**NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Board will be held at 12:30 p.m. on Wednesday, May 21, 2025. Board members and individuals from the public may access the meeting in person at 3120 Eddy Street, Amarillo, Randall County, Texas. Lunch will be served to Board members at 12:00 p.m.

In order to accommodate Board Members who may want to access the meeting remotely, a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

A copy of the full agenda packet for this meeting can be found on the PRPC’s website at <http://www.theprpc.org>

The PWDB shall provide an opportunity for oral comments from the public during the meeting. Each person wishing to make a public comment shall be limited to three (3) minutes and limited to speaking once per comment period. Comments shall be directed to the Board as a whole. Individual Board members will not respond to questions. In the event that a group of persons supporting/opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group’s position.

**AGENDA**

1. **CALL TO ORDER**
2. **INITIAL PUBLIC COMMENT PERIOD**
3. **MINUTES**
4. Members will be asked to consider approval of the minutes from the Board’s meeting held on February 26, 2025.

Also attached, for informational purposes, are:

1. Minutes of the February 27, 2025 meeting of the Panhandle Workforce Development Consortium’s Governing Body. Please note that the group concurred with the actions of the Board. No action by the Board is required;
2. Minutes of the March 17, 2025 meeting of the Panhandle Workforce Development Board’s Executive Committee. No action by the Board is required;
3. Minutes of the April 23, 2025 meeting of the Panhandle Workforce Development Board’s Child Care Advisory Committee. No action by the Board is required; and
4. Minutes of the May 7, 2025 meeting of the Panhandle Workforce Development Board’s Executive Committee. No action by the Board is required.
5. **CURRENT MEMBERSHIP LISTS**
6. Panhandle Workforce Development Board
7. Panhandle Workforce Development Board Child Care Advisory Committee
8. Panhandle Workforce Development Board Cybersecurity Council
9. Panhandle Workforce Development Board Executive Committee
10. Panhandle Workforce Development Consortium’s Governing Body

Informational items only. No action by the Board is required.

1. **AMENDMENT TO PWDB BYLAWS**

Members will be asked to consider an amendment to the Board’s Bylaws for the Panhandle Workforce Development Area.

1. **ELECTION OF OFFICERS**

Members will be asked to elect new Officers (Chair and Vice-Chair) for the coming year covering the period of July 1, 2025 through June 30, 2026.

1. **REPORT ON MEETING OF CHILD CARE ADVISORY COMMITTEE**

Staff will provide a summary of last month’s meeting of the Panhandle Workforce Development Board’s Child Care Advisory Committee. No action by the Board is required.

1. **LOCAL MONITORING REPORT**

Members will be provided with an update on monitoring activities. No action by the Board is required.

1. **REPORTS ON GRANTS**

A review of reports on the Panhandle’s grants for October 1, 2024 – March 31, 2025 will be presented. No action by the Board is required.

1. **PANHANDLE WORKFORCE DEVELOPMENT BOARD’S CONTRACT FOR SERVICE DELIVERY 2025-2029**

Members will be asked to consider the recommendations of the PWDB Executive Committee, developed in the Committee’s May 7, 2025 meeting, to award a Contract for the Service Delivery of Workforce Development and Child Care services in the Panhandle Workforce Development Area (PWDA), for the initial period of October 1, 2025 to September 30, 2026, with three additional annual renewals contingent upon acceptable performance. If discussion is needed, members may enter a brief closed session as per Texas Government Code §551.087, which does not require a governmental body to conduct an open meeting to deliberate regarding commercial or financial information that the governmental body has received from a business prospect. No action by the Board will be taken in the closed session. Upon returning to the open session of the Meeting, the Board will be asked to concur with the Executive Committee’s recommendations regarding contracting for Service Delivery.

1. **CONTRACTOR’S REPORT ON WORKFORCE ACTIVITIES**

Huxford Group, LLC President and WSP Director, Mr. Trent Morris, will discuss recent and upcoming regional workforce activities. No action by the Board is required.

1. **2025 TWC EMPLOYER AWARDS NOMINATIONS**

Members will be asked to consider area employers who collaborate with the local workforce system, designing initiatives that enhance community resources and foster the skills vital for Texas to sustain its competitive edge, to be nominated for 2025 TWC Employer Awards.

1. **UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICIES**

Members will be asked to consider proposed updates to current local PWDB policies:

1. In-Demand Industries, In-Demand Occupations, and Target Occupations;
2. Selective Service Registration; and
3. Child Care Services.

Public comment opportunity and Member vote will be recognized.

1. **HIGH DEMAND JOB TRAINING (HDJT) PROGRAM APPLICATION – AMARILLO**

Members will be asked to authorize the Workforce Development Director to execute an Application for Submission to TWC for a 2025-2026 HDJT Program grant in collaboration with the Amarillo Economic Development Corporation (AEDC) and the Independent School Districts of Amarillo (AmTech Career Academy), Bushland, Canyon, Highland Park, and River Road.

1. **UPDATES ON STATUS OF PROCUREMENTS FROM PREVIOUS MEETING:**

Members will be updated on:

* Comprehensive General Building Maintenance Services for Workforce Solutions Panhandle - the execution of an initial one-year contract beginning on April 1, 2025, with the potential for three annual renewals, given acceptable performance, with JKB Company, Inc. dba Accord Commercial Realty Services, to provide Comprehensive General Building Maintenance Services for two Workforce Solutions Panhandle offices, 3120 Eddy Street in Amarillo, and 1028-B Megert Center in Borger.
* Pre-Paid Fuel Cards for Workforce Solutions Panhandle Program Customers - the issuance of annual Letters of Understanding to three vendors, Valero Payment Services Company; Toot‘n Totum; and Perfectgift.com Corporate, to supply pre-paid fuel cards usable for the purchase of fuel, by workforce development program customers needing transportation support services assistance.
* Lease Space for Workforce Solutions Panhandle Office in Borger - the execution of a new three-year lease beginning on April 1, 2025, with Megert Legacy, LLC and Ed Turner Property Management, the entity procured to provide office space for Workforce Solutions Panhandle in Borger.

No action by the Board is required.

1. **DIRECTOR’S REPORT ON WORKFORCE ACTIVITIES**

Workforce Development Director, Mr. Marin Rivas, will discuss recent and upcoming regional workforce activities, including a discussion of Workforce Development funding. No action by the Board is required.

1. **FINAL PUBLIC COMMENT PERIOD**
2. **ADJOURN**

**RETIREMENT CELEBRATION**

Please join us immediately following the meeting for a Retirement Celebration for one of our members, Mr. Jay Barrett, Principal, AmTech Career Academy. We will enjoy refreshments while we watch a short video just released on YouTube and provided by Mr. Barrett, which prominently features AmTech and some of the great accomplishments of the Career Academy while under Jay’s leadership.

[video](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.youtube.com_watch-3Fv-3DAnAc-5FkVjv7Q&d=DwMFaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=MiyW06lWAxvdD-ncUNvF7E-I4msoiCVvDEIvIeMBWD8&m=3V38rPu4VEsPPgCc2_ctyikCVSIvtyVprn_Vpt9W-G5Y5IokScgkXpM26NUaZPUC&s=T8WBdVngAsExcEZ9L_6fSNmHQEWlTLGe1SjCE80d4ac&e=)

( <https://www.youtube.com/watch?v=AnAc_kVjv7Q> )

PUBLIC NOTICE

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 15th day of May 2025, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.

  Leslie Hardin

415 South West Eighth Avenue  AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM

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