



**Executive Committee
Meeting Agenda
May 7, 2025**



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NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board's Executive Committee will be held at 2:00 p.m. on Wednesday, May 7, 2025. Committee members and individuals from the public may access the meeting in person in the first floor Board Room of the Panhandle Regional Planning Commission, 415 S.W. 8th Avenue, Amarillo, Potter County, Texas.

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

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

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

AGENDA

1. CALL TO ORDER

2. INITIAL PUBLIC COMMENT PERIOD

3. MINUTES

Members will be asked to consider approval of the minutes from the Executive Committee's meeting held on March 17, 2025.

4. CURRENT MEMBERSHIP LIST

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

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

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

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

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

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

No action by the Committee is required.

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

Members will be updated on the negotiation and execution of a three-year contract beginning on April 1, 2025, with Megert Legacy, LLC and Ed Turner Property Management, procured to provide lease for office space for Workforce Solutions Panhandle in Borger. No action by the Committee is required.

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

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

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

Members will be asked to review proposal(s) submitted to the PWDB to deliver workforce development and child care services in the Panhandle in order to provide recommendations to the PWDB.

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

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

The results of the discussion, input and subsequent recommendation will be presented to the full PWDB at its upcoming May 2025 quarterly meeting.

10. **OPEN DISCUSSION**

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

11. **FINAL PUBLIC COMMENT PERIOD**

12. **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 25th day of April 2025, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



415 South West Eighth Avenue
P. O. Box 9257
Amarillo, Texas 79105
(806) 372-3381
(806) 373-3268 (fax)
www.theprpc.org

A handwritten signature in black ink that reads "Leslie Hardin".

Leslie Hardin

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM
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Relay Texas: 711



ITEM 3

Minutes



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PANHANDLE WORKFORCE DEVELOPMENT BOARD

Executive Committee

Minutes

March 17, 2025

A meeting of the Panhandle Workforce Development Board's Executive Committee was held on Monday, March 17, 2025 at 12:00 p.m. at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Kevin Caddell, presided.

MEMBERS PRESENT:

- Jay Barrett, AmTech Career Academy
- Texas "Tex" Buckhaults, Clarendon College
- Kevin Caddell, Furniture Fashions, LTD
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Kristi Hanes, Night & Day, Care & Play, Inc.
- David Parker, Harwell & Cook Orthodontics
- Charlie Rivas, Rivas Environmental Consultants

STAFF PRESENT:

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

1. CALL TO ORDER

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

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered the minutes from the Executive Committee meeting held on June 23, 2021. Mr. Charlie Rivas moved to approve the minutes as presented. Mr. Barrett seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

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

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

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

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

Mr. Charlie Rivas recommended that staff review the entity's General & Professional Liability Insurance coverage and made the motion to proceed with negotiating and executing the contract. Ms. Griffin seconded the motion and the motion carried.

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

Members were asked to authorize Board staff to proceed with the procurement process for potential vendor(s) to supply pre-paid fuel cards usable for the purchase of fuel, by workforce development program customers needing transportation support services assistance, at outlets in the Panhandle Workforce Development Area.

Mr. Charlie Rivas made the motion to authorize staff to provide Letter(s) of Understanding to three vendors, Perfect Gift, Toot'n Totum, and Valero Payment Services Company, and to recommend that the PWDB authorize the purchase of fuel cards, as needed, in the most cost-effective manner that best meets the needs of the area's workforce development customers. Mr. Parker seconded the motion and the motion carried.

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

Members were asked to authorize Board staff to proceed with the award, negotiation and execution of a three-year contract beginning on April 1, 2025, with Ed Turner Real Estate, the entity procured to provide lease for office space for Workforce Solutions Panhandle in Borger. Mr. Barrett made the motion and Mr. Buckhaults seconded. Ms. Griffin abstained from the vote and the motion carried.

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

Members were asked to authorize Board staff to proceed with the procurement process of an entity to delivery Workforce Development and Child Care Services in the PWDA. Mr. Charlie Rivas recommended that staff review the requirements in the Request for Proposals (RFP) regarding General & Professional Liability Insurance coverage. Mr. Barrett made the motion to proceed with the procurement process. Mr. Charlie Rivas seconded the motion and the motion carried.

9. OPEN DISCUSSION

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

10. FINAL PUBLIC COMMENT PERIOD

None.

11. ADJOURN

There being no further business to come before the Committee, the meeting adjourned.



ITEM 4

Membership List

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

EXECUTIVE COMMITTEE
PANHANDLE WORKFORCE DEVELOPMENT BOARD
FOR JULY 1, 2024 – JUNE 30, 2025

– CHAIR –

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

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

– VICE CHAIR –

PRIVATE SECTOR (CITY OF AMARILLO)

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

– CHAIR APPOINTMENTS –

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

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

POST- SECONDARY EDUCATION

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

SECONDARY EDUCATION

Mr. Jay Barrett, Principal
AmTech Career Academy
Amarillo Independent School District
Amarillo, Texas

PRIVATE SECTOR – AT LARGE

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

PRIVATE SECTOR (CITY OF AMARILLO)

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