

# HANDOUTS

Joint Workforce Development Board & Workforce  
Governing Board Meeting

*August 26, 2020*



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**WORKFORCE SOLUTIONS FOR TARRANT COUNTY  
WORKFORCE DEVELOPMENT BOARD COMMUNICATION**

**Date:** August 26, 2020

<input checked="" type="checkbox"/> Action Item	Submitted by: Bruce Payne, Improvement Committee Chair
<input type="checkbox"/> Briefing Item	
<input checked="" type="checkbox"/> Committee Report	Prepared by: Jann Miles, Planning Director

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**Committee Goal:**

**Goal #4**

Improve the quality of the existing, potential, and future workforce in Tarrant County through strategic partnerships.

**Goal #5**

Develop and offer responsive Business Services to help Tarrant County businesses, especially smaller businesses meet their human resource needs and improve the quality of the workforce available to them.

**Vision Statement for the implementation of Committee Goals 4 and 5 for the 21<sup>st</sup> Century**

*Tarrant Industry and Employers need individuals with middle-skill credentials and competencies. This committee will focus on industries and occupations with the most middle-skill occupational demand in Tarrant County.*

**Action Requested:**

Accept the Workforce Improvement Committee Report from their August 19, 2020 meeting.

**Discussion:**

- The committee had no changes to the meeting summary of September 25, 2019 held at TCC's Opportunity Center.
- The committee heard a summary from Bruce Payne regarding the criteria used for the target occupations approved at the June 2020 meeting. The committee received a communication with the data presented to the Board in June for the addition of three occupations, to the Target List.
- Steven Gonzalez, Business Services Director, discussed the Board acquisition of the customer relation management (CRM) software, *SalesForce*. This software will automate employer contact information and service throughout our Board and center system to accelerate responsiveness and coordination of effort.

The committee watched a short introductory video regarding the CRM software as well as a PowerPoint layout of the goals and implementation timeline for bringing the software on-line for the system. Mr. Gonzalez queried committee members regarding suggestions of data they would like provided as he is in the building stage of the customizable software.

Committee members, Bruce Payne and Robert Sturns both discussed their use and/or knowledge of this type of software in economic development. Mr. Payne, City of Arlington, felt that the ability to gather analytics over time was valuable as was the provision of a common platform for the staff use, which Mr. Gonzalez had explained was still largely being done on excel spreadsheets. Mr. Sturns, City of Fort Worth, explained the city's use of this software to track company recruitment and retention projects as well as tracking the city's COVID effort. Committee member Keith Musket, Talon Industries, Inc. asked whether Business Services would input data from the past or start fresh. Mr. Gonzalez stated we would start fresh so that the data within the system would be as up to date as possible.

There was a discussion of the required time it takes to enter data into this type of program. The committee members, who are also CRM users, commented that to maximize the software, there must be disciplined entry of contact types and outcomes. Committee member Rosa Navejar, The RIOS Group, Inc., thought it important that we were using technology to advance our system knowledge of, and response to, our customers. She also uses CRM software and stated that while it requires consistency in use, it makes managing customer interaction easier.

- The committee heard a briefing on an action item to add Interpreters and Translators to the Target Occupations List. **The committee approved the addition of Interpreters and Translators and has forward the action to the Board for approval in the August 26, 2020 Board packet.** An action item describing this occupation and purpose for adding it to the Board's target list is found separately in the Board's Consent Agenda Items for the August 26, 2020 joint WDB/WGB meeting.
- Committee Chair, Bruce Payne, then led a further committee discussion regarding how the committee vision statement (see above), will be defined as it related to the committee's goals and how the committee would measure success. This question will be taken up at the next committee meeting on September 23rd. Committee member Mr. Muskrat discussed this vision of middle skills considering the impact of COVID and his interest in seeing how COVID is impacting demand for middle skill jobs now. Ms. Navejar discussed the importance of flexible skills. Committee member, Dr. Di Ann Sanchez, DHS HR Consulting, LLC, discussed the importance of communicating information about these demand skills to the public as well as their access to this training.

**Fiscal Impact:** The Target Occupations List defines the occupations for which WIOA training dollars can be spent.

**WORKFORCE SOLUTIONS FOR TARRANT COUNTY  
WORKFORCE DEVELOPMENT BOARD COMMUNICATION**

Date: August 26, 2020

**Action Item**

**Submitted by:** Lillie Biggins, Investment Committee

**Briefing Item**

**Committee Report**

**Prepared by:** Mark Tristan, Director of Finance

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**Action Requested:**

Accept the Investment Committee Report for the meeting on August 21, 2020.

**Discussion:**

***Approve the Minutes from the February 5, 2020 Investment Committee Meeting***

The committee approved the Minutes from the February 5, 2020 meeting.

***Accept the June 2020 Financial Report***

The committee was briefed on and accepted the June 2020 financial report. Overall expenditures for the first three quarters of the fiscal year are at acceptable levels. Staff focused its discussion on the redirection of resources brought upon by the current COVID-19 pandemic. Because customer service has transitioned from in-person to virtual services, the Board needed to make technological upgrades in order to improve system capabilities in such a new environment. Staff was able to access available resources from the Texas Workforce Commission to help offset these expenditures.

Staff also noted that the biggest impact from the pandemic was felt in the Child Care program. Federal funds from the CARES Act were provided to the Board to focus resources to provide services to Essential Workers, alleviate Parents Share of Costs, and offer Enhanced Reimbursements to daycare centers that remained open.

Although the system remains dynamic financially, staff is confident of remaining within budget. It was also explained that any budgeted funds left unspent in these areas will carry forward into next year's budget.

For additional information on this item, please refer to the consent agenda action item communication.

***Approve Fiscal Year 2021 Budget***

Prior to the committee meeting, staff presented the proposed budget for FY21 during the annual Budget Workshop. Initial comparisons to last year's (FY20) budget actually reflect an increase of \$757,133 from last year to the upcoming year, however, it's important to note several factors in regards to the type of funding available. The most significant change in the FY21 proposed budget is the decrease of approximately \$1.5 million in Workforce Innovation and Opportunity Act (WIOA) funding, particularly in the Youth program. These reductions were offset by increases in other programs, as well as carryover funds provided by COVID-19 relief funds. The proposed budget amount for FY21 is \$82,752,313.

For additional information on this item, please refer to the agenda action item communication.

***Approve a Recommendation for a One-Year Contract Extension for Board Legal Services through September 30, 2021 with Taylor, Olson, Adkins, Sralla & Elam, L.L.P.***

Staff presented a recommendation to extend the current contract for legal services through Fiscal Year 2021. The committee approved the recommendation

For additional information on this item, please refer to the consent agenda action item communication.

***Other Business / Adjourn***

Staff briefed the committee that the Board's annual audit report for the fiscal year ended September 30, 2019 would be presented at the August 26<sup>th</sup> Board meeting. The report was clean with no issues identified.

**Fiscal Impact:**

Please refer to specific agenda item communications for the fiscal impact of each item.

**WORKFORCE SOLUTIONS FOR TARRANT COUNTY  
WORKFORCE DEVELOPMENT/GOVERNING BOARD COMMUNICATION**

**Date:** August 26, 2020

**Action Item**                      **Submitted by:** Jack Cummings, Senior Director, Contracts and Budget  
 **Briefing Item**  
 **Committee Report**              **Prepared by:** Jack Cummings, Senior Director, Contracts and Budget

**Action Requested:**

Approval of the Fiscal Year 2021 Budget in accordance with the Workforce Investment Committees Recommendation.

**Discussion:**

The proposed FY 2021 budget was presented in a budget workshop on Friday, August 21, 2020. Members of the Board and other interested parties attended. Following the workshop, the Workforce Investment Committee met and voted to recommend approval of the proposed budget to the Workforce Development Board and the Workforce Governing Board.

The proposed budget is summarized as follows:

**Revenues**

<b>Category</b>	<b>FY 2020 Original</b>	<b>FY 2021 Proposed</b>	<b>Increase / (Decrease)</b>
New Awards	77,786,433	79,513,863	1,727,430.00
Carryover Funds	4,208,747	3,238,450	-970,297.00
<b>Total</b>	<b>81,995,180</b>	<b>82,752,313</b>	<b>757,133.00</b>

**Expenditures**

<b>Category</b>	<b>FY 2020 Original</b>	<b>FY 2021 Proposed</b>	<b>Increase / (Decrease)</b>
Board & System Wide Infrastructure	7,552,355	7,585,346	32,991.00
Rent & Utilities - All Locations	2,109,401	2,254,314	144,913.00
Child Care Services	54,406,912	54,773,209	366,297.00
Workforce Center Operations	7,540,127	7,431,087	-109,040.00
Direct Client Services - Traditionally Funded	5,587,423	5,438,102	-149,321.00
Direct Client Svcs - COVID-19 Recovery Funded		558,400	558,400.00
Ancillary (community-Based) Services	671,675	512,733	-158,942.00
Adult Education & Literacy Services	4,127,287	4,199,122	71,835.00
<b>Total</b>	<b>81,995,180</b>	<b>82,752,313</b>	<b>757,133.00</b>

As shown above, the proposed budget for FY21 reflects an increase in revenues and expenditures of \$757,133, compared to the original budget for FY20. Decreases in the amount of carry-over funds projected to be available for Child Care and Youth programs are responsible

for the carryover reduction of \$970,297 shown in the revenue summary, above. On the expenditure side, a decrease in WIOA Youth funds has resulted in the year-to-year expenditure decreases seen in Workforce Center Operations (-\$109,040) and Direct Client Services - Traditionally Funded (\$149,321), in the chart above.

With regard to the COVID-19 pandemic, it is noteworthy that our Board did receive COVID-relief funding exceeding \$18 million during the current year. The largest portion of those funds, \$16,088,723 was earmarked for child care and funded child care for essential workers, enhanced reimbursement rates for child care providers, and the lowering of the parent's share of costs for qualified clients. COVID relief funds we received also supported workforce services, providing \$1,302,401 for subsidized employment of contact tracing workers, and provided funding for Board technology enhancements in the amount of \$683,100. It is projected that the vast majority of the relief funds will be spent by September 30, 2020, with the exception of \$976,652 which will carry-over into FY 21 for the continuation of contact tracing employment.

With regard to the Board's other fund sources, Adult Education and Literacy is seeing stable year-to-year funding with a 3.8% annual increase year-to-year. One other TWC fund source, a competitively funded ex-offender project will be ending December 31<sup>st</sup>. This project has provided annual funding of \$500,000 for the past few years to serve ex-offenders, but has reached the end of its competitive award period.

Charts providing additional information on both the revenue and expenditure sides of the budget are attached for additional information.

**Fiscal Impact:**

The approval of the annual budget totaling \$82,752,313 for Fiscal Year 2021, which runs from 10/1/2020 through 9/30/2021.

**Workforce Solutions for Tarrant County  
FY 2021 Revenue Summary  
August 26, 2020**

Funds Category / Type	FY 2020 Initial Budget	FY 2020 Current Budget	FY 2021 Budget Amount	Increase / (Decrease)	%
<b><u>I. Child Care</u></b>					
New Awards	53,999,134	52,466,318	57,140,080	3,140,946	
COVID-19		16,088,723			
Carryover	2,750,000	9,325,959	-	(2,750,000)	
<b>Child Care Total</b>	<b>56,749,134</b>	<b>77,881,000</b>	<b>57,140,080</b>	<b>390,946</b>	<b>0.7%</b>
<b><u>II. Workforce Services Funds</u></b>					
New Awards					
WIOA - Adult, Dislocated, Youth, Trade	10,741,786	10,765,435	8,806,782	(1,935,004)	
TANF & SNAP	5,958,249	5,958,249	6,551,982	593,733	
Other - ES, Vets, REA, NCP	1,469,360	1,469,360	1,532,796	63,436	
COVID 19		1,302,401		-	
	18,169,395	19,495,445	16,891,560	(1,277,835)	-7.0%
Carryover					
WIOA - Adult, Dislocated, Youth, Trade	950,000	461,878	1,389,631	439,631	
TANF & SNAP	375,000	435,264	345,300	(29,700)	
Other - ES, Vets, REA, NCP	-	150,707	315,977	315,977	
COVID 19			976,652	976,652	
	1,325,000	1,047,849	3,027,560	1,702,560	128.5%
<b>Workforce Services Total</b>	<b>19,494,395</b>	<b>20,543,294</b>	<b>19,919,120</b>	<b>424,725</b>	<b>2.2%</b>
<b><u>III. Adult Education &amp; Literacy</u></b>					
New Awards	4,803,354	4,803,354	4,901,592	98,238	
Carryover	-	(64,840)	84,500	84,500	
<b>Adult Ed &amp; Literacy Total</b>	<b>4,803,354</b>	<b>4,738,514</b>	<b>4,986,092</b>	<b>182,738</b>	<b>3.8%</b>
<b><u>IV. Other Fund Sources</u></b>					
TWC Funds	596,250	596,250	228,390	(367,860)	
Vocational Rehab Funds	257,500	257,500	430,406	172,906	
Other Entity Funding	94,547	94,547	48,224	(46,323)	
COVID-19	-	683,100	-	-	
<b>Other Fund Sources Total</b>	<b>948,297</b>	<b>1,631,397</b>	<b>707,021</b>	<b>(241,276)</b>	<b>-25.4%</b>
<b>Totals</b>	<b>81,995,180</b>	<b>104,794,205</b>	<b>82,752,313</b>	<b>757,133</b>	<b>0.9%</b>

**Workforce Solutions for Tarrant County**  
**Budget - Fiscal Year 2021**  
**Proposed Expenditure Allocation**  
**August 26, 2020**

<b>Budget Category / Item</b>	<b>FY 20 Original Budget</b>	<b>FY 21 Proposed Budget</b>	<b>Increase/ (Decrease) From FY 20 Original</b>	<b>%</b>
<b><u>Board &amp; System-Wide Infrastructure</u></b>				
Personnel	5,206,889	5,403,121	196,232	
Operations	2,345,466	2,182,225	(163,241)	
Rent and Utilities	2,109,401	2,254,314	144,913	
<b>Total</b>	<b>9,661,756</b>	<b>9,839,660</b>	<b>177,904</b>	<b>1.8%</b>
<b><u>Child Care</u></b>				
CCMS Operations	3,850,605	3,908,676	58,071	
CCMS Quality	924,887	2,232,326	1,307,439	
CCDF/FPS Direct Care	41,681,217	42,678,854	997,637	
WIOA Direct Care	125,000	25,000	(100,000)	
Local Match Direct Care	7,604,300	5,641,137	(1,963,163)	
Child Care Automated System	220,904	287,216	66,312	
<b>Total</b>	<b>54,406,912</b>	<b>54,773,209</b>	<b>366,296</b>	<b>0.7%</b>
<b><u>Career Center Activities</u></b>				
Personnel	5,245,749	5,417,361	171,612	
Operations	842,597	861,946	19,348	
	<u>6,088,347</u>	<u>6,279,307</u>	<u>190,960</u>	<u>3.1%</u>
Direct Client Services				
Traditionally Funded				
TAA Training	516,500	487,000	(29,500)	
WIOA Training	1,597,166	1,683,166	86,000	
Paid Work Experience	589,500	615,000	25,500	
Other Training	206,318	358,818	152,500	
Support Services	877,064	940,822	63,758	
	<u>3,786,548</u>	<u>4,084,806</u>	<u>298,258</u>	<u>7.9%</u>
COVID-19 Recovery Funded				
Training	-	98,000	98,000	
Paid Work Experience	-	363,000	363,000	
Support Services	-	97,400	97,400	
	<u>-</u>	<u>558,400</u>	<u>558,400</u>	<u>-</u>
<b>Career Center Total</b>	<b>9,874,895</b>	<b>10,922,513</b>	<b>1,047,619</b>	<b>10.6%</b>
<b><u>Youth Programs</u></b>				
Youth Program Staffing and Ops	1,451,780	1,151,780	(300,000)	
Direct Client	1,261,282	818,150	(443,132)	
Specialized Services	539,593	535,147	(4,446)	
<b>Total</b>	<b>3,252,655</b>	<b>2,505,077</b>	<b>(747,578)</b>	<b>-23.0%</b>
<b><u>Adult Ancillary Services</u></b>				
Traditionally Funded	447,116	471,115	23,999	
Competitively Funded	224,560	41,617	(182,943)	
<b>Total</b>	<b>671,676</b>	<b>512,733</b>	<b>(158,943)</b>	<b>-23.7%</b>
<b><u>Adult Education and Literacy</u></b>				
Adult Education Service Providers	4,127,287	4,199,122	71,835	
<b>Total</b>	<b>4,127,287</b>	<b>4,199,122</b>	<b>71,835</b>	<b>1.7%</b>
<b>Total Planned Expenditures</b>	<b>81,995,181</b>	<b>82,752,313</b>	<b>757,132</b>	<b>0.9%</b>

## **Workforce Solutions for Tarrant County Funding Sources**

### **CHILD CARE SYSTEM PROGRAMS**

**Child Care and Development Fund** – The federal child care services program subsidizes child care for low-income families, promoting long-term self-sufficiency by enabling parents to work or attend workforce training or education activities. It also educates parents about the availability of quality child care, which enhances children’s early learning.

**Department of Family & Protective Services** - The Department of Family and Protective Services (DFPS) administers federal and state funds to purchase child care for DFPS worker-referred children under an interagency agreement with TWC.

**Local Match Funds** - For a portion of the CCDF funding, Workforce Development Boards are required to secure and submit local matching funds. These funds are used to draw down federal funds and can be private donated funds or public transfer funds.

### **WORKFORCE CENTER SYSTEM PROGRAMS**

**WIOA Adults** – Workforce Innovation and Opportunity Act (WIOA), Title I

Purpose: WIOA provides employment and training services for adults. Training services are limited to Adults who do not have a self-sufficient income as defined by the local Board.

**WIOA Youth** – Workforce Innovation and Opportunity Act (WIOA), Title I

Purpose: The program provides employment and training services for youth age (16-24). The focus of this funding is on serving out of school youth.

**WIOA Dislocated Workers** – Workforce Innovation and Opportunity Act (WIOA), Title I

Purpose: WIOA provides employment and training services for dislocated workers. Eligible dislocated workers are individuals who are unemployed due to plant closures, company downsizing, or other significant changes in labor market conditions, and are unlikely to return to their jobs.

**Employment Services, Wagner-Peyser** – Workforce Innovation and Opportunity Act, Title III

Purpose: Employment Services provides funding for a labor exchange function, matching qualified workers with employers through a statewide network of Workforce Solutions offices and online job matching services available through WorkInTexas.com.

**Reemployment Services and Eligibility Assessment (RESEA), Wagner-Peyser** – Workforce Innovation and Opportunity Act, Title III

Purpose: RESEA program identifies unemployment benefits claimants who are likely to exhaust all unemployment benefits and connects them with reemployment services to help them quickly return to work.

**Bringing Ex-Offenders Solutions Texas (BEST), Wagner-Peyser** -- Governor’s Discretionary

Purpose: BEST provides assessment, training, job readiness, transitional and/or direct placement employment, financial coaching and supportive services to adults returning from jail or prison.

**Trade Adjustment Assistance (TAA), Trade Act of 1974**

Purpose: The Trade Adjustment Assistance program provides reemployment services to individuals who lose their jobs due to foreign imports or a shift in production to foreign countries with which the U.S. has a free trade agreement.

**Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) –Food and Nutrition Act**

Purpose: The program assists SNAP benefit recipients to obtain employment through participation in work programs and education and training activities.

**Temporary Assistance for Needy Families Choices (TANF Choices) – Personal Responsibility and Work Opportunity Reconciliation Act**

Purpose: TANF Choices provides employment, training, and job retention services for applicants, recipients, and former recipients of TANF cash assistance.

**Noncustodial Parent Choices (NCP)**

Purpose: The NCP program is to help low-income unemployed or underemployed noncustodial parents who are behind on their child support payments to overcome substantial barriers to employment and career advancement while becoming economically self-sufficient and making consistent child support payments.

**Veterans Employment and Training (E&T) – Title 38, U.S. Code, Chapter 41**

Purpose: Veterans E&T provides job search assistance and job development and referral for military veterans.

**Rehabilitation Services – Workforce Innovation and Opportunity Act (WIOA), Title IV**

Purpose: Blind and vocational rehabilitation services include counseling, training, medical treatment, assistive devices, job placement assistance, and other services for adults with disabilities to prepare them for the workforce.

## **ADULT EDUCATION PROGRAMS**

**Adult Education and Literacy – Workforce Innovation and Opportunity Act (WIOA), Title II**

Purpose: Adult education and literacy programs provide English language, math, reading, and writing instruction to help students acquire the skills needed to succeed in the workforce, earn a high school equivalency, or enter college or career training.

## **BLANKET SERVICES**

### **BUSINESS SERVICES PROGRAMS**

**Skills Development Fund -- Texas Labor Code, Chapter 303**

Purpose: The Skills Development program assists businesses and trade unions by financing the design and implementation of customized job training projects for new and incumbent workers. Grants are awarded to public community and technical colleges.

**Cost Pools of All Funding Sources**

The costs of Business Services are charged to the various grants based on benefit received through a cost pool system.

**PARTNERSHIPS AND COMMUNITY COLLABORATIONS****Cost Pools of All Funding Sources**

The costs of Community Collaborations are charged to the various grants based on benefit received through a cost pool system.

**ADMINISTRATION****Cost Pools of All Funding Sources**

The costs of Administrative functions are charged to the various grants based on benefit received through a cost pool system.