

# MEETING MINUTES

Workforce Solutions Alamo

Audit and Finance Committee

Friday, February 7, 2020 at 10:00 AM

Workforce Solutions Alamo, 100 N. Santa Rosa, Suite 101, San Antonio TX 78207

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I. Call to Order and Quorum Determination Presenter: Chair Batch  
The meeting started at 10.28AM

II. Declarations of Conflict of Interest Presenter: Chair Batch  
There were no conflict of interests declared.

III. Public Comment Presenter: Chair Batch  
**There were no Public Comments**

IV. Approval of Meeting Minutes - August 2, 2019 Presenter: Chair Batch

A motion was made by Leslie Cantu and Seconded by Juan Solis to approve the minutes as presented. The motion passed unanimously.

MOVED BY Leslie Cantu SECOND BY Juan Solis

V. Briefing on Audit Field Work for FY19 Presenter:

- Louis Tatum, WSA CFO, discussed that the 2018-2019 Audit field work would commence in the coming weeks. The Official letters will be sent out requesting any comments on April 10, 2020. Mr. Tatum reported that the Auditors would be presenting next meeting May 29, 2020-
- Audit completed early May to report

VI. Discussion and Possible Action Regarding Budget Amendment #2 FY20 Presenter:

Louis Tatum, WSA CFO, informed the board that this would be Budget Amendment #2 to increase the fiscal year budget by 7% or \$7,039,302 for a total budget of \$112,865,663. Budget Amendment #2 was necessary given the initial budget was developed based on forecasting assumptions on carryover. Once the books are closed, the actual numbers reflect what is actually carried over. The largest portion of the amendment was based on the \$5,232,405.

A motion was made by Juan Solis to approve Budget Amendment #2 as presented. The motion was seconded by Dawn Vernon. The motion passed unanimously.

VII. Monthly Financial Reports

Louis Tatum, WSA CFO, presented the financial reports reflecting the expenditures for the 1<sup>st</sup> quarter. The expenditures should reflect no more than 25% expenditure rate. Mr. Tatum explained that the corporate budget was within the 25% expenditure rate but that the facility budget was 30.57% expended because of costs associated with the Datapoint relocation. Mr. Tatum also provided a summary of the grants and explained that the Trade Act Services Grant period had expired and the expenditures reflected 60.65%. There were no other concerns that Mr. Tatum identified.

VIII. Briefing on Procurement Projects & Contracts Summary

LaVonia Horne-Williams, Director of Procurement, provided an overview of the Procurement Projects and Contracts. The summary included current small purchase agreements, RFQs, and contracts under negotiation. In addition, Mrs. Horne-Williams provided information on the completed agreements and future procurements.

IX. Next Scheduled Meeting  
May 29, 2020 at 10:00 AM  
Presenter: Chair Batch

- 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:**
- 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; and**
  - 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.**

No items were discussed or considered under Executive Session.

- XI. Adjournment Presenter: Chair Batch  
A motion was made by Leslie Cantu to adjourn the meeting and the motion was seconded by Juan Solis. The meeting adjourned at 11:23 am.