

**Panhandle Workforce
Development Board
Child Care
Advisory Committee
Meeting Agenda
July 23, 2025**



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NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee will be held at 1:30 p.m. on Wednesday, July 23, 2025. 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 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 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 22, 2025 and April 23, 2025.

4. ELECTION OF OFFICERS

Members will be asked to elect new Officers (Chair and Vice-Chair) for the upcoming year covering the period of July 1, 2025 through June 30, 2026.

5. NOMINATION FOR MEMBER VACANCY

Members will be asked to consider the nomination of a replacement to fill the Committee's Child Care Stakeholder vacancy.

6. **SCHEDULING NEXT MEETING**

Members to determine the time for the next scheduled meeting on October 22, 2025.

7. **UPDATES TO PWDB CHILD CARE SERVICES POLICY**

Gracie Aragon, Workforce Development Program Specialist, will provide an update on the Panhandle Workforce Development Board (PWDB) Child Care Services Policy. No action by the Committee is required.

8. **CHILD CARE SERVICES PROGRAM UPDATE**

Gracie Aragon, Workforce Development Program Specialist, will provide an update on the Child Care Services program. No action by the Committee is required.

9. **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.

10. **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.

11. **CHILD CARE QUALITY ACTIVITIES**

Cynthia Hixon, Workforce Solutions Panhandle Child Care Industry Support Specialist, will provide an update on ongoing and upcoming Child Care Quality (CCQ) activities. 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 July 2025, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 1:30 p.m.



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Amarillo, Texas 79105
(806) 372-3381
(806) 373-3268 (fax)
www.theprpc.org



Leslie Hardin

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ITEM 3

Minutes



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PANHANDLE REGIONAL PLANNING COMMISSION
Panhandle Workforce Development Board's Child Care Advisory Committee

Minutes

January 22, 2025

The regular meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee was held at 1:30 p.m. on Wednesday, January 22, 2025.

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
- Kim Winegeart
- Mikki Wossum

MEMBERS ABSENT:

- Omar Mendoza
- Haleigh Morris
- Skylar Seaton

OTHERS PRESENT:

Cynthia Hixon, Workforce Solutions Panhandle
Trent Morris, Workforce Solutions Panhandle
April Slatter, Workforce Solutions Panhandle

PANHANDLE WORKFORCE DEVELOPMENT BOARD STAFF PRESENT:

Amanda Leal
Heather Reid
Marin Rivas

1. CALL TO ORDER
Ms. Wossum called the meeting to order and noted that a quorum was present.
2. INITIAL PUBLIC COMMENT PERIOD
None
3. MINUTES
Members considered the approval of the minutes from the Committee's October 23, 2024 meeting. Ms. Hanes moved to approve the minutes as presented. Ms. Hughes seconded the motion; the motion carried.
4. SCHEDULING 2025 MEETINGS
Members were asked to determine upcoming meeting times and days for 2025. Members agreed with the dates and meeting time of 1:30 p.m.
5. UPDATES TO PWDB CHILD CARE SERVICES POLICIES
Gracie Aragon, Workforce Development Program Specialist, provided an update on the Panhandle Workforce Development Board Child Care Services Policies. No action by the Committee was required.
6. CHILD CARE PROVIDER UPDATE
Karron Gilbreath, Workforce Solutions Panhandle Provider Services Lead, provided an update on the Child Care Providers in our area. No action by the Committee was required.
7. CHILD CARE PROGRAM PERFORMANCE UPDATE
April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, discussed the Child Care Program Performance. No action by the Committee was required.
8. CHILD CARE QUALITY UPDATE
Cynthia Hixon, Workforce Solutions Panhandle Child Care Industry Support Specialist, provided an update on the Child Care Quality (CCQ) funding/purchases. No action by the Committee was required.
9. OPEN DISCUSSION
Gracie Aragon, Workforce Development Program Specialist, provided a response to Ms. Rider's previous question about other equivalencies for a CDA credential. No action by the Committee was required.
10. CURRENT MEMBERSHIP LIST
Members were asked to review their information on the current membership list and report any changes if needed. Members discussed the replacement of one of the Child Care Stakeholders. Members agreed with the nomination of a replacement to be presented to the Panhandle Workforce Development Board for approval in February 2025.

11. FINAL PUBLIC COMMENT PERIOD

None.

12. ADJOURN

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



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PANHANDLE REGIONAL PLANNING COMMISSION
Panhandle Workforce Development Board's Child Care Advisory Committee
Minutes
April 23, 2025

The regular meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee was held at 1:30 p.m. on Wednesday, April 23, 2025.

In order to accommodate Committee members 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
- Victoria Hughes
- Trena Rider
- Kim Winegeart

MEMBERS ABSENT:

- Kristi Hanes
- Irma Burney
- Omar Mendoza
- Skylar Seaton
- Mikki Wossum

OTHERS PRESENT:

Cynthia Hixon, Workforce Solutions Panhandle
April Slatter, Workforce Solutions Panhandle

PANHANDLE WORKFORCE DEVELOPMENT BOARD STAFF PRESENT:

Amanda Leal
Heather Reid

1. CALL TO ORDER
Ms. Rider called the meeting to order and noted that quorum was not present.
2. INITIAL PUBLIC COMMENT PERIOD
Ms. Rider commented about an issue she's recently witnessed among several parents. The parents have reportedly been feeling lost about what to do with their young children. Ms. Winegeart shared that in her child care facility this is addressed at family conferences. It was also suggested that Ms. Rider have these parents sign up for The Basics which is a helpful resource for parents and caregivers. No action by the Committee was required.
3. MINUTES
Members considered the approval of the minutes from the Committee's January 22, 2024 meeting. As quorum was not present, this vote has been postponed until the next meeting.
4. INTRODUCTION OF NEW MEMBER
Ms. Burney was introduced as the new member of the committee. No action by the Committee was required.
5. SCHEDULING NEXT MEETING
Members were asked to determine the next scheduled meeting date and time. Members agreed that the Committee meet on Wednesday, July 23, 2025 at 1:30 p.m.
6. CHILD CARE SERVICES POLICY
Members were asked to consider the recommendation of the updates in the Child Care Services Policy to the PWDB for final approval. As quorum was not present, the vote did not occur.
7. CHILD CARE SERVICES PROGRAM UPDATE
Gracie Aragon, Workforce Development Program Specialist, provided an update on the Child Care Services Program. No action by the Committee was required.
8. CHILD CARE PROVIDER UPDATE
Karron Gilbreath, Workforce Solutions Panhandle Child Care Provider Services Lead provided an update on the Child Care Providers. No action by the Committee was required.
9. CHILD CARE PROGRAM PERFORMANCE UPDATE
April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, discussed the Child Care Program Performance. No action by the Committee was required.
10. CHILD CARE QUALITY ACTIVITIES
Cynthia Hixon, Workforce Solutions Panhandle Child Care Industry Support Specialist, provided an update on ongoing and upcoming Child Care Quality (CCQ) activities. No action by the Committee was required.

11. REPORT ON CHILD CARE QUALITY PURCHASES

Heather Reid, Workforce Development Contract/Accounting Manager, provided a summary of the Child Care Quality purchase as presented to the PWDB quarterly meeting on February 26, 2025. No action by the Committee was required.

12. OPEN DISCUSSION

Gracie Aragon, Workforce Development Program Specialist, asked the Committee if any of the Child Care facilities would be interested in being featured in the 2025 PRPC Annual Report. This report features images that highlight the child care activities in the Panhandle. No action by the Committee was required.

13. CURRENT MEMBERSHIP LIST

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

14. FINAL PUBLIC COMMENT PERIOD

Gracie Aragon, Workforce Development Program Specialist, reminded the Committee that the vote for the approval of the minutes from January 22, 2024 will be taken at the next meeting in July due to quorum not being present.

15. ADJOURN

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



ITEM 7

Child Care Services Policy Update

PANHANDLE WORKFORCE DEVELOPMENT BOARD

Chapter 3-Child Care Services

Policy CC 3.1

Child Care Services

Effective: 5-21-2025

BACKGROUND: The Child Care Development Block Grant (CCDBG) Act of 2014 authorizes the federal Child Care Development Fund (CCDF), which is the primary federal funding source for providing Child Care subsidy assistance to low-income families and for improving the quality of care for all children. The Texas Workforce Commission (TWC) is the CCDF lead agency in the State of Texas, providing funding to the Panhandle Workforce Development Board.

PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) POLICY:

Workforce Solutions Panhandle (WSP) will implement procedures for managing Child Care Services, which comply with current Child Care Services Rules and regulations, all applicable State and federal guidelines and issuances, and this policy. This policy outlines each section of the Texas Administrative Code (TAC) Chapter 809 Child Care Services (CCS) Rules, as amended, the TWC Child Care Services (CCS) Guide, as amended; TWC WD Letters, as amended; and TWC guidance and directives, where local policy is required.

➤ **Priority for Child Care Services (TAC §809.43(a)(3); CCS Guide B-403):**

[Section 98.46\(a\)](#) of the CCDF regulations requires mandatory priority for services provided to children of families with very low family income (considering family size); children with special needs and vulnerable populations; and children experiencing homelessness. The TAC and CCS Guide require Boards to establish an additional priority group, not based on parent choice of an individual provider or provider type. The PWDB has designated the following priority group(s):

- Parents who are receiving services from workforce partners and participating in programs funded by the PWDB, such as Workforce Innovation and Opportunity Act (WIOA);
- Adding siblings of a child who is already receiving Child Care Services but who are not currently receiving Child Care Services themselves; and
- Early Childhood Educators who serve in teaching or direct care capacity for children at early learning programs, such as a lead teacher, assistant teacher or floater/rotating teacher as described in House Bill 619 (HB 619) – Child Care Workforce Strategic Plan 2023-2025.

➤ **Reductions of the Assessed Parent Share of Cost (PSoC) for Non-Full-Time Care CCS (TAC §809.19(g); Guide B-601.b):**

Eligible families will receive a 25% PSoC reduction when all children in the family are in part-time care. Part-time care includes part-time, blended, or part-week referrals as described in CCS Rules 809.93.

~~Cases will be assessed and reduction applied at the following times:~~

- ~~• At initial enrollment~~
- ~~• At recertification~~
- ~~• When household composition changes and new PSoC is to be calculated~~
- ~~• When a parent requests a fee reduction~~
- ~~• Upon a referral change, as applicable~~

Fees will revert to the originally assessed PSoC amount if a child's care changes from part-time to full-time, as the family is no longer eligible for the reduction. The change will be effective **on the following Monday**. ~~at the beginning of the first full month.~~

➤ **Temporary Reductions for Extenuating Circumstances (TAC §809.19(d); CCS Guide B-604.c):**

A parent is allowed two (2) Parent-initiated PSoC reductions for extenuating circumstances within an eligibility period. An assessment of the family's financial situation for extenuating circumstances must be completed and documented in the child care case management system each time a parent requests a reduction in their PSoC, including the final decision for each request.

Child Care staff will record full details including the dollar amounts of the PSoC for the previous **week month** and current **week month**; and justification for all changes explaining in detail how all actions taken with customers are appropriate and necessary, and mirroring activities and services.

➤ **Parent Failure to Pay the Parent Share of Cost (PSoC) (TAC §809.19(b); CCS Guide B-606.a):**

If a parent fails to pay their PSoC, the PWDB:

- Will not pay the Child Care Services provider.
- Does not require the parent to pay the provider before the family's eligibility is redetermined for future Child Care Services.

➤ **Terminations of Care due to Failure to pay the Parent Share of Cost (TAC §809.19(c); CCS Guide B-606.b):**

WSP will **adhere to Operational Procedures** ~~follow a process~~ for evaluating a family's financial circumstances for possible reduction of the PSoC before an early termination for nonpayment of PSoC. An assessment of the family's financial situation for extenuating circumstances must be completed each time the family is reported for non-payment, documented in the child care case management system, and will include these details:

- Evaluating a family's financial situation for extenuating circumstances that may affect affordability of the assessed PSoC;
- Offering a temporary reduction in the PSoC if the family has extenuating circumstances that warrant a reduction;
- Documenting the evaluation of the family's financial situation and any temporary reduction granted; and
- Identifying and assessing the circumstances that may jeopardize a family's self-sufficiency.

WSP will maintain a list of all terminations due to failure to pay the PSoC, including details on family size, income, family circumstances, and the reason for the termination made accessible to PWDB staff in a shared file.

➤ **Payment Rates for Providers Offering Transportation (TAC §809.20(f); CCS Guide B-704):**

Payment for providers that offer transportation will be paid up to the maximum provider payment rate as long as the combined total of the provider's published rate and the transportation rate do not exceed the maximum payment rate established in B-702 and B-703.

➤ **Direct Referrals to Recognized Partnerships (TAC §809.22; CCS Guide D-1007):**

The PWDB supports direct referrals from recognized partnerships between a child care provider and the following: a public-school prekindergarten provider; a local education agency, or a Head Start or Early Head Start program.

WSP will implement procedures supporting direct referrals from recognized partnerships, ensuring that it exempts children who were directly referred from a recognized partnership from any waiting list and that priority of service is applied to the pool of direct partnership referrals if funding is limited or if the number of direct referrals exceeds the number of available subsidized slots at a partnership site.

➤ **Parent Rights –Transfers (TAC §809.71(3); CCS Guide E-101):**

The PWDB does not place a limit on the number or frequency of transfers of a child from one Child Care Provider to another.

WSP will ensure that parents receive information regarding transferring children from one provider to another, which must not be permitted until the start of the second pay period following a parent's request, except in cases:

- In which the provider is subject to a Child Care Regulation (CCR) action, as described in TAC §809.94 and CCS Guide F-400, as updated;
- When the transfer is authorized by Child Protective Services (CPS) for a child in protective services; or
- On a case-by-case basis determined by the PWDB. For consideration, by the PWDB, of this exemption, WSP will implement the Operational Procedure for WSP staff to submit a request and documentation to the Board through the panhandletwist@theprpc.org email.

➤ **Difference Between Provider Published Rate and Board Payment Rate (TAC §809.92(d); CCS Guide F-204(a)):**

Child Care Services Providers are not allowed to charge parents eligible for Child Care Services the difference between the provider's published rate and the amount of the PWDB's Payment Rate (including the assessed PSoC).

RESCISSION: PWDB Chapter 3 Child Care Services, Policy CC 3.1 Child Care Services, Effective 12-11-2024.



ITEM 13

Membership List

**PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB)
CHILD CARE ADVISORY COMMITTEE MEMBERSHIP
JULY 1, 2025 – JUNE 30, 2026**

**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/Director
Nikkies Care Club LCCH
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

(VACANT)

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

* Chairman

** Vice-Chairman

**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
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CHILD CARE STAKEHOLDER

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Faculty/Program Coordinator
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CHILD CARE STAKEHOLDER

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