

**MINUTES OF OVERSIGHT COMMITTEE MEETING
FEBRUARY 07, 2020
The Board of Trustees
Workforce Solutions Alamo**

OVERSIGHT COMMITTEE MEETING of the Board of Trustees of Workforce Solutions Alamo was held on Friday, February 14, 2020 at 9:00 a.m. at 100 N. Santa Rosa St., Suite 101, San Antonio, TX. 78207. Chair Solis called the meeting to order at 9:07 a.m. The roll was called and a quorum was declared present. There was no Public Comment nor Conflict of Interest.

Attendees:

Juan Solis, Chair
John T. Blaylock, Secretary
Mary Batch
Eric Cooper
Mark Luft
Ben Peavy
Ravae Villafranca Shaeffer
Doug Watson

Partners:

David Meadows
Diane Rath
Pooja Tripathi

WSA Counsel: Frank Burney

WSA Staff:

Adrian Lopez, Chief Executive Officer
Louis Tatum, Chief Financial Officer
Patti Santos, Board Liaison
LaVonia Horne-Williams, Director of Contracts and Procurement
Ricardo Ramirez, Director of Analytics, Performance & Strategy
Tony Martinez, Child Care Manager
Tiffany Harris, Business Engagement Manager
Casey Clanton, Quality Assurance

Guests:

Gabriela Horbach
Melissa Sadler-Nitu
Roberto Correl
Cherie Smith
Manuel Ugues
Aaron Smith

- I. Call to Order and Quorum Determination –
Presenter: Chair Watson Meeting began at 9:00AM
 - Attendee Introductions
- II. Declarations of Conflict of Interest
Presenter: Chair Watson – No conflict of interest
- III. Public Comment
Presenter: Chair Watson – No public comment
- IV. Discussion and Possible Action Regarding Previous Minutes - November 15, 2019
Presenter: Chair Watson- A motion was made by Mary Batch Seconded by Juan Solis to approve the minutes as presented. The motion passed unanimously
- V. Discussion and Possible Action Regarding Unemployment Insurance (UI) Weekly Work Search Contact Requirements
Presenter: Ricardo Ramirez
 - Primary purpose determine if those that receive UI are having those contacts to allow them to continue to receive those benefits.
 - Continue to stay at current level
 - UI claimants actively searching for work
 - A motion was made by Ravae Villafranca Shaeffer and Seconded by Mary Batch to approve the recommendation. The motion was passed unanimously.
- VI. Discussion and Possible Action Regarding Quality Assurance Policy
Presenter: Casey Clanton
 - Previous policy was 2017
 - Changes recommended
 - Monitor contractors and funding; annual risk assessment
 - Monitor Reports- 1st to Oversight Committee; Executive & Board Committees
 - DOL reviewed 3 years of fiscal and programmatic files/records
 - Recommended changes: Changing childcare sample size
 - A motion was made by Mary Batch Seconded by Ravae Villafranca Shaeffer to approve recommended changes. The motion passed unanimously
- VII. Discussion and Possible Action Regarding Self-Service Kiosk Services
Presenter: LaVonnia Horne-Williams, Director
 - 2nd RFQ put out 1st part of year, to include all aspects, equipment/software/hardware of Kiosk; no vendors accepted
 - Will be placed in rural counties
 - Approved grant \$41K to expense kiosk; funding with given specifically for rural areas
 - Pending TWC approval; timeline for implementation - 90 days
 - A motion was made by Doug Watson and Seconded by Ravae Villafranca Shaeffer to reject all bids and move forward. The motion passed unanimously
- VIII. Briefing Regarding Programs and Performance
Presenter: Ricardo Ramirez
 - Meeting and exceeding all performance measures
 - Childcare exceeding TWC measures
- IX. Briefing Regarding Internal Monitoring
Presenter: Casey Clanton

- TWC monitoring upcoming; done on an annual basis; no findings
- X. Briefing Regarding Child Care Shared Services
Presenter: Tony Martinez
 - Childcare pilot
- XI. Chair Report
Presenter: Chair Watson
 - No Reports
- XII. CEO Report
Presenter: Adrian Lopez
 - a. Child Care Success Story
 - Rebecca Reyes video
 - b. Feedback from Rural Judges
 - CEO goal to outreach; have met with 12 or 13
 - Need for GED adult education classes
 - Increase internship opportunities
 - Increase marketing for WSA outreach opportunities; using technology, podcasts, etc.
 - Collaborate on major projects; construction projects
 - Great feedback/conversation
 - c. Components of Workforce Masterplan
 - d. SEAL
 - e. Datapoint – Feb 27, 2020 Grand Opening
- XIII. Next Scheduled Meeting
May 29, 2020 at 9:00 AM
Presenter: Chair Watson
- XIV. 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.**
- XV. Adjournment
Presenter: Chair Watson
 - A motion to adjourn the meeting by Mr. Juan Solis, Mary Batch 2nd motion to adjourn. The motion to adjourn passed unanimously.