



AUDIT & FINANCE COMMITTEE MEETING

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

April 7, 2023

11AM

AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

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.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Linda G. Martinez, (210) 272-3250.

Please join WebEx meeting from your computer, tablet, or smartphone.

<https://wsalamo.webex.com/wsalamo/j.php?MTID=me55c7250d72c2fd4fdbccac7b412e75f>

You can also dial in using your phone.

United States (Toll Free): 1-415-655-0002

Meeting Number & Access Code: 2493 657 6318

New to WebEx? Get the app now and be ready when your first meeting starts:

<https://www.webex.com/>

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

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

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 G. Martinez at (210) 581-1091 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).

- I. CALL TO ORDER AND QUORUM DETERMINATION
Presenter: Mary Batch, Committee Chair
- II. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Mary Batch, Committee Chair
- III. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES for February 3, 2023
Presenter: Mary Batch, Committee Chair
- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director of Procurement and Contracts
 - a. Timeline and Update for Adult RFP
 - b. Contract Summary and RFP Updates
 - c. Update on Procurement Processes
- VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)
Presenter: Giovanna Escalante-Vela, CFO
 - a. Financial Reports
 - b. Update on Ready to Work Matters
 - c. Update on TWC Monitoring Report
 - d. Update on Annual Audit Report
- VII. CEO REPORT
Presenter: Adrian Lopez, CEO
 - a. Applications for Funding
 - b. Alamo Area Community Network Awards
 - c. Aspen Institute
- VIII. CHAIR REPORT
Presenter: Mary Batch, Committee Chair

- IX. **Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may recess into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:**
- a. **Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;**
 - b. **Government Code §551.071 - All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas:**
 - c. **Pending or Contemplated Litigation; and**
 - d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**
- X. **ADJOURNMENT**
Presenter: Mary Batch, Committee Chair



AUDIT & FINANCE COMMITTEE MEETING - MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
February 3, 2023
10:30 AM

BOARD MEMBERS: Mary Batch, Chair (in-person), Leslie Cantu, Lisa Navarro Gonzales, Mitchell Shane Denn

WSA STAFF: Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Manuel Marquez, Gabriella Horbach, Brenda Garcia, Roberto Corral, Manuel Ugues, Angela Bush, Vanessa McHaney, Rick Garcia, Terry Trevino, Trema Cote, Aaron Smith

LEGAL COUNSEL: None.

GUEST: None.

AMENDED AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

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.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Linda G. Martinez, (210) 272-3250.

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 G. Martinez at (210) 581-1091 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).

Please join WebEx meeting from your computer, tablet, or smartphone.
<https://wsalamo.webex.com/wsalamo/j.php?MTID=mbb7bb27fb87fb3f942181670db05c4b4>

You can also dial in using your phone.
United States (Toll Free): 1-415-655-0002
Meeting Number & Access Code: 2481 473 6282

New to WebEx? Get the app now and be ready when your first meeting starts:
<https://www.webex.com/>

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

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

- I. CALL TO ORDER AND QUORUM DETERMINATION
Presenter: Mary Batch, Committee Chair
At 10:30 am Chair Mary Batch called the meeting to order. The roll was called, and a quorum was declared present.

- II. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Mary Batch, Committee Chair
None.

- III. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
None.

- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES for November 18, 2022
Presenter: Mary Batch, Committee Chair
Upon motion by Leslie Cantu and second by Mitchell Shane Denn, the Committee unanimously approved the meeting minutes for November 18, 2022.

- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director of Procurement and Contracts
 - a. ATEAMS for Teacher Externship >\$150k
 - The program provides and externship for participating educators of high demand skill sets needed for the top industries and occupations. The recommended Contractor will work with educators to enhance their teaching practices through professional development to create and implement externship focused lessons.
 - The purchase of Teacher Externship Program Services is awarded to ATEAMS in the amount of \$162,500. The term of contract will be effective upon award for initial 12-month period and may be renewed contingent upon available funding.
 - b. Amendment for Workforce Ready Koncept to Increase Purchase Amount >\$150k

- The Workforce Ready Konzept’s WRK – Mobile Learning Platform (MLP) is designed to improve the employability and self-sufficiency of participants enrolled in workforce development programs. It’s anticipated the WRK MLP teaches a variety of self-supporting skills aimed at preparing participants for lifelong learning.
 - WSA Board of Directors approves a contract amendment for the increased purchase of Mobile Learning Platform Site Licenses to Workforce Ready Koncepts LLC in the amount of \$232,350. The current contract term is effective December 16, 2022 through December 15, 2023 and may be renewed annually.
- c. Timeline for Adult RFP
- The contract for Adult RFP is in its last year of the procurement cycle requiring WSA to go out for bid. The contractor will provide management and operations for the American Job Center in the greater San Antonio area. The RFP will be posted to the public on February 6, 2023. Deadline to submit proposals is on April 7, 2023. Contract approval is expected in June with negotiations through July and August. FY23 contract start date is October 1, 2023.
- d. Purchase Approval of Child Care Kits
- This will assist the providers in starting on the pathway to Texas Rising Star certification. It’s anticipated the kits will enhance the needs of the programs and remain in alignment of WSA’s Child Care vision of increasing and sustaining quality programs and staff.
 - WSA Board of Directors approves a purchase of Customized Learning Material Kits for Child Care Providers to Lakeshore Learning Materials. This is a one-time purchase in the amount of \$312,340 utilizing the BuyBoard Purchasing Cooperative.
- Upon motion by Lisa Navarro Gonzales and second by Leslie Cantu, the Committee unanimously approved ATEAMS for Teacher Externship, Amendment for Workforce Ready Konzept to Increase Purchase Amount >\$150k, and Purchase Approval of Child Care Kits.**
- e. Contract Summary and RFP Updates
- The RV for mobile unit is in the re-award status and the anticipated award date is February 2023.
 - Professional Recruitment Services will be used on an as needed basis and is in evaluation status with an anticipated award date of February 2023. Multiple awards will be awarded, and this will support HR in their recruitment needs.
 - Commercial Real Estate Broker Services is in-process with an anticipated award date of April 2023.
 - Electrical, Plumbing, and Maintenance Services are in solicitation and evaluation status with an anticipated award date of February 2023.
 - Proposal Evaluator Services for Adult is in-process with an anticipated award date of February 2023.

VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, Controller

a. Financial Reports

- September 30, 2022 Report – Personnel is under budget by 10% due to attrition, facilities is 2.75% under budget which is an acceptable variance, equipment is 25% under budget due to equipment reserved for vacant positions, general office is 49% under budget due to decrease of insurance claims, professional services is 37% under budget due to program review not being utilized, monitoring, and Ready to Work’s slow start, and Board of Directors is 78% under budget due to timing of Board upgrades.
- November 30, 2022 Report – Personnel is under budget by 19% and the Board is working to fill vacant positions, facilities is over budget by 1.4% due to increased storage costs, equipment is 46% under budget due to equipment reserved for vacant positions, general office is 37% under budget due to decrease of insurance claims, professional services is 39% under budget due to timing of auditing and monitoring, and Board of Directors is 40% under budget due to timing and upgrades of the Board room.
- Financial Monitoring Update: C2GPS FY21 and FY22 is expected to be completed in February with a follow up date of February 10, 2023.

b. Budget Amendment #1

- Corporate facilities increase of \$5k due to corporate office storage.
- Corporate general office increase of \$5k due to offsite archive storage.
- Corporate professional services increase of \$475k, which includes Human Resources Legal Services increase by \$50k, temporary services increase by \$250k utilized for additional support and to fill gaps due to attrition, and \$225k increase for consulting services related to Finance, Procurement, RFP Evaluators, and Web Site.
- Facilities increase of \$300k, which includes an increase of \$50k for the mobile unit, and an increase of \$250k for Port San Antonio.
- Childcare reserve has been decreased about \$1.4M. Reserve is typically utilized to first quarter. FY22 projected reserve is about \$13.5M.
- Projects increase of about \$60k include San Antonio Foundation and Aspen Institute.
- Service delivery increase of about \$8.3M.
- Total budget increase of 4.75%.

Upon motion by Mitchell Shane Denn and second by Leslie Cantu, the Committee unanimously approved Budget Amendment #1.

c. Timeline for 2022 Independent and Single Annual Audit

- An engagement letter and planning started in December 2022. Final reports are due for review by the Controller and CFO in March 2023. In April 2023, the field work will be complete. On May 26, 2023, an audit report will be ready for committee presentation. Next steps after this will be full Board approval, audit submitted to Federal Clearing House, and audit provided to area Judges and other interested parties.

d. Update on Ready to Work Financial Matters

- The Ready to Work program review will consist of financial components, performance metrics, partner invoicing, and multi-year forecasting model.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Applications for Funding
 - Letters of support from YWCA San Antonio: COSA Affordable Housing Rental Rehab and Acquisition, and COSA Permanent Supportive Housing Bond, Culturingua, and UT Health Center at San Antonio School of Nursing.
- b. Alamo Area Community Network Awards
 - WSA was awarded a \$10k grant.
- c. Aspen Institute
 - Applications to apply to become a Fellow are now open, 24 slots are available, and 32 applications have been submitted.
- d. 2021 Annual Report
 - Electronic copy has been sent out. 2022 annual report is expected to come out in Spring 2023.

VIII. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

IX. Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may recess into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:

- a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;**
- b. Government Code §551.071 - All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas:**
- c. Pending or Contemplated Litigation; and**
- d. Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**

X. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Upon motion by Leslie Cantu and second by Mitchell Shane Denn, the Committee unanimously agreed to adjourn at 11:30 am.

MEMORANDUM

To: Audit & Finance Committee
From: Jeremy Taub, Director of Procurement and Contracts
Presented by: Jeremy Taub, Director of Procurement and Contracts
Date: April 7, 2023
Subject: RFP Update: Management and Operations of Adult and American Job Center Services

Summary: Workforce Solutions Alamo – Board of Directors previously approved a contract renewal for the Adult and American Job Services contract from 10/01/2022 – 09/30/2023. This was the third of three one-year renewal options in the procurement cycle of this contract and will need to be procured for the contract cycle pursuant to TWC regulations for continued services. The original contract with C2 Global Professional Services Inc., Contract No. 2022_C2A000, for Adult Services, was initiated with C2 GPS, Inc. on 10/01/2019.

Update: A separate RFQ for independent evaluators was released with a proposal deadline of February 23, 2023. Six of the nine proposals received by the deadline scored high enough to be eligible for award, and the top-three Offerors' have been recommended to be evaluators with the highest ranked Offeror to serve as the Lead Evaluator. It is anticipated the evaluators will review proposals in accordance with the timelines below.

Analysis: The Contractor will provide the Statement of Work for the management and operations of the American Job Centers in the greater San Antonio Area. The selected Contractor will be required to work collaboratively with partner agencies to provide the seamless delivery of employment and training services throughout the 13-county area, as directed and approved by the Board. The selected Contractor will coordinate services with the City of San Antonio, the Youth Contractor, partners, vendors, and service providers as contracted by WSA.

The Contractor will be required to meet compliance with deliverables outlined in the RFP, specifically having adequate operating and management systems to provide services in the 13-county region effectively, maintaining adequate staffing to provide services, and actively participating in the collaboration and development of local partnerships. Additionally, the awarded Contractor will be required to meet or exceed the following criteria:

- Meet or exceed all TWC-contracted and local performance measures.
- Maintain fiscal integrity with a history of a clean audit to include monitoring reports with no or minimal disallowed costs.
- Meet expenditure benchmarks tied to the provision of direct services.
- Adhere to quality assurance and compliance requirements.
- Abide by all local, state, and federal regulations.

- Provide innovation and efficiencies, expanding the delivery of services that aligns with the Board’s local plan, including subsequent plan modifications.
- The contract is expected to consistently maintain a professional attitude toward customers, contractors, and Board staff.

In October 2019, a contract was executed for the Management and Operations of Workforce Solutions Alamo – American Job Centers for Adult Program Services. There are no further options to renew. A notice soliciting a Request for Proposals (RFP) was posted online and in the Texas Electronic State Business Daily (ESBD) on February 8, 2023. The posting will be open for submission for a forty-five (45) day period in accordance with the RFP timelines. Procurement and Contracts will also issue a notice to invite potential respondents to the RFP.

The proposals received by the RFP deadline will be reviewed for responsiveness and evaluated by the contracted evaluators, other Workforce Boards, non-profits, and qualified individuals. The anticipated contract term will be effective October 1, 2023, through September 30, 2024, with the option to renew for up to four (4) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor.

Alternatives: None.

Fiscal Impact: The estimated annual budget for this contract is \$19,538,000.

Staff Recommendation: To proceed with the request soliciting proposals from qualified organizations to operate and manage American Job Centers located throughout the Alamo Workforce Development Area in accordance with the proposed timelines:

Action Item	Date - Tentative
Issue/Post/Advertise Solicitation	February 8, 2023
Pre-Submittal Conference	February 22, 2023
Final Date for Questions By	February 24, 2023
Issue Final Addendum By	March 1, 2023
Solicitation Submittal Deadline	April 11, 2023
Proposal Distribution Meeting for Evaluators	April 13, 2023
Proposal Evaluation Committee Meeting	May 3, 2023
Finalists Presentations	May 8, 2023
Fiscal Integrity Review By	May 12, 2023
Lead Evaluator Recommendation Briefing to Board	May 15, 2023
Audit & Finance / Oversight Committee	May 26, 2023
Executive Committee	June 9, 2023
Regular Board Meeting	June 23, 2023

Next Steps: Pending receipt of proposals; Procurement to work with Independent Evaluators to review proposals in recommending a Workforce Service Provider.

MEMORANDUM

To: Audit & Finance Committee

From: Jeremy Taub, Director Procurement and Contracts

Presented by: Jeremy Taub, Director Procurement and Contracts

Date: April 7, 2023

Subject: Procurement Update: Procurement & Contract Summary

Summary: This report is intended to provide a summary of active contracts the Board has approved or plans to renew or execute through March 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.

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

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-011	Custom Coach (RV) For Mobile Workforce Unit	March 10, 2023	Re-Award	April 2023
RFP 2023-002	Management and Operation of Workforce Solutions Alamo – American Job Centers for Adult Program Services	February 8, 2023	Open	June 2023
RFQs 2023-010	Proposal Evaluators Services (Adult)	February 8, 2023	Negotiation	March 2023

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 & Contracts’ 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 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 is provided.

Next Steps: Procurement and Contracts will continue to proactively monitor contracts in identifying new opportunities for purchase of goods and services to leverage cost savings to WSA in support of the local plan and the mission of Workforce Solutions Alamo.

Attachments: Contract List

Status	Contract Name/Description	Vendor	Value	Start Date	Lead Date	End Date	Renewals Remaining
Active	On Call Plumbing Services	1st Aid Plumbing Inc	\$ 30,000.00	1-Mar-2023	1-Aug-2023	29-Feb-2024	2- 1 year renewal
Active	Financial Audit Services	ABIP, PC	\$ 67,050.00	1-Oct-2022	2-Jul-2023	30-Sep-2023	2- 1 year renewal
Active	Front Door Bell/Alarm Vistana	ADT LLC	\$ 1,019.04	4-Feb-2022	6-Nov-2022	4-Feb-2023	Yearly Renewal
Active	S. Flores Fire and Burglar Alarm Services	ADT LLC	\$ 2,224.39	1-Sep-2021	2-Jun-2022	31-Aug-2022	Yearly Renewal
Active	Vistana Front Doorbell Service Agreement	ADT LLC	\$ 1,019.04	4-Feb-2022	6-Nov-2022	4-Feb-2023	Yearly Renewal
Active	Security Alarm Monitoring Svcs-Datapoint	ADT/Protection One	\$ 678.72	29-Sep-2021	30-Jun-2022	28-Sep-2023	Yearly Renewal
Active	Monitoring, Targeting and Reporting	Agility PR Solutions	\$ 24,778.00	18-Apr-2022	17-Jan-2024	17-Apr-2024	Yearly Renewal
Active	Electrical Services	All Star Electric	\$ 24,400.00	23-Dec-2021	23-Sep-2022	22-Dec-2022	No renewals remaining
Active	Teacher Externships	Alliance for Technology Educa	\$ 162,500.00	9-Feb-2022	2-Nov-2022	31-Jan-2023	No renewals remaining
Active	Subrecipient: Contracted Slots	Ascension DePaul Services, De	\$ 167,051.20	27-Aug-2022	31-Jan-2023	31-Mar-2023	2-1 year renewals
Active	Board Book Subscription	Board Book	\$ 4,000.00	1-Sep-2022	2-Jun-2023	31-Aug-2023	Yearly Renewal
Active	Procurement Management Software	Bonfire Interactive Ltd	\$ 24,950.00	1-Dec-2021	1-Sep-2022	11-Jun-2023	Yearly Renewal
Active	Advertised Opportunities (job board)	Breezy HR, Inc.	\$ 6,375.00	24-Nov-2022	27-Jul-2023	23-Nov-2023	Yearly Renewal
Active	Adult Services	C2 Global Professional Service	\$ 19,505,316.76	1-Oct-2021	3-Apr-2022	30-Sep-2022	1- 1 year renewal
Active	Urban Youth Services	C2 Global Professional Service	\$ 1,638,351.00	1-Oct-2021	2-Feb-2022	30-Sep-2022	No renewals remaining
Active	Maintenance Services	Carielo Facility Services	\$ 12,400.00	10-Feb-2022	13-Aug-2022	9-Feb-2023	No renewals remaining
Active	Case Management Solutions	CaseWorthy, Inc	\$ 25,419.48	1-Aug-2021	2-May-2023	31-Jul-2023	Yearly Renewal
Active	Adobe Creative Cloud Subscription	CCB (Consistent Computer Bargain)	\$ 1,452.00	2-Mar-2022	1-Dec-2022	1-Mar-2023	Yearly Renewal
Active	Fiscal Monitoring Services	Christine H Nguyen, CPA	\$ 136,605.00	1-Feb-2022	3-Oct-2022	23-Jan-2023	3- 1 year renewal
Active	Program Monitoring Services	Christine H Nguyen, CPA	\$ 120,000.00	1-Oct-2021	3-Apr-2022	31-Dec-2022	No renewals remaining
Active	Child Care Management Services	City of San Antonio, Departme	\$ 88,475,343.00	1-Oct-2022	2-Jul-2023	30-Sep-2023	3- 1 year renewal
Active	Cognito Forms Enterprise License	Cognito	\$ 1,334.40	1-Sep-2022	30-May-2023	31-Aug-2023	Yearly Renewal
Active	Cognito Forms Enterprise License	Cognito	1,622.40	1-Oct-2022	30-Jun-2023	30-Sep-2023	Yearly Renewal
Active	Academic Testing Services	Comprehensive Adult Student Assessment Systems (CASAS)	\$ 4,000.00	25-Jul-2022	25-Apr-2023	24-Jul-2023	No renewals remaining
Active	VMWARE Support	Computer Solutions	\$ 29,060.28	19-May-2022	16-Feb-2023	18-May-2023	Yearly Renewal
Active	VMware technical support	Computer Solutions	\$ 10,572.72	26-Mar-2021	17-Feb-2024	17-May-2024	Yearly Renewal
Active	Graphic Design Tool	Canva	\$ 119.40	8-Apr-2022	8-Jan-2023	8-Apr-2023	Yearly Renewal
Active	RTW Subcontract	Chrysalis Ministries	\$ -	21-Jun-2022	22-Jul-2024	22-Jan-2025	
Active	Subrecipient: Contracted Slots	Converse Christian School & E	\$ 182,456.80	27-Aug-2022	31-Jan-2023	31-Mar-2023	2-1 year renewals

Status	Contract Name/Description	Vendor	Value	Start Date	Lead Date	End Date	Renewals Remaining
Active	Locksmith Services	Crites Downtown Lock & Key	\$ 1,595.00	22-Dec-2021	22-Sep-2022	21-Dec-2022	No renewals remaining
Active	Printer Leases	DOCUmentation	\$ 32,697.21	1-Aug-2021	3-Jun-2024	30-Nov-2024	No renewals remaining
Active	TRS Contracted Slots Pilot Program	DePaul Children's Center	167,051.20	27-Jul-2022		31-Mar-2023	
Active	DocuSign Licenses	DocuSign	\$ 19,872.00		30-Jan-2023		Yearly Renewal
Active	Data Analytic Software	EMSI Burning Glass Lightcase	\$ 14,500.00	9-Jan-2022	10-Oct-2023	8-Jan-2024	Yearly Renewal
Active	ArcGIS/ESRI	ESRI	\$ 200.00	6-Apr-2022	5-Jan-2023	5-Apr-2023	Yearly Renewal
Active	HVAC PM Services	Fixya Air, LLC	\$ 30,000.00	18 Jun 2021	19-Jan-2023	18-Jun-2023	No renewals remaining
Active	Post Machine Rental-E Houston	FP Mailing Solutions	\$ 627.00	11-Feb-2022	14-Aug-2022	10-Feb-2023	No renewals remaining
Active	Postage for VR Staff-Datapoint	FP Mailing Solutions	\$ 1,555.20	1-Oct-2020	3-Jul-2023	1-Oct-2023	Auto-Renewal
Active	Postage Machine-Kerrville	FP Mailing Solutions	\$ 1,101.84	1-Jul-2021	1-Apr-2023	30-Jun-2023	Auto-Renewal
Active	Postage Machine-New Braunfels	FP Mailing Solutions	\$ 1,101.84	1-Jul-2021	1-Apr-2023	30-Jun-2023	Auto-Renewal
Active	Postage Machine-Seguin	FP Mailing Solutions	\$ 1,101.84	1-Jul-2021	1-Apr-2023	30-Jun-2023	Auto-Renewal
Active	Postage Machine-Urban	FP Mailing Solutions	\$ 6,754.68	1-Jan-2022	4-Jul-2022	31-Dec-2022	Auto-Renewal
Active	Safe Cabinet Filing System	Gallion Consulting	\$ 28,531.50	1-Oct-2022	3-Jul-2023	1-Oct-2023	Yearly Renewal
Active	Go Daddy Domain-WSAlamo.org	Go Daddy	\$ 42.34	2-Feb-2022	3-Nov-2022	1-Feb-2023	No renewals remaining
Active	Temporary Staffing Services	Human Capital International, LLC dba Integrated Human Capital	\$ 75,000.00	1-Nov-2021	2-Aug-2022	31-Oct-2022	2-1 year renewals
Active	Subrecipient: Contracted Slots	La Mission Childcare and Kid K	\$ 137,641.70	27-Aug-2022	31-Jan-2023	31-Mar-2023	2-1 year renewals
Active	Skills Development Assessment Services	LearningMate Solutions, Inc / Job Ready	\$ 60,000.00	25-Jul-2022	25-Apr-2023	24-Jul-2023	No renewals remaining
Pending	Compliance Hotline Provider	Lighthouse Services	\$ 260.00	15-May-2020	14-Feb-2023	15-May-2023	Yearly Renewal
Active	Architect and Space Planning Services	LK Design Group Inc.	\$ 149,999.99	1-Oct-2021	30-May-2023	30-Aug-2023	2-1 year renewals
Active	Temporary Staffing Services	LK Jordan	\$ 250,000.00	1-Nov-2022	2-Aug-2023	31-Oct-2023	2-1 year renewals
Active	Commercial Janitorial Services	M & Rs Elite Janitorial Solution	\$ 213,520.00	1-Oct-2021	3-Jul-2023	30-Sep-2023	4- 1 year renewals
Active	Legal Services	Martin & Drought, P.C.	\$ 90,000.00	1-Oct-2021	2-Jul-2022	30-Sep-2022	3- 1 year renewal
Active	Executive Coaching & Training Services	New Horizon Strategies, LLC	\$ 114,330.00	31-Aug-2020	2-Sep-2022	31-Jan-2023	2-1 year renewals
Active	Pest Control Services	Orkin LLC - Deborah Toth	\$ 9,333.00	22-Dec-2021	22-Sep-2022	21-Dec-2022	No renewals remaining
Active	Appspace Cloud Subscription	Presidio Networked Solutions group, LLC	\$ 32,400.00	1-Jul-2022		30-Jun-2024	
Active	Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$ 138,240.00	1-Oct-2022	2-Jul-2023	30-Sep-2023	No renewals remaining
Active	IX-3 Postage Meter	Quadient	\$ 4,016.61	12-Feb-2022	13-Nov-2024	12-May-2025	No renewals remaining

Status	Contract Name/Description	Vendor	Value	Start Date	Lead Date	End Date	Renewals Remaining
Active	Work Readiness Training for SEAL	SA Trainers, LLC dba Partners in Progress	\$ 80,000.00	17-May-2021	15-Feb-2022	16-May-2023	1-1 year renewal
Active	Storage Facility	Safesite, Inc	\$ 8,328.00	1-Feb-2022	4-Aug-2022	31-Jan-2023	No renewals remaining
Active	Renewal Sage Business Care	Sage	\$ 6,234.00	31 Aug 2021	03 Mar 2022	30-Aug-2023	Yearly Renewal
Active	Moving Services	Scobey Moving & Storage, LTD.	\$ 15,000.00	26-Mar-2022	25-Dec-2022	25-Mar-2023	No renewals remaining
Active	Rural Youth	Serco of Texas Inc.	\$ 1,123,468.00	1-Oct-2021	2-Feb-2022	30-Sep-2022	No renewals remaining
Active	Mat Rental Uniforms	Service Uniform	\$ 37,280.96	1-Jun-2021	1-Jan-2023	31-May-2023	1- 1 year renewal
Active	Document Destruction	Shred-It (Stericycle)	\$ 15,000.00	02 Jul 2021	02 Apr 2022	1-Jul-2023	No renewals remaining
Active	SWBCU Training Services for Staff	Southwest Business Corporation (SWBC)	\$ 3,000.00	24-Mar-2022	23 Dec 2022	23-Mar-2023	Yearly Renewal
Active	Professional Employer Services Agreement	SWBC Professional Employer Services III, LLC	\$ 30,000.00	8-May-2021	7-Feb-2022	31-Dec-2022	3- 1 year renewal
Active	Marketing & Outreach Services	Texas Creative	\$ 100,000.00	21-Feb-2022	22-Nov-2022	20-Feb-2023	2-1 year renewals
Active	Guard and Security Services	Texas Veteran Security, LLC	\$ 115,000.00	16-Jun-2021	17-Mar-2022	15-Jun-2023	1- 1 year renewal
Active	Child Care Quality Improvement Act	The City of San Antonio (COSA)	\$ 1,529,733.00	1-Oct-2021	2-Jul-2022	30-Sep-2022	2-1 year renewals
Active	Walzem Burglar Alarm System Services	True Protection LLC	\$ 1,877.88	13-Nov-2021	14-Jul-2022	12-Oct-2022	Yearly Renewal
Active	Language Interpreter Services	Universal Technical Translation	\$ 4,050.00	22-Dec-2021	22-Sep-2022	21-Dec-2022	No renewals remaining
Active	Web Development & Site Content Support Services	Web-Head Technologies	\$ 81,046.52	1-Nov-2022	2-Aug-2023	31-Oct-2023	No renewals remaining
Active	Leased Copier and Supplies-S Flores	Xerox Financial Services	\$ 23,582.40	1-Nov-2019	2-Aug-2024	31-Oct-2024	No renewals remaining
Active	Leased Copier and Supplies-various	Xerox Financial Services	\$ 186,035.40	1-Mar-2020	30-Nov-2024	28-Feb-2025	No renewals remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$ 62,220.00	1-Nov-2020	3-Aug-2025	1-Nov-2025	No renewals remaining
Active	Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$ 30,420.00	1-Oct-2020	3-Jul-2025	1-Oct-2025	No renewals remaining

MEMORANDUM

To: Audit & Finance Committee

From: Jeremy Taub, Director of Procurement and Contracts

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: April 7, 2023

Subject: Update: Procurement Processes

Summary: This report is intended to summarize Procurement processes and improvements the Board is implementing to increase controls related to contracts and leases. Workforce Solutions Alamo Board Procurement staff contracted with a Procurement Consultant, The Syndicate Wave, LLC. in 2022 to help to improve processes and efficiencies.

In October 2022, the annual TWC monitoring review of Procurement was performed to ensure historical procurements were completed following policies and procedures. During the monitoring, several areas were identified as impacting WSA's compliance with the procurement process. As a result, the Board is strengthening contracts, policies, procedures, and additional tools to implement the recommendations by TWC.

TWC Recommendations: The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and work with TWC Audit Resolution on re-procuring the workforce center leases for Kenedy, New Braunfels, and Hondo in compliance with federal and state requirements. To accomplish this, TWC has recommended putting in additional measures including:

- The Board should reprocure the contract for a broker before requesting additional services.
- The Board should provide documentation of cost reasonableness to demonstrate that a fair market rate is currently being paid for Pearsall, Floresville, and Boerne workforce center leases.

TWC Lease Recommendation Progress: The Board has proactively started to implement the recommendations by TWC and contacted TWC's Audit Resolution unit for additional technical assistance on how to cure the non-compliant leases before any future lease renewals. After meeting with TWC, the Board will take the following steps to cure the findings:

- WSA will perform a lease-by-lease summary of each property with required documentation to address findings with implementation of lease procedures and tools not previously in place.
- TWC does not request WSA to break any lease but expects WSA to perform a complete and transparent procurement before exercising any renewal options on a current lease.
- WSA will also review all existing leases to ensure proper procurement.
- For recently exercised options, Audit Resolution may require a market analysis after the fact to make sure the lease option was the best value.

- TWC provided that original lease procurements must indicate renewal option periods. Therefore, additional option periods not included in the original lease cannot be exercised without new procurement.
- TWC acknowledged there is a significant difference between urban and rural leases. The best value in rural areas may include multiple options due to the lack of lease space in that market. Factors such as existing buildout, location, and availability of other locations are all factors that may be considered.

As an outcome of the technical assistance, the Board has taken the following steps and will provide regular updates to the Board as developments progress:

- The RFP for Real Estate Broker Services has been completed, and the contract with Partners Realty has been executed. The contract term is effective March 13, 2023, for 12 months, and has four (4) one-year options to renew.
- The Board staff is conducting an internal review of all property leases. This process analyzes the existing lease procedures to ensure they align with the TWC's Financial Manual for Grants Contracts, including the procurement supplement. In addition, this process will ensure that documentation is on file for each item listed in the Lease Procurement Checklist (**Attachment 1**).
- A preliminary review of leases has determined that similar findings for most properties would have existed. Therefore, as we implement this new procedure, quality assurance will review each lease procurement file before the recommendation is presented to Board committees (Strategic, Executive, and Full Board).
- Board staff developed a Lease Procurement Timeline with lease dates, the status of renewals or amendments, and due dates for action items. (**Attachment 3**).
- In conjunction with our legal team, the Board has standardized all leases through an addendum that will be highly enforced in the negotiation process for renewals and new leases.

Additional Controls Over Expiring Contracts: TWC has recommended that the Board review and strengthen controls to ensure contracts are renewed or reprocured promptly and appropriately. Procurement has developed a contract management database that is updated regularly by reviewing contract expiration dates, and in addition to any other contract related action.

Procurement and Contracts utilizes e-procurement software to issue automated reminders to contract end users for necessary action requirements on renewing and expiring contracts. Additionally, procurement staff performs follow up with end users individually for status updates. This follow-up process creates an opportunity for collaboration, training, and development throughout the agency.

Agency-Wide Procurement Improvements: In March 2022, the Board contracted with The Syndicate Wave, LLC. to address the prior years' TWC recommendation, listing procurement as an area of concern. The independent consultant assessed the Procurement area, identifying several required vital control needs. The Board had contracted with The Syndicate Wave, LLC to assess, recommend, and implement agency-wide

improvements to the procurement and contract management process. This includes strengthening controls by updating policies and implementing standard operating procedures.

The outcome of the assessment resulted in identifying key risk control areas of capacity, governance, and process effectiveness. The Syndicate Wave, LLC scope and contracted course of action is to recommend, enhance, and implement the following agency-wide:

- Improve Procurement Governing Practices and Enhancing Best Practices
- Capacity Building and Strengthening Policy & Procurement System(s) Performance
- Procurement checklists and other tool kits to improve efficiency and effectiveness
- Contract Compliance and Monitoring Improvements
- Standardization of Procurement Planning, Timeline, Requirements, and Operating Procedures
- Records Management Policies (including the utilization of electronic storage)
- Vendor Diversity Outreach Policy Improvements (SMWVBE/HUB)
- Procurement Professional Development Recommendations and Training
- Support Audit reconciliation activities and any “Cure” actions

WSA and The Syndicate Wave, LLC collectively finalize all enhancements and actively implement these new policy and procedures recommendations. WSA is committed to conducting procurement acquisitions to the maximum extent practical, in a manner providing full and open competition consistent with the standards detailed in the Financial Manual for Grants and Contracts (FMGC), Texas Workforce Commission Procurement Supplement, Grant Management Common Rule, and Uniform Grant Management Standards (2 CFR 200).

Next Steps: Procurement and Contracts Management will continue proactively monitoring compliance, embracing a continuous process improvement culture, implementing the recommendations from TWC, integrating an internal quality assurance process, and implementing the recommendations from the Syndicate Wave.

Timeline: The procurement process improvements have been ongoing since October 2022, and are anticipated to continue to be implemented through 2023.

Fiscal Impact: Strengthening controls will ensure full compliance and guard against future question costs, which none exist for the monitoring review. Additionally, these controls will yield more significant contract negotiation positions.

Attachments:

1. Lease Procurement Checklist
2. Needs Determination Form
3. Lease Procurement Timeline
4. Lease Procurement Flow Chart



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	
Property Location and Address:	
Time Frame (lease dates, etc.):	
New Contract or Renewal:	
 If Renewal, what Renewal #:	
 # of Renewals Remaining:	

Item:	Description:	Point of Contact	Start date	Completed:
1	Market Research/RFI Supplementing broker's/agents use of listing services			
2	Needs Determination			
3	Market Analysis			
4	Independent Cost Estimate Determination			
5	Board Approval of Needs Determination			
6	Solicitation Documentation			
7	Evaluation Documentation			
8	Broker/agent identifies commercial properties that meet WSA specifications			
9	Broker/agent and WSA identify which of the properties warrant site visits.			
10	Broker/agent schedules site visits and attends the visits with WSA representatives.			
11	Broker/agent further evaluates the visited properties against WSA specifications.			
12	Broker/agent requests a proposal from landlord/owner of the property or properties that best meet the specifications.			
13	Broker/agent reviews and explains the proposals to WSA.			
14	WSA reviews the broker/agent recommendation and decides whether to execute a lease.			



15	Legal/QA Audit Review			
16	Broker/agent negotiates with the landlord/owner of the property that WSA selected to include WSA lease addendum terms.			
17	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for grantee occupation.			
18	The broker/agent provides Market Analysis report on properties that met the specification, consideration of the properties and basis for the choice for site visits, observations made from the site visits, basis for further selection, including proposals received, broker/agent recommendation, negotiation points, and the resulting lease.			
LEASE AGREEMENT				
Evidence of Agreement Terms ____ 3 Year Term ____ 5 Year Term				
Special Terms and Conditions List: _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

WSA shall conduct initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee’s property search.



Workforce Solutions Alamo - Needs Determination for Market Analysis on Property Lease Search Request:

The purpose of this request is to conduct market research for the lease of properties to administer workforce programs. The initial step in the planning process requires a review of existing facilities that meet our current requirements. WSA’s business needs include but limited to general location (customer populations, local business’s, area crime statistics), access to public transportation, current parking, space required, access to ground floor, ability to build out and compliance with Americans with Disabilities Act (ADA).

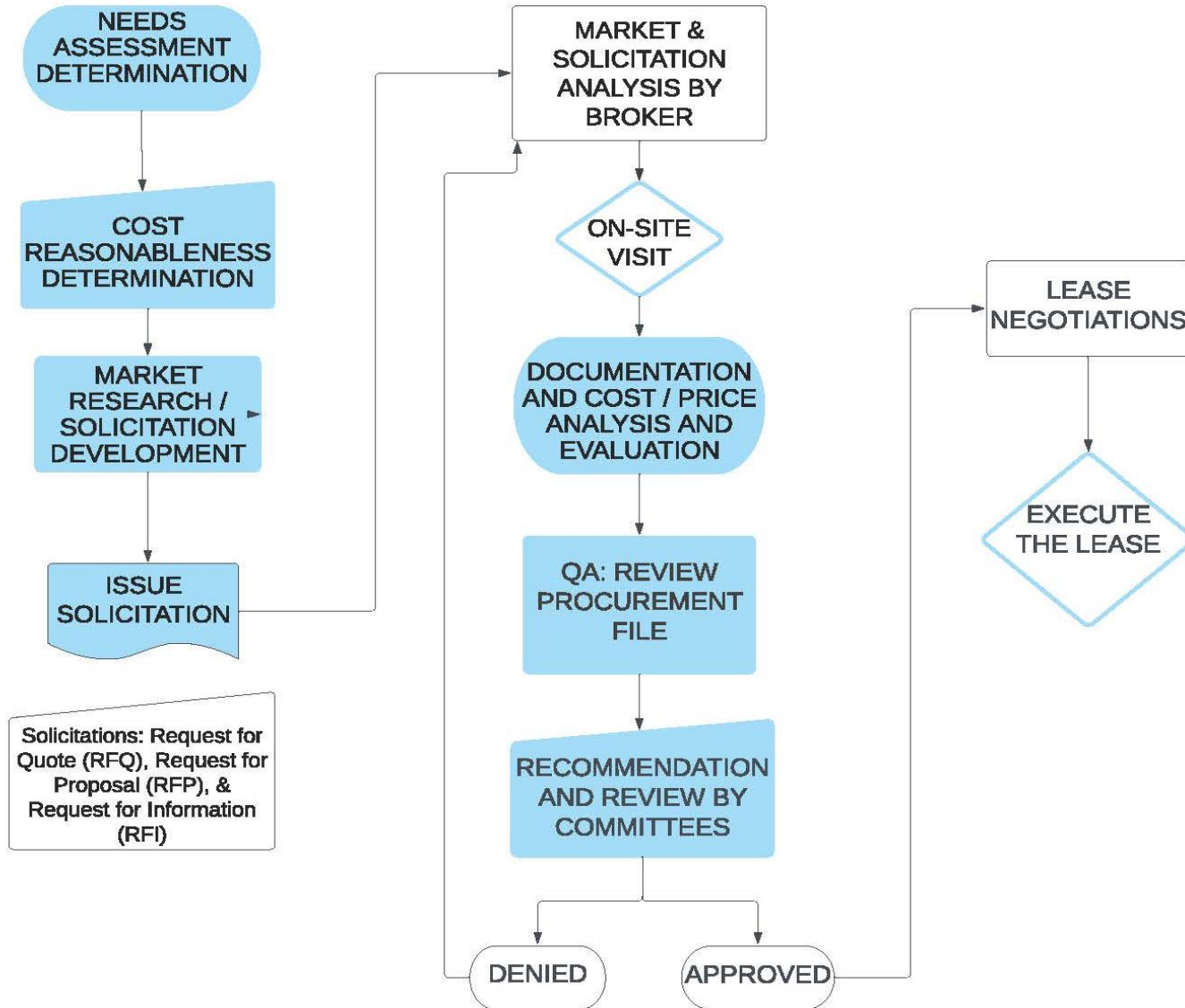
Property Location:	
Area	
Location	
Zip Code	
Existing Square Footage:	
Current Floor Plans	
Diagrams	
Square Footage Needed to accommodate staff and any integrating partners, including potential for future growth:	
Build out Specifications.	
Number of staff currently in this center (Contractor, TWC, Serco, TVC)	
Total number of VR staff integrating:	
Number of walled offices needed:	
Number of modular units needed:	
Number of conference and training rooms needed:	
Number of New Procurements, Renewal of existing:	
Number of Work Spaces, Common Places, Public Restrooms:	
Build out Specifications.	
Number of staff currently in this center (Contractor, TWC, Serco, TVC)	
Total number of VR staff integrating:	
Number of walled offices needed:	
ADA Compliance:	

Wheelchair accessibility	
Access to Public Transportation, Parking, size, space needed:	
Workforce Facility Information	
What is the expiration date of your current lease for this Workforce Solutions Office?	
Is it on a public transportation route? Yes	
Number of current parking spaces:	

WORKFORCE SOLUTIONS ALAMO
PROCUREMENT LEASE SCHEDULE OF ACTIVITIES

Location	Property Address	Needs Determination due to broker	Current Market Analysis	Market Analysis Due	Renewed	Expiration	Amendments	Initiate Procurement Checklist	Desk Top Review	Complete Checklist	Package due to Board	Termination Clause	Upload to Bonfire
Hondo	402 Carter	1-Dec-23	31-Aug-21	1-Jan-24	1-Jan-2021	31-Dec-24	One (1) renewal term of three (3) years		9-Mar-23				
New Braunfels	183 IH-35 South	1-Jan-31	27-May-21	1-Feb-31	1-Feb-22	31-Jan-32	One (1) renewal of Five (5) years		9-Mar-23				
Kenedy	491N. Sunset Strip	1-Jan-24	26-Jul-21	1-Feb-24	31-Jan-22	31-Jan-25	One (1) renewal term of three (3) years		9-Mar-23				
Walzem	4615 Walzem Rd	1-Dec-22		1-Jan-23	12-Dec-13	31-Dec-23	New Procurement	9-Mar-23	9-Mar-23				
Boerne	124 E Bandera Suite 401	1-Nov-25	14-Jul-21	1-Dec-25			Renew Every February		9-Mar-23				
Floresville	1106 10th St	1-Jun-25	26-May-21	1-Jul-25	1-Aug-21	31-Jul-26	One (1) renewal of Five (5) years	31-Jul-25	9-Mar-23				
Pearsall	107 E Hackberry	1-Oct-23	31-Jul-21	1-Nov-23	31-Oct-21	31-Oct-24	Month to Month NOT TO EXCEED 12 Mo	31-Oct-23	9-Mar-23				
Kerrville	1700 Sidney Baker	1-Mar-23		1-Apr-23	1-Apr-19	1-Apr-24	One (1) renewal term of five (5) years	1-Apr-23	1-Apr-23				
S.A. Food Bank	5200 Enrique M Barrera Pkwy	1-Dec-24		1-Jan-25	1-Jan-22	31-Dec-25	Two (2) renewal term of one (1) years	31-Dec-24	1-Apr-23				
Pleasanton	1411 Bensdale	1-Dec-24	1-May-21	1-Jan-25	1-Jan-23	1-Jan-25	No renewals remaining	1-Jan-24	1-Apr-23				
Headquarters	100 N. Santa Rosa	1-Mar-26		1-Apr-26		16-Mar-27	One (1) renewal term of five (5) years		1-Apr-23				
Seguin	1411 E Court Street	1-Dec-26		1-Jan-27		31-Dec-27			1-Apr-23				
South Flores	6723 S Flores St	1-Jul-27		1-Aug-27	1-Aug-18	31-Jul-28	four (4) renewal terms of (5) years		1-Apr-23				
Datapoint	9725 Datapoint	1-Nov-28		1-Dec-28	1-Dec-19	30-Nov-29	four (4) renewal terms of (5) years		1-Apr-23				
E. Houston	4535 E. Houston	1-Jan-29		1-Feb-29	31-Jan-20	31-Jan-30	Two (2) renewal term of five (5) years		1-Apr-23				
Port of SA	638 Davy Crockett Rd.		28-Feb-21		9-Feb-22				1-Apr-23				
Fredericksburg	Hill Country University	N/A					MOU		1-Apr-23				
Bandera	702 Buck Creek	N/A					MOU		1-Apr-23				
Marbach	7008 Marbach Road	N/A					Month to Month with no amendments		1-Apr-23				

LEASE PROCUREMENT FLOW CHART



Procurement and Contracts Update

April 7, 2023

Jeremy Taub, Director of Procurement and Contracts Management

Angela Bush, Collective Strategies CFO Consultant

Alfred Turner, The Syndicate Wave Procurement Consultant



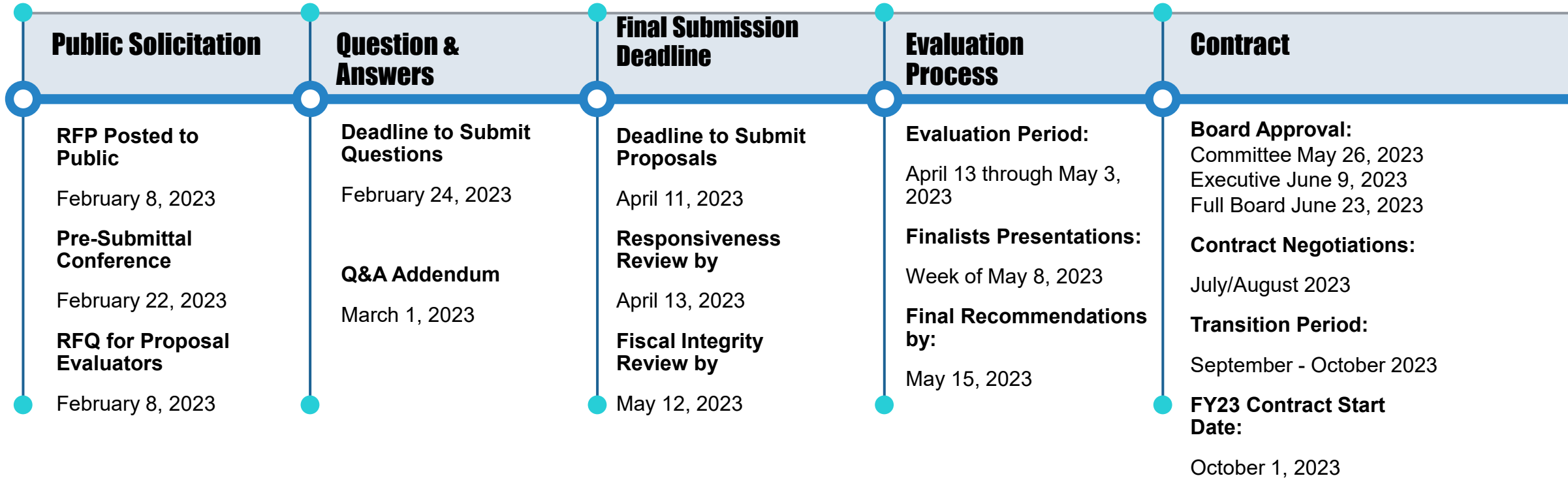


Discussion and Possible Action on RFP in Process and Contracts Update.



ADULT SERVICES RFP TIMELINE

Management and Operations of Adult Programs



**All dates are tentative and subject to change*

RFP - Request for Proposals

- The table below is a summary of projects WSA Procurement is currently working on:

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-001	Custom Coach (RV) For Mobile Workforce Unit	March 10, 2023	Re-Bid	April, 2023
RFP 2023-002	Management and Operation of Workforce Solutions Alamo – American Job Centers for Adult Program Services	February 8, 2023	In-Process	June, 2023
RFQs 2023-010	Proposal Evaluators Services (Adult)	February 8, 2023	Contract	March 31, 2023

FY21 TWC IDENTIFIED AN AREA OF CONCERN

FY21 Concern: The monitoring results identify potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistently.

Board Response: As a proactive measure, the Board contracted Alfred Turner and The Syndicate Wave to evaluate current policies and procedures, make recommendations to strengthen the current system, and implement best practices and controls around procurement.



FY22 TWC FINANCIAL MONITORING

Review Period: July 1, 2021 – June 30, 2022

Response to TWC Due: April 7, 2023

Fiscal Impact: There are no disallowed or questioned costs, but the Board **MUST** strengthen controls around the procurement of leases and expiring contracts.

Leases-Related Findings: The Board must comply with procurement requirements for six workforce center lease renewals.

TWC FINANCIAL MONITORING

Contract-Related Findings: The Board should strengthen controls around expiring contracts.

Contract Issue #1: The real estate broker provided services with an expired contract.

Contract Issue #2: The monitoring contract was extended 90 days beyond the available renewals provided in the initial procurement.

The 90-day extension was due to the procurement not being completed with adequate time before the contract expired.

TWC FINANCIAL MONITORING

TWC Audit Resolution Team:

Board staff requested technical assistance from TWC's Audit Resolution division and developed the following outcomes:

- The Board should procure the Real Estate Broker Services before any additional services are requested.
- The Board should provide documentation of the following for all future leases:
 - Needs analysis
 - Cost reasonableness
 - Full fair and open competition



Broker Services Corrective Action:

Board staff performed a competitive procurement for Real Estate Services.

- **Selected Vendor:** PCR Brokerage San Antonio, LLC DBA Partners
- **Contract Term:** March 13, 2023 - March 13, 2024
- **Available Renewals:** Four One-Year Renewal Options

Contract Controls Implemented:

- Contract Management Database has been developed that tracks:
 - Contract Expiration Dates
 - All Contract Actions
 - All Follow Up with end users for continuous collaboration, training, and development with program managers, contractors, and vendors.
- Upgraded Contract Manager to Assistant Director of Procurement, manages all contracts and the database.
- Bonfire (e-procurement system) sends automated reminders to end users.

Contract Automation

TO MAXIMIZE CONTRACT LIFECYCLE
MANAGEMENT



Automate
approvals and
signing



Standardize
contract
authoring



Improve
business
relationships



Leverage
electronic
signature
integrations



Boost
compliance
and decrease
risk

TWC FINANCIAL MONITORING

Lease Corrective Action: TWC has not requested the Board to break any leases, but the Board **MUST** ensure that they document a needs analysis, cost reasonableness, and full and open competition, prior to renewing or executing any lease.

TWC Recommendations:

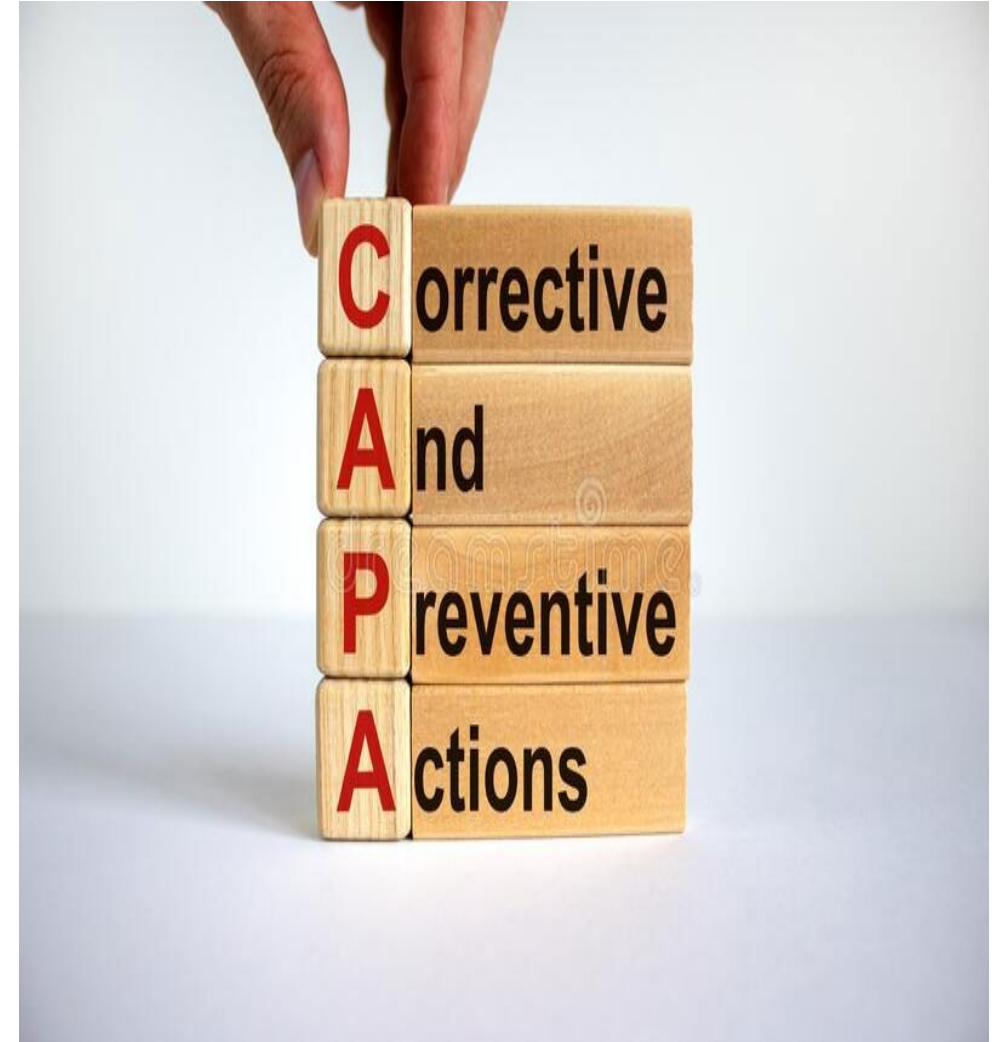
- Completing a 100% review of each lease with the required documentation to address the finding.
- The Board will perform a complete and transparent procurement for each lease **BEFORE** exercising any renewal options.
- Perform an after-the-fact market analysis before exercising any renewal options.
- Original lease procurements must include **ALL** renewal options.
- Additional renewal periods **NOT** in the original procurement may not be exercised.
- TWC acknowledges the differences in market rates between urban and rural locations; factors such as build-out, location, and available properties on the market must be considered.

TWC FINANCIAL MONITORING

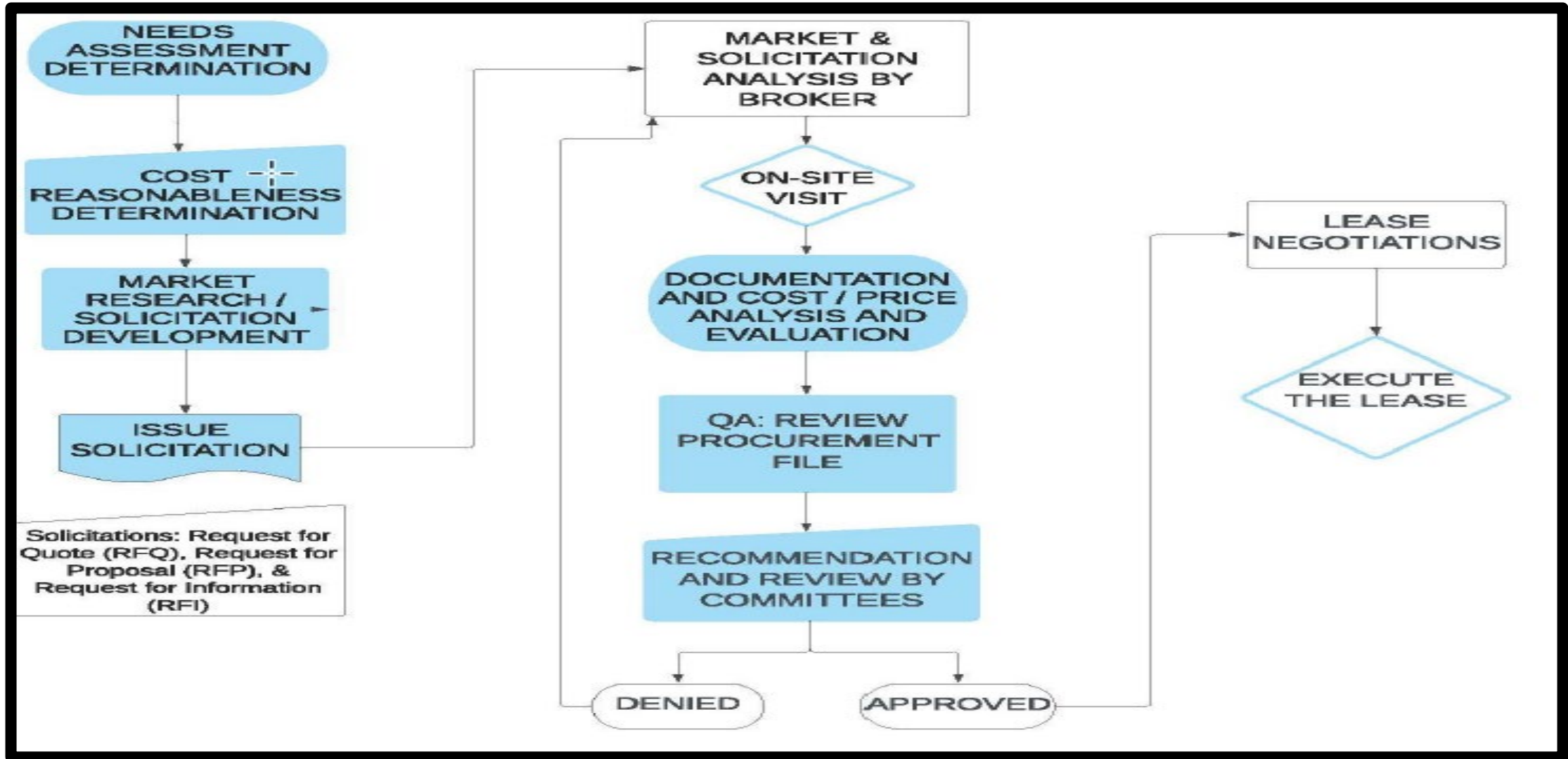
Lease Corrective Action: The Board staff has completed a preliminary lease analysis of all leases and determined full and open procurement documentation to comply with the FMGC.

Board staff has developed the following tools to ensure all recommendations are implemented, and adequate controls are in place for the proper and transparent lease procurement and future procurement and lease renewal options:

- Needs Determination Market Analysis
- Lease Procurement Checklist
- Procurement Lease Schedule of Activities
- Internal Quality Review **BEFORE** recommendation is presented to committees for approval
- Lease Addendum provisions to standard leases



LEASE PROCUREMENT FLOWCHART





- Veteran Owned/Minority Owned Small Business
- Texas HUB Certified



WSA Contract No. 2022VC011 Engagement Scope (Highlights) (April 2021 – May 2022)

- Comprehensive Assessment of the WSA Procurement Department
- Tasked to review current procurement process, recommend and assist in process improvements
- Support Audit reconciliation activities
- Assessment and Advising Federal/State/Local Government Procurement Practices and Enhance Best Practices
- Recommendations on Capacity Building and Strengthening Policy & Procurement System(s) Performance
- Standardize Procurement Practices and Processes Agencywide



Assessment Results (Overview)

- End User and current staff understanding of policies were not standardized leading to gaps in procedures and functional roles/responsibilities.
- Gaps in current policies and procedures leading to non-documented SOPs to comply with FMGC and Uniform Guidance
- Gaps in appropriate procurement documentation and standard best practices/procedures.
- Gaps in overall procurement operational practices and procedure effectiveness.

Accomplishments & Implementing Recommendation(s)

- Optimize ongoing monitoring compliance practices and continuous monitoring tools.
- Revised Procurement Policy Manual, developed Standard Operating procedures (SOPs) and document work-flow of procurement practices.
- Implementing and operationalize procurement checklists, standard operating procedures (SOPs) and other tool kits to standardize efficiency and effectiveness of procurement practices.
- Strengthening procurement capacity and improve documentation on all procurement lifecycle actions to include needs assessment, leases and cost/price/market analysis process.
- Advisement and Support on Audit reconciliation and responses.





Questions

MEMORANDUM

To: Audit and Finance Committee
 From: Giovanna Escalante-Vela, Chief Financial Officer
 Presented by: Giovanna Escalante-Vela, Chief Financial Officer
 Date: April 7, 2023
 Regarding: Financial Report – January 31, 2023

SUMMARY: Financial reports through January 31, 2023, have been prepared for the fiscal year October 1, 2022, through September 30, 2023; the straight-line expenditure benchmark is 33.33% 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	26.45%	This represents an acceptable variance; the Board is currently working to fill all vacant positions on a timely basis. The FY23 budget included a 5% performance-based incentive, accounting for most of the budget variance.
Board Facility	34.58%	WSA is slightly over budget for facility costs. The budget variance timing difference for CAM expenditures that are currently being reconciled.
Equipment	19.67%	Equipment for Board staff is under budget due to equipment reserved for vacant positions. Software maintenance and licenses are also under budget, which reflects a timing difference.
General Office Expense	21.90%	The most significant under expenditures in this category is insurance. An insurance claim of approximately \$50,000 will be recognized in February 2023. Marketing is a function of timing. Non-Federal funds were utilized for the City of San Antonio questioned costs from Train for Jobs; this was a more significant amount negotiated down.
Professional Services	20.39%	This variance is primarily a timing difference in audit and monitoring. These expenditures occur throughout the year as services are rendered.
Board Training & Development	22.41%	This variance is a function of timing. Expenses from the Board retreat including travel will be recognized in February 2023.
Total Expense	25.05%	

Corporate expenditures represent 25.05% of the annual budget, demonstrating a budget surplus of approximately 8.28% 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	29.23%	The facility expenditures represent 29.23% of the approved budget, reflecting a 4.10% straight-line budget surplus. Significant items that contribute to this variance are the Mobile Workforce Center Unit and Port of San Antonio, which will occur later in the fiscal year. 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	17%	Expenditures reflect a 16.33% straight-line budget surplus, due to the low participation and reduction in 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 client base. The recently approved TWC special initiative geared towards a STEM summer youth program is in the process with the adult contractor for implementation.
23SNE	9/30/2023	\$1,383,426	58%	Overspent by 24.67%. Contractor conducted 100% case load review. Board staff are working with the contractor to monitor expenditures.
23TRA	12/31/2023	\$50,400	7%	This program is currently in the sunset phase.
22CCQ	03/31/2023	\$5,334,342	73%	100% of funds will be utilized prior to March 31, 2023, through direct Provider Incentives and Materials.
22CSL	12/31/2023	\$746,230	7%	This grant was extended from 3/31/23 to 12/31/23. WSA has \$450,000 currently obligated as of 1/31/23 that will be fully expended before the end of the contract period.

21SD3	3/31/2023	\$510,967	76%	Skills Development Fund to support Lone Star National Bank's retraining initiative. The Board was granted a no-cost extension through 3/31/2023. As of February 28, 2023, expenditures are at 93.79%. WSA is receiving the final invoices for reimbursement. Board expects to expend 100% of this grant.
-------	-----------	-----------	-----	--

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	11/30/2023	\$100,000	12%	New program. The Board expects to spend 100% of award.
CAP22 Capacity Building	11/30/2023	\$37,500	0%	New program. The Board expects to spend 100% of award.
TOY23 Toyotetsu	09/30/2023	\$100,000	0%	This is a work-based learning pilot program where Toyotetsu offers specialized training in manufacturing to help local residents gain access & knowledge, leading to high-paying job opportunities. Currently, Toyotesu is processing a list of applicants.

SAN ANTONIO READY TO WORK:

Partner	Allocation	Expenditures Submitted	Projected Expenditures	Projected YTD	Target Expenditures (56.25%)
Avance	\$1,349,021	\$32,728	\$63,023	\$95,752	Partner is at 7.10% of FY23 allocation. Partner expenditures are underspent by approx. \$663,072 or 49.15%.
Chrysalis Ministries	\$2,358,575	\$163,889	\$161,019	\$324,908	Partner is at 13.78% of FY23 allocation. Partner expenditures are underspent by approx. \$1,001,790 or 42.47%.
C2 GPS	\$10,437,689	1,159,315	\$371,467	\$1,530,781	Partner is at 14.67% of FY23 allocation. Partner expenditures are underspent by approx. \$4,340,419 or 41.58%.
Family Services Association	\$4,714,759	\$0	\$460,557	\$460,557	Partner is at 9.77% of FY23 allocation. Partner expenditures are underspent by approx. \$2,191,495 or 46.48%.
San Antonio Food Bank	\$3,370,206	\$291,095	\$558,020	\$849,115	Partner is at 25.19% of FY23 allocation. Partner expenditures are underspent by approx. \$1,046,626 or 31.06%.
Texas A&M – San Antonio	\$3,370,206	\$0	\$11,129	\$11,129	Partner is at 0.33% of FY23 allocation. Partner expenditures are underspent by approx. \$1,884,611 or 55.92%.
YWCA	\$2,628,133	\$25,484	\$134,923	\$160,407	Partner is at 6.10% of FY23 allocation. Partner expenditures are underspent by approx. \$1,317,917 or 50.15%.
Total	28,228,589	\$1,672,511	\$1,760,138	\$3,432,650	

ATTACHMENTS:

Financial Statement – January 31, 2023

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2022-September 30, 2023
Report Period: 10/01/22 - 1/31/2023

	Annual Budget	Amendment # 1	Amended Budget #1	YTD Expenses	33.33% % Expended	Balance
PERSONNEL						
Salaries/Wages	\$ 4,331,451	\$ -	\$ 4,331,451	\$ 1,180,382	27.25%	\$ 3,151,069
Fringe Benefits	1,316,021	-	1,316,021	301,294	22.89%	1,014,727
Staff Travel	62,000	-	62,000	19,937	32.16%	42,063
Staff Training & Development	162,000	-	162,000	51,448	31.76%	110,552
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,871,472	\$ -	\$ 5,871,472	\$ 1,553,061	26.45%	\$ 4,318,411
BOARD FACILITY						
Rent	\$ 417,817	5,000	\$ 422,817	\$ 146,197	34.58%	\$ 276,620
Building Out/Moving Expenses	0	-	0	0	0.00%	0
<i>FACILITY SUBTOTAL:</i>	\$ 417,817	\$ 5,000	\$ 422,817	\$ 146,197	34.58%	\$ 276,620
EQUIPMENT/RELATED COSTS						
Equipment Purchases	\$ 50,000	-	\$ 50,000	\$ -	0.00%	\$ 50,000
Equipment Rental	15,000	-	15,000	5,175	34.50%	9,825
Repair & Maintenance	-	-	-	-	0.00%	-
Software Licenses	61,819	-	61,819	26,763	43.29%	35,056
Software Maintenance & Support	100,000	-	100,000	12,672	12.67%	87,328
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 226,819	\$ -	\$ 226,819	\$ 44,609	19.67%	\$ 182,210
GENERAL OFFICE EXPENSES						
Communications	\$ 50,000	-	\$ 50,000	\$ 11,098	22.20%	\$ 38,902
Advertising	35,000	-	35,000	-	0.00%	35,000
Insurances	300,000	-	300,000	53,181	17.73%	246,819
Office Supplies	50,000	-	50,000	2,828	5.66%	47,172
Postage/Shipping/Other	7,500	-	7,500	415	5.53%	7,085
Printing, Binding & Reproduction	20,000	-	20,000	5,730	28.65%	14,270
Publications & Subscriptions	7,500	-	7,500	2,267	30.23%	5,233
Dues	25,000	-	25,000	4,378	17.51%	20,622
Storage	15,000	5,000	20,000	5,665	28.33%	14,335
Marketing (External)	120,000	-	120,000	23,750	19.79%	96,250
Miscellaneous Costs	25,000	-	25,000	471	1.88%	24,529
Non Federal	50,000	-	50,000	45,709	91.42%	4,291
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 705,000	\$ 5,000	\$ 710,000	\$ 155,492	21.90%	\$ 554,508
PROFESSIONAL SERVICES						
Legal Services-Corporate	\$ 100,000	-	\$ 100,000	\$ 23,333	23.33%	\$ 76,667
Legal Services-Other	75,000	50,000	125,000	34,701	27.76%	90,299
Audit	75,000	-	75,000	1,333	1.78%	73,668
Monitoring (Contractor)	500,000	-	500,000	28,634	5.73%	471,366
Professional Services	600,000	425,000	1,025,000	281,024	27.42%	743,976
Payroll Fees	35,000	-	35,000	10,241	29.26%	24,759
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,385,000	\$ 475,000	\$ 1,860,000	\$ 379,265	20.39%	\$ 1,480,735
BOARD EXPENSES						
Board Member Travel	\$ 5,000	-	\$ 5,000	\$ 4,086	81.73%	\$ 914
Board Member Training/Development	25,000	-	25,000	3,000	12.00%	22,000
Board Meetings & Misc. Costs	15,000	-	15,000	3,000	20.00%	12,000
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	\$ 45,000	\$ 10,086	22.41%	\$ 34,914
TOTAL EXPENSES						
	\$ 8,651,108	\$ 485,000	\$ 9,136,108	\$ 2,288,711	25.05%	\$ 6,847,397
SUMMARY:						
Personnel	\$ 5,871,472	-	\$ 5,871,472	\$ 1,553,061	26.45%	\$ 4,318,411
Board Facility	417,817	5,000	422,817	146,197	34.58%	276,620
Equipment/Related Costs	226,819	-	226,819	44,609	19.67%	182,210
General Office Expenses	705,000	5,000	710,000	155,492	21.90%	554,508
Professional Services	1,385,000	475,000	1,860,000	379,265	20.39%	1,480,735
Board Expenses	45,000	-	45,000	10,086	22.41%	34,914
TOTAL CORPORATE EXPENSES						
	\$ 8,651,108	\$ 485,000	\$ 9,136,108	\$ 2,288,711	25.05%	\$ 6,847,397

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

Report Period: 10/01/22-1/31/23

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	Amendment #1	Revised Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Corporate	\$ 5,816,232.00	\$ -	\$ 5,816,232	\$ 1,642,441	28.24%	33.33%	\$ 4,173,791
Port SA	500,000.00	250,000	750,000	425,901	56.79%	33.33%	324,099
Mobile RV Unit	510,000.00	-	510,000	0	0.00%	33.33%	510,000
	\$ 6,826,232	\$ 250,000	\$ 7,076,232	\$ 2,068,342	29.23%	33.33%	\$ 5,007,890

<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

<u>General Expense Item*</u>
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 1/31/2023	YTD Exp 1/31/2023	Balance
WIOA ADULT SERVICES	21WA1	2021WOA001	\$ 849,798.00	\$ 844,108.82	\$ 5,689.18	\$ 5,689.18	\$ 549.28	\$ 844,658.10	\$ 5,139.90
WIOA ADULT SERVICES	21WA2	2021WOA001	\$ 3,276,946.00	\$ 3,243,181.02	\$ 33,764.98	\$ 33,764.98	\$ (32,250.53)	\$ 3,210,930.49	\$ 66,015.51
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 401,623.23	\$ 545,699.77	\$ 545,699.77	\$ 540,366.42	\$ 941,989.65	\$ 5,333.35
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	\$ -	\$ 3,456,318.00	\$ 3,456,318.00	\$ 1,483,843.60	\$ 1,483,843.60	\$ 1,972,474.40
WIOA ADULT Total			\$ 8,530,385.00	\$ 4,488,913.07	\$ 4,041,471.93	\$ 4,041,471.93	\$ 1,992,508.77	\$ 6,481,421.84	\$ 2,048,963.16
WIOA DISLOCATED WORKER	21WD1	2021WOD001	\$ 901,481.00	\$ 859,702.50	\$ 41,778.50	\$ 41,778.50	\$ 1,637.21	\$ 861,339.71	\$ 40,141.29
WIOA DISLOCATED WORKER	21WD2	2021WOD001	\$ 3,597,920.00	\$ 3,315,191.96	\$ 282,728.04	\$ 282,728.04	\$ (8,821.98)	\$ 3,306,369.98	\$ 291,550.02
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 153,168.80	\$ 1,031,282.20	\$ 1,031,282.20	\$ 224,862.20	\$ 378,031.00	\$ 806,420.00
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	\$ -	\$ 3,996,897.00	\$ 3,996,897.00	\$ 883,387.33	\$ 883,387.33	\$ 3,113,509.67
WIOA DISLOCATED Total			\$ 9,680,749.00	\$ 4,328,063.26	\$ 5,352,685.74	\$ 5,352,685.74	\$ 1,101,064.76	\$ 5,429,128.02	\$ 4,251,620.98
WIOA YOUTH SERVICES	21WOY	2021WOY001	\$ 4,430,155.00	\$ 4,010,697.02	\$ 419,457.98	\$ 419,457.98	\$ (58,409.51)	\$ 3,952,287.51	\$ 477,867.49
WIOA YOUTH SERVICES	22WOY	2021WOY001	\$ 4,732,035.00	\$ 482,807.35	\$ 4,249,227.65	\$ 4,249,227.65	\$ 1,181,079.32	\$ 1,663,886.67	\$ 3,068,148.33
WIOA YOUTH Total			\$ 9,162,190.00	\$ 4,493,504.37	\$ 4,668,685.63	\$ 4,668,685.63	\$ 1,122,669.81	\$ 5,616,174.18	\$ 3,546,015.82
WIOA RAPID RESPONSE	22WOR	2022WOR001	\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 3,077.58	\$ 28,648.80	\$ 36,093.20
WIOA RAPID RESPONSE Total			\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 3,077.58	\$ 28,648.80	\$ 36,093.20
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	22TAF	2022TAF001	\$ 7,483,591.00	\$ 5,543,582.79	\$ 1,940,008.21	\$ 1,940,008.21	\$ 398,691.12	\$ 5,942,273.91	\$ 1,541,317.09
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	\$ 0	\$ 8,011,037.00	\$ 8,011,037.00	\$ 1,380,482.37	\$ 1,380,482.37	\$ 6,630,554.63
TANF Total			\$ 15,494,628.00	\$ 5,543,582.79	\$ 9,951,045.21	\$ 9,951,045.21	\$ 1,779,173.49	\$ 7,322,756.28	\$ 8,171,871.72
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	2023SNE001	\$ 1,383,426.00	\$ 0	\$ 1,383,426.00	\$ 1,383,426.00	\$ 797,113.76	\$ 797,113.76	\$ 586,312.24
SNAP E&T Total			\$ 1,383,426.00	\$ -	\$ 1,383,426.00	\$ 1,383,426.00	\$ 797,113.76	\$ 797,113.76	\$ 586,312.24
NON CUSTODIAL PARENT	23NCP	2023NCP001	\$ 437,578.00	\$ 5,851.07	\$ 431,726.93	\$ 431,726.93	\$ 148,127.20	\$ 153,978.27	\$ 283,599.73
NON CUSTODIAL PARENT Total			\$ 437,578.00	\$ 5,851.07	\$ 431,726.93	\$ 431,726.93	\$ 148,127.20	\$ 153,978.27	\$ 283,599.73
CC SRVCS FORMULA ALLOCATION-CCF	22CCF	2022CCF001	\$ 98,063,720.00	\$ 85,537,238.19	\$ 12,526,481.81	\$ 12,526,481.81	\$ 5,785,459.93	\$ 91,322,698.12	\$ 6,741,021.88
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 85,997,213.00	\$ -	\$ 85,997,213.00	\$ 85,997,213.00	\$ 15,576,700.08	\$ 15,576,700.08	\$ 70,420,512.92
CHILD CARE CCF Total			\$ 184,060,933.00	\$ 85,537,238.19	\$ 98,523,694.81	\$ 98,523,694.81	\$ 21,362,160.01	\$ 106,899,398.20	\$ 77,161,534.80
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	\$ 6,869,700.00	\$ 443,514.58	\$ 6,426,185.42	\$ 6,426,185.42	\$ 1,867,944.60	\$ 2,311,459.18	\$ 4,558,240.82
CHILD CARE CCP Total			\$ 13,822,700.00	\$ 5,950,596.69	\$ 7,872,103.31	\$ 7,872,103.31	\$ 1,867,412.12	\$ 7,818,008.81	\$ 6,004,691.19
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	\$ 3,350.97	\$ 3,350.97	\$ 47,049.03
TRADE ACT SERVICES Total			\$ 584,216.00	\$ 31,528.98	\$ 552,687.02	\$ 552,687.02	\$ 8,510.61	\$ 40,039.59	\$ 544,176.41
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	\$ 42,797.09	\$ 42,797.09	\$ 658,917.91
EMPLOYMENT SERVICES Total			\$ 1,650,328.00	\$ 665,913.72	\$ 984,414.28	\$ 984,414.28	\$ 196,865.74	\$ 862,779.46	\$ 787,548.54
RESOURCE ADMIN GRANT	23RAG	2023RAG001	\$ 11,857.00	\$ 0	\$ 11,857.00	\$ 11,857.00	\$ 3,720.13	\$ 3,720.13	\$ 8,136.87
RESOURCE ADMIN GRANT Total			\$ 11,857.00	\$ -	\$ 11,857.00	\$ 11,857.00	\$ 3,720.13	\$ 3,720.13	\$ 8,136.87

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 1/31/2023	YTD Exp 1/31/2023	Balance
TEXAS VETERANS COMMISSION	23TVC	2023TVC001	\$ 284,084.00	0	\$ 284,084.00	\$ 284,084.00	\$ 113,941.81	\$ 113,941.81	\$ 170,142.19
VETERANS EMPLOYMENT SERVICE Total			\$ 284,084.00	\$ -	\$ 284,084.00	\$ 284,084.00	\$ 113,941.81	\$ 113,941.81	\$ 170,142.19
CC QUALITY - CCQ	22CCQ	2022CCQ001	\$ 5,384,152.00	\$ 2,992,736.43	\$ 2,391,415.57	\$ 2,391,415.57	\$ 921,301.21	\$ 3,914,037.64	\$ 1,470,114.36
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	0	\$ 5,820,249.00	\$ 5,820,249.00	\$ 434,410.18	\$ 434,410.18	\$ 5,385,838.82
CCQ QUALITY Total			\$ 11,204,401.00	\$ 2,992,736.43	\$ 8,211,664.57	\$ 8,211,664.57	\$ 1,355,711.39	\$ 4,348,447.82	\$ 6,855,953.18
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX	2022CCX001	\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 2,836,311.50	\$ 17,303,035.78	\$ 2,114,432.22
SERVICE INDUSTRY RECOVERY CHILD CARE Total			\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 2,836,311.50	\$ 17,303,035.78	\$ 2,114,432.22
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	-	\$ 746,230.00	\$ 746,230.00	\$ 49,811.71	\$ 49,811.71	\$ 696,418.29
CHILD CARE - TRS CONTRACTED SLOTS - Total			\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 49,811.71	\$ 49,811.71	\$ 696,418.29
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	\$ 47,933.10	\$ 47,933.10	\$ 46,316.90
WORKFORCE COMMISSION INITIATIVES Total			\$ 449,095.00	\$ 213,396.91	\$ 235,698.09	\$ 235,698.09	\$ 47,115.94	\$ 260,512.85	\$ 188,582.15
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 850,280.00	0	\$ 850,280.00	\$ 850,280.00	\$ 482,788.68	\$ 482,788.68	\$ 367,491.32
REEMPLOYMENT Total			\$ 850,280.00	\$ -	\$ 850,280.00	\$ 850,280.00	\$ 482,788.68	\$ 482,788.68	\$ 367,491.32
MILITARY FAMILY SUPPORT PROGRAM	22WOS	2022WOS001	\$ 221,896.00	\$ 101,620.77	\$ 120,275.23	\$ 120,275.23	\$ 45,094.54	\$ 146,715.31	\$ 75,180.69
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 13,116.10	\$ 13,116.10	\$ 208,779.90
MILITARY FAMILY SUPPORT Total			\$ 443,792.00	\$ 101,620.77	\$ 120,275.23	\$ 342,171.23	\$ 58,210.64	\$ 159,831.41	\$ 283,960.59
STUDENT HIREABILITY NAVIGATOR	18HN4	3018VRS130	\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 55,066.50	\$ 70,425.13	\$ 139,574.87
STUDENT HIREABILITY NAVIGATOR Total			\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 55,066.50	\$ 70,425.13	\$ 139,574.87
VOCATIONAL REHABILITATION-VR INFRA SPPrT	23COL	2023COL001	\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 157,495.73	\$ 195,183.87	\$ 302,187.57
VR-INFRA SUPPORT Total			\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 157,495.73	\$ 195,183.87	\$ 302,187.57
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 23,822.59	\$ 83,353.33	\$ 109,592.67
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total			\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 23,822.59	\$ 83,353.33	\$ 109,592.67
TEACHER EXTERNSHIP	22EXT	2022EXT001	\$ 200,000.00	\$ 188,634.22	\$ 11,365.78	\$ 11,365.78	\$ 5,820.81	\$ 194,455.03	\$ 5,544.97
TEACHER EXTERNSHIP Total			\$ 200,000.00	\$ 188,634.22	\$ 11,365.78	\$ 11,365.78	\$ 5,820.81	\$ 194,455.03	\$ 5,544.97
SUMMER EARN & LEARN (SEAL)	22VRS	3022VRS045	\$ 900,000.00	\$ 561,124.94	\$ 338,875.06	\$ 338,875.06	\$ (1,942.78)	\$ 559,182.16	\$ 340,817.84
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	0	\$ 900,000.00	\$ 900,000.00	\$ 7,393.13	\$ 7,393.13	\$ 892,606.87
SEAL Total			\$ 1,800,000.00	\$ 561,124.94	\$ 1,238,875.06	\$ 1,238,875.06	\$ 5,450.35	\$ 566,575.29	\$ 1,233,424.71
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3	2021SDF003	\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 120,261.21	\$ 386,182.24	\$ 124,784.76
SKILLS DEVELOPMENT FUND Total			\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 120,261.21	\$ 386,182.24	\$ 124,784.76
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 3,462.50	\$ 96,537.50	\$ 96,537.50	\$ 8,938.04	\$ 12,400.54	\$ 87,599.46
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00		\$ 37,500.00	\$ 37,500.00	\$ -	\$ 0	\$ 37,500.00
SAN ANTONIO AREA FOUNDATION TOTAL			\$ 137,500.00	\$ 3,462.50	\$ 134,037.50	\$ 134,037.50	\$ 8,938.04	\$ 12,400.54	\$ 125,099.46
ASPEN INSTITUTE	ASP23		\$ 50,000.00	0	\$ 50,000.00	\$ 50,000.00	\$ 0	\$ 0	\$ 50,000.00
ASPEN INSTITUTE TOTAL			\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
TOYOTETSU PILOT PROGRAM TOTAL	TOY23		\$ 100,000.00	0	\$ 100,000.00	\$ 100,000.00	\$ 0	\$ 0	\$ 100,000.00
TOYOTETSU PILOT PROGRAM TOTAL			\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
DISASTER RECOVERY DISLOCATED WORKER	20NDW	2020NDW001	\$ 6,452,066.00	\$ 4,516,754.86	\$ 1,935,311.14	\$ 1,935,311.14	\$ 1,253,292.14	\$ 5,770,047.00	\$ 682,019.00
WINTER STORMS NDWG	21NDW	2021NDW001	\$ 300,952.00	\$ 238,159.74	\$ 62,792.26	\$ 62,792.26	\$ 62,426.84	\$ 300,586.58	\$ 365.42
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	\$ 1,317,118.98	\$ 6,115,019.14	\$ 689,220.86
READY TO WORK-COSA	22RTW		\$ 14,321,438.80	\$ 269,170.20	\$ 14,052,268.60	\$ 14,052,268.60	\$ 1,219,341.90	\$ 1,488,512.10	\$ 12,832,926.70
READY TO WORK-COSA TOTAL			\$ 14,321,438.80	\$ 269,170.20	\$ 14,052,268.60	\$ 14,052,268.60	\$ 1,219,341.90	\$ 1,488,512.10	\$ 12,832,926.70
GRAND TOTAL			\$ 318,016,171.24	\$ 135,044,032.31	\$ 182,750,242.93	\$ 182,972,138.93	\$ 45,612,353.76	\$ 180,656,386.07	\$ 137,359,785.17

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 1/31/2023	Balance	Grant Expended 1/31/2023	Months Remaining
WIOA ADULT SERVICES	21WA1	6/30/2023	2021WOA001	\$ 849,798.00	\$ 844,658.10	\$ 5,139.90	99%	5
WIOA ADULT SERVICES	21WA2	6/30/2023	2021WOA001	\$ 3,276,946.00	\$ 3,210,930.49	\$ 66,015.51	98%	5
WIOA ADULT SERVICES	22WA1	6/30/2024	2021WOA001	\$ 947,323.00	\$ 941,989.65	\$ 5,333.35	99%	17
WIOA ADULT SERVICES	22WA2	6/30/2024	2021WOA001	\$ 3,456,318.00	\$ 1,483,843.60	\$ 1,972,474.40	43%	17
WIOA ADULT Total				\$ 8,530,385.00	\$ 6,481,421.84	\$ 2,048,963.16		
WIOA DISLOCATED WORKER	21WD1	6/30/2023	2021WOD001	\$ 901,481.00	\$ 861,339.71	\$ 40,141.29	96%	5
WIOA DISLOCATED WORKER	21WD2	6/30/2023	2021WOD001	\$ 3,597,920.00	\$ 3,306,369.98	\$ 291,550.02	92%	5
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2021WOD001	\$ 1,184,451.00	\$ 378,031.00	\$ 806,420.00	32%	17
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2021WOD001	\$ 3,996,897.00	\$ 883,387.33	\$ 3,113,509.67	22%	17
WIOA DISLOCATED Total				\$ 9,680,749.00	\$ 5,429,128.02	\$ 4,251,620.98		
WIOA YOUTH SERVICES	21WOY	6/30/2023	2021WOY001	\$ 4,430,155.00	\$ 3,952,287.51	\$ 477,867.49	89%	5
WIOA YOUTH SERVICES	22WOY	6/30/2024	2021WOY001	\$ 4,732,035.00	\$ 1,663,886.67	\$ 3,068,148.33	35%	17
WIOA YOUTH Total				\$ 9,162,190.00	\$ 5,616,174.18	\$ 3,546,015.82		
WIOA RAPID RESPONSE	22WOR	6/30/2024	2022WOR001	\$ 64,742.00	\$ 28,648.80	\$ 36,093.20	44%	17
WIOA RAPID RESPONSE Total				\$ 64,742.00	\$ 28,648.80	\$ 36,093.20		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	10/31/2023	2023TAF001	\$ 8,011,037.00	\$ 1,380,482.37	\$ 6,630,554.63	17%	9
TANF Total				\$ 8,011,037.00	\$ 1,380,482.37	\$ 6,630,554.63		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	9/30/2023	2023SNE001	\$ 1,383,426.00	\$ 797,113.76	\$ 586,312.24	58%	8
SNAP E&T Total				\$ 1,383,426.00	\$ 797,113.76	\$ 586,312.24		
NON CUSTODIAL PARENT	23NCP	9/30/2023	2023NCP001	\$ 437,578.00	\$ 153,978.27	\$ 283,599.73	35%	8
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 153,978.27	\$ 283,599.73		
CC SRVCS FORMULA ALLOCATION-CCF	22CCF	12/31/2022	2022CCF001	\$ 98,063,720.00	\$ 91,322,698.12	\$ 6,741,021.88	93%	
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 85,997,213.00	\$ 15,576,700.08	\$ 70,420,512.92	18%	11
CHILD CARE CCF Total				\$ 184,060,933.00	\$ 106,899,398.20	\$ 77,161,534.80		
CC DVLPMT FUND LOCAL MATCH - CCM	22CCM	12/31/2022	2022CCM001	\$ 7,372,742.00	\$ 7,372,742.00	\$ -	100%	
CC DVLPMT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0%	11
CHILD CARE CCM Total				\$ 14,912,626.00	\$ 7,372,742.00	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	22CCP	12/31/2022	2022CCP001	\$ 6,953,000.00	\$ 5,506,549.63	\$ 1,446,450.37	79%	
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 6,869,700.00	\$ 2,311,459.18	\$ 4,558,240.82	34%	11
CHILD CARE CCP Total				\$ 13,822,700.00	\$ 7,818,008.81	\$ 6,004,691.19		
TRADE ACT SERVICES	22TRA	12/31/2022	2022TRA001	\$ 533,816.00	\$ 36,688.62	\$ 497,127.38	7%	
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 3,350.97	\$ 47,049.03	7%	11
TRADE ACT SERVICES Total				\$ 584,216.00	\$ 40,039.59	\$ 544,176.41		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	22WPA	12/31/2022	2022WPA001	\$ 948,613.00	\$ 819,982.37	\$ 128,630.63	86%	
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 701,715.00	\$ 42,797.09	\$ 658,917.91	6%	11
EMPLOYMENT SERVICES Total				\$ 1,650,328.00	\$ 862,779.46	\$ 787,548.54		
RESOURCE ADMIN GRANT	23RAG	9/30/2023	2023RAG001	\$ 11,857.00	\$ 3,720.13	\$ 8,136.87	31%	8
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 3,720.13	\$ 8,136.87		

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 1/31/2023	Balance	Grant Expended 1/31/2023	Months Remaining
TEXAS VETERANS COMMISSION	23TVC	9/30/2023	2023TVC001	\$ 284,084.00	\$ 113,941.81	\$ 170,142.19	40%	8
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 113,941.81	\$ 170,142.19		
CC QUALITY - CCQ	22CCQ	3/31/2023	2022CCQ001	\$ 5,334,342.00	\$ 3,914,037.64	\$ 1,420,304.36	73%	2
CC QUALITY - CCQ	23CCQ	10/31/2023	2023CCQ001	\$ 5,820,249.00	\$ 434,410.18	\$ 5,385,838.82	7%	9
CCQ QUALITY Total				\$ 11,154,591.00	\$ 4,348,447.82	\$ 6,806,143.18		
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX	3/31/2023	2022CCX001	\$ 19,417,468.00	\$ 17,303,035.78	\$ 2,114,432.22	89%	2
SERVICE INDUSTRY RECOVERY CHILD CARE Total				\$ 19,417,468.00	\$ 17,303,035.78	\$ 2,114,432.22		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 49,811.71	\$ 696,418.29	7%	11
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 49,811.71	\$ 696,418.29		
WORKFORCE COMMISSION INITIATIVES	22WCI	5/31/2023	2022WCI001	\$ 354,845.00	\$ 212,579.75	\$ 142,265.25	60%	4
WORKFORCE COMMISSION INITIATIVES	23WCI	9/30/2023	2023WCI001	\$ 94,250.00	\$ 47,933.10	\$ 46,316.90	51%	8
WORKFORCE COMMISSION INITIATIVES Total				\$ 354,845.00	\$ 212,579.75	\$ 142,265.25		
REEMPLOYMENT SERVICES - REA	23REA	9/30/2023	2023REA001	\$ 850,280.00	\$ 482,788.68	\$ 367,491.32	57%	8
REEMPLOYMENT Total				\$ 850,280.00	\$ 482,788.68	\$ 367,491.32		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS1	\$ 221,896.00	\$ 13,116.10	\$ 208,779.90	6%	11
MILITARY FAMILY SUPPORT Total				\$ 221,896.00	\$ 13,116.10	\$ 208,779.90		
STUDENT HIREABILITY NAVIGATOR	18HN4	8/31/2023	3018VRS130	\$ 210,000.00	\$ 70,425.13	\$ 139,574.87	34%	7
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 70,425.13	\$ 139,574.87		
VOCATIONAL REHABILITATION-VR INFRA SPRT	23COL	8/31/2023	2023COL001	\$ 497,371.44	\$ 195,183.87	\$ 302,187.57	39%	7
VR-INFRA SUPPORT Total				\$ 497,371.44	\$ 195,183.87	\$ 302,187.57		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	10/31/2023	2022WPB002	\$ 192,946.00	\$ 83,353.33	\$ 109,592.67	43%	9
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 83,353.33	\$ 109,592.67		
TEACHER EXTERNSHIP	22EXT	1/31/2023	2022EXT001	\$ 200,000.00	\$ 194,455.03	\$ 5,544.97	97%	
TEACHER EXTERNSHIP Total				\$ 200,000.00	\$ 194,455.03	\$ 5,544.97		
SUMMER EARN & LEARN (SEAL)	22VRS	1/31/2023	3021VRS073	\$ 900,000.00	\$ 559,182.16	\$ 340,817.84	62%	
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 7,393.13	\$ 892,606.87	1%	8
SEAL Total				\$ 900,000.00	\$ 559,182.16	\$ 340,817.84		
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3	3/31/2023	2021SDF003	\$ 510,967.00	\$ 386,182.24	\$ 124,784.76	76%	2
SKILLS DEVELOPMENT FUND Total				\$ 510,967.00	\$ 386,182.24	\$ 124,784.76		

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 1/31/2023	Balance	Grant Expended 1/31/2023	Months Remaining
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/SAF22		11/30/2023		\$ 100,000.00	\$ 12,400.54	\$ 87,599.46	12%	10
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00		\$ 37,500.00	0%	10
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 12,400.54	\$ 87,599.46		
ASPEN INSTITUTE	ASP23	12/31/2023		\$ 50,000.00	0	\$ 50,000.00	0%	11
ASPEN INSTITUTE TOTAL				\$ 50,000.00	\$ -	\$ 50,000.00		
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	9/30/2023		\$ 100,000.00	0	\$ 100,000.00	0%	8
TOYOTETSU PILOT PROGRAM TOTAL				\$ 100,000.00	\$ -	\$ 100,000.00		
DISASTER RECOVERY DISLOCATED WORKER	20NDW	3/31/2023	2020NDW001	\$ 6,452,066.00	\$ 5,770,047.00	\$ 682,019.00	89%	2
WINTER STORMS NDWG	21NDW	3/31/2023	2021NDW001	\$ 300,952.00	\$ 300,586.58	\$ 365.42	100%	2
COVID GRANTS Total				\$ 6,753,018.00	\$ 6,070,633.58	\$ 682,384.42		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 14,321,438.80	\$ 1,488,512.10	\$ 12,832,926.70	10%	26
READY TO WORK-COSA TOTAL				\$ 14,321,438.80	\$ 1,488,512.10	\$ 12,832,926.70		
GRAND TOTAL				\$ 309,215,402.24	\$ 174,467,685.06	\$ 134,710,217.18		

MEMORANDUM

To: Audit and Finance Committee
 From: Giovanna Escalante-Vela, Chief Financial Officer
 Presented by: Giovanna Escalante-Vela, Chief Financial Officer
 Date: April 7, 2023
 Regarding: Financial Analysis – SA Ready to Work – Update

SUMMARY: On November 3, 2020, City of San Antonio voters approved the SA: Ready to Work ballot initiative, authorizing a 1/8th cent sales and use tax for a period of four years to provide workforce development training and higher education to unemployed, underemployed, or underserved residents to obtain high-demand, well-paid careers, in accordance with Chapter 379A of the Texas Local Government Code ("the Better Jobs Act"). There is no further action requested at this time.

ANALYSIS: A financial analysis of the financial performance, financial position, and prediction of future performance of the SA Ready to Work Program is currently underway. A template was created to show the current expenditures and invoices received from the seven Partners. This template will also include projections provided by the subrecipients. WSA is currently pending projections from the Partners.

FISCAL IMPACT: With the year-to-date data through January 31, 2023, total fees earned include Fiscal Agent Fees and Program Support Fees. WSA fees earned, and expenses are summarized as follows:

Ready to Work Profitability Summary as of January 31, 2023	
Fiscal Agent Fees Earned:	\$ 120,623.82
Program Support Fees Earned:	\$ 203,084.17
Total Fees Earned:	\$ 323,707.99
Total WSA Expenses:	(248,187.62)
Profit:	\$ 75,520.37

RECOMMENDATION: Continue to work with Ready to Work Partners to obtain current projections detailing Intake and Assessment, Case Management, and Service Delivery Costs. Once these are obtained, the Board will continuously monitor expenditures, projections, and profitability.

NEXT STEPS: Ensure that all Partners receive the necessary technical assistance to submit pending invoices by the agreed upon deadline. The Board will additionally make ongoing technical assistance available to Partners, including monthly reviews of projections and actual expenditures.

ATTACHMENTS: Ready to Work Partner Update.

Ready to Work Partner Update

Partner	Allocation	Expenditures Submitted	Projected Expenditures	Projected YTD	Target Expenditures (56.25%)
Avance	\$1,349,021	\$32,728	\$63,023	\$95,752	Partner is at 7.10% of FY23 allocation. Partner expenditures are underspent by approx. \$663,072 or 49.15%.
Chrysalis Ministries	\$2,358,575	\$163,889	\$161,019	\$324,908	Partner is at 13.78% of FY23 allocation. Partner expenditures are underspent by approx. \$1,001,790 or 42.47%.
C2 GPS	\$10,437,689	\$1,159,315	\$371,467	\$1,530,782	Partner is at 14.67% of FY23 allocation. Partner expenditures are underspent by approx. \$4,340,419 or 41.58%.
Family Services Association	\$4,714,759	\$0	\$460,557	\$460,557	Partner is at 9.77% of FY23 allocation. Partner expenditures are underspent by approx. \$2,191,495 or 46.48%.
San Antonio Food Bank	\$3,370,206	\$291,095	\$558,020	\$849,115	Partner is at 25.19% of FY23 allocation. Partner expenditures are underspent by approx. \$1,046,626 or 31.06%.
Texas A&M – San Antonio	\$3,370,206	\$0	\$11,129	\$11,129	Partner is at 0.33% of FY23 allocation. Partner expenditures are underspent by approx. \$1,884,611 or 55.92%.
YWCA	\$2,628,133	\$25,484	\$134,923	\$160,407	Partner is at 6.10% of FY23 allocation. Partner expenditures are underspent by approx. \$1,317,917 or 50.15%.
Total	28,228,589	\$1,672,511	\$1,760,138	\$3,432,650	

MEMORANDUM

To: Audit and Finance Committee
From: Giovanna Escalante-Vela, Chief Financial Officer
Presented by: Giovanna Escalante-Vela, Chief Financial Officer
Date: April 7, 2023
Regarding: TWC Annual Monitoring Report

SUMMARY: On an annual basis, the Texas Workforce Commission reviews financial, compliance, and contract requirements. This review covered the period July 1, 2021 – to July 31, 2022. This review identified opportunities to strengthen management controls and support compliance with contract requirements. The Board is responsible for providing its Partners, Subrecipients, and Contractors with these findings and areas of concern and following up to ensure that any needed corrective actions are completed.

ANALYSIS: The monitoring report identified three findings.

FINDING #1: The Board did not comply with federal and state procurement requirements for six workforce center leases. The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and should reprocure the workforce center leases, in compliance with federal and state requirements. In addition, the Board should reprocure the contract for a broker before requesting additional services.

TWC RECOMMENDATION: The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and should reprocure the workforce center leases, in compliance with federal and state requirements. In addition, the Board should reprocure the contract for a broker before requesting additional services.

FINDING #2: In nine of fourteen (64 percent) applicable case files tested, the request to remove was not sent within the required timeframe to the Office of the Attorney General (OAG). The requests were sent ranging from 16 to 87 days late. In addition, four were sent early, prior to participant being non-compliant for 30 days. The Board should strengthen controls to ensure compliance with NCP requirements.

TWC RECOMMENDATION: The Board should strengthen controls to ensure compliance with NCP requirements.

FINDING #3: The Board did not ensure the Board's external program monitoring services were procured. The Board extended the contract for the Board's external program monitors which expired September 30, 2022, with no more options to renew. Instead of re-procuring, the Board completed a contract extension for 90-days, as of October 1, 2022, to increase the budget, and to test low-income childcare eligibility case files. By not re-procuring the monitoring services contract, full and open competition was limited. At the time of the monitoring review, the Board had not used any TWC funding to pay for the services during the 90-day extension. The Board should strengthen controls to ensure that program monitoring services are procured and conducted in compliance with federal, state, and local requirements to allow for full and open competition. In addition, the Board should ensure that program monitoring services have been reprocured.

TWC RECOMMENDATION: The Board should strengthen controls to ensure that program monitoring services are procured and conducted in compliance with federal, state, and local requirements to allow for full and open competition. In addition, the Board should ensure that program monitoring services have been reprocured.

FISCAL IMPACT: None

STAFF RECOMMENDATIONS: TWC Audit Resolution will contact the Board with an initial notification letter requesting the documentation necessary to resolve the outstanding findings identified in the report. The Board will have 45 calendar days from the issuance of the letter to respond to Audit Resolution with the documentation.

Procurement: The Board has contracted with a procurement consultant to perform, analyze, and make recommendations to strengthen the procurement department's processes, procedures, and controls. We anticipate updating the policies and procedures and implementing additional measures to strengthen procurement by the end of the fiscal year. The Board has reprocured the contract for a real estate broker.

NCP Choices Guidelines: The contractor, C2 GPS developed a plan to provide learning paths and training for case managers, ensuring quality assurance through a 10% monthly case review, and ensure accurate data entry in TWIST. The Board will strengthen controls to ensure compliance with NCP requirements.

Monitoring Services: The Board has reprocured the external monitoring services and awarded a new contract. The Board will strengthen controls to ensure procurement is conducted in compliance with federal, state, and local requirements to allow for full and open competition.

NEXT STEPS: Implement a Technical Assistance Plan for monitoring to clear the findings in subsequent reviews of compliance with NCP requirements. Implement procedural change recommended by the procurement consultant, work with TWC Audit Resolutions team to resolve procurement of current leases. The Board will continue to strengthen the procurement process.

ATTACHMENTS: TWC Monitoring Report #23.20.0001

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Aaron Demerson
Commissioner Representing
Employers

Alberto Treviño, III
Commissioner Representing
Labor

Edward Serna
Executive Director

Report #23.20.0001

ISSUE DATE: February 23, 2023

Mr. Adrian Lopez, Chief Executive Officer
Workforce Solutions Alamo
100 North Santa Rosa St., Suite 120
San Antonio, Texas 78207

Dear Mr. Lopez:

We have completed our review of the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), Employment Services, Trade Adjustment Assistance, and Workforce Innovation and Opportunity Act programs administered by Workforce Solutions Alamo. Our review covered the period July 1, 2021, through July 31, 2022.

Our findings are summarized in the enclosed report. TWC Audit Resolution will contact you with an initial notification letter requesting the documentation necessary to resolve the outstanding findings identified in the report. The Board will have 45 calendar days from the issuance of the letter to respond to Audit Resolution with the documentation.

Thank you again for your cooperation and assistance. Should you have any further questions concerning the review, please contact me at (512) 936-3612.

Sincerely,



Mary B. Millan, Director of Field Operations
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring

Attachment



Monitoring Report
#23.20.0001
Workforce Solutions Alamo

Issued by Texas Workforce Commission
Subrecipient Monitoring Department

Board Background

Workforce Solutions Alamo is part of Texas Workforce Solutions – a statewide network of 28 Workforce Development Boards for regional planning and service delivery, their contracted service providers and community partners, and the TWC unemployment benefits Tele-Centers. This network, which includes the Texas Workforce Commission, gives customers local access to workforce solutions and statewide services through Workforce Solutions offices and Tele-Centers throughout the state.

The Board serves the following counties: Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina, and Wilson.

C2 Global Professional Services is the subrecipient responsible for management of the Workforce Centers and SERCO provides youth services. The City of San Antonio provides childcare services.

Executive Summary

The Texas Workforce Commission, Subrecipient Monitoring Department conducted a review of Workforce Solutions Name. This review identified opportunities to strengthen management controls and support compliance with contract requirements.

The Board is responsible for providing its Partners, Subrecipients, and Contractors with these findings and areas of concern and following up to ensure that any needed corrective actions are completed.

Finding #1: Ensure Leases are Properly Procured

The Board did not comply with federal and state procurement requirements for six workforce center leases. The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and should reprocure the workforce center leases, in compliance with federal and state requirements. In addition, the board should reprocure the contract for a broker before requesting additional services.

Finding #2: Ensure NCP Choices Guidelines are Followed

In nine of fourteen (64 percent) applicable case files tested, the request to remove was not sent within the required timeframe to the Office of the Attorney General (OAG). The requests were sent ranging from 16 to 87 days late. In addition, four were sent early, prior to participant being non-compliant for 30 days. The Board should strengthen controls to ensure compliance with NCP requirements.

Finding #3: Ensure Monitoring Services are Procured

The Board did not ensure the Board's external program monitoring services were procured. The Board extended the contract for the Board's external program monitors which expired September 30, 2022, with no more options to renew. Instead of re-procuring, the Board completed a contract extension for 90-days, as of October 1, 2022, to increase the budget, and to test low-income childcare eligibility case files. By not re-procuring the monitoring services contract, full and open competition was limited. At the time of the monitoring review, the Board had not used any TWC funding to pay for the services during the 90-day extension.

The Board should strengthen controls to ensure that program monitoring services are procured and conducted in compliance with federal, state, and local requirements to allow for full and open competition. In addition, the Board should ensure that program monitoring services have been reprocured.

Table of Contents

Board Background		2
Executive Summary		2
Findings		
	Ensure Leases are Properly Procured	4
	Ensure NCP Choices Guidelines are Followed	6
	Ensure Monitoring Services are Procured	7
Appendices		
	A. Abbreviations and Terms	8
	B. Review Objectives, Scope, and Methodology	9
	C. Report Distribution List	10
	D. Exit Conference	11

Findings

Ensure Leases are Properly Procured

The Board did not comply with federal and state procurement requirements for six workforce center leases. The following errors were noted:

- For the Pearsall Workforce Center lease, the Board did not complete a market analysis prior to the option to renew on November 1, 2021, or a justification for staying at the current space. The Board provided a market analysis completed on October 5, 2022, which was late and did not contain sufficient information.
- For the Floresville Workforce Center lease, the Board has a new lease beginning August 1, 2021. The Board did not conduct a needs determination for the square footage.
- For the Kenedy Workforce Center lease, the Board exercised its option to renew. However, the lease renewal contained language for another option to renew for two years, that was not included in the procurement.
- For the New Braunfels Workforce Center lease, the Board did not provide a needs determination for the square footage needed. The Board also executed an amendment to an expired lease instead of entering into a new lease.
- For the Boerne Workforce Center lease, the Board did not provide a needs determination for the square footage needed.
- For the Hondo Workforce Center lease, the Board exercised an option to renew that was not included in the procurement.

In addition, the broker's contract expired December 31, 2021, and the broker continued to provide services.

By not adhering to procurement controls, the Board cannot demonstrate that all procurement actions were conducted in a manner providing for full and open competition.

FMGC Supplement on Procurement, Version 1.0, E. Competition & Preferences, E.1 Full & Open Competition, E.1.2 Basic Standard states:

“Policy

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards in UG, UGMS and this Publication. Except where specified otherwise, selection of subgrantees (subrecipients) must also be conducted in a manner providing full and open competition.”

And continues in, *Q.3 Procurement Records*, states:

“Policy:

Grantees must maintain records sufficient to detail the history of procurement. Records will be retained and made available to authorized entities in accordance with applicable administrative requirements.

These records must include, but are not necessarily limited to the following:

- Rationale for the method of procurement
- Selection of contract type

- Contractor selection or rejection
- Basis for the contract price.”

And, *J.6 Lease of Real Property & Related Broker Selection, J.6.2.2 Broker Identification of Available Commercial Lease Properties** states:

“...As covered in Q.3 Procurement Records, in this Publication, the UG and UGMS require grantees to maintain records sufficient to detail the history of the procurement, including rationale for the procurement method. In keeping with this standard, the procurement records should include documentation of the initial market research and the grantee’s rationale to supplement or not supplement the broker’s/agent’s access to listing services with public advertisement of the grantee’s search for commercial property to lease.

An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the following:

- Define the business need—such as the general location (based on customer populations or other business needs of the grant award), access to public transportation, parking, size of the space needed, ground floor access (if applicable), ability of the property to meet the build out specifications (such as number of work spaces, common spaces, public bathrooms, etc.)
- Initial market research to determine whether to supplement the broker’s/agent’s use of listing services with public advertisement of the grantee’s property search, using the broker/agent or grantee as the point of contact
- Broker/agent identifies commercial properties that meet the grantee’s specifications
- Broker/agent and grantee identify which of the properties warrant site visits
- Broker/agent schedules site visits and attends the visits with the grantee
- Broker/agent further evaluate the visited properties against the grantee’s specifications
- Broker/agent requests a proposal from landlord/owner of the property or properties that best meet the grantee’s specifications
- Broker/agent reviews and explains the proposals to the grantee
- Grantee reviews the broker/agent recommendation and decides whether to execute a lease
- Broker/agent negotiates with the landlord/owner of the property that the grantee selected
- If agreed to by the broker/agent, the broker/agent assists the grantee with the oversight of any alterations or improvements required to make space ready for grantee occupation
- Grantee retains documentation of its original business need specifications, the broker/agent report on properties that met the specification, consideration of the properties and basis for the choice for site visits, observations made from the site visits, basis for further selection, including proposals received, broker/agent recommendation, grantee selection and basis, negotiation points, and the resulting lease.”

FMGC, Chapter 13, Property, Leases states:

“Costs for leased or rental property must conform to applicable cost principles for rental costs. Such property must be procured in accordance with applicable procurement requirements.”

FMGC, Chapter 8: Cost Principles states:

“A cost must meet the following general criteria in order to be allowable under a federal or state award:

...Be adequately documented. Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills and other documentation that verifies the expenditure amount and appropriateness to the grant...”

Recommendation

The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and should reprocure the workforce center leases, in compliance with federal and state requirements. In addition, the board should reprocure the contract for a broker before requesting additional services.

Ensure NCP Choices Guidelines are Followed

In nine of fourteen (64 percent) applicable case files tested, the request to remove was not sent within the required timeframe to the Office of the Attorney General (OAG). The requests were sent ranging from 16 to 87 days late. In addition, four were sent early, prior to participant being non-compliant for 30 days.

Without strict adherence to the NCP Choices requirements, the Board cannot ensure all the NCP program requirements are met, which may hinder the client from becoming economically self-sufficient and making consistent child support payments.

Non-Custodial Parent Choices: A Comprehensive Guide - February 2020, B-401: Request to Remove states:

“Boards must ensure that a request to remove the NCP from the program is submitted within seven calendar days after the NCP is noncompliant for at least 30 days.

Boards must ensure that the following actions are completed during the 30-day noncompliance NCP Choices Program Guide 40 period:

- Notify OAG of the noncompliance immediately.
- Document OAG communication in TWIST and COLTS notes.
- Document weekly attempts to reengage the customer in TWIST and COLTS notes.

Boards must ensure that Workforce Solutions Office staff submits, by email or mail, a case closure request to the OAG contact using:

- the Request to Remove form (sample); or
- a locally developed form.

Boards must be aware that written Requests to Remove forms can also be provided to OAG during the monthly coordination meetings.

Boards must ensure that locally developed forms or request to remove communication include the following information:

- The Workforce Solutions Office staff member’s contact information (name, address, and phone number)
- NCP’s name
- OAG case number
- Reason for requesting the removal.”

Recommendation

The Board should strengthen controls to ensure compliance with NCP requirements.

Ensure Monitoring Services are Procured

The Board did not ensure the Board's external program monitoring services were procured. The Board extended the contract for the Board's external program monitors which expired September 30, 2022, with no more options to renew. Instead of re-procuring, the Board completed a contract extension for 90-days, as of October 1, 2022, to increase the budget, and to test low-income childcare eligibility case files. By not re-procuring the monitoring services contract, full and open competition was limited. At the time of the monitoring review, the Board had not used any TWC funding to pay for the services during the 90-day extension.

By not adhering to federal and state procurement requirements, the Board cannot demonstrate that all procurement actions were conducted in a manner that is appropriate for the purchases of services.

FMGC Supplement on Procurement, Version 1.0, E. Competition & Preferences, E.1 Full & Open Competition, E.1.2 Basic Standard states:

"Policy

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards in UG, UGMS and this Publication. Except where specified otherwise, selection of subgrantees (subrecipients) must also be conducted in a manner providing full and open competition."

In addition, *FMGC Supplement on Procurement, Version 1.0, E. Special Considerations for Certain Purchases, J.1 Consulting, Professional & Legal Services, J.1.2 Basic Standard* states:

"This Section, J.1.2 Basic Standard, provides additional compliance detail relating to the procurement of consulting, professional, and legal services.

Consulting services, professional services, and legal services must conform to applicable allowability requirements and any applicable limits and be procured in accordance with applicable administrative requirements."

Recommendation

The Board should strengthen controls to ensure that program monitoring services are procured and conducted in compliance with federal, state, and local requirements to allow for full and open competition. In addition, the Board should ensure that program monitoring services have been reprocured.

Appendix A. Abbreviations and Terms

Board	Workforce Solutions Alamo
CCS	Child Care Services
Choices	Employment services for TANF (Temporary Assistance for Needy Families)
COLTS	Choices Online Tracking System
ES	Employment Services
FMGC	Financial Manual for Grants and Contracts
IFA	Infrastructure Facilities Agreement
MOU	Memorandum of Understanding
NCP	Noncustodial Parent
NRP	Needs Related Payment
OAG	Office of the Attorney General
TAA	Trade Adjustment Assistance
TWC	Texas Workforce Commission
TWIST	The Workforce Information System of Texas
UG	Uniform Grant
UGMS	Uniform Grant Management Standards
WIOA	Workforce Innovation and Opportunity Act

Appendix B. Review Objectives, Scope, and Methodology

Review Objectives

The purpose of our review was to provide reasonable assurance that Workforce Solutions Alamo uses TWC grant resources in accordance with state and federal requirements. We also sought to determine whether activities are conducted toward the goal of achieving program objectives while maintaining fiscal accountability.

Scope and Methodology

Monitoring reviewed the CCS, Choices, ES, TAA, and WIOA programs administered by the Board. We conducted this review from October 11, 2022, to October 21, 2022. Our goal was to provide reasonable but not absolute assurance regarding compliance with contract terms and objectives.

Toward this goal, we randomly selected and tested samples of transactions that occurred during the period of July 1, 2021, through July 31, 2022. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist. Within the accounting and program books, records and documentation we tested control systems and transactions in the following areas:

Board

- Monitoring and Oversight
 - Monitoring Certification
- Automation
 - Personally Identifiable Information
- Governance
 - Internal Controls
 - MOUs and IFAs

Child Care

- Recoupment

Service Provider

- Choices
 - Work Activities
 - Noncooperation
- NCP Choices
- WIOA

Fiscal

- Allowable Costs and Pooled Expenditures
 - Disbursements
 - Cost Allocation
 - Support Services & NRPs
- Procurement
 - Small and Micro-Purchases
 - Formal (including Fiscal Integrity)
- Fiscal Controls
 - Cash Management
 - Financial Reporting
- Property

Appendix C. Report Distribution List

Copies of the report will be provided to the following parties:

Workforce Solutions Alamo

Leslie Cantu, Chair

United States Department of Health and Human Services

Gwendolyn Jones, Regional Program Manager

Deborah Daniels, Program Specialist

Alisa Matthews, Program Specialist

United States Department of Labor

Nicholas E. Lalpui, Regional Administrator, Employment and Training Administration

M. Frank Stluka, Regional Director, Office of State Systems, Employment and Training Administration

Texas Workforce Commission

Bryan Daniel, Chairman and Commissioner Representing the Public

Aaron Demerson, Commissioner Representing Employers

Alberto Treviño, III, Commissioner Representing Labor

Edward Serna, Executive Director

Randy Townsend, Deputy Executive Director

Courtney Arbour, Director, Division of Workforce Development

Reagan Miller, Director, Division of Child Care and Early Learning

Charles E. Ross, Jr., Director, Division of Fraud Deterrence and Compliance Monitoring

Chris Nelson, Chief Financial Officer

Adam Leonard, Director, Division of Information, Innovation and Insight

Appendix D. Exit Conference

Date: October 21, 2022

Attendees:

Adrian Lopez, Chief Executive Officer, Workforce Solutions Alamo
Chad Case, Procurement, Workforce Solutions Alamo
Linda Martinez, Executive Assistant, Board Liaison, Workforce Solutions Alamo
Ricardo G. Ramirez, Director, Quality Assurance, Workforce Solutions Alamo
Maria Martinez, Human Resources Generalist, Workforce Solutions Alamo
Marty Peña, Asset and Facilities Manager, Workforce Solutions Alamo
Trema Cole, Workforce Monitor II, Workforce Solutions Alamo
Terry Trevino, Director of Programs, Workforce Solutions Alamo
Giovanna Escalante-Vela, Controller, Workforce Solutions Alamo
Joshua Villela, Child Care Administrator, Workforce Solutions Alamo
Victoria Rodriguez, Workforce Specialist, Special Initiatives, Workforce Solutions Alamo
Rick Garcia, Program Manager, Workforce Solutions Alamo
Andrea Guajardo, Chief Information Officer, Workforce Solutions Alamo
Monica Godina, Management Information Systems, Workforce Solutions Alamo
Esmeralda Apolinar-Ramirez, Senior Accounting Manager, Workforce Solutions Alamo
Hugo Galaviz, Accountant II, Workforce Solutions Alamo
Rebecca Espino-Balencia, Director, Ready To Work, Workforce Solutions Alamo
Katherine Pipoly, Chief Operating Office, Workforce Solutions Alamo
Jeremy Taub, Director, Purchasing, Workforce Solutions Alamo
Matthew Aaron Bieniek, Information Technology, Workforce Solutions Alamo
Jessica Villarreal, Director, Child Care, Workforce Solutions Alamo
Brenda Garcia, Managing Director, C2 Global Professional Services
Sylvia Perez, Deputy Director of Operations, C2 Global Professional Services
Ramsey Olivarez, Chief Innovation Officer, C2 Global Professional Services
Michael DeFrees, Program Manager, Self-Sufficiency Programs, C2 Global Professional Services
Sandra A. Alvarez, Program Manager, C2 Global Professional Services
Belinda Gomez, Deputy Director, Fiscal Operations, C2 Global Professional Services
Aaron Smith, Chief Operating Officer, C2 Global Professional Services
Joseph Mansour, Compliance, C2 Global Professional Services
Blanca Luna, Deputy Director, Continuous Improvement, C2 Global Professional Services
Manuela Zarate, Vice President, Chief Operating Officer, SERCO
Andrea De La Garza, Director of Quality Initiatives, SERCO
Gabriela Horbach, Project Manager, SERCO
Roberto Corral, Operations Manager, Youth Program (Urban and Rural), SERCO
Susan Thomas, Senior Management Analyst, City of San Antonio Child Care Services
Cherri Smith, Management Analyst, City of San Antonio Child Care Services
Timothy L. Grant, Integrated Service Area Manager, Region 6, TWC
Ernesto Cantu, Project Manager, TWC
Nadine Butler, Monitor, TWC
Linda Banks, Monitor, TWC
Laura Mayorga, Monitor, TWC
Chiffon Mitchell, Monitor, TWC
Ashley Kendrick, Quality Assurance, TWC

MEMORANDUM

To: Audit and Finance Committee
 From: Giovanna Escalante-Vela, Chief Financial Officer
 Presented by: Giovanna Escalante-Vela, Chief Financial Officer
 Date: April 7, 2023
 Regarding: Annual Audit Planning - Fiscal Year Ending September 30, 2022

SUMMARY: The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2022, is scheduled to be performed by ABIP, PC. ABIP will perform its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Uniform Guidance. While performing the audit, ABIP will interview staff and observe processes to develop a risk assessment over the internal controls and develop audit procedures they feel necessary to provide evidence for their audit opinions.

ANALYSIS: ABIP, PC has begun this engagement by completing the planning process with key staff and contractors. ABIP, PC sent key staff a Provided by Client (PBC) list that requests information and supporting documents that are needed to complete the audit. WSA is on track to meet the timeline below and does not anticipate delays. The audit report will be presented at the Audit & Finance Committee meeting on May 26, 2023.

FINANCIAL IMPACT: The board has budgeted \$75,000 for the annual audit; the initial engagement is quoted at \$67,050.00.

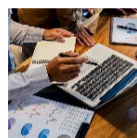
STAFF RECOMMENDATION: WSA is exercising the second one-year renewal option for the Independent Annual Financial Audit with ABIP, PC for the fiscal period of October 1, 2021, to September 30, 2022.

NEXT STEPS: WSA Board staff will work with ABIP, PC to meet the following timeline.



Audit Planning

- Engagement Letter (12/2022)
- Audit and 990 Budget \$75,000
- Planning Meeting (12/2022) Fiscal Reconciling and Preparing Schedules (January and February 2023)
- Final Reports due for review by Controller and CFO (March 2023)



Audit Field Work

- April 2023: Field Work Complete
- May 5, 2023: Draft Report Due to Board
- May 12, 2023: Final Report Due
- May 19, 2023: Audit Committee Packet Provided



Audit Report

- May 26, 2023: Audit Committee Presentation
- June 23, 2023: Full Board Approval
- June 30, 2023: Audit Submitted to Federal Clearing House
- July 2023: Audit provided to Area Judges and other interested parties

Financial Reports and Analysis

April 7, 2023

Giovanna Escalante-Vela, CFO



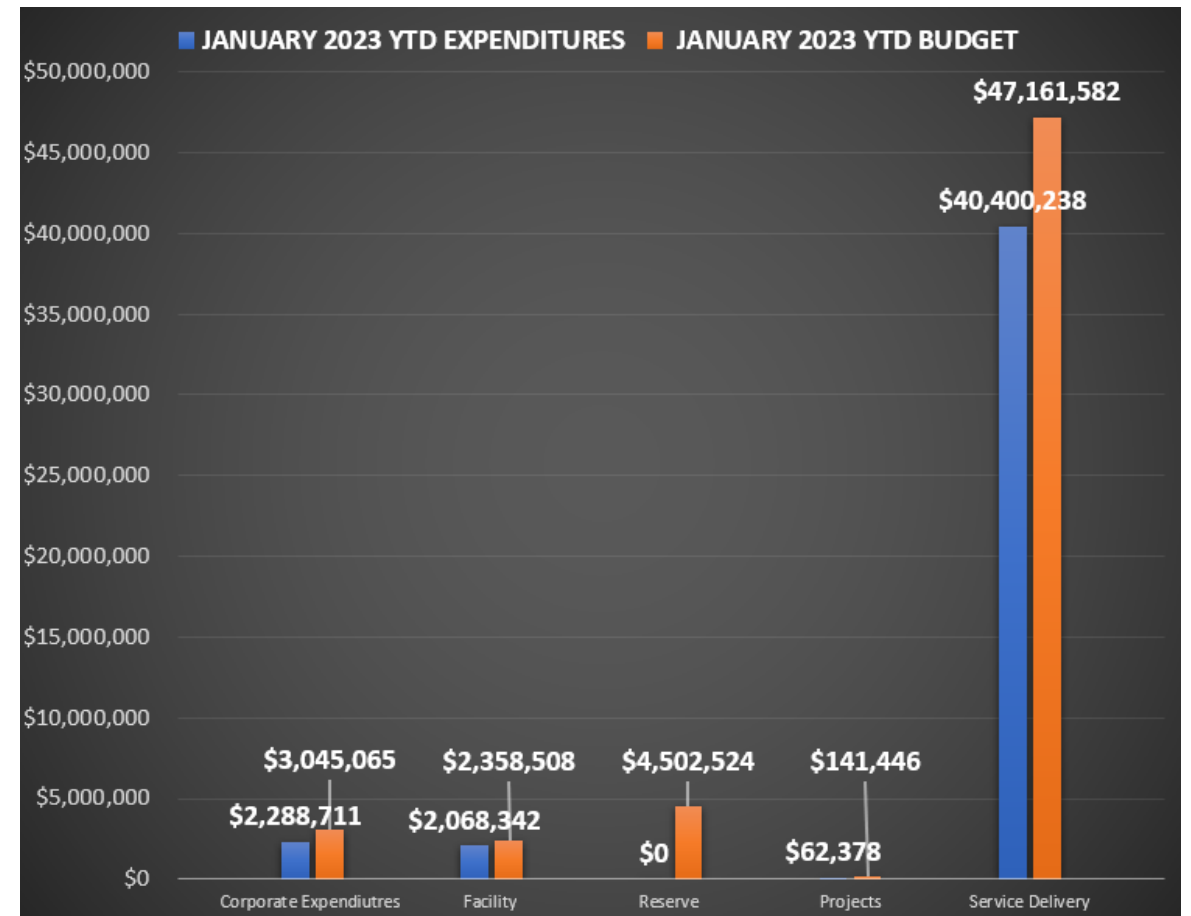
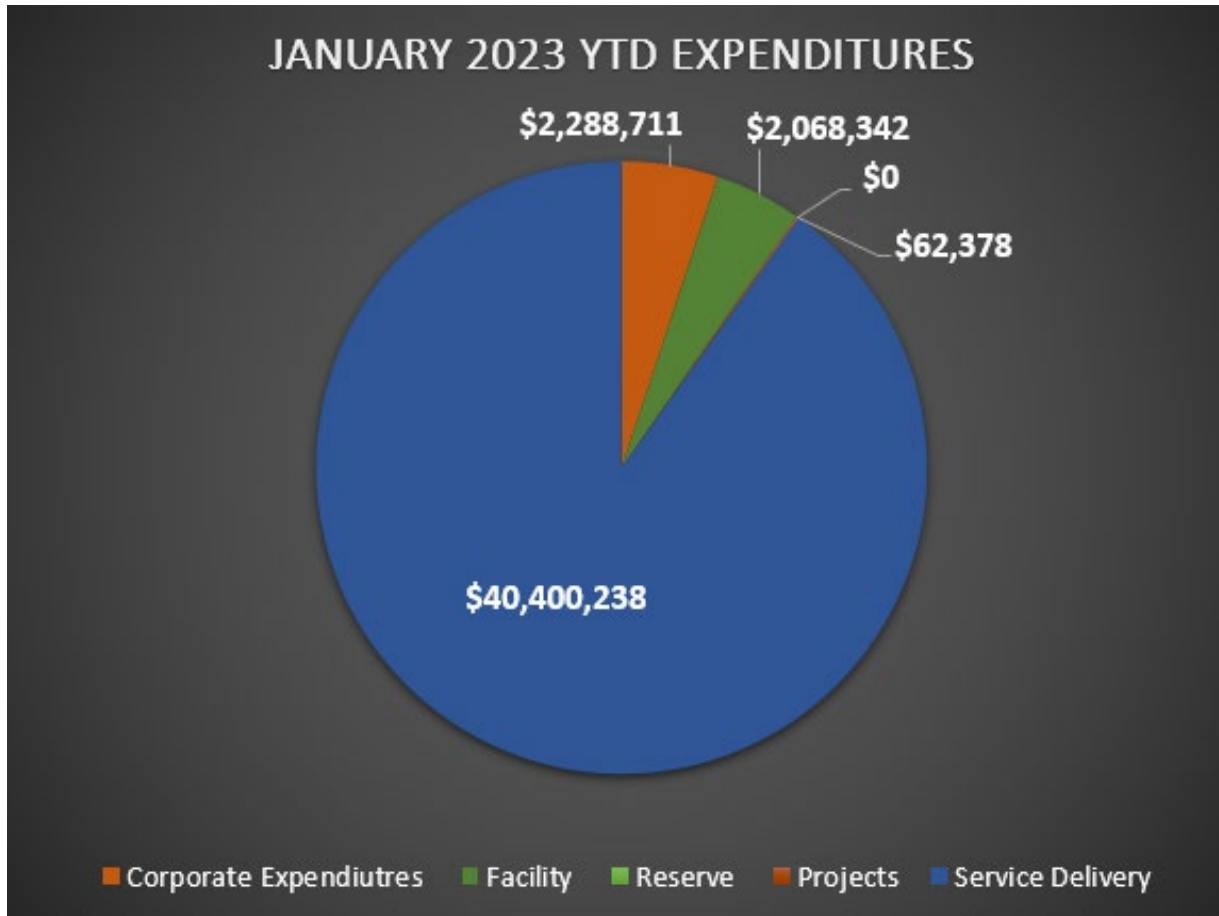
Budget to Actual Expenditures

JANUARY 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY23 Budget	FY23 Actuals (JANUARY 2023)	% Expensed	Straight-Line Target (33.3%)	YTD Variance %
Corporate -Personnel	\$ 5,871,472.00	\$ 1,553,060.73	26.45%	\$ 1,956,961.62	6.88%
Corporate -Facilities	\$ 422,817.00	\$ 146,197.47	34.58%	\$ 140,924.91	-1.25%
Corporate -Equipment Related	\$ 226,819.00	\$ 44,609.41	19.67%	\$ 75,598.77	13.66%
Corporate -General Office	\$ 710,000.00	\$ 155,492.14	21.90%	\$ 236,643.00	11.43%
Corporate - Professional Services	\$ 1,860,000.00	\$ 379,264.82	20.39%	\$ 619,938.00	12.94%
Corporate - Board of Directors	\$ 45,000.00	\$ 10,086.42	22.41%	\$ 14,998.50	10.92%
Corporate Total	\$ 9,136,108.00	\$ 2,288,710.99	25.05%	\$ 3,045,064.80	8.28%
Facilities	7,076,232.00	2,068,341.89	29.23%	\$ 2,358,508.13	4.10%
Reserve	13,508,924.00	-	0.00%	\$ 4,502,524.37	33.33%
Projects	424,381.00	62,377.75	14.70%	\$ 141,446.19	18.63%
Service Delivery	141,498,897.00	40,400,238.07	28.55%	\$ 47,161,582.37	4.78%
Total Budget	\$ 171,644,542.00	\$ 44,819,668.70	26.11%	\$ 57,209,125.85	7.22%



YTD EXPENDITURES BY BUDGET CATEGORY

YTD EXPENDITURES BY BUDGET CATEGORY COMPARISON



JANUARY 2023 YEAR TO DATE SERVICE DELIVERY URBAN-RURAL

FY23 Service Delivery Urban-Rural



	CITY OF SAN ANTONIO- Child Care	Ready to Work	C2GPS- Adult Services	SERCO - Youth
URBAN (%)	84%	100%	87%	80%
RURAL (%)	16%	0%	13%	20%
RURAL	\$5,408,253.86	\$-	\$722,112.71	132,901.27
URBAN	\$27,679,853.72	\$1,034,743.39	\$4,884,055.84	538,317.28



NUMBER OF CHILDREN IN CARE BROKEN DOWN BY COUNTY

October 1, 2022-January 31, 2023 # of Children in Care Broken down by County											
County	City	Discretionary- Homeless & Low Income	%	Mandatory- Choice & Former DFPS	%	Service Industry Recovery	%	Child Protective Services	%	Total	%
Atascosa	Pleasanton	308	2.97%	9	1.45%	25	2.44%	8	1.39%	350	2.78%
Bandera	Bandera	42	0.41%	2	0.32%	2	0.20%	1	0.17%	47	0.37%
Bexar	San Antonio	8,292	80.02%	531	85.65%	910	88.95%	456	79.17%	10,189	80.98%
Comal	New Braunfels	406	3.92%	22	3.55%	23	2.25%	40	6.94%	491	3.90%
Frio	Pearsall	111	1.07%	11	1.77%	6	0.59%	6	1.04%	134	1.07%
Gillespie	Fredericksburg	44	0.42%	2	0.32%	1	0.10%	2	0.35%	49	0.39%
Guadalupe	Seguin	543	5.24%	8	1.29%	29	2.83%	32	5.56%	612	4.86%
Karnes	Kenedy	17	0.16%	2	0.32%	0	0.00%	4	0.69%	23	0.18%
Kendall	Boerne	62	0.60%	4	0.65%	4	0.39%	8	1.39%	78	0.62%
Kerr	Kerrville	214	2.07%	11	1.77%	8	0.78%	4	0.69%	237	1.88%
McMullen	Tilden	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medina	Hondo	196	1.89%	9	1.45%	4	0.39%	10	1.74%	219	1.74%
Wilson	Floresville	128	1.24%	9	1.45%	11	1.08%	5	0.87%	153	1.22%
Total		10,363	100.00%	620	100.00%	1,023	100.00%	576	100.00%	12,582	100.00%



Key Variances

TANF – Grant is currently at 17%. This year's allocation is \$2 Million more than our average allocation. The recently approved TWC special initiative geared towards a STEM summer youth program is in process with the contractor for implementation.

SNAP – Currently overspent. The Contractor conducted 100% of case load review. Board staff are working with contractor to monitor expenditures.



Key Variances

Child Care CSL – End date was extended from 3/31/23 to 12/31/23. WSA has \$450,000 obligated as of 1/31/23.

Skills Development Fund – Lone Star National Bank – This program supports Lone Star National Bank’s re-training initiative. The Board was granted a no-cost extension through 3/31/2023. As of February 28, 2023, expenditures are at 93.79%. WSA is receiving the final invoices for reimbursement. The board expects to expend 100% of this grant.



Key Variances

Child Care Quality - \$2.8 million dollars were invested in Child Care Programs. In January 2022, the Board began to process provider incentive payments on a quarterly basis. Providers received Materials, Books & Supplies.

As of March 7, 2023, WSA has provided:

Child Care Provider Incentives: \$ 1,968,871

Materials, Books & Supplies: \$ 811,416



Key Variances

San Antonio Area Foundation – Workforce Academy – This grant is used exclusively for the Workforce Ambassador Program to advance equity and economic mobility through your workforce development services.

San Antonio Area Foundation – Capacity Building – 50% of expenditures will be recognized in February 2023. This grant is to be used for Capacity Building focusing on:

- Learning: Staff Performance – Tools & resources, training, and coaching
- Managing: Technology – Training, technical assistance, tools & resources
- Planning: Strategic Planning



Key Variances

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 is processing.



READY TO WORK ANALYSIS

Ready to Work Summary as of January 31, 2023	
Fiscal Agent Fees Earned:	\$ 120,623.82
Program Support Fees Earned:	\$ 203,084.17
Total Fees Earned:	\$ <u>323,707.99</u>
Total WSA Expenses:	- <u>248,187.62</u>
Surplus/Reserve:	\$ <u>75,520.37</u>



Ready to Work - Board staff continue to provide technical support to partners. Partners' expenditures are underspent approximately 40-50%.

Financial Monitoring Update

Sub Recipient	Period	Status	Follow-Up Date
C2GPS	3/1/20-3/31/21 (FY21)	Follow-Up Report issued. Expected completion before April 1 st .	4/01/2023
C2GPS	4/1/21-1/31/22 (FY22)	Report issued. Expected completion before April 1 st .	4/01/2023



FINANCIAL AUDIT



Audit Planning

- Engagement Letter (12/2022)
- Audit and 990 Budget \$75,000
- Planning Meeting (12/2022) Fiscal Reconciling and Preparing Schedules (January and February 2023)
- Final Reports due for review by Controller and CFO (March 2023)



Audit Field Work

- April 2023: Field Work Complete
- May 5, 2023: Draft Report Due to Board
- May 12, 2023: Final Report Due
- May 19, 2023: Audit Committee Packet Provided



Audit Report

- May 26, 2023: Audit Committee Presentation
- June 23, 2023: Full Board Approval
- June 30, 2023: Audit Submitted to Federal Clearing House
- July 2023: Audit provided to Area Judges and other interested parties



Letters of Support

1. **Culturingua**: Application to Islamic Relief USA for the 2023 Domestic Grant Application

- Funding Request : \$75,000
- Who will it serve/ How many people: 150 trainees from the immigrant and refugee community will obtain Food Handling Certification in their native language (Pashto, Arabic, or Dari); 6 culinary apprenticeships with classroom training and on-the-job experience
- Alignment with local plan: It addresses individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market and serves Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- WSA role: Co-enrollment of individuals

Letters of Support

2. Goodwill Industries: Application to U.S. Department of Justice Second Chance Act Improving Reentry Education and Employment Outcomes grant

- Funding Request: \$900,000
- Who will it serve/ How many people: Reentry population/ 140 individuals
- Alignment with local plan: OSHA and forklift certifications/ apprenticeships in carpentry, plumbing, electrical or sheet metal. Participants will be given job leads in demand occupations related to these skills with a goal of starting at \$16.39+
- WSA role: Co-enrollment of individuals to assist with removing barriers, offering trainings in additional demand occupations, and assisting with employer partnerships



Congratulations to **Culturingua** on receiving \$150,000 for the Rural Immigrant Success Exchange (RISE) Grant! They will be focused on the economic advancement of immigrants, refugees, and migrant workers while building a network of education and training providers working to break down barriers to education, training, and employment in rural areas.

WSA Ready to Work Awarded \$21,000

WSA Ready to Work Program won \$21,000.00 by entering a contest in December with AACN(Alamo Area Council Network) Signify Platform

Most Authorizations WSA \$10,000

Most PRAPARE Assessments WSA \$10,000

PRAPARE Assessments WSA \$1000

Staff receiving \$250 gift cards for Most Authorizations

- Jessica Rico-Wilcox – San Antonio Food Bank
- Gilbert Maldonado – Chrysalis Ministries
- Jesse Wenzlaff – Chrysalis Ministries

Most Referrals sent \$250 gift card

- Lauren Pyle – San Antonio Food Bank
- Peter Apaez – San Antonio Food Bank
- Justino Escobar – San Antonio Food Bank

Most Responsive Referral Receivers \$250 gift card

- Alma Alaniz – Family Service Association
- Lisa Miller – Chrysalis Ministries
- Jesse Wenzlaff – Chrysalis Ministries

