occurs. For the Vernon office at the Wilbarger Courthouse, there were also a few issues as far as signage for the bathrooms and other signage outside identifying accessible routes and they are currently being addressed to comply. There were no issues noted for the Graham or Wichita Falls office.

Mrs. Sharon Hulcy went over the Board Procurement List and there were no questions asked. She then went over the Grant Spending Report and there were no questions asked.

Mrs. Lisa McDaniel then welcomed Tremaine Hubbard, with Texas Veteran's Commission. He presented the Business Services Team of the Year award to Mrs. McDaniel and the team. This year the Texas Veterans Commission had nominations from across the state. Ms. Sherry Dunn, who offices in our Wichita Falls Workforce Center, was recognized for the submission that she wrote for Wichita Falls. The Texas Veterans Commission also awarded and recognized us for having the American Job Center (AJC) Business Services Unit (BSU) Team for a second year in a row. This award is focused on recognizing a team whose partnership with Jobs for Veterans State Grant (JVSG) Veteran Employer Liaisons provides employment, training, and placement services to veterans. Individuals on the BSU team display outstanding customer service skills, communications, and collaboration with JVSG staff ensuring the success of all veterans served by the AJC.

Mr. David Parkman from Edgin, Parkman, Fleming & Fleming, who completed the recent Fiscal Audit on Nortex Regional Planning Commission. Mr. Parkman reported that all financial statements were clean and there were no findings. No questions asked.

Mrs. McDaniel announced the Board has a new Child Care Contract Manager effective May 6, 2024. Our previous Childcare Contract Manager, Josie Gonzalez, retired at the end of April to spend more time with family. Ms. Gonzalez previously retired from TWC after 25 years four years ago when she came to



A proud partner of the [americanjobcenter](#) network

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

work for our Board. Ms. Kayla Crowley has worked for the past year as the Childcare Community Engagement Specialist and has been contracting new centers. Ms. Crowley was such a huge asset to our childcare program with her knowledge and expertise when her temporary grant ended in April and considering Ms. Gonzalez announcement of retirement. Ms. Crowley was promoted to Childcare Contract Manager. Mrs. McDaniel noted that Ms. Crowley can provide that seamless transition during such a critical time with many changes and allow the Board to continue to work on new provider recruitment and no lapse in services or oversight.

Ms. Crowley announced that the Child Care Advisory Council met for the second time on June 18th and had a great discussion for childcare staffing, mental health care for childcare workers and professional development opportunities for childcare owners, directors and staff. Ms. Crowley has been attending the Early Childhood Coalition meetings, they have partnered with our Child Care Advisory chapter to encourage advocacy for our childcare community. The Texas Workforce Commission is rolling out a new system for Child Care that will launch on September 1<sup>st</sup>. This is a more user-friendly system built for childcare providers as well as the parents, childcare staff and contract managers. Training has started on how to properly use the system.

Mrs. McDaniel discussed that there are some board member term expirations coming up at the end of September. There is a new member scheduled on the TWC Commissioners Meeting docket for 8/6/24 for approval and that hopefully will be attending our board meeting in August. Mrs. McDaniel indicated that she will be reaching out to see if those who have expiring terms coming up would like to serve again. Mrs. Kendra Ball, Marketing and Outreach Manager, then discussed the new committee alignment update. Mrs. Ball did state that a Board staff member would be the point of contact for each committee and assist with the agenda and also notify each committee board member for the meeting dates. The Childcare Advisory Council is Ms. Kayla Crowley, the Education Committee is Mrs. Kendra Ball, the Membership Committee is Mrs. Lisa McDaniel, and the Monitoring and Performance Committee is Mrs. Sharon Hulcy.

Mrs. McDaniel went on to announce the City of Seymour's Remote Work Center, The Office, will be holding a ribbon cutting & grand opening next Monday, July 1, at 12:00 noon. A press release was issued announcing the event with key details about this new initiative. Workforce Solutions provided 19 cubicles for workstations, computers, monitors, cameras, printers, a copier and furniture for all cubicles and 2 private offices that consist of desks and office chairs. In response to the growing demand for flexible work solutions, The Office is designed to provide a modern, collaborative space that supports remote workers, freelancers, and small business owners. With high-speed internet, private meeting rooms, and an array of amenities, The Office will enhance professional growth in the community of Seymour and local surrounding area.

The 2023 Annual Report was mailed out at the end of May. Mrs. McDaniel thanked Dakota Mize, Community Engagement Specialist, and Kendra Ball, who spent countless hours formatting and putting it together and of course to our teams for providing the incredible content within. If it weren't for all the amazing things we do within our communities, the report wouldn't be as great as it is.

Mrs. McDaniel announced that at the end of May, TWC gave approval for the purchase of two new vehicles for our Childcare Program. With the recent changes to the statewide mentoring and assessor programs, staff are now required to visit the Texas Rising Star Centers more frequently and distribute materials to providers.

Much research and consideration were completed during the procurement process, and it was determined that



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

A proud partner of the **americanjobcenter** network

paying staff the required state mileage rate for the use of their own personal vehicle was not cost effective as purchasing vehicles for the program. The Board also considered the options of renting and leasing, but again, neither of those options were cost effective either.

Ms. Crystal Ojeda, Equus Wichita Falls Center, announced that 52 customers entered employment in the month of April and 43 in May. There was a great turnout at the Growing Together Community Job Fair, and 104 job seekers were hired. Ms. Ojeda shared the success story of a young man who worked 25 years at Tranter and was laid off. With no formal education or skill set he contacted Cynthia Humphry where she helped him through the help of the TAA and WIOA program and he completed his associates degree in Automation and Electrical Technology at Vernon College in May 2024. He is now employed at United Regional as a laundry mechanic maintaining the electrical components of the equipment.

Ms. Donna Adams, WFS Childcare, announced that they have two new staff members for client services. Jordyn Whittington and Nevaeh McKinley. As of June 3<sup>rd</sup>, there were 317 children on the waiting list for childcare services. The estimated wait time for childcare services is currently 2–4 months. Staff are out-reaching 30 clients every week. The Director's Luncheon Training that was held on May 22 had 23 in person attendees and 8 online. The next luncheon will be held on August 28<sup>th</sup>. Ms. Adams also informed everyone that the Infant/Toddler Training will be held once a month and their first training was held on May 30<sup>th</sup> and had 11 attendees. This is for our providers and their staff to attend to receive a certificate for one hour's training. They also receive multicultural and real-life items that they can take to their centers to help them in their assessments.

Mrs. Kendra Ball discussed the Rapid Response Report. As of May there have been 12 closures in the area to include JC Penny, Red Lobster, Rue 21, Hooters and many more. Staff do reach out when we are alerted of closures to offer our services but sometimes do not hear of closures until after they have happened. She reminded everyone to contact her if they hear any rumors, etc. as services can be provided to assist both employers and job seekers.

Mrs. McDaniel announced the next board meeting will be on August 22, 2024. Mr. Billy Clark adjourned the meeting at 1:11 pm.

Respectfully submitted,

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

Glenda Ramsey, Secretary