

**WORKFORCE SOLUTIONS NORTHEAST TEXAS
BOARD AGENDA**

**Place: Region 8 Education Service Center
4845 US Hwy 271 N
Pittsburg, TX 75686
Date: January 28, 2026
Time: 10:00 a.m.**

**ZOOM
Join Zoom Meeting
[https://netxworks-
org.zoom.us/j/94615411133?pwd=uq3BtYgjuo53goEymkUdkMb4bV4a9i.1](https://netxworks-org.zoom.us/j/94615411133?pwd=uq3BtYgjuo53goEymkUdkMb4bV4a9i.1)**

**Meeting ID: 946 1541 1133
Passcode: 931332**

Toll-Free Numbers:

[833 548 0276](tel:8335480276)
[833 548 0282](tel:8335480282)
[833 928 4608](tel:8339284608)
[833 928 4609](tel:8339284609)
[833 928 4610](tel:8339284610)
[877 853 5257](tel:8778535257)
[888 475 4499](tel:8884754499)

- 1.** Call To Order
- 2.** Determination of Quorum
- 3.** Mission Statement

Workforce Solutions Northeast Texas’ mission is to be a “driving” force in the area to provide employers with workforce support for the economic benefit of the communities we serve.
- 4.** Declaration of Conflict of Interest
- 5.** Reminder of Texas Government Code Chapter 551 regarding open meetings that if a member of the public or of the Board inquires about a subject that is not on the agenda, and for which notice has not been given as required, any discussion of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.
- 6.** Introductions of Board members, staff, and visitors.
- 7.** Comments from Visitors (limit 5 minutes, visitors must register prior to Board meeting)

Workforce Solutions Northeast Texas Board may discuss, deliberate, and take all appropriate action on any matter listed on this agenda and may convene into closed executive session in accordance with the Texas Open Meetings Act to discuss matters related to personnel, consultation with an attorney, acquisition of real property, security personnel or devices, gifts or donations, potential test items, or economic development issues and have action taken in an open meeting. The Executive Committee may convene after the Board meeting to discuss, deliberate and take all appropriate action on any matter listed on this agenda.

Workforce Solutions Northeast Texas is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities. Relay Texas TDD: 800-735-2989.

WORKFORCE SOLUTIONS NORTHEAST TEXAS BOARD AGENDA

- Joe Esparza, Texas Workforce Commission Chairman and Commissioner Representing Employers
- 8.** Consider approval of Board Minutes of October 22, 2025.*
- 9.** Approval of items on the Consent Agenda*
- Conducting Board Meetings
 - Compliance with Open Meetings Act
 - Migrant Seasonal Farmworker Program
- 10.** Announcement of Board By-Laws update and possible approval during April Board meeting (Derald Bulls)
- A proposed amendment to the North East Texas Workforce Development Board By-Laws will be provided at the April Board meeting. Information regarding the amendment will also be emailed to all members prior to the April meeting. Amendments to the by-laws require a 2/3 vote of certified members of the Board, and concurrence by a majority of the workforce development area Chief Elected Officials.
- 11.** Consider Reports From:
- A.** Executive Committee Chairman’s Report (Diane Stegall)
- Discussion and recommendation regarding action taken, if any, during the closed executive session regarding the performance evaluation of the Executive Director.
- B.** Internal Affairs Committee Chairman’s Report (Amado Azua)
- Discussion, consideration and action regarding the monthly financial reports.*
 - Discussion, consideration and action regarding the amended budget for Fiscal Year 2026.*
 - Discussion, consideration, and action regarding weekly work search requirements for Unemployment Insurance recipients.*
 - Discussion, consideration and action regarding the following revised policies:*
 - Asset Management
 - Competitive Proposal Purchases
 - Micro and Small Purchases
- Discussion regarding internal and/or external monitoring reports:
 - Semi-Annual Fiscal Monitoring report covering the period April 1, 2025 through September 30, 2025*
 - Semi-Annual Program Monitoring report covering the period April 1, 2025 through September 30, 2025*
 - Report from the Child Care Committee
 - FY2026 Performance – November 2025*
- C.** External Affairs Committee Chairman’s Report (Adam Routon)
- Update on current initiatives, projects, and events
 - Local Area Unemployment Statistics*

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- 12.** Report and update by the Executive Director and/or staff regarding administrative matters, including internal policies and procedures, customer service issues, status of project assignments, organizational matters, and responsibilities of the Board's departments.
 - Texas Workforce Commission Monitoring
 - Child Care Activity
 - WIOA and Child Care Funding
 - Visit from TWC Commissioner Representing the Public, Brent Connett
 - Annual Report
 - February Board Meeting

- 13.** Consider Discussion of Future Agenda Items

- 14.** Announcements

- 15.** Comments from Chief Elected Officials

- 16.** Adjourn

*Board Member Directory

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Workforce Solutions Northeast Texas
Full Board Meeting Minutes

Ledwell
3302 Waco Street
Texarkana, Texas
& ZOOM
October 22, 2025
Time: 10:30 AM

Item 1. Call to Order/Roll Call

Mr. Amado Azua, Workforce Solutions Northeast Texas Board Vice Chair, called the meeting to order at 10:34 a.m.

Item 2. Determination of Quorum

A quorum was present.

Item 3. Mission Statement

Mr. Azua read the official mission statement of Workforce Solutions Northeast Texas:

Workforce Solutions Northeast Texas strives to be a driving force in the area to provide employers with workforce support for the economic benefit of the communities we serve.

Item 4. Comments from Host

Mr. Azua welcomed board members and guests to Ledwell and provided an overview of the company's history and operations. Ledwell was founded in 1946 by a World War II veteran and has since evolved from dairy and lumber distribution into a custom trailer and equipment manufacturing company. The company operates on approximately 85 acres, employs nearly 600 workers, and produces about 85 percent of its manufacturing materials in-house. Ledwell distributes its products both nationwide and internationally, including to Australia, and is recognized as the third-oldest Bobcat dealer in the United States. Ledwell will celebrate its 80th anniversary in 2026.

Board Staff expressed appreciation to Ledwell for hosting the meeting and highlighted the company's strong engagement with workforce development, education partners, and youth initiatives.

Item 5. Declaration of conflict of interest

No conflicts of interest were reported.

Item 6. Reminder of Texas Government Code Chapter 551 regarding open meetings that if a member of the public or of the Board inquires about a subject that is not on the agenda, and for which notice has not been given as required, any discussion of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.

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Mr. Azua reminded the Full Board that discussions must remain within the posted agenda in accordance with Texas Government Code §551. Any additional topics must be added to a future agenda for formal discussion.

Item 7. Comments from visitors

None.

Item 8. Welcome new Board Members

Mr. Azua formally welcomed new board member:

- **Ms. Kippie Hartcraft** – Adult Education representative, Texarkana College
Ms. Hartcraft expressed enthusiasm for serving adult learners pursuing GEDs and post-secondary credentials.

- **Mr. Zack Willhite** – Private Sector representative for Lamar County, Oncor Electric
Mr. Willhite discussed his 20-year tenure with Oncor Electric and his role in maintenance, construction, and workforce recruitment.

- **Mr. Brandon Washington** – Post-Secondary Education representative, Texarkana College
Mr. Washington shared his background in K-12 and higher education, his roots in the region, and his commitment to workforce and economic development.

Item 9. Consider approval of Board Minutes of August 27, 2025.

Mr. Derald Bulls made a motion to approve the August 27, 2025 full board meeting minutes as presented. Mr. Brian Crump seconded the motion. All were in favor. None opposed. Motion carried.

Item 10. Approval of items on the Consent Agenda.

- State Data Validation Requirements
- Jobs for Veterans State Grants (JVSG) Reforms and Responsibilities of Workforce Solutions Office Staff Serving Veterans
- Recissions
 - Metrix Learning Services

Mr. Crump made a motion to approve the items on the Consent Agenda. Ms. Miranda Johnson seconded the motion. All were in favor. None opposed. Motion carried.

Item 11. Consider Reports From:

A. Executive Committee Chairman's Report

The Executive Committee met on October 7, 2025 and discussed the following:

- **Chair of the External Affairs Committee**
Mr. Adam Routon was appointed as Chair of the External Affairs committee with Dr. Kevin Rose continuing to serve as a member of the committee.
- **New Board Member committee assignments**

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Full Board Meeting Minutes

Ms. Hartcraft and Mr. Brandon Washington were assigned to serve on the External Affairs committee and Mr. Wilhite was assigned to serve on the Internal Affairs committee.

B. Internal Affairs Committee Chairman's Report

Mr. Azua reported that the Internal Affairs Committee met by ZOOM on October 16th and discussed the following:

• **Discussion, consideration and action regarding the monthly financial reports**

Ms. KiAnn Richardson, Director of Finance & Innovation, reported that as of August 31, 2025, the Board expenditures were \$56,530 under budget, and the fiscal year is projected to close on September 30 at \$79,940 under budget. Notable budget variances included:

- Personnel - \$27,290 under budget due to staffing changes
- Facilities - \$4,908 over budget related to the office relocation
- Information Technology (IT) - \$10,675 due to cost miscalculations
- Dues, Fees, & Subscriptions - \$7,622 under budget due to reduced expenses
- Travel – Board Staff - \$8,964 under budget due to reduced expenses
- Contracted Services - \$13,928 under budget due to HR consulting costs being deferred to fiscal year 2026.

Ms. Tammy Miller made a motion to approve the August and September 2025 monthly financial report. Ms. Kimberly Miller seconded the motion. All were in favor. None opposed. Motion carried.

• **Discussion, consideration, and action regarding FY26 Information Security Strategic Plan**

The FY2026 Information Security Strategic Plan is required under the Agency Board Agreement with the Texas Workforce Commission (TWC) and was developed by staff in collaboration with IT leadership. The plan establishes the agency's cybersecurity priorities and outlines procedures for an annual review.

Mr. Bulls made a motion to approve the FY2026 Information Security Strategic Plan as written. Mr. Washington seconded the motion. All were in favor. None opposed. Motion carried.

• **Discussion, consideration, and action regarding two revised policies**

○ **Board Owned Vehicle Use**

An update was provided on the Board-Owned Vehicle Policy, noting that oversight of the board-owned van has been transferred from the Child Care department to the IT department. The vehicle will now be used primarily for transporting IT equipment.

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Mr. Crump made a motion to approve the revisions made to the Board-Owned Vehicle Use policy. Mr. Martin Godwin seconded the motion. All were in favor. None opposed. Motion carried.

○ **Furlough**

An update was provided on the Furlough Policy, which was revised to clarify the distinction between administrative furloughs, which require approval from the Executive Committee, and shutdown furloughs that occur as a result of federal funding lapses.

Mr. Bulls made a motion to approve the revisions made to the Furlough policy. Ms. Susan Sanchez seconded the motion. All were in favor. None opposed. Motion carried.

● **Discussion, consideration, and action regarding the Semi-Annual Fiscal Monitoring report covering the period October 1, 2024 through March 31, 2025**

The Semi-Annual Fiscal Monitoring Report, conducted by Diaz, Smith, and Associates, covering the period from October 1, 2024 through March 31, 2025, was presented to the board. The report noted that there were no findings or observations.

● **Report from the Child Care Committee**

Ms. Carolyn Griffin reported that the Child Care Committee met on October 9, 2025. During the meeting, the committee discussed mentor program updates and the completion of assessments, parent engagement challenges and potential strategies, and child care funding priorities for FY25 and FY26. Additional discussion items included safety concerns related to playground shade structures, access issues with the TX3/KinderConnect system, upcoming regulatory changes effective September 1, 2025, and statewide advocacy efforts through the Texas Licensed Child Care Association (TLCCA). A financial overview was also provided, noting the FY26 Direct Care budget of \$12.3 million, a daily enrollment target of 1,843 children, and an FY26 Quality budget of \$814,000.

● **Report on external and internal monitoring and contract performance measures**

○ **FY2025 Performance – August 2025**

Workforce Solutions Northeast Texas ranks among the top performing workforce boards statewide. Temporary issues with certain performance measures were attributed to inconsistencies in state data, and staff is coordinating with TWC to resolve the discrepancies.

C. External Affairs Committee Chairman's Report

Ms. April Corbit, Project/External Relations Manager for Workforce Solutions Northeast Texas, reported that the External Affairs Committee met by teleconference on August 20th with five members present and discussed the following:

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- **Update on current initiatives, projects, and events**

- **Youth Events**

An update was provided on the Students Preparing for Adult Readiness and Knowledge (SPARK) and Financial Literacy for Youth (FLY) events. The SPARK event was held September 16–17 at Texas A&M University–Texarkana and was attended by more than 500 students. Activities included campus tours, financial simulations, and employer engagement opportunities. The event received positive feedback and will continue to be held annually in Texarkana.

Upcoming FLY events are planned for Mount Pleasant and Paris in February 2026; however, recent legislative changes limiting off-campus activities may affect attendance. To address this, staff is exploring smaller, school-based mini-FLY sessions to maintain participation while continuing employer involvement, with employer “speedy roundtables” remaining a key component of the program.

- **Hiring Red, White, and You! Statewide Hiring Fair**

The Hiring Red, White, and You! Statewide Hiring Fair, is scheduled for November 6 from 10:00 a.m. to 2:00 p.m. at the Texarkana Convention Center, with the first hour reserved for veterans and their families. More than 30 employers are currently registered, with typical participation ranging from 60 to 80 employers. The event is being promoted through social media, digital billboards, mass text messages, and other outreach efforts. Board members are encouraged to share the event on social media to help increase awareness and attendance.

- **Workforce Readiness Training for Career and Technical Education (CTE)**

- **Students Grant**

An application was submitted to the Texas Workforce Commission for a career and technical education (CTE)–focused grant. The proposed program includes seven monthly modules and a capstone project, through which students will earn a workforce readiness credential. The curriculum will be aligned with Texas Essential Knowledge and Skills (TEKS) standards and developed in collaboration with local employers, school districts, and Region 8 Education Service Center. The grant offers the potential for two years of funding, with plans for sustainability through district-led continuation after the grant period concludes.

- **Texas Education Agency (TEA) Regional Convener Grant**

- - Student and Teacher Externships

A total of 10 externships are available for teachers, with each teacher able to include up to six students. Teachers will receive \$400 per participating student, and students will receive \$300. The externships will take place between December 2025 and April 2026 and may be completed during school breaks. New applications are scheduled to open in early November, with Region 8 Education Service Center (ESC) assisting with outreach efforts.

- - Apprenticeship Conference

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The Apprenticeship Conference held in Dallas, Texas, was attended by Workforce Solutions staff and Paris Junior College representative Dr. Michael Erny. The conference focused on expanding apprenticeship opportunities, including programs for educators and nurses, and participants reported improved outcomes related to strategic planning as a result of attending.

Partners for Reentry Opportunities in Workforce Development Grant

The PROWD grant is in its second year of a four-year federal reentry initiative running through 2027 and focuses on serving inmates at the Federal Correctional Institution (FCI) in Texarkana. Services include résumé workshops, job-readiness training, and reentry planning. Staff developed a new workshop curriculum using images from Indeed job postings, including captions and instructions on how to search, filter, and apply for jobs; this presentation was delivered to 50 inmates.

Mr. Kerry Pickett, Career Planner, also conducted a Fidelity Bonding and Work Opportunity Tax Credit (WOTC) workshop for 70 inmates. In addition, he attended the Texarkana College Resource Fair, where he identified new second-chance employers and secured donations from Mary's Closet and The Warehouse to support furloughed inmates attending the fair. Mr. Pickett has also been in discussions with Texarkana College regarding the potential offering of a Work Readiness training to complement the new welding and electrical programs at FCI Texarkana.

• **Local Area Unemployment Statistics**

Mr. Jeff Clapp, Business Intelligence Manager for Workforce Solutions Northeast Texas, reported that as of August 2025, there has been a slight increase in unemployment, which is consistent with state and national trends. Labor force participation has also increased, and seasonal hiring is expected to help offset the rise in unemployment.

Item 12. Report and update by the Executive Director and/or staff regarding administrative matters, including internal policies and procedures, customer service issues, status of project assignments, organizational matters, and responsibilities of the Board's departments.

Mr. Bart Spivey, Executive Director for Workforce Solutions Northeast Texas, reported on the following items:

• **Government Shutdown**

Operations are continuing using previously awarded funds. TWC estimates that funding would remain available for approximately four to six weeks if the shutdown persists, with potential service interruptions possible should the shutdown extend into late November.

• **Texas Workforce Commission – Leadership Changes**

Mr. Joe Esparza was appointed as Chairman and Mr. Brent Connett was appointed as Commissioner representing the Public. Additionally, Executive Director Ed Serna resigned and Mr. Randy Townsend was named Interim Executive Director. Mr. Townsend does not

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intend to seek the position permanently and will serve in the interim role until the position is filled.

- **Board Member Survey**

Feedback indicated a desire for more employer and industry insight, clearer explanations of performance measures, and improved onboarding and reference materials for board members. In response, staff is developing enhanced resources to better support the board.

A newsletter has been launched and is currently distributed to approximately 120 recipients. Plans are in place to expand the subscription list.

- **Annual Awards Luncheon**

The Annual Awards Luncheon is scheduled for January 28 at Region 8 Education Service Center and will feature a new format emphasizing customer and partner recognition. Chairman Joe Esparza is expected to attend. Sponsorship outreach will be conducted in advance of the event.

Item 11. Consider Discussion of Future Agenda Items

None.

Item 12. Announcements

The TWC Annual Conference will be held December 3–5, 2025, in Corpus Christi. Three slots are available for board members to attend. Reimbursement will cover travel costs equivalent to driving, and airfare will only be reimbursed if it is less expensive than driving or if the member covers the difference. Board members interested in attending should notify Ms. April Corbit, Project/External Relations & Human Resources Manager.

Item 13. Consider Discussion of Future Agenda Items

None.

Item 14. Announcements

Mr. Washington announced a tentative visit to Texarkana College by Commissioner Connett on November 13 related to the Skills Development Fund (SDF) grant, pending final confirmation.

Everyone welcome to tour Ledwell immediately following the board meeting.

Item 15. Comments from Chief Elected Officials

None.

Item 16. Adjourn

Mr. Azua adjourned the Full Board meeting at 11:28 a.m.

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Attended

Amado Azua
Derald Bulls
Brian Crump
Jonathan Diggs
Donna Dounley
Megan Eller
Martin Godwin
Carrolyn Griffin
Kippie Hartcraft
Miranda Johnson
Tammy Miller
Susan Sanchez
Joshua Stegall
Kimberly Ward
Brandon Washington
Zack Willhite

Board Staff

Bart Spivey, Executive Director
KiAnn Richardson, Director of Finance and
Innovation
April Corbit, Project/External Relations
Manager
Jeff Clapp, Business Intelligence Manager
Sharon Davis, Child Care Program Manager
Emily Newsome, Manager of Business and
Education Initiatives
Kelly Waddell, Senior Accountant

Absent

Tiffany Aguilar
Patty Boeckmann
Dr. Larry Dotin
Will Dyck
Brian Heavner
Jennifer Miano
Kim Miller
Dr. Kevin Rose
Adam Routon
Mark Stanley
Diane Stegall

Chief Elected Officials

Honorable Travis Ransom

Guests

Melissa Hines, Contractor
Deborah Brewer, Contractor
Chuck Vanderbilt



Policy Number	1.0.0107B.01
Effective Date	January 24, 2007
Revision Date	June 28, 2017
Distribution Date	July 2017

1 **TITLE:**
2 Conducting Board Meetings
3
4 **RESPONSIBLE STAFF:**
5 Executive Director
6
7 **DEFINITIONS:**
8 **Board Meeting** – An official gathering meeting to conduct business with a quorum of Workforce
9 Solutions Northeast Texas Board members.
10
11 **Conflict of Interest** – A circumstance in which a Board Member, Board employee, Contracted
12 Service Provider, or its employee is in a decision-making position and has a direct or indirect
13 interest, particularly a financial interest, that influences the individual’s ability to perform job
14 duties and fulfill responsibilities.
15
16 **Quorum** - Not less than thirteen-fourteen (14~~3~~) voting members, simple majority, in good
17 standing.
18
19 **Robert’s Rules of Order** – A book on parliamentary authority that contains rules of order
20 intended to be adopted for use by deliberative assemblies.
21
22 **POLICY STATEMENT:**
23 Board meetings will be conducted in accordance with the ~~Second Edition~~ most current edition of
24 Robert’s Rules of Order, Simplified and Applied.
25
26 Board meetings will enforce the will of the majority while protecting the rights of all members.
27
28 **POLICY REQUIREMENTS:**
29 All meetings are to be called to order by the Chair, Vice-Chair, or the designee, in
30 accordance with the bylaws of the Board.
31
32 In order to transact business a quorum of the board must be present during the time business is
33 being conducted.
34
35 The Board Chair is responsible for:
36 • Following the order of the agenda in an effective, time-efficient and purposeful, fashion.
37 • Ensuring Board members refrain from discussing any topic not on the posted agenda
38 • Maintaining order during discussions
39
40 Motions and Voting

41 The presiding officer may not make or second a motion, but may enter into the general
42 discussion of the Board.

43
44 The presiding officer votes only to break a tie vote or when a vote is taken by ballot.

45
46 In taking action on any agenda item, a motion must be made, seconded, and repeated by the
47 presiding officer prior to discussion. The maker of the motion has the first right to speak to the
48 motion.

49
50 A motion to reconsider any action that has been taken requires a second and a majority vote.

51
52 The presiding officer should announce all votes and explain what the vote does.

53
54 Conflicts of Interest must be acknowledged by the affected Board member prior to discussion.
55 Board members with conflict of interests will refrain from entering into the discussion and
56 abstain from voting on the subject.

57
58 To address the Board, the public must register at the meeting and identify the topic of which
59 they will be speaking. If written material is to be handed out, the speaker must supply a
60 minimum of twenty-~~seven~~five (27~~5~~) copies of the material.

61
62 The public will be allowed to address the Board up to five (5) minutes during the public
63 comment portion of the meeting.

64
65 **REASONS FOR POLICY:**

66 The policy sets forth the parameters by which Workforce Solutions Northeast Texas will
67 conduct its meetings.

68
69 **RELATED POLICY INFORMATION:**

70 Texas Administration Code (TAC) 801.13
71 Robert's Rules of Order, Simplified and Applied, ~~Second~~most current Edition

72
73 **EXCLUSIONS:**

74 None

75
76 **CONTACTS:**

77 Executive Director

78
79 **ATTACHMENTS:**

80
81 **DISTRIBUTION:**

82
83 X Board x Board Staff x Contracted Staff

84
85
86 _____
87 **Signature on File**

88 _____
Date

89 _____ **Signature on File** _____
90 **Reviewed by Executive Director**
91

_____ **Date**



Policy Number	1.0.0204B.02
Effective Date	February 4, 2004
Revision Date	February 21, 2006; June 27, 2018
Distribution Date	

1 **TITLE:**
2 Compliance with Open Meetings Act (OMA)

3
4 **RESPONSIBLE STAFF:**
5 ~~Board Relations Coordinator & Public Information Officer~~ Project/External Relations Manager

6
7 **DEFINITIONS:**

8 **Deliberation** - A verbal exchange during a meeting between a quorum of the board.

9
10 **Closed Executive Session** - A meeting or portion of a meeting closed to the public to which
11 the public does not have access.

12
13 **Meeting** - A deliberation between a quorum of the board.

14
15 **Open Meeting** - A meeting open to the public and properly posted in accordance with the OMA.

16
17 **Quorum** - ~~The presence of a~~ majority of the Board's voting membership.

18
19 **POLICY STATEMENT:**

20 Workforce Solutions Northeast Texas will comply with all requirements of the Texas Open
21 Meeting Act (OMA)

22
23 **POLICY REQUIREMENTS:**

24 The OMA applies when a quorum of the Board deliberates public business, whether in person
25 or through electronic means is present and discusses public business. The OMA does not apply
26 to social gatherings, conferences, training, or committee meetings where no formal actions are
27 taken.

28
29 All Board Members are required to complete training under the Open Meetings Act within ninety
30 (90) days of their appointment. The training must include information regarding:

- 31 • The general background of the legal requirements for open meetings;
- 32 • The applicability of the Open Meetings Act to governmental bodies;
- 33 • Procedures and requirements regarding quorums, notice, and recordkeeping under the
34 Act;
- 35 • Procedures and requirements for holding an open meeting and for holding a closed
36 meeting under the Act; and
- 37 • Penalties and other consequences for failure to comply with the Act.

38 The Office of Attorney General's training video includes information on each of these elements
39 and satisfies the requirements. A copy of the completion certificate will need to be sent to the
40 Board Project/External Relations Coordinator-Manager for filing.

41
42 Posting

43 Any meeting in which Board staff provides a briefing to a quorum of the Board will be posted as
44 an open meeting and held in open session.

45
46 The notice for any open meeting will be posted at a place convenient readily accessible to the
47 public at least ~~72 hours~~three business days, preceding before the scheduled meeting. The
48 notice may be posted on the internet, but also must be posted in a physical location that is
49 readily accessible to the general public during normal business hours. Notices for emergency
50 meetings will be posted ~~not less than two hours~~at least one hour preceding the meeting and
51 must include a reason for calling the emergency meeting.

52
53 Posted notices of meetings will contain the date, hour, place and a description of each subject
54 to be discussed at the meeting.

55
56 For meetings subject to the OMA where the Board's budget will be discussed or adopted, the
57 meeting notice will include:
58 a physical copy of the proposed budget; or
59 a digital copy that is clearly accessible on the home page of the Board's website.

60
61 Items to be discussed in closed session are not required to be posted on the agenda.
62 If an un-posted issue is raised at an open meeting, the Chair, or other person presiding over the
63 meeting, will refer the person to visit with Board staff about the issue and offer to place the item
64 on the next agenda.

65
66 The Board may adjourn an open meeting and convene at a later time without re-posting if such
67 an action is necessary and is done in good faith. The time of the continuation of the meeting
68 will be announced at adjournment of the posted meeting, will re-convene within 24 hours of
69 adjournment, and will be held at the same location as the original meeting.

70
71 Teleconference

72 ~~The Board may hold an emergency meeting by teleconference if an emergency or public~~
73 ~~necessity exists, and it is difficult or impossible to convene a quorum at one location. When~~
74 ~~holding such a meeting, these requirements must be met:~~

- 75 ~~• Meeting will be posted and open to the public in the same manner as a regular meeting~~
- 76 ~~• Meeting will be held in the same place as they are regularly held~~
- 77 ~~• Identity of each speaker will be clearly stated prior to that person speaking~~
- 78 ~~• The meeting will accommodate two-way communication throughout the entire meeting~~
- 79 ~~• All portions of the meeting will be audible to the public, including the entire conference~~
80 ~~call~~

- ~~• The meeting will be recorded and a copy of the recording will be made available to the public~~

~~If a quorum of the governmental body convenes at the meeting location, absent members will not be allowed to participate from other locations by telephone conference call.~~

Video Conferencing

The Board may hold an open meeting or closed meeting by video conference call if the presiding officer of a quorum of the Board, or designee, is physically present at one location for the meeting. Notice of a video conference meeting will specify the location where ~~a quorum~~ the presiding officer of the Board, or designee, will be physically present and will be located within ~~a reasonable distance of~~ the nine-county area. The meeting will have an audio recording made available to the public along with a visible and voice audible two-way communication with the other locations. The entire meeting will be recorded and will be made available to the public.

Minutes

The Board will keep minutes and ensure the minutes state the subject of each deliberation and indicate every action that is taken.

Closed Executive Sessions

The rules for posting executive session items are the same as the general rules for posting items considered in open session. In order to go into executive session, the Board will convene in a properly posted open session. During that session the presiding officer will announce that a closed meeting will be held and identify the section or sections of the OMA which authorize such a closed meeting. The presiding officer will announce the date and time the session started at the beginning of the meeting and at the end of the meeting. Any action or vote on an agenda item may only be taken during an open session.

The Board may only hold an executive session for one or more of the following reasons:

- *Consideration of Personnel Matters*-The Board may meet in executive session for consideration of personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a Board member or employee. The Board may also meet in executive session to hear a complaint or charge against a Board member or employee.

The Board is not allowed to meet in executive session about a Board member or employee if the subject of the deliberation requests that the item be heard in an open session. Neither advisory committee members nor the hiring of independent contractors may be discussed in closed executive sessions.

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- *Certain Consultations with an Attorney*-The Board may meet in executive session to receive legal advice about pending or contemplated litigation, settlement offers, or to receive legal advice on any matter.

The Board may meet in closed executive session to receive legal advice regarding a proposed contract, but may not discuss the merits of a proposed contract, financial considerations, or other non-legal matters related to the contract while in executive session.

- *Discussions About the Value or Transfer of Real Property*-The Board may meet in executive session to discuss the purchase, exchange, lease, or value of real estate but only if the if an open meeting would have a detrimental effect on the ability of the Board to negotiate with a third party.

- *Discussions about CyberSecurity Personnel or Devices Measure, Policy or Contract*-The Board may meet in executive session to discuss security personnel or devices, cybersecurity measure, policy, or contract solely intended to protect critical infrastructure facility.

- *Discussions about Prospective Gift or Donation to the Board*-The Board may meet in executive session to discuss the negotiations for a contract for a prospective gift or donation. Such a contract must relate to a gift to be given to the Board. The Board may only meet in closed executive session for this purpose if the Board’s negotiating position with a third person would be negatively affected if the Board discussed the contract in open session.

- *Discussion of Certain Economic Development Matters*-The Board may meet in closed executive session to discuss commercial or financial information the Board has received from certain business prospects. The business prospect must be one that local authorities are negotiating with for economic development purposes to locate, stay, or expand in or near a location within the Workforce Development Area. The Board may hold a closed executive session to discuss a potential offer of incentives to the business prospect.

The Board has discretion to determine who may attend closed executive sessions and may decide not to admit parties who are adversaries or whose presence would otherwise prevent privileged communications from taking place.

The Board must produce a “certified agenda” of every closed executive session, unless the closed session is being held under the exception for consultation with an attorney. The Board may stop taking notes during the portion of a closed meeting that involves consultations with an attorney. The certified agenda:

- Must state the subject matter of each deliberation

- ~~Summarize what was discussed on each topic~~ Include a record of any further action taken
- Include an announcement by the presiding officer of the date and time the closed executive session began and ended.
- Must include certification by the presiding officer that the agenda is a true and correct records of the proceedings.

A certified agenda may only be disclosed to a member of the public under a court order- and must be preserved for a period of two years after the date of the closed executive session or until any legal action brought within this time period is finished.

Emergency Meetings

An emergency meeting of the Board may only be called if immediate action is required because of an imminent threat to public health and safety or because of a reasonably unforeseeable situation. A situation is not “unforeseeable” if the Board knew about or should have known about the situation prior to a deadline.

The notice must be posted at least twoone hours before the meeting. Notice of an emergency meeting must include the date/time/location and clearly identify the emergency ~~and the reason for the emergency must be posted in the notice.~~ Non-emergency items may not be added to the agenda for the emergency meeting. The meeting can occur by teleconference if convening a quorum is difficult. The public must still be able to attend at the normal meeting location.

Invalidation of Meetings Not in Compliance with the Open Meetings Act

Actions that violate the OMA may only be invalidated by a court of law. Any actions taken in good faith by the Board in regular meetings, emergency meetings, committee meetings, or in closed executive sessions will be considered to be valid unless and until such actions are invalidated by a court of law.

REASON FOR POLICY:

To provide guidance to the Board regarding compliance with the Texas Open Meetings Act.

RELATED POLICY INFORMATION:

Texas Government Code Section 551.001 (4) (Vernon Supp. 2001), Section 551.005, Section 551.050 (Vernon 1994), Section 551.043 (Vernon 1994) and 551.041 (Vernon 1994); Attorney General Opinion Nos. H-3 (1974), JC-0060 (1999), JC-0160 (1999), JC-0313 (2000), JM-1072 (1989), LO 93-55 (1993), LO 96-113 (1996), DM-7 (9191), JC-0327 (2001), JM-595 (1986), ORD-605 (1992), ORD-485 (1987); 22 S.W.3d 351, 366-67 (Tex. 2000), Texas Workforce Commission Workforce Development Letter 80-05 (Change 1)

[Texas Workforce Commission Workforce Development Letter 12-25](#)

The Office of the Attorney General of Texas Open Meetings Handbook **2018**

Texas Government Code 551.127

208 **EXCLUSIONS:**

209 None

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211 **CONTACTS:**

212 ~~Board Relations Coordinator & Public Information Officer~~ Project/External Relations Manager

213

214 **ATTACHMENTS:**

215

216 [Click Here](#) to read the Texas Open Meetings Act ~~2018~~

217

218 **DISTRIBUTION**

219

220 X Board X Board Staff Contracted Staff

221

222

223 _____ **Signature on File** _____

224 **Reviewed by EEO Officer**

225

226

227

228

229 _____ **Signature on File** _____

230 **Reviewed by Executive Director**

_____ **Date** _____

_____ **Date** _____



Policy Number	2.2.0411A.02
Effective Date	April 27, 2011
Revision Date	April 22, 2015; January 25, 2017
Distribution Date	

1 **TITLE:**
2 Migrant and Seasonal ~~Farm Worker~~Farmworker Program: Service Delivery, Outreach,
3 and Reporting
4

5 **RESPONSIBLE STAFF:**
6 Project Manager
7

8 **DEFINITIONS:**

9 **Seasonal Farmworker:** ~~A person who during the preceding 12 months worked at least an~~
10 ~~Aggregate of 25 or more days or parts of days in which some work was performed in farm work~~
11 ~~and was not employed in farm work year round by the same employer. An individual employed,~~
12 ~~or previously employed within the past 12 months, in farmwork of a seasonal or temporary~~
13 ~~nature and who is not required to be absent overnight from their permanent place of residence.~~
14

15 **Seasonal Nature:** Farmwork performed on a seasonal basis typically involves employment that
16 pertains to or is exclusively performed during specific seasons or periods of the year. This work
17 may not be continuous or carried on throughout the year.
18

19 **Continuity of Employment:** Workers who move from one seasonal activity to another while
20 employed in farmwork are still considered to be employed on a seasonal basis, even if they
21 work during a significant portion of the year.
22

23 **Migrant Seasonal Farmworker (MSFW):** Seasonal farmworker who had to travel to ~~do farm~~
24 ~~work~~ jobsite so that he/she was and is unable to return to his/her permanent residence in the
25 same day. This includes full-time students.
26

27 **Migrant Food Processing Worker:** Person who during the preceding 12 months has worked
28 at least an aggregate of 25 or more days or parts of days in which some work was performed in
29 food processing (as classified in the 2002 North American Industry Classification System
30 (NAICS) definitions 3116, 311421, 311941, and 311411 for food processing establishments),
31 earned at least half of his/her income processing work and was not employed in the food
32 processing by the same employer, provided that the food processing required travel such that
33 the worker was unable to return to his/her permanent residence in the same day.
34

35 **POLICY STATEMENT:**

36 Services to ~~Migrant and Seasonal Farmworkers (MSFWs)~~MSFWs will be provided in
37 accordance with the Texas Workforce Commission Employment Service (ES) Guide and
38 Migrant Seasonal Farmworker Program Guide.
39

40 **Filing Complaints**

41 MSFW complaints will be documented using Form ETA 8429 or a written (letter or email)
42 complaint signed by the MSFW or their representative. When an MSFW submits an
43 employment-related complaint, the contracted service provider's Complaint System

Title of Policy: Migrant and Seasonal Farm Worker Program: Service Delivery, Outreach, and Reporting
Policy Number: 2.2.0411A.02

44 Representative will initiate efforts toward informal resolution within five (5) working days of
45 receiving the complaint. Regular contact with the MSFW regarding the status of the complaint
46 will be made and updates will be provided at least once every thirty (30) calendar days until the
47 complaint is fully resolved. All actions, including attempts at resolution, communications with
48 the complainant, and referrals to other services will be carried out and documented in
49 accordance with ES and MSFW guide.

50
51 **Serving MSFWs in the Workforce Solutions Office**

52 The contracted service provider and ES staff will deliver services to MSFWs fairly and without
53 discrimination. The full range of career and supportive services, benefits and protections, and
54 job and training referral services will be provided to MSFWs.

55
56 Contracted service provider and ES staff will:

- 57 • assist MSFW job seekers in finding employment, including promoting their familiarity
58 with TWC’s labor exchange system, WorkInTexas.com. Workforce Solutions Office staff
59 must ensure that job order information is prominently displayed and available to MSFWs
60 through every feasible method at each Workforce Solutions Office. Such information
61 must, at minimum, be made available through the state’s electronic labor exchange
62 system—WorkInTexas.com—and through the Workforce Solutions Office.
- 63 • assist employers in filling jobs;
- 64 • facilitate job matching between job seekers and employers;
- 65 • participate in clearing labor between states, including the use of a standardized
66 classification system;
- 67 • meet the work test requirements of the state unemployment compensations system;
- 68 • provide labor exchange services as identified in the ES Guide;
- 69 • provide MSFWs with a list of available career and supportive services in a language
70 understood by the MSFW; and
- 71 • refer and/or register MSFWs for services, as appropriate, if the MSFW is interested in
72 obtaining such services.

73
74 **MSFW Intake Activities**

75 Contracted service provider and ES staff must conduct intake activities with MSFWs, including:

- 76 • the identification of the customer as an MSFW at the point of registration and the
77 assurance that the identification is reflected under Farmworker Information on the
78 Personal Profile tab in WorkInTexas.com;
- 79 • an assessment of the immediate needs of the MSFW;
- 80 • the provision of an explanation of services; and
- 81 • the provision and referral of the MSFW to appropriate services as needed.

82
83 The contracted service provider must ensure each workforce solutions office is in compliance
84 with the requirements to provide language access and assistance to individuals with limited
85 English proficiency.

86
87
88 **POLICY REQUIREMENTS:**

89 The Contracted Service Provider will provide services in accordance with this policy.

90
91 **REASONS FOR POLICY:**

92 To establish guidelines for providing services pertaining to MSFWs.

Title of Policy: Migrant and Seasonal Farm Worker Program: Service Delivery, Outreach, and Reporting
Policy Number: 2.2.0411A.02

93
 94 **RELATED POLICY INFORMATION:**
 95 20 CFR Parts 651, 653, and 658
 96 20 CFR 653.107 Outreach
 97 U.S. Dept. of Labor, Employment & Training Administration Notices, *Federal Register*, Vol. 45,
 98 No. 113, published June 10, 1980
 99 Wagner-Peyser Act of 1933, as amended, 29 U.S.C. 49 et seq.
 100 Employment Service Guide,
 101 <http://www.twc.state.tx.us/boards/guides/esguide.pdf><https://www.twc.texas.gov/sites/default/files/wf/docs/employment-service-guide-twc.pdf>
 102 ~~Workforce Solutions Northeast Texas Policy, 2.2.1010A00, Dated May 13, 2015~~
 103 ~~Migrant and Seasonal Farmworker Program Guide – Texas Workforce Commission – April 15,~~
 104 ~~2025: [https://www.twc.texas.gov/sites/default/files/wf/docs/migrant-seasonal-farmworker-guide-](https://www.twc.texas.gov/sites/default/files/wf/docs/migrant-seasonal-farmworker-guide-twc.pdf)~~
 105 ~~[twc.pdf](https://www.twc.texas.gov/sites/default/files/wf/docs/migrant-seasonal-farmworker-guide-twc.pdf)~~
 106
 107
 108

109 **EXCLUSIONS:**
 110 None

111
 112 **CONTACTS:**
 113 Project Manager

114
 115 **ATTACHMENTS:**
 116 ~~None~~ [ETA Form 8429](#)

117
 118 **DISTRIBUTION:**

119
 120 Board x Board Staff x Contracted Service Provider

121
 122 _____
 123 **Reviewed by EEO Officer** **Date**

124
 125 _____
 126 **Reviewed by Executive Director** **Date**

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 128



For Official Use Only **Complaint/Apparent Violation Form¹**

Complaint/Apparent Violation No.		Date Received	
Part I. Contact Information²		Respondent's Information³	
1. Name of Complainant/(Last, First, Middle Initial) ⁴		4. Name of Person, Company, or Agency the Complaint is Made Against	
2a. Permanent Address (No., St., City, State, ZIP Code)		5. Name of Employer (if different from Part I #4 above) /One-Stop Office	
b. Temporary Address (if Appropriate)		6. Address of Employer/One-Stop Office	
3a. Permanent Telephone () -	b. Temporary Telephone () -	7. Telephone Number of Employer/One-Stop Office () -	
8a. Description of Complaint or Apparent Violation (If additional space is needed, use separate sheet(s) of paper and attach to this form)			

8b. I hereby give authorization to: _____ to act on my behalf regarding this complaint.
Phone #: _____ Address: _____

Certification I CERTIFY that the information furnished is true and accurately stated to the best of my knowledge. I AUTHORIZE the disclosure of this information to other enforcement agencies for the proper investigation of my complaint. I UNDERSTAND that my identity will be kept confidential to the maximum extent possible, consistent with applicable law and a fair determination of my complaint.

9. Signature of Complainant ⁵	10. Date Signed / /
--	------------------------

¹ For information regarding complaints that are covered through the Employment Service and Employment-Related Law Complaint System see 20 CFR 658 Subpart E.

² If the Complaint/Apparent Violation Form is used to submit an Apparent Violation, the name of the Complainant is not necessary and may remain anonymous. Parts 2a and 2b also do not need to be filled out if the form is used for an Apparent Violation.

³ For definition of "Respondent" see 20 CFR 651.10.

⁴ Pursuant to 658.400(d), "A complainant may designate an individual to act as his/her representative." If the complainant has a designated representative, the name and contact information of the designated representative must be provided in 8b.

⁵ No signature is required at Part 9 if this form is submitted as an Apparent Violation. If the form is submitted as a complaint and a designated

representative is acting on behalf of the complainant, the designated representative must sign here.

Part II. For Official Use Only

<p>1. Migrant or Seasonal Farmworker? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>2. Complaint or Apparent Violation Employment Service Related ("X" Appropriate Box(es)) <input type="checkbox"/> Complaint against the Employer <input type="checkbox"/> Apparent violation involving the Employer <input type="checkbox"/> Complaint against the Local Employment Service Office <input type="checkbox"/> Apparent violation involving the Employment Service Office</p> <p>2a. Job Order No, if available: _____</p> <p>3. Complaint or Apparent Violation Employment-Related Law: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>4. Issue(s) involved in Complaint or Apparent Violation ("X" Appropriate Box(es)):</p> <table style="width:100%; border: none;"> <tr> <td><input type="checkbox"/> Wage Related</td> <td><input type="checkbox"/> Housing</td> </tr> <tr> <td><input type="checkbox"/> Child Labor</td> <td><input type="checkbox"/> Pesticides</td> </tr> <tr> <td><input type="checkbox"/> Health/Safety</td> <td><input type="checkbox"/> Discrimination</td> </tr> <tr> <td><input type="checkbox"/> Transportation</td> <td><input type="checkbox"/> Trafficking</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Sexual harassment/coercion/assault</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (Specify) _____</td> </tr> </table>	<input type="checkbox"/> Wage Related	<input type="checkbox"/> Housing	<input type="checkbox"/> Child Labor	<input type="checkbox"/> Pesticides	<input type="checkbox"/> Health/Safety	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Transportation	<input type="checkbox"/> Trafficking	<input type="checkbox"/> Sexual harassment/coercion/assault		<input type="checkbox"/> Other (Specify) _____		<p>5. If employer is an H-2A/Criteria Employer, is the complainant a: ("X" Appropriate Box):</p> <input type="checkbox"/> U.S. Worker <input type="checkbox"/> H-2A Worker
<input type="checkbox"/> Wage Related	<input type="checkbox"/> Housing													
<input type="checkbox"/> Child Labor	<input type="checkbox"/> Pesticides													
<input type="checkbox"/> Health/Safety	<input type="checkbox"/> Discrimination													
<input type="checkbox"/> Transportation	<input type="checkbox"/> Trafficking													
<input type="checkbox"/> Sexual harassment/coercion/assault														
<input type="checkbox"/> Other (Specify) _____														

<p>6a. Referrals To Other Agencies ("X" Appropriate Box(es)) <input type="checkbox"/> WHD. U.S. DOL. <input type="checkbox"/> OSHA U.S. D.O.L. <input type="checkbox"/> EEOC <input type="checkbox"/> Other _____</p>	<p>7. Address of Referral Agency (No., St., City, State, ZIP Code and Telephone No.) _____ _____ () ____ - ____</p>
<p>6b. Next Follow-up Date if complainant is an MSFW ____ / ____ / ____</p>	

8. Actions Taken on Complaint/Apparent Violation (If additional space is needed for multiple actions taken, use a separate paper):

Action Taken By: _____ On: _____
 (First and Last Name) (Date)

Action Taken: _____

9. Complaint resolved at the local level Yes No If "No," explain* _____

10. Apparent violations resolved at the local level Yes No, If "No," explain* _____

11. Provided other American Job Center Services Yes No If "No," explain* _____

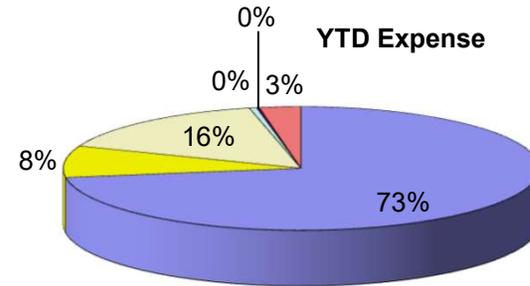
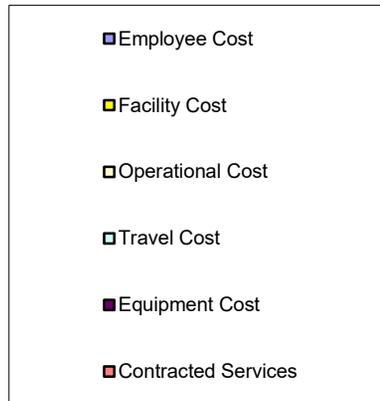
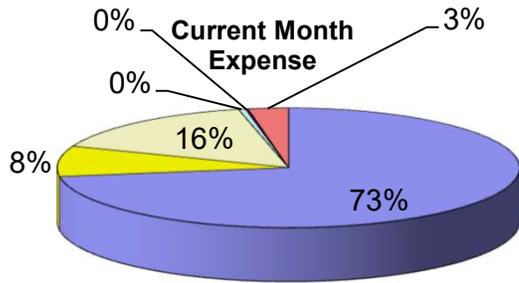
*If additional space is needed for explanations, use a separate paper.

12a. Name and Title of Person Receiving Complaint	12b. Office Address (No., St., City, State, ZIP Code)	
12c. Phone Number () ()	12d. Signature	12e. Date / /

Public Burden Statement
 Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. Obligation to reply is required to obtain or retain benefits (44 USC 5301). Public reporting burden for this collection is estimated to average 2 hours and 30 minutes per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Workforce Investment, Room C-4510, 200 Constitution Avenue, NW, Washington, DC 20210.

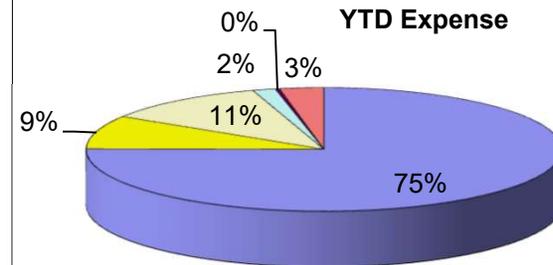
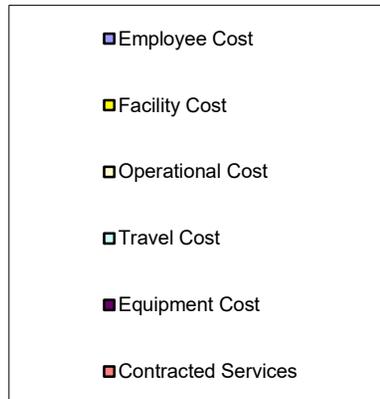
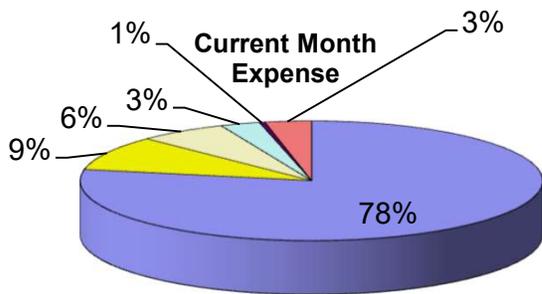
**Workforce Solutions Northeast Texas
Board Expenditures
For the Month Ending October 31, 2025**

Board Operating Costs	FY 2026 Budget	OCTOBER 2025			YTD 2026		
		Budget	Actual	Variance	Budget	Actual	Variance
Personnel	\$ 1,001,076	\$ 83,238	\$ 77,398	\$ 5,840	\$ 83,238	\$ 77,398	5,840
Facilities	78,767	6,564	6,719	(155)	6,564	6,719	(155)
Utilities	7,417	618	434	184	618	434	184
Telecommunications	11,580	965	846	119	965	846	119
Repairs & Maintenance	236	20	-	20	20	-	20
Janitorial/Lawn/Security	9,268	772	791	(19)	772	791	(19)
Insurance	23,950	7,250	10,229	(2,979)	7,250	10,229	(2,979)
Postage & Shipping	700	58	7	51	58	7	51
Advertising, Marketing & Promotions	500	42	-	42	42	-	42
Community Relations	1,000	83	-	83	83	-	83
Supplies	2,500	208	463	(255)	208	463	(255)
Information Technology	60,578	4,060	2,458	1,602	4,060	2,458	1,602
Board Member Expenses	11,830	403	-	403	403	-	403
Development & Training	13,950	1,162	-	1,162	1,162	-	1,162
Dues, Fees & Subscriptions	7,842	115	3,313	(3,198)	115	3,313	(3,198)
Printing & Reproduction	2,500	63	209	(146)	63	209	(146)
Travel - Board Staff	41,000	3,418	532	2,886	3,418	532	2,886
Equipment - Leased	2,160	180	187	(7)	180	187	(7)
Strategic Initiatives	20,000	1,667	-	1,667	1,667	-	1,667
Contracted Services	41,840	1,445	-	1,445	1,445	-	1,445
Audit & Legal Expense	37,088	3,090	3,000	90	3,090	3,000	90
Total Board Funding Available for FY2025	\$ 1,375,782	\$ 115,421	\$ 106,586	\$ 8,835	\$ 115,421	\$ 106,586	\$ 8,835



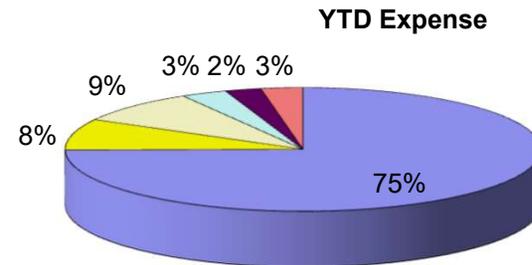
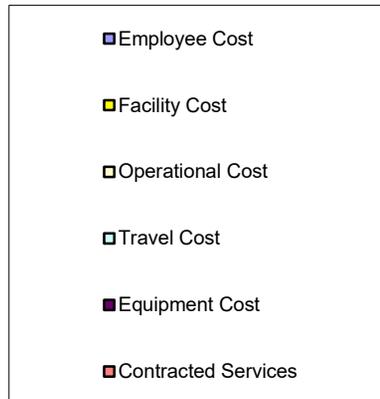
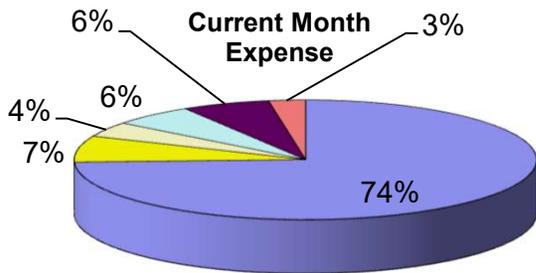
**Workforce Solutions Northeast Texas
Board Expenditures
For the Month Ending November 30, 2025**

Board Operating Costs	FY 2026 Budget	NOVEMBER 2025			YTD 2026		
		Budget	Actual	Variance	Budget	Actual	Variance
Personnel	\$ 1,001,076	\$ 74,250	\$ 72,227	\$ 2,023	\$ 157,489	\$ 149,625	7,864
Facilities	78,767	6,564	6,565	(1)	13,128	13,283	(155)
Utilities	7,417	618	518	100	1,236	951	285
Telecommunications	11,580	965	844	121	1,930	1,690	240
Repairs & Maintenance	236	20	-	20	40	-	40
Janitorial/Lawn/Security	9,268	772	754	18	1,544	1,545	(1)
Insurance	23,950	5,088	(229)	5,317	12,338	10,000	2,338
Postage & Shipping	700	58	(13)	71	117	(6)	123
Advertising, Marketing & Promotions	500	42	-	42	84	-	84
Community Relations	1,000	83	337	(254)	166	337	(171)
Supplies	2,500	208	(19)	227	416	444	(28)
Information Technology	60,578	4,060	2,839	1,221	8,120	5,297	2,823
Board Member Expenses	11,830	403	1,025	(622)	806	1,025	(219)
Development & Training	13,950	1,162	1,715	(553)	2,324	1,715	609
Dues, Fees & Subscriptions	7,842	115	107	8	230	3,420	(3,190)
Printing & Reproduction	2,500	63	-	63	125	209	(84)
Travel - Board Staff	41,000	3,415	2,570	845	6,834	3,101	3,733
Equipment - Leased	2,160	180	362	(182)	360	549	(189)
Strategic Initiatives	20,000	1,667	-	1,667	3,333	-	3,333
Contracted Services	41,840	1,445	-	1,445	2,890	-	2,890
Audit & Legal Expense	37,088	3,090	3,000	90	6,181	6,000	181
Total Board Funding Available for FY2025	\$ 1,375,782	\$ 104,268	\$ 92,602	\$ 11,666	\$ 219,691	\$ 199,185	\$ 20,506



**Workforce Solutions Northeast Texas
Board Expenditures
For the Month Ending December 31, 2025**

Board Operating Costs	FY 2026 Budget	DECEMBER 2025			YTD 2026		
		Budget	Actual	Variance	Budget	Actual	Variance
Personnel	\$ 1,001,076	\$ 83,663	\$ 86,818	\$ (3,155)	\$ 241,152	\$ 236,442	4,710
Facilities	78,767	6,564	6,565	(1)	19,692	19,848	(156)
Utilities	7,417	618	69	549	1,854	1,021	833
Telecommunications	11,580	965	850	115	2,895	2,540	355
Repairs & Maintenance	236	20	3	17	60	3	57
Janitorial/Lawn/Security	9,268	772	772	-	2,316	2,317	(1)
Insurance	23,950	2,634	1,085	1,549	14,972	11,085	3,887
Postage & Shipping	700	58	(72)	130	175	(78)	253
Advertising, Marketing & Promotions	500	42	-	42	126	-	126
Community Relations	1,000	83	-	83	249	337	(88)
Supplies	2,500	208	89	119	624	533	91
Information Technology	60,578	4,060	1,922	2,138	12,180	7,218	4,962
Board Member Expenses	11,830	403	1,544	(1,141)	1,209	2,569	(1,360)
Development & Training	13,950	1,162	-	1,162	3,486	1,715	1,771
Dues, Fees & Subscriptions	7,842	115	-	115	345	3,420	(3,075)
Printing & Reproduction	2,500	63	182	(119)	188	391	(203)
Travel - Board Staff	41,000	3,415	6,765	(3,350)	10,249	9,866	383
Equipment - Leased	2,160	180	156	24	540	705	(165)
Strategic Initiatives	20,000	1,667	2,100	(433)	5,000	2,100	2,900
Contracted Services	41,840	5,445	4,930	515	8,335	4,930	3,405
Audit & Legal Expense	37,088	3,090	3,000	90	9,271	9,000	271
Total Board Funding Available	\$ 1,375,782	\$ 115,227	\$ 116,778	\$ (1,551)	\$ 334,918	\$ 315,962	\$ 18,956



Workforce Solutions Northeast Texas Contracted Revenues

<i>Program Description</i>	<i>Total</i>			
Child Care CCF - CARRYOVER	19,416	3,323	(16,093)	-82.9%
Child Care CCF - CURRENT	13,119,371	13,737,233	617,862	4.7%
Child Care CCP - CURRENT	550,000	576,000	26,000	4.7%
Child Care Match - CARRYOVER	246,323	743,571	497,248	201.9%
Child Care Match - CURRENT	819,894	819,894	-	0.0%
Child Care Quality - CARRYOVER	27,000	22,308	(4,692)	-17.4%
Child Care Quality - CURRENT	681,437	681,437	-	0.0%
Child Care Quality - CQF	517,651	517,651	-	0.0%
Teacher Externship - CARRYOVER	41,000	17,011	(23,989)	-58.5%
Teacher Externship - CURRENT	-	86,886	86,886	100.0%
Workforce Innovation Fund	-	60,689	60,689	100.0%
Employment Services - CARRYOVER	-	4,309	4,309	100.0%
Employment Services - CURRENT	61,722	61,722	-	0.0%
Re-employment Svcs Assessment - CURRENT	212,818	209,214	(3,604)	-1.7%
Re-employment Svcs Assessment - CARRYOVER	73,350	15,747	(57,603)	-78.5%
SNAP E&T - CURRENT	137,400	137,400	-	0.0%
TANF / Choices - CARRYOVER	68,890	3,441	(65,449)	-95.0%
TANF / Choices - CURRENT	1,050,258	1,050,258	-	0.0%
PROWD Grant	125,000	125,000	-	0.0%
Trade Act Services - CURRENT	-	5,000	5,000	100.0%
TEA Regional Convener Grant	169,000	169,000	-	0.0%
WIOA Adult - CARRYOVER	90,030	83,015	(7,015)	-7.8%
WIOA Adult - CURRENT	768,066	768,066	-	0.0%
WIOA Dislocated - CARRYOVER	105,200	41,830	(63,370)	-60.2%
WIOA Dislocated - CURRENT	988,169	988,169	-	0.0%
WIOA Rapid Response	20,012	20,012	-	0.0%
WIOA Youth - CARRYOVER	54,713	83,329	28,616	52.3%
WIOA Youth - CURRENT	691,860	691,860	-	0.0%
Workforce Initiatives - WCI	44,094	44,094	-	0.0%
VR - Summer Earn & Learn	125,000	125,000	-	0.0%
VR - Student HireAbility Navigator	113,000	113,000	-	0.0%
High Demand Job Training - CURRENT	-	100,000	100,000	100.0%
Co-Location Partnerships - Facility Costs	306,770	306,770	-	0.0%
Totals	\$ 21,227,444	\$ 22,412,239	\$ 1,184,795	5.6%

Workforce Solutions Northeast Texas Contracted Revenues

<i>Program Description</i>	<i>Board Operations</i>	<i>Workforce & Childcare Operations</i>	<i>Childcare Direct Care</i>	<i>Quality Initiatives</i>	<i>Special Projects</i>	<i>Total Projected Revenues</i>
Child Care CCF - CARRYOVER	3,323	-	-	-	-	3,323
Child Care CCF - CURRENT	570,000	1,045,000	12,122,233	-	-	13,737,233
Child Care CCP - CURRENT	22,101	-	553,899	-	-	576,000
Child Care Match - CARRYOVER	-	-	721,071	-	22,500	743,571
Child Care Match - CURRENT	-	-	819,894	-	-	819,894
Child Care Quality - CARRYOVER	-	-	-	22,308	-	22,308
Child Care Quality - CURRENT	-	-	-	681,437	-	681,437
Child Care Quality - CQF	-	-	-	517,651	-	517,651
Teacher Externship - CARRYOVER	17,011	-	-	-	-	17,011
Teacher Externship - CURRENT	49,386	-	-	-	37,500	86,886
Workforce Innovation Fund	35,689	-	-	-	25,000	60,689
Employment Services - CARRYOVER	790	3,519	-	-	-	4,309
Employment Services - CURRENT	6,172	55,550	-	-	-	61,722
Re-employment Svcs Assessment - CURRENT	20,921	188,293	-	-	-	209,214
Re-employment Svcs Assessment - CARRYOVER	876	14,871	-	-	-	15,747
SNAP E&T - CURRENT	14,661	122,739	-	-	-	137,400
TANF / Choices - CARRYOVER	3,441	-	-	-	-	3,441
TANF / Choices - CURRENT	108,681	941,577	-	-	-	1,050,258
PROWD Grant	18,595	106,405	-	-	-	125,000
Trade Act Services - CURRENT	-	5,000	-	-	-	5,000
TEA Regional Convener Grant	144,000	-	-	-	25,000	169,000
WIOA Adult - CARRYOVER	11,236	71,779	-	-	-	83,015
WIOA Adult - CURRENT	76,807	691,259	-	-	-	768,066
WIOA Dislocated - CARRYOVER	12,537	29,293	-	-	-	41,830
WIOA Dislocated - CURRENT	99,620	888,549	-	-	-	988,169
WIOA Rapid Response	-	20,012	-	-	-	20,012
WIOA Youth - CARRYOVER	9,653	73,676	-	-	-	83,329
WIOA Youth - CURRENT	74,535	617,325	-	-	-	691,860
Workforce Initiatives - WCI	35,000	7,000	-	-	2,094	44,094
VR - Summer Earn & Learn	10,800	114,200	-	-	-	125,000
VR - Student HireAbility Navigator	-	113,000	-	-	-	113,000
High Demand Job Training - CURRENT	5,000	-	-	-	95,000	100,000
Co-Location Partnerships - Facility Costs	19,462	287,308	-	-	-	306,770
Totals	\$ 1,370,297	\$ 5,396,355	\$ 14,217,097	\$ 1,221,396	\$ 207,094	\$ 22,412,239

Workforce Solutions Northeast Texas Expenditure Projections

Board Operating Costs	FY2026.V1	FY2026.V2	Variance	Explanation of Variance
Personnel Cost	1,001,076	995,435	(5,641)	Adjustment to IT Services amount
Facilities	78,767	78,767	-	
Utilities	7,417	7,417	-	
Telephone	11,580	11,580	-	
Repairs & Maintenance	236	3,000	2,764	Install fire safety equipment
Janitorial/Lawn Services/Security	9,268	9,268	-	
Insurance	23,950	24,485	535	Increase to actual
Postage and shipping	700	700	-	
Advertising, Marketing & Promotions	500	500	-	
Community Relations	1,000	1,000	-	
Supplies	2,500	2,500	-	
Information/Technology	60,578	59,543	(1,035)	Cost savings on employee phones
Board Member Expenses	11,830	11,830	-	
Professional Development/Training	13,950	13,950	-	
Dues, Fees, and Subscriptions	7,842	5,734	(2,108)	Reduce TAWB Dues to actual
Printing & Reproduction	2,500	2,500	-	
Travel - Staff	41,000	41,000	-	
Equipment - Leased/Rented	2,160	2,160	-	
Strategic Initiatives	20,000	20,000	-	
Contract Labor	-	-	-	
Contracted Services	41,840	41,840	-	
Audit & Legal Expense	37,088	37,088	-	
Total Board Operating Expense	\$ 1,375,782	\$ 1,370,297	\$ (5,485)	

Subcontractor Operating and Service Delivery Costs	FY2026.V1	FY2026.V2	Variance
Workforce & Childcare Operations	4,460,392	5,396,355	\$ 935,963
Childcare Direct Care	14,105,647	14,217,097	\$ 111,450
Quality Child Care Initiatives	1,171,029	1,221,396	\$ 50,367

Total Operating and Service Delivery Cost	19,737,068	20,834,848	1,097,780
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Special Project Funding	114,594	207,094	92,500
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Total NETXWDB Budget	21,227,444	22,412,239	1,184,795
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Workforce Solutions Northeast Texas
Recommended Weekly Work Search Requirements for UI Recipients
FY 2026

The Board took into consideration its policy to determine the recommended minimum weekly work search requirements for Unemployment Insurance (UI) benefits recipients. The policy states that the minimum number of work search contacts for individuals receiving UI benefits, in part, depends upon the employment opportunities in the claimant's labor market area.

In counties designated as "rural" by TWC the Board may reduce the minimum number of weekly work search contacts in response to specific local labor market information and conditions. The minimum number of work search contacts for counties not designated as "rural" is defined by TWC rule. The Board may increase the number of required work search contacts for these counties, but at no time may the number of work search contacts fall below the number required by the applicable rule(s).

Factors, other than population, included in the recommendation to the Board include, but may not be limited to:

1. Availability of transportation
2. Number of Claimants receiving UI Benefits/seeking employment as a percentage of total Labor Force
3. Population growth trends
4. Percentage of employed persons working outside of the county
5. Work search requirements in neighboring counties
6. Unemployment Trends
7. Location and size of businesses

County	Available Transportation ATCOG	Number of Claimants receiving UI Benefits TWC UI Claimant Data	Population Growth Trends Texas Demographics - Population Projections 2025-2035	Percent Persons Working Outside County JobsEQ Commuting Data	Work Search Requirements in Neighboring Counties ¹ TWC	Unemployment Trends Texas LMI Data ²	Location and Size of Businesses (% Employing 9 or Less) Texas LMI Data	Recommended Work Search Contacts
WDA	Yes	5.1%	-1.4%	30%		4.1%	74%	
Bowie	Yes	4.8%	-1.0%	24%	3, 3, 3	4.1%	73%	4
Cass	Yes	6.0%	-6.0%	43%	3, 3, 4	5.0%	78%	3
Delta	Yes	5.9%	2.3%	61%	5, 5, 4, 4, 3, 4	4.1%	81%	3
Franklin	Yes	3.9%	0.1%	53%	4, 3, 3, 4, 3	3.5%	77%	4
Hopkins	Yes	3.5%	4.5%	31%	5, 3, 3, 4, 4	3.3%	76%	4
Lamar	Yes	6.0%	0.2%	21%	5, 4, 3	4.1%	72%	4
Morris	Yes	6.8%	-7.5%	57%	3, 4, 3, 3, 4	5.2%	77%	3
Red River	Yes	5.8%	-8.9%	43%	4, 4, 4, 3, 4	4.8%	82%	3
Titus	Yes	5.2%	-4.1%	21%	3, 4, 3, 3	3.7%	74%	4

1. Neighboring Counties

- Bowie – Red River, Morris, Cass
- Cass – Marion, Morris, Bowie
- Delta – Fannin, Hunt, Hopkins, Franklin, Red River, Lamar
- Franklin – Hopkins, Wood, Camp, Titus, Red River
- Hopkins – Hunt, Rains, Wood, Franklin, Delta
- Lamar – Fannin, Delta, Red River
- Morris – Red River, Bowie, Cass, Camp, Titus
- Red River – Lamar, Franklin, Titus, Morris, Bowie
- Titus – Red River, Franklin, Camp, Morris

2. Unemployment data: 2025 Annual Unemployment Rate



Policy Number	2.1.1006K.04
Effective Date	October 1, 2006
Revision Date	October 26, 2011; February 22, 2012; April 25, 2012; August 24, 2016

1 **TITLE:**
2 Asset Management
3

4 **RESPONSIBLE STAFF:**
5 Director of Finance & Innovation
6

7 **DEFINITIONS:**
8 **Capital Improvement** - Any modification, addition, restoration or other improvement which
9 increases the usefulness, productivity, or serviceable life of an existing capital asset.
10

11 **Costs** - Expenditures or expenses are amounts determined on a cash basis, accrual or other
12 basis acceptable to the Federal/State/Local awarding agency(s) or cognizant agency. Costs do
13 not include inter/intra-fund transfers.
14

15 **Cognizant Agency** - The Federal agency responsible for negotiating and approving indirect
16 cost rates for a non-profit organization on behalf of all Federal (funding) agencies.
17

18 **Equipment** - Tangible property having a useful life of more than one year and a unit acquisition
19 cost of ~~\$5,000~~ \$10,000 or more per unit.
20

21 **Grantee** - Any person, corporation, partnership, public agency or other entity, which enters into
22 a grant agreement with the awarding agency (generally the State of Texas).
23

24 **Program Income** - Gross income received by the grantee or sub-grantee directly generated by
25 a grant-supported activity, or earned only as a result of the grant agreement during the grant
26 period.
27

28 **POLICY STATEMENT:**
29 Equipment and Fixed Assets shall only be acquired with prior approval of the Executive Director
30 and funding Agency, as required. Equipment acquired with federal or state funds must be used
31 for an authorized purpose as long as needed, in accordance with applicable administrative
32 requirements.
33

34 **POLICY REQUIREMENTS:**

35 **Vesting of Title**

36 Title to property acquired by the Board and its subcontractors under a federally sponsored
37 award will vest in the Board as long as the Board uses the property for the authorized purpose,
38 and complies with the applicable acquisition, management, and disposition authorities listed
39 below. This applies to:
40

- 41 • real property;
- 42 • equipment and other non-expendable personal property;

- 43 • supplies and other expendable personal property; and
- 44 • intangible property.

45

46 **Property Control Officer**

47 The Board must designate a Property Control Officer. Subcontractors are also encouraged, but
48 not required, to designate a Property Control Officer. The Agency-Board Agreement requires
49 that the Property Control Officer:

- 50 • maintain control of all acquired real and non-expendable personal property;
- 51 • ensure that a physical inventory is conducted; and
- 52 • coordinate with the Agency to conduct an annual physical inventory of any
53 Agency loaned state property in the Board's possession.

54

55 In addition, the Property Control Officer is generally the individual that an organization assigns
56 responsibility for maintaining property records and for corresponding with the Agency regarding
57 prior approval requirements for property acquisition and disposition. The Property Control
58 Officer generally oversees the conduct of physical inventories and any investigation of missing
59 property.

60

61 **Acquisition and Use of Equipment**

62 Prior written approval must be obtained from the Texas Workforce Commission (TWC) before
63 purchasing equipment. Prior written approval must be requested by completing Form 7100 and
64 submitting it by mail or fax to TWC's designated contract manager. Approval is valid for 90
65 days after issuance of the concurrence letter from TWC. No later than 30 days after completing
66 the final acquisition of the approved property Form 7200 must be submitted to the Agency.

67

68 Forms 7100 and 7200 are provided on the TWC Financial and Grant Information page at their
69 web site.

70

71 Forms 7100 and 7200 are required for all equipment purchases, and must be submitted to TWC
72 even if the property that is being acquired is replacement property. The Board's subcontractors
73 must submit forms through the Board.

74

75 The federal or state government has an interest in equipment that was acquired with federal or
76 state funds, respectively. As long as the federal or state government retains an interest,
77 equipment that was purchased using federal or state funds may not be used to provide services
78 for a fee that is less than private companies normally charge for equivalent services unless
79 specifically authorized by federal or state statute. The federal or state government will retain an
80 interest in the property until such time as it expressly releases its interest or the property is
81 disposed and the government is compensated for its equity share in the property. Other
82 requirements for equipment use follow.

83

84 **Use for the Originally Authorized Purpose.**

85 Once acquired, equipment must be used for the originally authorized purpose(s) as long as
86 needed, even if federal support is discontinued. While needed for the originally authorized
87 purpose, the equipment may not be encumbered for any other use.

88

89 **Available for Use by Other Programs/Shared Use.**

90 If the equipment is used in the originally authorized program less than full-time, it must be made
91 available to other programs as long as:

- 92 • use by other programs will not interfere with using the equipment for its originally
- 93 authorized purpose;
- 94 • first preference is given to activities that are sponsored by the same federal
- 95 agency as the source that funded the equipment acquisition; and
- 96 • second preference is given to activities that are sponsored by other federal
- 97 agencies.*
- 98 (*Note: second preference applies to nongovernmental entities only.)
- 99

100 User fees are generally appropriate when equipment is made available to other programs.
101 User fees must be treated as program income.

102
103 Use for Other Programs.

104 When equipment is no longer needed for the originally authorized purpose, it may be used for
105 other activities that are either currently or were previously supported by a federal agency. See
106 considerations for nongovernmental entities and for the Food Stamp Employment and Training
107 program for requirements regarding the order of priority.

108
109 **Entity Specific Consideration:**

110 Non-Governmental Entities.

111 Regarding the order of priority when equipment is no longer needed for the authorized purpose
112 but can be used in other programs, nongovernmental entities are required under Code of
113 Federal Regulations Title 2 “Uniform Administrative Requirements, Cost Principles, and Audit
114 Requirements for Federal Awards” to give first preference for the use of equipment to activities
115 that are sponsored by the same federal agency as the award that was originally used to acquire
116 the equipment. Second preference must be given to activities sponsored by other federal
117 awarding agencies.

118
119 For a separate entity specific requirement applicable to nongovernmental entities, see *Available*
120 *for Use by Other Programs/Shared Use* in this section. It provides the order of priority required
121 when making property that is still needed for the authorized purpose available for use in other
122 programs.

123
124 **Program Specific Considerations:**

125 Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T).

126 Regarding the order of priority when equipment is no longer needed for the authorized purpose
127 but can be used in other programs, recipients of SNAP E&T funds are required to give first
128 preference for the use of equipment to activities sponsored by the same U.S. Department of
129 Agriculture (USDA) awarding agency (Food and Nutrition Service). Second preference must be
130 given to activities sponsored by another USDA awarding agency (other programs funded
131 through the USDA). Third preference must be given to other federal awarding agencies.

132
133 **Capitalization Policy**

134 Generally, physical assets acquired with unit costs in excess of ~~\$5,000~~ \$10,000 are capitalized
135 as fixed assets on the financial statements. Items with unit costs below this threshold shall be
136 expensed in the year purchased.

137
138 Capitalized fixed assets are accounted for at their historical cost and all such assets, except
139 land and certain works of art and historical treasures, are subject to depreciation over their
140 estimated useful lives, as described later.

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Certain programs and funding sources may require different capitalization thresholds. In the event that different capitalization thresholds are required, the Board will comply with the requirements of the program and/or funding source.

Contributed Assets

Assets with fair market values in excess of ~~\$5,000~~\$10,000 (per unit) that are contributed to the Board shall be capitalized as fixed assets on the financial statements. Contributed items with market values below this threshold shall be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land and certain works of art and historical treasures, are subject to depreciation over their estimated useful lives, as described later.

Establishment and Maintenance of an Asset Listing

All capitalized assets shall be recorded in a property log maintained by the Property Control Officer. This log shall include the following information with respect to each asset:

1. Identification Number
2. Funding Source; including percentage of Federal or State participation in the cost of the asset
3. Date of acquisition
4. Cost
5. Description (including color, model, and serial number)
6. Location, Use and Condition of asset
7. Depreciation method
8. Estimated useful life
9. Disposition Data, as applicable

Physical Inventory

A physical inventory of all assets capitalized under the preceding policies will be taken on an annual basis by the Board. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Finance Director.

In order to maintain sufficient internal control over assets, the individual assigned to conduct the inventory should have no responsibilities for entering or reporting of the assets. For this reason, the Property Control Officer should ensure that the required inventory is performed, but should generally not be the individual that conducts the physical inventory.

Receipt of Newly-Purchased Assets

At the time of arrival, all newly-purchased assets shall be inspected for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

Depreciation and Useful Lives

Title of Policy: Asset Management
Policy Number: 2.1.1006A.04

190 All capitalized assets are maintained in the special fixed assets account group. Fixed assets
191 are depreciated over their estimated useful lives using various methods as authorized by the
192 Finance Director.

193
194 **Repairs of Assets**

195 Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not
196 materially add to the value of the property or materially prolong the estimated useful life of the
197 property.

198
199 Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of
200 property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized
201 repair costs shall be depreciated over the remaining estimated useful life of the property. If the
202 repairs significantly extend the estimated useful life of the property, the original cost of the
203 property shall also be depreciated over its new, extended useful life.

204
205 **Dispositions of Assets**

206 In the event a capitalized asset is sold, scrapped, donated or stolen, adjustments need to be
207 made to the fixed asset listing and property log. If money is received for the asset, then the
208 difference between the money received and the "book value" (purchase price less depreciation)
209 of the asset will be recorded as a loss if the money received is less than the book value and a
210 gain if the money received is more than the book value.

211
212 When assets ~~with a current per unit fair market value (FMV) less than (<) \$5,000~~ are no longer
213 needed for an authorized purpose prior written approval from the funding agency must be
214 requested by completing Form 7300. Disposal must be done in accordance with the written
215 instructions issued by TWC. The property must be disposed of in accordance with the written
216 instructions provided by TWC in response to the Form 7300 request. No later than 30 days
217 after final disposition, Form 7400 must be submitted to the designated contract manager.
218 Methods for determining per unit FMV must be documented, kept on file and made available to
219 the Agency upon request.; ~~the asset may be retained, sold, or otherwise disposed of with no~~
220 ~~further obligation to the awarding agency. The Board is not required to request prior written~~
221 ~~approval to dispose of such property from TWC; to notify TWC when final disposition of such~~
222 ~~property is complete; or to compensate the funding source for its interest in such property.~~

223
224 ~~When assets with a current per unit fair market value (FMV) of \$5,000 or more (≥) are no longer~~
225 ~~needed for an authorized purpose, prior written approval to dispose of the property must be~~
226 ~~obtained from TWC. Prior written approval must be requested by completing Form 7300 and~~
227 ~~submitting it by mail or fax to TWC's designated contract manager. The property must be~~
228 ~~disposed of in accordance with the written instructions provided by TWC in response to the~~
229 ~~Form 7300 request. No later than 30 days after final disposition, Form 7400 must be submitted~~
230 ~~to the designated contract manager. Methods for determining per unit FMV must be~~
231 ~~documented, kept on file and made available to the Agency upon request.~~

232
233 Employees of Workforce Solutions Northeast Texas are prohibited from purchasing surplus or
234 scrapped assets. Surplus or scrapped items will be donated or sold to other non-profit agencies
235 whenever possible.

236
237 **Write-Offs of Fixed Assets**

Title of Policy: Asset Management
Policy Number: 2.1.1006A.04



Policy Number	2.1.0901F.04
Origination Date	September 1, 2001
Revision Date	August 15, 2011; June 26, 2013; October 25, 2017; October 26, 2022
Distribution Date	October 27, 2022

1 **TITLE:**
2 Competitive Proposal Purchases
3

4 **RESPONSIBLE STAFF:**
5 Director of Finance & Innovation
6

7 **DEFINITIONS:**

8 **Bidder's List** - A list of entities, the entities' contact information, and product(s) or service(s)
9 offered by those entities, from which mailing lists are compiled and used to promote competition
10 by notifying potential bidders of bid/procurement opportunities.
11

12 **Consulting Services** – A contract for the service of studying or advising that does not involve
13 the traditional relationship of employer or employee.
14

15 **Vendors List** - A list of persons, firms, or products that have been competitively procured, and
16 is used to purchase goods and services. A list developed in anticipation of circumstances that
17 involve occasional and often unpredictable access to specific goods and services, which when
18 the need arises, may require almost immediate acquisition.
19

20 **POLICY STATEMENT:**

21 Competitive proposal methods of procurement are appropriate when purchasing goods or
22 services for which the aggregate cost exceeds ~~\$250,000~~ \$350,000 or when bids are being
23 solicited for specific professional services.
24

25 **POLICY REQUIREMENTS:**

26 Any employee of the Board or Contracted Service Provider is allowed to initiate a purchasing
27 action. All competitive proposal procurements conducted by the Board must receive the
28 approval of the Executive Director, or designee. ~~Any resulting contracts with a value greater~~
29 ~~than \$20,000 must be reviewed by the Board's attorney prior to execution.~~
30

31 Record Keeping

32 To maintain accurate and complete procurement records in compliance with federal acquisition
33 regulations the following documents must be updated by procurement staff and reviewed by the
34 Director of Finance & Innovation ~~Finance Director~~ as prescribed below:

- 35 • Active Contract and Procurement List
 - 36 • Procurement Initiation Requests
 - 37 • Bidders List
 - 38 • Procurement Checklist, as applicable (attachments)
 - 39 ○ Competitive Procurement Checklist
 - 40 ○ Noncompetitive Procurement Checklist
- 41

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Active Contract and Procurement List

A master spreadsheet listing all active contracts and associated procurements must be maintained by procurement staff and submitted quarterly for review by the [Director of Finance & Innovation](#) ~~Finance Director~~. The [Director of Finance & Innovation](#) ~~Finance Director~~ will review for accuracy and timelines for upcoming contract and procurement renewals, ensuring that relevant staff have been sent calendar reminders in Outlook and that Schedules are placed on expiring contracts in the electronic document management system to notify staff ninety (90) days prior to each contract end date.

If no option renewals remain for expiring contracts, the project manager will be notified of the need to submit a Procurement Initiation Request and the most current bidders list will be reviewed by procurement staff and the project manager prior to the release of the procurement.

Procurement Initiation Request

The first step in any competitive proposal procurement begins with the determination and justification of need for a good or service. The employee identifying the need initiates this process by completing the Procurement Initiation Request.

The Procurement Initiation Request form includes the following elements:

- Date of request
- Project manager (requestor)
- Contract “not to exceed” amount
- Scope of work/items to be procured
- Scoring criteria
- Proposed reviewers
- Proposed timeline
- An assessment of the availability of funding and the cost effectiveness of purchasing the services.

The Executive Director and [Director of Finance & Innovation](#) ~~Finance Director~~ review and approve these requests to solicit and procure goods and/or services.

Once the need is established and the solicitation approved, Board procurement staff will determine the type and method of procurement most appropriate for the goods or services. The sealed bid and competitive proposal methods of procurement are appropriate when purchasing goods or services for which the aggregate cost exceeds the Board’s small purchase threshold (currently \$250,000).

Development of a Bidders List

The Board will periodically survey the open market and the State of Texas Centralized Master Bidders List (CMBL) to replenish the current bidders list. A form to request addition to the bidders list is continuously maintained on the Board’s website for vendor notification of future procurements. All requests to be on the list will be honored.

Pre-Procurement Cost Analysis

Prior to the release of a competitive procurement, staff will document efforts to determine a reasonable budget for the goods and/or services being procured based on funding

90 considerations and the fair market value of goods and services in the local market or historical
91 data.

92
93 Acceptable documentation of price reasonableness includes:

- 94 • Catalog or internet pricing
- 95 • Recent past pricing (if reasonable by all other standards) for similar goods or services
96 procured internally or by others in the vicinity
- 97 • Price comparisons developed from models designed to identify and price the mix of
98 resources considered necessary for achievement of delivery within the expected
99 range of performance

100
101 Bidders Conference

102 Depending on the amount and/or the complexity of the proposal, a bidder's conference may be
103 held. The date, time, and location of the conference will be stated in the procurement package
104 and included in any advertisement. The conference should be held shortly after the release of
105 the procurement instrument but after the potential bidder has had time to read the materials. All
106 attendees will be required to sign in, with the attendance sheet becoming part of the file for that
107 procurement.

108
109 The Board will make an audio and/or written transcript of all bidders' conferences. The
110 transcript will be furnished to all attending and non-attending potential bidders to ensure no
111 individual or entity is given information not available to all potential respondents that could result
112 in an unfair advantage. The transcript will be provided via e-mail or direct link to the Board's
113 website.

114
115 The conference will provide information and answers to questions concerning the specifics of
116 the solicitation, the process, and this organization. The Board staff will present and review the
117 solicitation document with those in attendance and then allow for a question-and-answer period
118 until all questions have been addressed. Upon completion, the meeting will be closed with no
119 further questions permitted.

120
121 This will be the only opportunity and time provided for discussion and/or response to questions
122 concerning the procurement unless the solicitation allows for written questions and answers.

123
124 Sealed Bid Method

125 The sealed bid method of procurement utilizes an Invitation for Bid (IFB) in which price is the
126 determining factor for selection, and evaluation of the product is limited to compliance with the
127 specifications. These procurements are typically fixed price awards. The Board Executive
128 Director's designee will open all bids received by the published deadline publicly at the time,
129 date, and location specified in the solicitation.

130
131 The sealed bid method, which is also known as formal advertising, must be used when the
132 following conditions exist:

- 133 • a complete, adequate, and realistic specification or purchase description is available;
- 134 • two or more responsible bidders are willing and able to compete effectively;
- 135 • price is the primary basis for selecting the successful bidder; and
- 136 • a firm fixed price contract will be awarded.

137

138 Sealed bid procurements must be conducted in accordance with the following Federal
139 requirements:

- 140 • the IFB must be publicly advertised;
- 141 • bids must be solicited from a minimum of two (2) known suppliers;
- 142 • bidders must be allowed sufficient time to submit a bid;
- 143 • the IFB must include all information needed by the bidder to submit a responsive bid;
- 144 • all bids must be publicly opened at the time and place specified in the IFB;
- 145 • a firm fixed-price contract must be made in writing to the lowest responsive and
146 responsible bidder;
- 147 • when specified in bidding documents, discounts, transportation costs, and life cycle
148 costs must be considered in determining the lowest bid (although payment discounts
149 may only be used if the Board takes advantage of them); and
- 150 • the Board may reject any or all bids when a sound documented reason exists.

151
152 As applicable to the solicitation, a price analysis may include an independent cost/price
153 estimate performed prior to the solicitation, and a percent of profit determination to ensure
154 compliance with profit regulations and policy. The solicitation will request cost, price and profit
155 breakout, as applicable.

156
157 Competitive Proposal Methods

158 The competitive proposal method is normally used when two or more responsible bidders are
159 willing and able to compete effectively for the business and the procurement lends itself to a
160 fixed-price or cost-reimbursement contract. The competitive proposal method is generally used
161 when conditions are not appropriate for the sealed bid method. Solicitations regardless of type
162 may be used for two primary purposes: first for direct and immediate procurement of the
163 solicited goods or services by a Request for Proposals (RFP); and secondly for solicitation of
164 Requests for Information (RFI) which may be used to establish a list of qualified vendors, or a
165 Vendors List, from which small purchases and firm fixed-price bids are subsequently solicited.

166
167 Competitive proposal procurements must meet the following federal requirements:

- 168 • RFPs must be publicized and identify all evaluation factors and their relative importance.
169 Any response to publicized RFPs must be honored to the maximum extent practical.
- 170 • RFPs must be solicited from an adequate number (usually two or more) of qualified
171 sources.
- 172 • Contractors must have a method for conducting technical evaluations of the proposals
173 received and for selecting awardees.
- 174 • Awards must be made to the responsible firm whose proposal is most advantageous to
175 the program, with price and other factors considered.
- 176 • Competitive proposal procedures may be used for qualifications-based procurement of
177 architectural/engineering (A/E) professional services whereby competitors' qualifications
178 are evaluated and the most qualified competitor is selected, subject to negotiation of fair
179 and reasonable compensation. The method, where price is not used as a selection
180 factor, can only be used in procurement of A/E professional services.

181
182 When goods and/or services are to be procured using an RFP, the solicitation must provide
183 sufficient information so bidders clearly understand what is being sought. The performance
184 expectations must be fully and clearly communicated in the RFP.

185
186 The RFP will include, at a minimum, the following:

- 187 • **Time/date:** This element includes statements regarding the periods of time during which
188 services are to be performed and due dates established for responses to be considered.
189 Where proposed contracts are to be biennial, the RFP should include requirements for
190 continuing the second year.
- 191 • **Protest right:** This element establishes the recourse for applicants who feel their rights
192 were not adhered to in the solicitation or selection process, and for those whose
193 proposals were rejected. The RFP should identify the process to be followed when
194 protesting or inquiring. It should include the name and address of the person to whom
195 inquiries can be submitted as well as the time frame for submittals. Methods to be
196 undertaken by the agency upon receipt of the inquiry should be addressed including who
197 will respond and the time frame for response.
- 198 • **Right to make no awards:** This element includes statements regarding the soliciting
199 agency's right to accept or reject any and all proposals received. It also addresses the
200 agency's right to cancel all or portions of the RFP, and to reject any legal liability in
201 refusing to award a contract or to pay any of the applicant's cost in preparing or
202 submitting a response as a result of the RFP.
- 203 • The approximate **dollar value** (estimated).
 - 204 • The **evaluation process/procedures** to be used.
 - 205 • The **period of contract** performance and any contract renewal options/periods.
 - 206 • An outline that identifies the exact **format and sequence for submitting responses**;
 - 207 • A **scope of work** that provides a clear, concise description of the services to be
208 provided. The scope of work will summarize the key features of the proposal in terms of
209 mandatory, optional and supplemental components, and services results. In cases
210 where the RFP is for training services, the acceptable levels of performance during the
211 training period will be established;
 - 212 • The RFP will establish the Board's right to clarify, explain or verify any aspect of a
213 submitted proposal in response to an RFP and to negotiate with responsive bidders;
 - 214 • The RFP will contain **required certifications** to include, but not be limited to:
 - 215 ○ signature authority on behalf of the organization,
 - 216 ○ debarment and suspension,
 - 217 ○ code of conduct/conflict of interest statement,
 - 218 ○ anti-lobbying, and
 - 219 ○ drug free workplace compliance;
 - 220 ○ Statements that reference fiscal compliance requirements of cost categories,
221 allowable costs and references to cost limitations, where required and applicable
222 by contract and /or specific program legislation or regulations;
 - 223 • The RFP will outline submission and formatting instructions for **budget** submissions;
 - 224 • The RFP will describe the **evaluation criteria** used to score responsive proposals to the
225 RFP. Staff or other qualified, objective third parties will separately score proposals
226 based on the evaluation criteria. Score sheets will be maintained, completed, signed,
227 and dated by the designated reviewers. Individual scores will be aggregated and awards
228 are to be consistent with numerical ratings, and inconsistencies are to be documented;
 - 229 • The entire evaluation and selection process for assessing and considering responses will
230 be included in the RFP including the rating sheet and minimum thresholds that if not met,
231 require disqualification.

232
233 Solicitation from the Board's Bidders or Vendors Lists does not preclude use of other vendors
234 when open, free competition is practical and in the best interest of the Board. In that event,

235 proposal submission is open to those who meet the qualifying terms, conditions and
236 specifications for the procurement.

237
238 Competitive negotiation may be necessary when other factors in addition to price are
239 considered and when a precise specification cannot be developed.

240
241 Non-Competitive Method and /or Sole Source Methods

242 Procurement by noncompetitive procedures is procurement through solicitation of a proposal
243 from only one source (sole source procurement), or if after solicitation of a number of sources,
244 competition is determined to be inadequate. Procurement by noncompetitive proposals may be
245 used only when the award of a contract is infeasible under small purchase procedures
246 (including micro-purchase procedures), sealed bids or competitive proposals, and one of the
247 following circumstances applies:

- 248 • the item is available only from a single source;
- 249 • public exigency or emergency for the requirement will not permit a delay resulting
250 from competitive solicitation;
- 251 • the awarding agency authorized noncompetitive proposals; or
- 252 • after solicitation of a number of sources, competition is determined inadequate.

253
254 Cost analysis, which includes verification of the proposed cost data, the projections of the data,
255 and the evaluation of the specific elements of costs and profits, is required.

256
257 Procurements using the Noncompetitive or Sole Source method should be minimized and if
258 used, will comply with Federal and State procurement rules. As applicable, adequate
259 justification, support and documentation will be collected and maintained for review by awarding
260 agencies. Additionally, evaluation of the proposed program/service, demonstrated
261 effectiveness of the vendor, cost/price analysis, independent cost estimates, and arm's length
262 negotiation will be conducted, documented and monitored, as with all other procurements and
263 contracting processes.

264
265 Professional and Consulting Services

266 Professional services, including auditors and consulting services, must be selected and
267 awarded in accordance with the following requirements. Award and selection of professional
268 services will not be based upon competitive bids.

269
270 Award and selection must be based upon:

- 271 • The basis of demonstrated competence and qualifications to perform the services and
- 272 • A fair and reasonable price.

273
274 Fees must be consistent with, and may not exceed, the recommended practices and fees
275 published by the applicable professional associations. Additionally, the fees may not exceed
276 any maximum provided by law.

277
278 In procuring architectural, engineering, or land surveying services, the Board must:

- 279 • First select the most highly qualified provider of those services on the basis of
280 demonstrated competence and qualifications.
- 281 • Attempt to negotiate with the provider a contract at a fair and reasonable price.

282

283 If a satisfactory contract cannot be negotiated with the most highly qualified provider of
284 architectural, engineering, or land surveying services, the Contractor must:

- 285 • Formally end negotiations with the provider;
- 286 • Select the next most highly qualified provider;
- 287 • Attempt to negotiate a contract with the provider at a fair and reasonable price.

288
289 The Board must continue the process described above to select and negotiate with
290 providers until a contract is entered into, but not to the extent that a contract with an
291 unqualified firm or individual would result.

292
293 In procuring an auditor, positive efforts must be made to use small businesses, ~~minority-~~
294 ~~owned firms, and women's business enterprises~~. In requesting proposals for audit services,
295 the objectives and scope of the audit should be made clear. Factors to be considered in
296 evaluating each proposal for audit services include the responsiveness to the request for
297 proposal, relevant experience, availability of staff with professional qualifications and
298 technical abilities, the results of external quality control reviews, and price.

299
300 The Board may only contract with a consultant if:

- 301 • There is a substantial need for the consulting service;
- 302 • The Board cannot adequately perform the services with its own personnel or obtain
303 the consulting services through a contract with a state governmental entity.

304
305 Selection must be based on demonstrated competence, knowledge, qualifications, and on
306 the reasonableness of the proposed fee for the services. If other considerations are equal,
307 preference must be given to a consultant whose principle place of business is in the state, or
308 who will manage the consulting contract wholly from an office in the state.

309
310 A consulting contract, including renewals, amendments, and extensions, may not be divided
311 into more than one contract to avoid procurement requirements. Consulting services do not
312 fall within the definition of professional services procurement and must be competitively
313 procured.

314 Deadlines and Response Submissions

315
316 The official deadline time will be recorded and verified by the Executive Director's designee. At
317 one minute past the published submission time the process will be closed and no additional
318 responses will be accepted.

- 319
- 320 • For solicitation of comprehensive customer services, four to six weeks is the optimal
321 response time.
- 322 • Other types of solicitations and services vary in time given for response, generally
323 from one to three weeks.
- 324 • With Rapid Response projects, solicitations from a pre-qualified vendors list require a
325 "rapid response" and will generally allow only a 1-3 day response time for a price
326 quote or bid of a previously approved service. Depending on the size of the layoff or
327 closure, the Board staff may request a minimum of three quotes from the vendors list
328 by telephone

329

330 Staff will be made aware of the closing of the solicitation and instructed to direct all potential
331 respondents to the Designated Contact listed in the solicitation. No staff other than those
332 designated should accept responses. Only responses received by the published deadline will
333 be evaluated.

334
335 Inadvertent or unknowing receipt of any late response(s) by any Board staff will be
336 unauthorized and will be treated as non-responsive and non-compliant with the solicitation
337 process. In the event an attempt is made to submit a response after the deadline, the
338 Designated Contact will explain to the potential respondent that they have not met the deadline
339 and their response cannot be accepted. An official letter of non-acceptance may be provided to
340 the organization if requested by the respondent.

341
342 The Selection Process

343 All contract awards will be made consistent in dollar value and category with the intentions
344 stated in the procurement document.

345
346 **Selection Consideration**

347 Consideration in selecting agencies or contractors to deliver services will include:

- 348 • Their effectiveness in delivering comparable or related services based on demonstrated
349 performance, the likelihood of meeting performance goals, cost reasonableness, quality
350 of training, contractor integrity, compliance with public policy and financial and technical
351 resources.
- 352 • Board staff and/or evaluator recommendations for proposals to enter into contract
353 negotiations will be made to the Executive Director. Documentation of the evaluation
354 process and ranking will be provided to and discussed with the Executive Director.

355
356 **Selection Approval**

357 The Executive Director will review and approve the process and recommendations and make
358 the final decision on selection of proposals for negotiation.

359
360 **Notification of Selection**

361 Within 10 working days of approval by the Executive Director all respondents will be notified in
362 writing as to their proposal status. Letters to successful respondents may provide an “intention
363 to negotiate”, and if appropriate and necessary, authority to start-up when minimal negotiation
364 is required. Specific terms and costs can be spelled out in a letter or interim contract for a brief
365 period (30-90 days) until a full and complete contract is executed. The respondent will be
366 notified of any special or conditional provisions and requirements for negotiations, revisions to
367 the proposed program, and/or reductions in costs.

368
369 The letter generally provides for a pre-negotiation meeting with the successful respondent
370 whereby the contract terms and conditions are discussed in detail, specific items or changes
371 are provided, and an individual negotiation schedule is established.

372
373 Notification letters of non-selection are sent to unsuccessful respondents apprising them of their
374 status. These letters inform the respondent of the opportunity to request a debriefing to receive
375 a detailed explanation of the evaluation process, a breakdown of their score, ranking among all
376 responses, and discussion for non-selection including how to improve future responses.

377
378 Pre-Evaluation Screening

379 In some cases bidders with a history of problems, and those on probation will be subject to a
380 pre-award evaluation. If required, this evaluation will be scheduled prior to execution and
381 commencement of a new contract. Current providers with satisfactory monitoring reports and
382 good performance may not require a pre-award evaluation. The report of such evaluation will be
383 made part of the procurement and contract negotiation record, and will determine how
384 negotiation will be completed and establishment of any special contract provisions.

385
386 Pre-Award Review

387 The Board will conduct, or have conducted, a pre-award survey of each contractor whose
388 scope of work includes determining eligibility and the delivery of workforce and/or child care
389 services.

390
391 Pre-award surveys are generally not required of vendor contracts.

392
393 The pre-award review may begin as early as contract negotiation, but must be completed prior
394 to commencement or renewal of the contract.

395
396 A bidder may be considered “high risk” if it:

- 397 • Has a history of poor performance
- 398 • Is not financially stable
- 399 • Has a management system that does not meet the standards prescribed in the OMB
400 Circular A-110
- 401 • Has not conformed to the terms and conditions of a previous award
- 402 • Is not otherwise responsible.

403
404 If the bidder is considered “high risk” but will still be awarded the contract, the Contractor should
405 impose additional restrictions on the bidder until the risk conditions have been corrected. When
406 additional requirements will be imposed, the Contractor must notify the bidder in writing as to:

- 407 • The nature of the additional requirements
- 408 • The reason why the additional requirements are being imposed
- 409 • The nature of the corrective action needed
- 410 • The time allowed for completing the corrective actions
- 411 • The method for requesting reconsideration of the additional requirements imposed.

412
413 Special conditions or restrictions may include:

- 414 • Payment on a reimbursement, where otherwise not required
- 415 • Requiring additional, more detailed financial reports
- 416 • Additional project monitoring
- 417 • Requiring technical or management assistance
- 418 • Establishing additional prior approvals
- 419 • Withholding authority to proceed to the next phase until receipt of evidence of acceptable
420 performance within a given funding period

421
422 Any special conditions or restrictions must be promptly removed once the risk conditions have
423 been corrected.

424
425 Fiscal Integrity Evaluations

426 The rules at 40 TAC §802.21 require the Board to perform fiscal integrity evaluations of
427 workforce service providers, and sets forth requirements for the performance of such reviews
428 as follows.

429
430 A Board will develop fiscal integrity evaluation indicators designed to appraise the fiscal integrity
431 of its workforce service providers.

- 432 • A Board will assess its workforce service providers to ensure the providers meet the
433 requirements of the Board's fiscal integrity evaluation based on the following schedule:
 - 434 ○ Contracts under \$100,000 — the fiscal indicators must be verified prior to the
435 award of the contract and at each renewal of the contract
 - 436 ○ Contracts between \$100,000 and \$500,000 — the fiscal indicators must be
437 verified prior to the award of the contract, at each renewal of the contract, and not
438 less than biennially; and
 - 439 ○ Contracts over \$500,000 — the fiscal indicators must be verified prior to the
440 award of the contract, at each renewal of the contract, and not less than once
441 annually.
- 442 • The fiscal integrity evaluation will include the following provisions for ensuring that
443 workforce service providers are meeting performance measures in compliance with
444 requirements contained in:
 - 445 ○ Federal and state statutes and regulations and directives of the Texas Workforce
446 Commission's three-member Commission or Agency
 - 447 ○ Office of Management and Budget (OMB) circulars applicable to the entity, such
448 as OMB Circulars A-21, A-87, or A-122, and the Uniform Grant Management
449 Standards; and
 - 450 ○ Any other safeguards a Board has identified that are designed to ensure the
451 proper and effective use of funds placed under the control of its workforce service
452 providers.
- 453 • The fiscal integrity evaluation will also include the review and consideration of the
454 prospective or renewing workforce service provider's prior three-year financial history
455 before the Board awards or renews a workforce service contract. The review will include
456 any adverse judgments or findings, such as administrative audit findings; Commission,
457 Agency, or Board monitor findings; or sanctions by a Board or court of law.
- 458 • The fiscal integrity evaluation may include provisions such as accounting for program
459 income in accordance with federal regulations, resolving questioned costs and the
460 repayment of disallowed costs in a timely manner, and safeguarding fixed assets, as well
461 as those referenced in this Manual.

462
463 The fiscal integrity evaluation can be accomplished by relying on the work of other reviews,
464 audits, or examinations, to the extent that such work meets the rule's stated objectives and
465 requirements. Where the previous work only partially meets the rule's objectives and
466 requirements, additional work is required prior to making the award, but may build upon work
467 performed for the other reviews, audits, or examinations.

468
469 To meet the intent of the purpose for the fiscal integrity evaluation, the work of a review, audit,
470 or examination that will be relied on to satisfy performance of the fiscal integrity evaluation will
471 need to have been performed within the last few months of the contract that is being considered
472 for renewal, or for a new contract, within a few months prior to the contract's start date.

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Unsolicited Proposals

To ensure and comply with the requirements of open and free competition the Board will not accept or consider any unsolicited proposals or those submitted outside the formal solicitation process. Such organizations will be placed on Board’s bidders list to be informed of future solicitations.

REASONS FOR POLICY:

The policies and procedures outlined herein are intended to comply with the procurement standards in the U.S. Office of Management and Budget’s “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance (UG)), codified at Part 200 of Title 2 of the Code of Federal Regulations (CFR). It also includes selected requirements from the TWC rules in Title 40 of the Texas Administrative Code (TAC), and the Agency Board Agreement (ABA), and the TWC Financial Manual for Grants and Contracts (FMGC).

RELATED POLICY INFORMATION:

[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
[Texas Uniform Grant Management Standards](#)
[Texas Workforce Commission Financial Manual for Grants and Contracts](#)

EXCLUSIONS:

None

CONTACTS:

~~Finance Director~~ [Director of Finance & Innovation](#)

ATTACHMENTS:

Competitive Procurement Checklist
Noncompetitive Procurement Checklist

DISTRIBUTION:

Board x Board Staff x Contracted Staff

Signature on File
Reviewed by EEO Officer

Date

Signature on File
Reviewed by Executive Director

Date



Policy Number	2.1.0901B.04
Origination Date	September 1, 2001
Revision Date	August 15, 2011; June 26, 2013; April 26, 2017; January 22, 2020
Distribution Date	May 10, 2017; January 27, 2020

1 **TITLE:**

2 Micro and Small Purchases

3

4 **RESPONSIBLE STAFF:**

5 ~~Finance Director~~ [Director of Finance & Innovation](#)

6

7 **DEFINITIONS:**

8 **Aggregate Cost** – For purposes of determining whether a cost exceeds the simplified
9 acquisition threshold or a micro-purchase threshold, “aggregate cost” means the following:

- 10 • For single purchases or individual recurring purchases made without contract, aggregate
11 cost means the cost of the individual purchase.
- 12 • For contracts, aggregate cost means the total potential cost of the contract, including any
13 option years and amendments.

14

15 **Sole Source Procurement** - A type of noncompetitive procurement for which competition does
16 not exist because a particular entity is the sole source supplier of the needed good or service,
17 and no other good or service will satisfy the need; i.e., the Contractor needs a good or service
18 to have a distinctive characteristic not shared by other products or services, and there is only
19 one responsible supplier of the good or service that has the needed characteristic.

20

21 **POLICY STATEMENT:**

22 Micro and Small purchase procedures may be used for relatively simple purchases for which
23 the aggregate cost does not exceed the thresholds specified in this policy.

24

25 **POLICY REQUIREMENTS:**

26 Any employee of the Board or Contracted Service Provider is allowed to initiate a purchasing
27 action. However, all micro and small purchases must be documented and approved by
28 management in accordance with organizational policies and procedures prior to payment for the
29 goods and/or services.

30

31 Micro-Purchases

32 Purchases of goods, services and/or property with an aggregate cost of ~~\$10,000~~ 15,000 or less
33 do not require competitive procurement. Micro-purchases can be made without soliciting price
34 or rate quotations if the price to be paid for the goods/services can be considered reasonable
35 based on information such as research, catalog or published price available to the general
36 public under like circumstances, experience, prior purchases, or other information. Approval of
37 the purchase by required management and the Board’s finance department is documented to
38 support the goods and/or service is necessary and the price being paid has been determined to
39 be reasonable.

40

41 The Board will obtain price or rate quotations for micro-purchases if:

- The purchasing entity has information the price is not reasonable (i.e., based on comparison to the previous price paid, or personal knowledge of the supply or purchase); or
- Purchasing a good or service for which comparative pricing is not readily available (i.e., purchasing a good or service is not the same as, or similar to other goods or services that have recently been purchased on a competitive basis).

Small Purchase

Relatively simple and informal procurements for property, supplies and services with an aggregate cost not to exceed ~~\$250,000~~\$350,000 are considered to be a small purchase. The small purchase method of procurement permits the collection of price and rate quotations through informal means, such as documented phone quotes, advertisement, catalog pricing, and Internet pricing. Small purchase procedures are appropriate when:

- a) purchasing goods or services for which the aggregate cost does not exceed the simplified acquisition threshold,
- b) price is the overriding factor and can easily be compared,
- c) delivery is standardized, and
- d) performance outcomes are not dependent on the content of the goods or services procured. For this reason, it is suited for purchases where specifications can be made in advance and award can be made based on the best value received for the good or service being purchased.

In using this method the Board will, at a minimum, secure and document two (2) quotes from qualified and eligible sources.

Soliciting from a Single Source (Sole Source Procurement)

Bids may be solicited from only one source if the Board determines only one source is reasonably available. However, documented attempts must be made to find a vendor that provides a comparable product so a best value determination can be made.

Examples of sole source procurements include, but are not necessarily limited to the following:

- Regulated utilities
- Additions to previously procured software, assessments, or office cubicles
- Updates or licensing renewals to previously procured software
- Vendors that a lessor requires as a condition for the Contractor to use or alter a leased space
- In some cases, unsolicited proposals (i.e., if the proposal demonstrates a unique capability or concept, that is not otherwise available to the purchasing organization, and does not resemble a pending competitive (informal or formal) procurement)

Cost analysis, which includes verification of the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

Circumvention

Under no circumstances will purchases anticipated to be in excess of ~~\$250,000~~\$350,000 be divided to fall within the small purchase limit. Split purchases used to circumvent competitive bidding may be considered flawed and subsequently disallowed by the applicable Board funding entity.

91
92 Awards
93 The relatively simple nature of small purchase procurements typically results in awarding a
94 purchase based on the lowest price or rate quotation. This includes micro-purchases for which
95 price or rate quotations were obtained because reasonableness could not otherwise be
96 determined. When price or rate quotations were obtained, and award is made to an entity other
97 than the one offering the lowest price or rate, include explanation of the award decision in the
98 support documentation. If a supplier requests information on an award that was based on
99 factors other than price alone, a brief explanation of the basis for the contract award decisions
100 should be provided.

101
102 Options
103 Bids solicited may include renewal options provided that the sum of all options does not exceed
104 the small purchase threshold.

105
106 **REASONS FOR POLICY:**
107 The policies and procedures outlined herein are intended to comply with the general
108 requirements of OMB Circular A-110, Texas Uniform Grant Management Standards (UGMS),
109 and the TWC Financial Manual for Grants and Contracts (FMGC).

110
111 **REFERENCES:**
112 [OMB Circular A-110](#)
113 [Texas Uniform Grant Management Standards](#)
114 [Texas Workforce Commission Financial Manual for Grants and Contracts](#)

115
116 **EXCLUSIONS:**
117 None

118
119 **CONTACTS:**
120 ~~Finance~~ Director [of Finance & Innovation](#)

121
122 **ATTACHMENTS:**
123 None

124
125 **DISTRIBUTION:**
126
127
128 Board x Board Staff x Contracted Staff

129
130
131
132 _____ **Signature on File** _____
133 **Reviewed by EEO Officer** **Date**

134
135
136
137 _____ **Signature on File** _____
138 **Reviewed by Executive Director** **Date**

Report on the Annual
Financial Evaluation of

Workforce Solutions
Northeast Texas

*In its capacity of Workforce Development Board for the
Northeast Texas Workforce Development Area and fiscal
agent for its Workforce and Childcare Contractor Principle
Concepts, LLC*

Report Date: December 27, 2025

R

Report Demographics

Report Number: WFSNT 25-03

Report Type: FINAL

Report Issue Date: December 27, 2025

Review Type: Annual Financial Evaluation

Review Period: April 1, 2025 through September 30, 2025

Entities Reviewed: *Principle Concepts, LLC* Childcare Contractor and Workforce Center Operator (Contractor) and *Workforce Solutions Northeast Texas* (the Board) as its fiscal agent.

Review Conducted by: **D**iaz, **S**mith, and **A**ssociates
Anna Rocha Diaz
Sujuane Smith
Edward Taylor

Dates of Fieldwork: Review conducted as an off-site desk review

Report Developed by: Sujuane Smith

pplicable Definitions

Board: The *Northeast Texas Workforce Development Board* created pursuant to Texas Government Code §2308.253 and certified by the Governor pursuant to Texas Government Code §2308.261.

Commission: The Texas Workforce Commission (TWC)

Department of Labor or DOL: The United States Department of Labor, including its agencies and organizational units.

Determination: A weakness in internal controls and/or an instance of non-compliance with applicable policies, laws and regulations.

Disallowed Costs: Those charges to an award that are determined to be unallowable, in accordance with the applicable Federal cost principles, applicable State rules, regulations, policies or other terms and conditions contained in the award.

Finding: An item (s) of noncompliance and /or a deficiency that is required to be reported pursuant to the applicable promulgations for the funding source(s) being monitored. Prompt and immediate corrective actions are required in accord with the policy(s) of the funding source(s) entity.

FMGC: Texas Workforce Commission Financial Manual for Grants and Contracts

Observation: A reportable condition that does not currently have a material effect on internal controls and the accuracy of the financial information. An observation, if not addressed, presents the possibility of a future circumstance of non-compliance and/or internal control weaknesses.

OMB: The United States Office of Management and Budget.

Questioned Cost: A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

R

Review Scope

This annual financial review evaluated **Principle Concepts, LLC** Childcare Contractor, and Workforce Center Operator (Contractor) and **Workforce Solutions Northeast Texas** (the Board) as the *Workforce Board* and *fiscal agent* for **Principle Concepts, LLC (PCL)**. The review covered the period April 1, 2025 through September 30, 2025. The review was performed to assess the reliability of current fiscal data, the degree of compliance with applicable policies, laws, regulations and the adequacy of internal controls. The following areas/items were examined:

1. **Bank Statements and Reconciliations:** We examined for the Boards *Guaranty Bank general* account bank statements and reconciliations for the six month review period ended September 30, 2025. Our review included an examination of the reconciliations, collateral agreements, and affiliated internal controls.
2. **Board Payroll:** Payroll records for five (5) Board employees for nine (9) pay periods ending as follows:

No	Pay Period End Date
1	4/11/2025
2	4/25/2025
3	5/9/2025
4	6/6/2025
5	6/20/2025
6	7/4/2025
7	8/1/2025
8	8/15/2025
9	8/29/2025

Documents reviewed included employee I-9 and W-4 forms, pay authorization documentation and time sheets.

3. **Disbursements:** Supporting documentation for forty (40) judgmentally sampled Board and/or Workforce Center Operator disbursement transactions occurring during the review period of April 1, 2025 through September 30, 2025 were evaluated.

4. Workforce Center Payroll: Payroll records for ten (10) PCL Workforce Center employees for nine (9) pay periods ending as follows:

No	Pay Period End Date
1	5/3/2025
2	5/17/2025
3	5/31/2025
4	7/12/2025
5	7/26/2025
6	8/9/2025
7	9/6/2025
8	9/20/2025
9	10/4/2025

Documents reviewed included employee I-9 and W-4 forms, pay authorization documentation and time sheets.

5. Procurement: We examined supporting documentation for a representative sample of seven (7) small and/or micro-procurements.

Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

The workpapers and source documents resultant from this review are maintained by Diaz, Smith, and Associates and are available for inspection with approval by the Northeast Texas Workforce Development Board (the Board).

Findings

Our financial review of *Principle Concepts, LLC* Childcare Contractor and Workforce Center Operator and *Workforce Solutions Northeast Texas* (the Board) as the Board and *fiscal agent* evaluated a representative sample of the areas as outlined in the Review Scope section of this report. Our review did not determine any reportable findings. **Accordingly, no findings are presented.**

Observations

Our financial review of *Principle Concepts, LLC* Childcare Contractor and Workforce Center Operator and *Workforce Solutions Northeast Texas* (the Board) as the Board and *fiscal agent* evaluated a representative sample of the areas as outlined in the Review Scope section of this report. Our review did not determine any reportable observations. **Accordingly, no observations are presented.**

Report on the 2nd
FY2025 Semi-Annual
Program Monitoring
Evaluation
Of the Workforce
Grants Administered
by:

Principle Concepts, L.L.C.

in their capacity of Workforce Contractor in the *Northeast Texas*
Workforce Development Area

January 10, 2026

Report Number: 25-04

Report Type: 2025 2nd Semi-Annual Workforce Program Monitoring Report, and the 2025 Annual Child Care Program Monitoring Report

Report Status: Final

Entity Reviewed: *Principle Concepts, L.L.C.*

Review Type: Semi - Annual Program Review of the Workforce Grants, which included an Annual Program Review of the Child Care Program, administered by Principle Concepts, L.L.C. and funded by the *Workforce Solutions Northeast Texas* (the Board)

Applicable Period: April 1, 2025, through September 30, 2025 – Workforce Programs
October 1, 2024, through September 30, 2025 – Child Care Program

Dates of Fieldwork: Off-site desk review conducted during the month of November and December 2025

Exit Date: December 17, 2025

Issuance of Draft Report: December 17, 2025

Contractor Response: January 1, 2026

Issuance of Final Report: January 10, 2026

Review Conducted by: **D**iaz, **S**mith, and **A**ssociates
Rachael Robertson

Report Developed by: Rachael Robertson

pplicable Definitions

Area Of Concern: In general, noncompliance conditions that are observed and documented by the monitors based on established law, procedures, or other authoritative guidance. These noncompliance conditions are considered lower-risk findings but could potentially result in a higher-risk finding based on the nature of the deficiency (e.g. repeat violations, issues indicative of systemic problems, etc.). These items, while documented in the workpapers, may or may not be included in the report. All areas of concern are discussed during the review and/or exit conference.

Board: The *Northeast Texas Workforce Development Board, dba. Workforce Solutions Northeast Texas* created pursuant to Texas Government Code §2308.253 and certified by the Governor pursuant to Texas Government Code §2308.261.

Briefing Item: Generally, noncompliance conditions that are observed and documented by the monitors based on established law, procedures, or other authoritative guidance. These noncompliance conditions are considered lower-risk findings but could potentially result in a higher-risk finding based on the nature of the deficiency (e.g. repeat violations, issues indicative of systemic problems, etc.). These items, while documented in the workpapers, may or may not be included in the report. All briefing items are discussed off-site during the review and/or exit conference.

Determination: A weakness in internal controls and/or an instance of non-compliance with applicable policies, laws, and regulations.

Disallowed Costs: Those charges to an award that are determined to be unallowable, in accordance with the applicable Federal cost principles, applicable State rules, regulations, policies, or other terms and conditions contained in the award.

Expenditure: Costs incurred for goods and services that cause decreases in net financial resources.

Finding: An instance where noncompliance with requirements contained in federal or State law, regulation, administrative code, guidance, or other promulgations are determined and are issues that are of high risk that could potentially result in questioned costs and/or impact the integrity of program operations.

Observation: A reportable condition that does not currently have a material effect on internal controls and the accuracy of financial information. An observation, if not addressed, presents the possibility of a future circumstance of non-compliance and/or internal control weaknesses.

Questioned Cost: A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Recommendation: Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

P rogram Monitoring Review Purpose and Scope

Purpose

The review was conducted to ensure compliance with standards prescribed by the Texas Workforce Commission, the U.S. Department of Labor Employment and Training Administration, TWC Financial Grants and Contracts Manual, program regulations, contractual agreements, Board Plan(s), OMB Circulars, H.B. 1863, Appendix A of the Workforce Board's contractual agreement with Texas Workforce Commission, WD Letters, and other regulatory rules as prescribed by each grant. It focused on appropriateness of training for workforce customers, quality of training processes, training outcomes, and other benefits to participants and workforce performance outcomes.

Workforce Program Scope

We randomly selected and reviewed program files for the review period of **April 1, 2025, to September 30, 2025**. In some instances, the review went beyond the scope to attain a more accurate understanding of the services and/or activities. The program element(s) reviewed included, but were not limited to, the following:

- 1) SNAP E&T
 - Eligibility
 - Noncooperation
 - Data Integrity
 - Participation Hours – Documentation/Verification
 - Forms 1817 and 1822
 - Case Management
 - Personal Identifiable Information (PII)
- 2) TANF/Choices
 - Eligibility
 - Noncooperation
 - Data Integrity
 - Participation Hours – Documentation/Verification
 - Case Management
 - Personal Identifiable Information (PII)
 - Good Cause, of applicable
- 3) WIOA
 - Orientation to Complaint
 - Authorization to Work
 - Documentation of Date of Birth
 - Selective Service, if applicable
 - Family Status, if applicable
 - Low Income, Disability, or 5% Exemption, if applicable
 - Dislocation Documents, if applicable
 - Barriers Documents, if applicable
- 4) RESEA
 - The claimant received an invitation letter from the Board including the RESEA Babel notice.
 - The claimant was scheduled for a RESEA one-to-one appointment no sooner than seven (7) days and no later than twenty-one (21) days from the scheduler run date after being added to the outreach pool.
 - All three methods of communication for the outreach appointment reminder were used and documented in the case note.

- Required services were provided to the claimant on the same day during the Initial RESEA appointment.
- UI Eligibility Review Form was completed and uploaded to the customer's profile.
- Work search logs for the prior two weeks were reviewed and uploaded to the customer's profile.
- Client Labor Market Information (CLMI) form was completed and uploaded to the customer's profile.
- All RESEA services were entered into WIT within seven (7) calendar days from the scheduled RESEA initial appointment date.
- Individual Reemployment Plan includes all goals outlined in the guide and is complete.
- WF-42 was sent via password-protected or encrypted email

5) TAA

- Explanation of Services Form (EOS-1) in file.
- Reemployment and Training Plan (REP)/Individual Employment Plan (IEP)
 - If so, was service code entered in TWIST/WIT?
- REP/IEP amended, if applicable
- Benchmarks
- Co-enrolled into WIOA Dislocated Worker
 - If Not, is there a declination form on file.

The number of files reviewed per program is noted below.

Program	# of Files Reviewed
SNAP	10
TANF-Choices	12
WIOA – Eligibility	7
<ul style="list-style-type: none"> • Adult - 3 • Dislocated - 2 • Youth - 2 	
TAA	1
RESEA	9
	39

Child Care Program Scope

We randomly selected and reviewed Child Care program files for the review period of **October 1, 2024, to September 30, 2025**. In some instances, the review went beyond the scope to attain a more accurate understanding of the services and/or activities. The program element(s) reviewed included, but were not limited to, the following:

1) Eligibility

- Child Eligible for Services
- Documentation of Child(ren) Citizenship, Age & Immigration Status
- LWDA Residency Documentation on File
- If Applicable, Is There Documentation of Homelessness
- If Homeless, Was Case Certified for 90 Days or 12 Month

- If Applicable, was all required eligibility documents collected at the end or before 90 days.
- Parent Meeting the Work/Training Requirement
- Full-Time, Part-Time or Blended Care Authorized on 2450/TX Notice Based on Parents Work/Training Status
- All Income Sources Verified, Accurately Recorded and Calculated
- Household Income Within Limits Established by Board for Family Size
- Parent Share of Cost Accurately Determined
- Form 2450/TX Notice Generated and Sent to Provider and Documented in Case Note
- Subsidy Amount Recorded Equals Amount Authorized

2) Department of Family Protective Services (DFPS) Referrals

- Authorization request for childcare was made within 3 days after receipt of DFPS referral.
- Information from form 2054 entered accurately into KinderTrack.

CHILD CARE Program	# of Files Reviewed
Eligibility	10
DFPS Referrals	8
TOTAL FILES REVIEWED	18

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T)

FINDINGS:

No reportable finding.

AREAS OF CONCERN:

1. Out of seven applicable cases reviewed, one case showed that the Reconsideration Request was not processed within the required timeframe and the case note did not include the date the form was faxed (14% error rate).
 - **STATE ID: 167538691:** The participant reported a possible work-code error on July 1, 2025; however, the case note did not include the fax date of HHSC Form 1817. Additional outreach occurred on September 23, 2025, when the participant reiterated the concern, but the formal reconsideration request was not submitted until September 25, 2025.

Reference: The August 20205 Texas Workforce Commission SNAP E&T Guide Section A-205: Requests for Reconsideration states that *“Boards must ensure that Workforce Solutions Office staff...enters into WIT Counselor Notes:*

- *a statement that Form H1817 was sent to HHSC;*
- *the date Form H1817 was sent to HHSC; and*
- *the reason for the reconsideration;... “*

Additional Section A-204.a(1): Federal Exemption Criteria and Corresponding Work Codes further states *“Boards must ensure that at the time the recipient informs Workforce Solutions Office staff that they are potentially eligible for an exemption, a penalty is not initiated, and a reconsideration is processed within one business day. Refer to A-205.”*

The date of the error was considered and was based upon relevant guidance at the time.

Recommendation: This area was identified as a finding in the last semi-annual reviews. The finding is considered resolved. Corrective action taken after the last review appears to be effective. Updated guidance in this area has further restricted the time for action. This area will be reviewed during the next monitoring cycle.

Response: This error occurred during a transition period where a Career Planner was leaving, a new one was getting trained, and a third CP was working two offices. I believe the checklists we have put into place will assist with keeping the errors reduced. An email was sent to staff on 12/18/25 to remind CPs to include the fax date in the case note and to send the 1817 within 1 business day of receiving the reconsideration notification.

SNAP E&T FOLLOW UP FROM PREVIOUS FINDINGS - June 2025:

Any pending findings are considered resolved.

TEMPORARY ASSISTANCE to NEEDY FAMILIES /CHOICES

FINDINGS:

1. In two of the ten applicable cases, participation hours in WIT Attendance Tracking did not match the documentation in the case file (20% error rate).
 - **STATE ID 167426359:** Documentation of hours for September week 3 do not match the WIT Attendance Tracker.
 - **STATE ID 161978999:** Hours for April week 1 and week 2 were not entered incorrectly in the tracker.

Reference: Section B-601: Documentation and Verification of Work Activities states that "*Boards must ensure that Workforce Solutions Office staff document and verifies all work activities in accordance with this guide and enter the documentation and verification into WIT Daily Time Tracking.*"

Recommendation: The contractor must ensure that hours are entered correctly and verified. Self-monitoring or peer monitoring can also be utilized to ensure accuracy before the verification process. This was an area of concern during the last monitoring cycle.

Response: Agree, an email was sent to staff on 12/18/25 to remind them to double check Attendance Tracking to make sure it matches the documentation in the case file. I also reminded them to use the Time Calculator they have available to convert average time per day into hours/minutes before entering into WIT.

MONITORS' RESPONSE: The corrective action submitted appears sufficient to address the identified cases. This area will be revisited during the next monitoring cycle or earlier, if requested by the Board. At that time, the monitor will assess the effectiveness of the corrective action's implementation.

STATUS: Pending

2. In two of the six applicable cases, penalties were not initiated appropriately, resulting in a 33% error rate.
 - **STATE ID 120804440:** The Timely and Reasonable Attempt (TRA) was provided on the date of discovery via the preferred method of contact (PMOC); however, the email sent to the customer listed an appointment time of April 10, 2025, at 9:00 a.m., which preceded the actual time the email was sent (12:23 p.m.).
 - **STATE ID 10832719:** Penalty was entered 1 day late. Noncompliance was identified as August 6, 2025, TRA was provided via PMOC, email, on August 7, 2025, The TRA email was not found on file however a copy was included in the case note and the TRA letter. The copy did not include the deadline of August 12, 2025, as noted in the case note. The penalty was entered August 13, 2025. The last day to enter the penalty was August 12, 2025.

Reference: In section B-803: Timely and Reasonable Attempt for Failure to Meet Participation Requirements states that "*After the date of noncompliance with participation requirements, such as a missed appointment—or the date of Workforce Solutions Office staff discovery of noncompliance—a Choices participant has one business day to contact the Workforce Solutions Office.*"

Recommendation: The Contractor must ensure a timely and reasonable attempt to contact the participant, by phone, text, e-mail, letter, or in-person, is initiated to determine whether the participant was in noncompliance or had good cause before a penalty is initiated.

Response: Agree, an email was sent to staff on 12/18/25 to remind them to pay attention to the dates and times used when notifying the customer of their deadline to contact the CP. I told the CPs to review the case note to make sure the correct information was entered into the note. They were also reminded of the 7-day deadline for entering penalties.

MONITORS' RESPONSE: The corrective action submitted appears sufficient to address the identified cases. This area will be revisited during the next monitoring cycle or earlier, if requested by the Board. At that time, the monitor will assess the effectiveness of the corrective action's implementation.

STATUS: Pending

AREAS OF CONCERN:

No reportable areas of concern.

Choices FOLLOW UP FROM PREVIOUS FINDING – June 2025:

Previous findings are considered resolved.

WORKFORCE INNOVATION and OPPORTUNITY ACT

FINDINGS:

No reportable finding.

TRADE ADJUSTMENT ASSISTANCE

FINDINGS:

No reportable finding.

RESEA

In response to ongoing program modifications, all identified discrepancies will be classified as areas of concern until the formal implementation of the RESEA Program monitoring process by TWC in BCY2026.

AREAS OF CONCERN:

1. In three of the four applicable files the WF-42 form was not sent when the claimant presented a potential eligibility issue to staff, representing a 75% error rate.
 - **STATE ID 170036504:** During the assessment, an eligibility issue was reported by the claimant, however the WF42 Form was not created or sent to the WFUI Coordinator.
 - **STATE ID 170187838:** During the assessment, an eligibility issue was reported by the claimant, however the WF42 Form was not created or sent to the WFUI Coordinator.
 - **STATE ID 168583855:** The WF42 Form was created however was not sent to the WFUI Coordinator.

Response: Staff received training from TWC in November regarding all aspects of RESEA and when a WF42 should be sent. As we are going into the Pilot program this next year, there will continue to be training provided regarding WF42s.

CHILD CARE ELIGIBILITY

FINDINGS:

No reportable finding.

DFPS REFERRALS

FINDINGS:

1. In two of the eight cases reviewed the information from Form 2054 was entered incorrectly or was missing in KinderTrack (29% error rate).
 - **FAMILY ID 455199:** The case owner's social security number was not entered into the system; in addition, the owner's date of birth was entered incorrectly.
 - **FAMILY ID 458422:** The child's personal identification number was entered incorrectly in the system.

Reference: Section D-704: Authorizations of Care for Children in Protective Services of the TWC Child Care Guide states "Boards must ensure that authorizations for DFPS CCS entered into the childcare case management system reflect exactly the following Form 2054 information:

- Authorization Begin, End, or Termination dates
- DFPS Referral Type Code as follows:
 - 1 for DFPS General Protective
 - 2 for DFPS Foster Care IV-E
 - 3 for DFPS Foster Care Not IV-E
 - 4 for DFPS Relative/Other Caregiver
- Child's First Name and Last Name (do not include a suffix such as Jr. or II)
- Child's Date of Birth
- Child's SSN, if available
- Child's Personal Identification Number
- Case Owner's First Name and Last Name
- Case Owner's SSN, if available"

Recommendation: Since this issue was previously noted as an area of concern, the contractor should correct the KinderTrack data for this case and ensure future entries match Form 2054 precisely. Implementing peer reviews and periodic DFPS file checks is also advised.

Response: These issues have been corrected in the system.

MONITORS' RESPONSE: The corrective action submitted appears sufficient to address the identified cases. This area will be revisited during the next monitoring cycle or earlier, if requested by the Board. At that time, the monitor will assess the effectiveness of the corrective action's implementation.

STATUS: Pending

AREAS OF CONCERN:

1. In one of the eight cases reviewed (**Family ID 458422**), the authorization request was not processed within the three-day window, resulting in a 14% error rate.

Reference: In section D-704: Authorizations of Care for Children in Protective Services of the TWC Child Care Guide states *“Within three business days from receipt of a completed DFPS authorization for CCS, Boards must ensure that the child care contractor does one of the following:*

- *Completes the authorization request, including all data entry...”*

Recommendation: The contractor must update the information in TWIST for this case and ensure that TWIST reflects the Form 2054 exactly, moving forward.

Response: Staff have been reminded DFPS authorizations must be completed within 3 business days from receipt.

FILE REVIEW SAMPLE LISTS

CHART A SNAP MONITORING SAMPLE LIST

STATE ID	
140330386	10070711
80562973	10514003
167538691	167915409
80608789	169193431
170275376	30039074

CHART B TANF/CHOICES MONITORING SAMPLE LIST

STATE ID	
120804440	10832719
161978999	130996398
167991594	140721165
167426359	70888105
170107402	60748735
70970021	167730174

CHART C WIOA - ELIGIBILITY MONITORING SAMPLE LIST

WIT ID	PROGRAM	WIT ID	PROGRAM
166185963	Out of School Youth	162122222	Dislocated Worker Adult/Adult
167464041	Out of School Youth	170008358	Dislocated Worker Adult/ Adult
161633225	Adult	170199592	Adult
161548341	Adult		

CHART D RESEA MONITORING SAMPLE LIST

WIT ID	WIT ID
21025180	170187838
169896399	165585489
70979805	168583855
10852971	166555387
170036504	

CHART E
TAA MONITORING SAMPLE LIST

WIT ID	Petition #
161631410	85796

CHART F
CHILD CARE ELIGIBILITY MONITORING SAMPLE LIST

FAMILY ID	FAMILY ID
199067	76987
139250	212123
30350	178087
214463	86217
211244	83462

CHART G
CHILD CARE DFPS MONITORING SAMPLE LIST

FAMILY ID	FAMILY ID
455199	219497
446435	457754
444664	458422
447692	426335

References:

- Texas Workforce Commission Rules – Chapter 813
- Texas Workforce Commission Rules – Chapter 811
- Texas Workforce Commission WIOA Guide to Texas Workforce System Operation
- Texas Workforce Commission WIOA Guidelines for Adults, Dislocated Workers & Youth
- Texas Workforce Commission CHOICES Guide
- Texas Workforce Commission SNAP Guide
- Texas Workforce Commission Trade Adjustment Assistance Guide
- WD Letter 06-13 and Applicable Changes – Documenting Services and Participant Contact in The Workforce Information System of Texas (WIT) Counselor Notes
- Northeast Board Policies
- Texas Workforce Commission Child Care Guide
- Fraud Deterrence and Compliance Monitoring (FDCM) Letter 01-2024
- Northeast Texas Contractor Procedures

November 2025 Board Summary Report

FINAL RELEASE

As Originally Published
1/9/2026



Year-to-Date
Performance Periods

Board 7. Northeast Texas

WIOA Outcome Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Employed Q2 Post Exit - Adult (DOL)	EX	115.04%	82.58%	82.58%	95.00%	73.08%	84.44%	19	20	95.00%	-	-	-	7/24	9/24	
Employed Q4 Post Exit - Adult (DOL)	NM	81.04%	82.27%	82.27%	66.67%	80.00%	86.96%	4	6	66.67%	-	-	-	1/24	3/24	
Measurable Skills Gains - Adult (DOL)	MG	107.16%	70.70%	70.70%	75.76%	80.00%	81.33%	25	33	72.73%	75.76%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - Adult (DOL)	EX	131.05%	\$8,110.00	\$8,110.00	\$10,628.27	\$12,284.49	\$10,550.32	N/A	19	\$10,628.27	-	-	-	7/24	9/24	
Credential Rate - Adult (DOL)	NM	85.29%	78.17%	78.17%	66.67%	89.66%	77.78%	4	6	66.67%	-	-	-	1/24	3/24	
Employed Q2 Post Exit - DW (DOL)	AR	91.07%	82.35%	82.35%	75.00%	86.96%	81.82%	3	4	75.00%	-	-	-	7/24	9/24	
Employed Q4 Post Exit - DW (DOL)	MG	98.04%	85.00%	85.00%	83.33%	83.33%	79.37%	5	6	83.33%	-	-	-	1/24	3/24	
Measurable Skills Gains - DW (DOL)	EX	128.50%	77.82%	77.82%	100.00%	100.00%	84.21%	1	1	100.00%	100.00%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - DW (DOL)	EX	145.07%	\$9,640.00	\$9,640.00	\$13,984.28	\$12,882.18	\$11,864.00	N/A	3	\$13,984.28	-	-	-	7/24	9/24	
Credential Rate - DW (DOL)	EX	128.93%	77.56%	77.56%	100.00%	95.00%	91.67%	3	3	100.00%	-	-	-	1/24	3/24	
Employed/Enrolled Q2 Post Exit - Youth (DOL)	EX	122.22%	81.82%	81.82%	100.00%	83.33%	82.35%	1	1	100.00%	-	-	-	7/24	9/24	
Employed/Enrolled Q4 Post Exit - Youth (DOL)	EX	120.00%	83.33%	83.33%	100.00%	96.00%	92.86%	2	2	100.00%	-	-	-	1/24	3/24	
Measurable Skills Gains - Youth (DOL)	NM	21.83%	65.47%	65.47%	14.29%	70.83%	66.67%	1	7	14.29%	14.29%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - Youth (DOL)	EX	239.04%	\$4,600.00	\$4,600.00	\$10,996.00	\$10,434.44	\$5,134.55	N/A	1	\$10,996.00	-	-	-	7/24	9/24	
Credential Rate - Youth (DOL)	EX	130.23%	76.79%	76.79%	100.00%	80.00%	80.00%	1	1	100.00%	-	-	-	1/24	3/24	
Credential Rate - All C&T	EX	106.67%	75.00%	75.00%	80.00%	88.89%	83.00%	8	10	80.00%	-	-	-	1/24	3/24	

Status Summary

(Number of Measures)

Exceeding Performance (EX): 10

Meeting Performance (MG, AR): 4

Not Meeting Performance (NM): 4

**% Meeting/Exceeding
(EX, MG, AR): 77.78 %**

Status Definitions:

EX: Exceeding Performance

MG: Meeting Performance

AR: Meeting Performance - At Risk*

NM: Not Meeting Performance

* In the bottom quarter of the Meeting Performance range.

Program Participation Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Avg # Children Served Per Day - Combined	N/A	N/A	N/A	-	1,555	2,036	1,797	66,854	43	1,555	-	-	-	10/25	11/25	11, 13
Childcare Initial Job Search Success Rate	N/A	N/A	56.91%	56.91%	N/A	51.72%	-	0	0	N/A	-	-	-	6/25	7/25	
Choices Full Engagement Rate - All Family	N/A	N/A	50.00%	50.00%	N/A	-	48.76%	N/A	N/A	N/A	-	-	-	10/25	11/25	5
Total																

Notes

5. I|3 is finalizing the visualization for this measure to ensure accuracy.

11. Beginning in BCY'26 with the October 2025 monthly performance, an updated methodology will be used for Avg # Children Served Per Day - Combined.

13. Methodology updates beginning October 2025 to account for TX3C payment data variability results in greater accuracy for current performance. Refresh of targets are in development for consideration.

November 2025 Board Summary Report

FINAL RELEASE

As Originally Published
1/9/2026



Year-to-Date
Performance Periods

Board 7. Northeast Texas

Reemployment/Employer Engagement Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Claimant Reemployment within 10 Weeks	NM	94.97%	60.85%	60.85%	57.79%	59.12%	64.31%	330	571	57.79%	-	-	-	7/25	8/25	
Employers Receiving Texas Talent Assistance	MG	101.23%	734	1,872	743	1,872	1,604	N/A	N/A	743	-	-	-	10/25	11/25	

Status Summary

(Number of Measures)

Exceeding Performance (EX): 10

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Not Meeting Performance (NM): 4

**% Meeting/Exceeding
(EX, MG, AR): 77.78 %**

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Northeast Texas

		November-25				October-25				November-24			
Area	Area Type	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate	Labor Force	Employment	Unemployment	Rate
Texas	State	16,038,665	15,361,936	676,729	4.2	#N/A	#N/A	#N/A	#N/A	15,758,856	15,115,304	643,552	4.1
Texarkana	MSA	63,545	60,752	2,793	4.4	#N/A	#N/A	#N/A	#N/A	62,333	59,810	2,523	4.0
Northeast Texas	WDA	129,796	124,465	5,331	4.1	#N/A	#N/A	#N/A	#N/A	127,273	122,047	5,226	4.1
Bowie	County	40,809	39,129	1,680	4.1	#N/A	#N/A	#N/A	#N/A	40,095	38,426	1,669	4.2
Cass	County	11,291	10,709	582	5.2	#N/A	#N/A	#N/A	#N/A	11,174	10,585	589	5.3
Delta	County	2,443	2,334	109	4.5	#N/A	#N/A	#N/A	#N/A	2,377	2,258	119	5.0
Franklin	County	5,597	5,401	196	3.5	#N/A	#N/A	#N/A	#N/A	5,468	5,275	193	3.5
Hopkins	County	20,206	19,548	658	3.3	#N/A	#N/A	#N/A	#N/A	19,547	18,916	631	3.2
Lamar	County	24,371	23,323	1,048	4.3	#N/A	#N/A	#N/A	#N/A	23,877	22,912	965	4.0
Morris	County	5,070	4,791	279	5.5	#N/A	#N/A	#N/A	#N/A	4,971	4,699	272	5.5
Red River	County	4,618	4,395	223	4.8	#N/A	#N/A	#N/A	#N/A	4,600	4,386	214	4.7
Titus	County	15,391	14,835	556	3.6	#N/A	#N/A	#N/A	#N/A	15,164	14,590	574	3.8
Paris	City	11,426	10,890	536	4.7	#N/A	#N/A	#N/A	#N/A	11,220	10,698	522	4.7
Texarkana	City	15,649	14,974	675	4.3	#N/A	#N/A	#N/A	#N/A	15,375	14,705	670	4.4
United States	Country				4.3	#N/A	#N/A	#N/A	#N/A				4.4



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<p>Tiffany Cooper-Aguilar, Owner & Mortician Aguilar Funeral Services 912 TX Highway 37 S., Mount Vernon, TX 75457 Private Sector/Franklin County <i>Term: 10/1/2023-9/30/2026</i></p>	<p>Amado Azua, Director of Human Resources Ledwell & Son Enterprises Inc. 3300 Waco St., Texarkana, TX 75501 Private Sector/Bowie County <i>Term: 10/1/2023-9/30/2026</i></p>
<p>Patricia Boeckmann, Chief Executive Officer Titus Regional Medical Center Private Sector Titus County <i>Term: 06-01-2025 – 09/30/2027</i></p>	<p>Derald Bulls, Board Member CitySquare Community Based Organization/Lamar County <i>Term: 10/1/2022-9/30/2028</i></p>
<p>Brian D. Crump, Executive Director CANHelp Community Based Organization/Hopkins County <i>Term: 10/18/2022 -9/30/2027</i></p>	<p>Jonathan Diggs, Director of Strategic Human Resources Signature Solar, EG4 Electronics Private Sector, Hopkins County <i>Term: 10/1/2024 – 09/30/2027</i></p>
<p>Larry Dotin, Owner L&B Cattle Company Private Sector/Red River County Veteran Representative <i>Term: 10/1/12-9/30/2027</i></p>	<p>Donna Dounley, Vocational Rehabilitation Manager Texas Workforce Solutions, Vocational Rehabilitation Vocational Rehabilitation/State Seat <i>Term: 10/1/2012-9/30/2027</i></p>
<p>William Dyck, COO Delco Trailers Private Sector/Lamar County <i>Term: 10/1/2023-9/30/2026</i></p>	<p>Megan Eller, Chief Experience Officer, Executive Vice President Farmers Bank & Trust Private Sector/Bowie County <i>Term: 10/1/2023-9/30/2026</i></p>
<p>Martin Godwin, Vice President of Power Department Graphic Packaging USW Local Union 1148 Labor/Regional Seat <i>Term: 3/19/2019 – 9/30/2027</i></p>	<p>Carrolyn Griffin, Owner/Director Grace Place Child Development Center Child Care Workforce/Regional Seat <i>Term: 10/12/2016 – 9/30/2026</i></p>
<p>Kippie Hartcraft, Director of Adult ED Texarkana College Adult Basic and Continuing Education/Regional Seat <i>Term: 10/7/2025 - 9/30/2027</i></p>	<p>Brian Heavner, CFO Cox Logistics Private Sector/Morris County <i>Term: 10/1/2022-9/30/2028</i></p>



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<p>Miranda Johnson, Executive Director Atlanta City Development Corporation Economic Development/Regional Seat <i>Term: 10/1/2024-9/30/2027</i></p>	<p>Jennifer Miano, Human Services Program Policy Manager Texas Workforce Commission Public Employment Service/State Seat <i>Term: 10/1/2024-9/30/2027</i></p>
<p>Kim Miller, Texas Works Program Manager Texas Health and Human Services Commission Public Assistance/State Seat <i>Term: 08/04/2020 -09/30/27</i></p>	<p>Tammy Miller, Assistant VP/Retail Relationship Officer Alliance Bank Private Sector/Hopkins County <i>Term: 7/12/2016 - 9/30/2027</i></p>
<p>Dr. Kevin Rose, President Northeast Texas Community College CBO/Titus County <i>Term: 10/1/2019 – 9/30/2027</i></p>	<p>Adam Routon, Plant Manager Huhtamaki Private Sector/Lamar County <i>Term: 10/1/2017- 9/30/2026</i></p>
<p>Susan Sanchez, Adult Education Director Paris Junior College Literacy/Regional Seat <i>Term: 10/1/2019-9/30/2028</i></p>	<p>Mark Stanley, President Stanco Safety Products Private Sector/ Cass County <i>Term: 4/19/2016 – 9/30/2027</i></p>
<p>Diane Stegall, Financial Rep/Managing Partner Modern Woodmen of America Private Sector/Delta County <i>Term: 08/08/17 - 09/30/2028</i></p>	<p>Joshua Stegall, Postsecondary Readiness Consultant Region 8 Education Service Center Secondary Education/Regional Seat <i>Term: 10/1/2024-9/30/2027</i></p>
<p>Kimberly Ward, Manager – Talent Acquisition CHRISTUS Health Private Sector/Bowie County <i>Term: 08/13/2024 – 9/30/2026</i></p>	<p>Brandon Washington, VP of Operations and Dean of Workforce Texarkana College Post-Secondary Education/Regional Seat <i>Term: 10/21/2025 – 9/30/2028</i></p>
<p>Zack Willhite, Maintenance and Construction Supervisor Oncor Electric Private Sector/Lamar County <i>Term: 10/7/2025 – 9/30/2027</i></p>	



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Derald Bulls, Secretary
Tammy Miller, Treasurer
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