



North Central Texas Executive Committee Meeting

Meeting Agenda

November 10, 2020

1:00 pm – 3:00 pm

Meeting Videoconference: <https://zoom.us/j/4235880229>

The North Central Texas Workforce Executive Committee meeting will be conducted as a telephonic/audio meeting. Members of the public wishing to participate may do so by dialing toll free 1-855-965-2480 and entering access ID # 423 588 0229 when prompted. Alternatively, the meeting will be recorded and later posted on the website at <https://dfwjobs.com/pastboardpacket>.

1. **Call to Order – Roger Harris, Board Chair**

2. **Public Comment**

At this time, the public telephone line will be unmuted and members of the public may comment on any item on today's agenda. If you wish to do so, please announce your name, city of residence and the agenda item(s) on which you are speaking. A maximum three (3) minutes is permitted per speaker. At the conclusion of this opportunity, the public telephone line will be muted for the duration of the meeting.

3. **Approval of the Minutes**

- a. September 15, 2020

4. **Discussion, Consideration, and Possible Action Regarding**

- a. Committee Chair Updates
 - i. Workforce Development Committee – Jason Gomez
 - ii. Oversight & Accountability Committee – Carlton Tidwell
- b. Key Priority Statements – TIP Strategies
- c. Terrell Workforce Lease Amendment – Randy Richardson
- d. UI Work Search Requirements – David Setzer
- e. NCTCOG Contract Deliverables Report – Roger Harris
- f. Local Tri-Agency Group – Roger Harris
- g. COVID-19 Update – David Setzer
- h. November 17, 2020 Workforce Board of Directors Meeting Agenda to Include Requests of Any Item to be Added or Removed from the Agenda.

5. **Executive Session**

- a. As authorized by Section 551.071 to consult with the Board's attorney for legal advice on any matter listed on the agenda, pending or contemplated litigation, settlement offers, or any matter in which the duty of the Board's attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the

North Central Texas Joint Executive/Oversight and Accountability Committee Meeting

State Bar of Texas clearly conflict with the provisions of Chapter 551 of the Texas Open Meetings Act.

6. **Action as a Result of Executive Session**
7. **Other Business**
8. **Discussion of Future Agenda Items**
9. **Adjourn**



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE

Meeting Minutes
September 15th, 2020
9:30 am-12:00 pm
Virtually via Zoom

COMMITTEE MEMBERS PRESENT:

Roger Harris	Kenny Weldon
Mickey Hillock	Carlton Tidwell
David Bristol	Jason Gomez

NCTCOG STAFF PRESENT:

Mike Eastland	Monte Mercer
David Setzer	Dana Buckholt
Kelley Fontenot	Randy Richardson
Sherie Conaway	Debra Kosarek
Cristina Medina	Mary Ford
Michael Nicholas	

Call to Order – *Roger Harris, Chair*
Roger Harris called the meeting to order at 9:34 am

1) Approval of the Minutes

- a) May 29th, 2020
Carlton Tidwell made a motion to approve the minutes. Jason Gomez seconded the motion, and the minutes were approved unanimously.

2) Discussion, Consideration and Possible Action Regarding

- a) Committee Chair Updates
i) Workforce Development Commit
Jason Gomez gave a brief update on the Workforce Development Committee meeting. At that meeting there were two recommendations approved by the committee. One was the policy of Non-Monetary Incentives and Documentation and the second was the Calculation of Standard Hours for Job Search Activities, both policies will be included on the September Board agenda.
- b) September 22nd, 2020 Workforce Board of Directors Meeting Agenda to Include Requests of Any Item to be Added or Removed from the Agenda.

The Committee reviewed the agenda. Roger Harris requested that we include the 10. 2308.303 Statutory Duties of Local Workforce Board document in the September board packet.

3) **Executive Session**

N/A

4) **Action as a Result of Executive Session**

5) **Other Business**

6) **Discussion of Future Agenda Items**

7) **Adjourn**

Meeting was adjourned at 9:52 am

NOVEMBER 2020

KEY PRIORITY STATEMENTS

WORKFORCE SOLUTIONS FOR NORTH CENTRAL TEXAS

- ▶ TOM STELLMAN
- ▶ JACLYN LE



AGENDA

- ▶ Goal Structure
- ▶ Key Priority Statements
- ▶ Discussion



The background features a solid teal color. On the left side, there is a large, light blue geometric shape that resembles a stylized 'L' or a corner of a building, composed of several rectangular and triangular sections. The text 'GOAL STRUCTURE' is positioned on the right side of the image.

GOAL STRUCTURE

BOARD-IDENTIFIED PRIORITIES FOR WSNCT STRATEGIC PLAN

1



CHILDCARE QUALITY

(August 24th)

2



CAREER EXPLORATION

(September 2nd)

3



COMMUNITY PARTNERSHIPS

(September 10th)

REMINDER OF WSNCT'S VISION, MISSION, AND VALUES

VISION

WSNCT is the recognized leader in building tomorrow's workforce.

MISSION

To advance business-driven solutions that promote economic growth, opportunity and a skilled workforce.

VALUES



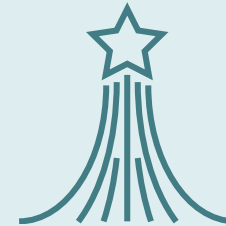
INCLUSION

Leverage our collective genius.



COMMUNITY

We're in this together.



LEADERSHIP

Courage to shape a better future.



TRUST

Operate with integrity and respect.

STRATEGIC PLAN GOAL STRUCTURE



CHILDCARE QUALITY

Key Priority Statement

- 1. Purpose
- 1.1 Purpose Measure
- 1.1.1 Action



CAREER EXPLORATION

Key Priority Statement

- 2. Purpose
- 2.1 Purpose Measure
- 2.1.1 Action



COMMUNITY PARTNERSHIPS

Key Priority Statement

- 3. Purpose
- 3.1 Purpose Measure
- 3.1.1 Action

DEFINITIONS OF GOAL STRUCTURE

KEY PRIORITY STATEMENT

A key priority statement is a broad goal and a primary outcome that supports the vision.

PURPOSE

A purpose is the intangible strategy that describes the approach we are taking to fulfilling the key priority statement.

PURPOSE MEASURE

The purpose measure is an objective and includes a measurable step to achieve a strategy.

ACTION

An action is a tactic or initiative that we use in pursuing the purpose measure associated with a strategy.

PROCESS FOR DEVELOPING THE STRATEGIC PLAN

Identified and
approved by
the Board

CHILDCARE QUALITY

CAREER
EXPLORATION

COMMUNITY
PARTNERSHIPS

Key Priority Statement

Key Priority Statement

Key Priority Statement

1. Purpose

2. Purpose

3. Purpose

1.1 Purpose Measure

2.1 Purpose Measure

3.1 Purpose Measure

1.1.1 Action

2.1.1 Action

3.1.1 Action

Developed
and refined by
board staff

The background is a solid teal color. On the left side, there are several overlapping abstract shapes in lighter shades of teal, including a large circle and a smaller circle, and some angular, polygonal shapes that create a layered, organic feel.

KEY PRIORITY STATEMENTS

CHILDCARE QUALITY

KEY PRIORITY STATEMENT

Improving the quality of childcare in the 14-county North Central Texas Workforce Development area is critical to preparing children for school and supporting their parents in their own learning and development. WSNCT believes that high-quality childcare leads to greater school readiness, long-term educational attainment, and 2-generation economic prosperity.

CAREER EXPLORATION

KEY PRIORITY STATEMENT

Opportunities to broaden career awareness and exploration can better connect youth and adults to in-demand jobs as well as fulfill the needs of employers. WSNCT will support career exploration opportunities that equip workers with the skills and knowledge required for success in a rapidly changing and digitally driven economy.

COMMUNITY PARTNERSHIPS

KEY PRIORITY STATEMENT

Achieving ambitious workforce and economic goals will require cross-sector partnerships that create innovative solutions for workers and break down silos between organizations. WSNCT will cultivate partnerships at both strategic and operational levels in order to build awareness of programs, share information, and leverage public and private resources to meet goals.

A large, stylized number '3' is positioned on the left side of the image. It is composed of two overlapping circles of different shades of teal, with a horizontal bar connecting them. The background is a solid teal color.

DISCUSSION

DISCUSSION QUESTIONS

1

What elements of the key priority statements resonate with you? Why?

2

Is there anything missing from the key priority statements? Any changes?

3

Does the process for developing the strategic plan still work for the Board?



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AUSTIN — BOSTON — SEATTLE



Executive Committee

Terrell Workforce Center Facility Lease Amendment Recommendation

Background:

The current Terrell Workforce facility is located at 109 Tejas Drive, Suite 300. The following information pertains to the current lease:

- Owned by CS & RF Investments LLC.
- Contains 4,389 square feet of space
- Includes five (5) year lease ending May 31, 2024.
- Includes an average price per square foot for the five (5) years under consideration equaling \$18.30 (net of taxes, insurance, common area maintenance, utilities, and janitorial).

Information:

As has been previously discussed with you, the NCTCOG staff have been in the process of integrating the Vocational Rehabilitation (VR) staff within the NCTCOG's workforce centers typically at the time the workforce center lease is renewed or relocation plans are negotiated.

During the May 2019 Workforce Board meeting, it was recommend to the NCTCOG that a lease be executed between the NCTCOG and 3-J Partners, LTD (the previous ownership of the building where our current workforce center is located) that would extend the current Terrell Workforce Center facility for a period of five (5) years beginning June 1, 2019 (the NCTCOG subsequently approved and executed the lease). At that time, the NCTCOG staff could not successfully negotiate any additional space for the VR staff to integrate within the Terrell Workforce Center.

It has recently come to the attention of the NCTCOG staff that there is now available 2,623 square feet of space adjacent to our current facility. The space has been reviewed by both NCTCOG and VR management staff and both believe it would be an adequate space to integrate the existing five (5) VR staff within the Terrell Workforce Center location.

The current landlord, CS & RF Investments LLC., has agreed to the following conditions regarding the NCTCOG's current and proposed new space:

- Provide the new space within suite 700 totaling 2,623 square feet, for the VR integration, for a period of sixty (60) months, beginning the later of February 1, 2021 or at the time the space is ready for occupancy. The average price per square foot for the five (5) years under consideration total \$15.53
- Extend the existing lease for suite 300, including the 4,389 square feet, for a period of approximately twenty (20) months or such time to make the lease term coterminous with the proposed suite 700 time frame for an average price per square foot not to exceed \$17.13.
- Include an amended total average price per square foot for the total 7,012 square feet under consideration totaling an amount not to exceed \$16.53.
- Include within the proposed rental rate tenant improvement allowances as follows:
 - Construct cased opening between two proposed suites
 - Build janitor close within new VR suite location
 - Replace lighting within new VR suite location
 - Replace paint and carpet within new VR suite location

The NCTCOG's real estate broker, Avison Young, has performed a current market survey of other comparable properties (Please see Attachment A) and discovered that the proposed rate for this facility is within the market price for that surrounding area.

The NCTCOG staff believes that this is still an optimum location for our workforce center due to the following:

- Pricing-Within market range of the Terrell area.
- Close proximity to major roads and thoroughfares-Within approximately one (1) mile of I-20.
- Adequate parking-5.7 parking spaces per 1,000 square feet are available (4 spaces per 1,000 square feet is considered adequate parking for most commercial buildings).
- Square Footage-7,012 square feet is currently determined as sufficient space for this center including the additional VR staff.

Recommendation:

I move that the Executive Committee recommend that the North Central Texas Workforce Board of Directors recommend that the North Central Texas Council of Governments (NCTCOG) amend the current lease agreement between the NCTCOG and CS & RF Investments LLC. for the property located at 109 Tejas Drive in Terrell Texas including the following modifications:

- Add an additional 2,623 square feet for suite 700 for a period of five (5) years beginning the later of February 1, 2021 or at such time the space is ready for occupancy.
- Extend the current five (5) year lease for 4,389 square feet. related to suite 300, by approximately twenty (20) months to make it coterminous with the lease term of suite 700.
- Include the total square footage under consideration, 7,012, to be proposed at an average rate not to exceed \$16.53 per square foot (excluding taxes, insurance, common area maintenance, utilities, and janitorial).

Effective: November 17, 2020

ATTACHMENTS: *Terrell Property Comparison Chart*



Comparable Properties

Attachment A

Comparison Chart

Building Name	Building Address	SF Complex	Available SF	Quoted Rental Rate (\$/SF)	Rental Rate Type	Gross Rate (\$/SF)	TI Offered (\$/SF)
207 S FM 548	207 S FM 548	2,500	2,500	\$22.00	NNN (\$7.00)	\$29.00	\$40.00
11511 Walnut Ln	11511 Walnut Ln	8,400	2,400	\$24.00	Gross	\$24.00	N/A
The Blair Building (Current Location)	109 Tejas Dr.	9,625	7,012	16.87 *	NNN (\$5.70)	\$22.57	\$15.00
1104 Ranch Rd	1104 Ranch Rd	6,384	4,360	\$16.00	NNN (\$4.30)	\$20.30	N/A

* Represents Year 1 rental rate, subject to 2% annual increase and contains leasehold improvement amortization for suite 300.



NORTH CENTRAL TEXAS WORKFORCE DEVELOPMENT BOARD OF DIRECTORS MEETING

Meeting Agenda

November 17, 2020

9:30 a.m.- Noon

Meeting Videoconference: <https://zoom.us/j/4235880229>

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Call to Order – Roger Harris, Chair

1) Public Comment

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2) Declare Conflicts of Interest

3) Approval of Consent Agenda Items

- a) Approval of the Minutes from the September 22, 2020 Meeting
- b) Unlikely to Return Eligibility Requirements for WIOA Dislocated Worker Policy

4) Discussion, Consideration and Possible Action Regarding

- a) Committee Updates
 - i) Executive Committee – *Roger Harris*
 - (1) Key Priority Statements – *TIP Strategies*
 - (2) Terrell Workforce Lease Amendment – *Randy Richardson*
 - ii) Workforce Development Committee – *Jason Gomez*
 - (1) Texas Rising Star Update – *Morgan Armstrong*
 - iii) Joint Executive and Oversight Accountability Committee – *Roger Harris/Carlton Tidwell*
 - (1) Performance Update
 - (2) Financial Update
- b) UI Work Search Requirements – *David Setzer*

5) Executive Director's Report

- a) COVID-19 Update

6) **Announcement of Executive Session**

As authorized by Section 551.071 to consult with the Board's attorney for legal advice on any matter listed on the agenda, pending or contemplated litigation, settlement offers, or any matter in which the duty of the Board's attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflict with the provisions of Chapter 551 of the Texas Open Meetings Act.

7) **Action as a Result of Executive Session**

8) **Other Business**

9) **Adjourn**

NCTCOG Contract Deliverables						
CONTRACT ACTION ITEMS	Frequency	Format	Status	Comments/Other	Board/Committees	Citation
Financial reports	Monthly	Provided to Board Committees and the Board	Ongoing		Oversight & Accountability and Executive Committee and WF Board	II.A.a
Annual Financial report	Annual Meeting in January	Provided to Board Committees and the Board	Ongoing		WF Board	II.A.b
Close out reports to various BOARD funding agencies	As Grants Close	Closed in Cash Disbursement Expenditure and Reporting (CDER) system	Per TWC/Funding Source Schedule			II.A.c
Cash requests to TWC and other BOARD funding agencies	As required	Send Cash Disbursement Expenditure and Reporting (CDER) system to TWC	Ongoing			II.A.d
Continually perform monitoring, auditing, review and evaluation activities in accordance with funding and legislative agency requirements and best practices.	As needed per the risk assessment. All programs monitoring programmatically (per contracts and per all federal, state and local policy requirements); in an ongoing format throughout the year.	Electronic copy of the finalized reports provided to the Chair of the O&A Committee. Finalized reports are also posted to Board Members only section of the website.	Ongoing	Driven by all program requirements, the annual risk assessment, and flexible per business needs	Chair of the Oversight & Accountability Committee receives a copy of the finalized report. All finalized monitoring reports are posted to the Members Only section of the Website.	II.A.e II.B.e
Processing of payments	Weekly	Deltek Accounting System provides reports used operationally	Ongoing			II.A.f
Financial analysis of awarded funds and contracts	Monthly	Provided to Board Committees and the Board	Ongoing		Oversight & Accountability and WF Board	II.A.g
Development of cost allocation plans	Annually	Excel	Reviewed and approved by NCTCOG Senior Management	Robust planning document		II.A.h
General management and administration of workforce activities	Daily	Executive Director Report to the Committees and the WF Board	Ongoing			II.B
Implementation of Board policies	Daily	Policy on Development, Approval and Review of Policies Publication of policies 4-year Review Process	Ongoing	Policy ensures consistent approach and process for development and approval of policies. Policies affecting access to services are brought to the appropriate committee for recommendation of approval by the full Board. Approved policies are published/maintained on the Workforce intranet for access by staff Policies are on a 4 year review cycle to ensure all policies remain accurate, necessary, and effective.		II.B

NCTCOG Contract Deliverables						
CONTRACT ACTION ITEMS	Frequency	Format	Status	Comments/Other	Board/Committees	Citation
Prepare and present all required strategic plans for review and approval	Annually	WIOA Local Plan WSNCT Strategic Plan	Ongoing	<p>The WIOA Local Plan is submitted every 4 years, with a Plan Modification occurring 2 years into the 4 year plan. There was no update necessary to the Local Plan this year.</p> <p>Received notice, in February, that Governor Abbott's office recertified our Board following a review process that began last year.</p> <p>A Strategic Plan Executive Summary and Road Map for development of new Strategic Plan Key Priorities was presented to the Strategic Leadership Committee on December 10, 2019, and to the full Board at the Joint Workforce Board and CEO meeting on January 29, 2020.</p>	Strategic Leadership Committee, WF Board, CEOs	II.B.a
Office Space-NCTCOG will provide safe and efficient office space, equipment, furniture and supplies necessary for Board administration and operations. Space for the Workforce centers will be obtained according to the NCTCOG's real estate procurement processes.	As needed	<p>The NCTCOG Administration department:</p> <ul style="list-style-type: none"> - negotiates necessary space for the Workforce staff -coordinates with their real estate consultant to locate Workforce center facilities -provides maintenance support for both the NCTCOG headquarters and the various workforce centers <p>All Workforce Center leases will be submitted for review and approval by the Workforce Oversight and Accountability and Executive committees and by the Workforce Board. Final approval will be retrieved from the NCTCOG Executive Committee</p>	Ongoing		Workforce Oversight and Accountability and Executive Committees and Workforce Board	II.B.b.
Facilitate Board membership nomination process	Annually and as needed	<p>Annual Board Reappointments</p> <p>Biennial Board Certification by Governor's Office</p> <p>Annual Membership Report to Board & CEOs</p>	Ongoing	<p>Board reappointment process begins in early summer. All terms end on 9/30, with 1/3 of the Board up for reappointment or replacement each year.</p> <p>There was no Biennial Certification this year.</p> <p>The Membership Report was presented to Board and CEOs at Annual Meeting on January 29, 2020.</p>	This item does not go to the a Committee	II.B.c
Procurement and Contracting Services	As needed	<p>Procure goods and services in compliance with applicable local, state and federal procurement and contracting regulations.</p> <p>NCTCOG staff determine need, develop procurement specifications, issue procurement solicitation, evaluate proposals, negotiate contract deliverables, award/issue contract documents.</p>	ongoing	<p>Procurement activities were monitored by Texas Workforce Commission during their annual review in January 2019 with no findings.</p> <p>Contract documents receive legal review prior to issuance.</p> <p>Purchases over \$100,000 are approval by the NCTCOG Executive Board.</p> <p>Received the annual Achievement of Excellence in Procurement (AEP) Award from the National Procurement Institute, Inc. (NPI) for the tenth consecutive year. We continue to be the only Workforce Development Board in the Country to achieve this award. Key staff continue to receive ongoing and focused procurement training.</p>		II.B.d

NCTCOG Contract Deliverables						
CONTRACT ACTION ITEMS	Frequency	Format	Status	Comments/Other	Board/Committees	Citation
Provide information technology support	On an ongoing basis	<p>The NCTCOG's RIS department provides technology support for the following:</p> <ul style="list-style-type: none"> -NCTCOG staff funded by workforce funds located within the NCTCOG headquarters -the workforce subrecipient staff located within the workforce centers - the various TWC staff located within the workforce centers <p>Annual technology budgets are included within the annual budgets approved by the Oversight and Accountability Committee and the Workforce Board.</p>	Ongoing	<p>Research & Information Services provides a comprehensive suite of Information Technology and Data services to The Workforce Department. These range from maintaining hardware, network connectivity, software, security and data. Major services provided include:</p> <ul style="list-style-type: none"> -Purchase and maintaining desktop computing equipment for WF staff, contractor and resource rooms -Purchase and maintaining the telephone system and services -Assist with other equipment include printers, scanners, fax machines and others as required -Evaluate, purchase, install and maintain software required -Design, developing and maintaining the network to provide access to internal programs and data and to the Internet -Design, developing and maintaining the wide area network to provide connectivity for the Workforce Centers and manage vendors and costs associate with the service -Design, developing and maintaining the security systems protecting them from malware and attempts to steal sensitive data -Design, developing and maintaining the web environment for the Agency (Including WF) -Design, developing and maintaining data storage, backup and recovery environments for the Agency (including WF) -Interact with the State to update state software used by WF -Provide Service Desk support for the department to address issues WF employee may have with anything related to information technology or data -Provide Information Technology consulting services to help WF explore and implement new technology as needed -Provide data for use as needed by WF including population, demographic, and other data geographically referenced -Assist with construction projects 	Oversight & Accountability and WF Board	II.B.f.
Budget to actual reports for both the BOARD and subrecipients	Monthly	Provided to WF Board Committees and the WF Board	Ongoing		Oversight & Accountability and WF Board	II.B.g.i
NCTCOG annual independent financial audit\NCTCOG annual independent single audit	Annually	Provided to the NCTCOG Audit Committee, the NCTCOG Executive Committee, the Workforce Oversight & Accountability Committee, and the Workforce Board. Chair of WF Board Oversight & Accountability attends the NCTCOG Audit Committee meeting. Results provided to the WF Board.	Due in February to NCTCOG from external auditor		Oversight & Accountability and Executive Committee and WF Board	II.B.g.ii II.B.g.iii
Periodic NCTCOG internal control reviews	Performed every 3-5 years	NCTCOG Administration coordinates procurement of independent audit firm to review fiscal internal controls.	Last completed during April 2019	<p>The NCTCOG's independent auditor completes a separate engagement to review the NCTCOG's fiscal internal controls primarily including:</p> <ul style="list-style-type: none"> -payroll -accounts payable -accounts recievable -treasury management -purchasing -petty cash -cash dispursments 		II.B. g. iv.
Annual Workforce budget review and approval by the Board and its appropriate committees	Annually	Budget packet is provided to the committees and Board annually for approval	last completed in September 2019	<p>The budget packet inlcudes the following including comparisons to the previous year:</p> <ul style="list-style-type: none"> -projected grant revenues -Workforce expenditure budgets per major budget line item -FTE information -subrecipient projected budgets and FTEs 	Oversight and Accountability, Executive, Workforce Board	II.B.g.v.
NCTCOG monitoring review of internal fiscal processes	Minimum every three years	<p>NCTCOG Administration provides internal fiscal reviews of Workforce specific fiscal processes such as:</p> <ul style="list-style-type: none"> -budgeting process -allocation plans -cash request reconciliation process 	last review completed in October 2019	The NCTCOG's administrative deparment developed a rotational review timeline in order to complete internal reviews of the selected Workforce specific fiscal transactions. The rotational review inlcudes a process where each selected fiscal process is reviewed at a mimimum of every three years.	The results of the review are provided to the Director of Administration and the Director of Workforce	II.B.g.vi.

NCTCOG Contract Deliverables						
CONTRACT ACTION ITEMS	Frequency	Format	Status	Comments/Other	Board/Committees	Citation
Represent the Board regarding all monitoring and audits performed by the Board's various funding agencies and by the annual NCTCOG indepentdent financial Audit.	At least annually, we additionally reviews as required.	Provide the monitoring teams and audit teams with all requested documentation, data and information. Answer all questions and inquiries, and provide follow up as needed. Report any unresolved issues to the Workforce Director. The results of the monitoring and audits will be communicated to the Oversight and Accountability and Executive Committees and the WF Board. Written reports by TWC are sent directly to the Chair of the WF Board and the Chief Elected Official.	Completed as each monitoring occurs	NCTCOG staff provide verbal status updates to the O&A Committe, Executive Committee and the WF Board. Staff provide a written copy of the report to those same committees and the Board. Additionally, TWC sends a copy of the written report directly to the Chair of the WF Board and the Chief Elected Official.	Oversight & Accountability and Executive Committees and the WF Board.	II A. i.
Annual inventory of capitalized furniture and equipment	Annually	Inventory list developed and provided to the NCTCOG external auditors. Annually provided to TWC.	Completed each February			II.B.g.vii
Insurance coverage for inventory	Annually	Texas Municipal League (TML) Certificate Of Insurance	Ongoing. Completed annual prior to the beginning of the contract year.	Note: While it states inventory, it refers to: -workforce center contents -capitalized items (equipment over \$5,000 per unit)		II.B.g.viii
Fidelity bond and error and omissions insurance	Annually	NCTCOG administration ensures that appropriate amounts of fidelity bond and error and omissions insurance is obtained each year.	Updated as of October of 2019	-fidelity bond-required by TWC and indemnifies them against loss arising from a fraudulent or dishonest act of the NCTCOG's offiers and employees holding positions of fiduciary trust. -errors and ommissions insurance protects the NCTCOG's officers from: ^employee lawsuit related liability ^violation of whistle blower laws ^wrongful termination ^errors in normal course of business (disallowed costs)		II. B.g.ix.
Document and make available to BOARD disallowed costs	As needed	Disallowed costs of the subrecipient are communicated to the Chair of the O&A Committee through copies of the finalized monitoring reports. The finalized reports are posted on the Board Member only section of the website. Any NCTCOG disallowed costs determined by any external review agency are reported out to the O&A and Executive Committees and the WF Board verbally, followed by the reviewing agency's written report. TWC sends a copy of the written report directly to the Chair of the WF Board and the Chief Elected Official.	Ongoing.	Subrecipient disallowed costs are provided to the Chair of the Oversight & Accountability Committee and posted monitoring reports on the Board Member Only section of the website. Any NCTCOG disallowed costs are reported out to the O&A and the Executive Committees and the WF Board verbally, followed by the reviewing agency's written report. TWC sends a copy of the written report directly to the Chair of the WF Board and the Chief Elected Official.	Subrecipient disallowed costs are provided to the Chair of the Oversight & Accountability Committee and posted monitoring reports on the Board Member Only section of the website. Any NCTCOG disallowed costs are reported out to the O&A and the Executive Committees and the WF Board verbally, followed by the reviewing agency's written report. TWC sends a copy of the written report directly to the Chair of the WF Board and the Chief Elected Official.	II.B.h
Develop and present approval of an administrative policy regarding Performance Measures		Administrative Policy Issuance - Performance Management Framework		Policy was approved at the March 10, 2020 Executive Committee, with the recommendation to include success measures.	Executive Committee	V