



COMMITTEE OF SIX MEETING (Co6) - MINUTES

**2700 NE Loop 410, Board Room, Suite 101
San Antonio, TX 78217
March 27, 2024
12:00 PM**

COMMITTEE OF SIX: Judge James Teal (Chair), Judge Richard Evans, Councilman Manny Pelaez, Commissioner Rebeca Clay-Flores

WSA BOARD OF DIRECTOR CHAIR: Mary Batch (Vice Chair)

WSA STAFF: Adrian Lopez, Adrian Perez, Angela Bush, Eric Vryn, Gabriela Navarro Garcia, Kristen Rodriguez, Teresa Chavez

PARTNER STAFF: Gene Rodriguez, Alex Lopez, Jordana Mathews, Marcus Primm, Cliff Herberg, Susan Ernst

LEGAL COUNSEL: Frank Burney

GUESTS: None.

AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of the meeting. For additional information, please call Caroline Goddard, (210) 322-6296.

- I. CALL TO ORDER
Presenter: Judge James Teal, McMullen County, Chair
At 12:09pm, Chair Judge James Teal called the meeting to order.

- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Judge James Teal, McMullen County, Chair
The roll was called, and a quorum was declared present.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Judge James Teal, McMullen County, Chair

None.

IV. PUBLIC COMMENT

Presenter: Judge James Teal, McMullen County, Chair

None.

V. MEETING MINUTES OF DECEMBER 6, 2023 (DISCUSSION AND POSSIBLE ACTION)

Presenter: Judge James Teal, McMullen County, Chair

Upon motion by Councilman Manny Pelaez and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously approved the meeting minutes of December 6, 2023.

VI. FISCAL MATTERS (DISCUSSION AND POSSIBLE ACTION)

Presenter: Angela Bush, CFO Consultant, and Gabriela Navarro Garcia, Controller

a. FY2024 Budget Amendment #1

- This budget amendment includes a reconciliation of projections to actual awards and FY23 grant closeouts.
- Budget is increasing by \$5,757,950 representing a 3% increase from \$192,112,907 to \$197,870,857.
- Summary of Increases by Budget Category: Corporate - \$110,000, Reserve - \$110,802, Projects - \$155,666, and Service Delivery - \$5,381,842.
- Corporate Expenditure Increases: Marketing at \$50,000 for general marketing promoting initiatives that are not program specific such as Port SA, O'Connor, and the mobile unit, Payroll Service Fees at \$10,000 for payroll services that are currently being procured and any additional costs that may be incurred, and Non-Federal at \$50,000 for unforeseen general expenditures that cannot be charged to TWC such as disallowed costs for monitoring.
- Reserve and Special Project Increases: Reserve increase of \$110,802 is for additional surplus projected from SEAL and Ready to Work. The total expected FY24 surplus is \$325,000, of which \$250,000 is from Ready to Work, reserved for any questioned cost until program completion and final audit. Projects increase of \$155,666 is for the San Antonio Area Foundation and the Aspen Institute that were extended into FY24. These programs support capacity building, the Workforce Academy, and the Aspen Institute. Commissioner Rebeca Clay-Flores asked why the extension was needed. Angela Bush responded that there were delays in the program.
- Service Delivery Significant Changes: TANF (\$1,164,611) – This decrease aligns TANF back to historical spending rates, WIOA Upskill and Training \$170,471 – New TWC initiative focusing on training for high-demand occupations, Ready to Work \$3,697,343 – This is a three-year award for approximately \$65M and the projection through FY24 is \$44M, Child Care Discretionary has an increase of \$1,518,051, Child Care Mandatory (\$1,551,657) – Additional funding can be requested as needed for protected populations, Child Care Quality \$568,479 – For operations, and Child Care Quality Providers has an increase of \$2,450,000.
- Judge Evans asked why there are unspent funds for childcare when there is a large need for childcare. CEO Adrian Lopez answered that the original budget included estimates from TWC childcare allocations, which are updated by this amendment and explained that WSA manages the funding and the service goal provided by TWC. He stated, for example, if we were asked to serve 10K children on a daily basis, in order to be in compliance with TWC rules we would have to be within 95%-105% of that

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goal. The expenditure of the dollars follows this rule. Judge Evans asked whether WSA should ask TWC to provide more accurate estimates so additional childcare services can be provided. Judge Teal suggested that perhaps the Committee of Six could participate in discussions with the Legislature or TWC to prioritize funding for childcare centers.

Upon motion by Commissioner Rebeca Clay-Flores and seconded by Judge Richard Evans, the Committee of Six unanimously approved FY2024 Budget Amendment #1.

b. Financials – December 31, 2023

Presented by: Gabriela Navarro Garcia, Controller

- The straight-line target is 25%, total expensed is 19.44%, and the year-to-date variance is 5.56%.
- Personnel: Staff training and development will be happening within the following months.
- Equipment: Most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding useful life.
- General Office: The primary budget surplus is due to timing differences, marketing, and the insurance contingency.
- Professional Services: Variance is primarily a timing difference in legal, audit, and monitoring.
- Board Training & Development: The board retreat was in March. Conferences are coming up so this will increase within the next couple of months.
- Facilities: Facility expenditures represent 19.09% of the approved budget, reflecting a 5.91% straight-line budget surplus. A significant item contributing to this is the mobile workforce center unit.
- Special Projects: Extended the San Antonio Area Foundation and the Aspen Institute grants into this fiscal year.
- Year-to-Date Service Delivery for Rural & Urban: COSA Childcare – 18% rural and 82% urban, Ready to Work – 100% urban, C2GPS Adult Services Bexar County Funding Only – 100% urban, C2GPS Adult Services – 21% rural and 79% urban, and SERCO Youth – 51% rural and 49% urban.
- Key Variances: 24TANF – Grant is currently on track and expecting to fully expend by the end of the contract on October 31, 2024, CSL Contracted Slots – Program ended on December 31, 2023, and 23WPA Employment Services – Contract ended on December 31, 2023, expensed 96.03%, and returning \$40,487.

VII. COMMITTEE OF SIX LIASION REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Perez, CIO

a. Board Membership Updates

- The board now consists of 27 members with 7 new members being appointed in December 2023.
- There are 10 appointments and/or reappointments coming in December 2024.
- The board meeting and annual retreat were held on March 1. During the strategic planning with the board, the Statewide Action Plan was discussed and the goals of being Texas talent experts, service optimizers, and partnership managers. The board provided feedback and expressed areas of interest in supporting programmatic focuses such as the sector-based model focusing on employer first initiatives, collaboration on childcare solution development, and the youth model deployment.

b. Update on Community Conversations

- Action Summary: Create sustainable partnerships to ensure referral and partnership infrastructure for resource development, develop reporting tools that can demonstrate the complete picture of service level, and communication and input. During this briefing Commissioner Rebeca Clay-Flores exited the meeting and Frank

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Burney, attorney for WSA, advised the members that they may remain to hear the rest of the briefings or can be briefed individually on the rest of the informational items. Judge Evans indicated with the loss of a quorum it was preferential to have individual briefings.

- c. Regional Service Delivery Dashboard Overview
 - Not discussed.
- d. 2025 Local Plan Timeline Overview
 - Not discussed.

VIII. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, CEO

- Items a., b., and c. were not discussed.
- a. TWC Sub-Recipient Monitoring Report for June 2022 through July 2023
- b. TWC Equal Opportunity Monitoring (Final Report/Letter)
- c. Highlights and Success Stories

IX. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee of Six may move into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:

- a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;
- b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
- c. Pending or Contemplated Litigation;
- d. Government Code §551.074 – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

None.

X. ADJOURNMENT

Presenter: Judge James Teal, McMullen County, Chair

Due to a lack of quorum, the meeting terminated at 12:40pm.