



FINANCE COMMITTEE MEETING AGENDA

DATE: November 12, 2025
Wednesday
TIME: 11:00 noon

PLACE: Workforce Solutions Cameron
Conference Room
851 Old Alice Road
Brownsville, Texas 78520
(956) 546-3141

Items may not be considered in the order they appear.

1. Call to Order & Confirmation of Quorum Ms. Alex Ambriz, Committee Chair
2. Public Comments (*Prior Registration Required*) Ms. Ambriz
3. Discussion on Conflict-of-Interest Ms. Ambriz
4. **Discussion, Consideration, and Possible Recommendation Regarding Finance Committee Minutes of September 18, 2025** Ms. Ambriz
5. **Discussion, Consideration, and Possible Recommendation Regarding Budget Amendment #6 of FY2025** Ms. Ambriz
6. **Discussion, Consideration, and Possible Recommendation Regarding Budget Amendment #1 of FY2026** Ms. Ambriz
7. **Discussion, Consideration, and Possible Recommendation Regarding the Credit Card Policy** Ms. Ambriz
8. Adjournment

Notice is hereby given that the Finance Committee Meeting is being held in person and that no remote option is available. If during the course of the meeting, any discussion of any item on the agenda should be held in an 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 people with disabilities by contacting the Workforce Board office at (956) 548-6700 or 700 Ruben M. Torres Blvd., 3rd Floor, Brownsville, Texas 78520 prior to the meeting. Hearing impaired may use Relay Texas 1-800-735-2089.



Rafael Vela/Chief Executive Officer

November 6, 2025

Date

Budget Amendment #6 of FY2025

Workforce Solutions Cameron
FY2025 (24/25) Budget Amendment 6
For the twelve month period ending September 30, 2025

	<u>FY2025</u> <u>Amendment 5</u>	<u>FY2025</u> <u>Amendment 6</u>	<u>Difference</u>
REVENUES			
Grant revenue - federal TWC	\$ 47,576,898	\$ 48,030,175	\$ 453,277
Grant revenue - Federal (other)	2,502,025	2,509,609	\$ 7,584
Grant revenue - non federal			\$ -
Match funds	150,000	160,000	\$ 10,000
General Revenue - TWC	701,533	868,098	\$ 166,565
General Revenue - Other			\$ -
General Revenue - WFSC	0	113,813	\$ 113,813
Program Income			\$ -
Total revenue	<u>\$ 50,930,456</u>	<u>\$ 51,681,694</u>	<u>\$ 751,238</u>
EXPENSES			
<u>Oversight & Management (Board)</u>			
Salaries and benefits			
Salaries	\$ 1,982,029	\$ 1,982,029	\$ (0)
Payroll taxes	164,525	164,525	\$ 0
Benefits	<u>497,196</u>	<u>497,196</u>	<u>\$ 0</u>
Total salaries and benefits	\$ 2,643,750	\$ 2,643,750	\$ (0)
Facilities and related expense			
Rent	\$ 99,636	\$ 99,629	\$ (7)
Building - maintenance	27,381	\$ 27,378	\$ (3)
Contracted services	57,059	57,058	\$ (1)
Utilities	21,096	21,094	\$ (2)
Automobile expense	<u>1,019</u>	<u>1,019</u>	<u>\$ (0)</u>
Total facilities and related expense	\$ 206,191	\$ 206,177	\$ (14)
Furniture, Equipment & Software			
Equipment purchases	\$ 52,288	\$ 52,288	\$ -
Software purchases	\$ 22,796	\$ 22,792	\$ (4)
Furniture purchases	10,000	\$ 10,000	\$ -
Equipment - rental	29,712	\$ 29,712	\$ (0)
Service agreements	51,332	51,303	\$ (29)
Accounting Software M&S	<u>19,760</u>	<u>19,760</u>	<u>\$ 0</u>
Total furniture, equipment, & software	\$ 185,888	\$ 185,854	\$ (34)
General administrative expense			
Advertising	\$ 5,381	5,381	\$ (0)
Contract Labor	17,542	17,542	\$ 0
Insurance	25,821	25,819	\$ (2)
Internet service	29,330	29,330	\$ 0
Cable service	0	0	\$ -
Office supplies	64,350	64,350	\$ (0)
Meeting costs	6,483	8,983	\$ 2,500
Postage & delivery	3,400	3,400	\$ -
Printing	1,000	1,000	\$ -
Professional memberships & dues	10,945	4,835	\$ (6,110)
Public notices	17,574	17,574	\$ 0
Publications & subscriptions	187	0	\$ (187)
Telephone	21,440	21,440	\$ 0
Website development	0	-	\$ -
Contracted Services	0		\$ -

Miscellaneous -Bank Fees	11,614	11,614	\$ (0)
Other	6,288	6,288	\$ (0)
Total general administrative expense	\$ 221,355	\$ 217,557	\$ (3,798)
Professional fees & service			
Auditing fees	\$ 49,500	\$ 51,000	\$ 1,500
Consulting fees	81,896	81,896	\$ -
Legal fees	20,000	20,000	\$ -
Payroll Admin Fee	41,526	41,526	\$ 0
Other professional fees	25,000	25,000	\$ -
Total professional fees & service	\$ 217,922	\$ 219,422	\$ 1,500
Staff development expense			
Conference & training fees - Board	\$ 8,998	\$ 6,259	\$ (2,739)
Conference & training fees - Staff	40,965	38,362	\$ (2,603)
Total staff development expense	\$ 49,963	\$ 44,621	\$ (5,342)
Travel expense			
Travel - Board	\$ 16,744	\$ 16,744	\$ 0
Travel - Staff	148,887	141,616	\$ (7,271)
Total travel expense	\$ 165,631	\$ 158,360	\$ (7,271)
Total Oversight & Management Expense	\$ 3,690,700	\$ 3,675,741	\$ (14,959)
One Stop Operations (Facilities)			
Facilities and related expense			
Rent	\$ 304,537	\$ 304,545	\$ 8
Building - maintenance	126,975	126,978	\$ 3
Contracted services	211,548	211,549	\$ 1
Insurance	8,442	8,444	\$ 2
Utilities	73,509	73,511	\$ 2
Other (Improvements)	0		\$ -
Automobile expense	25,859	25,859	\$ (0)
Total facilities and related expense	\$ 750,870	\$ 750,886	\$ 16
Furniture, Equipment & Software			
Furniture and equipment	\$ 329,738	\$ 329,738	\$ -
Software	\$ 39,347	\$ 39,351	\$ 4
Gazelle Software	\$ 6,000	\$ 6,000	\$ -
Client Software	\$ -	\$ -	\$ -
Service agreements	167,424	167,453	\$ 29
Equipment - rental	85,472	85,472	\$ (0)
Equipment - maintenance	0		\$ -
Total furniture, equipment, & software	\$ 627,981	\$ 628,014	\$ 33
General administrative expense			
Outreach	\$ 2,000	\$ 2,000	\$ -
Postage	-	-	\$ -
Supplies	8,177	8,177	\$ 0
Telephone	39,064	39,064	\$ (0)
Internet service	64,175	64,175	\$ 0
Cable Service	-	-	\$ -
Instructional/Assessment material	15,000	15,000	\$ -
Client Data Validation	500	500	\$ -
Memberships/Subscriptions	-	-	\$ -
Web Development	35,000	35,000	\$ -
Printing	250	250	\$ -
Job Fair	-	-	\$ -
Other			\$ -
Total general administrative expense	\$ 164,166	\$ 164,166	\$ 0
Professional fees & service			
Professional Services	112,707	112,707	\$ (0)
Total One Stop Operations Support	\$ 1,655,724	\$ 1,655,773	\$ 49

Contracted services			
Funding available for projects/services	\$ 4,154,642	\$ 4,491,323	\$ 336,681
Special Projects	2,408,878	2,525,275	\$ 116,397
One Stop Management	4,028,105	4,037,516	\$ 9,411
One Stop Direct Client Expenses	3,522,432	3,657,084	\$ 134,652
Child Care Management	1,517,621	1,517,621	\$ (0)
Child care (direct)	29,952,352	30,121,360	\$ 169,008
	<u>\$ 45,584,030</u>	<u>\$ 46,350,180</u>	<u>\$ 766,150</u>
Total One Stop Operations	<u>\$ 47,239,754</u>	<u>\$ 48,005,953</u>	<u>\$ 766,199</u>
Total expense	<u>\$ 50,930,454</u>	<u>\$ 51,681,694</u>	<u>\$ 751,240</u>
Changes in net assets	<u>2</u>	<u>(0)</u>	<u>(2)</u>

	FY2025 Amendment 5	FY2025 Amendment 6
Recap		
Board	3,690,700	3,675,741
One Stop Facilities & Related	1,655,724	1,655,773
Special Projects	2,408,878	2,525,275
One Stop Management	4,028,105	4,037,516
One Stop Direct Client Expenses	3,522,432	3,657,084
Child Care Management	1,517,621	1,517,621
Direct Child Care	29,952,352	30,121,360
Reserve	4,154,642	4,491,323
	50,930,454	51,681,694
Board	7.25%	7.11%
One Stop Facilities & Related	3.25%	3.20%
Special Projects	4.73%	4.89%
One Stop Management	7.91%	7.81%
One Stop Direct Client Expenses	6.92%	7.08%
Child Care Management	2.98%	2.94%
Direct Child Care	58.81%	58.28%
Reserve	8.16%	8.69%
	100.00%	100.00%

Budget Amendment #1 of FY2026

Workforce Solutions Cameron
FY2026 (25/26) Budget Amendment 1
For the twelve month period ending September 30, 2026

	FY2026 Budget	FY2026 Amendment 1	Difference
REVENUES			
Grant revenue - federal TWC	\$ 50,182,801	\$ 50,750,794	\$ 567,993
Grant revenue - Federal (other)	1,786,848	1,791,321	\$ 4,473
Grant revenue - non federal			\$ -
Match funds	0	30,000	\$ 30,000
General Revenue - TWC	461,351	460,351	\$ (1,000)
General Revenue - Other			\$ -
General Revenue - WFSC	0	0	\$ -
Program income			\$ -
Total revenue	<u>\$ 52,431,000</u>	<u>\$ 53,032,466</u>	<u>\$ 601,466</u>
EXPENSES			
<u>Oversight & Management (Board)</u>			
Salaries and benefits			
Salaries	\$ 2,003,687	\$ 2,003,687	\$ 0
Payroll taxes	166,849	166,849	\$ (0)
Benefits	449,796	449,796	\$ (0)
Total salaries and benefits	<u>\$ 2,620,332</u>	<u>\$ 2,620,332</u>	<u>\$ (0)</u>
Facilities and related expense			
Rent	\$ 100,797	\$ 100,574	\$ (223)
Building - maintenance	28,571	28,530	\$ (41)
Contracted services	57,208	57,180	\$ (28)
Utilities	15,544	15,510	\$ (34)
Automobile expense	0	0	\$ -
Total facilities and related expenses	<u>\$ 202,120</u>	<u>\$ 201,794</u>	<u>\$ (326)</u>
Furniture, Equipment & Software			
Equipment purchases	\$ 53,000	\$ 53,000	\$ -
Software purchases	\$ 37,618	\$ 37,214	\$ (404)
Furniture purchases	10,000	10,000	\$ -
Equipment - rental	29,712	29,712	\$ (0)
Service agreements	42,410	41,773	\$ (637)
Accounting Software M&S	20,622	20,622	\$ (0)
Total furniture, equipment, & software	<u>\$ 193,362</u>	<u>\$ 192,321</u>	<u>\$ (1,041)</u>
General administrative expense			
Advertising	\$ 1,522	1,522	\$ 0
Contract Labor	0	0	\$ -
Insurance	17,472	17,365	\$ (107)
Internet service	30,944	30,944	\$ (0)
Cable service	0	0	\$ -
Office supplies	43,903	43,903	\$ 0
Meeting costs	4,962	4,962	\$ (0)
Postage & delivery	2,531	2,531	\$ 0
Printing	0	0	\$ -
Professional memberships & dues	6,835	6,835	\$ -
Public notices	9,702	9,702	\$ -
Publications & subscriptions	0	0	\$ -
Telephone	21,953	21,953	\$ 0
Website development	0	-	\$ -
Contracted Services	0		\$ -

Miscellaneous -Bank Fees	9,886	9,886	\$ 0
Other	802	802	\$ 0
Total general administrative expense	\$ 150,512	\$ 150,407	\$ (105)
Professional fees & service			
Auditing fees	\$ 53,000	\$ 53,000	\$ -
Consulting fees	81,353	81,353	\$ -
Legal fees	20,000	20,000	\$ -
Payroll Admin Fee	42,035	42,035	\$ (0)
Other professional fees	25,000	25,000	\$ -
Total professional fees & service	\$ 221,388	\$ 221,388	\$ (0)
Staff development expense			
Conference & training fees - Board	\$ 439	\$ 939	\$ 500
Conference & training fees - Staff	33,742	34,452	710
Total staff development expense	\$ 34,181	\$ 35,391	\$ 1,210
Travel expense			
Travel - Board	\$ 1,130	\$ 1,130	\$ 0
Travel - Staff	132,276	137,593	5,317
Total travel expense	\$ 133,406	\$ 138,724	\$ 5,318
Total Oversight & Management Expense	\$ 3,555,301	\$ 3,560,355	\$ 5,054
One Stop Operations (Facilities)			
Facilities and related expense			
Rent	\$ 349,877	\$ 350,100	\$ 223
Building - maintenance	150,069	150,109	40
Contracted services	212,147	212,176	29
Insurance	17,840	17,947	107
Utilities	52,108	52,141	33
Other (Improvements)	0		-
Automobile expense	35,701	35,701	0
Total facilities and related expense	\$ 817,742	\$ 818,174	\$ 432
Furniture, Equipment & Software			
Furniture and equipment	\$ 110,000	\$ 110,000	\$ -
Software	\$ 79,609	\$ 80,013	\$ 404
Gazelle Software	\$ -	\$ -	\$ -
Client Software	\$ -	\$ -	\$ -
Service agreements	129,422	130,058	636
Equipment - rental	85,472	85,472	(0)
Equipment - maintenance	0		-
Total furniture, equipment, & soft	\$ 404,503	\$ 405,542	\$ 1,039
General administrative expense			
Outreach	\$ 1,194	\$ 1,194	\$ (0)
Postage	-	-	\$ -
Supplies	7,206	7,206	(0)
Telephone	44,538	47,456	2,918
Internet service	61,724	64,641	2,917
Cable Service	-	-	\$ -
Instructional/Assessment material	12,000	12,000	\$ -
Client Data Validation	-	-	\$ -
Memberships/Subscriptions	-	-	\$ -
Web Development	45,000	45,000	\$ -
Printing	-	-	\$ -
Job Fair	-	-	\$ -
Other	-	-	\$ -
Total general administrative expense	\$ 171,662	\$ 177,497	\$ 5,835
Professional fees & service			
Professional Services	4,607	4,607	(0)
Total One Stop Operations Support	\$ 1,398,514	\$ 1,405,820	\$ 7,306

Contracted services			
Funding available for projects/services	\$ 5,851,733	\$ 5,383,387	\$ (468,346)
Special Projects	2,266,573	2,474,350	\$ 207,777
One Stop Management	3,274,442	3,465,409	\$ 190,967
One Stop Direct Client Expenses	2,420,743	2,907,681	\$ 486,938
Child Care Management	1,468,648	1,535,863	\$ 67,215
Child care (direct)	32,195,048	32,299,599	\$ 104,551
	<u>\$ 47,477,187</u>	<u>\$ 48,066,290</u>	<u>\$ 589,103</u>
Total One Stop Operations	<u>\$ 48,875,701</u>	<u>\$ 49,472,110</u>	<u>\$ 596,409</u>
Total expense	<u>\$ 52,431,002</u>	<u>\$ 53,032,466</u>	<u>\$ 601,464</u>
Changes in net assets	<u>(2)</u>	<u>(0)</u>	<u>2</u>

	FY2026 Budget	FY2026 Amendment 1
Recap		
Board	3,555,301	3,560,355
One Stop Facilities & Related	1,398,514	1,405,820
Special Projects	2,266,573	2,474,350
One Stop Management	3,274,442	3,465,409
One Stop Direct Client Expenses	2,420,743	2,907,681
Child Care Management	1,468,648	1,535,863
Direct Child Care	32,195,048	32,299,599
Reserve	5,851,733	5,383,387
	<u>52,431,002</u>	<u>53,032,466</u>
Board	6.78%	6.71%
One Stop Facilities & Related	2.67%	2.65%
Special Projects	4.32%	4.67%
One Stop Management	6.25%	6.53%
One Stop Direct Client Expenses	4.62%	5.48%
Child Care Management	2.80%	2.90%
Direct Child Care	61.40%	60.91%
Reserve	11.16%	10.15%
	<u>100.00%</u>	<u>100.00%</u>