

Gulf Coast Workforce Board

P.O. Box 22777 • Houston, Texas 77227-2777

713.627.3200 *phone* • 713.993.4578 *fax*

www.wrksolutions.com



To: Gulf Coast Workforce Board Members

From: Mike Temple
David Baggerly
Michelle Ramirez
Brenda Williams

Date: May 30, 2018

Subj: Board Meeting Materials for Tuesday, June 5, 2018

The next meeting of the Gulf Coast Workforce Board is at **10:00 a.m., Tuesday, June 5, 2018** in H-GAC's second floor conference rooms A, B and C, 3555 Timmons Lane, Houston.

As a reminder, we have planned a workshop for interested Board members on our performance measures and production requirements before the general meeting. Please join us in the same conference room space at *9:00 a.m.* for the workshop.

Reports. Chair Guthrie will provide a report to members on items of interest. Audit/Monitoring Committee Chair Joe Garcia will report on the committee's latest meeting.

Action. Procurement Chair Evelyn Timmins will present the committee's recommendations for funding 2019 adult education providers. Early Education & Care Chair Bobbie Henderson will offer some updates and information for members and ask the Board's concurrence with two changes to our financial aid policies affecting parents applying for child care assistance.

Information. As usual, we will report on our performance/production and expenditures to-date. We'll have brief look at some of our efforts – Harvey recovery, summer jobs, new office locations -- then take a look at the economy and employment numbers.

As always, please call or email us if you have questions, or if we can be of help. We look forward to seeing you next week.

The Gulf Coast Workforce Board Tentative Agenda

Tuesday, June 5, 2018 at 10:00 a.m.

H-GAC Conference Room A/B/C

3555 Timmons Lane, Second Floor, Houston, Texas 77027

1. **Call to Order and Determine Quorum**
2. **Adopt Agenda**
3. **Hear Public Comment**
4. **Review April 2018 meeting minutes**
5. **Declare Conflicts of Interest**
6. **Consider Reports**
 - a. *Chair's Report.* The Board Chair will discuss items of interest.
 - b. *Audit/Monitoring.* The Committee Chair will report on the committee's May meeting.
7. **Action Items**
 - a. *Procurement.* The Committee Chair will ask members' consideration for proposed adult education contracts in amount of \$15,771,195 for the period July 1, 2018 through June 30, 2019
 - b. *Early Education and Care.* The Committee Chair will ask members' consideration for proposed changes to financial aid policies.
8. **Receive Information**
 - a. *Performance and Production.* Report on the system's performance and production.
 - b. *Expenditures.* Report on the Board's budget and expenditures.
 - c. *Updates.* Report on summer jobs, hurricane recovery, new office locations, vocational rehabilitation services integration
9. **Look at the Economy**

Report on current economic data and trends in the Houston-Gulf Coast region.

10. Take Up Other Business

11. Adjourn



A proud partner of the American Job Center network

Workforce Solutions is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Please contact H-GAC at 713.627.3200 at least 48 hours in advance to request accommodations.

Deaf, hard-of-hearing or speech-impaired customers may contact:

Relay Texas 1-800-735-2989 (TTY) or 1-800-735-2988 (Voice) or 711.

Equal opportunity is the law.

Gulf Coast Workforce Board-Workforce Solutions
3555 Timmons Lane, Suite 120, Houston, Texas 77027
P.O. Box 22777 Houston, Texas 77227-2777
713.627.3200
1.888.469.5627 toll-free
www.wrksolutions.com

**MINUTES OF
THE GULF COAST WORKFORCE BOARD
TUESDAY, APRIL 3, 2018**

MEMBERS PRESENT:

Willie Alexander	Bobbie Allen Henderson	Janice Ruley
Betty Baitland	Alan Heskamp	Danielle Scheiner
Peter Beard	Eduardo Honold	Allene Schmitt
Narayan Bhargava	Guy Robert Jackson	Valerie Segovia
Sara Bouse	Sarah Janes	Richard Shaw
Carl Bowles	Doug Karr	Connie Smith
Renea Dillon	Paulette King	Evelyn Timmins
Joe Garcia	Steve Mechler	Kelly Violette
Mark Guthrie	Jerry Nevlud	Shunta Williams

H-GAC STAFF MEMBERS PRESENT

Mike Temple
David Baggerly
Parker Harvey

Mark Guthrie, Chairman, called the meeting to order at approximately 10:00 a.m., on Tuesday, April 3, 2018, in the 2nd floor, H-GAC Conference Rooms A/B/C, at 3555 Timmons Lane, Houston, Texas. Chair Guthrie determined a quorum was present.

Prior to the adoption of the agenda, Chair Guthrie welcomed new Board member Renea Dillon. Ms. Dillon provided a brief introduction and was warmly welcomed by the Board.

ADOPTION OF AGENDA

Chair Guthrie asked for adoption of the agenda as presented. A motion was made and seconded to adopt the agenda. The motion carried and the agenda was adopted as presented.

PUBLIC COMMENT

No one signed up for public comment.

MINUTES FROM FEBRUARY 6, 2018 MEETING

Chair Guthrie asked for any additions or corrections to minutes for the February 6, 2018 Board meeting and if none, for approval of the minutes as presented.

A motion was made and seconded to approve the minutes as presented. The motion carried.

DECLARE CONFLICTS OF INTEREST

Chair Guthrie asked for a declaration of any conflicts of interest with items on the agenda. No one declared a conflict of interest. Chair Guthrie reminded the members that they were welcome to declare conflicts with items as they are considered.

CONSIDER REPORTS

Chair's Report

Chair Guthrie reported that the federal Omnibus spending bill was passed and signed by the President. In the spending bill, workforce funding has been increased by approximately \$90M for 2018. He noted that some of the programs that we operate need to be modified or reauthorized. To the extent that they require worker training activities, these programs need to now be aligned with WIOA worker training activities.

Chair Guthrie reported that he attended the National Association of Workforce Boards (NAWB) Forum in Washington, DC and meetings of the NAWB Board of Directors during the last week of March. The theme for the conference was Fueling Talent, Forging Change. Major topics of conversation included Artificial Intelligence, middle skill jobs and career and technical education. Chair Guthrie distributed copies of two NAWB handouts to Board Members, one of which lists pending bills that are important to the workforce system. Chair Guthrie encouraged Board Members to read through both handouts and talk about these bills with congressional representatives.

Chair Guthrie also shared that the Gulf Coast Workforce Board received a compliment from the State Board of Education on our Education Committee's comments to the State Board's long-range planning effort. He was advised that our comments were specifically shared with all of the long-range planning committee members and they appreciated very much that the business community provided this input. Chair Guthrie expressed appreciation to Michelle Ramirez, Birgit Kamps, and the other Education Committee members who took the time to put together those comments. They were very well received.

Chair Guthrie concluded his report and no action was taken.

Audit/Monitoring Committee Report

Committee Chair Joe Garcia reported that the Audit/Monitoring Committee met on Wednesday, March 21, 2018 at the Cypress Station Career Office to receive the following report covering activity across the region. Together with Committee staff, Committee Chair Joe Garcia, Committee Vice Chair Guy Jackson, member Cheryl Guido and Board Chair Mark Guthrie attended the meeting in person. Evelyn Timmins, Sara Bouse, Karlos Allen, Allene Schmidt and Willie Alexander participated by phone.

Current Situation

Committee members reviewed data from six quality assurance reviews. Board staff also received a resolution from the Texas Workforce Commission regarding their monitoring visit during June 2017 and a response to an additional review.

- **Career Offices**

- **Southwest – BakerRipley**

- Committee staff noticed opportunities to strengthen case notes and better maintain documentation of employment. Committee staff rated this service as Solid Performance.

- **Astrodome – BakerRipley**

- Committee staff noted instances in which eligibility, employment and financial aid processes needed improvement in documenting information. Committee staff rated the service as Solid Performance and will conduct a follow-up to ensure training provided to staff has been implemented.

- **Houston Central Library – BakerRipley**

- Committee staff noted some opportunities to enhance service at the location including additional training and the availability of a phone on the same floor where service is provided. Staff from the Northline office staffs this location on Monday and Tuesday 2-4 pm and Wednesday and Thursday 10 am to noon. Committee staff rated this service as Solid Performance.

- **Bay City – Interfaith**

- Committee staff noted opportunities for Interfaith to provide additional support to the office in developing additional partnerships within the community and service to out of school youth. Committee staff rated the service as Solid Performance.

- **Palacios Community Hub – Interfaith**

- Committee staff noted the Workforce staff and the staff at the Hub work cooperatively together to serve customers. This location is staffed by the Bay City office on Tuesday 9a-4p. Committee staff rated this location as Solid Performance.

Tracking Unit – Interfaith

Tracking units are part of a career office contractor's operations – they are centrally located staff who track and record required information about our service and customers. Committee staff noted improvement in the success rate and an opportunity to improve data entry of customers' assessment information. Committee staff rated this service as Solid Performance.

Commission Monitoring Report

Annual Review

Board staff reported at the last Board meeting that the Texas Workforce Commission asked us to strengthen oversight and compliance monitoring function. Board staff responded with a plan to hire additional Board staff for oversight and compliance monitoring, separate the quality improvement reviews from the Board's monitoring, and update our policies.

Board staff received notice from the Commission that our corrective action resolved the finding.

Additional Review

Last fall, the Workforce Commission followed up a U.S. Department of Labor review of a specific grant we received several years ago to help dislocated workers. As you may recall, the Labor Department asked us to make some changes to policies and procedures and praised our operations.

We asked for and received these grant dollars to expand capacity for serving dislocated workers by working directly with employers in our key regional industries. We had the dollars available from July 2015 through December 2017, and we used those dollars through our regular system and contractors to build relationships with employers and help dislocated workers.

After its follow-up review, the Workforce Commission has reported to us that we did not properly document the eligibility for employed individuals we served at several companies. We paid a part of the costs of training for these current workers.

The Commission questioned \$153,000 of our expenditure for the current worker training and asked us to either prove the eligibility of the workers or repay the funds.

We reviewed the steps that led to our committing the grant funds to train current workers and have determined we must strengthen our internal processes to make sure we do not make these kinds of mistakes again.

To resolve the finding in the Commission's report, we:

- Transferred all expenditures from the special grant to our regular and usual funds, properly documented that the employers and their employees are (and were) able to use our funds for training, and notified the Workforce Commission of our actions.

- Revised, extended, and put in place procedures and process for using our dollars to support talent development activities with employers. These procedures and process apply to the Board staff and contractors.
- Begun a rapid improvement project at our level to make sure we know what went wrong and what action we need to take so that we do not make a mistake like this in the future.

The Commission has accepted our proposed solution and resolved the questioned costs.

Mike Temple provided an additional comment to inform the Board that, in discussions with employers, we often identify a need to provide training for their currently employed workers. Because our money is public money, we must follow certain sets of rules when we do that, but it is an allowable thing that we do and have done. In this case, we used a fund to pay for that service and we did not comply with the rules that were attached to that fund. What we have done internally is revise and extend our internal operating policies and procedures for all of our talent development activities with employers so that we can make sure we are dotting all of the i's and crossing all of the t's before we actually get to the expenditure of dollars. We are also in the process of understanding where we went wrong and determining how we can shore up the process so it doesn't happen again in the future. We moved the expenses from that fund to our regular general funds, where they are allowable. The Commission accepted our actions and the report has been resolved.

Chair Garcia concluded his report and no action was taken.

Service for UTMB

Mike Temple provided a brief report on the University of Texas Medical Branch in Galveston. UTMB began prior to the turn of the 20th century as the first University of Texas Medical School and has grown into an extensive health care, education, and research facility. It is located not only on the island and on the mainland, but also in other parts of Texas. It is Galveston County's single largest employer and is an employer with whom we have had a special relationship for many years. Part of that relationship includes Workforce Solutions staff who are embedded in the Human Resources department of UTMB. We are honored to be able to do that for UTMB and work with them. Mr. Temple also introduced a short video overview of the services provided.

Following the video presentation, Mr. Temple recognized the Workforce Solutions staff working within the UTMB Human Resources department. Blake Comeaux, Judith Crosley and Alejandra Alaniz were each presented with a certificate of appreciation.

TAKE ACTION

- a. Budget. The Committee Chair will ask members' consideration of an amendment to the 2017 Board budget and a proposed 2018 Board budget.

Committee Chair Willie Alexander reported that the Budget Committee met on Wednesday, March 31, 2018. Chair Alexander presented the Board with a revision of the 2018 budget.

Background

Periodically we update the Board's budget to account for operational and anticipated funding changes. We propose the Board approve an increase to the overall budget to accommodate additional Board staff and increase financial aid.

The Budget Committee met on Wednesday, March 31, 2018 with Committee Chair Willie Alexander, Vice Chair Gerald Andrews, Board Chair Mark Guthrie, and members Narayan Bhargava, Carl Bowles, Doug Karr and Sarah Janes.

Current Situation

The proposed revision to the 2018 budget places total available revenue just over \$248 million, which results in a .8% increase from the original budget. The additional revenue identified is from a combination of areas. This includes:

- Funding to assist non-custodial parents engaged in employment activities;
- Additional revenue to support young adults in summer employment; and
- Dollars to buildup capacity to serve individual with disabilities through the Workforce system.

We have adjusted proposed 2018 system operational costs to incorporate additional resources and planned activity during the remaining 9 months of the year.

- On February 6, 2018 the Workforce Board affirmed the motion to increase the number of Board staff positions dedicated to compliance monitoring and oversight. By relocating this function to the Board, we will need to increase Board FTEs by 5.
- The supplementary Vocational Rehabilitation dollars awarded in early March are earmarked to fund navigator positions. We believe staffing these positions at the Board level will provide the best support to system operations. These new positions will add 3 FTEs to the Boards staffing level.
- We propose reserving the remaining dollars under financial aid to accommodate increase demand for talent development opportunities.

Results

We are not proposing any changes to the Board's targets for 2018 performance. With this budget, we plan to achieve the following:

- Provide service for 26,000 employers and 355,000 individuals
- Spend \$13.0 million on scholarships for more than 3,900 individuals in high-skill, high-growth occupational training
- Provide adult education and literacy for 20,548 individuals
- Support about 24,000 families and 40,000 children with their early education expenses
- Ensure 60% of our employers return for additional services
- Assist in creating 3,300 new jobs
- Help more than 227,000 individuals go to work
- Raise the incomes of 100,000 by at least 20%
- Help 85% of individuals pursuing a post-secondary education attain a certificate or degree
- Serve at least 845 individuals impacted by Hurricane Harvey

Below is a comparison of 2017 performance to 2018 targets:

	2017 Actual	2018 Target
Provide service for employers	19,903	26,000
Provide service for individuals	337,521	355,000
Spend on scholarships	\$11,156,606	\$13,000,000
Individuals in occupational training	3,303	3,900
Provide adult education and literacy	23,625	20,548
Support families with their early education expenses	22,445	24,000
Support children with their early education expenses	42,409	40,000
Ensure employers return for additional services	51.2%	60%
Assist in creating new jobs	2,726	3,300
Help individuals go to work	198,491	227,000
Raise incomes by at least 20%	86,431	100,000
Help individuals pursuing a post-secondary education attain a certificate or degree	71.5%	85%

Joe Garcia requested an explanation on the reason for the decrease in the funds available for Adult Literacy. Chair Guthrie replied that the decrease in funds was due to a decrease in funding. Mike Temple confirmed that the 2017 budget included an additional special revenue amount targeted for that purpose that will not be available for 2018.

Carl Bowles asked for clarification as to which program would involve additional funding to assist non-custodial parents. Mike Temple explained that funds budgeted for assistance to needy families are set aside to allow us to work with family child support courts in Harris, Galveston and Brazoria counties. Individuals who come before a judge as a result of failure to pay child support are given an option to work with Workforce Solutions to go to work or, alternatively, to further process within the judicial system.

The money set aside for this purpose is used to support the activities and staff and the services that we provide.

A motion was made and seconded to approve the revised 2018 Board budget as presented in amount of \$248,313,399. The motion carried.

Mike Temple spoke briefly about the additional information provided in the Budget section of the handout package. It is information on the various funding formulas for a number of the streams of money that come to us for our use. Our Budget Committee members had questions about the formulas that allocate money to us and how they work. Information was prepared for the committee and the committee members asked that the information be shared with the Board. In general, this information provides insight about the various kinds of information that are reviewed when decisions are made regarding allocating funds to us. Factors for distribution of the money are generally related to the need for the money, though some of the factors are based on information (and needs) a year or two or more old. In many cases, but not all, the formulas that allot money from Washington to Austin are the same formulas that then allocate dollars within Texas. Included in the information provided are pages of data about those formulas and some comparative data among the different boards in Texas to provide an idea of what our share of the state is relative to different factors. When reviewing the allocation factors within Texas and comparing our region to the Dallas/Fort Worth, be aware that the Dallas/Fort Worth area includes three Workforce Boards, Dallas, Tarrant County and North Central. To look for a comparison to the Gulf Coast, those three boards should be added together. Mike also expressed that staff is always available to answer any questions Board Members have.

Chair Alexander concluded his report and no further action was taken.

RECEIVE INFORMATION

- a. *Performance and Production. Report on the system's performance and production.*

David Baggerly reviewed the Performance measures for October 2017 through February 2018.

Board Measures

These measures gauge progress toward meeting the results set out in the Board's strategic plan for the Board's operating affiliate, Workforce Solutions.

More Competitive Employers

Employers Receiving Services (Market Share)

We expect to provide services to 26,367 employers this year. We provided services to 16,513 employers in the period October 2017 through February 2018.

Employer Loyalty

Of a possible 17,595 employers, 9,797 returned to Workforce Solutions for additional services in the period October 2017 through February 2018.

More and Better Jobs

New jobs created

New jobs created in the region as a result of Workforce Solutions partnering with economic development organizations. This information is captured quarterly and reflects a two-year average through December 2017.

Customers employed by the 1st Qtr. after exit

138,850 customers exited from workforce service in the period October 2016 through March 2017. 105,302 of these customers were employed by the quarter after the exit quarter.

Higher Real Incomes

Earnings Gains of at least 20%

153,717 customers exited from workforce service in the period April 2016 through September 2016. 41,867 of these customers had earnings gains of at least 20%.

A Better Educated Workforce

Customers pursuing education diploma, degree or certificate who achieve one
281 of 374 customers who pursued an education diploma, degree or certificate and exited from July 2017 through December 2017, attained a diploma, degree or certificate by the end of the quarter after exit.

Production

In addition to the Board's measures, Workforce Solutions works to meet Texas Workforce Commission expectations for production.

For the performance year that began October 1, 2017, we are meeting or exceeding the target for fifteen of nineteen state measures. These are the measures we are not achieving:

- Choices Full Work Rate: The target for this measure is 50.0%. Our performance for customers participating from October 2017 through February 2018 was 40.43%.

Note: February performance improved to 48.18% for the month.

- Average Number of Children Served Per Day: The target for this measure is 24,179. Our average number of children served per day from October 2017 through February 2018 was 27,290.

- Credential Rate – All Customers: The target for this measure is 48.0%. Our performance for customers who exited from January 2016 through June 2016 was 45.29%.
Note: State acknowledges their report for this measure may be inaccurate.
- Credential Rate – Youth: The target for this measure is 51.5%. Our performance for customers who exited from January 2016 through June 2016 was 46.94%.
Note: State acknowledges their report for this measure may be inaccurate.

Adult education measures for the period July 2017 through February 2018 include:

1. Total enrollments - includes individuals who begin an adult education class.
2. 12+ hour enrollments - includes individuals who are in adult education classes 12 or more clock hours.
3. Transitions – includes individuals enrolled in adult education classes designed to lead to further post-secondary training.
4. Integrated Education and Training (IET) – includes individuals enrolled in Adult Education and Literacy classes concurrently and contextually with Workforce Preparation Activities and Workforce Training for specific in-demand or targeted occupations for educational and career advancement.
5. English Literacy and Civics (EL Civics) - includes English Language Learners receiving instruction to achieve competency in the English language and acquire the information and skills needed to function effectively as parents, workers, and citizens in the United States.
6. Integrated English Language (IET) and English Language (EL) Civics – includes individuals enrolled in English Literacy and Civics who are also enrolled in Integrated Education and Training.
7. Intensive Services – includes individuals who receive various college and career-focused adult education options including: workplace Adult Education and Literacy activities, services for internationally-trained English Language Learner professionals and transition assistance to offenders for re-entry and post-release services.

Mike Temple commented that, as mentioned at the last meeting, we are preparing a workshop for members who are interested in more information about our performance measures and our production requirements. This workshop is planned to take place prior to the June Board Meeting at 9:00 am. We will go into more detail about where the measures come from, what they mean and how we use them.

Mr. Baggerly concluded his report and no action was taken.

b. Budget and Expenditures. Report on the Board's budget and expenditures.

Mike Temple reviewed the Financial Status Report representing expenses for the two months ending in February 2018. This is based on the original 2018 budget, not the

revised budget approved earlier in this meeting. We are running about on target. Overall, we are running a little ahead of budget on financial aid spending. Part of that is due to the fact that we are supporting about 30,000 children and their parents per day with early education expenses. We are a little below budget on office operations spending, but we expect that to pick up a little later in the year.

Mr. Temple concluded his report and no action was taken.

LOOK AT THE ECONOMY

Parker Harvey presented a look at the current economy.

The look at the economy took on a bit of added importance because it provided a chance to review the impact of the annual benchmark revisions on all of the economic reports over the past year and even further.

As of February, our employment rate was about 4.7%. This was down from where it was in January and down from where it was in February of 2017 where it was 5.6%. Over the last couple of years, April 2015 was the lowest unemployment rate before the start of the downturn. Over the span of the next 22 months, it peaked in September and then January at about 5.8%. From there it dropped quickly back down to 4.3%.

The number of jobs added from January to February is 26,400. A typical February for us sees about 17,000 added. This was driven by Professional and Business Services, Government and Education and Health. Nine out of 11 of our sectors added jobs over the month. Over the year we are currently up 67,100 jobs.

After benchmark revisions, December 2014 remains the peak for the most recent downturn. This was down a little from where we were before the revisions, but we still added 117,000 jobs. We saw a sharp decline between December 2014 and December 2015. What little job growth we thought we did see in 2015 was revised away. We were also under the impression that the bottom for this most recent downturn occurred in August of 2016. In fact, that got pushed out to October 2016 with a deeper bottom. The revision indicates that we lost 7,300 jobs during this period rather than the initial estimate of 3,800. We originally ended 2016 with an added 18,700. All of the job growth from 2016 was revised away and, in fact, we lost 2,200 jobs.

In 2017 we saw some growth going into the summer. Around that same time, the rig counts started to fall month over month for the first time in a while and that started to slow down our job growth. Hurricane Harvey hit in August representing a bit of a speed bump. From there things bounced back but, once again, there was a divergence. We ended 2017 thinking we added about 46,000 jobs, but it turned out we added about 62,900.

As of July of 2017, the 13 county Gulf Coast Region had a population of 7.06 million residents. Since the 2010 census, we added approximately 978,000 new residents to the

region. Our new population increase over the past year was 95,000. This was 30% fewer new residents than 2016. We added 136,000 in 2016 and 169,000 in 2015. Natural Increase has been consistent over the last few years at an increase of about 60,000 new residents added each year. International Migration has averaged approximately 35,000. However, some of our weakest years for job growth have seen more international migrants. Net Domestic Migration saw 10,000 people leave our region in 2017. Mr. Harvey presented statistics for each county in our region. Notably, Harris County saw an outflow of domestic migration of 45,000 in 2017. Harris County also saw an outflow of 16,400 in 2016 for a combined outflow of 61,500. That is approximately equal to the net inflow into Harris County in the previous 3 years. Some of the counties immediately adjacent to Harris County reflected large gains, some of which may be due to residents of Harris County moving to adjacent counties. Some of Harris County's losses also may be due to people moving elsewhere due to the downturn in the oil and gas industry and related job losses.

Mr. Harvey concluded his report and no action was taken.

OTHER BUSINESS

Chair Guthrie recognized the long service of Board Member Eduardo Honold who was attending his last meeting and resigning from the Board to accept a new position in El Paso, which would allow him to move back home to El Paso. Chair Guthrie commended Dr. Honold for his service to the Board and the Board expressed their best wishes.

There was no other business to be brought before the Board.

ADJOURN

Chair Guthrie adjourned the meeting at approximately 11:10 a.m.

GULF COAST WORKFORCE BOARD

Board Member	02/06/18	04/03/18	06/05/18	08/07/18	10/02/18	12/05/18
Aguilar, Ray	✓					
Alexander, Willie	✓	✓				
Allen, Karlos	✓					
Andrews, Gerald	✓					
Baitland, Betty		✓				
Beard, Peter	✓	✓				
Bhargava, Narayan	✓	✓				
Bouse, Sara	✓	✓				
Bowles, Carl	✓	✓				
Cavazos, Mary Helen						
Dillon, Renea		✓				
Garcia, Joe	✓	✓				
Guido, Cheryl	✓					
Guthrie, Mark	✓	✓				
Henderson, Bobbie Allen	✓	✓				
Heskamp, Alan	✓	✓				
Honold, Eduardo	✓	✓				
Jackson, Guy Robert	✓	✓				
Janes, Sarah		✓				
Jordan, Frank						
Josserand, John	✓					
Kamps, Birgit	✓					
Karr, Doug		✓				
King, Paulette	✓	✓				
LaBroski, Jeff	✓					
Marshall, Scott	✓					
McCleskey, Kendrick						
Mechler, Steve		✓				
Nevlud, Jerry		✓				
O'Black, Linda	✓					
Pillow, Dale	✓					
Ruley, Janice		✓				
Scheiner, Danielle	✓	✓				
Schmitt, Allene	✓	✓				
Segovia, Valerie		✓				
Shaw, Richard	✓	✓				
Smith, Connie	✓	✓				
Staley, Gil	✓					
Timmins, Evelyn	✓	✓				
Violette, Kelly	✓	✓				
Williams, Shunta	✓	✓				

GULF COAST WORKFORCE BOARD

AGUILAR, RAY

Classic Chevrolet Sugar Land
13115 Southwest Freeway
Sugar Land, TX 77478
281-491-9000

Category: Business

County: Fort Bend

rayfrank11@yahoo.com

Term: January 1, 2017 thru December 31, 2018

ALEXANDER, WILLIE

W J Alexander Associates P.C.
50 Briar Hollow Lane, Suite 320 East
Houston, TX 77027
(713) 802-0900, ext. 12

Fax: (713) 802-1188

Category: Business

County: City of Houston

walex@wjalexander.com

Term: January 1, 2017 thru December 31, 2018

ALLEN, KARLOS

TKG Advisors
8303 Southwest Fwy., Suite 218
Houston, TX 77074
(713) 778-1707

Category: Business

County: City of Houston

kallen@tkgadvisors.net

Term: January 1, 2016 thru December 31, 2017

ANDREWS, GERALD

Gallagher Victory Insurance
122 West Way, Suite 404
Lake Jackson, TX 77566
(979) 297-8604

Fax: (979) 297-7080

Category: Business

County: Brazoria

geraldandrews36@yahoo.com

Term: January 1, 2017 thru December 31, 2018

BAITLAND, BETTY

Achieve Fort Bend County
72 Crestwood Drive
Sugar Land, TX 77478
(713) 818-5639/(281)-242-2214

Category: CBO

County: Fort Bend

bbaitland@comcast.net

Term: January 1, 2017 thru December 31, 2018

BEARD, PETER

Greater Houston Partnership
701 Avenida de las Americas, Suite 900
Houston, TX 77010

(713) 844-3602 – office

(281) 906-1088 – cell

Fax: (713) 844-0200

Category: Business

County: City of Houston

pbeard@houston.org

Term: January 1, 2017 thru December 31, 2018

BHARGAVA, NARAYAN

The SDB Group
817 Southmore Ave, Suite 301
Houston, TX 77502

(713) 475-0048

Fax: (713) 475-0083

Category: Business

County: Harris

nbhargava@thesdbgroup.com

Term: January 1, 2017 thru December 31, 2018

BOUSE, SARA

Alvin Community College
3110 Mustang Road
Alvin, TX 77511

(281) 732-8389 – cell

(281) 756-3568 – office

Category: Education

County: Brazoria

sbouse@alvincollege.edu

Term: January 1, 2017 thru December 31, 2018

BOWLES, CARL

Bowles, Womack & Company, PC
24 Greenway Plaza, Suite 970
Houston, TX 77046
(713) 621-0050

Fax: (713) 621-0046

Category: Business

County: Harris

carl@bowleswomack.com

Term: January 1, 2017 thru December 31, 2018

CAVAZOS, MARY HELEN

M.H. Cavazos & Associates
1124 W. Clay Street
Houston, TX 77019
(713) 807-1115

Category: Business

County: Harris

mhcavazos@aol.com

Term: January 1, 2017 thru December 31, 2018

DILLON, RENE A

Goose Creek CISD
4544 I-10 East
Baytown, TX 77521
281-707-3361

Category: Education

County: Harris

carol.dillon@gccisd.net

Term: January 1, 2018 thru December 31, 2019

GARCIA, JOE

ICOTEX
3479 Pollock Drive
Conroe, TX 77303
(832) 699-4693

Category: Business

County: Waller

joe.garcia@ico-tex.com

Term: January 1, 2017 thru December 31, 2018

GUIDO, CHERYL

Department of Assistive and
Rehabilitation Services
427 W. 20th, Suite 407
Houston, TX 77008
(713) 802-3101

Fax: (713) 802-3143

Category: State Agency

cheryl.guido@twc.state.tx.us

Term: January 1, 2018 thru December 31, 2019

GUTHRIE, MARK

Winstead PC
600 Travis Street, Suite 5200
Houston, TX 77002
(713) 650-2730

Fax: (713) 650-2400

Category: Business

County: City of Houston

mguthrie@winstead.com

Term: January 1, 2017 thru December 31, 2018

HENDERSON, BOBBIE ALLEN

Texas Southern University
4203 Charleston Street
Houston, TX 77021-1415
(713) 313-7588/(713) 748-6508(h)

Fax: (713) 741-6196

Category: Education

County: City of Houston

bobbie.henderson@att.net

Term: January 1, 2017 thru December 31, 2018

HESKAMP, ALAN

Heskamp & Associates LLC
311 Hoskins Broadway
El Campo, TX 77437
(979) 758-4521

Category: Business

County: Wharton

aheskamp@sbcglobal.net

Term: January 1, 2018 thru December 31, 2019

JACKSON, GUY ROBERT

Chambers County Abstract Co. Inc.
P.O. Box 640
Anahuac, TX 77514
(409) 267-6262, ext. 35
Fax: (409) 267-6355
Category: Business
County: Chambers
grj@ccac.net
Term: January 1, 2017 thru December 31, 2018

JANES, SARAH

San Jacinto College
8060 Spencer Highway
Pasadena, TX 77505
281-998-6100
Fax: (281) 479-8127
Category: Education
County: Harris
sarah.janes@sjcd.edu
Term: January 1, 2018 thru December 31, 2019

JOSSERAND, JOHN

Turner Industries Group, LLC
3850 Pasadena Blvd.
Pasadena, TX 77503
Category: Business
County: Harris
(713) 477-7440
Fax: (713) 477-4846
jjosser@yahoo.com
Term: January 1, 2017 thru December 31, 2018

KAMPS, BIRGIT

Hire Universe
5517 Aspen Street
Houston, TX 77081
713-822-7411
Category: Business
County: Harris
bk@hireuniverse.com
Term: January 1, 2017 thru December 31, 2018

KARR, DOUG

Pro Staff/Atterro
27 Canoe Birch Place
The Woodlands, TX 77382
832-967-7684
Category: Business
County: Montgomery
doug.karr@prostaff.com
Term: January 1, 2018 thru December 31, 2019

KING, PAULETTE

Health and Human Services
1332 E. 40th Street, Unit B1
Houston, TX 77022
(713) 696-8088 (direct)
(713) 767-3192 (secondary number)
Fax: (713) 695-4593
Category: Public Assistance
paulette.king@hhsc.state.tx.us
Term: January 1, 2017 thru December 31, 2018

LaBROSKI, JEFFREY

Plumbers Local Union No. 68
502 Link Road
P.O. Box 8746
Houston, TX 77249
(713) 869-3592
Fax: (713) 869-3671
Category: Labor
County: City of Houston
ski@plu68.com
Term: January 1, 2017 thru December 31, 2018

MARSHALL, SCOTT

Jacobs
5995 Rogerdale Road
Houston, TX 77072
(832) 351-6655
Category: Business
County: Harris
scott.marshall@jacobs.com
Term: January 1, 2018 thru December 31, 2019

McCLESKEY, KENDRICK

PricewaterhouseCoopers-
1903 Crockett St.
Houston, TX 77007
(281) 788-6046
Category: Business
County: City of Houston
klmccleskey@gmail.com
Term: January 1, 2017 thru December 31, 2018

MECHLER, STEVE

Balfour Beatty Construction
4321 Directors Row, Suite 101
Houston, TX 77092
(713) 824-6266
Category: Business
County: Harris
smechler@ticonstructors.com
Term: January 1, 2018 thru December 31, 2019

NEVLUD, JERRY

AGC Houston
3825 Dacoma Street
Houston, TX 77092
(713) 843-3700
Fax: (713) 843-3777
Category: Business
County: Harris
jerry.n@agchouston.org
Term: January 1, 2018 thru December 21, 2019

PILLOW, DALE

Adult Reading Center, Inc.
2246 N. Washington Ave.
Pearland, TX 77581
(281) 485-1000
Fax: (281) 485-3473
Category: Literacy
County: Brazoria
dale.pillow@adultreadingcenter.org
Term: January 1, 2018 thru December 31, 2019

RULEY, JANICE

Houston Airport Systems
18600 Lee Road, Suite 130
Humble, TX 77338-4172
(281) 233-7853
Fax: (281)230-8020
Category: Labor
County: City of Houston
janice.ruley@houstontx.gov
Term: January 1, 2017 thru December 31, 2018

SCHEINER, DANIELLE

Conroe Economic Development Council
300 W Davis Street
Conroe, TX 77301
(936) 522-3529
Category: Economic Development
County: Montgomery
scheinergcedc.org
Term: January 1, 2018 thru December 31, 2019

SCHMITT, ALLENE

Blinn College - Sealy
3701 Outlet Center Drive, #250
Sealy, TX 77474
(979) 865-8461
Category: Education
County: Austin
allenes@live.com
Term: January 1, 2017 thru December 31, 2018

SEGOVIA, VALERIE GARCIA

Director of Outreach and Development
Nuclear Power Institute
101 Gateway Blvd, Suite A
College Station, TX 77845
979-240-5005
Category: CBO
County: Palacios
vsegovia@tamu.edu
valeriegsegovia@gmail.com
Term: September 5, 2017 thru December 31, 2018

SHAW, RICHARD

Harris County Labor Assembly,
 AFL-CIO Council
 1707 Prism Lane
 Houston, TX 77043-3344
 (713) 240-2472
Category: Labor
County: City of Houston
shawtrek@aol.com
 Term: January 1, 2017 thru December 31, 2018

SMITH, CONNIE

Greensmith Marketing, LLC
 8618 Royal Cape Ct.
 Houston, TX 77095
 (713) 681-9232
 Fax: (713) 681-9242
Category: Business
County: City of Houston
mmpfb@msn.com
 Term: January 1, 2016 thru December 31, 2017

STALEY, GIL

The Woodlands Area Economic Development
 Partnership
 9320 Lakeside Blvd., Bldg. 2, Suite 200
 The Woodlands, TX 77381
 (281) 363-8130
 Fax: (281) 298-6874
Category: Business
County: Montgomery
gil.staley@edpartnership.net
 Term: January 1, 2018 thru December 31, 2019

TIMMINS, EVELYN

Houston Mayor's Committee for
 Employment of People with Disabilities
 2120 Lundy Lane
 Friendswood, TX 77546
 (281) 388-1967
Category: CBO
County: City of Houston
evtimmings@aol.com
 Term: January 1, 2017 thru December 31, 2018

VIOLETTE, KELLY

Tomball Economic Development Corporation
 29201 Quinn Road, Unit B
 Tomball, TX 77375
 (281) 401-4086
 Fax: (281) 351-7223
Category: Economic Development
County: Harris County
kviolette@tomballtxedc.org
 Term: January 1, 2017 thru December 31, 2018

WILLIAMS, SHUNTA

Texas Workforce Commission
 3555 Timmons Lane, Suite 120
 Houston, TX 77027
 (713) 993-2439
 Fax: (832) 681-2534
Category: State Agency
shunta.williams@wrksolutions.com
 Term: January 1, 2017 thru December 31, 2018

WORKFORCE BOARD KEY STAFF:

Mike Temple, Director
 David Baggerly, Program Manager
 Michelle Ramirez, Program Manager
 Brenda Williams, Quality Assurance Manager
 Deborah Duke, Administrative Coordinator
 Susan Dixon, Employer Services
 Lucretia Hammond, Grants Management

Houston-Galveston Area Council
 3555 Timmons Lane, Suite 120
 P.O. Box 22777
 Houston, TX 77227-2777
 (713) 627-3200
 Fax: (713) 993-4578
<http://www.wrksolutions.org>

GULF COAST WORKFORCE DEVELOPMENT BOARD

COMMITTEES

Audit/Monitoring

- Joe Garcia – Chair
- Guy Robert Jackson – Vice Chair
- Ray Aguilar
- Karlos Allen
- Narayan Bhargava
- Sara Bouse
- Carl Bowles
- Helen Cavazos
- Cheryl Guido
- Doug Karr
- John Josserand
- Scott Marshall
- Kendrick McCleskey
- Dale Pillow
- Allene Schmitt
- Evelyn Timmins

Budget

- Willie Alexander – Chair
- Gerald Andrews – Vice Chair
- Karlos Allen
- Narayan Bhargava
- Sarah Janes
- Jerry Nevlud

By-Laws

- – Chair
- – Vice Chair
- Betty Baitland

Career Office

- Karlos Allen - Chair
- – Vice Chair
- Carl Bowles
- Joe Garcia
- Cheryl Guido
- Birgit Kamps
- Shunta Williams

Early Education and Care

- Bobbie Henderson – Chair
- Linda O’Black – Vice Chair
- Betty Baitland
- Sarah Janes
- John Josserand
- Birgit Kamps
- Scott Marshall
- Allene Schmitt

Employer Services

- Gerald Andrews – Chair
- Jeff LaBroski – Vice Chair
- Sara Bouse
- Helen Cavazos
- Joe Garcia
- Cheryl Guido
- Mark Guthrie
- Alan Heskamp
- Guy Robert Jackson
- Sarah Janes
- John Josserand
- Birgit Kamps
- Scott Marshall
- Steve Mechler
- Richard Shaw
- Connie Smith
- Gil Staley
- Evelyn Timmins

GULF COAST WORKFORCE DEVELOPMENT BOARD

COMMITTEES

Government Relations

- Guy Robert Jackson – Chair
- – Vice Chair
- Ray Aguilar
- Gerald Andrews
- Narayan Bhargava
- Scott Marshall
- Jerry Nevlud
- Richard Shaw

Nominating

- Guy Robert Jackson – Chair
- Jeff LaBroski – Vice Chair
- Betty Baitland

Oversight Committee

- Gerald Andrews
- Bobbie Henderson

Procurement

- Evelyn Timmins – Chair
- Bobbie Henderson – Vice Chair
- Willie Alexander
- Karlos Allen
- Narayan Bhargava
- Sara Bouse
- Helen Cavazos
- Joe Garcia
- Cheryl Guido
- Mark Guthrie
- Alan Heskamp
- Doug Karr
- Jeff LaBroski
- Scott Marshall
- Allene Schmitt
- Richard Shaw
- Connie Smith
- Gil Staley

Report Card

- Richard Shaw – Chair
- – Vice Chair
- Narayan Bhargava

Strategic Planning

- Carl Bowles – Chair
- – Vice Chair
- Betty Baitland
- Narayan Bhargava
- Sarah Janes
- Doug Karr
- Kendrick McCleskey
- Richard Shaw
- Evelyn Timmins

System Visibility

- Evelyn Timmins – Chair
- Gerald Andrews
- Carl Bowles
- Joe Garcia
- Bobbie Henderson
- Richard Shaw

Workforce Education

- Birgit Kamps – Chair
- Allene Schmitt – Vice Chair
- Karlos Allen
- Betty Baitland
- Sara Bouse
- Helen Cavazos
- Cheryl Guido
- Alan Heskamp
- Sarah Janes
- Jeff LaBroski
- Steve Mechler
- Scott Marshall
- Jerry Nevlud
- Dale Pillow
- Valerie Segovia
- Richard Shaw

Audit/Monitoring Committee

Update for May 2018

Background

The Audit/Monitoring Committee met Thursday, May 24, 2018 at the H-GAC office. Committee Chair Joe Garcia, Committee Vice Chair Guy Jackson, members Doug Karr, Dale Pillow, Allene Schmitt, Evelyn Timmins, Gil Staley, Bobbie Henderson, John Jossierand, Richard Shaw and Board Chair Mark Guthrie also attended.

Career Offices

The monitoring team completed six office reviews and one office-related unit review. All seven units rated as Solid Performance.

The team did not find any significant problems, though it continues to recommend updated and continuing training for the office staff on filling job postings, making good referrals to open jobs, outreaching youth and young adults, and documenting financial aid.

The monitors also recommended attention to customer service at the Lake Jackson, Baytown, Cypress Station, Conroe.

The team commended the Tracking Unit at BakerRipley for a new procedure that helps assign tasks equitably and review staff productivity and timeliness – and asked the unit to share this procedure with all contractors.

Houston Center for Literacy

Financial monitors completed a review for the Houston Center for Literacy in March 2018.

Findings from this review included:

- the cost allocation plan did not include all the required elements
- costs for indirect are overstated
- could not trace some payroll costs
- procurement information was not available
- financial policies needed to be updated

HCL is working on the issues found during monitoring, and we will resolve them before the end of the contract on June 30. HCL will not have a contract going forward.

Adult Education

In preparation for the Procurement Committee's consideration of adult education contracts, we presented summary findings for the monitoring reviews of current year adult education contractors.

The team conducts on-site visits and records reviews for these contractors, just as it does for all other contractors. During on-site visits, we interview staff, management, and customers; observe operations; and check various compliance items. Our records reviews cover customer data, assessing accuracy, completeness, appropriateness, and compliance with guidelines, policies, procedures, and rules.

We noted the following trends:

- Rankings for adult education providers have improved with three providers ranked as strong performance.
- We are on target to meet our enrollment targets except for Integrated EL Civics.
- Customers overall express satisfaction with the service we provide.

We saw opportunities for improvement:

- Adult education providers can ensure they adequately document eligibility for 16, 17, 18-year-olds and those tagged as TANF.
- Providers can ensure data entered in the adult education data base accurately reflects the information on documents in the records.
- Providers can improve on completing career planning and goal setting.
- Providers can further ensure test administrators receive initial and ongoing training.
- Providers can ensure the inventory list is up to date and staff tags equipment.
- Region 6 can offer more opportunities for consortium partners to attend training on the Standards and Guidelines and the assessment policy.
- Region 6 can monitor earlier in the year to offer better resolution, follow up and technical assistance in supporting the partners.
- Providers must review and follow requirements for procurement.
- Providers can better track inventory.

Ratings for consortium partners shows improvement with three contractors rating as **Strong Performance**.

Ratings

Adult Education	2016	2017	2018
Brazosport College	Acceptable	Solid Performance	Strong Performance
College of the Mainland	Acceptable	Solid Performance	Solid Performance
Harris County Department of Education	Acceptable	Strong Performance	Strong Performance
Houston Community College	Acceptable	Building Performance	Solid Performance
Lone Star College	Minimally Acceptable	Solid Performance	Solid Performance
San Jacinto College	Acceptable	Solid Performance	Solid Performance
Wharton County Junior College	Minimally Acceptable	Solid Performance	Strong Performance
Houston Center for Learning			Building Performance
Region 6 Education Service Center	Acceptable	Solid Performance	Solid Performance

Outside Reviews

Improper Payments

We received notice from the Texas Workforce Commission on May 17, 2018 about a recent review of improper payments. Workforce Commission reviewers found five customers with what they believe to be overpayments of child care financial aid. The total amount of overpayments for all five customers taken together is \$108.41.

Upcoming Annual Review

The Texas Workforce Commission Monitoring Team will conduct its annual review beginning June 18, 2018. The review will also include federal Hurricane Harvey disaster recovery funding.

Procurement Committee

Adult Education 2019

The Procurement Committee met on May 24, 2018 to consider contracts for the operation of the Gulf Coast Adult Education Consortium. Committee Chair Evelyn Timmins, Committee Vice Chair Bobbie Henderson, Board Chair Mark Guthrie and members Doug Karr, Joe Garcia, Guy Jackson, Richard Shaw, Allene Schmitt, John Josserand, Dale Pillow, and Gil Staley.

Where Does the Money Come From?

The Adult Education and Family Literacy Act – which authorizes the activities for publicly funded adult education – is now part of the Workforce Innovation & Opportunity Act (Title II of the Act).

The rules for AEFLA/WIOA Title II dollars require the state to procure providers of adult education. As we have previously, the Workforce Board sent a proposal to the Workforce Commission as the lead for the Gulf Coast Adult Education Consortium. Our proposal included our partners and the potential contracts 2019.

The Commission has accepted our proposal and will fund the consortium beginning July 1, 2018. Estimated funding for the new year is slightly higher than last, at \$16.6 million.

Who Are Our Partners?

For 2019, our consortium will include previous partners Brazosport College, College of the Mainland, Harris County Department of Education, Houston Community College, Lone Star College, Region 6 Education Service Center, San Jacinto College, and Wharton County Junior College.

- We propose adding direct contracts for three organizations who previously participated in the consortium as subrecipients to one of the other partners: Alliance for Multicultural Community Services, BakerRipley, and Chinese Community Center.
- Finally, we propose adding the Boys & Girls Club of Walker County as a new partner.
- These four providers were included in our proposal to the state.

The Houston Center for Literacy, which was a partner in the consortium this past year, is giving up its direct service role. The Center's board will return to its primary mission as the Mayor of Houston's Commission on Literacy. We propose continuing the Center's service through the Harris County Department of Education, the Alliance, BakerRipley, and the Chinese Community Center.

What Will We Do?

We propose continuing adult education and literacy instruction at more than 250 sites throughout the 13-county region. Service includes English language instruction, literacy classes, adult basic education, adult secondary education, GED preparation, and joint basic education-skills training classes.

We expect to serve about the same number of students in 2019 as we have in the current year.

During 2019 we will also:

- Increase the integration of adult education with our Employer Service. Already this spring we are responding to increasing demand from employers for on-site basic skills and English language instruction classes for their workers.
- Continue integrating adult education providers and service with the career offices and the Vocational Rehabilitation Service to make it easy for customers to access a full range of Workforce Solutions service no matter where they enter.
- Work with the state to introduce the concept of sector academies to our consortium offerings. A basic education sector academy structures language and literacy instruction, basic skills training, and GED preparation around the in-demand occupations for key industry sectors – leading to employment and career paths in those industries. This will be new for us, and we will provide more information as we develop the academies.
- Continue to work on improving outcomes.

Current Situation

The Texas Workforce Commission has accepted our proposal to lead a consortium of adult education and literacy providers in the Gulf Coast region. In our proposal, we listed those organizations we expect to contract as service providers.

The Commission will fund the consortium beginning July 1, 2018 at a little more than \$16 million.

We recommend contracting with 11 providers to deliver adult education and literacy instruction throughout the region and one organization to deliver technical assistance and professional development for the consortium.

We have attached consortium performance data from 2017 and 2018.

We have also conducted financial integrity reviews for our proposed new contract partners: the Alliance for Multicultural Community Services, BakerRipley, the Boys & Girls Club of Walker County, and the Chinese Community Center.

- Of the four proposed new contractors, all except the Chinese Community Center qualify as low-risk.
- The Chinese Community Center had two findings in its last audit regarding late submissions of reimbursement requests. We find that all other financial integrity indicators are acceptable (organization financial position, financial policies and procedures, insurance, not debarred or suspended) and recommend accepting the Center as a contractor. We intend to conduct an early complete financial monitoring for this contractor.

Recommendations

We propose 2019 adult education funding for 12 contractors in amounts shown in the following chart. Contracts would run from July 1, 2018 through June 30, 2019 with options for renewal based on performance, the Board’s approval, and continued funding from the state.

	2017	2018	2019
	Contract Total	Contract Total	Recommended
Alliance for Multicultural Community Services			525,000
BakerRipley			525,000
Boys & Girls Club Walker County			450,000
Brazosport College	754,520	765,000	700,000
Chinese Community Center			200,000
College of the Mainland	876,297	1,040,000	1,116,000
Harris County Department of Education	4,025,264	4,200,000	4,550,000
Houston Center for Literacy		2,000,000	
Houston Community College	6,256,735	4,200,000	4,200,000
Lone Star College	1,041,100	1,250,000	1,250,000
Region 6 Education Service Center	672,800	673,000	855,195
San Jacinto College	531,780	675,000	650,000
Wharton County Junior College	652,900	665,000	750,000
Subtotal, Provider Contracts	\$ 14,811,396	\$ 15,467,999	\$ 15,771,195
Reserve for Board	647,733	529,234	830,063
Total	15,459,129	15,997,233	16,601,258

1. We recommend funding for the Alliance, Baker Ripley, and the Chinese Community Center to deliver service previously provided through and Houston Center for Literacy and through a subcontract with Houston Community College.

2. We recommend funding for Boys & Girls Club of Walker County at a level to offer adequate service in Walker County.
3. We recommend increased funding for high performing providers College of the Mainland, Harris County Department of Education, and Wharton County Junior College. We have proposed substantial added funds for Harris County to recognize the increased work with employers and for Wharton County Junior College to recognize its performance and service area across multiple counties.
4. We recommend increased funding for Region 6 Education Service Center as it will be working with four new providers in the consortium and an expanding need for technical assistance and professional development.
5. We are proposing level funding for Houston Community College and Lone Star College.
6. We are recommending reduced funding for Brazosport College and San Jacinto College. Both providers have had difficulty spending funds during the current year.
7. We recommend increasing Board reserve to pay for required infrastructure costs across the system and additional financial monitoring services for added and new contractors.

We expect to serve at least 22,800 students in 2019 across all 13 counties.

Action

Approve 2019 adult education contracts in amounts not to exceed those described above.

Gulf Coast Adult Education Consortium 2017 Production

	Consortium				Enrollment	Consortium	
	Actual	Target	%			Current	Target
Total Students (All Students)	23,625	20,548	115%		Austin	84	60
Total Students (12 Hour Students)*	21,983	19,500	113%		Brazoria	1,177	773
Transition	1,493	883	169%		Chambers	49	100
Career Pathway	787	842	93%		Colorado	30	35
Integrated English Language & Civics Education	285	655	44%		Fort Bend	1,037	663
Accelerate Texas	396	220	180%		Galveston	1,816	994
					Harris	21,203	15,064
					Liberty	322	210
					Matagorda	116	153
					Montgomery	618	850
					Walker	95	125
					Waller	109	260
					Wharton	270	213
		Total Students (All Students)	Total Students (12 Hour Students)*	Transition	Career Pathway	Integrated English Language & Civics Education	Accelerate Texas
Brazosport	Actual	1,037	971	47	81	22	
	Target		773	35	46	26	
	%		125.6%	134.3%	176.1%	84.6%	
College of the Mainland	Actual	1,424	1,231	271	54	33	147
	Target		1,094	40	51	30	60
	%		112.5%	677.5%	105.9%	110.0%	245.0%
Harris County Department of Education	Actual	7,861	7,296	343	261	134	
	Target		5,513	251	200	185	
	%		132.3%	136.7%	130.5%	72.4%	
Houston Community College	Actual	10,340	9,741	425	249	15	64
	Target		8,854	409	373	303	60
	%		110.0%	103.9%	66.8%	5.0%	106.7%
Lone Star College System	Actual	1,525	1,389	100	20	19	47
	Target		1,695	78	72	58	50
	%		81.9%	128.2%	27.8%	32.8%	94.0%
San Jacinto College District	Actual	693	644	262	67	29	91
	Target		637	26	60	20	50
	%		101.1%	1007.7%	111.7%	145.0%	182.0%
Wharton Community Junior College	Actual	956	896	45	55	33	
	Target		934	43	40	32	
	%		95.9%	104.7%	137.5%	103.1%	

Gulf Coast Adult Education Consortium 2018 Production (through April 2018)

	Region			Enrollment	Region				
	Actual	Target	%		Current	Target			
Total Students (All Students)	19,171	20,548	93%	Austin	70	60			
Total Students (12 Hour Students)*	17,135	19,204	89%	Brazoria	986	825			
Transition	1,540	1,301	118%	Chambers	48	100			
IET Program	742	862	86%	Colorado	25	40			
EL Civics	903	1,006	90%	Fort Bend	807	900			
Integrated EL Civics	300	889	34%	Galveston	1,519	1,030			
Accelerate Texas (July 16 - Dec 17)	396	220	180%	Harris	16,873	14,721			
Intensive Service	177	196	90%	Liberty	265	223			
				Matagorda	117	100			
				Montgomery	739	800			
				Walker	128	125			
				Waller	161	150			
				Wharton	244	130			
		Total Students (All Students)	Total Students (12 Hour Students)*	Transition	IET Program	EL Civics	Integrated EL Civics	Accelerate Texas (July 16 - Dec 17)	Intensive Service
Brazosport	Actual	889	720	52	23	82	41		
	Target		825	55	35	70	40		
	%		87.3%	94.5%	65.7%	117.1%	102.5%		
College of the Mainland	Actual	1,122	938	295	69	219	20	147	26
	Target		1,130	150	51	150	100	60	28
	%		83.0%	196.7%	135.3%	146.0%	20.0%	245.0%	92.9%
Harris County Department of Education	Actual	6,484	5,907	171	283	191	55		39
	Target		5,623	279	246	197	182		28
	%		105.1%	61.3%	115.0%	97.0%	30.2%		139.3%
Houston Community College	Actual	6,944	6,330	586	137	82	105	64	
	Target		6,457	342	140	180	235	60	
	%		98.0%	171.3%	97.9%	45.6%	44.7%	106.7%	
Lone Star College System	Actual	1,581	1,362	65	29	34	23	47	
	Target		1,775	115	60	110	85	50	
	%		76.7%	56.5%	48.3%	30.9%	27.1%	94.0%	
San Jacinto College District	Actual	730	658	170	76	172	13	91	
	Target		700	100	80	136	60	50	
	%		94.0%	170.0%	95.0%	126.5%	21.7%	182.0%	
Wharton Community Junior College	Actual	1,003	901	57	38	96	30		45
	Target		980	60	40	56	70		28
	%		91.9%	95.0%	95.0%	171.4%	42.9%		160.7%

Early Education and Care Financial Aid Policies

The Early Education and Care committee met Wednesday, May 23, 2018 at 1:30 p.m. in H-GAC's Conference Room 2D. Committee Chair Bobbie Henderson, Committee Vice Chair Doug Karr, Board Chair Mark Guthrie, and members John Jossierand, Birgit Kamps, and Allene Schmitt attended the meeting.

Updates

- In May 2018 we are supporting more than 28,000 children with financial aid to their parents for early education/child care. In February we were supporting 29,476 children per day.
 - ✓ Our wait list for child care financial aid continues to rise.
 - ✓ We have more than 10,930 families and 18,623 children waiting for access to financial aid.
- The Bipartisan Budget Act of 2018 increased the federal funding for child care. We are not certain when added funds will come to us or exactly how much we will receive. Without much of 2018 left, we expect that we will see funds closer to the federal fiscal year which begins in October. We understand that this round of funding will continue through September 2020.

Texas will receive \$229 million in added funds: at least \$135 million for direct financial aid to parents, at least \$18.4 million for quality improvement initiatives, and at least \$6.9 million for infant/toddler quality improvement.

We still project that a 20 to 30% increase in resources would place our total availability at about \$183 million.

- Texas Rising Star. We have 268 TRS providers – an increase from the 255 total reported in February.

Two-star certified providers:	85 (101 reported in February)
Three-star certified providers:	94 (78 reported in February)
Four-star certified providers:	89 (76 reported in February)

Christina Triantaphyllis from the Collaborative for Children presented an online tool that the Collaborative for Children developed to recruit potential TRS providers and to quickly identify TRS providers who need technical assistance and training to maintain their quality certifications.

Financial Aid Policy Changes

Supporting Parents in Training

We looked at broadening a continuing eligibility requirement for customers who are attending post-secondary education or training.

We support parents who are in school with financial aid for early education expenses. Parents attending school must be income eligible and meet additional core eligibility requirements.

Current: At redetermination of eligibility, parents must not have exceeded 65 semester hours unless one of the following applies:

- Parent is attending school or training supported by federal, state or Workforce Solutions funds; or
- Parent is working 25 hours/week in addition to attending school or training; or
- Parent has a spouse and together they are working 50 hours per week and at least one parent attends school.

A parent will continue to show progress at redetermination by showing us he or she is enrolled in the same course or degree program.

Proposed: At redetermination of eligibility, parents may continue to receive child care financial aid:

- For up to two years toward a certificate
- For up to four years toward an associate's degree
- For up to six years toward a bachelor's degree
- For up to four years toward a Master's degree

This proposed change in eligibility will remove excessive requirements that have limited parents' ability to receive our financial aid while they are attending school to earn a certificate or degree. Workforce Solutions sets time limits for degree attainment and helps ensure parents make progress toward degree completion.

Absences

All families must follow the absence policy. Right now, that policy allows up to 65 unexplained absences for each child. This policy – which was made by the Workforce Commission – does not count absences which involve court-ordered visitation, chronic illness or disability.

- Beginning July 1, 2018, the Commission will change the policy to allow only 40 unexplained absences. A family with a child who exceeds 40 unexplained absences will lose our financial aid for that child.
- Parents may reapply for that child 60 days after losing the financial aid.

Given our current long wait list, we recommend adding a priority group for families who are on a “wait out” period because a child had more than 40 unexplained absences.

This priority would place a family reapplying for aid ahead of those applying for the first time.

If we have reinstated a family and the child again has more than 40 unexplained absences, the family could reapply again after 60 days but would not have a priority.

Action

Amend the Board’s financial aid for child care policies to:

1. Extend the continuing eligibility requirement for customers who are attending post-secondary education so that a parent may continue to receive financial aid:
 - For up to two years toward a certificate
 - For up to four years toward an associate’s degree
 - For up to six years toward a bachelor’s degree
 - For up to four years toward a Master’s degree
2. Include a priority on the child care wait list for families who have lost financial aid for a child who exceeded 40 unexplained absences as described above.

Current priority for child care financial aid wait list.

1. Applicants for Temporary Assistance for Needy Families cash payments;
2. TANF recipients who are participating with us in employment and training activities;
3. TANF employment and training participants who are transitioning off cash payments and into unsubsidized work;
4. Supplemental Nutrition Assistance (food stamp) recipients who are participating with us in employment and training activities;
5. Children in protective services;
6. Children of veterans or their spouses;
7. Children of a foster youth;
8. Children experiencing homelessness;
9. Children of active duty military personnel who are unable to enroll their children in military-funded child care assistance programs;
10. Children of teen parents;
11. Children with disabilities
12. Siblings in families already receiving our financial aid for one or more children
13. Families participating in Workforce Solutions career, employment or education activities that require the financial aid to successfully complete their service
14. All other eligible families

Proposed priority for child care financial aid wait list.

1. Applicants for Temporary Assistance for Needy Families cash payments;
2. TANF recipients who are participating with us in employment and training activities;
3. TANF employment and training participants who are transitioning off cash payments and into unsubsidized work;
4. Supplemental Nutrition Assistance (food stamp) recipients who are participating with us in employment and training activities;
5. Children in protective services;
6. Children of veterans or their spouses;
7. Children of a foster youth;
8. Children experiencing homelessness;
9. Children of active duty military personnel who are unable to enroll their children in military-funded child care assistance programs;
10. Children of teen parents;
11. Children with disabilities
12. Siblings in families already receiving our financial aid for one or more children
13. Families participating in Workforce Solutions career, employment or education activities that require the financial aid to successfully complete their service
- 14. Families who have lost financial aid for a child exceeding 40 unexplained absence days and have reapplied for aid.**
15. All other eligible families

Texas Rising Star Screening Application

www.collabforchildren.org/trsapp

Overview:

Texas Rising Star (TRS) is our state's quality rating system for child care providers and the only standardized mechanism we have to assess the quality of child care in our region. Collaborative for Children designed a screening and analytics tool to enhance and expedite a number of activities. It will help our Texas Rising Star team expedite and automate the licensing screening process, better identify and recruit eligible TRS providers, improve our tracking of existing TRS providers who may be at risk for licensing violations that impact TRS status, and track key analytics that show biggest licensing challenges and progress in TRS participation. Importantly, automating this screening form also allows users to search and filter eligible TRS providers to better understand the true “universe” of TRS providers. This may help our community rally around common goals for TRS.

Guide to the application:

If you visit the site, you will see that there are four tabs at the top of this screen: Provider Screening, Operation Licensing History, Provider Map, and Provider Analytics. You can toggle back and forth between tabs while conducting your screening, as each tab updates based on the search parameters indicated in the sidebar.

Below are some useful ways to leverage this tool:

- **Screen potential and current TRS providers**
 - Select the ‘Provider Screening’ tab at the top of this screen
 - Type in the license number in ‘Choose or enter license number(s)’. Click on each license number to select multiple providers.
 - Use the Screening Group dropdown menu in the sidebar to screen an entire group of providers by selecting desired screening group (e.g., TRS providers or Non-TRS Subsidy Providers)
 - Results of the TRS screen will be displayed in the ‘TRS Eligible’ column
- **Monitor or “flag” the child care licensing record of Texas Rising Star providers**
 - Select the ‘Provider Screening’ tab at the top of this screen
 - Use the Screening Group dropdown menu in the sidebar to select ‘TRS Providers’
 - Select the ‘At Risk Only’ filter to view providers (in yellow) who have received licensing violations that impact their TRS status
- **View child care providers’ 12 month inspection/violation history**
 - To see inspection details and TRS-related violations, select the ‘Operation Licensing History’ tab
 - Choose or enter one or multiple license number(s) in the sidebar

- **Identify eligible providers for recruitment activities**
 - Select the 'Provider Screening' tab at the top of this screen
 - Use the Screening Group dropdown menu in the sidebar to select a group of interest for recruiting (e.g., Non-TRS Subsidy providers)
 - To view ONLY those providers who currently meet the TRS screening requirements, select the 'TRS Eligible Only' filter in the sidebar
 - Refine your search by selecting a specific county or group of zip codes in the sidebar
 - Download the results of your search at the bottom of the table
- **Map providers of interest**
 - Select the 'Provider Map' tab at the top of this screen
 - The map will adjust to the search parameters specified in the sidebar
 - For example, if you wish to identify potential TRS providers in Harris County (those who accept the child care subsidy AND who meet the licensing screening requirements but who are not yet in TRS), select Non-TRS Subsidy Providers in the Screening Groups dropdown, filter by Harris County and select TRS Eligible Only
- **View analytics on TRS participation and key licensing violations**
 - Select the 'Provider Analytics' tab to view data on number and % of TRS participants, number of eligible TRS providers, most frequent licensing violations that impact TRS status, TRS providers by star level, and more.
 - Please note that data in the analytics tab updates based on search parameters indicated in the sidebar.

Key Definitions:

-Non-TRS Subsidy Providers refers to licensed child care providers (centers, licensed and registered homes, afterschool programs) who accept the child care subsidy but are NOT in Texas Rising Star. This tool does not include relative care listed homes and youth camps, which are not eligible to participate in Texas Rising Star.

-TRS-Eligible Only refers to providers who both accept the child care subsidy and “pass” the licensing screening form and therefore meet the requirements to begin the certification process.

-Non-Subsidy TRS Eligible Only refers to providers who meet all the requirements for TRS certification but do NOT accept the child care subsidy.

-At-Risk refers to providers who have received between 2-4 high/medium-high violations or between 5-9 violations in total.

-TRS Status Change refers to providers who have either lost their TRS certification, lost a TRS star, were reduced to 2-star certification, or received between 10-14 violations in total. These providers are highlighted in red in the table.

**TEXAS RISING STAR PROVIDER CERTIFICATION
SCREENING FORM
Licensed Child Care Centers**

Provider Name: _____
Director Name: _____

Address: _____
License #: _____

Initial Applicants (Sections 1a–5)	TRS Monitoring/Recertification (Sections 1b–5)
1a. Applicant has DFPS licensing history for the 12-month period prior to the date of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Application: _____ Stop process if “No”	1b. Provider has DFPS licensing history for the 12-month period prior to the date of the TRS monitoring/recertification visit? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of TRS Monitoring/Recertification Visit: _____ Review the provider’s 12-month DFPS licensing history.
2a. On Corrective or Adverse Action with DFPS? <input type="checkbox"/> Yes <input type="checkbox"/> No On Corrective Action with Board? <input type="checkbox"/> Yes <input type="checkbox"/> No On Notice of Freeze With TWC? <input type="checkbox"/> Yes <input type="checkbox"/> No Stop process if “Yes”	2b. On Corrective or Adverse Action with DFPS? <input type="checkbox"/> Yes <input type="checkbox"/> No On Corrective Action with Board? <input type="checkbox"/> Yes <input type="checkbox"/> No On Notice of Freeze With TWC? <input type="checkbox"/> Yes <input type="checkbox"/> No Repeal TRS certification if “Yes”
3a. Stop process if the applicant has received any of the following DFPS Deficiencies listed below.	3b. Provider is reduced to 2-Star certification if the certified provider has any of the DFPS Deficiencies listed below (2-Star lose TRS certification)

CRITICAL DEFICIENCIES: Check Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No 745.626 Background Checks Requirement – Providing Direct Care <input type="checkbox"/> Yes <input type="checkbox"/> No 745.656 Individuals on the Texas Sex Offender Registry – Cannot Be Present at Facility <input type="checkbox"/> Yes <input type="checkbox"/> No 745.661 Take Appropriate Action for Criminal Conviction or a Finding, Must Remove a Person from a Child Care Operation, and/or Requesting Risk Evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No 746.201(9) Permit Holder Responsibilities – Complying with Child Care Licensing Law in Chapter 42 Human Resources Code <input type="checkbox"/> Yes <input type="checkbox"/> No 746.1201(4) Responsibilities of Employees and Caregivers <input type="checkbox"/> Yes <input type="checkbox"/> No 746.1201(5) Responsibilities of Employees and Caregivers – Report Suspected Child Abuse, Neglect, or Exploitation <input type="checkbox"/> Yes <input type="checkbox"/> No 746.1311(a) Director Annual Training – 30 Hours Required <input type="checkbox"/> Yes <input type="checkbox"/> No 746.1315(b) One Employee at Center And With Each Group of Children Away from Center Must Have Current CPR for Infants, Children, & Adults <input type="checkbox"/> Yes <input type="checkbox"/> No 746.2805 Prohibited Punishments <input type="checkbox"/> Yes <input type="checkbox"/> No 746.3805(a) Administering Medication – How to Administer Medication <input type="checkbox"/> Yes <input type="checkbox"/> No 746.3805(b) Administering Medication – How to Administer Medication	
---	--

4a1. Number of High and Medium-High Deficiencies – Review 12-month licensing history. Stop process if applicant was cited for five or more deficiencies in High and Medium-High standards listed below	4b1. Number of High and Medium-High Deficiencies – Review 12-month licensing history. Provider who was cited for five or more High and Medium-High deficiencies loses a star level (2-Star loses TRS certification)
---	--

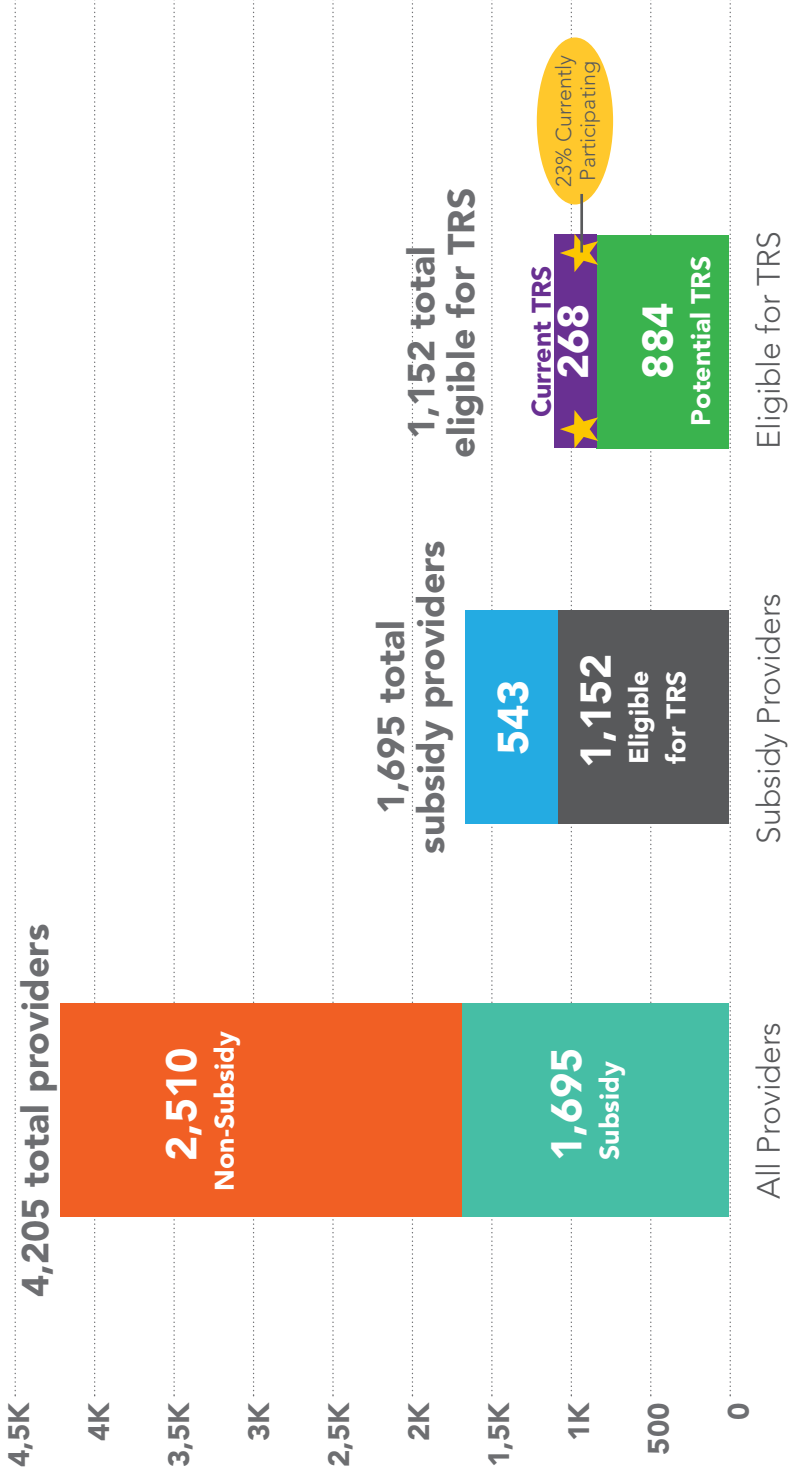
HIGH AND MEDIUM-HIGH RISK DEFICIENCIES: Number cited: _____ 745.625 Background Checks Requirement _____ 746.1003(1), (3)-(6) Director Responsibilities _____ 746.1201(1) Responsibilities of Employees and Caregivers – Demonstrate Competency, Good Judgment, Self-Control _____ 746.1203(4) Responsibilities of Caregivers – Supervision of Children _____ 746.1203(5) Responsibilities of Caregivers – Children in Control _____ 746.1301(a)(2)(B) 24 Clock Hours of Pre-Service Training _____ 746.1305 Pre-Service Training Requirement _____ 746.1309(a) Documented Annual Training – 24 Hours Required _____ 746.1309(e)(1) Annual Training for Caregivers of Children Under 24 Months – Shaken Baby Syndrome	
--	--

_____ Total Number of High Risk and Medium-High Risk Deficiencies	
4a2. Number of Deficiencies – Review 12-month licensing history. Stop process if initial applicant has 10 or more total DFPS deficiencies (any deficiency).	4b2. Number of Deficiencies – Review 12-month licensing history. Provider who has 10 to 14 total DFPS deficiencies (any deficiency) is placed on a 6-month Probation. If recited for same deficiencies within 6 months, the provider loses a star level. If new deficiencies during Probation do not exceed 14, a new 6-month Probation is established. 4b3. Provider who receives 15 total deficiencies (any deficiency) or is on TRS Probation for more than 12 consecutive months, provider loses their certification.
_____ Total number of Deficiencies	_____ Total number of Deficiencies

5. Is Applicant/Provider Eligible to Continue Certification Process? Yes No

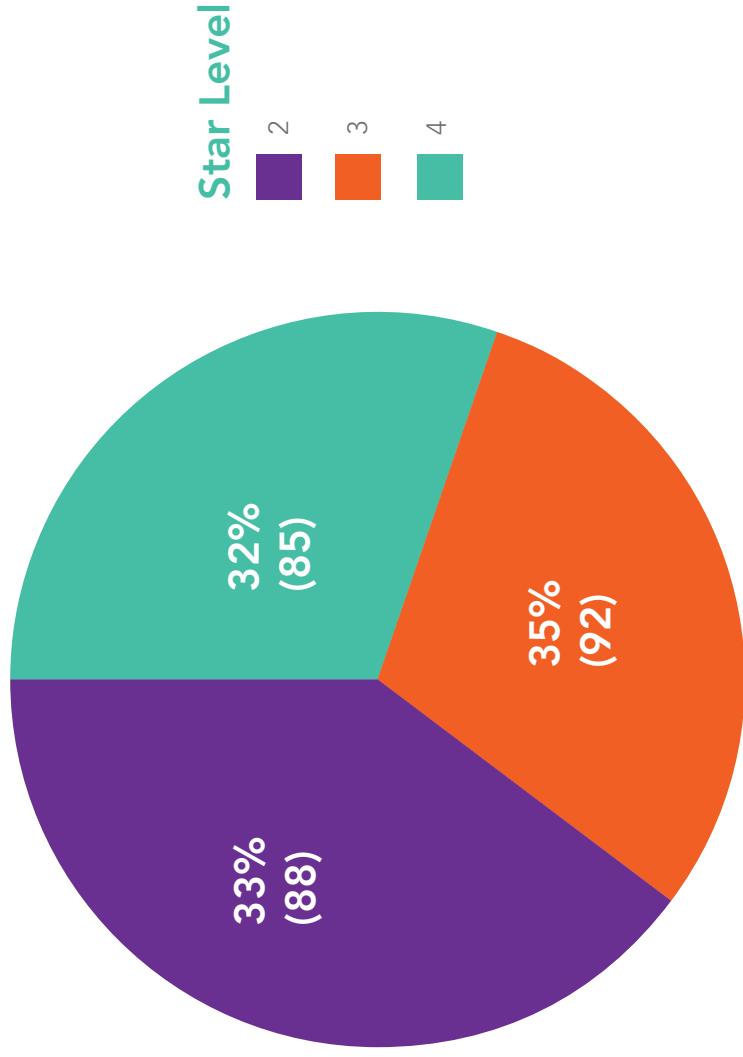
Staff Signature _____ Date _____

Texas Rising Star presents an opportunity to expand the number of certified quality programs



1/3 of Texas Rising Star providers in our region are 4-star, providing a major opportunity for quality improvement

TRS Provider Star Level



**Gulf Coast Workforce Board
System Performance
October 2017 to April 2018**

Board Measures

These measures gauge progress toward meeting the results set out in the Board’s strategic plan for the Board’s operating affiliate, Workforce Solutions.

More Competitive Employers

Measure	Annual Target	Current Performance	Prior Year Performance
<u>Employers Receiving Services (Market Share)</u> We expect to provide services to 26,367 employers this year. We provided services to 20,154 employers in the period October 2017 through April 2018.	26,367	20,154	19,903
<u>Employer Loyalty</u> Of a possible 17,784 employers, 10,799 returned to Workforce Solutions for additional services in the period October 2017 through April 2018.	60.0%	60.7%	51.2%

More and Better Jobs

Measure	Annual Target	Current Performance	Prior Year Performance
<u>New jobs created</u> New jobs created in the region as a result of Workforce Solutions partnering with economic development organizations. This information is captured quarterly and reflects a two-year average through March 2018.	3,300	3,159	2,726
<u>Customers employed by the 1st Qtr. after exit</u> 210,191 customers exited from workforce service in the period October 2016 through June 2017. 159,876 of these customers were employed by the quarter after the exit quarter.	76.0%	76.1%	77.4%

Higher Real Incomes

Measure	Annual Target	Current Performance	Prior Year Performance
<u>Earnings Gains of at least 20%</u> 222,167 customers exited from workforce service in the period April 2016 through December 2016. 61,603 of these customers had earnings gains of at least 20%.	37.0%	27.7%	28.4%

A Better Educated Workforce

Measure	Annual Target	Current Performance	Prior Year Performance
<u>Customers pursuing education diploma, degree or certificate who achieve one</u> 393 of 535 customers who pursued an education diploma, degree or certificate and exited from July 2017 through March 2018, attained a diploma, degree or certificate by the end of the quarter after exit.	74.0%	73.5%	63.9%

Production

In addition to the Board's measures, Workforce Solutions works to meet Texas Workforce Commission expectations for production.

For the performance year that began October 1, 2017, we are meeting or exceeding the target for sixteen of nineteen state measures. These are the measures we are not achieving:

- Choices Full Work Rate: The target for this measure is 50.0%. Our performance for customers participating from October 2017 through March 2018 was 41.56%.
- Average Number of Children Served Per Day: The target for this measure is 24,179. Our average number of children served per day from October 2017 through March 2018 was 27,024.
- Credential Rate – Youth: The target for this measure is 51.5%. Our performance for customers who exited from January 2016 through September 2016 was 43.61%.

Adult education measures for the period July 2017 through April 2018 include:

1. Total enrollments - includes individuals who begin an adult education class.
2. 12+ hour enrollments - includes individuals who are in adult education classes 12 or more clock hours.
3. Transitions – includes individuals enrolled in adult education classes designed to lead to further post-secondary training.
4. Integrated Education and Training (IET) – includes individuals enrolled in Adult Education and Literacy classes concurrently and contextually with Workforce Preparation Activities and Workforce Training for specific in-demand or targeted occupations for educational and career advancement.
5. English Literacy and Civics (EL Civics) - includes English Language Learners receiving instruction to achieve competency in the English language and acquire the information and skills needed to function effectively as parents, workers, and citizens in the United States.

6. Integrated English Language (IET) and English Language (EL) Civics – includes individuals enrolled in English Literacy and Civics who are also enrolled in Integrated Education and Training.
7. Intensive Services – includes individuals who receive various college and career-focused adult education options including: workplace Adult Education and Literacy activities, services for internationally-trained English Language Learner professionals and transition assistance to offenders for re-entry and post-release services.

	Target	Year to Date
Total Enrollments	20,548	19,171
<i>12+ Hour Enrollments</i>	19,204	17,135
<i>Transitions</i>	1,301	1,540
<i>IET Program</i>	862	742
<i>EL Civics</i>	1,006	903
<i>Integrated EL Civics.</i>	889	300
<i>Intensive Services</i>	196	177

GULF COAST WORKFORCE DEVELOPMENT BOARD**FINANCIAL STATUS REPORT**

For the four months ended April 30, 2018

	ANNUAL BUDGET	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	DOLLAR VARIANCE
WORKFORCE REVENUES				
WORKFORCE REVENUES	246,306,870	82,102,290	79,039,289	3,063,001
WORKFORCE EXPENDITURES				
BOARD ADMINISTRATION	6,527,512	2,175,837	1,759,754	416,083
SYSTEM IT	530,414	176,805	91,117	85,688
EMPLOYER SERVICES	9,850,000	3,283,333	2,880,646	402,687
RESIDENT SERVICES	229,398,944	76,466,315	74,307,772	2,158,543
OFFICE OPERATIONS	46,814,946	15,604,982	9,494,755	6,110,227
FINANCIAL AID	161,107,000	53,702,333	56,297,387	(2,595,054)
ADULT EDUCATION	15,476,998	5,158,999	6,731,928	(1,572,928)
DISASTER RECOVERY	6,000,000	2,000,000	1,783,702	216,298
TOTAL WORKFORCE EXPENDITURES	246,306,870	82,102,290	79,039,289	3,063,001

Note: The "Budget Year to Date" column reflects straight-line estimate of expenditures for the twelve-month period, assuming equal expenditures every month in order to fully expend the budget in a year.



Labor Market Information
 APRIL 2018 Employment Data

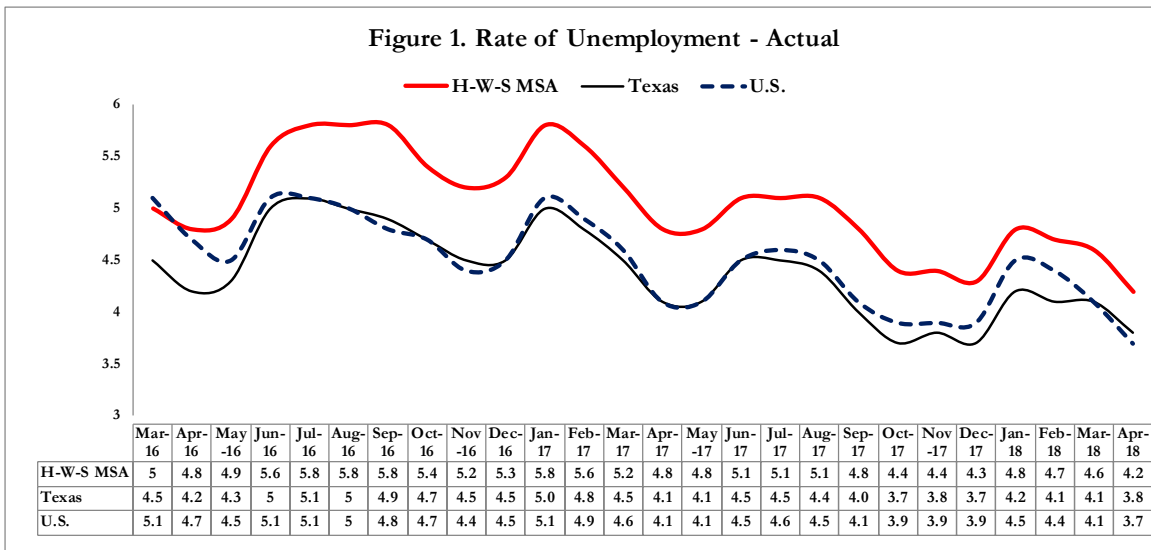
HOUSTON-THE WOODLANDS-SUGAR LAND METROPOLITAN STATISTICAL AREA

Visit our website at www.wrksolutions.com

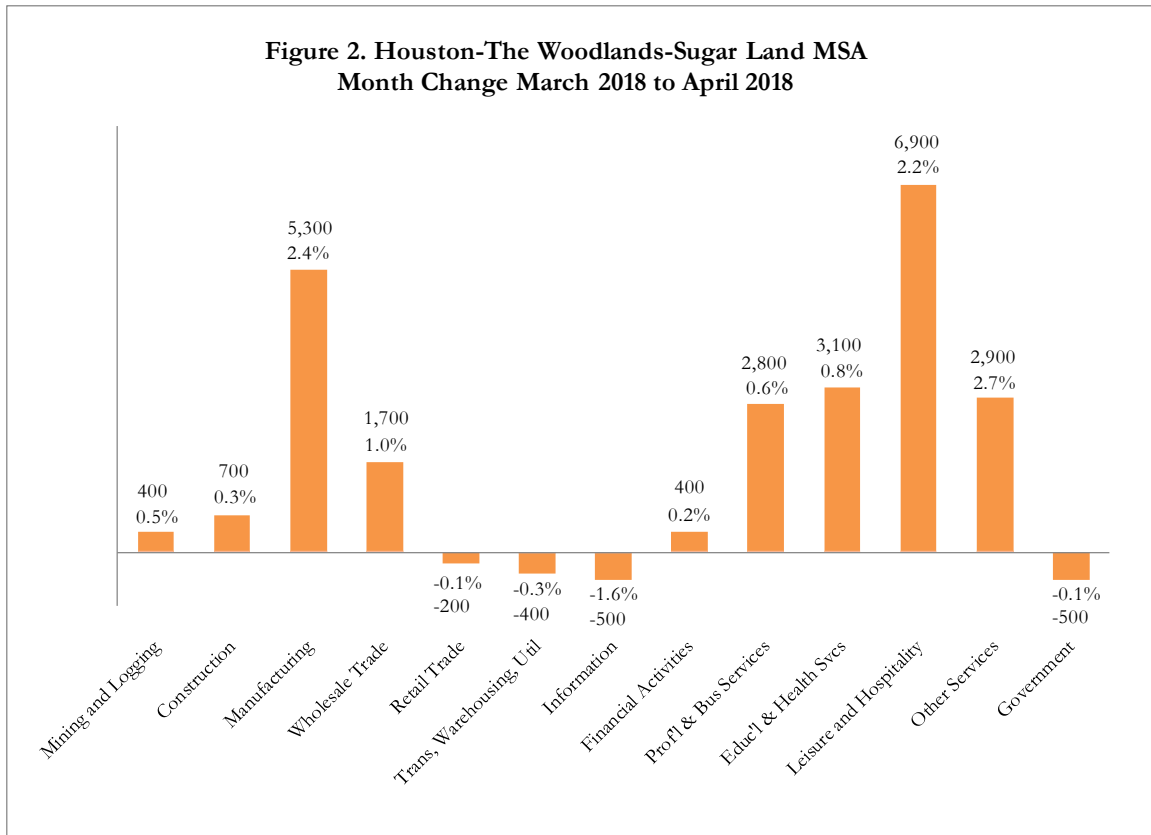
The rate of unemployment in the Houston-The Woodlands-Sugar Land Metropolitan Statistical Area (H-W-S MSA) fell four-tenths of a percentage point to 4.2 percent in April, down from 4.8 percent a year earlier. The local rate of unemployment was slightly higher than 3.8 percent at the state level and 3.7 percent at the national level, see figure 1.

Unemployment Rate (Actual)

	APR 2018	MAR 2018	APR 2017
Civilian Labor Force	3,407,683	3,395,174	3,323,912
Total Employed	3,262,887	3,238,933	3,162,769
Unemployed	144,796	156,241	161,143
Unemployment Rate	4.2%	4.6%	4.8%



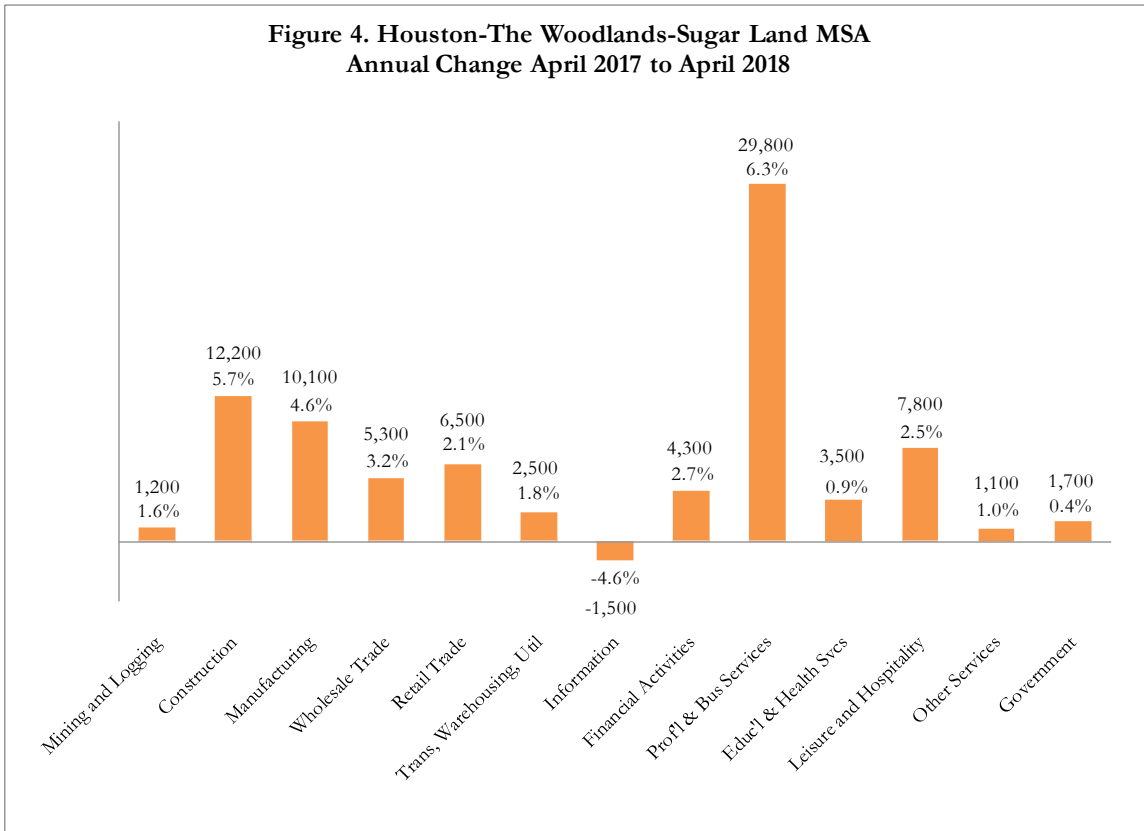
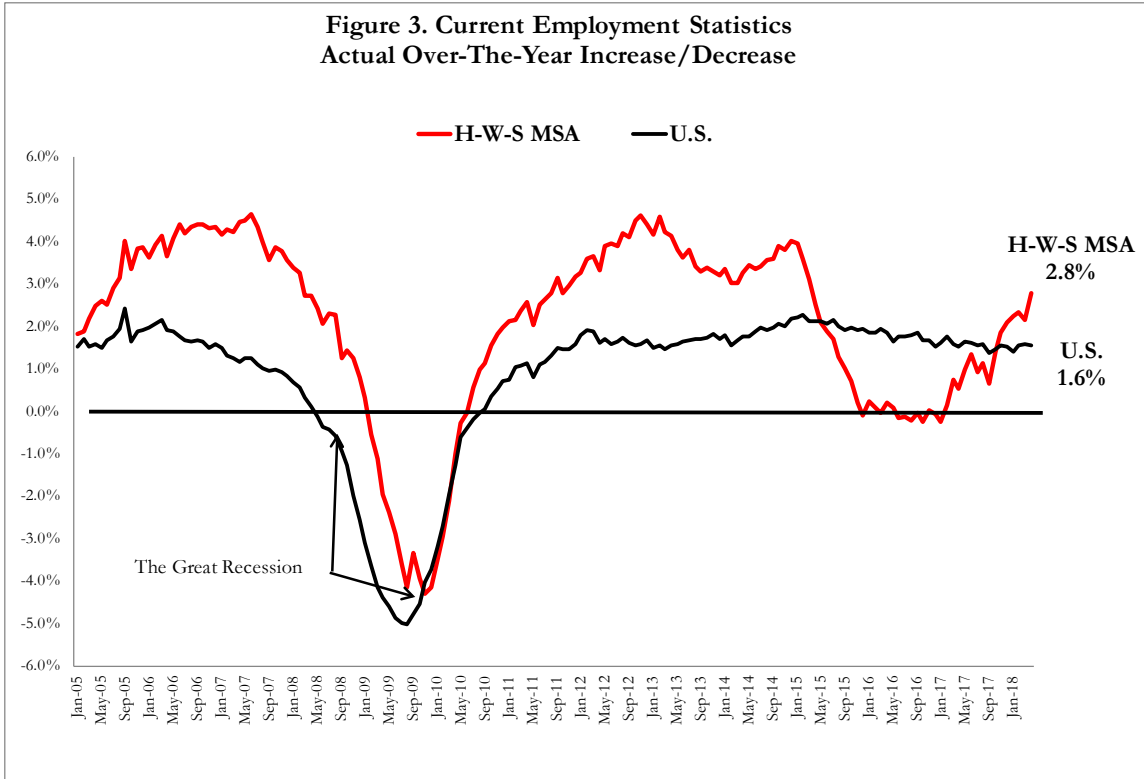
Total Nonfarm Employment in the H-W-S MSA added 22,600 jobs in April. The 0.7 percent increase was the strongest for the month of April since 2011. Job gains were widespread with strongest hiring in Other Services, up 2,900 jobs or 2.7 percent, Manufacturing, up 5,300 jobs or 2.4 percent, and Leisure and Hospitality, up 6,900 jobs or 2.2 percent. The only substantial April decline was in Information, down 500 jobs or 1.6 percent, see figure 2.



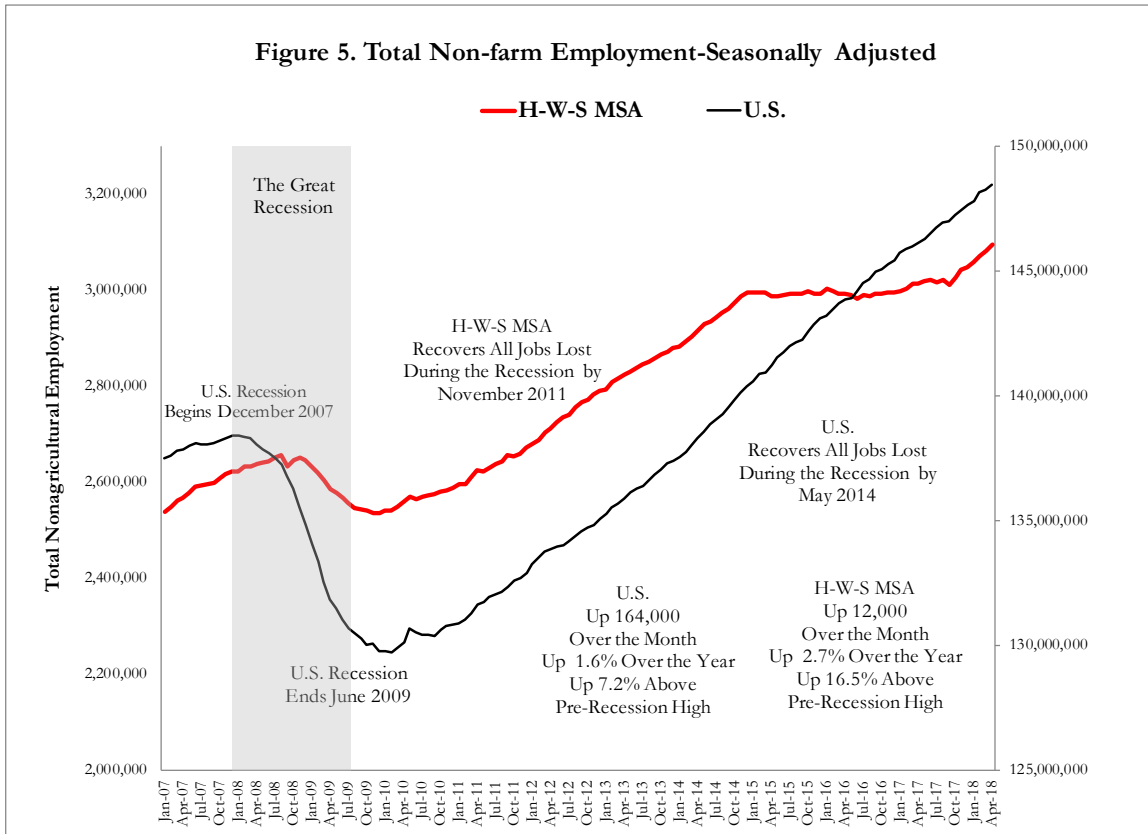
Total Nonfarm Employment in the H-W-S MSA was up 84,500 jobs over the year with the pace of job growth rising more than one-half of a percentage point to 2.8 percent, see figure 3 and 4. Strongest job gains were in Professional and Business Services, up 29,800 jobs or 6.3 percent, Construction, up 12,200 jobs or 5.7 percent, and Manufacturing, up 10,100 jobs or 4.6 percent. Trade, Transportation, and Utilities¹ was the second largest job-producing super sector, up 14,300 jobs, at a more moderate 2.3 percent pace of job growth. Information was the only super sector to report a decline, down 1,500 jobs or 4.6 percent.

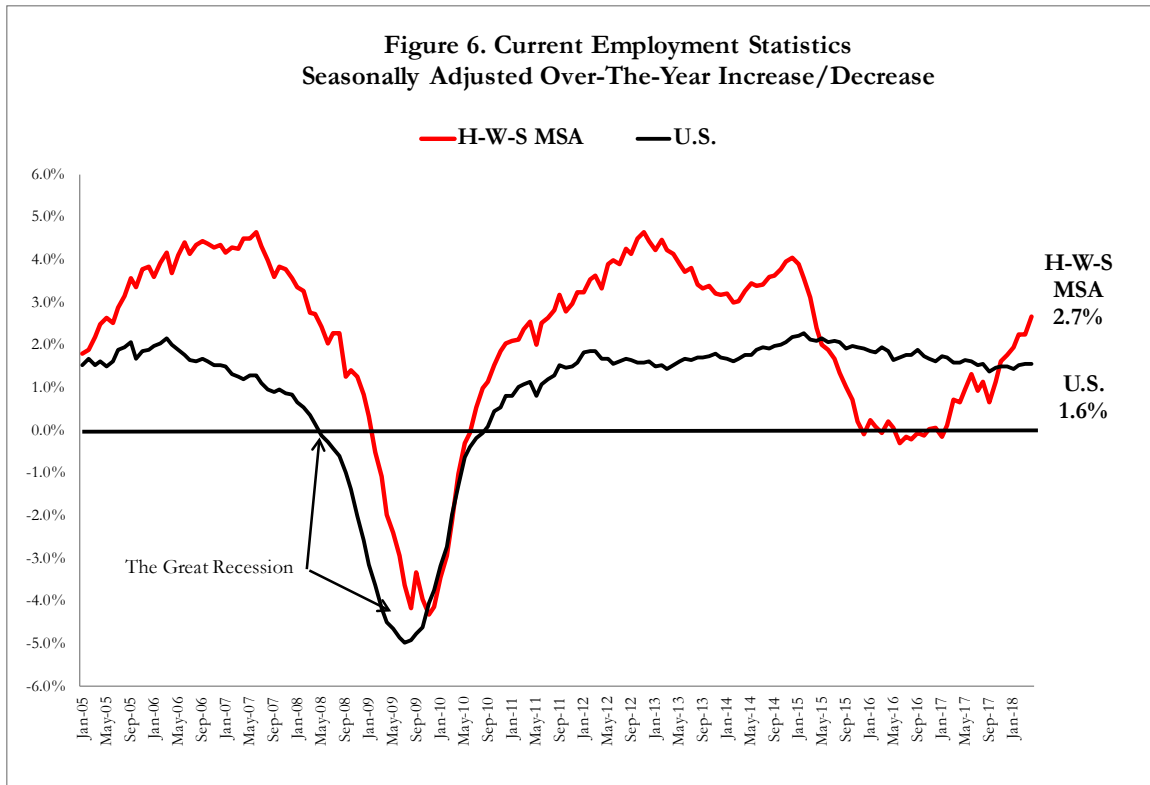
Additional information by super sector can be found beginning on page 5. Detailed data can be viewed on pages 11 & 12.

¹ The Trade, Transportation, and Utilities super sector is comprised of Wholesale Trade, Retail Trade, and Transportation, Warehousing and Utilities.



Seasonally adjusted estimates for the H-W-S MSA and U.S. seen in figure 5 and 6 provide an additional view of growth-trends removing the erratic month-to-month seasonal patterns. On a seasonally adjusted basis, Total Nonfarm Employment was up 12,000 jobs in April. Seasonally adjusted employment was up 80,700 jobs from one year earlier with the pace of job growth at 2.7 percent, more than one percentage point higher than the nation's 1.6 percent pace. Overall growth of Total Nonfarm Employment in the H-W-S MSA has outperformed the nation over the long-term with payrolls up 16.5 percent above the prerecession high compared to the nation's 7.2 percent increase.

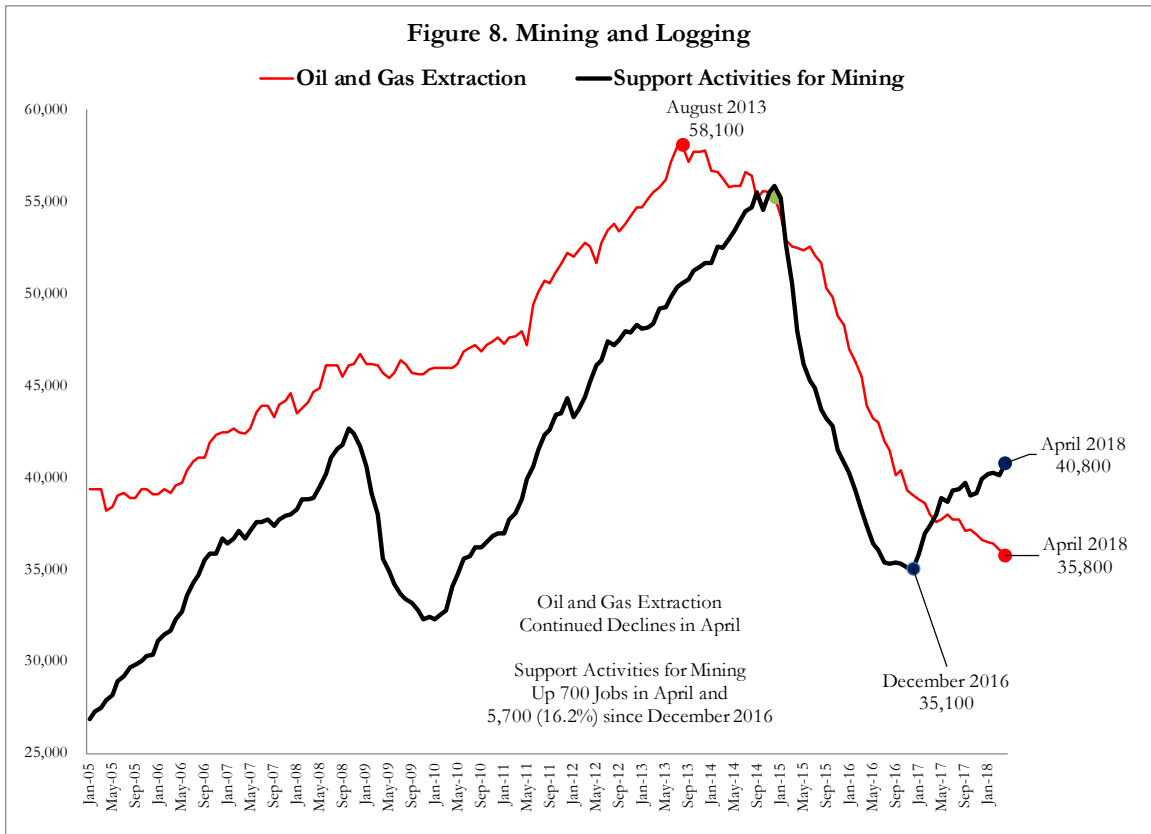
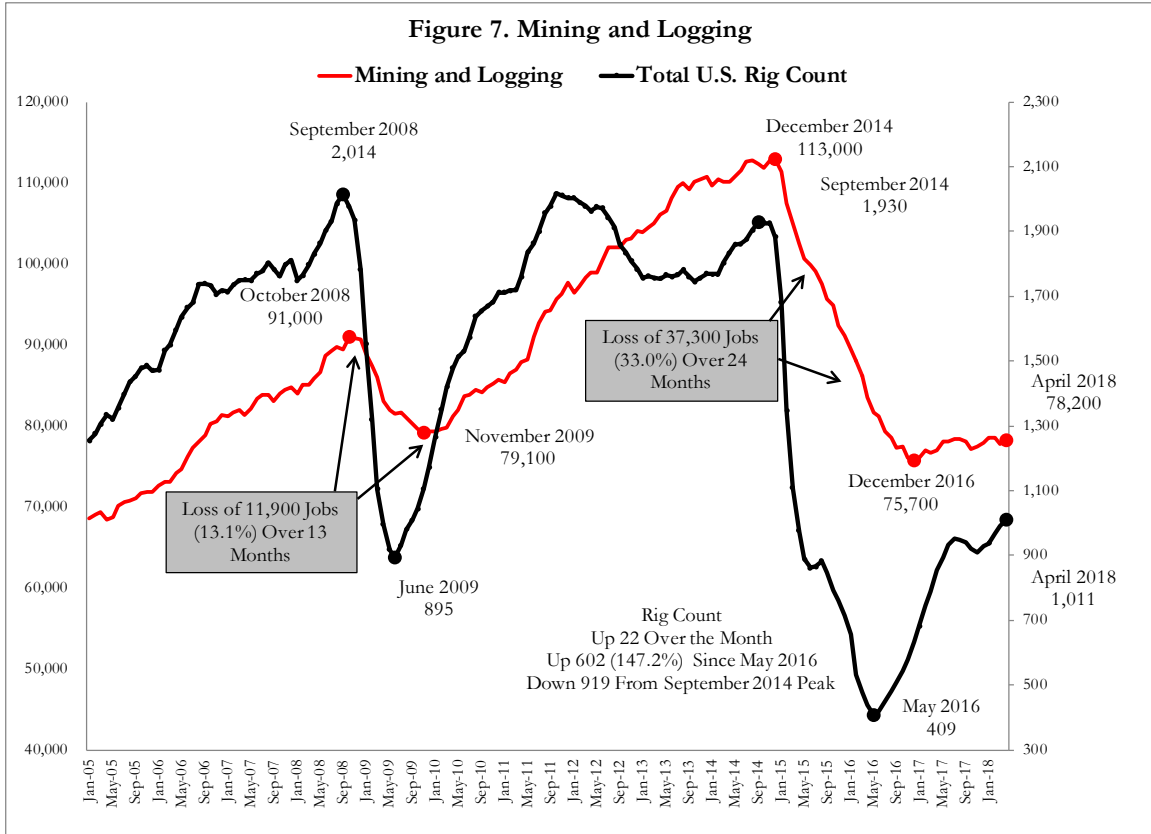




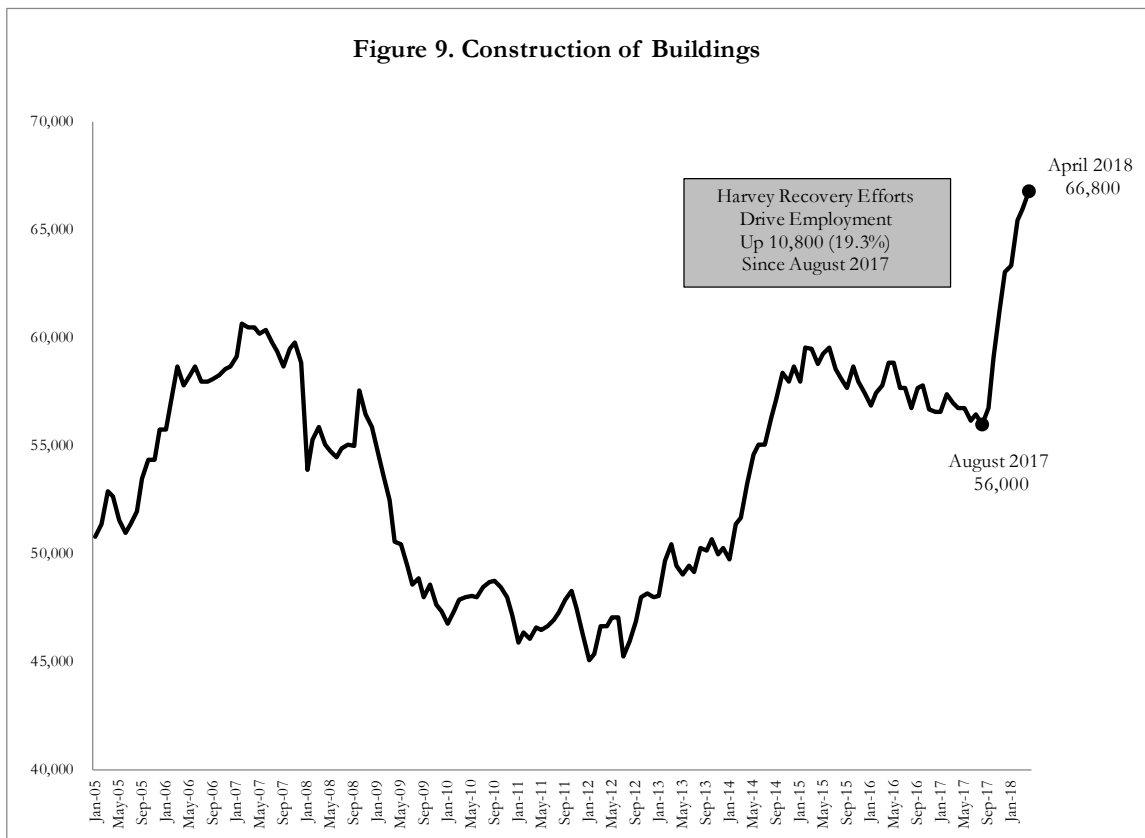
DETAILS BY SUPER SECTOR

Mining and Logging added 400 jobs in April, up 0.5 percent. Job gains in Support Activities for Mining, where companies that perform most of the field services required in the physical extraction of oil and gas are found, was responsible for the increase with payrolls up 700 jobs or 1.7 percent. Oil and Gas Extraction, where most engineering and office related services are performed to develop or operate oil and gas field properties, suffered a loss of 300 jobs, down 0.8 percent. Mining and Logging has yet to recover many of the jobs lost during the most recent downturn with payrolls up 1,200 jobs or 1.6 percent over the year, see figure 7. Job gains have been driven by hiring in Support Activities for Mining in support of rising rig counts, up 2,800 jobs or 7.4 percent. Oil and Gas Extraction, however, continues to report losses, down 1,800 jobs or 4.8 percent, see figure 8.

The average U.S. rig count increased by 22 in April to 1,011, up 602 or 147.2 percent from May 2016 when the rig count bottomed out at 409. The average rig count continues to steadily rise but remains much lower than a peak of 1,930 in September 2014. The average Texas rig count accounted for more than half of this month's increase rising by 13 to 505.

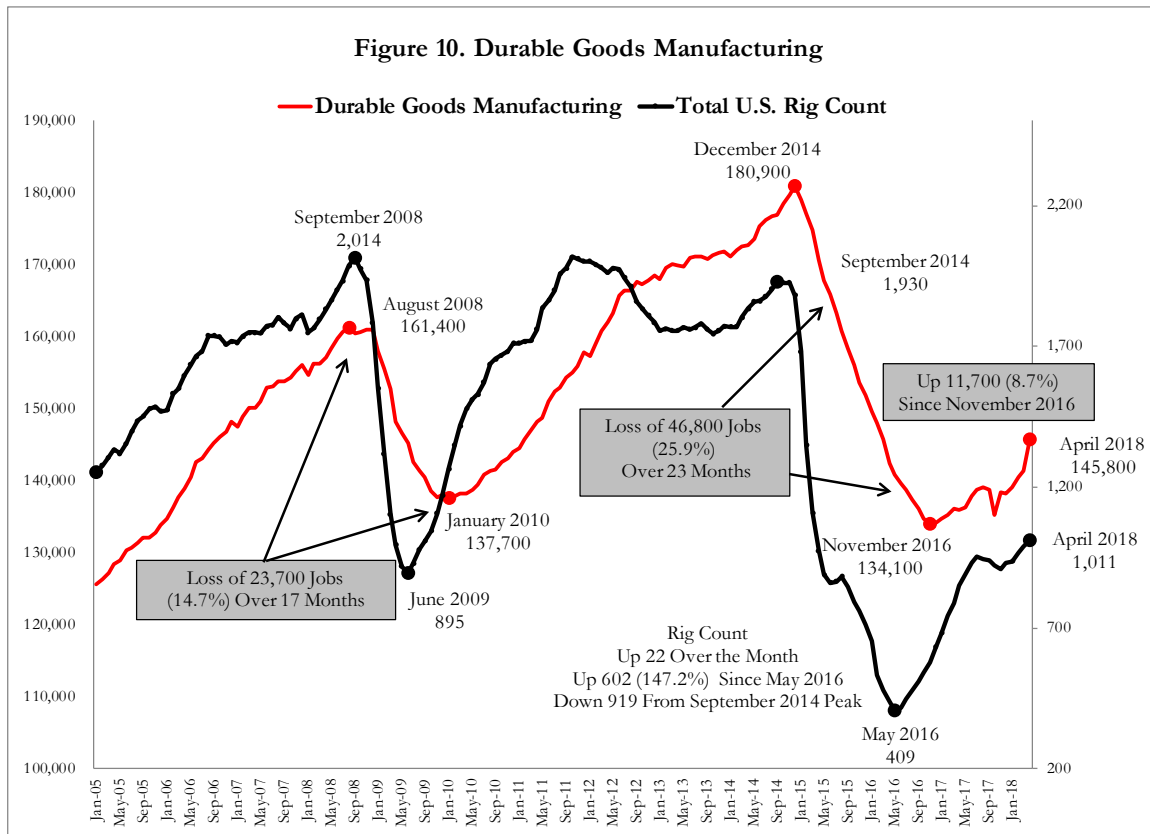


Construction added 700 jobs in April. Job gains were found in Construction of Buildings, up 800 jobs or 1.2 percent, and Specialty Trade Contractors, up 300 jobs or 0.3 percent. Heavy and Civil Engineering Construction offset gains suffering a loss of 400 jobs, down 0.8 percent. Construction was the second fastest growing super sector in the H-W-S MSA with payrolls up 12,200 jobs or 5.7 percent over the year. Job gains in Construction have been primarily driven by increases in Construction of Buildings where rebuilding efforts following Hurricane Harvey have been under way, see figure 9. Specialty Trade Contractors and Heavy and Civil Engineering Construction were also reporting gains but at a much lower pace, up 1.3 percent and 1.5 percent respectively.



Manufacturing posted its largest one-month increase on record, up 5,300 jobs or 2.4 percent. Job gains were widespread with the strongest gains found in Durable Goods Manufacturing, up 4,400 jobs or 3.1 percent. Strong April gains resulted in a sharp increase in the pace of job growth for Manufacturing from 1.7 percent in March to 4.6 percent, up 10,100 jobs. Durable Goods Manufacturing was responsible for most of the increase with payrolls up 9,900 jobs or 7.3 percent. Fabricated Metal Product Manufacturing contributed many of the new jobs, up 4,000 jobs or 8.5 percent. The Fabricated Metal Product Manufacturing sector produces metal into products, many of which are used at chemical and petrochemical plants such as architectural and structural metals, boilers, tanks, and other products. Job growth in Machinery Manufacturing strengthened with payrolls up 2,600 jobs or 6.3 percent over the year, up from a 3.6 percent pace in March.

Durable Goods Manufacturing has recovered some 11,700 jobs since hitting a bottom in November 2016, see figure 10. Non-durable Goods Manufacturing reported a slight increase of 200 jobs over the year. The Houston Purchasing Managers Index rose slightly in April to 56.6, up from 56.5 in March. The Houston PMI indicates likely shifts in production three or four months in advance. Readings over 50 generally indicate production expansion over the near term, while readings below 50 show coming contraction.



Trade Transportation, Warehousing & Utilities added 1,100 jobs in April, up 0.2 percent. Wholesale Trade made the increase possible with its largest April increase on record according to estimates, up 1,700 jobs or 1.0 percent. Slight losses in Retail Trade and Transportation, Warehousing, and Utilities, offset the gains, down 200 jobs and 400 jobs respectively. Although Retail Trade suffered a net loss in April, hiring activity was mixed with most substantial hiring found at Food and Beverage Stores, up 600 jobs or 0.9 percent, and General Merchandise Stores, up 300 jobs or 0.5 percent. The pace of job growth in the super sector was unchanged at 2.3 percent, up 14,300 jobs over the year. The largest contributor to the increase was Retail Trade with payrolls up 6,500 jobs or 2.1 percent. Building Material and Garden Equipment and Supplies Dealers accounted for the largest number of new retail jobs with payrolls up 2,100 jobs or 9.3 percent over the year. Department Stores, however, have suffered losses with payrolls down 1,000 jobs or 5.2 percent. Wholesale Trade was estimated to have added jobs at the fastest pace, up 5,300 jobs or 3.2 percent over the year with most of the increase found at Merchant Wholesalers of Durable Goods. Transportation, Warehousing, and Utilities also reported an increase of 2,500 jobs, up 1.8 percent. Truck Transportation reported the most substantial growth, up

600 jobs or 2.4 percent. Both Air and Pipeline Transportation suffered declines, down a combined total of 700 jobs.

Information lost another 500 jobs in April, down 1.6 percent. Telecommunications was responsible for much of the loss with payrolls down 300 jobs or 2.2 percent. Payrolls in the super sector were down 1,500 jobs over the year with the pace of declines rising from 3.1 percent in March to 4.6 percent. About half of the MSA's employment in Information resides in Telecommunications where payrolls were down 400 jobs or 2.9 percent over the year. The majority declines were in the remaining areas of the industry sector such as newspaper and periodical publishing, software publishing, motion picture and sound recording, and data processing hosting and related services.

Financial Activities reported a net increase of 400 jobs in April, up 0.2 percent. Additions in Real Estate and Rental and Leasing were responsible for the increase, up 1,100 jobs or 1.8 percent. Finance and Insurance suffered a loss of 700 jobs in April holding gains in the super sector to a minimum. Financial Activities added 4,300 jobs over the year with the pace of job growth rising to 2.7 percent. Real Estate and Rental and Leasing was responsible for most of the increase with payrolls up 4,200 jobs or 7.3 percent over the year. The only substantial decline was in Depository Credit Intermediation, down 600 jobs or 2.1 percent.

Professional and Business Services added 2,800 jobs over the month, up 0.6 percent. The largest contributor to April gains was Services to Buildings and Dwellings where payrolls were up 1,300 jobs or 2.6 percent over the month. The only substantial April decline was in Accounting, Tax Preparation, Bookkeeping, and Payroll Services, down 500 jobs or 1.7 percent, where tax season work was winding down. Professional and Business Services was the largest job-producing super sector in the H-W-S MSA adding 29,800 jobs over the year. The super sector was also the fastest growing with the pace of job growth at 6.3 percent. Employment Services was responsible for more than half of the growth with payrolls up 16,500 jobs or 20.7 percent over the year. Businesses within Professional, Scientific, and Technical Services accounted for most of the remaining increase with payrolls up 11,700 jobs or 5.3 percent over the year. Job gains in Professional, Scientific, and Technical Services were widespread except for Accounting, Tax Preparation, Bookkeeping, and Payroll Services where payrolls were down 200 jobs or 0.7 percent over the year.

Education and Health Services added 3,100 jobs in April. The 0.8 percent increase was the strongest for the month of April since 2014. An increase of 3,000 jobs in Ambulatory Health Care Services, 1.9 percent, was primarily responsible for April gains. Recent revisions to employment estimates indicate 2017 was weaker than originally thought driving job growth to a standstill by the end of the year, down 200 jobs over the year in December 2017. The pace of job growth has since stabilized rising to 0.9 percent in April with payrolls up 3,500 jobs over the year. Strongest job growth has been in Ambulatory Health Care Services, up 5,000 jobs or 3.2 percent. Hospitals reported a slight loss of 200 jobs. Educational Services continues to report job gains with payrolls up 1,000 jobs or 1.7 percent over the year.

Leisure and Hospitality reported its largest April increase on record, up 6,900 jobs or 2.2 percent. Despite the strong increase, year-to-date gains were the weakest on record since 2010. April job gains were widespread with the strongest increase found in Arts, Entertainment, and Recreation, up 1,100 jobs or 3.3 percent. The pace of job growth in

Leisure and Hospitality rose substantially from 0.6 percent in March to 2.5 percent representing an increase of 7,800 jobs over the year. Most of the new jobs were in Food Services and Drinking Places, up 5,700 jobs or 2.2 percent. Strongest job gains were in Accommodation, up 1,300 jobs or 4.9 percent.

Other Services reported one of its strongest months on record adding 2,900 jobs in April, up 2.7 percent. The pace of job growth rose from 0.3 in March to 1.0 percent as a result, up 1,100 jobs over the year. Other Services is comprised of personal care services, dry cleaning and laundry services, various repair service companies (industrial equipment, mining machinery and equipment), as well as the previously mentioned religious and social advocacy organizations and others.

Government was down 500 jobs in April. The decline was driven by a loss of 1,800 jobs in Local Government Educational Services, down 0.8 percent. An increase of 700 jobs in State Government Educational Services helped hold April losses to a minimum. Government was up 1,700 jobs over the year with the pace of job growth at 0.4 percent, much lower than a 2.0 percent pace a year earlier. State Government reported the largest increase with payrolls up 1,100 jobs or 1.3 percent over the year. Local Government was reporting a net increase of only 300 jobs over the year despite an increase of 1,800 jobs in Local Government Educational Services suggesting that areas of local government not related to education suffered a combined loss of 1,500 jobs.

NONAGRICULTURAL EMPLOYMENT Houston-The Woodlands-Sugar Land MSA	APR 2018	Month Change		Year Change	
		Net	Percent	Net	Percent
Total Nonfarm	3,097,500	22,600	0.7%	84,500	2.8%
.Total Private	2,683,000	23,100	0.9%	82,800	3.2%
.Goods Producing	534,100	6,400	1.2%	23,500	4.6%
...Mining, Logging, and Construction	306,100	1,100	0.4%	13,400	4.6%
....Mining and Logging	78,200	400	0.5%	1,200	1.6%
.....Oil and Gas Extraction	35,800	-300	-0.8%	-1,800	-4.8%
.....Support Activities for Mining	40,800	700	1.7%	2,800	7.4%
...Construction	227,900	700	0.3%	12,200	5.7%
....Construction of Buildings	66,800	800	1.2%	10,000	17.6%
....Heavy and Civil Engineering Construction	48,400	-400	-0.8%	700	1.5%
....Specialty Trade Contractors	112,700	300	0.3%	1,500	1.3%
..Manufacturing	228,000	5,300	2.4%	10,100	4.6%
...Durable Goods	145,800	4,400	3.1%	9,900	7.3%
....Fabricated Metal Product Manufacturing	51,300	1,000	2.0%	4,000	8.5%
....Machinery Manufacturing	43,700	700	1.6%	2,600	6.3%
.....Agriculture, Construction, and Mining Machinery Manufacturing	29,900	700	2.4%	3,000	11.2%
....Computer and Electronic Product Manufacturing	13,600	0	0.0%	-600	-4.2%
...Non-Durable Goods	82,200	900	1.1%	200	0.2%
....Petroleum and Coal Products Manufacturing	10,100	0	0.0%	0	0.0%
....Chemical Manufacturing	38,700	0	0.0%	300	0.8%
.Service Providing	2,563,400	16,200	0.6%	61,000	2.4%
.Private Service Providing	2,148,900	16,700	0.8%	59,300	2.8%
..Trade, Transportation, and Utilities	624,900	1,100	0.2%	14,300	2.3%
...Wholesale Trade	169,900	1,700	1.0%	5,300	3.2%
....Merchant Wholesalers, Durable Goods	98,800	1,500	1.5%	4,400	4.7%
.....Professional and Commercial Equipment and Supplies Merchant Wholesaler	14,500	100	0.7%	100	0.7%
....Merchant Wholesalers, Nondurable Goods	46,500	400	0.9%	100	0.2%
...Retail Trade	312,500	-200	-0.1%	6,500	2.1%
....Motor Vehicle and Parts Dealers	41,400	100	0.2%	-400	-1.0%
....Building Material and Garden Equipment and Supplies Dealers	24,600	-100	-0.4%	2,100	9.3%
....Food and Beverage Stores	68,300	600	0.9%	600	0.9%
....Health and Personal Care Stores	19,000	0	0.0%	-500	-2.6%
....Clothing and Clothing Accessories Stores	29,800	-300	-1.0%	-200	-0.7%
....General Merchandise Stores	57,900	300	0.5%	-600	-1.0%
.....Department Stores	18,300	0	0.0%	-1,000	-5.2%
.....Other General Merchandise Stores	39,600	300	0.8%	400	1.0%
...Transportation, Warehousing, and Utilities	142,500	-400	-0.3%	2,500	1.8%
....Utilities	16,600	200	1.2%	200	1.2%
.....Air Transportation	21,200	100	0.5%	-400	-1.9%
.....Truck Transportation	25,500	100	0.4%	600	2.4%
.....Pipeline Transportation	11,500	-400	-3.4%	-300	-2.5%
..Information	31,000	-500	-1.6%	-1,500	-4.6%
....Telecommunications	13,300	-300	-2.2%	-400	-2.9%
..Financial Activities	162,100	400	0.2%	4,300	2.7%
...Finance and Insurance	100,400	-700	-0.7%	100	0.1%
....Credit Intermediation and Related Activities	44,100	-400	-0.9%	-800	-1.8%
.....Depository Credit Intermediation	28,400	-200	-0.7%	-600	-2.1%
....Securities, Commodity Contracts, and Other Financial Investments and Related Activities	20,800	0	0.0%	500	2.5%
.....Insurance Carriers and Related Activities	35,500	-300	-0.8%	400	1.1%
...Real Estate and Rental and Leasing	61,700	1,100	1.8%	4,200	7.3%

NONAGRICULTURAL EMPLOYMENT		Month Change		Year Change	
Houston-The Woodlands-Sugar Land MSA	APR 2018	Net	Percent	Net	Percent
..Professional and Business Services	506,200	2,800	0.6%	29,800	6.3%
...Professional, Scientific, and Technical Services	232,700	-600	-0.3%	11,700	5.3%
....Legal Services	25,700	100	0.4%	700	2.8%
....Accounting, Tax Preparation, Bookkeeping, and Payroll Services	28,200	-500	-1.7%	-200	-0.7%
....Architectural, Engineering, and Related Services	66,700	100	0.2%	1,800	2.8%
....Computer Systems Design and Related Services	32,400	200	0.6%	800	2.5%
...Management of Companies and Enterprises	42,400	200	0.5%	100	0.2%
...Administrative and Support and Waste Management and Remediation Services	231,100	3,200	1.4%	18,000	8.4%
....Administrative and Support Services	219,800	2,900	1.3%	18,600	9.2%
.....Employment Services	96,200	900	0.9%	16,500	20.7%
.....Services to Buildings and Dwellings	50,800	1,300	2.6%	2,300	4.7%
..Educational and Health Services	388,300	3,100	0.8%	3,500	0.9%
...Educational Services	60,400	200	0.3%	1,000	1.7%
...Health Care and Social Assistance	327,900	2,900	0.9%	2,500	0.8%
....Ambulatory Health Care Services	160,000	3,000	1.9%	5,000	3.2%
....Hospitals	85,100	300	0.4%	-200	-0.2%
..Leisure and Hospitality	324,200	6,900	2.2%	7,800	2.5%
...Arts, Entertainment, and Recreation	34,400	1,100	3.3%	800	2.4%
...Accommodation and Food Services	289,800	5,800	2.0%	7,000	2.5%
....Accommodation	27,800	700	2.6%	1,300	4.9%
....Food Services and Drinking Places	262,000	5,100	2.0%	5,700	2.2%
..Other Services	112,200	2,900	2.7%	1,100	1.0%
Government	414,500	-500	-0.1%	1,700	0.4%
.Federal Government	29,000	0	0.0%	300	1.0%
.State Government	87,100	700	0.8%	1,100	1.3%
..State Government Educational Services	52,000	700	1.4%	400	0.8%
.Local Government	298,400	-1,200	-0.4%	300	0.1%
..Local Government Educational Services	210,800	-1,800	-0.8%	1,800	0.9%
UNEMPLOYMENT RATE	APR 2018	MAR 2018	APR 2017		
H-W-S MSA	4.2	4.6	4.8		
Texas (Actual)	3.8	4.1	4.1		
United States (Actual)	3.7	4.1	4.1		

Houston-The Woodlands-Sugar Land MSA: Includes Austin, Brazoria, Chambers, Ft. Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties. All Data is Subject to Revision.

Sources: U.S. Department of Labor, BLS, Texas Workforce Commission, Institute for Supply Management, Baker Hughes, and The Federal Reserve Bank of Dallas.