



AUDIT & FINANCE COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 101
San Antonio, TX 78207
MAY 29, 2020
10:00AM

BOARD MEMBERS:

MARY BATCH, DAWN VERNON, MITCHELL SHANE DENN, LESLIE CANTU, POLO LEAL, JUAN SOLIS, III, RAVAE VILLAFRANCA-SHAFFER

WSA STAFF MEMBERS:

ADRIAN LOPEZ, MARK MILTON, LOUIS TATUM, LAVONIA HORNE-WILLIAMS, LINDA G. MARTINEZ, ANGELA BUSH, MANUAL UGUES, BARBETTA WOMACK, GABRIELA HORBACH, JOSHUA VILLELA, MICHAEL DEFREEZ, MELISSA SADLER-NITU, ROBERTO CORRAL, TONY MARTINEZ, RICARDO RAMIREZ

LEGAL:

FRANK BURNEY

PARTNERS:

POOJA TRAPATHI

GUESTS:

AUDITORS: MICHAEL DEL TORRO AND SCOT WOODLAND

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 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: Mary Batch, Chair

Time: 10:05am

II. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Chair

No conflicts of interest

III. PUBLIC COMMENT

Presenter: Mary Batch, Chair

No public comments

IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES

- FEBRUARY 7, 2020

MOVED BY Leslie Cantu SECOND BY Shane Denn

V. BRIEFING – PROCUREMENT

Presenter: LaVonia Horne-Williams, Director Procurement

a. Procurement Projects & Contracts Summary

-Houston/Seguin: Interior completed. Demo permit rec. On schedule to proceed and expected completion is July 2020.

- Houston/Seguin: Exterior on schedule for completion in early August 2020.

-New Contracts/Renewals: Fiscal, Marketing, IT, Programs and other services.

-Moving services on an as needed basis instead of on retainer

-NEW: Call Center/HR Consulting and Robocall Services

Chairman: Requesting clarification on procurement purchase process & LaVonia explained difference between informal/formal process and amounts

VI DISCUSSION AND POSSIBLE ACTION

Presenter: Louis Tatum, CFO

a. 2018-2019 Audit

-Michael Del Toro: Reviewed balance sheet. Childcare makes up bulk of receivables. Increase in net assets. Breakdown of expenses and services.

-Reviewed lease information for offices

-Did not identify any weaknesses

MOVED BY Shane Denn SECOND BY Leslie Cantu

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda G. Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

b. Budget Amendment #3

- \$21m. in Childcare, Rapid Response.
- Reduce Summer Earn and Learn
- \$20m. increase.
- \$17m. went into contractors

MOVED BY Leslie Cantu SECOND BY Shane Denn

c. Financial Reports

- Grant 19CCQ expected to return approx. \$10,000 from award which expired 4/30/2020.
- Reviewed corporate expense report- no highlights or concerns

d. Check Policy Update

- Electronic Check signature process via Cabinet

MOVED BY Leslie Cantu SECOND BY Shane Denn

VIII. CEO Report

Presenter: Adrian Lopez, CEO

- Rec. \$1.3m. for disaster relief efforts.
- Funding 122 humanitarian aid positions at agencies such as SA Food Bank, SA Housing Authority, United Way, Health Collaborative, Rural agencies providing meals on wheels
- \$2mil. to dislocated workers. Upskill and retraining.
- \$17mil. to childcare funding aiding essential workers. 1800 out of 2800 enrollments. Cleaning supplies.
- Enhance assessment tools
- Discontinued Summer Earn & Learn, Teacher Externships and Youth Job Skills Grant (although was extended through 5/2020)

IX. Chair Report

Presenter: Mary Batch, Chair

- RECAP: Approved Audit Report, Budget Amendment #3, Electronic Signature

X. **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:**

- 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;**
- 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:**
- Pending or Contemplated Litigation; and**
- Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**

X. Adjournment

Presenter: Mary Batch, Chair

Time: 11:26am

MOVED BY Leslie Cantu SECOND BY Shane Denn

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