



1501 Midwestern Pkwy, Suite 101
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www.ntxworksolutions.org

Workforce Solutions North Texas Board Meeting Minutes December 11, 2025

The Workforce Solutions North Texas Board met at noon on Thursday, December 11, 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):

Toni Alonzo, Communities in Schools Greater Wichita Falls
Michael Blevins, Tower Extrusions
Billy Clark, Helping Electra's Local People
Dr. Cheryl Groves, Groves Mechanical
Steve Holloway, Wichita Falls Trades and Labor Council
Chelsea Lewis, Lewis Learning Center
Anthony Louis, Pratt & Whitney
Kenny Miller, Region 9
Vicki Holland, Holland Land & Cattle
Maria Jaimes-Contreras, Wichita Falls Chamber of Commerce
Kristin Little, American National Bank & Trust
Terry McAdams, MacTech Solutions
Alicia Myrick, Child Care Partners
Debbie Powell, Texas Workforce Solutions Vocational Rehabilitation
Glenda Ramsey, Harper Perkins Architects
Rhonda Schriber, Humana
Dirk Welch, Midwestern State University
Linda Whitaker, Archer Supply
Michelle Wood, Wichita Falls ISD
Scotty Sproles, NOV Fiber Glass Systems

MEMBERS NOT PRESENT:

Marsha Anderson, Rolling Plains Management Corporation
Lauren Bush, Seymour Economic Development Center
Dori Dockery, United Regional Health Care System
Jeremy Geske, TWC Public Employment Sector
Julie Young, Wichita Adult Literacy
Mileasha Rizan, Work Services Corporation
Jim Sjolander, Berend Brothers

GUESTS PRESENT:

Donna Adams, Rolling Plains, Workforce Solutions Childcare
Marisabel Martinez, Rolling Plains, Workforce Solutions Childcare
Nannette Holmes, Rolling Plains, Workforce Solutions Childcare

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with disabilities. Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711*



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Sandi Stahr, Equus, Workforce Solutions Center
Crystal Keel, Equus, Wichita Falls Center
Ginger Hannah, Equus, Wichita Falls Center
Shana Ferguson, Nortex Regional Planning Commission
Dennis Wilde, Nortex Regional Planning Commission
Darla Silva, Equus Wichita Falls Center
Mickylee Najera, Equus Vernon 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
Robin Read, Technology Asst. 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 12:11 pm and did roll-call. It was noted there was a quorum present.

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

Mrs. Schrieber asked for any declaration of conflict of interest and there was none noted.

Mrs. Schrieber asked for approval of the consent agenda and the minutes from the October 2025 Board meeting. Billy Clark made a motion to accept, and Glenda Ramsey seconded. Mrs. Kristin Little noticed she was not listed under the “not present” at the October Meeting Minutes. Mrs. Glenda Ramsey then asked for the October 2025 Board Meeting minutes to be amended, having Mrs. Kristin Little to be added to the “not present” October board meeting minutes. Billy Clark made a motion to accept, and Glenda Ramsey seconded (motion passed).

Mrs. Lisa McDaniel, Executive Director, then introduced James Young, the new Regional Director for Equus Workforce Solutions North Texas and Chytania Brown, Vice President of Operations with Equus Workforce Solutions North Texas. They both joined via Zoom.

Mrs. Kendra Ball, Business and Outreach Manager, discussed the Education Committee regarding the Target Occupations, Target Industries & In-Demand Industries. The education committee met on Monday, December 8th. Mrs. Ball indicated there was no new data to report as the Labor & Market Information (LMI) is only updated every other year and no changes were made as a result. Mrs. Schrieber asked for approval of the Education Committee. Billy Clark made a motion to approve, and Steve Halloway seconded (motion passed).

Mrs. Lisa McDaniel then discussed the next item on the agenda, December 26, 2025. Mrs. McDaniel informed the board that the record of employer, West Central Texas Council of Government, gives the holiday schedule

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at the beginning of each year. This year, the board office is closed on December 24th & 25th (Christmas Eve & Christmas Day). The Texas Workforce Commission, who we are aligned with, receive three days off. Mrs. McDaniel requests approval to align with this holiday year to be closed on Friday, December 26th also and that staff would have an opportunity to spend an extra day with family during the holiday season. Mrs. McDaniel shared that she did get prior approval from the employer of record, West Central Texas Council of Government. Mrs. Schrieber asked for approval for the December 26th closure. Vicki Holland made a motion and Chelsea Lewis seconded (motion passed).

Mrs. Sharon Hulcy, Board Contract Manager, went over the Monitoring Committee Report. She shared the letter that was received on October 23rd regarding the audit resolution stating that the PIRTS Guidelines are followed. We had responded back to the monitors on November 25th. Mrs. Hulcy shared that as of this morning, the monitors did reach out for more questions for staff refresher training. On December 2nd, our childcare staff did attend the online PIRTS training and the staff received their certificates of completion and have been submitted to Texas Workforce Commission.

Next, Mrs. Hulcy discussed the Board Spending Report for the end of October 2025. Mrs. Hulcy stated that the board has received new grants and have received additional grants since this report came out. The grants do take a while to receive, and we will probably receive more throughout the remainder of December for those that have been effective since October. One question was asked about the Childcare Quality Fund grant showing money left and Mrs. Hulcy explained that at the end of October we still have through December to review additional expenditures through that time frame and officially close the grant out. October was the deadline for that specific grant but if we still had bills to apply for the October grant in the month of December that's what it would be used for. In cases like this, the balance remaining would go back to the State to reallocate if there were funds not spent.

Another question was asked about the Childcare Match Grant, Mrs. Hulcy explained how we go out to different agencies that we get match money from, but we try to save the Child Care Match Grant and try to use all the Childcare Funding first because it has an earlier end-date. We try to deplete as much as we can for that purpose, it's for direct care for low-income families and homeless families that we are providing childcare for. No more questions were asked. Mrs. Hulcy then shared the Board Procurement List. No questions asked.

Next, Mrs. Kendra Ball, Business & Outreach Manager, shared the Rapid Response Report. Effective December 1st, Kell West Regional Hospital closure affected 252 employees including part-time employees, and 10 Spanish speaking employees. Workforce was able to provide Unemployment Information and Employment Resource's in both English and Spanish for all staff. Three sessions in total for Rapid Response were held, and 76 employees attended in-person. To those that were unable to attend, though, we were still able to provide them with information, and many had already found employment. The 82nd Training Wing (United States Air Force) reached out to us in October to schedule for Rapid Response, in person, for November 13th, however, on November 12th, the Government did open back up so they were not going to have any layoffs. Autumn Leaves Flowers & Gifts closed for business effective on October 3rd. Other businesses that had layoffs in the month of November included Covercraft, Compass Group USA (Chartwells), it had temporary holiday layoffs for WFISD food service contractors and Legado Farms in Wilbarger County that was reported closed.

Mrs. Donna Adams, Workforce Solutions Child Care, shared the Child Care Report, all TRS (Texas Rising Star) assessments that were due in December have been completed. They are currently in the process of hiring a part-time TRS Mentor and a Financial Specialist. As of October 15th, client services have 249 children waiting for childcare services, the estimated wait-time is currently 8-9 months. The latest Infant/Toddler Training was held on October 28th over Connect with Me part 2 Social & Emotional Development, it was presented by Shelly Donaldson from childcare, they had 21 in-person attendees and 11 on-line.

Ms. Crystal Keel, Workforce Solutions Equus, shared the Workforce Report, in October Workforce Solutions North Texas served 1,216 citizens and 78 in total went to work. They also had 1,420 total services for employers that month. The Hiring Red, White and You Hiring Event took place on November 18th, they had 68 employers, 36 veterans and 196 job seekers. They were able to recognize their very own Veterans in the office, those including Melayia Crum, David Dohme and Robert Prince. Ms. Ginger Hannah, Equus Wichita Falls, introduced the employee spotlight today, Mr. Mickey Nasera, who had recently moved back to Vernon, TX from Colorado with his three children a year ago. Despite applying for numerous jobs and attending interviews, he struggled to find work and provide for his family. Through the Choices Program, Mickey received support from his case manager and the Vernon office team, including gas cards, interview clothing and an interview workshop. His persistence paid off, Mickey was then hired as a Business Services Consultant at Workforce Solutions North Texas. The Vernon office oversees five of our eleven counties. In his first month, he organized a job fair in Wilbarger County with 15 employers and 35 job seekers. Mickey stated that he “appreciates everything Workforce Solutions has done for him, and he can’t thank all the people enough for the assistance he received”.

The last report was the October 2025 Survey Results showing 89.34% positive responses, one question was asked if we look at the negative surveys as well and reach out to those responses. The answer is yes; we do review the negative comments and address those issues to all staff to help improve our service delivery.

We then shared a photo of our leaders from our board office, workforce center, child care and board member, Anthony Louis, that was taken at this year’s Texas Workforce Commission Conference in Corpus Christi, TX. They invited our local employer of excellence, Allegiance Electric & Controls of Wichita Falls, and they were nominated by our business service team. Allegiance Electric has worked closely with us over the last year with our teacher externship and our summer earn & learn program. Mr. Matthew McMahan was also in the picture. One of the commissioners also hosted a breakfast for the executive directors and all the local employers where Mrs. Lisa McDaniel and Mr. McMahan were in attendance.

Mrs. McDaniel also shared that during the TWC Annual Conference in December, it was announced that Workforce Solutions North Texas won the Innovation Award. The grant award was \$250,000. Mrs. Kendra Ball explained how the proposal plan was written. The plan is to use “technology walk throughs” that you use in real estate and we plan to use in workplaces so students can “walk-thru” different places of employment and see what it’s like on the inside. There will be pop-ups with key information to learn more about the different occupations. The sites that will be targeted would be those places of employment that are not routinely open for the public, such as hospitals, surgery/operating rooms, and manufacturing. This will provide real time data for students or adults to view career pathways.



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Mrs. Ball then shared the grant we applied for through Texas Mutual. We were awarded \$87,000 to provide pre-employment support. One of the gaps that we see is where a lot of our customers that come in may not qualify for some of our programs that provide support services. The thing that we see is where people don't have a driver's license or a social security card, birth certificate or even transportation. This grant is going to help support pre-employment needs. We are currently still waiting to hear back about the Teacher Externship grant and work readiness. One question was asked about the teacher externship, asking how much information goes out to certain areas to get teachers involved. Mrs. Ball responded that all teachers in our surrounding areas are invited, it is up to the teachers to apply. Applications usually go out in February-March. Another question was asked about the Innovative grant, when it will be up and running. Mrs. Ball responded, the goal is to have it up and active by Fall 2026.

Mrs. Schrieber then announced that the board would move into closed session to discuss section 551.074 personnel matters at 1:09 p.m.

Open session resumed at 1:31 p.m. Mrs. Schrieber asked if there were any deliberations or actions needed from the closed session. There were none.

Mrs. Schrieber announced the next board meeting will be on February 26, 2026, at noon. The meeting was adjourned at 1:33 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

December 17, 2025

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

Audit Resolution Report

Dear Mrs. McDaniel:

Workforce Solutions North Texas (Board) administers the Child Care Services, Choices, Employment Services, and Workforce Innovation and Opportunity Act programs. In Fiscal Year 2025 TWC conducted a monitoring review of the programs and had a finding, as documented in Monitoring Report #25.03.0001. This letter is about the audit resolution of the finding, as outlined below:

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.

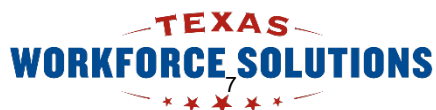
Without journal notes in PIRTS to record delays, there is no assurance that fraud cases are being handled properly.

Corrective Action Taken:

The Board and its Service Provider have proper controls in place to ensure PIRTS journal notes and pending case closures requirements are followed and adhered to. This includes updated procedures, updated PIRTS checklist/desk aid, and new client services manager to ensure PIRTS requirements are followed in accordance with FDCM Letter 01-2024, dated April 26, 2024. In addition, the Board provided agenda, and sign-in sheet, along with training certificates for Board and contractor staff who recently completed PIRTS training conducted by TWC's Office of Investigations (OI). Lastly, TWC's Office of Investigations recent monitoring of this area revealed no cases opened for the scope of their review.

Because the corrective actions taken adequately resolves the finding, TWC Monitoring Report #25.03.0001 is closed. We encourage the Board to continue its efforts in following and adhering to

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Mrs. McDaniel
Page 2
December 17, 2025

federal, state and local requirements and guidelines, as the area noted above will be tested during subsequent monitoring reviews.

Thank you for your assistance on this matter. If you have any further questions, please contact Judy Ohn at (737)-802-9398 or judy.ohn@twc.texas.gov.

Sincerely,



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

cc: Rhonda Schreiber, Chair, Workforce Solutions North Texas

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, Acting Regional Administrator, Employment and Training Administration and Administrative Services Region IV - Dallas, USDOL/Employment and Training Administration

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

Steve Pier
Executive Director

January 21, 2026

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

Dear Ms. McDaniel:

We have received the budget and expenditure information submitted by Workforce Solutions North Texas for the Board's fiscal year beginning October 1, 2025. *The General Appropriation Act*, as adopted during the last regular legislative session requires all board budgets be submitted to the State Legislative Reference Library.

We have determined that the information is compliant with the instructions provided by the Texas Workforce Commission, as described in *Texas Government Code §2308.262* and *Financial Manual for Grants and Contracts (FMGC) Chapter 6.2 Budget Submission Requirements*. A copy of the budget will be maintained in our files, a copy will be forwarded to TWC's Workforce Grants and Contracts Department, and another copy sent to the State Legislative Reference Library. In addition, a pdf copy of the final budget will be uploaded to the Annual Budget folder in SharePoint. [Workforce Solutions North Texas](#)

Thank you for your assistance in helping us achieve a consistent budget format for all Boards. Should you have any questions or concerns, please contact Kathleen Runnels at 737-667-6092. Sincerely,

Judy Ohn

Judy Ohn, CPA
Director of Fiscal Services and Audit Resolution
Division of Fraud Deterrence and Compliance Monitoring

cc: Shana Ferguson, Director of Finance, Nortex
Ryan Clinton, Director, Workforce Board Grants, TWC



WORKFORCE SOLUTIONS

 NORTH TEXAS

FY2026

2026 BOARD BUDGET & EXPENDITURES

10/01/2025- 09/30/2026

Last Year's

Workforce Programs	FY 26 Funds		FY2025	FY2026
			Estimated Expenditures	Estimated Expenditures
		Personnel Cost		
Board Service Award BSA	\$ -	Salaries	\$ 546,110	\$ 603,601
Child Care CCF	\$ 9,149,676	Fringe/Retirement Plan	\$ 282,652	\$ 300,737
Child Care CCQ	\$ 627,387	Total	\$ 828,762	\$ 904,338
Child Care 4% Quality CQF	\$ 597,334			
Child Care Match CCM	\$ 571,808	Occupancy Cost		
Child Care PRS CCP	\$ 599,817	*Office Rental, utilities, R & M	\$ 49,804	\$ 55,000
Military to Civilian MTC	176,571	Total	\$ 49,804	\$ 55,000
Navigator SHN	\$ 113,000			
Rapid Response WOR	\$ 16,270	IT Support Costs		
Re-employment REA	350,336	Equipment Purchase/Supplies	\$ 13,230	\$ 8,700
Resource Admin Grant RAG	\$ -	Computer Software/Licenses	\$ 19,057	\$ 21,000
Small Board WOO	\$ 3,252	Computers support/Network	\$ 8,666	\$ 9,000
SNAP-FSE&T SNE	\$ 112,142	Total	\$ 40,953	\$ 38,700
TANF/Choices TAF	\$ 879,132			
Trade TRA	\$ 5,000	General Expense		
TRPN	\$ 100,000	Professional memberships	\$ 2,007	\$ 5,800
Veterans TVC	\$ 20,900	Insurance-Office/yr.	\$ 1,325	\$ 1,500
VR Infrastructure COL	\$ 158,497	Office Supplies	\$ 17,889	\$ 17,950
VR PWE	\$ 187,500	Postage	\$ 651	\$ 800
VR SEAL	\$ 89,482	Printing	\$ 441	\$ 550
Wagner-Peyser WPA	\$ 7,152	Telephone	\$ 7,847	\$ 8,800
WIOA Adult WOA	\$ 518,911	Total	\$ 30,160	\$ 35,400
WIOA DW WOD	\$ 617,803			
WIOA Youth WOY	\$ 573,812	Professional Services		
Workforce Comm Initiatives WC	\$ 42,257	Audit Fees	\$ 24,498	\$ 30,000
		Professional Services (Monitoring)	\$ 64,484	\$ 65,000
		Legal	\$ -	
		WCTXCOG Payroll Fee	\$ 40,830	\$ 45,000
		Fiscal Agent Fee	\$ 131,043	\$ 145,000
		Total	\$ 260,856	\$ 285,000
		Staff Development/Travel		
		Registration Fees	\$ 15,330	\$ 16,500
		Staff Travel	\$ 38,619	\$ 39,000
		Board Expense - Mtg meals, etc.	\$ 1,838	\$ 2,000
		Board Member Travel	\$ 1,445	\$ 2,000
		Total	\$ 57,232	\$ 59,500
		Marketing		
		Advertising	\$ 552	\$ 2,600
		Total	\$ 552	\$ 2,600
2026 Board Funding	\$ 15,518,039			
2026 Subrecipient contracts	\$ 13,366,730			
2026 Board Expenditures	\$ 1,380,538			
2026 Infrastructure Cost	\$ 770,771	Grand Total	\$ 1,268,319	\$ 1,380,538

Workforce Solutions North Texas
Board Spending Report
Report Date: As of 12/31/2025

Acct Code	Grant Number	Grant Period	Total Grant Award	Total Grant Expended	Balance Remaining	% Remaining
33-1063	0324WOA001	07/01/24 - 06/30/26	597,903.00	587,425.53	10,477.47	2%
33-1064	0324WOD001	07/01/24 - 06/30/26	673,382.00	645,670.09	27,711.91	4%
33-1065	0324WOY001	07/01/24 - 06/30/26	665,068.00	632,217.59	32,850.41	5%
33-1068	0325CCF001	08/31/24 - 12/31/25	8,786,831.00	7,731,663.01	1,055,167.99	12%
33-1070	0325TAF001	10/01/24 - 10/31/25	897,110.00	897,110.00	0.00	0%
33-1071	0325CCP001	09/01/24 - 08/31/25	619,000.00	542,680.75	76,319.25	12%
33-1073	0325WPA001	10/01/24 - 12/31/25	12,935.00	15,071.79	1,662.21	13%
33-1077	0325CCQ001	10/01/24 - 10/31/25	566,244.00	500,034.25	66,209.75	12%
33-1078	0325REA001	10/01/24 - 02/28/26	403,664.00	362,564.89	41,099.11	10%
33-1080	0325CCM001	10/01/24 - 12/31/25	579,564.00	579,564.00	0.00	0%
33-1081	0325CQF001	10/01/24 - 10/31/25	506,128.00	464,568.87	41,559.13	8%
33-1083	0325EXT001	04/01/25 - 03/31/26	63,807.00	58,653.74	5,153.26	8%
33-1084	0325MTC001	04/17/25 - 04/30/26	210,514.00	51,716.74	158,797.26	75%
33-1085	0325TRPN001	03/01/25 - 04/30/27	200,000.00	50,313.33	149,686.67	75%
33-1086	0325WOA001	07/01/25 - 06/30/27	518,911.00	62,432.85	456,478.15	88%
33-1087	0325WOD001	07/01/25 - 06/30/27	617,803.00	102,830.03	514,972.97	83%
33-1088	0325WOY001	07/01/25 - 06/30/27	573,812.00	57,190.28	516,621.72	90%
33-1089	0325WOR001	07/01/25 - 06/30/26	16,270.00	8,177.45	8,092.55	50%
33-1090	0326TAF001	10/01/25 - 10/31/26	879,132.00	161,197.48	717,934.52	82%
33-1091	0326CCF001	10/01/25 - 12/31/26	9,149,676.00	928,800.32	8,220,875.68	90%
33-1092	0326CCQ001	10/01/25 - 10/31/26	627,387.00	84,752.77	542,634.23	86%
33-1093	0326CCM001	10/01/25 - 12/31/26	571,808.00	0.00	571,808.00	100%
33-1094	VES26_03 TVC	10/01/25 - 09/30/26	20,900.00	4,259.68	16,640.32	80%
33-1095	0326COL001	09/01/25 - 08/31/26	158,497.56	43,955.91	114,541.65	72%
33-1096	0326CCP001	09/01/25 - 08/31/26	599,817.00	137,246.78	462,570.22	77%
33-1097	0326CQF001	10/01/25 - 10/31/26	597,334.00	9,296.66	588,037.34	98%
33-1098	0326SNE001	10/01/25 - 09/30/26	112,142.00	37,440.20	74,701.80	67%
33-1099	0326WOO001	10/01/25 - 10/31/26	3,252.00	1,313.25	1,938.75	60%
33-1100	3024VRS039-3 SHN	09/01/25 - 08/31/27	226,000.00	541.64	225,458.36	100%
33-1101	3024VRS096-3 PWE	10/01/25 - 09/30/27	375,000.00	2,377.10	372,622.90	99%
33-1102	3022VRS028 3 SEAL	10/01/25 - 09/30/27	178,962.98	0.00	178,962.98	100%
33-1103	0326WCI001	10/01/25 - 09/30/26	40,317.00	2,609.13	37,707.87	94%
33-1104	0326WPA001	10/01/25 - 12/31/26	7,152.00	1,776.78	5,375.22	75%
33-1105	TXM25WDG	12/01/25 - 11/30/26	87,000.00	0.00	87,000.00	100%
33-1106	0326TRA001	10/01/25 - 09/30/26	5,000.00	0.00	5,000.00	100%
33-1107	0326REA001	10/01/25 - 09/30/26	350,336.00	0.00	350,336.00	100%
33-1108	0326RAG001	10/01/25 - 09/30/26	0.00	252.82	(252.82)	0%
33-1109	0326WIF001	10/01/25 - 09/30/26	25,000.00	0.00	25,000.00	100%

**Board Procurement List
01/01/2025 - 12/31/2025**

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	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		
Adobe	8/23/2025	\$ 119.95	License fee	Micro		
Adobe	8/25/2025	\$ 23.01	1 Adobe Pro License	Micro		
Adobe	9/23/2025	\$ 143.94	6 Adobe Pro License	Micro		
Adobe	10/23/2025	\$ 143.94	6 Adobe Pro License	Micro		
Adobe	11/5/2025	\$ 37.88	Adobe	Micro	\$ 37.88	
Adobe	11/23/2025	\$ 143.94	Adobe	Micro	\$ 143.94	
Adobe	12/4/2025	\$ 34.99	Adobe	Micro	\$ 34.99	
Adobe	12/23/2025	\$ 143.94	Adobe	Micro	\$ 143.94	\$ 1,631.24
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		
AFAB Ventures, LLC	8/13/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	9/10/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	10/8/2025	\$ 60.00	Window cleaning	Micro		
AFAB Ventures, LLC	11/12/2025	\$ 60.00	Window cleaning	Micro	\$ 60.00	\$ 630.00
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		
Amazon	8/13/2025	\$ 390.16	Board office supplies	Micro		
Amazon	8/19/2025	\$ 1,443.18	Binding supplies for Job's Y'all Youth Fair	Micro		
Amazon	9/17/2025	\$ 227.85	Board office supplies	Micro		
Amazon	10/16/2025	\$ 679.12	Educational items for toddlers Halloween	Micro		
Amazon	10/17/2025	\$ 155.67	Board office supplies	Micro		
Amazon	10/24/2025	\$ 114.87	Board office supplies	Micro		
Amazon	10/29/2025	\$ 33.90	Board office supplies	Micro		
Amazon	12/15/2025	\$ 180.17	Board office supplies	Micro	\$ 180.17	\$ 4,093.14
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		
Art's Home Pest Exterminators	10/29/2025	\$ 75.00	pest control	Micro		
Art's Home Pest Exterminators	12/31/2025	\$ 75.00	pest control	Micro	\$ 75.00	\$ 375.00
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		

**Board Procurement List
01/01/2025 - 12/31/2025**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
AT&T Mobile Rec	7/15/2025	\$ 254.24	6 cell phones	Micro		
AT&T Mobile Rec	8/10/2025	\$ 656.24	10 board cell phones	Micro		
AT&T Mobile Rec	8/15/2025	\$ 254.25	5 cell phones	Micro		
AT&T Mobile Rec	9/2/2025	\$ 656.24	10 cell phones	Micro		
AT&T Mobile Rec	9/15/2025	\$ 254.25	5 cell phones	Micro		
AT&T Mobile Rec	10/3/2025	\$ 681.44	10 cell phones	Micro		
AT&T Mobile Rec	10/29/2025	\$ 254.80	5 cell phones	Micro		
AT&T Mobile Rec	11/3/2025	\$ 676.84	10 cell phones	Micro	\$ 676.84	
AT&T Mobile Rec	11/15/2025	\$ 254.80	5 cell phones	Micro	\$ 254.80	
AT&T Mobile Rec	12/3/2025	\$ 727.23	10 cell phones	Micro	\$ 727.23	
AT&T Mobile Rec	12/15/2025	\$ 254.80	5 cell phones	Micro	\$ 254.80	\$ 9,732.28
Atwoods Ranch & Home	9/23/2025	\$ 41.11	refelctive vest for Youth Career Fair	Micro		\$ 41.11
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		\$ 14,799.79
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		
BJD Engraving, LLC	7/17/2025	\$ 240.00	Workforce Center & childcare name tags	Micro		
BJD Engraving, LLC	8/15/2025	\$ 12.00	Child care name tag	Micro		
BJD Engraving, LLC	9/15/2025	\$ 12.00	Workforce center nametag	Micro		\$ 276.00
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	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		
BOOSTLINGO, LLC	7/26/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	8/27/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	9/24/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	10/31/2025	\$ 95.00	Language app	Micro		
BOOSTLINGO, LLC	11/30/2025	\$ 95.00	Language app	Micro	\$ 95.00	\$ 1,045.00
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		
CDW Government Inc	7/10/2025	\$ 31.36	Power adapter	Micro		
CDW Government Inc	8/8/2025	\$ 279.11	1 fax machine	Micro		
CDW Government Inc	8/11/2025	\$ 129.92	1 laser printer	Micro		
CDW Government Inc	9/15/2025	\$ 834.83	1 Ricoh Color Scanner	Micro		
CDW Government Inc	9/15/2025	\$ 834.83	1 Ricoh Color Scanner	Micro		
CDW Government Inc	9/23/2025	\$ 882.57	1 PC for Viewsonic Board	Micro		
CDW Government Inc	10/22/2025	\$ 1,669.66	2 duplex scanners	Micro		
CDW Government Inc	10/28/2025	\$ 151.57	docking stattion	Micro		
CDW Government Inc	12/9/2025	\$ 202.11	printer for board staff	Micro	\$ 202.11	
CDW Government Inc	12/21/2025	\$ 17,619.51	Annual Renewal	Micro	\$ 17,619.51	\$ 28,732.24
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		
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		
Cleanco	8/1/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	9/1/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	10/1/2025	\$ 658.67	Board Janitorial	Micro		
Cleanco	10/31/2025	\$ 658.67	Board Janitorial	Micro		

**Board Procurement List
01/01/2025 - 12/31/2025**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
Cleanco	12/2/2025	\$ 658.67	Board Janitorial	Micro	\$ 658.67	\$ 7,828.04
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		
COGNITO FORMS	9/1/2025	\$ 153.50	Cognito Forms	Micro		
COGNITO FORMS	10/1/2025	\$ 153.50	Cognito Forms	Micro		
COGNITO FORMS	10/31/2025	\$ 142.84	Cognito Forms	Micro		
COGNITO FORMS	11/30/2025	\$ 142.84	Cognito Forms	Micro	\$ 142.84	\$ 1,216.27
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		
Constant Contact	8/24/2025	\$ 325.00	Constant Contact	Micro		
Constant Contact	9/24/2025	\$ 325.00	Constant Contact	Micro		
Constant Contact	10/24/2025	\$ 325.00	Constant Contact	Micro		
Constant Contact	11/24/2025	\$ 325.00	Constant Contact	Micro	\$ 325.00	
Constant Contact	12/24/2025	\$ 325.00	Constant Contact	Micro	\$ 325.00	\$ 3,420.00
Dell Marketing, LP	7/25/2025	\$ 10,900.23	Dell Pro Support Plus	Micro		\$ 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		
Dept of Information Resources	8/20/25	\$ 318.96	T-1 Connection	Micro		
Dept of Information Resources	9/22/25	\$ 318.96	T-1 Connection	Micro		
Dept of Information Resources	10/20/25	\$ 318.96	T-1 Connection	Micro		
Dept of Information Resources	12/15/25	\$ 637.92	T-1 Connection	Micro	\$ 637.92	\$ 2,232.72
Diaz, Smith and Associates	4/16/2025	\$ 50,720.00	Fiscal and Program Monitoring, integrity	Formal		\$ 50,720.00
Erica Allen	12/1/2025	\$ 200.00	Holiday window painting	Micro	\$ 200.00	\$ 200.00
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		
Facebook	7/9/2025	\$ 6.63	Facebook Ads	Micro		
Facebook	8/9/2025	\$ 78.96	Facebook Ads	Micro		
Facebook	9/9/2025	\$ 83.93	Facebook Ads	Micro		
Facebook	9/9/2025	\$ 4.21	Facebook Ads	Micro		
Facebook	10/9/2025	\$ 171.94	Facebook Ads	Micro		
Facebook	11/9/2025	\$ 137.44	Facebook Ads	Micro	\$ 137.44	
Facebook	12/9/2025	\$ 160.28	Facebook Ads	Micro	\$ 160.28	\$ 1,647.22
FedEx Office	9/19/2025	\$ 1,980.00	Printing for Youth Career Fair	Micro		\$ 1,980.00
Francotyp-Postalia, Inc	3/4/2025	\$ 179.85	Postage Machine Lease	Micro		
Francotyp-Postalia, Inc	6/3/2025	\$ 179.85	Postage Machine Lease	Micro		
Francotyp-Postalia, Inc	12/4/2025	\$ 179.85	Postage Machine Lease	Micro	\$ 179.85	\$ 539.55
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
Hobby Lobby	6/23/2025	\$ 20.68	Board Meeting lunch supplies	Micro		
Hobby Lobby	10/22/2025	\$ 40.50	Board Meeting lunch supplies	Micro		\$ 61.18
HOOTSUITE	1/12/2025	\$ 294.00	media platform	Micro		\$ 294.00

**Board Procurement List
01/01/2025 - 12/31/2025**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
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
Maverick Label	8/21/2025	\$ 486.25	Property labels for office equipment	Micro		\$ 486.25
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		
Microsoft	8/6/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	9/6/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	10/6/2025	\$ 45.60	Microsoft Software	Micro		
Microsoft	11/7/2025	\$ 45.60	Microsoft Software	Micro	\$ 45.60	
Microsoft	12/7/2025	\$ 45.60	Microsoft Software	Micro	\$ 45.60	\$ 619.20
NameCheap.com	3/19/2025	\$ 17.16	Network Connections	Micro		
NameCheap.com	6/17/2025	\$ 17.16	Network Connections	Micro		\$ 34.32
Office Depot	9/19/2025	\$ 81.99	Signage for Youth Career event	Micro		\$ 81.99
On the Border	10/20/2025	\$ 669.82	Lunch for October Board Meeting	Micro		\$ 669.82
PDQ.Com	7/9/2025	\$ 1,575.00	PDQ DEPLOY & INVENTORY	Micro		\$ 1,575.00
Philadelphia Insurance Companies	5/8/2025	\$ 300.00	Liability Insurance EXT	Micro		\$ 300.00
Sam's Club	6/25/2025	\$ 65.62	June board meeting drinks & desserts	Micro		
Sam's Club	9/17/2025	\$ 97.21	Storage totes for Job's Y'all Fair	Micro		
Sam's Club	12/10/2025	\$ 170.86	December Board Meeting desserts	Micro		\$ 333.69
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		
SCW	10/22/2025	\$ 1,522.40	Micosoft Surface Pro 11 & Keyboards	Micro		
SCW	11/20/2025	\$ 540.98	Laser Printer	Micro	\$ 540.98	
SCW	12/1/2025	\$ 2,759.98	2 Surface Pro 11	Micro	\$ 2,759.98	
SCW	12/1/2025	\$ 284.82	2 Surface Pro Keyboards	Micro	\$ 284.82	\$ 6,343.01
Sonic	12/11/2025	\$ 6.47	Ice for December Board Meeting	Micro	\$ 6.47	\$ 6.47
Tech Soup	2/28/2025	\$ 480.00	antivirus for libraries	Micro		
Tech Soup	9/12/2025	\$ 240.00	annual license	Micro		
Tech Soup	11/3/2025	\$ 5.00	Adobe Creative Cloud	Micro	\$ 5.00	\$ 725.00
Texas Comptroller of Public Account	7/31/2025	\$ 100.00	Membership dues	Formal		\$ 100.00
Texas Roadhouse	12/5/2025	\$ 703.56	December Board Meeting Lunch	Formal	\$ 703.56	\$ 703.56
Texas Workforce Commission	5/12/2025	\$ 245.00	Child Care Recoupment	Micro		
Texas Workforce Commission	7/15/2025	\$ 2,640.00	Recoupment Tadpole	Micro		
Texas Workforce Commission	7/16/2025	\$ 550.00	Registration for conference	Micro		
Texas Workforce Commission	7/16/2025	\$ 550.00	Registration for conference	Micro		
Texas Workforce Commission	7/18/2025	\$ 550.00	Registration for conference	Micro		
Texas Workforce Commission	7/18/2025	\$ 150.00	RESEA Pre-conference	Micro		
Texas Workforce Commission	8/5/2025	\$ 1,060.50	Child Care Recoupment	Micro		
Texas Workforce Commission	8/8/2025	\$ 527.63	Child Care Recoupment	Micro		
Texas Workforce Commission	8/25/2025	\$ 24.48	Business cards for 2	Micro		
Texas Workforce Commission	8/26/2025	\$ 208.08	Business cards for 17	Micro		
Texas Workforce Commission	10/22/2025	\$ 12.00	Business cards for 1	Micro		\$ 6,517.69
United Express	6/26/2025	\$ 5.94	Ice for June board meeting	Micro		\$ 5.94
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		
United Supermarket	10/23/2025	\$ 3.56	Ice for October Board Meeting	Micro		
United Supermarket	12/16/2025	\$ 15.60	Stamps for Christmas cards	Micro	\$ 15.60	\$ 1,296.17
UNIVERSITY KIWANIS CLUB OF WIC	1/24/2025	\$ 100.00	Booth @ Pancake Festival	Micro		\$ 100.00
Visual Edge IT (Benchmark)	1/27/2025	\$ 23.35	Board Copier Rate	Micro		

**Board Procurement List
01/01/2025 - 12/31/2025**

Contractor/Vendor	Purchase date	Total cost	Goods/Services	Type	Since last meeting	12-Month rolling
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		
Visual Edge IT (Benchmark)	8/25/2025	\$ 66.84	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	9/26/2025	\$ 562.65	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	10/27/2025	\$ 221.64	Board Copier Rate	Micro		
Visual Edge IT (Benchmark)	11/24/2025	\$ 20.73	Board Copier Rate	Micro	\$ 20.73	
Visual Edge IT (Benchmark)	12/29/2025	\$ 110.38	Board Copier Rate	Micro	\$ 110.38	\$ 1,742.47
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		
Walmart	9/23/2025	\$ 123.28	visibility vests for Youth Career event	Micro		
Walmart	9/23/2025	\$ 30.27	banner for Youth Career event	Micro		
Walmart	11/21/2025	\$ 29.98	USB power adapter	Micro	\$ 29.98	\$ 410.00
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		
Welcome to Texoma	9/11/2025	\$ 11.00	WELCOME BASKETS	Micro		
Welcome to Texoma	10/3/2025	\$ 19.00	WELCOME BASKETS	Micro		
Welcome to Texoma	10/31/2025	\$ 21.00	WELCOME BASKETS	Micro		
Welcome to Texoma	12/4/2025	\$ 15.00	WELCOME BASKETS	Micro	\$ 15.00	\$ 150.00
Wichita Falls Chamber of Commerce & Industry	8/29/2025	\$ 149.00	Membership dues	Micro		\$ 149.00
Wichita Falls Human Resource Management Assoc.	7/18/2025	\$ 150.00	Membership dues	Micro		\$ 150.00
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		
WorkQuest (Amplify)	8/1/2025	\$ 135.00	Shredding Services	Micro		
WorkQuest (Amplify)	9/10/2025	\$ 345.00	Shredding Services	Micro		
WorkQuest (Amplify)	10/20/2025	\$ 135.00	Shredding Services	Micro		
WorkQuest (Amplify)	10/30/2025	\$ 345.00	Shredding Services	Micro		
WorkQuest (Amplify)	12/1/2025	\$ 90.00	Shredding Services	Micro	\$ 90.00	
WorkQuest (Amplify)	12/1/2025	\$ 45.00	Shredding Services	Micro	\$ 45.00	\$ 2,680.00
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		
ZOOM VIDEO COMMUNICATIONS	8/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	9/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	10/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro		
ZOOM VIDEO COMMUNICATIONS	11/29/2025	\$ 40.00	Zoom Video Communications Inc.	Micro	\$ 40.00	\$ 440.00
\$ 182,076.42					\$ 28,031.91	\$ 182,076.42
Currently this list does not include most leases, travel, training cost, or telecommunications						
DIR vendors on TX Comptrollers website						



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Layoffs, Closures, and Rapid Response Services

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

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

Date Reported to WSNT	Effective Date	Layoff/Closure	Trade Affected	Business Name	Business Type / Industry	County	On-Site RR Date	# Empl. Rec'd RR Svc	# Empl. Impacted (Estimate)	Notes
1/9/26	2/28/26	Closure	N	FedEx	General Freight	Wichita	n/a	1	14	closing Southridge location; 12/14 employees moving to Fisher Rd location, 2 retiring w/ severance
1/13/26	1/12/26	Closure	N	Subway, Iowa Park	Fast Food	Wichita	n/a	1	10	financial; 1 full-time manager, rest part-time
1/13/26	1/12/26	Closure	N	Subway, Vernon	Fast Food	Wilbarger	n/a	1	10	financial; 1 full-time manager, rest part-time
1/22/26	TBD	Closure	N	Francesca's	Retail Boutique	Wichita	n/a	1	5	financial; 1 mgr + 4 part-time employees; Sikes Senter Mall location
2/2/26	1/28/26	Closure	N	House of D'aroma	Retail	Wichita	n/a	1	1	owner-operated, no employees; Sikes Senter Mall location
Total Employees Receiving Rapid Response Services									5	
Total Employees Impacted by a Layoff / Closure									40	

* 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.

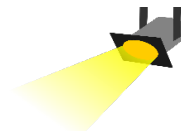
Workforce Solutions North Texas is an equal opportunity employer/program.

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

Program Updates

FLASH Placements will be coming in **March**. Clients will be notified that they are being pulled from our waitlist and will have two selected days to come into the office with all required documents and daycare set up already to be placed same day. Clients will need to watch their emails and phone for more information. For clients who cannot attend, they will stay on the waitlist and be outreached when they are pulled during the weekly outreach for open enrollment.

100% of our providers are in compliance with TECPDS requirements.



CCAS Employee Spotlight

Kassi Heaton is in our Employee Spotlight. Kassi Heaton is a tremendous team player, always willing to step in where we need help. She is a DFPS case worker and handles all other prelims for other caseworkers. She steps in to train new hires on the system when needed. Recently, Kassi has been working on QA processes and developing tools to help management distinguish where caseworkers need more training at.

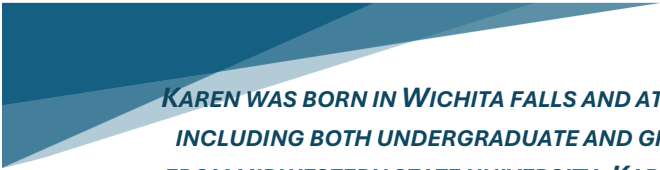
Isabel Vera – Financial Specialist



“Hi, my name is Isabel, and I’m excited to join the team as the new Financial Specialist in the Child Care Department. I have 10 years of experience in billing and financial processes, with a strong attention to detail and accuracy. After spending a year teaching, I realized my strengths and passion align more with administrative and financial work.

I have 2 children, a 17- and 2-year-old. I have been married for 15 years. On my free time I enjoy crafting and designing resources for my business page ‘Teacher’s Wall’. I look forward to supporting the team and contributing where I can.

Karen Reed – TRS Mentor



KAREN WAS BORN IN WICHITA FALLS AND ATTENDED SCHOOLS INCLUDING BOTH UNDERGRADUATE AND GRADUATE DEGREES FROM MIDWESTERN STATE UNIVERSITY. KAREN SPENT OVER 20 YEARS IN PUBLIC EDUCATION AND WORKED IN DISTRICTS ACROSS TEXAS IN VARIOUS ROLES OF CLASSROOM TEACHER, CURRICULUM SPECIALIST, AND DISTRICT ADMINISTRATION. PRIOR TO HER EDUCATION CAREER, SHE OWNED A DANCE STUDIO IN WICHITA FALL AND IOWA PARK. KAREN IS PROUD OF HER 2 GROWN CHILDREN AND THEIR FAMILIES AND ADORES HER 3 GRANDCHILDREN. IN HER SPARE TIME, KAREN ENJOYS CRAFTING, BAKING, AND VOLUNTEERING THOROUGH SENIOR JUNIOR FORUM, IN WICHITA FALLS.

Client Services

Waiting List Information

- As of February 17, 2026, there are **207 children waiting** for child care services.
- The estimated wait time for child care services is currently **6-8 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>	5	0	8	0	0	2	7	1	160	4	11	207

We are currently in open enrollment. 50 outreach packets are being sent out weekly.

Performance and Enrollment Numbers

Enrollment as of the end of January 2026:

- Total Children in Care = 1117
 - Total New Referrals = 39 Children
-

Provider Training Schedule

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.

- ❖ **December:** Infant/Toddler training was held December 4, 2025, over Family Engagement/Bingo. It was presented by our Infant & Toddler Specialist, Shelly Donaldson. We had 21 in-person attendees.

- ❖ **January:** Infant/Toddler training was cancelled due to inclement weather.

- ❖ **February:** Infant/Toddler training was held February 26, 2026, over Circle Activity

- ❖ ****The next two Infant/Toddler trainings will be scheduled for February 26, 2026, and will cover Circle Activity and March 31, 2026, and will be over Circle Infant/Toddler Teacher Competencies.**

ECI Trainings

- ❖ **February:** ECI training was held February 12, 2026, over Supporting Children’s Regulation. It was presented by our Classroom TRS Mentor, Melissa Echols. We had 15 in-person attendees and 28 online attendees.

Connections Trainings are held at the Region 9 ESC.

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**EVENTS COMING UP**

**Community Involvement**

2026 Transition Fair – March 4  
2026 Community Job Fair – April 9

**Professional Development**

2026 Champion for Children – March 25-27  
2026 Workforce Forum – May 11-12



Dec 2025

| Fund                    | Archer    | Baylor   | Clay      | Cottle   | Foard    | Hardeman | Jack      | Montague  | Wichita    | Wilbarger | Young     | Other      | Total Serviced | Oct 2025- Dec 2025 |
|-------------------------|-----------|----------|-----------|----------|----------|----------|-----------|-----------|------------|-----------|-----------|------------|----------------|--------------------|
| WIOA Adult              | 1         |          |           |          |          |          |           |           | 17         | 2         |           | 0          | 20             | 50                 |
| WIOA DW                 |           |          |           |          |          |          |           |           | 6          |           |           | 0          | 6              | 8                  |
| WIOA Youth              |           |          |           |          |          |          |           |           | 2          |           |           | 0          | 2              | 9                  |
| SNAP E&T                |           | 1        | 2         |          |          |          | 1         | 4         | 25         | 1         | 2         | 0          | 36             | 64                 |
| TANF/Choices            | 1         |          | 1         |          |          |          |           | 3         | 26         |           |           | 0          | 31             | 52                 |
| Wagner-Peyser (no Vets) | 16        | 7        | 28        | 3        |          | 3        | 11        | 39        | 634        | 34        | 34        | 126        | 935            | 1,968              |
| Vets                    | 4         |          | 1         | 1        |          |          |           | 3         | 62         | 2         | 3         | 2          | 78             | 167                |
| <b>Total</b>            | <b>22</b> | <b>8</b> | <b>32</b> | <b>4</b> | <b>0</b> | <b>3</b> | <b>12</b> | <b>49</b> | <b>772</b> | <b>39</b> | <b>39</b> | <b>128</b> | <b>1108</b>    | <b>2,318</b>       |

**WIT Entered Employment**

51 Placements + 16 Went to work = 67 Total Entered Employment for Dec 2025

| Employers Served | Total Services to Employers |
|------------------|-----------------------------|
| <u>154</u>       | <u>1,027</u>                |

Region/LWDB: North Texas WF Board  
Active Date: 10/01/2025 to 01/31/2026

| County                           | State | Country | Total Job Orders | Total Job Openings | Total Job Referrals |
|----------------------------------|-------|---------|------------------|--------------------|---------------------|
| <a href="#">Archer County</a>    | TX    | US      | 7                | 9                  | 43                  |
| <a href="#">Baylor County</a>    | TX    | US      | 1                | 3                  | 0                   |
| <a href="#">Clay County</a>      | TX    | US      | 22               | 29                 | 52                  |
| <a href="#">Cottle County</a>    | TX    | US      | 2                | 5                  | 4                   |
| <a href="#">Foard County</a>     | TX    | US      | 8                | 15                 | 2                   |
| <a href="#">Hardeman County</a>  | TX    | US      | 9                | 15                 | 18                  |
| <a href="#">Jack County</a>      | TX    | US      | 24               | 26                 | 94                  |
| <a href="#">Montague County</a>  | TX    | US      | 34               | 45                 | 111                 |
| <a href="#">Wichita County</a>   | TX    | US      | 609              | 1,144              | 6,158               |
| <a href="#">Wilbarger County</a> | TX    | US      | 63               | 297                | 265                 |
| <a href="#">Young County</a>     | TX    | US      | 89               | 97                 | 628                 |
| County                           | State | Country | Total Job Orders | Total Job Openings | Total Job Referrals |
| <b>Report Totals</b>             |       |         | <b>903</b>       | <b>1,843</b>       | <b>7,738</b>        |

**Event Results**

| Event                                  | Date        | Job Seekers | Employers | Veterans |
|----------------------------------------|-------------|-------------|-----------|----------|
| Temp Warehouse Cleaners Hiring Event   | Mon, Nov 24 | 60          |           |          |
| TDCJ Hiring Event                      | Tue, Nov 25 | 12          |           |          |
| TruGreen Hiring Event                  | Wed, Dec 3  | 3           |           |          |
| Tower Extrusions Hiring Event          | Mon, Dec 8  | 50          |           |          |
| Montague County Job Fair               | Thu, Dec 11 | 28          | 11        | 1        |
| TDCJ Hiring Event                      | Fri, Dec 12 | 9           |           |          |
| TDCJ Hiring Event                      | Tue, Dec 30 | 31          |           |          |
| City of W.F. Streets Dept Hiring Event | Wed, Jan 7  | 80          |           |          |
| TDCJ Hiring Event                      | Fri, Jan 9  | 10          |           |          |
| Archer County Job Fair                 | Thu, Jan 22 | 11          | 14        |          |
| TDCJ Allred Unit Hiring Event (Vernon) | Tue, Feb 10 | 3           |           |          |
| TDCJ Hiring Event                      | Fri, Feb 13 | 10          |           |          |
| CDL Job Fair (Graham)                  | Fri, Feb 13 | 9           | 4         |          |
| Vernon Travel Center Hiring Event      | Tue, Feb 17 | 137         |           |          |

**Rural Service Delivery**



**Archer County Job Fair-January 22<sup>nd</sup>**

Vernon Travel Center, Tuesday, February 17<sup>th</sup>

137 Job Seekers



CDL Hiring Event in Graham, Friday, February 13<sup>th</sup>



Upcoming Events



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



**February 24**  
**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 EVENT**

For Skilled Workers

**Thursday, February 26**

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

**9AM - 11AM**

**OPEN POSITIONS:**

- ✓ Machinist - \$15/hr
- ✓ Maintenance - \$16-20/hr
- ✓ CDL Drivers - \$23/hr

WORKFORCE SOLUTIONS  
NORTH TEXAS  
A proud partner of the americanjobcenter network

**Young County  
JOB FAIR**

**Thursday, Feb. 26**

**Olney Civic Center**  
210 S. Grand Avenue  
Olney, TX 76374

**2PM-4PM**



CITY OF WICHITA FALLS & WORKFORCE SOLUTIONS NORTH TEXAS

# Find Your Future

5TH ANNUAL COMMUNITY  
**JOB FAIR**


THURSDAY  
**APRIL**  
9TH

 **11AM-2PM**

 **MPEC**  
**1000 5th St**  
**WF, TX 76301**



WORKFORCE SOLUTIONS  
NORTH TEXAS

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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.

This document contains important information about workforce system services. Language services, including the interpretation/translation of this document are available for free by calling 940-322-1801. • Este documento contiene información importante sobre los servicios del sistema de empleo. Hay servicios de idiomas disponibles, incluyendo la interpretación y traducción de este documento, de forma gratuita llamando al 940-322-1801. • 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 tài liệu này, có sẵn miễn phí khi quý vị yêu cầu.

## Employee Spotlight

Deborah exemplifies dedication and versatility in her role, consistently going above and beyond to advocate for customers who often face significant barriers. Working in a smaller satellite office, she uniquely manages multiple programs—WIOA, SNAP, and Choices—demonstrating a broad and in-depth knowledge base that is essential in locations with lower customer volume. Her proactive approach is evident in her continual willingness to assist her supervisor, takes on additional responsibilities to support the team, and support case transitions to ensure continuity of service. Deborah’s commitment, adaptability, and team-oriented mindset make her an outstanding candidate for recognition.





## Success Story

### Success Story: Randolph

“Candy and Arianna were very helpful when I came into the Workforce Center.”

#### Initial Barriers and Goals

Randolph came to Workforce Solutions North Texas after being terminated from his last place of employment where he worked as a Maintenance Technician. He was concerned about long-term unemployment and wanted to find a job quickly so he wouldn't get behind on his living expenses.

#### Solutions and Services Provided

Mr. Randolph used the resource room computers to perform job search. Workforce Development Specialist, Candy Dewey, and Work Experience participant, Ariana, helped him navigate his job search in Workintexas.com and provided him with application assistance. Within two days of coming into the center for help, Candy referred him to AlSCO Uniforms. He began employment with AlSCO the next day.

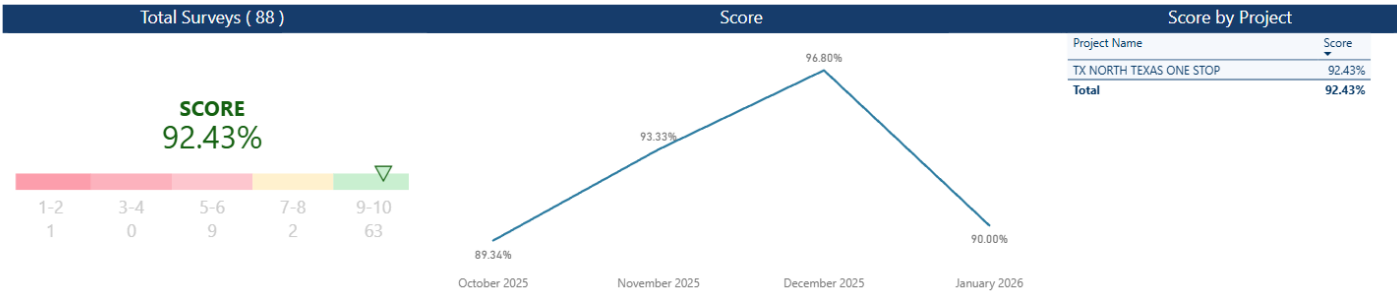
#### Outcomes

Randolph quickly found full-time employment. His success is a testament that Workforce Solutions North Texas has the staff and available resources to help those who need assistance.

## 92.43% Positive October 2025-January 2026 Survey Results

Survey Date: 10/1/2025 to 1/31/2026 | Project Name: TX NORTH TEXAS ONE STOP | RD Name: All

Prior to 10/15/2025 | On or After 10/15/2025



| Survey Date | What are the primary reasons for the score you gave?                                                                                                  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/15/25    | Easy to use.                                                                                                                                          |
| 10/15/25    | Tracy is amazing! She helped me get everything worked out for unemployment with the Federal Government shutdown                                       |
| 10/16/25    | Stacey Lingbeek is a dynamic, energetic and really positive person. She made the classes fun and informative.                                         |
| 10/16/25    | The professional of the team.                                                                                                                         |
| 10/20/25    | Stacey Lingbeek's assistance and all of the nice personalities of the staff.                                                                          |
| 10/21/25    | Staff is kind and professional                                                                                                                        |
| 10/22/25    |                                                                                                                                                       |
| 10/24/25    | Great customer service and all of my questions were answered                                                                                          |
| 10/24/25    | Stacey Lingbeek is just great at teaching her classes. She is upbeat, knowledgeable and fun. She gives really good information and makes it personal. |
| 10/27/25    | helpfulness and friendliness                                                                                                                          |
| 10/28/25    | Good communication from the teacher.                                                                                                                  |
| 10/30/25    | The ladies that work here go above and beyond to help in anyway.                                                                                      |
| 11/03/25    |                                                                                                                                                       |
| 11/04/25    | The people.                                                                                                                                           |
| 11/05/25    | Helped me during a time of need                                                                                                                       |
| 11/12/25    | been 8 years last work                                                                                                                                |
| 11/18/25    |                                                                                                                                                       |
| 11/19/25    |                                                                                                                                                       |
| 11/19/25    | Very understanding in my situation and help with best way to find the proper job that would work best for me.                                         |
| 11/20/25    | She was very helpful                                                                                                                                  |
| 11/21/25    | very good and easy                                                                                                                                    |
| 11/24/25    | They have always been helpful when I was previously on unemployment and helping me find a job today.                                                  |



|          |                                                                                                                                                                                                                         |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/26/25 | Mrs. Debra in Bowie and Mrs. Elizabeth in Wichita fall have been very kind and helpful                                                                                                                                  |
| 12/03/25 | very helpful                                                                                                                                                                                                            |
| 12/04/25 | Stacey was a great instructor, helpful and understanding, and brought real world experiences to the training.                                                                                                           |
| 12/05/25 | It gives me the ability to learn more about a job                                                                                                                                                                       |
| 12/11/25 | slow work                                                                                                                                                                                                               |
| 12/12/25 |                                                                                                                                                                                                                         |
| 12/12/25 | Friendly environment                                                                                                                                                                                                    |
| 12/12/25 | Great information! I wish I had this information years ago when I started my career.                                                                                                                                    |
| 12/15/25 | Very helpful and fast                                                                                                                                                                                                   |
| 12/15/25 | very helpful and kind                                                                                                                                                                                                   |
| 12/17/25 | Gabriella is very knowledgeable and willing to share. She had great suggestions. In addition, it became obvious she was also evaluating my presence and had suggestions (ex: smile) to show personality. She nailed it. |
| 12/19/25 | Great help                                                                                                                                                                                                              |
| 12/22/25 | friendly Staff and very helpful                                                                                                                                                                                         |
| 12/22/25 | Jo Ann was so helpful with my Resume, and applying for a position today, she was so patience, and thoughtful even though we were rushed for time                                                                        |
| 12/27/25 | Great customer service                                                                                                                                                                                                  |
| 12/29/25 | Customer service rep was very vague                                                                                                                                                                                     |
| 12/30/25 | These people really want to see everyone succeed in whatever path they decide to choose.                                                                                                                                |
| 12/30/25 | Very professional                                                                                                                                                                                                       |
| 12/31/25 | Amazing ladies who are so very helpful!                                                                                                                                                                                 |
| 01/02/26 |                                                                                                                                                                                                                         |
| 01/06/26 | Everyone is so much help trying to help me get into a CDL course and I appreciate it all so much really nice when people care                                                                                           |
| 01/08/26 | Help when I needed it                                                                                                                                                                                                   |
| 01/08/26 | Jean is excellent at her job                                                                                                                                                                                            |
| 01/14/26 |                                                                                                                                                                                                                         |
| 01/14/26 | Understanding                                                                                                                                                                                                           |
| 01/15/26 | The virtual appointment was convenient and well organized, and my questions were answered clearly. I felt supported throughout the process.                                                                             |
| 01/15/26 | This Agency was professional, prompt courteous and provided the exact information I needed. Thank you, Texas Workforce Commission,                                                                                      |
| 01/22/26 | Everyone was very helpful and patient                                                                                                                                                                                   |
| 01/22/26 | friendly service                                                                                                                                                                                                        |
| 01/27/26 | great help.                                                                                                                                                                                                             |

FY2026

  
**WORKFORCE SOLUTIONS**  
 NORTH TEXAS

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**2026 BOARD BUDGET & EXPENDITURES**

10/01/2025- 09/30/2026

Last Year's

| Workforce Programs                 | FY 26 Funds          |                                    | FY2025                 | FY2026                 |
|------------------------------------|----------------------|------------------------------------|------------------------|------------------------|
|                                    |                      |                                    | Estimated Expenditures | Estimated Expenditures |
|                                    |                      | <b>Personnel Cost</b>              |                        |                        |
| Board Service Award BSA            | \$ -                 | Salaries                           | \$ 546,110             | \$ 603,601             |
| Child Care CCF                     | \$ 9,149,676         | Fringe/Retirement Plan             | \$ 282,652             | \$ 300,737             |
| Child Care CCQ                     | \$ 627,387           | <b>Total</b>                       | <b>\$ 828,762</b>      | <b>\$ 904,338</b>      |
| Child Care 4% Quality CQF          | \$ 597,334           |                                    |                        |                        |
| Child Care Match CCM               | \$ 571,808           | <b>Occupancy Cost</b>              |                        |                        |
| Child Care PRS CCP                 | \$ 599,817           | *Office Rental, utilities, R & M   | \$ 49,804              | \$ 55,000              |
| Military to Civilian MTC           | 176,571              | <b>Total</b>                       | <b>\$ 49,804</b>       | <b>\$ 55,000</b>       |
| Navigator SHN                      | \$ 113,000           |                                    |                        |                        |
| Rapid Response WOR                 | \$ 16,270            | <b>IT Support Costs</b>            |                        |                        |
| Re-employment REA                  | 350,336              | Equipment Purchase/Supplies        | \$ 13,230              | \$ 8,700               |
| Resource Admin Grant RAG           | \$ -                 | Computer Software/Licenses         | \$ 19,057              | \$ 21,000              |
| Small Board WOO                    | \$ 3,252             | Computers support/Network          | \$ 8,666               | \$ 9,000               |
| SNAP-FSE&T SNE                     | \$ 112,142           | <b>Total</b>                       | <b>\$ 40,953</b>       | <b>\$ 38,700</b>       |
| TANF/Choices TAF                   | \$ 879,132           |                                    |                        |                        |
| Trade TRA                          | \$ 5,000             | <b>General Expense</b>             |                        |                        |
| TRPN                               | \$ 100,000           | Professional memberships           | \$ 2,007               | \$ 5,800               |
| Veterans TVC                       | \$ 20,900            | Insurance-Office/yr.               | \$ 1,325               | \$ 1,500               |
| VR Infrastructure COL              | \$ 158,497           | Office Supplies                    | \$ 17,889              | \$ 17,950              |
| VR PWE                             | \$ 187,500           | Postage                            | \$ 651                 | \$ 800                 |
| VR SEAL                            | \$ 89,482            | Printing                           | \$ 441                 | \$ 550                 |
| Wagner-Peyser WPA                  | \$ 7,152             | Telephone                          | \$ 7,847               | \$ 8,800               |
| WIOA Adult WOA                     | \$ 518,911           | <b>Total</b>                       | <b>\$ 30,160</b>       | <b>\$ 35,400</b>       |
| WIOA DW WOD                        | \$ 617,803           |                                    |                        |                        |
| WIOA Youth WOY                     | \$ 573,812           | <b>Professional Services</b>       |                        |                        |
| Workforce Comm Initiatives WC      | \$ 42,257            | Audit Fees                         | \$ 24,498              | \$ 30,000              |
|                                    |                      | Professional Services (Monitoring) | \$ 64,484              | \$ 65,000              |
|                                    |                      | Legal                              | \$ -                   |                        |
|                                    |                      | WCTXCOG Payroll Fee                | \$ 40,830              | \$ 45,000              |
|                                    |                      | Fiscal Agent Fee                   | \$ 131,043             | \$ 145,000             |
|                                    |                      | <b>Total</b>                       | <b>\$ 260,856</b>      | <b>\$ 285,000</b>      |
|                                    |                      | <b>Staff Development/Travel</b>    |                        |                        |
|                                    |                      | Registration Fees                  | \$ 15,330              | \$ 16,500              |
|                                    |                      | Staff Travel                       | \$ 38,619              | \$ 39,000              |
|                                    |                      | Board Expense - Mtg meals, etc.    | \$ 1,838               | \$ 2,000               |
|                                    |                      | Board Member Travel                | \$ 1,445               | \$ 2,000               |
|                                    |                      | <b>Total</b>                       | <b>\$ 57,232</b>       | <b>\$ 59,500</b>       |
|                                    |                      | <b>Marketing</b>                   |                        |                        |
|                                    |                      | Advertising                        | \$ 552                 | \$ 2,600               |
|                                    |                      | <b>Total</b>                       | <b>\$ 552</b>          | <b>\$ 2,600</b>        |
| <b>2026 Board Funding</b>          | <b>\$ 15,518,039</b> |                                    |                        |                        |
| <b>2026 Subrecipient contracts</b> | <b>\$ 13,366,730</b> |                                    |                        |                        |
| <b>2026 Board Expenditures</b>     | <b>\$ 1,380,538</b>  |                                    |                        |                        |
| <b>2026 Infrastructure Cost</b>    | <b>\$ 770,771</b>    | <b>Grand Total</b>                 | <b>\$ 1,268,319</b>    | <b>\$ 1,380,538</b>    |

Report on the Single  
Audit Evaluation  
of:

**Rolling Plains Management  
Corporation of Baylor, Cottle, Foard,  
Hardeman, and Wilbarger Counties**

In their capacity of Child Care Contractor of the  
**Workforce Solutions North Texas Board**

# R eport Demographics

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**Report Number:** RPMC-AUDITFYE24

**Report Type:** FINAL

**Report Issue Date:** January 29, 2026

**Review Type:** Single Audit Evaluation

**Review Population:** Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman, and Wilbarger Counties (RPMC)  
In their capacity of Child Care Contractor in the **North Texas Workforce Development Area**

**Applicable Period:** For the Years Ended November 30, 2024

**Review Conducted by:** Diaz, Smith, and Associates

**Report Developed by:** Sujuane Smith

## Report Review and Approval:

---

**Reviewed by:**  
Printed Name: Sharon Hulcy Printed Title: Contract Manager

Signature: *Sharon Hulcy* Date: 2/2/2026

---

**Approved by:**  
Printed Name: Lisa McDaniel Printed Title: Executive Director

Signature: *Lisa McDaniel* Date: 02/02/2026

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# S ingle Audit Review

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This single audit evaluation of the *Rolling Plains Management Corporation* (RPMC) was conducted on behalf of *Workforce Solutions North Texas* (the Board). The review was performed to assess the reliability of review period fiscal data. Additionally, the review evaluated the degree of compliance with the applicable Board contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls.

DSA reviewed the *Rolling Plains Management Corporation Financial Statements and Independent Auditor's Report as of and for the Years Ended November 30, 2024*; **Also included:** *Schedule of Expenditures of Federal Awards and Independent Auditors Reports Required by Government Auditing Standards and the Uniform Guidance for the year ended November 30, 2024*; **and** *Schedule of Expenditures of State Awards and Independent Auditors Reports Required by the Uniform Grant Management Standards for the State of Texas for the year ended November 30, 2024*. The report was issued July 29, 2025 by MWH Group, P.C. with no findings and/or questioned costs indicated.

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*Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.*

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# Audit Report Review

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| GENERAL INFORMATION |                                                                                                   |                                                                                                                                                                                                                                 |
|---------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| G-1                 | Auditee                                                                                           | RPMC                                                                                                                                                                                                                            |
| G-2                 | Audit Period                                                                                      | FYE 11/30/24                                                                                                                                                                                                                    |
| G-3                 | Auditor(s) or Audit Organization(s) (primary and secondary auditors, if applicable) and location  | MWH Group, P.C.<br>624 Indiana<br>Wichita Falls, TX 76307                                                                                                                                                                       |
| G-4                 | Date of Compliance Report (and date of financial statement report, if different)                  | July 29, 2025                                                                                                                                                                                                                   |
| G-5                 | “FAC Accepted Date” for use in answering question DR-26                                           | August 26, 2025                                                                                                                                                                                                                 |
| G-6                 | Federal funding agencies with Direct Expenditures                                                 | -Capital Assist Program for Elderly Persons w/ Disabilities<br>-DOE/OIL Overage Weatherization Assistance<br>-Low-Income Home Energy Assistance Program – Weatherization Assistance and Comprehensive Energy Assistance Program |
| G-7                 | Personnel contacted during Review (including contact information, reasons contacted, and results) | N/A                                                                                                                                                                                                                             |

| OVERALL CONCLUSIONS                                                                                                                    |                                                                                                                                                                          |                               |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------|
| C-1. Based on our review, the rating assigned to the auditor’s report(s), including the Schedule of Findings and Questioned Costs, is: | Reporting package contains no quality deficiencies or only minor quality deficiencies that do not require corrective action.                                             | <b>Pass</b>                   | <input checked="" type="checkbox"/> |
|                                                                                                                                        | Reporting package contains quality deficiencies that should be brought to the attention of the auditor (and auditee, where appropriate) for correction in future audits. | <b>Pass with Deficiencies</b> | <input type="checkbox"/>            |
|                                                                                                                                        | Reporting package contains quality deficiencies that may affect the reliability of the audit and which must be corrected in the audit/reporting package under review.    | <b>Fail</b>                   | <input type="checkbox"/>            |

|                                                                                                                                                                                                                                                                                                    |                                            |            |           |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------|-----------|------------|
| <b>C-2.</b> Based on our review, the auditee's Schedule of Expenditures of Federal Awards, Corrective Action Plan, and Summary Schedule of Prior Audit Findings appropriately present the elements required by the Uniform Guidance, and Form SF-SAC accurately reflects the results of the audit: | <b>Section</b>                             | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|                                                                                                                                                                                                                                                                                                    | Schedule of Expenditures of Federal Awards | [ X ]      | [ ]       | [ ]        |
|                                                                                                                                                                                                                                                                                                    | Corrective Action Plan                     | [ ]        | [ ]       | [ X ]      |
|                                                                                                                                                                                                                                                                                                    | Summary Schedule of Prior Audit Findings   | [ ]        | [ ]       | [ X ]      |
|                                                                                                                                                                                                                                                                                                    | Form SF-SAC                                | [ ]        | [ ]       | [ X ]      |

|                                                                                                                                                                     |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>C-3.</b> Describe any quality deficiencies that were identified during the review (with reference to applicable DR question) and the reviewer's recommendations. | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|

|                                                                                                    |     |
|----------------------------------------------------------------------------------------------------|-----|
| <b>C-4.</b> If applicable, describe any reasons why a quality control review should be considered. | N/A |
|----------------------------------------------------------------------------------------------------|-----|

|                                                                                                                                                                                                                        |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>C-5.</b> There [ ] are or [ ] are not issues (e.g., audit quality issues, findings, management letter observations) that should be brought to the attention of appropriate management officials. (Describe issues.) | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|

## QUALIFICATIONS AND INDEPENDENCE

| Question                                                                                                                                                                                                                                                                                                                                                                    | Criteria                            | Yes | No | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|----|-----|
| DR-1<br>Is the report free of indications that the auditor is not independent or is not qualified to perform the audit? <i>[Note: Reviewers may wish to answer this question after completion of the checklist. If a question arises concerning the licensing of a public accountant, State licensing authorities should be able to provide the necessary information.]</i> | GAS 3.02-.59, 3.69-.75; AU-C 200.15 | X   |    |     |

# REPORTING

## Opinion on the Financial Statements and Schedule of Expenditures of Federal Awards

| Question |                                                                                                                                                                                                                                                                                                                                                                                                                                                | Criteria                                                | Yes | No | N/A |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----|----|-----|
| DR-2     | Did the auditor determine whether management properly defined the entity to be audited?                                                                                                                                                                                                                                                                                                                                                        | AAG-GAS 6.15                                            | X   |    |     |
| DR-3     | Do the financial statements reflect the financial position, results of operations or changes in net position (or equivalent), and, where appropriate, the cash flows of the entity for the fiscal year audited, or was the auditor's report appropriately modified?                                                                                                                                                                            | 2 CFR 200.510(a)                                        | X   |    |     |
| DR-4     | Does the Independent Auditor's Report contain the following required elements:                                                                                                                                                                                                                                                                                                                                                                 | 2 CFR 200.515(a)                                        |     |    |     |
| DR-4b    | A statement that management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error? | AU-C 700.27; AAG-GAS 4.48(f)                            | X   |    |     |
| DR-4c    | A statement that the audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States?                                                                                                                                                         | GAS 2.23-2.24, 4.18; AU-C 700 .31, .42; AAG-GAS 4.48(i) | X   |    |     |
| DR-4d    | An opinion (or disclaimer of opinion) regarding whether the financial statements are fairly presented, in all material respects, in accordance with the applicable reporting framework?                                                                                                                                                                                                                                                        | AU-C 700 .34-.36                                        | X   |    |     |

| Question |                                                                                                                                                                                                                                      | Criteria                     | Yes | No | N/A |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----|----|-----|
| DR-4e    | Identification of the applicable reporting framework and its origin (for example, accounting principles generally accepted in the United States of America)?                                                                         | AU-C 700.36, 800.15, .18     | X   |    |     |
| DR-4f    | A reference to the separate report on internal control over financial reporting and on compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters prepared in accordance with GAGAS? | GAS 4.22                     | X   |    |     |
| DR-4g    | The manual or printed signature of the primary auditor or audit organization?                                                                                                                                                        | AU-C 700.39; AAG-GAS 4.48(x) | X   |    |     |
| DR-4h    | The city and state where the primary auditor or audit organization practices? [Note: It is sufficient if city and state are included in auditor's letterhead.]                                                                       | AU-C 700.40; AAG-GAS 4.48(y) | X   |    |     |
| DR-4i    | The date of the audit report?                                                                                                                                                                                                        | AU-C 700.41; AAG-GAS 4.48(z) | X   |    |     |

**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards**

| Question |                                                                                                                                                                                                                                                                                                                              | Criteria                                  | Yes | No | N/A |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|----|-----|
| DR-5     | Do(es) the report(s) on compliance and internal control over financial reporting contain the following required elements:                                                                                                                                                                                                    | 2 CFR 200.515(b)                          |     |    |     |
| DR-5a    | A statement that the audit was conducted in accordance with auditing standards generally accepted in the United States of America and with the standards applicable to financial audits contained in <i>Government Auditing Standards</i> issued by the Comptroller General of the United States?                            | GAS 4.18; AAG-GAS 4.54(d)                 | X   |    |     |
| DR-5b    | A statement that the auditor considered the entity's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control? | AU-C 265 .14(c)(i)-(iii); AAG-GAS 4.54(f) | X   |    |     |

| Question |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Criteria                                  | Yes | No | N/A |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|----|-----|
| DR-5c    | The definition of the term “material weakness,” and, when relevant, the definition of the term “significant deficiency”?                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AU-C 265 .14(a);<br>AAG-GAS 4.54(g)       | X   |    |     |
| DR-5d    | A statement that explains the auditor's consideration of the internal control was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified?                                                                                                                                                                                                                                                                  | AU-C 265 .14(c)(iv);<br>AAG-GAS 4.54(h-j) | X   |    |     |
| DR-5e    | If applicable, a description of the significant deficiencies and material weaknesses and an explanation of their potential effects or a reference to the applicable schedule of findings and questioned costs?                                                                                                                                                                                                                                                                                                                                                                     | AU-C 265 .14(b);<br>AAG-GAS 4.54(i-j)     |     |    | X   |
| DR-5f    | If no material weaknesses were identified, a statement that given the limitations described in DR-5d the auditor did not identify any deficiencies in internal control that are considered to be material weaknesses, although material weaknesses may exist that have not been identified? [Note: If no significant deficiencies or material weaknesses were identified, the sentence above would be combined into a paragraph with DR-5d.]                                                                                                                                       | AAG-GAS 4.54(h-i)                         | X   |    |     |
| DR-5g    | A statement that, as part of obtaining reasonable assurance about whether the entity's financial statements are free from material misstatement, the auditor performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which would have a direct and material effect on the determination of financial statement amounts and a statement that providing an opinion on compliance with those provisions was not an objective of the audit, and accordingly, the auditor does not express such an opinion? | GAS 4.20; AAG-GAS 4.54(l)                 | X   |    |     |

| Question |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Criteria                        | Yes | No | N/A |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----|----|-----|
| DR-5h    | A statement (1) whether the results of tests disclosed instances of noncompliance or other matters that are required to be reported under <i>Government Auditing Standards</i> , and, if they are, (2) a reference to the schedule of findings and questioned costs?                                                                                                                                                                                                                                                                 | GAS 4.23; AAG-GAS 4.54(m-n)     |     |    | X   |
| DR-5i    | If applicable, a statement that the audited entity's response to the findings identified in the audit are described in the accompanying schedule and the response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, the auditor does not express an opinion on it?                                                                                                                                                                                                     | AU-C 265.A33; AAG-GAS 4.54(q-r) |     |    | X   |
| DR-5j    | A statement that (1) the purpose of the report is solely to describe the scope of the testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, (2) this report is an integral part of an audit performed in accordance with <i>Government Auditing Standards</i> in considering the entity's internal control and compliance, and (3) accordingly, this communication is not suitable for any other purpose? | AU-C 905.11; AAG-GAS 4.54(t)    | X   |    |     |
| DR-5k    | The manual or printed signature of the primary auditor or audit organization?                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AU-C 700.39; AAG-GAS 4.54(u)    | X   |    |     |
| DR-5l    | The city and state where the primary auditor or audit organization practices? [Note: It is sufficient if city and state are included in auditor's letterhead.]                                                                                                                                                                                                                                                                                                                                                                       | AU-C 700.40; AAG-GAS 4.54(v)    | X   |    |     |
| DR-5m    | The date of the auditor's report?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AU-C 700.41; AAG-GAS 4.54(w)    | X   |    |     |

| Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance |                                                                                                                                                                                                                                                                                                                                                                                       |                                   |     |    |     |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----|----|-----|
| Question                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                       | Criteria                          | Yes | No | N/A |
| DR-6                                                                                                                                | Do(es) the report(s) on compliance and internal control over each major Federal programs contain the following required elements:                                                                                                                                                                                                                                                     | 2 CFR 200.515( c)                 |     |    |     |
| DR-6a                                                                                                                               | An introductory paragraph that includes the following: (1) identification of the one or more government programs covered by the compliance audit or reference to a separate schedule containing that information, (2) identification of the applicable compliance requirements or a reference to where they can be found, and (3) identification of the period covered by the report? | AU-C 935 .30(c); AAG-GAS 13.26(d) | X   |    |     |

| Question |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Criteria                                                           | Yes | No | N/A |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----|----|-----|
| DR-6b    | A statement that the compliance audit was conducted in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in <i>Government Auditing Standards</i> issued by the Comptroller General of the United States, and the governmental audit requirement (audit requirements of the Title 2 U.S. CFR Part 200, <i>Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards</i> )?                | 2 CFR 200.514(a);<br>AU-C 935 .30(e)(ii);<br>AAG-GAS 13.26 (f)(ii) | X   |    |     |
| DR-6c    | If noncompliance results in a modified opinion, a section with an appropriate subheading, indicating the basis for the modified opinion that includes a description of such noncompliance, or a reference to a description of such noncompliance in an accompanying schedule?                                                                                                                                                                                                                                              | AU-C 935 .30(f);<br>AAG-GAS 13.26 (h)                              |     |    | X   |
| DR-6d    | An opinion on whether the entity complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major Federal programs?                                                                                                                                                                                                                                                                                                                         | AU-C 935 .30(g);<br>AAG-GAS 13.26 (g-i)                            | X   |    |     |
| DR-6e    | If other noncompliance is identified that does not result in a modified opinion but that is required to be reported by the governmental audit requirement (Uniform Guidance), an other-matter paragraph that includes a description of such noncompliance or a reference to an accompanying schedule?                                                                                                                                                                                                                      | AU-C 935 .30(h);<br>AAG-GAS 13.26 (j)                              |     |    | X   |
| DR-6f    | A statement that the auditee's management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements.                                                                                                                                                                                                                                                                                                                                            | AAG-GAS 13.26(k)(i)                                                | X   |    |     |
| DR-6g    | A statement that in planning and performing the compliance audit, the auditor considered the auditee's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major program, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance? | AU-C 935 .31(b);<br>AAG-GAS 13.26 (k)(ii)                          | X   |    |     |

| Question |                                                                                                                                                                                                                                                                                                                             | Criteria                                              | Yes | No | N/A |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----|----|-----|
| DR-6h    | A definition of <i>deficiency in internal control over compliance</i> and <i>material weakness in internal control over compliance</i> ?                                                                                                                                                                                    | AU-C 935.31(e);<br>AAG-GAS 13.26<br>(k)(iv)           | X   |    |     |
| DR-6i    | A statement that the auditor's consideration of the internal control over compliance was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses in internal control over compliance?                                                                   | AU-C 935 .31(d);<br>AAG-GAS 13.26<br>(k)(v)           | X   |    |     |
| DR-6j    | If no material weaknesses in internal control over compliance were identified, a statement to that effect?                                                                                                                                                                                                                  | AU-C 935 .31(h);<br>AAG-GAS 13.26<br>(k)(vi- vii)     | X   |    |     |
| DR-6k    | A description of any identified material weaknesses in internal control over compliance or a reference to an accompanying schedule containing such a description?                                                                                                                                                           | AU-C 935 .31(f);<br>AAG-GAS 13.26<br>(k)(ix)          |     |    | X   |
| DR-6l    | If significant deficiencies in internal control over compliance were identified, (1) the definition of significant deficiency in internal control over compliance and (2) a description of the deficiencies or a reference to the accompanying schedule containing such a description?                                      | AU-C 935 .31(g);<br>AAG-GAS 13.26<br>(k)(viii)        |     |    | X   |
| DR-6m    | Statement that (1) the purpose of the report on internal control over compliance is solely to describe the scope of the testing of internal control over compliance and the result of that testing based on the requirements of the Uniform Guidance and 2) accordingly, this report is not suitable for any other purpose? | AU-C 935 .30(i),<br>.31(i) ); AAG-GAS<br>13.26(k)(xi) | X   |    |     |
| DR-6n    | The manual or printed signature of the primary auditor or audit organization?                                                                                                                                                                                                                                               | AU-C 935 .30(j)                                       | X   |    |     |
| DR-6o    | The city and state where the primary auditor or audit organization practices?<br>[Note: It is sufficient if city and state are included in auditor's letterhead.]                                                                                                                                                           | AU-C 935 .30(k)                                       | X   |    |     |
| DR-6p    | The date of the auditor's report?                                                                                                                                                                                                                                                                                           | AU-C 935 .30(l)                                       | X   |    |     |

## Schedule of Expenditures of Federal Awards (SEFA)

*[Note: Preparation of the SEFA is the responsibility of the auditee.]*

| Question |                                                                                                                                                                                                                                                                                                      | Criteria                   | Yes | No | N/A |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|----|-----|
| DR-7     | Did the auditor, in either an other-matter paragraph or a separate report on the supplementary information, issue an opinion (or disclaimer of opinion) on whether the SEFA is fairly stated, in all material respects, in relation to the financial statements as a whole?                          | AU-C 725.09(e)-(f), 725.11 | X   |    |     |
| DR-8     | Does the reporting package contain a SEFA that:                                                                                                                                                                                                                                                      |                            |     |    |     |
| DR-8a    | Lists individual Federal programs by Federal agency and, for a cluster of programs (as defined in 2 CFR 200.17), lists individual Federal programs within the cluster? For R&D, awards expended shall be shown either by individual award or by Federal agency and major subdivision?                | 2 CFR 200.510 (b)(1)       | X   |    |     |
| DR-8b    | Identifies, for Federal awards received as a subrecipient, the name of the pass-through entity and the identifying number assigned by the pass-through entity?                                                                                                                                       | 2 CFR 200.510 (b)(2)       | X   |    |     |
| DR-8c    | Provides the total Federal awards expended for each individual Federal program as defined by 2 CFR 200.502 and the CFDA number or other identifying number when the CFDA number is not available? For a cluster of programs, also provides the total for the cluster?                                | 2 CFR 200.510 (b)(3)       | X   |    |     |
| DR-8d    | Includes the total amount provided to subrecipients from each Federal program?                                                                                                                                                                                                                       | 2 CFR 200.510 (b)(4)       | X   |    |     |
| DR-8e    | Identifies the total Federal awards expended for the loan or loan guarantee programs in the schedule?                                                                                                                                                                                                | 2 CFR 200.510 (b)(5)       |     |    | X   |
| DR-8f    | Includes notes that describe (1) significant accounting policies used in preparing the schedule, (2) whether or not the auditee elected to use the 10% de minimis cost rate as covered in 2 CFR 200.414, and (3) the balances of loan or loan guarantees outstanding at the end of the audit period? | 2 CFR 200.510 (b)(5-6)     | X   |    |     |

## Schedule of Findings and Questioned Costs

### Section I – Summary of Auditor’s Results

|       | Question                                                                                                                                                                                                                        | Criteria                   | Yes | No | N/A |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|----|-----|
| DR-9  | Does the schedule of findings and questioned costs include a summary of auditor’s results section containing the following elements, and are these elements accurately reported based on the contents of the reporting package: |                            |     |    |     |
| DR-9a | Type of opinion(s) issued on whether the financial statements audited were prepared in accordance with GAAP?                                                                                                                    | 2 CFR 200.515 (d)(1)(i)    | X   |    |     |
| DR-9b | A statement whether the audit disclosed any significant deficiencies or material weaknesses in internal control over financial reporting?                                                                                       | 2 CFR 200.515 (d)(1)(ii)   | X   |    |     |
| DR-9c | A statement whether the audit disclosed any noncompliance that is material to the auditee’s financial statements?                                                                                                               | 2 CFR 200.515 (d)(1)(iii)  | X   |    |     |
| DR-9d | Type of report the auditor issued on the auditee’s compliance for major programs?                                                                                                                                               | 2 CFR 200.515 (d)(1)(v)    | X   |    |     |
| DR-9e | A statement whether the audit disclosed any significant deficiencies or material weaknesses in internal controls over major programs?                                                                                           | 2 CFR 200.515 (d)(1)(iv)   | X   |    |     |
| DR-9f | A statement whether the audit disclosed any audit findings which the auditor is required to report under 2 CFR 200.516(a)?                                                                                                      | 2 CFR 200.515 (d)(1)(vi)   | X   |    |     |
| DR-9g | Identification of major programs by listing each individual major program; however in the case of a cluster of programs only the cluster name as shown on the SEFA is required?                                                 | 2 CFR 200.515 (d)(1)(vii)  | X   |    |     |
| DR-9h | Dollar threshold used to distinguish between Type A and Type B programs as described in 2 CFR 200.518(b)(1) or (b)(3) when a recalculation of the Type A threshold is required for large loan or loan guarantees?               | 2 CFR 200.515 (d)(1)(viii) | X   |    |     |
| DR-9i | A statement whether the auditee qualified as a low-risk auditee?                                                                                                                                                                | 2 CFR 200.515 (d)(1)(ix)   | X   |    |     |

| <i>Section 2 – Findings related to the financial statements</i>     |                                                                                                                                                                                                                                                                                                                                 |                                               |            |           |            |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------|-----------|------------|
| <b>Question</b>                                                     |                                                                                                                                                                                                                                                                                                                                 | <b>Criteria</b>                               | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| DR-10                                                               | Does the schedule of findings and questioned costs contain the findings relating to the financial statements which are required to be reported in accordance with GAGAS? If so, were the elements of the findings presented in accordance with GAGAS?                                                                           | 2 CFR 200.515 (d)(2); GAS 4.10-.14, 4.23-0.29 |            | X         |            |
| <i>Section 3 – Findings and questioned costs for Federal awards</i> |                                                                                                                                                                                                                                                                                                                                 |                                               |            |           |            |
| <b>Question</b>                                                     |                                                                                                                                                                                                                                                                                                                                 | <b>Criteria</b>                               | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| DR-11                                                               | Is the reporting package free of indications that the schedule of findings and questioned costs is missing any of the findings related to Federal awards which are required to be reported in accordance with 2 CFR 200.516(a)?                                                                                                 | 2 CFR 200.515 (d)(3)                          |            |           | X          |
| DR-12                                                               | Are internal control deficiencies, instances of noncompliance, questioned costs, or suspected fraud which relate to the same issue presented as one audit finding?                                                                                                                                                              | 2 CFR 200.515 (d)(3)(i)                       |            |           | X          |
| DR-13                                                               | Are audit findings which relate to both the financial statements and Federal awards reported in both the financial statement and Federal award sections of the schedule? <i>[Note: One section may simply refer to the other section, as long as the referred section contains all of the information identified in DR-14.]</i> | 2 CFR 200.515 (d)(3)(ii)                      |            |           | X          |

| Presentation of the Audit Findings |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |     |    |     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|----|-----|
| Question                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Criteria                             | Yes | No | N/A |
| DR-14                              | Are the Federal findings presented in sufficient detail with the following information:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |     |    |     |
| DR-14a                             | A reference number for each finding in the format meeting the requirements of the data collection form submission?                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2 CFR 200.516©                       |     |    | X   |
| DR-14b                             | Federal program and specific Federal award identification, including the CFDA title and number, Federal award identification number and year, name of Federal agency, and name of applicable pass-through entity. When information such as the CFDA title and number or Federal award identification number is not available, the auditor must provide the best information available to describe the Federal award. <i>[Note: The finding may refer to the award information presented in the SEFA, as long as the SEFA contains all of the information identified in DR-8.]</i> | 2 CFR 200.516 (b)(1)                 |     |    | X   |
| DR-14c                             | The criteria or specific requirement upon which the audit finding is based, including the Federal statutes, regulations, or the terms and conditions of the Federal awards?                                                                                                                                                                                                                                                                                                                                                                                                       | 2 CFR 200.516 (b)(2); GAS 4.11       |     |    | X   |
| DR-14d                             | The condition found, including facts that support the deficiency identified in the audit finding?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2 CFR 200.516 (b)(3); GAS 4.12       |     |    | X   |
| DR-14e                             | A statement of cause that identifies the reason or explanation for the condition or the factors responsible for the difference between the situation that exists (condition) and the required or desired state (criteria), which may also serve as a basis for recommendations for corrective action.                                                                                                                                                                                                                                                                             | 2 CFR 200.516 (b)(4); GAS 4.13       |     |    | X   |
| DR-14f                             | The possible asserted effect to provide sufficient information to the auditee and Federal agency, or pass-through entity in the case of a subrecipient, to permit them to determine the cause and effect to facilitate prompt and proper corrective action?                                                                                                                                                                                                                                                                                                                       | 2 CFR 200.516 (b)(5);GAS 4.13 - 4.14 |     |    | X   |
| DR-14g                             | The identification of questioned costs and how the questioned costs were computed? Known questioned costs must be identified by applicable CFDA and award numbers.                                                                                                                                                                                                                                                                                                                                                                                                                | 2 CFR 200.516 (b)(6)                 |     |    | X   |

| Question |                                                                                                                                                                                                 | Criteria                            | Yes | No | N/A |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|----|-----|
| DR-14h   | Information to provide proper perspective for judging the prevalence and consequences of the audit findings, such as whether the finding represents an isolated instance or a systemic problem? | 2 CFR 200.516 (b)(7); GAS 4.29      |     |    | X   |
| DR-14i   | The identification of whether the audit finding was a repeat of a finding in the immediately prior audit and if so any applicable prior year audit finding numbers.                             | 2 CFR 200.516 (b)(8);               |     |    | X   |
| DR-14j   | Recommendations to prevent future occurrences of the deficiency identified in the audit finding?                                                                                                | 2 CFR 200.516 (b)(9); GAS 4.28      |     |    | X   |
| DR-14k   | Views of responsible officials of the auditee?                                                                                                                                                  | 2 CFR 200.516 (b)(10);GAS 4.33-4.39 |     |    | X   |

### Corrective Action Plan

*[Note: Preparation of the corrective action plan is the responsibility of the auditee.]*

| Question |                                                                                                                                                                      | Criteria          | Yes | No | N/A |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----|----|-----|
| DR-15    | Was the corrective action plan prepared by the auditee and presented separately from the auditor's findings described in 2 CFR 200.516?                              | 2 CFR 200.511 (c) |     |    | X   |
| DR-16    | Does the corrective action plan include the following for each finding:                                                                                              |                   |     |    |     |
| DR-16a   | Corrective action planned or explanation and specific reasons that the auditee does not agree with the audit findings or believes corrective action is not required? | 2 CFR 200.511(c)  |     |    | X   |
| DR-16b   | Anticipated completion date(s) for corrective action?                                                                                                                | 2 CFR 200.511(c)  |     |    | X   |
| DR-16c   | The auditee contact person(s) responsible for corrective action?                                                                                                     | 2 CFR 200.511(c)  |     |    | X   |

| <b>Summary Schedule of Prior Audit Findings</b>                                 |                                                                                                                                                                                                                  |                  |            |           |            |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-----------|------------|
| <i>[Note: Preparation of the Schedule is the responsibility of the auditee]</i> |                                                                                                                                                                                                                  |                  |            |           |            |
| <b>Question</b>                                                                 |                                                                                                                                                                                                                  | <b>Criteria</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| DR-17                                                                           | If applicable, does the reporting package contain a summary schedule of prior audit findings? <i>[Note: Reviewer should review prior year audit report to verify audit findings are appropriately included.]</i> | 2 CFR 200.511(b) |            |           | X          |

## ANALYSIS OF INFORMATION

| <b>Question</b> |                                                                                                                                                                                                                                                                                                                           | <b>Criteria</b>                        | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------|-----------|------------|
| DR-18           | Was a management letter or other “correspondence with those charged with governance” issued by the auditors? <i>[Note: Request a copy if not included in the reporting package.]</i>                                                                                                                                      | 2 CFR 200.512(e); AU-C 260.16, 265.12b |            |           | X          |
| DR-19           | If a management letter or other correspondence was issued, does the correspondence identify conditions, not reported in the audit report, which met the reporting requirements identified in 2 CFR 200.516(a)? If yes, consider whether the condition(s) need to be forwarded to program management for follow-up action. | 2 CFR 200.516(a)                       |            |           | X          |
| DR-20           | Do(es) the report(s) contain indications of fraudulent or illegal acts or other sensitive matters affecting Federal awards? <i>If yes, consider communicating information with other interested parties.</i>                                                                                                              | GAS 4.25-4.29                          |            | X         |            |
| DR-21           | Do the financial statements and/or the notes to the financial statements or SEFA indicate any conditions that negatively affect Federal awards or that should be reported to Federal officials?                                                                                                                           |                                        |            | X         |            |
| DR-22           | Are any of the auditor’s opinions other than unmodified?                                                                                                                                                                                                                                                                  |                                        |            | X         |            |
| DR-22a          | If the opinion on the financial statement was modified, <i>consider communicating information with other interested parties.</i>                                                                                                                                                                                          |                                        |            |           | X          |
| DR-22b          | If the opinion on compliance was modified for any major Federal program, was a corresponding audit finding disclosed?                                                                                                                                                                                                     | 2 CFR 200.516 (a)(2 & 5)               |            |           | X          |
| DR-23           | Does the summary schedule of prior audit findings indicate any issues which remain uncorrected from the prior year and that need to be brought to the attention of stakeholders?                                                                                                                                          |                                        |            | X         |            |
| DR-24           | Do(es) the report(s) reflect the proper determination of low-risk auditee status? <i>[Note: Reviewer should answer this based on a review of the reporting packages for each of the preceding 2 audit periods.]</i>                                                                                                       | 2 CFR 200.520                          | X          |           |            |

| Question |                                                                                                                                                                     | Criteria                  | Yes | No | N/A |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----|----|-----|
| DR-25    | Did the auditors properly calculate the Type A/B threshold for determination of major Federal programs?                                                             | 2 CFR 200.518(b)          | X   |    |     |
| DR-26    | Did the auditors properly identify the major Federal programs? [Note: All awards within a single CFDA number or within a cluster should be grouped as one program.] | 2 CFR 200.42, .518(e-f)   | X   |    |     |
| DR-27    | Based on the information contained in the audit report, did the auditee and auditor properly complete the Data Collection Form (SF-SAC)?                            | 2 CFR 200.512(b), .514(f) | X   |    |     |
| DR-28    | Did the auditee submit the Data Collection Form (SF-SAC) and the reporting package on time?                                                                         | 2 CFR 200.512(a)          | X   |    |     |

## PROGRAM-SPECIFIC AUDIT

| Question |                                                                                                                                                                                                                                                                                                                                                                       | Criteria                   | Yes | No | N/A |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|----|-----|
| DR-29a   | A SEFA for the program and notes that describe the significant accounting policies used in preparing the schedule, a summary schedule of prior audit findings, and a corrective action plan?                                                                                                                                                                          | 2 CFR 200. 507 (b)(2)      |     |    | X   |
| DR-29b   | An opinion (or disclaimer of opinion) as to whether the financial statement(s) of the Federal program is presented fairly in all material respects in conformity with stated accounting policies?                                                                                                                                                                     | 2 CFR 200.507 (b)(4)(i)    |     |    | X   |
| DR-29c   | A report on internal control related to the Federal program, which must describe the scope of the testing of internal controls and the results of the tests? <i>[Note: The report on internal control and the report on compliance (DR-29d) may be combined into one report.]</i>                                                                                     | 2 CFR 200. 507 (b)(4)(ii)  |     |    | X   |
| DR-29d   | A report on compliance, including an opinion (or disclaimer of opinion) as to whether the auditee complied with laws, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on the Federal program? [Note: The report on compliance and the report on internal control (DR-29c) may be combined into one report.] | 2 CFR 200. 507 (b)(4)(iii) |     |    | X   |
| DR-29e   | A schedule of findings and questioned costs for the federal program, which includes a summary of auditor's results relative to the audit of the federal program and findings and questioned costs?                                                                                                                                                                    | 2 CFR 200. 507 (b)(4)(iv)  |     |    | X   |