

**Panhandle Workforce
Development Board
Child Care
Advisory Committee
Meeting Agenda
April 24, 2024**



NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee will be held at 1:00 p.m. on Wednesday, April 24, 2024. Committee members and individuals from the public may access the meeting in person at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

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

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/87200905455?pwd=L1VxcWNFZVBHamcwbEd1WmtGTEZ3UT09>

Or may participate by phone (346) 248-7799

Meeting ID: 872 0090 5455 - Passcode: 680092

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

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

AGENDA

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

Members will be asked to consider approval of the minutes from the Committee's meeting held on January 24, 2024.

4. **INTRODUCTION OF NEW MEMBERS**

5. **UPDATED BYLAWS**

Members will be presented with the updated Bylaws for the Committee. No action by the Committee required.

6. **NOMINATION FOR CHILD CARE STAKEHOLDER VACANCY**

Members will be asked to consider the nomination of Skylar Paige Seaton, Teacher from Amarillo College Development Lab School, to fill the Committee's Child Care Stakeholder vacancy.

7. **SCHEDULING UPCOMING MEETING**

Members to determine the time for the next scheduled meeting on July 24, 2024.

8. **CHILD CARE PROVIDER UPDATE**

Karron Gilbreath, Workforce Solutions Panhandle Provider Services Lead, will provide an update on the Child Care Providers in our area. No action by the Committee is required.

9. **CHILD CARE PROGRAM PERFORMANCE UPDATE**

April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, will discuss Child Care Program Performance. No action by the Committee is required.

10. **CHILD CARE QUALITY UPDATE**

April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, will provide an update on the Child Care Quality (CCQ) funding/purchases. No action by the Committee is required.

11. **TOPICS COVERED IN THE FEBRUARY 2024 CHILD CARE NETWORK MEETING**

Gracie Aragon, Panhandle Regional Planning Commission Program Specialist, will report on topics covered in the Child Care Network (CCN) meeting on February 28-29, 2024. No action by the Committee is required.

12. **OPEN DISCUSSION**

13. **CURRENT MEMBERSHIP LIST**

14. **FINAL PUBLIC COMMENT PERIOD**

15. **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 17th day of April 2024, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 11:00 a.m.



Leslie Hardin



ITEM 3

Minutes



PANHANDLE REGIONAL PLANNING COMMISSION
Panhandle Workforce Development Board's Child Care Advisory Committee
Minutes
December 6, 2023

The regular meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee was held at 11:00 a.m. on Wednesday, January 24, 2024.

In order to accommodate Committee members and members of the public who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice was 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 was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Committee members and individuals from the public who desired to attend in person, accessed the meeting at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

MEMBERS PRESENT:

- Gracie Aragon
- Karron Gilbreath
- Kristi Hanes
- Victoria Hughes
- Trena Rider
- Mikki Wossum

MEMBER ABSENT:

- Kim Winegeart

OTHERS PRESENT:

Trent Morris, Workforce Solutions Panhandle.

PANHANDLE WORKFORCE DEVELOPMENT BOARD STAFF PRESENT:

Kathy Cabezuela, Leslie Hardin, Heather Reid, and Marin Rivas.

1. CALL TO ORDER

Ms. Aragon called the meeting to order and noted that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. WELCOME

Marin Rivas, Workforce Development Director with the Panhandle Regional Planning Commission and the Panhandle Workforce Development Board welcomed the members of the Committee. No action by the Committee was required.

4. OVERVIEW OF THE COMMITTEE

Members had the opportunity to discuss the goals and objectives of this committee as well as each member's role within the Committee.

5. BYLAWS

Members were presented with the Bylaws for the Committee. The Committee recommended updating the Bylaws with the ability to increase the number of members of the Committee to allow for additional Representatives of child care stakeholders that represent the interests of the children and/or the families served.

6. ELECTION OF OFFICERS

Members were asked to elect Officers (Chair and Vice-Chair) for the Committee. Ms. Wossum made a motion to elect Ms. Rider to serve as Chair. Ms. Hanes seconded the motion; the motion carried. Ms. Rider made a motion to elect Ms. Wossum to serve as Vice-Chair. Ms. Hanes seconded the motion; the motion carried.

7. SCHEDULING UPCOMING MEETINGS

Members were asked to determine upcoming meeting times and days to be scheduled. Members agreed that the next meeting of the Committee will be on Wednesday, April 24, 2024 at 1:00 p.m. The following meetings will be tentatively at 1:00 p.m. on July 24 and October 23, 2024.

8. CHILD CARE QUALITY UPDATE

April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager provided an update on the Child Care Quality (CCQ) funding.

9. TOPICS FOR FEBRUARY 2024 CHILD CARE NETWORK MEETING

Members discussed topics and questions to be submitted by representatives of the Panhandle Workforce Development Board (PWDB) staff, Workforce Solutions Panhandle (WSP) staff and the Texas Workforce Commission (TWC) at the Child Care Network (CCN) meeting on February 28-29, 2024:

- Discussion of TWC approved curriculum (i.e., Teaching Strategies, CLI);
- Comments on current attendance reporting system being somewhat problematic for parents and providers (i.e., ProCare, Brightwheel) on tablets, phones;

- Child Development Associate (CDA) Credential question – when will more staff be added to certify qualifying individuals? Our area only has one person certifying and it could take one to two months before that person comes out to certify;
- Shared Service Alliances question – how do other Boards support shared service alliance counterparts to help them grow out?
- Credentials for student teachers (Ages 16-17) question – why can't high school students be used as support in early learning centers? Find out about the age limit requirement and education requirement; and
- The Committee members expressed that they will want to know more about what is learned by Workforce Board and Contractor staff attending the Child Care Network meeting.

10. OPEN DISCUSSION

Members discussed nominating new Committee members possibly from Child Care Provider teachers.

11. CURRENT MEMBERSHIP LIST

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

12. FINAL PUBLIC COMMENT PERIOD

None.

13. ADJOURN

There being no further business to come before the Committee, Ms. Hughes moved that the meeting adjourn. Ms. Rider seconded the motion; the meeting adjourned.



ITEM 5

Updated Bylaws

**BYLAWS OF THE
PANHANDLE WORKFORCE DEVELOPMENT BOARD'S
CHILD CARE ADVISORY COMMITTEE
Amendment 1**

ARTICLE I

Name

The name of this body will be the Panhandle Workforce Development Board's (PWDB) Child Care Advisory Committee, hereinafter referred to as the "Committee".

ARTICLE II

Authority

House Bill (HB) 619, 87th Texas Legislature, Regular Session (2021), added §302.0062 to the Texas Labor Code, requiring the Texas Workforce Commission (TWC) to prepare a child care workforce strategic plan for improving the quality of the infant, toddler, preschool, and school-age child care workforce in Texas and to update the strategic plan every three years. The bill requires the strategic plan to include recommendations and best practices, one of which is the recommendation that Boards improve, sustain, and support the child care workforce.

Based on the HB 619 requirements, TWC's three-member Commission approved the Child Care Workforce Strategic Plan 2023–2025 (Plan), which includes specific goals, strategies, and action plans for implementation. Action Item 3.2.2 in the Plan requires Boards to establish local Child Care Committees.

ARTICLE III

Purpose

The purpose of the Committee is to develop strategies to increase the availability of child care and prekindergarten programs for the residents of the Texas Panhandle, and to provide input and guidance to the PWDB, as specified in authorizing legislation.

ARTICLE IV

Support Staffing

The PWDB Staff representative and the Child Care Services (CCS) Contractor representative serving on the Committee will support and assist the Committee 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 Committee and, ultimately, presented to the PWDB.

ARTICLE V

Budget

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

ARTICLE VI

Committee Membership

Membership of the Committee will consist of individuals who are willing to serve on the Committee and are elected by the PWDB in an Open Public Meeting. The Committee will consist of **at least eight (8) members**. Composition of the membership, **at a minimum**, will be as described below:

Representatives of Licensed child care centers participating in TWC's Child Care Services (CCS) program	2
Representative of Licensed or registered child care homes participating in CCS	1
Representative of current or former CCS families	1
Representative of PWDB CCS Contractor	1
Representative of PWDB Staff	1
Representatives of other child care stakeholders that represent the interests of the children and/or the families served	2

ARTICLE VII

Terms

Appointments and reappointments will be made for two (2) years, from July 1 through June 30. Members may be reappointed to serve additional terms at the discretion of the PWDB. Persons appointed to fill seats on the Committee vacated by members with unexpired terms will serve for the time remaining in the unexpired terms.

ARTICLE VIII

Officers

1. Chairperson

The Chairperson of the Committee 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 Committee 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 IX

Meetings

1. Regular Meetings

- a. The Committee will meet at least quarterly. The time and place of all meetings will be determined by the Chairperson, in conjunction with PWDB and CCS Contractor support 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 Committee, 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 Committee 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. Minutes of Meetings

All decisions, including the basis for the decision, and recommendations to be made to the PWDB, will be recorded and reflected in the minutes of the meeting. Minutes of the proceedings of each Committee 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 Committee, will be maintained on permanent file, and will be made available to the public upon request.

4. Report of Activities at Committee Meetings

All activities of the Committee 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 Committee 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 Committee.
- b. Members attending regular, or special, meetings of the Committee, outside the municipality where they reside, will be paid mileage.

ARTICLE X

Disclosure

1. Members of the Committee 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 Committee or the PWDB.
2. Disclosure will be made as soon as the member becomes aware of the financial interest. 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 PWDB staff.
3. In the event that a Committee member, or immediate family member, has a business or organizational interest that would be primarily affected by any official Committee action, that member will disclose the nature and extent of the interest before any discussion or decision. The member may be counted in determining the presence of a quorum for the meeting but shall not be counted as voting for or against the matter in question.
4. In the event that a Committee member who has declared a disclosure also serves as a member of the PWDB, the member shall abstain from voting on, or participating in any decision regarding, a Committee action when the action is presented to the PWDB. When a PWDB agenda item presenting a Committee action is opened in the PWDB meeting, the PWDB member may be present for discussion but may, at the discretion of the PWDB Chair, be required to temporarily leave the PWDB meeting during the final deliberation and vote on the matter.
5. Failure by any member to adhere to the above requirements will be grounds for expulsion from the Committee and, if applicable, the PWDB.

ARTICLE XI


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 XII

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.



Mr. Kevin Caddell, Chairperson
Panhandle Workforce Development Board

2-21-2024

Date



ITEM 6

Member Nomination

APPOINTMENT TO THE
PANHANDLE WORKFORCE DEVELOPMENT BOARD'S
CHILD CARE ADVISORY COMMITTEE

– EXITING MEMBER –

Representatives of Child Care Stakeholders

Ms. Stormie Lawson, Teacher
Imagination Station
Amarillo, Texas

– PROPOSED NEW MEMBER –

Representatives of Child Care Stakeholders

Skyler Paige Seaton, Teacher
Amarillo College Development Lab School



ITEM 13

Membership List

**PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB)
CHILD CARE ADVISORY COMMITTEE MEMBERSHIP
JULY 1, 2023 – JUNE 30, 2025**

**LICENSED CHILD CARE CENTER
PARTICIPATING IN CCS**

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

**LICENSED/REGISTERED CHILD CARE HOME
PARTICIPATING IN CCS**

Mr. Omar Mendoza
Owner
Registered Child Care Home
81 N. Maryland St.
Amarillo, Texas 79106
(619) 964-1960
nikkiescareclub@gmail.com

CHILD CARE STAKEHOLDER

Ms. Victoria Hughes
Operation First Five Facilitator
& Community Organizer
Operation First Five-Amarillo
301 South Polk Street, Suite 740
Amarillo, Texas 79101
(806) 683-4248
victoriahughes012@gmail.com

CHILD CARE STAKEHOLDER

Ms. Haleigh Morris
Teacher
Opportunity School
1100 S. Harrison Street
Amarillo, Texas 79101
(806) 382-6244
haleighmorris@opportunitieschool.com

PWDB CHILD CARE SERVICES CONTRACTOR

Ms. Karron Gilbreath
Lead Provider Services Specialist
Workforce Solutions Panhandle
3120 Eddy Street
Amarillo, Texas 79106
(806) 350-1726
kgilbreath@wspanhandle.com

**LICENSED CHILD CARE CENTER
PARTICIPATING IN CCS**

Ms. Kim Winegeart
Co-Owner/Director
Community Day Care Center, Inc.
1100 Gwendolen Avenue
Pampa, Texas 79065
(806) 665-0735
cdccbaby@gmail.com

**CURRENT OR FORMER
CHILD CARE FAMILY**

Ms. Mikki Wossum **
Former CCS Family
4714 Goodnight Trail
Amarillo, Texas 79109
(806) 640-4912
mwossum@attebury.com

CHILD CARE STAKEHOLDER

Ms. Trena Rider *
Faculty/Program Coordinator
Early Childhood Education
Amarillo College
2201 South Washington Street
Amarillo, Texas 79109
(806) 371-5279, 806-341-1100 (cell)
tjrider21@actx.edu

CHILD CARE STAKEHOLDER

(VACANT)

PWDB STAFF

Ms. Gracie Aragon
Workforce Development Program Specialist
Panhandle Regional Planning Commission
415 Southwest 8th Avenue
Amarillo, Texas 79105
(806) 372-3381
garagon@theprpc.org

* Chairman

** Vice-Chairman