



WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

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

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**Workforce Solutions Middle Rio Grande
Board of Directors Meeting
Thursday, October 9, 2025 @ 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: August 14, 2025, pg.1-9**
- VII. Old Business**
- VIII. New Business**

A. Executive Committee – Christopher Hill, Board Chairman

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.

Action Item:

1. Present annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board.
2. 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 pg.10-18

Information Items:

1. Non-Compliance of the Board
2. Update - Board Membership pg.19-20
3. Report #25.27.0001 Subrecipient Monitoring review of Child Care Services, Choices, Employment Services and WIOA for the period of January 1, 2024 – January 31, 2025. pg.21-33
4. Report #25.27.0001 Subrecipient Monitoring review of Supplemental Nutrition Assistance Program E&T for the period of January 1, 2024 – January 31, 2025. pg.34-43

B. Finance and Audit Committee – Myrta Garcia, Chair

Action Items:

1. Review/Approve - Garza/Gonzales & Associates Annual Audit – 1st extension for audit year ending September 30, 2025, estimated fee of \$38,850 and up to \$2,500 travel reimbursement. Pg.44-54
2. Review/Approve - Child Care Contract Amendment #1 – Local Match Grant pg.55
3. Review/Approve August 2025 WFSMRG Fiscal Agent Expenditure report pg.56-59
4. Review/Approve - Financial & Data Analyst monitoring report pg.60-61
5. Review/Approve - Policies:
 - a. FISCAL024 Property Management, Chg. 1 pg.62-77

Information Items:

1. Revenue vs. Expenditure summary for August 2025 pg.78-79
2. Workforce Contracts for:
 - a. 2726TAF001 – Temporary Assistance for Needy Families/Choices \$783,754 for Oct 1, 2025 – Oct 31, 2026 pg.80
 - b. 2726CCQ001 – Child Care and Development Fund Quality Improvement Activity \$537,777 for Oct 1, 2025 – Oct 31, 2026 pg.81
 - c. 2726CCP001 – Texas Department of Family and Protective Services Child Care, Sept 1, 2025 – Dec 31, 2026 pg.82
 - d. 2726CQF001 – Child Care and Development Fund Quality Four Percent Activities \$298,850 for Oct 1, 2025 – Oct 31, 2026 pg.83
 - e. 2725REA001 Amendment #1 – Reemployment Services and Eligibility Assessment \$207,500 Sept 1, 2025 – Feb 28, 2026 pg.84-86

f. 2726SNE001 – Supplemental Nutrition Assistance Program \$135,684 Oct 1, 2025 – Sept 30, 2026
pg.87

C. Child Care Committee – Margot Mata, Chair
Action Items: None

Information Items:

1. Child Care report pg.88-89

D. Monitoring & Oversight Committee – Juan Martinez, Chair
Action Items:

1. Review/Approve Board Monitoring Reviews: June – July 2025

a. SNAP pg.90-92

b. Choices pg.93-95

c. WIOA pg.96-98

d. Childcare pg.99-101

e. RESEA pg.102-105

2. Review/Approve Policies:

a. ALL12 Access and Data Security for Workforce Applications, Change 6 pg.106-108

Information Items:

1. WFS Program Reports pg.109-111

2. VOS Greeter Report pg.112-113

3. Student Navigator Report pg.114

4. Youth Coach Report pg.115-116

E. Economic Development Committee – Laura Lopez, Chair
Action Items: None

Information Items:

1. Middle Rio Grande Local Area Employment Statistics pg.117

2. Middle Rio Grande Labor Market Information pg.118

F. Executive Director’s Report – Rosie Lozano pg.119

G. MRGDC Executive Director’s Report – Michelle Garcia pg.120-130

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.

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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
August 14, 2025

Workforce Solutions Board Room
Thursday 1:00 PM

OFFICERS PRESENT:

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

MEMBERS' PRESENT:

Margot Mata
Aracely Castle
Monica Gonzales
Nancy Rodriguez
Lydia Sieple
Jesse Rizo
Dana Johnson
Wendall Sansom
Sergio Diaz
Yolanda Ramon
Ernest Flores
James Glasscock
Michael Grooms
Arturo Gonzales
Cody Smith
Jesse Martinez, Jr.
Leslie Guillot

MEMBERS ABSENT:

Christopher Hiller
Cecil Snowden
Larry Martin
J.J. Suarez
Romelia Aranda
Dora Garza Velasquez
Shelly Collins
Sara Rivas
Melissa Hayman
Juan C. Vasquez
Harry McHazlett

Blanca Larson

OTHERS PRESENT:

Rosie Lozano
Marisa Cervantes
Nereida Santos
Barbara Lopez
Roxanne Gonzalez
Michelle García
Arianna Gonzalez
Betsy Prado
Bobby Castillo
Edward Mata
Brenda Gonzalez
Judge Leodoro Martinez II

I. CALL TO ORDER

Laura Lopez, Board Vice Chairperson, called the meeting of the Workforce Solutions Middle Rio Grande Board of Directors to order at approximately 1:06 PM.

II. INVOCATION

The invocation was made by Juan Martinez.

III. ROLL CALL

Nereida Santos called roll, and twenty-one (21) board members were determined to be present. Having established a quorum, the following business was transacted.

IV. INTRODUCTION OF GUEST (S)

Hon. Leodoro Martinez III, and New Board Members

V. Public Comments

No public Comments.

VI. APPROVE MINUTES FOR: June 12, 2025

Dana Johnson motioned to approve minutes, and Ernest Flores seconded the motion. Motion carried.

VII. Old Business

None

VIII. New Business

A. Executive Committee – Laura Lopez, Vice Chairman

Action Items:

1. Discuss the annual evaluation of Rosie Avila-Lozano, Executive Director of the WFSMRG Board, to be done by the Executive Committee and presented to full board at the next scheduled board meeting.

Myrta Garcia motioned to approve, and Juan Martinez seconded.
Motion carried.

2. Review/Approve Annual Workforce Solutions Middle Rio Grande Board Budget for October 1, 2025 - September 30, 2026

Rosie reported an increase in personnel expenses due to the need to hire an IT Director, a necessary step to meet assessment requirements. Additionally, moving services have been budgeted in anticipation of the Uvalde office lease expiring in December 2025. Efforts are underway to identify a more affordable relocation option; however, if a suitable property is not secured, the budget will be adjusted accordingly in April 2026.

Rodrigo Jaime motioned to approve, and Juan Martinez seconded.
Motion carried.

3. Award selection of Independent Fiscal Monitoring Services based on Request for Proposal received

Daiz and Smith were the sole bidders and have served as the auditors for the past four years. While there were previous issues with meeting deadlines, strict timeframes were implemented and will be enforced again if the contract is awarded.

Juan Martinez motioned to approve the proposal and Dana Johnson seconded the motion. Motion Carried.

4. Review/Approve Workforce Solutions Middle Rio Grande Board Risk Assessment of the Middle Rio Grande Development Council as contractor for Workforce and Child Care:
 - a. Fiscal – Diaz, Smith and Associates
 - b. Programmatic Board

Betsy explained the FISCAL report that was provided in the packet. Board is required to do a Fiscal Integrity Report on the Contractor. All attributes were passed.

Rosie stated that the programmatic risk score was at 70 that it is at high moderate risk. Audit resolution has not been cleared since 2024 for FY 2023. Rosie provided training for the contractor back in April, TWC provided training as well 2 weeks ago. She stated that there were errors in this year's June report. Myrta stated she has asked Michelle in previous board meetings to be prepared and give them something in writing about the progress that they have been making.

Rodrigo Jaime motioned to approve FISCAL Risk Assessment and Juan Martinez seconded the motion. Motion carried.

Juan Martinez motioned table Item b. Programmatic Risk Assessment and Ernest Flores seconded the motion. Motion Carried

Rosie will give an update in Oct. and will give an actual report in Dec.

5. Review/Approve 1st extension for the Management of Operations of the One Stop Services with Middle Rio Grande Development Council for October 1, 2025 – September 30, 2026.

The contract in question must span the full year, as funding has already been allocated for that duration. Rosie noted that, due to the way the funding is structured, she is uncertain whether a contract extension for only six months would be permissible.

A key question was raised: if no improvement is made by the end of the six-month period, what course of action will follow? In such a case, and if MRGDC is not granted an extension, it would be necessary to initiate a new Request for Proposals (RFP) to identify and engage another agency.

When asked whether the action item could be tabled, Rosie responded that an emergency meeting would need to be convened instead. This is due to the requirement that the contract extension be formally approved by September 30, 2025. Should the current contractor ultimately fail to meet expectations, re-procurement would be unavoidable.

Yolanda Ramon motioned to approve the 1st extension while they are on probation for the year while reporting back with progress to the

board from Rosie at every board meeting and officially reporting quarterly. Rodrigo Jaime seconded the motion. Motion carried.

6. Review/Approve the 2nd extension for the Management of the Child Care services for October 1, 2025 – September 30, 2026.

Rodrigo Jaime motions the 2nd extension with wait list reports every board meeting and Dana Johnson seconded the motion. Motion carried.

Information Item:

1. Update - Board Membership
2. FY2025 Equal Opportunity Compliance Department monitoring report
3. FY2025 State Monitor Advocate monitoring review report (MSFW)

Rosie briefly explained each report that was provided in the packet. Will be working with the Crystal City Mayor to fix the outdoor issues of the office since it is not the Landlord responsibility. It was recommended to monitor MSFW as well by TWC. No questions.

B. Finance and Audit Committee – Rodrigo Jaime, Chairperson

Action Items:

1. Review/Approve June 2025 WFSMRG Fiscal Agent Expenditure report

Rosie reported that expenditures are currently under budget, with spending at 69% instead of the expected 75%. She noted that the program is approximately \$30,000 under on a grant but confirmed that the remaining funds are anticipated to be fully expended by the grant deadline of October 31, 2025.

Juan Martinez motioned to approve the report and Dana Johnson seconded the motion. Motion carried.

2. Financial & Data Analyst monitoring report

There were no errors and no questions.

Leslie Guillot motioned to approve report and Yolanda Ramon seconded the motion.

3. Policies:
 - a. FISCAL12 Cash Forecasting, Chg. 1
 - b. FISCAL13 Cash Management, Chg. 1

- c. FISCAL26 GASB-96
- d. FISCAL27 Journal Voucher

Betsy provided an overview of the recent changes and updates made to FISCAL12 and FISCAL13. She also explained the necessity of including FISCAL26 and FISCAL27 to ensure compliance with the communication letter related to the audit.

Arturo Gonzales motioned to approve all the policies and Leslie Guillot seconded the motion. Motion carried.

Information Items:

1. Workforce Contracts for:

- a. 2725WOR001 – Workforce Innovation and Opportunity Act – Rapid Response \$14,173 for July 1, 2025 – June 30, 2026
- b. 2725WOA001- Workforce Innovation and Opportunity Act – Adult \$758,215 for July 1, 2025 - June 30, 2027
- c. 2725WOD001 – Workforce Innovation and Opportunity Act – Dislocated Worker \$410,173 for July 1, 2025 – June 30, 2027
- d. 2725WOY001 – Workforce Innovation and Opportunity Act – Youth \$809,191 for July 1, 2025 – June 30, 2027
- e. 2725WPA001 Amendment #1 – Wagner Peyser Employment Services \$16,158 July 22, 2025 – December 31, 2025

Rosie briefly went over each contract and there were no questions.

C. Child Care Committee – Margot Mata, Chaired

Action Items:

- 1. Child Care Quality Expenses in the amount of \$195,000

The expenditure consists of \$100,000 for staff retention bonuses, \$80,000 Scholarships for CDA Classes and renewals and \$15,000 for Curriculum Support.

Arturo Gonzales motioned to approve expenditure and Dana Johnson seconded the motion. Motion carried.

2. Child Care Policies:

- a. CC24 - Child Care Holiday Pay Policy
- b. CC25 – Early Learning Staff Retention Bonus Policy

Marisa explained each policy. The purpose of the Child Care Holiday Pay Policy is to establish a clear and fair policy for paid holidays to all child care providers. Early Learning Staff Retention Bonus Policy establishes a

retention bonus program designed to reward and retain qualified early learning staff.

Arturo Gonzales motioned to approve Policies and Myrta Garcia seconded the motion. Motion carried.

Information Items:

1. Child Care report

Marisa briefly gave a verbal report for Child Care. She stated they are meeting performance. Still working on getting providers to become Texas Rising Stars. There has been a lot of Professional Development for Child Care staff. Have had Advisory Committee meetings to discuss issues with licensing deficiencies, changes within the childcare program, and materials that are being purchased for the centers. No questions asked

D. Monitoring and Oversight Committee -Juan Martinez, Chairperson

Action Items:

1. Board Monitoring Reviews: April – May 2025
 - a. SNAP (April & April-May 2025)
Error rates were found in May, MRGDC is already on probation till Oct. 2025
 - b. Choices (April & April-May 2025)
Error rates were found in April and in May, MRGDC is already on probation till Oct. 2025
 - c. WIOA
For April and May there were some repeat findings with WIT Data Entry, Employment Plan and Financial. Rosie recommends for the contractor to be on probation.
 - d. Child Care
First time findings for Eligibility, Referral/Parent Fee, File Maintenance and Notification-Mandatory one -on-one training by the Contractor with case manager.
 - e. RESEA
Eligibility, Assessment and WIT Data Entry are repetitive findings.

Rosie clarified that, according to policy, a tiered response is followed in the event of repeated findings. For a first-time finding, the contractor is responsible for conducting the necessary training. If the

issue occurs a second time, the Board provides training. In the case of a third occurrence, it is recommended that the Board place the contractor on probation in accordance with established procedures.

Barbara presented the in-house monitoring report for May and June. She explained that SNAP and Choices customers are referred by HHSC. A growing number of customers are opting for the \$1,000 yearly benefit instead of monthly assistance, which exempts them from participating in the program—resulting in a decline in participation numbers.

In June, six cases were reviewed, with three containing notable findings. Of the current participants, seven are from the Choices program and three from SNAP. Barbara noted technical issues with the outreach report and, upon personal review, identified additional customers who were not captured in the outreach pool. These cases have been forwarded to case managers for immediate follow-up. She emphasized that serving fewer participants increases the margin of error. In response, their monitoring tool has been updated to include the approved purchasing order, a metric the board is also reviewing, and which had previously appeared as an error.

Regarding the Choices program, 12 cases were monitored, and two had notable findings. Barbara mentioned the possibility of the board reviewing cases prior to internal monitoring. She confirmed that a staff member now reviews cases daily to catch errors promptly, and she meets regularly with Annabelle to ensure early identification and resolution of issues.

Rodrigo Jaime motioned to approve Snap, Choices and Child Care as presented and approve WIOA and RESEA with a plan of action to show improvement by the end of Sept. 30. Aracely Castle seconded the motion. Motion carried.

2. Policies:

- a. ADMIN01 Equal Opportunity Policy, Change 2

Required revision of policy language.

Myrta Garcia motioned to approve all the policies and Margot Mata seconded. Motioned carried.

Information Items:

- 1. WFS Program Reports
- 2. VOS Greeter Report

- 3. Student Navigator Report
- 4. Youth Coach Report

Rosie briefly went over each report. No Questions.

E. Economic Development Committee-Laura Lopez, Chairperson

Action Items:

None

Information Items:

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

There were no questions.

Information Items:

None

F. Executive Director's Report - Rosie Lozano

Rosie briefly went over her report that was provided in the board packet. She also mentioned that TWC annual conference was being held on Dec. 4, 2025.

G. Executive Director's Report - Michelle Garcia

Michelle briefly went over her report that was provided in the board packet. She also mentioned that MRGDC was having their annual event on August 20, 2025 and everyone was welcome.

H. Other Business

None

I. Adjourn

Rodrigo Jaime made a motion to adjourn and seconded by Juan Martinez. Motion carried. Adjourn at 3:29pm.

Juan Martinez, Jr.
Secretary

Date

Middle Rio Grande Development Council
Program Risk Assessment
August 1, 2024 –July 31, 2025

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
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	6	
Newness of Contractor to Program		Score	Comment
Operating for 3 years or more and experienced no significant changes.	2=Low	2	The contractor has 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		Reports have been submitted late and inaccurately on some occasions.
Reports have been late on 1 to 4 occasions or had minor errors during last program year.	4=Moderate	4	
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 has not been able to clear up SRM findings for Choices and SNAP with Audit Resolution for PY24, finding from previous reports that are still in Audit Resolutions may be included in PY25 report as a prior issue. TWC and the Board have provided both virtual and in-person training on the specific findings. Contractor is under 5 PIA's: Adult Q2 Employed, Adult Q4 Employed, Youth Employed/Enrolled Q2, Youth Employed/Enrolled Q4, Youth Credential. No TAP's or CAP's currently
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	6	
Personnel Turnover		Score	Comment
Little or no turnover in the last program year.	2=Low		Contractors have a 57.5% turnover rate with 23 workforce and childcare staff resigning/terminated within a one-year period.
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	6	
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		WIOA Youth (6223) did not meet the 35% benchmark for pass thru funds (needed to expense \$252,323, actual expenses \$215,957) and they did not make the 25/75% In School Out of School mark (needed to expense I/S \$63,080 actual expense \$42,818) (needed to expense O/S \$189,242 actual expense \$173,138) based on financial reports. WIOA Adult (6123) did not meet the 35% benchmark for pass thru (needed to expense
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	6	\$234,075, actual expenses \$207,447) Board monitor has findings that Q/A did not indicate on their monitoring.
Complaints and Official Inquiries		Score	Comment
There were no unresolved complaints received in last program year that required WFSMRG or TWC intervention.	2=Low	2	There are no official complaints.
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		
Performance Measures		Score	Comment
The contractor has met targeted performance outcomes on a consistent basis in the last 2 program years.	2=Low	2	MPR's are only for March, April and May 2025. Contractor has an average score of 84.62%. MPR's are lacking some information (WIOA Youth and CT).
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		
CONTROL RISK			
Adequacies of Policies and Procedure		Score	Comment
In-depth updated procedures are in place and enforced.	2=Low		Board policies need to be followed, have had 3 occasions with minor infractions on the same policy. Procedures need to be reviewed and updated and presented to staff.
Procedures are in place with occasional minor infractions.	4=Moderate	4	
Procedures are outdated or do not meet the standard.	6=High		
Management's Knowledge of Laws/Regulations		Score	Comment
Fully understands all laws and regulations that pertain to the contract.	2=Low		Less than a year – Quality Assurance, Business Service Coordinator, Finance Officer. Less than 2 years – Executive Director, Director of Workforce Programs, Assistant Director of Operations, Workforce Program Coordinator, Lead Quality Assurance Assistant Director of Childcare
Familiar with all laws and regulations that pertain to the contract and can find answers to identified contractual issues.	4=Moderate	4	
Does not understand all laws and regulations that govern their particular contract.	6=High		
Segregation of Duties		Score	Comment
Workload is evenly divided with no more than 2 layers	2=Low		Several layers of reviews bottlenecks process. Center Managers, then Quality Assurance, reviews all eligibility for WIOA before it is approved and requisition will be sent to be approved which delays the enrollment process.
Some inequities in workload with 3 layers of direct supervision	4=Moderate	4	
A few carrying the workload of others with no clear supervision or over supervised chain	6=High		
Experience Level of Management		Score	Comment
All management has over 3 years of experience on current contract in current management position	2=Low		Experience Level: Less than a year – Quality Assurance, Business Service Coordinator, Finance Officer, Center Manager – Del Rio and Eagle Pass, Business Service Mgr. – Del Rio, Case Manager – Del Rio, Uvalde, Eagle Pass. Less than 2 years – Executive Director, Director of Workforce Programs, Assistant Director of Operations, Lead Quality Assurance, Workforce Program Coordinator, Assistant Director of Childcare
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	6	
Extent of Management Reviews/External Monitoring		Score	Comment
Bimonthly Board monitoring reports result in	2=Low		Choices: Repeat finding for Eligibility,

little to no errors. Board monitoring reports do not have a consistent error.			Assessment, Noncompliance and Participation. Repetitive findings: WIT Data Entry SNAP: Repeat findings for Noncompliance and participation. Repetitive findings: Assessment and WIT Data Entry WIOA: Repeat findings for WIT Data Entry, Financial and Employment Plan RESEA: Repeat finding for Assessment, Eligibility and WIT Data Entry Board has put Contractor on probation till October 2025.
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	6	
Responsiveness/Availability of Senior Staff		Score	Comment
Senior Staff will respond timely, meet deadlines and are accessible and available.	2=Low	2	Executive Director and Senior staff have been available to the Boards requests. They have shown improvement in communication. Sometimes reminders will need to be issued on Board policies.
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		
Training and Staff Development		Score	Comment
Ongoing training is provided and/or training is provided based on identified needs.	2=Low		Board and TWC has done several trainings for Contractor management including the findings that have not been cleared for Audit Resolution. There is evidence of management training but no documentation on front line staff training (was not provided by deadline). This is a big concern since Contractor has not been able to correct the errors identified by SRM/Audit Resolution even though extensive training has been provided.
There is periodic training for management and/or staff.	4=Moderate		
There is no training for management and/or staff.	6=High	6	
Other		Score	Comment
Contractor did not have any issues	2=Low		Board has had to provide several trainings related to monitoring and Audit Resolution findings: 8/13/2024 SNAP E&T (Work Activities & Noncooperation) 8/14/2024 Choices (Work Activities & Noncooperation). 8/19/2024 WFP and monitoring. 11/13/2024, 2/28/2025, 4/28/2025, 7/24/2025 SNAP and Choices (Monitoring Errors). We have had some partner agencies reach out to the Board with concerns. Board has had to meet with Contractor to resolve these issues. During financial meetings, discussion is not followed through. Flyers are not being approved by board before being released.
Contractor has some issues to cause concern as described in comments	4=Moderate	4	
Contractor had several issues to cause concern as described in comments.	6=High		
		Score	Comment
Low Risk = 0-50	2=Low		
Moderate Risk = 51-70	4=Moderate	70	
High Risk = 71 or higher	6=High		

Workforce Solutions Middle Rio Grande Board Program Risk Assessment

Contractor: Middle Rio Grande Development Council

Period of Assessment: **August 1, 2024 – July 31, 2025**

Date Risk Assessment Presented to Board: August 14, 2025

Risk Score: 70 – High Moderate Risk

This risk assessment is designed to:

- Identify those Contractors that pose the highest risk to WFSMRG, therefore require more frequent monitoring.
- Identify program areas that pose the highest risk WFSMRG, therefore require in-depth reviews.
- Identify and minimize serious problems from arising at the Contractor level.

Risk assessment considers:

- Instability in the management environment and large turnovers in their workforce.
- Ineffective or inefficient management controls.
- Significant gaps between expected and actual results.
- Large commitments of State and Federal resources,
- Complex information systems used for tracking program status for clients.

There are two components of the risk assessments that will be conducted for each contract annually, they are:

- Inherent Risk is the susceptibility of material non-compliance with a compliance requirement assuming that there were no related internal control problems.
- Control Risk is the risk that material errors or irregularities will not be prevented or detected by the internal control structure. The Assessment Tool will determine the overall evaluation of Contractor's risk assessment which will be used to focus on the more critical Contractors/Programs.

There are three general categories of risk:

- Low-risk Score of 0-50
- Moderate-risk Score of 51-70
- High-risk Score of 71 or higher

Risk assessments are done on an annual basis. In determining the risk assigned to Contractors/Programs a point value will be assigned to each of the categories being evaluated. A value of "2" will indicate the risk is low. A value of "4" will indicate moderate-risk, and a value of "6" will indicate high-risk.

The overall risk designed is Moderate Risk (a score of 70)

Risk Assessment Narrative:

The Contractor's overall operation and management of the Middle Rio Grande Workforce system has been designated as a Moderate Risk. The Board and Contractor work together to provide workforce development services to the region. The Contractor has been the operator for the workforce center system since the inception of the Board. The

Contractor is a Council of Governments, providing direct input and oversight from the region's chief elected officials.

Assessment of Risk:

- Some reports have been submitted late and/or inaccurate. The Board has had to send out reminders on reports that are due.
- The Contractor has not been able to clear up SRM findings for PY24 for SNAP and Choices: Noncooperation and Work Activities. These are still being reviewed by the Audit Resolution team. We were not monitored for these items in PY25 due to previous findings, which are still unresolved. The Board and TWC have provided several training's regarding these attributes.
- The Contractor is under 5 PIA's at the end of July 2025.
- Turnover rate of 57.5% (23/40) in one year.
- Contractor failed to meet the 35% benchmark for the Pass Thru funds for WIOA Adult, and WIOA Youth. Also, Contractor failed to meet the State mandated benchmark for In School (25%) and Out of School (75%). These benchmarks are outlined in the WIOA guidelines.
- In comparison with the Board monitoring versus the Contractor monitoring, there were errors that the Board identified that were not identified by the Quality Assurance team. The Board monitoring identified several reoccurring errors.
- Clients/Training providers reached out to the Board due to delays in getting the application processed. Case Managers submit applications to Center Managers who review all eligibility for WIOA and then pass it to the Quality Assurance team for their review and still needs approval for the requisition from upper management.
- The Contractor needs to follow Board policies, especially when a determination needs to be made on closing the center. This is the Board's decision, and it needs to merit an acceptable reason. Also, the Board has the final approval of any publication, promotions, media and other items that promote the Workforce Solutions Centers.
- Several Administrative staff have less than 2 years' experience in their current management position. New center managers at the larger centers (Eagle Pass and Del Rio) have less than a years' experience.
- The Contractor has been placed on probation for repetitive findings for Choices and SNAP. There are also repeat findings in RESEA and WIOA that will require the Board to provide technical assistance.
- There is documentation on training for management but there was no documentation for training/information provided to front line staff provided by the deadline.
- The Contractor has tried different approaches to correct the errors that SRM and the Board have identified but to no avail.
- There have been concerns brought to the Board from partner agencies that the Board has had to address with the Contractor.

2025-2026 Monitoring Plan

The Board will conduct bi-monthly program monitoring. The focus of the reviews will be, but not limited to:

Choices:

- Tracking and documentation of participation
- Counselor notes will document pertinent information
- Noncompliance
- Eligibility

WIOA Adult /Youth/DW

- Data entry
- Case Management
- ITA
- Follow up

Child Care

- Income eligibility
- Improper Payments

SNAP E&T

- Noncompliance
- Workfare Agreements
- Counselor notes will document pertinent information
- Tracking and documentation of participation

RESEA

- RESEA services
- Job Search Logs
- Data entry into WIT

Other

- Procedures

A varied sample of active and/or exited cases will be pulled and reviewed for each workforce program. Every attempt will be made to review files from each case manager in all programs and centers. Board monitoring will be done (time permitting) bi-monthly.

The results of the monitoring will be provided to the Board of Directors at the bi-monthly Board Meetings

Middle Rio Grande Development Council
Program Risk Assessment
August 1, 2025 –September 30, 2025

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		Workfare Agreement were returned to be corrected – missing information (phone numbers, address), had incorrect information
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 has not been able to clear up SRM findings for Choices and SNAP with Audit Resolution for PY24. TWC has issued SRM reports that indicate 2nd 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 have been 4 resignations/terminations. 1 position has been filled effective 9/29/2025 (1 will be filled 10/6/2025) 2 remain vacant.
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		There are expenditures for this year's WIOA grant (7/1/25) for Adult and DW but still need to expense Youth grant for last year (7/1/24) no expenses for this year's Youth grant yet (7/1/25). For the 3 grants we received 7/1/25 we should be 17% expended. There is documentation that QC has identified issues that could potentially be corrected before the Board monitoring.
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 intervention.	2=Low		There are no official complaints.

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		
Performance Measures		Score	Comment
The contractor has met targeted performance outcomes on a consistent basis in the last 2 program years.	2=Low		MPR's for June was at 84.62%, MPR for July is 66.67% MPR is now reflecting Youth measures.
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		
CONTROL RISK			
Adequacies of Policies and Procedure		Score	Comment
In-depth updated procedures are in place and enforced.	2=Low		Same Board policy has been violated. Policy ADMIN08 – Closure of WF offices – 9/5 @ 11:17 am received notice that staff was on her way to Cotulla, employee did not show up to work. 9/5 I requested a plan 9/9 I sent a reminder, which I received 9/9 (6:17 pm) “the Cotulla Office will operate every Tuesday and Thursday until a new staff member is hired and trained”. The Board rejected this plan and reminded them of the hours of operation for each center. 9/10/2025 received email from TWC regarding a call they received that the Cotulla office was closed (9:00 ish). The client was able to talk to someone at 11:00 a.m. – Stated that they were closing at 4. Roxanne notified that a staff member was there by 10:30 a.m. During a meeting with HHSC it was brought up that we needed to follow the PII restrictions that we agreed on reminders from HHSC sent 8/18 & 9/24. Was reminded by HHSC on two separate occasions of an employee not following the instructions that HHSC provided.
Procedures are in place with occasional minor infractions.	4=Moderate		
Procedures are outdated or do not meet the standard.	6=High		
Management’s Knowledge of Laws/Regulations		Score	Comment
Fully understands all laws and regulations that pertain to the contract.	2=Low		Less than a year –Business Service Coordinator, Finance Officer. Less than 2 years –Workforce Program Coordinator
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		
Segregation of Duties		Score	Comment
Workload is evenly divided with no more than 2 layers	2=Low		Several layers of reviews bottlenecks process. Center Managers, then Quality Assurance, reviews all eligibility for WIOA before it is approved and requisitions will be sent to be approved which delays the enrollment process. No complaints for this period. Have not received notice that the process has changed.
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		
Experience Level of Management		Score	Comment
All management has over 3 years of experience on current contract in current management position	2=Low		Less than a year –Business Service

Management has 2-3 years of experience on current contract in current management position	4=Moderate		Coordinator, Finance Officer. Less than 2 years –Workforce Program Coordinator
Management has less than 2 years of experience on current contract in current management position	6=High		
Extent of Management Reviews/External Monitoring		Score	Comment
Bimonthly Board monitoring reports result in little to no errors. Board monitoring reports do not have a consistent error.	2=Low		<p>Choices: Repetitive finding for Eligibility, Assessment, WIT Data Entry, Employment Plan and Participation.</p> <p>SNAP: Repetitive findings for Eligibility, Assessment, WIT Data Entry, WIOA: Repetitive finding Employment Plan RESEA: Repetitive finding for Eligibility, Assessment, and WIT Data Entry</p> <p>Child Care: Repeat finding Eligibility and Support Services.</p> <p>Board has put Contractor on probation till October 2025.</p> <p>Documented in Board packets</p>
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		
Responsiveness/Availability of Senior Staff		Score	Comment
Senior Staff will respond timely, meet deadlines and are accessible and available.	2=Low		<p>Requested copy of the Cyber Security Policy (9/18 at financial meeting, 9/22 & 9/23) still have not received.</p> <p>Follow up request on incident from 8/26 and 9/15 with Vet rep, received update on 9/18.</p> <p>Board member inquired about a work experience position 8/21, called back 9/16 had not received a call yet.</p> <p>Received email 9/16 that staff had reached out to her on 9/16.</p>
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		
Training and Staff Development		Score	Comment
Ongoing training is provided and/or training is provided based on identified needs.	2=Low		<p>Board has not provided training but has responded to questions from Contractor.</p> <p>There is documentation of training for front line staff.</p>
There is periodic training for management and/or staff.	4=Moderate		
There is no training for management and/or staff.	6=High		
Other		Score	Comment
Contractor did not have any issues	2=Low		<p>Audit Resolution is still requesting consistency to ensure contractor is continuing to follow program requirements.</p> <p>Board has received SRM report that indicates a 2nd year finding since Audit Resolution was not resolved.</p>
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		
		Score	Comment
Low Risk = 0-50	2=Low		
Moderate Risk = 51-70	4=Moderate		
High Risk = 71 or higher	6=High		

Workforce Solutions Middle Rio Grande Board

Executive Committee

October 9, 2025

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 October 1, 2025.

DISCUSSION

Vacancies:

Val Verde County:

3 - Private Sector

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

WFS MRG Board Membership Matrix				
CEO Distribution by County as of October 1, 2025				
	Firstname	LastName	Category	Term Ends
Dimmit County - Judge Gomez-Ponce				
1	Vacant		CBO	
2	Rodrigo	Jaime	Private Sector	6/30/2027
3	Lydia	Seiple	CBO	6/30/2027
Edwards County - Judge Shanklin				
4	Michael D.	Grooms	Private Sector	6/30/2026
5	James	Glasscock	CBO	6/30/2026
Kinney County - Judge Schuster				
6	Sara	Rivas	Literacy	6/30/2028
7	Dana	Johnson	Private Sector	6/30/2027
La Salle County - Judge Martinez				
8	Pending	TWC approval	Private Sector	
9	Myrta	Garcia	CBO	6/30/2028
Maverick County - Judge Cantu				
10	Larry B.	Martin	Private Sector	6/30/2027
11	Yolanda	Ramon	Education	6/30/2028
12	Romelia	Aranda	Private Sector	6/30/2026
13	Dora Alicia	Garza Velazquez	CBO	6/30/2027
14	Christoper	Hiller	Private Sector	6/30/2028
15	Leslie	Rojas Guillot	Private Sector	6/30/2028
16	Pending	TWC approval	Child Care	6/30/2025
Real County - Judge Rubio				
17	Wendall B.	Sansom, Jr.	Private Sector	6/30/2028
18	Shelly	Collins	Private Sector	6/30/2027
Uvalde County - Judge Mitchell, Lead CEO				
19	Margot	Mata	ABE	6/30/2026
20	Jesse	Rizo	Labor	6/30/2027
21	Juan	Martinez	Private Sector	6/30/2026
22	Cody	Smith	Private Sector	6/30/2028
23	Jesus R. (J.J.)	Suarez	Education - Post	6/30/2028
24	Ernesto	Flores	CBO	6/30/2028
Val Verde County - Judge Owens				
25	Sergio	Diaz	Private Sector	6/30/2027
26	Vacant		Private Sector	
27	Vacant		Private Sector	
28	Vacant		Private Sector	
29	Shawna	Burkhart	Econ. Dev.	6/30/2028
30	Juan Carlos	Vazquez	Private Sector	6/30/2025
Zavala County - Judge Gonzales				
31	Harry	McHazlett	Private Sector	6/30/2028
32	Arturo	Gonzales	CBO	6/30/2026
33	Laura	Lopez	Private Sector	6/30/2028
34	Jesse	Martinez, Jr.	Private Sector	6/30/2028
State Appointments				
35	Monica	Gonzales	Voc. Rehab.	6/30/2026
36	Aracely	Castle	Public Asst.	6/30/2027
37	Melissa	Hayman	Public Empl.	6/30/2028
Membership Expired June 30, 2025				Update
				10/1/2025

Texas Workforce Commission

A Member of Texas Workforce Solutions

Alberto Treviño, III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Vacant
Commissioner Representing
the Public

Edward Serna
Executive Director

Report #25.27.0001

ISSUE DATE: October 7, 2025

Ms. Rosie Avila-Lozano, Executive Director
Workforce Solutions Middle Rio Grande
216 West Main, Ste. B
Uvalde, Texas 78801

Dear Ms. Avila-Lozano:

We have completed our review of the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions Middle Rio Grande. Our review covered the period January 1, 2024, through January 31, 2025.

During the review, we tested the Board's monitoring function and found that it incorporates the necessary attributes for certification, e.g., a risk assessment and monitoring plan, program and fiscal reviews, follow ups and resolution process. We are able to place reliance in Fiscal and the following programs: WIOA and Child Care. As a result, we were able to re-certify the monitoring function.

Our findings are summarized in the enclosed report. TWC Audit Resolution will contact you with an Initial Resolution Letter requesting the documentation necessary to resolve the outstanding findings identified in the report. The Board will have 45 calendar days from the issuance of that Letter to respond to Audit Resolution with the documentation.

Thank you again for your cooperation and assistance. Should you have any further questions concerning the review, please contact me at (737) 397-4813.

Sincerely,

Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring

Attachment



Monitoring Report

#25.27.0001

Workforce Solutions Middle Rio Grande

Issued by Texas Workforce Commission

Subrecipient Monitoring Department

Board Background

Workforce Solutions Middle Rio Grande is part of Texas Workforce Solutions – a statewide network of 28 Workforce Development Boards for regional planning and service delivery, their contracted service providers and community partners, and the TWC unemployment benefits Tele-Centers. This network, which includes the Texas Workforce Commission, gives customers local access to workforce solutions and statewide services through Workforce Solutions offices and Tele-Centers throughout the state.

The Board serves the following counties: Dimmit, Edwards, Kinney, LaSalle, Maverick, Real, Uvalde, Val Verde, and Zavala.

The Middle Rio Grande Development Council (MRGDC) is the subrecipient responsible for management of the Workforce Centers and Child Care Services.

Executive Summary

The Texas Workforce Commission, Subrecipient Monitoring Department conducted a review of Workforce Solutions Middle Rio Grande. This review identified opportunities to strengthen management controls and support compliance with grant requirements.

The Board is responsible for providing its Partners, Subrecipients, and Contractors with these findings and areas of concern and following up to ensure that any needed corrective actions are completed.

Finding #1: Prior Year: Ensure Choices Sanctions are Requested within the Required Time Frame

The Board has not resolved the issue regarding Choices noncooperation that was noted in the 24.27.0001 monitoring report. The Board did not ensure sanctions were requested within the required time frame for Choices noncooperating participants. The Board should continue to work with TWC staff to resolve the finding identified in the 24.27.0001 report. The Board should strengthen its controls to ensure sanctions are requested within required timeframe.

Finding #2: Strengthen Documentation of Internal Fiscal Controls

The Board did not provide support documentation and justification for the variance of \$145,743.61 for the financial reporting of expenditures for the month tested. The Board should strengthen controls for documentation of its financial reporting processes and reconciliations of any variances. In addition, the Board should provide documentation to Audit Resolution to show expenditures reported to TWC are supported.

Finding #3: Ensure Compliance of Priority of Service Regulations

The Board did not ensure the compliance of priority of service regulations. The Board should strengthen controls to ensure they are following state requirements on priority of service.

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Findings

Prior Year: Ensure Choices Sanctions are Requested within the Required Time Frame

The Board has not resolved the issue regarding Choices noncooperation that was noted in the 24.27.0001 monitoring report. The Board did not ensure sanctions were requested within the required time frame for Choices noncooperating participants. In four of the 12 (33 percent) applicable case files tested, the sanction was not requested within the required time frame. Sanctions were initiated one to nine days late.

If noncooperating participants are not sanctioned within the required timeframe, the noncooperating Choices participants may continue to receive benefits they are no longer eligible to receive.

TWC Choices Guide, September 2024, B-800: Non-cooperation, B-801.b: Non-cooperation states:

“Non-cooperation is often determined by one of the two following two situations:

- Failure to respond to intake or outreach appointments
- Failure to meet participation requirements after intake.

If Choices participants do not cooperate with program requirements and do not have good cause, Boards must ensure the following:

- A sanction is requested for mandatory Choices participants...

...Boards must ensure that within seven calendar days of noncompliance by a Choices participant, Workforce Solutions Office staff:

- reschedules appointments for intake;
- ensures the Choices participant resumes cooperating with all program requirements;
- determines good cause; or
- initiates a sanction.

The seven-day time limit begins on the date of noncompliance or the date of discovery of noncompliance, whichever occurs later.”

Recommendation

The Board should continue to work with TWC staff to resolve the finding identified in the 24.27.0001 report. The Board should strengthen its controls to ensure sanctions are requested within required timeframe.

Board Response

Views of Responsible Officials:



Corrective Action Plan:

Implementation Date:



Responsible Person:

**Strengthen Documentation of Internal Fiscal Controls**

The Board could not provide support documentation and justification from the fiscal agent for the variance of \$145,743.61 for the financial reporting of expenditures for the month tested. The fiscal agent provided multiple versions of the Board's general ledger and the documentation provided for the reconciliation had variances as well.

Without proper documentation of fiscal controls, the Board cannot demonstrate that funds received were expended in an appropriate manner.

2 CFR §200.302, Financial management states:

- “(a) Each State must expend and account for the Federal award in accordance with State laws and procedures for expending and accounting for the State's funds. All recipient and subrecipient financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by the terms and conditions; and tracking expenditures to establish that funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award. See §200.450.
- (b) The recipient's and subrecipient's financial management system must provide for the following (see §§ 200.334, 200.335, 200.336, and 200.337):
- ...(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements in §§ 200.328 and 200.329. When a Federal agency or pass-through entity requires reporting on an accrual basis from a recipient or subrecipient that maintains its records other than on an accrual basis, the recipient or subrecipient must not be required to establish an accrual accounting system. This recipient or subrecipient may develop accrual data for its reports based on an analysis of the documentation on hand.
 - (3) Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.
 - (4) Effective control over and accountability for all funds, property, and assets. The recipient or subrecipient must safeguard all assets and ensure they are used solely for authorized purposes. See § 200.303.”

In addition, 2 CFR §200.303, *Internal Controls* states:

“The recipient and subrecipient must:

- (a) Establish, document, and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient or subrecipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should align with the guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control-Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).”

Recommendation

The Board should strengthen controls for documentation of its financial reporting processes and reconciliations of any variances. In addition, the Board should provide documentation to Audit Resolution to show expenditures reported to TWC are supported.

Board Response

Views of Responsible Officials:



Corrective Action Plan:



Implementation Date:

Responsible Person:

Ensure Compliance of Priority of Service Regulations

The Board did not ensure the compliance of priority of service regulations. During the walkthrough of the Carrizo Springs Workforce Center, the monitor noted the following issues:

- Disabled Veteran's Outreach Program (DVOP) Eligibility Triage Form is not being utilized.
- Foster Youth or Former Foster Youth not an option to check in VOS check in system.
- Written copies of local priority of service policies not maintained in front desk.

Additionally at the time of the review, the Board’s local policy did not prioritize eligible Veterans, eligible spouses, foster youth and former foster youth as the priority groups for received service. Subsequently, the Board policy has been updated to adhere to TWC guidelines.

WD Letter 19-22, Jobs for Veterans State Grants Program: Reforms and Responsibilities of Workforce Solutions Office Staff Serving Veterans, dated August 24, 2022, Procedures, DVOP Eligibility Triage Form states:

“NLF: Boards must ensure that Workforce Solutions Office staff uses the DVOP Eligibility Triage Form ... (Attachment 1), which was developed by NASWA, to triage individuals at the point of entry.

Note: If using the Greeter system, Workforce Solutions Office staff must triage individuals using the NASWA Eligibility Triage Form following the completion of the Greeter system form.”

WD Letter 43-11, Change 2, Priority of Service for Eligible Foster Youth—Update, dated February 19, 2020, Procedures, Priority Order states:

“NLF: Boards must ensure that:

- eligible foster youth receive priority over all other equally qualified individuals—except eligible veterans—in the receipt of federal- and state funded services; and
- workforce services are prioritized and targeted for youth transitioning out of the foster care system and for former foster youth.”

WD Letter 01-21, Change 1, Applying Priority of Service and Identifying and Documenting Veterans and Transitioning Service Members—Update, dated March 18, 2024, Local Policies and Procedures states:

“NLF: Boards and other Grantees must ensure that local procedures are implemented to identify eligible individuals at the point of entry by allowing individuals to self-identify via the WorkInTexas.com Greeter system, or other applicable sign-in procedures where Greeter is unavailable.

NLF: Boards and other Grantees must ensure that written copies of local priority of service policies and procedures are maintained at all service delivery points and, to the extent practicable, posted in a way that makes it possible for the public to easily access them.”

TWC Workforce Innovation and Opportunity Act Guidelines for Adults, Dislocated Workers, and Youth, Revised August 21, 2025, III. WIOA Adult, Service Priority for Individualized Career Services and Training Services states:

“Priority for WIOA individualized career services and training services must be provided in the following order:

- Eligible veterans and eligible spouses (as defined in WD Letter 01-21, Change 2) who are also recipients of public assistance, low-income, or basic skills deficient.
- Non-covered persons (individuals who are not veterans or eligible spouses) who are recipients of public assistance, low income, or basic skills deficient in the following order:
 - Foster youth and former foster youth (as defined in WD Letter 43-11, Change 2) as required by Texas Family Code §264.121
 - Non-foster youth
- All other eligible veterans and eligible spouses.
- Priority populations established by the governor and/or Board in the following order:
 - All other foster youth and former foster youth, as required by Texas Labor Code §264.121
 - Local Board priority groups
- Non-covered individuals outside of the groups given priority under WIOA.”

Recommendation

The Board should strengthen controls to ensure they are following state requirements on priority of service.

Board Response

Views of Responsible Officials:

[Redacted]

Corrective Action Plan:

[Redacted]

Implementation Date: [Redacted]

Responsible Person: [Redacted]

Area of Concern**RESEA**

In testing Reemployment Services & Eligibility Assessment (RESEA), monitors noted all three methods of communication for outreach appointment reminders were not used, documented and work search logs were not uploaded and WF-42 form not submitted to TWC.

Appendix A. Abbreviations and Terms

Board	Workforce Solutions Middle Rio Grande
CCS	Child Care Services
Choices	Employment services for TANF (Temporary Assistance for Needy Families)
DVOP	Disabled Veteran's Outreach Program
ES	Employment Services
FMGC	Financial Manual for Grants and Contracts
IFA	Infrastructure Facilities Agreement
MOU	Memorandum of Understanding
MRGDC	The Middle Rio Grande Development Council
NASWA	National Association of State Workforce Agencies
NLF	No Local Flexibility
RESEA	Reemployment Services & Eligibility Assessment
SNAP E&T	Supplemental Nutrition Assistance Program Employment and Training
TAA	Trade Adjustment Assistance
TWC	Texas Workforce Commission
WIOA	Workforce Innovation and Opportunity Act

Appendix B. Review Objectives, Scope, and Methodology

Review Objectives

The purpose of our review was to provide reasonable assurance that Workforce Solutions Middle Rio Grande uses TWC grant resources in accordance with state and federal requirements. We also sought to determine whether activities are conducted toward the goal of achieving program objectives while maintaining fiscal accountability.

Scope and Methodology

Monitoring reviewed the CCS, Choices, ES, and WIOA programs administered by the Board. We conducted this review from April 7, 2025, to April 17, 2025. Our goal was to provide reasonable but not absolute assurance regarding compliance with grant agreement terms and objectives.

Toward this goal, we randomly selected and tested samples of transactions that occurred during the period of January 1, 2024, through January 31, 2025. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist. Within the accounting and program books, records and documentation we tested control systems and transactions in the following areas:

Board

- Monitoring and Oversight
 - Monitoring Certification
 - Monitoring Recertification
- Automation
- Governance
 - Internal Controls
 - MOUs and IFAs

Child Care

- Client Eligibility
- DFPS Referrals
- Recoupment

Service Provider

- Choices
 - Work Activities
- WIOA

Fiscal

- Allowable Costs and Pooled Expenditures
 - Disbursements
 - Cost Allocation
 - Support Services & NRPs
- Procurement
 - Small and Micro-Purchases
 - Formal (including Fiscal Integrity)
- Fiscal Controls
 - Cash Management
 - Financial Reporting
- Property

Appendix C. Report Distribution List

Copies of the report will be provided to the following parties:

Workforce Solutions Middle Rio Grande

Christopher Hiller, Chair

United States Department of Health and Human Services

Gwendolyn Jones, Regional Program Manager

Deborah Daniels, Program Specialist

Alisa Matthews, Program Specialist

United States Department of Labor

M. Frank Stluka, Regional Director, Discretionary Grants and Financial, Management and Administrative Services Region IV – Dallas, USDOL/Employment and Training

Texas Workforce Commission

Alberto Treviño, III, Commissioner Representing Labor

Joe Esparza, Commissioner Representing Employers

Vacant, Commissioner Representing the Public

Edward Serna, Executive Director

Randy Townsend, Deputy Executive Director

Mary York, Director, Division of Workforce Development

Reagan Miller, Director, Division of Child Care and Early Learning

Jason Stalinsky, Director, Division of Fraud Deterrence and Compliance Monitoring

Chris Nelson, Chief Financial Officer

Jennifer Colehower, Director, Division of Information, Innovation and Insight

Appendix D. Exit Conference

Date: April 17, 2025

Attendees:

Rosie Lozano, Executive Director, WS Middle Rio Grande

Marcos Gonzales, Financial & Data Analyst, WS Middle Rio Grande

Betsy Prado, Controller, WS Middle Rio Grande

Maria Elena Briseno, Quality Assurance Coordinator, WS Middle Rio Grande

Annabelle Aguilar, Program Monitor, WS Middle Rio Grande

Michelle Garcia, MRGDC Executive Director, MRGDC Contractor

Barbara Lopez, Director of Workforce Solutions System, MRGDC Contractor

Roxanna Gonzalez, Assistant Director of Operations – HQ Carrizo Springs, MRGDC Contractor

John Cruz, Workforce Program Coordinator – HQ Carrizo Springs, MRGDC Contractor

Kristal Perez, Business Services Coordinator – HQ Carrizo Springs, MRGDC Contractor

Carolina Gomez, Quality Assurance Coordinator – HQ Eagle Pass, MRGDC Contractor

Lannette McHazlett Sanchez, Project Manager, TWC

George “Chip” Daiy, Program Monitor, TWC

Tangila Johnson, Program Monitor, TWC

Rene Trevino, Program Monitor, TWC

Vincent Miramontes, Fiscal Monitor, TWC

Demetria Rideau, Fiscal Monitor, TWC

Texas Workforce Commission

A Member of Texas Workforce Solutions

Alberto Treviño, III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Vacant
Commissioner Representing
the Public

Edward Serna
Executive Director

Report #25.27.0001

ISSUE DATE: October 7, 2025

Ms. Rosie Avila-Lozano, Executive Director
Workforce Solutions Middle Rio Grande
216 West Main, Ste. B
Uvalde, Texas 78801

Dear Ms. Avila-Lozano:

We have completed our review of the Supplemental Nutrition Assistance Program Employment and Training program administered by Workforce Solutions Middle Rio Grande. Our review covered the period January 1, 2024, through January 31, 2025.

Our findings are summarized in the enclosed report. TWC Audit Resolution will contact you with an initial notification letter requesting the documentation necessary to resolve the outstanding findings identified in the report. The Board will have 45 calendar days from the issuance of the letter to respond to Audit Resolution with the documentation.

Thank you again for your cooperation and assistance. Should you have any further questions concerning the review, please contact me at (737) 397-4813.

Sincerely,

Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring

Attachment



Supplemental Nutrition Assistance Program
Employment and Training
Monitoring Report
#25.27.0001
Workforce Solutions Middle Rio Grande

Issued by Texas Workforce Commission
Subrecipient Monitoring Department

Board Background

Workforce Solutions Middle Rio Grande is part of Texas Workforce Solutions – a statewide network of 28 Workforce Development Boards for regional planning and service delivery, their contracted service providers and community partners, and the TWC unemployment benefits Tele-Centers. This network, which includes the Texas Workforce Commission, gives customers local access to workforce solutions and statewide services through Workforce Solutions offices and Tele-Centers throughout the state.

The Board serves the following counties: Dimmit, Edwards, Kinney, LaSalle, Maverick, Real, Uvalde, Val Verde, and Zavala.

The Middle Rio Grande Development Council (MRGDC) is the subrecipient responsible for management of the Workforce Centers and Child Care Services.

Executive Summary

The Texas Workforce Commission, Subrecipient Monitoring Department conducted a review of Workforce Solutions Middle Rio Grande. This review identified opportunities to strengthen management controls and support compliance with grant requirements.

The Board is responsible for providing its Partners, Subrecipients, and Contractors with these findings and areas of concern and following up to ensure that any needed corrective actions are completed.

Finding #1: Prior Year: Ensure SNAP E&T Program Requirements are Followed

The Board has not resolved the issue regarding SNAP E&T program requirements that was noted in the 24.27.0001 monitoring report. The Board did not ensure the Service Provider followed SNAP E&T program guidelines. The Board should continue to work with TWC staff to resolve the finding identified in the 24.27.0001 report. The Board should strengthen its controls to ensure the form H1822 ABAWD Work Requirement and the form H1817 SNAP Informational Transmittal program requirements are followed.

Finding #2: Prior Year: Ensure Sanctions are Requested Within the Required Time Frame

The Board has not resolved the issue regarding SNAP E&T noncooperation that was noted in the 24.27.0001 monitoring report. The Board did not ensure sanctions were requested within the required time frame for SNAP E&T noncooperating participants. The Board should continue to work with TWC staff to resolve the finding identified in the 24.27.0001 report. The Board should strengthen its controls to ensure sanctions are requested within required time frame.

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Findings

Prior Year: Ensure SNAP E&T Program Requirements are Followed

The Board has not resolved the issue regarding SNAP E&T program requirements that was noted in the 24.27.0001 monitoring report. The Board did not ensure the Service Provider followed SNAP E&T program guidelines. The following details were noted:

- In eight of 14 (57 percent) applicable case files tested, the form H1822 ABAWD Work Requirement Verification was not recorded in the counselor notes or the date of submittal was not documented in the counselor notes.
- In two of 11 (18 percent) applicable case files tested, the form H1817 SNAP Information Transmittal was not submitted to HHSC for a reconsideration request or the fax transmittal date did not match the form H1817 date.
- In six of 10 (60 percent) applicable case files tested, when form H1817 SNAP Information Transmittal was sent to HHSC to request a reconsideration of eligibility, the requests were not entered in the TWIST Good Cause tab.

Without strict adherence to SNAP E&T directives, there is limited assurance that federal and state funds are expended in accordance with statutory requirements.

TWC Supplemental Nutrition Assistance Program Employment and Training Guide, August 28, 2025, Part A – Policy and Requirements, A-200: SNAP Recipients Eligible for SNAP E&T Services, A-203: ABAWDs, A-203.a: Form H1822 Work Requirement Verification states:

“Boards must ensure that Workforce Solutions Office staff sends Form H1822 to HHSC within two weeks of an ABAWD’s initial participation in SNAP E&T activities. Initial participation starts at the orientation. Sending this form ensures that the ABAWD will not be in jeopardy of losing his or her SNAP benefits.

Boards must ensure that Workforce Solutions Office staff:

- completes Form H1822, Work Requirement Verification;
- enters into WorkInTexas.com a statement that the Form H1822 was transmitted, including the date of the transmittal; and
- keeps a copy of Form H1822 and fax confirmation on file at the Workforce Solutions Office.”

And A-205: Requests for Reconsideration states:

“Workforce Solutions Office staff does not conduct redeterminations of SNAP recipients who attend an employment planning meeting. However, if a SNAP recipient informs Workforce Solutions Office staff that he or she meets one of the federal exemptions, or if Workforce Solutions staff determines that a SNAP recipient is not suited for any E&T component, Boards must ensure that Workforce Solutions Office staff:

- completes and sends HHSC Form H1817 to HHSC requesting that the SNAP recipient’s work registration status be reconsidered;
- records the reconsideration request into WorkInTexas.com;
- enters into WorkInTexas.com:
 - a statement that Form H1817 was sent;
 - the date Form H1817 was sent; and
 - the reason for the reconsideration;
- keeps a copy of Form H1817 and fax confirmation on file at the Workforce Solutions Office.”

Recommendation

The Board should continue to work with TWC staff to resolve the finding identified in the 24.27.0001 report. The Board should strengthen its controls to ensure the form H1822 ABAWD Work Requirement and the form H1817 SNAP Informational Transmittal program requirements are followed.

Board Response

Views of Responsible Officials:



Corrective Action Plan:



Implementation Date: 

Responsible Person: 

Prior Year: Ensure Sanctions are Requested Within the Required Time Frame

The Board has not resolved the issue regarding SNAP E&T noncooperation that was noted in the 24.27.0001 monitoring report. The Board did not ensure sanctions were requested within the required time frame for SNAP E&T noncooperating participants. In five of 19 (26 percent) applicable case files tested, the sanction was not requested within the required time frame. Sanctions were initiated one to 14 days late.

If noncooperating participants are not sanctioned within the required time frame, the noncooperating SNAP E&T participants may continue to receive benefits they are no longer eligible to receive.

TWC Supplemental Nutrition Assistance Program Employment and Training Guide, August 28, 2025, Part B – Operations, B-100: SNAP E&T Services, Section B-113: Noncooperation with SNAP E&T Requirements states:

“When a mandatory work registrant fails to respond to outreach, notifies staff that he or she does not wish to participate, or fails to cooperate with SNAP E&T requirements, Boards must ensure that Workforce Solutions Office staff initiates a sanction request. The request must be entered into WorkInTexas.com by close of business on the fourth day following a mandatory work registrant’s failure to cooperate, unless the SNAP recipient indicates that they were unable to participate based on an extenuating circumstance and Workforce Solutions Office staff recommends good cause to HHSC. Day one of the compliance period begins the day the recipient does not cooperate with SNAP E&T requirements.

Boards must ensure that:

- all outreach attempts must notify SNAP recipients of the consequences of noncompliance and of the opportunity to provide good cause on or before their appointment date;

- if the SNAP E&T participant is found to be in noncompliance and fails to make contact during the compliance period does not have good cause, a sanction is initiated;
- if the SNAP E&T participant provides a good-cause reason, Workforce Solutions Office staff follows the procedures set forth in B-404 SNAP E&T Good Cause Actions in WorkInTexas.com;
- by close of business on the fourth business day from the date of the missed appointment or participation, the SNAP E&T participant either meets one of the following conditions or a penalty must be initiated:
 - The participant's appointment has been rescheduled.
 - The participant is fully participating.
 - The participant has claimed good cause.
- if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce Solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com.”

Recommendation

The Board should continue to work with TWC staff to resolve the finding identified in the 24.27.0001 report. The Board should strengthen its controls to ensure sanctions are requested within required time frame.

Board Response

Views of Responsible Officials:

[Redacted]

Corrective Action Plan:

[Redacted]

Implementation Date: [Redacted]

Responsible Person: [Redacted]

Appendix A. Abbreviations and Terms

ABAWD	Able-Bodied Adults Without Dependents
Board	Workforce Solutions Middle Rio Grande
FMGC	Financial Manual for Grants and Contracts
HHSC	Texas Health and Human Services
MRGDC	The Middle Rio Grande Development Council
SNAP E&T	Supplemental Nutrition Assistance Program Employment and Training
TWC	Texas Workforce Commission

Appendix B. Review Objectives, Scope, and Methodology

Review Objectives

The purpose of our review was to provide reasonable assurance that Workforce Solutions Middle Rio Grande uses TWC grant resources in accordance with state and federal requirements. We also sought to determine whether activities are conducted toward the goal of achieving program objectives while maintaining fiscal accountability.

Scope and Methodology

Monitoring reviewed the SNAP E&T program administered by the Board. We conducted this review from April 7, 2025, to April 17, 2025. Our goal was to provide reasonable but not absolute assurance regarding compliance with grant agreement terms and objectives.

Toward this goal, we randomly selected and tested samples of transactions that occurred during the period of January 1, 2024, through January 31, 2025. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist. Within the accounting and program books, records and documentation we tested control systems and transactions in the following areas:

Service Provider
SNAP E&T
Work Activities
Noncooperation

Fiscal
Allowable Costs and Pooled Expenditures
Disbursements
Cost Allocation
Support Services
Fiscal Controls
Cash Management
Financial Reporting

Appendix C. Report Distribution List

Copies of the report will be provided to the following parties:

Workforce Solutions Middle Rio Grande

Christopher Hiller, Chair

United States Department of Health and Human Services

Gwendolyn Jones, Regional Program Manager

Deborah Daniels, Program Specialist

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Randy Townsend, Deputy Executive Director

Mary York, Director, Division of Workforce Development

Reagan Miller, Director, Division of Child Care and Early Learning

Jason Stalinsky, Director, Division of Fraud Deterrence and Compliance Monitoring

Chris Nelson, Chief Financial Officer

Jennifer Colehower, Director, Division of Information, Innovation and Insight

Appendix D. Exit Conference

Date: April 17, 2025

Attendees:

Rosie Lozano, Executive Director, WS Middle Rio Grande

Marcos Gonzales, Financial & Data Analyst, WS Middle Rio Grande

Betsy Prado, Controller, WS Middle Rio Grande

Maria Elena Briseno, Quality Assurance Coordinator, WS Middle Rio Grande

Annabelle Aguilar, Program Monitor, WS Middle Rio Grande

Michelle Garcia, MRGDC Executive Director, MRGDC Contractor

Barbara Lopez, Director of Workforce Solutions System, MRGDC Contractor

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Tangila Johnson, Program Monitor, TWC

Rene Trevino, Program Monitor, TWC

Vincent Miramontes, Fiscal Monitor, TWC

Demetria Rideau, Fiscal Monitor, TWC

September 23, 2025

Board of Directors and Ms. Rosie Avila-Lozano
Executive Director
Workforce Solutions Middle Rio Grande
P.O. Box 760
Uvalde, Texas 78802

Dear Ms. Avila-Lozano:

We are pleased to confirm our understanding of the services we are to provide Workforce Solutions Middle Rio Grande (WSMRG) for the year ended September 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of WSMRG as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement WSMRG's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to WSMRG's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies WSMRG's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedules of expenditures of federal awards and state awards.
- 2) Schedule of Expenditures by Grant

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

As part of our audit planning, we will identify areas and matters of significant risks that require special attention, with regard to the financial reporting process. Material misstatements due to fraudulent financial reporting often result from an overstatement of revenues (for example, through premature revenue recognition or recording fictitious revenues) or an understatement of revenues (for example, through improperly shifting revenues to a later period). Therefore, the auditor ordinarily presumes that there is a risk of material misstatement due to fraud relating to revenue recognition. We have identified the following significant risks as part of our audit planning:

- Revenue Recognition
- Management override of Controls

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of WSMRG's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of WSMRG's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on WSMRG's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in the preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes of WSMRG in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.^{jj} At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Ms. Rosie Avila-Lozano
Executive Director
September 23, 2025
Page 7

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. In addition, they will prepare and provide us, in good order and in a timely manner by agreed upon dates, all items we will request in a Prepared By Client (PBC) List.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to WSMRG; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Garza/Gonzalez and Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to TDHS or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Garza/Gonzalez and Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Ms. Rosie Avila-Lozano
Executive Director
September 23, 2025
Page 8

Ruben M. Martinez, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We expect to begin our audit in February 2026 and to issue our reports no later than June 2026 or a mutually agreed to date. We estimate our fee will be \$38,850 based on investing up to 250 hours. In addition, we will bill you for actual travel out of pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additional services provided such as technical assistance implementing accounting standards, or assistance in preparing the grant roll-forward schedules, compliance issues, or other matters will be rendered at an hourly rate of \$150 per hour. We will also bill you approximately \$130 for the use of our lease software, Crunhafit (per lease) related to the GASB 87 and 96, if applicable.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the period of the contract. Accordingly, our 2025 peer review letter is attached.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the board of WSMRG. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to WSMRG and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Ms. Rosie Avila-Lozano
Executive Director
September 23, 2025
Page 9

Very truly yours,



Ruben Martinez, CPA
Partner

RM:vla

APPROVED:

This letter correctly sets forth the understanding of Workforce Solutions Middle Rio Grande.

By: _____
Executive Director

Date: _____

By: _____
Board Chair

Date: _____

FARRIS & FARRIS, CPA'S

CERTIFIED PUBLIC ACCOUNTANTS

PAUL W. FARRIS, CPA
DEBRA E. FARRIS, CPA

18434 Leopard St., #A-28-A
Corpus Christi, TX 78410
(361) 841-0656
Fax (361) 841-0658
farriscpa@aol.com

Report on the Firm's System of Quality Control

January 20, 2025

To the Owners

Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates)
And the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates) (the firm) in effect for the year ended May 31, 2024. Our review was conducted in accordance with the standards for Performing and Reporting on Peer Reviews established by the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design and compliance with the system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

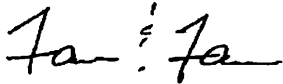
As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures

MEMBER

TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS * AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates) in effect for the year ended May 31, 2024 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiencies or fail. Garza, Gonzalez & Associates LLC (formerly Garza, Gonzalez & Associates) has received a peer review rating of pass.

A handwritten signature in black ink, appearing to read "Farris & Farris". The signature is stylized and cursive.

Farris & Farris CPA's

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025

Fiscal Year 2024-25

SUMMARY STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	August Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	648,770	48,461	515,677	133,093	79%
FRINGE BENEFITS	248,883	18,317	184,060	64,823	74%
INCENTIVE ADJUSTMENTS	27,042	0	27,042	0	0%
ACCOUNTING & AUDITING	37,500	30,920	37,500	0	100%
PROF. FEES/CONTRACTUAL	62,500	10,014	62,500	0	100%
BOARD TRAVEL - I / R	10,000	1,079	3,649	6,351	36%
BOARD TRAVEL - O / R	4,500	2,807	4,500	(0)	100%
TRAVEL - I / R	35,000	5,460	23,996	11,004	69%
TRAVEL - O / R	48,000	4,449	43,073	4,927	90%
SPACE - BOARD	54,000	413	48,937	5,063	91%
SPACE - COLOCATION	400,000	32,617	358,262	41,738	90%
UTILITIES	7,500	219	6,985	515	93%
SUPPLIES/MATERIALS	60,000	0	57,438	2,562	96%
EQUIPMENT PURCHASES	5,000	0	0	5,000	0%
EQUIPMENT / LEASE / MAINT.	34,510	160	29,522	4,988	86%
PRINTING / ADVERTISING	5,000	0	5,000	(0)	100%
INSURANCE / BONDING	3,000	0	3,000	0	100%
POSTAGE	2,500	0	1,288	1,212	52%
SUBSCRIPTION / DUES	5,000	0	5,000	(0)	100%
COMMUNICATIONS	10,000	2,819	10,000	0	100%
FISCAL ENTITY FEE	109,000	14,708	89,483	19,517	82%
IT FEE	74,294	2,489	60,380	13,914	81%
TRAVEL ALLOWANCE	12,000	1,200	9,600	2,400	80%
STAFF TRAINING	10,000	0	0	10,000	0%
NETWORK UPGRADES	120,671	0	114,959	5,712	95%
SUBTOTAL	2,034,670	176,132	1,701,851	332,819	84%
Childcare Quality Supplies/Materials	1,873,800	1,345	528,303	1,345,497	28%
GRAND TOTAL	3,908,470	177,477	2,230,154	1,678,316	57%

Percentage of Fiscal Year 2024-25

92%

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025
Fiscal Year 2024-25

WORKFORCE ADMINISTRATION

STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	August Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	648,770	48,461	515,677	133,093	79%
FRINGE BENEFITS	248,883	18,317	184,060	64,823	74%
INCENTIVE ADJUSTMENTS	27,042	0	27,042	0	0%
ACCOUNTING & AUDITING	37,500	30,920	37,500	0	100%
PROF. FEES/CONTRACTUAL	62,500	10,014	62,500	0	100%
BOARD TRAVEL - I / R	10,000	1,079	3,649	6,351	36%
BOARD TRAVEL - O / R	4,500	2,807	4,500	(0)	100%
TRAVEL - I / R	35,000	5,460	23,996	11,004	69%
TRAVEL - O / R	48,000	4,449	43,073	4,927	90%
SPACE	54,000	413	48,937	5,063	91%
UTILITIES	7,500	219	6,985	515	93%
SUPPLIES	60,000	0	57,438	2,562	96%
EQUIPMENT PURCHASES	5,000	0	0	5,000	0%
EQUIPMENT / LEASE / MAINT.	34,510	160	29,522	4,988	86%
PRINTING / ADVERTISING	5,000	0	5,000	(0)	100%
INSURANCE / BONDING	3,000	0	3,000	0	100%
POSTAGE	2,500	0	1,288	1,212	52%
SUBSCRIPTION / DUES	5,000	0	5,000	(0)	100%
COMMUNICATIONS	10,000	2,819	10,000	0	100%
FISCAL ENTITY FEE	109,000	14,708	89,483	19,517	82%
IT FEE	74,294	2,489	60,380	13,914	81%
TRAVEL ALLOWANCE	12,000	1,200	9,600	2,400	80%
STAFF TRAINING	10,000	0	0	10,000	0%
NETWORK UPGRADES	120,671	0	114,959	5,712	95%
SUBTOTAL	1,634,670	143,515	1,343,589	291,081	82%
Childcare Quality Supplies/Materials	1,873,800	1,345	528,303	1,345,497	28%
GRAND TOTAL	3,508,470	144,860	1,871,892	1,636,578	53%

Percentage of Fiscal Year 2024-25 92%

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

October 1, 2024 - September 30, 2025
Fiscal Year 2024-25

CO-LOCATION RENT STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	August Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	0	0	0	0	0%
FRINGE BENEFITS	0	0	0	0	0%
INCENTIVE ADJUSTMENTS	0	0	0	0	0%
ACCOUNTING & AUDITING	0	0	0	0	0%
PROF. FEES/CONTRACTUAL	0	0	0	0	0%
BOARD TRAVEL - I / R	0	0	0	0	0%
BOARD TRAVEL - O / R	0	0	0	0	0%
TRAVEL - I / R	0	0	0	0	0%
TRAVEL - O / R	0	0	0	0	0%
SPACE	400,000	32,617	358,262	41,738	90%
UTILITIES	0	0	0	0	0%
SUPPLIES	0	0	0	0	0%
EQUIPMENT PURCHASES	0	0	0	0	0%
EQUIPMENT / LEASE / MAINT.	0	0	0	0	0%
PRINTING / ADVERTISING	0	0	0	0	0%
INSURANCE / BONDING	0	0	0	0	0%
POSTAGE	0	0	0	0	0%
SUBSCRIPTION / DUES	0	0	0	0	0%
COMMUNICATIONS	0	0	0	0	0%
FISCAL ENTITY FEE	0	0	0	0	0%
IT FEE	0	0	0	0	0%
TRAVEL ALLOWANCE	0	0	0	0	0%
STAFF TRAINING	0	0	0	0	0%
NETWORK UPGRADES	0	0	0	0	0%
SUBTOTAL	400,000	32,617	358,262	41,738	90%
Childcare Quality Supplies/Materials	0	0	0	0	0%
GRAND TOTAL	400,000	32,617	358,262	41,738	90%

Percentage of Fiscal Year 2024-25 92%

MIDDLE RIO GRANDE DEVELOPMENT COUNCIL

October 1, 2024 - September 30, 2025
Fiscal Year 2024-25

WORKFORCE PROGRAMS DIVISION STATEMENT OF EXPENDITURES

COST CATEGORIES	2024-2025 Budget	August Expenses	Cumulative Expenses	Balance	VAR
PERSONNEL	1,509,915	112,747	1,308,272	201,643	87%
ONE TIME INCENTIVE PAY	99,583	0	91,667	7,916	0%
FRINGE BENEFITS 46.37%/46.28%	700,147	52,737	553,815	146,332	79%
ACCOUNTING & AUDITING	24,475	0	24,475	0	100%
PROF. FEES/CONTRACTUAL	60,000	0	51,391	8,609	86%
TRAVEL - I / R	96,204	2,832	47,946	48,258	50%
TRAVEL - O / R	27,000	1,183	17,917	9,083	66%
SPACE	54,794	6,039	44,560	10,234	81%
UTILITIES	36,325	6,997	31,417	4,908	86%
SUPPLIES	84,022	870	65,265	18,757	78%
EQUIPMENT PURCHASES	0	0	0	0	0%
EQUIPMENT / LEASE / MAINT.	56,621	16,679	56,621	0	100%
PRINTING / ADVERTISING	9,463	0	511	8,952	5%
INSURANCE / BONDING	20,882	0	20,882	0	100%
POSTAGE	23,000	1,742	10,789	12,211	47%
SUBSCRIPTION / DUES	12,500	0	1,016	11,484	8%
COMMUNICATIONS	75,827	8,645	64,529	11,298	85%
STAFF TRAINING	37,098	0	0	37,098	0%
FISCAL ENTITY FEE	211,092	27,755	179,292	31,800	85%
IT FEE	94,004	5,287	88,540	5,464	94%
NETWORK UPGRADES	46,266	0	46,266	0	100%
SUBTOTAL	3,279,218	243,513	2,705,171	574,047	82%
INDIRECT 10.0000%/9.1836%	221,006	7,281	187,305	33,701	85%
GRAND TOTAL	3,500,224	250,794	2,892,476	607,748	83%
			Percentage of Fiscal Year 2024-25		92%
NON-OPERATIONAL/PASSTHRU	10,757,706	794,741	9,075,151	1,682,555	84%

Workforce Solutions Middle Rio Grande Board

Finance and Audit

October 9, 2025

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: June 2025 – July 2025

Sample Size: 15 files

Error Rate: 0%

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

Staff Payroll

Date of Scope: June 2025 – July 2025

Sample Size: 8 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 procurement was performed during June 2025 – July 2025 using workforce funds.

Client Payroll

Date of Scope: June 2025 – July 2025

Sample Size: 10 client payrolls

Error Rate: 0%

Reviewed client payroll, including Limited Internship and Work Experience. The files were complete and accurate.

Allocations

Date of Scope: June 2025 – July 2025

Sample Size: 5 Allocations

Error Rate: 0%

Reviewed Central Services, WF Program, and Regional Overhead Allocations for MRGDC. Also reviewed were the WF Admin and WF program pools for the Board. Files, including Pre-Allocation statements of Revenues & Expenditures, Allocation Module, and Allocations reports, were all complete and accurately submitted.

Physical Inventory

Sample Size: 7 items

Error Rate: 0%

A staff member in Eagle Pass was selected for the physical inventory. A total of 7 items were sampled, and all assets were verified and located in the individual's office.

Bank Reconciliation

Date of Scope: June 2025 – July 2025

Sample Size: 5 Bank Reconciliations

Error Rate: 0%

Reviewed Staff Payroll, General Accounts for MRGDC, and Staff and General Accounts for WFB. All bank reconciliations were complete and accurate.

Gas Card Reconciliation

Sample Size: 1038 Gas Cards

Error Rate: 0%

All gas cards were reconciled to the ledger sheet. A breakdown of Walmart, Synergy, and Visa Cards was physically counted in the fiscal department by the Financial & Data Analyst.

BOARD RECOMMENDATION

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



WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

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POLICY LETTER

ID NO: FISCAL024CHG1

DATE ISSUED: October 1, 2025

TO: Workforce Solutions Middle Rio Grande Contractors

FROM: Rosie Lozano, Executive Director

SUBJECT: Property Management Policy

PURPOSE

To establish a policy to comply with the applicable property management standards to ensure proper accountability of property obtained with public funds. The OMB circulars detail the appropriate property management standards to be used by WFSMRG. Program modules may contain variances from portions of these standards; if so, the program regulations will be followed.

REFERENCES:

FMGC Chapter 13: Property

Real Property:

2 CFR 200.311

29 CFR §97.31(a)

45 CFR §92.31(a)

7 CFR §3015.162

UGMS Part III §.31(a)

Equipment:

2 CFR 200.313

29 CFR §97.32(a)

45 CFR §92.32(a)

7 CFR §3015.162

UGMS Part III §.32(a)

Supplies:

2 CFR 200.314

29 CFR §97.33(a)

45 CFR §92.33(a)

7 CFR §3015.162

UGMS Part III §.33(a)

Intangible Property:

2 CFR 200.315

POLICY:

Program modules may contain variances from portions of these standards; if so, the program regulations will be followed upon prior approval of Controller and Executive Director.

Property Regulation Matrix

ITEM	Government ORGANIZATION 2 CFR 200...
Real property	Section 311
Equipment	Section 313
Federally owned property	Section 312
Expendable property (supplies)	Section 314
Intangible property	Section 315

Definitions

Acquisition Cost - The net invoice unit price of an item of equipment (or the present value of the minimum lease payments of lease-purchase property), including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation shall be included in or excluded from unit acquisition cost (UAC) in accordance with the organization's regular written accounting practices.

Agency—refers to the staff and departments of the Texas Workforce Commission.

Capital lease - In generally accepted accounting principles, a lease which effectively transfers ownership of an asset to the lessee.

Capitalization - In accounting, the process of establishing an asset in the accounting records for a relatively high unit-cost item whose service or useful life extends over more than one year. WFSMRG will use \$10,000 as the threshold established in the agency accounting policy or as required by the appropriate funding agency.

Equipment - an article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$10,000. (Includes lease-purchase equipment.)

Excess property - Property under the control of WFSMRG that is no longer required for its needs or the discharge of its responsibilities as a contractor.

Expendable personal property (supplies) - All tangible personal property other than equipment, as defined above.

Federally-owned property - Property purchased directly by the Federal government and furnished to WFSMRG (i.e. property transferred from CETA to WIA).

Lease-purchase - An arrangement which qualifies as a capital lease under generally accepted accounting principles.

Operating lease - In generally accepted accounting principles, a lease that does not transfer ownership to the lessee.

Prior Approval - Securing the funding agency's (i.e. TWC) permission in advance of noncompetitive procurements exceeding \$25,000.00 in the aggregate. The WFSMRG must seek permission in advance of purchase and the Commission's response must be in writing and maintained in the procurement file.

Prior Review and Concurrence - The review process utilized by the Commission to document its efforts to help ensure compliance with procurement requirements. Involves securing the Commission's concurrence in advance of equipment purchases. The Commission's written response must be maintained in the procurement file.

Real Property - Land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

Standards - Refers to the Uniform Grants Management Standards. (UGMS) dated June 2004.

UAC - Unit Acquisition Cost See *Acquisition Cost* above.

UGMS - Uniform Grant Management Standards, dated June 2004.

Property Accountability

WFSMRG has overall responsibility for accounting for real property and equipment, the funding source shall hold the Contractor (if applicable), and in turn, the contractor holds the Agency accountable for such property in the custody of Workforce Solutions Middle Rio Grande. Real property and equipment are assets in the hands of the corporation, and must be safeguarded and accounted for properly.

WFSMRG has designated the Controller to serve as Property Control Officer. The individual designated will be responsible for compliance with the inventory

accountability standards and reporting requirements outlined in this policy. The Controller will approve payment and will record and reconcile fixed assets to the general ledger in the accounting system. The Agency-Board Agreement requires that the Property Control Officer:

- maintain control of all acquired real and non-expendable personal property;
- ensure that a physical inventory is conducted; and
- coordinate with the Agency to conduct an annual physical inventory of any Agency loaned state property in the Contractor's possession.

In order to maintain separation of duties, WFSMRG will have a Property Specialist, within each division, to purchase property, properly dispose of property, complete the annual physical inventory, maintain inventory files, and provide general property management for the Agency. At no time will the same associate manage property and reconcile the fixed assets in the accounting system.

WFSMRG shall maintain an inventory of all acquired property with a UAC of at least **\$10,000** or as required by the appropriate funding agency. In addition, WFSMRG is also responsible for other classes of equipment, such as TWC property acquired prior to July 1, 1993.

Transfer of property

At the beginning or end of a grant contract for services any necessary transfer of property shall be accomplished in the following manner:

1. Acceptance of Property Inventory from Previous Contractor
Within 30 days of receipt of a close-out inventory report from the previous contractor, WFSMRG will accomplish a complete physical inventory of property transferred to the agency. At the completion of the inventory, WFSMRG will issue a report to the appropriate funding source for their review and concurrence. The inventory will include, but not be limited to:
 - a) Asset Description
 - b) Serial Number if applicable
 - c) Funding Source
 - d) Acquisition Date
 - e) Location
 - f) Location of Item at Site (Room Name/ Room Number
 - g) Acquisition Value
 - h) Asset Tag Number
 - i) Title Holder
 - j) Percent of Federal or State Participation in the Cost of the Property

- k) Use of Property
- l) Property Condition
- m) Disposition Date if Applicable
- n) Current Value
- o) Fain Number

Any discrepancies in the final close-out inventory and the initial WFSMRG inventory will be submitted to the funding source for reconciliation and resolution.

2. Submission of a Property Inventory Close-out Report

In the event that Contractor is no longer awarded a contract by WFSMRG, the corporation will complete and submit a close-out property inventory within 60 days of the end of the contract period.

Prior Review and Concurrence

When WFSMRG wishes to purchase equipment, including lease-purchase equipment, (see definition of equipment in this policy) with a unit cost of \$10,000 or more, including data processing hardware and software, the corporation must submit a request to the appropriate funding source, where applicable, for prior review and concurrence prior to purchase by completing Form 7100 and submitting it to the Agency's Contract Management Department. Approval is valid for 90 days after issuance of the concurrence letter from the Agency. No later than 30 days after completing the final acquisition of the approved property Form 7200 must be submitted to the Agency.

Concurrence is based on WFSMRG assurance(s) that this agency **will comply with procurement requirements, that appropriate cost categories will be charged and that the equipment will be utilized for the purpose(s) indicated, and is valid for 90 days after issuance of the concurrence letter.** Funding source concurrence does not relieve WFSMRG of liability for failure to comply with procurement standards and documentation/record-keeping requirements. Submittal for prior review and concurrence serves to assist the funding source in its responsibility to ensure compliance with procurement and property record-keeping requirements.

Real Property

In the event that real property is assigned to WFSMRG, the agency will handle any real property acquired in accordance with guidelines set forth in 2 CFR 200.311, UGCMS, and applicable state and local laws regarding title, use, accountability and ultimate disposition.

Title to real property shall vest in Workforce Solutions Middle Rio Grande subject to the condition that the applicable WFSMRG division shall use the real property for the authorized purpose of the original contract as long as needed.

The Agency shall request approval from the applicable funding source for the use of the real property in other projects when the corporation determines that the property is no longer needed for the original contract purposes. Use in other projects shall be limited to those under other federal/state grant programs or programs that have purposes consistent with those authorized for support by the applicable funding source. Workforce Solutions Middle Rio Grande shall have responsibility to make a request to each funding source for approval to use real property for other contract purposes. No other usage will be allowed by WFSMRG until a copy of the signed approval is received.

1. Disposition

When real property is no longer needed for the originally authorized purpose, WFSMRG will request disposition instructions from the appropriate funding source. Disposition instructions will solicit, at a minimum, information on the source and amount of funds used in acquiring the property, the date acquired, the fair market value and how the value was determined (e.g., by appraisal, bids, etc.), and the proposed use of the proceeds. The instructions will provide for one of the following alternatives:

a) Retention of title

Retain title after compensating the appropriate funding source. The amount paid to the appropriate source will be computed by applying WFSMRG's percentage of participation in the cost of the original purchase to the fair market value of the property. However, in those situations where WFSMRG is disposing of real property acquired with grant funds and acquiring replacement real property under the same program, the net proceeds from the disposition will be used as an offset to the cost of the replacement property.

b) Sale of property

Sell the property and compensate the awarding agency. The amount due to each funding source will be calculated by applying the appropriate percentage of participation in the cost of the original purchase to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the grant is still active, the net proceeds from the sale may be offset against the original cost of the property. When WFSMRG is directed to sell property, sales procedures shall be followed

that provides for competition to the extent practicable and result in the highest possible return.

c) Transfer of title

Transfer title to the funding source or to a third-party designated/approved by the funding source. The funding source shall be paid an amount calculated by applying the percentage of participation in the purchase of the real property to the current fair market value of the property.

Non-Expendable Personal Property (Equipment)

Non-expendable personal property is defined as purchased or lease-purchase equipment having a unit cost of \$10,000 or more and a useful life of more than one year or as required by the appropriate funding agency. Such equipment will be accounted for as capitalized assets, and is referred to herein *as accountable* property. In purchasing non-expendable personal property, WFSMRG will abide with the procurement standards prescribed in Operating Policy. All purchasing procedures will allow for maximum open and free competition.

1. Title to equipment

a) Subject to the obligations and conditions set forth in this section title to such equipment remains vested in Workforce Solutions Middle Rio Grande or the LWDB.

b) TWC reserves the right to transfer title or issue disposition instructions for property with a UAC of \$10,000 or more and/or a current per-unit fair market value of \$1,000 or more.

c) In addition, most funding sources reserve the right to transfer equipment upon termination of a contract and/or change in service provider to ensure the utilization of the equipment for its useful life in the program purchasing it.

2. Use of equipment:

a) Equipment must be used in the program or project for which acquired, for as long as needed, whether or not the program continues to receive Federal/State support. This means WFSMRG must use the equipment in the program for as long as the contractor has both the equipment and the program. When the equipment is no longer needed for the original program, the contractor may use the equipment in other activities currently or previously supported by a Federal/State agency.

b) WFSMRG will also make equipment available for use on other projects or programs currently or previously supported by Federal/State funds, providing such use will not interfere with the work on the projects or program for which it was originally acquired. WFSMRG will make available, to other Federally/State funded programs. Priority will be given to other programs or projects under the direction of the specific funding source. User fees will be considered if appropriate. The following matrix specifies the order of use of equipment.

Priority of Equipment Use

Priority	Use	Funding
First	Program for which acquired	Current Federal/State
Second	Program for which acquired	Previous Federal/State
Third	Program of awarding agency*	Current Federal/State
Fourth	Program of awarding agency*	Previous Federal/State
Fifth	Other Federal/State program*	Current or previous Federal/State

* Use contingent upon availability of excess capacity.

c) WFSMRG will not use equipment to generate user fees for services, which compete unfairly with private companies that provide equivalent services. WFSMRG will follow the direction of each funding source in charging fees to other programs.

Disposition of Equipment:

When acquiring replacement property, WFSMRG may use the equipment, to be replaced, as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Proper sales procedures must be established to ensure the highest possible sales price. When equipment is no longer needed to meet program objectives (see Exhibit above), the corporation will dispose of the equipment in accordance with the following:

1. Items of equipment with a **current per-unit fair market value of less than \$10,000 for all programs, or as required by the appropriate funding agency** may be retained, sold or otherwise disposed of as long as the program(s) that originally purchased the equipment is (are) compensated at the existing fair market value at the time the usage of the property changes. Methods used to determine per-unit fair market value will be documented, kept on file, and made available to the funding source upon request.

2. **Disposition of Equipment \geq \$10,000** When no longer needed, equipment that was purchased using federal or state funds and that has a current per unit fair market value of \$10,000 or more must be disposed of in accordance with written instructions requested from and provided by the Agency.

When equipment with a current per unit fair market value (FMV) of \$10,000 or more (\geq) is no longer needed for an authorized purpose, prior written approval to dispose of the property must be obtained from the Agency. Prior written approval must be requested by completing Form 7300 and submitting it by mail or fax to the Agency's designated contract manager. The property must be disposed of in accordance with the written instructions provided by the Agency in response to the Form 7300 request. No later than 30 days after final disposition, Form 7400 must be submitted to the Agency's designated contract manager. Methods for determining per unit FMV must be documented, kept on file and made available to the Agency upon request. Forms 7300 and 7400 are provided on the TWC Financial and Grant Information page at the Agency's website.

Except as required by the Program Specific Considerations below, Forms 7300 and 7400 are required for all equipment with a current per unit FMV \geq \$10,000, and must be submitted to the Agency even if the property being disposed will be used to acquire replacement property. Contractors' subcontractors must submit the forms through Contractors.

Disposition. The Agency will generally instruct the Contractor to dispose of the property in one of two ways: retain title or sell. However, the federal or state awarding agency may also reserve the right to transfer title to the government or an eligible third party. If transferred, the Contractor must be paid an amount calculated by applying the percentage of participation in the purchase to the current FMV of the property.

Retain Title – The Contractor keeps the property for other uses, and compensates the funding source for its equity share of the property's current FMV. Compensation may be provided as an offset to expenditures on the expenditure report if the contract is active, or by check or money order if the contract is closed. If the property will be retained and used to acquire replacement property under the same program, it may be used as a trade-in for the replacement property, or the sale proceeds may be used to offset the cost of the replacement property.

Sell – The Contractor sells the property and compensates the funding source for its equity share in the property's net sale proceeds. Compensation may be provided as an offset to expenditures on the expenditure report if the contract is active, or by check or money order if the contract is closed.

Financial Accounting for Leases

Leasing involves one party, the lessee, "borrowing" a piece of property from its owner, the *lessor*. In exchange, the lessee pays the lessor a fee, called rent. Generally accepted accounting principles (GAAP) recognize two types of leases from the standpoint of the lessee: a **capital lease** and an **operating lease**. A capital lease transfers substantially all of the benefits and risks of ownership to the lessee, whereas an operating lease does not. The substantial transfer of ownership creates an acquisition of property and a related debt, requiring the lessee to record both an asset and an obligation to the lessor.

GAAP requires that a capital lease be accounted for as an acquisition if the lease meets any one of the following:

- a) The lease transfers ownership of the property to the lessee by the end of the lease term.
- b) The lease contains an option to purchase the leased property at a bargain price.
- c) The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property.
- d) The present value of rental and other minimum lease payments equals or exceeds 90 percent of the fair value of the lease property, less any investment tax credit retained by the lessor.

The last two criteria are not applicable when the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property.

As you can see, a lease meeting the two middle criteria do not necessarily convey permanent possession of the property to WFSMRG, and none by the first of the criteria transfer legal title of the property (unless the bargain purchase option is exercised). Nonetheless, GAAP has determined that leases, containing any one of these criteria, transfer substantially all of the benefits and risks of ownership; the property must be capitalized and depreciated, and the lease obligation amortized.

Lease-Purchase Property

WFSMRG will carefully review the cost allowability provisions related to rental costs and interest prior to executing a lease agreement.

1. All lease payments contain two components:
 - a) A principal portion, to reimburse the lessor for part of the cost of the property, and
 - b) An interest portion, to reimburse the lessor for the use of their money.

2. A lease agreement may specify the rate of interest that the lessor is charging the agency (the **explicit** rate); usually it does not. When the lease agreement does not specify the rate of interest inherent in the agreement, WFSMRG must determine the **implicit** interest rate (the rate of interest implied by the agreement).
 - a) The implicit rate of interest is the rate that WFSMRG could obtain in the open market, given the agency's creditworthiness, lease term, and amount financed.
 - b) The agency will request the explicit interest rate from the lessor before attempting to determine the implicit interest rate. In the event the lessor will not reveal the explicit rate, WFSMRG will contact banks and/or credit unions to determine their rate. Given the lease term, the interest rate, and the total amount of payments required by the lease agreement, WFSMRG will determine the present value of the lease payments. If this amount exceeds \$10,000, leased personal property must be accounted for as non-expendable property (see Section E, Non-Expendable Personal Property).

Expendable Personal Property

1. Expendable personal property refers to all tangible personal property having a useful life of less than one year or an acquisition cost of less than \$10,000 per unit, or as required by the appropriate funding agency. If there is a residual inventory of unused supplies exceeding \$10,000, or as required by the appropriate funding agency, in total aggregate fair **market value** upon termination or completion of WFSMRG's contract, and if the supplies are not needed for any other funding source sponsored programs or projects, WFSMRG will:
 - a) compensate the funding source for its share, or
 - b) return the unused supplies to the funding source.
2. If there is a residual inventory of unused supplies with a total fair market value of less than \$10,000 but more than \$1,000, or as

required by the appropriate funding agency, the funding source may direct WFSMRG to transfer the unused supplies to another program or direct the contractor to sell the unused supplies. In the event the supplies are sold the funding source shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the funding source's share of the supplies.

Federally Owned Equipment

Federally owned equipment is equipment purchased directly by the federal government and transferred to the corporation. Title to federally owned equipment remains vested in the federal government. WFSMRG will submit an annual inventory of federally owned property to each individual funding source if applicable. Upon completion of the contract agreement or when the property is no longer needed, WFSMRG will report the property to the appropriate funding source for further agency utilization.

Exempt Property

When statutory authority exists, title to non-expendable personal property acquired with public funds will be vested in the corporation upon acquisition unless it is determined that to do so is not in furtherance of the objectives of the federal sponsoring agency. When title is vested in the corporation, WFSMRG will have no other obligation or accountability to the federal government for its use or disposition except as provided in Section E above.

Inventory Control

1. WFSMRG Property Files

- a) WFSMRG's Property Control Officer will maintain a current record of all equipment/accountable property (non-expendable personal property having a UAC equal to or greater than \$10,000, or as required by the appropriate funding agency) in its custody.
- b) The following equipment will be maintained on the agency's inventory system regardless of cost:
 - (1) Stereo systems
 - (2) Still and video cameras
 - (3) Cellular and portable telephones
 - (4) All computers and computer components
 - (5) All electronic peripheral equipment (i.e. Computer printers, scanners, external modems and tape backups)

- c) The contractor must notify the LWDB of the acquisition of equipment with a UAC of \$10,000 or more, or as required by the appropriate funding agency, within 30 days of the acquisition. The notification shall contain the information specified in this Section. The Property Specialist will complete and submit Property Acquisition Form.
- d) WFSMRG's inventory guidelines are based on the provisions of A-I 02 and UGCMS. WFSMRG's inventory files include the information cited below, copies of the Purchase Order or other acquisition documents and an entry concerning the use of the property item.
 - a) A description of the property, including brand name.
 - b) Manufacturer's serial number, model number, federal stock number, national stock number, or other identification number.
 - c) Funding source. (WIOA, CCMS, CIS, TANF, FSE&T, etc.)
 - d) FAIN
 - e) Acquisition date (or date received, if the property was furnished by the contract).
 - f) Location, use, and condition of the property.
 - g) Unit acquisition cost.
 - h) Date of Disposition
 - i) Sales price of the disposed property: WFSMRG will incorporate additional disposition information into their property records to include a calculation of fair market value and the location and/or program to which the property is transferred.

2. Physical Inventory of Property

The Fiscal Entity will conduct a 100% annual physical inventory of property and reconcile the results with the corporation property records. It will be the Fiscal Entity responsibility to ensure that the physical inspection and those shown in their property records match. In case of any discrepancies, it will be up to the Fiscal Entity to find the property and document any difference.

In connection with the inventory, the Fiscal Entity will verify the existence, location, current utilization, and continued need for the property. Documentation of annual inventories will be subject to review during random on-site monitoring reviews conducted by Board staff.

To ensure separation of duties, the annual inventory shall be conducted by a Property Specialist other than the Property Control Officer. Every

employee will sign off on physical inventory no more than 30 days after it has been conducted.

All equipment bought with TWC funds shall be inventoried and tagged showing ownership of WFSMRG.

3. Annual Acknowledgment of Receipt of Company Property

Within thirty (30) days following the annual inventory, a report will be run listing the assets/property assigned to each individual employee. Each individual associate must review and certify the property assigned to him/her and acknowledge personal responsibility for its proper use and care. Signed certifications will be kept on file.

4. Tagging

Tagging supports WFSMRG's property control system and will provide several important benefits.

A. The Fiscal Agent uses a computerized inventory system in Microsoft Excel, which assigns numbers to the tags, records the tag numbers on the property control records, and the Property Specialist places the tags on pieces of property. The Fiscal Agent is responsible for tagging all equipment (tangible non-expendable property having a useful life of more than one year and a unit acquisition cost \$10,000 or more). As a cross-reference for audit purposes, the tag number will be noted on the invoice for each item of property.

B. Benefits of tagging include the following:

- Ready identification of an item of property when taking inventory
- A serial number, which may be inconveniently located on the bottom or back of an item, need not be located - the tag takes the place of the serial number
- Ready identification of the item as belonging to the organization
- Tagging may reduce property theft.

C. The tag number may be used as a code to identify the location of property (by physical location or by unit designation), type of property, funding source used, or another useful identifier.

D. When WFSMRG charges depreciation or use allowance, the tag number may be used to allocate those costs to the correct department or funding source.

5. Property Maintenance and Security

- A. WFSMRG will implement adequate maintenance procedures to keep accountable property in good condition. The manufacturers' recommended procedures for maintenance will be followed. Property records will include copies of pertinent warranties. Maintenance agreements may be obtained based on the results of a price analysis, cost/benefit analysis and the availability of in-house technical support.
- B. WFSMRG will implement adequate safeguards to prevent or reduce the risk of loss, damage or theft of property. Any loss, damage or theft of accountable property will be investigated, and fully documented. WFSMRG will contact the appropriate law enforcement office to report any missing or stolen property and will maintain a copy of the law enforcement report in the property records.

6. Licensing and Maintenance Fees

As noted above, WFSMRG is responsible for the proper maintenance of property. If any licensing and/or maintenance agreement fees cover a period of more than one year, these fees will be prorated through the duration of the agreement. Licensing/maintenance agreement fees benefiting multiple years may be charged only if WFSMRG can demonstrate that the payment generates significant savings to the program.

Property Insurance

WFSMRG will obtain insurance adequate to cover replacement costs for property losses resulting from vandalism, theft, fire, flood, windstorm or other hazards. WFSMRG will be required by each funding source to replace any damaged, lost or stolen property from sources other than Federal funds, if no property insurance is in effect.

Transfer of Property

- The appropriate funding source may determine that another contractor has a need for property that WFSMRG has requested to dispose. In this event, WFSMRG will be instructed to transfer the property to the other contractor.
- WFSMRG, if responsible for arranging movement of property, will give careful attention to transportation costs, staff man-hour costs, fragility, or susceptibility to damage of the particular property, and other pertinent considerations before determining the mode of shipment.
- When property, excess to the needs of WFSMRG, is to be shipped to another contractor having need of such property, responsibility for arranging shipment rests with the requesting (receiving) entity.

- When surplus property needs to be shipped to any warehouse storage, responsibility for arranging shipment rests with the shipping (storage) entity.
- Transportation of property should be by the most cost-effective means, giving proper consideration to safety of personnel and property.
- Property insurance does not normally cover property in transit. Common carrier (commercial shipper) standard liability covers only a fraction of the value of property shipped unless additional coverage is specifically arranged. Thus, special insurance may be needed to provide adequate coverage of property in transit.

Records Retention

It is the responsibility of WFSMRG to maintain records for accountable property for a period of three years after final date of disposition of the property. In the event of termination of program activity or other reason where WFSMRG is unable to retain records, they shall be catalogued and forwarded to each funding source for retention.

EFFECTIVE DATE: October 1, 2025

RECISSIONS:

None

INQUIRIES: If you have any questions regarding this policy, please contact rosalind.lozano@wfsmrg.org

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

			WFB	MRGDC	Target	Variance
WIOA - Adult 07/01/24-06/30/26	Budget	\$878,332	\$ 87,833	\$ 790,499	58.33%	94.49%
	Expenses		\$ 39,426	\$ 787,668		
	Balance		\$ 48,407	\$ 2,831.00		
WIOA - Adult 07/01/25-06/30/27	Budget	\$758,215	\$ 75,822	\$ 682,392	8.33%	6.42%
	Expenses		\$ 680	\$ 47,964		
	Balance		\$ 75,142	\$ 634,428		
WIOA -Dislocated 07/01/24-06/30/26	Budget	\$486,423	\$ 48,642	\$ 437,781	58.33%	95.47%
	Expenses		\$ 26,615	\$ 437,781		
	Balance		\$ 22,027	\$ -		
WIOA - Dislocated 07/01/25-06/30/27	Budget	\$410,173	\$ 41,017	\$ 369,156	8.33%	3.43%
	Expenses		\$ 266	\$ 13,806		
	Balance		\$ 40,751	\$ 355,350		
WIOA - Youth 07/01/24-06/30/26	Budget	\$943,981	\$ 94,398	\$ 849,583	58.33%	61.24%
	Expenses		\$ 36,533	\$ 541,537		
	Balance		\$ 57,865	\$ 308,046		
WIOA - Youth 07/01/25-06/30/27	Budget	\$809,191	\$ 80,919	\$ 728,272	8.33%	0.02%
	Expenses		\$ -	\$ 150		
	Balance		\$ 80,919	\$ 728,122		
CCF-Childcare 08/31/25-12/31/25	Budget	\$10,542,994	\$ 563,568	\$ 9,979,426	75%	76.96%
	Expenses		\$ 497,750	\$ 7,615,960		
	Balance		\$ 65,818	\$ 2,363,466		
CCF-Childcare 08/31/25-12/31/26	Budget	\$11,055,384	\$ -	\$ -	0.00%	0.00%
	Expenses		\$ -	\$ -		
	Balance		\$ -	\$ -		
CCM-Childcare Local Match 10/01/24-12/31/25	Budget	\$691,442	\$ 691,442	\$ -	73.33%	62.11%
	Expenses		\$ 429,442	\$ -		
	Balance		\$ 262,000	\$ -		
CCP-Childcare PRS 09/01/24-12/31/25	Budget	\$363,986	\$ 18,199	\$ 345,787	75%	84.31%
	Expenses		\$ 12,107	\$ 294,780		
	Balance		\$ 6,092	\$ 51,007		
CCQ-Childcare Quality 10/01/24-10/31/25	Budget	\$500,887	\$ 87,833	\$ -	84.62%	50.15%
	Expenses		\$ 39,426	\$ -		
	Balance		\$ 48,407	\$ -		
CCQF-Childcare Quality 10/01/24-10/31/25	Budget	\$252,031	\$ 252,031	\$ -	84.62%	23.23%
	Expenses		\$ 58,539	\$ -		
	Balance		\$ 193,492	\$ -		

RESEA-Reemploy SVS 10/01/24-2/28/26	Budget	\$405,278	\$ 40,528	\$ 364,750	64.71%	48.30%
	Expenses		\$ 15,171	\$ 180,568		
	Balance		\$ 25,357	\$ 184,182		

TRA- Traded Act Svs 10/01/24-9/30/25	Budget	\$5,000	\$ 250	\$ 4,750	91.67%	0.00%
	Expenses		\$ -	\$ -		
	Balance		\$ 250	\$ 4,750.00		

SNE-SNAP 10/01/24-09/30/25	Budget	\$175,761	\$ 17,576	\$ 158,185	91.67%	81.08%
	Expenses		\$ 16,864	\$ 125,650		
	Balance		\$ 712	\$ 32,535		

TAF- TANF Choices 08/31/24-10/31/25	Budget	\$799,101	\$ 194,910	\$ 604,191	85.71%	65.36%
	Expenses		\$ 145,364	\$ 376,951		
	Balance		\$ 49,546	\$ 227,240		

TVC - TX Vets Comm 10/01/24-09/30/25	Budget	\$13,000	\$ 1,300	\$ 11,700	91.67%	76.14%
	Expenses		\$ 1,300	\$ 8,599		
	Balance		\$ -	\$ 3,101		

WCI - WF Comm Initiat 10/01/24-09/30/25	Budget	\$39,000	\$ -	\$ 39,000	91.67%	70.08%
	Expenses		\$ -	\$ 27,329		
	Balance		\$ -	\$ 11,671		

WOO- Add'l Program 10/01/24-09/30/25	Budget	\$17,792	\$ 1,779	\$ 16,013	91.67%	11.69%
	Expenses		\$ 1,779	\$ 301		
	Balance		\$ -	\$ 15,712		

WPA-WP Empl Svs 03/01/25-12/31/25	Budget	\$23,550	\$ 2,355	\$ 21,195	60.00%	10.37%
	Expenses		\$ 1,761	\$ 20,515		
	Balance		\$ 594	\$ 680		

WIOA-Rapid Response 07/01/25-6/30/26	Budget	\$14,173		\$ 14,173	16.67%	7.97%
	Expenses			\$ 1,130		
	Balance		\$ -	\$ 13,043		

Student Hireability Nav 09/01/23-08/31/25	Budget	\$226,000	\$ 226,000	\$ -	100%	69%
	Expenses		\$ 155,932	\$ -		
	Balance		\$ 70,068	\$ -		




Infrastructure Support 09/01/24-10/31/25	Budget	\$132,727	\$ -	\$ 132,727	85.71%	59.83%
	Expenses		\$ -	\$ 79,412		
	Balance		\$ -	\$ 53,315		

SEAL-Summer & Learn Program	Budget	\$889,921		\$ 889,921	97.96%	33.81%
	Expenses		\$ -	\$ 300,909		
	Balance		\$ -	\$ 589,012		



**TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT**

TWC Award Number	2726TAF001
ABA Number	2725ABA001
Grant Program Title	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES/CHOICES
Award Amount	\$783,754.00
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on October 1, 2025 and shall terminate on October 31, 2026 , unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: <ul style="list-style-type: none"> • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement. 	
Agency Approval	<p>Texas Workforce Commission</p> <p style="text-align: center;"><i>Makalia Baldini for Mary H. York</i></p> <hr/> <p>Mary H York Division Director, Workforce Development Date: <u>9/10/2025</u></p>
Award Acceptance	<p>Workforce Solutions Middle Rio Grande Board</p> <p style="text-align: center;"><i>Christopher Hiller</i></p> <hr/> <p>Christopher Hiller Board Chair Date: <u>9/11/2025</u></p> <p>Fiscal Agent: Middle Rio Grande Development Council</p> <p style="text-align: center;"><i>Michelle Garcia</i></p> <hr/> <p>Michelle Garcia Executive Director Date: <u>9/14/2025</u></p>

**TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT**

TWC Award Number	2726CCQ001
ABA Number	2725ABA001
Grant Program Title	CHILD CARE AND DEVELOPMENT FUND QUALITY IMPROVEMENT ACTIVITY
Award Amount	\$537,777.00
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on October 1, 2025 and shall terminate on October 31, 2026 , unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: <ul style="list-style-type: none"> • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement. 	
Agency Approval	Texas Workforce Commission  <hr/> Sarah Reagan Miller Director, Child Care & Early Learning Division Date: <u>9/4/2025</u>
Award Acceptance	Workforce Solutions Middle Rio Grande Board  <hr/> Christopher Hiller Board Chair Date: <u>9/4/2025</u> Fiscal Agent: Middle Rio Grande Development Council  <hr/> Michelle Garcia Executive Director Date: <u>9/4/2025</u>

**TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT**

TWC Award Number	2726CCP001
ABA Number	2725ABA001
Grant Program Title	TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (DFPS) CHILD CARE
Award Amount	\$.00
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on September 1, 2025 and shall terminate on December 31, 2026 , unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: <ul style="list-style-type: none"> • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement. 	
Agency Approval	Texas Workforce Commission  <hr/> Sarah Reagan Miller Director, Child Care & Early Learning Division Date: <u>9/19/2025</u>
Award Acceptance	Workforce Solutions Middle Rio Grande Board  <hr/> Christopher Hiller Board Chair Date: <u>9/22/2025</u> Fiscal Agent: Middle Rio Grande Development Council  <hr/> Michelle Garcia Executive Director Date: <u>9/22/2025</u>




**TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT**

TWC Award Number	2726CQF001
ABA Number	2725ABA001
Grant Program Title	CHILD CARE AND DEVELOPMENT FUND QUALITY FOUR PERCENT ACTIVITIES
Award Amount	\$298,850.00
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on October 1, 2025 and shall terminate on October 31, 2026 , unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: <ul style="list-style-type: none"> • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement. 	
Agency Approval	<p>Texas Workforce Commission</p> <p><u>S. Reagan Miller</u></p> <p>Sarah Reagan Miller Director, Child Care & Early Learning Division Date: <u>9/22/2025</u></p>
Award Acceptance	<p>Workforce Solutions Middle Rio Grande Board</p> <p><u>Christopher Hiller</u></p> <p>Christopher Hiller Board Chair Date: <u>9/23/2025</u></p> <p>Fiscal Agent: Middle Rio Grande Development Council</p> <p><u>Michelle Garcia</u></p> <p>Michelle Garcia Executive Director Date: <u>9/24/2025</u></p>

**TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT
AMENDMENT NUMBER 001**

TWC Contract Number	2725REA001
ABA Contract Number	2725ABA001
Grant Program Title	REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT
Grantee's Information	
Workforce Solutions Middle Rio Grande Board	
Remarks	
This Grant Award Amendment is contingent on the Board's and its Fiscal Agent's (if applicable) acceptance of and compliance with the terms and conditions of this Notice of Grant Award Amendment and any referenced attachments.	
Amendment Detail	
Effective Date	
This Grant Award Amendment shall be effective on September 1, 2025 , or on the date the Grant Award Amendment is signed by all Parties, whichever occurs last.	
Grant Period	
The Grant Period is amended as follows: Current End Date: September 30, 2025 Amended End Date: February 28, 2026 If blank, there are no changes to this section.	
General Terms and Conditions	
The General Terms and Conditions are amended as follows: If blank, there are no changes to this section.	
Attachment A: Statement of Work - Project Requirements	
Attachment A: Statement of Work - Project Requirements are amended as follows: If blank, there are no changes to this section.	

Attachment B: Statement of Work - Financial Requirements
Attachment B: Statement of Work - Financial Requirements are amended as follows: 1. Revise Attachment B, Section 1.7; changes are in bold. If blank, there are no changes to this section.
Grant Award Amount
Grant Award Amount amended as follows: 1. Increase the Grant Award amount by \$207,500.00. 2. Commission approved this increase on July 8, 2025. If blank, there are no changes to this section. Total Amended Grant Award Amount: \$405,278.00
Attachment D: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards amended as follows: 1. Revised Attachment D, attached. If blank, there are no changes to this section.
Changes to Other than the Listed Amendment Details Categories
Other: If blank, there are no changes to this section.

Signature Authority	
<p>The person signing this Grant Award Amendment on behalf of the Agency, the Board, and the Board's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to:</p> <ul style="list-style-type: none">• execute this Grant Award Amendment on behalf of TWC or Board's organization, and• validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Amendment.	
Amendment Approval	<p>Texas Workforce Commission</p> <p></p> <hr/> <p>Mary H York Division Director, Workforce Development Date: <u>9/16/2025</u></p>
Award Acceptance	<p>Workforce Solutions Middle Rio Grande Board</p> <p></p> <hr/> <p>Christopher Hiller Board Chair Date: <u>9/17/2025</u></p> <p>Fiscal Agent: Middle Rio Grande Development Council</p> <p></p> <hr/> <p>Michelle Garcia Executive Director Date: <u>9/17/2025</u></p>

**TEXAS WORKFORCE COMMISSION (TWC)
GRANT AWARD AGREEMENT**

TWC Award Number	2726SNE001
ABA Number	2725ABA001
Grant Program Title	SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING
Award Amount	\$135,684.00
Grantee's Name	
Workforce Solutions Middle Rio Grande Board	
Period of Award	
This Grant Award Agreement shall begin on October 1, 2025 and shall terminate on September 30, 2026 , unless amended or terminated in accordance with its terms and conditions.	
Signature Authority	
The person signing this Grant Award Agreement on behalf of TWC, the Grantee and the Grantee's Fiscal Agent (if applicable) hereby warrants that he or she has been fully authorized to: <ul style="list-style-type: none"> • execute this Grant Award Agreement on behalf of TWC or Grantee's organization, and • validly and legally bind the organization to all the terms, performances, and provisions of this Grant Award Agreement. 	
Agency Approval	<p>Texas Workforce Commission</p>  <hr/> <p>Mary H York Division Director, Workforce Development Date: <u>9/29/2025</u></p>
Award Acceptance	<p>Workforce Solutions Middle Rio Grande Board</p>  <hr/> <p>Christopher Hiller Board Chair Date: <u>9/30/2025</u></p> <p>Fiscal Agent: Middle Rio Grande Development Council</p>  <hr/> <p>Michelle Garcia Executive Director Date: <u>9/30/2025</u></p>

BCY25 CHILD CARE PERFORMANCE MEASURES:

Performance

Timeframe	# of Units	BCY25 Target	% Attainment	Status
Year to Date (YTD) Average Kids Per Day (10/01/24 - 09/30/25)	1347	1383	97%	M
MONTH/YEAR	YTD Goal	Actual YTD Units	Percent of Goal	Monthly Expenditures
October 2024	1,383	1,442	104%	\$ 840,982
November 2024	1,383	1,414	102%	\$ 743,711
December 2024	1,383	1,372	99%	\$ 755,883
January 2025	1,383	1,423	103%	\$ 819,650
February 2025	1,383	1,405	102%	\$ 719,225
March 2025	1,383	1,330	96%	\$ 721,078
April 2025	1,383	1,343	97%	\$ 758,852
May 2025	1,383	1,283	93%	\$ 685,329
June 2025	1,383	1,323	96%	\$ 702,494
July 2025	1,383	1,245	90%	\$ 766,703
August 2025	1,383	1,242	90%	\$ 620,177
September 2025	1,383	1,237	89%	\$ 976,047
October 2025	1,383		0%	\$ -

Expenditure by County - Month of September 2025

Expenditures

Dimmit	\$ 51,542
La Salle	\$ 5,149
Maverick	\$ 401,437
Real	\$ -
Uvalde	\$ 110,256
Val Verde	\$ 349,332
Zavala	\$ 58,331
Edwards	\$ -
Kinney	\$ -

Child Care Centers as of September 2025	TRS Child Care Centers	Child Care Centers waiting assessment	Entry Level Child Care Centers	Child Care Centers with licensing deficiencies
39	31	2	1	5

	Providers	TRS
Dimmit	3	1
La Salle	1	1
Maverick	14	12
Real	0	0
Uvalde	6	5
Val Verde	12	9
Zavala	3	3
Edwards	0	0
Kinney	0	0

October 2024 - August 2025 expenditures for Child Care Quality is \$295,620. Expenditures are for professional development training and materials that have been purchased for the providers.

Over the past two months, our mentors have been actively working to support providers in achieving Texas Rising Star certification.

Out of 39 centers, 31 have now earned Texas Rising Star status. Two centers are awaiting assessments, one is preparing to begin the mentoring process, and five currently have licensing deficiencies

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

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 June and July 2025 SNAP Monitoring:

SNAP Performance Review Summary					
Date of Scope:	June and July 2025				
Attribute	Total # of files reviewed				8
	Error Rate	Yes	No	N/A	Total Y+N
Eligibility					
Establish initial monthly eligibility in timely manner and uploaded in WIT	12.50%	7	1	0	8
Outreach done timely and letter contains all pertinent information.	0.00%	8	0	0	8
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial and reassessment documented in case notes	0.00%	7	0	1	7
Rights to Appeal and Orientation to compliant forms that are current and uploaded in WIT	14.29%	6	1	1	7
Was follow-up done while Good Caused? Was it documented on case notes	0.00%	0	0	8	0
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in case notes with documentation uploaded in WIT	0.00%	4	0	4	4
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Case notes are entered timely, detailed and updated reflecting 2 way communication	14.29%	6	1	1	7
Date of Non compliance is correct and documented in case notes	0.00%	3	0	5	3

Was 1822 documented correctly and indicating 1822 being sent timely	0.00%	6	0	2	6
Good cause or sanction determination correctly documented in case notes with all information	0.00%	3	0	5	3
Was 1817 documented correctly and reason for reconsideration documented in case notes	0.00%	0	0	8	0
Was reconsideration for Good Cause after penalty (1816) entered and documented in case notes correctly	0.00%	1	0	7	1
Did application remain open while Good Caused (Reconsideration)	0.00%	0	0	8	0
Was application closed correctly	16.67%	5	1	2	6
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately entered correctly in WIT	0.00%	3	0	5	3
Initiation of penalty done timely	0.00%	3	0	5	3
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan is complete with signature, allowable activity, correct/detailed required hrs of participation and when doc is due	0.00%	7	0	1	7
ABAWD enrolled in 4 weeks of Job Search	0.00%	7	0	1	7
Notification	Error Rate	Yes	No	N/A	Total Y+N
Work Requirement Verification For H1822 submitted timely or at all? (ABAWDS Only)	0.00%	6	0	2	6
Form H1817-Reconsideration Request recorded in WIT Good Cause ribbon	0.00%	0	0	8	0
Form H1816 Non Compliance due to Good Cause uploaded to WIT and recorded in WIT ribbon	0.00%	1	0	7	1
Participation	Error Rate	Yes	No	N/A	Total Y+N
Provisions of SNAP Activities being followed?	0.00%	4	0	4	4
SNAP Activities are supported with acceptable documentation	0.00%	4	0	4	4
Participation hours in WIT are supported and documented in case file	0.00%	4	0	4	4

Findings

Eligibility - No June TIERS eligibility uploaded in WIT

B-403: SNAP eligibility verification and documentation-Boards must ensure that Workforce Solutions Office staff verifies SNAP eligibility monthly for all SNAP recipients who: participate in SNAP E&T services; and request and receive job retention services, support services, or both.

Assessment - Orientation to complaint form is not uploaded in WIT

A-105: Discrimination complaints-Boards must ensure that Board staff or Workforce Solutions Office staff advises SNAP recipients who express an interest in filing a discrimination complaint of their rights to file a complaint and of the compliant procedures.

WIT Data Entry - Case was closed incorrectly

B-113: Noncooperation with SNAP E&T Requirements-Boards must ensure that: if the SNAP E&T participant is found to be noncompliant and is not fully participating or has not claimed good cause, Workforce solutions Office staff immediately closes the SNAP E&T application in WorkInTexas.com

More detailed case note for "SNAP Deleted Case closure note"

B-306.c: Monitoring Participation-Documentation in WorkInTexas.com-Boards must ensure that the combination of services and detailed narrative information entered into WorkInTexas.com reflects a comprehensive picture of workforce Solutions Office staff interactions with participants.

Corrective Action:

Eligibility, Assessment and WIT Data Entry 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 conditions to be set by the Board of Directors. Eligibility and Assessment are fourth time findings and WIT Data Entry 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, Assessment and WIT Data Entry, are areas that are in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2024

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 June & July 2025 Choices Monitoring:

Choices Performance Review Summary					
Date of Scope:	June and July 2025				
Attribute	Total # of files reviewed				8
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial/monthly eligibility and is uploaded in WIT	14.29%	6	1	1	7
Outreach done timely and letter contains all pertinent information	0.00%	4	0	4	4
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	1	7
Rights to appeal and Orientation to complaint forms that are current and up to date uploaded in WIT	0.00%	5	0	3	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%	3	0	5	3
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)	0.00%	8	0	0	8
Is preferred method of contact documented in WIT	0.00%	6	0	2	6

Date of Non compliance is correct and documented in cnotes	50.00%	1	1	6	2
Good cause or sanction documented in cnotes with all information	0.00%	2	0	6	2
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately per instructions	0.00%	2	0	6	2
Timely and Reasonable Attempt process followed by contractor	0.00%	3	0	5	3
Penalty initiated timely or at all (before 7th day)	0.00%	2	0	6	2
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan consistent with Work 1st approach and has correct and detailed required hours of participation	12.50%	7	1	0	8
Family Work Requirement is signed and completed with how the required hours of participation will be distributed	0.00%	2	0	6	2
Notification	Error Rate	Yes	No	N/A	Total Y+N
Provide HHSC employment information (2583) timely and uploaded in WIT	0.00%	5	0	3	5
Participation	Error Rate	Yes	No	N/A	Total Y+N
Work Activities are supported with documentation in case file	40.00%	4	2	3	5
Participation hours in WIT are supported with documentation in case file	40.00%	3	2	3	5

Findings

Eligibility - No TIERS eligibility was uploaded for June 2025

A-301.d: Workforce Solutions office staff responsibilities-Boards must ensure that Workforce Solutions Office Staff: verifies monthly TANF eligibility through TIERS and WorkinTexas.com

WIT Data Entry - Incorrect date of non-compliance

B-803: Timely and Reasonable Attempt for failure to meet participation requirements-boards must ensure that Workforce Solutions staff documents the following: the date of identification of noncompliance

Employment Plan - IEP does not have participation hours

B-307.b: Required Information-boards must develop their own FEPs. However, boards must ensure that FEPs include the following: the FEP date, required hours and activity begin and end dates

Participation - Time and Attendance not uploaded into WIT

B-503.c: Tracking employment participation hours-If a Choices participant is employed, boards must ensure that Workforce Solutions Office staff report the actual hours the participant works each day

Job search log is not uploaded in WIT

B-601: Documentation & verification of participation activities-participation activity has specific documentation and verification requirements. Boards must ensure that Workforce Solutions Staff members document and verify all participation activities in accordance with this guide and enter the documentation and verification into the workInTexas.com attendance tracker

Incorrect hours June Attendance tab in WIT

B-601: Documentation and verification of participation activities-Each participation activity has specific documentation and verification requirements. Boards must ensure that Workforce Solutions Staff members document and verify all participation activities in accordance with this guide and enter the documentation and verification into the workInTexas.com attendance tracker

Corrective Action:

Repeat findings from previous monitoring for Employment Plan-The Board will have a one-on-one training with the Contractor's Quality Assurance team to determine weaknesses in quality reviews.

Eligibility, WIT Data Entry and Participation 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 conditions to be set by the Board of Directors. Eligibility and Participation are a fourth time finding and WIT Data Entry 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, WIT Data Entry, Employment Plan and Participation are areas that are in most need of re-training for staff.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

Action Item

October 9, 2025

Workforce Programs Board WIOA Monitoring Reports

PURPOSE

Provide an update on all Workforce Programs Monitoring and Oversight.

DISCUSSION

The following is the WIOA June and July 2025 Monitoring report:

WIOA Performance Review Summary					
Date of Scope:	June and July 2025				
Attribute	Total # of files reviewed				13
	Error Rate	Yes	No	N/A	Total Y+N
Eligibility					
Client Eligible for WIOA (tested as a single element with income, barriers, lay off notice, etc.)	0.00%	13	0	0	13
Verification of Age, Residency, Social Security number uploaded in WIT	0.00%	13	0	0	13
Authorization to work in US uploaded in WIT	0.00%	13	0	0	13
Selective Services (male born after 1/1/60) and uploaded in WIT	0.00%	5	0	8	5
Assessment					
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%	13	0	0	13
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%	13	0	0	13
Support Services					
	Error Rate	Yes	No	N/A	Total Y+N

Support Services requested/updated documented & reconciled correctly and entered in WIT, transportation, child care, post employment services, incentives, etc.	0.00%	0	0	13	0
WIT Data Entry	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	1	12
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan is signed and up to date with activities/services that client is enrolled in	7.69%	12	1	0	13
Financial	Error Rate	Yes	No	N/A	Total Y+N
ITA added in Activity tab, PO and LON information both uploaded in WIT	0.00%	4	0	9	4
Internship or Employment Experience Agreement and WorkStation form uploaded in WIT	11.11%	8	1	4	9
Participation	Error Rate	Yes	No	N/A	Total Y+N
Time and attendance sheet completed correctly and uploaded in WIT/Date of Participation entered in WIT	24.39%	8	2	3	10
Performance outcome is documented in WIT correctly with proper back up documentation	0.00%	0	0	13	0
Employment outcome is documented in WIT correctly with proper back up documentation uploaded in WIT	0.00%	0	0	13	0

Findings

Data Entry

Case note entered beyond the 7 days

WD 2-23 Letter change 2-Boards must ensure that Workforce Solutions Office staff manually enters the Individualized employment Plan (IEP/EDP) activity code in WorkInTexas.com for each update to a program's goals or objectives, or when adding a new program to an existing EP.

Employment Plan

All services were not listed on the IEP

Individualized Career Services-An assessment is the first service to be provided as the information that is collected through the process is used to develop an individual employment plan (IEP), which describes employment goals, appropriate achievement objectives, and the combination of services in which the individual must complete to achieve such goals.

Financial

Workstation is not uploaded in WIT

Internships and Work Experiences-Internships and work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.

Participation

Timesheets are not uploaded into WIT

Internships and Work Experiences-Internships and work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate.

Corrective Action:

Financial and Participation are **repetitive** findings from previous monitoring: 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. Participation is a third time finding and Financial is a fourth time finding.

Board Recommendation:

Documentation needs to be provided to the Board 10 days after Board meeting. The Contractor will need to notify the Board on training that will be conducted to over areas of findings (Financial and Participation).

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

Action Item

Childcare Program Board Monitoring Reports for June and July 2025

PURPOSE

Provide an update on Childcare Program Monitoring and Oversight.

DISCUSSION

The following is the report for Childcare Monitoring for June and July 2025:

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

Was the information from the DFPS form 2054 date stamped and entered accurately into KT?	0.00%	9	0	1	9
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%	1	0	9	1
Subsidy Amount recorded equals amount authorized	0.00%	1	0	9	1
File Maintenance	Error Rate	Yes	No	N/A	Total Y+N
Was a Texas notice generated in KT	0.00%	10	0	0	10
Pre/Re-application in file with million \$ question completed	100.00%	0	1	9	1
Parents Right to Appeal	0.00%	0	0	10	0
Orientation to Complaint form	0.00%	1	0	9	1
Family notes entered in KT timely and with pertinent information (income, bonus, etc)	33.33%	6	3	1	9
Notification	Error Rate	Yes	No	N/A	Total Y+N
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%	0	0	10	0

Findings

File Maintenance

Million-dollar question was not answered in the application

D-102: Child Care Eligibility Determination and verification-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 does 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

Case note did not fully explain the delay with CPS child's services

Date on case note states a different date than when actual 2054 was sent

D-704: authorizations of care for children in protective services-Enters information in the child care case management system explaining any delays that prevent local staff from meeting the three-business days deadline for authorization as follows

No case note if case manager spoke with parent if Former care was offered

D-706: Eligibility redetermination for children in Texas Department of Family and Protective Services-initiated care-if a child is not attending child care, the Board must ensure that staff performs due diligence to contact the current caregiver and offer continuing services or determine if there is a voluntary withdrawal from CCS.

Corrective Action:

Repeat findings from previous monitoring for File Maintenance-The Board will have a one-on-one training with Contractor's Quality Assurance team to determine the weaknesses in quality reviews.

Board Recommendation:

Documentation needs to be provided to the Board 10 days after the Board meeting. The Contractor will need to notify the Board on training that will be conducted to over areas of findings for File Maintenance.

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

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 June and July 2025 RESEA Monitoring:

RESEA Performance Review Summary						
Date of Scope:		June and July 2025				
Attribute		Total # of files reviewed			12	
		Error Rate	Yes	No	N/A	Total Y+N
Eligibility						
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?		8.33%	11	1	0	12
Were all three methods of communication for outreach appointment reminder used and document in the case note?		8.33%	11	1	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
Assessment		Error Rate	Yes	No	N/A	Total Y+N
Were the work search logs for the prior two weeks reviewed and uploaded to the customer's profile?		66.67%	4	8	0	12

Was the Client Labor Market Information (CLMI) form completed and uploaded to the customer's profile?	0.00%	12	0	0	12
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
Were all RESEA services entered into WIT within seven (7) calendar days from the scheduled RESEA initial appt. date?	16.67%	10	2	0	12
EMPLOYMENT Plan					
Does the Individual Reemployment Plan contain all the goals outlined in the guide and complete?	0.00%	12	0	0	12
NOTIFICATION					
Has the WF-42 sent in a password or encrypted protected email?	100.00%	0	1	11	1

Findings

Eligibility

RVD service missing from Activities/Enrollments/Services tab

RESEA Guide confirmation completion of Reemployment Services video-service code RVD

No documentation regarding rescheduled appt.

WD 13-23 Boards must ensure that Workforce Solutions Office staff members document all appointment details and interactions with RESEA claimants in WorkInTexas.com case notes but not limited to-Rescheduled appointments

Service 311 missing from Activities/Enrollment/Services tab

RESEA Guide Reemployment Services Appointment over service-Service Code RSO 311

Registration status needed to show "No show"

RESEA Guide Failure to attend a scheduled RESEA Orientation-If a claimant fails to attend a scheduled RESEA orientation, Workforce Solutions Office staff must update the claimant's Registration status and select "No Show" within the seven days of the scheduled orientation date.

Assessment

Work search logs go beyond the two weeks

TA Bulletin- reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities

Work searches did not go with the week of work search dates on form

TA Bulletin- reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities

Type of job missing on work search log

TA Bulletin- reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities

No documentation if work search log was reviewed

TA Bulletin- reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities

Work search log filled out incorrectly

TA Bulletin- reviewing the customer's Work Search Activity Log for the two weeks preceding the appointment and verifying the customer has met the Board area's required number of work search activities

Data Entry

RVD & 311 services were not entered to Activities/enrollments within the 7 days

RESEA Guide confirmation completion of Reemployment Services video-service code RVD-service code RVD and Reemployment Services Appointment Over Service-Service Code RSO 311

Notification

WF-42 not sent due to gaining employment

WD letter 13-23-boards must be aware that if a claimant indicates that they have obtained employment before a scheduled RESEA appointment, Workforce Solutions Office staff members must submit WF-42's form to TWC that includes detailed information regarding the claimant's new employment, including the following: Employment start date-Name of the employer-Claimant's job title-hourly wage.

Corrective Action:

First time finding for Notification-Mandatory one-on-one training by the contractor with case manager. Documentation must be submitted to the Board with agenda, sign in and date of training.

Eligibility, Assessment and WIT Data Entry 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 conditions to be set by the Board of Directors. Eligibility, Assessment and WIT Data entry are fourth time findings.

Board Recommendation:

Documentation of Corrective Action needs to be provided to the Board 10 days after the Board meeting. Eligibility, Assessment, WIT data entry and Notification are the areas that is in most need of re-training for staff.



WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

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POLICY LETTER

ID NO: ALL12 Chg 6

DATE ISSUED: October 9, 2025

TO: Workforce Solutions Middle Rio Grande Contractors

FROM: Rosie Lozano, Executive Director

SUBJECT: Access and Data Security for Workforce Applications

PURPOSE:

The purpose of this policy is to provide Workforce Solutions One Stop Contractor with policy regarding computer-based automation security and providing other agencies and community partners with access and connectivity to Workforce Case Management System (WFCMS) and RACF that contain personally identifiable information.

REFERENCES:

WD Letter 11-16

POLICY:

Boards must ensure that the contractors protect customers' PPI. TWC's Information Security strategy is to comply with National Institute of Standards and Technology (NIST) requirements from moderate systems and, as applicable, cybersecurity and information security industry best practices.

The Contractor 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.

The Board will:

- Determine, assign, and secure WFCMS computer access codes for board Staff, Workforce Solutions Office Staff, workforce service provider staff, and staff from other agencies or community partner to perform assigned job duties, including changing or resetting users' local passwords and administering Resource Access Control Facility (RACF) security adds, changes, and deletes for users

- Ensure that users are aware of and comply with TWC's data security requirements; and understand that under no circumstances are usernames, identification codes, passwords, or any other access security codes to be used by anyone other than the user to whom they are assigned and are not to be disclosed to anyone
- Ensure that users understand they are responsible for any actions completed in WFCMS under the use of their access security codes
- Require all users with access to WFCMS complete and annually sign the TWC Information Resources Usage Agreement, Form P-41, available on TWC's Information Technology SharePoint
- Maintain a signed copy of the most recent form P-41 for each user per the form P-41 instructions, available on TWC's Intranet
- Maintain a signed copy of the most recent System Access Report for Other Agencies and Community Partners, Form P-48

Additionally, Boards must be aware that this reporting requirement does not apply to the access provided to Board staff, Workforce solutions Office staff, workforce service provider staff, or Texas Veterans commission (TVC) staff, Boards must also be aware that form P-41 applies to all TWC staff, Board staff, Workforce Solutions staff, workforce service provider staff, Texas Veterans Commission (TVC) staff, and staff from all other entities with access to WFCMS.

When providing access to WFCMS, Boards must use a strict "need to know" standard for other agencies and community partners with a valid need, as determined by the Board and in accordance with the Texas Workforce Commission Information Security Standards and Guidelines. In WFCMS, other agencies' and community partners' access to customer information is limited to "read only" or "edit" as required to perform assigned duties previously agreed upon by the Board.

Boards must ensure that information obtained from WFCMS or RACF (i.e., participant information) is not republished or redistributed.

Boards must be aware that access to WFCMS Web Reports is:

- Authorized only for Board staff, Workforce Solutions Office staff, workforce service provider staff, and TVC staff; and
- Not authorized for any other partners.

Boards must monitor and evaluate access to WFCMS and terminate or adjust other agencies' or community partners' access if their need is no longer valid.

Granting Access:

1. WFCMS access form must be completed with a copy of the Job Description.

2. Must submit a completed P-41 AND a Cyber Security Awareness training and submit the certification for each employee.

Termination of Access:

1. The Contractor will designate a point of contact that will provide information about the termination of staff to the WFCMS Administrator.
2. The Contractor will be responsible for notifying the WFCMS Administrator no later than 4:00p.m. on the last suffer day for all employees.
3. Contractor will send an email to the WFCMS Administrator with the last day employee will be at the center AND the official termination date immediately upon notification. Must also provide a reason for termination of rights. This must be done via email for audit trail.
4. Contractor will send an email to the WFCMS Administrator if an employee has a change in job title and /or job description by close of business on the date recorded on the Personnel Action Form (PAF).
5. The board will have 24 hours to inactivate WFCMS rights from date of termination.

Boards must consider their level of oversight and the partners' supervisory authority over staff when determining whether access is required and what training must be provided.

Boards must ensure that partner staff receives applicable training prior to granting editing access to WFCMS.

EFFECTIVE DATE:

October 1, 2025

RECISSIONS:

ALL12 Chg5

INQUIRIES:

If you have questions regarding this policy, contact rosalind.lozano@wfsmrg.org

Workforce Solutions Middle Rio Grande Board

Monitoring & Oversight Committee

October 9, 2025

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 July 2025 report shows 16 WIOA Outcome Measures and 2 Reemployment/Employer Engagement Measures. Currently, we are at 66.67%. Of the 18 measures we are failing 6: Measurable Skills Gains -Adult, Dislocated Worker and Youth, Employed/Enrolled Q4 Post-Exit – Youth, Claimant Reemployment within 10 weeks and Employers Receiving Texas Talent Assistance.

2. Workforce WIOA Participatory report for October 2024- August 2025:

	Service month	Count
Middle Rio Grande	8/1/2025	119
Middle Rio Grande	7/1/2025	113
Middle Rio Grande	6/1/2025	97
Middle Rio Grande	5/1/2025	82
Middle Rio Grande	4/1/2025	80
Middle Rio Grande	3/1/2025	80
Middle Rio Grande	2/1/2025	70
Middle Rio Grande	1/1/2025	62
Middle Rio Grande	12/1/2024	47
Middle Rio Grande	11/1/2024	47
Middle Rio Grande	10/1/2024	43

3. We are still working with Audit Resolution on FY2023 to resolve SNAP Work Activities, SNAP Noncooperation and Choices Noncooperation.

ACTION: No action required.

**July 2025
Board Summary
Report**
FINAL RELEASE
As Originally Published
9/11/2025



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)	EX	112.06%	79.20%	79.20%	88.75%	72.73%	67.44%	71	80	100.00%	100.00%	91.11%	88.75%	7/23	6/24	
Employed Q4 Post Exit - Adult (DOL)	EX	120.07%	81.20%	81.20%	97.50%	61.36%	87.50%	39	40	100.00%	93.33%	96.77%	97.50%	1/23	12/23	
Measurable Skills Gains - Adult (DOL)	NM	71.74%	69.70%	69.70%	50.00%	87.93%	81.16%	2	4	50.00%	-	-	-	7/25	7/25	8
Median Earnings Q2 Post Exit - Adult (DOL)	EX	125.32%	\$8,620.00	\$8,620.00	\$10,802.46	\$7,197.27	\$7,887.82	N/A	71	\$10,434.22	\$8,403.48	\$10,263.43	\$10,802.46	7/23	6/24	
Credential Rate - Adult (DOL)	EX	119.47%	81.00%	81.00%	96.77%	96.43%	97.22%	30	31	100.00%	100.00%	100.00%	96.77%	1/23	12/23	
Employed Q2 Post Exit - DW (DOL)	EX	113.53%	82.40%	82.40%	93.55%	67.74%	100.00%	29	31	100.00%	90.91%	90.00%	93.55%	7/23	6/24	
Employed Q4 Post Exit - DW (DOL)	MG	104.93%	85.00%	85.00%	89.19%	77.78%	85.71%	33	37	89.47%	84.62%	87.88%	89.19%	1/23	12/23	
Measurable Skills Gains - DW (DOL)	NM	88.89%	75.00%	75.00%	66.67%	92.31%	82.35%	4	6	66.67%	-	-	-	7/25	7/25	8
Median Earnings Q2 Post Exit - DW (DOL)	EX	138.95%	\$10,180.00	\$10,180.00	\$14,144.69	\$7,949.79	\$13,591.55	N/A	29	\$14,400.00	\$14,841.77	\$14,667.01	\$14,144.69	7/23	6/24	
Credential Rate - DW (DOL)	EX	111.76%	85.00%	85.00%	95.00%	77.78%	100.00%	19	20	100.00%	100.00%	94.12%	95.00%	1/23	12/23	
Employed/Enrolled Q2 Post Exit - Youth (DOL)	AR	92.62%	81.80%	81.80%	75.76%	51.02%	42.00%	25	33	60.00%	68.75%	72.00%	75.76%	7/23	6/24	7
Employed/Enrolled Q4 Post Exit - Youth (DOL)	NM	80.15%	80.50%	80.50%	64.52%	51.92%	55.32%	20	31	100.00%	66.67%	65.00%	64.52%	1/23	12/23	7
Measurable Skills Gains - Youth (DOL)	NM	5.37%	64.30%	64.30%	3.45%	34.15%	51.72%	1	29	3.45%	-	-	-	7/25	7/25	7, 8
Median Earnings Q2 Post Exit - Youth (DOL)	AR	91.77%	\$3,900.00	\$3,900.00	\$3,579.00	\$3,114.83	\$2,765.58	N/A	25	\$14,535.00	\$5,875.51	\$3,414.18	\$3,579.00	7/23	6/24	7
Credential Rate - Youth (DOL)	MG	102.83%	56.10%	56.10%	57.69%	31.43%	30.77%	15	26	75.00%	57.14%	57.89%	57.69%	1/23	12/23	7
Credential Rate - All C&T	EX	117.07%	71.00%	71.00%	83.12%	66.67%	65.69%	64	77	94.12%	85.00%	85.48%	83.12%	1/23	12/23	

Status Summary

(Number of Measures)

Exceeding Performance (EX): 8
Meeting Performance (MG, AR): 4
Not Meeting Performance (NM): 6

**% Meeting/Exceeding
(EX, MG, AR): 66.67 %**

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	97.32%	1,383	1,383	1,346	1,360	1,444	293,423	218	1,409	1,385	1,359	1,346	10/24	7/25	3
Choices Full Engagement Rate - All Family Total	N/A	N/A	50.00%	50.00%	N/A	60.10%	61.95%	N/A	N/A	N/A	N/A	N/A	N/A	10/24	7/25	5
Childcare Initial Job Search Success Rate	N/A	105.43%	56.91%	56.91%	60.00%	-	-	6	10	75.00%	55.56%	60.00%	60.00%	6/24	3/25	6

Notes

- Due to data issues related to the transition from TWIST to TXC3, performance for this measure has been suppressed.
- ||3 is finalizing the visualization for this measure to ensure accuracy.
- This measure is in beta release and provided for informational purposes only.
- Youth performance reflects remediated numbers.
- TWC is aware that MSG does not include some qualifying services where an end date has not been provided and is working to remediate.

**July 2025
Board Summary
Report**
FINAL RELEASE

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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	NM	76.85%	60.00%	60.00%	46.11%	57.18%	62.17%	1,554	3,370	55.92%	53.16%	46.14%	46.11%	7/24	4/25	
Employers Receiving Texas Talent Assistance	NM	71.00%	1,200	1,412	852	1,006	947	N/A	N/A	382	608	790	852	10/24	7/25	

Status Summary

(Number of Measures)

Exceeding Performance (EX): 8
Meeting Performance (MG, AR): 4
Not Meeting Performance (NM): 6

**% Meeting/Exceeding
(EX, MG, AR): 66.67 %**

Status Definitions:

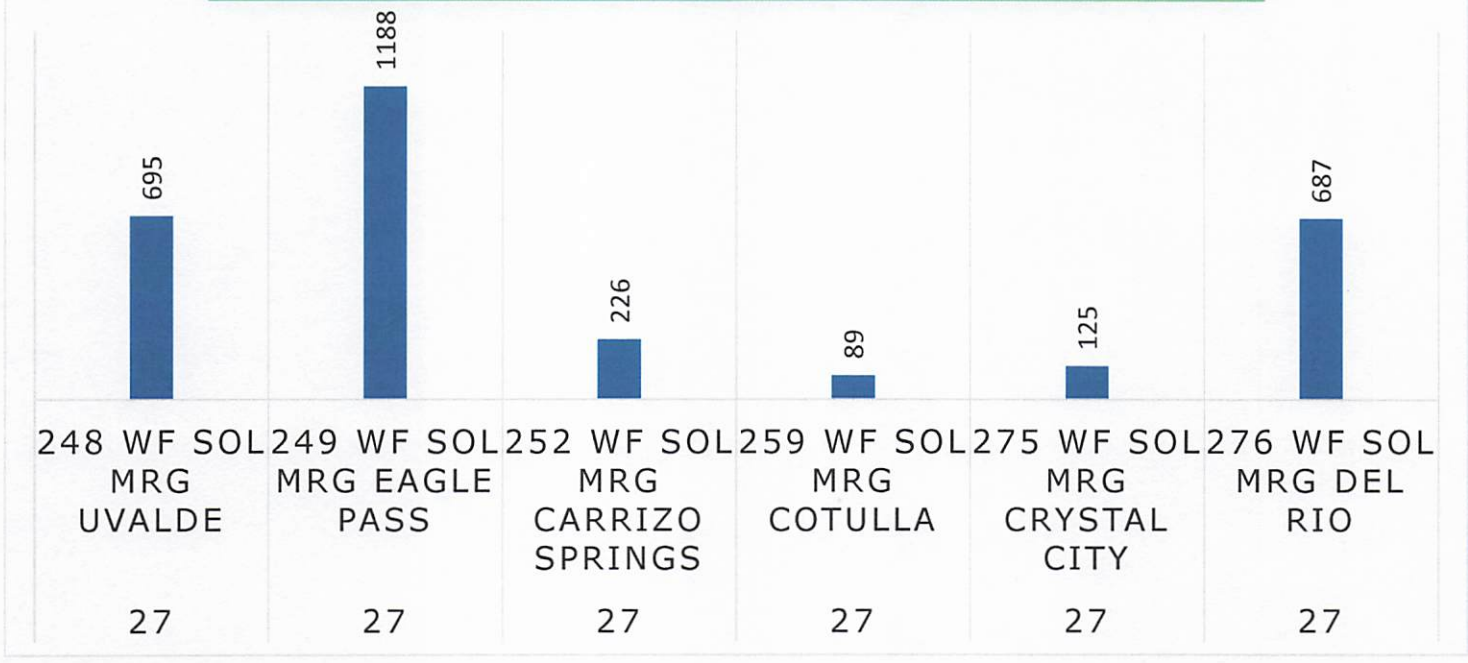
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MG: Meeting Performance
AR: Meeting Performance - At Risk*
NM: Not Meeting Performance

* In the bottom quarter of the Meeting Performance range.

Notes

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- Youth performance reflects remediated numbers.
- TWC is aware that MSG does not include some qualifying services where an end date has not been provided and is working to remediate.

GREETER UNDUPLICATED CLIENT BY BOARD BY OFFICE - AUGUST 2025



Information provided by TWC

VOSGreeter® - by Office

Region/LWDB: Middle Rio Grande WF Board

Start Date: 09/01/2025

End Date: 09/30/2025

Office	Individuals	Veterans	Left Office without receiving service	Customers seen by staff	Average time receiving service	Average time in the office	Average time waiting
248 Uvalde	1,487	8	0	578	29 minutes	34 minutes	5 minutes
249 Eagle Pass	2,498	13	3	694	28 minutes	40 minutes	16 minutes
252 Carrizo Springs	797	4	0	226	47 minutes	53 minutes	6 minutes
259 Cotulla	355	0	0	86	44 minutes	46 minutes	3 minutes
275 Crystal City	337	3	0	137	34 minutes	35 minutes	1 minute
276 Del Rio	1,626	22	0	536	1 hour, 2 minutes	1 hour, 22 minutes	19 minutes
Office	Individuals	Veterans	Left Office without receiving service	Customers seen by staff	Average time receiving service	Average time in the office	Average time waiting
Total Check-Ins:	7,100						12 minutes
Total Unique Check-Ins:		2739					

Provided by MRGDC

Student HireAbility Navigator Board Report-October 2025

NAME OF EVENTS (August & September)	STUDENTS	ADULTS	COUNTY
Afterschool Centers on Education Outreach		10	Uvalde
Team Real Presentation		20	Real
Workforce Solutions Alamo Outreach		2	All 9 Counties
Team Edwards/Rocksprings ISD Perks with Purpose Community Event		20	Edwards
Team Edwards/Rocksprings ISD Resource Fair	10	35	Edwards
Education Service Center Region 20 Pre-ETS Session		40	All 9 Counties
Texas Tribal and Local Boards/State Collaborative Meeting		20	All 9 Counties
Uvalde Memorial Hospital Topping Off Ceremony		100	Uvalde
Uvalde & Real Community Resource Coordination Group Staffing		15	Uvalde, Real
Cluster V Special Education Outreach		2	Uvalde
San Felipe Del Rio CISD Del Rio High School Administration/Staff Presentation		20	Val Verde
Border Federal Credit Union Outreach		7	Val Verde
Cotulla ISD Outreach		6	La Salle
Comstock ISD Outreach		5	Val Verde
San Felipe Del Rio CISD Special Education Outreach		5	Val Verde
Carrizo Springs ISD Labor Market Information Presentation		2	Dimmit
Crystal City ISD Special Education Outreach		3	Zavala
Education Service Center Region 20 Transission Session		40	All 9 Counties
Maverick Early Childhood Coalition Inter-Agency Outreach		42	Maverick
Blue Wave Employer Outreach		3	Uvalde
Besitos/Lunkers Grill Employer Outreach		4	Uvalde
Uvalde Chamber of Commerce Outreach		2	Uvalde
Cotulla ISD Special Eduation Outreach		18	La Salle
Texas Health and Human Services Outreach		2	All 9 Counties
Region 20 Collaborartion Outreach to Promote Transition Trainings		95	All 9 Counties
Nueces Canyon ISD Outreach		4	Real
Afterschool Centers on Education Outreach		3	Uvalde
La Pryor ISD Special Education Outreach		5	Zavala
Texas Economic Development & Tourism Small Business Summitt Eagle Pass		203	All 9 Counties
Rocksprings ISD Outreach		2	Edwards
SAILS Outreach		2	All 9 Counties
Comstock ISD Outreach		2	Val Verde
Crystal City ISD Sterling Fly Junior High Outreach		4	Zavala
Laughling Airforce Base Presentation-Veteran Spouses		8	Val Verde
Prairie View A&M Outreach		2	Maverick
Southwest Area Transit Arriba Ribbon Cutting Ceremony		28	Uvalde
The ARC of San Antonio Outreach for Community Needs of Special Education Students		2	All 9 Counties
Cotulla ISD Transitioning Into the Future Presentation	48	2	La Salle
WFSMRG Job Fair Cotulla		21	La Salle
WFSMRG Youth Conference and Career Fair		165	Maverick
Crystal City ISD Sterling Fly Junior High Labor Market Information Presentation		2	Zavala
ACE Labor Market Information Presentation	50	3	Uvalde
Crystal City ISD Sterling Fly Junior High Labor Market Information Presentation		2	Zavala
Greater Zavala Chamber of Commerce		30	Zavala
Team Uvalde Outreach	55	2	Uvalde
OUTREACH BY COUNTY	STUDENTS	ADULTS	
LA SALLE	48	47	
ZAVALA	0	46	
KINNEY	0	0	
UVALDE	105	167	
Val Verde	0	47	
REAL	0	29	
MAVERICK	0	209	
Edwards	10	57	
Dimmit	0	2	
ALL COUNTIES	0	406	
	STUDENTS	ADULTS	
Outreach in Middle Rio Grande Area:	163	1,110	

YOUTH COACHES - Martha Bagneschi & Mindy Roberts	Board Report - October 2025			
NAME OF EVENTS (August & September)	STUDENTS	PARENTS	PROFESSIONALS	COUNTY
Del Rio Back to School Health Fair	1,030	870	50	Val Verde
TEAM REAL WFSMRG Presentation			20	Real
TEAM EDWARDS Resource Fair	10	10	45	Edwards
Adult Education Literacy presentation EP	17		5	Maverick
Wic Celebration Event		115	50	Val Verde
Kickapoo Collaborative meeting			20	Maverick
Adult Education Literacy presentation DR	20		4	Val Verde
Student Guidance and Learning Center DR-Career Exploration VR	30		3	Val Verde
Vision workshop, DRHS counselors			20	Val Verde
Career Exploration DR Freshman	50		5	Val Verde
Student Support session	1		1	Val Verde
Planning workshop Cotulla ISD			18	La Salle
SWTC Cowboy Roundup DR	200		25	Val Verde
SWTC Cowboy Roundup EP	197		23	Maverick
Career Exploration ECHS DR	90		2	Val Verde
Career Exploration Brackett ISD seniors	45		3	Kinney
LAFB Workfore focused presentation	3		5	Val Verde
Student Services Station EPHS	100		5	Maverick
Del Rio Freshman Parent meeting	10	10	5	Val Verde
Resume Building workshop, Knippa ISD	20		3	Uvalde
Career Exploration VR, GEAR UP event, San Felipe Middle school	35		3	Val Verde
FAFSA Night workshop	15	20		Val Verde
Career Exploration VR, GEAR UP event, Garfield Middle school	45		5	Val Verde
Women's Empowerment Event			250	Val Verde
Career Exploration VR, GEAR UP event, EPJH	100		4	Maverick
Collaboration, Uvalde CISD ACE			11	Uvalde
Prairie View A&M/STAAC - EP, Career Exploration	18		3	Maverick
ESC20, From Access to Achievement-Supporting Students in CTE, professional development and outreach			40	Dimmit, Kinney, La Salle, Maverick, Real, Uvalde & Zavala
Collaboration/Outreach, Cotulla ISD			6	La Salle
Collaboration/Outreach, Comstock ISD			5	Val Verde

ESC20, Pre-employment Transition Training, professional development and outreach			40	Dimmit, Kinney, La Salle, Maverick, Real, Uvalde & Zavala
Collaboration/Outreach, Sabinas ISD			2	Uvalde
Planning workshop, Uvalde CISD ACE			3	Uvalde
TEAM Uvalde outreach			57	Uvalde
Collaboration/Outreach, La Pryor ISD			4	Zavala
SWTC Cowboy Kick-off, Uvalde	225		70	Uvalde
Uvalde CISD - ACE High School, Career Exploration	19		7	Uvalde
TNOYS Regional Capacity Building Event	56		128	All 9 counties
SWART (Arriba) Ribbon Cutting & Outreach			28	Uvalde
Uvalde CISD - ACE Morales Jr High School, Career Exploration	30		5	Uvalde
Memorial Jr. High EP, Career Exploration	108		5	Maverick
Student/Parent Night meeting, Cotulla ISD	39	6	8	La Salle
Del Rio Middle School, Career Exploration	42		3	Val Verde
WFS Youth Conference and Career Fair - DR	165		30	Val Verde

COUNTY	STUDENTS	PARENTS	PROFESSIONALS
Edwards	10	10	45
Kinney	45		3
La Salle	39	6	32
Maverick	540		65
Real			20
Uvalde	294		186
Val Verde	1736	1015	466
Zavala			4
Dimmit, Kinney, La Salle, Maverick, Real, Uvalde & Zavala			80
All 9 counties	56		128

GRAND TOTALS:	STUDENTS	PARENTS	PROFESSIONALS
	2,720	1,031	1,029

Middle Rio Grande Labor Local Area Employment Statistics

Year	Period	Area	Employment	Civilian Labor Force	Unemployment	Unemployment Rate
2024	August	Middle Rio Grande	64,888	68,971	4,083	5.9
2025	August	Middle Rio Grande	65,559	70,164	4,605	6.6
2024	August	Dimmit	2,763	2,998	235	7.8
2025	August	Dimmit	2,875	3,091	216	7
2024	August	Edwards	786	812	26	3.2
2025	August	Edwards	761	788	27	3.4
2024	August	Kinney	1,219	1,273	54	4.2
2025	August	Kinney	1,241	1,298	57	4.4
2024	August	La Salle	2,560	2,687	127	4.7
2025	August	La Salle	2,553	2,687	134	5
2024	August	Maverick	22,438	24,094	1,656	6.9
2025	August	Maverick	22,652	24,874	2,222	8.9
2024	August	Real	900	950	50	5.3
2025	August	Real	897	952	55	5.8
2024	August	Uvalde	10,327	10,823	496	4.6
2025	August	Uvalde	10,468	10,984	516	4.7
2024	August	Val Verde	19,933	21,077	1,144	5.4
2025	August	Val Verde	20,082	21,182	1,100	5.2
2024	August	Zavala	3,962	4,257	295	6.9
2025	August	Zavala	4,030	4,308	278	6.5

Middle Rio Grande Workforce Development Area

August 2025



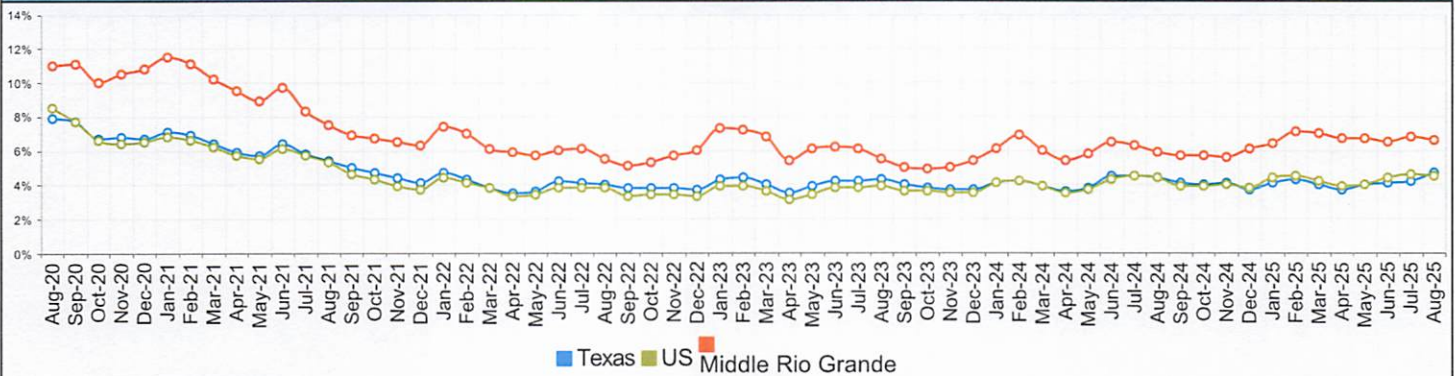
WDA Labor Force Statistics				
	Aug-25	Jul-25	Aug-24	Yearly Change
Civilian Labor Force	70,164	70,218	68,971	1,193
Employed	65,559	65,415	64,888	671
Unemployed	4,605	4,803	4,083	522
Unemployment Rate	6.6%	6.8%	5.9%	0.7%

Texas Labor Force Statistics				
	Aug-25	Jul-25	Aug-24	Yearly Change
Civilian Labor Force	15,885,187	15,829,036	15,675,864	209,323
Employed	15,144,613	15,157,099	14,978,832	165,781
Unemployed	740,574	671,937	697,032	43,542
Unemployment Rate	4.7%	4.2%	4.4%	0.3%

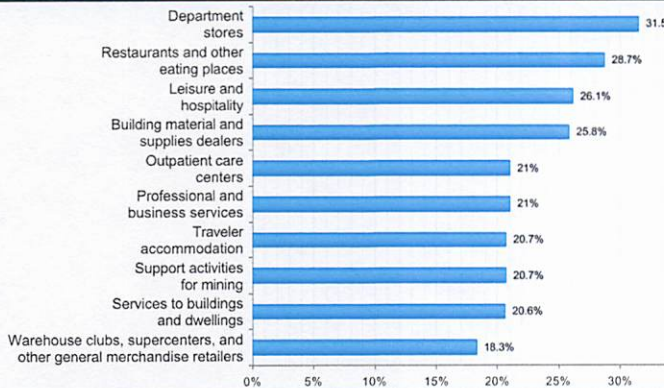
US Labor Force Statistics				
	Aug-25	Jul-25	Aug-24	Yearly Change
Civilian Labor Force	171,035,000	171,646,000	168,763,000	2,272,000
Employed	163,288,000	163,799,000	161,348,000	1,940,000
Unemployed	7,747,000	7,847,000	7,415,000	332,000
Unemployment Rate	4.5%	4.6%	4.4%	0.1%

Continued Claims for the Week of the 12th				
	Aug-25	Jul-25	Aug-24	Yearly Change
WDA	1,055	1,635	863	192
Texas	137,964	151,993	124,660	13,304

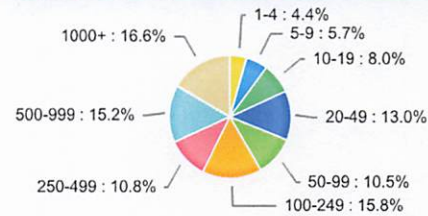
Historical Unemployment Rates



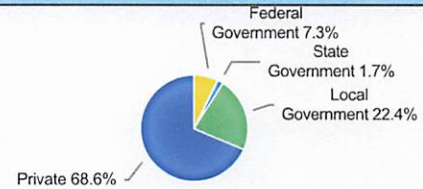
Projected Top Ten Fastest Growing Industries in WDA (% Growth 2022-2032)



Employment by Size Class (1st Quarter 2025)



Employment by Ownership (1st Quarter 2025)



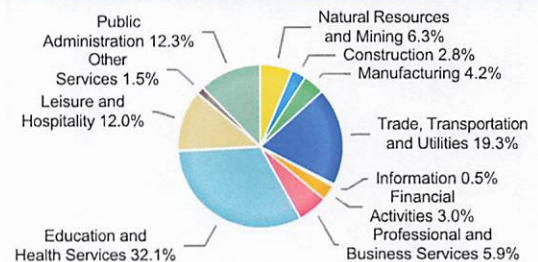
Average Weekly Wage (1st Quarter 2025)

	Q1 2025	Q4 2024	Q1 2024	Quarterly Change	Yearly Change
WDA	\$993	\$996	\$962	-\$3	\$31
Texas	\$1,587	\$1,488	\$1,539	\$99	\$48
US	\$1,589	\$1,506	\$1,526	\$83	\$63

Employment by Industry (1st Quarter 2025, Percent Change)

Industry	Employment	% of Total	% Quarterly Change	% Yearly Change
Natural Resources and Mining	3,821	6.3%	-7.4%	-3.2%
Construction	1,713	2.8%	3.4%	-7.7%
Manufacturing	2,559	4.2%	-3.9%	-7.9%
Trade, Transportation and Utilities	11,639	19.3%	-1.9%	0.4%
Information	327	0.5%	-3.5%	-0.6%
Financial Activities	1,842	3.0%	-2.2%	-0.2%
Professional and Business Services	3,575	5.9%	-1.7%	0.3%
Education and Health Services	19,408	32.1%	1.1%	0.8%
Leisure and Hospitality	7,236	12.0%	1.1%	6.3%
Other Services	900	1.5%	-0.8%	-1.3%
Public Administration	7,441	12.3%	0.1%	2.6%

Employment by Industry (1st Quarter 2025)





WORKFORCE SOLUTIONS MIDDLE RIO GRANDE

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

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To: Board of Directors

Board of Directors
Executive
Committee

From: Rosie Avila-Lozano, Executive Director

Christopher Hiller
Chairperson
Private Sector

Date: October 9, 2025

Laura Lopez
Vice Chairperson
Private Sector

Betsy and I are still working with Cano & Company in regard to the Uvalde lease that will expire in December 2025. We will be reviewing the results of the comprehensive market analysis and also need to sit with Cano & Company to discuss negotiations. It will be presented at the December 2025 meeting.

Jesus Martinez, Jr.
Secretary
Private Sector

Myrta Garcia
Treasurer
CBO

We received notice that the Texas Workforce Commission has selected Southwest Texas College as an awardee for a Dual Credit Healthcare grant in partnership with eleven local Independent School Districts in the amount of \$162,573.

Rodrigo Jaime
Parliamentarian
Private Sector

The Board is also providing a letter of support for Southwest Texas College's Texas Reskilling and Upskilling through Education (TRUE) Grant applications. This is to establish a Dental Assistant Training Lab and to provide financial assistance to students interested in enrolling into the program.

Rosie Lozano
Executive Director

The TWC Annual Conference will be held in Corpus Christi this year December 3-4, 2025. Please contact Nereida Santos or me if you are interested in attending.

We have received notice of contract renewals for the Summer Earn and Learn program. We have a target of 21 participants, but I will be notifying TWC that we do anticipate exceeding our target.

I have meet with the Contractor concerning the findings for Audit Resolution and Subrecipient Monitoring. Some of the findings have been noted as a 2nd year finding in the SRM report that was included in the Board packet.

TWC will be monitoring for Improper Payments for Child Care Services the week of November 3, 2025. Subrecipient Monitoring will be monitoring the week of April 6, 2026.



To: Rosie Avila-Lozano, WFSMRG Board Executive Director
From: Michelle Garcia, MRG Executive Director
Date: September 25, 2025
Subject: Workforce Solution Summary Report (August-September 2025)

Workforce Solution Middle Rio Grande Activity Report

- 1. Targeted Training Programs: Internships, Workforce Experience Opportunities & Training:** In partnership with regional employers, we have developed hands-on training programs that provide participants with practical experience in high-demand industries. Between January and September 25, 2025, individuals actively engaged in these opportunities, with 158 participants enrolled. Our workforce staff have shown outstanding performance in achieving these enrollment milestones. These initiatives underscore our commitment to building strong employer partnerships and advancing job skills through tailored training and strategic workforce development efforts.
- 2. Monthly Caseload Reports: (Through September 22, 2025)** Each month, a report is consolidated with data on these categories, tracking trends, and changes in enrollment or participation over time. This helps identify areas of strength, potential gaps in service delivery, and opportunities for improving outreach and support for our customers.
Total cases: 298 across the region. Outreach pool for SNAP/Choices is not included.
- 3. Monitoring Summary for Choices/SNAP- August 2025- See Attachment.**
- 4. Outreach and Marketing:**
WFSMRG Staff continue to actively promote Workforce Programs across the region, with a strong emphasis on youth outreach. Through consistent, in-person engagement—particularly with employers unfamiliar with our services—our team has successfully increased awareness and enhanced our presence throughout the area.

Participation in various events has played a critical role in expanding program visibility and strengthening relationships with local employers. Below is a summary of the events attended by staff across the region, demonstrating our commitment to community engagement and workforce development.

August 2025-Outreach Events Eagle Pass

- Eagle Pass Chamber of Commerce Back to School

- Out-of-School Youth Orientation
- WFSMRG Job Fair

Uvalde

- TEAM Uvalde

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Del Rio

- Out-of-School Youth Orientation
- 18th Annual Del Rio Back to School Health Fair
- Breast Feeding Invitation City of Del Rio

September 2025-Upcoming Outreach Events

Carrizo Springs

- WFSMRG Job Fair

Cotulla

- DLP Hiring Event
- Cafecito with the Chamber Networking Event

Eagle Pass

- SWTC Resource Fair
- Youth Conference & Career Expo
- Governor Small Business Summit
- South Texas Roundup

Del Rio & Uvalde

- Youth Conference & Career Expo
- Youth Outreach Del Rio High School
- SWTC Resource Fair
- Laughlin AFM Information Session

Job Fair and Hiring Event Efforts:

Workforce Solutions Middle Rio Grande continues to actively engage with employers across the region through targeted outreach and coordinated hiring events. By hosting multiple job fairs and employer-specific hiring events, we have successfully promoted our workforce services while creating direct connections between local businesses and job seekers. These efforts have made a significant impact, in supporting regional employment, with over 300 individuals served through these events for August and September 2025. Our ongoing commitment to employer engagement ensures that businesses have access to qualified candidates and that job seekers are provided with real opportunities to secure meaningful employment.

Hiring & You!

Red, White



Hiring Red, White & You is a statewide hiring event designed to connect veterans, transitioning military members, and military spouses with employers across Texas.

This year, **Workforce Solutions Middle Rio Grande** will host the event at the **Del Rio Civic Center**, located at **1915 Veterans Blvd, Del Rio, TX 78840**, on **Thursday, November 6, 2025**, from **9:00 AM to 2:00 PM**.

5. Child Care Service Report

This report is to keep you informed on the updates on CCS activities specifically the waitlist.

Child Care Services is currently working off two different waitlists Twist which was the previous system we used before January 13, 2025 and KinderTrack the one we are currently using. In our KinderTrack System we currently show 757 on our waitlist. This amount is the total amount combining the two list. Some of the clients came over from the Twist list duplicated or not at all. When they came over it was not entered in the same priority off the Twist list which put some of the clients to the bottom and they had been waiting longer. So, we are sending applications to priority clients first which consist of military, veterans, teen parents, foster youth, children with disability and homeless.

We have placed 27 families with in the last month for a total of 42 children within the last month. There has been 54 found not eligible for different reasons, did not turn in paperwork within the time allowed, not interested any longer, over income or just did not respond to placement for Child Care Services. We have created 24 new cases brand new to Child Care Services. Currently we have 21 pending applications, 7 that need additional information and 3 completed applications have been submitted that case managers are working on. We have 7 teen parents waiting to have school documentation filled out by the school to be enrolled. We also have 3 families waiting for providers to have space for the children they want to enroll.

The client has 14 days to turn in application with all required documentation. It is taking almost all 14 days to gather client information due to sometime the uploads and applications in KinderTrack are not working properly so we need to contact client and have them submit the paperwork in person, through email or fax. After we have all documentation it the case manager has up to 5 days to put into the system this includes approval by quality assurance. If the client has a provider already if they do not then they have 14 days to find a provider.

In Conclusion:

The Workforce Solutions Middle Rio Grande team remains committed to serving both employers and job seekers across the region. With continuous improvements and targeted strategies, we expect to see strong growth in employer engagement and participant enrollment in our workforce development programs. In the months ahead, we will focus on fully leveraging the capabilities of WITCMS to further enhance service delivery and improve operational efficiency.

We deeply value the dedication and hard work of our staff and partners, whose efforts are creating a meaningful and lasting impact on our local workforce.

Thank you for your ongoing trust and support!

WFS QA Monitoring-SNAP August 2025

The Workforce Solutions QA Department completed a comprehensive 100% file review, covering four (4) SNAP participants within the WorkinTexas program. The review evaluated eight (8) key attributes across a total of twenty-four (24) areas to confirm adherence to applicable rules and regulations, ensuring program compliance and integrity.

Summary: Out of 4 cases, 1 was found to have notable findings.

Assessment: 1 out of 4 #160942131

Attribute: Support Services

Area of Review: Support services/incentives documentation entered/uploaded in WIT

Outcome: Weekly reconciliation of support services/gas cards is documented in case notes, entered in WIT, and uploaded.

Issue Identified: **Incorrect timeframe of support services.**

Correction: The case notes were updated/corrected to reflect correct time frame.

Guide Reference: B-200: Support Services Documentation of transportation including reconciliation should be documented in counselor notes, post employment services, child care

SNAP Performance Review Summary					
Date of Scope:	Aug-25				
Attribute	Total # of files reviewed				4
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial monthly eligibility in timely manner and uploaded in WIT	0.00%	4	0	0	4
Outreach done timely and letter contains all pertinent	0.00%	2	0	2	2
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial and reassessment documented in case notes	0.00%	2	0	2	2
Rights to Appeal and Orientation to compliant forms that are	0.00%	2	2	2	4
Was follow-up done while Good Caused? Was it documented on	0.00%	0	0	4	0
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in case notes with documentation uploaded in WIT	50.00%	1	1	2	2
WIT Data Entry	Error Rate	Yes	No	N/A	Total Y+N
detailed and updated relecting 2 way communication	0.00%	4	0	0	4
correct and documented in case notes	0.00%	1	0	3	1
Was 1822 documented correctly and indicating 1822 being sent	0.00%	2	0	2	2
Good cause or sanction determination correctly	0.00%	1	0	3	1
Was 1817 documented correctly and reason for reconsideration	0.00%	0	0	4	0
Cause after penalty (1816) entered and documented in case notes correctly	0.00%	0	0	4	0
while Good Caused (Reconsideration)	0.00%	0	0	4	0
Was application closed correctly	0.00%	1	0	3	1
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately entered correctly in WIT	0.00%	1	0	3	1
Initiation of penalty done timely	0.00%	1	0	3	1
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N

with signature, allowable activity, correct/detailed required hrs of participation and	0.00%	4	0	0	4
ABAWD enrolled in 4 weeks of Job Search	0.00%	4	0	0	4
Notification	Error Rate	Yes	No	N/A	Total Y+N
Work Requirement Verification For H1822 submitted timely or at all? (ABAWDS Only)	0.00%	2	0	2	2
Form H1817-Reconsideration Request recorded in WIT Good	0.00%	0	0	4	0
Form H1816 Non Compliance due to Good Cause uploaded to WIT and recorded in WIT ribbon	0.00%	0	0	4	0
Participation	Error Rate	Yes	No	N/A	Total Y+N
being followed?	0.00%	3	0	0	3
SNAP Activities are supported with acceptable documentation	0.00%	3	0	1	3
Participation hours in WIT are supported and documented in case file	0.00%	3	0	1	3

WFS QA Monitoring- CHOICES August 2025

The Workforce Solutions QA Department completed a comprehensive 100% file review, covering ten (10) Choices participants within the WorkinTexas program. The review evaluated eight (8) key attributes across a total of seventeen (17) areas to confirm adherence to applicable rules and regulations, ensuring program compliance and integrity.

Summary: Out of 10 cases, 1 was found to have notable findings.

Assessment: 1 out of 10 #110416644

Attribute: Support Services

Area of Review: Support services/incentives documentation entered/uploaded in WIT

Outcome: Weekly reconciliation of support services/gas cards is documented in case notes, entered in WIT, and uploaded.

Issue Identified: The approved purchase requisitions had not been uploaded in WIT.

Correction: The approved purchase requisitions have now been uploaded.

Guide Reference B-200: Support Services Documentation of transportation including reconciliation should be documented in counselor notes, post-employment services, child care.

Assessment: 1 out of 10 # 120142466

Attribute: Employment Plan

Area of Review: Employment Plan consistent with Work-First approach & has correct/detailed required hours of participation will be distributed.

Issue Identified: Employment Plan does not have the current activity information of participation for August 2025.

Correction: Individual /employment Plan has been updated/corrected.

Guide Reference A-103: Choices Program serves families under a work first service model.

B-400 Participation Requirements; Two-parent families that are not receiving TWC-funded child care are required to have one or both adults in the family participate a minimum weekly average of 35 hours.

Data Entry: 1 of the of 10 # 50913309

Attribute: Data Entry

Area of Review: Case notes are detailed and updated and reflect 2 way communication - including documentation for all transmittals (1817, 1816, 2588)

Area of Review: Is preferred method of contact documented in WIT

Issue Identified: No 2 way of communication documented in caase note. No preferred method of contact.

Correction: Updated case notes to reflect 2 way communication that had occurred. Updated case note to reflect the Preferred Method of contact.

Guide Reference: Document contact, progress and any interaction with the Choices client **B-602** TWIST Documentation Counselor Notes

WFS QA Monitoring- CHOICES August 2025

Eligibility: 1 of the of 10 # 110416644

Attribute: Eligibility

Area of Review: Established initial/monthly eligibility and uploaded in WIT

Issue Identified: July TIERS Printout does not show August benefits.

Correction: Obtained verification of benefits at a later time.

Guide Reference: "Verification from TIERS should be in case file establishing eligibility before the end of the month as well as WIT Eligibility documented on the first working day of the month in case notes

A-301.d: Workforce Solutions Office Staff Responsibilities

-verifies monthly TANF eligibility through WorkInTexas.com

B-602: Documentation - Case Notes -Boards must ensure that the following take place:

Monthly eligibiity"

Non Compliance: 1 of the of 10 #50913309

Attribute: Non Compliance

Area of Review: Penalty Initiated Appropriately per instructions

Penalty initiated timely or at all (before 7th day)

Correction: Unable to correct. WIT will not allow to back date a correction in the Sanction ribbon

Guide Reference: The request to sanction must be entered into WIT within seven (7) calendar days if a mandatory work registrant fails to respond to outreach or fails to cooperate with Choices requirements. Review the data available in WIT and the case file. Be aware that the day one of the seven-day period begins the day recipient noncooperates with the requirements. If a penalty was data entered after the 7 calendar days, it will be considered late.

Section B-800 Non-cooperation, Section B-803: Timely and Reasonable Attempt for Failure to Meet Participation Requirements

WFS QA Monitoring- CHOICES August 2025

Participation hours entered in WIT correctly and supported with documentation in case file.

Issue Identified: Hours data entered in Work in Texas are different from the documented hours submitted for participation.

Correction: Counseling with staff/unable to correct

Guide Reference B-401: Documentation entered in WIT are supported with the documentation upload in WIT. Choices participants must work or participate in allowable Choices participation activities to receive TANF benefits. The hourly program requirement is based on each participant's situation.

Workforce Solutions Office staff complies with participation hour requirements as set forth in the guide.

Choices Performance Review Summary					
Date of Scope:	Aug-25				
Attribute	Total # of files reviewed				10
Eligibility	Error Rate	Yes	No	N/A	Total Y+N
Establish initial/monthly eligibility in uploaded in WIT	16.67%	5	1	4	6
Outreach done timely and letter contains all pertinent information	0.00%	0	0	10	0
Assessment	Error Rate	Yes	No	N/A	Total Y+N
Initial assessment and/or reassessment documented in counselor notes including TABE uploaded in WIT	20.00%	4	1	5	5
Rights to appeal and Orientation to complaint forms that are current and up to date uploaded in WIT	0.00%	3	0	7	3
Support Services	Error Rate	Yes	No	N/A	Total Y+N
Support services/incentives documented in notes and reconciled correctly with documentation entered/uploaded in WIT	100.00%	0	1	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)	10.00%	9	1	0	10
Is preferred method of contact documented in WIT	11.11%	8	1	1	9
Date of Non compliance is correct and documented in notes	100.00%	0	1	9	1
Good case or sanction documented in notes with all information	0.00%	1	0	9	1
Non Compliance	Error Rate	Yes	No	N/A	Total Y+N
Penalty Initiated Appropriately per instructions	100.00%	0	1	9	1
Timely and Reasonable Attempt process followed by contractor	0.00%	4	0	6	4
Penalty initiated timely or at all (before 7th day)	100.00%	0	1	9	1
Employment Plan	Error Rate	Yes	No	N/A	Total Y+N
Employment Plan consistent with Work 1st approach and has correct and detailed required hours of participation	10.00%	9	1	0	10
Family Work Requirement is signed and completed with how the required hours of participation will be distributed	0.00%	0	0	10	0
Notification	Error Rate	Yes	No	N/A	Total Y+N
Provide HHSC employment information (2583) timely	0.00%	0	0	10	0
Participation	Error Rate	Yes	No	N/A	Total Y+N
Work Activities are supported with documentation in case file	0.00%	10	0	0	10
Participation hours in WIT are supported with documentation in case file	0.00%	6	0	4	6