



Gulf Coast Workforce Board
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MAIN: 713.627.3200 **FAX:** 713.993.4578
www.wrksolutions.com

To: Gulf Coast Workforce Board members

From: Mike Temple
Brenda Williams
Deborah Duke

Date: November 24, 2020

Subject: Meeting Materials for Tuesday, December 1, 2020

Please join us on **Tuesday, December 1, 2020 at 10:00 a.m.** for the next virtual meeting of the Gulf Coast Workforce Board.

We will be using the Zoom platform for our meeting, and as with our previous virtual meetings, we'll provide you each an individual invitation with links and instructions through email. Please call us if you have any questions or difficulty accessing Zoom.

As we have in our recent meetings, we will have to observe several different protocols because we are meeting virtually:

- The Chair will set out the procedures for the meeting as we begin, including how public comment will work.
- The Chair will also describe how he will take questions from members and how any votes will be conducted.
- We will ask that you mute yourself if you are not speaking.

We have a busy agenda for our December meeting.

First up we'll hear reports from the Chair, the Education Committee, and the Procurement Committee. Then we have several action items for members' consideration:

- The Budget Committee will bring a recommendation for a 2021 Board budget of \$340.7 million, slightly down from our record 2020 budget.



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- The Procurement Committee has two items for your consideration. The first is a modification to the Board's procedures for procurement and the second is a recommendation to fund two contracts for entrepreneur boot camps, the total for both contracts not to exceed \$80,000.
- The Nominations Committee will conduct the election for 2021 Board officers – reporting on the call for nominations for Chair and three Vice Chairs that the committee chair made in October.

We'll kick off the information section of our agenda with an update about our compliance plan. You may remember that periodically we have to prepare and submit a plan that details how we address the compliance requirements of various federal and state laws and regulations. We'll brief members on that planning process and propose a committee review meeting for the plan itself in January 2021.

We have a update on our communications and outreach activities and the usual reports on performance/production and expenditures.

And finally, we'll take our regular look at the regional economy and our employment and jobs figures.

Please let us know if you have any questions or need anything – you can reach us through phone or email as usual.

We wish a safe and happy Thanksgiving holiday for you and your families, and we look forward to seeing you on December 1!



GULF COAST WORKFORCE BOARD

**TENTATIVE AGENDA
TUESDAY, DECEMBER 1, 2020 AT 10:00 A.M.
BY VIRTUAL MEETING**

To register for this Zoom Webinar, please visit
https://zoom.us/webinar/register/WN_sslhTenFTTe_ExLxeHXI-A

- 1. Call Roll**
- 2. Protocols for Virtual Meeting**
- 3. Adopt Agenda**
- 4. Hear Public Comment**
- 5. Review October 2020 meeting minutes**
- 6. Declare Conflicts of Interest**
- 7. Consider Reports**
 - a. Chair's Remarks.
 - b. Audit/Monitoring. Briefing on committee's November meeting.
 - c. Education. Briefing on committee's October meeting and next steps.
 - d. Communications. Briefing on committee's October meeting and next steps.

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8. Take Action

- a. Budget. Consider recommendation from the committee to approve proposed 2021 Board budget in amount not to exceed \$340,759,284.
- b. Procurement. Consider recommendations from the committee to amend Board procurement procedures and to authorize two contracts for entrepreneurial boot camps in total amount not to exceed \$80,000 combined.
- c. Nominations. Consider recommendations from the committee for 2021 Board officer positions, including Board Chair and three Vice Chairs.

9. Receive Information

- a. Updating the Compliance Plan. Information and recommended timelines for updating the Board's compliance plan.
- b. Communications. A look at our communications and outreach activities.
- c. Performance and Production. Report on the system's performance and production.
- d. Expenditures. Report on the Board's budget and expenditures.

10. Look at the Economy. Report on current employment data and economic trends

11. Take Up Other Business.

12. Adjourn

A decorative graphic on the left side of the page consisting of several blue hexagons of various sizes and orientations, some overlapping, arranged in a vertical column.

If you wish to make public comment you may do so by providing your comments in writing no later than 5:00 pm on **Monday, November 30, 2020** to Deborah Duke at deborah.duke@wrksolutions.net.

Meeting materials are available on our website at www.wrksolutions.com/about-us/meetings

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**MINUTES OF
THE GULF COAST WORKFORCE BOARD
TUESDAY, OCTOBER 6, 2020**

MEMBERS PRESENT

Gerald Andrews	Sarah Janes	Monica Riley
Peter Beard	Doug Karr	Adria Ross
Sarah Bouse	Jeffrey LaBroski	Janice Ruley
Carl Bowles	Ernest Lewis	Danielle Scheiner
Mary Helen Cavazos	Scott Marshall	Valerie Segovia
Renee Dillon	Dexter McCoy	Richard Shaw
Cheryl Guido	Edward Melton	Evelyn Timmins
Mark Guthrie	Stephanie Nellons-Paige	Lizandra Vazquez
Bobbie Allen Henderson	Jerry Nevlud	Michael Webster
Alan Heskamp	Adrian Ozuna	
Guy Robert Jackson	Paul Puente	

H-GAC STAFF MEMBERS PRESENT

Ron Borski	Parker Harvey
Michelle Castrow	Jenny Johnson
Dorian Cockrell	Mike Temple
AJ Dean	Brenda Williams
Deborah Duke	

Mark Guthrie, Chair, called the meeting to order by video webinar¹ at approximately 10:00 a.m., on Tuesday, October 6, 2020. Deborah Duke called roll to determine a list of members present on the call. Chair Guthrie determined a quorum was present.

ADOPTION OF AGENDA

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

¹ Pursuant to Governor's March 16, 2020, Temporary Suspension of Certain Open Meetings Provisions.

PUBLIC COMMENT

No one signed up for public comment.

MINUTES FROM AUGUST 4, 2020 MEETING

Chair Guthrie asked for any additions or corrections to the minutes for the August 4, 2020 Board meeting and if none, 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 declarations of any conflicts of interest with items on the agenda. No conflicts of interest were declared. Chair Guthrie reminded the members that they were welcome to declare conflicts with items as they are considered.

CONSIDER REPORTS

a. Chair's Report.

Chair Guthrie commented that the public Workforce system needs to continue to focus on assisting small businesses and restaurants and their employees. Many small businesses and restaurants have already closed and across the country, many more businesses and jobs remain in danger of disappearing. Also, large employers have, and are continuing, to announce layoffs. Chair Guthrie noted that evictions from living places will be a challenge to keeping jobs and looking for a new job once the moratorium on evictions is lifted. All of this means that we have a lot of work to do in workforce development. We will need to upskill and reskill many people over the coming years. He stated that he is encouraged by the fact that the Board's staff is up to this task.

Chair Guthrie reported that Board Member Guy Jackson chairs the Texas Associate of Workforce Boards Public Policy Task Force and that Chair Guthrie also serves on it. That task force has been meeting every other week with a number of people, including the TWC commissioners and Executive Director Ed Serna. Those discussions have been positive and enlightening. The task force is working on TAWB's legislative and policy recommendations for the coming year. It is hearing that anything new in the State legislature next session with a cost associated will have an uphill battle. The task force is also engaged in dialogue with TWC regarding proposed rule changes to the Skills Development Fund. TWC staff have proposed rules that would exclude local Workforce Boards from

commenting on Skills Development Fund grants from their areas. This is concerning because it violates a bedrock principal of local control of local Workforce Boards. In Chair Guthrie's opinion, it is also bad policy. TAWB through the Public Policy Task Force has provided input on these proposed rules to the TWC Commissioners and staff. Chair Guthrie noted that the TWC commissioners were currently meeting in Austin regarding these proposed rules, and TAWB representatives are scheduled to make comments on the proposed rules during the meeting.

Chair Guthrie concluded his report and no action was taken.

b. Audit/Monitoring Committee.

Audit/Monitoring Committee Chair Guy Robert Jackson provided the following report.

The Audit/Monitoring Committee met on Thursday, September 24, 2020, by video conference with Chair Guy Jackson and members Mark Guthrie, Karlos Allen, Gerald Andrews, Sara Bouse, Helen Cavazos, Cheryl Guido, Bobbie Henderson, Doug Karr, Stephanie Nellons-Paige, Scott Marshall, and Evelyn Timmins attending.

- The Committee reviewed results from four compliance and quality engagements.
 - Staff rated **Employment & Training Centers** and **Dynamic Educational Systems, Inc** as **Strong Performance**.
 - Staff rated the **College of the Mainland** and **SERJobs** as **Solid Performance**.
- The Committee reviewed three final financial monitoring reports.
 - **Adult Education Center** is a community-based non-profit organization that provides education services to adult learners to help them achieve their education and employment goals. The financial monitors noted issues with the accounting policies and procedures, the new hire process, and fidelity bonding insurance coverage. The Center has agreed to update its accounting and new hire onboarding policies and procedures. They also increased their fidelity bonding insurance.
 - **Brazosport College** is a local community college that provides English as a Second Language, English Language Civics, and instruction for high school equivalency certificates. Our financial monitors noted an issue with the reconciliation of billing reports and income statements. Brazosport has clarified the capabilities of its

accounting program use for the reconciliation process and income statement accounting program used by the college and its capabilities.

- **Interfaith of The Woodlands** is a local non-profit that provides various types of services to the Texas Gulf Coast Region and is a long-tenured contractor for the Workforce Board. Our financial monitors reviewed the financial aid payments made by Interfaith. They noted issues with reconciliation reports and reporting processes, supporting documentation for financial aid, and data entry into the various electronic systems. Interfaith has agreed to ensure all reports are reviewed and submitted appropriately and to strengthen the data entered into the electronic systems and documentation maintained.
- The Committee discussed the results of the continuous checking on the responsiveness of the system to telephone calls. The response to voice mail messages left when callers cannot reach the operators is below the twenty-four-hour or next business day standard. We want to make sure that throughout our system, we are (1) answering phone calls promptly and professionally, (2) responding quickly and professionally to email requests, and (3) providing the information or service that customers ask us for in those telephone and email connections.

Our contractors are working with staff to improve the service experience for our customers who are working with us through phone and email communications. We continue to check and report results to our contractors for action.

Chair Jackson concluded his report and no action was taken.

c. Education Committee.

Education Committee Chair Bobbie Henderson provided the following report.

The Board's Education Committee met virtually on September 22, 2020 with committee chair Bobbie Henderson presiding and members Board Chair Mark Guthrie, Sarah Janes, Valerie Segovia, Gerald Andrews, Doug Karr, Renea Dillon, Alan Heskamp, Scott Marshall, and Steve Mechler present.

Where Do We Go From Here?

The pandemic has affected and unsettled every segment of the education spectrum, from early education through life-long learning. The pandemic may have also accelerated changes in the region's economy that will eliminate some

jobs, create new jobs, and require new or different skills for both current workers and those just entering the workforce.

The Board has a unique opportunity at this time to reflect on how it will go forward in its mission to elevate the economic and human potential of the region and achieve the result of an educated workforce through its interaction with the region’s diverse and extensive education system.

The Education Committee looked at what we have done and potential policy issues and areas of concern.

	What We Are Doing/Have Done	Issues
Early Education	<ul style="list-style-type: none"> • Supporting low-income working families with financial assistance to access early education/care • Expanding the number of early education/care providers with Texas Rising Star and other quality certifications • Providing career information through the When I Grow Up curriculum for pre-K providers • Supporting efforts to help young children be school ready 	<ul style="list-style-type: none"> • Potentially a large number of providers may go out of business because of the pandemic – what can be done to help them continue in business • As local schools further develop their pre-K4 capacity, private providers may experience a decline in enrollments – what can be done to assist providers and schools in integrating efforts • Always a concern – how do we attract more providers into our network and encourage more providers to seek and obtain quality certifications • There continue to be early education/care “deserts” in our region – how do we support efforts to provide quality education/care in these areas • In all of our efforts, how do we make sure we are supporting the growth and success of our region’s children

	What We Are Doing/Have Done	Issues
Pre-K to 12	<ul style="list-style-type: none"> • Providing career information through the When I Grow Up curriculum for teachers, counselors, students, and parents • Career education and career data tools for teachers, counselors, and students in a limited number of districts with Workforce Solutions career education specialists • Access for all to labor market data, career information, and career planning support through platforms such as RoadTrip Nation • Support for districts' HR needs and for efforts to attract additional entrants into teaching • Specialized marketing to students with disabilities and their parents about available VR pre-employment training services 	<ul style="list-style-type: none"> • There will be continuing demand for skilled teachers, counselors and administrators in the school systems • Support for career and technical education and work-based learning in area high schools, including pre-apprenticeship programs • Expand efforts to provide summer or part-time jobs for students that allows them to begin learning about work • Expand our career education efforts to more districts, teachers, and students • Making common cause with other organizations, groups and efforts in the region to ensure students are able to read at grade level by the third grade • Access for students to online learning
Post-Secondary	<ul style="list-style-type: none"> • Providing career information and planning for individuals ready to enter the workforce • Providing education scholarships for post-secondary education and skills education • Expanding apprenticeships and providing access to apprenticeship programs through financial assistance 	<ul style="list-style-type: none"> • Supporting local public and private post-secondary institutions after disruption from the pandemic – helping individuals access education and skills education at these institutions • Access for students to online learning • Supporting development of curricula and programs for new jobs and development of new skills

	What We Are Doing/Have Done	Issues
Adult education and life-long learning	<ul style="list-style-type: none"> • Providing literacy, adult basic education, adult secondary education, and integrated basic/occupational skills education through the regional consortium • Integrating education opportunities available through the consortium with the rest of the Workforce Solutions system • Offering on-site literacy, basic education, and adult secondary education for employers' workforces • Supporting upskilling efforts for current workers 	<ul style="list-style-type: none"> • Resources to expand the availability of consortium services • Common cause with other organizations and efforts to increase literacy levels in the region • Expanding the access for employers to upskilling and reskilling resources for current workers • Access for students to online learning

Going Forward

Keeping in mind the constraints we face – dollars, restrictions on the use of those dollars, and capacity – the Education Committee will bring recommendations to the Board about what we can do that:

- Continues our direct provision of services to employers and individuals throughout the education spectrum
- Expands our ability to deliver high quality, relevant career information and data to multiple audiences
- Expands our ability to leverage our resources and expertise with other organizations and efforts in the region on specific issues that support the result of an educated workforce
- Supports efforts to invest in geographic areas that lack access to quality education for both children and adults
- Supports the provider communities and the education institutions in our region

Chair Henderson concluded her report and no action was taken.

d. Procurement Committee.

Procurement Committee Vice Chair Bobbie Henderson provided the following report.

On Thursday, September 24, 2020 the Procurement Committee met by videoconference to discuss the procurement process and upcoming procurements. Currently, a unit of H-GAC staff separate from the Board staff has the responsibility for carrying out procurements in accordance with the agency's policies and procedures.

Current Situation

As a result, we will need to plan procurements, consider the timing, and be aware that Board staff is responsible for developing the scope and scoring of responses.

Board staff presented a briefing regarding potential changes to the procurement process to make sure funds are available, processes are in accordance with rules, and the Procurement Committee will review the plan for procurement, and proposal evaluation.

As proposed, Board members would not score proposals. Their role would be to oversee the process and approve the decision, which may include an interview with respondents.

Next Steps

There was much discussion about the change and committee members gave instruction to staff to take the information from the meeting and bring a recommendation back to the Procurement Committee in a meeting in October and subsequently to the Board.

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

RECEIVE INFORMATION

a. Update on PATHS for Texas project

Board staff Susan Dixon presented the following information to the Board:

In November 2019, we began a project to help retailers upskill their current workers and retail workers upskill into better-paying retail jobs or reskill into different careers and industries. Our project is funded by the Walmart Foundation and is one of several similar projects with Texas Workforce Boards.

Current Situation

The pandemic has interrupted the jobs and lives of thousands of retail industry workers as well as our project. We are just now getting activities back on-line with the following changes:

In addition to current workers, we are also recruiting and helping unemployed retail workers.

Our project end date has been pushed to late 2022

In total our project will reach at least 100 retail employers and assist 850 individuals with upskill or reskill education. Based on an employer's needs, we will provide the education current and unemployed workers need to receive National Retail Federation (NRF) certification and skills needed to advance into more-skilled and higher-paying jobs with those retail employers.

We are also offering reskilling opportunities for current and unemployed retail industry workers for entry jobs in healthcare and IT.

We are working with three education providers for the upskilling and reskilling:

Penn Foster – a national online education provider

Houston Community College

New Horizons – a locally-based provider

Houston Community College and New Horizons both are offering classes online; Penn Foster is an online-only provider.

We have been able to help 33 workers to date and are receiving new applications from workers every day. We expect to reach our project goals.

Next Steps

Continue enrollments and bring on future interested partners including Randall's, Sprouts, Kroger, Costco Wholesale and CVS.

Ms. Dixon completed her report and no action was taken.

b. Communications

Board staff Michelle Castrow presented the following report on activity regarding recent outreach and communication:

Workforce Solutions continues to leverage social and traditional media to provide information on the local job market as COVID-19 changes the way we do business, work and live.

Social Media

Since the start of the pandemic, our Facebook follower count has almost doubled. Current stats include:

Page likes	4,631
Page followers	5,878
Average post reach	26,506
Average engagement	4,563
Average response time	42 minutes

Here's how we compare to other Board areas on page likes:

Heart of Texas (Waco)	4,500
Greater Dallas (Dallas County)	2,100
Capital Area (Austin)	1,400

Our Instagram, Twitter and LinkedIn audiences are smaller but growing modestly. And, the weekly Facebook Live with ABC 13 has now reached over 500,000 viewers in 21 sessions.

Broadcast Media

Local news media cite Workforce Solutions as an expert source on the local job market. We continue to have weekly appearances on Fox 26 and ABC 13. Below are some of the stories that aired over the last two months.

- 07/30 [ABC 13 – Facebook Live follow-up story, working with temp agencies](#)
- 07/31 [KTRH 740AM – Millions Worried Jobs Lost During Pandemic May Never Return](#)
- 08/03 FOX26: Jobs outlook in Houston w Mike Temple <https://bit.ly/3kqs8dU>
- 08/06 ABC13: <https://abc13.co/3gDGJ3q> Third Ward and Job Searching Tips
- 08/07 ABC13: SER <https://abc13.com/careers/job-search-help-available-for-minority-communities-in-houston/6359651/>
- 08/19 HISD web article – Project Explore <https://bit.ly/34Arq8q>
- 08/19 ABC13 – Who's Hiring In the Heights <https://abc13.co/2QgWVfw>
- 08/20 Houston Chronicle (online/print) – UI Claims <https://bit.ly/2EA5oYs>
- 08/21 The Katy News – Houston July Jobs Report <https://bit.ly/3lrV85A>
- 08/22 FOX26 – Monthly Jobs Report www.wrksolutions.com/localstats
- 09/02 [City of Houston – Community Health Education Fellows](#), multiple mentions including Houston Business Journal
- 09/03 Sugar Land Sun, Katy Rancher, [Chron.com](#) Fort Bend Virtual Job Fair
- 09/03 [ABC 13 Cypress Area Jobs, Yahoo Local News Feed](#)
- 09/07 [Fox 26 Isiah Factor – Labor Day job search advice](#)
- 09/10 [ABC 13 Facebook Live](#)
- 09/14 [Univision – Amazon Adding 100,000 Jobs](#)
- 09/17 [Houston Chronicle – Poverty Rate and COVID-19](#)

- 09/18 [KPRC 2 – Seasonal Holiday Jobs](#)
- 09/18 [ABC 13 – Facebook Live](#)
- 09/18 [ABC13 – East End Jobs + Jobs Report + BakerRipley Rental Relief](#)
- 09/18 [Houston Chronicle – Monthly Jobs Report](#)
- 09/18 [The Katy News – Houston’s Unemployment Rate Dips](#)
- 09/24 [ABC 13 – Facebook Live](#)
- 09/24 [ABC 13 – Follow-up story with Metrix and Coursera mentions](#)
- 09/25 [FOX 26 – Seasonal Holiday Jobs](#)

Ms. Castrow completed her report and no action was taken.

c. Performance and Production.

Board staff Dorian Cockrell presented Performance and Production measures for October 2019 through August 2020.

Mr. Cockrell stated that, going forward, we can expect to see some bumps in the performance data due to the economy. While we do not know exactly how the current economy will affect performance, we will provide an update when we have more information.

Mr. Cockrell completed his report and no action was taken.

d. Expenditures

Board staff A.J. Dean reviewed the Financial Status Report representing expenses for the 8 months ending in August 2020. He reported that, overall, expenditures are on target with a slight lag in System IT due the timing of software licenses. Revenue is on track at approximately 65% of the budget for the fiscal year. Financial Aid leads system expenses followed by Office Operations, Adult Education and Employer Service.

Mr. Dean completed his report and no action was taken.

LOOK AT THE ECONOMY

Board staff Ron Borski provided the Board with a report of employment data and economic trends within our region. Mr. Borski reported on August unemployment data which was received in September. The rate of unemployment in our region improved to 8.1%. The state and national rates fell to 7.0% and 8.5% respectively.

Weekly initial unemployment claims are currently showing a slight downward trend. By the week of September 19, the number of initial claims was below

10,000 for the first time since before the pandemic began. However, initial claims were still about 300% higher than the same week in 2019.

Mr. Borski completed his report and no action was taken.

Board staff Parker Harvey provided the Board with a supplemental report regarding an expanded view of unemployment claims by type. He pointed out that official weekly UI claims date does not include Pandemic Unemployment Assistance or Emergency Unemployment Compensation provided under the CARES Act. Mr. Harvey discussed trends amongst claimants in those two programs. He reported that details UI records reveal:

- Pandemic claims indicate a later peak in total claims of late April vs. early April and reached 125k in a single week.
- A fall in Pandemic claims indicates rapid return to work of self-employed, contractors long before the 39 week maximum.
- Data reflects Pandemic claimants working in industries/occupations where self-employment and/or contract work is common.
- Emergence claims may reflect pre-COVID long-term unemployed and claimants recently exhausting 26 weeks of benefits first received in April.

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

OTHER BUSINESS

Member Guy Robert Jackson reminded the Board that it is time for the Nominating needs to meet to select officers for 2021. He requested that nominations be submitted to the committee.

There was no other business to be brought before the Board.

ADJOURN

Chair Guthrie adjourned the meeting at approximately 11:15 a.m.

GULF COAST WORKFORCE BOARD

Board Member	02/04/20	04/07/20	06/02/20	08/04/20	10/06/20	12/01/20
Alexander, Willie	✓		✓			
Allen, Karlos				✓		
Andrews, Gerald	✓	✓	✓	✓	✓	
Beard, Peter	✓	✓	✓	✓	✓	
Bouse, Sara	✓	✓		✓	✓	
Bowles, Carl	✓	✓	✓	✓	✓	
Cavazos, Mary Helen	✓	✓	✓	✓	✓	
Dillon, Renea	✓	✓		✓	✓	
Edwards, Todd						
Guido, Cheryl	✓	✓	✓	✓	✓	
Guthrie, Mark	✓	✓	✓	✓	✓	
Henderson, Bobbie Allen	✓	✓	✓	✓	✓	
Heskamp, Alan	✓	✓	✓	✓	✓	
Jackson, Guy Robert	✓	✓	✓	✓	✓	
Janes, Sarah	✓		✓	✓	✓	
Karr, Doug	✓	✓	✓	✓	✓	
LaBroski, Jeff				✓	✓	
Lewis, Ernest		✓			✓	
Mahagaokar, Rajen		✓				
Marshall, Scott		✓		✓	✓	
McCleskey, Kendrick						
McCoy, Dexter		✓		✓	✓	
Mechler, Steve						
Melton, Edward		✓	✓	✓	✓	
Nellons-Paige, Stephanie	✓		✓	✓	✓	
Nevlud, Jerry	✓	✓	✓	✓	✓	
Ozuna, Adrian	✓	✓	✓	✓	✓	
Puente, Paul		✓	✓	✓		
Riley, Monica	✓	✓	✓		✓	
Ross, Adria	✓				✓	
Ruley, Janice	✓	✓			✓	
Scheiner, Danielle	✓	✓	✓	✓	✓	
Segovia, Valerie		✓	✓	✓	✓	
Shaw, Richard	✓			✓	✓	
Shi, Isaac	✓		✓			
Staley, Gil	✓	✓	✓	✓		
Stewart, Michael	✓	✓		✓	✓	
Timmins, Evelyn	✓	✓	✓	✓		
Vazquez, Lizandra	✓	✓	✓	✓	✓	
Watson, Carolyn	✓	✓	✓	✓		
Webster, Michael		✓		✓	✓	

GULF COAST WORKFORCE BOARD

ALEXANDER, WILLIE

W J Alexander Associates P.C.
1770 St. James Place, Suite 407
Houston, TX 77056
(713) 802-0900, ext. 12
Fax: (713) 802-1188
Category: Business
County: City of Houston
walex@wjalexander.com
Term: January 1, 2019 thru December 31, 2020

ALLEN, KARLOS

PFM Financial Advisors LLC
1200 Smith Street, Suite 1600
Houston, TX 77002
(713) 353-4600
Category: Business
County: City of Houston
allenka@pfm.com
Term: January 1, 2016 thru December 31, 2020

ANDREWS, GERALD

Gallagher Victory Insurance
122 West Way, Suite 404
Lake Jackson, TX 77566
(979) 297-8604
Fax: (979) 297-7080
Category: Business
County: Brazoria
geraldandrews36@yahoo.com
Term: January 1, 2019 thru December 31, 2020

BEARD, PETER

Greater Houston Partnership
701 Avenida de las Americas, Suite 900
Houston, TX 77010
(713) 844-3602 – office
Fax: (713) 844-0200
Category: Business
County: City of Houston
pbeard@houston.org
Term: January 1, 2019 thru December 31, 2020
Term: January 1, 2019 thru December 31, 2020

BOWLES, Carl

Bowles, Womack & Company, P.C.
24 Greenway Plaza, Suite 970
Houston, TX 77046
(713) 621-0050
Fax: (713) 621-0046
Category: Business
County: Waller
carl@bowleswomack.com
Term: January 1, 2019 thru December 31, 2020

BOUSE, SARA

Alvin Community College
3110 Mustang Road
Alvin, TX 77511
(281) 732-8389 – cell
(281) 756-3568 – office
Category: Education
County: Brazoria
sbouse@alvincollege.edu
Term: January 1, 2019 thru December 31, 2020

CAVAZOS, MARY HELEN

M.H. Cavazos & Associates
1124 W. Clay Street
Houston, TX 77019
(713) 807-1115
Category: Business
County: Harris
mhcavazos@aol.com
Term: January 1, 2019 thru December 31, 2020

DILLON, RENE A

Goose Creek CISD
4544 I-10 East
Baytown, TX 77521
281-707-3361
Category: Education
County: Harris
carol.dillon@gccisd.net
Term: January 1, 2018 thru December 31, 2019

EDWARDS, TODD

Midtown Redevelopment Authority
410 Pierce Street, Suite 355
Houston, TX 77002
(713) 526-7577
Fax: (713) 526-7519
Category: Business
todd3e@houstonmidtown.com
Term: January 1, 2019 thru December 31, 2020

GUIDO, CHERYL

Texas Workforce Solutions- Vocational
Rehabilitation Services
4424 North Freeway, Suite A
Houston, TX 77022
(713) 692-7755 ext. 2129
Fax: (713) 697-0485
Category: State Agency
cheryl.guido@twc.state.tx.us
Term: January 1, 2018 thru December 31, 2021

GUTHRIE, MARK

Winstead PC
600 Travis Street, Suite 5200
Houston, TX 77002
(713) 650-2730
Fax: (713) 650-2400
Category: Business
County: City of Houston
mguthrie@winstead.com
Term: January 1, 2019 thru December 31, 2020

HAWTHORNE, CARI

HR Defined, LLC
10101 Fondren #206
Houston, TX 77096
Category: Business
County: City of Houston
info@hrdefined.com
Term: June 21, 2018 thru December 31, 2020

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
Term: January 1, 2019 thru December 31, 2020

HESKAMP, ALAN

Heskamp & Associates LLC
311 Hoskins Broadway
El Campo, TX 77437
(979) 758-4521
Category: Business
County: Wharton
aheskamp@sbcglobal.net
Term: January 1, 2018 thru December 31, 2021

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
grj@ccac.net
Term: January 1, 2019 thru December 31, 2020

JANES, SARAH

San Jacinto College
8060 Spencer Highway
Pasadena, TX 77505
(281) 478-3605
Fax: (281) 479-8127
Category: Education
County: Harris
sarah.janes@sjcd.edu
Term: January 1, 2018 thru December 31, 2019

KARR, DOUG

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

Category: Business

County: Montgomery

raiderkarr@aol.com

Term: January 1, 2018 thru December 31, 2019

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

Term: January 1, 2019 thru December 31, 2020

LEWIS, ERNEST

Adult Education Center
2246 N Washington Ave
Pearland, TX 77581
(281) 485-1000

Category: Literacy

County: Brazoria

ernest.lewis@adulthoodeducationcenter.texas.org

Term: January 1, 2018 thru December 31, 2021

MAHAGAOKAR, RAJEN

Riverstone Holdings LLC
1000 Louisiana St, 1450
Houston, TX 77002
(713) 844-3600

Category: Business

County: Harris

rmahagaikar@riverstonellc.com

Term: June 21, 2019 thru December 31, 2020

MARSHALL, SCOTT

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

Category: Business

County: Harris

scott.marshall@worley.com

Term: January 1, 2018 thru December 31, 2019

McCLESKEY, KENDRICK

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

Category: Business

County: City of Houston

klmccleskey@gmail.com

Term: January 1, 2019 thru December 31, 2020

McCOY, DEXTER

Fort Bend Independent School District
16431 Lexington Blvd
(281) 634-1000
Fax: (281) 327-2834

Category: Education

County: Fort Bend

Dexter.mccoy@fortbendisd.com

Term: January 1, 2019 thru December 31, 2020

MECHLER, STEVE

TI Constructors
4321 Directors Row, Suite 101
Houston, TX 77092
(281) 272-7980

Category: Business

County: Harris

smechler@ticonstructors.com

Term: January 1, 2018 thru December 31, 2019

MELTON, EDWARD

Texas Library Association
5749 South Loop East
Houston, TX 77033
(713) 274-6600

Category: Literacy

County: Harris County

edward.melton@hcpl.net

Term: January 1, 2018 thru December 31, 2019

NELLONS-PAIGE, STEPHANIE

Texas Central Rail Holdings
1021 Main Street
Houston, TX 77002
(443) 610-3487

Category: Business

County: Houston

nellonspaige@gmail.com

Term: January 1, 2019 thru December 21, 2020

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

Term: January 1, 2018 thru December 21, 2019

OZUNA, ADRIAN

Prosperity Bank
80 Sugar Creek Center Blvd
Sugar Land, TX 77478
(832) 259-7692

Category: Business

County: Harris

adrian.ozuna@prosperitybankusa.com

Term: June 21, 2019 thru December 31, 2020

PUENTE, PAUL J.

Houston Gulf Coast Building and
Construction

Trades Council
1301 West 13th St, Suite D
Deer Park, TX 77536
(713) 926-4433

Fax: (713) 926-4918

Category: Labor

County: City of Houston

paul@hgcbctc.org

Term: January 1, 2019 thru December 31, 2020

RILEY, MONICA

The Community Gatekeepers
P.O. Box 2082
Missouri City, TX 77459
(281) 235-3933

Category: CBO

County: Fort Bend County

monicariley7@gmail.com

Term: January 1, 2019 thru December 31, 2020

ROSS, ADRIA

CenterPoint Energy
1111 Louisiana Street
Houston, TX 77002
(713) 289-4569

Category: Business

County: Fort Bend County

adria.ross@centerpointenergy.com

Term: January 1, 2019 thru December 31, 2020

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

Term: January 1, 2019 thru December 31, 2020

SCHEINER, DANIELLE

Conroe Economic Development Council
300 W Davis Street
Conroe, TX 77301
(936) 522-3529

Category: Economic Development

County: Montgomery

scheiner@conroeedc.org

Term: January 1, 2018 thru December 31, 2019

SEGOVIA, VALERIE GARCIA

Director of Outreach and Development
Nuclear Power Institute
101 Gateway Blvd, Suite A
College Station, TX 77845
979-240-5005

Category: CBO

County: Matagorda

vsegovia@tamu.edu

valeriegsegovia@gmail.com

Term: January 1, 2019 thru December 31, 2020

SHAW, RICHARD

Harris County Labor Assembly,
AFL-CIO Council
1707 Prism Lane
Houston, TX 77043-3344
(713) 240-2472

Category: Labor

County: City of Houston

shawtrek@aol.com

Term: January 1, 2019 thru December 31, 2020

SHI, ISAAC

Golden Section Technology
808 Travis St, Suite 1406
Houston, TX 77002
(713) 806-3020

Category: Business

County: City of Houston

isaac@gstdev.com

Term: January 1, 2019 thru December 31, 2020

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

Term: January 1, 2018 thru December 31, 2019

STEWART, MICHAEL

United Way of Greater Houston
50 Waugh Drive
Houston, TX 77007
(713) 685-2401

Fax: (844) 768-0346

Category: CBO

County: City of Houston

mstewart@unitedwayhouston.org

Term: January 1, 2019 thru December 31, 2020

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

evtimmings@aol.com

Term: January 1, 2019 thru December 31, 2020

VAZQUEZ, LIZANDRA

Texas Workforce Commission
3555 Timmons Lane, Suite 120
Houston, TX 77027
(713) 688-6890

Category: State Agency

lizandra.vazquez@wrksolutions.com

Term: January 1, 2019 thru December 31, 2020

WATSON, CAROLYN

JPMorgan Chase
712 Main, 4th Floor
Houston, TX 77002
(713) 216-5008
Category: Business
County: City of Houston
carolyn17968@gmail.com
Term: January 1, 2019 thru December 31, 2020

WEBSTER, MICHAEL

Houston Community College
3100 Main Street
Houston, TX 77002
(713) 718-8030
Fax: (713) 718-5018
Category: Education
County: City of Houston
michael.webster@hccs.edu
Term: January 1, 2019 thru December 31, 2020

WORKFORCE BOARD KEY STAFF:

Mike Temple, Director
Brenda Williams, Senior Manager
Michelle Castrow, Program Manager
Dorian Cockrell, Operation Manager
Susan Dixon, Employer Service
Manager
Jenny Johnson, Quality Assurance
Manager
Deborah Duke, Administrative
Coordinator
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>

GULF COAST WORKFORCE DEVELOPMENT

BOARD COMMITTEES

Audit/Monitoring

- Guy Robert Jackson – Chair
- – Vice Chair
- Karlos Allen
- Carl Bowles
- Sara Bouse
- Helen Cavazos
- Cheryl Guido
- Doug Karr
- Ernest Lewis – conflict? call him
- Scott Marshall
- Kendrick McCleskey
- Stephanie Nellons-Paige
- Evelyn Timmins

Budget

- Willie Alexander – Chair
- Gerald Andrews – Vice Chair
- Karlos Allen
- Bobbie Henderson
- Guy Robert Jackson
- Sarah Janes
- Doug Karr
- Scott Marshall
- Jerry Nevlud
- Mike Stewart

By-Laws

Appointed by Board Chair as needed

Nominating

- Guy Robert Jackson – Chair
- Jeff LaBroski – Vice Chair
- Alan Heskamp
- Evelyn Timmins

Oversight Committee

- Gerald Andrews
- Bobbie Henderson

Education

- Bobbie Henderson – Chair
- Doug Karr – Vice Chair
- Karlos Allen
- Sara Bouse
- Helen Cavazos
- Renea Dillon
- Cheryl Guido
- Alan Heskamp
- Sarah Janes
- Jeff LaBroski
- Scott Marshall
- Dexter McCoy
- Steve Mechler
- Stephanie Nellons-Paige
- Jerry Nevlud
- Valerie Segovia
- Richard Shaw

Career Office

- Karlos Allen – Chair
- – Vice Chair
- Cheryl Guido

Employer Services

- Gerald Andrews – Chair
- Jeff LaBroski – Vice Chair
- Sara Bouse
- Helen Cavazos
- Cheryl Guido
- Alan Heskamp
- Guy Robert Jackson
- Sarah Janes
- Scott Marshall
- Steve Mechler
- Danielle Scheiner
- Richard Shaw
- Gil Staley
- Evelyn Timmins

Procurement

- Evelyn Timmins – Chair
- Bobbie Henderson – Vice Chair
- Willie Alexander
- Karlos Allen
- Sara Bouse
- Helen Cavazos
- Cheryl Guido
- Alan Heskamp
- Doug Karr
- Jeff LaBroski
- Scott Marshall
- Stephanie Nellons-Paige
- Adrian Ozuna
- Richard Shaw
- Gil Staley

Report Card

Appointed by Board Chair as needed

Strategic Planning

- – Chair
- – Vice Chair
- Peter Beard
- Sarah Janes
- Doug Karr
- Kendrick McCleskey
- Dexter McCoy
- Stephanie Nellons-Paige
- Adrian Ozuna
- Paul Puente
- Richard Shaw
- Isaac Shi
- Evelyn Timmins

Communications

- Doug Karr – Chair
- Evelyn Timmins – Vice Chair
- Willie Alexander
- Karlos Allen
- Gerald Andrews
- Bobbie Henderson
- Guy Robert Jackson
- Rajen Mahagaokar
- Stephanie Nellons-Paige
- Richard Shaw
- Mike Webster

Government Relations

- Guy Robert Jackson – Chair
- – Vice Chair
- Gerald Andrews
- Scott Marshall
- Jerry Nevlud
- Richard Shaw

Audit/Monitoring Committee

Update for December 2020

The Audit/Monitoring Committee met on Thursday, November 19, 2020, by video conference with Chair Guy Jackson and members Mark Guthrie, Carl Bowles, Helen Cavazos, Bobbie Henderson, Doug Karr, and Scott Marshall attending.

- We reviewed results from the most recent compliance review of BakerRipley Career Offices.
 - We rated **BakerRipley Career Offices** as **Strong Performance**.
- We reviewed five final financial monitoring reports.
 - **College of the Mainland** is a local community college that provides English as a Second Language, English Language Civics, and high school equivalency degree training. Our financial monitors noted issues with indirect costs and time certifications. The college agreed to ensure indirect costs are billed appropriately and to strengthen controls with time certifications.
 - **Grant Associates** is a large, national firm that works with Employer Service. As a result of our most recent financial monitoring review, Grant revised their Cost Allocation Plan and agreed to ensure accruals are reported as necessary and timely adjustments made to the general ledger.
 - **Harris County Department of Education** is a local organization that provides English as a Second Language, English Language Civics, and instruction for high school equivalency degrees. In response to the financial monitoring report, Harris County Department of Education agreed to reissue the Schedule of Expenditures of Federal Awards; to ensure the cost allocation plan contains all necessary items and have all time and effort reports available in a timely manner.
 - **Learning Designs, Inc.** develops and delivers instruction and staff development through various methods to Workforce Solutions' contractors and Board staff. In response to the financial monitoring

review, Learning Designs agreed to ensure the cost allocation plan contains all necessary elements; strengthen controls for time and billing, and report monthly accruals timely.

- **Chinese Community Center** is a local community based multiethnic organization that provides English as a Second Language and English Language Civics adult education services. In response to the financial monitoring report, the Chinese Community Center agreed to strengthen controls over cash management to include bank reconciliations, monthly accruals, time reporting, and purchasing and ensure all elements are included in the cost allocation plan.
- We received the findings from the Texas Workforce Commission Monitoring review conducted in August 2019 of the Adult Education and Literacy program administered by the Houston-Galveston Area Council. The report identified the following findings:
 - Strengthen Eligibility Documentation Process
 - Ensure Expenditures Charged to Grant Funds are Properly Supported
 - Ensure Small and Micro-Purchases are Properly Procured
 - Ensure Assessment Documentation is Completed and Maintained
 - Ensure Internal Controls are in Place

We are in the process of collecting information from the providers to respond to this report and scheduled training for all contractors on November 17 with Weaver to cover the areas of concern.

- We discussed the results of the ongoing response testing of phone calls made to contractors serving customers in our region. The response to voice mail messages left when callers cannot reach the operators is below the twenty-four-hour or next business day standard.

Our contractors are aware of the Board's attention to this deficiency. Contractors are working with staff to improve the service experience for employers and job seekers communicating with Workforce Solutions by phone, virtual meeting, and email communications.

Education Committee

Update

The Education Committee met on Wednesday, October 28, 2020 with members Bobbie Henderson, Richard Shaw, Gerald Andrews, Valerie Segovia, Alan Heskamp, Cheryl Guido, Scott Marshall, and Mark Guthrie present.

Current Situation

At its October 2020 meeting, the committee continued to discuss the next steps in broadening our participation in various education policy issues, supporting local improvement efforts, and expanding existing service or developing new service through Workforce Solutions.

Committee members agreed that in going forward it is important to decide:

- Which policy areas are most important?
- What local efforts should we focus on?
- Which services should we expand or develop?

In addition to the areas described in the attached “Going Forward” summary, committee members discussed the following:

1. How we continue assistance to early education/care providers to help them remain in business during the pandemic, stay open and stay safe. This is particularly critical for small providers and family home providers.
2. Redouble our work-based learning efforts for summer and part-time jobs, particularly in support of secondary career and technology education students.
3. Link our career information/education efforts with existing continuing education/professional development requirements for teachers and administrators.
4. Develop intentional connections to career and technology educators throughout the region.
5. Recruit “educational liaisons” from the teaching corps to power up our connections with local schools and districts.

Going Forward

Following are potential actions we can take:

<p>Continue direct services for employers and people throughout the education spectrum</p>	<ul style="list-style-type: none">• Financial assistance to working parents for quality early education; and financial aid for post-secondary education and upskilling or reskilling• Attract more providers to our early education and post-secondary/upskilling networks• Help more early education providers achieve and maintain highest possible quality ratings• Support K-12 system in its needs for skilled teachers and administrators• Support post-secondary institutions in creating and adapting skills education in response to employers' needs• Grow the number of employer apprenticeships and apprentices• Provide access to education opportunity through adult education consortium and further integrate adult education and Workforce Solutions
<p>Expand capability to deliver high-quality, relevant career information and labor market data to multiple audiences</p>	<ul style="list-style-type: none">• Increase the number of districts, schools, students, teachers, and counselors served by Workforce Solutions career education• Implement widespread virtual and in-person career education-career planning-labor market information seminars, classes, and programming• Produce more and varied labor market data and career education products and reports

Leveraging our resources to support other efforts in the region	<ul style="list-style-type: none">• Support early education quality, school-ready, reading on grade level, and adult literacy efforts• Support efforts to develop and expand broadband access
Invest in communities that lack access to quality education for children and adults	<ul style="list-style-type: none">• Support Houston Complete Communities efforts, Harris County early education system building
Support provider communities and education institutions	<ul style="list-style-type: none">• Support efforts to attract entrants to teaching

Communications Committee Update

The Communications Committee met on Wednesday, October 28, 2020 with members Doug Karr, Evelyn Timmins, Mark Guthrie, Scott Marshall, Alan Heskamp, Stephanie Nellons-Paige, Cheryl Guido, Bobbie Henderson, and Guy Jackson present.

Current Situation

Committee members briefly reviewed the Board's comprehensive communications strategy and then discussed 2021 key tasks under the comprehensive strategy.

Representatives from the Board's communications and outreach contractors Outreach Strategists and Savage Brands discussed how they are approaching the key tasks and specifically the first two critical tasks: a brand audit and specifications for redesigning our web presence.

The committee agreed to set a regular meeting schedule for 2021 in advance of Board meetings to gauge progress on key tasks and hear results.

Attached are the 2021 key tasks and the first quarter timelines and milestones for the brand audit and web presence work.

Gulf Coast Workforce Board

Comprehensive Communications Strategy

2021 Key Tasks

- 1. Ensure audiences know Workforce Solutions as the human capital experts for the region**
 - a. Complete a brand audit
 - b. Use audit results to recommend adjustments to the comprehensive strategy and tactics, including reviewing and resetting messaging for people (including mandatory customers), employers and stakeholders
 - c. Support implementation of recommended tactics

- 2. Improve the Board and Workforce Solutions' online presence and virtual service capacity**
 - a. Writing bid specifications for web redesign to include integration with telephone, email, text, social media, chat and ability of customers to transact business through the website; potentially segmenting Board web presence and Workforce Solutions web presence
 - b. Updating current web home page prior to redesign
 - c. Improving, managing, and expanding social media presence
 - d. Further developing online learning options and back office support and marketing strategies to employers and people

- 3. Involve Board members in messaging and events**
 - a. Report to the Board's Communications Committee about progress with work plan and activities on a regular schedule
 - b. Develop, plan and execute events with local community leaders and influencers and Board members to promote the Board and Workforce Solutions

- 4. Develop and expand capacity for reporting and delivering labor market/economic data, information and analysis, including developing, planning and executing events for career, industry or occupation focus months**
- 5. Develop and execute programming for Workforce TV**
- 6. Assist Board staff in maintaining brand standards and developing when necessary additional graphics and collateral, issuing press releases, flyers and other outreach media**

Budget Committee

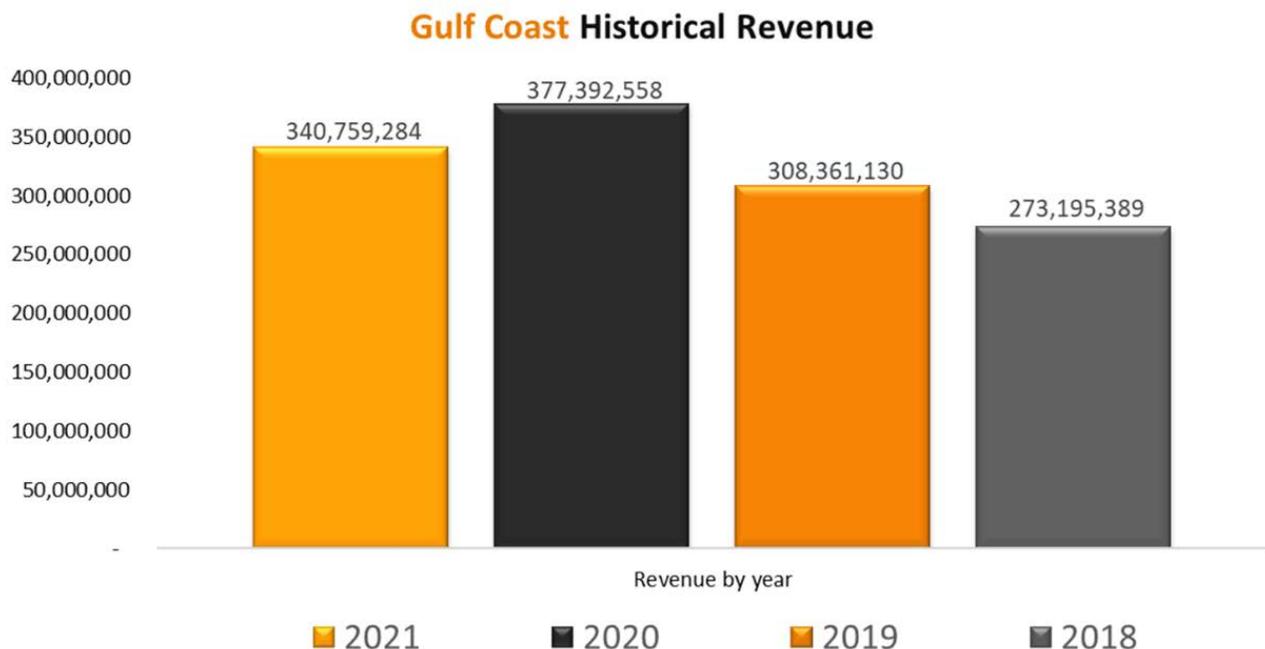
Proposed 2021 Board Budget

Background

The Budget Committee met on Thursday, November 19, 2020 with Committee Chair Willie Alexander, Committee Vice Chair Gerald Andrews, Board Chair Mark Guthrie, Bobbie Allen Henderson, Mary Helen Cavazos, Cheryl Guido, Doug Karr, Guy Robert Jackson, and Scott Marshall attending.

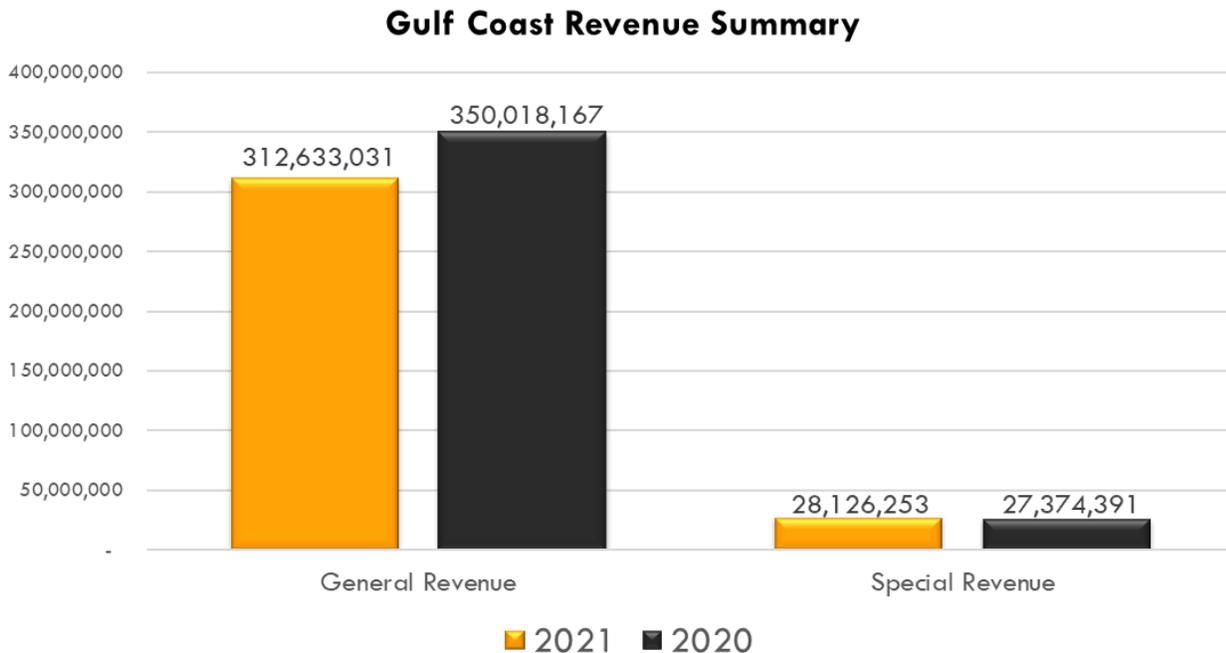
Each year the Workforce Board approves a budget showing how it uses the revenue it receives to achieve results set out in the Board's strategic plan – competitive employers, an educated workforce, more and better jobs, and higher incomes – and to operate Workforce Solutions and leverage results in the region.

Significant revenue additions for COVID-19 response greatly increased the amount of resources available during our 2020 fiscal year. At this time we project decreased funding for 2021 if no additional stimulus dollars are made available.



Current Situation

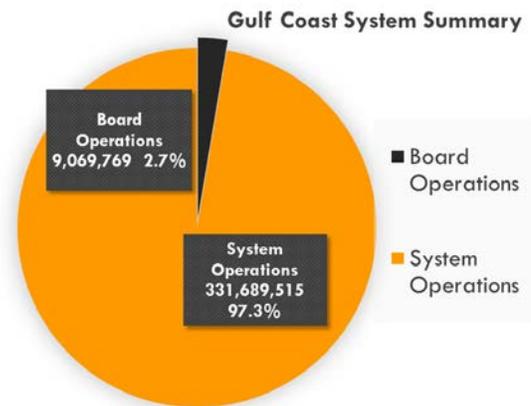
The proposed 2021 budget at just under \$341 million is 9.7% less than 2020, attributable principally to decreases in our general revenue.



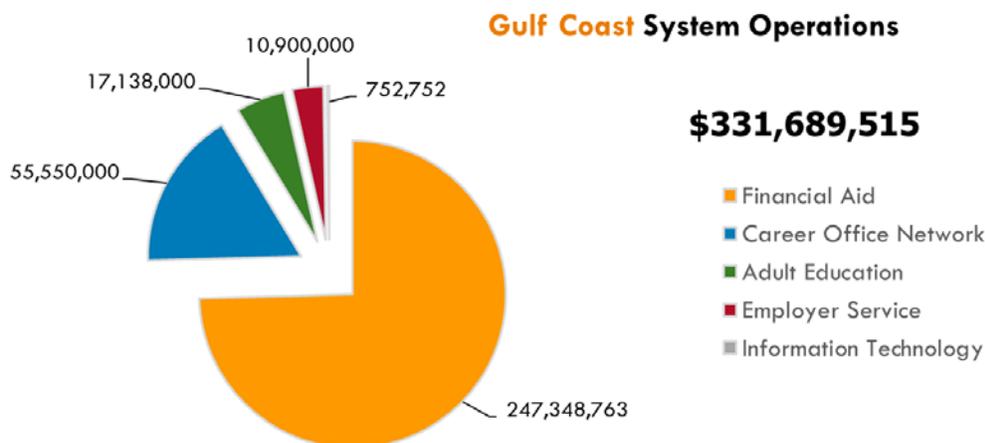
- We project general revenue will be around 37.4 million less than in 2020. The largest decrease will be in early education with the conclusion of certain CARES Act dollars. The general revenue fund contains the primary dollars which power Workforce Solutions.
- Special federal and state revenue, funds we consider short-lived or with a limited guarantee of continuance, is slightly up in 2020. This increase is made up of dollars targeted towards work based learning opportunities.
- Estimated dollars to support adult education activities in the region is down 3.6%.
- We project a slight increase to continue office integration with our Vocational Rehabilitation partners.

The proposed 2021 Board budget reserves 2.7% of total revenue for operations at the administrative level. The remaining 97.3% delivers direct service to customers.

Suggested Board operations total \$9,069,769 for 2020 which is a 6.2% increase from the previous year. Recommended system operations have decreased to \$331,689,515 which is a 10.1% decrease from 2020.

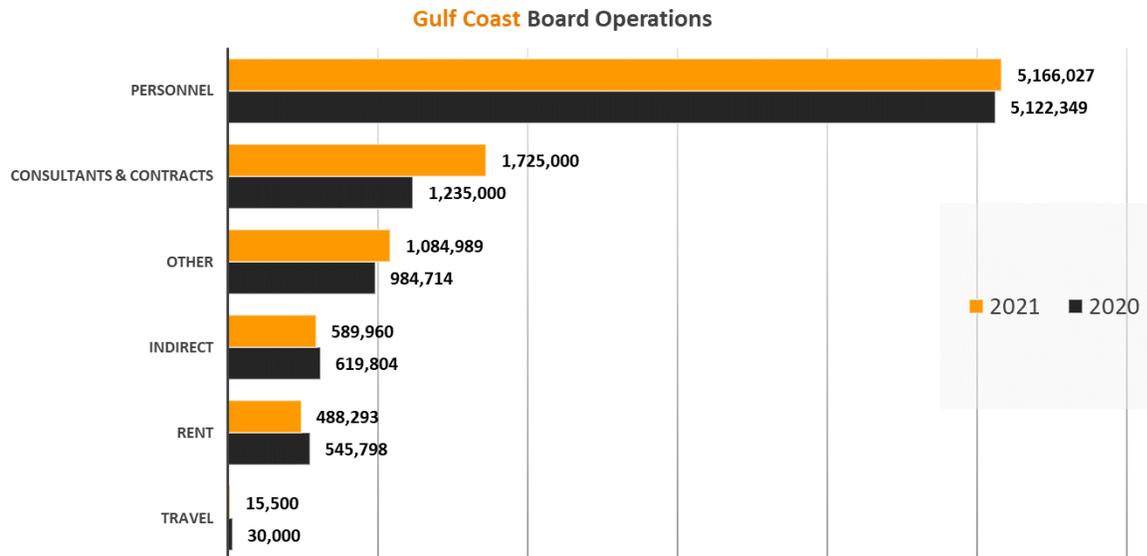


Direct service to employers and people makes up system operations. Proposed 2021 expenditures are in line with contracts the Board approved for Workforce Solutions in August 2020 and include a portion of the funds we plan to use for contracts beginning in the summer and fall of 2021.



- Financial aid, the highest dollar value service for people, represents the large demand for early education, scholarships, work-based learning, and work support in our region. We request funding financial aid just over \$247 million.
- We recommend funding the career office network at just over \$55.5 million, the same level as 2020. As customers begin returning in person to offices we wish to keep a sufficient number of access points to meet demand.
- We propose allocating the adult education consortium just over \$17.1 million dollars. Currently we include 14 adult education providers in the consortium and one lead agency.
- In early 2020 we provided Employer Service a temporary boost to assist with the surge of unemployment claimants. We recommend reestablishing Employer Service at \$10.9 million which is slightly above the initial 2020 budget.

- We propose decreasing System IT by \$80,000. In 2020 we made some one-time software purchases to better connect with customer virtually.



We are proposing a Board administrative operations budget just under \$9.1 million, an increase of 6.2% from 2020. Board operations represent 2.7% of the total budget.

- The personnel line item reflects the Board’s staffing at 52 positions with no new positions being added. H-GAC budgets a pool of funds for merit raises in most years but has decided to not budget a merit pool in 2021.
- We propose increasing the amount available for public information & outreach efforts to reflect the recent contracts approved by the Board and increase the dollars reserved for contracted financial monitoring activities. This change results in a \$490,000 increase in consultants and contracted services.
- Shared costs provided by H-GAC represent the changes identified under indirect and other line items. Shared support includes functions such as human resources, accounting, and purchasing.

Results

With these recommendations we expect to:

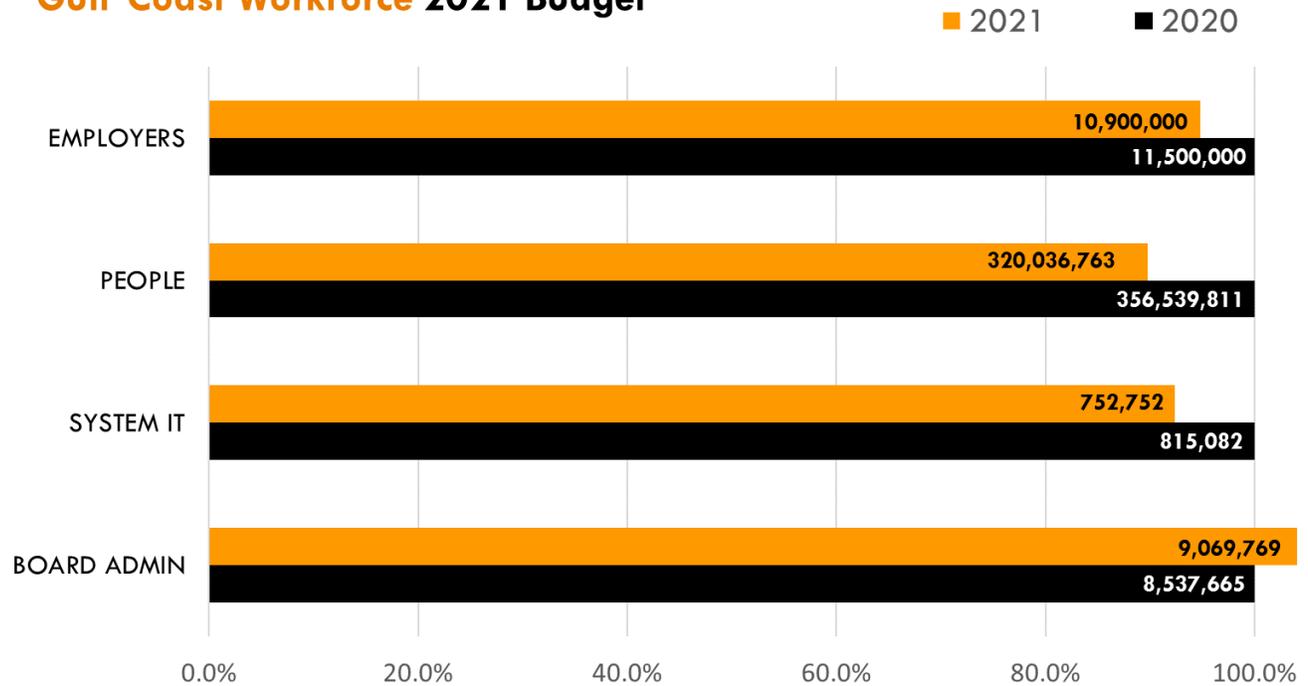
- Serve at least 29,500 employers and 525,000 individuals
- Ensure 18,585 of our employers return for service
- Assist in creating 3,400 new jobs
- Spend at least \$13.5 million on scholarships for more than 4,500 individuals in high-skill, high-growth occupational training
- Support about 25,000 families and 50,000 children with early education
- Help more than 230,000 individuals go to work
- Raise the incomes of 105,000 by at least 20%

- Help 85% of individuals pursuing a post-secondary education attain a credential (certificate or degree)

Action

Recommend the proposed 2021 budget in amount of \$340,759,284 to the Board for approval.

Gulf Coast Workforce 2021 Budget



**Gulf Coast Workforce Board
2021 Budget
Source and Use**

Source		Use	
General Revenue	312,633,031	Board Operations	9,069,769
Special Federal & State Revenue	28,126,253	System IT	752,752
		Service for Employers	10,900,000
		Service for People	320,036,763
		<i>Financial Aid</i>	<i>247,348,763</i>
		<i>Career Office Network</i>	<i>55,550,000</i>
		<i>Adult Education</i>	<i>17,138,000</i>
Total	\$340,759,284	Total	\$340,759,284

**Gulf Coast Workforce Board
2021 Budget
Revenue Summary**

	2021	2020	Dollar Change	% Change
General Revenue	312,633,031	350,018,167	- 37,385,136	-10.7%
Child Care	237,251,415	271,111,765	-	-12.5%
Workforce Opportunity and Investment	39,677,835	41,989,663	-	-5.5%
Temporary Assistance for Needy Families	16,481,070	17,015,170	-	-3.1%
Employment Service	6,989,845	7,301,719	-	-4.3%
Supplemental Nutrition Assistance	4,287,067	4,188,930	98,137	2.3%
Vocational Rehabilitation	3,833,454	3,644,932	188,522	5.2%
Reemployment Services & Eligibility Assessment	2,118,479	2,700,548	-	-21.6%
Trade Act	1,592,659	1,720,440	-	-7.4%
Veterans Employment and Training	401,207	345,000	56,207	16.3%
Special Federal & State Revenue	28,126,253	27,374,391	751,862	2.7%
Adult Education	17,837,793	18,500,000	-	-3.6%
PATHS Walmart Initiative	1,988,810	2,388,810	-	-16.7%
NDW COVID-19 Disaster Relief Employment	3,503,535	1,302,401	2,201,134	169.0%
Summer Earn and Learn	2,074,619	-	2,074,619	100.0%
WIOA Alternative	1,924,224	3,124,224	-	-38.4%
Apprenticeship Texas	400,000	-	400,000	100.0%
Outreach Specialist	397,272	402,864	-	-1.4%
Youth Job Skills	-	898,000	-	-100.0%
WIOA COVID-19 Response	-	408,092	-	100.0%
Disability Resource Coordination Cooperative	-	250,000	-	-100.0%
Performance Awards	-	100,000	-	-100.0%
	340,759,284	377,392,558	- 36,633,274	-9.7%

**Gulf Coast Workforce Board
2021 Budget
Budget Overview**

	2021	2020	% of Total 2020 Budget	Dollar Variance from Original 2020	% Variance from Original 2020
Board Operations	9,069,769	8,537,665	2.7%	532,104	6.2%
Personnel	5,166,027	5,122,349	1.5%	43,678	0.9%
Indirect	589,960	619,804	0.2%	(29,844)	-4.8%
Consultants & Contracts	1,725,000	1,235,000	0.5%	490,000	39.7%
Travel	15,500	30,000	0.0%	(14,500)	-48.3%
Rent	488,293	545,798	0.1%	(57,505)	-10.5%
Capital Equipment	-	-	0.0%	-	100.0%
Other	1,084,989	984,714	0.3%	100,275	10.2%
System Operations	331,689,515	368,854,893	97.3%	(37,165,378)	-10.1%
Service for Employers	10,900,000	11,500,000	3.2%	(600,000)	-5.2%
Service for People					
Financial Aid	247,348,763	283,189,811	72.6%	(35,841,048)	-12.7%
Career Office Network	55,550,000	55,550,000	16.3%	-	0.0%
Adult Education	17,138,000	17,800,000	5.0%	(662,000)	-3.7%
System IT	752,752	815,082	0.2%	(62,330)	-7.6%
Total	340,759,284	377,392,558	100.0%	(36,633,274)	-9.7%

**Gulf Coast Workforce Board
2021 Budget
Proposed Budget Detail**

	Board Operations			
	2021	2020	Dollar Variance	Percent Variance
Consultants	1,725,000	1,235,000	490,000	40%
Legal Services	15,000	15,000	-	0%
Audit	35,000	35,000	-	0%
Financial Monitoring	925,000	825,000	100,000	12%
Public Information & Outreach	750,000	360,000	390,000	108%
Other	1,084,989	984,714	100,275	10%
Supplies	12,800	12,800	-	0%
Meeting Expenses	18,000	18,000	-	0%
Books & Publications	1,500	1,500	-	0%
Maintenance & Repair	4,000	4,000	-	0%
Software	2,500	2,500	-	0%
Licenses & Permits	800	800	-	0%
Communications	42,000	42,000	-	0%
Postage & Delivery	12,800	12,800	-	0%
Subscriptions & Dues	20,000	20,000	-	0%
Expendable Equipment	29,900	25,000	4,900	20%
Legal Notices	12,000	12,000	-	0%
Employee Recruitment	1,000	1,000	-	0%
Employee Development	45,000	45,000	-	0%
Internal Services	472,088	351,971	120,117	34%
Network Services	410,601	435,343	- 24,742	-6%
System IT	752,752	815,082	- 62,330	-8%
Personnel	270,082	270,082	-	0%
Wide Area Network	235,000	235,000	-	0%
Office 365 Subscription	206,670	189,000	17,670	9%
Software	32,400	112,400	- 80,000	-71%
Maintenance and Repair	5,000	5,000	-	0%
Security Training	3,600	3,600	-	0%

Gulf Coast Workforce Board

Serving the Houston-Galveston Region of Texas

In 2021, we will:

- Serve at least 29,500 employers and 525,000 individuals
- Ensure 18,585 of our employers return for service
- Assist in creating 3,400 new jobs
- Spend \$13.5 million on scholarships for more than 4,500 individuals in high-skill, high-growth occupational training
- Support about 25,000 families and 50,000 children with early education
- Help more than 230,000 individuals go to work
- Raise the incomes of 105,000 by at least 20%
- Help 85% of individuals pursuing a post-secondary education attain a credential (certificate or degree)
- Steward a budget of \$340,759,284.

For more information:

Workforce Solutions – Gulf Coast

713.629.3200

www.wrksolutions.com

Procurement Committee Board Process for Procurements

Background

Board staff previously has used a process for major procurements that entrusts the Procurement Committee with a responsibility for reviewing proposals and proposers for systemwide contracts and contractors. The Board staff has generally been responsible for ensuring smaller procurements for specific administrative functions meet government and funder rules and regulations for use of public dollars.

Government and funder rules and regulations for procurements have changed over time, as has our major funder's concern about procurements throughout the state's workforce system.

H-GAC has altered its process and its policies to accommodate the general changes in rules and regulations and has also created a unit separate from the Board staff to conduct and oversee all procurements.

Current Situation

We presented information to the committee during the meeting in September and are bringing the updated recommendations to you for consideration.

We would recommend the Board consider the following for a procurement process:

- Funds for all procurements must be in the Board-approved annual budget.
- All procurements must be carried out in accordance with federal and state rules and H-GAC's procedures, which includes planning before a procurement.
- The Board's Procurement Committee will review and approve planned procurements to ensure the Board has ample time to make a decision.
- Board staff will provide information regarding the scope and plan of work to H-GAC's procurement department.
- Board staff will review the procurement prior to being issued by H-GAC's procurement department.
- H-GAC procedures will use Workforce Board staff as evaluators to review, score, and recommend funding to the Board's Procurement Committee.

- Board staff will share copies of proposals with committee members as requested before voting on funding recommendations.
- Board staff will invite proposers to appear at the Procurement Committee meeting that considers their proposals.
- Funding recommendations follow the cycle as listed:
 - Funding recommendations approved by the Procurement Committee go to the full Workforce Board for approval and then to the H-GAC Board of Directors.
 - The Procurement Committee, the Workforce Board, or the H-GAC Board may elect not to approve a funding recommendation.
 - H-GAC procedures include a process for bidders who wish to protest following a final funding decision.
- Administrative procurements will be carried out through H-GAC's regular and usual procedures.
- The Board staff will ensure that the Procurement Committee and the Board are aware of planned procurements and their outcomes.

Next Steps

Staff recommends the committee review the procedures and adopt the process.

Planned Procurements beginning October 2020

Product/Service	Description	Start Date/Amount
Bootcamps	We received funding from TWC to host two entrepreneurial bootcamps one for young adults and women to support them in their efforts to be begin their own businesses.	October 2020 up to \$100,000
Hosting/Management Current Website	To support the current website, we need to re-procure the service we currently use, Ingenuix, or a comparable service to enable wrksolutions.com to function until we can have it redesigned	October 2020 Up to \$120,000
Website Redesign	Redesign on wrksolutions.com to improve customer access and interaction; ability to integrate with telephone, mobile, text, social media; ability for customers to transact business online	December 2020 Up to \$1.5 million
Online Learning Access	Purchase of licenses for recognized national online learning platforms such as LinkedIn Learning and Coursera to increase customer access to these resources	October 2020 Up to \$350,000
Workforce Solutions Toll Free Telephone Number	Re-procure service providing toll-free telephone access for customers	November 2020 Up to \$36,000
Service to Youth	Innovative and focused service for youth, including opportunity youth, throughout the region	January 2021 Up to \$3 million
HR Support for Small Employers in the Construction Industry	HR consulting and HR capacity building for smaller commercial construction employers	October 2020 Up to \$400,000

Product/Service	Description	Start Date/Amount
Bootcamps	We received funding from TWC to host two entrepreneurial bootcamps one for young adults and women to support them in their efforts to be begin their own businesses.	October 2020 up to \$100,000
Workforce Solutions System Procurement	Re-procure contractors operating Workforce Solutions	April 2021 Up to \$275 million

Procurement Committee

Entrepreneurial Bootcamps

Background

The Procurement Committee met on October 21, 2020 by virtual meeting to review recommendations for entrepreneurial boot camps. Earlier in the year the Board received funds from the Texas Workforce Commission to provide innovative projects. To stimulate economic growth in this area, Workforce Solutions will host bootcamp trainings targeted to assist young entrepreneurs as well as women entrepreneurs who are Texas residents that are interested in creating, sustaining, or expanding a business in Texas.

Workforce Solutions recognizes that small businesses are vital to the continued growth of the Texas economy. Entrepreneurial activities create jobs and income. Entrepreneurial businesses support the Texas economy and increase employment opportunities for Texans.

Current Situation

We issued requests for proposals in July 2020 to secure the services of qualified organizations to design and specifically tailor a minimum of two bootcamps (a “live” virtual event and a self-paced online format) for each targeted population.

Recommendations

We received a total of ten proposals which staff read and scored using the following criteria: robustness of proposed curriculum, methodology and approach to delivery, relevant expertise and qualifications, prior experience/references, and financial terms.

Respondents to the youth RFP scored in the following order:

1. Women’s Business Enterprise Alliance
2. Mass Challenge, Inc.
3. Grant Associates
4. Leverage Program
5. BuildEd
6. Worldwide Advisory Development Services
7. Zeitgeist Wellness Group

Respondents to the women's RFP scored in the following order:

1. Mass Challenge, Inc.
2. Women's Business Enterprise Alliance
3. Worldwide Advisory Development Services

Action

Authorize staff to execute two contracts for entrepreneurial bootcamps;

- one with Women's Business Enterprise Alliance in the amount of \$29,700 to serve a minimum of 25 women, the firm fixed cost quoted in the submitted proposal,
- the other with MassChallenge, Inc. to conduct two entrepreneur bootcamps for a minimum of 25 young adults; in the amount of \$49,996.19, the firm fixed cost quoted in the submitted proposal, to conduct entrepreneur bootcamps for a minimum of 25 women.

Nominations Committee

2021 Board Officers

Background

Each year the Board chooses members to be its officers: the Chair, and three Vice Chairs. The Nominations Committee notified Board members to call for nominations to each of these positions in October 2020.

Current Situation

Nominations Committee chair Guy Jackson will conduct the election for Board officers and report out on nominations received.

Action

Elect a Chair and three Vice Chairs as Board officers for 2021.

WIOA State Compliance Plan

December 2020 Update

Background

The Board periodically submits an operating plan to the state which includes our strategic plan and details on how our system operates.

- The compliance plan we develop will be for a four-year period: 2021 through 2024.
- We have the opportunity to amend the compliance plan with the state after two years of this cycle
- This plan requires approval from the Board and the H-GAC Board of Directors, representing the region's local elected officials
- We will publish the compliance plan for at least 15 days prior to the Board's consideration of it to seek comment from the community.

Key Dates

- Committee Meeting **Tent: January 5 or 6, 2020**
- Public Comment Opens **Tent: January 7, 2020**
- Public Meeting **Tent: January 15, 2020**
- Public Comment Closes (15 days) **Tent: January 21, 2020**
- Gulf Coast Workforce Board Meeting Tuesday, February 2, 2021
- HGAC Board Meeting Tuesday, February 16, 2021
- Plan due to TWC Monday, March 1, 2021

What is in the plan?

The compliance plan includes the elements on the following page:

1. **Strategic** – The Board’s existing strategic plan in its entirety and our regional economic/labor market data and analysis, including the key regional industries and targeted occupations.

2. **Operational** – The majority of this plan is a description of our operating system, including its design and its interaction with partners and workforce providers in the region, including workforce development institutions.
 - We will describe the Workforce Solutions system – how it is structured and works; what kinds of service it provides; how it interacts with customers (both employers and individuals); how it is connected to education and training efforts in local education institutions, organized labor, and community organizations; and how it connects with economic development organizations and institutions.
 - We will show how Workforce Solutions’ operations align with elements in the Texas Workforce Commission’s state plan
 - We will describe how we work with contractors to ensure continuous improvement in Workforce Solutions’ operations and meet performance expectations
 - We will discuss how we provide: service for youth, veterans and individuals with disabilities, including youth with disabilities; and coordination of secondary and postsecondary education and apprenticeship activities in the region with the Board’s goals.
 - We will describe how the Board is strategically managing childcare and early learning within its workforce system.
 - We will include information about the integration of Workforce Solutions service with the adult education and vocational rehabilitation systems.
 - We will include a description of various administrative functions, including how grant funds are received and disbursed and how we procure contractors.
 - We will include our agreements with other workforce and workforce development organizations in the region to demonstrate how we leverage our investments with their activities to expand the range of service for our customers.
 - We will describe how we ensure equal opportunity and physical and service accessibility, including technology and materials for individuals

with disabilities and staff training and support for addressing the needs of individuals with disabilities.

- Sometimes we are only required to update a part of the plan, but this time requires a complete resetting of the plan

Outreach and Communications

December 2020 Update

As the COVID-19 pandemic continues to affect the job market and keep our Career Office doors closed, Workforce Solutions continues to connect and inform our stakeholders.

Virtual Events and Activities

Since March, Workforce Solutions has hosted 126 hiring events and 338 job search seminars on a variety of platforms including Easy Virtual, Facebook Live, Go To, Webex, Zoom and more.

To date, we have provided direct service to 1,418 employers and 18,572 job candidates on these new channels. The hiring events included 1,223 job postings representing 19,315 job openings.

Our annual Hiring Red, White & You! job fair was also virtual and included 113 employers, 22 vendors, 870 job candidates.

To recognize National Apprenticeship Awareness Week, Workforce Solutions used both social media and our media partnerships to promote Registered Apprenticeship programs.

- [Facebook Live](#)
- [ABC 13 Feature Skilled Trades Pre-Apprenticeship](#)
- [Fox 26 Interview](#)

We arranged an interview for Vocational Rehabilitation Services on [Fox 26](#) to promote the White Cane Day 2020 virtual event.

Social Media

Social media has been a useful tool in connecting with customers during the pandemic. The tables below show how our social media reach has grown during the pandemic.

2020	Facebook	Instagram	Twitter	LinkedIn
March	3,073	663	1,460	1,473
November	6,989	2,065	1,563	3,751

Using the built-in Facebook tools, the table below shows how other Board areas in Texas have grown, too.

Facebook comparison	June	November
Heart of Texas (Waco)	3,800	4,700
Greater Dallas	2,100	2,200
Capital Area	1,300	1,400

Media

We continue to have weekly exposure. Below are some of the stories featuring Workforce Solutions:

- <https://www.houstonpublicmedia.org/s/shows/houston-matters/2020/10/01/383065/thursdays-houston-matters-texas-supreme-court-hears-oral-arguments-on-mail-in-ballot-lawsuit-and-preventing-the-next-pandemic-oct-1-2020/>
- <https://abc13.com/careers/abc13s-virtual-job-fair-is-helping-texans-get-back-to-work/6874862/>
- [https://abc13.com/careers/heres-how-you-can-land-a-job-paying-\\$30-an-hour/6864337/](https://abc13.com/careers/heres-how-you-can-land-a-job-paying-$30-an-hour/6864337/)
- <https://www.fox26houston.com/video/860627>
- <https://abc13.com/careers/more-than-175-jobs-are-hiring-in-houstons-asiatown/7023607/>
- <https://thekatynews.com/2020/10/18/houstons-unemployment-rate-jumps-to-9-6-in-september-up-from-8-1-in-august/>
- <https://ktrh.iheart.com/content/2020-10-21-future-employment-not-looking-too-bad/>
- <https://cw39.com/cw39/local-job-fair-offers-1300-job-openings/>
- [https://abc13.com/careers/looking-for-a-job-heres-where-you-can-get-paid-\\$25-an-hour/7243565/](https://abc13.com/careers/looking-for-a-job-heres-where-you-can-get-paid-$25-an-hour/7243565/)
- <https://www.houstonchronicle.com/opinion/outlook/article/Sec-Ben-Carson-Under-Trump-administration-HUD-15668015.php>
- <https://www.telemundohouston.com/noticias/local/a-rendir-cuentas-para-pedir-seguro-de-desempleo/2137474/>
- [https://abc13.com/careers/abc13s-virtual-job-fair-has-some-positions-paying-\\$20-an-hour/7449489/](https://abc13.com/careers/abc13s-virtual-job-fair-has-some-positions-paying-$20-an-hour/7449489/)
- <https://www.click2houston.com/video/news/2020/11/03/top-jobs-for-women/>
- <https://www.fox26houston.com/video/867817>

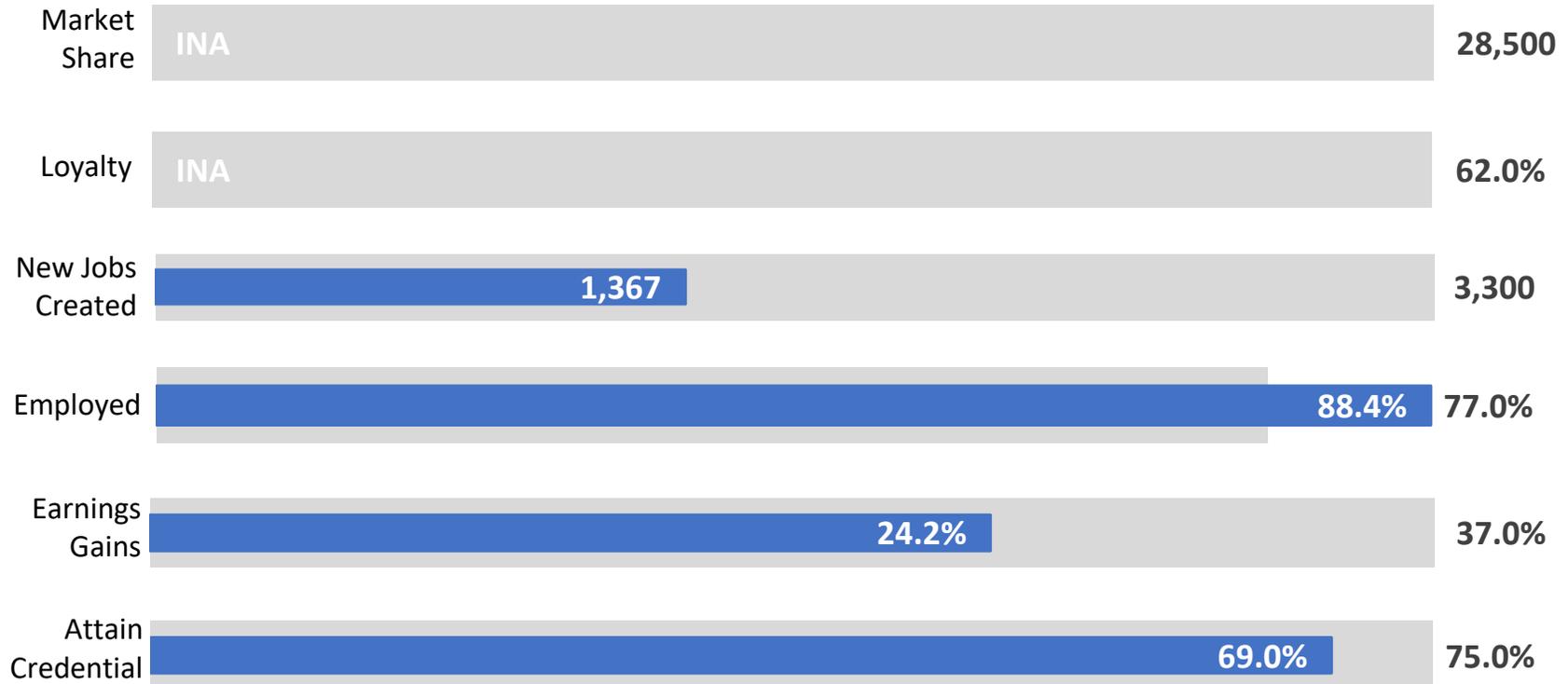
- <https://cw39.com/jobs/veteran-statewide-job-fair-brings-immediate-openings/>
- <https://www.khou.com/article/news/local/nontraditional-seasonal-jobs-expected-during-the-upcoming-holiday-season/285-259fc2e7-d8d0-478d-a3e6-3983b9c3527c>
- <https://abc13.com/society/hcc-rolls-out-free-programs-to-help-people-impacted-by-covid-19/7683448/>
- [https://abc13.com/careers/abc13s-virtual-job-fair-for-vets-features-jobs-paying-\\$25-an-hour/7670934/](https://abc13.com/careers/abc13s-virtual-job-fair-for-vets-features-jobs-paying-$25-an-hour/7670934/)
- <https://www.khou.com/video/news/national/us-job-market-continues-to-slowly-improve-hope-in-holiday-hiring/285-a0842110-dba3-4957-94e6-a4bba000ee6d>
- <https://www.houstonchronicle.com/news/houston-texas/houston/article/Houston-launches-3M-fund-to-help-childcare-15707729.php>
- <https://abc13.com/veterans-help-vet-covid-19-veteran-pandemic-for/7871751/>
- <https://abc13.com/careers/abc13s-virtual-job-fair-helps-you-explore-apprenticeships/7894541/>
- <https://abc13.com/veterans-help-vet-covid-19-veteran-pandemic-for/7871751/>
- <https://abc13.com/careers/abc13s-virtual-job-fair-helps-you-explore-apprenticeships/7894541/>
- <https://abc13.com/el-campo-and-wharton-jobs-whos-hiring-job-opportunities-finding-a-during-covid-19/8074273/>

Gulf Coast Workforce Board

System Performance

Performance Measures

October 2019 to September 2020

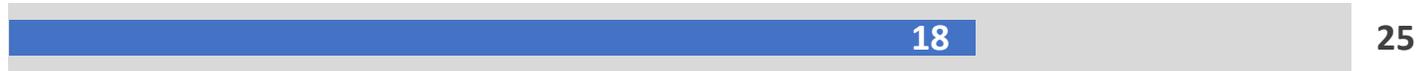


Gulf Coast Workforce Board

System Performance

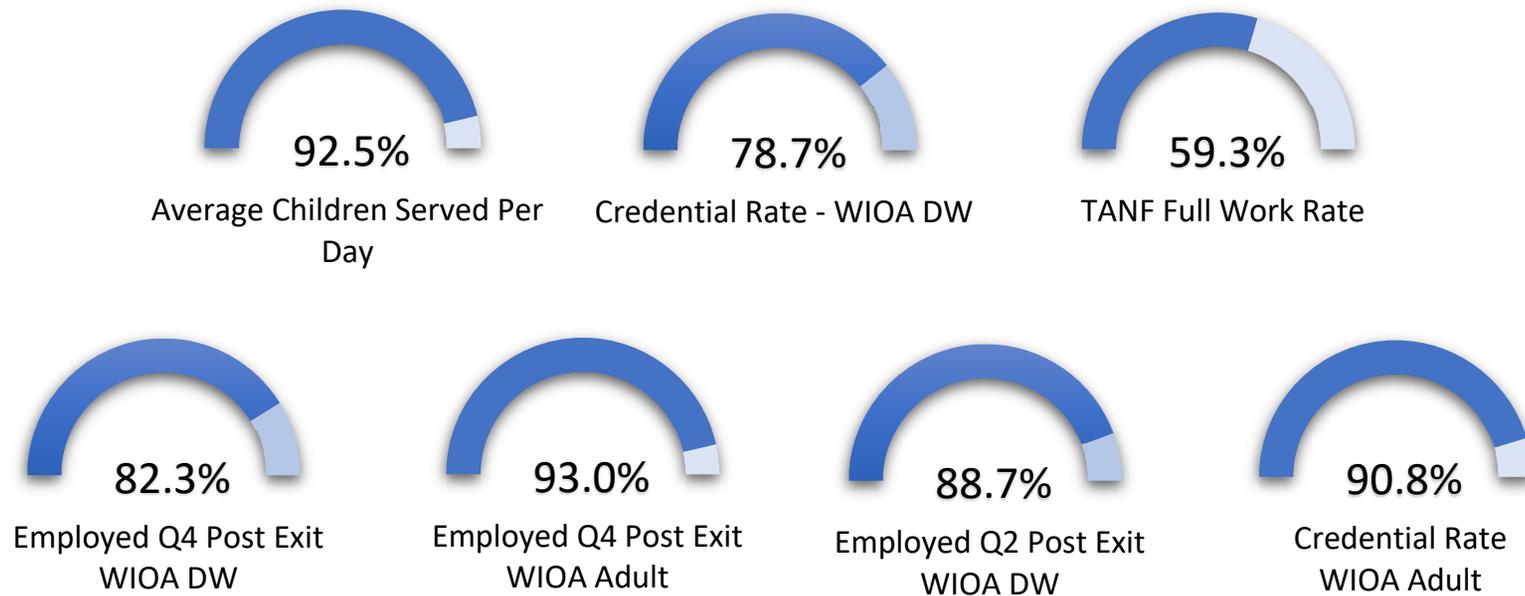
Production Measures

Number of measures meeting or exceeding



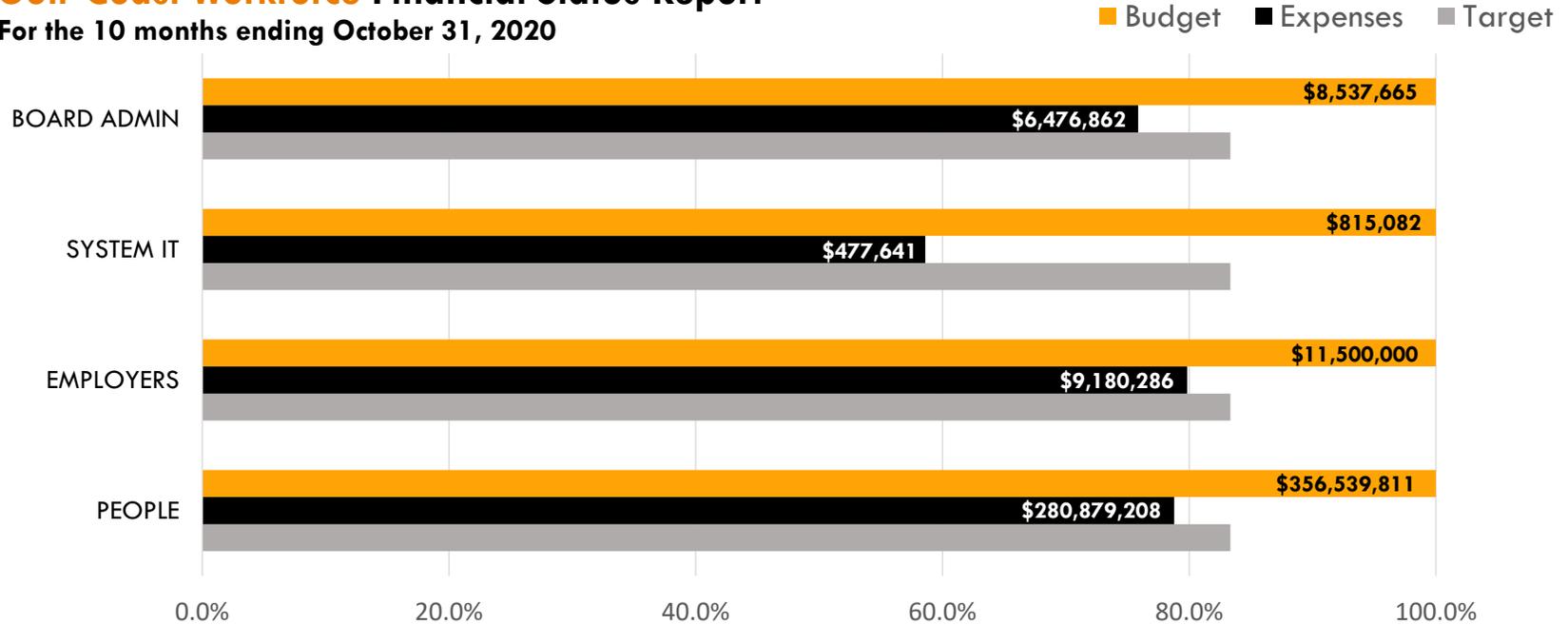
Measures that require additional focus

October 2019 to September 2020

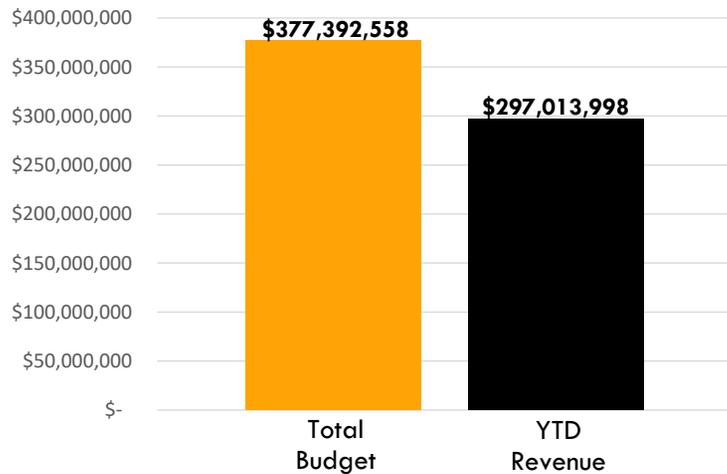


Gulf Coast Workforce Financial Status Report

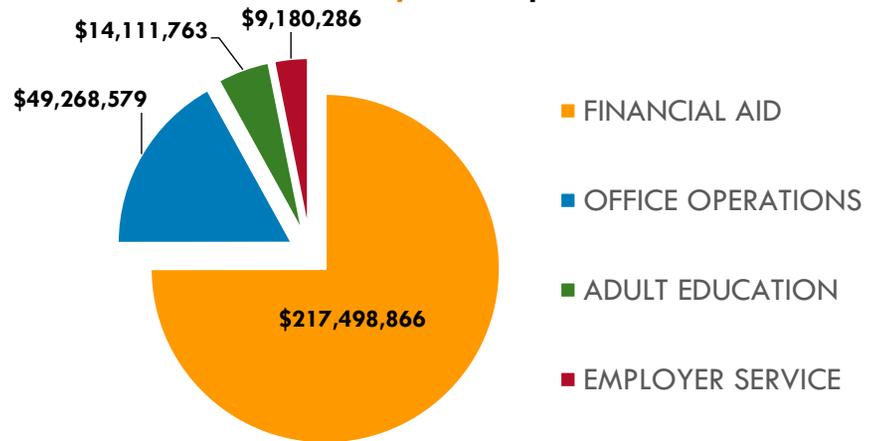
For the 10 months ending October 31, 2020



Workforce Revenue



System Expenses



Labor Market Information
 October 2020 Employment Data

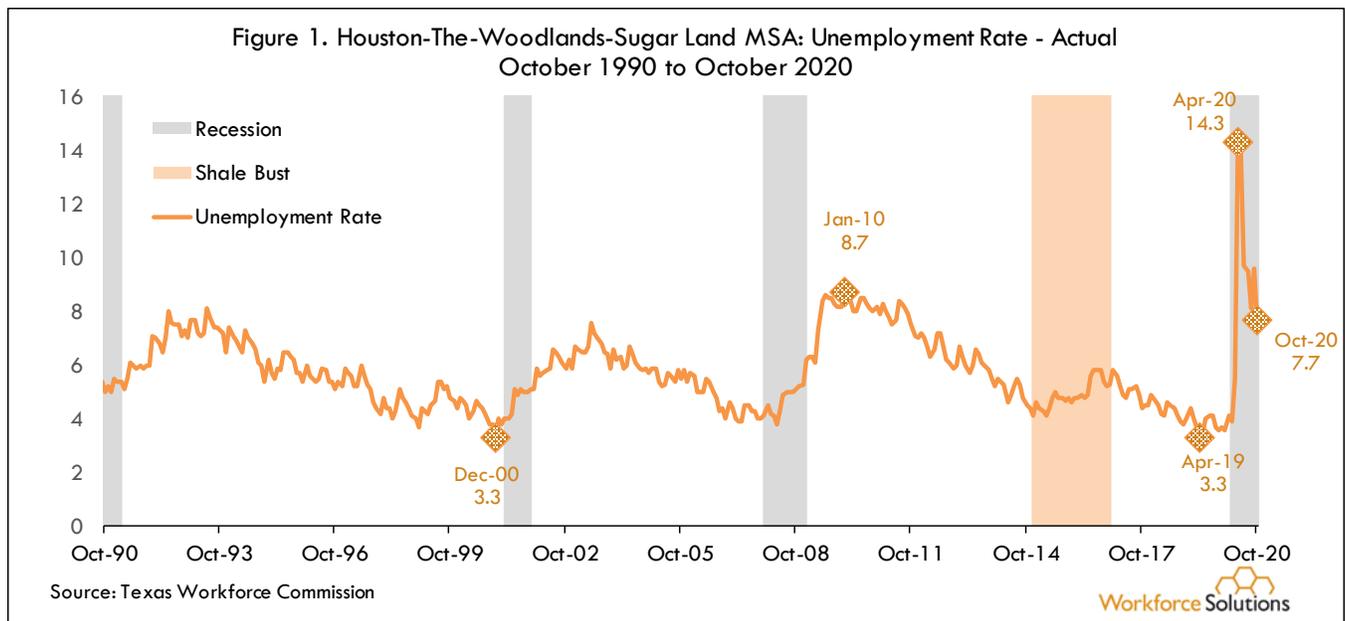
HOUSTON-THE WOODLANDS-SUGAR LAND METROPOLITAN STATISTICAL AREA Visit our website at www.wrksolutions.com

Unemployment Rates

The rate of unemployment in The Houston-The Woodlands-Sugar Land fell nearly two full percentage-points to 7.7 percent in October, see figure 1. The decline was driven by a drop in the size of the labor force together with a drop in the number of unemployed. The number of individuals in the labor force actively looking for work fell by some 46,016 over the month while the number of unemployed fell by some 66,769. The rate of unemployment at the state and national levels also incurred declines remaining about a percentage point lower than the Houston MSA. All thirteen counties across the Gulf Coast Region also experienced declines in October.

Unemployment Rate (Actual)

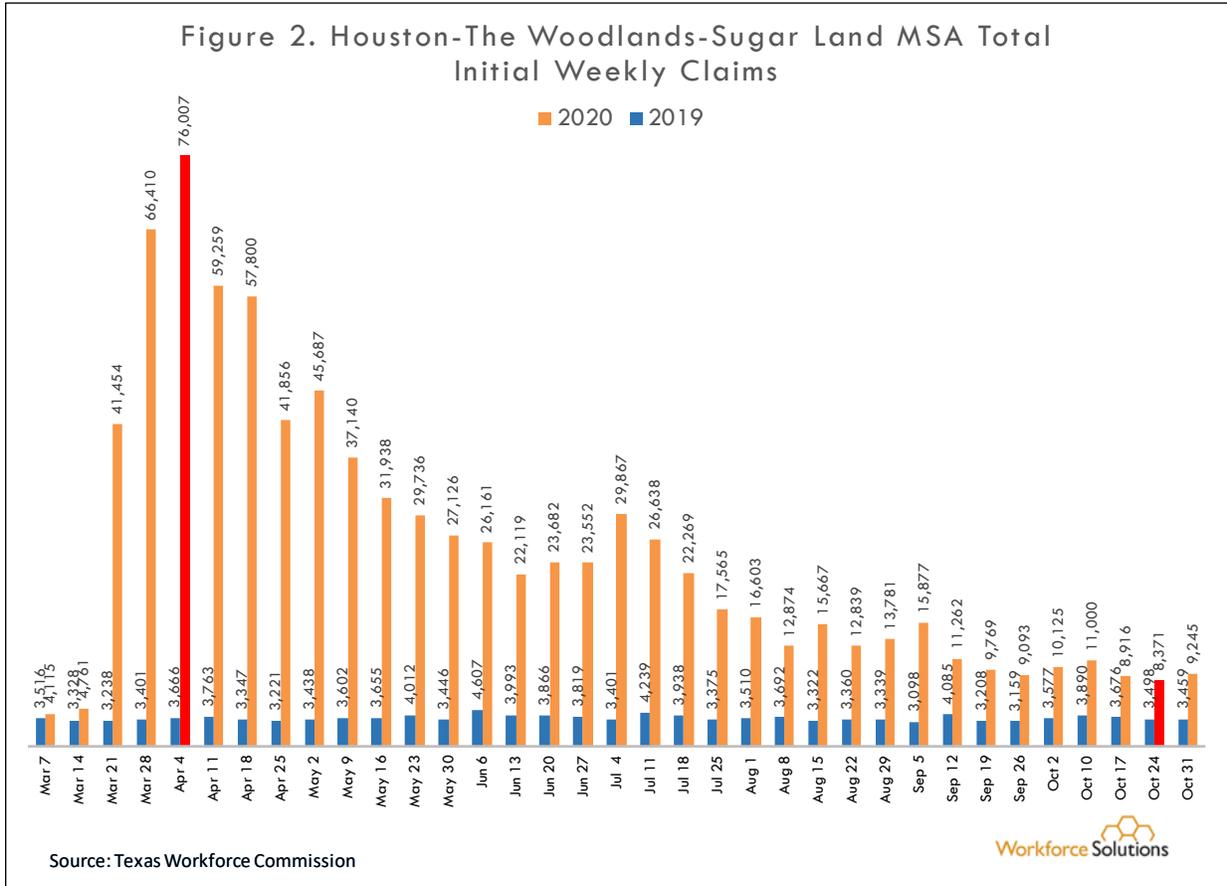
	OCT 2020	SEP 2020	OCT 2019
Civilian Labor Force	3,429,442	3,475,458	3,449,631
Total Employed	3,163,919	3,143,166	3,324,764
Unemployed	265,523	332,292	124,867
Unemployment Rate	7.7%	9.6%	3.6%
Texas	6.7%	8.2%	3.3%
U.S.	6.6%	7.7%	3.3%



November employment data is scheduled to be released by the Texas Workforce Commission December 18, 2020.

Weekly Initial Claims for Unemployment

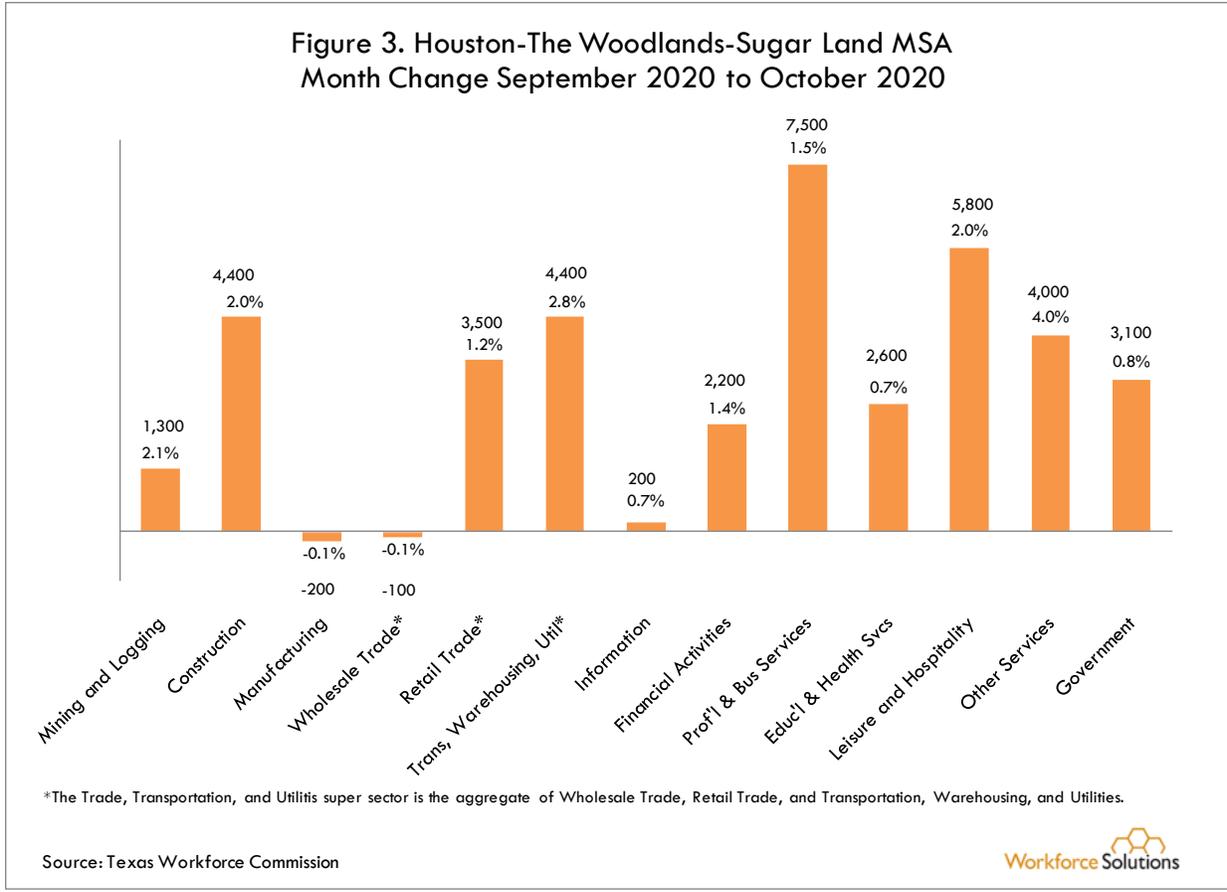
According to the Texas Workforce Commission the number of weekly initial claims filed in one week peaked at 76,007 during the week ending April 4, 2020, see figure 2. Since then, estimates indicate the number of weekly initial claims for unemployment benefits have been on a gradual decline reaching its lowest level since the pandemic began during the week ending October 24, 2020 at 8,371. The number of initial claims continue to be elevated from 2019 levels with the most recent week up 167 percent from the previous year.



Nonagricultural Employment

Over the Month

Total Nonfarm Employment in the H-W-S MSA reported its largest October increase ever since records began in 1990, up 38,700 jobs or 1.3 percent. The largest October increase preceding this was in 2017 when payrolls were up 32,400 jobs or 11 percent during recovery from Hurricane Harvey. Job gains were found across most major industry sectors unlike September where the bulk was limited to Government related to hiring for the new school year. Professional and Business Services was the largest contributor, up 7,500 jobs or 1.5 percent. The strongest increase was in Other Services, which includes dry cleaning and laundry services, hair and nail salons, auto repair shops, and many other miscellaneous services, up 4,000 jobs or 4.0 percent. Manufacturing and Wholesale Trade were the only major industry sectors to report minimal losses, down a combined total of 300 jobs, see figure 3.



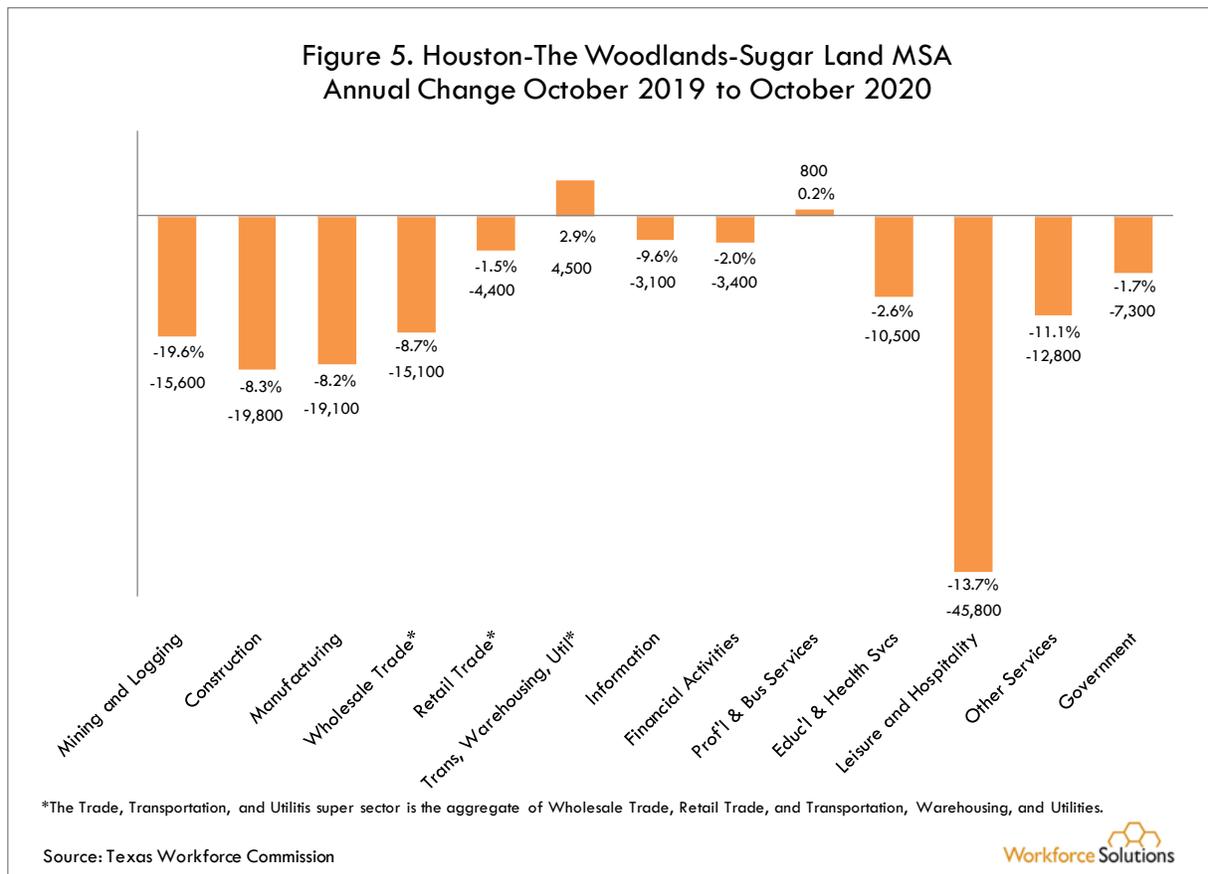
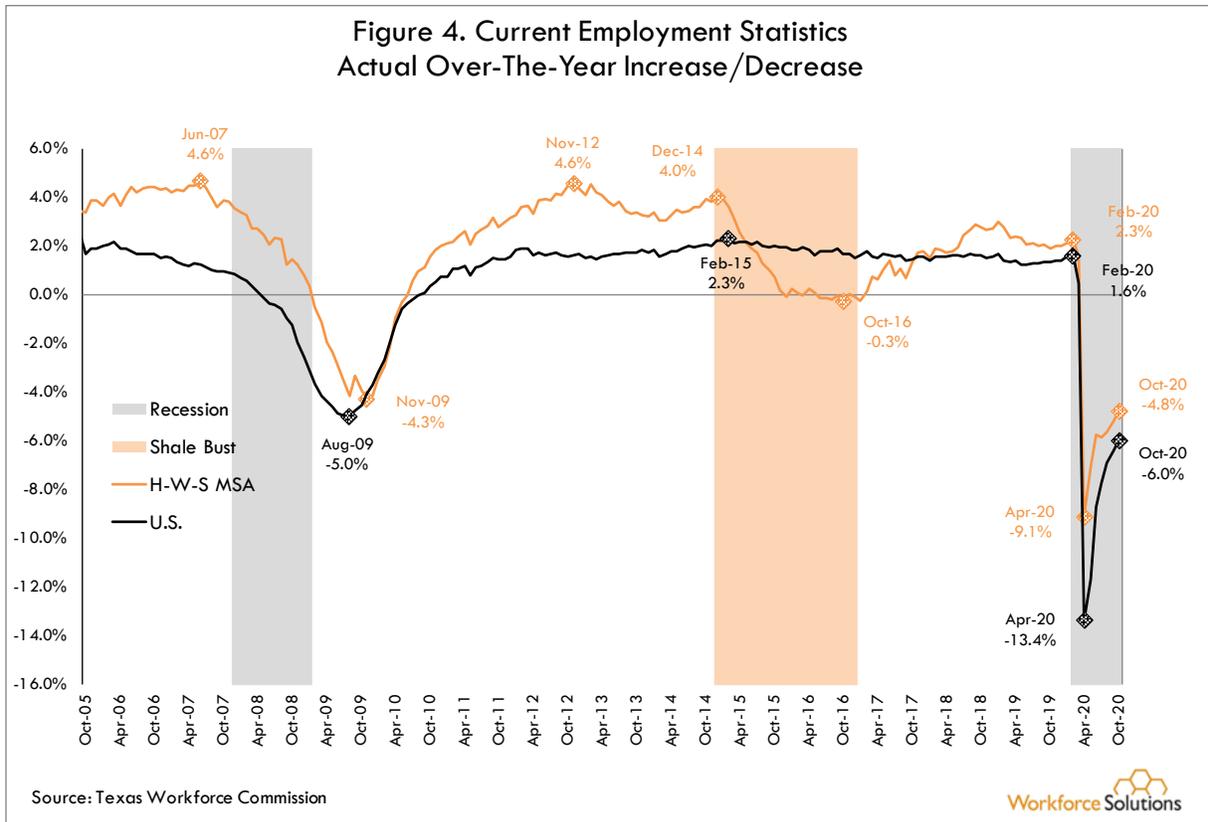
Over the Year

Total Nonfarm Employment in the H-W-S MSA was down 151,600 jobs over the year in October with the pace of losses at 4.8 percent, down from 5.2 percent in September. Over-the-year declines at the national level also improved in October but were slightly deeper at 6.0 percent, down from 6.4 percent in September, see figure 4.

Most industry super sectors continued to report over-the-year losses. The largest decline continued to be found in Leisure and Hospitality, down 45,800 jobs, with the pace of job growth improving to 13.7 percent, down from 15.1 percent in September. The deepest decline was in Mining and Logging where payrolls were down 15,600 jobs or 19.6 percent. Other Services suffered the third strongest loss, behind Leisure and Hospitality, down 12,800 jobs or 11.1 percent. The pace of losses has been improving across most major industry sectors over the last several months except for Wholesale Trade and Education and Health Services. The only industry super sector reporting an over-the-year increases was Professional and Business Services, up 800 jobs or 0.2 percent. Transportation, Warehousing, and Utilities, a sub-sector within Trade, Transportation, and Utilities, was also reporting an increase of 4,500 jobs, up 2.9 percent. See figure 5 for additional details by major industry sector.

For a complete list of current, month-ago, and year-ago employment estimates see pages 22 & 23.

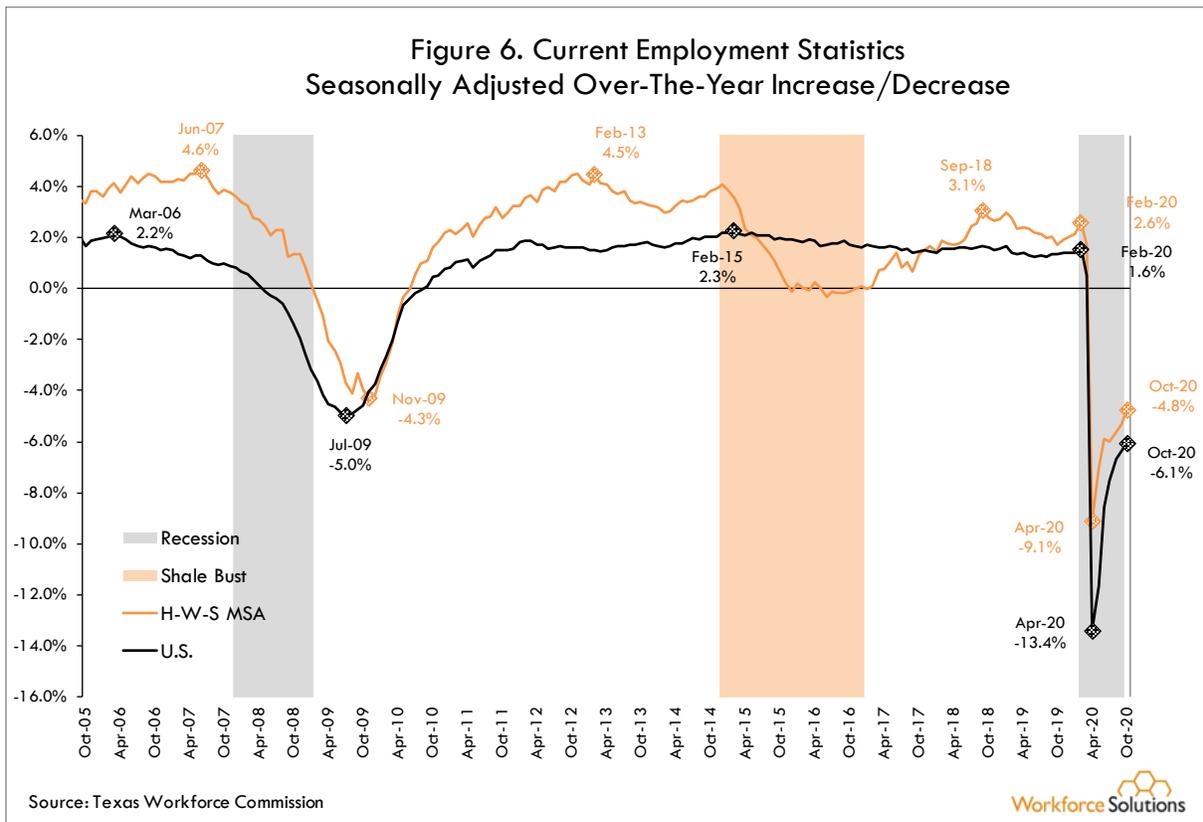
Additional comments by industry super sector can be found beginning on page 6.

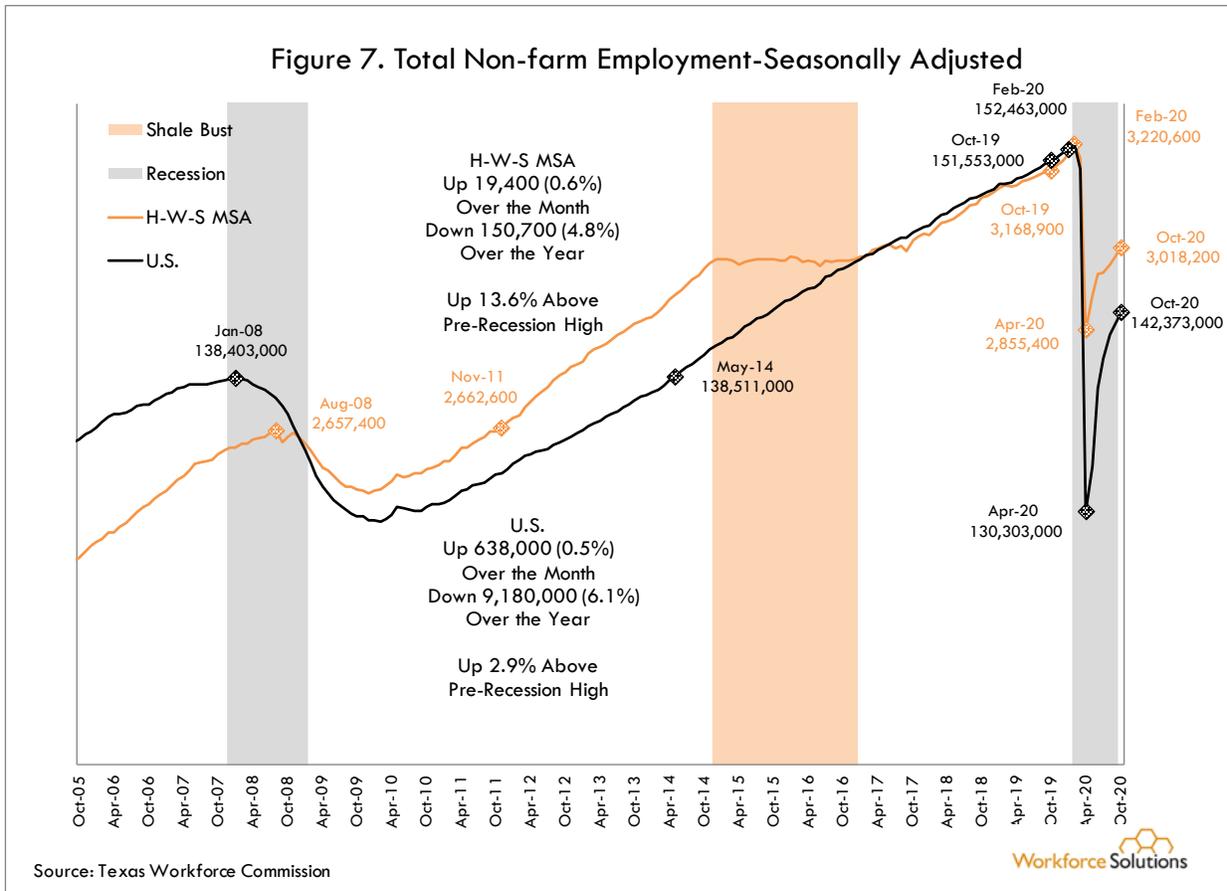


Total Nonfarm Employment – Seasonally Adjusted

Seasonally adjusted estimates for the H-W-S MSA and U.S. seen in figure 6 and 7 provide an additional view of growth trends removing the erratic month-to-month seasonal patterns. On a seasonally adjusted basis, Total Nonfarm Employment increased by 38,700 jobs over the month in October with the pace of losses improving to 4.8 percent, down from 5.2 percent in September. Over-the-year declines at the national level also improved in October to 6.0 percent, down from 6.4 percent in September.

Long-term job growth in the H-W-S MSA continues to outpace that of the nation. Payrolls in the H-W-S MSA are currently up 13.7 percent above their peak prior to The Great Recession while payrolls at the national level are only up 2.9 percent.



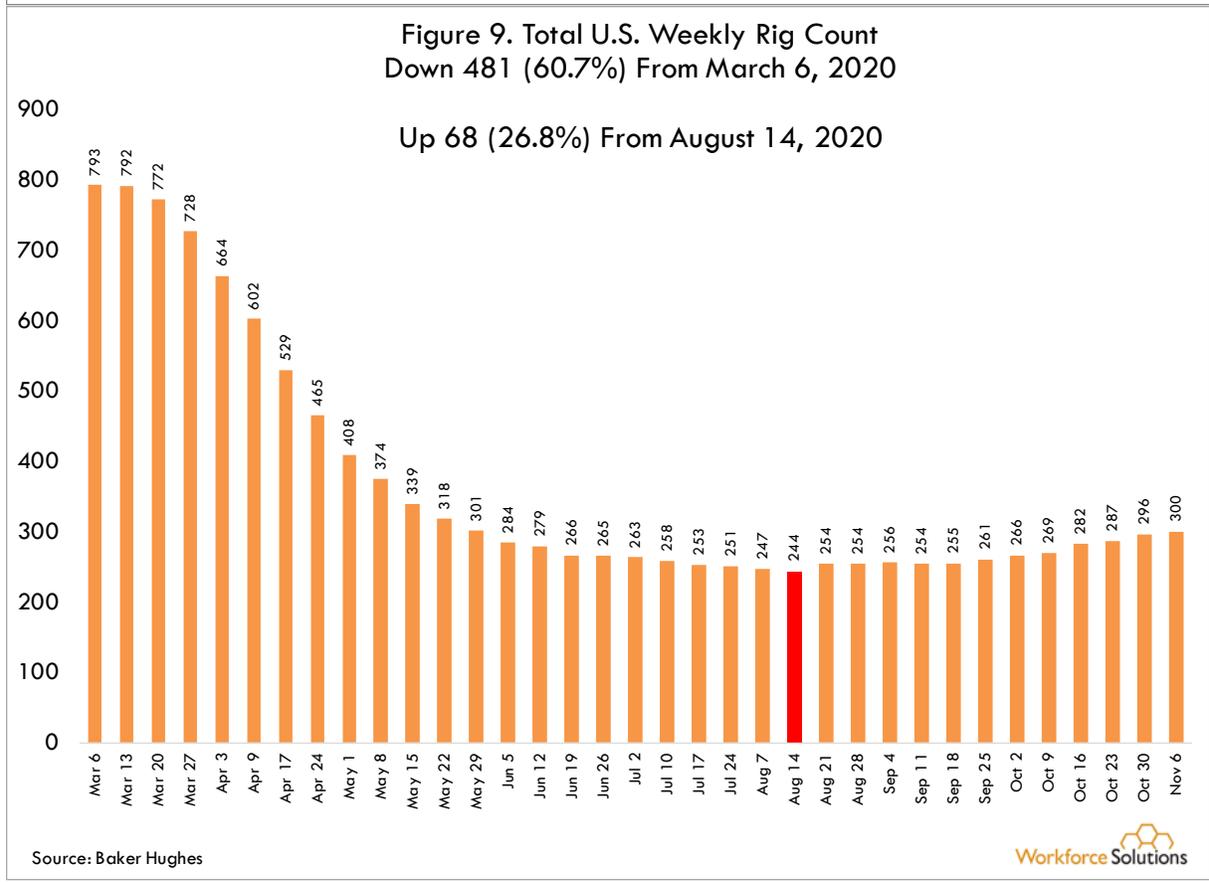
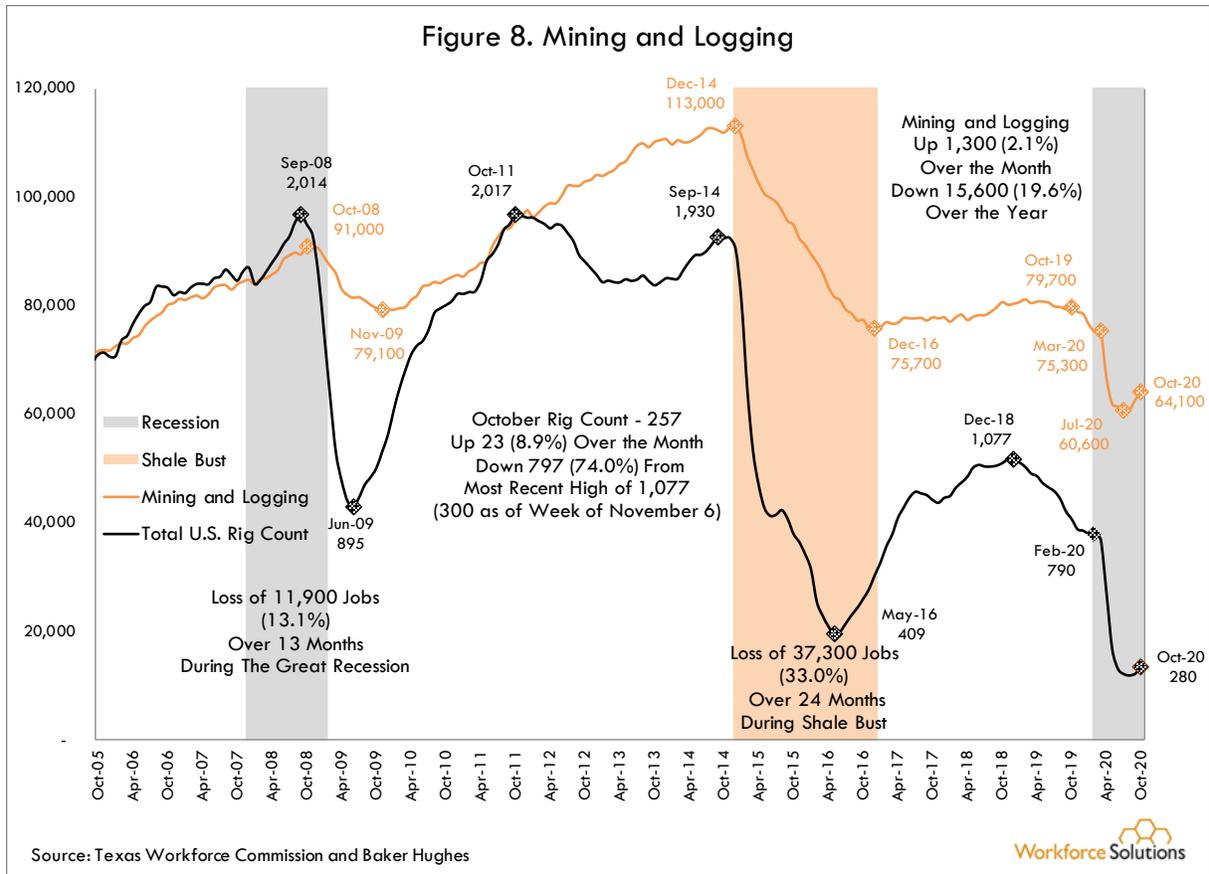


Details by Industry Sector

Mining and Logging reported an increase for the third consecutive month as the active rig count continues to improve, up 1,300 jobs or 2.1 percent. Most of the increase was in Oil and Gas Extraction, where most engineering and office related services are performed to develop or operate oil and gas field properties, up 900 jobs or 2.7 percent. The remainder of the increase was in Support Activities for Mining, where companies that perform most of the field services required in the physical extraction of oil and gas are found, up 300 jobs.

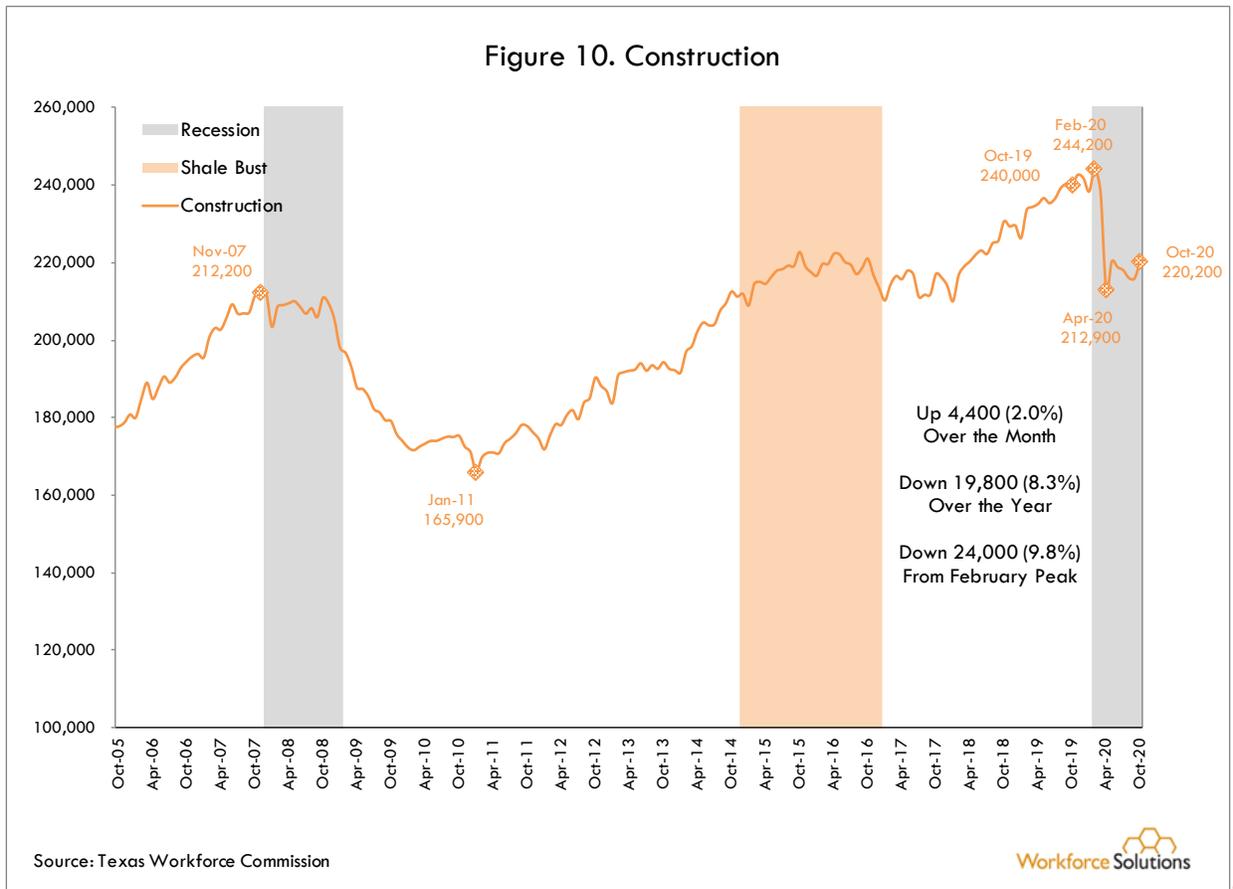
Mining and Logging was down 15,600 jobs over the year in October with payrolls down 19.6 percent, down from 20.9 percent in September, making it the fastest declining super sector in the H-W-S MSA. Support Activities for Mining was the largest contributor to the loss, down 12,400 jobs or 30.2 percent over the year. Oil and Gas Extraction lost 2,900 jobs over the year, down 7.8 percent. Payrolls in Mining and Logging are up 3,500 jobs since bottoming out in July, see figure 8.

The average U.S. rig count rose for the second consecutive month, up by 23 to 280 in October. The monthly rig count was down 797 (74.0%) from the most recent high of 1,077 in December 2018. The weekly rig count hit bottom during the week of August 14th and has since risen to 300 as higher oil prices have prompted some producers to start drilling again, see figure 9.



Construction reported its first over-the-month increase since May adding 4,400 jobs in October, up 2.0 percent. This was the largest October increase on record since 2017 when the region was entering the recovery phase after Hurricane Harvey. Specialty Trade Contractors was responsible for the increase, up 4,400 jobs or 4.2 percent. Specialty Trade Contractors perform many services such as electrical, plumbing, roofing, drywall, and flooring to name a few.

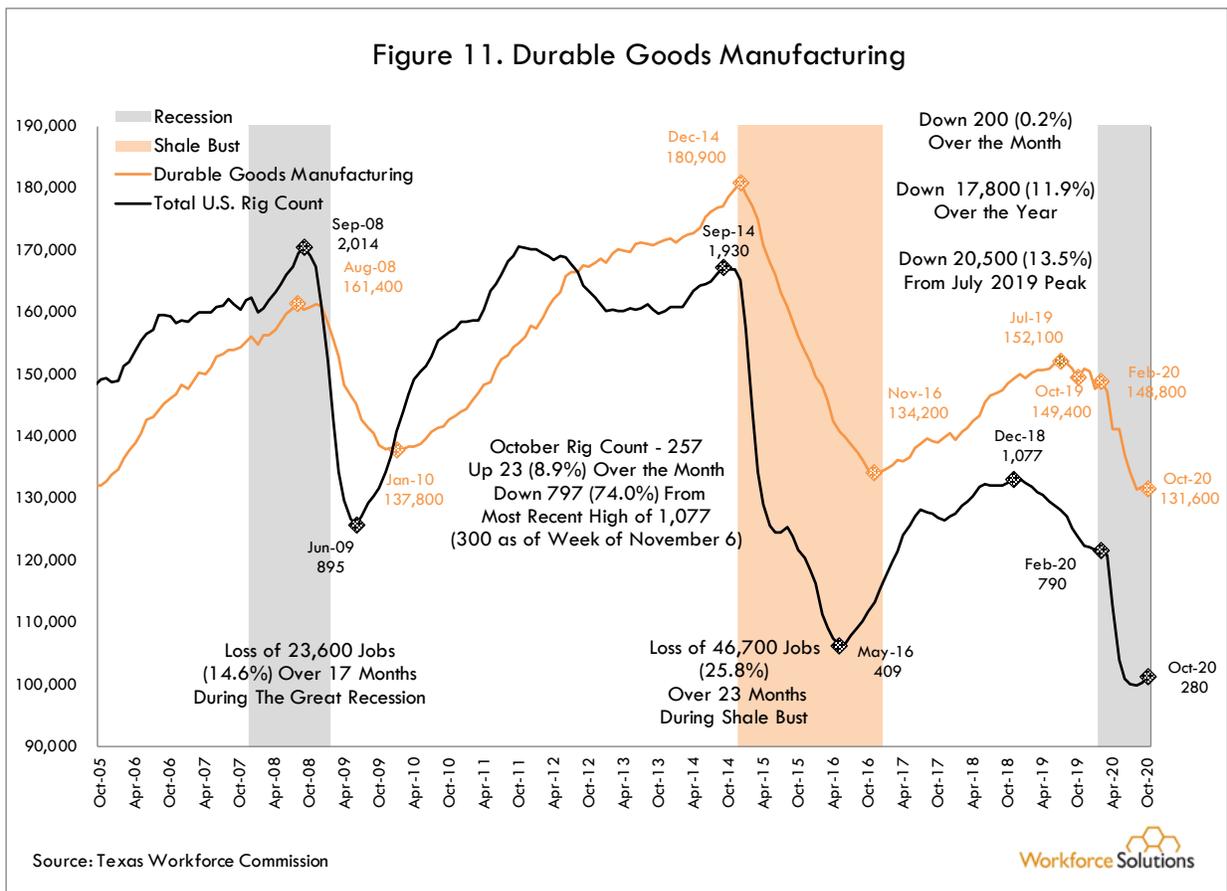
Construction was down 19,800 jobs over the year in October with the pace of losses at 8.3 percent, down from 10.2 percent in September. When 2019 employment estimate revisions were released in March there were major discrepancies across the three sub-sectors of Construction. Keeping that under consideration, most of the decline is currently estimated to be in Heavy and Civil Engineering Construction, down 8,400 jobs or 13.0 percent. Substantial declines are also found in Specialty Trade Contractors, down 6,800 jobs or 5.8 percent, and Construction of Buildings, down 4,600 jobs or 7.8 percent. Looking back, Construction payrolls remain 24,000 jobs or 9.8 percent below where they were when the pandemic began, see figure 10.

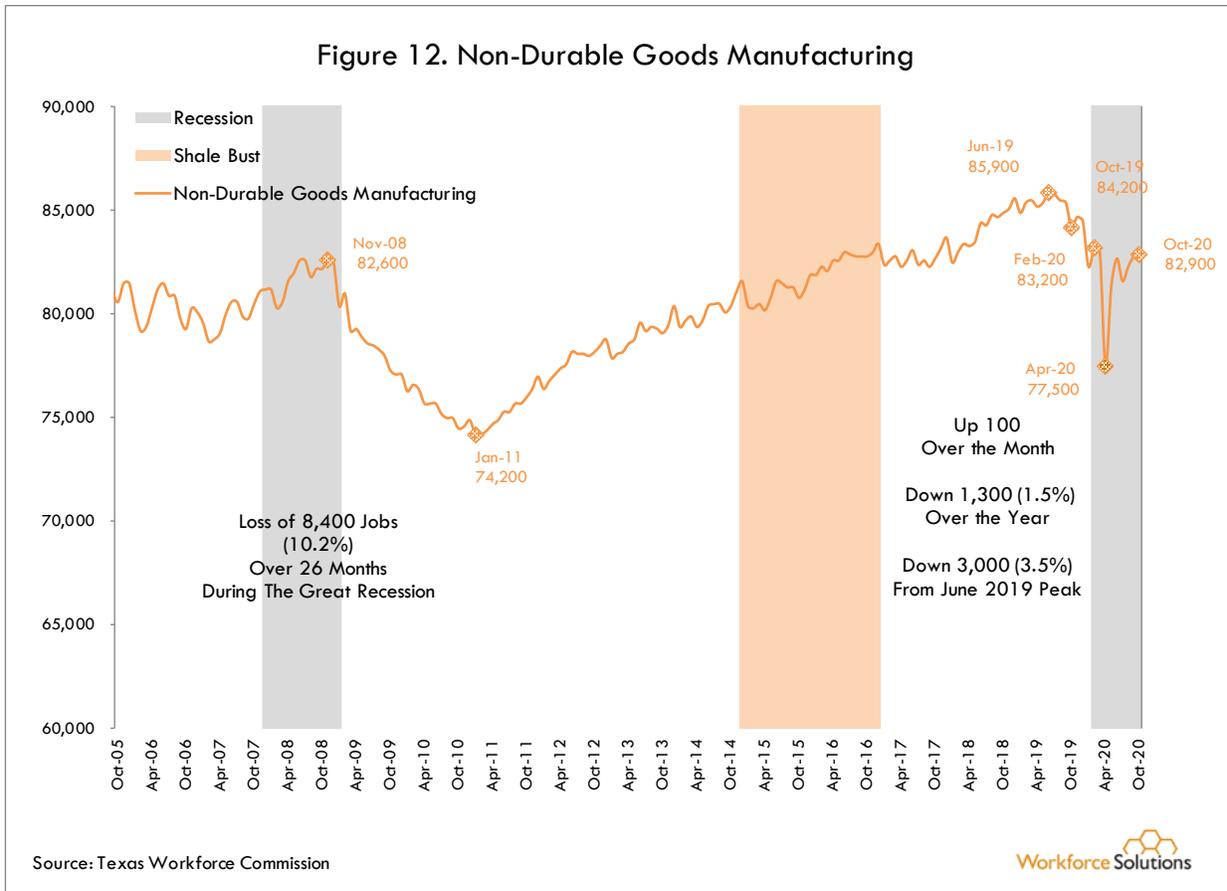


Manufacturing reported a slight loss of 200 jobs in October following a revised increase of 1,000 jobs in September (previously estimated as a loss of 700 jobs). The loss was driven by declines in Durable Goods Manufacturing where Fabricated Metal Product Manufacturing suffered a substantial loss of 1,100 jobs, down 2.3 percent. Slight increases across other areas of Durable Goods Manufacturing helped offset declines. Payrolls in Nondurable Goods Manufacturing reported a slight increase of 100 jobs in October.

Manufacturing was down 19,100 jobs or 8.2 percent over the year. Most of the decline was in Durable Goods Manufacturing, down 17,800 jobs or 11.9 percent, see figure 11. The outlook for Durable Goods Manufacturing has improved for the near future but remains weak due to overall lower drilling activity and oil prices that remain in the low to mid-forties. Non-durable Goods Manufacturing was down 1,300 jobs or 1.5 percent over the year. Despite the overall net loss of 1,300 jobs in Non-durable Goods Manufacturing, the Petroleum and Coal Products Manufacturing sub-sector was up 1,500 jobs over the year.

The Houston Purchasing Managers Index fell slightly by 0.2 to 53.2 in October. The Institute for Supply Management reports that two of the three underlying indicators having a strong direct correlation with the economy, sales/new orders and lead times, pointed to stronger expansion. The third indicator, employment, was still giving a weak signal for contraction. The Houston PMI provides a measure of current economic activity in the greater Houston area and a forecast of likely shifts in activity over the next several months. Readings over 50 generally indicate goods producing industry expansion over the near term, while readings below 50 show coming contraction. Readings above 45 correlates with expansion of the Houston-The Woodlands-Sugar Land Business Cycle Index.

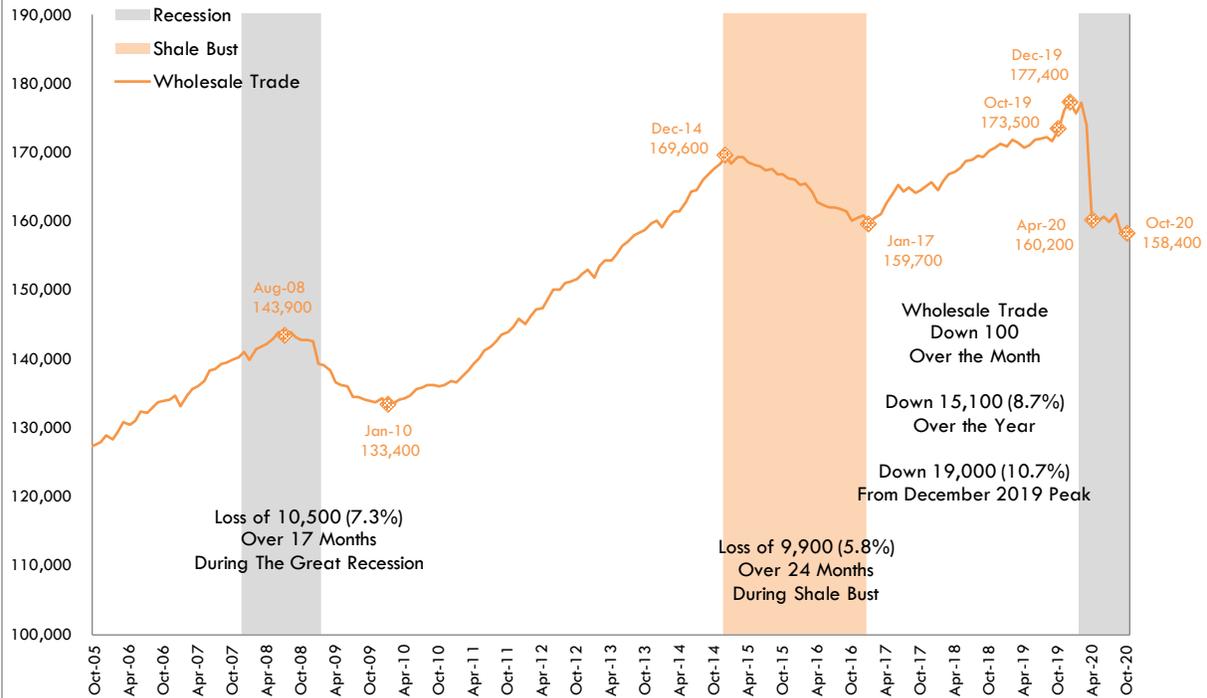




Trade Transportation, Warehousing & Utilities was the largest gaining super sector in October adding 7,800 jobs, up 1.3 percent. The increase was driven by seasonal hiring in preparation for the holiday season. Transportation, Warehousing and Utilities was responsible for more than half of the increase, up 4,400 jobs or 2.8 percent. The remainder of the increase was in Retail Trade, up 3,500 jobs or 1.2 percent. Wholesale Trade reported a slight loss of 100 jobs.

Trade, Transportation, Warehousing & Utilities was down 15,000 jobs over the year with the pace of losses improving slightly to 2.4 percent, down from 2.6 percent in September. Wholesale Trade was the hardest hit sector with payrolls down 15,100 jobs or 8.7 percent, up from 7.7 percent in September, see figure 13. Retail Trade was down 4,400 jobs over the year with the pace of losses improving slightly to 1.5 percent, down from 1.6 percent in September, see figure 14. While many areas of Retail Trade have suffered losses, some have had to add staff as consumer spending patterns shift during the pandemic. Most notable gains were in Building Material and Garden Equipment and Supplies Dealers which experienced an especially strong increase of 2,100 jobs over the year, up 9.8 percent, followed by General Merchandise Stores (including warehouse clubs and supercenters), up 1,700 jobs or 4.4 percent, and Food and Beverage Stores, up 1,700 jobs or 2.6 percent. Transportation, Warehousing, and Utilities helped offset declines in Wholesale and Retail Trade, up 4,500 jobs or 2.9 percent. While details of the increase are not published, they were likely made possible by hiring related to warehousing, distribution, and related courier services. Overall gains in Transportation, Warehousing, and Utilities were offset by a loss of 2,200 jobs in Air Transportation, down 10.9 percent. The super sector has recovered some 28,400 jobs, 58.2 percent, of the 48,800 jobs lost since the coronavirus began.

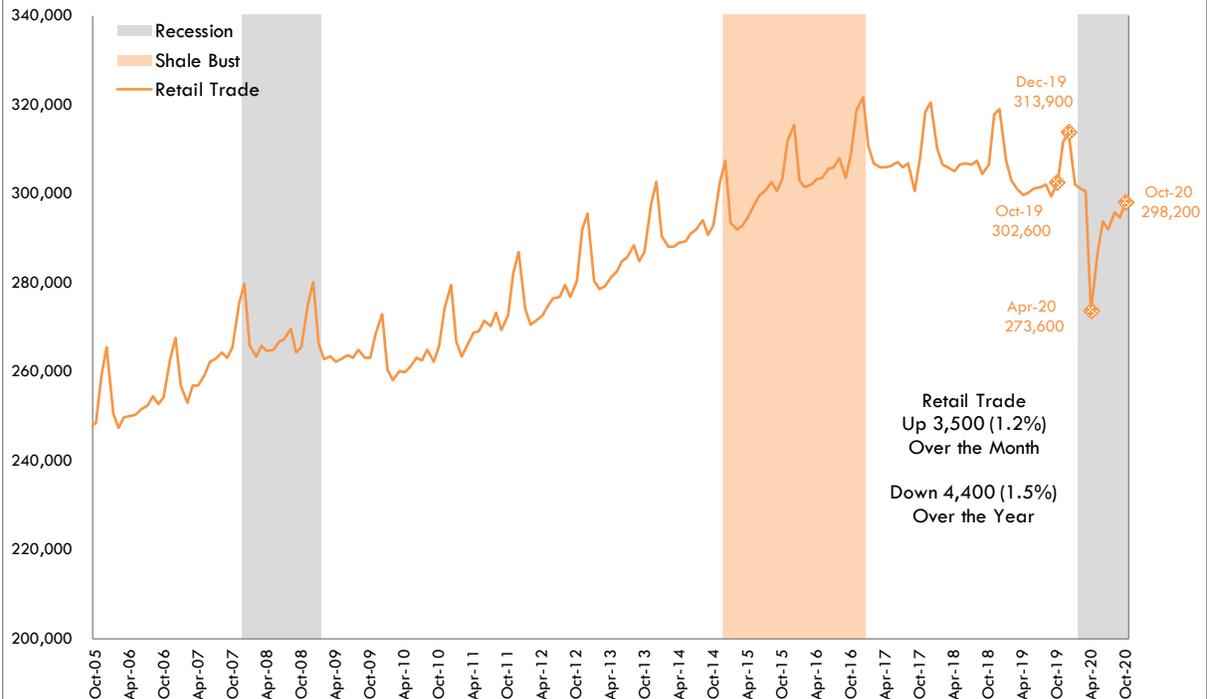
Figure 13. Wholesale Trade



Source: Texas Workforce Commission



Figure 14. Retail Trade



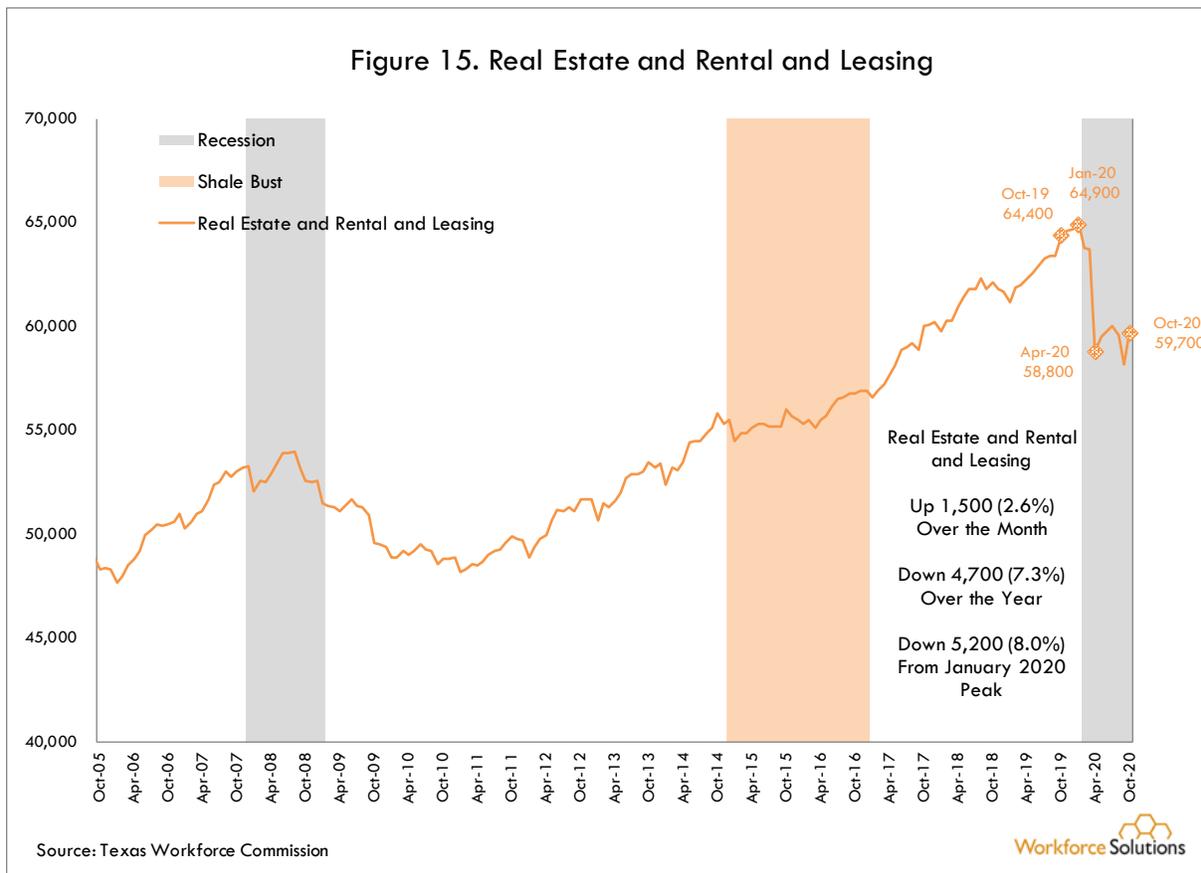
Source: Texas Workforce Commission



Information managed a slight increase for the second consecutive month in October, up 200 jobs. The super sector was down 3,100 jobs or 9.6 percent over the year. Nearly half of the employment in Information resides in Telecommunications where payrolls were down 1,500 jobs or 10.8 percent over the year. Other establishments within the Information super sector include newspaper and periodical publishing, software publishing, motion picture and sound recording, and data processing hosting and related services.

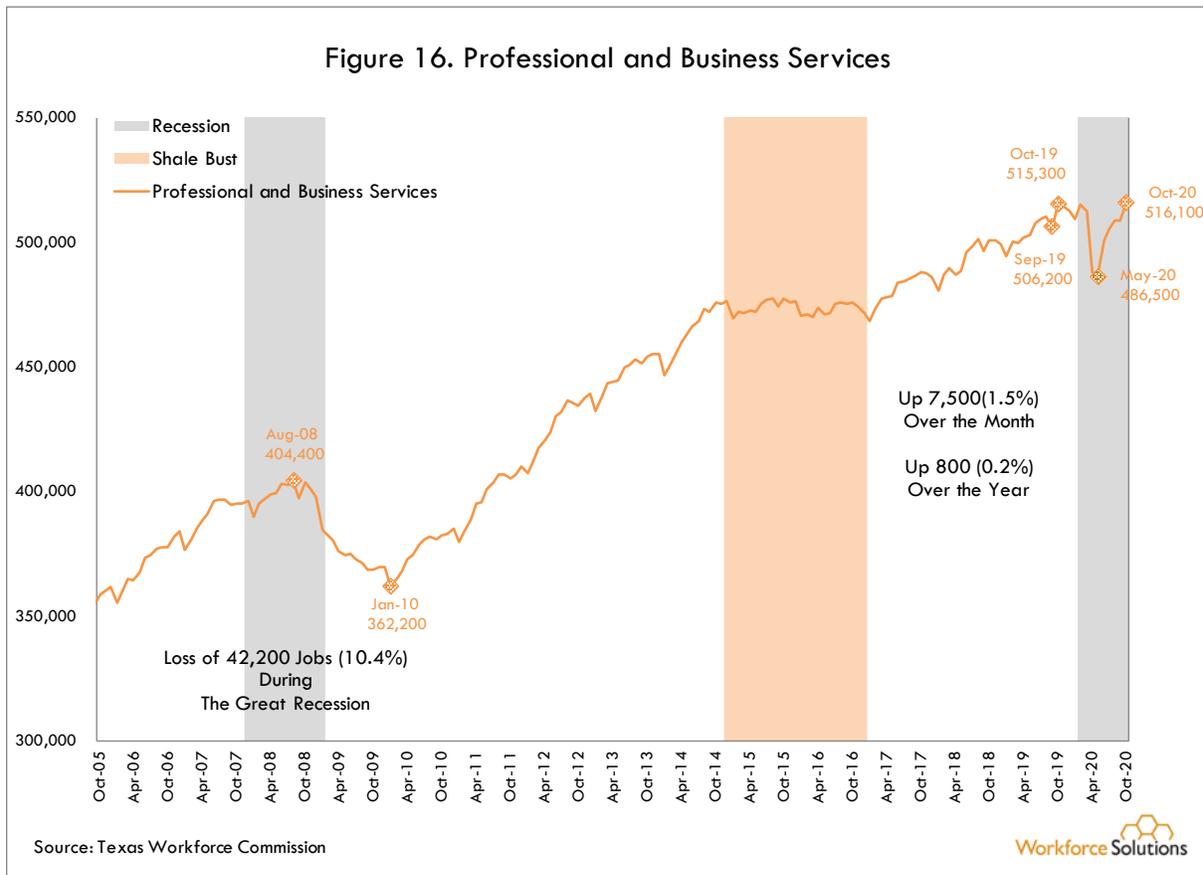
Financial Activities reported its largest October increase ever since records began in 1990, up 2,200 jobs or 1.4 percent. The bulk of the increase was in Real Estate and Rental and Leasing, up 1,500 jobs or 26 percent, see figure 15. The remainder of the increase was in various sub-sectors of Finance and Insurance, up 700 jobs.

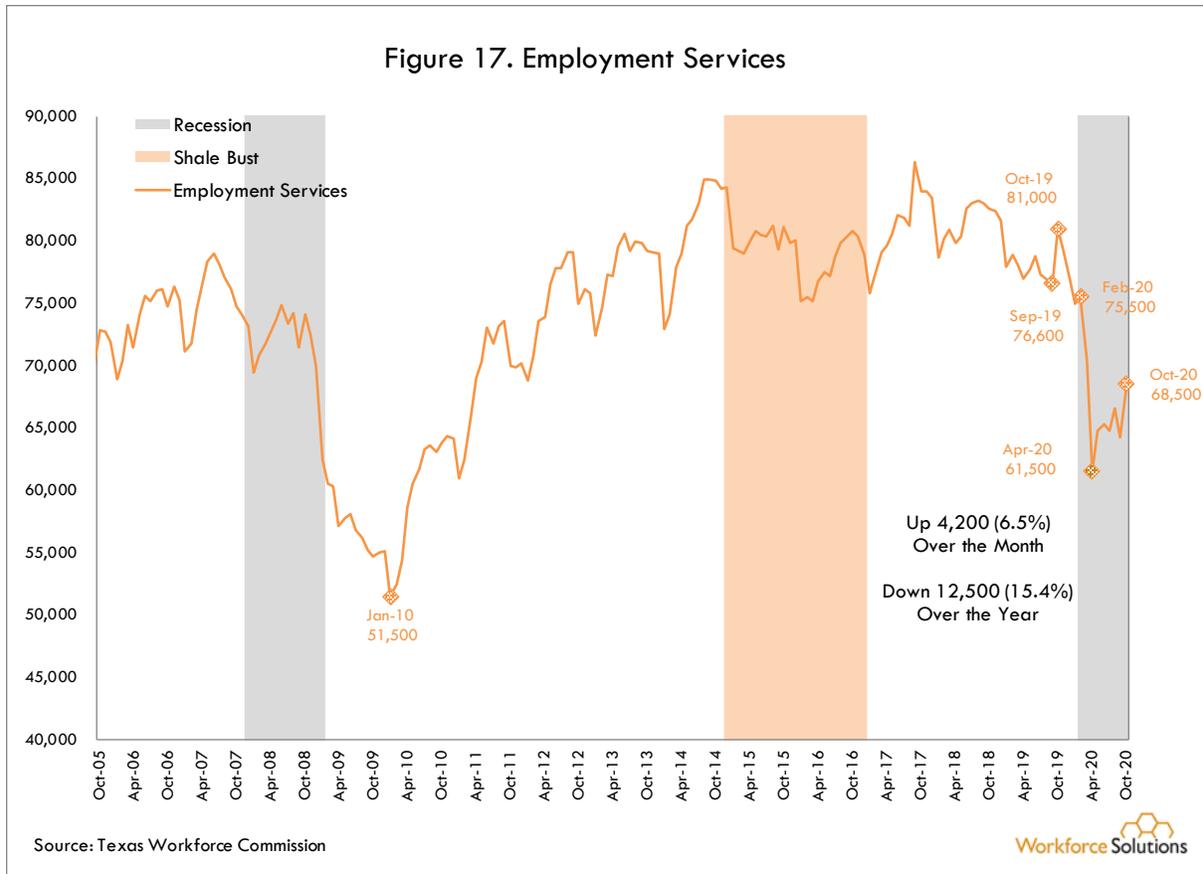
Financial Activities was down 3,400 jobs over the year in October with the pace of losses improving to 2.0 percent, down from 3.2 percent in September. Real Estate and Rental and Leasing was responsible for most of the loss, down 4,700 jobs or 7.3 percent. Credit Intermediation and Related Activities also suffered a substantial loss, down 800 jobs or 1.8 percent. An increase of 1,500 jobs, 3.9 percent, in Insurance Carriers and Related Activities helped offset declines. The super sector has recovered some 2,300 jobs, 38.3 percent, of the 6,000 jobs lost since the coronavirus began.



Professional and Business Services was the second largest gaining super sector in October, up 7,500 jobs or 1.5 percent. The largest October increase on record for the super sector was reported in 2019 when payrolls were up 9,100 jobs or 1.8 percent. While job gains were widespread, the largest contributors to the increase were Employment Services, up 4,200 jobs or 6.5 percent, and Legal Services, up 1,400 jobs or 5.1 percent. The only decline was found in Services to Buildings and Dwellings which reported a slight loss of 200 jobs.

Professional and Business Services was the only super sector to reported positive job growth over the year, up 800 jobs or 0.2 percent, see figure 16. The increase was made possible by gains in various sub-sectors of Professional, Scientific, and Technical Services where payrolls were up 8,500 jobs or 3.5 percent. The largest factor holding back gains in Professional and Business Services has been declines in Employment Services where payrolls are currently down 12,500 jobs or 15.4 percent over the year. Employment Services has seen improvement recovering some 7,000, 50.0 percent, of the 14,000 jobs lost since the coronavirus began, see figure 17.

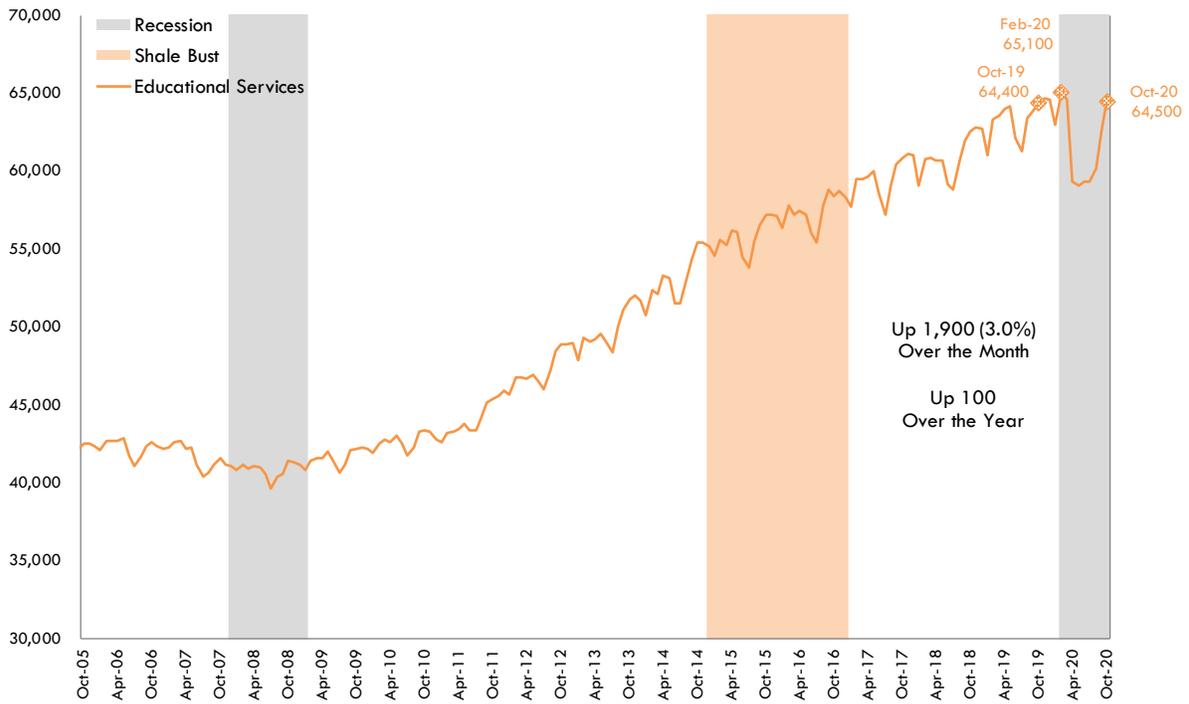




Education and Health Services added 2,600 jobs in October, up 0.7 percent. Most of the increase was in Educational Services, up 1,900 jobs or 3.0 percent. Health Care and Social Assistance was also reporting an increase, up 700 jobs or 0.2 percent.

Education and Health Services was down 10,500 jobs over the year. Health Care and Social Assistance was the largest contributor to the loss, down 10,600 jobs or 3.1 percent, with declines in areas such as nursing care facilities, community care facilities, and various providers of social assistance that include child day care services. An increase of 7,200 jobs in Ambulatory Health Care Services helped offset overall declines in Health Care and Social Assistance. Payrolls in Health Care and Social Assistance have recovered some 23,900 jobs, 56.7 percent, of 42,100 jobs lost since the pandemic began, see figure 19. Educational Services reported its first over-the-year increase since the pandemic began in October, up 100 jobs, see figure 18.

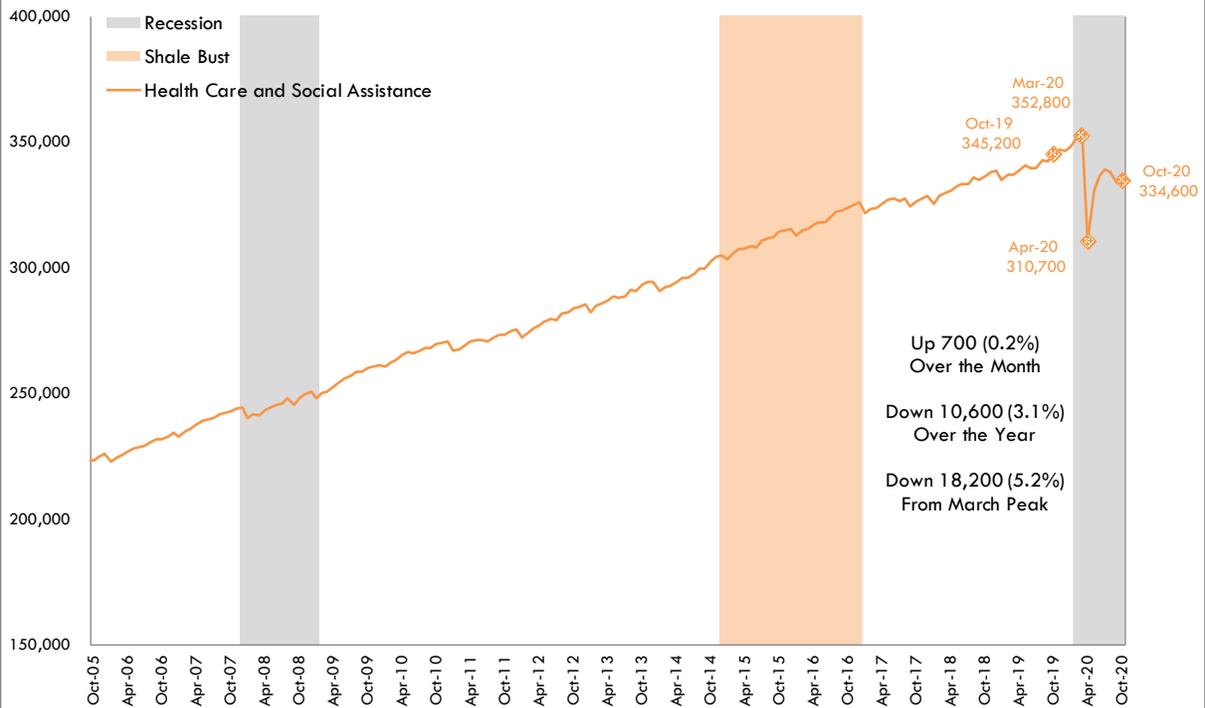
Figure 18. Educational Services



Source: Texas Workforce Commission



Figure 19. Health Care and Social Assistance



Source: Texas Workforce Commission



Leisure and Hospitality was the third largest gaining super sector in October, up 5,800 jobs or 2.0 percent. This was the largest ever October increase according to records dating back to 1990. Most of the increase was in Food Services and Drinking Places, up 5,600 jobs or 2.4 percent, driven by the restaurant capacity increase from 50 percent to 75 percent that started September 21st. Accommodation also reported an increase in October, up 900 jobs or 4.1 percent. Arts, Entertainment, and Recreation, however, held back overall gains reporting its fourth consecutive loss of 700 jobs, down 2.8 percent.

The coronavirus continues to have its largest impact on Leisure and Hospitality making it the largest declining super sector, down 45,800 jobs. The 13.7 percent decline made it the second fastest declining super sector behind Mining and Logging where payrolls were down 19.6 percent. More than half of the loss was in Food Services and Drinking Places, down 27,300 jobs or 10.1 percent. Food Services and Drinking Places has recovered some 70,100, 68.9 percent, of 101,800 jobs lost in March and April, see figure 22. Arts, Entertainment, and Recreation remains the hardest hit sub-sector, down 12,800 jobs or 34.2 percent, see figure 20. Accommodation was the second hardest hit industry sector, down 5,700 jobs or 19.9 percent, see figure 21. The Leisure and Hospitality super sector has recovered some 79,000, 61.3 percent, of 128,900 jobs lost in March and April.

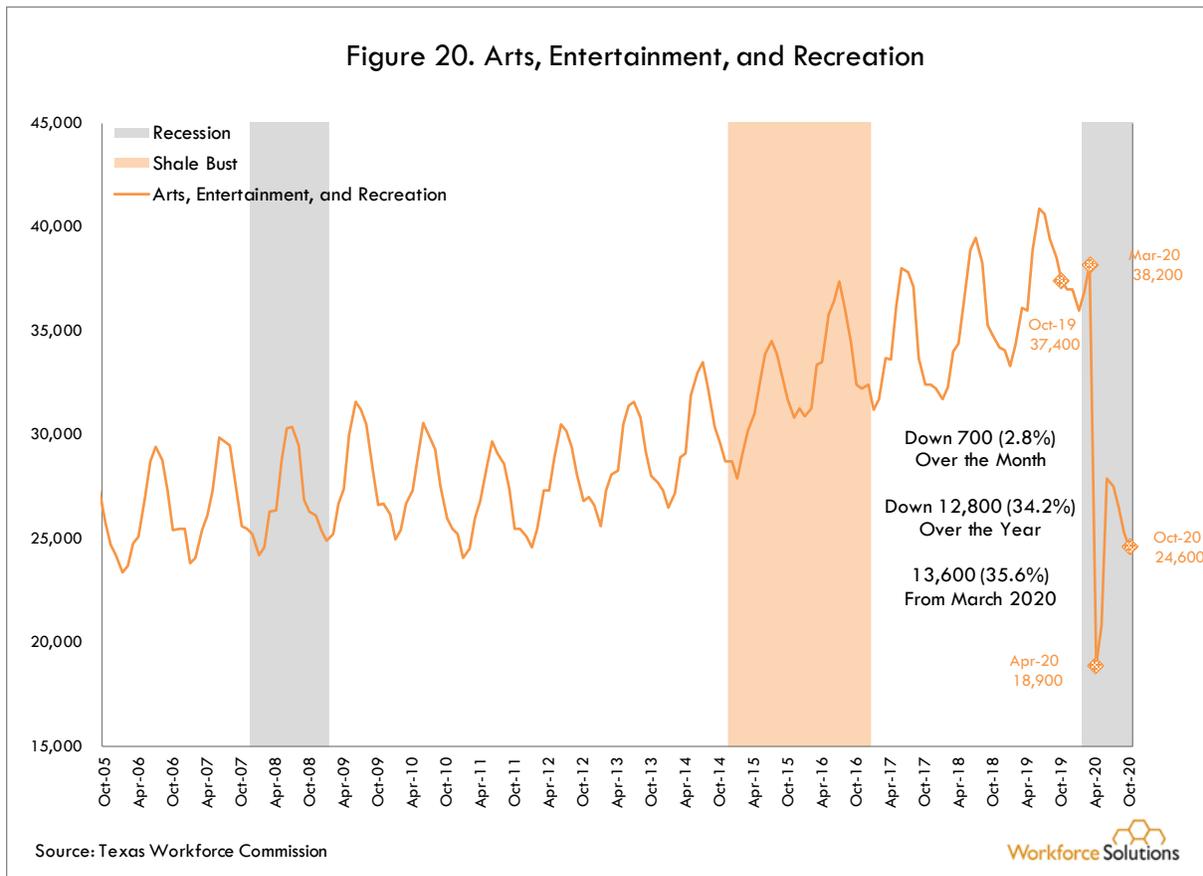
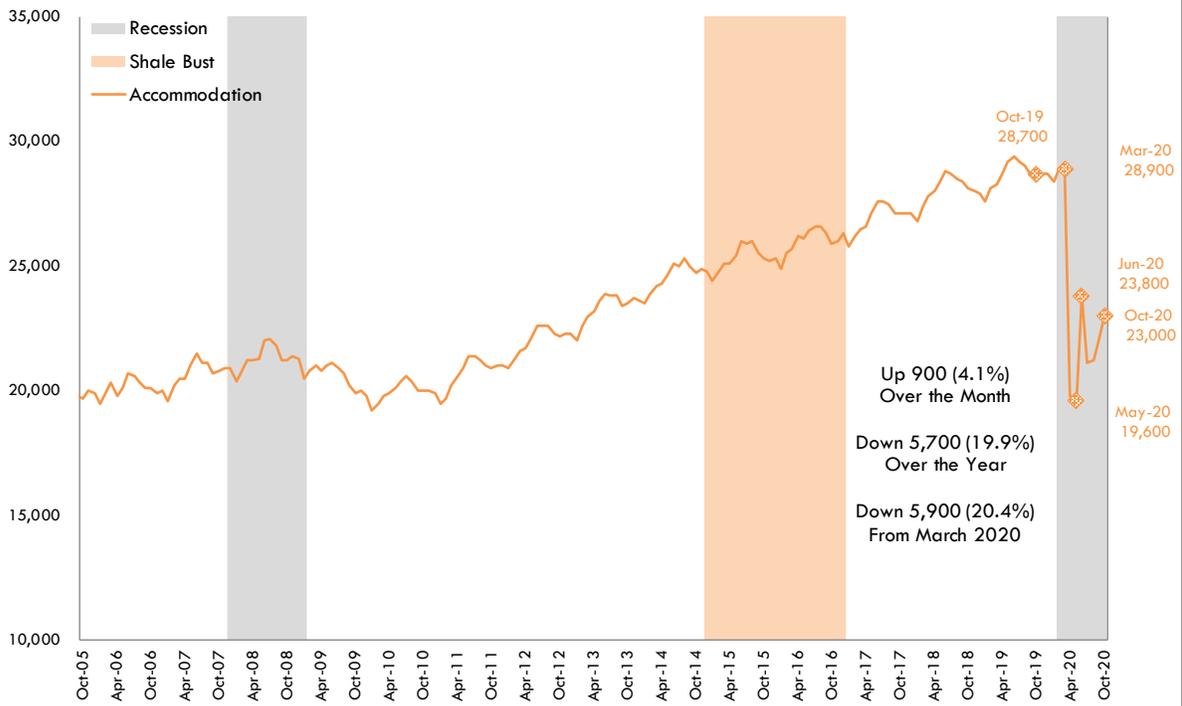


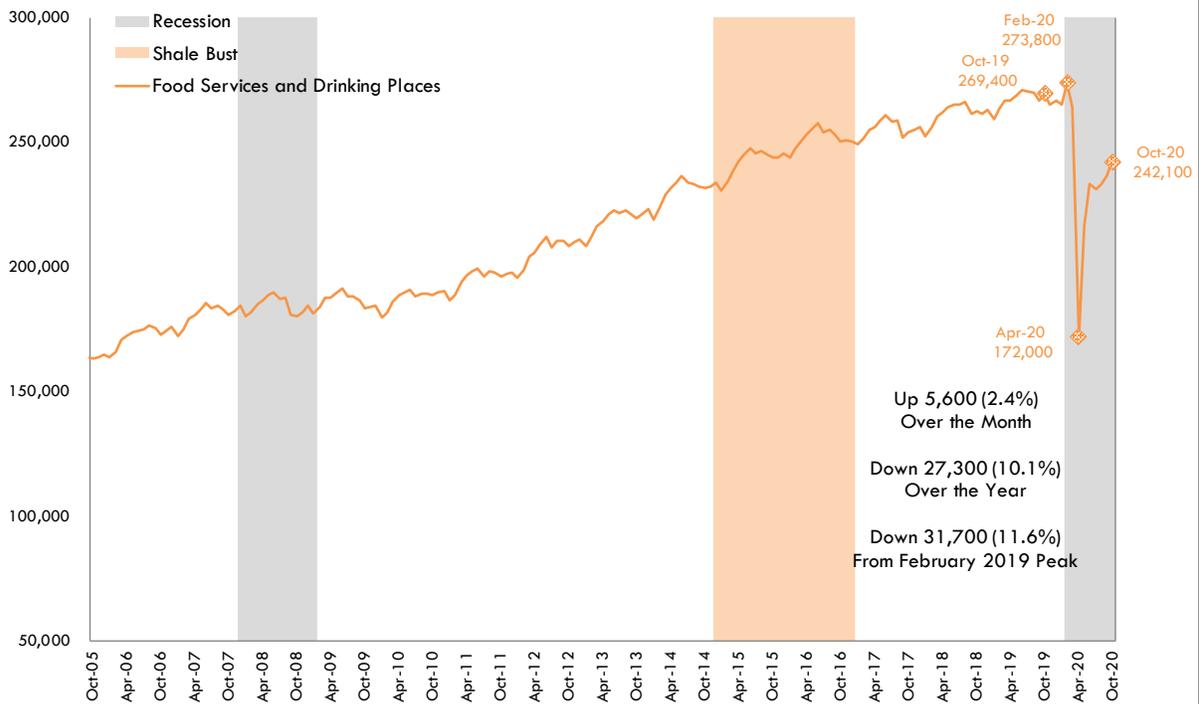
Figure 21. Accommodation



Source: Texas Workforce Commission



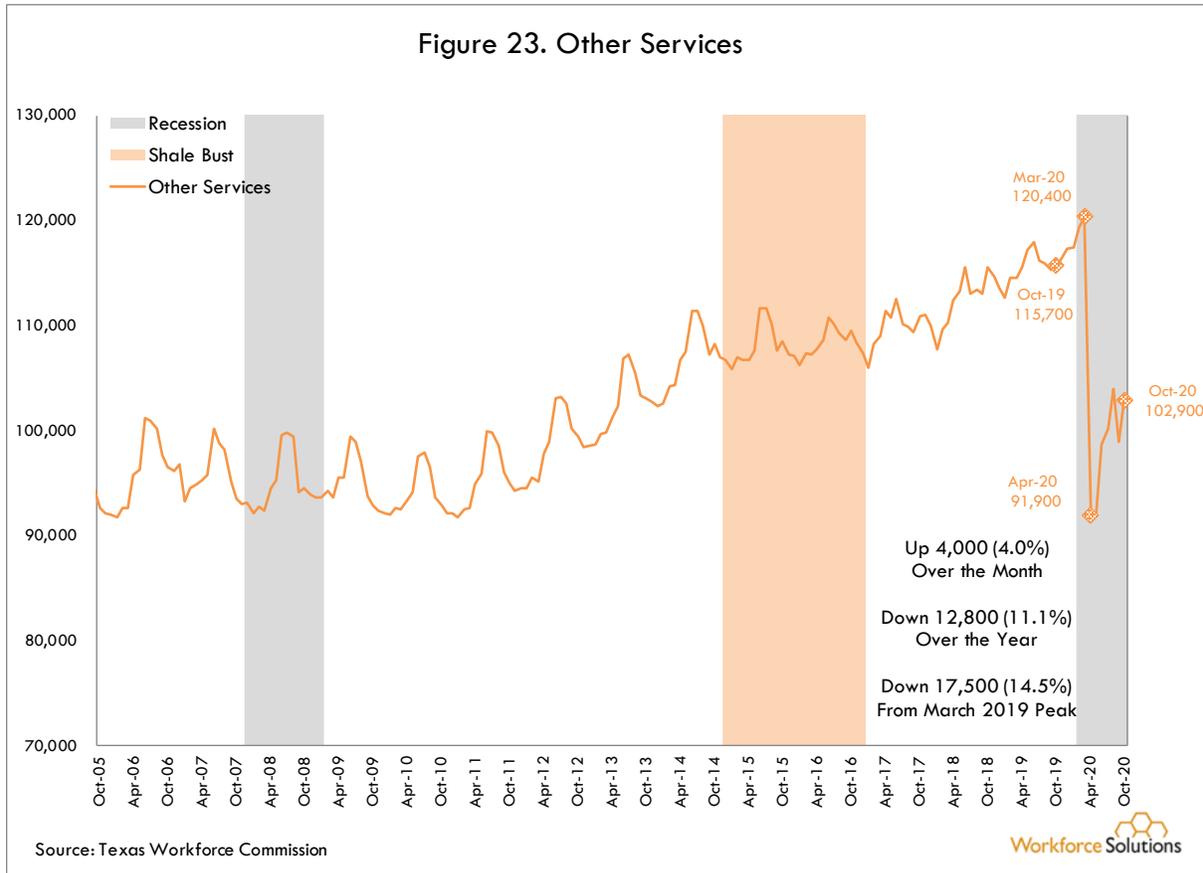
Figure 22. Food Services and Drinking Places



Source: Texas Workforce Commission



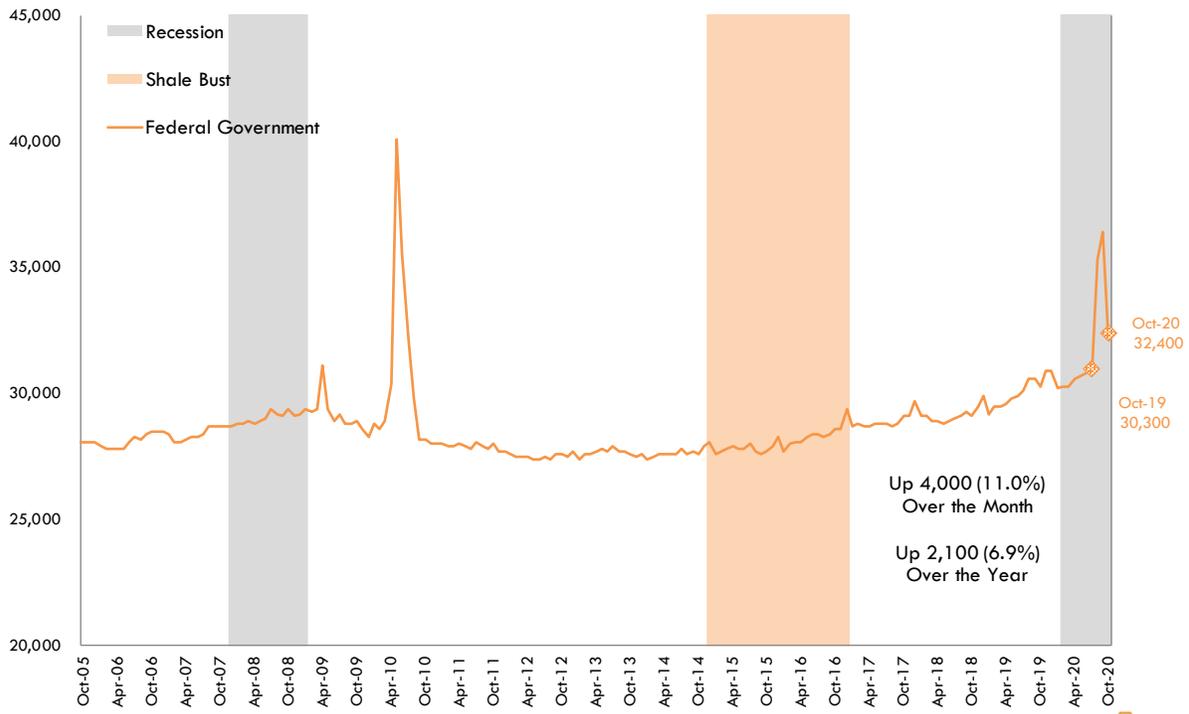
Other Services was up 4,000 jobs or 4.0 percent in October. This was the largest ever October increase according to records dating back to 1990. The super sector was down 12,800 jobs over the year with the pace of losses at 11.1 percent, down from 14.2 percent in September. The super sector has recovered some 11,000 jobs, 38.6 percent, of 28,500 jobs lost in April. Other Services is comprised of personal care services, dry cleaning and laundry services, various repair service companies (industrial equipment, mining machinery and equipment), as well as religious and social advocacy organizations and others.



Government experienced a net increase of 3,100 jobs in October, up 0.8 percent. The increase was driven by gains at educational institutions at the local and state level as they boost payrolls for the new school year. Federal Government reported a loss of 4,000 jobs in October, down 11.0 percent, as temporary positions were eliminated following the conclusion of collecting data for the 2020 Census.

Government was down 7,300 jobs or 1.7 percent over the year. Preliminary estimates for September that Government was up 700 jobs over the year were revised indicating the super sector was down 3,400 jobs. Federal Government was the only sector of government reporting an increase, up 2,100 jobs or 6.9 percent, with much of that growth related to the 2020 Census, see figure 24. State Government reported the deepest decline, down 3,000 jobs or 3.4 percent, driven by a loss of 3,700 jobs in State Government Educational Services, see figure 25 and 26. Local Government was down 6,400 jobs or 2.1 percent driven by a loss of 8,600 jobs in Local Government Educational Services, see figure 27 and 28.

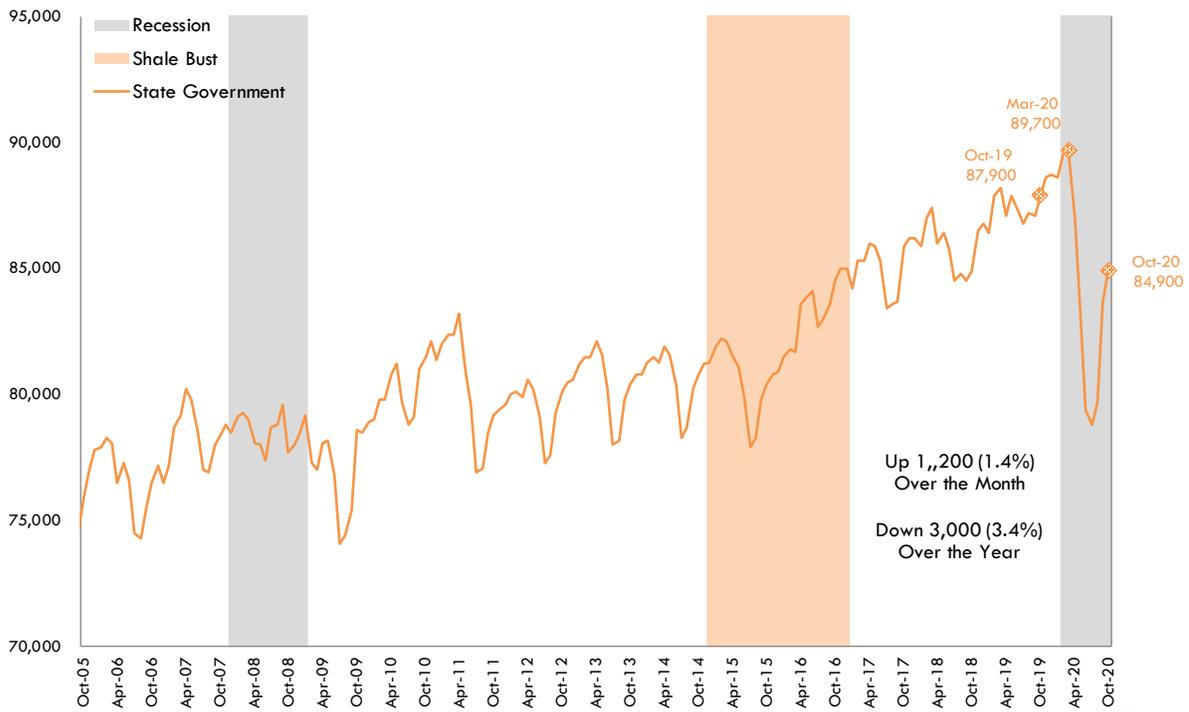
Figure 24. Federal Government



Source: Texas Workforce Commission



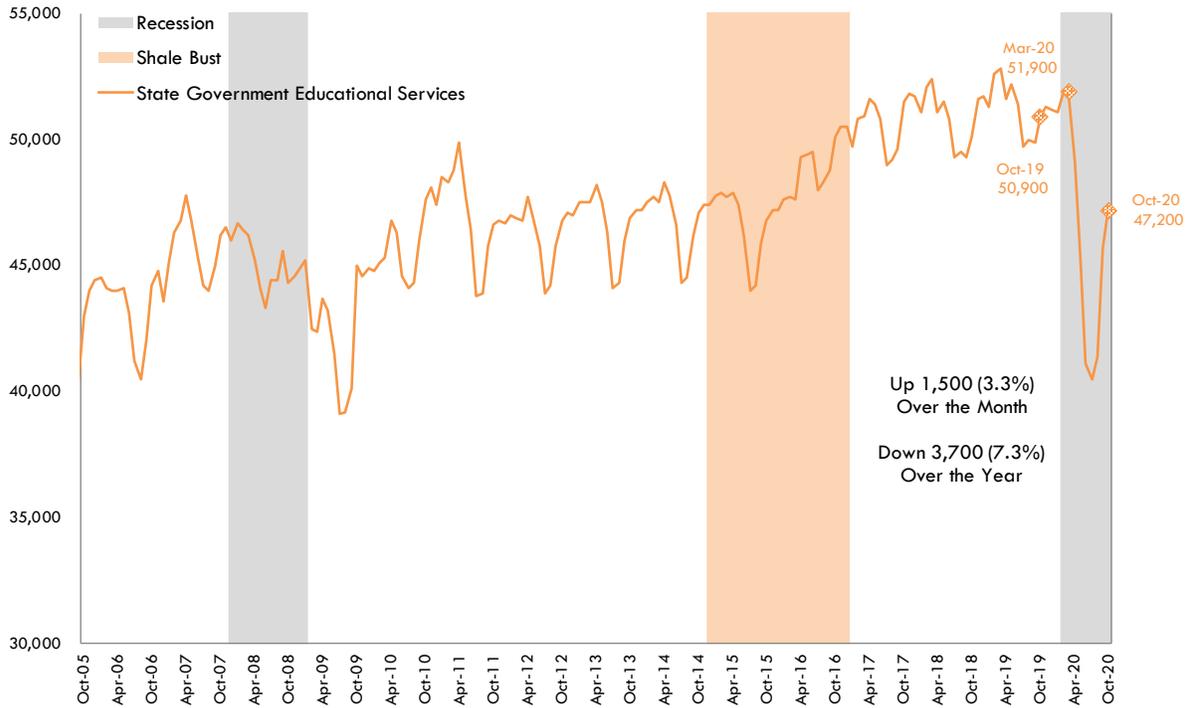
Figure 25. State Government



Source: Texas Workforce Commission



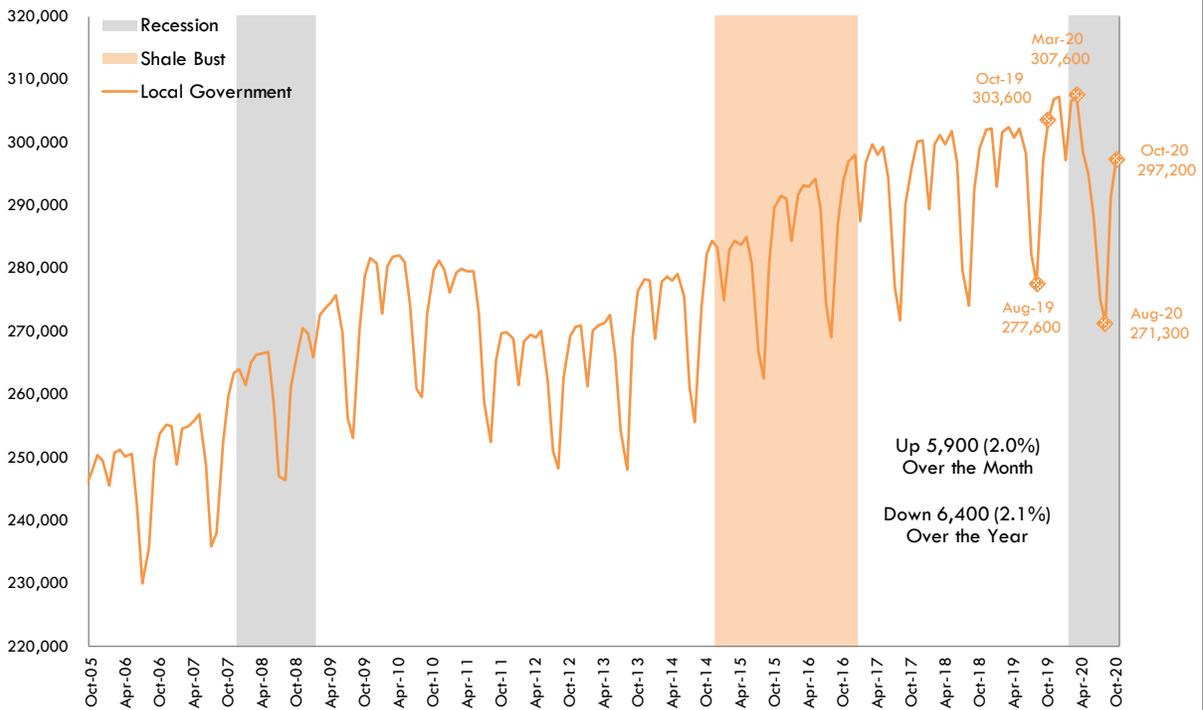
Figure 26. State Government Educational Services



Source: Texas Workforce Commission



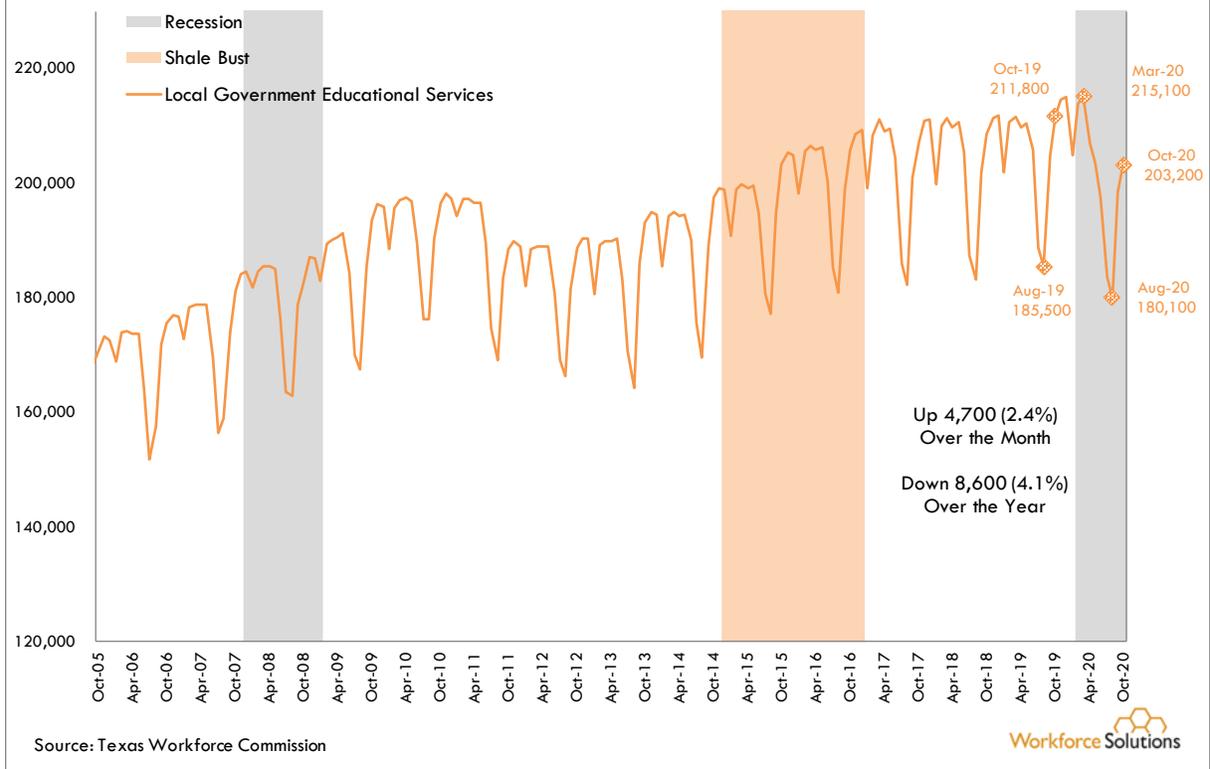
Figure 27. Local Government



Source: Texas Workforce Commission



Figure 28. Local Government Educational Services



NONAGRICULTURAL EMPLOYMENT				Month Change		Year Change	
Houston-The Woodlands-Sugar Land MSA	OCT 2020	SEP 2020	OCT 2019	Net	Percent	Net	Percent
Total Nonfarm	3,030,300	2,991,600	3,181,900	38,700	1.3%	-151,600	-4.8%
.Total Private	2,615,800	2,580,200	2,760,100	35,600	1.4%	-144,300	-5.2%
.Goods Producing	498,800	493,300	553,300	5,500	1.1%	-54,500	-9.8%
..Mining, Logging and Construction	284,300	278,600	319,700	5,700	2.0%	-35,400	-11.1%
...Mining and Logging	64,100	62,800	79,700	1,300	2.1%	-15,600	-19.6%
....Oil and Gas Extraction	34,300	33,400	37,200	900	2.7%	-2,900	-7.8%
....Support Activities for Mining	28,600	28,300	41,000	300	1.1%	-12,400	-30.2%
...Construction	220,200	215,800	240,000	4,400	2.0%	-19,800	-8.3%
....Construction of Buildings	54,300	54,600	58,900	-300	-0.5%	-4,600	-7.8%
....Heavy and Civil Engineering Construction	56,300	56,000	64,700	300	0.5%	-8,400	-13.0%
....Specialty Trade Contractors	109,600	105,200	116,400	4,400	4.2%	-6,800	-5.8%
..Manufacturing	214,500	214,700	233,600	-200	-0.1%	-19,100	-8.2%
...Durable Goods	131,600	131,900	149,400	-300	-0.2%	-17,800	-11.9%
....Fabricated Metal Product Manufacturing	47,600	48,700	54,200	-1,100	-2.3%	-6,600	-12.2%
....Machinery Manufacturing	42,900	42,800	47,200	100	0.2%	-4,300	-9.1%
....Agriculture, Construction, and Mining Machinery Manufacturing	24,000	24,000	29,200	0	0.0%	-5,200	-17.8%
....Computer and Electronic Product Manufacturing	13,400	13,300	13,400	100	0.8%	0	0.0%
...Non-Durable Goods	82,900	82,800	84,200	100	0.1%	-1,300	-1.5%
....Petroleum and Coal Products Manufacturing	11,900	11,700	10,400	200	1.7%	1,500	14.4%
....Chemical Manufacturing	40,900	41,100	40,200	-200	-0.5%	700	1.7%
.Service-Providing	2,531,500	2,498,300	2,628,600	33,200	1.3%	-97,100	-3.7%
.Private Service Providing	2,117,000	2,086,900	2,206,800	30,100	1.4%	-89,800	-4.1%
..Trade, Transportation, and Utilities	615,500	607,700	630,500	7,800	1.3%	-15,000	-2.4%
...Wholesale Trade	158,400	158,500	173,500	-100	-0.1%	-15,100	-8.7%
....Merchant Wholesalers, Durable Goods	93,900	94,200	106,500	-300	-0.3%	-12,600	-11.8%
....Professional and Commercial Equipment and Supplies Merchant Wholesalers	18,400	18,400	17,700	0	0.0%	700	4.0%
....Merchant Wholesalers, Nondurable Goods	50,700	50,200	52,600	500	1.0%	-1,900	-3.6%
...Retail Trade	298,200	294,700	302,600	3,500	1.2%	-4,400	-1.5%
....Motor Vehicle and Parts Dealers	43,600	43,100	43,100	500	1.2%	500	1.2%
....Building Material and Garden Equipment and Supplies Dealers	23,500	23,900	21,400	-400	-1.7%	2,100	9.8%
....Food and Beverage Stores	68,000	67,300	66,300	700	1.0%	1,700	2.6%
....Health and Personal Care Stores	18,400	18,100	19,100	300	1.7%	-700	-3.7%
....Clothing and Clothing Accessories Stores	28,500	28,000	28,000	500	1.8%	500	1.8%
....General Merchandise Stores	59,100	57,800	57,700	1,300	2.2%	1,400	2.4%
....Department Stores	19,100	18,300	19,400	800	4.4%	-300	-1.5%
....General Merchandise Stores, including Warehouse Clubs and Supercenters	40,000	39,500	38,300	500	1.3%	1,700	4.4%
...Transportation, Warehousing, and Utilities	158,900	154,500	154,400	4,400	2.8%	4,500	2.9%
....Utilities	17,200	17,200	17,100	0	0.0%	100	0.6%
....Air Transportation	18,000	17,800	20,200	200	1.1%	-2,200	-10.9%
....Truck Transportation	28,000	28,000	28,300	0	0.0%	-300	-1.1%
....Pipeline Transportation	11,900	11,900	11,900	0	0.0%	0	0.0%
..Information	29,300	29,100	32,400	200	0.7%	-3,100	-9.6%
....Telecommunications	12,400	12,400	13,900	0	0.0%	-1,500	-10.8%
..Financial Activities	164,400	162,200	167,800	2,200	1.4%	-3,400	-2.0%
...Finance and Insurance	104,700	104,000	103,400	700	0.7%	1,300	1.3%
....Credit Intermediation and Related Activities including Monetary Authorities	43,000	43,100	43,800	-100	-0.2%	-800	-1.8%
....Depository Credit Intermediation including Monetary Authorities - Central	29,900	30,100	30,200	-200	-0.7%	-300	-1.0%
....Financial Investments and Related Activities including Financial Vehicles	21,500	21,300	20,900	200	0.9%	600	2.9%
....Insurance Carriers and Related Activities	40,200	39,600	38,700	600	1.5%	1,500	3.9%
...Real Estate and Rental and Leasing	59,700	58,200	64,400	1,500	2.6%	-4,700	-7.3%

NONAGRICULTURAL EMPLOYMENT				Month Change		Year Change	
Houston-The Woodlands-Sugar Land MSA	OCT 2020	SEP 2020	OCT 2019	Net	Percent	Net	Percent
..Professional and Business Services	516,100	508,600	515,300	7,500	1.5%	800	0.2%
...Professional, Scientific, and Technical Services	253,700	248,700	245,200	5,000	2.0%	8,500	3.5%
....Legal Services	28,700	27,300	27,200	1,400	5.1%	1,500	5.5%
....Accounting, Tax Preparation, Bookkeeping, and Payroll Services	28,500	27,800	26,700	700	2.5%	1,800	6.7%
....Architectural, Engineering, and Related Services	76,200	76,100	75,600	100	0.1%	600	0.8%
....Computer Systems Design and Related Services	34,000	33,900	35,200	100	0.3%	-1,200	-3.4%
...Management of Companies and Enterprises	44,400	43,600	46,700	800	1.8%	-2,300	-4.9%
...Administrative and Support and Waste Management and Remediation Services	218,000	216,300	223,400	1,700	0.8%	-5,400	-2.4%
....Administrative and Support Services	204,600	202,800	211,800	1,800	0.9%	-7,200	-3.4%
....Employment Services	68,500	64,300	81,000	4,200	6.5%	-12,500	-15.4%
....Services to Buildings and Dwellings	54,300	54,500	52,400	-200	-0.4%	1,900	3.6%
..Education and Health Services	399,100	396,500	409,600	2,600	0.7%	-10,500	-2.6%
...Educational Services	64,500	62,600	64,400	1,900	3.0%	100	0.2%
...Health Care and Social Assistance	334,600	333,900	345,200	700	0.2%	-10,600	-3.1%
....Ambulatory Health Care Services	173,000	172,700	165,800	300	0.2%	7,200	4.3%
....Hospitals	87,300	87,100	88,300	200	0.2%	-1,000	-1.1%
..Leisure and Hospitality	289,700	283,900	335,500	5,800	2.0%	-45,800	-13.7%
...Arts, Entertainment, and Recreation	24,600	25,300	37,400	-700	-2.8%	-12,800	-34.2%
...Accommodation and Food Services	265,100	258,600	298,100	6,500	2.5%	-33,000	-11.1%
....Accommodation	23,000	22,100	28,700	900	4.1%	-5,700	-19.9%
....Food Services and Drinking Places	242,100	236,500	269,400	5,600	2.4%	-27,300	-10.1%
..Other Services	102,900	98,900	115,700	4,000	4.0%	-12,800	-11.1%
..Government	414,500	411,400	421,800	3,100	0.8%	-7,300	-1.7%
...Federal Government	32,400	36,400	30,300	-4,000	-11.0%	2,100	6.9%
...State Government	84,900	83,700	87,900	1,200	1.4%	-3,000	-3.4%
....State Government Educational Services	47,200	45,700	50,900	1,500	3.3%	-3,700	-7.3%
...Local Government	297,200	291,300	303,600	5,900	2.0%	-6,400	-2.1%
....Local Government Educational Services	203,200	198,500	211,800	4,700	2.4%	-8,600	-4.1%
UNEMPLOYMENT RATE	OCT 2020	SEP 2020	OCT 2019				
H-W-S MSA	7.7	9.6	3.6				
Texas (Actual)	6.7	8.2	3.3				
United States (Actual)	6.6	7.7	3.3				

Houston-The Woodlands-Sugar Land MSA: Includes Austin, Brazoria, Chambers, Ft. Bend, Galveston, Harris, Liberty, Montgomery, and Waller Counties. All Data is Subject to Revision.

Sources: U.S. Department of Labor, BLS, Texas Workforce Commission, Institute for Supply Management, Baker Hughes, and The Federal Reserve Bank of Dallas.