



AUDIT & FINANCE COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207

July 9, 2021

10:45AM

BOARD MEMBERS: Dawn Vernon, (10:56am), Yousef Kassim, (11:06AM), Leslie Cantu, Lisa Navarro Gonzales,

WSA STAFF MEMBERS: Adrian Lopez, Mark Milton, Louis Tatum, Dr. Andrea Guajardo, Angela Bush, Linda Martinez, Ricardo Ramirez, Michael DeFrees, Manuel Ugues, Latifah Jackson, Joshua Villela, Brenda Garcia, Elizabeth Eberhardt, Gabriela Horbach, Barbetta Womack, Chuck Agwuegbo, Chakib Chehadi, Rick Zamarripa, Cathi Cohen, Trema Cote

LEGAL COUNSEL:

PARTNERS: Alex Lopez

***Note: The Audit & Finance Committee meeting was paused at 11:11am due to fire drill in the building and resumed 11:14am.*

AGENDA

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.

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Meeting Number & Access Code: 146 602 4580

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During the Public Comments portion of the meeting (Agenda Item 3), the Public may type their name into the chat box or unmute themselves and state their name.

The meeting host will call each member of the public for comments, in the order their names were submitted.

- I. CALL TO ORDER AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Chair
The meeting was called to order at 9:00AM
Board Chairwoman Leslie Cantu acted as Audit & Finance Committee Chair on behalf of Mary Batch.
- II. DECLARATIONS CONFLICT OF INTEREST
Presenter: Leslie Cantu, Chair
There are no conflicts of interest
- III. PUBLIC COMMENT
Presenter: Leslie Cantu, Chair
There are no public comment
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES for JULY 9, 2021
Presenter: Leslie Cantu, Chair
Upon motion by Board Member Ms. Lisa Navarro Gonzales and 2nd by Board Member Mr. Yousef Kassim, the Committee unanimously approved the July 9, 2021 minutes.
- V. BRIEFING – PROCUREMENT
Presenter: Latifah Jackson, Director of Contracting and Procurement
 - a. Procurement Projects & Contracts Summary
 - Ms. Latifah Jackson, Director of Contracting and Procurement, provided the Audit & Finance Committee with a summary of procurement projects and contracts.
 - She provided a list of formal solicitations that are publicly advertised.
 - Request for Proposal for Management of Child Care Services (CCS). The CCS program is a vital part of workforce services that assists eligible families to work or increase their educational abilities. The CCS program subsidizes childcare for low income families, promoting long-term self-sufficiency by enabling parents to work and/or attend workforce training or education activities.
 - Request for Proposal for Executive Coaching and Leadership Training. The selected vendor will provide one-on-one coaching the executive team,

trainings to directors and managers, trainings to staff and a culture assessment. Currently under evaluation.

- Request for Qualifications for Architect and Space Planning Services. The selected vendor would provide services for space planning future locations, mapping current locations to assist with proper cost allocations by square feet with VR staff and other services as needed and will close on July 15th.
- Request for Proposal for Human Resource Consultant. This consultant would evaluate the Finance Department organizational chart, job responsibilities, policies and procedures to identify inefficiencies.

VI. FISCAL UPDATE DISCUSSION AND POSSIBLE ACTION

Presenter: Louis Tatum, CFO

a. Financial Reports

- Mr. Louis Tatum, CFO provided the Committee with brief overview of WSA finance status. Financial reports through April 30, 2021, have been prepared for the fiscal year of October 1, 2020, through September 30, 2021, the straight-line expenditure benchmark is 58.33% of the budget.

b. Budget Amendment FY21

- WSA adopted a budget for the Fiscal Year October 1, 2020, to September 30, 2021, which was amended in December of 2020 in Budget Amendment #1. The board further recommends amending the FY21 Budget to reflect changes in Facilities and Service Delivery Budgets to Service Providers.
 - The modified budgets are a result of an increase in facility relocation and renovation expenditures that will update furniture and resource room equipment at centers such as Seguin, Floresville, and the Food Bank. Additional funding has been allocated to service providers to increase Service Delivery Budgets.
 - Discussion and Possible Action to approve to increase the Fiscal Year Budget by \$20,738,238. This change will increase the agency budget from \$130,393,384 to \$151,131,622.
 - This amendment will additionally increase the budget reserve by \$2,380,564 from \$7,672,362 to \$10,052,926.
- Upon motion by Board Member Ms. Lisa Navarro Gonzales and 2nd by Board Member Ms. Dawn Vernon, the Committee unanimously approved FY 21 budget amendment #2.**

c. Budget FY22

- Mr. Tatum informed the Committee that board staff has prepared 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- SEAL, Workforce Initiatives, Local Initiatives, and Non-Federal Projects.
 - Contractor Budget for Adult, Youth, and Childcare Services.

**Upon motion by Board Member Ms. Lisa Navarro Gonzales and 2nd
by Board Member Mr. Yousef Kassim, the Committee unanimously
approved Budget FY22.**

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Securing Additional Resources: Child Care Funding
 - CEO Lopez informed the Committee additional \$43 million in childcare relief funds to assist people in service and hospitality industry. There will be a subsidy for 12 months.
 - WSA worked closely with TX A&M for the Texas Talent Connection Grant. WSA provided data with this project.
 - TWC informed WSA Local Plan was approved.

VIII. CHAIR REPORT

Presenter: Leslie Cantu, Chair

- Chairwoman Cantu thanked Mr. Louis Tatum for his leadership for all his has done.

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: Leslie Cantu, Chair

Board Member Mr. Yousef Kassim motioned to adjourn at 11:31am.