



**OVERSIGHT COMMITTEE MEETING - MINUTES**

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

**September 06, 2024**

**9:00 AM**

**BOARD OF DIRECTORS:** Dr. Sammi Morrill, Leslie Cantu, Jennifer Lange, Charles Camarillo, Yvonne Addison

**WSA STAFF:** Adrian Lopez, Brandee Perez, Chuck Agwuegbo, Dr. Ricardo Ramirez, Eric Vryn, Gabriela Navarro Garcia, Gilbert Monk, James Keith, Jessica Villarreal, Teresa Chavez, Victoria Rodriguez, Erica Laderos, Caroline Goddard, Gabriela Ore, Avis Burrow, Ruby Elizondo, Trema Cote, Alfred Salazar Jr. , Juan Palencia, Geroge Mazariegos, Joel Morgan

**LEGAL COUNSEL:** None.

**CONTRACTORS:** Gabriela Horbach, Manuel Uges, Roberto Corral, Brenda Garcia, Sylvia Perez

**GUESTS:** Melissa Vicenti, Oscar Dominguez

**AGENDA**

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

**I. CALL TO ORDER**

Presenter: Dr. Sammi Morrill, Committee Chair- **Start: 9:07AM**

**II. ROLL CALL AND QUORUM DETERMINATION**

Presenter: Dr. Sammi Morrill, Committee Chair – **Quorum Present.**

**III. DECLARATIONS OF CONFLICT OF INTEREST**

Presenter: Dr. Sammi Morrill, Committee Chair- **None.**

**IV. PUBLIC COMMENT**

Presenter: Dr. Sammi Morrill, Committee Chair-

- **Yes-** Melissa Vicenti (student) director of student services and marketing along with Oscar Dominguez a tenured licensed massage therapist with Academy of Massage therapy training. Presented on making a connection with the workforce to assist in helping students in their pathway to becoming a licensed massage therapist with

funding assistance. Would like to add the career to the list of target in demand occupations with the intent to have greater success in having partners such as Project Quest to assist with it being listed on the target occupations.

## V. DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES FROM JULY 8, 2024

Presenter: Dr. Sammi Morrill, Committee Chair

**Motion: 1<sup>st</sup> Leslie Cantu 2<sup>nd</sup>: Jennifer Lange**

## VI. QUALITY ASSURANCE BRIEFING (DISCUSSION AND POSSIBLE ACTION)

### a. Quality Assurance Update – TWC Monitoring

- TWC Initiated its annual monitoring. Audit will include TWC'S Document request packet, TWC'S sample request, TWC's On-site and Virtual testing, TWC's Exit Conference and report, TWC's Final 'Embargo' reports. TWC's Final report, and the TWC Audit resolution.
- External monitoring the WIOA Adult-C2 GPS is 100% complete with 96.19% overall accuracy. WIOA Dislocated work-C2 GPS 100% complete with overall accuracy of 95.68%. Snap- C2 GPS 100% complete with an overall accuracy of 93.26%. In progress non-custodial parent- 82%, WIOA Youth Serco- 54% and TANF/Choices 2% complete.
- Internal monitoring activities – PII Walkthroughs 100% complete with overall accuracy rate of 96.8%. Priority of service walkthroughs 100% complete with an overall accuracy of 90.6% including 87.1% for veterans and 98.3% for Foster Youth.

### b. TWC Performance – Upcoming Target Changes

- TWC Contracted Performance for PY 2024-2025 shown with TWC performance targets for this upcoming year. TWC will amend the targets periodically with updated, more current data. Compared to this year's targets, 11 increase in numbers and 1 stay the same.

## VII. PROCESS BRIEFING

### a. Procurement

- Working on several projects to include piloting new facility maintenance tracking system. Conducting comprehensive contract and lease review for TWC Audit compliance and evaluating facility relocation options to optimize resource allocation.

### b. Information Technology

- Successfully completed PII verification process in cloud management project.

### c. Ready to Work

- Ongoing assessment of resource time and cost implications, continued evaluation of compliance and system issues and their impact. Working to identify inefficiencies to develop targeted improvements for processes.

## VIII. PROGRAMS & OPERATIONAL BRIEFING (DISCUSSION AND POSSIBLE ACTION)

- a. Performance, Programs, and Operational Updates
  - Annual monitoring documentation request. Common program attributes scoring below 90% are program intake, service tracking, MSG and credentials, employment outcomes. Actions taken are to revisit the program and policy requirements, provide frontline staff training, collaborate with contractors on training items needed, recommend reoccurring training topics, and to refine processes or policy with input from contractors.
  - Summer Earn and learn overview 360 students currently enrolled, 160 completed their 5-weeks, 425 worksite slots, and the program will conclude on August 30<sup>th</sup>.
- b. A Closer Look: WIOA Dislocated Worker Program
  - A brief overview of the Workforce Innovation and Opportunity Act that includes the WIOA Youth, WIOA Adult and WIOA Dislocated Worker program.
  - Discussion on the eligibility categories for a dislocated worker with a look at Categories 1-8. The programs associated with dislocated workers are Rapid Response, Trade Adjustment Assistance, and Reemployment Services Eligibility Assessment.

## IX. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Ready to Work
  - Several analyses in progress. First, January started the analysis on the fiscal portions associated with Ready to Work. Second, the work of CPO Eric Vryn with improvements. Third improvements in the client analysis, looking at the successes based on demographics of individuals and the selection of industries with staff assistance. Intent is to fill in gaps that exist.

## X. CHAIR REPORT

Presenter: Dr. Sammi Morrill, Committee Chair

- Comments on the efficiency through technology and capability within the Ready to Work System.
- Concern for the amount of PII documentation collected for Ready to Work. Purposes for data match and needing to minimize the PII being requested.

## XI. 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.

## XII. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

**Motion to adjourn: 1<sup>st</sup> Dr. Sammi Morrill, 2<sup>nd</sup> Jennifer Lange**

**End Time: 10:28 AM**