



**Economic Development Committee Meeting
Agenda**

DATE: May 11, 2011
Wednesday

PLACE: Workforce Solutions Cameron
Conference Room
245 East Levee
Brownsville, Texas 78520
(956) 548-6700

TIME: 12:00 noon

Items may not be considered in the order they appear.

1. Call Meeting to Order (**Page 1**)
2. Public Comments (**Page 1**)
3. Discussion Regarding Committee Agenda Development (**Page 2**)
4. Executive Director's Update on the following: (**Pages 3-9**)
 - a. Employer Needs Survey
 - b. Post Referral Employer Survey
 - c. RFP Employer Services Training BSU
 - d. Small Cities Coalition
 - e. RFP/RFAs
5. Other Business (**Page 10**)
6. Adjournment (**Page 10**)

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.


Pat Hobbs, Executive Director

May 6, 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	Wednesday, May 11, 2011
Agenda Item Topic	3. Discussion Regarding Committee Agenda Development
Committee	Economic Development Committee
Type of Action	<input checked="" type="checkbox"/> Briefing/Information <input type="checkbox"/> Policy Briefing Item <input type="checkbox"/> Action Item
Presenter(s)	Ron Rogers, Committee Chair
Summary of Item	Mr. Rogers will report to the Committee.
Attachments	None
Comments	Contact Pat Hobbs at 548-6700 for questions/information on this agenda item.

WORKFORCE SOLUTION CAMERON Agenda Item Information

Meeting Date	Wednesday, May 11, 2011
Agenda Item Topic	4. Executive Director's Update on the following
Committee	Economic Development 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	<ul style="list-style-type: none"> a. Employer Needs Survey b. Post Referral Employer Survey c. RFP Employer Services Training BSU d. Small Cities Coalition e. RFP/RFAs <p>Mr. Hobbs will report to the Committee.</p>
Attachments	Updates (Pages 4-9)
Comments	Contact Pat Hobbs at 548-6700 for questions/information on this agenda item.

Workforce Solutions Cameron - Employer Survey

Workforce Solutions Cameron is the State workforce board responsible for employment and training in Cameron County. To help us design “value add” workforce training programs that meet the needs of Cameron County employers, we ask that you participate in a 10 minute survey regarding your workforce challenges and training needs. This information will be kept confidential and will be aggregated with responses from other employers for use in the design of better training programs for job seekers in Cameron County.

1. Of the following categories, which one best describes your industry?

- Natural Resources (Includes agriculture, mining and forestry)
- Construction
- Manufacturing
- Transportation, Communication and Utilities
- Wholesale Trade
- Retail Trade
- Finance, Insurance and Real Estate
- Personal Services
- Business Services
- Healthcare
- Education
- Government (Local, State and Federal)
- Other (please specify) _____

2. How many people does your firm employ in Cameron County?

Full-time employees: _____
(more than 30 hours)

Part-time employees: _____

3. Are you planning on hiring in the next 6 months? If yes, in what areas. (indicate job titles)

- Yes
- No

Job titles _____

4. Are you familiar with Workforce Solutions Cameron and the business services it offers to employers?

- Yes
- No

5. Have you accessed our business services during the last 3 months?

- Yes
- No

6. Which of our “no cost” business services have you utilized? (Please select all that apply)

- WorkinTexas.com
- Human Resource Consultations
- Customized Recruitment Services
- Job Fairs
- On-the Job Training
- Subsidized Employment
- Rapid Response Services for Layoffs
- Labor Market Data
- None

7. How would you rate your overall experience as a customer of Workforce Solutions Cameron?

- Very Satisfied
- Somewhat satisfied
- Somewhat dissatisfied
- Very dissatisfied
- Have not used the services of Workforce Solutions Cameron

8. If you have used our services, how would you rate your rate the quality of our services in the following categories?

	Excellent	Good	Fair	Poor	Not Sure
Customer Service					
Professionalism of Staff					
Promptness of Service					
Relevance of Information					
Appearance at Career Centers					
Effectiveness of WorkinTexas.com					
Overall ease of use					

- 9. How likely are you to recommend our business services to a colleague?**
- Very likely
 - Somewhat likely
 - Somewhat unlikely
 - Very unlikely
- 10. Where are your critical training needs as an organization?**
- Training for newly hired employees
 - Skills upgrades for current employees
 - Management/Supervisor training
- 11. For your most common entry level positions you hire: (Please select all that apply)**
- Company hires directly
 - Use third party staffing firm, hire temps only
 - Use a third party staffing firm, use a “temp to hire” program
 - Use Work in Texas (WIT)
- 12. What are the required skills, knowledge and certifications for your most common entry-level positions? (Please select all that apply)**
- English
 - Spanish
 - Good basic math skills
 - GED/Diploma
 - Customer Service
 - 2 years of college/technical certification
 - 4 years of college
 - Specific certification
- 13. Please choose the top three most common reasons why applicants fail to meet requirements for employment at your company. (Please mark all that apply)**
- Fail drug screen test
 - Criminal background check
 - Lack of Soft Skills (e.g. failure to appear for interview or first day of work (no show); work ethic; punctuality; lack of suitable appearance for the job; incomplete application)
 - Poor credit history
 - English proficiency

- Reference check
- Lack of basic skills (reading and/or math)
- Lack of specific technical skills (e.g. industrial maintenance, nursing, certified teachers, computer network specialist)
- No GED/H.S. diploma

**14. What are the critical challenges that your company is facing within your existing workforce.
(Choose all that apply)**

- Lack of a career mindset/work ethic
 - Poor basic skills (reading, writing, math)
 - Poor communication skills
 - Poor customer service skills
 - Poor critical thinking skills
 - Limited English proficiency
 - Lack of GED and/or H.S. diploma (barrier to promotion)
 - Team and Cooperative Skills
 - Other (please specify)
-

SERVICES REQUESTED: RFQ Learning System

Workforce Solutions Cameron is soliciting a learning system to assist with the development of the English language. 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..Our intention, under this procurement, is not to duplicate existing traditional training services currently available through our workforce system, but to provide options for our participants to engage in learning English skills in a non-traditional manner which may include self paced software or equipment so the participant can learn on their own rate. The system should provide a method to indicate progress using a pre and post test per module/lesson.

Release Date:

Quotes must be received in our office by **12:00 noon (CST) on April 20th, 2011.**(closed)
Quotes received after this time will not be considered.

SERVICES REQUESTED: RFA Professional Services

Workforce Solutions Cameron is seeking to compile a list of vendors to provide professional training and consultative services to specific targeted groups that include staff of the workforce system and/or participants of the program(s) such as TANF, SNAP,WIA and other programs administered by WFS Cameron. The training will address various aspects of our operational functions in workforce development to engage participants and the business community. There are a number of specialized processes and activities we have undertaken or plan to undertake to support our overarching goal of being the leader in meeting the needs of the job seeker and employer community. As our workforce delivery system continues to evolve, these initiatives will undoubtedly enhance our system and position us as a leading force in workforce development.

The Board intends to contract with multiple training providers for the services solicited under this procurement. Programs approved through this procurement must enable workforce center participants to obtain a recognized credential to enable them to find and retain employment. The applicant must identify the credential to be obtained. All programs and activities solicited under this procurement must directly support the performance measures mandated by the Texas Workforce Commission.

**Release Date: April 11, 2011 at 12:00 noon p.m. (CST). Open enrollment
Informational Conference: May 11, 2011 2:30-3:30 p.m.**

SERVICES REQUESTED- RFP Early Childhood Learning Materials Vendors List

Workforce Solutions Cameron is soliciting proposals from vendors who specialize in providing resources and training on Early Childhood activities. The proposers must

supply information which lists age appropriate resources/materials, quality indoor and outdoor materials to be used in the day care facilities. In addition, the proposer must provide professional Development on the appropriate use of these materials/resources as part of the proposal. 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.

Release Dates: April 11, 2011 at 12:00 PM

RESPONSE DEADLINE: May 4, 2011 at 12:00 PM (Closed)

SERVICES REQUESTED-RFA Early Literacy Grants

Workforce Solutions Cameron is soliciting applications from interested bidders to provide an early literacy component/enhancement to an existing program for children ages zero to twelve years old. All proposed activities must be geared towards helping Workforce Solutions Cameron meet the Board priority of establishing quality-rich programs with a strong early literacy focus. Workforce Solutions Cameron has established a project cap limited up to \$25,000.00 with the bidder being able to match amount awarded. Match can be complied through non federal in-kind services.

Release Date: April 13, 2011 at 10:00 a.m. CST

Bidders Conference: April 21, 2011 8:30-9:30 a.m.

Response Deadline: May 19, 2011 at 12:00 noon CST (deadline extended)

**SERVICES REQUESTED-RFP Short Term Occupational/ Intensive Services:
Adult/Dislocated/Older Youth**

Workforce Solutions Cameron (WFS) requests proposals from eligible applicants to provide short term occupational/ intensive services allowable under the Workforce Investment Act of 1998 and other federal programs operated under the One-Stop Delivery System. A short-term occupational/intensive service activity is training of six (6) months or less. The intent of this RFP is to provide program participants the opportunity to acquire the skills necessary to find and retain self sufficient employment. These services will be made available to Adults, Dislocated Workers, and Youth ages 18 and over, who have been determined eligible under the Workforce Investment Act, Temporary Assistance to Needy Families, SNAP E & T and other workforce programs.

Release Date: April 28, 2011 by 12:00 p.m. Noon

Bidders Conference: May 11, 2011 1:30-2:30 p.m.

RESPONSE DEADLINE: May 19, 2011, 12:00 P.M. (Noon) (CST)

5. Other Business

6. Adjournment