



## **Workforce Solutions Alamo**

### **EXECUTIVE COMMITTEE MEETING MINUTES**

100 N. Santa Rosa, Suite 101

San Antonio, TX 78207

**June 5, 2020**

**9:00 a.m.**

Citizens may appear before the Board 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 Martinez at (210) 273-3250.

*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 speaker phone. For additional information, please call Linda G. Martinez, (210) 581-1093.*

**Attendees:** Juan Solis, III (Chair), Ben Peavy, Ravae Villafranca Shaeffer, Doug Watson, Elizabeth Lutz, Leslie Cantu, John Blaylock, Dr. Sammi Morrill

**Partners:** Pooja Tripathi, Ana Acevedo for David Meadows

**WSA Counsel:** Frank Burney

**Staff:** Adrian Lopez, CEO, Louis Tatum, Ricardo Ramirez, Linda G. Martinez, Angela Bush, Barbeta Womack, Donald Long, (Guest), Gabriela Horbach, Joshua Villela, LaVonnia Horne-Williams, Michael DeFrees, Michael Del Torro, (Guest), Melissa Sadler-Nitu, Roberto Corral, Tony Martinez, Mark Milton

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

At 9:05 a.m., Chair Solis called the meeting to order. The roll was called, and a quorum was declared present.

#### **II. Roll Call**

Presenter: Chair Solis

III. Declarations of Conflict of Interest

Presenter: Chair Solis

None

IV. Public Comment

Presenter: Chair Solis

None

V. Consent Agenda: Discussion and possible action.

Presenter: Chair Solis

- a. Prior meeting minutes for February 14, 2020
- b. Budget Amendment #3
- c. Check signing policy: Mr. Ben Peavy asked for clarification. Louis replied that every effort will be made to have two signatories on all checks except in crisis like, COVID.

Upon motion by Mr. Watson and second by Ms. Villafranca Shaeffer, the Committee unanimously approved items V (a - c).

VI. Audit and Finance Committee Report:

a. 2018 – 2019 Audit Report:

- Auditor provided a review of the annual report and WSA had an unmodified (clean) report.
- Auditor reviewed specific programs with federal funds due to the large allocation
- Auditors performed the review in accordance with generally accepted auditing standards of the United States and government accounting standards
- DOL report was reviewed in connection with the report. Chair Solis congratulated accounting staff for clean audit.
- Chairman Solis commented all information that comes from our audit area, is accurate and we can count on; especially when making our decisions. The key for everyone to understand as we move forward, we are growing and getting stronger and the fundamental focus is fiscal and that is major. And because our ability to look at the different funding accountabilities is important. This is the fourth year we have completed the audit without any issues, which I think is tremendous. Congratulations to Louis Tatum, CFO and his Fiscal Team, who are good stewards of our funding. Fiduciary responsibility is fundamental.
- Mr. Peavy commented, great to see WSA is managing their financials. We may need some extra oversight going forward. Possibly having quarterly check points to make sure we are handling all the incoming funds appropriately. And we're shifting around things, for example, the SEAL Program, taken out. I don't want us to be in a situation in a year from now completing an audit and find that we screwed up or did something wrong. Maybe we need a little more control or oversight, due to all the changes and uncertain times that require greater audit scrutiny due to the additional funds.

- Chair Solis commented he will check with Audit & Finance Committee Chair, Mary Batch, for a more frequent meetings beyond what we currently do. Not a bad idea and should increase the meetings due to the additional funding.
  - Mr. Lopez commented, while at the City Council meeting when they passed the CARES ACT funding and the investment into Workforce, they required for WSA to report out the financials every month to the that respective committee for those dollars.
- b. Finance Reports: Mr. Tatum reviewed the Finance Committee report
- WSA currently has a couple of vacant positions throughout the fiscal year.
  - One grant expired on April 30 and \$10K was not expensed and will be returned to grantor. Funding was not expensed for Shared Services and the expenses were limited on what we could spend.
  - Mr. Doug Watson asked: why could we not spend the \$10K?
  - Louis deferred to Tony Martinez. Tony commented TWC sent an email and it was for basic services.
- c. Procurements Reports/Update:
- Ms. Williams reported on leasehold improvements at the field offices.
  - COVID-related improvements are being made. She also reviewed other procurement efforts for re-opening of all centers.
  - Chair Solis asked that if adequate Personal Protective Equipment (PPE) and other cleaning supplies are sufficient for operations of the centers.
  - Ms. Williams is using best efforts to ensure adequate supplies for all facilities are available.
  - TWC has provided suppliers that can help us get these items quickly. LaVonnia stated that she has done an overstock of hand sanitizer and gloves and masks will be the next thing she is expecting to come in.
  - Chair Solis asked, ‘what does a kit look like for one of our centers, for example, how many gallons of sanitizer, how many gloves/masks are providing?’
  - LaVonnia is working with Rebecca Hernandez, Facilities person for all the centers. She was going to provide an estimate of the number of employees. For example, Data Point Center, if she tells me there are one hundred employees; we provided them with three hundred masks and two gallons and in addition to four quarts of hand sanitizer, four hundred gloves, Clorox wipes, which were items we were able to locate early on in the process. We also provided them with paper towels to they can wipe their keyboard, desks, etc. They also were provided spray bottles to clean the office areas.
  - Chair Solis asked if the three hundred masks that were provided for staff, was calculated in the event clients arrive to the center and do not have a mask.
  - Mr. Watson asked what our policy will be, if someone does not want to wear one.
  - Chair Solis replied that he would like to make in mandatory that clients have to wear a mask. that a notice be posted at all facilities informing clients may enter without masks.
  - Mr. Watson asked and if they don’t?
  - Chair Solis replied, then they will not be allowed to enter
  - Mr. Watson, is that enforceable?
  - Chair Solis, yes. For example, with all the technology, if someone walks in and

with a fever, we cannot service them. However, they can still go to their vehicle, we can call them and/or Zoom with them, using our technology while they are in their vehicle, they just cannot come into the center. There is some room for us to make it mandatory.

- Frank Burney stated that WSA can require wearing of masks is mandatory and WSA should post signs on the outside that basically says masks are required.
- Chair Solis commented, center managers will be reminding clients of social distancing and wearing masks will be mandated.
- Frank Burney also stated Board doesn't need to approve making masks mandatory
- Mark Milton commented TWC required that WSA submit the re-opening

Upon motion by Director Ravae Shaeffer and second by Director Watson, the Committee unanimously approved item VI(a).

## VII. Human Resources:

Presenter: Adrian Lopez

### a. WSA Employee Handbook briefing:

- In process to revise entire policy. Last major update was 2013
- Modeled policies after organizations such as Texas Workforce Commission and other workforce boards
- Staff input was solicited and being addressed.
- Sample issues being addressed are job posting and application processes, standardized trainings, conflict management/disciplinary coaching, as well as PTO, emergency leave bank, telecommute and attendance policies.
- HR Committee will review policy before going before Board.
- Benjamin Peavy suggested that we maintain a united type culture while ensuring the focus is assisting people with employment rather than creating a "megaphone" culture. Mr. Adrian Lopez responded by stating we adopted a software called, "Lighthouse" where staff can voice their thoughts/complaints anonymously and that there has not been one incident to that platform.

### b. Organizational Review:

- Mr. Lopez reported that Ms. Lisa Bartee successfully completed HR certification.
- A HR consultant (Mr. Long with Management Advisory Group) was hired to assess positions according to compensation and classification. Mr. Long reported on its study of organizational review of WSA. He recommended some changes in job classification and noted salaries are low on the average as compared to similar organizations.
- Director Watson noted that position for Child Care supervisor is not being addressed.
- Mr. Long requested Board consideration of revised compensation plan and organizational structure with four possible options.
  - o Option 1: Minimum Plan
  - o Option 2: Time in Position Plan
  - o Option 3: Range Penetration Plan

- Option 4: Across Board, Minimum, Time in Position
- Changes would go into effect beginning July 2020.
- Chair Solis asked whether allocation of staff resources addresses programs priorities.
- Direction is to have HR Committee review the report before Board consideration.
- Professional Employer Organization (PEO) was recommended

c. HR Consultant:

- Procurement of consultant is underway by Ms. Williams as a small contract RFP.

VIII. Oversight Committee Report:

- Chair Watson reviewed performance of programs.

a. Monthly performance

- Meeting or exceeding all measures as of March 2020.
- Mr. Watson and Mr. Milton will be meeting to review charts. He welcomed suggestions.

b. Childcare services:

- Chair reported that \$17M had recently been allocated to WSA for childcare costs for essential workers and keeping childcare centers funded during pandemic.
- 10,227 children enrolled in March.
- Child Care centers were paid out for March, April and May.
- Funds were provided to both closed and open childcare centers. Additional funds were provided to open centers.
- Childcare for about 3,000 children was provided for essential workers.

IX. CEO Report:

Presenter: Adrian Lopez

a. Briefing on County and City Workforce Proposals:

- Mr. Lopez reported on major allocations of funds (\$100M+) from COSA and Bexar County for workforce training.
- Contracts are being finalized with both entities.
- Director Morrill had some questions regarding *uniform* performance requirements (accountability and reporting) of such contracts which she will discuss with staff.

b. Plan to Reopen 16 Workforce Centers:

- Mr. Lopez has been working with TWC on re-opening schedules for all urban and rural centers, with primary focus on staff and client safety due to the COVID pandemic.
- Centers will be gradually opened based on appointments and then opened for public

access to monitor safe distancing.

- Chair noted adaptability to access services virtually in addition to call centers.
- Wi-Fi access is a priority. Staff will evaluate Wi-Fi accessibility in all centers. –
- There is a question as to funding by COSA and Bexar County.

X. **Executive Session: None**

XI. Adjournment

Presenter: Chair Solis. adjourned at 11:03a.m.

There being no further business, a motion was made by Director Ravae Shaeffer and second by Dr. Morrill that the meeting adjourn. The motion carried unanimously. The meeting