

**Panhandle Workforce  
Development Consortium's  
Governing Body  
Meeting Agenda  
May 26, 2022**



## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Consortium's Governing Body will be held at 11:30 a.m. on Thursday, May 26, 2022. Due to the current COVID-19 crisis this meeting will be held by in a hybrid format of both in-person and videoconference pursuant to Texas Government Code Section 551.127.

Under the hybrid format, Board members and individuals from the public may access the meeting in person at 415 S.W. 8th Avenue, Amarillo, Potter County, Texas.

Board members and individuals of the public interested in attending this meeting by videoconference may do so by logging onto:

<https://us02web.zoom.us/j/81248943998?pwd=cxAeEggO7rowlUIvYqE5RoGJO5SHm1.1>

(Meeting ID: 812 4894 3998 - Passcode: 084230)

or may participate by phone (346) 248-7799 (Meeting ID: 812 4894 3998 - Passcode: 084230).

A copy of the full agenda packet for this meeting can be found on the PRPC's website at:

<http://www.theprpc.org>

The Panhandle Workforce Development Consortium's Governing Body 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 Body as a whole. Individual Body 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**

Consider the approval of the minutes of the February 24, 2022 meeting of the Governing Body.

### **4. CURRENT MEMBERSHIP LIST**

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

5. **ELECTION OF OFFICERS**

Election of individuals to serve as the Chairman and Vice-Chairman of the Consortium's Governing Body.

6. **RE-APPOINTMENTS OF MEMBERS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD**

Consider the appointments of individuals to serve on the Panhandle Workforce Development Board.

7. **ITEMS CONSIDERED AT THE LAST MEETING OF THE PANHANDLE WORKFORCE DEVELOPMENT BOARD**

Review of agenda items presented and concurrence with actions taken at the May 25, 2022 meeting of the Panhandle Workforce Development Board (PWDB):

**7a. MINUTES**

- a) Minutes from the PWDB meeting held on February 23, 2022.
- b) Minutes of the May 13, 2022 meeting of the PWDB's Cybersecurity Council.

No action by the Body is required.

**7b. ELECTION OF OFFICERS**

PWDB members are electing officers for the coming year covering the period of July 1, 2022 through June 30, 2023. No action by the Body is required.

**7c. 2022 WORKFORCE EMPLOYER AWARDS NOMINATIONS**

Members will be asked to consider employer award nominations for the 2022 Annual Texas Workforce Conference.

- a) Local Employer of the Year
- b) HireAbility Employer of the Year
- c) Large Employer of the Year

**7d. PROGRAM PRESENTATION – STUDENT HIREABILITY NAVIGATOR**

Workforce Development Program Specialist, Ms. Lori Bigham, will provide an overview of pre-employment transition services and initiatives to serve students with disabilities. No action by the Body is required.

**7e. REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2021 – March 31, 2022 will be presented. No action by the Body is required.

**7f. LOCAL MONITORING REPORT**

Members will be provided with an update on monitoring activities. No action by the Body is required.

**7g. NEW AND UPDATES TO PWDB POLICIES**

Members will be asked to consider one proposed new policy and proposed updates to three current local PWDB policies for:

- a) In-Demand Industries, In-Demand Occupations, and Target Occupations-Update. This update proposes to add the occupation of Emergency Medical Technicians and Paramedics to the Panhandle Workforce Development Area's lists of In-Demand Industries and Associated Target Occupations; and Target Occupations;
- b) An update to the current Customized Training policy;
- c) A new policy for Incumbent Worker Training; and
- d) An update to the current policy for Infrastructure and Internal Controls, Information Technology (IT) Security, Systems and Computer Access Customer Incentives.

Public comment opportunity and Member vote will be recognized.

**7h. PWDB'S CYBERSECURITY COUNCIL MEMBERSHIP LIST 2022-2023**

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

**7i. AMENDMENT TO CYBERSECURITY COUNCIL BYLAWS**

Members will be asked to consider an amendment to the set of bylaws governing the PWDB's Cybersecurity Council.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS WILL ENTER A BRIEF CLOSED SESSION \*\***  
*as per Texas Government Code §551.089, which does not require a governmental body to conduct an open meeting to deliberate:*

- (a) security assessments or deployments relating to information resources technology;*
- (b) network security information as described by §2059.055(b); or*
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.*

**7j. PANHANDLE CYBERSECURITY POLICIES**

Members will be presented with the recommendations from the PWDB Cybersecurity Council on its review of seven (7) proposed PWDB Cybersecurity policies, for discussion and input.

- a) Information Security
- b) Acceptable Use of Information Technology Resources
- c) Incident Response
- d) Information Logging Standard
- e) Secure Configuration
- f) Account Management / Access Control Standard
- g) Virtual Private Network

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

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

**7k. VOTE ON PWDA CYBERSECURITY POLICIES**

Members will be asked to concur with the recommendations of the PWDB Cybersecurity Council on the seven (7) PWDA Cybersecurity Policies described in the previous item.

**7l. CONTRACTOR’S REPORT ON WORKFORCE ACTIVITIES**

Huxford Group, LLC President and WSP Director, Mr. Trent Morris, will discuss recent and upcoming regional workforce activities. No action by the Body is required.

**7m. DIRECTOR’S REPORT ON WORKFORCE ACTIVITIES**

Workforce Development Director, Mr. Marin Rivas, will discuss recent and upcoming regional workforce activities.

- Jobs & Education for Texans (JET) Grant Program
- Tri-Agency Workforce Initiative Goals and Strategies
- Opportunities for Texans to Earn a High School Diploma or Equivalency
- U.S. Department Of Commerce Invests \$3.9 Million in American Rescue Plan Funds to Support Business and Job Growth in Texas
- Local Area Unemployment Statistics (LAUS) Report

No action by the Body is required.

**7n. CURRENT PWDB MEMBERSHIP LIST**

Informational item only. No action by the Body 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 18<sup>th</sup> day of May 2022, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



\_\_\_\_\_  
Leslie Hardin

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM  
Auxiliary aids and services are available  
upon request to individuals with disabilities  
Relay Texas: 711



# **ITEM 3**

## **CGB Minutes**



PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Consortium's Governing Body  
Minutes  
February 24, 2022

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, February 24, 2022, at 11:30 a.m. Due to the current COVID-19 crisis this meeting was held by videoconference pursuant to Texas Government Code Section 551.127.

Judge Dan Looten, Chair, presided.

MEMBERS PRESENT:

- Dan Looten, County of Carson
- D J Wagner, County of Deaf Smith
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Terri Carter, County of Sherman
- Harold Keeter, County of Swisher

MEMBER ABSENT:

- Ginger Nelson, City of Amarillo

OTHERS PRESENT:

Trent Morris, Workforce Solutions Panhandle

STAFF PRESENT:

Kathy Cabezuela, Christian Campbell, Leslie Hardin, Heather Reid, Marin Rivas, Samantha Roybal, and Trenton Taylor

1. CALL TO ORDER

Judge Looten 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 December 9, 2021 meeting of the Governing Body. Judge Carter moved for approval. Judge Porter seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

5. APPOINTMENT OF MEMBERS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members considered the new appointment of two individuals to serve on the Workforce Development Board. Judge Keeter moved to appoint:

- Ms. Geneva Tiller, Unit Support Coordinator, Texas Workforce Solutions Vocational Rehabilitation Services, representing Vocational Rehabilitation Organizations, and
- Ms. Crystal Hermesmeier, Economic Development Director of the Shamrock Economic Development Corporation in Shamrock, Texas, representing Economic Development Organizations.

Judge Carter seconded the motion; the motion carried.

6. ITEMS CONSIDERED AT THE LAST MEETING OF THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members were asked to review agenda items presented and consider concurrence with actions taken at the February 23, 2022 meeting of the Panhandle Workforce Development Board:

6a. MINUTES

Minutes from the Board's meeting held on December 8, 2021. No action by the Body was required.

6b. PROGRAM PRESENTATION

An overview of Amarillo College's new Mental Health Technician Program was presented. No action by the Body was required.

6c. POLICY UPDATE

Members were asked to consider a proposed update to the current local policy for In-Demand Industries, In-Demand Occupations, and Target Occupations-Update. This update proposed to add the occupation of Psychiatric Technician to the Panhandle Workforce Development Area's lists of In-Demand Industries and Associated Target Occupations; In-Demand Occupations; and Target Occupations. Judge Porter moved to approve the update. Judge Irwin seconded the motion; and the motion carried.

6d. REPORTS ON GRANTS

A review of reports on the Panhandle's grants for October 1, 2021 – December 31, 2021. No action by the Body was required.

6e. LOCAL MONITORING REPORT

An update on monitoring activities. No action by the Body was required.



6f. CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

Huxford Group, LLC President and WSP Director, Mr. Trent Morris, discussed recent and upcoming regional workforce activities. No action by the Body was required.

6g. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

Workforce Development Director, Mr. Marin Rivas, discussed recent and upcoming regional workforce activities. No action by the Body was required.

6h. CURRENT BOARD MEMBERSHIP LIST

This item was for informational purposes only.

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

There being no further business to come before the Body, Judge Irwin moved for adjournment. Judge Carter seconded; and the meeting adjourned.



# **ITEM 4**

## **CGB Membership List**

**PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM'S GOVERNING BODY  
CURRENT MEMBERSHIP  
JULY 1, 2021 – JUNE 30, 2022**

**CITY OF AMARILLO**

The Honorable Ginger Nelson  
Mayor, City of Amarillo  
P. O. Box 1971  
Amarillo, Texas 79105-0001  
(806) 378-3013 / (806) 679-0911  
(806) 378-9394 fax  
[ginger.nelson@amarillo.gov](mailto:ginger.nelson@amarillo.gov)

**AT- LARGE**

The Honorable DJ Wagner \*\*  
Judge, County of Deaf Smith  
235 E. 3<sup>rd</sup> Rm 201  
Hereford, Texas 79045  
(806) 363-7000  
(806) 363-7022 fax  
[judgewagner@wtrt.net](mailto:judgewagner@wtrt.net)

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

The Honorable Terri Carter  
Judge, County of Sherman  
P. O. Box 165  
Stratford, Texas 79084-0165  
(806) 366-2021  
(806) 366-3011 fax  
[cojudge@co.sherman.tx.us](mailto:cojudge@co.sherman.tx.us)

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

The Honorable Cindy Irwin  
Judge, County of Hutchinson  
P.O. Box 790  
Stinnett, Texas 79083  
(806) 878-4000  
(806) 878-4048 fax  
[judgeirwin@hutchinsoncnty.com](mailto:judgeirwin@hutchinsoncnty.com)

**AREA III (BRISCOE, CASTRO,  
DEAF SMITH, PARMER AND  
SWISHER COUNTIES)**

The Honorable Harold Keeter  
Judge, County of Swisher  
119 South Maxwell  
Tulia, Texas 79088  
(806) 995-3504  
(806) 995-2214 fax  
[h.keeter@swisher-tx.org](mailto:h.keeter@swisher-tx.org)

**AREA IV (ARMSTRONG,  
CARSON, POTTER AND  
RANDALL COUNTIES)**

The Honorable Dan Looten \*  
Judge, County of Carson  
P.O. Box 369  
Panhandle, Texas 79068  
(806) 537-3622  
(806) 537-2244 fax  
[dan.looten@co.carson.tx.us](mailto:dan.looten@co.carson.tx.us)

**AREA V (CHILDRESS, COLLINGSWORTH,  
DONLEY, GRAY, HALL AND  
WHEELER COUNTIES)**

The Honorable Chris Porter  
Judge, County of Gray  
205 N. Russell  
Pampa, Texas 79065  
(806) 669-8007  
(806) 669-3048 fax  
[chris.porter@graycch.com](mailto:chris.porter@graycch.com)

\* Chairman

\*\* Vice-Chairman



# **ITEM 5**

## **CGB Election of Officers**

**PANHANDLE WORKFORCE DEVELOPMENT  
CONSORTIUM'S GOVERNING BODY  
OFFICERS' SERVICE**

**CITY OF AMARILLO**

The Honorable Ginger Nelson  
Mayor, City of Amarillo  
P. O. Box 1971  
Amarillo, Texas 79105-0001  
(806) 378-3013 / (806) 679-0911  
(806) 378-9394 fax  
[ginger.nelson@amarillo.gov](mailto:ginger.nelson@amarillo.gov)

**AT- LARGE**

The Honorable DJ Wagner \*\*  
Judge, County of Deaf Smith  
Deaf Smith County Courthouse  
Hereford, Texas 79045  
(806) 363-7000  
(806) 363-7022 fax  
[judgewagner@wtrt.net](mailto:judgewagner@wtrt.net)

Vice Chair  
2020 - 2022

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

The Honorable Terri Carter  
Judge, County of Sherman  
P. O. Box 165  
Stratford, Texas 79084-0165  
(806) 366-2021  
(806) 366-3011 fax  
[cojudge@co.sherman.tx.us](mailto:cojudge@co.sherman.tx.us)

Chair  
2015 - 2017

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

The Honorable Cindy Irwin  
Judge, County of Hutchinson  
P.O. Box 790  
Stinnett, Texas 79083  
(806) 878-4000  
(806) 878-4048 fax  
[judgeirwin@hutchinsoncnty.com](mailto:judgeirwin@hutchinsoncnty.com)

**AREA III (BRISCOE, CASTRO,  
DEAF SMITH, PARMER AND  
SWISHER COUNTIES)**

The Honorable Harold Keeter  
Judge, County of Swisher  
119 South Maxwell  
Tulia, Texas 79088  
(806) 995-3504  
(806) 995-2214 fax  
[h.keeter@swisher-tx.org](mailto:h.keeter@swisher-tx.org)

Chair  
2011 - 2013

Vice Chair  
2013 - 2015

Chair  
2018 - 2020

**AREA IV (ARMSTRONG,  
CARSON, POTTER AND  
RANDALL COUNTIES)**

The Honorable Dan Looten \*  
Judge, County of Carson  
P.O. Box 369  
Panhandle, Texas 79068  
(806) 537-3622  
(806) 537-2244 fax  
[dan.looten@co.carson.tx.us](mailto:dan.looten@co.carson.tx.us)

Chair  
2020 - 2022

**AREA V (CHILDRESS, COLLINGSWORTH,  
DONLEY, GRAY, HALL AND  
WHEELER COUNTIES)**

The Honorable Chris Porter  
Judge, County of Gray  
205 N. Russell  
Pampa, Texas 79065  
(806) 669-8007  
(806) 669-3048 fax  
[chris.porter@graycch.com](mailto:chris.porter@graycch.com)

\* Chairman  
\*\* Vice-Chairman



**ITEM 6**  
**(Re)Appointments to PWDB**

**APPOINTMENTS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**FOR JULY 1, 2022 – JUNE 30, 2025**

– REAPPOINTMENTS –

**Private Sector – City of Amarillo**

Ms. Kristi Hanes, Owner  
Night & Day, Care & Play Inc.  
Amarillo, Texas

**Private Sector – City of Amarillo**

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

**Private Sector – City of Amarillo**

Ms. Heather Freeman, Director, Workforce Strategies  
Consolidated Nuclear Security LLC. - Pantex  
Amarillo, Texas

**Private Sector – Area I – Dallam, Hartley, Moore, Oldham and Sherman Counties**

Mr. Michael W. Wright, Publisher  
Moore County News – Press  
Dumas, Texas

**Private Sector – At Large**

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

**Post-Secondary Education**

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

**State Department of Human Services**

Ms. Lisa Lillard, Program Manager  
Texas Health and Human Services Commission  
Amarillo, Texas

**Private Sector – City of Amarillo**

Ms. Heather Freeman, Director Workforce Strategies  
CNS Pantex  
Amarillo, Texas

**Literacy Organizations**

Ms. Lisa White, Literacy Coordinator  
Amarillo Public Library  
Amarillo, Texas

**Secondary Education**

Mr. Jay Barrett, Principal Amarillo ISD  
Amarillo Area Center for Advanced Learning  
Amarillo, Texas



**ITEM 7a(a)**  
**WDB Minutes**





PANHANDLE REGIONAL PLANNING COMMISSION

Panhandle Workforce Development Board

Minutes

February 23, 2022

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, February 23, 2022. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Matt Parker, presided.

MEMBERS PRESENT:

- Francisco Apodaca, Apodaca Brothers
- Irene Arnold, Downtown Women's Center, Inc.
- Betty Bara, La Fiesta Grande
- Jay Barrett, Amarillo Area Center for Academic Learning
- Norman Bearden, Texas Workforce Commission
- Ryan Bradley, Hunting Titan
- Texas "Tex" Buckhaults, Clarendon College
- Kevin Caddell, Furniture Fashions, LTD
- Tamara Clunis, Amarillo College
- Heather Freeman, CNS Pantex
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Kristi Hanes, Night & Day, Care & Play Inc.
- Lisa Lillard, Texas Health and Human Services Commission
- Matt Parker, Baptist St. Anthony's Health System
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- John Roberts, Central South Carpenters Regional Council
- Lisa White, Amarillo Public Library
- Michael Wright, Moore County News - Press
- Magi York, Panhandle Community Services

MEMBERS ABSENT:

- Drew Downs, International Brotherhood of Electrical Workers Local 602
- Jason Henderson, Bell Helicopter, Textron
- Art Martinez, Whiteface Heating & Air, Inc.
- David Parker, Harwell & Cook Orthodontics

## OTHERS PRESENT:

Kathleen Dostalick, and Candace Elliott, Northwest Texas Healthcare System; Shree Veeramachaneni, Panhandle Behavioral Health Alliance; and Frances Garcia, Tina Maloney, Monica Martinez, and Trent Morris, Workforce Solutions Panhandle.

## STAFF PRESENT:

Lori Bigham, Kathy Cabezuela, Christian Campbell, Leslie Hardin, Heather Reid, Marin Rivas, Samantha Roybal and Trenton Taylor.

### 1. CALL TO ORDER

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

### 2. INITIAL PUBLIC COMMENT PERIOD

None.

### 3. MINUTES

Members considered approval of the minutes from the Board's December 8, 2021 meeting. Mr. Charlie Rivas moved to approve the minutes as presented. Mr. Caddell seconded the motion; the motion carried.

### 4. PROGRAM PRESENTATION – AMARILLO COLLEGE'S NEW MENTAL HEALTH TECHNICIAN PROGRAM

Members heard an overview of Amarillo College's new Mental Health Technician Program from Ms. Kathleen Dostalick, and Ms. Candace Elliott, from Northwest Texas Healthcare System; and Ms. Shree Veeramachaneni from Panhandle Behavioral Health Alliance. No action by the Board was required.

### 5. POLICY UPDATE

Members were asked to consider a proposed update to the current local policy for In-Demand Industries, In-Demand Occupations, and Target Occupations-Update. This update proposed to add the occupation of Psychiatric Technician to the Panhandle Workforce Development Area's lists of In-Demand Industries and Associated Target Occupations; In-Demand Occupations; and Target Occupations. Mr. Roberts moved to approve the update. Mr. Apodaca seconded the motion; Dr. Clunis abstained from the vote; and the motion carried.

### 6. REPORT ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2021 – December 31, 2021. No action by the Board was required.

### 7. LOCAL MONITORING REPORT

Members were updated on monitoring activities. No action by the Board was required.

8. CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

Mr. Trent Morris, Huxford Group, LLC President and Workforce Solutions Panhandle Director, discussed recent and upcoming regional workforce activities. No action by the Board was required.

9. DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

Mr. Marin Rivas discussed recent and upcoming regional workforce activities. No action by the Board was required.

10. CURRENT MEMBERSHIP LIST

This item was for informational purposes only.

11. FINAL PUBLIC COMMENT PERIOD

None.

12. ADJOURN

There being no further business to come before the Board, Mr. Roberts moved that the meeting adjourn. Ms. Arnold seconded the motion; the meeting adjourned.



**ITEM 7a(b)**  
**WDB Cybersecurity Council**  
**Minutes**



PANHANDLE WORKFORCE DEVELOPMENT BOARD

Cybersecurity Council

Minutes

May 13, 2022

A meeting of the Panhandle Workforce Development Board's Cybersecurity Council was held at 11:45 a.m. on Friday, May 13, 2022. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Ms. Magi York, presided.

COUNCIL MEMBERS PRESENT:

- Michael Wright, Moore County News - Press
- Magi York, Panhandle Community Services

COUNCIL MEMBER ABSENT:

- Texas "Tex" Buckhaults, Clarendon College

STAFF CYBERSECURITY COMMITTEE PRESENT:

Kathy Cabezuela, Leslie Hardin, Marin Rivas, and Samantha Roybal, Panhandle Regional Planning Commission (PRPC); Trent Morris and Anthony Solis, Workforce Solutions Panhandle (WSP).

OTHERS PRESENT:

Dennis Garvey, Panhandle Community Services.

1. CALL TO ORDER

Ms. York called the meeting to order noting that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered approval of the minutes from the Council's November 15, 2021 meeting. Mr. Wright moved to approve the minutes as presented. Ms. York seconded the motion; the motion carried.

4. CURRENT CYBERSECURITY COUNCIL MEMBERSHIP LIST

Panhandle Workforce Development Board members serving on the Panhandle Workforce Development Board's Cybersecurity Council: Mr. "Tex" Buckhaults, Mr. Michael Wright, and Ms. Magi York. This item was for informational purposes only.

5. CYBERSECURITY COUNCIL MEMBERSHIP FOR 2022-2023

Members volunteered to serve an additional term on the Council. Ms. York moved to continue the current membership for another term. Mr. Wright seconded the motion; the motion carried.

6. CYBERSECURITY COUNCIL BYLAWS

Members were asked to consider amendments to the set of bylaws governing the Council:

- In the meeting agenda item, staff had requested that the Cybersecurity Committee membership be reduced from "at least two (2) WSP staff" to "at least one (1) WSP staff"; and
- During the meeting, Mr. Wright suggested the next Cybersecurity Council membership term be extended from one year to three years.

Mr. Wright moved to amend the bylaws with both changes, and forward them to the Panhandle Workforce Development Board Chair for signature. Ms. York seconded; the motion carried.

**\*\* AT THIS POINT IN THE MEETING, MEMBERS ENTERED A BRIEF CLOSED SESSION \*\***  
*as per Texas Government Code §551.089, which does not require a governmental body to conduct an open meeting to deliberate:*

- (a) security assessments or deployments relating to information resources technology;*
- (b) network security information as described by §2059.055(b) ; or*
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.*

7. PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES

Members were presented with seven (7) proposed PWDB Cybersecurity policies for discussion and input. No action by the Council was taken in the closed session.

- a) Information Security
- b) Acceptable Use of Information Technology Resources
- c) Incident Response
- d) Information Logging Standard
- e) Secure Configuration
- f) Account Management / Access Control Standard
- g) Virtual Private Network

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

8. VOTE ON PWDB CYBERSECURITY POLICIES

Members were asked to vote on the seven (7) PWDA Cybersecurity Policies described in the previous item. The motions were as follows:

- a) Information Security - Ms. York moved to accept the policy, with two edits. Mr. Wright seconded the motion; the motion carried.
- b) Acceptable Use of Information Technology Resources - Ms. York moved to accept the policy. Mr. Wright seconded the motion; the motion carried.
- c) Incident Response - Ms. York moved to accept the policy. Mr. Wright seconded the motion; the motion carried.
- d) Information Logging Standard - Ms. York moved to accept the policy. Mr. Wright seconded the motion; the motion carried.
- e) Secure Configuration - Ms. York moved to accept the policy. Mr. Wright seconded the motion; the motion carried.
- f) Account Management / Access Control Standard - Ms. York moved to accept the policy. Mr. Wright seconded the motion; the motion carried.
- g) Virtual Private Network - Ms. York moved to accept the policy. Mr. Wright seconded the motion; the motion carried.

Mr. Wright made a motion to accept the policies, with the two edits, and for them to be presented to the PWDB at its May 25, 2022 meeting. Ms. York seconded the motion; the motion carried.

9. OPEN DISCUSSION

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

10. FINAL PUBLIC COMMENT PERIOD

None.

11. ADJOURN

There being no further business to come before the Board, Mr. Wright moved that the meeting adjourn. Ms. York seconded the motion; the meeting adjourned.



**ITEM 7b**  
**Election of PWDB Officers**



According to the Bylaws of the Panhandle Workforce Development Board:

### **Chairperson**

The Chairperson of the Board will be elected from among members who are representatives of the private sector. The term of office for the Chairperson will be one (1) year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Chairperson.

- *Ms. Michelle Griffin has indicated her willingness to serve as Chair, should the members agree.*

### **Vice Chairperson**

The Board will select a Vice Chairperson who will, in the absence of the Chairperson, preside at meetings and perform such additional duties as are required of the Chairperson. The term of office of the Vice Chairperson will be for one (1) year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Vice Chairperson.

- *Mr. Matt Parker has indicated his willingness to serve as Vice-Chair should the members agree.*

*Members may also nominate from the current Board Members listed below.*

## CURRENT BOARD MEMBERS ELIGIBLE TO SERVE AS OFFICERS

### PRIVATE SECTOR (AT LARGE)

**Mr. Francisco Apodaca**

Co-Owner, Apodaca Brothers, Pampa, Texas

### PRIVATE SECTOR (CITY OF AMARILLO)

**Ms. Kristi Hanes**

Co-Owner/Director, Night & Day, Care & Play Inc.

### PRIVATE SECTOR (AT LARGE)

**Mr. Kevin Caddell**

Owner, Furniture Fashions, LTD, Dalhart, Texas

### PRIVATE SECTOR (CITY OF AMARILLO)

**Ms. Heather Freeman**

Director Workforce Strategies, CNS Pantex

### PRIVATE SECTOR (CITY OF AMARILLO)

**Mr. David Parker**

Regional Human Resource Manager, United Supermarkets, LLC

### PRIVATE SECTOR (CITY OF AMARILLO)

**Ms. Betty Bara**

Co-Owner, La Fiesta Grande

### PRIVATE SECTOR (CITY OF AMARILLO)

**Mr. Jason Henderson**

Operations Director, Bell Helicopter, Textron

### PRIVATE SECTOR

#### (AREA I - DALLAM, HARTLEY, MOORE, OLDHAM AND SHERMAN COUNTIES)

**Mr. Michael Wright**

Publisher, Moore County News – Press, Dumas, Texas

### PRIVATE SECTOR

#### (AREA II - HANSFORD, HEMPHILL, HUTCHINSON, LIPSCOMB, OCHILTREE AND ROBERTS COUNTIES)

**Ms. Michelle Griffin - PREVIOUSLY SERVED AS: Vice-Chair 2010-2012, Chair 2012-2013, Chair 2017-2019, Vice-Chair 2020-2021**

President – Borger Branch, Amarillo National Bank, Borger, Texas

### PRIVATE SECTOR

#### (AREA III - BRISCOE, CASTRO, DEAF SMITH, PARMER AND SWISHER COUNTIES)

**Mr. Art Martinez**

Owner, Whiteface Heating & Air, Inc., Hereford, Texas

### PRIVATE SECTOR

#### (AREA IV - ARMSTRONG, CARSON, POTTER AND RANDALL COUNTIES)

**Mr. Matt Parker**

Vice President for Cardiovascular Services, Baptist St. Anthony's Health System (BSA), Amarillo, Texas

### PRIVATE SECTOR

#### (AREA V - CHILDRESS, COLLINGSWORTH, DONLEY, GRAY, HALL AND WHEELER COUNTIES)

**Mr. Ryan Bradley**

Plan Manager, Hunting Titan Inc., Pampa, Texas

### PRIVATE SECTOR (AT LARGE)

**Mr. Charlie Rivas - PREVIOUSLY SERVED AS: Chair 2006-2008, Vice-Chair 2017-2019, Chair 2019-2020, Chair 2020-2021.**

Chief Executive Officer, Rivas Environmental Consultants, Amarillo, Texas



**ITEM 7c(a)**  
**Local Employer of Excellence**

## **Local Employer of Excellence – The Barfield**

Each year, local Workforce Boards nominate employers for the Texas Workforce Commission's Employer of the Year. Nominations must focus on initiatives that have a positive effect on current and future workers. The employer must use innovative approaches to support the Texas Workforce system's goal of ensuring both employers and workers have the resources and skills Texas needed to remain competitive.

Workforce Solutions Panhandle's nominee for the 2022 awards is The Barfield Hotel located in Amarillo. The Barfield, Amarillo's newest boutique luxury hotel, has been a premier employer since they opened in August 2021. Located in the heart of downtown Amarillo, The Barfield is the city's first luxury boutique hotel.

The relationship and planning for the build with Workforce Solutions Panhandle started back in 2018. The Barfield has been heavily committed to hiring locally as they held hiring events, those of which began in April of 2021.

This employer has also utilized the numerous resources the Workforce Solutions Panhandle office has to offer by holding several in-office and in-person hiring events as well. Since their August 2021 opening, The Barfield Hotel is proudly thriving and quickly becoming a staple in the revitalization of downtown Amarillo, currently employing 84 people on their staff and growing along with the rest of the city.

The Barfield was selected as one of several finalists for the Local Employer of Excellence. Workforce Solutions Panhandle is honored to count The Barfield among our employer partners and realize the Texas Panhandle is the true winner for having this incredible company in our region.



**ITEM 7c(b)**  
**HireAbility Employer**

## **HireAbility Employer of the Year – Northwest Texas Healthcare System**

Northwest Texas Healthcare System (NWTHS) has partnered with the Texas Workforce Commission's Vocational Rehabilitation Division, Quest Employment Services, and Project Search for nearly four years to provide structured vocational training to high school students.

The program and its partners are preparing students, with the most significant disabilities, for success in competitive integrated employment. Amarillo ISD students, selected for the program, are enrolled in the 18+ program. During their final year as a high school student, they engage in three rotations in three different hospital departments to receive hands on training.

These internships, with the classroom component, help the participants develop soft skills and transferable work skills along with life lessons such as teamwork, conflict resolution, accepting constructive criticism as well as pride for a job well done. Without NWTHS providing this work site, many of these students would not be prepared for what comes after their educational services have ended.

Since its creation, NWTHS has hosted 35+ students and was recognized at the Project Search National Conference as one of the top 5 in the State of Texas for employment outcomes. Ninety-five percent of participants not only complete the program, but become gainfully employed either at NWTHS, if chosen through a competitive hiring process, or utilize what they learn to apply for other positions within our community.



**ITEM 7c(c)**  
**Large Employer of the Year**

## **Large Employer of the Year – Hilmar Cheese**

From a 2005 dream on the Plains to today, Hilmar Cheese Company in Dalhart, Texas has grown to over 500 employees. Each day, the facility processes almost 1 million gallons of milk into cheese and whey products, serving customers in more than 50 countries.

Hilmar Cheese directly supports workforce development in the Texas Panhandle through its partnership with Workforce Solutions Panhandle by participating in job fairs, career fairs, and hiring events across the high plains.

Thanks to the location of the Dalhart plant, Hilmar attracts skilled workers from surrounding states, thus, strengthening the state's workforce.

Hilmar is also a big believer in re-investing back into the Dalhart community, proudly donating a little more than a quarter of a million dollars into various local events and projects this past year.

In 2019, Hilmar Cheese announced details behind their new Strategic Plan 2021. The plan's three strategies have to do with crafting a bright future for the company by focusing on people, operational excellence and delivering products and solutions that not only meet but exceed their valued customers.





**ITEM 7d**  
**HireAbility Navigator**  
**Program Presentation**



## CANDIDATES

- Students age 14-22
- Eager to work
- ALL wages are covered
- Workers compensation insurance is covered
- Up to 12 weeks of work
- Max 20 hours per week

## PAID WORK EXPERIENCE FOR VOCATIONAL REHABILITATION STUDENTS

**OBJECTIVE:** For students with different abilities to participate in work activities in a real work setting that will help them gain soft and hard skills for work, explore possible fields of interest, and provide these individuals with the opportunity to have hands-on exposure to jobs while building their skills and resume.

**BENEFITS:** Employers have a job ready candidate and are helping to build and engage the future workforce while increasing diversity in their workplace. This program also helps employers expand their talent pool, increase workforce loyalty and retention rates while wages and workers compensation are provided at no expense to the employer.



**ITEM 7e**  
**Reports on Grants**



MEMORANDUM

DATE: May 25, 2022

TO: Members of the Panhandle Workforce Development Board, the Panhandle Workforce Development Consortium's Governing Body, PRPC and Contractor Staff

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Reports on the Panhandle Workforce Development Area's Grants

Attached are reports that provide the basic information needed to assess how well we served our customers, met performance expectations, and utilized available grant funding during our program year 2022. The period covered in the report is from October 1, 2020 through March 31, 2022.

The charts on page 4, provides figures on the workers and families who have utilized services funded through one or more of our grants. These services are delivered through our Workforce Solutions offices and website, which are operated by the Huxford Group LLC under contract with PRPC. Assistance is provided by local staff of the Texas Workforce Commission (TWC) and Texas Veterans Commission (TVC).

The charts on page 4-8 show the Board's twenty contracted measures. These reports are for the Board Contract year 2021 (BCY22), which began October 1, 2020 through March 31, 2022.

Page 9 provides budget and expenditure data for separate grants, and is broken out into two groups. Shown first are the administrative and operating costs for PRPC and the Huxford Group, including those associated with personnel and facilities. Shown second are training and supportive services costs, which include all payments to participants, employers, training institutions, and vendors providing assistance to eligible clients.

The ratio of expenditures to budgeted funds varied to some extent by grant, but was generally consistent with expectations. Staff will discuss performance and review fiscal variances at the meeting.

Please contact us at (806) 372-3381 or (800) 477-4562 if you have questions or comments.

The grants included in this report are provided to us for different purposes, come with different expectations, and are subject to different rules and regulations. A brief description of each grant follows:

The ***Supplemental Nutrition Assistance/Employment and Training grant*** provides case management and assists recipients of Food Stamps assistance to transition from public assistance to work through participation in work-related activities, including job search and job readiness, education, training activities, and support services. Clients are generally required to participate in one or more of those activities.

The ***Temporary Assistance to Needy Families/Non-Custodial Parent Employment Services grant*** provides case management and assists low-income unemployed or underemployed noncustodial parents who are behind on their child support payments and whose children are current or former recipients of public assistance. Clients are required to participate through a court order in Workforce work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services.

The ***Temporary Assistance to Needy Families/CHOICES grant*** provides case management and assists applicants, recipients, non-recipient parents, and former recipients of TANF (cash assistance) to transition from welfare to work through participation in work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services. Parents are generally required to participate in one or more of those activities.

The ***Trade Adjustment Assistance grant*** provides additional training resources and relocation assistance to dislocated workers affected by trade-related layoffs. Trade Adjustment Assistance for Workers is a federally funded program, with no costs to employers, that helps workers who are adversely affected by foreign imports or job shifts to a foreign country. Assistance is provided to eligible workers in the form of reemployment services, training, job search, relocation, and support benefits.

The ***Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker grants*** fund case management, training, job search and placement, and supportive services for eligible clients. The Workforce Innovation and Opportunity Act (WIOA) program provides workforce development activities designed to enhance the employability, occupational attainment, retention and earnings of adults, dislocated workers and youth. WIOA improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the Texas economy.

Our ***Child Care/Formula and Federal Match grants*** fund day care services for children from eligible families. Resources obtained from local contributors are required in order to access matching federal funds. Resources to purchase services for children in foster care are provided through our ***Family and Protective Services grant***. The ***Child Care/Quality Improvement grant*** supports professional development for child care providers and staff. The ***Child Care Automated Attendance*** grant supports systems that link children's attendance to provider payments.

The ***Wagner-Peyser Employment Services, Reemployment Assistance and Veterans Services grants*** pay for costs associated with the TWC and TVC employees who are housed in our facilities. The Employment Service program provides comprehensive recruiting, job search, and related services to businesses and job seekers to connect employers and job seekers. ES coordinates job openings between states and administers the unemployment insurance (UI) work test to verify that individuals receiving UI benefits are registered for work and are actively seeking employment.

# Workforce Solutions Panhandle Program Success Stories 2022

## WIOA Dislocated Worker

### Luis Z.

Luis Z. served the Hereford Community for 20 years while employed with the Hereford Police Department; however, was let go by the department in 2016. Luis had concerns about his situation and his next career move as he was an “over 50” worker. Luis visited the Workforce Solutions Panhandle office in Hereford and began working with our Job-Training Services Team. With the information he was provided, Luis decided to make a career move and he began pursuing his Class A Commercial Driver’s License. Workforce Solutions Panhandle was able to assist in paying for his DOT physical and CDL training. Because of his efforts and dedication and our assistance, Luis successfully graduated from the CDL Training – Truck Driving Academy at Amarillo College with his Class A CDL. For the last 5 years, Luis has been successfully employed with Panhandle Community Services, utilizing his license, and is now the Transit Manager. Luis visited the Workforce Solutions Panhandle Hereford office in October of 2021 to request our assistance in finding transit drivers to work for him at Panhandle Community Services. During his visit, Luis said that Job-Training through Workforce Solutions Panhandle had “Made a Huge Impact on my Life”.

## Childcare

### Savanna G.

At age 15 Savanna helped take care of her grandma and that was when she knew she wanted to help others. Savanna challenged herself to pursue her dreams and joined a Certified Nursing Assistant class. She received her certification and in 2019 was accepted into the Licensed Vocational Nurse program. Workforce Solution’s Youth program provides financial assistance to pay for tuition, fees, and supplies such as nursing scrubs. Childcare assistance made attending school a reality and according to Savanna, the encouragement of the staff at Workforce Solutions was as important as the financial help. Savanna could not have finished without a secondary support system.

## WIOA Youth Kaden H.

In May of 2021, Kaden H. graduated from High School with his Basic Welding Certification. Kaden had worked hard during high school to obtain this certification, but after graduating he struggled to find an employer who would hire him without on-the-job experience.

After learning about our services, Kaden reached out to our Youth Job-Training Team for help in late October. He met with Maddi and Tammie from our youth team. They worked with him to understand what he wanted to achieve. Kaden, like many young adults his age, wanted to begin earning enough to support himself financially.

Maddi, who is familiar with the local welding industry, was able to quickly reach out to a number of companies. Midwest Machine gladly agreed to partner with us to provide a paid internship for Kaden. Tammie then worked closely with Kaden to help him arrange what he might need to begin working.

On November 2, Kaden began working at Midwest Machine as a welder's assistant. We were able to cover the cost of his wages. The paid internship allowed Kaden to earn while getting the on-the-job experience he was looking for.

Kaden's supervisor at Midwest Machine happened to be Alex Barron. Our team met Alex in 2016. Alex helped us produce an episode of Hometown Success that highlighted welding as a promising occupation. Alex took time to give Kaden useful feedback and help him improve as a welder. During this time Kaden told Tammi that he was learning more than he expected and that he enjoyed the work.

On the Friday before Christmas, Kaden's paid internship came to an end. He now had both the certification and experience employers were wanting. However, Kaden did not have to search for work very long. The following Monday, Midwest Machines offered him a permanent position on their team.

To learn more about our online career videos covering everything from welding, HVAC, nursing, and more, check out Hometown Success on our YouTube Channel.

## SNAP

### Susana H.

Susana Hernandez started the SNAP E & T program 1/5/2022. She had not worked since October and had been living off her savings and her mother's assistance. She was looking for work as a Dental Asst. & had work experience in this field. She explained she was getting job interviews but no offers. During her job search, the career specialist helped her with interview preparation and improving her resume. She was referred to workshops offered at WS Panhandle. The CS provided her job referrals and support services to help her during her job search. After about 2 weeks of job search she was offered a job working for GAT at the Airport. At about the same time, she interviewed with Texas Tech Health Sciences Center to work at the Prison as a dental assistant. She really wanted that job, however, because the background check could take 3 weeks for the job at the prison, she decided to take the job with GAT at the Airport.

Susana did receive an offer letter for the job with Texas Tech a few weeks later. Because this job offered more in benefits, she accepted this job offer and was able to start work on 2/7/22.

## Non Custodial Parent

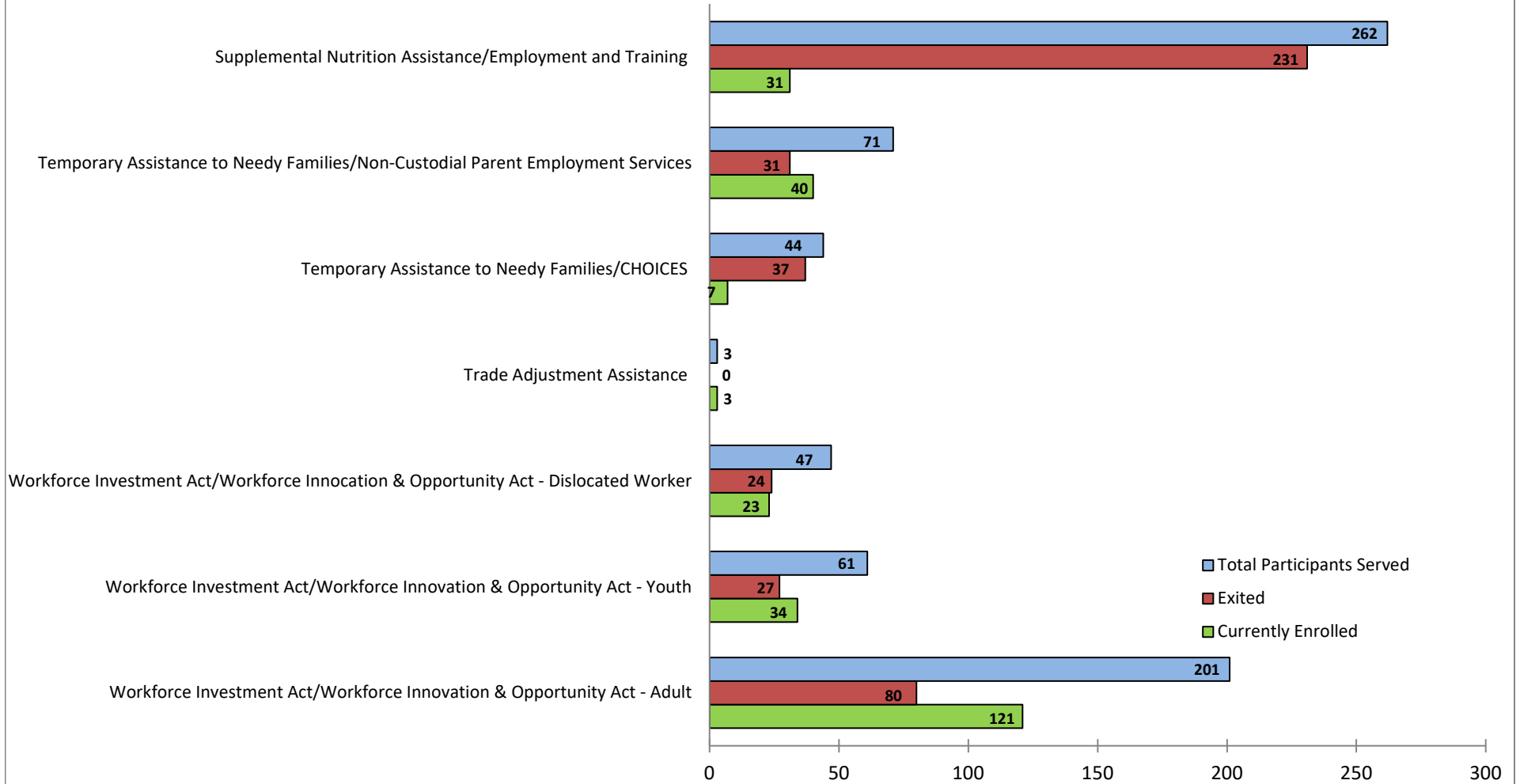
### Daniel R.

Daniel R. was re-ordered into the NCP program. During Enrollment, a barrier to employment was identified as a result of issues with his background. Due to the nature of this barrier, Daniel struggled to find legitimate employment which caused him to work jobs that paid cash. His NCP Career Specialist provided job leads of employers for local and national companies who consider applicants with this barrier. Daniel had previously participated in the NCP program and was able to co-enroll in the WIOA program He was able to complete the CDL training course through Amarillo College and gain his CDL license and fulltime employment with Del Toro Daniel has maintained his full-time employment and has been able to earn all three of his employment retention incentives totaling \$600.00. In addition to earning the employment retention incentives, the NCP program was able to provide him with transportation assistance to help him get to and from work. As a result of participating in both the NCP program and the WIOA training program, Daniel has become self-sufficient and has been able to meet his child support obligations. While participating in the NCP program, he has paid a total of \$2,788.66 towards child support. He continues his employment at Del Toro Trucking at time of exit from the NCP program.



### Participant Data by Grant

Information on the grants below is for workforce program participants receiving staff-assisted training and/or supportive services.  
Participants may be served by more than one grant.



# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 5/6/2022  
**MARCH 2022 REPORT**

Status Summary		With Positive Performance (+P):	Meeting Performance (MP):	With Negative Performance (-P):	% +P & MP											
Contracted Measures		13	8	1	95.45%											
Source	Measure	Status	% Current Target	Current Target	E OY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num	YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To

## WIOA Outcome Measures

DOL-C	Employed Q2 Post Exit – Adult (DOL)	MP	102.80%	76.50%	76.50%	78.64%	81.16%	86.36%	81	103	73.68%	74.07%	86.84%		7/20	3/21
DOL-C	Employed Q4 Post Exit – Adult (DOL)	+P	113.78%	75.10%	75.10%	85.45%	75.58%	80.58%	94	110	91.18%	78.95%	86.84%		1/20	9/20
DOL-C	Median Earnings Q2 Post Exit – Adult (DOL)	+P	143.47%	\$6,500.00	\$6,500.00	\$9,325.71	\$8,517.35	\$7,850.14	n/a	80	\$9,493.16	\$11,929.54	\$8,005.46		7/20	3/21
DOL-C	Credential Rate – Adult (DOL)	+P	114.95%	76.90%	76.90%	88.40%	88.50%	83.30%	84	95	92.90%	87.10%	86.10%		1/20	9/20
DOL-C	Measurable Skills Gains - Adult (DOL)	MP	98.86%	61.50%	61.50%	60.80%	62.80%	74.20%	118	194	---	---	---	---	7/21	3/22
DOL-C	Employed Q2 Post Exit – DW (DOL)	MP	109.31%	82.10%	82.10%	89.74%	92.31%	86.36%	35	39	50.00%	100.00%	94.44%		7/20	3/21
DOL-C	Employed Q4 Post Exit – DW (DOL)	-P	73.08%	82.10%	82.10%	60.00%	91.67%	88.64%	9	15	66.67%	66.67%	50.00%		1/20	9/20
DOL-C	Median Earnings Q2 Post Exit – DW (DOL)	MP	106.90%	\$8,600.00	\$8,600.00	\$9,193.81	\$7,249.64	\$9,560.24	n/a	35	\$8,294.90	\$12,466.78	\$8,938.34		7/20	3/21
DOL-C	Credential Rate – DW (DOL)	+P	114.29%	87.50%	87.50%	100.00%	100.00%	93.30%	10	10	100.00%	100.00%	100.00%		1/20	9/20
DOL-C	Measurable Skills Gains - DW (DOL)	MP	107.14%	70.00%	70.00%	75.00%	67.70%	66.70%	33	44	---	---	---	---	7/21	3/22
DOL-C	Employed/Enrolled Q2 Post Exit – Youth (DOL)	MP	97.66%	76.80%	76.80%	75.00%	81.67%	80.58%	21	28	85.71%	66.67%	62.50%		7/20	3/21
DOL-C	Employed/Enrolled Q4 Post Exit – Youth (DOL)	+P	126.63%	72.10%	72.10%	91.30%	77.92%	80.81%	42	46	100.00%	88.24%	85.71%		1/20	9/20
DOL-C	Median Earnings Q2 Post Exit – Youth (DOL)	+P	209.23%	\$3,300.00	\$3,300.00	\$6,904.64	\$5,692.95	\$4,569.77	n/a	20	\$6,498.84	\$9,228.83	\$9,251.05		7/20	3/21
DOL-C	Credential Rate – Youth (DOL)	+P	142.24%	62.50%	62.50%	88.90%	84.20%	75.00%	24	27	83.30%	90.00%	90.90%		1/20	9/20
DOL-C	Measurable Skills Gains - Youth (DOL)	+P	149.20%	50.00%	50.00%	74.60%	60.00%	76.00%	41	55	---	---	---	---	7/21	3/22
LBB-K	Employed/Enrolled Q2 Post Exit – C&T Participants	MP	99.46%	63.30%	63.30%	62.96%	65.37%	72.15%	3,262	5,181	58.29%	64.38%	69.13%		7/20	3/21
LBB-K	Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	+P	106.50%	80.25%	80.25%	85.47%	80.74%	85.72%	3,493	4,087	83.92%	86.14%	86.40%		1/20	9/20
LBB-K	Credential Rate – C&T Participants	+P	127.75%	70.10%	70.10%	89.55%	87.50%	82.84%	120	134	92.11%	88.89%	88.24%		1/20	9/20

1. Because of the nature of this measure (the lack of lag between going into the denominator and when it would be reasonable to achieve a gain), this data is often not meaningful until the last few months the Program Year.

## Reemployment and Employer Engagement Measures

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

# BOARD SUMMARY REPORT - CONTRACTED MEASURES

Year-to-Date Performance Periods\*

BOARD NAME: **PANHANDLE**

**FINAL RELEASE**  
As Originally Published 5/6/2022  
**MARCH 2022 REPORT**

Source Notes	Measure	Status	% Current Target	Current Target	EOY Target	Current Perf.	Prior Year End	2 Years Ago YE	YTD Num YTD Den	QTR 1	QTR 2	QTR 3	QTR 4	From	To
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## Reemployment and Employer Engagement Measures

TWC	Claimant Reemployment within 10 Weeks	+P	118.44%	59.83%	59.83%	70.86%	66.67%	63.80%	<u>985</u> 1,390	72.43%	68.35%			7/21	12/21
TWC	# of Employers Receiving Workforce Assistance	+P	129.59%	1,619	2,244	2,098	2,085	2,063	----- -----	1,529	1,500			10/21	3/22

## Program Participation Measures

TWC	Choices Full Engagement Rate - All Family Total	+P	121.66%	50.00%	50.00%	60.83%	12.72%	40.18%	<u>6</u> 11	59.80%	61.85%			10/21	3/22
TWC	Avg # Children Served Per Day - Combined	MP	99.90%	1,921	1,921	1,919	1,934	2,160	<u>249,439</u> 130	1,929	1,909			10/21	3/22
2	# of SIR Children Served	---	---	---	---	431	n/a	n/a	----- -----	---	---	---	---	8/21	3/22

2. The Service Industry Recovery Child Care Program (SIR) is a medium term, COVID-19 recovery-related child care program to serve the children of Service Industry Workers who might not normally qualify for subsidized child care. The program seeks to enroll nearly 55K eligible children in care by March of 2022 and each enrolled child will be eligible for up to 12 months of care.

Note: In some cases historic data not available at time of original publication (such as when a new measure is created) has been added to the MPR retroactively to allow trend analysis.

# AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)

**FINAL RELEASE**  
As Originally Published 5/6/2022

**MARCH 2022 REPORT**

Green = +P    White = MP    Yellow = MP but At Risk    Red = -P

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	92.09%	99.81%	109.98%	85.28%	95.40%	87.82%	93.91%	120.95%	114.25%	134.07%	101.45%	105.78%	131.48%	145.61%	231.58%
Borderplex	120.99%	115.36%	204.27%	110.96%	137.61%	101.17%	90.44%	123.29%	111.65%	109.17%	119.10%	120.06%	108.66%	103.70%	139.43%
Brazos Valley	109.27%	109.25%	112.01%	105.81%	123.52%	86.59%	81.21%	113.15%	92.25%	96.15%	91.33%	77.06%	258.11%	307.69%	256.54%
Cameron	106.80%	109.13%	126.78%	116.08%	98.79%	102.28%	133.51%	111.06%	119.47%	106.57%	109.45%	122.31%	150.52%	212.69%	235.40%
Capital Area	96.38%	103.37%	196.65%	80.65%	109.82%	106.98%	121.92%	138.73%	109.53%	110.99%	106.69%	109.69%	87.19%	134.24%	83.60%
Central Texas	112.04%	99.00%	175.58%	100.36%	82.63%	89.53%	88.20%	107.72%	97.34%	94.86%	83.71%	118.36%	116.49%	60.00%	91.00%
Coastal Bend	101.99%	89.39%	159.62%	91.13%	103.25%	100.84%	95.11%	104.69%	107.14%	133.39%	107.05%	97.73%	75.10%	135.79%	67.11%
Concho Valley	115.94%	99.23%	126.46%	95.57%	119.50%	105.96%	109.89%	220.11%	97.94%	95.29%	130.21%	101.56%	158.17%	234.04%	219.30%
Dallas	90.49%	80.62%	96.92%	110.23%	109.97%	86.48%	91.83%	119.36%	119.86%	114.97%	98.10%	105.73%	144.19%	86.10%	97.34%
Deep East	111.39%	95.19%	104.19%	136.90%	144.07%	114.29%	79.28%	158.86%	116.28%	122.09%	103.07%	109.56%	117.02%	185.19%	240.12%
East Texas	87.70%	104.38%	107.00%	92.13%	116.93%	90.12%	98.54%	158.88%	113.49%	108.10%	98.15%	102.15%	152.01%	219.30%	233.77%
Golden Crescent	112.78%	89.41%	139.33%	72.68%	86.66%	97.98%	97.32%	175.19%	119.00%	148.75%	65.10%	117.36%	102.42%	26.72%	30.80%
Gulf Coast	95.17%	88.93%	124.86%	96.79%	117.97%	97.39%	95.10%	122.03%	87.29%	126.43%	104.08%	103.63%	135.68%	161.88%	171.06%
Heart of Texas	114.38%	102.44%	176.07%	121.20%	142.83%	111.32%	73.08%	204.52%	114.29%	115.89%	128.24%	99.99%	110.51%	96.44%	0.00%
Lower Rio	113.62%	100.14%	100.34%	91.78%	113.29%	98.87%	115.31%	165.86%	102.58%	114.37%	94.15%	94.00%	130.59%	200.35%	208.77%
Middle Rio	104.58%	95.66%	97.03%	74.14%	102.88%	116.55%	121.80%	100.81%	142.86%	142.86%	93.36%	105.32%	54.39%	104.29%	309.92%
North Central	89.08%	85.62%	111.52%	107.19%	101.53%	92.55%	86.25%	112.70%	102.11%	80.53%	109.82%	98.87%	154.50%	128.77%	135.43%
North East	112.04%	113.48%	153.86%	99.64%	115.56%	105.58%	101.29%	101.17%	107.14%	156.79%	120.20%	112.77%	160.96%	150.26%	93.26%
North Texas	99.16%	130.38%	148.17%	78.23%	94.71%	106.84%	118.68%	144.21%	127.00%	148.75%	138.89%	122.44%	375.45%	162.07%	0.00%
Panhandle	102.80%	113.78%	143.47%	114.95%	98.86%	109.31%	73.08%	106.90%	114.29%	107.14%	97.66%	126.63%	209.23%	142.24%	149.20%
Permian Basin	111.58%	112.36%	166.45%	103.21%	86.23%	102.95%	91.35%	142.29%	108.56%	98.14%	91.91%	78.02%	107.73%	100.35%	157.46%
Rural Capital	107.26%	105.56%	172.06%	111.37%	75.53%	96.79%	91.32%	140.60%	106.63%	92.57%	101.05%	101.08%	179.64%	120.96%	136.80%
South Plains	121.30%	107.81%	105.01%	97.45%	96.36%	111.00%	121.80%	148.37%	99.09%	119.00%	130.21%	117.36%	132.01%	106.72%	80.00%
South Texas	128.66%	91.50%	84.26%	120.92%	105.74%	124.07%	133.51%	109.87%	114.29%	95.29%	107.57%	118.04%	205.82%	162.07%	185.63%
Southeast	79.80%	95.42%	128.43%	134.25%	124.28%	97.18%	103.36%	123.72%	76.23%	114.29%	94.47%	87.00%	98.00%	175.44%	219.30%
Tarrant	95.02%	101.17%	131.79%	100.55%	113.10%	96.91%	100.48%	121.61%	92.91%	125.08%	114.02%	98.92%	126.45%	246.85%	156.33%
Texoma	113.16%	114.47%	175.81%	112.34%	73.86%	103.60%	121.80%	109.83%	114.29%	59.57%	116.22%	107.88%	180.64%	87.36%	80.00%
West Central	130.72%	107.88%	162.87%	111.16%	127.53%	104.90%	107.48%	160.41%	114.29%	122.43%	112.40%	91.01%	48.60%	87.72%	350.88%
+P	13	6	20	11	12	5	8	21	14	16	9	9	20	18	18
MP	12	17	7	12	11	19	14	7	12	10	17	16	4	5	3
-P	3	5	1	5	5	4	6	0	2	2	2	3	4	5	7
% MP & +P	89%	82%	96%	82%	82%	86%	79%	100%	93%	93%	93%	89%	86%	82%	75%
From	7/20	1/20	7/20	1/20	7/21	7/20	1/20	7/20	1/20	7/21	7/20	1/20	7/20	1/20	7/21
To	3/21	9/20	3/21	9/20	3/22	3/21	9/20	3/21	9/20	3/22	3/21	9/20	3/21	9/20	3/22

Percent of Target (Year-to-Date Performance Periods)

Green = +P    White = MP    Yellow = MP but At Risk    Red = -P

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Receiving Workforce Assistance	Choices Full Engagement Rate	Average # Children Served Per Day-Combined	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	93.14%	105.21%	67.77%	102.58%	107.01%	90.94%	104.99%	8	9	5	77%
Borderplex	99.07%	105.22%	107.55%	101.06%	95.29%	76.96%	76.56%	12	8	2	91%
Brazos Valley	96.65%	106.55%	105.11%	103.78%	92.57%	102.82%	103.67%	8	10	4	82%
Cameron	98.83%	97.45%	125.34%	102.83%	102.16%	61.56%	103.29%	10	11	1	95%
Capital Area	84.41%	106.69%	94.74%	104.81%	99.49%	53.48%	102.24%	6	10	6	73%
Central Texas	94.69%	103.05%	110.40%	103.54%	110.28%	80.50%	88.33%	6	8	8	64%
Coastal Bend	92.78%	103.51%	82.58%	104.79%	106.29%	53.08%	101.87%	4	12	6	73%
Concho Valley	100.44%	106.32%	96.80%	119.04%	109.36%	121.90%	101.38%	12	10	0	100%
Dallas	94.34%	103.15%	108.03%	101.87%	108.72%	85.20%	105.65%	8	9	5	77%
Deep East	95.97%	101.73%	104.61%	104.14%	98.45%	79.58%	96.84%	10	10	2	91%
East Texas	90.08%	98.70%	90.29%	108.63%	113.60%	61.00%	84.26%	8	9	5	77%
Golden Crescent	103.48%	108.72%	99.53%	105.45%	103.52%	51.34%	97.48%	8	7	7	68%
Gulf Coast	89.35%	101.93%	89.04%	99.23%	73.36%	55.64%	109.89%	8	8	6	73%
Heart of Texas	98.91%	109.60%	96.45%	109.52%	108.89%	52.76%	96.14%	13	6	3	86%
Lower Rio	95.72%	96.74%	104.81%	105.74%	107.56%	83.86%	113.69%	11	10	1	95%
Middle Rio	95.53%	89.42%	67.29%	92.38%	102.53%	73.22%	111.74%	6	10	6	73%
North Central	92.67%	104.75%	98.80%	100.97%	109.92%	61.56%	75.71%	6	9	7	68%
North East	99.24%	103.65%	114.41%	99.68%	105.46%	54.28%	92.57%	11	9	2	91%
North Texas	105.18%	108.82%	121.26%	108.25%	110.87%	47.88%	112.89%	16	3	3	86%
Panhandle	99.46%	106.50%	127.75%	118.44%	129.59%	121.66%	99.90%	13	8	1	95%
Permian Basin	94.04%	103.45%	97.82%	101.28%	109.73%	27.34%	94.29%	6	11	5	77%
Rural Capital	93.30%	108.12%	91.71%	104.06%	99.65%	44.74%	95.23%	7	11	4	82%
South Plains	99.89%	104.25%	103.30%	121.06%	104.16%	54.84%	97.63%	9	11	2	91%
South Texas	96.79%	94.59%	142.65%	99.26%	111.63%	105.80%	117.93%	13	7	2	91%
Southeast	94.61%	102.58%	101.58%	108.80%	99.86%	79.28%	101.09%	8	9	5	77%
Tarrant	93.18%	104.15%	102.95%	103.04%	106.19%	48.16%	83.45%	9	10	3	86%
Texoma	98.14%	109.88%	120.46%	101.92%	101.59%	53.24%	103.80%	10	7	5	77%
West Central	91.25%	102.67%	116.72%	105.71%	107.75%	68.78%	101.91%	12	6	4	82%
+P	1	11	11	10	16	3	6	258			
MP	14	15	10	17	10	1	15	248			
-P	13	2	7	1	2	24	7	110			
% MP & +P	54%	93%	75%	96%	93%	14%	75%	82%			
From	7/20	1/20	1/20	7/21	10/21	10/21	10/21	From			
To	3/21	9/20	9/20	12/21	3/22	3/22	3/22	To			

REPORT ON THE PANHANDLE WORKFORCE DEVELOPMENT AREA'S  
WORKFORCE DEVELOPMENT GRANTS FOR THE PERIOD  
OCTOBER 1, 2021 - MARCH 31, 2022

Panhandle YTD March 2022 Report									
	Administration and Service Delivery Costs			Training and Support			Total		
	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended
<b>GRANTS PROVIDING SERVICES TO LOW-INCOME ADULTS/YOUTH AND DISLOCATED WORKERS</b>									
Workforce Innovation & Opportunity Act/Adult	504,273	239,993	48%	370,000	191,462	52%	874,273	431,455	49%
Workforce Innovation & Opportunity Act/Youth	395,119	139,385	35%	230,000	124,874	54%	625,119	264,459	42%
Workforce Innovation & Opportunity Act/DLW	387,743	184,729	48%	65,000	(3,602)	-6%	452,743	181,127	40%
Workforce Innovation & Opportunity Act/Rapid Response	18,884	3,286	17%	-	-	0%	18,884	3,286	17%
Workforce Innovation & Opportunity Act/ National Dislocated Worker Grant	201,678	152,766	76%	240,000	94,941	40%	441,678	247,707	56%
Reemployment Services and Eligibility Assessment	139,344	69,022	50%	-	-	0%	139,344	69,022	50%
Trade Adjustment Assistance	30,000	6,361	21%	35,000	11,283	32%	65,000	17,645	27%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families/CHOICES	990,255	474,203	48%	90,000	6,734	7%	1,080,255	480,938	45%
TANF Summer Youth Project	-	-	0%	90,000	-	0%	90,000	-	0%
Temporary Assistance to Needy Families/NCP	136,293	55,783	41%	18,500	11,369	61%	154,793	67,152	43%
Supplemental Nutrition Assistance/Employment & Training - General Population	189,691	74,121	39%	40,000	6,064	15%	229,691	80,185	35%
Supplemental Nutrition Assistance/Employment & Training - ABAWD	137,296	54,960	40%	10,000	7,715	77%	147,296	62,674	43%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care Formula / Match	2,077,829	954,322	46%	11,752,743	5,543,205	47%	13,830,572	6,497,527	47%
Child Care Formula - Provider Growth Payments	2,217,954	1,345,571	61%	-	-	0%	2,217,954	1,345,571	61%
Child Care SIR Funds	147,505	21	0%	3,297,505	910,371	28%	3,445,010	910,392	26%
Child Care Quality Improvement	60,500	28,968	48%	221,671	67,483	30%	282,171	96,451	34%
Child Care Quality Mentor and Assessor	325,338	153,419	47%	-	-	0%	325,338	153,419	47%
Child Care Quality CRRSA TRS Incentives	-	-	0%	471,868	-	0%	471,868	-	0%
CCP - Family and Protective Services	75,000	14,584	19%	1,425,000	291,680	20%	1,500,000	306,264	20%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service	94,500	62,269	66%	-	-	0%	94,500	62,269	66%
Veterans Employment Service	16,251	8,080	50%	-	-	0%	16,251	8,080	50%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives - TVLP	2,779	1,367	49%	-	-	0%	2,779	1,367	49%
Workforce Commission Initiatives - Youth Career Fair	35,000	1,546	4%	-	-	0%	35,000	1,546	4%
Workforce Commission Initiatives - Hiring Red, White and You!	1,500	1,081	72%	-	-	0%	1,500	1,081	72%
Workforce Commission Initiatives - Child Care Services Program	-	-	0%	55,000	-	0%	55,000	-	0%
Workforce Commission Initiatives - Cybersecurity	24,000	-	0%	-	-	0%	24,000	-	0%
Workforce Commission Initiatives - Client Service - Training and Supportive Services	-	-	0%	39,000	3,646	9%	39,000	3,646	9%
Summer Earn & Learn	175,681	-	0%	-	-	0%	175,681	-	0%
Yr Round Work Experience	150,000	19,094	13%	-	-	0%	150,000	19,094	13%
Hireability Navigator	113,000	47,223	42%	-	-	0%	113,000	47,223	42%
VR Infrastructure Support Services Contract	148,190	-	0%	-	-	0%	148,190	-	0%
High Demand Job Training Grant	70,156	69,818	100%	-	-	0%	70,156	69,818	100%
<b>TOTAL</b>	<b>8,865,758</b>	<b>4,162,173</b>	<b>47%</b>	<b>18,451,287</b>	<b>7,267,225</b>	<b>39%</b>	<b>27,317,045</b>	<b>11,429,398</b>	<b>42%</b>



# **ITEM 7f**

## **Local Monitoring Report**



## MEMORANDUM

DATE: May 25, 2022

TO: Panhandle Workforce Development Board

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Report on Monitoring Reviews

In its role as administrative and fiscal agent for the Panhandle Workforce Development Board (PWDB), the Panhandle Regional Planning Commission (PRPC) is required to oversee administration, fiscal, and program monitoring for the delivery of Workforce Development Services and Child Care Services, under the Panhandle Workforce Development Area (PWDA) Service Delivery System Contract.

Program Monitoring Reports are issued summarizing the results of monitoring activities. Reports include observations, findings, questioned costs identified, and recommendations. Program Monitoring Activities have been developed to:

- 1) ensure programs achieve intended results;
- 2) ensure resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse; and
- 3) ensure reliable and timely information is captured and reported to serve as the basis to improve decision-making.

Program Monitoring Activities are conducted to assess:

- 1) Progress in achieving program goals and maintaining accountability. Program monitoring activities help identify potential weaknesses before such weaknesses result in substandard performance or questioned costs;
- 2) Compliance with applicable laws, regulations, provisions of contracts and Board Plans, and official directives and circulars including, but not limited to, U.S. Department of Labor (DOL) Training and Employment Guidance Letters, DOL Training and Employment Notices, U.S. Department of Health and Human Services guidance letters, U.S. Department of Education, Office of Vocational and Adult Education guidance, Commission rules, Texas Workforce Commission (TWC) Workforce Development (WD) Letters, AEL Letters,
- 3) the Financial Manual for Grants and Contracts, and other Agency guidance; and
- 4) Compliance with the appropriate uniform administrative requirements for grants and agreements applicable to the type of entity receiving funds, as promulgated in the OMB circulars or rules. Program Monitoring Activities are evaluated on a periodic basis. Monitoring reviews result in recommendations that provide practical solutions used to take immediate action prior to TWC's Annual Monitoring Review.



The following detailed report lists updated statuses for the reviews of the current Workforce Solutions Panhandle (WSP) sub-recipient Huxford Group, LLC’s service delivery since the last report provided to the Board at the February 2022 meeting.

**REPORT ON THE PWDA’S MONITORING REVIEWS**  
**March 2021 – May 2022**

<b>Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Fiscal and Program Operating Systems	March 29, 2021 – April 2, 2021	February 1, 2020 – December 31, 2020	Final Report - All items resolved
Fiscal and Program Operating Systems	February 28, 2022 – March 4, 2022	January 1, 2021 – December 31, 2021	Pending results

<b>Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist</b>			
Monitoring Review	Date of review	Period Covered	Status
Program Operating Systems	November 2021 – February 2022	January 1, 2021 – September 30, 2021	Final Report - All items resolved
Program Operating Systems	March 2022 – May 2022	October 1, 2021 – December 31, 2021	Currently being conducted

\*Please note; text above that is in blue font designates updated information from the previous reports.



**ITEM 7f**  
**Monitoring Attachment 1**

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman  
Commissioner Representing  
the Public

Julian Alvarez  
Commissioner Representing  
Labor

Aaron Demerson  
Commissioner Representing  
Employers

Edward Sema  
Executive Director

## Report #21.01.0001

January 10, 2022

Mr. Marin Rivas  
Workforce Development Director  
Workforce Solutions Panhandle  
P.O. Box 9257  
Amarillo, Texas 79105

Dear Mr. Rivas:

We have completed our review of the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, Trade Adjustment Assistance, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions Panhandle. Our review covered the period February 1, 2020, through December 31, 2020.

Our finding is summarized in the enclosed report. TWC Audit Resolution will contact you with an initial notification letter requesting the documentation necessary to resolve the outstanding finding identified in the report. The Board will have 45 calendar days from the issuance of the letter to respond to Audit Resolution with the documentation.

During the review, we tested the Board's monitoring function and found that it incorporates the necessary attributes for certification, e.g., a risk assessment and monitoring plan, program and fiscal reviews, follow ups and resolution process. We are able to place reliance in Fiscal and the following programs: WIOA, Child Care, and NCP. As a result, we are able to re-certify the monitoring function.

Thank you again for your cooperation and assistance. Should you have any further questions concerning the review, please contact me at (512) 936-3612.

Sincerely,



Mary B. Millan, Director of Field Operations  
Subrecipient Monitoring  
Division of Fraud Deterrence and Compliance Monitoring  
Attachment



**ITEM 7f**  
**Monitoring Attachment 2**

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman  
Commissioner Representing  
the Public

Julian Alvarez  
Commissioner Representing  
Labor

Aaron Demerson  
Commissioner Representing  
Employers

Edward Serna  
Executive Director

## Report #21.01.0001

January 10, 2022

Mr. Marin Rivas  
Workforce Development Director  
Workforce Solutions Panhandle  
P.O. Box 9257  
Amarillo, Texas 79105

Dear Mr. Rivas:

Our review of the Supplemental Nutrition Assistance Program Employment and Training program administered by Workforce Solutions Panhandle indicates fiscal and program systems are effectively managed.

The review covered the period February 1, 2020, through December 31, 2020, and included tests of transactions and fiscal and program controls.

We appreciate the cooperation and assistance you and your staff provided throughout the review. Should you have any questions, please contact me at (512) 936-3612.

Sincerely,

*Mary B Millan*

Mary B. Millan, Director of Field Operations  
Subrecipient Monitoring  
Division of Fraud Deterrence and Compliance Monitoring

cc: Michelle Griffin, Chair, Workforce Solutions Panhandle  
Gwendolyn Jones, Regional Program Manager, U. S. Department of Health and Human Services  
Deborah Daniels, Program Specialist, U. S. Department of Health and Human Services  
Alisa Matthews, Program Specialist, U. S. Department of Health and Human Services  
Bryan Daniel, Chairman and Commissioner Representing the Public, TWC  
Julian Alvarez, III, Commissioner Representing Labor, TWC  
Aaron Demerson, Commissioner Representing Employers, TWC  
Edward Serna, Executive Director, TWC  
Randy Townsend, Deputy Executive Director, TWC  
Courtney Arbour, Director, Division of Workforce Development, TWC  
Charles E. Ross, Jr., Director, Division of Fraud Deterrence and Compliance Monitoring, TWC  
Chris Nelson, Chief Financial Officer, TWC  
Adam Leonard, Director, Division of Information, Innovation and Insight, TWC



**ITEM 7f**  
**Monitoring Attachment 3**

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman  
Commissioner Representing  
the Public

Julian Alvarez  
Commissioner Representing  
Labor

Aaron Demerson  
Commissioner Representing  
Employers

Edward Serna  
Executive Director

January 10, 2022

Mr. Marin Rivas, Workforce Development Director  
Workforce Solutions Panhandle  
P. O. Box 9257  
Amarillo, Texas 79105

Dear Mr. Rivas:

We recently completed data validation testing of the Workforce Innovation and Opportunity Act (WIOA) program for the State of Texas, as administered by Workforce Solutions Panhandle. Data validation is required by the U.S. Department of Labor Employment and Training Administration Training and Development Guidance Letter 78-018, "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)," and Workforce Development Letter 27-19, "State Data Validation Requirements". It is a process for verifying data elements in client records by comparing them to source documentation to ensure compliance with federal requirements and appropriateness of fund use. This data validation initiative was conducted to ensure the accuracy of data collected and reported to United States Department of Labor (USDOL) for the Fiscal Year 2020.

Attached is a Summary Report that outlines the results for each program tested in your area. The scope of review was from July 1, 2019, through June 30, 2020.

We appreciate the support of you and your staff and look forward to our continuing partnership to ensure the quality of the data reported by the State of Texas.

Sincerely,



Mary B. Millan, Director of Field Operations  
Subrecipient Monitoring  
Division of Fraud Deterrence and Compliance Monitoring



**ITEM 7f**  
**Monitoring Attachment 4**



# Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman  
Commissioner Representing  
the Public

Julian Alvarez  
Commissioner Representing  
Labor

Aaron Demerson  
Commissioner Representing  
Employers

Edward Serna  
Executive Director

March 15, 2022

Mr. Marin Rivas  
Workforce Development Director  
Workforce Solutions Panhandle  
P.O. Box 9257  
Amarillo, Texas 79105

## Audit Resolution Report

Dear Mr. Rivas:

This letter is regarding a finding identified in the Texas Workforce Commission (TWC) Monitoring Report #21.01.0001. This report included a review of the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, Trade Adjustment Assistance, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions Panhandle (Board). This monitoring review identified the following finding that was referred to Audit Resolution for final disposition, as outlined below:

**Finding:**     Ensure Procurements for Legal Services are Properly Conducted

The Board did not ensure the legal services used in obtaining a workforce center lease were properly procured. The Panhandle Regional Planning Commission (PRPC) did not have a written agreement for legal services and there was no documentation of a procurement. We are questioning the total amount charged to TWC funds by the PRPC for the scope of the review of \$4,216.00.

PRPC maintained that due to its classification as a planning commission, it was exempt from procuring legal services.

By not adhering to federal and state procurement requirements, the Board cannot demonstrate that all procurement actions were conducted in a manner that is appropriate for the purchase of services.

**Corrective Action Taken:**

The Board has proper controls in place to ensure all procurements are conducted in a manner that provides full and open competition, and that state and federal procurements requirements are followed. The Board provided a copy of their Board of Directors' approval to update the procurement policy to include language to bring the Board in compliance with TWC's procurement requirements.

Mr. Rivas  
Page 2  
March 15, 2022

In addition, the Board provided current procurement documentation for legal services including statement of need, solicitations, and evaluations and signed service contract letter. Based on the documentation provided, questioned costs in the amount of \$4,216.00 are allowed, since the firm selected proved to be the best value and would have been selected if the proper procurement process had been followed. We encourage the Board to continue its efforts in following procurement guidelines and requirements, as this area will be tested during subsequent monitoring reviews.

The corrective actions taken adequately resolves the finding and the TWC Monitoring Report #21.01.0001 is closed. Thank you for your assistance on this matter. If you have any further questions, please contact Judy Ohn at (512) 354-9616 or [judy.ohn@twc.texas.gov](mailto:judy.ohn@twc.texas.gov)

Sincerely,

A handwritten signature in blue ink that reads "Charles E. Ross, Jr." with a stylized flourish at the end.

Charles E. Ross, Jr., Director  
Division of Fraud Deterrence and Compliance Monitoring



# **ITEM 7g(a)**

## **Target Occupations Policy**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL**  
**Chapter 1-Universal Policies for Workforce Customers**  
**In-Demand Industries, In-Demand Occupations, and Target Occupations-Update**  
**Section 1.9** **Effective 05-25-2022**

**PURPOSE:** To update the In-Demand and Target Occupations for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker training. Updated information in this policy is highlighted in **bold typeface**.

**BACKGROUND:** For each State-established Workforce Development Board planning cycle, as outlined in TWC Workforce Development (WD) Letters 18-20 and 24-20, (as updated), Panhandle Workforce Development Board (PWDB) staff analyze Texas Workforce Commission (TWC) local labor market data, combined with relevant regional information, and compile lists of “In-Demand” Industries and Occupations expected to have significant, sustained growth, along with a list of “Target” Occupations, required for WIOA Adult and Dislocated Worker training. These lists are reviewed quarterly, and adjustments may be made if warranted, due to changes in regional economic and labor market conditions. Updated lists must be submitted to the PWDB and to TWC.

**PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY:**

Workforce program resources may be utilized to meet skill needs of Panhandle employers. The lists of In-Demand Industries, In-Demand Occupations, and Target Occupations are developed to guide workforce development professionals in their provision of services on behalf of the region’s employers, job seekers, students, and other individuals.

**In-Demand Industries**

The In-Demand Industries are expected to have sustained growth in the next three to five years. Employers in these industries need workers with skills that support that continued growth.

Services may be provided to other industries not on the list. Workforce Solutions Panhandle (WSP) will prioritize services to additional employers by taking into consideration the occupations offering high wages and/or substantial career opportunities, industries losing workers (declining), economic development efforts, size, and those businesses without sufficient human resources staff.

Employers in industries with declining employment may need services, including, but not limited to, the provision of information that could help employers with reducing staff hours but retaining workers; retooling and retraining assistance through coordination with economic development and training entities; and consultation in advance of layoffs, to promote the transition of workers into other employment.

For better understanding of the connection between In-Demand Industries and Target Occupations in the PWDA, an In-Demand Industries and Associated Target Occupations list is included as Attachment 1 to this policy. The occupations found on this list are analyzed to identify occupations that can offer substantial career opportunities for workforce customers. Additional occupations, found in other industries that are validated with input from local businesses and economic developers, may be added to the Target Occupations list.

### **In-Demand Occupations**

Classroom training for workforce customers that is funded by grants other than WIOA must be included on the In-Demand Occupations list, or in other occupations meeting the Panhandle Workforce Development Area's (PWDA) definition of "In-Demand". The entire current list of In-Demand Occupations is available on the WSP website at <https://www.wspanhandle.com>.

### **Target Occupations**

The Target Occupations list is a subset of the In-Demand Occupations list. Training services provided to PWDA program customers must be linked to occupations either in demand locally, in another area to which the individual is willing to relocate, or in a sector of the economy that is expected to have sustained demand or growth in the area. Training funded by the WIOA Adult and Dislocated Worker grants, other than On-the-Job Training (OJT) or customized training, must prepare students to enter Target Occupations identified in the PWDB Plan (available at <https://www.theprpc.org>).

Target Occupations must meet specific criteria established by the Board, including the following:

- Offer training completion within a two to three-year timeframe;
- Provide an average entry level hourly wage of \$12 or more; and
- Achieve total annual average job openings of 10 or more.

These occupations are expected to offer a career path, good wages and benefits, and fit the local definition of high-growth/high-skill jobs.

The Panhandle WDA In-Demand Industries and Associated Target Occupations, In-Demand Occupations, and Target Occupations lists are included in the PWDB Plan for PY 2021-2024, and in Attachments 1, 2, and 3 to this policy, respectively.

**ATTACHMENTS:** See Appendix A, Chapter 1-Universal Policies to Workforce Customers

**RESCISSIONS:** Chapter 1-Universal Policies for Workforce Customers, Section 1.9, In-Demand Industries, In-Demand Occupations, and Target Occupations-Update, Effective 02-23-2022; Attachment 1, Panhandle Workforce Development Area In-Demand Industries and Associated Target Occupations, Effective 02-23-2022; and Attachment 3, Panhandle Workforce Development Area Target Occupations, Effective 02-23-2022.

**PANHANDLE WORKFORCE DEVELOPMENT AREA  
In-Demand Industries and Associated Target Occupations**

**May 25, 2022**

New Industry(s) and/or Occupation(s) are **Bolded**

<b>NAICS Code*</b>	<b>In Demand Industry</b>	<b>Associated Target Occupations</b>
2111	Oil & Gas Extraction	Chemical Equipment Operators and Tenders Maintenance Workers, Machinery
2381	Foundation, Structure, and Building Exterior Contractors	Carpenters Welders, Cutters, Solderers, & Brazers
2382	Building Equipment Contractors	Electricians Heating, Air Conditioning, & Refrigeration Mechanics and Installers Plumbers, Pipefitters, and Steamfitters
3116	Animal Slaughtering & Processing	Industrial Truck & Tractor Operators Industrial Machinery Mechanics
3327	Machine Shops, Turned Product, and Screw, Nut, and Bolt Manufacturing	Machinists
3331	Agriculture, Construction, & Mining Machinery Manufacturing	Industrial Machinery Mechanics Machinists Welders, Cutters, Solderers, & Brazers
336411	Aircraft Manufacturing	Aircraft Mechanics & Service Technicians
4842	Specialized Freight Trucking	Bus & Truck Mechanic & Diesel Engine Specialists Industrial Truck & Tractor Operators Heavy and Tractor Trailer Truck Drivers
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	Accountants & Auditors Bookkeeping, Accounting, & Auditing Clerks
5415	Computer Systems Design & Related Services	Computer User Support Specialists Network & Computer Systems Administrators
5511	Management of Companies & Enterprises	Accountants & Auditors Bookkeeping, Accounting & Auditing Clerks First-Line Supervisors of Office and Administrative Support Workers Food Service Managers General & Operations Managers
5611	Office Administrative Services	Bookkeeping, Accounting & Auditing Clerks First-Line Supervisors of Office and Administrative Support Workers
6111	Elementary, Middle, and Secondary Schools, Public & Private	Elementary School Teachers, Except Special Education Food Service Managers Middle School Teachers, Except Special and Career/Technical Education Secondary School Teachers, Except Special and Career/Technical Education
6211	Offices of Physicians	Licensed Practical & Licensed Vocational Nurses Medical Assistants Medical & Clinical Laboratory Technicians Medical Records & Health Information Technicians Nursing Assistants Phlebotomists Psychiatric Technicians Radiologic Technologists and Technicians Registered Nurses

NAICS Code*	In Demand Industry	Associated Target Occupations
6213	Offices of Other Health Practitioners	Licensed Practical & Licensed Vocational Nurses Medical Assistants Medical & Clinical Laboratory Technicians Medical Records & Health Information Technicians Nursing Assistants Phlebotomists Physical Therapist Assistants Psychiatric Technicians Radiologic Technologists and Technicians
6214	Outpatient Care Centers	Licensed Practical & Licensed Vocational Nurses Medical Assistants Medical Records & Health Information Technicians Nursing Assistants Phlebotomists Physical Therapist Assistants Psychiatric Technicians Registered Nurses
6216	Home Health Care Services	Licensed Practical & Licensed Vocational Nurses Medical Assistants Medical Records & Health Information Technicians Nursing Assistants Phlebotomists Physical Therapist Assistants Psychiatric Technicians Registered Nurses
6219	Other Ambulatory Health Care Services	Emergency Medical Technicians and Paramedics
6221	General Medical & Surgical Hospitals, Public & Private	Food Service Managers Licensed Practical & Licensed Vocational Nurses Medical & Clinical Laboratory Technicians Medical Records & Health Information Technicians Pharmacy Technicians Phlebotomists Physical Therapist Assistants Psychiatric Technicians Radiologic Technologists and Technicians Registered Nurses Respiratory Therapists
6233	Continuing Care Retirement Communities and Assisted Living Facilities for the Elderly	Food Service Managers Licensed Practical & Licensed Vocational Nurses Medical Assistants Medical Records & Health Information Technicians Nursing Assistants Phlebotomists Physical Therapist Assistants Psychiatric Technicians Registered Nurses
6244	Child Day Care Services	Childcare Workers
8111	Automotive Repair & Maintenance	Automotive Service Technicians & Mechanics Bus & Truck Mechanics and Diesel Engine Specialists Mobile Heavy Equipment Mechanics, Except Engines

NAICS Code*	In Demand Industry	Associated Target Occupations
8113	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	Industrial Machinery Mechanics
9000	Government: Federal, State, & Local	<b>Emergency Medical Technicians and Paramedics</b> Firefighters Police & Sheriff's Patrol Officers

\* North American Industry Classification System

Source: Texas Workforce Commission Labor Market Information



**PANHANDLE WORKFORCE DEVELOPMENT AREA**  
**Target Occupations**

May 25, 2022

<b>SOC* Code</b>	<b>Target Occupation</b>	<b>SOC* Code</b>	<b>Target Occupation</b>
13-2011	Accountants and Auditors	51-4041	Machinists
49-3011	Aircraft Mechanics and Service Technicians	49-9043	Maintenance Workers, Machinery
49-3023	Automotive Service Technicians and Mechanics	31-9092	Medical Assistants
43-3031	Bookkeeping, Accounting, and Auditing Clerks	29-2012	Medical and Clinical Laboratory Technicians
49-3031	Bus and Truck Mechanic and Diesel Engine Specialists	29-2071	Medical Records and Health Information Technicians
47-2031	Carpenters	25-2022	Middle School Teachers, Except Special and Career/Technical Education
51-9011	Chemical Equipment Operators and Tenders	49-3042	Mobile Heavy Equipment Mechanics
39-9011	Childcare Workers	15-1142	Network and Computer Systems Administrators
15-1151	Computer User Support Specialists	31-1014	Nursing Assistants
31-9091	Dental Assistants	29-2052	Pharmacy Technicians
47-2111	Electricians	31-9097	Phlebotomists
25-2021	Elementary School Teachers, Except Special and Career/Technical Education	31-2021	Physical Therapist Assistants
<b>29-2041</b>	<b>Emergency Medical Technicians and Paramedics</b>	47-2152	Plumbers, Pipefitters, and Steamfitters
33-2011	Firefighters	33-3051	Police and Sheriff's Patrol Officers
43-1011	First-Line Supervisors of Office and Administrative Support Workers	29-2053	Psychiatric Technicians
11-9051	Food Service Managers	29-2034	Radiologic Technologists and Technicians
11-1021	General and Operations Managers	29-1141	Registered Nurses
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics	29-1126	Respiratory Therapists
49-9041	Industrial Machinery Mechanics	25-2031	Secondary School Teachers, Except Special and Career/Technical Education
53-7051	Industrial Truck and Tractor Operators	53-3032	Truck Drivers, Heavy/Tractor-Trailer
29-2061	Licensed Vocational Nurses	51-4121	Welders, Cutters, Solderers, and Brazers

Source: Texas Workforce Commission Labor Market Information

\*Standard Occupational Code



**ITEM 7g(b)**  
**Customized Training Policy**

# PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL

## Chapter 1-Universal Policies for Workforce Customers

### ~~Section 2.2 WIOA Adults and Dislocated Workers~~

#### Section 1.28

#### Customized Training - *Update*

Effective 05-25-2022

**PURPOSE:** To ~~establish~~ update Panhandle Workforce Development Board (PWDB) policy for Customized Training Services to be **developed for Panhandle area employers and** provided to eligible ~~WIOA Adult and Dislocated Worker~~ **Workforce Solutions Panhandle (WSP) Customers.**

**BACKGROUND:** Customized Training is designed to meet the special requirements of an employer or a group of employers by allowing them to tailor skills training to their specifications. Customized training is conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, trainees upon successful completion of training.

Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) funds may be used to support local customized training projects, as can Texas Workforce Commission (TWC) Skills Development and Self-Sufficiency Fund (SDF/SSF) resources. The SDF/SSF programs provide grants to training providers, including community and technical colleges and community-based organizations, to implement customized training specified by employers. SSF projects are focused on low-income individuals and those receiving public assistance.

~~In general, the employer match for WIOA funded customized training is expected to be 50% of the training cost, including Staff/instructor time or training materials. The U.S. DOL (Department of Labor) has issued a waiver to TWC that permits an employer to contribute as low as 10% of these costs, based on the size of the business.~~

#### **PWDB POLICY:**

This policy provides WSP with flexibility to **work with employers and training providers to:**

- 1) Provide allowable training services to employers, job seekers or incumbent workers -
  - Training activities may take place at the worksite or in a classroom setting.
  - The employer or a training provider may provide the training.
  - Training activities for individuals may not exceed six months without PWDB staff approval.
- 2) Meet the specific job skills needs of employers and employees -
  - Training may be provided to an incumbent worker who is not earning a self-sufficient wage, training activities must lead to a wage increase following completion of training.
- 3) Maximize the types of training services offered -
  - Assistance may be provided to employers and training providers in the development and implementation of SDF/SSF projects.

WSP must ensure the following requirements are met when utilizing funding for Customized Training services:

- Training activities must relate to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes;
- Training activities must be in a demand occupation, have significant skills transferability, and be transferable across the industry;
- Assistance must be provided to employers in designing the training plan. Proficiency levels should be based on local business or industry skill standards; and
- Assistance must be provided to monitor progress of students and promote successful completion of training objectives.

### **Employer Match**

The Panhandle Workforce Development Board has adopted the State's customized training waiver that permits the employer to pay its portion of the training costs on a sliding scale, based on the size of the business. The waiver permits the following minimum employer contributions:

- No less than 10% match is required of employers with 50 or fewer employees.
- No less than 25% match is required of employers with 51-100 employees.
- No less than 50% match is required of employers with more than 100 employees.

This policy is not intended to mandate reduced employer contributions, but it does allow the WSP Contractor to negotiate such employer match levels as long as TWC's waiver is in effect.

### **Required Elements**

- 1) A written, signed agreement that includes a training plan is required prior to delivery of training. Signatories to the contract must include the employer(s), the training provider(s), WSP, and Panhandle Regional Planning Commission (PRPC). The agreement must ensure that workers are provided with a structured training opportunity in order to gain the knowledge and competencies necessary to be successful in the training occupation and industry.
- 2) The employer(s) and/or training provider(s) must complete a customized training reimbursement invoice, as applicable. The invoice(s) must document:
  - Employer match,
  - Costs incurred by the employer and/or training provider, and
  - Amount of reimbursement.
- 3) **Documentation must be submitted with** the employer's final invoice to include:
  - Skills attainment, and
  - Hire and/or wage increase, as applicable, upon a participant's successful completion of training.

### **Actions Required**

The WSP Contractor must develop, at a minimum, forms that formalize and document the following:

- Contract
- Training Plan
- Employer and/or training provider invoice to PRPC

~~Applicable forms to be used must be submitted to PRPC within 45 (forty five) days after issuance of this directive. PRPC will respond within 10 (ten) days of submission with approval or a request for changes. The WSP Contractor must develop procedures to address requirements for customized training. Prior to the beginning of training, an original executed contract must be submitted to PRPC.~~

**ATTACHMENTS:** None

**RESCISSIONS:** PWDB Manual, Chapter 2-WIOA, Section 2.2, WIOA Adults and Dislocated Workers, Subsection 2.2.1, Customized Training, Effective 05-28-2014



**ITEM 7g(c)**  
**Incumbent Worker**  
**Training Policy**

<p style="text-align: center;"><b>PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL</b> <b>Section 2.2 WIOA Adults and Dislocated Workers</b> <b>Subsection 2.2.1 Incumbent Worker Training</b> <span style="float: right;"><b>Effective 05-25-2022</b></span></p>
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**PURPOSE:** To establish Panhandle Workforce Development Board (PWDB) policy on providing and tracking Incumbent Worker Training using Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker, Statewide (per WIOA §134(a)(3)(A)(i)) and Rapid Response funding for incumbent worker training activities referenced in 20 Code of Federal Regulations (CFR) §§682.210(b) and 682.320(b)(4).

**BACKGROUND:** Federal requirements for incumbent worker training are set forth in WIOA §134(d)(4) and 20 CFR §§680.780–680.820. Incumbent worker training serves to increase the competitiveness of the employee or employer and is designed to meet the specific requirements of an employer or group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment.

**PWDB POLICY:**

As required in Texas Workforce Commission (TWC) Workforce Development Letter WD 06-19, the PWDB will:

- 1) Determine whether an employer, or group of employers, is eligible to receive incumbent worker training services;
- 2) Be aware that if the incumbent worker training is being provided to a cohort of employees, according to the federal standard, at least 50 percent of the employees being trained must have an established employment history with the employer for six months or more; and
- 3) [As required in the U.S. Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 03-15, that employers are required to pay for a significant cost of participants in training], determine the employers' non-Federal share of the cost of providing training to their incumbent workers which, as WIOA §134(d)(4)(D) states, shall not be less than:
  - 10 percent of the cost, for employers with 50 or fewer employees;
  - 25 percent of the cost, for employers with 51–100 employees; and
  - 50 percent of the cost, for employers with more than 100 employees.

**PROCESS:**

The PWDB with its Contractor, Workforce Solutions Panhandle (WSP) will develop and complete incumbent worker training contracts with employers. When determining employer eligibility to receive WIOA funds for incumbent worker training, the following will be considered:

- 1) Under section WIOA §134(d)(4) of WIOA, the PWDB can utilize up to 20% of its Adult and Dislocated Worker funding to provide for the federal share of the cost of providing Incumbent Worker training.
- 2) The number and characteristics of employees participating in the training;
- 3) The ability of the training to increase the competitiveness of an employee and an employer;
- 4) The wage and benefit levels of the employees (at the beginning and anticipated wages upon completion of the training);
- 5) The availability of other employer-provided training and advancement opportunities;

- 6) The non-Federal share provided by an employer may include the amount of the wages paid by the employer to a worker while the worker is attending incumbent worker training;
- 7) That an individual does not have to meet the eligibility requirements for WIOA career and training services to receive training from his or her employer through incumbent worker training. If an incumbent worker meets eligibility requirements for WIOA career and training services, that worker may be enrolled as a WIOA participant to receive other services from the WIOA adult program, in which case, the individual's participation would be reported under the appropriate WIOA indicators of performance. However, enrollment in the WIOA adult program is not required for participation in incumbent worker training; and
- 8) Definitions to determine which workers, or groups of workers, are eligible for incumbent worker training services. To qualify as an incumbent worker, the incumbent worker must:
  - Be employed; and
  - Meet the Fair Labor Standards Act requirements for an employer-employee relationship.

Regarding each of the following, WSP will:

1) Eligibility –

- Obtain the employer's TWC Tax Account Number with a status of active and liable, and an employer account in WorkInTexas.com with the same TWC Tax Account Number;
- Obtain a commitment by the employer to continue to employ trainees upon successful completion of training;
- Ensure that the incumbent worker training cost per participant is reasonable and necessary to complete the course of study; and identify and document the methodology and factors used in making that determination;
- Using the Incumbent Worker Training Tracking Tool (TWC WD 06-19 Attachment 1, as updated, or equivalent), document incumbent worker training for individual incumbent workers and cohorts, the cost of training, and training outcomes;

2) Data Tracking –

- Prior to beginning the incumbent worker training, complete the Notification Form for Incumbent Worker Training (TWC WD 06-19 Attachment 2, as updated, or equivalent) and submit the completed form to PWDB staff, following the instructions on the form. TWC will assign a unique Cohort ID Number to each incumbent worker training, whether the training is provided to one employee or to a cohort of employees;
- Prioritize the collection of Social Security numbers as part of the training agreement so that incumbent worker wage records can be used to verify employment or training outcomes;
- Submit an updated Incumbent Worker Training Tracking Tool at the end of each quarter, within ten (10) calendar days and continue submitting it each quarter thereafter until the final credential outcome has been attained and documented in the tool. The completed tracking tool will then be submitted to TWC by PWDB staff;
- Enter the incumbent worker training service in WorkInTexas.com for the employer; and

3) Protection of Personally Identifiable Information –

- Ensure that the agreement with the employer and the training provider for incumbent worker training includes provisions to ensure the security of personally identifiable information and other sensitive information that is required for successful tracking of training services and outcomes; and that such information is maintained in accordance with TWC's standards and security measures as documented in the following:



- a) WD Letter 13-08, issued April 1, 2008, and entitled, "Security of Personal Identity Data" and
- b) WD Letter 02-18, issued March 23, 2018, and entitled, "Handling and Protection of Personally Identifiable Information and Other Sensitive Information".

**ATTACHMENTS:** None

**RESCISSIONS:** None



**ITEM 7g(d)**  
**Information Technology**  
**Security Policy**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD MANUAL**  
**Chapter 8-Infrastructure and Internal Controls**  
**Information Technology (IT) Security, Systems and Computer Access - *Update***  
**Section 8.5** **Effective 5-25-2022**

**PURPOSE:** To update Panhandle Workforce Development Board (PWDB) IT Security, Systems and Computer Access policy. Updated information in this policy revision is highlighted in **bold typeface** and in ~~strike~~through.

**PWDB POLICY:**

This policy applies to all Workforce Solutions Panhandle (WSP) staff, Panhandle Regional Planning Commission (PRPC) staff, Texas Workforce Commission (TWC) staff, Texas Veterans Commission (TVC) staff, and other community agencies and partners as noted.

Access to computer systems, equipment, State and local automated systems, and Workforce applications will only be provided to staff who need the information to perform their jobs, and to staff from other agencies or community partners, whose ~~original signed and annually updated forms and IT Security Awareness Training Certificates~~ required forms have been received by PWDB staff Board Administrators. ~~The term “Workforce applications” includes computer and web based automated systems such as The Workforce Information System of Texas (TWIST), and WorkInTexas.com (WIT.com).~~ WSP and PWDB staff are responsible for protecting Personally Identifiable Information (PII) and other sensitive information from unauthorized disclosure; complying with the requirements of the National Institute of Standards and Technology (NIST) and, as applicable, cybersecurity and information security industry best practices.

It is the policy of TWC to protect the information resources in accordance with the Texas Administrative Code (TAC) Title 1, Part 10, Chapter 202, Subchapter B Information Security Standards and the Information Resources Management Act (Texas Government Code Chapter 2054). TWC will also protect the information resources of the agency in accordance with applicable federal and State Rules and Regulations. Protecting and maintaining the security of agency information resources is a priority. Of particular concern is ensuring the protection of all Texans’ sensitive and confidential personal information collected and maintained. At all times, all staff must prioritize data security and take all necessary and appropriate measures to ensure sensitive and confidential information is adequately protected. Staff must protect these assets against unauthorized access, disclosure, modification or destruction, whether accidental or deliberate, as well as assure the availability, integrity, utility, authenticity and confidentiality of information.

As a recipient of Workforce Innovation and Opportunity Act (WIOA) Title I funds, WSP will develop and implement written procedures on the storage and use of disability-related and medical information, as required by TWC Workforce Development (WD) Letter 17-07, as updated. WSP will ensure that the procedures include guidelines for storing information in a manner that provides confidentiality, prohibitions on the use and disclosure of information, except as provided in 29 Code of Federal Regulations (CFR) §38.41(b)(3), and will ensure appropriate staff members are apprised of and comply with all requirements in the WD Letter.

WSP must also record the limited English proficiency and preferred language of each applicant, registrant, participant, and terminated staff, as outlined in WD Letter 17-07, as updated.

### **Custodians**

Custodians are individuals or agents designated as the holder of data and charged with implementing the security controls specified by the owner. Custodians must be knowledgeable with the range of information security risks that need to be managed. Custodians are responsible for:

- Protecting the information in their possession from unauthorized access, alteration, destruction or usage.
- Providing and administering general controls consistent with Information Security policies and standards.
- Establishing, monitoring and operating information systems in a manner consistent with policies and standards issued by the Information Resource Manager (IRM).
- Being knowledgeable with the range of information security risks that need to be managed.
- Reporting all suspicious computer and network security-related activities in accordance with security incident response procedures.
- Assisting owners in understanding and evaluating the cost and effectiveness of security controls and monitoring.

### **Users**

Users are persons who have been authorized to read, enter, or update information and/or to access an information resource in accordance with TWC-defined controls and access Rules. Users include TWC employees, temporary employees, volunteers, interns, private providers of services, WSP staff, and sub-contractors, vendors, auditors, consultants and representatives of other entities or agencies of State government authorized access to TWC Information Resources (IR). Users will be held individually accountable for all actions performed under their User Identification (User ID).

Users have the responsibility to:

- Use the information resource for only the purposes specifically approved by TWC;
- Comply with all security measures, policies and standards defined by TWC and the PWDB, as implemented by WSP, and/or defined by Information Security Officers;
- Use appropriate measures to protect TWC IR equipment or data from unauthorized access or use; and
- Report all suspicious computer and network security-related activities in accordance with security incident response procedures.

### **Workforce Development Board Administrator Responsibilities**

PWDB administrators will determine, assign, and secure Workforce application computer access codes required for WSP staff, PRPC staff, TWC staff, and other community agencies and partners, including changing or resetting users' local passwords, and administering Resource Access Control Facility (RACF) security add(s), change(s), and delete(s) for users.

### **User Responsibilities**

Each agency will ensure that their staff users:

- Are aware of and comply with TWC's data security requirements;

- Understand that under no circumstances are user names, identification codes, passwords, or any other access security codes to be used by anyone other than the user to whom they are assigned and are not to be disclosed to anyone; and
- Understand that they are responsible for any actions completed in Workforce applications under the use of their access security codes.

Each agency will ensure that information obtained from Workforce applications (e.g., participant information) is not republished or redistributed, and ensure that WSP staff protect customers' PII. NIST special publications TWC uses for reference include: NIST SP800-122 Guide to Protecting the Confidentiality of Personally Identifiable Information (PII), at: <http://csrc.nist.gov/publications/nistpubs/800-122/sp800-122.pdf>.

### **Managing Access**

Responsibility for managing access to State automated systems and Workforce applications, (including, but not limited to, those listed below), is as follows:

- RACF: PWDB staff, TVC staff, and WSP staff:
- Board Administrators
- TWC staff:
- TWC Program Manager
  - TWC Assistant Integrated Service Area (ISA) Manager
- WorkInTexas.com: TWC staff, TVC staff, and WSP staff:
- Workforce Solutions Panhandle WIT Liaison
- PWDB staff:
- Board Administrators
- TWIST and HHSC: All PWDB staff and WSP staff:
- Board Administrators

Local network accesses are managed by the PRPC IT Manager and the WSP Systems Administrator.

### **Access Requests**

**Access requests must be submitted to Board Administrators within 24 hours of identification of the need, and with as much advance notice as possible, by email to [panhandletwist@theprpc.org](mailto:panhandletwist@theprpc.org).**

- **Initial Access Requests**
  - **Staff members will be given access to State and local information systems and Workforce applications only after the required forms are received by Board Administrators. Access privileges should be limited to those necessary for each Staff member's specific job duties.**

- Newly hired Staff must complete the Cybersecurity Awareness Computer Based Training (CBT) and submit the printed Completion Certificate prior to or within 30 (thirty) calendar days of accessing TWC systems and electronic resources.

The CBT can be accessed at:

<https://www.softchalkcloud.com/lesson/serve/EbzdcZtNkrB0Lq/html> or as updated.

- **Modification to Staff Access**
  - WSP will ensure modification of access to increase or decrease privileges necessary for each staff member's specific job duties.
- **Deletion to Staff Access**
  - WSP will ensure communication regarding staff exiting from employment will be submitted by email with advance notice, if possible, followed by applicable original documentation, as all related accesses must be discontinued within one (1) business day from exit.

Access for external users from other agencies and community partners will be managed by Board Administrators. A submission of the required forms, including a signed copy of the most recent Systems Access Report for Other Agencies and Community Partners (Form P-48), is required for consideration. Requests will be considered and approved on a need-to-know basis, as per TWC policy and guidelines.

### **Annual Requirements**

~~Annually, all Staff must sign the TWC Information Resources Usage Agreement (Form P-41), and complete the IT Security Awareness CBT (Computer Based Training) at: <https://www.softchalkcloud.com/lesson/serve/6SfwEHTG4rXulo/html>.~~

**Staff must sign a TWC Information Resources Usage Agreement (Form P-41), and complete the Cybersecurity Awareness Computer Based Training (CBT) annually. The signed Form P-41 and the printed CBT Certificate of Completion must be submitted to the Board Administrators between October 1 and November 10 of each year.**

~~New hires in the months of July, August and September are considered to have completed the annual requirements for the training and P-41. Their annual requirements begin the following October.~~

**Staff hired in the months of July, August and September, and having completed the Initial Requirements documentation, described on the previous page, are considered in compliance for up to fifteen months until the following October.**

**CBT link: <https://www.softchalkcloud.com/lesson/serve/EbzdcZtNkrB0Lq/html> or as updated. Staff will log in to the CBT using "LWDA01", and their first and last names.**

~~Staff will log in to the CBT using "WDA01", and their first and last names. The certificate of completion should be printed after the training session is completed, and must be submitted to Panhandle Workforce Development Board Staff along with a completed, signed Form P-41 between October 1 and November 10 of each year. New hires in the months of July, August and~~

September are considered to have completed the annual requirements for the training and P-41. Their annual requirements begin the following October.

**ATTACHMENTS:** See Appendix G Chapter 8 Infrastructure and Internal Controls **None.**

**RESCISSIONS:** Chapter 8-Infrastructure and Internal Controls, Section 8.5, Information Technology ) Security, Systems and Computer Access, Effective 2-24-21



**ITEM 7h  
Cybersecurity Council  
Membership**



*The Cybersecurity Council will be comprised of the Chairperson, Vice Chairperson and, at least one additional member with an interest and/or expertise in IT and cybersecurity-related issues, who are willing to serve on the Cybersecurity Council, and are elected by the Panhandle Workforce Development Board (PWDB) in an Open Public Meeting. At the discretion of the Chairperson, the Council may act on behalf of the PWDB 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.*

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**CYBERSECURITY COUNCIL**

**FOR JULY 1, 2022 – JUNE 30, 2023**

**POST-SECONDARY EDUCATION**

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

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

Mr. Michael Wright \*  
Publisher  
Moore County News - Press  
Dumas, Texas

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York  
Executive Director  
Panhandle Community Services  
Amarillo, Texas

\* Denotes the member selected to serve as Chairperson

\*\* Denotes the member selected to serve as Vice Chairperson



**ITEM 7i**  
**Cybersecurity Council Bylaws**

**BYLAWS OF THE  
PANHANDLE WORKFORCE DEVELOPMENT BOARD's  
CYBERSECURITY COUNCIL  
Amendment 1**

ARTICLE I

Name

The name of this body will be the Panhandle Workforce Development Board's Cybersecurity Council, hereinafter referred to as the "Cybersecurity Council" or "Council".

ARTICLE II

Authority

In 1993, Senate Bill (S.B.) 642 created the State's Human Resource Investment Council called the Texas Council on Workforce and Economic Competitiveness ("State Council"), and charged it with planning, developing, and evaluating an integrated workforce system. House Bill (H.B.) 1863 was originally intended to encourage an increased emphasis on employment, training, temporary assistance, and support services. When finally enacted, however, it had become much broader in scope, touching nearly every facet of workforce development, and mandated the integration of workforce development programs, creating the Texas Workforce Commission (TWC).

The State's "One-Stop" strategic vision, for a statewide system of Career Centers, is one in which customers can conveniently access information and services tailored to their specific needs. The strategy emphasizes local initiative and control in the planning and operation of local Workforce Development Boards, responsible for the design and operation of local One-Stop centers.

The Panhandle Workforce Development Board (PWDB) has been certified by the governor in the exercise of his authority under the Texas Workforce and Economic Competitiveness Act (S.B. 642, as amended, H.B. 1863). This Act established a framework for decentralized planning through the Board, which is to be made up of representatives from the business, labor, and education sectors, as well as community based-organizations and the general public. Although the State expects that the Board will be the most prevalent system of local governance, the local area retains the option to maintain distinct advisory and governing bodies such as Private Industry Councils (PICs), Job Service Employer Committees (JSECs), Quality Workforce Planning Committees (QWFPCs), or other multi-agency management teams. In the case of these bylaws presented here, the PWDB, in its scheduled quarterly meeting on September 22, 2021, voted to form a Cybersecurity Council, as an advisory body to the Board.

### ARTICLE III

#### Purpose

The purpose of the Cybersecurity Council is to provide policy and procedural guidance for, and exercise oversight with respect to, all programs and activities regarding Information Technology (IT), cybersecurity, equipment security, and the protection of Personally Identifiable Information (PII), as specified in authorizing legislation.

### ARTICLE IV

#### Support Staffing

A staff cybersecurity committee, consisting of at least two (2) PWDB staff, at least **one (1)** Service Delivery Contractor staff, and the current Systems Administrator(s)/Cybersecurity Officer(s) with Workforce Solutions Panhandle (WSP), will support and assist the Cybersecurity Council in the capacities of preparation, administrative and facilitation tasks of scheduled meetings, as well as providing technical assistance and support of content, information, products and activities to be considered by the Council and, ultimately, presented to the PWDB.

### ARTICLE V

#### Budget

Funding for the operation of the Cybersecurity Council will be provided through resources made available through the State of Texas as specified in authorizing legislation.

### ARTICLE VI

#### Council Membership

Membership of the Cybersecurity Council will consist of at least three (3) currently-serving PWDB members, with an interest and/or expertise in IT and cybersecurity-related issues, who are willing to serve on the Cybersecurity Council, and are elected by the PWDB in an Open Public Meeting. **The term of membership will be three (3) years from July 1 through June 30.**

### ARTICLE VII

#### Officers

#### 1. Chairperson

The Chairperson of the Cybersecurity Council will be elected from among members with the term of office for one year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Chairperson.

2. Vice Chairperson

The Cybersecurity Council members will select a Vice Chairperson who will, in the absence of the Chairperson, preside at meetings and perform such additional duties as are required of the Chairperson. The term of office of the Vice Chairperson will be for one (1) year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Vice Chairperson.

ARTICLE VIII

Meetings

1. Regular Meetings

- a. The Cybersecurity Council will meet at least quarterly, unless determined otherwise by the Chairperson. The time and place of all meetings will be determined by the Chairperson, in conjunction with Board staff.
- b. Members will be notified of meetings not less than five (5) working days in advance, in coordination with members' schedules/availability. Meetings will be publicly announced and open and accessible to the general public.
- c. At any meeting, a quorum will be required for the final and official transaction of business. A quorum will exist when more than fifty percent (50%) of the members are present. Any actions taken in the absence of a quorum will be subject to ratification at the next meeting of the Cybersecurity Council, or of the PWDB, at which a quorum is present, whichever occurs first. No votes will be taken by proxy.

2. Special Meetings

Special meetings of the Cybersecurity Council may be called by the Chairperson, upon notice to the membership, three (3) working days prior to such meeting. Notice of each special meeting will state the date, time and location, and an agenda will be included, stating the purpose of the meeting. No business other than that stated in the agenda will be transacted at any special meeting.

3. Executive or Closed Session of a Meeting

Texas Government Code §551.089, does not require a governmental body to conduct an open meeting to deliberate:

- (a) security assessments or deployments relating to information resources technology;
- (b) network security information as described by §2059.055(b) ; or
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

Due to the sensitive nature of cybersecurity, occasions may arise when the members may be asked to leave a public open meeting to discuss a matter regarded as posing a security risk, if presented to non-members of the Cybersecurity Council. In such an instance, members will temporarily move into a brief, closed session and then return to the public open meeting to

continue. Any closed session will be scheduled on the meeting agenda and the occurrence will be recorded in the minutes of the meeting.

4. Minutes of Meetings

Minutes of the proceedings of each Cybersecurity Council meeting will be prepared and distributed to the membership prior to the next scheduled meeting. The minutes, agendas and supporting materials from all meetings of the Cybersecurity Council, will be maintained on permanent file, and will be made available to the public upon request.

5. Report of Activities at Cybersecurity Council Meetings

All activities of the Cybersecurity Council meeting will be reported at the next meeting of the PWDB and PWDB members will be asked to consider the activities and concur with any Cybersecurity Council votes taken.

6. Expenses

- a. Members will not receive any salary or wages for their service, but will be reimbursed for reasonable and necessary expense incurred in the performance of authorized official business of the Cybersecurity Council.
- b. Members attending regular, or special, meetings of the Cybersecurity Council, outside the municipality where they reside, will be paid mileage.

ARTICLE IX

Conflict of Interest

1. Members of the Cybersecurity Council will declare in writing all substantial business interests and representational interests that they, or their immediate family members, have with a business or organization which has received, currently receives, or is likely to receive funding which falls under the purview of the Cybersecurity Council. For the purposes of this determination:

- a. A “substantial business interest” is defined as:
  - ownership of ten percent (10%) or five thousand dollars (\$5,000) or more of the fair market value of the business;
  - receipt of ten percent (10%) or more of gross income during the previous or current year from the business; or
  - ownership in real property of the business valued at two thousand five hundred dollars (\$2,500) or more.
- b. An “immediate family member” is defined as:
  - a father, mother, brother, sister, daughter, or son of the member, and/or;
  - the spouse of the member, and/or
  - a father, mother, brother, or sister of the member’s spouse

- c. A “representational interest” is defined as:
  - employed by the organization, and/or
  - a member of the board of directors, commission, council, or other direct governing body of the organization.
2. Members will be responsible for updating their written declarations in the event of change. Responsibility for reviewing this information and advising the Chairperson on potential conflicts will be assigned to Board staff.
3. In the event that a member or immediate family member has a substantial interest in a business or organization that would be primarily affected by any official Cybersecurity Council action, that member will disclose the nature and extent of the interest before any discussion or decision and will abstain from voting on that matter. All abstentions will be recorded and reflected in the minutes of the meeting.
4. Failure by any member to adhere to the above requirements will be grounds for expulsion from the Cybersecurity Council.

ARTICLE X  
Amendments

These Bylaws may be altered, amended, or repealed at any regularly scheduled meeting of the PWDB by a majority vote of the members present.

ARTICLE XI  
Period

These Bylaws become effective upon approval by the PWDB, and will remain in effect until the membership acts to amend or rescind this document, or until statutory authority ceases.

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Ms. Michelle Griffin, Chairperson  
Panhandle Workforce Development Board

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Date



**ITEM 71**  
**Contractor's Report**





2022 Spring  
Amarillo Job  
Fair Employer  
Survey Report

April 26, 2022

# Summary

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Employers were asked to participate in a survey to help Workforce Solutions Panhandle's Business Services department evaluate the effectiveness of their services. The survey included questions about their participation in the 2022 Spring Amarillo Job Fair, held April 26, 2022. It asked questions about the quality of the event, interviews; and internship opportunities. The survey also asked respondents to give an overall summary of their experience. A total of **36** responses were received from a total of **103** surveys handed out to employers.

Job seeker participation for this event was at 626 total job seekers.

**Note:** The complete survey questionnaire is included in this document for reference.

## Current Unemployment Numbers

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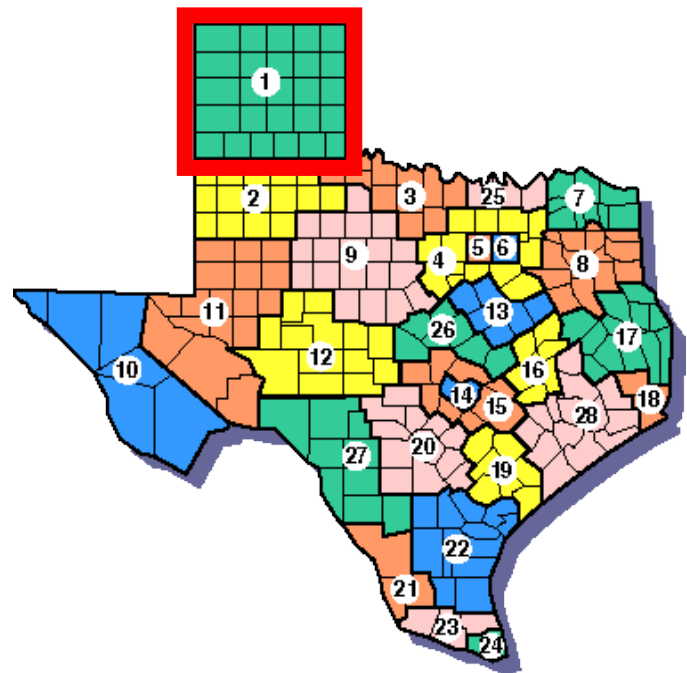
### March 2022

**Texas: 4.4%**

**Panhandle: 2.8%**

**Amarillo (City): 2.7%**

*Source [texaslmi.com](http://texaslmi.com)*



# Employers

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1-800 Plumber + Air & Electric  
Accent Care/Texas Home Health  
Affiliated Foods  
Aflac Regional Office  
Allstate Security  
Amarillo City Transit  
Amarillo Civic Center Complex  
Amarillo Emergency Communications  
Amarillo Gear  
Amarillo Land  
Amarillo Management Group  
Amarillo Police Department  
Amarillo Protective Services  
Another Chance House  
Ben E. Keith Foods – West Texas  
Bristol Park at Amarillo  
BSA Health System  
Cal Farley's Boys Ranch  
Caregiver Inc.  
Caviness Beef Packers  
City of Amarillo – Human Resources  
City of Amarillo – Library  
City of Amarillo – Parks and Recreation  
City of Amarillo – Public Health  
City of Amarillo – Solid Waste  
City of Amarillo – Street Division  
City of Amarillo – Water Utilities  
City of Amarillo – WIC  
Coca-Cola Southwest Beverages  
Cumulus  
Deaf Smith County Sheriff's Office  
Department of Veteran Affairs  
Enertek  
Express Employment Professionals  
Express Scale Services  
Fluhman Builders, LLC.  
Friona Industries  
Goodwill Industries of NWTX  
GRI Towers Texas  
Hart/XIT Auto Group  
Hillside Heights Rehabilitation Suites  
IMS Marketing, Inc.  
IEC of the Texas Panhandle  
International Aerospace Coatings  
International Paper Co.

JBS  
KAMR Local 4 & KCIT Fox 14  
Karz Transport  
Kimrad Transport, LP.  
Lubbock Police Department  
M&G Transportation, LLC.  
McLane Company  
Memorial Park Funeral Home & Cemetary/Griggs-Schooler-Gordon Funeral Home Directors  
Milan Institute  
New Beginnings Preschool  
Northwest Texas Hospital System  
Panhandle Community Services  
Pantex  
Peeples Professional Cleaning Services  
Phillips 66  
Pioneer Millworks Inc.  
Plains Land Bank  
Plains Transportation  
Potter County Community Supervision and Corrections Department  
PSSI  
Randall County Juvenile Probation/YCHP  
Rick Husband Amarillo Intl. Airport  
Rite of Passage  
River Road ISD  
Sage Oil Vac, Inc.  
Select Staff an Employbridge Company  
Sharpened Iron Studios & Film Foundry  
Silver Star Supply Company  
Sonic Drive-In  
Spherion Staffing Amarillo  
SSC Services for Education  
SSI Foods, LLC.  
Street Volkswagen  
Texas DOCJ  
Texas DFPS  
Texas DHHS  
TxDOT  
Texas Outdoor Musical/PPHM  
Texas Panhandle Centers  
TTUHSC – Managed Care

Texas Workforce Solutions  
The Bair Foundation  
Townsquare Media  
Tru by Hilton Amarillo West  
Tyson Foods Inc.  
U.S. Army  
United Supermarkets  
West Texas A&M University  
WIOA  
Wonderland Amusement Park  
Xcel Energy

# Amarillo Job Fair Employer Survey

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## 2022 Spring Amarillo Job Fair Employer Survey

Thank you for participating in today's job fair. We are committed to making the best possible event it can be. To accomplish this, we need your thoughts, comments, suggestions, and overall input. Your opinions really do matter to us and they can help make a difference.

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	Excellent	Good	Fair	Poor
Overall Atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Event Communications / Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistance at the Job Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Seeker Turnout (# of job seekers at the event)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Job Seekers at the Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 1. How did you learn about the Amarillo Job Fair?

- Workforce Solutions Staff       Social Media       Website  
 News       Radio       Word-of-Mouth  
 Other \_\_\_\_\_

2. Approximately how many applicants did you meet with today? \_\_\_\_\_

### 3. Have you interviewed, or plan to interview, applicants from this event?

- Yes       No

### 4. Have you hired, or do you hope to hire, any job candidates from the event?

- Yes       No

### 5. Does your company currently have an internship program?

- Yes       No

### 6. Would your company participate in an internship program for high school students?

- Yes       No

### 7. Do you (or does your company) use [www.WorkInTexas.com](http://www.WorkInTexas.com)?

- Yes       No

### Comments:

We strive to make this event as beneficial for both employers and job seekers. If you have any comments or suggestions, please share them below.

# Survey Results

## 1. Overall Atmosphere

Answer	Count	Percentage
Excellent	19	52.8%
Good	16	44.4%
Fair	1	2.8%
Poor	0	-

## 2. Location

Answer	Count	Percentage
Excellent	29	80.5%
Good	7	19.4%
Fair	0	-
Poor	0	-

## 3. Event Layout

Answer	Count	Percentage
Excellent	24	66.7%
Good	10	27.8%
Fair	2	5.5%
Poor	0	-

## 4. Cost

Answer	Count	Percentage
Excellent	24	64.9%
Good	13	35.1%
Fair	0	-
Poor	0	-

## 5. Pre-Event Communications / Information

Answer	Count	Percentage
Excellent	24	68.6%
Good	11	31.4%
Fair	0	-
Poor	0	-

## 6. Assistance at the Job Fair

Answer	Count	Percentage
Excellent	24	68.6%
Good	8	22.8%
Fair	3	8.6%
Poor	0	-

## 7. Job Seeker Turnout

Answer	Count	Percentage
Excellent	10	27.8%
Good	13	36.1%
Fair	12	33.3%
Poor	1	2.8%

## 8. Quality of Job Seekers at the Event

Answer	Count	Percentage
Excellent	9	27.3%
Good	11	33.3%
Fair	12	36.4%
Poor	1	3%

## 9. Overall Impression

Answer	Count	Percentage
Excellent	16	45.7%
Good	18	51.4%
Fair	1	2.9%
Poor	0	-

## 10. How did you learn about the Amarillo Job Fair?

Method	Count
Workforce Solutions Staff	19
Social Media	8
Website	2
News	1

<b>Radio</b>	<b>0</b>
<b>Word-of-Mouth</b>	<b>1</b>

## 11. Approximately how many applicants did you meet with today?

Answer	Count
AccentCare	30
Affiliated Foods	22
Amarillo City Transit	50
Amarillo Management Group	15
BSA	50
Department of Veteran Affairs	80
Express Employment	17
FMC Services	31
Friona Industries	40
Hillside Heights Rehabilitation Suites	10
IECTP	15
International Aerospace Coatings	30
JBS	50
KAMR Local 4 & KCIT Fox 14	13
Kimrad Transport	10
Lubbock Police Department	20
Memorial Park Funeral Home	50
Panhandle Community Services	25
Phillips 66	40
Plains Land Bank	20
Potter, Randall & Armstrong Counties CSCD	6
PSSI	40
Spherion Staffing	15
Texas Health & Human Services Commission	125
Texas Outdoor Musical/PPHM	30
Texas Panhandle Centers	2
TTUHSC-Managed Care	10
TxDOT	30
United Supermarkets	33
West Texas A&M University	15
Wonderland Park	50
<b>Average Number of Job Seekers Per Employer</b>	<b>31.4</b>



## 12. Have you interviewed, or plan to interview, applicants from this event?

Answer	Count	Percentage
Yes	25	75.8%
No	8	24.2%

## 13. Have you hired, or do you hope to hire, any job candidates from the event?

Answer	Count	Percentage
Yes	28	84.8%
No	5	15.2%

## 14. Does your company currently have an internship program?

Answer	Count	Percentage
Yes	13	36.1%
No	23	63.9%

### Companies who do have internship programs:

BSA  
 Department of Veteran Affairs  
 Friona Industries  
 IECTP  
 JBS  
 KAMR Local 4 & KCIT Fox 14  
 Memorial Park Funeral Home  
 Panhandle Community Services  
 Phillips 66  
 Plains Land Bank  
 Texas Panhandle Centers  
 TxDOT  
 United Supermarkets

## 15. Would your company participate in an internship program for high school students?

Answer	Count	Percentage
Yes	10	30.3%
No	23	69.7%

### Companies who are interested in youth internship programs:

Affiliated Foods  
 Amarillo City Transit  
 BSA  
 IMS  
 JBS  
 KAMR Local 4 & KCIT Fox 14  
 Phillips 66  
 Spherion Staffing  
 TxDOT  
 United Supermarkets

## 16. Do you (or does your company) use [www.WorkInTexas.com](http://www.WorkInTexas.com)?

Answer	Count	Percentage
Yes	21	60%
No	14	40%

### Comments:

We strive to make this event as beneficial for both employers and job seekers. If you have any comments or suggestions, please share them below.

**Amarillo City Transit – Marila Wellage-Reiley**

“Thanks. This was a very successful event.”



**ITEM 7m**  
**Director's Report**



Texas Workforce Commission

TEXAS  
WORKFORCE SOLUTIONS

Texas

## Workforce Commission Newsroom Top Stories - April 2022

### Jobs & Education for Texans Grant Program



#### Expanding Education Opportunities Across Texas

Career and Technical Education (CTE) programs across the state continuously prepare the future of Texas' workforce for high-demand occupations for the fast-growing Texas labor market. TWC's Jobs and Education for Texans (JET) grant program helps educators statewide create and expand on CTE courses to set Texas students on a path toward not just a job, but a successful career. JET grants provide funding for equipment to eligible educational institutions for the purpose of developing career and technical education courses leading to a license, certificate, or post-secondary degree; and may include courses offering dual-credit and technical education programs. The JET program also supports employers by preparing students for careers in occupations that are identified by local businesses as being in high-demand.

In April alone, TWC Commissioners presented over \$1.3 million in previously awarded JET grants to educational institutions across the state in support of their programs to build a world-class Texas workforce, with more grants to be presented in the coming months.

This month, TWC also opened up a [request for applications](#) to Independent School Districts, Open Enrollment Charter Schools and the Windham School District to apply for grant funding to participate in the program. Approximately \$50 million will be available for qualifying schools to support their CTE programs and help build the future of the Lone Star State workforce. Apply by June 9, 2022, and visit the [JET homepage](#) to access resources on preparing winning applications.

Education with a specific focus on high-demand, fast-growing careers provides opportunities for students, employers and the Texas economy. TWC continues to support Texas' job seekers and employers alike to make Texas the best place to live and work.



## Tri-Agency Workforce Initiative Goals and Strategies

As directed by HB 3767, 87<sup>th</sup> Texas Legislature, Regular Session, the Tri-Agency Workforce Initiative, a collaboration among the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Workforce Commission, presents state workforce development strategies for public review and comment.

The Tri-Agency Workforce Initiative appreciates public comments provided on the Tri-Agency Workforce Initiative Goals and presents updated goals here. Please note that reporting on the goals will include data disaggregated by race, ethnicity, gender, and region/geography.

### **PRIORITY 1**

#### **GOALS**

1. 60 percent of Texans ages 25-34 will have a degree, certificate, or other post-secondary credential of value by 2030, and 60 percent of Texans ages 35-64 will have a degree, certificate, or other post-secondary credential of value by 2030.
2. To ensure that employers have the qualified workers needed, all Texans will have access to information, education, and training necessary to identify and pursue pathways to employment in high-demand occupations.

#### **STRATEGIES**

**Strategy 1.1:** Improve the ability of the agencies to effectively engage stakeholders and meet the talent needs of employers by:

- Identifying and monitoring emerging workforce needs for high- and middle-skilled jobs in high-demand and/or high-growth industries;
- Integrating stakeholder input into the design and implementation of efficient pathways;
- Developing efficient processes for sharing employer input on current and emerging workforce needs across agencies;
- Coordinating employer engagement activities across the agencies and the Texas Workforce Investment Council; and
- Empowering and supporting partnerships among regional education and workforce system stakeholders.



**Strategy 1.2:** Define credentials of value for all education and training providers and provide guidance on the incorporation of credentials of value within education and training programs statewide.

**Strategy 1.3:** Define efficient pathways to employment in high-demand occupations, including providing guidance for local implementation of these pathways.

**Strategy 1.4:** Expand opportunities for work-based learning experiences by:

- Creating a Tri-Agency framework to guide the development of high-quality work-based learning;
- Developing toolkits and other supports for implementation; and
- Building the capacity of education and workforce system stakeholders to develop effective and efficient systems for brokering connections among industry, education, and workforce partners.

**Strategy 1.5:** Increase mid-career reskilling and upskilling opportunities through public institutions of higher education and other educational settings.

**Strategy 1.6:** Incentivize local adoption of efficient pathways, including credentials of value and quality work-based learning, by:

- Providing guidance and resources to support local adoption;
- Leveraging existing structures to better connect regional education and workforce institutions and systems; and
- Supporting the development of regional education-workforce partnerships and systems.

**Strategy 1.7:** Collaborate across agencies to develop shared monitoring processes to ensure fidelity of implementation of efficient pathways.

## **PRIORITY 2**

### **GOALS**

1. By August 2024, strengthen and expand coordination within the state's mixed-delivery early childhood education system to facilitate increased access to high-quality education for young children to support kindergarten readiness. Specific goals include:
  - 70% of children enrolled in TWC's child-care services will be enrolled in high quality programs.
  - 12% increase in prekindergarten enrollment for three-year-olds and 7% increase in PreK enrollment for four-year-olds (from the 2021-2022 school year to the 2022-2023 school year).
  - 15% increase in LEAs meeting all high-quality prekindergarten indicators (from the 2021-2022 school year to the 2022-2023 school year).



- 500 new prekindergarten partnership classrooms established.
2. Increase percentages of students meeting achievement benchmarks\* as follows:
    - Increase 3rd-grade reading and math outcomes for all students while closing achievement gaps;
    - Increase student academic growth rates for all students while closing achievement gaps; and
    - Increase percentages of students graduating and ready for college, career, and military while closing achievement gaps.
  3. 550,000 students will complete postsecondary credentials of value each year.
    - Postsecondary credentials of value are defined based on graduates' typical earnings and net costs, compared to typical earnings of high school graduates.
    - 95% of graduates have either no undergraduate student loan debt at all or manageable levels of debt<sup>†</sup> in relation to their potential earnings.

## STRATEGIES

**Strategy 2.1:** Ensure students and families have the support, tools, and resources needed to achieve education and career success by:

- Supporting early childhood education;
- Developing foundational literacy pedagogy, and high school and postsecondary readiness in middle school; and
- Designing effective family engagement strategies.

**Strategy 2.2:** Strengthen and expand prekindergarten, including within the state's early childhood mixed delivery system, through the development of additional prekindergarten partnership classrooms.

**Strategy 2.3:** Expand access to effective college and career advising by:

- Developing a shared framework for high-quality advising throughout the education and workforce continuum;
- Streamlining and modernizing advising offerings and services for students to support informed decision-making about postsecondary education and careers; and
- Offering professional development to educators, advisers, and school counselors.

**Strategy 2.4:** Reduce financial barriers in education by:

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\* Numeric targets will be available Summer 2022.

<sup>†</sup> Manageable debt would be defined in terms of individual graduates' abilities to pay off their student loans given typical earnings for credential holders.



- Strengthening the Texas financial aid system, especially to increase predictability and transparency of financial aid awards and facilitate students' being able to complete undergraduate credentials with no or manageable debt; and
- Bolstering financial literacy education, including improved education for students and training for educators about financial aid opportunities, student debt management, and opportunities for students to pursue credentials of value.

**Strategy 2.5:** Promote and support high-quality teaching and learning by:

- Recruiting, supporting and retaining a pipeline of skilled teachers, including providing financial supports to Texans who pursue careers in teaching;
- Improving instructional models;
- Strengthening professional development to promote the use of effective instructional models and the effective use of technology in teaching and learning; and
- Supporting bilingual education and dual language immersion strategies.

## **PRIORITY 3**

### **GOALS**

1. Identify gaps in agencies' data collections and develop a plan to address any such gaps, including recommendations of statutory changes needed to do so, by January 2023.
2. Design an integrated educational and workforce data infrastructure with a shared data governance policy by January 2023.
3. Create publicly available and user-friendly data dashboards that report education and workforce outcomes data aligned to Tri-Agency priorities and disaggregated by income, race, ethnicity, gender, and region by June 2024.
4. Establish integrated project management tools and processes for Tri-Agency shared initiatives by January 2023.
5. Develop a plan by January 2023 for the creation of a state credential library and the development and implementation of a shared process through which credentials of value, including industry-based certifications, will be defined, identified, and promoted across the agencies.

### **STRATEGIES:**

**Strategy 3.1:** Align statewide education and workforce systems with statewide priorities and goals by:

- Creating a shared approach for financial supports for Tri-Agency goals and strategies, including coordinated funding to better leverage resources; and





- Collaborating across agencies to communicate symbiotic priorities to other state leaders and systems, including the Texas Legislature.

**Strategy 3.2:** Make educational and workforce data accessible and useful to the public, stakeholders, and decision-makers by:

- Developing a modern, secure data infrastructure to support decision-making by students and families, educators, workforce stakeholders, and policymakers while protecting individual student privacy;
- Integrating data across systems and coordinating across agency research and development efforts; and
- Creating publicly available and user-friendly data dashboards that report education and workforce outcomes data aligned to Tri-Agency priorities.

**Strategy 3.3:** Ensure coordination and collaboration across all three agencies' operations by:

- Adopting and working toward shared outcomes;
- Developing shared processes, including planning and monitoring processes, and technology infrastructure; and
- Creating clear communication channels.

**Strategy 3.4:** Develop a communications and outreach plan focused on informing the public about Tri-Agency activities, including maintaining and updating the Tri-Agency website to provide up to date information and available resources.

## **TWC Expands Opportunities for Texans to Earn a High School Diploma or Equivalency**

Date: May 16, 2022

Media Contact: Angela Woellner

Phone: 512-463-8556

\$5.3 million dedicated to help Texans obtain these credentials

AUSTIN – The Texas Workforce Commission (TWC) encourages Texans to take advantage of programs that provide assistance in obtaining their high school diploma or Texas Certificate of High School Equivalency (TXCHSE), widely known as a GED. There are two major initiatives under TWC’s Adult Education and Literacy (AEL) Program that Texans lacking a high school diploma can utilize to obtain their TXCHSE. The initiatives include a statewide high school diploma or equivalency virtual provider program and the high school equivalency subsidy program, which provides free vouchers for Texans who are 21 years of age or older to take the GED exam.

“The Texas economy is best served when Texans are able to maximize their potential,” said TWC Chairman Bryan Daniel. “Career advancement and pathways to high-demand, middle-skill careers begin with a high school diploma or GED, and TWC is broadening access to both.”

Through a partnership with the Texas Education Agency, TWC is providing the high school equivalency subsidy program through August 31, 2023. A single GED test is \$36.25, and the battery of tests generally costs about \$145. This program removes the barrier of cost; and interested persons can contact an AEL program for more information on GED preparation classes and how to obtain a GED test voucher by contacting the AEL program in their city. The statewide AEL program directory is available at <https://tcall.tamu.edu/search.aspx>.

“There are a broad variety of reasons why an individual may not have received their high school diploma. We don’t want the lack of that diploma to be a barrier to anyone in the great state of Texas,” said TWC Commissioner Representing Labor Julian Alvarez. “That’s why these adult education programs are so important, and we want people to use these TWC initiatives to improve their skills and opportunities.”

In September 2021, the Commission approved \$3.8 million for contracts with the University of Texas at Austin and Texas Tech University to implement a statewide high school equivalency virtual provider program — the first of its kind funded through TWC. This initiative expands remote and virtual access for adults seeking a high school diploma or its equivalent so adult learners can prepare to take the GED exam or complete course credit towards a diploma. The initiative is tentatively scheduled to kick off summer of 2022.

“Texas employers are continuing to look for skilled and trained employees as businesses expand and relocate here in Texas,” said TWC Commissioner Representing Employers Aaron Demerson. “The adult education program is yet another way to help with upskilling the current workforce in order to fill the growing needs of Texas employers here in the best state for business.”

AEL programs funded by TWC provide English language, math, reading, and writing instruction to help students acquire the skills needed to succeed in the workforce, earn a high school equivalency, or enter college or career training. TWC works with various adult education providers to ensure adult learners receive the academic supports they need. Find more information about the resources available to Texas adult learners on the [Adult Education and Literacy webpage](#).

More information on the Texas Education Agency's TXCHSE requirements is available at <https://tea.texas.gov/student-assessment/certificate-of-high-school-equivalency>

###amw

The Texas Workforce Commission is a state agency dedicated to helping Texas employers, workers, and communities prosper economically. For details on TWC and its services in coordination with its network of local workforce development boards, call 512-463-8942 or visit [www.texasworkforce.org](http://www.texasworkforce.org). Subscribe to [email updates](#) to receive notifications about TWC programs and services.



## PRESS RELEASE

### U.S. DEPARTMENT OF COMMERCE INVESTS \$3.9 MILLION IN AMERICAN RESCUE PLAN FUNDS TO SUPPORT BUSINESS AND JOB GROWTH IN TEXAS

*Contact: EDA Public Affairs Department, (202) 482-4085  
May 10, 2022*

WASHINGTON – Today, U.S. Secretary of Commerce Gina M. Raimondo announced the Department’s Economic Development Administration (EDA) is awarding \$3.9 million in American Rescue Plan grants to support Texas as it recovers from the economic impacts of the COVID-19 pandemic.

The EDA investments announced today are:

- Amarillo Economic Development Corporation, Amarillo, Texas, will receive a \$2.4 million EDA American Rescue Plan grant to provide road, water, and sewer infrastructure to support business expansion at the South Georgia Business Park. The project will be matched with \$720,000 in local funds and is expected to create 205 jobs and generate \$88 million in private investment, according to grantee estimates.
- City of McAllen, Texas, will receive a \$1.5 million EDA American Rescue Plan grant for critical infrastructure to support the new McAllen Business-Industrial Park. The project will be matched with \$3 million in local funds and is expected to create 665 jobs, retain 185 jobs, and generate \$85 million in private investment, according to grantee estimates.

“President Biden is committed to providing communities with the resources they need to recover from the pandemic and build a better America,” said Secretary of Commerce Gina M. Raimondo. “These EDA investments will increase capacity for new business growth in Amarillo and McAllen, supporting diverse, robust regional economies.”

“The Economic Development Administration is focused on supporting locally-driven strategies to boost coronavirus recovery and response efforts,” said Assistant Secretary of Commerce for Economic Development Alejandra Y. Castillo. “The critical infrastructure provided by these EDA investments will lay the foundation for new businesses while supporting those already in operation, creating jobs for Texans across the state.”

“Thank you to the Economic Development Administration for this generous grant that will help support business expansion and job growth throughout Texas communities,” said Governor Greg Abbott. “This

investment in Amarillo and McAllen will create numerous good-paying jobs for hardworking Texans in the Panhandle and in the Rio Grande Valley.”

“The Rio Grande Valley was hit hard during the COVID-19 pandemic, and many are still dealing with the after-effects,” said Congressman Vicente Gonzalez (TX-15). “This funding will provide critical infrastructure investments that will benefit the City of McAllen and the surrounding communities by attracting good paying jobs to combat poverty and unemployment. I applaud the Economic Development Administration for their continued efforts to invest in the physical infrastructure of South Texas and the economic mobility of the American worker.”

The Amarillo Economic Development Corporation project was made possible by the regional planning efforts led by the Panhandle Regional Planning Commission (PRPC). EDA funds PRPC to bring together the public and private sectors to create an economic development roadmap to strengthen the regional economy, support private capital investment and create jobs.

This project is funded under EDA’s American Rescue Plan [Economic Adjustment Assistance program](#), which makes \$500 million in Economic Adjustment Assistance grants available to American communities. The Economic Adjustment Assistance program is EDA’s most flexible program, and grants made under this program will help hundreds of communities across the nation plan, build, innovate, and put people back to work through construction or non-construction projects designed to meet local needs.

**About the U.S. Economic Development Administration ([www.eda.gov](http://www.eda.gov))**

The mission of the U.S. Economic Development Administration (EDA) is to lead the federal economic development agenda by promoting competitiveness and preparing the nation's regions for growth and success in the worldwide economy. An agency within the U.S. Department of Commerce, EDA invests in communities and supports regional collaboration in order to create jobs for U.S. workers, promote American innovation, and accelerate long-term sustainable economic growth.

## Local Area Unemployment Statistics (LAUS) Report

Year	Period	Area	Area Type	Adjustment	Employment	Civilian Labor Force	Unemployment	Unemployment Rate
2022	March	Texas	Texas	Not Adjusted	13,973,965	14,536,934	562,969	3.9
2022	March	Panhandle	(WDA)	Not Adjusted	206,954	212,891	5,937	2.8
2022	March	Armstrong	County	Not Adjusted	940	963	23	2.4
2022	March	Briscoe	County	Not Adjusted	600	619	19	3.1
2022	March	Carson	County	Not Adjusted	3,004	3,089	85	2.8
2022	March	Castro	County	Not Adjusted	3,545	3,636	91	2.5
2022	March	Childress	County	Not Adjusted	2,944	3,031	87	2.9
2022	March	Collingsworth	County	Not Adjusted	1,113	1,145	32	2.8
2022	March	Dallam	County	Not Adjusted	3,875	3,946	71	1.8
2022	March	Deaf Smith	County	Not Adjusted	9,145	9,384	239	2.5
2022	March	Donley	County	Not Adjusted	1,464	1,506	42	2.8
2022	March	Gray	County	Not Adjusted	7,394	7,745	351	4.5
2022	March	Hall	County	Not Adjusted	1,100	1,139	39	3.4
2022	March	Hansford	County	Not Adjusted	2,656	2,715	59	2.2
2022	March	Hartley	County	Not Adjusted	2,833	2,877	44	1.5
2022	March	Hemphill	County	Not Adjusted	1,530	1,582	52	3.3
2022	March	Hutchinson	County	Not Adjusted	7,919	8,300	381	4.6
2022	March	Lipscomb	County	Not Adjusted	1,520	1,558	38	2.4
2022	March	Moore	County	Not Adjusted	11,071	11,336	265	2.3
2022	March	Ochiltree	County	Not Adjusted	3,912	4,037	125	3.1
2022	March	Oldham	County	Not Adjusted	944	971	27	2.8
2022	March	Parmer	County	Not Adjusted	5,104	5,205	101	1.9
2022	March	Potter	County	Not Adjusted	53,507	55,137	1,630	3
2022	March	Randall	County	Not Adjusted	74,403	76,316	1,913	2.5
2022	March	Roberts	County	Not Adjusted	392	407	15	3.7
2022	March	Sherman	County	Not Adjusted	1,510	1,544	34	2.2
2022	March	Swisher	County	Not Adjusted	2,596	2,684	88	3.3
2022	March	Wheeler	County	Not Adjusted	1,933	2,019	86	4.3



**ITEM 7n  
PWDB Membership List**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2021 – JUNE 30, 2022**

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Kristi Hanes \*\*\*\*\*

Co-Owner/Director

Night & Day, Care & Play Inc.

2831 Mays Street

Amarillo, Texas 79109

(806) 352-2186 / (806) 322-0986 fax

[nightandday@arn.net](mailto:nightandday@arn.net)

Industry Represented: Services (62)

TWC ID #: 075710160

Firm Size: 29 employees

Ethnicity/Gender: W/F

Term Expires: June 30, 2022

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Betty Bara

Co-Owner

La Fiesta Grande

4704 Van Winkle Drive

Amarillo, Texas 79119

(806) 376-3689 / (806) 355-2826 fax

[bettybara@aol.com](mailto:bettybara@aol.com)

Industry Represented: Food (72)

TWC ID #: 021762288

Firm Size: 84

Ethnicity/Gender: W/F

Term Expires: June 30, 2022

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Heather Freeman

Director –

HR Business Partnerships and Employee Relations

Consolidated Nuclear Security, LLC - Pantex

P. O. Box 30020

Amarillo, Texas 79120

(806) 573-7782

[Heather.Freeman@pxy12.doe.gov](mailto:Heather.Freeman@pxy12.doe.gov)

Industry Represented: Manufacturing (31)

TWC ID #: 144395778

Firm Size: 3,825 employees

Ethnicity/Gender: W/F

Term Expires: June 30, 2022

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. Jason Henderson \*\*\* / \*\*\*\*\*

Vice President – Assembly Operations

Bell

P.O. Box 482

Fort Worth, Texas 76101

(817) 280-8957

[jhenderson@bellflight.com](mailto:jhenderson@bellflight.com)

Industry Represented: Manufacturing (31)

TWC ID #: 002639157

Firm Size: 4,954 employees

Ethnicity/Gender: W/M

Term Expires: June 30, 2023

**PRIVATE SECTOR (CITY OF AMARILLO)**

Mr. David Parker

Chief Operating Officer

Harwell & Cook Orthodontics

3420 Thornton Drive

Amarillo, Texas 79109

(806) 353-3593

[david@harwellcook.com](mailto:david@harwellcook.com)

Industry Represented: Healthcare (62)

TWC ID #: 07-895859-6

Firm Size: 41 employees

Ethnicity/Gender: W/M

Term Expires: June 30, 2022



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

Mr. Michael Wright \*\*\* / \*\*\*\*  
Publisher  
Moore County News - Press  
P.O. Box 757  
Dumas, Texas 79029  
(806) 935-4111 / (806) 935-2438 fax  
[mwright@moorenews.com](mailto:mwright@moorenews.com)

Industry Represented: Information (51)  
TWC ID #: 08-099770-1  
Firm Size: 11 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2022

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

Ms. Michelle Griffin \* / \*\*\*  
President – Borger Branch  
Amarillo National Bank  
P. O. Box 949  
Borger, Texas 79008  
(806) 275-5025 / (806) 274-4533 fax  
[michelle.griffin@anb.com](mailto:michelle.griffin@anb.com)

Industry Represented: Finance (52)  
TWC ID #: 000422070  
Firm Size: 619 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AREA III - BRISCOE,  
CASTRO, DEAF SMITH, PARMER AND  
SWISHER COUNTIES)**

Mr. Art Martinez  
Owner  
Whiteface Heating & Air, Inc.  
127 Main Street  
Hereford, Texas 79045  
(806) 364-4122  
[whitefaceha@wtrt.net](mailto:whitefaceha@wtrt.net)

Industry Represented: Wholesale Trade (42)  
TWC ID #: 130532764  
Firm Size: 5 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AREA IV - ARMSTRONG,  
CARSON, POTTER AND RANDALL COUNTIES)**

Mr. Matt Parker \*\* / \*\*\*  
Vice President  
BSA Health System  
1600 Wallace Blvd.  
Amarillo, Texas 79106  
(806) 212-5714  
[matt.parker@bsahs.org](mailto:matt.parker@bsahs.org)

Industry Represented: Healthcare (62)  
TWC ID #: 138513173  
Firm Size: 2,491 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2021

**PRIVATE SECTOR (AREA V - CHILDRESS,  
COLLINGSWORTH, DONLEY, GRAY, HALL AND  
WHEELER COUNTIES)**

Mr. Ryan Bradley  
Plant Manager  
Hunting Titan Inc.  
11785 Hwy 152  
Pampa, Texas 79076  
(806) 665-3781  
[Ryan.Bradley@hunting-intl.com](mailto:Ryan.Bradley@hunting-intl.com)

Industry Represented: Manufacturing (31)  
TWC ID: 143344908  
Firm Size: 552 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AT LARGE)**

Mr. Kevin Caddell  
Owner  
Furniture Fashions, LTD  
1603 Tennessee Blvd.  
Dalhart, Texas 79022  
(806) 244-5551  
[Kevin@furnfash.com](mailto:Kevin@furnfash.com)

Industry Represented: Retail (44)  
TWC ID #: 109626740  
Firm Size: 8 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2022

**PRIVATE SECTOR (AT LARGE)**

Mr. Charlie Rivas \*\*\*  
Chief Executive Officer  
Rivas Environmental Consultants  
200 Winery Road  
Amarillo, Texas 79118  
(806) 622-2255 / (806) 622-2257 fax  
[rivas@arn.net](mailto:rivas@arn.net)

Industry Represented: Services (54)  
TWC ID #: 012394527  
Firm Size: 0 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2023

**PRIVATE SECTOR (AT LARGE)**

Mr. Francisco Apodaca  
Co-Owner  
Apodaca Brothers  
801 W. Francis Ave.  
Pampa, TX 79065  
(806) 669-1169 / (806) 669-1169  
[12280ehwy60@gmail.com](mailto:12280ehwy60@gmail.com)

Industry Represented: Construction (23)  
TWC ID #: 119858119  
Firm Size: 8 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2021

**ECONOMIC DEVELOPMENT ORGANIZATIONS**

Ms. Crystal Hermesmeier  
Economic Development Director  
Shamrock Economic Development Corporation  
207 N. Main Street  
Shamrock, TX 79079  
(806) 256-2516  
[shamrockedc@gmail.com](mailto:shamrockedc@gmail.com)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**SECONDARY EDUCATION**

Mr. Jay Barrett \*\*\*  
Principal – AmTech Career Academy  
Amarillo Independent School District  
1100 North Forest  
Amarillo, Texas 79106  
(806) 326-2800  
[jay.barrett@amaisd.org](mailto:jay.barrett@amaisd.org)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2022

**POST-SECONDARY EDUCATION**

Mr. Texas D. “Tex” Buckhaults \*\*\*\*  
President  
Clarendon College  
P. O. Box 968  
Clarendon, Texas 79226  
(806) 874-3571  
[Tex.Buckhaults@clarendoncollege.edu](mailto:Tex.Buckhaults@clarendoncollege.edu)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2022

**ADULT BASIC AND CONTINUING EDUCATION**

Dr. Tamara Clunis  
Vice President of Academic Affairs  
Amarillo College  
P. O. Box 447  
Amarillo, Texas 79178  
(806) 371-5296 / (806) 354-5891 fax  
[ttclunis@actx.edu](mailto:ttclunis@actx.edu)

Ethnicity/Gender: B/F  
Term Expires: June 30, 2023

**LITERACY ORGANIZATIONS**

Ms. Lisa White  
Literacy Coordinator  
Amarillo Public Library  
413 E. 4th  
Amarillo, Texas 79101  
(806) 378-3043 / (806) 378-9327 fax  
[lisa.white@amarillolibrary.org](mailto:lisa.white@amarillolibrary.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2022

**VOCATIONAL REHABILITATION ORGANIZATIONS**

Ms. Geneva Tiller  
Unit Support Coordinator  
Texas Workforce Solutions  
Vocational Rehabilitation Services  
3120 Eddy St.  
Amarillo, TX 79106  
(806) 372-5521  
[geneva.tiller@twc.state.tx.us](mailto:geneva.tiller@twc.state.tx.us)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York \*\*\*\*  
Executive Director  
Panhandle Community Services  
1309 West Eighth Avenue  
Amarillo, Texas 79120-2150  
(806) 342-6150 / (806) 373-8143  
[magi.york@pcsvcs.org](mailto:magi.york@pcsvcs.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2023

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Irene Arnold \*\*\*  
Case Manager  
Downtown Women’s Center, Inc.  
409 South Monroe  
Amarillo, Texas 79101  
(806) 372-3625 / (806) 372-9026  
[irene@dwcenter.org](mailto:irene@dwcenter.org)

Ethnicity/Gender: H/F  
Term Expires: June 30, 2023

**LABOR ORGANIZATIONS**

Mr. Drew Downs  
Assistant Business Manager  
International Brotherhood of Electrical Workers -  
Local 602  
200 South Fannin Street  
Amarillo, Texas 79106  
(806) 376-9945 / (806) 376-9407  
[d downs@ibew602.org](mailto:d downs@ibew602.org)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2021

**LABOR ORGANIZATIONS**

Mr. John Roberts  
Council Business Representative  
Central South Carpenters Regional Council  
12180 Tascosa Road  
Amarillo, Texas 79124  
(806) 373-4574 / (806) 374-4437 fax  
[jroberts@cscouncil.net](mailto:jroberts@cscouncil.net)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**PUBLIC EMPLOYMENT AGENCY**

Mr. Norman Bearden \*\*\*\*\*  
Veterans Resource Coordinator  
Texas Workforce Commission  
2002 West Loop 289, Suite 117  
Lubbock, Texas 79407  
(806) 765-5038 ext.2129  
[norman.bearden@twc.state.tx.us](mailto:norman.bearden@twc.state.tx.us)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2023

**STATE DEPARTMENT OF HUMAN SERVICES**

Ms. Lisa Lillard  
Program Manager  
Texas Health and Human Services Commission  
Region 1 - P.O. Box 3369, 79008  
301 West 6<sup>th</sup> Street 401  
Borger, Texas 79007  
(806) 273-4446 / (806) 274-5028 fax  
[Lisa.Lillard@hhs.texas.gov](mailto:Lisa.Lillard@hhs.texas.gov)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2022

- \* Chairman
- \*\* Vice Chairman
- \*\*\* Executive Committee Member
- \*\*\*\* Cybersecurity Council Member
- \*\*\*\*\* Also serves as Veterans Representative
- \*\*\*\*\* Also serves as Child Care Representative