



AUDIT & FINANCE COMMITTEE MEETING

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

October 6, 2023

10:30 AM

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 Caroline Goddard at (210) 322-6296.

The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

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- I. CALL TO ORDER
Presenter: Mary Batch, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Mary Batch, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Mary Batch, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
- V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES FOR AUGUST 4, 2023
Presenter: Mary Batch, Committee Chair
- VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director of Procurement and Contracts
 - a. Contract Summary and RFP Updates
 - b. Chief Financial Officer Staffing Augmentation Services
- VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)
Presenter: Gabriela Navarro Garcia, Controller
 - a. Financial Reports
- VIII. CEO REPORT
Presenter: Adrian Lopez, CEO
 - a. Applications for Funding
- IX. CHAIR REPORT
Presenter: Mary Batch, Committee Chair
- X. EXECUTIVE SESSION:
Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move 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;
 - d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff

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- and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

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AUDIT & FINANCE COMMITTEE MEETING - MINUTES

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

August 4, 2023

10:30 AM

BOARD OF DIRECTORS: Mary Batch (Chair), Leslie Cantu, Lisa Navarro Gonzales, Mitchell Shane Denn

WSA STAFF: Adrian Lopez, Adrian Perez, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Caroline Goddard, Jennifer Ledford, Linda Martinez, Terry Trevino, Vanessa McHaney, Manuel Ugues, Roberto Corral, Brenda Garcia, Daisey Vega, Sylvia Perez, Angela Bush, Angelina Garcia, Belinda Gomez, Carlos Garcia, Chuck Agwuegbo, Ramsey Olivarez, Ricardo Ramirez, Trema Cote, Esmeralda Apolinar-Ramirez, John Amaro

PARTNERS: Omar Garza, Lisa Elizondo

LEGAL COUNSEL: None.

GUESTS: Jim Erenzo with Collective Strategies

AGENDA

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I. CALL TO ORDER

Presenter: Mary Batch, Committee Chair

At 10:38am, Chair Mary Batch called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Mary Batch, Committee Chair

The roll was called, and a quorum was declared present.

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Committee Chair

None.

IV. PUBLIC COMMENT

Presenter: Mary Batch, Committee Chair

None.

V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES FOR JUNE 16, 2023

Presenter: Mary Batch, Committee Chair

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, the Committee unanimously approved the previous meeting minutes for June 16, 2023.

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director of Procurement and Contracts

a. Contract Summary and RFP Updates

- Job Placement and Worksite Monitoring is pending award with an anticipated award date of August 2023. Postage Meter Machines is under evaluation with an anticipated award date of August 2023. Document Shredding Services is pending award with an anticipated award date of August 2023. Walzem Lease Property Search is pending award with an anticipated award date of August 2023. Kerrville Lease Property Search is under evaluation with an anticipated award

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date of September 2023. Hondo Lease Property Search is in progress with an anticipated award date of December 2024. Teacher Externships are in progress with an anticipated award date of January 2024.

- b. Contract Update M&O Adult Program Services
 - The draft agreement is being worked on with an opportunity for both C2 and WSA to comment. The contract will be signed in either August or September with an effective date of October 1, 2023.

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, the Committee unanimously approved to move forward with continued contract negotiations and the final execution of the contract with the contractor C2.

- c. Contract Renewal Child Care Management Services
 - The scope of work enables the delivery of services and activities to implement and support the childcare funding that provides childcare to eligible families with funds provided by TWC. The service goals align with WSA’s strategic plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce. The estimated annual budget is \$121,653,545. The contractor is City of San Antonio. The contract term is October 1, 2023, through September 30, 2024. This action exercises the second of three one-year renewals.
- d. Contract Renewal Child Care Quality Services
 - The scope of work facilitates programs and activities to implement and support the Texas Rising Star program. TRS mentors provide mentoring and technical assistance to providers working towards TRS certification as well as ongoing mentoring to ensure quality is maintained and elevated. The estimated annual budget is \$3,996,909. The contractor is City of San Antonio. The contract term is October 1, 2023, through September 30, 2024. It is scheduled for re-procurement in 2024.
- e. Contract Renewal Financial Audit Services
 - The scope of services specifies the contractor will prepare WSA’s annual Federal Tax Return and provide the required annual independent audit of WSA’s financial statements, report on internal controls (single audit), and report on compliance for each major federal and state program. The impact is to maintain internal control over financial reporting and compliance with applicable law, regulations, contracts, and award agreements in accordance with Government Auditing Standards. The estimated annual budget is \$75,000. The contractor is ABIP, P.C. The contract term is October 1, 2023, through September 30, 2024. This action exercises the third of four one-year renewals.
- f. Contract Renewal Legal Services
 - The scope of services specifies the contractor serve as legal counsel to Workforce Solutions Alamo. Services include but are not limited to providing review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other applicable legal documents. The impact will be to represent WSA and its Board of Directors in its capacity as the administrative entity and grant recipient/fiscal agent for federal and state funds, and any future sources of funding. The annual budget is \$70,000 for annual retainer and \$20,000 for HR services. Additional services outside of the retainer

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will be billed separately based on contracted rates. The contractor is Martin & Drought, P.C. The contract term is October 1, 2023, through September 30, 2024. This action exercises the third of four one-year renewals.

g. Contract Renewal M&O Youth Program Services

- The scope of services enables the contractor to develop and employ innovative strategies to support the Board’s priorities and TWC’s performance measures for the WIOA Youth Program. The impact will be youth development and citizenship, such as leadership development through voluntary community service opportunities, adult mentoring, work experience, and enrollment in post-secondary education and employment. The estimated annual budget is \$2,750,000. The contractor is SERCO of Texas, Inc. The contract term is October 1, 2023, through September 30, 2024. This action exercises the first of three one-year renewals.

Upon motion by Mitchell Shane Denn and seconded by Lisa Navarro Gonzales, the Committee unanimously approved items c. through g. the Contract Renewals for Child Care Management Services, Child Care Quality Services, Financial Audit Services, Legal Services, and M&O Youth Program Services.

h. Contract Award Job Placement and Worksite Monitoring Services (SEAL FY24)

- The scope of services specifies that the contractor will provide job placement and monitoring for all individuals sourced by WSA and placed at WSA client worksites. The impact is to serve as a liaison for the participant and provide administrative and coaching services in support of the SEAL program. The estimated annual budget is \$180,000. The contractor is Professional Contract Services, Inc. The contract term is October 1, 2023, through September 30, 2024, and has four one-year options to renew upon mutual written consent of both parties.

Upon motion by Lisa Navarro Gonzales and seconded by Mitchell Shane Denn, the Committee unanimously approved the Contract Award Job Placement and Worksite Monitoring Services to Professional Contract Services, Inc.

i. Update on Procurement Process Completion

- The item to re-procure the real estate broker is completed and the contract is executed. The item to provide requested documentation to TWC for audit resolution is completed and has been resolved. The item to review all leases for compliance will be completed on August 31, 2023, and is in process of a secondary review. The item to implement lease procedures has been completed. The item to manage contract log has been implemented and is ongoing. The item to implement procurement consultant recommendations has been completed.
- The continuous monitoring and moving forward includes an annual review of all policies and procedures and emphasize the need to procure no matter the size or complexity which will include a needs assessment, market research and cost analysis, ongoing training and assessment of procurement staff, documentation, and review and investigate any processes that can be automated.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, CFO

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a. FY24 Budget

Presented by: Angela Bush, CFO Consultant

- In the FY23 budget amendment #2 the total budget was \$174,234,415 and the FY23 projected expenditures are \$160,216,478. The proposed budget for FY24 is \$192,112,907, which is a 10.26% increase over the previous fiscal year.
- From FY19 to FY24 the budget has increased from \$104,694,229 to \$192,112,907.
- Staffing Changes: The budget includes 50 FTEs, which is no change from the previous year. The budget includes part-time interns. It includes options for staff increase such as 3% COLA, 2% maximum merit, SHRM is estimated employers to increase salaries in FY24 by 4.6% so this is consistent with market rates, and 3% performance incentive for exemplary performance as outlined in the board's incentive policy.
- Other Corporate: Board facilities 12.58% for CAM increases, off-site storage, security system, and HVAC repairs. Equipment related increase by 9.31% for replacement of computers that exceed useful and cloud-based infrastructure. Professional services 6.83% increase for monitoring, legal, other consulting, and temporary staffing services.
- Facilities Workforce Center: Increase of 15.2% or \$1,026,096 for delivery of Mobile Unit in spring 2024, dedicated CDL driver, Port San Antonio relocation from Marbach, Walzem relocation, and cloud-based technology upgrades to telephones and resource rooms throughout the workforce centers.
- Lisa Navarro Gonzales asked what the CDL driver will be doing in their down time. Angela Bush answered that the details will be coordinated with the contractor C2 so that when he isn't driving, he will be scheduling, maintaining the vehicle, and working in the resource room. This is consistent with how other boards have handled this position. Lisa Navarro Gonzales also asked if there is a back up driver. Angela Bush recommended that there be possibly two back up drivers, but this will be further planned out in the spring.
- Reserve and Projects: The Child Care Direct Reserve is \$10,677,098. Projected surpluses are \$214,170 for SEAL at \$60,301 and Ready to Work at \$153,869. Workforce Commission initiatives projects are Red, White & You! and Careers in Texas Industries.
- Service Delivery: An increase of 10.65% or \$15,785,012 is reflected by significant program increases for Ready to Work carry over \$13,696,050, WIOA Youth Services \$627,971, and WIOA Adult Services \$332,446. Covid-19 expired for several grants in FY23, which are highlighted in Line-Item Budget.
- Service Delivery Components: WFC operations and management direct client expenditures which includes tuition, training, work experience, and support services.
- FY24 Service Delivery budget including Ready to Work is \$164,004,337.03 and excluding Ready to Work is \$137,509,217.55.
- FY24 Service Delivery Resource Allocation – Historical Perspective: Before FY21, WSA did not find a budget broken out by county by fund. In FY21, the budget presentation packet showed the Formula Funds were broken out by

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county and fund. In FY22 and FY23, the average percentage from the Formula Funds was applied to all other Workforce Programs. Historically, the board has utilized a benchmark of 80% Urban and 20% Rural Service Delivery.

- Based on initial estimates, an analysis was completed for each fund resulting in an FY Service Delivery average of 82% for Urban and 18% for Rural. Previously the board would analyze urban and rural expenditures in the aggregate; the partners requested that we now monitor expenditures at the individual county level. A budget amendment should be complete if any county or fund exceeds a 10% straight-line variance. This will require additional resources in staffing and systems. This process would take some time to implement correctly. For FY24, the budget was developed using a fair and equitable resource allocation methodology in accordance with Texas Administrative Code (TAC) Chapter 800, Subchapter B, resource allocation guidance, and in accordance with the interlocal agreement, supporting the strategic objectives of the local plan.
- Approach to Fair and Equitable Resource Allocation: Utilized TAC 800 formulas and TWC Allocation Factors to allocate funds to each county. When a formula does not directly apply, WSA used the following process to establish a fair and equitable distribution of funds by county – Follow the Source of Funding to the Code of Federal Domestic Assistance (CFDA) to determine if a formula can be utilized, determine the target population is being served and if participants could be co-enrolled in a Formula Fund utilizing the formula fund and TWC Allocation Factors, and seek guidance from TWC on Allocation Methodology.
- FY24 Strategic Alignment Budget Adoption: Ensure the budget is developed and implemented utilizing a fair and equitable resource allocation methodology that is in accordance with TAC 800, Subchapter B, resource allocation guidance from the interlocal agreement, and supporting the strategic objectives of the local plan. Chief Elected Officials and partners have requested that the board revisit the interlocal agreement and prepare a budget utilizing the agreed upon methodology in the agreement, “all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”.
- FY24 Strategic Alignment Budget Implementation and Monitoring: Partners have requested that the board provide a report by Fund and County, and if there is a 10% variance by Fund and County, a budget amendment is prepared. The board is managing millions of dollars, which sometimes could be impractical for smaller counties and amounts. A budget amendment takes a significant effort to prepare and obtain all necessary approvals. The process cannot impact service delivery, where funding is available in other areas. A reasonable budget policy should be developed and adopted with an appropriate minimum floor amount for a budget amendment and percentage.
- FY24 Budget Resource Allocation: Ensure services that conform to the allocations budgeted are delivered in each county. The action is the development of the County Allocation and Service Delivery Report (CASD). Staff are working through specific formulas on allocation fund by fund according to TAC 800, using CFDA numbers as a last resort, and seeking clarity from TWC on any

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assumptions. Develop County Workforce Councils to implement and seek guidance on developing the Local Plan for the following four-year renewal. The purpose is to enhance transparency regarding how dollars are coming in and out in relation to service delivery and co-planning outreach and partnerships. The result will be fund and county allocations driven by state and federal formulas, the Local Plan, annual outreach plans, special initiatives, and clear communication of the full spectrum of service being provided in each county and associated cost.

- TAC 800 Formula Funds: WIOA Adult and WIOA Youth – (A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the state, (B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the state, and (C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the state.
- WIOA Dislocated Worker: Insured unemployment, average unemployment, Worker Adjustment and Retaining Notification Act data, declining industries, farmer-rancher economic hardship, and long-term unemployment. Limitation: A weight for each factor was not given, therefore, the board assigned equal weight.
- Choices/TANF: (1) The relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements, (2) an equal base amount, and (3) the application of a hold harmless/stop gain procedure. Limitation: An equal base amount was not given, therefore, the board only utilized factor (1).
- SNAP: (1) The relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits, (2) an equal base amount, and (3) the application of a hold harmless/stop gain procedure. Limitation: An equal base amount was not given, therefore, the board only utilized factor (1).
- Employment Services: (1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force, (2) one-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals, and (3) the application of a hold harmless/stop gain procedure. Methodology: Utilized factors (1) and (2).
- Child Care Mandatory (CCDF) and CCP (DFPS): Mandatory childcare primary population includes former DFPS (CCP Funds), Choices, TANF applicant, and SNAP. CCP-DFPS are for in home, foster care, and relative care placed by DFPS. The formula is (1) 50 percent will be based on the relative proportion of

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the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and (2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.

- Child Care Discretionary and Quality: Childcare primary population includes low income and homeless. The formula is (1) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990, as amended, will be allocated according to the relative proportion of the total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.
- Child Care Match: FY23 required an established match (2%), which is subject to change on an annual basis. The formula is (1) CCDF Matching Funds authorized under the Social Security Act, as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.
- Trade Adjustment Act: This program currently stopped accepting new petitions. Still, TWC is encouraging boards to reach out to clients that previously received a petition who are unemployed or whose current income is below the prior rate. TWC did not provide allocation factors for this funding. The board's alternate methodology is allocation of residents by county with an active petition whose service delivery contractor may outreach and provide services through FY25.
- FY24 Budget Special Program: Middle Skills Grant used the adult formula methodology with CFDA number justification. Military Family Support is for Bexar County only with military base justification. Non-Custodial Parent is for Bexar County only with special initiative justification. RESEA used dislocated worker long-term unemployed factor methodology with target population justification. Student Hire Ability, VR Paid Work Experience, and SEAL used the youth formula (VR) methodology with target population justification. Ready to Work is for the City of San Antonio only, exceptions may apply to military-connected residents in Bexar County, with target population justification. Child Care Contracted Slots is for TRS eligible providers with target population justification. Teacher's Externship used an equal distribution methodology.
- FY24 Budget Next Steps Approvals Process: Executive Committee on August 11, 2023, Board of Directors on August 18, 2023, Committee of Six on August 23, 2023, Bexar County Commissioners Court, City of San Antonio City Council, and Area Judges are TBA.
- Chair Mary Batch asked if WSA foresees any issues in the upcoming approval process. CEO Adrian Lopez responded that in previous meetings there were six points where the Area Judges addressed their concerns and requests. One of the

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requests was to develop a budget fund by fund and county by county and to ensure expenditures meet the budget. This hopefully will fulfill their request, but the result is a very complex budget. There is a risk that WSA doesn't come to an understanding with all the entities and stakeholders that approvals are needed for, which then may affect the approval of the overall budget.

Upon motion by Lisa Navarro Gonzales and seconded by Mitchell Shane Denn, the Committee unanimously approved the FY24 Budget.

b. Financial Reports

Presented by: Gabriela Navarro Garcia, Controller

- For the May 31, 2023, budget to actual expenditures, the straight-line target is 66.67% and the amount expensed is 53.38%.
- Personnel: The board is working to fill all vacant positions timely. The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out. The internship program has started with 6 interns.
- Equipment: Software Maintenance & Support is under budget, and these are expensed as needed. The board is working on replacing staff equipment older than 5 years.
- Insurance: Includes a contingency for high deductible plans related to employee matters and Cyber Security. Expecting a \$100,000 surplus if no unforeseen events occur.
- Marketing: This will be fully utilized due to several pending projects.
- Legal Services: HR related legal services budget is utilized for employee matters expensed as incurred, and are awaiting an update to the employee handbook.
- Monitoring: Expenditures are in progress and expected to be fully expensed at the end of the fiscal year.
- Professional Services: Temporary staffing are under budget by approximately 12%.
- Board of Directors: Expenditures are higher than initially projected using the straight-line basis. The board retreat, which included travel and training expenses, occurred in February.
- Facilities: Expenditures represent 56.47% of the approved budget, reflecting a 10.20% straight-line budget surplus. Pending equipment approval from TWC for the Port of San Antonio of approximately \$250,000. Angela Bush stated that approval was just received from TWC for this. Operational costs are slightly under budget, which is a function of timing.
- Childcare Reserve: Expenditures occur in the last quarter of the fiscal year.
- Special Projects: WSA has held two Career Pathway Youth Events and two more are scheduled during the summer. Teacher Externship activities are in process. SEAL activities are in full swing, and 124 students are working. This is a function of timing.
- The total number of children in care is 13,483.
- Year to date expenditures by budget category comparison for Service Delivery is expenditures is at \$84,369,214 and the budget is at \$98,817,824. Angela Bush stated that this looks like a large variance, but childcare and youth programs increase during the summer.

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- Year to Date Service Delivery for Rural and Urban: Childcare is 17% rural and 83% urban, Ready to Work is 100% urban, Adult Services Bexar County Only is 100% urban, Adult Services is 14% rural and 86% urban, Youth is 53% rural and 47% urban.
- Key Variances: TANF – Expenditures are currently at 46% due to low participation and reduced HHSC referrals. The board expects to spend \$6.5M this year. This is approximately 10% more spent than prior years.
- WIOA Adult – Expenditures are higher than initially projected using the straight-line basis. Board staff is working with the contractor to co-enroll and diversify funding. The Dislocated Worker designation to Adult will realign expenditures.
- WIOA Dislocated Worker – Expenditures are currently at 51%. Board staff is working with the contractor to increase enrollment and continues to monitor expenditures. The board received a \$500,000 designation to Adult that will realign expenditures.
- Trade Act – Expenditures are currently at 32%. As of May 31, 2023, \$30,000 of training is obligated. Contractor staff is reaching out to individuals still eligible for services through FY25.
- Child Care CCDF – CCD expenditures increase in the summer due to how long children are in care. The board is currently exceeding the target number and expects to expend 100%.
- Child Care Quality – The board is currently working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain the Texas Rising Star certification.
- Child Care CSL – The board has approximately \$489,000 obligated. This funding is for Texas Rising Star 3 & 4 centers eligible to participate in this initiative.
- Military Family Support – This grant supports military spouses. The board and contractor continue to increase outreach efforts in and around military bases.
- Pilot Navigator Program – This grant serves victims of sex trafficking ages 16 – 25 to deter repeat victimization and support victimized foster youth in accessing employment workforce services.
- Middle Skills Employment Supplies Pilot Program – In March 2023, TWC awarded this to the board designed to support Texas preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.
- Teacher Externship – Activities occur during the summer months. As of the week ending July 28th, 100 teachers have completed their externship. The board received an additional \$100,000, allowing 60 more teachers to participate.
- Summer Earn and Learn – 163 clients completed Work Readiness Training. 124 participants have been placed and are working.
- Work-Based Learning Pilot Program – This is a program where Toyotetsu offers specialized training in manufacturing to help local residents gain access and knowledge, leading to high-paying job opportunities. There is a list of applicants that are being processed.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- San Antonio Area Foundation-Workforce Academy – This grant is used exclusively for the Workforce Ambassador Program to advance equity and economic mobility through workforce development services.
 - San Antonio Area Foundation-Capacity Building – This grant is to be used for capacity building focusing on learning, managing, and planning.
 - Ready to Work – Enrollment and activities increased at a higher rate in April and May. As of July 20, 2023, 2,783 applicants have been interviewed, 1,505 have been enrolled in approved training, 165 have successfully completed training, 76 have been placed in jobs, and WSA has paid \$3,078,681 in training.
- c. Policy for Board-Provided Meals
- Establishes a policy to provide information on purchasing meals and refreshments for external customers during meetings, conferences, and other events.
 - References TWC’s Technical Assistance Bulletin (TAB) 259 as formal guidance.
 - Board and contractor will follow this guidance to provide clear justification for purchasing meals and refreshments.
- d. Policy for Internal Monitoring and Oversight of Cash Substitutes
- Establishes a policy to implement adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents such as gift cards.
 - Contracted service providers should have procedures in place for safekeeping and the issuance of cash/cash equivalents.
 - The board will ensure that the contracted service providers policies are followed to ensure adequate internal controls and accountability for cash/cash equivalents by performing at least two annual verifications of randomly chosen workforce centers.

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, the Committee unanimously approved the Policy for Board-Provided Meals and the Policy for Internal Monitoring and Oversight of Cash Substitutes.

VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Applications for Funding
- A letter of support was provided to Bluebonnet Technologies LLC which is actively working to meet pharmaceutical and medical needs of Texas through this growing industry by maximizing job placements for local residents within the Alamo region.
 - Support has also been provided for Del Mar College, Hallmark Universities, and UTSA’s Children’s Learning Institute.
 - A proposal has been submitted to TWC for the Department of Labor’s PROWD (Partners for Re-Entry Opportunities in Workforce Development) funding which serves second chance populations.

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IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

- Chair Mary Batch thanks everyone for their time spent today in this meeting, thanks Jeremy Taub for his hard work in procurement, and thanks the accounting department for their hard work on the budget.

X. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move 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;
- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

None.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, Chair Mary Batch adjourned the meeting at 12:06pm.

MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: October 6, 2023

Subject: Procurement Updates: Contract Summary and RFP

Summary: This report is intended to summarize active contracts the Board has approved or intends to renew or execute through October 31, 2023. Workforce Solutions Alamo Board staff processes contracts, renewals, and amendments, enabling the procurement of goods and services that are reasonable and necessary to administer funds to the greater 13-county Alamo region.

Update: The table below is a summary of procurement projects in process: *(dates subject to change)*

<u>Solicitation</u>	<u>Purchase of</u>	<u>Proposal Deadline</u>	<u>Status</u>	<u>Anticipated Board Award Date</u>
RFQ 2023-020	Postage Meter Machines	June 19, 2023	Under Contract	August 2023
RFP2023-029	Access Control Equipment	October 3, 2023	Open	October 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Under Contract	August 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Pending Award	January 2024
RFA 2023-025	Teacher Externships	September 28, 2023	In Progress	January 2024
RFI 2023-026	Leased Property Search (Hondo)	October 1, 2023	In Progress	December 2024
RFP 2023-002	Management And Operation of Workforce Solutions Alamo – American Job Centers for Adult Program Services	February 6, 2023	Under Contract	June 2023
RFP 2023-027	Chief Financial Officer Staff Augmentation Services	September 7, 2023	Pending Award	October 2023

The Workforce Solutions Alamo (WSA) Procurement and Contracts Department is responsible for managing the procurement of goods and services operations. We are committed to conducting procurement acquisitions to the maximum extent practical in a manner providing full and open competition consistent with the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Texas Workforce Commission Financial Management for Grants & Contract's (FMGC) Property, Procurement & Contract Standards.

The procurement department takes necessary and affirmative steps to contract with small and minority business firms and other Historically Underutilized Businesses (HUBs) when possible. In addition to pending procurement projects, a list of active contracts and their status is periodically presented to the Board for review. The attached list provides an update on the status of active agreements and upcoming renewals.

Alternatives: None.

Fiscal Impact: All budgeted costs were previously approved or were included in recent Budget Amendments.

Recommendation: There is no action currently recommended. Future updates are to be provided, and any necessary approval of the selected contractors will be requested upon completion of the RFP evaluation process for each solicitation, and a recommendation will be provided.

Next Steps: Procurement and Contracts Management proactively monitors contracts for an effort in identifying new opportunities for purchasing goods and services to leverage cost savings to WSA in support of the local plan and the mission of Workforce Solutions Alamo.

Attachments: Active Contract Listing and Lease Schedule.

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Adult Services	C2 Global Professional Services, LLC	\$19,505,317	1-Oct-21	3-Apr-22	30-Sep-22	No renewals remaining
Active	Postage Machine-Data Point	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-E. Houston	FP Mailing Solutions	\$299	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-Marbach	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-S. Flores	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	ACCESIBE SOFTWARE LICENSE	WEBHEAD	\$2,287	1-Jun-22	2/31/2023	31-May-23	Annual Renewal
Active	Postage Machine-Kerrville	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-New Braunfels	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-Seguin	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Academic Testing Services	Comprehensive Adult Student Assessment Systems (CASAS)	\$4,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	Skills Development Assessment Services	LearningMate Solutions, Inc / Job Ready	\$60,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	Post Machine Rental-E Houston	FP Mailing Solutions	\$627	11-Jul-22	14-May-23	31-Jul-23	No renewals remaining
Active	Board Book Subscription	Board Book	\$4,000	1-Sep-22	2-Jun-23	31-Aug-24	Annual Renewal
EXPIRED	The Work Number-SSN and Employment Verification (Equifax Verification Services for Social	Equifax/Carasoft	\$70,000	1-Sep-22	4-Mar-23	31-Aug-23	Annual Renewal
Active	NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	\$59	15-Sep-23	15-Jun-23	15-Sep-24	Annual Renewal
Active	ISR MODULAR ROUTER - ASA FIREWALL MAINTENCE	PRESIDIO	\$121,697	19-Sep-18	18-Jun-23	18-Sep-23	Annual Renewal
Active	Social Media Scheduling Tool Subscription	HOOTSUITE	\$627	26-Sep-22	25-May-23	25-Sep-23	Annual Renewal
Active	Security Alarm Monitoring Svcs-Datapoint	ADT/Protection One	\$679	29-Sep-21	30-Jun-23	28-Sep-24	Annual Renewal
Active	Architect and Space Planning Services	LK Design Group Inc.	\$150,000	30-Sep-22	30-May-23	30-Sep-24	No renewals remaining
Active	Child Care Management Services	of San Antonio, Department of Human Ser	\$88,475,343	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Child Care Quality Improvement Activity	The City of San Antonio (COSA)	\$1,529,733	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Cognito Forms Enterprise License	Cognito	1,622.40	1-Oct-23	30-Jun-23	30-Sep-24	Annual Renewal
Active	Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	\$213,520	1-Oct-21	3-Jul-23	30-Sep-24	4- 1 year renewals
Active	Financial Audit Services	ABIP, PC	\$67,050	1-Oct-22	2-Jul-23	30-Sep-24	No renewals remaining

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	GAZELLE SOFTWARE SUBSCRIPTION	ABILA - GAZELLE	\$12,075	1-Oct-22	30-May-23	30-Sep-24	Annual Renewal
Active	Grant Writer Services	TJD Consulting	\$7,000	23-May-2023	1-Aug-2023	30-Sep-2024	No renewals remaining
Active	Guard Services	Vets Securing America	\$369,000	1-Jan-23	30-Apr-23	30-Sep-23	4- 1 year renewals
Active	Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$138,240	1-Oct-22	2-Jul-23	30-Sep-23	No renewals remaining
Active	Legal Services	Martin & Drought, P.C.	\$90,000	1-Oct-22	2-Jul-23	30-Sep-24	2- 1 year renewals
Active	New CFO Candidate - Hire Solutions - Irlanda Cassidy	Hire Solutions	\$17,000	20-Jun-22	30-Aug-23	30-Sep-23	1-1 year renewal
Active	NIMBLE SUPPORT SERVICES	FreeIT Data Solutions, Inc	\$7,172	20-Jul-22	30-Jun-23	30-Sep-24	Annual Renewal
Active	Youth Services	Serco of Texas Inc.	\$2,500,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Postage for VR Staff-Datapoint	FP Mailing Solutions	\$1,555	1-Oct-20	3-Jul-23	1-Oct-23	Auto-Renewal
Active	Safe Cabinet Filing System	Gallion Consulting	\$28,532	1-Oct-22	3-Jul-23	1-Oct-23	Annual Renewal
Active	NORTH SAN ANTONIO CHAMBER OF COMMERCE MEMBERSHIP	NORTH SA COC	\$1,500	26-Oct-22	26-Jul-23	26-Oct-23	Annual Renewal
Active	Temporary Staffing Services	Human Capital International, LLC dba Integrated Human Capital	\$75,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	Temporary Staffing Services	LK Jordan	\$250,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	Web Development & Site Content Support Services	Web-Head Technologies	\$81,047	1-Nov-22	2-Aug-23	31-Oct-23	No renewals remaining
Active	WEBSITE HOST/PRODUCTION DEVELOPMENT	Web-Head Technologies	\$1,838	1-Jul-22	30-Apr-23	31-Oct-23	Annual Renewal
Active	WORK NUMBER SERVICES EMPLOYMENT AND SSN VERIFICATION SERVICES	CARASOFT TECHNOLOGY CORPORATION	\$70,000	1-Sep-22	6/31/2023	31-Oct-23	Annual Renewal
Active	CFO Staff Augmentation Services	Collective Strategies	\$360,000	7-May-23	7-Feb-23	7-Nov-23	No renewals remaining
Active	S. Flores Fire and Burglar Alarm Services	ADT LLC	\$2,224	10-Nov-22	9-Aug-23	9-Nov-23	Annual Renewal
Active	Advertised Opportunities (job board)	Breezy HR, Inc.	\$6,375	24-Nov-22	27-Jul-23	23-Nov-23	Annual Renewal
Active	Procurement Management Software	Bonfire Interactive Ltd	\$24,950	1-Dec-22	1-Sep-23	30-Nov-23	Annual Renewal
Active	Language Interpreter Services	Universal Technical Translation	\$4,050	1-Jan-23	22-Sep-23	31-Dec-23	No renewals remaining
Active	Locksmith Services	Crites Downtown Lock & Key	\$1,595	1-Jan-23	31-Oct-23	31-Dec-23	No renewals remaining
Active	Pest Control Services	Orkin LLC - Deborah Toth	\$9,333	1-Jan-23	22-Sep-23	31-Dec-23	1-1 year renewal
Active	Postage Machine-Urban	FP Mailing Solutions	\$6,755	31-Dec-22	4-Jul-23	31-Dec-23	Auto-Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Professional Employer Services Agreement	SWBC Professional Employer Services III, LLC	\$30,000	8-May-21	7-Sep-23	31-Dec-23	3- 1 year renewals
Active	Program Monitoring Services	Christine H Nguyen, CPA	\$142,840	12-Dec-22	3-Aug-23	31-Dec-23	4 - 1 year renewals
Active	SA CHAMBER MEMBERSHIP	SA CHAMBER OF COMMERCE	\$568	1-Jan-23	31-Aug-23	31-Dec-23	Annual Renewal
Active	Subrecipient: Contracted Slots	Ascension DePaul Services, DePaul Children's Center	\$167,051	27-Jul-22	31-Jul-23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	Converse Christian School & Early Learning Center	\$182,457	27-Aug-22	31 Jun 23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	La Mission Childcare and Kid Kamp	\$137,642	27-Jul-22	2-Oct-23	31-Dec-23	2-1 year renewals
Active	BIOMED MEMBERSHIP - SURVEY WORKFORCE DATA SERVICES	BIOMED SAN ANTONIO	\$1,000	1-Jan-23	1-Oct-23	1-Jan-24	Annual Renewal
Active	Postage Machine-Walzem	FP Mailing Solutions	\$299	2-Jan-19	3-Oct-23	1-Jan-24	Auto-Renewal
Active	Adobe Creative Cloud Subscription	CCB (Consistent Computer Bargain)	\$1,452	6-Jan-23	1-Dec-23	6-Jan-24	Annual Renewal
Active	DATA ANALYTIC SOFTWARE	EMSI	\$19,500	9-Jan-23	8-Oct-23	8-Jan-24	Annual Renewal
Active	Fiscal Monitoring Services	Christine H Nguyen, CPA	\$136,605	1-Feb-22	3-Oct-22	31-Jan-24	3- 1 year renewals
Active	Storage Facility	Safesite, Inc	\$8,328	1-Feb-23	4-Aug-23	31-Jan-24	No renewals remaining
Active	E Signature Software	DOCUSIGN	\$19,872	15-Feb-23	14-Nov-23	14-Feb-24	Annual Renewal
Active	Marketing & Outreach Services	Texas Creative	\$100,000	21-Feb-23	22-Nov-23	20-Feb-24	2-1 year renewals
Active	Teacher Externships	Alliance for Technology Education In Applied Science and Math	\$162,500	1-Mar-23	28-Sep-23	28-Feb-24	No renewals remaining
Active	Electrical Services	All Star Electric	\$24,400	1-Mar-23	23-Oct-23	29-Feb-24	No renewals remaining
Active	Network & UC Managed Services	Barcom Enterprises	\$119,520	1-Mar-23	30-Dec-23	29-Feb-24	Annual Renewal
Active	On Call Plumbing Services	1st Aid Plumbing Inc	\$30,000	1-Mar-23	1-Aug-23	29-Feb-24	2-1 year renewals
Active	Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	Commission Based	18-Mar-23	1-Dec-23	12-Mar-24	4-1 year renewals
Active	Email outreach software	Constant Contact	\$8,644	16-Mar-23	16-Dec-23	16-Mar-24	Annual Renewal
Active	SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	\$3,000	23-Mar-23	23-Jan-24	23-Mar-24	Annual Renewal
Active	Lawn Care Maintenance-Pearsall	Arriazola Lawn Care Services	\$480	1-Apr-23	31-Dec-23	31-Mar-24	2-1 year renewals
Active	Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	\$40,264	1-Apr-23	1-Jan-23	1-Apr-24	3- 1 year renewals
Active	E FAX FOR SAFB LOCATION	Nextivia	\$23	4-Apr-23		3-Apr-24	Auto-Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	ArcGIS-Mapping Software	ESRI	\$200	6-Apr-23	5-Jan-23	6-Apr-24	Annual Renewal
Active	GRAPHIC DESIGN SOFTWARE	Canva	\$119	8-Apr-23	8-Jan-23	8-Apr-24	Annual Renewal
Active	Sales and Service Cloud Enterprise	Salesforce Inc	\$614	13-Apr-23	12-Jan-24	12-Apr-24	Annual Renewal
Active	Monitoring, Targeting and Reporting	Agility PR Solutions	\$24,778	18-Apr-22	17-Jan-24	17-Apr-24	Annual Renewal
Active	MICROSOFT OFFICE 365 SOFTWARE LICENSE	CONSISTENT COMPUTER BARGAIN	\$36,958	21-Apr-23	20-Jan-24	20-Apr-24	Annual Renewal
Active	Commercial Insurance Broker	SWBC Insurance	Commission Based	1-May-23	30-Jan-24	30-Apr-24	4 - 1 Year Renewals
Active	Moving Services	Scobey Moving & Storage, LTD.	\$25,000	1-May-23	25-Dec-22	30-Apr-24	2-1 year renewals
Pending	Compliance Hotline Provider	Lighthouse Services	\$260	15-May-23	15-Apr-23	15-May-24	Annual Renewal
Active	Work Readiness Training for SEAL	SA Trainers, LLC dba Partners in Progress	\$80,000	16-May-23	15-Feb-23	15-May-24	1-1 year renewal
Active	3YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$10,573	26-Mar-21	17-Feb-24	17-May-24	1-3 year renewal
Active	1YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$31,546	19-May-23	18-Feb-24	18-May-24	Annual Renewal
Active	Cisco Wireless Access Point Support- Pearsall	BARCOM	\$72	1-Jun-23	30-Mar-24	31-May-24	Annual Renewal
Active	Mat Rentals	Service Uniform	\$37,281	1-Jun-21	31-Jan-24	31-May-24	No renewals remaining
Active	MIP MAINTENCE & SUPPORT	ABILA	\$16,186	1-Jun-23	31-Jan-23	31-May-24	Annual Renewal
Active	Domain-WSAlamo.org	Go Daddy	\$62	13-Jun-23	13-May-24	12-Jun-24	Annual Renewal
Active	Web Based IT staff Training	SOLID BORDER	\$8,642	14-Jun-23	13-Mar-24	13-Jun-24	Annual Renewal
Active	12 MOS SERVER DIRECTORY AUDITOR	FreeIT Data Solutions, Inc	\$5,787	1-Jul-22	30-Mar-23	14-Jun-24	Annual Renewal
Active	Netwrix Auditor for Active Directory/File Servers	FreeIT Data Solutions, Inc	\$6,104	15-Jun-23	15-Mar-23	14-Jun-24	Annual Renewal
Active	Maintenance Handyman Services	360TXC LLC.	\$13,860	19-Jun-23	19-Jan-24	19-Jun-24	3-1 Year Renewal
Active	SAS ANALYTICAL SOFTWARE MAINT/LIC AGREEMENT	EXECUTIVE INFORMATION SYSTEMS LLC	\$1,704	30-Jun-22	29-Mar-23	29-Jun-24	Annual Renewal
Active	APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	\$32,400	1-Jul-22	30-Apr-24	30-Jun-24	Annual Renewal
Active	NATIONAL ASSOCIATION WORKFORCE BOARD MEMBERSHIP	NAWB	\$3,000	1-Jul-23	20-Mar-24	30-Jun-24	Annual Renewal
Active	Vistana Front Doorbell Service Agreement	ADT LLC	\$1,019	13-Jul-23	13-Apr-23	12-Jul-24	Auto Renewal
Active	HVAC PM Services	Fixya Air, LLC	\$30,000	15-Jul-23	15-Feb-24	14-Jul-24	2-1 year renewals

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Cognito Forms Enterprise License	Cognito	\$1,334	1-Aug-23	30-May-23	31-Jul-24	Annual Renewal
Active	Document Destruction	Shred-It (Stericycle)	\$15,000	1-Aug-23	1-Feb-24	31-Jul-24	3- 1 year renewals
Active	Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	\$102,664	18-Jul-22	2-Jul-23	18-Aug-24	2- 1 year renewals
Active	MICROIX SUPPORT & MAINTENCE SOFTWARE	MICROIX	\$3,674	21-Aug-22	20-May-23	20-Aug-24	Annual Renewal
Active	SAGE ASSEST LICENSE & SUPPORT	SAGE	\$6,857	31-Aug-23	3-Mar-22	30-Aug-24	Annual Renewal
Active	IT Cloud Services	Freeit Data Solutions, Inc.	\$101,201	20-Jul-22	2-Jul-23	1-Sep-24	2- 1 year renewals
Active	Leased Copier and Supplies-S Flores	Xerox Financial Services	\$23,582	1-Nov-19	2-Aug-24	31-Oct-24	No renewals remaining
Active	Walzem Burglar Alarm System Services	True Protection LLC	\$1,878	1-Nov-23	14-Jul-24	1-Nov-24	Annual Renewal
Active	Printer Leases	DOCUmaton	\$32,697	1-Aug-21	3-Jun-24	30-Nov-24	No renewals remaining
Active	3YR WEBEX LICENSES - Web conferencing	Barcom	\$10,440	30-Nov-21	1-Oct-24	1-Jan-25	1-3 year renewal
Active	RTW- Intake, Assesment and Case Management	Chrysalis Ministries	\$5,376,545	21-Jun-22	22-Jul-24	22-Jan-25	3-1 Year Renewal
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$186,035	1-Mar-20	30-Nov-24	28-Feb-25	No renewals remaining
Active	IX-3 Postage Meter	Quadient	\$4,017	12-Feb-22	13-Nov-24	12-May-25	No renewals remaining
Active	RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	\$102,390,463	13-May-22	14-Nov-24	13-May-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	\$5,280,206	1-Jun-22	23-Dec-24	21-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	\$6,740,909	22-Jun-22	24-Dec-24	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	\$9,432,421	22-Jun-22	23-Jan-25	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	San Antonio Food Bank	\$6,740,910	27-Jun-22	28-Dec-24	26-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Avance PCEP School based	\$269,757,600	12-Jun-22	12-Feb-25	12-Jul-25	3-1 Year Renewal
Active	Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$30,420	1-Oct-20	3-Jul-25	1-Oct-25	No renewals remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$62,220	1-Nov-20	3-Aug-25	1-Nov-25	No renewals remaining
Active	Digital Marketing Services	WebHead Technologies	\$46,786	1-Oct-23	1-Jul-24	30-Sep-24	2-1 year renewals

Property Leases

Location	Property Address	Original Lease	Tested the Market	Renewal	Expiration	Amendments	Square footage	Base Monthly Rent
Seguin	1411 E COURT ST	1/16/2020-12/31/2027	2019	16-Jan-20	31-Dec-27	No renewals remaining	6,442	\$7,086.00
E. Houston	4535 E. Houston	6/5/2002-6/15/2007	2019	31-Jan-20	31-Jan-30	No renewals remaining	11,700	\$19,422.00
Floresville	1106 10th St	1/1/2017-12/31/2020	2017	1-Aug-21	31-Jan-26	No renewals remaining	2,340	\$5,269.00
Marbach	7008 Marbach Rd	6/1/2016-5/31/2021	2016	Month to Month		None	15,000	\$22,608.00
Pearsall	107 E Hackberry	11/1/2018 - 10/31/2021	2018	31-Oct-21	31-Oct-24	Month to Month up to One year	3,200	\$2,500.00
Hondo	402 Carter	1/1/2016-12/31/2018	2018	1-Jan-21	31-Dec-24	No renewals remaining	1,799	\$1,978.90
Pleasanton	1411 Bensdale	1/28/2016-1/31/2019	2018	1-Jan-23	1-Jan-25	No renewals remaining	2,344	\$2,503.66
Kenedy	491N. Sunset Strip	2/1/2019 - 1/31/2022	2018	31-Jan-22	31-Jan-25	One (1) renewal term of three (3) years	1,750	\$1,683.00
New Braunfels	183 IH-35 South	7/11/2000-7/10/2005	2017	1-Feb-22	31-Jan-32	No renewals remaining	6,720	\$9,223.20
Walzem	4615 Walzem Rd	7/15/2008-12/31/2023	2016			Full Procurement	14,339	\$25,122.27
Boerne	124 E Bandera Suite 401 Boerne, TX	11/1/2021-11/30/2026	2021	1-Nov-21	30-Nov-26	No renewals remaining	1,278	\$1,970.25
Kerrville	1700 Sidney Baker	8/1/1999-7/31/2009	2019	1-Apr-19	30-Apr-24	No renewals remaining	5,000	\$9,000.00
Headquarters	100 N. Santa Rosa	3/17/2017-3/16/2027	2017	1-Jan-17	1-Jan-27	No renewals remaining	16,352	\$30,455.60
South Flores	6723 S Flores St	8/1/1999-7/31/2009	2018	1-Aug-18	31-Jul-28	No renewals remaining	25,000	\$25,322.46
Datapoint	9725 Datapoint	12/1/2019-11/30/2029	2019	1-Apr-19	31-Mar-29	No renewals remaining	52,811	\$64,197.82
Port of SA	638 Davy Crockett Rd.	2/9/2022-2/9/2032	2021	09-Feb-22	09-Feb-32	Two (2) renewal term of five (5) years	17,500	\$24,791.67
S.A. Food Bank	5200 Enrique M Barrera Pkwy	1/1/2022-12/31/2022		1-Jan-22	31-Dec-25	No renewals remaining	1,807	\$2,877.00
Fredericksburg	221Friendship Lane	MOUs					1desk	no charge
Bandera	702 Buck Creek	MOUs					1room	no charge

MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts Management

Date: October 6, 2023

Subject: Contract Award: Chief Financial Officer Staffing Augmentation Services

Summary: For Discussion and Possible Action: Workforce Solutions Alamo – Board of Directors awards a contract award to Collective Strategies, Inc. for the purchase of Chief Financial Officer Staffing Augmentation Services in the estimated annual amount of \$270,000, as requested by WSA – Chief Executive Offices.

Analysis:

Under the direction of the CEO, the contractor will perform highly advanced (senior level) policy administration and managerial work in a complex environment. Work involves providing counsel and advice to the CEO and Board on all agency fiscal matters. The scope of services provides for the contractor to be responsible for keeping abreast of legal, compliance, and regulatory changes. Additional requirements include but are not limited to planning and organizing the operations of procurement and facilities, fiscal operations of the agency, and monitoring the work of others.

Alternatives:

No alternatives. In October 2022, WSA awarded a contract to Collective Strategies, Inc. The current contract is scheduled to expire and there are no more options to renew.

A notice soliciting a Request for Proposals (RFP) was advertised online and in the Texas Electronic State Business Daily, ESBDD, over a twenty-eight-day period. Additionally, procurement issued notices to more than 100 potential respondents. The three proposals received by the RFP deadline were reviewed for responsiveness and were evaluated by internal representatives from Human Resources and Fiscal Management. As a result of this effort Collective Strategies, Inc. is recommended for award on a best value basis. The initial term of the contract will be effective upon award through November 1, 2024, and have the option to renew for one (1) additional twelve-month term.

Financial Impact: Estimated annual amount of \$270,000, for purchase of Chief Financial Officer Staffing Augmentation Services.

Recommendation: Upon approval of this award action by the Workforce Solutions Alamo – Board of Directors, Board staff is authorized to proceed with next steps in the contracting process and execution.

Next Steps:

Workforce Solutions Alamo shall proceed with contract negotiations with Collective Strategies, Inc. Should negotiations be unsuccessful with the recommended contractor, WSA reserves the right to negotiate a contract with the next highest ranked offeror.

Attachments: Proposal Tabulation.

Proposal Tabulation

**PURCHASE OF:
RFP 2023-027 - CFO STAFFING AUGMENTATION SERVICES**

Item No.	Item Description	Estimated Quantity	Collective Strategies Inc.	BUZZClan, LLC	HT Staffing Solutions, LLC
1	Milestone One – To include services that will maintain business continuity while giving the organization time to conduct a thorough search for a new CFO. Estimated total for item 1	4 months	\$30,000 per month \$120,000 estimated total for four months	\$28,800 per month \$115,200 estimated total for four months	\$24,999 per month \$99,996 estimated total for four months
2	Milestone Two – To include services to assist the new CFO through the initial onboarding and familiarization of the position’s responsibilities, the organization’s leadership, staff, processes, and systems. Estimated Total for item 2	4 months	\$25,000 per month \$100,000 estimated total for four months	\$28,800 per month \$115,200 estimated total for four months	\$13,999 per month \$55,996 estimated total for four months
3	Milestone Three – To include services to provide ongoing support to the new CFO and CEO during unique infrequent tasks like budgeting and audits. Estimated total for item 3	4 months	\$12,500 per month \$50,000 estimated total for four months	\$28,800 per month \$115,200 estimated total for four months	\$3,999 per month \$15,996 estimated total for four months
	1 st Year - Estimated Annual Total		\$270,000	\$345,600	\$171,988
	PRICE RANK		2	3	1
	TECHNICAL RANK		1	3	2
	OVERALL RANK		1	3	2

Procurement and Contracts

October 6, 2023

Jeremy Taub, Director of Procurement and Contracts





Summary

- Contract Update: Contract Summary and RFP
- Contract Award: CFO Staff Augmentation Services



Procurement Update: Contract Summary & RFP

The table below is a summary of procurement bid projects in progress:

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFQ 2023-020	Postage Meter Machines	June 19, 2023	Under Contract	August 2023
RFP 2023-029	Access Control Equipment	September 19, 2023	Open	October 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Under Contract	August 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	January 2024
RFA 2023-025	Teacher Externships	September 28, 2023	In Progress	January 2024
RFI 2023-026	Leased Property Search (Hondo)	October 1, 2023	In Progress	December 2023
RFP 2023-027	Chief Financial Officer Staff Augmentation Services	September 7, 2023	Pending Award	October 2023



Contract Award: Chief Financial Officer - Staffing Augmentation Services, RFP 2023-027

RFP Award Recommendation:

- The scope of services provides for the contractor to serve as interim CFO providing continuity and support to the Board finance office ensuring TWC legal and regulatory compliance.
- Three (3) proposals received and were evaluated by internal Board staff. Collective Strategies, Inc. is recommended for award on a best value basis.
- Contract term/value: An initial term of twelve months with one (1) one-year option to renew in the estimated annual amount of \$270,000.





Questions



MEMORANDUM

To: Audit & Finance Committee
 From: Adrian Lopez, CEO
 Presented by: Gabriela Navarro Garcia, Controller
 Date: October 6, 2023
 Regarding: Financial Reports – August 31, 2023

SUMMARY: Financial reports through August 31, 2023, have been prepared for the fiscal year October 1, 2022, through September 30, 2023; the straight-line expenditure benchmark is 91.67% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	79.96%	The board is currently working to fill all vacant positions. The FY23 budget included a 5% performance-based incentive, which has yet to be paid out. Staff development is expected to be underspent by approximately 50% or \$80,000.
Board Facility	91.10%	Board facility budget is within budget.
Equipment	85.08%	Equipment-related costs are currently within an acceptable variance. Equipment is about 6% (\$4,835) due to updates to the board room, but overall, this category is not expected to exceed the annual budget.
General Office Expense	69.47%	The primary budget surplus is the insurance contingency, which is not expected to be fully utilized. Non-Federal is over budget by approximately \$15,000 due to an employee matter payout.
Professional Services	66.56%	This variance is primarily a timing difference in legal, audit, and monitoring. These expenditures occur throughout the year as services are rendered.
Board Training & Development	86.31%	This is an acceptable variance within this budget category.
Total Expense	77.01%	

Corporate expenditures represent 77.01% of the annual budget, demonstrating a budget surplus of approximately 14.66% of the approved budget. The most significant budget surplus is pending staffing and professional services, which is primarily a function of timing.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	74.78%	The facility expenditures represent 74.78% of the approved budget, reflecting a 16.89% straight-line budget surplus. Significant items contributing to this variance are the Mobile Workforce Center Unit and Port of San Antonio, which will now carry over to FY24. The board will monitor expenses through the fiscal year-end.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
23TAF	10/31/2023	\$8,011,037	71.34%	Expenditures reflect a 21.00% straight-line budget surplus due to the low participation and reduced HHSC referrals. The board’s FY23 allocation is \$2 million higher than average. The board and contractor staff are working on intensive strategies to increase expenditures, including partnerships with outside agencies to increase the client base.
23SNE	09/30/2023	\$1,499,502	84.11%	Received additional dollars and is projected to be fully spent.
23CCF	12/31/2023	\$87,130,697	87.86%	This is an acceptable variance.
23TRA	12/31/2023	\$50,400	32.17%	We are expecting to be at 90% spent at the end of December. Outcomes of outreach efforts are being tracked.
23CCQ	10/31/2023	\$5,820,249	44.74%	The board expects higher expenditures within the next two months by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain Texas Rising Star certification. We expected to return only the \$963,861.72 (Mentor and Assessor) funding due to vacancies and the transition of Assessor to Mentor positions. TWC will assume all the Assessor duties in FY24.
22CSL	12/31/2023	\$746,230	21.16%	This grant was extended from 3/31/23 to 12/31/23. We have three providers

				enrolled, providing 50 <i>additional</i> slots to children under three. We currently have 30 children in care. This was a program that providers had to apply for.
22VR1	9/30/2023	\$900,000	59.19%	The program has concluded with: <ul style="list-style-type: none"> • 53 participating job sites • 184 completed work readiness training • 4 students were offered permanent positions
23WPA	12/31/2023	\$701,715	66.89%	A funding increase of \$297,070 will be used for the Resource Room upgrades.
23REA	03/31/2024	\$935,280	80.07%	Received a six-month contract extension with an increase of \$85,000.
23WOS	12/31/2023	\$221,896	48%	Projected to spend 91% of Military Family Support by the end of the contract period.
23WS2	11/30/2023	\$116,439	.04%	Projections through 11.30.23 are 50% of the contract awarded budget. Experiencing challenges due to the following: <ul style="list-style-type: none"> • Some customers have been employed and received a couple of paychecks but still have barriers. • FNA is not in the negative • Pending eligibility documentation
23EXT	02/28/2024	\$306,726	59.19%	We will continue spending and expect to finalize payments through December 2023.
23HJT	04/30/2024	\$150,000	0%	This program is new, and we expect to see increased expenditures in FY24.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	11/30/2023	\$100,000	35.27%	New program. The board expects to spend 100% of the award.
CAP22 Capacity Building	11/30/2023	\$37,500	2.13%	New program. This grant is used for Capacity Building, focusing on staff performance, managing technology, and

				strategic planning. The board expects to spend 100% of the award.
TOY23 Toyotetsu	09/30/2023	\$100,000	1.56%	This is a work-based learning pilot program where Toyotetsu offers specialized training in manufacturing to help residents gain access & knowledge, leading to high-paying job opportunities. Currently, Toyotesu is processing a list of applicants.
22RTW	3/31/2025	\$10,041,073	67.59%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

Financial Statement – August 31, 2023

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2022-September 30, 2023
Report Period: 10/01/22 - 8/31/2023

91.67%

	Annual Budget	Amendment # 1	Amendment # 2	Amended Budget #1&2	YTD Expenses	% Expensed	Balance
PERSONNEL							
Salaries/Wages	\$ 4,331,451	\$ -	\$ (350,000)	\$ 3,981,451	\$ 3,263,187	81.96%	\$ 718,264
Fringe Benefits	1,316,021	-	(200,000)	1,116,021	861,829	77.22%	254,192
Staff Travel	62,000	-	-	62,000	56,592	91.28%	5,408
Staff Training & Development	162,000	-	-	162,000	73,478	45.36%	88,522
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,871,472	\$ -	\$ (550,000)	\$ 5,321,472	\$ 4,255,087	79.96%	\$ 1,066,385
BOARD FACILITY							
Rent	\$ 417,817	5,000	25,000	\$ 447,817	\$ 407,976	91.10%	\$ 39,841
Building Out/Moving Expenses	0	-	-	0	0	0.00%	0
<i>FACILITY SUBTOTAL:</i>	\$ 417,817	\$ 5,000	\$ 25,000	\$ 447,817	\$ 407,976	91.10%	\$ 39,841
EQUIPMENT/RELATED COSTS							
Equipment Purchases	\$ 50,000	-	27,500	\$ 77,500	\$ 82,335	106.24%	\$ (4,835)
Equipment Rental	15,000	-	-	15,000	13,962	93.08%	1,038
Repair & Maintenance	-	-	-	-	-	0.00%	-
Software Licenses	61,819	-	35,000	96,819	85,989	88.81%	10,830
Software Maintenance & Support	100,000	-	(35,000)	65,000	34,088	52.44%	30,912
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 226,819	\$ -	\$ 27,500	\$ 254,319	\$ 216,374	85.08%	\$ 37,945
GENERAL OFFICE EXPENSES							
Communications	\$ 50,000	-	-	\$ 50,000	\$ 41,887	83.77%	\$ 8,113
Advertising	35,000	-	(25,000)	10,000	1,062	10.62%	8,938
Insurances	300,000	-	-	300,000	181,080	60.36%	118,920
Office Supplies	50,000	-	(20,000)	30,000	12,647	42.16%	17,353
Postage/Shipping/Other	7,500	-	-	7,500	2,682	35.75%	4,818
Printing, Binding & Reproduction	20,000	-	-	20,000	12,766	63.83%	7,234
Publications & Subscriptions	7,500	-	-	7,500	4,700	62.67%	2,800
Dues	25,000	-	-	25,000	11,759	47.04%	13,241
Storage	15,000	5,000	-	20,000	13,977	69.89%	6,023
Marketing (External)	120,000	-	-	120,000	113,061	94.22%	6,939
Miscellaneous Costs	25,000	-	-	25,000	1,430	5.72%	23,570
Non Federal	50,000	-	-	50,000	64,916	129.83%	(14,916)
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 705,000	\$ 5,000	\$ (45,000)	\$ 665,000	\$ 461,968	69.47%	\$ 203,032
PROFESSIONAL SERVICES							
Legal Services-Corporate	\$ 100,000	-	-	\$ 100,000	\$ 82,688	82.69%	\$ 17,312
Legal Services-Other	75,000	50,000	-	125,000	40,578	32.46%	84,422
Audit	75,000	-	-	75,000	67,343	89.79%	7,658
Monitoring (Contractor)	500,000	-	-	500,000	275,607	55.12%	224,394
Professional Services	600,000	425,000	-	1,025,000	740,410	72.24%	284,590
Payroll Fees	35,000	-	-	35,000	31,440	89.83%	3,560
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,385,000	\$ 475,000	\$ -	\$ 1,860,000	\$ 1,238,065	66.56%	\$ 621,935
BOARD EXPENSES							
Board Member Travel	\$ 5,000	-	-	\$ 5,000	\$ 4,598	91.96%	\$ 402
Board Member Training/Development	25,000	-	8,000.00	33,000	25,761	78.06%	7,239
Board Meetings & Misc. Costs	15,000	-	(8,000.00)	7,000	8,483	121.18%	(1,483)
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ 38,842	86.31%	\$ 6,158
TOTAL EXPENSES	\$ 8,651,108	\$ 485,000	\$ (542,500)	\$ 8,593,608	\$ 6,618,310	77.01%	\$ 1,975,298
SUMMARY:							
Personnel	\$ 5,871,472	-	(550,000)	\$ 5,321,472	\$ 4,255,087	79.96%	\$ 1,066,385
Board Facility	417,817	5,000	25,000	447,817	407,976	91.10%	39,841
Equipment/Related Costs	226,819	-	27,500	254,319	216,374	85.08%	37,945
General Office Expenses	705,000	5,000	(45,000)	665,000	461,968	69.47%	203,032
Professional Services	1,385,000	475,000	-	1,860,000	1,238,065	66.56%	621,935
Board Expenses	45,000	-	-	45,000	38,842	86.31%	6,158
TOTAL CORPORATE EXPENSES	\$ 8,651,108	\$ 485,000	\$ (542,500)	\$ 8,593,608	\$ 6,618,310	77.01%	\$ 1,975,298

WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2022 - September 30, 2023

Report Period: 10/01/22-8/31/2023

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	Amendment #1	Amendment #2	Revised Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Workforce Facilities	\$ 5,816,232.00		\$ 25,000.00	\$ 5,841,232.00	\$ 4,561,606.83	78.09%	91.67%	\$ 1,279,625
Port SA	500,000.00	250,000.00	-	750,000.00	449,571.08	59.94%	91.67%	300,429
Mobile RV Unit	510,000.00		(400,000.00)	110,000.00	-	0.00%	91.67%	110,000
	\$ 6,826,232	\$ 250,000.00	\$ (375,000.00)	\$ 6,701,232.00	\$ 5,011,177.91	74.78%	91.67%	\$ 1,690,054.09

<u>Facilities:</u>	<u>End of Lease</u>
Walzem	12/31/2023
Datapoint	3/31/2030
Datapoint - Child Care	3/31/2030
Marbach	Month to Month
S. Flores	7/31/2028
E. Houston	8/16/2030
New Braunfels	1/31/2032
Hondo	12/31/2024
Seguin	1/15/2027
Kenedy	1/30/2025
Floresville	7/31/2026
Kerrville	4/30/2024
Boerne	11/30/2026
Pleasanton	1/31/2025
Pearsall	10/31/2024
SA Foodbank	12/31/2023
Fredericksburg	No Expiration
Bandera	No Expiration

General Expense Item*

- Rent
- Utilities
- Janitorial
- Repair & Maintenance
- Security
- Copiers / Printers
- Phones
- Computer Equipment
- Misc.

*Not all general expenses items are applicable to each location

Workforce Solutions Alamo
October 1, 2022 to September 30, 2023
Grant Summary Report

GRANT	FUND GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 8/31/23	YTD Exp 8/31/23	Balance
WIOA ADULT SERVICES	21WA1 2021WAOA001	\$ 849,798.00	\$ 844,108.82	\$ 5,689.18	\$ 5,689.18	\$ 5,836.89	\$ 849,945.71	\$ (147.71)
WIOA ADULT SERVICES	21WA2 2021WAOA001	\$ 3,276,946.00	\$ 3,243,181.02	\$ 33,764.98	\$ 33,764.98	\$ 33,777.31	\$ 3,276,958.33	\$ (12.33)
WIOA ADULT SERVICES	22WA1 2022WAOA001	\$ 947,323.00	\$ 401,623.23	\$ 545,699.77	\$ 545,699.77	\$ 545,182.79	\$ 946,806.02	\$ 516.98
WIOA ADULT SERVICES	22WA2 2022WAOA001	\$ 3,456,318.00	0	\$ 3,456,318.00	\$ 3,456,318.00	\$ 3,448,870.39	\$ 3,448,870.39	\$ 7,447.61
WIOA ADULT SERVICES	23WA1 2023WAOA001	\$ 1,311,874.00	0	\$ -	\$ 1,311,874.00	\$ 456,881.48	\$ 456,881.48	\$ 854,992.52
WIOA ADULT Total		\$ 9,842,259.00	\$ 4,488,913.07	\$ 4,041,471.93	\$ 5,353,345.93	\$ 4,490,548.86	\$ 8,979,461.93	\$ 862,797.07
WIOA DISLOCATED WORKER	21WD1 2021WOD001	\$ 901,481.00	\$ 859,702.50	\$ 41,778.50	\$ 41,778.50	\$ 41,893.21	\$ 901,595.71	\$ (114.71)
WIOA DISLOCATED WORKER	21WD2 2021WOD001	\$ 3,597,920.00	\$ 3,315,191.96	\$ 282,728.04	\$ 282,728.04	\$ 282,740.00	\$ 3,597,931.96	\$ (11.96)
WIOA DISLOCATED WORKER	22WD1 2022WOD001	\$ 1,184,451.00	\$ 153,168.80	\$ 1,031,282.20	\$ 1,031,282.20	\$ 383,273.15	\$ 536,441.95	\$ 648,009.05
WIOA DISLOCATED WORKER	22WD2 2022WOD001	\$ 3,996,897.00	0	\$ 3,996,897.00	\$ 3,996,897.00	\$ 3,534,203.29	\$ 3,534,203.29	\$ 462,693.71
WIOA DISLOCATED WORKER	23WD1 2023WOD001	\$ 1,175,801.00	0	\$ -	\$ 1,175,801.00	\$ -	\$ -	\$ 1,175,801.00
WIOA DISLOCATED Total		\$ 10,856,550.00	\$ 4,328,063.26	\$ 5,352,685.74	\$ 6,528,486.74	\$ 4,242,109.65	\$ 8,570,172.91	\$ 2,286,377.09
WIOA YOUTH SERVICES	21WOY 2021WOY001	\$ 4,430,155.00	\$ 4,011,756.56	\$ 418,398.44	\$ 418,398.44	\$ 418,581.67	\$ 4,430,338.23	\$ (183.23)
WIOA YOUTH SERVICES	22WOY 2022WOY001	\$ 4,732,035.00	\$ 531,164.73	\$ 4,200,870.27	\$ 4,200,870.27	\$ 3,441,326.65	\$ 3,972,491.38	\$ 759,543.62
WIOA YOUTH SERVICES	23WOY 2023WOY001	\$ 6,017,372.00	0	\$ -	\$ 6,017,372.00	\$ -	\$ -	\$ 6,017,372.00
WIOA YOUTH Total		\$ 15,179,562.00	\$ 4,542,921.29	\$ 4,619,268.71	\$ 10,636,640.71	\$ 3,859,908.32	\$ 8,402,829.61	\$ 6,776,732.39
WIOA RAPID RESPONSE	22WOR 2022WOR001	\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 39,170.78	\$ 64,742.00	\$ -
WIOA RAPID RESPONSE	23WOR 2023WOR001	\$ 59,607.00	0	\$ -	\$ 59,607.00	\$ 21,131.62	\$ 21,131.62	\$ 38,475.38
WIOA RAPID RESPONSE Total		\$ 124,349.00	\$ 25,571.22	\$ 39,170.78	\$ 98,777.78	\$ 60,302.40	\$ 85,873.62	\$ 38,475.38
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	22TAF 2022TAF001	\$ 7,483,591.00	\$ 5,543,582.79	\$ 1,940,008.21	\$ 1,940,008.21	\$ 351,620.17	\$ 5,895,202.96	\$ 1,588,388.04
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF 2023TAF001	\$ 8,011,037.00	0	\$ 8,011,037.00	\$ 8,011,037.00	\$ 5,716,248.52	\$ 5,716,248.52	\$ 2,294,788.48
TANF Total		\$ 15,494,628.00	\$ 5,543,582.79	\$ 9,951,045.21	\$ 9,951,045.21	\$ 6,067,868.69	\$ 11,611,451.48	\$ 3,883,176.52
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE 2023SNE001	\$ 1,499,502.00	0	\$ 1,499,502.00	\$ 1,499,502.00	\$ 1,261,183.66	\$ 1,261,183.66	\$ 238,318.34
SNAP E&T Total		\$ 1,499,502.00	\$ -	\$ 1,499,502.00	\$ 1,499,502.00	\$ 1,261,183.66	\$ 1,261,183.66	\$ 238,318.34
NON CUSTODIAL PARENT	23NCP 2023NCP001	\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 430,054.20	\$ 437,558.83	\$ 19.17
NON CUSTODIAL PARENT Total		\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 430,054.20	\$ 437,558.83	\$ 19.17
CC SRVCS FORMULA ALLOCATION-CCF	22CCF 2022CCF001	\$ 98,063,720.00	\$ 85,538,265.49	\$ 12,525,454.51	\$ 12,525,454.51	\$ 5,777,050.20	\$ 91,315,315.69	\$ 6,748,404.31
CC SRVCS FORMULA ALLOCATION-CCF	23CCF 2023CCF001	\$ 87,130,697.00	\$ -	\$ 87,130,697.00	\$ 87,130,697.00	\$ 76,555,351.18	\$ 76,555,351.18	\$ 10,575,345.82
CHILD CARE CCF Total		\$ 185,194,417.00	\$ 85,538,265.49	\$ 99,656,151.51	\$ 99,656,151.51	\$ 82,332,401.38	\$ 167,870,666.87	\$ 17,323,750.13
CC DVLPMNT FUND LOCAL MATCH - CCM	22CCM 2022CCM001	\$ 7,372,742.00	\$ -	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ -
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM 2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	\$ 7,539,884.00	\$ -	\$ -	\$ 7,539,884.00
CHILD CARE CCM Total		\$ 14,912,626.00	\$ -	\$ 14,912,626.00	\$ 14,912,626.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,539,884.00
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	22CCP 2022CCP001	\$ 6,953,000.00	\$ 5,507,082.11	\$ 1,445,917.89	\$ 1,445,917.89	\$ (532.48)	\$ 5,506,549.63	\$ 1,446,450.37
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP 2023CCP001	\$ 8,115,000.00	\$ 443,514.58	\$ 7,671,485.42	\$ 7,671,485.42	\$ 5,690,189.57	\$ 6,133,704.15	\$ 1,981,295.85
CHILD CARE CCP Total		\$ 15,068,000.00	\$ 5,950,596.69	\$ 9,117,403.31	\$ 9,117,403.31	\$ 5,689,657.09	\$ 11,640,253.78	\$ 3,427,746.22
TRADE ACT SERVICES	22TRA 2022TRA001	\$ 533,816.00	\$ 31,528.98	\$ 502,287.02	\$ 502,287.02	\$ 5,159.64	\$ 36,688.62	\$ 497,127.38
TRADE ACT SERVICES	23TRA 2023TRA001	\$ 50,400.00	0	\$ 50,400.00	\$ 50,400.00	\$ 16,213.19	\$ 16,213.19	\$ 34,186.81
TRADE ACT SERVICES Total		\$ 584,216.00	\$ 31,528.98	\$ 552,687.02	\$ 552,687.02	\$ 21,372.83	\$ 52,901.81	\$ 531,314.19
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	22WPA 2022WPA001	\$ 948,613.00	\$ 665,913.72	\$ 282,699.28	\$ 282,699.28	\$ 154,068.65	\$ 819,982.37	\$ 128,630.63
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA 2023WPA001	\$ 701,715.00	0	\$ 701,715.00	\$ 701,715.00	\$ 469,390.98	\$ 469,390.98	\$ 232,324.02
EMPLOYMENT SERVICES Total		\$ 1,650,328.00	\$ 665,913.72	\$ 984,414.28	\$ 984,414.28	\$ 623,459.63	\$ 1,289,373.35	\$ 360,954.65
RESOURCE ADMIN GRANT	23RAG 2023RAG001	\$ 11,857.00	0	\$ 11,857.00	\$ 11,857.00	\$ 10,334.91	\$ 10,334.91	\$ 1,522.09
RESOURCE ADMIN GRANT Total		\$ 11,857.00	\$ -	\$ 11,857.00	\$ 11,857.00	\$ 10,334.91	\$ 10,334.91	\$ 1,522.09
TEXAS VETERANS COMMISSION	23TVC 2023TVC001	\$ 284,084.00	0	\$ 284,084.00	\$ 284,084.00	\$ 274,664.40	\$ 274,664.40	\$ 9,419.60
VETERANS EMPLOYMENT SERVICE Total		\$ 284,084.00	\$ -	\$ 284,084.00	\$ 284,084.00	\$ 274,664.40	\$ 274,664.40	\$ 9,419.60

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GRANT	FUND GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 8/31/23	YTD Exp 8/31/23	Balance
CC QUALITY - CCQ	22CCQ 2022CCQ001	\$ 5,384,152.00	\$ 3,009,880.22	\$ 2,374,271.78	\$ 2,374,271.78	\$ 2,229,805.51	\$ 5,239,685.73	\$ 144,466.27
CC QUALITY - CCQ	23CCQ 2023CCQ001	\$ 5,820,249.00	0	\$ 5,820,249.00	\$ 5,820,249.00	\$ 2,604,040.43	\$ 2,604,040.43	\$ 3,216,208.57
CCQ QUALITY Total		\$ 11,204,401.00	\$ 3,009,880.22	\$ 8,194,520.78	\$ 8,194,520.78	\$ 4,833,845.94	\$ 7,843,726.16	\$ 3,360,674.84
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX 2022CCX001	\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,375,446.48	\$ 17,842,170.76	\$ 1,575,297.24
SERVICE INDUSTRY RECOVERY CHILD CARE Total		\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,375,446.48	\$ 17,842,170.76	\$ 1,575,297.24
CHILD CARE - TRS CONTRACTED SLOTS	22CSL 2022SCSL001	\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 157,902.07	\$ 157,902.07	\$ 588,327.93
CHILD CARE - TRS CONTRACTED SLOTS - Total		\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 157,902.07	\$ 157,902.07	\$ 588,327.93
WORKFORCE COMMISSION INITIATIVES	22WCI 2022WCI001	\$ 354,845.00	\$ 213,396.91	\$ 141,448.09	\$ 141,448.09	\$ (817.16)	\$ 212,579.75	\$ 142,265.25
WORKFORCE COMMISSION INITIATIVES	23WCI 2023WCI001	\$ 94,250.00	0	\$ 94,250.00	\$ 94,250.00	\$ 70,892.46	\$ 70,892.46	\$ 23,357.54
WORKFORCE COMMISSION INITIATIVES Total		\$ 449,095.00	\$ 213,396.91	\$ 235,698.09	\$ 235,698.09	\$ 70,075.30	\$ 283,472.21	\$ 165,622.79
REEMPLOYMENT SERVICES - REA	23REA 2023REA001	\$ 850,280.00	0	\$ 850,280.00	\$ 850,280.00	\$ 748,866.66	\$ 748,866.66	\$ 101,413.34
REEMPLOYMENT Total		\$ 850,280.00	\$ -	\$ 850,280.00	\$ 850,280.00	\$ 748,866.66	\$ 748,866.66	\$ 101,413.34
MILITARY FAMILY SUPPORT PROGRAM	22WOS 2022WOS001	\$ 221,896.00	\$ 101,620.77	\$ 120,275.23	\$ 120,275.23	\$ 45,267.43	\$ 146,888.20	\$ 75,007.80
MILITARY FAMILY SUPPORT PROGRAM	23WOS 2023WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 106,508.58	\$ 106,508.58	\$ 115,387.42
MILITARY FAMILY SUPPORT Total		\$ 443,792.00	\$ 101,620.77	\$ 120,275.23	\$ 342,171.23	\$ 151,776.01	\$ 253,396.78	\$ 190,395.22
STUDENT HIREABILITY NAVIGATOR	18HN4 3018VRS130	\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 161,586.01	\$ 176,944.64	\$ 33,055.36
STUDENT HIREABILITY NAVIGATOR Total		\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 161,586.01	\$ 176,944.64	\$ 33,055.36
VOCATIONAL REHABILITATION-VR INFRA SPRT	23COL 2023COL001	\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 463,591.79	\$ 501,279.93	\$ (3,908.49)
VR-INFRA SUPPORT Total		\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 463,591.79	\$ 501,279.93	\$ (3,908.49)
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB 2022WPB002	\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 75,872.82	\$ 135,403.56	\$ 57,542.44
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total		\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 75,872.82	\$ 135,403.56	\$ 57,542.44
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2 2023WOS002	\$ 116,439.00	0	\$ -	\$ 116,439.00	\$ 50.00	\$ 50.00	\$ 116,389.00
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT Total		\$ 116,439.00	\$ -	\$ -	\$ 116,439.00	\$ 50.00	\$ 50.00	\$ 116,389.00
TEACHER EXTERNSHIP	22EXT 2022EXT001	\$ 200,000.00	\$ 188,634.22	\$ 11,365.78	\$ 11,365.78	\$ 5,878.69	\$ 194,512.91	\$ 5,487.09
TEACHER EXTERNSHIP	23EXT 2023EXT001	\$ 200,000.00	0	\$ 200,000.00	\$ 200,000.00	\$ 160,856.42	\$ 160,856.42	\$ 39,143.58
TEACHER EXTERNSHIP	23EX2 2023EXT002	\$ 106,726.00	0	\$ -	\$ 106,726.00	\$ 20,692.52	\$ 20,692.52	\$ 86,033.48
TEACHER EXTERNSHIP Total		\$ 506,726.00	\$ 188,634.22	\$ 211,365.78	\$ 318,091.78	\$ 187,427.63	\$ 376,061.85	\$ 130,664.15
SUMMER EARN & LEARN (SEAL)	22VRS 3022VRS045	\$ 900,000.00	\$ 561,124.94	\$ 338,875.06	\$ 338,875.06	\$ 3,281.58	\$ 564,406.52	\$ 335,593.48
SUMMER EARN & LEARN (SEAL)	22VR1 3022VRS045	\$ 900,000.00	0	\$ 900,000.00	\$ 900,000.00	\$ 532,670.84	\$ 532,670.84	\$ 367,329.16
SEAL Total		\$ 1,800,000.00	\$ 561,124.94	\$ 1,238,875.06	\$ 1,238,875.06	\$ 535,952.42	\$ 1,097,077.36	\$ 702,922.64
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3 2021SDF003	\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 219,959.39	\$ 485,880.42	\$ 25,086.58
SKILLS DEVELOPMENT FUND Total		\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 219,959.39	\$ 485,880.42	\$ 25,086.58
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22	\$ 100,000.00	\$ 3,462.50	\$ 96,537.50	\$ 96,537.50	\$ 31,804.13	\$ 35,266.63	\$ 64,733.37
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22	\$ 37,500.00	0	\$ 37,500.00	\$ 37,500.00	\$ 799.00	\$ 799.00	\$ 36,701.00
SAN ANTONIO AREA FOUNDATION TOTAL		\$ 137,500.00	\$ 3,462.50	\$ 134,037.50	\$ 134,037.50	\$ 32,603.13	\$ 36,065.63	\$ 101,434.37
ASPEN INSTITUTE	ASP23	\$ 50,000.00	0	\$ 50,000.00	\$ 50,000.00	\$ 45,196.56	\$ 45,196.56	\$ 4,803.44
ASPEN INSTITUTE TOTAL		\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 45,196.56	\$ 45,196.56	\$ 4,803.44
HIGH DEMAND JOB TRAINING	23HJT 2023HJT001	\$ 150,000.00	0	\$ -	\$ 150,000.00	0	\$ -	\$ 150,000.00
HIGH DEMAND JOB TRAINING TOTAL		\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	\$ 100,000.00	0	\$ 100,000.00	\$ 100,000.00	\$ 1,562.38	\$ 1,562.38	\$ 98,437.62
TOYOTETSU PILOT PROGRAM TOTAL		\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 1,562.38	\$ 1,562.38	\$ 98,437.62
DISASTER RECOVERY DISLOCATED WORKER	20NDW 2020NDW001	\$ 6,452,066.00	\$ 4,516,754.86	\$ 1,935,311.14	\$ 1,935,311.14	\$ 1,876,730.82	\$ 6,393,485.68	\$ 58,580.32
WINTER STORMS NDWG	21NDW 2021NDW001	\$ 300,952.00	\$ 238,159.74	\$ 62,792.26	\$ 62,792.26	\$ 58,815.80	\$ 296,975.54	\$ 3,976.46
HELPING OFFICES MANAGE ELECTRONICALLY (HOME)	21DON 2021DON001	\$ 51,222.00	\$ 42,985.56	\$ 8,236.44	\$ 8,236.44	\$ 1,400.00	\$ 44,385.56	\$ 6,836.44
COVID GRANTS Total		\$ 6,804,240.00	\$ 4,797,900.16	\$ 2,006,339.84	\$ 2,006,339.84	\$ 1,936,946.62	\$ 6,734,846.78	\$ 69,393.22
READY TO WORK-COSA	22RTW	\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 6,551,276.53	\$ 6,787,001.55	\$ 3,254,071.45
READY TO WORK-COSA TOTAL		\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 6,551,276.53	\$ 6,787,001.55	\$ 3,254,071.45
GRAND TOTAL		\$ 325,368,484.44	\$ 135,079,828.70	\$ 181,128,940.74	\$ 190,288,655.74	\$ 136,286,545.76	\$ 271,366,374.46	\$ 54,002,109.98

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GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 8/31/2023	Balance	Grant Expended 8/31/23	Months Remaining
WIOA ADULT SERVICES	22WA1	6/30/2024	2022WOA001	\$ 947,323.00	\$ 946,806.02	\$ 516.98	99.95%	10
WIOA ADULT SERVICES	22WA2	6/30/2024	2022WOA001	\$ 3,456,318.00	\$ 3,448,870.39	\$ 7,447.61	99.78%	10
WIOA ADULT SERVICES	23WA1	6/30/2025	2023WOA001	\$ 1,311,874.00	\$ 456,881.48	\$ 854,992.52	34.83%	22
WIOA ADULT Total				\$ 4,403,641.00	\$ 4,395,676.41	\$ 7,964.59		
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2022WOD001	\$ 1,184,451.00	\$ 536,441.95	\$ 648,009.05	45.29%	10
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2022WOD001	\$ 3,996,897.00	\$ 3,534,203.29	\$ 462,693.71	88.42%	10
WIOA DISLOCATED WORKER	23WD1	6/30/2025	2023WOD001	\$ 1,175,801.00	\$ -	\$ 1,175,801.00	0.00%	22
WIOA DISLOCATED Total				\$ 5,181,348.00	\$ 4,070,645.24	\$ 1,110,702.76		
WIOA YOUTH SERVICES	22WOY	6/30/2024	2022WOY001	\$ 4,732,035.00	\$ 3,972,491.38	\$ 759,543.62	83.95%	10
WIOA YOUTH SERVICES	23WOY	6/30/2025	2023WOY001	\$ 6,017,372.00	\$ -	\$ 6,017,372.00	0.00%	22
WIOA YOUTH Total				\$ 4,732,035.00	\$ 3,972,491.38	\$ 759,543.62		
WIOA RAPID RESPONSE	23WOR	6/30/2024	2023WOR001	\$ 59,607.00	\$ 21,131.62	\$ 38,475.38	35.45%	10
WIOA RAPID RESPONSE Total				\$ 59,607.00	\$ 21,131.62	\$ 38,475.38		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	10/31/2023	2023TAF001	\$ 8,011,037.00	\$ 5,716,248.52	\$ 2,294,788.48	71.35%	2
TANF Total				\$ 8,011,037.00	\$ 5,716,248.52	\$ 2,294,788.48		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	9/30/2023	2023SNE001	\$ 1,499,502.00	\$ 1,261,183.66	\$ 238,318.34	84.11%	1
SNAP E&T Total				\$ 1,499,502.00	\$ 1,261,183.66	\$ 238,318.34		
NON CUSTODIAL PARENT	23NCP	9/30/2023	2023NCP001	\$ 437,578.00	\$ 437,558.83	\$ 19.17	100.00%	1
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 437,558.83	\$ 19.17		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 76,555,351.18	\$ 10,575,345.82	87.86%	4
CHILD CARE CCF Total				\$ 87,130,697.00	\$ 76,555,351.18	\$ 10,575,345.82		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0.00%	4
CHILD CARE CCM Total				\$ 7,539,884.00	\$ -	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 8,115,000.00	\$ 6,133,704.15	\$ 1,981,295.85	75.58%	4
CHILD CARE CCP Total				\$ 8,115,000.00	\$ 6,133,704.15	\$ 1,981,295.85		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 16,213.19	\$ 34,186.81	32.17%	4
TRADE ACT SERVICES Total				\$ 50,400.00	\$ 16,213.19	\$ 34,186.81		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 701,715.00	\$ 469,390.98	\$ 232,324.02	66.89%	4
EMPLOYMENT SERVICES Total				\$ 701,715.00	\$ 469,390.98	\$ 232,324.02		
RESOURCE ADMIN GRANT	23RAG	9/30/2023	2023RAG001	\$ 11,857.00	\$ 10,334.91	\$ 1,522.09	87.16%	1
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 10,334.91	\$ 1,522.09		
TEXAS VETERANS COMMISSION	23TVC	9/30/2023	2023TVC001	\$ 284,084.00	\$ 274,664.40	\$ 9,419.60	96.68%	1
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 274,664.40	\$ 9,419.60		
CC QUALITY - CCQ	23CCQ	10/31/2023	2023CCQ001	\$ 5,820,249.00	\$ 2,604,040.43	\$ 3,216,208.57	44.74%	2
CCQ QUALITY Total				\$ 5,820,249.00	\$ 2,604,040.43	\$ 3,216,208.57		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 157,902.07	\$ 588,327.93	21.16%	4
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 157,902.07	\$ 588,327.93		
WORKFORCE COMMISSION INITIATIVES	23WCI	9/30/2023	2023WCI001	\$ 94,250.00	\$ 70,892.46	\$ 23,357.54	75.22%	1
WORKFORCE COMMISSION INITIATIVES Total				\$ 94,250.00	\$ 70,892.46	\$ 23,357.54		
REEMPLOYMENT SERVICES - REA	23REA	3/31/2024	2023REA001	\$ 850,280.00	\$ 748,866.66	\$ 101,413.34	88.07%	7

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GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 8/31/2023	Balance	Grant Expended 8/31/23	Months Remaining
REEMPLOYMENT Total				\$ 850,280.00	\$ 748,866.66	\$ 101,413.34		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS1	\$ 221,896.00	\$ 106,508.58	\$ 115,387.42	48.00%	4
MILITARY FAMILY SUPPORT Total				\$ 221,896.00	\$ 106,508.58	\$ 115,387.42		
STUDENT HIREABILITY NAVIGATOR	18HN4	8/31/2023	3018VRS130	\$ 210,000.00	\$ 176,944.64	\$ 33,055.36	84.26%	
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 176,944.64	\$ 33,055.36		
VOCATIONAL REHABILITATION-VR INFRA SPPRT	23COL	8/31/2023	2023COL001	\$ 497,371.44	\$ 501,279.93	\$ (3,908.49)	100.79%	
VR-INFRA SUPPORT Total				\$ 497,371.44	\$ 501,279.93	\$ (3,908.49)		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	1/31/2024	2022WPB002	\$ 192,946.00	\$ 135,403.56	\$ 57,542.44	70.18%	5
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 135,403.56	\$ 57,542.44		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJ	23WS2	11/30/2023	2023WOS002	\$ 116,439.00	\$ 50.00	\$ 116,389.00	0.04%	3
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT				\$ 116,439.00	\$ 50.00	\$ 116,389.00		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 160,856.42	\$ 39,143.58	80.43%	6
TEACHER EXTERNSHIP	23EX2	2/29/2024	2023EXT002	\$ 106,726.00	\$ 20,692.52	\$ 86,033.48	19.39%	6
TEACHER EXTERNSHIP Total				\$ 306,726.00	\$ 181,548.94	\$ 125,177.06		
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 532,670.84	\$ 367,329.16	59.19%	1
SEAL Total				\$ 900,000.00	\$ 532,670.84	\$ 367,329.16		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/ SAF22		11/30/2023		\$ 100,000.00	\$ 35,266.63	\$ 64,733.37	35.27%	3
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00	\$ 799.00	\$ 36,701.00	2.13%	3
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 36,065.63	\$ 101,434.37		
ASPEN INSTITUTE	ASP23	12/31/2023		\$ 50,000.00	\$ 45,196.56	\$ 4,803.44	90.39%	4
ASPEN INSTITUTE TOTAL				\$ 50,000.00	\$ 45,196.56	\$ 4,803.44		
HIGH DEMAND JOB TRAINING	23HJT	4/30/2024		\$ 150,000.00	0	\$ 150,000.00	0.00%	8
HIGH DEMAND JOB TRAINING TOTAL				\$ 150,000.00	\$ -	\$ 150,000.00		
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	9/30/2023		\$ 100,000.00	\$ 1,562.38	\$ 98,437.62	1.56%	1
TOYOTETSU PILOT PROGRAM TOTAL				\$ 100,000.00	\$ 1,562.38	\$ 98,437.62		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 10,041,073.00	\$ 6,787,001.55	\$ 3,254,071.45	67.59%	19
READY TO WORK-COSA TOTAL				\$ 10,041,073.00	\$ 6,787,001.55	\$ 3,254,071.45		
GRAND TOTAL				\$ 148,593,345.44	\$ 115,420,528.70	\$ 33,172,816.74		

Financial Reports and Analysis

October 6, 2023



Budget to Actual Expenditures

August 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY23 Amended Budget	FY23 Actuals (August 2023)	% Expensed	Straight-Line Target (91.67%)	YTD Variance %
Corporate -Personnel	\$ 5,321,472.00	\$ 4,255,087.00	79.96%	\$ 4,878,193.38	11.71%
Corporate -Facilities	\$ 447,817.00	\$ 407,976.00	91.10%	\$ 410,513.84	0.57%
Corporate -Equipment Related	\$ 254,319.00	\$ 216,374.00	85.08%	\$ 233,134.23	6.59%
Corporate -General Office	\$ 665,000.00	\$ 461,968.00	69.47%	\$ 609,605.50	22.20%
Corporate - Professional Services	\$ 1,860,000.00	\$ 1,238,065.00	66.56%	\$ 1,705,062.00	25.11%
Corporate - Board of Directors	\$ 45,000.00	\$ 38,842.00	86.32%	\$ 41,251.50	5.35%
Corporate Total	\$ 8,593,608.00	\$ 6,618,312.00	77.01%	\$ 7,877,760.45	14.66%
Facilities	6,701,232.00	5,011,177.91	74.78%	\$ 6,143,019.37	16.89%
Reserve	10,245,869.02	-	0.00%	\$ 9,392,388.13	91.67%
Projects	424,380.30	352,892.24	83.15%	\$ 389,029.42	8.52%
Service Delivery - TWC Adult	19,326,657.75	14,661,923.09	75.86%	\$ 17,716,747.16	15.81%
Service Delivery - TWC Child Care	112,672,053.31	98,274,558.99	87.22%	\$ 103,286,471.27	4.45%
Service Delivery - Youth	3,390,279.58	2,392,855.58	70.58%	\$ 3,107,869.29	21.09%
Service Delivery Ready to Work	12,830,334.42	6,136,933.74	47.83%	\$ 11,761,567.56	43.84%
Total Budget	\$ 174,184,414.38	\$ 133,448,653.55	76.61%	\$ 159,674,852.66	15.06%



Corporate Expenditures

Personnel:

- The board is working to fill all vacant positions timely.
 - The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out.
 - Staff development is expected to be underspent by approximately 50% or \$80,000.

Equipment:

- These reflect fully expensed equipment for the board room.
- The board is working on replacing staff equipment older than 5 years.



Corporate Expenditures

General Office:

- Insurance - Includes a contingency for high deductible plans related to employee matters and Cyber Security. We are expecting a \$100,000 surplus if no unforeseen events occur.
- Non-Federal is over budget due to an employee matter payout.
- Marketing – We expect to utilize this budget fully due to several pending projects.



Corporate Expenditures

Professional Services:

- Legal Services – HR-related legal services budget is utilized for employee matters expensed as incurred, and we are awaiting an update to the employee handbook.
- Monitoring – Expenditures are in progress and expected to be fully expensed at the end of the fiscal year.



Facilities and Childcare Reserve

Facilities:

- Facility expenditures represent 74.78% of the approved budget, reflecting a 16.89% straight-line budget surplus.
- Port of San Antonio and Mobile Workforce Center Unit will now carry over to FY24.



Projects

Special projects include:

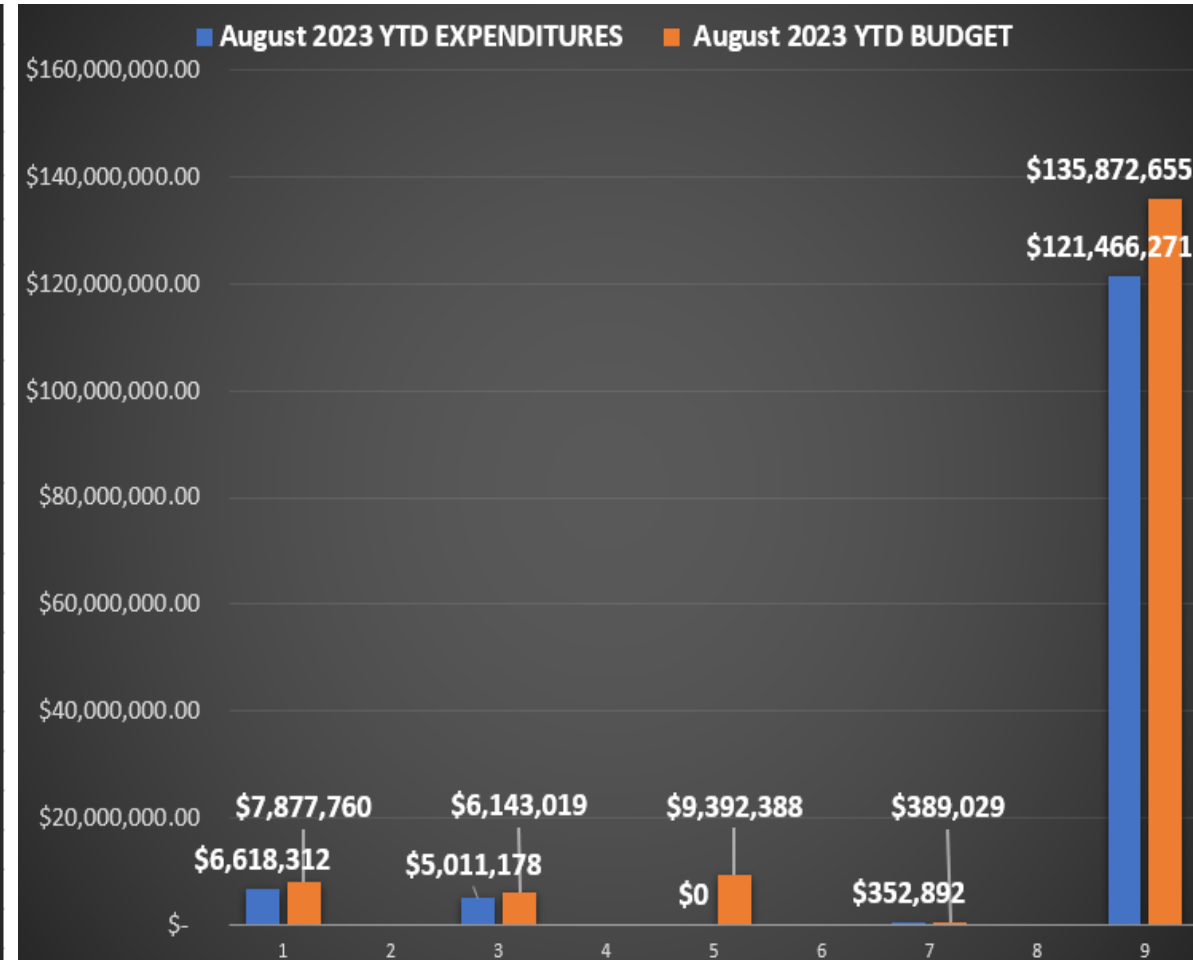
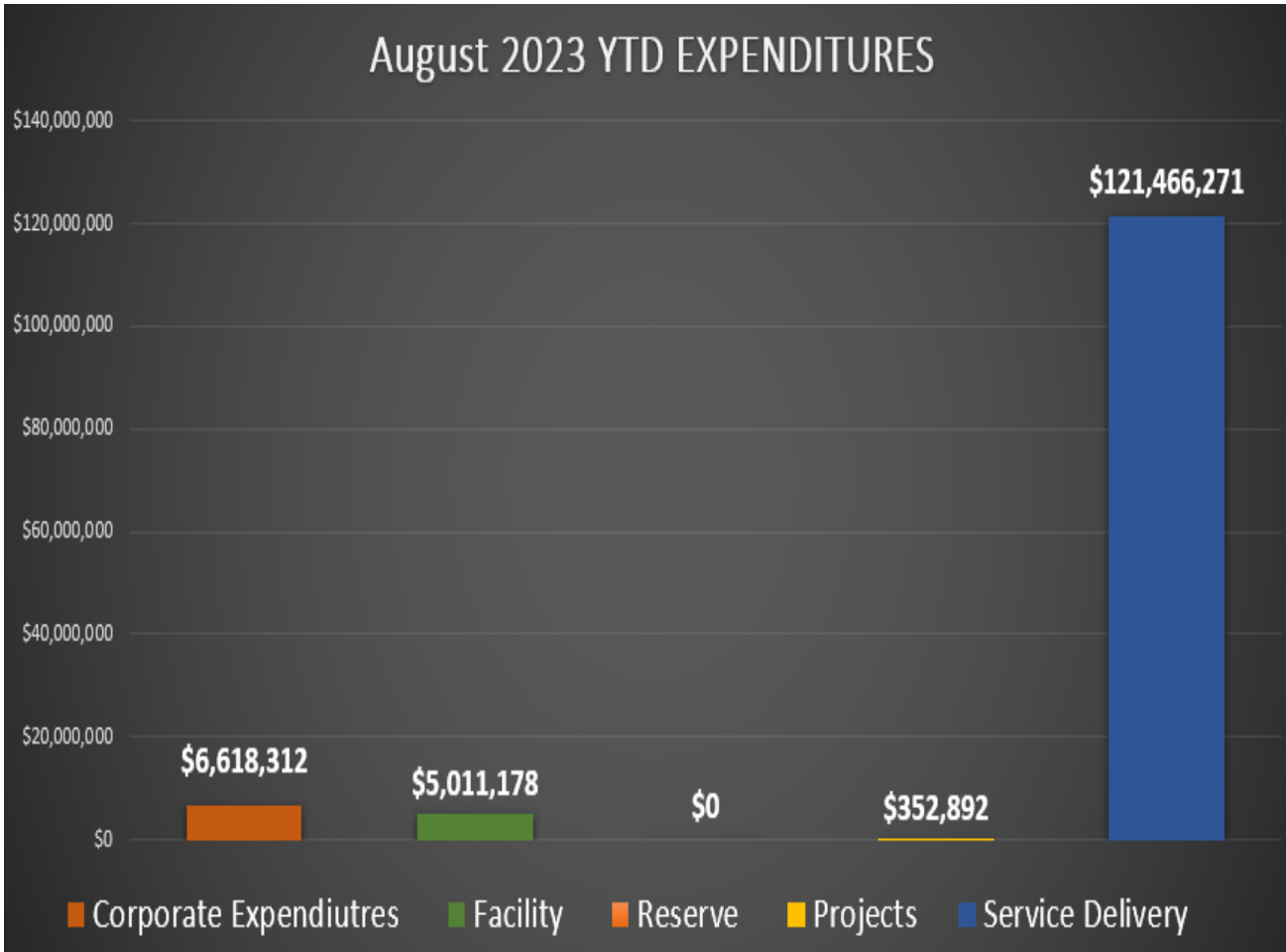
- Workforce Commission Initiatives – WSA has held 4 Career Pathway Youth Events.



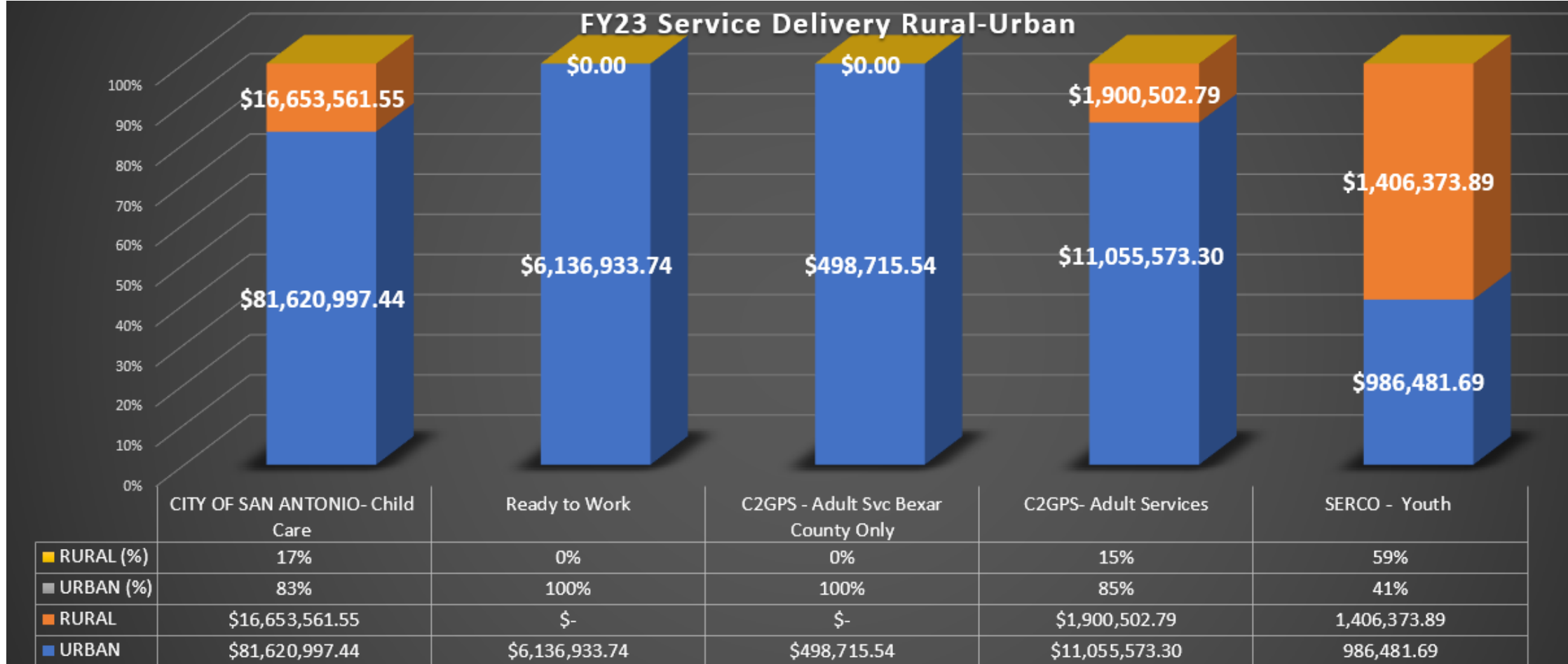
YTD Expenditures by Budget Category

YTD Expenditures by Budget Category Comparison

August 2023 YTD EXPENDITURES



August 2023 Year-to-Date Service Delivery Rural-Urban



Key Variances

- TANF – Expenditures are currently at 71.35% due to low participation and reduced HHSC referrals. The board expects to spend \$6.5M this year. This is approximately 10% more than we have spent in prior years.
- Summer Earn and Learn – The program has concluded with:
 - 53 participating job sites
 - 184 completed work readiness training
 - 4 students offered permanent positions



Key Variances

- CCSL – This grant was extended from 3/31/23 to 12/31/23. We have three providers enrolled, providing 50 additional slots to children under three. We currently have 30 children in care.
- CCQ – Expect higher expenditures within the next two months by issuing program supplies, incentives, and bonuses to childcare providers.
 - Expect to return the \$963,861.72 (Mentor and Assessor) funding due to vacancies and transition of Assessor to Mentor positions.
 - Starting 10/1/2023, TWC contractor will assume all the Assessor duties.



Key Variances

- WPA – Funding increase of \$297,070 will be used for the Resource Room.
- WOS-Military Family – Projected to spend 91%.
- Middle Skills – Expected to spend fully with estimated 39 participants.
- Teacher Externship – We will continue to spend, expecting to finalize payments in December.
- Trade Act – We are expecting to be at 90% at the end of December. Outcomes of outreach efforts are being tracked.



Ready to Work

Ready to Work:

- Enrollment and activities increased at a higher rate in April and May.
- As of October 2, 2023:
 - Applicants interviewed: 3,625
 - Enrolled in approved training: 1,968
 - Successfully completed training: 230
 - Placed in jobs: 105





Questions



Letters of Support

- **The University of Texas at San Antonio (UTSA):** UTSA is proising to lead the Texas Strategic Technologies Acceleration Region (TX-STAR) to establish a Tech Hub in Advanced Air Mobility (AAM) in response to the U.S. Economic Development Administration's FY2023 Regional Technology and Innovation Hub Program. Building the tech hub and participation in a consortium with a focus on Advance Air Mobility are strategies that would further enhance the organizational mission and vision and would build partnerships in an exciting and cutting-edge industry.
- **Del Mar College:** Submitted an application for new Apprenticeship Programs to create opportunities to train carpenters, plumbers, masons, and electricians.