

---

## Workforce Services Committee Meeting

Mission Career Center – 4981 Ayers Street – Mission Training Room  
Corpus Christi, Texas

Join Zoom Meeting

<https://us02web.zoom.us/j/82538011266?pwd=U0NQUnBmZUWjRHUnBkdHhZ2dCUT09>

Toll-Free Call In  
888 475 4499 US Toll-free

Meeting ID: 825 3801 1266  
Passcode: 122195

**Thursday, September 12, 2024**

## AGENDA

---

- I. Call to Order: *Manny Salazar, Chair*
- II. TOMA Rules: *Janet Neely*
- III. Roll Call: *Janet Neely*
- IV. **Announcement on Disclosure of Conflicts of Interest**  
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Discussion and Possible Action on Minutes of the May 9, 2024 Workforce Services Committee Meeting**
- VII. **Items for Discussion and Possible Action:**
  1. Target Occupation List (TOL) – 2024-2025: *Alba Silvas*
  2. Board Policy # 4.0.111.06 – Customer File Documentation: *Alba Silvas*
  3. Board Policy # 4.2.100.03 – Service Strategies: *Alba Silvas*
  4. Board Policy # 4.5.100.10 – Work Search Requirement: *Alba Silvas*

(cont. page 2)

A proud partner of the  American Job Center network

**Equal Opportunity Employer/Program**

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

Deaf, hard-of-hearing or speech impaired customers may contact

Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)

VIII. **Information Only:**

1. Services to Workers BCY2024 (Q1 Oct.-Dec.) (Q2 Jan.-March) (Q3 April-June) (Q4 July-Sept.)
  - a. Policy Review Schedule: *Alba Silvas*
  - b. Program Updates: *Alba Silvas*
2. Services to Business
  - a. Business Solutions Report: *Geri Escobar*
3. Local Labor Market Intelligence
  - a. Jobs & Employment Report – Q3: *Allyson Riojas*
4. Performance Measure Update
  - a. Board Contract Year 2023-24: *Alba Silvas*
5. Facilities Update: *Shileen Lee*

IX. **Adjournment**

**Note:** Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

**Closed Session Notice.** PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

**Texas Open Meetings Act (TOMA).** All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting both in-person at our **Mission Career Center – Mission Training Room** and on **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, 4981 Ayers Street, Corpus Christi, Texas.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.

A proud partner of the  network

**Equal Opportunity Employer/Program**

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

Deaf, hard-of-hearing or speech impaired customers may contact

Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7-1-1 (voice)