



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

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

---

## Workforce Solutions North Texas Board Meeting

---

October 17, 2025

Members of the Workforce Solutions North Texas Workforce Development Board will meet on **Thursday, October 23, 2025**, 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, **October 23, 2025**, to access via Zoom.

[https://us06web.zoom.us/meeting/register/j\\_K8p8kPSourR1rb3l-sAQ](https://us06web.zoom.us/meeting/register/j_K8p8kPSourR1rb3l-sAQ)

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. **Consent Agenda – Action Requested**
  - a. Approval of August 2025 Board Meeting Minutes Pgs. 2-6  
*Note - Full Board meeting recordings are posted to the board website at <https://ntxworksolutions.org/board-meetings/>*
5. **Reports**
  - a. Monitoring Committee Pgs. 7-38
  - b. Executive Director
  - c. Rapid Response Pgs. 39 -42
  - d. Workforce Solutions Child Care Pgs. 43 - 46
  - e. Workforce Solutions Workforce Pgs. 47 -60
6. **Announcements – Next Board Meeting – December 11, 2025**
7. **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.



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

**Workforce Solutions North Texas Board Meeting Minutes  
August 28, 2025**

The Workforce Solutions North Texas Board met at noon on Thursday, August 28, 2025, 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):**

Michael Blevins, Tower Extrusions  
Lauren Bush, Seymour Economic Development Center  
Dr. Cheryl Groves, Groves Mechanical  
Vicki Holland, Holland Land & Cattle  
Maria Jaimes-Contreras, Wichita Falls Chamber of Commerce  
Kristin Little, American National Bank & Trust  
Billy Clark, Helping Electra's Local People  
Steve Holloway, Wichita Falls Trades and Labor Council  
Chelsea Lewis, Lewis Learning Center  
Anthony Louis, Pratt & Whitney  
Kenny Miller, Region 9  
Dirk Welch, Midwestern State University  
Jim Sjolander, Berend Brothers  
Linda Whitaker, Archer Supply  
Terry McAdams, MacTech Solutions  
Glenda Ramsey, Harper Perkins Architects  
Crystal Sanders, Texas Workforce Commission  
Rhonda Schriber, Humana  
Michelle Wood, Wichita Falls ISD  
Julie Young, Wichita Adult Literacy

**MEMBERS NOT PRESENT:**

Alicia Myrick, Child Care Partners  
Scotty Sproles, NOV Fiber Glass Systems  
Mileasha Rizan, Work Services Corporation  
Debbie Powell, Texas Workforce Solutions Vocational Rehabilitation  
Toni Alonzo, Communities in Schools Greater Wichita Falls  
Marsha Anderson, Rolling Plains Management Corporation  
Dori Dockery, United Regional Health Care System

**GUESTS PRESENT:**

Tiffany Jones, Workforce Solutions Childcare  
Shelly Donaldson, Workforce Solutions Child Care  
Donna Adams, Workforce Solutions 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*



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

Sandi Stahr, Equus, Workforce Solutions Center  
Crystal Keel, Equus Wichita Falls Center  
Cynthia Humphrey, Equus Wichita Falls Center  
Ginger Hannah, Equus Wichita Falls Center  
Tom Ostovitch, Equus Wichita Falls Center  
Shana Ferguson, Nortex Regional Planning Commission  
Darla Silva, Equus Wichita Falls Center  
Lisa Boyd, Equus Wichita Falls Center

STAFF MEMBERS PRESENT:

Lisa McDaniel, Executive Director  
Sharon Hulcy, Contract Manager / EO Officer  
Kendra Ball, Business & Outreach Manager  
LeAnne Baird, Texas Regional Pathways Network Coordinator  
Karen Fite, Technology Manager  
Dakota Mize, Community Engagement Specialist  
Kayla Crowley, Child Care Contract Manager  
Sydney Clement, Administrative Assistant / EO Officer

Mrs. Rhonda Schrieber, Madam Chair, called the meeting to order at 12:05 pm. Everyone went around the room and online via Zoom to introduce themselves.

Mrs. Schrieber asked if there was anything for public comment. There was none.

Mrs. Schrieber asked for approval of the consent agenda and the minutes from the June 2025 Board meeting. Billy Clark made a motion to accept, and Michelle Wood seconded (motion passed).

Mrs. Lisa McDaniel, Executive Director, begins by discussing the 2026 Board Budget & Expenditures. She explained that we are coming in a little bit under than what we did last year, which is great as we have reviewed our expenditures and have been able to cut back on some, those including travel and memberships. There has been an increase in salaries that is included in this draft proposal where the state of Texas and the boards record of employer have recommended a 3% cost of living raise. We have not received all our contracts yet, but the proposed funding that the state has given us, the contracts that we have received, has been for this proposed amount. Mrs. McDaniel asked if there were any questions, there was one question about professional services. Mrs. Sharon Hulcy, Contract Manager, answered that we have not spent that much on our Professional Services as is shown in the draft and we had overestimated last year. No more questions were asked. Mrs. Rhonda Schrieber asked for approval of the 2026 Board Budget & Expenditures. Billy Clark made a motion, and Glenda Ramsey seconded. (motion passed).

Mrs. Sharon Hulcy, Contract Manager / EO Officer, discussed the Monitoring Committee. She shared Texas Workforce Commission sent a letter stating TWC's Equal Opportunity Compliance Department has completed our FY 2024 review for the Workforce Solutions North Texas. There were two findings. Two of the workforce solutions locations did not meet physical accessibility requirements under the Texas Government Code, Chapter

*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*

469. They have accepted the Corrective Action Plan submitted by Workforce Solutions North Texas to address these items. Next was the Allocation Addendum, there were no issues found. For the Fiscal Integrity Assessment, there were a few, little minor things found under category one that have already been received from Rolling Plains Management Corporation. Everything else was maturely in compliance. One question was asked how long the audit usually takes. The audit started in January 2025 as it can take a few months so the auditors can review everything they need to in a timely manner. No more questions were asked.

Mrs. Hulcy then went over the Grant Spending Report as of July 31<sup>st</sup>. No questions were asked. Next was the Procurement List, one question was asked about Amazon, asking if we didn't have to worry how much we spent on Amazon for supplies. Mrs. Hulcy explained that this Procurement List does include a 12-month purchase. She also explained that we do get three different quotes from three different places and compare prices when we are procuring items. We make procurements for everything from toilet paper to computers to ensure we are getting the best deal. No more questions were asked.

Mrs. Lisa McDaniel then announced a few grants we are applying for. The first one is the 2026 Externships for Teachers Grant. We are aiming for 50 teachers for next year to be assigned to various worksites for a 10-day immersive experience to learn about different industries. The insights that are gained will be passed on to their students, enriching the educational experience. Each teacher will receive a \$2,500 stipend to help offset the cost of participation, along with an additional \$500 stipend for classroom supplies. This application is due on September 9<sup>th</sup> and the grant amount is \$200,000. The second grant is the 2026 Workforce Development & Safety Training Grant. This private grant is an opportunity to have more flexibility in spending and will help bridge the gap for individuals eager to work but who also require assistance with pre-employment costs such as obtaining a state ID, driver's license, birth certificates, social security cards, vaccinations and/or fingerprinting. The funds from this grant will also allow us to purchase bus passes and bicycles to facilitate transportation to and from work. The last grant we are applying for is the Workforce Readiness Training for CTE Students, that is due October 1<sup>st</sup>, we don't know yet of the award amount, this grant specifically benefits career and technical education students within our local ISD's where they would receive workforce readiness training, which encompasses essential soft skills like time management, professionalism, communication, problem-solving and critical thinking. To ensure the effectiveness of this grant, we will collaborate with both educational institutions and industry partners. This will help us align the grants objectives with the Texas Essential Knowledge and Skills standards and industry expectations. Mrs. LeAnne Baird, Texas Regional Pathways Network Coordinator, explained more on the purpose of the Workforce Readiness Training for CTE Students grant, this to ensure pathways are being successful for our students in all eleven counties that we serve and are looking for expertise.

Mrs. Lisa McDaniel announced there are some upcoming board expirations at the end of September. She will be notifying those of their term coming up and to be expecting it soon.

Mrs. McDaniel then shared with everyone that she received a letter from the Texas Veterans Commission to congratulate Mr. Tom Ostovich, Equus Wichita Falls Center, on being recognized as the American Job Center (AJC) Business Service Unit (BSU) Team Member of the Year. They recognized him as an outstanding team member that partners with Jobs for Veterans State Grant (JVSG) Veteran Employer Liaisons to provide employment, training, and placement services to veterans. Individuals nominated for a Performance Incentive

Award display outstanding customer service skills, communications, and collaboration with JVSG staff ensuring the success of all veterans served by the AJC.

Mr. Ostovich shared with everyone that the Win Co. Food hiring event will be taking place next week on September 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> at the Workforce Solutions Galaxy Center. It is going to be one of the biggest hiring events we have ever hosted, we are expecting between 500-600 people to apply. The second announcement Mr. Ostovich shared was that on October 9<sup>th</sup> they will be hosting the Second Chance Job Fair at Sikes Senter Mall and the Hiring Red, White & You event scheduled for November 18<sup>th</sup>.

Next, Ms. Kayla Crowley, Child Care Contract Manager, spoke briefly about the Child Care Advisory Council Meeting that was held on Tuesday, August 26<sup>th</sup>. She shared that there are a lot of events coming up this Fall as well as discussing the Child Care Quality budget and talked about plans they have to incentivize our Texas Rising Star center staff to complete their CDA program through Vernon college. She also shared about the new [EarlyChildhoodTexas.gov](http://EarlyChildhoodTexas.gov) website that includes resources for families as well as other resources available in our community for families and providers.

Mrs. Donna Adams, Workforce Solutions Child Care, shared program updates, including seven child care providers who became TRS Certified in July, those including Legacy Church dba Lion Club, YMCA afterschool program at Booker T Washington, YMCA afterschool program at City View Elementary, University Academy, Happy Hearts, Solid Rock Tiny Tots and Itty Bitty 2. As of August 21<sup>st</sup>, there are 152 children on the waiting list for childcare services. The estimated wait time is currently 5-8 months. Mrs. Adams announced the next Director's Luncheon Training will be held on September 17, 2025, over Category 2: Teacher-Child Interactions. It will be presented by our very own TRS Mentors, Adela Sanjuan and Mark Cisneros.

Ms. Crystal Keel, Equus Wichita Falls Center, shared event results including the Beat the Heat Summer Job Fair that took place on July 10 in Iowa Park where they had 43 employers and 175 job seekers. She also announced for the month of June they had 38 38 placements and 25 went to work and for month of July there were 34 placements and 18 went to work. Ms. Keel shared a success story about a young woman named Shaquita, who participated in the Choices and WIOA Adult Program who was looking for a second chance. Workforce Solutions took the time to sit down and listen to her story and help her create a plan for success. She had enrolled in several classes that helped her build skills and confidence that she is able to use at her current job at Our Blood Institute. Ms. Shaquita made the comment, "Thanks to Workforce Solutions, I now have steady employment, a sense of direction, and the confidence to keep moving forward. I'm proof that with the right support, second chances are real — and success is possible".

Mrs. Keel lastly shared that she and Mrs. McDaniel rode the city bus on Tuesday, August 19, 2025, to gain firsthand insight into the daily experiences of public transit users. By immersing themselves in the journey, they were able to observe accessibility, comfort, safety, and service reliability from the customer's perspective. This activity is valuable because it fosters empathy, informs better decision-making, and helps identify areas for improvement that might not be visible from behind a desk.

Mrs. Kendra Ball, Business and Outreach Manager, shared the Rapid Response Report, Work Service Corporation had laid off 38 employees in June 2025 due to federal cuts, the good news, however, they were able to hire most of everyone back in July-August. A few places have posted closure, those including Mazzio's,

*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*



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

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

Claire's and Chooch Axe Throwing. The last thing Mrs. Ball shared was the Wichita Falls Chamber of Commerce, The Greatest Force for Change. You can get more information on the chamber's website to see what's underway.

Mrs. Schrieber announced the next board meeting will be on October 23, 2025, at noon. The meeting was adjourned at 1:08 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Whitaker". The signature is written in a cursive style with a horizontal line underneath the name.

Linda Whitaker, Secretary

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Randy Townsend  
Interim Executive Director

## Report #25.03.0001

ISSUE DATE: October 14, 2025

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

Dear Mrs. McDaniel:

We have completed our review of the Child Care Services, Choices, Employment Services, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions North Texas. Our review covered the period March 1, 2024, through February 28, 2025.

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.

During the review, we tested the Board's monitoring function and found that it incorporates the necessary attributes for certification, e.g., a risk assessment and monitoring plan, program and fiscal reviews, follow ups and resolution process. We are able to place reliance in Fiscal and the following programs: WIOA, Choices, Child Care, and SNAP E&T. As a result, we were able to re-certify the monitoring function.

Thank you again for your cooperation and assistance. Should you have any further questions concerning the review, please contact me at (737) 397-4813.

Sincerely,



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

Attachment

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).





Monitoring Report  
#25.03.0001  
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, Hardeman, Jack, Montague, Wichita, Wilbarger and Young.

Equus Workforce Solutions is the subrecipient responsible for management of the Workforce Centers and Rolling Plains Management Corporation is 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 grant 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: Ensure PIRTS Guidelines are Followed**

The Board did not ensure PIRTS requirements were met regarding journal notes and pending case closures. The Board should strengthen controls to ensure cases in PIRTS that are open beyond the 90-day requirement have a note to explain the reason for the delay.

**Table of Contents**

<b>Board Background</b>		2
<b>Executive Summary</b>		2
<b>Finding</b>	Ensure PIRTS Guidelines are Followed	4
<b>Areas of Concern</b>		6
<b>Appendices</b>	A. Abbreviations and Terms	7
	B. Review Objectives, Scope, and Methodology	8
	C. Report Distribution List	9
	D. Exit Conference	9

## Finding

### Ensure PIRTS Guidelines are Followed

The Board did not ensure PIRTS requirements were met regarding journal notes and pending case closures. In two out of three (67 percent) applicable case files tested, the case status was not updated to Pending Case Closure within 90 days and cases in PIRTS were left open past the required timeframe without journal notes to explain the reason for the delay.

Without journal notes in PIRTS to record delays, there is no assurance that fraud cases are being handled properly.

*FDCM Letter 01-2024, April 26, 2024, Board Instructions: Reporting Requirements for Suspected Fraud, Waste, Theft, Program Abuse Cases, and Recovery of Improper Payments for the Child Care Program, Information, Definitions states:*

“Program Integrity Reporting Tracking System (PIRTS) is a tool that Boards and OI must use to report and track child care fact-finding, fraud determinations, and recoupments. It is also used to report fact-finding for all other TWC programs affected by fraud, waste, and abuse.”

And *Board Investigations* states:

“Boards must ensure that the following occurs for each parent and provider case:

1. PIRTS Entry: Boards must ensure that cases are entered into PIRTS within five business days of learning of the allegation. Creation of the PIRTS entry constitutes sending a notice to OI.

Boards must ensure that all steps of the investigation, recoupment, and appeals process are documented in PIRTS.

Additionally, fact-finding must be concluded within 90 days of case entry into PIRTS. If fact-finding cannot be completed within 90 days, a journal entry must be made in PIRTS to explain the reason for the delay (such as needing assistance from OI with a subpoena).”

## Recommendation

The Board should strengthen controls to ensure cases in PIRTS that are open beyond the 90-day requirement have a note to explain the reason for the delay.

## Board Response

Views of Responsible Officials:

The Board concurs with your finding regarding case notes and pending case closures.

Corrective Action Plan:

The board will meet monthly with our PIRTS users to ensure all PIRTS cases are monitored for required timely actions to be completed, including case note requirements of cases open beyond 90 days and reason for delay. In addition, the staff PIRTS checklist/desk aid was updated on 4/23/25 with required actions to be completed at the start of PIRTS cases and outlines all duties that staff must take. State audits conducted for June have shown improvement with full

compliance being noted by Office of Investigations staff, on 10/7/25.

Implementation Date: 11/01/2025

Responsible Person: Kayla Crowley, Child Care Contract Manager

**Areas of Concern****RESEA**

In testing Reemployment Services & Eligibility Assessment (RESEA), all three methods of communication for outreach appointment reminders were not used and documented and the WF-42 forms were not completed or submitted to TWC via encrypted protected email.

**Single Audit**

The Board's external monitor conducted the Single Audit Review, but there was no documentation to support that the Board reviewed the external monitor's results.

**Appendix A. Abbreviations and Terms**

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
OI	Office of Investigations
PIRTS	Program Integrity Reporting Tracking System
RESEA	Reemployment Services & Eligibility Assessment
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 5, 2025, to May 9, 2025. 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 March 1, 2024, through February 28, 2025. 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
  - Monitoring Recertification
- Automation
- Governance
  - Internal Controls
  - MOUs and IFAs

#### Child Care

- Client Eligibility
- Recoupment

#### Service Provider

- Choices
- WIOA

#### Fiscal

- Allowable Costs and Pooled Expenditures
  - Disbursements
  - Cost Allocation
- Procurement
  - Small and Micro-Purchases
  - Formal (including Fiscal Integrity)
- Fiscal Controls
  - Cash Management
  - Financial Reporting
- Property

## Appendix C. Report Distribution List

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

### Workforce Solutions North Texas

Rhonda Schreiber, 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

M. Frank Stluka, Regional Director, Discretionary Grants and Financial, Management and Administrative Services Region IV – Dallas, USDOL/Employment and Training

### Texas Workforce Commission

Joe Esparza, Chairman, Commissioner Representing Employers

Alberto Treviño, III, Commissioner Representing Labor

Brent Connett, Commissioner Representing the Public

Randy Townsend, Interim Executive Director

Mary York, Director, Division of Workforce Development

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

Jason Stalinsky, Director, Division of Fraud Deterrence and Compliance Monitoring

Chris Nelson, Chief Financial Officer

Jennifer Colehower, Director, Division of Information, Innovation and Insight

## Appendix D. Exit Conference

**Date:** May 9, 2025

### Attendees:

Lisa McDaniel, Executive Director, WS North Texas

Sharon Hulcy, Contract Manager, WS North Texas

Karen Fite, I.T. Manager, WS North Texas

Kayla Crowley, Child Care Manager, WS North Texas

Crystal Keel, Project Accountant, Equus Workforce Solutions Subrecipient

Sandi C. Stahr, Program Supervisor, Equus Workforce Solutions Subrecipient

Ginger Hannah, Business and Employment Services Supervisor, Equus Workforce Solutions Subrecipient

Darla Silva, Quality Assurance Analyst, Equus Workforce Solutions Subrecipient

Annette Jackson, Accountant, Equus Workforce Solutions Subrecipient

Dennis Wilde, Executive Director, Nortex RPC

Shana Ferguson, Finance Director, Nortex RPC

Keren Whitney, Financial Director, Administrative Staff, Rolling Plains

Donna J. Adams, Program Director, Child Care Assistance, Rolling Plains

Heather Moyer, Financial Services Specialist, Child Care Assistance, Rolling Plains

Kassi Heaton, Client Services Specialist, Child Care Assistance, Rolling Plains

Lanette McHazlett Sanchez, Project Manager, TWC

Rene Trevino, Monitor, TWC

Demetria Rideau, Monitor, TWC

George Daiy, Monitor, TWC

Tangila Johnson, Monitor, TWC

Vincent Miramontes, Monitor, TWC

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Randy Townsend  
Interim Executive Director

ISSUE DATE: October 14, 2025

Mrs. Lisa McDaniel, Executive Director  
Workforce Solutions North Texas  
1501 Midwestern Parkway, Ste. 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 2024.

Attached is a Summary Report that outlines the results for each program tested in your area. The scope of review was from July 1, 2023, through March 31, 2024.

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

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).



# Data Validation Results Report

PY2025 Data Validation Results for North Texas (3)



## WIOA Adult

### Assessment

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Recognized Credential (WIOA)	5	0	0%
Date Attained Recognized Credential (WIOA)	5	0	0%
Category of Assessment #1	3	0	0%
Date of Pre-Test Score #1	3	0	0%
Pre-Test Score #1	3	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>19</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Characteristics

Field Description	Records Tested	Records Unmet	Unmet Percentage
Date of Birth (WIOA)	12	0	0%
Individual with a Disability (WIOA)	8	0	0%
Veteran Status	1	0	0%
Date of Actual Military Separation	1	0	0%
Employment Status at Program Entry (WIOA)	7	0	0%
Supplemental Nutrition Assistance Program (SNAP)	10	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>39</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Education

Field Description	Records Tested	Records Unmet	Unmet Percentage
Highest Educational Level Completed at Program Entry (WIOA)	10	0	0%
School Status at Program Entry (WIOA)	10	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>20</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Service Tracking

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Training Service #1 (WIOA)	7	0	0%
Date of Program Entry (WIOA)	12	1	8.33%
Date of Program Exit (WIOA)	12	8	66.67%
<b><i>SUB TOTALS</i></b>	<b><i>31</i></b>	<b><i>9</i></b>	<b><i>29.03%</i></b>

## 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%
<b><i>SUB TOTALS</i></b>	<b><i>6</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Characteristics

Field Description	Records Tested	Records Unmet	Unmet Percentage
Date of Birth (WIOA)	3	0	0%
Date of Actual Dislocation	3	0	0%
Supplemental Nutrition Assistance Program (SNAP)	1	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>7</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Education

Field Description	Records Tested	Records Unmet	Unmet Percentage
Highest Educational Level Completed at Program Entry (WIOA)	3	0	0%
School Status at Program Entry (WIOA)	3	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>6</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Service Tracking

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Training Service #1 (WIOA)	2	0	0%
Date of Program Entry (WIOA)	3	0	0%
Date of Program Exit (WIOA)	2	1	50%
<b><i>SUB TOTALS</i></b>	<b><i>7</i></b>	<b><i>1</i></b>	<b><i>14.29%</i></b>

## WIOA Youth

### Assessment

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Recognized Credential (WIOA)	1	0	0%
Date Attained Recognized Credential (WIOA)	1	0	0%
Category of Assessment #1	1	0	0%
Date of Pre-Test Score #1	1	0	0%
Pre-Test Score #1	1	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>5</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Characteristics

Field Description	Records Tested	Records Unmet	Unmet Percentage
Date of Birth (WIOA)	3	0	0%
Individual with a Disability (WIOA)	3	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>6</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Education

Field Description	Records Tested	Records Unmet	Unmet Percentage
Highest Educational Level Completed at Program Entry (WIOA)	1	0	0%
School Status at Program Entry (WIOA)	1	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>2</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

### Service Tracking

Field Description	Records Tested	Records Unmet	Unmet Percentage
Type of Training Service #1 (WIOA)	1	0	0%
Date of Program Entry (WIOA)	3	0	0%
Date of Program Exit (WIOA)	3	0	0%
<b><i>SUB TOTALS</i></b>	<b><i>7</i></b>	<b><i>0</i></b>	<b><i>0.00%</i></b>

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Randy Townsend  
Interim Executive Director

## Report #25.03.0001

ISSUE DATE: October 14, 2025

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

Dear Mrs. 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 March 1, 2024, through February 28, 2025, 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 (737) 397-4813.

Sincerely,



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

cc: Rhonda Schreiber, 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  
Joe Esparza, Chairman, Commissioner Representing Employers  
Alberto Treviño, III, Commissioner Representing Labor  
Brent Connett, Commissioner Representing the Public  
Randy Townsend, Interim Executive Director, TWC  
Mary York, Director, Division of Workforce Development, TWC  
Jason Stalinsky, Director, Division of Fraud Deterrence and Compliance Monitoring,  
TWC  
Chris Nelson, Chief Financial Officer, TWC  
Jennifer Colehower, Director, Division of Information, Innovation, and Insight, TWC

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).



**EXECUTIVE SUMMARY – SMA MONITORING REPORT – NORTH TEXAS**

The review resulted in **four** areas of concern:

<b>Item</b>	<b>Result</b>	<b>Indicator</b>	<b>Standard of Review</b>	<b>WFS Office</b>
<b>A.</b>	<b>AREA OF CONCERN</b>	<p><b>Deficiencies in Self-Monitoring &amp; Documentation</b>                      Self-monitoring activities are not occurring on a defined schedule and are not consistently documented. In parallel, MSLI reporting is inconsistent: applicant cohorts (MSFW vs. non-MSFW) are not routinely produced, and there is no monthly review to reconcile contacts → services → referrals → outcomes. The file set did not include a current self-monitoring report or an active CAP that assigns owners, timelines, and closure evidence.                      (Checklist Items #4, #8)  <i>Impact:</i> Inability to effectively assess program performance and identify areas for improvement in serving MSFWs.  <i>Initial Recommendations:</i> Establish a clear schedule for self-monitoring activities, ensure consistent documentation, and implement a robust MSLI reporting system with regular reviews</p>	20 CFR 653.101, 20 CFR 653.107, 20 CFR 653.103 (a) through (d); 20 CFR 653.100(b) and 20 CFR 653.108(a), 20 CFR 658.600, 20 CFR 658.601, DOLETA TEGL 23-19, DOLETA TEGL 14-18, ES Guide D-201, 20 CFR 658.600, 20 CFR 658.601	All WFS offices reviewed
<b>B.</b>	<b>AREA OF CONCERN</b>	<p><b>Complaint System Deficiencies</b>                      While a general complaint policy exists, it does not clearly document the Wagner-Peyser complaint system, and subrecipient-level directives/guidance are lacking for this specific system. Offices are not completing ETA Form 8429 and have not received general complaint-system training. Staff were not following the Wagner-Peyser ES complaint procedures. There is no documented process for designating the Complaint System Representative (CSR), and no CSR-specific training program was provided                      (Checklist Items #21, #22)  <i>Impact:</i> Inadequate and inconsistent handling of Wagner-Peyser ES complaints  <i>Initial Recommendations:</i> Establish a documented board-level policy specifically for the Wagner-Peyser Employment Service (ES) complaint system and ensure that subrecipients develop and implement corresponding directives/guidance for this system. Implement a process for completing ETA Form 8429, provide comprehensive complaint-system training, document the CSR designation process,</p>	20 CFR 658.410; ES Guide A-201; TWC Complaint Procedures Guide	All WFS offices reviewed

		and develop a CSR-specific training program.		
<b>C.</b>	<b>AREA OF CONCERN</b>	<p><b>Gaps in MSFW Policies/Guides:</b>  Informal practices do not clearly define how staff (1) identify and code MSFW status at intake, (2) deliver LEP services and document the offer/acceptance, (3) provide a services list to MSFWs in their language, or (4) complete and document referral/registration steps.  (Checklist Item #4)  <i>Impact:</i> Inconsistent application of MSFW-specific policies and procedures, potentially leading to unequal access to services.  <i>Initial Recommendations:</i> Formalize procedures for identifying and coding MSFW status, delivering LEP services, providing translated service lists, and completing referral/registration steps.</p>	20 CFR 653.101, 20 CFR 653.107, 20 CFR 653.103 (a) through (d)	All WFS offices reviewed
<b>D.</b>	<b>AREA OF CONCERN</b>	<p><b>Inadequate Agricultural Recruitment System (ARS) Execution</b>  Staff show limited understanding of ARS processes and documentation—from job-order intake and coding through local → intrastate → interstate→ clearance. Required checklist items (current ag-employer/partner directory, ag vs. non-ag job-order ledger, FLC monitoring/logs, referral/field-check guide) are incomplete or not standardized.  (Checklist Items #17, #19)  <i>Impact:</i> Ineffective recruitment and placement of US workers in agricultural jobs and potential non-compliance with ARS regulations.  <i>Initial Recommendations:</i> Develop and implement a board-level policy on the Agricultural Recruitment System (ARS), ensure corresponding directives/guidelines at the subrecipient level are developed to ensure consistent application of the ARS policy, and develop and implement a comprehensive training program for staff on ARS processes and documentation.</p>	ES Guide C-302, C-1002, C-1003; 20 CFR 653.503 Subpart F—ARS for U.S. Workers	All WFS offices reviewed

Report on SNAP E&T  
and Choices  
Follow-up Review  
Of the Workforce  
Grant Administered  
by:

**Equus Workforce Solutions**  
in their capacity of Workforce Contractor in the **North Texas**  
**Workforce Development Area**

---

September 10, 2025

## R

eport Demographics

---

**Report Number:** PY25-04

**Report Type:** Follow-up Review Monitoring Report

**Report Status:** Final

**Report Issue Date:** September 10, 2025

**Entity Reviewed:** *Equus Workforce Solutions*

**Review Type:** SNAP E&T and Choices Follow-up Review Monitoring Review of the Workforce Grant administered by Equus and funded by the *Workforce Solutions North Texas* (the Board)

**Applicable Period:** June 1, 2025 – July 31, 2025

**Dates of Fieldwork:** Off-site desk review conducted August 20 – September 5, 2025

**Review Conducted by:** **D**iaz, **S**mith and **A**ssociates  
Rachael Robertson

**Report Developed by:** Rachael Robertson  
Sujuane Smith

# P rogram Monitoring Review Purpose and Scope

---

## Purpose

The purpose of this review is to assess the Corrective Action Plan implemented by the Contractor in response to findings and an area of concern, identified in the 2024 Board Monitoring Review conducted in February 2025 and finalized in April 2025.

## Scope

The program element(s) reviewed included the following:

### 1) SNAP E&T

- Accurate Attendance Tracking
- Reconsideration
  - i. Accurate Data Entry in WorkinTexas.com
  - ii. Submission of Forms 1817 Documentation to HHSC

The number of SNAP E&T files reviewed was 11. The review period included July 1, 2025 – July 31, 2025.

### 2) Choices

- Timely and Reasonable Attempt process
- Timely Penalties

The number of Choices files reviewed was 10. The review period included June 1, 2025 – July 31, 2025. The sample was extended to June due to the population of July being low.

## Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

### Outcomes:

1. Hard copy documentation of participation hours did not match WIT Attendance Tracking in two (2) of the eight (8) applicable files (25.00 % error rate).
  - **STATE ID 168387685:** Job Search July 12, 2025, the total for the week was 34 hours, however the total entered in WIT tracker and case note was 30 hours
  - **STATE ID 168530856:** Job Search July 23, 2025, the total for the week was 28 hours. Total entered in WIT Tracker and case note was 30 hours.

### Additional Observations:

- Discrepancies between case notes and documentation were found, though WIT matched the documentation therefore were not counted as errors.
- Staff entered hours on incorrect dates, but weekly totals matched documentation and were not counted as errors.

**Reference:** In Section B-108.a(1): Verification Procedures for SNAP Recipients Participating in Case-Managed Job Search of the TWC, Supplemental Nutrition Assistance Program Employment and Training Guide, it is stated “Boards must ensure that Workforce Solutions Office staff providing job search services supervises the job search of SNAP E&T participants by:

- reviewing job search worksheets to ensure completion;
- reviewing and providing job leads in WorkInTexas.com; and
- recording the participant’s time spent making job search contacts or participating in other job search activities in WorkInTexas.com.”

It further states in Section B-306.c: Monitoring Participation that “Boards must ensure that Workforce Solutions Office staff:

- enters daily hours of participation into WorkInTexas.com—all entries in WorkInTexas.com must support actual participation in allowable SNAP E&T services; and
- uses WorkInTexas.com to document any discrepancies between the employment plan and the entries in WorkInTexas.com.”

**RECOMMENDATION FOR ESCALATED ACTION:** Contractor must ensure that participation hours entered in WorkInTexas.com match the supporting documentation in the case file. Due to repeated noncompliance and failure to implement corrective measures, recommendations are as follows:

1. Mandatory Staff Retraining:
  - Conduct targeted training focused on:
    - Accurate entry of daily participation hours into WIT.
    - Proper review and validation of job search logs.
    - Standardized documentation practices and error prevention.

2. Enhanced Quality Control Measures:
  - Implement a dual-verification process where a second staff member reviews participation hour entries.
  - Require staff to sign off on both hard copy documentation and WIT entries to ensure accountability.
3. Monthly Audits and Error Tracking:
  - Conduct monthly audits of participation hour entries and documentation.
  - Track recurring errors by staff and provide individualized coaching or corrective action as needed.

**MONITOR'S RESPONSE** : This area will be reviewed during the next monitoring cycle or at the request of the Board. The monitor will assess the effectiveness of the implementation of corrective action.

**STATUS: PENDING**

2. Form H1817-Reconsideration Request was not recorded in WIT Good Cause Ribbon and Case Notes, per instructions, in two of the six applicable files (33.33%).

In addition, Form H1817 was not completed and submitted to HHSC, timely, for a reconsideration request, in two of the six applicable files resulting in a 33.33% error rate.

- **STATE ID 168387685:** Employment was reported July 29, 2025. The WIT Good Cause Ribbon, Form 1817, and the case note was not completed until August 5, 2025. The case notes also did not include the required information. In addition, the Form 1817 states the client was NOT employed.
- **STATE ID 163252844:** Employment was reported June 2, 2025. The Form 1817 was not sent until June 9, 2025. The reconsideration in WIT was entered July 15, 2025, and 1817 case note was entered June 9, 2025.

**Reference:** In section, A-204.a(1): Federal Exemption Criteria and Corresponding Work Codes of the TWC, Supplemental Nutrition Assistance Program Employment and Training Guide, it is stated “Boards must ensure that at the time the recipient informs Workforce Solutions Office staff that he or she is potentially eligible for an exemption, a penalty is not initiated, and a reconsideration is processed immediately.”

It is further said in section A-205: Requests for Reconsideration of the TWC, Supplemental Nutrition Assistance Program Employment and Training Guide, “Boards must ensure that Workforce Solutions Office staff:

- completes and sends HHSC Form H1817 to HHSC requesting that the SNAP recipient’s work registration status be reconsidered;
- records the reconsideration request into WorkInTexas.com;
- enters into WorkInTexas.com:
  - a statement that Form H1817 was sent to HHSC;
  - the date Form H1817 was sent to HHSC; and
  - the reason for the reconsideration;
- closes out all SNAP E&T services, support services, and the SNAP E&T application;

- ensures that all completion dates are entered in the employment plan; and
- keeps a copy of Form H1817 and fax confirmation on file at the Workforce Solutions Office.”

**RECOMMENDATION FOR ESCALATED ACTION:**

Monitoring does recognize improvement in the process however the findings are not resolved. Contractor must ensure that Request for Reconsideration are processed immediately, per instructions. The contractor should also be aware that guidance released August 2025, states that the reconsideration must be processed within one business. Due to repeated noncompliance and failure to implement corrective measures, recommendations are as follows:

1. Initiate Enhanced Oversight: Require weekly monitoring of all reconsideration requests and documentation until compliance reaches 100% for two consecutive months.
2. Mandatory Retraining: All staff responsible for SNAP E&T case management must complete refresher training on:
  - a. Proper use of WIT Good Cause Ribbon.
  - b. Timely and accurate completion of Form H1817.
  - c. Immediate processing of reconsideration requests per TWC guidelines.
3. Performance Review: Conduct a formal review of staff responsible for the errors to determine if further personnel or procedural changes are needed.
4. Documentation Audit: Conduct a full audit of all reconsideration requests submitted in the past 90 days to identify and correct any additional errors.

**MONITOR’S RESPONSE:** This area will be reviewed during the next monitoring cycle or at the request of the Board. The monitor will assess the effectiveness of the implementation of corrective action.

**STATUS: PENDING**

## Choices

**FINDINGS:**

1. The Timely and Reasonable Attempt (TRA) process was not followed in two of the ten files, (20 % error rate).
  - **STATE ID 20386577:** the Timely and Reasonable Attempt (TRA) process was not properly documented. The TRA case note was created on June 9, 2025, and later edited on June 11, 2025, making the actual date of the TRA unclear. Additionally, the case note indicated that Preferred Method of Contact (PMOC) was conducted via voicemail, which is not compliant with policy, as PMOC is defined as phone or email during intake. Furthermore, PMOC documentation was not found in the case notes and was only located in the Individual Employment Plan (IEP). The Sanction Ribbon identified June 9, 2025, as the date of noncompliance, but this was not clearly supported by the case notes.
  - **STATE ID 160459800:** the TRA was not provided within the required two business days following the missed appointment on June 5, 2025. Instead, the TRA was sent via email, in which PMOC was identified as phone/voicemail, on June 10, 2025. After the client informed staff of her decision not to participate due to a family loss, staff sent a Volunteer Withdrawal form but did not conduct any follow-up. There was also a discrepancy in the noncompliance date: monitoring identified June 5, 2025, as the correct date, while staff documented June 9,

2025, in the penalty case note and incorrectly stated that the TRA was emailed on June 40, 2025—a likely typographical error.

**Reference:** Texas Workforce Commission Choices Guide states in Section B-803: Timely and Reasonable Attempt for Failure to Meet Participation Requirements “Boards must ensure that Workforce Solutions Office staff documents the following:

- The date of identification of noncompliance
- The date of the timely and reasonable attempt, which should be no more than two days from the date of non-compliance, to contact the Choices participant in Case Notes.

*Boards must make staff aware that voice mail is not an acceptable outreach activity.*

*Boards must ensure that if a Workforce Solutions Office staff member calls a Choices participant, a telephone conversation with the participant must occur for it to be considered an appropriate, timely, and reasonable attempt. Leaving a voice mail message for the participant or sending a text message is considered appropriate only if the participant indicated during the EPS that a voice mail or text message was his or her preferred method of contact. The preferred method of contact must be documented in Case Notes.*

*Boards must ensure that Workforce Solutions Office staff enters a notice of non-cooperation into WorkInTexas.com. WorkInTexas.com automatically forwards the notice to HHSC.”*

**RECOMMENDATION FOR ESCALATED ACTION:** Contractor must ensure that the date of the TRA and the date of noncompliance are in the case notes. Monitoring does recognize improvement in the process however the finding is not resolved. Due to repeated noncompliance and failure to implement corrective measures; recommendations are as follows:

1. Mandatory Compliance Review: Contractor should undergo a full compliance review of all TRA-related processes, including documentation, timelines, and use of PMOC, with findings reported to the Board.
2. Targeted Staff Retraining: Mandate immediate retraining for all staff responsible for TRA documentation, with emphasis on the two-day requirement, proper PMOC usage, and accurate case note entries. Training completion should be tracked and verified.
3. TRA Quality Assurance Protocol: Implement a TRA-specific quality assurance checklist to be completed and reviewed by a supervisor before any penalty is initiated. This checklist should include verification of TRA date, PMOC method, and supporting documentation.
4. Performance Accountability Measures: Establish performance benchmarks and accountability measures for staff with repeated TRA errors. This may include increased supervision, corrective coaching, or reassignment of duties.

**MONITOR’S RESPONSE:** This area will be reviewed during the next monitoring cycle or at the request of the Board. The monitor will assess the effectiveness of the implementation of corrective action.

**STATUS:** PENDING

**AREAS OF CONCERN:**

1. In one (1) of the ten (10) files, the penalty was not initiated timely (10 % error rate).

- **STATE ID 160459800:** The noncompliance date was identified as June 5, 2025, by the monitor. The last day to enter the penalty was June 11, 2025. The penalty was entered one day late. In addition, the noncompliance date was identified incorrectly in the WIT Sanction Ribbon.

**Reference:** Texas Workforce Commission Choices Guide states in section B-803: Timely and Reasonable Attempt for Failure to Meet Participation Requirements *“By the seventh calendar day from the date of noncompliance, the Choices participant is required to be either fully participating, been granted good cause, or a penalty has been initiated.*

**RECOMMENDATION:** Contractor must ensure that if the client is noncompliant the penalty is entered within the required timeframe. Monitoring considers this area of concern resolved; however, the contractor should continue to support improvements in this area.

# FILE REVIEW SAMPLE LISTS

## CHART A

### SNAP MONITORING SAMPLE LIST

STATE ID	STATE ID
168387685	130701481
10719636	169801460
163252844	166963737
167060174	60816081
120978034	168326882
168530856	

## CHART B

### CHOICES MONITORING SAMPLE LIST

STATE ID	STATE ID
169862314	160459800
165717364	163572176
169901691	70813614
169901739	166109968
20386577	170005401

#### CITATIONS:

Texas Workforce Commission SNAP Guide (March 2024)

Texas Workforce Commission Choices Guide (September 2024)

**Workforce Solutions North Texas  
Grant Spending Report  
Report Date: As of 08/31/2025**

<b>Acct Code</b>	<b>Grant Number</b>	<b>Grant Period</b>	<b>Total Grant Award</b>	<b>Total Grant Expended</b>	<b>Balance Remaining</b>	<b>% Remaining</b>
33-1044	3024VRS039 SHN	09/01/23 - 08/31/27	452,000.00	156,552.95	295,447.05	65.4%
33-1051	3024VRS096 PWE	10/01/23 - 09/30/27	375,000.00	42,538.55	332,461.45	88.7%
33-1052	3022VRS028 1 SEAL	10/01/23 - 09/30/25	178,962.98	71,636.60	107,326.38	60.0%
33-1063	0324WOA001	07/01/24 - 06/30/26	597,903.00	404,548.93	193,354.07	32.3%
33-1064	0324WOD001	07/01/24 - 06/30/26	673,382.00	506,930.70	166,451.30	24.7%
33-1065	0324WOY001	07/01/24 - 06/30/26	665,068.00	299,498.23	365,569.77	55.0%
33-1067	0325COL001	09/01/24 - 10/31/25	161,760.89	126,079.63	35,681.26	22.1%
33-1068	0325CCF001	08/31/24 - 12/31/25	8,786,831.00	6,233,243.15	2,553,587.85	29.1%
33-1070	0325TAF001	10/01/24 - 10/31/25	897,110.00	647,229.06	249,880.94	27.9%
33-1071	0325CCP001	09/01/24 - 08/31/25	619,000.00	525,122.94	93,877.06	15.2%
33-1072	0325SNE001	10/01/24 - 09/30/25	143,337.00	134,287.79	9,049.21	6.3%
33-1073	0325WPA001	10/01/24 - 12/31/25	12,935.00	10,672.40	6,061.60	46.9%
33-1075	0325RAG001	10/01/24 - 09/30/25	6,346.00	3,964.22	2,381.78	37.5%
33-1076	0325TVC001	10/01/24 - 09/30/25	19,921.00	17,395.58	2,525.42	12.7%
33-1077	0325CCQ001	10/01/24 - 10/31/25	566,244.00	419,632.73	146,611.27	25.9%
33-1078	0325REA001	10/01/24 - 09/30/25	348,664.00	226,009.35	122,654.65	35.2%
33-1079	0325TRA001	10/01/24 - 09/30/25	5,000.00	0.00	5,000.00	100.0%
33-1080	0325CCM001	10/01/24 - 12/31/25	579,564.00	0.00	579,564.00	100.0%
33-1081	0325CQF001	10/01/24 - 10/31/25	506,128.00	406,632.08	99,495.92	19.7%
33-1082	0325WCI001	10/01/24 - 09/30/25	40,317.00	10,470.49	29,846.51	74.0%
33-1083	0325EXT001	04/01/25 - 03/31/26	63,807.00	7,417.34	56,389.66	88.4%
33-1084	0325MTC001	04/17/25 - 04/30/26	210,514.00	25,013.77	185,500.23	88.1%
33-1085	0325TRPN001	03/01/25 - 04/30/27	200,000.00	22,688.23	177,311.77	88.7%
33-1086	0325WOA001	07/01/25 - 06/30/27	518,911.00	3,928.24	514,982.76	99.2%
33-1087	0325WOD001	07/01/25 - 06/30/27	617,803.00	2,559.73	615,243.27	99.6%
33-1088	0325WOY001	07/01/25 - 06/30/27	573,812.00	2,134.13	571,677.87	99.6%
33-1089	0325WOR001	07/01/25 - 06/30/26	16,270.00	166.24	16,103.76	99.0%

**Board Procurement List  
9/1/2024 - 8/31/2025**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
A1 Fire Extinguisher Co	6/2/2025	\$ 15.00	Annual maintenance check	Micro		\$ 15.00
Adobe	9/28/2024	\$ 119.95	Acrobat Pro DC for 6	Micro		
Adobe	10/5/2024	\$ 419.88	Creative Cloud	Micro		
Adobe	10/23/2024	\$ 119.95	License fee	Micro		
Adobe	11/24/2024	\$ 119.95	License fee	Micro		
Adobe	12/24/2024	\$ 119.95	License fee	Micro		
Adobe	1/23/2025	\$ 119.95	5 Adobe Pro License	Micro		
Adobe	2/23/2025	\$ 119.95	5 Adobe Pro License	Micro		
Adobe	3/23/2025	\$ 119.95	5 Adobe Pro License	Micro		
Adobe	4/25/2025	\$ 119.95	5 Adobe Pro License	Micro		
Adobe	5/25/2025	\$ 119.95	5 Adobe Pro License	Micro		
Adobe	6/23/2025	\$ 119.95	5 Adobe Pro License	Micro		
Adobe	7/23/2025	\$ 119.95	5 Adobe Pro License	Micro	\$ 119.95	
Adobe	8/23/2025	\$ 119.95	License fee	Micro	\$ 119.95	
Adobe	8/25/2025	\$ 23.01	1 Adobe Pro License	Micro	\$ 23.01	\$ 1,882.29
AFAB Ventures, LLC	9/25/2024	\$ 60.00	September window cleaning	Micro		
AFAB Ventures, LLC	10/23/2024	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	1/4/2025	\$ 90.00	Window cleaning	Micro		
AFAB Ventures, LLC	2/5/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	3/5/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	4/29/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	6/11/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	7/2/2025	\$ 60.00	Window cleaning	Micro	\$ 60.00	
AFAB Ventures, LLC	8/13/2025	\$ 60.00	Window cleaning	Micro	\$ 60.00	\$ 570.00
Amazon	9/18/2024	\$ 129.95	monitor stand for new hire cc	Micro		
Amazon	10/16/2024	\$ 161.60	Synology NAS storage for staff	Micro		
Amazon	10/16/2024	\$ 1,194.88	Synology NAS storage for staff	Micro		
Amazon	10/16/2024	\$ 88.14	Synology NAS storage for staff	Micro		
Amazon	10/16/2024	\$ 132.22	Synology NAS storage for staff	Micro		
Amazon	10/16/2024	\$ 66.11	Synology NAS storage for staff	Micro		
Amazon	10/16/2024	\$ 22.04	Synology NAS storage for staff	Micro		
Amazon	10/25/2024	\$ 33.73	Office supplies from Amazon	Micro		
Amazon	10/25/2024	\$ 105.90	Office supplies from Amazon	Micro		
Amazon	10/25/2024	\$ 41.17	Office supplies from Amazon	Micro		
Amazon	12/11/2024	\$ 57.58	Board office supplies	Micro		
Amazon	12/11/2024	\$ 68.72	Board office supplies	Micro		
Amazon	12/11/2024	\$ 212.38	Board office supplies	Micro		
Amazon	12/11/2024	\$ 76.00	Board office supplies	Micro		
Amazon	12/18/2024	\$ 61.52	Board office supplies	Micro		
Amazon	1/19/2025	\$ 36.98	docking station	Micro		
Amazon	2/13/2025	\$ 309.05	cables	Micro		
Amazon	2/20/2025	\$ 21.64	surge cord	Micro		
Amazon	2/26/2025	\$ 49.99	Docking stations	Micro		
Amazon	5/20/2025	\$ 141.74	Document scanner	Micro		
Amazon	5/25/2025	\$ 42.40	surge protector power strip	Micro		
Amazon	6/9/2025	\$ 51.98	board office supplies	Micro		
Amazon	6/9/2025	\$ 12.59	board office supplies	Micro		
Amazon	6/10/2025	\$ 114.85	board office supplies	Micro		
Amazon	7/9/2025	\$ 87.00	Brother Printer drum-unit	Micro	\$ 87.00	
Amazon	8/13/2025	\$ 390.16	Board office supplies	Micro	\$ 390.16	
Amazon	8/19/2025	\$ 1,443.18	Binding supplies for Job's Y'all Youth Fair	Micro	\$ 1,443.18	\$ 5,153.50
Art's Home Pest Exterminators	9/1/2024	\$ 75.00	September pest control	Micro		
Art's Home Pest Exterminators	10/30/2024	\$ 75.00	pest control	Micro		
Art's Home Pest Exterminators	12/23/2024	\$ 75.00	pest control	Micro		
Art's Home Pest Exterminators	2/26/2025	\$ 75.00	pest control	Micro		
Art's Home Pest Exterminators	4/30/25	\$ 75.00	pest control	Micro		
Art's Home Pest Exterminators	7/30/2025	\$ 75.00	pest control	Micro	\$ 75.00	\$ 450.00
AT&T Mobile Rec	9/3/24	\$ 730.75	Business Cell phones	Micro		
AT&T Mobile Rec	9/15/2024	\$ 253.80	5 board cell phones	Micro		
AT&T Mobile Rec	10/3/2024	\$ 655.75	10 board cell phones	Micro		

**Board Procurement List  
9/1/2024 - 8/31/2025**

<b>Contractor/Vendor</b>	<b>Purchase date</b>	<b>Total cost</b>	<b>Goods/Services</b>	<b>Type</b>	<b>Since last meeting</b>	<b>12-Month rolling</b>
AT&T Mobile Rec	10/15/2024	\$ 254.15	5 board cell phones	Micro		
AT&T Mobile Rec	11/3/2024	\$ 656.04	10 board cell phones	Micro		
AT&T Mobile Rec	11/15/2024	\$ 254.15	5 board cell phones	Micro		
AT&T Mobile Rec	12/3/2024	\$ 656.04	10 board cell phones	Micro		
AT&T Mobile Rec	12/15/2024	\$ 254.15	5 board cell phones	Micro		
AT&T Mobile Rec	1/3/2025	\$ 656.04	10 board cell phones	Micro		
AT&T Mobile Rec	1/15/2025	\$ 254.45	5 board cell phones	Micro		
AT&T Mobile Rec	2/3/2025	\$ 656.04	10 board cell phones	Micro		
AT&T Mobile Rec	2/15/2025	\$ 254.45	5 board cell phones	Micro		
AT&T Mobile Rec	3/3/2025	\$ 656.04	10 board cell phones	Micro		
AT&T Mobile Rec	3/15/2025	\$ 254.45	5 board cell phones	Micro		
AT&T Mobile Rec	4/3/2025	\$ 656.24	10 cell phones	Micro		
AT&T Mobile Rec	4/15/2025	\$ 254.40	5 cell phones	Micro		
AT&T Mobile Rec	5/3/2025	\$ 656.24	10 cell phones	Micro		
AT&T Mobile Rec	5/15/2025	\$ 254.40	5 cell phones	Micro		
AT&T Mobile Rec	6/25/2025	\$ 254.40	5 cell phones	Micro		
AT&T Mobile Rec	7/15/2025	\$ 254.24	6 cell phones	Micro	\$ 254.24	
AT&T Mobile Rec	8/10/2025	\$ 656.24	10 board cell phones	Micro	\$ 656.24	
AT&T Mobile Rec	8/15/2025	\$ 254.25	5 cell phones	Micro	\$ 254.25	\$ 9,686.71
B&H Photo	12/18/2024	\$ 19.99	Wireless keyboard/mouse for childcare	Micro		
B&H Photo	1/17/2025	\$ 20.99	keyboard	Micro		
B&H Photo	3/7/2025	\$ 799.00	New office equipment for RESEA	Micro		
B&H Photo	6/10/2025	\$ 13,979.80	(20) HP Probooks	Micro		\$ 14,819.78
Best Buy	6/24/2025	\$ 9.99	Travel port	Micro		\$ 9.99
BJD Engraving, LLC	7/17/2025	\$ 12.00	Board office name tag	Micro	\$ 12.00	
BJD Engraving, LLC	7/17/2025	\$ 240.00	Workforce Center & childcare name tags	Micro	\$ 240.00	
BJD Engraving, LLC	8/15/2025	\$ 12.00	Child care name tag	Micro	\$ 12.00	\$ 264.00
BlueAlly Tech	5/1/2025	\$ 7,602.34	Meraki License renewal	Micro		
BlueAlly Tech	5/7/2025	\$ 430.11	Teleworker gateway	Micro		
BlueAlly Tech	5/8/2025	\$ 2,344.68	MerakiAppliance updates	Micro		\$ 10,377.13
BOOSTLINGO, LLC	9/10/2024	\$ 95.00	Language Services	Micro		
BOOSTLINGO, LLC	10/31/2024	\$ 95.00	Boostlingo Communications	Micro		
BOOSTLINGO, LLC	11/30/2024	\$ 95.00	Boostlingo Communications	Micro		
BOOSTLINGO, LLC	12/31/2024	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	1/31/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	2/28/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	4/1/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	4/30/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	5/31/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	7/10/2025	\$ 95.00	Language app	Micro	\$ 95.00	
BOOSTLINGO, LLC	7/26/2025	\$ 95.00	Language app	Micro	\$ 95.00	
BOOSTLINGO, LLC	8/27/2025	\$ 95.00	Language app	Micro	\$ 95.00	\$ 1,140.00
Burkburnett Chamber of Commerce	12/2/2024	\$ 103.60	Membership dues	Micro		\$ 103.60
CDW Government Inc	9/18/2024	\$ 133.42	1 docking station	Micro		
CDW Government Inc	9/19/2024	\$ 376.98	2 portable monitors	Micro		
CDW Government Inc	9/26/2024	\$ 133.42	1 docking station	Micro		
CDW Government Inc	4/7/2025	\$ 382.18	2 monitors	Micro		
CDW Government Inc	4/10/2025	\$ 1,526.52	2 destops	Micro		
CDW Government Inc	4/11/2025	\$ 1,614.29	Surface pro	Micro		
CDW Government Inc	6/30/2025	\$ 287.61	Printer	Micro		
CDW Government Inc	7/1/2025	\$ 2,286.17	Thinkbook,monitors,scanner, printer	Micro	\$ 2,286.17	
CDW Government Inc	7/10/2025	\$ 31.36	Power adapter	Micro	\$ 31.36	
CDW Government Inc	8/8/2025	\$ 279.11	1 fax machine	Micro	\$ 279.11	
CDW Government Inc	8/11/2025	\$ 129.92	1 laser printer	Micro	\$ 129.92	\$ 7,180.98
Clean as Keck	9/1/2024	\$ 635.33	Board Janitorial	Micro		\$ 635.33
Cleanco	11/1/2024	\$ 658.67	Board Janitorial	Micro		
Cleanco	12/1/2024	\$ 658.67	Board Janitorial	Micro		
Cleanco	1/1/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	2/1/2025	\$ 582.67	Board Janitorial	Micro		
Cleanco	3/1/2025	\$ 658.67	Board Janitorial	Micro		

**Board Procurement List  
9/1/2024 - 8/31/2025**

<b>Contractor/Vendor</b>	<b>Purchase date</b>	<b>Total cost</b>	<b>Goods/Services</b>	<b>Type</b>	<b>Since last meeting</b>	<b>12-Month rolling</b>
Cleanco	3/30/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	5/1/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	6/1/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	7/1/2025	\$ 658.67	Board Janitorial	Micro	\$ 658.67	
Cleanco	8/1/2025	\$ 658.67	Board Janitorial	Micro	\$ 658.67	\$ 6,510.70
COGNITO FORMS	10/31/2024	\$ 104.00	Cognito Form	Micro		
COGNITO FORMS	11/30/2024	\$ 109.00	Cognito Forms	Micro		
COGNITO FORMS	12/31/2024	\$ 116.19	Cognito Forms	Micro		
COGNITO FORMS	1/31/2025	\$ 116.19	Cognito Forms	Micro		
COGNITO FORMS	2/28/25	\$ 116.19	Cognito Forms	Micro		
COGNITO FORMS	4/30/25	\$ 121.52	Cognito Forms	Micro		
COGNITO FORMS	6/30/25	\$ 121.52	Cognito Forms	Micro		
COGNITO FORMS	8/1/2025	\$ 148.17	Cognito Forms	Micro	\$ 148.17	\$ 952.78
Constant Contact	9/24/2024	\$ 245.00	Email marketing platform	Micro		
Constant Contact	10/24/2024	\$ 245.00	Constant Contact	Micro		
Constant Contact	11/24/2024	\$ 245.00	Constant Contact	Micro		
Constant Contact	12/24/2024	\$ 245.00	Constant Contact	Micro		
Constant Contact	1/24/2025	\$ 245.00	Constant Contact	Micro		
Constant Contact	2/24/2025	\$ 245.00	Constant Contact	Micro		
Constant Contact	3/24/2025	\$ 245.00	Constant Contact	Micro		
Constant Contact	4/25/2025	\$ 245.00	Constant Contact	Micro		
Constant Contact	5/24/2025	\$ 245.00	Constant Contact	Micro		
Constant Contact	6/24/2025	\$ 245.00	Constant Contact	Micro		
Constant Contact	7/24/2025	\$ 325.00	Constant Contact	Micro	\$ 325.00	
Constant Contact	8/24/2025	\$ 325.00	Constant Contact	Micro	\$ 325.00	\$ 3,100.00
CPA Membership	9/19/2024	\$ 100.00	Comptroller membership	Micro		\$ 100.00
Dell Marketing, LP	7/25/2025	\$ 10,900.23	Dell Pro Support Plus	Micro	\$ 10,900.23	\$ 10,900.23
Dept of Information Resources	6/20/25	\$ 318.96	T-1 Connection	Micro		
Dept of Information Resources	7/21/25	\$ 318.96	T-1 Connection	Micro	\$ 318.96	
Dept of Information Resources	8/20/25	\$ 318.96	T-1 Connection	Micro	\$ 318.96	\$ 956.88
Diaz, Smith and Associates	4/16/2025	\$ 50,720.00	Fiscal and Program Monitoring, integrity	Formal		\$ 50,720.00
Dollar General, Wichita Falls, TX	12/9/2024	\$ 42.22	batteries	Micro		\$ 42.22
Facebook	9/24/2024	\$ 50.00	Facebook Ads	Micro		
Facebook	10/9/2024	\$ 107.40	Facebook Ads	Micro		
Facebook	11/7/2024	\$ 175.00	Facebook Ads	Micro		
Facebook	11/9/2024	\$ 14.84	Facebook Ads	Micro		
Facebook	12/9/2024	\$ 157.87	Facebook Ads	Micro		
Facebook	12/20/2024	\$ 6.41	Facebook Ads	Micro		
Facebook	1/9/2025	\$ 12.78	Facebook Ads	Micro		
Facebook	2/6/2025	\$ 134.03	Facebook Ads	Micro		
Facebook	2/9/2025	\$ 9.33	Facebook Ads	Micro		
Facebook	3/9/2025	\$ 147.43	Facebook Ads	Micro		
Facebook	4/7/2025	\$ 175.00	Facebook Ads	Micro		
Facebook	4/9/2025	\$ 8.13	Facebook Ads	Micro		
Facebook	5/3/2025	\$ 175.00	Facebook Ads	Micro		
Facebook	5/9/2025	\$ 37.85	Facebook Ads	Micro		
Facebook	5/30/2025	\$ 175.00	Facebook Ads	Micro		
Facebook	6/3/2025	\$ 175.00	Facebook Ads	Micro		
Facebook	6/9/2025	\$ 34.36	Facebook Ads	Micro		
Facebook	6/29/2025	\$ (219.00)	Facebook Ads credit	Micro		
Facebook	7/9/2025	\$ 138.92	Facebook Ads	Micro	\$ 138.92	
Facebook	7/9/2025	\$ 6.63	Facebook Ads	Micro	\$ 6.63	
Facebook	8/9/2025	\$ 78.96	Facebook Ads	Micro	\$ 78.96	\$ 1,600.94
Francotyp-Postalia, Inc	9/5/2024	\$ 113.35	Postage Machine Lease	Micro		
Francotyp-Postalia, Inc	12/3/2024	\$ 179.85	Postage Machine Lease	Micro		
Francotyp-Postalia, Inc	3/4/2025	\$ 179.85	Postage Machine Lease	Micro		
Francotyp-Postalia, Inc	6/3/2025	\$ 179.85	Postage Machine Lease	Micro		\$ 652.90
GAN*TX-NM LOCALIQ ADV2	2/4/2025	\$ 171.71	Ad Board plan for comment	Micro		\$ 171.71
Government Social Media	7/21/2025	\$ 399.00	Registration for conference	Micro	\$ 399.00	\$ 399.00

**Board Procurement List  
9/1/2024 - 8/31/2025**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
Hobby Lobby	6/23/2025	\$ 20.68	Board Meeting lunch supplies	Micro		\$ 20.68
Home Depot	11/1/2024	\$ 4.30	Brass key for Robin R.	Micro		\$ 4.30
HomeGoods	11/6/2024	\$ 6.48	November board meeting plates	Micro		\$ 6.48
HOOTSUITE	1/12/2025	\$ 294.00	media platform	Micro		\$ 294.00
LIBERTY MUTUAL INS	2/7/2025	\$ 1,695.00	insurance	Micro		\$ 1,695.00
MarCom Products	5/29/2025	\$ 1,394.00	2024 Annual Reports	Micro		\$ 1,394.00
Mardel	11/27/2024	\$ 1.62	Staff Development Day	Micro		\$ 1.62
Maverick Label	8/21/2025	\$ 486.25	Property labels for office equipment	Micro	\$ 486.25	\$ 486.25
Microsoft	9/24/2024	\$ 45.60	Microsoft Software	Micro		
Microsoft	10/7/2024	\$ 45.60	Synology NAS storage for staff	Micro		
Microsoft	11/15/2024	\$ 45.60	Synology NAS storage for staff	Micro		
Microsoft	12/7/2024	\$ 45.60	Synology NAS storage for staff	Micro		
Microsoft	1/7/2025	\$ 45.60	2 MS license	Micro		
Microsoft	2/7/2025	\$ 72.00	2/6 license	Micro		
Microsoft	2/7/2025	\$ 45.60	IT MSE5 license	Micro		
Microsoft	3/7/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	4/7/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	5/7/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	6/7/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	7/7/2025	\$ 45.60	Microsoft Software	Micro	\$ 45.60	
Microsoft	8/6/2025	\$ 45.60	Microsoft Software	Micro	\$ 45.60	\$ 619.20
NameCheap.com	9/23/2024	\$ 17.06	Network Connections	Micro		
NameCheap.com	3/19/2025	\$ 17.16	Network Connections	Micro		
NameCheap.com	6/17/2025	\$ 17.16	Network Connections	Micro		\$ 51.38
NATIONAL ASSOC. WORKFORCE BOARDS	12/9/2024	\$ 1,000.00	Membership dues	Micro		\$ 1,000.00
Network Solutions	12/9/2024	\$ 61.47	Network Solutions	Micro		\$ 61.47
Party City	11/6/2024	\$ 6.50	November board meeting cups	Micro		\$ 6.50
PDQ.Com	7/9/2025	\$ 1,575.00	PDQ DEPLOY & INVENTORY	Micro	\$ 1,575.00	\$ 1,575.00
Philadelphia Insurance Companies	5/8/2025	\$ 300.00	Liability Insurance EXT	Micro		\$ 300.00
Sam's Club	11/6/2024	\$ 65.16	November board meeting desserts	Micro		
Sam's Club	6/25/2025	\$ 65.62	June board meeting drinks & desserts	Micro		\$ 130.78
SCW	9/18/2024	\$ 669.48	laptop	Micro		
SCW	9/23/2024	\$ 25.40	wireless keyboard & mouse	Micro		
SCW	4/7/2025	\$ 349.88	wireless keyboard & mouse	Micro		
SCW	6/17/2025	\$ 461.64	Toner	Micro		
SCW	6/27/2025	\$ 192.49	Toner	Micro		
SCW	7/14/2025	\$ 230.82	Toner	Micro	\$ 230.82	\$ 1,929.71
SOCIETY FOR HUMAN RESOURC	12/27/2024	\$ 132.00	SRM membership	Micro		\$ 132.00
Tech Soup	2/28/2025	\$ 480.00	antivirus for libraries	Micro		\$ 480.00
Texas Assn of Workforce Boards	9/1/2024	\$ 3,375.00	TAWB Dues FY24 Annual dues	Formal		\$ 3,375.00
Texas Comptroller of Public Account	7/31/2025	\$ 100.00	Membership dues	Formal	\$ 100.00	\$ 100.00
TEXAS SECRETARY OF STATE	10/16/2024	\$ 1.00	Report from secretary of State	Micro		\$ 1.00
Texas Workforce Commission	5/12/2025	\$ 245.00	Child Care Recoupment	Micro		
Texas Workforce Commission	7/15/2025	\$ 2,640.00	Recoupment Tadpole	Micro	\$ 2,640.00	
Texas Workforce Commission	7/16/2025	\$ 550.00	Registration for conference	Micro	\$ 550.00	
Texas Workforce Commission	7/16/2025	\$ 550.00	Registration for conference	Micro	\$ 550.00	
Texas Workforce Commission	7/18/2025	\$ 550.00	Registration for conference	Micro	\$ 550.00	
Texas Workforce Commission	7/18/2025	\$ 150.00	RESEA Pre-conference	Micro	\$ 150.00	
Texas Workforce Commission	8/5/2025	\$ 1,060.50	Child Care Recoupment	Micro	\$ 1,060.50	
Texas Workforce Commission	8/8/2025	\$ 527.63	Child Care Recoupment	Micro	\$ 527.63	
Texas Workforce Commission	8/25/2025	\$ 24.48	Business cards for 2	Micro	\$ 24.48	
Texas Workforce Commission	8/26/2025	\$ 208.08	Business cards for 17	Micro	\$ 208.08	\$ 6,505.69
United Express	6/26/2025	\$ 5.94	Ice for June board meeting	Micro		\$ 5.94
United Supermarket	11/4/2024	\$ 390.58	November Board meeting lunch	Micro		
United Supermarket	2/24/2025	\$ 328.72	February Board Meal	Micro		
United Supermarket	4/21/2025	\$ 360.19	April Board Meal	Micro		
United Supermarket	6/20/2025	\$ 177.97	June Board Meal	Micro		
United Supermarket	8/21/2025	\$ 410.13	August Board Meal	Micro	\$ 410.13	\$ 1,667.59
UNIVERSITY KIWANIS CLUB OF WIC	1/24/2025	\$ 100.00	Booth @ Pancake Festival	Micro		\$ 100.00
Visual Edge IT (Benchmark)	9/25/2024	\$ 30.27	Board Copier Rate	Micro		

**Board Procurement List  
9/1/2024 - 8/31/2025**

<b>Contractor/Vendor</b>	<b>Purchase date</b>	<b>Total cost</b>	<b>Goods/Services</b>	<b>Type</b>	<b>Since last meeting</b>	<b>12-Month rolling</b>
Visual Edge IT (Benchmark)	10/25/2024	\$ 31.34	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	11/25/2024	\$ 231.21	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	12/26/2024	\$ 14.90	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	1/27/2025	\$ 23.35	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	2/24/2025	\$ 36.06	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	3/25/2025	\$ 280.43	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	4/25/2025	\$ 18.47	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	5/27/2025	\$ 222.90	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	6/25/2025	\$ 29.95	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	7/25/2025	\$ 149.07	Board Copier Rate	Micro	\$ 149.07	
Visual Edge IT (Benchmark)	8/25/2025	\$ 66.84	Board Copier Rate	Micro	\$ 66.84	\$ 1,134.79
Walmart	2/2/2025	\$ 6.35	supplies	Micro		
Walmart	6/13/2025	\$ 129.99	Universal Dock	Micro		
Walmart	7/10/2025	\$ 90.13	board office supplies	Micro	\$ 90.13	\$ 226.47
Welcome to Texoma	4/9/2025	\$ 16.00	WELCOME BASKETS	Micro		
Welcome to Texoma	5/9/2025	\$ 12.00	WELCOME BASKETS	Micro		
Welcome to Texoma	6/6/2025	\$ 19.00	WELCOME BASKETS	Micro		
Welcome to Texoma	6/30/2025	\$ 20.00	WELCOME BASKETS	Micro		
Welcome to Texoma	8/8/2025	\$ 17.00	WELCOME BASKETS	Micro	\$ 17.00	\$ 84.00
Wichita Falls Human Resource Management Assoc.	7/18/2025	\$ 150.00	Membership dues	Micro	\$ 150.00	\$ 150.00
WorkQuest (Amplify)	10/1/2024	\$ 300.00	Shredding Services	Micro		
WorkQuest (Amplify)	11/13/2024	\$ 360.00	Shredding Services	Micro		
WorkQuest (Amplify)	12/26/2024	\$ 160.00	Shredding Services	Micro		
WorkQuest (Amplify)	1/8/2025	\$ 360.00	Shredding Services	Micro		
WorkQuest (Amplify)	2/12/2025	\$ 160.00	Shredding Services	Micro		
WorkQuest (Amplify)	3/13/2025	\$ 60.00	Shredding Services	Micro		
WorkQuest (Amplify)	4/3/2025	\$ 360.00	Shredding Services	Micro		
WorkQuest (Amplify)	5/1/2025	\$ 135.00	Shredding Services	Micro		
WorkQuest (Amplify)	6/1/2025	\$ 135.00	Shredding Services	Micro		
WorkQuest (Amplify)	7/14/2025	\$ 375.00	Shredding Services	Micro	\$ 375.00	
WorkQuest (Amplify)	8/1/2025	\$ 135.00	Shredding Services	Micro	\$ 135.00	\$ 2,540.00
ZOOM VIDEO COMMUNICATIONS	9/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	10/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	11/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	12/29/2024	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	1/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	2/28/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	3/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	4/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	5/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	6/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	7/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro	\$ 40.00	\$ 440.00
<b>\$ 154,914.52</b>					<b>\$ 31,272.84</b>	<b>\$ 154,914.52</b>

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



A proud partner of the **americanjobcenter** network

## 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	# Empl. Rec'd RR Svc	# Empl. Impacted (Estimate)	Notes
1/25/2025	Oct 2024	Closure	N	<b>Party City</b>	Retail	Wichita	1/14/2025	18	18	
2/28/2025	Dec	Closure	N	<b>Big Lots</b>	Retail-Home	Wichita	none	16	16	Employer declined on-site, accepted RR packets for staff
6/30/2025	Jan	Closure	N	<b>Durham School Services</b>	Transportation	Wichita	4/25/2025		139	
2/10/2025	Feb	Closure	N	<b>Advanced Auto Parts</b>	Retail-Auto	Wichita	none	0	12	Store closed before notified
2/10/2025	Feb	Hours	N	<b>Covercraft</b>	Mfc-Textiles	Wichita	none	0	50	Reduction in hours; possible layoffs if slowdown sustained
2/10/2025	Feb	Layoff	N	<b>Affiliated Energy Products, Inc.</b>	Mfc-Machining	Wichita	none	0	22	2 layoffs and 20 reduced hours
2/12/2025	Feb	Closure	N	<b>Rose Street Clinic</b>	Healthcare	Wichita	none	0	20	18 clinicians plus support staff; most clinical staff were able to find placements at other counseling clinics
2/21/2025	Feb	Hours	N	<b>United Electric dba Magic Aire</b>	Mfc	Wichita	none	0		temporary layoff
3/25/2025	Mar	Closure	N	<b>Wyatt Motor &amp; Brake</b>	Mechanic	Wichita	none	1	5	Business slowdown; all employees have found employment with other shops.
4/10/2025	Mar	Closure	N	<b>Endurance House</b>	Retail	Wichita	none		5	Owner moving and did not renew franchise.
4/17/2025	Mar	Closure	N	<b>Holder's Jewelers</b>	Retail	Wichita	none	1	4	3 out of 4 employees do not need services
4/11/2025	Apr	Closure	N	<b>Keeno's Jerky</b>	Retail-Food	Wichita	none	1	2	Beef prices too high to sustain jerky business; location sold and will reopen as BBQ restaurant specializing in pork BBQ offerings
4/26/2025	Apr	Closure	N	<b>Aeropostale</b>	Retail-Clothing	Wichita	none	0	5	Store closed before notified
4/30/2025	Apr	Closure	N	<b>CVS - Seymour Hwy</b>	Retail-Pharmacy	Wichita	none	0	15	Closed prior to notice
5/11/2025	Apr	Closure	N	<b>EntertainMart</b>	Retail-Media	Wichita	none	0	5	Cited looking for another location, so may be a lease issue
6/1/2025	Apr	Closure	N	<b>Family Dollar/Dollar Tree</b>	Retail	Wichita		1	25	Nationwide downsizing of stores; local management stated that they may reopen as Family Dollar-only store
6/2/2025	Apr	Closure	N	<b>US Cellular - Lawrence Rd.</b>	Retail-Telecom	Wichita	none		30	US Cellular has been acquired by T-Mobile; plans are to retain staff at similar wage and benefits. Transition will commence in July 2025
6/2/2025	Apr	Closure	N	<b>US Cellular - Reilly Rd.</b>	Retail-Telecom	Wichita	none		30	US Cellular has been acquired by T-Mobile; plans are to retain staff at similar wage and benefits. Transition will commence in July 2026
5/14/2025	May	Closure	N	<b>Nocona Daycare</b>	Child Care	Montague	none	1	10	Facility announced closure and spoke with CC staff, not able to remain open.
5/21/2025	May	Closure	N	<b>Kaitlyn Solorio</b>	Child Care	Wichita	none	0	1	Home child care facility closed. Spoke with CC staff, not able to remain open.
5/31/2025	Jun	Closure	N	<b>Texas Knifeworks and Guns Inc</b>	Retail-SportGd	Wichita	6/26/2025	1	1	Closed prior to notice
6/30/2025	Jun	Closure	N	<b>Chooch Axe Throwing</b>	Recreation	Wichita	none	0	3	Closed prior to notice
6/30/2025	Jun	Layoff	N	<b>Work Services Corporation</b>	Food Service	Wichita	6/25/2025	38	38	Layoff commenced due to federal cuts; WSC was able to hire back most of the employees during Jul-Aug 2025.
7/31/2025	Jul	Closure	N	<b>Carey's Corner</b>	Retail-Gas Stn	Wichita	7/29/2025	1	5	Property sold, unsure future but the gas station has not closed business yet.
8/3/2025	Aug	Closure	N	<b>Mazzio's</b>	Restaurant	Wichita	8/4/2025	1	10	Close day after notice, no on-site management remaining at time of contact, so no RR services provided.
8/25/2025	Aug	Layoff	N	<b>United Electric dba Magic Aire</b>	Manufacturing	Wichita	none	1	95	Temporary layoff for 1 wk beginning 9/7/25, then going to Shared Work (UI Program) on 9/8. Projected to be Jan/Feb 2026 before back to full production.
8/29/2025	Aug	Closure	N	<b>All American Car Wash - Maplewood</b>	Retail-Auto	Wichita	none	1	10	Already closed when we were notified by laid off worker; numerous business contact attempts, no answer

Effective Date	Month Reported	Layoff/ Closure	Trade Affected	Business Name	Business Type / Industry	County	On-Site RR Date	# Empl. Rec'd RR Svc	# Empl. Impacted (Estimate)	Notes
10/31/2025	Aug	Closure	N	Claire's	Retail-Fashion Accessories	Wichita	8/12/2025			In progress
8/31/2025	Sep	Closure	N	Cotton-On Kids	Retail	Wichita	none	1	4	Mgr declined RR services; all but mgr laid off prior to notification.
10/18/2025	Sep	Closure	N	Tilt Studio	Retail	Wichita	none	1	12	Last day of operation 9/29; staff will remain until 10/18 and will be paid additional 2 months of pay. GM declined on-site RR but accepted RR folders for staff.
10/14/2025	Oct	Closure	N	The Growing Center	Child Care	Wichita	none	0	5	Closed prior to notice; financial
10/15/2025	Oct	Closure	N	7-Eleven (Stripes), Call Field	Retail-Gas Stn	Wichita	none	1	7	Low performing location, staff shifted to other area stores.
10/15/2025	Oct	Closure	N	7-Eleven (Stripes), SW Pkwy	Retail-Gas Stn	Wichita	none	1	8	Low performing location, staff shifted to other area stores.
12/31/2025	Oct	Closure	N	Sarahi Cristina Munoz	Child Care	Wichita	none	0	1	Home daycare closing at the end of the year due to personal reasons. CC staff contacted, and no options for continuing.
<b>Total Employees Receiving Rapid Response Services</b>									<b>86</b>	
<b>Total Employees Impacted by a Layoff / Closure</b>									<b>613</b>	

\* Status of rapid response services offered to employer:

Y = connection with management made, but declined or closed without further contact  
 closed = already closed when reported, contacted attempted but no connection made  
 attempted = still open, and contact attempted but no connection made

*NOTE: The data herein provides a running total of the estimated number of employees affected by business layoffs and closures in the 11 counties Workforce Solutions North Texas (WSNT) serves. Employment estimates are provided to WSNT by staff, customers, media, past FTE data reports, or the company itself when available. Contact with the employer is attempted to ensure accuracy, however supplemental data is used in the absence of employer report. As such, this data should not be used as a comprehensive accounting of all layoffs and closures nor the total number of employees impacted.*

*RAPID RESPONSE (RR): is an on-site, early intervention program that provides transition and reemployment services to affected workers. The goal of RR services is to help affected workers transition to new employment as quickly as possible and preferably before they become eligible to receive unemployment benefits. Services for workers include (but are not limited to): Job search assistance, labor market information, group seminars, information, and support for filing unemployment claims for benefits, information about Trade Adjustment Assistance (when applicable), information about WIOA training programs, and group orientation on WSNT office location resources and services.*



Scan & Share:  
Wichita Falls is growing!

Scan QR code



[wichitafallschamber.com/relocate-1](http://wichitafallschamber.com/relocate-1)



# The Greatest Force for Change

30 Months in Wichita Falls  
Opened | Announced | Underway



**More Information**

[www.wichitafallschamber.com](http://www.wichitafallschamber.com)



**Contact Information**

940.723.2741

# A peek at what's inside...

**TOTAL NEW INVESTMENT:**  
≈\$1,614,877,500

**TOTAL UNDER CONSTRUCTION:**  
≈\$511,800,486

- 2 New High Schools
- 6 Manufacturing Facilities
- 4 Distribution Centers
- 4 New Car Dealerships
- 2 Supermarkets
- 3 Apartments
- 12 Restaurants
- 5 Hotels

**TOTAL \$1,614,877,500**

Wichita Falls  
CHAMBER OF COMMERCE

**New Investments:**

United Supermarkets	HomeGoods	bealls
\$2,500,000	\$2,000,000	\$950,000

Wichita Falls

**New Jobs: Amazon Distribution Center**

**amazon**

- \$20,000,000
- 100 jobs

**New Jobs: Sealed Air**

**SEE**

- \$31,000,000
- 25 jobs

Wichita Falls

**New Jobs: Panda BioTech**

- \$100,000,000
- 50 jobs

Wichita Falls

**New Jobs: Vitro Architectural Glass**

**Vitro**  
Architectural Glass

- \$320,000,000
- 290 jobs

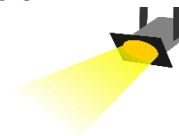
Wichita Falls

**Program Updates**

The TRS Mentoring team has been reorganized effective October 1<sup>st</sup>. Every provider will have 2 assigned mentors. An administrative mentor will be assigned to take care of all TRS paperwork and requirements along with Provider Services duties such as agreements, rates, closures, absences, etc. The administrative mentors’ primary contact will be with the directors. A classroom mentor will be assigned to devote their time mentoring teachers in the classrooms and assisting with the indoor and outdoor environments.

We are currently in the process of hiring a part-time TRS Mentor.

The Financial team has added two additional staff to the provider-billing process. We are currently in the process of setting up a QA process and better assist our providers. Training for providers will be held in the future to train providers in how to read their payment proofs.



**CCAS Employee Spotlight**

**Nannette Holmes is in our Employee Spotlight.** Nannette started as our Provider Services Liaison over 7 years ago. When COVID hit, she worked from home answering all 6 phone lines for clients and providers. After COVID the office was realigned, and Nannette became the Financial Specialist working on billing our providers. A year and half ago, Nannette went back to Provider Services Liaison because the need for the position opened back up. Most recently Nannette has rejoined our billing team to help assist in the QA process and share her previous expertise. Working with the Director, Nannette is creating the parent navigator position that will help educate our clients and build our community resources. Nannette also attends ECC meetings where she networks with over 40 other organizations to help in the community.

**Client Services**

**Waiting List Information**

- As of October 15, 2025, there are **137 children waiting** for child care services.
- The estimated wait time for child care services is currently **8-9 months**.

	<i>Archer</i>	<i>Baylor</i>	<i>Clay</i>	<i>Cottle</i>	<i>Foard</i>	<i>Hardeman</i>	<i>Jack</i>	<i>Montague</i>	<i>Wichita</i>	<i>Wilbarger</i>	<i>Young</i>	<i>Total</i>
<i>Children on Waitlist</i>	2	0	2	0	0	2	0	4	112	10	5	<b>137</b>

## **Performance and Enrollment Numbers**

*Enrollment as of the end of August 2025:*

- Total Children in Care = 1091
- Total New Referrals = 42 Children

*Enrollment as of the end of September 2025:*

- Total Children in Care = 1134
- Total New Referrals = 25 Children

---

## **Provider Training Schedule**

### **Director's Luncheon Training**

The Director's Luncheon Training was held on September 17, 2025. Adela Sanjuan and Mark Cisneros covered Category 2: Teacher-Child Interactions. We had 7 in-person attendees and 6 online attendees.

***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 session, each attendee will receive multicultural and real-life items that they can take back to their centers and help them with their assessments.

- ❖ **August:** Infant/Toddler training was held August 26, 2025, over Core Competencies Part 7: Family and Community Relationships. It was presented by our Infant & Toddler Specialist, Shelly Donaldson. We had 26 in-person attendees.
- ❖ **September:** Infant/Toddler training was held September 25, 2025, over Connect with Me – *Social & Emotional Development*. It was presented by our Infant & Toddler Specialist, Shelly Donaldson. We had 21 in-person attendees and 15 online attendees.

\*\*The next Infant/Toddler training will be scheduled for October 28, 2025, and will cover Connect with Me Part 2 – Social \* Emotional Development.

***ECI Trainings*** will be coming back soon.

**Connections Trainings** are held at the Region 9 ESC.

- ❖ **October 11, 2025:** Connections training was held October 11, 2025. Infant and Toddler teachers received training over Engaging infants and toddlers with CLI. *Preschool teachers received training over Purposeful Play.* We had 68 in-person attendees. There was a separate Director's lunch and Collaboration where the directors collaborated and shared ideas. We had 6 in attendance.

---

### **Community Involvement**

#### **Vernon College Resource Fair was held September 8 & 9**

Linda Crabtree (TECPDS Specialist) and Shelly Donaldson (Infant & Toddler Specialist) attended the Vernon campus event on September 8 and 23 attendees stopped by the table to discuss the program. Heather Moyer (Financial Specialist) and Nannette Holmes (Provider Service Liaison) attended the Wichita Falls campus event on September 9 and 65 attendees stopped by the table to discuss the program.

#### **2025 Wichita County Health & Wellness Fair was held September 18**

Mark Cisneros (TRS Mentor) and Adela Sanjuan (TRS Mentor) attended the 3<sup>rd</sup> Annual Health and Wellness Fair at the Wichita County Courthouse. The event informed and educated employees of the county of all that is offered in and around Wichita county for their health and wellness. This was our first-year attending.

#### **Two the Moon & Beyond was held October 4**

Adela Sanjuan (TRS Mentor) and Melissa Echols (TRS Mentor) attended the Saturday event held at Sikes Senter Mall. The event helped connect families with resources, enjoy fun activities, and feel the strength of the community working together. We had about 30 attendees at our table.

#### **Second Chance Fair was held October 9**

Shelly Donaldson (Infant & Toddler Specialist) and Nannette Holmes (Parent Navigator) attended the event held at Sikes Senter Mall. This event connected individuals with criminal records or backgrounds with a second chance to employers. We had 78 attendees come to our table.

### **Professional Development**

#### **2025 QAN was September 24-26**

Donna Adams (Program Director), Tiffany Jones (Client Services Manager), and Kassi Heaton (Client Services Specialist/QA) attended the Quality Assurance Network training held in Longview, Tx at the North East Workforce Center.

---

**EVENTS COMING UP**

**Community Involvement**

Hiring Red, White, & YOU Job Fair – November 18

**Professional Development**

2026 TXAEYC Annual Conference – November 6-8

2025 Annual TWC Conference – December 2-6



Aug 2025

Fund	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Other	Total Serviced	Oct 2024-Aug 2025
WIOA Adult	1							3	20	1	1	1	27	129
WIOA DW									4			0	4	27
Statewide Adult													0	41
Statewide DW													0	8
Statewide Youth									2			0	2	17
WIOA Youth								2	5	1		0	8	28
TAA												0	0	1
TANF/Choices			3					2	19	1	1	0	26	108
SNAP E&T	1	1						2	16	2	1	0	23	138
Wagner-Peyser	18	3	29	4	1	8	18	55	709	55	66	61	1027	6,496
Vets	1	1	3			1	1	4	53	1	2	9	76	443
<b>Total</b>	<b>21</b>	<b>5</b>	<b>35</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>19</b>	<b>68</b>	<b>828</b>	<b>61</b>	<b>71</b>	<b>71</b>	<b>1193</b>	<b>7,436</b>

WIT Entered Employment

54 Placements + 29 Went to work = 83 Total Entered Employment for Aug 2025

Employers Served	Total Services to Employers
247	877

Sep 2025

Fund	Archer	Baylor	Clay	Cottle	Foard	Hardeman	Jack	Montague	Wichita	Wilbarger	Young	Other	Total Serviced	Oct 2024-Sep 2025
WIOA Adult	1							1	22	1		0	25	143
WIOA DW									5			0	5	28
Statewide Adult									1			0	1	42
Statewide DW												0	0	8
Statewide Youth									4			0	4	21
WIOA Youth								1	7			0	8	32
TAA												0	0	1
TANF/Choices			2					3	28	1	1	0	35	127
SNAP E&T	1	1						2	15	2	1	0	22	153
Wagner-Peyser	28	4	33	2		7	19	50	776	51	47	62	1079	7,042
Vets	3		4			1	4	3	60	2	2	2	81	467
<b>Total</b>	<b>33</b>	<b>5</b>	<b>39</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>60</b>	<b>918</b>	<b>57</b>	<b>51</b>	<b>64</b>	<b>1260</b>	<b>8,064</b>

WIT Entered Employment

158 Placements + 142 Went to work = 300 Total Entered Employment for Sep 2025

Employers Served	Total Services to Employers
288	973



<b>Job Order Report - by County</b>					
Region/LWDB: North Texas WF Board Active Date: 10/01/2024 to 09/30/2025					
<b>County</b>	<b>State</b>	<b>Country</b>	<b>Total Job Orders</b>	<b>Total Job Openings</b>	<b>Total Job Referrals</b>
Archer County	TX	US	18	104	82
Baylor County	TX	US	31	404	6,229
Clay County	TX	US	79	1,674	15,344
Cottle County	TX	US	16	19	17
Foard County	TX	US	25	61	867
Hardeman County	TX	US	49	70	139
Jack County	TX	US	59	377	9,819
Montague County	TX	US	154	4,305	67,801
Wichita County	TX	US	1,430	53,252	482,868
Wilbarger County	TX	US	219	1,819	31,239
Young County	TX	US	166	1,234	15,476
<b>County</b>	<b>State</b>	<b>Country</b>	<b>Total Job Orders</b>	<b>Total Job Openings</b>	<b>Total Job Referrals</b>
<b>Report Totals</b>			<b>2,444</b>	<b>79,451</b>	<b>1,317,206</b>

### Event Results

<b>Event</b>	<b>Date</b>	<b>Job Seekers</b>	<b>Employers</b>
Tower Extrusions Hiring Event	Fri, Aug 22	13	
Baylor County Job Fair	Tue, Aug 26	6	8
WinCo Hiring Event	Sep 3-5	1,219	
TDCJ Hiring Event	Fri, Sep 12	9	
H&R Block Hiring Event	Thu, Sep 18	9	
TDCJ Lindsey St Jail Hiring Event	Fri, Sep 19	8	
TDCJ Hiring Event	Tue, Sep 23	9	
Wilbarger County Job Fair	Tue, Sep 30	35	15
Second Chance Job Fair	Thu, Oct 9	259	35
TDCJ Hiring Event	Fri, Oct 10	8	
Jackson Hewitt Tax Services Hiring Event	Tue, Oct 14	11	

WORKFORCE SOLUTIONS  
NORTH TEXAS

WinCo Hiring Event, Wednesday, September 3<sup>rd</sup> - Friday, September 5<sup>th</sup>



1,219 Job Seekers

WORKFORCE SOLUTIONS  
NORTH TEXAS

35 Employers

Second Chance Job Fair, Thursday, October 9, 2025



259 Job Seekers

2025 Jobs Y'all Youth Career Event



"I loved the guest speaker and that all the booths were in one space this year. I was very impressed this year." – Olney



"This was an amazing event and very "hands on". The feedback students gave was that they had fun and enjoyed the event." – Nocona



"Thank you very much for inviting us and for putting in so much work to make the day so worthwhile." – Throckmorton

23  
Schools

1,063  
Students

90  
Teachers

WORKFORCE SOLUTIONS  
NORTH TEXAS



"This was the best yet! Everything was well organized, and there were plenty of careers to explore. We all enjoyed. I really liked the guest speaker and the booklets!" – Holliday



"Thank you very much for inviting us and for putting in so much work to make the day so worthwhile." – Throckmorton



"I loved the change this year of having an opening speaker and instructions for the students. I also loved the booklets so students could really engage with the professionals there. Thank you for putting on such a great event!" – Electra

31  
Careers

103  
Employers

42  
Volunteers

WORKFORCE SOLUTIONS  
NORTH TEXAS



1,298  
TOTAL

“BISD thought this was amazing! The feedback I heard from students was great too. I feel like you have done a great job providing a wide variety of career types for students to engage and explore with. I felt the beginning session was amazing this year! Thank you for all the hard work you put in...it is evident that lots of time has gone into planning this event!” – Burkburnett

2025 Teacher Externship Program



Heidi Hakimi-Hood, WFISD, at That's a Cut Salon



Rebecca Sell, Perrin-Whitt and Kristyna Butler, Vernon, at KFDX



Amanda Latham, WFISD, at Goodin Plumbing



Jimi Bates, Graham, at Starbucks in United



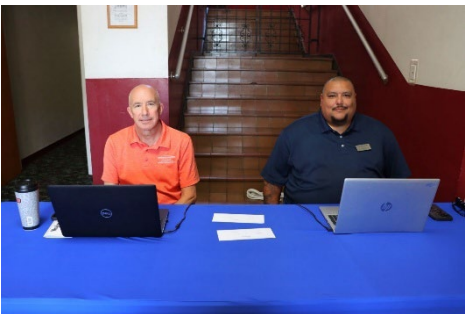
Carl Alfert, Iowa Park, at KFDX

32 Teachers  
10 School Districts  
24 Employers

**Rural Service Delivery**



**Baylor County Job Fair-August 26<sup>th</sup>**



**Wilbarger County Job Fair-September 30<sup>th</sup>**



**Lindsey State Jail Hiring Event-Sep 19<sup>th</sup>, Lions Club Presentation (Tracy Barrett)**



**Young County Community Resource Fair-October 11<sup>th</sup>**

Upcoming Events




**Spooktacular**  
**JACK COUNTY JOB FAIR**  
 THURSDAY, OCTOBER 23  
 11am - 1pm

📍 First Baptist Church of Jacksboro • 200 N. Knox Street • Jacksboro, TX

WORKFORCE SOLUTIONS NORTH TEXAS  
 A proud partner of the americanjobcenter network  
 ntworksolutions.org/events  
 940.549.6365

MAKING JACKSBORO BETTER  
 JACKSBORO CHAMBER OF COMMERCE

JACKSBORO ECONOMIC DEVELOPMENT CORPORATION



TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
**Allred Unit Hiring Event**

📅 **October 28**  
**10AM to 3PM**

**Workforce Solutions North Texas**  
 Galaxy Center - Entrance 5  
 4309 Old Jacksboro Hwy  
 Wichita Falls, TX 76302

**WHAT TO BRING**

- 👜 Drivers License
- 👜 Social Security Card
- 👜 Proof of Education

- ✅ Paid Training
- ✅ Full Healthcare & Retirement
- ✅ Full & Part-Time Positions Available



**Hiring & You!**  
Red, White & You!

WORKFORCE SOLUTIONS  
NORTH TEXAS

A proud partner of the AmericanJobCenter network

Attention Job Seekers  
**Statewide  
Hiring Event**



**November 18, 2025**

Join the Texas Workforce Commission, Texas Veterans Commission, Workforce Solutions, and Texas Medical Center for the 14th Annual Hiring Red, White, & You! Statewide Hiring Fair to connect transitioning service members, military spouses, National Guard, Reserve, veterans and their family members with employers. No cost to job seekers.

YMCA of Wichita Falls  
Isaiah 40:31 & Fain Sports Complex  
5001 Bartley Dr.  
Wichita Falls, Texas 76302

11:00am  
Veterans Priority Entrance  
12:00pm – 2:00pm  
Open to General Public

Visit <https://ntxworksolutions.org/events/> for more information.



A proud partner of the AmericanJobCenter network

Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 800-735-2889 (TDD) and 711 (Voice), toll-free govtonly

For State Fiscal Year 2025 (Sept. 1, 2024 - Aug. 31, 2025), TWC funds 100% of Hiring Red, White & You! activities from \$407,222 of Employment Services federal funds.

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request. Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud. Tài liệu này có thông tin quan trọng về các yêu cầu, quyền hạn, quyết định, và/hoặc trách nhiệm để sử dụng các dịch vụ của hệ thống nhân lực. Các dịch vụ trợ giúp ngôn ngữ, bao gồm thông dịch/chuyển ngữ là miễn phí. Có sẵn miễn phí khi quý vị yêu cầu.

**Pumpkin Trail of Treats**

**Friday, October 31**

We will be guiding children throughout the Galaxy Center starting at Entrance 2.



**Theme: Pumpkins**

Join the fun by decorating your hallways with pumpkins & wearing your costumes! Please keep in mind the ages of most our visitors are 3 & 5.

IF YOUR OFFICE WOULD LIKE TO PARTICIPATE, PLEASE CONTACT DONNA ADAMS - 940.723.8774, EXT 5004



## Success Story

Unsure where to turn, Jeanie Bower came to Workforce Solutions North Texas unemployed and uncertain of what would come next. She is a single mom of two and an Air Force veteran. Her oldest son was born with medical issues that required many surgeries. He lives with developmental disorders and mental health challenges. Jeanie said, “Raising him has taught me resilience, compassion, and strength.”

She attended the Job Readiness Workshop where Stacey Lingbeek walked her through each step. **“She not only helped me with the practical tools like updating my résumé and exploring opportunities, but they also helped me see how my life experiences had prepared me for something more. She encouraged me to recognize that my personal journey of raising a child with unique needs was not just part of my past — it could be the foundation for my future.”**

Jeanie started employment at Helen Farabee as a Family Partner. She said, “This position is more than just a job — it is truly a work of heart. **Every day, I get the opportunity to use my lived experience to support and encourage other families walking similar paths.**”

**“I am deeply grateful to Texas Workforce Solutions for helping me turn one of the hardest seasons of my life into a new beginning filled with passion, purpose, and hope.”**



**“More than just helping me find a job, they helped me discover my true calling.”**

## Employee Spotlight

**Stacey Lingbeek joined Workforce in February 2023 as a Classroom Facilitator. Despite an unconventional interview—wearing jeans and including a photo on her resume—her passion and potential were immediately evident.**

Stacey leads Career Workshops Monday through Friday, 9:00–11:30 AM, covering topics such as:

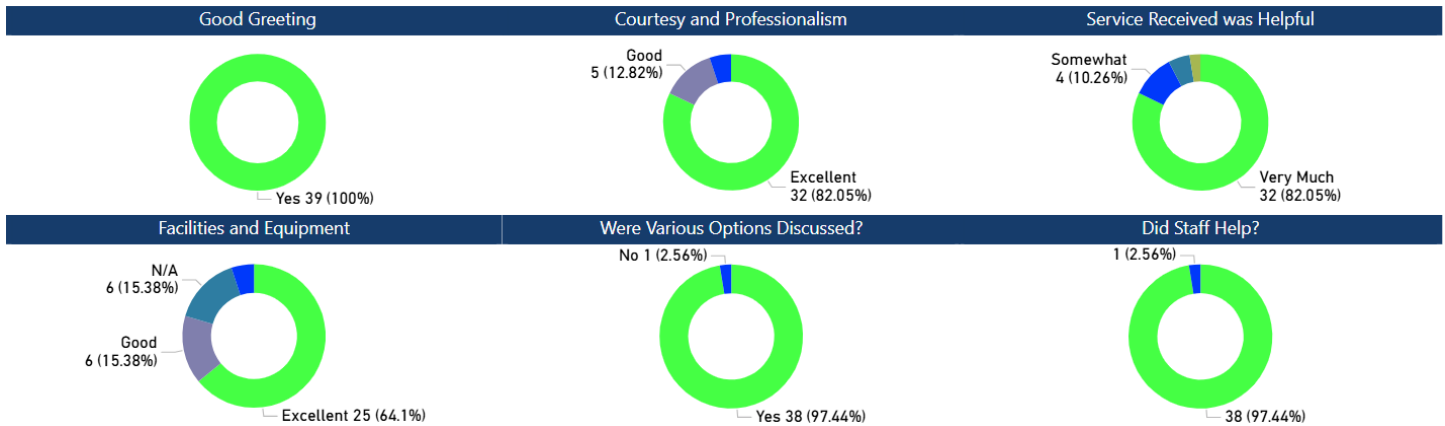
- **Monday:** Navigating WorkInTexas.com and identifying suitable career paths
- **Tuesday:** SMART goals, first impressions, and career planning
- **Wednesday:** Financial empowerment, budgeting, and money management
- **Thursday:** Interview skills, resume development, and job fair preparation
- **Friday:** Soft skills, employer expectations, and weekly review

She also facilitates a Resume Workshop every Thursday at 1:00 PM, ensuring participants leave with a polished resume and the skills to update it independently.

Stacey keeps her curriculum aligned with current hiring trends and has developed specialized content for justice-involved job seekers. She is a Certified Personal Coach and serves as both a Life and Career Coach. Her dedication, inspiration, and commitment to personal growth make her an invaluable asset to our team and a transformative presence for our customers.



## 94.30% Positive Aug 2025-Sep 2025 Survey Results



"Pamela is a ray of sunshine, and I'm always a little happier after being greeted by her!"

"The staff set me at ease as soon as I came in."

"Alisa was very helpful."

"She was very attentive and helped me so much the process I came in for help filing applications and I was able to complete applications and she gave me her card if I had any questions or issues she was a great help."

"Very Professional and Friendly."

"**Stacey Lingbeek is an inspiring and enthusiastic trainer!** I attended her training seminar on interviewing and left with so many really helpful tools to improve my interviewing experiences. **My next interview went so smoothly, and I couldn't have done that without Stacey's enthusiastic support and input.** She is also an amazing career coach and can't wait for my second one on one coaching session."

"Staff was very helpful, professional and courteous. thank you."

"Y'all helped me so very much set up my account and get me started in the job process. I truly appreciate all the help. Thank and God Bless."

"Miss Deborah has stayed in touch with me throughout this entire process. She has always been diligent in getting what I needed in order to be successful. I appreciate her patience and her dedication."

"I needed some assistance with polishing up my resume. **Stacey Was top tier; she provided great and professional service.** After the presentation I was fully able to understand work in Texas, **Stacey made the process easy and understanding.** **Stacey went above and beyond. If you need help with resume building, she is your person! KUDDOS TO HER!!!**"