



BOARD OF DIRECTORS MEETING

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

April 19, 2024

10:00 AM

AGENDA

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

Citizens may appear before the Board of Directors 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 the meeting. Questions relating to these rules may be directed to Caroline Goddard at (210) 322-6296.

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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 Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- I. CALL TO ORDER
Presenter: Chairwoman Leslie Cantu
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Chairwoman Leslie Cantu
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Chairwoman Leslie Cantu
- IV. PUBLIC COMMENT
Presenter: Chairwoman Leslie Cantu
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chairwoman Leslie Cantu
 - a. Board of Directors Meeting Minutes – March 1, 2024
 - b. Contract Summary and RFP Updates
 - c. Financial Reports – January 31, 2024
 - d. Financial Monitoring Updates
 - e. Early Matters Update
 - f. Childcare Performance Briefing
 - g. Texas Rising Star Assessment Update
 - h. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
 - i. Success Stories
 - j. Work Experience Analysis
 - i. Accenture Federal Services Work Experience Presentation
 - k. Youth Program Briefing and Performance
 - l. Youth Career Pathways Events
 - m. FY24 Youth Program Goals
 - n. Rural & Urban Youth Success Stories
 - o. Coastal Bend College Partner Update
 - p. Procurement Diversity Update (SMWVBE)
 - q. Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
 - r. Quality Assurance Update
 - s. Monitoring Outcomes and Technical Assistance
 - t. TWC Performance – Choices Full Engagement Rate
 - u. Programs & Operational: Ready to Work
- VI. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mary Batch, Audit & Finance Committee Chair
 - a. RFP Update – Child Care Quality Improvement Services
 - b. Purchase of Cyber-Security Solution Suite Software Licenses
 - c. Purchase of Office Furniture and Design and Installation Services for O’Connor Workforce Center

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- d. County-by-County Update
 - e. Ready to Work Analysis and Update
- VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair
- a. TRS Contracted Slots Pilot Briefing
- VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Anthony Magaro, Youth Committee Chair
- a. Youth Service Delivery Model
- IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Eric Cooper, Strategic Committee Chair
- a. Facility Updates
 - i. Port SA
 - ii. Mobile Unit
 - b. New Facility Lease for Approval
 - i. Bandera
- X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Dr. Sammi Morrill, Oversight Committee Chair
- a. Update on Improvements from TWC Annual Monitoring
 - b. Process Improvements
 - i. Procurement Process Improvements
 - ii. Risk Assessments
 - iii. IT and Ready to Work
- XI. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Judge James Teal, McMullen County, Committee of Six Chair
- XII. CEO REPORT
Presenter: Adrian Lopez, CEO
- a. Applications for Funding
 - b. ACE Race
 - c. WIN Texas Q2 Meeting – May 2 & 3, 2024
 - d. Constituting of Texas Association of Workforce Boards
 - e. Partnership with Capital Area and Rural Capital Area Workforce Boards
 - f. Alamo Workforce Consortium
 - g. Media, Marketing, and Communications Update
Presenter: James Keith, Director of Public & Government Relations
- XIII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chairwoman Leslie Cantu

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- a. WIOA Reauthorization
- b. BOD Attendance and Demographics

XIV. NEXT MEETING: June 21, 2024

XV. EXECUTIVE SESSION:

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

- a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;
- b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
- c. Pending or Contemplated Litigation;
- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

XVI. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

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Consent Agenda





BOARD OF DIRECTORS MEETING - MINUTES

Seguin Public Library
313 W Nolte St
Seguin, TX 78155
March 1, 2024
10:00 AM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Mary Batch, Yousef Kassim, Betty Munoz, Chris Corso, Esmeralda Perez, Anthony Magaro, Jennifer Lange, Jerry Graeber, Lowell Keig, Jim Robertson, Tasha Schmidt, Lisa Navarro Gonzales, Eric Cooper, Elizabeth Lutz, Ana DeHoyos O'Connor, Charles Camarillo, Dr. Sammi Morrill, Angelique De Oliveira, Josh Schneucker, Kelli Rhodes, Allison Greer Francis, Dawn Dixon, Tylane Barnes, Yvonne Addison

STAFF: Adrian Lopez, Adrian Perez, Angela Bush, Caroline Goddard, Chuck Agwuegbo, Dr. Ricardo Ramirez, Gabriela Navarro Garcia, Jeremy Taub, Rebecca Espino Balencia, Teresa Chavez, Vanessa McHaney, Victoria Rodriguez, Sandra Rodriguez, Kim Villarreal, Jesse Maldonado, Juan Palencia, Roberto Corral, Gabriela Horbach, Stefanie Moore, Daisey Vega, Ramsey Olivarez, Brenda Garcia, Sylvia Perez, Alfred Salazar, Gabriela Ore, Jessica Villarreal, Miriam Barksdale Botello, Stephanie Gutierrez, Trema Cote

PARTNER STAFF: Mike Ramsey, Cliff Herberg, Jordana Mathews, Marshal Hoak

LEGAL COUNSEL: Frank Burney

GUESTS: Jose Patterson and Mike Rivas with SA Food Bank, Mark Spurlock with PCSI, Reuben Garcia with TWC, Travis Hennecke with Cisco

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I. CALL TO ORDER

Presenter: Chairwoman Leslie Cantu

At 10:01am, Chairwoman Leslie Cantu called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Chairwoman Leslie Cantu

The roll was called, and a quorum was declared present. Chairwoman Leslie Cantu asked all board members to introduce themselves as the board has seven new members this year.

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Chairwoman Leslie Cantu

None.

IV. PUBLIC COMMENT

Presenter: Chairwoman Leslie Cantu

None.

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

a. Board of Directors Meeting Minutes – November 17, 2023

b. Contract Summary and RFP Updates

c. Financial Reports

d. Ready to Work Analysis and Update

e. TWC FY22 Audit Acceptance

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- f. FY23 Audit Engagement & Timeline
- g. Partner Update: Mayor's Commission on the Status of Women
- h. Childcare Performance Briefing
- i. TRS Contracted Slots Pilot Briefing
- j. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- k. Success Stories
- l. Youth Program Briefing
- m. Youth Career Pathways Events
- n. FY24 Youth Program Goals
- o. Rural & Urban Youth Success Stories
- p. Texas Veterans Commission Update
- q. Vocational Rehabilitation Update
- r. Ready to Work Update
- s. Procurement Diversity Update (SMWVBE)
- t. Facility Updates
 - i. Mobile Unit
- u. Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
- v. Ready to Work Analysis
- w. Quality Assurance Update
- x. Monitoring Outcomes and Technical Assistance
- y. TWC Equal Opportunity Monitoring (Final Report/Letter)
- z. TWC Performance – Number of Employers Receiving Workforce Assistance
- aa. Update on Implementation of Recommendations from the Procurement Consultant
- bb. Performance, Programs, and Operational Updates
 - This item was pulled for further discussion by COO Teresa Chavez. She stated that TWC informed WSA that they are not meeting performance for MPRs. There are 8 measures that are not being met, however these are not unattainable. As of yesterday, one of the youth measures has already been met. WSA has until August to meet these measures. Chairwoman Leslie Cantu asked if this is a statewide challenge. COO Teresa Chavez stated that it is.
- cc. Workforce Center Certifications
- dd. IT Implementation

Upon motion by Eric Cooper and seconded by Anthony Magaro, the Board of Directors unanimously approved the Consent Agenda items a. through dd.

VI. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Budget Amendment #1

Presented by: Gabriela Navarro Garcia, Controller

- This budget amendment includes a reconciliation of projections to actual awards and FY23 grant closeouts.
- Budget is increasing by \$5,755,950 representing a 3% increase from \$192,112,907 to \$197,870,857.

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- Summary of Increases by Budget Category: Corporate - \$110,000, Reserve - \$110,802, Projects - \$155,666, and Service Delivery - \$5,381,842.
- Corporate Expenditure Increases: Marketing at \$50,000 for general marketing promoting initiatives that are not program specific, Payroll Service Fees at \$10,000 for payroll services that are currently being procured and additional costs may be incurred if there is a change in vendor, and Non-Federal at \$50,000 for unforeseen general expenditures that cannot be charged to TWC.
- Reserve and Special Project Increases: Reserve increase of \$110,802 is for additional surplus projected from SEAL and Ready to Work. The total expected FY24 surplus is \$325,000, of which \$250,000 is from Ready to Work, reserved for any questioned cost until program completion and final audit. Projects increase of \$155,666 is for the San Antonio Area Foundation and the Aspen Institute that were extended into FY24. These programs support capacity building, the Workforce Academy, and the Aspen Institute. Ana DeHoyos O'Connor asked what the extension was for the Aspen Institute. CEO Adrian Lopez responded that the grant was in two fiscal years, FY23 and FY24.
- Service Delivery Significant Changes: TANF (\$1,164,611) – This decrease aligns TANF back to historical spending rates, WIOA Upskill and Training \$170,471 – New TWC initiative focusing on training for high-demand occupations, Ready to Work \$3,697,343 – This is a three-year award for approximately \$65M and the projection through FY24 is \$44M, Child Care Discretionary has an increase of \$1,518,051, Child Care Mandatory (\$1,551,657) – Additional funding can be requested as needed for protected populations, Child Care Quality \$568,479 – For operations, provider incentives, supplies, and professional development, and Child Care Quality Providers has an increase of \$2,450,000.

Upon motion by Allison Greer Francis and seconded by Josh Schneuer, the Board of Directors unanimously approved Budget Amendment #1.

b. Purchase of Teachers Externship Services

Presented by: Jeremy Taub, Director of Procurement and Contracts

- The purpose is an externship for participating educators of high demand skill sets needed for the top industries and occupations.
- The contractor will work with educators to enhance their teaching practices through professional development to create and implement externship focused lessons.
- The recommended contractor is Alliance for Technology Education in Applied Math and Science, ATEAMS.
- The term is a twelve-month contract with four one-year renewals in the estimated annual amount of \$162,251, contingent upon award of TWC grant funds.
- CEO Adrian Lopez emphasized that this award is contingent upon the award of TWC grant funds. He stated that WSA is still working with TWC on the funding and has encountered a challenge. The scoring was received yesterday and will be protested. The anticipated time to resolve this issue is within two weeks.

Upon motion by Anthony Magaro and seconded by Allison Greer Francis, the Board of Directors approved the recommendation to award the contract for

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teachers' externship services to Alliance for Technology Education in Applied Math and Science, ATEAMS, contingent upon award of TWC grant funds, with Lowell Keig abstaining from the vote.

- c. Purchase of Cyber-Security Solution Suite Software Licenses
 - This item was pulled from the agenda.

VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

- a. Texas Rising Star Assessment Update
 - 181 centers are currently certified centers for Texas Rising Star, which is 31%. Six centers are 2-star, 45 centers are 3-star, and 130 centers are 4-star.
 - The City of San Antonio is no longer the contractor for center assessments. The new contractor in charge of center assessments is CLI. There is a slight pause on center assessments until the contractor gets fully acclimated to their role.
 - Alamo CCS shows 589 total providers with a capacity of 56,370. There are 134 rural providers with a capacity of 12,629. Staff is focused on assisting centers in the rural areas to achieve TRS.

VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

- a. SEAL Presentation
 - Presenter: Mark Spurlock, PCSI, Director of Vocational Rehabilitation Services
 - The River City Group (now PCSI) initially worked on the SEAL program in 2018 as the Work Readiness Training provider. As a subcontractor for ResCare, teams were deployed to multiple sites throughout the WSA service area, offering soft and adaptive skills training to prepare participants for the rigors of work.
 - Each year PCSI has participated in SEAL, they have conducted an internal process review to ascertain where improvements in service provision can be identified. Reallocation of staff assets, process automation, and introduction of new technology features have all yielded system improvements.
 - In 2023, PCSI's SEAL team deployed automated notifications for job site matches. All interns, parents, caregivers, and VRCs received placement notifications at least seven days in advance of their respective start dates. Notifications included first day job information, uniform or attire requirements, and an employer POC.
 - The SEAL Worksite Map is built on a Google Maps platform and provides the user with interactive, critical job site information including job descriptions, job site locations, and viable transportation options. The map is accessible to TWC-VRS staff, interns, and their family members/caregivers.
 - In 2022, PCSI deployed automated calendar booking capabilities that allowed VRS VRCs to schedule matching sessions at a time of their convenience. This reduced phone and email tag, greatly reducing the inefficiencies associated with prior booking methodologies.
 - In 2023, PCSI upgraded its informational website for the SEAL program. This

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site provides answers to common SEAL questions, resources for parents, a link to the Worksite Map, resources for finding job coaching service providers, and a portal for direct contact with the placement team.

- During the last two SEAL programs, PCSI has shared its employer resources with the WSA team in an effort to assist in creating a more robust employer database. Employers such as VIA Metropolitan Transit, Cibolo Grange, Denny's, and Special Olympics Texas have helped to diversify intern options.
 - Dawn Dixon asked if there is any capacity to monitor the students that participated in this program in terms of permanent job placement. Mark Spurlock responded that they do track interns that get offers from the SEAL employers at the end of their internship. Dawn Dixon also asked about the percentage of students that are hired permanently on their job site. Mark Spurlock answered that it is about 5 – 10%.
- b. Youth-Related Special Initiatives
- Anthony Magaro briefed on an event held at the San Antonio Stock Show and Rodeo where WSA had an Ag Mechanics booth that reached over 1,500 student exhibitors. He highlighted a student with a disability that showed his exhibition project on a barbeque pit that could cook different types of meat at one time.
 - i. SEAL
 - In 2023, there were over 500 students placed with 64 different employers. An event was held in January 2024 that was aired on News 4. It was attended and recognized by Commissioner Joe Esparza.
 - The SEAL 2024 employer recruitment has begun. Partner meetings began February 1, and the community referral link is open.
 - ii. HireAbility
 - Navigators have increased Transitional Services towards Vocational Rehabilitation Awareness and Career Exploration activities at the Youth Expo on Jan 10, 2024, and Northeast Lakeview College Youth Summit activities on Jan 19th and 26th. Anthony Magaro highlighted the need for more employer participation.
 - Southwest Research Institute has scheduled two different tours of their campus for high school students who are interested in STEM occupations.
 - The New Braunfels “EmpowerAbility” event is under construction which will expose youth with disabilities to the industries of Healthcare, Manufacturing, and Food and Accommodations in mid-March 2024.

IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. San Antonio Food Bank Ready to Work Presentation

Presenter: Jose Patterson, Director of Strategic Workforce Development and Mike Rivas, Director of Food for a Lifetime

- Jose Patterson presented programmatic data on the number of people who have applied for the Ready to Work program and the percentage of successful training completion for WSA and the subcontractors.

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- The Alamo Consortium Partnership strengthens the reach of the partners. The three-step initial phase consists of phone screening, orientation, and one-on-one meetings to ensure participants understand the program and talk about what type of training they are interested in.
- Challenges are marketing reach, applicant pipeline, community awareness, training schedules, wrap around services, new data systems and relearning, training schedules, and job placements.
- Anthony Magaro asked why Texas A&M, Family Service Association, and SA Food Bank have such high training completion rates rather than the other four entities. Dr. Sammi Morrill responded that it depends on the training providers and the length of training, not necessarily the entity. Ana DeHoyos O'Connor asked for in-depth details about the wrap around services challenge and what barriers the participant is facing. Rebecca Espino Balencia stated that \$1,500 is allocated per participant for wrap around services, which is not enough if they have more than one child or more than one barrier. Chairwoman Leslie Cantu offered herself and Mary Batch to share best practices on how they handle Texas FAME participants and their barriers.

b. Facility Updates

i. Kerrville

- The existing 5,000 square foot facility lease is expiring April 30, 2024.
- This will be a full-service lease with an estimated monthly rent of \$9,000 to \$9,900 and an estimated annual rent of \$108,000 to \$118,900.
- Next steps are to negotiate a new agreement with an anticipated contract term of five years with three five-year renewals.
- The procurement assessment includes location to customer populations and growth rate, access to public transportation and parking, space requirements of square footage, proximity to the concentration of jobs, annual rent, and compliance with the Americans with Disabilities Act (ADA).
- Dr. Sammi Morrill asked board staff to state that the due diligence and TWC compliance has been done on this property due to the ongoing issues with monitoring. Jeremy Taub responded affirmatively.

Upon motion by Jerry Graeber and seconded by Josh Schneuer, the Board of Directors approved to move forward with final negotiations and execution of the Kerrville lease in compliance with TWC due diligence requirements, with Lowell Keig abstaining from the vote.

ii. Port SA

- The tentative opening is May 2024. Weekly progress meetings are being conducted. Construction remains on schedule and is at 65% completion. The monthly rent will be \$28,365, with 5% annual escalation.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. Update on Improvements from TWC Annual Monitoring

- Continuous Improvement Actions: Review policies and procedures, training,

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monitoring, increased oversight, and documenting progress, review the items during the monthly board/contractor meetings and offer technical assistance, develop TEAMS portal to centralize and manage progress and improvement efforts, contractor staff to intensify their internal monitoring reviews to focus on attributes that TWC will test and submit their monitoring results to board staff regularly, implement an informal regular review/sampling of the attributes in question, and prepare the needed documentation for submission to TWC.

- PII: A lack of barriers to protect PII at the reception area was a finding. To improve this, board staff has evaluated each center's VOS greeter process, moved screens facing the public and added screen protectors, and identified the center challenges at each center and working to remove those barriers. Unsecure PII in the physical environment was also a finding. To improve this, board staff has implemented a layered approach for the walkthrough at the centers, performing unannounced walkthroughs regularly, performing formal final testing, and staff training is being scheduled for contractors to address the findings.
 - Procurement: TWC monitoring concerns included contracts, leases, and procurement processes. For contracts, exceeded the budget and amended the scope of work. Board staff is ensuring amendments of contracts are not outside the original scope, length, and amount unless provided for in the original contract. For leases, the required forms were improperly dated for two leases. The forms were added following last year's review per direction provided by TWC Audit Resolution. For procurement processes, the required forms were missing or not completed. Board staff will provide ongoing training for procurement staff and will also require a more detailed justification for all contract actions through a coordinated memo review process.
- b. UI Weekly Work Search Contact Requirement
- Boards are required to conduct an annual analysis of the minimum number of weekly work search contacts for each county.
 - Some of the factors when evaluating the number of work search contacts required include population, labor force/market information, employment opportunities, and work search requirements in neighboring or similar counties.
 - The 2024 proposed weekly job search requirement is to remain at five for all counties.

Upon motion by Ana DeHoyos O'Connor and seconded by Allison Greer Francis, the Committee unanimously approved for the UI weekly work search contact requirement to remain at five for all counties.

XI. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Cliff Herberg, AACOg Executive Director

Presented by: Mike Ramsey, Executive Director Workforce Development Office, City of San Antonio

- Mike Ramsey reviewed the structure of the CEOs regarding the Interlocal and Partnership agreement for the new board members.

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XII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

- Letters of support have been provided to Catholic Charities and The Children's Shelter. Methodist Healthcare Ministries' Prosperemos Juntos Thriving Together is in the second phase of their grant and WSA is supporting both Culturingua and American Indians in Texas.
- The contract has just been signed for the PROWD Initiative in partnership with Chrysalis Ministries, Goodwill SA, and CrossPoint for \$1.17M.

b. WSA Internship Program Report

- Reported on successes and lessons learned. \$57,656.34 has been paid out to the six interns with 2,745.54 part-time hours worked.
- One intern will be offered a full-time temp position.

c. Ready to Work

d. Media, Marketing, and Communications Update

- From December 2023 to January 2024, total media value is \$61,500 with 39 mentions. Judge Cude mentioned in the Pleasanton Express WSA's support in a new internship program for high school students.
- A SEAL employer recognition event was held on January 12, 2024.
- A childcare backpack project has been initiated in collaboration with the childcare team. A tag with a QR code in both English and Spanish was created to encourage parents of children in care to explore careers. It contains a digital parent toolkit with access to career exploration, job search through WIT, link to calendar of events, access to family resources, career exploration activities for children, and the Youth Empowerment Services program.
- Followers are increasing in the social media platforms.

XIII. CHAIR REPORT

Presenter: Chairwoman Leslie Cantu

a. BOD Attendance and Demographics

- Chairwoman Leslie Cantu advised the new board members that the CEOs review board member attendance and each member must maintain a 75% attendance rate.

XIV. NEXT MEETING: April 19, 2024

XV. EXECUTIVE SESSION:

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- 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.

XVI. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

Upon motion by Eric Cooper and seconded by Josh Schneuker, Chairwoman Leslie Cantu adjourned the meeting at 12:17pm.

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BOARD OF DIRECTORS RETREAT - MINUTES

Seguin Public Library

313 W Nolte St

Seguin, TX 78155

March 1, 2024

12:00 PM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Yousef Kassim, Chris Corso, Esmeralda Perez, Anthony Magaro, Jennifer Lange, Jerry Graeber, Lowell Keig, Jim Robertson, Tasha Schmidt, Lisa Navarro Gonzales, Eric Cooper, Ana DeHoyos O'Connor, Charles Camarillo, Dr. Sammi Morrill, Angelique De Oliveira, Josh Schneuker, Kelli Rhodes, Allison Greer Francis, JR Trevino, Tylane Barnes, Yvonne Addison

STAFF: Adrian Lopez, Adrian Perez, Caroline Goddard, Chuck Agwuegbo, Dr. Ricardo Ramirez, Federico Ghirimoldi, Gabriela Navarro Garcia, Jeremy Taub, Jessica Villarreal, Rebecca Espino Balencia, Teresa Chavez, Vanessa McHaney, Victoria Rodriguez, Sandra Rodriguez, Kim Villarreal

PARTNER STAFF: Mike Ramsey

LEGAL COUNSEL: None.

GUESTS: None.

AGENDA

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

Citizens may appear before the Board of Directors 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 the meeting. Questions relating to these rules may be directed to Caroline Goddard at (210) 322-6296.

I. WELCOME

- CEO Adrian Lopez welcomed the board members to the retreat.

II. RETREAT OVERVIEW

- CEO Adrian Lopez discussed the retreat overview.

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III. ICE BREAKER

IV. WSA PAST, PRESENT, FUTURE – TWC STATE ALIGNMENT

- CIO Adrian Perez reviewed WSA’s future focus in alignment with TWC on Texas Talent Experts, Service Optimizers, and Partnership Managers.

V. REVIEW MAJOR PROJECTS/WORK SESSIONS

- COO Teresa Chavez reviewed major projects and work sessions, such as Youth Service Delivery Model, childcare toolkit, Ready to Work, and leading the sector-based model.

VI. BOARD EXERCISE

- COO Teresa Chavez lead a board activity to imagine the future work for board members and the organization.

VII. WRAP UP AND NEXT STEPS

- CEO Adrian Lopez reviewed what was learned in this session and described board member’s and staff’s next steps.

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MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

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

Date: April 19, 2024

Subject: Contract Summary and RFP Updates

Summary: This report is intended to summarize current solicitations in progress and active contracts that the Procurement and Contracts Management division monitors. 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. This update aligns with **Supporting Texas Talent and Economic Growth - Goal 2, Service Optimizers through procuring goods and services in compliance with all applicable laws.**

Update:

- The Workforce Solutions Alamo (WSA) Contract Listing has been updated to include Year-To-Date expenditures of term contracts for transparency and budgetary purposes.
- The items shown below in (Table 1) summarize procurement projects in progress.
- A bid schedule outlining Request for Proposal (RFP) projections for the next eighteen months is attached to this memo.
- General statistics are provided for year-to-date contract actions in (Table 2) for reporting purposes.

workforcesolutionsalamo.org
communications@wsalamo.org

100 N. Santa Rosa Street
San Antonio, Texas 78207
(210) 272-3260

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(Table 1)

<i>Solicitation</i>	<i>Purchase of</i>	<i>Opening (estimated)</i>	<i>Status</i>	<i>Anticipated Award Date</i>
RFI 2024-007	Lease Property Search (Bandera)	February 2024	Pending Award	April 2024
RFI 2024-008	Lease Property Search (Pearsall)	April 2024	In Progress	June 2024
RFI 2024-010	Lease Property Search (Hondo)	April 2024	In Progress	September 2024
RFP 2024-003	Child Care Quality Services	February 2024	In Progress	June 2024
RFP 2024-005	Temporary Staffing Services	February 2024	Pending Award	April 2024
RFP 2024-014	Office Furniture Design and Installation Services for O'Connor Workforce Center	March 5, 2024	Evaluation	April 2024

(Table 2)

<i>Contract Actions: Year-To-Date for October 1, 2023 – March 31, 2024</i>		
Contract Amendments	Contract Renewals	Contract New
14	28	9

- Contract actions for procurement of commodities range in scope from General/Professional Service provider contracts to IT license services to Facility and Maintenance contracts.

The 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 that provides full and open competition consistent with the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Texas Workforce Commission Financial Management for Grants & Contract's (FMGC) Property, Procurement & Contract Standards.



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

Alternatives: None. This is for informational purposes only.

Fiscal Impact: All budgeted costs were previously approved or were included in recent Budget Amendments. There are no anticipated budgetary changes resulting from this update.

Recommendation: No action is currently recommended. Future updates will be provided, and any necessary approval of the selected contractors will be requested upon completion of the RFP evaluation process for each solicitation, any necessary approval of the selected contractors will be requested. A recommendation will then be provided.

Next Steps: Procurement and Contracts Management proactively monitors contracts to identify new opportunities for purchasing goods and services and leverage cost savings to WSA in support of the local plan and the mission of Workforce Solutions Alamo. This update is to provide transparency and seeks to keep the Board of Directors informed of the procurement activities being conducted at WSA throughout the year.

Attachments:

- Attachment 1 - Active Contract Listing
- Attachment 2 - WSA - Facility Lease Schedule
- Attachment 3 - Bid Schedule

Contract Log

CONTRACT #	SERVICES	Vendor	START DATE	DUE DATE	Renewal Options	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
2023- 88	1YR VMWARE LICENSE-Virtualization Server	COMPUTER SOLUTIONS	5/19/2023	5/18/2024	Annual Renewal	\$31,546.00	\$ 31,524.68	\$21.32	100%
2021- 50	3YR VMWARE LICENSE-Virtualization Server	COMPUTER SOLUTIONS	3/26/2021	3/25/2024	No renewals	\$10,572.72	\$ 10,572.72	\$0.00	100%
2021- 50	3YR WEBEX LICENSES - Web conferencing	Barcom Enterprises LLC.	11/30/2021	11/29/2024	No renewals	\$10,440.00	\$ 10,440.00	\$0.00	100%
2024- 15	Access Control and Maintenance Services	Phoenix Integrated Inc	2/1/2024	1/31/2025	3-1 year renewals	\$26,030.00	\$ 10,696.00	\$15,334.00	41%
2024- 10	Adobe Pro and Creative Licenses	Consistent Computer Bargain	1/6/2024	1/5/2025	Annual Renewal	\$1,452.00	\$ 1,452.00	\$0.00	100%
	Adult Services	C2 Global Professional Services, LLC	10/1/2023	9/30/2024	3-1 year renewals	\$19,505,317.00	\$ 811,055.96	\$18,694,261.04	4%
2024-22	Agility Media Monitoring	Agility PR Solutions	4/18/2024	4/17/2025	Annual Renewal	\$8,000.00	\$ -	\$8,000.00	0%
2024- 09	Applicant Tracking System	Breezy	11/16/2023	11/15/2024	Annual Renewal	\$8,644.00	\$ -	\$8,644.00	0%
2022- 61	APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	7/1/2022	6/30/2024	Annual Renewal	\$29,700.00	\$ 29,700.00	\$29,700.00	100%
2023- 68	ArcGIS-Mapping Software	ESRI	4/6/2023	4/5/2024	Annual Renewal	\$200.00	\$ 200.00	\$0.00	100%
2022- 59	Architect and Space Planning Services	LK Design Group Inc.	9/30/2022	9/29/2024	No renewals	\$150,000.00	\$ 93,367.79	\$56,632.21	62%
2024-34	ARGIS Mapping Software	ESRI	4/5/2024	4/4/2025	Annual Renewal	\$290.14	\$ -	\$290.14	0%
2024-30	Bandera- External Wifi	Spectrum	4/1/2024	3/31/2025	Annual Renewal	\$904.56	\$ 80.41	\$824.15	9%
2024- 11	Biomed Membership	Biomed SA	1/1/2024	12/31/2024	Annual Renewal	\$1,000.00	\$ 1,000.00	\$0.00	100%
2023- 60	Board Book Subscription	Board Book	9/1/2023	8/31/2024	Annual Renewal	\$4,000.00	\$ 4,000.00	\$0.00	100%
2023- 35	Boardroom Digital Display	DTS	10/1/2023	9/30/2024	Annual Renewal	\$6,840.00	\$ 6,840.00	\$0.00	100%
2024- 13	Boerne Chamber of Commerce Membership	Boerne Chamber of Commerce	2/1/2024	1/31/2025	Annual Renewal	\$200.00	\$ 200.00	\$0.00	100%
2024- 06	Cabinet SafeManagement	Gallion	1/10/2024	12/31/2024	Annual Renewal	\$47,545.35	\$ 47,545.35	\$0.00	100%
2023- 54	CFO Augmentation Services	Collective Strategies	11/7/2023	10/31/2024	1 year renewal	\$270,000.00	\$ 120,000.00	\$150,000.00	44%

CONTRACT #	SERVICES	Vendor	START DATE	DUE DATE	Renewal Options	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
	Child Care Management Services	City of San Antonio, Department of Human Services	10/1/2023	9/30/2024	1 year renewal	\$121,653,545.00	\$ -	\$121,653,545.00	0%
	Child Care Quality Improvement Activity	The City of San Antonio (COSA)	10/1/2023	9/30/2024	No renewals	\$3,935,196.00	\$ -	\$3,935,196.00	0%
2023- 65	Cisco Wireless Access Point Support Pearsall	Barcom Enterprises LLC.	5/26/2023	5/25/2024	Annual Renewal	\$71.77	\$ 71.77	\$0.00	100%
2023- 85	Cognito Forms Enterprise License	Cognito	8/1/2023	7/31/2024	Annual Renewal	\$1,257.60	\$ 1,257.60	\$0.00	100%
2023- 86	Cognito Forms Enterprise License	Cognito	10/1/2023	9/30/2024	Annual Renewal	\$2,451.00	\$ 2,819.00	(\$368.00)	115%
2023- 93	Commercial Insurance Broker	SWBC Insurance	5/1/2023	5/30/2024	4-1 year renewals	\$0.00	Commission Based	Commission Based	Commission Based
2021- 52	Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	10/1/2021	9/30/2024	4-1 year renewals	\$213,520.00	\$ 90,773.87	\$122,746.13	43%
2023- 94	Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	3/13/2024	3/12/2025	2-1 year renewals	Commission Based	Commission Based	Commission Based	Commission Based
2023- 74	Compliance Hotline Provider	Lighthouse Services	5/15/2023	5/14/2024	Annual Renewal	\$286.00	\$ 286.00	\$0.00	100%
2024- 02	Data Analytic Software	LightCast	1/8/2024	1/7/2025	Annual Renewal	\$19,500.00	\$ 19,500.00	\$0.00	100%
2023- 41	Digital Marketing Services	WebHead Technologies	10/1/2023	9/30/2024	Annual Renewal	\$40,432.52	\$ 39,937.04	\$495.48	99%
2023- 82	Document Destruction	Shred-It (Stericycle)	8/1/2023	7/31/2024	3-1 year renewals	\$15,000.00	\$ 12,810.00	\$2,190.00	85%
2023- 72	Domain-WSAlamo.org	Go Daddy	6/13/2023	6/12/2024	Annual Renewal	\$64.32	\$ 64.32	\$0.00	100%
2023- 76	E FAX for SAFB Location	Nextivia	5/4/2023	5/3/2024	Annual Renewal	\$278.00	\$ 282.78	(\$4.78)	102%
2024-32	E Houston External Wifi	Spectrum	5/16/2024	5/15/2025	Annual Renewal	\$1,079.88		\$1,079.88	0%
2023- 27	Electrical Services	All Star Electric	3/1/2024	2/28/2025	1 year renewal	\$12,000.00	\$ -	\$12,000.00	0%
2024-27	Email outreach software	Constant Contact	3/16/2024	3/15/2025	Annual Renewal	\$9,444.00	\$ 5,964.00	\$3,480.00	63%
2024- 08	E-Signature Software	DocuSign	2/15/2024	2/14/2025	Annual Renewal	\$45,208.80	\$ 45,208.80	\$0.00	100%
2023- 84	Event Management Software	EventBrite	12/16/2023	12/15/2024	Annual Renewal	\$954.00	\$ 238.50	\$715.50	25%
2023- 95	Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	4/1/2023	4/1/2024	3-1 year renewals	\$40,264.00	\$ -	\$40,264.00	0%
2023-	Fax Service- Boerne WFC	GVTC Communication	5/1/2023	4/30/2024	Annual Renewal	\$333.48	\$ 292.55	\$40.93	88%

CONTRACT #	SERVICES	Vendor	START DATE	DUE DATE	Renewal Options	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
2022-53	Financial Audit Services	ABIP, PC	10/1/2022	9/30/2024	1 year renewal	\$67,050.00	\$ -	\$67,050.00	0%
2023- 42	Fire and Burglar Monitoring DP	ADT	1/1/2024	12/31/2024	Annual Renewal	\$683.40	\$ 170.85	\$512.55	<div style="width: 25%;"></div> 25%
2023- 30	Fire and Burglar Monitoring SF	ADT	12/1/2023	11/30/2024	Annual Renewal	\$1,452.00	\$ 484.00	\$968.00	<div style="width: 33%;"></div> 33%
2022-52	Fiscal Monitoring	Christine H Nguyen, CPA	2/1/2022	1/31/2024	3-1 year renewals	\$149,265.00	\$ 129,705.00	\$19,560.00	<div style="width: 87%;"></div> 87%
2023- 52	Gazelle Software	Abila	10/1/2023	9/30/2024	Annual Renewal	\$12,075.00	\$ 12,075.00	\$0.00	<div style="width: 100%;"></div> 100%
2023- 32	Grant Writer Services	TJD Consulting	5/23/2023	9/30/2024	No renewals	\$19,600.00	\$ 1,050.00	\$18,550.00	<div style="width: 5%;"></div> 5%
2023- 61	GRAPHIC DESIGN SOFTWARE	Canva	4/8/2023	4/7/2024	Annual Renewal	\$119.40	\$ 119.40	\$0.00	<div style="width: 100%;"></div> 100%
2024-24	Graphic Design Software	Canva	4/8/2024	4/7/2025	Annual Renewal	\$119.40	\$ -	\$119.40	0%
2023- 42	Guard Services	Vets Securing America	9/30/2023	8/30/2024	4-1 year renewals	\$369,576.00	\$ 275,677.15	\$93,898.85	<div style="width: 75%;"></div> 75%
2024- 03	Hondo Wireless Internet	AT&T	11/25/2023	11/24/2024	Annual Renewal	\$903.24	\$ 235.85	\$667.39	<div style="width: 26%;"></div> 26%
2023- 69	HVAC PM Services	Fixya Air, LLC	7/15/2023	7/14/2024	2-1 year renewals	\$45,000.00	\$ 21,018.00	\$23,982.00	<div style="width: 47%;"></div> 47%
2022- 58	IT Cloud Services	Freit Data Solutions, Inc.	7/20/2022	7/19/2024	2-1 year renewals	\$98,266.00	\$ 98,266.00	\$0.00	<div style="width: 100%;"></div> 100%
2022- 62	IX-3 Postage Meter	Quadient	2/12/2022	5/11/2025	No renewals	\$4,017.00	\$ 2,471.76	\$1,545.24	<div style="width: 62%;"></div> 62%
2023- 34	Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	10/1/2023	9/30/2024	Annual Renewal	\$180,000.00	\$ -	\$180,000.00	0%
2024- 14	Karnes City Chamber of Commerce	Karnes City Chamber of Commerce	2/1/2024	1/31/2025	Annual Renewal	\$50.00	\$ 50.00	\$0.00	<div style="width: 100%;"></div> 100%
2024-21	Kerville Flood Insurance	American Bankers Insurance CO of Florida	3/18/2024	3/17/2025	Annual Renewal	\$767.00	\$ 767.00	\$0.00	<div style="width: 100%;"></div> 100%
2023- 50	Language Interpreter Services	Universal Technical Translation	1/1/2023	12/31/2024	No renewals	\$4,050.00	\$ -	\$4,050.00	0%
2019- 50	Leased Copier and Supplies-S Flores	Xerox Financial Services	11/1/2019	10/31/2024	No renewals	\$23,582.00	\$ 20,831.12	\$2,750.88	<div style="width: 88%;"></div> 88%
2020- 50	Leased Copier and Supplies-various locations	Xerox Financial Services	3/1/2020	2/28/2025	No renewals	\$186,035.00	\$ 151,928.91	\$34,106.09	<div style="width: 82%;"></div> 82%
2020- 52	Leased Copier and Supplies-various locations	Xerox Financial Services	11/1/2020	11/1/2025	No renewals	\$62,220.00	\$ 40,518.00	\$21,702.00	<div style="width: 65%;"></div> 65%
2020- 51	Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	10/1/2020	10/1/2025	No renewals	\$30,420.00	\$ 20,787.00	\$9,633.00	<div style="width: 68%;"></div> 68%

CONTRACT #	SERVICES	Vendor	START DATE	DUE DATE	Renewal Options	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
2022- 60	Legal Services	Martin & Drought, P.C.	10/1/2022	9/30/2024	2-1 year renewals	\$90,000.00	\$ -	\$90,000.00	0%
2023- 53	Locksmith	Crites Downtown Lock and Key	1/1/2023	12/31/2024	No renewals	\$2,500.00	\$ -	\$2,500.00	0%
2023- 59	Maintenance Handyman Services	360TXC LLC.	6/19/2023	6/18/2024	3-1 year renewals	\$13,860.00	\$ 13,953.00	(\$93.00)	101%
2022- 64	Marketing & Outreach Services	Texas Creative	2/21/2024	2/20/2025	No renewals	\$100,000.00	\$ 131.25	\$99,868.75	0%
2021- 53	Mat Rentals	Service Uniform	6/1/2021	5/31/2024	No renewals	\$19,000.00	\$ 16,562.32	\$2,437.68	87%
2024-19	Membership to Bandera Chamber of Commerce	Bandera Chamber of Commerce	2/1/2024	1/31/2025	Annual Renewal	\$250.00	\$ 250.00	\$0.00	100%
2024-18	Membership to Hondo Chamber of Commerce	Hondo Chamber of Commerce	2/1/2024	1/31/2025	Annual Renewal	\$150.00	\$ 150.00	\$0.00	100%
2024-17	Membership to SA Women Chamber of Commerce	SA Womens Chamber of Commerce	3/12/2024	3/11/2025	Annual Renewal	\$200.00	\$ 200.00	\$0.00	100%
2023- 90	Microix Support & Maintence	MICROIX	8/21/2023	8/20/2024	Annual Renewal	\$3,673.75	\$ 3,673.75	\$0.00	100%
2023- 66	Microsoft Office 365 Software License	CONSISTENT COMPUTER BARGAIN	4/21/2023	4/20/2024	Annual Renewal	\$36,957.60	\$ 36,957.60	\$0.00	100%
2024-20	Microsoft Project License	Consistent Computer Bargain	2/16/2024	2/15/2025	Annual Renewal	\$6,336.00	\$ -	\$6,336.00	0%
2023- 51	MIP Maintenance & Support	Abila	6/1/2023	5/31/2024	Annual Renewal	\$16,185.69	\$ 16,185.69	\$0.00	100%
2022-54	Monitoring, Targeting and Reporting	Agility PR Solutions	4/18/2022	4/17/2024	Annual Renewal	\$24,778.00	\$ 24,778.00	\$0.00	100%
2023- 81	Moving Services	Scobey Moving & Storage, LTD.	5/1/2023	4/30/2024	2-1 year renewals	\$25,000.00	\$ 3,515.70	\$21,484.30	14%
2023- 75	National Association Workforce Board	NAWB	7/1/2023	6/30/2024	Annual Renewal	\$3,000.00	\$ 3,000.00	\$0.00	100%
2024-16	Network and Voice Management Services	Barcom Enterprises LLC.	2/1/2024	1/31/2025	Annual Renewal	\$122,376.00	\$ 30,038.00	\$92,338.00	25%
2023- 70	Netwrix Auditor for Active Directory/File Servers	FreeIT Data Solutions, Inc	7/15/2023	7/14/2024	Annual Renewal	\$6,103.50	\$ 6,103.50	\$0.00	100%
2023- 92	NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	9/15/2023	9/14/2024	Annual Renewal	\$65.00	\$ 65.00	\$0.00	100%
2023- 71	Nimble Support Services	FreeIT Data Solutions, Inc	7/20/2023	7/19/2024	Annual Renewal	\$7,172.00	\$ 7,172.00	\$0.00	100%
2023- 77	North San Antonio Chamber of Commerce	NORTH SA COC	10/26/2023	10/25/2024	Annual Renewal	\$1,500.00	\$ 1,500.00	\$0.00	100%
2023- 26	Pearsall Lawn Services	Arriazola Lawn Care	2/1/2024	1/31/2025	2-1 year renewals	\$600.00	\$ 80.00	\$520.00	13%

CONTRACT #	SERVICES	Vendor	START DATE	DUE DATE	Renewal Options	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
2023- 29	Pest Control Services	Orkin LLC	1/1/2023	12/31/2024	No renewals	\$7,982.00	\$ 1,327.00	\$6,655.00	<div style="width: 17%;"></div> 17%
2024- 05	Pleasanton Express Newspaper	Pleasanton Express	1/8/2024	1/7/2025	Annual Renewal	\$40.00	\$ 40.00	\$0.00	<div style="width: 100%;"></div> 100%
2023- 63	Plumbing Services	1st Aid Plumbing	3/1/2024	2/28/2025	1 year renewal	\$15,000.00	\$ -	\$15,000.00	<div style="width: 0%;"></div> 0%
2023- 96	Postage Machine Lease: NB, MB, EG, SF, SG, KV, WZ, DP	Pitney Bowes	11/1/2023	10/31/2024	3-1 year renewals	\$7,017.00	\$ -	\$7,017.00	<div style="width: 0%;"></div> 0%
2021- 54	Printer Leases	DOCUation	8/1/2021	11/30/2024	No renewals	\$32,697.00	\$ -	\$32,697.00	<div style="width: 0%;"></div> 0%
2022-51	Procurement Platform	Bonfire	12/1/2022	11/30/2025	No renewals	\$74,849.97	\$ 49,899.98	\$24,949.99	<div style="width: 67%;"></div> 67%
2021- 53	Professional Employer Organization	SWBC	5/8/2021	5/7/2024	No renewals	\$20,000.00	Commission Based	Commission Based	Commission Based
2022-55	Program Monitoring Services	Christine H Nguyen, CPA	11/20/2022	11/19/2024	3-1 year renewals	\$225,000.00	\$ -	\$225,000.00	<div style="width: 0%;"></div> 0%
	RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	5/13/2022	5/13/2025	3-1 year renewals	\$102,390,463.00	\$ -	\$0.00	<div style="width: 0%;"></div> 0%
	RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	6/1/2022	5/31/2025	3-1 year renewals	\$5,280,206.00	\$ 391,708.49	\$4,888,497.51	<div style="width: 7%;"></div> 7%
	RTW- Intake, Assesment and Case Management	Avance PCEP School based	6/12/2022	6/11/2025	3-1 year renewals	\$1,993,839.00	\$ 100,907.52	\$1,892,931.48	<div style="width: 5%;"></div> 5%
	RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	6/22/2023	6/21/2025	3-1 year renewals	\$9,432,421.00	\$ 95,379.73	\$9,337,041.27	<div style="width: 1%;"></div> 1%
	RTW- Intake, Assesment and Case Management	Chrysalis Ministries	7/21/2022	6/22/2025	3-1 year renewals	\$5,376,545.00	\$ 830,081.74	\$4,546,463.26	<div style="width: 15%;"></div> 15%
	RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	6/22/2022	6/22/2025	3-1 year renewals	\$674,090.00	\$ 86,522.92	\$587,567.08	<div style="width: 13%;"></div> 13%
	RTW- Intake, Assesment and Case Management	San Antonio Food Bank	6/27/2022	6/26/2025	3-1 year renewals	\$6,740,910.00	\$ 602,578.53	\$6,138,331.47	<div style="width: 9%;"></div> 9%
2024- 04	SA Chamber of Commerce Membership	SA Chamber of Commerce	1/1/2024	12/31/2024	Annual Renewal	\$602.00	\$ 602.00	\$0.00	<div style="width: 100%;"></div> 100%
2023- 89	SAGE ASSEST LICENSE & SUPPORT	SAGE	8/31/2023	8/30/2024	Annual Renewal	\$7,543.00	\$ 7,543.00	\$0.00	<div style="width: 100%;"></div> 100%
2023- 80	Sales and Service Cloud Enterprise	Salesforce Inc	4/13/2023	4/12/2024	Annual Renewal	\$614.00	\$ 576.00	\$38.00	<div style="width: 94%;"></div> 94%
2022- 57	Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	7/18/2022	8/18/2024	2-1 year renewals	\$103,626.00	\$ 103,625.58	\$0.42	<div style="width: 100%;"></div> 100%
2024-29	Seguin- External Wifi	Spectrum	4/1/2024	3/31/2025	Annual Renewal	\$1,079.88	\$ 90.46	\$989.42	<div style="width: 8%;"></div> 8%
2023- 73	Social Media Scheduling Tool Subscription	HOOTSUITE	9/26/2023	4/25/2024	Annual Renewal	\$455.00	\$ 229.95	\$225.05	<div style="width: 51%;"></div> 51%

CONTRACT #	SERVICES	Vendor	START DATE	DUE DATE	Renewal Options	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
2024-23	Social Media Scheduling Tool Subscription	HOOTSUITE	4/25/2024	4/24/2025	Annual Renewal	\$1,188.00	\$ -	\$1,188.00	0%
2024-28	Storage Facility	Scobey Moving & Storage, LTD.	4/1/2024	7/31/2024	Annual Renewal	\$4,770.00	\$ 1,590.00	\$3,180.00	33%
2023- 58	Storage Facility	SafeSite	12/1/2023	11/31/2024	No renewals	\$8,328.00	\$ 1,477.00	\$6,851.00	18%
2022-50	Storage Unit # 202	Inspire	12/1/2024	11/30/2025	1 year renewal	\$1,380.00	\$ 1,380.00	\$0.00	100%
2024-31	Storage Unit for Marbach Assets	Public Storage	3/18/2024	5/18/2024	Annual Renewal	\$495.00	\$ 124.67	\$370.33	25%
2023- 91	SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	3/23/2023	5/8/2024	Annual Renewal	\$3,000.00	\$ 1,837.50	\$1,162.50	61%
2021- 24	Temporary Staff Services	LK Jordan	11/1/2021	4/30/2024	No renewals	\$75,000.00	\$ 104,162.80	(\$29,162.80)	139%
2021- 51	Temporary Staffing Services	Human Capital International, LLC dba Integrated Human Capital	11/1/2021	10/30/2024	No renewals	\$75,000.00	\$ 41,091.19	\$33,908.81	55%
2023- 87	Vistana Front Doorbell Service Agreement	ADT LLC	6/13/2023	6/12/2024	Annual Renewal	\$1,019.00	\$ 132.00	\$887.00	13%
2023- 40	Walzem Burglar Alarm System Services	True Protection LLC	11/1/2023	11/1/2024	Annual Renewal	\$1,848.00	\$ 629.82	\$1,218.18	34%
2024-25	Walzem Flood Insurance	American Bankers Insurance CO of Florida	3/18/2024	3/17/2025	Annual Renewal	\$834.00	\$ 834.00	\$0.00	100%
2023- 83	Web Based IT staff Training	Solid Border	6/24/2023	6/23/2024	Annual Renewal	\$9,815.00	\$ 9,814.59	\$0.41	100%
2024-26	Website Operation and Maintenance Support	WebHead Technologies	2/15/2024	2/14/2025	Annual Renewal	\$57,899.16	\$ -	\$57,899.16	0%
2023- 62	Work Number Services Employment and SSN Verification Services	Carahsoft Technology	9/1/2023	8/31/2024	No renewals	\$70,000.00	\$ 7,534.47	\$62,465.53	11%
	Youth Services	Serco of Texas Inc.	10/1/2023	9/30/2024	3-1 year renwals	\$2,785,000.00	\$ 724,499.60	\$2,060,500.40	26%

WSA Facilities Lease Schedule

Location	Property Address	Original Lease	Tested the Market	Renewal	Expiration	Renewals	Square Footage	Base Monthly Rent
Bandera	702 Buck Creek	MOUs	2024		14-May-24	Full Procurement	1 room	no charge
Boerne	124 E Bandera Suite 401 Boerne, TX	11/1/2021- 11/30/2026	2021	1-Nov-21	30-Nov-26	No renewals remaining	1,278	\$1,970.25
Datapoint	9725 Datapoint	12/1/2019- 11/30/2029	2019	1-Apr-19	31-Mar-29	No renewals remaining	52,811	\$64,197.82
E. Houston	4535 E. Houston	6/5/2002- 6/15/2007	2019	31-Jan-20	31-Jan-30	No renewals remaining	11,700	\$19,422.00
Floresville	1106 10th St	1/1/2017- 12/31/2020	2017	1-Aug-21	31-Jan-26	No renewals remaining	2,340	\$5,269.00
Fredericksburg	221 Friendship Lane	MOUs					1 desk	no charge
Headquarters	100 N. Santa Rosa	3/17/2017- 3/16/2027	2017	1-Jan-17	1-Jan-27	No renewals remaining	16,352	\$30,455.60
Hondo	402 Carter	1/1/2016- 12/31/2018	2018	1-Jan-21	31-Dec-24	No renewals remaining	1,799	\$1,978.90
Kenedy	491 N. Sunset Strip	2/1/2019 - 1/31/2022	2018	31-Jan-22	31-Jan-25	One (1) renewal term of three (3) years	1,750	\$1,683.00
Kerrville	1700 Sidney Baker	8/1/1999- 7/31/2009	2024	1-Apr-19	30-Apr-24	Full Procurement Completed	5,000	\$9,000.00
New Braunfels	183 IH-35 South	7/11/2000- 7/10/2005	2017	1/31/2018- 1/31/2022		No renewals remaining	6,720	\$8,371.80
New Braunfels	183 IH-35 South	7/11/2000- 7/10/2005	2017	1-Feb-22	31-Jan-32	No renewals remaining	6,720	\$9,223.20
O'Connor	11711 I-35	2/15/2024- 6/15/2034	2023	2/14/2025			23,880	\$53,948.90
Pearsall	107 E Hackberry	11/1/2018 - 10/31/2021	2018	31-Oct-21	31-Oct-24	Month to Month up to One year	3,200	\$2,500.00
Pleasanton	1411 Bensdale	1/28/2016- 1/31/2019	2018	1-Jan-23	1-Jan-25	No renewals remaining	2,344	\$2,503.66
Port of SA	638 Davy Crockett Rd.	2/9/2022-2/9/2032	2021	09-Feb-22	09-Feb-32	Two (2) renewal term of five (5) years	17,500	\$24,791.67

Location	Property Address	Original Lease	Tested the Market	Renewal	Expiration	Renewals	Square Footage	Base Monthly Rent
S.A. Food Bank	5200 Enrique M Barrera Pkwy	1/1/2022-12/31/2022		1-Jan-22	31-Dec-25	No renewals remaining	1,807	\$2,877.00
Seguin	1411 E COURT ST	1/16/2020-12/31/2027	2019	16-Jan-20	31-Dec-27	No renewals remaining	6,442	\$7,086.00
South Flores	6723 S Flores St	8/1/1999-7/31/2009	2018	1-Aug-18	31-Jul-28	No renewals remaining	25,000	\$25,322.46
Walzem	4615 Walzem Rd	7/15/2008-12/31/2023	2016	TBD	TBD	Full Procurement	14,339	\$25,122.27

Bid Schedule

3 Months Out

Name	Incumbent Supplier/Provider/Location	Impact
RFA Teacher Externship	ATEAMS	To provide planning, recruitment and enrollment of teachers/employers, implementation of program plan, and data management to document
RFP Temporary Staffing Services	Multiple	To Provide temporary staffing services to WSA on an as needed basis
RFP Child Care Quality Services	City of San Antonio	To provide programs and outcomes to increase the quality of child care within the Alamo region. These include:
RFQs Proposal Evaluators for CCQ	Multiple	To provide external evaluator services for CCQ RFP
RFP PEO Services	SWBC	To provide professional Employer Services to include benefits, payroll processing, and serve as the employer of record for WSA
RFI Property Search Bandera	HHSC	To Provide real porperty location for WSA Public Facility
RFP O'Connor Furniture	TBD	To Provide furniture for the O'Connor location
RFQ Mat Rentals	Service Uniform	To provide WSA with mats
RFI Pearsall Property Search	107 E Hackberry	To Provide real porperty location for WSA Public Facility
RFQ Handyman Services	360TXC LLC	To provide maintenance and repairs to WSA locations
RFP Phone System Cloud migration License and Implementation Services	TBD	To replace the current Cloud migration license and provide Implementation Services

6 Months Out

Name	Incumbent Supplier/Provider/Location	Impact
RFP Marketing Services	Texas Creative	To provide cretaive design services
RFI Hondo Property Search	402 Carter Rd, Hondo, TX 78861	To provide real property location for WSA Public Facility
RFP Leased Copier Services	DOCUation	To provide printers at WFCs
RFI Pleasanton Property Search	1411 Bensdale Rd, Pleasanton, TX 78064	To provide real property location for WSA Public Facility
RFQs Architect and Space Planning Services	LK Design Group	To provide architect and space planning services services
RFQ Locksmith Services	Crites Downtown Lock & Key	To provide Locksmith services to WSA
RFP Web Development & Site Content Support Services	Web-Head Technologies	To provide WSA Web Development & Site Content Support
RFQ Language Interpreter Services	Universal Technical Translation	To provide WSA with Interpreting Services
RFQ Grant Writer Services	TJD Consulting	To provide WSA with Grant Writing Services
RFQ Health Insurance Broker	SWBC	To provide employee health benefits
RFP CFO Staff Augmentation Services	Collective Strategies	To provide Chief Financial Officer Services and Oversight

12 Months Out

Name	Incumbent Supplier/Provider/Location	Impact
RFP Managed Print Services	TBD	To provide Managed Print Services and supplies
RFI Pleasanton Property Search	1411 Bensdale Rd, Pleasanton, TX 78064	To provide real property location for WSA Public Facility
RFI Kenedy Property Search	491 N Sunset Strip St, Kenedy, TX 78119	To provide real property location for WSA Public Facility
RFP Leased Copier and Supplies (Various Locations (24))	Xerox Financial Services	To provide Copier Services and Supplies at various WSA locations

18 Months Out

Name	Incumbent Supplier/Provider/Location	Impact
RFQs Legal Services	Martin & Drought, P.C.	To serve as legal counsel to Workforce Solutions Alamo (WSA) and its Board of Directors.
RFQ eProcurement Software	Bonfire Interactive Ltd	To provide WSA with Procurement software
RFQ Pest Control Services	Orkin LLC - Deborah Toth	To provide Pest Control Services to WSA



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: April 19, 2024
Regarding: Financial Report – January 31, 2024

SUMMARY: Financial reports through January 31, 2024, have been prepared for the fiscal year October 1, 2023, through September 30, 2024; the straight-line expenditure benchmark is 33.33% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

BUDGET APPROVAL PROCESS: The board prepares an annual budget based on estimates approved by the board and the Chief Elected Officials for implementation before October 1 of each fiscal year. The State of Texas General Appropriations Act requires all budgets to be submitted to the State Legislative Library.

Texas Workforce Commission’s Single Audit Division requires the board to submit the annual budget and reconciliation of salaries by position to ensure actual board salaries are consistent with state guidelines. The board must also submit a budget analysis for budget-actual expenditures and expected equipment purchases by December 31 each year.

The Single Audit Division has determined the FY24 budget submitted is compliant with the Texas Government Code and Texas Workforce Commission’s Financial Manual for Grants and Contracts (FMGC). The acknowledgment letter for the FY24 budget was received on February 26, 2024.

CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	29.23%	This is an acceptable variance. Staff training and development will take place within the following months.
Board Facility	27.22%	The WSA board facility budget is acceptable and within the budget.
Equipment	17.00%	The most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding useful life.
General Office Expense	12.69%	The primary budget surplus is due to timing differences, marketing, and the insurance contingency.

Professional Services	16.19%	This variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing are utilized as needed to support the agency.
Board Training & Development	31.81%	This is an acceptable variance within this budget category. The annual board retreat and NAWB Forum in Washington took place in March.
Total Expense	24.72%	

Corporate expenditures represent 24.72% of the annual budget, demonstrating a budget surplus of approximately 6.74% of the approved budget.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	27.26%	The facility expenditures represent 27.26% of the approved budget, reflecting a 6.08% straight-line budget surplus. The Mobile Workforce Center Unit and Port of San Antonio are significant contributors to this variance.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expensed	Comments
24TANF	10/31/2024	6,851,831	30.49%	Grant is currently on track. We are expecting to fully expend by the end of the contract.
24TRA Trade Act	09/30/2024	\$27,000	.86%	The Trade Act has a small number of participants. We recently recruited two new participants, which may result in additional expenses.
24WOR	06/30/2023	\$59,607	75.97%	The board is evaluating expenditures through March and may request additional funds. These are also Dislocated Worker Activities.
24CCQ	10/31/2024	\$6,246,767	8.96%	Current funding started on November 1, 2024; expenditures are expected to ramp up in the spring.
24CCP	12/31/2024	\$4,898,565	61.22%	The average cost of childcare for the mandatory childcare population is \$500,000 per month. The board is requesting additional funding from TWC.
22WPB Training & Employment Navigator	01/31/2024	\$192,946	85.49%	Pilot program to reach out to victims of trafficking. Expecting to return \$27,992.

23WS2 Middle Skills	03/31/2024	\$116,439	23.48%	The board has had some challenges and expanded the statement of work to allow wider eligibility, which has helped to increase expenditures in the last months of the contract.
24WOZ Upskills & Training	07/31/2024	\$170,471	0%	This is a new program that targets training in high-demand occupations.
24REO – PROWD Grant	09/30/2027	\$1,174,500	0%	This is a new program for reentry opportunities.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	12/31/2024	\$100,000	46.68%	Grant was extended from 11/30/23 to 12/31/24. We are expecting to expend by mid-year.
CAP22 Capacity Building	12/31/2024	\$37,500	6.45%	This grant is used for capacity building, focusing on staff performance, technology management, and strategic planning.
ASP23	03/31/2024	\$100,000	78.17%	We are expecting to expend 100%
TOY24 Toyotetsu	04/30/2024	\$46,525	0%	We will begin to expand by March on RTW participants who meet all requirements of an approved job placement.
22RTW	3/31/2025	\$31,192,462	55.93%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

TWC Budget Compliance Letter
Financial Statement – January 31, 2024

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño, III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

February 26, 2024

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

Dear Mr. Lopez:

We have received the budget and expenditure information submitted by Workforce Solutions Alamo for the Board's fiscal year beginning October 1, 2023. *The General Appropriations Act*, as adopted during the last regular legislative session, requires all board budgets be submitted to the State Legislative Reference Library.

We have determined that the information is compliant with the instructions provided by the Texas Workforce Commission, as described in *Texas Government Code §2308.262* and *Financial Manual for Grants and Contracts (FMGC) Chapter 6.2 Budget Submission Requirements*. A copy of the budget will be maintained in our files, a copy will be forwarded to TWC's Workforce Grants and Contracts Department, and another copy sent to the State Legislative Reference Library. In addition, a pdf copy of the final budget will be uploaded to the Annual Budget folder in SharePoint. [Workforce Solutions Alamo](#)

Thank you for your assistance in helping us achieve a consistent budget format for all Boards. Should you have any questions or concerns, please contact Kathleen Runnels at 737-667-6092

Sincerely,

Judy Ohn

Judy Ohn, CPA
Director of Fiscal Services and Audit Resolution
Division of Fraud Deterrence and Compliance Monitoring

cc: Angela Bush, Contractor-CFO Augmentation Services
Lisa Guzman, Manager, Workforce Board Grants, TWC

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2023-September 30, 2024
Report Period: 10/01/23 - 1/31/2024

33.33%

	Annual Budget	Amendment # 1	Amended Budget #1	YTD Expenses	% Expensed	Balance
PERSONNEL						
Salaries/Wages	\$ 4,359,985	\$ -	\$ 4,359,985	\$ 1,343,246	30.81%	\$ 3,016,739
Fringe Benefits	1,153,947	-	1,153,947	321,308	27.84%	832,639
Staff Travel	160,045	-	160,045	33,404	20.87%	126,641
Staff Training & Development	193,250	-	193,250	16,773	8.68%	176,477
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,867,227	\$ -	\$ 5,867,227	\$ 1,714,731	29.23%	\$ 4,152,496
BOARD FACILITY						
Rent	\$ 461,665	-	\$ 461,665	\$ 138,409	29.98%	\$ 323,256
Storage	\$ 30,000	-	\$ 30,000	\$ 3,125	10.42%	\$ 26,875
Maintenance and Repair	35,000	-	35,000	1,841	5.26%	33,159
<i>FACILITY SUBTOTAL:</i>	\$ 526,665	\$ -	\$ 526,665	\$ 143,376	27.22%	\$ 383,289
EQUIPMENT/RELATED COSTS						
Equipment Purchases	\$ 87,800	-	\$ 87,800	\$ 5,540	6.31%	\$ 82,260
Equipment Rental	15,000	-	15,000	5,287	35.24%	9,713
Repair & Maintenance	-	-	-	-	0.00%	-
Software Licenses & Maintenance	175,194	-	175,194	36,436	20.80%	138,758
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 277,994	\$ -	\$ 277,994	\$ 47,263	17.00%	\$ 230,731
GENERAL OFFICE EXPENSES						
Communications	\$ 47,300	-	\$ 47,300	\$ 15,003	31.72%	\$ 32,297
Advertising	10,000	-	10,000	28	0.28%	9,972
Insurances	300,000	-	300,000	27,303	9.10%	272,697
Office Supplies	23,700	-	23,700	4,592	19.37%	19,109
Postage/Shipping/Other	7,500	-	7,500	681	9.08%	6,819
Printing, Binding & Reproduction	20,000	-	20,000	1,746	8.73%	18,254
Publications & Subscriptions	13,200	-	13,200	2,346	17.78%	10,854
Dues	25,000	-	25,000	5,746	22.98%	19,254
Marketing (External)	120,000	50,000	170,000	16,060	9.45%	153,940
Miscellaneous Costs	25,000	-	25,000	716	2.87%	24,284
Non Federal	50,000	50,000	100,000	19,916	19.92%	80,084
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 641,700	\$ 100,000	\$ 741,700	\$ 94,138	12.69%	\$ 647,562
PROFESSIONAL SERVICES						
Legal Services-Corporate	\$ 125,000	-	\$ 125,000	\$ 23,333	18.67%	\$ 101,667
Legal Services-Other	75,000	-	75,000	13,279	17.71%	61,721
Audit	75,000	-	75,000	-	0.00%	75,000
Monitoring (Contractor)	500,000	-	500,000	16,002	3.20%	483,998
Professional Services	1,172,110	-	1,172,110	258,797	22.08%	913,313
Payroll Fees	40,000	10,000	50,000	11,889	23.78%	38,111
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,987,110	\$ 10,000	\$ 1,997,110	\$ 323,301	16.19%	\$ 1,673,809
BOARD EXPENSES						
Board Member Travel	\$ 5,000	-	\$ 5,000	\$ 11,315	226.31%	\$ (6,315)
Board Member Training/Development	25,000	-	25,000	-	0.00%	25,000
Board Meetings & Misc. Costs	15,000	-	15,000	3,000	20.00%	12,000
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	\$ 45,000	\$ 14,315	31.81%	\$ 30,685
TOTAL EXPENSES						
	\$ 9,345,696	\$ 110,000	\$ 9,455,696	\$ 2,337,123	24.72%	\$ 7,118,573
SUMMARY:						
Personnel	\$ 5,867,227	-	\$ 5,867,227	\$ 1,714,731	29.23%	\$ 4,152,496
Board Facility	526,665	-	526,665	143,376	27.22%	383,289
Equipment/Related Costs	277,994	-	277,994	47,263	17.00%	230,731
General Office Expenses	641,700	100,000	741,700	94,138	12.69%	647,562
Professional Services	1,987,110	10,000	1,997,110	323,301	16.19%	1,673,809
Board Expenses	45,000	-	45,000	14,315	31.81%	30,685
TOTAL CORPORATE EXPENSES						
	\$ 9,345,696	\$ 110,000	\$ 9,455,696	\$ 2,337,123	24.72%	\$ 7,118,573

WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2023 - September 30, 2024

Report Period: 10/01/2023-1/31/2024

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Workforce Facilities	\$ 6,567,328.00	\$ 1,650,997.48	25.14%	33.33%	\$ 4,916,331
Port SA	700,000.00	255,031.00	36.43%	33.33%	444,969
Mobile RV Unit	510,000.00	213,929.74	41.95%	33.33%	296,070
	\$ 7,777,328	\$ 2,119,958.22	27.26%	33.33%	\$ 5,657,369.78

<u>Facilities:</u>	<u>End of Lease</u>
Walzem	6/30/2024
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	12/31/2024
Fredericksburg	No Expiration
Bandera	No Expiration

Workforce Solutions Alamo
October 1, 2023 to September 30, 2024
Grant Summary Report

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/23	Balance as 9/30/23	FY24 Budget (WSA)	Exp from 10/1/23 to 1/31/24	YTD Exp 1/31/24	Balance
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 889,535.10	\$ 57,787.90	\$ 57,787.90	\$ 153.09	\$ 889,688.19	\$ 57,634.81
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	\$ 3,438,903.01	\$ 17,414.99	\$ 17,414.99	\$ (15,889.74)	\$ 3,423,013.27	\$ 33,304.73
WIOA ADULT SERVICES	23WA1	2023WOA001	\$ 1,277,859.00	\$ 675,725.52	\$ 602,133.48	\$ 602,133.48	\$ 438,150.61	\$ 1,113,876.13	\$ 163,982.87
WIOA ADULT SERVICES	23WA2	2023WOA001	\$ 4,244,872.00	0	\$ -	\$ 4,244,872.00	\$ 1,117,171.20	\$ 1,117,171.20	\$ 3,127,700.80
WIOA ADULT Total			\$ 9,926,372.00	\$ 5,004,163.63	\$ 677,336.37	\$ 4,922,208.37	\$ 1,539,585.16	\$ 6,543,748.79	\$ 3,382,623.21
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 579,539.04	\$ 604,911.96	\$ 604,911.96	\$ 262,726.75	\$ 842,265.79	\$ 342,185.21
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	\$ 3,896,973.22	\$ 99,923.78	\$ 99,923.78	\$ (25,917.23)	\$ 3,871,055.99	\$ 125,841.01
WIOA DISLOCATED WORKER	23WD1	2023WOD001	\$ 1,175,801.00	\$ 26,995.58	\$ 1,148,805.42	\$ 1,148,805.42	\$ 162,861.53	\$ 189,857.11	\$ 985,943.89
WIOA DISLOCATED WORKER	23WD2	2023WOD001	\$ 3,599,032.00	0	\$ -	\$ 3,599,032.00	\$ 1,339,012.92	\$ 1,339,012.92	\$ 2,260,019.08
WIOA DISLOCATED Total			\$ 9,956,181.00	\$ 4,503,507.84	\$ 1,853,641.16	\$ 5,452,673.16	\$ 1,738,683.97	\$ 6,242,191.81	\$ 3,713,989.19
WIOA YOUTH SERVICES	22WOY	2022WOY001	\$ 4,732,035.00	\$ 4,137,856.98	\$ 594,178.02	\$ 594,178.02	\$ 106,328.17	\$ 4,244,185.15	\$ 487,849.85
WIOA YOUTH SERVICES	23WOY	2023WOY001	\$ 5,861,245.00	\$ 273,492.33	\$ 5,587,752.67	\$ 5,587,752.67	\$ 1,275,104.79	\$ 1,548,597.12	\$ 4,312,647.88
WIOA YOUTH Total			\$ 10,593,280.00	\$ 4,411,349.31	\$ 6,181,930.69	\$ 6,181,930.69	\$ 1,381,432.96	\$ 5,792,782.27	\$ 4,800,497.73
WIOA RAPID RESPONSE	23WOR	2023WOR001	\$ 59,607.00	\$ 18,701.69	\$ 40,905.31	\$ 40,905.31	\$ 26,583.04	\$ 45,284.73	\$ 14,322.27
WIOA RAPID RESPONSE Total			\$ 59,607.00	\$ 18,701.69	\$ 40,905.31	\$ 40,905.31	\$ 26,583.04	\$ 45,284.73	\$ 14,322.27
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 1,679,712.84	\$ 332,179.30	\$ 6,663,503.46	\$ 1,347,533.54
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	2024TAF001	\$ 6,851,831.00	\$ -	\$ -	\$ 6,851,831.00	\$ 2,088,781.70	\$ 2,088,781.70	\$ 4,763,049.30
TANF Total			\$ 14,862,868.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 8,531,543.84	\$ 2,420,961.00	\$ 8,752,285.16	\$ 6,110,582.84
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	2024SNE001	\$ 1,283,189.00	0	\$ -	\$ 1,283,189.00	\$ 463,488.54	\$ 463,488.54	\$ 819,700.46
SNAP E&T Total			\$ 1,283,189.00	\$ -	\$ -	\$ 1,283,189.00	\$ 463,488.54	\$ 463,488.54	\$ 819,700.46
NON CUSTODIAL PARENT	24NCP	2024NCP001	\$ 437,578.00	\$ 12,207.02	\$ 425,370.98	\$ 425,370.98	\$ 164,111.70	\$ 176,318.72	\$ 261,259.28
NON CUSTODIAL PARENT Total			\$ 437,578.00	\$ 12,207.02	\$ 425,370.98	\$ 425,370.98	\$ 164,111.70	\$ 176,318.72	\$ 261,259.28
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ 83,703,630.16	\$ 3,427,066.84	\$ 3,427,066.84	\$ 3,411,792.28	\$ 87,115,422.44	\$ 15,274.56
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	2024CCF001	\$ 101,978,236.00	\$ -	\$ -	\$ 101,978,236.00	\$ 21,658,703.03	\$ 21,658,703.03	\$ 80,319,532.97
CHILD CARE CCF Total			\$ 189,108,933.00	\$ 83,703,630.16	\$ 3,427,066.84	\$ 105,405,302.84	\$ 25,070,495.31	\$ 108,774,125.47	\$ 80,334,807.53
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	2023CCM001	\$ 7,539,884.00	\$ (426.87)	\$ 7,540,310.87	\$ 7,540,310.87	\$ 7,540,310.87	\$ 7,539,884.00	\$ -
CC DVLPMNT FUND LOCAL MATCH - CCM	24CCM	2024CCM001	\$ 7,584,186.00	\$ -	\$ -	\$ 7,584,186.00	\$ -	\$ -	\$ 7,584,186.00
CHILD CARE CCM Total			\$ 15,124,070.00	\$ (426.87)	\$ 7,540,310.87	\$ 15,124,496.87	\$ 7,540,310.87	\$ 7,539,884.00	\$ 7,584,186.00
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	2023CCP001	\$ 8,115,000.00	\$ 6,118,686.69	\$ 1,996,313.31	\$ 1,996,313.31	\$ 978.34	\$ 6,119,665.03	\$ 1,995,334.97
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	2024CCP001	\$ 4,898,565.00	\$ 546,933.25	\$ 4,351,631.75	\$ 4,351,631.75	\$ 2,451,915.98	\$ 2,998,849.23	\$ 1,899,715.77
CHILD CARE CCP Total			\$ 13,013,565.00	\$ 6,665,619.94	\$ 6,347,945.06	\$ 6,347,945.06	\$ 2,452,894.32	\$ 9,118,514.26	\$ 3,895,050.74
TRADE ACT SERVICES	23TRA	2023TRA001	\$ 50,400.00	\$ 19,170.17	\$ 31,229.83	\$ 31,229.83	\$ 21,827.52	\$ 40,997.69	\$ 9,402.31
TRADE ACT SERVICES	24TRA	2024TRA001	\$ 27,000.00	0	\$ -	\$ 27,000.00	\$ 233.08	\$ 233.08	\$ 26,766.92
TRADE ACT SERVICES Total			\$ 77,400.00	\$ 19,170.17	\$ 31,229.83	\$ 58,229.83	\$ 22,060.60	\$ 41,230.77	\$ 36,169.23
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	2023WPA001	\$ 1,020,888.00	\$ 704,618.53	\$ 316,269.47	\$ 316,269.47	\$ 281,812.86	\$ 986,431.39	\$ 34,456.61
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	2024WPA001	\$ 667,896.00	\$ -	\$ -	\$ 667,896.00	\$ 65,939.93	\$ 65,939.93	\$ 601,956.07
EMPLOYMENT SERVICES Total			\$ 1,688,784.00	\$ 704,618.53	\$ 316,269.47	\$ 984,165.47	\$ 347,752.79	\$ 1,052,371.32	\$ 636,412.68
RESOURCE ADMIN GRANT	24RAG	2024RAG001	\$ 11,857.00	0	\$ -	\$ 11,857.00	\$ 3,566.03	\$ 3,566.03	\$ 8,290.97
RESOURCE ADMIN GRANT Total			\$ 11,857.00	\$ -	\$ -	\$ 11,857.00	\$ 3,566.03	\$ 3,566.03	\$ 8,290.97
TEXAS VETERANS COMMISSION	24TVC	2024TVC001	\$ 284,084.00	0	\$ -	\$ 284,084.00	\$ 93,623.87	\$ 93,623.87	\$ 190,460.13
VETERANS EMPLOYMENT SERVICE Total			\$ 284,084.00	\$ -	\$ -	\$ 284,084.00	\$ 93,623.87	\$ 93,623.87	\$ 190,460.13

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GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/23	Balance as 9/30/23	FY24 Budget (WSA)	Exp from 10/1/23 to 1/31/24	YTD Exp 1/31/24	Balance
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	\$ 3,278,190.33	\$ 2,542,058.67	\$ 2,542,058.67	\$ 1,736,576.89	\$ 5,014,767.22	\$ 805,481.78
CC QUALITY - CCQ	24CCQ	2024CCQ001	\$ 6,246,767.00	0	\$ -	\$ 6,246,767.00	\$ 559,874.41	\$ 559,874.41	\$ 5,686,892.59
CCQ QUALITY Total			\$ 12,067,016.00	\$ 3,278,190.33	\$ 2,542,058.67	\$ 8,788,825.67	\$ 2,296,451.30	\$ 5,574,641.63	\$ 6,492,374.37
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	\$ 258,672.86	\$ 487,557.14	\$ 487,557.14	\$ 67,249.77	\$ 325,922.63	\$ 420,307.37
CHILD CARE - TRS CONTRACTED SLOTS - Total			\$ 746,230.00	\$ 258,672.86	\$ 487,557.14	\$ 487,557.14	\$ 67,249.77	\$ 325,922.63	\$ 420,307.37
WORKFORCE COMMISSION INITIATIVES	24WCI	2024WCI001	\$ 94,250.00	0	\$ -	\$ 94,250.00	\$ 49,724.62	\$ 49,724.62	\$ 44,525.38
WORKFORCE COMMISSION INITIATIVES Total			\$ 94,250.00	\$ -	\$ -	\$ 94,250.00	\$ 49,724.62	\$ 49,724.62	\$ 44,525.38
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 935,000.00	\$ 819,070.82	\$ 115,929.18	\$ 115,929.18	\$ (10,872.59)	\$ 808,198.23	\$ 126,801.77
REEMPLOYMENT SERVICES - REA	24REA	2024REA001	\$ 920,073.00	0	\$ -	\$ 920,073.00	\$ 184,011.18	\$ 184,011.18	\$ 736,061.82
REEMPLOYMENT Total			\$ 1,855,073.00	\$ 819,070.82	\$ 115,929.18	\$ 1,036,002.18	\$ 173,138.59	\$ 992,209.41	\$ 862,863.59
PARTNERS FOR REENTRY OPPORTUNITIES IN WD (PROWD)	24REO	2024REO001	\$ 1,174,500.00	\$ -	\$ -	\$ 1,174,500.00	\$ -	\$ -	\$ 1,174,500.00
PARTNERS FOR REENTRY OPPORTUNITIES IN WD Total			\$ 1,174,500.00	\$ -	\$ -	\$ 1,174,500.00	\$ -	\$ -	\$ 1,174,500.00
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	\$ 128,650.35	\$ 93,245.65	\$ 93,384.56	\$ 74,391.37	\$ 203,041.72	\$ 18,854.28
MILITARY FAMILY SUPPORT PROGRAM	24WOS	2024WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 30,932.72	\$ 30,932.72	\$ 190,963.28
MILITARY FAMILY SUPPORT Total			\$ 443,792.00	\$ 128,650.35	\$ 93,245.65	\$ 315,280.56	\$ 105,324.09	\$ 233,974.44	\$ 209,817.56
STUDENT HIREABILITY NAVIGATOR	18HN5	3024VRS056	\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 64,191.73	\$ 83,764.20	\$ 126,235.80
STUDENT HIREABILITY NAVIGATOR Total			\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 64,191.73	\$ 83,764.20	\$ 126,235.80
VOCATIONAL REHABILITATION-VR INFRA SPRT	24COL	2024COL001	\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 173,369.41	\$ 215,859.86	\$ 320,059.68
VR-INFRA SUPPORT Total			\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 173,369.41	\$ 215,859.86	\$ 320,059.68
PAID WORK EXPERIENCE (PWE)	24PWE	3024VRS107	\$ 187,500.00	0	\$ -	\$ 187,500.00	\$ 622.16	\$ 622.16	\$ 186,877.84
PAID WORK EXPERIENCE (PWE) Total			\$ 187,500.00	\$ -	\$ -	\$ 187,500.00	\$ 622.16	\$ 622.16	\$ 186,877.84
WIOA - UPSKILLING AND TRAINING	24WOZ	2024WOZ001	\$ 170,471.00	0	\$ -	\$ 170,471.00	\$ -	\$ -	\$ 170,471.00
WIOA - UPSKILLS AND TRAINING Total			\$ 170,471.00	\$ -	\$ -	\$ 170,471.00	\$ -	\$ -	\$ 170,471.00
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 139,720.06	\$ 53,225.94	\$ 53,225.94	\$ 25,233.86	\$ 164,953.92	\$ 27,992.08
TRAINING & EMPLOYMENT NAVIGATOR PILOT	24WPB	2024WPB001	\$ 195,856.00	0	\$ -	\$ 195,856.00	0	\$ -	\$ 195,856.00
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total			\$ 388,802.00	\$ 139,720.06	\$ 53,225.94	\$ 249,081.94	\$ 25,233.86	\$ 164,953.92	\$ 223,848.08
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2	2023WOS002	\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 26,814.07	\$ 27,337.51	\$ 89,101.49
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT Total			\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 26,814.07	\$ 27,337.51	\$ 89,101.49
TEACHER EXTERNSHIP	23EXT	2023EXT001	\$ 200,000.00	\$ 192,252.87	\$ 7,747.13	\$ 7,747.13	\$ 7,668.71	\$ 199,921.58	\$ 78.42
TEACHER EXTERNSHIP	23EX2	2023EXT002	\$ 106,726.00	\$ 41,116.75	\$ 65,609.25	\$ 65,609.25	\$ 41,495.56	\$ 82,612.31	\$ 24,113.69
TEACHER EXTERNSHIP Total			\$ 306,726.00	\$ 233,369.62	\$ 73,356.38	\$ 73,356.38	\$ 49,164.27	\$ 282,533.89	\$ 24,192.11
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	\$ 637,439.82	\$ 262,560.18	\$ 262,560.18	\$ (11,606.62)	\$ 625,833.20	\$ 274,166.80
SUMMER EARN & LEARN (SEAL)	23VR1	3022VRS045	\$ 900,000.00	0	\$ -	\$ 900,000.00	\$ 100,489.16	\$ 100,489.16	\$ 799,510.84
SEAL Total			\$ 1,800,000.00	\$ 637,439.82	\$ 262,560.18	\$ 1,162,560.18	\$ 88,882.54	\$ 726,322.36	\$ 1,073,677.64
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 35,266.63	\$ 64,733.37	\$ 64,733.37	\$ 11,416.58	\$ 46,683.21	\$ 53,316.79
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00	\$ 799.00	\$ 36,701.00	\$ 36,701.00	\$ 1,620.00	\$ 2,419.00	\$ 35,081.00
SAN ANTONIO AREA FOUNDATION TOTAL			\$ 137,500.00	\$ 36,065.63	\$ 101,434.37	\$ 101,434.37	\$ 13,036.58	\$ 49,102.21	\$ 88,397.79
ASPEN INSTITUTE	ASP23		\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 32,406.51	\$ 78,170.07	\$ 21,829.93
ASPEN INSTITUTE TOTAL			\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 32,406.51	\$ 78,170.07	\$ 21,829.93
TOYOTETSU PILOT PROGRAM (RTW)	TOY24		\$ 46,525.00	0	\$ -	\$ 46,525.00	0	\$ -	\$ 46,525.00
TOYOTETSU PILOT PROGRAM TOTAL			\$ 46,525.00	\$ -	\$ -	\$ 46,525.00	\$ -	\$ -	\$ 46,525.00
READY TO WORK-COSA	22RTW		\$ 30,192,462.00	\$ 12,268,976.60	\$ 17,923,485.40	\$ 17,923,485.40	\$ 5,188,037.60	\$ 16,093,588.41	\$ 14,098,873.59
READY TO WORK-COSA TOTAL			\$ 30,192,462.00	\$ 12,268,976.60	\$ 17,923,485.40	\$ 17,923,485.40	\$ 5,188,037.60	\$ 16,093,588.41	\$ 14,098,873.59
GRAND TOTAL			\$ 317,000,973.54	\$ 129,282,371.59	\$ 51,028,580.95	\$ 187,718,740.86	\$ 51,619,197.26	\$ 179,538,143.06	\$ 137,462,830.48

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WIOA ADULT SERVICES	22WA1	6/30/2024	2022WOA001	\$ 947,323.00	\$ 889,688.19	\$ 57,634.81	93.92%	5
WIOA ADULT SERVICES	22WA2	6/30/2024	2022WOA001	\$ 3,456,318.00	\$ 3,423,013.27	\$ 33,304.73	99.04%	5
WIOA ADULT SERVICES	23WA1	6/30/2025	2023WOA001	\$ 1,277,860.00	\$ 1,113,876.13	\$ 163,983.87	87.17%	17
WIOA ADULT SERVICES	23WA2	6/30/2025	2023WOA001	\$ 4,244,871.00	\$ 1,117,171.20	\$ 3,127,699.80	26.32%	17
WIOA ADULT Total				\$ 9,926,372.00	\$ 6,543,748.79	\$ 3,382,623.21		
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2022WOD001	\$ 1,184,451.00	\$ 842,265.79	\$ 342,185.21	71.11%	5
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2022WOD001	\$ 3,996,897.00	\$ 3,871,055.99	\$ 125,841.01	96.85%	5
WIOA DISLOCATED WORKER	23WD1	6/30/2025	2023WOD001	\$ 1,175,801.00	\$ 189,857.11	\$ 985,943.89	16.15%	17
WIOA DISLOCATED WORKER	23WD2	6/30/2025	2023WOD001	\$ 3,599,032.00	\$ 1,339,012.92	\$ 2,260,019.08	37.20%	17
WIOA DISLOCATED Total				\$ 9,956,181.00	\$ 6,242,191.81	\$ 3,713,989.19		
WIOA YOUTH SERVICES	22WOY	6/30/2024	2022WOY001	\$ 4,732,035.00	\$ 4,244,185.15	\$ 487,849.85	89.69%	5
WIOA YOUTH SERVICES	23WOY	6/30/2025	2023WOY001	\$ 5,861,245.00	\$ 1,548,597.12	\$ 4,312,647.88	26.42%	17
WIOA YOUTH Total				\$ 10,593,280.00	\$ 5,792,782.27	\$ 4,800,497.73		
WIOA RAPID RESPONSE	23WOR	6/30/2024	2023WOR001	\$ 59,607.00	\$ 45,284.73	\$ 14,322.27	75.97%	5
WIOA RAPID RESPONSE Total				\$ 59,607.00	\$ 45,284.73	\$ 14,322.27		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	10/31/2024	2024TAF001	\$ 6,851,831.00	\$ 2,088,781.70	\$ 4,763,049.30	30.49%	9
TANF Total				\$ 6,851,831.00	\$ 2,088,781.70	\$ 4,763,049.30		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	9/30/2024	2024SNE001	\$ 1,283,189.00	\$ 463,488.54	\$ 819,700.46	36.12%	8
SNAP E&T Total				\$ 1,283,189.00	\$ 463,488.54	\$ 819,700.46		
NON CUSTODIAL PARENT	24NCP	9/30/2024	2024NCP001	\$ 437,578.00	\$ 176,318.72	\$ 261,259.28	40.29%	8
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 176,318.72	\$ 261,259.28		
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	12/31/2024	2024CCF001	\$ 101,978,236.00	\$ 21,658,703.03	\$ 80,319,532.97	21.24%	11
CHILD CARE CCF Total				\$ 101,978,236.00	\$ 21,658,703.03	\$ 80,319,532.97		
CC DVLPMNT FUND LOCAL MATCH - CCM	24CCM	12/31/2024	2024CCM001	\$ 7,584,186.00	\$ -	\$ 7,584,186.00	0.00%	11
CHILD CARE CCM Total				\$ 7,584,186.00	\$ -	\$ 7,584,186.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	12/31/2024	2024CCP001	\$ 4,898,565.00	\$ 2,998,849.23	\$ 1,899,715.77	61.22%	11
CHILD CARE CCP Total				\$ 4,898,565.00	\$ 2,998,849.23	\$ 1,899,715.77		
TRADE ACT SERVICES	24TRA	9/30/2024	2024TRA001	\$ 27,000.00	\$ 233.08	\$ 26,766.92	0.86%	8
TRADE ACT SERVICES Total				\$ 27,000.00	\$ 233.08	\$ 26,766.92		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	12/31/2024	2024WPA001	\$ 667,896.00	\$ 65,939.93	\$ 601,956.07	9.87%	11
EMPLOYMENT SERVICES Total				\$ 667,896.00	\$ 65,939.93	\$ 601,956.07		
RESOURCE ADMIN GRANT	24RAG	9/30/2024	2024RAG001	\$ 11,857.00	\$ 3,566.03	\$ 8,290.97	30.08%	8
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 3,566.03	\$ 8,290.97		
TEXAS VETERANS COMMISSION	24TVC	9/30/2024	2024TVC001	\$ 284,084.00	\$ 93,623.87	\$ 190,460.13	32.96%	8
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 93,623.87	\$ 190,460.13		
CC QUALITY - CCQ	24CCQ	10/31/2024	2024CCQ001	\$ 6,246,767.00	\$ 559,874.41	\$ 5,686,892.59	8.96%	9
CCQ QUALITY Total				\$ 6,246,767.00	\$ 559,874.41	\$ 5,686,892.59		
WORKFORCE COMMISSION INITIATIVES	24WCI	9/30/2024	2024WCI001	\$ 94,250.00	\$ 49,724.62	\$ 44,525.38	52.76%	8
WORKFORCE COMMISSION INITIATIVES Total				\$ 94,250.00	\$ 49,724.62	\$ 44,525.38		
REEMPLOYMENT SERVICES - REA	23REA	3/31/2024	2023REA001	\$ 935,000.00	\$ 808,198.23	\$ 126,801.77	86.44%	2

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REEMPLOYMENT SERVICES - REA	24REA	9/30/2024	2024REA001	\$ 920,073.00	\$ 184,011.18	\$ 736,061.82	20.00%	8
REEMPLOYMENT Total				\$ 1,855,073.00	\$ 992,209.41	\$ 862,863.59		
PARTNERS FOR REENTRY OPPORTUNITIES IN WD	24REO	9/30/2027	2024REO001	\$ 1,174,500.00	\$	1,174,500.00		45
PARTNERS FOR REENTRY OPPORTUNITIES IN WD TOTAL				\$ 1,174,500.00	\$ -	\$ 1,174,500.00		
MILITARY FAMILY SUPPORT PROGRAM	24WOS	1/31/2025	2024WOS001	\$ 221,896.00	\$ 30,932.72	\$ 190,963.28	13.94%	12
MILITARY FAMILY SUPPORT Total				\$ 221,896.00	\$ 30,932.72	\$ 190,963.28		
STUDENT HIREABILITY NAVIGATOR	18HN5	8/31/2024	3024VRS056	\$ 210,000.00	\$ 83,764.20	\$ 126,235.80	39.89%	7
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 83,764.20	\$ 126,235.80		
VOCATIONAL REHABILITATION-VR INFRA SPVRT	24COL	8/31/2024	2024COL001	\$ 535,919.54	\$ 215,859.86	\$ 320,059.68	40.28%	7
VR-INFRA SUPPORT Total				\$ 535,919.54	\$ 215,859.86	\$ 320,059.68		
PAID WORK EXPERIENCE (PWE)	24PWE	9/30/2025	3024VRS107	\$ 187,500.00	\$ 622.16	\$ 186,877.84	0.33%	20
PAID WORK EXPERIENCE (PWE) Total				\$ 187,500.00	\$ 622.16	\$ 186,877.84		
WIOA - UPSKILLING AND TRAINING	24WOZ	7/31/2024	2024WOZ001	\$ 170,471.00	\$ -	\$ 170,471.00	0.00%	6
WIOA - UPSKILLS AND TRAINING Total				\$ 170,471.00	\$ -	\$ 170,471.00		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	1/31/2024	2022WPB002	\$ 192,946.00	\$ 164,953.92	\$ 27,992.08	85.49%	
TRAINING & EMPLOYMENT NAVIGATOR	24WPB	10/31/2025	2024WPB001	\$ 195,856.00	0	\$ 195,856.00	0.00%	21
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 388,802.00	\$ 164,953.92	\$ 223,848.08		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJ	23WS2	3/31/2024	2023WOS002	\$ 116,439.00	\$ 27,337.51	\$ 89,101.49	23.48%	2
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT				\$ 116,439.00	\$ 27,337.51	\$ 89,101.49		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 199,921.58	\$ 78.42	99.96%	1
TEACHER EXTERNSHIP	23EX2	2/29/2024	2023EXT002	\$ 106,726.00	\$ 82,612.31	\$ 24,113.69	77.41%	1
TEACHER EXTERNSHIP Total				\$ 306,726.00	\$ 282,533.89	\$ 24,192.11		
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 625,833.20	\$ 274,166.80	69.54%	
SUMMER EARN & LEARN (SEAL)	23VR1	9/30/2024	3021VRS073	\$ 900,000.00	\$ 100,489.16	\$ 799,510.84	11.17%	8
SEAL Total				\$ 1,800,000.00	\$ 726,322.36	\$ 1,073,677.64		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/	SAF22	12/31/2024		\$ 100,000.00	\$ 46,683.21	\$ 53,316.79	46.68%	11
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII	CAP22	12/31/2024		\$ 37,500.00	\$ 2,419.00	\$ 35,081.00	6.45%	11
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 49,102.21	\$ 88,397.79		
ASPEN INSTITUTE	ASP23	3/31/2024		\$ 100,000.00	\$ 78,170.07	\$ 21,829.93	78.17%	2
ASPEN INSTITUTE TOTAL				\$ 100,000.00	\$ 78,170.07	\$ 21,829.93		
TOYOTETSU PILOT PROGRAM (RTW)	TOY24	4/30/2024		\$ 46,525.00	0	\$ 46,525.00	0.00%	3
TOYOTETSU PILOT PROGRAM TOTAL				\$ 46,525.00	\$ -	\$ 46,525.00		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 30,192,462.00	\$ 16,093,588.41	\$ 14,098,873.59	53.30%	14
READY TO WORK-COSA TOTAL				\$ 30,192,462.00	\$ 16,093,588.41	\$ 14,098,873.59		
GRAND TOTAL				\$ 198,344,692.54	\$ 65,528,507.48	\$ 132,816,185.06		



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: April 19, 2024
Regarding: Financial Monitoring Updates

SUMMARY: *Update and Possible Discussion on the Status of Financial Monitoring Reports and Fiscal Integrity Reviews for Subrecipients.* Federal and State legislation and policies require recipients of federal funds to conduct a financial evaluation of the application of these funds on at least an annual basis. Properly conducted financial evaluations measure:

- The degree of compliance with applicable laws, regulations, policies, and procedures.
- Adequacy of management controls.
- Reliable information is captured, reported, and used to improve decision-making.
- Resources are efficiently, effectively used, and protected from waste, fraud, and abuse.
- Past, current, and projected effectiveness and efficiency of program administration.

Additionally, the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC) requires boards to complete an annual fiscal integrity review before executing a contract renewal. This memo will provide an update on current financial monitoring and FY24 Fiscal Integrity review to meet the current financial compliance requirement for service delivery providers before renewing a contract.

ANALYSIS: The chart below summarizes current sub-recipient financial monitoring reports or status updates. The board's external financial monitor will conduct fiscal integrity reviews by June 3, 2024, for timely contract recommendations and renewal in July 2024.

FISCAL IMPACT: The board works with sub-recipients and financial monitors to promptly complete subrecipient monitoring and fiscal integrity reviews.

Financial Monitoring Status Update

COSA

Financial Monitoring Update

- FY23 Monitoring Scope: June 1, 2022-May 31, 2023
- Status Update: Exit Conference to review pending items with COSA and WSA on December 14, 2023
- FY24 Monitoring Scope: June 1, 2023- May 31, 2024
- Timeline: June 17, 2024-August 16, 2024

SERCO

Financial Monitoring Update

- FY23 Monitoring Scope: April 1, 2022-February 28, 2023
- Status Update: Report Complete July 5, 2023
- FY24 Monitoring Scope: March 1, 2023-April 30, 2024
- Timeline: May 20, 2024-August 9, 2024

C2GPS

Financial Monitoring Update

- FY23 Monitoring Scope: October 1, 2022-September 30, 2023
- Status Update: Exit Conference to review pending items with C2 and WSA on March 19, 2024.
- FY24 Monitoring Scope: March 1, 2023-April 30, 2024
- Timeline: May 13, 2024-July 31, 2024



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Impact Plan



Impact Plan

- 1) Clear Framing
- 2) Problem Statement
- 3) Re-introduced wayfinder icon
- 4) De-jargoned and leveraged website
- 5) Added Domain
- 6) Visually linked Strategies and Measures
- 7) Folded in Ecosystem



In gratitude

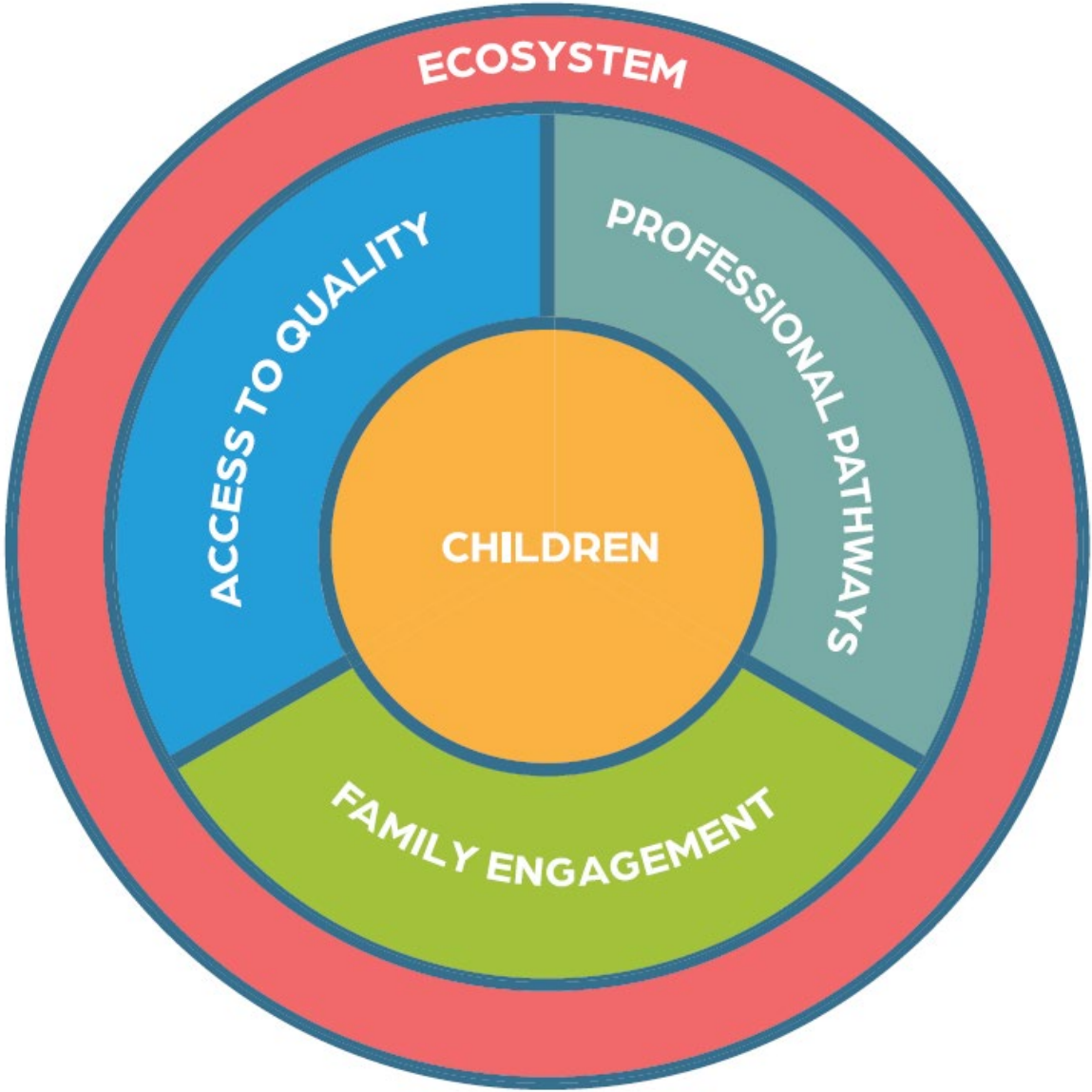
The promise in this Impact Plan is only possible as a result of the tremendous work of tens of thousands of individuals, hundreds of entities, and dozens of community endeavors that have brought us to today. We are deeply grateful to the known and unknown names who have poured themselves out for children and families over generations.

In partnership

The strategies and actions laid out here are designed to be aligned with, advancing, and in concert with outstanding work that is currently taking place across our city as we together realize the potential of our children, our families, our community, and our city.

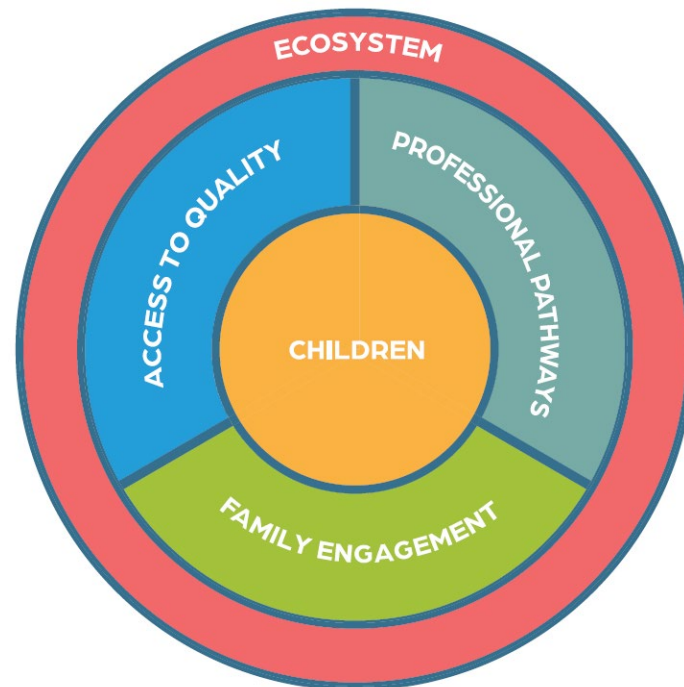


Impact Plan



Workgroups

- Access to Quality
- Professional Pathways
- Family Engagement
- Data
- Policy
- Outreach



Impact Plan

- 1) Clear Framing
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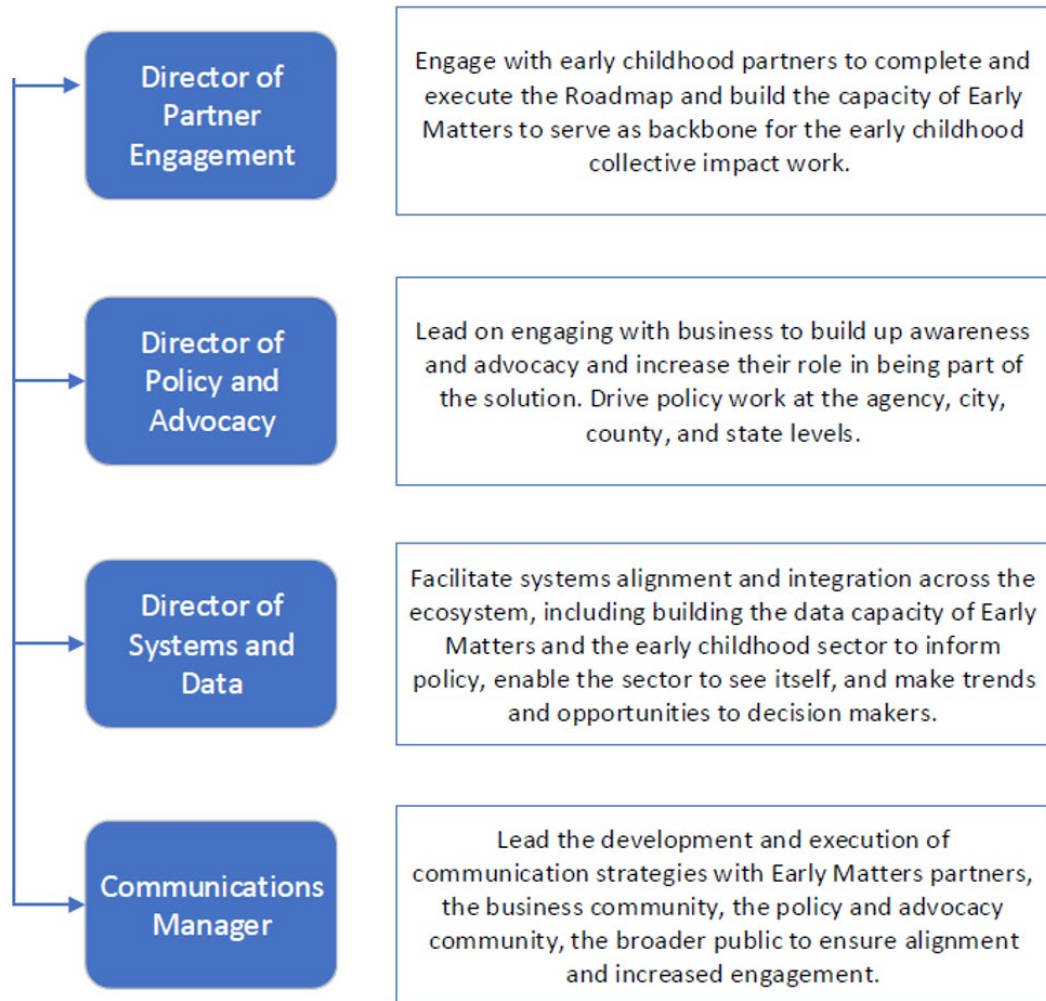
Early Matters Website

Initial Functionality

- About EMSA
- Partners & Board
- Case for Change
- Resources For Educators & Providers, For Families, and For Advocates & Business Leaders
- News
- Impact Plan (updateable and downloadable)
- Impact Plan - Strategies and Actions
- Impact Plan - Additional Criteria, Systems Alignment, Partners, Resources, Related Policy Shifts, Communications, Activity-related data to track, Next Steps



Early Matters Staffing



Advocate & Support



Sign on to the Child Care Tax Relief Letter



SCAN ME



Policy Engagement



Early Childhood Business Model

- ≡ Include early childhood facilities in future city or county municipal bonds
- ≡ Include early childhood facilities in future school district bonds
- ≡ Tie tax credits and/or tax incentive structures to support the inclusion of high-quality child care for employees. Develop a similar policy for HUD, SAHA, and other low-income housing investments.
- ≡ Fund that facilitates adaptive reuse of taxpayer-funded facilities for early childhood (unused schools, city/county office space, SAHA extra space)
- ≡ Reduce zoning restrictions on child care facilities
- ≡ Reduce permitting and fee barriers for child care - new starts and relocations/expansions
- ≡ Improve the early childhood financial model by providing utility, property tax, ad valorem tax, or other rebates/discounts for providers
- ≡ Make centers serving more than 20% low income children exempt from local property taxes
- ≡ Set state reimbursement amount for child care subsidy at the cost of quality instead of 75% of market



Early Childhood Equity & Access

- ≡ Create option for TRS 4 providers to automatically have access to a shared liability pool
- ≡ Create a liability pool for to reduce risk to employers for employer provided on-site childcare
- ≡ Require centers to serve special needs children in order to earn TRS 4
- ≡ Create a TRS 5 that includes ability to serve special needs children - allows for immediate qualification for inclusion rate
- ≡ Ease the process for centers to achieve the 180% of subsidy rate if a center is serving children with special needs
- ≡ Enable reciprocal accreditation between NAEYC and TRS 4 (or only require a reduced portion to achieve TRS 4)
- ≡ Employers contribute \$150 per employee/year to fund child care wage increases
- ≡ Allocate funding in state budget to reduce scholarship waitlist



Early Childhood Professional Pathways

- ≡ Student loan forgiveness for early childhood professionals serving low income children (like public school teachers in Title I schools)
- ≡ Inform national or state policy to convert CDA into a stackable certificate that articulates into higher education degrees.
- ≡ Standardize background checks and parallel the quality standard with public schools
- ≡ Centralize background checks at the state level
- ≡ Incentivize teacher excellence by providing higher subsidy amounts for early learning programs that hire highly qualified/certified teachers to work with the children receiving the subsidy.
- ≡ Provide free child care for child care professionals
- ≡ Move early childhood professionals to top of list for child care scholarship from Workforce Solutions Alamo



Early Childhood Family Access and Support

- ≡ Military - Establish child care from 5 AM to 7 AM on bases. And provide transport to local public schools and the most used child care providers that also accept military subsidy
- ≡ Military - Change public PreK eligibility from "active duty" to "service members" to expand eligible pool of families
- ≡ Military - Castro/Casar NDAA amendment - allow military to reallocate unused military budget to address child care needs for military families
- ≡ Employers - Allow employees who do not need employer-provided health care to use the equivalent amount for child care
- ≡ Have Indeed include a radio button for child care support - when posting a new position
- ≡ Create a common application (similar to Apply Texas) and build into search tool
- ≡ Reduce required family portion if the child is in TRS 3 or 4





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MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented By: Jessica Villarreal, Director of Child Care
Date: April 19, 2024
Subject: Childcare Performance Briefing

Summary:

This is a briefing to the Early Care & Education Committee on childcare performance for FY2024.

WSA works with our childcare contractor as they monitor and process enrollments. WSA maintains ongoing communication with the childcare contractor on TWC's performance goal range of meeting performance at 95 – 105% and to remain within the allocated budget.

For FY2024 TWC has set Alamo's target units of care at 12,378. In FY2023, our target was set at 11,427.

As you may recall, WSA had placed a temporary pause on enrollments, apart from mandatory enrollments, towards the end of last fiscal year, due to our year-to-date average units being higher than 106% from June through September. Alamo began the FY in October reflecting 11,227 and with the new budget and target allocations, WSA received an increase of 951 units of care. As a result, childcare staff resumed ramping up enrollments, and in January showed an increase in enrollments to 11,834 monthly average units.

Analysis:

- WSA's unofficial YTD average for January shows average enrollments of 11,442 or 92.44%, which reflects that although we are currently in the below performance range, our Child Care Services team is actively enrolling to return to performance range as well as to expend but not exceed our childcare budget.

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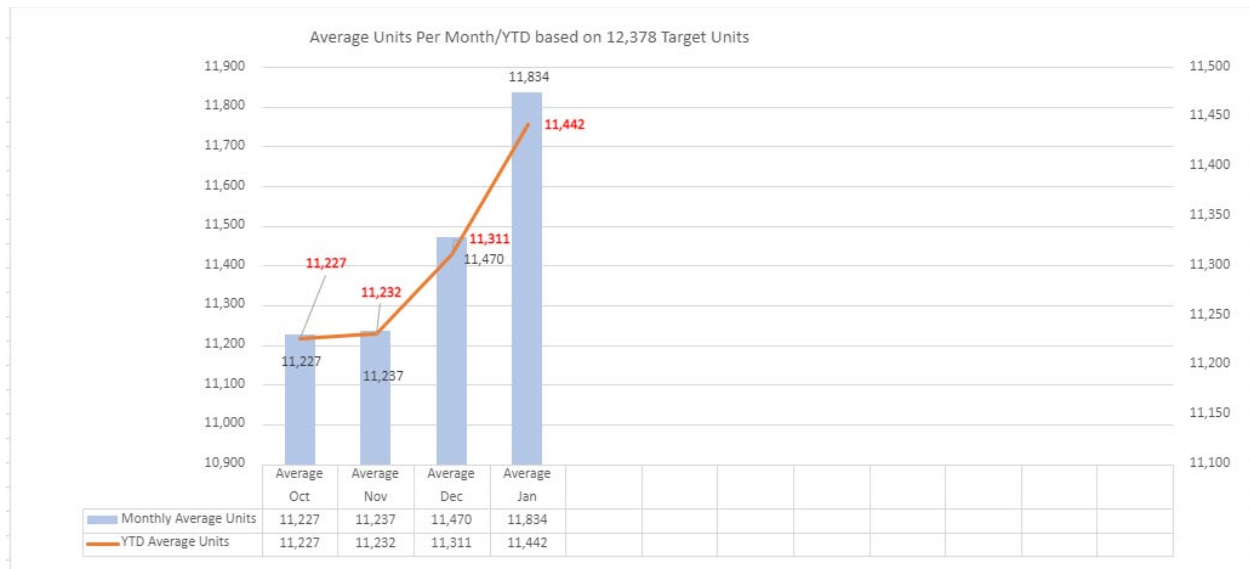
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- WSA has successfully placed 12,927 children in care, servicing 7,557 families.
- Alamo has 4,841 children on the waitlist, reflecting 2,985 families awaiting scholarship.
- Child Care Services team is actively enrolling.
- The breakdown according to age group on waitlist is as follows: 1,364 Infants, 1,130 Toddlers, 1,261 Preschool, and 1,086 School Age.

Information collected: 02/20/2024



	Oct Average	Nov Average	Dec Average	Jan Average
Monthly Average Units	11,227	11,237	11,470	11,834
YTD Average Units	11,227	11,232	11,311	11,442

	Oct Average	Nov Average	Dec Average	Jan Average
Monthly Average %	90.70%	90.78%	92.67%	95.61%
YTD Average Units %	90.70%	90.74%	91.38%	92.44%



	Oct	Nov	December	Jan
	Average	Average	Average	Average
Choices	208	237	227	222
Low Income	10,312	10,269	10,465	10,803
Former DFPS	568	591	634	650
Homeless	140	140	144	159
Monthly Average Units	11,227	11,237	11,470	11,834
Monthly % Average	90.70%	90.78%	92.67%	95.61%
YTD Average Units	11,227	11,232	11,311	11,442
YTD % Average	90.70%	90.74%	91.38%	92.44%
TWC Target	12,378	12,378	12,378	12,378

As of 02/20/2024

County	Families in Care	Children in Care	Families on Waitlist	Children on Waitlist
Atascosa	220	386	67	120
Bandera	32	54	20	28
Bexar	6,006	10,454	2,448	3,963
Comal	312	466	110	173
Frio	73	124	25	41
Gillespie	56	71	9	15
Guadalupe	376	604	138	246
Karnes	21	34	9	14
Kendall	62	100	33	44
Kerr	150	224	54	71
McMullen	0	0	0	0
Medina	159	264	45	79
Wilson	90	146	27	47
Totals	7,557	12,927	2,985	4,841

Age Group	Total on the Waitlist
Infant	1,364
Toddler	1,130
Preschool	1,261
School Age	1,086
Totals	4,841



Fiscal Impact:

- Each fiscal year beginning in October, TWC distributes funding and places an annual performance target for each board.
- TWC provides boards with a performance status methodology that is based on the annual target and budget, outlining percentage ranges for 3 performance measures:
 - Meets Performance (MP), Exceeds Performance (+P), and Below Performance (-P)

CCDF Performance Status Methodology

Year-to-Date numbers to calculate performance

MP = 95%-105%

+P = 105% or above

-P = <94.99

- Boards who exceed the budgeted amount for enrollments may have negative impact on future funding.
- As a result, WSA closely monitors and carefully balances both the enrollment target as well as the budget allocated to placing children in care to provide childcare to as many families as possible while remaining in good standing with TWC.

Recommendation: N/A

Next Steps: Continue to enroll and demonstrate progress being made towards Performance, with the goal of achieving minimum performance of 95%, by March 2024.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Jessica Villarreal, Director of Child Care

Date: April 19, 2024

Subject: Texas Rising Star Assessment Update

Summary:

The Texas Workforce Commission's (TWC) three-member Commission (Commission) approved final rules for revisions to the Texas Rising Star program on January 5, 2021. Along with the rule changes, the Commission approved statewide protocols for implementation of the revised Texas Rising Star standards. The Commission-approved implementation protocols include a deferment of assessments and in-person visits during the time that Texas Rising Star staff members are learning about and transitioning to the revised standards.

On August 3, 2021, the Commission approved modifications to the implementation protocols, which include establishing an implementation date of September 1, 2021.

Analysis:

Alamo no longer holds the contract to oversee the Texas Rising Star Assessors for the board area.

TWC has awarded CLI the contract for the Centralization of Texas Rising Star Assessors. Alamo has 14 mentors and 1 mentor manager actively working with our centers. An additional mentor is scheduled to begin on March 1, bringing the total of mentors working with centers to 15.

As of 02/21/2024, Alamo board reflected a total of 188 Early Learning Programs certified as Texas Rising Star. Alamo has 136 Early Learning Programs certified as 4 Star, 45 certified as

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3 Star, and 7 certified as 2 Star. The percentage of TRS Programs to *total* CCS programs is 32%, (35% is percentage for Bexar, and 21% percentage of Rural). TRS mentors and boards continue to participate in meetings with the Centralizing Assessment Entity to understand the new processes and responsibilities assigned to TRS mentors/assessors, boards, and the Centralizing Assessment Entity.

The total number of providers who have agreements to provide scholarships continues to fluctuate. As of February 20, we have 588 Centers with an active agreement to provide scholarships for children. This total includes Licensed Centers, Licensed Child Care Homes, Military, Registered Child Care Homes, and Relative Care Listed Homes. *** Relative Care is not included for TRS percentages/numbers*** These 588 centers have an overall capacity of serving 56,854 children, based on Child Care Regulations. For those centers in the rural area, the total capacity available is 131, and the total for Bexar County centers is 12,457.

Data as of 02/21/2024

Centers awaiting NEW certification	76
Number of 4* to date	132
Number of 3* to date	43
Number of 2* to date	7
# Of Accredited Centers	60
# Of Non-Accredited Centers	128
# Of Military Centers: included in accredited total	8
# Of Initial Centers (as of Sept 2022)	79
# Of Centers Closed/Withdrew/CCR Deficiencies	13
# Of centers who have increased star level since Sept. 2022 (When TWC allowed assessments to resume)	40
2 STAR → 3 STAR	4
2 STAR → 4 STAR	10
3 STAR → 4 STAR	26



Data below as of 02/20/24

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	789	457	158	35%
Rural Early Learning Programs	261	131	28	21%
Total	1050	588	186	32%

Provider Type	Total Providers	Total Capacity	Rural Providers*	Rural Capacity*
Licensed Center	489	55,918	109	12,253
Licensed Child Care Home	38	456	14	168
Military	8	N/A	0	N/A
Registered Child Care Home	41	480	3	36
Relative Care Listed Home	12	N/A	5	N/A
Totals	588	56,854	131	12,457

BCY 2024

Month	Number of New Providers	Sum of New Provider Capacity	Number of Providers Ending Agreement	Sum of Providers Ending Capacity	Net Capacity Change
October	8	264	7	560	-296
November	13	960	15	1135	-175
December	12	1184	9	703	481
January	8	887	7	332	555

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A



Next Steps: WSA will continue monitoring the assessment preparation and program's application submissions. Assessments & Scheduling of assessments are completed by the Centralizing Assessment Entity, following TWC guidance and processes.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Jessica Villarreal, Director of Child Care

Date: April 19, 2024

Subject: Entry Level Designation & Efforts Towards Increasing and Accessing Quality

Summary: House Bill (HB) 2607, 87th Texas Legislature, Regular Session (2021), amended Texas Government Code §2308.3155 to require that all regulated providers of TWC-funded CCS participate in the Texas Rising Star program. HB 2607 also required the creation of a new Entry Level Designation and a maximum length of time that a childcare program may participate at the Entry Level Designation.

Additionally, HB 2607 required TWC to develop a process that allows a childcare program to request a waiver to extend the length of time, which may not exceed 36 months, that the childcare program may participate at the Entry Level Designation.

Prior to the enactment of HB 2607, the TWC's three-member Commission (Commission) approved the amendment of TWC Chapter 809 Child Care Services rules in January 2021 to adopt a Pre-Star Designation and a requirement that all regulated CCS childcare providers achieve that designation. This provision has been superseded by the new Entry Level Designation.

On September 13, 2022, the Commission approved amendments to Chapter 809 to implement the §2308.3155 requirement, removing the Pre-Star Designation and replacing it with the legislatively mandated Entry Level Designation. The amended rules regarding the Entry Level Designation became effective October 3, 2022.

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With this new requirement, WSA continues to be in attendance during community meetings, participate in discussions, and provide opportunities to learn about the needs of the early childcare community. WSA continues to invite Early Learning Programs to the WSA Quality Cohorts that provide guidance and assistance to programs interested in obtaining TRS certification and additionally provide opportunities for programs to learn about other agencies and organizations that are available to assist in enhancing and elevating their program. WSA continues to oversee and manage the quality budget to ensure that Early Learning Programs have the tools and resources needed to build and maintain quality. WSA continues to reach out to rural communities to better understand childcare needs and to provide services and link communities with resources available. WSA has been working closely with United Way of San Antonio and ESC Region 20 to create a more efficient and seamless process for mentoring and coaching centers towards quality and continues to collaborate and share information on centers designated as Entry Level to aid mentors and coaches in our board areas and be able to view the landscape on the number of centers that exist that are eligible and in need of outreach to begin the path towards quality.

Analysis:

Entry Level Eligibility and Timelines

- Boards must be aware that TWC Chapter 809 Child Care Services rule §809.131(d) establishes a maximum time of 24 months that a CCS provider may remain at the Entry Level Designation. The CCS provider must achieve Texas Rising Star certification of at least the two-star level within the 24-month period.

Entry Level Designation Timeline—New CCS Providers

Deadline	Action
CCS Agreement Start Date	The provider meets Entry Level designation.
12 Months	Boards must screen providers for initial Texas Rising Star certification.
18 Months	If the provider is not meeting Texas Rising Star certification, no new family referrals may be made.
23 Months	If the provider has not met Texas Rising Star certification requirements, notify enrolled families of potential loss of the provider's CCS eligibility.
24 Months	The provider must achieve Texas Rising Star certification to continue to serve as a CCS provider.



Data provided in chart (02/20/2024)

A	B	C	D	E	F
Board	<i>Total CCS # (as of 10.2022)</i>	<i>Subset of Column B Reduced CCS</i>	<i>Total CCS # (as of 2.2024)</i>	<i>Subset of Column D # ELD as of 2/2024</i>	<i>Subset of Column E # ELD Eligible</i>
Alamo	550	531	573	316	252

Data reflects CCS Providers as of 10/11/2022; these providers have until 5/30/24 to be Texas Rising Star certified.

Data does not include new CCS providers added after 10/11/2022

G	H	I	J	K	L	M	N
<i>Subset of Column F # ELD Not in Cohort or External Organization</i>	<i>Subset of Column F # ELD WSA Cohort</i>	<i>Subset of Column F # ELD with External Organization</i>	<i>Subset of Column E # ELD Ineligible</i>	<i>Subset of Column J # ELD Not in Cohort or External Organization</i>	<i>Subset of Column J # ELD in WSA Cohort or working with External Organization</i>	<i>Subset of Column D # certified as of 2/2024</i>	<i>% of Total CCS Certified as of 2/2024</i>
131	67	22	64	26	37	186	32.00%

- 316 on ELD Plan
 - 86 Rural
 - 230 Bexar
- Rural
 - 12 Homes
 - 74 Centers
- Bexar
 - 34 Homes
 - 196 Centers
- 252 eligible for certification
 - 32 (Dual enrolled): working with an external organization and in a WSA cohort.
 - 22 working with an external organization *only*
 - 67 have/are participated in WSA Cohort *only*
 - 131 not working with an external organization nor participating in WSA cohort.
 - TRS Mentor assigned to each.
- 64 not currently eligible to submit application due to deficiencies.
 - 13 (Dual enrolled): working with an external organization and in a WSA cohort.
 - 1 enrolled in external organization cohort only
 - 24 in WSA Cohort only
 - 26 not working with any organization.



WSA continues to collaborate with community partners to create an efficient and robust pathway for centers and homes to attain TRS certification and begin the pathway towards quality.

The cohort, in addition to providing guidance and overviews of the requirements of TRS, has been designed to connect these participants to resources and programs that are available to aid centers on their quest to expand and elevate quality. Examples of the organizations and programs who have been invited to share information with the cohort are TWC who has presented on their Pre-K Partnerships program, Texas Association for the Education of Young Children (TXAEYC) who has presented on the Teach program, Child Care Regulations (CCR) who has presented on common licensing deficiencies noted by representatives during observations of centers, Children's Learning Institute (CLI), Texas Early Childhood Professional Development System (TECPDS), Civitas/Curant/Avance on business coaching opportunities and Texas School Ready (TSR). WSA understands that by inviting presenters that offer resources that can assist in elevating the quality of care a child receives, we are helping to create more opportunities for Early Learning Centers who are already on the pathway to TRS certification, see beyond the stars, and recognize that there are many opportunities available to continue to enhance and build quality.

Since August 2022, WSA has partnered with United Way of San Antonio to host a joint Provider Council. Providers who serve on the council were selected to represent the community based on a variety of characteristics, such as location of center, National Accreditation/TRS certification status, previous membership, and center type. Currently 16 Directors/Owners serve on the Provider Council. Members meet quarterly to address system level challenges within the early childcare community and members discuss and tackle issues, pose questions, share thoughts, and provide feedback on a variety of childcare topics.

WSA has aligned the mentoring/coaching process towards quality TRS, working with United Way of San Antonio and ESC 20. Partners work together to create a more cohesive approach to mentoring and have been coordinating warm handoffs for coaches/mentors between organizations, to support the provider with a seamless experience towards TRS certification. This Alamo Quality Pathway process continues to receive positive feedback from the providers in the community who have expressed feeling a more cohesive and less confusing process as they work towards quality. TRS mentors work with Early Learning Programs to create Quality Improvement Plans (QIPs) that are designed to allow centers to create goals/expectations that they will work towards in order to achieve and maintain TRS



certification. TRS mentors and WSA staff also participate in the Building Quality Meetings hosted by United Way of San Antonio that includes United Way Coaches.

WSA continues to collaborate and share information on Entry Level Designation centers to United Way, ESC 20, and Pre-K 4-SA to assist each organization with a list of centers who have and have not been outreached to or placed on the quality pathway so that each is better equipped to manage the landscape of centers still in need of support towards quality. Currently there are 324 Entry Level Designated centers, and 205 who are eligible for TRS certification. 119 centers are Entry Level Designated centers who are ineligible to submit application for certification, due to childcare regulation deficiencies.

Our TRS Business Coach continues to reach out and work with our early learning programs, with the focus on helping them connect and find resources and examine their business model to help centers with challenges they face due to the COVID impact as well as the staffing shortages. Our business coach partners with the TRS mentors to support centers who are uncertain about pursuing TRS certification. Through this approach, a few programs who were considering opting out of CCS and TRS have made the decision to continue providing scholarships and working towards certification.

Currently 56 early learning programs have signed an agreement to partner with our business coach: 32 Rural and 24 Bexar.

WSA's TRS business coach has connected with several entities to help explore opportunities to provide resources to centers, some of the connections include:

- SAISD/Region 20 Expansion Grant
- UIW HEB School of Business
- Catholic Charities

In addition, WSA's business coaches are:

- Continuing to collaborate with Alamo Colleges District skills for Small Business.
 - Directors and Assistant Directors are being provided scholarships to attend courses on Overview of Change Management, Teamwork and Team Building, and Employee Motivation and Crucial Conversations, to enhance their early learning programs.
- Scheduling meetings with additional local higher education entities, community organizations, and early learning providers.



- Developing opportunities to leverage support for early learning centers through community organizations as well as higher education entities.

Alternatives: N/A

Fiscal Impact:

- An entry-level childcare program is not eligible for enhanced reimbursement rates that are available to two-, three-, and four-star certified childcare programs.
- For current CCS providers that do comply with Entry Level requirements, deadline for certification is September 2024.
- For new CCS providers, those who signed the agreement after October 3, 2022, the end date is 24 months from the start date, when the CCS Provider Agreement was signed.

Recommendation: WSA continues to follow TWC guidance and is providing TRS mentoring and cohort opportunities to early learning programs designated as entry level. In addition, WSA continues to explore opportunities to reach this community goal and are collaborating with other partners/organizations to expand our efforts.

Next Steps:

- WSA continues to monitor that all CCS providers located within the board's local workforce development area meet the minimum qualifications and basic requirements for Entry Level Designation described in §809.131(b), specifically, that the provider:
 - is not on a corrective or adverse action plan with Child Care Regulation (CCR); and
 - does not exceed the minimum points threshold for high- and medium-high weighted CCR deficiencies, per the Texas Rising Star Guidelines.
- WSA continues to ensure that all CCS providers located within the board's workforce area designated as entry level are screened for initial Texas Rising Star certification, CCR compliance, per the Texas Rising Star Guidelines, by the end of the first 12 months in order to determine eligibility to begin the initial Texas Rising Star certification assessment process.
- WSA will ensure that any CCS provider designated as entry level that did not meet the initial certification screening requirements for Texas Rising Star, per the Texas Rising Star Guidelines, by the 18th month of the 24-month designation time frame does **not** continue to receive new CCS family referrals during this period, unless the provider is located in a childcare desert or serves an underserved population and is approved by TWC to accept new family referrals.



- WSA will note: Referrals may be made for siblings of children who are currently enrolled in the program during this period.
- WSA is providing all Entry Level Designated CCS providers located within the board's workforce area with mentoring services, per the Texas Rising Star Guidelines.
- WSA continues to ensure TWC compliance with the following deadlines and timeline for new CCS providers designated as entry level.
- WSA has been aware that CCS providers, who held an active agreement as of October 3, 2022, were administratively designated as entry level, effective October 3, 2022, and were eligible to continue to serve as a CCS provider.

WSA will continue to partner and collaborate with agencies and organizations to provide support and resources to early learning programs and families throughout the Alamo board and continue to explore additional ways, that through partnerships, we can support early learning programs on the path towards quality and reduce duplication of services.

WSA continues to work on aligning the quality budget with both the quality cohort and certification process to ensure that centers receive the necessary support, resources, and materials that will help to elevate and maintain the quality of their centers.

Early Care and Education

Success Stories

Success Works – Miranda W.

“CCS is a huge blessing in mine and my girls' lives. My girls are able to attend school and daycare and get that student interaction and curriculum they need to blossom. It would not be possible if it wasn't for CCS. I am forever grateful!”

– Miranda W.



Success Works – Miranda C.



“Workforce solutions has helped me and my family in so many ways. I was able to work a full-time job, continue to pay my bills, and support my family. Without workforce solutions this would not be possible.”

– Miranda C.

Success Works – Isabella S.

“CCS has been so good to me. Every time I’ve called with questions, they’re always helpful and make things easy. I’ve only transferred once but the reps have made it so easy for me and assured me it would be taken care of in a timely manner.”

– Isabella S.



Success Works – Aliyah E.



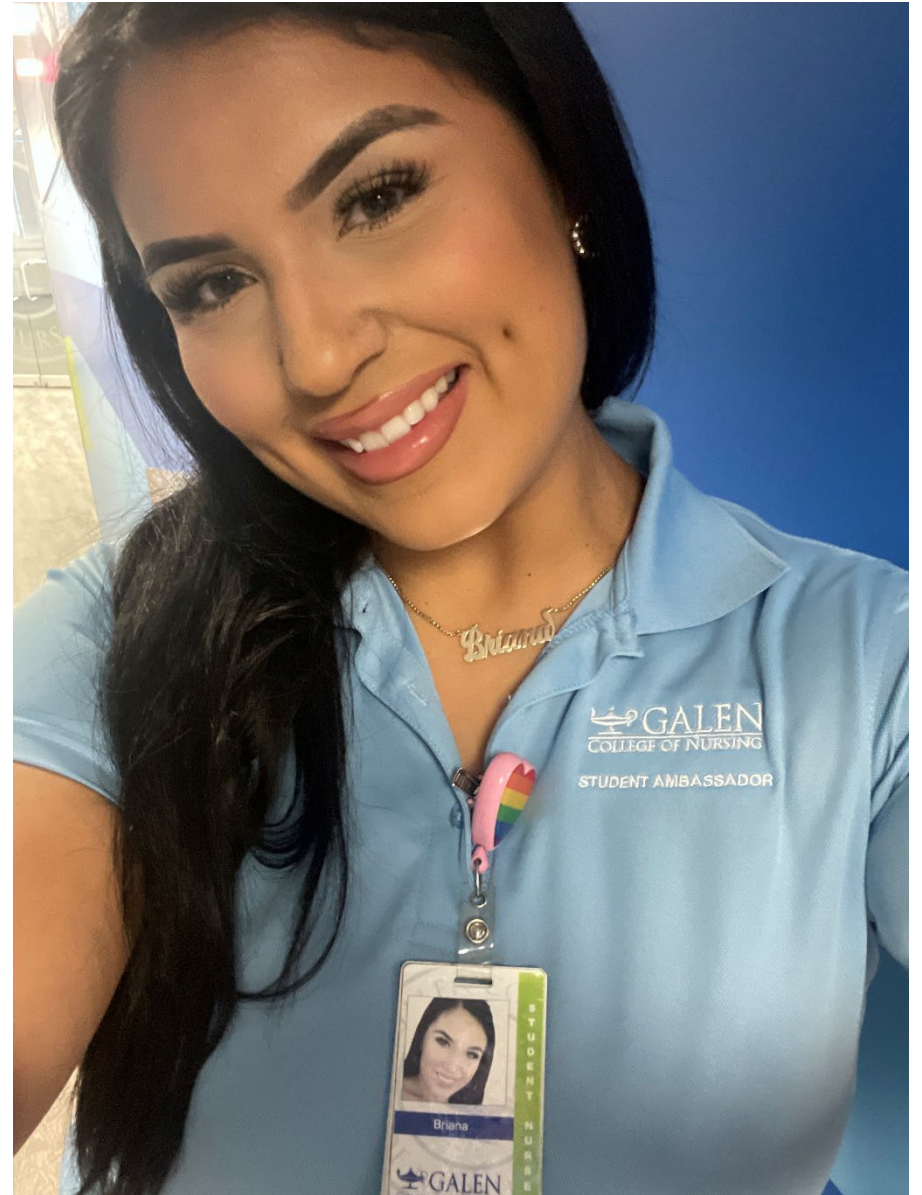
“Currently I am a single mother of 2 and CCS has helped me balance working full time and taking care of my family. They make the process so easy, and communication is pretty easy.”

– Aliyah E.

Success Works – Briana R.

“My name is Briana Reyes. CCS has helped me in a way I can never fully put into words. This program has allowed me to go to school full time at Galen College of Nursing and I am just 3 months shy of graduating with my Bachelor’s of Science in Nursing. This also includes becoming a Registered Nurse. Thank you so much CCS for everything. I am truly blessed.”

– Briana R.





MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: April 19, 2024

Subject: Youth Program Work Experience Analysis

Summary: This item is to provide an analysis to the Youth Committee of the Youth Program’s current Work Experience enrollments and data on the last three program years.

Paid and unpaid work experience is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. Work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Work experience for youth includes summer employment and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

WSA continues to work with the youth contractor, SERCO, as they monitor and process Work Experience agreements. WSA maintains ongoing communication with the youth contractor on meeting the goal for PY24 Work Experience enrollments and staying within the allocated budget.

Analysis: The PY24 goal for Work Experience enrollments is 365.

Work experience data through 1/23/24 is as follows:

Current WEX Agreements	WEX Positions Available	Participant WEX Enrollment Target	Current Participant WEX Enrollment
156	685	365	78

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Current Work Experience Analysis Breakdown by Industry and Amount: This is what we have spent Oct'23 – Feb'24 based on \$15 per hour. It does not include 18% to cover payroll taxes per individual.

Industry	Expenditure
Aerospace	\$ 727.50
Automotive	\$ 5,865.00
Business	\$ 2,200.00
Construction	\$ 17,283.75
Education	\$ 40,278.75
Finance	\$ 4,713.75
Government	\$ 93,975.00
Healthcare	\$ 62,407.50
IT	\$ 16,046.25
Manufacturing	\$ 10,882.50
Warehousing	\$ 7,710.00
Total YTD	\$ 262,090.00

Work Experience agreements are secured by the youth contractor Business Services Unit team. Outreach efforts include but are not limited to the following: in-person, virtual, and phone interactions with business and organizations, google searches, Zip Recruiter, Indeed, LinkedIn, in-person, virtual, and phone interactions with community partners, schools, Chambers of Commerce and EDC's, and networking at events.

An analysis was conducted for the last three Program Years that includes the number of WEX placements by sector and county and the number of employers engaged.



Program Year 2023 = 47 Employers Engaged

PY '23			
Industry Sector	Total	Urban	Rural
Accommodation and Food Services	8	6	2
Administrative and Support and Waste Management and Remediation Services	8	7	1
Agriculture, Forestry, Fishing, and Hunting	1	1	0
Arts, Entertainment, and Recreation	0	0	0
Construction	6	5	1
Educational Services	1	1	0
Finance and Insurance	2	2	0
Health Care and Social Assistance	16	7	9
Information	0	0	0
Management of Companies and Enterprises	0	0	0
Manufacturing	1	1	0
Mining, Quarrying, and Oil and Gas Extraction	1	0	1
Other Services	8	2	6
Professional, Scientific, and Technical Services	5	5	0
Public Administration	14	12	2
Real Estate and Rental and Leasing	1	0	1
Retail Trade	8	5	3
Transportation and Warehousing	1	1	0
Wholesale Trade	1	0	1
#N/A*	99	49	50
Grand Total	181	104	77

* Industry Sector information not available



Program Year 2022 = 34 Employers Engaged

PY '22			
Industry Sector	Total	Urban	Rural
Accommodation and Food Services	1	0	1
Administrative and Support and Waste Management and Remediation Services	1	0	1
Agriculture, Forestry, Fishing, and Hunting	1	0	1
Arts, Entertainment, and Recreation	1	0	1
Construction	1	0	1
Educational Services	5	1	4
Finance and Insurance	5	5	0
Health Care and Social Assistance	10	1	9
Information	0	0	0
Management of Companies and Enterprises	0	0	0
Manufacturing	3	0	3
Mining, Quarrying, and Oil and Gas Extraction	0	0	0
Other Services	5	2	3
Professional, Scientific, and Technical Services	1	0	1
Public Administration	7	5	2
Real Estate and Rental and Leasing	1	0	1
Retail Trade	2	0	2
Transportation and Warehousing	0	0	0
Wholesale Trade	0	0	0
#N/A*	40	14	26
Grand Total	84	28	56

* Industry Sector information not available



Program Year 2021 = 55 Employers

PY '21			
Industry Sector	Total	Urban	Rural
Accommodation and Food Services	8	2	6
Administrative and Support and Waste Management and Remediation Services	1	1	0
Agriculture, Forestry, Fishing, and Hunting	1	0	1
Arts, Entertainment, and Recreation		0	0
Construction	5	2	3
Educational Services	2	0	2
Finance and Insurance	5	5	0
Health Care and Social Assistance	27	3	24
Information	2	2	0
Management of Companies and Enterprises	1	1	0
Manufacturing	6	0	6
Mining, Quarrying, and Oil and Gas Extraction	1	0	1
Other Services	8	1	7
Professional, Scientific, and Technical Services	4	2	2
Public Administration	10	4	6
Real Estate and Rental and Leasing	2	2	0
Retail Trade	8	2	6
Transportation and Warehousing		0	0
Wholesale Trade	2	0	2
#N/A*	30	13	17
Grand Total	123	40	83

* Industry Sector information not available



Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: WSA and the youth contractor will continue to monitor performance and work to ensure that Work Experience enrollments remain at a level that does not negatively impact performance and that the youth contractor continues to exceed all performance measures set forth.



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FEDERAL SERVICES

BOLD IDEAS
BREAKTHROUGH
OUTCOMES

APPRENTICE IN TRAINING (AIT) PROGRAM

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Apprentice IN Training (AIT) PROGRAM

OVERVIEW

We are excited to offer a unique opportunity that provides **early career exposure** and **real-world experience** for candidates interested in exploring a career in technology. The AIT program lasts up to 3-months and includes **collaborative learning**, **on-the-job training** and **mentoring**, to help individuals develop **in-demand skills** and demonstrate **job-readiness** for the innovation economy.

❖ **Training Areas:** participants are aligned to one of the following:

- Digital Platforms
- Infrastructure/Security
- Program Management
- SAP
- Technical Support

❖ **Here's What You Need:**

- 18 Years of Age or Older
- High School Diploma or GED
- US Citizenship (non-dual)
- Technical accomplishment (ie. certification, project, award)

❖ **Bonus Points For:**

- Exposure to programming (any language)
- Exposure to systems (ie. Appian, Salesforce, SAP, ServiceNow, Oracle, Pega, PeopleSoft)
- Continuing Education
- Military Service

Apprentice IN Training (AIT) PROGRAM

BENEFITS





MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: April 19, 2024

Subject: Youth Program Briefing

Summary: This item is to provide a briefing to the Youth Committee of the Youth Program's performance to-date for FY24.

WSA continues to work with the youth contractor, SERCO, as they monitor and process enrollments. WSA maintains ongoing communication with the youth contractor on TWC's performance goal range of meeting performance at 95-105% and to remain within the allocated budget.

Analysis: The yearly goal for Urban In-School and Out-of-School Youth is 306 and is currently at 28% met with 86 enrolled youth. This is the trending enrollment for the beginning of a new program year. The yearly goal for Rural In-School and Out-of-School Youth is 88 which is currently at 59% met with 52 youth enrolled, again the trending enrollment for the beginning of a new program year. The current total of active WIOA Youth Participants is 138. Services provided in alignment with the 14 elements consist of Occupational/Vocational Training at 56% of measure met, Work Experience at 21% of measure met (this increases tremendously in the summer months), and Supportive Services exceeding measure at 125%.

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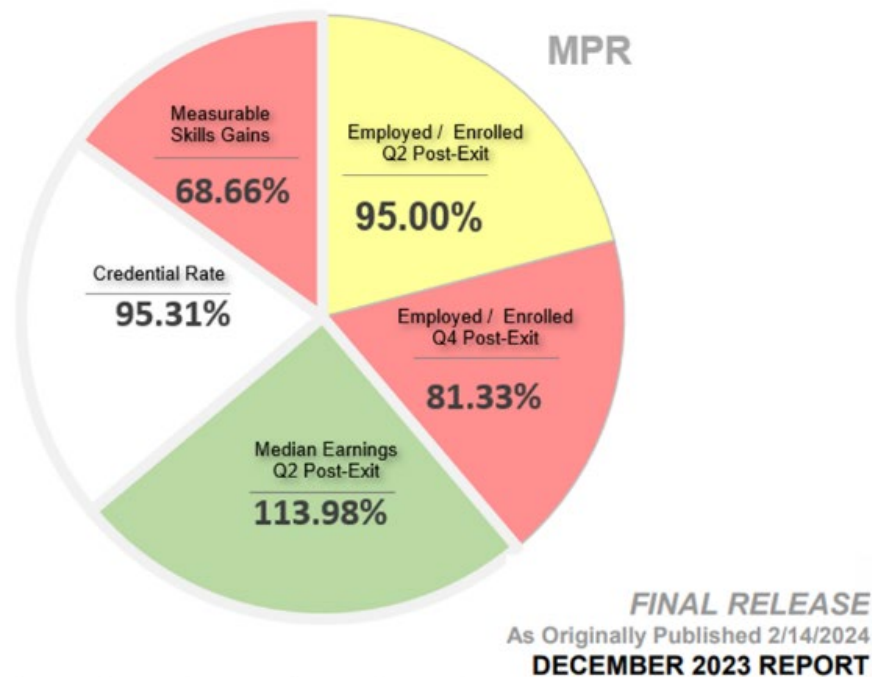
CURRENT YOUTH COUNTS AS OF FEB 29, 2024 -REPORT PULLED 2/4/2024									
WIOA YOUTH REPORT 2023-2024	Oct'23	Nov'23	Dec'23	Jan '24	Feb '24	TOTAL	Goal	%Met	
Enrollments - URBAN									
In-School Youth	0	1	2	1	4	8	86	306	28%
Out-of-School Youth	12	19	11	17	19	78			
Enrollments - RURAL									
In-School Youth	2	2	5	2	3	14	52	88	59%
Out-of-School Youth	7	7	5	12	7	38			
Services									
Occupational/Vocational Training	5	5	6	3	3	22	22	39	56%
Work Experience	8	11	13	18	27	77	77	365	21%
BCY23 Work Experience Carryover - Active						3			
Supportive Services	53	106	74	70	96	399	399	319	125%
Educational Services (GED)	2	1	4	3	2	12			
Follow-Up	20	15	8	11	3	57			

Current Active Enrollments by County





WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of states and local areas in achieving positive outcomes for individuals served by the workforce development system's six core programs, to include Youth. WSA Board Contracted Measures consists of Q2 and Q4 Post-Exit Employed and Enrolled, Measurable Skills Gains, Median Earnings, and Credential Attainment. The graph below shows the most recent MPR Report, December 2023.



Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: WSA and the youth contractor will continue to monitor performance and work to ensure that enrollment remains at a level that does not negatively impact performance and that the youth contractor continues to exceed all performance measures.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: April 19, 2024

Subject: Youth Career Pathways Events

Summary: To provide the Youth Committee with an update on the PY24 youth events and special initiatives.

Section 5.5 in the Workforce Commission Initiatives (WCI) Grant Statement of Work requires that WSA utilize TANF grant funds distributed to the workforce area to support the agency's Jobs Y'all events for middle school, high school, and postsecondary students. The events should invite employers to participate in a relevant way to help students explore career opportunities in their industries. Student participation should encourage exploration of career opportunities including understanding pathways to in-demand careers, networking, internships, and other applied learning opportunities. Parents should also be invited to attend with their children to discuss their special role in career exploration. Events shall be held using the branding of Jobs Y'all and may include board-specific branding. Boards have the ability to locally determine dates.

For FY2024, WSA will continue to shift from one large event to several smaller, industry focused events, in addition to the cohosting of youth events to reach a higher number of students and leverage resources. This will support the engagement of youth at different locations, including both rural and urban areas, and the targeting of a variety of industries and youth sub-populations. In addition, it will provide youth opportunities to attend multiple events over the course of the year and provide a greater variety of career exploration, resources, and employer interactions.

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Analysis:

Jan 10, 2024 - Rural Co-hosted Event: Seguin Youth Career Expo

- Held at Seguin City Coliseum in Seguin, Texas from 9am-1pm
- 820 youth, 32 employers/community organizations in attendance
- Industry-focused for all industries

January 19th and 26th, 2024 – Urban Event: Future Ready Summit

- Held at Northeast Lakeview College
- College and Career Readiness
- Goal: 1,000 youth (350 Juniors attended Jan 19th and 375 Seniors attended)

April – Rural Event: Lytle High School

- Planning in Progress
- Scheduled for April 24th at Lytle High School

August – Urban Event: Alamo Colleges District

- Planning in Progress

The Piracy Pays Youth Career Expo is scheduled for Wednesday, April 24th at Lytle High School from 10:00am – 1:30pm with the youth contractor spearheading this event! The goal is to secure 50 employers and community organizations and the event is expected to reach all 900 Lytle High School students. The CTE Director is already expressing plans for an event for the next school year.

On Friday February 23rd and Saturday February 24th, the WSA YES! team hosted a booth at the 75th Annual Stock Show and Rodeo Ag-Mechanics Tradeshow Marketplace. There were 786 student projects, and 268 schools in attendance. The Agricultural Mechanics show encourages, recognizes, facilitates, and rewards the learning and development of skills through the design, construction, and exhibition of agricultural projects and/or Tractor Restoration. These contests showcased the outstanding leadership, technical abilities, and accomplishments of our Texas youth. This was a great opportunity for WSA and the Youth Program to participate in such an event that provided the youth of Texas the opportunity to showcase their agriculture-based knowledge and skills in a competitive environment.



The EmpowerAbility: Youth Career Expo is scheduled for Saturday, March 16th, at the New Braunfels Food Bank, from 9:00am – 1:00pm with the HireAbility Career Navigators spearheading this event. Attendees will have the opportunity to meet with multiple employers and learn more about empowering employment and educational opportunities for students with, and without, disabilities.

The 2024 Summer Earn and Learn Program is now underway and the registration links for participants and employers are now open. SEAL provides on-the-job training, offers workplace readiness training, and helps build transferable skills and learning opportunities for students with disabilities.

The 2024 Ace Race is quickly approaching and WSA has sponsored three car kits for Jourdanton, Medina Valley, and Poteet high schools. Race Day is April 20th at the Freeman Expo Hall A, Lot 9, from 9am to 1pm. There was a scrimmage on Saturday March 2nd at Southwest High School, and there were seven schools with 11 cars that participated. Rookie Teams Floresville and Medina Valley placed 2nd and 3rd place, respectively. The next scrimmage is scheduled for March 30th at Tradition Elementary from 9am – 1pm.

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: To continue to partner with other youth-serving organizations and schools, leverage resources, maximize efforts for increased youth attendance, and overall reach the highest number of youth and expose them to Workforce Solutions Alamo, the YES! Program, and most importantly, career pathways.

Next Steps: Continue with the planning of the upcoming youth events and discuss what the partnership with partner agencies consists of for next program year's events.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: April 19, 2024

Subject: FY24 Youth Program Goals

Summary: To provide the Youth Committee with updates to FY24 goals that were presented at the last Youth Committee meeting held on September 22, 2023.

Analysis:

Goal #1: Development of Asset Map – In Progress

In collaboration with the youth contractor, youth program staff will continue to work on asset mapping for our rural and urban counties in alignment with WSA's sector-based model and WIOA's 14 Youth Elements. The youth program will implement and maintain strategic partnership development by scheduling recurring monthly meetings for key partners and quarterly meetings with all other partners.

Goal #2: Enhancement of P-TECH Connections – In Progress

Youth program is continuing to identify talent pipelines, school partners and employers, and continuing to create co-enrollment mechanisms to enhance P-TECH connections.

Goal #3: Creation of Youth Model – Executed in February 2024

Youth Program is in the final stages of creating a service delivery model that includes establishing a framework based on Youth Committee and board recommendations and identifying key elements and continuing ongoing communication with key partners.

Goal #4: Strategic Partnership Development – In Progress

Youth Program staff is continuing to develop effective partnerships across programs and community-based providers to provide youth with the employment education and training services they need. This will include identifying core partners and

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implementing and maintaining stronger partnerships to ensure alignment in youth service delivery.

The timeline of the Youth Service Delivery Model is as follows:



Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: To continue working to meet Youth Committee and Youth Program Goals to ensure successful outcomes of the Alamo area youth.



Alissa R. – Atascosa/Pleasanton



“Thank you, Mrs. Sylvia. I’m extremely grateful for everything you and the Youth Program has helped me accomplish. I could have not of done this without you.” – Alissa

- Alissa, a 19-year-old youth, was a 10th grade high school dropout when she enrolled into the YES! Program.
- With no formal education or training, Alissa came into the Pleasanton Workforce Office seeking assistance in obtaining her high school diploma. Our Career Navigator conducted a CASAS assessment and enrolled Alissa into the Emma L. Broady Academy on 12/06/23.
- On 1/23/2024 Alissa completed her curriculum assignments and obtained her high school diploma.
- Alissa was enrolled in Work Experience for the City of Poteet as an Office Clerk by her Career Navigator.
- Once she completes work experience, Alissa wants to continue her education in occupational training.



Felipe C. – Bexar/South Flores

- Felipe entered the YES! Youth Program from our partnership with Healy Murphy Center as an Out of School Youth.
- With the help of his Career Navigator, and after her sharing labor market information, Felipe stated he was interested in becoming a welder.
- He completed 360 hours of work experience as a Maintenance Technician at his high school during the summer.
- In the fall of 2023, Felipe registered to Southern Careers Institute in their Welding Program.
- He plans on obtaining a job in the welding field upon graduation.

"I'm happy I went to the orientation that day at school so that I can register for the Youth Program. They have helped me figure out my life and have given me a future to look forward to." - Felipe





Isaac H. – Bexar/Marbach



“The Youth Program brought me opportunities I had no idea even existed. You all have great connections.” -Isaac

- A youth parent with limited resources, but boundless determination, Isaac entered the YES! Youth Program seeking a Web Development career.
- Isaac enrolled in Code Up in November 2022 and gained both knowledge and his Full Stack Web Development certificate, graduating in May 2023.
- His achievement paved the way to complete his 12 weeks of Work Experience with Accenture where he was offered a full-time permanent position making over \$50k per year.
- Isaac Hernandez’s journey from an Out of School Youth and young parent of two children to a thriving Full Stack Web Developer exemplifies the impact of the Workforce Solutions Alamo Youth program.

Coastal Bend College Continuing Education



Coastal Bend
COLLEGE

Partnership with Workforce Solutions Alamo

- Support students and community members holistically
- Provide a hand-off for key services

Programs/Services Offered

- 50+ CE courses offered through ETPL
- 200+ CE courses offered online and/or in-person at CBC locations
- Customized training for employers
- Ability to develop fast-track training opportunities

Workforce Academy Benefits

- Ability to better support our community/students
- Identify key ways to continue working together
- Understand the bigger picture of Workforce Solutions Alamo



Coastal Bend
COLLEGE



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts

Date: April 19, 2024

Subject: Procurement Diversity Update (SMWVBE)

Summary: Workforce Solutions Alamo - Board of Directors adopted a Historically Underutilized Business, HUB, Policy in the spring of 2021. The diversity program compares overall vendor expenditures for WSA with Small, Minority, Women, or Veteran-owned Business Enterprises (SMWVBE). Procurement and contracts provide regular updates on SMWVBE expenditures to the Board of Directors, *supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers*.

Update: Revisions to reporting have been made to compare overall expenditures between SMWVBE and non-SMWVBE vendors.

- WSA's SMWVBE year-to-date percentage of board corporate expenditures is 22.53% for the reporting period 10/01/2023 – 01/31/2024.
- Fiscal year-to-date: WSA has issued payments to approximately 134 vendors for the purchase of goods and services, with 15 identifying as HUB.
- WSA's Procurement and Contracts department makes efforts to solicit at least two SMWVBE vendors to purchase goods and services exceeding the micro-purchase threshold whenever possible when soliciting competitive bids.
- WSA may rely on the certification credentials granted by the State of Texas, South Central Texas Regional Certification Agency (SCTRCA), or other means to identify eligible Small, Minority, and/or Woman-owned Businesses for reporting purposes.
- Outreach efforts include:
 - ✓ Utilizing various local SMWVBE online search directories. These may include the South Central Texas Regional Certification Agency (SCTRCA), and Texas Central Master Bidders List, CMBL.

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- ✓ Ongoing vendor assistance is provided as needed on How to do Business with WSA.
- ✓ Establishing and fostering communication with SMWVBE and non-designated vendors, suppliers, professionals, and contractors to involve them in the procurement process.
- ✓ Encouraging SMWVBE participation at pre-bid conferences and developing and encouraging the promotion and use of the Electronic Purchasing Notice and Document Distribution System at no cost to the vendor.
- ✓ Continue to monitor SMWVBE expenditures for tracking and reporting.
- ✓ Maintaining and updating the internal vendor registry for use in identifying vendors for end users seeking to increase the utilization of SMWVBEs in the execution of purchases.
- ✓ Advertising for bid submissions online and electronic invitations may be utilized to notify vendors, suppliers, and contractors as to the availability of contracting opportunities.
- ✓ Participation at the annual Bexar County Small Business Expo at the Freeman Coliseum in December.
- ✓ The procurement office at least once annually surveys its vendors to provide updates and cross-references its internal list of SMWVBEs to the responses received to update status.

Fiscal Impact: Workforce Solutions Alamo has an aspirational goal of 20% of expenditures going to SMWVBE vendors. WSA's SMWVBE year-to-date percentage of board corporate expenditures is 22.53% for the reporting period 10/01/2023 – 01/31/2024. In the board's previous fiscal year, which ended September 30, 2023, the expenditure rate was 42.35% of total operating expenses.

Recommendation: Our efforts continue to identify the SMWVBE status of WSA's current vendors and register new vendors throughout the year. Continue utilizing SWMVBE vendors when practicable, reasonable, and within sound business principles. The board will continue to monitor and provide regular updates on utilizing SMWVBE vendors.

Next Steps: Procurement will periodically update the Strategic Committee and the Board of Directors on WSA's progress to achieve our stated aspirational goal of 20%.

Attachments: None



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Adrian Perez, CIO

Date: April 19, 2024

Subject: Local Plan Progress Update: Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update

Summary: This item is to provide an update on the progress of the implementation of the 2021-2024 Local Plan and to provide current Labor Market Information to the Strategic Committee of the WSA Board of Directors.

Labor Marketing Data: Workforce Solutions Alamo (WSA) reports that the January 2024 unemployment rate for the eight-county San Antonio-New Braunfels metropolitan statistical area (MSA) is 3.8 percent, higher than the 3.1 rate in December 2023. Since January of 2023, the MSA unemployment rate dropped 0.2 percentage points from a rate of 4.0 percent. The January 2024 unemployment rate for the San Antonio-New Braunfels metropolitan statistical area (MSA) is lower than the state’s not seasonally adjusted (actual) rate of 4.1 percent.

Program Scorecard: Includes the six sectors’ industries: Aerospace, Manufacturing, Healthcare, IT/Cybersecurity, Education and Construction & Trades. The definition for each data point is included in the figure below.

Component	Description
Enrolled in Training	Customers enrolled in Apprenticeships, OJTs, or ITA's
Completed Training	Customers who successfully completed a Training service
Enrolled in Work-Based Learning	Customers enrolled in Work Experience or Subsidized Employment
Completed Work-Based Learning	Customers who successfully completed a Work-Based Learning service
Placement	Customers who were placed in Employment

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Employer Collaborative: The Business Solutions Team hosted a Construction Collaborative on February 27, 2024, to learn about critical needs employers are facing in light of a growing economy.

Topics included a special discussion led by Allie Perez, CMO/COO George Plumbing, Founder Texas Women In Trades B. Pre-Barriers regarding the challenges and opportunities faced by women in the trades. Discussion regarding connecting with CTE programs and the potential for partnership with product suppliers to fund or supply materials to train on specific products could be very valuable.

The purpose of the employer collaborative is to convene local sector-based employers to explore and validate labor market trends, talent pipeline concerns, and training needs. The next collaborative will be April 23rd for Hospitality.

Ready to Work: Year to date, WSA has completed intake processes for 4,878 individuals. Out of this total, 2,987 participants have been case-managed and enrolled in training, with 380 individuals having already completed their training programs. Impressively, 206 participants have secured employment, earning a wage exceeding \$15.00 per hour. Notably, the average wage for graduates who have obtained employment has risen from \$17.24 to \$18.00, surpassing the required benchmark. The most popular training courses selected by participants include medical, IT, and heavy and tractor-trailer truck driver programs. Please note that the data provided is accurate as of March 13, 2024.

Workforce Academy: A total of 591 people attended Academy sessions. Of those, 350 have completed all three sessions and graduated, and the goal for the calendar year is to have 500 Ambassadors graduate. WSA will host another graduation in the spring for those who completed all sessions.

Alternatives: Alternative data sources are considered to support the analysis of existing labor pool and talent pipeline.

Fiscal Impact: No additional fiscal impact currently.

Recommendation: Recommendation is for WSA data team to explore additional data sets and integrate program outcomes to understand the intersections between program investments, including childcare, with eligible job seeker, training completions and employment placements.

Next Steps: Continue examining labor market data, performance score cards and understand the links between supply and demand. Integrate other data sources as identified by data team to create a more robust understanding of talent pool and pipeline.



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, Chief Executive Officer
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: April 19, 2024
Subject: Briefing – Quality Assurance Update

SUMMARY: Quality Assurance’s briefing of current monitoring activities for the WSA Board of Directors. The items do not require board action.

TWC Monitoring

Annual Monitoring: We have prepared a separate briefing to report follow-up actions to address TWC’s Exit Conference Report.

Other Monitoring Activities

Office of Child Care (OCC): The monitoring is ongoing and we have not received a final report. Childcare board staff will report the outcomes to the Early Care & Education Committee.

Health & Human Services Commission (HHSC): HHSC’s monitoring of SNAP E&T fiscal transactions is ongoing. Fiscal board staff will report the item to the Audit & Finance Committee.

WSA External Program Monitoring (Ms. Christine Nguyen, CPA)

- *Child Care – COSA:* 100% complete with a 98.3% accuracy rates of 99.8% for DFPS and 98.3% for Low Income.
- *Child Care Quality Improvement Activities (QIA) – COSA:* 89% complete.

WSA Internal QA Program Monitoring

- *Informal Technical Assistance – C2 GPS:* Informal Technical Assistance Review: 100% complete (for SNAP, NCP, Choices, TAA, WIOA Adult/Dislocated Worker).
- *Reemployment Services and Eligibility Assessment (RESEA) – C2 GPS:* 96% complete.
- *Trade Adjustment Assistance (TAA) C2 GPS:* 3% complete.

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- *Personal Identifiable Information (PII) Walkthrough – All Workforce Centers: 100% complete, currently working on the Final Report (for TWC’s Audit Resolution).*

WSA Other Activities

- *Technical Assistance (TA): Supporting WSA departments and subrecipients with TA for areas with low accuracy rates, policy development, and other supports.*

STAFF RECOMMENDATIONS:

TWC requires boards to have qualified monitoring staff to carry out the board’s oversight responsibilities. Continue supporting WSA’s QA department to promote the agency’s integrity and continuous quality improvement efforts.

FINANCIAL IMPACT:

WSA’s External Program Monitoring contract with Ms. Christine Nguyen, CPA: \$225,000.

STRATEGIC OBJECTIVE: To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC’s Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

ATTACHMENTS:

Estimated Timeline – *External* Program Monitoring Activities 2023-2024

Estimated Timeline – *Internal* Program Monitoring Activities 2023-2024



MEMORANDUM

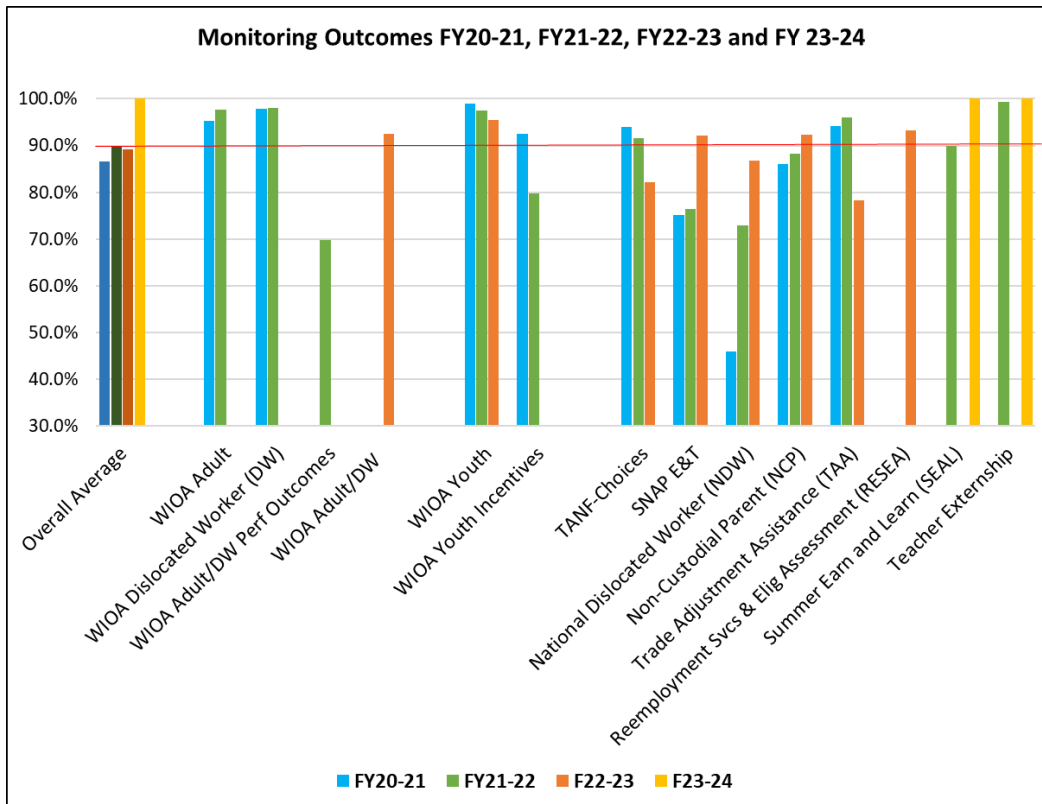
To: Board of Directors
From: Adrian Lopez, Chief Executive Officer
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: April 19, 2024
Subject: Briefing – Monitoring Outcomes & Technical Assistance

SUMMARY: This memorandum presents a summarized version of monitoring outcomes for the year. We also include information tied to providing technical assistance (TA). The briefing does not require board action.

Monitoring Outcomes

The table below compares yearly monitoring outcomes for Fiscal Years 2020-2021 to 2023-2024 (Oct-Sep timeframe). The red line at 90% represents the minimum expected accuracy rate threshold. We updated the figures to include:

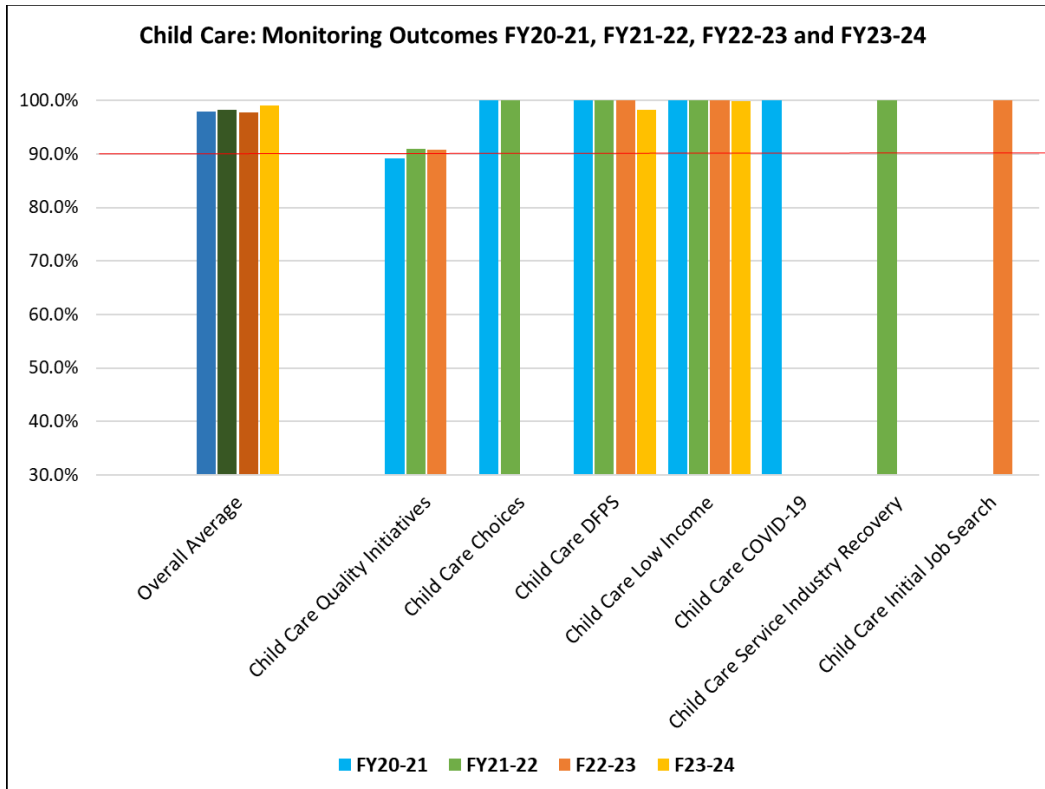
- Child Care DFPS and Child Care Low Income (second figure).



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Background

Board staff offers partners technical assistance (TA) when outcomes fall below expected goals. TA plans include several components: updating policies and procedures, training, additional monitoring, increased oversight, and documenting measurable progress.

To that purpose, we have been working on some grants with attributes falling below the 90% target.

UPDATE ON CONTRACTOR MONITORING: TWC requires boards to implement corrective action plans and document improvement for items with low accuracy rates. We've reported to the committee about these actions previously. Board programs/operations staff implement actions while QA tests the outcomes. We now provide a brief update.

The grants with relevant attributes include SNAP, NCP, Choices, TAA, WIOA Adult, and WIOA Dislocated Worker.

Since these are 'informal' reviews, QA does not report accuracy rates – we only offer general status information. The testing results show that the grants need additional intensified continuous improvement efforts.

STAFF RECOMMENDATIONS: QA recommends the continued support of the board as we coordinate continuous improvement efforts with contractors.

FINANCIAL IMPACT: The items did not include questioned or disallowed costs. However, if testing results do not improve, TWC may require additional, more formal actions.



STRATEGIC OBJECTIVE: To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC's Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

ATTACHMENTS: None.



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, Chief Executive Officer
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: April 19, 2024
Subject: TWC Performance – Choices Full Engagement Rate

SUMMARY: This memorandum presents definitions and information on TWC-contracted performance measures. TWC contracts boards for twenty-two performance measures, one of which relates to the Choices (TANF) grant: the *Choices Full Engagement Rate*.

Context

'Choices' is an Employment & Training grant that assists families receiving Temporary Assistance for Needy Families (TANF) cash assistance. Families apply/receive TANF through the Texas Health and Human Services Commission (HHSC), therefore WSA does not determine eligibility. HHSC mandates (or exempts) families to participate in workforce development services through WSA.

Goal

The performance aims to help families receiving TANF transition from public assistance through 'work-related activities' leading to employment. In Texas, Choices forms a part of a 'work first' service delivery model which emphasizes:

- Limiting government assistance (e.g., by making it temporary),
- Shifting responsibility of individual and family support to Texans (personal responsibility),
- Setting employment as the goal.

Definitions

How do the federal and state governments decide who to include in performance? HHSC and TWC categorize families in two primary ways:

- 1) Expected (*mandated*) Families (HHSC mandates participation):
 - a) 'Ramp Up' Families: A two-month ramp-up allows time to set up the needed supports and services, so TWC includes them in performance only if they meet participation requirements but not if they don't.
 - b) Expected Families: TWC counts all mandated families in performance starting the third month.
- 2) Preferred (*exempt*) families (HHSC exempts participation for family, health, or other reasons):

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- a) Families may volunteer to participate, and TWC counts them as positive if they meet participation requirements but does not count them if they do not participate.

Methodology

TWC calculates performance outcomes monthly and reports them in 'real-time.' The measure counts the percent of Employment *Expected* Choices Families that meet their Participation Goal through any combination of allowable activities, supplemented by Employment *Preferred* Families and families in the two (2) month Ramp Up phase meeting participation goals in the same activities.

Monthly Denominator (generally) includes:

- All Choices Employment *Expected* (mandatory) Families,
- Any other families from the Numerator.

Monthly Numerator generally includes families meeting their monthly individual participation goals:

- *Expected* Families (mandated to participate),
- All Ramp Up Families,
- *Preferred* Families (not mandated but who volunteer).

Participatory Services

Families meet monthly participation goals exclusively through the following services:

1. Paid Employment:
 - Unsubsidized Self-Employment,
 - Unsubsidized Employment,
 - Subsidized Employment,
 - On-the-Job Training.
2. Short-Term Education or Training:
 - Occupational/Vocational Training,
 - Entrepreneurial Training,
 - Basic Educational Skills/ABE.
3. High School/GED/HSE
 - High School Equivalency,
 - High School,
 - Middle School,
 - English as a Second Language,
 - Work-based Literacy.
4. Employment Experience:
 - Community Service,
 - Other Work Experience Opportunities.

Calculation

TWC calculates the Monthly Performance by dividing each month's numerator by the month's denominator (a performance rate). TWC calculates performance for multiple months by averaging the monthly performance.



Note: The performance measure includes numerous other technical details not included in this summary, such as additional sub-family classifications, exemption reasons, monthly family participation calculation, sanctions, etc.

Sources

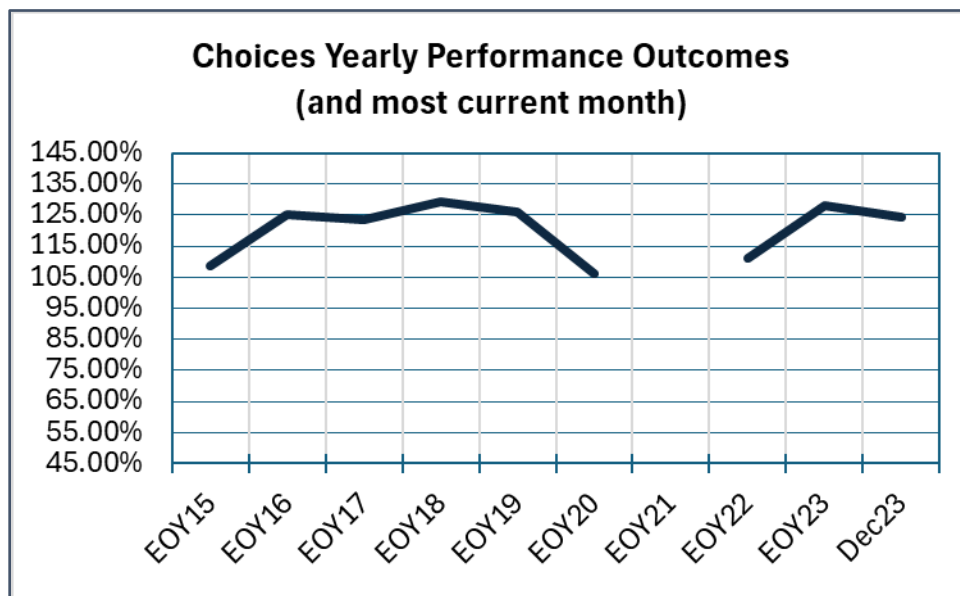
TWC uses TWIST data to calculate participation and performance. Around mid-April, TWC will transfer TWIST to a new workforce application/system.

Reporting

The performance year runs from October to September, and TWC reports the year-end performance in the September Monthly Performance Report (MPR).

Current and Historical Outcomes

The following figure reports TWC's Monthly Performance Report (MPR) outcomes from the End-of-Year (EOY) 2015 to December 2023 (the most current month). WSA has consistently Met or Exceeded the TWC target.



Meeting >= 50%. Source TWC's MPR.

STAFF RECOMMENDATIONS: TWC requires boards to Meet or Exceed TWC-contracted performance measures as contracted to service providers. The board staff recommends a continued focus on TWC-contracted measures.

FINANCIAL IMPACT: WSA contracts include TWC-performance goals as part of subrecipient profit. TWC may sanction boards that fail to Meet performance. TWC Sanctions (or 'Intent' to Sanction) may limit the board's eligibility for TWC Annual Awards (monetary or other), and different types of sanctions carry additional penalties. WSA also often reports performance outcomes when applying for grants, which can negatively impact successful bidding.



STRATEGIC OBJECTIVE: Offering state-of-the-art workforce development services to prepare talent to meet local labor demands, primarily for targeted industries and occupations.

ATTACHMENTS: None



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented By: Teresa Chavez, COO
Date: April 19, 2024
Subject: Ready to Work

SA Ready to Work:

- Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. WSA is the largest funded COSA partner at \$105,781,953.00 and includes 7 subgrantees providing case management, training/certification, and job placement. Ready to Work is funded by a 1/8 cent sales and use tax collected through December 2025.
- Year to date WSA has completed intake for 4,955 and 3,062 individuals are case managed/enrolled in training with 423 completing their training, and 224 participants have gained employment and earn more than \$15.00 per hour. The average wage of those graduates securing employment has increased from \$17.24 to \$18.00, above the requirement. The top training courses being selected are medical, IT, and construction. *Data is from 3/27/2024
- Placement: We have been addressing placement challenges and have developed strategies to help improve our numbers. WSA has established a Placement Committee with meetings twice a month to focus on improving placement outcomes, sharing employer leads and building relationships among sub-agencies, collaboration to provide participant advice for individuals who are challenging to place, building support for sub agencies, especially those new to the placement process, and maintaining a consortium presence at Housing Trust sites and Joint Base San Antonio (JBSA) in alignment with the MOU. The Work Number (Equifax) will be utilized to obtain wages for placements when participants are not providing proof of employment. A \$100.00 gift card will be provided to participants that provide proof of employment.

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- Training Completion Rate is being monitored. The current rate is 54% and the program goal is 70%. Sub agencies are working directly with training providers to collect proof of completion, this is to expedite our data collection to reflect outcomes quickly. We also attended a graduation on March 26, 2024, to celebrate 7 Ready to Work graduates as Vocational Nurses from the Institute of Allied Health.
- The new data platform, SYNC, is currently in use. However, there have been some issues related to data migration and reports. WSA has maintained constant communication with COSA to address these concerns, and efforts are underway to resolve the issues. Reports-Performance and one Fiscal/Assessment reports are still not available in the coming weeks, and Phase 2 updates are anticipated to be ready within the next month or two.
- The majority of our subagencies have requested additional SYNC training. We will be providing TEAMS or in-person training to accommodate the different learning styles of individuals. We will continue to offer the same type of support, including email and phone call assistance, once the new reporting system is available.
- We continue to address recommendations from the Process Improvement Plan and Technical Assistance Review 2, and our numbers indicate an improvement since the time of the PIP/TAR2 assessment.
- The Official Audit completed by COSA's Daniel Zuniga has not been received, however, we anticipate the following areas to be included based on verbal feedback: 3 case files pulled for review concluded clients were not entered in Work in Texas (WIT) or not being documented in Signify correctly and 1 case file had no documentation that follow up was done while the client was in training. All files have been updated to reflect the correct information needed.

Fiscal Impact: No additional fiscal impact currently.

Next Steps: Move forward with items recommended on Ready to Work Placement Committee meetings, additional Sync training, and Training Provider workshop. Continue to monitor program outcomes, budgets, and working collaboratively with the data team to understand program data to enhance services for job seekers and employers. As initiatives sunset, teams are reviewing new opportunities to secure funding supporting the WSA sector-based model.



Audit & Finance Committee Report



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director of Procurement and Contracts

Date: April 19, 2024

Subject: RFP Update – Child Care Quality Improvement Services

Summary: Workforce Solutions Alamo (WSA) – Board of Directors previously approved a contract renewal with The City of San Antonio for the purchase of Child Care Quality Improvement Services in the estimated annual amount of \$3,935,196 with a contract term effective 10/01/2023 – 09/30/2024. This was the third of three (3) one-year renewals and is currently being reprocured.

Update: On April 4, 2024, Workforce Solutions Alamo procurement and contracts staff determined updates to the Request for Proposal, RFP, were necessary and issued a notice to cancel the original RFP and issue a new solicitation with updates for release the following day for a twenty-seven-day (27) period.

<i>Item</i>	<i>Issue with RFP:</i>	<i>Adjustment made:</i>
1	Table of Contents mis-aligned	Revised TOC to match pages
2	RFP minimum qualifications were not identified	Minimum qualifications were identified in Part 2 of the RFP and added guidance for Offerors
3	Several evaluation criteria were identified as being too broad	Revised and added criteria to better cross reference with the Scope of Work listed in RFP

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4	Anticipated funding amount was not included	Funding amount was provided by fiscal and is included with the new RFP
5	Budget narrative template was not included	Added budget narrative to aid Offeror with proper formatting in their response
6	Budget form workbook contained line-items not applicable to this RFP	Revised workbook to eliminate the following line-items: software maintenance fees, equipment, furniture and fixtures, promotional media and material, and audit and accounting services
7	Web-links for reference purposes - missing or broken (links to WD letters and applicable authority)	Added links and fixed hyperlink

Impact: The potential impact caused with having to reissue this RFP may include less time to negotiate a contract and transition time to a new provider, maintaining availability of the evaluation team, Offerors will need to resubmit proposals, rebidding could attract new Offerors or discourage those previously responded, and increases the time and resources required of staff.

A subsequent Request for Qualification, RFQ, was issued during this time to award contracts for independent evaluator services. Three contracts were awarded to qualified individuals who will serve as the evaluation committee upon receipt of the new proposals. The evaluators have been made aware of the delay regarding the need to rebid and are cooperating with the new timelines.

Previously on February 14, a notice soliciting an RFP was posted online and in the Texas Electronic State Business Daily (ESBD) for a forty-eight (48) day period. Additionally, procurement and contracts issued an email to invite potential respondents to submit proposals for the RFP and was posted on the WSA eBid portal, Bonfire. Three proposals were received by the April 2 RFP deadline resulting from this effort.



Analysis: The contractor will provide comprehensive services to be delivered to providers, directors, teachers, and community partners and shall comply with the following required elements:

1. Quality childcare activities defined in 40 TAC Section 809.16 and WD Letter 21-19, TA Bulletin 298 including any subsequent issuances.
2. Mentor quality childcare programs whose director receives ongoing mentoring or that are in the process of obtaining a Texas Rising Star (TRS) certification.
3. A continuous quality improvement plan and needs assessment for each provider to determine appropriate goals, initiatives, and resources.
4. Technical assistance, including assistance to TRS providers and providers seeking TRS certification.
5. Professional development for childcare providers, directors, and employees including attainment of a Child Development Associate, CDA, credential and fees or an associate or bachelor's degree in early childhood education or child development through public colleges or universities, including incentives for receiving a credential or degree and/or retention at employer.

The contract term will be effective October 1, 2024, through September 30, 2025, 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 \$4,000,000.

Recommendation: To proceed with the request soliciting proposals from qualified organizations to provide Child Care Quality Improvement Service throughout the Alamo Workforce Development Area in accordance with the proposed timelines.

Next Steps: The procurement and contracts staff have prepared the following updated timelines below outlining each step of the procurement process. Additionally, to avoid further discrepancies with issuing solicitations, staff will develop a pre-proposal checklist for use in issuing future requests.

Pending receipt of proposals, procurement and contracts will work with the contracted independent evaluators to review proposals and put forth a recommendation to award a workforce service provider for the requested services.



Timeline:

Action Item	2024 - RFP	REBID	Days to Complete	Milestone
Issue/Post/Advertise Solicitation	14-Feb	5-Apr		
Pre-Submittal Conference	22-Feb	16-Apr	11	
Final Date for Questions By	23-Feb	17-Apr	1	
Issue Final Addendum By	29-Feb	18-Apr	1	
Solicitation Submittal Deadline:	2-Apr	2-May	14	27 days to Solicit
Proposal Distribution Meeting for Evaluators	4-Apr	3-May	1	
Evaluation Due: Committee Meeting	19-Apr	17-May	14	
Finalists Presentations - tentative	25-Apr	22-May	5	
Fiscal Integrity Review: Due By:	10-May	5-Jun	14	
Lead Evaluator Briefing (If necessary)	13-May	7-Jun	2	
Packet to Board	22-May	19-Jun	12	48 Days to Evaluate
Early Care & Education	null	28-Jun	9	
Oversight Committee	null	8-Jul	10	
Finance Committee	31-May	8-Jul	19	
Executive Committee	7-Jun	12-Jul	4	
Board Meeting	21-Jun	19-Jul	7	49 Days to Award
Contract Routing/ Negotiations	29-Jun	31-Jul	12	
Transition - Planning	Summer 2024	30-Sep	61	
Contract Start Date	1-Oct	1-Oct	1	74 Days to transition

Attachments: None.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director of Procurement and Contracts

Date: April 19, 2024

Subject: Purchase of Cyber-Security Solution Suite Software Licenses

Summary: For discussion and potential action: The Board of Directors is presented with a proposal to award a contract to **Barcom Enterprises, LLC.** for a Cyber-Security Software License Suite at a cost of \$357,105.73 over a 36-month term. This action is in alignment with **Supporting Texas Talent and Economic Growth - Goal 2, Service Optimizers,** in our strategic plan and leverages our partnership with Small Minority Women Veteran Business Enterprises (SMWVBE) and aligns with the Small Business Economic Development Advocacy (SBEDA) goals.

Analysis: The Cisco technology-based Enterprise Security License Suite is a comprehensive security solution to protect an organization's network, data, and systems against diverse cyber threats such as:

- Cisco Advanced Malware Protection (AMP)
- Cisco Identity Services Engine (ISE)
- Cisco Secure Network Analytics
- Cisco Umbrella
- Cisco Firepower Services for Next Generation Firewalls
- Cisco DUO for Multi-Factor Authentication (MFA) and Access Cisco Firepower
- Management Center 1600 Appliance

With the existing licenses set to expire on April 30, 2024, which includes a 90-day extension, this procurement is timely and strategically utilizes the State of Texas cooperative purchasing

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agreement under DIR contract #DIR-TSO-4167. **Pursuant to FMGC § H.4.1, Purchasing Cooperatives & State Contracts**, this satisfies TWC's procurement requirements, Federal Uniform Guidance, State of Texas Uniform Grant Management System, and in alignment with the board's policies and procedures. Selecting Barcom Enterprises, LLC., an SMWVBE, emphasizes our commitment to supporting diverse businesses and meets SBEDA participation goals.

The scope of work provides for the contractor to supply a solution and implementation services that include but limited to:

- **Risk Assessment:** Identify and assess potential security risk and vulnerabilities within the organization's network and systems.
- **Network Security:** Implement Cisco firewalls, intrusion prevention systems (IPS), and virtual private networks (VPN) to secure the network from unauthorized access and attacks.
- **Endpoint Security:** Deploy endpoint security solutions to protect individual devices (computers, mobile devices) from malware, phishing, and other threats.
- **Identity and Access Management:** Implement Cisco solutions for controlling and managing user access, ensuring only authorized personnel have appropriate permissions.
- **Security Monitoring:** Set up monitoring tools to detect and respond to security incidents in real time, including Cisco's security information and event management (SIEM) solutions.
- **Incident Response:** Develop and document procedures for responding to security incidents, working closely with Cisco's security products to mitigate and contain threats.
- **Compliance:** Ensure that the organization complies with relevant security regulations and standards, leveraging Cisco's security solutions to meet compliance requirements.
- **Integration:** Integrate Cisco security solutions with other IT systems to create a cohesive and effective security infrastructure.
- **Support and Maintenance:** Conduct periodic security audits and assessments to evaluate the effectiveness of Cisco security solutions and identify areas for improvement.



Alternatives: The alternative to awarding this contract is to conduct a formal RFP solicitation.

Fiscal Impact: The investment of \$357,105.73 is to be invoiced annually at \$119,035.24, providing budget consistency and aligning with our fiscal policies.

Recommendation: Procurement & Contract Management recommends awarding the contract for the Cyber-Security Software License Suite to Barcom Enterprises, LLC., having reviewed three (3) DIR quotes and determined that Barcom Enterprises, LLC. offers the best value. Barcom, a certified SMWVBE, is the incumbent provider, ensuring continuity of security services and alignment with our SBEDA objectives.

Proposal Price Tabulation

Vendor	Item Description	Price
Barcom Enterprises, LLC.	Cisco EA 3.0 Bundle License for 36-months	\$357,105.73
Computer Solutions	Cisco EA 3.0 Bundle License for 36-months	\$363,490.92
CDW Government	Cisco EA 3.0 Bundle License for 36-months	\$366,721.71

Next Steps: Upon approval, a contract will be finalized, and a purchase order will be issued, enabling the Innovation and Technology staff to proceed with the continuation of services.

Attachments: None.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director of Procurement and Contracts

Date: April 19, 2024

Subject: Purchase of Office Furniture and Design and Installation Services for O'Connor Workforce Center

Summary: For discussion and possible action: The Workforce Solutions Alamo (WSA) Board of Directors is presented with a proposal to award a contract to Icon Office Environments, LLC. for the one-time purchase of office furniture, design, and installation services for WSA's new workforce center location at O'Connor in the not to exceed amount of \$275,000. This action is in alignment with **Supporting Texas Talent and Economic Growth - Goal 2, Service Optimizers**, in our strategic plan.

Analysis: The current Walzem workforce location is relocating to the new WSA location at O'Connor. The facility is undergoing renovations, and it is necessary that we provide office furniture for a conducive and functional workspace to ensure productivity and employee well-being.

The scope of work provides for the contractor to supply office furniture, design and installation services including but limited to:

- **Design and Space Planning:** Collaborate with vendors to develop detailed design plans and specifications, renderings, product specifications, finishes, and installation requirements to meet WSA's requirements and preferences based on site visit results.
- **Delivery:** Ensure selected furniture is available and will meet the set deadlines. Coordinating with WSA the delivery date, transportation of all products, unloading, storage, and necessary movement from onsite setup.

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- **Installation:** Ensuring all products are set up and assembled, including any necessary clean-up and trash removal of packing material.
- **Final inspection:** Conduct a walk-through with WSA board staff to inspect installed products, ensure they are free from any damages, touch up if necessary, and guarantee the satisfaction of WSA.
- **Warranty:** Furniture and work performed will be warranted upon the date the completed office furniture is placed into service.

In March 2024, a notice for a Request for Proposals (RFP) was issued to solicit proposals for the purchase of Office Furniture and Design and Installation Services from over one hundred (100) qualified offerors. The five proposals received by the RFP deadline were reviewed for responsiveness and evaluated internally by board staff. Additionally, the evaluation committee conducted interviews with the top three (3) finalists, and as a result of this effort, Icon Office Environments, LLC. is recommended for the award on a best-value basis.

Alternatives: Any alternative to approving the recommendation would impact the timelines for the anticipated opening of the new workforce center in June.

Fiscal Impact: This purchase shall not exceed \$275,000, the actual amount paid will be determined by the quantity of materials and services purchased at the proposed rates. The quantities provided in the scope of the RFP were approximations to be used for the purpose of evaluation. WSA reserves the right to increase or decrease quantities as required without changing unit prices.

Recommendation: Procurement & Contracts Management recommends awarding the contract for the purchase of Office Furniture, Design, and Installation Services to ICON Office Environments, LLC.

Next Steps: With the approval of this action, Procurement and Contracts Management staff, in coordination with the WSA Facilities Department, will work to finalize the selection of furniture with the provider and issue a purchase order for the furniture, design, and installation services.

Attachments: Proposal Tabulation



Proposal Price Tabulation

RFP 2023-014

OFFICE FURNITURE AND INSTALLATION SERVICES

Item	Description	Icon Office Environments, LLC.	GovPrime Solutions, LLC	DC Interiors	Office Source Ltd	Texas Wilson
1	Furniture	\$192,917.00	\$233,509.00	\$399,963.31	\$407,753.00	\$244,268.20
2	Design Services	\$1,250.00	\$1850.00	\$2,600.00	Included in Installation	Included in Installation
3	Installation	\$13,500.00	\$32,700.00	\$81,900	\$85,714.29	\$57,924.20
4	Freight / Delivery	\$1,600.00	\$8,240.00	\$ 243.75	Included in Installation	Included in Installation
	Total	\$209,267.00	\$276,299.00	\$484,707.06	\$493,467.48	\$302,192.40
	Overall Rank	1	2	3	4	5

Notes:

1. The proposal submitted by Shelton Keller Group was incomplete (non-responsive) and was not evaluated.
2. The proposed prices shown in the tabulation are based on approximate quantities for proposal submission purposes, and the actual price will be determined by the quantity of furniture and services purchased.



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: April 19, 2024
Regarding: County-by-County Update

SUMMARY: *Update and Possible Discussion on Service Delivery Expenditure by County.* The preparation of the annual budget considers allocation factors under Texas Administrative Code, Chapter 800, Chapter B, Allocations. These allocations provide guidance in allocating funds by each county within the Service Delivery Area. TWC awards contracts in aggregate amounts to the Alamo region, requiring the board to serve participants throughout the region.

Upon request of local officials, the board is analyzing a pilot initiative to track service delivery expenditures by county to ensure that each county is receiving a fair share of the fund's allocation by state allocation factors.

ANALYSIS: The board has evaluated the initial budget allocation, year to date expenditures, and year to date variance analysis for each county. As of January 31, 2024, Bexar County has a budget target of 83.43% of expenditures, against actual expenditures of 80.78%. The rural counties have target expenditures of 16.57% of the total budget against 19.22% of expenditures.

Counties that we are closely monitoring include Gillespie, which does not have any current expenditures in Non-Formula Funds, and McMullen, which only has \$357.28 in expenditures in formula funds.

Another factor to consider when reviewing the report is Formula and Childcare Funds tend to spike in the summer months, when the youth have an increase in work experience and childcare expenditures increase due to children being out of school. Non-Formula funds also include a large allocation from Ready to Work which we have seen an increase in tuition and training.

FISCAL IMPACT: The board will continue to monitor expenditure by county and work collaboratively with service providers to ensure proper outreach is being conducted in all counties to make funds and services available.

ATTACHMENTS:

YTD Straight-line County Budget Report
YTD County Expenditure Report

**County by County Expense Report - FY24 YTD Straight- Line Budget
January 31, 2024**

Counties	Formula Funds		Child Care Funds		Non-Formula Funds		Total	
	Budget	Percentage %	Budget	Percentage %	Budget	Percentage %	Budget	Percentage %
ATASCOSA	\$ 258,978.71	2.85%	\$ 731,917.79	1.69%	\$ 46,403.74	0.42%	1,037,300.24	1.63%
BANDERA	89,838.19	0.99%	160,702.16	0.37%	26,680.35	0.24%	277,220.70	0.44%
BEXAR	6,746,254.31	74.32%	35,655,655.95	82.09%	10,538,090.04	96.31%	52,940,000.30	83.43%
COMAL	405,788.90	4.47%	1,453,380.37	3.35%	80,011.54	0.73%	1,939,180.82	3.06%
FRIO	149,500.35	1.65%	447,610.49	1.03%	17,357.65	0.16%	614,468.49	0.97%
GILLESPIE	99,326.50	1.09%	322,969.04	0.74%	14,053.31	0.13%	436,348.85	0.69%
GUADALUPE	444,177.55	4.89%	2,071,080.92	4.77%	75,032.34	0.69%	2,590,290.81	4.08%
KARNES	118,138.16	1.30%	247,946.12	0.57%	13,273.59	0.12%	379,357.87	0.60%
KENDALL	136,622.90	1.51%	359,349.99	0.83%	21,695.89	0.20%	517,668.78	0.82%
KERR	136,459.81	1.50%	672,298.89	1.55%	36,375.15	0.33%	845,133.86	1.33%
MCMULLEN	163,240.57	1.80%	12,830.94	0.03%	23,588.03	0.22%	199,659.54	0.31%
MEDINA	161,862.95	1.78%	731,717.33	1.68%	24,993.17	0.23%	918,573.45	1.45%
WILSON	166,820.69	1.84%	566,388.40	1.30%	24,782.79	0.23%	757,991.88	1.19%
	\$ 9,077,009.58	100.00%	\$ 43,433,848.39	100.00%	\$ 10,942,337.60	100.00%	\$ 63,453,195.58	100.00%

County by County Expense Report - January 2024

Counties	Formula Funds		Child Care Funds		Non-Formula Funds		Total	
	Expenditures	Percentage %	Expenditures	Percentage %	Expenditures	Percentage %	Expenditures	Percentage %
ATASCOSA	\$ 228,568.86	3.03%	\$ 848,626.20	2.27%	\$ 6,566.69	0.63%	\$ 1,083,761.75	2.35%
BANDERA	57,696.21	0.76%	127,563.99	0.34%	3,870.15	0.37%	189,130.35	0.41%
BEXAR	5,422,057.72	71.77%	30,904,895.86	82.57%	855,972.39	81.74%	37,182,925.97	80.78%
COMAL	699,677.34	9.26%	1,266,280.52	3.38%	59,732.82	5.70%	2,025,690.67	4.40%
FRIO	160,374.54	2.12%	307,803.10	0.82%	12,417.09	1.19%	480,594.73	1.04%
GILLESPIE	61,229.15	0.81%	142,266.95	0.38%	-	0.00%	203,496.09	0.44%
GUADALUPE	239,489.92	3.17%	1,758,764.48	4.70%	39,542.61	3.78%	2,037,797.01	4.43%
KARNES	93,466.75	1.24%	57,658.16	0.15%	3,594.23	0.34%	154,719.14	0.34%
KENDALL	132,984.25	1.76%	314,830.51	0.84%	16,026.76	1.53%	463,841.52	1.01%
KERR	196,579.62	2.60%	578,284.65	1.55%	30,927.40	2.95%	805,791.67	1.75%
MCMULLEN	357.28	0.00%	-	0.00%	-	0.00%	357.28	0.00%
MEDINA	116,533.25	1.54%	694,168.60	1.85%	15,046.68	1.44%	825,748.52	1.79%
WILSON	145,563.23	1.93%	426,258.55	1.14%	3,519.29	0.34%	575,341.07	1.25%
	\$ 7,554,578.10	100.00%	\$ 37,427,401.57	100.00%	\$ 1,047,216.11	100.00%	\$ 46,029,195.78	100.00%

***This expenditures exclude Bexar County only funds which includes: City of San Antonio, Non Custodial Parent, Military Family, Student Hireability Navigator, VRS Paid Work Experience, Training and Employment Navigator, and High Demand Job Training**



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: April 19, 2024
Regarding: Ready to Work Analysis and Update

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

ANALYSIS: Under this initiative, Workforce Solutions Alamo (WSA) executed an agreement with the city of San Antonio to provide the services necessary to the SA Ready to Work program (the "Program"), which includes the following objectives: increase access to industry-recognized certification training and college, provide wraparound services and emergency funding to ensure successful completion of training and career placement, increase collaboration within the workforce ecosystem, and promote accountability and adaptability throughout the process.

FISCAL IMPACT: The award amount for this contract is One Hundred Five Million, Seven Hundred Eighty-One Thousand, Nine Hundred Fifty-Three Dollars (\$105,781,953), and it is funded through a grant by the City of San Antonio. The term of this agreement began on May 13, 2022, and will be for a three (3) year period unless sooner terminated in accordance with the provisions of the agreement.

FISCAL UPDATE: The WSA fiscal department has served as a fiscal agent for the Ready to Work partners. This memo is intended to provide an update on the current program's financial performance and challenges.

Expenditure Update:

WSA has budgeted \$30,192,462 through September 30, 2024. WSA has expended \$17,445,987 through January 31, 2024.

Board Profit has decreased by \$116,287.93. The significant variance is in Board Revenue. Revenue Fees Earned decreased from Quarter 1 by \$62,279.66. Some of the accrued Subrecipients' Invoices were revised in January for duplicate billings and/or unallowed costs. Unallowed costs include insufficient backup, tuition and emergency services cap overages, and missing required fields from Signify/SYNC per the funding guide.

Ready to Work Rollforward				
	FY22	FY23	FY24-Q1	FY24 January
BOARD COST				
Revenue Fees Earned	\$ 10,862.92	\$ 628,966.52	\$ 956,939.64	\$ 894,659.98
Expenditures	\$ 92,719.98	\$ 575,734.82	\$ 680,111.22	\$ 734,119.49
Net Profit	\$ (81,857.06)	\$ 53,231.70	\$ 276,828.42	\$ 160,540.49
SUBRECIPIENT COST				
Revenue Fees Earned	\$209,858.41	\$ 5,033,039.90	\$ 8,443,596.72	\$ 8,676,933.35
Expenditures	\$106,423.65	\$ 5,033,039.90	\$ 8,443,596.72	\$ 8,676,933.35
Net	\$103,434.76	\$ -	\$ -	\$ -
CLIENT COST				
Revenue-Cost- Reimbursement	\$ 15,003.69	\$ 6,649,174.64	\$ 7,804,594.79	\$ 8,034,934.12
Expenditures-Cost Reimbursement	\$ 36,581.39	\$ 6,649,174.64	\$ 7,804,594.79	\$ 8,034,934.12
Net	\$ (21,577.70)	\$ -	\$ -	\$ -

The board currently has a surplus of \$160,540.49 reserved for monitoring questioned costs.

Program Challenges and Opportunities

Ready to Work is an evolving program, and the board continues to work through any program challenges by presenting common-sense solutions, focusing on opportunities to strengthen the program and achieve success for program recipients, providers, partners, and the City of San Antonio.

Some of the challenges that we have worked through include addressing turnover in fiscal staff, ensuring the program remains fully staffed to provide the following:

- Cash Flow Management
- Partner and Training Provider Invoicing
- Current financial reporting and analysis
- Implementation of SYNC software (a salesforce platform)
- Frequent training and outreach to our partners.

One of the most significant challenges WSA faced in FY23 was cash flow management. Tuition reimbursements from the City of San Antonio were completed up to 60 days after WSA paid training providers. To alleviate this challenge, fiscal staff worked with the Ready to Work team to increase the cash advance from \$1,158,264.25 to \$3,505,434.53.

A second challenge was Ready to Work moved to a Salesforce-based platform in December 2023. The transition of the billing process through SYNC is delaying the payment of pending invoices to WSA.

- Billing reports are not 100% available in SYNC.
- Instructions for billing requirements are not clear.
- The Funding Guide is being updated to align with billing requirements.

The board staff looks forward to continually working with the city to proactively identify and work through any challenges that may occur and will work to strengthen the financial and programmatic performance.



Early Care & Education Committee Report



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Jessica Villarreal, Director of Child Care

Date: April 19, 2024

Subject: TRS Contracted Slots Pilot Briefing

Summary:

On June 10, 2022, WSA received board approval to proceed with awarding three centers contracted slots. WSA received signed contracts from the selected centers and provided the resources necessary to implement the contracted slots pilot. WSA followed TWC's guidelines on policy implementation for Contracted Slots.

Texas Workforce Commission (TWC) Rules, Section 809.13, requires boards to develop policies for the design and management of the delivery of childcare services in a public process. Rules required boards to have a policy related to contracted slots agreements as described in 809.96, if the board opted to enter into such agreements. WSA implemented the necessary policy.

Analysis:

Contracted Slots officially began with the first child enrolled on October 3, 2022, and ended December 31, 2023. The contracted slots pilot program's purpose was to address the shortages in high-priority areas of infant and toddler care.

Workforce Solutions Alamo (WSA) implemented Contracted Slots through the Texas Workforce Commission (TWC) Contracted Slots Pilot Program.

- WSA was the only one out of 28 boards who successfully implemented the Contracted Slots Pilot Program in Texas.

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- Funding under the Contracted Slots Pilot Program paid for 100% of the direct care for referrals to Contracted Slots, allowing WSA to continue to enroll off the waitlist even during times of closed intake.
- Funding also paid for vacant reserved slots for up to one month following the month of vacancy, allowing for increased funding stability for the providers.

Oversight/Management:

- Funding for this grant allowed for the hiring of a temporary staff member, who provided the oversight and management of the TRS Contracted Slots pilot. Investment made: \$33,245.96.
- Staff member helped in other areas of WSA's childcare department to help balance the needs of the department.

Conclusion:

- The Contracted Slots Pilot Program concluded on 12/31/2023, and 29 children who were eligible, continued care under low-income funding.
- On November 27, 2023, WSA childcare department met with TWC and representatives from Louisiana to discuss WSA's experience with the Contracted Slots program.

Alternatives: N/A

Fiscal Impact:

- TWC awarded WSA \$746,230.00 for the implementation and management of the TRS Contracted Slots pilot.
- \$296,539.62 was paid to providers.
- \$33,245.96 covered Temporary staff cost for oversight/management of program.
- 44% of the allocated budget was expended.
- WSA will return \$416,444.42 to TWC.

Recommendation: N/A

Next Steps: WSA has provided results of TRS Contracted Slots pilot to TWC and will make ready any information that is requested by TWC or other boards on the implementation, challenges, and documentation acquired through this experience.



Youth Committee Report



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: April 19, 2024

Subject: Youth Service Delivery Model

Summary:

To provide the Executive Committee with a presentation of the Pathways to Empowerment Youth Service Delivery Model. The model is currently in the final stages of completion and establishes a framework based on Youth Committee and board recommendations and identifying key elements and continuing ongoing communication with key partners.

Analysis:

The Youth Model Snapshot provides a general overview of our Pathways to Empowerment Model. We have middle school at the forefront since this is ideally where we would like to begin capturing youth and start introducing them to the “idea” of career pathways. We named every stage of the model using key descriptors: Exposure, Exploration, Experience, and Empowerment. We have also integrated Exceptions which includes our non-traditional youth. The model begins with Exposure, where 9th grade students will gain exposure to career pathways. In 10th grade, Exploration begins to take its course for 15- and 16-year-old youth, 11th grade brings on Experience for 16- and 17-year-old youth. Last but certainly not least, we have Empowerment, the stage where 12th graders (17- and 18-year-olds) will have fulfilled each stage of the youth model and will have become empowered to move on in their intended path. The “Exceptions”, or non-traditional youth, will have barriers and individualized barriers and should be included in this model. No matter what part of the model they are in, inclusion is always going to be considered. The model structure is built on varying abilities, and we want to make sure we offer this to all.

With the demand for skilled workers continuing to rise coupled with the lingering educational effects of a global pandemic, it is no longer enough to start planning for career aspirations during a student’s junior- or even freshman—year of high school. Students who have a longer career exploration runway are better positioned to make the right decisions along their

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education journey to put them on a path to life-long economic success and personal fulfillment. Starting career exploration in middle school is now a necessity. Through an in-depth national scan including student and expert interviews against 13 criteria across 3 categories, American Student Assistance® (ASA) and Education Strategy Group (ESG) recently set out to understand states' current approaches to defining, investing in, and supporting the implementation of middle school career exploration and perhaps more importantly, how current students are experiencing these efforts. The analysis found that Texas does not have any organizations advocating for middle school career exploration that rose to recognition within the landscape scan. Workforce Solutions Alamo strives to be one of the first.

Exposure in middle school will consist of introduction to Workforce 101, industry exploration and events, career exploration apps, classroom speakers, field trips, and volunteer opportunities.

Exploration will consist of a deeper delve into career exploration and introduction to industry, youth career exploration and events, college and trades tours and preparation, ACT/SAT Prep, assessment testing, counseling, and coaching, and updating information in career apps such as Career One Stop's Get My Future.

Experience may be one of the most exciting of all the stages of the model. Here, ACT/SAT testing continues to be essential, internships begin to occur, FASFA preparation internships, college trade and tours, industry networking, and other applied learning opportunities take place.

Employment and Education – We call this Empowerment because this is where all previous stages of the model lead up to students feeling inspired, enabled, and energized to start their career path.

Exceptions are those non-traditional youth that we need to include, and these are comprised of students in alternative schools, opportunity/disconnected youth, drop-out recovery youth, justice-involved, foster, homeless, teen parents, and refugees/newcomers.

The purpose of the youth model is to provide youth with guided pathways to quality jobs as early as possible. This is part of one of the strategies developed from TWC's Statewide Action Plan that helps transform WSA on becoming true Texas Talent Experts, dedicated service optimizers, and strategic partnership managers. The overall goal is to create roadmaps that will assist youth, schools, youth-serving organizations, and parents that will help youth fulfill their career aspirations. This will chart a course that develops their education and skills trajectory.

Career and Technical Education (CTE) plays a crucial role in empowering students to explore various career paths before committing to a specific one. CTE programs allow students to delve into a range of careers, helping them discover their interests and passions. By exploring different fields, students can identify what truly motivates them and what doesn't, ultimately



saving time, money, and potential dissatisfaction in the long run. CTE provides a valuable platform for students to explore, discover, and prepare for their future careers. The Youth Model will serve as a supplement to what is already being done in schools relative to CTE. Our goal is to complement the schools' efforts.

Post-secondary readiness is also involved in the model. WSA needs to help their job seeking customers access postsecondary credentials and help their employer customers access a skilled workforce. We have shared goals and a common mission with post-secondary programs. Policy states that Local Workforce Development Boards (Boards) must establish partnerships and develop and maintain memoranda of understanding (MOUs) with all Perkins-funded postsecondary programs operating in their local workforce development areas (workforce areas).

- Alamo Colleges
- Central Texas College
- Coastal Bend College
- Southwest Texas Junior College

Working with colleges to recruit students helps workforce centers broaden access to postsecondary education, training options, and family-supporting jobs for its jobseekers and business customers. Workforce system staff can better serve their customers when they understand the local college short-term and longer-term certificate and degree programs it has to offer, the process of applying for admission and financial aid, and the student supports and services it has to offer.

When introducing the Youth Model, it is very important to present the purpose of WSA's Youth Program. WSA is responsible for the implementation and oversight of workforce development services throughout the Workforce Solutions Alamo area. We help jobseekers get training, education, and support so they will do well in the job market. Our Youth Program focuses on all youth ages 14-24 and provides career readiness and awareness to produce successful youth outcomes.

WSA's YES! Youth Program offers no-cost services to eligible youth between the ages of 16-24 to help them gain the necessary education, training, and skills needed to enter the workforce and meet employer needs. Funding is provided through the Workforce Innovation and Opportunity Act (WIOA). The WIOA Youth Program offers fourteen types of services to help participants lead a self-sufficient lifestyle. These services are called elements, and they focus on education, employment, well-being, growth, and transition of youth and young adults into the workforce.

The basic steps of the youth program are comprised of the following:

1. Eligibility Determination
2. Objective Assessment
3. Development of an Individual Services Strategy (ISS) Plan
4. Program Participation
5. Employment



6. Follow-Up Services for One Year Post Program Exit

The Timeline of the Youth Service Delivery Model is as follows:



For the Youth Service Delivery Model to be successful, there must be collaborative efforts with rural and urban school districts, employers, community partners, parents, WSA Youth Committee and student workforce influencers.

Workforce Solutions Alamo is committed to the development of sector-based partnerships model with emphasis on best practices that connect people to training opportunities that are employer-driven and data-informed. WSA is prepared to convene strategic partnerships that align with industry clusters as defined in this plan and according to the sector-based partnership model. WSA will continue to seek feedback from stakeholders in each of the 13-counties served. Community voice and employer input is essential to a community-based participatory and responsive methodology for continuous process evaluation and improvement.

Fostering inclusion and integration will provide equal access to career pathways to empower all youth. We want to make sure that we inspire and empower all youth from different backgrounds and abilities.

There are Six Key Elements of career pathways that help to guide local and state teams through the key steps necessary for developing a comprehensive career pathways system. These are derived from the Career Pathways Toolkit, developed on behalf of the U.S. Department of Labor, Employment and Training Administration, under the Career Pathways Technical Assistance Initiative project. The Six Key Elements are as follows:

1. Build cross-agency partnerships and clarify roles
2. Identify industry sectors and engage employers
3. Design education and training programs
4. Identify funding needs and sources
5. Align policies and programs



6. Measure system change and performance

Goals and outcomes will be summarized as we answer the three results-based accountability model:

- What did we do?
- How did we do it?
- Is anyone better off?

Cost analysis and fiscal impact will also be essential.

Resources will be provided within the Youth Model for schools, parents, and youth.

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: Define roles and responsibilities of schools, youth specialist, and contractor staff and map out budget and staffing. Formulate benchmark and reporting requirements that will consist of surveys, and monthly and quarterly meetings to discuss data. Develop marketing/branding materials including creating a calendar of Youth Model events (i.e., specialized presentations for schools, parents, and community, job readiness sessions, and Workforce on Wheels events).



Strategic Committee Report





MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director of Procurement and Contracts

Date: April 19, 2024

Subject: Facility Update: Port San Antonio

Summary: On August 18, 2023, Workforce Solutions Alamo – Board of Directors authorized negotiation of a contract amendment to the lease with The Port Authority of San Antonio for the revised Tenant Improvement Allowance, TI, of up to \$2,213,750 under the terms of the agreement for the facility located at 638 Davy Crockett, San Antonio, Texas. **Supporting *Texas Talent and Economic Growth – Goal 2, Service Optimizers.***

Update:

- Weekly progress meetings are being conducted with board staff, Port SA reps, and the general contractor. Construction remains on schedule and is currently at 90% completion.
- In anticipation of the projected move-in date, WSA is coordinating with the appropriate contractors, partners, and vendors to necessitate a smooth transition. This will include IT data, relocation/breakdown of furniture, fixtures, and equipment, and to meet the needs of our partners.
- Remaining items include completion of final trim, installation of doors and glass, ceiling covers, paint touch-ups and millwork, lighting, flooring, and pending electrical meter install.

Analysis: The Board of Directors approved a lease for the relocation and renovation of a new facility at Port San Antonio on September 17, 2021. The finalized plan was previously forwarded to the architect and contractor to initiate build-out renovation with an anticipated completion date of spring 2024. The lease agreement provides for the rental of the 17,500

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square foot space to include repairs and maintenance, with an initial term of ten years, and has two (2) five-year options to renew.

Alternatives: None.

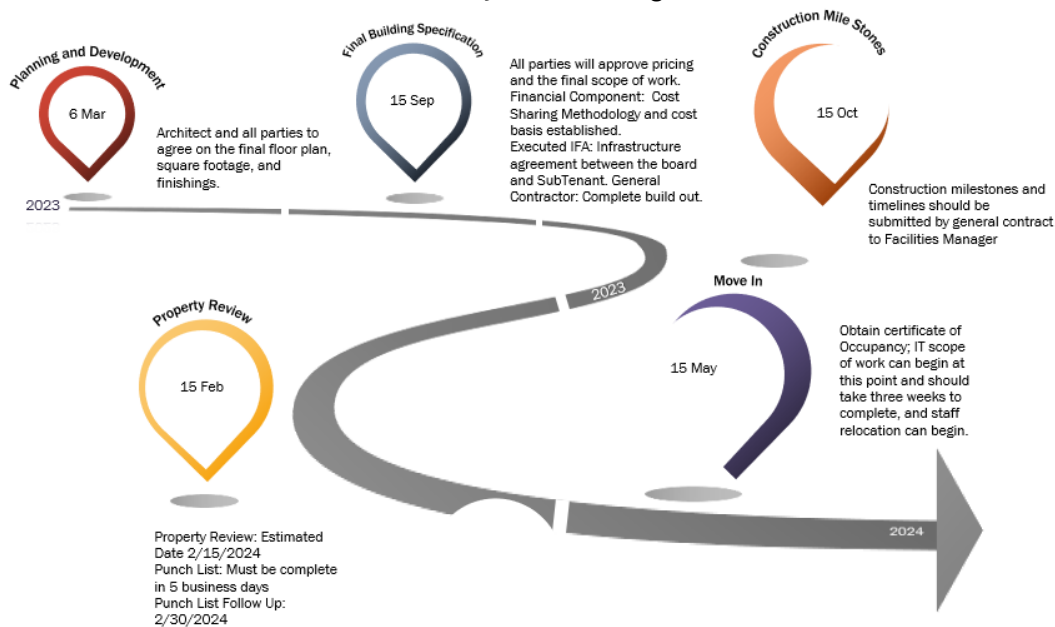
Fiscal Impact: The revised base rent for the Port San Antonio facility is \$28,364.58 monthly, increasing by two and one-half percent, 2.5%, annually beginning 12-months from lease commencement date. The moving expense budget for this relocation is \$700,000 to support the furniture, equipment, upgraded technology, and relocation expenses.

In August 2023, WSA - Board of Directors authorized a contract amendment to the Tennant Improve allowance (TI) of \$638,750 to cover deficit caused by VRS decision not to co-locate with WSA, and fluctuations in material costs. Additionally, TWC contributed \$250,000 to assist with the build-out expenses.

Recommendation: There is no further recommendation currently.

Next Steps: Complete remaining build-out and prepare for relocation in approximately 60 days.

Timeline: Dates are tentative and subject to change.





MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director of Procurement and Contracts

Date: April 19, 2024

Subject: Facility Update: Mobile Workforce Unit

Summary: On April 21, 2023, Workforce Solutions – Board of Directors awarded a contract for the purchase of a custom coach recreation vehicle, RV, to Farber Specialty Vehicles to be utilized as a Mobile Workforce Unit in the amount of \$505,039. ***Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.***

Update:

- Project management meetings are being conducted internally with board staff. Production is on schedule and is currently at 30% completion since issuing Purchase Order in May 2023.
- Due to production wait times and the chassis being on back order for five months, the completion percentage and estimated 400-day timeline do not sync up.
- In anticipation of the projected delivery date by August 1, 2024, WSA is coordinating with the appropriate board staff, contractor, and its partners for a smooth transition. This will include IT connectivity, event schedule, furniture, fixtures, and equipment to meet the needs of our clients.
- Recent updates include selection of interior design and paint finishes and finalizing the floorplan. Additionally, exterior compartments have been built, wall package assembled, and installed generator and stabilizing jack.

Analysis: The scope of service enables the contractor to provide the materials, labor, and equipment in the delivery of the Mobile Workforce Unit. The Mobile Workforce Unit will expand access for clients throughout the 13-county area to increase outreach and delivery of immediate workforce services in areas where a brick and motor WFC may not be readily

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available to participants. Additionally, it is expected the Mobile Workforce Unit will expand the reach of services during times of emergencies and will be utilized during onsite job fairs by sponsored employers which will increase participation, convenience, and access to the community at large.

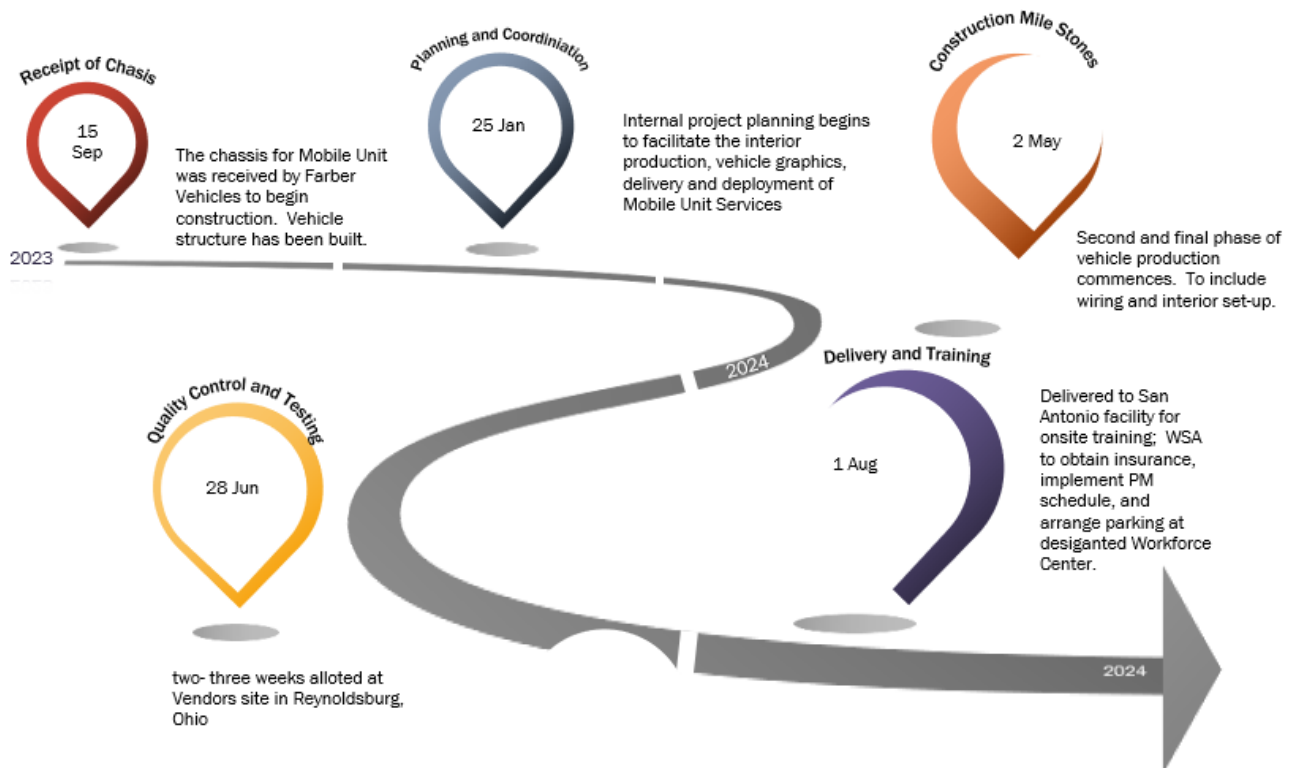
Fiscal Impact: The cost of this purchase is not expected to exceed \$505,039, including cost to deliver to San Antonio and training. The cost to operate and maintain the mobile unit will be added to WSA’s facility budget, and additional funds will be added to WSA’s service provider, C2 GPS, budget for the CDL driver.

Recommendation: There are no recommendations being proposed with this update.

Alternatives: None.

Next Steps: Board staff will continue to coordinate internally/externally on all final build-out requirements and provide further updates.

Timeline:





MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director of Procurement and Contracts

Date: April 19, 2024

Subject: New Facility Lease for Approval - Bandera Workforce Center

Summary: Discussion and possible action: The Workforce Solutions Alamo (WSA) - Board of Directors is presented with a proposal to consider authorizing staff to award a contract (lease) for a facility lease at one of two locations: 624 Highway 16, Bandera, TX, as well as 4173 Highway 16, Bandera, TX. The estimated annual rent for the facility, including maintenance, partial utilities, taxes, and insurance is \$18,000 for the 624 Highway 16, Bandera, TX 78003 location; while the estimated annual rent for the facility, including maintenance, partial utilities, taxes, and insurance is \$21,600 at the 4173 Highway 16, Bandera, TX location. Accordingly, this includes a yearly rent escalation percentage not to exceed five percent (5%), pending final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers, in our Strategic Plan.*

In the event WSA is unable to negotiate a facility lease for a workforce center at the recommended property address, WSA reserves the right to proceed with the next highest ranked property address in negotiating a facility lease with its respective landlord.

Analysis: The current location can no longer accommodate WSA's needs, and the Memorandum of Understanding (MOU) will terminate on May 14, 2024. In accordance with TWC's Financial Manual for Grants Contracting, FMGC §J.6.1, and Uniform Guidance, UG, the initial step in the planning process requires a review of existing facilities that meet our current requirements. In selecting a facility to lease, WSA's business needs include, but are not limited to, general location (customer populations, local businesses, and area crime statistics), access to public transportation, current parking, space required, access to the

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ground floor, ability to build out, and compliance with Americans with Disabilities Act (ADA) standards.

In accordance with TWC's Financial Manual for Grants and Contracts, FMGC §J.6.2.2, on February 23, 2024, a Request for Information (RFI) was released to potential lessors and realtors including local realtors, Pat Boyle Realty, and Guilot Realty, in Bandera, TX, to conduct market research and solicit potentially available properties for the administering of various workforce programs. Additionally, WSA's contracted real estate broker, PCR Brokerage San Antonio, LLC. DBA Partners conducted a required Competitive Market Analysis (CMA) to determine prospective locations, along with a required cost and technical analysis completed by board procurement staff, attached herein.

Alternatives: The properties yielded from the market research and CMA analysis were evaluated by board staff against WSA's requirements, and as a result of these efforts, the properties at 624 Highway 16, Bandera, TX and 4173 Highway 16, Bandera, TX are both recommended for consideration for an award on a best-value basis and contingent on successful negotiations.

Fiscal Impact: The estimated annual rent amount is \$18,000 (624 Highway 16) and \$21,600 (4173 Highway 16), with an annual rent escalation not to exceed five percent (5%) for the recommended properties. The anticipated initial term of the lease will be for a 3 – 5-year term with up to three (3) options to renew that will be specified in the agreement, and not to exceed twenty (20) years inclusive of all renewals. The actual amount paid will be finalized during negotiations and specified in the lease.

Recommendation: With approval of this action, WSA Procurement and Contracts Management will proceed to finalize negotiations with the respective landlords to secure a lease at the recommended locations, pending final facility inspections, awarding on a best-value basis.

Next Steps: Board staff will negotiate in coordination with its contracted broker, Legal Services, and the landlord for execution of a new the lease agreement in Bandera, TX.

Attachments:

Cost Analysis

Lease Procurement Checklist



Cost Analysis:

TWC Lease Market Assessment Information	Subject Lease: 702 Buck St	624 Highway 16	4173 Highway 16	1401 Sycamore St.	158 Highway 16
Building Type and Class:	Class B Office	Class B Retail	Class B Retail	Class C Office	Class B Retail
Square Footage Needed and/or Available	1000	1500	1200	800	1000
Base Rent Rate: (\$/SQFT/YR) (Enter dollar amount/SQFT/YR)	\$0 x 1,000 sq. ft.=0	\$12 x 1500 sq. ft. = \$18,000	\$18.00 x 1200 sq. ft. = \$21,600	\$24.00 x 800 sq. ft. = \$19,200	\$10.20 x 1000 sq. ft.= \$10,200
Total Base Rent Rate Per Term (60 Months)	\$0	\$90,000	\$108,000	\$96,000	\$51,000
Avg. Total Rent per Year	\$0	\$18,000	\$21,600	\$19,200	\$10,200
Type of Lease: NNN, Modified Gross, or Full Service.	Full Service	Modified Gross	Modified Gross	NNN	NNN
Additional Rent: Such as Operating Expenses or Common Area Maintenance (CAM), if not included in the Base Rent amount above (\$/SQFT/YR). Estimated Annual Amount	\$0	\$0	\$3,600	\$0	\$3,000

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TWC Lease Market Assessment Information	Subject Lease: 702 Buck St	624 Highway 16	4173 Highway 16	1401 Sycamore St.	158 Highway 16
Estimated Utilities: If not included in the Base Rent or Additional Rent above (\$/SQFT/YR) Estimated Annual Amount	0	\$2,160	\$1,728	\$1,152	\$1,440
Total Estimated Annual Cost: Annual Base Rent + Additional Rent (if needed) + Estimated Utilities	\$0	\$20,160	\$26,928	\$20,352	\$14,640
Total Available Parking Spaces: If by square footage, please note parking spaces per square foot.	20	>20	20	Unknown	5
Estimated Build Out Cost per Square Feet:	\$23.83	\$23.83	\$23.83	\$23.83	\$23.83
Total Build Out Cost per Year (Estimation):	\$4,766	\$7,149	\$5,719	\$3,813	\$4,766
Move Out Costs: (Moving Expenses: per hour rate x labor hours = total estimated cost)	\$0	\$280	\$280	\$280	\$280
Renovation to Current Lease (if needed): Total tenant improvements/expenditures	\$0	\$0	\$0	\$0	\$0
Total Annual Cost: Including rent per year + build out + utilities + moving + renovations	\$4,766	\$27,589	\$32,927	\$24,445	\$19,686
OVERALL RANKING		1	2	3	4



Notes: Other properties below were reviewed but did not meet facility space requirements for a workforce center. As a result, these properties were removed from consideration as potential locations for various reasons, including adequate square footage, ADA compliance, or lack of immediate availability:

- 129 Highway 16, Bandera, TX - did not meet the space requirement
- 611 Main Street, Bandera, TX - did not meet the space/ADA requirement
- 2667 Highway 16, Bandera, TX - did not meet the space requirement
- 1116 12th Street, Bandera, TX – Arthur Nagel Community Clinic, unavailable
- 803 Buck Street, Bandera, TX – Silver Sage Senior/Community Center, unavailable

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Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	Health and Human Services
Property Location and Address:	702 Buck Street
	Kerrville, Bandera, Texas 78003
Time Frame (current lease dates)	28 Mar 23 – 31 Mar 27
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Mar `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Mar `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Mar `24	Mar `24
9	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Mar `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Mar `24
8	QA Review	QA	Apr `24	Apr `24
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Apr `24	Apr `24

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Item	Description	Responsibility	Begin	Completed
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar `24	Apr `24
13	Lease - Legal Review	Legal	Mar `24	Apr `24
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar `23	Apr `24
LEASE AGREEMENT				
Evidence of Agreement Terms __X__ 3 Year Term ____ 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee’s property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee’s actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



Oversight Committee Report





MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Ricardo Ramirez, Ph.D., Director of Quality Assurance

Date: April 19, 2024

Subject: Update on Improvements from TWC Annual Monitoring

Summary: Briefing of WSA's follow-up actions to address TWC's Annual Monitoring Exit Conference findings. TWC issued a Final Report and Audit Resolution Letter requiring WSA to resolve one finding 45 days from the date of the letter's receipt (by April 6, 2024).

TWC Finding

TWC performed a 'walkthrough' at Marbach to test the protection of PII (personally identifiable information) and reported one finding that includes two areas:

- a) *VOS Greeter/Reception:* Customers could view PII entered into the VOS Greeter/Reception screen when signing in;
- b) *Unprotected Written PII:* The auditor found an unsecured hand-written document with PII in an unattended cubicle.

TWC also expressed concern about storage area/room maintenance regarding PII security (although they did not report it as a finding).

The effort supports ***Texas Talent and Economic Growth – Goal 2, Service Optimizers***. The item does not require board action.

Actions & Resolution Status: Item Resolved

We submitted a response on April 5, 2024, detailing actions to resolve the finding. We received a letter from TWC's Division of Fraud Deterrence and Compliance Monitoring on April 11, 2024, acknowledging WSA's actions as adequately resolving the finding and closing TWC's Annual Monitoring report.

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Summary of Actions

TWC's Letter highlights WSA's implementation of proper controls in coordination with service providers, including but not limited to updating/developing policies and procedures, ongoing oversight comprised of unannounced walkthroughs, digitizing participant records, requiring virtual mandatory training, installing privacy filter screens, and QA's monitoring/walkthrough report.

Next Steps: While TWC has closed the monitoring report, WSA will continue to implement the systems we put in place to safeguard PII and report to the board as needed.

Fiscal Impact: Potential costs for identity protection and PII breaches. Strengthening controls will ensure full compliance and guard against future question costs. Additionally, it's anticipated these controls will yield cost-savings and more significant contract negotiation positions.

Attachments: TWC's Audit Resolution Letter dated April 11, 2024.

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño, III
Commissioner Representing
Labor

Joe Esparza
Commissioner Representing
Employers

Edward Serna
Executive Director

April 11, 2024

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

Audit Resolution Report

Dear Mr. Lopez:

Workforce Solutions Alamo (Board) administers the Child Care Services, Choices (employment services for Temporary Assistance for Needy Families), and Employment Services programs. In Fiscal Year 2024 TWC conducted a monitoring review of these programs and had one finding, as documented in Monitoring Report #24.20.0001. This letter is about the audit resolution of the finding, as outlined below:

Finding: Ensure Security of Personally Identifiable Information

The Board did not ensure the security of personal identifiable information (PII). During the walkthrough of the Marbach Workforce Center, the monitor noted the following PII issues:

- The Board has no barriers in place to cover and secure the PII information from the public that a new customer is entering into the computer at receptionist desk.
- A notebook with user accounts and passwords belonging to a staff who was out, was found unsecured in an empty cubicle.

When a person's personally identifiable information or passwords are not secured, the risk of unauthorized access increases.

Corrective Action Taken:

The Board has proper controls in place to ensure PII and other sensitive information is safeguarded at all times and has implemented controls along with its service providers to ensure compliance and adherence to state and local PII requirements and guidelines. This includes but not limited to policies and procedures, ongoing oversight such as unannounced walkthroughs, digitized participant records and virtual mandatory training. In addition, the Board purchased privacy filter screens for all locations to protect PII on computer screens. Lastly, the Board provided recent

Mr. Lopez
Page 2
April 11, 2024

walkthrough results from different centers, along with recent training documentation and sign-in sheets.

Because the corrective actions taken adequately resolves the finding, TWC Monitoring Report #24.20.0001 is closed. We encourage the Board to continue its efforts in following and adhering to state and local PII requirements and guidelines, as this area will be tested during subsequent monitoring reviews.

Thank you for your assistance on this matter. If you have any further questions, please contact Judy Ohn at (512) 354-9616 or judy.ohn@twc.texas.gov.

Sincerely,



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

cc: Leslie Cantu, Chair, Workforce Solutions Alamo

United States Department of Health and Human Services

Gwendolyn Jones, Regional Program Manager
Deborah Daniels, Program Specialist
Alisa Matthews, Program Specialist

United States Department of Labor

Nicholas E. Lalpui, Regional Administrator, Employment and Training Administration
M. Frank Stluka, Regional Director, Office of State Systems, Employment and Training Administration



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, Chief Executive Officer

Presented by: Eric Vryn, Chief Process Officer

Date: April 19, 2024

Subject: Process Improvements

Summary:

This memorandum presents Chief Process Officer Eric Vryn's high-level evaluation of the Procurement and Contract Management (P&CM) function. Key areas of focus include current operational effectiveness, existing challenges, and identified risks. The assessment rigorously examines current business processes, policies, Standard Operating Procedures (SOPs), and technological infrastructure. Furthermore, it articulates a strategic approach for enhancing P&CM efficiency, detailing targeted initiatives for immediate and strategic long-term optimization.

Analysis:

- **Business Processes:** The Procurement & Contract Management team displays significant expertise in their domain yet faces challenges in implementing standardized practices, as well as consistent monitoring and forecasting across its operations. The contract monitoring process, in particular, shows a tendency towards compartmentalized and manual-dependent practices, underscoring a need for a more comprehensive review and enhancement of policies and procedures to streamline processes, reduce variability, and effectively mitigate risk. Additional areas for enhancement include workload management, cross-functional training, forecasting accuracy, communication effectiveness, and succession planning.
- **Policies and Procedures:** The Procurement & Contract Management team's policies and procedures are characterized by a high level of generality, which impedes clear understanding and repeatability of procurement and purchasing practices across the

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organization. The absence of detailed documentation contributes to inconsistency in process execution and a cohesive approach to document and records management, undermining organizational efficiency and compliance.

- **Communication and Workflow Integration:** Gaps in monitoring and communication within the contract management process have led to siloed practices, highlighting the need for enhanced accessibility and searchability of policies and procedures. The reliance on a legacy SharePoint repository complicates information retrieval. Implementing a more structured method for distributing updates on policy changes, training opportunities, and pre-bid conferences is essential for improving team coordination and efficiency.
- **System Fragmentation and Technology Utilization:** The landscape is marked by numerous systems lacking integration, resulting in isolated workflows and insufficient monitoring. The combination of the team size, workload, and the absence of technology integration, coupled with extensive manual data entry, presents potential risks to organizational and operational efficiency. A detailed review is planned to address these challenges, focusing on minimizing risk through improved forecasting models and evaluating the current technology stack in the forthcoming weeks and months.

Next Steps:

The immediate short-term objectives aim to refine operational practices and establish foundational efficiencies. Conversely, the long-term strategy is dedicated to pursuing systemic improvements, fostering technological integration and/or automation, and achieving sustainable process optimization across the organization.

Short-term Focus:

- *Policy and SOP Refinement:* Update and standardize to reflect current best practices and regulatory requirements.
- *Standardization of Practices:* Develop and enforce a standardized approach to contract management that encapsulates industry best practices and organizational insights.
- *Documentation and Analysis:* Execute a comprehensive review and documentation of current procurement and contract management processes, as well as workflows, to establish a baseline for long-term improvements.



- *Forecasting Model Development:* Create a dynamic forecasting model tailored to the nuances of WSA, contract volumes and complexities to predict future requirements and manage risks proactively.

Long-term Focus:

- *Process Efficiency:* Review and recalibrate workload distribution to align with a standard work model to enhance processing time, reduce risk, and minimize rework.
- *Value Stream Mapping:* Execute a value stream analysis to identify non-value-added activities and implement measures to reduce and/or eliminate them, thus streamlining our procurement operations.
- *Technology Review:* Conduct a comprehensive review of the existing technology stack supporting Procurement and Contract Management.
- *System Integration:* Evaluate the integration of our systems with other business units, assessing the flow of data and the efficacy of these connections.
- *Optimization Strategy:* Determine areas where technology is underutilized, recommending enhancements or changes to ensure our technology ecosystem fully supports our procurement and contract management needs.

Implementation Timeline:

Short-Term

Week	Activity	% – Time Allocated to Project (High)	Weeks – Time Allocated to Project (High)	Hours – Time Allocated to Project (High)	% – Time Allocated to Project (Low)	Weeks – Allocated to Project (Low)	Hours – Time Allocated to Project (Low)
1-2	Policy and SOP Refinement	15-20%	6-8	12-16	5-10%	2-4	24-32
3-4	Standardization of Practices	15-20%	6-8	24-32	5-10%	2-4	48-64
5-6	Documentation and Analysis	15-20%	6-8	36-48	5-10%	2-4	72-96
7-8	Forecasting Model Development	15-20%	6-8	48-64	5-10%	2-4	96-128
9-12	Cross-functional Training	15-20%	6-8	72-96	5-10%	2-4	144-192



Long-Term

Month	% - Time Allocated to Project (High)	Weeks - Time Allocated to Project (High)	Hours – Time Allocated to Project (High)	% - Time Allocated to Project (Low)	Time - Allocated to Project (Low)	Weeks – Time Allocated to Project (Low)	% - Time Allocated to Project (High)
1	Process Efficiency	10-15%	4-6	16-24	5-10%	2-4	32-48
2	Value Stream Mapping	10-15%	4-6	32-48	5-10%	2-4	64-96
3	Technology Review	10-15%	4-6	48-72	5-10%	2-4	96-144
4	System Integration	10-15%	4-6	64-96	5-10%	2-4	128-192
5-6	Optimization Strategy	10-15%	4-6	80-120	5-10%	2-4	160-240

Additional note:

- The "% Time High" and "% Time Low" columns indicate the percentage of a standard 40-hour work week committed to the initiatives.
- The "Hours/Week" columns provide the actual hours committed per week based on the percentage.
- The "Cumulative Hours" columns calculate the total hours committed over the weeks or months for each initiative.
- Activities in the long-term initiatives can overlap and/or may not necessarily be sequential.
- All timelines are subject to adjustment based on progress and actual staff availability.

Fiscal Impact: The fiscal impact is TBD and pending further analysis.

Attachments: None.



Committee of Six

Report





CEO Report

Adrian Lopez, CEO



Applications for Funding





Letters of Support

- Manufacturing Access Pathways (MAPS) Consortium: Applied for Defense Science, Technology, Engineering, and Mathematics (STEM) Education Consortium (DSEC) Cooperative funding opportunity to provide a flexible continuum of meaningful STEM learning experiences for students and educators.
- Teaching Strategies, LLC.: Applied for TWC's Individualized Instruction Initiative to provide eligible providers with access to TWC grant funded Teaching Strategies digital solutions including GOLD®, The Creative Curriculum® Cloud, the Teacher Professional Development Membership, and ongoing support for implementation.
- Together4Children: Applied for TWC's Child Care Staff Retention Strategies Grant to provide a leadership development program including strategies for positively impacting the childcare work environment and increase staff retention.



MOUs

- Coastal Bend College: To facilitate collaboration on Career and Technical Education (CTE) programs that align with high-demand occupations identified by the Texas Workforce Commission, prioritizing initiatives supported by Carl Perkins Grant assistance and leverage WSA's expertise and WIOA resources to offer employment guidance to CBC students through facilitating direct employment opportunities that align with students' academic and career goals while enhancing the employability and workforce readiness of CBC students.



ACE Race Car Logo Decal Presentation



POTEET



JOURDANTON



ACE Race Car Logo Decal Presentation



MEDINA VALLEY



Media, Marketing & Communications Update

Marketing & Communications Department



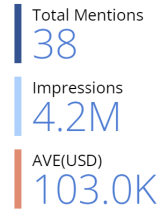
Media/Public Relations Activity January thru April 16, 2024



Coverage Summary

2024/01/01 - 2024/04/16

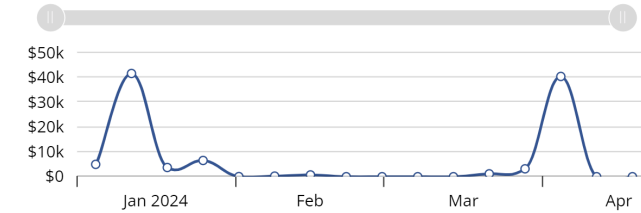
Workforce Solutions Alamo



AVE Trend

2024/01/01 - 2024/04/16

Workforce Solutions Alamo



Top Story:

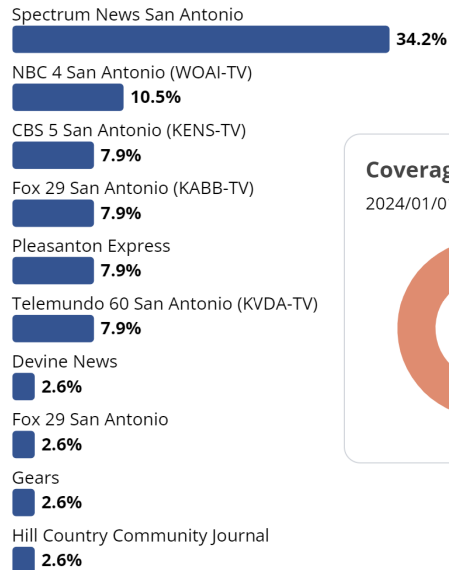
SEAL Employer Awards Ceremony – January 12th

Students, like Gabriel Perez, say this program helps students like him tremendously.

Top 10 Outlets by Volume

2024/01/01 - 2024/04/16

Workforce Solutions Alamo



Coverage by Media Type

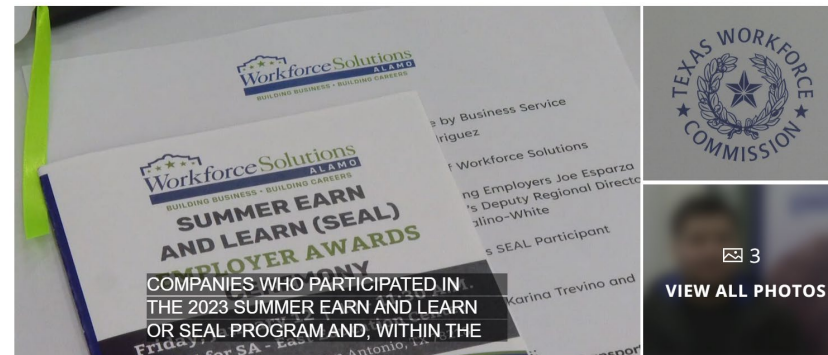
2024/01/01 - 2024/04/16

Workforce Solutions Alamo



San Antonio ceremony honors SEAL program companies empowering disabled students

by SBG Digital | Ethan Trejo | Fri, January 12th 2024 at 6:57 PM



A ceremony was held today recognizing companies who participated in the 2023 Summer Earn and Learn- or SEAL- program. (SBG)



"I'm actually really glad I went there," said Gabriel Perez. (SBG Digital)

“Via definitely got me to actually start working,” Perez said. “I was very nervous going into any job actually. So it being my second job was definitely an eye opener. I first worked with Taco Cabana during my other time during SEAL. It’s far different from the maintenance type of thing. I’m actually really glad I went there.”

Social Media



January 1st thru April 15th 2024
Metrics

**Compared to January 1st thru April 15 2023.*

Fans & Followers



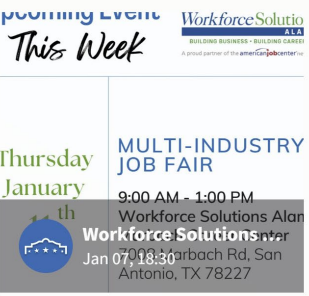
▲ 17.5% from 12,279

Top posts



Last week we recognized local employers throughout our 13-County Alamo Region for providing an inclusive workplace through the Summer Earn and Learn (SEAL) partnership. Through this partnership, students with unique abilities gained meaningful work experience and the opportunity to

1,799 impressions



Don't miss out on how you can impact your career! Attend the upcoming event this week. For more info on events, visit our website: <https://ow.ly/HNAp50Pc6E0> #WorkforceSolutionsAlamo #AlamoArea #Careers #JobFair #Hiring

642 impressions



JW Marriott San Antonio Hill Country Resort & Spa is holding a Job Fair next Thursday, January 25th from 10 AM - 7 PM. Start your career in the hospitality industry! ✨ More than 100 open positions in Culinary, Engineering, Front Desk and more!

637 impressions

Top posts



JW Marriott San Antonio Hill Country Resort & Spa is holding a Job Fair next Thursday, January 25th from 10 AM - 7 PM. Start your career in the hospitality industry! ✨ More than 100 open positions in Culinary, Engineering, Front Desk and more!

3,907 impressions



Don't miss out on how you can impact your career! Attend the upcoming event this week. For more info on events, visit our website: <https://ow.ly/HNAp50Pc6E0> #WorkforceSolutionsAlamo #AlamoArea #Careers #JobFair #Hiring

1,716 impressions



Join us for the EmpowerAbility Youth Career Expo on Saturday, March 16th located at the New Braunfels Food Bank! Students with All Abilities learn about educational and training opportunities and connect with hiring employers to achieve your career goals. 📅 March 16, 2024 ⏰ 9 AM - 1 PM 📍 New Braunfels Food Bank • 1620 S.

1,461 impressions

Followers



▲ 88.7% from 1,651

Followers



▲ 2.8% from 1,755

Followers



▲ 15.2% from 1,273

Page fans



▲ 5% from 6,782

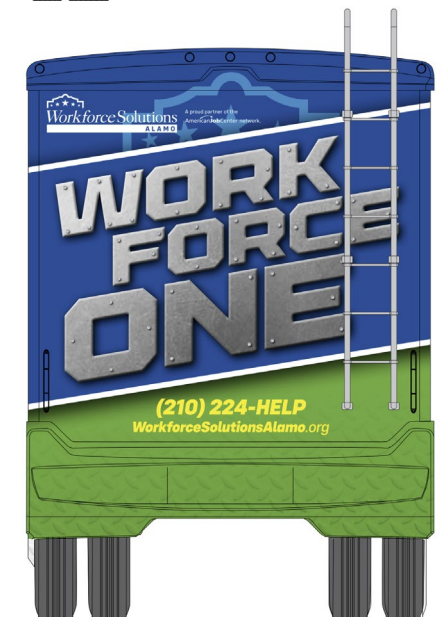
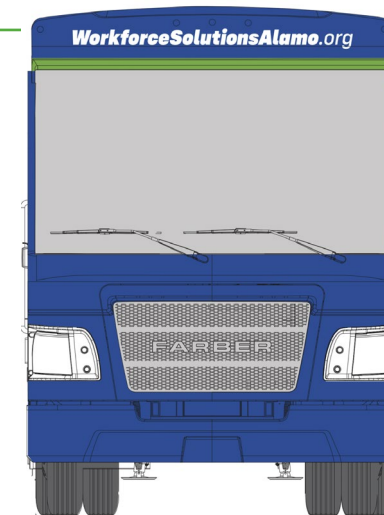
● Jan 01 - Apr 15, 2024

● Jan 01 - Apr 15, 2023



Mobile Workforce Unit Graphics

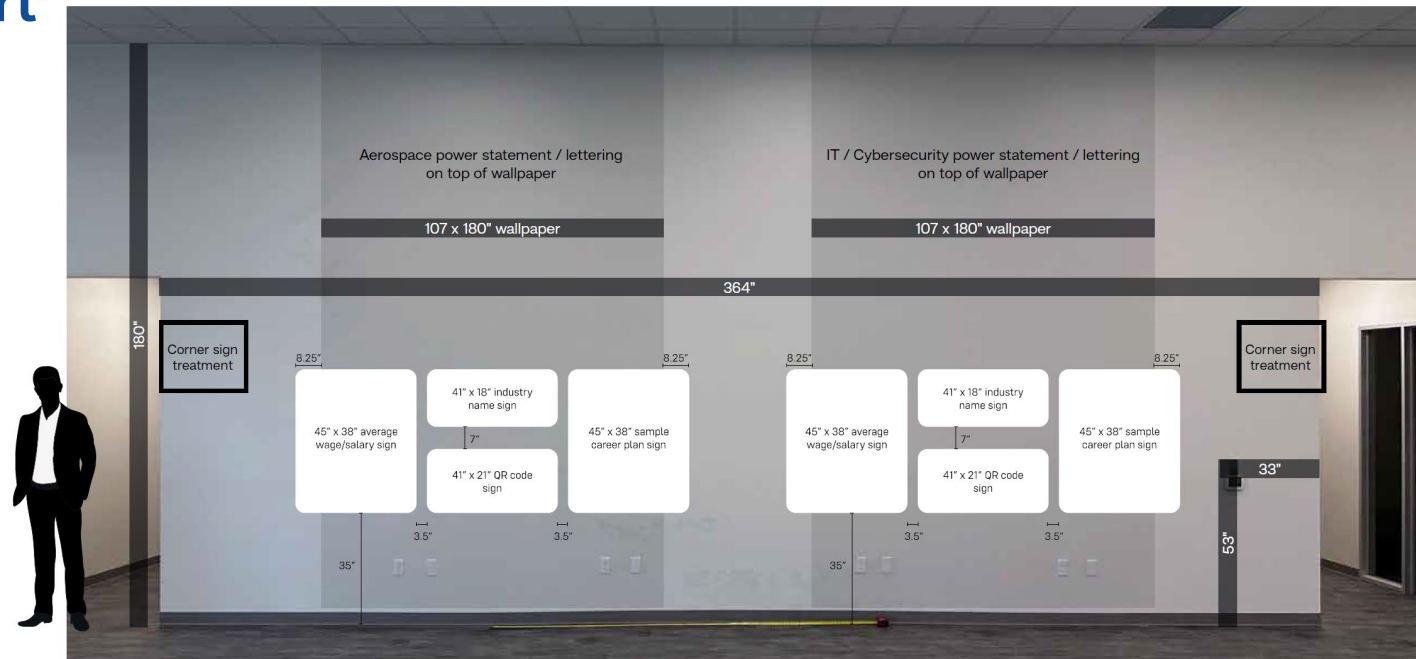
WORKFORCE ONE





Looking Ahead

- **Career Center Updates: The Port SA Industry Sector Graphics**
 - Finalizing the Planning Stage
 - Heading into Phase 2 – Designs
- **2023 Annual Impact Report**
- **Mobile Unit Launch**
 - End of Summer/Early Fall
 - Website Page – Workforce One Schedule/Info





Questions



Thank you!





Chair Report



WORKFORCE SOLUTIONS ALAMO BOARD 2024 DEMOGRAPHICS

Place Number	WSA BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDER	RACE	HISPANIC	URBAN/RURAL	VET
1	Mary Batch (VICE CHAIR)	Private Sector	Caterpillar ISPD	Manufacturing	11/16/2015	01/25/2023-12/31/2025	F	White	N	R	Y
2	Betty Munoz	Private Sector	JW Marriott San Antonio	Accommodation	10/4/2016	01/01/2022-12/31/2024	F	White	Y	U	N
3	Chris Corso	Private Sector	Joeris General Contractors	Construction	1/9/2024	01/01/2024-12/31/2025	M	White	N	U	N
4	Leslie Cantu (CHAIR)	Private Sector	Toyotetsu Texas, Inc.	Manufacturing	12/5/2017	01/01/2024-12/31/2026	F	White	N	U	N
5	Esmeralda Perez	Private Sector	CHRISTUS Santa Rosa	Health Care, Social Assist	1/11/2022	01/01/2022-12/31/2024	F	White	Y	U	N
6	Anthony Magaro	Private Sector	Southwest Research Institute	Professional, Tech	2/1/2021	01/01/2024-12/31/2026	M	White	N	U	N
7	Yousef Kassim (SECRETARY)	Private Sector	E-Legal, Inc.-EasyExpun	Professional, Tech	12/5/2017	01/01/2024-12/31/2026	M	Other	N	U	N
8	Jennifer Lange	Private Sector	Accenture Federal Services	Professional, Tech	1/9/2024	01/01/2024-12/31/2026	F	Asian	N	U	N
9	Jerry Graeber	Private Sector	Leonard Contracting	Construction	9/13/2022	09/01/2022-12/31/2024	M	White	N	U	N
10	Lowell Keig	Public Employment	Texas Workforce Commission	Public Administration	5/31/2022	05/01/2022-12/31/2024	M	White	N	U	N
11	Jim Robertson	Private Sector	Valor Crane & Equipment	Construction	1/9/2024	01/01/2024-12/31/2026	M	White	N	R	N
12	Tasha Schmidt	Private Sector	IBM	Wholesale Trade	1/9/2024	01/01/2024-12/31/2026	F	White	Y	R	N
13	Lisa Navarro Gonzales	Private Sector	Forma	Manufacturing	1/5/2021	01/01/2024-12/31/2026	F	White	Y	U	N
14	Eric Cooper	CBO	San Antonio Food Bank	Health Care, Social Assist	5/3/2016	01/01/2022-12/31/2024	M	White	N	U	N
15	Elizabeth Lutz	CBO	Bexar County Community	Health Care, Social Assist	2/25/2014	01/25/2023-12/31/2025	F	White	Y	U	N
16	Ana DeHoyos O'Connor	CBO	YMCA	Other Services	1/11/2022	01/01/2022-12/31/2024	F	White	Y	U	N
17	Charles Camarillo	Education	Poteet ISD	Educational Services	1/9/2024	01/01/2024-12/31/2026	M	White	Y	R	N
18	Dr. Sammi Morrill	Education	Alamo Colleges District	Educational Services	1/7/2020	01/25/2023-12/31/2025	F	White	N	U	N
19	Angelique De Oliveira	ABE	Goodwill Industries of SA	Health Care, Social Assist	1/7/2020	01/01/2024-12/31/2026	F	White	N	U	N
20	Joshua Schneuker	Econ. Dev.	Seguin Economic Dev. Corp.	Public Administration	8/15/2023	07/31/2023-12/31/2024	M	White	Y	R	N
21	Mitchell Shane Denn	Labor	San Antonio Building Trade	Other Services	1/7/2020	01/01/2022-12/31/2024	M	White	N	U	N
22	Kelli Rhodes	Literacy	Restore Education	Educational Services	10/6/2020	01/01/2022-12/31/2024	F	White	N	U	N
23	Allison Greer Francis	Public Assistance	The Center for Health Care Services	Health Care, Social Assist	2/23/2021	01/01/2024-12/31/2026	F	White	N	U	N
24	JR Trevino	Private Sector	Treco Enterprise, Inc	Construction	9/13/2022	09/01/2022-12/31/2024	M	White	Y	U	N
25	Dawn Dixon	Voc. Rehabilitation	Warm Springs Foundation	Health Care, Social Assist	1/5/2021	01/01/2024-12/31/2026	F	White	N	U	N
26	Tylane Barnes	Child Care Workforce	Converse Christian School & Early	Health Care, Social Assist	1/9/2024	01/01/2024-12/31/2026	F	Black	N	U	N
27	Yvonne Addison	Private Sector	Addison Prime, LLC	Construction	1/9/2024	01/01/2024-12/31/2026	F	White	Y	U	N

PRIVATE SECTOR	14	52%
COMMUNITY BASED ORGANIZATION (CBO)	3	11%
LABOR	1	4%
EDUCATION	2	7%
PUBLIC EMPLOYMENT	1	4%
ADULT BASIC CONTINUING EDUCATION	1	4%
ECONOMIC DEVELOPMENT	1	4%
PUBLIC ASSISTANCE	1	4%
VOCATIONAL REHABILITATION	1	4%
LITERACY	1	4%
CHILD CARE WORKFORCE	1	4%
TOTAL	27	100%

Female	16	59%
Male	11	41%
Black	1	4%
White	24	89%
Asian	1	4%
Other	1	4%
Hispanic	10	37%

Vet. Reps.	1
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RACE	#BOARD	MALE		FEMALE		TOTAL			
		BOARD %	WD AREA %	BOARD %	WD AREA %	#BOARD	BOARD %	WD AREA %	
White	7	26%	21.54%	7	26%	18.64%	14	52%	40.18%
Black	0	0%	2.81%	1	4%	2.83%	1	4%	5.64%
Hispanic	3	11%	27.26%	7	26%	23.77%	10	37%	51.03%
Other	1	4%	1.63%	1	4%	1.52%	2	7%	3.15%
TOTAL	11	41%	53.24%	16	59%	46.76%	27	100%	100.00%

Note: This table represents the latest data recommended by TWC to evaluate board representation. TWC informed WSA that information on the Score Card and this table is due for 2020 census update.

**WORKFORCE SOLUTIONS ALAMO BOARD
2024 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	MAY '23	JUNE '23	JUL '23	AUG '23	SEPT '23	OCT '23	NOV '23	DEC '23	JAN '24	FEB '24	MAR '24	APR '24	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
1	Mary Batch (VICE CHAIR)	Private Sect.	01/25/2023-12/31/2025		Y		Y		Y	Y				Y		49	49	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y					
	EXECUTIVE COMMITTEE				Y		Y		Y				Y	Y					
	AUDIT & FINANCE COMMITTEE (CHAIR)			Y	Y		Y		Y	Y			Y	Y					
	HR COMMITTEE																		
	YOUTH COMMITTEE							Y					Y	Y					
2	Betty Munoz	Private Sect.	01/01/2022 - 12/31/2024													33	33	0	100%
	BOARD OF DIRECTORS				Y		E		Y	E				Y					
	EARLY CARE & EDUCATION COMMITTEE			Y	E			Y		Y		Y		Y					
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE								Y										
3	Chris Corso	Private Sect.	01/01/2024-12/31/2025													2	2	0	100%
	BOARD OF DIRECTORS													Y					
	YOUTH COMMITTEE													Y					
4	Leslie Cantu (CHAIR)	Private Sect.	01/01/2024-12/31/2026													91	91	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y					
	EXECUTIVE COMMITTEE				Y		Y		Y				Y	Y					
	AUDIT & FINANCE COMMITTEE			Y	Y		Y		Y	Y			E	Y					
	EARLY CARE & EDUCATION COMMITTEE			Y		Y		Y		E		Y		E					
	HR COMMITTEE (CHAIR)																		
	OVERSIGHT COMMITTEE			Y			Y		Y	Y			E	Y					
	STRATEGIC COMMITTEE			Y		Y		Y		Y			Y						
	YOUTH COMMITTEE			Y				Y				Y	Y						
5	Esmeralda Perez	Private Sect.	01/01/2022 - 12/31/2024													26	26	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y					
	OVERSIGHT COMMITTEE			E			E		Y	Y			E	E					
6	Anthony Magaro	Private Sect.	01/01/2024-12/31/2026													40	39	1	98%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y					
	EXECUTIVE COMMITTEE				Y		Y		Y				Y	Y					
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE (CHAIR)								Y										
	STRATEGIC COMMITTEE			Y		U		Y		Y			Y						
	YOUTH COMMITTEE			Y				Y				Y	Y						
7	Yousef Kassim (SECRETARY)	Private Sect.	01/01/2024-12/31/2026													60	58	2	97%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y					
	EXECUTIVE COMMITTEE				Y		Y		Y				Y	Y					
	AUDIT & FINANCE COMMITTEE			Y	Y		E		Y	Y			Y	E					
	EARLY CARE & EDUCATION COMMITTEE			Y		Y		Y		Y		E	E						
8	Jennifer Lange	Private Sect.	01/01/2024-12/31/2026													3	3	0	100%
	BOARD OF DIRECTORS													Y					
	OVERSIGHT COMMITTEE													Y					
	YOUTH COMMITTEE												Y						
9	Jerry Graeber	Private Sect.	09/01/2022-12/31/2024													9	8	1	89%
	BOARD OF DIRECTORS				Y		E		Y	U				Y					
10	Lowell Keig	Public Empl.	05/01/2022-12/31/2024													19	19	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y					
	STRATEGIC COMMITTEE			Y		Y		Y		Y			Y						
11	Jim Robertson	Private Sect.	01/01/2024-12/31/2026													2	1	1	50%
	BOARD OF DIRECTORS													Y					
	STRATEGIC COMMITTEE																		
	YOUTH COMMITTEE													U					

