



To: Gulf Coast Workforce Board Members

From: Mike Temple  
David Baggerly  
Michelle Ramirez  
Brenda Williams

Date: March 29, 2017

Subj: Board Meeting Materials for Tuesday, April 4, 2017

---

The next meeting of the Gulf Coast Workforce Board is scheduled for **10:00 a.m., Tuesday, April 4, 2017** in H-GAC's second floor conference rooms A, B and C, 3555 Timmons Lane, Houston.

We have a relatively light agenda for April without any action items.

**Reports.** Chair Guthrie will provide a report to members on items of interest including the recent National Association of Workforce Board's Annual Forum, and Audit/Monitoring Committee Chair Joe Garcia will report on the committee's March review of monitoring activities. Education Committee Chair Birgit Kamps will discuss the committee's continuing work on integrating education and the workforce and possible resulting actions from the Board. Government Affairs Committee Chair Guy Jackson will have a brief update on activities in the Texas Legislature.

**Information.** We will report on our performance/production and expenditures to-date and brief you on plans to procure the contractors that operate Workforce Solutions. Parker Harvey will update us on the employment numbers.

At the close of the meeting, we would like to take time to remember our colleague Tony Jones. Tony was a truly unique individual, and we want to recognize his contributions and support for the Board and its mission.

We look forward to seeing you on April 4<sup>th</sup>. As always, please call or email us if you have questions, or if we can be of assistance.

# The Gulf Coast Workforce Board Tentative Agenda

**Tuesday, April 4, 2017 at 10:00 a.m.**

H-GAC Conference Room A/B/C

3555 Timmons Lane, Second Floor, Houston, Texas 77027

---

**1. Call to Order and Determine Quorum**

**2. Adopt Agenda**

**3. Hear Public Comment**

**4. Review February 2017 meeting minutes**

**5. Declare Conflicts of Interest**

**6. Consider Reports**

- a. Chair's Report.* The Board Chair will discuss items of interest.
- b. Audit/Monitoring.* The Committee Chair will discuss the committee's March meeting.
- c. Education.* The Committee Chair will discuss the committee's next steps from its March meeting.
- d. Government Relations.* The Committee Chair will review materials on current legislative items of interest.

**7. Receive Information**

- a. Performance and Production.* Report on the system's performance and production.
- b. Expenditures.* Report on expenditures.

**8. Look at the Economy**

Report on current economic data and trends in the Houston-Gulf Coast region.

## 9. Take Up Other Business

## 10. Adjourn



A proud partner of the American Job Center network

Workforce Solutions is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Please contact H-GAC at 713.627.3200 at least 48 hours in advance to request accommodations.

Deaf, hard-of-hearing or speech-impaired customers may contact:

Relay Texas 1-800-735-2989 (TTY) or 711 (Voice).

Equal opportunity is the law.

Gulf Coast Workforce Board-Workforce Solutions  
3555 Timmons Lane, Suite 120, Houston, Texas 77027

P.O. Box 22777 Houston, Texas 77227-2777

713.627.3200

1.888.469.5627

[www.wrksolutions.com](http://www.wrksolutions.com)

**MINUTES OF  
THE GULF COAST WORKFORCE BOARD  
TUESDAY, FEBRUARY 7, 2017**

---

**MEMBERS PRESENT:**

Ray Aguilar	Willie Alexander	Karlos Allen
Gerald Andrews	Betty Baitland	Peter Beard
Sara Bouse	Carl Bowles	Joe Garcia
Cheryl Guido	Mark Guthrie	Bobbie Henderson
Alan Heskamp	Guy Robert Jackson	Tony Jones
Birgit Kamps	Doug Karr	Paulette King
Jeff Labroski	Kendrick McCleskey	Steve Mechler
Jerry Nevlud	Linda O'Black	Janice Ruley
Allene Schmitt	Richard Shaw	Connie Smith
Gil Staley	Evelyn Timmins	Shunta Williams
Sarah Wroblewski		

**H-GAC STAFF MEMBERS PRESENT**

Mike Temple  
David Baggerly  
Parker Harvey

Mr. Mark Guthrie, Chairman, called the meeting to order at approximately 10:00 a.m., on Tuesday, February 7, 2017, in the 2nd floor, H-GAC Conference Rooms A/B/C, at 3555 Timmons Lane, Houston, Texas. Chair Guthrie determined a quorum was present.

**ADOPTION OF AGENDA**

Chair Guthrie asked for adoption of the agenda as presented. A motion was made and seconded to adopt the agenda. The motion carried and the agenda was adopted as presented.

**PUBLIC COMMENT**

No one signed up for public comment.

**MINUTES FROM DECEMBER 6, 2016 MEETING**

Chair Guthrie asked if there were any additions or corrections to minutes for the December 6, 2016 Board meeting and if not, for approval of the minutes as presented. A motion was made and seconded to approve the minutes as presented. The motion carried.

## **DECLARE CONFLICTS OF INTEREST**

Chair Guthrie asked for a declaration of any conflicts of interest with items on the agenda. No one declared a conflict of interest. Chair Guthrie reminded the members that they also were welcome to declare conflicts with items as they are considered.

## **CONSIDER REPORTS**

### **Chair's Report**

On the national front, Chair Guthrie noted that it is too early to tell what will happen with the new administration. He reported that the nominee for Secretary of Labor, Andrew Puzder, does not yet have an appointment to testify in order to be confirmed by the Senate, and it is too early to tell whether he will be confirmed. Our hope is that our funding will not be affected.

Chair Guthrie reported on several events he attended since the last Board meeting. He said that he attended the annual Texas Workforce Conference on December 7, 8<sup>th</sup> and 9<sup>th</sup> in Houston. Chair Guthrie reported that he also attended the Board Chair invitation breakfast which is put on by the TWC Commissioners and Commissioner Hughes' reception during that conference. On January 5<sup>th</sup>, Chair Guthrie attended the Community Forum that the Board put on to discuss and receive input on our Compliance Plan. He reported that good input was received on our plan, which be further detailed in a report later in this meeting. He reported that on January 13<sup>th</sup> he attended the Texas Workforce Commission's Public Hearing on the integration of the vocational rehabilitation programs and gave a short testimony. He also met with TWC Commissioner Chair Alcantar during a break in that hearing and received a brief report on the status of progress on implementing the recommendations in the recent Tri-agency report on education and the workforce that TWC is moving ahead with implementing the recommendations that fall within its area. Chair Guthrie also reported that he attended the beginning of TWC Commissioner Hughes' Texas Business Conference in Houston on January 20<sup>th</sup>. This is an employment law seminar that TWC puts on to assist Texas employers with compliance with the myriad of employment laws and regulations. He reported that the conference was attended by approximately 600 people. Following the introductory sessions of the conference, he reported that he and Mike Temple had a good meeting with Commissioner Hughes to discuss the Gulf Coast area's needs and anticipated opportunities and issues.

Chair Guthrie concluded his report and no action was taken.

### **Audit/Monitoring Committee Report**

Committee Chair Joe Garcia reported that the Audit/Monitoring Committee met on Monday, January 23, 2017 at the Houston-Galveston Area Council (H-GAC) offices.

Chair Garcia reminded the Board that work on a new rating system is in progress and reviewed the information contained in the report referenced below.

**Rating System** – the definitions for the levels are listed below:

Leading Performance - Performance consistently exceeds expectations in all areas reviewed and the quality of work overall is exceptional.

Strong Performance - Performance consistently meets or exceeds expectations in all areas reviewed and the quality of work overall is very good

Solid Performance - Performance consistently meets expectations in most areas reviewed and the quality of work overall is good.

Building Performance - Performance does not consistently meet expectations in most areas reviewed and overall quality of work is not at an acceptable level.

### **Operations**

- Committee members reviewed data from quality assurance monitoring reports from September through November.
- Westheimer Career Office – Interfaith was rated Solid Performance. The office is performing well over many of the criteria reviewed. All findings have been resolved.
- Staffing Unit – Neighborhood Centers, Inc. was rated Solid Performance. Monitors recommended customer service and sales training focused on service to employers. *Contractor staff and Board staff are working together to identify appropriate training.*
- Staffing Unit – Interfaith of The Woodlands was rated Solid Performance. Monitors recommended housing of staff at the career office rather than centralization. *Interfaith is reviewing staffing to determine how this can be accomplished.*

### **Financial Systems**

Chair Garcia explained that we contract with outside audit firms to conduct financial system reviews for all our contractors that include: accounting policies and procedures, accounting systems, procurement, accounts payable, personnel (human resources and payroll), cash management, property management and inventory, cost allocation and budget, financial reporting, complaints, subcontracts and insurance. We also review a sample of billings for each contractor.

At least once a year, we also conduct a review of financial aid payments that is separate from the annual systems review. This review tests financial aid payments made on behalf of customers.

Reviews were conducted for the contractors listed below and findings identified have been addressed and resolved.

- **Brazosport College – Adult Education and Literacy**  
Findings were identified in the areas of cost allocation, travel expenses, accruals and obligations and a subcontractor contract.
- **Neighborhood Centers, Inc. – Financial Monitoring and Billing Review**  
Findings were identified in the areas of cost allocation, travel expenses, timeliness of payment of invoices, inventory listing and variances in the general ledger.

Chair Garcia concluded his report and no action was taken.

### Education Committee Report

Committee Chair Birgit Kamps reported that the Education Committee met on Wednesday, January 25, 2017 at the Houston-Galveston Area Council (H-GAC) offices. Chair Kamps reviewed the information referenced below.

The Committee reviewed and discussed the Tri-Agency report on Education and the Workforce.

#### Background

In November 2016, representatives from the Texas Education Agency, Texas Higher Education Coordinating Board, and Texas Workforce Commission released a report titled *Prosperity Requires Being Bold: Integrating Education and the Workforce for a Bright Texas Future* (referred to as the “Tri-Agency Report”).

The Tri-Agency Report is the result of a request from Governor Greg Abbott for the three agencies to collaboratively find better ways to link education and business for the economic prosperity of Texas. The Governor laid out five charges for the Tri-Agency task force:

- **Charge 1.** Commissioners should identify and advance public and higher education initiatives that make college more affordable for families and help students enter the workforce more quickly with marketable skills.
- **Charge 2.** Commissioners should work with industry and local stakeholders to assess local workforce needs and identify innovative workforce development models that directly coordinate with industry partners and promote postsecondary success. The Commissioners should include career and technical education (CTE) and science, technology, engineering, and mathematics (STEM) education models in their assessment.
- **Charge 3.** Commissioners should evaluate current agency efforts, as well as state and local web-based education and career awareness systems in an effort to better link students, parents, and educators to the broad array of high-demand jobs in

this state and the educational requirements to secure those opportunities.

- **Charge 4.** Commissioners should identify gaps in services to Texas veterans, advance strategies to enhance their education and employment opportunities, and develop solutions to ensure a seamless and accelerated transition back into the Texas workforce.
- **Charge 5.** Commissioners should make recommendations that build the skills of the Texas workforce and advance regional economic expansion, job creation, and the goals of 60x30TX.

The Governor's charges are based in a number of variables affecting the labor force in Texas, including an increasing number of students from economically disadvantaged backgrounds in P-12 public education, the largest number of rural P-12 students in the nation; and, an increasing number of adult students who are not recent high school graduates (who also enter Texas institutions of higher education). All of these challenge the skills gaps that exist across many occupations in the State and the Gulf Coast region. The Tri-Agency Report includes four prime recommendations:

- Identify statewide initiatives for the next generation that will make Texas the clear leader in targeted fields and position the state for economic pre-eminence.
- Strengthen prekindergarten through high school academic instruction to establish students' foundational skills in math, science, language arts, and social studies so that students graduate high school career or college ready and are prepared for lifetime learning.
- Build a proactive, ongoing partnership among the TEA, THECB, TWC, and other stakeholders to align the educational goals of Texas with the state's higher education plan of 60x30TX, which aims for 60 percent of 25- to 34-year-olds to hold either a certificate or degree by 2030, with the goal of growing the state's workforce, industry, and the economy.
- Identify services for Texas veterans and advance strategies to enhance their education and employment opportunities, while developing solutions to ensure a seamless and accelerated transition back into the Texas workforce.

The Dallas Federal Reserve Bank report – *Regional Talent Pipelines* – offers examples of how workforce boards and other actors in the workforce system can further the integration of education with business to address workforce challenges throughout the state. This report concludes with several recommendations for action at the state level.

#### Current Situation

Board staff advises us that the Tri-Agency Report details specific concerns within each recommendation. Many of the suggested actions align with the Board's strategic goals and create opportunities to create new or expand existing Workforce Solutions efforts.



Following are five areas Board staff suggest that the Education Committee and Board might invest in specific action.

### **1. 60 by 30 Texas**

Report: *To meet the goals of 60x30TX, Texas must improve student outcomes and maximize the potential of every child in its public school system.*

Opportunity: With the increasing number of disadvantaged (and minority) students in Texas, achieving 60x30TX is potentially more difficult as these students often exit secondary not prepared for postsecondary work. To better prepare secondary students for postsecondary work, identify the schools and districts in our region that are the most disadvantaged and provide:

- labor market information about in-demand careers and educational pathways;
- enhanced and increased work-based learning, including internships, apprenticeships, and on-the-job training opportunities; and,
- connections to business to provide speakers, field trips, and insight as pathways and work-based learning opportunities are developed.

### **2. Community College Workforce Certificates**

Report: *Level 1 workforce certificates (as defined in the THECB's Guidelines for Instructional Programs in Workforce Education manual) also have grown from 13,353 to 32,007 from 2000 to 2015.*

Opportunity: While the number of certificates has increased, it is unclear if the credentials are aligned with employer needs. To best serve business needs, identify the Level 1 workforce certificates offered in our region (including within adult education programs) and perform a gap analysis versus those credentials requested by employers; then:

- inform the colleges of the needed credentials to obtain jobs; and,
- consider a priority credentials list for the region.

### **3. Computer Science Teachers**

Report: *Only 55 computer science teachers were produced statewide in 2015.*

Opportunity: To build a more and better qualified teacher workforce while also bolstering STEM education, support upskill training for Secondary Computer Science teachers, and partner with districts to guarantee placements of completers.

#### **4. Stacking Credentials**

Report: *Build credentials at each educational level with the aim of reducing coursework duplication and time to obtain subsequent degrees.*

Opportunity: To help build more efficient workforce educational pathways from secondary to postsecondary, chart stacked credentials by most needed occupations and indicate which credentials are obtainable at which educational level(s).

#### **5. More and Better Teachers**

Report: *Improve the state's teacher ranks through better recruitment (including alternative certifications), preparation, and in-service training (e.g., Teacher Academies), and highlight the value of the profession in both P-12 schools and in colleges and universities.*

Opportunity: The Gulf Coast region will need 24,7000 additional teachers by 2024. To improve the state's teacher ranks, coordinate a regional recruiting campaign and information hub for local school districts and charter schools, focusing on the benefits of teaching in the Gulf Coast region, pathways to teaching certification (including Alternative Teacher Certification Programs or ATCPs), the most needed certifications, and the positive aspects of a career in teaching. This is currently a strategic priority of the Board's Education Industry Workgroup, comprised of local school district Human Resource leadership.

#### **Next Steps**

Chair Kamps reported that the Committee asked Board staff to develop specific recommendations for Committee and Board efforts that support 60x30TX and the recommendations of the Tri-Agency report with a focus on providing good labor market information and efforts to connect business to education, particularly in the most economically disadvantaged schools in the region.

Chair Kamps said that the Committee will meet again on Wednesday, March 8, 2017 at 1 pm to review these staff recommendations. All Board members are welcomed to attend.

Chair Guthrie confirmed to the Board that the Education Committee will report to the full Board with concrete and specific recommendations for actions that can be taken by the Board.

Chair Kamps concluded her report and no action was taken.

#### **Government Relations Legislative Update**

Committee Chair Guy Robert Jackson reported on the current situation in the Texas Legislature. Chair Jackson noted that Senate committee hearings are underway and the

House committee schedule will begin soon. Chair Jackson reviewed the information contained in the report below.

#### Current Situation

During the 85<sup>th</sup> Texas Legislative session, members of the House and Senate filed bills that may impact the workforce system. We are paying attention to a number of bills in several areas.

- ***Raising the (Texas) minimum wage to \$10 per hour***  
**85(R) [HB 924](#) Author: Turner, Chris | Last Action 01/11/2017 H Filed**
- ***Raising the (Texas) minimum wage to \$15 per hour***  
**85(R) [HB 992](#) Author: Walle, Armando | Last Action 01/12/2017 H Filed**

A minimum wage increase to either \$10.10 by House Bill No. 992, or \$15.00 by House Bill No. 924, would be a significant increase from the current federal minimum wage of \$7.25. The state of Texas is among 13 other states that have enacted minimum wage laws that coincide with the federal minimum. Alternatively, 29 other states, excluding Wyoming and Georgia, have adopted higher minimums in their legislation.

- ***Establishing Veterans' Resource Centers at certain institutions of higher education***  
**85(R) [HB 1007](#) Author: Alonzo, Roberto | Last Action 01/12/2017 H Filed**

The Texas Veterans Commission would administer a veterans' resource center in at least one institution of higher education in each of the 10 higher education regions to provide a centralized place for veterans to find assistance and information while enrolled at an institution of higher education. The Gulf Coast region is one of those areas. These centers would also deliver innovative, cost-effective programs to attract veterans and family members of veterans to attend public institutions of higher education.

- ***Creating a program to assist foster care youth in accessing higher education, career information, and skills certifications***  
**85(R) [SB 482](#) Author: Miles, Borris | Last Action 01/13/2017 S Filed**

The Department of Family and Protective Services would collaborate with local workforce development boards, foster care transition centers, community and technical colleges, schools, and any other appropriate workforce industry resources to create a program that assists foster care youth and former foster care youth in obtaining a high school diploma or a high school equivalency certificate and industry certifications necessary for in-demand occupations. This program will also provide career guidance to foster care youth and former foster care youth, and inform foster care youth and former foster care youth about the tuition and fee waivers for institutions of higher education that are available.

- ***Relating to a prohibition of a monitoring system performance indicator based on the number or percentage of students receiving special education services.***  
**85(R) [HB 713](#) Author:** Wu| **Last Action 01/21/2017 S Filed**  
**Companion:** [SB 160](#) by Rodríguez, Similar, 01/25/2017 S Referred to Education  
[SB 214](#) by Menéndez, Identical, 01/25/2017 S Referred to Education

The House bill would prohibit the TEA commissioner and TEA from establishing a performance indicator in the agency's monitoring system that evaluates the total number of students or the percentage of enrolled students in special education services. The Senate bills contain the same prohibition, but adds language to ensure TEA has the ability to require performance data to assess disproportionate service and to report on special education services as required by state and federal law.

We've included – as an attachment – the Texas Association of Workforce Board's Public Policy Priorities for 2017. We will track and report on any activity around these priorities.

We're following these additional bills that and will provide additional information as it develops:

### **Business/Economic Development**

**85(R) [HB 108](#) Author:** Alvarado  
**Last Action** 11/14/2016 H Filed  
**Caption:** Relating to the creation of the Recruit Texas Program to facilitate the relocation to or expansion in this state of employers offering complex or high-skilled employment opportunities.

**85(R) [HB 595](#) Author:** Workman  
**Last Action** 12/14/2016 H Filed  
**Caption:** Relating to a franchise tax credit for entities that employ certain students in certain paid internship or similar programs.

**85(R) [SB 474](#) Author:** Rodríguez | et al.  
**Last Action** 01/12/2017 S Filed  
**Caption Version:** Introduced  
**Caption:** Relating to required provision of workers' compensation insurance coverage for employees of building and construction contractors and subcontractors.  
**Comment:** Safety training for construction personnel (Companion to HB 863)\*\*

### **Education**

**85(R) [HB 136](#) Author:** Bell  
**Last Action** 11/14/2016 H Filed

**Caption:** Relating to inclusion of career and technology education and workforce training in the mission of public education.

**85(R) [HB 374](#) Author:** Johnson, Jarvis

**Last Action** 11/16/2016 H Filed

**Caption:** Relating to the requirement that the Texas Workforce Commission provide certain employment information for secondary school students.

**85(R) [HB 852](#) Author:** Parker

**Last Action** 01/06/2017 H Filed

**Caption:** Relating to adult high school diploma and industry certification charter school pilot program requirements.

**Comment:** Charter School pilot program requirements (Companion to SB 276) \*\*

## **Veterans**

**85(R) [HB 257](#) Author:** Hernandez

**Last Action** 11/14/2016 H Filed

**Caption:** Relating to a report by the Texas Workforce Commission regarding the transition from military service to employment.

## **Government**

**85(R) [HB 793](#) Author:** Capriglione

**Last Action** 01/03/2017 H Filed

Companion: [SB 408](#) **Author:** Watson | et al.

**Last Action** 01/03/2017 S Filed

**Caption:** Relating to the definition of a governmental body for the purposes of the public information law.

**85(R) [SB 9](#) Author:** Hancock | et al.

**Last Action** 01/24/2017 *Referred to Finance Committee*

**Caption:** Relating to the constitutional limit on the rate of growth of appropriations.

**Comment:** Limits on appropriations

**85(R) [SB 446](#) Author:** Burton

**Last Action** 01/09/2017 S Filed

**Caption Version:** Introduced

**Caption:** Relating to the acceptance or expenditure of federal funds by a political subdivision.

**85(R) [SB 452](#) Author:** Hancock

**Last Action** 01/10/2017 S Filed

**Caption:** Relating to the effect of certain agreements with a collective bargaining organization on certain state-funded public work contracts.

**85(R) [SB 497](#) Author:** Uresti

**Last Action** 01/17/2017 S Filed

**Caption:** Relating to the creation of an office of workforce development and analytics in the Department of Family and Protective Services.

Chair Jackson concluded his report and no action was taken.

**TAKE ACTION – ITEM 7**

- a. Employer Services/Career Office. The Committee Chair will request consideration of the 2017-2020 local compliance plan for Workforce Solutions.

Employer Services Committee Chair Gerald Andrews presented the Local Compliance Plan to the Board. Chair Andrews reviewed the plan and requested Board approval of the Local Compliance Plan for submission to the Texas Workforce Commission

**Background**

The Gulf Coast Workforce Board and its operating affiliate, Workforce Solutions are tasked with implementing a local, data-driven compliance plan for developing our region's pool of human talent to meet local employment needs. To guarantee that we are fulfilling our area's obligations to the Texas Workforce Commission under the Workforce Innovation and Opportunity Act, this Local Compliance Plan examines our estimated economic needs through 2020.

**Current Situation**

Through its 2017-2020 Local Compliance Plan, the Board:

- Projects labor market conditions and identifies the needs for skilled workers
- Sets the strategic direction for Workforce Solutions and the Board's investments to meet the region's needs for an educated and skilled workforce
- Describes how Workforce Solutions is organized to deliver high-quality, valued service for the region's employers and people
- Ensures the public workforce system is open and accessible to its customers and accountable to funders, local elected officials and stakeholders

**Regional Outlook**

By 2024, total population in the region will reach 7,674,819. The Houston-Galveston area will continue to become more and more diverse, with 35.4% Anglo, 37.6% Hispanic, 16.8% African American, and 7.5% Asian. Although the percentage of the workforce over the age of 55 will increase to 23.8%, the region will remain largely young with just over half of the population under the age of 35.

Total employment in the region will grow to 3,821,030 – an increase of 22.4% from 2014. Key industries in the region will continue to include oil and gas exploration and production, construction, manufacturing, health care, education, and business and technical services.

We estimate that even before 2024, 58.8% of all jobs in the region will require education or training beyond the high school level and that the majority of these will be “middle skill” jobs. In 2024, employers will need 1.3 million workers in middle skill positions – those that require some post-secondary education and/or on-the-job training. But make no mistake, these are the crucial positions that will need to be filled in order to make our workforce competitive in a global environment. Wages for these jobs currently average \$23.79 per hour – significantly above the region’s median wage.

The region’s employers will continue to need almost 925,000 individuals for highly skilled work. These are the jobs that require education at or beyond a bachelor’s degree level and usually some level of work experience: physicians, nurses, pharmacists, engineers of all types, accountants and researchers for example. These are the highest paying jobs – with current average wages at \$47.66 per hour.

There will also be some 1.8 million lower-skilled jobs in 2024.

### Our System Response

The Local Compliance Plan lays out the broad workforce and human resources needs for the region’s future, and helps us make decisions about how we use our system and resources to meet those needs. These forecasts show us where our workforce development efforts should be focused and tell us what kinds of jobs and industries will be our region’s key occupations and employers. This information is critical to educators, communities and businesses because it explains how we will need to evolve and adapt our workforce to changing economic demands.

What we see most clearly is the continued need for employees capable of filling skilled technical professions. These are the occupations that will come to dominate our employment needs and provide the manpower that businesses need to grow and succeed. Technical skill jobs are found across the chief industries of the Texas Gulf Coast region, but what they have in common are requirements for additional training and education beyond high school.

This means that Workforce Solutions will share pertinent information with educators, parents and students about career exploration and what steps young people need to be taking now so they are prepared for the jobs of tomorrow. Collectively, we need to focus our efforts on making sure that tomorrow’s job candidates are equipped with the skills and knowledge they will need.

The impact of the decline in new oil and gas-related occupations is also significant. Our region has always had an energy sector that accounted for a large part of our workforce. Looking into the coming years, it appears that many of those employers will need fewer, but more skilled workers. It will also become increasingly important that we prepare our workforce with a set of transferable skills that can be applied across industries.

This will make our focus on transitional employment increasingly crucial. It is also worth noting that even while oil and gas has declined, there has been a regional uptick in the

petrochemical industry, as well as liquefied natural gas operations. However, moving between industries may necessitate learning new skills and re-applying old ones to new problems. This will be another avenue where Workforce Solutions will look to provide services.

### Our System Design

The Workforce Solutions Gulf Coast system includes our Employer Service, local career offices and their supporting units, adult education providers, and our early education quality efforts. We have designed this system to be responsive to our customers' wants and needs, open and accessible to all, and able to offer professional advice and resources that help our employers meet their human resource needs and individuals build careers.

The Local Compliance Plan describes in detail how the parts of our system work together and how we will meet the requirements of our federal and state funders to ensure that taxpayer dollars are spent effectively and efficiently. The Local Compliance Plan includes a description of our efforts

- to work with employers in the region's key industries;
- to connect with our partners in organized labor, education, and community organizations;
- to offer current and meaningful career and labor market data for all our customers;
- to ensure access to our service for individuals with disabilities;
- to ensure priority for low-income residents in access to our service and financial assistance; and
- to address the workforce needs of individuals experiencing homelessness, returning citizens, and adults and young people in need of basic education.

### Public Comment

As a public entity, Workforce Solutions is most effective when we can rely on the participation of all stakeholders in the regional economy. This means that we work closely with schools, colleges, local city and county governments, non-profits, and social service providers, as well as the business community, to bring people together and focus on our shared economic needs.

On December 21, 2016, we announced publication of the Local Compliance Plan on our website and via email to more than 900 individuals representing business, education and labor organizations. The email included a web link the plan and an invitation to provide comment using an online response form or by sending an email to [comments@wrksolutions.com](mailto:comments@wrksolutions.com). We received six comments, shown on the attachment to this item.

We also hosted a community forum on January 5, 2017 from 9:00 a.m. to 11:00 a.m. at our Southeast career office (near Almeda Mall in Houston). Those who attended worked in groups to review the plan and develop individual and group responses. The attendee list as well as group responses are also in the attachment to this item.



A motion was made and seconded to approve the proposed Local Compliance Plan. The motion carried.

Chair Andrews concluded his report and no further action was taken

- b. Budget. The Committee Chair will present results from the committee's January meeting and request consideration of a 2017 Board budget of \$214,944,634.

Budget Committee Chair Willie Alexander explained that each year the Workforce Board approves a budget showing how it uses the revenues it receives to achieve the results set out in the Board's strategic plan: competitive employers, an educated workforce, more and better jobs, and higher incomes.

The budget describes how the Board will use its resources to both operate Workforce Solutions and leverage results in the region.

The Budget Committee met on Tuesday, January 31, 2017 with Committee Chair Willie Alexander, Committee and Board Vice Chair Gerald Andrews, Board Chair Mark Guthrie, and members Sarah Janes, Scott Marshall, Doug Karr, and Jerry Nevlud attending.

The proposed 2017 budget at just under \$215 million is 1.4% more than in 2016. At this time, we are projecting a slight increase in our revenue, although we are uncertain how actions at the federal level may affect the funds available to us. We will keep Board members apprised of any changes as we are made aware of them.

We expect a modest decrease in our general revenue – the funds we use to power Workforce Solutions. However, we project an increase in special funds.

- While the base revenue we use for the system will decrease, this decline will be offset to a large degree by an increase in special revenue – principally dollars specifically to assist workers laid off from the energy industry and dollars for adult education.
- We will also have funds from our collaborative efforts with the Homeless Coalition and the Houston Housing Authority to support our service.
- Our early education dollars have increased slightly from last year.
- We have included the performance award dollars we received at last year's state workforce conference in this revenue estimate.

Proposed 2017 expenditures are in line with contracts the Board approved for Workforce Solutions in August 2016.

This proposed 2017 budget – along with any adjustments we may make mid-year – will

also include a portion of the funds we would use for Workforce Solutions contracts beginning in fall 2017, including the adult education consortium.

- We propose service for employers be maintained at a comparable level to 2016. These dollars are used to support consulting, talent acquisition, and talent development initiatives for the region's employers.
- We plan to increase the number of existing adult education sites and add new locations where feasible. We will have additional opportunities for adult education career pathways and integrated basic/occupational skills training.
- In the proposed budget, we have combined the line item for special projects with career services funding. This reflects the need to closely link special projects to our career offices to ensure those projects' success.
- Later this year, we will need to conduct a procurement for the Workforce Solutions system. After the February Board meeting, we will schedule a Procurement Committee meeting to present our recommendations for the procurement process and timelines.

We are proposing a Board operations budget of \$5.9 million, an increase of 11% from 2016. Board operations represent 2.7% of the total system budget.

- In last year's budget, we added three positions to the staff. Budgeted personnel costs represented those three positions for the period that each would be filled – which for each was less than a full year. In 2017, we are not proposing adding any additional staff, however the increase in personnel cost results from full-year salary and benefits for each of those three positions, upgrading our quality assurance position to a manager level, and H-GAC's merit pool.
- H-GAC provides a pool of funds for merit raises in most years. Managers recommend raises based on an evaluation of employees' performance. This year the pool has been set at 3%.
- We're also proposing an increase of 12% over 2016 for financial monitoring costs. We anticipate doing more work during this year preparing for the procurement and the possibility of additional contractors later in the year.
- Building on the success of our public information/outreach contractors last year, we propose providing them with additional funds to further expand their activities.

With this budget, we plan to achieve the following:

- Provide service for 22,000 employers and 360,000 individuals
- Spend \$11.0 million on scholarships for more than 3,400 individuals in high-skill, high-growth occupational training

- Provide adult education and literacy for 20,470 individuals
- Support about 21,000 families and 40,000 children with their early education expenses
- Ensure 60% of our employers return for additional services
- Assist in creating 3,200 new jobs
- Help more than 300,000 individuals go to work
- Raise the incomes of 110,000 by at least 20%
- Help 84% of individuals pursuing a post-secondary education attain a certificate or degree

A motion was made and seconded to approve the proposed 2017 budget in amount of \$214,944,634. The motion carried.

Chair Alexander concluded his report and no further action was taken.

- c. Early Education and Care. The Committee Chair will present results from the committee's January meeting and request consideration of revisions to financial aid policies.

Early Education and Care Chair Bobbie Henderson reviewed proposed changes to the financial aid policies.

Early Education and Care committee met Wednesday, January 11, 2017 at 2:00 p.m. in H-GAC's Conference Room 4B. Committee Chair Bobbie Henderson, Committee Vice Chair Linda O'Black, and members Allene Schmitt, Bill Crouch and Betty Baitland attended the meeting.

Katherine Von Haefen, a representative from United Way's Bright Beginnings, presented information on their early education and care model which has improved both academic outcomes for lower income children and retention rates for teachers and directors.

Staff recommended changes to Board financial aid policies.

The Board sets several policies we use in awarding financial aid to our customers.

In October 2016, the Texas Workforce Commission changed state rules that apply to the financial aid we provide customers for early education and care. The changes in these state rules have an effect on our local policies and processes, and ultimately, our customers.

We are recommending the Board adjust several financial aid policies to accommodate the state's rule changes.

We recommend changes to five financial aid policies.

1. Determining Eligibility

We review a family's income, the working or in-school hours of the parent(s), the age and citizenship of the children, and residence to determine that family's eligibility for our financial aid.

In general, a family must:

- Have an income less than 200% of the poverty level;
- Have one or both parents working, in school, or working and in school for a set number of hours each week;
- Need early education/care assistance for children from birth to 13 years of age who have U.S. citizenship; and
- Reside in the region.

Families remain eligible as long as their (1) incomes are below 85% of the state median income and (2) parents continue to work or attend school.

Families receiving Temporary Assistance for Needy Families or Supplemental Nutrition Assistance who are engaged with Workforce Solutions to go to work are eligible based on their public assistance status.

Current: We determine a customer's eligibility once every 11 months.

Proposed: We will determine a customers' eligibility once every 12 months.

Discussion: This change is in response to a new requirement in the state's rules.

## 2. Discounting Parent Share

Most parents who receive our financial aid must bear a share of the cost of early education. We determine that share on a sliding scale, taking into account the family's income and size – and then provide financial aid to cover the early education costs, less the parent share.

Current: We discount the parent share of costs by 40% if the family has six or more members, and we can offer a temporary discount if a parent experiences extenuating circumstances that temporarily affect the parent's ability to pay the required share.

Proposed: In addition to the family size and extenuating circumstances discounts, we will add a discount of 40% for parents who choose a Texas Rising Star Provider.

Discussion: This change is in line with the Board's support for increasing the number of families who access higher quality early education and care.

## 3. Giving Priority

Despite the large amount of funds we receive every year, we continue to have more families seeking our financial aid than we can accommodate. We place families on a wait list and authorize assistance based on the availability of funds and a set of priorities. The majority of the categories and their order on the priority list are set in state rule; the Board has the option to add to the list.

In addition, there are several kinds of families (primarily those who receive some kind of public assistance and are concurrently engaged with us to go to work) who are, by state rule, always first in priority for financial aid.

Current: We give priority for financial aid to families in the following order:

1. Applicants for Temporary Assistance for Needy Families cash payments;
2. TANF recipients who are participating with us in employment and training activities;
3. TANF employment and training participants who are transitioning off cash payments and into unsubsidized work;
4. Supplemental Nutrition Assistance (food stamp) recipients who are participating with us in employment and training activities;
5. Children in protective services;
6. Children of veterans or their spouses;
7. Children of a foster youth;
8. Children experiencing homelessness;
9. Children of active duty military personnel who are unable to enroll their children in military-funded child care assistance programs;
10. Children of teen parents;
11. Children with disabilities
12. All other eligible families

Proposed: We will give priority for financial aid to families in the following order:

1. Applicants for Temporary Assistance for Needy Families cash payments;
2. TANF recipients who are participating with us in employment and training activities;
3. TANF employment and training participants who are transitioning off cash payments and into unsubsidized work;
4. Supplemental Nutrition Assistance (food stamp) recipients who are participating with us in employment and training activities;
5. Children in protective services;
6. Children of veterans or their spouses;
7. Children of a foster youth;
8. Children experiencing homelessness;
9. Children of active duty military personnel who are unable to enroll their children in military-funded child care assistance programs;

10. Children of teen parents;
11. Children with disabilities
12. Siblings in families already receiving our financial aid for one or more children
13. Families participating in Workforce Solutions career, employment or education activities that require the financial aid to successfully complete their service
14. All other eligible families

Discussion: In past years, priority for financial aid was not much of an issue for us. Generally, we have been able to keep our wait list short and to manage funds so that families with priority status and those without were able to access our assistance.

The 2016 changes to state rules have already altered our ability to move families off the wait list. The priorities list becomes more important as our wait list grows.

Although most of the priorities are the result of state rule, we propose adding two groups (siblings, and families participating in Workforce Solutions career/employment activities). We believe adding these families will help us better support customers currently receiving financial aid who need to add a sibling – as well as those customers who need this financial aid to help them complete education or work activities.

#### 4. Attendance

Parents report their children's attendance daily, and we allow for a certain number of absences that include failure to report attendance using the automated system. The new state rules affect our attendance policy.

**Current:** We allow parents up to 30 days of absences per child and up to 18 days of failure to report attendance (if the parent lost or damaged the automated attendance card, didn't receive the card, or was unable to report because the provider's terminal was defective). If a parent exhausts these allowed absences and failure-to-report days, we stop the financial aid and prevent the parent from re-applying for assistance for 30 days.

**Proposed:** The state rules set a uniform limit on absences of 65 days in the parent's 12-month eligibility period. If a parent exhausts the allowed absences, we do not stop our assistance until the 12-month period ends. Once the eligibility period ends, we stop the financial aid and the parent is unable to reapply for 12 months.

We would adjust an individual child's attendance record and reduce reported absences upon request from a parent or caretaker when:

- The parent lost the automated attendance cards;

- The parent did not receive the automated attendance card;
- The provider had a defective attendance terminal;
- The Texas Department of Families and Protective Services is making the referral for financial aid;
- The staff determine it is appropriate to provide a one-time adjustment for the parent's failure to record attendance; or
- The staff determine there are other exceptional circumstances that prevented a parent from recording attendance.

Discussion: We believe it is appropriate to continue making allowances for absences that result from a lost or damaged card, a card that the parent never received, and problems with a provider's automated attendance terminal. Often referrals from Children's Protective Service at TDFPS have long periods of absences due to the lack of an automated attendance card – we also believe it is appropriate to reduce the reported absences in this case.

We recommend recognizing the need for the staff to be able to make a judgment on extenuating or exceptional circumstances a parent may face that caused a failure to report attendance.

## 5. Supporting Parents in Training

We support parents who are in school with financial aid for early education expenses. We currently limit our financial aid to a period of two years or 65 semester hours of training, unless the parent is engaged in training for an occupation in one of the Board's High-Skill, High-Growth Jobs. A parent in training must make satisfactory progress toward course or degree completion to continue receiving our financial aid.

- Current:
- At redetermination of eligibility, parents must not have exceeded 65 semester hours or two years unless one of the following applies:
- Parent is attending school or training for an occupation in one of the Board's High-Skill, High-Growth Jobs.
  - Parent is working 25 hours/week in addition to attending school or training.
  - Parent has a spouse who is working 25 hours per week.

A parent demonstrates satisfactory progress at redetermination by showing us he or she continues to be enrolled in the same course or degree program as when he or she initially started receiving our financial aid.

- Proposed:
- At redetermination of eligibility, parents must not have exceeded 65 semester hours unless one of the following applies:
- Parent is attending school or training supported by federal, state or Workforce Solutions funds; or
  - Parent is working 25 hours/week in addition to attending school or training; or

- Parent has a spouse and together they are working 50 hours per week and at least one parent attends school.

A parent will continue to demonstrate progress at redetermination by showing us he or she is currently enrolled in the same course or degree program.

Discussion: We believe the support for parents in training would be more effective if we removed the strict two-year limit and broadened the training to include any workforce-related course supported with federal (i.e., Pell), state or Workforce Solutions funds.

For many of our parents, training for higher wage jobs generally takes more than two years because they must work while they are also in school. In addition, we have otherwise eligible parents who may be using resources such as Pell grants for training in jobs not currently identified by the Board and high-skill, high-growth.

We are making a slight change in the documentation requirements for making satisfactory progress. We would eliminate the need for a parent to provide us with copies of report cards or a letter from the training institution – but retaining the requirement for the parent to show us proof of current enrollment.

After discussion by the Board, Chair Henderson proposed that these State rulings of the adjustments to the financial aid policy be approved as presented. A motion was made and seconded to approve the proposed changes to the Board's financial aid policies discussed above. The motion carried.

Chair Henderson concluded her report and no further action was taken.

- d. Nominations. The Committee Chair will present the committee's recommendations for 2017 officers.

Committee Chair Guy Robert Jackson reported that current officers of the Gulf Coast Workforce Board have indicated they are ready, willing, able and wish to continue their service in their respective capacities for 2017. Chair Jackson also noted that no other Board members presented themselves for consideration for the Chair or Vice Chair positions.

Mark Guthrie – Chairman  
Willie Alexander – Vice Chairman  
Gerald Andrews – Vice Chairman  
Joe Garcia – Vice Chairman

Mr. Jackson opened the floor for further nominations. Hearing none, the nominations were closed and Chair Jackson proposed the following officers – Mark Guthrie –



Chairman, Willie Alexander – Vice Chairman, Gerald Andrews – Vice Chairman, Joe Garcia– Vice Chairman. The motion carried. Mr. Mark Guthrie, Mr. Gerald Andrews, Mr. Joe Garcia and Mr. Willie Alexander abstained from voting.

Vice Chair Jackson concluded his report and no further action was taken. Chair Guthrie re-assumed the gavel.

### **RECEIVE INFORMATION**

*a. Performance and Production. Report on the system's performance and production.*

Mr. David Baggerly reviewed the Performance measures for October 2016 through December 2016. These measures gauge progress toward meeting the results set out in the Board's strategic plan. There are two sets of measures: one for the entire regional workforce system and one for the Board's operating affiliate, Workforce Solutions.

*For Workforce Solutions*  
*More Competitive Employers –*

Employers Receiving Services and Employer Loyalty are on track for the year.

*More and Better Jobs –*

New jobs created – New jobs created in the region as a result of Workforce Solutions partnering with economic development organizations. This information is captured quarterly and reflects a two-year running average through December 2016. This average continues where we left it off at the end of the last quarter.

Customers employed by the 1<sup>st</sup> Quarter after exit – 78% of customers who exited service in the three quarters ending December 2015 were employed by the quarter after exit. This is above our target of 76%.

*Higher Real Incomes –*

Earnings Gains of at least 20% - 23,945 of the 78,611 customers who exited in the quarter ending June 2015 had earnings gains of at least 20%. This is below target and below performance at the same time last year.

*A Better Educated and Skilled Workforce –*

Customers pursuing education diploma, degree or certificate who achieve one - 480 of 731 customers pursuing an education diploma, degree or certificate attained a diploma, degree or certificate by the end of the quarter after exit. Data is from July 2016 through September 2016. We are below target, but this target includes customers who are

in high school and will graduate so we will not see a large number of those until later in the year.

In addition to the Board's measures, Workforce Solutions works to meet Texas Workforce Commission expectations for production.

For the performance year that began October 1, 2016, we are meeting or exceeding the target for sixteen of twenty state measures. The measures we are not meeting are:

- Credential Rate – All Customers: The target for this measure is 47.7%. Our performance through March 2015 was 24.7%.
- Median Earnings Q2 Post Exit – Adult: The target for this measure is \$3,910. Our performance through September 2015 was \$3,515.
- Median Earnings Q2 Post Ext – Dislocated Worker: The target for this measure is \$6,980. Our performance through September 2015 was \$5,800.
- Credential Rate – Dislocated Worker: The target for this measure is 63.8%. Our performance through March 2015 was 61.1%.

These are measures for the Adult Education and Literacy funded services. The performance period began July 2016.

- Total enrollments are the number of individuals who begin an adult education class.
- 12+ hour enrollments count the number of individuals who are in class 12 or more clock hours.
- Transitions enrollments count the number of individuals in adult education classes designed to lead to further post-secondary training.
- Career Pathways enrollments counts the number of individuals in contextualized learning (basic education and occupational skills at the same time) classes.
- Integrated English Language and Civics courses will be integrated with some workforce training that result in a job and/or certificate/credential.
- TWC Accelerate Texas includes individuals enrolled in an integrated education and training module.

	Target	Year to Date Actual
<i><b>Total Enrollments</b></i>	<b>20,470</b>	<b>14,296</b>
<i>12+ Hour Enrollments</i>	19,131	13,352
<i>Transitions</i>	883	699
<i>Career Pathways</i>	807	352
<i>Integrated English Language &amp; Civics Ed.</i>	665	38
<i>TWC Accelerate Texas</i>	220	125

He explained that the change at the Federal level and the passage of the Workforce Innovation and Opportunity Act created a new set of production expectations that apply to us. Although the State did it's best to keep the measures that it thought made sense, they have had to take 11 of these measures and apply them to each of the Boards in Texas. The 4 that you see here in this report under Production are WIOA-related

production indicators. You need to know that the data is incomplete on these measures. The calculation, which is done at the State level, is also incomplete. We will continue to report them to you where we are seeing a shortfall, but at the present time we are not worried about them because of the issues with the data. All of these Production indicators that come out of the Workforce Innovation and Opportunity Act are related to employment, wages, and attaining or improving credentials or completing school. They are not out of line with everything we have focused on. It will end up being an issue of how they get counted. We will be happy to go into detail with the Committee on these.

Mr. Baggerly also informed the Board that when the new measures were created, the time frame was changed for measurement. He also stated that we do not have the ability to report by contractor or office. The State is working to provide this information to us because we have always had it, but we do not have it right now.

Chair Guthrie requested that staff provide him with a write up of specific issues with the WIOA measures so that they can be addressed.

Mr. Baggerly concluded his report and no action was taken.

#### Expenditure Report

Mr. Mike Temple reviewed the Financial Status Report for year ending December 31, 2016 and stated that System IT expenditures are over slightly. Mr. Temple noted that we are overall under budget for the year. At the request of Mr. Alexander and the Budget Committee, we will match actual budget results to the expenditure report and provide that information to the Board.

Mr. Temple concluded his report and no further action was taken.

#### Updates

Mr. Mike Temple explained that it is time to enter into procurement again. Periodically we have to procure the operators for our entire system. That time is coming up this year. We are proposing a schedule that would allow the release for a Request for Proposals in March which would give potential bidders time to respond to us, time for us to review and then bring it to the Audit Monitoring and the Procurement Committee and then to the Board by August. We are proposing to bid the system that we have now. We are not proposing to rebid the entire Adult Education Consortium, but to bid an expansion of it. We plan to have three public information sessions prior to the issuance of the RFP. One public information session is scheduled in Houston, one in Sugar Land and one in Conroe.

Mr. Temple concluded his report and no action was taken.

## **LOOK AT THE ECONOMY**

Mr. Parker Harvey explained that job growth in the Houston-The Woodlands-Sugar Land Metropolitan Statistical Area (H-W-S MSA) rose by 400 jobs in December. This was the weakest December on record for job growth. 91% of the jobs that were added over the month came from the top 3 sectors (Trade, Transportation and Utilities; Manufacturing; and Educational and Health Services). 90% of jobs lost during the month came from the bottom 3 sectors (Construction, Leisure and Hospitality, and Professional and Business Services).

14,800 jobs were added over the past year. Contingent upon the bench mark revisions that we will receive next month, we may make it through 2016 without any over-the-year job losses. 78% of jobs added over the past year came from the top 3 sectors (Education and Health Services; Leisure and Hospitality; and Trade, Transportation, and Utilities). 81% of jobs lost over the past year came from the bottom 3 sectors (Construction, Professional and Business Services, and Mining and Logging).

The seasonally adjusted unemployment rate in January stood at 5.5%, up from 5.1% in November and up from 4.9% in December. That means our unemployment rate remains elevated relative to the state as a whole at 4.6% and the nation at 4.7%.

Mr. Harvey concluded his report and no action was taken.

## **OTHER BUSINESS**

Chair Guthrie presented Certificates of Appreciation to Board members whose term expired on December 31, 2016.

Mr. Temple noted that Ms. Deborah Duke has joined H-GAC as Administrative Coordinator.

Mr. Temple announced that Tracey Short will be retiring later this year. Mr. Temple presented her with a poster in recognition of her service.

## **ADJOURN**

There was no further business to come before the Board, and Chair Guthrie adjourned the meeting at approximately 11:30 am.

## GULF COAST WORKFORCE BOARD

	04/05/16	06/07/16	08/02/16	10/04/16	12/06/16	02/07/17
<b>Aguilar, Ray</b>		X	X	X	X	X
<b>Alexander, Willie</b>	X		X		X	X
<b>Allen, Karlos</b>	X	X			X	X
<b>Andrews, Gerald</b>	X		X	X	X	X
<b>Baitland, Betty</b>	X	X	X	X	X	X
<b>Beard, Peter</b>	X	X	X	X	X	X
<b>Bouse, Sara</b>	X	X	X	X	X	X
<b>Bowles, Carl</b>		X	X		X	X
<b>Fenner, Clarence</b>						
<b>Garcia, Joe</b>	X		X		X	X
<b>Guido, Cheryl</b>	X	X	X	X	X	X
<b>Guthrie, Mark</b>	X	X	X	X	X	X
<b>Henderson, Bobbie Allen</b>	X	X	X	X	X	X
<b>Heskamp, Alan</b>			X		X	X
<b>Honold, Eduardo</b>	X	X	X	X	X	
<b>Jackson, Guy Robert</b>	X	X	X	X	X	X
<b>Janes, Sarah</b>		X	X		X	
<b>Josserand, John</b>						
<b>Kamps, Birgit</b>	X			X	X	X
<b>Karr, Doug</b>		X	X	X	X	X
<b>King, Paulette</b>	X	X	X	X	X	X
<b>Labroski, Jeff</b>		X		X	X	X
<b>Marshall, Scott</b>	X					
<b>McCleskey, Kendrick</b>	X	X	X	X		X
<b>Mechler, Steve</b>	X		X			X
<b>Nevlud, Jerry</b>	X	X		X		X
<b>O'Black, Linda</b>	X	X	X	X	X	X
<b>Pillow, Dale</b>	X	X		X	X	
<b>Ruley, Janice</b>	X	X	X			X
<b>Schmitt, Allene</b>	X		X	X	X	X
<b>Shaw, Richard</b>	X		X	X	X	X
<b>Smith, Connie</b>	X	X	X	X	X	X
<b>Staley, Gil</b>			X	X		X
<b>Timmins, Evelyn</b>	X	X	X	X	X	X
<b>Welch, Fred</b>		X	X			
<b>Williams, Shunta</b>	X	X		X	X	X
<b>Wrobleski, Sarah</b>	X		X		X	X

## GULF COAST WORKFORCE BOARD

### **AGUILAR, RAY**

Classic Chevrolet Sugar Land  
13115 Southwest Freeway  
Sugar Land, TX 77478  
281-491-9000

Category: Business

County: Fort Bend

[rayfrank11@yahoo.com](mailto:rayfrank11@yahoo.com)

Term: January 1, 2017 thru December 31, 2018

### **BAITLAND, BETTY**

Achieve Fort Bend County  
72 Crestwood Drive  
Sugar Land, TX 77478  
(713) 818-5639/(281)-242-2214

Category: CBO

County: Fort Bend

[bbaitland@comcast.net](mailto:bbaitland@comcast.net)

Term: January 1, 2017 thru December 31, 2018

### **ALEXANDER, WILLIE**

W J Alexander Associates P.C.  
50 Briar Hollow Lane, Suite 320 East  
Houston, TX 77027  
(713) 802-0900, ext. 12

Fax: (713) 802-1188

Category: Business

County: City of Houston

[walex@wjalexander.com](mailto:walex@wjalexander.com)

Term: January 1, 2015 thru December 31, 2016

### **BEARD, PETER**

Greater Houston Partnership  
701 Avenida de las Americas, Suite 900  
Houston, TX 77010  
(713) 844-3602 – office

(281) 906-1088 – cell

Fax: (713) 844-0200

Category: Business

County: City of Houston

[pbeard@houston.org](mailto:pbeard@houston.org)

Term: May 1, 2015 thru December 31, 2016

### **ALLEN, KARLOS**

TKG Advisors  
8303 Southwest Fwy., Suite 218  
Houston, TX 77074  
(713) 778-1707

Category: Business

County: City of Houston

[kallen@tkgadvisors.net](mailto:kallen@tkgadvisors.net)

Term: January 1, 2016 thru December 31, 2017

### **BOUSE, SARA**

Alvin Community College  
3110 Mustang Road  
Alvin, TX 77511

(281) 732-8389 – cell

(713) 756-3568 – office

Category: Education

County: Brazoria

[sbouse@alvincollege.edu](mailto:sbouse@alvincollege.edu)

Term: January 1, 2015 thru December 31, 2018

### **ANDREWS, GERALD**

Victory Insurance Agency, Inc.  
122 West Way, Suite 404  
Lake Jackson, TX 77566  
(979) 297-8604

Fax: (979) 297-7080

Category: Business

County: Brazoria

[geraldandrews36@yahoo.com](mailto:geraldandrews36@yahoo.com)

Term: January 1, 2015 thru December 31, 2018

### **BOWLES, CARL**

Bowles, Womack & Company, PC  
24 Greenway Plaza, Suite 970  
Houston, TX 77046  
(713) 621-0050

Fax: (713) 621-0046

Category: Business

County: Harris

[carl@bowleswomack.com](mailto:carl@bowleswomack.com)

Term: January 1, 2017 thru December 31, 2018

**FENNER, CLARENCE**

South Texas Project Nuclear  
Operating Company  
P.O. Box 289  
Wadsworth, TX 77483  
361-972-8668

Category: Business

County: Matagorda

[cafenner@stpegs.com](mailto:cafenner@stpegs.com)

Term: January 1, 2016 thru December 31, 2017

**HENDERSON, BOBBIE ALLEN**

Texas Southern University  
4203 Charleston Street  
Houston, TX 77021-1415  
(713) 313-7588/(713) 748-6508(h)  
Fax: (713) 741-6196

Category: Education

County: City of Houston

[bobbie.henderson@att.net](mailto:bobbie.henderson@att.net)

Term: January 1, 2015 thru December 31, 2016

**GARCIA, JOE**

(281) 705-5025  
Category: Business  
County: Waller  
[garcia77466@gmail.com](mailto:garcia77466@gmail.com)

Term: January 1, 2015 thru December 31, 2018

**HESKAMP, ALAN**

Heskamp & Associates LLC  
107 E. Calhoun  
El Campo, TX 77437  
(979) 758-4521

Category: Business

County: Wharton

[aheskamp@sbcglobal.net](mailto:aheskamp@sbcglobal.net)

Term: January 1, 2016 thru December 31, 2017

**GUIDO, CHERYL**

Department of Assistive and  
Rehabilitation Services  
427 W. 20<sup>th</sup>, Suite 407  
Houston, TX 77008  
(713) 802-3101  
Fax: (713) 802-3143

Category: State Agency

[cheryl.guido@twc.state.tx.us](mailto:cheryl.guido@twc.state.tx.us)

Term: January 1, 2016 thru December 31, 2017

**HONOLD, EDUARDO**

Harris County Department of Education  
6515 Irvington Blvd.  
Houston, TX 77022  
(713) 691-8765  
Fax: (713) 695-1976

Category: Adult Basic & Cont. Edu

County: Harris

[ehonold@hcde-texas.org](mailto:ehonold@hcde-texas.org)

Term: January 1, 2016 thru December 31, 2017

**GUTHRIE, MARK**

Winstead PC  
1100 JPMorgan Chase Tower  
600 Travis Street  
Houston, TX 77002  
(713) 650-2730  
Fax: (713) 650-2400

Category: Business

County: City of Houston

[mguthrie@winstead.com](mailto:mguthrie@winstead.com)

Term: January 1, 2015 thru December 31, 2016

**JACKSON, GUY ROBERT**

Chambers County Abstract Co. Inc.  
P.O. Box 640  
Anahuac, TX 77514  
(409) 267-6262, ext. 35  
Fax: (409) 267-6355

Category: Business

County: Chambers

[gri@ccac.net](mailto:gri@ccac.net)

Term: January 1, 2015 thru December 31, 2018

**JANES, SARAH**

San Jacinto College  
8060 Spencer Highway  
Pasadena, TX 77505  
281-998-6100

Fax: (281) 479-8127

Category: Education

County: Harris

[sarah.janes@sjcd.edu](mailto:sarah.janes@sjcd.edu)

Term: January 1, 2016 thru December 31, 2017

**KING, PAULETTE**

Health and Human Services  
1332 E. 40<sup>th</sup> Street, Unit B1  
Houston, TX 77022  
(713) 696-8088 (direct)  
(713) 767-3192 (secondary number)

Fax: (713) 695-4593

Category: Public Assistance

[paulette.king@hhsc.state.tx.us](mailto:paulette.king@hhsc.state.tx.us)

Term: January 1, 2017 thru December 31, 2018

**JOSSERAND, JOHN**

Turner Industries Group, LLC  
3850 Pasadena Blvd.  
Pasadena, TX 77503

Category: Business

County: Harris

(713) 477-7440

Fax: (713) 477-4846

[jjosser@yahoo.com](mailto:jjosser@yahoo.com)

Term: January 1, 2017 thru December 31, 2018

**LABROSKI, JEFFREY**

Plumbers Local Union No. 68  
502 Link Road  
P.O. Box 8746  
Houston, TX 77249

(713) 869-3592

Fax: (713) 869-3671

Category: Labor

County: City of Houston

[ski@plu68.com](mailto:ski@plu68.com)

Term: January 1, 2015 thru December 31, 2016

**KAMPS, BIRGIT**

Hire Universe  
5517 Aspen Street  
Houston, TX 77081  
713-822-7411

Category: Business

County: Harris

[bk@hireuniverse.com](mailto:bk@hireuniverse.com)

Term: January 1, 2017 thru December 31, 2018

**MARSHALL, SCOTT**

Jacobs  
5995 Rogerdale Road  
Houston, TX 77072  
(832) 351-6655

Category: Business

County: Harris

[scott.marshall@jacobs.com](mailto:scott.marshall@jacobs.com)

Term: November 30, 2015 thru December 3, 2017

**KARR, DOUG**

Pro Staff/Atterro  
27 Canoe Birch Place  
The Woodlands, TX 77382  
832-967-7684

Category: Business

County: Montgomery

[doug.karr@prostaff.com](mailto:doug.karr@prostaff.com)

Term: January 1, 2016 thru December 31, 2017

**MCCLESKEY, KENDRICK**

PricewaterhouseCoopers-  
1903 Crockett St.  
Houston, TX 77007  
(281) 788-6046

Category: Business

County: City of Houston

[klmccleskey@gmail.com](mailto:klmccleskey@gmail.com)

Term: January 1, 2015 thru December 31, 2016



**MECHLER, STEVE**

Balfour Beatty Construction  
4321 Directors Row, Suite 200  
Houston, TX 77092  
(713) 346-0996  
Fax: (713) 222-1414  
Category: Business  
County: Harris  
[smechler@balfourbeattyus.com](mailto:smechler@balfourbeattyus.com)  
Term: January 1, 2016 thru December 31, 2017

**NEVLUD, JERRY**

AGC Houston  
3825 Dacoma Street  
Houston, TX 77092  
(713) 843-3700  
Fax: (713) 843-3777  
Category: Business  
County: Harris  
[jerry.n@agchouston.org](mailto:jerry.n@agchouston.org)  
Term: January 1, 2016 thru December 21, 2017

**O'BLACK, LINDA**

United Way of the Texas Gulf Coast  
50 Waugh Drive  
Houston, TX 77007  
(713) 685-2416  
Fax: (713) 685-5555  
Category: CBO  
County: City of Houston  
[LO'Black@unitedwayhouston.org](mailto:LO'Black@unitedwayhouston.org)  
Term: January 1, 2016 thru December 31, 2017

**PILLOW, DALE**

Adult Reading Center, Inc.  
2246 N. Washington Ave.  
Pearland, TX 77581  
(281) 485-1000  
Fax: (281) 485-3473  
Category: Literacy  
County: Brazoria  
[dale.pillow@adultreadingcenter.org](mailto:dale.pillow@adultreadingcenter.org)  
Term: January 1, 2016 thru December 31, 2017

**RULEY, JANICE**

Houston Airport Systems  
18600 Lee Road, Suite 130  
Humble, TX 77338-4172  
(281) 233-7853  
Fax: (281) 230-8020  
Category: Labor  
County: City of Houston  
[janice.ruley@houstontx.gov](mailto:janice.ruley@houstontx.gov)  
Term: January 1, 2015 thru December 31, 2016

**SCHMITT, ALLENE**

Blinn College - Sealy  
3701 Outlet Center Drive, #250  
Sealy, TX 77474  
(979) 865-8461  
Category: Education  
County: Austin  
[allenes@live.com](mailto:allenes@live.com)  
Term: January 1, 2017 thru December 31, 2018

**SHAW, RICHARD**

Harris County Labor Assembly,  
AFL-CIO Council  
1707 Prism Lane  
Houston, TX 77043-3344  
(713) 461-0051/(713) 240-2472  
Category: Labor  
County: City of Houston  
[shawtrek@aol.com](mailto:shawtrek@aol.com)  
Term: January 1, 2015 thru December 31, 2016

**SMITH, CONNIE**

Greensmith Marketing, LLC  
8618 Royal Cape Ct.  
Houston, TX 77095  
(713) 681-9232  
Fax: (713) 681-9242  
Category: Business  
County: City of Houston  
[mmprfb@msn.com](mailto:mmprfb@msn.com)  
Term: January 1, 2016 thru December 31, 2017

**STALEY, GIL**

The Woodlands Area Economic Development  
Partnership

9320 Lakeside Blvd., Bldg. 2, Suite 200

The Woodlands, TX 77381

(281) 363-8130

Fax: (281) 298-6874

Category: Business

County: Montgomery

[gil.staley@edpartnership.net](mailto:gil.staley@edpartnership.net)

Term: January 1, 2016 thru December 31, 2017

**WROBLESKI, SARAH**

Pasadena Independent School District

CTE Department

1348 Genoa-Red Bluff

Houston, TX 77034

(713) 740-0802

Fax: (713) 740-4082

Category: Education

County: Harris

[swrobleski@pasadenaisd.org](mailto:swrobleski@pasadenaisd.org)

Term: January 1, 2017 thru December 31, 2018

**TIMMINS, EVELYN**

Houston Mayor's Committee for

Employment of People with Disabilities

2120 Lundy Lane

Friendswood, TX 77546

(281) 388-1967

Category: CBO

County: City of Houston

[evtimmins@aol.com](mailto:evtimmins@aol.com)

Term: January 1, 2015 thru December 31, 2016

**WORKFORCE BOARD KEY STAFF:**

Mike Temple, Director

David Baggerly, Program Manager

Michelle Ramirez, Program Manager

Brenda Williams, Quality Assurance Manager

Deborah Duke, Administrative Coordinator

Cally Graves, Employer Services

Lucretia Hammond, Grants Management

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120

P.O. Box 22777

Houston, TX 77227-2777

(713) 627-3200

Fax: (713) 993-4578

<http://www.wrksolutions.org>

**WELCH, FRED**

Greater Conroe Economic

Development Council

505 West Davis

Conroe, TX 77301

(936) 522-3014

Fax: (936) 756-6162

Category: Econ. Develop

County: Montgomery

[welch@gcedc.org](mailto:welch@gcedc.org)

Term: November 30, 2015 thru December 31, 2017

**WILLIAMS, SHUNTA**

Texas Workforce Commission

3555 Timmons Lane, Suite 120

Houston, TX 77027

(713) 993-2439

Fax: (832) 681-2534

Category: State Agency

[shunta.williams@wrksolutions.com](mailto:shunta.williams@wrksolutions.com)

Term: January 1, 2017 thru December 31, 2018

# **GULF COAST WORKFORCE DEVELOPMENT BOARD**

## **COMMITTEES**

### **Audit/Monitoring**

- Joe Garcia – Chair
- Guy Robert Jackson – Vice Chair
- Ray Aguilar
- Karlos Allen
- Sara Bouse
- Carl Bowles
- Cheryl Guido
- Doug Karr
- Scott Marshall
- Kendrick McCleskey
- Dale Pillow
- Allene Schmitt
- Evelyn Timmins
- Shunta Williams

### **Budget**

- Willie Alexander – Chair
- Gerald Andrews – Vice Chair
- Karlos Allen
- Sarah Janes
- Jerry Nevlud

### **By-Laws**

- – Chair
- – Vice Chair
- Betty Baitland
- Fred Welch

### **Career Office**

- Karlos Allen - Chair
- – Vice Chair
- Carl Bowles
- Joe Garcia
- Cheryl Guido
- Birgit Kamps
- Shunta Williams

### **Early Education and Care**

- Bobbie Henderson – Chair
- Linda O’Black – Vice Chair
- Betty Baitland
- Sarah Janes
- Birgit Kamps
- Scott Marshall
- Allene Schmitt

### **Employer Services**

- Gerald Andrews – Chair
- Jeff Labroski – Vice Chair
- Sara Bouse
- Joe Garcia
- Cheryl Guido
- Mark Guthrie
- Alan Heskamp
- Guy Robert Jackson
- Sarah Janes
- Birgit Kamps
- Scott Marshall
- Steve Mechler
- Richard Shaw
- Connie Smith
- Gil Staley
- Evelyn Timmins

### **Government Relations**

- Guy Robert Jackson – Chair
- – Vice Chair
- Ray Aguilar
- Gerald Andrews
- Scott Marshall
- Jerry Nevlud
- Richard Shaw
- Fred Welch

**Nominating**

- Guy Robert Jackson – Chair
- Jeff Labroski – Vice Chair
- Betty Baitland

**Oversight Committee**

- Gerald Andrews
- Bobbie Henderson

**Procurement**

- Evelyn Timmins – Chair
- Bobbie Henderson – Vice Chair
- Willie Alexander
- Karlos Allen
- Sara Bouse
- Cheryl Guido
- Mark Guthrie
- Alan Heskamp
- Doug Karr
- Jeff Labroski
- Scott Marshall
- Allene Schmitt
- Richard Shaw
- Connie Smith
- Gil Staley

**Report Card**

- Richard Shaw – Chair
- Linda O’Black – Vice Chair

**Strategic Planning**

- Carl Bowles – Chair
- – Vice Chair
- Betty Baitland
- Sarah Janes
- Doug Karr
- Kendrick McCleskey
- Linda O’Black
- Richard Shaw
- Evelyn Timmins

**System Visibility**

- Evelyn Timmins – Chair
- Gerald Andrews
- Carl Bowles
- Joe Garcia
- Bobbie Henderson
- Richard Shaw

**Workforce Education**

- Birgit Kamps – Chair
- Allene Schmitt – Vice Chair
- Karlos Allen
- Betty Baitland
- Sara Bouse
- Cheryl Guido
- Alan Heskamp
- Eduardo Honold
- Sarah Janes
- Jeff Labroski
- Steve Mechler
- Scott Marshall
- Jerry Nevlud
- Dale Pillow
- Richard Shaw
- Sarah Wroblewski

## **Audit/Monitoring Committee**

---

### **Update for April 2017**

The Audit/Monitoring Committee met Monday, March 20, 2017 at the Northshore career office. Committee Chair Joe Garcia, Committee Vice Chair Guy Jackson, and members Kendrick McCleskey, Gerald Andrews, Carl Bowles, Cheryl Guido, Allene Schmitt, Evelyn Timmins and Doug Carr attended the meeting. Board Chair Mark Guthrie also attended.

#### **Career Offices**

Committee members reviewed data from quality assurance monitoring reports completed through February 2017

- **Southwest office (NCI).** Rated: Solid Performance. The team recommended some adjustments to improve customer support, security of customer data, and documentation for financial aid. All findings have been resolved.
- **Tracking Unit (NCI).** Rated: Solid Performance. This centralized unit data enters customer information and tracks customer service and progress for NCI-operated career offices. The team noted 80% accuracy in data entering participation hours and 90% accuracy with initiating penalties. The team recommended actions to improve the accuracy of data entry, the communications with career offices, and responsiveness to customers. The team also recommended increased staff training and development of reports to track staff performance. All findings are resolved.
- **Tracking Unit (Interfaith).** Rated: Solid Performance. This centralized unit data enters customer information and tracks customer service and progress for Interfaith-operated career offices. The team noted 97% accuracy in data entering participation hours and 96% accuracy with initiating penalties. The team recommended improvements to internal customer service (both within the unit and with the career offices it serves) and security of customer data, more attention to service exit reasons, and cross training. All findings are resolved.

#### **Financial Aid**

The quality assurance team reviewed cash card accounts we offer to customers for education, transportation, or work-related expenses. The career offices issue these cards when it is the appropriate method to provide financial assistance to a customer.

We looked at the period from June 2016 to December 2016. In our sample of 74 records, we saw 97% accuracy for eligibility and data entry, and we questioned only \$176 of \$19,823 issued. The results were similar for both Neighborhood Centers and Interfaith. We question a cost when it appears to the reviewer that a customer used funds for other than their intended purposes.

The team recommended both contractors continue to ensure that documentation is complete, data entry is thorough, and staff understand what to do when discovering a customer has used funds inappropriately.

### **Financial Systems**

We contract with outside audit firms to conduct financial system reviews for all our contractors that include: accounting policies and procedures, accounting systems, procurement, accounts payable, personnel (human resources and payroll), cash management, property management and inventory, cost allocation and budget, financial reporting, complaints, subcontracts and insurance. We also review a sample of billings for each contractor.

Reviews were conducted for the contractors listed below:

- **College of the Mainland (Adult Education).** There were findings in the areas of the cost allocation plan, accruals, spending levels and monitoring of a subcontract. All findings are resolved.
- **San Jacinto College District (Adult Education).** A benchmark requirement was not on target; however, San Jacinto submitted a new spending plan while monitors were on-site which resolved the issue.
- **Lone Star College (Adult Education).** There were findings regarding a variance in the current and historical general ledger and the billing reports and policies for procurement, bank reconciliations, property management and inventory require updating. *The variances have been resolved and a plan implemented to reduce variances. Policies are to be provided by March 31, 2017. Staff will review the polices upon receipt.*
- **Houston Community College (Adult Education).** There were findings in the areas of travel expenses and submitting the cost allocation plan. All findings are resolved.

### **Direct Placements**

During December, we became concerned about some of the direct placements in our system.

A direct placement occurs when a Workforce Solutions staff member refers a candidate to an opening listed in WorkInTexas and that candidate is hired. The employment counselors and many of the other staff have direct placement goals as part of their individual performance plans.

Direct placements are verified through wage record matches and individual verification with employers. The wage records usually match and generate the direct placement to a staff member at a point in time three to six months after the hire.

Employment counselors' performance requirements are expressed in monthly terms. An individual counselor is expected to clear a certain number of direct

placements every month. The number varies with the individual counselor's experience and classification level.

Contractors and board staff conducted reviews of direct placements for the period May 2016 to September 2016; we identified staff members who appeared to take credit for placements not due to their intervention. We consider this to be unethical behavior and a violation of Workforce Solutions policy, procedure, and code of conduct.

- We identified 49 staff members at Interfaith and Neighborhood Centers with questionable credit for direct placements. We did not see any at Employment and Training Centers. We cited 25 Interfaith staff in six offices and 24 Neighborhood Centers staff in nine offices.
- 21% of the staff we reviewed showed questionable direct placements, representing 6% of the total direct placements from May to September 2016.
- "Questionable credit" means that the staff member entered data in such a way to make it appear as if he or she referred a candidate into an open job listed with us and was hired, when in fact the candidate had already been hired before the staff made the referral or the staff member was not responsible for the referral.

Upon completion of the review Board staff met with the contractors' leadership and senior management to discuss the findings and appropriate corrective action. On February 20, staff met with 108 contractor leaders, managers, and supervisors to discuss the findings and a plan of action. The plan includes:

- Clear direction to all staff on ethical behavior, including a revised code of conduct to be executed by all staff members
- Assistance to managers and supervisors in reviewing staff performance to de-emphasize monthly placement totals and focus on placements over an appropriate period of time
- Increased monitoring and review of direct placements by contractor staff and Board staff
- Corrective action plans for individual staff members to ensure fair and equitable treatment across the system
- Corrective action plans for Interfaith and Neighborhood Centers on ethical behavior policy and procedure

Board staff also notified the Texas Workforce Commission of our review, findings, and plan of action. We believe that our contractors will take the appropriate steps to emphasize and enforce policy, procedure and practice with respect to credit for direct placements and, in general, ethical behavior regarding taking credit for service we deliver to customers.

We have stepped up our reviews of contractors and will review this issue in depth before our expected procurement later this year.

## **Outside reviews**

- In February 2017, the Workforce Commission provided us a report on its June 2016 review of our system. We received a management letter noting no findings were identified.
- In March 2017, the U.S. Department of Labor's regional office visited us as part of a review of the state of Texas. DOL recommended that we tighten up process, procedures and documentation for our on-the-job training service and that H-GAC, as administrative agent for the Board, complete an update to its internal financial policy/procedure manual and ensure its physical inventory records contain all elements required by federal circular.
- In April 2017, the U.S. Department of Agriculture's Food and Nutrition Service will visit to look at how we use resources to help food stamp recipients go to work.
- H-GAC is currently undergoing its annual comprehensive audit the 2016 fiscal year. Results should be available in July 2017.

Board members may access comprehensive annual financial reports for H-GAC online any time at [www.h-gac.com](http://www.h-gac.com) under H-GAC Resources.



## Education Committee

---

# Integrating Education and the Workforce Continued Follow-up Discussion

On March 8, 2017, the Education Committee met at H-GAC offices to continue exploration and discussion of how the Workforce Board can most effectively support the Texas Higher Education Coordinating Board's 60x30 plan.

Committee Chair Birgit Kamps led the meeting with the following members in attendance: Board Chair Mark Guthrie, Committee Co-Chair Allene Schmitt, Bill Crouch, Joe Garcia, Cheryl Guido, Alan Heskamp, Doug Karr, Sara Janes, Scott Marshall, Dale Pillow, Richard Shaw and Sarah Wroblewski. Betsy Broyles Breier of the Center for Houston's Future attended as a guest of Bill Crouch.

## Background

At the January meeting, the Education Committee reviewed two reports on integrating education and the workforce:

- *Prosperity Requires Being Bold: Integrating Education and the Workforce for a Bright Texas Future*, a joint release from the Texas Education Agency, the Texas Higher Education Coordinating Board and the Texas Workforce Commission
- *Regional Talent Pipelines: Collaborating with Industry to Build Opportunities in Texas*, from the Federal Reserve Bank of Dallas.

Following presentation and discussion on the two reports, the Committee asked staff to recommend possible actions in response to the information provided in the reports.

The committee requested recommendations on:

- How the Board can provide intensive support to the most economically disadvantaged school districts in the region
- Performing a gap analysis between the demand for and supply of candidates with level 1 workforce certificates.

Additionally, the committee requested information on the Board's efforts to support the demand for qualified teachers across the region.

## Current Situation

### **Supporting the most economically disadvantaged districts in the Gulf Coast region**

The goal of 60x30 is to improve student outcomes and maximize the potential of every child in its public-school system so that at least 60% of 25-34-year-olds hold either a certificate or degree by the year 2030.

The Workforce Board has long recognized that educators, parents and students need the most current and relevant labor market information and has invested accordingly. However, there is a disparity in the quality of instruction, available resources, graduation rates, employer partnerships and workforce readiness curriculum across the hundreds of schools in the region. Students with more challenges and lacking resources are less likely to make the best college and career decisions for their futures.

### **Recommendations**

- Conduct focused and intensive outreach to school districts to:
  - Create awareness of the local labor market data and career readiness resources available from Workforce Solutions
  - Train teachers, counselors and staff how to access and use labor market data and When I Grow Up curriculum
  - Provide follow-up support to districts in using our resources as a foundation to expand career and technology education, internships or other district workforce readiness efforts.
- Create an “Adopt a School” kit which will help connect schools to businesses and businesses to schools for developing more and better work-based learning opportunities by outlining a process for partnership. The key components of the tool kit will be:
  - Identify your current workforce curricular pathways
  - Detail industry-recognized certificates by pathway earned at or before graduation
  - Detail work-based learning opportunities by pathway
  - Identify current employer partnerships for work-based learning
  - Identify employers that might be able to provide work-based learning
  - Identify industry-recognized certificates requested by employers
  - Perform gap analysis of missing certificates and work-based learning by pathway
  - Establish a call list of key players to begin a structured outreach

The resulting piece would be a one-page two-sided flyer with instructions on one side and a worksheet on the other.

### **Resource Considerations**

- Update content area knowledge for elementary and middle school When I Grow Up curricula
- Use a regional approach to trainings
- Scheduling outreach and follow-up

**Gap analysis on demand and supply of candidates with level 1 workforce certificates.**

Level 1 workforce certificates provide the shortest timeline to a certification. They:

- require 15-42 semester credit hours;
- can be completed in one calendar year or less; and,
- are excluded from Texas Success Initiative postsecondary entrance requirements.

The Gulf Coast region has 10 community college systems within its geographic boundaries, each with numerous Level 1 workforce certificate offerings. However, we lack a reliable data source that can quickly report the number of certificates awarded or the correlation of the awarded certificates to specific industry and employer demands.

We conducted an initial inquiry of conferred certificates and degrees by subject area and occupation code. The resulting data is attached.

**Recommendations**

- Some items to consider and questions that need further inquiry:
  - Total number of degrees and certificates conferred: **27,377**
    - Colleges awarding the most degrees and certificates: 20,366 (74%)
      - Lone Star College System 7,983
      - Houston Community College 7,192
      - San Jacinto College 5,191
  - Total number of General Studies/Liberal Arts awards: 11,127 (41%)
    - Are industry recognized certificates embedded in these degrees?
    - How many are continuing into a four-year degree program?
    - Are the graduates achieving sustainable employment?
  - Total number of HSHG degrees and certificates awards: 8,742 (32%)
  - Total number of HSHG Level 1 workforce certificate awards: 2,318 (8.5%)
    - What are the industry-recognized credentials associated with each number on the chart?
    - Do these Level 1 certificates allow entry to employment and/or a platform to a more advanced credential toward employment?
    - How many job openings require the credentials earned through Level 1 workforce certification?
- Survey the community colleges about the specific industry-recognized credentials associated with the Level 1 workforce certificates offered by targeted occupation areas. Gather information on existing employer partnerships and efforts to place graduates in high-skill, high-growth jobs. Compare results with the data reviewed today.
- Develop a priority certification list based on the gap analysis performed.

**Resource Considerations**

- Survey development and data collection
- Data analysis
- Results presentation and distribution

### **Education Industry Efforts**

Over the last decade, the Board has actively supported the demand for qualified teachers across the region through its support of an education industry group. This group, currently with 17 members representing almost 80% of the total public school student population in the region, is composed of school districts working together as employers to identify and find solutions for common human resource needs and issues.

The committee heard information about the workgroup, its signature policy piece -- the Teacher Preparation and Quality Standards -- and annual teacher externship programs sponsored by the Board.

### **Next Steps**

The committee requested that staff develop implementation plans including measurable results to execute on the concepts presented above.

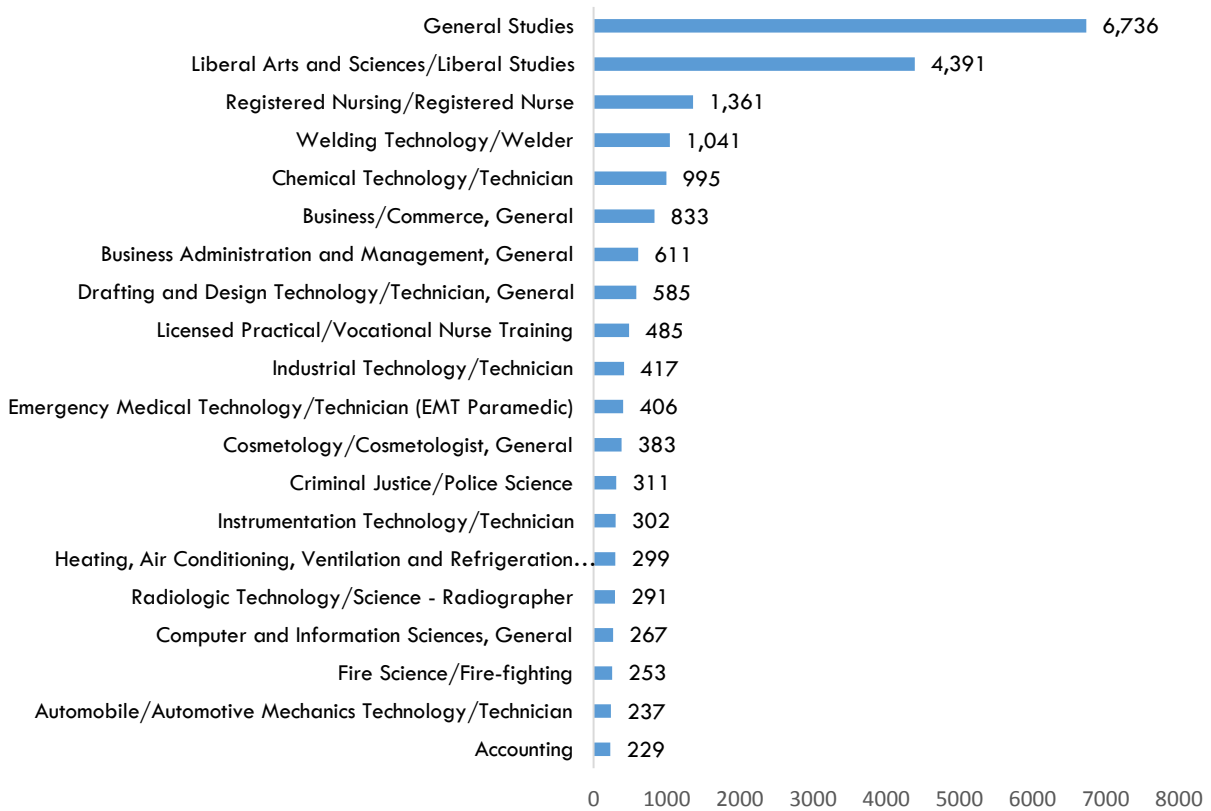
**Short-Term Awards Less Than 1 Academic Year (aka Level 1 Certificates), Completions in 2015, Related to High-Skill High-Growth Occupations**

Instructional Program	Alvin Community College	Blinn College	Brazosport College	College of the Mainland	Galveston College	Houston Community College	Lee College	Lone Star College System	San Jacinto Community College	Wharton County Junior College	Grand Total
Welding Technology/Welder			24	26	21	76	99	244	184		674
Business Administration and Management, General	6			3	0	84	52	132	21		298
Registered Nursing/Registered Nurse								281			281
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance			9		6	17	42	96	55		225
Chemical Technology/Technician			76				90			1	167
Computer and Information Sciences, General							4	63	50		117
Radiologic Technology/Science - Radiographer					38	31		12	0		81
Accounting and Computer Science								63			63
Truck and Bus Driver/Commercial Vehicle Operator and Instructor							62				62
Accounting					0	4		10	37		51
Pipefitting/Pipefitter and Sprinkler Fitter			7				41				48
Machine Tool Technology/Machinist			20				15				35
Legal Assistant/Paralegal	8					18	0				26
Licensed Practical/Vocational Nurse Training		0					26				26
Computer Systems Networking and Telecommunications						20				1	21
Construction Engineering Technology/Technician			16			3	1				20
Computer Programming/Programmer, General	16				0		0				16
Electrician			9			0	7				16
Health Information/Medical Records Technology/Technician						14	0		0		14
Computer Technology/Computer Systems Technology							12				12
Computer Programming, Specific Applications						11					11
Diesel Mechanics Technology/Technician								10			10
Machine Shop Technology/Assistant						10					10
Child Care and Support Services Management				2					5	1	8
Marketing/Marketing Management, General						7					7
Electrical, Electronic and Communications Engineering Technician						1		1	3		5
General Office Occupations and Clerical Services	5										5
Medical Insurance Coding Specialist/Coder							4				4
Medical Radiologic Technology/Science - Radiation Therapist								3			3
Computer and Information Systems Security/Information Assurance									1		1
Modeling, Virtual Environments and Simulation							1				1
Computer Engineering Technology/Technician						0					0
Network and System Administration/Administrator						0					0

Instructional Program	Alvin Community College	Blinn College	Brazosport College	College of the Mainland	Galveston College	Houston Community College	Lee College	Lone Star College System	San Jacinto Community College	Wharton County Junior College	Grand Total
Telecommunications Technology/Technician							0				0
Grand Total	35	0	161	31	65	296	456	915	356	3	2,318

Source: National Center for Education Statistics (NCES) - Integrated Postsecondary Education Data System (IPEDS)

## All Gulf Coast Community Colleges - Top-20 Largest Programs Postsecondary Awards of an Associate's and below - 2015



**Current membership consists of HR leadership from the following districts:**

- Aldine ISD

Alvin ISD

Cypress Fairbanks ISD
- Dickinson ISD

Fort Bend ISD
- Houston ISD

Humble ISD

Klein ISD

Lamar Consolidated ISD

Spring ISD

Spring Branch ISD

Texas City ISD
- David Villareal, Ed.D., Director – Human Resources, Auxiliary Personnel

Kim Alvarez, Human Resources Director

Christina Cole, Director of Human Resources

for Professional Staffing and Employee Relations

Kimberly Rich, Assistant Superintendent for Human Resources

Glenda Johnson, Director of Employee Services

Mary Pena, Sr. Consultant – Talent Acquisition

Andrew Houlihan, Chief Human Resources Officer

Kelly Gabrisch, Director of Human Resources

Janice L. Taylor, Ed.D., Executive Director of Human Resource Services

Kathleen Bowen, Ed.D., Executive Director of Human Resources

Tyrone Sylvestre, SPHR, Human Resources Director

Marianne Cribbin, SPHR, Associate Superintendent for Human Resources

Karen Heeth, Director of Recruitment and Staff Placement

Marcus Higgs, Director of Human Resources

**Non-industry active *workgroup membership* includes:**

- Gulf Coast Workforce Board

Greater Houston Partnership

Additional research support is provided by Alief ISD and Pasadena ISD.
- Mark Guthrie, Winstead PC – Workgroup Chair

Daniel Zendejas, PHR, Gulf Coast Workforce Board

Cally Graves, Gulf Coast Workforce Board

Elaine J. Barber, Vice President – Education & Workforce Initiatives



# The Education Industry Workgroup



The Education Industry Workgroup was created in late 2009 through a partnership between the Gulf Coast Workforce Board and the Greater Houston Partnership to address the pressing workforce needs of the region's largest industry employer: public education.

The workgroup consists of voluntary membership of regional school district human resource principals and hiring leads. The school districts actively participating in the workgroup represent more than half of the region's 150,000-plus education industry workforce, including more than half of the instructional workforce in the 13-county, 77-school district region.





# Strategic Priorities

Revised and accepted by group membership Dec 2013

1. Enhance Educational Capacity and Open Access to Career Opportunities in Education
- a) Define a regional baseline and expectation for teacher quality and effectiveness.

b) Improve the talents and skills of graduates from area teacher education and certification programs both traditional and alternative to immediately enter classrooms.

c) Engage Education Preparation Providers in the establishment of an industry-supported "gold standard" of training and experience expectations
2. Address the Internal Challenge, the Work Environment
- a) Improve hiring practices to increase the number of applicants in chronically understaffed occupations such as the skilled trades or non-instructional professional positions.

b) Align campus-level capacity to screen, hire and develop new employees with district goals, expectations and processes.

c) Integrate hiring practices with development practices to retain and continually improve workforce.

d) Create well-defined career pathways and retention strategies for instructional and non-instructional staff.

e) Align compensation with other industries that have similar demanding expectations and environments.
3. Market Career Opportunities in Education
- a) Increase the number of individuals preparing to be teachers, particularly teachers of math and science, bilingual, foreign language, special education, career and technical education (CTE), and health science.

b) Establish a uniform regional message and marketing strategy to achieve this increase

c) Building upon the communication management regarding career opportunities, create a uniform regional message and marketing strategy targeting the positive aspects of the region's public education system



# Focus on Improving Teacher Preparation, Quality and a Sustainable Teacher Workforce

## Teacher Quality Profile, EPP Expectations and Forum

To tackle strategic priorities 1(a), 1(b), and 1(c), the workgroup developed both a 10-characteristic **Teacher Quality Profile** and an accompanying 5-component set of **Education Preparation Provider (EPP) Expectations**. Both the standard models were compiled into a report early 2013. To begin disseminating the standards and engaging all vested partners, the report was delivered to both traditional and alternative preparation providers in February 2013 at a public forum. The 2nd annual EPP Forum will take place in March 2014 and will feature **roundtable discussions and a panel of ACP participants, ACP program managers, and campus principals to place the standards in a real world context**.

## HR Practices for Hiring and Retention Study

Addressing strategic priorities 2(b) and 2(c) directly, the workgroup implemented a short survey of any school district personnel involved in the hiring process to evaluate and compare perceptions of preparedness for and confidence in various aspects of the hiring, retention, and termination processes. The aggregate findings revealed that both district administrators and campus hiring managers believed better preparation was needed in the areas of **Terminations and Non-Renewals** as well as in **Conflict Management and Resolution**. The workgroup is currently compiling best practice research and preferred local applications to yield white papers on these topics.

## "Tomorrow Needs Teachers Today"

In Spring 2013, the workgroup began addressing strategic priorities 3(a) and 3(b) through the initial design of the "Tomorrow Needs Teachers Today" campaign. The visual campaign aims to inspire new populations to fill expanding workforce needs for teachers in areas of need: STEM, Special Education, Bilingual Education, and Career & Technical Education (CTE).

The campaign will direct individuals to an exploration hub on the Workforce Solutions website that will inform on various aspects of the teaching profession. The full campaign will roll out late Summer 2014.



Area and Descriptor	What does it look like?	How are applicants identified
Content & Subject Matter Knowledge		
Demonstrates daily a passionate commitment to delivering content/subject matter knowledge in the most up-to-date, pedagogically sound manner possible to drive increases in student achievement	<ul style="list-style-type: none"><li>Subject matter knowledge is current and relevant</li><li>Instruction integrates a consideration of historical data</li><li>Technology is used wisely</li><li>Adapts teaching methods and strategies to reflect changing subject-matter and/or changes in class composition</li><li>Creative application of material/content</li><li>Clear, engaging lessons that meet the needs of all learners</li><li>Knowledge of material exhibited in pedagogical choices made</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions on content</li><li>Interview includes model lesson</li><li>Statements in recommendation letters describing applicant's knowledge</li><li>Review instructional plans</li><li>Review of instructional materials</li><li>Assessment of content knowledge</li></ul>
Pedagogical Knowledge		
Effectively utilizes a variety of instructional strategies, tools and resources to drive the daily learning processes of students	<ul style="list-style-type: none"><li>Teacher acts as facilitator to learning</li><li>High level of student engagement</li><li>Differentiated instruction, including individualized lesson planning and delivery and varied modes of instruction</li><li>Knowledge and demonstrated understanding of learning styles</li><li>Multiple student grouping formats</li><li>Technology is used effectively</li><li>Pedagogical practice considers contemporary ideas and models</li><li>Classroom includes manipulatives and tools for student use</li><li>Posted student work demonstrating effective application of instructional strategies</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions on pedagogy</li><li>Interview includes model lesson</li><li>Resume includes evidence of pedagogical knowledge</li><li>Evaluation of sample lesson/portfolio</li><li>Classroom and/or lesson observation</li><li>Evaluation of questioning skills</li><li>Review of instructional plans</li><li>Evidence of understanding via classroom photos and videos</li></ul>
Professional Knowledge		
Continuously seeks to improve personal skills and knowledge including content, pedagogy, leadership, interpersonal communications and school reform, among others.	<ul style="list-style-type: none"><li>Teacher is a life-long learner by consistently pursuing continuing education and professional development opportunities</li><li>Assumes leadership responsibilities</li><li>Collaborative and collegial with peers and community</li><li>Acts as a catalyst for change</li><li>Reads and applies material related to increasing student achievement</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions on professional development and continuing education</li><li>Documented evidence of professional development activities</li><li>Observable application of learning in the classroom or other appropriate venue (department meeting, etc.)</li><li>Annotated bibliography of reviewed literature</li></ul>
Community & Relationship Building		
Builds meaningful, caring relationships with children, their parents or guardians and other relevant, school community stakeholders to increase student achievement and improve the school community for all.	<ul style="list-style-type: none"><li>Fosters a positive environment with respectful interactions, clear expectations, and consistency in classroom management</li><li>Documented record of consistent and quality outreach activities and communication tools to parents and other community stakeholders</li><li>Engages with students and their parents in a civil and nurturing manner</li><li>Seeks out partnerships for classroom or school to improve campus performance</li><li>Develops mentoring relationships with students to assist them in matriculation</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions on relationship building and community engagement</li><li>Review of parent survey results</li><li>Documented record of contact and outreach</li><li>Historical log of partnerships</li><li>Observation of interactions</li><li>Reflections and other portfolio documents related to increasing school partnerships</li></ul>

Education industry concerns should be addressed to:  
Daniel J. Zendejas, PHR  
Education Industry Liaison  
Gulf Coast Workforce Board  
[daniel.zendejas@wrksolutions.com](mailto:daniel.zendejas@wrksolutions.com) | (832) 681-2572



## TEACHER PREPARATION AND QUALITY STANDARDS

### THE EDUCATION INDUSTRY WORKGROUP

The Education Industry Workgroup was created in 2009 through a collaboration between the Gulf Coast Workforce Board and the Greater Houston Partnership to address the pressing workforce needs of the region's largest industry: public education.

The workgroup consists of volunteers representing human resource leadership from various school districts in the region. The school districts actively participating in the workgroup represent more than half of the region's 150,000-plus education industry workforce, including more than half of the instructional workforce in the 13-county, 77-school district region.

#### Current membership consists of HR leadership from the following districts:

Aldine ISD	David Villareal, Ed.D., Director – Human Resources, Auxiliary Personnel
Alvin ISD	Kim Alvarez, Human Resources Director
Cypress Fairbanks ISD	Christina Cole, Director of Human Resources for Professional Staffing and Employee Relations
Dickinson ISD	Marna H. Robertson, Assistant Superintendent for Human Resources
Fort Bend ISD	Glenda Johnson, Director of Employee Services
Goose Creek ISD	Susan Moore-Fontenot, Director of Personnel
Houston ISD	Audrey L. Gomez, General Manager, Compensation
Humble ISD	Kelly Gabrisch, Director of Human Resources
Klein ISD	Janice L. Taylor, Ed.D., Executive Director of Human Resource Services
Lamar Consolidated ISD	Kathleen Bowen, Ed.D., Executive Director of Human Resources
Spring ISD	Tyrone Sylvestre, SPHR, Human Resources Director
Spring Branch ISD	Marianne Cribbin, SPHR, Associate Superintendent for Human Resources
Texas City ISD	Karen Heeth, Director of Recruitment and Staff Placement
	Marcus Higgs, Director of Human Resources

#### Non-industry active workgroup membership includes:

Gulf Coast Workforce Board	Mark Guthrie, Winstead PC – Workgroup Chair
	Daniel Zendejas, PHR, Gulf Coast Workforce Board
	Cally Graves, Gulf Coast Workforce Board
Greater Houston Partnership	Elaine J. Barber, Vice President – Education & Workforce Initiatives

Additional research support is provided by Alief ISD and Pasadena ISD.



Educator Preparation Provider Expectations

Expectation/Requirement	Measurement
Prescreening Process	
Pre-service teachers will be provided a meaningful overview of the teaching profession and will be screened prior to or at the inception of program acceptance for aptitude, interest, dedication and commitment to teaching as a vocation through the following activities:	Evidence to include a combination of at least two of the following: <ul style="list-style-type: none"><li>Assessment data</li><li>Consultation and/or interview documentation and feedback</li><li>Documented results from demonstration experience</li><li>Results from virtual classroom simulation</li></ul>
Required Training and Development	
EPPs will provide pre-service teachers with the following pedagogical training: <ul style="list-style-type: none"><li>Utilizing varied and nontraditional instructional strategies</li><li>Differentiation of instruction</li><li>Working with special needs populations</li><li>Working with at-risk students</li><li>Curriculum and assessment development</li><li>Using data to improve teaching and learning</li><li>Effective classroom management strategies</li><li>Working with diverse populations</li><li>Working with and in teams</li></ul>	Evidence to include any of the following demonstrating comprehensive knowledge of all of the pedagogical areas listed to the left: <ul style="list-style-type: none"><li>Transcripts</li><li>Interview</li><li>Demonstration lessons</li><li>Reflective portfolio</li></ul>
Technology Training	
Pre-service teachers will receive training in the utilization of technology as a tool for student learning in the following areas: <ul style="list-style-type: none"><li>Social media</li><li>Mobile technology</li><li>Digital research</li><li>Hardware: overview of traditional classroom technology</li><li>Software: overview of desktop software, operating systems, and contemporary classroom applications</li><li>Developing Web-based instructional products</li><li>Etiquette and Ethics concerning electronic communications</li></ul>	Evidence to include any of the following demonstrating comprehensive knowledge of all of the technology content areas listed to the left: <ul style="list-style-type: none"><li>Portfolio of developed curriculum components with integrated technological elements/content</li><li>Demonstration lesson(s)</li><li>Documentation of training provided through EPP</li></ul>
Teacher Observations Experience	
Pre-service teachers will conduct meaningful observations in each of the following areas: <ul style="list-style-type: none"><li>Content delivery and classroom management</li><li>Integration of technology into daily lessons</li><li>Differentiated instruction for students of varying levels</li><li>Working with diverse populations</li><li>Instructional practices for special education and inclusion</li><li>Relationship between curriculum, instruction and assessment</li></ul>	Documentation provided through program supervisor to include all of the following: <ul style="list-style-type: none"><li>Hours spent</li><li>Pre- and post-observation reflective conference log(s)</li><li>Reflective written response on experience (intern provided)</li></ul> Recommendation: Minimum of 30 documented hours of classroom observation experience
Student Teaching Experience	
Pre-service teachers will student teach to demonstrate proficiency in the following areas: <ul style="list-style-type: none"><li>Content delivery and classroom management</li><li>Integration of technology into daily lessons</li><li>Differentiated instruction for students of varying levels</li><li>Working with diverse populations</li><li>Instructional practices for special education and inclusion</li><li>Relationship between curriculum, instruction and assessment</li></ul>	Documentation provided through program supervisor to include all of the following: <ul style="list-style-type: none"><li>Hours spent</li><li>Items covered</li><li>Mentor consultations</li><li>Pre- and post-instruction reflective conference log</li><li>Reflective written response on experience (intern provided)</li><li>Portfolio of sample work and lessons</li></ul> Recommendation: A minimum of eight full weeks of student teaching with increasing responsibilities.

Teacher Quality Profile Matrix

Area and Descriptor	What does it look like?	How are applicants identified?
Teamwork and Collaboration		
Consistently seeks out others to learn, plan, problem solve, strategize and reflect in ways that lead to improved student achievement throughout the school	<ul style="list-style-type: none"><li>Departmental planning</li><li>Teacher planning</li><li>Working on leadership teams</li><li>Mentoring other teachers</li><li>Learning from and being mentored by other teachers</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions (scenario-based)</li><li>Role-playing in group</li></ul>
Critical Thinking and Problem Solving		
Exercises sound reasoning, creativity, and analytical thinking in order to generate change and develop classroom and school practices	<ul style="list-style-type: none"><li>Applies sound data analysis to drive instruction</li><li>Participates in school reform activity</li><li>Leads changes in school based on research and data</li><li>Demonstrates sound reasoning</li></ul>	<ul style="list-style-type: none"><li>Tasks and role-playing activities</li><li>Behavioral questions</li><li>Data analysis tasks</li><li>Review of evaluations</li></ul>
Oral and Written Communication		
Provides timely communication, orally and in writing, to all relevant stakeholders regarding improving the student achievement of individuals, a class or a larger portion of the entire school	<ul style="list-style-type: none"><li>Open, consistent and documented communication with parents</li><li>Community partners supporting classroom activities/units</li><li>Documented outreach collateral such as flyers, posters, and structured e-mail about school and class activity</li><li>Timely communication to students about progress</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions</li><li>Writing task</li><li>Demonstration through interview skills</li></ul>
Social/Emotional Disposition		
Serves as a positive role model to the children and school community by exhibiting a caring, compassionate and inspiring disposition with the singular focus of motivating students to learn	<ul style="list-style-type: none"><li>Provides immediate constructive feedback through both verbal and nonverbal communication, effective classroom management, and transparent service activity</li><li>Models respect and demonstrates a positive attitude</li><li>Creates a community in the classroom</li><li>Serves as a mentor to students and other faculty as appropriate</li><li>Establishes good rapport/communication with all stakeholders through clear expectations, patience, and acceptance</li><li>Differentiates instruction for all students</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions</li><li>Observation of teaching activities, including interactions with peers, parents, and community</li><li>Ghost visit to classroom</li></ul>
Professionalism and Work Ethic		
Exhibits a high standard of professionalism in behaviors, activity and ethics that serves as an example to others	<ul style="list-style-type: none"><li>Demonstrates strong communication skills</li><li>Exudes leadership through consistent behavior, timeliness, organization, and a strong demonstrated understanding of content area</li><li>Exhibits respect, awareness and confidence through appropriate body language, eye contact, posture, and voice</li><li>Clean and professional grooming</li><li>Avoids engaging in behavior such as gossiping that would disrupt student learning in any fashion</li><li>Displays enthusiasm for teaching, learning, and the subject taught</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions probing for demonstrations of professionalism and work ethic</li><li>Resume has record of professional behavior and work ethic</li><li>Observation in and out of classroom</li><li>Documentation of service and leadership activities</li><li>Documents prepared and presented professionally</li></ul>
Personal Beliefs and Values		
Holds the belief that all students can learn and have a right to an education that nurtures diverse talents, abilities, cultures and skills and so provides instruction and support that differentiates to serve these unique backgrounds, experiences and aptitudes	<ul style="list-style-type: none"><li>Instruction is student-centered relating to interests and experiences; changes plans to accommodate audience</li><li>Lesson plans and content delivery integrate differentiated instruction targeting diverse populations, learning styles, language acquisition, brain and learning development, gender, and individual interests</li><li>Students engaged in meaningful, authentic work with real world application</li><li>Small group work and individualized learning plans/instruction provided daily</li><li>Interventions occur as needed</li><li>Variety of classroom activities exhibited daily</li><li>Classroom materials sensitive to student groupings</li></ul>	<ul style="list-style-type: none"><li>Behavioral questions on instructional decision making, differentiated instruction, and classroom management</li><li>Work samples: lesson plans or artifacts: has applicant developed an understanding of the unique needs of students from diverse populations</li><li>Review instructional plans</li><li>Classroom observation</li><li>Values assessment</li></ul>

# THE GULF COAST HEALTHCARE EXTERNSHIP PROJECT



Seventy-four percent of healthcare occupations are projected to grow faster than the 23.8% average growth rate for all occupations.

The average growth rate of these fast-growing healthcare occupations collectively is projected to be 31.3% between 2012 and 2022. High- and mid-skill healthcare occupations, defined as those requiring at least a postsecondary non-degree award to a doctoral degree, with wages greater than or equal to the average for all occupations at \$23.48, represent job growth of 29,670 jobs over the next decade.

The Gulf Coast Healthcare Externship Project (GCHEP) will immerse participants in field experiences that introduce the occupations and skill sets required of this burgeoning industry in the Houston-Galveston area. The program will explore how we provide comprehensive, quality healthcare to the Gulf Coast region of Texas.

The Gulf Coast Workforce Board and Workforce Solutions have partnered with Conroe, Willis, Montgomery, Magnolia, New Waverly & Huntsville ISDs to offer an externship that will let counselors and teachers in Grades 6-12 get behind the scenes to experience HANDS-ON learning at its best.

Teachers and counselors can then share their knowledge with students through prepared lessons and career counseling materials developed from this experience.

## Important information you want to know:

Selected participants will receive an **\$1800 stipend** at the completion of the externship (must complete all days/hours of the program, submit lesson plans, deliver mini demo lesson, and complete final evaluation).

The externship will require up to 80 hours of time across different worksites and Lone Star College-Montgomery from June 19-29. This may include nights and weekends. Selected participants must attend the entire program. No exceptions.

If interested in applying, complete the attached application and send the electronic version to your campus principal. The principal will complete his/her recommendation and send the application to your district contact. The application must be received from the principal by 4 pm, Friday, April 14.

Regards,

Daniel J. Zendejas, PHR  
Gulf Coast Workforce Board - Workforce Solutions  
[daniel.zendejas@wrksolutions.com](mailto:daniel.zendejas@wrksolutions.com)



A proud partner of the  **americanjobcenter** network

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711

  
**Workforce Solutions**

## **Government Relations**

---

### **Legislative Update**

#### **Current Situation**

We continue to pay attention to the activities of the 85<sup>th</sup> Texas Legislative session.

- We have seen only modest movement on legislation of interest.
  - SB 1091 (Seliger) to restrict dual credit programs to courses in a higher education institution's core curriculum, career and technology, or foreign languages has reported favorably out of committee and has been placed on the intent calendar
- The Legislative Budget Board has published decision documents relating to the state's appropriations act.
  - The Workforce Commission requested an additional \$16 million in funding for three efforts: (1) grants to school districts and community colleges for equipment to conduct high-skill, high-growth career and technical training programs, (2) funds to expand adult education instruction, and (3) a demonstration project placing workforce development specialists in high schools. The House has tentatively approved \$10 million.
  - The workforce development specialist demonstration would work through selected local workforce boards and place up to six staff members at area high schools to provide guidance and information about apprenticeships/schools in the building trades, guidance and information about middle skill jobs and occupations, and guidance about training opportunities with employers, technical colleges, and community colleges. The Commission requested \$2 million for the biennium and the initial response from the House is to fully fund this request.

We will continue to monitor and track the bills that follow on the next several pages.

## Legislative Tracking

As of March 24, 2017, we are tracking 49 bills in 85th Texas Legislature.

### Education

**85(R) [HB 852](#) Author: Parker** (Companion to SB 276)

**Last Action:** 03/28/2017 *H Scheduled for public hearing*

**Caption:** Relating to adult high school diploma and industry certification charter school pilot program requirements.

**85(R) [HB 595](#) Author: Workman | et al.**

**Last Action:** 03/22/2017 *H Left pending in committee*

**Caption:** Relating to a franchise tax credit for entities that employ certain students in certain paid internship or similar programs.

**85 (R) [HB 2431](#) Author: Deshotel**

**Last Action:** 03/22/2017 *H Referred to Higher Education*

**Caption:** Relating to the participation of public state colleges in the Jobs and Education for Texans (JET) Grant Program.

**85(R) [SB 1091](#) Author: Seliger**

**Last Action:** 03/21/2017 *S Placed on intent calendar*

**Caption:** Relating to limitations on courses that may be offered for dual credit by school districts and public institutions of higher education.

**85(R) [HB 1700](#) Author: Lucio III**

**Last Action:** 03/13/2017 *H Referred to Economic & Small Business Development*

**Caption Text:** Relating to the establishment by the Texas Workforce Commission of a career and technical education workforce specialist pilot program.

**85 (R) [SB 1220](#) Author: Miles**

**Last Action:** 03/09/2017 *S Referred to Education*

**Caption:** Relating to ensuring continuity of education and access to higher education, career information, and skills certification for foster care youth and former foster care youth.

**85(R) [HB 1007](#) Author: Alonzo**

**Last Action:** 03/09/2017 *H Referred to Higher Education*

**Caption:** Relating to the establishment of veterans' resource centers at certain institutions of higher education.

**85(R) [HB 1828](#) Author: Howard**

**Last Action:** 03/09/2017 *H Referred to Higher Education*

**Caption:** Relating to authorization by the Texas Higher Education Coordinating Board for certain public junior colleges to offer baccalaureate degree programs.



**85(R) [SB 1103](#) Author: Watson**

**Last Action:** 03/07/2017 *Referred to Higher Education*

**Caption:** Relating to the establishment of the Texas Returning Adult Student Grant Program for certain students enrolled in baccalaureate degree programs at certain postsecondary educational institutions.

**85(R) [HB 1638](#) Author: Guillen**

**Last Action:** 03/06/2017 *H Referred to Public Education*

**Caption:** Relating to statewide goals for dual credit programs provided by school districts.

**85 (R) [HB 2729](#) Author: Lucio III**

**Last Action:** 03/02/2017 H Filed

**Caption:** Relating to an inventory of credentials and certificates that may be earned by a public high school student through a career and technology education program.

**85 (R) [HB 2730](#) Author: Lucio III**

**Last Action:** 03/02/2017 H Filed

**Caption:** Relating to the authority of the commissioner of education to create career and technical credentials and certificates that may be earned through a career and technology education program and to a study to identify unmet needs in career and technology education programs.

**85 (R) [HB 971](#) Author: Giddings**

**Last Action:** 02/27/2017 *Referred to Higher Education*

**Caption:** Relating to authorization by the Texas Higher Education Coordinating Board for certain public junior colleges to offer early childhood education baccalaureate degree programs.

**85(R) [SB 748](#) Author: Zaffirini**

**Last Action:** 02/21/2017 *Referred to Education*

**Caption:** Relating to transition planning for a public-school student enrolled in a special education program

**85(R) [HB 2155](#) Author: Howard**

**Last Action:** 02/21/2017 H Filed

**Caption Text:** Relating to a college readiness memorandum of understanding between a school district and a public institution of higher education.

**85(R) [SB 885](#) Author: Seliger**

**Last Action:** 02/14/2017 S Filed

**Caption:** Relating to eligibility for a TEXAS grant and to administration of the TEXAS grant program.

**85(R) [SB 574](#) Author: Miles**

**Last Action:** 02/08/2017 *Referred to Education*

**Caption:** Relating to the expansion of applied workforce learning opportunities in this state, including through the establishment of the Texas Industry Internship Challenge.

**85(R) [SB 534](#) Author: Watson**

**Last Action:** 02/08/2017 *Referred to Higher Education*

**Caption:** Relating to authorization by the Texas Higher Education Coordinating Board for certain public junior colleges to offer early childhood education baccalaureate degree programs.

**85(R) [SB 367](#) Author: Garcia** (Companion [HB 1212](#), Similar to [HB 1628/SB 644/SB 645](#))

**Last Action:** 02/01/2017 *Referred to Higher Education*

**Caption Text:** Relating to authorization by the Texas Higher Education Coordinating Board for certain public junior colleges to offer baccalaureate degree programs.

**85(R) [SB 276](#) Author: Watson** – Companion [HB 852](#)

**Last Action:** 01/30/2017 *Referred to Education*

**Caption:** Relating to adult high school diploma and industry certification charter school pilot program requirements.

**85(R) [SB 154](#) Author: Hinojosa**

**Last Action:** 01/25/2017 *Referred to Education*

**Caption Text:** Relating to the establishment by the Texas Workforce Commission of a career and technical education workforce specialist pilot program.

#### Business & Commerce

**85(R) [SB 452](#) Author: Hancock**

**Last Action:** 03/27/2017 *S Placed on intent calendar*

**Caption:** Relating to the effect of certain agreements with a collective bargaining organization on certain state-funded public work contracts.

**85(R) [HB 108](#) Author: Alvarado**

**Last Action:** 03/23/2017 *H Left pending in committee*

**Caption:** Relating to the creation of the Recruit Texas Program to facilitate the relocation to or expansion in this state of employers offering complex or high-skilled employment opportunities.

**85(R) [HB 992](#) Author: Walle**

**Last Action:** 03/20/2017 *H Left pending in committee*

**Comment:** Raising minimum wage to \$15.00

**85(R) [HB 924](#) Author: Turner, Chris**

**Last Action:** 03/20/2017 *H Left pending in committee*

**Comment:** Raising minimum wage \$10.10 (HB 954/SB 427/HJR 56)



**85(R) [HB 475](#) Author: Reynolds**

**Last Action:** 03/20/2017 *H Left pending in committee*

**Caption:** Relating to the minimum wage to \$15.00.

**85(R) [SB 474](#) Author: Rodríguez | et al. (Companion to HB 863)**

**Last Action:** 02/06/2017 *Referred to Business & Commerce*

**Caption:** Relating to required provision of workers' compensation insurance coverage for employees of building and construction contractors and subcontractors.

**85(R) [SB 388](#) Author: Burton**

**Last Action:** 02/01/2017 *Referred to Business & Commerce*

**Caption:** Relating to the repeal of the authorization for a governing body to conduct economic development negotiations in a closed meeting under the open meetings law.

**85(R) [SB 255](#) Author: Zaffirini**

**Last Action:** 01/30/2017 *Referred to Business & Commerce*

**Caption:** Relating to training for governmental entities and vendors, including purchasing and contract management training; authorizing fees.

**85(R) [SB 85](#) Author: Hall**

**Last Action:** 01/24/2017 *Referred to Business & Commerce*

**Caption:** Relating to the verification of employment authorization by state contractors and state grant recipients, including the use of the federal E-verify program, and to authorization for the suspension of certain licenses held by private employers for the knowing employment of persons not lawfully present in this state; authorizing a fee.

#### Health and Human Services

**85(R) [SB 497](#) Author: Uresti**

**Last Action:** 03/23/2017 *H Received from the Senate*

**Caption:** Relating to the creation of an office of workforce development and analytics in the Department of Family and Protective Services.

**85(R) [SB 818](#) Author: Watson**

**Last Action:** 02/27/2017 *Referred to Health & Human Services*

**Caption Text:** Relating to nutrition and fitness standards for certain child-care facilities and training for employees at those facilities.

**85(R) [SB 482](#) Author: Miles (Companion HB 928/HB 1640)**

**Last Action:** 02/06/2017 *Referred to Health & Human Services*

**Caption:** Relating to the creation of a program to assist foster care youth and former foster care youth in accessing higher education, career information, and skills certifications.

Intergovernmental Relations and State Affairs

**85(R) [SB 1113](#) Author: Garcia | et al.**

**Last Action:** 03/07/2017 *Referred to State Affairs*

**Caption:** Relating to regulations and policies for entering or using a bathroom or changing facility in buildings operated by certain governmental entities and public schools; authorizing a civil penalty.

**85(R) [SCR 19](#) Author: Perry**

**Last Action:** 02/27/2017 *Referred to Natural Resources & Economic Development*

**Caption:** Requesting the Texas Workforce Commission to seek a TANF waiver that would allow TWC to partner with charitable organizations and community colleges for child care, education, and job training.

**85(R) [HB 793](#) Author: Capriglione**

**Last Action:** 02/20/2017 *Referred to Government Transparency & Operation*

**Caption:** Relating to the definition of a governmental body for the purposes of the public information law.

Finance

**85(R) [SB 9](#) Author: Hancock | et al.**

**Last Action:** 03/27/2017 *S Scheduled for public hearing*

**Caption:** Relating to the constitutional limit on the rate of growth of appropriations.

**85(R) [HB 3554](#) Author: Gervin-Hawkins**

**Last Action:** 03/09/2017 *H Filed*

**Caption:** Relating to the application for funding for certain workforce development programs.

**85(R) [SB 518](#) Author: Miles**

**Last Action:** 02/28/2017 *S Left pending in committee*

**Caption:** Relating to a franchise tax credit for entities that employ certain students in certain paid internship or similar programs.

**85(R) [SB 446](#) Author: Burton**

**Last Action:** 02/06/2017 *Referred to Finance*

**Caption:** Relating to the acceptance or expenditure of federal funds by a political subdivision.

TAWB Bills of Interest:

**85(R) [SB 802](#) Author: Seliger**

**Last Action:** 03/23/2017 *H Received from the Senate*

**Caption:** Relating to a study and report regarding best practices in the transfer of course credit between public institutions of higher education.

**85(R) [HB 257](#) Author:** Hernandez

**Last Action:** 03/15/2017 *H Left pending in committee*

**Caption:** Relating to a report by the Texas Workforce Commission regarding the transition from military service to employment.

**85(R) [HB 136](#) Author:** Bell

**Last Action:** 03/14/2017 *H Left pending in committee*

**Caption:** Relating to inclusion of career and technology education and workforce training in the mission of public education.

**85(R) [HB 1212](#) Author:** Phillips

**Last Action:** 02/22/2017 *Referred to Higher Education*

**Caption:** Relating to authorization by the Texas Higher Education Coordinating Board for certain public junior colleges to offer baccalaureate degree programs.

**85(R) [HB 374](#) Author:** Johnson, Jarvis

**Last Action:** 02/21/2017 *Referred to Economic & Small Business Development*

**Caption:** Relating to the requirement that the Texas Workforce Commission provide certain employment information for secondary school students.

**85(R) [HB 713](#) Author:** Wu

**Last Action:** 02/20/2017 *Referred to Public Education*

**Caption:** Relating to a prohibition of a monitoring system performance indicator based on the number or percentage of students receiving special education services.

**Companion:** [SB 160](#) by Rodríguez, Similar, 01/25/2017 *Referred to Education*

[SB 214](#) by Menéndez, Identical, 01/25/2017 *Referred to Education*

## Gulf Coast Workforce Board System Performance October 2016 to February 2017

### Board Measures

These measures gauge progress toward meeting the results set out in the Board’s strategic plan. There are two sets of measures: one for the entire regional workforce system and one for the Board’s operating affiliate, Workforce Solutions.

We report on the Board measures for Workforce Solutions at each meeting.

### More Competitive Employers

Measure	Annual Target	Current Performance	Performance Last Year
<u>Employers Receiving Services (Market Share)</u> We expect to provide services to 22,000 employers this year. We provided services to 9,827 employers in the period October 2016 through February 2017	22,000	9,827	23,591
<u>Employer Loyalty</u> Of a possible 20,763 employers, 6,386 returned to Workforce Solutions for additional services in the period October 2016 through February 2017	60.0%	30.8%	56.0%

## More and Better Jobs

Measure	Annual Target	Current Performance	Performance Last Year
<u>New jobs created</u> New jobs created in the region as a result of Workforce Solutions partnering with economic development organizations. This information is captured quarterly and reflects a two-year average through December 2016.	3,200	547	612
<u>Customers employed by the 1st Qtr. after exit</u> 112,617 of the 145,259 customers who exited service in the period October 2015 through March 2016 were employed by the quarter after exit.	76.0%	77.5%	80.3%

## Higher Real Incomes

Measure	Annual Target	Current Performance	Performance Last Year
<u>Earnings Gains of at least 20%</u> 47,091 of the 160,337 customers who exited in the period April 2015 through September 2015 had earnings gains of at least 20%.	36.0%	29.4%	33.4%

## A Better Educated Workforce

Measure	Annual Target	Current Performance	Performance Last Year
<u>Customers pursuing education diploma, degree or certificate who achieve one</u> 658 of 943 customers who pursued an education diploma, degree or certificate and exited from July 2016 through December 2016, attained a diploma, degree or certificate by the end of the quarter after exit.	74.0%	70.2%	74.2%

## Production

In addition to the Board's measures, Workforce Solutions works to meet Texas Workforce Commission expectations for production.

For the performance year that began October 1, 2016, we are meeting or exceeding the target for sixteen of twenty state measures. Based on the most recent report from the state, January 2017, these are the measures we are not achieving:

- Number of Employers Receiving Workforce Assistance: The target for this measure is 11,754. Our performance for customers who exited from October 2017 through January 2017 was 9,148.
- Median Earnings Q2 Post Exit – Adult: The target for this measure is \$3,910. Our performance for customers who exited from July 2015 through December 2015 was \$3,590.
- Median Earnings Q2 Post Exit – Dislocated Worker: The target for this measure is \$6,980. Our performance for customers who exited from July 2015 through December 2015 was \$6,017.
- Credential Rate – Dislocated Worker: The target for this measure is 66.6%. Our performance for customers who exited from January 2015 through June 2015 was 59.8%.

Adult education measures for the period July 2016 through February 2017 include:

- Total enrollments are the number of individuals who begin an adult education class.
- 12+ hour enrollments count the number of individuals who are in class 12 or more clock hours.
- Transitions enrollments count the number of individuals in adult education classes designed to lead to further post-secondary training.
- Career Pathways enrollments counts the number of individuals in contextualized learning (basic education and occupational skills at the same time) classes.
- Integrated English Language and Civics courses will be integrated with some workforce training that result in a job and/or certificate/credential.
- TWC Accelerate Texas includes individuals enrolled in an integrated education and training module.

	Target	Year to Date
<b>Total Enrollments</b>	<b>20,470</b>	<b>18,904</b>
<i>12+ Hour Enrollments</i>	19,131	17,491
<i>Transitions</i>	883	935
<i>Career Pathways</i>	807	513
<i>Integrated English Language &amp; Civics Ed.</i>	665	60
<i>TWC Accelerate Texas</i>	220	217

**GULF COAST WORKFORCE DEVELOPMENT BOARD**  
**FINANCIAL STATUS REPORT**  
**For the Two Months Ended February 28, 2017**

	<b>ANNUAL BUDGET</b>	<b>BUDGET YEAR TO DATE</b>	<b>ACTUAL YEAR TO DATE</b>	<b>DOLLAR VARIANCE</b>
--	--------------------------	--------------------------------	--------------------------------	----------------------------

**WORKFORCE REVENUES**

WORKFORCE REVENUES	<b>214,944,634</b>	<b>35,824,106</b>	<b>33,741,592</b>	<b>2,082,514</b>
--------------------	--------------------	-------------------	-------------------	------------------

**WORKFORCE EXPENDITURES**

BOARD ADMINISTRATION	<b>5,907,699</b>	<b>984,617</b>	<b>974,846</b>	<b>9,771</b>
SYSTEM IT	<b>385,000</b>	<b>64,167</b>	<b>48,036</b>	<b>16,131</b>
EMPLOYER SERVICES	<b>8,300,000</b>	<b>1,383,333</b>	<b>909,048</b>	<b>474,285</b>
RESIDENT SERVICES	<b>200,351,935</b>	<b>33,391,989</b>	<b>31,809,662</b>	<b>1,582,327</b>
OFFICE OPERATIONS	40,237,593	6,706,266	6,174,770	531,496
FINANCIAL AID	142,679,997	23,780,000	23,250,525	529,474
ADULT EDUCATION	17,434,345	2,905,724	2,384,367	521,357
<b><i>TOTAL WORKFORCE EXPENDITURES</i></b>	<b>214,944,634</b>	<b>35,824,106</b>	<b>33,741,592</b>	<b>2,082,514</b>

**VARIANCE ANALYSIS**

Note: Except for Special Projects that are currently funded through September 30, 2016, the "Budget Year to Date" column reflects straight-line estimate of expenditures for the twelve-month period, assuming equal expenditures every month in order to fully expend the budget in a year.



# Current Employment and Local Area Unemployment Statistics Houston-The Woodlands-Sugar Land February 2017

---

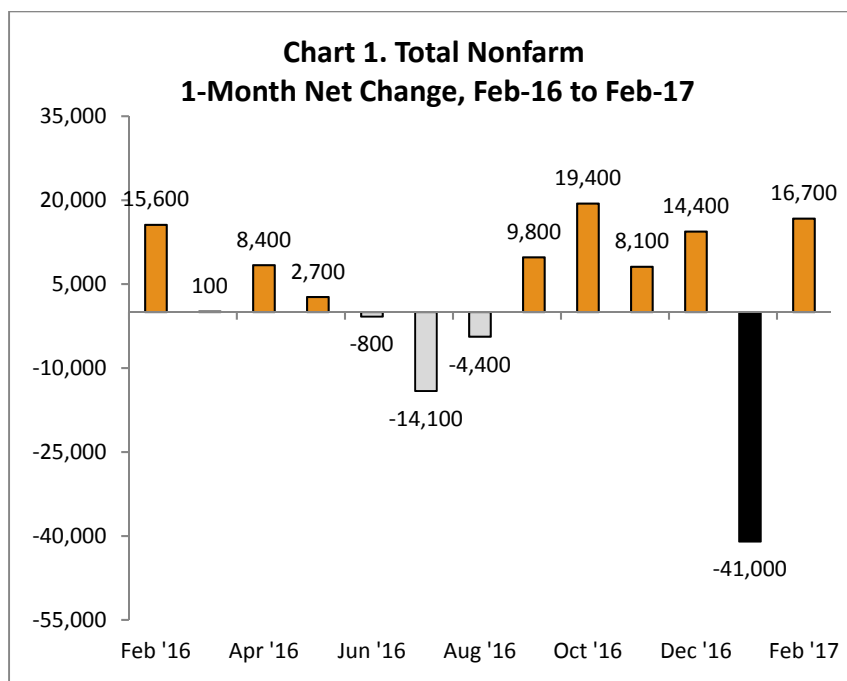
*Workforce Solutions is an affiliate of the Gulf Coast Workforce Board, which manages a regional system that helps employers solve their workforce problems and residents build careers so both can compete in the global economy. The workforce system serves the City of Houston and the surrounding 13 Texas Gulf Coast counties including: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton.*

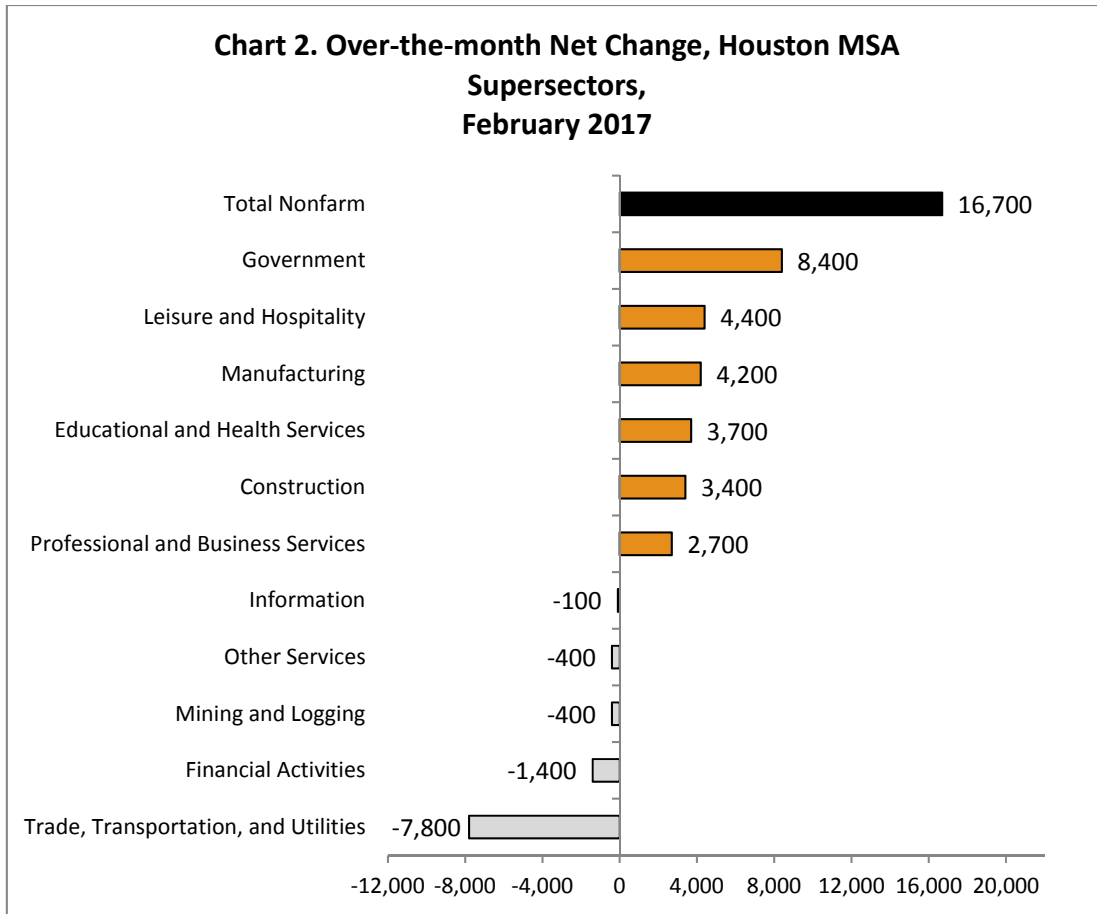


# Total Nonfarm

## One Month Change

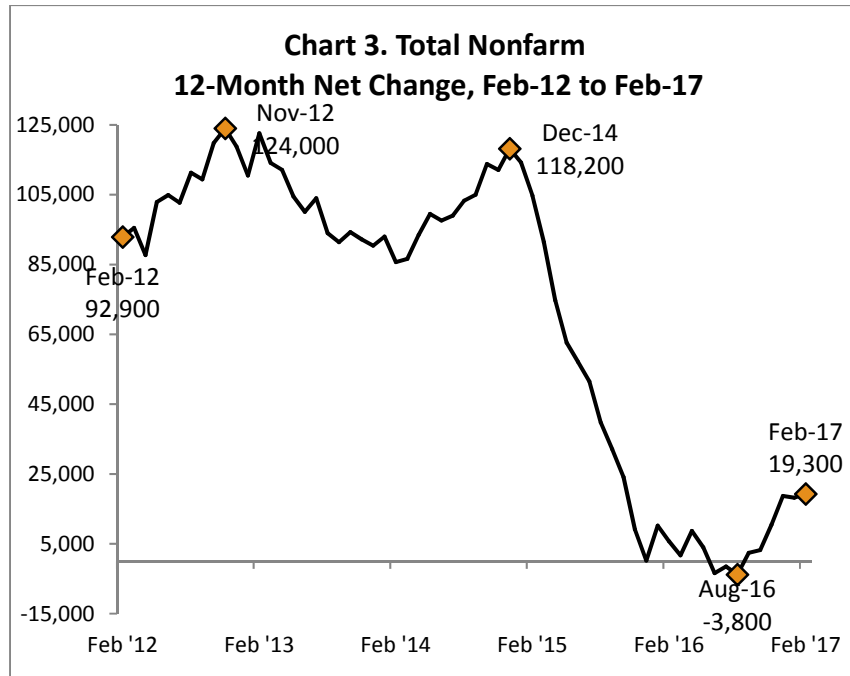
Houston MSA Total Nonfarm employment stood at 3,011,700 in February, up 16,700 jobs over the month, or 0.6 percent. A year ago Houston registered an over-the-month increase of 15,600 jobs. The largest over-the-month gain on record for Total Nonfarm Employment occurred in February 2013, up 36,900 jobs. The largest one-month decline on record occurred in January 2009, down -63,900 jobs. Historically in the month of February, Total Nonfarm has on average added 16,931 jobs over the month, which indicates that this month's gains are on par with the long-term average. February has the appearance of over-the-month job growth each year due to the seasonal job losses in the January and as a result should be viewed with caution. It is therefore recommended to compare the current February to all previous Februaries to determine whether "growth" is in line with historical levels. The primary drivers of this February's growth were Government, Leisure and Hospitality, and Manufacturing. Gains were also recorded in Educational and Health Services, Construction, and Professional and Business Services. The net increase in jobs over the month was partially offset by losses in Trade, Transportation, and Utilities, Financial Activities, and Mining and Logging.



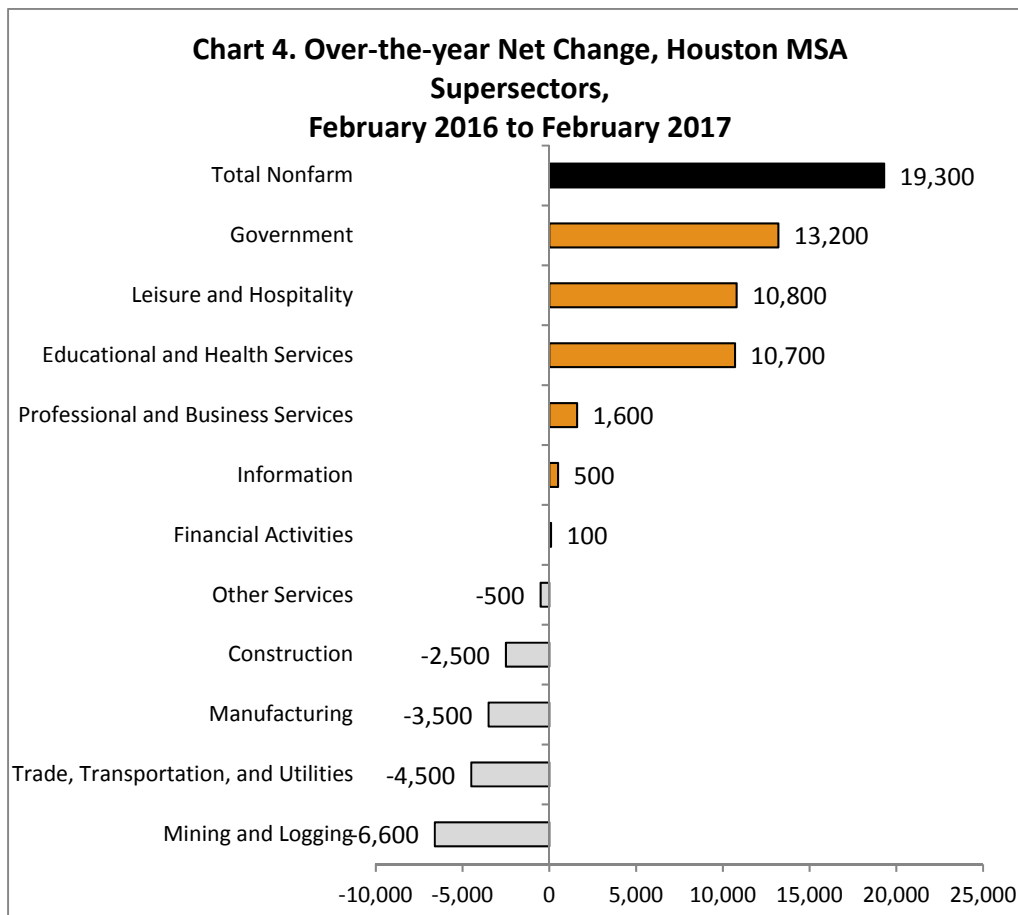


### *Year over Year Change*

Over the year, Total Nonfarm employment was up 19,300, or 0.6 percent. To compare, February 2016 saw a year-over-year gain of 5,700 jobs. The largest over-the-year gain on record for Total Nonfarm Employment occurred in November 2012, up 124,000 jobs. The largest over-the-year decline on record occurred in November 2009, down -114,600 jobs. Currently 5 out of 11 sectors show flat or negative growth year over year: Mining and Logging (-6,600), Trade, Transportation, and Utilities (-4,500), and Manufacturing (-3,500).



INSERT CHART 4 OVER THE YEAR SUPERSECTORS

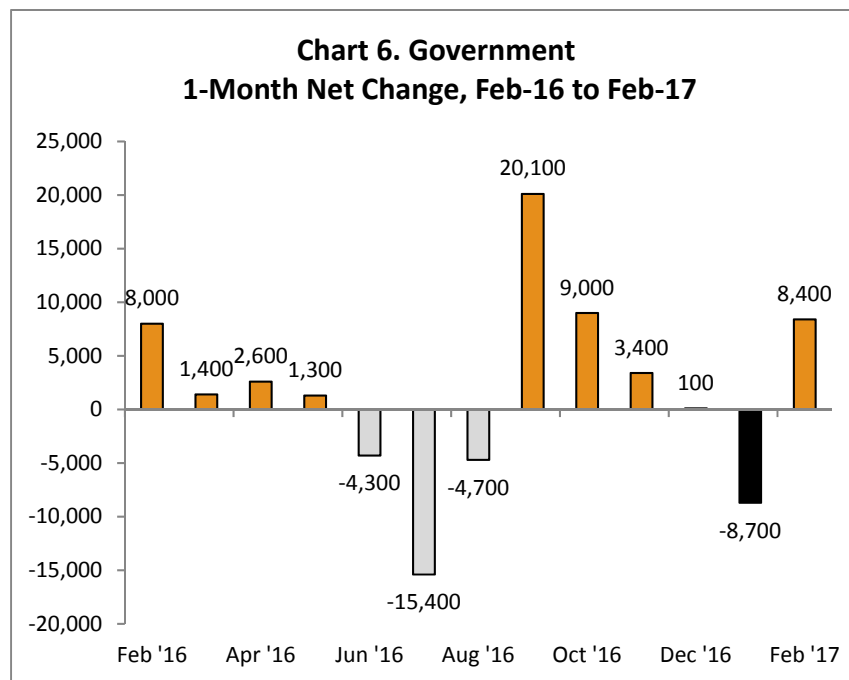


## GAINING INDUSTRY HIGHLIGHTS

### Government

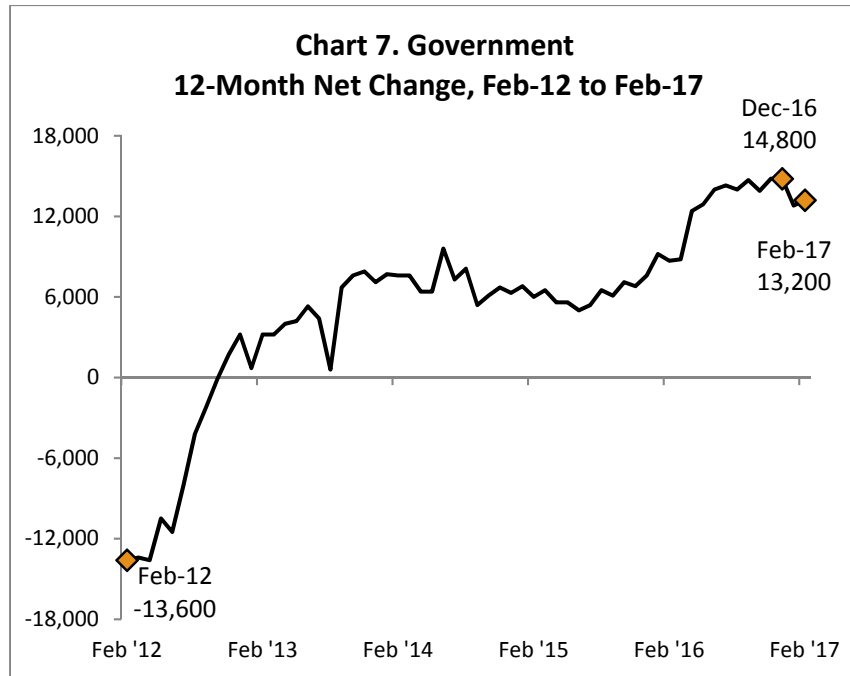
#### *One Month Change*

Government was the largest gaining sector over the month up 8,400 jobs, or 2.1 percent. The largest over-the-month gain on record for this sector occurred in September 2013, up 22,500 jobs. The largest one-month decline on record occurred in July 2010, down -18,000 jobs. Historically in the month of February, Government has added an average of 5,827 jobs over the month, which indicates that this month's gains are moderately above the long-term average. Note that February's appearance of growth may be the result of seasonal factors from the previous month. Local Government was the largest contributor to the overall sector's increase, up 8,000 jobs over the month. The second-largest contributor was State Government, which added 300 jobs from January to February. Lastly, Federal Government contributed 100 jobs.



#### *Year over Year and Year to Date*

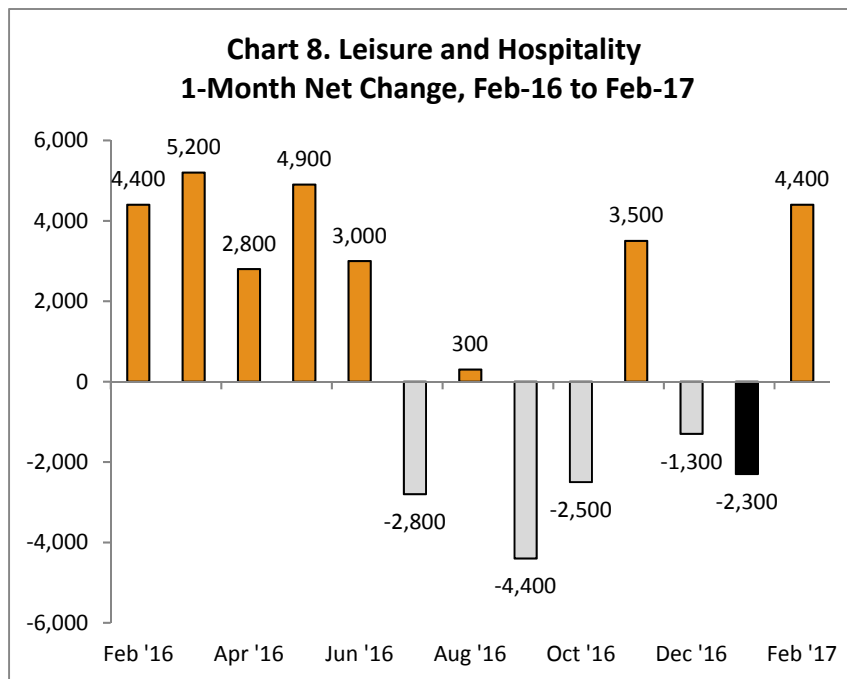
Year over year, Government was up 13,200 jobs, or 3.3 percent. The largest over-the-year gain on record for this sector occurred in May 2010, up 19,100 jobs. The largest over-the-year decline on record occurred in January 2012, down -17,100 jobs. Year to date this sector is up 8,400 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 8,000. From its most recent peak in December 2016 absolute employment levels have fallen by -300. Government's share of Houston area Total Nonfarm Employment has risen from 13.4 percent to 13.8 percent over the past year.



## Leisure and Hospitality

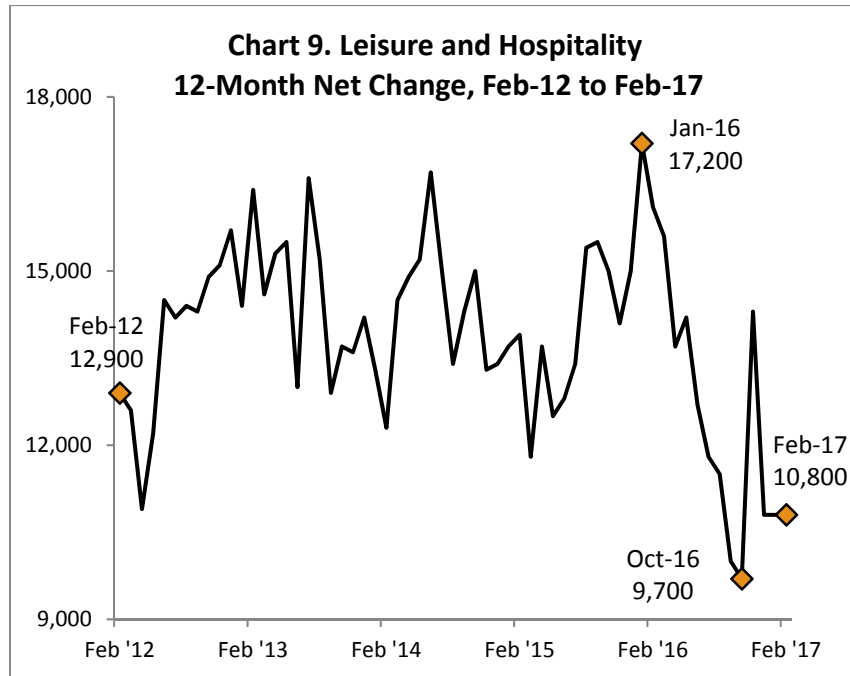
### One Month Change

Leisure and Hospitality was the second-largest gaining sector over the month up 4,400 jobs, or 1.4 percent. The largest over-the-month gain on record for this sector occurred in March 2014, up 7,800 jobs. The largest one-month decline on record occurred in September 2008, down -10,000 jobs. Historically in the month of February, Leisure and Hospitality has on average added 3,388 jobs over the month, which indicates that this month's gains are moderately above the long-term average. February's typical over-the-month growth may be skewed by seasonal factors affecting January estimates however it should be noted that February marks the beginning of a five-month period during which no job losses have ever been recorded. Accommodation and Food Services was the largest contributor to the overall sector's increase, up 3,500 jobs over the month. The second-largest contributor was Arts, Entertainment, and Recreation, which added 900 jobs from January to February.



### Year over Year and Year to Date

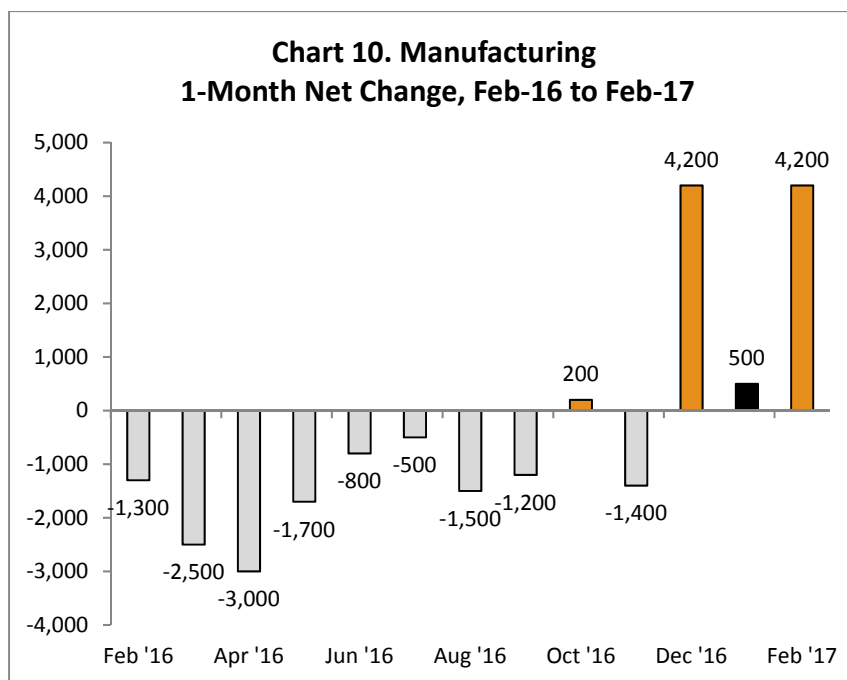
Year over year, Leisure and Hospitality was up 10,800 jobs, or 3.5 percent. The largest over-the-year gain on record for this sector occurred in January 2016, up 17,200 jobs. The largest over-the-year decline on record occurred in August 1991, down -4,100 jobs. Year to date this sector is up 4,400 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 4,400. From its most recent peak in June 2016 absolute employment levels have fallen by -5,100. Leisure and Hospitality's share of Houston area Total Nonfarm Employment has risen from 10.2 percent to 10.5 percent over the past year.



# Manufacturing

## One Month Change

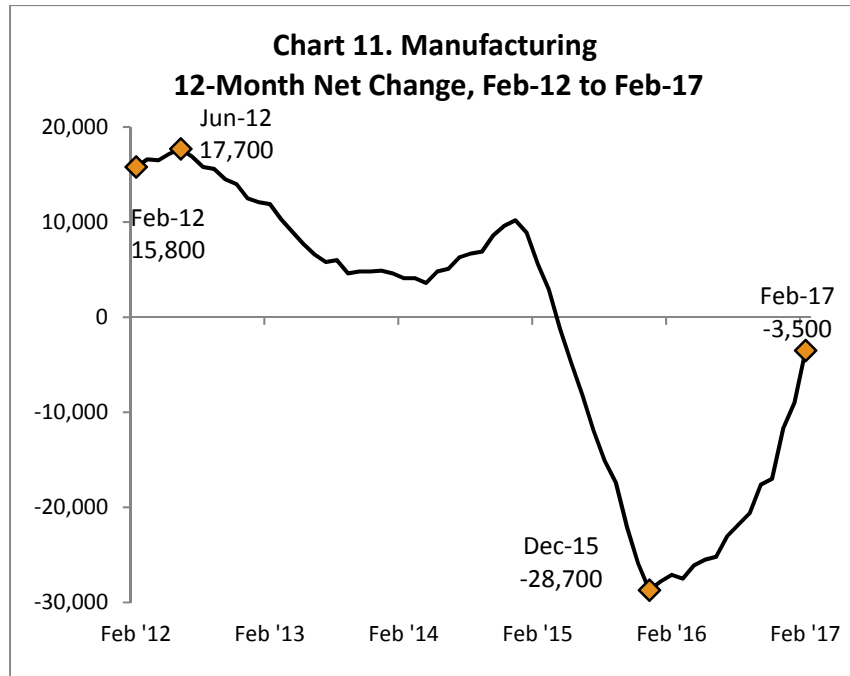
Manufacturing was the third-largest gaining sector over the month up 4,200 jobs, or 1.9 percent. This was the largest-ever one-month gain in the month of February since records began in 1990 and tying the record for this sector in December 2017. The largest one-month decline on record occurred in January 1999, down -5,200 jobs. Historically in the month of February, Manufacturing has on average added 615 jobs over the month, which indicates that this month's gains are substantially above the long-term average. Note that February's appearance of growth may be the result of seasonal factors from the previous month. Durable Goods was the largest contributor to the overall sector's increase, up 3,700 jobs over the month. The second-largest contributor was Non-Durable Goods, which added 500 jobs from January to February.



## Year over Year and Year to Date

Year over year, Manufacturing was down -3,500 jobs, or -1.5 percent. The largest over-the-year gain on record for this sector occurred in June 2012, up 17,700 jobs. The largest over-the-year decline on record occurred in November 2009, down -28,800 jobs. Year to date this sector is up 4,200 jobs compared to the same point in time a year ago when the net change from January to February was a decrease of -1,300. From its most recent peak in December 2014 absolute employment levels have fallen by -35,700 largely as a result of the impact of low oil prices however this sector has dramatically cut its rate of job loss over the past year after bottoming in December 2015. Manufacturing's share of Houston area Total Nonfarm Employment has shrunk from 7.7 percent to 7.5 percent over the past year.

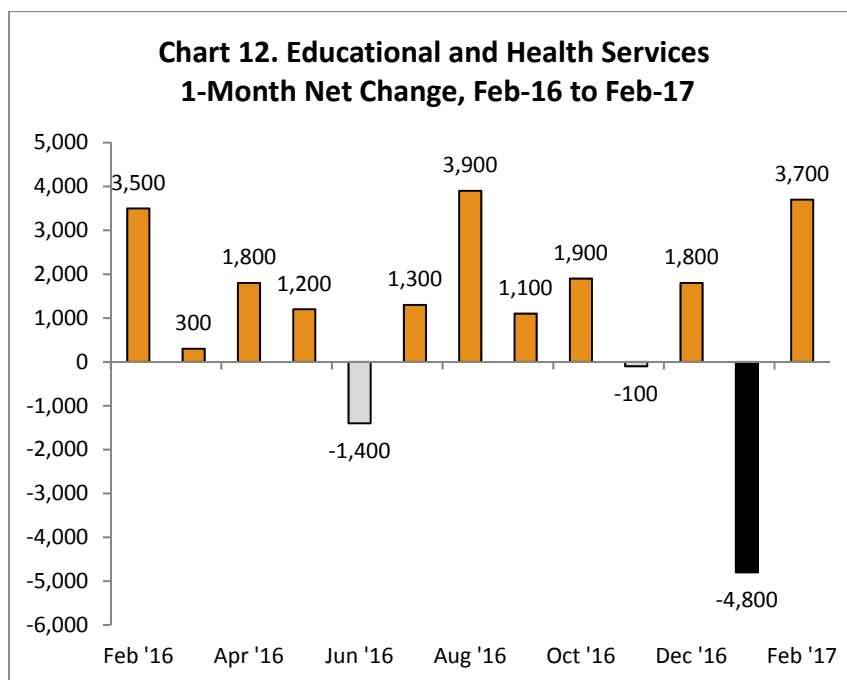




## Educational and Health Services

### One Month Change

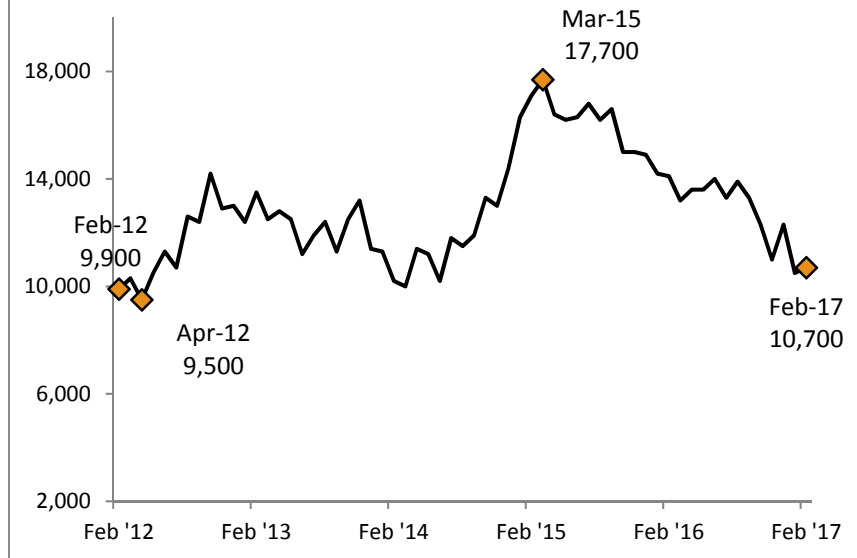
Educational and Health Services also saw an increase over the month up 3,700 jobs, or 1.0 percent. The largest over-the-month gain on record for this sector occurred in March 1999, up 4,700 jobs. The largest one-month decline on record occurred in February 1990, down -7,300 jobs. Historically in the month of February, Educational and Health Services has on average added 1,569 jobs over the month, which indicates that this month's gains are substantially above the long-term average. Note that February's appearance of growth may be the result of seasonal factors from the previous month. Health Care and Social Assistance was the largest contributor to the overall sector's increase, up 2,100 jobs over the month. The second-largest contributor was Educational Services, which added 1,600 jobs from January to February.



### Year over Year and Year to Date

Year over year, Educational and Health Services was up 10,700 jobs, or 2.8 percent. The largest over-the-year gain on record for this sector occurred in March 2015, up 17,700 jobs. The largest over-the-year decline on record occurred in January 1991, down -3,200 jobs. Year to date this sector is up 3,700 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 3,500. From its most recent peak in December 2016 absolute employment levels have fallen by -1,100. Educational and Health Services's share of Houston area Total Nonfarm Employment has risen from 12.6 percent to 12.8 percent over the past year.

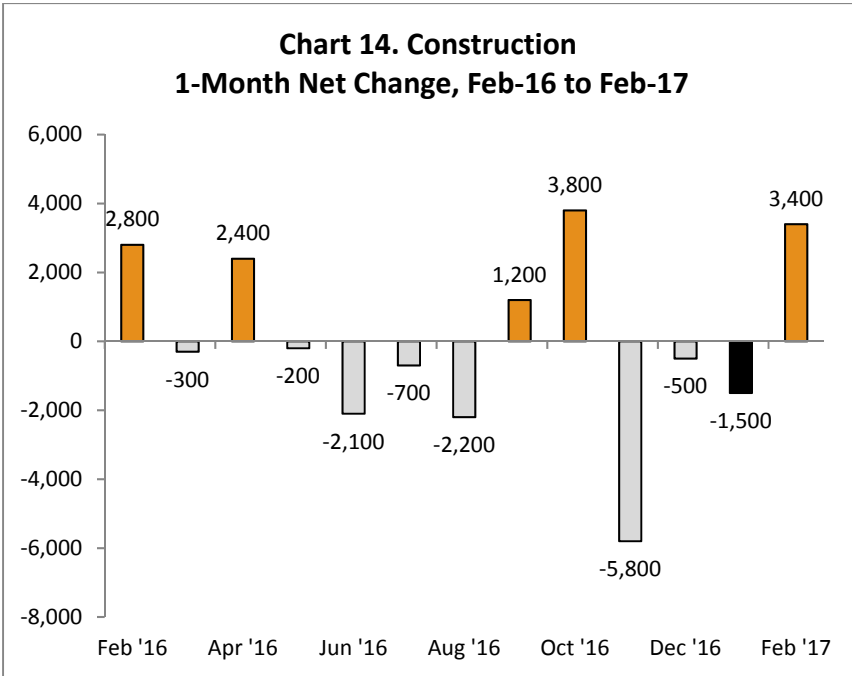
**Chart 13. Educational and Health Services  
12-Month Net Change, Feb-12 to Feb-17**



# Construction

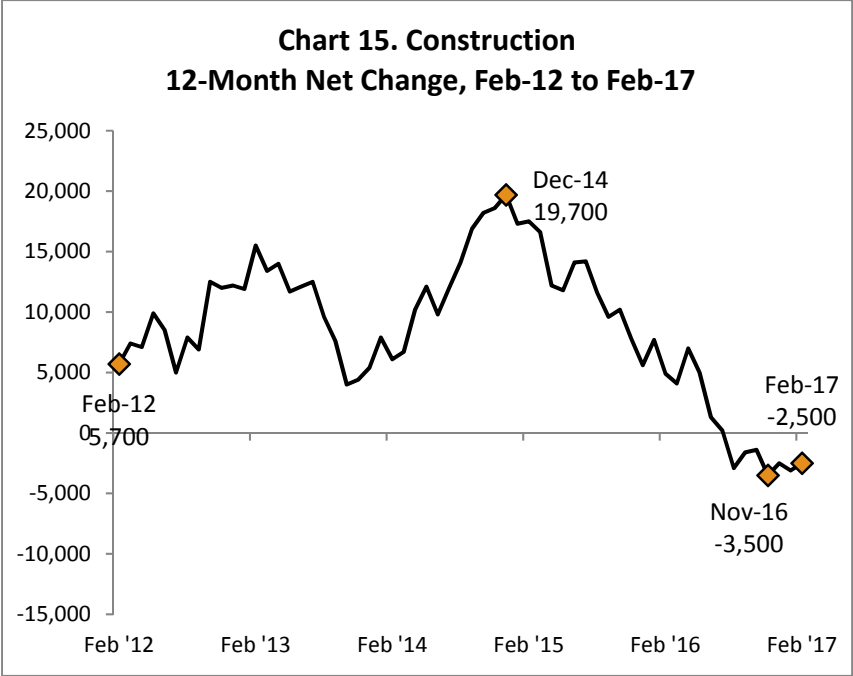
## One Month Change

Construction also saw an increase over the month up 3,400 jobs, or 1.6 percent. The largest over-the-month gain on record for this sector occurred in February 2013, up 7,200 jobs. The largest one-month decline on record occurred in January 1992, down -10,300 jobs. Historically in the month of February, Construction has on average added 3,358 jobs over the month, which indicates that this month's gains are on par with the long-term average. Note that February's appearance of growth may be the result of seasonal factors from the previous month. Specialty Trade Contractors was the largest contributor to the overall sector's increase, up 1,600 jobs over the month. The second-largest contributor was Heavy and Civil Engineering Construction, which added 1,600 jobs from January to February. Lastly, Construction of Buildings contributed 200 jobs.



## Year over Year and Year to Date

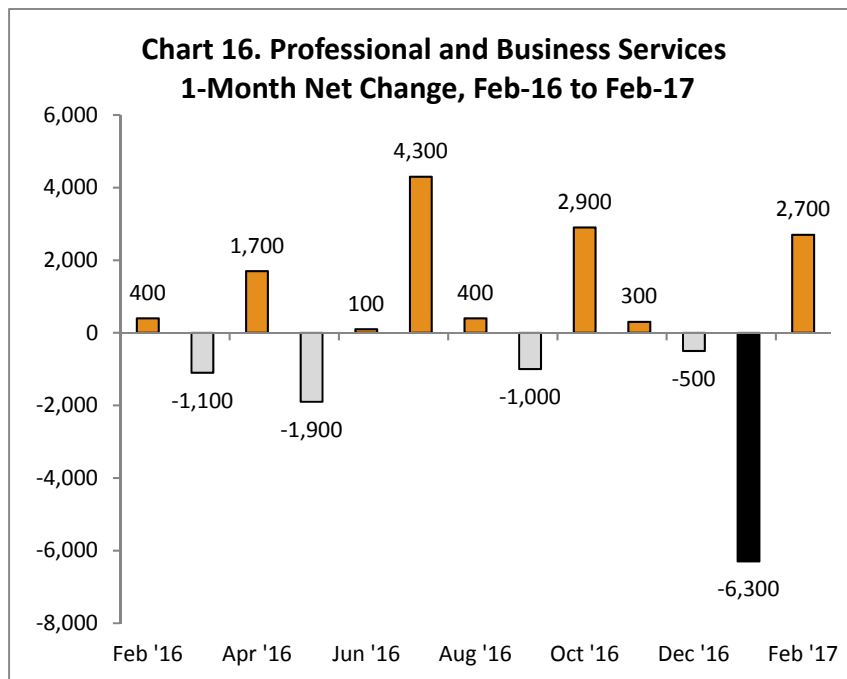
Year over year, Construction was down -2,500 jobs, or -1.1 percent. The largest over-the-year gain on record for this sector occurred in December 2014, up 19,700 jobs. The largest over-the-year decline on record occurred in November 2009, down -33,700 jobs. Year to date this sector is up 3,400 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 2,800. From its most recent peak in October 2015 absolute employment levels have fallen by -5,800 . Construction's share of Houston area Total Nonfarm Employment has shrunk from 7.3 percent to 7.2 percent over the past year.



## Professional and Business Services

### One Month Change

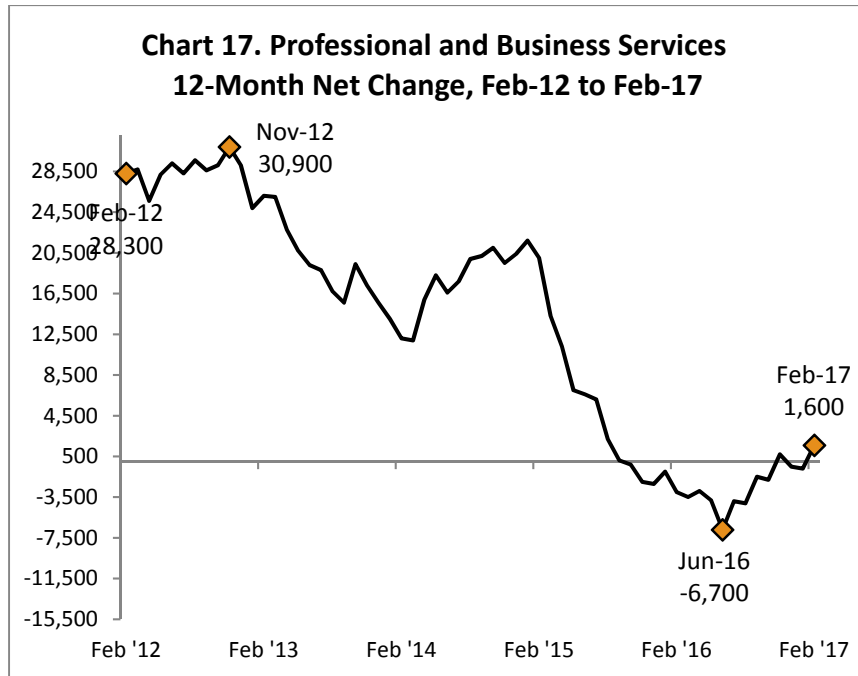
Professional and Business Services also saw an increase over the month up 2,700 jobs, or 0.6 percent. The largest over-the-month gain on record for this sector occurred in June 2000, up 7,500 jobs. The largest one-month decline on record occurred in January 2009, down -13,700 jobs. Historically in the month of February, Professional and Business Services has on average added 3,069 jobs over the month, which indicates that this month's gains are slightly below the long-term average. As before, February's appearance of growth may be the result of seasonal factors from the previous month. Administrative and Support and Waste Management and Remediation Services was the largest contributor to the overall sector's increase, up 1,600 jobs over the month. The second-largest contributor was Professional, Scientific, and Technical Services, which added 600 jobs from January to February. Lastly, Management of Companies and Enterprises contributed 500 jobs.



### Year over Year and Year to Date

Year over year, Professional and Business Services was up 1,600 jobs, or 0.3 percent. The largest over-the-year gain on record for this sector occurred in November 2012, up 30,900 jobs. The largest over-the-year decline on record occurred in October 2009, down -35,100 jobs. Year to date this sector is up 2,700 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 400.

**Professional and Business Services continues to show signs of recovery with February sporting the strong over-the-year growth since August 2015.** Professional and Business Services' share of Houston area Total Nonfarm Employment has remained constant at 15.6 percent over the past year.

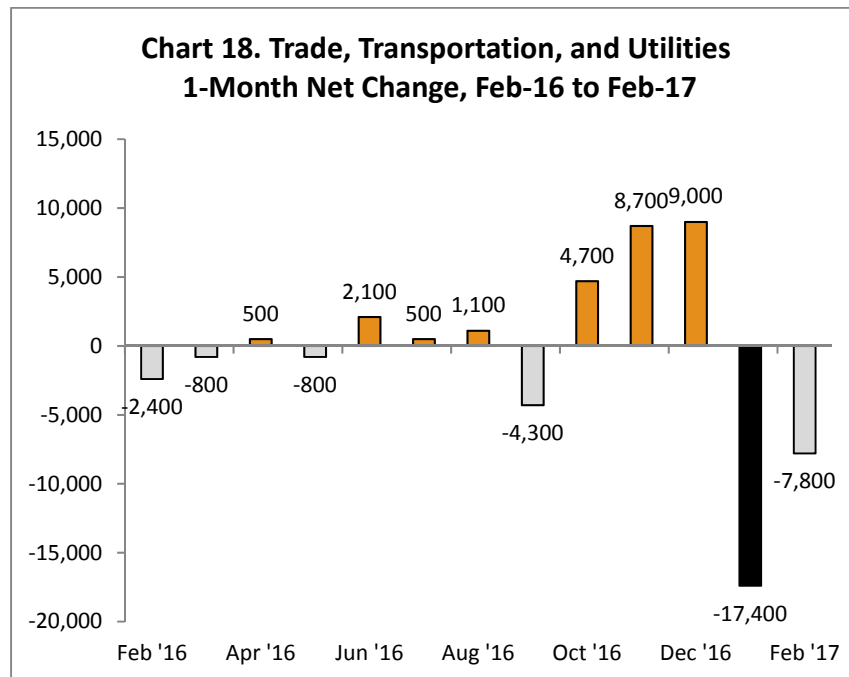


## DECLINING INDUSTRY HIGHLIGHTS

### Trade, Transportation, and Utilities

#### *One Month Change*

Trade, Transportation, and Utilities was the largest declining sector over the month down -7,800 jobs, or -1.3 percent. This was the largest-ever one-month decline in the month of February since records began in 1990. The largest over-the-month gain on record for this sector occurred in November 2012, up 14,000 jobs. The largest one-month decline on record occurred in January 2009, down -22,700 jobs. Historically in the month of February, Trade, Transportation, and Utilities has on average lost -2,342 jobs over the month, which indicates that this month's losses are substantially worse the long-term average. Note that in contrast to Total Nonfarm employment and other sectors, Trade Transportation and Utilities consistently shows job losses in both January and February of each year where as other sectors demonstrate a "bounce back" from January's seasonal declines. Retail Trade was the largest contributor to the overall sector's decline, down -4,400 jobs over the month. The second-largest declining contributor was Wholesale Trade, which lost -2,000 jobs from January to February. Lastly, Transportation, Warehousing, and Utilities subtracted -1,400 jobs.

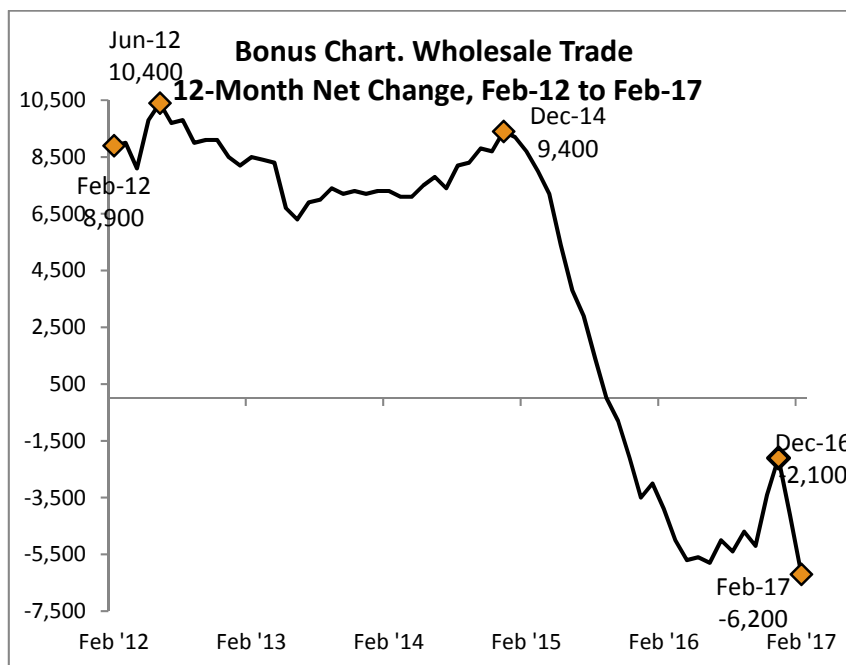
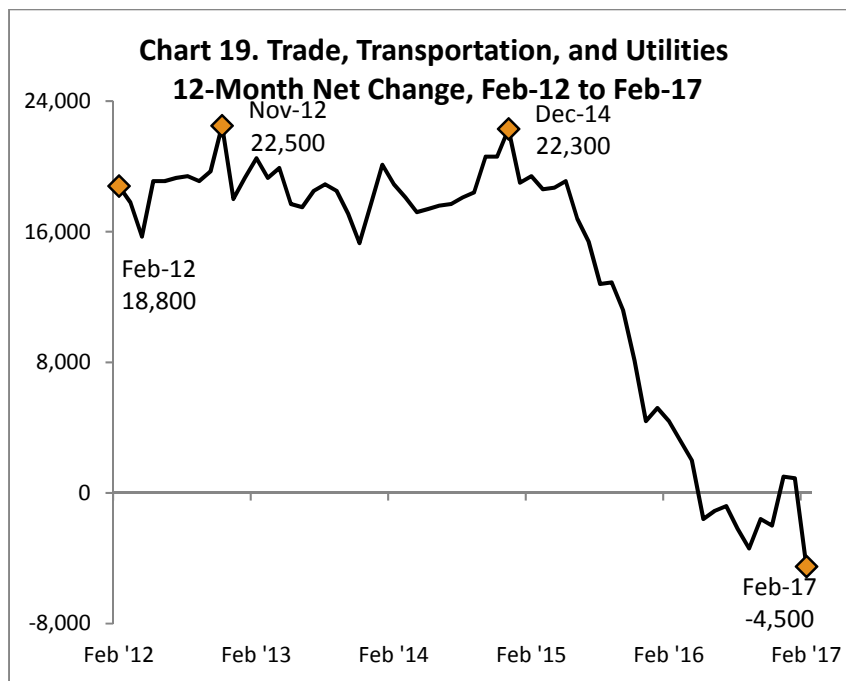


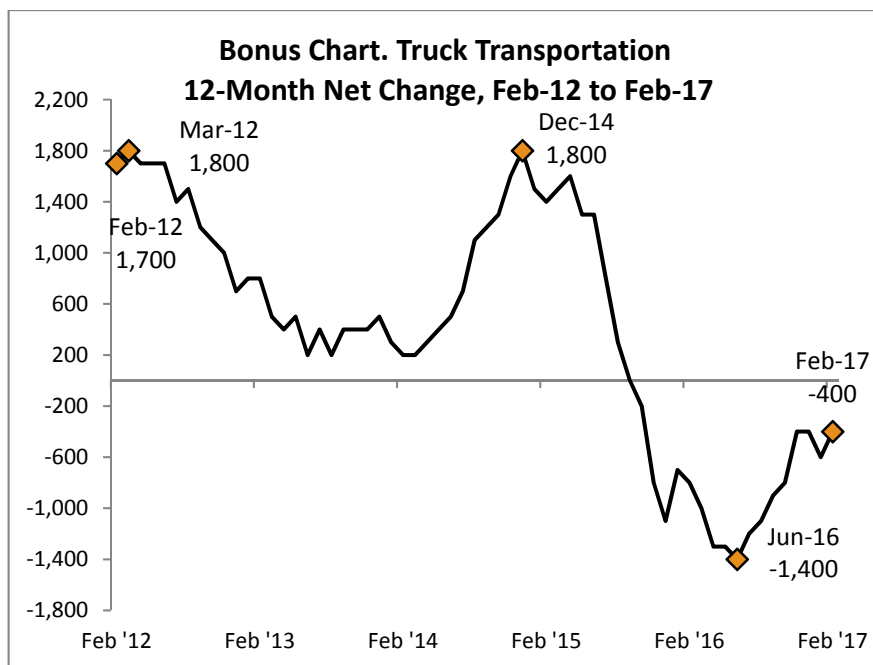
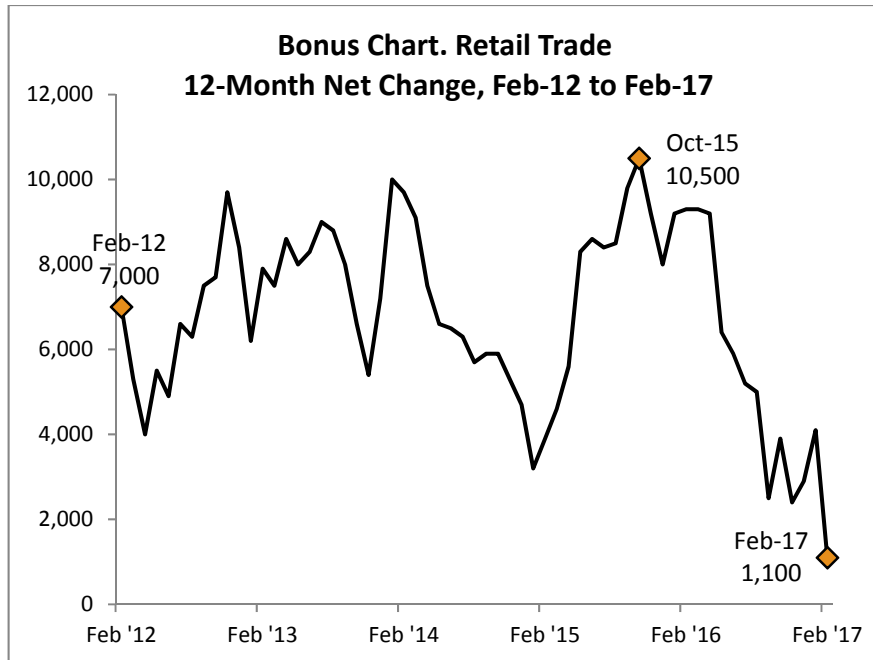
#### *Year over Year and Year to Date*

Year over year, Trade, Transportation, and Utilities was down -4,500 jobs, or -0.7 percent. The largest over-the-year gain on record for this sector occurred in November 2007, up 23,300 jobs. The largest over-the-year decline on record occurred in November 2009, down -23,200 jobs. Year to date this sector is down -7,800 jobs compared to the same point in time a year ago when the net change from January to February was a decrease of -2,400. **Wholesale Trade continues to be the largest drag on this sector shedding 6,200 jobs over the past year**



although Retail also shows continued signs of slowing growth since peaking in October 2015. Trade, Transportation, and Utilities' share of Houston area Total Nonfarm Employment has shrunk from 20.3 percent to 20.0 percent over the past year.

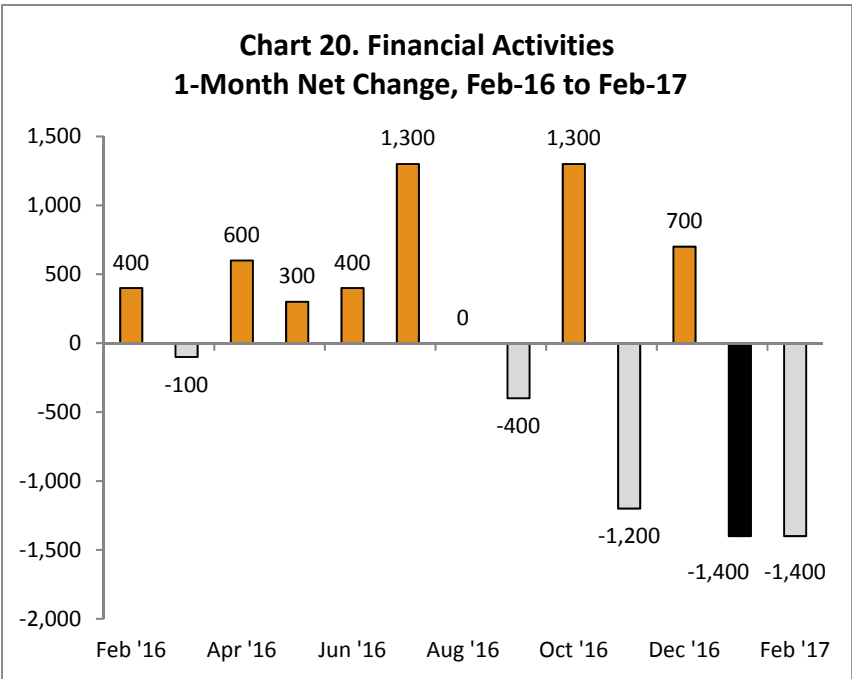




# Financial Activities

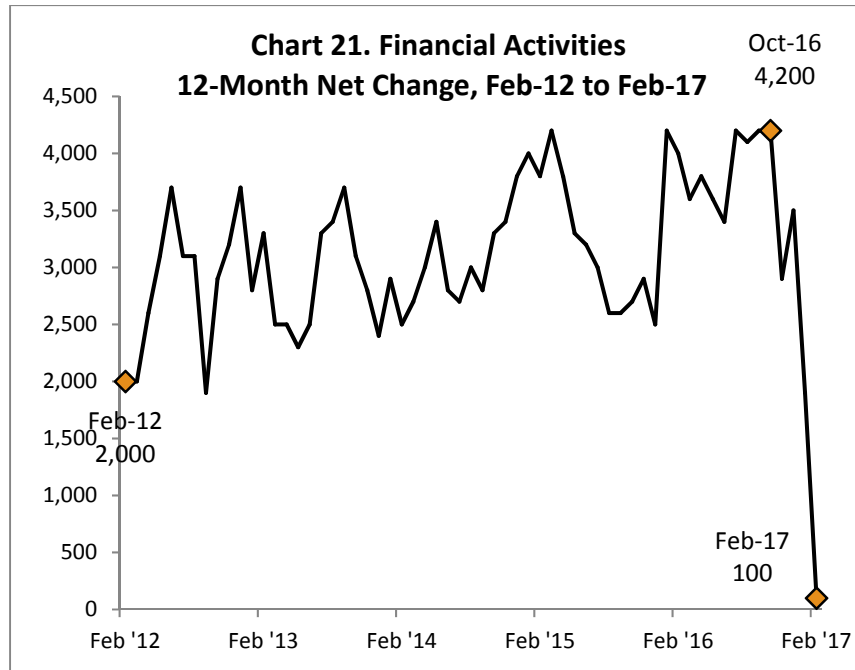
## One Month Change

Financial Activities was the second-largest declining sector over the month down -1,400 jobs, or -0.9 percent. This was the largest-ever one-month decline in the month of February since records began in 1990. The largest over-the-month gain on record for this sector occurred in October 1997, up 2,100 jobs. The largest one-month decline on record occurred in January 1991, down -3,700 jobs. Historically in the month of February, Financial Activities has on average added 485 jobs over the month, which indicates that this month's losses are substantially worse the long-term average. Note that February's appearance of losses may be the result of seasonal factors from the previous month. Real Estate and Rental and Leasing was the largest contributor to the overall sector's decline, down -900 jobs over the month. The second-largest declining contributor was Finance and Insurance, which lost -500 jobs from January to February.



## Year over Year and Year to Date

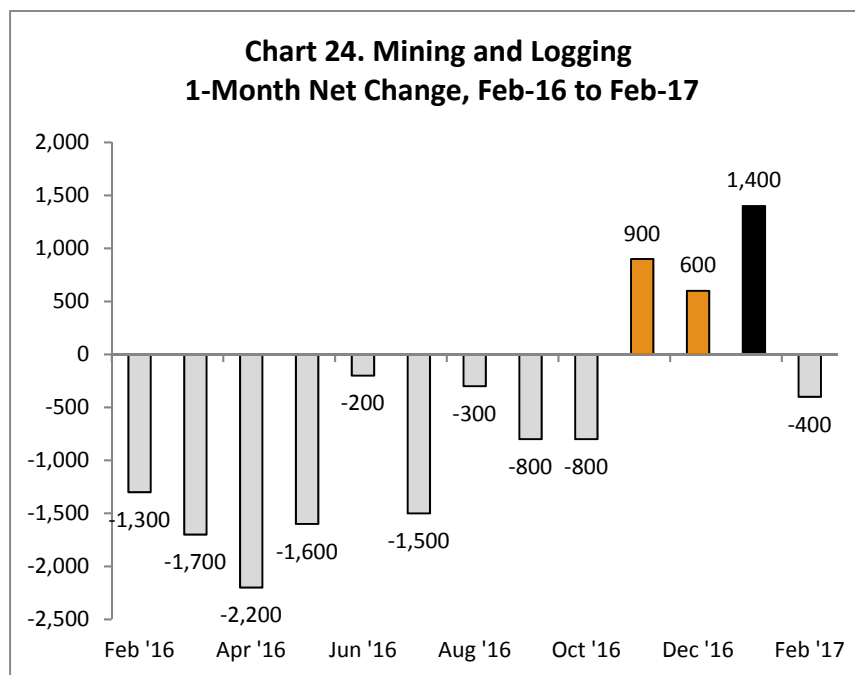
Year over year, Financial Activities was up 100 jobs, or 0.1 percent reflecting a dramatic decline compared to recent months. The largest over-the-year gain on record for this sector occurred in September 1998, up 9,100 jobs. The largest over-the-year decline on record occurred in August 2009, down -6,300 jobs. Financial Activities' share of Houston area Total Nonfarm Employment has remained constant at 5.1 percent over the past year.



# Mining and Logging

## One Month Change

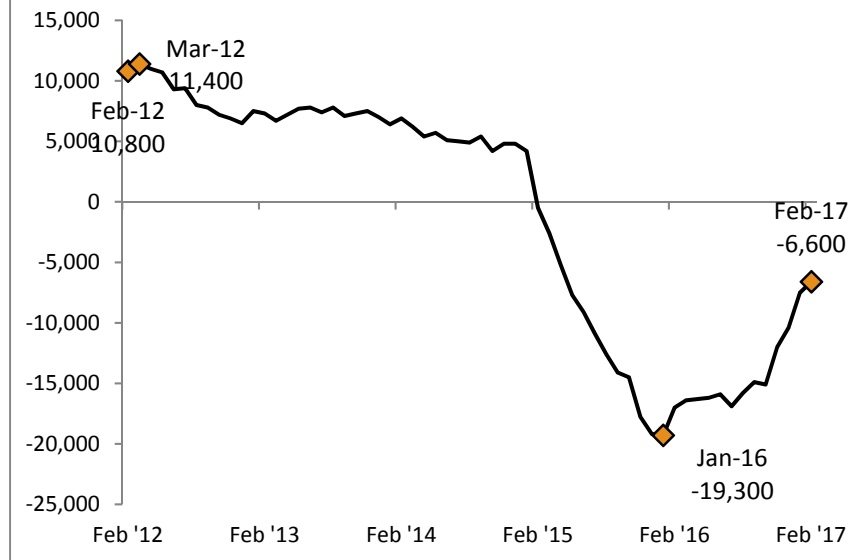
Mining and Logging was the third-largest declining sector over the month down -400 jobs, or -0.5 percent. The largest over-the-month gain on record for this sector occurred in June 2011, up 2,800 jobs. The largest one-month decline on record occurred in January 1999, down -3,800 jobs. Historically in the month of February, Mining and Logging has on average lost -19 jobs over the month, which indicates that this month's losses are moderately greater than the long-term average. Note that February's appearance of growth or losses may be the result of seasonal factors from the previous month. Other Mining and Logging Undefined\* was the largest contributor to the overall sector's decline, down -900 jobs over the month. The second-largest declining contributor was Oil and Gas Extraction, which lost -300 jobs from January to February. Lastly, Support Activities for Mining offset a portion of the sector's losses with a gain of 800 jobs.



## Year over Year and Year to Date

Year over year, Mining and Logging was down -6,600 jobs, or -7.0 percent. This sector continues to show signs of recovery after hitting a low of -19,300 jobs last year over year in January 2016. The largest over-the-year gain on record for this sector occurred in December 2011, up 11,900 jobs. The largest over-the-year decline on record occurred in January 2016, down -19,300 jobs. Year to date this sector is down -400 jobs compared to the same point in time a year ago when the net change from January to February was a decrease of -1,300. Mining and Logging's share of Houston area Total Nonfarm Employment has shrunk from 3.1 percent to 2.9 percent over the past year.

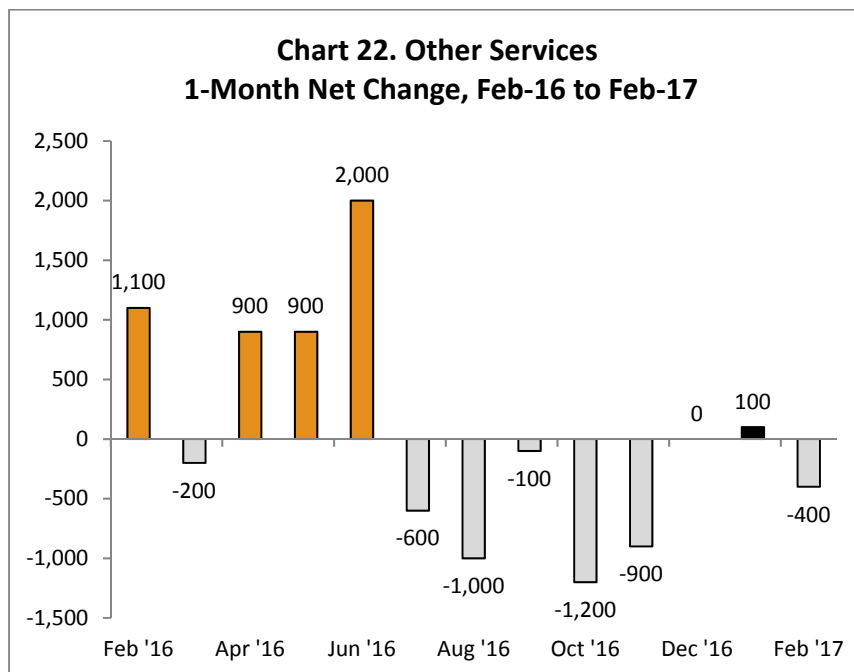
**Chart 25. Mining and Logging**  
**12-Month Net Change, Feb-12 to Feb-17**



## Other Services

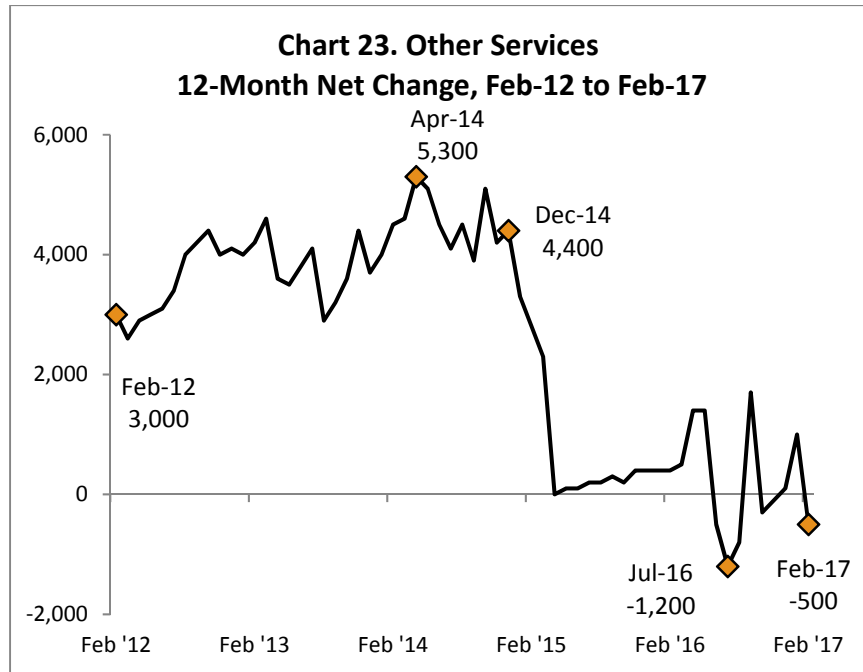
### One Month Change

Other Services also saw a decrease over the month down -400 jobs, or -0.4 percent. This was the largest-ever one-month decline in the month of February since records began in 1990. The largest over-the-month gain on record for this sector occurred in June 2006, up 4,900 jobs. The largest one-month decline on record occurred in September 2008, down -5,200 jobs. Historically in the month of February, Other Services has on average added 896 jobs over the month, which indicates that this month's losses are substantially below the long-term average. Note that February's appearance of growth may be the result of seasonal factors from the previous month.



### Year over Year and Year to Date

Year over year, Other Services was down -500 jobs, or -0.5 percent. The largest over-the-year gain on record for this sector occurred in April 2014, up 5,300 jobs. The largest over-the-year decline on record occurred in December 2007, down -3,600 jobs. Year to date this sector is down -400 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 1,100. From its most recent peak in July 2015 absolute employment levels have fallen by -4,700. Other Services' share of Houston area Total Nonfarm Employment has remained constant at 3.6 percent over the past year.

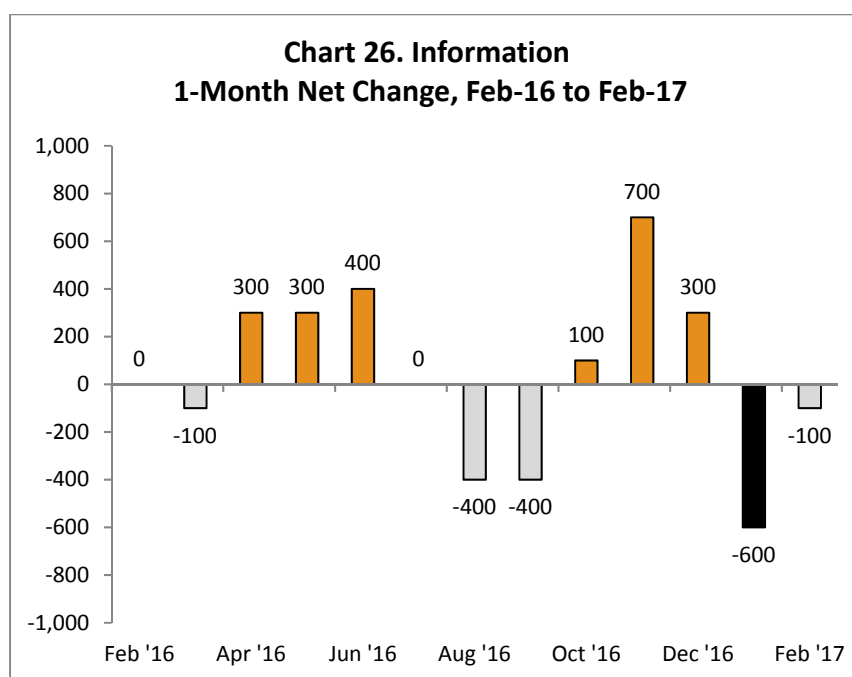




## Information

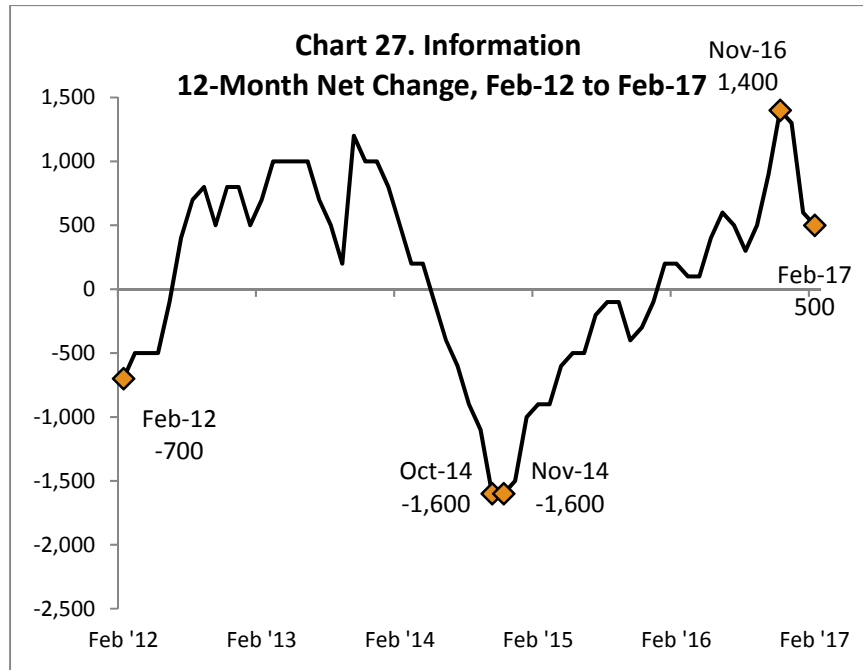
### One Month Change

Information also saw a decrease over the month down -100 jobs, or -0.3 percent. The largest over-the-month gain on record for this sector occurred in July 1994, up 1,500 jobs. The largest one-month decline on record occurred in July 2001, down -1,700 jobs. Historically in the month of February, Information has on average added 85 jobs over the month, which indicates that this month's losses are substantially below the long-term average. Note that February's appearance of growth may be the result of seasonal factors from the previous month. Other Information Undefined\* was the largest contributor to the overall sector's decline, down -100 jobs over the month. One component industry, Telecommunications, saw no change from January to February.



### Year over Year and Year to Date

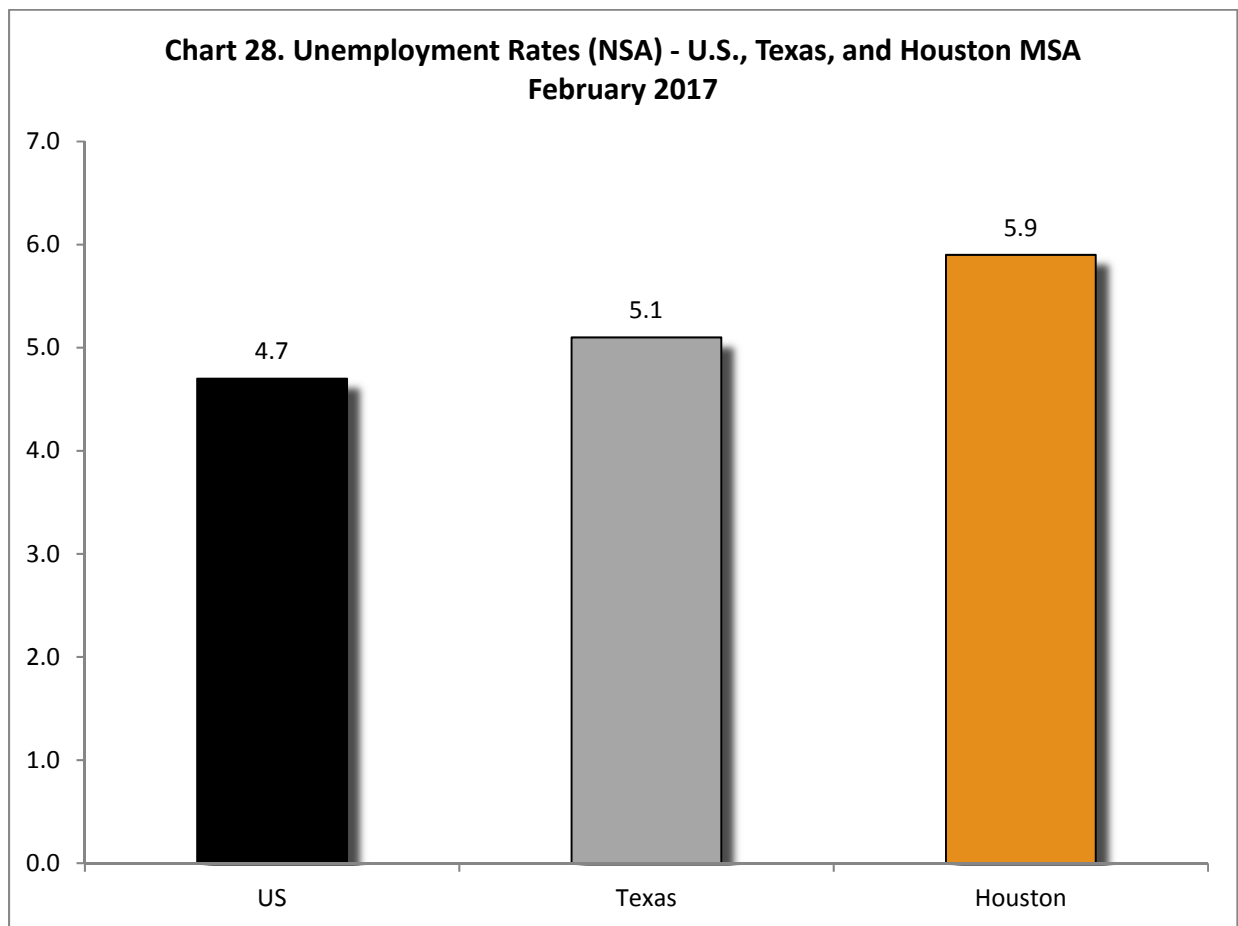
Year over year, Information was up 500 jobs, or 1.6 percent. The largest over-the-year gain on record for this sector occurred in September 1997, up 4,600 jobs. The largest over-the-year decline on record occurred in April 2002, down -7,000 jobs. Year to date this sector is down -100 jobs compared to the same point in time a year ago when the net change from January to February was an increase of 200. From its most recent peak in December 2013 absolute employment levels have fallen by -1,000. Information's share of Houston area Total Nonfarm Employment has remained constant at 1.1 percent over the past year.



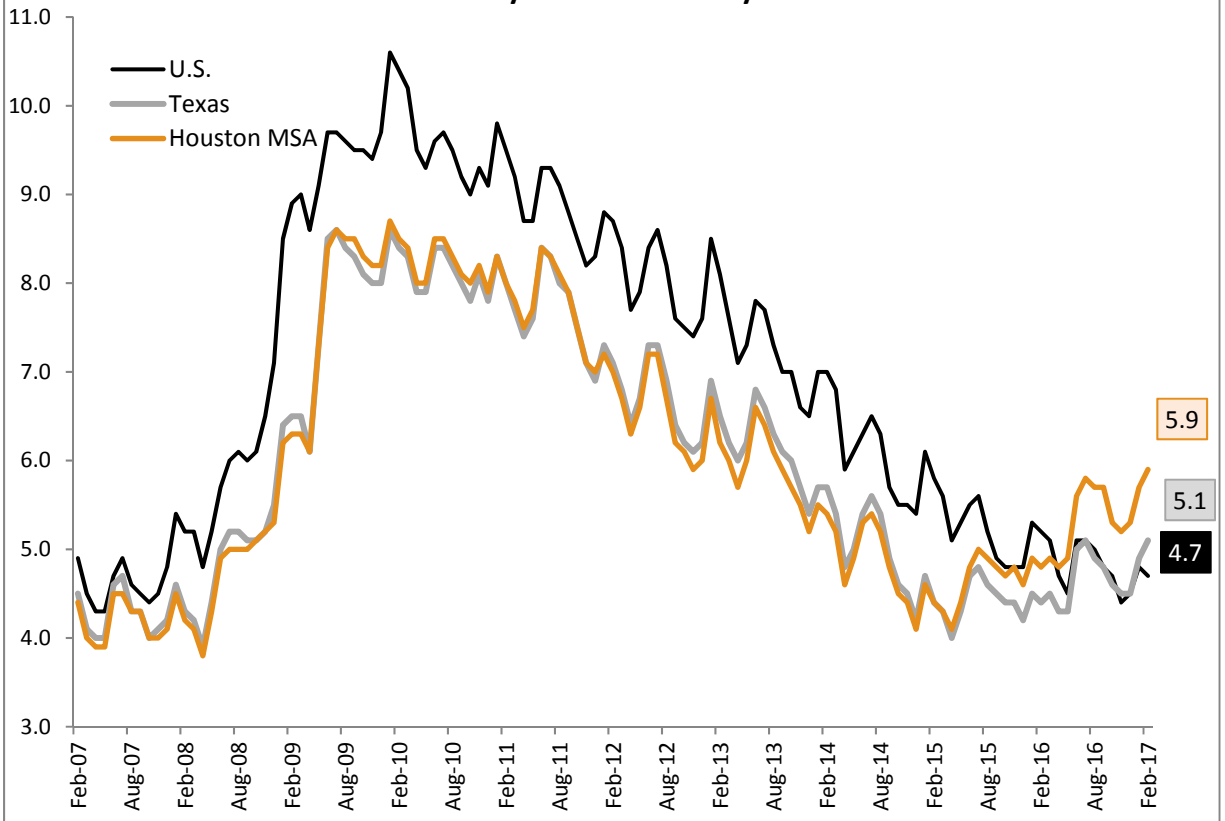
## UNEMPLOYMENT RATES

### Not-Seasonally Adjusted

The Houston MSA (not-seasonally-adjusted) unemployment rate stood at 5.9 percent in February, up from January's 5.7 percent and up from 4.8 percent a year ago. This was above the statewide rate of 5.1 percent and above the national rate of 4.7 percent. 195,100 individuals were unemployed in Houston in February, up from January's 189,620 and up from 157,467 in February 2016. The net number of unemployed individuals in Houston has risen by 62,860 since the most recent low of 132,240 in December 2014 however the current month's unemployment level remains below the all-time high of 257,474 recorded in June 2011.



**Chart 29. Unemployment Rates (NSA) - U.S., Texas, and Houston MSA,  
February 2007 to February 2017**



NAICS Industry	Feb-17	Jan-17	Feb-16	Monthly Change	Monthly %	Yearly Change	Yearly %
<b>Total Nonfarm</b>	<b>3,011,700</b>	<b>2,995,000</b>	<b>2,992,400</b>	<b>16,700</b>	<b>0.6%</b>	<b>19,300</b>	<b>0.6%</b>
Total Private	2,596,900	2,588,600	2,590,800	8,300	0.3%	6,100	0.2%
Goods Producing	530,900	523,700	543,500	7,200	1.4%	-12,600	-2.3%
<b>.Mining and Logging</b>	<b>87,300</b>	<b>87,700</b>	<b>93,900</b>	<b>-400</b>	<b>-0.5%</b>	<b>-6,600</b>	<b>-7.0%</b>
...Oil and Gas Extraction	46,600	46,900	53,200	-300	-0.6%	-6,600	-12.4%
...Support Activities for Mining	37,200	36,400	39,300	800	2.2%	-2,100	-5.3%
<b>.Construction</b>	<b>216,800</b>	<b>213,400</b>	<b>219,300</b>	<b>3,400</b>	<b>1.6%</b>	<b>-2,500</b>	<b>-1.1%</b>
..Construction of Buildings	56,700	56,500	57,300	200	0.4%	-600	-1.0%
..Heavy and Civil Engineering Construction	48,400	46,800	51,500	1,600	3.4%	-3,100	-6.0%
..Specialty Trade Contractors	111,700	110,100	110,500	1,600	1.5%	1,200	1.1%
<b>.Manufacturing</b>	<b>226,800</b>	<b>222,600</b>	<b>230,300</b>	<b>4,200</b>	<b>1.9%</b>	<b>-3,500</b>	<b>-1.5%</b>
..Durable Goods	143,100	139,400	148,000	3,700	2.7%	-4,900	-3.3%
...Fabricated Metal Product Manufacturing	50,800	48,400	50,700	2,400	5.0%	100	0.2%
...Machinery Manufacturing	39,500	39,600	46,600	-100	-0.3%	-7,100	-15.2%
....Agriculture, Construction, and Mining Machinery Mfg	26,300	26,200	32,300	100	0.4%	-6,000	-18.6%
...Computer and Electronic Product Manufacturing	15,200	15,200	15,500	0	0.0%	-300	-1.9%
..Non-Durable Goods	83,700	83,200	82,300	500	0.6%	1,400	1.7%
...Petroleum and Coal Products Manufacturing	10,100	10,100	9,900	0	0.0%	200	2.0%
...Chemical Manufacturing	38,900	38,700	38,300	200	0.5%	600	1.6%
Service Providing	2,480,800	2,471,300	2,448,900	9,500	0.4%	31,900	1.3%
.Private Service Providing	2,066,000	2,064,900	2,047,300	1,100	0.1%	18,700	0.9%
<b>..Trade, Transportation, and Utilities</b>	<b>602,100</b>	<b>609,900</b>	<b>606,600</b>	<b>-7,800</b>	<b>-1.3%</b>	<b>-4,500</b>	<b>-0.7%</b>
...Wholesale Trade	159,800	161,800	166,000	-2,000	-1.2%	-6,200	-3.7%
....Merchant Wholesalers, Durable Goods	91,900	92,800	95,800	-900	-1.0%	-3,900	-4.1%
.....Professional and Commercial Equip. Supplies Wholesalers	13,400	13,400	13,500	0	0.0%	-100	-0.7%
....Merchant Wholesalers, Nondurable Goods	45,000	45,300	45,900	-300	-0.7%	-900	-2.0%
...Retail Trade	302,500	306,900	301,400	-4,400	-1.4%	1,100	0.4%
....Motor Vehicle and Parts Dealers	41,800	41,400	41,200	400	1.0%	600	1.5%
....Building Material and Garden Equipment and Supplies Dealers	21,600	21,100	21,600	500	2.4%	0	0.0%
....Food and Beverage Stores	67,200	67,200	67,200	0	0.0%	0	0.0%
....Health and Personal Care Stores	19,300	19,200	19,100	100	0.5%	200	1.0%
....Clothing and Clothing Accessories Stores	27,500	29,000	27,800	-1,500	-5.2%	-300	-1.1%
....General Merchandise Stores	62,700	64,700	59,700	-2,000	-3.1%	3,000	5.0%
.....Department Stores	23,400	24,600	22,600	-1,200	-4.9%	800	3.5%
.....Other General Merchandise Stores	39,300	40,100	37,100	-800	-2.0%	2,200	5.9%
...Transportation, Warehousing, and Utilities	139,800	141,200	139,200	-1,400	-1.0%	600	0.4%
....Utilities	16,000	16,200	16,200	-200	-1.2%	-200	-1.2%
.....Air Transportation	21,700	21,700	21,600	0	0.0%	100	0.5%
.....Truck Transportation	24,400	24,300	24,800	100	0.4%	-400	-1.6%
.....Pipeline Transportation	10,800	10,900	11,100	-100	-0.9%	-300	-2.7%
<b>..Information</b>	<b>32,700</b>	<b>32,800</b>	<b>32,200</b>	<b>-100</b>	<b>-0.3%</b>	<b>500</b>	<b>1.6%</b>
...Telecommunications	13,900	13,900	14,400	0	0.0%	-500	-3.5%
<b>..Financial Activities</b>	<b>153,800</b>	<b>155,200</b>	<b>153,700</b>	<b>-1,400</b>	<b>-0.9%</b>	<b>100</b>	<b>0.1%</b>
...Finance and Insurance	99,600	100,100	98,200	-500	-0.5%	1,400	1.4%
....Credit Intermediation and Related Activities	43,900	44,500	44,200	-600	-1.3%	-300	-0.7%
.....Depository Credit Intermediation	28,100	28,400	28,900	-300	-1.1%	-800	-2.8%
....Securities, Commodity Contracts, and Financial Investments	20,000	20,000	19,700	0	0.0%	300	1.5%

....Insurance Carriers and Related Activities	35,700	35,600	34,300	100	0.3%	1,400	4.1%
...Real Estate and Rental and Leasing	54,200	55,100	55,500	-900	-1.6%	-1,300	-2.3%
<b>..Professional and Business Services</b>	<b>468,900</b>	<b>466,200</b>	<b>467,300</b>	<b>2,700</b>	<b>0.6%</b>	<b>1,600</b>	<b>0.3%</b>
...Professional, Scientific, and Technical Services	216,000	215,400	222,300	600	0.3%	-6,300	-2.8%
....Legal Services	24,600	24,600	24,600	0	0.0%	0	0.0%
....Accounting, Tax Preparation, Bookkeeping, and Payroll Svcs.	28,100	27,000	27,600	1,100	4.1%	500	1.8%
....Architectural, Engineering, and Related Services	63,400	64,100	68,900	-700	-1.1%	-5,500	-8.0%
....Computer Systems Design and Related Services	32,200	32,300	32,500	-100	-0.3%	-300	-0.9%
...Management of Companies and Enterprises	37,300	36,800	37,300	500	1.4%	0	0.0%
...Admin. and Support and Waste Mgmt. and Remediation Svcs.	215,600	214,000	207,700	1,600	0.7%	7,900	3.8%
....Administrative and Support Services	204,000	202,300	196,300	1,700	0.8%	7,700	3.9%
.....Employment Services	80,900	80,900	75,400	0	0.0%	5,500	7.3%
.....Services to Buildings and Dwellings	47,900	48,900	48,600	-1,000	-2.0%	-700	-1.4%
<b>..Educational and Health Services</b>	<b>386,400</b>	<b>382,700</b>	<b>375,700</b>	<b>3,700</b>	<b>1.0%</b>	<b>10,700</b>	<b>2.8%</b>
...Educational Services	60,200	58,600	57,800	1,600	2.7%	2,400	4.2%
...Health Care and Social Assistance	326,200	324,100	317,900	2,100	0.6%	8,300	2.6%
....Ambulatory Health Care Services	153,400	152,700	149,900	700	0.5%	3,500	2.3%
....Hospitals	87,500	87,100	84,500	400	0.5%	3,000	3.6%
<b>..Leisure and Hospitality</b>	<b>315,200</b>	<b>310,800</b>	<b>304,400</b>	<b>4,400</b>	<b>1.4%</b>	<b>10,800</b>	<b>3.5%</b>
...Arts, Entertainment, and Recreation	33,200	32,300	31,300	900	2.8%	1,900	6.1%
...Accommodation and Food Services	282,000	278,500	273,100	3,500	1.3%	8,900	3.3%
....Accommodation	26,300	25,800	25,500	500	1.9%	800	3.1%
....Food Services and Drinking Places	255,700	252,700	247,600	3,000	1.2%	8,100	3.3%
<b>..Other Services</b>	<b>106,900</b>	<b>107,300</b>	<b>107,400</b>	<b>-400</b>	<b>-0.4%</b>	<b>-500</b>	<b>-0.5%</b>
<b>Government</b>	<b>414,800</b>	<b>406,400</b>	<b>401,600</b>	<b>8,400</b>	<b>2.1%</b>	<b>13,200</b>	<b>3.3%</b>
.Federal Government	28,700	28,600	28,000	100	0.3%	700	2.5%
.State Government	85,300	85,000	81,800	300	0.4%	3,500	4.3%
..State Government Educational Services	51,100	50,800	47,700	300	0.6%	3,400	7.1%
.Local Government	300,800	292,800	291,800	8,000	2.7%	9,000	3.1%
..Local Government Educational Services	213,200	205,200	205,600	8,000	3.9%	7,600	3.7%