



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS MEETING

Meeting Agenda
September 24th, 2019
9:00 a.m.-2:30 p.m.
Ruthe Jackson Center – Ballroom 1
3113 S. Carrier Parkway
Grand Prairie, TX 75052

The North Central Texas Workforce Development Board may conduct this meeting by videoconference call in accordance with Section 551.127 of the Texas Open Meetings Act. The presiding officer of the meeting will be physically present at the address listed above and the public may attend the meeting at the same location.

Call to Order – Roger Harris, Chair

1) Public Comment

The Workforce Board invites persons with comments or observations related to any posted item on the agenda or any other Workforce issues, projects, or policies to briefly address the Board. Anyone wishing to speak should sign-in with the Board's Secretary before the beginning of the board meeting. In order to expedite the flow of business and to provide all of those persons wishing to address the Board with an opportunity to speak, there is a three-minute limitation on any person addressing the Board. State law prohibits the Board from discussing or taking action on any item not listed on the posted agenda.

2) Special Recognition and Introductions

- a) Ron Simmons- Board Member representing Private Sector
- b) Anabel Castillo-Soto- Strategic Initiatives Manager
- c) Kay Schroeder- 25 Years of Service to TWC
- d) Linda Hernandez- Sr. Quality Assurance Specialist

3) Declare Conflicts of Interest

4) Consent Items

- a) Approval of the Minutes from the July 16th, 2019 Meeting
- b) Alternative Funds Plan

5) Discussion, Consideration and Possible Action Regarding

- a) Committee Reports
 - i) Strategic Leadership Committee- *Kenny Weldon*
(1) Target Occupations List
 - ii) Workforce Development Committee- *Jason Gomez*

North Central Texas Workforce Development Board of Directors Meeting

- iii) Joint Executive and Oversight and Accountability Committee- *Roger Harris/Carlton Tidwell*
 - (1) FY20 Budget
 - (2) Workforce Center Janitorial Contract
 - (3) Weatherford Workforce Center Lease
- iv) Executive Committee- *Roger Harris*
 - (1) Child Care Spending Plan

6) Announcement of Executive Session

As authorized by Section 551.071 to consult with the Board's attorney for legal advice on any matter listed on the agenda, pending or contemplated litigation, settlement offers, or any matter in which the duty of the Board's attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflict with the provisions of Chapter 551 of the Texas Open Meetings Act.

7) Action as a Result of Executive Session

8) Other Business

BREAK- RECONVENE MEETING IN BALLROOM 2 ROOM FOR BOARD DEVELOPMENT

9) Board Development

Board Retreat: Discussion regarding 3-5 Year Key Priorities for the Board

10) Adjourn

North Central Texas Workforce Board of Directors Meeting

Meeting Agenda
July 16th, 2019
9:30 am-1:00 pm
616 Six Flags Drive
Arlington, TX 76011
Transportation Council Room

BOARD MEMBERS PRESENT:

Bindu Adlakha	Meera Ananthaswamy
David Bristol	Anna Coker
Chip Evans	Roger Harris
Gary Henderson	Mickey Hillock
Lisa Huffaker	William King
Rolanda Macharia	Scott McCune
John Rattan	Jennifer Suguitan
Catherine Tietjen	Stefanie Wagoner
Kenny Weldon	Jacqueline Womble
Elaine Zweig	

CHIEF ELECTED OFFICIALS PRESENT:

Judge Little	Judge Campos
Judge Chambers	

BOARD MEMBERS NOT PRESENT:

Jason Gomez	Gae Goodwin
Robert Hill	Mike Hinojosa
Tracey Kirsch	Roselyn Lane
Ada Lawniczak	Lakeitria Luter
Tony Mobly	LaShanda Reed-Larry
Aaron Thibault	Carlton Tidwell

Call to Order – *Roger Harris, Chair*
Roger Harris called the meeting to order at 9:31 a.m.

1) Special Recognition and Introductions

Roger Harris gave special recognition to Judge Little, Judge Campos and Judge Chambers for being present at the meeting. David recognized three new board members; Ron Simmons, Bill King and Gary Henderson. David also gave introduced three new staff members; Daniela Ramirez, Danielle Davis that just changed positions and Jeanine Polk. David introduced Jim Martin from the Denton Local Veterans

Employment Representative. Roger Harris introduced Reagan Miller as our special guest and Lunch & Learn presenter.

2) Declare Conflicts of Interest

There are no conflicts to declare.

3) Consent Items

- a) Approval of the Meeting Minutes from the May 21st, 2019 Meeting
- b) Board Policy on Registration Requirements for the WorkInTexas.com
- c) Board Policy on Individual Training Accounts (ITAs)-Workforce Innovation and Opportunity Act (WIOA) Funding for Training Programs.

Kenny Weldon made a motion to approve the consent item. Elaine Zweig seconded the motion. None opposed, and the consent item was approved.

4) Discussion, Consideration and Possible Action Items

a) Committee Reports

i) Workforce Development Committee – Jason Gomez

Dana Buckholt gave the update on the committee. There were no items to discuss.

ii) Oversight & Accountability Committee – Carlton Tidwell

Debra Kosarek gave a quick update on the committee meeting from June 25th, 2019. Randy Richardson presented on the Financial Update through April of 2019. Michael Nicholas presented on the April 2019 Performance Update.

iii) Executive Committee – Roger Harris

Roger Harris provided updates from the Executive Committee meeting on July 9th, 2019. Anabel presented on the JET Grants given out in the region. Brandi Harrison Trotter presented on the SDF Report. Roger Harris reminded the board of the attendance policy for board meetings and committee meetings.

iv) NCTCOG Contract Deliverables Report- David Setzer

Roger Harris gave a brief description on why the board staff created the Contract Deliverables Report and the purpose of the report was designed to show. David Setzer went through the presentation explaining each deliverable and what the NCTCOG Staff had done to complete the contract deliverable items.

v) Child Care Performance Plan- David Setzer/ResCare Workforce Services

David Setzer provided an overview of the challenges of the Child Care Program and reasons for the downturn in performance. He also provided the steps ResCare has initiated to meet performance by September 30th. Lisa Boyd and Katina Prescott provided specifics regarding their revised ramp up plan and the additional resources to support the plan such as additional staffing, incentives, and overtime.

5) Executive Director's Report

David Setzer presented on the Rapid Response Report and upcoming TWC Conference on December 4th- 6th, 2019.

6) Announcement of Executive Session

No Executive Session was held.

7. **Action as a Result of Executive Session**

N/A

8. **Other Business**

BREAK –

9. **Board Development** -Reagan Miller

Reagan Miller came from Texas Workforce Commission to present on Child Care Services Program.

10. **Adjourn**

Roger Harris adjourned the meeting at 1:05 p.m.



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS MEETING

Alternative Funds Plan Recommendation

Background:

The Workforce Innovation and Opportunity Act (WIOA) §128 provides that statewide funds may be used for discretionary employment and training activities and provide a greater level of flexibility than formula funds.

Historically, statewide funds intended for Boards have been made available through an application or competitive process, requiring Boards to apply. The Commission has expressed interest in providing Boards with flexible funding. In addition, the Commission continues to have interest in reducing the administrative burden and streamlining processes for Boards to focus their efforts on managing the delivery of effective services for their customers. While WIOA provides some additional flexibility around statewide funding, that flexibility does not extend to eligibility, registration, and reporting.

The Texas Administrative Code (TAC) §800.63(i) states that, “The Commission may allocate such proportion of available WIA Alternative Funding for Statewide Activities as it determines appropriate, utilizing a distribution methodology that is based on the proportionality of all amounts of WIA formula funds allocated during the same program year, as well as an equal base amount.”

Information:

Based on the allowable uses of WIOA statewide funds and the flexibility provided in the TAC, TWC has allocated WSNCT \$457,361 for the implementation of services such as:

- High Demand Job Training Initiative*
 - Texas Industry Partnership*
 - Externship for Teachers*
 - Women’s Entrepreneurship Bootcamp*
 - Individual Training Account funds
 - Other Innovative Projects for targeted populations
- *Plan must include one of these activities*

As required by the contract, an initial plan has been submitted and approved by TWC. TWC requires a Board approved plan to be submitted. Upon consideration of the options, accompanying requirements of each, and consultation with potential partners, we propose to carry out the following:

Activity	Brief Description	Amount
Women’s Entrepreneurship Bootcamp*	125 Women entrepreneurs will be equipped with information about starting, sustaining, or expanding a business in Texas.	Not to exceed \$58,300
Other Innovative Projects for targeted populations	200 educators will be paired with employers for a 3-5 day	Not to exceed \$200,000

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	externship during the summer of 2020.	
Individual Training Account funds	Provision of traditional ITAs to WIOA customers	\$199,061

Recommended Motion:

The Executive Committee recommends that the North Central Texas Workforce Development Board approve the Alternative Funds Plan.

Approval Date: September 24, 2019

Attachment: Board Approved Alternative Funds Plan Draft

**BOARD
GRANT**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT –
ALTERNATIVE FUNDING FOR STATEWIDE ACTIVITIES**

**PROGRAM
PLAN**

Local Workforce Development Area	Performance Period
North Central Texas	N/A
Prepared By	Contact Phone No.
Cristina Medina	817-695-9189

Instructions: Submit the Alternative Funding Program Plan to “Board Contract Management” in the TWC Global Directory (bcm@twc.state.tx.us) by the dates listed in Attachment A, Section 7.1.

Plan Type **Initial** **Board Approved** **X**

Program Plan: Women's Entrepreneurship Bootcamp

Executive Summary/Project Description:

Workforce Solutions for North Central Texas will host, will secure community partners to host a women's entrepreneurship bootcamp to serve our 14-county region. The experience will be designed to produce conversation and collaboration between organizations, such as the SBDC and local incubators, as well as with their fellow women business owners. The bootcamp will include a full line up of curated speakers and panelists and the curriculum will be developed with intention and purpose to ensure that new generation of women entrepreneurs are equipped with information about starting, sustaining, or expanding a business in Texas. The conversations and curriculum will empower the women-owned businesses, whether they are in the middle of conceiving an idea or turning their side hustle into a full-time operation, to contribute to Texas economy by creating employment opportunities for Texans.

Targeted Participants (including number):

125 Texas Women Entrepreneurs

Match and/or Leveraged Resources:

25% leveraged resources will be captured from partners.

Cost per Participant:

Not to exceed \$466.40

Planned Activities:

Develop formal letters of support among partners

Plan in person and virtual bootcamps

Provide web access, and training facilities for participants and instructors

Ensure facilities are safe, secure, accessible, and in compliance with the Americans with Disabilities Act (ADA)

Outreach to participants

Create and provide training in both English and Spanish.

Conduct 7-hour, in-person entrepreneurship boot camps for women who are Texas residents

Provide at least one (1) virtual follow-up training to the boot camps participants

Required Activities:

Develop formal letters of support among partners, such as Chambers of Commerce and/or Economic Development Corporations;

Plan, coordinate, and administer in-person and virtual boot camps to support

entrepreneurial women who are Texas residents.
Provide web access, and training facilities for participants and instructors;
Ensure facilities are safe, secure, accessible, and in compliance with the Americans with Disabilities Act (ADA);
Implement an outreach and recruitment plan with activities, amenities, and hours designed to encourage enrollment;
Conduct in-person boot camps to last at least one (1) day and not less than seven (7) hours;
Provide both in-person and virtual boot camps in English and Spanish;
Design and execute a curriculum of training in both English and Spanish.
Make available to TWC, upon request, digital formats of curriculum products developed under this grant for purposes of TWC's repository collection and ensuring modules are compatible for accessibility.

Community Partners:

To be determined.

Program Plan: Other Innovative Projects for Targeted Populations

Executive Summary/Project Description:

Workforce Solutions for North Central Texas (WSNCT) will partner with Education Service Centers 11 and 10 to implement a Teacher Externship program during the Summer of 2020. This project will bring educators and industry together to benefit the future workforce. Through this project, middle and high school educators from Independent School Districts within the North Central Texas Workforce Development Area will be placed in a 3-5 day externships with employers. Educators will receive a stipend and may be eligible for support services. Externships will allow teachers to expand their industry knowledge and transfer to the curriculum; preparing them to inform, educate and guide students to industries that match the student's skill sets and interests.

Targeted Participants (including number):

200 Teachers, counselors, and administrator from high schools and middle schools within the North Central Texas WDA.

Match and/or Leveraged Resources:

N/A

Cost per Participant:

Not to exceed \$1,000

Planned Activities:

Hire personnel

Educator outreach
Employer host outreach
Employer Letters of Agreement
Educator and employer orientation
Enrollment in externship
Completion of externship
Issue stipends
Collect lesson plans
Program evaluation

Required Activities:

Hire personnel
Educator outreach
Employer host outreach
Employer Letters of Agreement
Educator and employer orientation
Enrollment in externship
Completion of externship
Issue stipends
Collect lesson plans
Program evaluation

Community Partners:

Education Service Center 11, Education Service Center 10, local employers

Program Plan: Individual Training Accounts

Executive Summary/Project Description:

Workforce Solutions for North Central Texas (WSNCT) will allocate \$199,061 towards Individual Training Accounts for allowable activities as identified under WD Letter 14-19.

Targeted Participants (including number):

Adult, Dislocated Workers and Youth totaling 25 participants.

Match and/or Leveraged Resources:

N/A

Cost per Participant:

\$8,000

Planned Activities:

ITA's will be issued based on customer choice in alignment with the allowable activities as identified in WD Letter 14-19.

Required Activities:

N/A

Community Partners:

N/A

DRAFT



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS MEETING

FY 2019-2020 Target Occupations List Recommendation

Background:

The Workforce Solutions for North Central Texas Target Occupations List is designed to direct federal workforce funding to post-secondary programs that prepare workers for high-demand, high-growth and emerging occupations that are critical to local economy of the Board Area.

The list is based on job growth in high-wage occupations with career pathways and, while it may be changed and/or updated as economic conditions in the region fluctuate, is formally reviewed at least once a year.

Information:

Workforce Solutions for North Central Texas uses the list to guide funding toward training and education programs that produce qualified workers to meet local business and industry needs. Workforce Innovation and Opportunity Act (WIOA) training funds are only invested into training for occupations that have been researched, verified by accredited sources and which appear on the Target Occupations List. Data to support the Target Occupations List comes from sources which include, but are not limited to:

- Economic Modeling Specialists International (Emsi)
- JobsEQ Economics and Analytics
[both resources pull from more than 90 labor market sources including Tracer 2 (Texas LMI), Bureau of Labor Statistics, US Census Data, & National Center of Education Statistics]

STEP 1. SELECTION OF CRITERIA

Analytic Tool: Emsi	Criteria	Reasoning
Typical Entry Level Education	4-year degree or less	WSNCT does not offer funding for training higher than a 4-year degree
2019 Jobs	Greater than 100	eliminates high % increases tied to small values
Median Hourly Earnings	Equal or greater than \$13.08	Highest Living Wage per within WSNCT service area per MIT's Living Wage Calculator
2014 - 2019 % Change	Greater than 20%	20% is the Average Growth
Annual Replacement Rate	Insufficient Data (not missing)	Not sufficient is an indicator of low replacement rate (This will not show in the list as we just eliminated ones without the information)

Analytic Tool: Jobs EQ		Criteria	Reasoning
Median Annual Wages		\$27,206	Annual Salary equal to \$13.08 hourly wage
Unemployment Rate		Less than 3.1%	WSNCT service area's unemployment rate
5 Year History Total Employment Change	Greater than 100 over the last 5 years		Eliminates high % increases but small values
5 year History Avg. Annual % Change		Greater than 3.7%	3.8% is the Average Annual % Change for all occupations

STEP 2. PROCESS

1. Ran reports in both EMSI and JobsEQ
2. Compared the two reports to eliminate occupations not found on both reports.
3. Reviewed and compared to the 2018-2019 TOL to verify occupations not showing on the new draft. Identified occupations which showed other indicators or local wisdom worth maintaining as Target Occupations or Career Pathways.

STEP 3. VALIDATION

The draft TOL was shared with all Board Members, education, economic and business partners through constant contact on July 25th, with a reminder sent on July 31st.

Recommended Motion:

The Strategic Leadership Committee recommends that the North Central Texas Workforce Development Board approve the proposed FY 2019-2020 Target Occupations List.

Approval Date: September 24, 2019

Attachment: Proposed FY2019-2020 Target Occupations List



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS MEETING

FY 2020 Budget Recommendation

Background:

The available funding for FY 2020 is projected to total \$86.6 million including Child Care, Core, and Discretionary funding. This is a projected increase of approximately \$5.1 million or 6.3% as compared to FY 2019 (Please see Attachment A and Schedule 1 for more details). More funding information is summarized as follows:

- **Child Care:**
 - Total Funding - Approximately \$63.9 million, an increase of \$5.5 million or 9.4%.
 - New Funding - Approximately \$58.9 million, an increase of \$10.0 million or 20.6%- This was primarily due to TWC authorizing the Board to adjust their primary child care contracts as follows:
 - Reduce the FY 2019 grant-\$8.4 million
 - Increase the FY 2020 grant-\$3.4 million
 - Increase the FY 2021 grant-\$5.0 million
 - Carry Over Funding - Approximately \$5.0 million, a decrease of \$4.5 million or 47.4%
- **Core (Those grants that the Board receives annually other than Child Care):**
 - Total Funding - Approximately \$20.2 million, an increase of \$183,000 or .9%
 - New Funding - Approximately \$18.4 million, a decrease of \$269,000 or 1.4% primarily due to the net result of the changes to the Workforce Innovation Opportunity Act (WIOA), the Vocational Rehabilitation (VR) grants, and the Temporary Assistance for Needy Families (TANF) grants as described below:
 - WIOA - Decrease of \$587,000 or 4.8%
 - VR - Increase of \$291,000 or 173.8%
 - TANF-Increase of \$106,000 or 3.2%
 - Carry Over Funding - Approximately \$1.8 million, an increase of \$452,000 or 33.2% primarily due to WIOA and TANF changes as described below:
 - WIOA - Increase of \$409,000 or 44.9%
 - TANF - Increase of \$58,000 or 30.5%
- **Discretionary Funding (Those grants that have a finite life and typically are not renewed):**



- Total Funding - Approximately \$2.5 million, a decrease of \$565,000 or 18.7% primarily due to the National Dislocated Worker Grant (NDW) Oil/Gas funding decreasing approximately \$389,000 or 100.0%.

The \$86.6 million of projected FY 2020 available funding is proposed to be allocated between the Workforce Board and its staff (including centralized functions), the Board's subrecipients (as pass through), and a small percentage held out as unallocated (contingency funds). The descriptions of these allocations are below.

Information

Workforce Board, Staff, and Centralized Functions

The proposed budget for the Board, its staff, and centralized functions (centralized functions including costs such as janitorial, maintenance, rent, utilities, communications, postage, copier, and technology support for the Board's workforce centers) is proposed to total \$14,201,450. This represents a \$447,733 or 3.1% decrease as compared to FY 2019 (Please see Attachment B and Schedule 2 for more details). Below is a review of the Board's major cost categories and other notable budget line items:

Staffing

Board staff positions are proposed to total 63.2 FTEs, an increase of 4.0 FTEs or 6.7% as compared to the FY 2019 budget. The increase is described below:

- Early Childhood Specialist (addition of 4.0 FTEs) -The purpose of this position is to provide on-site assessment, mentoring and technical support to contracted child care providers in their pursuit of obtaining Texas Rising Star (TRS) status. These Early Childhood Specialists will work closely with child care providers ensuring and supporting quality programs within regulated child care centers and home-based care.

The Texas Workforce Commission (TWC) allocates the Boards a minimum of 2% of each Board's child care allocation for the purpose of child care quality improvement activities. The North Central Board has utilized these funds in the past for paying for various child care quality staff positions and their support and also utilizing a large percentage for "Child Care Quality Program Delivery" (Please see Attachment B, item number 7) purposes including primarily professional development training and equipment and materials for selected child care centers located within the Board's region.

TWC has begun to emphasize increasing the number of TRS child care providers located within the Boards region. Currently the North Central Board has eight (8) staff dedicated to the child care quality program with five (5) of those positions dedicated as Early Childhood Specialists (mentor) positions. By adding the additional FTE's described above, the child care staff would have smaller caseloads, enabling them to dedicate more time and attention to each child care center.

Due to the following changes, less funding will be available for the “Child Care Quality Program Delivery” activities resulting in a FY 2020 total of \$229,165, a decrease of \$830,226 or 78.4%:

- Change in strategy as described above whereby more child care quality funds would be dedicated to additional staff.
- The Board is projected to receive approximately \$502,000 less of overall child care quality funding.

The personnel (salary, fringe benefits, and indirect costs) budget category is proposed to total \$7,423,877, an increase of \$498,001 or 7.2%. The increase is mainly due to the following:

- Additional positions described above.
- 3.0% budgeted merit increase.
- Certain staff promotions and salary adjustments planned for FY 2020.
- Fringe benefit rate increase from 45.7% to 47.2%

Workforce Center Infrastructure

This budget category is projected to total \$2,114,430 an increase of \$100,536 or 5.0% primarily due to increased rent for the new McKinney Workforce Center and a new janitorial contract, approximately \$61,000 and \$42,000 increase respectively.

Outreach

This budget category totals \$33,500, a decrease of \$297,538 or 89.9% primarily due to the hiring of the Digital Graphic Designer and Marketing and Communications Supervisor positions within FY 2019. These two positions develop the marketing material in house as compared to hiring outside vendors.

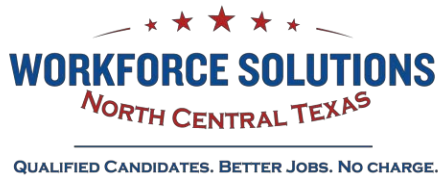
Professional Services

The Professional Services budget line item is projected to total \$897,186, an increase of \$346,994 or 63.1% primarily due the following increases:

- Workforce website redesign-\$100,000
- Laserfiche support costs-\$118,674 -Budget for this type of costs was previously included within the “Special Projects” budget line item. Due to the reoccurring nature of certain support costs, they are now included within this budget category.
- Child Care center swipe card system support-\$43,822
- Red White and You Veterans job fair-\$31,000-The majority of this increase was due to transferring budget amounts from the “Outreach” and “Equipment” budget categories as were reflected within FY 2019.
- Quality Texas award consulting-\$22,000

Other Budget Line Items of Note

There are other FY 2020 budget line item amounts that experienced notable variances when compared to FY 2019 including “Occupancy-rent”, “Travel”, “Equipment”, “Supplies”, and “Communications”. The proposed budget amounts for these categories total \$1,623,501, an increase of \$136,561 or 10.1%. They are discussed in detail within Attachment B.



Special Projects

Each year the Board's budget includes special projects to be administered at the Board level. This year, staff are proposing \$150,000 for special projects, a decrease of \$468,311 or 75.7% as compared to FY 2019. The special projects under consideration are as follows:

- Leasehold Improvements - \$150,000

The NCTCOG staff have been in the process of integrating TWC's VR staff within the workforce centers for the past three (3) years. The integration of the Waxahachie, Corsicana, Greenville, and Granbury centers have been completed. For FY 2020, the new McKinney center is projected to be completed and ready for occupancy by January 2020. The proposed budget amount would fund the costs associated with the transition including movers, data lines, furniture, specialized handicap doors, telephones, and other related equipment necessary to relocate both the VR and existing McKinney staff to the new location.

Subrecipient Allocations

Workforce Center Subrecipient

The funding available for the workforce center subrecipient is projected to total \$71.3 million, an increase of approximately \$6.2 million or 9.5 % (Please see Attachment B and Schedule 3 for more details). The increase is a net result of the following:

- Child Care funding - Approximately \$57.6 million, a \$5.8 million or 11.1% increase. The increase is primarily due to the net result of the following:
 - New Funding – Increase of \$10.3 million or 24.4%. The increase to the new funding is primarily due to the Board receiving \$10.3 million more of the Child Care Partially Subsidized Direct Care Allocation (CCF) and Local Match (LM) funding sources.
 - CCF and LM Carry Over – Decrease of \$4.5 million or 47.3%. Based on projected ending balances of FY 2019 unspent Board and Board subrecipient expenditures.
- Workforce\Non-Child Care funding - Approximately \$13.8 million, a \$433,000 or 3.3% increase. Most of the increase is due to the net result of the following:
 - New Core Funding - Increase of \$92,000 or 9%. The increase is primarily due to the net changes within the TANF grants as described below:
 - TANF - Increase of \$58,000 or 3.1%. The Board is projected to receive approximately \$106,000 more of new funding during FY 2020 compared to FY 2019 but withheld \$25,000 more to fund Board operations and \$23,000 more in the form of unallocated funding.
 - Carry Over Core Funding - Approximate \$476,000 or 38.2% increase primarily due to changes within the WIOA and TANF grants as described below:
 - WIOA-Increase of \$409,000 or 44.9%-Based on projected ending balances of unspent Board and Board subrecipient expenditures.

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- TANF-Increase of \$58,000 or 30.5%- Based on projected ending balances of unspent Board and Board subrecipient expenditures.
- Discretionary Funding – Approximate \$135,000 or 9.3% decrease primarily due to the following:
 - National Dislocated Worker Grant (NDW) Oil\Gas - Decrease of \$327,000 or 100.0%. This grant ended December 31, 2018.
 - WIOA Alternative Funding for Statewide Activities-Increase of \$199,000-This was new funding received by the Board in July 2019. It will primarily be used for individual training accounts for selected workforce center customers during FY 2020.

Other Subrecipients

The Board typically subcontracts with other subrecipients to operate programs other than the workforce center related ones. For FY 2020, these type of contracts are projected to increase by \$258,000. NCTCOG staff plan on utilizing new WIOA related funding recently received from TWC, referred to as WIOA Alternative Funding for Statewide Activities, to allocate to various subrecipients to complete scopes of work such as:

- Teacher Externships
- Entrepreneurship Bootcamp

Unallocated Funding (contingency funding)

The Board usually designates a portion of its funding as unallocated or contingency funding. As the year progresses these funds will either be utilized for certain projects, allocated to the Board’s subrecipient, or utilized as carry over for the subsequent year. For FY 2020, approximately **\$775,000** is proposed to be designated as such.

Recommended Motion:

The joint Executive/Oversight and Accountability Committee recommend the Workforce Board of Directors approve the Workforce Board, Staff, and Centralized functions FY 2020 budget equaling \$14,201,450. The balance of available funds is projected to be allocated to the Board’s subrecipients for program delivery (currently estimated to be \$71,574,068) with a small percentage designated as unallocated\contingency funds (currently \$774,599).

Approval Date: September 24, 2019

- Attachment: Attachment A - Funds Utilization Summary
 Attachment B - Proposed FY2020 Budget
 Schedule 1 - Grant Summary Comparison FY 2019 to FY 2020
 Schedule 2 - FY2019 and FY2020 Comparison - Program Delivery
 Schedule 3 – FY2019 and FY2020 Allocation Summary Comparison

North Central Texas Workforce Development Board

Funds Utilization Summary

Prepared for Fiscal Year 2020 Budget

Budget Period: 10/01/2019-9/30/2020

Attachment A

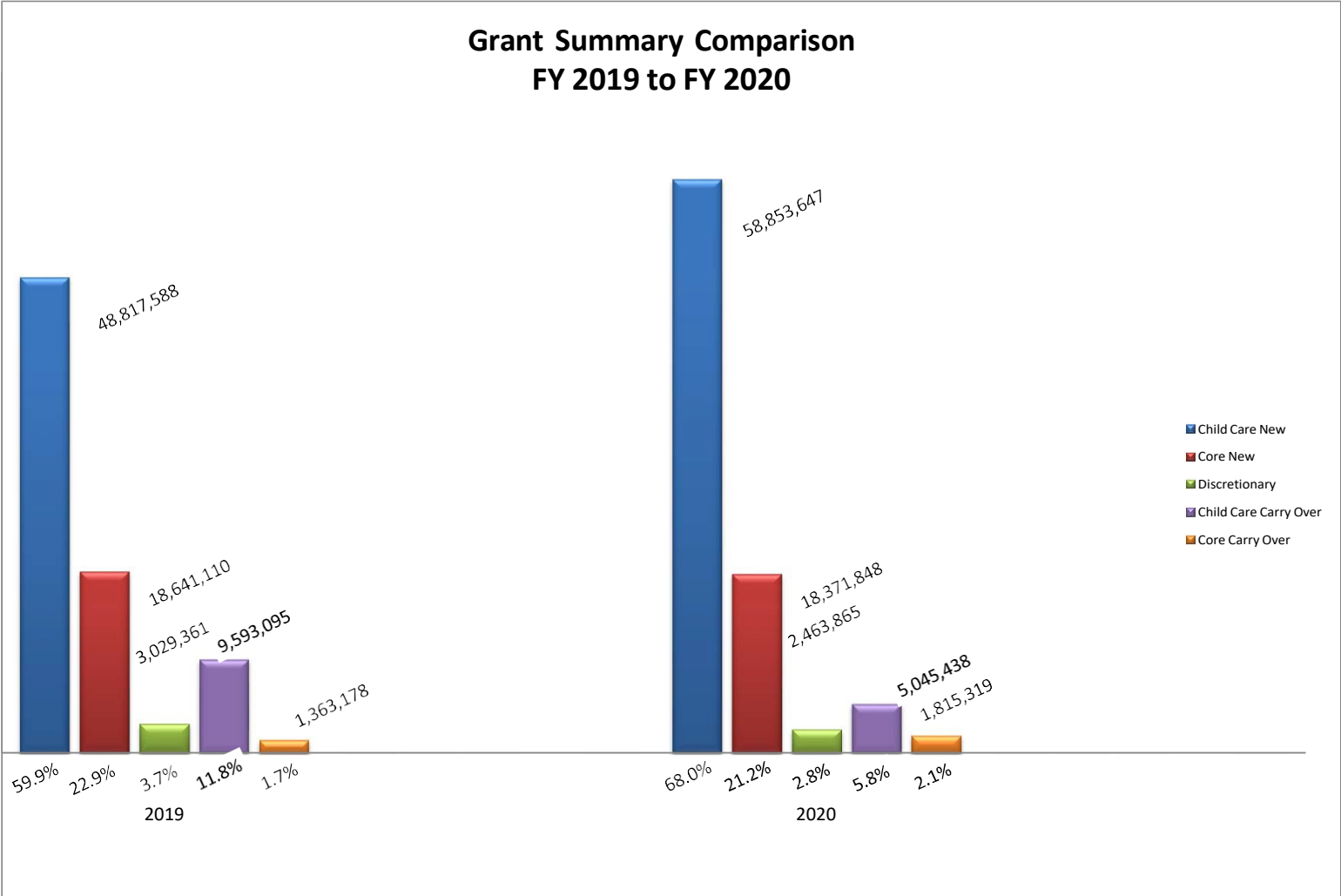
Funding Source	FY 2019					FY 2020					Comparison	
	Board Function	Unallocated	Total Board Funding Available	Program Delivery	Total Funding	Board Function	Unallocated	Total Board Funding Available	Program Delivery	Total Funding	Difference	% Change
Available Revenue:												
Core Programs												
Child Care												
Child Care Partially Subsidized Direct Care Allocation (CCF) and Local Match (LM)	\$4,116,630	\$58,680	\$4,175,310	\$36,747,378	\$40,922,688	\$4,085,822	\$140,000	\$4,225,822	\$47,042,117	\$51,267,939	\$10,345,251	25.3%
Child Care Quality	1,875,264	58,824	1,934,088		1,934,088	1,624,896	0	1,624,896		1,624,896	(309,192)	(16.0%)
Department of Family and Protective Services (DFPS)	235,000		235,000	5,465,000	5,700,000	235,000		235,000	5,465,000	5,700,000	0	0.0%
Child Care Attendance Automated Service (CCAA)	216,990	43,822	260,812		260,812	260,812		260,812		260,812	0	0.0%
Carry Over (Quality)	25,000		25,000		25,000	0		0		0	(25,000)	(100.0%)
Carry Over CCF and LM	-	-	-	9,568,095	9,568,095	-	-	-	5,045,438	5,045,438	(4,522,657)	(47.3%)
Subtotal Child Care	\$6,468,884	\$161,326	\$6,630,210	\$51,780,473	\$58,410,683	\$6,206,530	\$140,000	\$6,346,530	\$57,552,555	\$63,899,085	\$5,488,402	9.4%
Core Programs\New Funding (Excluding Child Care)												
Workforce Innovations Opportunities Act (WIOA) Youth	\$1,332,505	\$58,660	\$1,391,164	\$2,348,046	\$3,739,210	\$1,210,543	\$40,000	\$1,250,543	\$2,172,069	\$3,422,612	(\$316,598)	(8.5%)
WIOA Adult	1,402,646	66,300	1,468,945.49	2,050,891	3,519,836	1,301,349	40,000	1,341,349	2,317,961	3,659,310	139,474	4.0%
WIOA Dislocated Worker	1,800,462	331,581	2,132,043	2,792,108	4,924,151	1,756,301	40,000	1,796,301	2,730,840	4,527,141	(397,010)	(8.1%)
WIOA Rapid Response	11,119	8,033	19,151	56,759	75,910	10,858	3,123	13,980	48,610	62,590	(13,320)	(17.5%)
Trade Adjustment Assistance (TAA)	45,177		45,177	634,792	679,969	38,478	5,000	43,478	636,491	679,969	(0)	(0.0%)
Temporary Assistance for Needy Families (TANF)	1,383,453	17,372	1,400,824	1,876,472	3,277,296	1,408,147	40,000	1,448,147	1,934,966	3,383,113	105,817	3.2%
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)	450,063	1,079	451,142	601,927	1,053,069	410,843	20,000	430,843	580,458	1,011,301	(41,768)	(4.0%)
Vocational Rehabilitation (VR)	137,408		137,408	30,000	167,408	415,105	3,223	418,328	40,000	458,328	290,920	173.8%
Employment Services (ES)	622,767	49,213	671,980	78,729	750,709	589,155	40,000	629,155	84,777	713,932	(36,777)	(4.9%)
Non Custodial Parent (NCP)	122,078	4,255	126,333	165,219	291,552	105,933	5,000	110,933	180,619	291,552	0	0.0%
Veterans	140,643	13,886	154,529	7,471	162,000	124,686	29,843	154,529	7,471	162,000	0	0.0%
Subtotal Core Programs\New Funding	\$7,448,319	\$550,378	\$7,998,697	\$10,642,413	\$18,641,110	\$7,371,397	\$266,188	\$7,637,586	\$10,734,263	\$18,371,848	(\$269,262)	(1.4%)
Core Programs\ Carry Over Funding (Excluding Child Care)												
WIOA Dislocated Worker				\$400,110	\$400,110				\$714,688	\$714,688	\$314,578	78.6%
WIOA Adult				443,839	443,839				342,504	342,504	(101,336)	(22.8%)
WIOA Youth				68,942	68,942				265,141	265,141	196,199	284.6%
TAA				141,810	141,810				150,000	150,000	8,190	5.8%
TANF				191,532	191,532				250,000	250,000	58,468	30.5%
ES	116,944	-	116,944		116,944	92,986	-	92,986		92,986	(23,958)	(20.5%)
Subtotal Core Programs\Carry Over Funding	\$116,944	\$0	\$116,944	\$1,246,234	\$1,363,178	\$92,986	\$0	\$92,986	\$1,722,333	\$1,815,319	\$452,141	33.2%
Subtotal All Funding\Core Programs (Excluding Child Care)	\$7,565,263	\$550,378	\$8,115,641	\$11,888,647	\$20,004,288	\$7,464,383	\$266,188	\$7,730,572	\$12,456,595	\$20,187,167	\$182,879	0.9%
Discretionary Programs												
Discretionary Programs												
Other: VR Summer Earn and Learn (SEAL)	\$51,094	\$333,651	\$384,745	\$549,255	\$934,000	\$50,371	\$334,374	\$384,745	\$549,255	\$934,000	\$0	0.0%
Other: WIOA Alternative Funding for Statewide Activities		457,361	457,361		457,361				457,361	457,361	0	0.0%
Other: Performance Incentive Award-TX Rising Star	75,000		75,000		75,000						(75,000)	(100.0%)
Other: Hirability Navigator	96,186	90,675	186,861	92,062	278,923	111,118	3,847	114,965	85,035	200,000	(78,923)	(28.3%)
Other: Reemployment Services and Eligibility Assessment (RESEA)	176,669	22,847	199,516	360,767	560,283	176,139	23,377	199,516	360,767	560,283	0	0.0%
Other: Senior Community Service Employment Program (SCSEP)	8,529	1,717	10,246		10,246	7,186	6,814	14,000		14,000	3,754	36.6%
Other: Performance Incentive Award-Foster Youth		30,000	30,000		30,000	30,000		30,000		30,000	0	0.0%
Other: National Dislocated Worker Grant (NDW) Oil/Gas	52,055	10,388	62,442	326,718	389,160			0		0	(389,160)	(100.0%)
Other: Performance Incentive Award-Foster Youth	30,000		30,000		30,000			0	0	0	(30,000)	(100.0%)
Other: VR Paid Work Experience			0	112,500	112,500			0	112,500	112,500	0	0.0%
Other: Resource Administrative Grant (RAG)	29,072		29,072		29,072	32,906		32,906		32,906	3,834	13.2%
Other: Workforce Commission Initiatives (WCI)	96,429	26,386	122,815		122,815	122,815	0	122,815		122,815	0	0.0%
Subtotal Discretionary Programs	\$615,033	\$973,025	\$1,588,059	\$1,441,302	\$3,029,361	\$530,536	\$368,411	\$898,947	\$1,564,918	\$2,463,865	(\$565,496)	(18.7%)
Total Funding	\$14,649,181	\$1,684,729	\$16,333,911	\$65,110,422	\$81,444,333	\$14,201,450	\$774,599	\$14,976,049	\$71,574,068	\$86,550,117	\$5,105,785	6.3%

North Central Texas Workforce Development Board
Proposed FY 2020 Budget
Budget Period: 10/01/2019-09/30/2020

Attachment B

Budget Category	FY 2019	Proposed FY 2020	Comparison to FY 2019	
			Amount Change	Percentage Change
Workforce Board, Staff, and Centralized Functions				
FTEs ⁽¹⁾	59.2	63.2	4.0	6.7%
Salaries ⁽²⁾	\$4,038,673	\$4,284,957	\$246,284	6.1%
Fringe Benefits ⁽²⁾	1,845,674	2,022,500	176,826	9.6%
Indirect ⁽²⁾	1,041,529	1,116,420	74,891	7.2%
Occupancy-rent ⁽³⁾	324,732	422,924	98,192	30.2%
Workforce Center Infrastructure ⁽⁴⁾	2,013,894	2,114,430	100,536	5.0%
Travel ⁽⁵⁾	278,449	348,638	70,189	25.2%
Equipment ⁽⁶⁾	455,366	508,133	52,767	11.6%
Child Care Quality Program Delivery ⁽⁷⁾	1,059,391	229,165	(830,226)	(78.4%)
Professional Services ⁽⁸⁾	550,192	897,186	346,994	63.1%
RIS-Admin.\Oversight Workforce Centers	367,371	363,415	(3,956)	(1.1%)
RIS-Workforce Board Staff Support ⁽⁹⁾	312,110	353,277	41,167	13.2%
Supplies ⁽¹⁰⁾	55,670	69,817	14,147	25.4%
Staff Development	140,689	140,722	33	0.0%
Communications ⁽¹¹⁾	372,723	273,989	(98,734)	(26.5%)
Outreach ⁽¹²⁾	331,038	33,500	(297,538)	(89.9%)
Other	843,370	872,376	29,005	3.4%
Subtotal	\$14,030,871	\$14,051,449	\$20,578	0.1%
Special Projects ⁽¹³⁾	618,311	150,000	(468,311)	(75.7%)
Total Workforce Board, Staff, and Centralized Functions	\$14,649,181	\$14,201,450	(\$447,733)	(3.1%)
Unallocated\Contingency ⁽¹⁴⁾	1,684,729	774,599	(910,130)	(54.0%)
Total Funds Available at Board Level	\$16,333,910	\$14,976,049	(\$1,357,862)	(8.3%)
Program Delivery				
Workforce Center Contractor\Child Care ⁽¹⁵⁾	\$51,780,473	\$57,552,555	\$5,772,082	11.1%
Workforce Center Contractor\Non Child Care ⁽¹⁶⁾	13,329,949	13,763,213	433,264	3.3%
Total Workforce Center Contractor	\$65,110,422	\$71,315,768	\$6,205,346	9.5%
Other Contractors ⁽¹⁷⁾	-	258,300	258,300	
Total Program Delivery	\$65,110,422	\$71,574,068	\$6,463,646	9.9%
Total	\$81,444,333	\$86,550,117	\$5,105,785	6.3%
			Change	%
Percentage of Total Workforce Board, Staff, and Centralized Functions to Allocated Funding	18.4%	16.6%	-1.8%	(9.9%)
Percentage of Program Delivery to Allocated Funding	81.6%	83.4%	1.8%	2.2%

Schedule 1



\$81,444,333

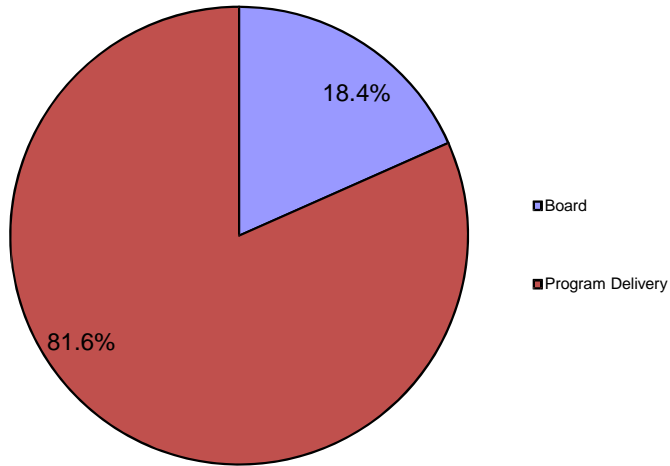
\$86,550,117

\$5,105,785

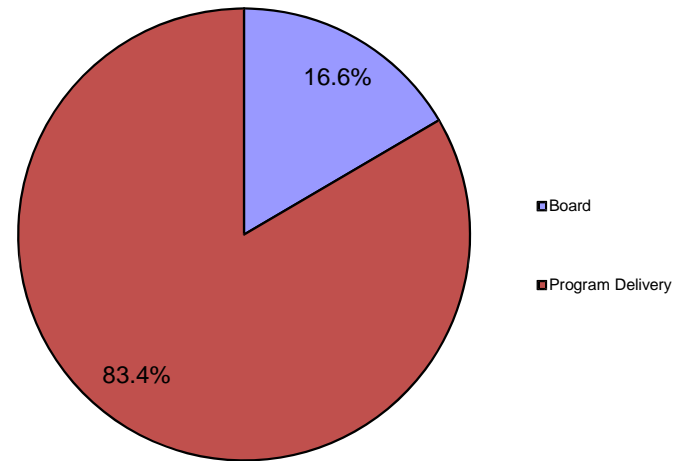
6.3%

Schedule 2

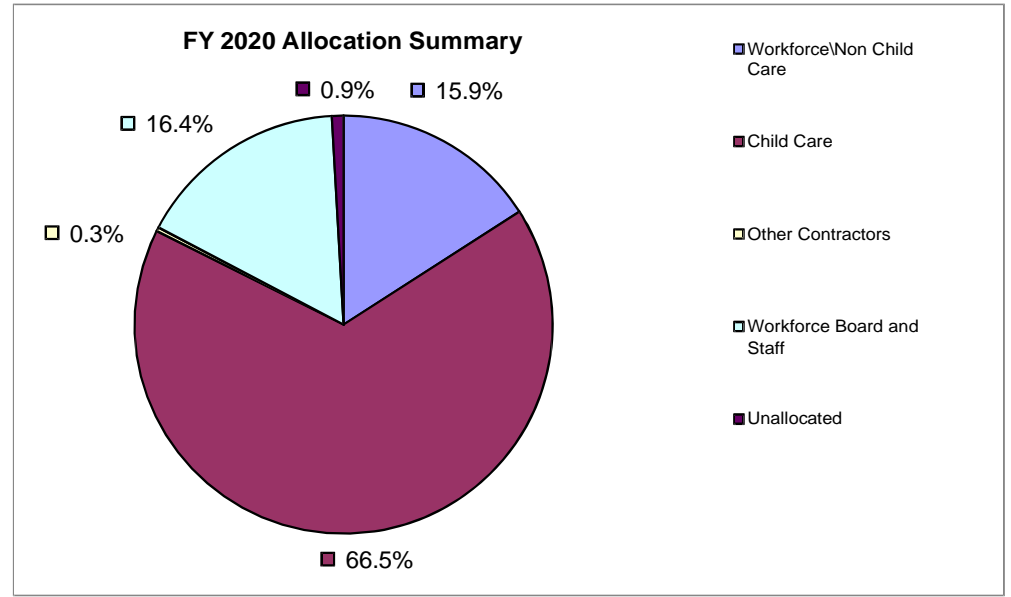
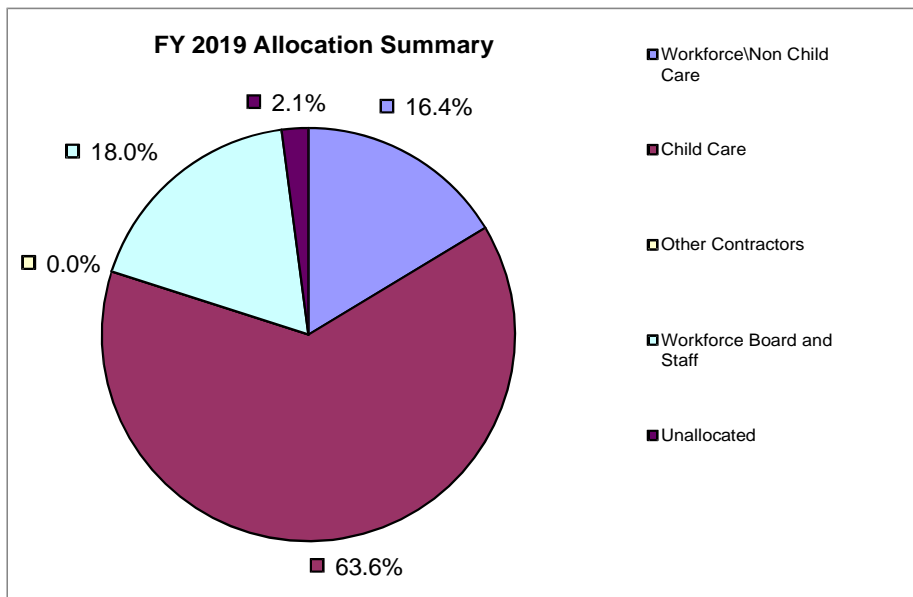
FY 2019 Board Budget Compared to Program Delivery



FY 2020 Board Budget Compared to Program Delivery



Schedule 3





NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF
DIRECTORS MEETING

Workforce Center Janitorial Contract Recommendation

Background:

The contract with the current janitorial company, Service Master Quality Cleaning Services, who cleans ten (10) out of the eleven (11) Workforce buildings, is for the price of \$157,868 annually. The contract ends September 30, 2019. A comparison of janitorial vendors via cooperative contracts available to the NCTCOG was completed in May 2019.

Information:

Based on the janitorial vendors reviewed, CTJ Maintenance was selected via a Tarrant County Cooperative Contract including a price not to exceed \$870,000 for a contract period from October 1, 2019 through December 31, 2023.

Recommended Motion:

The joint Executive/Oversight and Accountability Committee recommends the Workforce Board authorize the NCTCOG to enter into a janitorial contract with CTJ Maintenance for a time period of October 1, 2019 through December 31, 2023 for an amount not to exceed \$870,000.

Approval Date: September 24, 2019



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS MEETING

Weatherford Workforce Center Lease Recommendation

Background:

The North Central Texas Council of Government's (NCTCOG) current workforce center in Weatherford is located at 126 College Park Drive within the College Park Shopping Center. The following information pertains to the current lease:

- Owned by CPSC I Limited partnership
- Contains six thousand (6,000) square feet of space
- Twenty- four (24) month lease with an end date of January 31, 2021
- Price per square foot equaling \$13.60 (net of utilities, janitorial, common area maintenance, internal suite maintenance, insurance, and taxes).
- Originally built according to board specifications

Information

This lease was approved for a short term two (2) year extension effective February 1, 2019 due to the pending integration of eleven (11) Vocational Rehabilitation (VR) staff within the Weatherford center. The current Weatherford facility will not accommodate that many additional staff.

Since the time of the lease extension described above, NCTCOG staff have negotiated terms for a new facility located on the Weatherford College campus. The facility will be constructed according to NCTCOG specifications. Terms of the new lease agreement are as follows:

- Landlord-Weatherford College
- Square footage-10,000
- Lease term-ten (10) years
- Rental rate-Average ten (10) year rate equaling 20.78 per square foot (full service including insurance, janitorial, utilities, and maintenance)
- Parking-Five (5) parking spots per thousand square feet (50 total)

The NCTCOG's real-estate consultant, Avison Young, has provided comparisons to other similar properties located within the Weatherford area and determined the projected location to be within the market rate (Please see Attachment A).

NCTCOG staff believe the proposed new location to be optimum due to the favorable location, price, and customized floor plan design.



Recommendation:

The Executive/Oversight and Accountability Committee recommends the Workforce Board authorize the NCTCOG to enter into a lease with Weatherford College for the property located at 225 College Park Drive in Weatherford Texas for a period of ten (10) years. The lease would be effective the later of February 1, 2021 or the time of substantial completion of the new facility; includes space not exceeding 10,000 square feet, and an average price per square foot not to exceed \$20.78 (including insurance, janitorial, utilities, and maintenance).

Approval Date: September 24, 2019

Attachment: Attachment A-Proposal Comparison



North Central Texas Council of Governments
 Proposal Comparison
 Weatherford, TX



Attachment A



Building Name	Building Address	SF Complex	Available SF	Rental Rate (\$/SF)	Rental Rate Type	Gross Rental Rate (including utilities & janitorial) (\$/SF)	Yr Built	Comments
The Offices At Martin Drive	1715 Martin Drive	10,000	10,000	\$24.60	NNN (\$7.00)	\$35.84	2019	To Be Built, Shell, \$45.00 PSF TI allowance
College Park SC (Current location)	126 College Park Drive	144,575	10,000	\$18.59	NNN (\$3.60)	\$26.43	1974	Existing location. New parking lot & roof. Must lease add 14,000 SF. \$30 PSF TI Allowance
Weatherford College	225 College Park Drive	50,000	8,600	\$18.60	NNN (\$2.20)	\$20.80	2020	To Be Built, Shell, \$50.00 PSF TI Allowance



North Central Texas WDA

Skills Development Fund Grant Activity Report

ACTIVE SDF CONTRACTS

<u>College Name</u>	<u>Business Partner(s)</u>	<u>Grant Award</u>	<u>Contract Start Date</u>	<u>Contract End Date</u>
Collin College	Ascend Custom Extrusions; Quest Medical	\$250,374	3/13/2019	3/31/2020
Collin College	AssaAbloy Hospitality; <i>Gattaca Americas; Applied Concepts (amended into grant)</i>	\$294,190	2/26/2018	5/31/2019
Collin College	Platform Mfg; NPIC; Forte Payment Systems	\$316,131	<i>Submitted to TWC- In Evaluation</i>	
North Central Texas College	Jostens	\$600,896	3/1/2018	8/31/2019
North Central Texas College	Peterbilt	\$483,371	2/4/2019	2/28/2020
North Central Texas College	Thirty-One Gifts; Samsung HVAC	\$549,813	5/24/19	11/30/2020
Ranger College	Pal-Con Ltd.; St. Gobain Abrasives; New Vision Mfg (West Central WDA)	\$1,180,137	7/1/2019	6/30/2020

TOTAL DOLLARS IN ACTIVE CONTRACTS: \$3,358,781



North Central Texas WDA

Skills Development Fund Grant Activity Report

SDF INCENTIVE DOLLARS- \$95,000 Earned To-Date

College Name	Business Partners	Incentive Dollars Awarded
Collin College	Capital One; Moneygram	\$5,000
Hill College	KWS Manufacturing	\$5,000
Navarro College	Owens Corning; ASMO Manufacturing	\$5,000
Weatherford College	PECO Facet	\$5,000
Navarro College	James Hardie Building Products	\$5,000
Collin College	Jack Henry & Associates	\$5,000
Ranger College- Stephenville	FMC Technologies; St. Gobain Abrasives	\$5,000
North Central Texas College	Flowers Baking; Lone Star CNC	\$5,000
TSTC- Red Oak Campus	Manufacturing Consortium- 5 Employers	\$5,000
Collin College	Manufacturing Consortium- 3 Employers	\$5,000
North Central Texas College	Manufacturing Consortium- 6 Employers	\$5,000
Collin College	Quest Medical; Blount Fine Foods	\$5,000
Paris Jr. College	QMF Steel	\$5,000
North Central Texas College	Novolex	\$5,000
Collin College	Supply Chain Consortium	\$5,000
Ranger College	Fibergrate; Schreiber Foods	\$5,000
North Central Texas College	Jostens	\$5,000
<i>North Central Texas College</i>	<i>Peterbilt</i>	<i>\$5,000- pending approval</i>
North Central Texas College	Thirty-One Gifts; Samsung HVAC	\$5,000

College Name	Business Partners	Incentive Dollars Awarded
Ranger College	Pal-Con; St. Gobain Abrasives; New Vision Mfg	\$5,000