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1501 Midwestern Pkwy, Suite 101
Wichita Falls, Texas 76302
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www.ntxworksolutions.org

Workforce Solutions North Texas Board Meeting

November 1, 2024

Members of the Workforce Solutions North Texas Workforce Development Board will meet on **Thursday, November 7, 2024**, at 12:00 pm (noon).

In-person attendance will be at **Workforce Solutions North Texas Workforce Center, 4309 Old Jacksboro Hwy, Entrance 5, in the Lonestar Conference Room** in Wichita Falls, Texas. **Lunch will be provided for those who RSVP.**

Virtual attendance requires registration by noon, **November 7, 2024**, to access via Zoom. https://us06web.zoom.us/meeting/register/tZUrc-qtrDMiHNWqvqXzMUbyxYjmkOmp1_ZQ
After registering, you will receive a confirmation email containing information about joining.

AGENDA

1. **Call to Order**
2. **Introductions of Guests**
3. **Public Comment**
4. **Declaration of Conflict of Interest**
5. **Consent Agenda – Action Requested**
 - a. Review & Approval of Minutes from August 2024 Board Meeting pg 2-5
 - b. *Note - Full Board meeting recordings are posted to the board website at <https://ntxworksolutions.org/board-meetings/>*
6. **Items for Discussion – Action Requested**
 - a. Nominations Committee – Election of Officers
 - b. Outreach Committee – Target & In-Demand Lists pg. 6-13
 - c. 2025 Board Budget pg. 14
7. **Reports**
 - a. Monitoring Committee pg. 15 - 46
 - b. Grant Spending pg. 47
 - c. Procurement pg. 48 -54
 - d. Executive Director
 - e. Workforce Solutions Childcare pg. 55 -59
 - f. Workforce Solutions Workforce pg. 60 -68
 - g. Rapid Response pg. 69
8. **Announcements – Next Board Meeting – December 12, 2024**
9. **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.



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Workforce Solutions North Texas Board Meeting Minutes August 22, 2024

The Workforce Solutions North Texas Board met at noon on Thursday, August 22, 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
Marsha Anderson, Rolling Plains Management Corporation
Lauren Bush, Seymour Economic Development Director
Billy Clark, Helping Electra's Local People
Keri Goins, Childcare Partners
Steve Holloway, Wichita Falls Trades and Labor Council
Vicki Holland, Holland Land & Cattle
Maria Jaimes, Wichita Falls Chamber of Commerce
Chelsea Lewis, Lewis Learning Center
Kristin Little, American National Bank & Trust
Anthony Louis, Pratt & Whitney
Kenny Miller, Region 9
Debbie Powell, Texas Workforce Solutions Vocational Rehabilitation
Glenda Ramsey, Harper Perkins Architects
Crystal Sanders, Texas Workforce Commission
Rhonda Schriber, Humana
Jim Sjolander, Berenda Brothers
Scotty Sproles, NOV Fiber Glass Systems
Dirk Welch, Midwestern State University
Linda Whitaker, Archer Supply
Julie Young, Wichita Adult Literacy
Kevin Benton, Montague County Judge

MEMBERS NOT PRESENT:

Mary Aranda, Farmers Insurance
Michael Blevins, Tower Extrusions
Dori Dockery, United Regional Health Care System
Tracey Jennings, Attorney
Mileasha Rizan, Work Service Corporation
Michelle Wood, WFISD CTE

GUESTS PRESENT:

Donna Adams, WFS Childcare

*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*



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Tiffany Jones, WFS Childcare
Darla Silva, Equus, Workforce Solutions Center
Sandi Stahr, Equus, Workforce Solutions Center
Crystal Ojeda, Equus Wichita Falls Center
Cynthia Humphrey, Equus Wichita Falls Center
Lisa Boyd, Equus Wichita Falls Center
Ginger Hannah, Equus Wichita Falls Center
Mary Havens, WFS Childcare
Brittany Myles, Equus Workforce Center

STAFF MEMBERS PRESENT:

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

Kristin Little, Madam Chair, called the meeting to order at 12:04 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 2024 Board meeting. Billy Clark made the motion to approve. Glenda Ramsey seconded. (motion passed).

Mrs. Lisa McDaniel, Executive Director, discussed the Bowie Workforce Center Lease. Mrs. McDaniel indicated that the Real Estate Broker has been working with the landlord of the Bowie Workforce Center. Before this, Mrs. McDaniel indicated that the Broker attempted to locate other space in the city of Bowie and worked with other property owners but there wasn't much that didn't require extensive repairs or that would accommodate our space needs. The current Landlord has agreed to a five-year lease at where we have been located now for over 10 years. The new Lease will go into effect September 1, 2024 and run through August 31, 2029. The current rent is \$2,000 a month. The Landlord has agreed to do a five-year lease, at the amount of \$2,250 from September 1, 2024, to August 2026 and then \$2,350 from 2026 to 2029. Mrs. Little asked the Board for approval for the lease. A few questions were asked by some of the Board members, the lease does meet its recommendations. A few things will be fixed to meet some requirements because of the most recent EO Monitoring and the landlord has told us they will be completed by September 30th. There is a clause that we put in the contract that if it's due to funding we can get out of the lease. This lease also includes utilities. Mrs. Little then went on to ask for approval of the Bowie Workforce Center Lease; Kenny Miller made the motion to

approve the new lease and Billy Clark seconded. Motion passed to move forward with the new 5-year Lease of Bowie Workforce center where we have been located.

Mrs. McDaniel went on to discuss a few board member expirations coming up on 9/30/24 with most staying on board. We are still in compliance but will work to fill a few vacancies.

Mrs. McDaniel then discussed that she has heard from the TWC Monitors and they will be here the week of May 5th, 2025 to conduct their annual review. The review will have some testing that is required to be done on-site, but everything else can be conducted remotely. The plan is the entrance and exit to be remote, with meetings set up during the week to conduct the following testing on-site: Cash and Cash Equivalents, where they will be verifying gas/incentive/other cash equivalents on at center. Priority of Service, where they will conduct walkthroughs of enters to verify signage and the process. Property, where they will verify the location of a sample item from the Board property list and PII, where they will conduct walkthroughs of the centers if the Board has not conducted and documented PII monitoring. The current FY24 Report is going through the QA review process and the department goal is to have all Board reports issued by the end of September.

The 27th Annual TWC State Conference is coming up December 4th – December 6th, 2024, at the Gaylord Texan Resort & Convention Center in Grapevine, TX. This year our very own Kendra Ball, Marketing and Outreach Manager, is going to give a presentation on the PATHS grant that we have worked on for the last several years. Please reach out to Lisa McDaniel if you plan on attending the conference.

Mrs. McDaniel indicated that she and team are working on a couple of grants. The first one is an Innovation Grant that is due September 19th. The focus will be to serving justice involved individuals in our 11-county region and have already requested assistance and support from all CEOs with a meeting soon for our application submission. The second grant is the Internship Grant. This application is due in October and the focus of the grant will be for high school students that attend a technical dual college credit course. We would facilitate work experiences that address the skill shortages in regional high-demand middle skill STEM occupations. The target audience for this grant is foster youth, students with disabilities, students from low-income families and populations underserved in STEM, to include females and racial and ethnic minorities. Focus will be to work with partners such as high school CTE coordinators, Region 9, Vocational Rehabilitation, and Student Hire-ability Navigator to identify participants.

Mrs. McDaniel then announced that she will be attending the WIN (Workforce Innovation Network) Texas Meeting in South Padre on Sept 8-11th. She has been nominated to serve as the Chair/President for the next year of this organization that consists of herself and the other 27 Workforce Board Executive Directors. She will be the voice for the group and liaison with the Texas Workforce Executive Director and Commissioners. She'll have the ability to learn and advocate for the workforce at a higher level than just regionally. She has had some long-term ED's that are from larger board areas that will assist mentoring her throughout this process.

Mrs. Kendra Ball, Marketing & Outreach Manager, announced that we placed 27 teachers in the Teacher Externship Program, and that they got to take what they learned at some local business back to the classroom. Two videos of the externship were shared with the Board and can watch on our website under the August board meeting YouTube video.



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Mrs. Donna Adams, WFS Childcare, announced program updates. Effective August 23rd, the Child Care Assistance Program will be down and reopen in September due to the new system transitions. Effective September 1st, every childcare center must have a TECPDS account and becoming a Texas Rising Star provider is now a mandatory requirement for all childcare providers that are in contract with Workforce Solutions.

As of August 19, 2024, there are 300 children waiting for childcare services on the waitlist for North Texas. The estimated wait time for childcare is currently 2-4 months. Per Texas Rising Star guidelines, our providers must have a certain number of training hours depending on the type of facility. To help them obtain their hours, Donna and her team have implemented training within their office, The Director's Luncheon, and this is for all the Directors and Assistant Directors of all our childcare providers. Early Childhood Intervention Trainings as well as Infant/Toddler Trainings are going to be held once a quarter for all our providers and their staff to attend and will get a certificate for one hour of training. Ms. Kayla Crowley, Board Childcare Director added they are still contracting with new daycares to help fill the need for slots.

Ms. Crystal Ojeda, Equus, Wichita Falls Center, announced they had 41 placements in June 2024 and 18 went to work. There were 57 placements in July and 35 went to work. They hosted their first Beat the Heat Wichita County Job Fair in Burkburnett, TX that had 58 employers and 173 job seekers show up. The Summer Earn and Learn program this year had 24 students, 26 worksites with 5 weeks paid work experience. Ms. Ojeda also shared they had a 90.56% positive feedback for the months of June and July from customer surveys.

Ms. Brittany Myles, Workforce Center Youth Case Manager, shared her success story about a young man, Joel. Joel had been withdrawn from school at the age of 13 due to custody issues and was left uneducated and closed off from the world for years. He had learned about the North Texas Works Program at a Region 9 GED orientation. His goals were to obtain his GED, find employment and continue his education. With the help of the North Texas Works program, and his case manager, Brittany Myles, Joel earned his GED on April 9, 2024. He also started working for the first time at Love's Travel Stop on June 5, 2024, making \$12/hr.

Mrs. Ball gave the Rapid Response report. There has been a total of 449 employees impacted from either a layoff or a closure since January 2024 to August 1, 2024.

Mrs. Little announced the next board meeting will be on October 24th, 2024, and the meeting was adjourned at 1:08 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Glenda Ramsey". The signature is fluid and cursive, with a large loop at the end of the last name.

Glenda Ramsey, Secretary



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In-Demand Industries

CRITERIA

- Must have substantial current or potential impact (including jobs that lead to employment opportunities that provide both economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy and that contribute to the growth or stability of other supporting businesses or to the growth of other industry sectors; or
- Must currently have or are projected to have a substantial number of open positions (including positions that lead to economic self-sufficiency and opportunities for advancement) great enough to have a significant impact on the state, regional, or local economy.

Removed

1	2381	<i>Foundation, Structure, and Building Exterior Contractors</i>
2	3364	<i>Aerospace Product and Parts Manufacturing</i>
3	4881	<i>Support Activities for Air Transportation</i>
4	5321	<i>Automotive Equipment Rental and Leasing</i>
5	5614	<i>Business Support Services</i>
6	6221	<i>General medical and surgical hospitals</i>
7	6231	<i>Nursing Care Facilities (Skilled Nursing Facilities)</i>
8	6232	<i>Residential Intellectual and Developmental Disability, Mental Health, and Substance Abuse Facilities</i>
9	6241	<i>Individual and Family Services</i>
10	999200	<i>State government, ex. education & hospitals</i>

Added

1	2381	<i>Building Foundation And Exterior Contractors</i>
2	4234	<i>Professional and Commercial Equipment and Supplies Merchant Wholesalers</i>
3	4551	<i>Department Stores</i>
4	4552	<i>Warehouse Clubs, Supercenters, and Other General Merchandise Retailers</i>
5	4922	<i>Local Messengers and Local Delivery</i>
6	5415	<i>Computer Systems Design and Related Services</i>
7	5419	<i>Other Professional, Scientific, and Technical Services</i>
8	5611	<i>Office Administrative Services</i>
9	6219	<i>Other Ambulatory Health Care Services</i>

2024 In-Demand Industries

Based on projections data 2022-2032

NAICS INDUSTRY

1	2131	Support Activities for Mining
2	2381	Building Foundation And Exterior Contractors
3	2382	Building Equipment Contractors
4	4234	Professional and Commercial Equipment and Supplies Merchant Wholesalers
5	4551	Department Stores
6	4552	Warehouse Clubs, Supercenters, and Other General Merchandise Retailers
7	4922	Local Messengers and Local Delivery
8	5415	Computer Systems Design and Related Services
9	5419	Other Professional, Scientific, and Technical Services
10	5611	Office Administrative Services
11	5617	Services to Buildings and Dwellings
12	6111	Elementary and Secondary Schools
13	6211	Offices of Physicians
14	6213	Offices of Other Health Practitioners
15	6216	Home Health Care Services
16	6219	Other Ambulatory Health Care Services
17	7225	Restaurants and Other Eating Places

In-Demand Occupations

CRITERIA

- Must currently have or are projected to have a substantial number of open positions (including positions that lead to economic self-sufficiency and opportunities for advancement) great enough to have a significant impact on the state, regional, or local economy.

Removed

- 1 13-1082 *Project Management Specialists and Business Operations Specialists, All Other*
- 2 13-2011 *Accountants and Auditors*
- 3 15-1256 *Software Developers and Software Quality Assurance Analysts and Testers*
- 4 25-2031 *Secondary School Teachers, Except Special and Career/Technical Education*
- 5 25-3031 *Substitute Teachers, Short-Term*
- 6 25-9045 *Teaching Assistants, Except Postsecondary*
- 7 29-1171 *Nurse Practitioners*
- 8 29-2061 *Licensed Practical and Licensed Vocational Nurses*
- 9 33-3012 *Correctional Officers and Jailers*
- 10 35-2011 *Cooks, Fast Food*
- 11 35-2012 *Cooks, Institution and Cafeteria*
- 12 37-2012 *Maids and Housekeeping Cleaners*
- 13 37-3011 *Landscaping and Groundskeeping Workers*
- 14 39-9011 *Childcare Workers*
- 15 43-3031 *Bookkeeping, Accounting, and Auditing Clerks*
- 16 43-4051 *Customer Service Representatives*
- 17 43-4081 *Hotel, Motel, and Resort Desk Clerks*
- 18 43-4171 *Receptionists and Information Clerks*
- 19 43-6013 *Medical Secretaries and Administrative Assistants*
- 20 43-6014 *Secretaries and Administrative Assistants, Except Legal, Medical, and Executive*
- 21 43-9061 *Office Clerks, General*
- 22 47-1011 *First-Line Supervisors of Construction Trades and Extraction Workers*
- 23 47-2061 *Construction Laborers*
- 24 47-5013 *Service Unit Operators, Oil and Gas*
- 25 51-4121 *Welders, Cutters, Solderers, and Brazers*
- 26 53-3058 *Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity*

Added

- 1 21-1018 *Substance Abuse, Behavioral Disorder, and Mental Health Counselors*
- 2 29-1127 *Speech-Language Pathologists*
- 3 29-2056 *Veterinary Technologists and Technicians*
- 4 31-9092 *Medical Assistants*
- 5 31-9096 *Veterinary Assistants and Laboratory Animal Caretakers*
- 6 35-1012 *First-Line Supervisors of Food Preparation and Serving Workers*
- 7 47-2051 *Cement Masons and Concrete Finishers*
- 8 47-5011 *Derrick Operators, Oil and Gas*
- 9 47-5012 *Rotary Drill Operators, Oil and Gas*
- 10 49-2022 *Telecommunications Equipment Installers and Repairers, Except Line Installers*
- 11 49-9052 *Telecommunications Line Installers and Repairers*
- 12 53-3033 *Light Truck Drivers*
- 13 53-7073 *Wellhead Pumpers*

2024 In-Demand Occupations

Based on projections data 2022-2032

SOC	Occupation
1 11-9111	Medical and Health Services Managers
2 11-1021	General and Operations Managers
3 21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors
4 25-2021	Elementary School Teachers, <i>Except Special Education</i>
5 29-1127	Speech-Language Pathologists
6 29-1141	Registered Nurses
7 29-2056	Veterinary Technologists and Technicians
8 31-1131	Nursing Assistants
9 31-9092	Medical Assistants
10 31-9096	Veterinary Assistants and Laboratory Animal Caretakers
11 35-1012	First-Line Supervisors of Food Preparation and Serving Workers
12 35-2014	Cooks, Restaurant
13 35-2021	Food Preparation Workers
14 35-3023	Fast Food and Counter Workers
15 35-3031	Waiters and Waitresses
16 37-2011	Janitors and Cleaners, <i>Except Maids and Housekeeping Cleaners</i>
17 41-1011	First-Line Supervisors of Retail Sales Workers
18 41-2011	Cashiers
19 41-2031	Retail Salespersons
20 47-2051	Cement Masons and Concrete Finishers
21 47-5011	Derrick Operators, Oil and Gas
22 47-5012	Rotary Drill Operators, Oil and Gas
23 47-5071	Roustabouts, Oil and Gas
24 49-2022	Telecommunications Equipment Installers and Repairers, <i>Except Line Installers</i>
25 49-9052	Telecommunications Line Installers and Repairers
26 49-9071	Maintenance and Repair Workers, General
27 53-3032	Heavy and Tractor-Trailer Truck Drivers
28 53-3033	Light Truck Drivers
29 53-7062	Laborers and Freight, Stock, and Material Movers, Hand
30 53-7065	Stockers and Order Fillers
31 53-7073	Wellhead Pumpers

Target Occupations

CRITERIA

- Must have or are projected to have a substantial number of openings (due to job growth rather than job turnover) to have a significant impact on the state, regional, or local economy; and
- Must result in wages that meet a Board's self-sufficiency requirements or have been identified by the Board as a career pathway to an occupation that leads to self-sufficient wages.

NOTE: Target occupations generally include a training component that is related to the occupation.

ADDITIONAL INFO

Board Self-Sufficiency Wage: \$33,822.38 annually (which equates to \$16.26 hourly at 40 hours for 52 weeks)

Local wisdom was cited for occupations which generally have under-reported wages and for occupations with expected growth not reflected in projections data.

Removed from Target Occupations based on projections and wage data reviewed

1	11-3071	Logistics Managers*
2	11-9151	Social and Community Service Managers
3	13-1081	Logisticians
4	13-1082	Project Management Specialists and Business Operations Specialists, All Other
5	25-3031	Substitute Teachers, Short-Term
6	27-3092	Court Reporters**
7	29-1131	Veterinarians
8	29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists & Technicians
9	31-1013	Psychiatric Aides
10	35-2014	Restaurant Cooks
11	37-3011	Landscaping and Groundskeeping Workers
12	41-1011	First-Line Supervisors of Retail Sales Workers
13	41-2031	Retail Salespersons
14	43-4051	Customer Service Representatives
15	43-6013	Medical Secretaries and Administrative Assistants
16	43-9061	Office Clerks, General
17	47-2031	Carpenters
18	47-2061	Construction Laborers
19	47-2073	Operating Engineers and Other Construction Equipment Operators
20	49-9071	Maintenance and Repair Workers, General
21	51-9161	Computer Numerically Controlled (CNC) Tool Operators
22	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
23	53-7065	Stockers and Order Fillers

Added

1	13-1131	Fundraisers
2	13-1161	Market Research Analysts and Marketing Specialists
3	17-3029	Engineering Technologists and Technicians, Except Drafters, All Other
4	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors
5	25-3041	Tutors
6	25-9045	Teaching Assistants, Except Postsecondary
7	29-1071	Physician Assistants
8	29-1126	Respiratory Therapists
9	29-1127	Speech-Language Pathologists
10	29-2099	Health Technologists and Technicians, All Other
11	31-9097	Phlebotomists
12	33-3051	Police and Sheriff's Patrol Officers
13	39-5012	Hairdressers, Hairstylists, and Cosmetologists
14	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
15	41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
16	43-5052	Postal Service Mail Carriers
17	43-5061	Production, Planning, and Expediting Clerks
18	47-2211	Sheet Metal Workers
19	47-3015	Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
20	47-5011	Derrick Operators, Oil and Gas
21	47-5012	Rotary Drill Operators, Oil and Gas
22	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
23	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
24	49-3011	Aircraft Mechanics and Service Technicians
25	49-3021	Automotive Body and Related Repairers
26	49-9098	Helpers--Installation, Maintenance, and Repair Workers
27	51-1011	First-Line Supervisors of Production and Operating Workers
28	53-3033	Light Truck Drivers
29	53-7051	Industrial Truck and Tractor Operators
30	53-7073	Wellhead Pumpers

2024 Target Occupations

Based on projections data 2022-2032

SOC	Occupation
1 11-3021	Computer and Information Systems Managers
2 11-3031	Financial Managers
3 11-9051	Food Service Managers
4 11-9111	Medical and Health Services Managers
5 11-1021	General and Operations Managers
6 13-1111	Management Analysts
7 13-1131	Fundraisers
8 13-1161	Market Research Analysts and Marketing Specialists
9 13-2011	Accountants and Auditors
10 15-1211	Computer Systems Analysts
11 15-1232	Computer User Support Specialists
12 15-1244	Network and Computer Systems Administrators
13 15-1252	Software Developers
14 17-2112	Industrial Engineers
15 17-2141	Mechanical Engineers
16 17-2171	Petroleum Engineers
17 17-3023	Electrical and Electronic Engineering Technologists and Technicians
18 17-3029	Engineering Technologists and Technicians, Except Drafters, All Other
19 21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors
20 21-1022	Healthcare Social Workers
21 25-2021	Elementary School Teachers, Except Special Education
22 25-2022	Middle School Teachers, Except Special and Career/Technical Education
23 25-2031	Secondary School Teachers, Except Special and Career/Technical Education
24 25-3041	Tutors
25 25-9045	Teaching Assistants, Except Postsecondary
26 29-1071	Physician Assistants
27 29-1122	Occupational Therapists
28 29-1123	Physical Therapists
29 29-1126	Respiratory Therapists
30 29-1127	Speech-Language Pathologists
31 29-1141	Registered Nurses
32 29-1171	Nurse Practitioners
33 29-1292	Dental Hygienists
34 29-2042	Emergency Medical Technicians (formerly 29-2041 EMT/Paramedics)
35 29-2043	Paramedics (formerly 29-2041 EMT/Paramedics)
36 29-2052	Pharmacy Technicians
37 29-2055	Surgical Technologists
38 29-2061	Licensed Practical and Licensed Vocational Nurses
39 29-2099	Health Technologists and Technicians, All Other
40 31-1131	Nursing Assistants
41 31-2021	Physical Therapist Assistants
42 31-9011	Massage Therapists
43 31-9091	Dental Assistants
44 31-9092	Medical Assistants
45 31-9097	Phlebotomists
46 33-2011	Firefighters
47 33-3012	Correctional Officers and Jailers
48 33-3051	Police and Sheriff's Patrol Officers
49 35-1012	First-Line Supervisors of Food Preparation and Serving Workers
50 39-5012	Hairdressers, Hairstylists, and Cosmetologists

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51	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
52	41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products
53	43-5052	Postal Service Mail Carriers
54	43-5061	Production, Planning, and Expediting Clerks
55	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
56	47-2051	Cement Masons and Concrete Finishers
57	47-2111	Electricians
58	47-2152	Plumbers, Pipefitters, and Steamfitters
59	47-2211	Sheet Metal Workers
60	47-3015	Helpers--Pipefitters, Plumbers, Pipefitters, and Steamfitters
61	47-5011	Derrick Operators, Oil and Gas
62	47-5012	Rotary Drill Operators, Oil and Gas
63	47-5013	Service Unit Operators, Oil and Gas
64	47-5071	Roustabouts, Oil and Gas
65	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
66	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
67	49-3011	Aircraft Mechanics and Service Technicians
68	49-3021	Automotive Body and Related Repairers
69	49-3023	Automotive Service Technicians and Mechanics
70	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
71	49-9041	Industrial Machinery Mechanics
72	49-9043	Maintenance Workers, Machinery
73	49-9098	Helpers--Installation, Maintenance, and Repair Workers
74	51-1011	First-Line Supervisors of Production and Operating Workers
75	51-4041	Machinists
76	51-4121	Welders, Cutters, Solderers, and Brazers
77	53-3032	Heavy and Tractor-Trailer Truck Drivers
78	53-3033	Light Truck Drivers
79	53-7051	Industrial Truck and Tractor Operators
80	53-7073	Wellhead Pumpers



WORKFORCE SOLUTIONS

 NORTH TEXAS

FY2025

2025 BOARD BUDGET & EXPENDITURES

10/01/2024- 09/30/2025

Last Year's

Workforce Programs	FY 25 Funds		FY2024	FY2025
			Estimated Expenditures	Estimated Expenditures
		<u>Personnel Cost</u>		
Board Service Award BSA	\$ -	Salaries	\$ 525,784	\$ 533,020
Child Care CCF	\$ 8,786,831	Fringe/Retirement Plan	292,047	280,334
Child Care CCQ	\$ 573,947	Total	\$ 817,831	\$ 813,354
Child Care 4% Quality CQF	\$ 506,128			
Child Care Match CCM	\$ 579,564	<u>Occupancy Cost</u>		
Child Care PRS CCP	\$ 440,291	*Office Rental, utilities, R & M	\$ 57,000	\$ 66,000
Military Support WOS	\$ 69,512	Total	\$ 57,000	\$ 66,000
Navigator SHN	\$ 113,000			
Rapid Response WOR	\$ 17,947	<u>IT Support Costs</u>		
Re-employment REA	\$ 183,664	Equipment Purchase/Supplies	\$ 77,000	\$ 7,300
Resource Admin Grant RAG	\$ 6,346	Computer Software/Licenses	29,000	33,000
Small Board WOO	\$ 646	Computers support/Network	\$ 14,000	\$ 11,200
SNAP-FSE&T SNE	\$ 143,337	Total	\$ 120,000	\$ 51,500
TANF/Choices TAF	\$ 897,110			
Trade TRA	\$ 5,000	<u>General Expense</u>		
Veterans TVC	\$ 19,921	Professional memberships	\$ 3,400	\$ 9,878
VR Infrastructure COL	\$ 153,870	Insurance-Office/yr.	15,000	14,000
VR PWE	\$ 187,500	Office Supplies	9,000	11,700
VR SEAL	\$ 89,482	Postage	\$ 500	\$ 650
Wagner-Peyser WPA	\$ -	Printing	\$ 200	\$ 350
WIOA Adult WOA	\$ 597,903.00	Telephone	7,800	7,500
WIOA DW WOD	\$ 673,382.00	Total	\$ 35,900	\$ 44,078
WIOA Youth WOY	\$ 665,068.00			
Workforce Comm Initiatives WCI	\$ 40,317	<u>Professional Services</u>		
Skill Dev Fund SDF	\$ 50,000	Audit Fees	26,000	29,000
		Professional Services (Monitoring)	90,000	110,000
Total	\$ 14,800,766	Legal	\$ 2,400	\$ -
Equus Workforce Solutions	\$ 2,575,127	WCTXCOG Payroll Fee	40,892	40,668
Rolling Plains Mngmt Corp	\$ 10,086,238	Fiscal Agent Fee	131,000	127,000
	\$ 12,661,365	Total	\$ 290,292	\$ 306,668
		<u>Staff Development/Travel</u>		
		Registration Fees	13,500	11,700
		Staff Travel	20,000	20,000
		Board Expense - Mtg meals, etc.	3,000	2,700
		Board Member Travel	3,500	3,500
		Total	\$ 40,000	\$ 37,900
		<u>Marketing</u>		
2025 Board Funding	\$ 14,800,766	Advertising	8,000	500
2025 Subrecipient contracts	\$ 12,661,365	Total	\$ 8,000	\$ 500
2025 Board Expenditures	\$ 1,320,000			
2025 Infrastructure Cost	\$ 819,401			
Difference	\$ -	Grand Total	\$ 1,369,023	\$ 1,320,000

Report on the Fiscal
Integrity Evaluation
of:

Contractors of Workforce Solutions North Texas

In their capacities of Workforce Center, Child Care and Specialty
Contractors in the **North Texas Workforce Development Area**

August 30, 2024

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Report Demographics

Report Number: WFSNT 25-01

Report Type: Final

Report Issue Date: August 30, 2024

Review Type: Annual Fiscal Integrity Evaluation

Review Population: *Arbor E&T, LLC dba Equus Workforce Solutions (EWS)
Rolling Plains Management Corp (RPMC)
In their capacities of Workforce Center, Child Care and Specialty
Contractors in the North Texas Workforce Development Area*

Applicable Period: October 1, 2024 through September 30, 2025

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

Report Developed by: Edward Taylor

Report Review and Approval:

Reviewed by:

1. Printed Name: Sharon Hulcy Printed Title: Contract Mgr.

Signature: Sharon Hulcy

Approved by:

1. Printed Name: Lisa McDaniel Printed Title: Executive Director

Signature: Lisa McDaniel

Fiscal Integrity Background

The provisions of the TWC rule §802.21 as outlined below requires the *Workforce Solutions North Texas* (the Board) to conduct an annual fiscal integrity evaluation of its applicable subcontractors as identified in the review population on page 2 of this report.

§802.21. Board Contracting Guidelines

(a) Fiscal Integrity Provisions.

- (1) A Board shall develop fiscal integrity evaluation indicators designed to appraise the fiscal integrity of its workforce service contractors.
- (2) A Board shall assess its workforce service contractors to ensure the contractors meet the requirements of the Board's fiscal integrity evaluation based on the following schedule:
 - (A) contracts under \$100,000-the fiscal indicators must be verified prior to the award of the contract and at each renewal of the contract;
 - (B) contracts between \$100,000 and \$500,000-the fiscal indicators must be verified prior to the award of the contract, at each renewal of the contract, and not less than biennially; and
 - (C) contracts over \$500,000-the fiscal indicators must be verified prior to the award of the contract, at each renewal of the contract, and not less than once annually.
- (3) The fiscal integrity evaluation shall include the following provisions for ensuring that workforce service contractors are meeting performance measures in compliance with requirements contained in:
 - (A) federal and state statutes and regulations and directives of the Commission or Agency;
 - (B) Office of Management and Budget (OMB) circulars applicable to the entity, such as OMB Circulars A-21, A-87, or A-122, and the Office of the Governor's Uniform Grant Management Standards; and
 - (C) any other safeguards a Board has identified that are designed to ensure the proper and effective use of funds placed under the control of its workforce service contractors.
- (4) The fiscal integrity evaluation shall also include the review and consideration of the prospective or renewing workforce service contractor's prior three-year financial history before the Board awards or renews a workforce service contract. The review shall include any adverse judgments or findings, such as administrative audit findings; Commission, Agency, or Board monitor findings; or sanctions by a Board or court of law.
- (5) The fiscal integrity evaluation may include provisions such as accounting for program income in accordance with federal regulations, resolving questioned costs and the repayment of disallowed costs in a timely manner, and safeguarding fixed assets, as well as those referenced in the Texas Workforce Commission's Financial Manual for Grants and Contracts.

(b) Bonding, Insurance, and Other Methods of Securing Funds to Cover Losses.

- (1) *A Board shall ensure that at least 10% of the funds subject to the control of the workforce service contractors is protected through bonds, insurance, escrow accounts, cash on deposit, or other methods to secure the funds consistent with this subchapter. A Board and its workforce service contractors may, consistent with this section, use any method or combination of methods to meet this requirement. At the Board's discretion, the Board may pay for the bonding, insurance, or other protection methods or require its workforce service contractors, to the extent allowable under state and federal law, to pay for such protection.*
- (2) *In conducting the fiscal integrity evaluation required in this section, a Board may determine that more than 10% of the funds subject to the control of its workforce service contractors shall be secured through bonds, insurance, escrow accounts, or other methods consistent with this subchapter.*
- (3) *Escrow of funds may also be used to satisfy the requirements of §801.54(b) provided that:*
 - (A) *the funds placed in escrow require the signature of persons other than the persons with signatory authority for the Board's workforce service contractors;*
 - (B) *the funds do not lapse due to requirements for timely expenditure of funds; and*
 - (C) *this provision does not conflict with any provision in contract, rule, or statute for the timely expenditure of funds.*
- (4) *If a bond is used, a Board shall ensure that the bond is executed by a corporate surety or sureties holding certificates of authority, authorized to do business in the state of Texas.*
- (5) *A Board shall ensure, based on the schedule referenced in §801.54(a)(2) of this section, that each of its workforce service contractors is required to verify that:*
 - (A) *the insurance or bond policy is valid, premiums are paid to date, the company is authorized to provide the bonding or insurance, and the company is not in receivership, bankruptcy or some other status that would jeopardize the ability to draw upon the policy;*
 - (B) *the escrow account balances are at an appropriate level;*
 - (C) *the method of securing the funds has not been withdrawn, drawn upon, obligated for another purpose, or is no longer valid for use as the method of security; and*
 - (D) *other such protections as are applicable and relied upon by the Board are verified as in force.*
- (6) *A Board shall ensure that the workforce service contractors are required to disclose any changes in and circumstances regarding the method of securing or protecting the funds under the workforce service contractors' control.*

(c) Standards of Conduct. A Board shall ensure that the workforce service contractors:

- (1) *comply with federal and state statutes and regulations regarding standards of conduct and conflict of interest provisions including, but not limited to, the following:*
 - (A) *29 C.F.R. §97.36(b)(3), which includes requirements from the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;*
 - (B) *professional licensing requirements, when applicable; and*
 - (C) *applicable OMB circular requirements and the Office of the Governor's Uniform Grant Management Standards.*

- (2) *avoid any conflict of interest or any appearance of a conflict of interest; and*
- (3) *refrain from using nonpublic information gained through a relationship with the Commission, an Agency employee, a Board, or a Board employee, to seek or obtain financial gains that would be a conflict of interest or the appearance of a conflict of interest.*

(d) Disclosures. A Board shall require its workforce service contractors to disclose the following:

- (1) *Matters Subject to Disclosure. A Board shall ensure that its workforce service contractors promptly disclose in writing the following:*
 - (A) *a substantial financial interest that the workforce service contractor, or any of its workforce service contractor employees in decision-making positions, have in a business entity that is a party to any business transaction with a Board member or Board employee who is in a Board decision-making position;*
 - (B) *a gift greater than \$50 in value given to a Board member or Board employee by a workforce service contractor or its employees; and*
 - (C) *the existence of any conflict of interest and any appearance of a conflict of interest, or the lack thereof.*
- (2) *Content of Disclosure. A Board shall ensure that its workforce service contractors' written disclosures contain the following:*
 - (A) *information describing the conflict of interest; and*
 - (B) *information describing the appearance of a conflict of interest, and actions the workforce service contractor and its employees will take in order to prevent any conflict of interest from occurring.*
- (3) *Frequency of Disclosure. A Board shall ensure that its workforce service contractors disclose:*
 - (A) *at least annually, and as frequently as necessary, any conflict of interest and any appearance of a conflict of interest;*
 - (B) *within 10 days of giving a gift greater than \$50 in value as referenced in this section; and*
 - (C) *at least annually that no conflict of interest and no appearance of a conflict of interest exists.*
- (4) *Matters Not Subject to Disclosure. This provision does not apply to:*
 - (A) *a financial transaction performed in the course of a contract with the Board; or*
 - (B) *a transaction or benefit that is made available to the general public under the same terms and conditions.*

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Review Population and Documents Reviewed

Following are the documents, itemized by entity, evaluated in the conduct of this fiscal integrity evaluation. The evaluation was conducted on the behalf of *Workforce Solutions North Texas* (the Board) pursuant to the TWC requirements at its rule §802.21.

A. Arbor E&T, LLC dba Equus Workforce Solutions (EWS)

1. **Questionnaire:** *Diaz, Smith, and Associates (DSA) Fiscal Integrity and Financial Risk Assessment Questionnaire (FIRA) completed by the EWS Project Accountant and dated (unsigned) July 29, 2024. The completed questionnaire indicates:*

- Their contract for the October 1, 2024 through September 30, 2025 year will be cost reimbursement *without funds advanced* and approximately \$3,450,000.
- In the current period FIRA response EWS *indicated* it incurred questioned/disallowed costs in the preceding *five-year period in the amount \$8,433.61*.
- EWS states the following regarding the TWC 10% fiscal integrity requirement: *“N/A – Cost reimbursable contract and Equus does not draw down Federal funds nor requires advances from the Board”*
- EWS provides the in the *prior year’s* FIRA the departure and rehire of the *key positions* as presented in the following diagram.

Position Title	Date of Departure	Date of Replacement Hire
Project Director	12/30/2019	12/30/2019
Program Supervisor	12/30/2019	01/27/2020
Program Supervisor	07/22/2022	07/22/2022
Business Services Manager	12/09/2019	12/10/2019
Business Services Manager	06/24/2020	07/20/2020

- The EWS FIRA responses indicate the following *anticipated budget amounts; miscellaneous \$2,861,299.00, indirect cost \$197,910 supplies 27,070.00, employee development \$21,400.00, travel \$42,277.00*
- EWS states it will provide clients gas cards (\$25), gift cards (\$25, \$50) and bus passes (\$25) at various locations during the period covered by this evaluation.

2. **Organization Chart:** The EWS North Texas Organizational Chart 20240725

3. **Audit Reports:** EWS provided the following audit reports/documents:
 - *Equus Workforce Solutions Report on Financial Statements and Expenditures of Federal Awards in Accordance with the Uniform Guidance for the Eight Month Period Ended June 30, 2023. The report was prepared by ML Weekes & Company, PC; dated January 12, 2024. No findings and/or questioned costs were identified.*
 - *Equus Workforce Solutions Career Services Equitable Social Solutions Final Indirect Cost Rates for the Eight Month Period Ended June 30, 2023; Audited By: ML Weekes & Company, PC; undated.*
 - *Equus Workforce Solutions Career Services FY2024 Provisional Indirect Cost Rates Schedule, Independent Accountant's Report for the Twelve Months Ended June 30, 2024; Audited By: ML Weekes & Company, PC; dated January 30, 2024.*

4. **Cost Allocation Plan:** The following allocation items were provided:
 - *Indirect Rate: EWS states it will use a ten (10) percent indirect rate to allocate overhead expenses for the period covered by this evaluation.*
 - *The "Equus Workforce Solutions Cost Allocation Plan for Contracts with the North Texas Workforce Development Board" for the Program Year 2023-2024. The plan was signed by the Director of Revenue on November 11, 2023.*

5. **Monitoring Reports:** The following monitoring reports were provided by EWS:

Excel spreadsheets reflecting the following monitoring reviews:

 - *Support Services 2023.01 through 2023.12*
 - *Procurement 2023 Q1 through 2023 Q4*
 - *Support Services 2024.01 through 2024.04*
 - *Procurement 2024 Q1 through 2024 Q2*

The following monitoring reports were provided with the prior period FIRA's:

 - *DSA Monitoring report WSNT23-05, issued March 31, 2023*
 - *February 7, 2023, CAP WIOA, Follow up for 2022 WIOA Program Monitoring review*
 - *Texas Workforce Commission Report #22.03.0001 reflecting the results of their review of the Boards Child Care Services, Choices, Employment Services and WIOA programs. The report is dated November 9, 2022*
 - *Texas Workforce Commission Report #21.03.0001 reflecting the results of their review of the Boards Child Care Services, Choices, Employment Services and WIOA programs. The report is dated March 7, 2022*
 - *Richard Rogers, Board Monitor; Equus Choices and SNAP Program Monitoring Final Report – North Texas; Date: February 3, 2023*
 - *Richard Rogers, Board Monitor; Equus WIOA Program Monitoring Final Report – North Texas; Date: February 3, 2023*

- *Choices Monitoring (21 Monitoring Reviews for 2020 – 2021)*
- *-PII Review; Review Period: 5/13/21 – 6/8/21*
- *-Procurement Monitoring (16 Monitoring Reviews for 2020 – 2021)*
- *-SNAP Monitoring (6 Monitoring Reviews for 2020 – 2021)*
- *-Support Services Monitoring (17 Monitoring Reviews for 2020 – 2021)*
- *-WIOA Monitoring (43 Monitoring Reviews for 2020 – 2021)*

External

- *-Richard Rogers, Board Monitor; Choices Program Monitoring Final Report – North Texas; Date: February 7, 2022*
- *-Richard Rogers, Board Monitor; SNAP Program Monitoring Report – North Texas; Date: February 7, 2022*
- *-Richard Rogers, Board Monitor; WIOA Program Monitoring Final Report – North Texas; Date: February 7, 2022*
- *-Texas Workforce Commission; Date: 3/4/21; Audit Resolutions Report*
- *-Texas Workforce Commission; Date: 1/29/21; Letter on Monitoring of North Texas Board’s Equal Opportunity Compliance*
- *-Richard Rogers, Board Monitor; 2020 Alternate Funded Program Monitoring Report - North Texas; Date: December 5, 2020*

6. **Cash Management:** *EWS did not provide current bank statements and reconciliations. Note: DSA Financial Monitoring Cash Management review workpapers were used in lieu of*
7. **Escrow Accounts:** EWS states the following regarding the TWC 10% fiscal integrity requirement: *“N/A – Cost reimbursable contract and Equus does not draw down Federal funds nor requires advances from the Board”*
8. **Policies and Procedures:** EWS provided the following policies and procedures:
 - *ResCare Accounting Policies and Procedures Manual issued January 16, 2007 and last revised May 31, 2018.*
 - *Accounting Policies and Procedures Manual Fraud Prevention dated December 06, 2018*
 - *Process Document -Ordering, Preparing Gas, Incentive Cards and Bus Passes (undated)*
 - *Project Accountant Training Procedure – Oracle Invoice and Payment Lookup (denoted as *Cash Disbursement Procedure-Invoice Lookup in Oracle*)*
 - *Policy and Procedure Number 00-13, Fraud Prevention, Original Issue Date: 12/31/2006; Revised Date: 12/06/2018.*
 - *Incentives for Choices Participants*
 - *Workforce Solutions North Texas Procedure Month End-ITA Payment Reconciliation dated April 6, 2023*
 - *Workforce Solutions North Texas Support Services Guide dated 03/06/2022*
 - *Procurement Policy and Procedure; Effective Date: 5/10/2016; Revised Date: 01/10/2023.*

9. **Insurance:** The EWS *Arbor E&T, LLC Certificate of Liability Insurance* reflecting the following coverages for the period September 30, 2023 through September 30, 2024. The Board is listed as the Certificate Holder.

Type of Insurance	Limits	
Commercial General Liability	each occurrence	\$1,000,000.00
	Damage to rented premises	each occurrence 100,000.00
	Medical Expenses	any one person
	Personal and ADV injury	1,000,000.00
	general aggregate	2,000,000.00
	Products	2,000,000.00
Automobile Liability	Combined single limit each accident	3,000,000.00
Umbrella Liability	Each occurrence/Aggregate	3,000,000.00
	Excess	5,000,000.00
Workers Compensation	Each accident	1,000,000.00
	Disease each employee/policy limit	1,000,000.00
	Disease Policy Limit	1,000,000.00

10. **Conflict of Interest:** EWS provided the following:
- The EWS response to item 62 in the FIRA questionnaire states that EWS requires its Board members and personnel to sign a (non) conflict of interest attestation.
 - EWS indicates that its personnel are not required to disclose gifts greater than \$50, given to a Board member or Board employee.
11. **Adverse Judgements:** EWS indicated it did not have any adverse judgements or findings during the last twelve months that would impede their ability to perform the services pursuant to a contract with the Board.

B. Rolling Plains Management Corporation, (RPMC)

1. **Contract:** The following contract was provided:

Contract No. 2022-008 CCS FY2024-4; Contract Period: 10/1/23 to 10/31/24 reflecting the following budgets:

• Child Care Services Formula 0324CCF001#33-1041	\$7,094,246.00
• CCDF Quality Improvement Activity 0324CCQ001 #33-1042	\$658,888.00
• CCDF DFPS 0324CCP001 #33-1046	\$632,404.55
• Child Care Match 0324M001 #33-1058	\$585,132.00

2. **Organization Charts:**

- *The Rolling Plains Management Corporation Organization dated June 3, 2024.*
- *The Rolling Plains Management Corporation Organization Chart (Child Care Assistance) dated June 3, 2024.*

3. **Fiscal Integrity Questionnaire:** Diaz, Smith, and Associates (DSA) Fiscal Integrity and Financial Risk Assessment Questionnaire (FIRA) for the period October 1, 2024 through September 30, 2025 completed by the RPMC Financial Director signed and dated August 1, 2024. The questionnaire responses indicate the following:

- RPMC's contract with the Board will be cost reimbursement without advances of approximately \$8,500,000.
- Per the FIRA RPMC conducted a physical inventory in February 2024 but did not provide a value of the assets. RPMC states this value is "maintained at the Board level."
- RPMC indicates it has incurred \$37.47 in disallowed costs in the preceding five (5) years.
- RPMC states that it will utilize "*Directors and Officers Insurance of \$2,000,00/\$100,000 to satisfy the TWC 10% fiscal integrity requirement*". Per the FIRA the contract with the Board will be cost reimbursement without funds advanced.
- Per the FIRA the RPMC Program Director departed June 2022 and their replacement was hired in August 2022.
- RPMC indicates it will use a *De Minimis* indirect rate to allocate overhead expenses.
- RPMC provided the following anticipated budget amounts for the period 9/1/24 through 9/30/25.
 - Equipment \$77,000.00
 - Supplies \$25,500.00
 - Employee Development \$13,916.00
 - Indirect Costs \$169,000.00
 - Travel \$31,494.00
 - Miscellaneous \$9,100.00

4. **Audit:** RPMC provided the following:
- *Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman and Wilbarger Counties Financial Statements and Independent Auditor's Report, For the Year Ended November 30, 2022; Audited By: MWH Group, Certified Public Accountants Consultants; Dated: July 18, 2023. No findings are indicated*
5. **Cash Management:** RPMC did not provide current bank statements and reconciliations for the following accounts:
- *Operating Account*
 - *Payroll Account*
 - *Herring Bank Cash Account*
 - *Cash Account RPMC 1*

Note: DSA Financial Monitoring Cash Management review workpapers were used in lieu of

6. **Monitoring Reports and Workpapers:** The following monitoring reports were considered in the conduct of this fiscal integrity evaluation:
- *DSA financial monitoring review report and associated work papers for the year ending September 30, 2023*
 - *The Following Child Care Program Monitoring Reports:*
 - *506665 Munday CDC 2022 CCRF Monitoring Closure Report*
 - *514042 Archer City CDC 2022 CCRF Monitoring Closure Report*
 - *1630233 Olney Child Development Center 2022 CCRF Monitoring Closure Report*
 - *1632610 Knox City Child Development Center 2022 CCRF Monitoring Closure Report*
 - *1658435 Charles Finnell Child Development Center 2022 CCRF Monitoring Closure Report*
 - *Texas Workforce Commission Report #22.03.0001 issued November 9, 2022*
 - *Texas Workforce Commission Report #24.03.0001 Exit Conference Report dated May 10, 2024.*
 - *Various quarterly Texas Department of Transportation; Financial Monitoring Reports*
 - *Texas Veterans Commission; Letter Date: 5/6/2022; **Findings Resolved***
 - *Texas Department of Housing and Community Affairs; Dated: 3/10/23*
Findings Resolved
 - *2022 CCRF Monitoring Closure Report; Date 5/12/23*
 - *2022 CCRF Monitoring Closure Report; Date 6/2/23*
7. **Cost Allocation:** RPMC provided its **Rolling Plains Corporation Fiscal Year 2024 Cost Allocation Plan** for the for the period December 1, 2023 through November 30, 2024. year 2023. The plan was executed on December 1, 2023.
8. **IRS Form 990:** RPMC provided its IRS forms 990 and supporting schedules for the fiscal year ended November 30, 2021 and November 30, 2022.

9. **Policies and Procedures:** The following RPMC procedures were considered in the conduct of this fiscal integrity evaluation:
- Financial Procedures Manual, *updated February 6, 2024*
 - Personnel Policies of RPMC, *updated April 4, 2023*
10. **Adverse Judgments:** RPMC indicated it did not have any adverse judgements or findings during the last twelve months that would impede their ability to perform the services pursuant to a contract with the Board.
11. **Insurance:** The RPMC provided its *Certificate of Liability Insurance* for the period January 11, 2024 through January 11, 2025 reflecting the following coverages. The Board is not identified as the Certificate Holder.

D&O/EPLI	Limits	
EPLI	Limit	2,000,000.00
	Per Claim	10,000.00
Directors and Officers	Limit	5,000.00
	Per Claim	10,000.00

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.

Our fiscal integrity assessment of the entities in the review population evaluated compliance with the citations below and those on the following pages. Following each citation is our determination.

1. Compliance

The TWC rules provide the following compliance requirements.

The fiscal integrity evaluation shall include the following provisions for ensuring that workforce service contractors are meeting performance measures in compliance with requirements contained in:

- (A) federal and state statutes and regulations and directives of the Commission or Agency;*
- (B) Office of Management and Budget (OMB) circulars applicable to the entity, such as OMB Circulars A-21, A-87, or A-122, and the Office of the Governor's Uniform Grant Management Standards; and*
- (C) any other safeguards a Board has identified that are designed to ensure the proper and effective use of funds placed under the control of its workforce service contractors.*

Review Determination

Our review determined the [Arbor E&T, LLC dba Equus Workforce Solutions \(EWS\)](#) and [Rolling Plains Management Corp \(RPMC\)](#) are materially in compliance with the requirements of the above cited TWC provisions.

2. Cash on Deposit or Other methods to Secure Funds

The TWC rules provide the following securing funds requirements.

- (1) A Board shall ensure that at least 10% of the funds subject to the control of the workforce service contractors is protected through bonds, insurance, escrow accounts, cash on deposit, or other methods to secure the funds consistent with this subchapter. A Board and its workforce service contractors may, consistent with this section, use any method or combination of methods to meet this requirement. At the Board's discretion, the Board may pay for the bonding, insurance, or other protection methods or require its workforce service contractors, to the extent allowable under state and federal law, to pay for such protection.*
- (2) In conducting the fiscal integrity evaluation required in this section, a Board may determine that more than 10% of the funds subject to the control of its workforce service contractors shall be secured through bonds, insurance, escrow accounts, or other methods consistent with this subchapter.*
- (3) Escrow of funds may also be used to satisfy the requirements of §801.54(b) provided that:
 - (A) the funds placed in escrow require the signature of persons other than the persons with signatory authority for the Board's workforce service contractors;*
 - (B) the funds do not lapse due to requirements for timely expenditure of funds; and*
 - (C) this provision does not conflict with any provision in contract, rule, or statute for the timely expenditure of funds.**

Review Determination

Our review determined the *Arbor E&T, LLC dba Equus Workforce Solutions (EWS)* and *Rolling Plains Management Corp (RPMC)* are materially in compliance with the requirements of the above cited TWC provisions

3. Bonding, Insurance, and Other Methods of Securing Funds to Cover Losses

The TWC rules provide the following securing funds requirements.

If a bond is used, a Board shall ensure that the bond is executed by a corporate surety or sureties holding certificates of authority, authorized to do business in the state of Texas.

(5) A Board shall ensure, based on the schedule referenced in §801.54(a)(2) of this section, that each of its workforce service contractors is required to verify that:

- (A) the insurance or bond policy is valid, premiums are paid to date, the company is authorized to provide the bonding or insurance, and the company is not in receivership, bankruptcy or some other status that would jeopardize the ability to draw upon the policy;*
- (B) the escrow account balances are at an appropriate level;*
- (C) the method of securing the funds has not been withdrawn, drawn upon, obligated for another purpose, or is no longer valid for use as the method of security; and*
- (D) other such protections as are applicable and relied upon by the Board are verified as in force.*

Review Determination

Our review determined the *Arbor E&T, LLC dba Equus Workforce Solutions (EWS)* and *Rolling Plains Management Corp (RPMC)* are materially in compliance with the requirements of the above cited TWC provisions

4. Standards of Conduct a Board shall ensure that the workforce service contractors:

The TWC rules provide the following standard of conduct requirements.

(1) comply with federal and state statutes and regulations regarding standards of conduct and conflict of interest provisions including, but not limited to, the following:

- (A) 29 C.F.R. §97.36(b)(3), which includes requirements from the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;*
 - (B) professional licensing requirements, when applicable; and*
 - (C) applicable OMB circular requirements and the Office of the Governor's Uniform Grant Management Standards.*
- (2) avoid any conflict of interest or any appearance of a conflict of interest; and*
- (3) refrain from using nonpublic information gained through a relationship with the Commission, an Agency employee, a Board, or a Board employee, to seek or obtain financial gains that would be a conflict of interest or the appearance of a conflict of interest.*

Review Determination

Our review determined the Board, Arbor E&T, LLC dba Equus Workforce Solutions (EWS) and Rolling Plains Management Corp (RPMC) are materially in compliance with the requirements of the above cited TWC provisions

5. Disclosures: A Board shall require its workforce service contractors to disclose the following:

The TWC rules provide the following standard of conduct requirements.

- (1) *Matters Subject to Disclosure. A Board shall ensure that its workforce service contractors promptly disclose in writing the following:*
 - (A) *a substantial financial interest that the workforce service contractor, or any of its workforce service contractor employees in decision-making positions, have in a business entity that is a party to any business transaction with a Board member or Board employee who is in a Board decision-making position;*
 - (B) *a gift greater than \$50 in value given to a Board member or Board employee by a workforce service contractor or its employees; and*
 - (C) *the existence of any conflict of interest and any appearance of a conflict of interest, or the lack thereof.*
- (2) *Content of Disclosure. A Board shall ensure that its workforce service contractors' written disclosures contain the following:*
 - (A) *information describing the conflict of interest; and*
 - (B) *information describing the appearance of a conflict of interest, and actions the workforce service contractor and its employees will take in order to prevent any conflict of interest from occurring.*
- (3) *Frequency of Disclosure. A Board shall ensure that its workforce service contractors disclose:*
 - (A) *at least annually, and as frequently as necessary, any conflict of interest and any appearance of a conflict of interest;*
 - (B) *within 10 days of giving a gift greater than \$50 in value as referenced in this section; and*
 - (C) *at least annually that no conflict of interest and no appearance of a conflict of interest exists.*
- (4) *Matters Not Subject to Disclosure. This provision does not apply to:*
 - (A) *a financial transaction performed in the course of a contract with the Board; or*
 - (B) *a transaction or benefit that is made available to the general public under the same terms and conditions.*

Review Determination

Our review determined the Board, Arbor E&T, LLC dba Equus Workforce Solutions (EWS) and Rolling Plains Management Corp (RPMC) are materially in compliance with the requirements of the above cited TWC provisions

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño, III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

ISSUE DATE: October 8, 2024

Mrs. Lisa McDaniel, Executive Director
Workforce Solutions North Texas
1501 Midwestern Pkwy, Suite 101
Wichita Falls, Texas 76302

Dear Mrs. McDaniel:

We recently completed data validation testing of the Workforce Innovation and Opportunity Act (WIOA) program for the State of Texas, as administered by Workforce Solutions North Texas. Data validation is required by the U.S. Department of Labor Employment and Training Administration Training and Employment Guidance Letter (TEGL) 07-18, "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)," and Workforce Development Letter 27-19, Change 3, "State Data Validation Requirements-Update". It is a process for verifying data elements in client records by comparing them to source documentation to ensure compliance with federal requirements and appropriateness of fund use. This data validation initiative was conducted to ensure the accuracy of data collected and reported to United States Department of Labor (USDOL) for the Fiscal Year 2023.

Attached is a Summary Report that outlines the results for each program tested in your area. The scope of review was from July 1, 2022, through June 30, 2023.

We appreciate the support of you and your staff and look forward to our continuing partnership to ensure the quality of the data reported by the State of Texas.

Sincerely,



Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring

Data Validation Results Report

PY2024 Data Validation Results for North Texas (3)



WIOA Adult

Assessment

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Recognized Credential (WIOA)	3	0	0%
Date Attained Recognized Credential (WIOA)	3	0	0%
<i>SUB TOTALS</i>	<i>6</i>	<i>0</i>	<i>0.00%</i>

Characteristics

Field Description	Records Tested	Records Unmet	Unmet Percentage
Date of Birth (WIOA)	9	0	0%
Individual with a Disability (WIOA)	3	0	0%
Veteran Status	1	0	0%
Date of Actual Military Separation	1	0	0%
Employment Status at Program Entry (WIOA)	4	0	0%
Supplemental Nutrition Assistance Program (SNAP)	5	0	0%
Low Income Status at Program Entry (WIOA)	2	0	0%
<i>SUB TOTALS</i>	<i>25</i>	<i>0</i>	<i>0.00%</i>

Education

Field Description	Records Tested	Records Unmet	Unmet Percentage
Highest Educational Level Completed at Program Entry (WIOA)	9	0	0%
School Status at Program Entry (WIOA)	9	0	0%
<i>SUB TOTALS</i>	<i>18</i>	<i>0</i>	<i>0.00%</i>

Service Tracking

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Training Service #1 (WIOA)	5	0	0%
Date of Program Entry (WIOA)	9	1	11.11%
Date of Program Exit (WIOA)	6	4	66.67%
<i>SUB TOTALS</i>	<i>20</i>	<i>5</i>	<i>25.00%</i>

WIOA Dislocated Worker

Assessment

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Recognized Credential (WIOA)	2	0	0%
Date Attained Recognized Credential (WIOA)	2	0	0%
Type of Recognized Credential #2 (WIOA)	1	0	0%
Date Attained Recognized Credential #2 (WIOA)	1	0	0%
<i>SUB TOTALS</i>	<i>6</i>	<i>0</i>	<i>0.00%</i>

Characteristics

Field Description	Records Tested	Records Unmet	Unmet Percentage
Date of Birth (WIOA)	7	0	0%
Individual with a Disability (WIOA)	2	0	0%
Date of Actual Dislocation	3	0	0%
Supplemental Nutrition Assistance Program (SNAP)	2	0	0%
<i>SUB TOTALS</i>	<i>14</i>	<i>0</i>	<i>0.00%</i>

Education

Field Description	Records Tested	Records Unmet	Unmet Percentage
Highest Educational Level Completed at Program Entry (WIOA)	7	0	0%
School Status at Program Entry (WIOA)	7	0	0%
<i>SUB TOTALS</i>	<i>14</i>	<i>0</i>	<i>0.00%</i>

Service Tracking

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Training Service #1 (WIOA)	5	0	0%
Date of Program Entry (WIOA)	7	1	14.28%
Date of Program Exit (WIOA)	7	2	28.57%
<i>SUB TOTALS</i>	<i>19</i>	<i>3</i>	<i>15.79%</i>

WIOA Youth

Assessment

Field Description	Records Tested	Records Unmet	Unmet Percentage
Category of Assessment #1	3	1	33.33%
Date of Pre-Test Score #1	3	1	33.33%
Pre-Test Score #1	3	1	33.33%
<i>SUB TOTALS</i>	9	3	33.33%

Characteristics

Field Description	Records Tested	Records Unmet	Unmet Percentage
Date of Birth (WIOA)	4	0	0%
Individual with a Disability (WIOA)	4	0	0%
Employment Status at Program Entry (WIOA)	1	0	0%
Pregnant or Parenting Youth	1	0	0%
<i>SUB TOTALS</i>	10	0	0.00%

Education

Field Description	Records Tested	Records Unmet	Unmet Percentage
Highest Educational Level Completed at Program Entry (WIOA)	2	0	0%
School Status at Program Entry (WIOA)	2	0	0%
<i>SUB TOTALS</i>	4	0	0.00%

Service Tracking

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Training Service #1 (WIOA)	1	0	0%
Date of Program Entry (WIOA)	4	0	0%
Date of Program Exit (WIOA)	4	3	75%
<i>SUB TOTALS</i>	9	3	33.33%

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño, III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

Report #24.03.0001

ISSUE DATE: October 8, 2024

Ms. Lisa McDaniel, Executive Director
Workforce Solutions North Texas
1501 Midwestern Pkwy., Suite 101
Wichita Falls, Texas 76302

Dear Ms. McDaniel:

Our review of the Supplemental Nutrition Assistance Program Employment and Training program administered by Workforce Solutions North Texas indicates fiscal and program systems are effectively managed.

The review covered the period February 1, 2023, to February 29, 2024, and included tests of transactions and fiscal and program controls.

We appreciate the cooperation and assistance you and your staff provided throughout the review. Should you have any questions, please contact me at (512) 936-3612.

Sincerely,



Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Fraud Deterrence and Compliance Monitoring Division

cc: Kristin Little, Chair, Workforce Solutions North Texas
Gwendolyn Jones, Regional Program Manager, U. S. Department of Health and Human Services
Deborah Daniels, Program Specialist, U. S. Department of Health and Human Services
Alisa Matthews, Program Specialist, U. S. Department of Health and Human Services
Bryan Daniel, Chairman and Commissioner Representing the Public, TWC
Joe Esparza, Commissioner Representing Employers, TWC
Alberto Treviño, III, Commissioner Representing Labor, TWC
Edward Serna, Executive Director, TWC
Randy Townsend, Deputy Executive Director, TWC
Mary York, Director, Division of Workforce Development, TWC
Charles E. Ross, Jr., Director, Division of Fraud Deterrence and Compliance Monitoring, TWC
Chris Nelson, Chief Financial Officer, TWC
Adam Leonard, Director, Division of Information, Innovation, and Insight, TWC

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Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

Report #24.03.0001

ISSUE DATE: October 8, 2024

Ms. Lisa McDaniel, Executive Director
Workforce Solutions North Texas
1501 Midwestern Pkwy., Suite 101
Wichita Falls, Texas 76302

Dear Ms. McDaniel:

We have completed our review of the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions North Texas. Our review covered the period February 1, 2023, through February 29, 2024.

Our findings are summarized in the enclosed report. TWC Audit Resolution will contact you with an Initial Resolution Letter requesting the documentation necessary to resolve the outstanding findings identified in the report. The Board will have 45 calendar days from the issuance of that Letter to respond to Audit Resolution with the documentation.

Thank you again for your cooperation and assistance. Should you have any further questions concerning the review, please contact me at (512) 936-3612.

Sincerely,



Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring

Attachment



Monitoring Report
#24.03.0001
Workforce Solutions North Texas

Issued by Texas Workforce Commission
Subrecipient Monitoring Department

Board Background

Workforce Solutions North Texas is part of Texas Workforce Solutions – a statewide network of 28 Workforce Development Boards for regional planning and service delivery, their contracted service providers and community partners, and the TWC unemployment benefits Tele-Centers. This network, which includes the Texas Workforce Commission, gives customers local access to workforce solutions and statewide services through Workforce Solutions offices and Tele-Centers throughout the state.

The Board serves the following counties: Archer, Baylor, Clay, Cottle, Foard, Hardman, Jack, Montague, Wichita, Wilbarger and Young.

Equus Workforce Solutions is the subrecipient responsible for management of the Workforce Centers. Rolling Plains Management Corporation is the subrecipient responsible for Child Care Services.

Executive Summary

The Texas Workforce Commission, Subrecipient Monitoring Department conducted a review of Workforce Solutions North Texas. This review identified opportunities to strengthen management controls and support compliance with contract requirements.

The Board is responsible for providing its Partners, Subrecipients, and Contractors with these findings and areas of concern and following up to ensure that any needed corrective actions are completed.

Finding #1: Prior Year: Ensure Leases are Properly Procured

For the second year, the Board did not comply with federal and state procurement requirements for a workforce center lease. The Board should adhere to the requirements of the FMGC and reprocure the Bowie workforce center lease, in compliance with federal and state requirements.

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Finding

Prior Year: Ensure Leases are Properly Procured

For the second year, the Board did not comply with federal and state procurement requirements for a workforce center lease. The Bowie workforce center lease expired March 31, 2024. The Board has been on a month to month lease since it expired. During the SRM monitoring review in May 2024, the Board had taken no other procurement actions. The Board stated that it planned to hire a broker after the monitoring visit.

By not adhering to federal, state, and local procurement requirements, the Board cannot demonstrate that all procurement actions were conducted in a manner providing for full and open competition.

FMGC, Chapter 13 Property, 13.17 Leases states:

“Policy:

Costs for leased or rental property must conform to applicable cost principles for rental costs. Such property must be procured in accordance with applicable procurement requirements.”

And *FMGC, Chapter 8 Cost Principles, 8.1 General Allowability Criteria states:*

“Policy:

In order to be allowable under a federal or state award, a cost must meet the general allowability criteria established by the Uniform Guidance and Texas Grant Management Standards, as applicable.

A cost must meet the following general criteria in order to be allowable under a federal or state award:

- ...Be adequately documented. Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills and other documentation that verifies the expenditure amount and appropriateness to the grant...”

FMGC Supplement on Procurement - Version 1.0, E. Competition & Preferences, E.1 Full & Open Competition, E.1.2 Basic Standard states:

“Policy:

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards in UG, UGMS and this Publication. Except where specified otherwise, selection of subgrantees (subrecipients) must also be conducted in a manner providing full and open competition.”

Recommendation

The Board should adhere to the requirements of the FMGC and reprocure the Bowie workforce center lease, in compliance with federal and state requirements.

Board Response

Views of Responsible Officials:

The Bowie Workforce Lease expired on 3/31/24. North Texas Workforce Board put out RFQ 2024-012 Real Estate Broker Services on 3/7/24 after trying to work with the landlord to establish a new lease was unsuccessful with no response from landlord. RFQ Proposals were due by 4:00 pm on 3/26/24. The evaluation of RFQ proposals was completed between 4/5-4/12/24. The North Texas Workforce Board voted and approved the selection of Lou Eytalis, Strategic Reality Services, LLC., to represent North Texas Workforce Board for Real Estate Broker service at the 4/25/24 Board meeting.

Corrective Action Plan:

The Commercial Buyer/Tenant Representation Agreement between Workforce Resource, Inc dba Workforce Solutions North Texas and Strategic Realty was signed on 5/13/24. Lou Eytalis, Broker, began looking for space to accommodate our needs for a workforce center in Bowie, as well as contact the current landlord. After research and communication with other property owners in the Bowie area to find space that could accommodate our needs, it was determined that there was nothing that was available that didn't require extensive repairs that would fit our needs and in an area conducive to housing a workforce center that would allow for easy and convenient access. The Broker was able to communicate with the current landlord and secure a new lease that went into effect on 9/1/24 and expires on 8/31/29. The North Texas Workforce Board voted and approved at the board meeting on 8/22/24.

Implementation Date:

New lease effective 9/1/24.

Responsible Person:

Lisa McDaniel

Areas of Concern**Disbursements**

For three travel expenditures, the Board paid state hotel taxes with TWC funds when the Board is tax exempt.

Cash and Cash Equivalents

At the time of the review, the Board did not have a cash and cash equivalent policy in place to address safeguarding assets, distribution, inventory control and oversight. Prior to the exit, the Board provided a new policy for cash and cash equivalents that addresses safeguarding assets, distribution, inventory control and oversight.

Appendix A. Abbreviations and Terms

ADA	Americans with Disabilities Act
Board	Workforce Solutions North Texas
CCS	Child Care Services
Choices	Employment services for TANF (Temporary Assistance for Needy Families)
ES	Employment Services
FMGC	Financial Manual for Grants and Contracts
IFA	Infrastructure Facilities Agreement
MOU	Memorandum of Understanding
NDW	National Dislocated Worker Grants
NEG	National Emergency Grant
SNAP E&T	Supplemental Nutrition Assistance Program Employment and Training
TAA	Trade Adjustment Assistance
TWC	Texas Workforce Commission
WIOA	Workforce Innovation and Opportunity Act

Appendix B. Review Objectives, Scope, and Methodology

Review Objectives

The purpose of our review was to provide reasonable assurance that Workforce Solutions North Texas uses TWC grant resources in accordance with state and federal requirements. We also sought to determine whether activities are conducted toward the goal of achieving program objectives while maintaining fiscal accountability.

Scope and Methodology

Monitoring reviewed the CCS, Choices, ES, and WIOA programs administered by the Board. We conducted this review from May 6, 2024, to May 10, 2024. Our goal was to provide reasonable but not absolute assurance regarding compliance with grant agreement terms and objectives.

Toward this goal, we randomly selected and tested samples of transactions that occurred during the period of February 1, 2023, through February 29, 2024. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist. Within the accounting and program books, records and documentation we tested control systems and transactions in the following areas:

Board

- Monitoring and Oversight
- Monitoring Certification
- Automation
- Personally Identifiable Information

Child Care

- Client Eligibility
- DFPS Referrals
- Recoupment

Service Provider

- Choices
- Noncooperation
- WIOA

Fiscal

- Allowable Costs and Pooled Expenditures
- Disbursements
- Cost Allocation
- Procurement
- Small and Micro-Purchases
- Formal
- Fiscal Controls
- Cash Management
- Property

Appendix C. Report Distribution List

Copies of the report will be provided to the following parties:

Workforce Solutions North Texas

Kristin Little, Chair

United States Department of Health and Human Services

Gwendolyn Jones, Regional Program Manager

Deborah Daniels, Program Specialist

Alisa Matthews, Program Specialist

United States Department of Labor

Nicholas E. Lalpui, Regional Administrator, Employment and Training Administration

M. Frank Stluka, Regional Director, Office of State Systems, Employment and Training Administration

Texas Workforce Commission

Bryan Daniel, Chairman and Commissioner Representing the Public

Alberto Treviño, III, Commissioner Representing Labor

Joe Esparza, Commissioner Representing Employers

Edward Serna, Executive Director

Randy Townsend, Deputy Executive Director

Mary York, Director, Division of Workforce Development

Reagan Miller, Director, Division of Child Care and Early Learning

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

Chris Nelson, Chief Financial Officer

Adam Leonard, Director, Division of Information, Innovation and Insight

Appendix D. Exit Conference

Date: May 10, 2024

Attendees:

Lisa McDaniel, Executive Director, Workforce Solutions North Texas

Sharon Hulcy, Contract Manager, Workforce Solutions North Texas

Karen Fite, Technology Manager, Workforce Solutions North Texas

Dennis Wilde, Executive Director, Nortex RPC

Shana Ferguson, Finance Director, Nortex RPC

Crystal Ojeda, Project Manager, Equus

Darla Silva, QA Analyst, Equus

Sandi Stahr, Program Supervisor, Equus

Annette Jackson, Project Accountant, Equus

Leneva Clark, Client Services Specialist/Child Care, Equus

Kayla Crowley, Community Engagement Specialist, Equus

Nic Gray, Senior Accountant, Rolling Plains

Donna Adams, Project Director/Child Care, Rolling Plains

Tiffany Jones, Client Services Manager/Child Care, Rolling Plains

Lanette McHazlett - Sanchez, Project Manager, TWC

Sherri Robelia, Fiscal Monitor, TWC

Vincent Miramontes, Fiscal Monitor, TWC

Rene Trevino, Program Manager, TWC

Tangila Johnson, Program Manager, TWC

George "Chip" Daiy, Program Manager, TWC

Alma Gonzales, Program Manager, TWC

Texas Workforce Commission

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Commissioner Representing
the Public

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Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

October 16, 2024

Ms. Lisa McDaniel, Executive Director
Workforce Solutions North Texas
1501 Midwestern Pkwy., Suite 101
Wichita Falls, Texas 76302

Dear Ms. McDaniel:

This letter is regarding a finding identified in the Texas Workforce Commission (TWC) Monitoring Report #24.03.0001. This report included a review of the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions North Texas (Board). This monitoring review identified one finding that requires further resolution action as outlined below:

Prior Year

Finding: Ensure Leases are Properly Procured

For the second year, the Board did not comply with federal and state procurement requirements for a workforce center lease. The Bowie workforce center lease expired March 31, 2024. The Board has been on a month-to-month lease since it expired. During the SRM monitoring review in May 2024, the Board had taken no other procurement actions. The Board stated that it planned to hire a broker after the monitoring visit.

By not adhering to federal, state, and local procurement requirements, the Board cannot demonstrate that all procurement actions were conducted in a manner providing for full and open competition.

Documentation Required:

The recommendation in the monitoring report states that the Board should adhere to the requirements of the FMGC and reprocure the Bowie workforce center lease, in compliance with federal and state requirements. Based on Board's response and corrective action plan in response to the monitoring report, please provide complete procurement documentation for the procurement of the Bowie workforce center including signed and dated lease agreement. In addition, please provide agenda and sign-in sheets for recent procurement training if conducted.

Ms. McDaniel
Page 2
October 16, 2024

Please provide the above information within 45 calendar days from the date of this letter to Ruth C. Cureton, via email ruth.cureton@twc.texas.gov. Additional documentation may be requested at a future date based on the documentation submitted.

Thank you in advance for your cooperation and assistance. Should you have any questions or concerns, please contact Ruth C. Cureton at (737) 471-1308 or me at (737) 802-9398 or judy.ohn@twc.texas.gov.

Sincerely,

Judy Ohn

Judy Ohn
Director of Fiscal Services and Audit Resolution

Workforce Solutions North Texas
Grant Spending Report
Report Date: As of 09/30/2024

Acct Code	Grant Number	Workforce Program	Grant Period	Total Grant Award	Total Grant Expended	Balance Remaining	% Remaining
33-1038	0323WOA001	WOA - Adult	07/01/23 - 06/30/25	548,592.00	526,490.81	22,101.19	4%
33-1039	0323WOD001	WOD - Dislocated Workers	07/01/23 - 06/30/25	745,108.00	441,254.27	303,853.73	41%
33-1040	0323WOY001	WOY - Youth	07/01/23 - 06/30/25	612,132.00	266,644.27	345,487.73	56%
33-1041	0324CCF001	Child Care - CCF	10/01/23 - 10/31/24	7,834,060.40	6,899,164.48	934,895.92	12%
33-1042	0324CCQ001	Child Care Quality	10/01/23 - 10/31/24	750,005.02	672,347.43	77,657.59	10%
33-1043	0324COL001	Infrastructure Support Services -	09/01/23 - 10/31/24	167,379.84	151,668.48	15,711.36	9%
33-1044	3024VRS039	Student Hire Ability Navigator	09/01/23 - 08/31/25	226,000.00	99,139.90	126,860.10	56%
33-1047	0324WOO001	WOO - Additional Funding	10/01/23 - 09/30/24	2,685.00	2,469.20	215.80	8%
33-1048	0324SNE001	SNAP E & T	10/01/23 - 09/30/24	130,025.00	129,590.47	434.53	0%
33-1049	0324TAF001	Temporary Assistance for Needy Families	10/01/23 - 10/31/24	944,586.00	846,986.67	97,599.33	10%
33-1050	0324RAG001	Resource Administration Grant	10/01/23 - 09/30/24	6,346.00	4,203.86	2,142.14	34%
33-1051	3024VRS096	Paid Work Experience	10/01/23 - 09/30/25	375,000.00	42,849.43	332,150.57	89%
33-1052	3022VRS028 1	Summer Earn and Learn	10/01/23 - 09/30/25	178,962.98	45,514.83	133,448.15	75%
33-1053	0324WCI001	Workforce Commission Incentives	10/01/23 - 09/30/24	42,217.00	41,487.75	729.25	2%
33-1054	0324TVC001	Texas Veteran's Commission	10/01/23 - 09/30/24	19,401.00	19,401.00	0.00	0%
33-1055	0324WPA001	Wagner-Peyser Employment Service	10/01/23- 12/31/24	19,401.00	14,814.28	4,586.72	24%
33-1056	0324TRA001	Trade Adjustment Act	10/01/23 - 09/30/24	63,000.00	26,546.99	36,453.01	58%
33-1057	0324REA001	Reemployment Services and Eligibility Assessment	10/01/23 - 2/28/25	459,055.00	255,431.00	203,624.00	44%
33-1058	0324CCM001	Child Care Local Match	10/01/23- 12/31/24	585,132.00	0.00	585,132.00	100%
33-1059	0324BSA0021	Board Service Awards VR Integration	01/01/24 - 12/31/24	50,000.00	45,912.81	4,087.19	8%
33-1060	0324WOS001	WOS- Military Family Support	01/01/24 - 12/31/24	69,512.00	47,537.18	21,974.82	32%
33-1061	0324WOZ001	WIOA Upskilling for Gap	01/01/24 - 10/31/24	61,967.00	46,379.58	15,587.42	25%
33-1062	0324EXT001	Externship for Teachers	02/01/24 - 01/31/25	51,187.00	21,001.62	30,185.38	59%
33-1063	0324WOA001	WOA - Adult	07/01/24 - 06/30/26	597,903.00	30,681.82	567,221.18	95%
33-1064	0324WOD001	WOD - Dislocated Workers	07/01/24 - 06/30/26	673,382.00	36,183.15	637,198.85	95%
33-1065	0324WOY001	WOY - Youth	07/01/24 - 06/30/26	665,068.00	5,350.41	659,717.59	99%
33-1066	0324WOR001	Rapid Response	07/01/24 - 06/30/25	17,947.00	665.72	17,281.28	96%
33-1067	0325COL001	Infrastructure Support Services -	09/01/24 - 10/31/25	153,870.24	5,964.36	147,905.88	96%
33-1068	0325CCF001	Child Care - CCF	10/01/24 - 12/31/25	8,471,901.00	490.12	8,471,410.88	100%
33-1069	0324SDF001	Skills Development Fund	08/05/24 - 07/31/25	50,000.00	51.31	49,948.69	100%
33-1070	0325TAF001	Temporary Assistance for Needy Families	10/01/24 - 10/31/25	897,110.00	0.00	897,110.00	100%
33-1071	0325CCP001	Protective Regulatory Services	09/01/24 - 08/31/25	440,291.00	47,139.93	393,151.07	89%
33-1072	0325SNE001	SNAP E & T	10/01/24 - 09/30/25	143,337.00	0.00	143,337.00	100%
33-1074	0325WOO001	WOO - Additional Funding	10/01/24 - 09/30/25	646.00	0.00	646.00	100%
33-1075	0325RAG001	Resource Administration Grant	10/01/24 - 09/30/25	6,346.00	0.00	6,346.00	100%
33-1077	0325CCQ001	Child Care Quality	10/01/24 - 10/31/25	573,947.00	0.00	573,947.00	100%
33-1080	0325CCM001	Child Care Local Match	10/01/24 - 12/31/25	579,564.00	0.00	579,564.00	100%
33-1081	0325CQF001	Child Care Quality Funding	10/01/24 - 10/31/25	506,128.00	0.00	506,128.00	100%

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
2B Promotional Products	5/17/2024	\$ 1,434.34	Annual Reports	Micro	\$ 1,434.34	\$ 1,434.34
A1 Fire Extinguisher Co	6/10/2024	\$ 15.00	Annual maintenance check	Micro	\$ 15.00	\$ 15.00
Action Battery LLC	10/12/2023	\$ 170.55	battery replacement for resource	Micro		\$ 170.55
Adobe	10/5/2023	\$ 359.88	Adobe Cloud Annual	Micro		
Adobe	10/23/2023	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	11/23/2023	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	12/23/2023	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	1/9/2024	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	1/23/2024	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	2/23/2024	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	3/23/2024	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	4/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	5/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro	\$ 119.95	
Adobe	6/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro	\$ 119.95	
Adobe	7/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro	\$ 119.95	
Adobe	8/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro	\$ 119.95	
Adobe	9/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro	\$ 119.95	\$ 1,919.23
AFAB Ventures, LLC	9/25/2024	\$ 60.00	September window cleaning	Micro	\$ 60.00	\$ 60.00
Amazon	10/6/2023	\$ 244.45	5 Docking Stations	Micro		
Amazon	10/9/2023	\$ 63.72	office supplies	Micro		
Amazon	1/11/2024	\$ 949.30	Child Care cots and office supplies	Micro		
Amazon	1/15/2024	\$ 198.36	Office Supplies	Micro		
Amazon	1/22/2024	\$ 6.66	Office Supplies	Micro		
Amazon	1/25/2024	\$ 23.51	Office Supplies	Micro		
Amazon	2/7/2024	\$ 199.99	Replacement Battery	Micro		
Amazon	2/15/2024	\$ 503.97	Digital NAS hard drive and Printer	Micro		
Amazon	2/24/2024	\$ 163.77	Docking station for laptops	Micro		
Amazon	3/9/2024	\$ 16.87	Console Cable	Micro		
Amazon	5/18/2024	\$ 220.00	startech docking stations	Micro	\$ 220.00	
Amazon	5/31/2024	\$ 185.42	dual monitor mounts	Micro	\$ 185.42	
Amazon	6/7/2024	\$ 35.97	ethernet crimping tool kit	Micro	\$ 35.97	
Amazon	6/10/2024	\$ 26.98	women & men restroom signage	Micro	\$ 26.98	
Amazon	6/12/2024	\$ 8.54	microsoft usb adapter	Micro	\$ 8.54	
Amazon	7/14/2024	\$ 253.98	2 docking stations	Micro	\$ 253.98	
Amazon	7/16/2024	\$ 388.34	board office supplies	Micro	\$ 388.34	
Amazon	7/17/2024	\$ 127.16	board office supplies	Micro	\$ 127.16	
Amazon	8/11/2024	\$ 126.99	startech docking stations	Micro	\$ 126.99	
Amazon	9/18/2024	\$ 129.95	monitor stand for new hire cc	Micro	\$ 129.95	\$ 3,873.93
Art's Home Pest Exterminators	5/22/2024	\$ 75.00	May pest control	Micro	\$ 75.00	
Art's Home Pest Exterminators	9/1/2024	\$ 75.00	September pest control	Micro	\$ 75.00	\$ 150.00
AT&T Mobile	12/3/23	\$ 431.50	Business Cell phones	Micro		
AT&T Mobile Rec	12/30/23	\$ 275.45	Business Cell phones	Micro		
AT&T Mobile Rec	1/4/24	\$ 325.50	Business Cell phones	Micro		
AT&T Mobile Rec	2/3/24	\$ 600.95	Business Cell phones	Micro		
AT&T Mobile Rec	3/3/24	\$ 605.43	Business Cell phones	Micro		
AT&T Mobile Rec	4/3/24	\$ 600.43	Business Cell phones	Micro		
AT&T Mobile Rec	5/3/24	\$ 655.53	Business Cell phones	Micro	\$ 655.53	
AT&T Mobile Rec	6/3/24	\$ 655.53	Business Cell phones	Micro	\$ 655.53	
AT&T Mobile Rec	7/3/24	\$ 655.53	Business Cell phones	Micro	\$ 655.53	
AT&T Mobile Rec	8/3/24	\$ 580.75	Business Cell phones	Micro	\$ 580.75	
AT&T Mobile Rec	9/3/24	\$ 730.75	Business Cell phones	Micro	\$ 730.75	\$ 6,117.35
Audio Connection, Inc	4/9/24	\$ 78.00	Service Call/Labor	Micro		\$ 78.00

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
Autumn Leaves Flowers	4/24/24	\$ 35.67	Flowers	Micro		\$ 35.67
B&H photo	12/22/2023	\$ 1,918.00	B&H Photo Scanners	Micro		
B&H photo	3/1/2024	\$ 2,999.97	Scanners	Micro		
B&H photo	3/26/2024	\$ 749.00	Dell Micro Computer	Micro		
B&H photo	3/26/2024	\$ 949.00	Scanner	Micro		
B&H photo	3/26/2024	\$ 229.00	Printer	Micro		
B&H photo	4/19/2024	\$ 769.00	Dell Micro Computer	Micro		
B&H photo	6/14/2024	\$ 30.01	Toner and credit	Micro	\$ 30.01	\$ 7,643.98
BJD Engraving, LLC	5/31/2024	\$ 60.00	5 name tags	Micro	\$ 60.00	
BJD Engraving, LLC	6/11/2024	\$ 60.00	5 name tags	Micro	\$ 60.00	\$ 120.00
BlueAlley Technology Solutions	3/22/2024	\$ 8,229.67	Cisco Meraki License Renewal	Micro		\$ 8,229.67
BLUEHOST INC	4/11/2024	\$ 855.23	Annual web hosting service	Micro		\$ 855.23
BOOSTLINGO, LLC	5/2/2024	\$0.50	Language Services	Micro	\$0.50	
BOOSTLINGO, LLC	6/20/2024	\$95.00	Language Services	Micro	\$95.00	
BOOSTLINGO, LLC	7/2/2024	\$95.00	Language Services	Micro	\$95.00	
BOOSTLINGO, LLC	8/5/2024	\$95.00	Language Services	Micro	\$95.00	
BOOSTLINGO, LLC	9/10/2024	\$95.00	Language Services	Micro	\$95.00	\$380.50
Bowie Chamber of Commerce	2/29/2024	\$ 150.00	Annual membership dues	Micro		\$ 150.00
Breachlock Inc.	7/31/2024	\$ 8,455.00	Breachlock Penetration Testing	Micro	\$ 8,455.00	\$ 8,455.00
Burkburnett Chamber of Commerce	12/4/2023	\$ 103.60	Membership Dues	Micro		
Burkburnett Chamber of Commerce	1/24/2024	\$ 103.60	Banquet tickets	Micro		\$ 207.20
CDW Government Inc	10/1/2023	\$ 188.49	Monitor Seymour	Micro		
CDW Government Inc	10/1/2023	\$ 103.99	Monitor - C.H	Micro		
CDW Government Inc	10/5/2023	\$ 1,019.42	Toner Supplies	Micro		
CDW Government Inc	10/23/2023	\$ 294.92	MS Office Suite 2	Micro		
CDW Government Inc	11/16/2023	\$ 23.73	Ethernet Cables KB	Micro		
CDW Government Inc	11/16/2023	\$ 276.42	Monitors CM's JL BM	Micro		
CDW Government Inc	11/16/2023	\$ 69.11	Monitors CM's BM	Micro		
CDW Government Inc	11/16/2023	\$ 69.11	Monitors CM's BM	Micro		
CDW Government Inc	11/16/2023	\$ 414.64	Monitors CM's CR LM	Micro		
CDW Government Inc	2/25/2024	\$ 290.35	REPLACEMENT BATTERY	Micro		
CDW Government Inc	3/27/2024	\$ 226.18	2 monitors for Vernon office	Micro		
CDW Government Inc	5/9/2024	\$ 207.32	2 monitors	Micro	\$ 207.32	
CDW Government Inc	5/15/2024	\$ 452.36	4 monitors	Micro	\$ 452.36	
CDW Government Inc	6/10/2024	\$ 610.18	conference room camera	Micro	\$ 610.18	
CDW Government Inc	7/2/2024	\$ 324.21	conference room camera mount & 2 speakerphones	Micro	\$ 324.21	
CDW Government Inc	7/22/2024	\$ 19.96	silence wireless mouse	Micro	\$ 19.96	
CDW Government Inc	7/30/2024	\$ 3,936.45	cyber security platform	Micro	\$ 3,936.45	
CDW Government Inc	7/30/2024	\$ 12,301.40	cyber security platform	Micro	\$ 12,301.40	
CDW Government Inc	7/30/2024	\$ 10,825.23	cyber security platform	Micro	\$ 10,825.23	
CDW Government Inc	7/30/2024	\$ 492.05	cyber security platform	Micro	\$ 492.05	
CDW Government Inc	7/30/2024	\$ 492.06	cyber security platform	Micro	\$ 492.06	
CDW Government Inc	7/30/2024	\$ 1,476.17	cyber security platform	Micro	\$ 1,476.17	
CDW Government Inc	7/30/2024	\$ 1,968.22	cyber security platform	Micro	\$ 1,968.22	
CDW Government Inc	7/30/2024	\$ 2,460.28	cyber security platform	Micro	\$ 2,460.28	
CDW Government Inc	7/30/2024	\$ 492.06	cyber security platform	Micro	\$ 492.06	
CDW Government Inc	9/18/2024	\$ 133.42	1 docking station	Micro	\$ 133.42	
CDW Government Inc	9/19/2024	\$ 376.98	2 portable monitors	Micro	\$ 376.98	
CDW Government Inc	9/26/2024	\$ 133.42	1 docking station	Micro	\$ 133.42	\$ 39,678.13

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
City of Wichita Falls MPEC	1/12/2024	\$ 4,446.00	RENTAL DEPOSIT FOR TRANSITION FAIR	Micro		
City of Wichita Falls MPEC	3/5/2024	\$ 5,521.00	Transition Fair	Micro		\$ 9,967.00
City of Wichita Falls Public Safety	2/2/2024	\$ 15.00	2024 Emergency Alarm Permit Renewal	Micro		\$ 15.00
Clay County Chamber	12/1/2023	\$ 55.00	Membership Dues	Micro		\$ 55.00
Clean as Keck	10/1/2023	\$ 890.33	Board Janitorial	Micro		
Clean as Keck	11/1/2023	\$ 635.33	Board Janitorial	Micro		
Clean as Keck	12/1/2023	\$ 635.33	Board Janitorial	Micro		
Clean as Keck	1/1/2024	\$ 635.33	Board Janitorial	Micro		
Clean as Keck	2/1/2024	\$ 635.33	Board Janitorial	Micro		
Clean as Keck	3/1/2024	\$ 635.33	Board Janitorial	Micro		
Clean as Keck	5/1/2024	\$ 635.33	Board Janitorial	Micro	\$ 635.33	
Clean as Keck	6/1/2024	\$ 635.33	Board Janitorial	Micro	\$ 635.33	
Clean as Keck	7/1/2024	\$ 635.33	Board Janitorial	Micro	\$ 635.33	
Clean as Keck	8/1/2024	\$ 635.33	Board Janitorial	Micro	\$ 635.33	
Clean as Keck	9/1/2024	\$ 635.33	Board Janitorial	Micro	\$ 635.33	\$ 7,243.63
COI Group LLC	10/23/23	\$ 85,643.21	Seymour Project 20 cubicles, 22 work stations install/electrical	Small		
COI Group LLC	12/27/23	\$ 500.00	Relocated cubicle	Micro		
COI Group LLC	1/23/24	\$ 62,417.44	FURNITURE FREIGHT & ASSEMBLY	Small		
COI Group LLC	3/22/24	\$ 3,445.85	Glass Display case	Micro		
COI Group LLC	8/27/24	\$ 5,757.24	panel system for large office desk	Micro	\$ 5,757.24	
COI Group LLC	8/27/24	\$ 960.00	panel system for large office desk	Micro	\$ 960.00	\$ 158,723.74
Constant Contact	3/24/24	\$ 191.30	Email marketing platform	Micro		
Constant Contact	4/24/24	\$ 227.00	Email marketing platform	Micro		
Constant Contact	5/24/2024	\$227.00	Email marketing platform	Micro	\$227.00	
Constant Contact	6/24/2024	\$227.00	Email marketing platform	Micro	\$227.00	
Constant Contact	7/24/2024	\$227.00	Email marketing platform	Micro	\$227.00	
Constant Contact	8/24/2024	\$227.00	Email marketing platform	Micro	\$227.00	
Constant Contact	9/24/2024	\$245.00	Email marketing platform	Micro	\$245.00	\$ 1,571.30
CPA Membership	9/19/2024	\$100.00	Comptroller membership	Micro	\$100.00	\$ 100.00
DAVE'S BUG PRO	11/1/2023	\$ 60.00	Bimonthly Pest Control	Micro		
DAVE'S BUG PRO	1/2/2024	\$ 60.00	Bimonthly Pest Control	Micro		
DAVE'S BUG PRO	1/24/2024	\$ 60.00	Bimonthly Pest Control	Micro		
DAVE'S BUG PRO	3/29/2024	\$ 60.00	Bimonthly Pest Control	Micro		\$ 240.00
Dell Marketing LP	11/6/2023	\$ 1,194.37	Optiplex 7010 KB	Micro		\$ 1,194.37
Diaz and Smith Inc.	3/5/2024	\$ 18,320.00	FY24 Program Monitoring Risk Plan Equus	Formal		
Diaz and Smith Inc.	3/7/2024	\$ 25,520.00	FY24 Program Monitoring Risk Plan Equus & RPMC	Formal		\$ 43,840.00
Digital Buyer.com	7/30/2024	\$ 41.14	Hands free arm pull door closure ADA	Micro	\$ 41.14	\$ 41.14
DNSFilter, Inc.	7/11/24	\$ 1,512.00	WEB FILTERING SOFTWARE	Micro	\$ 1,512.00	\$ 1,512.00
Docu Sign	1/10/2024	\$ 1,552.50	Esignature business pro/premier support esign	Micro		\$ 1,552.50
E&M Consulting, Inc	12/19/2023	\$ 805.95	Advertising	Micro		\$ 805.95
Edgin Parkman Fleming	6/13/2024	\$ 1,125.00	990 Form	Formal	\$ 1,125.00	\$ 1,125.00
Engage by Cell	6/25/2024	\$ 700.00	TEXT MESSAGING PLATFORM	Micro	\$ 700.00	\$ 700.00
Facebook	10/10/2023	\$ 171.00	Facebook Ads 10/10/23-10/30/23	Micro		
Facebook	11/7/2023	\$ 99.10	Facebook Ads 11/7/23-11/9/23	Micro		
Facebook	12/8/2023	\$ 83.12	Facebook Ads 12/8/23 - 12/9/23	Micro		
Facebook	12/29/2023	\$ 75.00	Facebook Ads	Micro		
Facebook	1/17/2024	\$ 22.39	Facebook Ads	Micro		

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
Facebook	1/21/2024	\$ 66.78	Facebook Ads	Micro		
Facebook	1/28/2024	\$ 75.00	Facebook Ads	Micro		
Facebook	2/9/2024	\$ 60.14	Facebook Ads	Micro		
Facebook	2/19/2024	\$ 75.00	Facebook Ads	Micro		
Facebook	2/27/2024	\$ 125.00	Facebook Ads	Micro		
Facebook	3/9/2024	\$ 14.86	Facebook Ads	Micro		
Facebook	4/9/2024	\$ 169.40	Facebook Ads	Micro		
Facebook	4/9/2024	\$ 3.16	Facebook Ads	Micro		
Facebook	5/31/2024	\$ 180.91	Facebook Ads	Micro	\$ 180.91	
Facebook	6/26/2024	\$ 149.86	Facebook Ads	Micro	\$ 149.86	
Facebook	7/25/2024	\$ 50.00	Facebook Ads	Micro	\$ 50.00	
Facebook	8/27/2024	\$ 224.93	Facebook Ads	Micro	\$ 224.93	
Facebook	9/24/2024	\$ 50.00	Facebook Ads	Micro	\$ 50.00	\$ 1,695.65
Family Dollar	12/15/2023	\$ 8.61	supplies	Micro		\$ 8.61
Firehouse Subs	4/22/2024	\$ 310.66	Board Meeting Meal	Micro		\$ 310.66
Foundation Kia	5/28/2024	\$ 57,934.86	2024 Kia Forte & Kia Sportage	Micro	\$ 57,934.86	
Foundation Kia	7/29/2024	\$ 3,674.39	Titles, tags, registrations	Micro	\$ 3,674.39	\$ 61,609.25
Francotyp-Postalia, Inc	6/4/2024	\$ 179.85	POSTAGE MACHINE LEASE	Micro	\$ 179.85	
Francotyp-Postalia, Inc	8/21/2024	\$ 66.50	POSTAGE MACHINE LEASE	Micro	\$ 66.50	
Francotyp-Postalia, Inc	9/5/2024	\$ 113.35	POSTAGE MACHINE LEASE	Micro	\$ 113.35	\$ 359.70
GoTo Technologies	11/14/2023	\$ 1,300.00	Logmein subscription	Micro		
GoTo Technologies	8/15/2024	\$ 1,264.80	Annual renewal	Micro	\$ 1,264.80	\$ 2,564.80
Graham Chamber of Commerce	12/5/2023	\$ 95.00	Membership dues	Micro		\$ 95.00
Henrietta Chamber of Commerce	12/1/2023	\$ 55.00	Membership Dues	Micro		\$ 55.00
Hoegger Communications	8/7/2024	\$ 1,725.00	WEBSITE HOSTING /MAINTENANCE FEE	Micro	\$ 1,725.00	\$ 1,725.00
Horizon Datasys Corp.	10/12/2023	\$ 32.50	BSA items	Micro		\$ 32.50
Hudson Blue Print	10/23/2023	\$ 128.00	BSA Signs	Micro		\$ 128.00
Iowa Park Chamber of Commerce	12/1/2023	\$ 65.00	Membership dues	Micro		\$ 65.00
Jacksboro Chamber of Commerce	12/1/2023	\$ 75.00	Membership dues	Micro		\$ 75.00
Jason's Deli	10/19/2023	\$ 324.70	October 2023 Board Meeting Meal	Micro		
Jason's Deli	8/22/2024	\$ 418.80	August 2024 Board Meeting Lunch	Micro	\$ 418.80	\$ 743.50
Microsoft	2/7/2024	\$ 72.00	Microsoft Software	Micro		
Microsoft	3/15/2024	\$ 45.60	Microsoft Software	Micro		
Microsoft	5/31/2024	\$ 45.60	Microsoft Software	Micro	\$ 45.60	
Microsoft	6/26/2024	\$ 45.60	Microsoft Software	Micro	\$ 45.60	
Microsoft	7/25/2024	\$ 45.60	Microsoft Software	Micro	\$ 45.60	
Microsoft	8/27/2024	\$ 45.60	Microsoft Software	Micro	\$ 45.60	
Microsoft	9/24/2024	\$ 45.60	Microsoft Software	Micro	\$ 45.60	\$ 345.60
NameCheap.com	3/19/2024	\$ 16.06	Network Connections	Micro		
NameCheap.com	6/18/2024	\$ 16.16	Network Connections	Micro	\$ 16.16	
NameCheap.com	7/31/2024	\$ 7.66	Network Connections	Micro	\$ 7.66	
NameCheap.com	9/23/2024	\$ 17.06	Network Connections	Micro	\$ 17.06	\$ 56.94
Network Solutions	12/21/2023	\$ 59.03	Domain name, private, & web forwarding	Micro		
Network Solutions	8/8/2024	\$ 64.17	Domain name, privacy protection renewal	Micro	\$ 64.17	\$ 123.20
Office Depot	1/31/2024	\$ 7.78	USB	Micro		\$ 7.78
PDQ.Com	7/22/2024	\$ 1,575.00	PDQ DEPLOY & INVENTORY	Micro	\$ 1,575.00	\$ 1,575.00

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
Philadelphia Insurance Companies	6/7/2024	\$ 2,852.00	CHILD CARE VEHICLE INSURANCE	Micro	\$ 2,852.00	\$2,852.00
Quannah Chamber of Commerce	1/10/2024	\$ 50.00	Membership dues	Micro		\$50.00
Sams Club	6/26/2024	\$ 32.94	June Board Mtg Dessert	Micro	\$ 32.94	\$32.94
Smart Sign	7/30/2024	\$ 87.93	Handicap Accessible direction signs for Vernon ofc	Micro	\$ 87.93	\$87.93
Solid Border	8/16/2024	\$ 1,190.00	Software renewal	Micro	\$ 1,190.00	\$1,190.00
SCW Southern Computer Warehouse	10/16/2023	\$ 1,364.18	2-7010 Micro i3 8G 256G W11 Computers	Micro		
SCW	11/1/2023	\$ 82.14	Magenta Cartridge	Micro		
SCW	11/1/2023	\$ 86.38	Cyan Cartridge	Micro		
SCW	12/11/2023	\$ 19.79	4 Port USB	Micro		
SCW	12/11/2023	\$ 71.30	C235 Toner	Micro		
SCW	1/3/2024	\$ 325.90	BROTHER HL PRINTERS	Micro		
SCW	1/17/2024	\$ 162.95	BROTHER HL-2370DW XL PRINTER	Micro		
SCW	2/1/2024	\$ 406.56	22 KEYBOARD/MOUSE COMBOS	Micro		
SCW	2/2/2024	\$ 15.28	LABEL MAKER REFILL	Micro		
SCW	5/14/2024	\$ 3,127.64	MS Surface Pro & 2 scanners	Micro	\$ 3,127.64	
SCW	5/17/2024	\$ 451.27	Bluetooth mouse, 2 printers, 2 keyboards	Micro	\$ 451.27	
SCW	5/30/2024	\$ 1,336.92	2 laptops for two new hires	Micro	\$ 1,336.92	
SCW	6/13/2024	\$ 668.46	2 laptops	Micro	\$ 668.46	
SCW	7/11/2024	\$ 1,693.88	color laser printer & 2 laptops	Micro	\$ 1,693.88	
SCW	7/31/2024	\$ 669.48	laptop	Micro	\$ 669.48	
SCW	8/6/2024	\$ 672.69	laptop	Micro	\$ 672.69	
SCW	9/18/2024	\$ 669.48	laptop	Micro	\$ 669.48	
SCW	9/23/2024	\$ 25.40	wireless keyboard & mouse	Micro	\$ 25.40	\$ 11,849.70
St. Jo Chamber of Commerce	4/5/2024	\$ 50.00	Membership dues	Micro		\$ 50.00
Sumner Colley Lumber supply	7/29/2024	\$ 20.00	Insulation supplies for Vernon EO	Micro	\$ 20.00	\$ 20.00
Tech Soup	2/29/2024	\$ 32.00	Network Connections	Micro		
Tech Soup	2/29/2024	\$ 40.00	Network Connections	Micro		
Tech Soup	3/25/2024	\$ 366.00	Network Connections	Micro		
Tech Soup	7/3/2024	\$ 255.75	Network Connections	Micro	\$ 255.75	\$ 693.75
Texas Assn of Workforce Boards	9/1/2024	\$ 3,375.00	TAWB Dues FY24 Annual dues	Formal	\$ 3,375.00	\$ 3,375.00
Texas Secretary of State	10/24/2023	\$ 1.00	Data for grant	Micro		\$ 1.00
Texas Workforce Commission	2/20/2024	\$ 171.36	BUSINESS CARDS	Micro		
Texas Workforce Commission	4/27/2024	\$ 63.00	Child Care fraud recoupment	Micro		
Texas Workforce Commission	7/18/2024	\$ 36.72	BUSINESS CARDS	Micro	\$ 36.72	
Texas Workforce Commission	8/21/2024	\$ 36.72	BUSINESS CARDS	Micro	\$ 36.72	\$ 307.80
Texoma's Home Page.com	6/1/2024	\$ 600.00	Senior send off & teacher appreciation	Micro	\$ 600.00	\$ 600.00
TNT Signs	5/29/2024	\$ 350.00	Sign with logo for Seymour OFFICE	Micro	\$ 350.00	\$ 350.00
United Super Market	10/26/2023	\$ 11.57	Board meeting supplies	Micro		
United Super Market	2/2/2024	\$ 245.00	February Board Meeting Meal	Micro		
United Super Market	2/8/2024	\$ 5.00	Board Meeting water	Micro		
United Super Market	6/21/2024	\$ 210.96	June Board Meeting Lunch	Micro	\$ 210.96	\$ 472.53
USPS	12/6/2023	\$ 79.20	Postage for Christmas cards	Micro		
USPS	5/31/2024	\$ 382.75	Postage for Annual Reports	Micro	\$ 382.75	\$ 461.95
Visual Edge IT (Benchmark)	10/27/2023	\$ 79.06	Board - Copier Rate	Micro		
Visual Edge IT (Benchmark)	11/30/2023	\$ 104.95	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	12/29/2023	\$ 104.05	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	1/29/2024	\$ 101.53	Board Copier Rate	Micro		

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
Visual Edge IT (Benchmark)	2/28/2024	\$ 13.05	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	3/29/2024	\$ 12.95	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	4/29/2024	\$ 245.87	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	5/23/2024	15.31	Board Copier Rate	Micro	15.31	
Visual Edge IT (Benchmark)	6/24/2024	63.85	Board Copier Rate	Micro	63.85	
Visual Edge IT (Benchmark)	7/25/2024	300.88	Board Copier Rate	Micro	300.88	
Visual Edge IT (Benchmark)	8/26/2024	108.90	Board Copier Rate	Micro	108.90	
Visual Edge IT (Benchmark)	9/25/2024	30.27	Board Copier Rate	Micro	30.27	\$ 1,180.67
Walmart	10/9/2023	\$ 22.21	supplies	Micro		
Walmart	10/30/2023	\$ 169.46	candy for Halloween event	Micro		
Walmart	12/5/2023	\$ 46.80	Christmas cards	Micro		
Walmart	3/4/2024	\$ 100.00	Gift card for Transition Fair	Micro		
Walmart	3/4/2024	\$ 50.00	Gift card for Transition Fair	Micro		
Walmart	3/28/2024	\$ 164.86	Surge Protectors	Micro		
Walmart	3/28/2024	\$ 80.00	Surge Protectors	Micro		
Walmart	3/28/2024	\$ 42.15	Surge Protectors	Micro		
Walmart	6/3/2024	\$ 200.53	board office supplies	Micro	\$ 200.53	
Walmart	6/5/2024	\$ 5.48	febreeze two pack	Micro	\$ 5.48	
Walmart	6/25/2024	\$ 20.30	supplies for June Board Meeting lunch	Micro	\$ 20.30	
Walmart	6/26/2024	\$ 73.88	supplies for June Board Meeting lunch	Micro	\$ 73.88	
Walmart	8/20/2024	\$ 35.09	August Board Meeting drinks	Micro	\$ 35.09	\$ 1,010.76
Welcome to Texoma	10/10/2023	\$ 21.00	Welcome Baskets	Micro		
Welcome to Texoma	1/3/2024	\$ 90.00	WELCOME BASKETS	Micro		
Welcome to Texoma	3/1/2024	\$ 16.00	WELCOME BASKETS	Micro		
Welcome to Texoma	3/18/2024	\$ 10.00	WELCOME BASKETS	Micro		
Welcome to Texoma	5/9/2024	10.00	WELCOME BASKETS	Micro	10.00	
Welcome to Texoma	6/17/2024	11.00	WELCOME BASKETS	Micro	11.00	
Welcome to Texoma	7/8/2024	21.00	WELCOME BASKETS	Micro	21.00	
Welcome to Texoma	8/12/2024	95.00	WELCOME BASKETS	Micro	95.00	\$ 274.00
WF Chamber of Commerce	10/30/2023	\$ 5,000.00	Leaderfest seminar, Chamber membership	Micro		
WF Chamber of Commerce	5/1/2024	\$ 2,500.00	Chairmans Bronze Annual Chamber Membership	Micro	\$ 2,500.00	
WF Chamber of Commerce	6/1/2024	\$ 6,498.00	Leaderfest seminar	Micro	\$ 6,498.00	\$ 13,998.00
WorkQuest (Amplify)	12/12/2023	\$ 705.00	Shredding Services	Micro		
WorkQuest (Amplify)	1/1/2024	\$ 135.00	Shredding Services	Micro		
WorkQuest (Amplify)	2/21/2024	\$ 300.00	Shredding Services	Micro		
WorkQuest (Amplify)	3/8/2024	\$ 30.00	Shredding Services	Micro		
WorkQuest (Amplify)	3/8/2024	\$ 215.00	Shredding Services	Micro		
WorkQuest (Amplify)	3/8/2024	\$ 80.00	Shredding Services	Micro		
WorkQuest (Amplify)	4/4/2024	\$ 15.00	Shredding Services	Micro		
WorkQuest (Amplify)	4/4/2024	\$ 166.43	Shredding Services	Micro		
WorkQuest (Amplify)	4/4/2024	\$ 63.57	Shredding Services	Micro		
WorkQuest (Amplify)	5/7/2024	\$ 190.00	Shredding Services	Micro	\$ 190.00	
WorkQuest (Amplify)	6/10/2024	\$ 245.00	Shredding Services	Micro	\$ 245.00	
WorkQuest (Amplify)	7/10/2024	\$ 300.00	Shredding Services	Micro	\$ 300.00	
WorkQuest (Amplify)	8/7/2024	\$ 135.00	Shredding Services	Micro	\$ 135.00	\$ 2,580.00
ZOOM	10/29/2023	\$ 40.00	Cloud Recording	Micro		
ZOOM	11/29/2023	\$ 40.00	Cloud Recording	Micro		
ZOOM	1/4/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM	1/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM	2/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		

**Board Procurement List
10/1/2023 - 9/30/2024**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
ZOOM	3/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM	4/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM	5/29/2024	\$ 789.50	Zoom Video Communications Inc.	Micro	\$ 789.50	
ZOOM	6/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro	\$ 40.00	
ZOOM	7/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro	\$ 40.00	
ZOOM	8/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro	\$ 40.00	
ZOOM	9/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro	\$ 40.00	\$ 1,229.50
Total		\$ 422,504.13			\$ 165,749.10	\$ 422,504.13

Currently this list does not include most leases, travel, training cost, or telecommunications
DIR vendors on TX Comptrollers website

Program Updates

Due to our current child care system transitioning to the new TX3C system on December 9, 2024, the following events will take place. We are extending recertification deadlines between the dates of November 18, 2024– January 17, 2025. The Child Care Assistance applications will be going down temporarily on November 4th and we will temporarily stop sending placement packets November 1st.

We have one open client service specialist position that we will be filling early next year. We filled one client services position on September 30th. Please join us in welcoming Gabriella Cook to the CCAS team!



"HI, MY NAME IS GABBY. I HAVE A 2-YEAR OLD LITTLE BOY NAMED STETSON. I LOVE BEING OUTDOORS AND RIDING MY HORSES. I BARREL RACE AND SPEND MOST OF MY FREE TIME ON HORSEBACK. I HAVE 3 HORSES AND 2 DOGS. WHEN STETSON AND I AREN'T RIDING HORSES, WE'RE AT MY PARENTS OR AS STETSON LIKES TO CALL THEM, "G-MA AND POPPA". I AM VERY EXCITED TO BEGIN MY JOURNEY HERE AS A CLIENT SERVICE SPECIALIST."

Please join us in welcoming back Adela Sanjuan to the Workforce Child Care Family!



"HELLO, MY NAME IS ADELA SANJUAN, I AM BACK IN ACTION AT WORKFORCE SOLUTIONS CHILDCARE AS A TRS MENTOR. I AM ENTHUSIASTIC ABOUT COLLABORATING WITH YOU AND YOUR EDUCATORS TO HELP ACHIEVE YOUR TRS OBJECTIVES. MY ACADEMIC BACKGROUND INCLUDES A BACHELOR'S DEGREE IN BILINGUAL EDUCATION FOR EARLY CHILDHOOD THROUGH SIXTH GRADE. ON A PERSONAL NOTE, I AM A PROUD MOM OF A SON AND A DAUGHTER, PLUS I'VE GOT A GRANDSON WHO KEEPS ME ON MY TOES! LET'S MAKE MAGIC HAPPEN TOGETHER!"

Client Services

Waiting List Information

--As of October 1, 2024, there are **341 children waiting** for child care services.

--The estimated wait time for child care services is currently **3 months - 4 months.**

	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Total
Children on Waitlist	4	9	4	0	0	4	2	14	263	21	20	341

We are currently in open enrollment. We are outreaching 30 waitlist applicants weekly. November 1st we will temporarily stop sending placement packets until the transition to TX3C is complete.

Performance and Enrollment Numbers

Enrollment as of the end of September 2024:

- Total Children in Care = 1389
- Total New Referrals = 16 Families 30 Children

Breakdown by count

	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Total
Children in Care	10	3	34	0	3	2	32	40	1116	46	103	1389

Provider Services

Director's Luncheon

DIRECTOR'S LUNCHEON & TRAINING
 INTELLECTUAL OR DEVELOPMENTAL DISABILITY (IDD) / AUTISM
WEDNESDAY
SEPTEMBER 25
 12PM-2PM
 Working Solutions North Texas
 Executive Room
 Gateway Center, Entrance 2
 4300 East Oakberry Drive
 Wichita Falls, TX 76792

Presented By
Dr. Del Rio
 Arc of Wichita County
 Clinical Manager, Residential Therapist

Event Open To:
 • Directors
 • Assistant Directors

LUNCH PROVIDED!

Workforce Solutions
 Texas Rising Star



The Director's Luncheon Training was held on September 25, 2024! Dr. Del Rio from The ARC was the guest speaker, and he held a training session on *Intellectual or Developmental Disability (IDD)/Autism*. We had 14 in-person attendees and 2 online.



Early Childhood Intervention Trainings will be held once a quarter for all our providers and their staff to attend and each attendee will get a certificate for one hour of training. The instructor is our TRS Mentor, Rhonda Gibbs, who is also our ECI Specialist. All ECI trainings will be specific to children up to age 3.

**The next ECI Training is scheduled for November 12, 2024. The topic will be *Managing Challenging Behavior with engaging activities and setting clear expectations*.

Infant/Toddler Trainings will be held once a month for all our providers and their staff to attend and each attendee will get a certificate for one hour of training.

At every training, each attendee will receive multicultural and real-life items that they can take back to their centers and help them in their assessments.

- ❖ **August:** Infant/Toddler training was held August 29, 2024, over *Preventing and Responding to Challenging Behaviors Part B*. It was presented by TRS Mentor and Provider Services Manager, Mary Havens. We had 8 online attendees.
- ❖ **September:** Infant/Toddler training was held September 26, 2024, over *Classroom Environment*. It was presented by our Infant & Toddler Specialist, Shelly Donaldson. We had 9 in person attendees and 9 online attendees.
- ❖ **October:** Infant/Toddler training was held October 24, 2024, over *ITSN Circle Activity*. It was presented by our Infant & Toddler Specialist, Shelly Donaldson. We had 14 in person attendees and 18 online attendees.

**The next Infant/Toddler training is scheduled for November 21, 2024, and will be over *Move w/Me*.

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## Professional Development

### **2024 TXAEYC Conference held October 10-12**

Rhonda Gibbs (TRS Mentor), Toni Campbell (TRS Mentor), Linda Crabtree (TECPDS Specialist), Nannette Holmes (Provider Services Liaison), and Shelly Donaldson (Infant & Toddler Specialist) attended the 2024 TXAEYC Conference. This conference connects early childhood professionals from all over the state to engage and learn.

### **Texas Rising Star EE Conference will be held October 28-30**

Toni Campbell (TRS Mentor) and Anna Kravulski (TRS Mentor) attended the TRS EE Conference. This conference will provide coaching and mentoring for our TRS Mentors.

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Community Involvement

Vernon College Resource Fair was held September 10 & 11

Anna Kravulski (TRS Mentor) and Nevaeh McKinley (Client Services Specialist) attended the Vernon location. Linda Crabtree (TECPDS Specialist), Shelly Donaldson (Infant & Toddler Specialist), and Nannette Holmes (Provider Services Liaison) attended the Century City location. The event is designed to connect students to available resources that may help them throughout their time in college.

Wilbarger County Job Fair was held September 26

Shelly Donaldson (Infant & Toddler Specialist), and Nannette Holmes (Provider Services Liaison) attended the Wilbarger County Job Fair in Vernon, Tx. CCAS had job opportunities and resources available.

Workforce Child Care Trail of Treats was held October 31

The entire Workforce Child Care team, along with Nortex, Workforce Solutions, VR, Gary Baker Construction, and other offices in the Galaxy building teamed up to hand out candy and treats to the children from our contracted providers who offer transportation and were able to come. This event creates positive relationships and allows our providers to do something fun with the children. United Way's 24-7 Dad's Workshop donated many treats and bags of candy for this event.

EVENTS COMING UP

Community Involvement

Thanksgiving Meal Donation for a selected client on our program.

Professional Development

Supervisor's Bootcamp – November 14
TWC Annual Conference – December 4-6



September 2024

Fund	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Other	Total Serviced	Oct 2023 - Sep 2024
WIOA Adult	0	0	0	0	0	0	0	0	44	1	2	0	47	103
WIOA DW	0	0	0	0	0	0	0	1	15	0	0	0	16	34
Statewide Adult	0	0	0	0	0	0	0	0	91	1	1	0	93	94
Statewide DW	0	0	0	0	0	1	0	0	22	0	0	0	23	25
WIOA Youth	0	0	0	0	0	0	0	0	3	0	1	0	4	26
TAA	0	0	0	0	0	0	0	0	4	0	0	0	4	6
TANF/Choices	0	0	0	0	0	0	1	0	40	2	2	0	45	136
SNAP E&T	0	0	1	0	0	1	0	2	43	1	1	0	49	130
Wagner-Peyser	22	10	31	2	1	8	26	60	844	65	70	65	1204	7,742
Vets	0	0	0	0	0	0	0	2	86	4	6	0	98	1,135
Total	22	10	32	2	1	10	27	65	1192	74	83	65	1583	9,431

WIT Entered Employment

47 Placements + 43 Went to work = 90 Total Entered Employment for Sep 2024

Employers Served	Total Services to Employers
188	584

Job Order Report - by County

Active Date: 10/1/2023 to 9/30/2024

County	State	Country	Total Job Orders	Total Job Openings	Total Job Referrals
Archer County	TX	US	31	117	88
Baylor County	TX	US	107	1,668	459
Clay County	TX	US	103	302	1,434
Cottle County	TX	US	28	31	24
Foard County	TX	US	63	172	3,208
Hardeman County	TX	US	86	181	4,467
Jack County	TX	US	110	304	5,373
Montague County	TX	US	262	1,953	5,986
Wichita County	TX	US	2,090	46,361	250,749
Wilbarger County	TX	US	611	1,244	14,285
Young County	TX	US	180	949	9,014
County	State	Country	Total Job Orders	Total Job Openings	Total Job Referrals
Report Totals			4,103	59,922	375,363

Event Results

Event	Date	Job Seekers	Employers
TDCJ Hiring Event	Tue, Aug 27	16	
Baylor County Job Fair	Thu, Aug 29	13	17
SAFB Child Dev & Youth Center	Tue, Sep 24	32	
Wilbarger County Job Fair	Thu, Sep 26	44	12
Tower Extrusion Hiring Event	Thu, Oct 3	14	
Second Chance Job Fair	Thu, Oct 17	156	26
TDCJ Hiring Event	Tue, Oct 22	16	
Jack County Job Fair	Thu, Oct 24	9	4

Upcoming Events



Hiring & You!

 Red, White & You!

2024 STATEWIDE HIRING EVENT

November 14, 2024



Delta Hotels by Marriott
306 Travis St, Wichita Falls, TX 76301



Veterans Priority Entry: 11AM - 12PM



General Public Entry: 12PM - 2PM

Join the Texas Workforce Commission, Workforce Solutions North Texas, the Texas Medical Center and the Texas Veterans Commission for the 13th Annual Hiring Red, White, & You! Statewide Hiring Fair to connect you with transitioning service members, military spouses, National Guard, Reserve, veterans and their family members. No cost to employers.

Visit ntxworksolutions.org/events for more information.



A proud partner of the AmericanJobCenter network

City of Wichita Falls Streets Department



HIRING EVENT



Open Positions:

- ✓ General Maintenance
• Starting Pay: \$14.75/hr
- ✓ Equipment Operators
• Starting Pay: \$17.08/hr

Friday, November 1, 2024
9AM-11AM

Galaxy Center - Entrance 5
4309 Old Jacksboro Hwy
Wichita Falls, TX 76302



COME READY FOR ON-THE-SPOT INTERVIEWS!

CITY OF WICHITA FALLS HIRING EVENTS



Galaxy Center - Entrance 5 - 4309 Old Jacksboro Hwy, Wichita Falls TX, 76302

WATER DISTRIBUTION	PARKS DEPARTMENT
<p>TUESDAY November 5, 2024 9AM - 12PM</p>	<p>WEDNESDAY November 6, 2024 9AM - 12PM</p>
<p>CDL TRAINING PROVIDED NO EXPERIENCE NECESSARY</p>	<p>NOW HIRING GROUNDSKEEPERS! MOWING - WEED EATING - PLANTING</p>
<p>Minimum starting pay \$15.50/hr. Must have a valid Driver's License</p>	<p>Minimum starting pay \$14.05/hr. Must have a valid Driver's License</p>

**Come Ready
for an
Interview!**

WORKFORCE SOLUTIONS
NORTH TEXAS

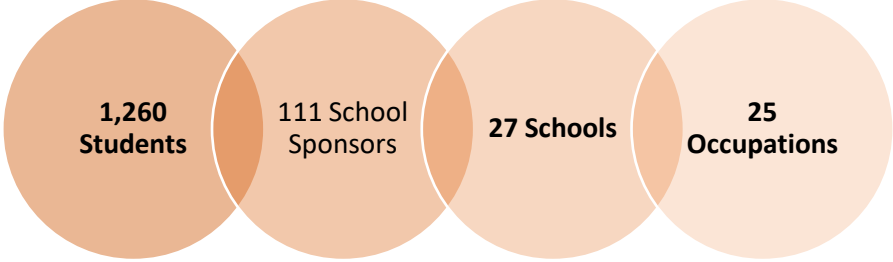
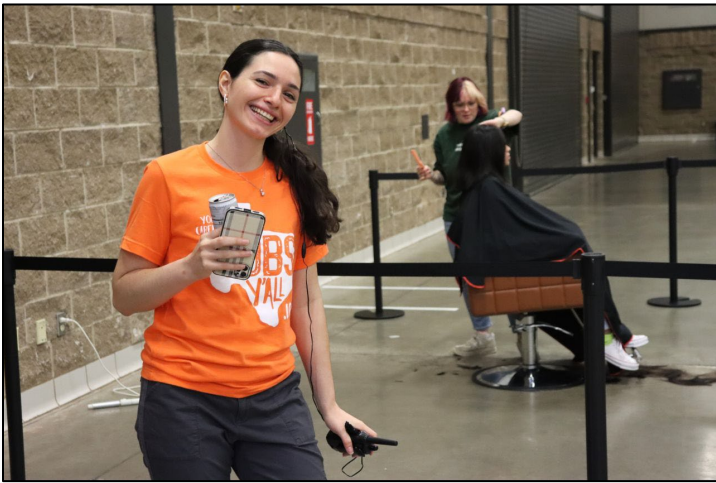
YOUR LIFE. YOUR STORY. **JOBS YALL**.COM

8TH GRADE CAREER FAIR

WORKFORCE SOLUTIONS
NORTH TEXAS
A proud partner of the americanjobcenter network



WORKFORCE SOLUTIONS
NORTH TEXAS



2024 HireAbility Award

This award recognizes employers that use innovative approaches to foster an inclusive workforce and hire Texans with disabilities.



Beacon Lighthouse for the Blind



Work Services Corporation

Rural Service Delivery

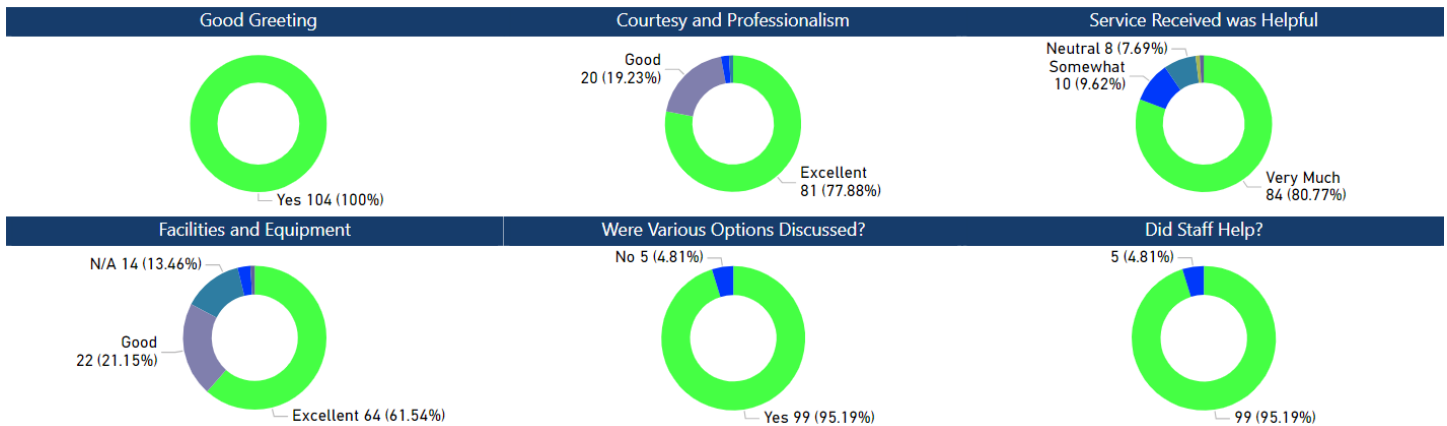


Baylor County Job Fair-17 Employers, 13 Job Seekers



Wilbarger County Job Fair-12 Employers, 44 Job Seekers

93.93% Positive August - October 2024 Survey Results



“All the ladies here were very nice, professional and very helpful. Thank you all.”

“Everybody at TWC is very awesome and smart and caring and understanding and eager to help everyone who comes in thru their doors asking for help it doesn't matter who or what. With a great big smile and a warm welcome in their voice. I pray for these wonderful ladies to be blessed always for their great support helping people. Thank you.”

“Everyone was friendly, respectful, and helpful. Keep up the great work!”

“I have greatly appreciated the services provided and offered to me today.”

“I was very touched and my hope and faith was regained when my caseworker Janet Leigh took time to read my email was able to reschedule my orientation, I am so happy that she is working with me , so far she is very professional and I'm looking forward to having her as my caseworker.”

“Ms. Alisa was very helpful and I accomplished what I needed to today because of her.”

“Spoke to me with respect and was super nice. Yall are doing perfect thanks.”

“Thank you for the excellent training today! Much appreciated!”

“The best staff ever. Listens to concerns and help find solution.”

“The lady I spoke with Candy helped me understand how to better understand things about the program. So very grateful for that, more at ease knowing how to use some things now.”

“The meeting went exceptional. Candy gave me very good information and was extremely helpful.”

“The people here are supper friendly and wonderful! They make you feel so welcome when you walk in and always greet you with a smile. They also take time to listen and check into situations if help is needed. They go far and beyond to get you where you need to be. I am grateful for the people here.”



“The resource room staff is AWESOME!”

“The staff is exceptionally helpful and open to different sorts of people. They are knowledgeable, resourceful, very available even in a crush and they are kind and encouraging. The service is an amazing blessing to the community!”

“The staff is great. They have been nothing but kind and helpful since my first day here. Thank you, staff.”

“The staff is very friendly and approachable. The staff helps out and tries to help out with any issue that they can. The class with Stacey is great. She teaches the class in a fun way and is very knowledgeable.”

“The Staff Is Well Respected & Awesome.”

“The staff was very attentive I thank them for all the information and help they gave me.”

“The staff was very helpful. They seemed to know when I needed help and when I just needed to do it on my own. Extremely courteous even when I was overwhelmed and frustrated. They helped me navigate through the tremendous number of services and mountains of information available to me. I appreciate them wholeheartedly.”



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Layoffs, Closures, and Rapid Response Services

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

We attempt to reach the employer when we learn of layoffs and closures. It is common, however, that we are unable to reach someone if they are already closed.

Effective Date	Month Reported	Layoff/Closure	Trade Affected	Business Name	Business Type / Industry	County	On-Site RR Date	# Employees Rec'd RR Services	# Employees Impacted (Estimate)	Notes
1/11/2024	Jan	Layoff	N	Duro Pro Health (dba Dental Planet)	Mfc.	Wichita	none	0	5	declined on-site, but referred employees to WSNT on last day
1/21/2024	Jan	Closure	N	Karat Bar & Bistro	Food	Wichita	none	0	5	Closed
1/26/2024	Jan	Closure	N	Sweet Boys Diner	Food	Montague	none	0	5	Closed
5/31/2024	Jan	Closure	N	B Cocoa Artisan Chocolates	Retail	Wichita	none	2	3	emailed RR/services info to employer to provide to staff
1/12/2024	Feb	Closure	N	Kelly-Moore Paints	Retail	Wichita	none	0	5	Closed
3/8/2024	Mar	Layoff	N	Binswanger Glass	Repair & Maint.	Wichita	none	1		unable to confirm details; notified by affected job seeker
3/9/2024	Mar	Closure	N	Salt & Pepper	Food	Wichita	none	0	5	on hold; may not close
3/11/2024	Mar	Layoff	N	B.W. Sinclair	Mfc.	Wichita	none	1		attempted contact, no response from management
3/15/2024	Mar	Layoff	N	Eagle Railcar	Repair & Maint.	Wichita	none	0	2	confirmed layoff; employer declined RR services
11/1/2023	Apr	Closure	N	<i>LaQuinta Inn (Central Fwy)</i>	Hotel	Wichita	none	0	0	<i>notified 4/2024, closed 11/2023</i>
4/9/2024	Apr	Closure	N	Floral Heights UMC	Religious	Wichita	none	0	5	(est # employees); media notification
4/11/2024	Apr	Closure	N	Jen's Daycare	Child Care	Wilbarger	none	1	1	confirmed closure; owner-operator, no employees affected
4/26/2024	Apr	Closure	N	CornerStreet Daycare	Child Care	Wichita	none	0	18	RR offered, WSNT contact info conveyed to remaining staff
4/29/2024	May	Closure	N	Hunting Energy Services	Mfc.	Wichita	none	1	28	
4/29/2024	May	Closure	N	Acme Cleaners	Retail	Wichita	none	0	5	(est # employees); media notification
5/3/2024	May	Layoff	N	T&S Manufacturing	Mfc.	Jack	none	1	9	
5/9/2024	May	Closure	N	Rue 21	Retail	Wichita	none	0	5	
5/22/2024	May	Layoff	N	Helen Farabee	Healthcare	Wichita, Wilbarger & Young	none	1	31	lost funding for a group home program
5/29/2024	May	Closure	N	Dexter School	Education	Wichita	none	1	10	(est # employees); media notification
5/30/2024	May	Closure	N	Allure Nightclub	Drinking Places	Wichita	none	1		Closed
6/4/2024	Jun	Closure	N	Degree Celsius	Food	Wichita	none	1	5	Facebook post indicates temporary closure
6/7/2024	Jun	Closure	N	JCPenney	Retail	Wichita	none	1	30	In contact w/ mgmt; no RR yet; Sept 23 closing date
6/7/2024	Jun	Closure	N	Red Lobster	Food	Wichita	none	0		may be removed from corporate closure list
6/12/2024	Jun	Closure	N	The Sweet Batch	Food	Clay	none	0		
6/13/2024	Jun	Closure	N	HOB0 Coffee	Food	Wichita	none	0		reopened under new management
6/13/2024	Jun	Closure	N	Sewn	Retail	Wichita	none	0	2	closing storefront, going to online
6/13/2024	Jun	Closure	N	Bowie Nutrition	Retail	Montague	none	0	3	

Workforce Solutions North Texas is an equal opportunity employer/program.

Auxiliary aids services available upon request to individuals with disabilities. Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711

6/23/2024	Jun	Closure	N	Hooter's	Food	Wichita	none	0	30	closed before notice
6/24/2024	Jun	Closure	N	Maurice's	Retail	Wichita	none	0	5	closed before notice
9/1/2024	Jun	Closure	N	Courtyard Gardens	Healthcare	Wichita	none		49	closing 109 bed facility
6/19/2024	Jul	Closure	N	Golden Chick - Graham	Food	Young	none		5	closed
7/1/2024	Jul	Closure	N	Texas Souvenir	Retail	Wichita	none		1	closed
7/13/2024	Jul	Closure	N	Flamingo Baking Company	Food	Wichita	none	1	6	Offered RR, declined but aware of services
7/19/2024	Jul	Closure	N	Suga B's	Food	Wichita	none		2	closed
7/19/2024	Jul	Layoff	N	**Confidential**	Hotel	Wichita			3	
8/1/2024	Jul	Closure	N	Sakura	Food	Wichita	none		5	closed
8/16/2024	Jul	Closure	N	Kids First Learning Center	Child Care	Wichita				
8/30/2024	Jul	Closure	N	Academy For Kids	Child Care	Wichita				
9/30/2024	Jul	Layoff	N	Vectrus Systems Corp (V2X)	Construction	Wichita			123	attempted multiple contacts to HR, no response
9/30/2024	Jul	Closure	N	At Home	Retail	Wichita	none	0	20	awaiting corporate approval for on-site RR
10/1/2024	Jul	Closure	N	Conn's Homeplus	Retail	Wichita			3	
	Jul	Closure	N	The Recovery Center	Healthcare	Wichita			10	
8/1/2024	Aug	Closure	N	The Highlander	Food	Wichita	none		5	closed
9/16/2024	Sep	Layoff	N	Sandglass Energy, LTD	Oil & Gas	Young	none	1	5	
9/17/2024	Sep	Layoff	N	Confidential - Manufacturing	Mfc.	Wichita	none	1	16	employer came in-person about a potential layoff of 16 workers due to production slow-down; staff shared info about Shared Work and employer said would follow up with TWC
9/17/2024	Sep	Layoff	N	Confidential - Manufacturing	Mfc.	Wichita	none	1	60	employer has begun Shared Work but began cycle earlier in the year than normal and expect the reduction to last until January 2025
9/18/2024	Sep	Closure	N	Arbreta Health & Rehab. dba Grace Care Center of Olney	Healthcare	Young	none	1	20	
10/6/2024	Sep	Closure	N	Faith Community Bowie ER	Healthcare	Montague		1	42	Offered RR, declined but aware of services
10/2/2024	Oct	Layoff	N	Confidential - Manufacturing	Mfc.	Wichita	none	1	100	employer contacted staff about temporary layoff due to production slow-down; staff shared info about Shared Work; at the time of the call, they had reduced staff to 32 hours
10/11/2024	Oct	Closure	N	Chicago Pizza	Food	Wichita	none	0	5	closed
Total Employees Receiving Rapid Response Services								19		
Total Employees Impacted by a Layoff / Closure								697		