



AUDIT & FINANCE COMMITTEE MEETING

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

May 26, 2023

10:30 AM

AGENDA

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

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

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During the Public Comments portion of the meeting (Agenda Item 4), 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 Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- I. CALL TO ORDER
Presenter: Mary Batch, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Mary Batch, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Mary Batch, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
- V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING
MINUTES FOR APRIL 7, 2023
Presenter: Mary Batch, Committee Chair
- VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION) Presenter:
Jeremy Taub, Director of Procurement and Contracts
 - a. RFP Updates and Contract Summary
 - b. Adult RFP Update
 - c. Update on Procurement Processes
- VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)
Presenter: Giovanna Escalante-Vela, CFO
 - a. FY2022 Annual Audit Report
Presenter: Janet Pitman, ABIP
 - b. Financial Reports
 - c. Update on TWC Monitoring Report
- VIII. CEO REPORT
Presenter: Adrian Lopez, CEO
 - a. Applications for Funding
 - b. JET Grant
- IX. CHAIR REPORT
Presenter: Mary Batch, Committee Chair
- X. EXECUTIVE SESSION:
Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:
 - a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;

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- b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
- c. Pending or Contemplated Litigation;
- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

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AUDIT & FINANCE COMMITTEE MEETING - MINUTES

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

April 7, 2023

11AM

BOARD OF DIRECTORS: Mary Batch, Esmeralda Perez (Interim Committee Chair), Yousef Kassim, Mitchell Shane Denn

WSA STAFF: Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jeremy Taub, Randy Davidson, Chuck Agwuegbo, Caroline Goddard, Linda Martinez, Vanessa McHaney, Rebecca Espino Balencia, Brenda Garcia, Roberto Corral, Angela Bush, Ramsey Olivarez, Belinda Gomez, Dr. Federico Ghirimoldi, Manuel Ugues, Dr. Ricardo Ramirez, Sylvia Perez, Trema Cote, Terry Trevino

LEGAL COUNSEL: None

GUEST: Alfred Turner, The Syndicate Wave

AGENDA

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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
Presented by Interim Committee Chair Esmeralda Perez
**At 11:30 am, Interim Committee Chair Esmeralda Perez 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
Presented by Interim Committee Chair Esmeralda Perez
None.
- III. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
Presented by Interim Committee Chair Esmeralda Perez
None.
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING
MINUTES for February 3, 2023
Presenter: Mary Batch, Committee Chair
Presented by Interim Committee Chair Esmeralda Perez
**Upon motion by Mitchell Shane Denn and second by Mary Batch, the
Committee unanimously approved the meeting minutes for February 3, 2023.**
- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director of Procurement and Contracts
Jeremy Taub introduced Randy Davidson as the new Assistant Director of
Procurement and Contracts.
 - a. Timeline and Update for Adult RFP
 - To date, WSA is awaiting to receive proposals. Deadline to submit is April 11, 2023. The evaluation period will be held on April 13 through May 3, 2023. Final recommendations are on May 15, 2023. Committee and Board of Directors approvals will be held in May and June 2023. Contract negotiations will be held in July and August 2023. FY23 contract start date is on October 1, 2023.
 - b. Contract Summary and RFP Updates
 - The RFP for the Mobile Workforce Unit had to be resolicited due to contract negotiations failing. The anticipated award date is April 2023.
 - c. Update on Procurement Processes

Presented by Angela Bush, Collective Strategies, and Alfred Turner, The Syndicate Wave

- TWC identified an area of concern for FY21. The monitoring results identify potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistently. As a proactive measure, the Board contracted Alfred Turner with The Syndicate Wave to evaluate current policies and procedures, make recommendations to strengthen the current system, and implement best practices and controls around procurement.
- For the FY22 TWC financial monitoring, there were no disallowed or questioned costs, but the Board must strengthen controls around the procurement of leases and expiring contracts. The Board must comply with procurement requirements for six workforce center lease renewals.
- Regarding contract related findings, the Board should strengthen controls around expiring contracts. The first issue was the real estate broker provided services with an expired contract. The second issue was 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.
- Board staff requested technical assistance from TWC's Audit Resolution division and developed two outcomes. The Board should procure the Real Estate Broker Services before any additional services are requested. The Board should provide documentation on needs analysis, cost reasonableness, and full fair and open competition for all future leases.
- Board staff performed a competitive procurement for Real Estate Services. The selected vendor is PCR Brokerage San Antonio, LLC DBA Partners. The contract term is from March 13, 2023 to March 13, 2024 with four one-year renewal options.
- 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.
- Regarding Lease Corrective Action, TWC recommends completing a 100% review of each lease with the required documentation to address the finding, 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, and original lease procurements must include all renewal options.
- Board staff has developed 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 which include a needs determination market analysis, lease procurement checklist, procurement lease schedule of activities, internal quality review before recommendation is presented to committees for approval, and lease addendum provisions to standard leases.
- The Syndicate Wave has done a full comprehensive assessment of the WSA Procurement Department. Their assessment results include gaps in procedures and functional roles and responsibilities, gaps in current policies

and procedures leading to non-documented SOPs, gaps in appropriate procurement documentation, and standard best practices and procedures. Their implemented recommendations are revised Procurement Policy Manual, developed Standard Operating Procedures, operationalize procurement checklists and other tool kits to standardize efficiency and effectiveness of procurement practices, and improve documentation on all procurement lifecycle actions.

- Yousef Kassim asked who in the organization will take ownership of each of the items on the flow chart. Angela Bush and Alfred Turner responded that these are all outlined in the SOP. Yousef Kassim asked for it to be more clear as to who is responsible for what on the flow chart. He also asked if there is any software for the contract management database. Angela Bush responded that there is not currently a software but they are looking into some additional tools to help strengthen the process.

VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, CFO

a. Financial Reports

- Corporate expenditures are 25.05% expensed with a YTD variance of 8.28%. Total expenditures are 26.11% expensed with a YTD variance of 7.22%. The Reserve is at 33.33% variance due to the expenditures for this category being reported later in the year.
- There are 10,363 Discretionary – Homeless & Low Income children in care in the Alamo Region. 80% is in urban and 20% is in rural areas.
- TANF Grant is currently at 17%. This year's allocation is \$2M more than the average allocation. The recently approved TWC special initiative geared towards a STEM summer youth program is in process with the contractor for implementation.
- SNAP is currently overspent. The contractor conducted 100% of case load review. Board staff are working with the contractor to monitor expenditures.
- Child Care CSL's end date was extended from March 31, 2023 to December 31, 2023. WSA has \$450,000 obligated as of January 31, 2023.
- The Skills Development Fund with Lone Star National Bank's grant has been given a no-cost extension through March 31, 2023. As of February 28, 2023, expenditures were at 93.79%. WSA is receiving the final invoices for reimbursement and the Board expects to expend 100% of this grant.
- For Child Care Quality, \$2.8M were invested in Child Care Programs. In January 2022, the Board began to process provider incentive payments on a quarterly basis. Providers have received materials, books, and supplies. As of March 7, 2023, WSA has provided approximately \$1.96M in incentives and approximately \$800,000 on materials, books, and supplies.
- For the San Antonio Area Foundation – Capacity Building, 50% of expenditures will be recognized in February 2023.
- 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 being processed.

b. Update on Ready to Work Matters

- The Ready to Work summary as of January 31, 2023 includes fiscal agent fees earned at \$120,623.82, program support fees earned at \$203,084.17, which is a total fees earned of \$323,707.99. Total WSA expenses are \$248,187.62 leaving a surplus/reserve of \$75,520.37.
- Board staff continue to provide technical support to partners. Partners' expenditures are underspent approximately 40-50%.
- c. Update on TWC Monitoring Report
 - Board staff is currently working with C2GPS to finalize the FY21 and FY22 monitoring reports.
- d. Update on Annual Audit Report
 - The field work is currently being completed and a meeting will be held to learn of the report.
 - CEO Adrian Lopez reminded the Board about a letter they have received regarding the annual audit to disclose any conflicts of interest. The Board members need to submit their responses as this is apart of the annual audit.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Applications for Funding
 - Culturingua has received \$75,000 in funding for their application to Islamic Relief USA for the 2023 Domestic Grant Application. It will serve 150 trainees from the immigrant and refugee community who will obtain a Food Handling Certification in their native language, and 6 culinary apprenticeships with classroom training and on the job experience.
 - Culturingua has also received \$150,000 for the RISE Grant. This will focus 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.
 - Goodwill Industries has sent in an application to the U.S. Department of Justice Second Chance Act Improving Reentry Education and Employment Outcomes Grant. The funding request is \$900,000 and it will serve 140 individuals in the reentry population.
- b. Alamo Area Community Network Awards
 - The Ready to Work program won \$21,000 by entering a contest in December with AACN Signify Platform.
- c. Aspen Institute
 - COO Katherine Pipoly and her team have completed the opening retreat for the Aspen Institute Workforce Leadership Academy.

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:**

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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

Presented by Interim Committee Chair Esmeralda Perez

Upon motion by Mary Batch, the Committee unanimously approved to adjourn the meeting at 12:19 pm.

MEMORANDUM

To: Audit & Finance Committee
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director Procurement and Contracts
Date: May 26, 2023
Subject: Procurement Update: RFP & Contract Summary

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

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

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-002	Management and Operation of Workforce Solutions Alamo – American Job Centers for Adult Program Services	February 8, 2023	Pending Award	June 2023
RFQ 2023-016	Maintenance “Handyman” Services (Rebid)	May 9, 2023	Open	June 2023
RFP 2023-017	Grant Writer Services	May 3, 2023	Open	June 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Evaluation	June 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	Fall 2023

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

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	1YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$31,546	19-May-23	18-Feb-24	18-May-24	Annual Renewal
Active	3YR WEBEX LICENSES - Web conferencing	Barcom	\$10,440	30-Nov-21	1-Oct-24	1-Jan-25	1-3 year renewal
Active	12 MOS SERVER DIRECTORY AUDITOR	FreeIT Data Solutions, Inc	\$5,787	1-Jul-22	30-Mar-23	30-Jun-23	Annual Renewal
Active	3YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$10,573	26-Mar-21	17-Feb-24	17-May-24	1-3 year renewal
Active	Academic Testing Services	Comprehensive Adult Student Assessment Systems (CASAS)	\$4,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	ACCESIBE SOFTWARE LICENSE	WEBHEAD	\$2,287	1-Jun-22	2/31/2023	31-May-23	Annual Renewal
Active	Adobe Creative Cloud Subscription	CCB (Consistent Computer Bargain)	\$1,452	6-Jan-23	1-Dec-23	6-Jan-24	Annual Renewal
Active	Adult Services	C2 Global Professional Services, LLC	\$19,505,317	1-Oct-21	3-Apr-22	30-Sep-22	No renewals remaining
Active	Advertised Opportunities (job board)	Breezy HR, Inc.	\$6,375	24-Nov-22	27-Jul-23	23-Nov-23	Annual Renewal
Active	APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	\$32,400	1-Jul-22	30-Apr-24	30-Jun-24	Annual Renewal
Active	ArcGIS-Mapping Software	ESRI	\$200	6-Apr-23	5-Jan-23	6-Apr-24	Annual Renewal
Active	Architect and Space Planning Services	LK Design Group Inc.	\$150,000	30-Sep-22	30-May-23	30-Sep-23	2-1 year renewals
Active	BIOMED MEMBERSHIP - SURVEY WORKFORCE DATA SERVICES	BIOMED SAN ANTONIO	\$1,000	1-Jan-23	1-Oct-23	1-Jan-24	Annual Renewal
Active	Board Book Subscription	Board Book	\$4,000	1-Sep-22	2-Jun-23	31-Aug-23	Annual Renewal
Active	Case Management Solutions	CaseWorthy, Inc	\$25,419	1-Aug-21	2-May-23	31-Jul-23	Annual Renewal
Active	CFO Staff Augmentation Services	Collective Strategies	\$270,000	7-May-23	7-Feb-23	7-Aug-23	No renewals remaining
Active	Child Care Management Services	of San Antonio, Department of Human Ser	\$88,475,343	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Child Care Quality Improvement Activity	The City of San Antonio (COSA)	\$1,529,733	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Cognito Forms Enterprise License	Cognito	\$1,334	1-Sep-22	30-May-23	31-Aug-23	Annual Renewal
Active	Cognito Forms Enterprise License	Cognito	1,622.40	1-Oct-22	30-Jun-23	30-Sep-23	Annual Renewal
Active	Commercial Insurance Broker	SWBC Insurance	Commission Based	1-May-23	30-Jan-24	30-Apr-24	4 - 1 Year Renewals
Active	Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	\$213,520	1-Oct-21	3-Jul-23	30-Sep-23	4- 1 year renewals
Active	Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	Commission Based	18-Mar-23	1-Dec-23	12-Mar-24	4-1 year renewals
Pending	Compliance Hotline Provider	Lighthouse Services	\$260	15-May-23	15-Apr-23	15-May-24	Annual Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	DATA ANALYTIC SOFTWARE	EMSI	\$19,500	9-Jan-23	8-Oct-23	8-Jan-24	Annual Renewal
Active	Document Destruction	Shred-It (Stericycle)	\$15,000	2-Jul-21	2-Apr-22	1-Jul-23	No renewals remaining
Active	Domain-WSAlamo.org	Go Daddy	\$42	13-Jun-22	13-May-23	13-Jun-23	Annual Renewal
Active	E Signature Software	DOCUSIGN	\$19,872	15-Feb-23	14-Nov-23	14-Feb-24	Annual Renewal
Active	Electrical Services	All Star Electric	\$24,400	1-Mar-23	23-Oct-23	29-Feb-24	No renewals remaining
Active	Email outreach software	Constant Contact	\$8,644	16-Mar-23	16-Dec-23	16-Mar-24	Annual Renewal
Active	Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	\$40,264	1-Apr-23	1-Jan-23	1-Apr-24	3- 1 year renewals
Active	Financial Audit Services	ABIP, PC	\$67,050	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Fiscal Monitoring Services	Christine H Nguyen, CPA	\$136,605	1-Feb-22	3-Oct-22	31-Jan-24	3- 1 year renewals
Active	GAZELLE SOFTWARE SUBSCRIPTION	ABILA - GAZELLE	\$12,075	1-Oct-22	30-May-23	30-Sep-23	Annual Renewal
Active	Grant Writer Services	TJD Consulting	\$7,000	23-May-2023	1-Aug-2023	30-Sep-2023	1-1 year renewal
Active	GRAPHIC DESIGN SOFTWARE	Canva	\$119	8-Apr-23	8-Jan-23	8-Apr-24	Annual Renewal
Active	Guard Services	Vets Securing America	\$369,000	1-Jan-23	30-Apr-23	30-Sep-23	4- 1 year renewals
Active	HVAC PM Services	Fixya Air, LLC	\$30,000	18-Jun-21	30-Apr-23	30-Sep-23	No renewals remaining
Active	ISR MODULAR ROUTER - ASA FIREWALL MAINTENCE	PRESIDIO	\$121,697	19-Sep-18	18-Jun-23	18-Sep-23	Annual Renewal
Active	IT Cloud Services	Freeit Data Solutions, Inc.	\$101,201	20-Jul-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	IX-3 Postage Meter	Quadient	\$4,017	12-Feb-22	13-Nov-24	12-May-25	No renewals remaining
Active	Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$138,240	1-Oct-22	2-Jul-23	30-Sep-23	No renewals remaining
Active	Language Interpreter Services	Universal Technical Translation	\$4,050	1-Jan-23	22-Sep-23	31-Dec-23	No renewals remaining
Active	Lawn Care Maintenance-Pearsall	Arriazola Lawn Care Services	\$480	1-Apr-23	31-Dec-23	31-Mar-24	2-1 year renewals
Active	Leased Copier and Supplies-S Flores	Xerox Financial Services	\$23,582	1-Nov-19	2-Aug-24	31-Oct-24	No renewals remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$186,035	1-Mar-20	30-Nov-24	28-Feb-25	No renewals remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$62,220	1-Nov-20	3-Aug-25	1-Nov-25	No renewals remaining
Active	Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$30,420	1-Oct-20	3-Jul-25	1-Oct-25	No renewals remaining

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Legal Services	Martin & Drought, P.C.	\$90,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals No renewals remaining
Active	Locksmith Services	Crites Downtown Lock & Key	\$1,595	1-Jan-23	31-Oct-23	31-Dec-23	
Active	Marketing & Outreach Services	Texas Creative	\$100,000	21-Feb-23	22-Nov-23	20-Feb-24	2-1 year renewals
Active	Mat Rentals	Service Uniform	\$37,281	1-Jun-21	1-Jan-23	31-May-23	1- 1 year renewal
Active	MICROIX SUPPORT & MAINTENCE SOFTWARE	MICROIX	\$3,674	21-Aug-22	20-May-23	20-Aug-23	Annual Renewal
Active	MICROSOFT OFFICE 365 SOFTWARE LICENSE	CONSISTENT COMPUTER BARGAIN	\$36,958	21-Apr-23	20-Jan-24	20-Apr-24	Annual Renewal
Active	MIP MAINTENCE & SUPPORT	ABILA	\$14,987	1-Jun-22	31-Jan-23	31-May-23	Annual Renewal
Active	Monitoring, Targeting and Reporting	Agility PR Solutions	\$24,778	18-Apr-22	17-Jan-24	17-Apr-24	Annual Renewal
Active	Moving Services	Scobey Moving & Storage, LTD.	\$25,000	1-May-23	25-Dec-22	30-Apr-24	2-1 year renewals
Active	NATIONAL ASSOCIATION WORKFORCE BOARD MEMBERSHIP	NAWB	\$3,000	1-Jul-22	20-Mar-23	30-Jun-23	Annual Renewal
Active	Network & UC Managed Services	Barcom Enterprises	\$119,520	1-Mar-23	30-Dec-23	29-Feb-24	Annual Renewal
Active	New CFO Candidate - Hire Solutions - Irlanda Cassidy	Hire Solutions	\$17,000	20-Jun-22	30-Aug-23	30-Sep-23	1-1 year renewal
Active	NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	\$59	15-Sep-22	15-Jun-23	15-Sep-23	Annual Renewal
Active	NIMBLE SUPPORT SERVICES	FreeIT Data Solutions, Inc	\$7,172	20-Jul-22	30-Jun-23	30-Sep-23	Annual Renewal
Active	NORTH SAN ANTONIO CHAMBER OF COMMERCE MEMBERSHIP	NORTH SA COC	\$1,500	26-Oct-22	26-Jul-23	26-Oct-23	Annual Renewal
Active	On Call Plumbing Services	1st Aid Plumbing Inc	\$30,000	1-Mar-23	1-Aug-23	29-Feb-24	2-1 year renewals
Active	Pest Control Services	Orkin LLC - Deborah Toth	\$9,333	1-Jan-23	22-Sep-23	31-Dec-23	1-1 year renewal No renewals remaining
Active	Post Machine Rental-E Houston	FP Mailing Solutions	\$627	11-Jul-22	14-May-23	31-Jul-23	
Active	Postage for VR Staff-Datapoint	FP Mailing Solutions	\$1,555	1-Oct-20	3-Jul-23	1-Oct-23	Auto-Renewal
Active	Postage Machine-Data Point	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Auto-Renewal
Active	Postage Machine-E. Houston	FP Mailing Solutions	\$299	2-Jan-19	2-Jan-23	1-Apr-23	Auto-Renewal
Active	Postage Machine-Kerrville	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Auto-Renewal
Active	Postage Machine-Marbach	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Auto-Renewal
Active	Postage Machine-New Braunfels	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Auto-Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Postage Machine-S. Flores	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Auto-Renewal
Active	Postage Machine-Seguin	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Auto-Renewal
Active	Postage Machine-Urban	FP Mailing Solutions	\$6,755	31-Dec-22	4-Jul-23	31-Dec-23	Auto-Renewal
Active	Postage Machine-Walzem	FP Mailing Solutions	\$299	2-Jan-19	3-Oct-23	1-Jan-24	Auto-Renewal
Active	Printer Leases	DOCUmentation	\$32,697	1-Aug-21	3-Jun-24	30-Nov-24	No renewals remaining
Active	Procurement Consulting Services	The Syndicate Wave	\$76,212	31-Aug-22	2-May-23	31-Jul-23	No renewals remaining
Active	Procurement Management Software	Bonfire Interactive Ltd	\$24,950	1-Dec-22	1-Sep-23	30-Nov-23	Annual Renewal
Active	Professional Employer Services Agreement	SWBC Professional Employer Services III, LLC	\$30,000	8-May-21	7-Sep-23	31-Dec-23	3- 1 year renewals
Active	Program Monitoring Services	Christine H Nguyen, CPA	\$142,840	12-Dec-22	3-Aug-23	31-Dec-23	4 - 1 year renewals
Active	RTW- Intake, Assesment and Case Management	San Antonio Food Bank	\$6,740,910	27-Jun-22	28-Dec-24	26-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Avance PCEP School based	\$269,757,600	12-Jun-22	12-Feb-25	12-Jul-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Chrysalis Ministries	\$5,376,545	21-Jun-22	22-Jul-24	22-Jan-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	\$9,432,421	22-Jun-22	23-Jan-25	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	\$6,740,909	22-Jun-22	24-Dec-24	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	\$5,280,206	1-Jun-22	23-Dec-24	21-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	\$102,390,463	13-May-22	14-Nov-24	13-May-25	3-1 Year Renewal
Active	S. Flores Fire and Burglar Alarm Services	ADT LLC	\$2,224	10-Nov-22	9-Aug-23	9-Nov-23	Annual Renewal
Active	SA CHAMBER MEMBERSHIP	SA CHAMBER OF COMMERCE	\$568	1-Jan-23	31-Aug-23	31-Dec-23	Annual Renewal
Active	Safe Cabinet Filing System	Gallion Consulting	\$28,532	1-Oct-22	3-Jul-23	1-Oct-23	Annual Renewal
Active	SAGE ASSEST LICENSE & SUPPORT	SAGE	\$6,857	31-Aug-22	3-Mar-22	30-Aug-23	Annual Renewal
Active	Sales and Service Cloud Enterprise	Salesforce Inc	\$614	13-Apr-23	12-Jan-24	12-Apr-24	Annual Renewal
Active	SAS ANALYTICAL SOFTWARE MAINT/LIC AGREEMENT	EXECUTIVE INFORMATION SYSTEMS LLC	\$5,454	30-Jun-22	29-Mar-23	29-Jun-23	Annual Renewal
Active	Security Alarm Monitoring Svcs-Datapoint	ADT/Protection One	\$679	29-Sep-21	30-Jun-23	28-Sep-23	Annual Renewal
Active	Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	\$102,664	18-Jul-22	2-Jul-23	30-Sep-23	3- 1 year renewals

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Skills Development Assessment Services	LearningMate Solutions, Inc / Job Ready	\$60,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	Social Media Scheduling Tool Subscription	HOOTSUITE	\$627	26-Sep-22	25-May-23	25-Sep-23	Annual Renewal
Active	Storage Facility	Safesite, Inc	\$8,328	1-Feb-23	4-Aug-23	31-Jan-24	No renewals remaining
Active	Subrecipient: Contracted Slots	Ascension DePaul Services, DePaul Children's Center	\$167,051	27-Jul-22	31-Jul-23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	Converse Christian School & Early Learning Center	\$182,457	27-Aug-22	31 Jun 23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	La Mission Childcare and Kid Kamp	\$137,642	27-Jul-22	2-Oct-23	31-Dec-23	2-1 year renewals
Active	SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	\$3,000	23-Mar-23	23-Jan-24	23-Mar-24	Annual Renewal
Active	Teacher Externships	Alliance for Technology Education In Applied Science and Math	\$162,500	1-Mar-23	28-Sep-23	28-Feb-24	No renewals remaining
Active	Temporary Staffing Services	Human Capital International, LLC dba Integrated Human Capital	\$75,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	Temporary Staffing Services	LK Jordan	\$250,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	The Work Number-SSN and Employment Verification (Equifax Verification Services for Social	Equifax/Carasoft	\$70,000	1-Sep-22	4-Mar-23	31-Aug-23	Annual Renewal
Active	Vistana Front Doorbell Service Agreement	ADT LLC	\$1,019	13-Jul-22	13-Apr-23	13-Jul-23	Annual Renewal
Active	Walzem Burglar Alarm System Services	True Protection LLC	\$1,878	1-Nov-23	14-Jul-24	1-Nov-24	Annual Renewal
Active	Web Based IT staff Training	SOLID BORDER	\$8,642	14-Jun-22	13-Mar-23	13-Jun-23	Annual Renewal
Active	Web Development & Site Content Support Services	Web-Head Technologies	\$81,047	1-Nov-22	2-Aug-23	31-Oct-23	No renewals remaining
Active	WEBSITE HOST/PRODUCTION DEVELOPMENT	Web-Head Technologies	\$1,838	1-Jul-22	30-Apr-23	30-Jun-23	Annual Renewal
Active	WORK NUMBER SERVICES EMPLOYMENT AND SSN VERIFICATION SERVICES	CARASOFT TECHNOLOGY CORPORATION	\$70,000	1-Sep-22	6/31/2023	31-Oct-23	Annual Renewal
Active	Work Readiness Training for SEAL	SA Trainers, LLC dba Partners in Progress	\$80,000	16-May-23	15-Feb-23	15-May-24	1-1 year renewal
Active	Youth Services	Serco of Texas Inc.	\$2,500,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals

Property Leases

Location	Property Address	Tested the Market	Renewal	Expiration	Amendments	Square footage	Base Monthly Rent
Seguin	1411 E COURT ST	2019	16-Jan-20	31-Dec-27	No renewals remaining	6,442	\$7,086.00
E. Houston	4535 E. Houston	2019	31-Jan-20	31-Jan-30	No renewals remaining	11,700	\$19,422.00
Floresville	1106 10th St	2017	1-Aug-21	31-Jan-26	No renewals remaining	2,340	\$3,450.00
Pearsall	107 E Hackberry	2018	31-Oct-21	31-Oct-24	Month to Month up to One year	3,200	\$2,500.00
Hondo	402 Carter	2018	1-Jan-21	31-Dec-24	No renewals remaining	1,799	\$1,978.90
Pleasanton	1411 Bensdale	2018	1-Jan-23	1-Jan-25	No renewals remaining	2,344	\$2,503.66
Kenedy	491N. Sunset Strip	2018	31-Jan-22	31-Jan-25	One (1) renewal term of three (3) years	1,750	\$1,683.00
New Braunfels	183 IH-35 South	2017	1-Feb-22	31-Jan-32	No renewals remaining	6,720	\$9,223.20
Walzem	4615 Walzem Rd	2016			Full Procurement	14,339	\$25,122.27
Boerne	124 E Bandera Suite 401 Boerne, TX	2021	1-Nov-21	30-Nov-26	No renewals remaining	1,278	\$1,970.25
Kerrville	1700 Sidney Baker	2019	1-Apr-19	30-Apr-24	No renewals remaining	5,000	\$9,000.00
Headquarters	100 N. Santa Rosa	2017	1-Jan-17	1-Jan-27	No renewals remaining	16,352	\$30,455.60
South Flores	6723 S Flores St	2018	1-Aug-18	31-Jul-28	No renewals remaining	24,000	\$25,322.46
Datapoint	9725 Datapoint	2019	1-Apr-19	31-Mar-29	No renewals remaining	52,811	\$64,197.82
Port of SA	638 Davy Crockett Rd.	2021	09-Feb-22	09-Feb-32	Two (2) renewal term of five (5) years	17,500	\$24,791.67
S.A. Food Bank	5200 Enrique M Barrera Pkwy		1-Jan-22	31-Dec-25	No renewals remaining	1,807	\$2,877.00
Marbach	7008 Marbach Rd	2016	Month to Month		None	15000	18000

MEMORANDUM

To: Audit & Finance Committee
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director of Procurement and Contracts
Date: May 26, 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 notice soliciting a Request for Proposals (RFP) was posted online and in the Texas Electronic State Business Daily (ESBD) on February 8, 2023, for a sixty (60) day period as per the RFP schedule. Procurement and Contracts issued an email to invite potential respondents to the RFP, and was posted on its eBid portal, Bonfire. The two proposals received by the RFP deadline were evaluated in accordance with the RFP specifications and requirements by independent evaluators. Additionally, the evaluation included oral presentations for the evaluation committee by the two Offerors, and as a result of this effort the recommendation is being finalized for award.

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 efficiency, 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.

The proposals received by the RFP deadline were 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 15, 2023
Lead Evaluator Recommendation Briefing to Board	May 16, 2023
Audit & Finance / Oversight Committee	May 26, 2023
Executive Committee	June 9, 2023
Regular Board Meeting	June 23, 2023

Next Steps: Pending award by The Workforce Solutions Alamo – Board of Directors; Procurement will work to negotiate and execute a contract with the awarded Offeror.

Attachments: None

MEMORANDUM

To: Audit & Finance Committee
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director of Procurement and Contracts
Date: May 26, 2023
Subject: Update: Procurement Processes Status

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.

Update: The table below is intended to summarize the status of the corrective actions taken:

Item	Status	Complete By;
Re-Procure Real Estate Broker	Contract Executed	March 15, 2023
Provide requested documentation to TWC for Audit Resolution	Submitted – pending feedback from TWC	May 12, 2023
Review all Leases for compliance	In-Process	June 1, 2023
Implement Lease Procedures	Completed	March 16, 2023
Manage Contract Log	On-Going	Annually
Implement Procurement Consultant Recommendations*	In-Process	July 31, 2023

*TSW – status report attached

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.

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.

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 finalized all enhancements and actively implementing 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: TSW - Procurement Improvement Implementation Phase I – Deliverables and Completion Status.



MEMORANDUM

To: Adrian Lopez, CEO

From: Alfred C. Turner, Managing Partner - The Syndicate Wave, LLC

Through: Jeremy Taub, Director Procurement & Contracts

Cc: Giovanna Escalante-Vela, CFO

Date: April 6, 2023

Regarding: Procurement Improvement Implementation Phase I – Deliverables and Completion Status

SUMMARY: The purpose of this memorandum is to submit The Syndicate Wave’s Deliverables and Actions Status report to Workforce Solutions Alamo Board for Phase I of implementation of recommend process improvements under Contract No. 2022VC011. Workforce Solutions Alamo Board Procurement staff contracted with The Syndicate Wave, LLC in 2022 to help improve operational processes, monitoring, strengthen controls, and examine operational efficiencies.

OVERVIEW OF CONTRACT SCOPE:

In March 2022, the Workforce Solutions Alamo Board contracted with The Syndicate Wave, LLC to address the prior years’ TWC recommendation, listing procurement as an area of concern. A comprehensive assessment was conducted with the following objectives:

1. Assessment of the procure-to-pay solicitation lifecycle process agency wide for services, commodities, and leases in accordance with TWC’s Financial Manual Grants-Contracts (FMGC), Federal and State Regulations.
2. Examine prior audit or findings reports issued by third party agencies to assess the impact on the procurement process.
3. Examine current procurement operations to include current policy/procedures overview and quality of monitoring and controls.
4. Examine the Capacity and “Test” procurement best practices agency wide procurement system performance.
5. Implementation of Improvement Recommendations and Strategies for an Audit Compliance Procurement System.



The Syndicate Wave, LLC engagement methodology and approach to scope was divided into the following stages:

Stage	Overall Level of Effort
1. Assessment, Enhancement & Evaluation <i>(May-July 2022)</i>	<ul style="list-style-type: none"> • Complete Assessment of Procurement Department & Stakeholders to include Needs Assessment, Requirements Development, and overall procure-to-pay process. • Assessment of Solicitation Process (Full Lifecycle RFP, RFQ/RFB) for commodities/services/leases to include Records/Documentation (Texas Public Information Act, Government Code, Chapter 552). • Assessment Contract/Purchase Order Development Process, Fiscal Control and all applicable systems, enhancements, and best practices.
2. Recommendation(s) Report & Compliance Strategies <i>(August – September 2022)</i>	<ul style="list-style-type: none"> • Process/Procedural Gaps Identification, Recommendation Documents and Artifacts. • Process Improvement Monitoring, Recommendations for Quality Assurance Management Design and Best Practices for Procurement Planning Strategies.
3. Audit Review Support and Consultation <i>(October – May 2023) - Ongoing</i>	<ul style="list-style-type: none"> • Pre-assess documents for completeness prior to submission as requested by Auditors. • Very accuracy of documents uploaded for Audit Examination • Identify missing documents and gaps in historical information and artifacts. • Ongoing support during the audit evaluation process.
4. Assessment Recommendation and Implementation <i>(October 2022 – May 2023)</i>	<p>Phase I – (October 2022 – April 2023)</p> <p>1.1 Department Wide Planning, Resource Management and Governance Process Improvement.</p> <p>1.2 Procurement Process & Procedures Standardization and Refined with continuous monitoring, and support.</p> <p>Phase II – (May-June 2023)</p> <p>2.1 Operationalize WSA Strategic Sourcing and Procurement Plan</p> <p>2.2 Implement and Training of all SOP and on-going Procurement Operational Procedure Monitoring Support</p> <p>2.3 Conduct Succession planning and Leadership Workshops</p> <p>2.4 Identify priority training needs for Procurement staff and Professional Development</p>



ASSESSMENT RESULTS AND RECOMMENDATION:

The outcome of the assessment resulted in identifying key control risk areas of capacity, governance, and process effectiveness. The Syndicate Wave, LLC recommended the following enhancements to implement 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. The actions and implementation framework established for instituting these recommendations are highlighted below in actions taken.

ACTIONS TAKEN:

The Syndicate Wave, LLC has proactively engaged with the WSA client on the following activities:

Engagement Activities:

1. Develop Process and Procedures Map and Standard Operating Procedures for all Procurement Operations.
2. Revised Workforce Solutions Policy and Procedures Manual to align with Texas Workforce Commission Financial Manual for Grants and Contract Supplement on Procurements.
3. Developed and outline workflow and Revised RFP/RFQ/IFB Standard Process and Procedures for commodities, services, and leases to include customizable checklists, tool kits, templates, and other document artifacts.
4. Reviewed and Revised WSA Lease Procurement Policy and Procedures.
5. Standardize Procurement process Roles and Responsibilities.
6. Develop standard operating procedures procurement/workflow templates, delegation authority and workflow for the following procurement lifecycle actions:
 - a. Need Assessment
 - b. Marketing Research
 - c. Acquisition Plan
 - d. Cost and Price Analysis Tools for Cost Reasonableness
 - e. Procurement Determination
 - f. Procurement Award and Administration
7. Develop WSA Strategic Sourcing and Procurement Plan



8. Revised Procurement Job Descriptions and Staffing.
9. Revised SWMBE and Hub Policies and Procedures.
10. Revised Record Management Policies and Procedures.
11. Provide Audit Support to include Memorandum of Records for Leases, clarify best practices for procurement documents and support documentation in response to Audit requests.

Deliverables and Actions Completed:

<i>Deliverables/Actions</i>	<i>Status</i>	<i>Implementation Actions</i>
Assessment Report and Recommendations	Submitted and Accepted August 2022	Implementation Engagement Started October 2022.
Phase I: Recommendation(s) Implementation		
Memorandum of Records (MORs) for Leases and Audit Resolutions	Submitted MORs to WSA (October 2022 – January 2023)	Ongoing as needed by WSA for any resolution support.
Procurement Policies and Procedures & Best Practices Manual (Revisions)	Submitted to WSA March 2023 Finalize: April 15, 2023	May 2023 - Revisions to be WSA Board approved for implementation
Standard Operation Procedures (SOP), Workflow controls, Templates and Checklists: a. Needs Assessment b. Market Research c. Procurement of Leases – Flowchart, Timeline and Checklist d. Cost/Price Analysis/Independent Cost Estimate e. Acquisition Plan (Large and Complex Solicitations) f. Full lifecycle Solicitation Process g. Contract Management	Submitted Draft 1: to WSA March 2023 Finalize: April 15, 2023	Approval to Operationalize and Implement – April/May 2023
SWMBE and HUB Policies and Procedures	Draft1: Submitted March 2023 Finalize: April 15, 2023	Approval to Operationalize and Implement – April/May 2023
Strategic Sourcing, Procurement and Spend Plan	Due: April 15, 2023 (Final)	Approval to Operationalize and Implement – May 2023
Revised Conflict of Interest and Disclosure Statements for Board Members	Draft 1: Submitted February 2023 Finalize: April 15, 2023	Approval to Operationalize and Implement – April/May 2023
Records Management Policies and Procedure Revisions	Due: April 15, 2023 (Final)	Approval to Operationalize and Implement – April/May 2023
Continuous Monitoring Tools, Desk Audit Procedures and Audit Testing Tool Documents & Artifacts	Due: April 15, 2023 (Final)	Approval to Operationalize and Implement – April/May 2023



NEXT STEPS:

Phase II of this engagement will be to receive approval to implement all deliverables and actions and training and execution of Professional Development Training during April-June 2023 timeframe. We are confident that these efforts will ensure all procurement requirements are accomplished and strengthen the Procurement Department function.

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



PROCUREMENT & CONTRACTS UPDATES

May 26, 2023

Jeremy Taub, Director of Procurement and Contracts

Giovanna Escalante-Vela, CFO

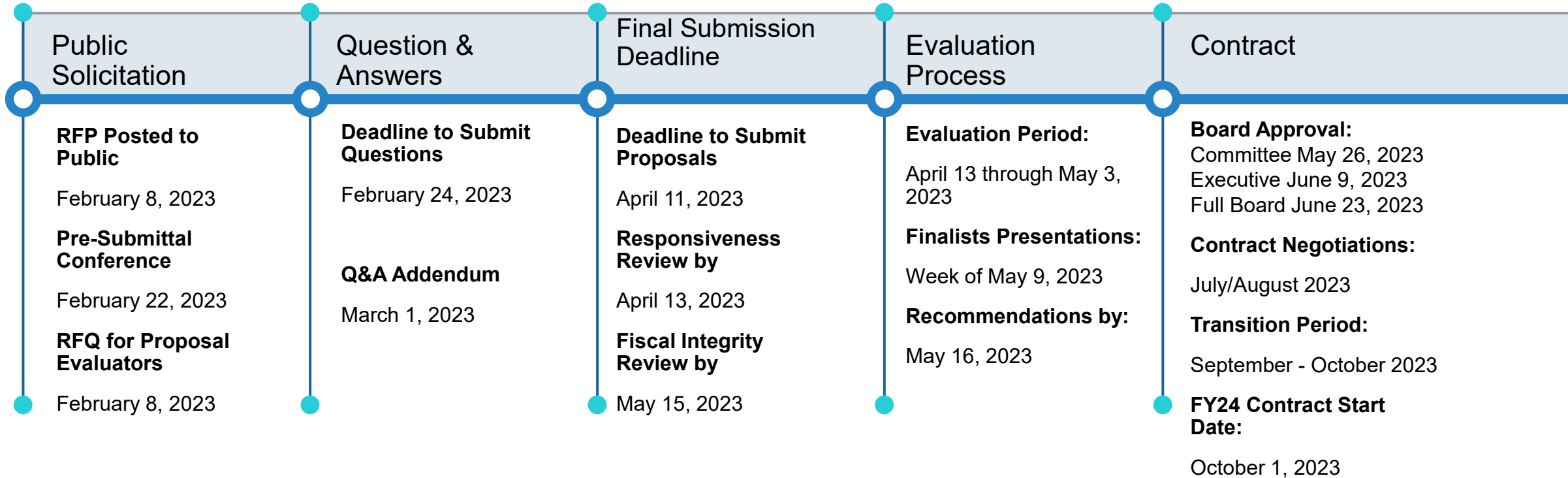
RFP - Request for Proposals

- 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 2023-002	Management and Operation of Workforce Solutions Alamo – American Job Centers for Adult Program Services	February 8, 2023	Pending Award	June 2023
RFQ 2023-016	Maintenance “Handyman” Services (Rebid)	May 9, 2023	Open	June 2023
RFP 2023-017	Grant Writer Services	May 3, 2023	Open	June 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Evaluation	June 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	Fall 2023

ADULT SERVICES RFP TIMELINE

Management and Operations of Adult Programs



**All dates are tentative and subject to change*

PROCUREMENT PROCESS IMPROVEMENT

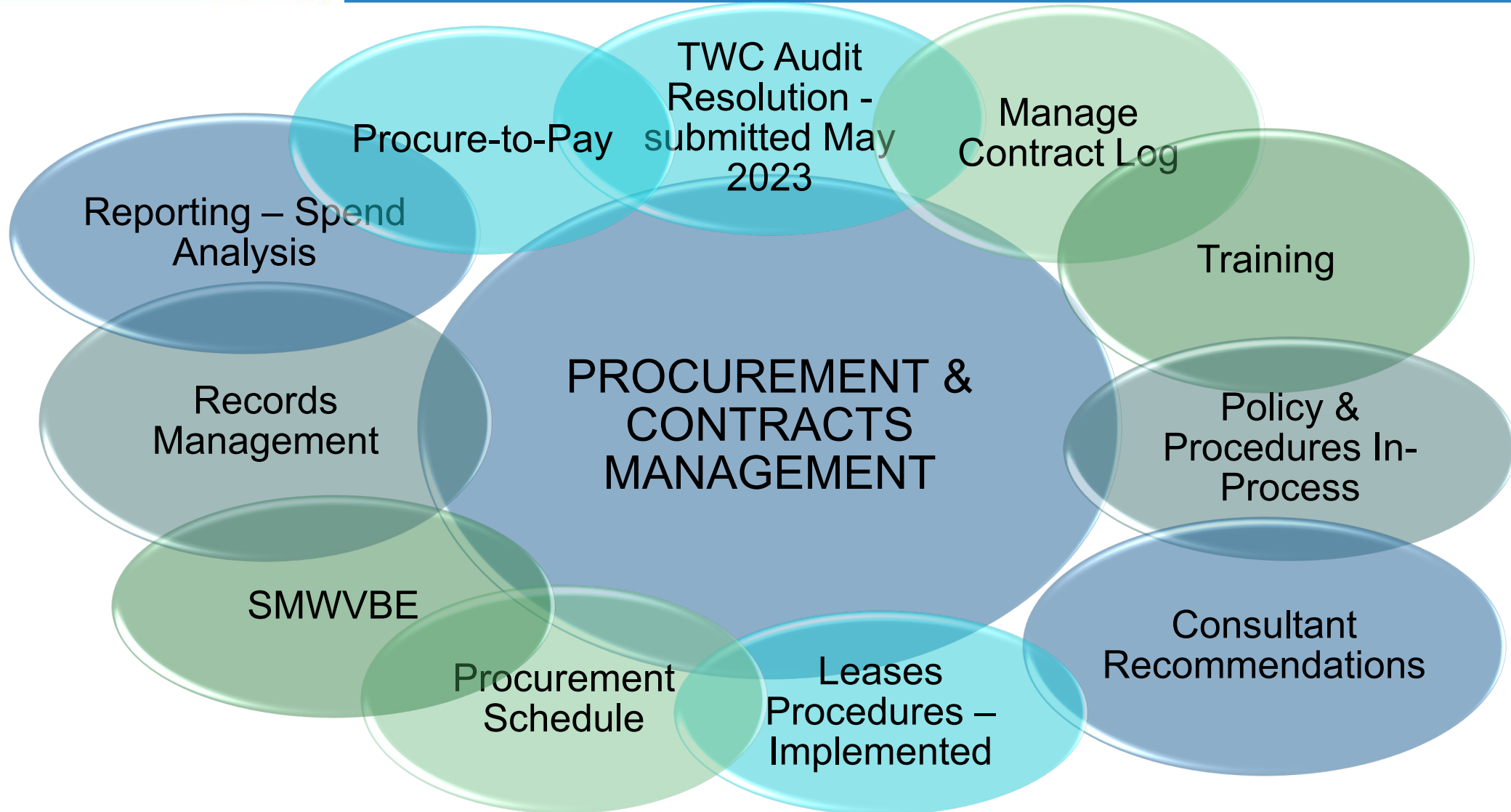
FY21 Concern: TWC monitoring results identified potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistently.

FY22 Contract-Related Findings: The Board should strengthen controls around expiring leases and contracts.

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



PROJECT IMPROVEMENT PLAN



Controls Implementation Update:

Audit Resolution: (Pending)

- Requested documentation provided to TWC.

Contract Management (Actively Monitoring):

- Database has been developed that tracks all contract actions.

Facility Lease Procurements (Implemented):

- Developed Standard Operating Procedure for Workforce Center Leases

Procurement Consultant Recommendations (In-Process):

- Strengthening controls by updating policies and implementing standard operating procedures.
- Procurement checklists and other tool kits to improve efficiency and effectiveness.

Roles and Responsibilities (Ongoing):

- Assistant Director of Procurement, and new Procurement & Contract Specialist to facilitate the Procure-To-Pay Process.

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



Questions

MEMORANDUM

To: Audit & Finance Committee
From: Adrian Lopez, CEO
Presented by: Janet Pitman, CPA, ABIP Partner
Date: May 26, 2023
Regarding: FY2022 Annual Audit Report

SUMMARY:

The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2022, has been performed and completed by ABIP, PC. ABIP has performed 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. In performing the audit, they interviewed staff. They observed processes to develop a risk assessment over the internal controls and develop audit procedures they felt necessary to provide evidence for their audit opinions.

ABIP reports provided:

- Financial Audit – Opinion – Unmodified (clean opinion)
- Compliance Audits – Child Care Development Funds (CCDF) Cluster and Temporary Assistance for Needy Families (TANF) – Unmodified (clean opinion)

STAFF RECOMMENDATION:

Discussion and approval request for the Alamo Workforce Development's Independent Financial Annual Audit Performed by ABIP from October 1, 2021, to September 30, 2022.

STRATEGIC OBJECTIVE:

ABIP performed the following activity during their audit:

Financial Audit

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Performed analytical reviews on account balances to aid in the extent of audit procedures needed to provide reasonable assurance of overactivity and account balances.
- Reviewed and mailed AWS-prepared confirmations to related parties, legal counsel, and financial institutions.
- Reviewed approval processes over individual transactions and tested allowability for grants and contracts.
- Performed substantive procedures for the various financial statement account balances as of year-end, including cash, accounts receivable, prepaid expenses, fixed assets, accounts payable, accrued liabilities, and deferred revenues.
- Worked with management to assist in preparing the financial statement and ensure up-to-date disclosures were included.

Compliance Audit – Child Care Development Funds Cluster and Temporary Assistance for Needy Families (TANF)

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Interviewed staff from Child Care Development Funds Cluster and TANF Funds to understand processes over disbursements, payroll, and cash reimbursement processes.
- Performed a risk assessment of the compliance requirements over the CCDF, CCPS, and TANF Grants and planned a test of controls and compliance for each.
- Sampled individual transactions for allowability with CCDF, CCPS, and TANF Grants award and staff approvals before vendors' payments.
- Sampled reimbursement draws (cash receipts) over allowable costs charged to the grants for proper approvals from staff and recording into the general ledger.
- Reviewed completeness and accuracy of Texas Workforce Commission reporting compliance requirements over CCDF, CCPS, and TANF Grants.

GUEST PRESENTATION:

Janet Pitman from ABIP will present the annual audit to the Audit & Finance Committee.

DRAFT

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS - ALAMO

FINANCIAL STATEMENTS AND
FEDERAL AND STATE AWARDS REPORTS

FOR THE YEAR ENDED SEPTEMBER 30, 2022

abip

CPAs | ADVISORS

CLIENT **FOCUSED.** RELATIONSHIP **DRIVEN.**



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September 30, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Alamo Workforce Development, Inc.
dba Workforce Solutions - Alamo
San Antonio, Texas

Report on the Audit of the Financial Statements***Opinion***

We have audited the accompanying financial statements of Alamo Workforce Development, Inc. dba Workforce Solutions–Alamo (the Corporation) (a nonprofit organization), which comprise the statement of financial position as of September 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Corporation, as of September 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards, as required by Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the *State of Texas Single Audit Circular*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal and state awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2023, on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

San Antonio, Texas
June 23, 2023



FINANCIAL SECTION



ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

DRAFT

STATEMENT OF FINANCIAL POSITION

September 30, 2022

ASSETS

CURRENT ASSETS

Cash	\$ 2,733,195
Grants receivable	12,937,316
Account receivable - other	643,429
Prepaid expenses and deposits	<u>1,475,838</u>
Total current assets	<u>17,789,778</u>

PROPERTY AND EQUIPMENT

Property and equipment	3,584,918
Less accumulated depreciation	<u>(3,106,520)</u>
Net property and equipment	<u>478,398</u>

Total assets \$ 18,268,176

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 4,888,536
Accrued liabilities	8,599,584
Deferred revenue	<u>3,671,913</u>
Total current liabilities	<u>17,160,033</u>

Total liabilities 17,160,033

NET ASSETS

Without donor restrictions	
Undesignated	629,745
Investment in property and equipment, net	<u>478,398</u>
Total net assets	<u>1,108,143</u>

Total liabilities and net assets \$ 18,268,176

The accompanying notes are an integral part of the financial statements.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

DRAFT

STATEMENT OF ACTIVITIES

For the year ended September 30, 2022

	WITHOUT DONOR RESTRICTIONS		
	UNDESIGNATED	INVESTMENT IN PROPERTY AND EQUIPMENT	TOTAL
REVENUE			
Grant contracts - federal	\$ 131,314,433	\$ -	\$ 131,314,433
Grant contracts - state	9,568,004	-	9,568,004
Other income - non-federal sources:			
Bexar County general funding	294,155	-	294,155
City of San Antonio - Ready to Work	235,725	-	235,725
City of San Antonio - general funding	4,540,494	-	4,540,494
Student Hireability Navigator	96,435	-	96,435
Texas Mutual Child Care Initiative	5,715	-	5,715
Summer Earn and Learn Program (SEAL)	568,524	-	568,524
Vocational Rehabilitation Infrastructure Cost Reimbursement	458,784	-	458,784
Other	12,083	-	12,083
Service fees	119,470	-	119,470
Program income	1,219	-	1,219
Total revenue	147,215,041	-	147,215,041
EXPENSES			
Program services	143,904,665	-	143,904,665
Supporting services	3,233,772	-	3,233,772
Total expenses	147,138,437	-	147,138,437
Increase in net assets	76,604	-	76,604
OTHER REVENUES AND (EXPENSES)			
Depreciation	-	(191,272)	(191,272)
Loss on disposal of asset	-	(5,192)	(5,192)
Change in net assets	76,604	(196,464)	(119,860)
NET ASSETS AT BEGINNING OF YEAR	553,141	674,862	1,228,003
NET ASSETS AT END OF YEAR	\$ 629,745	\$ 478,398	\$ 1,108,143

The accompanying notes are an integral part of the financial statements.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2022

	PROGRAM SERVICES	SUPPORTING SERVICES	
	ALL PROGRAMS	MANAGEMENT AND GENERAL	TOTAL
EXPENSES			
Salaries and related expenses			
Salaries	\$ 1,651,555	\$ 1,784,841	\$ 3,436,396
Payroll taxes	118,761	125,401	244,162
Employee benefits	<u>289,240</u>	<u>290,138</u>	<u>579,378</u>
Total salaries and related expenses	2,059,556	2,200,380	4,259,936
Advertising/outreach	28,971	22,831	51,802
Client services	19,433,966	-	19,433,966
Professional fees	416,925	464,638	881,563
Supplies and equipment	1,176,728	86,288	1,263,016
Facility rental	3,574,984	208,161	3,783,145
Insurance	120,841	71,619	192,460
Training/support services	9,372,939	-	9,372,939
Child care	106,168,357	-	106,168,357
Travel	18,799	8,204	27,003
Staff development	39,796	104,535	144,331
Communication	413,759	23,841	437,600
Software related	539,062	43,275	582,337
Profit	<u>539,982</u>	<u>-</u>	<u>539,982</u>
Total expenses before depreciation	143,904,665	3,233,772	147,138,437
Depreciation	<u>191,272</u>	<u>-</u>	<u>191,272</u>
Total expenses	<u>\$ 144,095,937</u>	<u>\$ 3,233,772</u>	<u>\$ 147,329,709</u>

The accompanying notes are an integral part of the financial statements.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

DRAFT

STATEMENT OF CASH FLOWS

For the year ended September 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (119,860)
Adjustments to reconcile change in net assets to cash provided by (used in) operating activities	
Depreciation expense	191,272
(Increase) decrease in operating assets	
Grants receivable	(5,507,774)
Other receivables	255,914
Prepaid and deposits	(531,524)
Increase (decrease) in operating liabilities	
Accounts payable	1,260,420
Accrued liabilities	1,051,754
Deferred revenue	<u>2,068,280</u>
Net cash provided (used) by operating activities	<u>(1,326,326)</u>
Net increase (decrease) in cash	(1,326,326)
CASH AT BEGINNING OF YEAR	<u>4,059,521</u>
CASH AT END OF YEAR	<u>\$ 2,733,195</u>

The accompanying notes are an integral part of the financial statements.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

Reporting entity

Alamo Workforce Development, Inc. dba Workforce Solutions–Alamo (the Corporation) is a nonprofit corporation organized to provide guidance, exercise oversight duties, manage workforce development activities, and promote social welfare and other charitable purposes in the Alamo service delivery area comprised of the thirteen (13) counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

The agency has been designated a local workforce development board to plan and implement employment and training programs. Most of the entity’s funding is derived from contracts awarded by the Texas Workforce Commission (TWC), a state agency receiving pass-through funds from the U.S. Department of Labor, the U.S. Department of Health and Human Services, and the U.S. Department of Agriculture. The following is a description of the programs the Corporation administered during the year.

“Programs” can be classified in different ways based on the way that they come about. These include “*Formula-Funded Grants*,” “*Workforce Initiatives*,” “*Special Grants/Projects*,” “*Fee-for-Service Grants*,” and “*Other TWC Grants*.”

Formula-Funded Grants

Funds for services are allocated to state and local areas based on a formula. These grants are the Board’s ‘bread and butter’ and are part of our primary or core programs.

CHILD CARE FORMULA FUNDED GRANTS

Child Care Services (CCS). Funds come from multiple streams and have different goals, as follows:

Child Care Subsidized Direct Funding. Funds are used to provide childcare subsidies:

Mandatory Children In-Care

For children formerly receiving general child protective services (CPS) to provide continuity of care for children and stability for the family. For children of parents who are mandated to participate in the TANF/Choices and SNAP E&T programs (see below). Children are referred by Texas Health & Human Services (HHS), and services must be provided to these families (they do not go through the wait list). Available funds are used to serve these families first.

Discretionary Children In-Care

To support low-income parents/caregivers so they participate in initial job search, eligible work activities, and/or attend school or training to help them become economically self-sufficient while providing stability for the children through continuity of care. Depending on the availability of funding, children are enrolled on a waitlist, and the Board has the discretion to prioritize enrollment into services.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

COVID Related Funds

Provider 20% Growth Support

Enhancement reimbursement of 20% increase to provider reimbursement rates from October 2021 to September 2022. This increased reimbursement rate helps sustain childcare providers during the COVID-19 economic recovery.

Service Industry Recovery Child Care

Childcare program aimed at assisting low-wage workers in TWC-specified service industries, who generally operate in close quarters with their customers, and whose jobs could not be accomplished remotely from October 2021 to September 2022.

Texas Department of Family & Protective Services (DFPS) Child Care. Funds purchase childcare services for children deemed eligible (e.g., due to abuse and/or neglect) by DFPS. DFPS refers the children to CCS for services.

Child Care Local Match. Provide subsidized childcare to low-income families.

Child Care Quality Improvement Activities (QIA). Child Care Development funds for initiatives that help promote the quality of childcare, including training, professional development, and technical assistance primarily geared to benefit childcare facilities that are working toward Texas Rising Star (TRS) certification or are TRS providers working toward a higher certification level.

Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA). Funds for initiatives that help promote the quality of child care, including training, professional development, and technical assistance, are primarily geared to benefit child care facilities working toward Texas Rising Star (TRS) certification or are TRS providers working toward a higher certification level.

Contracted Slots Pilot Program. To build the supply of quality slots reserved for infants and toddlers by high-quality childcare providers.

FORMULA-FUNDED WORKFORCE DEVELOPMENT GRANTS

Supplemental Nutrition & Assistance Program Employment & Training (SNAP). The program helps ‘food stamp’ recipients gain skills, training, or work experience and increase their ability to obtain regular employment.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

TANF/Choices. The program offers job preparation and educational services required for parents' dependent on public assistance (Temporary Assistance for Needy Families/TANF) to transition into economic self-sufficiency through employment.

Non-Custodial Parent Choices (NCP). The program targets low-income, unemployed, or underemployed noncustodial parents who are behind on their child support payments and whose children are current or former public assistance recipients. The goal is to help NCP participants become economically self-sufficient while making consistent child support payments. The project collaborates with TWC, the Office of the Attorney General (OAG), WSA, and the Bexar County court system. The court system refers NCP clients and will either willingly participate in the project or be subject to court orders.

Trade Adjustment Assistance (TAA). The program provides job training and employment services to workers who lost jobs due to international trade. This program is currently sunsetting, and eligible participants will continue to be served through Dislocated Worker funds.

Veterans Services. Contract with the Texas Veterans Commission (TVC) to provide space, technical and administrative support to TVC staff co-located at WSA Career Centers. TVC provides enhanced services to veterans and can only work with veterans. Additional services may be provided using WIOA funds.

Wagner-Peyser / Employment Services. As amended, federal legislation established the 'Employment Service' and ancillary functions in 1935. Employer, job matching, and other related services offered at the Centers are partly funded using Wagner-Peyser grant funds. The funds cover the salaries of state staff and supplies.

Reemployment Services and Eligibility Assessment (RESEA). Grant programs funded by Title I of WIOA and the federal-state Unemployment Insurance (UI) program are required partners in a comprehensive, integrated workforce system. This program targets claimants who are most likely to exhaust benefits and be in need of reemployment services.

Training and Employment Navigator Pilot (PAB)- This program outreaches to victims of sex trafficking to assist them with training and employment support systems, providing employment, wrap-around support services, and work experience opportunities.

Workforce Investment & Opportunity Act (WIOA). WIOA has three central "formula-funded" grants serving Adults, Dislocated Workers, and Youth. However, other smaller grants are funded through WIOA, such as Rapid Response and Trade Adjustment Assistance (TAA). WIOA funds can also be used for Incumbent Workers and Customized Training, which only require 'basic' WIOA eligibility (e.g., being eligible to work in the U.S., being employed, and, for males, being registered in Selective Service). The following three grants have additional eligibility requirements that individuals must meet for funding.

WIOA Adult. The program serves economically disadvantaged adults assisting them in obtaining the skills needed to obtain, retain, and/or advance in employment.

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

WIOA DW. The program serves individuals who have lost their jobs due to a layoff or closure (e.g., at no fault of their own). The program assists dislocated workers in returning to the workforce as quickly as possible.

Rapid Response. Rapid Response is a proactive, business-focused strategy designed to help growing companies access a pool of skilled workers. Workers generally result from downsizing companies; the agency supports jobseekers during layoffs and plant closings. Services provided during this transitional period include immediate on-site assistance to transition workers to their subsequent employment as soon as possible.

WIOA Youth. The program serves in-school and out-of-school youth ages 16-24, supporting them so they may enter or complete educational/training opportunities and gain the skills and credentials needed to obtain and retain employment.

Disaster Recovery Dislocated Worker – COVID-19. The grant end date was March 31, 2023. Disaster grant funds to assist individuals residing in the Alamo 13 County region affected by COVID-19 to find temporary employment in response to major economic dislocations. TWC increased the grant award to \$6.5 million.

Military Family Support Pilot Program. A program designed to meet better the needs of military spouses entering the job market at military installations. This program assists displaced military spouses in finding employment, education, and training.

Workforce Commission Initiatives (WCI)

WCIs are grant awards issued to Boards by TWC to fund specific project initiatives. The focus and timeframes of these grants vary. These initiatives support the delivery of services to workers and employers and help fund projects that strengthen and add value to the delivery system. The following are some examples.

Hiring, Red, White, and You! Job Fair. Employment Service (ES) funds to support the annual job fair event (virtual or in person) for Transitioning Service Members, Veterans, Military Spouses, and the Public.

Youth Career Fair Events. TANF funds support TWC's Jobs Y'all events for middle, high, and postsecondary students. These events will invite employers to participate in a relevant way to help students explore career opportunities in their industries. Student participation will encourage the exploration of career opportunities, including understanding pathways to in-demand careers, networking, internships, and other applied learning opportunities. Parents will also be invited to attend with their children to discuss their unique role in career exploration.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

Texas Veterans Leadership Program (TVLP). Utilizes Wagner-Peyser Employment Service funds to support TWC’s Texas Veterans Leadership Program (TVLP) staff. The Board shall ensure Agency TVLP staff is provided access to and use of common equipment, software or hardware platforms, consumables, and telecommunications networks in shared facilities. The Board may acquire goods or services to support the Agency’s TVLP staff.

Foster Care Youth Conference. Utilize TANF funds to cover travel costs to the Foster Care Youth Conference.

Excellence In Rural Service Delivery. Utilize funding to focus on innovative strategies to expand accessibility and services in the Alamo region's most rural and remote areas.

Fee-for-Service Grants

TWC has begun issuing funding for Vocational Rehabilitation Services (VRS). These funds ensure that Texas effectively prepares students with disabilities to obtain competitive and integrated employment through participation in employability skills and work readiness training, career exploration activities, work experience, postsecondary education, and other activities.

Summer Earn & Learn (SEAL). This program provided summer work readiness training and paid work experience for students with disabilities.

Student Hire Ability Navigator Project. Funding for two positions to serve as resources in the WDA to support, expand, and enhance pre-employment transition services to students with disabilities in the early phases of preparing for the transition to postsecondary education, employment, and life skills opportunities.

Vocational Rehabilitation – Co-location. Funding for co-location of Vocational Rehabilitation TWC team members into WSA’s American Job Centers to offer a wide variety of pre-vocational and vocational services for individuals with disabilities.

Other TWC Grants

TWC Special Initiatives are typically issued by RFA, which a board or community board applies for.

Skills Development Fund COVID-19 Special Initiative. The grant end date was March 31, 2023. Skills Development Funds to respond to industry and workforce training needs. Partner with public community, technical colleges, or community-based organizations to provide customized training in a timely and efficient manner to jobseekers impacted by COVID-19.

High Demand Job Training (HDJT). Funds will be used for capacity building to help fill the large number of highly skilled job openings In the Information Technology (IT) Industry in the Seguin area for Navarro and Seguin ISDs. The funds will address occupational needs in the IT Industry. The TWC grant funds will be matched with leveraged funds from the Seguin Economic Development Corporation (SEDC)] on a dollar-for-dollar basis.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

Externship for Teachers. Grant available by TWC to outreach/collaborate with employers and Independent School Districts (ISDs) to provide externships for middle school and/or high school teachers, schools, counselors, and school administrators. WSA assists in developing and submitting a proposal in partnership with the Alliance for Technology Education in Applied Math and Science (ATEAMS). The project requires matching funds (e.g., non-federal funds from partners and/or private donors).

Texas Industry Partnership. Grant available by TWC to support South Texas Electrical JATC to facilitate the development of a Certified Building Industry Consulting Service International (BICSI) Lab that will allow South Texas Electrical to conduct Information and Communication Technology (ICT) courses for apprentices/students in an Authorize Training Facility (ATF).

Texas Industry Partnership. Grant available by TWC to support and increase training capacity in the Aerospace, Aviation & Defense, and the Information and Computer Technology industries. This project will purchase aviation equipment and Information Technology (IT) supplies for the Hallmark University (HU) College of Aeronautics. Equipment and supplies purchased through this Grant Award will be used to train HU college students and increase the University's capacity to accommodate better dual-credit programs for high school students who choose to pursue a career in aviation through the HU College of Aeronautics.

OTHER LOCAL PROGRAMS

Programs that are funded by non-TWC funds that support local general funding.

Train for Jobs San Antonio. This grant ends on September 30, 2022. is funded by the City of San Antonio's Economic Development Department. These funds assist residents and businesses affected by the COVID-19 public health crisis. The program provides workforce upskill opportunities through education and training to residents negatively impacted by job loss due to COVID-19. This program is funded through the City of San Antonio's Workforce Development Recovery Strategy. These efforts are intended to increase residents' chances of employment as businesses affected by COVID-19 begin to rehire.

Bexar County Strong (BCS). This grant ends on December 31, 2021. Grant program funded by County of Bexar through Bexar County Commissioners Court. This program targets Bexar County Residents affected by the COVID-19 pandemic by helping displaced workers identify available training and educational programs and employment opportunities to better able these individuals to succeed in finding employment.

Ready to Work San Antonio is funded by the City of San Antonio's Economic Development Department. These funds are to assist residents residing within city limits. The program consists of providing workforce upskill opportunities through education and training. This program is funded through the City of San Antonio's Workforce Development Department. These efforts are intended to increase residents' chances of employment.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Basis of accounting

The financial statements of the Corporation have been prepared on the accrual basis of accounting. The accompanying statements of financial position and activities focus on the Corporation as a whole and report the amounts of total assets, liabilities, net assets, and changes in net assets.

The Corporation classifies its financial statements to present two (2) classes of net assets:

- *Net assets without donor restrictions* include those net assets whose use is not restricted by donor-imposed stipulations. Restricted grant proceeds or contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.
- *Net assets with donor restrictions* include net assets subject to donor-imposed restrictions that may or will be satisfied by the actions of the Corporation or the passage of time. The Corporation had no net assets with donor restrictions at September 30, 2022.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income tax

The Corporation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Corporation had no unrelated business income during the year ended September 30, 2022. Accordingly, no provision for income taxes were made in the accompanying financial statements.

Pension plan

The Corporation has adopted an employee retirement plan, which is a money purchase pension plan. It covers all employees who have met certain service requirements.

The Corporation may contribute to the plan. During the fiscal year, the Corporation matched up to 6.0% for employees who elected to participate in the plan. Plan expense for the year ended September 30, 2022 was \$110,076.

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Compensated absences

Employees of the Corporation earn annual leave on a bi-weekly basis. The maximum amount that will be paid upon separation of employment varies based upon years of employment. The Corporation had an accrued liability at September 30, 2022 of \$226,445.

Receivables

The allowance for doubtful accounts is established as losses are estimated to have occurred through a provision for bad debts charged to earnings. Losses are charged against the allowance when management believes the uncollectability of a receivable is confirmed. Subsequent recoveries, if any, are credited to the allowance. The allowance for doubtful accounts is evaluated on a regular basis by management and is based on historical experience and specifically identified questionable receivables. The evaluation is inherently subjective as it requires estimates that are susceptible to significant revision as more information becomes available.

At September 30, 2022, no allowance for future bad debts had been established as it is management's opinion that losses, if incurred, would not materially affect the financial statements.

Grants receivable primarily represent balances due from grantees for funds billed under the terms of the contract. The Corporation does not record an allowance for uncollectibles against the grants receivable because management believes the receivables are considered to be 100% collectible.

Revenue recognition and deferred revenue

Contracts that are entered into by the Corporation are recognized as grant revenue when expenditures are incurred in accordance with the terms of the contract. Amounts received but not yet earned on continuing contracts are recorded as deferred revenue.

In-kind contributions and donated services

Donated services are valued at their estimated fair market value at the time of donation and are included in the statements of activities. During the year ended September 30, 2022, there were none noted to be significant to the financial statements.

Property and equipment

Fixed assets are valued at historical cost or estimated cost if historical cost is not available. Contributed fixed assets are valued at their estimated fair market value at the time of donation. Depreciation of property and equipment is provided over the estimated useful lives of the respective assets using the straight-line method. Expenses for betterments that materially extend the useful life of an asset are capitalized at cost.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Property and equipment (continued)

The useful lives by type of asset are as follows:

ASSET CLASS	USEFUL LIFE
Information and technology	3- 5 years
Furniture and fixtures	5 years
Leasehold improvements	4-10 years

Title to equipment is vested with the Corporation; however, TWC reserves the right to transfer title or issue disposition instructions for property with a unit cost of \$5,000 or greater.

Cost allocation plan

The Corporation uses an administrative cost pool to allocate administrative costs which cannot be identified by a workforce funding title. These costs are allocated based on some acceptable measure of benefits received. Only actual, not budgeted, unassignable direct costs are pooled and distributed to the various titles. The Corporation has the following cost pools to be used to distribute costs: Bexar County Workforce Center, Rural Workforce Center, Workforce Center Cost Pool Program, and Administrative. Administrative costs which benefit all programs are allocated to each grant using the administrative cost pool. The cost allocation plan is prepared by the Chief Financial Officer (CFO) and submitted to the Executive Director (ED) for approval. The plan may be modified as necessary by the CFO to ensure compliance with the TWC regulations.

The plan is reviewed for modification for addition/deletion of funding sources, significant changes in programs or cost pool expenditures, or other events which could affect the reliability of the cost allocation plan.

Functional allocation of expenses

Certain salaries, employee benefits, and other expenses benefiting programs and administrative activities are allocated on a functional basis in the statements of activities and the schedule of functional expenses.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

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NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(2) Cash and cash equivalents

The Corporation's funds are required to be deposited and invested under the terms of a depository contract. The depository bank deposit for safekeeping and trust with the Corporation's agent bank approved pledged securities in an amount sufficient to protect the Corporation's funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation (FDIC) Insurance.

The Corporation's cash deposits at September 30, 2022, were entirely covered by FDIC insurance or by pledged collateral held by the Corporation's agent bank. The deposits were collateralized in accordance with Texas law.

For purposes of the statements of cash flows, all highly liquid instruments with a maturity of approximately 90 days or less are considered to be cash equivalents.

(3) Property and equipment

Property and equipment held by the Corporation at September 30, 2022, consist of the following:

	COST OR BASIS OF PROPERTY			
	BALANCE	DELETIONS AND		BALANCE
	SEPTEMBER 30, 2021	ADDITIONS	RETIREMENTS	SEPTEMBER 30, 2022
Information and technology	\$ 1,032,201	\$ -	\$ -	\$ 1,032,201
Furniture and fixtures	367,949	-	-	367,949
Vehicle	22,327	-	-	22,327
Leasehold improvements	<u>2,201,195</u>	<u>-</u>	<u>38,754</u>	<u>2,162,441</u>
Total	<u>\$ 3,623,672</u>	<u>\$ -</u>	<u>\$ 38,754</u>	<u>\$ 3,584,918</u>

	ACCUMULATED DEPRECIATION			
	BALANCE	DELETIONS AND		BALANCE
	SEPTEMBER 30, 2021	ADDITIONS	RETIREMENTS	SEPTEMBER 30, 2022
Information and technology	\$ 863,653	\$ 69,559	\$ -	\$ 933,212
Furniture and fixtures	249,294	49,250	-	298,544
Vehicle	22,327	-	-	22,327
Leasehold improvements	<u>1,813,536</u>	<u>72,463</u>	<u>33,562</u>	<u>1,852,437</u>
Total	<u>\$ 2,948,810</u>	<u>\$ 191,272</u>	<u>\$ 33,562</u>	<u>\$ 3,106,520</u>

Depreciation expense for the year ended September 30, 2022, amounted to \$191,272.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(4) Leases

The Corporation leases office facilities and equipment under operating leases expiring in various years through 2030. Minimum future rental payments under operating leases, which have remaining terms beyond September 30, 2022, are in the aggregate, as follows:

YEAR ENDED SEPTEMBER 30,	AMOUNT
2023	\$ 3,484,269
2024	2,942,504
2025	2,713,800
2026	2,673,248
2027	2,221,533
Thereafter	4,712,083
Total	\$ 18,747,437

The leases have a right of cancellation clause in the event the Corporation does not receive funding. Total operating lease expense for the year ended September 30, 2022, amounted to \$3,237,717.

(5) Concentration of credit risk

Management believes concentrations of credit risk in grants receivable are limited due to contracts with state governmental agencies which management believes are credit-quality. Also, management believes the receivables from these contracts are collectible.

(6) Contingent liabilities

The Corporation receives a majority of its funding from federally assisted, pass-through grants from the U.S. Department of Labor, Health and Human Services, and Agriculture through TWC. Program expenditures are subject to program compliance audits by the grantor. Any liability reimbursement, which may arise as a result of these audits, would require reimbursement from nonfederal sources. It is the position of the Corporation that all costs incurred and charged against these funds for the year ended September 30, 2022, are considered eligible under the terms of the contracts and grants.

The Corporation could potentially be a defendant in legal actions from transactions and activities conducted in the ordinary course of business. Management, after consultation with legal counsel, believes the aggregate liabilities, if any, will not be material to the financial statements.

Risk related to grantor concentration – The Corporation’s funding is concentrated in government grants. If funding were discontinued, it would have a severe impact on operations. Services would be curtailed or discontinued, and uncertainty would exist in continuing operations.

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(7) Risk management

The Corporation is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. For all such risks, the Corporation has purchased commercial insurance in varying amounts to mitigate the risk of loss.

(8) Evaluation of subsequent events

Management has evaluated subsequent events through June 23, 2023 the date which the financial statements were available to be issued. No significant subsequent events occurred.

FEDERAL AND STATE AWARDS SECTION



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Alamo Workforce Development, Inc.
dba Workforce Solutions - Alamo
San Antonio, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alamo Workforce Development, Inc. dba Workforce Solutions–Alamo (the Corporation) (a nonprofit organization), which comprise the statement of financial position as of September 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 23, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Antonio, Texas

June 23, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AND STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE OF TEXAS SINGLE AUDIT CIRCULAR

To the Board of Directors
Alamo Workforce Development, Inc.
dba Workforce Solutions - Alamo
San Antonio, Texas

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

We have audited Alamo Workforce Development, Inc. dba Workforce Solutions—Alamo's (the Corporation) (a nonprofit organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State of Texas Single Audit Circular* that could have a direct and material effect on each of the Corporation's major federal and state programs for the year ended September 30, 2022. The Corporation's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended September 30, 2022.

Basis for Opinion on Each Major Federal and State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Texas Single Audit Circular*. Our responsibilities under those standards, the Uniform Guidance and the *State of Texas Single Audit Circular*, are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Corporation and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state program. Our audit does not provide a legal determination of the Corporation's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Corporations' federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Corporation's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Corporation's compliance with the requirements of each major federal and state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State of Texas Single Audit Circular*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Corporation's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Corporation's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *State of Texas Single Audit Circular*, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *State of Texas Single Audit Circular*. Accordingly, this report is not suitable for any other purpose.

San Antonio, Texas
June 23, 2023



**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

GRANT OR/PASS-THROUGH GRANT OR PROGRAM TITLE	FEDERAL ALN NUMBER	PASS-THROUGH GRANT OR'S NUMBER	EXPENDITURES	PASS-THROUGH EXPENDITURES
<u>FEDERAL PROGRAMS</u>				
U.S. Department of Labor				
Passed Through Texas Workforce Commission and Texas Veteran's Commission:				
Employment Service Cluster				
Wagner Peyser-Employment Services	17.207	2021WPA001	\$ 286,044	\$ -
Wagner Peyser-Employment Services	17.207	2022WPA001	618,478	-
Training and Employment Navigator	17.207	2022WPB002	59,531	59,531
RAG - Employment Services	17.207	2021RAG001	(84)	-
RAG - Employment Services	17.207	2022RAG001	8,893	-
Wagner Peyser-Workforce Commission Initiatives	17.207	2022WCI001	57,176	-
Veteran's Services - DVOP	17.801	2021TVC001	(371)	-
Veteran's Services - DVOP	17.801	2022TVC001	283,805	-
Total Employment Service Cluster			<u>1,313,472</u>	<u>59,531</u>
Trade Adjustment Assistance Training Program	17.245	2021TRA001	27,252	25,872
Trade Adjustment Assistance Training Program	17.245	2022TRA001	31,525	25,786
Total ALN #17.245			<u>58,777</u>	<u>51,658</u>
WIOA Cluster				
Adult Services	17.258	2020WOA001	2,698	-
Adult Services	17.258	2020WOA001	3,732	11,983
Adult Services	17.258	2021WOA001	674,709	(15,317)
Adult Services	17.258	2021WOA001	3,243,169	2,980,564
Adult Services	17.258	2022WOA001	401,623	-
Military Family Support	17.258	2021WOS001	42,079	41,945
Military Family Support	17.258	2022WOS001	101,621	101,323
Workforce Community Initiatives	17.258	2022WCI001	129,269	121,827
Adult - High Demand Job Training	17.258	2020HJT001	12,024	-
Adult - Texas Industry Partner	17.258	2021TIP002	35,709	-
Adult - Texas Industry Partner	17.258	2022TIP001	117,177	-
Youth Services	17.259	2020WOY001	179,702	168,949
Youth Services	17.259	2021WOY001	3,068,161	2,156,180
Youth Services	17.259	2022WOY001	531,165	228,487
Dislocated Services	17.278	2020WOD001	21,720	-
Dislocated Services	17.278	2020WOD001	64,968	(12,145)
Dislocated Services	17.278	2021WOD001	598,650	(21,175)
Dislocated Services	17.278	2021WOD001	3,315,180	3,179,196
Dislocated Services	17.278	2022WOD001	153,169	-
Externship for Teachers	17.278	2022EXT001	188,633	180,768
Dislocated Services - WIOA - Statewide Activities	17.278	2019WAF001	(5,483)	(5,483)
Rapid Response	17.278	2021WOR001	47,451	38,378
Rapid Response	17.278	2022WOR001	25,571	23,433
Total WIOA Cluster			<u>12,952,697</u>	<u>9,178,913</u>
UI-Administration Reemployment Services and Eligibility Assessment	17.225	2021REA001	66,689	33,208
UI-Administration Reemployment Services and Eligibility Assessment	17.225	2022REA001	717,244	602,824
Total ALN #17.225			<u>783,933</u>	<u>636,032</u>
UI-Administration Reemployment Services and Eligibility Assessment	17.273	2021RAG001	830	-
Total ALN #17.273			<u>830</u>	<u>-</u>
WIOA NDW/WIA National Emergency Grants	17.277	2020NDW001	2,376,324	1,774,160
WIOA NDW/WIA National Emergency Grants	17.277	2021NDW001	238,108	191,122
Total ALN #17.277			<u>2,614,432</u>	<u>1,965,282</u>
H-1B Job Training Grant - Alamo Colleges	17.268	Alamo College HG- 30124-17-60-A-48	6,913	6,913
Total U.S. Department of Labor			<u>17,731,054</u>	<u>11,898,329</u>

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL ALN NUMBER	PASS-THROUGH GRANTOR'S NUMBER	EXPENDITURES	PASS-THROUGH EXPENDITURES
<u>FEDERAL PROGRAMS (CONTINUED)</u>				
<u>U.S. Department of Agriculture</u>				
Passed Through Texas Workforce Commission:				
SNAP - E&T	10.561	2022SNE001	\$ 1,906,448	\$ 1,663,840
Total U.S. Department of Agriculture			<u>1,906,448</u>	<u>1,663,840</u>
<u>U.S. Department of Health and Human Services</u>				
Passed Through Texas Workforce Commission:				
CCDF Cluster				
Child Care Development Funds	93.575	2021CCF001	2,977,011	3,029,173
Child Care Development Funds	93.575	2022CCF001	65,115,780	65,116,240
Child Care Quality Funds	93.575	2021CCQ001	103,946	97,356
Child Care Quality Funds	93.575	2022CCQ001	3,009,880	1,563,190
Service Industry Recovery - Child Care Development Funds	93.575	2022CCX001	14,466,724	14,464,963
Child Care Development Funds	93.596	2022CCF001	17,770,427	17,770,427
Child Care Development Funds-Mandatory & Match	93.596	2021CCM001	2,939,398	2,939,398
Total CCDF Cluster			<u>106,383,166</u>	<u>104,980,747</u>
Title XX - Social Services Block Grant	93.667	2021CCF001	178,288	178,288
TANF Cluster				
Temporary Assistance to Needy Families (TANF)	93.558	2021TAF001	173,150	139,987
Temporary Assistance to Needy Families (TANF)	93.558	2022TAF001	4,656,300	4,170,008
Wagner Peyser - Employment Services	93.558	2021WPA001	(7,175)	-
Wagner Peyser - Employment Services	93.558	2022WPA001	47,431	-
TANF - WCI	93.558	2022WCI001	26,950	-
TANF - Non Custodial	93.558	2021NCP001	(4,447)	(4,163)
TANF - Non Custodial	93.558	2022NCP001	223,170	223,170
Total TANF Cluster			<u>5,115,379</u>	<u>4,529,002</u>
Health Profession Opportunity Grant - Alamo College	93.093	90FX0048-05	98	-
Total ALN #93.093			<u>98</u>	<u>-</u>
Total U.S. Department of Health and Human Services			<u>111,676,931</u>	<u>109,688,037</u>
TOTAL FEDERAL FUNDS			<u>131,314,433</u>	<u>123,250,206</u>

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

DRAFT

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

GRANTOR/PASS-THROUGH GRANTOR PROGRAM TITLE	FEDERAL ALN NUMBER	PASS-THROUGH GRANTOR'S NUMBER	EXPENDITURES	PASS-THROUGH EXPENDITURES
<u>STATE PROGRAMS</u>				
Texas Workforce Commission				
Passed Through Texas Workforce Commission:				
Child Care Development Funds	NA	2022CCF001	\$ 2,473,310	\$ 119,677
Child Care DFPS	NA	2021CCP001	1,122	1,122
Child Care DFPS	NA	2022CCP001	5,019,065	4,779,792
Child Care DFPS	NA	2023CCP001	443,515	431,771
Skills Development Fund COVID 19	NA	2020COS002	(92)	-
RAG - Employment Services	NA	2020RAG001	16	-
RAG - Employment Services	NA	2022RAG001	2,134	-
SNAP E&T	NA	2022SNE001	272,004	-
TANF	NA	2022TAF001	887,140	-
TANF - Non Custodial	NA	2022NCP001	162,015	94,909
TANF - Non Custodial	NA	2023NCP001	7,505	1,760
Skills Development Fund	NA	2021SDF001	12,400	12,400
Skills Development Fund	NA	2021SDF003	265,921	265,921
Workforce Commission Initiatives IKEA - Helping Offices Manage Electronically	NA	2021DON001	21,949	-
Total Texas Workforce Commission			<u>9,568,004</u>	<u>5,707,352</u>
TOTAL STATE FUNDS			<u>9,568,004</u>	<u>5,707,352</u>
TOTAL FEDERAL AND STATE FUNDS			<u>\$ 140,882,437</u>	<u>\$ 128,957,558</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

(1) Basis of presentation

The accompanying schedule of expenditures of federal and state awards (the Schedule) includes federal and state grant activity of the Corporation under programs of the federal and state government for the year ended September 30, 2022. The information in this Schedule is presented in accordance with the requirements of the Uniform Guidance and *State of Texas Single Audit Circular*. Because the Schedule presents only a selected portion of the operations of the Corporation, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Corporation.

Federal and state grant funds are considered to be earned to the extent of expenditures were made under the provisions of the grant and, accordingly, when such funds are received, they are recorded as deferred revenue until earned.

(2) Summary of significant accounting policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and the State of Texas Single Audit Circular, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Pass-through entity identifying numbers are presented where available.

Workforce Solutions Alamo elected not to use the 10 percent de minimis indirect cost rate.

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2022

SECTION I – SUMMARY OF AUDITOR’S RESULTS

FINANCIAL STATEMENTS

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes X No
- Significant deficiency(ies) identified that is (are) not considered to be material weakness(es)? Yes X None Reported

Noncompliance material to financial statements noted? Yes X No

FEDERAL AND STATE AWARDS

Internal control over major programs:

- Material weakness(es) identified? Yes X No
- Significant deficiency(ies) identified that is (are) not considered to be material weakness(es)? Yes X None Reported

Type of auditor’s report issued on compliance for Major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a) and the *State of Texas Single Audit Circular*? Yes X No

IDENTIFICATION OF MAJOR FEDERAL PROGRAMS

<u>ALN Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.575/93.596	Child Care Development Funds Cluster
93.558	Temporary Assistance to Needy Families

Dollar threshold used to distinguish between Type A and Type B programs: \$3,000,000

Auditee qualified as low-risk auditee? X Yes No

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2022

SECTION I – SUMMARY OF AUDITOR’S RESULTS (CONTINUED)

IDENTIFICATION OF MAJOR STATE PROGRAMS

<u>ALN Number(s)</u>	<u>Name of State Program or Cluster</u>
N/A	Child Care Development Funds Cluster
N/A	Temporary Assistance for Needy Families

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee for State Programs? X Yes No

SECTION II – FINANCIAL STATEMENT FINDINGS

None were noted

SECTION III – FEDERAL AND STATE AWARDS FINDINGS AND QUESTIONED COSTS

None were noted

**ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO**

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

For the year ended September 30, 2022

<u>PROGRAM</u>	<u>CORRECTIVE ACTION PLAN</u>
No prior audit findings	N/A

MEMORANDUM

To: Audit & Finance Committee
 From: Adrian Lopez, CEO
 Presented by: Giovanna Escalante-Vela, CFO
 Date: March 26, 2023
 Regarding: Financial Report – March 31, 2023

SUMMARY: Financial reports through March 31, 2023, have been prepared for the fiscal year October 1, 2022, through September 30, 2023; the straight-line expenditure benchmark is 50.00% 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	% Expended	Comments
Personnel	38.95%	The Board is currently working to fill all vacant positions timely. The FY23 budget included a 5% performance-based incentive, which has yet to be paid out. Training is a timing function; staff attended training in April and May.
Board Facility	51.15%	WSA is slightly over budget for facility costs. This is an acceptable variance.
Equipment	39.29%	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	44.53%	Marketing is a function of timing; staff is currently processing incoming invoices; marketing costs are expected to be fully expended. Increased insurance expenditures include the full deductible of a settlement of previous legal claims for employee matters. Additionally, nonfederal expenditures include \$ 31,264.11 in disallowed cost reimbursed to the city for Train for Jobs.
Professional Services	31.64%	This variance is primarily a timing difference in legal, audit, and monitoring. We are currently processing approximately \$90,000 in invoices from the external monitor. These expenditures occur throughout the year as services are rendered.
Board Training & Development	53.55%	The Board retreat occurred in February. This is an acceptable variance.
Total Expense	38.54%	

Corporate expenditures represent 38.54% of the annual budget, demonstrating a budget surplus of approximately 11.46% 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	41.02%	The facility expenditures represent 41.02% of the approved budget, reflecting an 8.98% straight-line budget surplus. Significant items contributing 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	31.87%	Expenditures reflect an 18.13% straight-line budget surplus due to the low participation and reduced HHSC referrals. The Board's FY23 allocation is \$2 million higher than average. The Board and contractor staff are working on intensive strategies to increase expenditures, including partnerships with outside agencies to increase the client base. The recently approved TWC special initiative geared toward a STEM summer youth program is in the process of working with the adult contractor for implementation.
22WA2	6/30/2024	\$3,456,318	69.46%	Overspent by 19.46%. The board staff is working with the contractor to co-enroll and diversify funding.
22WD2	6/30/2024	\$3,996,897	32.92%	The Board staff is working with the contractor to increase enrollment. NDW ended on 3/31/23; clients will be enrolled in dislocated worker. The Board continues to monitor expenditures.
23SNE	9/30/2023	\$1,499,502	65.83%	Overspent by 15.83%. WSA received \$116,076 in additional funding. The Board continues to monitor expenditures.
23CCF	12/31/2023	\$87,130,697	36.53%	The Board focused on FY22 funding that ended on 12/31/22. The Board is currently exceeding the target number, which will increase expenditures.

23TRA	12/31/2023	\$50,400	21.59%	This program is currently in the sunset phase.
23CCQ	10/31/2023	\$5,820,249	21.39%	The Board is working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain Texas Rising Star certification.
22CSL	12/31/2023	\$746,230	10.12%	This grant was extended from 3/31/23 to 12/31/23.
22WCI	5/31/2023	\$354,845	59.91%	A significant portion of the under-expenditure is the Short-Term Training for Parents in Child Care Services Program initiative. The Board staff is working with TWC and the contractor staff on this initiative.
23REA	9/30/2023	\$850,280	65.21%	Overspent by 15.21%. The contractor's activity was higher in the 1 st quarter. The Board staff is working with the contractor to monitor expenditures.
22VR1	9/30/2023	\$900,000	2.59%	Summer Earn and Learn enrollment is currently in process. As of 5/18/23, 65 participants recently completed workforce readiness training and are waiting for worksite placement.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	11/30/2023	\$100,000	23%	New program. The Board expects to spend 100% of the award.
CAP22 Capacity Building	11/30/2023	\$37,500	0%	New program. This grant is used for Capacity Building, focusing on staff performance, managing technology, and strategic planning. The Board expects to spend 100% of the award.
TOY23 Toyotetsu	09/30/2023	\$100,000	0%	This is a work-based learning pilot program where Toyotetsu offers specialized training in manufacturing to help residents gain access & knowledge, leading to high-paying job opportunities. Currently, Toyotetsu is processing a list

				of applicants.
22RTW	3/31/2025	\$10,041,073	23.19%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

Financial Statement – March 31, 2023

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2022-September 30, 2023
Report Period: 10/01/22 - 3/31/23

	Annual	Amendment #	Amended	YTD	50.00%	
	Budget	1	Budget #1	Expenses	%	Balance
					Expended	
PERSONNEL						
Salaries/Wages	\$ 4,331,451	\$ -	\$ 4,331,451	\$ 1,753,238	40.48%	\$ 2,578,213
Fringe Benefits	1,316,021	-	1,316,021	451,877	34.34%	864,144
Staff Travel	62,000	-	62,000	27,241	43.94%	34,759
Staff Training & Development	162,000	-	162,000	54,623	33.72%	107,377
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,871,472	\$ -	\$ 5,871,472	\$ 2,286,978	38.95%	\$ 3,584,494
BOARD FACILITY						
Rent	\$ 417,817	5,000	\$ 422,817	\$ 216,281	51.15%	\$ 206,536
Building Out/Moving Expenses	0	-	0	0	0.00%	0
<i>FACILITY SUBTOTAL:</i>	\$ 417,817	\$ 5,000	\$ 422,817	\$ 216,281	51.15%	\$ 206,536
EQUIPMENT/RELATED COSTS						
Equipment Purchases	\$ 50,000	-	\$ 50,000	\$ 16,696	33.39%	\$ 33,304
Equipment Rental	15,000	-	15,000	7,481	49.88%	7,519
Repair & Maintenance	-	-	-	-	0.00%	-
Software Licenses	61,819	-	61,819	46,643	75.45%	15,176
Software Maintenance & Support	100,000	-	100,000	18,289	18.29%	81,711
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 226,819	\$ -	\$ 226,819	\$ 89,108	39.29%	\$ 137,711
GENERAL OFFICE EXPENSES						
Communications	\$ 50,000	-	\$ 50,000	\$ 17,689	35.38%	\$ 32,311
Advertising	35,000	-	35,000	162	0.46%	34,838
Insurances	300,000	-	300,000	176,361	58.79%	123,639
Office Supplies	50,000	-	50,000	5,723	11.45%	44,277
Postage/Shipping/Other	7,500	-	7,500	2,459	32.79%	5,041
Printing, Binding & Reproduction	20,000	-	20,000	7,058	35.29%	12,942
Publications & Subscriptions	7,500	-	7,500	2,974	39.65%	4,526
Dues	25,000	-	25,000	5,726	22.90%	19,274
Storage	15,000	5,000	20,000	9,262	46.31%	10,738
Marketing (External)	120,000	-	120,000	23,750	19.79%	96,250
Miscellaneous Costs	25,000	-	25,000	11,252	45.01%	13,748
Non Federal	50,000	-	50,000	53,736	107.47%	(3,736)
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 705,000	\$ 5,000	\$ 710,000	\$ 316,152	44.53%	\$ 393,848
PROFESSIONAL SERVICES						
Legal Services-Corporate	\$ 100,000	-	\$ 100,000	\$ 35,000	35.00%	\$ 65,000
Legal Services-Other	75,000	50,000	125,000	41,254	33.00%	83,746
Audit	75,000	-	75,000	13,293	17.72%	61,708
Monitoring (Contractor)	500,000	-	500,000	58,656	11.73%	441,344
Professional Services	600,000	425,000	1,025,000	423,632	41.33%	601,368
Payroll Fees	35,000	-	35,000	16,595	47.41%	18,405
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,385,000	\$ 475,000	\$ 1,860,000	\$ 588,429	31.64%	\$ 1,271,571
BOARD EXPENSES						
Board Member Travel	\$ 5,000	-	\$ 5,000	\$ 4,086	81.73%	\$ 914
Board Member Training/Development	25,000	-	25,000	15,511	62.04%	9,489
Board Meetings & Misc. Costs	15,000	-	15,000	4,500	30.00%	10,500
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	\$ 45,000	\$ 24,097	53.55%	\$ 20,903
TOTAL EXPENSES						
	\$ 8,651,108	\$ 485,000	\$ 9,136,108	\$ 3,521,046	38.54%	\$ 5,615,062
SUMMARY:						
Personnel	\$ 5,871,472	-	\$ 5,871,472	\$ 2,286,978	38.95%	\$ 3,584,494
Board Facility	417,817	5,000	422,817	216,281	51.15%	206,536
Equipment/Related Costs	226,819	-	226,819	89,108	39.29%	137,711
General Office Expenses	705,000	5,000	710,000	316,152	44.53%	393,848
Professional Services	1,385,000	475,000	1,860,000	588,429	31.64%	1,271,571
Board Expenses	45,000	-	45,000	24,097	53.55%	20,903
TOTAL CORPORATE EXPENSES						
	\$ 8,651,108	\$ 485,000	\$ 9,136,108	\$ 3,521,046	38.54%	\$ 5,615,062

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

Report Period: 10/01/22-3/31/23

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	Amendment #1	Revised Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Corporate	\$ 5,816,232.00	\$ -	\$ 5,816,232.00	\$ 2,462,072.40	42.33%	50.00%	\$ 3,354,160
Port SA	500,000.00	250,000.00	750,000.00	440,468.08	58.73%	50.00%	309,532
Mobile RV Unit	510,000.00	-	510,000.00	-	0.00%	50.00%	510,000
	\$ 6,826,232	\$ 250,000	\$ 7,076,232	\$ 2,902,540	41.02%	50.00%	\$ 4,173,692

<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 3/31/23	YTD Exp 3/31/23	Balance
WIOA ADULT SERVICES	21WA1	2021WOA001	\$ 849,798.00	\$ 844,108.82	\$ 5,689.18	\$ 5,689.18	\$ (7,610.13)	\$ 836,498.69	\$ 13,299.31
WIOA ADULT SERVICES	21WA2	2021WOA001	\$ 3,276,946.00	\$ 3,243,181.02	\$ 33,764.98	\$ 33,764.98	\$ (59,678.97)	\$ 3,183,502.05	\$ 93,443.95
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 401,623.23	\$ 545,699.77	\$ 545,699.77	\$ 538,685.15	\$ 940,308.38	\$ 7,014.62
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	0	\$ 3,456,318.00	\$ 3,456,318.00	\$ 2,400,595.60	\$ 2,400,595.60	\$ 1,055,722.40
WIOA ADULT Total			\$ 8,530,385.00	\$ 4,488,913.07	\$ 4,041,471.93	\$ 4,041,471.93	\$ 2,871,991.65	\$ 7,360,904.72	\$ 1,169,480.28
WIOA DISLOCATED WORKER	21WD1	2021WOD001	\$ 901,481.00	\$ 859,702.50	\$ 41,778.50	\$ 41,778.50	\$ 5,808.12	\$ 865,510.62	\$ 35,970.38
WIOA DISLOCATED WORKER	21WD2	2021WOD001	\$ 3,597,920.00	\$ 3,315,191.96	\$ 282,728.04	\$ 282,728.04	\$ (56,136.44)	\$ 3,259,055.52	\$ 338,864.48
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 153,168.80	\$ 1,031,282.20	\$ 1,031,282.20	\$ 336,539.65	\$ 489,708.45	\$ 694,742.55
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	0	\$ 3,996,897.00	\$ 3,996,897.00	\$ 1,315,608.08	\$ 1,315,608.08	\$ 2,681,288.92
WIOA DISLOCATED Total			\$ 9,680,749.00	\$ 4,328,063.26	\$ 5,352,685.74	\$ 5,352,685.74	\$ 1,601,819.41	\$ 5,929,882.67	\$ 3,750,866.33
WIOA YOUTH SERVICES	21WOY	2021WOY001	\$ 4,430,155.00	\$ 4,011,756.56	\$ 418,398.44	\$ 418,398.44	\$ (47,114.30)	\$ 3,964,642.26	\$ 465,512.74
WIOA YOUTH SERVICES	22WOY	2021WOY001	\$ 4,732,035.00	\$ 531,164.73	\$ 4,200,870.27	\$ 4,200,870.27	\$ 1,859,035.68	\$ 2,390,200.41	\$ 2,341,834.59
WIOA YOUTH Total			\$ 9,162,190.00	\$ 4,542,921.29	\$ 4,619,268.71	\$ 4,619,268.71	\$ 1,811,921.38	\$ 6,354,842.67	\$ 2,807,347.33
WIOA RAPID RESPONSE	22WOR	2022WOR001	\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 2,385.83	\$ 27,957.05	\$ 36,784.95
WIOA RAPID RESPONSE Total			\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 2,385.83	\$ 27,957.05	\$ 36,784.95
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	22TAF	2022TAF001	\$ 7,483,591.00	\$ 5,543,582.79	\$ 1,940,008.21	\$ 1,940,008.21	\$ 354,129.69	\$ 5,897,712.48	\$ 1,585,878.52
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	0	\$ 8,011,037.00	\$ 8,011,037.00	\$ 2,552,908.06	\$ 2,552,908.06	\$ 5,458,128.94
TANF Total			\$ 15,494,628.00	\$ 5,543,582.79	\$ 9,951,045.21	\$ 9,951,045.21	\$ 2,907,037.75	\$ 8,450,620.54	\$ 7,044,007.46
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	2023SNE001	\$ 1,499,502.00	0	\$ 1,499,502.00	\$ 1,499,502.00	\$ 987,086.08	\$ 987,086.08	\$ 512,415.92
SNAP E&T Total			\$ 1,499,502.00	\$ -	\$ 1,499,502.00	\$ 1,499,502.00	\$ 987,086.08	\$ 987,086.08	\$ 512,415.92
NON CUSTODIAL PARENT	23NCP	2023NCP001	\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 225,806.19	\$ 233,310.82	\$ 204,267.18
NON CUSTODIAL PARENT Total			\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 225,806.19	\$ 233,310.82	\$ 204,267.18
CC SRVCS FORMULA ALLOCATION-CCF	22CCF	2022CCF001	\$ 98,063,720.00	\$ 85,538,265.49	\$ 12,525,454.51	\$ 12,525,454.51	\$ 5,779,247.15	\$ 91,317,512.64	\$ 6,746,207.36
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ -	\$ 87,130,697.00	\$ 87,130,697.00	\$ 31,825,475.12	\$ 31,825,475.12	\$ 55,305,221.88
CHILD CARE CCF Total			\$ 185,194,417.00	\$ 85,538,265.49	\$ 99,656,151.51	\$ 99,656,151.51	\$ 37,604,722.27	\$ 123,142,987.76	\$ 62,051,429.24
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	\$ 2,891,795.74	\$ 3,335,310.32	\$ 3,534,389.68
CHILD CARE CCP Total			\$ 13,822,700.00	\$ 5,950,596.69	\$ 7,872,103.31	\$ 7,872,103.31	\$ 2,891,263.26	\$ 8,841,859.95	\$ 4,980,840.05
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	\$ 10,879.55	\$ 10,879.55	\$ 39,520.45
TRADE ACT SERVICES Total			\$ 584,216.00	\$ 31,528.98	\$ 552,687.02	\$ 552,687.02	\$ 16,039.19	\$ 47,568.17	\$ 536,647.83
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	\$ 167,727.43	\$ 167,727.43	\$ 533,987.57
EMPLOYMENT SERVICES Total			\$ 1,650,328.00	\$ 665,913.72	\$ 984,414.28	\$ 984,414.28	\$ 321,796.08	\$ 987,709.80	\$ 662,618.20
RESOURCE ADMIN GRANT	23RAG	2023RAG001	\$ 11,857.00	0	\$ 11,857.00	\$ 11,857.00	\$ 5,509.80	\$ 5,509.80	\$ 6,347.20
RESOURCE ADMIN GRANT Total			\$ 11,857.00	\$ -	\$ 11,857.00	\$ 11,857.00	\$ 5,509.80	\$ 5,509.80	\$ 6,347.20

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 3/31/23	YTD Exp 3/31/23	Balance
TEXAS VETERANS COMMISSION	23TVC	2023TVC001	\$ 284,084.00	0	\$ 284,084.00	\$ 284,084.00	\$ 158,071.10	\$ 158,071.10	\$ 126,012.90
VETERANS EMPLOYMENT SERVICE Total			\$ 284,084.00	\$ -	\$ 284,084.00	\$ 284,084.00	\$ 158,071.10	\$ 158,071.10	\$ 126,012.90
CC QUALITY - CCQ	22CCQ	2022CCQ001	\$ 5,384,152.00	\$ 3,009,880.22	\$ 2,374,271.78	\$ 2,374,271.78	\$ 2,188,408.16	\$ 5,198,288.38	\$ 185,863.62
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	0	\$ 5,820,249.00	\$ 5,820,249.00	\$ 1,244,703.99	\$ 1,244,703.99	\$ 4,575,545.01
CC QUALITY Total			\$ 11,204,401.00	\$ 3,009,880.22	\$ 8,194,520.78	\$ 8,194,520.78	\$ 3,433,112.15	\$ 6,442,992.37	\$ 4,761,408.63
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX	2022CCX001	\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,376,227.51	\$ 17,842,951.79	\$ 1,574,516.21
SERVICE INDUSTRY RECOVERY CHILD CARE Total			\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,376,227.51	\$ 17,842,951.79	\$ 1,574,516.21
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 75,490.08	\$ 75,490.08	\$ 670,739.92
CHILD CARE - TRS CONTRACTED SLOTS - Total			\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 75,490.08	\$ 75,490.08	\$ 670,739.92
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	\$ 51,993.95	\$ 51,993.95	\$ 42,256.05
WORKFORCE COMMISSION INITIATIVES Total			\$ 449,095.00	\$ 213,396.91	\$ 235,698.09	\$ 235,698.09	\$ 51,176.79	\$ 264,573.70	\$ 184,521.30
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 850,280.00	0	\$ 850,280.00	\$ 850,280.00	\$ 554,448.05	\$ 554,448.05	\$ 295,831.95
REEMPLOYMENT Total			\$ 850,280.00	\$ -	\$ 850,280.00	\$ 850,280.00	\$ 554,448.05	\$ 554,448.05	\$ 295,831.95
MILITARY FAMILY SUPPORT PROGRAM	22WOS	2022WOS001	\$ 221,896.00	\$ 101,620.77	\$ 120,275.23	\$ 120,275.23	\$ 43,108.12	\$ 144,728.89	\$ 77,167.11
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 42,931.30	\$ 42,931.30	\$ 178,964.70
MILITARY FAMILY SUPPORT Total			\$ 443,792.00	\$ 101,620.77	\$ 120,275.23	\$ 342,171.23	\$ 86,039.42	\$ 187,660.19	\$ 256,131.81
STUDENT HIREABILITY NAVIGATOR	18HN4	3018VRS130	\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 81,027.50	\$ 96,386.13	\$ 113,613.87
STUDENT HIREABILITY NAVIGATOR Total			\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 81,027.50	\$ 96,386.13	\$ 113,613.87
VOCATIONAL REHABILITATION-VR INFRA SPVRT	23COL	2023COL001	\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 242,108.17	\$ 279,796.31	\$ 217,575.13
VR-INFRA SUPPORT Total			\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 242,108.17	\$ 279,796.31	\$ 217,575.13
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 41,362.54	\$ 100,893.28	\$ 92,052.72
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total			\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 41,362.54	\$ 100,893.28	\$ 92,052.72
TEACHER EXTERNSHIP	22EXT	2022EXT001	\$ 200,000.00	\$ 188,634.22	\$ 11,365.78	\$ 11,365.78	\$ 5,878.69	\$ 194,512.91	\$ 5,487.09
TEACHER EXTERNSHIP	23EXT	2023EXT001	\$ 200,000.00	0	\$ 200,000.00	\$ 200,000.00	\$ 53.29	\$ 53.29	\$ 199,946.71
TEACHER EXTERNSHIP Total			\$ 400,000.00	\$ 188,634.22	\$ 211,365.78	\$ 211,365.78	\$ 5,931.98	\$ 194,566.20	\$ 205,433.80
SUMMER EARN & LEARN (SEAL)	22VRS	3022VRS045	\$ 900,000.00	\$ 561,124.94	\$ 338,875.06	\$ 338,875.06	\$ 3,281.58	\$ 564,406.52	\$ 335,593.48
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	0	\$ 900,000.00	\$ 900,000.00	\$ 23,318.00	\$ 23,318.00	\$ 876,682.00
SEAL Total			\$ 1,800,000.00	\$ 561,124.94	\$ 1,238,875.06	\$ 1,238,875.06	\$ 26,599.58	\$ 587,724.52	\$ 1,212,275.48
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3	2021SDF003	\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 221,500.12	\$ 487,421.15	\$ 23,545.85
SKILLS DEVELOPMENT FUND Total			\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 221,500.12	\$ 487,421.15	\$ 23,545.85
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 3,462.50	\$ 96,537.50	\$ 96,537.50	\$ 19,188.04	\$ 22,650.54	\$ 77,349.46
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00	0	\$ 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	\$ 19,188.04	\$ 22,650.54	\$ 114,849.46
ASPEN INSTITUTE	ASP23		\$ 50,000.00	0	\$ 50,000.00	\$ 50,000.00	\$ 23,208.42	\$ 23,208.42	\$ 26,791.58
ASPEN INSTITUTE TOTAL			\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 23,208.42	\$ 23,208.42	\$ 26,791.58
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	\$ 1,904,922.72	\$ 6,421,677.58	\$ 30,388.42
WINTER STORMS NDWG	21NDW	2021NDW001	\$ 300,952.00	\$ 238,159.74	\$ 62,792.26	\$ 62,792.26	\$ 53,738.75	\$ 291,898.49	\$ 9,053.51
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	\$ 1,960,061.47	\$ 6,757,961.63	\$ 46,278.37
READY TO WORK-COSA	22RTW		\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 2,093,213.47	\$ 2,328,938.49	\$ 7,712,134.51
READY TO WORK-COSA TOTAL			\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 2,093,213.47	\$ 2,328,938.49	\$ 7,712,134.51
GRAND TOTAL			\$ 315,185,365.44	\$ 135,079,828.70	\$ 179,883,640.74	\$ 180,105,536.74	\$ 71,068,887.28	\$ 206,148,715.98	\$ 109,036,649.46

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 3/31/2023	Balance	Grant Expended 3/31/2023	Months Remaining
WIOA ADULT SERVICES	21WA1	6/30/2023	2021WOA001	\$ 849,798.00	\$ 836,498.69	\$ 13,299.31	98%	3
WIOA ADULT SERVICES	21WA2	6/30/2023	2021WOA001	\$ 3,276,946.00	\$ 3,183,502.05	\$ 93,443.95	97%	3
WIOA ADULT SERVICES	22WA1	6/30/2024	2021WOA001	\$ 947,323.00	\$ 940,308.38	\$ 7,014.62	99%	15
WIOA ADULT SERVICES	22WA2	6/30/2024	2021WOA001	\$ 3,456,318.00	\$ 2,400,595.60	\$ 1,055,722.40	69%	15
WIOA ADULT Total				\$ 8,530,385.00	\$ 7,360,904.72	\$ 1,169,480.28		
WIOA DISLOCATED WORKER	21WD1	6/30/2023	2021WOD001	\$ 901,481.00	\$ 865,510.62	\$ 35,970.38	96%	3
WIOA DISLOCATED WORKER	21WD2	6/30/2023	2021WOD001	\$ 3,597,920.00	\$ 3,259,055.52	\$ 338,864.48	91%	3
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2021WOD001	\$ 1,184,451.00	\$ 489,708.45	\$ 694,742.55	41%	15
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2021WOD001	\$ 3,996,897.00	\$ 1,315,608.08	\$ 2,681,288.92	33%	15
WIOA DISLOCATED Total				\$ 9,680,749.00	\$ 5,929,882.67	\$ 3,750,866.33		
WIOA YOUTH SERVICES	21WOY	6/30/2023	2021WOY001	\$ 4,430,155.00	\$ 3,964,642.26	\$ 465,512.74	89%	3
WIOA YOUTH SERVICES	22WOY	6/30/2024	2021WOY001	\$ 4,732,035.00	\$ 2,390,200.41	\$ 2,341,834.59	51%	15
WIOA YOUTH Total				\$ 9,162,190.00	\$ 6,354,842.67	\$ 2,807,347.33		
WIOA RAPID RESPONSE	22WOR	6/30/2024	2022WOR001	\$ 64,742.00	\$ 27,957.05	\$ 36,784.95	43%	15
WIOA RAPID RESPONSE Total				\$ 64,742.00	\$ 27,957.05	\$ 36,784.95		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	10/31/2023	2023TAF001	\$ 8,011,037.00	\$ 2,552,908.06	\$ 5,458,128.94	32%	7
TANF Total				\$ 8,011,037.00	\$ 2,552,908.06	\$ 5,458,128.94		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	9/30/2023	2023SNE001	\$ 1,499,502.00	\$ 987,086.08	\$ 512,415.92	66%	6
SNAP E&T Total				\$ 1,499,502.00	\$ 987,086.08	\$ 512,415.92		
NON CUSTODIAL PARENT	23NCP	9/30/2023	2023NCP001	\$ 437,578.00	\$ 233,310.82	\$ 204,267.18	53%	6
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 233,310.82	\$ 204,267.18		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 31,825,475.12	\$ 55,305,221.88	37%	9
CHILD CARE CCF Total				\$ 87,130,697.00	\$ 31,825,475.12	\$ 55,305,221.88		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0%	9
CHILD CARE CCM Total				\$ 7,539,884.00	\$ -	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 6,869,700.00	\$ 3,335,310.32	\$ 3,534,389.68	49%	9
CHILD CARE CCP Total				\$ 6,869,700.00	\$ 3,335,310.32	\$ 3,534,389.68		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 10,879.55	\$ 39,520.45	22%	9
TRADE ACT SERVICES Total				\$ 50,400.00	\$ 10,879.55	\$ 39,520.45		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 701,715.00	\$ 167,727.43	\$ 533,987.57	24%	9
EMPLOYMENT SERVICES Total				\$ 701,715.00	\$ 167,727.43	\$ 533,987.57		
RESOURCE ADMIN GRANT	23RAG	9/30/2023	2023RAG001	\$ 11,857.00	\$ 5,509.80	\$ 6,347.20	46%	6
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 5,509.80	\$ 6,347.20		
TEXAS VETERANS COMMISSION	23TVC	9/30/2023	2023TVC001	\$ 284,084.00	\$ 158,071.10	\$ 126,012.90	56%	6
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 158,071.10	\$ 126,012.90		
CC QUALITY - CCQ	22CCQ	3/31/2023	2022CCQ001	\$ 5,334,342.00	\$ 5,198,288.38	\$ 136,053.62	97%	
CC QUALITY - CCQ	23CCQ	10/31/2023	2023CCQ001	\$ 5,820,249.00	\$ 1,244,703.99	\$ 4,575,545.01	21%	7
CCQ QUALITY Total				\$ 11,154,591.00	\$ 6,442,992.37	\$ 4,711,598.63		

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 3/31/2023	Balance	Grant Expended 3/31/2023	Months Remaining
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX	3/31/2023	2022CCX001	\$ 19,417,468.00	\$ 17,842,951.79	\$ 1,574,516.21	92%	
SERVICE INDUSTRY RECOVERY CHILD CARE Total				\$ 19,417,468.00	\$ 17,842,951.79	\$ 1,574,516.21		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 75,490.08	\$ 670,739.92	10%	9
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 75,490.08	\$ 670,739.92		
WORKFORCE COMMISSION INITIATIVES	22WCI	5/31/2023	2022WCI001	\$ 354,845.00	\$ 212,579.75	\$ 142,265.25	60%	2
WORKFORCE COMMISSION INITIATIVES	23WCI	9/30/2023	2023WCI001	\$ 94,250.00	\$ 51,993.95	\$ 42,256.05	55%	6
WORKFORCE COMMISSION INITIATIVES Total				\$ 354,845.00	\$ 212,579.75	\$ 142,265.25		
REEMPLOYMENT SERVICES - REA	23REA	9/30/2023	2023REA001	\$ 850,280.00	\$ 554,448.05	\$ 295,831.95	65%	6
REEMPLOYMENT Total				\$ 850,280.00	\$ 554,448.05	\$ 295,831.95		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS1	\$ 221,896.00	\$ 42,931.30	\$ 178,964.70	19%	9
MILITARY FAMILY SUPPORT Total				\$ 221,896.00	\$ 42,931.30	\$ 178,964.70		
STUDENT HIREABILITY NAVIGATOR	18HN4	8/31/2023	3018VRS130	\$ 210,000.00	\$ 96,386.13	\$ 113,613.87	46%	5
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 96,386.13	\$ 113,613.87		
VOCATIONAL REHABILITATION-VR INFRA SPRT	23COL	8/31/2023	2023COL001	\$ 497,371.44	\$ 279,796.31	\$ 217,575.13	56%	5
VR-INFRA SUPPORT Total				\$ 497,371.44	\$ 279,796.31	\$ 217,575.13		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	10/31/2023	2022WPB002	\$ 192,946.00	\$ 100,893.28	\$ 92,052.72	52%	7
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 100,893.28	\$ 92,052.72		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 53.29	\$ 199,946.71	0%	11
TEACHER EXTERNSHIP Total				\$ 200,000.00	\$ 53.29	\$ 199,946.71		
SUMMER EARN & LEARN (SEAL)	22VRS	1/31/2023	3021VRS073	\$ 900,000.00	\$ 564,406.52	\$ 335,593.48	63%	
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 23,318.00	\$ 876,682.00	3%	6
SEAL Total				\$ 900,000.00	\$ 564,406.52	\$ 335,593.48		
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3	3/31/2023	2021SDF003	\$ 510,967.00	\$ 487,421.15	\$ 23,545.85	95%	
SKILLS DEVELOPMENT FUND Total				\$ 510,967.00	\$ 487,421.15	\$ 23,545.85		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/SAF22		11/30/2023		\$ 100,000.00	\$ 22,650.54	\$ 77,349.46	23%	8
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00		\$ 37,500.00	0%	8
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 22,650.54	\$ 77,349.46		
ASPEN INSTITUTE	ASP23	12/31/2023		\$ 50,000.00	\$ 23,208.42	\$ 26,791.58	46%	9
ASPEN INSTITUTE TOTAL				\$ 50,000.00	\$ 23,208.42	\$ 26,791.58		
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	9/30/2023		\$ 100,000.00	0	\$ 100,000.00	0%	6
TOYOTETSU PILOT PROGRAM TOTAL				\$ 100,000.00	\$ -	\$ 100,000.00		
DISASTER RECOVERY DISLOCATED WORKER	20NDW	3/31/2023	2020NDW001	\$ 6,452,066.00	\$ 6,421,677.58	\$ 30,388.42	100%	
WINTER STORMS NDWG	21NDW	3/31/2023	2021NDW001	\$ 300,952.00	\$ 291,898.49	\$ 9,053.51	97%	
COVID GRANTS Total				\$ 6,753,018.00	\$ 6,713,576.07	\$ 39,441.93		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 10,041,073.00	\$ 2,328,938.49	\$ 7,712,134.51	23%	24
READY TO WORK-COSA TOTAL				\$ 10,041,073.00	\$ 2,328,938.49	\$ 7,712,134.51		
GRAND TOTAL				\$ 192,312,705.44	\$ 94,738,588.93	\$ 97,536,616.51		

MEMORANDUM

To: Audit & Finance Committee
 From: Adrian Lopez, CEO
 Presented by: Giovanna Escalante-Vela, CFO
 Date: May 26, 2023
 Regarding: TWC Annual Monitoring Report – Audit Resolution Letter

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, sub-recipients, and Contractors with these findings and areas of concern and following up to ensure that any needed corrective actions are completed.

ANALYSIS: On March 30, 2023, TWC Audit Resolution issued an Audit Resolution Letter requesting the documentation necessary to resolve the outstanding findings identified in the report.

The following items were requested and provided:

Item	Item Description	Provided to TWC - Audit Resolution	Comments
1	Please <u>provide implemented controls and procedures</u> which address each of the weaknesses identified, and ensure effective controls are in place for the procurement of leases which ensures that all procurements are conducted in a manner that provides full and open competition at all times, in accordance with FMGC Supplement on Procurement.	21-Apr	Provided implemented lease procedure templates, and timelines along with procurement process update memo.
2	In addition, please provide current procurement documentation for the broker selected.	21-Apr	Provided procurement file

3	<p>For the Pearsall Workforce Centers, <u>please provide a most recent detailed market analysis of facilities comparable to the current location.</u> Please include costs such as build out costs, renovation costs (if any), triple net (NNN) costs, moving costs, cost of rent, comparable square footage needed, and number of parking spaces available to ensure that the best value was obtained to meet the Board’s current needs.</p> <p>In addition, please provide justification for selecting the current location.</p>	26-Apr	Provided market and cost analysis; needs statement and prior Memo of Justification.
4	<p>For the Floresville and Boerne Workforce Centers, please <u>provide the needs assessment documentation</u> which should include but not limited to square footage needed as well as usage information, location preference, number of parking spaces needed, etc. to ensure that the selected locations meet Board’s current needs.</p>	27-Apr	Provided market and cost analysis for both; needs statement and prior Memo of Justification.
5	<p>For the Kenedy Workforce Centers, the original contract agreement effective February 1, 2019 – January 31, 2022, had a one-time extension option for an additional 36 months. The current lease agreement, effective February 1, 2022 – January 30, 2025, granted a second option to extend the term to January 31, 2027. However, this option was not included in the original procurement. Therefore, the Board cannot exercise the second renewal option and must procure this workforce center by the end of January 31, 2025.</p> <p>In order to resolve this issue, please <u>provide a revised current lease agreement</u> that does not include the additional renewal option for two years and market analysis that was completed prior to January 31, 2022.</p>	21-Apr	Provided executed amendment to remove additional option

6	<p>For the New Braunfels Workforce Center, the original lease agreement effective July 11, 2000 – July 10, 2005, did not include a renewal option and the Board did not procure a new lease agreement. Since 2005 to 2022, the Board continued to amend the original lease agreement with current lease agreement ending January 31, 2032.</p> <p>In order to resolve this issue, the Board agreed to review its current lease agreement for termination options and will <u>develop and provide a plan of action to ensure the Board’s needs are met</u> while ensuring procurement guidelines and requirements are followed.</p>	27-Apr	<p>Provided a plan of action to ensure the Board’s needs were met while ensuring procurement guidelines and requirements were followed, including an amendment draft restating the lease.</p>
7	<p>For the Hondo Workforce Center, please <u>provide a current market analysis</u> of one or more facilities comparable to the current location. Please include costs such as build out costs, renovation costs (if any), triple net (NNN) costs, moving costs, and number of parking spaces available to ensure that the best value was obtained to meet the Board’s current needs.</p> <p>The original contract agreement effective January 1, 2016 – December 31, 2018, had an extension option for an additional 48-months to end December 31, 2022. However, the Board had chosen a 36-month option (January 1, 2019 – December 31, 2021). The current lease agreement, effective January 1, 2022 – December 31, 2024 granted a second option to extend the term to December 31, 2027. The Board cannot exercise the second renewal option and must procure this workforce center by the end of December 31, 2024.</p> <p>In order to resolve this issue, please</p>	27-Apr	<p>Amendment Draft uploaded - Pending signed copy to remove additional option - May 5.</p>

	<p><u>provide a revised current lease agreement</u> that does not include the additional renewal option for three years.</p>		
8	<p>Please provide implemented controls and procedures which address each of the weaknesses identified, and ensure effective controls are in place for the procurement of external program monitoring services which ensures that all procurements are conducted in a manner that provides full and open competition at all times.</p> <p>For the Program Monitoring RFP; Please provide the procurement documentation including but not limited to RFPs, advertisement, Statement of Work, a detailed needs assessment, the proposals received from the bidders, evaluation tools and selection made, and copy of signed contract for the contractor selected.</p>	21-Apr	<p>Implemented procedures included with Item 1 above.</p> <p>Provided procurement file for Program Monitoring RFP</p>
9	<p>Lastly, please provide a copy of recent procurement training documentation, including agenda and sign-in sheets, if conducted.</p>	21-Apr	<p>Provided Invites, PowerPoint, and recording, all added</p>

FISCAL IMPACT: None

NEXT STEPS: The TWC Audit Resolution team has confirmed receipt of the requested documentation. The team is currently reviewing the documentation. TWC Audit Resolutions Team will provide a status on the next steps.

ATTACHMENTS: WSA Audit Resolution Procurement Response

TWC Audit Resolution Procurement

Background

Texas Workforce Commission (TWC) Audit Resolution Letter identifies findings reported by TWC's Monitoring Report #23.20.0001. The scope of the review was from 07/01/2021 to 07/01/2022. The Letter indicates that the Board did not comply with federal and state procurement requirements for six workforce center leases. 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.

Issues Identified

Issue #1:

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.

Documentation required:

For the Pearsall Workforce Centers, please provide a most recent detailed market analysis of facilities comparable to the current location. Please include costs such as build out costs, renovation costs (if any), triple net (NNN) costs, moving costs, cost of rent, comparable square footage needed, and number of parking spaces available to ensure that the best value was obtained to meet the Board's current needs. In addition, please provide justification for selecting the current location.

Documentation Provided (Pearsall):

- Market Analysis
- Cost Analysis
- Needs Determination
- Memo of Justification

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 26, 2023.

Next Steps:

Pending response from TWC.

Issue #2:

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 Boerne Workforce Center lease, the Board did not provide a needs determination for the square footage needed.

Documentation required:

For the Floresville and Boerne Workforce Centers, please provide the needs assessment documentation which should include but not limited to square footage needed as well as usage information, location preference, number of parking spaces needed, etc. to ensure that the selected locations meet Board's current needs.

Documentation Provided (Boerne and Floresville):

- Market Analysis
- Cost Analysis
- Needs Determination
- Memo of Justification

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 27, 2023.

Next Steps:

Pending response from TWC.

Issue #3:

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.

Documentation required:

For the Kenedy Workforce Centers, the original contract agreement effective February 1, 2019 – January 31, 2022, had a one-time extension option for an additional 36 months. The current lease agreement, effective February 1, 2022 – January 30, 2025, granted a second option to extend the term to January 31, 2027. However, this option was not included in the original procurement. Therefore, the Board cannot exercise the second renewal option and must procure this workforce center by the end of January 31, 2025. In order to resolve this issue, please provide a revised current lease agreement that does not include the additional renewal option for two years and market analysis that was completed prior to January 31, 2022.

Documentation Provided (Kenedy):

- Executed lease amendment to remove additional option.

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 21, 2023.

TWC initially stated in a 4/6/23 email that the amendment was sufficient.

Next Steps:

- Pending response from TWC.

Issue #4:

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.

Documentation required:

For the New Braunfels Workforce Center, the original lease agreement effective July 11, 2000 – July 10, 2005, did not include a renewal option and the Board did not procure a new lease agreement. Since 2005 to 2022, the Board continued to amend the original lease agreement with current lease agreement ending January 31, 2032. In order to resolve this issue, the Board agreed to review its current lease agreement for termination options and will develop and provide a plan of action to ensure the Board’s needs are met while ensuring procurement guidelines and requirements are followed.

Documentation Provided (New Braunfels):

- Provided a plan of action Memo to ensure the Board’s needs are met while ensuring procurement guidelines and requirements are followed; and to include an amendment draft restating the lease.

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 27, 2023.

TWC initially stated in a 4/6/2023 email that the amendment was sufficient.

Next Steps:

Pending response from TWC.

Issue #5:

For the Hondo Workforce Center lease, the Board exercised an option to renew that was not included in the procurement.

Documentation required:

For the Hondo Workforce Center, please provide a current market analysis of one or more facilities comparable to the current location. Please include costs such as build out costs, renovation costs (if any), triple net (NNN) costs, moving costs, and number of parking spaces available to ensure that the best value was obtained to meet the Board’s current needs. The original contract agreement effective January 1, 2016 – December 31, 2018, had an extension option for an additional 48-months to end December 31, 2022. However, the Board had chosen a 36-month option (January 1, 2019 – December 31, 2021). The current lease agreement, effective January 1, 2022 – December 31, 2024 granted a second option to extend the term to December 31, 2027. The Board cannot exercise the second renewal option and must procure this workforce center by the end of December

31, 2024. In order to resolve this issue, please provide a revised current lease agreement that does not include the additional renewal option for three years.

Documentation Provided (Hondo):

- Amendment Draft uploaded - Pending signed copy to remove additional option.

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 21, 2023.

TWC initially stated in a 4/6/2023 email that the amendment was sufficient.

Next Steps:

Pending response from TWC.

Issue #6:

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

Documentation required:

Please provide current procurement documentation for the broker selected.

Documentation Provided (Broker's Contract):

- Procurement file – Commercial Real Estate Broker

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 21, 2023.

Next Steps:

Pending response from TWC.

Issue #7:

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.

Documentation required:

Please provide implemented controls and procedures which address each of the weaknesses identified, and ensure effective controls are in place for the procurement of external program monitoring services which ensures that all procurements are conducted in a manner that provides full and open competition at all times, in accordance with FMGC Supplement on Procurement, Version 1.0, E. Competition & Preferences, E.1 Full & Open Competition, E.1.2 Basic Standard, and that documentation is maintained. In addition, it is our understanding that the Board has already completed the procurement for program monitoring services. Please provide the

procurement documentation including but not limited to RFPs, advertisement, Statement of Work, a detailed needs assessment, the proposals received from the bidders, evaluation tools and selection made, and copy of signed contract for the contractor selected.

Documentation Provided:

- Implemented control procedures.
- Procurement file for Program Monitoring RFP
- Contract

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 21, 2023.

Next Steps:

Pending response from TWC.

Additional Documentation required:

Please provide a copy of recent procurement training documentation, including agenda and sign-in sheets, if conducted.

Documentation Provided (Training):

- Provided Invites, PowerPoint, and recorded training.

Current Status:

Documentation provided via email to TWC – Audit Resolution on April 21, 2023.

Next Steps:

Pending response from TWC.

Requirement

Section, J.6.1 Basic Standard of the Texas Workforce Commission’s (TWC) Financial Manual for Grants and Contracts (FMGC) Supplement on Procurement, Version 1.0, provides additional compliance detail relating to the procurement of real property leases and real estate brokers.

When necessary for a grantee to lease real property to perform the grantee’s work under a grant award, the procurement must conform to the procurement standards in UG and UGMS.

A grantee’s approach must provide for full and open competition in a manner that is consistent with the standards in the UG and UGMS, including, where appropriate, procurement by noncompetitive proposals. Refer to E.1 Full & Open Competition, in this Publication, for discussion about the Uniform Guidance (UG) and Uniform Grant Management Standards (UGMS) for full and open competition.

Goal

Ensure effective controls are in place for the procurement of leases and program monitoring services, and all procurements are procured and conducted in compliance with federal, state, and local requirements to allow for full and open competition at all times, in accordance with TWC FMGC Supplement on Procurement, Version 1.0.

Objectives

The objective is for the Board to strengthen controls for procurement to comply with federal, state, and local requirements to allow for full and open competition at all times in accordance with UG and UGMS.

Actions

To achieve the goal, Workforce Solutions Alamo (WSA) has proactively started to implement the recommendations by TWC and contracted TWC's Audit Resolution unit for additional technical assistance on how to cure the non-compliant leases before any future lease renewals.

Board staff will take the following steps:

- WSA will perform a lease-by-lease summary of each property with required documentation to address findings with the 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.
- 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.
- 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:

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.

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's 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.

Financial Reports and Analysis

May 26, 2023

Giovanna Escalante-Vela, CFO



Annual Audit Presentation

FY22 Audit Presentation:

Janet Pitman, C.P.A., Partner, ABIP

Key Highlights:

- Unmodified (Clean) Audit Opinion
- No Findings or Questioned Costs
- Maintained Low-Risk Audit Status
- Increase in Net Assets by \$76,604



Budget to Actual Expenditures

MARCH 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY23 Budget	FY23 Actuals (MARCH 2023)	% Expensed	Straight-Line Target (50.0%)	YTD Variance %
Corporate -Personnel	\$ 5,871,472.00	\$ 2,286,978.19	38.95%	\$ 2,935,736.00	11.05%
Corporate -Facilities	\$ 422,817.00	\$ 216,281.23	51.15%	\$ 211,408.50	-1.15%
Corporate -Equipment Related	\$ 226,819.00	\$ 89,108.24	39.29%	\$ 113,409.50	10.71%
Corporate -General Office	\$ 710,000.00	\$ 316,151.54	44.53%	\$ 355,000.00	5.47%
Corporate - Professional Services	\$ 1,860,000.00	\$ 588,428.90	31.64%	\$ 930,000.00	18.36%
Corporate - Board of Directors	\$ 45,000.00	\$ 24,097.48	53.55%	\$ 22,500.00	-3.55%
Corporate Total	\$ 9,136,108.00	\$ 3,521,045.58	38.54%	\$ 4,568,054.00	11.46%
Facilities	7,076,232.00	2,902,540.48	41.02%	\$ 3,538,116.00	8.98%
Reserve	13,508,924.00	-	0.00%	\$ 6,754,462.00	50.00%
Projects	424,381.00	67,764.77	15.97%	\$ 212,190.50	34.03%
Service Delivery	141,498,897.00	62,370,747.03	44.08%	\$ 70,749,448.50	5.92%
Total Budget	\$171,644,542.00	\$ 68,862,097.86	40.12%	\$ 85,822,271.00	9.88%



Corporate Expenditures

General Office:

- Insurance - Includes a resolution of previous employee matters.
- Non-Federal - COSA disallowed costs of \$31,264 for Train for Jobs due to participants outside the city limits that were served.
- Marketing - Staff is currently processing incoming invoices. Marketing costs are expected to be fully expended.

Professional Services:

- Professional Services - A timing difference in Audit and Monitoring.



Projects

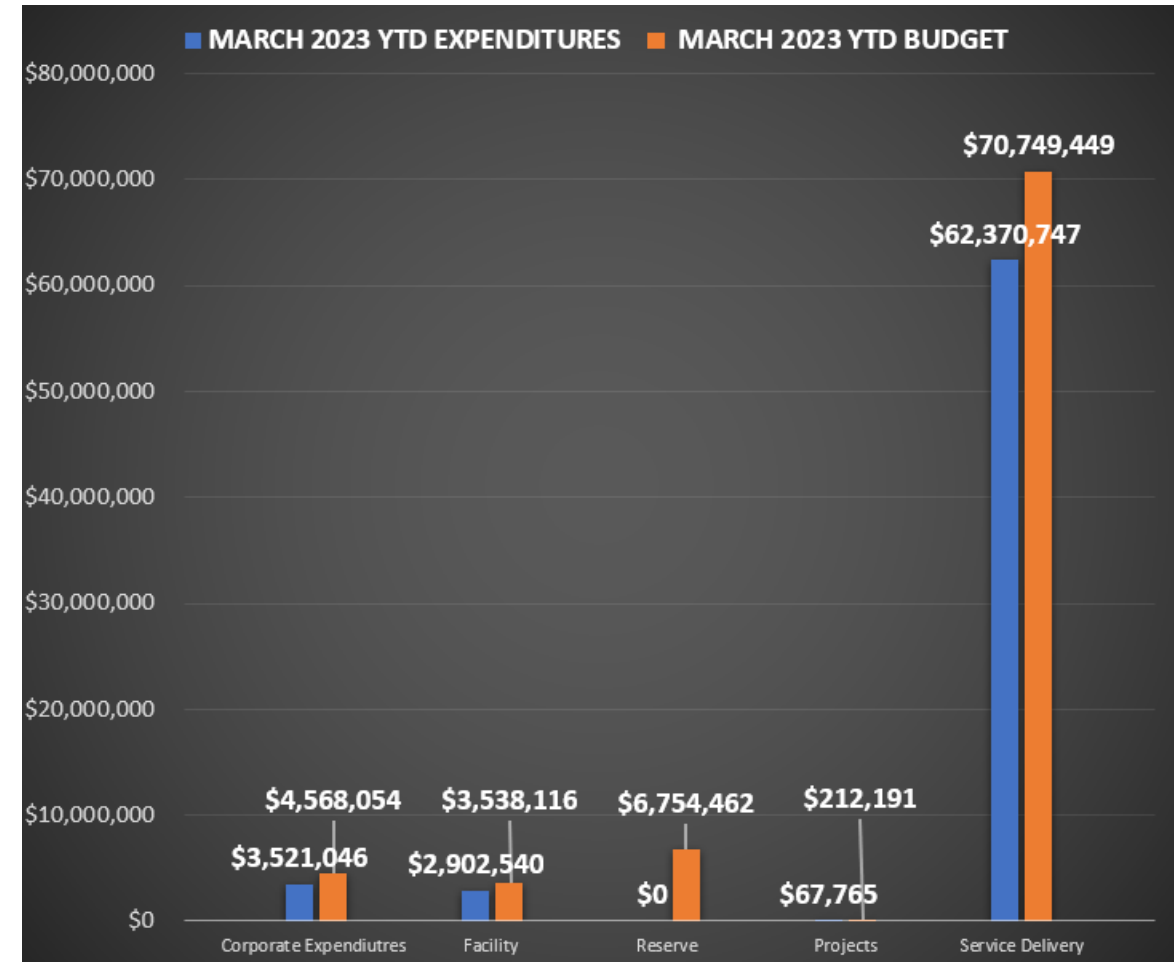
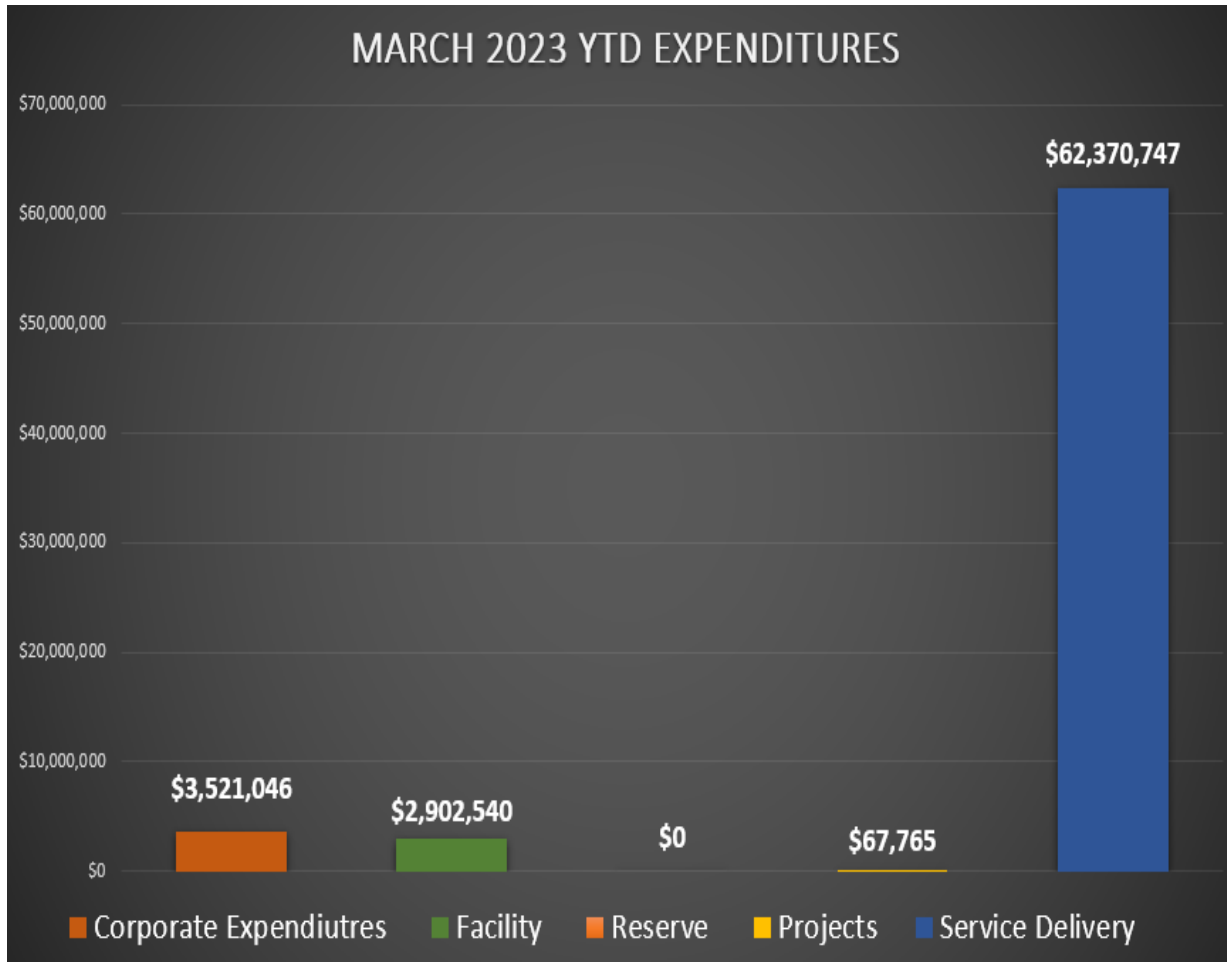
Special projects are a function of timing.

- Workforce Commission Initiatives – WSA has four (4) Career Pathway Youth Events scheduled during the Summer, with the first occurring on May 26, 2023.
- Teacher Externship – Activities occur during the summer.
- Summer Earn & Learn – A function of timing. Workforce Readiness Training in progress.



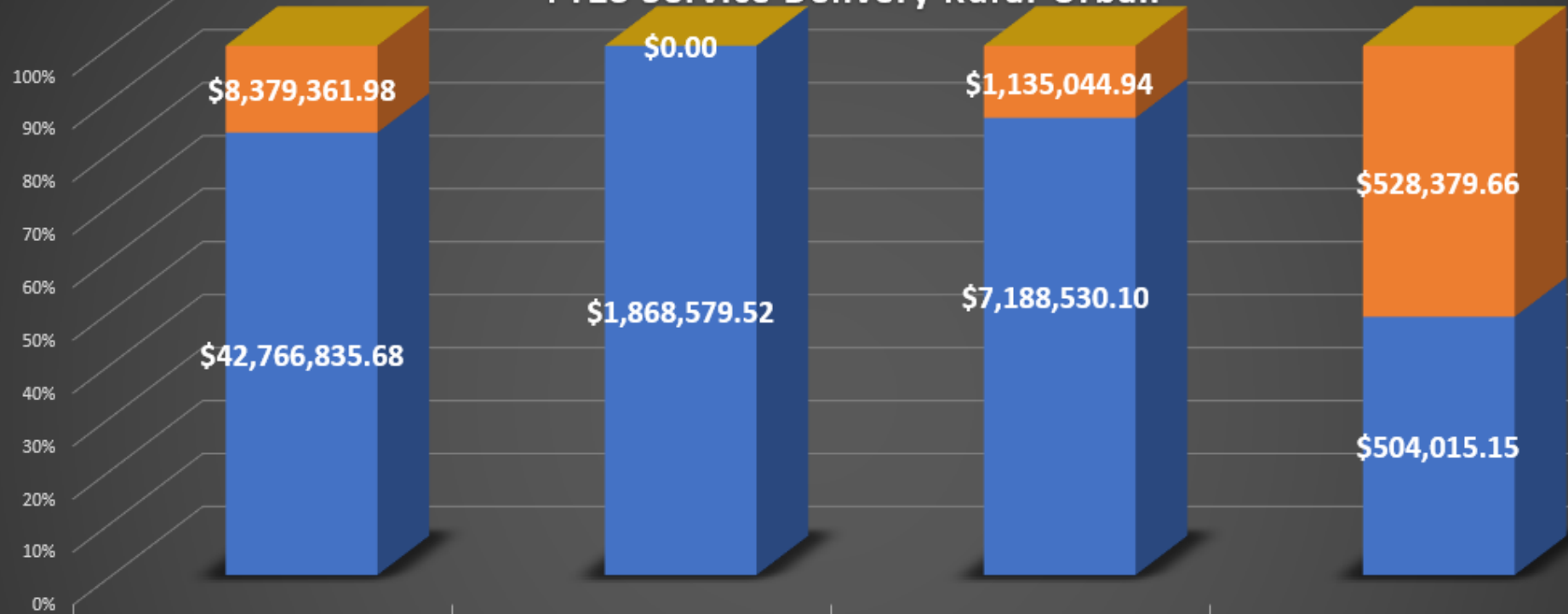
YTD Expenditures by Budget Category

YTD Expenditures by Budget Category Comparison



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

FY23 Service Delivery Rural-Urban



	CITY OF SAN ANTONIO- Child Care	Ready to Work	C2GPS- Adult Services	SERCO - Youth
■ RURAL (%)	16%	0%	14%	51%
■ URBAN (%)	84%	100%	86%	49%
■ RURAL	\$8,379,361.98	\$-	\$1,135,044.94	528,379.66
■ URBAN	\$42,766,835.68	\$1,868,579.52	\$7,188,530.10	504,015.15



Of Children In Care Broken Down by County

October 1, 2022-March 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	353	2.95%	16	2.50%	10	3.11%	15	2.07%	394	2.88%
Bandera	Bandera	40	0.33%	1	0.16%	0	0.00%	2	0.28%	43	0.31%
Bexar	San Antonio	9,639	80.45%	534	83.57%	284	88.20%	518	71.45%	10,975	80.30%
Comal	New Braunfels	462	3.86%	23	3.60%	10	3.11%	69	9.52%	564	4.13%
Frio	Pearsall	130	1.08%	15	2.35%	1	0.31%	20	2.76%	166	1.21%
Gillespie	Fredericksburg	55	0.46%	4	0.63%	0	0.00%	4	0.55%	63	0.46%
Guadalupe	Seguin	604	5.04%	20	3.13%	9	2.80%	34	4.69%	667	4.88%
Karnes	Kenedy	21	0.18%	2	0.31%	0	0.00%	5	0.69%	28	0.20%
Kendall	Boerne	73	0.61%	2	0.31%	1	0.31%	14	1.93%	90	0.66%
Kerr	Kerrville	233	1.94%	7	1.10%	2	0.62%	15	2.07%	257	1.88%
McMullen	Tilden	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medina	Hondo	227	1.89%	13	2.03%	1	0.31%	22	3.03%	263	1.92%
Wilson	Floresville	145	1.21%	2	0.31%	4	1.24%	7	0.97%	158	1.16%
Total		11,982	100.00%	639	100.00%	322	100.00%	725	100.00%	13,668	100.00%



Key Variances

TANF – Grant is currently at 32%. This year’s allocation is \$2 Million more than our average allocation. The recently approved TWC special initiative is geared towards a STEM summer youth program. The contractor is in the process of procuring the STEM provider.

WIOA Adult – Currently overspent. Board staff is working with the contractor to co-enroll and diversify funding.



Key Variances

WIOA Dislocated Worker – Currently underspent. As the National Dislocated Worker – Covid program ended on 3/31/23, customers will be enrolled in dislocated workers or other applicable programs that they may qualify.

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



Key Variances

Child Care CCDF – The board focused on FY22 funding that ended on 12/31/22. The board is currently exceeding the target number, which will increase expenditures.

Child Care Quality – The Board is currently working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain the Texas Rising Star certification.

Child Care CSL – End date was extended from 3/31/23 to 12/31/23. Board staff is monitoring expenditures.



Key Variances

Workforce Commission Initiatives - A significant portion of the under-expenditure is the Short-Term Training for Parents in Child Care Services Program initiative. Board staff is working with TWC and the Contractor on this initiative.

Reemployment Services and Eligibility Assessment – Currently overspent. Board staff is working with the contractor and will monitor expenditures.



Key Variances

Summer Earn and Learn - Enrollment is currently in process. As of May 18, 2023, 65 participants recently completed Workforce Readiness Training and await worksite placement.

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.



Key Variances

San Antonio Area Foundation – Capacity Building – 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

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 in processing.



Ready to Work

Ready to Work:

- Enrollment and activities increased at a higher rate in April and May.
- As of May 23, 2023:
 - Applicants interviewed: 2,322
 - Enrolled in approved training: 1,195
 - Successfully completed training: 139
 - Placed in jobs: 37
 - WSA paid training: \$2,065,000



Letters of Support

Culturingua: Application to Islamic Relief USA for the 2023 Domestic Grant Application and an application for the Main Street America San Antonio Main Street Corridor Pilot that will support community businesses and residents along the designated corridor location.

- Funding Request: \$75,000
- Who will it serve/ How many people: 150 trainees will obtain an HHS Food Handling Certification in their native language of Arabic, Pashto, or Dari. Furthermore, 6 apprentices will receive a DOL Culinary Apprenticeship Credential for Head Cook.
- Alignment with local plan: Supports career training for 35-1011 Chefs and Head Cooks positions. Apprentices will have garnered skills required to obtain a job on a career path with upward advancement and/or start a food-based business. The goal is to build on their economic independence, expand their ability and capacity to secure additional connections and resources, and contribute to the local economy.
- WSA role: Strategic support, WSA career navigation for our clients, and WIOA funding for Apprenticeships.

Letters of Support

COSA: Application to the National League of Cities' Good Jobs, Great Cities Academy to enhance work-based learning opportunities to residents who need it the most.

- No funding requested, participation in national cohort of 12 cities
- Alignment with local plan: Supports target occupations in key areas (Manufacturing, Construction, Transportation, IT, and Oil & Gas)
- WSA role:
 - To participate in Mayor-led discussions
 - To collectively develop a workforce community of practice
 - To build common understanding of “benefits cliffs” and their impacts on community members with increasing income
 - To collaborate with different city departments that include these target occupations in their respective initiatives
 - To identify and source braided funding

Letters of Support

Npower Inc.: Application for Texas Talent Connection Grant for their Tech Fundamentals Program that create pathways to economic prosperity by launching digital careers. Following 16 weeks of ½ day classes and over 120 hours of PD, trainees are placed in a 7-week paid internship, 6-month apprenticeship, or directly hired by an employment partner in the IT industry.

- Funding Request: \$350,000
- Who will it serve/ How many people: 100 trainees including transitioning service members, military veterans, reservists, their spouses, and young adults (ages 18-26) from under-resourced communities.
- Alignment with local plan: Portable CompTIA IT Fundamentals+, CompTIA A+, Google IT Support, and Project Management certifications.
- WSA role: Support NPower by co-enrolling participants in various programs that provide emergency support if necessary.
- Exploration of apprenticeship program with CitiBank on the Bexar County and Medina County line. CitiBank is close in vicinity to Medina and Atascosa counties.

MEMORANDUM

To: Audit & Finance Committee

From: Adrian Lopez, CEO

Presented by: Katherine Pipoly, Chief Operating Officer

Date: May 26, 2023

Subject: TWC Jobs & Education for Texans (JET) Grant Awards - Alamo

Summary:

Workforce Solutions Alamo's mission statement is to strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. The TWC Jobs & Education for Texans (JET) grant awards directly align with our local mission by providing grants to eligible educational entities to purchase and install equipment necessary for the development of career and technical education (CTE) courses or programs resulting in students achieving a license, certification, or post-secondary degree in a high-demand occupation or targeted occupation identified by WSA.

Eligible grantees include:

- Public junior, state, or technical colleges
- Texas Independent School Districts (ISDs) and open-enrollment charter schools in partnership with a public junior, state, or technical college
- Windham School District

The JET program has allocated \$15 million for the FY22-23 biennium to provide grants to public junior, technical, and state colleges; and approximately \$50 million for the FY22-23 biennium to provide grants to TX ISDs and open-enrollment charter schools entered into a partnership with a public junior, technical, and state college; and the Windham School District.

1.27M in JET Grants were awarded to WSA educational partners in the Alamo Region. Those entities include:

- Alamo Colleges District – Northeast Lakeview College received a \$189,401 grant to purchase and install equipment to initially train 75 students as network and computer systems administrators, with additional students to be trained in the future.
- North East ISD received a \$45,448 grant for equipment to train an initial 290 students in automotive services in partnership with Alamo Colleges District – St. Philip's College.

- San Antonio ISD received two grants:
 - \$454,551 for equipment to train an initial 934 students as chiropractors in partnership with Alamo Colleges District – San Antonio College.
 - \$291,891 for equipment to train an initial 253 students as electrical and electronic engineering technicians in partnership with Alamo Colleges District – St. Phillip’s College.
- Southside ISD received a \$289,073 grant for equipment to train an initial 128 students in welding in partnership with Alamo Colleges District – St. Phillip’s College.

These grants provide potential economic returns through supporting new, emerging industries or high-demand occupations and offering new or expanded career and technical education opportunities in public high schools.

Analysis: WSA works closely with educational partners to further align CTE courses with WSA investments for those students' seeking employment in high demand occupations or furthering their education by obtaining additional certifications to promote their hire ability and advance their skillset in high demand/target occupations. The 1.2M investment will support 1,570 students in achieving a license, certification, or post-secondary degree in a high-demand occupation or targeted occupation identified by WSA.

Alternatives: No alternative recommendations at this time.

Fiscal Impact: No fiscal impact to WSA budget due to this award or partnerships with these awardees.

Recommendation: Partner with educational institutions to explore data collection opportunities and understand the career pathway of students receiving a license/certification/degree and job readiness.

Next Steps: Strengthen the partnership with education entities to explore further data collection, collaborations, and opportunities to strengthen the talent pipeline.



JET Grant Awards

Monday, May 22, 2023

FY22 Jet Grant Awardees

District/School	<u>Main Address</u>	<u>Amount</u>	<u>Career Focus</u>	<u>Award Date</u>	<u>Students Served</u> (per year)
San Antonio ISD	514 W. Quincy Avenue, San Antonio, Texas 78212	\$454,551	Healthcare Practitioners and Technical Occupations	8/16/2022	934
San Antonio ISD	514 W. Quincy Avenue, San Antonio Texas, 78212	\$291,891	Electrical and Electronic Engineering Technologists and Technicians	8/16/2022	253
North East ISD	8961 Tesoro Drive, San Antonio Texas 78217	\$45,448	Automotive Service Technicians and Mechanics	8/16/2022	290
Southside ISD	19190 US 281 South San Antonio, Texas, 78221	\$289,073	Welders, Cutters, Solderers, and Brazers	8/16/2022	128
Alamo Colleges -Northeast Lakeview College	1201 Kitty Hawk Rd. Universal City, Texas 78148	\$189,401	Info Tech/ Network and Computer Systems Administrator	8/16/2022	75
Total		\$1,270,364			1,680