



## **Workforce Solutions Alamo**

### **BOARD MEETING MINUTES**

100 N. Santa Rosa, Suite 101

San Antonio, TX 78207

**JUNE 19, 2020**

**Board:** Juan Solis (Chair), Leslie Cantu (Vice Chair), Mary Batch, Jamie Allen, Yousef Kassim, Johnette Lee, Elizabeth Lutz, Dr. Mark Niederauer, Ben Peavy, Doug Watson, Polo Leal, Ravae Villafranca Shaeffer, Mitchell Shane Denn, Sammi Morrill, Burnie Roper, Betty Munoz, Eric Cooper, Angelique De Oliveira,

**Partners:** David Meadows, Diane Rath, Pooja Tripathi

**WSA Counsel:** Frank Burney

**Staff:** Adrian Lopez, Louis Tatum, Linda Martinez, Mark Milton, Tony Martinez, Tiffany Harris, LaVonia Horne-Williams, Ricardo Ramirez, Angela Bush, Elizabeth Eberhardt, Dr. Andrea Guajardo, Barbetta Womack, Aaron Smith, Melissa Sadler-Nitu, Michael Del Torro, (Guest), Donald Long, (Guest), Roberto Corral, Manuel Ugues, Gabriela Horbach, Joshua Villela, Rick Garcia,

#### **I. Call to Order and Quorum Determination**

At 9:03 a.m., Chair Solis called the meeting to order. The roll was called, and a quorum was declared present.

#### **II. Declarations of Conflict of Interest**

Presenter: Chair Solis

None

#### **III. Public Comment**

Presenter: Chair Solis

None

#### **IV. Consent Agenda:** Discussion and possible action.

Presenter: Chair Solis

- a. Minutes of February 21, 2020
- b. Check Signing Policy
- c. Monthly Financial Reports
- d. Procurement Reports
- e. HR Consultant Timeline

Upon motion by Director Batch and second by Director Morrill, the Board unanimously approved items IV (a—e).

V. **Chair Report:**

Chair Solis briefed the Board on terms of Directors and 6-month accomplishments. He requested that Board members with expiring terms provide information for renewal of their terms in office. He also highlighted achievements, including media outreach, reorganization of staff, clean audit, meeting or exceeding TWC performance, programs with Bexar County and City of San Antonio, and other accomplishments.

VI. **CEO Report:**

CEO Lopez briefed the Board on:

- a. Update on re-opening of workforce centers which occurred earlier this week with safe distance, masks and other COVID-required protective measures. Plan is to increase staffing and hours in July 2020, but safety of staff is paramount. Director Allen requested information on compliance with Bexar County and San Antonio order requiring businesses to implement and enforce wearing of masks.
- b. Briefing on County and City Workforce Proposals: WSA has been requested by Bexar County and the City of San Antonio to provide assistance in their \$100M recovery plans relating to workforce training. WSA also provided data to their consultants on the effect of COVID on the workplace. WSA will continue to be a major partner with them. Funds relating to these workforce efforts have tight deadlines for expenditures. TWC has expressed interest in assisting this cooperative effort with the County and City.
- c. Update on Local Plan: Updates of the Local Plan for 2020-21 are underway, taking into consideration COVID-related issues.

VI. **Human Resources Committee:**

Chair Cantu presented updates on:

- a. WSA Employee Handbook Revisions: updates are continuing, with additional issues being addressed such as social media and firearms.

Upon motion by Director Peavy and second by Watson, the Board unanimously approved item VI(a) with the caveat that Board can submit additional changes

- b. Organizational Review: Chair Cantu and CEO Lopez provided an overview of recommendations from HR consultant relating to organizational review. New positions will be added in the HR, childcare, and IT staffing.

Upon motion by Director Allen and second by Director Peavy, the Board unanimously approved the recommendations for HR changes with salary revisions, including an across-the-board merit salary increase, for a total financial impact of approximately

\$125,000, with the condition that the HR Committee examine the possibility of use of PEO before any final decision on staffing changes to the HR department.

**VII. Audit and Finance Committee Report:**

Chair Batch briefed the Committee on:

- a. 2018-2019 Audit Report: auditor reported on report which included a “clean” audit. Upon motion by Director Roper and second by Director Cantu, the Board unanimously approved item VII(a).
- b. Budget Amendment #3: Mr. Tatum reported on proposed changes to the budget to reflect COVID-related programs with an additional \$29M flowing into the budget (mainly childcare funding) and additional costs for facilities/staffing improvements in response to pandemic. Upon motion by Director Cantu and second by Director Morrill, the Board unanimously approved item VII(b).

**VIII. Oversight Committee Report:**

Chair Watson reviewed performance of programs. He noted that all programs meet or exceed TWC performance standards. He provided detailed information on increased childcare services relating to COVID. Finally, he discussed incentives for parents that choose Texas Rising Star centers.

**IX. Future Meetings:**

Chair Solis advised that the future Board meetings may be rescheduled to address possible COVID-related interruptions.

**X. Executive Session:**

None

**XI. Adjournment**

Presenter: Chair Solis

There being no further business, a motion was made by Director Morrill and second by Director Cantu that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 10:34 a.m.