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## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Board's Executive Committee will be held at 11:30 a.m. on Wednesday, August 27, 2025, prior to the full Panhandle Workforce Development Board meeting. Committee members and individuals from the public may access the meeting in person in the **Third Floor Large Conference Room of the Panhandle Regional Planning Commission, 415 S.W. 8<sup>th</sup> Avenue, Amarillo, Potter County, Texas.**

In order to accommodate Committee Members who may want to access the meeting remotely, a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

A copy of this agenda can be found on the PRPC's website at <http://www.theprpc.org>

The Committee shall provide an opportunity for oral comments from the public during the meeting. Each person wishing to make a public comment shall be limited to three (3) minutes and limited to speaking once per comment period. Comments shall be directed to the Committee as a whole. Individual Committee members will not respond to questions. In the event that a group of persons supporting/opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's position.

## **AGENDA**

1. **CALL TO ORDER**
2. **INITIAL PUBLIC COMMENT PERIOD**
3. **MINUTES**

Members will be asked to consider approval of the minutes from the Executive Committee's meeting held on May 7, 2025.

4. **CURRENT MEMBERSHIP LIST**

Informational item only. No action by the Committee is required.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS WILL ENTER A CLOSED SESSION \*\***

*As per Texas Government Code, Chapter 551, §551.087, which does not require a governmental body to conduct an open meeting to deliberate regarding commercial or financial information that the governmental body has received from a business prospect.*

5. **PANHANDLE WORKFORCE DEVELOPMENT BOARD'S CONTRACT FOR SERVICE DELIVERY 2025-2029**

Members will be asked to consider developing a recommendation to present to the full PWDB to authorize the execution of a Contract for the Service Delivery of Workforce Development and Child Care services in the Panhandle Workforce Development Area (PWDA), for the initial period of October 1, 2025 to September 30, 2026, with three additional annual renewals contingent upon acceptable performance.

No action by the Committee will be taken in the closed session.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS WILL RETURN TO THE OPEN SESSION \*\***

6. **CONSIDERATION AND APPROPRIATE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION**

Upon returning to the open session of the Meeting, members will be asked to vote on the recommendation regarding authorizing the execution of a contract for Service Delivery. The results of the discussion, input and subsequent recommendation will be presented to the full PWDB, in the same-day meeting beginning at 12:30 p.m. following the Committee's adjournment.

7. **OPEN DISCUSSION**

Members have the opportunity to discuss topics of interest. No action by the Committee is required.

8. **FINAL PUBLIC COMMENT PERIOD**

9. **ADJOURN**

PUBLIC NOTICE

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 20<sup>th</sup> day of August 2025, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



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Leslie Hardin

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# ITEM 3

## Minutes



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## PANHANDLE WORKFORCE DEVELOPMENT BOARD

### Executive Committee

#### Minutes

May 7, 2025

A meeting of the Panhandle Workforce Development Board's Executive Committee was held on Wednesday, May 7, 2025 at 2:00 p.m. at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

Following a vote by members, in which Ms. Griffin made the motion; Mr. Barrett seconded the motion; and the motion carried; to select Mr. Tex Buckhaults as the Chair Pro Tempore for this meeting, Mr. Buckhaults, presided.

#### MEMBERS PRESENT:

- Jay Barrett, AmTech Career Academy
- Texas "Tex" Buckhaults, Clarendon College
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Kristi Hanes, Night & Day, Care & Play, Inc.
- Charlie Rivas, Rivas Environmental Consultants

#### MEMBER ABSENT:

- Kevin Caddell, Furniture Fashions, LTD
- David Parker, Harwell & Cook Orthodontics

#### STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Ana Gonzales, Leslie Hardin, Amanda Leal, Heather Reid, and Marin Rivas

#### 1. CALL TO ORDER

Mr. Buckhaults called the meeting to order noting that a quorum was present.

#### 2. INITIAL PUBLIC COMMENT PERIOD

None.

#### 3. MINUTES

Members considered the minutes from the Executive Committee meeting held on March 17, 2025. Mr. Barrett moved to approve the minutes as presented. Ms. Griffin seconded the motion; the motion carried.

#### 4. CURRENT MEMBERSHIP LIST

Informational item only. No action by the Committee was required.

5. PROCUREMENT OF PRE-PAID FUEL CARDS FOR WORKFORCE SOLUTIONS PANHANDLE PROGRAM CUSTOMERS

Members were updated on the issuance of Letter(s) of Understanding for potential vendor(s) to supply pre-paid fuel cards usable for the purchase of fuel, by workforce development program customers needing transportation support services assistance, at outlets in the Panhandle Workforce Development Area. No action by the Committee was required.

6. PROCUREMENT OF COMPREHENSIVE GENERAL BUILDING MAINTENANCE SERVICES FOR WORKFORCE SOLUTIONS PANHANDLE

Members were updated on the execution of an initial one-year contract beginning on April 1, 2025, with the potential for the addition of three annual renewals given acceptable performance, with JKB Company, Inc. dba Accord Commercial Realty, the entity procured to provide Comprehensive General Building Maintenance Services for two Workforce Solutions Panhandle offices:

- a) 3120 Eddy Street in Amarillo
- b) 1028-B Megert Center in Borger

No action by the Committee was required.

7. PROCUREMENT OF LEASE SPACE FOR WORKFORCE SOLUTIONS PANHANDLE OFFICE IN BORGER

Members were updated on the execution of a three-year contract beginning on April 1, 2025, with Ed Turner Real Estate, the entity procured to provide lease for office space for Workforce Solutions Panhandle in Borger. No action by the Committee was required.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS ENTERED A CLOSED SESSION \*\***

*As per Texas Government Code, Chapter 551, §551.087, which does not require a governmental body to conduct an open meeting to deliberate regarding commercial or financial information that the governmental body has received from a business prospect.*

8. PROCUREMENT OF ENTITY TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA (PWDA)

Members were asked to review the procurement for the PWDB to delivery Workforce Development and Child Care Services in the PWDA and develop a recommendation to be presented to the full PWDB at its May 2025 quarterly meeting. No action was taken during this closed session.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS RETURNED TO THE OPEN SESSION\*\***

9. CONSIDERATION AND APPROPRIATE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION

Members voted to present the results of the discussion, input and subsequent recommendation from the previous item to the full PWDB at its May 2025 quarterly meeting. Ms. Griffin made the motion; Ms. Hanes seconded the motion; and the motion carried.

10. OPEN DISCUSSION

Members had the opportunity to discuss topics of interest. No action by the Committee was required.

11. FINAL PUBLIC COMMENT PERIOD

None.

12. ADJOURN

There being no further business to come before the Committee, Mr. Barrett moved that the meeting adjourn. Ms. Hanes seconded the motion; the motion carried; and the meeting adjourned.



# **ITEM 4**

## **Membership List**

*An Executive Committee will be comprised of the Board's Chairperson, Vice Chairperson and five additional members appointed by the Chairperson, giving consideration to a balanced representation of the Board as a whole. The Executive Committee will identify, analyze and develop recommendations on items, issues and initiatives as deemed appropriate by the Chairperson. At the discretion of the Chairperson, the Executive Committee may act on behalf of the Board on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.*

**EXECUTIVE COMMITTEE**  
**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**FOR JULY 1, 2025 – JUNE 30, 2026**

– CHAIR –

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. David Parker, Chief Operating Officer  
Harwell & Cook Orthodontics  
Amarillo, Texas

– VICE CHAIR –

**PRIVATE SECTOR (AREA I – DALLAM, HARTLEY, MOORE, OLDHAM, AND SHERMAN  
COUNTIES)**

Mr. Kevin Caddell, Owner  
Furniture Fashions, LTD  
Dalhart, Texas

– CHAIR APPOINTMENTS –

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Wanda Boatman, Employee Relations  
Plains Dairy, LLC  
Amarillo, Texas

**POST- SECONDARY EDUCATION**

Mr. Texas D. “Tex” Buckhaults, President  
Clarendon College  
Clarendon, Texas

**PRIVATE SECTOR (AREA II - HANSFORD, HEMPHILL, HUTCHINSON,  
LIPSCOMB, OCHILTREE AND ROBERTS COUNTIES)**

Ms. Michelle Griffin, President  
Amarillo National Bank – Borger Branch  
Borger, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Kristi Hanes, Co-Owner/Director  
Night & Day, Care & Play, Inc.  
Amarillo, Texas

**PRIVATE SECTOR – AT LARGE**

Mr. Charlie Rivas, Chief Executive Officer  
Rivas Environmental Consultants  
Amarillo, Texas





# **ITEM 5**

## **Service Delivery Contract**

## **M E M O R A N D U M**

**DATE:** August 27, 2025

**TO:** Panhandle Workforce Development Board Executive Committee

**FROM:** Marin Rivas, Workforce Development Director

**SUBJECT:** Agenda Items 5 and 6 – Panhandle Workforce Development Board's Contract for Service Delivery 2025-2029

### **BACKGROUND**

The Panhandle Regional Planning Commission (PRPC)'s current contract with the Huxford Group, LLC for the delivery of workforce development and child care program services will end on September 30, 2025. The competitive procurement of a new four-year contract with annual renewals, given acceptable performance, was presented to the Panhandle Workforce Development Board (PWDB) in May and the members authorized PRPC's Executive Director and the Workforce Development Director to negotiate and complete a one-year contract to begin on October 1<sup>st</sup>.

Official performance for the delivery of workforce development and child care program services for the PWDB is measured by the Texas Workforce Commission (TWC) in several ways. The majority of measures are established and posted in TWC's Monthly Performance Report, while some others are tracked in the WorkInTexas (WIT) case management. Some "Locally Established and/or Measured Performance" measures are monitored by staff utilizing reporting from Workforce Solutions Panhandle (WSP) procedures and tools. Targets are set and enumerated in Huxford's contract with PRPC. Not meeting the contracted targets will negatively impact PRPC's payment of profit to Huxford and could potentially result in requiring disallowed costs to be reimbursed to PRPC.

The proposed Contract between PRPC and Huxford Group, LLC contains numerous financial and service delivery assurances such as, but not limited to:

- PRPC shall not be liable for expenditures made in violation of the legal authorities cited in a grant, or any other law or regulation applicable to a specific service performed under a grant. The Sub-recipient (Huxford Group, LLC) understands and agrees that it will be liable to repay to PRPC any funds not expended in accordance with this Contract or determined to be expended in violation of the terms of this Contract.
- The Sub-recipient (Huxford Group, LLC) shall have financial management systems that provide for accurate, current, and complete disclosure of the financial results of each grant, and records that adequately identify the source and application of funds for each grant, including information pertaining to awards, authorizations, obligations, unobligated balances, assets (including cash), expenditures, income, and interest.

- The Sub-recipient (Huxford Group, LLC) shall comply with the following bonding requirements and the Board Contracting Guidelines at 40 Texas Administrative Code (TAC) §802.21 regarding any grants covered under this Contract: (1) The funds provided by any grant shall be included in coverage provided by a fidelity bond that indemnifies PRPC against loss arising from a fraudulent or dishonest act of the Sub-recipient's officers and employees holding positions of fiduciary trust; and (2) The Sub-recipient will obtain a position bond for those staff positions which have as a duty the distribution of program funds under this Contract, the issuance of financial documents, checks or other instruments of payments. Under no circumstances shall PRPC disburse to the Sub-recipient an amount of cash that exceeds the bond amount.
- The Sub-recipient (Huxford Group, LLC) agrees to maintain general liability insurance for personal injury, bodily injury and property damage to a third party. The minimum amount of coverage will be \$1,000,000 per occurrence and \$2,000,000 in the aggregate. All policies shall show PRPC as an additional insured as its interest may appear. Copies of all policies shall be provided to PRPC on an annual basis. To the extent permitted by law, all policies of insurance required of Sub-recipient under this Contract shall contain a waiver of subrogation endorsement.
- Failure of the Sub-recipient (Huxford Group, LLC) to comply with any provision of any grant, whether stated in a federal or State statute or regulation, State Methods of Administration developed under 29 C.F.R. § 37.54, TWC rules, an assurance, a certification, an application, TWC policies or procedures referenced in a grant, or local policies may subject the Sub-recipient to sanctions and enforcement or remedial measures imposed by PRPC, TWC and/or the State of Texas, appropriate to the circumstances including: temporary withholding of payments; disallowance of costs; whole or partial suspension of any grant; withholding of further awards; or other remedies that may be legally available.
- The Sub-recipient (Huxford Group, LLC) will be liable for and will repay to PRPC any amounts which are not expended in compliance with Contract provisions, or disallowed as a result of a resolution agreement. The Sub-recipient will further be responsible for any audit exception or other payment deficiency in the program covered by the Contract and all subcontracts hereunder, which is found to exist after monitoring, review, or auditing by any party as authorized or required by TWC or PRPC. The Sub-recipient will be liable and will repay such funds even if the improper expenditure was made by a subcontractor.

Huxford Group has met or exceeded all of our expectations for program performance, funds utilization and contract compliance during the first ten months of this year. The organization's last audit resulted in an unmodified, "clean" opinion, and documented that the company possesses adequate unencumbered resources to cover potential disallowed costs, should they be incurred.

The PWDB's fiscal monitoring review resulted in no major fiscal findings regarding Huxford Group's operations. The Fiscal Integrity Report, conducted by an outside Certified Public Accountant, states that Huxford "complies with the fiscal integrity requirements to administer services." The same CPA conducted a Risk Assessment on 17 factors with the report indicating no items rating as "high risk".

PRPC's Workforce Development local Program Monitoring Reviews for the past year, performed by PWDB staff, resulted in no significant program findings regarding Huxford's operations. The PWDB staff also completed the Program Risk Assessment indicating no items rating as "high risk".

This renewal's contracted amount for operations is estimated to be approximately \$3,955,049. Huxford Group would also be responsible for obligating the use of about \$21,799,551 in additional funds for client training, supportive services and child care as a part of this agreement. Most of these funds would be retained at PRPC as the administrator for distribution. The contract would be for the period of October 1, 2025 through September 30, 2026, with the option for three additional annual renewals contingent upon acceptable performance. The funds to cover associated costs would be available from TWC and also from local child care matching funds.

**RECOMMENDATION:**

Staff proposes that PWDB Executive Committee members make the recommendation to the full PWDB to authorize PRPC's Executive Director and the Workforce Development Director to proceed with the execution of a contract with Huxford Group LLC to deliver workforce development and child care program services for the period of October 1, 2025 through September 30, 2026, with the option for annual renewals contingent upon acceptable performance.