



**AUDIT & FINANCE COMMITTEE MEETING**

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

**July 8, 2024**

**1:30 PM**

**Board of Directors:** Yousef Kassim (Acting Chair), Leslie Cantu, Mitchell Shane Denn

**Contractors:** Brenda Garcia, Belinda Gomez, Gabriela Horbach, Sylvia Perez, Manuel Ugues, Daisy Vega

**WSA Council:** None

**WSA Staff:** Adrian Lopez, Teresa Chavez, Eric Vryn, Adrian Perez, Gabriela Navarro Garcia, Victoria Rodriguez, James Keith, Chuck Agwuegbo, Kristen Rodriguez, Dr. Ricardo Ramirez, Gilbert Monk, Caroline Goddard, Alfred Salazar Jr., Trema Cote, Erica Spencer, Vanessa Garcia

**Guests:** Amoye Kassi, Mike Wilson

**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 a 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 at (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: Yousef Kassim, Acting Committee Chair

**At 1:34pm, Acting Chair Yousef Kassim called the meeting to order.**

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Yousef Kassim, Acting Committee Chair

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

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Yousef Kassim, Acting Committee Chair

**None**

IV. PUBLIC COMMENT

Presenter: Yousef Kassim, Acting Committee Chair

**None**

V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES FOR MAY 31, 2024

Presenter: Yousef Kassim, Acting Committee Chair

**Upon motion by Director Lesie Cantu and seconded by Director Mitchell Shane Denn the Committee unanimously approved the meeting minutes from May 31, 2024.**

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

a. Contract Renewal M & O Adult Program Services

b. Contract Renewal M & O Youth Program Services

c. Contract Renewal Childcare Management Services

d. Childcare Quality Request for Proposal – Approval for Recommendation for a one-year term with the option for four one-year renewals

e. CFO Consulting Contract Amendment

f. Cloud Phone Migration & Implementation Services Request for Proposal

**Procurement & Contracts Specialist, Kristen Rodriguez, reviewed the following contract proposals for approval to present to the Board of Directors (Please refer to the committee pre-read materials for detailed information):**

- (i) **Renewal M & O Adult Program Services – this contract will provide management and operations to adult services across our thirteen-county region. The estimated annual budget for this contract is \$12,757,467.91. The current contract is set to expire September 30, 2024. Upon approval, this would be the first of four renewals, and the renewal term is October 1, 2024, through September 30, 2025.**

**Upon motion by Director Leslie Cantu and seconded by Director Mitchell Shane Denn, the Committee unanimously recommended approval to the Board of Directors.**

- (ii) **Renewal M & O Youth Program Services – this contract will provide management and operations to youth services across our thirteen-county region. The estimated annual budget for this contract is \$2,942,142.62. The current contract is set to expire September 30, 2024. Upon approval, this would be the second of three renewals, and the renewal term is October 1, 2024, through September 30, 2025.**

**Upon motion by Director Mitchell Shane Denn and seconded by Director Leslie Cantu, the Committee unanimously recommended approval to the Board of Directors.**

- (iii) **CFO Consulting Contract Amendment - CFO Consulting Contract Amendment for additional \$90,000 through Oct. 31, 2024, while a search for CFO continues.**

**Upon motion by Director Mitchell Shane Denn and second by Leslie Cantu, the Contract Amendment was unanimously recommended for approval to the Board of Directors.**

- (iv) **Cloud Phone Migration & Implementation Services for Proposal – this contract allows the migration from life voice equipment to a cloud solution. This contract is valued at \$742,896.09 which covers \$172,161.54 for materials and start up, and three-year licenses cost of \$570,734.54 to be billed annually over the thirty-six-month period (\$190,244.85 a year) effective August 2024 through August 2027 with the option for two one-year renewals, not to exceed five years total.**

**Upon motion by Director Leslie Cantu and seconded by Director Mitchell Shane Denn, the Committee unanimously recommended approval to the Board of Directors.**

## **VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)**

- a. **FY25 Budget Approval**
- b. **Financials**
- c. **Ready to Work Analysis and Update**

**Gabriela Navarro Garcia, Controller, presented the FY25 Budget, April Financials and Ready to Work analysis and update. Please refer to the committee pre-read materials for detailed information.**

- (i) **the proposed FY25 Budget totaling \$181,987,860 includes personnel costs increasing by eight percent (three percent COLA, two percent maximum merit, and three percent performance incentive pay), increases to temporary services, and a reduction in facilities costs related to completed finish-out at facilities. Service Delivery budgeted for a decrease of eight percent is expected to increase due to future TWC funding. Eighty-two percent of funding will be allocated to urban area projects and the balance to rural projects, thereby meeting the Committee of Six's fair and equitable resource allocation.**

**Upon motion by Director Leslie Cantu and seconded by Director Mitchell Shane Denn, the Committee unanimously recommended approval of the FY25 budget to the Board of Directors.**

VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Department of Labor Grant Application
- b. Child Care Apprenticeship Grant

**Chief Innovation Officer, Adrian Perez, reviewed his submissions for the Department of Labor Grant in the amount of \$2M, and Child Care Apprenticeship Grant in the amount of \$300K.**

**Adrian Lopez, Chief Executive Office, announced a \$100K award from Texas Mutual dedicated to child care quality issues.**

IX. CHAIR REPORT

Presenter: Yousef Kassim, Acting Committee Chair

**No Report was given.**

X. 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.

**Pursuant to Chapter 551 of the Texas Open Meetings Act, the Executive Committee went into Executive Session at 2:50pm to discuss the Child Care Quality Request for Proposal. The Executive Session lost quorum and adjourned at 2:56pm. No action was taken.**

XI. ADJOURNMENT

Presenter: Yousef Kassim, Acting Committee Chair

**There being no further quorum, a motion was made by Acting Committee Chair Yousef Kassim and seconded by Director Mitchell Shane Denn that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 2:58pm.**