



HUMAN RESOURCES COMMITTEE MINUTES

Workforce Solutions Alamo
100 N Santa Rosa Ave
San Antonio, TX 78207
August 13, 2020
9:00 AM

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 Linda G. Martinez at (210) 581-1093.

To protect the health of the public and limit the potential spread of COVID 19 as directed by Governor of Texas, Bexar County and City of San Antonio, WSA will hold this meeting via videoconferencing. The meeting will be held in compliance with the suspended provisions of the Texas Open Meetings Act. For those members of the public that would like to participate, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Linda G. Martinez, (210) 581-1093.

I. Call to Order and Quorum Determination

Presenter: Leslie Cantu, Chair

II. Declarations of Conflict of Interest

Presenter: Leslie Cantu, Chair

No conflict of interest declared.

III. Public Comment

Presenter: Leslie Cantu, Chair

No public comments.

IV. Discussion and Possible Action on Minutes of July 16, 2020

Presenter: Leslie Cantu, Chair

Upon motion by John Blaylock and second by Betty Munoz, the Committee unanimously approved the July 16, 2020 Minutes.

V. DISCUSSION AND POSSIBLE ACTION

Presenter: Lisa Bartee, HR Manager

a) MAG Re-Organization Implementation

Staff reported that the implementation would be less than allotted amount. Total to be spent: \$112,441.28.

WSA staff will see the impact of these changes by Sept. 4, 2020 pay period.

VI. BRIEFING: KAS HR CONSULTING GROUP

Presenter: Keith Scott

a) WSA Employee Handbook Update

- Hired HR consultant to provide recommendations to improve performance and financial health of organization.
- Improve policies
- Last major update prior was 2013.
- Review, revises, update the development and maintenance of HR handbook.
- First and second draft was presented in July for review with revisions, recommendations and questions. Feedback was received.
- Final draft was provided in August 2020.
- Reformatted to include table of contents, hyperlinks, language, legal compliance, consistency, best practices, spelling, grammar, etc. to include close to 200 total changes.
- Modeled after other similar workforce boards.
- Updates/ changes to include flow of document/order of topics, EO statement, telecommute, employment benefits, social media, weapons policy, rules of conduct and disciplinary process, and employee acknowledgement form.
- Management Advisory Group (MAG) suggested compensation and personnel policies updates. WSA needed to determine if this needed to be included as apart of Employee Handbook or S.O.P.
- Recommending approval by end of fiscal year (September).
- Board recommendation: Electronic employee signature via DocuSign

b) KAS HR Consulting Group Update

- Project Update Phase 1: Review, revise and update handbook- completed.
- Project Update Phase 2: Review HR internal operational policies and procedures to include HR S.O.P status. Target completion is 8/28/2020.
- Project Update Phase 3: Recruitment. Selection and Orientation Design and Delivery. Provide support to managers in implementing programs and processes. Part of process will be defined in S.O.P. Assisted with the selection of Caliber for candidate assessments for IT; online candidate assessment tool. Target Completion is 8/28/2020.
- Project Update Phase 4: Develop performance appraisal processes and train Directors/Managers on goal setting, leadership and communication as they relate to WSA operational values. Potentially develop new appraisal forms. Target Date: 9/18/2020
- Project Update Phase 5: Directors/Managers Training- Determine appropriate training and provide administrative support to deliver training. Recommend, facilitate and/or provide classes. Target Date: 9/18/2020
- Project Update Phase 6: Provide final recommendations to HR Manager. Final recommendations will be presented to CEO. Target Date 9/25/2020. (PEO)
- Mr. John Blaylock: Inquiring who is taking LMS trainings and what courses are required. Lisa Bartee will gather this information. Added as an action item.

VII. Professional Employer Organization (PEO)

Presenter: Adrian Lopez, CEO

- Adrian Lopez: This presentation is in relation to potentially hiring a PEO to handle Payroll and HR.
- LaVonnia Horne-Williams: PEO is a professional employer organization (outsourcing firm) which offers HR consulting, safety and risk mitigation services, payroll processing, and other assistance. They would become a co-employer.
- PEO RFP:
 - A) Issue Date: 8/31/2020
 - B) Pre-Proposal Meeting: 9/9/2020
 - C) Questions Due: 11/11
 - D) Response Deadline: 9/28

- Adrian Lopez: Looking at the financial implications and how can this be implemented.
- Juan Solis III: I can see how using a PEO would need to be beneficial by having a PEO use their own handbook.
- Leslie Cantu: C2 may use a PEO and can advise on how they operate.
- Diane Rath: Instead of using a RFP, it may be better to consider a RFI. It may be better to understand this more before procuring service. Leslie Cantu was in agreement.
- Adrian Lopez: We can go that direction.
- Keith Scott: Hasn't personally procured a PEO. It may be helpful to look at how other workforce boards use PEOs. Advising more research to be done before procuring services.

VIII. Chair Report

Presenter: Leslie Cantu, Chair

-None

IX. Executive Session:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may recess 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; and

d. Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.

X. Adjournment

Presenter: Leslie Cantu, Chair

There being no further business, a motion was made by John Blaylock and second by Mary Batch that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 9:51 am.