



## **EXECUTIVE COMMITTEE MEETING**

Workforce Solutions Alamo  
100 N. Santa Rosa St., Suite 120, Boardroom  
San Antonio, TX 78207

**June 7, 2024**

**10:00 AM**

**BOARD OF DIRECTORS:** Leslie Cantu (Chair), Mary Batch (Vice Chair), Anthony Magaro, Yousef Kassim, Eric Cooper, Ana DeHoyos O'Connor, Dr. Sammi Morrill

**STAFF:** Adrian Lopez, Adrian Perez, Caroline Goddard, Christine Dever, Chuck Agwuegbo, Eric Vryn, Rebecca Espino Balencia, Richard Ramirez, Gabriela Navarro Garcia, Gilbert Monk, Jessica Villarreal, Kristen Rodriguez, Teresa Chavez, Trema Cote, Victoria Rodriguez, James Keith, Vanessa Garcia, Sandra Rodriguez, Esmerlda Ramirez, Alfred Salazar, Jesse Inclan

**PARTNER STAFF:** Amy Contreras

**LEGAL COUNSEL:** Frank Burney

**GUESTS:** Angela Bush, Janet Pitman, Gabriela Horbach, Manuel Ugues, Roberto Corral, Brenda Garcia, Chakib Chehadi, Daisey Vega, Ramsey Olivarez, Sylvia Perez

### **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 meeting. Questions relating to these rules may be directed to Teresa Chavez at (210) 452-9405.

***The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.***

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Teresa Chavez, (210) 452-9405.

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**During the Public Comments portion of the meeting (Agenda Item 4), the Public may type their name into the chat box or unmute themselves and state their name. The meeting host will call each member of the public for comments, in the order their names were submitted.**

I. CALL TO ORDER

Presenter: Leslie Cantu, Committee Chair

**At 10:00 a.m., Chair Leslie Cantu called the meeting to order.**

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Leslie Cantu, Committee Chair

**The roll was called, and a quorum was declared present.**

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Leslie Cantu, Committee Chair

**NONE**

IV. PUBLIC COMMENT

Presenter: Leslie Cantu, Committee Chair

**NONE**

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Leslie Cantu, Committee Chair

**Upon motion by Ana DeHoyos O'Connor and second by Mary Batch, board unanimously approved the following:**

- a. Meeting Minutes – April 12, 2024
- b. JET Grant
- c. Pathway 2 Careers
- d. Youth Program Briefing and Performance
- e. Career Exploration Youth Events
- f. Rural & Urban Youth Success Stories
- g. Monitoring Outcomes and Technical Assistance
- h. TWC Performance- Texas Talent Assistance Rate
- i. Contract Summary and RFP Updates
- j. Ready To Work
- k. Facilities Update
- l. County-by-County Update
- m. FY25 Budget Planning
- n. United Way Systems-Level Investment

- o. Child Care Performance Briefing
- p. Child Care Services: In Care waitlist
- q. Alamo Quality Centers
- r. Alamo CCS provider Type and Capacity
- s. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- t. Child Care Quality Request for proposal (RFP)

## VI. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

### a. PY24 Youth Program Updates

- Provided the overview monthly enrollment of registered youth program participants and key services provided with current youth count as of April 30, 2024 pulled report on May 7, 2024.
- The yearly goal for Urban ISY and OSY is 306 youth participants and Rural ISY and OSY is 88 youth participants.
- Discussed performance accountability indicators established to assess the effectiveness of both the state and local areas in achieving positive outcomes.
- At-A Glance Comparison-Board Contracted Measures with percent target (year-to-date performance periods)
  - Employed/Enrolled Q2 Post Exit at 95.50%, and Q4 Post Exit at 81.33% with 6 positive outcomes short to be at 90 % of Current Target and move us from Not Meeting (-P) to Meeting Performance (MP). The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second and fourth quarter after exit from the program.
  - Median Earnings Q2 post-exit at 114.64%. Median earnings of participants who are in unsubsidized employment after exit from the program.
  - Credential rate at 95.31%. The percentage of those participants enrolled in and education or training program who attain a recognized postsecondary diploma or its equivalent during participation in or within one year after program exit.
  - Measurable Skills Gains at 97.63%. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment.

## VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair- **No Action Items**

### a. Quality Assurance Update

- TWC Annual Monitoring: we expect the monitoring to begin around mid-August.
- Office of Child Care (OCC): the monitoring seemed to be an ‘informal’

review. Child Care Board Staff will report outcomes to the Early Child Care & Education Committee.

- Health & Human Services Commission (HHSC): HHSC's monitoring of SNAP E&T fiscal transactions is ongoing. Fiscal Board Staff will report the item to the Audit & Finance Committee.
- External Monitoring
  - Child Care Quality Improvement Activities (CC QIA) – COSA:
  - 100% complete, with a 97.9% accuracy rate.
  - Three attributes included for continuous quality improvement:
  - Completing the initial inclusion assessment w/in 30 calendar days of the completion of Form 2419 and related documents (71.4%).
  - Completing unannounced visits w/in 30 days of the inclusion rate approval (85.7%).
  - Counselor Note documentation (85.7%).
  - WIOA Adult and Dislocated Worker – C2 GPS:
  - 58% complete.
  - SNAP E&T– C2 GPS:
  - 5% complete.
- Internal Monitoring Activities
  - Reemployment Services and Eligibility Assessment (RESEA) – C2 GPS:
  - 100% complete, with a 94.9% accuracy rate.
  - Two attributes included for continuous quality improvement:
  - Event roster missing supporting attendance documentation (82.6%).
  - Orientation service missing supporting completion documentation (82.6%).
  - Trade Adjustment Assistance (TAA) – C2 GPS:
  - 100% complete. Currently completing the Final Report.
  - Informal Technical Assistance Reviews (Round 2) – C2 GPS:
  - 44% complete.
  - These 'informal' reviews test attributes with less than a 90% accuracy rate.
  - Includes several grants: SNAP, NCP, Choices, TAA, and WIOA Adult and Dislocated Worker.
- Other Activities
  - Workforce Case Management System (WF CMS):
  - TWC recently replaced its data application system and contracted Geographic Solutions, Inc. as the service provider.
  - The new system is a type of 'Virtual OneStop' and includes WorkInTexas (WIT) labor exchange, labor market information, and career/participant management as well as other features.
  - A primary goal aims to sustain the local workforce by supporting individuals seeking employment.
  - Approximately 1,200 Centers use the software nationwide.
  - The change has required us to update policies and the process is

ongoing.

- Timeline – Internal & External Engagements
  
- b. Procurement, Information Technology and Ready to Work
  - Procurement & Contract Management Enhancements
    - Current State Insights: To increase efficiency and address gaps in business processes, policies, communication, and tech usage.
    - Strategic Focus: Focus on immediate needs paired with long-term strategies to solidify improvements.
    - Short-term Initiatives: Refining policies/SOPs, standardizing contract management, enhancing documentation, and introducing a risk forecasting model.
    - Long-term Goals: Improve process efficiency, streamline operations via value stream mapping, and review the technology and system level integration deployment.
  - CPO: Additional Strategic Priorities
    - Evaluate the current cloud migration plan and resource allocation of the Ready-To-Work (RTW) Program.
    - RTW Program Efficiency Focus:
    - Analyze the fiscal staff investment in invoice processing to streamline administrative tasks.
    - Assess COSA policies and requirements of WSA.
    - Identify necessary fiscal and operational adjustments to support the evolving demands of the RTW program.
    - IT Infrastructure & Cloud Migration:
    - Review the current server specifications, usage, and performance.
    - Analyze our cloud migration strategy, specifically the board staff's assessment of Azure Virtual Desktop as a potential enhancement to our VDI ecosystem.
  - Procurement Enhancements
    - Cross-Training & Workload Distribution:
    - Responsibilities distributed across the team.
    - Comprehensive facilities and maintenance checklists
    - Training Development & Delivery:
    - Organization-wide and departmental-led sessions
    - Pre-bid conferences for clear process guidance
    - Robust Policies:
    - Third- and fourth-party risk management framework
    - Development of enterprise-level risk policy
    - Tech-Driven Efficiency:
    - Leveraging Bonfire for Standardized Templates
    - Enhancing Monday boards and developing forecasting models
    - Prioritizing contract review for immediate and long-term needs
  - Cloud Migration & RTW
    - Data Protection:

- SSL/TLS encryption and data masking techniques.
  - Comprehensive backups created pre-migration.
  - Phased Migration:
  - Real-time monitoring to address security issues promptly.
  - Restricted access to PII for authorized personnel only.
  - Comprehensive Security:
  - Post-migration PII erasure using NIST 800-88 compliant tools.
  - Ensuring GDPR and HIPAA compliance.
  - Server Optimization:
  - Repurposing servers with new hard drives for test environments.
  - Invoice Processing Issues:
  - 63.64% of invoices required revisions
  - Average of 1.45 revisions per invoice:
  - Each invoice often needed more than one round of corrections due to errors
  - Changes in the funding guide has caused confusion and rework
  - SYNC reconfiguration and unclear communication from COSA led to additional errors
  - Low process efficiency at 36.36%
  - Four (4) changes to the COSA funding guide in 2024.
  - Impact:
  - Significant rework and inefficiencies
  - Increased processing time and errors.
  - Next Steps
    - Procurement Excellence:
    - Finalize and implement the PCM forecast model.
    - Complete rollout of third-and fourth-party risk management policy.
    - Conduct department-wide training on new contract management framework.
    - Introduce acknowledgment form.
    - Execute communication plan and soft launch for board staff.
- c. Performance, programs, and Operational Updates
- Childcare Performance Briefing FY 2024
  - Individual Measures Status YTD
  - Cases or Dollar Amount Needed to Meet Performance Per Measure
  - MPR Next Steps
    - Performance targets may increase or decrease during this program year based on current economic data and the casemix of exiters we are serving in our workforce centers.
    - TWC will be adding additional performance measures next program year which include:
    - Initial Job Search Child Care Success Rate: Parents placed in ISJ CC May 2024-March 2025
    - Successful Texas Talent Assistance Rate: Employees receiving TTA April 2024-March 2025

- New Employment Connection Rate: Based on active job search Period beginning Jan 2024 to Dec 2024
- Maintaining New Employment Connection Rate: Based on New Employment Connections Jan 2024 to Dec 2024
- The board continues to validate Exception reports from the contractors for measures not being met each month.
- Monthly Youth Participant Enrollment
- Ready to Work
  - 2024 Workforce Grants & Project Updates
  - Completed Intake 5407
  - Place in Quality Jobs 554
  - Updates: Training Provider Info Session at the Food Bank, June 5th. We continue to increase in placements each week. Goal is to hit 600 by month end.
  - Challenges: Sub-agencies still working on data clean up. Sync Workflow is missing steps. COSA team is working on updates. We have not been provided an expected timeframe on completion. User Access to Sync reports is the hot topic. Our data team needs access as well to best support teams and program

#### VIII. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Child Care Quality Request for Proposal
  - Update on the child childcare quality RFP, with no action item needed. The solicitation went out on May the 3<sup>rd</sup>.
  - Rebid RFP for Child Care Quality Services to update requirements:
  - Estimated annual budget is \$4,000,000.00.
  - Six proposals were received by the solicitation submittal deadline.
  - Evaluations have concluded and are in the process of fiscal integrity review.
  - This item will be presented to the Executive Committee on July 12, 2024 and Board of Directors on July 19, 2024.
- b. Temporary Services Request for Proposal- **Action Item: Motion to approve by Leslie Cantu and seconded by Eric Cooper. No oppose or extentions**
  - Issued an RFP for temporary staffing services. The contractor will assist with providing potential candidates for our current staffing needs that includes conducting background checks, drug screening and any employment references, maintain payroll records for all employees, ensure all personnel hired possess all required documents for employment, e.g., Form W-4, Form I-9, E-Verify System for Employment Eligibility.
  - Term/Amount – Twelve (12) month contracts with four (4) one-year renewal options. An aggregate amount of \$500,000 will be distributed among the five (5) selected vendors, proportionate to the actual number of resources procured and the agreed-upon markup for each resource.
  - Base on the rankings, seeking approval to start negotiating contracts with the top five vendors which are Group, LP., Tryfacta, Inc., Integrated Human

Capital, Cambay Consulting, LLC., and Compunnel Software Group, Inc.

c. **Audit Presentation- Guest Speaker Janet Pittman, ABIP- Motion by Leslie Cantu to accept the audit report as presented by Anthony Tony Magaro and seconded by Eric Cooper. No oppose and no extensions and motion carries.**

- Ms. Janet Pitman presented the results of WSA 2023 audit with the first report is the independent auditor's report, with a clean opinion called an unmodified opinion. It's the highest level of assurance that can be received with no modifications to the financials and they are presented in accordance with generally accepted accounting principles.
- The second independent auditors report covers internal control over the financial reporting.
- For further report, because awarded and spent over 750000 on both the federal and state funds. We are required to do a single audit report that includes the compliance for each major program on internal controls over the compliance requirements with no findings or deficiencies of any materials in your intro controls over those federal and state funds.
- Major program this year was the Childcare development funds. Received about a hundred and 28 million total revenue. 80 % of it comes from childcare development funds, with no findings and no question cost.
- Change in Accounting Principle – FASB ASC 842, Leases
  - Requires recognizing in the financial statements a right to use (ROU) asset (building leases and copiers) and the related lease liability.
  - Resulted in recognizing ROU assets, net of depreciation in the amount of \$11,095,608, a lease liability of \$9,299,122, and a cumulative net effect adjustment to net assets of \$510,858.
  - Facility rental expense was reduced by \$2,521,483 to adjust the lease liability for the current year principal payments.
- **LETTER ON CONDUCT OF AUDIT**
  - Accounting Policies
  - Accounting Estimates
  - Financial Statement Disclosures
  - Difficulties in Performing the Audit
  - Misstatements
  - Disagreements with Management
  - Management Representations
  - Consultations with Other Independent Accountants

d. **Financials**

- Presented the variances target budget for the month of March 30, 2024 is 50 % and we're at 38.07 % spent, which is at eleven point 93 % variance.
- For service delivery, we are at 40 point 55 % expense, which is a small variance of nine point 45 as projected.
- For personnel, it's also a small variance 7.8 % for equipment we're at 20 point 73 %.The percentage variance is the most significant budget surplus is for the phone cloud migration which will be expected to be installed

around August and also the replacement of computers useful and will see an increase within the month.

- For general office, we have a variance of 31 point 44 %. Primary budget surplus is due to timing differences for marketing and the insurance.
- In professional services, we have 22 point 99 % variance. This is also a timing difference with legal, audit and monitoring. Board training we are at target at 2,72 % variances, due to the board retreat and the NAWD forum that occurred in March
- For facilities we represent 38 point 32 % of the approved budget reflecting 11.68 % straight line budgets significant items contributing to this is the mobile workforce center unit and the port of San Antonio, which also will start seeing an increase within the months.
- Presented chart of year to date expenditures by budget category.
  - Service delivery being the highest one at 68.6 million. Compared to the budget where the budget is. Small difference there. As of March, year today's service delivery portal and urban. For, the city of San Antonio childcare. We have 17 % going to portal. 83 % going to urban.
  - For ready to work, it's a hundred percent to the city of San Antonio but we spent around 6.08 million. For adult services, we're at 21 % total and 79 % urban. And for youth, we are at 44 % total and 56 % urban.
  - For PCP, the contract ends at December 3120 24, and we've expensed 87.03 %. We did request additional funding from TWC, and waiting to get a response.
  - For childcare quality, the board is expecting expenditure from its plan to increase within the month. As of March 31 approximately 24 % of the bucks were spent and we're projecting to spend 7000 and April.
  - Key Variances for CCQ
  - Key Variances for Middle Skills- The Board has had some challenges and expanded the statement of work to allow wider eligibility, which helped increase expenditures in the last months of the contract. We are expecting to return \$64,529.
  - 24REO PROWD Grant- New program for re-entry opportunities with a budget of \$1,174,500 for a three-year term.
  - Toyota Funds - Funds were used to provide incentives to RTW participants with job placements. Expenditures will be reflected in April. We are expecting to return \$40,000.

e. Ready to Work Analysis and Update

- Ready to Work Budget and Expenditures. WSA has budgeted \$30,192,462 through September 30, 2024.
- Expenditures as of 03/31/2024
- Challenges and Opportunities
  - Addressing fiscal staff turnover, ensuring the program remains fully

staffed to provide:

- Cash Flow Management
- Partner and Training Provider Invoicing
- Current financial reporting and analysis
- Implementation of SYNC software
- Frequent training and outreach to our partners.
- Challenges: Cash Flow Management
  - Cash Flow Management
  - Partner and Training Provider Invoicing
  - Current financial reporting and analysis
  - Implementation of SYNC software
  - Frequent training and outreach to our partners.
- Challenges: New Software Implementation
  - Updates to the billing reports, procedures outlined in the updated funding guide, and the workflow manual do not act as a cohesive desk guide to accurately prepare the invoice.
  - Data migration errors from Signify to SYNC such as disbursement dates and correct agency information.
  - One user license per prime agency for generating reports.
- As of May 22, 2024:
  - Applicants Interviewed: 5,407
  - Enrolled in approved training: 3,284
  - Completed Training: 890
  - Placed in jobs: 554

## IX. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

- a. Texas Rising Star Assessment Update
  - Alamo Quality Centers; total certified centers are 225
  - Texas Rising Star Entry Level Designation Timeline for Child Care Programs
- b. Child Care Investment Partnership (CCIP) & Potential Grants and Request for Application (RFA)
  - Information & Guidelines:
    - CCIP Grant: The Child Care Investments Partnership (CCIP) grant is comprised of CCDF funds and Investment Partner Donation funds
    - CCDF Amount: Not to exceed \$250,000 per Board during first six months; and, up to \$750,000 thereafter
    - Partner Match Donations: One dollar (\$1.00) for every one dollar (\$1.00) of CCDF grant funds awarded
    - Grant Award Period: Twelve to eighteen months
    - Submission Deadline: Submissions will be received, beginning March 1, 2021, and will be processed until CCDF project funds are exhausted. Applications will be processed on a first come first served basis. Board may be awarded a total of up to \$750,000 of CCDF

match.

- Guidelines & Stipulations:
  - 1. CCIP Projects must focus on TWC-approved Child Care quality improvement activities (excluding direct Child Care services), and must comply with requirements referenced in 40 TAC § 809.16, and described in Part H of the Child Care Services Guide.
  - 2. Boards must expend CCIP funds on activities related to the following (specifically described in donor agreement):
    - Child Care Apprenticeship
    - Home-based Child Care
    - Public-private Prekindergarten Partnerships
    - Business Support for Child Care programs
    - Child Care worker wage supplementation or stipends
    - Emergency Response/Recovery
    - Program Capacity Expansion
    - Research studies that support Child Care quality improvement
    - Other Strategic Quality Improvement Activities (subject to approval by TWC)
  - 3. CCIP grants are not available to support stand-alone purchases of health and safety items, such as defibrillators, video/computer equipment, shade structures and playground equipment.

**X. STRATEGIC COMMITTEE REPORT – (MEETING WAS POSTPONED TILL JUNE 14, 2024) Meeting postponed, No committee report.**

**XI. CEO REPORT**

Presenter: Adrian Lopez, CEO

- a. Implications to House Resolution 6655
- b. Child Care Strategies

- Implications of House Resolution 6655 on operations and potential funding sources for childcare facilities and programs.
- American Indians of Texas will present on the next Strategic Committee meeting to discuss 1<sup>st</sup>/2<sup>nd</sup> chance job opportunities.

**XII. CHAIR REPORT**

Presenter: Leslie Cantu, Committee Chair

- a. BOD Attendance and Demographics

- Leslie Cantu announce that our Board Child Care representative Tylane Barnes has resigned as of May 22, 2024. Alamo board is working on a replacement within the 90 day window to ensure we remain in compliance and don't foresee any issues and will provide an update once a new member has been selected to by the committee of six to replace her.

**XIII. NEXT MEETING: July 12, 2024**

XIV. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee 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 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

**NONE**

XV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

**At 11:47AM meeting adjourned by Leslie Cantu and Eric Cooper**