



**Meeting Agenda  
May 27, 2026**

# **PANHANDLE WORKFORCE DEVELOPMENT BOARD**

## **2026 Meeting Calendar**

I want to thank you for your dedication and commitment to the people of the Texas Panhandle and know that I am very honored and grateful to be a part of the Panhandle Workforce Development Board!

We are providing you with the 2026 Board meeting schedule. The Board must meet a minimum of four times this year. However, there may be a rare occasion that necessitates having an additional meeting. This would only occur when a board action is necessary and time is a factor.

As always if you ever have questions or wish to discuss issues and opportunities, please give me a call.

Thank You!

Marin

<b>February 25, 2026</b>
<b>May 27, 2026</b>
<b>August 26, 2026</b>
<b>December 9, 2026 (Tentatively)</b>



A proud partner of the [americanjobcenter](#) network.

## **NOTICE OF MEETING**

A meeting of the Panhandle Workforce Development Board will be held at 12:30 p.m. on Wednesday, May 27, 2026. 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. (noon).

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 three business days before the scheduled time of the meeting with the Secretary of State's Office, and 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 Workforce Solutions Panhandle website at <https://wspanhandle.com/>

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**
  - a) Members will be asked to consider approval of the minutes from the Board's meeting held on February 25, 2026.

Also attached, for informational purposes, are:

- b) Minutes of the March 19, 2026 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; and
- c) Minutes of the April 22, 2026 meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Board is required.

4. **CURRENT MEMBERSHIP LISTS**

- a) Panhandle Workforce Development Board;
- b) Panhandle Workforce Development Board's Child Care Advisory Committee;
- c) Panhandle Workforce Development Board's Cybersecurity Council;
- d) Panhandle Workforce Development Board's Executive Committee; and
- e) Panhandle Workforce Development Consortium's Governing Body.

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

5. **ELECTION OF OFFICERS**

Members will be asked to elect members to serve as the Board's Chair and Vice-Chair through June 30, 2027.

6. **APPOINTMENT TO CHILD CARE ADVISORY COMMITTEE**

Members will be asked to consider the appointment of a new member to serve on the Panhandle Workforce Development Board's Child Care Advisory Committee.

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

Staff will provide a summary of the April 2026 meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Board is required.

8. **PROGRAM PRESENTATION – CHILD CARE**

Members of the PWDB's Child Care Advisory Committee discuss issues in child care from the perspective of local child care providers. No action by the Board is required.

9. **REPORTS ON GRANTS**

A review of reports on the Panhandle's grants for October 1, 2025 – March 31, 2026 will be presented. No action by the Board is required.

10. **LOCAL MONITORING REPORT**

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

11. **UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY**

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

- a) Child Care Services - Prevention, Detection, and Reporting of Suspected Fraud, Waste, Theft, and Program Abuse Cases; and Recovery of Improper Payments; and
- b) Standards of Conduct, Open Government, and Conflict of Interest.

Public comment opportunity and Member vote will be recognized.

12. **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.

13. **UPDATE ON HIGH DEMAND JOB TRAINING (HDJT) GRANT**

The PWDB has been awarded the 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, has been awarded, with Texas Workforce Commission (TWC) grant funds of \$150,000 matching a \$150,000 contribution from the AEDC. Purchases of equipment and supplies to expand the schools' Career & Technology Education (CTE) programs will begin once the final contract has been executed, expected in June. No action by the Board is required.

14. **DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES**

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

15. **FINAL PUBLIC COMMENT PERIOD**

16. **ADJOURN**

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 three (3) business days before the scheduled time of the meeting with the Secretary of State's Office, and the Potter County Clerk's Office, and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 20<sup>th</sup> day of May 2026, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



415 South West Eighth Avenue / P. O. Box 9257, Amarillo, Texas 79101 / 79105  
(806) 372-3381 (806) 373-3268 (fax) [www.theprpc.org](http://www.theprpc.org)



Leslie Hardin

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM  
Auxiliary aids and services are available upon request to individuals with disabilities  
Relay Texas: 711



# **ITEM 3a**

## **PWDB Meeting Minutes**



A proud partner of the [americanjobcenter](#) network.

## PANHANDLE WORKFORCE DEVELOPMENT BOARD

### Minutes

February 25, 2026

The regular meeting of the Panhandle Workforce Development Board was held at 12:30 p.m. on Wednesday, February 25, 2026.

In order to accommodate Board members who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development 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 was filed at least three business days before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Board members and individuals from the public who desired to attend in person, accessed the meeting at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

Mr. Kevin Caddell presided.

#### MEMBERS PRESENT:

- Wanda Boatman, Plains Dairy
- Texas "Tex" Buckhaults, Clarendon College
- Kevin Caddell, Furniture Fashions, LTD
- Sonja Clark, Bell Textron, Inc.
- Amy Collie, CNS Pantex
- Edward Dominguez, Triple D Heating and Air Conditioning
- Jill Goodrich, Opportunity School
- Kristi Hanes, Night & Day, Care & Play Inc.
- Crystal Hermesmeier, Shamrock Economic Development Corporation
- Chad Huseman, AmTech Career Academy
- Lisa Lillard, Texas Health and Human Services Commission
- Jahnel McClain, Goodwill Industries of Northwest Texas
- Amy Rambo, BSA Health System
- Charlie Rivas, Rivas Environmental Consultants, Inc.
- John Roberts, Central South Carpenters Regional Council
- Paul Salazar, West Texas Electrical Joint Apprenticeship & Training Committee
- Frank Sobey, Amarillo College
- Geneva Tiller, Texas Workforce Solutions Vocational Rehabilitation Services
- Jason Vaden, Texas Workforce Commission
- Orval "Terry" Wheeler, Ace Pest Control
- Magi York, Panhandle Community Services

MEMBERS ABSENT:

- Francisco Apodaca, Apodaca Brothers
- Betty Bara, La Fiesta Grande
- Heath Bentley, Hunting Titan, Inc.
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Lisa White, Amarillo Public Library

OTHERS PRESENT:

Idalia Byers, Ray Flores, Jennifer Galloway, Karron Gilbreath, Cynthia Hixon, Samatar Jama, Trent Morris, Janie Silva, April Slatter, June Sliter, and Lainie Thornton, Workforce Solutions Panhandle.

BOARD STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Ana Gonzalez, Leslie Hardin, Amanda Leal, Heather Reid, and Marin Rivas.

1. CALL TO ORDER

Mr. Caddell called the meeting to order noting that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered approval of the minutes from the Board's December 10, 2025 meeting. Ms. Boatman moved to approve the minutes as presented. Mr. Charlie Rivas seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LISTS

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

5. ELECTION OF OFFICER

Members were asked to elect a member to serve as the new Board Chair completing the term through June 30, 2026, of Mr. David Parker, who stepped down from the position. Mr. Salazar made the motion to elect Ms. Boatman to fill the position; Ms. Goodrich seconded; and the motion carried.

6. REPORT ON MEETING OF CHILD CARE ADVISORY COMMITTEE

Members were provided with a summary of last month's meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Board was required.

7. PROGRAM PRESENTATION – CHILD CARE QUALITY ACTIVITIES

Cynthia Hixon, Workforce Solutions Panhandle (WSP) Child Care Industry Support Specialist, provided an update on ongoing and upcoming Child Care Quality (CCQ) activities. No action by the Board was required.

8. CHILD CARE QUALITY IMPROVEMENT PLAN

Members were asked to consider approval of the updated PWDB's FY26 Child Care Quality (CCQ) Improvement Activity Plan, as submitted following TWC's review. Mr. Roberts made the motion to approve the Plan; Mr. Dominguez seconded; Ms. Goodrich and Ms. Hanes abstained; and the motion carried.

9. REPORT ON MEETING OF CYBERSECURITY COUNCIL

Members were presented with a report of the results of the discussion, input and subsequent vote from the Board's Cybersecurity Council meeting on January 22, 2026 in which the Council voted to recommend approval of:

- A proposed prioritized strategic roadmap for the information security program, based upon recommendations from the PWDB's June 2025 Texas Cybersecurity Framework (TCF) Assessment Report; and
- Updates to the PWDB Technology, Data, and Cybersecurity policy for the Panhandle Workforce Development Area.

Ms. Boatman made the motion to approve the Cybersecurity Council's recommendations; Mr. Charlie Rivas seconded; and the motion carried.

10. REPORTS ON GRANTS

Staff presented reports on the Panhandle's grants for October 1, 2024 – December 31, 2025. No action by the Board was required.

11. LOCAL MONITORING REPORT

Members were updated on monitoring activities. No action by the Board was required.

12. UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY

Members were asked to consider proposed updates to current local PWDB policy:

- a) Customer Incentives – Members engaged in discussion regarding eligibility for Incentives pertaining to the distinction between activities leading to (1) obtaining employment and (2) attainment of educational goals and successful completion of training services.

Ms. Goodrich recommended to amend the policy update to separate the initial combined list of eligible activities into separate lists as described above, and to add the language “In compliance with the customer's current Individual Employment Plan (IEP).”

Mr. Dominguez made the motion to approve the update, as amended; Mr. Salazar seconded; Ms. Lillard abstained from the vote pertaining to Policy 12(a) citing any conflict of interest from her position with the Texas Health and Human Services Commission related to the Choices/Choices Plus Programs; and the motion carried.

- b) Unemployment Insurance (UI) and Reemployment Services and Eligibility Assessment (RESEA);

Mr. Roberts made the motion to approve the update; Mr. Charlie Rivas seconded; and the motion carried.

13. CONTRACTOR’S REPORT ON WORKFORCE ACTIVITIES

Mr. Trent Morris, Huxford Group, LLC President and Workforce Solutions Panhandle Director, discussed recent and upcoming regional workforce activities. No action by the Board was required.

14. UPDATES ON SPECIAL INITIATIVE/HIGH DEMAND JOB TRAINING (HDJT) GRANTS

- A contract for WSP to participate in the 2026 Externship for Teachers, the 4th consecutive award for the PWDB since 2023, has been executed, and preparations for the Summer activities have begun.
- The PWDB has been awarded the 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, has been awarded, with Texas Workforce Commission (TWC) grant funds of \$150,000 matching a \$150,000 contribution from the AEDC. Purchases of equipment and supplies to expand the schools’ Career & Technology Education (CTE) programs will begin once the contract has been executed, expected in March.

No action by the Board was required.

15. DIRECTOR’S REPORT ON WORKFORCE ACTIVITIES

Mr. Marin Rivas discussed recent and upcoming regional workforce activities. No action by the Board was required.

16. FINAL PUBLIC COMMENT PERIOD

None.

17. ADJOURN

There being no further business to come before the Board, Mr. Roberts moved that the meeting adjourn. Ms. Goodrich seconded the motion; the meeting adjourned.



# **ITEM 3b**

## **Consortium's Governing Body Meeting Minutes**



A proud partner of the [americanjobcenter](#) network.

## PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM'S GOVERNING BODY

### Minutes

March 19, 2026

A meeting of the Panhandle Workforce Development Consortium's Governing Body was held on Thursday, March 19, 2026, at 11:30 a.m.

In order to accommodate Body's members who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development 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 was filed at least three business days before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission (PRPC).

Body members and individuals from the public who desired to attend in person, accessed the meeting at the PRPC office at 415 S.W. 8<sup>th</sup> Avenue, Amarillo, Potter County, Texas.

Judge Irwin presided.

#### MEMBERS PRESENT:

- Cole Stanley, City of Amarillo
- Dan Looten, County of Carson
- Kim Jones, County of Childress
- Chris Porter, County of Gray
- Cindy Irwin, County of Hutchinson
- Alicia Law, County of Sherman

#### MEMBER ABSENT:

- Isabel "Izzy" Carrasco, County of Parmer

#### OTHERS PRESENT:

Phillip Flores, Cynthia Hixon, and Trent Morris, Workforce Solutions Panhandle.

#### STAFF PRESENT:

Gracie Aragon, Kathy Cabezuela, Ana Gonzalez, Diana Green, Leslie Hardin, Amanda Leal, Heather Reid and Marin Rivas.

1. CALL TO ORDER

Judge Irwin called the meeting to order, and noted that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered the minutes from the December 11, 2025 meeting of the Governing Body. Judge Looten moved for approval. Judge Law seconded the motion; the motion carried.

4. CURRENT MEMBERSHIP LIST

This item was for informational purposes only. No action by the Body was required.

5. ITEMS CONSIDERED AT THE LAST MEETING OF THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members were asked to review agenda items presented and consider concurrence with actions taken at the February 25, 2026 meeting of the Panhandle Workforce Development Board. Body Members were asked for a vote of concurrence on all items at the end of the presentation unless noted otherwise within an item.

Item WDB-(1). MINUTES

Minutes from the:

- a) Panhandle Workforce Development Board meeting held on December 10, 2025;
- b) Panhandle Workforce Development Board's Child Care Advisory Committee meeting held on January 21, 2026; and
- c) Panhandle Workforce Development Board's Cybersecurity Council meeting held on January 22, 2026.

No action by the Body was required.

Item WDB-(2). CURRENT MEMBERSHIP LISTS

Informational items only. No action by the Body was required.

Item WDB-(3). ELECTION OF OFFICER

Board members elected Ms. Wanda Boatman to serve as the new Board Chair completing the term through June 30, 2026, of Mr. David Parker, who stepped down from the position. No action by the Body was required.

Item WDB-(4). REPORT ON MEETING OF CHILD CARE ADVISORY COMMITTEE

A summary of last month's meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee. No action by the Body was required.

Item WDB-(5). PROGRAM PRESENTATION – CHILD CARE QUALITY ACTIVITIES

Cynthia Hixon, Workforce Solutions Panhandle (WSP) Child Care Industry Support Specialist provided an update on ongoing and upcoming Child Care Quality (CCQ) activities. No action by the Body was required.

Item WDB-(6). CHILD CARE QUALITY IMPROVEMENT PLAN

Members were asked to consider approval of the updated PWDB's FY26 Child Care Quality (CCQ) Improvement Activity Plan, as submitted following TWC's review. Judge Porter made the motion to approve the Plan; Judge Looten seconded; and the motion carried.

Item WDB-(7). REPORT ON MEETING OF CYBERSECURITY COUNCIL

Members were presented with a report of the results of the discussion, input and subsequent vote from the Board's Cybersecurity Council meeting on January 22, 2026 in which the Council voted to recommend approval to the full Board of:

- A proposed prioritized strategic roadmap for the information security program, based upon recommendations from the PWDB's June 2025 Texas Cybersecurity Framework (TCF) Assessment Report; and
- Updates to the PWDB Technology, Data, and Cybersecurity policy for the Panhandle Workforce Development Area.

Members of the Body were asked to concur with the Council's recommendation and the Board's vote to approve the prioritized strategic roadmap and the updated policy. Judge Looten made the motion to concur; Mayor Stanley seconded; and the motion carried.

Item WDB-(8). REPORTS ON GRANTS

Review of reports on the Panhandle's grants for October 1, 2024 – December 31, 2025. No action by the Body was required.

Item WDB-(9). LOCAL MONITORING REPORT

Members were updated on monitoring activities. No action by the Body was required.

Item WDB-(10). UPDATES TO PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY

Members were asked to consider proposed updates to current local PWDB policy:

- a) Customer Incentives, as amended; and
- b) Unemployment Insurance (UI) and Reemployment Services and Eligibility Assessment (RESEA).

Mayor Stanley made the motion to approve the updates; Judge Porter seconded; and the motion carried.

Item WDB-(11). CONTRACTOR'S REPORT ON WORKFORCE ACTIVITIES

Huxford Group, LLC President and WSP Director, Mr. Trent Morris, discussed recent and upcoming regional workforce activities. No action by the Body was required.

Item WDB-(12). UPDATES ON A SPECIAL INITIATIVES AND HIGH DEMAND JOB TRAINING (HDJT) GRANT

- A contract for WSP to participate in the 2026 Externship for Teachers, the 4th consecutive award for the PWDB since 2023, has been executed, and preparations for the Summer activities have begun.
- The PWDB has been awarded the 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, has been awarded, with Texas Workforce Commission (TWC) grant funds of \$150,000 matching a \$150,000 contribution from the AEDC. Purchases of equipment and supplies to expand the schools' Career & Technology Education (CTE) programs will begin once the contract has been executed, expected in April.

No action by the Body was required.

Item WDB-(13). DIRECTOR'S REPORT ON WORKFORCE ACTIVITIES

Workforce Development Director, Mr. Marin Rivas, discussed recent and upcoming regional workforce activities.

No action by the Body was required.

6. VOTE OF CONCURRENCE ON ITEMS CONSIDERED AT MEETING OF PWDB

Judge Looten made the motion to concur with the Board's actions. Judge Law seconded the motion; the motion carried.

7. FINAL PUBLIC COMMENT PERIOD

None.

8. ADJOURN

There being no further business to come before the Body, Judge Porter moved that the meeting adjourn. Mayor Stanley seconded the motion; and the meeting adjourned.



# **ITEM 3c**

## **PWDB Child Care Advisory Committee Meeting Minutes**



A proud partner of the [americanjobcenter](#) network.

PANHANDLE REGIONAL PLANNING COMMISSION  
Panhandle Workforce Development Board's Child Care Advisory Committee  
Minutes  
April 22, 2026

The regular meeting of the Panhandle Workforce Development Board's Child Care Advisory Committee was held at 1:30 p.m. on Wednesday, April 22, 2026.

In order to accommodate Committee members who wanted to access the meeting remotely, a hybrid link was provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Panhandle Workforce Development 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 was filed at least three business days before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and was posted in the Administrative Office of the Panhandle Regional Planning Commission.

Committee members and individuals from the public who desired to attend in person, accessed the meeting at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Randall County, Texas.

MEMBERS PRESENT:

- Gracie Aragon
- Karleigh Cross
- Kristi Hanes
- Victoria Hughes
- Kodie McManus
- Omar Mendoza
- Kim Winegeart

MEMBERS ABSENT:

- Irma Burney
- Wendy Garza
- Karron Gilbreath

OTHERS PRESENT:

Cynthia Hixon, Workforce Solutions Panhandle  
Trent Morris, Workforce Solutions Panhandle  
April Slatter, Workforce Solutions Panhandle  
Jill Goodrich, Opportunity School

PANHANDLE WORKFORCE DEVELOPMENT BOARD STAFF PRESENT:

Kathy Cabezuela  
Leslie Hardin  
Amanda Leal  
Heather Reid  
Marin Rivas

1. CALL TO ORDER  
Ms. Hanes called the meeting to order and noted that quorum was present.
2. INITIAL PUBLIC COMMENT PERIOD  
None.
3. MINUTES  
Members considered the approval of the minutes from the Committee's January 21, 2026 meeting. Ms. Winegeart moved to approve the minutes as presented. Ms. McManus seconded the motion; the motion carried.
4. APPOINTMENT TO THE CHILD CARE ADVISORY COMMITTEE  
Members were asked to consider the recommendation of appointing Jill Goodrich to serve on the Committee as a Representative of Licensed child care centers participating in TWC's Child Care Services program. Ms. Winegeart moved to recommend the appointment of Ms. Goodrich to serve on the Committee. Ms. Cross seconded the motion; the motion carried.
5. SCHEDULING NEXT MEETING  
Members were asked to determine the next scheduled meeting date and time. Members agreed that the Committee meet on Wednesday, July 22, 2026 at 1:30 p.m.
6. CHILD CARE SERVICES POLICY  
Members were asked to consider the recommendation of the updates in the Child Care Services Policy 3.2 to the PWDB for final approval. Following discussion, Ms. Winegeart moved to recommend the updates to the PWDB for final approval. Ms. McManus seconded the motion; the motion carried.
7. CHILD CARE PROVIDER UPDATE  
April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, provided an update on the Child Care Providers. No action by the Committee was required.
8. CHILD CARE PROGRAM PERFORMANCE UPDATE  
April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, discussed the Child Care Program Performance. No action by the Committee was required.
9. CHILD CARE QUALITY ACTIVITIES  
Cynthia Hixon, Workforce Solutions Panhandle Child Care Industry Support Specialist, provided an update on ongoing and upcoming Child Care Quality (CCQ) activities. No action by the Committee was required.
10. CHILD CARE ON-SITE VISIT  
Members discussed the recommendation to hold one of the board meetings at a child care facility, allowing board members to tour the site and gain an overview of its operations. No action by the Committee was required.

11. OPEN DISCUSSION

Members discussed that the Amarillo Independent School District's is offering a new childcare option to their full-time employees. No action by the committee was required.

12. CURRENT MEMBERSHIP LIST

Informational item only. No action by the Committee was required.

13. FINAL PUBLIC COMMENT PERIOD

April Slatter, Workforce Solutions Panhandle Child Care Services Program Manager, reported that the Early Learning Inclusion Training and Education (ELITE) Initiative has will be launched in the Panhandle. This statewide effort was launched by TWC to strengthen inclusion for children with disabilities and challenging behaviors in Texas Childcare Program. No action by the committee was required.

14. ADJOURN

There being no further business to come before the Committee, Ms. Hughes moved that the meeting adjourn. Ms. McManus seconded the motion; the meeting adjourned.



# **ITEM 4**

## **Membership Lists**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD  
CURRENT MEMBERSHIP  
JULY 1, 2025 – JUNE 30, 2026**

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Kristi Hanes \*\*\* / \*\*\*\*\* / \*\*\*\*\*  
Co-Owner/Director  
Night & Day, Care & Play Inc.  
2831 Mays Street  
Amarillo, Texas 79109  
(806) 352-2186 / (806) 322-0986 fax  
[nightandday@arn.net](mailto:nightandday@arn.net)

Industry Represented: Child Care Services  
Firm Size: 29 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2028

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Betty Bara  
Co-Owner  
La Fiesta Grande  
4704 Van Winkle Drive  
Amarillo, Texas 79119  
(806) 376-3689 / (806) 355-2826 fax  
[bettybara@aol.com](mailto:bettybara@aol.com)

Industry Represented: Restaurants  
Firm Size: 84 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Amy Collie  
Sr. Director, Human Resources  
Pantex Plant  
P. O. Box 30020  
Amarillo, Texas 79120-0030  
(806) 573-7575  
[amy.collie@pantex.doe.gov](mailto:amy.collie@pantex.doe.gov)

Industry Represented: Ammunition Manufacturing  
Firm Size: 4,703 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2028

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Sonja Clark  
Site Leader  
Bell Textron, Inc.  
10201 Airport Blvd.  
Amarillo, Texas 79111  
(806) 467-4525  
[sclark@bellflight.com](mailto:sclark@bellflight.com)

Industry Represented: Aircraft Manufacturing  
Firm Size: 5,264 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Diana Mendez  
Office Manager / Senior Site Administrator  
International Aerospace Coatings (IAC)  
10801 Barker Street  
Amarillo, Texas 79111  
(806) 414-6413 Ext. 4011  
[diane.mendez@iac.aero](mailto:diane.mendez@iac.aero)

Industry Represented: Aviation Coating Services  
Firm Size: 260 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2028

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Wanda Boatman \* / \*\*\*  
Employee Relations  
Plains Dairy LLC  
300 North Taylor Street  
Amarillo, Texas 79107  
(806) 374-0385  
[WBoatman@plainsdairy.com](mailto:WBoatman@plainsdairy.com)

Industry Represented: Dairy Product Manufacturing  
Firm Size: 145 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AREA I - DALLAM, HARTLEY,  
MOORE, OLDHAM AND SHERMAN COUNTIES)**

Mr. Kevin Caddell \*\* / \*\*\* / \*\*\*\*  
Owner  
Furniture Fashions, LTD  
1603 Tennessee Blvd.  
Dalhart, Texas 79022  
(806) 244-5551  
[Kevin@furnfash.com](mailto:Kevin@furnfash.com)

Industry Represented: Furniture Retail  
Firm Size: 8 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2028

**PRIVATE SECTOR (AREA II - HANSFORD,  
HEMPHILL, HUTCHINSON, LIPSCOMB,  
OCHILTREE AND ROBERTS COUNTIES)**

Ms. Michelle Griffin \*\*\*  
President – Borger Branch  
Amarillo National Bank  
P. O. Box 949  
Borger, Texas 79008  
(806) 275-5025 / (806) 274-4533 fax  
[michelle.griffin@anb.com](mailto:michelle.griffin@anb.com)

Industry Represented: Commercial Banking  
Firm Size: 865 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AREA III - BRISCOE, CASTRO,  
DEAF SMITH, PARMER AND SWISHER COUNTIES)**

Mr. Edward Dominguez  
Owner/Operator  
Triple D Heating and Air Conditioning  
P. O. Box 1736  
Hereford, Texas 79045  
(806) 360-4463  
[tripleDheatingandac@gmail.com](mailto:tripleDheatingandac@gmail.com)

Industry Represented: Plumbing/HVAC  
Firm Size: 1 employee  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AREA IV - ARMSTRONG,  
CARSON, POTTER AND RANDALL COUNTIES)**

Ms. Amy Rambo  
Employee Relations Consultant  
Ardent Health Services  
BSA Health System  
1600 Wallace Blvd.  
Amarillo, Texas 79106  
(806) 212-2000  
[amy.rambo@bsahs.org](mailto:amy.rambo@bsahs.org)

Industry Represented: Hospitals  
Firm Size: 2,429 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2027

**PRIVATE SECTOR (AREA V - CHILDRESS,  
COLLINGSWORTH, DONLEY, GRAY, HALL  
AND WHEELER COUNTIES)**

Mr. Heath Bentley  
Plant Manager - Perforating  
Hunting Titan Inc.  
2526 Mary Ellen  
Pampa, Texas 79065  
(469) 383-9689  
[Heath.Bentley@hunting-intl.com](mailto:Heath.Bentley@hunting-intl.com)

Industry Represented: Oil & Gas  
Equipment Manufacturing  
Firm Size: 492 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AT LARGE)**

Mr. Orval "Terry" Wheeler \*\*\*\*\*  
Co-Owner  
Ace Pest Control  
P.O. Box 31568  
Amarillo, Texas 79120  
(806) 607-6416  
[Terry@acepestcontrol.pro](mailto:Terry@acepestcontrol.pro)

Industry Represented: Pest Control  
Firm Size: 14 employees  
Ethnicity/Gender: W/M  
Term Expires: June 30, 2028

**PRIVATE SECTOR (AT LARGE)**

Mr. Charlie Rivas \*\*\*  
Chief Executive Officer  
Rivas Environmental Consultants  
16001 I27 South  
Amarillo, Texas 79118  
(806) 622-2255 / (806) 622-2257 fax  
[rivas@arn.net](mailto:rivas@arn.net)

Industry Represented: Remediation Services  
Firm Size: 0 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AT LARGE)**

Mr. Francisco Apodaca  
Co-Owner  
Apodaca Brothers  
801 W. Francis Ave.  
Pampa, TX 79065  
(806) 669-1169 / (806) 669-1169  
[12280ehwy60@gmail.com](mailto:12280ehwy60@gmail.com)

Industry Represented: Plumbing/HVAC  
Firm Size: 8 employees  
Ethnicity/Gender: H/M  
Term Expires: June 30, 2027

**CHILD CARE WORKFORCE**

Ms. Jill Goodrich \*\*\*\*\*  
Executive Director  
Opportunity School  
1100 S. Harrison  
Amarillo, Texas 79101  
(806) 373-4245  
[jillgoodrich@opportunityschool.com](mailto:jillgoodrich@opportunityschool.com)

Industry Represented: Child Care Services  
Firm Size: 70 employees  
Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

## **ECONOMIC DEVELOPMENT ORGANIZATIONS**

Ms. Crystal Hermesmeier  
Economic Development Director  
Shamrock Economic Development Corporation  
207 N. Main Street  
Shamrock, TX 79079  
(806) 256-2516  
[shamrockedc@gmail.com](mailto:shamrockedc@gmail.com)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

## **SECONDARY EDUCATION**

Mr. Chad Huseman  
Principal  
AmTech Career Academy  
3601 Plains Blvd.  
Amarillo, Texas 79102  
(806) 326-1963  
[chad.huseman@amaisd.org](mailto:chad.huseman@amaisd.org)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2028

## **POST-SECONDARY EDUCATION**

Mr. Texas D. "Tex" Buckhaults \*\*\* / \*\*\*\*  
President  
Clarendon College  
P. O. Box 968  
Clarendon, Texas 79226  
(806) 874-3571  
[Tex.Buckhaults@clarendoncollege.edu](mailto:Tex.Buckhaults@clarendoncollege.edu)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2028

## **ADULT BASIC AND CONTINUING EDUCATION**

Dr. Frank Sobey  
VP of Academic Affairs  
Amarillo College  
P. O. Box 447  
Amarillo, Texas 79178  
(806) 282-6811  
[fesobey@actx.edu](mailto:fesobey@actx.edu)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

## **LITERACY ORGANIZATIONS**

Ms. Lisa White  
Literacy Coordinator  
Amarillo Public Library  
413 E. 4th  
Amarillo, Texas 79101  
(806) 378-3043 / (806) 378-9327 fax  
[lisa.white@amarillolibrary.org](mailto:lisa.white@amarillolibrary.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2028

## **VOCATIONAL REHABILITATION ORGANIZATIONS**

Ms. Geneva Tiller  
VR Supervisor  
Texas Workforce Solutions  
Vocational Rehabilitation Services  
3120 Eddy St.  
Amarillo, TX 79106  
(806) 372-5521  
[geneva.tiller@twc.texas.gov](mailto:geneva.tiller@twc.texas.gov)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

## **COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York \*\*\*\*  
Executive Director  
Panhandle Community Services  
1309 West Eighth Avenue  
Amarillo, Texas 79120-2150  
(806) 342-6150 / (806) 373-8143  
[magi.york@pcsvcs.org](mailto:magi.york@pcsvcs.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

## **COMMUNITY-BASED ORGANIZATIONS**

Ms. Jahnel McClain  
Human Resource Manager  
Goodwill Industries of Northwest Texas  
1904 Bell Street  
Amarillo, Texas 79106  
(806) 331-6890 / (806) 331-7207 fax  
[jmclain@ginwtx.org](mailto:jmclain@ginwtx.org)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2026

## **LABOR ORGANIZATIONS**

Mr. Paul Salazar \*\*\*\*  
Training Director, JATC  
West Texas Electrical Joint Apprenticeship  
& Training Committee  
102 South Bowie Street  
Amarillo, Texas 79106  
(806) 372-1581 / (806) 331-6718 fax  
[psalazarjatc@wtxjatc.org](mailto:psalazarjatc@wtxjatc.org)

Ethnicity/Gender: H/M  
Term Expires: June 30, 2027

## **LABOR ORGANIZATIONS**

Mr. John Roberts  
Council Business Representative  
Central South Carpenters Regional Council  
12180 Tascosa Road  
Amarillo, Texas 79124  
(806) 373-4574 / (806) 374-4437 fax  
[jroberts@cscouncil.net](mailto:jroberts@cscouncil.net)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

**PUBLIC EMPLOYMENT AGENCY**

Mr. Jason Vaden  
Project Coordinator  
Texas Workforce Commission  
101 E. 15<sup>th</sup> St.  
Austin, Texas 78778  
(512) 936-3442  
[jason.vaden@twc.texas.gov](mailto:jason.vaden@twc.texas.gov)

Ethnicity/Gender: W/M  
Term Expires: June 30, 2026

**STATE DEPARTMENT OF HUMAN SERVICES**

Ms. Lisa Lillard  
Program Manager  
Texas Health and Human Services Commission  
Region 1 - P.O. Box 3369, 79008  
301 West 6<sup>th</sup> Street 401  
Borger, Texas 79007  
(806) 273-4446 / (806) 274-5028 fax  
[Lisa.Lillard@hhs.texas.gov](mailto:Lisa.Lillard@hhs.texas.gov)

Ethnicity/Gender: W/F  
Term Expires: June 30, 2028

- \* Chairman
- \*\* Vice Chairman
- \*\*\* Executive Committee Member
- \*\*\*\* Cybersecurity Council Member
- \*\*\*\*\* Child Care Advisory Committee Member
- \*\*\*\*\* Also serves as Veterans Representative
- \*\*\*\*\* Also serves as Child Care Representative

**PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB)  
CHILD CARE ADVISORY COMMITTEE MEMBERSHIP  
JULY 1, 2025 – JUNE 30, 2026**

**LICENSED CHILD CARE CENTER  
PARTICIPATING IN CCS**

Ms. Kim Winegeart \*  
Co-Owner/Director  
Community Day Care Center, Inc.  
1100 Gwendolen Avenue  
Pampa, Texas 79065  
(806) 665-0735  
[cdccbaby@gmail.com](mailto:cdccbaby@gmail.com)

**LICENSED CHILD CARE CENTER  
PARTICIPATING IN CCS**

Ms. Kristi Hanes \*\*  
Co-Owner/Director  
Night & Day, Care & Play Inc.  
2831 Mays Street  
Amarillo, Texas 79109  
(806) 352-2186 / (806) 322-0986 fax  
[nighstandday@arn.net](mailto:nighstandday@arn.net)

**LICENSED/REGISTERED CHILD CARE HOME  
PARTICIPATING IN CCS**

Mr. Omar Mendoza  
Owner/Director  
Nikkies Care Club LCCH  
81 N. Maryland St.  
Amarillo, Texas 79106  
(619) 964-1960  
[nikkiescareclub@gmail.com](mailto:nikkiescareclub@gmail.com)

**CURRENT OR FORMER  
CHILD CARE FAMILY**

Ms. Wendy Garza  
Current/Former CCS Family  
(806) 471-1311  
[wendygarza82@yahoo.com](mailto:wendygarza82@yahoo.com)

**PWDB CHILD CARE SERVICES CONTRACTOR**

Ms. Karron Gilbreath  
Lead Provider Services Specialist  
Workforce Solutions Panhandle  
3120 Eddy Street  
Amarillo, Texas 79106  
(806) 350-1726  
[kgilbreath@wspanhandle.com](mailto:kgilbreath@wspanhandle.com)

**PWDB STAFF**

Ms. Gracie Aragon  
Workforce Development Program Specialist  
Panhandle Regional Planning Commission  
415 Southwest 8th Avenue  
Amarillo, Texas 79105  
(806) 372-3381  
[garagon@theprpc.org](mailto:garagon@theprpc.org)

**CHILD CARE STAKEHOLDER**

Ms. Irma Burney  
Teacher  
Texas Premier Childcare at Amarillo Netplex  
3723 SW 58<sup>th</sup> Ave  
Amarillo, Texas 79110  
(806) 640-2874  
[irmab@texaspremierchildcare.com](mailto:irmab@texaspremierchildcare.com)

**CHILD CARE STAKEHOLDER**

Ms. Karleigh Cross  
Teacher  
Opportunity School  
1100 S Harrison  
Amarillo, Texas 79101  
(806) 420-4365  
[karleighcross@opportunitieschool.com](mailto:karleighcross@opportunitieschool.com)

**CHILD CARE STAKEHOLDER**

Ms. Victoria Hughes  
Operation First Five Facilitator  
& Community Organizer  
Operation First Five-Amarillo  
301 South Polk Street, Suite 740  
Amarillo, Texas 79101  
(806) 683-4248  
[victoriahughes012@gmail.com](mailto:victoriahughes012@gmail.com)

**CHILD CARE STAKEHOLDER**

Ms. Kodie McManus  
Daycare Child Care Regulation Inspector V  
Child Care Regulation Texas Health & Human Svcs  
28 Western Plaza Drive  
Amarillo, Texas 79109  
(806) 570-7553  
[Kodie.Mcmanus@hhs.texas.gov](mailto:Kodie.Mcmanus@hhs.texas.gov)

\* Chairman

\*\* Vice-Chairman

*The Cybersecurity Council will be comprised of a Chairperson, a Vice Chairperson and, at least one additional member with an interest and/or expertise in IT and cybersecurity-related issues, who are willing to serve on the Cybersecurity Council, and are elected by the Panhandle Workforce Development Board (PWDB) in an Open Public Meeting. At the discretion of the Chairperson, the Council may act on behalf of the PWDB on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.*

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**CYBERSECURITY COUNCIL**

**FOR JULY 1, 2025 – JUNE 30, 2026**

**POST-SECONDARY EDUCATION**

Mr. Texas D. “Tex” Buckhaults \*  
President  
Clarendon College  
Clarendon, Texas  
Term Expires: June 30, 2026

**COMMUNITY-BASED ORGANIZATIONS**

Ms. Magi York \*\*  
Executive Director  
Panhandle Community Services  
Amarillo, Texas  
Term Expires: June 30, 2026

**PRIVATE SECTOR (AREA I - DALLAM, HARTLEY,  
MOORE, OLDHAM AND SHERMAN COUNTIES)**

Mr. Kevin Caddell  
Owner  
Furniture Fashions, LTD  
Dalhart, Texas  
Term Expires: June 30, 2026

**LABOR ORGANIZATIONS**

Mr. Paul Salazar  
Training Director, JATC  
West Texas Electrical Joint Apprenticeship & Training Committee  
Amarillo, Texas  
Term Expires: June 30, 2026

\* Denotes the member selected to serve as Chairperson

\*\* Denotes the member selected to serve as Vice Chairperson

*An Executive Committee will be comprised of the Board's Chairperson, Vice Chairperson and five additional members appointed by the Chairperson, giving consideration to a balanced representation of the Board as a whole. The Executive Committee will identify, analyze and develop recommendations on items, issues and initiatives as deemed appropriate by the Chairperson. At the discretion of the Chairperson, the Executive Committee may act on behalf of the Board on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.*

**EXECUTIVE COMMITTEE**  
**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**FOR JULY 1, 2025 – JUNE 30, 2026**

– CHAIR –

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Wanda Boatman, Employee Relations  
Plains Dairy, LLC  
Amarillo, Texas

– VICE CHAIR –

**PRIVATE SECTOR (AREA I – DALLAM, HARTLEY, MOORE, OLDHAM, AND SHERMAN  
COUNTIES)**

Mr. Kevin Caddell, Owner  
Furniture Fashions, LTD  
Dalhart, Texas

– CHAIR APPOINTMENTS –

**ADULT BASIC AND CONTINUING EDUCATION**

Dr. Frank Sobey, Vice President of Academic Affairs  
Amarillo College  
Amarillo, Texas

**POST- SECONDARY EDUCATION**

Mr. Texas D. “Tex” Buckhaults, President  
Clarendon College  
Clarendon, Texas

**PRIVATE SECTOR (AREA II - HANSFORD, HEMPHILL, HUTCHINSON,  
LIPSCOMB, OCHILTREE AND ROBERTS COUNTIES)**

Ms. Michelle Griffin, President  
Amarillo National Bank – Borger Branch  
Borger, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

Ms. Kristi Hanes, Co-Owner/Director  
Night & Day, Care & Play, Inc.  
Amarillo, Texas

**PRIVATE SECTOR – AT LARGE**

Mr. Charlie Rivas, Chief Executive Officer  
Rivas Environmental Consultants  
Amarillo, Texas

**PANHANDLE WORKFORCE DEVELOPMENT CONSORTIUM'S GOVERNING BODY  
CURRENT MEMBERSHIP  
JULY 1, 2025 – JUNE 30, 2026**

**CITY OF AMARILLO**

The Honorable Cole Stanley  
Mayor, City of Amarillo  
P. O. Box 1971  
Amarillo, Texas 79105-0001  
(806) 378-3014  
(806) 378-9394 fax  
[cole.stanley@amarillo.gov](mailto:cole.stanley@amarillo.gov)

**AREA I (DALLAM, HARTLEY,  
MOORE, OLDHAM AND  
SHERMAN COUNTIES)**

The Honorable Alicia Law  
Judge, County of Sherman  
P. O. Box 165  
Stratford, Texas 79084-0165  
(806) 366-2021  
(806) 366-3011 fax  
[cojudge@co.sherman.tx.us](mailto:cojudge@co.sherman.tx.us)

**AREA III (BRISCOE, CASTRO,  
DEAF SMITH, PARMER AND  
SWISHER COUNTIES)**

The Honorable Isabel "Izzy" Carrasco  
Judge, County of Parmer  
401 3<sup>rd</sup> Street  
P.O. Box 506  
Farwell, Texas 79325  
(806) 481-3383  
(806) 481-9548 fax  
[isabel.carrasco@parmercounty.texas.gov](mailto:isabel.carrasco@parmercounty.texas.gov)

**AREA V (CHILDRESS, COLLINGSWORTH,  
DONLEY, GRAY, HALL AND  
WHEELER COUNTIES)**

The Honorable Chris Porter  
Judge, County of Gray  
205 N. Russell  
Pampa, Texas 79065  
(806) 669-8007  
(806) 669-3048 fax  
[chris.porter@graycch.com](mailto:chris.porter@graycch.com)

**AT- LARGE**

The Honorable Kim Jones  
Judge, County of Childress  
100 Avenue East NW, Suite #100  
Courthouse Box 1  
Childress, Texas 79201  
(940) 937-2221  
(940) 937-0166 fax  
[kimberly.jones@childresstx.us](mailto:kimberly.jones@childresstx.us)

**AREA II (HANSFORD, HEMPHILL,  
HUTCHINSON, LIPSCOMB, OCHILTREE AND  
ROBERTS COUNTIES)**

The Honorable Cindy Irwin \*  
Judge, County of Hutchinson  
P.O. Box 790  
Stinnett, Texas 79083  
(806) 878-4000  
(806) 878-4048 fax  
[judgeirwin@hutchinsoncnty.com](mailto:judgeirwin@hutchinsoncnty.com)

**AREA IV (ARMSTRONG,  
CARSON, POTTER AND  
RANDALL COUNTIES)**

The Honorable Dan Looten \*\*  
Judge, County of Carson  
P.O. Box 369  
Panhandle, Texas 79068  
(806) 537-3622  
(806) 537-2244 fax  
[dan.looten@co.carson.tx.us](mailto:dan.looten@co.carson.tx.us)

\* Chairman

\*\* Vice-Chairman



# **ITEM 5**

## **Election of Officers**

**According to the Bylaws of the Panhandle Workforce Development Board:**

The members of the Board will elect by majority vote, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson will be elected from among members who are considered a Private Sector Representative; with the term of office for one year, from July 1 through June 30; and may serve two (2) consecutive terms. Any member willing to continue to serve as an officer after serving two consecutive terms in any one office, is not eligible to return to service as an officer in that office until a least one year passes from the end of the term of service in that office.

1. The Chairperson will:
  - Preside at Board meetings;
  - Serve as the designated signatory for the Board;
  - Serve on the Board’s Executive Committee;
  - Appoint Board members to the Board’s Executive and Special Committees, as needed; and
  - Represent the Board at meetings, events, and activities, as appropriate.
  
2. The Vice Chairperson will:
  - Serve on the Executive Committee; and
  - In the absence of the Chairperson, preside at Board meetings and perform such additional duties as are required of the Chairperson.

*Members may also nominate from the current Board Members listed below.*

**CURRENT BOARD MEMBERS ELIGIBLE TO SERVE AS OFFICERS**

**PRIVATE SECTOR (AT LARGE)**

**Mr. Francisco Apodaca**  
Co-Owner, Apodaca Brothers, Pampa, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Betty Bara**  
Co-Owner, La Fiesta Grande

**PRIVATE SECTOR  
(AREA V - CHILDRESS, COLLINGSWORTH, DONLEY, GRAY, HALL AND WHEELER COUNTIES)**

**Mr. Heath Bentley**  
Plan Manager, Hunting Titan Inc., Pampa, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Wanda Boatman - PREVIOUSLY SERVED AS: Chair (February – June) 2026**  
Employee Relations, Plains Dairy LLC

**PRIVATE SECTOR (AT LARGE)**

**Mr. Kevin Caddell - PREVIOUSLY SERVED AS: Chair 2024-2025, Vice-Chair 2025-2026**  
Owner, Furniture Fashions, LTD, Dalhart, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Sonja Clark**  
Site Leader, Bell Textron, Inc.

**PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Amy Collie**  
Sr. Director, Human Resources, Pantex Plant

**PRIVATE SECTOR**  
**(AREA III – BRISCOE, CASTRO, DEAF SMITH, PARMER AND SWISHER COUNTIES)**

**Mr. Edward Dominguez**  
Owner/Operator, Triple D Heating and Air Conditioning, Hereford, Texas

**PRIVATE SECTOR (CHILD CARE WORKFORCE)**

**Ms. Jill Goodrich**  
Executive Director, Opportunity School, Amarillo, Texas

**PRIVATE SECTOR**  
**(AREA II - HANSFORD, HEMPHILL, HUTCHINSON, LIPSCOMB, OCHILTREE AND ROBERTS COUNTIES)**

**Ms. Michelle Griffin - PREVIOUSLY SERVED AS: Vice-Chair 2010-2012, Chair 2012-2013, Chair 2017-2019, Vice-Chair 2020-2021, Chair 2021-2023**  
President – Borger Branch, Amarillo National Bank, Borger, Texas

**PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Kristi Hanes**  
Co-Owner/Director, Night & Day, Care & Play Inc.

**PRIVATE SECTOR (CITY OF AMARILLO)**

**Ms. Diana Mendez**  
Office Manager / Senior Site Administrator, International Aerospace Coatings (IAC)

**PRIVATE SECTOR**  
**(AREA IV - ARMSTRONG, CARSON, POTTER AND RANDALL COUNTIES)**

**Ms. Amy Rambo**  
Senior Human Resource Business Partner, Baptist St. Anthony’s Health System (BSA), Amarillo, Texas

**PRIVATE SECTOR (AT LARGE)**

**Mr. Charlie Rivas - PREVIOUSLY SERVED AS: Chair 2006-2008, Vice-Chair 2017-2019, Chair 2019-2020, Chair 2020-2021.**  
Chief Executive Officer, Rivas Environmental Consultants, Amarillo, Texas

**PRIVATE SECTOR (AT LARGE)**

**Mr. Orval “Terry” Wheeler**  
Co-Owner, Ace Pest Control, Amarillo, Texas



# **ITEM 6**

## **Appointment to Child Care Advisory Committee**

**APPOINTMENT TO THE**  
**PANHANDLE WORKFORCE DEVELOPMENT BOARD'S**  
**CHILD CARE ADVISORY COMMITTEE**

– PROPOSED NEW MEMBER –

**Representative of Licensed Child Care Centers Participating**  
**in TWC's Child Care Services Program**

Ms. Jill Goodrich  
Opportunity School  
Amarillo, Texas





# **ITEM 9**

## **Board Report**

## PROGRAMS

### CHILDCARESERVICES

Our *Child Care/Formula and Federal Match grants* fund day care services for children from eligible families. Resources obtained from local contributors are required in order to access matching federal funds. Resources to purchase services for children in foster care are provided through our *Family and Protective Services grant*. The *Child Care/Quality Improvement grant* supports professional development for child care providers and staff. The *Child Care Automated Attendance* grant supports systems that link children's attendance to provider payments.

### CHILD CARE CLIENT SERVICES

Child Care Services		
BCY	2026	2025
Average number of children served daily	2,429	2,602
Families served in 2025	1,700	1,723
Children Served in a certified Texas Rising Star Center in October -	2,064	2,120

### CHILD CARE PROVIDER SERVICES

Workforce Solutions Panhandle is currently assisting families and providing services for 2,625 children. PRPC has agreements with 97 Child Care Providers to provide services to WSP customers throughout the Panhandle of which 81% are Texas Rising Star certified. Approximately 90% of the children served through WSP are enrolled in a Texas Rising Star certified program.

Child Care Provider Services		
BCY	2026	2025
Total Providers	79	75
TRS certified	81%	73%
Providers who received initial TRS certification	8	8
Provider staff that received Scholarships	49	54
New students	47%	19%
Amount expended on Scholarships for teachers/directors	\$84,815	\$83,165

## WIOA Adult, Dislocated Worker, & Youth Program

The Workforce Innovation and Opportunity Act (WIOA) helps people who need jobs. WIOA offers a range of programs and services. These programs help jobseekers get training, education and support. That way, they will do well in the job market. WIOA also helps connect employers with the trained workers they need.

### TRAININGSERVICES

The *Workforce Innovation and Opportunity Act - Adult, Youth, and Dislocated Worker grants* fund case management, training, job search and placement, and supportive services for eligible clients. The Workforce Innovation and Opportunity Act (WIOA) program provides workforce development activities designed to enhance the employability, occupational attainment, retention and earnings of adults, dislocated workers and youth. WIOA improves the quality of the workforce, reduces welfare dependency, and enhances the productivity and competitiveness of the Texas economy.

Young Adult Training Services		
	BCY 2026	BCY 2025
Applications	99	---
Total Enrolled	60	---
Enrollment Rate	60.61%	---
Young Adults in Training	17	54
Young Adults in Workforce-Paid Internships	11	19
Young Adults Receiving GED Assistance	17	6
<b>Total Served</b>	<b>105</b>	<b>81</b>

Young Adult Training by Occupation		
	BCY 2026	BCY 2025
Healthcare Practitioners, Support and Technical	34	---
Protective Service	10	---
Computer and Mathematical	1	---
Production Welding	2	---
Installation, Maintenance and Repair	1	---
<b>Total</b>	<b>48</b>	<b>54</b>

## ADULT & DISLOCATED WORKERS

Adult & Dislocated Worker Training Services		
BCY	2026	2025
Applications	363	237
Total Enrolled	212	198
Enrollment Rate	58.40%	83.54%
<b>Total Adult/DLW enrolled</b>	<b>368</b>	<b>291</b>

Adult & Dislocated Workers - Training by Occupation		
BCY	2026	2025
Healthcare Practitioners & Support	135	167
Transportation & Material Moving	59	46
Protective Service	11	7
Management	2	5
Computer & Mathematical	3	2
Production Welding & Machining	13	7
Architecture & Engineering	4	4
Installation, Maintenance & Repair	11	3
Construction and Extraction	1	1
Legal	1	---
Office and Administrative Support	6	---
<b>Total</b>	<b>246</b>	<b>245</b>

## SNAP EMPLOYMENT & TRAINING

The *Supplemental Nutrition Assistance/Employment and Training grant* provides case management and assists recipients of Food Stamps assistance to transition from public assistance to work through participation in work-related activities, including job search and job readiness, education, training activities, and support services. Clients are generally required to participate in one or more of those activities.

SNAP E&T Services		
BCY	2026	2025
Total served	255	200
Employed	102	101
Customers Received Support Services	146	146

**CHOICES**

The *Temporary Assistance to Needy Families/CHOICES grant* provides case management and assists applicants, recipients, non-recipient parents, and former recipients of TANF (cash assistance) to transition from welfare to work through participation in work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services. Parents are generally required to participate in one or more of those activities.

Choices Program		
	2026	2025
Total served	56	63
Employed	14	43
Support Services	28	39

**NONCUSTODIAL PARENT CHOICES PROGRAM (NCP)**

The *Temporary Assistance to Needy Families/Non-Custodial Parent Employment Services grant* provides case management and assists low-income unemployed or underemployed noncustodial parents who are behind on their child support payments and whose children are current or former recipients of public assistance. Clients are required to participate through a court order in Workforce work-related activities, including job search and job readiness, basic skills training, education, vocational training, and support services.

NCP Program		
BCY	2026	2025
Total NCP Customers Served	23	31
Establishment Cases	3	15
Enforcement Cases	20	16
Successfully Completed (6 months employed)	0	0
Obtained Employment	7	12
% Obtained Employment	30%	38%

## REEMPLOYMENT SERVICES & ELIGIBILITY ASSESSMENT (RESEA) PROGRAM

The **RESEA program** is a federal grant program designed to provide intensive reemployment assistance to individuals who are receiving unemployment insurance (UI) benefits and are determined to be likely to exhaust their benefits before becoming reemployed.

Reemployment Services & Eligibility Assessment (RESEA) Program							
	RESEA Profile Pool Count		Initial RESEAs Completed		Completion Rate		
BCY	2026	2025	2026	2025	2026	2025	
WF Solutions Panhandle (Amarillo)	106	254	90	185	85%	73%	
WF Solutions Panhandle (Borger)	26	61	23	50	88%	82%	
<b>Panhandle 1st Quarter Subtotal:</b>	<b>132</b>	<b>315</b>	<b>113</b>	<b>235</b>	<b>86%</b>	<b>75%</b>	

Concurrently, I am bringing to your attention a data quality issue that the TWC performance team in the Information Innovation and Insight (I|3) Division has identified. Following the recent update to their data analytics infrastructure in January, coding changes have led to the incorrect inclusion of customers who have only received reportable or follow-up services into their performance measure calculations. This issue does not affect all boards, but it is affecting boards with smaller customer populations.

TWC's initial analysis indicates this has a slight impact on the lagged measures, particularly for smaller boards. Out of an abundance of caution, TWC has decided to suppress the performance status in the February 2026 MPR for all WIOA-based Career & Training measures. TWC anticipate taking the same action for the upcoming March 2026 MPR. Please note that the underlying data for the measures, including the percent of current performance, is still included in the report for your review.

TWC is actively working to correct the data analytics infrastructure, and expect the fix to be operational by the time the April 2026 MPR is issued in mid-May. To avoid further delays, TWC will not be revising and reissuing the January 2026 MPR, as that is currently an intensive manual process and Their priority is focused on addressing the underlying coding and getting performance measure data out to boards as soon as possible.



Official MPR Release | MPR Release | Report Type | Area Level | Board Name | Program/Measure | List  
 Official Release | February 2026 | Board Contract.. | Board | Panhandle | Program | All



Status  N/A  NM  MG

N/A 18 NM 2 MG 1

**Monthly Performance Report | Official Release | February 2026 | Report Type: Board Contracted | Area: Board | LWDA: 1: Panhandle**  
 Release Date: 04/21/2026

Measure	Numerator	Denominator	Performance	Current Target	EOY Target	% Current Target	From	To	Notes	% Current Target
Adult: Credential Rate	60	70	85.71%	79.28%	79.28%	108.11%	01/24	06/24	18	N/A 108.11%
Adult: Employed Q2	114	138	82.61%	79.37%	79.37%	104.08%	07/24	12/24	18	N/A 104.08%
Adult: Employed Q4	75	83	90.36%	76.17%	76.17%	118.63%	01/24	06/24	18	N/A 118.63%
Adult: Measurable Skill Gains	108	200	54.00%	70.70%	70.70%	76.38%	07/25	02/26	18	N/A 76.38%
Adult: Median Earnings Q2	N/A	114	\$9,324.97	\$8,480	\$8,480	109.96%	07/24	12/24	18	N/A 109.96%
C&T: Credential Rate	61	79	77.22%	75.00%	75.00%	102.96%	01/24	06/24	18	N/A 102.96%
Child Care: Average # Children Served Per Day - Combined	261,821	108	2,424	2,833	2,833	85.56%	10/25	02/26	15	N/A 85.56%
<b>Child Care: Initial Job Search Success Rate</b>	5	22	<b>22.73%</b>	<b>56.91%</b>	56.91%	<b>39.94%</b>	06/25	10/25	19	NM 39.94%
Choices/TANF: Full Engagement Rate - All-Family	N/A	N/A	N/A	50.00%	50.00%	N/A	10/25	02/26	14	N/A N/A
DW: Credential Rate	7	8	87.50%	85.00%	85.00%	102.94%	01/24	06/24	18	N/A 102.94%
DW: Employed Q2	10	11	90.91%	82.35%	82.35%	110.39%	07/24	12/24	18	N/A 110.39%
DW: Employed Q4	7	8	87.50%	81.99%	81.99%	106.72%	01/24	06/24	18	N/A 106.72%
DW: Measurable Skill Gains	13	22	59.09%	76.00%	76.00%	77.75%	07/25	02/26	18	N/A 77.75%
DW: Median Earnings Q2	N/A	10	\$10,973.85	\$9,510	\$9,510	115.39%	07/24	12/24	18	N/A 115.39%
<b>Reemployment: Claimant Reemployment within 10 Weeks</b>	796	1,250	<b>63.68%</b>	<b>61.09%</b>	61.09%	<b>104.24%</b>	07/25	11/25	N/A	MG 104.24%
<b>Reemployment: Employers Receiving Texas Talent Assistance</b>	706	1	<b>706</b>	<b>954</b>	2,076	<b>74.00%</b>	10/25	02/26	N/A	NM 74.00%
Youth: Credential Rate	10	14	71.43%	79.37%	79.37%	90.00%	01/24	06/24	18	N/A 90.00%
Youth: Employed/Enrolled Q2	34	37	91.89%	79.46%	79.46%	115.64%	07/24	12/24	18	N/A 115.64%
Youth: Employed/Enrolled Q4	26	30	86.67%	77.23%	77.23%	112.22%	01/24	06/24	18	N/A 112.22%
Youth: Measurable Skill Gains	22	55	40.00%	65.84%	65.84%	60.75%	07/25	02/26	18	N/A 60.75%
Youth: Median Earnings Q2	N/A	34	\$6,372.51	\$5,200	\$5,200	122.55%	07/24	12/24	18	N/A 122.55%

**Monthly Performance Report | Official Release | February 2026 | Report Type: Board Contracted | Area: Board | LWDA: 1: Panhandle**

- 14 Release of Choices visualization is pending resolution of issues in GSI's data interface with HHSC.
- 15 New targets shown were approved by the Commission on March 3, 2026.
- 18 In some instances, services used to identify the Population Groups (Adult, DW, Youth) mistakenly include reportable and follow-up services and may inflate or deflate performance rate. Performance status currently suppressed.

YTD MARCH 2026 Report

	Administration and Service Delivery Costs			Training and Support			Total		
	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended	Total Budgeted	Total Expended	Percent Expended
<b>GRANTS PROVIDING SERVICES TO LOW-INCOME ADULTS/YOUTH AND DISLOCATED WORKERS</b>									
Workforce Innovation & Opportunity Act/Adult 7/1/25-6/30/27	600,519	274,540	46%	598,968	446,002	74%	1,199,487	720,541	60%
Workforce Innovation & Opportunity Act/Youth 7/1/25-6/30/27	533,730	206,016	39%	300,000	44,911	15%	833,730	250,927	30%
Workforce Innovation & Opportunity Act/Youth - Work Experience 7/1/24-6/30/26	-	32,546	0%	130,000	19,231	15%	130,000	51,777	40%
Workforce Innovation & Opportunity Act/DLW 7/1/25-6/30/27	591,625	376,982	64%	180,000	30,280	17%	771,625	407,263	53%
Workforce Innovation & Opportunity Act/Rapid Response 7/1/26-6/30/27	126,686	63,179	50%	-	-	0%	126,686	63,179	50%
Workforce Innovation & Opportunity Act/Externship for Teachers 2/1/26-1/31/27	66,494	7,424	0%	50,000	-	0%	116,494	7,424	0%
Reemployment Services and Eligibility Assessment 10/1/25-9/30/26	567,445	260,622	46%	-	-	0%	567,445	260,622	46%
Trade Adjustment Assistance 0126TRA001 10/1/25-9/30/26	753	-	-	4,247	-	0%	5,000	-	0%
Skills Development Fund with Healthcare Consortium 8/31/25-8/31/26	278,177	58,433	21%	-	-	0%	278,177	58,433	21%
<b>GRANTS PROVIDING SERVICES TO PUBLIC ASSISTANCE RECIPIENTS, NON-CUSTODIAL PARENTS AND OFFENDERS</b>									
Temporary Assistance to Needy Families CHOICES 10/1/25-10/31/26	812,402	385,933	48%	84,115	15,195	18%	896,517	401,128	45%
Temporary Assistance to Needy Families CHOICES - Summer Youth 10/1/25-10/31/26	-	-	0%	100,000	-	0%	100,000	-	0%
Temporary Assistance to Needy Families CHOICES - Educ Outreach 10/1/25-10/31/26	80,000	46,092	58%	-	-	0%	80,000	46,092	58%
Temporary Assistance to Needy Families NCP 9/1/25-9/30/26	132,810	62,181	47%	25,000	928	4%	157,810	63,109	40%
Supplemental Nutrition Assistance/Employment & Training 10/1/25-9/30/26	138,796	67,485	49%	36,500	14,854	41%	175,296	82,339	47%
<b>GRANTS PROVIDING CHILD CARE SERVICES TO LOW-INCOME FAMILIES AND OTHER ASSISTANCE TO CHILD CARE PROVIDERS</b>									
Child Care Formula 10/1/25-10/31/26	2,337,561	1,017,014	44%	19,485,478	8,338,595	43%	21,823,039	9,355,609	43%
Child Care Match 10/1/25-12/31/26	-	-	0%	1,289,615	114,751	9%	1,289,615	114,751	9%
Child Care Quality Improvement 10/1/25-10/31/26	183,000	43,862	24%	362,897	109,965	30%	545,897	153,827	28%
Child Care Quality Mentor 10/1/25-10/31/26	528,772	270,442	51%	-	-	0%	528,772	270,442	51%
Child Care Quality Formula Funds 10/1/25-10/31/26	-	-	0%	851,095	217,848	0%	851,095	217,848	26%
CCP - Family and Protective Services 9/1/25-9/30/26	37,500	18,702	50%	712,500	374,037	52%	750,000	392,739	52%
<b>GRANTS PROVIDING SUPPORT FOR WORKFORCE CENTER OPERATIONS AND FACILITIES</b>									
Wagner-Peyser Employment Service 10/1/25-12/31/26	61,193	55,312	90%	-	-	0%	61,193	55,312	90%
Veterans Employment Service 10/1/25-9/30/26	6,655	3,207	48%	-	-	0%	6,655	3,207	48%
<b>GRANTS PROVIDING SUPPORT FOR TEXAS WORKFORCE COMMISSION SPECIAL INITIATIVES AND OTHER PROJECTS</b>									
Workforce Commission Initiatives - TVLP 0126WCI001 10/1/25-9/30/26	3,057	1,616	53%	-	-	0%	3,057	1,616	53%
Workforce Commission Initiatives - Jobs Y'all Fair 0126WCI001 10/1/25-9/30/26	35,000	33,782	97%	-	-	0%	35,000	33,782	97%
Workforce Commission Initiatives - Foster Youth Conference 0126WCI001 10/1/25-9/30/26	1,212	-	0%	-	-	0%	1,212	-	0%
Workforce Commission Initiatives - Hiring Red, White and You! 0126WCI001 10/1/25-9/30/26	3,300	2,360	72%	-	-	0%	3,300	2,360	72%
<b>TOTAL</b>	<b>7,557,233</b>	<b>3,382,777</b>	<b>45%</b>	<b>24,210,415</b>	<b>9,726,596</b>	<b>40%</b>	<b>31,767,648</b>	<b>13,109,373</b>	<b>41%</b>



# **ITEM 10**

## **Monitoring Report**



## MEMORANDUM

DATE: May 27, 2026

TO: Members of the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body

FROM: Marin Rivas, Workforce Development Director

SUBJECT: Report on Monitoring Reviews

In its role as administrative and fiscal agent for the Panhandle Workforce Development Board (PWDB), the Panhandle Regional Planning Commission (PRPC) is required to oversee administration, and fiscal and program monitoring, for the delivery of Workforce Development Services and Child Care Services, under the Panhandle Workforce Development Area (PWDA) Service Delivery System Contract.

Fiscal and Program Monitoring activities are conducted by the Texas Workforce Commission (TWC), the external fiscal monitor, and the Board's internal program monitor, and include: reviewing records and supporting documentation, reporting the results of those reviews, and providing recommendations for actions to resolve instances of non-compliance with the One-Stop Service Delivery System Contract requirements.

Program Monitoring Activities ensure that programs achieve intended objectives; that resources are utilized efficiently, effectively, and exclusively for authorized purposes; and that such resources are safeguarded against waste, fraud, and abuse. Additionally, these activities ensure that accurate, reliable, and timely information is collected, maintained, and reported to support informed decision-making and continuous program improvement.

Program Monitoring Activities are conducted to evaluate progress toward the achievement of program goals and to ensure accountability in program administration and operations. Monitoring activities are designed to identify potential deficiencies or areas of noncompliance before such conditions result in substandard performance, questioned costs, or violations of applicable federal and state laws, regulations, contractual provisions.

Program Monitoring Activities are evaluated on a periodic basis to assess effectiveness and ensure continued alignment with regulatory and organizational requirements. Monitoring reviews result in recommendations intended to provide practical and actionable solutions, facilitate timely corrective action, and strengthen internal controls in advance of the Texas Workforce Commission's (TWC) Annual Monitoring Review.

Reports on program monitoring activities are issued to document and summarize the results of the reviews. The reports include observations, findings, identified questioned costs, and recommendations for corrective or preventive action.

The following detailed report lists updated statuses for the Service Delivery Reviews of the current Contractor, Huxford Group, LLC, since the last report provided to the Board at the February 2026 meeting.

# REPORT ON THE PWDA'S MONITORING REVIEWS

November 2025 – May 2026

<b>Workforce Development and Child Care Services Program Monitoring Conducted by Internal Monitor – Kathy Cabezuela, Program Specialist</b>			
Monitoring Review	Date of review	Period Covered	Status
Program Operating Systems - Fall 2025 Review	November 2025 – May 2026	April 2025 – September 2025	Ongoing

<b>Administration of Fiscal and Program Control Monitoring Conducted by Texas Workforce Commission (TWC) FY25</b>			
Monitoring Review	Date of review	Period Covered	Status
Fiscal and Program Operating Systems - FY 2026 Annual Review	March 9, 2026 – March 13, 2026	January 2025 – December 2025	Management Letter
Program Operating Systems - Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) - FY 2026 Annual Review	March 9, 2026 – March 13, 2026	January 2025 – December 2025	Management Letter
Program Operating Systems - Workforce Innovation and Opportunity Act (WIOA) – Data Validation	March 9, 2026 – March 13, 2026	July 2024 – June 2025	Management Letter
Child Care Eligibility / Improper Payment (CCIP) Case Review – FY 2026 (3-Year Review)	November 3, 2025 – November 14, 2025	October 2024 – September 2025	Pending Results

<b>Administration of Equal Opportunity Compliance Department (EOCD) Conducted by Texas Workforce Commission (TWC)</b>			
Monitoring Review	Date of review	Period Covered	Status
Equal Opportunity Compliance	January 2026	January 2025 – December 2025	Pending Results

Please note: text above that is in blue font designates updated information from the previous reports.

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Steve Pier  
Executive Director

## Report #26.01.0001

ISSUE DATE: May 12, 2026

Mr. Marin Rivas, Workforce Development Director  
Workforce Solutions Panhandle  
415 Southwest 8th Avenue  
Amarillo, Texas 79101

Dear Mr. Rivas:

Our review of the programs administered by Workforce Solutions Panhandle indicates that controls exist to support proper administration of fiscal and program operating systems.

We conducted the review the week of March 9, 2026, and reviewed Choices (employment services for Temporary Assistance for Needy Families), Child Care Services, Employment Services, and Workforce Innovation and Opportunities Act programs administered by the Board. The review covered the period January 1, 2025, to December 31, 2025, and included tests of transactions and fiscal and program controls.

We appreciate the cooperation and assistance you and your staff provided throughout the review. Should you have any questions, please contact me at (737) 397-4813.

Sincerely,



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

cc: Wanda Boatman, Chair, Workforce Solutions Panhandle  
Gwendolyn Jones, Regional Program Manager, U. S. Department of Health and Human Services  
Deborah Daniels, Program Specialist, U. S. Department of Health and Human Services  
Alisa Matthews, Program Specialist, U. S. Department of Health and Human Services  
M. Frank Stluka, Regional Director, USDOL/Employment and Training  
Joe Esparza, Chairman, Commissioner Representing Employers  
Alberto Treviño, III, Commissioner Representing Labor  
Brent Connett, Commissioner Representing the Public  
Steve Pier, Executive Director, TWC  
Mary York, Director, Division of Workforce Development, TWC  
Reagan Miller, Director, Division of Child Care and Early Learning, TWC  
Jason Stalinsky, Director, Division of Fraud Deterrence and Compliance Monitoring, TWC  
Chris Nelson, Chief Financial Officer, TWC  
Jennifer Colehower, Director, Division of Information, Innovation and Insight, TWC

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).



# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Steve Pier  
Executive Director

## Report #26.01.0001

ISSUE DATE: May 12, 2026

Mr. Marin Rivas, Workforce Development Director  
Workforce Solutions Panhandle  
415 Southwest 8th Avenue  
Amarillo, Texas 79101

Dear Mr. Rivas:

Our review of the Supplemental Nutrition Assistance Program Employment and Training program administered by Workforce Solutions Panhandle indicates fiscal and program systems are effectively managed.

The review covered the period January 1, 2025, to December 31, 2025, and included tests of transactions and fiscal and program controls.

We appreciate the cooperation and assistance you and your staff provided throughout the review. Should you have any questions, please contact me at (737) 397-4813.

Sincerely,



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

cc: Wanda Boatman, Chair, Workforce Solutions Panhandle  
Gwendolyn Jones, Regional Program Manager, U. S. Department of Health and Human Services  
Deborah Daniels, Program Specialist, U. S. Department of Health and Human Services  
Alisa Matthews, Program Specialist, U. S. Department of Health and Human Services  
Joe Esparza, Chairman Commissioner Representing Employers  
Alberto Treviño, III, Commissioner Representing Labor  
Brent Connett, Commissioner Representing the Public  
Steve Pier, Executive Director, TWC  
Mary York, Director, Division of Workforce Development, TWC  
Jason Stalinsky, Director, Division of Fraud Deterrence and Compliance Monitoring, TWC  
Chris Nelson, Chief Financial Officer, TWC  
Jennifer Colehower, Director, Division of Information, Innovation, and Insight, TWC

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).



# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Steve Pier  
Executive Director

ISSUE DATE: May 12, 2026

Mr. Marin Rivas, Workforce Development Director  
Workforce Solutions Panhandle  
415 Southwest 8th Avenue  
Amarillo, Texas 79101

Dear Mr. Rivas:

We recently completed data validation testing of the Workforce Innovation and Opportunity Act (WIOA) program for the State of Texas, as administered by Workforce Solutions Panhandle. Data validation is required by the U.S. Department of Labor Employment and Training Administration Training and Employment Guidance Letter (TEGL) 07-18, “Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA),” and Workforce Development Letter 27-19, Change 3, “State Data Validation Requirements-Update”. It is a process for verifying data elements in client records by comparing them to source documentation to ensure compliance with federal requirements and appropriateness of fund use. This data validation initiative was conducted to ensure the accuracy of data collected and reported to United States Department of Labor (USDOL) for the Fiscal Year 2025.

Attached is a Summary Report that outlines the results for each program tested in your area. The scope of review was from July 1, 2024, through June 30, 2025.

We appreciate the support of you and your staff and look forward to our continuing partnership to ensure the quality of the data reported by the State of Texas.

Sincerely,



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

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).





# **ITEM 11a**

## **Policy Update -**

**Child Care Services - Prevention, Detection, and Reporting  
of Suspected Fraud, Waste, Theft, and Program Abuse  
Cases; and Recovery of Improper Payments**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**Chapter 3-Child Care Services**  
**Prevention, Detection, and Reporting of**  
**Suspected Fraud, Waste, Theft, and Program Abuse Cases;**  
**and Recovery of Improper Payments**

**Policy 3.2**

**Effective 5-27-2026**

**BACKGROUND:** Child Care Services (CCS) is funded through the federal Child Care and Development Fund (CCDF), which is overseen by the U.S. Department of Health and Human Services' Office of Child Care. The Texas Workforce Commission (TWC) is the lead agency for CCDF in Texas. CCDF is authorized by the Child Care and Development Block Grant (CCDBG) Act and Section 418 of the Social Security Act, and is the primary federal funding source for providing Child Care subsidy assistance to low-income families and for improving the quality of care for all children. TWC provides funding to the Panhandle Workforce Development Board (PWDB) in the form of CCS scholarships for child care to eligible families for their child(ren). These scholarships help pay for a portion of or all costs of child care, so parents can work, search for work, or attend school or job training. There are requirements that must be met if families are approved for the program. The PWDB administers CCS through the Workforce Solutions Panhandle (WSP) offices. TWC contracted funds for CCS can be spent only for individuals or child care providers who meet CCS Program eligibility requirements. The PWDB has a legal and contractual duty to ensure funds are spent in this manner.

**REFERENCES:** TWC, through its monitoring authority in rule, ensures that resources are efficiently and effectively used for authorized purposes and are protected from Fraud, Waste, Theft, and Program Abuse. In executing its authority, TWC assesses compliance with all applicable laws, regulations, contract provisions, and official directives, including, but not limited to:

- Texas Administrative Code (TAC) Chapter 809 CCS Rules, as amended.
- TWC CCS Guide, as amended.
- 2024 Fraud Deterrence and Compliance Monitoring (FDCM) Letter, as updated, *Board Instructions: Requirements for Suspected Fraud, Waste, Theft, Program Abuse Cases, and Recovery of Improper Payments for the Child Care Program.*
- 2026 FDCM Letter, as updated, *Child Care Services Fraud Prosecutions.*
- Child Care & Early Learning Division, Child Care Policy, Technical Assistance (TA) Bulletin 276, as updated, *Child Care and Unemployment Insurance Early Warning Report and Child Care Income Report.*
- TWC Workforce Development (WD) Letter 03-26, as updated, *Child Care Services Fraud.*
- TWC WD Letter 05-18, as updated, *Recovery, Use and Remittance of Child Care Recoupments from Parents.*
- TWC WD Letter 11-22, as updated, *Referrals from the Child Care and Unemployment Insurance Early Warning Report.*
- TWC Agency Board Agreement (ABA) for an Integrated Workforce System, as updated.

**PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY:** Workforce Development Boards must comply with all federal and State laws, rules, policies, and required procedures and have no local flexibility in determining whether and/or how to comply, for all items rated as “No Local Flexibility (NLF)” in TWC-issued guidance. However, TWC rates a limited number of items as “Local Flexibility (LF)” in its guidance. This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set for each of those items in the document(s).

**This policy details the requirements, for only the item(s) rated as “LF,” in TWC-issued guidance, necessary for TWC; the PWDB and its fiscal and administrative agent, the Panhandle Regional Planning Commission (PRPC); and WSP, as the PWDB Contractor for CCS, to work in partnership in handling cases of Suspected Fraud, Waste, Theft, and Program Abuse, including Prevention, Detection, Board Investigation, Reporting, Recovery of Improper Payments, and Corrective Action(s).**

WSP is tasked with responsibility for updating and maintaining procedures to prevent and detect CCS Fraud, and must include: proper form completion and reporting, monitoring designated reports and systems for Fraud Prevention and Detection; and assisting the Board in making Fraud Determinations and Investigations, and taking immediate, appropriate action, including Recovery of Improper Payments in cases determined to be resulting from Fraud or intentional program violations.

### **Prevention**

All staff are required, in TWC’s ABA, as updated, and by PWDB Policy, Systems Access 9.1, Systems and Applications, as updated, to complete the Computer-Based Training (CBT) *Fraud Awareness Training*; and WSP will provide staff training covering all local procedures for preventing, detecting and reporting CCS Fraud at least once per year.

Informational posters regarding reporting suspected CCS Fraud, Waste, Theft and Program Abuse will be prominently displayed at all WSP offices.

### **Detection**

WSP will provide input to PWDB staff to be used in the annual preparation, and submission to TWC, of a Child Care Monitoring Plan, which PWDB and WSP will follow for on-site visits to child care providers. Under this Monitoring Plan, the PWDB will oversee WSP in the:

- Utilization of the CCS Provider Risk Analysis Tool, a risk assessment spreadsheet which identifies providers who may warrant proactive monitoring based on risk factors, to prioritize providers for the on-site monitoring visits;
- Determination of the number of on-site visits to be completed each month, with consideration of the availability of staff resources; and
- Determination of the exact order of monitoring visits based upon:
  - 1) The level of Risk factors; and
  - 2) The most efficient use of resources, such as travel time and distance to rural providers.

The PWDB will determine which staff are assigned to conduct these monitoring visits and document monthly which providers were visited in the previous month and which will be visited in the upcoming month.

### **Board Investigation and Reporting**

The PWDB designates a Fraud, Waste, and Abuse (FWA) Point of Contact (POC) and a backup POC with TWC. These individuals have flexibility on how to manage Board Investigations and may, in consultation with PWDB management, determine how to assign or distribute cases of suspected fraud and determine which fact-finding staff members, who are Program Integrity Reporting and Tracking System (PIRTS) users, are responsible for conducting investigations and entering information into PIRTS.

FDCM and the Division of Information Innovation and Insight have developed a High-Risk CCS Provider Report, using advanced analytic technologies as well as collaborative data sharing to flag suspicious activities in CCS, which includes the names of flagged providers and other relevant data that is needed for Boards to investigate potential fraud. Each month, the PWDB's POC will be notified of flagged Panhandle Workforce Development Area providers, if any.

Fraud fact-finding visits required for providers identified on the High-Risk CCS Provider Report are distinguished from the on-site Monitoring visits. While the CCS Provider Risk Analysis Tool (risk assessment spreadsheet) identifies providers who may warrant proactive monitoring based on risk factors, the High-Risk Report identifies specific providers that **must** be investigated for suspected fraud.

The PWDB will review the Integrity Central, which is an analytic tool that analyzes CCS program data to identify patterns and outliers that warrant investigation for potential fraud, at least monthly, as it can identify providers that do not appear on the High-Risk CCS Provider Report.

### **Recovery of Improper Payments and Board Corrective Actions**

- ***Provider Fraud:*** TWC or the PWDB may take the following actions if TWC or the Board finds that a provider has committed fraud:
  - Temporary withholding of payments to the provider for services delivered;
  - Nonpayment of services delivered;
  - Recoupment of funds from the provider;
  - Stop authorizing care at the provider's facility or location;
  - Prohibit future eligibility to provide TWC-funded CCS; and/or
  - Any other action consistent with the intent of the governing statutes or regulations to investigate, prevent or stop suspected fraud.
- ***Corrective actions for providers*** may include, but are not limited to, the following:
  - Closing intake;
  - Moving children to another provider selected by parents;
  - Withholding provider payments or reimbursement of costs incurred;
  - Recouping funds; and
  - Ending an agreement.

- **Parent Fraud:** TWC or the PWDB may take the following actions if TWC or the Board finds that a parent has committed fraud:
  - Recouping funds from the parent for the entire cost of care. The Board must ensure that when a parent owes a recoupment to a Board for a fraud determination, the parent's recoupment status is flagged in the child care case management system;
  - Prohibiting future child care eligibility until a recoupment is repaid in full, provided that the prohibition does not result in a Choices or SNAP E&T participant becoming ineligible for child care;
  - Limiting the enrollment of the parent's child to a regulated child care provider;
  - Terminating care during the 12-month eligibility period if eligibility was determined using fraudulent information provided by the parent; and/or
  - Any other action consistent with the intent of the governing statutes or regulations to investigate, prevent, or stop suspected fraud.

**RESCISSIONS: Chapter 3, Child Care Services, Policy 3.2, Preventing, Detecting, Reporting Suspected Fraud, and Recovery of Improper Payments, and Corrective Action, Effective 12-6-2023.**

# ZERO TOLERANCE

FOR FRAUD, WASTE, OR ABUSE

*SUSPECT IT? REPORT IT!*

Report suspected fraud, waste, or abuse in a Texas Workforce Commission (TWC) or Workforce Solutions program.

For a list of TWC's programs and services, go to [twc.texas.gov/programs](http://twc.texas.gov/programs).

## ONLINE

[twc.texas.gov/reporting-fraud](http://twc.texas.gov/reporting-fraud)

Unemployment ID fraud must be reported online through the fraud portal.

## PHONE

800-252-3642

Relay Texas - 711

Do not use phone for ID fraud.

## STATE AUDITOR'S OFFICE

[sao.fraud.texas.gov](http://sao.fraud.texas.gov)

SAO Hotline 800-TX-AUDIT (800-892-8348)



Equal Opportunity Employer/Program

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

Relay Texas: 800-735-2989 (TTY) and 711 (Voice)



# CERO TOLERANCIA

**POR FRAUDE, DESPERDICIO, O ABUSO**

***¿SOSPECHAR? ¡REPÓRTALO!***

Reporte sospechas de fraude, despilfarro o abuso en una Comisión de la Fuerza Laboral de Texas (TWC) o en un programa de Soluciones de la Fuerza Laboral.

Para obtener una lista de los programas y servicios de la TWC, visite [twc.texas.gov/programs](http://twc.texas.gov/programs).

## EN LÍNEA

[twc.texas.gov/reporting-fraud](http://twc.texas.gov/reporting-fraud)

El fraude de identificación de desempleo debe denunciarse en línea a través del portal de fraude.

## TELÉFONO

800-252-3642

Relay Texas - 711

No utilice el teléfono para fraude de identidad.

## OFICINA DEL AUDITOR ESTATAL

[sao.fraud.texas.gov](http://sao.fraud.texas.gov)

SAO Línea Directa 800-TX-AUDIT (800-892-8348)

Empleador/Programa de Igualdad de Oportunidades

Las ayudas y los servicios auxiliares están disponibles a pedido de las personas con discapacidades.

Retransmisión de Texas: 800-735-2989 (TTY) y 711 (Voz)





# **ITEM 11b**

## **Policy Update -**

### **Standards of Conduct, Open Government, and Conflict of Interest**

**PANHANDLE WORKFORCE DEVELOPMENT BOARD**  
**Chapter 8-Infrastructure and Internal Controls**  
**Standards of Conduct, Open Government, and Conflict of Interest**

**Policy IN 8.1**

**Effective 5-27-2026**

**PURPOSE:** The Code of Federal Regulations, Title 48, Chapter 1, Subchapter A, Part 3, Improper Business Practices and Personal Conflicts of Interest, in §3.101-1, regarding general standards of conduct, states that “while many federal laws and regulations place restrictions on the actions of government personnel, their official conduct must, in addition, be such that they would have no reluctance to make a full public disclosure of their actions.”

The State of Texas and the Texas Workforce Commission (TWC) set forth laws and rules, regarding Standards of Conduct, Open Government, and the avoidance of any Conflicts of Interest (or even the appearance of a Conflict) to be followed by local Workforce Development Boards’ members and staff. This governance is intended to strengthen and maintain the confidence of the public in the Texas workforce system.

**REFERENCES:** TWC, through its monitoring authority in rule, ensures that resources are efficiently and effectively used for authorized purposes. In executing its authority, TWC assesses compliance with all applicable laws, regulations, contract provisions, and official directives, including, but not limited to:

- [Code of Federal Regulations \(CFR\), Title 48, Chapter 1, Subchapter A, Part 3, Improper Business Practices and Personal Conflicts of Interest](#)
- [CFR, Title 5 Chapter XVI Subchapter B, Part 2635 Subpart B, Gifts from Outside Sources](#)
- [Texas Administrative Code \(TAC\) Title 40 - Social Services and Assistance, Part 20 - Texas Workforce Commission, Chapter 802 - Integrity of the Texas Workforce System, Subchapter C - Local Workforce Development Board Restrictions](#)
- [Texas Government Code, Section 572, Open Government, Ethics, Disclosure, Standards of Conduct, and Conflict of Interest](#)
- [Texas Ethics Commission, A Guide to Ethics Laws for State Officers and Employees, Part I. Standards of Conduct and Conflict of Interest](#)
- Texas Workforce Commission Letter Workforce Development (WD) 80-05, as updated, Board Responsibilities under the Open Meetings Act
- [Texas Government Code, Section 551.005, Open Meetings Training](#)
- Bylaws of the Panhandle Workforce Development Board, as updated
- Texas Workforce Commission / Panhandle Workforce Development, Agency Board Agreement (ABA), Section 22, Preventing Conflicts of Interest, as updated, which includes that the Panhandle Workforce Development Board shall comply with its requirements in the Section and with the conflict-of-interest provisions in:
  - [The U.S. Department of Labor Employment and Training Administration Office of Management and Budget Uniform Guidance \(OMB UG\) for Federal Awards](#)
  - [Texas Comptroller of Public Accounts Statewide Procurement Division, Texas Grant Management Standards \(TxGMS\),](#)
  - [Texas Workforce Commission's Financial Manual for Grants and Contracts \(FMGC\) and FMGC Supplement on Procurement](#)

**BACKGROUND:** According to Texas Administrative Code (TAC) Title 40 - Social Services and Assistance, Part 20 - Texas Workforce Commission, Chapter 802, §802.2:

A “**Conflict of interest**” is defined as: “A circumstance in which a Board member, Board employee, workforce service provider, or workforce service provider's employee is in a decision-making position and has a direct or indirect interest, particularly a substantial financial interest, that influences the individual's ability to perform job duties and fulfill responsibilities.

The “**Appearance of a conflict of interest**” is defined as: “A circumstance in which the action of a Board member, Board employee, workforce service provider, or workforce service provider employee in a decision-making position appears to be:

- (A) Influenced by considerations of one or more of the following: gain to the person, entity, or organization for which the person has an employment interest, substantial financial interest, or other interest, whether direct or indirect (other than those consistent with the terms of the contract); or
- (B) Motivated by design to gain improper influence over the Commission, the Agency, or the Board.

Potential Conflicts of Interest, required to be addressed in the Panhandle’s local Workforce Development Board policy, include, but are not limited to, situations in which:

- An individual described above is in a decision-making position and has a direct or indirect interest, particularly a substantial financial interest, that influences the individual's ability to perform job duties and fulfill responsibilities.
- Personal interests could compromise the individual’s objectivity in performing job duties and fulfilling responsibilities;
- The individual has financial interests, business relationships, or family connections related to business with the member(s) of the Panhandle Workforce Development Board (PWDB) or the Panhandle Workforce Development Consortium’s Governing Body (PWDCGB); staff of the PWDB or its fiscal and administrative agent, the Panhandle Regional Planning Commission (PRPC); or the PWDB’s Service Delivery Contractor, Workforce Solutions Panhandle (WSP), or its outside contractors/vendors; and/or
- Public trust and/or the reputation of the PWDB, PWDCGB, PRPC, or WSP could be impacted.

## **PANHANDLE WORKFORCE DEVELOPMENT BOARD POLICY:**

### **❖ Standards of Conduct**

The members of the PWDB and the PWDCGB; staff of the PWDB and its fiscal and administrative agent, PRPC; and the PWDB’s Service Delivery Contractor, WSP, are directly accountable to the public to serve with integrity, and must ensure fair and impartial decision-making.

These individuals will follow the standards of conduct, adopted by the Texas Legislature, codified in Chapter 572 of the Government Code, and included in The Texas Ethics Commission, A Guide to Ethics Laws for State Officers and Employees, Part I. Standards of Conduct and Conflict of Interest, which states that the Officer/Employee “should not:

- Accept or solicit any favor or service that might reasonably tend to influence the [Officer/Employee] in the discharge of official duties or that the [Officer/Employee] knows, or should know, is being offered with the intent to influence the [Officer/Employee]’s official conduct;

- Accept other employment or engage in a business or professional activity that the [Officer/Employee] might reasonably expect would require or induce the [Officer/Employee] to disclose confidential information acquired by reason of the official position;
- Accept other employment or compensation that could reasonably be expected to impair the [Officer/Employee]'s independence of judgment in the performance of the [Officer/Employee]'s official duties;
- Make personal investments that could reasonably be expected to create a substantial conflict between the [Officer/Employee]'s private interest and the public interest; and/or
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the [Officer/Employee]'s official powers or performed the [Officer/Employee]'s official duties in favor of another”.

Local PWDB Policy allows for the seasonal/occasional gift acceptance, by staff, of a non-cash item, if the item has a demonstrable value of less than \$50, and the acceptance of the gift is disclosed to the staff's supervisor at the time of acceptance, aligning with the Texas Ethics Commission, A Guide to Ethics Laws for State Officers and Employees, Part II, Acceptance of Benefits, Exceptions to Gift Prohibitions.

However, CFR, Title 5 Chapter XVI Subchapter B, Gifts from Outside Sources § 2635.205 states that an [Officer/Employee] may not:

- Accept a gift in return for being influenced in the performance of an official act;
- Use, or permit the use of, the [Officer/Employee]'s Government position, or any authority associated with public office, to solicit or coerce the offering of a gift; and/or
- Accept gifts from the same or different sources on a basis so frequent that a reasonable person would be led to believe the [Officer/Employee] is using the [Officer/Employee]'s public office for private gain;

Even though acceptance of a gift may be permitted, it is never inappropriate, and frequently prudent, for staff to decline a gift, if acceptance would cause a reasonable person to question the staff's integrity or impartiality.

### ❖ Open Government

The PWDB will conduct its activities and meetings in compliance with the Texas Open Meetings Act (OMA), pursuant to Texas Government Code, Chapter 551.

#### **Panhandle Workforce Development Board Members**

**Open Meetings Act Training Requirements** – The PWDB must ensure that Board members complete OMA training, consisting of one educational course on the OMA. The OMA course (running time: approximately one hour) is available on the Attorney General of Texas' website at: <https://www.texasattorneygeneral.gov/open-government/open-meetings-act-training>.

PWDB staff will ensure that the members' training completion certificates are kept on file and available for public inspection upon request.

### ❖ Conflict of Interest

#### **Panhandle Workforce Development Board Members**

The members of the PWDB will follow the requirements set forth in the following two regulations:

(1) The Board Conflict of Interest Requirements for Disclosure and Declaration of a Conflict of Interest by a Board Member, as stated in TAC Title 40, Part 20, Chapter 802:

- A Board member may not vote on any matter that would provide direct or indirect financial benefit to the member or the member's immediate family, or on matters of the provision of services by the member or the entity the member represents. No Board member may participate in a decision in which the member has a direct or indirect interest, particularly a financial interest, which is in substantial conflict with the discharge of the duties of the Board.
- A Board member shall avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide, to the Board Chair, a written declaration of all substantial business interests or relationships that they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the Board, [utilizing [TWC's Conflict of Interest Statement for Local Workforce Development Board Members](#)]. Such declarations shall be updated within 30 days to reflect any changes in such business interests or relationships. The Board shall appoint an individual to timely review the disclosure information, and advise the Board Chair, and appropriate members, of potential conflicts.

(2) The Bylaws of the PWDB, Article IX, Conflict of Interest, as updated:

- Members of the Board will declare in writing all substantial business interests and representational interests that they, or their immediate family members, have with a business or organization which has received, currently receives, or is likely to receive funding which falls under the purview of the Board. For the purposes of this determination:
  - a. A "substantial business interest" is defined as:
    - ownership of ten percent (10%) or five thousand dollars (\$5,000) or more of the fair market value of the business;
    - receipt of ten percent (10%) or more of gross income during the previous or current year from the business; or
    - ownership in real property of the business valued at two thousand five hundred dollars (\$2,500) or more.
  - b. An "immediate family member" is defined as:
    - a father, mother, brother, sister, daughter, or son of the member;
    - the spouse of the member; and/or
    - a father, mother, brother, or sister of the member's spouse.
  - c. A "representational interest" is defined as:
    - employed by the organization; and/or
    - a member of the board of directors, commission, council, or other direct governing body of the organization.
- Members will be responsible for updating their written declarations in the event of change. Responsibility for reviewing this information, and advising the Chairperson on potential conflicts, will be assigned to Board staff.
- In the event that a member or immediate family member has a substantial interest in a business or organization that would be primarily affected by any official Board action, that member will disclose the nature and extent of the interest before any discussion or decision and will abstain from voting on that matter. All abstentions will be recorded and reflected in the minutes of the meeting.

- Failure by any member to adhere to the above requirements will be grounds for expulsion from the Board.

### **PWDB and WSP Staff**

- **Grant Review / Approval Functions** – No staff of the PWDB and its fiscal and administrative agent, PRPC; or of the PWDB’s Service Delivery Contractor, WSP, shall participate in any decision relating to any grant, subgrant, contract, or subcontract, including exercising any function or responsibility, in the review or approval of the undertaking, or carrying out of any grant award, that:
  - (1) Would affect, or has the potential to affect his or her personal pecuniary interest or the interest of such person’s immediate family. As set forth in the TWC / Panhandle Workforce Development, ABA, Section 22, Preventing Conflicts of Interest:
    - “Pecuniary” is defined as: matters consisting of, relating to, or representing financial value or economic interest.
    - “Immediate family” is defined as any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved, (i.e., a person’s spouse, parents, and children, whether related by blood, marriage, or adoption).
  - (2) Involves matters regarding services provided by the person or the entity the person represents.
- **Procurement / Acquisition Functions** - Staff of the PWDB, PRPC, and WSP, will follow CFR, Title 48, Chapter 1, Subchapter A, §3.101-1, regarding having procedures in place to screen staff, who might be affected by a procurement/acquisition task to which the staff has been assigned, for potential personal conflict(s) of interest, including, but not limited to:
  - Financial interests of the staff, of close family members, or of other members of the staff’s household; and/or
  - Other employment or financial relationships of the staff (including seeking or negotiating for prospective employment or business).

These procedures will include obtaining, from each staff, (when the staff is initially assigned to a task under the procurement/acquisition process), a disclosure of interests, utilizing a task-specific Workforce Development Staff Conflict of Interest Statement. This disclosure statement will be kept in the appropriate procurement/acquisition process file and made available to TWC, upon request.

- **TWC Conflict-of-Interest Training** - Each staff with substantive involvement in contract or grant review/approval, or procurement/acquisition matters, shall complete the Conflict-of-Interest Training Module provided by TWC within thirty (30) calendar days of the staff’s hire date and shall repeat the Conflicts Training annually. Any staff who completed initial Conflicts Training on or after April 1 is not required to complete the annual Conflicts Training until the following calendar year.

### **RESCISSIONS:**

#### **Chapter 8, Infrastructure and Internal Controls:**

- **Policy IN 8.1, Conflict of Interest, Effective 7-9-2015; and**
- **Policy IN 8.8, Open Meetings Act and Public Information Act Training Requirements, Effective 8-20-2012.**





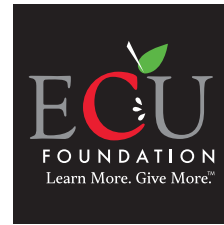
# **ITEM 12**

## **Contractor's Report**

# TEXAS PANHANDLE Career SIGNING DAY



A proud partner of the [americanjobcenter](#) network



**Today's signature, tomorrow's success story!**

## 2026 TEXAS PANHANDLE CAREER SIGNING DAY

**Celebrating students who are committing to their future careers across the Texas Panhandle**

Workforce Solutions Panhandle's Career Signing Day recognizes graduating students who are entering the workforce, military, technical training, apprenticeships, or continuing education pathways tied directly to their career goals. Much like athletic signing days, these events celebrate students for their commitment to their future profession and recognize the employers, educators, families, and community partners who support them.

In 2026, Workforce Solutions Panhandle will host Career Signing Day events across the region, recognizing nearly 300 students from nine schools throughout the Texas Panhandle.



**304**  
STUDENTS  
RECOGNIZED



**9**  
CAREER SIGNING  
DAY EVENTS



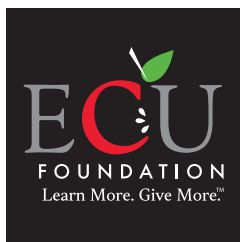
**9**  
TEXAS PANHANDLE  
SCHOOLS



**\$5,000**  
IN ECU FOUNDATION  
SCHOLARSHIPS

### ★ ★ 2026 CAREER SIGNING DAY EVENTS ★ ★

SCHOOL	STUDENTS	DATE	SCHOLARSHIP
Adrian High School	10	April 30, 2026	
Canyon ISD	61	May 5, 2026	\$1,000 ECU Foundation Scholarship
River Road High School	65	May 7, 2026	
White Deer High School	17	May 11, 2026	\$1,000 ECU Foundation Scholarship
Bovina High School	13	May 11, 2026	
Dumas High School	15	May 12, 2026	\$1,000 ECU Foundation Scholarship
Sanford-Fritch High School	23	May 13, 2026	\$1,000 ECU Foundation Scholarship
AmTech Career Academy	50	May 13, 2026	Two \$500 ECU Foundation Scholarships
Canadian High School	50	May 15, 2026	



#### SPECIAL THANKS TO THE EDUCATION CREDIT UNION FOUNDATION

*The Education Credit Union Foundation has provided \$5,000 in scholarships to support outstanding students participating in the Panhandle Career Signing Day Events since the launch in 2023.*

*Scholarships are awarded to selected students at participating schools across the region.*

**TODAY'S SIGNATURE, TOMORROW'S SUCCESS STORY!**

# CELEBRATING CAREER COMMITMENTS ACROSS THE TEXAS PANHANDLE



Students commit to their futures

Celebrating workforce readiness

Connecting Education and Industry



Honoring student achievement



Supporting tomorrow's leaders



## BUILDING THE FUTURE WORKFORCE OF THE TEXAS PANHANDLE

Career Signing Day recognizes students who are taking the next step toward their future careers and celebrates the many opportunities available across the Texas Panhandle workforce. These events bring together students, employers, educators, industry leaders, and community partners to support and encourage the next generation entering the workforce.

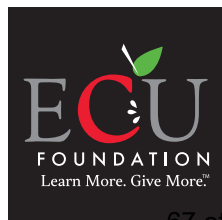
By working alongside school districts, businesses, and organizations throughout the region, Workforce Solutions Panhandle helps connect students to career awareness, work-based learning experiences, and pathways into high-demand occupations.

“ Each signature represents hard work, commitment, and the beginning of a student’s professional journey. ”

- Workforce Solutions Panhandle



A proud partner of the [americanjobcenter](#) network



3120 Eddy Street  
Amarillo, Texas 79106



[businessservices@wspanhandle.com](mailto:businessservices@wspanhandle.com)



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





# **ITEM 14**

## **Director's Report**

# Texas Workforce Commission

A Member of Texas Workforce Solutions

Joe Esparza, Chairman  
Commissioner Representing  
Employers

Alberto Treviño III  
Commissioner Representing  
Labor

Brent Connett  
Commissioner Representing  
the Public

Steve Pier  
Executive Director

April 7, 2026

Executive Directors  
Local Workforce Development Boards

Dear Executive Directors,

We want to begin by emphasizing a principle fundamental to our partnership: accurate and timely data is critical for providing meaningful services to our customers. This data isn't just for oversight. It's an essential tool for boards to manage programs, identify areas for improvement, and track customer successes.

We are committed to providing data boards can trust. Because our commitment to trustworthy data is so strong, and acknowledging our current data challenges, we are writing to address recent concerns regarding the UI Claimant Reemployment in 10-Weeks performance measure.

In the spirit of transparency, we have confirmed that data used to establish reemployment of UI claimants was missing. I have directed staff to recalculate current performance, and this data is now refreshed in Tableau Reports for the 10 Week Measure and will be reflected in performance status in the release of the February 2026 Monthly Performance Report. Some boards may see improvement in their percent of current target performance in the release.

The 10-week performance measure reflects our shared mission to return UI claimants to work as quickly as possible and connect employers with the talent they need. We are committed to a fair and supportive performance management system that recognizes the dedicated work of our boards in this effort.

To support this work, we are placing a three-month pause on TWC's current requests for technical assistance plans (TAPs) for the 10-week measure. The pause begins with February's performance to allow boards to implement new strategies they may have underway and give TWC time to evaluate revised performance statuses for the 10-week measure.

Although formal TAPs are paused, boards that have not yet reevaluated their performance strategies for this measure are strongly encouraged to do so. As mentioned above, our core mission is to get people back to work and we must do that as quickly as possible. Our performance should not be focused on meeting a measure. It should be how many people are back at work and how quickly. Given the number of boards not meeting the measure and the number barely meeting the measure, even after revising the data, more effort in this area is necessary to have the impact we all desire. As we refocus on performance over the next three months, let's not ask if we have done enough to meet the measure but rather, have we done all we can do to help Texans in need.

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222 • [twc.texas.gov](http://twc.texas.gov)  
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: 800-735-2989 (TTY) and 711 (Voice).



Executive Directors

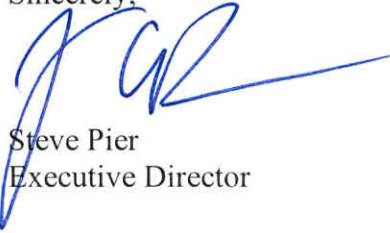
April 7, 2026

Page 2

Our team is available to provide technical assistance as you implement strategies to improve performance, and we are committed to helping you continue your efforts to get Texans back to work as quickly as possible.

As always, thank you for your continued cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steve Pier', with a long horizontal flourish extending to the right.

Steve Pier  
Executive Director



- **At an estimated \$2.9 trillion, the Texas economy is eighth largest compared to the nations of the world** and grew at a faster rate than the U.S. in 2025
- Texas is home to 54 Fortune 500 HQs, 1 in 10 of all publicly traded companies in the U.S. and more than 3.5 million startups and small businesses
- Best State for Business: 22 years
- Best Business Climate in the U.S.
- Governor's Cup winner 14 years in a row for the most business location/expansion projects
- 2026 Prosperity Cup winner as the top state for attracting business investment
- 500+ Texas businesses are listed among the 5,000 fastest growing
- Texas produces 9.4% of U.S. GDP and more than 20% of U.S. exports
- Top exporting state 24 years in a row
- Top semiconductor exporting state 15 years
- Top tech exporting state 13 years
- Top exporting state to 95 countries
- Attracting 327+ corporate HQs since 2015
- Top state for foreign direct investment over the last 20 years and a top global destination

## **TOP TEXAS TOUTS: Jobs**

---

- **Texas led the nation in job creation in 2025**, for the fourth year in a row
- Texas hit new historic highs for the number of Texans working, for total jobs and for the size of the Texas labor force in 2025
- More Texans are working than 46 states have in population
- 99.8% of Texas businesses are small; these 3.5 million+ small businesses employ nearly half of all working Texans
- A top state for small business job growth
- Home to 1 in 5 of the nation's Hispanic business owners and more than 1 in 10 of the nation's Black business owners
- Home to 1.5 million+ women business owners
- Tourism supports 1.3 million+ Texas jobs
- Exports support 1.1 million Texas jobs
- Texas leads the nation for jobs in financial services and is home to 3 stock exchanges
- Top state for growth in tech jobs with the second-largest semiconductor workforce
- In 2025, Texas entrepreneurs filed more than 540,000 new business applications

## **TOP TEXAS TOUTS: People**

---

- **Our young, skilled and diverse labor force is more than 15.9 million strong**
- Texas is the top state for population growth in 2025 and over the last 2 decades; surpassing 31.7 million in total population
- Texas' Hispanic population is the largest demographic group
- Texas is home to the largest Black population among all U.S. states
- Texas is younger and faster growing than the nation
- Texas gains more than 1,000 people every day, including newborn Texans and people moving from other states and countries
- Texas is by far the "stickiest" state: 82% of those born here stay here
- Texas is the top state for attracting Millennials
- Texas is home to 1.7 million veterans and serving military, including active duty, reserve and National Guard, plus their families
- Texas is home to more veterans and more women veterans than any other state
- Our greatest natural resource is the people of the Lone Star State; they are the No. 1 reason businesses relocate and expand here

## **TOP TEXAS TOUTS: Industry**

---

- **Made in Texas is a powerful global brand**
- The Lone Star State leads in exports, semiconductor exports and tech exports
- Top exporting state to 95 countries, producing 11% of U.S. manufactured goods
- Top state for farms, cattle, cotton and more
- Top state for oil and gas production, wind-powered generation, utility-scale solar and battery storage
- No. 1 for theoretical semiconductor manufacturing capacity in the U.S.
- A leading state for aerospace, cybersecurity, financial services, manufacturing, startups, high tech, tourism and other industries
- Home to world's third-largest data center market
- Home to 730+ auto manufacturing facilities
- Home to the world's largest medical complex
- No. 1 for aerospace manufacturing attractiveness in the U.S.
- Home to 15 major military installations and U.S. Army's T2COM HQ
- A top state for DOD defense spending
- Home to 54 Fortune 500 HQs, 1 in 10 of all publicly traded firms in the U.S. as well as 3.5 million+ small businesses and startups
- Texas continues to cultivate and pursue diversified industries

## **TOP TEXAS TOUTS: Infrastructure**

---

- **Texas is the nation's gateway to global trade — by air, land and sea**
- Home to 23 seaports, 12 deep-water ports
- Port of Laredo is the No. 1 port among U.S. border crossings
- Port Houston is the top U.S. port for waterborne tonnage
- Texas ports move more cargo than any state
- Texas seaports support 2.5 million+ jobs
- Texas is investing \$240 million in port infrastructure and connectivity projects
- Texas is home to 35 foreign trade zones, more than any other state
- Most miles of public roadways, state highways and freight railways
- Most airports, 2 international airline HQs, and a major hub for a third
- Texas is making a 10-year, \$146 billion commitment to new state roadway projects
- Texas is investing:
  - \$10 billion in the Texas Energy Fund
  - \$20 billion in water infrastructure
  - \$1.5 billion for broadband infrastructure funding
- With lower energy and land costs and fewer land-use restrictions, Texas offers operating cost advantages for businesses and a more affordable cost of living for employees

## **TOP TEXAS TOUTS: Energy**

---

- **Texan ingenuity and innovation fuels America's economic engine**
- Texas leads the U.S. in energy production, providing nearly one-fourth of the country's domestically produced energy
- Texas is the top producing state for crude oil and natural gas, wind-powered generation, utility-scale solar and battery storage
- Texas produces more electricity than any other state, generating more than twice as much as the second-highest state
- Texas ranks No. 2 for LNG exports
- Texas is home to the largest petrochemical workforce cluster in the nation
- The Texas oil and gas industry directly and indirectly supports 1.4 million+ Texas jobs
- Texas is among most energy-affordable states
- Texas is home to two of the nation's four Strategic Petroleum Reserve (SPR) crude oil storage sites
- The Gulf Coast is the heart of renewable-energy hydrogen infrastructure in the U.S.
- Because of our all-of-the-above and all-of-the-below energy policies, Texas is well-positioned to also lead in hydrogen, geothermal and small modular nuclear solutions

## **TOP TEXAS TOUTS: Education**

---

- **More than 4 million Texans participate each year in workforce development programs**
- Texas educates more than 1 in 10 of all U.S. public elementary and secondary students
- Texas is home to 28 Lone Star Ribbon schools, 11 of the top 100 public high schools, 3 of the top 50 STEM public high schools
- Over 42,000 outstanding Texas teachers were designated for incentive pay of \$481 million in the 2024-25 school year
- More than 386,000 Texas students took AP exams in 2025
- Texas high school graduation rate: 90.7%
- Among the highest graduation rates in the nation for Hispanic, Black and economically disadvantaged students
- More than 1.6 million students enrolled in all Texas higher ed, the most ever
- 7 public university systems; 37 public four-year universities; 50 community college districts with campuses across the state
- 16 Carnegie Tier One research universities, the most in the nation
- Home to top-ranked universities for business and a leading state for research doctorates in biotech, computer sciences and engineering

---

**“Texas is America’s jobs engine.** Our young, skilled and growing workforce and business-friendly climate attract job-creating businesses in broad industries from across the country and around the world. Texas continues to cut red tape and invest in education, innovation and infrastructure as we build a stronger and more prosperous Texas for generations to come.”

— Governor Greg Abbott

---

**Texas Economic Development  
& Tourism Office**

**Office of the Governor**



**[gov.texas.gov/business](http://gov.texas.gov/business)**