



**Audit Committee Meeting
Agenda**

DATE: June 21, 2011
Tuesday


PLACE: Workforce Solutions Cameron
Conference Room
601 East Harrison
Harlingen, Texas 78550
(956) 423-9266

TIME: 4:00 p.m.

Items may not be considered in the order they appear.

1. Call Meeting to Order - Page 1
2. Public Comments - Page 1
3. Discussion, Consideration and Possible Recommendation Regarding Relocation Plan for moving Board Staff to Old Alice Workforce Center and expenses totaling \$125K for Renovation and Relocation – Pages 2-5
4. Discussion, Consideration and Possible Recommendation Regarding Intensive Service Policy - Pages 6-11
5. Discussion, Consideration and Possible Recommendation Regarding New Contractor Profit Model – Pages 12-17
6. Executive Director's Update on the following: - Pages 18-26
 - a. Financial Reports
 - b. RFPs/RFAs Resolution
 - c. Return of funds from Louisiana for Mobile Lab
 - d. Receipt of Adult, Youth and Dislocated Worker 2012 Funding
7. Other Business - Pages 27
8. Adjournment - Pages 27

If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Board shall convene in such executive session or closed session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.071 to 551.075. Before any such session is convened, the presiding officer shall publicly identify the section or sections of the act authorizing the executive session. All final votes, actions, or decisions shall be taken in open session. Auxiliary services and aids are available to persons with disabilities by contacting the Workforce Board office at (956) 548-6700 or 245 East Levee, Brownsville, Texas prior to the meeting. Hearing impaired may use Relay Texas 1-800-735-2089.


Executive Director/Pat Hobbs

June 16, 2011
Date

Mission:

To promote and support a workforce system that provides employers and individuals of Cameron County the opportunity to achieve and sustain economic prosperity.

1. Call Meeting to Order

2. Public Comments

WORKFORCE SOLUTION CAMERON Agenda Item Information

Meeting Date	Tuesday, June 21, 2011
Agenda Item Topic	3. Discussion, Consideration and Possible Recommendation Regarding Relocation Plan for moving Board Staff to Old Alice Workforce Center and expenses totaling \$125K for Renovation and Relocation
Committee	Audit Committee
Type of Action	<input type="checkbox"/> Briefing/Information <input type="checkbox"/> Policy Briefing Item <input checked="" type="checkbox"/> Action Item
Presenter(s)	Pat Hobbs, Executive Director
Summary of Item	Mr. Hobbs will report to the Committee.
Attachments	Report on Relocation of Levee Offices (Pages 3-5)
Comments	Contact Pat Hobbs at 548-6700 for questions/information on this agenda item.

Workforce Solutions Cameron-----REPORT on Relocation of Levee Offices

Options:

1. Remain in Levee Facility:
 - a. Not an option according to TWC officials. Environmental concerns and high cost to repair.
 - b. Cost of \$582,000 to repair. (TWC Facility Detail attached)
 - c. TWC requested exit by September, 2011.

2. Relocate to private rental building accommodations in Brownsville, Harlingen, or other Cameron city, if available:
 - a. Cost for rental of 7,800 sq. ft. at \$1.25/\$1.50 per foot = \$117,000/\$140,400 per year.
 - b. No current administrative Board funds available for such rental payments.

3. Move Board offices into another agency-owned building (our own One Stop Centers, B'ville or Harlingen):
 - a. Harlingen facility not able to accommodate Board staff without giving up services to clients and causing the Center to lose its full "One Stop" Center status.
 - b. Brownsville location at Old Alice can accommodate Board Staff with fairly minor renovations. One division wall and several office build-outs, plus AC/electrical work.
 - c. TWC Construction Management officials deem Old Alice facility the best option, and have drawn up renovation plans with funding estimates.
 - d. TWC may participate in the expense of the renovation.
 - e. Cost is estimated at \$125 to \$150K. TWC and Board financial staff are finalizing budget allocations.
 - f. Savings from Levee Bldg. move to Old Alice will be approximately \$36,000 per year.

I am convinced, weighing all the options and taking advice from TWC Construction Management personnel, that option #3 move to Old Alice One Stop is the most viable and cost-effective action. I hereby recommend that the Operations Committee sanction the move, and that the Audit Committee approve the expected expenditure of no more than \$150K for the renovation and moving expenses associated with this relocation. Depending on identified funding streams (TWC and local), project should be complete by October, 2011.

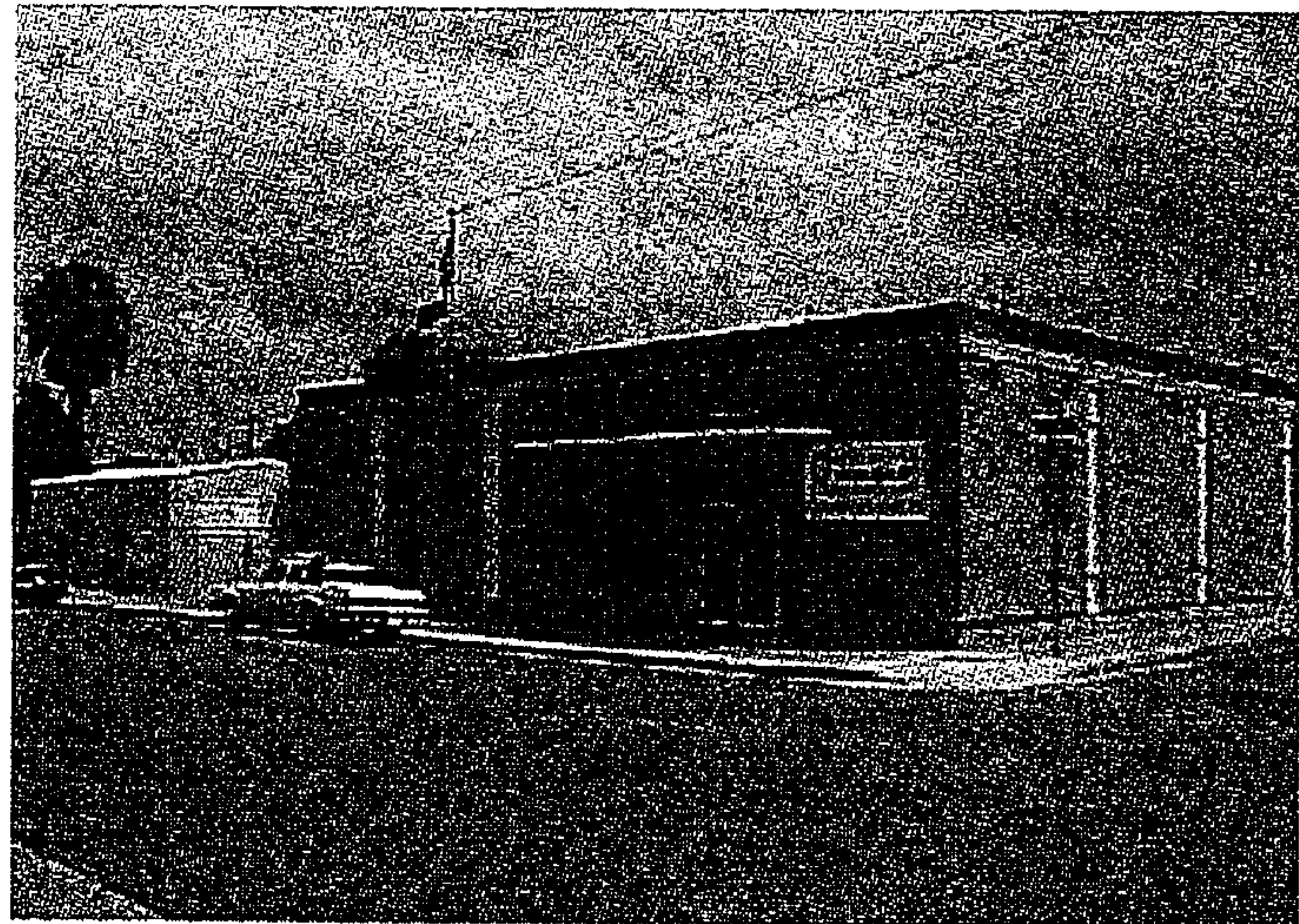
Pat Hobbs, Executive Director

Facility Detail

Building Information

Brownsville

County: Cameron
 LWDA: 24
 Lease/AOB#: 24-AOB01
 Square Feet: 7,800
 Year Built/Acquired: 1967/1964
 Current Use: Workforce Center
 Market Value: \$380,000
 Appraisal Date: 01/30/2009



245 E Levee St

Building Systems

Note: Blank HVAC installation and/or useful life expiration dates indicate various system components have been upgraded or replaced. Roof useful life expiration dates have been extended beyond the normal 20-year life cycle where major roof repairs have occurred in the interim.

<u>SYSTEM</u>	<u>INSTALLATION DATE</u>	<u>USEFUL LIFE EXPIRATION DATE</u>	<u>SYSTEM TYPE</u>
HVAC	07/26/1998	07/26/2013	Roof Top Units and Wall/Window Units
Roof	10/28/1998	10/28/2008	Coal Tar BUR

Deferred Maintenance Recommendations

<u>RISK RATING</u>	<u>PROJECT</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>
12	SAFETY AND HEALTH	Remove and replace sheetrock (ACM abatement)	\$135,000
21	SAFETY AND HEALTH	Fire alarm system repairs and upgrades (ACM abatement)	\$65,000
24	HVAC	Replace HVAC system, DDC	\$145,000
36	STRUCTURAL	Clean, caulk and waterproof building exterior	\$62,000
108	ROOF	Remove and replace roof	\$175,000

Total Estimated Costs: \$582,000

Projects Completed Since November 2001

<u>DATE</u>	<u>PROJECT</u>	<u>PROJECT DESCRIPTION</u>	<u>COST</u>
07/17/2002	RENOVATIONS	Building renovations	\$387,861
08/22/2003	RENOVATIONS	Interior renovations	\$35,690
08/31/2008	SAFETY AND HEALTH	Install Windstorm Shutters	\$9,864

Total Expenditures: \$433,415

Levee Facility Related Cost

Description	Feb-11	Mar-11	Apr-11	
Telephone & Long Distance	\$1,673.68	\$2,101.85	\$2,078.35	
Broadband & cell phones	\$540.00	\$2,074.03	\$1,656.79	
Water, electric, sewage	\$966.53	\$1,229.75	\$1,394.81	
Electric for Security	\$70.95	\$72.24	\$71.37	
Gas	\$43.53	\$38.40	\$76.80	
Copiers	\$765.95	\$765.95	\$706.32	
Storage Rental	\$400.00	\$400.00	\$400.00	
TWC building Rental	\$188.29	\$188.29	\$188.29	
Parking Lot Rent	\$300.00	\$300.00	\$300.00	
Facility Repair & Maintenance	\$634.00	\$44.00	\$534.00	
Janitorial Supplies		\$15.76		
Contract - Janitorial			\$8,488.84	
Total	\$5,582.93	\$7,230.27	\$15,895.57	3 month avg \$9,569.59

Avg cost entered without detail.

WORKFORCE SOLUTION CAMERON Agenda Item Information

Meeting Date	Tuesday, June 21, 2011
Agenda Item Topic	4. Discussion, Consideration and Possible Recommendation Regarding Intensive Services Policy
Committee	Audit Committee
Type of Action	<input type="checkbox"/> Briefing/Information <input type="checkbox"/> Policy Briefing Item <input checked="" type="checkbox"/> Action Item
Presenter(s)	Pat Hobbs, Executive Director
Summary of Item	Mr. Hobbs will report to the Committee.
Attachments	Intensive Services Policy (Pages 7-11)
Comments	Contact Pat Hobbs at 548-6700 for questions/information on this agenda item.

Board Policy

CATEGORY: Program Operations

SUBJECT: Intensive Services

EFFECTIVE: January 28, 2010

ISSUED: February 4, 2010

PURPOSE:

This policy provides guidelines to be followed in administering short-term pre-vocational training.

DEFINITIONS:

Assessment- In-depth evaluation of employability, vocational and educational history, literacy levels and work experience.

Eligibility- Determination of an individual's qualification to participate in funded programs, based on specific criteria stipulated in the rules and regulations governing the administration of the program.

Short-term pre-vocational training – Short-term prevocational services (not tied to a specific occupation) include course-like services, such as Literacy and Adult Basic Education, Workplace Literacy, Introductory Computer classes, as well as development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training.

REFERENCE:

Workforce Investment Act of 1998, Section 134(d)(3)(C)(vi). Workforce Investment Act Final Rules Section 663.200 and Part II, 40 TAC 847, 40 TAC 811, 813 SNAP.

POLICY:

Short-term pre-vocational services shall not exceed a lifetime limit of \$3,000 per individual. The maximum amount includes any related training services within this policy necessary for participation in these programs.

Intensive Services under the category of short-term pre-vocational services will include only those services which are general in nature and do not involve specific occupational skills training. Short-term prevocational services will include any non-credentialed, workshop, class, or job search, job readiness or general employment preparation and which provides skills and learning in one or more of the following activities:

1. Learning skills
2. Communication skills

Board Policy

3. Interviewing skills
4. Punctuality
5. Personal maintenance skills
6. Professional conduct

These services can include the following types of services offered by intensive service providers network:

- All “soft-skills” training, including job readiness, workplace acclimation and workplace behaviors.
- Customer-service skills preparation (including communication, phone etiquette, professional conduct, etc.).
- Basic computing skills including single courses in computer applications (such as Windows, Word Perfect or Lotus) that are applicable to the workplace in general rather than part of a program leading to a certification or specific job title.
- Basic use of office machinery common to any workplace, such as the copier, fax machine, multi-line phones, etc.
- Basic language skills including English as a Second Language (ESL), ABE and other language or literacy skills not directly related to a specific occupation or occupational skills training program.
- GED preparatory classes and testing
- “Brush-up” sessions which a customer may polish or practice skills which they already possess but which they may not have used recently.
- Adjustment or retraining of skills which have failed to meet market or industry standards and require minimal upgrading to meet current standards.
- Any other service of an informational nature which fits into the six categories listed above and meets the intention of the category of short-term prevocational services.

ACTION REQUIRED:

Contractors will ensure prior to enrolling a participant for any pre-vocational training services that the following steps are included in the local procedures to be developed according to the policy stated above:

- Workforce Center Staff must ensure that they develop with the participant an Individual Employment Plan/Individual Service Strategy. The overall objective for the training must be included. The documentation must support the fact that the training is needed in order for the participant to gain the appropriate level of employment.
- The contractor must ensure that all individuals being provided training under the Intensive Service Network must have the Intensive Services Agreement form included in their file prior to the referral being issued.
- The Contractor must ensure all the individuals are provided with the information on the maximum amount of funds available under intensive services for the program year.
- The Workforce Center staff will ensure the participant is provided with the resources that are

Board Policy

needed and all resources that are currently available to support the successful completion of the training program.

- Workforce center operator should ensure center staff has access to the local operating procedures pertaining to intensive services policy.
- Workforce center operator should track expenditures under this category to ensure limitations are observed each participant.
- Local Procedures must be submitted 15 days after receipt of the policy.

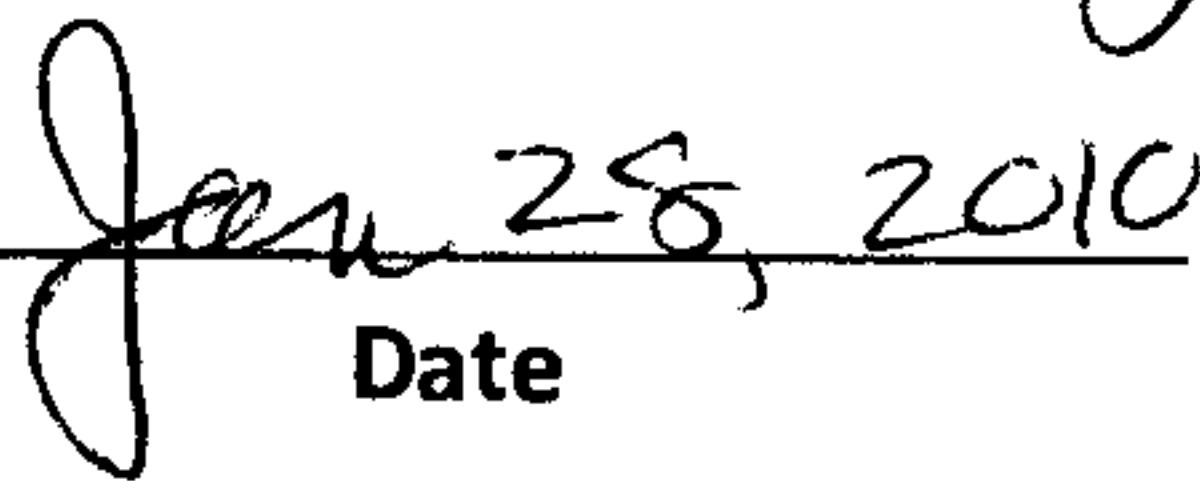
Policy Revision

Revision Date: January 28, 2010

Interim Executive Director: _____


Gaylen Lange

Approved: _____


Date

Board Policy

Intensive Services Acknowledgement

Workforce Solutions Cameron's goal is to assist individuals reach their ultimate goals in employment. With this, we strive to ensure you, as our customer, receive all the pertinent information needed to take the next journey with continuing your basic education.

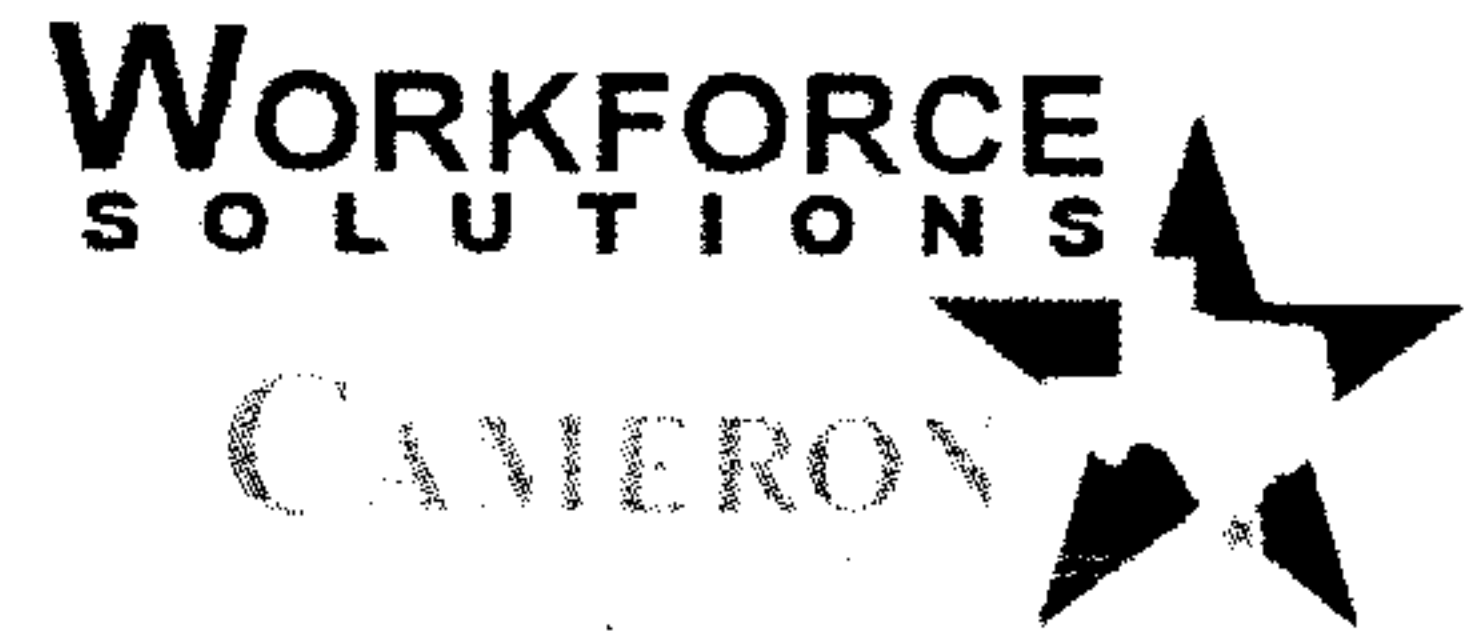
By signing this document, you are acknowledging that the following information has been shared with you by Workforce Solutions Cameron Center Staff:

- A list of Service Providers available to provide me GED/ABE services. the list should have included:
 - Contact Information
 - Fee for Service
- An explanation on monies available to assist you while earning your GED or ABE Completion:
 - \$3,000.00 total monies available (includes training and support services)

I further acknowledge that I was given an opportunity to ask questions and seek clarification on subjects discussed.

Signature

Date



Board Policy

Reconocimiento de Servicios

El enfoque de Workforce Solutions Cameron es de ayudar a personas con sus metas para encontrar empleo. Con Esto, esforzamos que usted, nuestro cliente, reciba toda la información pertinente para ayudarle hacer su decision en su próximo viaje siguiendo su educación.

Firmando este documento, reconoce que la siguiente información se compartió con usted por un representante de Workforce Solutions Cameron:

- Una lista de las agencias que ayudan con el GED/ABE. La lista incluye:
 - Información sobre la escuela (Director de la escuela)
 - Costo de los servicios disponibles

- Una explicación del costo maximo para servicios de entrenamiento para obtener su GED o certificado de ABE:
 - \$3,000.00 total disponible (incluye entrenamiento y servicios adicionales)

Signature

Date

WORKFORCE SOLUTION CAMERON Agenda Item Information

Meeting Date	Tuesday, June 21, 2011
Agenda Item Topic	5. Discussion, Consideration and Possible Recommendation Regarding New Contractor Profit Model
Committee	Audit Committee
Type of Action	<input type="checkbox"/> Briefing/Information <input type="checkbox"/> Policy Briefing Item <input checked="" type="checkbox"/> Action Item
Presenter(s)	Pat Hobbs, Executive Director
Summary of Item	Mr. Hobbs will report to the Committee.
Attachments	Contractor Profit Model (Pages 13-17)
Comments	Contact Pat Hobbs at 548-6700 for questions/information on this agenda item.

Attachment A
Performance Documents

SECTION 1**Process for issuing Corrective Action for Performance
on the Contract Requirements, Program and Expenditures**

The Board's process for subcontractor non-performance under this contract is as follows:

- 1) Contractors who fail to meet minimum contract requirements and performance standards as required by the contract, at the end of a specified performance reporting period, may be required to prepare and submit a Performance Improvement Plan (PIP) to the Board within ten working days of notification of failure. The plan must include the following elements, at a minimum:**
 - a) Problem identification**
 - b) Discussion of contributing factors**
 - c) Planned corrective action, including time frames and individual(s) responsible for implementation for such action**
- 2) Failure to submit a corrective action plan, as specified, could result in any or all of the following:**
 - a) Mandatory on-site technical assistance**
 - b) Suspension or reduction of funds**
 - c) Termination of the contract**
- 3) Contractors who fail to meet contract requirements and performance standards after the implementation of a corrective action plan will be subject to one or more of the following actions:**
 - a) Development of an additional corrective action plan**
 - b) Mandatory technical assistance and bi-monthly on-site monitoring and evaluation**
 - c) Reduction or de-obligation of funds**
 - d) Suspension and/or modification of contract**
 - e) Termination of the contract**
- 4) Contractors who fail to meet contract performance and performance standards during a program year and subsequently request program funding during the next program year may be considered for refunding. However, information regarding their performance will be presented to all individuals involved in the program evaluation process and will result in a lowered evaluation score.**

Section 2
BCY11 Board Approved Performance Targets

Reemployment and Employer Engagement	State Target	Board Local Targets Profit
Claimant Reemployment	60%	62%
Claimant Reemployment within 10 weeks	50%	52%
Staff Created Job Openings Filled	65.00%	67%
Market Share	32.00%	37%

Integrated Common Measures	Target	Board Local Targets Profit
Staff Guided Entered Employment	62%	64%
At Risk Employment Retention	72%	77%
Educational Achievement	82%	87%

WIA Youth Measures	Target	Board Local Targets Profit
Placement in Employment or Education	58%	63%
Attainment of Degree or Certificate	53%	58%
Literacy and Numeracy Gains	35%	40%

Other Contracted Measures	Target	Board Local Targets Profit
Choices Two-Parent Participation Rate	55%	60%
Choices Single Parent Participation Rate	40%	45%
RIO Customers Served	502	550

Section 3 ONESTOP PROFIT SCHEDULE

1. Profit shall be based upon monthly expenditures and shall not exceed 2 % of total salary and fringe expenditures.
2. Profit shall be paid on a quarterly basis unless otherwise identified within the following chart
3. All profit will be earned beginning the first Quarter of the Fiscal Year.
4. No profit will be paid in programs that the contractor is under a Performance Improvement Plan, Sanctions or Corrective Action Plan instituted by the Texas Workforce Commission.
5. No profit will be paid in any program that the contractor is under a sanction instituted by the Board and or the Texas Workforce Commission.

Profit Base	Target	Payment Amount	Comments/Validation
Direct Program Expenditures	Meeting Expenditures as outlined in Contractor's expenditure plan within a +/- 5% variance.	The Contractor may receive up to 25% of approved quarterly profit amount	Paid quarterly based upon the expenditure reports from the Board's Fiscal System.
Board Ranking Incentives	None Established	N/A	N/A
National Workforce Institute Certification	90 % of new staff certified Level I 50% of the current Level I staff have been certified Level II	The Contractor may receive up to 10% of approved profit amount	Paid end of the fiscal year based upon the NWI Report.
Program Performance	Meeting Local Board performance targets established in Section 2, and maintaining average minimum of 80% of Total Measures at MP and +P level from MPR Activity-At-a-Glance reports, and attaining average quarterly standings on TWC MPR Reports at stated performance levels in Payment Amount column.	The Contractor may receive 65% of the approved quarterly profit amount based upon the locally established State performance targets and MPR ratings met, (100% of target or greater) according to the following schedule: 13 Measures at +P = 100% 12 Measures at +P = 85% 11 Measures at +P = 75% 10 Measures at +P = 70% 09 Measures at +P = 60% 08 Measures at +P = 50% 07 Measures at +P = 40% 02-06 Measures at +P = 25%	Paid quarterly based upon the average monthly performance targets and monthly final MPR reports received from TWC.

SECTION 4

**OPERATION AND MANAGEMENT
OF DELIVERABLES FOR THE WORKFORCE CENTER**

Management Fee Deliverable	Target	Comments/Validation
<ol style="list-style-type: none"> 1. Staff Training Assessment Report 2. Professional Development Training Plan 	December 30, 2010	<p>The Contractor must submit the report and the training plan for implementation to verify actual deliverable.</p> <p>The Board will monitor the plan to ensure the training is taking place as listed in the plan.</p>
<ol style="list-style-type: none"> 1. Local Monitoring Plan 2. Local Monitoring Schedule 3. Local Monitoring Reports 	<p>November 30, 2010</p> <p>Quarterly Reports</p>	<p>The Contractor must submit the monitoring plan and the monitoring schedule.</p> <p>The Board will monitor the plan and schedule of monitoring to verify actual deliverable.</p> <p>The Contractor must submit quarterly report for the monitoring according to the schedule.</p>
<ol style="list-style-type: none"> 1. Expenditure Plan 2. Updated Expenditure Plan 	<p>November 30, 2010</p> <p>The contractor must update the expenditure plan the 1st month following the quarter ending.</p>	<ol style="list-style-type: none"> 1. The expenditure plan should reflect overall projected expenditure by funds and line items.. 2. The contractor must update the expenditure plan or notify the Board in writing that updates are not required.
<ol style="list-style-type: none"> 1. Cost Allocation Plan 2. Accounting Policies and Procedures 	November 30, 2010	The Contractor must submit within 45 days any updates to the cost allocation plan and accounting policies and procedure or notify the Board in writing that updates are not required.

Agenda Item Information

Meeting Date	Tuesday, June 21, 2011
Agenda Item Topic	6. Executive Director's Update on the following
Committee	Audit Committee
Type of Action	<input checked="" type="checkbox"/> Briefing/Information <input type="checkbox"/> Policy Briefing Item <input type="checkbox"/> Action Item
Presenter(s)	Pat Hobbs, Executive Director
Summary of Item	a. Financial Reports b. RFPs/RFAs Resolution c. Return of funds from Louisiana for Mobile Lab d. Receipt of Adult, Youth and Dislocated Worker 2012 Funding Mr. Hobbs will report to the Committee.
Attachments	Updates (Pages 19-26)
Comments	Contact Pat Hobbs at 548-6700 for questions/information on this agenda item.

WORKFORCE SOLUTIONS CAMERON
STATEMENT OF FINANCIAL POSITION

As of April 30, 2011

Assets

Current Assets	
Cash	235,089
Accounts receivables	557,833
Prepaid expenses	11,825
Advance	<u>549,272</u>
Total Current Assets	1,354,019
Fixed Assets	
Equipment, furniture, and improvements	967,388
Construction in progress	548,997
Accum depreciation	<u>(756,457)</u>
Total Fixed Assets	759,928
Total Assets	<u><u>2,113,947</u></u>

Liabilities and Net Assets

Current Liabilities	
Accounts payables	1,295,131
Accrued expenses	147,567
Deferred revenue	<u>(16,881)</u>
Total Current Liabilities	1,425,817
Net Assets	
Temporarily restricted net assets	(71,798)
Investment in fixed assets	<u>759,928</u>
Total Net Assets	688,130
Total Liabilities and Net Assets	<u><u>2,113,947</u></u>

WORKFORCE SOLUTIONS CAMERON
BUDGET VS ACTUAL (FY11)
For the Seven month period ending April 30, 2011

	FY2011			
	Approved 03/11	Actual	Variance	% Remaining
REVENUES				
Grant revenue - federal	\$ 26,902,595	\$ 14,306,923	\$ 12,595,672	46.82%
Grant revenue - Federal (other)	708,736	270,980	437,756	61.77%
Donations	110,234	38,090	72,144	65.45%
Interest income - federal	500	196	304	60.80%
Interest income - non federal	0	0	-	#DIV/0!
Program income	25,000	26,047	(1,047)	-4.19%
Revenue reserved for next fiscal year	0	0	-	#DIV/0!
Total revenue	<u>\$ 27,747,065</u>	<u>\$ 14,642,235</u>	<u>13,104,830</u>	<u>47.23%</u>
EXPENSES				
<u>Oversight & Management</u>				
Salaries and benefits				
Salaries	\$ 1,528,978	\$ 878,275	650,703	42.56%
Payroll taxes	123,797	72,491	51,306	41.44%
Benefits	397,007	225,843	171,164	43.11%
Total salaries and benefits	<u>\$ 2,049,782</u>	<u>\$ 1,176,609</u>	<u>873,173</u>	<u>42.60%</u>
Facilities and related expense				
Rent	\$ 15,900	\$ 11,093	4,807	30.23%
Building - maintenance	18,000	(686)	18,686	103.81%
Contracted services	25,000	19,012	5,988	23.95%
Utilities	20,000	9,197	10,803	54.01%
Automobile expense	3,000	2,143	857	28.57%
Other admin cost	0	0	-	#DIV/0!
Total facilities and related expense	<u>\$ 81,900</u>	<u>\$ 40,760</u>	<u>41,140</u>	<u>50.23%</u>
Furniture, Equipment & Software				
Equipment purchases	\$ 34,500	\$ 8,984	25,516	73.96%
Furniture purchases	2,000	0	2,000	100.00%
Equipment - rental	18,000	9,731	8,269	45.94%
Equipment - maintenance	0	0	-	#DIV/0!
Service agreements	16,000	2,076	13,924	87.02%
Other	0	0	-	#DIV/0!
Total furniture, equipment, & software	<u>\$ 70,500</u>	<u>\$ 20,792</u>	<u>49,708</u>	<u>70.51%</u>
General administrative expense				
Advertising	\$ 2,500	\$ 597	1,903	76.12%
Contract Labor	25,000	14,483	10,517	42.07%
Insurance	35,000	31,640	3,360	9.60%
Internet service	3,000	2,087	913	30.44%
Office supplies	49,750	16,835	32,915	66.16%
Meeting costs	15,000	5,502	9,498	63.32%
Postage & delivery	5,000	1,598	3,402	68.05%
Printing	21,500	18	21,482	99.92%
Professional memberships & dues	15,000	7,927	7,073	47.16%
Public notices	25,000	13,568	11,432	45.73%
Publications & subscriptions	1,000	0	1,000	100.00%
Telephone	55,540	26,502	29,038	52.28%
Website development	10,000	5,689	4,311	43.11%
Miscellaneous	3,000	2,737	263	8.76%
Other	0	0	-	#DIV/0!
Total general administrative expense	<u>\$ 266,290</u>	<u>\$ 129,181</u>	<u>137,109</u>	<u>51.49%</u>

WORKFORCE SOLUTIONS CAMERON
BUDGET VS ACTUAL (FY11)
For the Seven month period ending April 30, 2011

	FY2011			
	Approved 03/11	Actual	Variance	% Remaining
Professional fees & service				
Auditing fees	\$ 42,000	\$ 40,500	1,500	3.57%
Consulting fees	150,000	46,029	103,971	69.31%
Legal fees	35,000	(250)	35,250	100.71%
Other	0	0	-	#DIV/0!
Total professional fees & service	<u>\$ 227,000</u>	<u>\$ 86,279</u>	<u>140,721</u>	<u>61.99%</u>
Staff development expense				
Conference & training fees - Board	\$ 20,000	\$ 9,580	10,420	52.10%
Conference & training fees - Staff	30,000	8,174	21,826	72.75%
Other	0	0	-	#DIV/0!
Total staff development expense	<u>\$ 50,000</u>	<u>\$ 17,754</u>	<u>32,246</u>	<u>64.49%</u>
Travel expense				
Travel - Board	\$ 30,000	\$ 14,640	15,360	51.20%
Travel - Staff	80,000	38,044	41,956	52.45%
Travel - TEEM Staff	22,900	15,036	7,864	34.34%
Other	0	0	-	#DIV/0!
Total travel expense	<u>\$ 132,900</u>	<u>\$ 67,720</u>	<u>65,180</u>	<u>49.04%</u>
				#DIV/0!
Total Oversight & Management Expense	<u>\$ 2,878,372</u>	<u>\$ 1,539,095</u>	<u>\$ 1,339,277</u>	<u>46.53%</u>
One Stop Operations				
Facilities and related expense				
Rent	\$ 77,400	\$ 54,476	22,924	29.62%
Building - maintenance	64,000	38,535	25,465	39.79%
Contracted services	89,000	70,238	18,762	21.08%
Insurance	26,250	22,129	4,121	15.70%
Utilities	83,400	36,976	46,424	55.66%
Other (Improvements)	12,754	15,751	(2,997)	-23.50%
Auto - gas	20,000	17,130	2,870	14.35%
Auto - maintenance	30,000	13,263	16,737	55.79%
Other	0	0	-	#DIV/0!
Total facilities and related expense	<u>\$ 402,804</u>	<u>\$ 268,497</u>	<u>134,307</u>	<u>33.34%</u>
Furniture, Equipment & Software				
Furniture and equipment	\$ 69,000	\$ 13,565	55,435	80.34%
Service agreements	40,700	9,273	31,427	77.22%
Equipment - rental	36,000	26,771	9,229	25.64%
Equipment - maintenance	0	0	-	#DIV/0!
Other	0	0	-	#DIV/0!
Total furniture, equipment, & software	<u>\$ 145,700</u>	<u>\$ 49,610</u>	<u>96,090</u>	<u>65.95%</u>
General administrative expense				
Marketing	\$ 85,000	\$ 5,890	79,110	93.07%
Postage	3,000	1,900	1,100	36.66%
Supplies	45,000	7,847	37,153	82.56%
Telephone	72,600	29,480	43,120	59.39%
Internet service	8,000	8,210	(210)	-2.63%
Instructional material	15,000	1,181	13,819	92.13%
Training costs	15,000	-	15,000	100.00%
Professional Services	74,900	55,780	19,120	25.53%
Printing	8,000	1,075	6,925	86.56%
Total general administrative expense	<u>\$ 326,500</u>	<u>\$ 111,363</u>	<u>215,137</u>	<u>65.89%</u>
Total One Stop Operations Support	<u>\$ 875,004</u>	<u>\$ 429,470</u>	<u>\$ 445,534</u>	<u>50.92%</u>

WORKFORCE SOLUTIONS CAMERON
BUDGET VS ACTUAL (FY11)
For the Seven month period ending April 30, 2011

	FY2011			
	Approved 03/11	Actual	Variance	% Remaining
Contracted services				
Funding available for projects/services *	\$ 740,439	\$ -	740,439	100.00%
Special Projects	1,900,457	1,180,476	719,981	37.88%
One Stop Services	3,567,396	1,813,163	1,754,233	49.17%
Child Care Provider Management	1,571,710	736,732	834,978	53.13%
Direct client services	3,122,675	1,677,367	1,445,308	46.28%
Child care (direct)	13,091,012	7,336,439	5,754,573	43.96%
	<u>\$ 23,993,689</u>	<u>\$ 12,744,176</u>	<u>11,249,513</u>	<u>46.89%</u>
Total One Stop Operations	\$ 24,868,693	\$ 13,173,646	\$ 11,695,047	47.03%
Total expense	\$ 27,747,065	\$ 14,712,741	\$ 13,034,324	46.98%
Changes in net assets	0	(70,506)	70,506	

	Approved	Actual	Variance	% Remaining
Recap				
Board	2,878,372	1,539,095	1,339,277	46.53%
One Stop Facilities & Related	875,004	429,470	445,534	50.92%
Special Projects	1,900,457	1,180,476	719,981	37.88%
Contractors	5,139,106	2,549,894	2,589,212	50.38%
Child Care	13,091,012	7,336,439	5,754,573	43.96%
Reserve	740,439	0	740,439	100.00%
	<u>24,624,390</u>	<u>13,035,374</u>	<u>11,589,016</u>	<u>47.06%</u>

Budget remaining (benchmark) 58.33%

WORKFORCE SOLUTIONS, CAMERON
FOR THE PERIOD ENDING April 30, 2011

MIP Fund	Grant Period	Grant Closed	Award Amounts	Expenditures As of 4/30/11	Percent Expended	Balance Remaining	Percent Remaining	Percent Targeted	Under (Over) Expended
1	Workforce Investment Act PY2010/PY2009								
Total 106	WIA Adult (2410WIA000)		1,199,056.00	424,421.94	35%	774,634.06	65%	83%	48%
Total 107	WIA Dislocated Worker (2410WID000)		599,813.00	497,058.95	83%	102,754.05	17%	83%	0%
Total 108	WIA IS Youth (2410WY000)		408,482.70	178,409.38	44%	230,073.32	56%	83%	39%
Total 109	WIA OS Youth (2410WIY000)		953,126.30	431,119.17	45%	522,007.13	55%	83%	38%
Total 016	WIA Adult (2409WIA000)		1,428,385.00	1,428,385.00	100%	-	0%	100%	0%
Total 017	WIA Dislocated Worker (2409WID000)		468,383.00	468,383.00	100%	-	0%	100%	0%
Total 018	WIA IS Youth (2409WY000)		486,687.00	486,687.00	100%	-	0%	100%	0%
Total 019	WIA OS Youth (2409WIY000)		1,135,603.00	1,135,603.00	100%	-	0%	100%	0%
2	Child Care								
Total 116	DFPS Child Care (2411CCP000)		201,536.00	199,087.34	99%	2,448.66	1%	66%	-33%
Total 118	Child Care (2411CCF000)		11,451,681.00	5,016,666.87	44%	6,435,014.13	56%	58%	14%
Total 117	Child Care Match (2411CCM000)		1,181,906.00	180,885.68	15%	1,001,020.32	85%	58%	43%
Total 134	CCAA Service (2411CAA000)		210,420.00	44,095.47	21%	166,324.53	79%	37%	16%
3	Recovery Act of 2009								
Total 899S	Child Care Quality (2409XCQ000)		1,698,711.00	1,512,805.83	89%	185,905.17	11%	91%	2%
Total 895S	Child Care Stimulus (2409XCC000)		4,359,050.00	4,359,050.00	100%	-	0%	100%	0%
Total 037	Texas Back to Work Initiative (2410BTW000)		491,009.00	210,582.98	43%	280,426.02	57%	62%	19%
Total 038	TANF Subsidized Emp. Initiative (2410TSE000)		220,000.00	216,446.60	98%	3,553.40	2%	100%	2%
Total 128	ARRA Alternative Funding (2410XSA000)		51,039.00	46,627.54	91%	4,411.46	9%	100%	8%
Total 119	Disability Navigator Project (2411DNI000)		60,000.00	25,648.74	43%	34,351.26	57%	58%	15%
Total 127	Supplemental Nutrition Assist. Prg (2411SNE000)		350,473.00	128,972.87	37%	221,500.13	63%	58%	21%
Total 126	SNAP ABAWD (2411SNA000)		165,782.00	110,377.05	67%	55,404.95	33%	58%	-9%
7 Total 024	Wagner Peyser Employment Services (2410WPA000)		102,802.00	103,486.45	101%	(684.45)	-1%	79%	-22%
Total 122 & 1	Wagner Peyser Employment Services (2411WPA000)		82,573.00	55,649.19	67%	26,923.81	33%	58%	-10%
Total 121	Project Rio 2011 (2411RIO000)		59,768.00	30,262.06	51%	29,505.94	49%	58%	7%
Total 123	TANF (2411TAN000)		2,654,035.00	1,293,993.66	49%	1,360,041.34	51%	58%	9%
Total 124	NCP Choices Demo Project (2411TAN001)		160,000.00	149,929.60	94%	10,070.40	6%	66%	-28%
Total 129	Trade Act Services for DW (2411TRA000)		393,348.00	261,055.02	66%	132,292.98	34%	58%	-9%
13 Total 132	National Emergency Grant (2410NEG000)		539,434.00	346,229.96	64%	193,204.04	36%	82%	17%
14 Total 133	Performance Incentive Award (2411PIA000)		50,000.00	0.00	0%	50,000.00	100%	33%	33%
15 Total 031	WIA Altern. Funding for Statewide Activ. (2410WSA000)		75,564.00	37,136.21	49%	38,427.79	51%	79%	30%
			31,238,667.00	19,379,056.56	62%	11,859,610.44			

**WORKFORCE SOLUTIONS, CAMERON
FOR THE PERIOD ENDING April 30, 2011**

MIP Fund		Grant Period		Award Amounts	Expenditures As of 4/30/11	Percent Expended	Balance Remaining	Percent Remaining
		Begin Date	End Date					
1 Total USDA	USDA	11/6/2007	10/6/2010	250,000.00	50,922.45	20%	199,077.55	80%
2 Total EDA	EDA	10/1/2007	9/30/2010	300,000.00	300,000.00	100%	-	0%
3 Total STEM2	STEM 2	1/1/2011	1/31/2012	110,865.78	20,591.35	19%	90,274.43	81%
4 Total STEM3	STEM 3	2/1/2010	1/31/2012	89,745.00	-	0%	89,745.00	100%
5 Total 1MENT	1MENT	9/1/2010	8/31/2011	68,950.00	48,937.39	71%	20,012.61	29%
6 Total TEEM5	TEEM 5	9/1/2010	8/31/2011	527,325.00	321,673.39	61%	205,651.61	39%
7 Total 130	Veteran	10/1/2010	9/30/2011	12,600.00	11,354.57	90%	1,245.43	10%
				1,359,485.78	753,479.15	55%	606,006.63	

RFP#11-RFP-04-111	Early Childhood Learning Material Vendors List	04.11.11 Close 05.02.11	Cost	Score	Status
The purpose for the purchase is to ensure the Early Childhood Learning Facilities have age appropriate and quality materials for their facilities and provide quality childcare to their community					
Abrams Learning Trends	Zena Carter - Customer Service Manager	Early Learning Materials			Approved
Enviornments Inc.	Zarah Goodyear-Contact Gail Greenway-Sales	Early Learning Materials			Non Responsive
Lakeshore Learning Materials	Ashley Bicanek - Bid Coordinator	Early Learning Materials			Approved
Constructive Plaything	T.Johnson	Early Learning Materials			Approved
ETA Cuisenaire	Carolyn Vanco - Coordinator, Catalog Bids	Early Learning Materials			Approved
Brewer Educational Resources	Melissa Garcia Brewer - President and CEO	Early Learning Materials			Approved
Kaplan Early Learning Co.	Brenda Roberts - Bid Manager	Early Learning Materials			Approved
School Specialty	Ben Plata - Account Manager	Early Learning Materials			Approved
Audiovisual Aids Corp (LATE)	D. Blalock	Audio Visual Aids			Non Responsive
RFQ#11-RFQ-04-112 English Learning System 04.11.11 Close 05.02.11					

The system must be designed to assist and equip participants with language skills and knowledge necessary for employment and integration into the workplace. This will allow individuals to obtain workplace literacy skills in specialized areas in one of the industry clusters targeted by the board to meet the immediate needs of employers

Educational Technology Learning	Ed Tweedie - Partner	OpenBook English Software	N/A	Non Responsive
National Educational Systems	Jose H. Atkinson - Controller	N.E.S - Bilingual Language materials	N/A	Non Responsive

RFA#11-RFA-04-113 Professional Services 04.11.11 Close 05.04.11

Compile a list of vendors to provide professional training and consultative services to specific targeted groups such as staff and participants. The training will address various aspects of our operational functions in workforce development to engage participants and the business community.

The APEX Group	Linda Torres - Financial Advisor/Small Business Dev	Financial Advisor - Prof. Services		Pending
General Educational Services	Dr. Rolando Delgado - School Director	Professional Services		
Learning Designs, Inc.	Mary Carter - President	Professional Services		
Accelerating High Achievements	Richalene M. Kozumplik - Owner	Professional Services		
MuRF Systems	Tim Condon - President	Economic Development		
MuRF Systems	Tim Condon - President	Participants / Job Seekers		
MuRF Systems	Tim Condon - President	Workforce Staff		
Corporate Concerns, Inc.	Joan Sanger - President	Professional Services		
Manpower	Brenda Ortiz - Branch Manager	Professional Services		
Desi Martinez	Desi Martinez - Owner	Area Economist / Trainer		
Training Solutions	SaWanna Cannon - President/CEO	Professional Services		
Genesis 21	Virginia Price - President	Professional Services		
Margie Cintron	Margie Cintron - Consultant/Contractor	Workforce Development Prof Services		
TWC - Training and Development Dept.	Louis LeDoux - Director, Training & Dev.	Workforce Development Prof Services		
TEAM A.M. Consulting, Inc.	Brenda F. Adams - Vice President	Professional Trainers & Consultants		

RFA#11-RFA-04-114	Early Literacy Grants		04.13.11 Close 05.13.11	
The purpose for the grant is to provide an early literacy component/enhancement to an existing program for children 0-12. Project cap is \$25,000.				
Boys & Girls Clubs of Harlingen	Gerald Gathright	Academic Component Enhancement	\$25,000.00	Approved
United Way of Northern Cameron County	Hessica Belschner - Executive Director	Parental Involvement Component	\$17,782.50	Approved
Tip of Texas Family Outreach	Liza Benson - Executive Director	Early Literacy Enrichment Program	\$19,475.00	Approved
Gladys Porter Zoo	Sergio Garcia - Curator of Education	Students Teaching Students	\$20,018.82	Approved
Gladys Porter Zoo	Sergio Garcia - Curator of Education	ZooperKids Camp	\$25,000.00	Approved
Tip of Texas Family Outreach	Liza Benson - Executive Director	Nurturing Parenting	\$25,000.00	Approved
United Way of Southern Cameron County	Lynette Benavidez - Success By 6	Success By 6 - 2-5 yrs	\$25,000.00	Approved
United Way of Southern Cameron County	Lynette Benavidez - Success By 6	Success By 6 - 2-12 yrs	\$25,000.00	Approved
RFP#11-RFP-04-115				
Short Term Occupational/Intensive Services				
04.28.11 Close 05.19.11				
Provide short term occupational/intensive service to allow program participants the opportunity to acquire the skills necessary to find and retain employment. Training is 6 months or less. The contract will be a fixed unit price.				
Gulf Coast Trade Center - Valley Program	Sylvia Garcia - Program Director	Valley Program - Short Term Occup		
The University of Texas at Brownsville	Jim Holt - Dean	Short Term Occup		
Business Access	Terri Leisten - Chief Operating Officer	Short Term Occup		
ELA Corp., General Educational Academy	Eva L. Alejandro - Owner / Director	Short Term Occup - GED Training		
A&E Educational Enterprises Inc.	Teresa Tamez - Program Coordinator	Short Term Occup		
ELA Corp. Alternative South Texas Educator	Eva L. Alejandro - Owner / Director	Short Term Occup - A-STEP		
Community Development Corporation of Bville	Nick Mitchell-Bennett	Short Term Occup - GED Training		
Texas State Technical College - Harlingen	Stella Garcia - Associate VP of Corp. & Cont. Edu.	Short Term Occup -		
RFP#11-RFP-04-116				
Security Services				
04.18.11 Close 04.29.11				
The solicitation was for the purchase of security services in the workforce centers.				
U.S. Security Associates, Inc.	Pedro Escamilla - Operations Manager	Security Services	\$11.80	Selected for Negotiations
Flores Investments Inc. dba American Invest	Dan B. Flores - CEO	Security Services	\$11.36	Not Selected
Fort Knox Protection Inc.	Vincent DeGeorge - President	Security Services	\$14.56	Not Selected
Coastal Security & Investigation	Pilar Carrizales - POC	Security Services	\$10.60	Not Selected
DIP0 Security & Investigational Services, LLC	Andrew Posada - Owner / Shareholder	Security Services	\$10.00	Not Selected
Hi-Tec Security Services	Juan S. Torres - Manager	Security Services	\$10.75	Not Selected
Valley Wide Security	Joe Calzada - Chief / Investigator	Security Services	\$10.99	Not Selected

7. Other Business

8. Adjournment