



AUDIT & FINANCE COMMITTEE MEETING - JULY 24TH, 2020

WebEx
July 24, 2020
10:00 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: Mary Batch, Chair
Mary Batch, Chair

II. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Chair
Mary Batch, Chair

III. PUBLIC COMMENT

Presenter: Mary Batch, Chair
Mary Batch, Chair

IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES - May 29, 2020 3

Mary Batch, Chair

V. BRIEFING - PROCUREMENT 7

Presenter: LaVonja Horne-Williams, Director Procurement

a. Procurement Projects & Contracts Summary

LaVonja Horne-Williams, Director Procurement

VI. DISCUSSION AND POSSIBLE ACTION 25

Presenter: Louis Tatum, CFO

a. Financial Reports

b. Annual Budget Approval

Louis Tatum, CFO

VII. CEO Report

Presenter: Adrian Lopez, CEO

a. Summary Budget Presentations

Adrian Lopez, CEO

VIII. Chair Report

Presenter: Mary Batch, Chair

Mary Batch, Chair

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: Mary Batch, Chair

Mary Batch, Chair



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 VILAFRANCA-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

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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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MEMORANDUM

To: Workforce Solutions Alamo Board

From: Adrian Lopez, WSA CEO

Presented by: LaVonnia Horne-Williams, Procurement & Contracts Director

Date: July 24, 2020

Subject: Procurement Projects and Contracts Summary

Summary: Workforce Solutions Alamo (WSA) issues Request for Qualifications (RFQ), Request for Proposals (RFP), and Request for Quotes (RFQ) to acquire services and goods. Procurements are conducted in a manner which provides for full, open and free competition. The procurement of all goods and services for WSA is governed by the requirements and specifications outlined in the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts, Chapter 14, Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance (UG)) which is codified at Title 2, Part 200 of the Code of Federal Regulations (2 CFR part 200) and the Uniform Grant Management Standards (UGMS), Part III, Chapter 783 Texas Government Code.

Analysis: As an entity supported by public funds, WSA has a legal obligation to spend public funds wisely and prudently, to act in the public interest, to be transparent in its actions, and be accountable to the public. As the Director of Procurement and Contracting, the goal of my team is to ensure our department reviews all requests for purchases of goods, services, equipment, software, hardware, and subscriptions for best value.

Currently we have two renovation projects underway. The East Houston workforce center location is on schedule to be completed in late July, early August. The Seguin workforce center is relocating. The new location renovations are scheduled to be complete in late August. As we plan for the re-opening of all workforce centers, we have procured all the necessary PPE and have installed all necessary safeguards in each workforce center.

We are also focusing on contract amendments for program services, renewal contracts and assessing future service needs. We are working to dedicate time to staff development and training, creating best practices, updating policies and procedures and improving risk

mitigation by designing new business processes with built-in risk control and containment measures.

Location	Budget	Spent	Remaining
E. Houston Renovation	\$268,000.00	\$198,550.00	\$69,450.00
		<ul style="list-style-type: none"> Furniture- \$174,000.00 Cubicle Signage- \$1,100.00 Exterior Signage- \$2,300.00 Access Control- \$8,700.00 ADA Doors- \$9,500.00 Appliances (Microwave, Keurig System, Refrigerator)- \$1,500.00 Water Fountain Bottle Filler- \$1,450.00 	<ul style="list-style-type: none"> IT pending
Seguin Renovation	\$175,000.00	\$138,140.00	\$36,860.00
		<ul style="list-style-type: none"> Furniture-\$109,546.87 Electrical-\$1200.00/ Delivery/Install/Design- \$14,890.00 ADA Doors- pricing pending Cubicle Signage- pricing pending Cleaning/Repairs old facility- \$12,500 	<ul style="list-style-type: none"> IT pending

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: Continuing current course of action to build improved business processes that mitigate the agency's risk, work within budgeted allocations, and provide the highest quality of service to our internal and external customers.

Next Steps: Attending progress meetings and providing guidance to ensure the critical path timeline of all parallel tasks and jobs in sequence are met so that our centers reopen as scheduled.

Procurement Department

Contracts and Procurement

July 24, 2020



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East Houston Renovation Schedule

Interior/Exterior Updates

All selections, such as paint, hard surfaces, flooring, and signage are complete and completion of the project is still on schedule for early August.

- On the interior - millwork is done, countertops going in on 7/15/20, minor electrical/ plumbing remaining and painting/ flooring are starting.
- On the exterior, stucco is completed, the parapet has been framed but awaiting the TREX (wood) cladding before completion. Bike racks have been ordered.





4535 East Houston















Seguin Renovation Schedule

Interior Renovation Updates

Contractor is currently working on replacing the ceiling grid and all ceiling tiles while awaiting materials ordered for the interior finish out. WSA has scheduled time with the contractor to have a progress meeting and make all remaining interior selections based on WSA standards. Interior selections, such as paint, hard surfaces, flooring, and door types will be finalized soon.



Currently, the project is still on schedule to complete in late August.



Plaza Del Ray - 1411 East Court Street



New Procurement Contracts

- **Software**
 - Virtual Software
 - Wireless Services for all WFC
- **Services**
 - Moving Services
 - Locksmith Services
 - Maintenance/Handyman Services
 - Postage Meter Services
 - Janitorial Services
 - Electrical Services
 - Interpreter Services
 - Pest Control Services
 - Plumbing services
 - Management Advisory Services
 - HVAC Services –renewal in progress
 - Website Development Services
 - Voice Broadcasting (Robocalls)- **new**
 - HR Consulting Services- **new**
 - Skills/Academic Assessment Services- **new**
 - Security Guard Services- **new**
 - Legal Services -**pending**
 - Accounting/Audit Services- **pending**
- **SERCO Amendment** -Amendment #4 completed
 - \$100,000 related to in/out of school youth
- **C2 Contract Amendment**- Amendment #5 completed
 - \$735,000 related to Dislocate Worker Grant
- **UTSA Contract Amendment- Amendment # 1** in progress
- **MOA w/City of Dilley for DX80 project**- executed
- **MOA w/Fredericksburg for DX80 project** -executed
- **MOA w/City of Schertz for DX80 project**- in process
- **KGB Texas Marketing/Outreach**- Amendment #1 in progress
- **WebHead Website Development**- Amendment #1 in progress
- **PPE Supplies/Equipment**- in stock



Future FY20 Procurement Contracts/Amendments

(10/1/2019-09/30/20)

- **Childcare Quality Contract**
- **Legal Services Contract**
- **Audit Services Contract**
- **Fiscal Monitoring Services Contract**
- **Temporary Employment Services Contract**
- **Contract amendment to include the TX-36 Disaster Recovery Dislocated Worker Grant-COVID-19**
- **Contract or contract amendment for ABIP CPA, after letter of engagement issued**
- **Contract to pay for curriculum development by Partners incurred for SEAL 2020**



Questions?



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MEMORANDUM

To: Workforce Solutions Executive Committee
 From: Louis Tatum, CFO
 Presented by: Louis Tatum, CFO
 Date: July 24, 2020
 Regarding: Financial Report as of 05/31/2020

SUMMARY: This is the eighth month of the Fiscal Year of October 1, 2019 to September 30, 2020, the straight-line benchmark is or 67% of the budget. An analysis has been performed and outlined for the Corporate and Facility Budgets and the Grant Summary Report.

Utilizing a straight-line expenditure plan the budget would typically be 67% expended at this point in the fiscal year. With the onset of COVID-19, WSA had to quickly pivot to serve the needs of employers and job seekers. Through the continued support from the WSA Board of Directors, Texas Workforce Commission, Local Officials, Committee of Six, and Workforce Solution Alamo Executive Leadership we have been able to strategically respond to the pandemic in the 13-County Alamo Region.

Corporate Budget

Department	% Expensed	Comments
Personnel	55.50%	The agency currently has savings through vacant positions, travel, and staff development due to COVID-19.
Board Facility	57.30%	WSA currently has \$32,976 in cost savings in this budget category due to a portion of the rent being classified as contractor facility costs. The board is housing C2 Quality staff at the board office during the build-out of the South Flores Office.
General Office Expense	44.35%	This budget category has a straight-line budget variance of approximately \$143,259, which reflects a straight-line variance of approximately 22.65%.
Professional Services	46.48%	The budget variance for professional services is approximately, \$273,375. This variance is attributed to monitoring and other professional services that WSA expects to utilize before the end of the year.
Total Expense	52.94%	

Corporate expenditures are currently expended at a rate of 52.94% of the annual budget, which represents a budget surplus of approximately 14.06% of the straight-line target. The most significant budget surplus is personnel expenditures. This is a result of vacant positions throughout the year. The recommendations from the organizational review will be implemented at the end of the fiscal year, which will utilize this surplus.

General office expenses that are materially under budget are insurance and marketing. Insurance was budgeted to account for any claims that would occur in the current fiscal year. The actual claims are less than the reserve that was established. WSA has made investments in marketing and outreach to connect job seekers with programs and services that are being offered to assist them through the pandemic. We expect these efforts to continue in both the urban and rural areas through FY21.

Facility Budget

Department	% Expensed	Comments
Overall	57.29%	The facilities budget is currently within an acceptable range and will be monitored closely throughout the remainder of the year. The current budget balance as of May 31, 2020, is \$2,837,969.

Active Grants Only

Grant	End date	Straight Line	% Expense	Comments
18WA1	06/30/20		100%	Fully expend by 6/30/20.
18WA2	06/30/20		98%	
18WD1	06/30/20		100%	Fully expend by 6/30/20.
18WD2	06/30/20		100%	
18WOY	06/30/20		99%	Fully expend by 6/30/20.
19WOR	06/30/20		94%	TWC added \$50,000 in Rapid Response funding in May of 2020, WSA has utilized \$40,000 of the additional funds.
20TAF	10/31/20		45%	Grant is currently 22% underspent.
20CCQ	10/31/20		33%	Grant is currently 34% underspend.
19COV	06/20/21		0%	New Grant for Rapid Response and COVID-19 Response Assistance.
20NDW	3/31/21		0%	New Grant from National Dislocated Workers for COVID19.
20COS	6/30/21		0%	New Grant Skills Development Initiative

ATTACHMENTS:
Financial Statements

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2019-September 30, 2020
Report Period: 10/01/19 -5/31/20

67%

	Annual Budget	Amended Budget #1 & #2	Amendment #3	Revised Budget	YTD Expenses	% Expensed	Balance
PERSONNEL							
Salaries/Wages	3,019,213	3,019,213	(125,000)	2,894,213	1,713,601	59.21%	1,180,611
Fringe Benefits	834,822	834,822	(35,000)	799,822	452,279	54.18%	347,543
Staff Travel	70,000	70,000		70,000	23,702	33.86%	46,298
Staff Training & Development	30,000	30,000		30,000	4,860	16.20%	25,140
<i>PERSONNEL SUBTOTAL:</i>	3,954,034	3,954,034	(160,000)	3,794,034	2,194,442	55.50%	1,599,592
BOARD FACILITY							
Rent	340,000	340,000		340,000	194,825	57.30%	145,175
<i>FACILITY SUBTOTAL:</i>	340,000	340,000	-	340,000	194,825	57.30%	145,175
EQUIPMENT/RELATED COSTS							
Equipment Purchases	30,000	30,000		30,000	5,288	17.63%	24,712
Equipment Rental	20,000	20,000		20,000	10,734	53.67%	9,266
Repair & Maintenance	2,000	2,000		2,000	-	0.00%	2,000
Software Licenses	10,000	10,000		10,000	6,429	64.29%	3,571
Software Maintenance & Support	35,000	35,000		35,000	26,294	75.13%	8,706
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	97,000	97,000	-	97,000	48,745	50.25%	48,255
GENERAL OFFICE EXPENSES							
Communications	55,000	55,000		55,000	22,702	41.28%	32,298
Advertising	5,000	5,000		5,000	-	0.00%	5,000
Insurances	235,000	300,000		300,000	119,352	39.78%	180,648
Office Supplies	34,000	34,000	4,200	38,200	12,844	33.62%	25,356
Postage/Shipping/Other	4,000	4,000		4,000	1,196	29.91%	2,804
Printing, Binding & Reproduction	10,500	10,500		10,500	4,487	42.73%	6,013
Publications & Subscriptions	5,500	5,500		5,500	3,096	56.29%	2,404
Dues	25,000	25,000		25,000	12,299	49.20%	12,701
Storage	8,000	8,000	7,800	15,800	6,592	41.72%	9,208
Marketing (External)	90,000	90,000	-	90,000	31,124	34.58%	58,876
Miscellaneous Costs	10,000	10,000		10,000	86	0.86%	9,914
Non Federal	50,000	50,000		50,000	50,992	101.98%	(992)
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	532,000	597,000	12,000	609,000	264,771	44.35%	344,229
PROFESSIONAL SERVICES							
Legal Services-Corporate	90,000	90,000	-	90,000	60,000	66.67%	30,000
Legal Services-Other	85,000	85,000	-	85,000	19,842	23.34%	65,158
Audit	80,000	80,000		80,000	60,300	75.38%	19,700
Fiscal Monitoring (Contractor)	300,000	300,000		300,000	80,809	26.94%	219,191
Professional Services	172,000	294,000	148,000	442,000	173,664	39.29%	268,336
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	727,000	849,000	148,000	997,000	394,615	46.48%	602,385
BOARD EXPENSES							
Board Member Travel	8,000	8,000		8,000	2,642	33.02%	5,358
Board Member Training/Development	7,000	7,000		7,000	-	0.00%	7,000
Board Meetings & Misc. Costs	20,000	20,000		20,000	8,543	42.72%	11,457
<i>BOARD EXPENSES SUBTOTAL:</i>	35,000	35,000	-	35,000	11,185	31.96%	23,815
TOTAL EXPENSES	5,685,034	5,872,034	-	5,872,034	3,108,583	52.94%	2,763,451
SUMMARY:							
Personnel	3,954,034	3,954,034	(160,000)	3,794,034	2,194,442	57.84%	1,599,592
Board Facility	340,000	340,000	-	340,000	194,825	57.30%	145,175
Equipment/Related Costs	97,000	97,000	-	97,000	48,745	50.25%	48,255
General Office Expenses	532,000	597,000	12,000	609,000	264,771	43.48%	344,229
Professional Services	727,000	849,000	148,000	997,000	394,615	39.58%	602,385
Board Expenses	35,000	35,000	-	35,000	11,185	31.96%	23,815
TOTAL CORPORATE EXPENSES	5,685,034	5,872,034	-	5,872,034	3,108,583	52.94%	2,763,451

WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2019 - September 30, 2020

Report Period: 10/01/19 - 5/31/20

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	Amendment #1 & #2	Amendment #3	Revised Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
	4,977,776	883,000	783,329	6,644,105	3,806,136	57.29%	66.67%	2,837,969

<u>Facilities:</u>	<u>End of Lease</u>	<u>General Expense Item*</u>
Walzem	12/31/2023	Rent
Datapoint	11/30/2029	Utilities
Datapoint - Child Care	11/30/2029	Janitorial
Marbach	5/31/2021	Repair & Maintenance
S. Flores	7/31/2028	Security
* E. Houston	1/31/2020	Copiers / Printers
New Braunfels	1/31/2022	Phones
Hondo	12/31/2021	Computer Equipment
Seguin	1/15/2027	Misc.
Kenedy	1/31/2022	*Not all general expenses items are applicable to each location
Floresville	12/31/2020	
Kerrville	4/30/2024	
Boerne	11/30/2021	
Pleasanton	1/31/2022	
Pearsall	10/31/2021	
Fredericksburg	No Expiration	
Bandera	No Expiration	
* Seguin	8/31/2020	

* To ensure continuation of services while the E. Houston location is under renovation, the workforce center is temporarily relocated to EETC. The sublease term for EETC is from February 2020-August 2020.

Workforce Solutions Alamo
October 1, 2019 to September 30, 2020
Grant Summary Report

Group	GRANT	GRANT NO.	Grant Budget	Estimate YTD as 9/30/19	Balance as 9/30/19	Adjusted Budget	Exp from 10/1/19 to 5/31/2020	YTD Exp 05/31/2020	Bal.
1	WIOA ADULT	2018WOA000	690,608.00	608,213.35	82,394.65	82,394.65	82,385.97	690,599.32	8.68
		2018WOA000	3,025,854.00	2,644,121.93	381,732.07	381,732.07	325,594.17	2,969,716.10	56,137.90
		2019WOA001	753,296.00	-	753,296.00	753,296.00	171,612.99	171,612.99	581,683.01
		2019WOA001	3,300,517.00	-	3,300,517.00	3,300,517.00	2,179,297.38	2,179,297.38	1,121,219.62
		2020WOA001	549,722.00		549,722.00	549,722.00		0.00	549,722.00
	WIOA ADULT Total		8,319,997.00	3,252,335.28	5,067,661.72	5,067,661.72	2,758,890.51	6,011,225.79	2,308,771.21
2	WIOA DISLOCATED	2018WOD000	623,704.00	522,606.82	101,097.18	101,097.18	101,097.18	623,704.00	0.00
		2018WOD000	2,656,388.00	1,959,451.92	696,936.08	696,936.08	696,936.08	2,656,388.00	0.00
		2019WOD001	711,177.00	-	711,177.00	711,177.00	277,624.40	277,624.40	433,552.60
		2019WOD001	2,946,453.00	-	2,946,453.00	2,946,453.00	1,749,015.70	1,749,015.70	1,197,437.30
		2020WOD001	849,412.00		849,412.00	849,412.00		0.00	849,412.00
	WIOA DISLOCATED Total		7,787,134.00	2,482,058.74	5,305,075.26	5,305,075.26	2,824,673.36	5,306,732.10	2,480,401.90
3	WIOA YOUTH	2018WOY000	4,005,365.00	3,939,551.02	65,813.98	65,813.98	12,047.70	3,951,598.72	53,766.28
		2019WOY001	4,373,355.00	201,449.79	4,171,905.21	4,171,905.21	3,283,914.38	3,485,364.17	887,990.83
		2020WOY001	926,596.48		926,596.48	926,596.48		0.00	926,596.48
	WIOA YOUTH Total		9,305,316.48	4,141,000.81	5,164,315.67	5,164,315.67	3,295,962.08	7,436,962.89	1,868,353.59
4	WIOA RAPID RESPONSE	2019WOR001	145,735.00	20,042.00	125,693.00	125,693.00	75,132.56	95,174.56	50,560.44
		2020WOR001	50,513.00	-	50,513.00	50,513.00	0.00	0.00	50,513.00
			196,248.00	20,042.00	176,206.00	176,206.00	75,132.56	95,174.56	101,073.44
	WIOA RAPID RESPONSE Total		196,248.00	20,042.00	176,206.00	176,206.00	75,132.56	95,174.56	101,073.44
5	TANF	2019TAF000	5,547,913.00	4,860,125.05	687,787.95	687,787.95	687,856.38	5,547,981.43	-68.43
		2020TAF001	6,169,544.00	-	6,169,544.00	6,169,544.00	2,761,099.46	2,761,099.46	3,408,444.54
			11,717,457.00	4,860,125.05	6,857,331.95	6,857,331.95	3,448,955.84	8,309,080.89	3,408,376.11
	TANF Total		11,717,457.00	4,860,125.05	6,857,331.95	6,857,331.95	3,448,955.84	8,309,080.89	3,408,376.11
6	SNAP E&T	2020SNE001	1,886,220.00	-	1,886,220.00	1,886,220.00	1,230,522.79	1,230,522.79	655,697.21
			1,886,220.00	-	1,886,220.00	1,886,220.00	1,230,522.79	1,230,522.79	655,697.21
	SNAP E&T Total		1,886,220.00	-	1,886,220.00	1,886,220.00	1,230,522.79	1,230,522.79	655,697.21
7	NON CUSTODIAL PARENT	2020NCP001	437,578.00	3,901.09	433,676.91	433,676.91	298,881.15	302,782.24	134,795.76
			437,578.00	3,901.09	433,676.91	433,676.91	298,881.15	302,782.24	134,795.76
	NON CUSTODIAL PARENT Total		437,578.00	3,901.09	433,676.91	433,676.91	298,881.15	302,782.24	134,795.76
8	CHILD CARE CCF	2019CCF000	53,517,026.00	52,396,168.13	1,120,857.87	1,120,857.87	1,122,004.83	53,518,172.96	-1,146.96
		2020CCF001	73,086,383.00	-	73,086,383.00	73,086,383.00	44,602,872.94	44,602,872.94	28,483,510.06
			126,603,409.00	52,396,168.13	74,207,240.87	74,207,240.87	45,724,877.77	98,121,045.90	28,482,363.10
	CHILD CARE CCF Total		126,603,409.00	52,396,168.13	74,207,240.87	74,207,240.87	45,724,877.77	98,121,045.90	28,482,363.10
9	CHILD CARE CCM	2019CCM000	7,066,323.00	1,624,535.17	5,441,787.83	5,441,787.83	5,441,787.83	7,066,323.00	0.00
		2020CCM001	7,210,326.00	-	7,210,326.00	7,210,326.00	0.00	0.00	7,210,326.00
			14,276,649.00	1,624,535.17	12,652,113.83	12,652,113.83	5,441,787.83	7,066,323.00	7,210,326.00
	CHILD CARE CCM Total		14,276,649.00	1,624,535.17	12,652,113.83	12,652,113.83	5,441,787.83	7,066,323.00	7,210,326.00
10	CHILD CARE CCP	2020CCP001	10,019,800.00	611,651.21	9,408,148.79	9,408,148.79	4,881,271.03	5,492,922.24	4,526,877.76
			10,019,800.00	611,651.21	9,408,148.79	9,408,148.79	4,881,271.03	5,492,922.24	4,526,877.76
	CHILD CARE CCP Total		10,019,800.00	611,651.21	9,408,148.79	9,408,148.79	4,881,271.03	5,492,922.24	4,526,877.76
11	TRADE ACT SERVICES	2019TRA000	470,269.00	275,223.68	195,045.32	70,269.00	11,339.64	286,563.32	183,705.68
		2020TRA001	226,315.00	-	226,315.00	226,315.00	139,433.79	139,433.79	86,881.21
			696,584.00	275,223.68	421,360.32	296,584.00	150,773.43	425,997.11	270,586.89
	TRADE ACT SERVICES Total		696,584.00	275,223.68	421,360.32	296,584.00	150,773.43	425,997.11	270,586.89
12	EMPLOYMENT SERVICES	2019WPA000	676,665.00	576,528.16	100,136.84	100,136.84	100,152.69	676,680.85	-15.85

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Grant Summary Report

Group	GRANT	GRANT NO.	Grant Budget	Estimate YTD as 9/30/19	Balance as 9/30/19	Adjusted Budget	Exp from 10/1/19 to 5/31/2020	YTD Exp 05/31/2020	Bal.
12	EMPLOYMENT SERVICES	2020WPA001	974,962.00	-	974,962.00	974,962.00	372,142.93	372,142.93	602,819.07
	EMPLOYMENT SERVICES Total		1,651,627.00	576,528.16	1,075,098.84	1,075,098.84	472,295.62	1,048,823.78	602,803.22
13	RESOURCE ADMIN GRANT	2020RAG001	11,857.00	-	11,857.00	11,857.00	5,828.14	5,828.14	6,028.86
	RESOURCE ADMIN GRANT Total		11,857.00	-	11,857.00	11,857.00	5,828.14	5,828.14	6,028.86
14	VETERANS EMPLOYMENT SERVICE	VES2020	270,000.00		270,000.00	270,000.00	183,193.90	183,193.90	86,806.10
	VETERANS EMPLOYMENT SERVICE Total		270,000.00		270,000.00	270,000.00	183,193.90	183,193.90	86,806.10
15	CHILD CARE ATTENDANCE AUTOMATION	2020CAA001	361,164.00	-	361,164.00	361,164.00	231,661.76	231,661.76	129,502.24
	CHILD CARE ATTENDANCE AUTOMATION Total		361,164.00	-	361,164.00	361,164.00	231,661.76	231,661.76	129,502.24
16	CCQ QUALITY	2019CCQ000	2,473,628.00	2,091,517.53	382,110.47	382,110.47	370,529.24	2,462,046.77	11,581.23
		2020CCQ001	1,941,072.00	-	1,941,072.00	1,941,072.00	651,547.28	651,547.28	1,289,524.72
	CCQ QUALITY Total		4,414,700.00	2,091,517.53	2,323,182.47	2,323,182.47	1,022,076.52	3,113,594.05	1,301,105.95
17	WORK COMMISSION INITIATIVES	2019WCI000	144,333.00	51,868.00	92,465.00	92,465.00	52,280.82	104,148.82	40,184.18
		2020WCI001	105,272.00	-	105,272.00	105,272.00	51,761.08	51,761.08	53,510.92
	WORK COMMISSION INITIATIVES Total		249,605.00	51,868.00	197,737.00	197,737.00	104,041.90	155,909.90	93,695.10
18	EXTERNSHIP FOR TEACHERS	2019EXT000	200,000.00	165,505.97	34,494.03	34,494.03	34,494.28	200,000.25	-0.25
	EXTERNSHIP FOR TEACHERS Total		200,000.00	165,505.97	34,494.03	34,494.03	34,494.28	200,000.25	-0.25
19	REEMPLOYMENT	2020REA001	651,116.00	-	651,116.00	651,116.00	448,682.88	448,682.88	202,433.12
	REEMPLOYMENT Total		651,116.00	-	651,116.00	651,116.00	448,682.88	448,682.88	202,433.12
20	MILITARY	2019WOS001	222,630.00	122,154.52	100,475.48	100,475.48	100,475.63	222,630.15	-0.15
		2020WOS001	222,630.00	-	222,630.00	222,630.00	139,044.38	139,044.38	83,585.62
	MILITARY Total		445,260.00	122,154.52	323,105.48	323,105.48	239,520.01	361,674.53	83,585.47
21	STUDENT HIREABILITY NAVIAGATOR	3018VRS120	200,000.00	8,744.00	191,256.00	191,256.00	72,986.20	81,730.20	118,269.80
		3018VRS120	16,666.67	-	16,666.67	16,666.67	0.00	0.00	16,666.67
	STUDENT HIREABILITY NAVIAGATOR Total		216,666.67	8,744.00	207,922.67	207,922.67	72,986.20	81,730.20	134,936.47
22	INFRA SUPPORT VR	2020COL001	667,152.96	52,947.66	614,205.30	614,205.30	478,185.50	531,133.16	136,019.80
		2021COL001	50,443.09	-	50,443.09	50,443.09		0.00	50,443.09
	INFRA SUPPORT VR Total		717,596.05	52,947.66	664,648.39	664,648.39	478,185.50	531,133.16	186,462.89
23	SUMMER EARN & LEARN	3019VRS227	900,000.00	601,024.72	298,975.28	-	3,381.89	604,406.61	295,593.39
			10,000.00	-	10,000.00	10,000.00	1,489.00	1,489.00	8,511.00
	SUMMER EARN & LEARN Total		910,000.00	601,024.72	308,975.28	10,000.00	4,870.89	605,895.61	304,104.39
24	WIOA ALTERNATIVE FUNDING	2019WAF001	479,224.00		479,224.00	479,224.00	44,770.87	44,770.87	434,453.13
	WIOA ALTERNATIVE FUNDING Total		479,224.00		479,224.00	479,224.00	44,770.87	44,770.87	434,453.13
25	YOUTH JOB SKILL INIIATIVE	2019W0S002	286,000.00		286,000.00	286,000.00	19,556.63	19,556.63	266,443.37
	YOUTH JOB SKILL INIIATIVE Total		286,000.00		286,000.00	286,000.00	19,556.63	19,556.63	266,443.37
26	PERFORMANCE AWARD-CHOICES	2019PAB001	30,000.00	17,208.29	12,791.71	12,791.71	12,791.71	30,000.00	0.00
	PERFORMANCE AWARD-CHOICES Total		30,000.00	17,208.29	12,791.71	12,791.71	12,791.71	30,000.00	0.00
29	Alamo College	HPOG	83,580.00	11,242.03	72,337.97	72,337.97	-28.85	11,213.18	0.00
		HPOG1	81,870.00		81,870.00	81,870.00	39,142.85	39,142.85	42,727.15

Workforce Solutions Alamo
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Group	GRANT	GRANT NO.	Grant Budget	Estimate YTD as 9/30/19	Balance as 9/30/19	Adjusted Budget	Exp from 10/1/19 to 5/31/2020	YTD Exp 05/31/2020	Bal.
29	Alamo College	TEC21	83,580.00	-	83,580.00	83,580.00	6,553.21	6,553.21	77,026.79
	Alamo College Total		249,030.00	11,242.03	237,787.97	237,787.97	45,667.21	56,909.24	119,753.94
35	Non Federal	(blank)	50,000.00		50,000.00	50,000.00	50,992.21	50,992.21	-992.21
	Non Federal Total		50,000.00		50,000.00	50,000.00	50,992.21	50,992.21	-992.21
36	Correction	(blank)					2,537.38		0.00
	Correction Total						2,537.38		0.00
27	COVID Grants	2020COV001	308,626.00		308,626.00	308,626.00	0.00	0.00	308,626.00
		2020NDW001	1,302,401.00		1,302,401.00	1,302,401.00	5,017.63	5,017.63	1,297,383.37
		2020COS002	287,500.00		287,500.00	287,500.00			287,500.00
	COVID Grants Total		1,898,527.00		1,898,527.00	1,898,527.00	5,017.63	5,017.63	1,893,509.37
Grand Total			204,338,765.19	73,365,782.04	130,972,983.15	130,549,231.55	73,610,899.59	146,974,144.25	57,292,254.12

Contracts start date after 5/31/2020 (Youth pro rate for partial funding 3 months)

This contract reduced grant and potential will provide additional funding pending

MEMORANDUM

To: Audit and Finance Committee
From: Louis Tatum, CFO
Presented by: Chair Lopez
Date: July 24, 2020
Regarding: Annual Budget Approval

SUMMARY: The board staff prepares a budget based on the assumption of planned allocations from the Texas Workforce Commission and anticipated carryover funds from existing contracts.

The Budget Allocations are presented in the following sections:

- Board Administration or Corporate Budget
- Facilities Budget - Rent and support of the facilities and other items to support the contractor staff, software, supplies, and equipment.
- Special Projects- Infrastructure Support (VR), SEAL, Child Care Attendance Automation, Workforce Initiatives, and other Non-Federal Projects.
- Contractor Budget for Adult, Youth, and Childcare Services.

STAFF RECOMMENDATION:

Discussion and possible action to approve the Annual Budget for the period of October 1, 2020 to September 30, 2021. The budget will be amended after the final allocations are received and the close-out of the current fiscal year. WSA is expecting to realign the budget with carryover and actual allocations in January of 2021.

STRATEGIC OBJECTIVE:

The adoption of the budget provides direction and authority to implement a plan for the delivery of services. This core process provides structure and guidance to the entity for expenditure controls and strategic allocation of resources including but not limited to:

- Planning
- Coordination
- Resource Allocation
- Performance Review

Listed below are the major changes in Fiscal Year 2020-2021, as compared to the FY 2019-2020 initial budget that was presented to the board in August of 2019. Comparing the initial budgets allows WSA to perform an accurate analysis of initial allocations and estimates.

Board Administrative Budget

Personnel			
	FY 2020-2021 Budget	FY 2019- 2020 Budget	Comments
1. FTEs	42.5	43	<p>The prior FY20 budget funded a total of 43 positions (excluding 3 temporary positions). As of July 2020, WSA staffing funded 42.5 FTE. There is a net decrease in personnel .5 FTE.</p> <p>New Positions (5.5): 1 Chief Information Officer 1 Director of Child Care 1 Community Initiative Manager 1 Public & Govt. Relations Manager 1 MIS Administrative Assistant .5 Accountant I</p> <p>Eliminated Positions (6): 1 Business Engagement Mgr. (Rural) 1 Business Engagement Mgr. (Urban) 1 Social Media Marketing Coordinator 1 Quality Initiative Mgr. 1 Director of Analytics/Perf. /Strategy 1 Board of Director Liaison</p> <p>Vacant Positions: 1 Monitor 1 Director of Childcare 1 MIS Administrative Assistant</p> <p>FTE Summary: 39 Current FTE 3 Vacant Positions .5 Accountant (Funded through 3/31)</p>
Salary Schedule Reconciliation			
Base Salary FY 2018-2019	\$3,011,498	\$3,019,213	Increase: \$17,608
2. Change in Positions in Base Rate	\$61,079		.5 FTE decrease in overall positions; the increases in salaries are attributed to changes in positions and market-rate salary adjustments from the organizational review.

3. Increases	\$53,636		A result of performance evaluations and merit increases.
Total Salary	\$3,126,213	\$3,019,213	Increase \$ 107,000 or 4%
Fringe Benefits	\$1,003,476	\$834,822	Increase \$168,654 or 20%; WSA is projecting an increase in health insurance upon renewal in January of 2021.

The current budget has a Director of Child Care and a Monitor that WSA plans to fill before 10/1/20.

Facilities

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Rent	\$325,000	\$340,000	Decrease of (\$15,000) Contractor staff housed at Corporate Office shared cost is allocated to service delivery contracts.

Equipment/Related Costs

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Software Maintenance/Support	\$40,000	\$35,000	Increase of \$5,000 Additional licenses for additional utilization of technology.

General Office Expense

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Office Supplies	\$30,000	\$34,000	Decrease (\$4,000) Office supplies for FY20 were approximately \$27,000. The implementation of paperless systems has created savings in consumable supplies.
Storage	\$12,000	\$8,000	Increase of \$4,000 Facility renovations have increased the need for storage space.
Marketing	\$90,000	\$50,000	Decrease of (\$40,000) Marketing that targets job seekers and programs are billable to Service Delivery.
Miscellaneous Cost	\$5,000	\$10,000	Decrease of (\$5,000) Actual cost for FY20 was \$2,000.

Professional Services

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Legal-Other Matters	\$30,000	\$85,000	Decrease of (\$55,000) Actual legal fees have significantly decreased; FY20 legal fees were approximately \$30,000.
Monitoring	\$300,000	\$290,000	Decrease of (\$10,000) Monitoring cost have decreased due to decrease in travel expenditures.
Professional Fees	\$172,000	\$225,000	Increase of \$53,000 Professional fees include Website maintenance & design, and updates to the board plan. Other professional fees are related to human resources and accounting such as benefits plans, employee screening, and upgrades to accounting software modules.
PEO-Payroll Fees	\$55,000	\$0	Increase of \$55,000 This cost is budgeted at approximately \$40-\$45 per employee per pay period. Additional set up cost of \$7,500-\$10,000 are also projected.

Board Expenses the following changes

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Board Member Expense	\$35,000	\$35,000	WSA is expecting these costs to remain consistent with FY20.

Overall Administrative Budget

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Board Budget (admin budget)	\$5,913,689	\$5,685,034	Increase \$228,655 or 4% Changes to staffing and other adjustments.

Facility Budget**Listed below are the major changes in the Facility Budget.**

WSA maintains five (5) centers in San Antonio and eleven (11) centers in the adjacent counties. In the past year, we have procured space and/or updated the facilities for the Workforce Center located at E. Houston in San Antonio, and the Workforce Center located in Seguin.

We have several rural offices that have TWC VR staff and currently in the process of developing a plan to move additional TWC VR staff into several urban centers.

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Facility	\$4,550,200	\$4,977,776	Decrease (\$427,576) WSA is not projecting any additional facilities or renovation in FY21.

Reserve

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Reserved /Unobligated	\$2,326,487	\$5,326,399	Decrease (\$2,999,912) The primary adjustment is due to the reduction of childcare carryover funds from prior fiscal year.

Contractors

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Service Delivery	\$91,297,187	\$87,527,174	Increase of \$3,770,013 Although WSA experienced a \$1.6M reduction in WIOA, the City of San Antonio and BEXAR County have provided additional programs to stabilize funding in FY21.

Overall Budget

	FY 2020-2021 Budget	FY 2019-2020 Budget	Comments
Annual Board Budget	\$105,121,499	\$104,878,361	Increase \$243,138

ATTACHMENTS:

Budget and Allocations

Allocations by County

Proposed Budget

WORFORCE SOLUTIONS ALAMO

BUDGET AND ALLOCATIONS

OCTOBER 01, 2020 - SEPTEMBER 30,2021

	REVENUE	EXPENDITURES				
Funding Source	Annual Budget 2020 2021	Board Budget	Facilities	Projects	Contractors	RESERVED- UNOBLIGATED
WIOA ADULT	3,028,048	494,936	357,803		2,175,309	
WIOA DISLOCATED	4,119,489	673,333	486,771		2,959,385	
WIOA YOUTH	3,266,806	643,871	386,015		2,236,919	
WIOA RAPID RESPONSE	50,000	-	-	-	50,000	
TANF	6,169,544	1,210,099	874,813		4,084,632	
SNAP E&T	1,886,220	369,965	267,457		1,248,798	
NON CUSTODIAL PARENT	437,578	23,086	15,000		399,492	
CHILD CARE CCF	56,727,425	1,793,966	622,054	150,000	52,946,968	1,214,437
CHILD CARE CCM	7,099,175	-	-		6,099,175	1,000,000
CHILD CARE CCP	5,393,590	300,000	-		5,093,590	
TRADE ACT SERVICES	470,000	-	-		470,000	
EMPLOYMENT SERVICES	626,430	20,000	606,430		-	
RESOURCE ADMIN GRANT	11,081	-	11,081		-	
VETERANS EMPLOYMENT SERVICE	284,084	11,915	235,119		-	36,965
CHILD CARE ATTENDANCE AUTOMA	361,164	-	-	361,164	-	
CCQ QUALITY	1,928,905	-	108,893	75,000	1,745,012	
WORK COMMISION INITIATIVES	105,272	-	7,500	97,772	-	
EXTERNSHIP FOR TEACHERS		-	-	-	-	
REEMPLOYMENT	490,000	24,958	94,530		370,512	
MILITARY	222,630	-	-		222,630	
STUDENT HIREABLILITY NAVIAGATO	200,000	200,000	-		-	-
INFRA SUPPORT VR	376,734	-	376,734		-	
SUMMER EARN & LEARN	900,000	-	-	150,000	750,000	-
WORKFORCE Innovation and Opport	150,000	-	-	150,000	-	
Non Federal	50,000	-	-	50,000	-	
Youth Job Skills	200,000	-	-		200,000	
2020NDW001	450,000	137,887	-		312,113	
2020COV001	75,000	-	-		75,000	-
2020COS002 Skills	125,000	-	-		125,000	
City Project	5,000,000	46,174	50,000		4,903,826	
County Project	5,000,000	46,174	50,000		4,903,826	
Total	\$ 105,204,174.58	\$ 5,996,364.00	\$ 4,550,200.22	\$ 1,033,936.00	\$ 91,372,187.05	\$ 2,251,402.00

2020 2021 Budget Broken out by County											
County	City	Adult	Dislocated	Youth	* Rapid Response	CCF	CCM	TANF	SNAP	Total	
Atascosa	Pleasanton	53,385	102,018	63,362	-	1,205,954	143,731	156,619	52,710	1,777,779	2.16%
Bandera	Bandera	23,020	21,764	14,566	-	328,927	39,228	39,922	12,432	479,860	0.58%
Bexar	San Antonio	2,390,983	3,447,802	2,690,718	-	46,531,695	5,557,013	5,085,498	1,541,096	67,244,805	81.71%
Comal	Seguin	90,490	111,812	73,923	-	2,060,171	335,326	261,031	54,442	2,987,195	3.63%
Frio	Pearsall	58,610	28,565	47,340	-	514,712	50,123	73,703	19,667	792,720	0.96%
Gillespie	Fredericksburg	22,641	-	16,387	-	433,059	56,623	9,213	6,598	544,521	0.66%
Guadalupe	New Braunfels	115,328	116,029	132,915	-	2,495,544	428,080	251,818	81,269	3,620,982	4.40%
Karnes	Kennedy	55,354	28,429	24,034	-	341,158	34,086	33,780	14,674	531,516	0.65%
Kendall	Bernie	25,670	37,951	16,751	-	374,216	103,358	49,135	9,757	616,839	0.75%
Kerr	Kerrville	67,849	85,831	85,212	-	960,333	107,798	52,206	31,641	1,390,870	1.69%
McMullen		606	-	-	-	8,595	1,694	-	280	11,175	0.01%
Medina	Hondo	79,737	67,060	63,727	-	823,804	121,408	70,632	38,214	1,264,582	1.54%
Wilson	Floresville	44,374	72,229	37,872	-	649,258	120,706	85,987	23,438	1,033,864	1.26%
Total		\$ 3,028,048	\$ 4,119,489	\$ 3,266,806		\$ 56,727,425	\$ 7,099,175	\$ 6,169,544	\$ 1,886,220	\$ 82,296,707	100%

* Rapid Response break out by county not available

Contractor Budget Excluding Childcare Broken out by Urban vs Rural based on Allocation factors													
Funding	Client					Operations							
	Urban	Ratio	Rural	Ratio	Total Client	Urban	Ratio	Rural	Ratio	Total Operations	Total Urban	Total Rural	Total Budget
Adult	515,287	79%	137,296	21%	652,583.00	1,202,355	79%	320,361	21%	1,522,716	1,717,642	457,657	2,175,299
Dislocated	743,057	84%	144,759	16%	887,816.00	1,733,798	84%	337,772	16%	2,071,570	2,476,855	482,531	2,959,386
TANF	458,454	82%	97,726	18%	556,180.00	2,908,470	82%	619,982	18%	3,528,452	3,366,924	717,708	4,084,632
SNAP	185,324	82%	41,503	18%	226,827.00	834,980	82%	186,991	18%	1,021,971	1,020,304	228,494	1,248,798
Youth	552,734	82%	118,342	18%	671,076.00	1,289,714	82%	276,130	18%	1,565,844	1,842,448	394,472	2,236,920
	2,454,857	82%	539,625	18%	2,994,482.00	7,969,317	82%	1,741,236	18%	9,710,553	10,424,173	2,280,862	12,705,035

2020- 2021 Budget Excluding Child Care Funding with Facilities Budget											
County	City	Adult	Dislocated	Youth	Rapid	TANF	SNAP	Total	Percent	Center Budget	% Center Budget
Atascosa	Pleasanton	53,385	102,018	63,362		156,619	52,710	428,094	2.32%	78,444	18%
Bandera	Bandera	23,020	21,764	14,566		39,922	12,432	111,705	0.60%	9,821	9%
								-	0.00%		
Comal	Seguin	90,490	111,812	73,923		261,031	54,442	591,698	3.20%	124,592	21%
Frio	Pearsall	58,610	28,565	47,340	-	73,703	19,667	227,885	1.23%	84,523	37%
Gillespie	Fredericksburg	22,641	-	16,387	-	9,213	6,598	54,839	0.30%	1,595	3%
Guadalupe	New Braunfels	115,328	116,029	132,915	-	251,818	81,269	697,358	3.78%	213,397	31%
Karnes	Kennedy	55,354	28,429	24,034	-	33,780	14,674	156,272	0.85%	54,889	35%
Kendall	Bernie	25,670	37,951	16,751	-	49,135	9,757	139,265	0.75%	62,108	45%
Kerr	Kerrville	67,849	85,831	85,212	-	52,206	31,641	322,739	1.75%	136,934	42%
McMullen		606	-	-	-	-	280	886	0.00%		0%
Medina	Hondo	79,737	67,060	63,727	-	70,632	38,214	319,370	1.73%	58,730	18%
Wilson	Floresville	44,374	72,229	37,872	-	85,987	23,438	263,899	1.43%	46,667	18%
Subtotal		\$ 637,065	\$ 671,687	\$ 576,088	\$ -	\$ 1,084,046	\$ 345,124	\$ 3,314,010	17.94%	\$ 871,699	26%
Bexar	San Antonio	\$ 2,390,983	\$ 3,447,802	\$ 2,690,718		\$ 5,085,498	\$ 1,541,096	\$ 15,156,097	82.06%	\$ 3,678,501	24%
Total		\$ 3,028,048	\$ 4,119,489	\$ 3,266,806	\$ -	\$ 6,169,544	\$ 1,886,220	\$ 18,470,107	100.00%	\$ 4,550,200	25%

[illegible]

Workforce Solutions Alamo
Board Fiscal Year October 1, 2020 - September 30, 2021
Budget

	A	B	C	D	E	(E-B) /A	E-A
	Annual	Annual	Projected		Proposed		
	Budget	Budget Amended #3	Oct 1 to Sept	%	Budget	Percentage	Dollar
	2019-2020		30, 2020	Expensed	2020-2021	Change	Change
PERSONNEL							
Salaries/Wages	\$ 3,019,213	\$ 2,894,212	\$ 2,776,806	96%	\$ 3,126,213	4%	\$ 107,000
Fringe Benefits	834,822	799,822	710,179	89%	1,003,476	20%	\$ 168,654
Staff Travel	70,000	70,000	26,000	37%	35,000	-50%	\$ (35,000)
Staff Training/Development	30,000	30,000	6,860	23%	30,000	0%	\$ -
PERSONNEL SUBTOTAL:	\$ 3,954,034	\$ 3,794,034	\$ 3,519,845	93%	\$ 4,194,688	6%	\$ 240,654
FACILITY							
Rent	\$ 340,000	\$ 340,000	\$ 297,385	87%	\$ 325,000	-4%	\$ (15,000)
Building Out/Moving Expenses					\$ -		
FACILITY SUBTOTAL:	\$ 340,000	\$ 340,000	\$ 297,385	87%	\$ 325,000	-4%	\$ (15,000)
EQUIPMENT/RELATED COSTS							
Equipment Purchases	\$ 30,000	\$ 30,000	\$ 27,284	91%	\$ 30,000	0%	\$ -
Equipment Rental	20,000	20,000	16,408	82%	20,000	0%	-
Repair & Maintenance-Equipment	2,000	2,000	525	26%	2,000	0%	-
Software Licenses	10,000	10,000	8,192	82%	10,000	0%	-
Software Maintenance & Support	35,000	35,000	38,883	111%	40,000	14%	5,000
EQUIPMENT/RELATED COSTS SUBTOTAL:	\$ 97,000	\$ 97,000	\$ 91,292	94%	\$ 102,000	5%	\$ 5,000
GENERAL OFFICE EXPENSES							
Communications	\$ 55,000	\$ 55,000	\$ 36,985	67%	\$ 55,000	0%	\$ -
Advertising	5,000	5,000	-	0%	5,000	0%	-
Insurance	235,000	300,000	156,621	52%	235,000	0%	-
Office Supplies	34,000	38,200	26,638	70%	30,000	-12%	(4,000)
Postage/Shipping/Other	4,000	4,000	2,485	62%	4,000	0%	-
Printing, Binding & Reproduction	10,500	10,500	5,203	50%	10,500	0%	-
Publications & Subscriptions	5,500	5,500	4,180	76%	5,500	0%	-
Dues	25,000	25,000	17,298	69%	25,000	0%	-
Storage	8,000	15,800	9,998	63%	12,000	50%	4,000
Marketing (External)	90,000	90,000	86,126	96%	50,000	-44%	(40,000)
Miscellaneous Costs	10,000	10,000	1,942	19%	5,000	-50%	(5,000)
Non Federal	50,000	50,000	50,992	102%	50,000	0%	-
GENERAL OFFICE EXP SUBTOTAL:	\$ 532,000	\$ 609,000	\$ 398,467	65%	\$ 487,000	-8%	\$ (45,000)
PROFESSIONAL SERVICES							
Legal-General Corporate Matters	\$ 90,000	\$ 90,000	\$ 90,000	100%	\$ 90,000	0%	\$ -
Legal-Other Corporate Matters	85,000	85,000	30,000	35%	30,000	-65%	(55,000)
Audit	80,000	80,000	75,000	94%	80,000	0%	-
Monitoring (Contractor)	300,000	300,000	300,000	100%	290,000	-3%	(10,000)
Professional Services	172,000	442,000	274,536	62%	225,000	31%	53,000
Payroll Fees	-	-	-		55,000		55,000
PROFESSIONAL SERVICES SUBTOTAL	\$ 727,000	\$ 997,000	\$ 769,536	77%	\$ 770,000	6%	\$ 43,000
BOARD EXPENSES							
Board Member Travel	\$ 8,000	\$ 8,000	\$ 3,642	46%	\$ 8,000	0%	\$ -
Board Member Training/Development	7,000	7,000	-	0%	7,000	0%	\$ -
Board Meetings/Misc.	20,000	20,000	9,543	48%	20,000	0%	\$ -
BOARD EXPENSES SUBTOTAL	\$ 35,000	\$ 35,000	\$ 13,185	38%	\$ 35,000	0%	\$ -
TOTAL WSA CORPORATE BUDGET	\$ 5,685,034	\$ 5,872,034	\$ 5,089,711	87%	\$ 5,913,689	4%	\$ 228,655

Workforce Solutions Alamo
Board Fiscal Year October 1, 2020 - September 30, 2021
Budget

	A	B	C	D	E	(E-B) /A	E-A
	Annual	Annual	Projected		Proposed		
	Budget	Budget Amended #3	Oct 1 to Sept	%	Budget	Percentage	Dollar
	2019-2020		30, 2020	Expensed	2020-2021	Change	Change
SUMMARY:							
Personnel	\$ 3,954,034	\$ 3,794,034	\$ 3,519,845	93%	\$ 4,194,688	6%	\$ 240,654
Facility	340,000	340,000	297,385	87%	325,000	-4%	(15,000)
Equipment/Related Costs	97,000	97,000	91,292	94%	102,000	5%	5,000
General Office Expenses	532,000	609,000	398,467	65%	487,000	-8%	(45,000)
Professional Services	727,000	997,000	769,536	77%	770,000	6%	43,000
Board Expenses	35,000	35,000	13,185	38%	35,000	0%	-
TOTAL WSA CORPORATE BUDGET	\$ 5,685,034	\$ 5,872,034	\$ 5,089,711	87%	\$ 5,913,689	4%	\$ 228,655
FACILITY & INFRASTRUCTURE BUDGET							
Facility Related Occupancy	\$ 2,795,066	\$ 2,867,066	\$ 2,742,284	96%	\$ 3,080,207	10%	\$ 285,141
Equipment Related	214,395	250,395	151,709	61%	236,374	10%	21,979
Rental of Equipment	179,678	179,678	194,735	108%	214,209	19%	34,531
Software Related	276,441	276,441	175,090	63%	195,610	-29%	(80,831)
Communications	228,805	228,805	305,929	134%	317,084	39%	88,279
General Office	93,595	93,595	89,452	96%	106,716	14%	13,121
Travel Mileage							-
Other	27,855	27,855	24,875	89%	150,000	439%	122,145
Reserve facility	1,161,940	2,820,269	2,820,269	100%	250,000	-78%	(911,940)
TOTAL FACILITY & INFRASTRUCTURE BUDGET	\$ 4,977,776	\$ 6,744,104	\$ 6,504,342	96%	\$ 4,550,200	-9%	\$ (427,576)
RESERVE UNOBLIGATED	\$ 5,326,399	\$ 6,812,421	\$ 6,812,421		\$ 2,326,487	-56%	\$ (2,999,912)
PROJECTS	\$ 1,361,979	\$ 1,569,780	\$ 578,571	37%	\$ 1,033,936	-24%	\$ (328,043)
SERVICE DELIVERY BUDGET							
WIOA ADULT	\$ 3,465,161	\$ 3,465,161	\$ 3,118,645		\$ 2,175,309	-37%	\$ (1,289,852)
WIOA DISLOCATED	3,494,069	3,494,069	3,144,662.45		2,959,385	-15%	(534,684)
WIOA YOUTH	4,338,272	4,338,272	3,687,531.24		2,236,919	-48%	(2,101,353)
WIOA RAPID RESPONSE	-	47,157	47,157		50,000		50,000
TANF	4,410,565	4,410,565	3,969,508		4,084,632	-7%	(325,933)
SNAP E&T	1,277,464	1,277,464	1,277,464		1,248,798	-2%	(28,666)
NON CUSTODIAL PARENT	364,552	364,552	364,552		399,492	10%	34,940
CHILD CARE CCF	58,472,527	72,048,818	64,843,936		52,946,968	-9%	(5,525,559)
CHILD CARE CCM		9,716,624	8,744,962		6,099,175		6,099,175
CHILD CARE CCP/CCC	9,566,850	9,408,149	9,408,149		5,093,590	-47%	(4,473,260)
TRADE ACT SERVICES	275,269	276,584	141,068		470,000	71%	194,731
CHILD CARE ATTENDANCE AUTOMATION	-	-			-		-
CCQ QUALITY	1,081,376	1,800,495	1,620,446		1,745,012	61%	663,636
EXTERNSHIP FOR TEACHERS	-	-			-		-
REEMPLOYMENT SERVICES	-	450,000	450,000		370,512		370,512
MILITARY FAMILY SUPPORT	61,084	275,068	275,068		222,630	264%	161,546
INFRA SUPPORT VR	69,985	69,985	69,985		-	-100%	(69,985)
VR Summer and Earn	450,000	-			750,000	67%	300,000
WORKFORCE Innovation	200,000	200,000	75,000		-	-100%	(200,000)
YOUTH JOB SKILL INITIATIVE		260,400	35,000		200,000		200,000
ALAMO COLLEGE		165,450	39,886		-		-
TWC DOL COVID 19		735,220	661,698		312,113		312,113
City Project					4,903,826		4,903,826
County Project					4,903,826		4,903,826
Skills Development					125,000		125,000
SERVICE DELIVERY BUDGET	\$ 87,527,174	\$ 112,804,033	\$ 101,093,148	90%	\$ 91,297,187	4%	\$ 3,770,013
TOTAL	\$ 104,878,361	\$ 133,802,372	\$ 120,078,193	90%	\$ 105,121,499	0%	\$ 243,138

Figure 1: WSA Proposed Budget by Cost Category

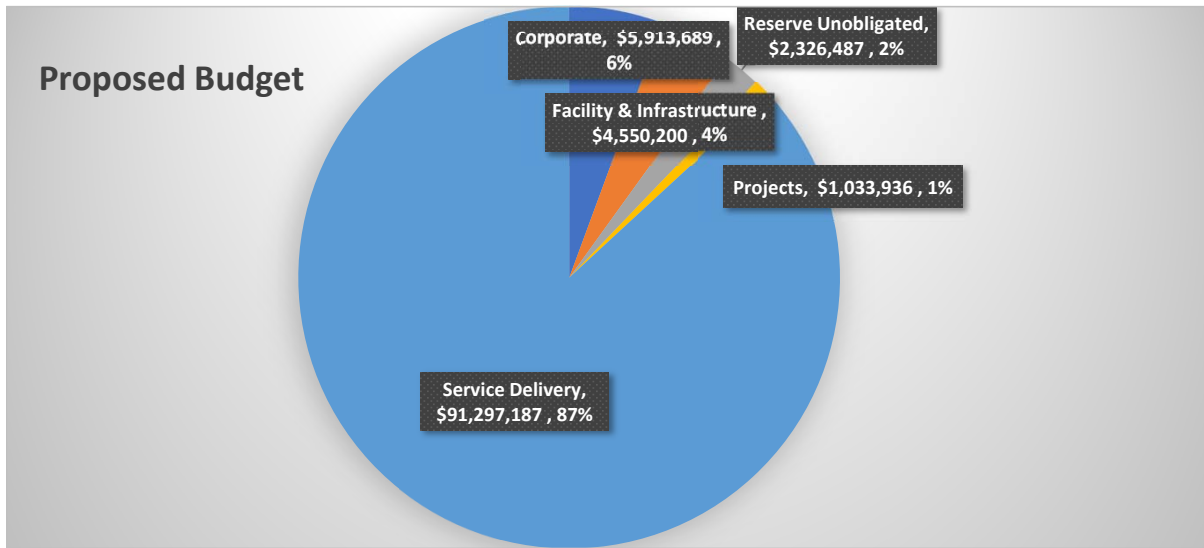
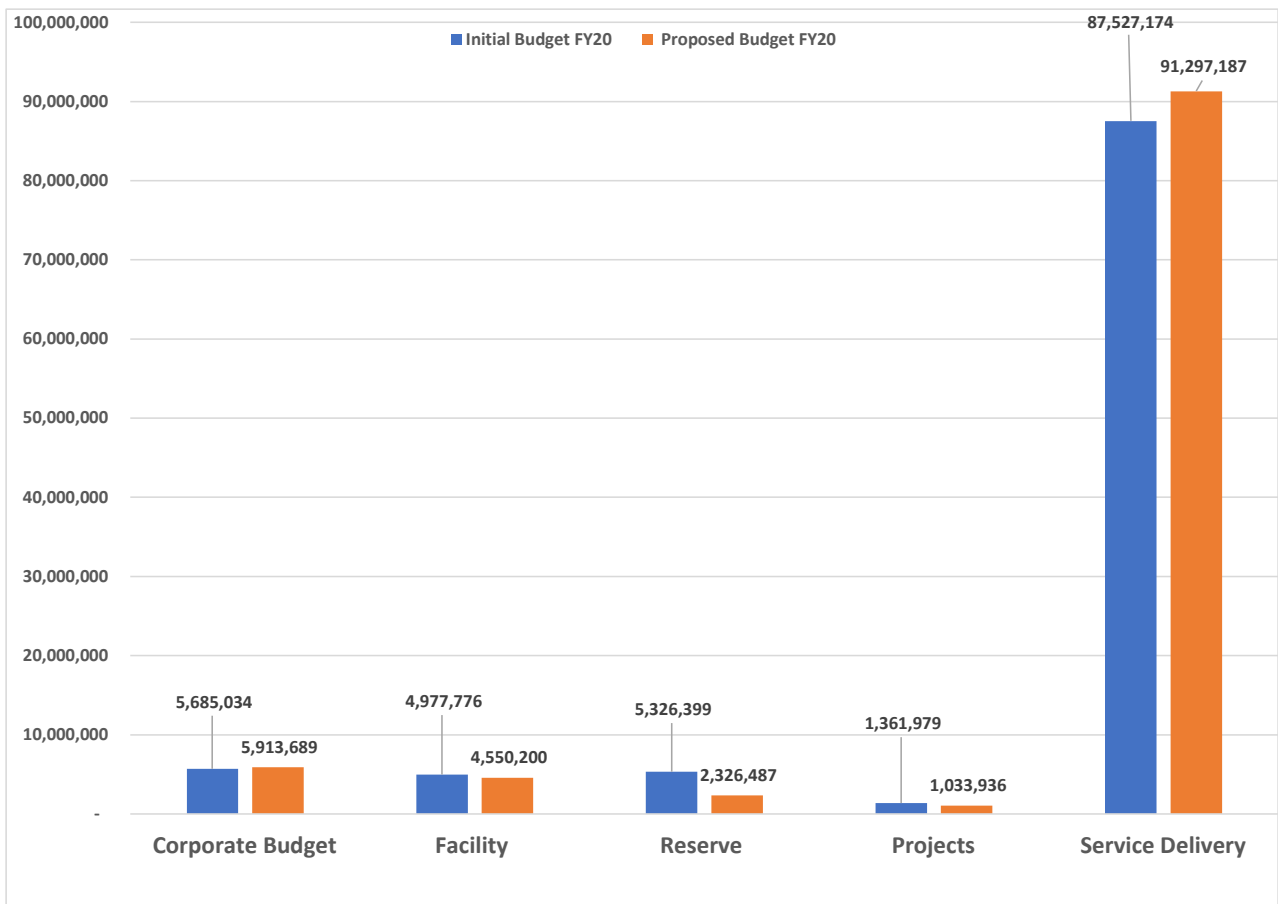


Figure 2: WSA FY21 Budget Comparison



WSA Budget Presentation

7/24/20

Adrian Lopez, CEO



AmericanJobCenter®

New Budget Process

Every department presented on the following questions:

- How does your department support the Mission and Values of WSA
- Describe the business case for your department
- Innovation and efficiencies
- Department challenges
- Department accomplishments
- Department goals
- Budget requests
- Other ideas for WSA

Department Accomplishments for FY 20

Human Resources

- Completed an organizational review and implementing results
- Completed Handbook review and updated
- Updated all evaluations

Data

- Produced 30+ reports on regular intervals throughout the year
- Utilized data to articulate affects of COVID on unemployment and local economy
- Ongoing development of sector-based model for workforce development

Procurement

- Reviewed, approved and processed more than 150 Purchase Requests
- Executed of 2 of 6 MOAs for Kiosk project
- Managed facility renovations for E. Houston and Seguin WFC

Department Accomplishments for FY 20

Fiscal

- WSA was issued a clean audit and is no longer a high-risk auditee
- WSA passed the U.S. Department of Labor Review with no findings
- Track record of timely and accurate financial reporting with new funding

IT

- Successfully transitioned IT services to Datapoint
- Successfully transitioned all contractor, board, and TWC staff to provide remote services
- Successfully installed WIFI in 10 of 16 Career Center parking lots

Quality Assurance

- WSA maintained minimal if any disallowed or questioned costs (e.g., high levels of compliance)
- Received a clear monitoring audit from the Department of Labor (DOL)

Department Accomplishments for FY 20

Programs

- Performance: Met/Exceeded all TWC-contracted performance measures.
- Funding/Expenditures: Met funding/expenditure goals of available funding at 90 – 95% goals
- Secured:
 - \$1.3 million in disaster funding to provide worksites to individuals impacted by COVID-19
 - \$308,625.00 in WIOA COVID-19 Response Statewide Activities to provide employers with Rapid Response and Layoff Aversion and Workforce Solutions Offices with PPE and technology
 - \$287,500 in Skills Development Fund COVID-19 Special Initiative to provide employers training opportunities for full time workers, furloughed workers or laid off (new hires)
 - Secured \$651,116 in Reemployment Services and Eligibility Assessment funding to provide services to Unemployment Insurance Claimants
 - Secured \$222,630 in Military Family Support Program funding to provide services to Military Spouses

Department Accomplishments for FY 20

Programs

- Secured:
 - Secured \$105,272 in Workforce Commission Initiatives funding to support the delivery of services to workers and employers (1) Hiring Red White and You! Job Fair (2) Child Care Quality Conference (3) Texas Veterans Leadership Program (4) Foster Care Youth Conference (5) Careers in Texas Industries (Career Pathways)
- Signature events hosted/participated:
 - 8th Annual Hiring Red White and You! Job Fair (Nov 7th) for 161 employers, 2,022 jobseekers and 60 non-profit organizations.
 - Career Pathways Summit (Nov 18th) for 282 middle and high school students from 9 ISDs, 29 presenters from Advanced Manufacturing, Healthcare, Construction, and Information Technology)
 - Hireability Event held at Morgan's Wonderland (first ever) conducted for students and individuals with disabilities. 25 Employers were present along with 165 students.

Department Accomplishments for FY 20

Programs

- Signature events hosted/participated:
 - SEAL Employer Recognition/Appreciation Breakfast. 55 Employers that provided worksites for 179 SEAL participants attended and were recognized.
 - Created and launched the Hireability Lunch and Learn Activities for schools in the Alamo area beginning with Harlandale and South San ISD's. Lunch and Learn provides information and connections for parents of students with disabilities to transition (including workforce) services.
- Childcare
 - Expended over \$13 million in essential worker childcare and were the second ranked board in the state on enrollments.
 - Guided Contractor staff, providers, and parents through crisis
 - 2nd highest Essential Worker Enrollments in Texas
 - Maintained the 20% rural enrollment goal for 1 year
 - Had the highest increase in children enrolled in TRS centers

Department Goals for FY 21

Human Resources

- Performance Appraisal Software
- Wellness Program
- All Staff Retreat
- Electronic Enrollments

Data/Analytics

- Curate a role-based data team based on competencies in MIS and data science, analytics, and viz
- Build a framework for mission-critical data collection, sharing, and distribution
- Ensure Data Team and processes are in compliance with standard practice and policies
- Create actionable objectives based on analysis
- Creation of a Data Strategy Plan and subsequent integration with Local Plan

Department Goals for FY 21

Procurement

- Managing risk and mitigation of common factors
- Play a more strategic role in the pre-planning of procurements
- Adopting new methods for building a network of suppliers and measuring/ tracking vendor performance
- Working on building a foundation for setting aspirational small, minority, veteran and women-owned business goals for all procurements

Fiscal

- Develop process improvements around:
 - Accounts Payable & Cash Mgmt.
 - Monthly Reporting and Financial Analysis
 - Budget Analysis and Collaboration
 - Improve Staff Development
 - Convert from In-House MIP Payroll to a PEO

Department Goals for FY 21

IT

- Develop IT plan for the agency to articulate innovation and IT excellence

Quality Assurance

- Have no disallowed or questioned costs.
- Attain at least 98% accuracy in recording performance outcomes.
- Attain at least 98% accuracy in eligibility determination.
- Attain a minimum 90% in all other quality requirements.
- Ensure all related staff are properly trained.
- Validate contractor fiscal integrity
- Begin design and implementation of continuous improvement strategies.
- Institute formal mechanism with on-going documentation of progress and actions (automated process)
- Integrate Technical Assistance – capacity-building approach (e.g., with regular provision of TA on quality-related subjects, policies, data entry, documentation requirements, etc.)

Department Goals for FY 21

Programs

- Build Community and Business Partnerships
- Implement new strategies to assist our Workforce and Childcare Providers
- Successfully implement Bexar County and City of San Antonio Programs
- Successfully implement new grants
- Meet and exceed performance expectations



Questions?