



# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

PO Box 760 ~ 216 W Main ~ Uvalde ~ Texas ~ 78802 ~ 830-591-0141 ~ 830-591-0004 fax

A proud partner of the AmericanJobCenter<sup>®</sup> network

**Workforce Solutions Middle Rio Grande  
Board of Directors Meeting  
Thursday, February 12, 2026 @ 1:00 p.m.  
Workforce Board Room  
216 Main Street, Uvalde Texas 78801**

Board of Directors  
Executive  
Committee

Christopher Hiller  
Chairperson  
Private Sector

Laura Lopez  
Vice Chairperson  
Private Sector

Juan Martinez  
Secretary  
Private Sector

Myrta Garcia  
Treasurer  
CBO

Rodrigo Jaime  
Parliamentarian  
Private Sector

Rosie Lozano  
Executive Director

- I. Call Meeting to Order**
- II. Invocation**
- III. Roll Call**
- IV. Introduction of Guest**
- V. Public Comment**
- VI. Approval of Minutes for:** December 11, 2025 pg. 1-8
- VII. Old Business**
- VIII. New Business**

A. Executive Committee – Christopher Hill, Board Chairman  
Action Item:

1. Review/Approve Annual Financial Monitoring Review from Diaz, Smith and Associates for September 1, 2024 through July 31, 2025, pg. 9-15
2. Review/Approve Policy IT001 – Minimum Standards, pg. 16-35
3. Review/Approve purchase of Cybersecurity Compliance Application not to exceed \$50,000, pg. 36

Information Items:

1. Update - Board Membership, pg. 37-38

B. Finance and Audit Committee – Myrta Garcia, Chair  
Action Items:

1. Review/Approve December 2025 WFSMRG Fiscal Agent Expenditure report, pg. 39-40
2. Review/Approve - Financial & Data Analyst monitoring report for November and December 2025, pg. 41-42

Information Items:

1. Revenue vs. Expenditure summary for December 2025, pg. 43-45
2. Update - FY25 Fiscal Audit ending September 30, 2025
3. HB1 Budget Acceptance for year beginning October 1, 2025, pg. 46

C. Child Care Committee – Margot Mata, Chair

Action Items:

1. Child Care Quality Expenditures in the estimated amount of \$202,000, pg. 47
2. Review/Approve Policies:
  - a. Texas Child Care Connection and Child Care Automated Attendance, pg. 48-52
  - b. Priority of Child Care Service, pg. 53-56
  - c. Maintenance of a Waiting List, pg. 57-60
  - d. Child Care Transfer Request, pg. 61-62

Information Items:

1. Child Care report, pg. 63-64
2. Update on Child Care Formula and Child Care Protective grants

D. Monitoring & Oversight Committee – Juan Martinez, Chair

Action Items:

1. Review/Approve Board Monitoring Reviews for October & November 2025
  - a. SNAP, pg. 65-66
  - b. Choices, pg. 67-69
  - c. WIOA, pg. 70-71
  - d. Childcare, pg. 72-74
  - e. RESEA, pg. 75-77

Information Items:

1. WFS Program Reports, pg. 78
2. VOS Greeter Report, pg. 79
3. Student Navigator Report, pg. 80
4. Youth Coach Report, pg. 81-82

E. Economic Development Committee – Laura Lopez, Chair

Action Items: None

Information Items:

1. Middle Rio Grande Local Area Employment Statistics, pg. 83
2. Middle Rio Grande Labor Market Information, pg. 84

F. Executive Director's Report – Rosie Lozano, pg. 85

G. MRGDC Executive Director's Report – Michelle Garcia, pg. 86-89

H. Other Business

**IX. Adjournment**

Note: To sign up for Public Comment please call Board Office at 830-591-0141

## **Meeting Notice Closed or Executive Session**

If during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any item included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071-551.084, inclusive, of the Open Meetings Act, including, but not limited to:

- a) Section 551.084 - For the purpose of excluding witnesses or witnesses from a hearing during the examination of another witness.
- b) Section 551.071 - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.
- c) Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property.
- d) Section 551.073 - For the purpose of considering a negotiated contract for a prospective give or donation.
- e) Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
- f) Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such a closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- a) the open meeting covered by this notice upon the reconvening of this public meeting, or
- b) at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

**Workforce Solutions is an Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to  
individuals with disabilities.**

**Workforce Solutions Middle Rio Grande Board  
MINUTES**

**Board of Directors' Meeting**

In Person / Virtual  
December 11, 2025

Workforce Solutions Board Room  
Thursday 1:00 PM

**OFFICERS PRESENT:**

Rodrigo Jaime, Parliamentarian, Private Sector, Carrizo Springs  
Myrta Garcia, Treasurer, CBO, Cotulla  
Juan Martinez, Secretary, CBO, Carrizo Springs  
Laura Lopez, Vice-Chair, Private Sector, Crystal City

**MEMBERS' PRESENT:**

Monica Gonzales  
Lydia Sieple  
Wendall Sansom  
James Glasscock  
Shelly Collins  
Sara Rivas  
Melissa Hayman  
Aracely Castle  
Michael Grooms  
Arturo Gonzales  
Cody Smith  
Jesse Martinez, Jr.  
Romelia Aranda  
Jesse Rizo  
Yolanda Ramon  
Juan C. Vasquez

**MEMBERS ABSENT:**

Christopher Hiller  
Larry Martin  
Dora Garza Velasquez  
Harry McHazlett  
Leslie Guillot  
Sergio Diaz  
Dana Johnson  
J.J. Suarez  
Margot Mata  
Elsa Villalpando  
Sandra Seidel  
Ernest Flores  
Shawna Bunkhart

**OTHERS PRESENT:**

Rosie Lozano  
Nereida Santos  
Barbara Lopez  
Roxanne Gonzalez  
Michelle García  
Ariana Gonzalez  
Betsy Prado  
Bobby Castillo

**I. CALL TO ORDER**

Myrta Garcia, Treasurer, called the meeting of the Workforce Solutions Middle Rio Grande Board of Directors to order at approximately 1:01 PM.

**II. INVOCATION**

The invocation was made by Juan Martinez.

**III. ROLL CALL**

Nereida Santos called roll, and twenty (20) board members were determined to be present. Having established a quorum, the following business was discussed.

**IV. INTRODUCTION OF GUEST (S)**

None

**V. Public Comments**

None

**VI. APPROVE MINUTES FOR:** August 14, 2025, and October 9, 2025

Arturo Gonzales motioned to approve both minutes and Juan Carlos Vasquez seconded the motion. Motion carried.

**VII. Old Business**

None

**VIII. New Business**

**A. Executive Committee – Myra Garcia, Treasurer**

**Action Items:**

**Closed Session**

**Executive Session: Section 551.074 - For the purpose of considering the appointment, employment, evaluation, re-assignment, duties, discipline or dismissal of a public officer or**

**employee or to hear complaints or charges against a public officer or employee.**

Discuss the annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.

Board Members went into close session at 1:06 pm and resumed meeting at 1:48pm

**Action Item:**

1. Ratification - Present annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.

Juan Martinez motioned to approve 10% increase pay starting October 1, 2025, and Jesse Martinez, Jr., seconded the motion. Motion carried.

2. Ratification - Review/Approve Workforce Solutions Middle Rio Grande Board Programmatic Risk Assessment of the Middle Rio Grande Development Council as contractor for Workforce and Child Care

Rosie explained that the board requested an update on Programmatic Risk Assessment. No questions asked.

Michael Grooms made motion to approve Programmatic Risk Assessment and James Glasscock seconded the motion. Motion carried.

3. Ratification - Review/Approve - Child Care Contract Amendment #1  
- Local Match Grant

Rosie stated that this year all Local Match Grant funds must be allocated to direct care.

Rodrigo Jaime motioned to approve Amendment and Juan Carlos Vasquez seconded the motion. Motion carried.

4. Review/Approve - Uvalde Lease Agreement

Rosie stated that it is more cost-effective to remain at our current facility. The cost is \$0.97 per square foot, compared to \$4-\$5 per square foot at other facilities. This cost includes renovations such as replacing carpet with tile and painting several offices. The lease term will be five years, with an option to extend for an additional five years. Juan Martinez motioned to approve Uvalde Lease Agreement and Juan Carlos Vasquez seconded the motion. Motion carried.

5. Ratification - Review/Approve - 1st Extension of 4-year contract with Cano & Company Real Estate Broker Services

No questions asked.

Rodrigo Jaime motion to approve extension and Juan Martinez seconded the motion. Motion carried.

#### 6. Ratification - Review/Approve – Board Salary Schedule 2025- 2026

Rosie stated that the salary goes aligned with the HB1 budget so that we know what the salary schedule is.

Michael Grooms motion to approve and Juan Martinez seconded the motion. Motion carried.

#### 7. Ratification - Review/Approve – Board Holiday Schedule 2025-2026

Rosie stated that the organization’s holiday schedule aligns with state and federal holidays, with the Workforce side adhering to the same schedule.

Rodrigo Jaime motion to approve Holiday Schedule and Jesse Rizo seconded the motion. Motion Carried.

#### **Information Items:**

1. Update - Board Membership
2. Intent to Sanction related to Prior Year findings in the Choices and SNAP E&T Programs (CAP’s)

Rosie briefly reviewed the vacancies in Val Verde County and Dimmit County. She also addressed the audit resolution letter, noting that while the audit was officially closed, the issues were not fully resolved. The Texas Workforce Commission (TWC) sanctioned us and placed us on a corrective action plan for the Choices and SNAP program. The corrective action plan was included in the packet.

#### **B. Finance and Audit Committee – Myrta Garcia, Treasurer**

##### **Action Items:**

1. Ratification - Review/Approve - Garza/Gonzales & Associates Annual Audit – 1<sup>st</sup> extension for audit year ending September 30, 2025, estimated fee of \$38,850 and up to \$2,500 travel reimbursement.

Rosie stated that they conduct an annual audit and was informing the board that the audit is scheduled to begin in January 2026. The engagement letter was included in the packet.

Rodrigo Jaime motioned to approve, and Juan Carlos Vasquez seconded the motion. Juan Martinez abstained. Motion carried.

2. Review/Approve WFSMRG Fiscal Agent Expenditure report
  - a. Ratification – August 2025
  - b. September 2025
  - c. October 2025

Betsy briefly explained the expenditure for each month, no questions asked. Laura Lopez made a motion to approve the Expenditure report and Rodrigo Jaime seconded. Motion carried.

3. Review/Approve - Financial & Data Analyst monitoring report for:
  - a. Ratification - June & July 2025
  - b. August & September 2025

Betsy stated that there were no errors in June-July and 100% error rate in Aug.-Sept. for missing deadline. She takes full accountability and ensures it won't happen again and that there is a write up in place.

Juan Carlos Vasquez motioned to approve monitoring report and Arturo Gonzales seconded the motion. Motion carries

4. Ratification - Review/Approve - Policies:
  - a. FISCAL024 Property Management, Chg. 1

The policy change required by FMGC was the update of the threshold amount from \$5,000 to \$10,000.

Juan Carlos Vasquez motioned to approve, and Michael Grooms seconded the motion. Motion carries.

**Information Items:**

1. Revenue vs. Expenditure summary for August & October 2025
2. Workforce Contracts for:
  - a. 2726TAF001 – Temporary Assistance for Needy Families/Choices \$783,754 for Oct 1, 2025 – Oct 31, 2026
  - b. 2726CCQ001 – Child Care and Development Fund Quality Improvement Activity \$537,777 for Oct 1, 2025 – Oct 31, 2026
  - c. 2726CCP001 – Texas Department of Family and Protective Services Child Care, Sept 1, 2025 – Dec 31, 2026
  - d. 2726CQF001 – Child Care and Development Fund Quality Four Percent Activities \$298,850 for Oct 1, 2025 – Oct 31, 2026
  - e. 2725REA001 Amendment #1 – Reemployment Services and Eligibility Assessment \$207,500 Sept 1, 2025 – Feb 28, 2026
  - f. 2726REA001 – Reemployment Services and Eligibility Assessment \$207,536, October 1, 2025 – September 30, 2026
  - g. 2725SNE001 – Supplemental Nutrition Assistance Program \$135,684 Oct 1, 2025 – Sept 30, 2026

- h. 2726WCI001 – Workforce Commission Initiative \$41,044 October 1, 2025 – September 30, 2025
- i. 2726 TRA001 – Trade Act Services for Dislocated Workers \$5,000 October 1, 2025 – September 31, 2026
- j. 2726WPA001 - Wagner-Peyser Employer Services \$7,994 October 1, 2025 – December 31, 2026
- k. 2725DF001 – Skills Development Fund in Partnership with Steelmation Corporation \$10,543 August 31, 2025 – August 31, 2026
- l. 2726WOO001 – Additional Program Funding \$20,023 October 1, 2025 – September 30, 2026
- m. 2726CCF001 – Child Care Services Formula Allocation \$11,055,384 for August 31, 2025 – December 31, 2026

Rosie explained each grant. MRGDC ranked among the top five performing boards for the RESEA program, placing third, which resulted in additional funds for our organization. She also provided an overview of the RESEA program. No questions were asked.

**C. Child Care Committee – Myrta Garcia, Treasurer**

**Action Items:** None

**Information Items:**

- 1. Child Care report

Rosie provided a brief overview of the child care performance measures. The corresponding report was included in the meeting packet. No questions were raised.

**D. Monitoring and Oversight Committee -Myrta Garcia, Treasurer**

**Action Items:**

- 1. Corrective Action Plan’s (CAP):
  - a. Supplemental Nutrition Assistance Program (SNAP) CAP
  - b. Choices CAP

Because TWC placed the Board on a Corrective Action Plan (CAP), the Contractor will be on a CAP. Rosie explained that she meets with Barbara to review each file and identify errors. She noted that improvements are being seen and stated that conditions should continue to improve. Rosie also indicated that she and Barbara are communicating more frequently to resolve issues. The reports provided by the Contractor are the same reports being submitted to TWC.

Juan Carlos Vasquez motioned to approve, and Laura Lopez seconded the motion. Motion carried.

2. Review/Approve Board Monitoring Reviews:

a. Ratification: June – July 2025

- i. SNAP
- ii. Choices
- iii. WIOA
- iv. Childcare
- v. RESEA

b. August - September 2025

- i. SNAP
- ii. Choices
- iii. WIOA
- iv. Childcare
- v. RESEA

Rosie stated that she is confident there will be improvement by the next board meeting. The monitoring reports for June–July and August–September were included in the board packet. No questions were asked. Rodrigo Jaime motioned to approve monitoring reports and Laura Lopez seconded the motion. Motion carried.

3. Ratification - Review/Approve Policies:

- a. ALL12 Access and Data Security for Workforce Applications, Change 6
- b. All21 Unemployment Insurance Weekly Work Search

All12 Chg6 needed to be updated to say the following: The Contract must comply with assuring that all PII information is kept confidential and secure. That all PII is collected, used and stored in a manner that will not be accessible to unauthorized personnel. This written in the One Stop Contract just needed to be added to the policy.

All21 Boards must establish the minimum number of weekly work search contacts required of unemployment insurance claimants for each county. This policy defines how many work searches each county needs to be doing.

Laura Lopez motioned to approve the policies and Juan Carlos Vasquez seconded the motion. Motion carried.

**Information Items:**

- 1. WFS Program Reports

- 2. VOS Greeter Report
- 3. Student Navigator Report
- 4. Youth Coach Report

Rosie went over the MPR that was distributed at the meeting. She stated that she and Barbara are meeting to identify those who are not meeting requirements and are also mentoring new staff. She noted that the MPR is received around the 20th of each month.

**Economic Development Committee-Myrta Garcia, Treasurer**

**Action Items:** None

**Information Items:**

- 1. Middle Rio Grande Labor Local Area Employment Statistics
- 2. Middle Rio Grande Labor Market Information

Reports were included in board packet, no questions asked.

**F. Executive Director's Report - Rosie Lozano**

Rosie had discussed the TWC 28th Annual Conference she recently attended. She briefly went over her report that was included in the board packet.

**G. Executive Director's Report - Michelle Garcia**

Michelle stated that her staff has been working closely with Rosie and board staff. She also spoke about her experience attending the TWC 28th Annual Conference. Her report was included in the board packet.

**H. Other Business**

None

**I. Adjournment**

Juan Carlos Vasquez made a motion to adjourn and seconded by Jesse Rizo. Motion carried. Adjourn at 2:35 pm.

\_\_\_\_\_  
Juan Martinez, Jr.  
Secretary

\_\_\_\_\_  
Date

# Annual Financial Monitoring Review

of the

**Middle Rio Grande Development Council (MRGDC)**

*in its' capacity of Fiscal Agent, Administrative Entity, Workforce  
Center Operator, Child Care and Specialty Contractor for the*

**Workforce Solutions Middle Rio Grande** (the Board) *by virtue  
of the fact the MRGDC serves as the Boards Fiscal Agent and  
Administrative Entity*

---

January 9, 2026

# R

Report Demographics

---

**Report Number:** 26\*04

**Report Type:** Final

**Report Issue Date:** January 9, 2026

**Entities Reviewed:** **Workforce Solutions Middle Rio Grande** (the Board)  
*by virtue of the fact the MRGDC serves as the Boards Fiscal Agent and Administrative Entity*

**Middle Rio Grande Development Council** (MRGDC)  
*in its' capacity of Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care and Specialty Contractor for the Board.*

**Review Type:** Annual Financial Monitoring Review

**Applicable Period:** September 1, 2024 through July 31, 2025

**Review Conducted by:** **D**iaz, **S**mith, and **A**ssociates  
Anna Rocha-Diaz  
Sujuane Smith  
Edward. Taylor

**Exit Conference:** None required no findings determined

**Report Developed by:** Edward Taylor

## pplicable Definitions

---

**Board:** The *Middle Rio Grande Workforce Development Board*, dba. *Workforce Solutions Middle Rio Grande* created pursuant to Texas Government Code §2308.253 and certified by the Governor pursuant to Texas Government Code §2308.261.

**Briefing Items:** are general noncompliance conditions that are observed and documented by the monitors based on established law, procedures, or other authoritative guidance. These noncompliance conditions are considered lower risk findings but could potentially result in a higher risk finding based on the nature of the deficiency (i.e., repeat violations, issues indicative of systemic problems). These items while documented in the workpapers may or may not be included in the report. All briefing items are discussed on-site during the review. The determination of report inclusion shall be based on criteria as determined by the Board.

**Disallowed Costs:** Those charges to an award that are determined to be unallowable, in accordance with the applicable Federal cost principles, applicable State rules, regulations, policies or other terms and conditions contained in the award.

**Finding:** an instance where noncompliance with requirements contained in federal or State law, regulation, administrative code, guidance or other promulgations are determined and are considered to be issues that are of high risk that could potentially result in questioned costs and/or impact the integrity of program operations.

**FMGC:** Texas Workforce Commission Financial Manual for Grants and Contracts

**Notable Practices** - are informative statements that highlight and recognize positive processes and improvements.

**Observations:** A reportable condition that does not currently have a material effect on internal controls and the accuracy of the financial information. An observation, if not addressed, presents the possibility of a future circumstance of non-compliance and/or internal control weaknesses. Additionally, observations are informative statements or constructive comments made to identify processes that can assist the entity being reviewed improve service delivery and result in positive program outcomes. Observations are not expected to be responded to

**Questioned cost:** A cost that is questioned by the monitor because of a monitoring finding **(1)** that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; **(2)** where the costs, at the time of the monitoring review, are not supported by adequate documentation; or **(3)** where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

**Recommendation:** Suggested corrective action(s) for a finding and/or observation identified in a monitoring report. The recommendation, where and when appropriate, should address the cause of the problem, not the problem itself.

# R

## Review Scope

---

This annual financial monitoring evaluation of the Middle Rio Grande Development Council (MRGDC) in the capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care* and *Specialty Contractor* of the Workforce Solutions Middle Rio Grande (the Board). Also reviewed is Workforce Solutions Middle Rio Grande (the Board) by virtue of the fact the MRGDC serves as the Boards Fiscal Agent and Administrative Entity.

The review was performed to assess the reliability of review period fiscal data. Additionally, the review evaluated the degree of compliance with the applicable Board contract(s), policies, laws, regulations, and the adequacy of internal fiscal controls. The following areas/items were examined:

1. **Budget vs. Expenditures:** We reconciled and compared the MRGDC expenditures to thirty-two (32) TWC CEDR reports for the periods ended September 30, 2024 and July 31, 2025.
2. **Cash Management:**
  - **Bank Reconciliations:** We examined bank statements and reconciliations for the following MRGDC and Board *First State Bank* accounts for the three-month period ended July 31, 2025.
    - MRGDC – Consolidated Account
    - MRGDC – Payroll Account
    - MRGDC – Client Payroll Account
    - Board – Consolidated Account
    - Board – Payroll Account

Our cash management review included an analysis of collateral agreement adequacy and an excess cash evaluation, where applicable.
3. **MRGDC Disbursements:** Supporting documentation for forty-four (44), judgmentally selected disbursement transactions as reflected below:
  - Workforce Direct (15)
  - Child Care Operations (10)
  - 8400, 8500, 8700 - Workforce Pools (14)
  - 1010 – Central Service Fee Pools (5)
4. **Board Disbursements:** Supporting documentation for thirty (30), judgmentally selected disbursement transactions derived as reflected below:
  - Workforce Direct (10)
  - Child Care Operations (10)
  - 8300- Workforce AP Pool and 8300- Workforce Program Pool (10)

5. **Individual Training Accounts (ITA):** Supporting documentation for eight (8) randomly selected ITA agreements and related transactions occurring during the review period was evaluated.
6. **Work Experience Payroll:** Payroll documentation for ten (10) work experience clients was reviewed for various pay periods occurring during the review period. Items reviewed included employee work experience agreements and policies, time sheets, pay (rate) authorization documents, forms I-9 and W-4, wage authorization forms, workstation information, and check stubs (where applicable).
7. **Payroll:** Payroll documentation for eight (8) MRGDC and four (4) Board employees for pay periods occurring during the months October 2024, March 2025 and July 2025.  
Items reviewed included employee time sheets, pay (rate) authorization documents, forms I-9 and W-4, canceled checks, leave authorizations, and allocation worksheets (where applicable).
8. **Insurance:** The MRGDC and Board insurance certificate(s) applicable to the review period was evaluated for compliance with the requirements of its contract(s) with the Board.
9. **Audit:** We examined the MRGDC and Board audit reports prepared by *Garza and Gonzalez & Associates*, for the years ended as follows:
  - **Board:** Fiscal Year ended September 30, 2024, dated March 31, 2025 (no findings indicated)
  - **MRGDC:** Fiscal Year ended September 30, 2024, dated March 31, 2025 (no findings indicated)
10. **MRGDC Cash Equivalents:** Our review consisted of the following:
  - We conducted an on-site physical count and reconciliation of gift cards at the MRGDC Fiscal Department on November 25, 2025.
  - Reviewed MRGDC gas card audit for the most recent month available. The reconciliations conducted by the Workforce Centers as of 7/31/2025 were compared to the General Ledger.
  - Reconciled all WFC end of month audits to the general ledger balances for *Dimmit, Edwards, Kinney, La Salle, Maverick, Uvalde, Real (Campwood and Leakey), Val Verde* and *Zavala* workforce centers.
11. **Procurement:** We reviewed supporting documentation for the following procurements occurring in and/or applicable to the review period.
  - Seven (7) Board micro-procurements
12. **Property:** We reconciled the MRGDC property value per its general ledger *trial balance* to the property insurance coverage.

13. **Direct Child Care Payments:** A sample of thirteen (13) Child Care payment transactions were randomly sampled from 230 reports for the months of October 2024, March 2025, and July 2025. Documents reviewed, where applicable, included the following:

- Child Care policies and procedures
- Applicable client files
- Provider files
- Billing file(s) for the related provider
- EFTs for the applicable billings
- TWIST attendance report for child or paid claim report for the provider month
- Listing of TRS and School Ready Providers
- CCMS Maximum rates
- TWIST rate schedule for each provider selected

14. **Conflict of Interest:** We examined executed conflict of interest statements as follows:

- **MRGDC:** Reviewed five (5) of twenty-nine (29) board members conflict of interest forms
- **Board:** Reviewed five (5) of thirty-one (31) board members conflict of interest forms

15. **Cost Allocation Testing:** We tested a representative random sample of allocated transactions as reflected in the following diagram.

LINE	DESCRIPTION	ENTITY	FUND	GL	MONTH	STATUS	No.
1	Central Service Fee	MRGDC	1010	5311 Mgmt Srv Fee	Oct. 2024, Mar. 2025, July 2025	Ok, no issues	3
		WFB	1010	5311 Mgmt Srv Fee	Oct. 2024, Mar. 2025, July 2025	Ok, no issues	3
2	WF Program Pool	MRGDC	8400	5111 Salary, 5150 WF Prog	Oct. 2024, Mar. 2025, July 2025	Ok, no issues	3
3	Regional Overhead Pool	MRGDC	8700	5317 Contract Services	October 2024	Ok, no issues	3
				5340 Equip Lease	March 2025	Ok, no issues	
				5340 Equip Lease	July 2025		
4	WF ADMIN POOL	WFB	8300	5111 Salary / PIN	Oct. 2024, Mar. 2025, July 2025	Ok, no issues	3
5	WF PROGRAM POOL	WFB	8600	5331 Rent, 5751 Uvalde WFC	Oct. 2024, Mar. 2025, July 2025	Ok, no issues	3
<b>Allocations Tested=&gt;</b>							<b>18</b>

*Because of inherent limitations in any system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.*

*The workpapers and source documents resultant from this review are maintained by Diaz, Smith and Associates and are available for inspection with approval by the Middle Rio Grande Workforce Development Board.*

# R

## Review Findings, Observations and Briefing Items

---

### **Findings**

Our financial review of the Middle Rio Grande Development Council (MRGDC) In the capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care and Specialty Contractor* of the Workforce Solutions Middle Rio Grande (the Board) evaluated the areas outlined in the Review Scope section of this report and did not determine any reportable findings. **Accordingly, no findings are presented.**

### **Observations**

Our financial review of the Middle Rio Grande Development Council (MRGDC) In the capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care and Specialty Contractor* of the Workforce Solutions Middle Rio Grande (the Board) evaluated the areas outlined in the Review Scope section of this report and did not determine any reportable observations. **Accordingly, no observations are presented.**

### **Briefing Items**

Our financial review of the Middle Rio Grande Development Council (MRGDC) In the capacity of *Fiscal Agent, Administrative Entity, Workforce Center Operator, Child Care and Specialty Contractor* of the Workforce Solutions Middle Rio Grande (the Board) evaluated the areas outlined in the Review Scope section of this report. **No briefing items were determined.**



# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

A proud partner of the AmericanJobCenter® network

---

## POLICY LETTER

**ID NO:** IT001

**DATE ISSUED:** February 12, 2026

**TO:** Workforce Solutions Middle Rio Grande Contractors

**FROM:** Rosie Lozano, Executive Director

**SUBJECT:** Minimum Standards

---

**PURPOSE:** These guidelines provide the minimum acceptable standards for the Texas Cybersecurity Framework control objectives for the security of Texas Workforce Commission (TWC or "the Agency") data entrusted to each Board.

**REFERENCES:** ABA Policy Attachment C – Board Guidelines for Security

### POLICY:

#### **Roles and Responsibilities**

##### **Organization Head**

The head of each Board is ultimately responsible for the Board's information resources. The head of each Board or his/her designated representative(s) shall:

1. Designate an Information Security Officer (ISO) who has the explicit authority and the duty to administer the information security requirements for the entire organization;
2. Allocate resources for ongoing information security remediation, implementation, and compliance activities that reduce risk to a level acceptable to the Organization Head;

3. Ensure that senior Board officials and information-owners, in collaboration with the Information Resources Manager (IRM) and (ISO), support the provision of information security for the information systems that support the operations and assets under their direct or indirect (e.g., cloud computing or outsourced) control;
4. Ensure that the Board has trained personnel to assist the Agency in complying with the requirements of this Attachment C and related policies;
5. Approve high level risk management decisions;
6. Ensure that information security management processes are integrated with Board strategic and operational planning processes; and
7. Review and approve at least annually the Board information security program.

### **Information Security Officer**

The Information Security Officer shall be responsible for:

1. Developing and maintaining a Board information security plan;
2. Developing and maintaining information security policies and procedures that address the requirements of these guidelines and the Board's information security risks;
3. Working with the business and technical resources to ensure that controls are used to address all applicable requirements of these guidelines and the Board's information security risks;
4. Providing for training and direction of personnel with significant responsibilities for information security with respect to such responsibilities;
5. Providing guidance and assistance to senior Board officials, information-owners, information custodians, and end users concerning their responsibilities under these guidelines;
6. Ensuring that information security risk assessments are performed and documented by information-owners;

7. Reviewing the Board's inventory of information systems and related ownership and responsibilities;
8. Developing and recommending policies and establishing procedures and practices, in cooperation with the Board Information Resources Manager (IRM), information-owners and custodians, necessary to ensure the security of information and information resources against unauthorized or accidental modification, destruction, or disclosure;
9. Coordinating the review of data security requirements, specifications, and, if applicable, third-party risk assessment of any new computer applications or services that receive, maintain, and/or share confidential data;
10. Verifying that security requirements are identified, and risk mitigation plans are developed and contractually agreed and obligated prior to the purchase of information technology hardware, software, and systems development services for any new high impact computer applications or computer applications that receive, maintain, and/or share confidential data; and
11. Informing the parties in the event of noncompliance with these guidelines and/or with the Board's information security policies.

### **Information Resources Manager**

The Board shall designate an employee to serve as the Board's Information Resources Manager (IRM) who is a member of the Board's executive management team and shall have the responsibility to:

1. Collaborate with Board senior management, information owners, and the ISO to implement information security controls;
2. Conduct strategic information resource planning to maintain systems currency;
3. Coordinate with the Organization Head to ensure adequate resources are allocated to maintaining information resources and providing for information resources' recovery; and
4. Ensure information custodians have the training and skills to perform their duties under these guidelines.

## **Information Owner**

The Information Owner or his/her designated representative(s) are responsible for:

1. Classifying information under their authority, with the concurrence of the Organization Head or his/her designated representative(s), in accordance with Board's established information classification categories;
2. Approving access to information resources and periodically review access lists based on documented risk management decisions;
4. Coordinating data security control requirements with the ISO;
5. Conveying data security control requirements to custodians;
7. Justifying, documenting, and being accountable for exceptions to security controls. The information owner shall coordinate and obtain approval for exceptions to security controls with the Board ISO; and
8. Participating in risk assessments of their assigned information assets.

## **Information Custodian**

Custodians of information resources, including third party entities providing outsourced information resources services to the Board, shall:

1. Implement controls required to protect information and information resources required by these guidelines based on the classification and risks specified by the information owner(s) or as specified by the policies, procedures, and standards defined by the Board information security program;
2. Provide owners with information to evaluate the cost-effectiveness of controls and monitoring;
3. Adhere to monitoring techniques and procedures, approved by the ISO, for detecting, reporting, and investigating incidents; and
4. Ensure information is recoverable in accordance with risk management decisions.

## **Information User**

The user of an information resource has the responsibility to:

1. Use the information resource only for the purpose specified by the Board or information-owner;
2. Comply with information security controls and Board policies to prevent unauthorized or accidental disclosure, modification, or destruction; and
3. Formally acknowledge that they will comply with the security policies and procedures in a method determined by the Organization Head or his/her designated representative.

## **SECTION 1 - IDENTIFY**

### **1.1. Privacy and Confidentiality**

The Board shall ensure the appropriate security of retained information and approved sharing under defined conditions with required safeguards and assurances. This includes the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Texas Business & Commerce Code, and Agency-defined privacy policies that include and expand upon regulatory and legal requirements for establishing contractual/legal agreements for appropriate and exchange and protection.

### **1.2. Data Classification**

All data within the Board must be classified and systems must be categorized by the system Owner. The default classification for all electronic data is Confidential. Data will be classified into one of three groups of sensitivity: Confidential; Board Sensitive; or Public. Data must be protected in accordance with the security controls specified for the classification level that it is assigned.

### **1.3. Critical Information Asset Inventory**

The Board shall identify and prioritize all of the Board's information assets so that they are prioritized according to criticality to the business, so that protections can be applied commensurate with the asset's importance.

### **1.4. Enterprise Security Policy, Standards and Guidelines**

### **1.4.1 Acceptable Use**

Any TWC provided computer data, hardware, and software is the property of the State of Texas. All information passing through the TWC network, which has not been specifically identified as the property of other parties, will be treated as a TWC asset. Unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information is prohibited. Information entrusted to the Board will be protected in a manner consistent with its confidentiality and in accordance with all applicable standards, agreements, and laws. Every information system privilege that has not been explicitly authorized is prohibited. Such privileges will not be authorized for any Board business purpose until approved in writing.

### **1.4.2 Data Security Guidelines**

The Board shall provide automated security and security procedures for Board administered custom applications.

The Board shall provide standards and guidelines for use of any unsecured networks, such as the public Internet, for transport of confidential data.

Logical and physical access to all information resources (hardware and software) residing in public access areas, shall be controlled by the Board, its subrecipients, contractors, subcontractors, or Agency staff as appropriate.

## **1.5. Control Oversight and Safeguard Assurance**

The Board shall

- (1) catalog the security activities that are required to provide the appropriate security of information and information resources throughout the enterprise;
- (2) evaluate the control activities that have been implemented in terms of maturity, scope/breadth of implementation, effectiveness, or associated deficiency to assure required protection levels as specified by security policy, regulatory/legal requirements, compliance mandates, or organizational risk thresholds;

- (3) ensure that control activities are performed as required and performed in a manner that is auditable and verifiable;
- (4) identify control activities that are not implemented or are not effective at achieving the defined control objectives; and
- (5) oversee the implementation of required controls to ensure ongoing audit readiness and effective control implementations.

### **1.6. Information Security Risk Management**

A risk assessment of the Board's information and information systems shall be performed and documented as follows:

- (1) The inherent impact will be ranked, at a minimum, as either "High," "Moderate," or "Low," as appropriate;
- (2) The frequency of the future risk assessments will be documented;
- (3) Approval of the security risk acceptance, transference, or mitigation decision shall be the responsibility of:
  - a. The information owner or his or her designee(s) for systems identified with a Low or Moderate residual risk; and
  - b. The Board's Chief Executive Officer for all systems identified with a residual High Risk.

### **1.7. Security Oversight and Governance**

The Board shall have a group of fully empowered decision makers that meets at least quarterly to govern security-policy issues according to a documented charter.

### **1.8. Security Compliance and Regulatory Requirements Management**

The Board shall monitor the legislative and industry landscape to ensure security policy is updated in consideration of changes that are pertinent or applicable to the organization. The Board shall facilitate any validation audits, assessments, or reporting that is necessary to assure compliance to applicable laws, regulations, or requirements, including the HIPAA Privacy

Office(r), IRS Safeguard Reviews, and responses to third party inquiries into the security of the organization.

### **1.9. Cloud Usage and Security**

The Board shall prohibit the use of "cloud" technologies, including Software as a Service (SAAS), Platform as a Service (PAAS), and Infrastructure as a Service (IAAS), that are not explicitly authorized by the Board. The Board shall assess and evaluate "cloud" technologies prior to authorization to ensure that business operations are capable of delivering programs and services efficiently and effectively within acceptable tolerances mitigating potential negative outcomes.

At a minimum, the assessment must include:

- Potential security risks and threats to the system.
- Potential security risks and threats to Agency information that may be processed, stored, or transmitted.
- Location of information that may be processed, stored, or transmitted. For more information on geographic restrictions, see section 2.12.1 Geographic Restrictions for Data Access: Third-Party Personnel.
- Whether parties may have direct or indirect access to the system and information and what type of access should be granted for their role. For more information on third-party access, see section 2.12. Third-Party Personnel Security.
- Verification that "cloud" technologies which process, store, or transmit Agency information have TX-RAMP certification.

### **1.10. Security Assessment and Authorization / Technology Risk Assessments**

The Board shall evaluate the design and architecture of systems and applications in conjunction with existing or available controls to ensure that current and anticipated threats are mitigated within established risk tolerances. This includes an analysis of in-place systems periodically or when significant change occurs, as well as the analysis of the introduction of new technology systems.

### **1.11. External Vendors and Third-Party Providers**

The Board shall evaluate third-party providers and external vendors to ensure security requirements are met for information and information resources that will be transmitted, processed, stored, or managed by

external entities. This includes contract review as well as the development of service level agreements and requirements.

## **SECTION 2 – PROTECT**

### **2.1. Enterprise Architecture, Roadmap and Emerging Technology**

The Board shall maintain an enterprise information security architecture that is aligned with Federal, State, Local, and Board data security and privacy requirements. The Board shall use a roadmap and emerging technology evaluation process to stay abreast of the continued evolution of security solutions, processes, and technology.

### **2.2. Secure System Services, Acquisition and Development**

The Board shall ensure that the development and implementation of new systems meets the requirements necessary to assure the security of information and resources.

### **2.3. Security Awareness and Training**

The Board shall require all persons to whom it grants access to Agency applications to annually complete the Cybersecurity Awareness Training provided by the Agency for Agency employees. This training is available at:

[https://twc.texas.gov/development/train/board\\_and\\_contractor\\_training\\_links.html](https://twc.texas.gov/development/train/board_and_contractor_training_links.html)

### **2.4. Privacy Awareness and Training**

The Board shall require all persons to whom it grants access to Agency applications to annually complete the Sensitive Personal Information (SPI) Training provided by the Agency for Agency employees. This training is available at:

[https://twc.texas.gov/development/train/board\\_and\\_contractor\\_training\\_links.html](https://twc.texas.gov/development/train/board_and_contractor_training_links.html)

### **2.5. Cryptography**

The Board shall establish the rules and administrative guidelines governing the use of cryptography and key management in order to ensure that data is not disclosed or made inaccessible due to an inability to decrypt.

## **2.6. Secure Configuration Management**

The Board shall ensure that baseline configurations and inventories of information systems (including hardware, software, firmware, and documentation) are established and maintained throughout the respective system development life cycles.

The Board shall establish and enforce security configuration settings for information technology products employed in information systems.

The Board shall ensure that all systems are operating under configurations that have been agreed upon according to organizational risk management.

### **2.6.1 Secure Software Installation and Authorized Usage**

The Board shall prohibit the use and installation of software programs that are not explicitly authorized by the Board. The Board shall assess and evaluate software programs prior to authorization to ensure that business operations are capable of delivering programs and services efficiently and effectively within acceptable tolerances mitigating potential negative outcomes.

At a minimum, the assessment must include:

- Potential security risks and threats to the system.
- Potential security risks and threats to Agency information that may be processed, stored, or transmitted.
- Location of information that may be processed, stored, or transmitted. For more information on geographic restrictions, see section 2.12.1 Geographic Restrictions for Data Access: Third-Party Personnel.
- Whether parties may have direct or indirect access to the system and information and what type of access should be granted for their role. For more information on third-party access, see section 2.12. Third-Party Personnel Security.

## **2.7. Change Management**

Changes include, but are not limited to, implementation of new functionality, interruption of services, maintenance activity, and repair of existing functionality and/or removal of existing functionality.

Change management will be required based on a risk assessment of the information resources (including operating systems, computing hardware, networks, and applications).

The change management process shall include the analysis of potential security impacts to the information system as a result of the change.

Scheduled changes must be reviewed by the appropriate IT staff and data Owner(s) prior to the change. The review staff may deny or delay the change if it is determined that the change has not been adequately planned for, suffers from inadequate backup planning, will negatively impact a key business process, or that adequate resources cannot be made available to support the change.

## **2.8. Contingency Planning**

The Board shall ensure that plans for emergency response, backup operations, and post-incident occurrence recovery for information systems are established, maintained, and effectively implemented to ensure the availability of critical information resources and continuity of operations in emergency situations. Backing up data and applications is a business requirement. It enables the recovery of data and applications in the event of loss or damage (natural disasters, system disk and other systems failures, intentional or unintentional human acts, data entry errors, or systems operator errors).

## **2.9. Media**

### **2.9.1 Removable Media**

Removable media is defined as, but not limited to, diskettes, tapes, compact discs, DVDs & Blu-ray discs, memory cards/sticks, USB/Firewire "Flash" key/pen/thumb drives, portable mass storage devices such as external hard drives, personal audio/video players such as iPods, tablets, cellular telephones, and smart phones with or without expandable memory capabilities.

The Board shall prohibit the use of personally owned removable media unless specific exemption is granted by an authorized executive of the Board.

The Board shall require that any Agency data placed on removable media be encrypted.

In the event of loss or theft of removable media containing Agency data, the Board shall notify the TWC Chief Information Security Officer within twenty-four (24) hours and include a complete description of the data, including an index or table of contents of those data.

The Board shall cause all removable media to be scanned for viruses, worms, Trojans, and any other malicious code prior to its use with Agency data or systems.

The Board shall assure that the reuse or disposal of removable media follows data sanitization guidelines in compliance with National Institutes of Standards and Technology Special Publication 800-88 Guidelines for Media Sanitization in order to assure removal of any electronic protected, confidential and/or sensitive Agency data.

## **2.10. Physical and Environmental Protection**

The Board shall ensure that physical access to information systems, equipment, and the respective operating environments is limited to authorized individuals. The Board shall protect the physical locations and support infrastructure for information systems to ensure that supporting utilities are provided to limit unplanned disruptions. The Board shall protect information systems against environmental hazards and provide appropriate environmental controls in facilities containing information systems.

## **2.11. Personnel Security**

The Board shall ensure that individuals responsible for Agency information are identified and their responsibilities are clearly defined. The Board shall ensure that any individuals occupying positions of responsibility within the Board (including third-party service providers) are trustworthy and meet established security criteria for those positions, verified through a criminal history background check. The Board shall ensure that information resources are protected during and after personnel actions such as terminations and transfers. The Board shall employ formal sanctions for personnel failing to comply with security policies and procedures.

### **2.11.1 Geographic Restrictions for Data Access: Board Staff**

The Board shall restrict the geographic location of its board staff information systems that receive, process, store, or transmit state and federal data to areas within the United States. The United States is defined for purposes of this policy as all 50 states and the District of Columbia.

## **2.12. Third-Party Personnel Security**

The Board shall require all third-party providers to comply with all security policies and standards. The Board shall establish personnel security requirements including roles and responsibilities with limits on access requirements defined in accordance to least privileged and data minimization methodologies. The Board shall monitor providers for compliance.

### **2.12.1 Geographic Restrictions for Data Access: Third-Party Personnel**

The Board shall require its third-party providers to restrict the geographic location of information systems that receive, process, store, or transmit state and federal data to areas within the United States. The United States is defined for purposes of this policy as all 50 states and the District of Columbia.

## **2.13. System Configuration Hardening and Patch Management**

### **2.13.1 System Configuration Hardening**

The system hardening procedure shall include, but is not limited to:

- a. Operating systems may only be installed from Board IT approved sources;
- b. Vendor supplied patches shall be applied;
- c. Unnecessary software, system services and drivers shall be removed;
- d. Appropriate security parameters, field protections and audit-logging capabilities shall be set;
- e. Default account passwords shall be disabled or changed as appropriate;

- f. Vulnerability assessment will be run against the server before being placed into production;
- g. The information system must be configured to provide only essential capabilities and specifically prohibits and restricts the use of unnecessary functions, ports, protocols, or services;
- h. Security configurations must be set to the most restrictive mode consistent with information system operational requirements and according to the level of risk formally accepted by owners of the information systems; and
- i. Password-locking screensavers shall be enabled and activated after no more than fifteen (15) minutes of inactivity.

### **2.13.2 Patch Management**

Board IT staff must monitor information feeds for the release of new operating system and application patches and hot fixes that are pertinent to TWC information resources.

All patch releases will follow a defined process for patch deployment that includes assessing the risk, testing, scheduling, installing, and verifying, unless the need for an emergency deployment exists.

### **2.14 Access Control**

The Board shall determine, assign, and secure the computer access codes required for a Board or subrecipient, contractor, or subcontractor user or Agency staff member to perform assigned job duties, including changing/resetting user local passwords and administering RACF security adds/changes and deletes for Board, subrecipient, contractor and subcontractor users.

The Board shall require all persons to whom it grants access to Agency applications to execute a P-41 TWC Information Security Agreement, All Employees Form available at the following web address: [P-41 \(WF Board Use\)](#).

The Board shall maintain a copy of the most recent Agency Information Security Agreement for each user. Each user must execute a new P-41 every two (2) years by the end of the month in which the last P-41 was executed.

The Board shall determine which of its employees and subrecipients need Health and Human Services Commission (HHSC) computer access to perform assigned job duties. (NOTE: Request for HHSC computer access shall be routed to the Workforce Systems Support Help Desk.)

## **2.15 Account Management**

Account Management establishes the standards for the creation, monitoring, control, and removal of User accounts. The Account Management standard shall apply equally to all User accounts without regard to their status or category. User accounts are the means by which access is granted to TWC information resources. Accounts are granted to Board staff determined to have a need. These accounts assist in establishing accountability for systems use and are a key component in the protection of data, its confidentiality, and integrity.

- a. All accounts must be identifiable using a unique User ID.
- b. Accounts, other than service/maintenance accounts, must uniquely identify a specific User.
- c. Unsuccessful account access attempts must be monitored, and accounts locked after five (5) or less failed attempts within two (2) hours or as determined by a documented risk assessment.
- d. Written notice of removal of access authorization for any individual shall be submitted to the Agency within twenty-four (24) hours of removal of that access.

### **2.15.1 User Verification**

The Board shall implement and maintain a system for user verification to ensure that all user accounts are current.

- (1) The Board shall revoke access to user accounts within twenty-four (24) hours of
  - a. contract, subcontract, or subgrant completions; and
  - b. the termination action or actual termination of an employee or contractor employee, whichever is later.
- (2) The Board Systems Administrators will conduct a quarterly review of Board account status to identify obsolete accounts.

- a. For all accounts that are no longer in use, the Administrator shall notify the appropriate account management administrator to delete the account and notify the "Terminated Employees" shared distribution list to ensure that the appropriate Board accounts are deleted.
- b. All accounts dormant for more than three (3) months will be flagged and disabled unless the Agency is notified to the contrary by the Board.
- c. Accounts dormant for six (6) months or more will be deleted.

## **2.16 Security Systems Management**

The Board shall design, implement, configure, administrate, maintain, monitor, and support security systems to enforce security policy and provide security services. These systems include firewalls, Intrusion Prevention Systems (IPS), Internet Proxy Servers, Security Information and Event Management (SIEM) systems, and other control enforcement or monitoring systems.

## **2.17 Network Access and Perimeter Controls**

Network equipment such as servers, workstations, routers, switches, and printers should be installed in a manner that prevents unauthorized access while limiting services to only authorized users. A perimeter should be established to delineate internal systems and prevent unauthorized external parties from tampering, attempting access or connecting without approved remote access methods.

## **2.18 Internet Content Filtering**

The Board shall implement a system or service to enforce controls to block access to Internet websites based upon categories of content, application types and granular application functions, time of day or amount of utilization, or the dynamically updated reputation of the destination. Web content filtering should be based on the following two (2) goals:

Bandwidth Preservation – The Local Area Network (LAN) and Wide Area Network (WAN) resources within the Agency locations are limited and heavily utilized for conducting business; and

Inappropriate Content – The Internet contains content that is inappropriate in nature and unacceptable for access in the workplace.

## **2.19 Data Loss Prevention**

The Board shall implement a solution designed to detect and prevent potential data breach incidents where sensitive data may be disclosed to unauthorized personnel by malicious intent or inadvertent mistake. Detection of data at risk can be performed while in use at the endpoint, while in motion during transmission across the network, and while at rest on data storage devices.

## **2.20 Identification and Authentication**

User chosen passwords must adhere to a minimum length and format as defined by current password guidelines:

- a. Contain at least one each upper- and lower-case letters, one non-alphanumeric and at least one number;
- b. Are at least eight characters in length;
- c. Passwords should not have consecutive duplicate characters such as 99 or BB;
- d. Passwords should not have consecutive-count numbers or letters such as 1234 or ABCD;
- e. Passwords are not words in any dictionary including, slang, dialect, jargon, etc.;
- f. Passwords are not based on personal information such as names, birthdates, etc.;
- g. Passwords should be easily remembered;
- h. Passwords should never be the same as the User ID;
- i. All passwords must have an expiration period not to exceed one hundred and eighty (180) calendar days or as defined by the most current password guidelines;
- j. Stored passwords must be encrypted; and

- k. Passwords should not be re-used within the last 10 instances.

### **2.21 Spam Filtering**

The Board shall implement a solution or service that filters and/or blocks any E-Mail item, inbound or outbound, which is determined to place the Board, its systems and/or networks at an unacceptable level of risk.

### **2.22 Portable and Remote Computing**

Access to TWC systems utilizing remote portable computing devices must use a Virtual Private Network (VPN) connection.

### **2.23 System Communications Protection – Data Transfers Standard**

TWC utilizes and stores data that must be protected from interception and alteration. All data file transfers that involve TWC data shall be secured using an Agency approved data transfer encryption method or file encryption method. Data made available for the general public – including information posted on TWC publicly accessible websites or public file transfer protocol (FTP) servers is exempt from being encrypted. There are two methods of transferring electronic files. The electronic movement of data using a communication channel from one point to another, (transmission), and the physical movement of data from one point to another, (transport). There are two basic methods used to encrypt data in transmission. The data can be encrypted prior to transmission or transmission of the data over an encrypted communications channel. Data transport is accomplished by moving the media that holds the data. The data is encrypted on the media using a data at-rest method with a minimum of AES-256 algorithm.

## **SECTION 3 – DETECT**

### **3.1 Vulnerability Assessment**

Board must conduct periodic vulnerability assessments of their networks, applications, and other systems. This includes, but is not limited to, penetration testing to test and evaluate security controls and security defenses and to ensure that required security posture levels are met. The Board shall evaluate results of various penetration tests to provide risk-based prioritization of mitigation.

### **3.2 Malware Protection**

The Agency shall maintain virus protection software on all systems and custom applications provided to the Board.

The Board is responsible for the use and installation of virus protection software on all systems and custom applications maintained by the Board.

Virus protection software shall include automatic updates that apply the most current and appropriate protection and patches for viruses or malicious code infection on all network servers that provide virus scanning services to network attached workstations. It shall also provide automatic scanning of all files stored on or attached to workstations or servers. It shall also provide automatic scanning of files accessed or copied onto a storage device from external sources, such as, but not limited to, the Internet (cloud service providers) and media such as CD-ROMs, flash drives, and floppy disks.

### **3.3 Security Monitoring and Event Analysis**

The Board shall analyze security events and alerts generated from the Board's environment and be able to:

- a. Collect the security-related information required for assessments, metrics, and reporting;
- b. Analyze the data collected and report findings to Board management;
- c. Assess the effectiveness of security controls; and
- d. Respond using technical, administrative, and operational mitigating activities.

## **SECTION 4 - RESPOND**

### **4.1 Cybersecurity Incident Response**

The Board must develop a Cybersecurity Incident Response Plan. The plan must include adequate preparation, detection, analysis, containment, recovery, and response activities.

The Board is responsible for notifying and escalating incidents to appropriate personnel and coordinating activities to ensure timely isolation and containment, impact analysis, and any resulting remediation / resolution requirements.

Initial notification shall be made within twenty-four (24) hours via email to:

[CISO@twc.texas.gov](mailto:CISO@twc.texas.gov)

#### **4.2 Privacy Incident Response**

The Board must develop a Privacy Incident Response Plan. The plan must include adequate preparation, detection, analysis, containment, recovery, and response activities. The Board is responsible for notifying and escalating incidents to appropriate personnel, complying with state and federal notification requirements, and coordinating activities to ensure timely isolation and containment, impact analysis, and any resulting remediation/resolution requirements. Initial notification shall be made within twenty-four (24) hours via email to:

[IncidentReports.RSM@twc.state.tx.us](mailto:IncidentReports.RSM@twc.state.tx.us)

The Board shall comply with Agency directives in resolving any incidents.

### **SECTION 5 - RECOVER**

#### **5.1 Disaster Recovery Procedures**

The Board shall develop and maintain a Disaster Recovery Plan for all IT resources in the Board environment. The plan should cover all relevant platforms – personal computers, local area networks, workstations, and midrange systems, as appropriate. Disaster recovery activities should include data backup, local area network recovery testing, and contingency planning functions for all local data.

**EFFECTIVE DATE:**

Immediately

**RECISSIONS:**

N/A

**INQUIRIES:**

If you have any questions contact [bobby.castillo@wfsmrg.org](mailto:bobby.castillo@wfsmrg.org)

# **Workforce Solutions Middle Rio Grande Board**

Executive Committee

February 12, 2026

Action Item

Purchase of Cybersecurity Compliance Application

## **PURPOSE:**

To follow TWC Agency Board Agreement (ABA) requirements for Boards Cybersecurity.

## **DISCUSSION:**

In order to meet the minimum standards outlined in the ABA, and the Texas Cybersecurity Framework (TCF), the Board will be procuring for the purchase of Cybersecurity Compliance Application to ensure that our security objectives as described by the Texas Cybersecurity Framework.

## **ACTION:**

Approve the purchase of Cybersecurity Compliance Application for cost not to exceed \$50,000.00

# **Workforce Solutions Middle Rio Grande Board**

Executive Committee

February 12, 2026

Information Item

Update on Board Members Nominations and TWC Approvals

## **PURPOSE**

To update the Board on the appointed WFSMRGB members and vacancies, submitted as of January 26, 2026.

## **DISCUSSION**

Vacancies:

Val Verde County:

3 - Private Sector

Dimmit County:

1 – Private Sector or Community Based Organization

WFSMRG Board Liaison will continue to work with each CEO to assure all vacancies are filled as nominated or re-appointed by the CEO's.

**Recommendation** - none

1/26/2026

# Workforce Solutions Middle Rio Grande

LAST	FIRST	Category	Company	Industry	Gender	Race	Hisp	Expires	Vacant	O.O.C.	Vet
Aranda	Romelia D.	prv sector	Aranda Real Estate LLC	Real Estate, Rent	F	White	Yes	06/30/26			No
Burkhart	Shawna	econ devl	City of Del Rio Economic	Public Administrat	F	White	No	06/30/28			No
Castle	Aracely	pub assist	Texas Health and Huma	Public Administrat	M	White	Yes	06/30/27			No
Collins	Shelly	prv sector	Leakey Mercantile	Retail Trade	F	White	No	06/30/27			No
Diaz	Sergio	prv sector	SEL Realty	Real Estate, Rent	M	White	Yes	06/30/27			No
Flores Jr.	Ernest	CBO	TX Organization of Rural	Health Care, Soci	M	White	Yes	06/30/28			No
Garcia	Myrta	CBO	South Texas Rural Healt	Health Care, Soci	F	White	Yes	06/30/28			No
Garza Velazqu	Dora Alicia	CBO	Eagle Pass Rotary Club	Other Services	F	White	Yes	06/30/27			No
Glasscock	James	CBO	Rocksprings Edwards V	Public Administrat	M	White	No	06/30/26			Yes
Gonzales	Arturo	CBO	Crystal City Lions Club	Other Services	M	White	Yes	06/30/26			No
Gonzales	Monica	rehab	TWC Voc Rehab Service	Public Administrat	F	White	Yes	06/30/26			No
Grooms	Michael D.	prv sector	Grooms Ready Mix LLC	Transportation, W	M	White	No	06/30/26			No
Hayman	Melissa	pub emplo	Texas Workforce Commi	Public Administrat	F	White	Yes	06/30/28			No
Hiller	Christopher	prv sector	A.E. Hiller & Sons, Inc.	Construction	M	White	Yes	06/30/28			No
Jaime	Rodrigo	prv sector	IGO Trojan House	Retail Trade	M	White	Yes	06/30/27			No
Johnson	Dana	prv sector	Rio Grande Electric Coo	Utilities	F	Ind/Alasl	No	06/30/27			No
Lopez	Laura	prv sector	Lopez Health Systems, I	Health Care, Soci	F	White	Yes	06/30/28			No
Martin	Larry B.	prv sector	International Bank of Co	Finance, Insuranc	M	White	Yes	06/30/27			No
Martinez	Juan	prv sector	Town House Restaurant	Accomodation, Fo	M	White	Yes	06/30/26			No
Martinez Jr.	Jesse	prv sector	J&J Excavating & Materi	Construction	M	White	Yes	06/30/28			No
Mata	Margot	ABE	Southwest Texas Junior	Educational Servi	F	White	Yes	06/30/26			No
McHazlett	Harry	prv sector	HM Trucking	Transportation, W	M	White	Yes	06/30/28			No
Ramon	Yolanda	education	Eagle Pass ISD	Educational Servi	F	White	Yes	06/30/28			No
Rivas	Sara	literacy	Kinney County Public Lib	Educational Servi	F	White	Yes	06/30/28			No
Rizo	Jesse	labor	Communication Workers	Other Services	M	White	Yes	06/30/27			No
Rojas Guillot	Leslie	prv sector	Tejanita Seguros LLC	Finance, Insuranc	F	White	Yes	06/30/28			No
Sansom, Jr.	W.B.	prv sector	Sansom Ranch	Agriculture	M	White	No	06/30/28			No
Seidel	Sandra	prv sector	La Salle Western Wear	Retail Trade	F	White	No	06/30/26			No
Seiple	Lydia	CBO	Dimmit Wellness Coalitio	Other Services	F	Black	No	06/30/27			No
Smith	Cody	prv sector	First State Bank of Uvald	Finance, Insuranc	F	White	No	06/30/28			No
Suarez	Jesus R.	education	Southwest Texas Junior	Educational Servi	M	White	Yes	06/30/28			No
Vazquez	Juan Carlos	prv sector	Del Rio Towing and Wre	Transportation, W	M	White	Yes	06/30/28			No
Villalpando	Elsa	CCW	Villalpando Enterprises/	Health Care, Soci	F	White	Yes	06/30/28			No

Current Members	33
Operating Size:	27 - 47
Term:	3

<b>BOARD:</b>	Female	Hispanic	Black	Priv Sect:	Vet Reps	CBO/Lab:
	17	24	1	17	1	7
	52%	73%	3%	51.5%		21.2%
<b>WDA:</b>	44%	83%	0%			

Priv Sect: 17 Education: 2 Labor: 1 Rehab: 1 CBO 6 Econ Dev: 1 Pub Employ: 1 Pub Asst: 1 Lit: 1 ABE: 1 CCW: 1

# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2025 - September 30, 2026

Fiscal Year 2025-26

## SUMMARY STATEMENT OF EXPENDITURES

COST CATEGORIES	2025-26 Budget	December Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	733,770	84,248	187,998	545,772	26%
FRINGE BENEFITS	282,501	23,341	56,302	226,199	20%
INCENTIVE ADJUSTMENTS	27,500	0	0	27,500	0%
ACCOUNTING & AUDITING	37,500	0	0	37,500	0%
PROF. FEES/CONTRACTUAL	52,500	510	3,982	48,519	8%
BOARD TRAVEL - I / R	10,000	0	470	9,530	5%
BOARD TRAVEL - O / R	5,000	951	951	4,049	19%
TRAVEL - I / R	40,000	3,740	13,678	26,322	34%
TRAVEL - O / R	48,000	3,577	13,231	34,769	28%
SPACE - BOARD	70,000	4,449	13,346	56,654	19%
SPACE - COLOCATION	400,000	32,682	96,933	303,067	24%
UTILITIES	14,000	534	2,058	11,942	15%
SUPPLIES/MATERIALS	60,000	6,172	33,669	26,331	56%
EQUIPMENT PURCHASES	5,000	0	0	5,000	0%
EQUIPMENT / LEASE / MAINT.	38,000	0	0	38,000	0%
PRINTING / ADVERTISING	5,000	1,872	2,058	2,942	41%
INSURANCE / BONDING	3,000	0	0	3,000	0%
POSTAGE	2,500	0	0	2,500	0%
SUBSCRIPTION / DUES	50,000	550	1,237	48,763	2%
COMMUNICATIONS	10,000	559	2,458	7,542	25%
FISCAL ENTITY FEE	109,000	16,868	40,697	68,303	37%
IT FEE	5,000	2,350	4,700	300	94%
TRAVEL ALLOWANCE	12,000	0	0	12,000	0%
STAFF TRAINING	40,000	0	0	40,000	0%
NETWORK UPGRADES	57,006	0	0	57,006	0%
<b>SUBTOTAL</b>	<b>2,117,277</b>	<b>182,404</b>	<b>473,768</b>	<b>1,643,509</b>	<b>22%</b>
Childcare Quality Supplies/Materials	1,369,945	32,766	229,696	1,140,249	17%
<b>GRAND TOTAL</b>	<b>3,487,222</b>	<b>215,171</b>	<b>703,464</b>	<b>3,487,222</b>	<b>20%</b>

Percentage of Fiscal Year 2025-26

25%

# MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

October 1, 2025 - September 30, 2026

Fiscal Year 2025-26

## WORKFORCE PROGRAMS DIVISION

### STATEMENT OF EXPENDITURES

COST CATEGORIES	2025-2026 Budget	December Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	1,718,674	143,322	403,727	1,314,947	23%
FRINGE BENEFITS 42.87%/46.28%	736,796	63,148	154,174	582,622	21%
ACCOUNTING & AUDITING	29,802	0	0	29,802	0%
PROF. FEES/CONTRACTUAL	40,475	1,625	6,161	34,314	15%
TRAVEL - I / R	70,184	2,731	7,131	63,053	10%
TRAVEL - O / R	28,112	577	5,400	22,712	19%
SPACE	57,136	6,186	15,521	41,615	27%
UTILITIES	36,845	8,371	20,122	16,723	55%
SUPPLIES	66,226	7,274	8,571	57,655	13%
EQUIPMENT PURCHASES	0	0	0	0	0%
EQUIPMENT / LEASE / MAINT.	41,621	16,342	25,751	15,870	62%
PRINTING / ADVERTISING	9,463	0	0	9,463	0%
INSURANCE / BONDING	18,119	0	0	18,119	0%
POSTAGE	23,000	0	0	23,000	0%
SUBSCRIPTION / DUES	12,500	43	328	12,172	3%
COMMUNICATIONS	60,389	11,202	24,745	35,644	41%
STAFF TRAINING	20,000	0	0	20,000	0%
FISCAL ENTITY FEE	192,535	44,538	97,797	94,739	51%
IT FEE	71,937	2,644	5,287	66,650	7%
NETWORK UPGRADES	17,758	57	169	17,589	1%
<b>SUBTOTAL</b>	<b>3,251,572</b>	<b>308,059</b>	<b>774,883</b>	<b>2,476,689</b>	<b>24%</b>
INDIRECT 10.0000%/9.1836%	245,547	20,195	55,338	190,209	23%
<b>GRAND TOTAL</b>	<b>3,497,119</b>	<b>328,254</b>	<b>830,222</b>	<b>2,666,897</b>	<b>24%</b>
			Percentage of Fiscal Year 2025-26		25%
NON-OPERATIONAL/PASSTHRU	11,584,281	909,041	2,436,318	9,147,963	21%

# **Workforce Solutions Middle Rio Grande Board**

Finance and Audit

February 12, 2026

Action Item

Financial & Data Analyst Monitoring and Oversight

## **PURPOSE**

Provide the Board with Monitoring and Oversight of the Fiscal Entity.

## **DISCUSSION**

### **Disbursements**

Date of Scope: October 2025 - November 2025

Sample Size: 15 files

Error Rate: 0%

Reviewed the MRGDC Workforce, Child Care, and MRGDC pool funds. Overall, files were complete with all backup documents reviewed.

### **Bank Reconciliation**

Date of Scope: October 2025 & November 2025

Sample Size: 10 files

Error Rate: 0%

Bank Reconciliation was reviewed for payroll participants, general, and payroll staff for both MRGDC and Workforce Solution Board

### **Staff Payroll**

Date of Scope: October 2025 & November 2025

Sample Size: 5 staff payrolls

Error Rate: 0%

Reviewed the MRGDC staff payrolls, including W-4s, I-9s, timesheets, PAFs, and MIP distribution reports. All files were complete.

### **Procurement**

No formal Bids were done during the monitoring sampled months

### **Gas Card Inventory**

Gas cards were physically counted in the Fiscal Office in Carrizo and were inventoried with the Fiscal Officer. Each card is under lock in its filing cabinet. A balance sheet was provided.

**Client Payroll**

Date of Scope: October 2025 & November 2025

Sample Size: 5 client payrolls

Error Rate: 0%

Reviewed client payroll, including Limited Internship and Work Experience. All documents were provided and complete

**Allocations**

Date of Scope: October 2025 & November 2025

Sample Size: 4 Allocations

Error Rate: 0%

Reviewed Central Services, WF Program, Salary, and Regional Overhead Allocations for MRGDC and Workforce Board. Files, including Pre-Allocation statements of revenues and expenditures, the Allocation Module, and Allocation reports, were complete.

**General Ledger & CDER**

The variances identified in the October and November 2025 CDER reports result from payroll expenditures being posted after monthly allocations were processed.

**Physical Inventory**

Select one staff member who was sampled in the Uvalde Center, and I used the most recent physical inventory conducted by the fiscal staff. All items were located and accounted for.

**BOARD RECOMMENDATION**

To Approve Financial & Data Analyst Monitoring of the Fiscal Entity.

**Workforce Solution Middle Rio Grand Board  
Revenue vs Expenditures as December 2025**

			WFB	MRGDC	Target	Percent of Progress
WIOA - Adult 07/01/24-06/30/26	<b>Budget</b>	\$878,332	\$ 87,833	\$ 790,499	75%	95%
	<b>Expenses</b>		\$ 50,957	\$ 790,499		
	<b>Balance</b>		\$ 36,876	\$ -		
WIOA - Adult 07/01/25-06/30/27	<b>Budget</b>	\$758,215	\$ 75,822	\$ 682,392	25%	34%
	<b>Expenses</b>		\$ 3,142	\$ 253,107		
	<b>Balance</b>		\$ 72,680	\$ 429,285		
WIOA -Dislocated 07/01/24-06/30/26	<b>Budget</b>	\$486,423	\$ 48,642	\$ 437,781	75%	95%
	<b>Expenses</b>		\$ 28,356	\$ 437,781		
	<b>Balance</b>		\$ 20,286	\$ -		
WIOA - Dislocated 07/01/25-06/30/27	<b>Budget</b>	\$410,173	\$ 41,017	\$ 369,156	25%	56%
	<b>Expenses</b>		\$ 2,993	\$ 172,006		
	<b>Balance</b>		\$ 38,024	\$ 197,150		
WIOA - Youth 07/01/24-06/30/26	<b>Budget</b>	\$943,981	\$ 94,398	\$ 849,583	75%	92%
	<b>Expenses</b>		\$ 53,250	\$ 813,903		
	<b>Balance</b>		\$ 41,148	\$ 35,680		
WIOA - Youth 07/01/25-06/30/27	<b>Budget</b>	\$809,191	\$ 80,919	\$ 728,272	25%	14%
	<b>Expenses</b>		\$ 583	\$ 113,305		
	<b>Balance</b>		\$ 80,336	\$ 614,967		
CCF-Childcare 08/31/25-12/31/25	<b>Budget</b>	\$10,542,994	\$ 563,568	\$ 9,979,426	100%	97%
	<b>Expenses</b>		\$ 556,583	\$ 9,684,945		
	<b>Balance</b>		\$ 6,985	\$ 294,481		
CCF-Childcare 08/31/25-12/31/26	<b>Budget</b>	\$11,055,384	\$ 629,146	\$ 10,502,615	25%	12%
	<b>Expenses</b>		\$ 77,494	\$ 1,256,525		
	<b>Balance</b>		\$ 551,652	\$ 9,246,090		
CCM-Childcare Local Match 10/01/24-12/31/25	<b>Budget</b>	\$691,442	\$ 199,000	\$ 492,442	100%	84%
	<b>Expenses</b>		\$ 84,755	\$ 492,442		
	<b>Balance</b>		\$ 114,245	\$ -		
CCM-Childcare Local Match 10/01/25-12/31/26	<b>Budget</b>	\$690,904	\$ -	\$ 690,904	20%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ -	\$ 690,904		
CCP-Childcare PRS 09/01/24-12/31/25	<b>Budget</b>	\$363,986	\$ 18,199	\$ 345,787	100%	87%
	<b>Expenses</b>		\$ 12,107	\$ 305,174		
	<b>Balance</b>		\$ 6,092	\$ 40,613		
CCP-Childcare PRS 09/01/24-12/31/25	<b>Budget</b>	\$309,609	\$ 15,480	\$ 294,129	25%	42%
	<b>Expenses</b>		\$ -	\$ 131,149		
	<b>Balance</b>		\$ 15,480	\$ 162,980		

CCQ-Childcare Quality 10/01/25-10/31/26	<b>Budget</b>	\$537,777	\$ 537,777	\$ -	23%	7%
	<b>Expenses</b>		\$ 38,173	\$ -		
	<b>Balance</b>		\$ 499,604	\$ -		
CCQF-Childcare Quality 10/01/25-10/31/26	<b>Budget</b>	\$298,850	\$ 298,850	\$ -	23%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ 298,850	\$ -		
RESEA-Reemploy SVS 10/01/24-2/28/26	<b>Budget</b>	\$405,278	\$ 40,528	\$ 364,750	88%	96%
	<b>Expenses</b>		\$ 35,991	\$ 354,929		
	<b>Balance</b>		\$ 4,537	\$ 9,821		
RESEA-Reemploy SVS 10/01/25-09/30/26	<b>Budget</b>	\$207,536	\$ 20,754	\$ 186,782	25%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ 20,754	\$ 186,782		
TRA- Traded Act Svs 10/01/25-9/30/26	<b>Budget</b>	\$0	\$ -	\$ -	25%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ -	\$ -		
SNE-SNAP 10/01/25-09/30/26	<b>Budget</b>	\$135,684	\$ 13,568	\$ 122,116	25%	26%
	<b>Expenses</b>		\$ 2,767	\$ 33,741		
	<b>Balance</b>		\$ 10,801	\$ 88,375		
TAF- TANF Choices 08/31/24-10/31/25	<b>Budget</b>	\$783,754	\$ 193,375	\$ 590,379	23%	23%
	<b>Expenses</b>		\$ 48,875	\$ 127,828		
	<b>Balance</b>		\$ 144,500	\$ 462,551		
TVC - TX Vets Comm 10/01/25-09/30/26	<b>Budget</b>	\$13,000	\$ 1,500	\$ 13,500	25%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ 1,500	\$ 13,500		
WCI - WF Comm Initiat 10/01/24-09/30/25	<b>Budget</b>	\$39,000	\$ -	\$ 39,000	100%	93%
	<b>Expenses</b>		\$ -	\$ 36,594		
	<b>Balance</b>		\$ -	\$ 2,406		
WCI - WF Comm Initiat 10/01/25-09/30/26	<b>Budget</b>	\$41,044	\$ -	\$ 41,044	25%	10%
	<b>Expenses</b>		\$ -	\$ 3,900		
	<b>Balance</b>		\$ -	\$ 37,144		
WOO- Add'l Program 10/01/25-09/30/26	<b>Budget</b>	\$20,023	\$ 2,002	\$ 20,023	25%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ 2,002	\$ 20,023		
WPA-WP Empl Svs 03/01/25-12/31/25	<b>Budget</b>	\$23,550	\$ 2,355	\$ 23,190	100%	89%
	<b>Expenses</b>		\$ 2,355	\$ 18,130		
	<b>Balance</b>		\$ -	\$ 5,060		
WPA-WP Empl Svs 10/01/25-12/31/26	<b>Budget</b>	\$7,994	\$ 799	\$ 7,195	20%	0%
	<b>Expenses</b>		\$ -	\$ -		
	<b>Balance</b>		\$ 799	\$ 7,195		

WIOA-Rapid Response 07/01/25-6/30/26	<b>Budget</b>	\$14,173		\$ 14,173	50%	13%
	<b>Expenses</b>			\$ 1,850		
	<b>Balance</b>		\$ -	\$ 12,323		

Student Hireability Nav 09/01/23-08/31/27	<b>Budget</b>	\$452,000	\$ 452,000	\$ -	57%	75%
	<b>Expenses</b>		\$ 172,075	\$ -		
	<b>Balance</b>		\$ 279,925	\$ -		

Infrastructure Support 09/01/25-10/31/26	<b>Budget</b>	\$132,727	\$ -	\$ 132,727	29%	10%
	<b>Expenses</b>		\$ -	\$ 12,047		
	<b>Balance</b>		\$ -	\$ 120,680		

SEAL-Summer & Learn Program	<b>Budget</b>	\$889,921		\$ 889,921	100%	34%
	<b>Expenses</b>		\$ -	\$ 302,256		
	<b>Balance</b>		\$ -	\$ 587,665		

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño, III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Steve Pier  
Executive Director

February 3, 2026

Ms. Rosie Avila-Lozano  
Executive Director  
Workforce Solutions Middle Rio Grande Board  
216 W. Main Street, Suite A  
Uvalde, Texas 78801

Dear Ms. Avila-Lozano:

We have received the budget and expenditure information submitted by Workforce Solutions Middle Rio Grande Board for the Board's fiscal year beginning October 1, 2025. *The General Appropriations Act*, as adopted during the last regular legislative session, requires all board budgets be submitted to the State Legislative Reference Library.

We have determined that the information is compliant with the instructions provided by the Texas Workforce Commission, as described in *Texas Government Code §2308.262* and *Financial Manual for Grants and Contracts (FMGC) Chapter 6.2 Budget Submission Requirements*. A copy of the budget will be maintained in our files, a copy will be forwarded to TWC's Workforce Grants and Contracts Department, and another copy sent to the State Legislative Reference Library. In addition, a pdf copy of the final budget will be uploaded to the Annual Budget folder in SharePoint. [Workforce Solutions Middle Rio Grande](#)

Thank you for your assistance in helping us achieve a consistent budget format for all Boards. Should you have any questions or concerns, please contact Kathleen Runnels at 737-667-6092.

Sincerely,

*Judy Ohn*

Judy Ohn, CPA  
Director of Fiscal Services and Audit Resolution  
Division of Fraud Deterrence and Compliance Monitoring

cc: Betsy Prado, Controller, Middle Rio Grande Development Council  
Ryan Clinton, Director, Workforce Grants, TWC

# **Workforce Solutions Middle Rio Grande Board**

## **Child Care Committee**

February 12, 2026

### **Action Item**

#### **Child Care Quality Expenses**

#### **PURPOSE**

Child Care Quality expenditures in the estimated amount of \$202,000.

#### **DISCUSSION**

As outlined in the **Texas Workforce Commission (TWC) Quality Plan**, the following **expenditures are planned** to support and enhance the quality of early learning programs in the region:

- \$77,000 **Scholarships for CDA Classes**—to help early learning staff cover the cost of CDA training.
- \$125,000 Classroom Equipment & Materials - This activity supports the Board's strategic goal of increasing the quality of child care in the region. Programs will receive materials and equipment to assist them in achieving or maintaining Texas Rising Star certification, as well as to help existing Two- and Three-Star programs advance to higher star levels. Implementation will begin in the second quarter and continue through the third and fourth quarters.

**ACTION:** Recommend approval of Child Care Quality expenditures.

# **Workforce Solutions Middle Rio Grande Board**

## **Child Care Committee**

February 12, 2026

Action Item

### **Texas Child Care Connection and Child Care Automated Attendance Policy**

#### **PURPOSE**

The purpose of this policy is to provide the Workforce Solutions Center Contractor with guidance on Texas Child Care Connection and Child Care Automated Attendance.

#### **DISCUSSION**

It is the policy of WFSMRG to provide guidance and establish procedures for implementing and enforcing all required automated attendance tracking and absence reporting through the Texas Child Care Connection (TX3C) system and associated KinderSystems applications. Compliance with these requirements is mandatory for all CCS providers, sponsors, and Contractor staff.

#### **ACTION**

Recommendation: Approve Texas Child Care Connection and Child Care Automated Attendance.



# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

A proud partner of the American Job Center network

---

## POLICY LETTER

**ID NO:** WFSMRG-CC-26

**DATE ISSUED:** January 26, 2026

**TO: Workforce Solutions Middle Rio Grande Contractors**

**FROM: Rosie Lozano, Executive Director**

**SUBJECT: Texas Child Care Connection and Child Care Automated Attendance**

---

### **PURPOSE:**

The purpose of this policy is to provide the Workforce Solutions Center Contractor with guidance on Texas Child Care Connection and Child Care Automated Attendance.

### **REFERENCES:**

Title 40, Texas Administrative Code (TAC), Part 20, Chapter 809  
Texas Workforce Commission Chapter 809 Child Care Services Rules  
Texas Workforce Commission Child Care Services Guide  
WD 08-23, Change 9

### **POLICY:**

The Contractor shall implement and enforce all required automated attendance tracking and absence reporting procedures using the Texas Child Care Connection (TX3C) system and associated KinderSystems applications. Compliance with these requirements is mandatory for CCS providers, sponsors, and Contractor Staff.

### **Absence Reporting Responsibility and Information**

Contractor must notify new Child Care Services (CCS) providers that they must complete the Scholarship Child Care Provider Survey to receive a tablet from KinderSystems. These state-issued devices arrive ready to use with the appropriate software already loaded.

Contractor must inform staff that providers that use TX3C: KinderBridge with their child care management software (CCMS) supported by a KinderSystems application programming interface connection may continue to use their current CCMS for attendance collection. Only attendance information for children receiving child care scholarships will be uploaded to TX3C: KinderConnect. The CCMS programs that are currently supported can be found on the TX3C software.

Contractor must notify providers using TX3C: KinderBridge that they are required to upload attendance to TX3C: KinderConnect at least weekly to remain in compliance with automated attendance requirements.

Contractor must ensure staff provides sponsors with information on how to access the automated attendance tracking system through the TX3C: KinderSmart or KinderSign applications. Sponsors may download the KinderSmart application on their personal devices from the appropriate app store (for iPhone or Android). Additionally, sponsors must also be informed of how to use TX3C: KinderSign on a provider's tablet if they choose not to use the KinderSmart application.

Contractor must notify sponsors whose child care provider will continue to use its existing CCMS that the sponsors will continue using their respective provider's existing attendance system instead of TX3C: KinderSmart or KinderSign.

Contractor must inform staff that the TX3C information site and help desk support are available to help child care sponsors and providers to use the new child care automated attendance tracking system.

Contractor must provide the following KinderSystems support information to sponsors who have issues recording attendance if the Contractor is unable to remediate:

- Support website: [Families, Parents, and Sponsors](#) page
- Phone: 1+ (888) 265-6461
- Email: [supportTX@kindersystems.com](mailto:supportTX@kindersystems.com)

Contractor must notify CCS providers of the following:

- Providers that are not using the attendance system will be placed on a Service Improvement Agreement (SIA) notifying them that they have one week to use the new system.
- The SIA will also notify providers that if they are not using the new attendance system within one week of the execution of the SIA, CCS payments will be withheld until they come into compliance, and the Contractor may terminate the provider's CCS agreement for breach of contract.

Contractor must inform staff that if a provider is unable to use the automated attendance system through no fault of their own (for example, they have not yet received a tablet), the provider must not be placed on an SIA or have their payments withheld. The provider must supply documentation of their due diligence to connect to and use the system.

Contractor must also inform staff that providers are required to report when a child stops attending or fails to begin attending a child care provider location within one week of the effective date on the authorization notice so that staff may take appropriate action and reach out to the sponsor to determine whether the child still requires child care.

Contractor must notify CCS providers that failing to report that a child has stopped attending or has not started attending within one week of the effective date on the authorization may result in being placed on an SIA.

Contractor must notify CCS providers that failing to report that a child has stopped attending or has not started attending within one week of the effective date on the authorization may result in being placed on an SIA.

Additionally, Contractor must continue to pay providers based on enrollment, except for relative providers. Contractor must ensure that a relative child care provider is not reimbursed for the days that a child is absent.

### **Child Care Absence Tracking and Notification Process**

Contractor must inform staff that absences must be reset at recertification to align with the start date of the new eligibility period.

Contractor must inform staff that the provider automated attendance and notification requirements remain in effect with the implementation of TX3C.

Contractor must inform staff that, "excessive unexplained absences" are defined as more than 40 unexplained absences in a 12-month eligibility period. If the Contractor extended a child's eligibility period beyond 12 months, the Contractor must review the child's previous 12-month attendance record to verify absences prior to termination.

Contractor must ensure that a sponsor reports a child's attendance using the relative provider's phone number to record attendance using the Interactive Voice Response (IVR) system. The IVR phone number is (713) 242-1606. A child's absences in relative care count toward the maximum number of allowable absences.

Contractor must inform staff that only a sponsor may report a child's attendance. However, in instances where there is not a sponsor performing the drop-off or pick-up of the child (such as when the provider is transporting the child to or from school), the provider may record the appropriate check-in/check-out. The sponsor must still record at least one daily check-in or check-out for the child. However, the sponsor is not required to perform both a check-in and a check-out. Additionally, sponsors may backdate attendance records by up to six days.

Contractor must notify providers that provide transportation to and from their program of the above information and requirements.

### **Attendance Reporting Using the Provider's Child Care Management Software**

Contractors must inform staff that, except for the exception described above where the provider is transporting a child, providers using their own CCMS for attendance collection, including the requirement that providers must not perform the attendance or absence reporting function on behalf of the sponsor. However, for providers using a CCMS that does not allow sponsors to report backdated attendance, providers may correct backdated attendance on behalf of the sponsors.

Contractors must inform staff that provider misuse of attendance reporting, including intentionally entering false attendance reports through the provider's CCMS, is grounds for potential fraud determination.

Contractors must inform staff that attendance uploaded to TX3C: KinderConnect, including provider-entered backdated attendance, is subject to monitoring for accuracy. Based on local procedures, providers may be required to provide documentation from the sponsor of actual attendance for backdated entries.

Contractors must notify providers that use their own CCMS for attendance tracking the above information and requirements.

### **RECISSIONS:**

WD Letter 08-23, Change 8

### **INQUIRIES:**

If you have any questions about this policy, contact [marisa.cervantes1@wfsmrg.org](mailto:marisa.cervantes1@wfsmrg.org)

# **Workforce Solutions Middle Rio Grande Board**

## **Child Care Committee**

February 12, 2026

Action Item

Priority of Child Care Service Policy

### **PURPOSE**

The purpose of this policy is to provide the Workforce Solutions Center Contractor with guidance on priority of service.

### **DISCUSSION**

TWC Sub-Recipient Monitoring requires the WFSMRGB to have a policy on priority of service. This is an update from policy # WFSMRG-CC-01 Amd.7.

### **ACTION**

Recommendation: Approve Priority of Child Care Services Policy.



# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

A proud partner of the American Job Center Network

---

## POLICY LETTER

**ID NO:** WFSMRG-CC-01 Amd.7      **DATE ISSUED:** January 20, 2026

**TO:** Workforce Solutions Middle Rio Grande Contractors

**FROM:** Rosie Lozano, Executive Director

**SUBJECT:** Priority of Child Care Service

---

### **PURPOSE:**

The purpose of this policy is to provide the Workforce Solutions Center Contractor with guidance on priority of service.

### **REFERENCES:**

TAC Title 40, Part 20, §809.43

Texas Workforce Commission, Child Care Services Guide, Part B-400

WD Letter 02-26

### **POLICY:**

Child care services are prioritized among the following priority groups:

#### **First Priority Group - Mandatory**

1. The first priority group is assured child care services and includes children of parents eligible for the following:
  - a) Choices child care
  - b) Temporary Assistance for Needy Families (TANF) Applicant child care
  - c) Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) child care
  - d) Low-income child care for former Choices child care recipient whose TANF benefits were denied or voluntarily ended within the last 12 months due to employment, timing out of benefits, or an earnings increase

## **Second Priority Group – Subject to Availability of Funds**

2. The second priority group is served subject to the availability of funds and includes, in the order of priority:
  - a) children who need to receive protective services child care
  - b) children of a qualified veteran or qualified spouse
  - c) children of a foster youth
  - d) children experiencing homelessness
  - e) children of parents on military deployment whose parents are unable to enroll in military-funded child care assistance programs
  - f) children of teen parents
  - g) children with disabilities
  - h) children of a child care worker

**\*Note\*** Contractor must adhere to the requirement in Texas Labor Code §302.0064(c) and §809.42, which states that a child care worker whose child receives child care services under this priority group is subject to redetermination of the individual's eligibility for services no sooner than 12 months following the initial determination or most recent redetermination.

### **TX3C: KinderSystems Updates**

Contractor must inform staff of the updates to TX3C to include children of child care workers as a second priority group, detailed below:

- Parent Central: Waiting list application updates—added questions and requests for documentation to determine if a parent is employed at a licensed child care provider for at least 25 hours per week;
- KinderTrack—Intake updates: Waiting list applications of child care workers will be prioritized in KinderTrack Intake search results with Prioritization Criteria as Child Care Worker and ranked according to second priority group placement.
- KinderTrack: Parent Needs will import the child care provider information provided to verify the parent's employment.

## **Third Priority Group – Board Determined**

3. The third priority group is served subject to the availability of funds and includes any family that needs child care assistance in order to work, job search, or attend job training or an educational program (subject to general eligibility requirements and time limits); and meet income guidelines.

- a) Siblings of children of customers already enrolled in CCS
- b) Nine county customers (Dimmit, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, Val Verde, Zavala) on a first-come, first served basis by date placed on the wait list

**RECISSIONS:**

WFSMRG-CC-01 Amd. 6

**INQUIRIES:**

If you have any questions about this policy, contact  
[marisa.cervantes1@wfsmrg.org](mailto:marisa.cervantes1@wfsmrg.org)

# **Workforce Solutions Middle Rio Grande Board**

## **Child Care Committee**

February 12, 2026

### **Action Item**

#### **Maintenance of a Waiting List Policy**

#### **PURPOSE**

The purpose of this policy is to provide the Workforce Solutions Center Contractor with guidance on maintenance of a waiting list.

#### **DISCUSSION**

TWC Sub-Recipient Monitoring requires the WFSMRGB to have a policy on maintenance of a waiting list. This is an update from policy # WFSMRG-CC-14 Amd. 3.

#### **ACTION**

Recommendation: Approve Maintenance of a Waiting List Policy.



# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

A proud partner of the American Job Center network

---

## POLICY LETTER

**ID NO:** WFSMRG-CC-14-Amd.3      **DATE ISSUED:** January 20, 2026

**TO:** Workforce Solutions Middle Rio Grande Contractors

**FROM:** Rosie Lozano, Executive Director

**SUBJECT:** Maintenance of a Waiting List

---

### **PURPOSE:**

The purpose of this policy is to provide the Workforce Solutions Center Contractor with guidance on maintenance of a waiting list.

The waiting list is for parents who need and have applied for child care services. Waiting lists allow priority groups to be serviced correctly and to ensure that low-income parents are served in the order of application date.

### **REFERENCES:**

TAC Title 40, Part 20, §809.18, §809.2

Texas Workforce Commission, Child Care Services Guide, Part B-500  
WD 02-26

### **POLICY:**

Contractor must inform staff members that the child care case management system pre-screener and waiting list application will determine if a parent is potentially eligible for CCS.

Contractor must ensure that a parent with a child on the waiting list is contacted every three months (which is implemented as 90 days in the child care case management system) to determine if the parent still requires child care. TX3C—KinderTrack will automatically generate a message to parents every 90 days asking them to confirm if they still need care. If the parent

responds that they still need CCS, they will remain on the waiting list. The child is removed from the waiting list if the parent:

- responds that CCS are no longer needed; or
- does not respond to the Contactor regarding the continued need for CCS within 10 business days.

A child's removal from the waiting list due to a parent's failure to respond to a 90-day request to update the Contractor on their continued need for child care is not subject to appeal.

### **Children of Child Care Workers Waiting List-**

Contractor must update their child care waiting list procedures to include children of child care workers as a second priority group.

Contractor must inform staff that the new child care worker definition, as defined by §809.2, took effect on January 5, 2026, coinciding with updates to the Texas Child Care Connection (TX3C) child care case management system.

Contractor must establish a process to verify that an applicant meets the definition of a child care worker. This process must include, at a minimum:

- **Employment verification:** Obtaining documentation from the child care facility (licensed under [Texas Human Resources Code, Chapter 42](#)) confirming the applicant's employment.
- **Hours worked verification:** Confirming the applicant works a minimum of 25 hours per week at the child care facility.
- **Verification of role:** Ensuring the applicant's role aligns with the definition of a child care worker and is not excluded as the owner or director (unless their child is in a program not directly supervised by them).

Acceptable documentation may include:

- pay stubs;
- a letter from the employer on company letterhead;
- a TWC employment verification form; or
- other official documentation deemed appropriate for verifying employment.

**Child Care Open Enrollment**— The Contractor is considered to have open enrollment if at any time during the waiting list reporting month the Contractor enrolled any new children into care who are not any of the following:

- Mandatory (as defined by TWC Chapter 809 Child Care Services rule §809.43 and described in section B-401 of this Guide, the mandatory

population consists of all of priority group one and only DFPS authorizations from priority group two)

- Voluntary suspensions returning to care within their eligibility year
- Board-to-Board transfers

**Note:** Opening enrollment does not mean that all enrollment restrictions have been lifted. If during the reporting month, the Board has approved enrolling at least one child into care who is not in any of the categories above, then enrollment is considered open for that month. Enrollment is considered open even if numbers are limited to balance the effect of attrition.

**Pre-K, Head Start/Early Head Start Exemption**—As described in D-1007, if a recognized pre-K or Head Start and/or Early Head Start partnership refers a child directly to a child care provider to receive services, that child is exempt from the waiting list. (Whether or not the referred child may receive services in the contracted partnership program is subject to the availability of funding and the availability of subsidized slots at the partnership site.)

**RECISSIONS:**

Policy # WFSMRG-CC-14 Amd. 2

**INQUIRIES:**

If you have questions regarding this policy, please contact [marisa.cervantes1@wfsmrg.org](mailto:marisa.cervantes1@wfsmrg.org)

# **Workforce Solutions Middle Rio Grande Board**

## **Child Care Committee**

February 12, 2026

### **Action Item**

#### **Child Care Transfer Request Policy**

#### **PURPOSE**

The purpose of this policy is to provide the Workforce Solutions Child Care Contractor with guidance on implementing two-week transfer request.

#### **DISCUSSION**

It is the policy of WFSMRG to provide guidance and set forth procedure regarding a waiting period of two-weeks for all child care transfer request.

Except for cases in which:

- The provider is subject to CCR action.
- The transfer is authorized by CPS for a child in protective services.
- Or case-by-case basis as determined by the Board, for example due to health and safety concerns.

#### **ACTION**

Recommendation: Approve Child Care Transfer Request .



# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

A proud partner of the American Job Center

---

## POLICY LETTER

**ID NO:** WFSMRG-CC-05 Amd 1

**DATE ISSUED:** 02/12/2026

**TO:** Workforce Solutions Middle Rio Grande Contractors

**FROM:** Rosie Lozano, Executive Director

**SUBJECT:** Child Care Transfer Request

---

### **PURPOSE:**

The purpose of this policy is to provide the Workforce Solutions Child Care Contractor with guidance on implementing two-week transfer request.

### **REFERENCES:**

Texas Workforce Commission, Child Care Services Guide, Part E-100

### **POLICY:**

Contractor Staff will require a two-week waiting period prior to ending care at a facility when a parent requests a transfer. During the waiting period, the child's referral at the original provider will continue unless the parent requests a suspension. This policy will apply to all transfer requests. Except for cases in which:

- The provider is subject to CCR action.
- The transfer is authorized by CPS for a child in protective services.
- Or case-by-case basis as determined by the Board, for example due to health and safety concerns.

Board Staff will require Contractor to clearly document all request to transfer children in KinderTrack System.

### **RECISSIONS:**

WD Letter 07-20, Change 3

**INQUIRIES:** If you have any questions contact  
marisa.cervantes1@wfsmrg.org

## CHILD CARE REPORT

### BCY26 Child Care Performance Measures: December 2025

Timeframe	# of Units	BCY26 Targets	% Attainment	Status
Year to Date Average Kids Per Day (10/01/2025-09/30/2026)	1263	1405	90.62%	Not Meeting

This information is from TX3C loaded on 01/11/2026. This is the most accurate and complete data available at the time data was obtained but, due to billing updates, it may not match data prior or subsequent requests.

Expenditures by County	Month: January & February 2026
Dimmit	\$ 43,852
LaSalle	\$ 4,850
Maverick	\$ 314,495
Real	\$
Uvalde	\$ 94,802
Val Verde	\$ 254,258
Zavala	\$ 54,279
Edwards	\$
Kinney	\$

Programs By County	Providers	TRS
Dimmit	3	1
LaSalle	1	1
Maverick	14	11
Real	0	0
Uvalde	6	5
Val Verde	12	9
Zavala	4	3
Edwards	0	0
Kinney	0	0

Child Care Quality Activities – The Fiscal Year 2026 Child Care Quality (CCQ) Annual Expenditure Plan has been submitted to TWC for review. The plan outlines how designated funds will be used to support continuous quality improvement across early learning programs. The plan details projected spending for key CCQ activities—such as professional development, coaching and mentoring, classroom enhancements, and health and safety initiatives—to ensure alignment with Texas Workforce Commission guidance. It serves as a roadmap for strategic investments that strengthen program quality,

improve outcomes for children and families, and support compliance and accountability throughout the fiscal year.

Key CCQ/CFQ investments include:

- Purchasing curriculum
- Classroom equipment
- Early Learning Program Staff incentives
- Literacy packets
- Professional development training
- Offering CDA courses
- Coaching and mentoring
- Classroom enhancements
- Health and safety initiatives

CCC as of January 2026	TRS CCC	Waiting on Assessment/Reassessment	Probation	ELD	Suspension
40	30	4	1	2	3

Over the past two months, our Mentors have provided ongoing support to early learning programs in preparation for the Texas Rising Star annual monitoring process. At this time, three programs are under suspension due to licensing deficiencies, and one program is currently on probation for the same reason.

The Child Care Advisory Committee did not convene during the last quarter due to scheduling conflicts among its members. The committee plans to meet during the current quarter.

**Workforce Solutions Middle Rio Grande Board**

Monitoring & Oversight Committee

February 12, 2026

Action Item

Workforce Programs Board Monitoring Report for SNAP

**PURPOSE**

Provide an update on all Workforce Programs Monitoring and Oversight.

**DISCUSSION**

The following is the report for October & November 2025 SNAP Monitoring:

<b>SNAP Performance Review Summary</b>					
<b>Date of Scope:</b>	<b>October and November 2025</b>				
<b>Attribute</b>	<b>Total # of files reviewed</b>				<b>11</b>
<b>Eligibility</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Establish initial monthly eligibility in timely manner and uploaded in WIT	0.00%	11	0	0	11
Outreach done timely and letter contains all pertinent information.	0.00%	11	0	0	11
<b>Assessment</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Initial and reassessment documented in case notes	0.00%	7	0	4	7
Rights to Appeal and Orientation to compliant forms that are current and uploaded in WIT	0.00%	7	0	4	7
Was follow-up done while Good Caused? Was it documented on case notes	0.00%	1	0	10	1
<b>Support Services</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Support services/incentives documented in case notes with documentation uploaded in WIT	0.00%	3	0	8	3
<b>WIT Data Entry</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Case notes are entered timely, detailed and updated reflecting 2 way communication	0.00%	11	0	0	11
Date of Noncompliance is correct and documented in case notes	0.00%	7	0	4	7
Was 1822 documented correctly and indicating 1822 being sent timely	0.00%	7	0	4	7

Good cause or sanction determination correctly documented in case notes with all information	0.00%	7	0	4	7
Was 1817 documented correctly and reason for reconsideration documented in case notes	0.00%	2	0	9	2
Was reconsideration for Good Cause after penalty (1816) entered and documented in case notes correctly	0.00%	0	0	11	0
Did application remain open while Good Caused (Reconsideration)	0.00%	0	0	11	0
Was application closed correctly	0.00%	4	0	7	4
<b>Non-Compliance</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Penalty Initiated Appropriately entered correctly in WIT	0.00%	7	0	4	7
Initiation of penalty done timely	0.00%	7	0	4	7
<b>Employment Plan</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Employment Plan is complete with signature, allowable activity, correct/detailed required hrs of participation and when doc is due	0.00%	7	0	4	7
ABAWD enrolled in 4 weeks of Job Search	0.00%	7	0	4	7
<b>Notification</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Work Requirement Verification For H1822 submitted timely or at all? (ABAWDS Only)	0.00%	3	0	8	3
Form H1817-Reconsideration Request recorded in WIT Good Cause ribbon	0.00%	2	0	9	2
Form H1816 Non Compliance due to Good Cause uploaded to WIT and recorded in WIT ribbon	0.00%	0	0	11	0
<b>Participation</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Provisions of SNAP Activities being followed?	0.00%	7	0	4	7
SNAP Activities are supported with acceptable documentation	0.00%	2	0	9	2
Participation hours in WIT are supported and documented in case file	0.00%	2	0	9	2

**Findings**

No findings

**Corrective Action:**

No Corrective Action is needed

**Board Recommendation**

No Board Recommendation is needed

## Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

February 12, 2026

Action Item

Workforce Programs Board Monitoring Reports for Choices

**PURPOSE**

Provide an update on all Workforce Programs Monitoring and Oversight.

**DISCUSSION**

The following is the report for October and November 2025 Choices Monitoring:

<b>Choices Performance Review Summary</b>					
<b>Date of Scope:</b>	<b>October and November 2025</b>				
<b>Attribute</b>	<b>Total # of files reviewed</b>				<b>10</b>
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial/monthly eligibility and is uploaded in WIT	10.00%	9	1	0	10
Outreach done timely and letter contains all pertinent information	0.00%	9	0	1	9
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial assessment and/or reassessment documented in counselor notes including TABE uploaded in WIT	0.00%	7	0	3	7
Rights to appeal and Orientation to complaint forms that are current and up to date uploaded in WIT	0.00%	5	0	5	5
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in cnotes and reconciled correctly with documentation entered/uploaded in WIT	0.00%	1	0	9	1
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are detailed and updated and reflect 2 way communication - including documentation for all transmittals (1817, 1816, 2588)	20.00%	8	2	0	10
Is preferred method of contact documented in WIT	0.00%	8	0	2	8

Date of Non compliance is correct and documented in cnotes	0.00%	5	0	5	5
Good cause or sanction documented in cnotes with all information	0.00%	6	0	4	6
<b>Non Compliance</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Penalty Initiated Appropriately per instructions	0.00%	5	0	5	5
Timely and Reasonable Attempt process followed by contractor	0.00%	8	0	2	8
Penalty initiated timely or at all (before 7th day)	0.00%	5	0	5	5
<b>Employment Plan</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Employment Plan consistent with Work 1st approach and has correct and detailed required hours of participation	0.00%	8	0	2	8
Family Work Requirement is signed and completed with how the required hours of participation will be distributed	0.00%	0	0	10	0
<b>Notification</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Provide HHSC employment information (2583) timely	0.00%	6	0	4	6
<b>Participation</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Work Activities are supported with documentation in case file	0.00%	6	0	4	6
Participation hours in WIT are supported with documentation in case file	0.00%	6	0	4	6

## Findings

### Eligibility

Eligibility for October 2025 was not uploaded

*A-301.d: Workforce Staff Responsibilities – Boards must ensure that Workforce Solutions Office staff: Verifies monthly TANF eligibility through TIERS and WorkInTexas.com*

### Data Entry

No case notes documenting TIERS and WIT eligibility for October and November 2025

*B-602: Documentation – Case Notes – Boards must ensure that WorkInTexas.com case notes are a record of contact, progress, and any interaction with the Choices customer. Boards must ensure that Workforce Solutions Office staff enters information that is: clear and understood, concise and includes only the fact,*

*keeping the information short and to the point; complete and includes only pertinent information about activities, and interactions with the customer; and accurate. Boards must ensure that the following take place: Monthly eligibility*

**Corrective Action:**

WIT Data Entry is a repetitive finding: The Board staff will present to the Board of Directors a recommendation that the Contractor be put on a probationary period, with conditions to be set by the Board of Directors. WIT Data Entry is a seven-time finding.

**Board Recommendation:**

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. WIT Data Entry is an area that is in most need of re-training for staff.

## Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

Action Item

February 12, 2026

Workforce Programs Board WIOA Monitoring Reports

**PURPOSE**

Provide an update on all Workforce Programs Monitoring and Oversight.

**DISCUSSION**

The following is the October and November 2025 WIOA Monitoring report:

<b>WIOA Performance Review Summary</b>					
Date of Scope:	October and November 2025				
Attribute	Total # of files reviewed				12
	Error Rate	Yes	No	N/A	Total Y+N
<b>Eligibility</b>					
Client Eligible for WIOA (tested as a single element with income, barriers, lay off notice, etc.)	0.00%	12	0	0	12
Verification of Age, Residency, Social Security number uploaded in WIT	0.00%	12	0	0	12
Authorization to work in US uploaded in WIT	0.00%	12	0	0	12
Selective Services (male born after 1/1/60) and uploaded in WIT	0.00%	9	0	3	9
<b>Assessment</b>					
Assessment/reassessment documented in case notes including TABE, WIT, 205 Employability Development Plan and 203 Comprehensive Objective Assessment is done or for youths 412 Comprehensive Objective Assessment and 413 Individual Service Strategies.	0.00%	12	0	0	12
Notification of Equal Opportunity and Rights to Appeal signed and dated uploaded in WIT. Does EO form have the EO officer's identity and accurate information?	0.00%	12	0	0	12
<b>Support Services</b>					
Support Services requested/updated documented & reconciled correctly and entered in WIT, transportation, child care, post employment services, incentives, etc.	0.00%	0	0	12	0
<b>WIT Data Entry</b>					
	Error Rate	Yes	No	N/A	Total Y+N

Cnotes are detailed and updated and reflect 2 way communication and are entered within 7 days	8.33%	11	1	0	12
<b>Employment Plan</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Employment Plan is signed and up to date with activities/services that client is enrolled in	0.00%	12	0	0	12
<b>Financial</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
ITA added in Activity tab, PO and LON information both uploaded in WIT	0.00%	6	0	6	6
Internship or Employment Experience Agreement and WorkStation form uploaded in WIT	0.00%	5	0	7	5
<b>Participation</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Time and attendance sheet completed correctly and uploaded in WIT/Date of Participation entered in WIT	0.00%	4	0	8	4
Performance outcome is documented in WIT correctly with proper back up documentation	0.00%	1	0	11	1
Employment outcome is documented in WIT correctly with proper back up documentation uploaded in WIT	0.00%	1	0	11	1

### **Findings**

#### **Data Entry**

Case note was entered past 7 days

*WD Letter 06-13, Change 2 - Boards must ensure that Workforce Solutions*

*Office Staff enters comprehensive information into WorkInTexas.com Case Notes within one week of the provision of a service or contact with a participant.*

#### **Corrective Action:**

No Corrective Action is needed at this time.

#### **Board Recommendation:**

No Board Recommendation is required at this time

**Workforce Solutions Middle Rio Grande Board**

Monitoring & Oversight Committee

February 12, 2026

Action Item

Childcare Program Board Monitoring Reports

**PURPOSE**

Provide an update on Childcare Program Monitoring and Oversight.

**DISCUSSION**

The following is the report for Childcare Monitoring for October and November 2025:

<b>Child Care Performance Review Summary</b>					
<b>Scope of Review</b>	<b>October and November 2025</b>				
<b>Attribute</b>	<b>Total # of files reviewed</b>				<b>10</b>
<b>Eligibility</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Documentation to determine residency	0.00%	9	0	1	9
Documentation to determine age and citizenship	0.00%	9	0	1	9
Client meets participation criteria (25/50) work or education	0.00%	9	0	1	9
Full, Parted, Blended care authorized on Schedule and TX Notice based on work/training status	0.00%	9	0	1	9
Proper documentation for all income sources verified calculated, recorded correctly and uploaded into KT	22.22%	7	2	1	9
Information for placement/renewal date is entered into system within the 5 days. If not reason is documented on cnotes	33.33%	6	3	1	6
Household composition documented correctly in KT	0.00%	9	0	1	9
Was the DFPS authorization for child care entered within the 3 days into KT	0.00%	1	0	9	1
Was the DFPS eligibility start date correct? End date?	0.00%	1	0	9	1
Was the information from the DFPS form 2054 date stamped and entered accurately into KT?	0.00%	0	0	10	0
Homeless: documentation to establish homelessness (residency information form)	0.00%	0	0	10	0
Referral/Parent Fee	Error Rate	Yes	No	N/A	Total Y+N

Was weekly parent fee assessed is correct on KT	0.00%	9	0	1	9
Subsidy Amount recorded equals amount authorized	22.22%	7	2	1	9
<b>File Maintenance</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Was a Texas notice generated in KT	0.00%	10	0	0	10
Pre/Re-application in file with million \$ question completed	0.00%	9	0	1	9
Parents Right to Appeal	0.00%	1	0	9	1
Orientation to Complain form	0.00%	9	0	1	9
Family notes entered in KT timely and with pertinent information (income, bonus, etc)	20.00%	8	2	0	10
<b>Notification</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Notice of Action was sent to the client timely and with the correct information	0.00%	10	0	0	10
Notification of re-determination sent timely with 2052/1071	0.00%	9	0	1	9

## FINDING

### Eligibility

Parent self-attested her hours

*D-102: Child Care Eligibility Determination and Verification – The Board must ensure that its child care contractor verifies all eligibility requirements for CCS prior to authorizing child care.*

*Boards must be aware that self-attestation, including through completion of the parent application in the Child Care Case Management System, is acceptable only for confirming that the value of a family’s assets do not exceed \$1 million and to verify the following: Initial eligibility for families experiencing homelessness – Initial eligibility for child care during job search as described in D-108.*

Information received was not entered within the 5 days

*B-102: Timely Data Entry - The Board must ensure accurate and timely entry of all childcare referral, customer, provider, budget and claim information into TWC’s designated IT data automation systems for childcare service delivery.*

*“Timely data entry” is defined as no later than five business days from the date the subcontractor and subrecipient receive the information to data entry date.*

Parent self-attested to how often her bonuses were received

*D-102: Child Care Eligibility Determination and verification - D-102: Child Care Eligibility Determination and Verification – The Board must ensure that its child care contractor verifies all eligibility requirements for CCS prior to authorizing child care.*

*Boards must be aware that self-attestation, including through completion of the parent application in the Child Care Case Management System, is acceptable only for confirming that the value of a family's assets do not exceed \$1 million and to verify the following: Initial eligibility for families experiencing homelessness – Initial eligibility for child care during job search as described in D-108.*

### **PSOC/referral**

PSOC was taken out of the wrong center, No PSOC was taken out

*B-610: Parent share of cost and amounts in the Child Care Case Management System – Boards must be aware that the Child Care Case Management System automatically calculates the PSOC assessment described in B-601m based on gross income calculated from information entered.*

### **File Maintenance**

No detailed case note was entered for reason of delay for approval

*B-102: Timely Data Entry-The Board must ensure accurate and timely entry of all childcare referrals, customer, provider, budget and claim information into TWC's designated IT data automation systems for childcare service delivery.*

*"Timely data entry" is defined as no later than five business days from the date the subcontractor and subrecipient receive the information to data entry date.*

### **Corrective Action:**

Eligibility, Referral/PSOC and File Maintenance are repetitive findings: The Board staff will present to the Board of Directors a recommendation that the Contractor be put on a **probationary** period, with the conditions to be set by the Board of Directors. File Maintenance is a fourth time finding.

### **Board Recommendation:**

Documentation needs to be provided to the Board 10 days after the Board meeting. Contractor will need to notify the Board on training that will be conducted in areas of finding for Eligibility, Referral/PSOC and File Maintenance.

**Workforce Solutions Middle Rio Grande Board**

Monitoring & Oversight Committee

February 12, 2026

Action Item

Workforce Programs Board Monitoring Report for RESEA

**PURPOSE**

Provide an update on all Workforce Programs Monitoring and Oversight.

**DISCUSSION**

The following is the report for October and November 2025 RESEA Monitoring:

<b>RESEA Performance Review Summary</b>					
<b>Date of Scope:</b>	<b>October and November 2025</b>				
<b>Attribute</b>	<b>Total # of files reviewed</b>				<b>12</b>
	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
<b>Eligibility</b>					
Did the Claimant receive an invitation letter from the Workforce with the RESEA Babel notice	0.00%	12	0	0	12
Was the claimant scheduled for RESEA one-to-one appointment no sooner than seven (7) days to allow for mailing and not later than twenty-one (21) days from the date the scheduler ran after the claimant was added to the outreach pool?	0.00%	12	0	0	12
Were all three methods of communication for outreach appointment reminder used and document in the case note?	0.00%	12	0	0	12
Did the claimant receive the following required services on the same day during the Initial RESEA appointment	25.00%	9	3	0	12
Was the UI Eligibility Review Form completed, uploaded to the customer's profile?	0.00%	12	0	0	12
<b>Assessment</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>
Were the work search logs for the prior two weeks reviewed and uploaded to the customer's profile?	8.33%	11	1	0	12
Was the Client Labor Market Information (CLMI) form completed and uploaded to the customer's profile?	0.00%	12	0	0	12
<b>WIT Data Entry</b>	<b>Error Rate</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Total Y+N</b>

Were all RESEA services entered into WIT within seven (7) calendar days from the scheduled RESEA initial appt. date?	0.00%	8	0	4	8
<b>EMPLOYMENT Plan</b>					
Does the Individual Reemployment Plan contain all the goals outlined in the guide and complete?	0.00%	12	0	0	12
<b>NOTIFICATION</b>					
Has the WF-42 sent in a password or encrypted protected email?	0.00%	1	0	11	1

## Findings

### Eligibility

RVD was not entered on Activities/Enrollments/Services

*TA Bulletin 313 – Orientation Video Completion: The following steps provide guidance regarding the customer’s completion of the Orientation Video and the process to be taken by Workforce Solutions Office staff in confirming and utilizing the RVD-Reemployment Video service code: Upon completion of the orientation Video via WorkInTexas.com, the RVD Reemployment Video service code will automatically be added to the customer’s WorkInTexas.com Activity History/Service Plan.*

Service 311 was not entered on Activities/Enrollments/Services

*RESEA Required Services – The RESEA program promotes the provision of one-on-one services that are tailored to the individual needs of the claimant. Boards must ensure that Workforce Solutions Office staff collaborates with each claimant to customize services to meet the claimant’s specific needs.*

Service 115 was not entered on Activities/Enrollments/Services

*RESEA Required Services - The RESEA program promotes the provision of one-on-one services that are tailored to the individual needs of the claimant. Boards must ensure that Workforce Solutions Office staff collaborates with each claimant to customize services to meet the claimant’s specific needs.*

### Assessment

Work search logs were not uploaded

*TA Bulletin 312 – If no work search activities are listed in the customer’s profile, staff must enter the customer’s Work Search Activities in WorkInTexas.com using the following steps: Save the form and upload it into WorkInTexas.com Documents by: selecting Documents, and then Upload a Document; Fill in Document Tags (Keyword that will be indexed with attachment) and Date Received; and selecting the file to upload and Save.*

### **Corrective Action:**

Eligibility is a **repetitive** finding: The Board staff will present to the Board of Directors a recommendation that the contractor be put on a **probationary** period, with conditions to be set by the Board of Directors. Eligibility is a fifth time finding.

### **Board Recommendation:**

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. Eligibility is an area that is in most need of re-training for staff.

# **Workforce Solutions Middle Rio Grande Board**

## **Monitoring & Oversight Committee**

February 12, 2026

Information Item

Workforce Programs Report

### **PURPOSE**

Provide the Board with an update of the Workforce Programs

### **DISCUSSION**

1. The Monthly Performance Report (MPR) provides performance data which allows Boards to monitor performance targets for the contracted Program Year. The November 2025 MPR the report indicates our score at 83.33%. We are failing 3: Employed/Enrolled Q2 Post Exit Youth, Measurable Skills Gains – Youth, and Credential Rate – Youth.
2. Workforce WIOA Participatory report for October 2025:

**October Report Total:** 94

**November Report Total:** 100

**December Report Total:** 106

3. The Board issued the Corrective Action Plans (CAP) with the Contractor for each program. The Board will be working closely with the Contractor to ensure that the CAP is being followed, and these errors are not occurring. The Board has adopted a new approach in working with the Contractor on audit resolution issues and it has resulted in positive outcomes. The monitoring for October and November 2025 had a 0% error rate in the attributes that we had failed. We will still need to meet for 3 more months to get out of the CAP with TWC.

**ACTION:** No action required.

**November 2025**  
**Board Summary**  
**Report**  
**FINAL RELEASE**  
 As Originally Published  
 1/9/2026



Year-to-Date  
 Performance Periods

**Board 27. Middle Rio Grande**

WIOA Outcome Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Employed Q2 Post Exit - Adult (DOL)	MG	106.17%	80.24%	80.24%	85.19%	88.75%	72.73%	23	27	85.19%	-	-	-	7/24	9/24	
Employed Q4 Post Exit - Adult (DOL)	MG	99.79%	80.17%	80.17%	80.00%	97.50%	61.36%	16	20	80.00%	-	-	-	1/24	3/24	
Measurable Skills Gains - Adult (DOL)	MG	108.80%	70.70%	70.70%	76.92%	87.93%	81.16%	20	26	86.67%	76.92%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - Adult (DOL)	EX	144.42%	\$8,330.00	\$8,330.00	\$12,030.00	\$10,802.46	\$7,197.27	N/A	23	\$12,030.00	-	-	-	7/24	9/24	
Credential Rate - Adult (DOL)	MG	102.83%	83.35%	83.35%	85.71%	96.77%	96.43%	12	14	85.71%	-	-	-	1/24	3/24	
Employed Q2 Post Exit - DW (DOL)	EX	121.43%	82.35%	82.35%	100.00%	93.55%	67.74%	18	18	100.00%	-	-	-	7/24	9/24	
Employed Q4 Post Exit - DW (DOL)	MG	105.17%	84.52%	84.52%	88.89%	91.89%	77.78%	8	9	88.89%	-	-	-	1/24	3/24	
Measurable Skills Gains - DW (DOL)	MG	99.82%	76.00%	76.00%	75.86%	92.31%	82.35%	22	29	70.00%	75.86%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - DW (DOL)	EX	122.55%	\$9,920.00	\$9,920.00	\$12,157.21	\$14,144.69	\$7,949.79	N/A	18	\$12,157.21	-	-	-	7/24	9/24	
Credential Rate - DW (DOL)	MG	102.94%	85.00%	85.00%	87.50%	95.00%	77.78%	7	8	87.50%	-	-	-	1/24	3/24	
Employed/Enrolled Q2 Post Exit - Youth (DOL)	NM	78.90%	80.66%	80.66%	63.64%	81.82%	51.02%	7	11	63.64%	-	-	-	7/24	9/24	
Employed/Enrolled Q4 Post Exit - Youth (DOL)	MG	97.51%	79.77%	79.77%	77.78%	70.97%	51.92%	7	9	77.78%	-	-	-	1/24	3/24	
Measurable Skills Gains - Youth (DOL)	NM	78.64%	65.30%	65.30%	51.35%	44.44%	51.72%	19	37	8.82%	51.35%	-	-	7/25	11/25	
Median Earnings Q2 Post Exit - Youth (DOL)	EX	134.38%	\$4,000.00	\$4,000.00	\$5,375.11	\$4,472.00	\$3,114.83	N/A	7	\$5,375.11	-	-	-	7/24	9/24	
Credential Rate - Youth (DOL)	NM	64.41%	62.10%	62.10%	40.00%	57.69%	31.43%	2	5	40.00%	-	-	-	1/24	3/24	
Credential Rate - All C&T	MG	103.71%	75.00%	75.00%	77.78%	83.12%	66.67%	21	27	77.78%	-	-	-	1/24	3/24	

**Status Summary**

(Number of Measures)

Exceeding Performance (EX): 5  
 Meeting Performance (MG, AR): 10  
 Not Meeting Performance (NM): 3

**% Meeting/Exceeding**  
**(EX, MG, AR): 83.33 %**

**Status Definitions:**

**EX:** Exceeding Performance  
**MG:** Meeting Performance  
**AR:** Meeting Performance - At Risk\*  
**NM:** Not Meeting Performance  
 \* In the bottom quarter of the Meeting Performance range.

Program Participation Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Avg # Children Served Per Day - Combined	N/A	N/A	N/A	-	1,207	1,339	1,360	51,915	43	1,207	-	-	-	10/25	11/25	11, 13
Childcare Initial Job Search Success Rate	N/A	N/A	56.91%	56.91%	N/A	50.00%	-	0	0	N/A	-	-	-	6/25	7/25	
Choices Full Engagement Rate - All Family Total	N/A	N/A	50.00%	50.00%	N/A	-	60.10%	N/A	N/A	N/A	-	-	-	10/25	11/25	5

**Notes**

- 5. IJ3 is finalizing the visualization for this measure to ensure accuracy.
- 11. Beginning in BCY'26 with the October 2025 monthly performance, an updated methodology will be used for Avg # Children Served Per Day - Combined.
- 13. Methodology updates beginning October 2025 to account for TX3C payment data variability results in greater accuracy for current performance. Refresh of targets are in development for consideration.

**November 2025  
Board Summary  
Report**  
**FINAL RELEASE**  
As Originally Published  
1/9/2026



Year-to-Date  
Performance Periods

**Board 27. Middle Rio Grande**

Reemployment/Employer Engagement Measures	Status	% Cur Trgt	Cur Trgt	EOY Trgt	Cur Perf	1 Yr Prior	2 Yr Prior	Num	Den	Q1	Q2	Q3	Q4	From	To	Notes
Claimant Reemployment within 10 Weeks	AR	96.48%	61.91%	61.91%	59.73%	49.16%	57.18%	264	442	59.73%	-	-	-	7/25	8/25	
Employers Receiving Texas Talent Assistance	EX	108.67%	300	1,019	326	1,019	1,006	N/A	N/A	326	-	-	-	10/25	11/25	

**Status Summary**

(Number of Measures)

Exceeding Performance (EX): 5  
Meeting Performance (MG, AR): 10  
Not Meeting Performance (NM): 3

**% Meeting/Exceeding  
(EX, MG, AR): 83.33 %**

**Status Definitions:**

**EX:** Exceeding Performance  
**MG:** Meeting Performance  
**AR:** Meeting Performance - At Risk\*  
**NM:** Not Meeting Performance  
*\* In the bottom quarter of the Meeting Performance range.*

**Notes**

- 5. I|3 is finalizing the visualization for this measure to ensure accuracy.
- 11. Beginning in BCY26 with the October 2025 monthly performance, an updated methodology will be used for Avg # Children Served Per Day - Combined.
- 13. Methodology updates beginning October 2025 to account for TX3C payment data variability results in greater accuracy for current performance. Refresh of targets are in development for consideration.

**VOSGreeter® - by Office**

Report Date: 02/02/2026

Region/LWDB: Middle Rio Grande WF Board

Start Date: 01/01/2026

End Date: 01/31/2026

Report Run Time: 02/02/2026 9:11:18 AM

Office	Individuals	Veterans	Left Office without receiving service	Customers seen by staff
248 WF Sol MRG Uvalde	<a href="#">1,371</a>	8	0	521
249 WF Sol MRG Eagle Pass	<a href="#">2,778</a>	13	1	734
252 WF Sol MRG Carrizo Springs	<a href="#">919</a>	9	0	249
259 WF Sol MRG Cotulla	<a href="#">156</a>	0	0	23
275 WF Sol MRG Crystal City	<a href="#">288</a>	6	0	109
276 WF Sol MRG Del Rio	<a href="#">1,415</a>	20	0	435
<b>Office</b>	<b>Individuals</b>	<b>Veterans</b>	<b>Left Office without receiving service</b>	<b>Customers seen by staff</b>
<b>Total Check-Ins:</b>	<b><a href="#">6,927</a></b>			
<b>Total Unique Check-Ins:</b>	<b>2524</b>			

## STUDENT HIREABILITY NAVIGATOR BOARD REPORT – FEB 2026

Southwest Texas		68	All Counties
College Patient Care Advisory Committee			
Workforce Solutions Alamo Collaboration Meeting		2	All Counties
Student HireAbility Navigator Monthly Meeting		26	All Counties
San Antonio Independent Living Services/La Pryor ISD Presentation Planning		4	Zavala
Texas Workforce Commission Annual Conference 2025		1700	All Counties
WFSMRG Board SEAL Presentation		28	All Counties
Brackettville ISD Career Fair Partnership	495	80	Kinney
South Texas All Abilities Resource Session		2	Maverick
Region 15 Career Technology Education (CTE) Collaboration		4	Val Verde, Real, Edwards
Texas Afterschool Centers on Education (ACE) Program Spring Planning Session		15	Uvalde
Team Real Inter-Agency Meeting		11	Real
Sabinal ISD Parent Presentation	1	5	Uvalde
Workforce Solutions North Texas SHN Planning Session		2	All Counties
First State Bank Collaboration (Financial Literacy)		4	All Counties
Gary Job Corps Collaboration Session		4	All Counties
Texas Workforce Commission Summer Earn and Learn (SEAL) Update Review		46	All Counties
Team Uvalde		36	Uvalde
Carrizo Springs High School Labor Market/Career Exploration Presentation (Span of 2 days)	496	10	Dimmit
Texas Ace Program Spring Steering Committee		10	Uvalde
Nueces Canyon CISD Career Fair Partnership	114	70	Real
South Texas Rural Health Loteria Booth Hosting		107	La Salle
<b>OUTREACH BY COUNTY</b>		<b>STUDENTS</b>	<b>ADULTS</b>
Val Verde		2	
Maverick		2	
Uvalde	1	66	
LaSalle		107	
Zavala		4	
Dimmit	496	10	
Kinney	495	80	
Edwards		1	
Real	114	82	
All Counties		1880	

### Addition Information:

Parent Presentations: 5

Career fair Partnerships: 11

Facebook followers: 1,415

<b>YOUTH COACHES REPORT - Marth Bagneschi &amp; Mindy Roberts</b>				
<b>NAME OF EVENTS (December &amp; January)</b>	<b>STUDENTS</b>	<b>PARENTS</b>	<b>PROFESSIONALS</b>	<b>COUNTY</b>
Disciplinary Alternative EP-Financial Lit.	30		10	Maverick
Garfield Middle school-Career Exploration	96		2	Val Verde
Del Rio High school-Career Tips	85		2	Val Verde
Garfield Middle school-Career Exploration	100		2	Val Verde
Early College High School-Career Exploration	90		2	Val Verde
Brackett CCMR Day	495		80	Kinney
SGLC Career Week	35		40	Val Verde
Heritage Academy-Future Ready workshop	33		4	Val Verde
Blended Academy Career Day	60		20	Val Verde
Disciplinary Alternative EP-Career Tips	30		10	Maverick
ACE/WFSMRG Planning session			15	Uvalde
Blended Academy Career Exploration	35		10	Val Verde
EPHS-Workforce discussion/Career Exploration	130		2	Maverick
Carrizo Springs HS-labor market/Career Exploration	496		10	Dimmit
EPHS/GEAR UP/UTSA TRIO-Career Exploration	120		6	Maverick
Early College High School-Job Corps/Restorative Circle session	75		3	Val Verde
Garfield Middle school-Career Exploration	98		2	Val Verde
Nueces Canyon Career Fair	70		114	Real
SWTXC Del Rio-Round Up/Resource Fair	250		120	Val Verde
Heritage Academy-SPED Parent event	2	1	1	Val Verde
Uvalde Classical Academy - Career Exploration	16		4	Uvalde
Ed Brune Campus/Big Springs Charter School - Collaboration Outreach & Planning	10		5	Real
Prairie View A&M Youth Advisory Committee Meeting/Outreach			6	Uvalde
Del Rio Middle School Career Day	705		74	Val Verde
Gary Job Corp collaborative outreach			4	Uvalde
TEAM Uvalde outreach			39	Uvalde
Workforce Center client - Career Exploration	1		1	Uvalde
Uvalde High School - Sr. Programming Day	174		14	Uvalde
UCISD ACE (UHS/MJH/CR) - Social Media Clean-Up Presentation & Workshop	30		7	Uvalde
UCISD ACE Steering Committee Planning			10	Uvalde
Ed Brune Campus/Big Springs Charter School - Career Exploration	12		5	Real
Cotulla Community Loteria Night		77	30	La Salle

COUNTY	STUDENTS	PARENTS	PROFESSIONALS
Dimmit	496		10
Kinney	495		80
La Salle		77	30
Maverick	310		28
Real	92		124
Uvalde	221		100
Val Verde	1,664	1	282

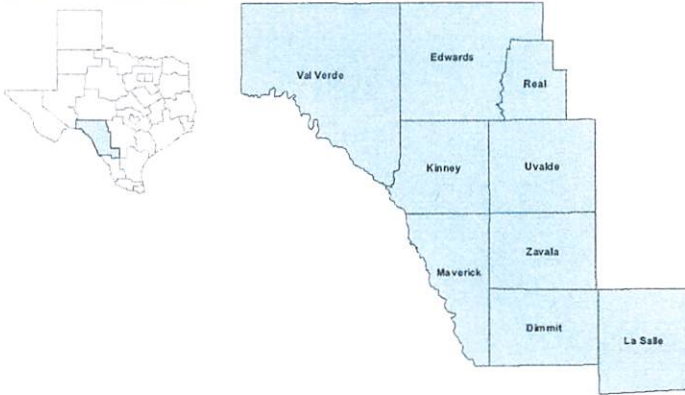
GRAND TOTALS:	STUDENTS	PARENTS	PROFESSIONALS	JOB SEEKERS
	3,277	78	654	1

## Middle Rio Grande Local Area Employment Statistics

Year	Period	Area	Employment	Civilian Labor Force	Unemployment	Unemployment Rate
2024	December	Middle Rio Grande	65,061	69,303	4,242	6.1
2025	December	Middle Rio Grande	66,072	70,444	4,372	6.2
2024	December	Dimmit	2,833	3,007	174	5.8
2025	December	Dimmit	2,921	3,115	194	6.2
2024	December	Edwards	759	785	26	3.3
2025	December	Edwards	743	765	22	2.9
2024	December	Kinney	1,207	1,258	51	4.1
2025	December	Kinney	1,247	1,297	50	3.9
2024	December	La Salle	2,539	2,692	153	5.7
2025	December	La Salle	2,575	2,691	116	4.3
2024	December	Maverick	22,478	24,301	1,823	7.5
2025	December	Maverick	22,867	25,056	2,189	8.7
2024	December	Real	916	954	38	4
2025	December	Real	889	933	44	4.7
2024	December	Uvalde	10,194	10,592	398	3.8
2025	December	Uvalde	10,388	10,854	466	4.3
2024	December	Val Verde	20,099	21,425	1,326	6.2
2025	December	Val Verde	20,284	21,307	1,023	4.8
2024	December	Zavala	4,036	4,289	253	5.9
2025	December	Zavala	4,158	4,426	268	6.1

### Middle Rio Grande Workforce Development Area

December 2025



WDA Labor Force Statistics				
	Dec-25	Nov-25	Dec-24	Yearly Change
Civilian Labor Force	70,444	70,865	69,303	1,141
Employed	66,072	66,498	65,061	1,011
Unemployed	4,372	4,367	4,242	130
Unemployment Rate	6.2%	6.2%	6.1%	0.1%

Texas Labor Force Statistics				
	Dec-25	Nov-25	Dec-24	Yearly Change
Civilian Labor Force	15,931,415	16,040,844	15,737,596	193,819
Employed	15,307,152	15,363,268	15,153,794	153,358
Unemployed	624,263	677,576	583,802	40,461
Unemployment Rate	3.9%	4.2%	3.7%	0.2%

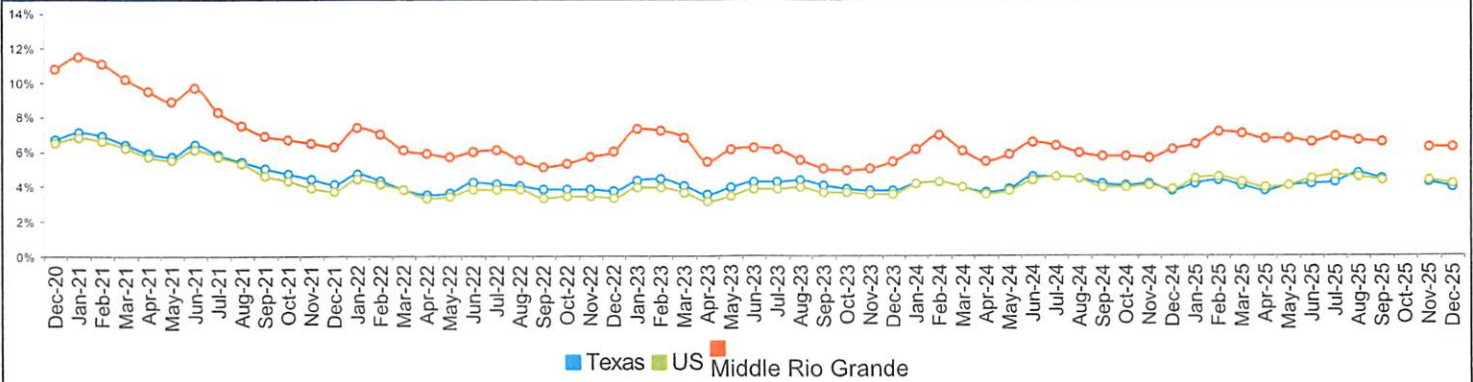
  

US Labor Force Statistics				
	Dec-25	Nov-25	Dec-24	Yearly Change
Civilian Labor Force	170,723,000	171,467,000	167,746,000	2,977,000
Employed	163,720,000	164,066,000	161,294,000	2,426,000
Unemployed	7,003,000	7,401,000	6,452,000	551,000
Unemployment Rate	4.1%	4.3%	3.8%	0.3%

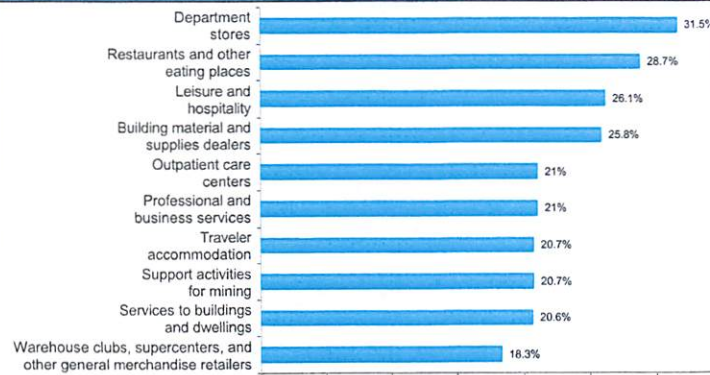
  

Continued Claims for the Week of the 12th				
	Dec-25	Nov-25	Dec-24	Yearly Change
WDA	1,113	895	1,339	-226
Texas	126,868	127,767	122,714	4,154

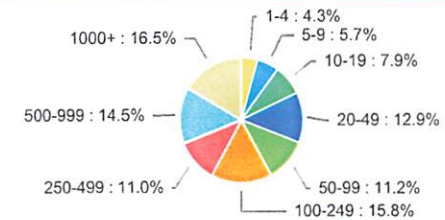
### Historical Unemployment Rates



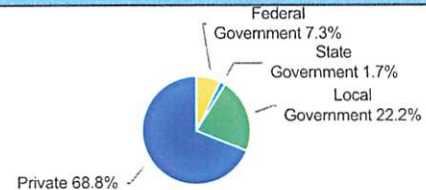
### Projected Top Ten Fastest Growing Industries in WDA (% Growth 2022-2032)



### Employment by Size Class (2nd Quarter 2025)



### Employment by Ownership (2nd Quarter 2025)



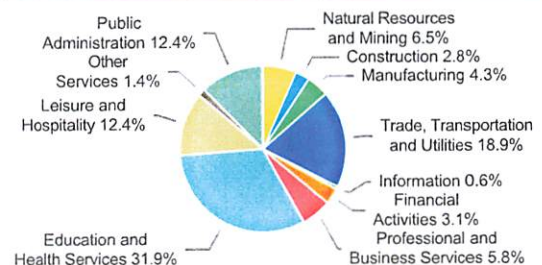
### Average Weekly Wage (2nd Quarter 2025)

	Q2 2025	Q1 2025	Q2 2024	Quarterly Change	Yearly Change
WDA	\$963	\$992	\$977	-\$29	-\$14
Texas	\$1,422	\$1,586	\$1,380	-\$164	\$42
US	\$1,436	\$1,589	\$1,389	-\$153	\$47

### Employment by Industry (2nd Quarter 2025, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	3,930	6.5%	2.7%	-0.1%
Construction	1,683	2.8%	-2.0%	-4.6%
Manufacturing	2,578	4.3%	0.7%	-6.5%
Trade, Transportation and Utilities	11,408	18.9%	-2.0%	-3.4%
Information	344	0.6%	2.7%	-1.7%
Financial Activities	1,862	3.1%	1.1%	0.1%
Professional and Business Services	3,505	5.8%	-2.0%	-4.9%
Education and Health Services	19,316	31.9%	-1.1%	2.1%
Leisure and Hospitality	7,497	12.4%	3.7%	0.1%
Other Services	858	1.4%	-4.8%	-7.1%
Public Administration	7,476	12.4%	0.5%	2.0%

### Employment by Industry (2nd Quarter 2025)





# WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

PO Box 760 ~ 216 W Main ~ Uvalde ~ Texas ~ 78802 ~ 830-591-0141 ~ 830-591-0004 fax

A proud partner of the AmericanJobCenter<sup>®</sup> network

To: Board of Directors

From: Rosie Avila-Lozano, Executive Director

Date: February 12, 2026

We still have not received an official response from TWC on our request to increase the number of our SEAL participants despite all the follow-up emails that have been sent. We have a target of 21 participants, and I submitted a request to increase our target to 75 participants.

The new approach the Board has taken in working with the Contractor on audit resolution issues has resulted in positive outcomes. The monitoring for October and November 2025 had a 0% error rate in the attributes that we had failed. We will still need to meet for 3 more months to get out of the CAP with TWC.

The TWC Subrecipient Monitoring team will be conducting the annual monitoring starting on April 6, 2026. Staff is already preparing for this hectic week.

The close out of the Child Care Formula and Child Care Protective funds has been extended to April 30, 2026 due to all the correction/reconciliation due to the conversation to TX3C.

At the request of the Contractor, the Board has requested a Contract Action Request (CAR) to move funds from WIOA Adult to WIOA Dislocated Worker. This CAR has been submitted and pending approval. A CAR was also submitted to have a Youth program funded by the TANF grant. The plan is to serve 25-27 youth for 30 hours a week @ \$11.00 an hour.

We will be starting the RESEA Pilot program on March 1, 2026. TWC will be providing training on February 19, 2026.

TWC Child Care staff will be here on March 25-26 to provide training. Training will consist of Improper Payment, Uploading Documentation, Attendance, Suspected Fraud, SRM Monitoring and Outreach Strategies.



A proud partner of the **americanjobcenter**® network

**To:** Rosie Lozano, WFS MRG Board Executive Director  
**From:** Michelle Garcia, MRG Executive Director  
**Date:** 01-29-26  
**Subject:** Workforce Solution Summary Report  
(November & December 2025)

### Workforce Solution Middle Rio Grande Activity Report

- 1. Monthly Caseload Reports:** (Through December 15, 2025): Each month, a consolidated report is prepared to capture data across key categories, tracking trends and changes in enrollment and participation over time. This reporting helps identify areas of strength, potential gaps in service delivery, and opportunities to enhance outreach and customer support. As of December 15, 2025, there are 124 active cases and 49 RESEA cases, for a total of **173** cases across the region. The SNAP/Choices outreach pool is not included in this total.
- 2. WIOA-Enrollment:** We continue to provide training services and work experience opportunities for Adults, Dislocated Workers, and Youth. From November through December 2025, we sponsored **18 participants** across the region. Outreach efforts remain ongoing as we continue to engage and connect with individuals who may benefit from these services.
- 3. Employer Engagement Initiatives:**  
We successfully carried out employer outreach by attending community events and hosting job and career fairs designed to meet employer needs. These efforts centered on addressing workforce challenges and promoting the services we offer. Our goal is to meet and exceed our performance measures as we continue to serve employers throughout the Middle Rio Grande Region.
- 4. Outreach and Marketing:** Outreach and Marketing efforts continue to strengthen Workforce Programs, with a particular emphasis on youth engagement. Through consistent in-person outreach with employers and community members who may not yet be familiar with our services, staff have successfully increased program awareness and maintained a strong presence across the region. Below is a list of region-wide events attended by staff. Participation in these events has been instrumental in expanding our reach and strengthening relationships with local employers and partners.

#### November Events:

Vocational Nursing Programs Advisory Committee-Eagle Pass  
Rocksprings ISD CCMR Expo-Rocksprings  
Red, White and You-Del Rio

CC Winn College and Career Expo-Eagle Pass  
 SWTC-Construction Science Program Advisory Meeting-Uvalde  
 SWTXC Advisory Committee-Uvalde  
 Heritage Academy "Career Day"- Del Rio  
 Sabinal ISD's College, Career & Military Readiness-Sabinal  
 Ribbon Cutting Grand Opening- Eagle Pass

**December Events:**

SWTC College-Christmas at the College-Uvalde  
 Computer Information Systems Advisory Committee-Eagle Pass  
 Nick Carr Community job Fair -Eagle Pass  
 SWTX College Law Enforcement-Uvalde  
 Job Fair-Eagle Pass  
 Job Fair-Carrizo Springs  
 Brackett ISD's 3rd Annual College, Career & Military Readiness Fair-Brackett  
 Sul Ross University Grand Opening and Groundbreaking Ceremony-Eagle Pass  
 3rd Annual SGLC Career Week -Del Rio

5. **Monthly Performance Report (MPR) For November 2025** I am excited to share that our Monthly Performance Report (MPR) score for November 2025 increased to an outstanding **83.33**, up from **77.78** in the previous reporting period. This achievement reflects the dedication, teamwork, and commitment our staff brings to our mission every day. While we are proud of this result, our team continues to focus on identifying opportunities to further improve our performance measures

WIOA Measures	Status	% Current Target	Ranking
Employed Q2 Post Exit-Adult	MG	106.17%	16
Employed Q4 Post Exit-Adult	MG	99.79%	18
Measurables Skill Gains-Adult	MG	108.80%	9
Median Earnings Q2 Post Exit Adult	EX	144.42%	3
Credential Rate-Adult	MG	102.83%	11
Employed Q2-Post Exit DW	EX	121.43%	3
Employed Q4-Post Exit DW	MG	105.17%	11
Measurables Skills Gains DW	MG	99.82%	11
Median Earnings Q2 Post Exit	EX	122.55%	9
Credential Rate-DW	MG	102.94%	15
Employed/Enrolled Q2 Post Exit-Youth	NM	78.90%	26
Employed/Enrolled Q4 Post Exit-Youth	MG	97.51%	21
Measurables Skills Gains-Youth	NM	78.64%	13
Median Earnings Q2 Post Exit-Youth	EX	134.38%	15
Credential Rate-Youth	NM	64.41%	21
Credential Rate -All C & T	MG	103.71%	14
Claimant Reemployment 10 Weeks	AR	96.48%	8
Employers Receiving Texas Talent Assistance	EX	108.67	11

Still pending performance measure rating on three (3) measures: Average # of Children served per day, Choices full engagement rate, Childcare initial job search success rate.

**6. Corrective Action Plan:** We are closely monitoring SNAP and Choices activities on a daily, weekly, and monthly basis. Providing monthly reports to the board and providing training to staff in areas identified for improvement. Daily activity reviews are used to track and monitor cases for both SNAP and Choices programs. By utilizing all monitoring methods, we have identified a reduction in errors and will continue ongoing monitoring and oversight.

**7. Childcare:** This report provides updates on Child Care Services activities, including enrollments, payments, and provider attendance.

### **Enrollments**

- Enrollment remains open, and we continue to work through the waitlist.
- The waitlist has decreased from approximately 700 clients to 245.
- Current application status:
  - 4 completed applications under review
  - 8 pending applications
  - 27 pending additional information

A total of 190 new cases have been created in Child Care Services.

### **Payments**

- Payments through October 30, 2025 were corrected by December 31, 2025, as KinderSystems continues adjusting payments for the period beginning January 13, 2025.
- Any payments covering January 13, 2025 – September 30, 2025 fall under the previous fiscal year. We have until February 20, 2026 to complete all corrections.
- We are currently experiencing CLI-related issues affecting payments for providers with Texas Rising Star (TRS) status.
  - When a provider moves from 2 star to 4star status, their reimbursement rate increases.
  - If CLI does not update correctly in KinderSystems, we must manually correct payments, including retroactive adjustments for the previous fiscal year
- Staff continue working on payments corrections daily.

### **Provider Attendance**

- Provider attendance is now tracked through KinderSystems.

- Some providers were not using the system; TWC provided a list, and we have worked with those providers to ensure compliance.
- One provider is still unable to upload attendance. We are actively working with the provider and KinderSystems to resolve the issue.

#### **Additional Provider Issue**

- One provider changed license numbers after reporting an ownership change to Texas Licensing.
- The system did not allow us to transfer children from the old license number to the new one.
- We worked closely with the provider and KinderSystems to resolve the issue.

**Middle Rio Grande Development Council**  
**Program Risk Assessment**  
**December 1, 2025 –January 31, 2026**

**INHERENT RISK**

Program Size to Total Federal Asst Received		Score	Comment
Less than 15% of revenue comes from federal and/or state funds	2=Low		Greater than 50% of revenues come from federal and/or state funds This will always be a 6 because they hold all the grants/contracts.
Between 15 and 50% of revenue comes from federal and/or state funds.	4=Moderate		
Greater than 50% of revenues come from federal and/or state funds	6=High		
Newness of Contractor to Program		Score	Comment
Operating for 3 years or more and experienced no significant changes.	2=Low		The contractor has been operating for over 20 years. They have been operating for over 20 years.
Operating for at least 1 year but less than 3 years without significant changes.	4=Moderate		
Less than 1 year of operating or has experienced significant and complex changes	6=High		
Timeliness/Accuracy of Program Reporting		Score	Comment
Reports were timely and error free during last program year	2=Low		One report was submitted late.
Reports have been late on 1 to 4 occasions or had minor errors during last program year.	4=Moderate		
Reports have been late more than 4 times and/or reports contained major errors during last program year.	6=High		
Prior Compliance Issues		Score	Comment
There have been minimal Observations and Findings in the last 2 program years with no questioned or disallowed cost.	2=Low		Contractor was unable to clear up SRM findings for Choices and SNAP with Audit Resolution for PY24. Contractor placed on a CAP for 2 <sup>nd</sup> year finding in both Choices and SNAP programs.
Experienced minor instances of Observations and Findings with minimal questioned or disallowed cost in the last 2 program years.	4=Moderate		
Experienced significant Findings in the last program years with questions or disallowed costs.	6=High		
Personnel Turnover		Score	Comment
Little or no turnover in the last program year.	2=Low		For the 2-month period of this review, there was 1 resignation/terminations. Vacancies: RESEA Specialist (due to promotion)/
Some turnover in the last program year that impacts key areas.	4=Moderate		
Significant turnover in key personnel in last program year which could have a significant impact on the program.	6=High		
Effective of Internal Monitoring		Score	Comment
An effective internal monitoring function is in place. Written procedures are available, as well as evidence that a complete internal monitoring for all programs and centers had been conducted effectively and regularly during the last program year	2=Low		Youth grant has not been fully expensed for FY24 Out of School Youth still has a balance of \$35,673, expires 6/30/2026. For FY2725 there are only \$37,178 expenses (16% expended, need to be at 80% by June, 2026). There is documentation that QC has identified issues that could potentially be corrected before the Board monitoring. A disallowed cost was discovered in Board monitoring and the contractor discovered one in their review. Staff was asked to record all transitions of files to identify where the hold up is for approval process.
Procedures are available, but a complete internal monitoring for all programs and centers has not been conducted effectively and on a regular basis in the last program year.	4=Moderate		
Procedures are available; but need to be updated, evidence of incomplete or no internal monitoring is not available for last program year.	6=High		
Complaints and Official Inquiries		Score	Comment
There were no unresolved complaints received in last program year that required WFSMRG or TWC	2=Low		There are no official complaints.

intervention.			
There were unresolved complaints received by WFSMRG/TWC in the last program year, that upon investigation, were not warranted.	4=Moderate		
There have been a significant number of complaints in the last program year that have warranted investigations due to possible fraud, abuse, discrimination, or other irregularities.	6=High		
<b>Performance Measures</b>		<b>Score</b>	<b>Comment</b>
The contractor has met targeted performance outcomes on a consistent basis in the last 2 program years.	2=Low		MPR's for November was at 83.33%. MPR reflects 3 measures failing: Youth Employed/Enrolled Q2, Measurable Skills Gained and Credential Rate.
The contractor has failed to meet 2 or more performance measures in the last program years.	4=Moderate		
The contractor has failed to meet 3 or more performance measures in the last program years.	6=High		
<b>CONTROL RISK</b>			
<b>Adequacies of Policies and Procedure</b>		<b>Score</b>	<b>Comment</b>
In-depth updated procedures are in place and enforced.	2=Low		Procedure for Priority of Service needs to be updated.
Procedures are in place with occasional minor infractions.	4=Moderate		
Procedures are outdated or do not meet the standard.	6=High		
<b>Management's Knowledge of Laws/Regulations</b>		<b>Score</b>	<b>Comment</b>
Fully understands all laws and regulations that pertain to the contract.	2=Low		Less than a year - Finance Officer. Quality Assurance Coordinator (Luna) Less than 2 years -Workforce Program Coordinator (Feb makes 2 years), Quality Assurance Coordinator (Pena), Business Service Coordinator (Santos)
Familiar with all laws and regulations that pertain to the contract and can find answers to identified contractual issues.	4=Moderate		
Does not understand all laws and regulations that govern their particular contract.	6=High		
<b>Segregation of Duties</b>		<b>Score</b>	<b>Comment</b>
Workload is evenly divided with no more than 2 layers	2=Low		During monitoring review, it was noted that there were several files with delay's on approving case files. This was creating some issues for clients to get into training timely. Staff will now record the transitions of the files from Case Manager to Center Manager to Quality Assurance to establish where the holdup is taking place. This was a recommendation to avoid errors and complaints.
Some inequities in workload with 3 layers of direct supervision	4=Moderate		
A few carrying the workload of others with no clear supervision or over supervised chain	6=High		
<b>Experience Level of Management</b>		<b>Score</b>	<b>Comment</b>
All management has over 3 years of experience on current contract in current management position	2=Low		Less than a year - Finance Officer. Quality Assurance Coordinator (Luna) Less than 2 years -Workforce Program Coordinator (Feb makes 2 years), Quality Assurance Coordinator (Pena), Business Service Coordinator (Santos)
Management has 2-3 years of experience on current contract in current management position	4=Moderate		
Management has less than 2 years of experience on current contract in current management position	6=High		
<b>Extent of Management Reviews/External Monitoring</b>		<b>Score</b>	<b>Comment</b>
Bimonthly Board monitoring reports result in little to no errors. Board monitoring reports do not have a consistent error.	2=Low		Choices Findings: Eligibility, WIT Data Entry. RESEA Finding: Eligibility Child Care Findings: Eligibility, Parent Fee, File Maintenance. Board has put Contractor on probation till October 2025. Documented in Board packets
Bimonthly Board monitoring reviews result in some errors. Board monitoring reports have some re occurring errors.	4=Moderate		
Bimonthly Board monitoring reviews results show several errors. Board monitoring reports have several and/or consistent re occurring errors.	6=High		
<b>Responsiveness/Availability of Senior Staff</b>		<b>Score</b>	<b>Comment</b>

Senior Staff will respond timely, meet deadlines and are accessible and available.	2=Low		
Senior Staff will usually respond timely, usually meet deadlines and are usually accessible and usually available.	4=Moderate		
Senior Staff usually do not respond timely, usually miss deadlines. Senior Staff is usually unavailable or accessible.	6=High		
<b>Training and Staff Development</b>		<b>Score</b>	<b>Comment</b>
Ongoing training is provided <b>and/or</b> training is provided based on identified needs.	2=Low		Board has not provided training but has responded to questions from Contractor. <b>A mandatory TWC training was done on December 16, 2025</b>
There is periodic training for management <b>and/or</b> staff.	4=Moderate		
There is no training for management <b>and/or</b> staff.	6=High		
<b>Other</b>		<b>Score</b>	<b>Comment</b>
Contractor did not have any issues	2=Low		<b>Contractor has been put on 2 CAP's one for Choices and one for SNAP.</b>
Contractor has some issues to cause concern as described in comments	4=Moderate		
Contractor had several issues to cause concern as described in comments.	6=High		
		<b>Score</b>	<b>Comment</b>
Low Risk = 0-50	2=Low		
Moderate Risk = 51-70	4=Moderate		
High Risk = 71 or higher	6=High		

## Board Committee Membership Matrix

Economic Development	Child Care	Monitoring & Oversight	Finance & Audit	Executive
Committee Meetings	Committee Meetings	Committee Meetings	Committee Meetings	Committee Meetings
February 12, 2026, at 9:00 AM	February 12, 2026, at 9:30 AM	February 12, 2026, at 10:00 AM	February 12, 2025, at 10:30 AM	February 12, 2026, at 11:00 AM
*James Glasscock*	*Margot Mata*	*Juan Martinez*	*Myrta Garcia*	*Christopher Hiller*
Jesse Martinez, Jr.	Lydia Seiple	Sara Rivas	Ernest Flores	Laura Lopez
Michael Grooms	Shelly Collins	Yolanda Ramon	Sergio Diaz	Juan Martinez
Christopher Hiller	Arturo Gonzales	Romelia Aranda	Leslie Rojas-Guillot	Myrta Garcia
Laura Lopez	Monica Gonzales	W.B. Samson	Larry Martin	Rodrigo Jamie
	Dora A. Velazquez	Monica Gonzales	Rodrigo Jaime	
	JJ Suarez	Jesse Rizo	Melissa Hayman	
		Aracely Castle		

### **Board Meeting**

\*Committee Chairs\*

February 12, 2026 @ 1:00 P.M.