



BOARD OF DIRECTORS MEETING

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

June 23, 2023

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 meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

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

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- I. CALL TO ORDER
Presenter: 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).....pg. 5 - 251
Presenter: Chairwoman Leslie Cantu
 - a. Board of Directors Meeting Minutes – April 21, 2023
 - b. RFP Updates and Contract Summary
 - c. Update on Procurement Processes
 - d. Procurement Diversity Update (SMWVBE)
 - e. Financial Reports
 - f. Employee Policy Handbook Revision: Employee Incentive Policy
 - g. Applications for Funding
 - h. Early Matters Update and HB1979 Discussion
 - i. Child Care Performance Briefing
 - j. Texas Rising Star Assessment Update
 - k. TRS Contracted Slots Pilot Briefing
 - l. Success Stories
 - m. The Dee Howard Foundation Partner Update
 - n. Youth Committee Objectives
 - o. Youth Performance
 - p. Partnerships
 - q. Rural & Urban Youth Success Stories
 - r. Facility Updates
 - i. Port SA Update
 - s. Sector Based Model Update
 - i. Sector Based Score Cards
 - ii. Strategic Partnership Manager Update
 - t. Performance, Programs, and Operational Updates
 - u. Aspen Institute
 - v. Quality Assurance Update
 - w. Monitoring Outcomes & Technical Assistance
 - x. IT Assessment Update
 - y. Child Care Industry Partnership Grant

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- VI. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 252 - 328
 Presenter: Mary Batch, Audit & Finance Committee Chair
 - a. FY2022 Annual Audit Report
 Presenter: Janet Pitman, ABIP
 - b. Adult RFP Update
 - c. Update on TWC Monitoring Report
 - d. Budget Amendment #2

- VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 329 - 344
 Presenter: Ana DeHoyos O’Connor, Early Care & Education Committee Chair
 - a. Entry Level Designation & Efforts Towards Increasing and Accessing Quality

- VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 345 - 365
 Presenter: Anthony Magaro, Youth Committee Chair
 - a. Initiatives and Opportunities

- IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 366 - 377
 Presenter: Eric Cooper, Strategic Committee Chair
 - a. Local Plan Update
 - b. Update on Walzem Career Center Location

- X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 378 - 393
 Presenter: Dr. Sammi Morrill, Oversight Committee Chair
 - a. TWC Audit Letter – SNAP
 - b. TWC Performance – Employment

- XI. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT DISCUSSION ITEMS (DISCUSSION AND POSSIBLE ACTION).....pg. 394 - 412
 Presenter: Mike Ramsey, Executive Director Workforce Development Office, City of San Antonio
 - a. Update to Develop an Operational Plan for the Interlocal/Partnership Agreement to Address Rural Judges’ Service Delivery Concerns
 Presenter: Adrian Perez, CIO

- XII. CEO REPORT.....pg. 413 - 436
 Presenter: Adrian Lopez, CEO
 - a. JET Grant
 - b. American Indians In Texas at the Spanish Colonial Missions
 - c. Partnership with Bexar County Public Works
 - d. Ready to Work Program

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- e. DOL Grant/Partnership With Capital Area & Rural Capital
- f. Presentation to New Braunfels Chamber of Commerce
- g. TWC Annual Employer Awards Update
Presenter: Penny Benavidez, Director of Public and Government Relations
- h. Media, Marketing, and Communications Update
Presenter: Penny Benavidez, Director of Public and Government Relations

XIII. CHAIR REPORT.....pg. 437 - 441
 Presenter: Chairwoman Leslie Cantu
 a. BOD Attendance and Demographics

XIV. NEXT MEETING: August 18, 2023

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 ITEMS





BOARD OF DIRECTORS MEETING - MINUTES

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

April 21, 2023

10:00 AM

BOARD OF DIRECTORS: Mary Batch (Interim Chairwoman), Betty Munoz, Anthony Magaro (10:02am), Ben Peavy, Jerry Graeber (10:01am), Lowell Keig, Diana Kenny, Eric Cooper, Elizabeth Lutz, Ana DeHoyos O'Connor, Dr. Burnie Roper, Angelique De Oliveira, Kelli Rhodes, Allison Greer Frances (10:03am), Esmeralda Perez (10:10am), Lisa Navarro-Gonzales (10:13am)

WSA STAFF: Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jeremy Taub, Caroline Goddard, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Vanessa McHaney, Manuel Ugues, Manuela Zarate, Gabriella Horbach, Roberto Corral, Brenda Garcia, Daisey Vega, Angela Bush, Belinda Gomez, Chuck Agwuegbo, Gabriela Ore, Rebekah Guajardo, Trema Cote

PARTNERS: Diane Rath, Jordana Matthews, Mike Ramsey, Amy Contreras

LEGAL COUNSEL: Frank Burney

GUESTS: Paul Fletcher with Workforce Solutions Rural Capital Area, Yael Lawson with Workforce Solutions Capital Area, Alfred Turner with The Syndicate Wave

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I. CALL TO ORDER

Presenter: Chairwoman Leslie Cantu

Presented by: Interim Chairwoman Mary Batch

At 10:04am, Interim Chairwoman Mary Batch called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Chairwoman Leslie Cantu

Presented by: Interim Chairwoman Mary Batch

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

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Chairwoman Leslie Cantu

Presented by: Interim Chairwoman Mary Batch

None.

IV. PUBLIC COMMENT

Presenter: Chairwoman Leslie Cantu

Presented by: Interim Chairwoman Mary Batch

None.

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

Presented by: Interim Chairwoman Mary Batch

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

b. Facility Updates

i. Port SA Update

ii. Boardroom Update

c. Procurement Diversity Update (SMWVBE)

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- d. Sector Based Model Update
 - i. Sector Based Score Cards
 - ii. Strategic Partnership Manager Update
- e. Contract Summary and RFP Updates
- f. Financial Reports
- g. Update on Annual Audit Report
- h. Performance, Programs, and Operational Updates
- i. Quality Assurance Update
- j. Monitoring Outcomes and Technical Assistance
- k. Summary of WSA Board of Directors Retreat
- l. Child Care Performance Briefing
- m. Texas Rising Star Assessment Update
- n. TRS Contracted Slots Pilot Briefing
- o. WSA Efforts for Access to Quality
- p. Success Stories

Upon motion by Eric Cooper and second by Ana DeHoyos O'Connor, the Board of Directors unanimously approved Consent Agenda items a. to p.

VI. TEXAS TALENT AND ECONOMIC GROWTH (DISCUSSION AND POSSIBLE ACTION)

Presenters: Paul Fletcher, CEO for Workforce Solutions Rural Capital Area, Yael Lawson, COO for Workforce Solutions Capital Area, and Adrian Lopez, CEO

- Goal 1: To establish the State's public workforce system as the go-to resource for expertise on the Texas talent market. Strategies: Standardized Data – Align data processes across Workforce Development Boards for consistent storytelling of key labor market indicators and statistics, Thought Leaders – Position the system as the leading expert on labor market insights with enhanced marketing techniques and economic forecasting, Resource Investment – Develop leadership capacity of Workforce Development Boards through professional development opportunities that enhance data analysis skills and strengthen ties with economic development.
- Goal 2: To deploy unmatched services of value to employers and economic development organizations and more effectively tell the story of the public workforce system's toolbox. Strategies: Standard Menu of Employer Services – Transition the marketing of tools from being program-focused to service-oriented and provide a standard menu of employer services that outline requirements and steps for accessibility, Targeted Delivery Model – Implemented a targeted service delivery model to focus on employers within in-demand industries and career seekers on paths to quality jobs, Expanded Training – Expand training options to increase the local talent pool with the in-demand skills that employers need and to provide employers more upskilling opportunities as talent retention tools.
- Goal 3: To proactively engage and manage more intentional partnerships to facilitate talent solutions, pursue shared goals to support a healthy and robust workforce, and leverage joint resources. Strategies: Industry Engagement – Engage employers in a more comprehensive and intentional manner through sector partnerships that verify demand and guide priorities, Economic Development Collaboration – Act as a lead

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collaborator with economic development organizations to identify actionable solutions to address workforce challenges, Education and Training Alignment – Facilitate efficient connections with training and education opportunities that produce strong outcomes for career seekers, Community-Based Organizations Support – Integrate with community-based organizations on talent-adjacent issues like housing and transportation.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Update on Procurement Processes

Presented by: Jeremy Taub, Director of Procurement and Contracts

- TWC identified an area of concern for FY21. The monitoring results identify potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistently. As a proactive measure, the Board contracted Alfred Turner with The Syndicate Wave to evaluate current policies and procedures, make recommendations to strengthen the current system, and implement best practices and controls around procurement.
- FY22 TWC Financial Monitoring: The review period was from July 1, 2021, through June 30, 2022. The response to TWC is due on May 12, 2023. There are no disallowed or questioned costs, but the Board must strengthen controls around the procurement of leases and expiring contracts. The Board must comply with procurement requirements for six workforce center lease renewals.
- The Board should strengthen controls around expiring contracts. The real estate broker provided services with an expired contract. The monitoring contract was extended 90 days beyond the available renewals provided in the initial procurement. The 90-day extension was due to the procurement not being completed with adequate time before the contract expired.
- Board staff requested technical assistance from TWC’s Audit Resolution division and developed the following outcomes: The Board should procure the Real Estate Broker Services before any additional services are requested, and the Board should provide needs analysis, cost reasonableness, and full fair and open competition documentation for all future leases.
- Board staff performed a competitive procurement for Real Estate Services. The selected vendor is PCR Brokerage San Antonio, LLC DBA Partners. The contract term is March 13, 2023, through March 13, 2024, with four one-year renewal options.
- Contract controls implemented: Contract Management Database has been developed that tracks contract expiration dates, all contract actions, and all follow up with end users for continuous collaboration, training, and development with program managers, contractors, and vendors. Upgraded Contract Manager to Assistant Director of Procurement, manages all contracts and the database. Bonfire (e-procurement system) sends automated reminders to end users.
- Regarding the lease corrective action, TWC recommends completing a 100% review of each lease with the required documentation to address the finding, the

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Board will perform a complete and transparent procurement for each lease before exercising any renewal options, perform an after the fact market analysis before exercising any renewal options, original lease procurements must include all renewal options, and additional renewal periods not in the original procurement may not be exercised.

- The Board staff has completed a preliminary lease analysis of all leases and determined full and open procurement documentation to comply with the FMGC. Board staff has developed the following tools to ensure all recommendations are implemented, and adequate controls are in place for the proper and transparent lease procurement and future procurement and lease renewal options: needs determination market analysis, lease procurement checklist, procurement lease schedule of activities, internal quality review before recommendation is presented to committee for approval, and lease addendum provisions to standard leases.
 - Alfred Turner with The Syndicate Wave explained his scope of work which included a comprehensive assessment of the procurement department, review current procurement process, recommend and assist in process improvements, and support audit reconciliation activities. He reviewed the assessment results and implemented recommendations such as revising the procurement policy manual and developing Standard Operating Procedures.
 - Ben Peavy asked if there could be a clearer timeline as to when leases, for example, are coming up rather than feeling rushed to make a decision. Alfred Turner stated that he has been working with the team to identify timelines and that information is in the Board packet as Attachment 3 – Lease Procurement Timeline.
- b. Update on Ready to Work Matters
Presented by: Giovanna Escalante-Vela, CFO
- Summary as of January 31, 2023 – Fiscal agent fees earned: \$120,623.82, program support fees earned: \$203,084.17, total fees earned: \$323,707.99, total WSA expenses: \$248,187.62, which leaves a surplus/reserve: \$75,520.37.
 - Anthony Magaro asked what the issue is that this program is 40-50% underspent. CEO Adrian Lopez responded that it is a number of issues put together and that it also is a learning process because there is not another program like this that exists. He added that the City of San Antonio has a new list of strategies that will be implemented in the next year. Mike Ramsey added that as the number of individuals that move into this program increases, the gap between the projection of what was going to be spent and what is actually is being spent narrows. Giovanna Escalante-Vela added that at the end of March \$1.5M has been processed in tuition payments.
- c. Update on TWC Monitoring Report
Presented by: Giovanna Escalante-Vela, CFO
- For C2GPS FY21 and FY22, the follow-up reports have been issued and are expected to be completed before April 28, 2023.
- d. Mobile Workforce Unit – Rebid
Presented by: Jeremy Taub, Director of Procurement and Contracts
- The mobile unit needed to be rebid due to previous contract negotiations failing. The new recommended vendor is Farber Specialty Vehicles. The fiscal impact for

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the customized RV is \$505,039.

- Ben Peavy asked for more background information on why this had to be rebid. Jeremy Taub explained that payment terms could not be agreed upon with the first vendor due to them wanting a 40% non-refundable deposit, and the second vendor had experienced price changes during the work process which was out of compliance with the original RFP requirements. Therefore, an RFP was redone for fair and open competition.

Upon motion by Eric Cooper and second by Anthony Magaro, the Board of Directors agreed to approve the new vendor for the mobile workforce unit, with Lowell Keig abstaining.

e. Timeline and Update for Adult RFP

Presented by: Jeremy Taub, Director of Procurement and Contracts

- The deadline to submit proposals was on April 11, 2023. The evaluation period will be from April 13 to May 3, 2023. Finalist presentations will be held the week of May 8, 2023. Final recommendations will be made on May 15, 2023. The Board approvals will be for the Oversight Committee on May 26, Executive Committee on June 9, and the full Board on June 23, 2023. FY23 contract start date will be on October 1, 2023.

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

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

a. Entry Level Designation & Efforts Towards Increasing Quality for CCS Centers (TWC Timeline of 24-months)

Presented by: Katherine Pipoly, Chief Operating Officer

- 411 providers have been identified by TWC as meeting Entry Level Designation. 302 in Bexar County and 109 in rural areas.
- 71 out of 411 eligible Providers are enrolled in the WSA Quality Cohort, 56 in Bexar County and 14 in the rural areas.
- WSA's Investments in Quality: \$1.65M in staff bonuses, \$240,100 TRS incentives, \$445,824 in quality materials, \$218,550 monetary incentives, \$12,000 college tuition/incentives in FY22, and \$67,178 in professional development.

IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Local Plan – 2-Year Modification

- The Board approved initial updates to the local plan on February 17, 2023, however, due to partner feedback, Accommodations was added as a new industry sector.
- The two-year update includes a \$17 target average wage, 6 clusters, 9 industry sectors, 17 in-demand industries, and 72 target demand occupations.
- The update will be presented to Area Judges, Bexar County, and the City of San Antonio. TWC is performing concurrent review. The final will be submitted to TWC in May.

Upon motion by Allison Greer Francis and second by Ben Peavy, the Board of

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Directors unanimously approved the Local Plan – 2-Year Modification.

b. Introduction of Draft Workforce Solutions Alamo Tactical Construct

Presented by: Adrian Perez, CIO

- The goal is to further develop and operationalize the Sector Based model integrating, State programmatic requirements, local context, and national best practices.
- Key Questions and Requirements: Express the year’s upcoming work in advancing the Strategic Imperatives and Committee Workplan input received during the February Board Retreat, drive awareness of how the ecosystem works together to support awareness of upstream and downstream impacts of action, drive action and focus resources under feasible time constraints with enough clarity to be meaningful to each group of stakeholders while providing enough awareness of the whole ecosystem to reinforce integration and partnership, and serve as a basis to develop meaningful data products and WSA and stakeholder-involved analysis across all practice areas.
- The tactical construct analogy is the four faces of a pyramid as an expression of the ecosystem, while each practice area is related and supports the other. The four practice areas are development of industry sector value, optimizing and coordinating partnerships, optimizing and coordinating outreach and service to people, and application of a continuous improvement discipline applied to the tactical construct.
- Objectives and Key Results: Annual objectives and key result categories realistically achievable by the end of the calendar year and whose compounded effect advance outcomes through annually adopted workplans.
- Practice Area Scale: The units and segmentation we use for each practice area to understand and define related impacts of upstream and downstream activities or recognize a spectrum of impact within each practice area.
- Objective A: Provide Human Resource Directors a value proposition to supply candidates and lower recruitment costs. Key Result 1: Assess systems for aggregating demand and recommend innovations. Key Result 2: Aggregate services and partner inputs into a process/package that makes realization of business value.
- Next step is to work to further operationalize and measure implementation of Sector Based Model: Define and present common terminology across the remaining practice areas, integrate direction of the Board and Committees, and discuss and collaborate with partners on WSA OKR’s based on State and Board strategic direction.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

Presented by: Katherine Pipoly, Chief Operating Officer

a. Aspen Institute

- The Academy engages leaders in a yearlong peer learning cohort to expand and deepen professional networks and partnerships, strengthen organizational and systems leadership skills, apply a race and equity lens to assess and improve workforce services and strategies, apply systems change framework to Fellows’

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work, deepen understanding of effective strategies and programs, and provide a forum to work collaboratively to identify local and regional systems-based challenges and create shared solutions.

- The 24 Fellows have been chosen and the opening retreat occurred on March 29 – 31, 2023 in Boerne, TX. There will be five learning sessions and collaborative labs, a closing retreat, and a stakeholder meeting where the Fellows will pitch their systems change for the workforce ecosystem.
- The purpose of this is systems changes to stop running into the same barrier time after time, and changing institutional factors that affect how workers connect to jobs in business practices, education practices, and policy barriers.

b. UI Weekly Work Search Contact Requirement

- Boards may adjust the number of required weekly work search contacts at any time, as local labor market information and conditions warrant, and are required to do a yearly analysis. Some of the factors when evaluating the number of work search contacts required may include population, labor force/market information, employment opportunities, and work search requirements in neighboring or similar counties.
- TWC weekly job search requirements are three. WSA’s 2022 job search requirement was five and the proposed job search requirement for 2023 is five.

Upon motion by Ana DeHoyos O’Connor and second by Eric Cooper, the Board of Directors unanimously approved to keep the weekly work search contact requirement at five.

c. TWC Performance – Measurable Skills Gains (MSGs) and Credential Ratings

Presented by: Dr. Ricardo Ramirez, Director of Quality Assurance

- Each year, TWC contracts require Boards to meet or exceed performance targets. Two of these measures include Measurable Skills Gains (MSGs), and Credential Rates. WSA uses TWC’s Monthly Performance Report to determine outcomes. WSA attaches TWC’s performance to partner contracts and ties these to their profits.
- MSGs aim to capture the percent of participants who during the program year were enrolled in education/training that leads to an industry recognized occupational credential. For example, satisfactory progress, training milestones, and skills progression.
- The Credential Rate captures the percent of Exiting Program Participants who were in training/education and who achieved a Recognized Credential within one year of exit.

XI. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT
OUTS/DISCUSSION ITEMS

Presenter: Mike Ramsey

- A letter has gone out from the Area Judges expressing concerns. Mike Ramsey would like to commend Adrian Lopez for his response to ensure all stakeholders will be taken care of. Adrian Perez will be the primary point of contact for the Committee of Six and their partners. A workshop will be held to review the Interlocal and Partnership Agreement to align expectations for all parties involved. The allocation

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of funding for both the rural and urban areas will also be addressed and monitored.

XII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

— A letter of support was written for Culturingua for their application to Islamic Relief USA for the 2023 Domestic Grant. Culturingua has received \$150,000 for the RISE Grant which supports the economic advancement of immigrants, refugees, and migrant workers.

— A letter of support was written for Goodwill Industries for their application to U.S. Department of Justice Second Chance Act Improving Reentry Education and Employment Outcomes Grant.

b. Alamo Area Council Network Awards

c. San Antonio Chamber of Commerce Partnership

— WSA will be releasing the first labor market information report jointly with the SA Chamber of Commerce.

d. SA Ready to Work Update

— WSA has enrolled close to 1,000 participants.

e. TWC Annual Conference Panel Submissions

— WSA has submitted three panels on the Workforce Academy, Childcare Quality, and the Alamo Workforce Consortium.

f. TWC Annual Employer Awards

— Deadline to submit is in June.

g. Media, Marketing, and Communications Update

Presenter: Penny Benavidez, Director of Public and Government Relations

— Media/Public Relations Activity for February to April 2023: 14 total mentions with 4.7M impressions. Top stories are childcare quality/wages, labor market information, Wilson County News “The Press Room” interview, and San Antonio Business Journal 40 Under 40.

— Datapoint Career Center Graphics: Datapoint interior graphics installation is complete, healthcare focus, visual career paths depicting target industries, and an upcoming reveal.

— Social Media Highlights: More than 300 new followers, and weekly events campaign every Sunday.

— Government Relations: Rural visits to newly Elected Officials, Viva San Antonio!, and SA to DC.

XIII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

Presented by: Interim Chairwoman Mary Batch

— Interim Chairwoman Mary Batch encourages all Board members to take the three courses in the Workforce Ambassador Program.

a. Rural Activities

Presented by: Adrian Lopez, CEO

— Quality Early Learning Provider Investments: Provided Provider bonus payments supporting retention of educators with 48.43% going to Bexar

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- County and 51.57% going to the rural counties.
 - Early Learning Centers: WSA provided quality materials and supplies with 79.41% going to Bexar County and 20.59% going to the rural counties.
 - Workforce Ambassador Program: To date, 295 individuals have enrolled and 142 have completed the WSA Ambassador Program. 24 organizations represent services in the rural areas.
 - SEAL Program: 117 rural participants enrolled in 2022.
 - Student Hireability Navigator: Supporting rural partners to connect youth with disabilities to training opportunities and employment. Most recently: Kennedy, Kerrville, Fredericksburg, Pleasanton, and Pearsall.
 - Teacher Externships: Total of 17 districts, 6 of those in rural districts providing 15 teachers with professional development opportunities that connect the classroom to the workplace and the opportunity to interact with Sector Based industry leaders via direct experience at a job site.
- b. Champion of Advocacy Award
Presented by: Adrian Lopez, CEO
— Awarded to Ana DeHoyos O’Connor.
- c. BOD Attendance and Demographics

XIV. Next Meeting: June 23, 2023

XV. **Executive Session:**

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board 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

Presented by: Interim Chairwoman Mary Batch

Upon motion by Lowell Keig and second by Ana DeHoyos O’Connor, the Board of Directors unanimously agreed to adjourn the meeting at 12:09pm.

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MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director Procurement and Contracts
Date: June 23, 2023
Subject: Procurement Update: RFP & Contract Summary

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

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

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

The Workforce Solutions Alamo (WSA) Procurement and Contracts Department is responsible for managing the procurement of goods and services operations. We are committed to conducting procurement acquisitions to the maximum extent practical, in a manner providing full and open competition consistent with the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Texas Workforce Commission Financial Management for Grants & Contracts’ Property, Procurement & Contract Standards. The procurement department takes necessary and affirmative steps to contract with small and minority business firms and other Historically Underutilized Businesses (HUBs) when possible.

In addition to pending procurement projects, a list of active contracts and their status is periodically presented to the Board for review. The attached list provides an update on the status of active agreements and upcoming renewals.

Alternatives: None.

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

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

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

Attachments: Contract Listing

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

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

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

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

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

Property Leases

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

MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director of Procurement and Contracts
Date: June 23, 2023
Subject: Update: Procurement Processes Status

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

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

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

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

*TSW – status report attached

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

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

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

- WSA will perform a lease-by-lease summary of each property with required documentation to address findings with implementation of lease procedures and tools not previously in place.
- TWC does not request WSA to break any lease but expects WSA to perform a complete and transparent procurement before exercising any renewal options on a current lease.
- WSA will also review all existing leases to ensure proper procurement.
- For recently exercised options, Audit Resolution may require a market analysis after the fact to make sure the lease option was the best value.
- TWC provided that original lease procurements must indicate renewal option periods. Therefore, additional option periods not included in the original lease cannot be exercised without new procurement.

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

- The RFP for Real Estate Broker Services has been completed, and the contract with Partners Realty has been executed. The contract term is effective March 13, 2023, for 12 months, and has four (4) one-year options to renew.
- The Board staff is conducting an internal review of all property leases. This process analyzes the existing lease procedures to ensure they align with the TWC’s Financial Manual for Grants Contracts, including the procurement supplement. In addition, this process will ensure that documentation is on file for each item listed in the Lease Procurement Checklist.

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

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

Agency-Wide Procurement Improvements: In March 2022, the Board contracted with The Syndicate Wave, LLC. to address the prior years’ TWC recommendation, listing procurement as an area of concern. The independent consultant assessed the procurement area, identifying several required vital control needs. The Board had contracted with The Syndicate Wave, LLC to assess, recommend, and implement agency-wide improvements to the procurement and contract management process. This includes strengthening controls by updating policies and implementing standard operating procedures.

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

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

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

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

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

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

Attachments: TSW - Procurement Improvement Implementation Phase I – Deliverables and Completion Status.



MEMORANDUM

To: Adrian Lopez, CEO

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

Through: Jeremy Taub, Director Procurement & Contracts

Cc: Giovanna Escalante-Vela, CFO

Date: April 6, 2023

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

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

OVERVIEW OF CONTRACT SCOPE:

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

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



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

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



ASSESSMENT RESULTS AND RECOMMENDATION:

The outcome of the assessment resulted in identifying key control risk areas of capacity, governance, and process effectiveness. The Syndicate Wave, LLC recommended the following enhancements to implement agency wide:

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

WSA and The Syndicate Wave, LLC collectively finalize all enhancements and actively implement these new policy and procedures recommendations. The actions and implementation framework established for instituting these recommendations are highlighted below in actions taken.

ACTIONS TAKEN:

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

Engagement Activities:

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



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

Deliverables and Actions Completed:

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



NEXT STEPS:

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

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



PROCUREMENT & CONTRACTS UPDATES

June 23, 2023

Jeremy Taub, Director Procurement and Contracts

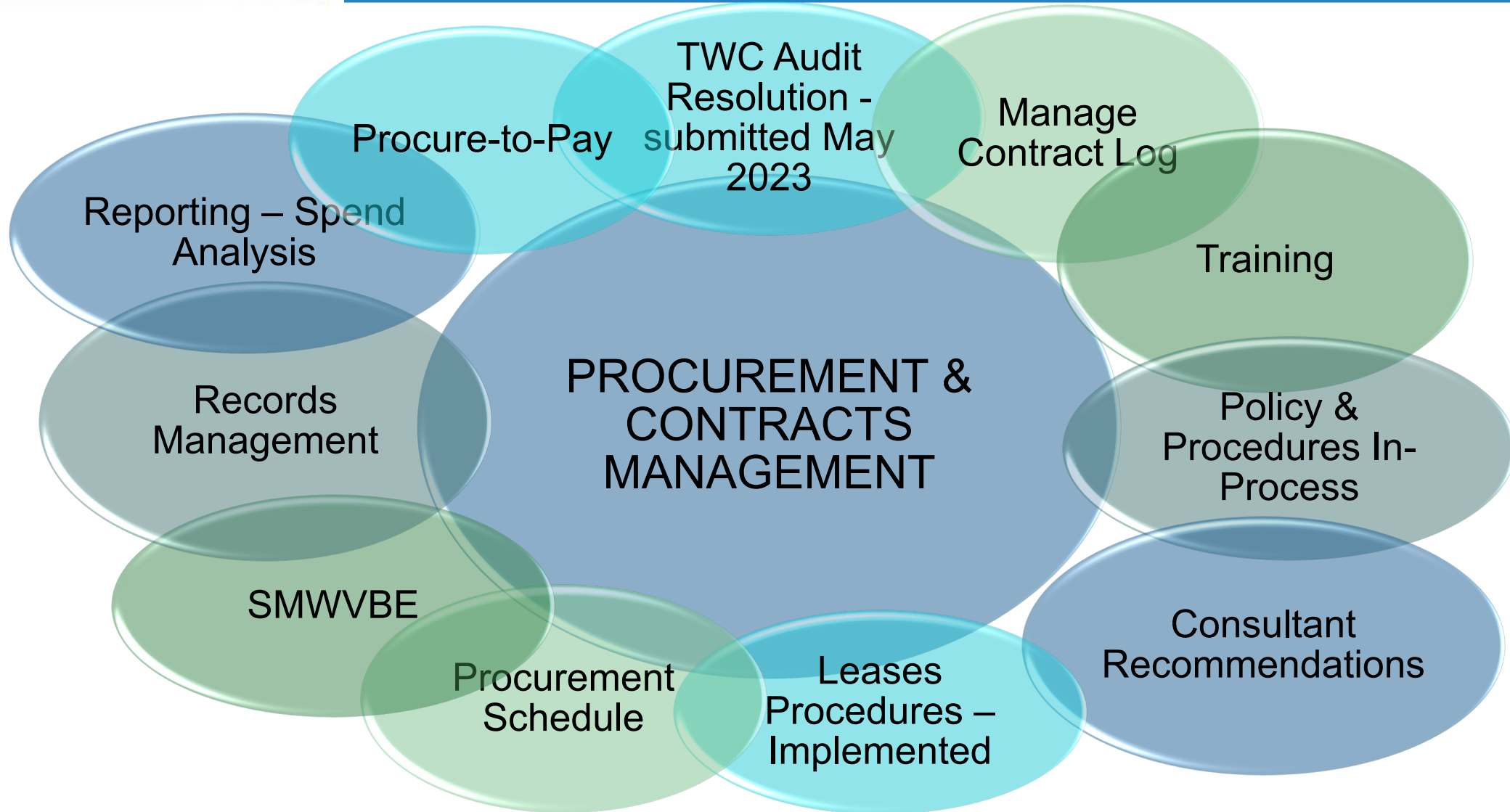
Giovanna Escalante-Vela, CFO

RFP - Request for Proposals

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

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

PROJECT IMPROVEMENT PLAN





Assessment Results (Overview)

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

Accomplishments & Implementing Recommendation(s)

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

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: June 23, 2023

Subject: SMWVBE Update - Procurement Diversity Program

Summary: Workforce Solutions Alamo - Board of Directors adopted a Small, Minority, Women or Veteran Owned Business Enterprises (SMWVBE) Policy in the Spring of 2021. Procurement and Contracts provides regular updates on SMWVBE expenditures to the Board of Directors.

Update: Revisions to reporting have been made to compare expenditures between SMWVBE and non-SMWVBE vendors. Procurement and Contracts Management contacted other agencies and Boards for reporting alignment. A representative from the City of San Antonio's - Economic Development Department will be attending the Executive Committee meeting to provide a program overview (SBEDA), and to address any registration and reporting questions.

Additionally, WSA procurement and fiscal staff have compiled annual contract values for expanded reporting of its active vendor contracts. The data is used to forecast the anticipated annual expenditure amounts with its contracted SMWVBE vendors.

Analysis: Workforce Solutions Alamo (WSA) - Procurement and Contracts Management makes efforts to solicit at least two SMWVBE vendors to purchase goods and services exceeding the micro-purchase threshold. To promote these efforts, WSA began utilizing various local SMWVBE search directories, including The Maestro Entrepreneur Center and The South-Central Texas Regional Certification Agency (SCTRCA), to expand outreach.

Fiscal Impact: Workforce Solutions Alamo has an aspirational goal of 20% of expenditures to SMWVBE vendors. WSA – SMWVBE year-to-date percentage of Board corporate expenditures is 34.52% for the reporting period 10/01/2022 – 03/31/2023. In the Board's previous fiscal year, which was for the period ending September 30, 2022, the expenditure rate was 22.6%. Efforts continue to identify the SMWVBE status of WSA's current vendors and register new vendors. Current forecasted SMWVBE expenditures for the fiscal year are estimated at 50.00% of operating expenses.

Recommendation: 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 update the Board of Directors periodically on the progress to achieve our stated aspirational goal of 20%.

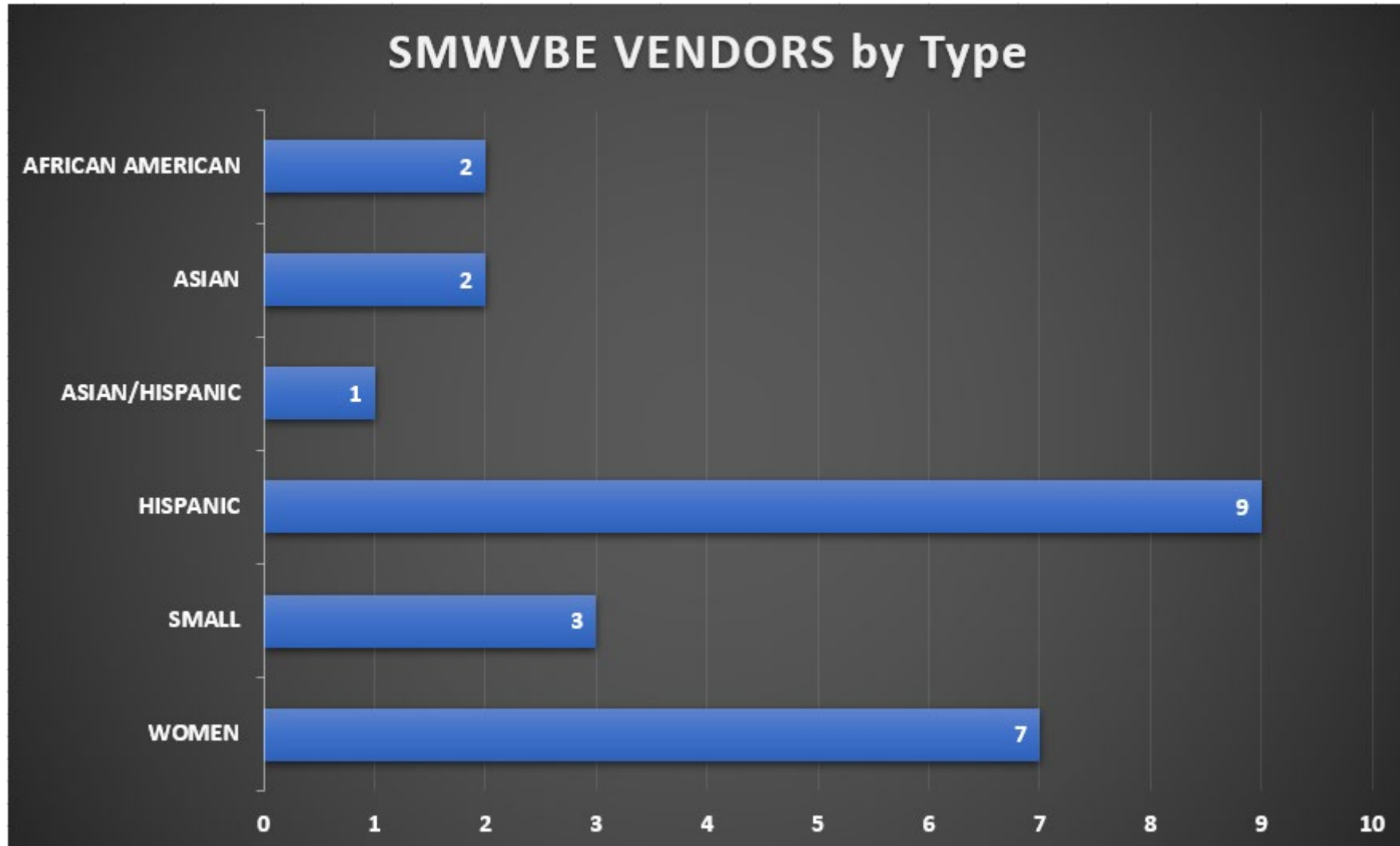
Attachments: None.

SMALL, MINORITY, WOMEN AND/OR VETERAN OWNED BUSINESS ENTERPRISES, DIVERSITY PROGRAM

Successful Highlights:

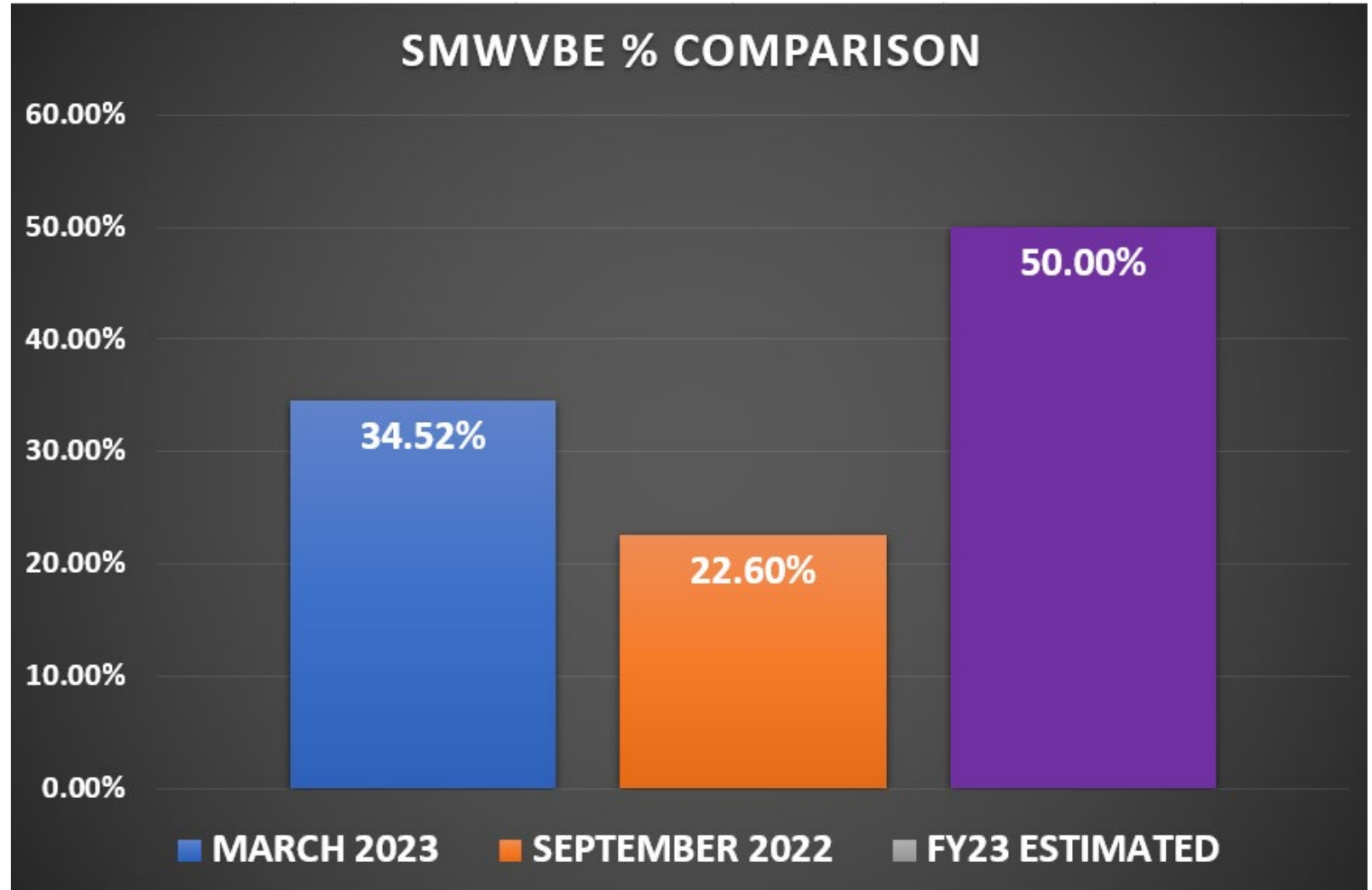
- Outreach to current vendors has increased the # of SMWVBE classifications, which resulted in expenditures to be at 34.52%.
- Utilizing online search tools such as:
 - WSA - Vendor Registry and Bonfire
 - The South-Central Texas Regional Certification Agency (SCTRCA)
 - Texas State Central Masters Bidders List, CMBL, and other local SMWVBE search directories to expand outreach.
- Providing demographic information on the Child Care Providers received from the contractor (City of San Antonio), as identified by COSA - SBEDA.

SMWVBE – 24 TOTAL VENDORS BY CLASSIFICATION



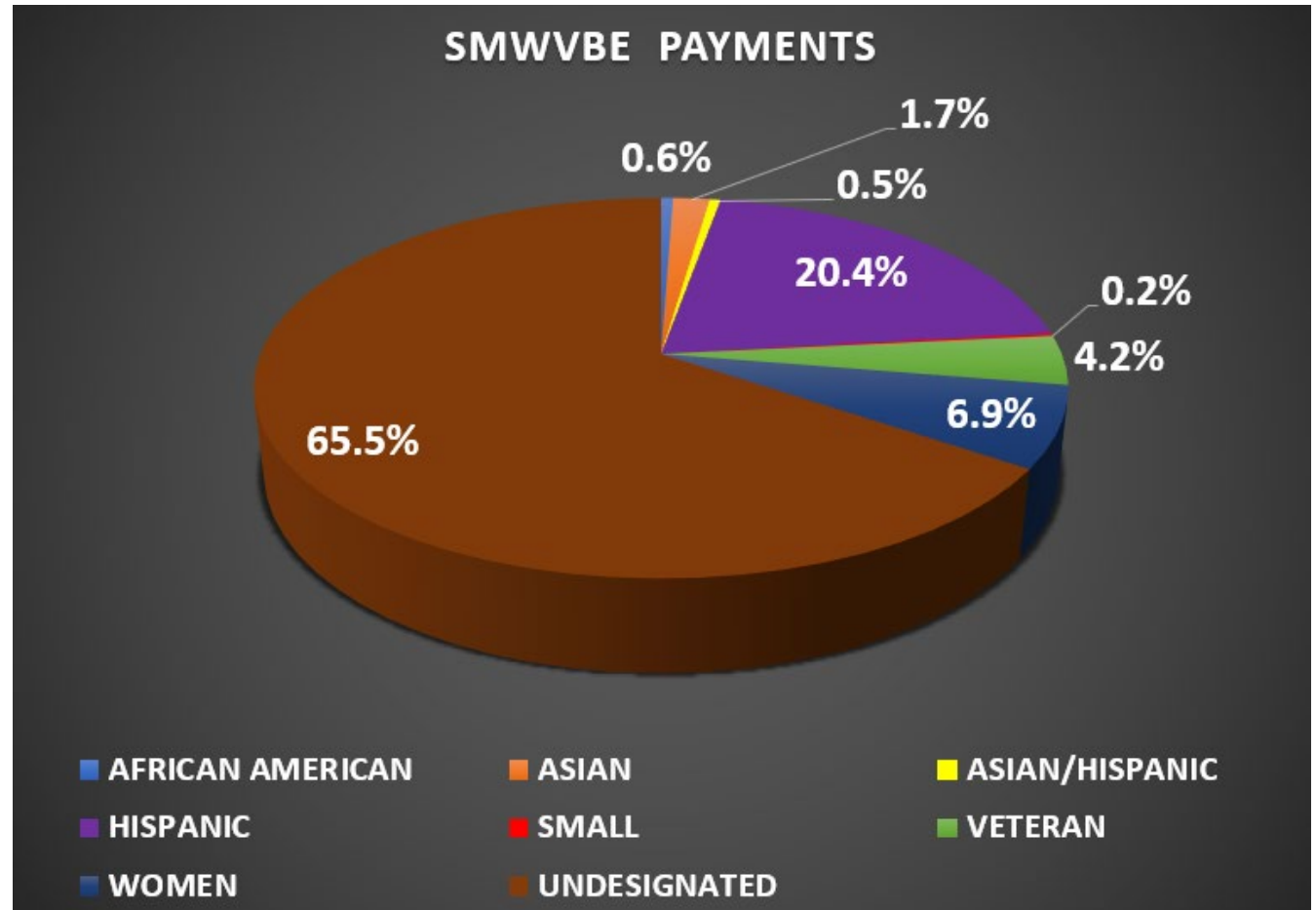
SMWVBE PERCENTAGE COMPARISON BY DATES

- As of March 31, 2023, WSA is at 34.52% of total expenditures.
- Fiscal year ending September 30, 2022, WSA was at 22.6% of total expenditures.
- Estimated expenditures of 50%.



SMWVBE PERCENTAGE OF PAYMENTS

SMWVBE STATUS	SMWVBE PAYMENTS	
AFRICAN AMERICAN	\$ 19,913.60	0.57%
ASIAN	60,890.05	1.73%
ASIAN/HISPANIC	17,758.40	0.50%
HISPANIC	718,202.29	20.40%
SMALL	7,357.46	0.21%
VETERAN	148,568.04	4.22%
WOMEN	242,840.31	6.90%
TOTAL SMWVBE PAYMENTS	\$ 1,215,530.15	34.52%
TOTAL NON-DESIGNATION	\$ 2,305,515.43	65.48%
TOTAL CORPORATE EXPENDITUES	\$ 3,521,045.58	100.00%

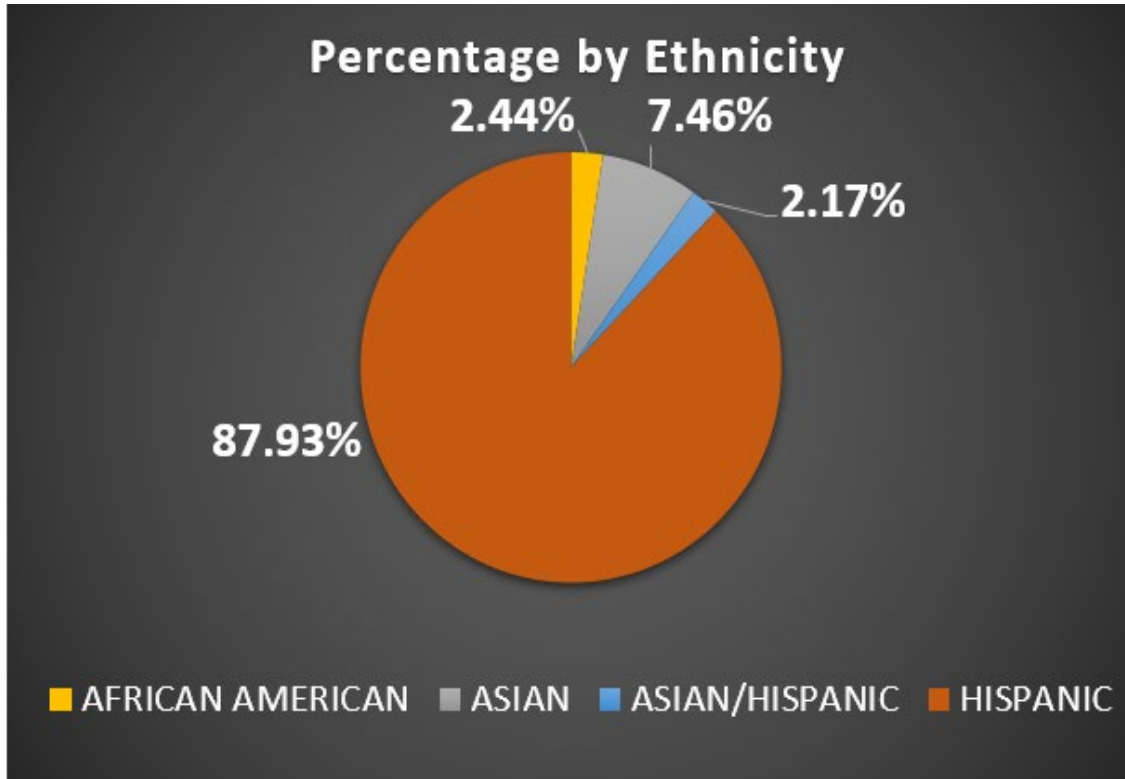


Current Board and Facility SMWVBE expenditures are at 34.52%, which exceeds WSA's aspirational goal of 20%.

SMWVBE PERCENTAGE BY ETHNICITY & SMALL BUSINESS

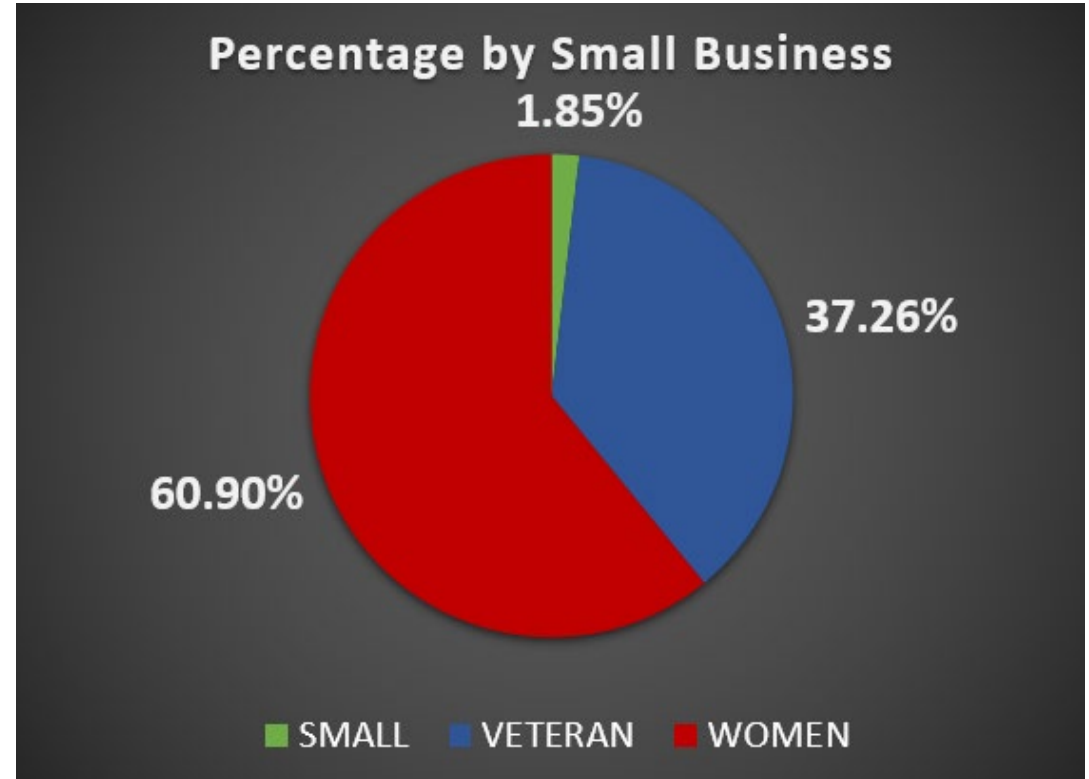
Ethnicity

AFRICAN	2.44%	19,913.60
ASIAN	7.46%	60,890.05
ASIAN/HISPANIC	2.17%	17,758.40
HISPANIC	87.93%	718,202.29
TOTAL	100.00%	816,764.34



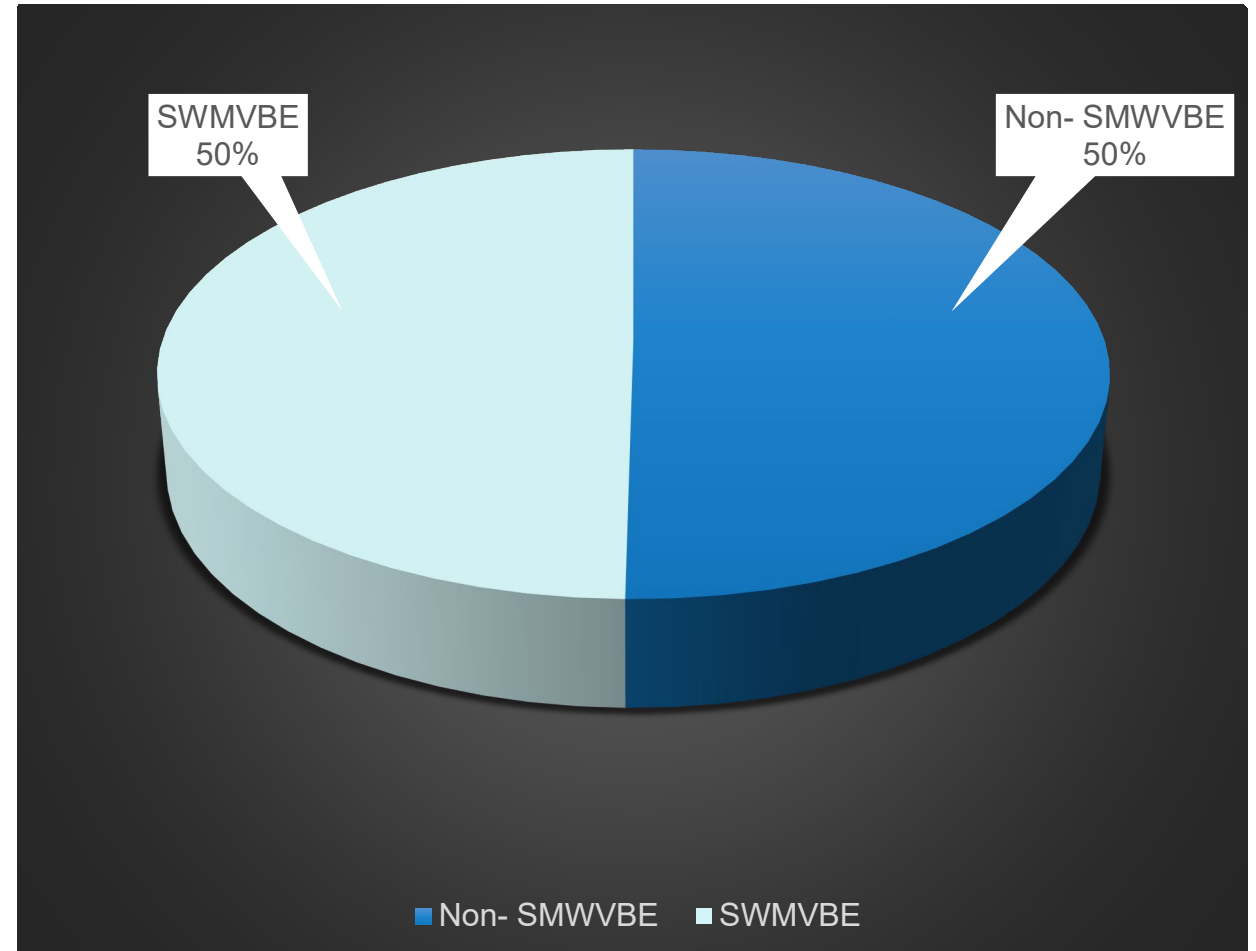
Small Business

SMALL	1.85%	7,357.46
VETERAN	37.26%	148,568.04
WOMEN	60.90%	242,840.31
TOTAL	100.00%	398,765.81



ESTIMATED ANNUAL SMWVBE EXPENDITURES BY CONTRACT

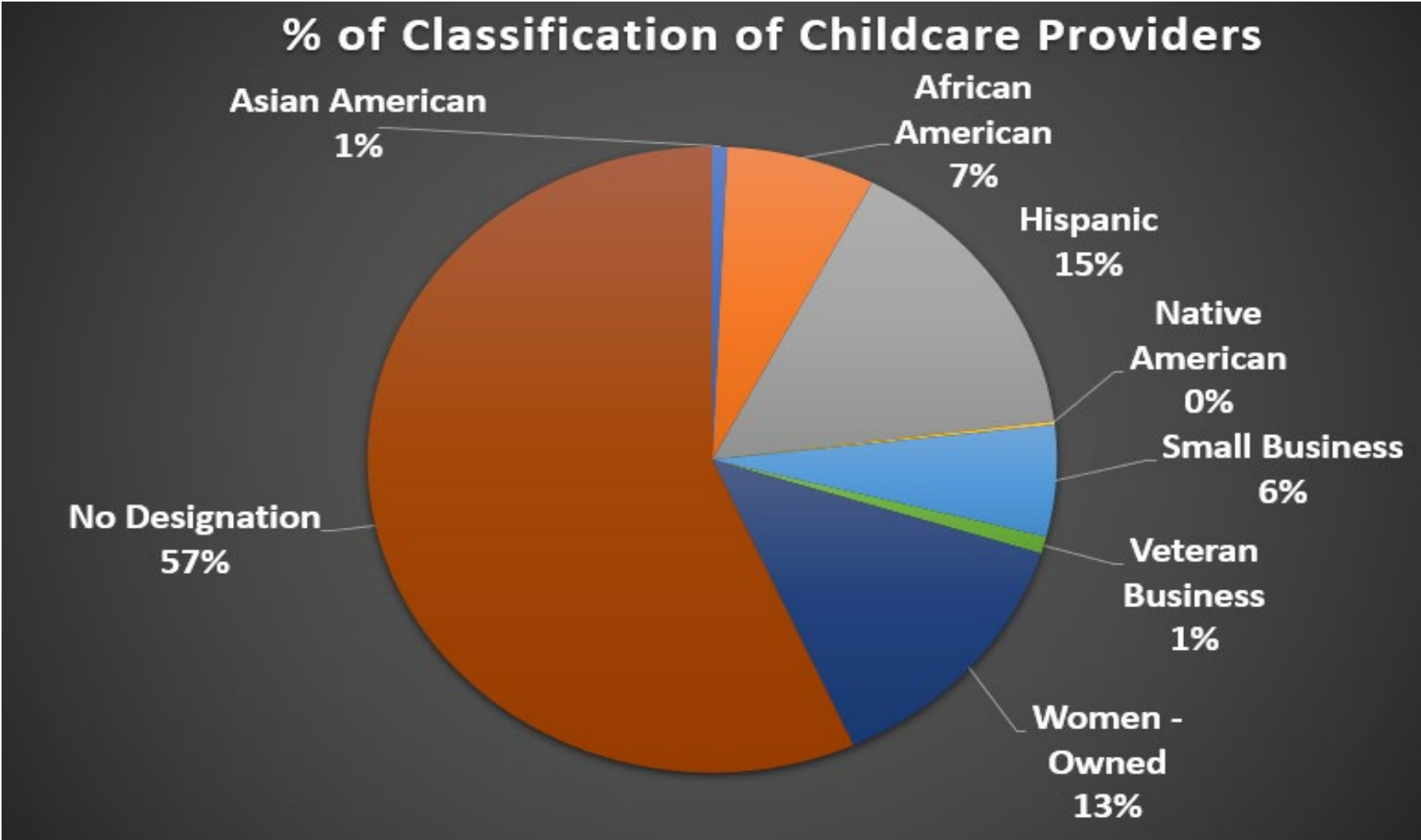
**Common operating term contracts	SMWVBE	Non-SMWVBE	Total
No. of active term contracts	25	59	84
Estimated Annual Expenditure by Dollar	\$1,823,281	\$1,840,401	\$3,663,682
Contracts % by Estimated Expenditures	50%	50%	100%



SMWVBE CLASSIFICATION OF CHILD CARE PROVIDERS

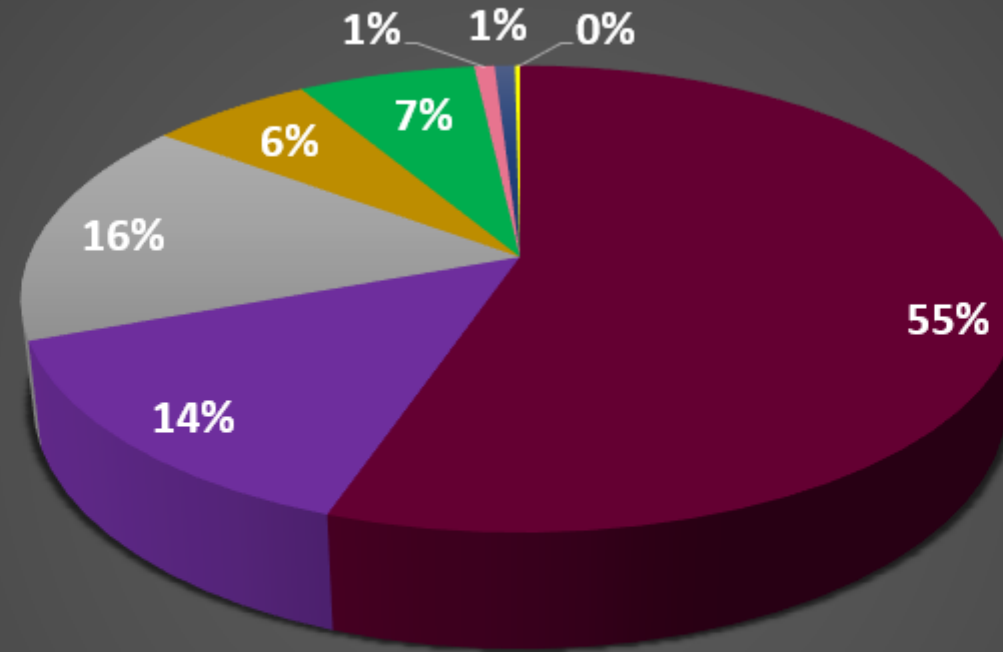
# of Providers by Classification		% of Expenditures by Classification		
African American	40	African American	0.78%	177,051.91
Asian American	4	Asian American	6.84%	4,115,341.35
Hispanic	88	Hispanic	15.82%	7,894,422.38
Native American	1	Native American	0.20%	86,676.34
Small Business	33	Small Business	6.25%	4,608,555.58
Veteran Business	5	Veteran Business	0.78%	399,374.43
Women - Owned	77	Women - Owned	14.06%	10,445,726.86
No-Designation	325	No-Designation	55.27%	\$ 25,464,235.39
Total	573	Total	100.00%	\$ 53,191,384.24

SMWVBE CLASSIFICATION OF CHILD CARE PROVIDERS



% OF EXPENDITURES BY SMWVBE CLASSIFICATION OF CHILD CARE PROVIDERS

% OF EXPENDITURES BY CLASSIFICATION



- No-Designation
- Women - Owned
- Hispanic
- Small Business
- African American
- Veteran Business
- Asian American
- Native American



Small Business Economic Development Advocacy

SBEDA

SBEDA Eligibility & SAePS Registration

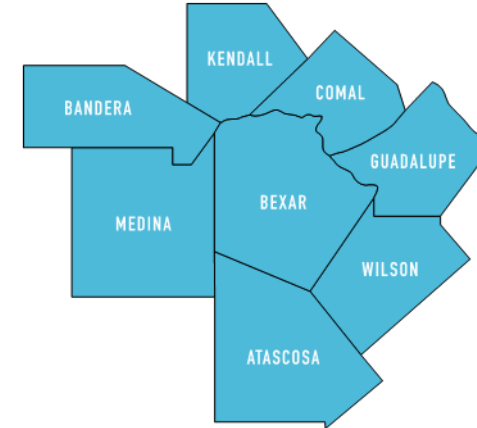
Doing Business with the City

SBEDA Eligibility



Certified by the SCTRCA as a Small Business Enterprise (SBE)

Note: Other certifications such as MBE, WBE or AABE may be needed to fulfill other SBEDA requirements or obtain certain SBEDA incentives



HQ or a Significant Business Presence in SAMSA

Significant business presence requires a firm to have an office in the SAMSA for 1 year and 20% of the firm's employees must work out of that SAMSA office



Register Your Business with the City

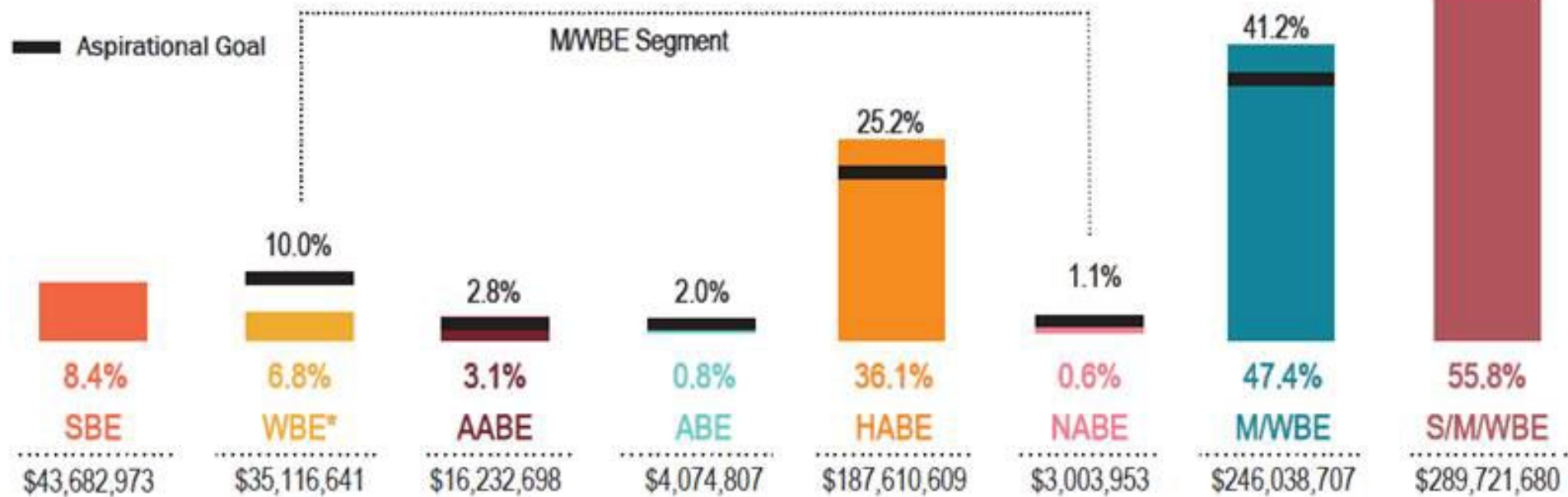
- To register, please follow the link:
www.sanantonio.gov/purchasing/saeps.aspx
- Once registered, the SAePS System will state online if your firm is SBEDA eligible or not
- Prime awardees must be registered in the Central Vendor Registry; however, the City encourages all vendors to register in SAePS
- SAePS is a great way to market your business and learn about upcoming solicitation opportunities

FY 2022 SBEDA Annual Report



S/M/WBE Utilization Summary

TOTAL **\$519,343,979**



* Total WBE = \$76,101,341 or 14.7% was paid to all WBEs (WBEs and W/MBEs)



Questions

MEMORANDUM

To: Board of Directors
 From: Adrian Lopez, CEO
 Presented by: Giovanna Escalante-Vela, CFO
 Date: June 23, 2023
 Regarding: Financial Report – April 30, 2023

SUMMARY: Financial reports through April 30, 2023, have been prepared for the fiscal year October 1, 2022, through September 30, 2023; the straight-line expenditure benchmark is 58.33% of the budget. The Board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures. When significant variances occur, the Board submits a budget amendment.

CORPORATE BUDGET:

Department	% Expended	Comments
Personnel	44.96%	The Board is currently working to fill all vacant positions timely. The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out. Training is a timing function; staff attended training in May.
Board Facility	62.46%	WSA is slightly over budget for facility costs. The increase is due to a payment for the reconciliation of Common Area Maintenance (CAM) expenses for the Board office location.
Equipment	50.94%	Software maintenance and licenses are slightly under budget, which reflects a timing difference.
General Office Expense	42.45%	This category is a function of timing: <ul style="list-style-type: none"> • Insurance – includes the full deductible of a settlement of previous legal claims for employee matters. • Office Supplies – a decreased use of supplies due to staff turnover and a hybrid work schedule. • Marketing – currently processing incoming invoices; expect to fully expend. • Non-Federal – expenditures include \$31,264.11 in disallowed costs reimbursed to the city for Train for Jobs for client costs outside of the city.
Professional Services	42.60%	This variance is primarily a timing difference as these expenditures occur throughout the year as services are rendered: <ul style="list-style-type: none"> • Legal – Budget related to employee matters that have not been fully utilized, assistance with policy changes to the handbook.

		<ul style="list-style-type: none"> Monitoring – approximately \$90,000 in invoices from the external monitor are in process. Professional Services – includes temporary staffing services that are under budget.
Board Training & Development	79.54%	The Board retreat occurred in February.
Total Expense	45.41%	

Corporate expenditures represent 45.41% of the annual budget, demonstrating a budget surplus of approximately 12.92% of the approved budget. The most significant budget surplus is in staffing and professional services. Budget surpluses will be reallocated to Service Delivery in Budget Amendment #2.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	46.82%	<p>The facility expenditures represent 46.82% of the approved budget, reflecting an 11.51% straight-line budget surplus:</p> <ul style="list-style-type: none"> Mobile Workforce Unit – the budgeted amount of \$510,000 is approximately 7.2% of the Facilities & Infrastructure budget, which has yet to be delivered. Workforce Facilities – expenditures are on target. Port SA – expenditures are on target.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
23TAF	10/31/2023	\$8,011,037	38.31%	Expenditures reflect a 20.02% straight-line budget surplus due to the low participation and reduced HHSC referrals. The Board’s FY23 allocation is \$2 million higher than average. The Board and contractor staff are working on intensive strategies to increase expenditures, including partnerships with outside agencies to increase the client base. The recently approved TWC special initiative geared toward a STEM summer youth program is in the process of working with the adult contractor for implementation.
22WA2	6/30/2024	\$3,456,318	82.89%	Overspent by 24.56%. The Board staff is working with the contractor to co-enroll and diversify funding.

22WD2	6/30/2024	\$3,996,897	41.56%	The Board staff is working with the contractor to increase enrollment. NDW ended on 3/31/23; clients will be enrolled in dislocated worker. The Board continues to monitor expenditures. The Board has received a designation of \$500,000, and we will request another one if Adult expenditures continue at the current rate.
23SNE	9/30/2023	\$1,499,502	69.35%	Overspent by 11.02%. WSA received \$116,076 in additional funding. The Board continues to monitor expenditures.
23CCF	12/31/2023	\$87,130,697	45.41%	CCF expenditures increase in the summer due to the amount of time children are in care. The Board is currently exceeding the TWC target number. The Board expects to utilize the funding fully.
23TRA	12/31/2023	\$50,400	21.55%	TRA is a specialized population related to international trade. As dislocated workers are affected by layoffs, this program provides retraining options and is currently limited to the manufacturing industry. This program is currently in the sunset phase, and new petitions are no longer accepted. As of 5/31/23, the contractor has \$30,000 of training invoices pending.
23CCQ	10/31/2023	\$5,820,249	24.30%	Current quality initiatives will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers.
22CSL	12/31/2023	\$746,230	11.47%	This grant was extended from 3/31/23 to 12/31/23. The Board has \$488,774 obligated.
22WCI	5/31/2023	\$354,845	59.91%	This grant included an amount of \$109,820 for a program for Short-Term Training for Parents in Child Care Services. This funding was not utilized. Board staff is working with TWC on this initiative.
23REA	9/30/2023	\$850,280	69.22%	Overspent by 10.89%. The contractor's activity was higher in the 1 st quarter. Board staff is working with the contractor to monitor expenditures.
23WS2	11/30/2023	\$116,439.00	0.00%	In March 2023, TWC awarded the Board the Middle Skills Employment Supplies Pilot Program; a program designed to

				support Texans preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.
23EXT	2/28/2024	\$200,000	0.10%	Teacher Externship activities occur during the summer months. As of 6/12/23, 190 teachers applied, of which 114 have completed enrollment.
22VR1	9/30/2023	\$900,000	3.90%	Summer Earn and Learn enrollment is currently in process. As of 6/12/23, 135 participants completed workforce readiness training. 129 participants started working this week.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	11/30/2023	\$100,000	25.43%	New program. This grant is used exclusively for the Workforce Ambassador Program. The Board expects to spend 100% of the award.
CAP22 Capacity Building	11/30/2023	\$37,500	0.00%	New program. This grant is used for Capacity Building, focusing on Staff Performance, managing technology, and strategic planning. The Board expects to spend 100% of the award.
TOY23 Toyotetsu	09/30/2023	\$100,000	1.56%	This is a work-based learning pilot program where Toyotetsu offers specialized training in manufacturing to help residents gain access & knowledge, leading to high-paying job opportunities. Currently, Toyotesu is processing a list of applicants.
22RTW	3/31/2025	\$10,041,073	30.15%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase. Any budget surplus will be carried over to future years.

ATTACHMENTS:

Financial Statement – April 30, 2023

**Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2022-September 30, 2023
Report Period: 10/01/22 - 4/30/23**

58.33%

	Annual Budget	Amendment # 1	Amended Budget #1	YTD Expenses	% Expensed	Balance
PERSONNEL						
Salaries/Wages	\$ 4,331,451	\$ -	\$ 4,331,451	\$ 2,030,815	46.89%	\$ 2,300,636
Fringe Benefits	1,316,021	-	1,316,021	523,294	39.76%	792,727
Staff Travel	62,000	-	62,000	29,856	48.16%	32,144
Staff Training & Development	162,000	-	162,000	55,779	34.43%	106,221
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,871,472	\$ -	\$ 5,871,472	\$ 2,639,743	44.96%	\$ 3,231,729
BOARD FACILITY						
Rent	\$ 417,817	5,000	\$ 422,817	\$ 264,083	62.46%	\$ 158,734
Building Out/Moving Expenses	0	-	0	0	0.00%	0
<i>FACILITY SUBTOTAL:</i>	\$ 417,817	\$ 5,000	\$ 422,817	\$ 264,083	62.46%	\$ 158,734
EQUIPMENT/RELATED COSTS						
Equipment Purchases	\$ 50,000	-	\$ 50,000	\$ 29,570	59.14%	\$ 20,430
Equipment Rental	15,000	-	15,000	8,613	57.42%	6,387
Repair & Maintenance	-	-	-	-	0.00%	-
Software Licenses	61,819	-	61,819	55,647	90.02%	6,172
Software Maintenance & Support	100,000	-	100,000	21,708	21.71%	78,292
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 226,819	\$ -	\$ 226,819	\$ 115,538	50.94%	\$ 111,281
GENERAL OFFICE EXPENSES						
Communications	\$ 50,000	-	\$ 50,000	\$ 27,471	54.94%	\$ 22,529
Advertising	35,000	-	35,000	162	0.46%	34,838
Insurances	300,000	-	300,000	138,775	46.26%	161,225
Office Supplies	50,000	-	50,000	7,301	14.60%	42,699
Postage/Shipping/Other	7,500	-	7,500	2,475	33.00%	5,025
Printing, Binding & Reproduction	20,000	-	20,000	7,593	37.96%	12,407
Publications & Subscriptions	7,500	-	7,500	3,327	44.36%	4,173
Dues	25,000	-	25,000	6,500	26.00%	18,500
Storage	15,000	5,000	20,000	9,680	48.40%	10,320
Marketing (External)	120,000	-	120,000	36,258	30.21%	83,742
Miscellaneous Costs	25,000	-	25,000	715	2.86%	24,285
Non Federal	50,000	-	50,000	61,104	122.21%	(11,104)
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 705,000	\$ 5,000	\$ 710,000	\$ 301,360	42.45%	\$ 408,640
PROFESSIONAL SERVICES						
Legal Services-Corporate	\$ 100,000	-	\$ 100,000	\$ 65,188	65.19%	\$ 34,812
Legal Services-Other	75,000	50,000	125,000	21,237	16.99%	103,763
Audit	75,000	-	75,000	46,448	61.93%	28,553
Monitoring (Contractor)	500,000	-	500,000	155,495	31.10%	344,505
Professional Services	600,000	425,000	1,025,000	484,843	47.30%	540,157
Payroll Fees	35,000	-	35,000	19,148	54.71%	15,852
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,385,000	\$ 475,000	\$ 1,860,000	\$ 792,359	42.60%	\$ 1,067,641
BOARD EXPENSES						
Board Member Travel	\$ 5,000	-	\$ 5,000	\$ 4,598	91.96%	\$ 402
Board Member Training/Development	25,000	-	25,000	25,761	103.04%	(761)
Board Meetings & Misc. Costs	15,000	-	15,000	5,435	36.23%	9,565
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	\$ 45,000	\$ 35,794	79.54%	\$ 9,206
TOTAL EXPENSES						
	\$ 8,651,108	\$ 485,000	\$ 9,136,108	\$ 4,148,877	45.41%	\$ 4,987,231
SUMMARY:						
Personnel	\$ 5,871,472	-	\$ 5,871,472	\$ 2,639,743	44.96%	\$ 3,231,729
Board Facility	417,817	5,000	422,817	264,083	62.46%	158,734
Equipment/Related Costs	226,819	-	226,819	115,538	50.94%	111,281
General Office Expenses	705,000	5,000	710,000	301,360	42.45%	408,640
Professional Services	1,385,000	475,000	1,860,000	792,359	42.60%	1,067,641
Board Expenses	45,000	-	45,000	35,794	79.54%	9,206
TOTAL CORPORATE EXPENSES						
	\$ 8,651,108	\$ 485,000	\$ 9,136,108	\$ 4,148,877	45.41%	\$ 4,987,231

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

Report Period: 10/01/22-4/30/23

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	Amendment #1	Revised Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Workforce Facilities	\$ 5,816,232.00		\$ 5,816,232.00	\$ 2,870,732.19	49.36%	58.33%	\$ 2,945,500
Port SA	500,000.00	250,000.00	750,000.00	442,681.08	59.02%	58.33%	307,319
Mobile RV Unit	510,000.00		510,000.00	-	0.00%	58.33%	510,000
	\$ 6,826,232	\$ 250,000.00	\$ 7,076,232.00	\$ 3,313,413.27	46.82%	58.33%	\$ 3,762,818.73

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

General Expense Item*

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

*Not all general expenses items are applicable to each location

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 4/30/23	Balance	Grant Expended 4/30/23	Months Remaining
WIOA ADULT SERVICES	21WA1	6/30/2023	2021WOA001	\$ 849,798.00	\$ 836,498.69	\$ 13,299.31	98.44%	2
WIOA ADULT SERVICES	21WA2	6/30/2023	2021WOA001	\$ 3,276,946.00	\$ 3,183,502.05	\$ 93,443.95	97.15%	2
WIOA ADULT SERVICES	22WA1	6/30/2024	2021WOA001	\$ 947,323.00	\$ 943,079.98	\$ 4,243.02	99.55%	14
WIOA ADULT SERVICES	22WA2	6/30/2024	2021WOA001	\$ 3,456,318.00	\$ 2,865,029.96	\$ 591,288.04	82.89%	14
WIOA ADULT Total				\$ 8,530,385.00	\$ 7,828,110.68	\$ 702,274.32		
WIOA DISLOCATED WORKER	21WD1	6/30/2023	2021WOD001	\$ 901,481.00	\$ 865,510.62	\$ 35,970.38	96.01%	2
WIOA DISLOCATED WORKER	21WD2	6/30/2023	2021WOD001	\$ 3,597,920.00	\$ 3,259,055.52	\$ 338,864.48	90.58%	2
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2021WOD001	\$ 1,184,451.00	\$ 566,857.42	\$ 617,593.58	47.86%	14
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2021WOD001	\$ 3,996,897.00	\$ 1,661,068.46	\$ 2,335,828.54	41.56%	14
WIOA DISLOCATED Total				\$ 9,680,749.00	\$ 6,352,492.02	\$ 3,328,256.98		
WIOA YOUTH SERVICES	21WOY	6/30/2023	2021WOY001	\$ 4,430,155.00	\$ 3,964,642.26	\$ 465,512.74	89.49%	2
WIOA YOUTH SERVICES	22WOY	6/30/2024	2021WOY001	\$ 4,732,035.00	\$ 2,740,061.27	\$ 1,991,973.73	57.90%	14
WIOA YOUTH Total				\$ 9,162,190.00	\$ 6,704,703.53	\$ 2,457,486.47		
WIOA RAPID RESPONSE	22WOR	6/30/2023	2022WOR001	\$ 64,742.00	\$ 31,674.38	\$ 33,067.62	48.92%	2
WIOA RAPID RESPONSE Total				\$ 64,742.00	\$ 31,674.38	\$ 33,067.62		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	10/31/2023	2023TAF001	\$ 8,011,037.00	\$ 3,069,350.33	\$ 4,941,686.67	38.31%	6
TANF Total				\$ 8,011,037.00	\$ 3,069,350.33	\$ 4,941,686.67		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	9/30/2023	2023SNE001	\$ 1,499,502.00	\$ 1,039,946.61	\$ 459,555.39	69.35%	5
SNAP E&T Total				\$ 1,499,502.00	\$ 1,039,946.61	\$ 459,555.39		
NON CUSTODIAL PARENT	23NCP	9/30/2023	2023NCP001	\$ 437,578.00	\$ 271,527.08	\$ 166,050.92	62.05%	5
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 271,527.08	\$ 166,050.92		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 39,564,812.41	\$ 47,565,884.59	45.41%	8
CHILD CARE CCF Total				\$ 87,130,697.00	\$ 39,564,812.41	\$ 47,565,884.59		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0.00%	8
CHILD CARE CCM Total				\$ 7,539,884.00	\$ -	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 6,869,700.00	\$ 3,822,646.67	\$ 3,047,053.33	55.65%	8
CHILD CARE CCP Total				\$ 6,869,700.00	\$ 3,822,646.67	\$ 3,047,053.33		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 10,863.05	\$ 39,536.95	21.55%	8
TRADE ACT SERVICES Total				\$ 50,400.00	\$ 10,863.05	\$ 39,536.95		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 701,715.00	\$ 226,620.12	\$ 475,094.88	32.30%	8
EMPLOYMENT SERVICES Total				\$ 701,715.00	\$ 226,620.12	\$ 475,094.88		
RESOURCE ADMIN GRANT	23RAG	9/30/2023	2023RAG001	\$ 11,857.00	\$ 6,795.83	\$ 5,061.17	57.31%	5
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 6,795.83	\$ 5,061.17		
TEXAS VETERANS COMMISSION	23TVC	9/30/2023	2023TVC001	\$ 284,084.00	\$ 180,463.88	\$ 103,620.12	63.52%	5
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 180,463.88	\$ 103,620.12		
CC QUALITY - CCQ	23CCQ	10/31/2023	2023CCQ001	\$ 5,820,249.00	\$ 1,414,361.33	\$ 4,405,887.67	24.30%	6
CCQ QUALITY Total				\$ 5,820,249.00	\$ 1,414,361.33	\$ 4,405,887.67		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 85,606.06	\$ 660,623.94	11.47%	8
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 85,606.06	\$ 660,623.94		
WORKFORCE COMMISSION INITIATIVES	22WCI	5/31/2023	2022WCI001	\$ 354,845.00	\$ 212,579.75	\$ 142,265.25	59.91%	1

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

GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 4/30/23	Balance	Grant Expended 4/30/23	Months Remaining
WORKFORCE COMMISSION INITIATIVES	23WCI	9/30/2023	2023WCI001	\$ 94,250.00	\$ 54,214.02	\$ 40,035.98	57.52%	5
WORKFORCE COMMISSION INITIATIVES Total				\$ 354,845.00	\$ 212,579.75	\$ 142,265.25		
REEMPLOYMENT SERVICES - REA	23REA	9/30/2023	2023REA001	\$ 850,280.00	\$ 588,552.73	\$ 261,727.27	69.22%	5
REEMPLOYMENT Total				\$ 850,280.00	\$ 588,552.73	\$ 261,727.27		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS1	\$ 221,896.00	\$ 51,930.40	\$ 169,965.60	23.40%	8
MILITARY FAMILY SUPPORT Total				\$ 221,896.00	\$ 51,930.40	\$ 169,965.60		
STUDENT HIREABILITY NAVIGATOR	18HN4	8/31/2023	3018VRS130	\$ 210,000.00	\$ 109,544.22	\$ 100,455.78	52.16%	4
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 109,544.22	\$ 100,455.78		
VOCATIONAL REHABILITATION-VR INFRA SPRT	23COL	8/31/2023	2023COL001	\$ 497,371.44	\$ 322,472.00	\$ 174,899.44	64.84%	4
VR-INFRA SUPPORT Total				\$ 497,371.44	\$ 322,472.00	\$ 174,899.44		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	10/31/2023	2022WPB002	\$ 192,946.00	\$ 112,820.85	\$ 80,125.15	58.47%	6
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 112,820.85	\$ 80,125.15		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PRO.	23WS2	11/30/2023	2023WOS002	\$ 116,439.00		\$ 116,439.00	0.00%	7
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT				\$ 116,439.00	\$ -	\$ 116,439.00		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 197.02	\$ 199,802.98	0.10%	10
TEACHER EXTERNSHIP Total				\$ 200,000.00	\$ 197.02	\$ 199,802.98		
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 35,059.64	\$ 864,940.36	3.90%	5
SEAL Total				\$ 900,000.00	\$ 35,059.64	\$ 864,940.36		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/SAF22		11/30/2023		\$ 100,000.00	\$ 25,425.49	\$ 74,574.51	25.43%	7
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00		\$ 37,500.00	0.00%	7
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 25,425.49	\$ 74,574.51		
ASPEN INSTITUTE	ASP23	12/31/2023		\$ 50,000.00	\$ 26,220.38	\$ 23,779.62	52.44%	8
ASPEN INSTITUTE TOTAL				\$ 50,000.00	\$ 26,220.38	\$ 23,779.62		
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	9/30/2023		\$ 100,000.00	\$ 1,562.38	\$ 98,437.62	1.56%	5
TOYOTETSU PILOT PROGRAM TOTAL				\$ 100,000.00	\$ 1,562.38	\$ 98,437.62		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 10,041,073.00	\$ 3,027,797.17	\$ 7,013,275.83	30.15%	23
READY TO WORK-COSA TOTAL				\$ 10,041,073.00	\$ 3,027,797.17	\$ 7,013,275.83		
GRAND TOTAL				\$ 160,413,349.44	\$ 75,124,136.01	\$ 85,251,713.43		

Financial Reports and Analysis

June 23, 2023

Giovanna Escalante-Vela, CFO



Budget to Actual Expenditures

APRIL 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY23 Budget	FY23 Actuals (APRIL 2023)	% Expensed	Straight-Line Target (58.33%)	YTD Variance %
Corporate -Personnel	\$ 5,871,472.00	\$ 2,639,743.48	44.96%	\$ 3,424,829.62	13.37%
Corporate -Facilities	\$ 422,817.00	\$ 264,082.60	62.46%	\$ 246,629.16	-4.13%
Corporate - Equipment Related	\$ 226,819.00	\$ 115,537.70	50.94%	\$ 132,303.52	7.39%
Corporate -General Office	\$ 710,000.00	\$ 301,360.41	42.45%	\$ 414,143.00	15.88%
Corporate - Professional Services	\$ 1,860,000.00	\$ 792,359.40	42.60%	\$ 1,084,938.00	15.73%
Corporate - Board of Directors	\$ 45,000.00	\$ 35,793.89	79.54%	\$ 26,248.50	-21.21%
Corporate Total	\$ 9,136,108.00	\$ 4,148,877.48	45.41%	\$ 5,329,091.80	12.92%
Facilities	7,076,232.00	3,313,413.27	46.82%	\$ 4,127,566.13	11.51%
Reserve	13,508,924.00	-	0.00%	\$ 7,879,755.37	58.33%
Projects	424,381.00	76,153.87	17.94%	\$ 247,541.44	40.39%
Service Delivery	141,498,897.00	72,524,591.05	51.25%	\$ 82,536,306.62	7.08%
Total Budget	\$171,644,542.00	\$ 80,063,035.67	46.64%	\$100,120,261.35	11.69%



Corporate Expenditures

General Office:

- Insurance - Includes a resolution of previous employee matters.
- Non-Federal - COSA disallowed costs of \$31,264 for Train for Jobs due to participants outside the city limits that were served.
- Office Supplies – A decreased use of supplies due to a paperless environment and hybrid working schedule.
- Marketing - Staff is currently processing incoming invoices. Marketing costs are expected to be fully expended.



Corporate Expenditures

Professional Services:

- Legal Services – An increase in unexpected consultations on employee matters.
- Monitoring – Processing approximately \$90,000 in invoices from the external monitor.
- Professional Services – A timing difference in audit and other professional services; includes temporary staffing services.



Projects

Special projects are a function of timing.

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



Of Children In Care Broken Down by County

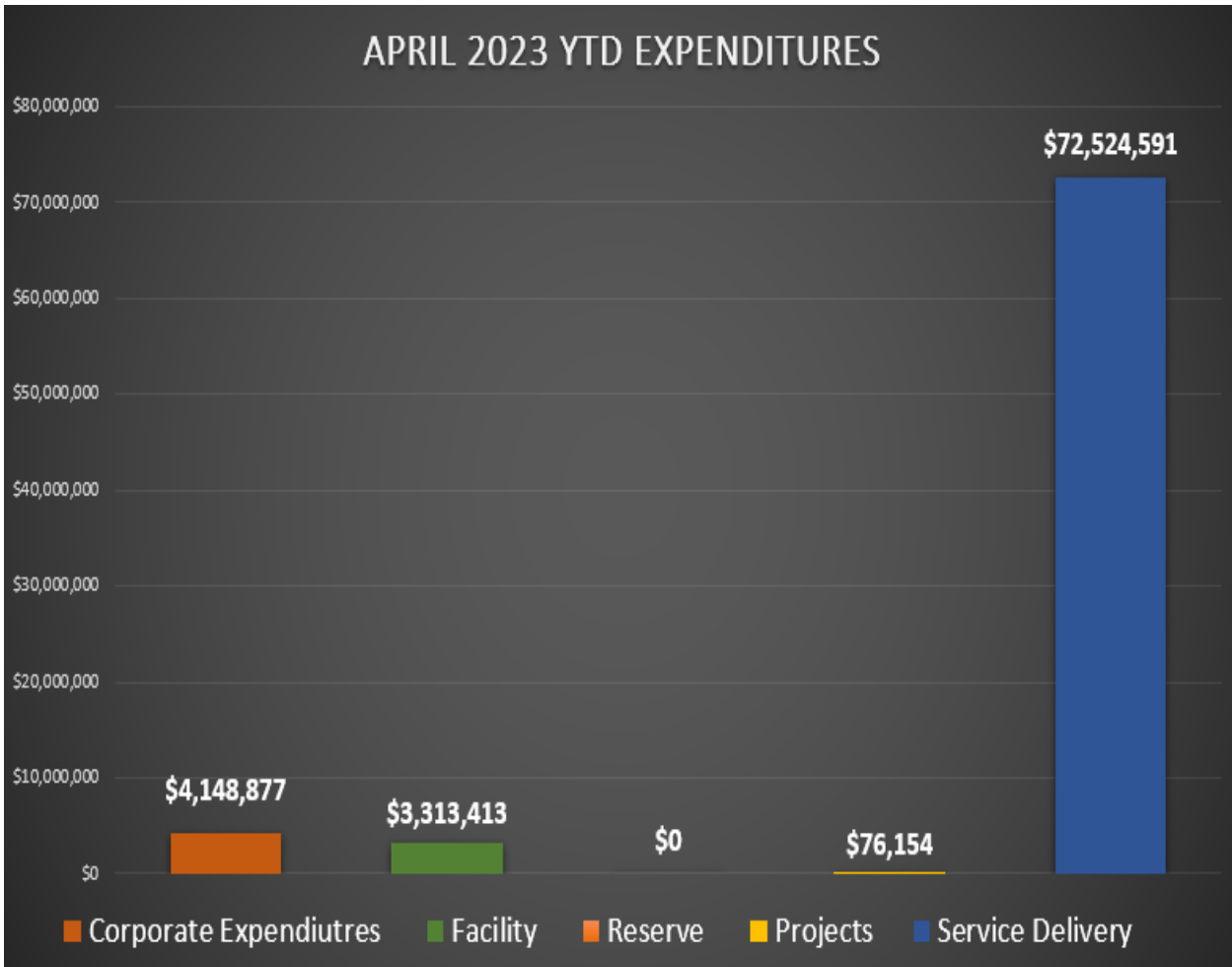
October 1, 2022-April 30, 2023 # of Children in Care Broken down by County									
County	City	Discretionary- Homeless & Low Income	%	Mandatory- Choice & Former DFPS	%	Child Protective Services	%	Total	%
Atascosa	Pleasanton	367	3.03%	19	2.84%	19	2.53%	405	2.99%
Bandera	Bandera	47	0.39%	1	0.15%	2	0.27%	50	0.37%
Bexar	San Antonio	9,682	79.99%	559	83.43%	530	70.48%	10,771	79.63%
Comal	New Braunfels	482	3.98%	25	3.73%	70	9.31%	577	4.27%
Frio	Pearsall	125	1.03%	14	2.09%	20	2.66%	159	1.18%
Gillespie	Fredericksburg	60	0.50%	5	0.75%	5	0.66%	70	0.52%
Guadalupe	Seguin	618	5.11%	22	3.28%	35	4.65%	675	4.99%
Karnes	Kenedy	21	0.17%	1	0.15%	4	0.53%	26	0.19%
Kendall	Boerne	76	0.63%	2	0.30%	17	2.26%	95	0.70%
Kerr	Kerrville	240	1.98%	6	0.90%	16	2.13%	262	1.94%
McMullen	Tilden	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medina	Hondo	233	1.92%	13	1.94%	24	3.19%	270	2.00%
Wilson	Floresville	153	1.26%	3	0.45%	10	1.33%	166	1.23%
Total		12,104	100.00%	670	100.00%	752	100.00%	13,526	100.00%



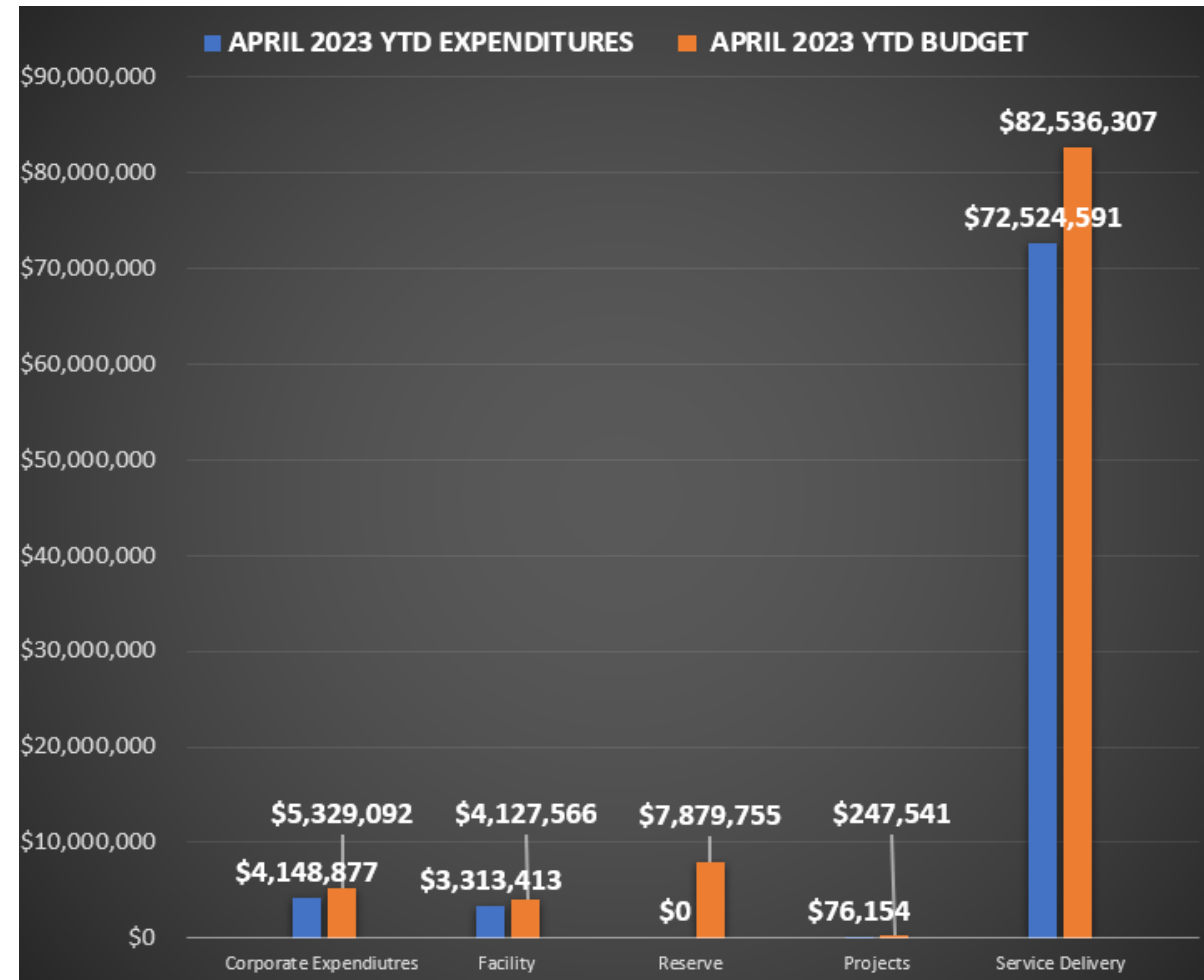
YTD Expenditures by Budget Category

YTD Expenditures by Budget Category Comparison

APRIL 2023 YTD EXPENDITURES

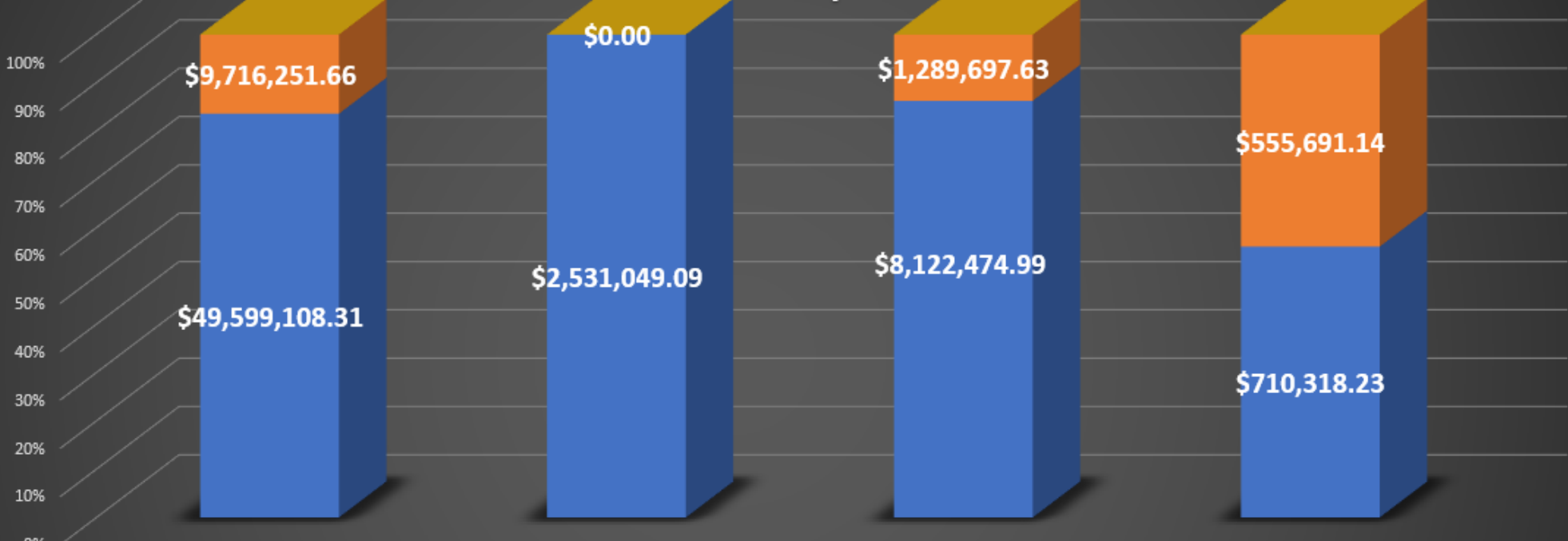


APRIL 2023 YTD EXPENDITURES APRIL 2023 YTD BUDGET



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

FY23 Service Delivery Rural-Urban



	CITY OF SAN ANTONIO- Child Care	Ready to Work	C2GPS- Adult Services	SERCO - Youth
■ RURAL (%)	16%	0%	14%	44%
■ URBAN (%)	84%	100%	86%	56%
■ RURAL	\$9,716,251.66	\$-	\$1,289,697.63	555,691.14
■ URBAN	\$49,599,108.31	\$2,531,049.09	\$8,122,474.99	710,318.23



Key Variances

TANF – Expenditures are currently at 38%. This year’s allocation is \$2 million more than our average allocation. The recently approved TWC special initiative is geared towards a STEM summer youth program. The contractor is in the process of procuring the STEM provider.

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



Key Variances

WIOA Dislocated Worker – Expenditures are currently at 42%. As the National Dislocated Worker – Covid and Winter Storm programs ended on 3/31/23, customers will be enrolled in dislocated worker or other applicable programs that they may qualify for.

SNAP – Expenditures are currently at 69%. The contractor conducted 100% caseload review in the 1st quarter. Board staff are working with the contractor to monitor expenditures.



Key Variances

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

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

Child Care CSL – The end date was extended from 3/31/23 to 12/31/23. The Board has \$488,774 obligated.



Key Variances

Workforce Commission Initiatives – This grant included funding (\$109,820) for a Short-Term Training for Parents in Child Care Services program that was not utilized. The Board is working with TWC for alternative strategies.

Reemployment Services and Eligibility Assessment – Expenditures are currently at 69%. The contractor's activity was higher in the 1st quarter. Board staff is working with the contractor to monitor expenditures.



Key Variances

Middle Skills Employment Supplies Pilot Program – In March 2023, TWC awarded the Board the Middle Skills Employment Supplies Pilot Program designed to support Texans preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.

Summer Earn and Learn - Enrollment is currently in process. As of 6/12/23, 135 participants recently completed Workforce Readiness Training. 129 participants started this week.



Key Variances

Teacher Externship – Activities occur during the summer months. As of 6/12/23, 190 teachers applied, of which 114 have completed enrollment.

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



Key Variances

San Antonio Area Foundation – Capacity Building – This grant is to be used for Capacity Building focusing on:

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

Work-Based Learning Pilot Program – This is a program where Toyotetsu offers specialized training in manufacturing to help local residents gain access and knowledge, leading to high-paying job opportunities. There is a list of applicants that are being processed.



Ready to Work

Ready to Work:

- Enrollment and activities increased at a higher rate in April and May.
- As of June 1, 2023:
 - Applicants interviewed: 2,482
 - Enrolled in approved training: 1,325
 - Successfully completed training: 236
 - Placed in jobs: 55
 - WSA paid training: \$2,399,973



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Giovanna Escalante-Vela, CFO

Date: June 23, 2023

Subject: Employee Policy Handbook Revision: Employee Incentive Policy

Summary: The FY23 budget included employee performance-based incentive pay. Uniform Guidance requires any bonuses or incentives to be included in the organization’s policies and procedures as compensation. The memo will outline the proposed policy; upon full board approval, an incentive may be issued before September 30th of each fiscal year, if it is part of a board approved annual budget.

Analysis: This policy intends to formalize an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who have exceeded performance expectations. The Chief Executive Officer may approve a lump sum monetary or non-monetary award for additional recognition, training development, or continuing education. Incentives are reasonable and necessary means to retain and motivate valued employees that demonstrate above and beyond normal performance expectations, a commitment to the agency, the community, and pillars in moving the agency forward. This incentive pay does not affect the base salary or annual salary of the employee and will be a one-time lump sum payout.

Award Types:

- A lump sum to recognize a specific achievement that moves the department or agency forward.
- An incentive plan with goals, criteria, and a one-time or regular payout schedule when goals are met or exceed over and above average performance expectations.
- Non-monetary awards can include recognition, career development opportunities, and attendance for special lectures, training programs, and conferences.

Alternatives: Without an approved incentive policy, employees that go above and beyond performance expectations will not be able to be recognized outside their annual review period monetarily.

Fiscal Impact: Incentives can only be disbursed that are included in an approved budget or budget amendment. The total amount budgeted for incentive pay for FY23 is \$189,914. An approved incentive budget may not exceed five percent of the employee's annual compensation, or \$10,000, and does not apply to the Chief Executive Officer. The Chief Executive Officer's compensation is approved separately by the Board of Directors.

Recommendation: Approve an addendum to add the Employee Incentive Policy to the Employee Policy Handbook to include an incentive policy.

Next Steps: Upon full Board approval, the budgeted incentives may be completed through a performance evaluation and paid out by the end of the fiscal year.

Attachments:

Employee Incentive Policy
Incentive Evaluation Form
Incentive Calculation

MEMORANDUM

To: Adrian Lopez, CEO
From: Giovanna Escalante-Vela, CFO
Through: Maria Martinez, HR Generalist
Date: May 26, 2023
Regarding: Employee Policy Handbook Addendum - Employee Incentive Policy

SUMMARY: Workforce Solutions Alamo Incentive Plan rewards Board staff, excluding the Chief Executive Officer, for individual and departmental contributions. These contributions are essential to carry out short- and long-term objectives that support the agency’s mission, vision, and values, including but not limited to stated objectives in the Local Plan.

POLICY: The Workforce Solutions Alamo Incentive Plan will compensate employees as the available budget permits. Employee Incentives must be budgeted and pre-approved in the Board’s annual operating budget.

This policy intends to formalize an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who have exceeded performance expectations. The Chief Executive Officer may approve a lump sum monetary award, a non-monetary award for additional recognition, training development, or continuing education.

Incentives are reasonable and necessary means to retain and motivate valued employees that demonstrate above and beyond normal performance expectations, a commitment to the agency, the community, and pillars in moving the agency forward. This incentive pay does not affect the base salary or annual salary of the employee and will be a one-time lump sum payout.

AWARD TYPES:

- A lump sum to recognize a specific achievement that moves the department or agency forward.
- An incentive plan with goals, criteria, and a one-time or regular payout schedule when goals are met or exceeded and above normal performance expectations.
- Non-monetary awards can include recognition awards, career development opportunities, and attendance for special lectures, training programs, and conferences.

PROCEDURE:

- A lump sum to recognize a specific achievement.
 - Establish performance criteria to determine award recipients and award amounts.
 - Employees will submit agency contributions to the manager for consideration, who will make a recommendation to the Executive Leadership.
 - The employee’s accomplishments exceed the normal standards/expectations for the job.
 - The employee serves as a role model for others, displaying desirable characteristics such as Accountability, Collaboration, Excellence, Innovation, and Integrity.

- An incentive plan with goals, established criteria, and regular payouts when performance exceeds goals.
 - For incentive plans, the department Director and/or Manager must develop specific targets. Goals, pre-established criteria, and regular payouts are essential under this plan.
 - Managers should communicate to the employee the expectations and the incentive period's outcome.
- Non-monetary awards can include recognition, career development opportunities, and attendance for special lectures, training programs, and conferences.
 - Based on employees exceeding a department goal, indicate the goal.
 - Based on employees' suggestions for increased productivity that are realized and for outstanding performance on special projects.

APPROVAL AND PAYMENTS:

- Signature of a supervisor who is proposing the award.
- Signature of Executive Leadership agreeing with or proposing the award program.
- Signature from the accounting department that sufficient funds for the award are available in the budget.
- Signature from Human Resources.
- Approval from the Chief Executive Officer (CEO).

The monetary awards may not exceed \$10,000, or 5% percent, of the employee's base salary, whichever is greater. A decision about the amount of the lump-sum award should depend upon the nature and the complexity of the accomplishment and the ability of the department to fund the award. The award must be commensurate with the agency's benefit received for the individual contribution. Under exceptional circumstances, with the Chief Executive Officer's approval, a higher bonus may be approved.

INQUIRIES: Inquiries concerning this procedure should be addressed to Human Resources.

Workforce Solutions Alamo Incentive Evaluation Form

Employee Incentive Evaluation Form

EMPLOYEE NAME	
SELF-EVALUATION SUBMITTED	
MANAGER NAME	
MANAGER REVIEW DATE	

The Workforce Solutions Alamo Incentive Plan will compensate employees as the available budget permits. Employee Incentives must be budgeted and pre-approved in the Board's annual operating budget.

The policy intends to formalize an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who has exceeded performance expectations. The Chief Executive Officer may approve a lump sum monetary award, a non-monetary award for additional recognition, training development, or continuing education.

Incentives are reasonable and necessary means to retain and motivate valued employees that demonstrate above and beyond normal performance expectations, a commitment to the agency, the community, and pillars in moving the agency forward. This incentive pay does not affect the base salary or annual salary of the employee and will be a one-time lump sum payout.

Please evaluate each question about your position and provide a short justification.

1: What innovation have you contributed to support the Local Plan?

MANAGER RESPONSE

Rating:

Exceed Expectations? Yes No

2: What contribution have you made to the organization or department?

MANAGER RESPONSE

Rating:

Exceed Expectations? Yes No

3: How have you contributed to non-TWC initiatives?

MANAGER RESPONSE

Rating:

Exceed Expectations? Yes No

Employee Signature:

Employee Name:

Date

Supervisor Signature

Supervisor Name:

Date

HR Signature:

HR Name:

Date

CEO Signature:

Date

Incentive Summary & Calculation

Employee Name				
Review Period				
Manager Review Date				
Incentive Summary	INCENTIVE SUMMARY	WEIGHT (%)	Exceeds Expectations? (YES or NO)	% Earned
Local Plan	1.LOCAL PLAN	2.00%		0.00%
Departmental Contributions	2. DEPARTMENTAL CONTRIBUTIONS	2.50%		0.00%
Non-TWC Initiatives	3. NON-TWC INITIATIVES	0.50%		0.00%
Incentive Calculation	TOTAL INCENTIVE EARNED	5.00%		0.00%



EMPLOYEE POLICY HANDBOOK REVISION: EMPLOYEE INCENTIVE POLICY

June 23, 2023

Adrian Lopez, Chief Executive Officer

Giovanna Escalante-Vela, CFO

Purpose:

- Formalizes an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who has exceeded performance expectations.
- Creates a reasonable and necessary incentive policy to retain and motivate valued employees, demonstrating a commitment to the agency.
- Award types include lump sum monetary or non-monetary awards for additional recognition, training development, or continuing education.

Criteria:

- A lump sum to recognize a specific achievement.
- An incentive plan with goals, established criteria, and regular payouts when performance exceeds goals.
- Non-monetary awards can include recognition, career development opportunities, and attendance for special lectures, training programs, and conferences.

Limitations:

- Awards may not exceed \$10,000 or 5% of the employee's base salary.

Letters of Support

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

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

Letters of Support

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

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

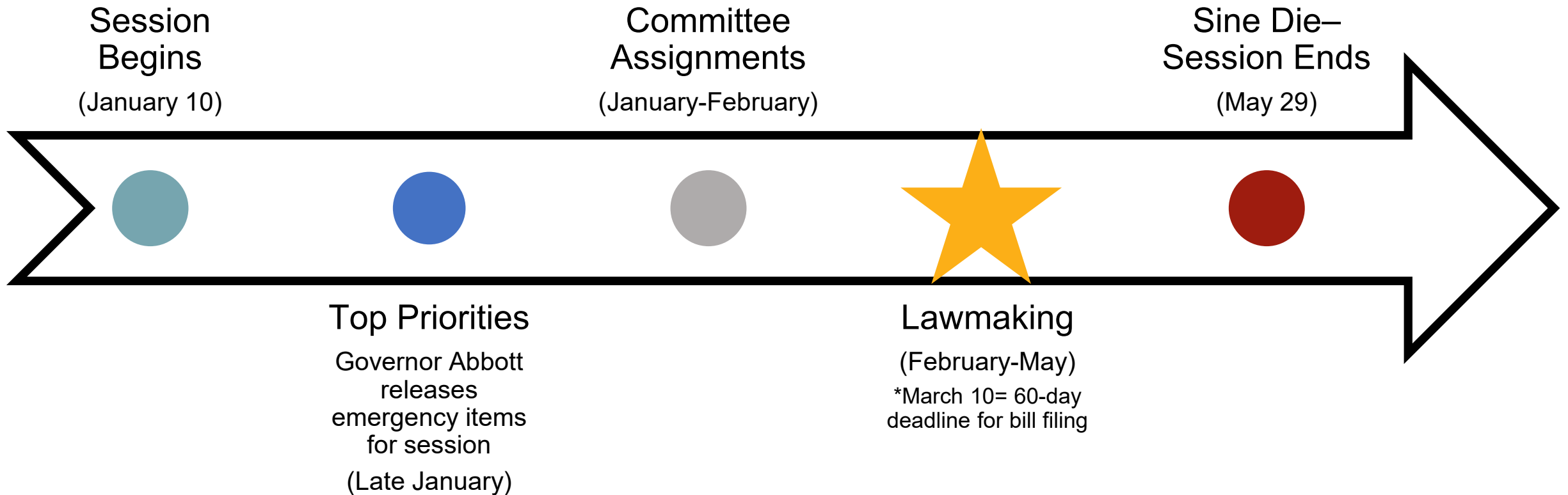
Letters of Support

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

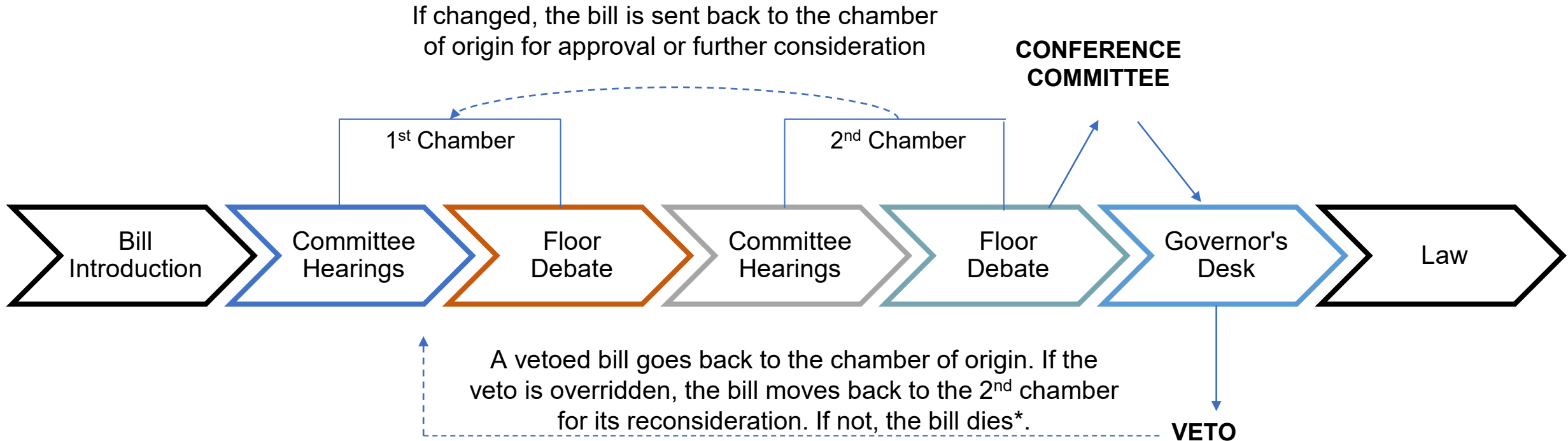
- Funding Request: \$350,000
- Who will it serve/ How many people: 100 trainees including transitioning service members, military veterans, reservists, their spouses, and young adults (ages 18-26) from under-resourced communities.
- Alignment with local plan: Portable CompTIA IT Fundamentals+, CompTIA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

88th Legislative Session Timeline

The TX Legislature meets in Regular Session for 140 days (January - May) of odd-numbered years.



How a Bill Becomes A Law



**Though it is technically "dead," the bill language can reappear via an amendment in other bills.*

88th Session by the Numbers

TX Legislature continues to break records as we enter the final third of the session!

7,961

Bills were filed with 68% in the House and 32% in the Senate

\$32B+

Budget surplus for the 24-25 biennium with an overall \$300B+ budget (note: there are constitutional spending caps)

75+

Bills filed about PreK or child care with themes related to access, standards and requirements, and the role of government/private sector.

13

House and Senate committees that have heard relevant ECE bills

Update on 88th Shared Legislative Agenda



Topic	Bill	Sponsor	Latest Actions	Current Status
Increase PreK partnerships	HB 1614	Rep Dutton	4/18 Voted out of House Pub Ed (9-3)	In calendars
Property tax relief for providers in TWC scholarship program	HB 3621	Rep Talarico	4/24 Voted out of House Ways & Means (9-2)	Passed committee
	SB 1145	Sen West and Eckhardt	5/2 Voted out of Senate	Referred to Ways and Means in the House
Strengthen LWDBs	HB 1979	Reps Raney, Plesa, & Bumgarner	5/2 Heard on the House floor and voted out	Heading to Senate
	SB 1844	Sen Blanco	3/20 Referred to NRED	Waiting for House bill
Reimbursement rates for quality childcare	HB 1834	Rep Thompson	4/25 Heard in IRED	Pending in committee
	SB 353	Sen Zaffirini, Blanco, Miles, & West	2/15 Referred to NRED	Waiting for hearing
Bedrock funding	Rider	Rep Walle	3/14 Heard in committee	In Article XI

What's Next?

As Session wraps up the ECE community has a critically important role to play in supporting bills to cross the finish line, weighing in on implementation, and reflecting on how we can collectively continue to move the needle for improving early learning for our youngest Texans.

Vox

Fixing the child care crisis starts with understanding it

Not everything is talking about the same thing — and that matters.

By Rachel M. Cohen on April 17, 2023 6:30 am



"The bottom line is you'd be hard-pressed to find anyone who says they don't want to support children, families, and childcare workers — and if "tackling the childcare crisis" simply means that, then yes, everyone agrees. **But figuring out exactly how to do that is where things get tricky, and where the political rubber meets the road.** It also helps explain why so little has gotten done, despite seeming consensus on the crisis rhetoric."

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: June 23, 2023

Subject: Child Care Performance Briefing

Summary:

This is a briefing to the Early Care & Education Committee on the Child Care Performance for FY 2023.

WSA continues to work with our Child Care Contractor as they monitor & process enrollments. WSA maintains ongoing communication with Child Care Contractor, on TWC's performance goal range of meeting performance: 95 – 105% and to remain within allocated budget.

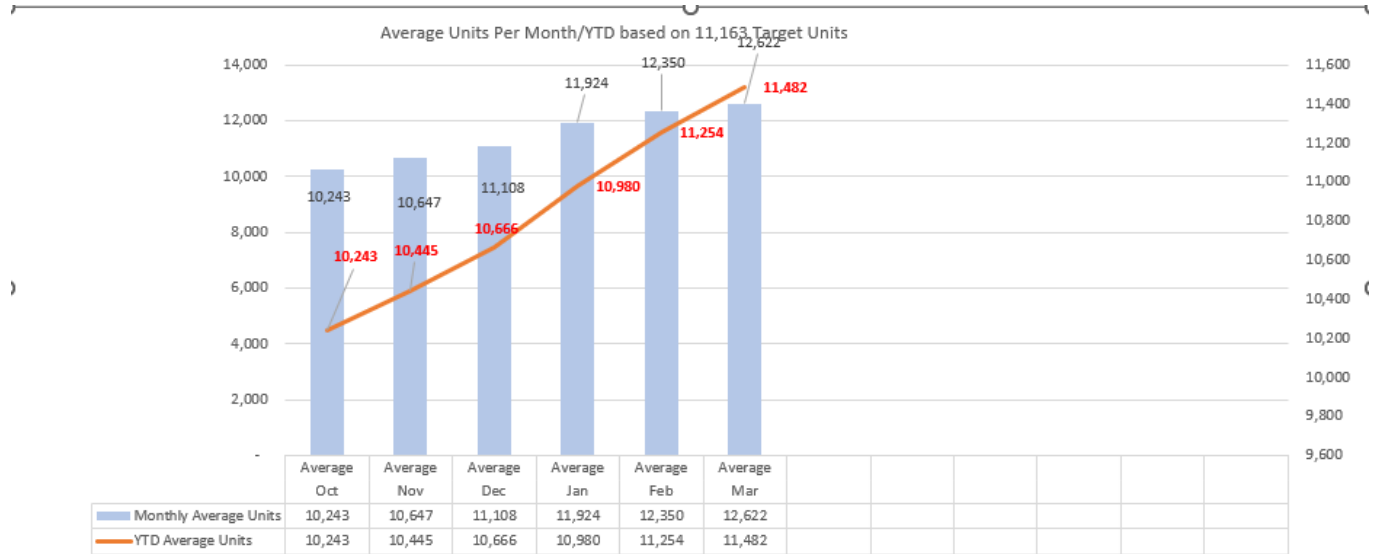
TWC has set Alamo's FY 2023 Target at 11,427.

Alamo is currently performing at 102.86%.

Analysis:

- WSA's unofficial YTD average for March shows that average enrollments of 11,482 or 102.86%, which reflects that we are trending positively, and are currently in the Meet Performance range.
- Child Care contractor continues actively enrolling and processing documentation for families to begin care.
- Challenges that Child Care contractor face are non-responsive clients, clients who fail to submit complete application, clients who delay in selecting a Child Care program, clients who delay submitting additional documentation to complete packet.

Information collected: 4.18.2023



	Oct Average	Nov Average	Dec Average	Jan Average	Feb Average	March Average
Monthly Average %	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%
YTD Average Units %	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%

	Oct Average	Nov Average	December Average	Jan Average	Feb Average	March Average
Choices	237	229	209	203	201	198
TANF						4
Low Income	9,554	9,938	10,419	11,210	11,618	11,868
Former DFPS	382	401	392	419	428	439
Homeless	70	79	88	92	103	114
Monthly Average Units	10,243	10,647	11,108	11,924	12,350	12,622
Monthly % Average	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%
YTD Average Units	10,243	10,445	10,666	10,980	11,254	11,482
YTD % Average	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%
TWC Target	11,163	11,163	11,163	11,163	11,163	11,163

As of 4/18/2023

County	Families in Care	Children in Care	Families on Waitlist	Children on Waitlist
Atascosa	242	393	2	3
Bandera	28	46	0	0
Bexar	6289	10885	2863	4658
Comal	367	553	8	10
Frio	85	153	1	1
Gillespie	48	63	1	4
Guadalupe	402	665	10	30
Karnes	15	25	0	0
Kendall	56	94	0	0
Kerr	171	255	13	18
McMullen	0	0	0	0
Medina	147	253	3	7
Wilson	94	158	0	0
Grand Totals	7944	13543	2901	4731

FY 2023

Fiscal Impact:

- Each fiscal year beginning in October, TWC distributes funding and places an annual performance target for each board.
- Supplemental distribution provided to Alamo May 1st: \$4,803,249
 - Available for Direct care and Variable Admin/Ops
- Supplemental Target: 1,558
- 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 cause 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, in effort to provide childcare to as many families as possible while remaining in good standing with TWC.

Recommendation:

N/A

Next Steps:

As WSA & Child Care Contractor continue to monitor performance and work to ensure that enrollment remains at a level that does not negatively impact performance, WSA has asked contractor to begin slowing enrollment, in order to focus on return to care children that will begin enrolling from summer, due to the higher cost of summer care, in an effort to remain within Alamo's allocated budget for Child Care Services.

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: June 23, 2023

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:

On September 1, 2021, implementation of the revised Texas Rising Star standards began. [WD 06-21, Change 2](#) provided guidance on implementation of the revised certification guidelines specific to Assessment Training & Certification Program (ATCP) course completion requirements for conducting assessments, prioritization plan for determining assessment visits, and continued quarterly screenings. This letter remains active and within the attachment Boards may continue to extend certification and visit due dates due to COVID-19 impacts, as well as professional development requirements per the guidance provided.

Alamo currently has 7 Texas Rising Star Assessors who have successfully completed the TWC coursework for being Texas Rising Star Assessor certified and are actively in the field conducting Texas Rising Star Assessments.

Currently Alamo board has a total of 144 Early Learning Programs certified as Texas Rising Star. Having completed Recertification Assessments, TRS Assessors are conducting Annual Monitoring Assessment visits and initial certifications as they receive applications. Since our last Early Care & Education Committee meeting, 5 centers have submitted an application for an initial assessment (submission date(s): 01/23/2023, 4/7/2023, 4/18/2023) and 87 centers are preparing for an annual monitoring visit, 56 monitoring visits have been completed.

Data as of 04/17/2023

Total Number of Centers Scheduled	Annual Monitoring vary /3 initial center(s) scheduled
Centers awaiting NEW certification	4
Number of 4* to date	118
Number of 3* to date	23
Number of 2* to date	3
# Of Accredited Centers	57
# Of Non-Accredited Centers	87
# Of Military Centers	08
# Of Initial Centers	16
# Of Centers Closed/withdrew/CCR deficiencies	8
# Of Centers who have increased star level since Sept.2022	39
2 STAR → 3 STAR	4
2 STAR → 4 STAR	10
3 STAR → 4 STAR	25

Initial Assessment information:

center name	License #	Application Date	2 week window	Star Level
Initial Applicants				
I'm Just a Kid	1703790	2/15/2022	Aug 22- Sept 2	4
Green Acres Child Care Center-	239062	3/25/2022	Aug 15- Aug 26	3
Central Christian	25681	5/3/2022	Aug 22- Sept 2	4
Lil Peas and Sprouts Learning Center	1531431	7/14/2022	oct 17-28	3
Little Wonderland	530628	8/2/2022	Sept 5-16	4
Michaels Child Care	851749	8/5/2022	Oct 3-14	3
Pinnacle Kids Academy	1264586	8/26/2022	Sept 26- Oct 7	4
Good Samaritan Center	31441	9/19/2022	Oct 24- Nov 4	4
Pinnacle Kids Academy-Braun	1676993	9/19/2022	Oct 24- Nov 4	4
Pinnacle Kids Academy- Classen	1507336	10/17/2022	Nov28-Dec9	4
World of Knowledge ELC	1553682	11/9/2022	Nov28-Dec 9	3
Stepping Stones	1657974	12/22/2022	Jan 16-27	3
JPR International Inc. DBA Kidus	1648794	1/2/2023	Jan 16-27	3
kids r kids westpoint	1699557	1/6/2023	Jan23-Feb 3	4
Little Treehouse # 2	1704588	1/20/2023	Feb 20- Mar 3	2
Little Treehouse #4	1704598	1/20/2023	Feb 20- Mar 3	Initial- Assessment stopped due to LicensingDeficiencies
Little Treehouse # 6	1704600	1/23/2023	Feb 20- Mar 3	3
A 2 Z Learning #3	1629166	4/7/2023	April 24- May 5- B/O april 28 & May 4&5	initial-
Little Treehouse #3	1704594	4/7/2023	April 24- May 5	Initial-
Mi Casa- Timber Path	855671	4/18/2023	May 15-26	Initial-
Suburban School	1679705	4/18/2023	May 15-26	Initial-

	Date withdrew	Reason
No Longer TRS		
	12/21	CCR Deficiencies
	2/28/22	CCR Deficiencies
	5/31/22	Closed- withdrew
	7/22	must reapply
	7 22	CCR Deficiencies
	7/22	withdrew
	8/12/22	Closed- withdrew
	1/23	CCS Agreement ended

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	795	442	122	28%
Rural Early Learning Programs	254	137	22	16%
Total	1049	579	144	25%

Alternatives:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A.

Next Steps:

WSA will continue monitoring assessment scheduling and progress assessments will continue as outlined, following TWC guidance and processes.

Attachments:

None.

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: June 23, 2023

Subject: TRS Contracted Slots Pilot Briefing

Summary:

On June 10, 2022, WSA received board approval to proceed with awarding three centers contracted slots. WSA has received signed contracts from the selected centers and is actively working to provide the resources necessary to begin implementation of contracted slots pilot. Prior to rollout, WSA must adhere to 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 Child Care services in a public process. Rules require Boards to have a policy related to contracted slots agreements as described in 809.96 if the Board opts to enter into such agreements.

As WSA Board is one of only two workforce boards who have elected to enter the TRS Contracted Slots pilot, WSA must develop and adopt policy for implementation.

Analysis:

Contracted slots officially began with the first child enrolled on October 3, 2022. New parents have been called to confirm interest in Child Care Services scholarship and have been emailed the Child Care Enrollment opportunity to confirm interest in Contracted Slots programs.

- De Paul was awarded 20 contracted slots: to date a total of 7 children: 1 infant and 6 toddlers have been enrolled, leaving 13 contracted seats available.
- La Mision was awarded 15 slots, has enrolled 4 children: 0 infants and 4 toddlers, leaving 11 contracted seats available.
- Converse Christian, awarded 15 slots, has enrolled 8 children: 3 infants and 5 toddlers, leaving 7 contracted seats available.

Center	Filled Slots	Open Slots	Total
Converse Christian	3 infant / 5 toddler	2 infant / 5 toddler	15 slots
De Paul	1 infant / 6 toddler	5 infant / 8 toddler	20 slots
La Mision	0 infant / 4 toddler	5 infant / 6 toddler	15 slots

Alternatives:

N/A

Fiscal Impact:

TWC awarded WSA \$746,230.00 for the implementation & management of the TRS Contracted Slots pilot.

Recommendation:

N/A

Next Steps:

- WSA will remain in communication with Child Care contractors and Providers awarded contracted slots to field questions and serve as a liaison for information on contracted slots.
- WSA will continue to support and guide the Early Learning Programs with implementation.
- WSA will work with Child Care contractors to ensure tracking/monitoring per TWC requirements.
- WSA will continue to track progress of the pilot, logging questions, challenges, and TWC responses, to help other boards who may be interested in future opportunities for contracted slots, and to serve as a guide for future staff who implement contracted slots programs.
- WSA submitted a Contract Action Request (CAR) to TWC to request allowance to extend the contract from March 2023 to December 2023, to allow time for families enrolled to receive the full year of care under the contracted seat grant opportunity.
 - TWC approved the extension.

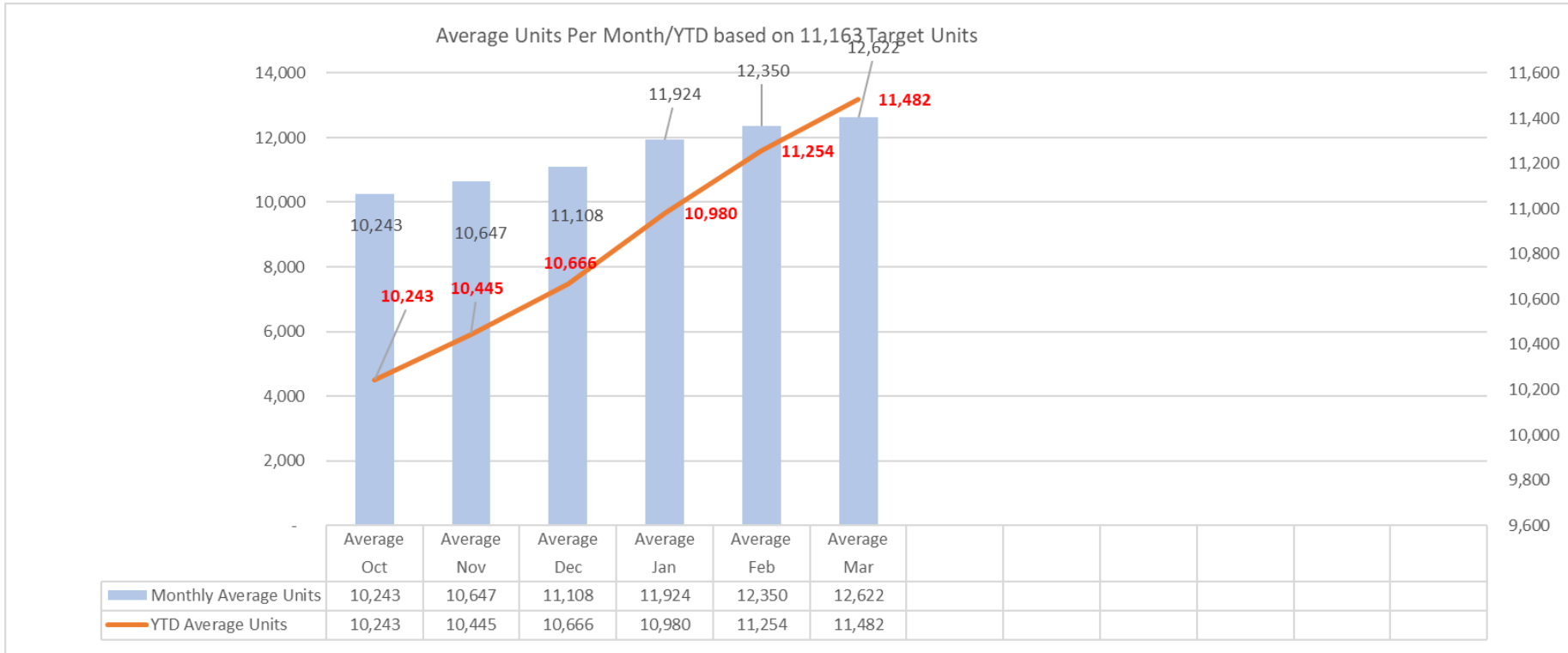
Attachments:

N/A



Child Care Performance Briefing

Child Care Performance Briefing FY 2023



WSA unofficial YTD avg for FY 2023: **102.86%**

CCDF Performance Status Methodology
 Year-to-Date numbers to calculate performance
 MP = 95%-105%
 +P = 105% or above
 -P = <94.99

SIR Performance Methodology
 Actual enrollments



Child Care Performance Briefing FY 2023

	Oct	Nov	December	Jan	Feb	March
	Average	Average	Average	Average	Average	Average
Choices	237	229	209	203	201	198
TANF						4
Low Income	9,554	9,938	10,419	11,210	11,618	11,868
Former DFPS	382	401	392	419	428	439
Homeless	70	79	88	92	103	114
Monthly Average Units	10,243	10,647	11,108	11,924	12,350	12,622
Monthly % Average	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%
YTD Average Units	10,243	10,445	10,666	10,980	11,254	11,482
YTD % Average	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%
TWC Target	11,163	11,163	11,163	11,163	11,163	11,163

	Oct	Nov	Dec	Jan	Feb	March
	Average	Average	Average	Average	Average	Average
Monthly Average %	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%
YTD Average Units %	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%



Monthly Avg Enrollment % *



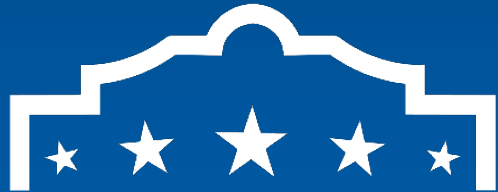
County	Families in Care	Children in Care	Families on Waitlist	Children on Waitlist
Atascosa	242	393	2	3
Bandera	28	46	0	0
Bexar	6289	10885	2863	4658
Comal	367	553	8	10
Frio	85	153	1	1
Gillespie	48	63	1	4
Guadalupe	402	665	10	30
Karnes	15	25	0	0
Kendall	56	94	0	0
Kerr	171	255	13	18
McMullen	0	0	0	0
Medina	147	253	3	7
Wilson	94	158	0	0
Grand Totals	7944	13543	2901	4731



Texas Rising Star Assessment Update

TRS Assessment Results *

Information updated 4/17/2023



Total # of Currently Certified Centers	143
# of Annual Monitoring completed	56
# of Centers increased Star Level	39
• 2- Star to 3-Star	4
• 2- Star to 4-Star	10
• 3- Star to 4-Star	25
# of Centers awaiting assessment	2: initial 87: Annual Monitoring
# of centers submitting application for initial assessment since last Child Care Committee meeting	4

Assessment Results:

2 Star	3
3 Star	23
4 Star	118

TRS Assessment Results *

Information updated 4/17/2023

Percentage of TRS/CCS

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	795	442	122	28%
Rural Early Learning Programs	254	137	22	16%
Total	1049	579	144	25%



Completed Assessments

Monitoring



Initials



*Since August 2022

	CCS Providers – BCY 23	
	New Agreement	Agreement Ended
Oct	7	0
Nov	6	0
Dec	2	1
Jan	6	0
Feb	4	2
Mar	3	2



Texas Rising Star Contracted Slots Pilot

Texas Rising Star Contracted Slots: Update

- 50 Slots awarded for Infant and/or Toddler expansion
- 1-year contract

Provider Name	STAR	Current CCR Capacity	Current Number of CCS families served	Total Amount awarded	Amount of Infant/Toddler Slots filled	Number of Infant/Toddler Slots awarded to program
Converse Christian School 9146 FM78 Converse, TX 78109	4	94	46	\$184,080.50	Infants – 3 Toddler -5	15
La Mision Child Care and Kid Kamp 2211 S. Hackberry San Antonio, TX 78210	4	90	31	\$137,641.70	Infants – 0 Toddler -4	15
DePaul Children's Center 7607 Somerset Rd. San Antonio TX 78211	4	200	29	\$167,051.20	Infants – 1 Toddler - 6	20
Grand Total for all 3 Providers		384	106	\$488,773.40	Infants– 4 Toddler- 15	Total Slots – 50 Awarded





CHILD CARE SUCCESS STORIES



CHILD CARE SUCCESS STORY: SAMANTHA JIMENEZ



As a mother raising a family, Samantha was able to receive childcare assistance through Workforce Solutions Alamo. “With my children attending after school care and daycare, I am able to keep attending my current job and am now eligible to receive a promotion with no worry of my child’s care or safety while I am at work.”

CHILD CARE SUCCESS STORY: TOSHA PENNINGTON



A few years ago, Tosha was financially struggling and constantly wondered how she would manage to provide for her children’s necessities. Tosha received childcare assistance through Workforce Solutions Alamo.

“I live in a state with no family to help watch my children as I worked full time to provide for my two young children. Living as a single mother is already challenging in multiple ways, but having only one income was beyond rough.”

The Future of Drones

- Texas alone has the potential to gain 8,200 jobs and more than \$6.5 billion - Association for Unmanned Vehicle Systems Int.
- The drone services market size is expected to grow to \$63.6 billion by 2025 - Insider Intelligence
- The drone services market size is expected to grow from USD 4.4 billion in 2018 to USD 63.6 billion by 2025, at a CAGR of 55.9% during the forecast period. - Insider

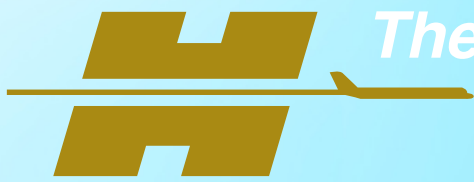
The Student Impact

- Students develop the skills required to obtain their **Federal Certification Remote Pilot Small Unmanned Aircraft System Part 107** through strategic learning approaches and curriculum
- Students prepare for industry readiness through firsthand industry training and project based learning experiences
- Industries Using Drones: Oil and Gas, Infrastructure Development, Construction, Mapping, Surveying, Inspection, Photography and Film, Agriculture, Warehousing, Package Delivery, and many more.

Dee Howard Foundation & Aha Education, LLC Partnership: Why You Should Help Support A Local Drone Program

The Dee Howard Foundation, in partnering with Aha Education's Iconic Drone Education program, will introduce students to the future of drones and provide a direct pathway into aerospace and other critical career paths in the aviation industry. This partnership will allow students the opportunity of becoming a federally certified commercial licensed drone pilot.

By supporting a local drone program, your organization will be assisting in providing *Practical Pathways to Prosperity* to students in your local community. This reach does not stop at the secondary level, yet continues beyond as the students you support begin working and leveraging a true economic impact. Not only in their communities, but more importantly, in their families.



The Dee Howard Foundation

Why pre-commercial? Introducing Iconic Drone Education at the middle school level is an excellent way to promote learner engagement, critical thinking and problem solving. At the same time drones provide an additional pathway to teach science, technology, engineering, math (STEM) and coding skills while incorporating creativity. These cognitive and technical abilities will benefit students as they prepare for the next step in their drone educational journey. Thank you for flying and exploring our pre-commercial drone education program.

Pre-Commercial Program Spotlights

TEACHER TRAINING

- 2 hour 1on1 DroneBlocks Virtual Training
- 2 hour 1on1 Iconic Drone Virtual Training
- Teachers learn the necessary essentials for becoming a drone educator
- 20 hours of Professional Development
- 1 year IContact Support

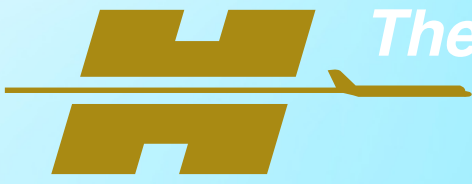
STUDENT CURRICULUM

- Holistic Drone Education
- Recreational Pilot Certificate
- 200+ cloud based lessons
- Students learn to code
 - Blockly
 - Python
 - Open-CV
 - Node.js
 - JavaScript
- And much more

LEARNING HARDWARE

- Indoor FPV Drone Kit
- Transmitter
- VR Goggles
- 5 MP Drone Camera,
- Open Source Robomaster SDK
- 1 Extra Battery
- Charging Hub
- Extra Propellers
- Propeller Guards,
- Propeller Removal Tool
- 8 Mission Pads
- 8x8 Dot Matrix Screen
- Extension Board
- And much more





Pre-Commercial Program Options

1:5 Student to Drone Ratio

Middle School
Sponsorship

\$9,476

per school

*Year 2: \$2,200

COST/SCHOOL

Teacher Training

\$2,500

Student Curriculum

\$4,400

Hardware

\$4,776

Total

\$116,760

**10 Middle
Schools**

1:3 Student to Drone Ratio

Middle School
Sponsorship

\$13,058

per school

*Year 2: \$2,200

COST/SCHOOL

Teacher Training

\$2,500

Student Curriculum

\$4,400

Hardware

\$8,358

Total

\$152,580

**10 Middle
Schools**

The Iconic Drone Education Commercial program is designed to expand student horizons and opportunities through obtaining their Federal Remote Pilot Small Unmanned Aircraft System Part 107 Certification. Through the Iconic Drone curriculum students will gain insight into the industries utilizing drone technology and the career opportunities within those industries. In addition, students will acquire practical drone flight skills while working through the hands on flight lessons. The goal is for students to leave the program with the knowledge and skills needed for either advanced educational pursuits or to go directly into the workforce. Thank you for flying and exploring our commercial drone education program.

Commercial Program Spotlights

TEACHER TRAINING

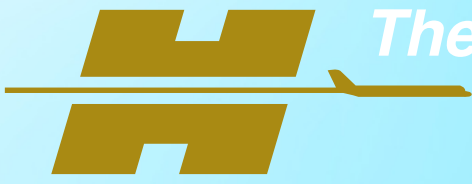
- 3 Day/2 Night In Person Training Retreat (lodging and meals will be provided)
- Teachers learn the necessary essentials for becoming a drone educator
- 40 hours of Professional Development
- Teachers receive FAA Part 107 certification
- Pro Teacher Kit

STUDENT CURRICULUM

- Holistic Drone Education
- Recreational Pilot Certificate
- Part 107 Commercial UAV Certificate
- Practical Application Skills
- Business 101
 - Business Skills
 - Website Design
 - Marketing
- Practicum
- And much more

LEARNING HARDWARE

- Pro Drone Kit
- Transmitter
- 4k Camera
- ND Filters
- Extra Batteries
- Charging Hub
- Propeller Guards,
- Dallas DFW TAC Chart
- Hard Landing Pad
- Safety Vest Combo
 - FAA Licensed
 - General Safety
- Airman Supplement Guide
- And Much More



DJI Commercial Program Options

1:5 Student to Drone Ratio

High School Sponsorship

\$31,537

Includes Continued Education Modules
YR 2

COST/SCHOOL

Teacher Training

\$6,295

Student Onboarding

\$1,500

Student Curriculum

\$13,600

Hardware

\$10,142

Total

\$306,370

10 High Schools

1:3 Student to Drone Ratio

High School Sponsorship

\$38,584

Includes Continued Education Modules
YR 2

COST/SCHOOL

Teacher Training

\$6,295

Student Onboarding

\$1,500

Student Curriculum

\$13,600

Hardware

\$17,189

Total

\$376,840

10 High Schools

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Terry Trevino, Director of Programs

Date: June 23, 2023

Subject: Youth Updates – Committee Objectives, Performance, Partnerships

Summary: To provide an update on Youth Program. The Workforce Solutions Alamo (WSA) Youth Committee has resumed its quarterly meetings as the last meeting was held March 11, 2022, due to staff transition.

Analysis: The Youth Committee Focus will consist of:

- Support planning, operations, and other opportunities related to the delivery of youth services.
- Identify gaps in services, coordinate youth policies and procedures, ensure quality services, and leverage resources.
- Bring experts together, generate ideas and discussions, foster partnerships, and ultimately meet the needs of the local youth in the 13-county area.

Overview of YES! Program Clients:

In-School Youth (ISY) Ages 14-21/Out-of-School Youth (OSY) Ages 16-24 and meet the following criteria: Basic skills deficient or an English language learner, justice-involved, homeless, foster, pregnant or parenting, have a disability, low income.

Basic Steps of YES! Program:

- WIOA Youth Eligibility Determination
- Objective Assessment
- Individualize Service Strategy (ISS)
- Program Participation
- Follow-Up Services

WIOA requires that Boards to focus on the following elements:

- Tutoring, study skills training, instruction, and dropout prevention
- Alternative secondary school services or dropout recovery services

- Paid and unpaid work experience
- Occupational skills training
- Education offered concurrently with workforce preparation and training and training for a specific occupation.
- Leadership development opportunities
- Support services
- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market information
- Post-secondary preparation and transition activities

Youth Performance:

Youth funding and performance is reported and tracked by In-School Youth; Out-of-School Youth enrolled in our WIOA Youth programs. Additionally, WSA receives funding for services to participants. The WSA Youth Program Specialist provides oversight, technical support, and works directly with the Youth Contractor (SERCO) in continuous improvement of youth strategies and outcomes. Below is the WIOA Youth Performance report October 2022-March 2023.

WIOA YOUTH REPORT 2022-2023	Oct'22	Nov'22	Dec'22	Jan'23	Feb'23	Mar'23	TOTAL	GOAL	%
Enrollments - URBAN									
In-School Youth	1	1	1	1	0	2	6		
Out-of-School Youth	11	9	28	14	12	32	106	112	68%
Enrollments - RURAL									
In-School Youth	1	3	1	0	2	4	11		
Out-of-School Youth	9	14	4	1	4	4	36	47	31
Services									
Occupational/Vocational Training	2	6	2	5	3	2	20	40	50%
Work Experience	7	4	4	13	8	18	54	140	39%
Supportive Services	43	54	53	85	47	103	385	209	184%
Educational Services (GED)	8	9	0	3	4	2	26	21	124%

Youth Budget:

Alamo Workforce Development, Inc.
Summary Budget Comparison
From 3/1/2023 Through 3/31/2023

Account Code	Account Title	YTD Budget - Revised	Current Period Actual	YTD Actual	YTD Budget Variance - Revised	YTD Budget Variance Ratio
004	WIOA YOUTH					
0001	Contractor Operating					
5404	Cell Phones & Data Plans	0.00	354.41	2,677.51	(2,677.51)	0.00%
5869	Software License Fee/Renewal	0.00	288.00	288.00	(288.00)	0.00%
7102	Profit-Contractor	94,835.58	0.00	0.00	94,835.58	0.00%
7140	Personnel Wages-Contractor	1,050,243.14	83,449.18	480,478.24	569,764.90	45.74%
7141	Personnel Fringes-Contractor	330,125.24	21,770.29	131,975.33	198,149.91	39.97%
7142	Travel-Contractor	35,470.47	3,477.72	28,964.44	6,506.03	81.65%
7143	General Operations-Contractor	15,278.77	7,576.66	35,918.77	(20,640.00)	235.08%
7144	Contract and Professional Srvs-Contractor	45,682.00	2,850.09	16,549.78	29,132.22	36.22%
Total 0001	Contractor Operating	1,571,635.20	119,766.35	696,852.07	874,783.13	44.34%
0002	Support Services					
7208	Incentives-Work Related	10,302.80	0.00	8,600.00	1,702.80	83.47%
7209	Other Support Services	14,400.00	247.84	10,697.94	3,702.06	74.29%
7210	Transportation-Support Services	17,550.00	0.00	10,165.00	7,385.00	57.92%
Total 0002	Support Services	42,252.80	247.84	29,462.94	12,789.86	69.73%
0003	Training					
7301	Direct Training	120,000.00	39,439.29	115,438.07	4,561.93	96.19%
7305	Work Experience Wages	753,312.00	42,150.38	139,253.28	614,058.72	18.48%
7314	Short Term Prevocational Skills	12,800.00	76.25	9,951.75	2,848.25	77.74%
Total 0003	Training	886,112.00	81,665.92	264,643.10	621,468.90	29.87%
Report Difference		2,500,000.00	201,680.11	990,958.11	1,509,041.89	39.64%

Partnerships:

The committee and staff will work closely and focus on expanding the youth footprint by creating new partnerships while fostering existing partnerships that have common interest in serving youth.

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: WSA will utilize the Youth Committee as a community collaborative for leadership, planning, implementation, and oversight. Ensuring an inclusive and diverse network of partners including schools, employers, and effective community-based organizations are partners in this collaborative and that we are providing opportunities and funding to the youth in the 13 counties. Develop the roles and responsibilities of the Youth Committee.

Next Steps: Schedule the next committee meeting.



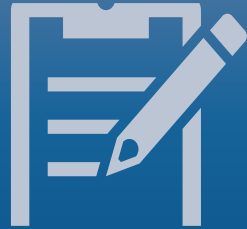
Youth **Empowerment** Services

Paid Internships • Higher Paying Jobs
Goal Setting • Financial Support
Entrepreneurial Training • Leadership
College Preparation • Industry Certification
Job Training • Lifestyle Budgeting

CALL: **210.438.0581** EMAIL: **YES@wsalamo.org**



Youth Committee Focus



Support planning, operations, and other opportunities related to the delivery of youth services



Identify gaps in services, coordinate youth policies and procedures, ensure quality services, and leverage resources



Bring experts together to generate ideas and discussions, and foster partnerships to meet the needs of the local youth in the 13-county area

Overview of YES! Program Clients



- In-School Youth (ISY) Ages 14-21
- Out-of-School Youth (OSY) Ages 16-24
- Basic skills deficient or an English language learner
- Justice involved
- Homeless individual, child, youth, or runaway
- Individual in foster care or who has aged out of the foster care system
- Pregnant or parenting
- Individual with a disability
- Low-income individual



Basic Steps of YES! Program

- WIOA Youth eligibility determination
- Objective assessment
- Individualized Service Strategy (ISS)
- Program participation
- Follow-up services



YES! Program: 14 Elements



Tutoring, study skills, training, instruction, and dropout prevention

Alternative secondary school services or dropout recovery services

Paid and Unpaid Work Experience

Occupational Skills Training

Education offered concurrently with workforce preparation and training for a specific occupation

Leadership Development Opportunities

Support services, financial support, incentives

Mentoring

Follow-up services

Guidance and Counseling

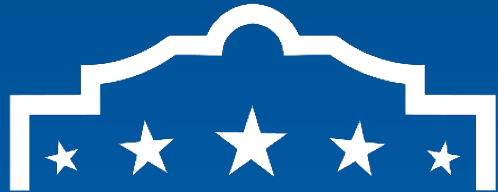
Financial Literacy Education

Entrepreneurial (Owning a Business) Training

Labor Market information

Post-secondary Preparation and Transition Activities

Overview of YTD Youth Performance



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Services										
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Key Partnerships & Connecting Youth Element



- ✓ San Antonio ISD*
- ✓ City of San Antonio*
- ✓ South Texas Business Partnership*
- ✓ San Antonio ISD*
- ✓ Northeast ISD*
- ✓ Universal City ISD*
- ✓ Medina Valley ISD*
- ✓ Hondo ISD*
- ✓ Floresville HS*
- ✓ Schertz Cibolo
- ✓ Alamo Colleges (**Post-Secondary Prep and Transition**)
- ✓ Rise Recovery (**Guidance & Counseling, Dropout Recovery**)
- ✓ Restore Education (**Dropout Recovery**)
- ✓ BCFS Transition Center (**Post-Secondary Prep and Transition**)
- ✓ Communities In Schools *
- ✓ Maestro (**Entrepreneurship**)

*Indicates alignment with all 14 elements



Youth Empowerment Success Stories



SOUTH FLORES SUCCESS STORY: Timothy D.

- Timothy D., age 17, was referred to YES Program by Bexar County Municipal Courthouse. He was an early high school graduate but had made poor choices and faced legal challenges.
- Meeting with his Career Counselor, she assisted him to overcome barriers and get into his first career choice of welding.
- In February 2023, Timothy started in a Welding Program at the Southern Careers Institute (SCI) has progressed rapidly through the program and is doing well at his on-site training.
- He's excited to graduate and start his career! This photo is of him working proudly at the training site.



MARBACH SUCCESS STORY: Sophia C.

- Sophia C., enrolled into Youth Empowerment Services (YES) Program in January 2023.
- Sophia was placed in Work Experience at R3 Student Outreach as a Case Management Specialist Assistant.
- She completed her Work Experience and graduated in March 2023 and is searching for a permanent job with the assistance from her Career Counselor.

Photo: Sophia Carrillo (Ferris) Graduation from R3 Work Experience with other YES Program participants



DATAPOINT SUCCESS STORY: Katarina L.

- Katarina L. was a former foster youth. She had very little work experience and was unemployed.
- Katarina enrolled in the YES Program in September 2022. She wanted to gain experience, improve her soft skills, and become self-sufficient.
- She was placed in Work Experience at K9 Café Boutique & Spa as a Grooming Receptionist because she enjoyed working with animals. She received clothing assistance, rental assistance, and transportation assistance to aid her success.
- Katarina had some medical issues that ended her Work Experience early. She was later able to secure employment as a delivery driver/courier with DHL Delivery Service and started February 28th, 2023.



KERRVILLE/KERR COUNTY SUCCESS STORY: Ashley G.

- Ashley G., a young single mother, entered the YES Program seeking a career that would allow her to provide more for her children.
- Ashley expressed interest in being a dental assistant and had applied to a few private schools, but their tuition was too expensive.
- The YES Program helped Ashley apply at the Dental Assistant School of Texas (DAST) in Kerrville, TX. She started her training in January 2023 and earned her Dental Assistant License in three months.
- She quickly found a job as a Registered Dental Assistant. She began work at Aspen Dental on April 17, 2023. Ashley was also awarded a monetary incentive for her accomplishments to help her succeed in her new career.



FLORESVILLE/WILSON COUNTY SUCCESS STORY: Christopher C.

- Christopher C., age 21, was an unemployed high school graduate with no formal vocational training and minimal experience in construction. He was also a parenting youth with two children.
- Christopher was interested in heavy-duty truck driving. His goal was to one day own an 18-wheeler. He desired for his family to be self-sufficient.
- Christopher enrolled in the Commercial Vehicle Licensed Driver Program for heavy-duty tractor-trailers at Southern Career Institute with tuition and expenses assistance from the YES Program.
- Within 2 months, Christopher obtained a Commercial Vehicle License (CDL). He also completed the Commercial Motor Vehicle Operator Program with tuition assistance.
- Christopher quickly obtained full-time job employment. He has even purchased his first semi-truck and is running his own small trucking business.



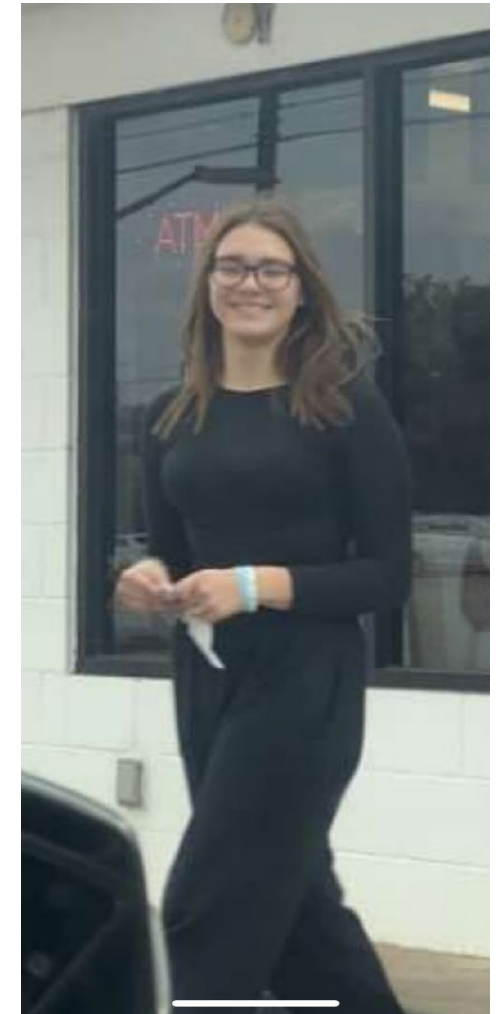
FREDERICKSBURG/GILLESPIE COUNTY SUCCESS STORY: Fabian C.

- Fabian C., was a former student of the Gillespie County Learning Center in Fredericksburg, TX. He did not have a HS diploma or equivalency, was low income, a former foster youth, and was justice involved.
- WSA staff reached out to Fabian after being informed that Fabian had dropped out of school. With staff support, Fabian was enrolled at Broady Academy for online classes to attain his high school diploma. He graduated in November 2022.
- He wants to pursue his passion for auto mechanics and wants to attain his ASE Certification. He is currently exploring his training options through the YES Program.
- He is currently in Work Experience as an entry-level Auto Mechanic to start gaining new skills in his chosen field.



FREDERICKSBURG/GILLESPIE COUNTY SUCCESS STORY: Sidney E.

- Sidney E. was a former student at Fredericksburg alternative school, Gillespie County Learning Center (GCLC). She had no HS diploma or equivalency, no work experience, homeless, and a high school dropout.
- After enrolling in the YES Program, Sidney attained her HS Diploma within four months.
- In January 2023, Sidney was placed in Work Experience at Knopp Healthcare as a Nursing Assistant to attain her Certified Nursing Assistant license.
- She received clothing assistance to purchase scrubs and received transportation assistance for her job placement.
- After completion of her Work Experience assignment, she will be eligible for direct hire in a high-demand area. She is also interested in pursuing additional education to have a career as an Emergency Medical Technician or nurse.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: June 23, 2023

Subject: Facility Update: Port San Antonio

Summary: Located in San Antonio, Texas, a project is in development, and timelines will be updated to align with Board requirements and its sector-based model, in supporting the needs of job seekers, employers, and partners. The finalized plan has been forwarded to the Architect and Contractor to initiate build-out renovation with an anticipated completion date of early 2024, updated in the attached timeline. The lease agreement provides for the rental of the 17,500 square foot space, repairs, and maintenance and includes a tenant improvement allowance of up to \$1,575,000 under the terms of the agreement. The Board of Directors approved a relocation and renovation of a new facility at Port San Antonio on September 17, 2021.

Update: The Board is continuing ongoing discussions with Bexar County for the possible inclusion of a Biblio-Tech digital public library for the shared location of the facility and costs at Port San Antonio. Furthermore, the Board submitted a 7100 to TWC to request authorization to purchase finish-out materials required for a high-quality workforce center. The Board expects a response from TWC before the end of May 2023.

Analysis: The current lease at Marbach has been extended monthly until the new facility at Port SA is move-in ready. The monthly rent remains \$18,000 plus common area maintenance expenses for \$4,608, for a total monthly rent of \$22,608. The lease is cancellable with thirty (30) days' notice.

In the Summer of 2021, a location survey was conducted by WSA. Subsequently, Board staff submitted a recommendation for the selected location, which the Board subsequently approved. In addition, the Board is discussing a potential partnership with Biblio-Tech to provide additional access to residents and constituents of Bexar County to provide Biblio-Tech services at the Port of San Antonio. This partner is bringing additional resources to the development of the facility that will increase the utilization of resources in the community.

Next Steps: The Board is preparing a lease to continue negotiations with Bexar County on the project's total cost, including monthly rental and common area costs.

Alternatives: No recommendations at this time.

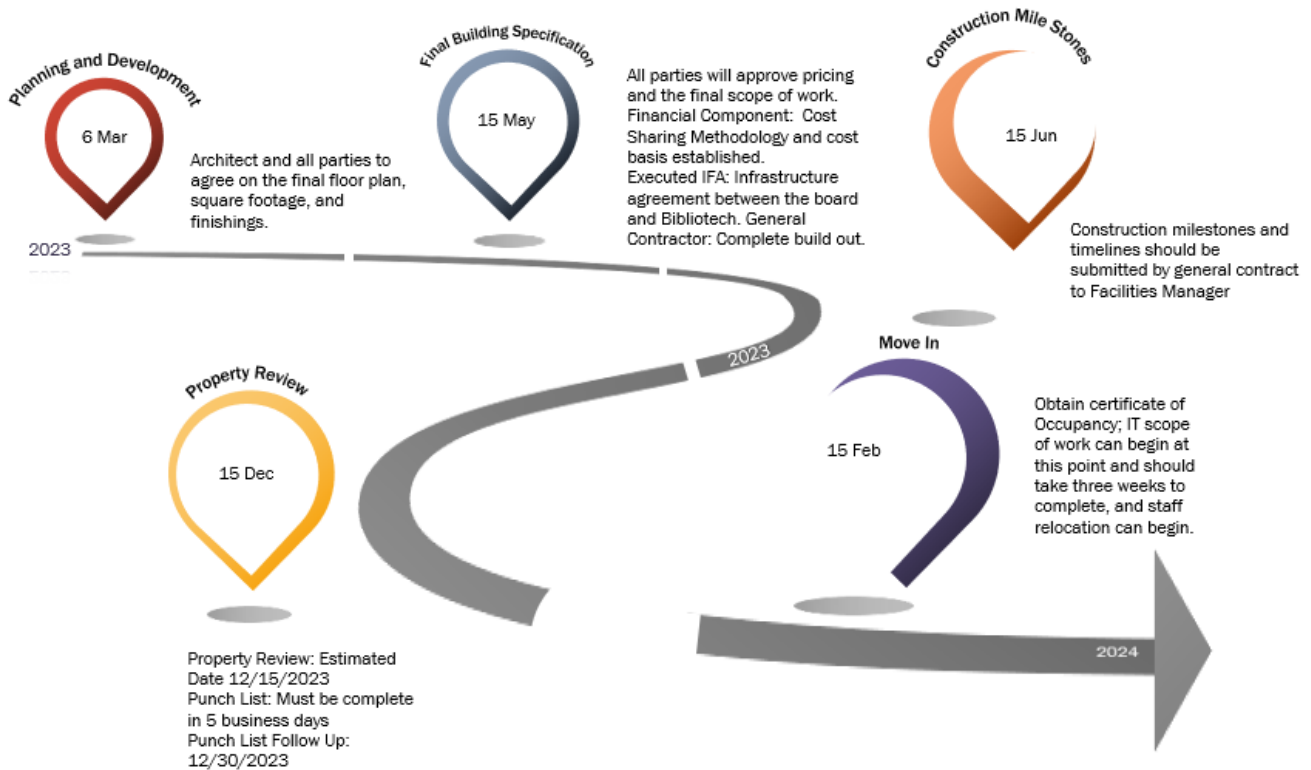
Fiscal Impact: The base rent for the Port San Antonio facility is \$24,791.67 monthly, increasing by 2.5% annually. Additionally, the FY23 budget included \$545,000 to support the furniture, equipment, upgraded technology, and moving expenditures for the Workforce Center. The current economic environment has caused the cost to come in over the original Tennant Improve allowance of approximately \$900,000; partnering with Biblio-Tech will help approximately \$600,000 of these costs and provide additional resources to employers and job seekers. Budget Amendment #1 increased the \$500,000

contingency to \$750,000; additional funds may be needed for program-specific equipment and start-up costs, moving and storage costs, and price fluctuations. Any contingency not used can be repurposed to service delivery in FY24.

Recommendation: There is no further recommendation currently.

Next Steps: Continue negotiations with Biblio-Tech to review the current specifications of the floor plan and cost structure to add an additional partner.

Timeline: Dates are tentative and subject to change.



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: June 23, 2023

Subject: 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 the May unemployment rate for the eight-county San Antonio-New Braunfels metropolitan statistical area (MSA) is 3.8 percent, higher than the 3.4 rate in April. Since May of 2022, the MSA unemployment rate increased 0.4 percentage points from a rate of 3.4 percent. The May 2023 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. The civilian labor force for the MSA increased by 1,822 people over the month and indicated an increase of 40,858 people over the year.

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

Employer Collaborative: The Business Solutions Team hosted a Healthcare Collaborative on April 25, 2023, to learn about critical needs employers are facing, including finding qualified individuals, average time to fill the roll, and losing talent to national employers paying a higher wage. Seventeen urban and rural employers participated in this session.

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.

Workforce Academy: The WSA Workforce Academy continues to experience positive participation in its regular sessions. A total of 320 people have attended Academy sessions, and the goal for the calendar year is 500 Academy participants. WSA hosted a graduation ceremony for seventy-one new ambassadors on April 27, 2023. WF Academies has been extended to partner counselors to strengthen service delivery and access to workforce services with partner organizations.

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.

Business and Partnership Update

June 23, 2023



Industry Sector Scorecard BCY23

Industry Sector Scorecard - BCY23							
Industry	Enrolled	Active	Completions	Successful Completions	Success Rate	Successful Credential	Credential Rate
 Healthcare	94	44	50	35	70%	21	42%
 Other	17	7	10	7	70%	2	20%
 Information Tech	41	22	19	19	100%	4	21%
 Construction & Trades	60	11	49	38	78%	30	61%
 Manufacturing	2	0	2	2	100%	0	0%
Grand Total	214	84	130	101	78%	57	44%

Timeframe:
10/1/2022 - 06/05/2022

Information is YTD and reported live monthly; therefore, data consistently changes as enrollments in sector base trainings increase and decrease, and credentials obtained month to month

Training in Progress/Pending examination:

* HealthCare - 40 customers

* IT - 22 Customers

* Other - 6 customers

* Construction - 10 customers





Business Services Unit Scorecard

August 2022- March 2023

County	Sector Based Model Industries	Employers	Job Orders	Openings	Applicants	Key Accounts	Hiring Events	Number Hiring Event Participants	Training Worksites	Confirmed Hires
Bexar	Aerospace	26	145	370	237	5	7	1228	3	3,143
	Manufacturing	155	1,342	1,866	5,603	20	10	1652	62	
	Healthcare	200	2,772	3,411	11,059	57	13	1841	79	
	IT/Cybersecurity	33	717	733	2,808	12	8	1643	23	
	Construction	106	846	1,703	2,925	17	10	1706	30	
	Oil & Gas/Warehousing & Transportation	71	985	2,157	4,177	11	9	1691	10	
	Education	41	575	697	2,154	13	9	1693	52	
	Other	909	11,581	16,795	43,545		13	2710	255	
Rural	Aerospace	6	10	10	7	—	3	135	4	1,067
	Manufacturing	67	653	885	1,920	7	12	733	13	
	Healthcare	69	770	959	1261	13	8	454	27	
	IT/Cybersecurity	11	117	118	89	6	7	425	3	
	Construction	56	223	368	794	8	9	573	2	
	Oil & Gas/Warehousing & Transportation	46	181	237	425	43	10	550	6	
	Education	10	97	148	232	5	8	511	10	
	Other	325	1,628	3,190	5,945		8	454	47	



Youth Industry Sector Scorecard BCY23

Industry Sector Scorecard BCY23							
Industry	Enrolled	Active	Completions	Successful Completions	Success Rate	Successful Credential	Credential Rate
Healthcare	15	15					
							
Transportation	3	0	3	3	100%	3	100%
							
Information Tech	2	2					
							
Construction Trades	4	4					
							
Grand Total	24						



Youth Business Services Unit Scorecard

October 2022 -May 2023

County	Sector Based Model Industries	Employers	Job Orders	Openings	Applicants	Key Accounts	Hiring Events	Number Hiring Event Participants	Training Worksites	Confirmed Hires
Bexar	Aerospace	1		3		1			1	7
	Manufacturing	3		11		3			3	
	Healthcare	12		35		12	1	40	12	
	IT/Cybersecurity	3		9					3	
	Construction	3		20		3	3	150	3	
	Oil & Gas/Warehousing & Transportation	1		1		1	1	150	1	
	Education	4		6		4			4	
	Other	17		86		17			17	
Rural	Aerospace									13
	Manufacturing	5		10		5	1	20	5	
	Healthcare	24		50		24			24	
	IT/Cybersecurity	3		6		3			3	
	Construction	3		9		3			3	
	Oil & Gas/Warehousing & Transportation	7		20		7			7	
	Education	7		20		7			7	
	Other	31		72		31	2	25	30	



Healthcare Collaborative



Healthcare Collaborative
Date: April 25, 2023

Time: 9:00 AM - 12:00 PM

Location:
WSA-Datapoint Career Center

Purpose: Convene sector-based employers to explore and validate local labor market trends, including the current talent pipeline, training needs, resources and solutions.



Healthcare Stakeholders

The Medical Team	San Antonio State Hospital	Christus Health	Christus Santa Rosa – Westover Hills	Christus Santa Rosa Childrens Hospital	Morningside Ministries
PAM Specialty Hospital	Bee First/ A Plus/ Axiom/ Elder Home Care	Acadian Ambulance	JonSan Home Health	Methodist Health	Jogan Health
Thrive Skilled Pediatrics	Medina Valley Health	Baptist Health	Kerrville State Hospital	Connally Memorial	Alamo Colleges

Rural Representation: 52.941%

Urban Representation: 47.059%



Employer Challenges & Priority Occupations

What's the biggest challenge to hiring?

- Can't find the talent
- finding licensed nursing staff
- people who want to work
- pay and skill sets
- getting candidates to apply and come to the interview
- large shortages and losing folks to high incentive bonuses
- compensation games
- unqualified individuals
- Finding passionate employees that are looking for long term not short-term employment
- Candidates turned down full time jobs; pay rate keeps going up
- completing hiring process after accepting an offer

Which occupation has the greatest number of vacancies in your organization?

- RN
- Patient Service Representative
- LVN's and CNA's
- MA's and Nurses
- Med Surge Tech and LVN
- CNA and RN
- Medical Assistant
- RN's and LVN's



Employer Challenges & Priority Occupations

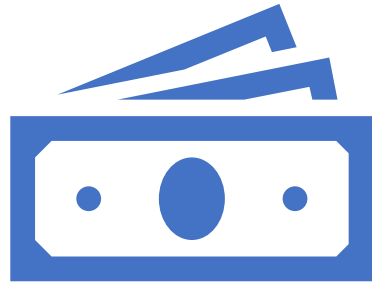
What skills are needed in your organization but not taught at the proficiency level you need by training providers?

- Communication
- Professionalism
- Teamwork
- Critical thinking skills and managing emotions during high stress
- How to report to doctors the SBAR of residents/patients
- People Skills and communication
- Professionalism, multilingual critical thinking skills
- Taking advantage of the SDF programs and utilizing all the potential here in San Antonio
- Communication and soft skills
- Professionalism and their vocabulary when speaking
- Bilingual



Healthcare Action Plan

Skills Development Fund Workshop



Stakeholders identified a major skills gap being lack of soft skills in their applicant pool. Employers requested specialized training to strengthen the quality of the candidates applying. Our Champion suggested utilizing the Skills Development Fund.

Ethics Training



Employers stated that many individuals needed training to improve in areas such as communication, soft skills, and customer service which affects the functionality of the business. For example, Bedside Manner.

Partnerships in the Works

Dee Howard
Foundation +
AHA Education

Haven for
Hope

Texas State
Library+ Texas
State

UP Partnership

Rural Libraries

THRU Project

CIS

BCFS- Allies
Peer Support

Youth Center of
Texas



MOUs

- **Health & Human Services:** Community Partner Program helps people apply for and manage their medical, nutritional, and cash assistance benefits using an online application website. This will simplify the application process for our SNAP and TANF clients and allow them to complete their application at a WSA center with the assistance of our staff.
- **BCFS, HHSC, and DFPS:** To address the unique challenges facing youth and young adults currently or formerly in foster care who are transitioning to independent living and successful adulthood, which includes, but is not limited to, job readiness and job search assistance, exploring career opportunities and assisting them in finding available employment, and training and educational resources.
- **CIS- SA:** To support CIS' mission of to surrounding students with a community of support, empowering them to stay in school and achieve in life by enrolling students in the YES program.

Letters of Support

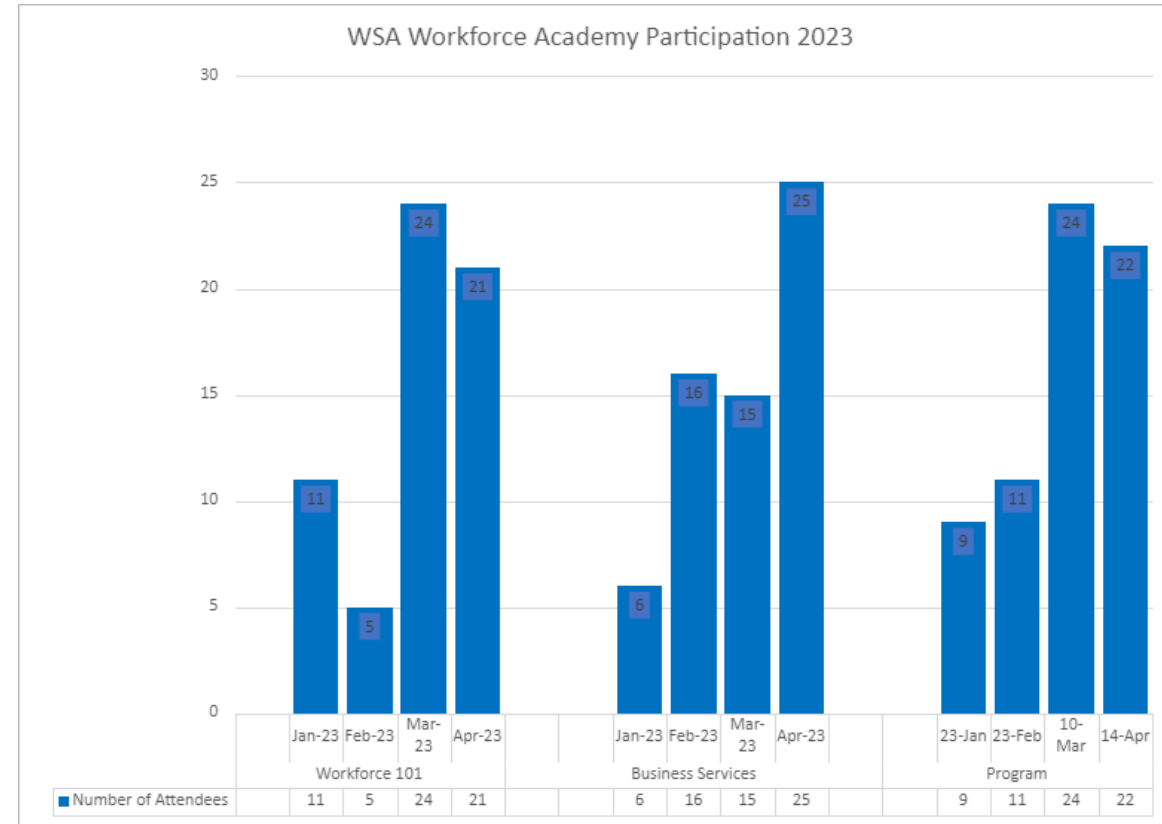
- **Texas A&M - San Antonio's Educare Project to Congressman Cueller:** The center will include a workforce development hub with over 20 community agencies collaborating to directly connect the community to workforce development opportunities on a university campus. It will advance economic development by building a strong early childhood ecosystem.
- **Culturingua:** Application to Islamic Relief USA for the 2023 Domestic Grant Application and an application for the Main Street America San Antonio Main Street Corridor Pilot that will support community businesses and residents along the designated corridor location.
- **COSA:** Application to the National League of Cities' Good Jobs, Great Cities Academy to enhance work-based learning opportunities to residents who need it the most.

Letters of Support

- **YWCA:** Submitted application to the McCarthy Dressman Foundation to develop and implement a racial and social justice anti-bias curriculum for children 6 weeks up to kindergarten age, coupled with a parent engagement component.
- **Cleft of the Rock:** Though it's still preliminary, we hope to explore partnering with Cleft of the Rock to potentially bring workforce solutions support to far west San Antonio, as well as support for early childcare services for pandemic-impacted, low to moderate income families. This partnership, if it comes to fruition, has the potential to greatly assist with economic development efforts.
- **Npower Inc.:** Application for \$350,000 Texas Talent Connection Grant for their Tech Fundamentals Program that create pathways to economic prosperity by launching digital careers for transitioning service members, military veterans, reservists, their spouses, and young adults (ages 18-26) from under-resourced communities. Following 16 weeks of ½ day classes and over 120 hours of PD, trainees are placed in a 7-week paid internship, 6-month apprenticeship, or directly hired by an employment partner in the IT industry.

Workforce Academy

Area Foundation awarded WSA a \$100,000 Workforce Development grant to advance equity and economic mobility through our workforce development services.



Workforce Leadership Academy

WSA was awarded \$50,000 to implement a Fellowship program that will bring cross-sector leaders together to foster a more clearly aligned local workforce ecosystem that delivers integrated services to businesses and workers.

- Opening retreat took place March 29th- 31st.
- Collaborative labs took place April 10th & 12th and May 8th & 10th.



Workforce Leadership Academy



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Katherine Pipoly, Chief Operations Officer

Date: June 23, 2023

Subject: Performance, Programs, and Operational Updates

Summary: This item is to provide an update of Workforce Solutions Alamo programs and grants, including both adult and youth throughout the Urban and Rural areas. The following analysis provides insight to elements related to programs and performance and action items taken to enhance services delivery and cross-collaboration and integration across WSA programs.

Analysis:

1) TWC-Contracted Performance: TWC 2022 Year-to-Date MPR performance data reflects WSA as successfully achieving 18 of 22 measures. The following measures are being monitored closely to understand ways in which to increase service delivery and improve performance:

A. WIOA Adult Dislocated Worker (DW), C&T Credential Rating:

- I) **Credential DW:** The current measure time frame up to 2nd quarter which is deficit by 10 cases. Staff obtained documentation of the credential in which DINTS were entered and have been forwarded to WSA.
- II) **C&T:** The current measure time frame reflecting up to 2nd quarter which is deficit by 15 cases. During this quarter there are 24 cases enrolled in the WIOA Adult Statewide program (Women Entrepreneur Bootcamp) and 3 cases enrolled in the WIOA Youth Statewide program (Job Skill). TWC has indicated that these programs will not be removed from this measure.
- III) **Plan of action includes:**
 - Outreach out to customers by phone, text messaging, and/or email.
 - Received guidance from TWC on what is allowable as credentials. WSA team will be further discussing to make additional updates to impact this measure positively.
 - C2 Quality Assurance has provided a credential report to support Center Management research cases.
 - Credential DW: The current measure time frame up to 3rd quarter which is deficit by 5 cases. Staff obtained documentation of the credential in which DINTS were entered and have been forwarded to WSA. Per TWC, DINTS at this time are not a priority and therefore taking longer to process these requests.

- C&T: The current measure time frame reflects up to the 3rd quarter which is deficit by 9 cases. The Credential Rate for C&T is currently not being met due to various cases that are impacting this measure from statewide grants. TWC confirmed they cannot remove these cases. Also, once WSA and TWC review/approve DINTS identified, we will be meeting this measure, as projection for the 4th quarter shows that we would be in a deficit by 2 cases.
- We will continue to monitor this performance and cases that are directly affecting this performance measure.
- We will notify WSA of any additional cases that may affect this measure or any grants that require specific services that could affect this measure.
- Staff will monitor cases, build rapport with customers, and keep customers engaged in training to ensure positive impact.

B. WIOA DW Measurable Skills Gains:

- I) Adult contractor will continue to provide MSG training to all management and staff on measures.
- II) Adult contractor will reach out to Training providers to obtain appropriate documentation for MSG entry.
- III) DW: The current measure time frame up to 2nd quarter which is deficit by 6 cases.

C. WIOA Youth Credential Rating:

- I) Youth contractor has pulled the necessary data to analyze this measure reflecting majority of the in-school youth having passed their grade level.
- II) There are currently 194 cases affecting the Measurable Skills Gained (MSG) for which 132 have already collected grade reports, transcripts or diplomas, and have been added to the MSG.
- III) Given the recent graduates, the contractor anticipates collecting more outcomes this week to add to the MSG and should be able to be reflected on the next MPR.

2) **Child Care Performance:** TWC has set Alamo's FY (Fiscal Year) 2023 Target at 11,427. Alamo is currently reflecting an annual year to date performance of 102.86%, meeting TWC performance range. Unofficial numbers for March reflected Alamo is averaging 11,482 units of care for children enrolled in Early Learning Programs, 113.07% for the month. See *Childcare Performance Memo*.

Child Care Quality:

Alamo Board has 143 Early Learning Programs certified as Texas Rising Star. Across the 13 counties there are 579 child development centers with agreements to offer Child Care scholarships. 25% of the centers in our local board area are certified as Texas Rising Star quality. See *Childcare Quality Memo*.

WSA is tracking the total number of centers, those eligible for Texas Rising Star and those achieving Texas Rising Star. Moving forward WSA will continue to track the contribution of the WSA Quality Cohort toward centers achieving Texas Rising Star. The following information provides an overview the WSA Quality cohort:

- Length of Time: 6 months
- Schedule:
 - Fall - October to March
 - Spring - April to September
- The WSA quality cohort is open to 100 childcare centers at a time that are interested in the cohort.
- Average sign up has been 70.
 - Spring 2022b- 11 completed
 - Fall 2022b- 70 completed
 - Spring 2023- pending actual enrollment and completion to be determined end of September

It is important to note there are many variables associated with the TWC requirement:

- The accepting of subsidy/providing scholarships to children/families, is voluntary and not mandatory: Providers can opt out at any time for any reason.
- Texas Rising Star Assessment is only for Providers/Centers who accept subsidy/provide scholarships (have an active agreement with CCS).
- If Providers do not wish to pursue TRS, they will have CCS agreement terminated, and/or can select to no longer have an agreement with CCS.
- The Texas Rising Star assessors are being centralized by the state, and the timeline for that may impact the assessment timeline, as assessors transition to new entity.
- Centers who are in cohort, and are designated Entry Level Designated, must still meet the requirements for licensing when the TRS screening is completed. If found not eligible due to deficiencies, then the center is unable to be assessed until a later date, pending the end of the deficiency.

Child Care Community Conversations:

- The childcare team has been hosting community conversations throughout the 13-county area to understand the early childhood landscape, needs, resources, and impact on the workforce.
- Community conversations have now been hosted in Kerr, Frio, Wilson, Comal, Gillespie, Atascosa, Karnes, Guadalupe, Bandera, and Medina Counties, with Kendall County scheduled next on May 24th.

For the months of April & May, rural communities have access to an in-person Child Care representative. The Child Care representatives are utilizing WSA rural offices, where space is available. The childcare team continues to collect information and feedback from the community conversations and the childcare staff serving in-person in the rural areas.

Special Grants & Other Initiatives: Staff are working on a combination of state formula funded programs in addition to special initiatives and projects:

- **Summer Earn and Learn (SEAL):** Offers paid, on-the-job, workplace readiness training, work experience, and transferable skills learning opportunities for students with disabilities. The projected goal for FY23 is 256, currently 213 Early Referrals have been received. WSA has gathered 207 committed positions from employers with a diverse selection of job positions. Additionally, FY2023 Employer agreements are in the process of being signed.
- **Student Hireability Navigators:** Navigators are preparing for the November 2023 Alamo Helping Hands event with Southside First Partnership for VR customers and community members with disabilities. Presenters will include Navigators Alamo Area Coalition Collaborative, Southside First Entrepreneurs, and Higher Educator Participants.
- **Teacher Externship:** Staff has created partnerships among educators, Independent School Districts, and various industries to develop an effective workforce system by making the connection between academic skills and the workplace. WSA is exploring additional partners for the new program year that will launch in June 2023. The target participation is 170 teachers and 25 ISDs. Currently, 88 educators and 25 ISDs are committed to participate in FY2023. The goals are to align externships with sector-based employers to enhance the learning experience for youth as well as to expand rural district participation for the upcoming program year. TWC has verbally confirmed an additional award of \$106,000 supporting an additional 60 teachers. We are pending final documentation from TWC.
- **Disaster Recovery, NDW-Winter Storm** provided training and disaster relief employment to individuals impacted by the Texas Winter Storm of 2021. This grant ended March 31, 2023. This program supported 57 enrollees in total. Of those, 28 participants were provided training and 38 supportive services provided, and 25 participants entered employment. As of March

31, 2023, 94.9% of funds have been expended. Close out package will be submitted by the deadline of May 31, 2023.

- **Disaster Recovery, NDW-COVID-19** provided training and disaster relief employment to individuals impacted by the COVID19 pandemic. This grant ended March 31, 2023. This program supported 429 individuals in total. Of those, 173 participants were supported with Disaster Relief Employment, 99 participants with training, and 185 support services provided. Of the total participants, 166 entered employment. As of March 31, 2023, 161.87% of the funds have been expended. Close out package will be submitted by the deadline of May 31, 2023.
- **Skills Development Fund Grant with Lone Star National Bank** was used to provide training in banking & finance, customer service, and leadership instruction. It enabled new hires and full-time employees to close skills gaps as well as improve career paths for participating employees. This grant ended March 31, 2023. The last extension of the grant contract in November 2022 was to provide time to complete training programs and submit final invoices. A total of 13,629 training hours have been provided, supporting 95 new jobs and 304 upgraded jobs. The overall expenditure of this grant is 117.53%. Close out package will be submitted by the deadline of May 31, 2023.
- **Training and Employment Navigator Pilot** aims to deter repeated victimization of sex-trafficked youth and foster youth ages 16 - 25 by aiding them in navigating Workforce Center services and increasing their chances of securing employment or obtaining higher education. Year to date, this program has enrolled 92 participants, 46 being adults (18 & over) and 46 youth. Since the beginning of FY2023, 7 of these participants have entered work experience. Contract date is atypical, October 31, 2022 through October 30, 2023.
- **Re-Employment Services and Eligibility Assessment (RESEA)** provides Unemployment Insurance (UI) claimants with a variety of services to support their re-employment before benefits expire. TWC requires an 80% completion rate monthly on providing all required services within the required timeframe of seven (7) days. **TWC has shared they are currently unable to provide status of monthly RESEA reporting. An estimate of when the report will be ready could not be given.**
- **Military Family Support Program (MFSP)** provides active-duty military spouses with work experience, job search assistance, support services, and training. As of April 2023, enrollment is at 13 new participants for the 2023 Grant Year and 7 still active from the 2022 contract year. Of these participants, 2 are enrolled in training and all 13 new participants have received work-ready support as well as 8 support services provided. Contract date is atypical, January 1 through December 31, 2023.
- **Workforce Commission Initiatives - FY2023:**
 1. Hiring Red, White & You! The event is scheduled to be held in November 2023. WSA team is exploring local partnerships to co-host this event and leverage additional resources including: JBSA, TVC, and Bexar County Military and Veterans Services.
 2. Texas Veterans Leadership Program (TVLP): Provides support to 2 full-time TVLP staff at two WSA Centers: South Flores & Walzem.
 3. Careers in Texas Industries - Career Pathways/Jobs Y'all Events: Provides career exploration in sector-based industries for youth in middle school, high school, and postsecondary.

In FY2023, WSA shifted from one large event to several smaller, industry focused events. This will support the engagement of youth at different locations, including both rural and urban areas, and 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. Event dates for BCY 2023 include:

- May 26th at Second Baptist Church in SA, TX, Industries: Warehousing & Transportation/Healthcare/Education
NOTE: Opportunity and foster youth will be prioritized, with participants being connected to WIOA youth opportunities
- June 30th at Braden Keller Center in Castroville, TX (Medina County), Industries: IT/Cybersecurity/Aerospace/Agriculture
- August 2023 location TBD, Industry: Finance
- September 26th at CPS Energy Headquarters in SA, TX, Industries: Manufacturing/Construction/Energy/Oil & Gas

4. Foster Care Youth Conference: This allows funds for the WSA Youth Specialist to attend the annual event and bring back best practices and opportunities to support our local service delivery. This year's conference was scheduled on April 6-7, 2023, in San Marcos, TX. The WSA Youth Program Specialist was in attendance.

2022 WCI Grant - Childcare Short-term Training to CCS Parents: Grant is specific to customers receiving childcare services through the Child Care Scholarship, COSA. Staff conduct outreach via childcare reports provided by the WSA Childcare Team. Ends May 31, 2023.

- **WIOA Youth**: As of April 2023, 5 of the 6 deliverables targets are either being met or exceeded. In addition, staff has secured 114 Work Agreements for Youth with 330 positions/opportunities available. As of April 2023, 164 out-of-school youth (urban & rural) and 59 rural youth have been enrolled. A total of 189 youth have enrolled, with 62 receiving work experience and 441 support services provided.
 - The Youth Committee met May 12, 2023, to discuss objectives, priorities, and youth functions.
 - In April 2023, WSA Youth Team assisted at SAISD Senior Job Fair on April 5, 2023, at PAC and participated in ACE Race on April 21st at Freeman Coliseum.
 - WSA Youth Team will have a booth at Teens Day SA Event on May 20, 2023. They will also be attending the El Dia de Niño in Pearsall on May 18, 2023. They are also working on the upcoming Jobs Y'All FY2023 events as well as a committee member for UP Partnership's May 22, 2023, Unified Practitioner Conference at St. Mary's University.
- **Train for Jobs**: Final closeout is pending as the completion date was December 2021. 1,561 job seekers were case managed, with short-term training provided to 565 individuals, long-term training for 588 individuals, and 799 individuals were placed for an average wage of \$17.55 an hour.

COSA conducted a 100% audit and identified 8 cases resulting in disallowed costs.

- **SA Ready to Work** has finalized all seven subprime contracts.
 - 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, 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 enrolled 1,843 individuals and has case managed/enrolled in training 845 with 115 already completing their training. 33 participants have gained employment and earn more than \$15.00 per hour. The average wage of those graduates securing employment has increased from \$18.80 to \$19.96, well above the requirement. The top training courses being selected are medical, IT, and construction. *Data is from 3/31/23
 - Individuals' ineligible for Ready to Work are being connected to WSA career counselors to explore resources and supports available. Follow-up is being coordinated to provide feedback to sub primes regarding those individuals who did not qualify for Ready to Work and alternative funding supports available.
 - WSA Ready to Work received an additional award of \$21,000 from Signify/AACN platform for completing the most authorizations and PREPARE assessments.
 - WSA payment triggers for payment is at intake/assessment and once enrolled in training.
 - WSA continues to host outreach and enrollment opportunities. The Get Ready, Get Enrolled, Explore Careers and meet Employers Day is scheduled at the Neighborhood Place.
 - The COSA Phase I performance review was conducted this week with no findings and positive outcomes.
- **TANF Initiative Proposal:** The proposal has been approved by the state and WSA is prepared to utilize 10% of TANF funding, for prevention programs focused on inspiring young people's interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program. This program would seek to enroll 200 youth, ages 16-24 and would begin May 2023 through August 2023.

Alternatives:

No alternatives are being considered at this time.

Fiscal Impact:

No additional fiscal impact currently.

Recommendation:

Recommendation is for WSA staff to review internal processes for supporting employers and community partners in leveraging TWC funded opportunities. This includes establishing standard performance measures demonstrating the proposed program's contribution to increasing employment within the Sector Based model. WSA is also exploring the collection of data from grant funded initiatives to determine the collective contribution across existing grant programs.

Next Steps:

Next steps include continuing 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.

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Katherine Pipoly, Chief Operations Officer

Date: June 23, 2023

Subject: Aspen Institute Workforce Leadership Academy

Summary: Workforce Solutions Alamo is proud to announce our local WSA Aspen Workforce Leadership Academy (WLA), in partnership with the Aspen Institute Economic Opportunities Program (EOP). WSA is one of eight organizations selected across 24 states and Canada.

In accordance with the Local Plan, WSA has worked to create partnerships representing a diverse collection of employers, government entities and elected officials, education and training partners, economic development organizations, labor associations and organizations, and community-based and non-profit social service agencies that represent our local ecosystem, focused on the development of the local workforce and driven by industry demand. WSA has established the agency as the convener of these partnerships and acts as a coordinating partner across multiple sectors to facilitate communication, funding, innovation, and progress. WSA's approach incorporates data collection from specific constituencies to create highly customized responses to the needs of target industries. This opportunity directly supports the WSA Sector-Based partnership strategy.

Aspen Leadership Academy Fellows work with leading practitioners, apply practical planning tools, strategize about applying effective strategies, and engage in leadership development. Through a Collaborative Learning Lab, academies provide a forum for local leaders to identify local and regional systems-based challenges and create shared solutions. The fellowship program supports the implementation of the WSA Local Plan in the following ways:

- WSA will employ best practices in workforce development and the WLA fellowship will strengthen leaders' capacity to develop and sustain effective workforce strategies.
- Fellows align with the WSA partnership strategy and foster a more clearly aligned workforce ecosystem that delivers integrated services to businesses and workers.
- The fellowship will expand the number and quality of leaders who advance opportunities for low-wage workers and job seekers as they meet employers' talent development needs. The Academy is employer-driven, data-informed, and will help us with the implementation of our local plan.

- The Academy aligns with the WSA core values accountability (of being the convener of workforce development), collaboration (community leaders and partners), excellence, innovation (first Academy in Texas and done by a workforce board), and integrity. The WSA Board vision provides the inspiration to execute an integrated community workforce network in the nation.
- The sector-based framework of WSA prioritizes strategies that promote systems change and partnership across multiple sectors of the workforce ecosystem. Best practices associated with the Sector-Based model include:
 - The development of collaborative infrastructure with a lead agency in the role of convener or lead organization that facilitates connection with education, industry, and economic development partners with a shared vision for workforce development
 - Transparency and communication among regional partners to promote the shared vision for workforce development
 - Creation of a playbook to define communications plan for programs and partnerships
 - Emphasize local wisdom and community voice in program development and evaluation
 - Create measurable goals and objectives with culturally responsive data-gathering and evaluation processes
 - Inform the development career pathways that address the needs of employers and jobseekers

Twenty-four fellows were selected across the Alamo Region to represent the Workforce Leadership Academy and represent local government, community-based organizations, economic development, workforce, school districts and private industry.

The Workforce Leadership Academy 2023 Schedule includes:

- April, Session 1: Metrics and Meaning: Data-Informed Decision Making
- May, Session 2: Partnership and Collaboration: Working Across Boundaries
- July, Session 3: Program Strategies: Evidence-Informed Practice
- August, Session 4: Policy and Funding
- September, Session 5: Employer Practices: Raising the Floor and Building Ladders
- 360 Leadership Assessment – September 15, 2023
- Closing Retreat, November 8th – 10th, 2023
- Stakeholder Co Lab Pitch, December 4th, 2023

The purpose of the monthly sessions focuses on:

- Surface Fellows' collective intelligence around needed local ecosystems changes to improve services, programs and strategies
- Apply systems thinking to the local workforce system
- Reflect on, practice, and develop collaborative leadership skills
- Deepen Fellows' knowledge of specific CoLab issue
- Craft and present recommendations for ecosystem changes in self-selected Collaborative Learning Lab small groups.
- Engage with a broader base of local leaders to share Fellows' analysis and recommendations for action

Analysis

No analysis has commenced at this time. Future data collection and analysis will include the impact and outcomes of the WLA. Data points and collection method to be determined in coordination with Aspen and WSA data team.

Alternatives:

No alternatives are being considered at this time.

Fiscal Impact:

The Aspen Institute Economic Opportunities Program (EOP) has awarded WSA \$50,000 in support of the Workforce Leadership Academy. WSA will utilize nonfederal funds, including Fellow sponsors and donations to invest an additional \$101,953 to support the successful implementation of the WLA in the Alamo Region.

Recommendation:

Focus efforts on preparing the WLA sessions to fully explore opportunities to strengthen our local workforce ecosystem. WSA facilitators will work with the WSA team and local partners to secure the strongest local and national subject matter experts to highlight best practices and analyze existing system processes to explore system breakdowns and enhancements.

Next Steps:









WSA team is working with Aspen WLA coach to secure guest speakers for each session based on the topics outlined above. WSA is currently exploring other local initiatives supporting the workforce ecosystem and aligned with the Aspen Workforce Leadership Academy to request financial support and collaborate efforts.

Performance, Programs & Operational Updates



Operational Updates

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Item	Description	On target
1	WSA continues to perform well on overall expenditures and outcomes.	
2	Measurable Skills Gained & Credential Rating for WIOA Adult	
3	Measurable Skills Gained WIOA Youth	
4	Child Care is trending at 102.86% for children served.	
5	C2 Business Service Team is hosting Employer Collaboratives, Business Service Seminars	
6	FY23 SEAL Program: Employer Agreements & Pre-Referrals	
7	Ready to Work current enrollment: 1,167 participants	
8	National Dislocated Worker (NDW) Funding is on track to expense full investment	

MPR Quarterly Performance Updates

P+ : > 105 %

MP: 97.5%-105%

MP but at risk: 95% - 97.5%

- P: <95%

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)

FINAL RELEASE

As Originally Published 5/5/2023

MARCH 2023 REPORT

Green = +P White = MP Yellow = MP but At Risk Red = -P

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	104.78%	101.36%	117.68%	105.67%	100.81%	106.08%	99.74%	116.92%	87.29%	57.95%	99.13%	103.27%	93.97%	101.94%	99.16%

**WSA is currently meeting or exceeding performance targets
For 2023 of TWC Contracted Measures**

Except:

- WIOA DW Participants Credential Rate
- WIOA DW Measurable Skills Gains Rate



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MPR Performance Updates

P+ : > 105 %

MP: 97.5%-105%

MP but at risk: 95% - 97.5%

- P: <95%

FINAL RELEASE
As Originally Published 5/5/2023
MARCH 2023 REPORT

Percent of Target (Year-to-Date Performance Periods)

Green = +P White = MP Yellow = MP but At Risk Red = -P

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Rcvg Wkfc Asst Fm Bds or Self Svc	Choices Full Engagement Rate	Average # Children Served Per Day-Combined 10/22-3/23 YTD-Only)	+P	MP	-P	% MP & +P
	Employed/ Enrolled Q2 Post-Exit	Employed/ Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	99.37%	105.07%	91.76%	94.57%	103.27%	118.84%	102.86%	4	14	4	82%

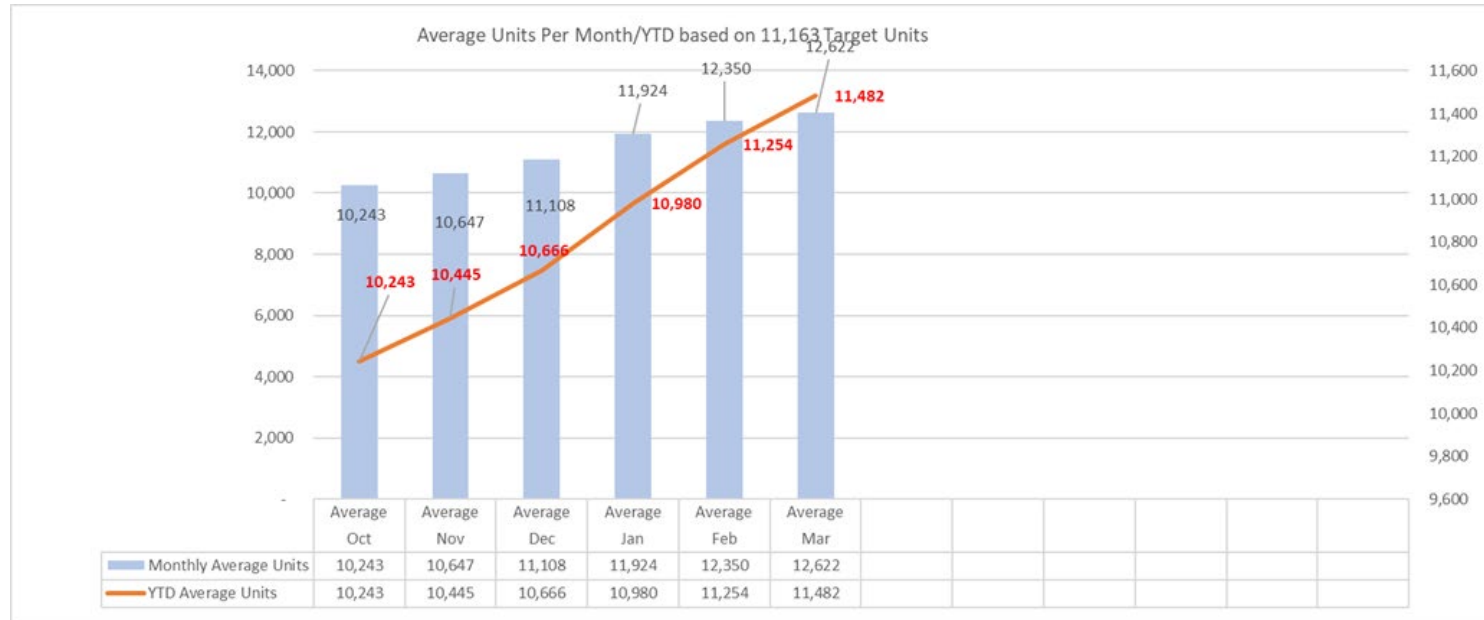
WSA is currently meeting or exceeding performance targets for 2023 18 of 22 of TWC Contracted Measures

Except:

- WIOA C & T Participants Credential Rate and RESEA Re-Employment Rate



Child Care Performance Briefing



- TWC Performance set at 11,427 for FY 2023
- Current YTD for FY 2023: 11,482
- Performance 102.86%

	Oct	Nov	Dec	Jan	Feb	March
	Average	Average	Average	Average	Average	Average
Monthly Average %	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%
YTD Average Units %	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%



Child Care Performance Briefing

	Oct	Nov	December	Jan	Feb	March
	Average	Average	Average	Average	Average	Average
Choices	237	229	209	203	201	198
TANF						4
Low Income	9,554	9,938	10,419	11,210	11,618	11,868
Former DFPS	382	401	392	419	428	439
Homeless	70	79	88	92	103	114
Monthly Average Units	10,243	10,647	11,108	11,924	12,350	12,622
Monthly % Average	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%
YTD Average Units	10,243	10,445	10,666	10,980	11,254	11,482
YTD % Average	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%
TWC Target	11,163	11,163	11,163	11,163	11,163	11,163



WSA Quality Cohort

*Quarter / Program YR	Remaining Centers Start of Quarter	**Centers Enrolled	Percentage Completion	Complete by the End of Quarter	Eligible for TRS	Applied for TRS	TRS Certified	On Track
Q1 / 23	411							
Q2 / 23	411	11	100%	11				
Q3 / 23	400	71	100%	71				
Q4 / 23	329	80	80%	64				
Q1 / 24	265	80	80%	64				
Q2 / 24	201	80	90%	72				
Q3 / 24	129	80	90%	72				
Q4 / 24	57	80	70%	56				
Target PY 24	1							

*Quarter / Program Yr: Cohort is 6 months. Do not anticipate seeing significant changes QXQ

**Centers Enrolled: Existing + New - Graduated. Data tracks urban and rural centers.



Alamo Early Learning Centers

Alamo Region Percentage of CCS / TRS Early Learning Centers

Early Learning Center Location	Programs (With/Without CCS agreement)	Total Number of CCS Programs	TRS Certified	Percentage
Bexar Early Learning Programs (CCS)	795	442	122	28%
Rural Early Learning Programs (CCS)	254	137	22	16%
Total	1049	579	144	25%



2023 Workforce Grants & Project Updates

Summer Earn and Learn (SEAL)

\$1.8 Million

Offers paid, on-the-job, workplace readiness training, work experience, and transferable skills learning opportunities for students with disabilities.

- FY23 Employer agreements are being signed
- TWC Target 256
- Early Referrals: 213
- Positions Secured: 207

Timeline: March 2023 – August 2023

Teacher Externship

\$200,000

Staff has created partnerships among educators, 25 Independent School Districts, and various industries to develop an effective workforce system by making the connection between academic skills and the workplace.

- Target: 160 Teachers & 25 ISDs
- Increased award by \$106,000, pending confirmation
- 60 additional teachers with increase
- Focus on expanding rural district participation
- Launch: June 2023

New Program Year: Timeline: March 2023 - August 2023

Targeted Industries:



Manufacturing



Education



Health



IT/Cybersecurity



Construction



Finance



2022 Workforce Grants & Project Updates

WSA Grants & Projects	Funding Amount	Purpose	YTD Enrollment	Trainings Provided	Support Services Provided	Entered Employment	Closed
Disaster Recovery, NDW-Winter Storm	\$280,952	Training & Disaster Relief Employment individual s impacted by the Texas Winter Storm of 2021.	57	28	38	25	3/31/23
Disaster Recovery, NDW - COVID19	\$6,452,066	Training and Disaster Relief Employment (DREs) provided to individuals impacted by the COVID19 pandemic.	428	99	185	166	3/31/23



2022 Workforce Grants & Project Updates

Skills Development Fund (SDF) -- Lone Star National Bank

\$510,967

Provides training in banking & finance, customer service, and leadership instruction for full-time employees at Lone Star National Bank to close skills gaps as well as improve career paths for participating employees. In November 2022, Grant extended for LSNB to complete all training and meet 90-day retention after training.



Total New Jobs - Target	Total No. of Jobs - Actual	Total Training Hours Delivered	Closing Date
346	399	13,629	3/31/2023

Timeline: Ended March 31, 2023

Close out will be submitted by deadline of May 31, 2023

Targeted Industry:



Finance



2022 Workforce Grants & Project Updates

Training and Employment Navigator Pilot

\$192,946

Aims to deter repeated victimization of sex-trafficked youth and foster youth ages 16-25 by aiding them in navigating Workforce Center services and increase their chances of securing employment or obtaining higher education.

Target Enrollment	Q6 Active Enrollment	Total YTD Participants Served
12	45	92

Timeline: October 31, 2022 - October 30, 2025
In April 2023, Grant was extended for two more years



2023 Workforce Grants & Project Updates

Military Family Support Prog. (MFSP) \$221,896

Provides active-duty military spouses with job search assistance and training.

- Strengthening partnership with JBSA
- Braiding Ready to Work

For BCY 2023:		
New Enrollment	Training	Support Services
13	2	8

Timeline: January 1, 2023 - December 31, 2023

Targeted Industries:



Health



IT/Cybersecurity



Workforce Commission Initiatives \$94,250

Supports the following initiatives that strengthen and add value to the delivery system:

1. **Hiring Red, White & You!:**
Veterans' Job Fair - November 2023.
date and time to be determined.
2. **Texas Veterans Leadership Program (TVLP):**
Provides support to TVLP staff at two WSA Centers: South Flores & Walzem
3. **Career in Texas Industries:** Provides career exploration in sector-based industries for youth. BCY23 will have multiple smaller events versus a large event. Next two events scheduled May 26th & June 30th, 2023.

Timeline: October 1, 2022 – September 31, 2023

2022 Workforce Grants & Project Updates

Re-Employment Services and Eligibility Assessment (RESEA)

\$850,950

Provides Unemployment Insurance (UI) claimants a variety of services to support their re-employment before benefits expire. Prior year funds expended. **Grant renewed for BCY23.**

- **For WSA – Unable to Provide;** per TWC, monthly RESEA reporting is not available and is TBD as to when it will be ready.
- "RESEA services are required within 7 days" - 80% completion rate required for boards in BCY 2023



Timeline: October 1, 2022 – September 31, 2023

2023 Workforce Grants & Projects Updates

WIOA Youth - Enrollments to Date

WIOA YOUTH REPORT 2022-2023	Oct'22	Nov'22	Dec'22	Jan'23	Feb'23	Mar'23	Apr'23	TOTAL
Enrollments - URBAN								
In-School Youth	1	1	1	1	0	2	1	7
Out-of-School Youth	11	9	28	14	12	32	17	123
Enrollments - RURAL								
In-School Youth	1	3	1	0	2	4	7	18
Out-of-School Youth	9	14	4	1	4	4	5	41
Services								
Occupational/Vocational Training	2	6	2	5	3	2	2	22
Work Experience	7	4	4	13	8	18	8	62
Supportive Services	43	54	53	85	47	103	56	441
Educational Services (GED)	8	9	0	3	4	2	2	28

Timeline: October 1, 2022 – September 30, 2023



2023 Workforce Grants & Project Updates

WIOA Youth - Participant Planning Summary

PPS WIOA YOUTH 2022-2023	Carry Overs	NEW				YEAR END GOAL
		Q1 OCT-DEC'22	Q2 JAN-MAR'23	Q3 APR-JUN'23	Q4 JUL-SEP'23	
Urban Participants Planned	184	36	48	44	36	164
Actual New Enrollments		51	61	18		130
Rural Participants Planned	150	7	9	8	7	31
Actual New Enrollments		32	15	12		59
Work Experience Career Opportunities Planned		35	35	35	35	140
Actual		15	39	8		62
Educational Service (GED) Planned		5	5	6	5	21
Actual		17	9	2		28
Supportive Services Planned		52	52	53	52	209
Actual		150	235	56		441
Training Services Planned		10	10	10	10	40
Actual		10	10	2		22



Timeline: October 1, 2022 – September 30, 2023

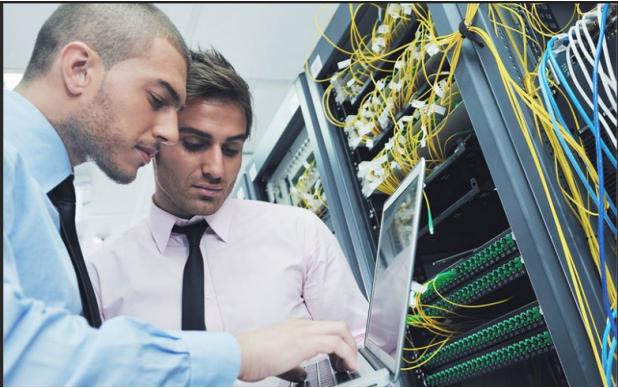
2023 Workforce Grants & Project Updates



Youth Partners - Work Experience

Work Experience opportunities exist in both urban and rural areas and are available to youth ages 16-24.

Current WEX Agreements	WEX Positions Available	Student WEX Enrollment Target	Current Student WEX Enrollment to Date
114	330	140	62



Targeted Industries:

-  Health
-  Education
-  Manufacturing
-  IT/Cybersecurity
-  Construction



2022 Workforce Grants & Project Updates

Ready to Work Program

\$105,781,953

Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. Ready to work is funded by a 1/8 cent sales and use tax collected through December 2025. *Data 05/16/23

FY22/23 Goals (April – June)	WSA Applicants Interviewed	Case Managed / Enrolled in Training	Completed Training	Placed in Quality Job
	3,666	3,054	3,054	
YTD	2286	1167	138	36

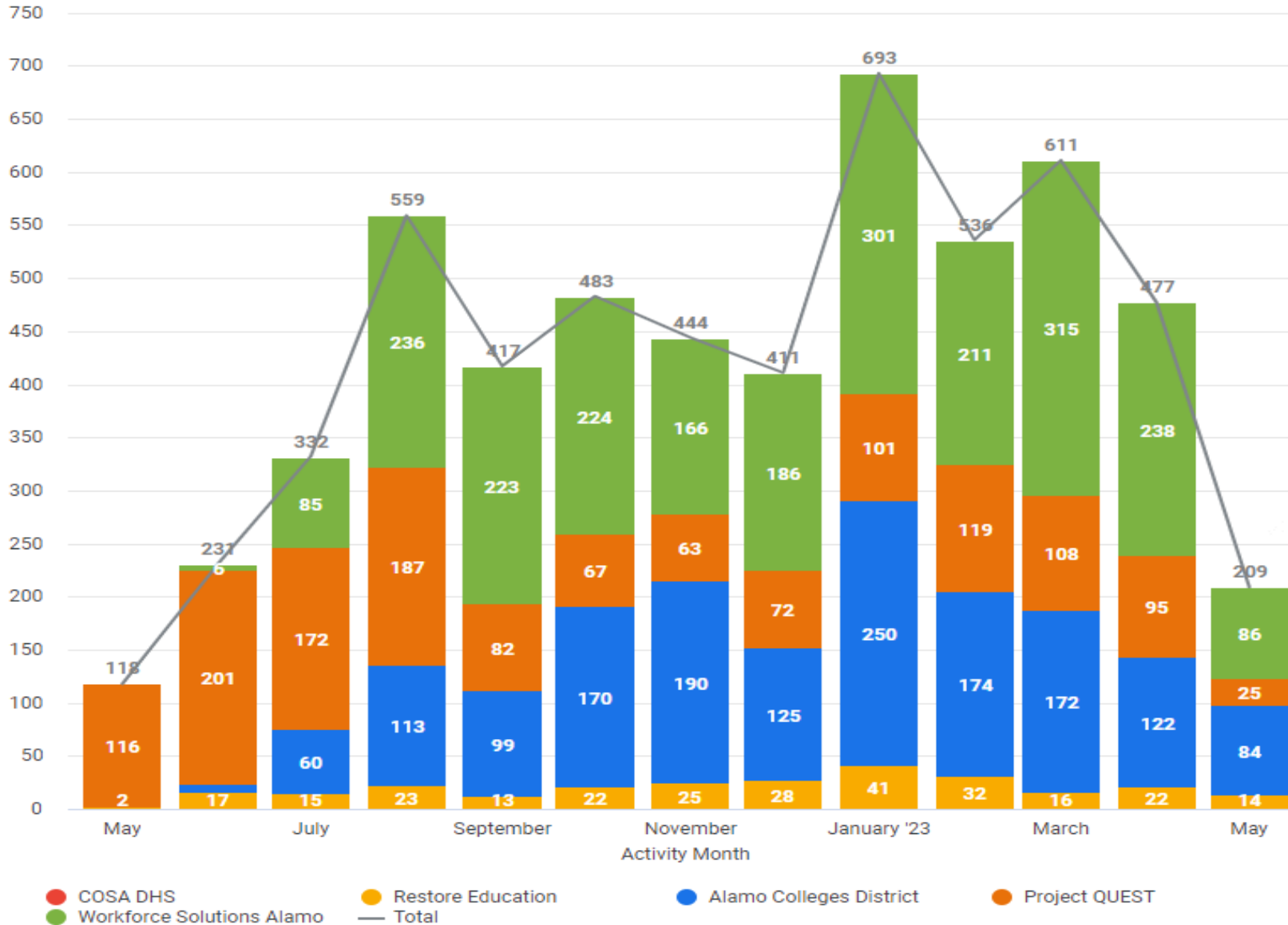
WSA Ready to Work Subgrantees

1. Avance
2. C2 Global
3. Chrysalis
4. Family Service Association
5. San Antonio Food Bank
6. Texas A & M San Antonio
7. YWCA San Antonio



RTW YEAR-TO-DATE PROGRAM PROGRESS

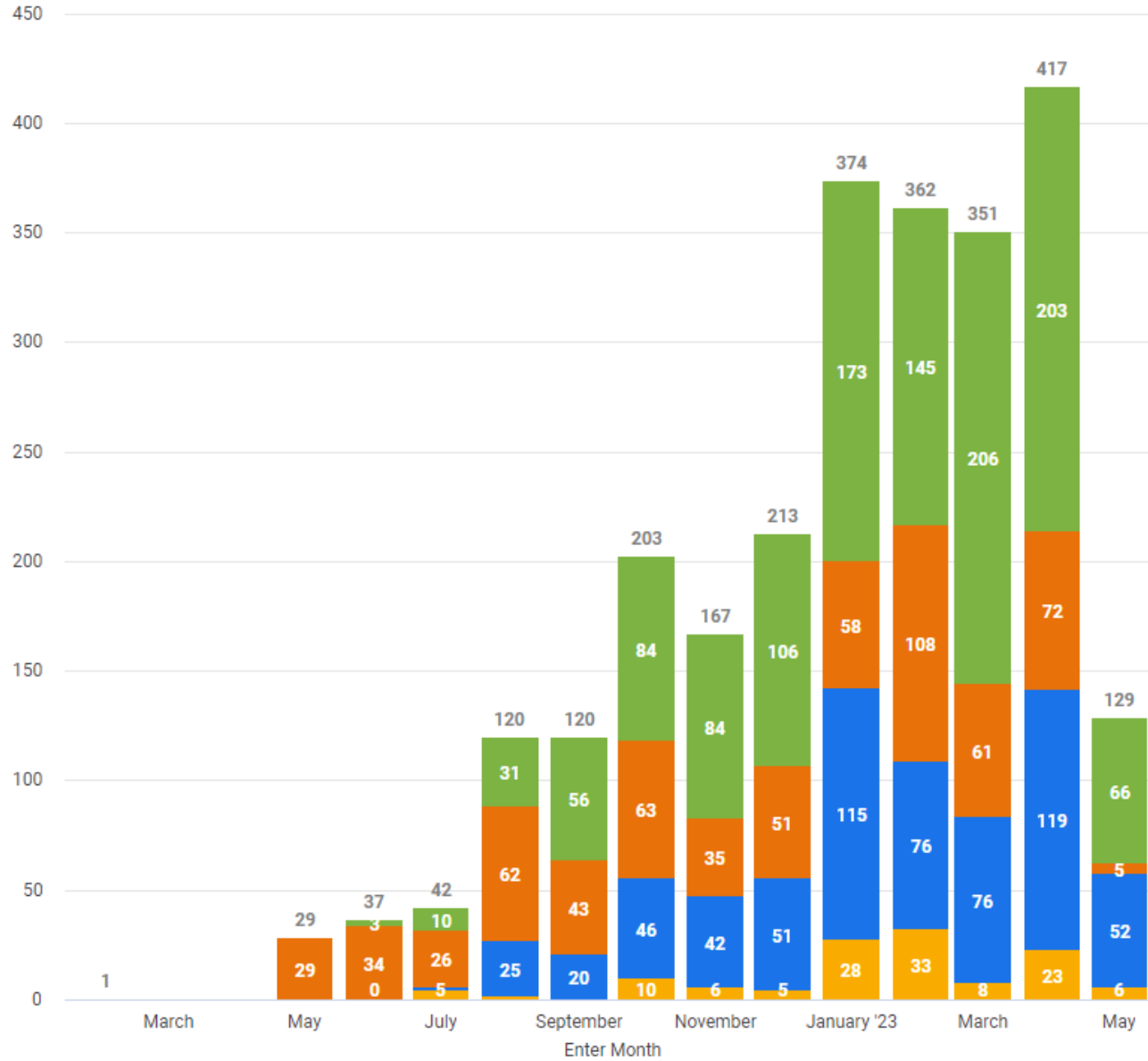
Applicants Interviewed (Successful PAAs) by Month



Applicants Interviewed (Successful PAAs) by Month

	Workforce Solutions Alamo	Alamo Colleges District
1	0	
2	6	
3	85	
4	236	
5	223	
6	224	
7	166	
8	186	
9	301	
10	211	
11	315	
12	238	
13	86	
Totals	2,277	

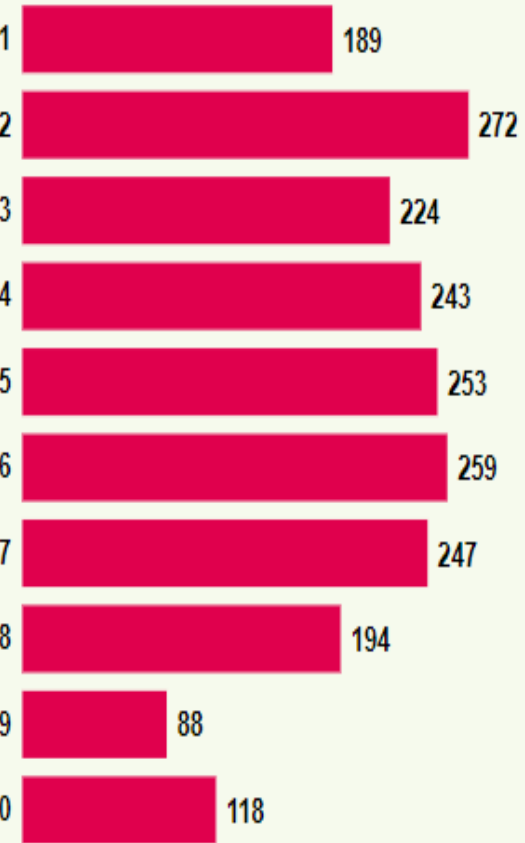
YEAR TO DATE - ENROLLED IN TRAINING



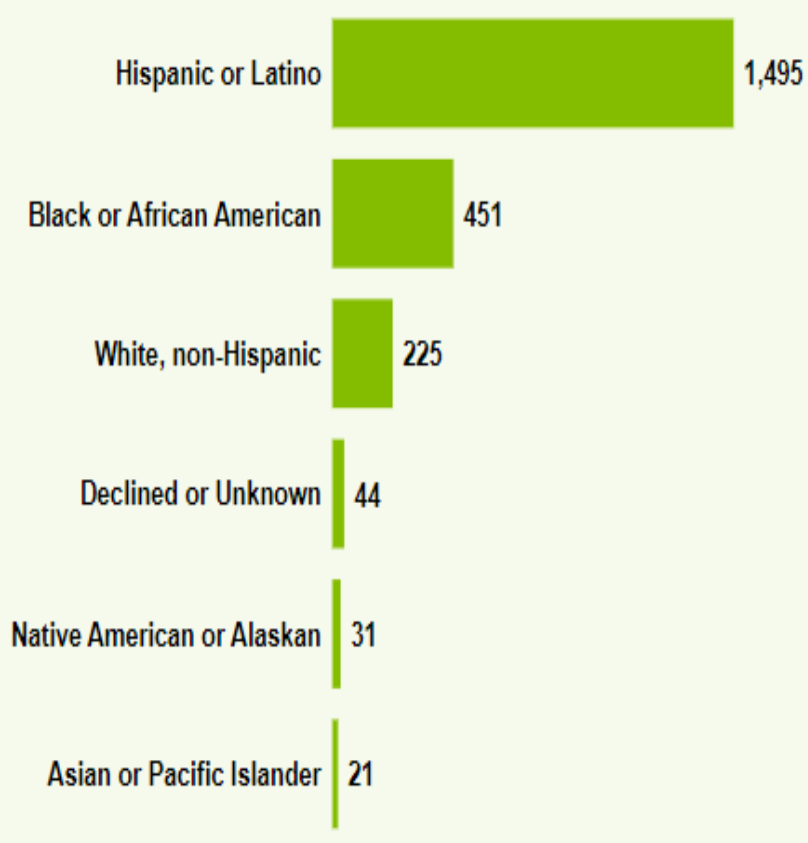
	st	Project QUEST	Workforce Solutions Alamo
1	1	0	0
2	0	0	0
3	0	0	0
4	0	29	0
5	0	34	3
6	1	26	10
7	25	62	31
8	20	43	56
9	46	63	84
10	42	35	84
11	51	51	106
12	115	58	173
13	76	108	145
14	76	61	206
15	119	72	203
16	52	5	66
Totals	624	647	1,165

APPLICANTS INTERVIEWED

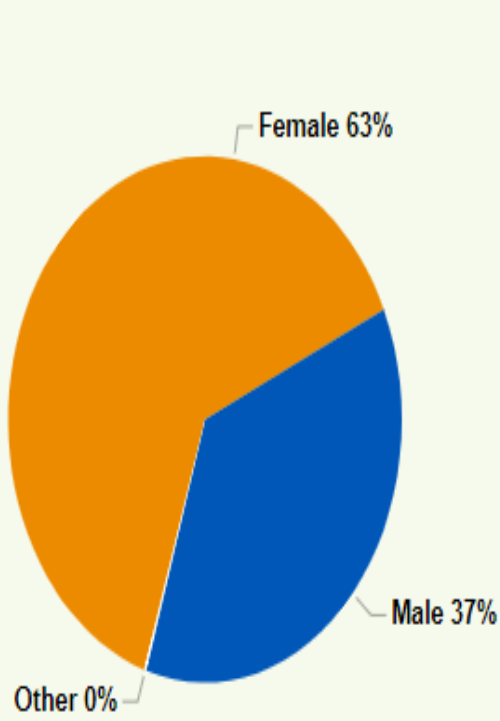
City Council District



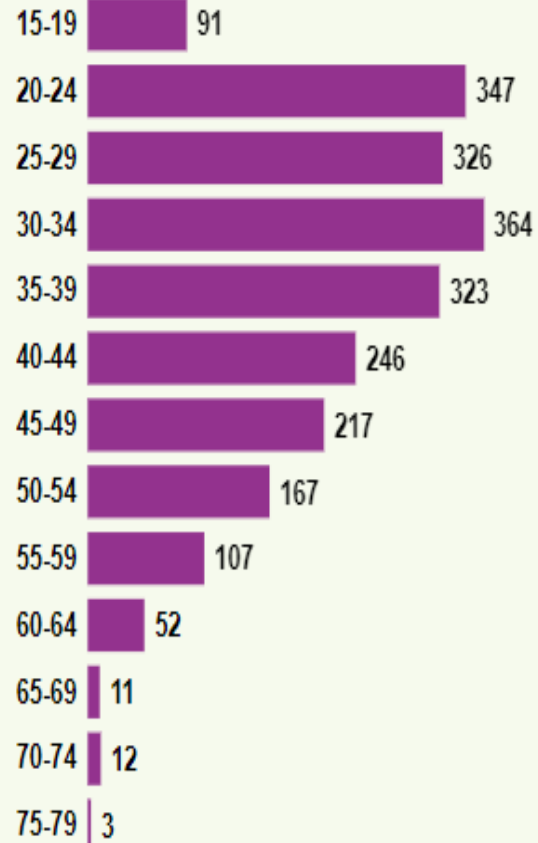
Race & Ethnicity



Gender

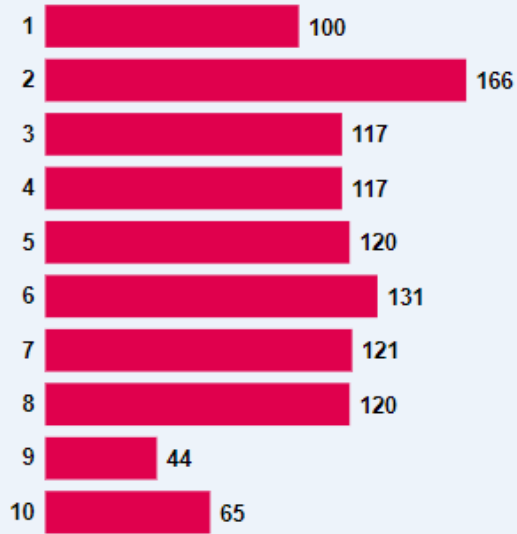


Age

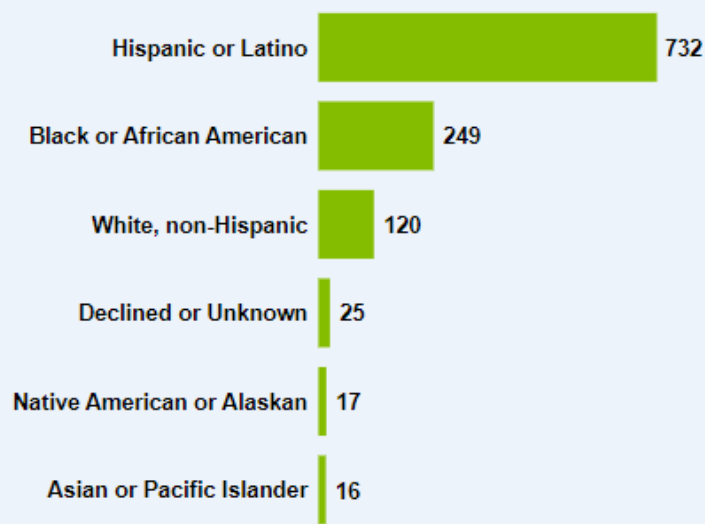


ENROLLED IN TRAINING

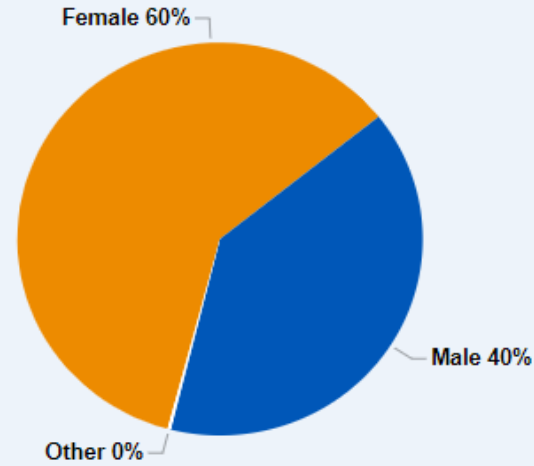
City Council District



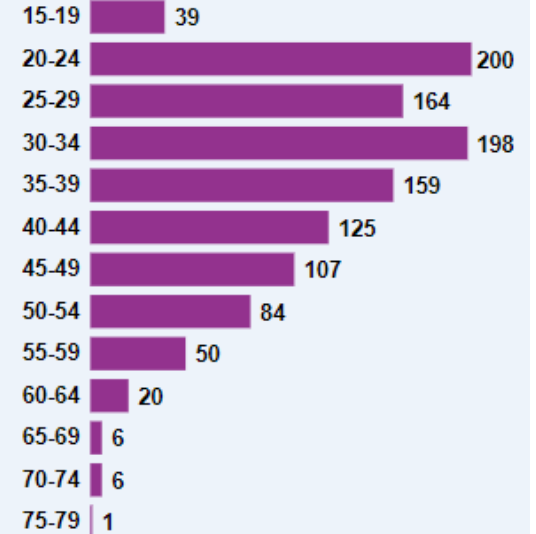
Race & Ethnicity



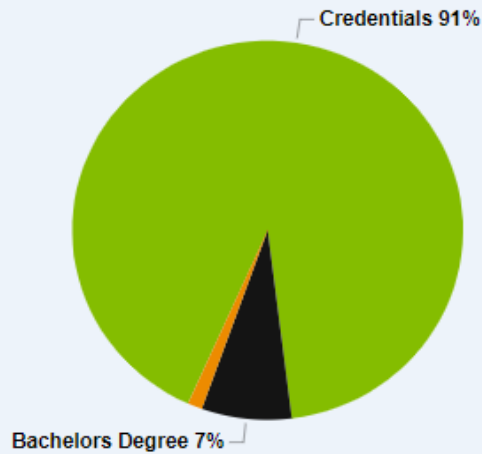
Gender



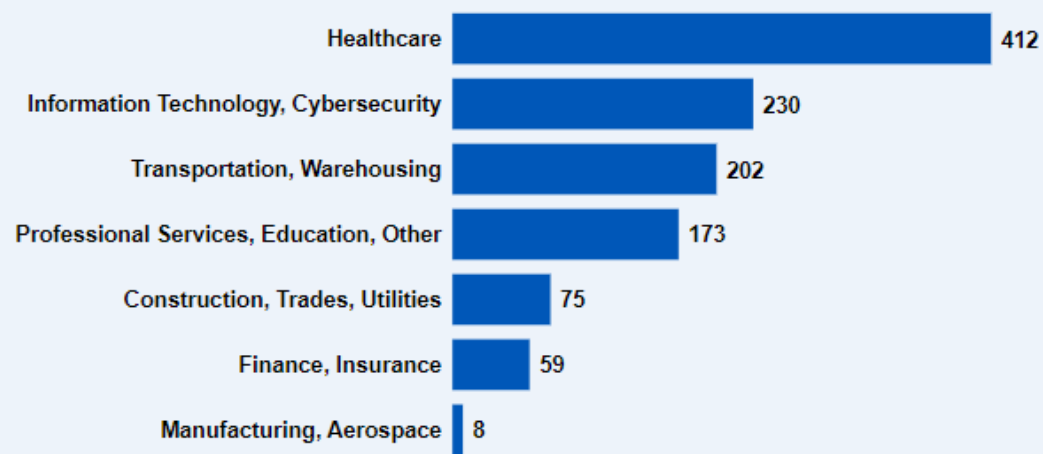
Age



Type of Credential



Enrollment by Target Industry

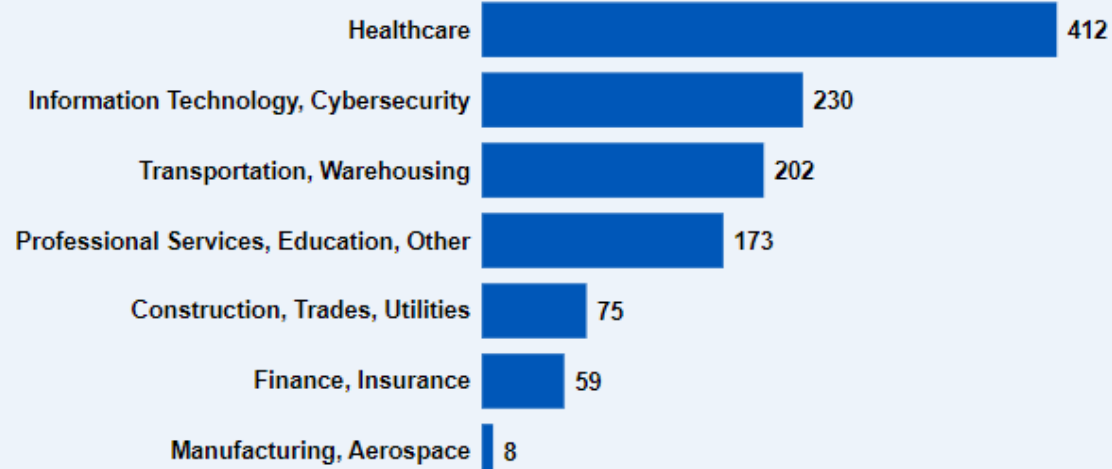
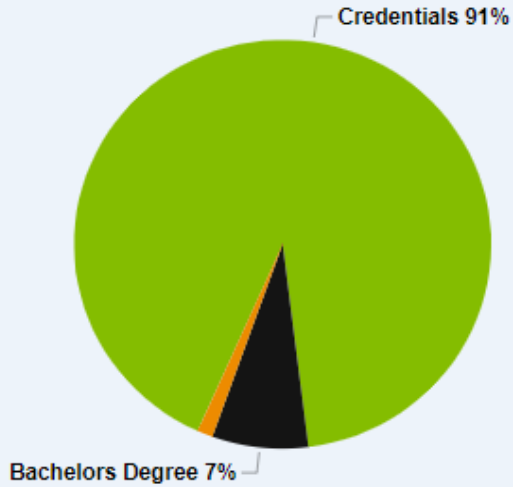


Successfully Completed Training
148

Training Retention Rate
96%

Successful Training Completion Rate
74%

ENROLLED IN TRAINING

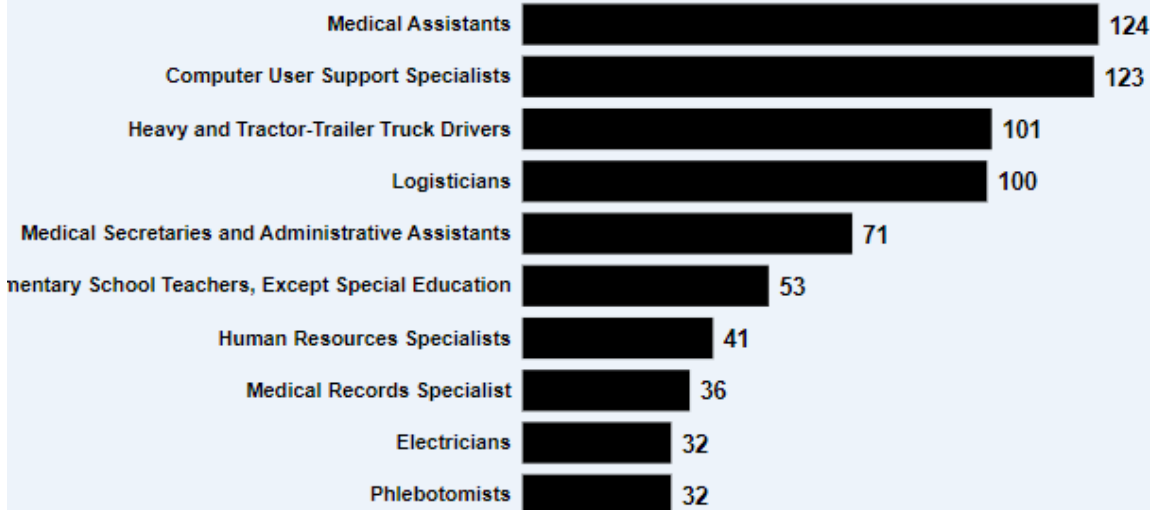


Successfully Completed Training
148

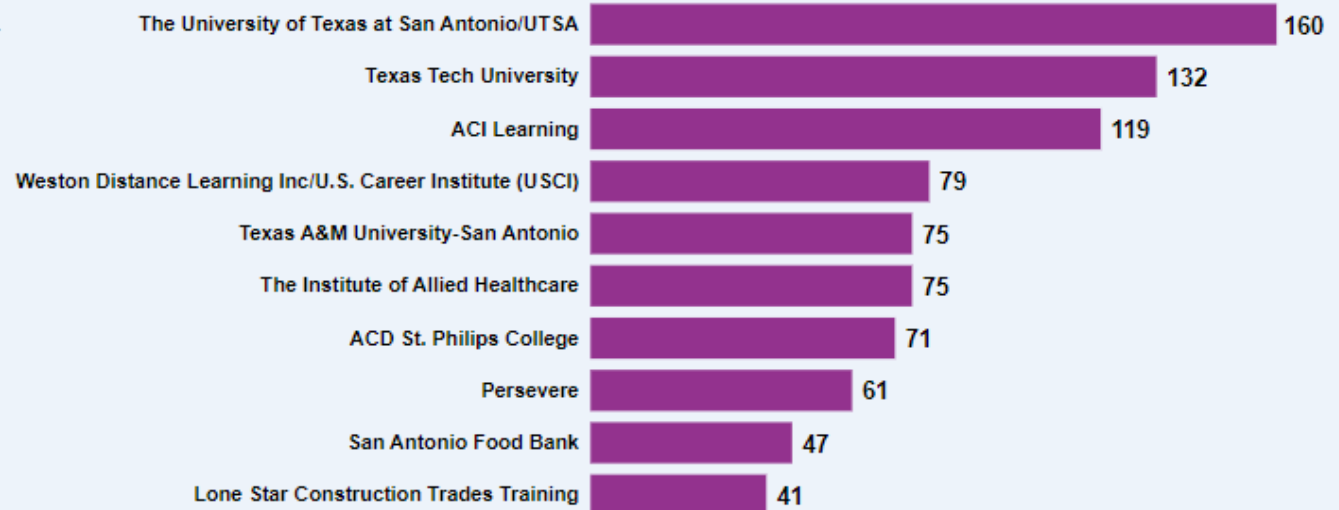
Training Retention Rate
96%

Successful Training Completion Rate
74%

Top 10 Training Occupations by Enrollment

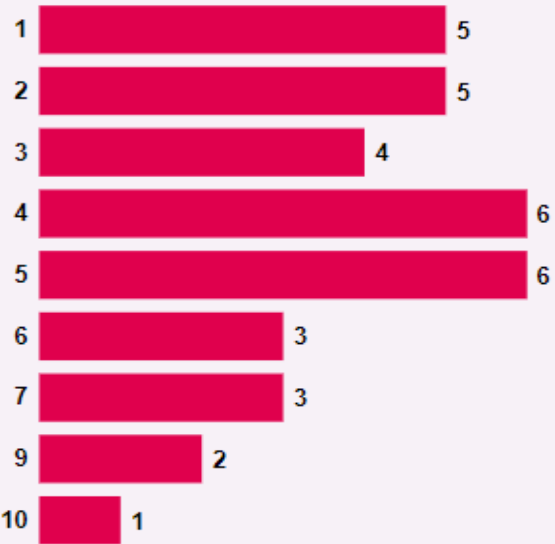


Top 10 Training Providers by Enrollment

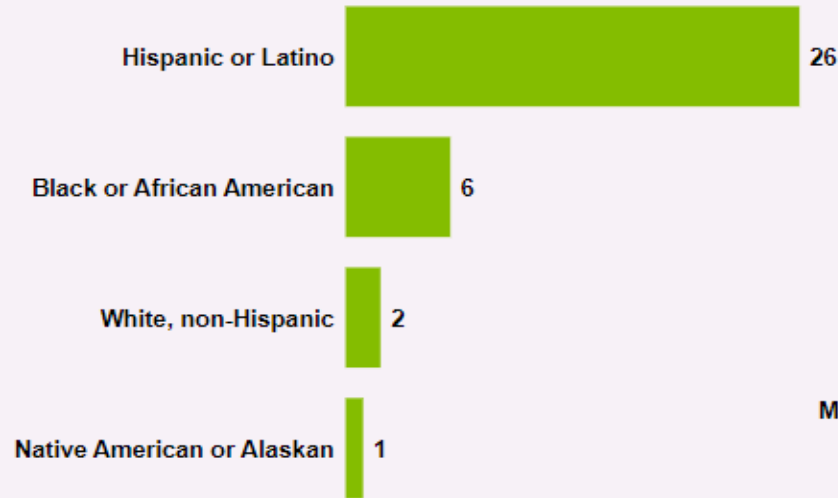


PLACEMENTS

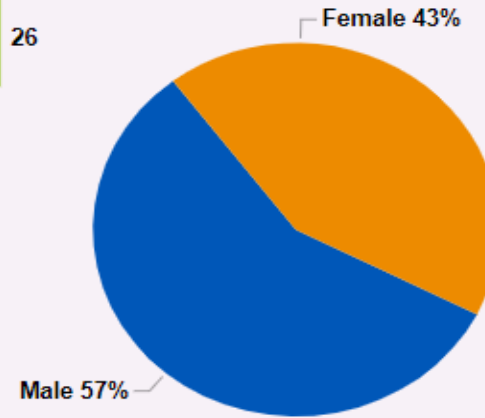
City Council District



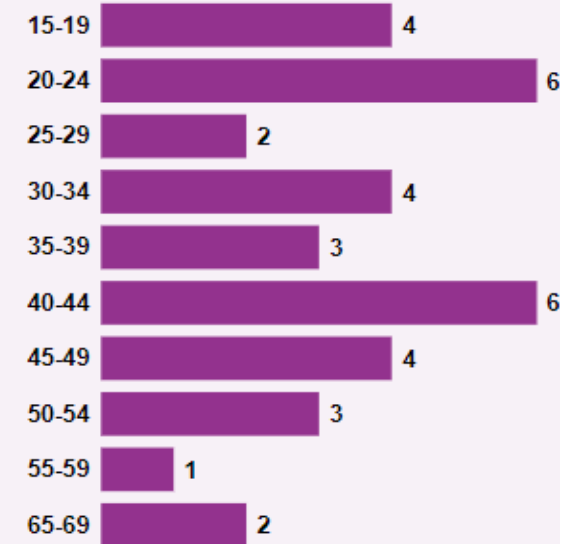
Race & Ethnicity



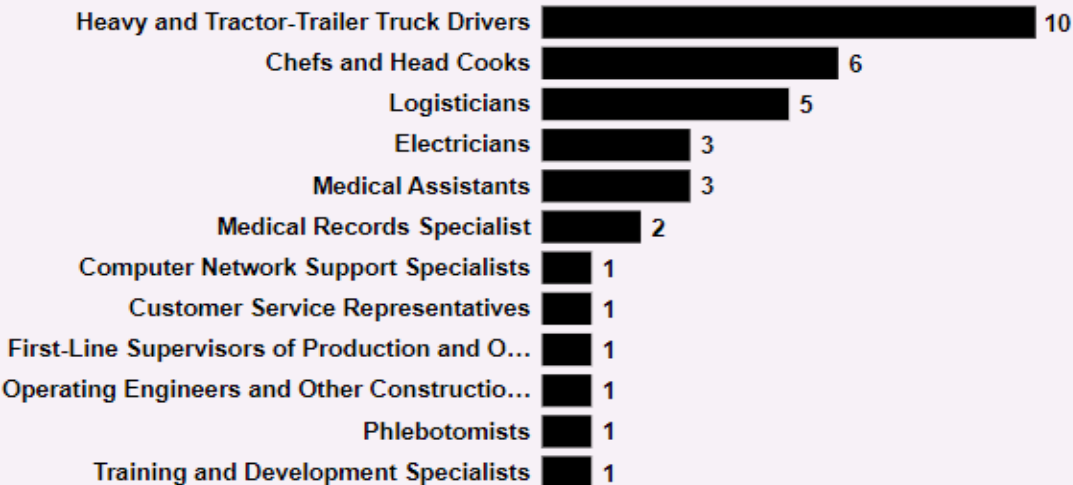
Gender



Age

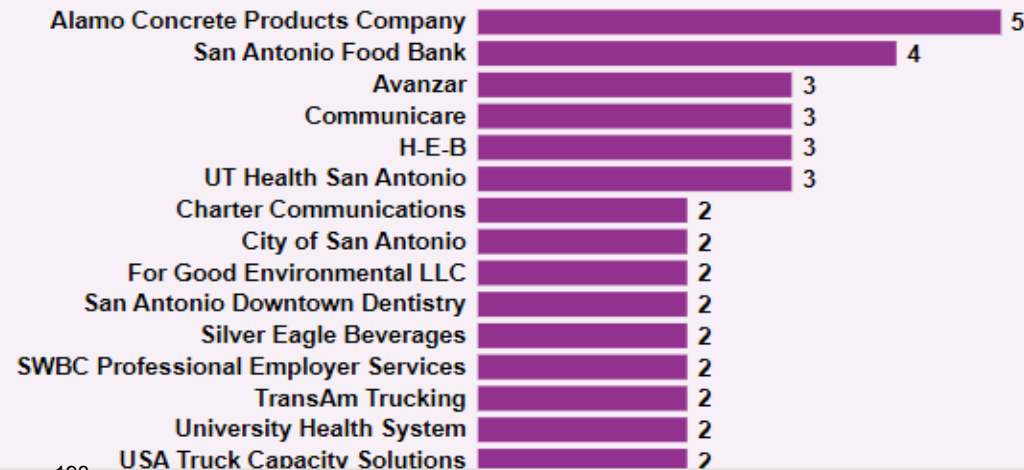


Top Occupations Hired



Top Employers of RTW Graduates by Number of Hires

Not responsive to data filters



Employers Hiring RTW Graduates

30

Median Hourly Wage

\$17.79

Median Hourly Wage Increase from Intake

\$16.50

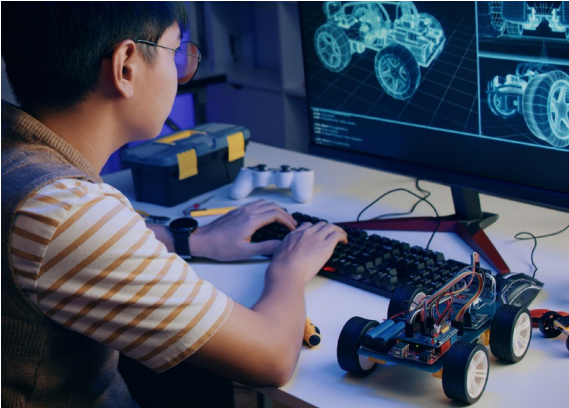
2023 Workforce Grants & Project Updates

Summer TANF Initiative

\$800,000

Alamo will inspire young people's interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program.

Enrollment Target	Target Audience	Start Date	End Date
200	Youth Ages 16-24	06/01/23	9/31/23



Health



IT/Cybersecurity



Education



Manufacturing



Construction

**Pending additional TWC contract negotiations.*



Aspen Workforce Leadership Academy Goals

The Academy engages leaders in a yearlong peer learning cohort to:

- Expand and deepen professional networks and partnerships;
- Strengthen organizational and systems leadership skills;
- Apply a race and equity lens to assess and improve workforce services and strategies;
- Apply systems change framework to Fellows' work;
- Deepen understanding of effective strategies and programs; and
- Provide a forum to work collaboratively to identify local and regional systems-based challenges and create shared solutions.

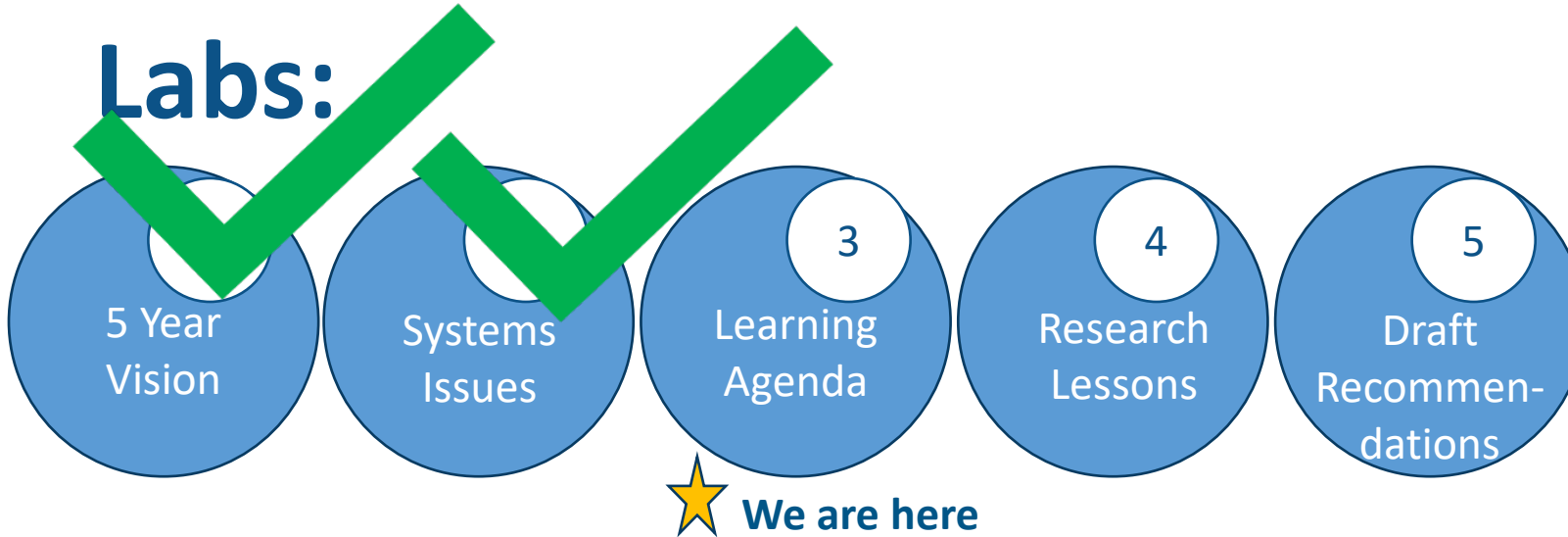


Developing a Framework for Action

Exploring Options for the Future

Recommendations for Change

Opening Retreat



Closing Retreat

Stakeholder Meeting

Fellows conduct local and national interviews and review research

Team Meetings:



The Collaborative Lab Process

	Opening Retreat	Lab 1	Lab 2	Lab 3	Team Mtg 1	Lab 4	Team Mtg 2	Lab 5	Team Mtg 3	Closing Retreat	Team Mtg 4	Stakeholder Meeting
Topic	Varied ecosystem perspectives	5-Year Vision	System Issues	Learning Agenda	Local Stakeholder Analysis + Team planning	Lessons from research	Lessons from research	Draft Recs	Prepare Draft Recs	Feedback Draft Recs	Prep for Stakeholder Mtg	Present Final Recs
Process	Visualize the current Workforce Ecosystem Systems Analysis	Articulate practical vision for ecosystem	What is getting in the way of vision becoming reality?	Outline “How Might We” questions to explore through research	Identify effective nat’l practice Identify local stakeholder	Teams debrief research/ interviews and share lessons. Fellows share and reflect across teams	Teams debrief research/ interviews and reflect on implications for local action.	Reflect on lessons learned Discuss implications for systems changes	Slide decks Handouts Making the case	“Dry Run” of Recs Feedback Adjust	Adjust Recs as needed	Present and Discuss
	Fellows conduct interviews, explore national and local efforts online, and review relevant publications.											
Partner Role	Photo of maps/ systems analysis	Develop one-page summary	Develop one-page summary	Support team formation	Coach teams and team chairs, share info on local efforts, connect to advisory council and local leaders. Work with EOP on identifying national practice and share with Collab teams				Support CoLab teams	Support CoLab teams	Advisory council meeting	

MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: June 23, 2023
Subject: Briefing – Quality Assurance Update

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

TWC Monitoring

Annual Monitoring

TWC completed its Annual Monitoring of WSA on 10/21/2022. We received the Final Report and Audit Resolution Letter(s). We’re including an Audit Resolution Letter for SNAP E&T, which we missed presenting during the previous committee meeting. *Next Steps:*

- Board Staff have submitted responses for the two Audit Letters that we received (NCP and SNAP) and are communicating/coordinating the resolution of the items with TWC.
 - Items reported for the Oversight Committee:
 - Non-Custodial Parent (NCP) Grant: one attribute (item was reported during the last Oversight Committee),
 - SNAP E&T Grant: three attributes (audit letter attached):
 - Form H1822 ABAWD Work Requirement Verification was not fully completed,
 - Form H1817 SNAP Information Transmittal was not submitted to or completed for HHSC for a reconsideration request as soon as the client informed Workforce Solutions Office staff they obtained employment and one was not completed at all,
 - When Form H1817 SNAP Information Transmittal was sent to HHSC to request a reconsideration of eligibility, the requests were not entered in the TWIST Good Cause tab and Counselor Notes.

Other Monitoring Engagements

- *Child Care Services* (performed every 2-3 years): we have not received a report.

External Program Monitoring (Ms. Christine Nguyen, CPA)

- *Ready-to-Work (RtW)*: 63% complete. We experienced some delays arising from: the newness of the grant, the large number of partner agencies involved, and the different types of systems the partners use for the grant.
- *WIOA Adult and Dislocated Worker*: 57% complete. Exit Conference held 5/17/2023.
- *Upcoming*: TANF/Choices Review.

Internal QA Program Monitoring

- *SNAP E&T and Non-Custodial Parent (NCP) Technical Assistance (TA)*: includes actions to help address TWC’s monitoring.
- *SNAP E&T Annual Review*: 98% complete, preparing Final Report (this involves a “slant” review focusing on particular elements only).
- *National Dislocated Worker (NDW) Phase II Monitoring*: 100% complete. The review included two grants, the COVID-19 Pandemic and Winter Storm, expiring on 3/31/2023. WSA is not requiring or requesting any further actions from the subrecipient.
 - Overall Accuracy Rate of 86.8%.
 - Six elements highlighted for continuous quality improvement:
 - Disaster Relief Employment – Timesheets,
 - Training – Eligible Training Provider List,
 - Data Entry – Eligibility,
 - Data Entry – Service Tracking,
 - Support Services – Issuances and Supporting Documents, and
 - Performance Data – Credential and Measurable Skills Gains.
 - Emergency relief grants are particularly intensive (involve many customers), occur during crises, and are implemented rapidly. Because of this, they often lack sufficient guidance from our state/federal partners, so their accuracy rates are commonly lower.
 - We thank C2GPS for serving close to 500 individuals affected by these disasters.
- *Non-Custodial Parent (NCP)*: 46% complete.

Other Activities

- *Digitizing Paper Records*: led by Trema Cote from the QA team for the One-Stop grants (currently, only Child Care and Youth are digitized, so the project includes all other grants with a completion date by the end of August). The project is moving according to schedule.
- *WSA Policy Review*: about 98% complete. We’re also implementing a new TWC process that requires uploading new/revised policies to TWC’s SharePoint within 30 days, including subrecipient policies.
- *Board Recertification*: submitted Form H-600 to TWC 05/12/2023.
- *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: \$170,054.

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:

QA Estimated Timeline (FY22-23)



Estimated Timeline – External Program Monitoring Activities 2022-2023

Initial Estimated Timeline				Actual Time line						
<i>External Program Monitoring</i>	<i>Duration⁺⁺</i>	<i>Start</i>	<i>Finish</i>	<i>Duration⁺⁺</i>	<i>Effort</i>	<i>Variance</i>	<i>Start</i>	<i>Finish</i>	<i>% complete</i>	<i>Comments</i>
Estimated Timeline: 2022-2023	242	10/3/2022	9/5/2023	0	91	Duration	10/3/2022		26%	
*COSA - Child Care Services	92	10/3/2022	2/7/2023	92	91	0	10/3/2022	2/7/2023	100%	Started but was postponed 43 days until External Monitoring Consultant was procured.
CONSORTIUM - Ready to Work	57	2/3/2023	4/24/2023				2/10/2023		63%	Planning took additional time to prepare (e.g., this is a completely new grant, required access to Signify, tool preparation, etc.). Currently working with partners gathering responses to Draft Exit Report.
C2GPS - WIOA Adult & Dislocated Worker	70	2/28/2023	6/5/2023				3/23/2023		57%	Entrance Conference delayed to accommodate work with TWC's Monitoring. Exit Conference held - subrecipient currently responding to Draft Exit Report. Expected completion 06/19/2023.
C2GPS - TANF/Choices	58	6/1/2023	8/21/2023							
SERCO - WIOA Youth	47	7/3/2023	9/5/2023							

Avg Duration or Effort (days) →	65	92	91	0
Multi-tasking (% days overlapping projects) →	37.8%	100.0%		

Duration : total days from start to finish to complete project (includes some holidays); *Effort (or Work)* : actual number of days spent on each project.

Modification Notes

⁺⁺ The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal QA work (e.g., desk and policy review and tool development, etc.)
 * COSA-Child Care Services was started but later postponed until the External Monitoring Consultant was procured



Estimated Timeline – Internal Program Monitoring Activities 2022-2023

Note: may expect delays due to increased efforts tied to TWC’s Monitoring report and Audit Letter.

Initial Estimated Timeline				Actual Timeline						
Internal Program Monitoring	<i>Duration</i> ⁺⁺	<i>Start</i>	<i>Finish</i>	<i>Duration</i> ⁺⁺	<i>Effort</i>	<i>Variance</i>	<i>Start</i>	<i>Finish</i>	<i>Comments</i>	<i>% complete</i>
Estimated Timeline: 2022-2023	215	11/14/2022	9/8/2023	<i>Duration</i>			10/11/2021	10/31/2022		45%
Trade Adjustment Assistance (TAA) - Phase I	49	11/14/2022	1/19/2023	75	55	26	11/14/2022	2/24/2023	Included delays for SNAP/NCP TAP for TWC's Monitoring, plus a 1-day extension for C2GPS.	100%
National Dislocated Worker (Phase II)	50	1/3/2023	3/13/2023	92	84	42	1/3/2023	5/10/2023	Ongoing with delays for SNAP/NCP TAP for TWC's Monitoring and other projects.	100%
SNAP E&T										
Technical Assistance							11/1/2022		TAP for TWC's Monitoring. Ongoing.	
Annual Review	45	3/13/2023	5/12/2023				3/8/2023		Preparing Final Report.	98%
Non-Custodial Parent (NCP, Phase II)										
Technical Assistance							11/1/2022		TAP for TWC's Monitoring. Ongoing.	
Annual Review	45	4/20/2023	6/21/2023				4/7/2023		Ongoing.	46%
Child Care QIA	31	5/30/2023	7/11/2023							
RESEA	41	6/20/2023	8/15/2023							
Summer Earn & Learn (SEAL)	38	7/19/2023	9/8/2023							
Other (Phase II, TWC, Training, etc.)	50	8/24/2023	11/1/2023							
Avg Duration or Effort (days, excludes "Other") →		44		84	70	34				
Multi-tasking (% days overlapping projects) →		38.4%		100.0%						

***Duration** : total days from start to finish (includes some holidays); **Effort (or Work)** : actual number of days spent on each project.*

Modification Notes

⁺⁺ *The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal QA work (e.g., desk and policy review and tool development,*



WSA Quality Assurance

Ricardo Ramirez, Director of Quality Assurance

June 23, 2023





Summary

Quality Assurance (QA) monitoring activities:

- *Quality Assurance Update*

Staff are not requesting Board action at this time.

Briefing on Monitoring Activities



External Program Monitoring

- *Ready-to-Work (RtW)*: 63% complete. We've experienced some delays arising from: the newness of the grant, the large number of partner agencies involved, and the different types of systems that the partners use for the grant.
- *WIOA Adult & Dislocated Worker*: 57% complete. Exit Conference held 05/17/2023.
- Upcoming:
 - TANF/Choices.

Briefing on Monitoring Activities



Internal Program Monitoring

Current Internal Monitoring Engagements

- SNAP and Non-Custodial Parent (NCP) Technical Assistance: performed as part of resolution of TWC's monitoring.
- SNAP Annual Review: 98% complete.
- National Dislocated Worker (NDW): 100% complete. Included the COVID-19 Pandemic and Winter Storm grants:
 - 86.8% overall accuracy rate with six (6) attributes identified for continuous quality improvement.
 - WSA rolls-out disaster relief grants rapidly, during times of crises, and they aim to serve large numbers of affected workers. These grants often include minimal and changing guidance, which also contributes to lower accuracy rates.
 - We thank C2GPS for serving close to 500 affected individuals during the disasters.
- Non-Custodial Parent (NCP): 46% complete.

Briefing on Monitoring Activities



Other Activities

Other Activities

- *Digitizing Paper Records*: project led by Trema Cote, our Workforce Monitor. Project on time to digitize participant records for WIOA Adult, Dislocated Worker, Trade Adjustment Assistance, TANF/Choices, SNAP, and any grants currently using hard-copy records (only Youth and Child Care Services are currently digitized).
- *WSA Policy Review*: about 98% complete.
- *Board Recertification*: assisted with the submission of Form H-600 to TWC 05/12/2023.
- *Technical Assistance (TA)*: we offer varied support to WSA departments and subrecipients.

Monitoring Timeline – External Engagements



Initial Estimated Timeline				Actual Timeline						
<i>External Program Monitoring</i>	<i>Duration</i> ⁺⁺	<i>Start</i>	<i>Finish</i>	<i>Duration</i> ⁺⁺	<i>Effort</i>	<i>Variance</i>	<i>Start</i>	<i>Finish</i>	<i>% complete</i>	<i>Comments</i>
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*COSA - Child Care Services	92	10/3/2022	2/7/2023	92	91	0	10/3/2022	2/7/2023	100%	Started but was postponed 43 days until External Monitoring Consultant was procured.
CONSORTIUM - Ready to Work	57	2/3/2023	4/24/2023				2/10/2023		61%	Planning took additional time to prepare (e.g., this is a completely new grant, required access to Signify, tool preparation, etc.).
C2GPS - WIOA Adult & Dislocated Worker	70	2/28/2023	6/5/2023				3/23/2023		12%	Entrance Conference delayed to accommodate work with TWC's Monitoring.
C2GPS - TANF/Choices	58	6/1/2023	8/21/2023							
SERCO - WIOA Youth	47	7/3/2023	9/5/2023							

Avg Duration or Effort (days) → 65
Multi-tasking (% days overlapping projects) → 37.8%

92 91 0
100.0%

Duration : total days from start to finish to complete project (includes some holidays); **Effort (or Work)** : actual number of days spent on each project.

Modification Notes

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* COSA-Child Care Services was started but later postponed until the External Monitoring Consultant was procured

Monitoring Timeline – Internal Engagements



Initial Estimated Timeline				Actual Timeline						
<i>Internal Program Monitoring</i>	<i>Duration</i> ⁺⁺	<i>Start</i>	<i>Finish</i>	<i>Duration</i> ⁺⁺	<i>Effort</i>	<i>Variance</i>	<i>Start</i>	<i>Finish</i>	<i>Comments</i>	<i>% complete</i>
Estimated Timeline: 2022-2023	215	11/14/2022	9/8/2023	Duration			10/11/2021	10/31/2022		45%
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National Dislocated Worker (Phase II)	50	1/3/2023	3/13/2023				1/3/2023		Ongoing with delays for SNAP/NCP TAP for TWC's Monitoring.	69%
SNAP E&T										
Technical Assistance							11/1/2022		TAP for TWC's Monitoring. Ongoing.	
Annual Review	45	3/13/2023	5/12/2023				3/8/2023			
Non-Custodial Parent (NCP, Phase II)										
Technical Assistance							11/1/2022		TAP for TWC's Monitoring. Ongoing.	
Annual Review	45	4/20/2023	6/21/2023							
Child Care QIA	31	5/30/2023	7/11/2023							
RESEA	41	6/20/2023	8/15/2023							
Summer Earn & Learn (SEAL)	38	7/19/2023	9/8/2023							
Other (Phase II, TWC, Training, etc.)	50	8/24/2023	11/1/2023							
Avg Duration or Effort (days, excludes "Other") →	44			75	55	26				
Multi-tasking (% days overlapping projects) →	38.4%			100.0%						

Duration: total days from start to finish (includes some holidays); **Effort (or Work)**: actual number of days spent on each project.

Modification Notes

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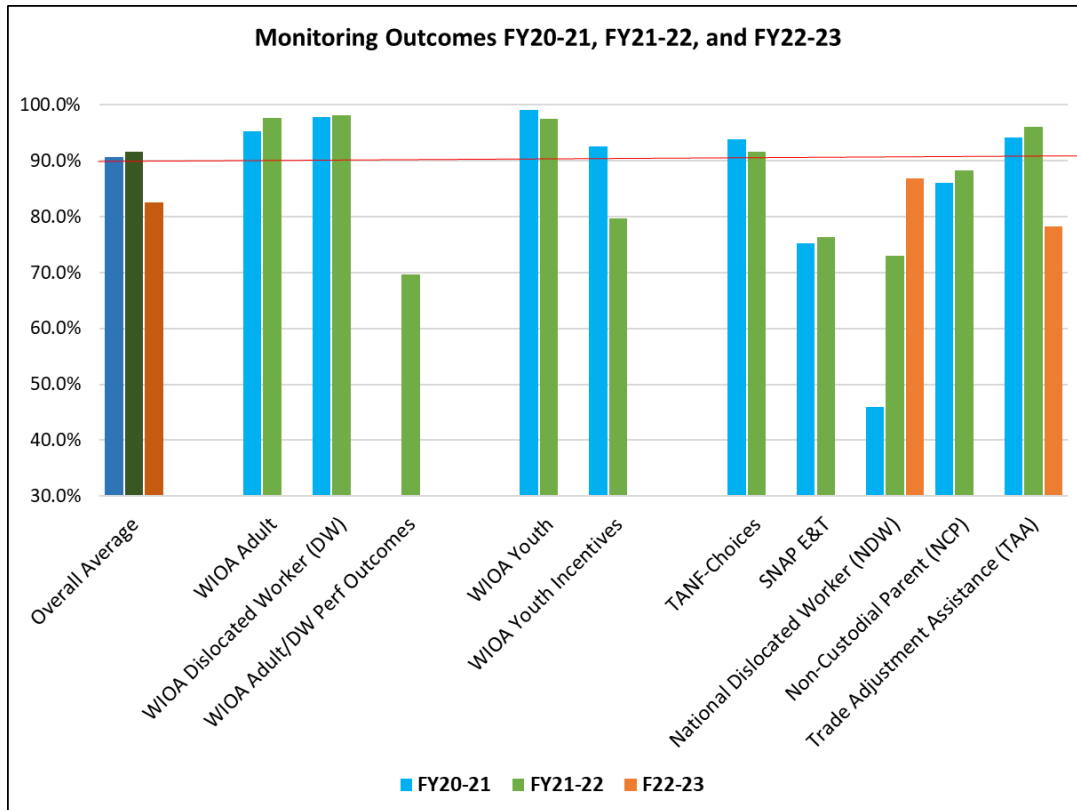
MEMORANDUM

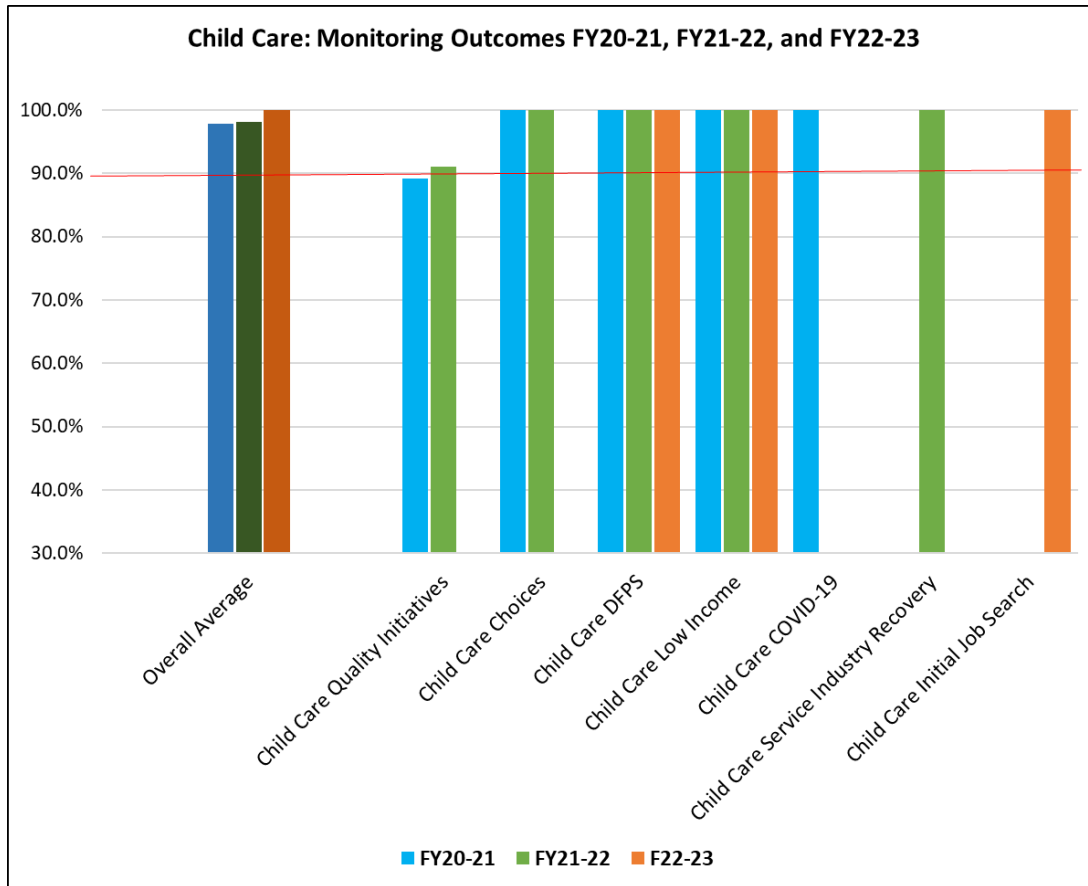
To: Board of Directors
 From: Adrian Lopez, CEO
 Presented by: Ricardo Ramirez, Director of Quality Assurance
 Date: June 23, 2023
 Subject: Briefing – Monitoring Outcomes & Technical Assistance

SUMMARY: This Memorandum presents a summarized version of monitoring outcomes previously presented to the Board. We also include information tied to providing technical assistance (TA). The briefing does not require Board action.

Monitoring Outcomes

The table below compares monitoring outcomes for Fiscal Years 2020-2021, 2021-2022, and 2022-2023 (Oct-Sep timeframe). The red line at 90% represents the minimum expected accuracy rate threshold.





Technical Assistance

Board staff offers partners technical assistance (TA) when outcomes fall below expected goals. TA plans include several components, such as:

- updating policies and procedures,
- training,
- additional monitoring,
- increased oversight,
- documenting measurable progress.

Successful strategies require the identification of root causes and the implementation of adequate actions.

Technical Assistance: Additional Monitoring

Expanded monitoring includes 100% monthly review by subrecipient with WSA QA validation of their monitoring and WSA QA testing of at least 20 cases per month.

Non-Custodial Parent (NCP)

- WSA Programs/Operations team implemented a TA Plan to address TWC’s Audit Resolution Letter and Annual Monitoring Report.

SNAP E&T

- WSA Programs/Operations team implemented a TA Plan to address TWC's Annual Monitoring Report.

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 compliance, internal controls, and continuous quality improvement efforts.

FINANCIAL IMPACT: Not applicable.

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.



WSA Monitoring Outcomes and Technical Assistance

Ricardo Ramirez, Director of Quality Assurance

June 23, 2023





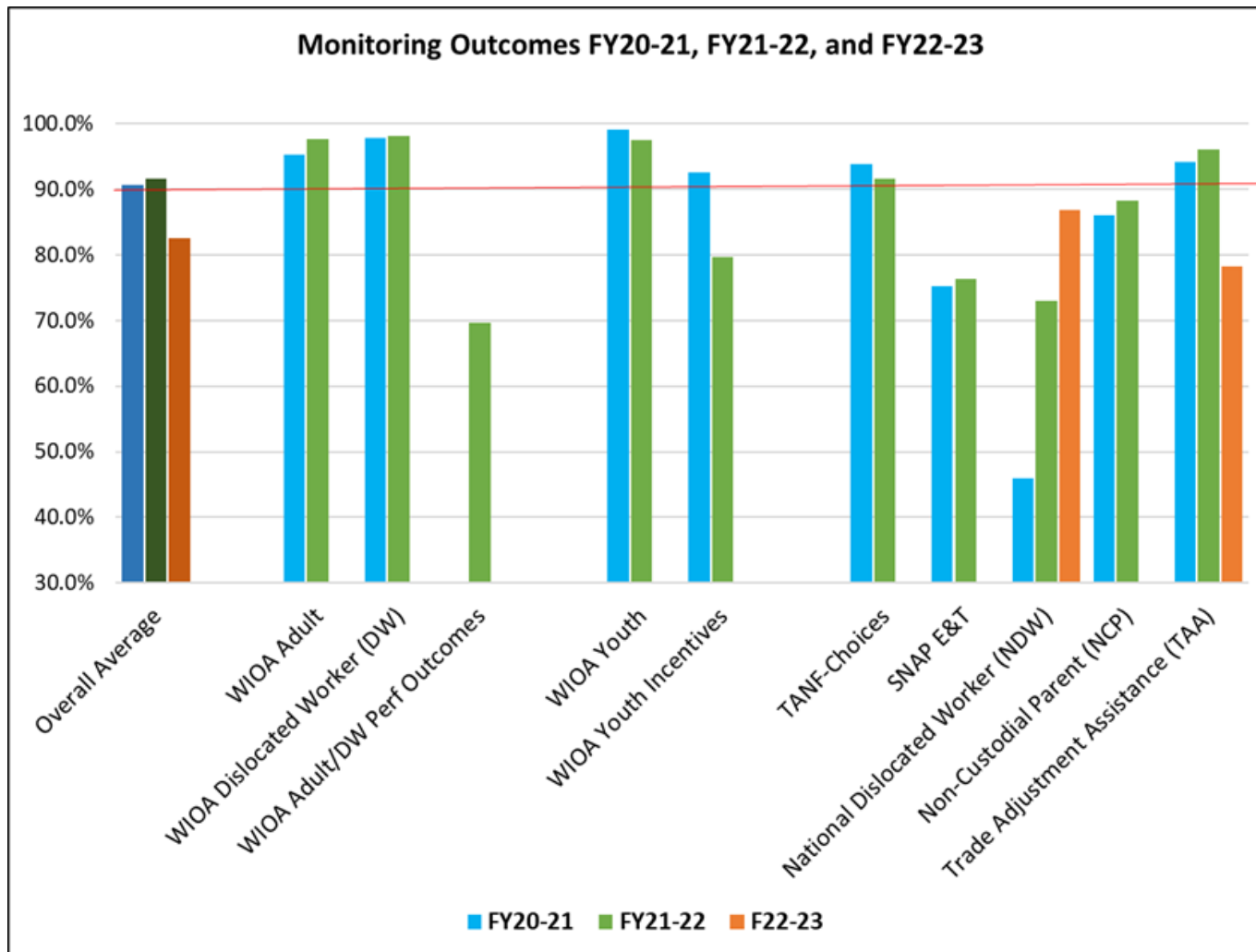
Summary

Quality Assurance (QA) monitoring activities:

- *Monitoring Outcomes & Technical Assistance*

Staff are not requesting Board action at this time.

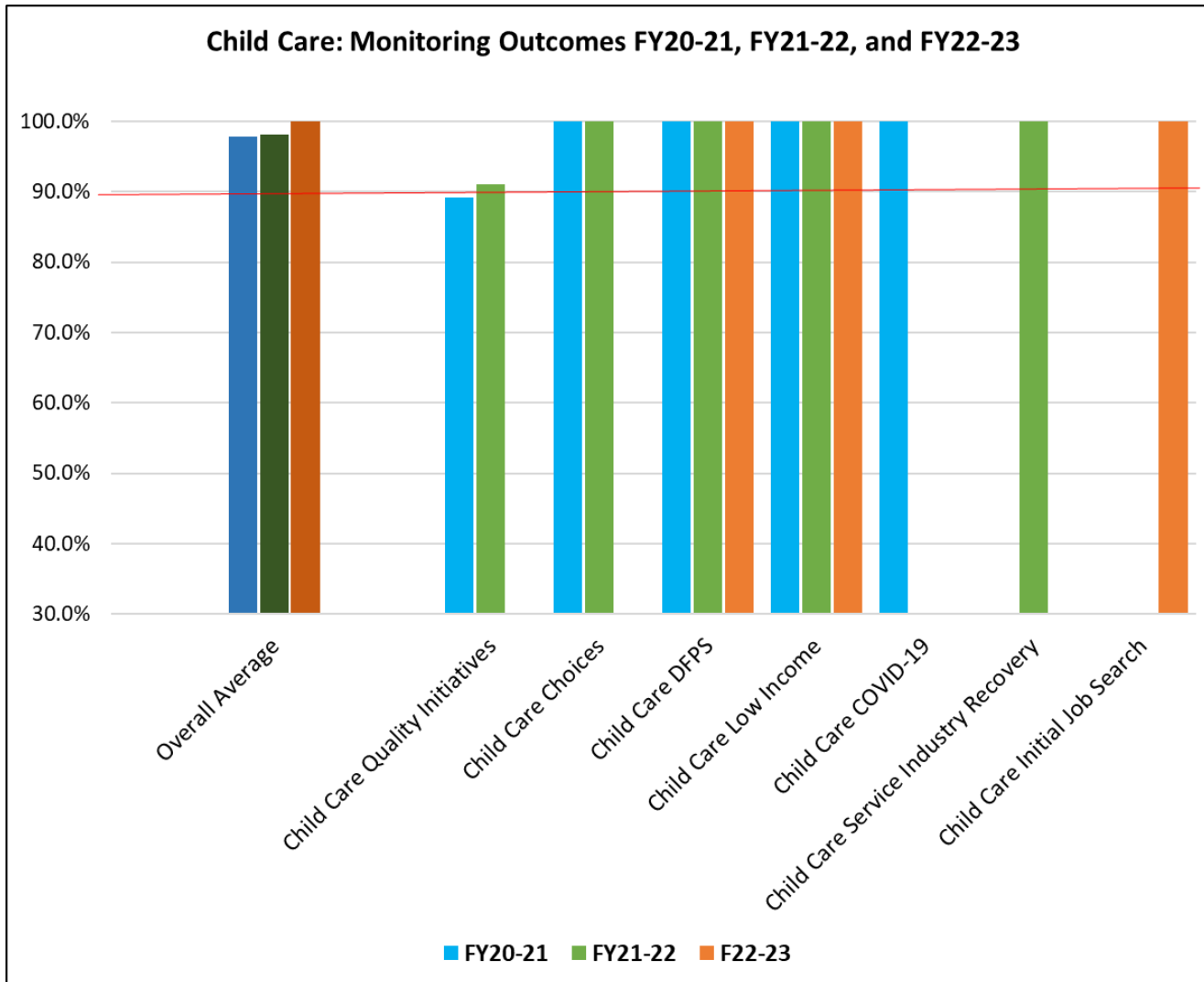
Briefing – Monitoring Outcomes



The chart summarizes outcomes of monitoring engagements for FY20-21, FY21-22, and FY22-23 (Oct-Sep timeframe)

The red line highlights the 90% expected accuracy rate.

Briefing – Monitoring Outcomes



The chart summarizes outcomes of monitoring engagements for Child Care in FY20-21, FY21-22, and FY22-23 (Oct-Sep timeframe).

The red line highlights the 90% expected accuracy rate.

Briefing – Technical Assistance



Board staff offers Technical assistance (TA) to partners when outcomes fall below expected goals. TA plans include several components, such as:

- updating policies and procedures,
- staff training,
- additional internal monitoring,
- increased oversight.

Successful strategies require the identification of root causes and the implementation of adequate actions.

Briefing – Technical Assistance



Additional QA Monitoring

- WSA Program/Operations implemented a TA Plan to address TWC's Audit Resolution Letter and Annual Monitoring Report for NCP and SNAP.

Expanded monitoring includes:

- 100% monthly review of cases by subrecipient,
- QA validation of subrecipient monitoring reports, and
- WSA testing of at least 20 cases per month.

Briefing on Monitoring Activities



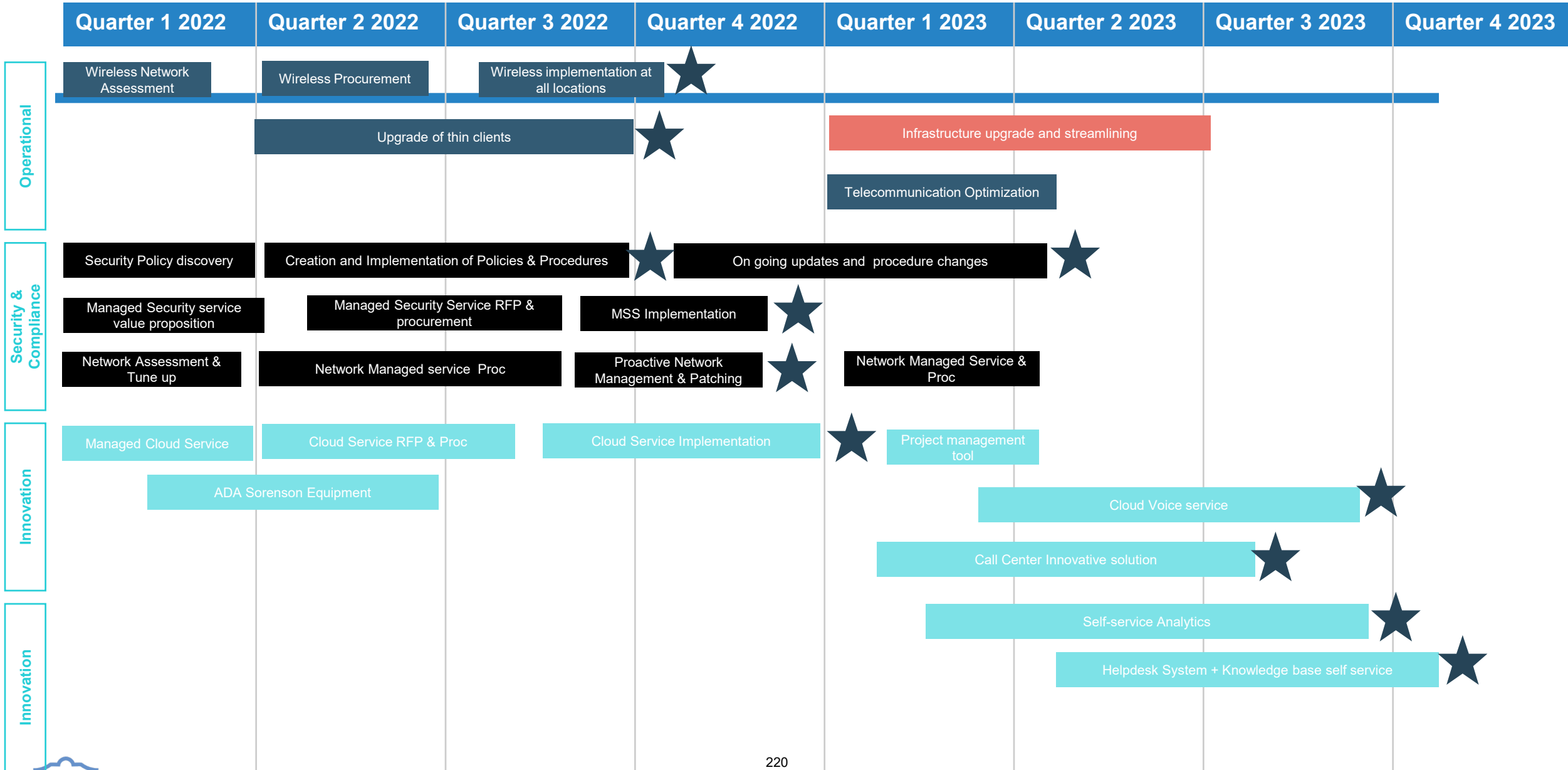
Staff Recommendations

TWC requires Boards to have qualified Monitoring Staff to carry out the Board's oversight responsibilities:

- We thank the Board of Directors for their continued support of WSA's QA Department to promote the agency's compliance, internal controls, and continuous quality improvement efforts.

WSA IT Roadmap

★ Value Drop

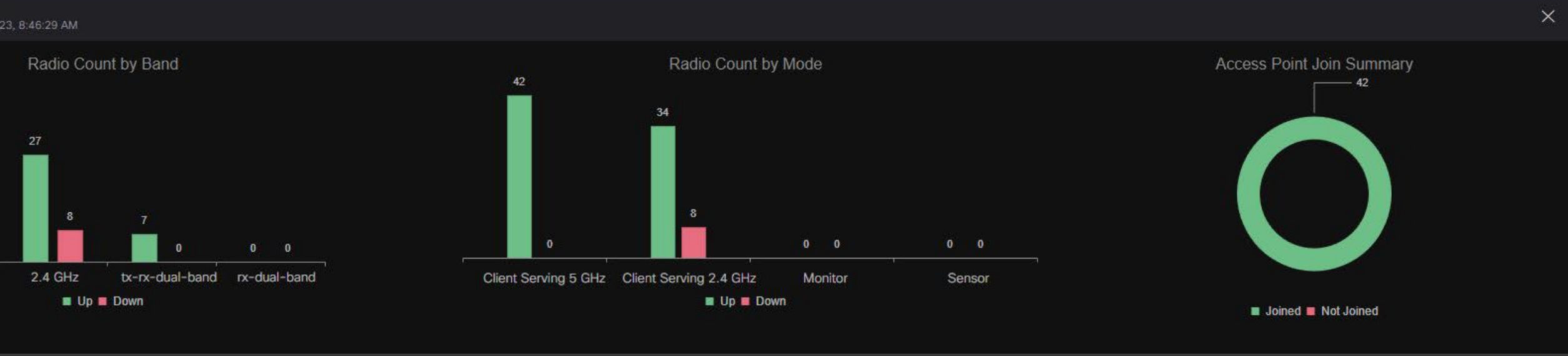


WIRELESS IMPLEMENTATION

- Completed procurement and installation of new wireless solution in all centers
- Collaborated with neighboring office to reducing wireless interference
- Validated with our staff improved wireless signals and worked on issues
- Disposed of EOL equipment from our environment that pose security risks
- Increased wireless network coverage areas and support for mobile work force
- Better insight into network traffic
- Associated AP names with centers



Wireless LANs	4	0	Access Points	42	0	Clients	Active: 122	Excluded: 0	Rogues	APs: 1205	Clients: 189	Interferers	5 GHz: 0	2.4 GHz: 12
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Access Points

23, 8:46:29 AM

Sort by: Highest Client Count

AP Name	AP MAC	Clients	Data Usage	Throughput
AP06	2481.3b50.3f60	15	2.9 GB	10 Mbps
AP02	2481.3b2c.5cc0	9	928 MB	752 Kbps
AP07	2481.3b2c.48e0	9	547 MB	3.2 Mbps
Ap01	2481.3b2d.f640	8	1.6 GB	9.2 Mbps
n-AP01	2481.3b2c.5640	8	604 MB	59 Kbps

Top WLANs

Last Updated: 5/24/2023, 8:46:29 AM

Sort by: WLANs With Highest Client Count

WLAN Name	ID	Clients	Data Usage
WSA_Data	2	77	10 GB
WSA_Enterprise	1	21	3.0 GB
WSA_Guest	3	12	192 MB
WAS_RLAN	1	9	4.4 GB
WSAtraining	4	3	175 MB

Client Device Types

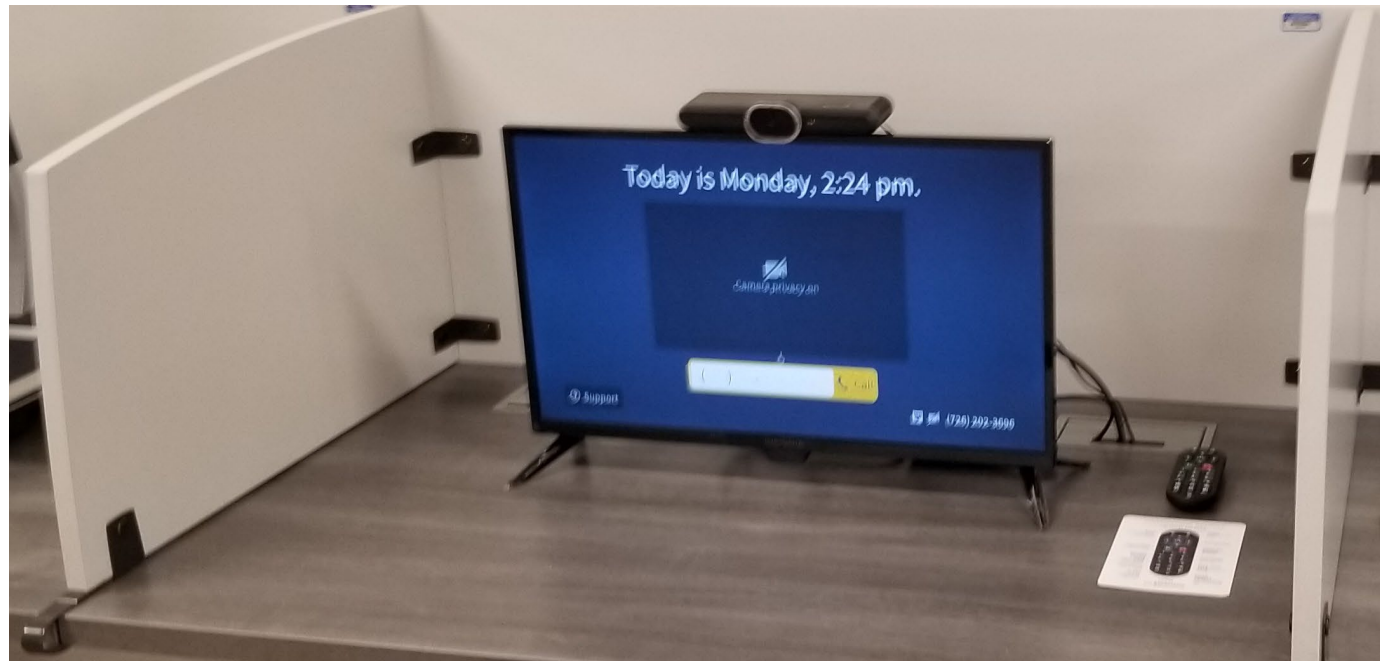
Last Updated: 5/24/2023, 8:46:29 AM

222

No device classification available

ADA SORENSON EQUIPMENT

- Successfully rollout of new ADA solution at
 - 4 of our Premiere Career Centers. (South Flores, Data Point, East Houston and Walzem)
 - 3 of our rural centers (Medina, Kennedy, Wilson)
- Trained staff how to use new equipment



UPGRADED THIN CLIENTS

- Completed the rollout of 300 Thin clients to our resource room



INFRASTRUCTURE UPGRADE AND STREAMLINING

- Phased out some old networking and server equipment
- Phase two will be coming after migration to the cloud



TELECOMMUNICATION OPTIMIZATION

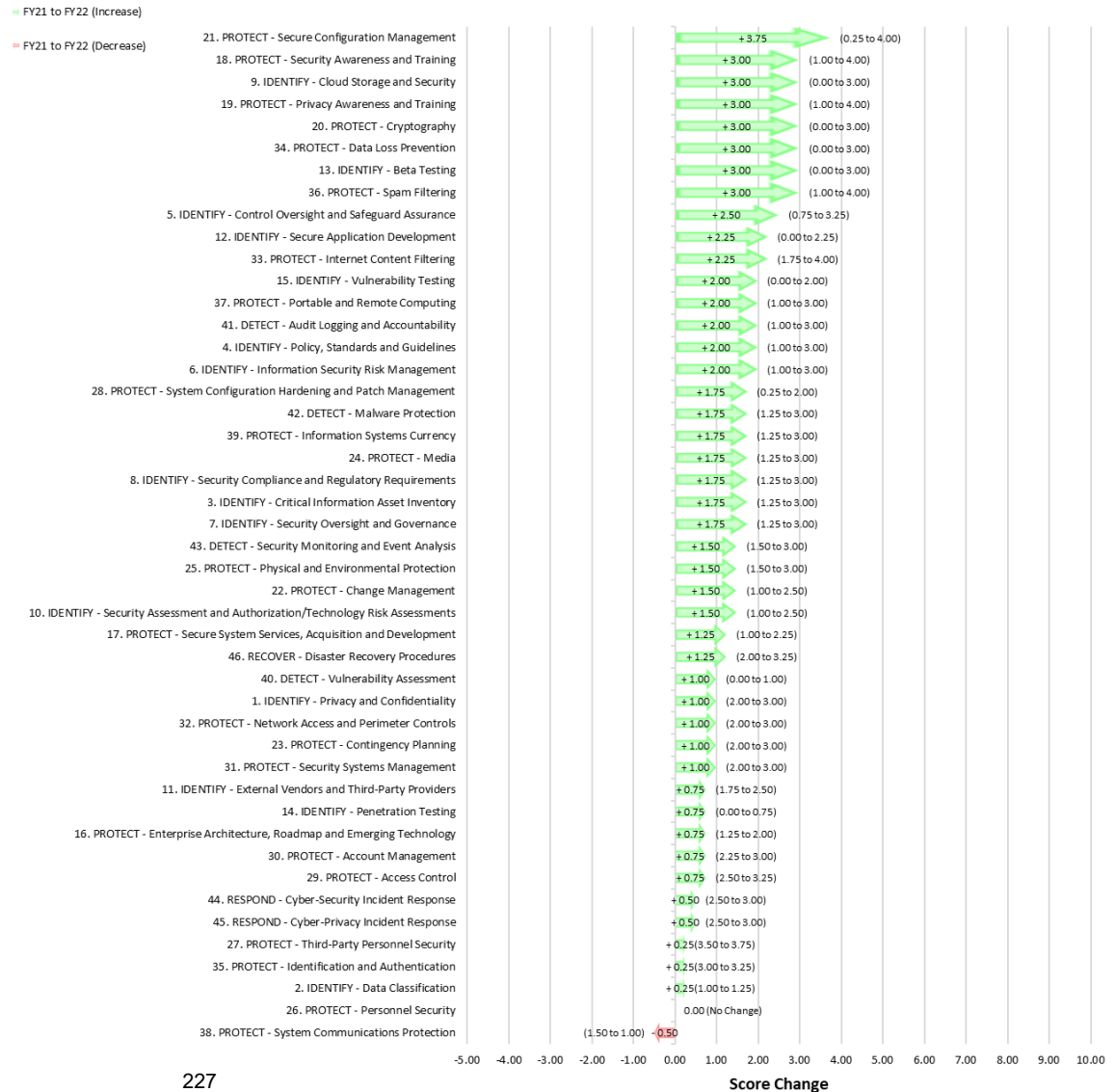
- Implemented mesh network to support the cloud migration
- Started design session for remote site; will proceed to implementation after cloud migration

SECURITY POLICY

- Created over 30 new security policies with corresponding procedures



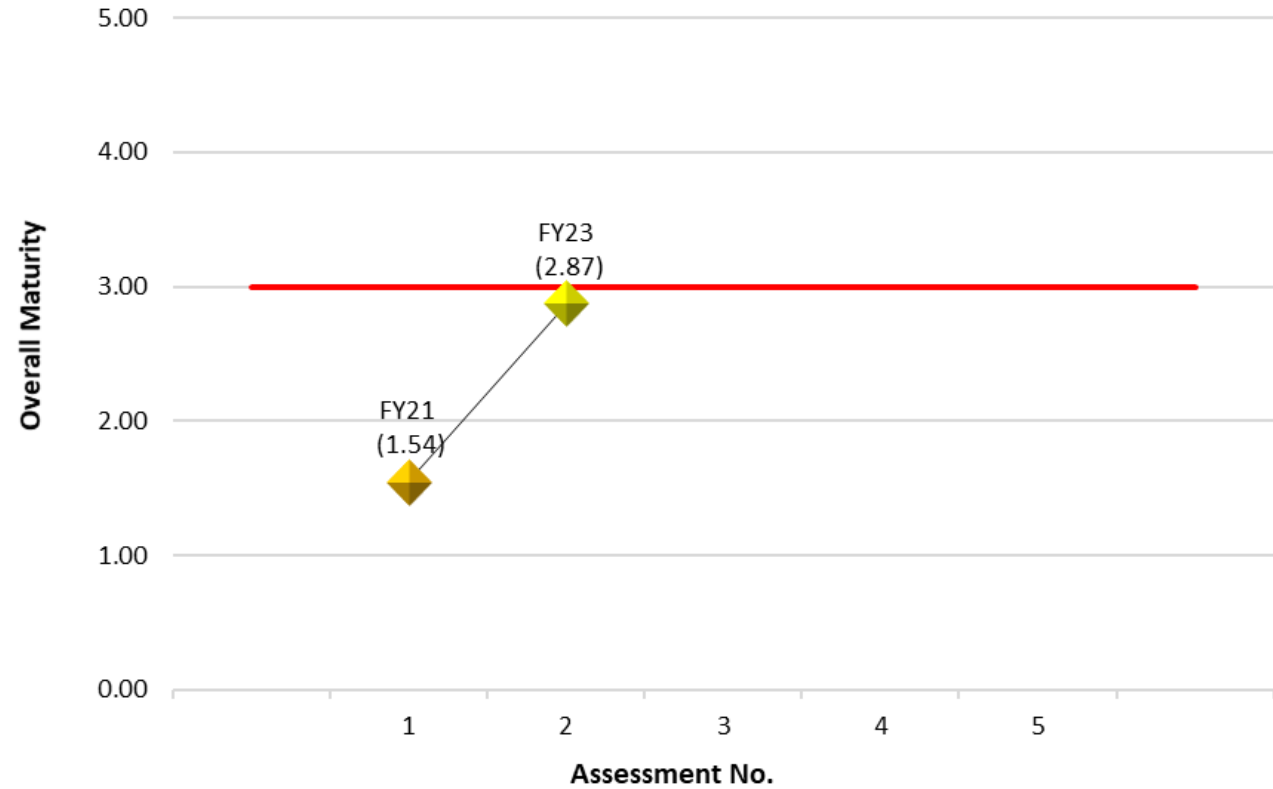
COMPARISON TO LAST AUDIT FINDINGS

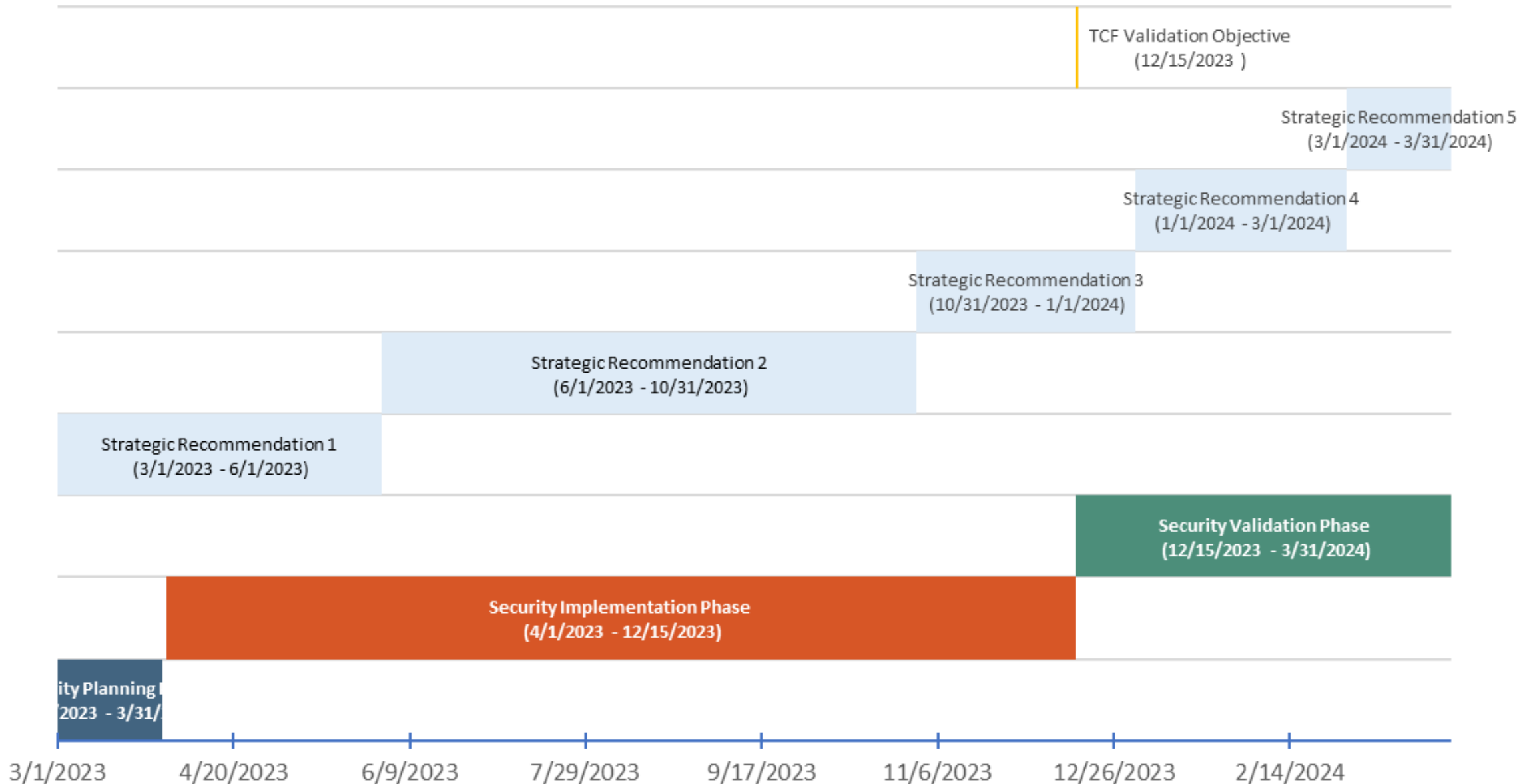


OVERALL COMPARISON TO 2020 AUDIT FINDINGS



- ◆ Level 0
- ◆ Level 1
- ◆ Level 2
- ◆ Level 3
- ◆ Level 4
- ◆ Level 5





Reports / Mail Flow Summary: Incoming

Mail Flow Summary

Data in time range: 100% COMPLETE 23 May 2023 09:00 to 24 May 2023 09:20 (GMT -07:00)

View Data For

Hosted_Cluster

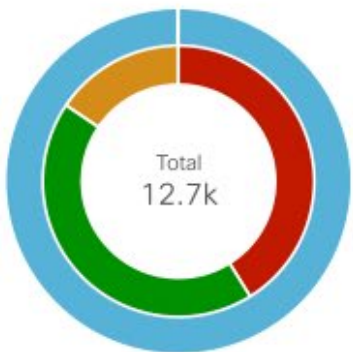
Time Range

Day

Incoming

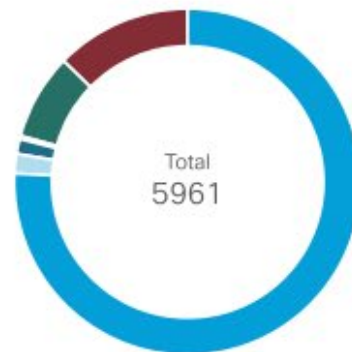
Outgoing

Number of Messages



Attempted Messages	100.00%	12.7k
Clean	43.29%	5477
Threat Messages	41.15%	5206
Other	15.56%	1968

Threat Messages



IP Reputation Filtering	75.76%	4516
Domain Reputation Filtering	0%	0
Invalid Recipients	1.83%	109
Anti-Spam	1.39%	83
Anti-Virus	0%	0
Advanced Malware Protection	0.30%	18
Content Filters	8.02%	478
DMARC Policy	12.70%	757
S/MIME Verification/Decryption Failed	0%	0

Threat Detection Summary

All Categories	4625 Reputation Filtering	83 Spam Detection	2164 Email Spoofing	957 Scam and Phishing Attempts	50 Attachment and Malware Detection
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Vulnerabilities

Number of vulnerabilities discovered during scanning.

7

Recent Vulnerabilities

Number of vulnerabilities discovered in the last month.

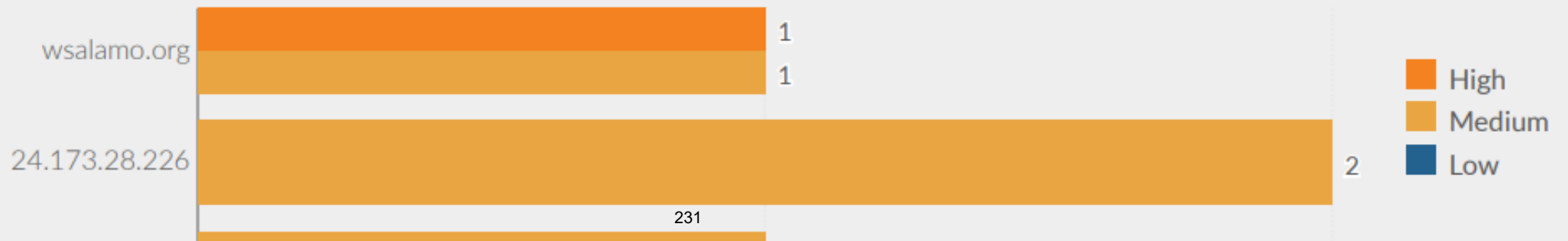
7

Severity Level



High - 1
Medium - 5
Low - 1

Top 5 Vulnerable Targets





Coverage Score

The Coverage Score represents your engagement with the MDR service.

90%



Open Tickets

The number of open tickets that still require action.

10



Observations

Number of data points we received from your environment.

88.5 M



Investigations

Potential incidents that were examined from your environment.

10



Ticketed Incidents

Security incidents brought to your attention.

3



Investigation Breakdown

Past Year

414

Current Period

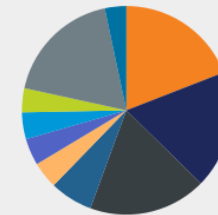
10

Incident

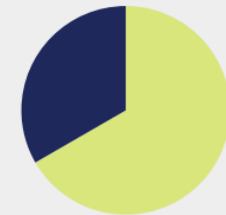


Incident Breakdown

Past Year



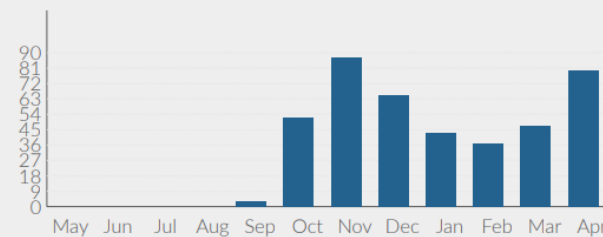
Current Period



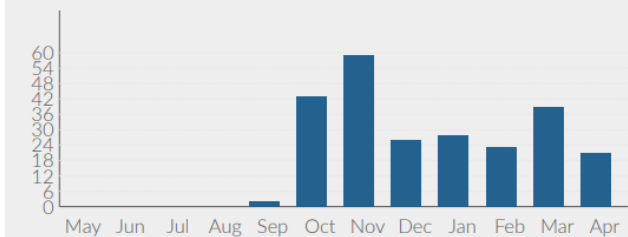
- Authentication Failed
- Duo Alert
- Individual Admin Account Lockout
- Multiple Logon Failures
- Office 365 Azure Integration Added
- Office 365 SMTP Forwarding Rule Added
- Restricted Country Login
- Suspicious PowerShell Command Parameters
- User Added/Deleted
- User Locked Out
- Other



Investigation History



Incident History



SOC SOLUTION

- Implement an enterprise soc solution that proactively informs us of potential breaches
- Solution comes with \$500,000 in Cybersecurity incident protection



ARCTIC WOLF Unified Portal | Alamo Workforce Development Inc.

Coverage Score **90%** [See breakdown >](#) Risk Score **9,1** [View details >](#) Open Security Alerts **3** [View alerts >](#)

Tickets

Ticket #	Subject	Status	Created	
5512238	[MEDIUM]Suspicious use of Powershell Assembly class	With Customer	May 17, 2023 7:36 PM	View Ticket >
5554662	[MEDIUM]Incident: Cisco Secure Endpoint — Cisco Secure Endpoint Alert: Cloud IOC	With Customer	May 22, 2023 2:41 PM	View Ticket >
5524151	[MEDIUM]Incident: Active Directory account lockout event for user in administrators group	With Customer	May 19, 2023 3:28 PM	View Ticket >
5309016	Action Required: A Subset of Arctic Wolf Agents Offline or Duplicated	With Customer	Apr 25, 2023 1:31 PM	View Ticket >
5393252	Virtual Sensor configuration	With Customer	May 4, 2023 5:03 PM	View Ticket >

Observation Pipeline

Past 72 hours | [View Escalated Alerts](#)

Count	Description	Percentage
41,363,544	Analyzed Events	100%
479,659	Interesting Events	1%
4	Investigations	< 0.01%
1	Escalated Alerts	< 0.01%

Telemetry Health

[View Telemetry Sources](#)

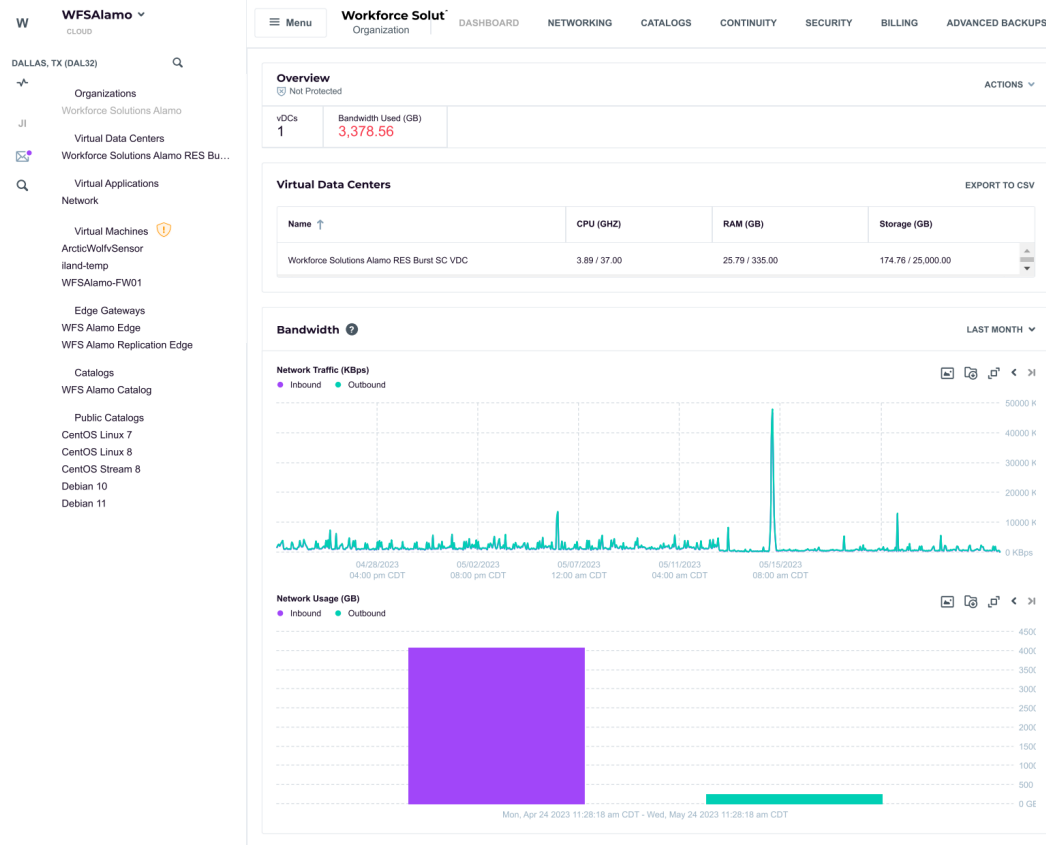
Category	Unhealthy	Needs Attention	Shipping	Healthy
Sensors	0	0	0	2
Scanners	0	0	1	1
Agents	0	505	0	864
Cloud Sensors	0	0	0	3

MANAGED NETWORK SOLUTION

- **UC Patching and Upgrades Q1 of 2023:**
 - Cisco Call Manager Upgraded to SU6 along with Cisco IM & Presence. Cisco Expressway Core and Edge also upgraded to latest security patches.
- **Upgrade ESXI Version - Completed in Q1 of 2023:**
 - Created an internal ticket to review current version and necessary patches for ESXI. Upgraded UC Hosts from ESXI 6.5u2 to 7.0u1
- **IOS Upgrades – Completed in Q1 of 2023**
 - Recommendation to upgrade all switches and routers throughout the organization.
- **Order/Install Auvik Licensing:**
 - Recommended tool for network visibility, proactive alerting and reporting. Deployed Auvik licenses for specific networking components for Vistana, Datapoint and remote locations.
- **Deploy Serviceability Connector:**
 - Recommendation from our team to deploy serviceability connector to all (3) CUCM servers and (2) UCCX server to gather essential and detailed logs for call quality.
- **Auto Attendant Issues and Recommended Resolution:**
 - Worked with WSA team to create voicemail boxes for Kerrville, Boerne, Floresville and Seguin centers to uniform with all other sites.
- **Call Center Closure Updates and Notification Changes:**
 - Worked with WSA and COSA staff to complete calendar updates to phone system closures table for last year and have reached out for any other changes or modifications required.
- **UC Software Review and Updates Q2 2023:**
 - We have a ticket open to review the UC software versions and determine if updates need to be applied. This will begin tomorrow and if updates are needed, we will schedule with the Alamo IT team.
- **Network Device Software Review and Updates Q2 2023:**
 - I will be opening a ticket for this quarter's review and updates and this effort will begin next week. If device reboots are needed, we will schedule with the Alamo IT team.
- **Datapoint wireless issue resolution:**
 - Worked with first floor tenant at Datapoint to split up wireless channels to reduce interference. This resolved a majority of the issues but one issue related to coverage still exists. Working to provide a quote for one AP to Alamo.

MANAGED CLOUD SOLUTION

Successfully migrated our environment to the cloud, pending actual cutover to happen on June 23rd



PROJECT MANAGEMENT SOLUTION

Collaborated with staff to implement and rollout Project management solution – Monday.com

The screenshot displays the Monday.com interface. At the top, there is a search bar labeled "Search Everything ..." and a "Save" button. Below the search bar, there are navigation tabs: "All", "Cross Boards / 2", "Updates / 0", "Files", "People", and "Tags". A "Filter by date" button is also visible. The main content area shows two Kanban boards. The first board is titled "request Forms" and has a group titled "On Hold / Issue". It contains a table with columns: Item, Form #, Assigned, Status, Date Submitted, Due Date, Date Completed, and Email. One item is listed: "304- Logo for Ambassador Email Signature / ...". The second board is titled "Workforce Ambassadors" and has a group titled "Group Title". It contains a table with columns: Item, Person, Status, and Date. One item is listed: "Item 1", assigned to a person, with a status of "Working on it" and a date of "Dec 15, 2022".

Item	Form #	Assigned	Status	Date Submitted	Due Date	Date Completed	Email
> 304- Logo for Ambassador Email Signature / ...			On Hold / Issue				

Item	Person	Status	Date
Item 1		Working on it	Dec 15, 2022

MIGRATION OF VOICE TO THE CLOUD

- Started preliminary discussion, implementation timeline will be pushed to later in the year
- Proposed solution will incorporate call center modernization

ADDITIONAL PROJECTS

- New policy, procedure and technology to support ban of ticktock
- Collaborate with the facilities team to audit laptop inventory
- Modernization of board room and training
- Upgrade of all TVC staffs to laptops

Kerrville Childcare Project



Presented by Katie Milton Jordan
Kerr Economic Development Corp.

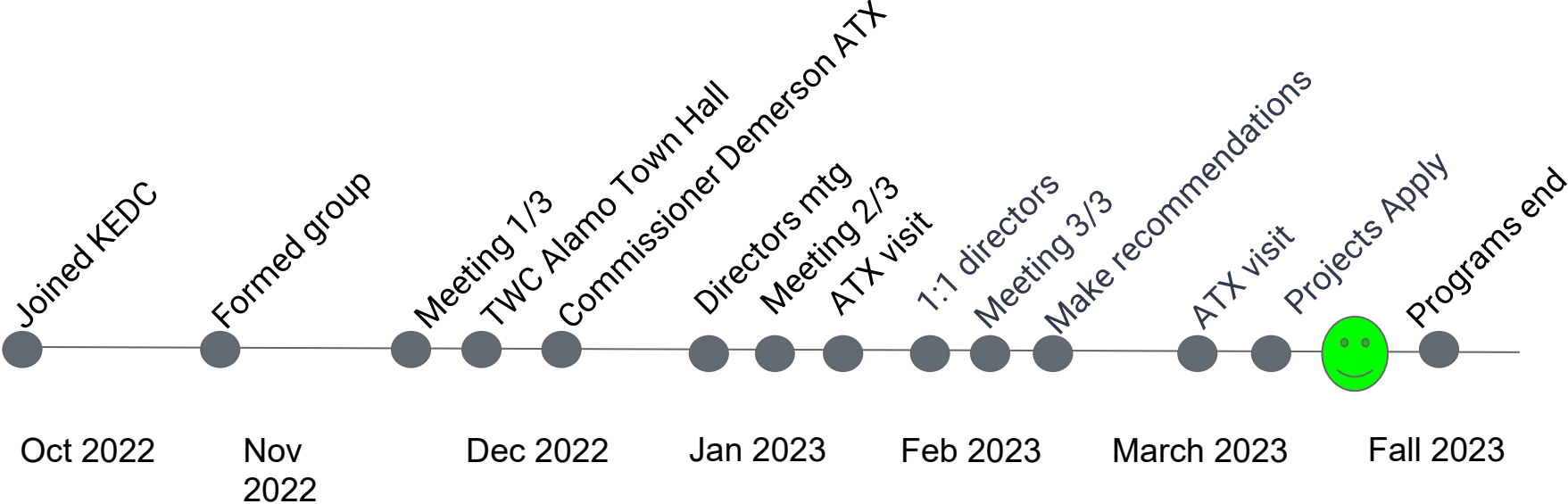
Program Description

Like many communities, our employers are having a hard time recruiting working parents to return to the workforce due to **childcare shortages**, post COVID. Specifically, we're experiencing a **lack of qualified providers** and **maxed out rosters** at existing centers. In the fall of 2022, our community requested that our EDO research the challenges preventing working parents from returning to the workforce in order to define them and **find sustainable and creative solutions** to address them in both the short term and long term.

Lean Approach

Given the size of our community (less than 25,000) and the size of our EDO (only 2 staffers) we knew we needed to take a **lean approach** in order to successfully continue to juggle our typical day-to-day responsibilities commonly associated with EDOs. Knowing that **nature abhors a vacuum**, we decided to create a small container with which to research the challenge, define it, and propose creative solutions. That container was a **90 day window** with **three 90-minute meetings**, evenly spaced out.

Timeline



Working Group Goals

1. Add 100 jobs to local civilian workforce over 12 month period
2. Identify at least 3 ways to solve the challenge and outline the project execution for each.
3. Meet with industry and community leaders to learn more about the challenges and potential solutions.
4. Make site visits, as appropriate, to local facilities to better understand what's going on.
5. Talk to potential owners of childcare start ups to gauge their interest and capability to solve the challenge given the right resources.
6. What is the root cause of the problem?

Success!

To the surprise of many, the working group succeeded in meeting its lofty goals despite the lean approach of our 90 day container and submitted the following summary and recommendations to our community on February 10, 2023.

Potential Projects

- 5 possible expansions (KROC, KISD)
- 4 possible start ups
- Strengthen workforce by 100 jobs

Community Recommendations

The working group has defined several specific challenges in this space, as well as a handful of creative tools that could be used to alleviate this community challenge.

- **Shared Services Alliance**
- **Partnering with established providers poised for expansion**
- **Further develop apprenticeship programs**
- **Childcare Business Incubator**

Community Recommendations

While we maintain all solutions identified have merit, we are recommending the community experiment with these 2 strategies, first.

- 1. Chamber of Commerce to create Childcare Alliance** to connect with and serve local childcare centers with strategic networking functions, access to community resources, and increased exposure. Alliance to elect/nominate leadership that will work with employers to poll employees on their childcare needs in an effort to gain clarity offered by additional data points.
- 2. KEDC to support KISD and KROC** center in their expansion plans over the next 90 days in order to maximize resources available at the state level.

Note on Recommendations

It may be valuable to note that, at this time, the sequence, timing, and pace of additional strategies will be informed by the community response we receive from experimenting with these two strategies.

Other Kerrville Childcare Wins

- Mayoral Proclamation of Child Care Provider Appreciation Day May 12, 2023
- Facilitated connection between philanthropic org and KROC to fund increased summer capacity by 100%/80 kids
- 33 working parents return to work
- Ernst & Young Case Study Feature
- Facilitated connection between city and KROC for free/reduced cost access to pool and ball fields
- In convos w philanthropic org about child care loan program

KEDC + WSA Childcare Partnership

Tool: Childcare Investments Partnership Program through TWC provides dollar for dollar match up to \$750,000

Proposal: EIC, Kerrville 4B funding entity, to invest \$750,000 for \$1.5M total

Details: KEDC and stakeholders to work with WSA staff to flesh out RFA

Example Timeline

June/July : Soft commitment from EIC and WSA

July/Aug : TWC Application process (2-month lead time required); donor funding agreement executed between EIC and WSA, contingent upon TWC approval

Oct: TWC application approval + EIC/WSA firm commitment; funding received (EIC+TWC) by WSA

Year End RFA opens to local centers and funds become available based on how quickly centers can apply and qualify

Katie Milton Jordan, MBA

KEDC
Director of Business Development,
Entrepreneurship & Talent

830-370-3714
katie@kerredc.com

Questions & Feedback?



AUDIT & FINANCE COMMITTEE REPORT



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Giovanna Escalante-Vela, CFO
Date: June 23, 2023
Regarding: FY2022 Annual Audit Report

SUMMARY:

The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2022, has been performed and completed by ABIP, PC. ABIP has performed its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Uniform Guidance. In performing the audit, they interviewed staff. They observed processes to develop a risk assessment over the internal controls and develop audit procedures they felt necessary to provide evidence for their audit opinions.

ABIP reports provided:

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

STAFF RECOMMENDATION:

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

STRATEGIC OBJECTIVE:

ABIP performed the following activity during their audit:

Financial Audit

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

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

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

DRAFT

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS - ALAMO

FINANCIAL STATEMENTS AND
FEDERAL AND STATE AWARDS REPORTS

FOR THE YEAR ENDED SEPTEMBER 30, 2022

abip

CPAs | ADVISORS

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



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INDEPENDENT AUDITOR'S REPORT

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

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

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

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Supplementary Information

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

Other Reporting Required by *Government Auditing Standards*

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

San Antonio, Texas
June 23, 2023



FINANCIAL SECTION



ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

DRAFT

STATEMENT OF FINANCIAL POSITION

September 30, 2022

ASSETS

CURRENT ASSETS

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

PROPERTY AND EQUIPMENT

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

Total assets \$ 18,268,176

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

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

Total liabilities 17,160,033

NET ASSETS

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

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

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

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

DRAFT

STATEMENT OF ACTIVITIES

For the year ended September 30, 2022

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

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

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

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2022

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

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

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

DRAFT

STATEMENT OF CASH FLOWS

For the year ended September 30, 2022

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

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies

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

Reporting entity

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

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

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

Formula-Funded Grants

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

CHILD CARE FORMULA FUNDED GRANTS

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

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

Mandatory Children In-Care

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

Discretionary Children In-Care

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

COVID Related Funds

Provider 20% Growth Support

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

Service Industry Recovery Child Care

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

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

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

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

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

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

FORMULA-FUNDED WORKFORCE DEVELOPMENT GRANTS

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

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

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

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

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

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

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

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

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

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

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

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

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

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

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

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

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

Workforce Commission Initiatives (WCI)

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

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

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

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

Fee-for-Service Grants

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

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

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

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

Other TWC Grants

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Reporting entity (continued)

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

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

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

OTHER LOCAL PROGRAMS

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Basis of accounting

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

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

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

Estimates

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

Income tax

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

Pension plan

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Compensated absences

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

Receivables

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

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

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

Revenue recognition and deferred revenue

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

In-kind contributions and donated services

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

Property and equipment

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(1) Summary of significant accounting policies (continued)

Property and equipment (continued)

The useful lives by type of asset are as follows:

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

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

Cost allocation plan

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

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

Functional allocation of expenses

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

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

DRAFT

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(2) Cash and cash equivalents

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

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

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

(3) Property and equipment

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

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(4) Leases

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

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

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

(5) Concentration of credit risk

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

(6) Contingent liabilities

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

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

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

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

NOTES TO FINANCIAL STATEMENTS

September 30, 2022

(7) Risk management

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

(8) Evaluation of subsequent events

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

FEDERAL AND STATE AWARDS SECTION



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

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

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

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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

San Antonio, Texas

June 23, 2023

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

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

Report on Compliance for Each Major Federal and State Program

Opinion on Each Major Federal and State Program

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

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

Basis for Opinion on Each Major Federal and State Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control over Compliance

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

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

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

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

San Antonio, Texas
June 23, 2023



ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

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

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

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

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

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

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

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

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

For the year ended September 30, 2022

(1) Basis of presentation

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

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

(2) Summary of significant accounting policies

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

Pass-through entity identifying numbers are presented where available.

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

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2022

SECTION I – SUMMARY OF AUDITOR’S RESULTS

FINANCIAL STATEMENTS

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

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

Noncompliance material to financial statements noted? Yes X No

FEDERAL AND STATE AWARDS

Internal control over major programs:

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

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

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

IDENTIFICATION OF MAJOR FEDERAL PROGRAMS

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

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

Auditee qualified as low-risk auditee? X Yes No

ALAMO WORKFORCE DEVELOPMENT, INC.
DBA WORKFORCE SOLUTIONS – ALAMO

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year ended September 30, 2022

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

IDENTIFICATION OF MAJOR STATE PROGRAMS

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

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

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

SECTION II – FINANCIAL STATEMENT FINDINGS

None were noted

SECTION III – FEDERAL AND STATE AWARDS FINDINGS AND QUESTIONED COSTS

None were noted

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

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

For the year ended September 30, 2022

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

Annual Audit Presentation

FY22 Audit Presentation:

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

Key Highlights:

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



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director of Procurement and Contracts
Date: June 23, 2023
Subject: RFP Update: Management and Operations of Adult and American Job Center Services

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

Update: A notice soliciting a Request for Proposals (RFP) was posted online and in the Texas Electronic State Business Daily (ESBD) on February 8, 2023, for a sixty (60) day period as per the RFP schedule. Procurement and Contracts issued an email to invite potential respondents to the RFP, and was posted on its eBid portal, Bonfire. The two proposals received by the RFP deadline were evaluated in accordance with the RFP specifications and requirements by independent evaluators. Additionally, the evaluation included oral presentations for the evaluation committee by the two Offerors, and because of this effort the recommendation is being finalized for award.

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

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

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

- Abide by all local, state, and federal regulations.
- Provide innovation and efficiency, expanding the delivery of services that aligns with the Board’s local plan, including subsequent plan modifications.
- The Contractor is expected to consistently maintain a professional attitude toward customers, contractors, and Board staff.

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

Alternatives: None.

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

Staff Recommendation: To proceed with awarding contract to C2 Global Professional Services as recommended by evaluators to the highest ranked Contractor to operate and manage the American Job Centers located throughout the Alamo Workforce Development Area in accordance with the proposed timelines:

RFP 2023-002 Proposal Tabulation

Purchase of Management and Operations Services of WSA American Job Centers for Adults

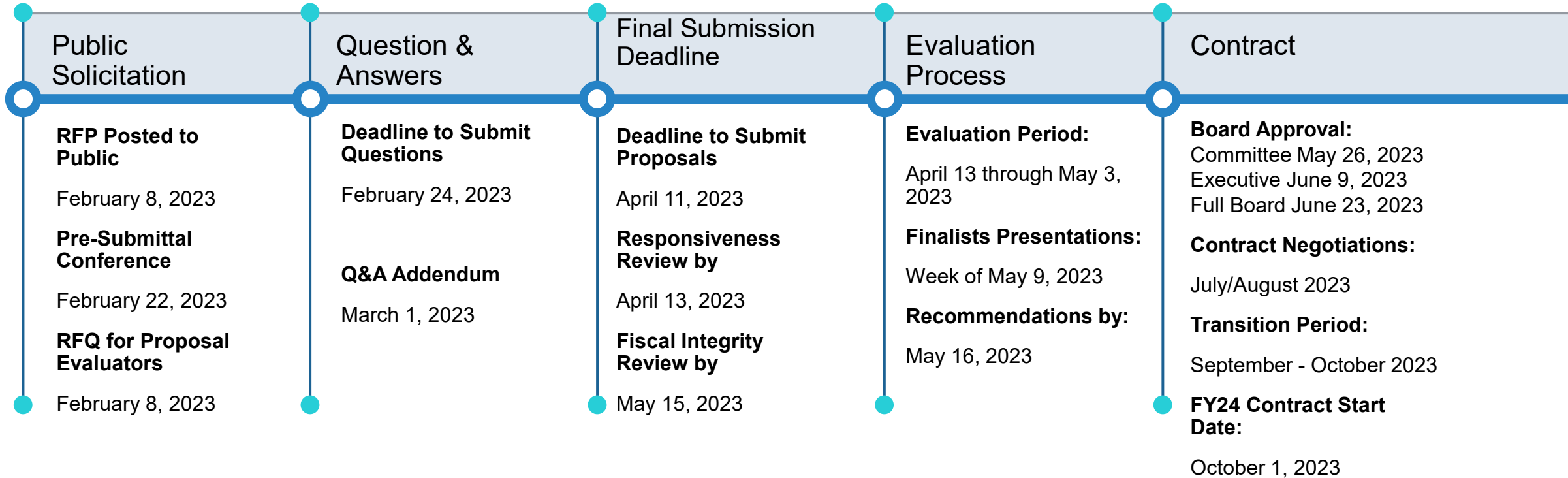
Item #	Item Description	C2 Global Professional Services	SERCO
1	Organizational Capacity	17.82	14.98
2	Experience/Effectiveness	8.43	7.81
3	Continuous Improvement	8.667	7.36
4	Rural Design & Approach	11.67	11.67
5	Urban Design & Approach	12.97	10.73
6	Innovation	12.67	11.12
7	Budget Narrative	4	3
8	Forms	9.86	9.55
9	Hub	0	0
	Total	86.08	76.23
	Overall Ranking	1	2

Next Steps: Pending approval by Workforce Solutions Alamo – Board of Directors; Procurement will work to negotiate and execute a contract with the awarded Offeror, by August 31, 2023.

Attachments: None

ADULT SERVICES RFP TIMELINE

Management and Operations of Adult Programs



ADULT SERVICES RFP RECOMMENDATION

Management and Operations of Adult Programs

Item #	Item Description	C2 Global Professional Services	Serco
1	Organizational Capacity	17.82	14.98
2	Experience/Effectiveness	8.43	7.81
3	Continuous Improvement	8.667	7.36
4	Rural Design & Approach	11.67	11.67
5	Urban Design & Approach	12.97	10.73
6	Innovation	12.67	11.12
7	Budget Narrative	4	3
8	Forms	9.86	9.55
9	Hub	0	0
Total		86.08	76.23
Overall Ranking		1	2

- Recommend awarding to C2 Global Professional Services as reflected in scoring tabulation.

MEMORANDUM

To: Board of Directors
 From: Adrian Lopez, CEO
 Presented by: Giovanna Escalante-Vela, CFO
 Date: June 23, 2023
 Regarding: TWC Annual Monitoring Report – Audit Resolution Letter

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

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

The following items were requested and provided:

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

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

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

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

FISCAL IMPACT: None

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

ATTACHMENTS: WSA Audit Resolution Procurement Response

TWC Audit Resolution Procurement

Background

Texas Workforce Commission (TWC) Audit Resolution Letter identifies findings reported by TWC's Monitoring Report #23.20.0001. The scope of the review was from 07/01/2021 to 07/01/2022. The Letter indicates that the Board did not comply with federal and state procurement requirements for six workforce center leases. By not adhering to procurement controls, the Board cannot demonstrate that all procurement actions were conducted in a manner providing for full and open competition.

Issues Identified

Issue #1:

For the Pearsall Workforce Center lease, the Board did not complete a market analysis prior to the option to renew on November 1, 2021, or a justification for staying at the current space. The Board provided a market analysis completed on October 5, 2022, which was late and did not contain sufficient information.

Documentation required:

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

Documentation Provided (Pearsall):

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

Current Status:

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

Next Steps:

Pending response from TWC.

Issue #2:

For the Floresville Workforce Center lease, the Board has a new lease beginning August 1, 2021. The Board did not conduct a needs determination for the square footage.

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

Documentation required:

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

Documentation Provided (Boerne and Floresville):

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

Current Status:

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

Next Steps:

Pending response from TWC.

Issue #3:

For the Kenedy Workforce Center lease, the Board exercised its option to renew. However, the lease renewal contained language for another option to renew for two years, that was not included in the procurement.

Documentation required:

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

Documentation Provided (Kenedy):

- Executed lease amendment to remove additional option.

Current Status:

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

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

Next Steps:

- Pending response from TWC.

Issue #4:

For the New Braunfels Workforce Center lease, the Board did not provide a needs determination for the square footage needed. The Board also executed an amendment to an expired lease instead of entering into a new lease.

Documentation required:

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

Documentation Provided (New Braunfels):

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

Current Status:

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

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

Next Steps:

Pending response from TWC.

Issue #5:

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

Documentation required:

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

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

Documentation Provided (Hondo):

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

Current Status:

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

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

Next Steps:

Pending response from TWC.

Issue #6:

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

Documentation required:

Please provide current procurement documentation for the broker selected.

Documentation Provided (Broker's Contract):

- Procurement file – Commercial Real Estate Broker

Current Status:

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

Next Steps:

Pending response from TWC.

Issue #7:

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

Documentation required:

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

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

Documentation Provided:

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

Current Status:

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

Next Steps:

Pending response from TWC.

Additional Documentation required:

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

Documentation Provided (Training):

- Provided Invites, PowerPoint, and recorded training.

Current Status:

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

Next Steps:

Pending response from TWC.

Requirement

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

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

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

Goal

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

Objectives

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

Actions

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

Board staff will take the following steps:

- WSA will perform a lease-by-lease summary of each property with required documentation to address findings with the implementation of lease procedures and tools not previously in place.
- TWC does not request WSA to break any lease but expects WSA to perform a complete and transparent procurement before exercising any renewal options on a current lease.
- WSA will also review all existing leases to ensure proper procurement.
- For recently exercised options, Audit Resolution may require a market analysis after the fact to make sure the lease option was the best value.
- TWC provided that original lease procurements must indicate renewal option periods. Therefore, additional option periods not included in the original lease cannot be exercised without new procurement.
- TWC acknowledged there is a significant difference between urban and rural leases. The best value in rural areas may include multiple options due to the lack of lease space in that market. Factors such as existing buildout, location, and availability of other locations are all factors that may be considered.

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

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

Additional Controls Over Expiring Contracts:

Procurement has developed a contract management database that is updated regularly by reviewing contract expiration dates and in addition to any other contract-related action.

Agency-Wide Procurement Improvements:

In March 2022, the Board contracted with The Syndicate Wave, LLC. to address the prior years' TWC recommendation, listing procurement as an area of concern. The independent consultant assessed the Procurement area, identifying several required vital control needs. The Board had contracted with The Syndicate Wave, LLC to assess, recommend, and implement agency-wide improvements to the procurement and contract management process. This includes strengthening controls by updating policies and implementing standard operating procedures.

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

- Improve Procurement Governing Practices and Enhancing Best Practices.
- Capacity Building and Strengthening Policy & Procurement System(s) Performance.
- Procurement checklists and other tool kits to improve efficiency and effectiveness.
- Contract Compliance and Monitoring Improvements.
- Standardization of Procurement Planning, Timeline, Requirements, and Operating Procedures.

- Records Management Policies (including the utilization of electronic storage).
- Vendor Diversity Outreach Policy Improvements (SMWVBE/HUB).
- Procurement Professional Development Recommendations and Training.
- Support Audit reconciliation activities and any “Cure” actions

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

Next Steps:

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

UPDATE ON TWC MONITORING REPORT

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

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

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



Controls Implementation Update:

Audit Resolution: (Pending)

- Requested documentation provided to TWC.

Contract Management (Actively Monitoring):

- Database has been developed that tracks all contract actions.

Facility Lease Procurements (Implemented):

- Developed Standard Operating Procedure for Workforce Center Leases.

Procurement Consultant Recommendations (In-Process):

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

Roles and Responsibilities (Ongoing):

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

Contract Automation

TO MAXIMIZE CONTRACT LIFECYCLE
MANAGEMENT



Automate
approvals and
signing



Standardize
contract
authoring



Improve
business
relationships



Leverage
electronic
signature
integrations



Boost
compliance
and decrease
risk

MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Giovanna Escalante-Vela, CFO
Date: June 23, 2023
Regarding: FY23 Budget Amendment #2

SUMMARY: The Board staff prepares a budget that is subsequently amended due to changes in funding or the adequate alignment of resources. Budget Amendment #2 is increasing the overall budget by \$2,539,876.16 and realigns the funds from Corporate, Facilities, and Child Care Reserve to Service Delivery. This alignment is essential in ensuring funding is available to deliver Workforce Development Services throughout the community.

The Board requests approval to increase the budget from \$171,694,542 to \$174,234,415, an increase of \$2,539,873.16 or approximately 1.5%. This change increases Service Delivery by \$6,720,428.16.

Corporate: Corporate expenditures were budgeted at \$9,136,108; the Board is requesting the following changes resulting in a net decrease in corporate expenditures of (\$917,500), reallocated to service delivery.

- (1) Personnel Decrease (\$550,000): Decrease in personnel due to vacant positions that have not been filled.
- (2) Facility Increase \$25,000: Increase corporate facilities to account for Common Area maintenance resulting from increased shared facility cost.
- (3) Equipment Related Increase of \$27,500: \$27,500 is being requested to replace ten staff computers that are more than five years old. Additionally, a \$35,000 line-item adjustment is requested between Software Licenses and Software Maintenance and Support; this has a net effect of zero.
- (4) General Office Decrease of (\$45,000): \$25,000 decrease in advertising related to employee recruitment from \$35,000 to \$10,000. \$20,000 decrease in office supplies from \$50,000 to \$30,000, most Board staff are currently working a hybrid schedule which has decreased the need for consumable office supplies such as paper and other general office supplies.
- (5) Board Expenses: Realign \$8,000 from Board Member Meetings to Board Member Training and Development for expenses related to the Board retreat.

Facilities: Corporate expenditures were budgeted at \$7,126,233; the Board is requested to decrease the overall budget by \$375,000 for delayed delivery of the Mobile Unit; as of September 30, 2023, the Mobile Unit is expected to be no more than 20% complete. Other line-item facility-

related shifts are being requested as costs at the Workforce Centers are expected to increase by \$25,000 through September 30, 2023.

Child Care Reserve: The Child Care Reserve is being requested to be decreased by \$3,263,055, resulting in a Direct Care and Child Care Match reserve of \$10,245,869.02. The childcare match is typically utilized in the first quarter of the fiscal year due to overlapping grant periods during the fiscal Board year. On average, the Child Care Reserve is between \$9 million and \$16 million depending on TWC contracted targets, the number of children in care, and the utilization of the waitlist.

Projects: There is currently no change being requested to projects.

Service Delivery: Service Delivery experiences regular changes in funding as several have different start and end dates, and decreases in administration, oversight, and utilization of the Child Care Reserve also cause the programs to increase/decrease.

The attached line-item budget details, changes by fund, and significant items include the following:

- Dislocated Worker Designation for Adults of \$500,000 does not impact the overall budget.
- Child Care increase of \$4,164,041 and Child Care match utilization of \$5,085,470.
- Child Care Service Industry Recovery decrease of funds not utilized of (\$1,575,443)
- Ready to Work funding realigned from Operations to Service Delivery of \$405,572.

STAFF RECOMMENDATION:

Discussion and possible action to approve Budget Amendment #2 for the period of October 1, 2022, to September 30, 2023.

ATTACHMENTS:

Budget Summary

Line-Item Budget

Budget Fund and Category

Budget Comparison- FY23 Budget Amendment #1 to FY23 Budget Amendment #2										
Budget Category	FY23 Budget Initial Budget	FY23 Proposed Budget Amendment #1	FY23 Actual (Apr'22)	Exp. (%)	FY23 Forecast	FY23 Projected Expenditures	FY23 Proposed Budget Amendment #2	Increase/ Decrease (\$)	Increase/ Decrease (%)	Budget Justification
Corporate - Personnel Base										
Salaries	\$ 4,331,451.00	\$ 4,331,451.00	\$ 2,030,815.00	46.89%	\$ 1,950,636.00	\$ 3,981,451.00	\$ 3,981,451.00	\$ (350,000.00)	-8.08%	Realign personnel savings to Service Delivery
Fringe Benefits	1,316,021.00	1,316,021.00	523,294.00	39.76%	592,727.00	1,116,021.00	1,116,021.00	(200,000.00)	-15.20%	
Staff Travel	62,000.00	62,000.00	29,856.00	48.15%	32,144.00	62,000.00	62,000.00	-	0.00%	
Staff Development	162,000.00	162,000.00	55,779.00	34.43%	106,221.00	162,000.00	162,000.00	-	0.00%	
Total Personnel	\$ 5,871,472.00	\$ 5,871,472.00	\$ 2,639,744.00	44.96%	\$ 2,681,728.00	\$ 5,321,472.00	\$ 5,321,472.00	\$ (550,000.00)	-9.37%	
Corporate -Facilities	\$ 417,817.00	\$ 422,817.00	\$ 264,083.00	62.46%	\$ 183,734.00	\$ 447,817.00	\$ 447,817.00	\$ 25,000.00	5.91%	Additional CAM Charges
Corporate - Equipment Related	226,819.00	226,819.00	115,538.00	50.94%	138,781.00	254,319.00	254,319.00	27,500.00	12.12%	Replace Corporate Staff Computers that are over five years old
Corporate -General Office	705,000.00	710,000.00	301,360.00	42.45%	363,640.00	665,000.00	665,000.00	(45,000.00)	-6.34%	
Corporate - Professional Services	1,385,000.00	1,860,000.00	792,359.00	42.60%	1,067,641.00	1,860,000.00	1,860,000.00	-	0.00%	
Corporate - Board of Directors	45,000.00	45,000.00	35,794.00	79.54%	9,206.00	45,000.00	45,000.00	-	0.00%	
Corporate Total	\$ 8,651,108.00	\$ 9,136,108.00	\$ 4,148,878.00	45.41%	\$ 4,444,730.00	\$ 8,593,608.00	\$ 8,593,608.00	\$ (542,500.00)	-5.94%	
Facilities	\$ 6,826,232.43	\$ 7,126,232.43	\$ 837,379.00	11.75%	\$ 5,913,853.43	\$ 6,751,232.43	\$ 6,751,232.43	\$ (375,000.00)	-5.26%	FY23 saving due to timing delays relign to Service Delivery
Child Care Reserve	\$ 14,923,178.00	\$ 13,508,924.02	\$ 1,464,254.00	10.84%	\$ 8,781,615.02	\$ 10,245,869.02	\$ 10,245,869.02	\$ (3,263,055.00)	-24.15%	Move Child Care reserve to Direct Care, additional reserve from Child Care March for Q1 of Fy24
Projects	\$ 364,820.00	\$ 424,380.30	\$ 54,214.02	12.77%	\$ 370,166.28	\$ 424,380.30	\$ 424,380.30	\$ -	0.00%	
Service Delivery	\$ 133,150,524.79	\$ 141,498,896.90	\$ 75,720,288.02	53.51%	\$ 72,499,037.04	\$ 148,219,325.06	\$ 148,219,325.06	\$ 6,720,428.16	4.75%	
Facilities & Service Delivery	\$ 155,264,755.22	\$ 162,558,433.65	\$ 78,076,135.04	50.29%	\$ 87,564,671.77	\$ 165,640,806.81	\$ 165,640,806.81	\$ 3,082,373.16	1.90%	
Total Budget	\$ 163,915,863.22	\$ 171,694,541.65	\$ 82,225,013.04	50.16%	\$ 92,009,401.77	\$ 174,234,414.81	\$ 174,234,414.81	\$ 2,539,873.16	1.48%	

Workforce Solutions Alamo FY23 Budget
October 1, 2022-September 30, 2023
BUDGET AMENDMENT #2
Workforce Solutions Alamo
Board Fiscal Year October 1, 2022 - September 30, 2023
Budget Amendment #2
FY23 Annual Budget

	Approved Budget		Budget Amended #1		Budget Amended #2		Amended Budget
	2022-2023		2022-2023		2022-2023		2022-2023
PERSONNEL							
Salaries/Wages	\$ 4,331,451.00	\$	-	\$	(350,000.00)	\$	3,981,451.00
Fringe Benefits	1,316,021.00		-		(200,000.00)		1,116,021.00
Staff Travel	62,000.00		-		-		62,000.00
Staff Training/Development	162,000.00		-		-		162,000.00
PERSONNEL SUBTOTAL:	\$ 5,871,472.00	\$	-	\$	(550,000.00)	\$	5,321,472.00
FACILITY							
Rent	\$ 417,817.00	\$	5,000.00	\$	25,000.00	\$	447,817.00
FACILITY SUBTOTAL:	\$ 417,817.00	\$	5,000.00	\$	25,000.00	\$	447,817.00
EQUIPMENT/RELATED COSTS							
Equipment Purchases	\$ 50,000.00			\$	27,500.00	\$	77,500.00
Equipment Rental	15,000.00						15,000.00
Repair & Maintenance-Equipment	-						-
Software Licenses	61,819.00				35,000.00		96,819.00
Software Maintenance & Support	100,000.00				(35,000.00)		65,000.00
EQUIPMENT/RELATED COSTS SUBTOTAL:	\$ 226,819.00	\$	-	\$	27,500.00	\$	254,319.00
GENERAL OFFICE EXPENSES							
Communications	\$ 50,000.00	\$				\$	50,000.00
Advertising	35,000.00				(25,000.00)		10,000.00
Insurance	300,000.00						300,000.00
Office Supplies	50,000.00				(20,000.00)		30,000.00
Postage/Shipping/Other	7,500.00						7,500.00
Printing, Binding & Reproduction	20,000.00						20,000.00
Publications & Subscriptions	7,500.00						7,500.00
Dues	25,000.00						25,000.00
Storage	15,000.00		5,000.00		-		20,000.00
Marketing (External)	120,000.00						120,000.00
Miscellaneous Costs	25,000.00						25,000.00
Non Federal	50,000.00						50,000.00
GENERAL OFFICE EXP SUBTOTAL:	\$ 705,000.00	\$	5,000.00	\$	(45,000.00)	\$	665,000.00
PROFESSIONAL SERVICES							
Legal-General Corporate Matters	\$ 100,000.00	\$	-	\$	-	\$	100,000.00
Legal-Other Corporate Matters	75,000.00		50,000.00				125,000.00
Audit	75,000.00						75,000.00
Monitoring (Contractor)	500,000.00						500,000.00
Professional Services	600,000.00		425,000.00				1,025,000.00
Payroll Fees	35,000.00						35,000.00
PROFESSIONAL SERVICES SUBTOTAL:	\$ 1,385,000.00	\$	475,000.00	\$	-	\$	1,860,000.00
BOARD EXPENSES							
Board Member Travel	\$ 5,000.00	\$	-	\$		\$	5,000.00
Board Member Training/Development	25,000.00		-		8,000		33,000.00
Board Meetings/Misc.	15,000.00				(8,000)		7,000.00
BOARD EXPENSES SUBTOTAL:	\$ 45,000.00	\$	-	\$	-	\$	45,000.00
TOTAL WSA CORPORATE BUDGET	\$ 8,651,108.00	\$	485,000.00	\$	(542,500.00)	\$	8,593,608.00

Workforce Solutions Alamo FY23 Budget
October 1, 2022-September 30, 2023
BUDGET AMENDMENT #2
Workforce Solutions Alamo
Board Fiscal Year October 1, 2022 - September 30, 2023
Budget Amendment #2
FY23 Annual Budget

	Approved Budget 2022-2023	Budget Amended #1 2022-2023	Budget Amended #2 2022-2023	Amended Budget 2022-2023
SUMMARY:				
Personnel	\$ 5,871,472.00	\$ -	\$ (550,000.00)	\$ 5,321,472.00
Facility	417,817.00	5,000.00	25,000.00	447,817.00
Equipment/Related Costs	226,819.00	-	27,500.00	254,319.00
General Office Expenses	705,000.00	5,000.00	(45,000.00)	665,000.00
Professional Services	1,385,000.00	475,000.00	-	1,860,000.00
Board Expenses	45,000.00	-	-	45,000.00
TOTAL WSA CORPORATE BUDGET	\$ 8,651,108.00	\$ 485,000.00	\$ (542,500.00)	\$ 8,593,608.00

FACILITY & INFRASTRUCTURE BUDGET

Facility Related Occupancy	\$ 3,673,539.00		\$ -	\$ 3,673,539.00
Equipment Related	1,121,562.63	50,000.00	(400,000.00)	771,562.63
Rental of Equipment	124,916.00		(25,000.00)	99,916.00
Software Related	506,139.60		25,000.00	531,139.60
Communications	294,235.20		100,000.00	394,235.20
General Office	105,840.00		25,000.00	130,840.00
Other Professional Services	500,000.00		(100,000.00)	400,000.00
Reserve Facility (Port San Antonio Relocation)	500,000.00	250,000.00		750,000.00
TOTAL FACILITY & INFRASTRUCTURE BUDGET	\$ 6,826,232.43	\$ 300,000.00	\$ (375,000.00)	\$ 6,751,232.43

RESERVE UNOBLIGATED	\$ 14,923,178.00	(1,414,253.98)	(3,263,055.00)	\$ 10,245,869.02
PROJECTS	\$ 364,820.00	59,560.30	-	\$ 424,380.30

SERVICE DELIVERY BUDGET

ADULT-CHILD CARE-WORKFORCE COMMISSION INITIATIVES	\$ -	\$ 109,820.00	\$ (109,820.00)	\$ -
ADULT-MIDDLE SKILLS GRANT			116,439.00	116,439.00
ADULT-MILITARY FAMILY SUPPORT	766,362.00	(435,522.83)	3,300.70	334,139.87
ADULT-NATIONAL DISLOCATED WORKER-COVID-19	2,902,091.72	(1,258,874.52)	5,733.35	1,648,950.55
ADULT-NATIONAL DISLOCATED WORKER-WINTER STO	34,836.33	15,894.70	(3,718.17)	47,012.86
ADULT-NON CUSTODIAL PARENT	361,548.19	3,103.20	(2,539.02)	362,112.37
ADULT-REEMPLOYMENT SERVICES	637,195.37	98,036.56	(139,506.40)	595,725.53
ADULT-SKILLS DEVELOPMENT FUND- LONESTAR NATIONAL BANK	250,000.00	(8,398.86)	(46.53)	241,554.61
ADULT-SNAP E&T	658,889.46	4,586.08	209,293.17	872,768.71
ADULT-STUDENT HIREABILITY NAVIAGATOR	81,576.52	3,184.34	(9,264.34)	75,496.52
ADULT-TANF	5,516,454.27	742,466.34	190,177.47	6,449,098.08
ADULT-TRADE ACT SERVICES	500,000.00	(449,600.00)	2,853.90	53,253.90
ADULT-TRAINING AND EMPLOYMENT NAVIGATOR	-	111,799.43	(311.58)	111,487.85
ADULT-VR PAID WORK EXPERIENCE	-	25,000.00	-	25,000.00
ADULT-WIOA ADULT	2,662,647.13	115,386.06	-	2,778,033.19
ADULT-WIOA DISLOCATED	4,334,259.28	36,433.28	(314,790.45)	4,055,902.11
ADULT-WIOA RAPID RESPONSE	59,376.77	6,506.73	(26,141.50)	39,742.00
ADULT-WIOA-DESIGNATION (DW FOR ADULTS)			500,000.00	500,000.00
CHILD CARE CCDF	67,787,949.60	10,088,947.07	4,164,041.76	82,040,938.43
CHILD CARE CCDF- SUPPLEMENTAL DIRECT CARE	5,929,133.00	-		5,929,133.00
CHILD CARE CCM	2,177,272.00	11,000.00	5,085,470.00	7,273,742.00
CHILD CARE CCP	6,621,905.00	-	(470,639.92)	6,151,265.08
CHILD CARE CONTRACTED SLOTS	596,800.00	-	(357,917.45)	238,882.55
CHILD CARE-CCQ QUALITY	1,792,078.81	5,965,969.25	(1,238,715.74)	6,519,332.32
CHILD CARE-CCQ TEXAS RISING STAR INCENTIVES	1,150,000.00	-	-	1,150,000.00
CHILD CARE-SERVICE INDUSTRY RECOVER	5,468,899.14	(524,695.97)	(1,575,443.24)	3,368,759.93
CITY OF SAN ANTONIO- READY TO WORK	18,901,285.00	(6,507,787.57)	405,571.99	12,799,069.42
CITY OF SAN ANTONIO-NON-FEDERAL TñJA			31,265.00	31,265.00
FACILITIES-INFRA SUPPORT VR	81,096.00	8,904.00	(7,773.50)	82,226.50
SPECIAL-EXTERNSHIP FOR TEACHERS	184,000.00	3,631.26	100,082.85	287,714.11
SPECIAL-VR SUMMER EARN AND LEARN	650,000.00	-	-	650,000.00
YOUTH-WIOA YOUTH	3,044,869.21	182,583.56	162,826.81	3,390,279.58
SERVICE DELIVERY BUDGET	\$ 133,150,524.79	\$ 8,348,372.11	\$ 6,720,428.16	\$ 148,219,325.06

TOTAL	\$ 163,915,863.22	\$ 7,778,678.43	\$ 2,539,873.16	\$ 174,234,414.81
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Workforce Solutions Alamo FY23 Budget

October 1, 2022-September 30, 2023

BUDGET AMENDMENT #2

FUNDING SOURCE	BUDGET AMENDMENT #2 ADJUSTMENTS	AMMENDED BUDGET OCTOBER 1, 2022- SEPTEMBER 30, 2023	EXPENDITURES				
			CORPORATE TOTAL	FACILITIES	PROJECTS/OTHER	SERVICE DELIVERY CONTRACTOR OPERATIONS	CLIENTS
ADULT-CHILD CARE WORK COMMISSION INITIATIVES	(109,820.00)	-	-	-	-	-	-
ADULT-MIDDLE SKILLS GRANT	116,439.00	116,439.00	-	-	-	-	116,439.00
ADULT-MILITARY FAMILY SUPPORT	7,887.23	342,171.23	3,491.36	4,540.00	-	324,598.67	9,541.20
ADULT-NATIONAL DISLOCATED WORKER	-	1,935,311.14	194,859.63	91,500.96	-	799,632.20	849,318.35
ADULT-NATIONAL DISLOCATED WORKER - WINTER STORM	(12,187.13)	62,792.26	13,300.80	2,478.60	-	-	47,012.86
ADULT-NON CUSTODIAL PARENT	(32,117.83)	436,073.00	64,917.63	9,043.00	-	307,880.14	54,232.23
ADULT-RE-EMPLOYMENT SERVICES	-	850,280.00	197,067.47	57,487.00	-	595,725.53	-
ADULT-SKILLS DEVELOPMENT FUND- LONESTAR NATIONAL BANK	-	245,045.97	3,491.36	-	-	14,000.00	227,554.61
ADULT-SNAP E&T	116,076.00	1,499,502.00	251,351.10	375,382.19	-	761,747.41	111,021.30
ADULT-STUDENT HIREABILITY NAVIAGATOR	(17,499.63)	194,641.37	114,839.85	4,305.00	-	75,496.52	-
ADULT-TANF	571,410.69	8,365,167.07	934,548.49	981,520.51	-	5,379,349.44	1,069,748.64
ADULT-TRADE ACT SERVICES	5,159.61	55,559.61	-	2,305.71	-	-	53,253.90
ADULT-TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	-	133,415.26	21,927.41	-	-	111,487.85	-
ADULT-VRS PAID WORK EXPERIENCE	-	25,000.00	-	-	-	-	25,000.00
ADULT-WIOA ADULT	495.79	4,960,857.00	738,017.99	1,444,805.81	-	2,112,371.19	665,662.00
ADULT-WIOA DISLOCATED	(500,000.00)	5,891,609.74	801,803.12	1,033,904.51	-	2,654,473.19	1,401,428.92
ADULT-WIOA RAPID RESPONSE	-	65,883.50	26,141.50	-	-	39,742.00	-
ADULT-WIOA-DESIGNATION- DW TO ADULT	500,000.00	500,000.00	-	-	-	-	500,000.00
CHILD CARE CCDF	5,335,076.00	92,909,944.42	2,708,213.97	204,195.00	-	4,806,790.00	77,234,148.43
CHILD CARE CCDF SUPPLEMENTAL DISTRIBUTION DIRECT CARE	-	5,929,133.00	-	-	-	-	5,929,133.00
CHILD CARE CCM	-	9,563,014.00	-	-	-	-	7,273,742.00
CHILD CARE CCP	(195,719.25)	6,426,185.75	274,920.67	-	-	-	6,151,265.08
CHILD CARE CONTRACT SLOTS	(357,917.45)	238,882.55	-	-	-	-	238,882.55
CHILD CARE QUALITY	(1,327,417.00)	6,892,058.00	310,975.68	61,750.00	-	5,450,648.32	1,068,684.00
CHILD CARE QUALITY TEXAS RISING STAR INCENTIVES	-	1,150,000.00	-	-	-	-	1,150,000.00
CHILD CARE SERVICE INDUSTRY RECOVERY	(1,575,443.24)	3,368,759.93	-	-	-	104,748.29	3,264,011.64
CITY OF SAN ANTONIO-NON-FEDERAL Tfjsa	31,265.00	31,265.00	-	-	-	-	31,265.00
CITY OF SAN ANTONIO-READY TO WORK	-	13,268,856.00	442,262.25	27,524.34	-	4,181,321.84	8,617,747.58
FACILITIES-EMPLOYMENT SERVICES	(85,417.00)	197,252.00	3,768.97	193,483.03	-	-	-
FACILITIES-EMPLOYMENT SERVICES	-	701,715.00	25,905.70	675,809.30	-	-	-
FACILITIES-INFRA SUPPORT VR	(37,688.00)	459,683.00	5,464.03	371,992.47	-	82,226.50	-
FACILITIES-VETERANS EMPLOYMENT SERVICE	-	284,084.00	17,831.09	266,252.91	-	-	-
SPECIAL-ASPEN INSTITUTE	-	37,500.00	-	-	37,500.00	-	-
SPECIAL-COMMUNITY FOUNDATION	-	50,000.00	-	-	50,000.00	-	-
SPECIAL-RESOURCE ADMIN GRANT	-	11,857.00	5,516.00	6,341.00	-	-	-
SPECIAL-SUMMER EARN & LEARN	-	900,000.00	57,369.70	-	192,630.30	130,000.00	520,000.00
SPECIAL-TEACHERS EXTERNSHIP	106,726.00	306,726.00	14,011.89	5,000.00	-	227,714.11	60,000.00
SPECIAL-WORK COMMISSION INITIATIVES	-	94,250.00	-	-	94,250.00	-	-
UNRESTRICTED-NON-FEDERAL	-	100,000.00	50,000.00	-	50,000.00	-	-
YOUTH-WIOA YOUTH	564.37	5,633,501.00	1,311,610.34	931,611.10	-	1,930,510.10	1,459,769.46
Total	\$ 2,539,873.16	\$ 174,234,414.81	\$ 8,593,608.00	\$ 6,751,232.43	\$ 424,380.30	\$ 30,090,463.30	\$ 118,128,861.75

Budget Amendment #2

June 23, 2023

Giovanna Escalante-Vela, CFO



Budget Amendment #2 Summary

Budget Comparison - FY23 Budget Amendment #1 to FY23 Budget Amendment #2									
Budget Category	FY23 Budget Initial Budget	FY23 Proposed Budget Amendment #1	FY23 Actual (Apr'22)	Exp. (%)	FY23 Forecast	FY23 Projected Expenditures	FY23 Proposed Budget Amendment #2	Increase/ Decrease (\$)	Increase/ Decrease (%)
Corporate - Personnel Base									
Salaries	\$ 4,331,451.00	\$ 4,331,451.00	\$ 2,030,815.00	46.89%	\$ 1,950,636.00	\$ 3,981,451.00	\$ 3,981,451.00	\$ (350,000.00)	-8.08%
Fringe Benefits	1,316,021.00	1,316,021.00	523,294.00	39.76%	592,727.00	1,116,021.00	1,116,021.00	(200,000.00)	-15.20%
Staff Travel	62,000.00	62,000.00	29,856.00	48.15%	32,144.00	62,000.00	62,000.00	-	0.00%
Staff Development	162,000.00	162,000.00	55,779.00	34.43%	106,221.00	162,000.00	162,000.00	-	0.00%
Total Personnel	\$ 5,871,472.00	\$ 5,871,472.00	\$ 2,639,744.00	44.96%	\$ 2,681,728.00	\$ 5,321,472.00	\$ 5,321,472.00	\$ (550,000.00)	-9.37%
Corporate - Facilities	\$ 417,817.00	\$ 422,817.00	\$ 264,083.00	62.46%	\$ 183,734.00	\$ 447,817.00	\$ 447,817.00	\$ 25,000.00	5.91%
Corporate - Equipment Related	226,819.00	226,819.00	115,538.00	50.94%	138,781.00	254,319.00	254,319.00	27,500.00	12.12%
Corporate -General Office	705,000.00	710,000.00	301,360.00	42.45%	363,640.00	665,000.00	665,000.00	(45,000.00)	-6.34%
Corporate - Professional Services	1,385,000.00	1,860,000.00	792,359.00	42.60%	1,067,641.00	1,860,000.00	1,860,000.00	-	0.00%
Corporate - Board of Directors	45,000.00	45,000.00	35,794.00	79.54%	9,206.00	45,000.00	45,000.00	-	0.00%
Corporate Total	\$ 8,651,108.00	\$ 9,136,108.00	\$ 4,148,878.00	45.41%	\$ 4,444,730.00	\$ 8,593,608.00	\$ 8,593,608.00	\$ (542,500.00)	-5.94%
Facilities	\$ 6,826,232.43	\$ 7,126,232.43	\$ 837,379.00	11.75%	\$ 5,913,853.43	\$ 6,751,232.43	\$ 6,751,232.43	\$ (375,000.00)	-5.26%
Child Care Reserve	\$ 14,923,178.00	\$ 13,508,924.02	\$ 1,464,254.00	10.84%	\$ 8,781,615.02	\$ 10,245,869.02	\$ 10,245,869.02	\$ (3,263,055.00)	-24.15%
Projects	\$ 364,820.00	\$ 424,380.30	\$ 54,214.02	12.77%	\$ 370,166.28	\$ 424,380.30	\$ 424,380.30	\$ -	0.00%
Service Delivery	\$ 133,150,524.79	\$ 141,498,896.90	\$ 75,720,288.02	53.51%	\$ 72,499,037.04	\$ 148,219,325.06	\$ 148,219,325.06	\$ 6,720,428.16	4.75%
Facilities & Service Delivery	\$ 155,264,755.22	\$ 162,558,433.65	\$ 78,076,135.04	50.29%	\$ 87,564,671.77	\$ 165,640,806.81	\$ 165,640,806.81	\$ 3,082,373.16	1.90%
Total Budget	\$ 163,915,863.22	\$ 171,694,541.65	\$ 82,225,013.04	50.16%	\$ 92,009,401.77	\$ 174,234,414.81	\$ 174,234,414.81	\$ 2,539,873.16	1.48%



Budget Amendment #2 - Corporate Changes

- Personnel Decrease - (\$550,000)
 - Due to vacant positions that have not been filled.
- Facility Increase - \$25,000
 - To account for Common Area Maintenance (CAM) resulting from increased shared facility costs.
- Equipment Related Increase - \$27,500
 - Request to replace 10 staff computers over 5 years old.
 - Line-item adjustment of \$35,000 between Software Licenses and Software Maintenance & Support (net effect of zero).



Budget Amendment #2 - Corporate Changes

- General Office Decrease – (\$45,000)
 - Decrease in Advertising related to employee recruitment (\$25,000).
 - Decrease in Office Supplies due to hybrid working environment (\$20,000).
- Board of Directors
 - Realign \$8,000 from Board Member Meetings to Board Member Training & Development for expenses related to Board Retreat.



Budget Amendment #2 - Facilities & Reserve

- **Facilities Decrease - (\$375,000)**
 - Mobile Workforce Unit (MWU) due to delayed delivery. As of September 30, 2023, the MWU is expected to be approximately 20% complete.
 - Other line-item facility-related shifts as costs at the Workforce Centers are expected to increase.
- **Child Care Reserve Decrease - (\$3,263,055)**
 - Results in a Direct and Child Care Match reserve of \$10,245,869.02.
 - Child Care Match is typically utilized in the first/last quarter of the fiscal year due to overlapping grant periods during the Board fiscal year.



Budget Amendment #2 - Service Delivery

- Service Delivery Significant items:
 - Dislocated Worker Designation for Adults of \$500,000 does not impact the overall budget.
 - Child Care increase of \$4,164,041 and Child Care Match utilization of \$5,085,470.
 - Child Care Service Industry Recovery decrease of funds not utilized of **(\$1,575,443)**.
 - Ready to Work funding realigned from Operations to Service Delivery of \$405,572.



Budget Amendment #2 - Service Delivery

PROGRAM	AMOUNT
WIOA	\$ 321,894.86
TANF/SNAP	399,470.64
NON CUSTODIAL PARENT	(2,539.02)
TRAINING AND EMPLOYMENT NAVIGATOR	(311.58)
VR - NAVIGATOR AND PAID WORK EXPERIENCE	(9,264.34)
VR - INFRASTRUCTURE SUPPORT	(7,773.50)
REEMPLOYMENT SERVICES	(139,506.40)
NATIONAL DISLOCATED WORKER	2,015.18
SKILLS DEVELOPMENT FUND CARRY OVER ADJUSTMENT	(46.53)
WORKFORCE INITIATIVES - CHILD CARE	(109,820.00)
MIDDLE SKILLS GRANT	116,439.00
MILITARY FAMILY SUPPORT	3,300.70
TRADE ACT (PROGRAM SUN SETTING)	2,853.90
TEACHER EXTERNSHIP	100,082.85
CHILD CARE	7,182,238.65
CHILD CARE SERVICE INDUSTRY RECOVERY	(1,575,443.24)
TRAIN FOR JOBS SAN ANTONIO - NON-FEDERAL	31,265.00
READY TO WORK MULTI-YEAR GRANT	405,571.99
TOTAL	\$ 6,720,428.16





Questions





EARLY CARE & EDUCATION COMMITTEE REPORT



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: June 23, 2023

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.

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 Child Care community.

WSA continues to invite Early Learning Programs to the WSA Quality Cohorts that provides guidance and assistance to programs interested in obtaining TRS certification and additionally provides opportunities for programs to learn about other agencies/organizations that are available to assist in enhancing and elevating their program. WSA continues to oversee and manage the Quality Budget and the CRRSA funding to ensure that Early Learning Programs have the tools and resources needed to build and maintain quality. WSA is reaching out to rural communities to better understand childcare needs and to provide and link them with resources available. WSA is working closely with United Way of San Antonio and ESC 20 to create a more efficient and seamless process for mentoring/coaching centers towards quality and continues to collaborate and share information on Centers designated as Entry Level to aid mentors/coaches in our Board areas, 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.

- Alamo Board currently has 425 centers meeting entry level designation and requiring outreach to become TRS.
 - 361 LCCC
 - 64 Homes
 - 113 Rural
 - 98 LCCC
 - 15 Homes

- 312 Bexar
 - 262 LCCC
 - 49 Homes
- 77 Providers have submitted an interest form to join WSA's Spring Cohort 2023
 - 62- Bexar
 - 52 LCCC
 - 10 Homes
 - 15- Rural
 - 11 LCCC
 - 04 Homes
- 70/425 Providers recently completed the WSA Quality Cohort
 - 55 Bexar
 - 15 Rural
- Initial WSA pilot cohort 11 Providers completed.
 - 7 have received a TRS Assessment
 - 4 received a TRS 4 Star certification.
 - 2 received a TRS 3 Star certification.
 - 1 received a TRS 2 Star certification.
 - 4 are either in process of submitting application, have submitted or (1) is ineligible until December due to CCR deficiencies.

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. WSA's Fall & Spring 2022 Cohort has successfully reached 82 centers.

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/Curantis/Avance on business coaching opportunities, we are currently reaching out to National Association for Family Child Care (NAFCC), National Association for the Education of Young Children (NAEYC), as well as 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.

In November 2022, WSA invited several partners to the table to discuss the distribution of the Coronavirus Recovery Relief Supplemental Funding, in order to determine the investment that

would have the most impact in the Early Child Care community. After careful consideration, WSA moved forward with the decision to distribute 1.8 million to Early Child Care staff in the way of providing wage bonuses to those working within the Child Care center, as well as provide incentives for staff who provided support in reaching and maintaining TRS certification and invested \$404,773.01 towards Recruiting/Outreach for new centers to begin the path towards Texas Rising Star. The original goal being to reach 30 centers, and as previously mentioned above, WSA has already exceeded that goal, and has successfully outreached & enrolled 82 centers into the cohort and has 77 who will have/should have begun the WSA Spring 2023 cohort that just launched on April 27, 2023. 70 programs recently completed the WSA Fall 2023 Cohort and will be working towards applying for certification, and 8 out of 11 centers who participated in WSA's Fall Cohort have successfully completed TRS certification.

In an effort to better understand the needs for childcare that rural communities have, and to provide support and resources on childcare, WSA has been hosting Rural Townhalls/Community conversations with our 12 surrounding communities. WSA has created a partnership with Child Care Regulations, who is also attending and participating in these discussions and providing the community with additional resources and guidance upon request. WSA has almost completed our first cycle, having completed town halls in Kerr, Frio, Wilson, Comal, Gillespie, Atascosa, Karnes, Guadalupe, Bandera, and Medina counties.

In August 2022, WSA partnered with United Way of San Antonio to re-launch & re-brand WSA's Provider Council. An application was sent out, and 32 responses were received from interested Directors/Owners. Based on a variety of characteristics, such as location of center, national accreditation/TRS certification status, previous membership, and center type, WSA and United Way selected 16 Directors/Owners to join 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 continued to align the mentoring/coaching process towards quality TRS, by working with United Way of San Antonio and ESC 20 to create a more cohesive approach to mentoring and is coordinating warm handoffs between coaches/mentors between organizations, to support the Provider with a seamless experience towards TRS certification. This newly implemented process is receiving positive feedback by 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/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 425 Entry Level Designated Centers who are eligible to begin working with a mentor towards TRS certification.

As mentioned at our March Early Learning Meeting, WSA completed the procurement process for Professional Development/Trainers to support our Early Child Care centers and has created a tentative schedule of professional development opportunities for our Early Learning Programs. Currently a schedule for professional development has been developed and will run through August 2023, after which WSA will evaluate the professional development and discuss next FY opportunities. In March, WSA hosted 2 professional development opportunities, in April WSA hosted 10, and we are scheduled to offer 8 in May, 7 in June, and 7 in both July and August.

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.
- Providers that fail to comply with the basic requirements or points threshold by March 31, 2023, will no longer be eligible to serve CCS families, thus ending their provider agreement and transferring any children in care within two weeks.
- For current CCS providers that do not initially comply with Entry Level requirements, the end date is March 2023.
- For current CCS providers that do comply with Entry Level requirements, the end date is September 2024.
- For new CCS providers, the end date is 24 months from the start date (when the CCS Provider Agreement was signed).

As we continue to work with our Early Learning Programs towards elevating and maintaining quality, the following are the investments that have been made into both ELD enrolled in a cohort and/or TRS certified programs.

- \$2,166,150 to 60 Providers staff bonuses: 1493 staff have been awarded. The additional Q5 bonus was awarded to 58 centers. *2 centers were excluded due to CCS withdrawal and/or ineligibility.
- \$403,325 Texas Rising Star Incentives directly paid to 1,427 staff for helping to meet/maintain or raise the quality of their program.
- \$404,773 quality materials to include indoor/outdoor kits, parent kits, and ASQs for centers enrolled in the WSA cohort.

- \$41,051 additional materials/supplies to TRS centers
- \$218,550 monetary incentives
- \$12,000 college tuition/incentives
- \$69,708 professional development
- \$138,500 Special Incentive: Awarded to the 8 centers who originally had applied for the wage bonus initiative, but who did not meet the matrix criteria required to be selected for awarding of the staff wage bonuses. WSA was able to award these 8 centers wage bonuses for 2 quarters & will also be awarding them an additional 3rd quarter bonus.

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 (workforce 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 deadlines and timeline for new CCS providers designated as Entry Level.

- WSA has been aware that current CCS providers—providers with an active agreement as of October 3, 2022—would be administratively designated as Entry Level, effective October 3, 2022, and would be 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 will 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.



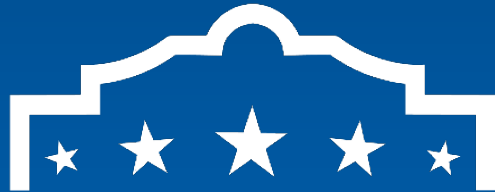
Entry Level Designation & Efforts Towards Increasing and Accessing Quality

Texas Rising Star Entry Level Designation

[Texas Government Code, §2308.3155](#) requires all CCS child care and early learning programs be included in the Texas Rising Star program at an Entry Level designation and requires TWC to establish a maximum length of time (24-months) that a child care and early learning program can participate at Entry Level designation.

To qualify for Entry Level designation, a child care and early learning program must meet the minimum quality standards outlined below and will receive technical assistance and support under the Texas Rising Star program.

- licensed or registered with CCR (may have an initial permit) or regulated by the United States Military;
- not on Corrective or Adverse Action with CCR; and
- meets the points threshold of 75 for high- and medium-high-weighted CCR deficiencies (based on a review of CCR licensing history within the most recent 12 months)



Texas
Rising Star

Entry Level Designation Timeline
for Child Care Programs

Child care programs that provide Child Care Services (CCS) will be required to participate in the Texas Workforce Commission Texas Rising Star certification program via an Entry Level Designation. This timeline is for providers that have a current CCS agreement with their Workforce Solutions Board (Board) as of 10.03.22. Timeframes for new CCS providers are the same but deadlines will shift accordingly. CCS programs can be screened as needed or warranted for Texas Rising Star initial certification eligibility at any time between 10.03.22 – 09.30.24.

By October 3, 2022 Determine Entry Level Designation Eligibility

- Your Board will evaluate your program to determine eligibility for Entry Level Designation and assign a mentor to support your program.
- Eligible > Begin working toward your Texas Rising Star certification. Certification Deadline: 09.30.24.
- Not eligible > You will receive an allowance to provide CCS for an interim timeframe. Re-evaluation Deadline: 03.31.23.

By March 31, 2023 Re-Evaluate Entry Level Designation Eligibility (as applicable)

- Your Board will re-evaluate your program for Entry Level Designation eligibility.
- Eligible > Begin working toward your Texas Rising Star certification. Certification Deadline: 09.30.24.
- Not Eligible > Your CCS provider agreement will be terminated. Children in care will be transferred to an eligible provider.

By September 30, 2023 Evaluate Texas Rising Star Certification Eligibility

- Your Board will evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will acknowledge certification eligibility and schedule an assessment prior to 09.30.24.
- Not Eligible > Your program will have six months to meet eligibility. Re-evaluation Deadline: 03.31.24.

By March 31, 2024 Re-Evaluate Texas Rising Star Certification Eligibility

- Your Board will re-evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will conduct a Texas Rising Star assessment to award certification prior to 09.30.24.
- Not Eligible > Your program will have six months to meet eligibility. You may NOT receive new family referrals during this time. Re-evaluation Deadline: 09.30.24.

By September 30, 2024 Establish Texas Rising Star Certification

- Your Board will re-evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will conduct a Texas Rising Star assessment to award certification. Certification Deadline: within three months, by 12.30.24.
- Not Eligible > Your CCS provider agreement will be terminated. Children in care will be transferred to an eligible provider.

Entry Level Designation & WSA Texas Rising Star Quality Pathway Cohort



425 providers have been identified by
TWC as meeting Entry Level Designation

312 Bexar & 113 Rural

- 361 Centers (262 Bexar/98 Rural)
- 64 Homes (49 Bexar/15 Rural)



WSA Texas Rising Star Quality Pathway Cohort



Currently 77 out of 425 eligible Providers are enrolled in the WSA Quality Cohort

- **62 Bexar**
 - 52 LCCC
 - 10 Homes
- **15 Rural**
 - 11 LCCC
 - 4 Homes

A total of 81 Providers have completed a WSA Quality Cohort since 10/2022

- 7 have received a TRS Assessment
 - 4 received a TRS 4 Star certification.
 - 2 received a TRS 3 Star certification.
 - 1 received a TRS 2 Star certification.
 - 4 are either in process of submitting application, have submitted or (1) is ineligible until December due to CCR deficiencies.

WSA Efforts for Access to Quality

•PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR EARLY LEARNING PROGRAMS:

- March: 2 completed
- April: 10 completed
- May: 8 in progress
- June: 7 scheduled
- July: 7 scheduled
- August: 7 scheduled

•WSA Quality Cohorts:

- 11: Spring 2022 Cohort (completed)
- 71: Fall 2023 Cohort (completed)
- 77: Spring 2023 Cohort (In process)

•WSA/UWSA: Provider Council

•Alamo Pathway to Quality (Coaches/Mentors alignment across organizations)



WSA Efforts for Access to Quality: Investments in Quality



- **\$2,166,150** to **60 Providers** staff bonuses: **1493 staff** have been awarded Quarters 1-4. (*Q5 bonus awarded* to 58 centers. *2 centers have been excluded due to CCS withdrawal and ineligibility.
- **\$403,325** Texas Rising Star Incentives for **1,427 Staff**
- **\$404,773** Quality materials to include indoor/outdoor kits, parent kits, and ASQs for Centers enrolled in the WSA cohort.
- **\$41,051** Additional materials/supplies to TRS centers
- **\$218,550** Monetary incentives to purchase Quality materials for center
- **\$12,000** College tuition/incentives
- **\$69,708** Professional development (i.e. TXAEYC conference, NAFCC conference, CDA renewals, etc)
- **\$138,500** Special Incentive: Awarded to the 8 centers who originally applied but did not meet the matrix criteria, were awarded & will receive 2 quarters & *an additional 3rd Quarter bonus.*

Alamo Quality Efforts



Texas Rising Star - 144

- 2 Star- 4
- 3 Star- 28
- 4 Star- 112
- Bexar 122/Rural 22

Entry Level Designation (ELD) - 425

- Bexar 312/Rural 113

Spring 2022 Cohort - 11

- Bexar 11/Rural 0

Fall 2022 Cohort - 70

- Bexar 55/Rural 15

Spring 2023 Cohort - 77

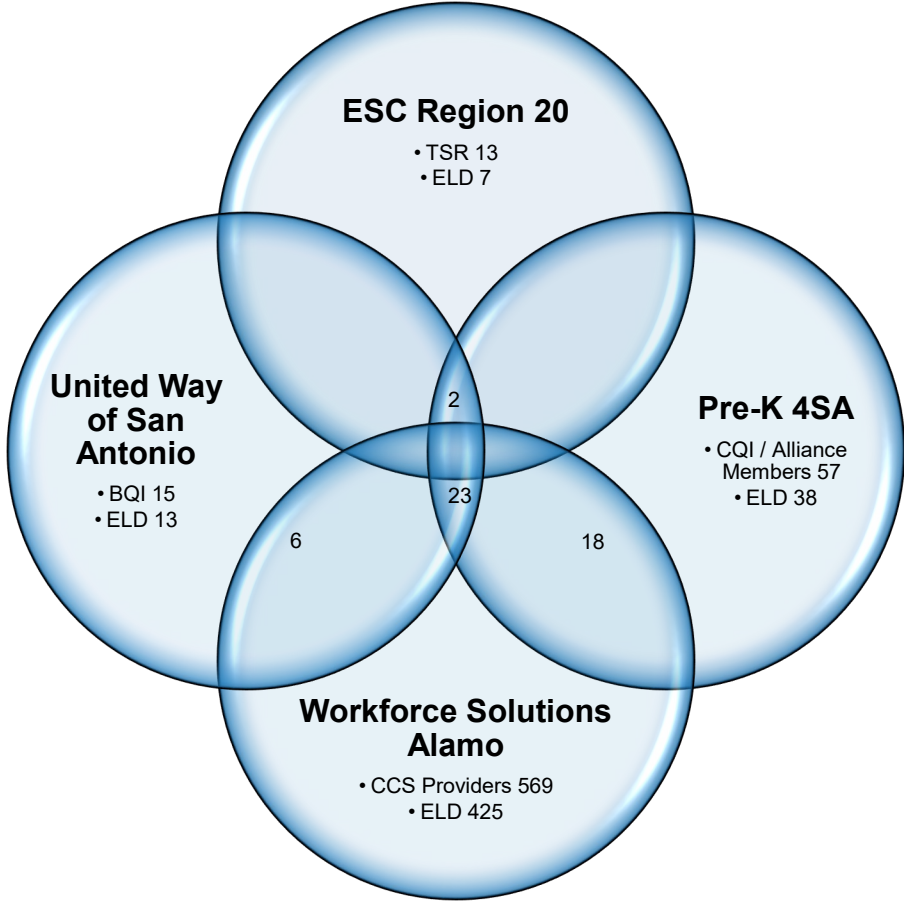
- Bexar 62/Rural 15

Dual Efforts (ELD)

- ESC Region 20/WSA- 3
- Pre-K 4SA/WSA- 18
- Pre-K 4SA/UWSA- 2
- WSA/UWSA- 6
- Pre-K 4SA/WSA/UWSA- 23

*Relative Care excluded from the total amount of CCS providers

*CCS & TRS numbers varies





Questions?



YOUTH COMMITTEE REPORT



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Terry Trevino, Director of Programs

Date: June 23, 2023

Subject: Youth Updates – Initiatives and Opportunities

Summary: To provide an update on Youth Program. The Workforce Solutions Alamo (WSA) Youth Committee has resumed its quarterly meetings as the last meeting was held March 11, 2022, due to staff transition.

Analysis: The Youth Committee Focus will consist of:

- Support planning, operations, and other opportunities related to the delivery of youth services.
- Identify gaps in services, coordinate youth policies and procedures, ensure quality services, and leverage resources.
- Bring experts together, generate ideas and discussions, foster partnerships, and ultimately meet the needs of the local youth in the 13-county area.

Initiatives and Opportunities:

****These are in the planning phase and updates will be provided in future meetings****

- Career Pathway Youth Events – Staff has 2 Urban and 2 Rural events scheduled. The first of four occurred on May 26, 2023, from 10 am – 2 pm focused on Education/Healthcare/Warehousing & Transportation. 108 students were in attendance from YouthBuild, BCFS, Rise Recovery, Lanier HS, and Juvenile Probation.
- ISD Focus - In collaboration with Youth Committee members, we are developing innovative educational and employment initiatives and expanding our partnership with SAISD.
- Workforce on Wheels – WSA is in the process of procuring a mobile unit that will support our outreach to the 27 area school districts targeting 50% rural and 50% urban.
- SA WORX - Currently exploring a relationship with SA WORX to build upon each organization's youth program and increase access to support and services within our community.

- Ace Race – This event has been added to our annual event calendar to foster and encourage partnerships between educational institutions and industry partners. Our goal is to continue to foster our partnership with South Texas Business Partnership and explore potential sponsorship for rural districts for next year’s event along with development of a curriculum that will provide the students with a certificate at completion. WSA will initiate Sponsorship RFP in August 2024.
- Annular & Total Eclipse – This October 2023 the Annular Solar Eclipse will occur and next year, 2024 Total Eclipse. The development of courses for teachers, presentations, events such as a space symposium and fund raising for special glasses for students is currently in development.
- Rodeo Youth Event – The purpose of this event is to expose incoming 8th graders to the Ag Mechanics industry pathways that is focused on agricultural power and mechanization. In 2024 WSA Staff and Contractor will have a presence at the Rodeo and provide outreach support in Employer attendance and provide sponsorships.
- Student-to-Student Snapchat Reel – The purpose of this contest is to utilize a social medial platform, Snapchat, to help promote WSA youth programs.
- Summer Job Fest – This event is championed by Representative Gervin-Hawkins, and we will assist in recruiting employers and serve on the planning committee.
- WSA Youth Rural Efforts – Staff will attend rural chamber, city and county events, host job fairs, develop a newsletter, target rural corner geographical services by visiting centers, and hold events/seminars.
- Make it Movement – WSA is exploring opportunities with this organization for collaboration.
- Summer TANF Initiative – WSA will inspire youth interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program.

27 Board Study

An analysis on the 27 Texas Workforce Boards’ Youth Program websites was performed to gather common key aspects and program design to enhance the current WSA youth program. Workforce Solutions Southeast Texas showcases a vibrant and interactive website and digital content. Workforce Solutions for the Heart of Texas includes an interactive chat box for website visitors.

Fiscal Impact: N/A

Recommendation: WSA will utilize the Youth Committee as a community collaborative for leadership, planning, implementation, and oversight. Ensuring an inclusive and diverse network of partners including schools, employers, and effective community-based organizations are partners in this collaborative and that we are providing opportunities and funding to the youth in the 13 counties. Develop the roles and responsibilities of the Youth Committee.

Next Steps: Schedule the next committee meeting.



Initiatives and Opportunities

Career Pathways - Youth Events



- Second Baptist Church Community Center
- May 26, 2023, 10:00am-2:00pm
- Education/Healthcare/Warehousing & Transportation
- 108 students in attendance from YouthBuild, BCFS, Rise Recovery, Lanier HS, and Juvenile Probation



AEROSPACE



- Rural Focus – Braden Keller Community Center, Medina County
- June 29, 2023
- Aerospace/Robotics/Construction, other industries are welcome to participate



- Rural Focus
- Date & Location: TBD
- IT/Finance/Healthcare



- Urban Focus - TBD
- CPS Headquarters
- Oil and Gas & Engineering

ISD FOCUS: SAISD

Purpose: Building relationships and opportunities within the San Antonio Independent School District. SAISD is one of the largest districts with underserved students in the Alamo area region.

- Strengthen relationships
- Participate in the Design Committee for CCMR/Advisory Board
- Support events with Dr. Vahalik (Senior Job Fair at PAC)
- Foster partnerships with the 5-Career –Focused P-Techs that align with our sector-based model H-TECH (Healthcare) at Fox Tech, Cyber P-Tech at Sam Houston, Edison P-Tech School of Business, CSP-TECH at Lanier (Const. Science), Highlands P-Tech (Aerospace, Engineering, Manufacturing, & Welding)
- Engagement with SAISD’s 28 CTE Programs to strengthen the talent pipeline



WORKFORCE ON WHEELS

Purpose: For the Youth Program to be inclusive on the mobile bus and are requesting time allotment for youth-focused outreach

Suggestions for bus:

-VR Goggles

-What else should we include as part of youth engagement?

Outreach: Develop a mobile unit outreach plan and events



SA WORX



Purpose:
Currently exploring a relationship with SA WORX to build upon each organization's youth program and increase access to supports and services within our community.



Common Goals:
Work experience opportunities connecting youth with employers
Program expansion to reach more students, educators, and employers each year
Co-enrollments and Reverse Referrals



ACE RACE

Purpose: To foster and encourage partnerships between educational institutions and industry partners. Created as an opportunity for student programs in high school and community colleges.

Vision: Generate excitement and awareness of vocational opportunities associated with Science, Technology, Engineering, and Math (STEM).

2024 WSA Sponsorship:
Raise funds to support up to 3 cars.
Initiate RFP Sponsorship for ACE Race in August



ANNULAR & TOTAL ECLIPSE

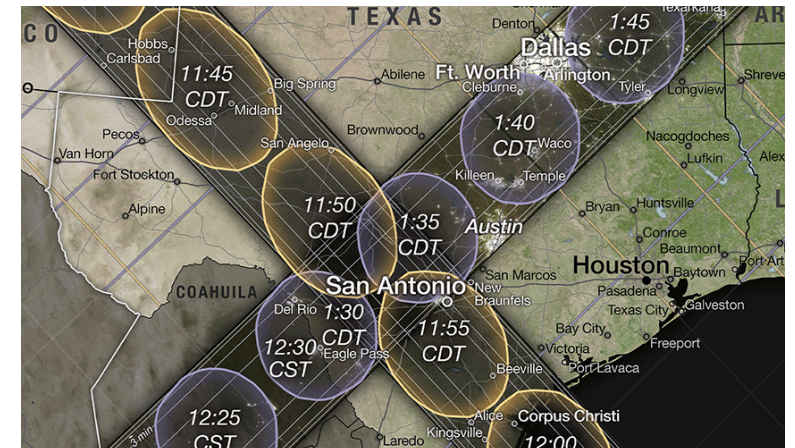
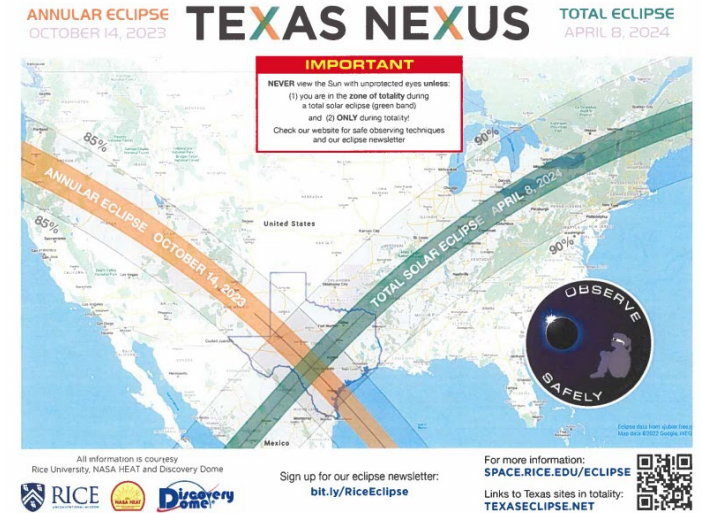
"Once In a Lifetime" event in partnership with Southwest Research Institute

Dates:

- October 2023 – Annular (Sun will be covered except for a "ring of fire")
- Next year 2024 – Total (Total darkness in our area for 4-min with temp dropping until the sun slowly emerges)

Planning in Process:

- Preparing a survey to assist with planning logistics and course/presentation development
- Target science teachers
- Identify # of glasses to purchase
- Identify # of Teachers
- Identify # of Students
- Identify # of events



Rodeo Youth Event

Freeman Coliseum - Ag Mechanics Building

Proposed Strategy: To expose incoming 8th graders to the Ag Mechanics industry pathways that is focused on agricultural power and mechanization.

2023 San Antonio Stock Show & Rodeo Competitions open Statewide to Texas School CTE/STEM Programs



STUDENT-TO-STUDENT SNAPCHAT REEL

Proposed Strategy: Utilize the social media platform, Snapchat, to promote WSA youth programs and initiatives to boost youth engagement

- **Timeline: August 2023 - Dec 31, 2023**

- Student Led Initiative
 - Students create video reels highlighting WSA services
 - Invite area school districts to participate as a competition
- Local partners serve as judges
- Best "add" reel selected as the winner
- Award the most efficient and active school district with the most successful outcomes:
 - Most Views
 - Most Shares
 - Most Comments



Job Fest 2023



Job Fest 2023 Overview:

- 879 Job Seekers
- 75 Table Hosts: Employers & Resources
- Part-Time Positions: TBD
- Full-Time Positions: TBD
- Internships: TBD
- Average age: TBD

Job Fest 2024 Planning Updates:

- Tentative date scheduled for June 1, 2024
- Championed by Rep. Gervin-Hawkins
- WSA Business Service
Representatives secure employers
- WSA Youth team serves on the planning committee
- YES! Program attends and recruits youth seeking training and support



WSA YOUTH RURAL STRATEGIES



Attend Chamber meetings within rural cities/counties



Host at least 2 job fairs in rural counties



Target each rural corner of geographical service area by visiting centers



Newsletter to rural districts regarding WSA services, and events



Informative Seminars – Creating memorable and impactful experiences at various venues by providing speakers and resources

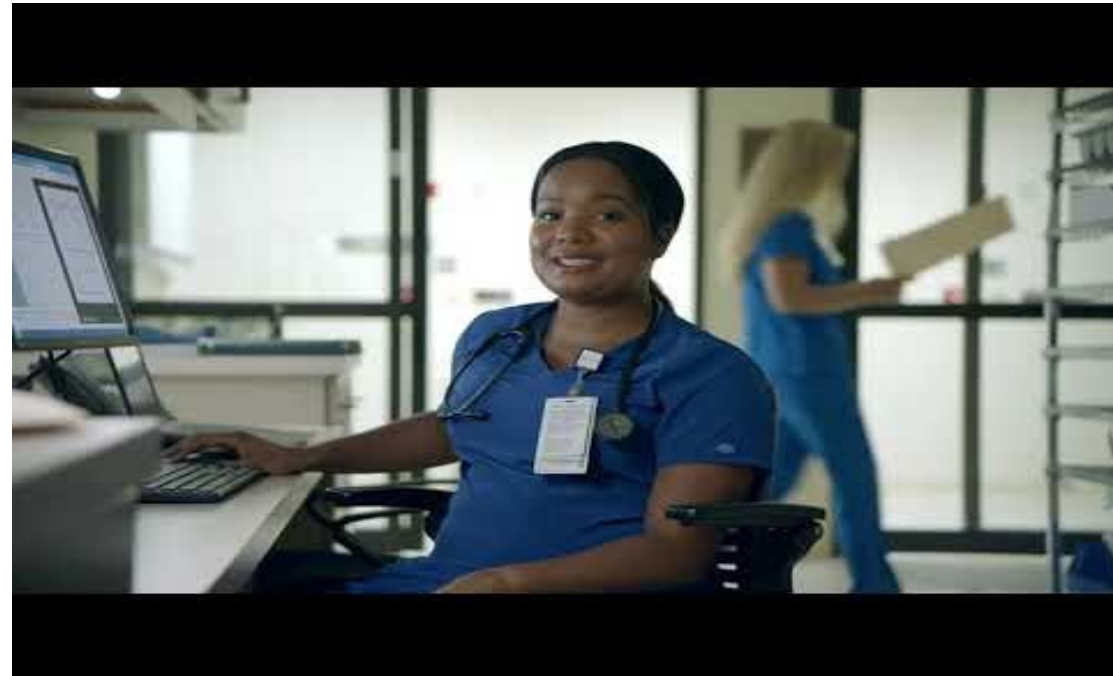


Enhance marketing efforts



MAKE IT MOVEMENT

Purpose: A non-profit organization dedicated to reaching young people while in high school and introducing them to career where higher learning equals higher earning.



Strategies:

- Staff is exploring opportunities with this organization for collaboration.
- Scholarships for students to attend Make It Movement events in collaboration with other areas



Summer TANF Initiative

Purpose: Alamo will inspire young people's interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program.

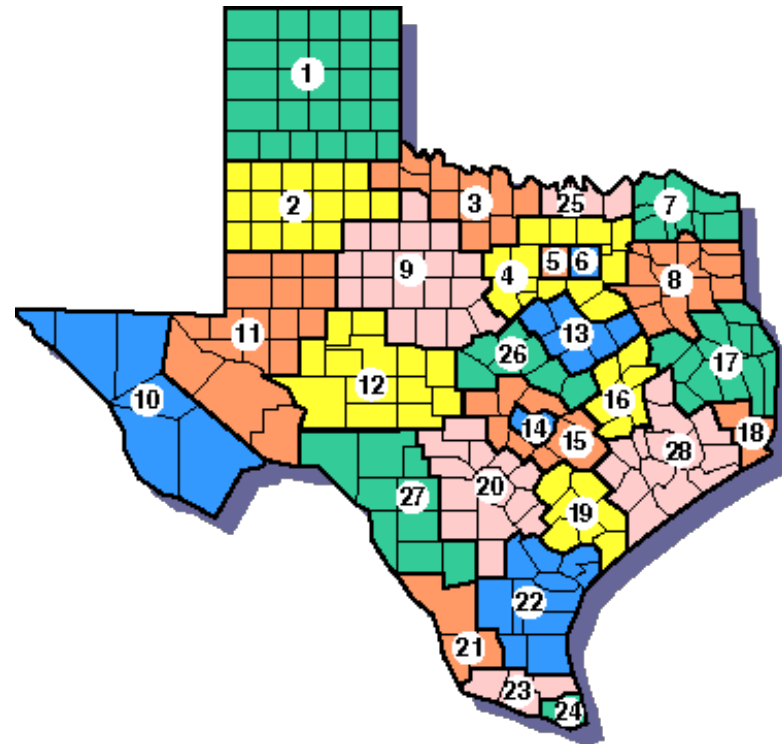


Enrollment Target	Enrollment YTD	Target Audience	Start Date	End Date
200	0 (Due to Halt in Program)	Youth Ages 16-24	TBD	9/30/23



Call to Action: Alamo needs STEM providers for this initiative and is welcoming all potential applicants to apply: https://c2gps.net/?page_id=1347

27 BOARD STUDY Workforce Solutions Texas



YOUTH PROGRAMS

Workforce Solutions Southeast Texas

Region includes: Hardin, Jefferson and Orange counties

- Vibrant and interactive website
- Texas Reality Check Link and Video
- Youth EXPO Digital Folder



Youth Services

Interested in Training?

Reality Check

Career Exploration

Youth Expo Digital Folder



Workforce Solutions for the Heart of Texas

Region includes:
Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties

Website contains an interactive chat box which is a great tool for participants seeking guidance or information



A screenshot of the Workforce Solutions website. The top navigation bar includes the logo "WORKFORCE SOLUTIONS HEART OF TEXAS" with the tagline "Linking Jobseekers and Employers", social media icons for Facebook and Twitter, a search bar, and a language selection dropdown. The main banner features a photo of two workers in a factory setting with the text "Get the training you need for the job you want. Find out if you qualify for free training through our..." and a green "APPLY NOW" button. An interactive chat box is overlaid on the bottom right, containing a thank-you message and a list of topics: "Child Care", "Education, Training and/or Wor...", and "Finding a Job".

Most Frequently Used Website Links on Board Youth Webpages



<http://www.workintexas.com/>



<https://jobsyall.com/>



<https://texasrealitycheck.com/>



Questions?



STRATEGIC COMMITTEE REPORT



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: June 23, 2023

Subject: Local Plan Update – 2-Year Modification

Summary:

This item is to provide an update on the progress of the implementation of the modification of the Local Plan as listed in the WD letter 2021-2024 Plan Modification. WSA data team has conducted analysis to understand and reflect the dynamics on the labor force, labor demand, and the population that served within the Alamo Region.

The Workforce Innovation and Opportunity Act (WIOA) requires that at the end of the first two-year period of the four-year local Board plans: Boards must review and revise the Board's Target Occupations, In-Demand Occupations, and In-Demand Industries lists as needed at the end of the first two-year period of the four-year local Board plans.

Goals for this revision included:

- Updated Target Occupation & Industry Lists and Industry Clusters
- Updated Economic Analysis, Workforce Analysis, and Demographic Profiles
- Continued promotion of the Sector-Based Model
- Continued promotion of Career Pathways
- Incorporation of partner/public feedback and comments
- Include Accommodations and Food Services as a Targeted In-Demand Industry Sector

Progress:

- WSA Board of Directors and Committee of Six have approved updates.
- Partner consideration secured by Rural Judges on April 26, Bexar County on May 2, and City of San Antonio May 4.
- WSA staff submitted the final 2-Year Local Plan Update on May 12, 2023.

Next Steps:

- TWC may request additional information, changes, or clarification and staff will work through the process as needed;
- The Governor Office's approval of the Plan will document completion;

- The whole process may take approximately 2-3 months;
- Once approved, the process will continue with implementation, including:
 - Outreach and information;
 - Continued focus on sector-based model;
 - Continued career pathway development;
 - Using data, designing mechanisms to track and report status and outcomes (e.g., job seeker progress through the career pathways leading to self-sufficient/living wages and employer outcomes via the sector-based model).

We thank the Board of Directors, our local officials and partners, Board staff, the contractors, and the public for their involvement and support in the process.

Local Plan Update

Adrian Perez, CIO

June 23, 2023





Summary

This item serves to provide an update on the Local Plan – no action from the Board is being requested at this time.



Local Plan - 2 Year Modification Summary

The Workforce Innovation and Opportunity Act (WIOA) requires Boards to review and revise their Local Plans two years into the four-year plan. WSA's Local Plan Modification has been completed as required by TWC.

The process included the following goals:

- Update Target Occupation & Industry Lists, and Industry Clusters
- Update Economic & Workforce Analysis, and Demographic Profiles
- Continue promoting the Sector-based Model
- Continue promoting Career Pathways
- Incorporate partner/public feedback into the process



Progress & Highlights

Progress

- WSA Board approved final updates to plan on April 21.
- Presented and secured approval from Rural Judges on April 26, Bexar County on May 2, and City of San Antonio on May 4.
- WSA staff submitted final 2-Year Local Plan Update on Friday, May 12, 2023.

Highlights

- 72 Target Occupations were approved. Based on Board/Partner feedback, final adjustments include:
 - Accommodations and Food Service Targeted In-Demand Industry Sector
 - Incorporate language that allows the Centers to fund occupations with similar occupational codes (e.g., as based on occupational, educational/skills crosswalks, such as CIP codes);
 - Include lists of the Career Pathways in the Appendix (which also will be funded).



Next Steps

- TWC may request additional information, changes, or clarification and staff will work through the process as needed;
- The Governor Office's approval of the Plan will document completion;
- The whole process may take approximately 2-3 months;
- Once approved, the process will continue with implementation, including:
 - Outreach and information;
 - Continued focus on sector-based model;
 - Continued career pathway development;
 - Using data, designing mechanisms to track and report status and outcomes (e.g., job seeker progress through the career pathways leading to self-sufficient/living wages and employer outcomes via the sector-based model).



Thank You!!



We thank the Board of Directors, our local officials and partners, Board staff, the contractors, and the public for their involvement and support in the process.



Questions?



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: June 23, 2023

Subject: Update on Walzem Career Center Location

Summary: Workforce Solutions Alamo – Board of Directors previously approved a contract for Facility Lease with FCE Benefit Park located at 4615 Walzem Road in San Antonio, Texas.

On March 24, 2023, a Request for Information was released with a subsequent RFI released May 30, 2023, to potential Lessors and Realtors to conduct market research and solicit potential available properties for the administration of workforce programs. Additionally, WSA’s contracted Real Estate Broker, Partners, conducted a required Competitive Market Analysis (CMA) to determine prospective locations. Properties yielded from the market research and CMA analysis were evaluated against WSA’s Needs Determination requirements and were toured by Board staff and Real Estate Brokers.

Analysis: The current lease will expire December 31, 2023, and has no available options remaining. In accordance with TWCs – Financial Manual for Grants Contracting, FMGC and Uniform Guidance, UG, the initial step in the planning process requires a review of existing facilities that meet our current requirements. WSA’s business needs include, but not limited to, general location (customer populations, local businesses, area crime statistics), access to public transportation, current parking, space required, access to ground floor, ability to build out, and compliance with Americans with Disabilities Act (ADA).

Alternatives: Negotiate interim lease with current landlord until build out completed to meet current requirements.

Fiscal Impact: The current base rent for the facility is \$25,122 monthly, and a total annual amount of \$301,467.

Recommendation: This is to provide an update only, and there is no further action required at this time.

Timeline:

<i>Site Visits:</i>	May 19, 2023
<i>Recommendation for Approval (Tentative):</i>	June 23, 2023
<i>Negotiate/Execute Lease:</i>	July 15, 2023
<i>Build-out by:</i>	December 2023
<i>Move-In by:</i>	January 1, 2024

Next Steps: Continue with negotiations and site visits to bring a recommendation to the Board in August with VRS to review the current specifications of the floor plan and cost structure to add an additional partner.

Facility Update – Walzem

- **SUMMARY:**

Lease expires December 31, 2023; no available options to renew.

- Request for Information released March 24, 2023
- Current Square Feet 13,000
- Needs Determination 19,000 SF

- **FISCAL IMPACT:**

- Monthly Rent \$25,122
- Annual \$301,467

- **RECOMMENDATION:**

Recommended site to be approved at the Board of Director meeting in August.

- **NEXT STEPS:**

Complete Procurement Process and conduct additional site visits.





OVERSIGHT COMMITTEE REPORT



Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Aaron Demerson
Commissioner Representing
Employers

Alberto Treviño, III
Commissioner Representing
Labor

Edward Serna
Executive Director

March 21, 2023

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

Dear Mr. Lopez:

This letter is regarding a finding identified in the Texas Workforce Commission (TWC) Monitoring Report #23.20.0001. This report included a review of the Supplemental Nutrition Assistance Program Employment and Training program administered by Workforce Solutions Alamo (Board). This monitoring review identified a finding that requires further resolution action as outlined below:

Finding: Ensure SNAP E&T Program Requirements are Followed

The Board did not ensure the service provider followed SNAP E&T program guidelines and required regulations were followed for work activities. The following details were noted:

- In four of 11 (36% percent) applicable case files tested, the form H1822 ABAWD Work Requirement Verification was not fully completed. Specifically, on all four files, the Part I box was not checked.
- In three of six (50 percent) applicable case files tested, the form H1817 SNAP Information Transmittal was not submitted to HHSC for a reconsideration request as soon as the client informed Workforce Solutions Office staff they obtained employment and one was not completed at all.
- In five of six (83% percent) applicable case files tested, when form H1817 SNAP Information Transmittal was sent to HHSC to request a reconsideration of eligibility, the requests were not entered in the TWIST Good Cause tab and Counselor Notes.

Accurate and complete documentation to verify SNAP E&T work activities is necessary to support participant compliance with required hours of participation. Without strict adherence to SNAP E&T directives, there is limited assurance that federal and state funds are expended in accordance with statutory requirements.

Documentation Required:

The recommendation in the monitoring report states that the Board should strengthen its controls to ensure the form H1822 and form H1817 SNAP program requirements are followed. Please provide implemented controls and revised detailed procedures

Mr. Lopez
Page 2
March 21, 2023

for both the Board and service provider which ensure SNAP E&T program requirements and guidelines are followed and adhered to. In addition, please provide recent Board monitoring for the weaknesses identified in each of the bulleted areas. Lastly, please provide training agenda and sign-in sheets for the area, if conducted.

Please provide the above information within 45 calendar days from the date of this letter to Rudy Ortiz, via email rudolfo.ortiz@twc.texas.gov. Additional documentation may be requested at a future date based on the documentation submitted.

Thank you in advance for your cooperation and assistance. Should you have any questions or concerns, please contact Rudy Ortiz (512) 463-2943 or me at (512) 354-9616 or judy.ohn@twc.texas.gov.

Sincerely,

Judy Ohn

Judy Ohn
Director of Fiscal Services and Audit Resolution



Texas Workforce Commission (TWC) Monitoring

TWC Annual Monitoring

TWC completed its Annual Monitoring of WSA. We received two Audit Resolution Letters, one for the Non-Custodial Parent (NCP) grant (one attribute) and one for the SNAP E&T (three attributes). We missed reporting the SNAP E&T letter and are now reporting progress on both. The SNAP E&T included the following three items:

- Completion of Form H1822 Work Requirement Verification;
- Completion or submittal of Form H1817 to notify HHSC of participants gaining employment,
- Recording H1817 information in TWIST (TWC's application).

Staff submitted responses to TWC documenting resolution. We are in communication with TWC and expect for both the NCP and SNAP items to be resolved.

MEMORANDUM

To: Board of Directors
 From: Adrian Lopez, CEO
 Presented by: Ricardo Ramirez, Director of Quality Assurance
 Date: June 23, 2023
 Subject: TWC Performance – Employment

SUMMARY: This Memorandum aims to present information to assist with the definition and role of these performance measures. WIOA §116 requires TWC to formally contract specific ‘siloes’ Title I Adult, Dislocated Worker (DW), and Youth measures to Boards. The following table reports these measures, including those related to employment.

Adult	Dislocated Worker	Youth
Employed Q2	Employed Q2	Employed/Enrolled Q2
Median Earnings Q2	Median Earnings Q2	Median Earnings Q2
Employed Q4	Employed Q4	Employed/Enrolled Q4
Credential Rate	Credential Rate	Credential Rate
Measurable Skills Gain	Measurable Skills Gain	Measurable Skills Gain

Definitions

- **Employed** (as relates to post-exit outcomes): an Exiter is considered Employed in a given quarter if Quarterly UI Wage Records or Federal Employment Records show earnings for that quarter or if Supplemental Employment/Wage Records indicate employment during the quarter. Note: earnings data begin to show about six (6) months later.
- **Participatory Services:** they can make a person a Participant (for the period of participation) three types: Training Services, Individualized Career Services, and Staff-Assisted Basic Career Services beyond information-only services.
- **Period of Participation (POP):** the time that a participant is in active engagement. Begins when a person becomes a Participant and ends when the Participant Exits.
 - **TWC/Boards are accountable for employment, earnings, and educational outcomes for each Participant’s POP** (even if a Participant has multiple POPs within a year).
- **Exit:** when the participant goes 90 days without receiving a “participatory service.” The Exit brings the “Period of Participation” to conclusion.

Employment in Quarters 2 and 4 (Adults and Dislocated Workers)

A key labor market outcome includes employment. These performance measures support job seekers and incumbent workers attainment and retention of employment. The measures use wages to validate employment. How are these measures calculated?

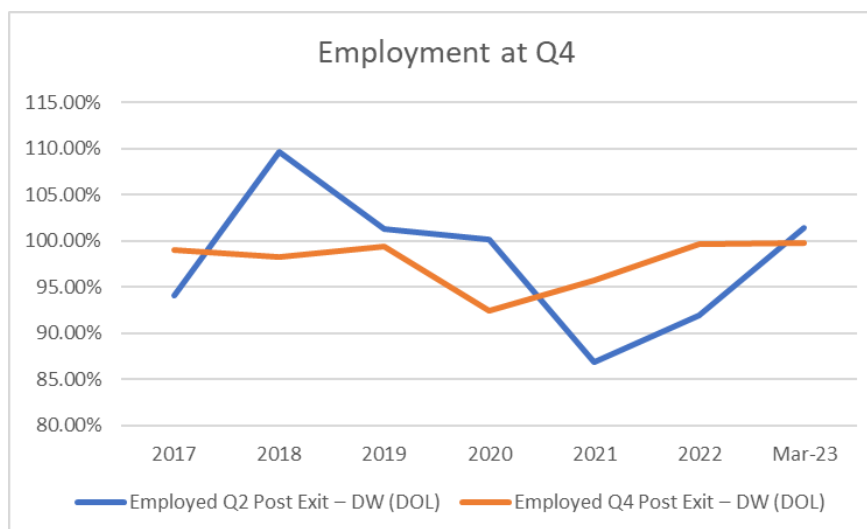
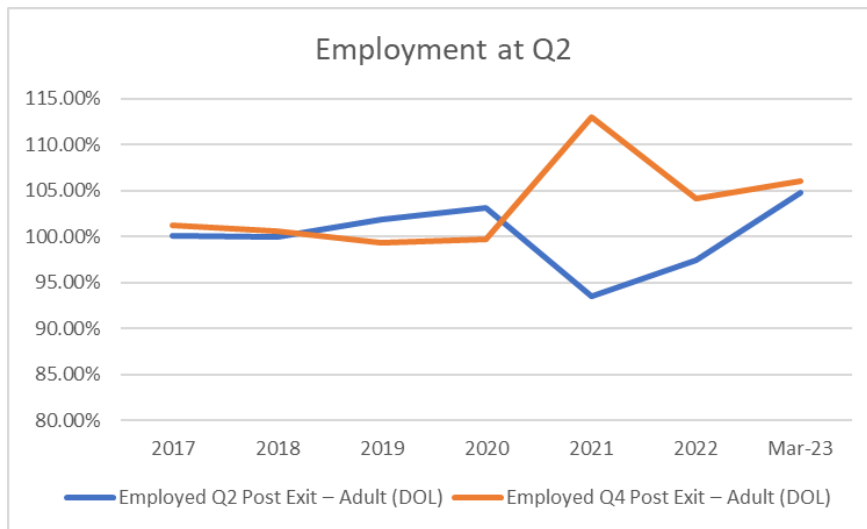
Denominator: Includes the number of Program Participants who Exited during their Period of Participation (without a valid exclusion).

Numerator: Includes the number of Exiters from the Denominator who were employed in the 2nd and 4th Calendar Quarter after Exit.

TWC statistically estimates a target, which WSA is then required to Meet or Exceed.

Current and Historical Outcomes

The following figures report the measures' current and historical outcomes from TWC's Monthly Performance Outcomes (MPR) data from End-of-Year 2017 through March 2023. Meeting $\geq 95\%$, Exceeding $\geq 105\%$.



STAFF RECOMMENDATIONS: TWC requires Boards to Meet or Exceed TWC-contracted performance measures as contracted to service providers. Board staff recommends a continued focus on the measures.

FINANCIAL IMPACT: WSA subrecipient contracts include TWC-performance goals as part of their 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 sanction may carry additional requirements.

STRATEGIC OBJECTIVE: To help meet the requirements of WIOA 116 which requires states to formally contract specific ‘siloes’ Title I Adult, Dislocated Worker (DW), and Youth Measures, including Measurable Skills Gain and Credential Rate.

ATTACHMENTS

TWC Definitions: BCY22 LWDA Contracted Performance Measure Definitions for:

- Employed Quarter 2 Post Exit,
- Employed Quarter 4 Post Exit.

TWC DEFINITIONS

BCY22 LWDA Contracted Performance Measure Definitions

Measure Name:	Employed Quarter 2 Post Exit
Contracted?	Two Measures: Title I Adult and Title I Dislocated Worker
Perf Period:	Exiters from 7/1/20 to 6/30/21
Data Source:	TWC’s PIRL Report
Definition:	The percent of Exiting Program Participants (Exiters) Employed in the 2 nd Calendar Quarter after Exit
Methodology:	Denominator is the number of Program Participants who Exited during the Performance Period and who did not have a valid Exclusion. Numerator is the number of Exiters from the Denominator who were Employed in the 2 nd Calendar Quarter after exit. Performance is calculated by dividing the numerator by the Denominator.
Additional Notes:	Year End Performance will be reported in the August MPR. These measures are primarily based on quarterly UI Wage and Federal Employment Records, which are updated after the end of each calendar

	<p>quarter (in October, January, April and July) and require time to fully mature. Wage information obtained from out-of-state sources is not available until several months later. Therefore, Performance Results for a given quarter of Exiters is generally not reported in the MPR until roughly 6 months after the end of the 2nd quarter after exit.</p> <p>These measures are statutorily required to be contracted to local Boards under WIOA §116.</p>
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Measure Name:	Employed Quarter 4 Post Exit
Contracted?	Two (2) Measures: Title I Adult and for Title I Dislocated Worker
Perf Period:	Exiters from 1/1/20 to 12/31/20
Data Source	TWC's PIRL Report
Definition:	The percent of Exiting Program Participants (Exiters) Employed in the 4 th Calendar Quarter after Exit
Methodology	<p>Denominator is the number of Program Participants who Exited during the Performance Period and who did not have a valid Exclusion.</p> <p>Numerator is the number of Exiters from the Denominator who were Employed in the 4th Calendar Quarter after Exit.</p> <p>Performance is calculated by dividing the numerator by the Denominator.</p>
Additional Notes	<p>Year End Performance will be reported in the August MPR.</p> <p>These measures are primarily based on quarterly UI Wage and Federal Employment Records, which are updated after the end of each calendar quarter (in October, January, April and July) and require time to fully mature. Wage information obtained from out-of-state sources is not available until several months later. Therefore, Performance Results for a given quarter of Exiters is generally not reported in the MPR until roughly 6 months after the end of the 4th quarter after Exit.</p> <p>These measures are statutorily required to be contracted to local Boards under WIOA §116.</p>



TWC Performance – Employment

Ricardo Ramirez, Director of Quality Assurance

June 23, 2023





Summary

Briefing on TWC Performance – Employment:

- *Employed at Quarter 2 and Quarter 4 (Adult and Dislocated Worker)*

Staff are not requesting Board action at this time.

Briefing on TWC Performance



TWC-contracted Performance Measures

- *WIOA requires TWC to formally contract Boards for specific Title I Adult and Dislocated Worker (DW). These include:*

Adult	Dislocated Worker	Youth
Employed Q2	Employed Q2	Employed/Enrolled Q2
Median Earnings Q2	Median Earnings Q2	Median Earnings Q2
Employed Q4	Employed Q4	Employed/Enrolled Q4
Credential Rate	Credential Rate	Credential Rate
Measurable Skills Gain	Measurable Skills Gain	Measurable Skills Gain

Briefing on TWC Performance



Key Definitions

- **Employed** (as relates to post-exit outcomes): an Exiter is considered employed in a given quarter if Quarterly UI Wage Records or Federal Employment Records show earnings for that quarter or if Supplemental Employment/Wage Records indicate employment during the quarter. Note: earnings data begin to show about six (6) months later.
- **Participatory Services**: they can make a person a Participant (for the period of participation): three types: Training Services, Individualized Career Services, and Staff-Assisted Basic Career Services beyond information-only services.
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 - **TWC/Boards are accountable for employment, earnings, and educational outcomes for each Participant's POP** (even if a Participant has multiple POPs within a year).
- **Exit**: when the participant goes 90 days without receiving a “participatory service.” The exit brings the “Period of Participation” to conclusion.

Briefing on TWC Performance

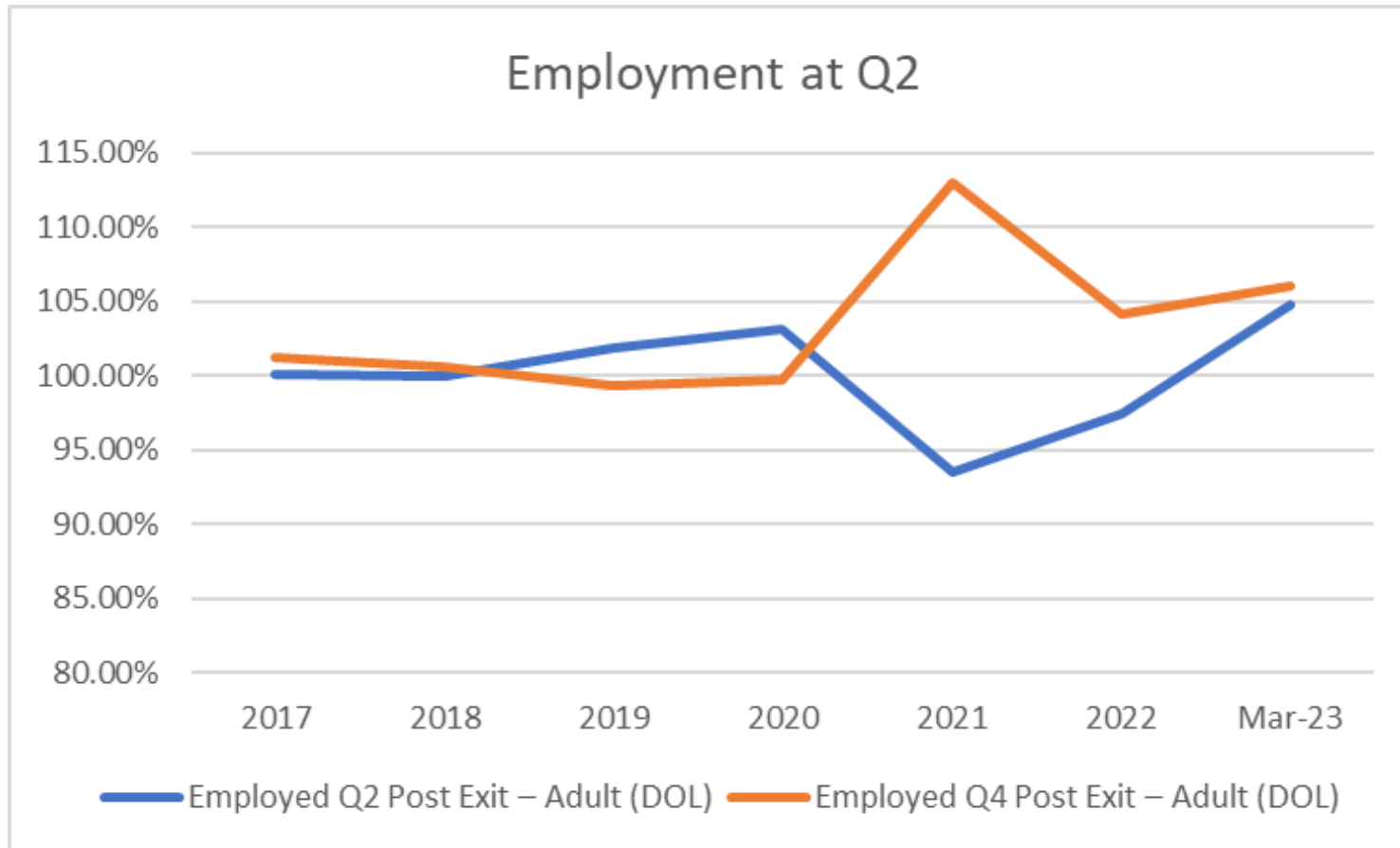


How are these measures calculated?

- **Denominator:** Includes the number of Program Participants who exited during their Period of Participation (without a valid exclusion).
- **Numerator:** Includes the number of Exiters from the Denominator who were employed in the 2nd and 4th Calendar Quarter after exit.

TWC statistically calculates a target, which the Board is then contractually required to Meet or Exceed.

Briefing on Monitoring Activities

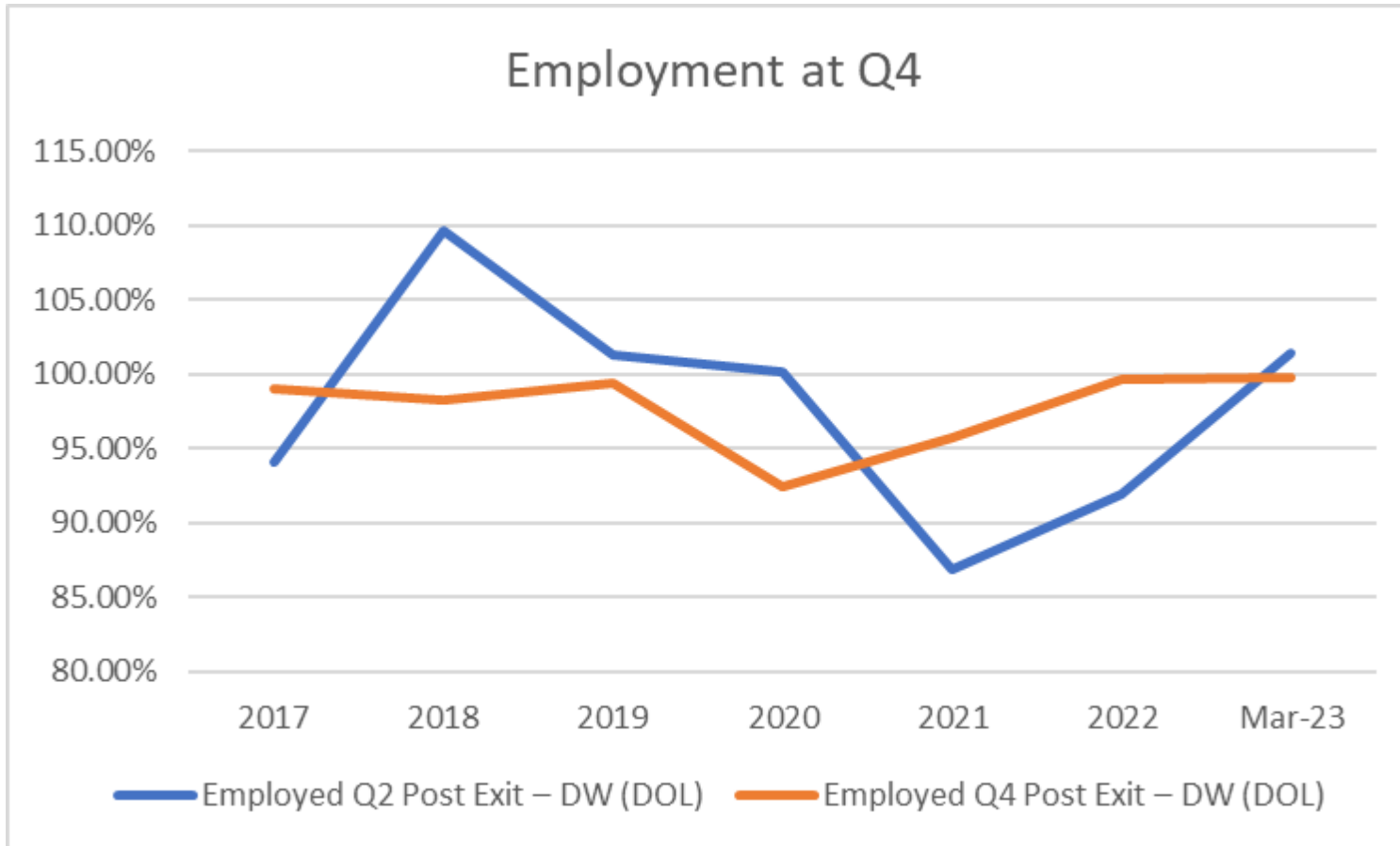


Historical trends of WSA's TWC-Contracted Employment at Quarter 2 Performance Outcomes.

Meeting $\geq 95\%$
Exceeding $\geq 105\%$

Source: TWC's MPR

Briefing on Monitoring Activities



Historical trends of WSA's TWC-Contracted Employment at Quarter 4 Performance Outcomes.

Meeting $\geq 95\%$
Exceeding $\geq 105\%$

Source: TWC's MPR



Questions or Comments?



COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT



County	City	Adult				Dislocated				Rapid Response				Budget
		Budget	Expenditures	%	# Served	Budget	Expenditures	%	# Served	Budget	Expenditures	%	# Served	
Atascosa	Pleasanton	87,302	64,817	74.2%	19	131,667	24,956	19.0%	7	2,207	-	0.0%		109,279
Bandera	Bandera	37,699	1,774	4.7%	1	41,545	1,408	3.4%	-	-	-	0.0%		25,348
Bexar	San Antonio	3,916,701	2,401,379	61.3%	563	5,057,681	1,335,944	26.4%	195	57,819	2,386	4.1%		4,639,850
Comal	New Braunfels	188,990	69,117	36.6%	15	351,539	64,947	18.5%	10	665	-	0.0%		229,261
Frio	Pearsall	96,231	49,799	51.7%	15	38,350	26,230	68.4%	4	804	-	0.0%		81,678
Gillespie	Fredericksburg	37,203	3,374	9.1%	5	45,380	7,662	16.9%	1	316	-	0.0%		28,165
Guadalupe	Seguin	148,315	43,243	29.2%	18	326,611	18,178	5.6%	2	2,952	-	0.0%		127,304
Karnes	Kenedy	90,775	31,887	35.1%	6	31,319	22,853	73.0%	2	13	-	0.0%		41,684
Kendall	Boerne	42,163	56,058	133.0%	12	79,256	22,894	28.9%	5	349	-	0.0%		28,728
Kerr	Kerrville	111,112	65,225	58.7%	21	90,122	25,497	28.3%	6	7	-	0.0%		147,020
McMullen	Tilden	992	-	0.0%	-	1,278	-	0.0%	-	-	-	0.0%		-
Medina	Hondo	130,457	20,249	15.5%	12	97,152	23,325	24.0%	7	-	-	0.0%		109,842
Wilson	Floresville	72,917	65,070	89.2%	4	99,709	27,926	28.0%	3	751	-	0.0%		65,342
Total		\$ 4,960,857	\$ 2,871,992	57.9%	691	\$ 6,391,609	\$ 1,601,819	25.1%	242	\$ 65,883	\$ 2,386	3.6%		\$ 5,633,501

Oct. 1, 2022 -March. 31, 2023

County	City	Youth			CCDF				CCM			
		Expenditures	%	# Served	Budget	Expenditures	%	# Served	Budget	Expenditures	%	# Served
Atascosa	Pleasanton	189,283	173.2%	34	1,849,234	791,862	42.8%	394	190,304	187,663	98.6%	
Bandera	Bandera	9,434	37.2%	3	588,393	104,583	17.8%	43	53,553	26,967	50.4%	
Bexar	San Antonio	1,134,114	24.4%	200	86,567,263	28,178,854	32.6%	10,975	7,430,462	5,964,261	80.3%	
Comal	New Braunfels	149,300	65.1%	11	4,475,987	1,342,908	30.0%	564	590,994	296,961	50.2%	
Frio	Pearsall	50,751	62.1%	10	1,166,278	299,831	25.7%	166	64,072	61,343	95.7%	
Gillespie	Fredericksburg	15,628	55.5%	4	714,477	130,105	18.2%	63	74,592	372,451	499.3%	
Guadalupe	Seguin	134,055	105.3%	30	3,477,821	1,545,837	44.4%	667	486,757	28,797	5.9%	
Karnes	Kenedy	5,941	14.3%	-	672,449	45,788	6.8%	28	48,771	11,283	23.1%	
Kendall	Boerne	29,555	102.9%	3	788,026	218,950	27.8%	90	142,489	50,296	35.3%	
Kerr	Kerrville	27,539	18.7%	4	1,859,741	570,736	30.7%	257	148,227	138,208	93.2%	
McMullen	Tilden	2,056	0.0%	-	10,507	-	0.0%	0	1,913	-	0.0%	
Medina	Hondo	35,416	32.2%	17	1,670,615	670,453	40.1%	263	172,134	154,570	89.8%	
Wilson	Floresville	25,206	38.6%	8	1,239,827	360,858	29.1%	158	158,746	79,941	50.4%	
Total		\$ 1,808,279	32.1%	324	\$ 105,080,618	\$ 34,260,764	32.6%	13,668	\$ 9,563,014	\$ 7,372,742	77.1%	

County	City	TANF				SNAP				Other Childcare		
		Budget	Expenditures	%	# Served	Budget	Expenditures	%	# Served	Budget	Expenditures	%
Atascosa	Pleasanton	272,781	48,075	17.6%		39,566	10,206	25.8%	6	175,406	146,031	83.3%
Bandera	Bandera	52,998	1,479	2.8%		8,716	1,259	14.4%	1	55,811	9,457	16.9%
Bexar	San Antonio	6,393,998	2,557,596	40.0%		1,142,018	816,834	71.5%	656	8,211,214	7,825,551	95.3%
Comal	New Braunfels	326,558	115,404	35.3%		55,199	35,195	63.8%	6	424,563	412,193	97.1%
Frio	Pearsall	95,863	32,081	33.5%		13,558	14,634	107.9%	7	110,626	80,788	73.0%
Gillespie	Fredericksburg	14,029	323	2.3%		4,289	-	0.0%	-	67,771	39,531	58.3%
Guadalupe	Seguin	240,827	45,219	18.8%		39,981	14,436	36.1%	44	329,884	454,740	137.8%
Karnes	Kenedy	21,043	17,056	81.1%		9,822	3,901	39.7%	1	63,784	13,752	21.6%
Kendall	Boerne	45,983	25,326	55.1%		6,225	5,081	81.6%	-	74,747	435,985	583.3%
Kerr	Kerrville	105,995	36,006	34.0%		20,060	9,789	48.8%	4	176,403	122,308	69.3%
McMullen	Tilden	-	-	0.0%		277	-	0.0%	-	997	-	0.0%
Medina	Hondo	113,789	9,627	8.5%		26,147	6,959	26.6%	5	158,464	119,948	75.7%
Wilson	Floresville	109,892	18,845	17.1%		17,570	9,135	52.0%	5	117,602	116,344	98.9%
Total		\$ 7,793,756	\$ 2,907,038	37.3%		\$ 1,383,428	\$ 927,429	67.0%	735	\$ 9,967,272	\$ 9,776,625	98.1%

County	City	Total			
		Budget	Expenditures	% Expenditures Total	% Budget to Expenditures
Atascosa	Pleasanton	2,857,746	1,462,893	2.38%	51.2%
Bandera	Bandera	864,063	156,360	0.25%	18.1%
Bexar	San Antonio	123,417,006	50,216,917	81.61%	40.7%
Comal	New Braunfels	6,643,756	2,486,026	4.04%	37.4%
Frio	Pearsall	1,667,460	615,457	1.00%	36.9%
Gillespie	Fredericksburg	986,222	569,074	0.92%	57.7%
Guadalupe	Seguin	5,180,452	2,284,506	3.71%	44.1%
Karnes	Kenedy	979,660	152,461	0.25%	15.6%
Kendall	Boerne	1,207,966	844,144	1.37%	69.9%
Kerr	Kerrville	2,658,687	995,309	1.62%	37.4%
McMullen	Tilden	15,964	2,056	0.00%	12.9%
Medina	Hondo	2,478,600	1,040,546	1.69%	42.0%
Wilson	Floresville	1,882,356	703,325	1.14%	37.4%
Total		\$ 150,839,938	\$ 61,529,073	100.00%	40.8%

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: June 23, 2023

Subject: Update to Develop an Operational Plan for the Interlocal/Partnership Agreement to Address Rural Judges' Service Delivery Concerns

Summary: WSA is working with the Partners to define operational standards to ensure the Interlocal/Partnership Agreement is translated into Standard Operating Procedures related to communication, budget management, and performance design/monitoring in order to enhance and maintain rural service delivery in response to concerns raised by the Area Judges and in the interest of addressing the concerns in perpetuity.

Analysis: On March 22, 2023, Area Judges Meeting Agenda Item #6 "Discussion and possible action regarding the failure of WSA to perform as agreed with the terms of the Partnership and Interlocal Agreements" authorized appointed Liaison, Diane Rath, to inquire about division of the Workforce Development Area to separate from Bexar County and the City of San Antonio creating separate Urban and Rural Workforce Development Areas.

Concerns outlined during that meeting and leading to the action include (summarized and not exhaustive):

- Potential legal liability to the Chief Elected Officials given un-answered requests for budget reports (specific numbers) pertaining to county-by-county expenditures as well as operational integrity as described procurement procedures and the need to cancel a procurement for the regional workforce bus.
- Not receiving a copy of the final version of the Local Plan update when being asked to approve the Two-Year Update.
- Concerns that not all Co6 members understand the importance of the role given other Co6 members' attendance issues due to other obligations.
- Allocation of resources associated with a historic 80%/20% split.
- The need for a workforce center in Bandera county.

- Contract amounts that can be approved without needing Board approval and Board review of contracts.
- Provision of monitoring reports and other legal actions documents to the Committee of Six in addition to briefings that are provided.
- The history of AADC and how/why it was disbanded specifically that COSA has the largest single contract with WSA, including the determination that there exists a conflict of interest with AADC, but the same standard isn't being followed with COSA.

On Wednesday, April 26, 2023, Area Judges Meeting Agenda #5 “Discussion and possible action on the information gathered by AACOG’s Executive Director regarding feasibility of dividing the WSA region into two regions: rural and urban.” They were informed that TWC has denied a request for separation. Comments and concerns expressed at this meeting include (summarized and not exhaustive):

- Nobody wants workforce to fail, however, WSA needs to follow the Interlocal and Partnership agreements.
- They are concerned about outreach in the rural communities.
- The Area Judges don't exist as an official entity. They are just an association of judges coming together to collaborate. They want a 14-member body (1 COSA, 1 Bexar county, 12 area judges) and for the Committee of Six structure to be amended.
- The idea of an 80/20 split may not be accurate and funding allocations should be based on population.
- The Interlocal allows for an entity to pull out of the agreement.
- Direction focused on working through clarification and adherence to the Interlocal and Partnership agreement through a workshop with Partner and WSA staff.
- Additionally, extension of an invitation to the Committee of Six to engage in a workshop to advance discussion regarding potential amendment of the Partnership Agreement and future consultation with TWC attorneys regarding governance.

The Area Judges, through their Liaison, have also communicated the attached issues and requested a Committee of Six work session to discuss these matters as well as the topic of governance as it pertains to the use of the Committee of Six as the body providing oversight.

In response to these concerns, WSA staff and the Partners engaged in two work sessions on May 22 & 25, 2023, to discuss how each of these items could be addressed through and Interlocal/Partnership Operational Agreement that specified mutually agreeable operational standards that could be enhanced to work through these issues.

The result of these work sessions has been a co-authored draft Operational Agreement that reflects SOPs for specific areas that include communication, resource allocation, program design, and performance monitoring. Chief among the issues concerns allocation and expenditure of Formula and other dollars on a county-by-county and fund-by-fund basis.

Given the increase in complexity, sophistication, and transparency of the budget over the last three years, it is an opportune time to consider these enhancements. The Partners are asked to acknowledge the degree to which any new directives adversely impact: agency performance, the ability for the agency to secure maximum funding for the region, program effectiveness in the service, and prioritization of target populations mandated in legal requirements of the various funding source.

An example of required service includes WIOA §121(e)(1), each local workforce delivery system must provide the following:

- Career services, as defined in WIOA §134(c)(2)
- Access to training services, as described in WIOA §134(c)(3)
- Access to local employment and training activities, as described in WIOA §134(d)
- Access to all programs and activities provided by required workforce partners and any optional workforce partners
- Access to the data, information, and analysis described in the Wagner-Peyser Act §15(a), to include all job search, job placement, recruitment, and other labor-exchange services authorized under the Wagner-Peyser Act

In addition to the Partner Work sessions, WSA staff has acted immediately to enhance services with the following actions:

- Arranged for a full-time representative to be available in Bandera, Monday through Friday, 8am-5pm, and a representative available in McMullen, Tuesday, Wednesday, and Thursday, 8am-5pm.
- SA Early Childhood Team has invested an additional \$927K in strengthening local early childhood operations by providing \$526K in back-to-school stipends to teachers and \$901K in teacher bonuses.
- Additionally, WSA will invest approximately \$6M in additional childcare services through reallocating childcare reserve funding and receiving additional state funding.

WSA is focused on developing an engagement model and service matrix that will empower each of the rural counties to ensure expenditure of Formula Fund and other dollars, and to ensure each county is positioned to understand the full spectrum of service that is available and to take advantage of other related programs such as JET Grants, SDF Grants, and other county-specific integrations based on their individual economic development plans.

Alternatives: If a consensus solution that addresses each of the items outlined cannot be derived through the Partners work sessions, the Area Judges have, through their Liaison, communicated options such as entering into mediation as is provided for in the Interlocal and Partnership Agreement, and/or withholding approval of the WSA annual Budget.

Fiscal Impact: WSA staff is evaluating the impact on performance dollars if the expectation of expenditure of service dollars emphasizes expenditures on a county-by-county basis.

Recommendation: This is an information item, and no action is required at this time.

Next Steps: A draft of the Operational Plan will be shared with the Committee of Six shortly after the July 26, 2023, meeting. Feedback will be requested at the August 23, 2023 meeting, with final feedback on the Operational Plan at the Area Judges meeting on September 27, 2023.

What do the Area Judges Want?

1. Conform to federal and state law and to the Interlocal and Partnership agreements. If any doubt as to intent, ask the Co6.
2. Ensure Services that conform to the allocations budgeted are delivered in each county.
3. Report quarterly on Allocation/Expenditure/# served. If there is a variance of more than 10%, include a variance explanation. Update the allocation per county as additional funds/grants are received.
4. Have a workforce center in each county (except McMullen) with the ability to do outreach and intake for all programs. Evaluate the need for additional services offered in each county regularly.
Bandera is larger than Frio and Karnes and has minimal staff only present Monday 9-4. Confirm Staff is present when scheduled in area centers. Using the combined allocation percentage, Bandera is .58%, Fredericksburg and Kenedy .65%, Kenedy and Fredericksburg have centers opened full time Mon-Fri.
5. Ensure each center has the capacity to do childcare outreach, explain the program, and submit forms. Maintain waiting lists in all counties if funding is not available for enrollment.
6. Ensure the contractors' contract conforms to the Partnership agreement.



Workforce Solutions Alamo

Interlocal/Partnership Agreement

Operational Plan Update

June 23, 2023



Summary

- WSA / Partners working to define operational standards to ensure the Interlocal/Partnership Agreement is translated into Standard Operating Procedures
- Focused on communication, budget management, and performance design/monitoring
- Maintain rural service delivery in response to concerns raised by the Area Judges and in the interest of addressing the concerns in perpetuity



Background

- At the March 22, 2023 meeting of the Area Judges, action taken to request guidance from TWC regarding bifurcation of Workforce Development Area into Urban and Rural.
- Summarized concerns expressed included:
 - **Service:** Rural service provision and lack of a career center and childcare outreach in Bandera County.
 - **Communication:** Provision of information, operational integrity of WSA and potential exposure for disallowed costs created by lack of transparency and level of engagement with rural leadership.
 - **Governance:** Governance structure of the Committee of Six and whether different modes of governance should be explored.



Background Continued

- At the April 26, 2023 meeting of the Area Judges, informed that TWC would not support bifurcation of Workforce Development Area into Urban and Rural.
- Summarized concerns expressed included:
 - Service, communication, and governance
 - Potential need for a new governance model
- Recommended action:
 - Work session between Partner Staff and WSA, and a work session for the Committee of Six to discuss governance



Current Action

WSA Staff and the Partners engaged in two work sessions:

May 22, 2023: WSA Staff, Partners and WSA Board Chair met.

Partners reviewed Interlocal and Partnership agreement to summarize Partners preferences.

Rural Judges Liaison shared the following summary of issues Area Judges would like addressed:

- Conform to federal and state law and Interlocal and Partnership agreement.
- Ensure services conform to budget allocations are delivered in each county.
- Report quarterly on allocation/expenditure/number served.
 - If there is a variance of more than 10% include a variance explanation.
 - Update the allocation per county as additional funds are granted.
- Workforce center in each county, except McMullen, to do outreach and intake for all programs. Evaluate the need for additional services offered in each county and confirm staff presence.
- Ensure each center has the capacity to perform childcare outreach and maintain a waiting list in all counties if funding is not available.

May 25, 2023: Worked together to begin drafting an Interlocal/Partnership Operational Agreement that specified mutually agreeable operational standards to address these concerns.



Current Action

In addition to the Partner Work sessions, WSA staff has acted immediately to enhance services with the following actions:

- Arranged for a full-time representative to be available in Bandera, Monday through Friday, 8am-5pm, a representative available in McMullen, Tuesday, Wednesday, and Thursday, 8am-5pm.
- SA Early Childhood Team has invested an additional \$927K in strengthening local early childhood operations by providing \$526K in back-to-school stipends to teachers and \$901K in teacher bonuses.
- Temporary Assistance for Needy Families (TANF) budget shifted to support outreach operations to engage and serve more individuals qualifying for TANF.



Alternatives

If Partners work sessions do not derive consensus solutions, Area Judges, through their Liaison, have communicated options such as:

- Mediation as is provided for in the Interlocal and Partnership Agreement, and/or;
- Withholding approval of the WSA annual budget.



Next Steps

- Partners will continue to work on an Interlocal/Partnership agreement Operational Plan and meet as necessary.
- A draft of the Operational Plan will be shared with the Committee of Six shortly after the July 26, 2023, CoS meeting.
- Feedback will be requested at the August 23, 2023 CoS meeting.
- Final feedback on the Operational Plan at the Area Judges meeting on September 27, 2023, when the body considers approval of the WSA annual budget.



Questions





CEO REPORT



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Katherine Pipoly, Chief Operating Officer

Date: June 23, 2023

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

Summary:

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

Eligible grantees include:

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

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

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

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

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

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

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

Alternatives: No alternative recommendations at this time.

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

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

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



JET Grant Awards

Monday, May 22, 2023

FY22 Jet Grant Awardees

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

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Penny Benavidez, Director of Public and Government Relations

Date: June 23, 2023

Subject: Briefing on Texas Workforce Awards

Summary: This item provides an update on the work of the TWC Awards Committee to identify potential nominees for the 2023 Texas Workforce Awards.

Analysis: Below is an update of the various award categories and related information for each category.

Alternatives: The Strategic Committee is encouraged to provide suggested nominees to be considered for these awards.

Fiscal Impact: None

Recommendation: Staff recommends review of these guidelines by the Strategic Committee and provide input or suggestions for nominees.

Next Steps: Staff will review nominees suggested by the Committee and provide a briefing to the Executive Committee and the Board of Directors. Local Workforce Development Boards (Boards) may submit nominations for private-sector employers that operate a business in the local workforce development area, and that are in good standing overall and, specifically, with the Texas Workforce Commission Tax Department.

Final nominations must be submitted to the Texas Workforce Commission on June 19, 2023.

Board Awards

Large Employer of the Year

The Large Employer of the Year Award honors a large private-sector employer whose efforts and initiatives have had an extraordinary effect on the state of Texas, workers, other employers, and the communities in which the employer does business. The nomination should recognize a large

employer (500 employees or more) that is a customer of the workforce system and has created or used innovative approaches to best support the mission of the Texas workforce system to ensure Texas remains competitive in the global economy. The nomination should focus on initiatives that positively affect current workers, future workers, and/or workers with challenges that may make transitioning into the workforce difficult, such as Unemployment Insurance claimants, Temporary Assistance for Needy Families recipients, Second Chance individuals, separating military personnel, and individuals with disabilities.

The nomination should highlight initiatives, including, but not limited to, the following:

- Training and retaining employees
- Upgrading worker skills
- Job creation or redesign
- Childcare solutions
- Job sharing and telecommuting
- Activities with students, schools, colleges, training providers, and workforce education or development programs
- Community involvement and collaboration

Small Employer of the Year

The Small Employer of the Year Award honors a small private-sector employer whose efforts and initiatives have an extraordinary effect on the state of Texas, workers, other employers, and the communities in which the employer does business. Your nomination should recognize a small employer (fewer than 500 employees) that is a customer of the workforce system and that has created or used innovative approaches to best support the mission of the Texas workforce system to help ensure Texas remains competitive in the global economy. The nomination should focus on initiatives that have a positive effect on current workers, future workers, and/or workers with challenges that may make transitioning into the workforce difficult (for example, Unemployment Insurance claimants, Temporary Assistance for Needy Families recipients, previously incarcerated individuals, separating military personnel, and individuals with disabilities).

The nomination may highlight initiatives including, but not limited to, the following:

- Training and retaining employees
- Upgrading worker skills
- Job creation or redesign
- Childcare solutions

- Job sharing and telecommuting
- Activities with students, schools, colleges, training providers, and workforce education or development programs
- Community involvement and collaboration

Veteran-Friendly Employer of the Year

The Veteran-Friendly Employer of the Year Award honors a private-sector employer whose efforts to recruit and hire veterans have had a significant effect on veterans in the local workforce development area (workforce area) and across the state.

The nominee should be an employer that is a customer of the workforce system and that has used innovative approaches to attract veterans. Nominations should focus on initiatives that positively affected future and current veteran employees and community programs that benefit veterans.

The nomination should highlight initiatives including, but not limited to, the following:

- Recruiting and hiring practices for attracting veterans
- Employer policies that give preference to hiring veterans (for example, veterans resource group)
- Policies that support veterans in the workplace
- The number of veterans employed by the employer and the number of veterans hired in the past year
- Programs and benefits designed to recruit veterans

The employer must have a minimum of ten percent employees who are veterans.

HireAbility Employer of the Year

The HireAbility Employer of the Year Award honors a private-sector employer whose initiatives have had a positive impact on the state of Texas, workers, other employers, and the communities in which the employer does business by promoting successful employment opportunities for talented and dedicated Texans with disabilities. The nomination should recognize an employer that is a customer of the workforce system and uses innovative approaches to foster an inclusive workforce and hire Texans with disabilities. The nomination should focus on the employer's initiatives that impact current and future workers. It should describe how the employer has worked with the local Board and Workforce Solutions Office staff to ensure access to Vocational Rehabilitation (VR) services, referrals, and employment opportunities for VR customers.

The nomination may include highlighted initiatives in areas such as the following:

- Recruiting and hiring practices that promote inclusivity and attract job seekers with disabilities
- Employer policies that encourage disability self-disclosure in the workplace
- Policies that support and advance employment opportunities for individuals with disabilities
- Inclusive training and retraining practices
- Programs and benefits designed to recruit workers with disabilities

Local Employer of Excellence

The Local Employer of Excellence Award honors one private-sector employer whose efforts and initiatives, in relationship with the Texas workforce system, had a positive effect on other employers, workers, and the community. Your nomination should recognize one employer who, as a customer of and collaborator with the local Board, created or used innovative approaches to support the Texas workforce system's mission statement and ensured Texas remains competitive. Describe your nominee's involvement with the Texas workforce system and how this partnership benefited your workforce area.

Submission Due Date: June 19, 2023

MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented by: Penny Benavidez, Director of Public and Government Relations

Date: June 23, 2023

Subject: Media, Marketing, and Communications Update

Summary: This item is to provide an overview on Workforce Solutions Alamo communications and engagement efforts including a past 30-45 day media update as well as recent community/employer engagement activities.

Analysis: Workforce Solutions Alamo public relations and related communication efforts from April 18, 2023, through June 12, 2023 have resulted in 41 mentions, 11.0M impressions, and an Advertising Value Equivalency of \$248,500. Involvement in community/employer events led to increased brand recognition and strengthened community and employer relationships.

Alternatives: The alternative to earned media/public relations efforts would be paid advertising to promote Workforce Solutions Alamo, initiatives, and related events.

Fiscal Impact: These were earned media efforts resulting in no financial impact as there were no monetary expenditures spent on external advertising.

Recommendation: Although no recommendation is required at this time, staff and supporters of Workforce Solutions Alamo are encouraged to further outreach efforts by sharing Workforce Solutions Alamo information on their personal social media channels.

Next Steps: Staff will continue to monitor monthly progress on communication plans and make recommendations to leadership as needed.



Workforce Solutions Alamo Mentions

Hello,

Please see below for a list of coverage from April 18, 2023 - June 12, 2023.

Total Media Value: \$248,500.00

Media Value is estimated and can vary depending on the Media Monitoring Software used.

Mentions of Interest

550 AM KTSA

550 KTSA

June 6, 2023

AVE: \$456.00

the employment picture in San Antonio is reportedly in good shape right now nearly 44000 local residents are looking for a job out of a total labor force of nearly 1.3 million Adrian Lopez, CEO of workforce solutions Alamo says the local 3.4 % unemployment ...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

June 6, 2023

AVE: \$262.39

the special session. so tune in on air and online for what comes out of that press conference right here on ksat mark and stephanie. >> thank you, sarah. in other news, it appears to us labor market is doing well despite fears of recession that lingered fo ...

550 AM KTSA

550 KTSA

June 6, 2023

AVE: \$445.20

picture here in San Antonio. Pretty good shape right now, a nearly 44000 local residents are looking for a job out of a total labor force of nearly one million 300000 Adrian Lopez a CEO of workforce solutions Alamo he says the local 3.4 % unemployment rate ...

WOAI-AM (Radio)

News Radio 1200 WOAI San Antonio
(WOAI-AM)

June 6, 2023

AVE: \$775.20

driving. The employment picture and San Antonio's reportedly in good shape right now nearly 44000 local residents are looking for a job out of a total labor force of nearly a million 300000 Adrian Lopez, CEO of workforce solutions Alamo says the local 3.4 ...

550 AM KTSA

550 KTSA

June 6, 2023

AVE: \$445.20

all the employment picture is it don't know reportedly in good shape right now nearly 44000 local residents are looking for a job out of a total labor force of nearly a million 300000 Adrian Lopez a CEO of workforce solutions Alamo and he says the local 3. ...

550 AM KTSA

550 KTSA

June 6, 2023

AVE: \$1,692.64

San Antonio and good shape reportedly right now a nearly 44000 local residents are looking for a job total workforce of nearly a million 300000 Adrian Lopez a CEO of workforce solutions Alamo saying the local 3.4 % unemployment rate lower than the state ra ...

WOAI-AM (Radio)

News Radio 1200 WOAI San Antonio
(WOAI-AM)

June 6, 2023

employment picture in San Antonio is reportedly in good shape right now nearly 44000 local residents are looking for a job out of a total labor force of nearly a million 300000 Adrian Lopez, CEO of workforce solutions Alamo says the local 3.4 % unemploymen ...

San Antonio labor market is strongest it's been in years, experts say

KSAT 12

Max Massey

June 5, 2023

AVE: \$63,250.00

SAN ANTONIO – The latest numbers from the U.S. Labor Department show the labor market is strong. The economy continues to produce more jobs despite several possible headwinds. In fact, p...

KSAT12 6 O'Clock News

KSAT 12 San Antonio (KSAT-TV)

June 5, 2023

AVE: \$947.94

fired near sonora and not the lido street on the night of may. 27th officers shot went as 4 times. he was taken to a hospital where he died. well, despite fears of a recession that lingered for months, it appears the u.s. labor market is doing well right n ...

KSAT12 News at Noon

KSAT 12 San Antonio (KSAT-TV)

June 1, 2023

AVE: \$375.26

contractor damages, but that will be determined once everything is said and done. in the meantime, area businesses are still struggling to hang on. >> if you are between the ages of 16

24, you know somebody who is who's looking for a job. listen up. there ...

KENS 5 News at 12pm

CBS 5 San Antonio (KENS-TV)

June 1, 2023

AVE: \$130.03

show that companies are reluctant to let go of workers . >> now if you are between the ages of 16 and 24, there is a huge job fair happening you today state representative barbara gervin hawkins along with over 100 san antonio based employers are hosting a ...

Two San Antonio job fairs looking for seasonal workers

San Antonio Current

Nina Rangel

June 1, 2023

AVE: \$6,275.00

click to enlarge Instagram / sprouts Area Sprouts Farmers Market locations will host hiring events June 9-10. San Antonians looking for a summer job may be in luck. A pair of local job fairs are targ...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

June 1, 2023

AVE: \$293.47

kind of slow going there. i-10 east just inside loop 410, but things are moving. you can see they're just moving a little slow. >> the only thing other than that is some of these disabled vehicles. no accident. i job fest. 2023 going on later today. it's a ...

Fox 29 News First

Fox 29 San Antonio (KABB-TV)

June 1, 2023

AVE: \$208.15

stolen snap benefits for recipients who were victims of fraud. to get the funds back, we were asked to visit or call your local health and human services commission office to request before. >> today, the at&t center is hosting a job fair. it is called job ...

Good Morning America

KSAT 12 San Antonio (KSAT-TV)

June 1, 2023

AVE: \$426.19

charged and the 2017 murder of his girlfriend and trinity university student cayley mandadi. now yesterday the state rested its case. happening today. if you or someone you know, is looking for a job, listen up. there will be a big job fair this afternoon ...

Fox 29 News First

Fox 29 San Antonio (KABB-TV)

June 1, 2023

AVE: \$208.15

asked to visit or call your local health and human services commission office to request a form. >> today the at&t center is hosting job fest 2023. a job fair from 4-7 pm. it is a massive youth focused event that people of any age are welcome at. more than ...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

June 1, 2023

AVE: \$146.97

tuesday. polls are closed this sunday. election day is next weekend. that's june 10th. we have everything you need to know about the runoff election. >> on ksat.com. >> and happening today, if you are between the ages of 16 24 are, you know, someone who is ...

News 4 WOAI Today @ 5:30AM

NBC 4 San Antonio (WOAI-TV)

June 1, 2023

AVE: \$105.11

federal employees. those folks can apply through usa's website, or through their mobile app. big job fair today, the at&t

KENS 5 News at 4.30am

CBS 5 San Antonio (KENS-TV)

June 1, 2023

AVE: \$114.31

i'm out of power. you're going to have to run this thing for. coming up in our 5:00 hour this morning, does your teen need a summer job? several local businesses want to help. we have details for a job fair

TWC News All Evening

Spectrum News - 1TX

May 31, 2023

AVE: \$44.47

workers would have allow voters with mobility challenges to skip the line. each polling place would also be required to have at least one curbside voting option. people with disabilities also face obstacles when looking for work are has more on a statewide ...

FOX 29 News @ Nine

Fox 29 San Antonio (KABB-TV)

May 31, 2023

AVE: \$732.57

austin police but as the worst of the worst. The 62-year-old was just arrested, and charged in two deaths. But detective -- says he may be involved in many more. >> Right now, we have between eight and ten cases that kind of fit a similar circumstance that ...

Feria De Empleo Para Adolescentes

Univision 41

May 31, 2023

550 AM KTSA

550 KTSA

May 31, 2023

AVE: \$456.00

is being held tomorrow at the AT&T Center job vest 2023 is for 16 to 24 year-olds, along with the 100 local employers looking to hire new workers. Attendees will have access to educational resources training programs and financial assistance job fest 2023 ...

550 AM KTSA

550 KTSA

May 31, 2023

AVE: \$456.00

incident and a job fair for youths and young adults is being held tomorrow at the AT&T Center job vest 2023 is for 16 to 24 year-olds, along with the 100 local employers looking to hire new

workers. Attendees will have access to educational resources train ...

Job fair focusing on connecting area youth and employers taking place Thursday in San Antonio

550 KTSA

Don Morgan

May 31, 2023

AVE: \$1,625.85

SAN ANTONIO (KTSA News) — School's out, and maybe the young person in your home is looking to enter the workforce. A job fair focusing on youths and young adults ...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

May 31, 2023

AVE: \$260.58

to try fishing. you can find more information about free fishing day right now on our website at ksat dot com. >> time is 9, 18, 74 degrees. and if you know a teen or young adult looking for a job this summer. >> stay tuned for information about a job fair ...

Fox 29 News First

Fox 29 San Antonio (KABB-TV)

May 31, 2023

AVE: \$98.21

pick up truck production will begin later this year. -- texas factory activity remained relatively flat in may. Business executives of the texas manufacturing survey say activity has slowed, and orders have declined. Both chambers of the state legislature ...

Fox 29 News First

Fox 29 San Antonio (KABB-TV)

May 31, 2023

AVE: \$196.31

>> We facilitate the booking process, we do not talk at. All >> Her company offers 90 minute sessions starting at around \$50. >> Moving on to consumer news right now small businesses are getting squeezed after the failures of signature and silicon valley b ...

News 4 San Antonio 5P

NBC 4 San Antonio (WOAI-TV)

May 30, 2023

AVE: \$224.94

they have. >> the message today simple but important. every community member matters at each and every school. >> coming up this week a huge job fair at the at&t center with dozens of employers ready to hire. john fest 2023 will be held on thursday, june t ...

SEAL program offers paid work exper Braunfels, Comal County

New

New Braunfels Herald-Zeitung

Hannah Thompson

May 29, 2023

AVE: \$2,352.53

A SEAL recognition ceremony is held in San Antonio in September 2022. Courtesy photo Since 2017, the Summer Earn and Learn (SEAL) program has provided stude...

State representative, community partners to connect with local youth at JobFest 2023

KSAT 12

Mason Hickok

May 26, 2023

AVE: \$63,250.00

The free event is catered toward youth ages 16-24 Mason Hickok, Digital Producer Trainee Tags: KSATKids, Jobs, Youth, San Antonio, Employment, Workforce Solutions Busine...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

May 22, 2023

AVE: \$275.08

on your screen right now to see the full open court episode. and as we mentioned, a jury will be selected today for howerton with testimony expected to begin tomorrow. >> other stories we're following this morning. people living with a disability have a hi ...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

May 22, 2023

AVE: \$119.25

identity. he previously called the proposed travel advisory a joke. but i'm not wasting my time on your stance, ok? rhiannon ally, abc news, new york. >> well, here at home, people living with a disability have a higher rate for unemployment, according to ...

'Summer Earn and Learn' program connects disabled students with employers

KSAT 12

Camelia Juarez

May 21, 2023

AVE: \$63,250.00

BEXAR COUNTY – Workforce Solutions is creating pathways to employment for students with disabilities with its “Summer Earn and Learn” program. According to the employment center, peo...

KSAT12 News Nightbeat

KSAT 12 San Antonio (KSAT-TV)

May 21, 2023

AVE: \$2,604.26

visit the sunflower field yourself. we have a link on ksat.com. just find this story. good that the weather is cooperating. yes, this year. people living with a disability have a higher rate of unemployment. according to workforce solutions, it is double t ...

News 4 WOAI Today at 4:30AM

NBC 4 San Antonio (WOAI-TV)

May 3, 2023

AVE: \$60.15

rain chance sunday afternoon early next week. Still looking at the chance for some spotty showers, and thunderstorms, each afternoon. Jeanette, thank you. Here is a look outside. It's your trans guide cameras. Things are looking really good out there this ...

Hotels prep ahead of international convention coming to San Antonio

News 4 San Antonio

Chelsea Torres

May 2, 2023

AVE: \$25,325.00

In just a few weeks, for the first time San Antonio will host the U.S. Travel Association's IPW International Convention from May 20-24 Visit San Antonio's Vice President David Gonzalez sa...

Hotels prep ahead of international convention coming to San Antonio

Fox 29 San Antonio

Chelsea Torres

May 2, 2023

AVE: \$9,200.00

In just a few weeks, for the first time San Antonio will host the U.S. Travel Association's IPW International Convention from May 20-24 Hilton Palacio Del Rio say the biggest challenge rig...

Good Morning San Antonio

KSAT 12 San Antonio (KSAT-TV)

April 22, 2023

AVE: \$283.47

>> All >> Right. Take a live look out of the alamo city. So yesterday ended up being a beautiful day out there. Can we get another great day? We know we have a lot of fiesta events going on. We're going to check in with sarah spivey in just a few moments. ...

Texas Public Radio

Texas Public Radio

April 20, 2023

AVE: \$537.00

Securities involved the risk of laws you're listening to Texas public radio news I money and nobody from Texas House lawmakers advanced a Bill Wednesday aimed at placing major restrictions on the books aloud in public school libraries. The legislation call ...

Texas Public Radio

Texas Public Radio

April 20, 2023

AVE: \$604.80

when I sat down to write. I never felt afraid of anything that I was writing a new documentary tells the story and impact of the celebrated writer on all things considered from NPR news. Listen to all things considered, with Steve short beginning at 3 p.m. ...

Please contact the Workforce Solutions Alamo Communications Department at communications@wsalamo.org with any questions regarding this report.

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Media Report

Penny Benavidez

Director of Public & Government Relations

Media/Public Relations Activity: April – June 2023

Coverage Summary

2023/04/18 - 2023... April 18-Ju...

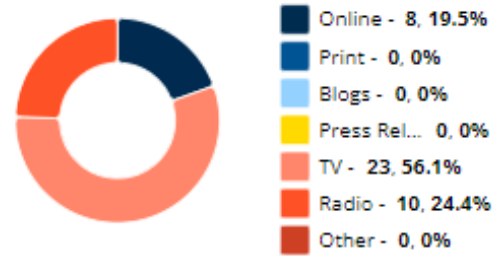
AVE(USD)
248.5K

Total Mentions
41

Impressions
11.0M

Coverage by Media Type

2023/04/18 - 2023/06/12 April 18-June 12| 2023 ...



Top 10 Outlets by AVE

2023/04/18 - 2023/06/12
April 18- June 12| 2022 "WSA Mentions"

KSAT 12	\$189.8k
News 4 San Antonio	\$25.3k
Fox 29 San Antonio	\$9.2k
San Antonio Current	\$6.3k
KSAT 12 San Antonio (KSAT-TV)	\$6k
550 KTSA	\$5.6k
New Braunfels Herald-Zeitung	\$2.4k
Fox 29 San Antonio (KABB-TV)	\$1.4k
Texas Public Radio	\$1.1k
News Radio 1200 WOAI San Antonio (WOAI-AM)	\$775.2

Top Stories

- Summer Earn and Learn (SEAL)
- JobFest 2023
- Local Economy / Labor Market

San Antonio labor market is strongest it's been in years, experts say



SAN ANTONIO - The latest numbers from the U.S. Labor Department show the labor market is strong.



Summer Earn and Learn



Summer Earn and Learn



The screenshot shows the top of the Herald-Zeitung website. It includes social media icons for Facebook, Twitter, and Instagram, a weather widget for 91° Sunny, and the date June 12, 2023. The main navigation bar lists categories like E-EDITION, NEWS, OBITUARIES, SPORTS, LIVING, OPINION, CLASSIFIEDS, CONTACT US, SPECIAL SECTIONS, and LOCAL EVENTS. The article title is 'SEAL program offers paid work experience for youth with disabilities in New Braunfels, Comal County' by Hannah Thompson, dated May 29, 2023. Below the title is a group photo of people at a recognition ceremony. To the right, there is a 'DIGITAL NB MONTHLY' section featuring a magazine cover titled 'New BRAUNFELS Monthly' with the theme 'Home is where the HEART is'. At the bottom, there is a 'TODAY'S E-EDITION' section with a 'WEEKEND EDITION' logo.


JobFest 2023 Total Media Value: \$75,583.1


NEWS

H-E-B, CPS Energy, Spurs headline employers at San Antonio JobFest 2023

The job fair targets 16 to 24-year-old applicants for future jobs.

MYSA

 Gabriel Romero
May 30, 2023



AT&T Center
Courtesy, Spurs Sports & Entertainment



Social Media

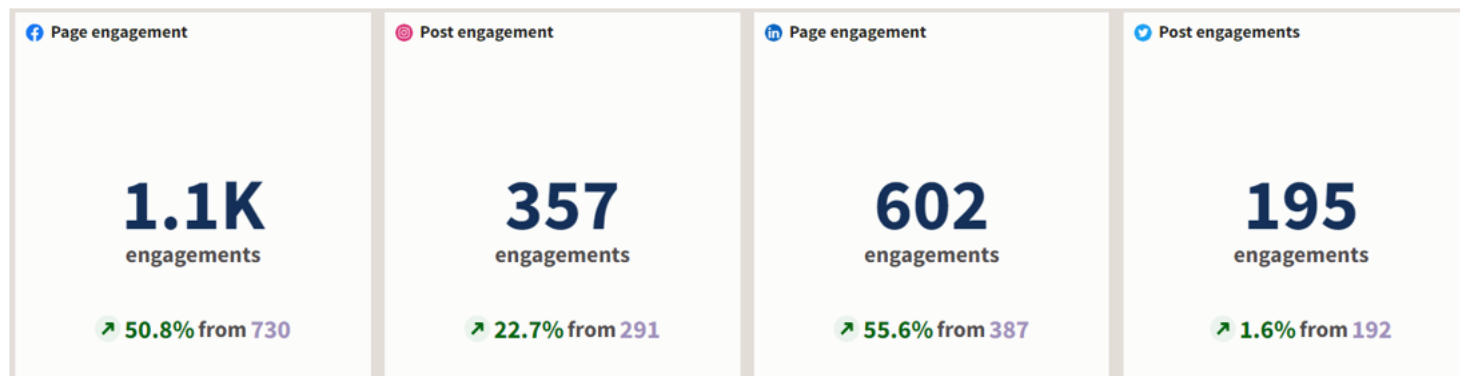


Audience Growth: Timeframe: April 1, 2023 – May 31, 2023 compared to February 1 – March 31, 2023



Page engagement

The total number of likes, comments, and shares received on content associated with your Pages



Logo Update

23





BOARD CHAIR REPORT



WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	JULY '22	AUG '22	SEPT '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
1	Mary Batch (VICE CHAIR)	Private Sect.	01/25/2023-12/31/2025													31	31	0	100%
	BOARD OF DIRECTORS				Y		E		Y		Y		Y						
	EXECUTIVE COMMITTEE				Y	Y		Y			Y		Y		Y				
	AUDIT & FINANCE COMMITTEE (CHAIR)			Y		Y		E			Y		Y	Y					
	HR COMMITTEE																		
2	Betty Munoz	Private Sect.	01/01/2022 - 12/31/2024													22	21	1	95%
	BOARD OF DIRECTORS				Y		Y		Y		E		Y						
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE							U											
	EARLY CARE & EDUCATION COMMITTEE							Y		Y		Y		Y					
3	Becky Butler Cap	Private Sect.	01/25/2023-12/31/2025													2	2	0	100%
	BOARD OF DIRECTORS										Y		E						
4	Leslie Cantu (BOARD CHAIR)	Private Sect.	01/01/2021-12/31/2023													59	59	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y		E						
	AUDIT & FINANCE COMMITTEE			Y		Y		Y			Y		E	Y					
	STRATEGIC COMMITTEE				Y			Y		Y		Y		Y					
	OVERSIGHT COMMITTEE			Y		Y		Y			Y		Y	Y					
	EXECUTIVE COMMITTEE				Y		Y	Y			Y		Y		Y				
	YOUTH COMMITTEE													Y					
	EARLY CARE & EDUCATION COMMITTEE							Y						Y					
	HR COMMITTEE (CHAIR)																		
5	Esmeralda Perez	Private Sect.	01/01/2022 - 12/31/2024													16	16	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	OVERSIGHT COMMITTEE			Y		Y		Y			Y		Y	E					
	CHILD CARE COMMITTEE																		
6	Anthony Magaro	Private Sect.	02/01/2021-12/31/2024													23	22	1	96%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	YOUTH COMMITTEE													Y					
	EXECUTIVE COMMITTEE							Y			E		U		Y				
	STRATEGIC COMMITTEE					E		E		Y		Y		Y					
	NOMINATIONS COMMITTEE (CHAIR)							Y											
7	Yousef Kassim (SECRETARY)	Private Sect.	01/01/2021-12/31/2023													40	38	2	95%
	BOARD OF DIRECTORS				Y		E		Y		Y		E						
	AUDIT & FINANCE COMMITTEE			Y		Y		U			E		Y	Y					
	EARLY CARE & EDUCATION COMMITTEE							Y		Y		Y		Y					
	STRATEGIC COMMITTEE							U											
	EXECUTIVE COMMITTEE										Y		Y		Y				
	OVERSIGHT COMMITTEE																		
8	Ben Peavy	Private Sect.	01/01/2021-12/31/2023													28	26	2	93%
	BOARD OF DIRECTORS				Y		E		Y				Y						
	EXECUTIVE COMMITTEE																		
	YOUTH COMMITTEE													E					
	STRATEGIC COMMITTEE				Y	Y		Y		Y		E		Y					
9	Jerry Graeber	Private Sect.	09/01/2022 - 12/31/2024													4	4	0	100%
	BOARD OF DIRECTORS						Y		E		Y		Y						

WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	JULY '22	AUG '22	SEPT '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
10	Lowell Keig	Public Empl.	06/01/2022 - 12/31/2024													10	10	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	STRATEGIC COMMITTEE					Y		Y		Y		Y		Y					
11	Diana Kenny	Private Sect.	12/18/18-12/31/2022													11	11	0	100%
	BOARD OF DIRECTORS				E		Y		Y		Y		Y						
	HR COMMITTEE																		
12	VACANT	Private Sect.	01/25/2023-12/31/2025																0%
	BOARD OF DIRECTORS																		
13	Lisa Navarro Gonzales	Private Sect.	01/01/2021-12/31/2023													20	18	2	90%
	BOARD OF DIRECTORS				Y		Y		E		Y		Y						
	AUDIT & FINANCE COMMITTEE			E		Y		Y			Y		U	U					
14	Eric Cooper	CBO	1/01/2022 - 12/31/2024													34	34	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	STRATEGIC COMMITTEE (CHAIR)				Y	Y		Y		Y		Y	Y	Y					
	EXECUTIVE COMMITTEE				Y		Y	Y			Y				E				
15	Elizabeth Lutz	CBO	01/25/2023-12/31/2025													28	23	6	82%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	EARLY CARE & EDUCATION COMMITTEE							U		Y		U		Y					
	STRATEGIC COMMITTEE				Y	U		U		U									
16	Ana DeHoyos O'Conner	CBO	1/01/2022 - 12/31/2024													24	24	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	EARLY CARE & EDUCATION COMMITTEE (CHAIR)							Y		Y		Y		Y					
	NOMINATIONS COMMITTEE							Y											
	EXECUTIVE COMMITTEE				Y			Y			Y		Y		Y				
17	Dr. Burnie Roper	Education	01/01/2021-12/31/2023													11	11	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y								
	YOUTH COMMITTEE													Y					
	MARKETING & COMMUNICATIONS																		
18	Dr. Sammie Morrill	Education	01/25/2023-12/31/2025													29	28	1	97%
	BOARD OF DIRECTORS				Y		Y		Y		Y		E						
	EXECUTIVE COMMITTEE				U		Y	Y					Y		Y				
	OVERSIGHT COMMITTEE (CHAIR)			Y		Y		Y			Y		Y	Y					
19	Angelique De Oliveira	ABE	01/05/21-12/31/2023													23	19	4	83%
	BOARD OF DIRECTORS				U		Y		Y		Y		Y						
	STRATEGIC COMMITTEE				Y	U		Y		U		Y		Y					

**WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	JULY '22	AUG '22	SEPT '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
20	VACANT	Econ. Dev.	01/01/2022 - 12/31/2024																0%
21	Mitchell Shane Denn	Labor	01/01/2022 - 12/31/2024													35	32	5	91%
	BOARD OF DIRECTORS				Y		E		Y		Y		E						
	STRATEGIC COMMITTEE				Y	Y		Y		Y		Y		Y					
	AUDIT & FINANCE COMMITTEE			Y		Y		Y			Y		Y	E					
22	Kelli Rhodes	Literacy	1/01/2022 - 12/31/2024													14	14	0	100%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	YOUTH COMMITTEE													Y					
	MARKETING & COMMUNICATIONS																		
23	Allison Greer Francis	Public Assist.	02/01/2021-12/32/2024													17	16	1	94%
	BOARD OF DIRECTORS				Y		Y		Y		Y		Y						
	OVERSIGHT COMMITTEE				U			Y			Y		E	E					
24	JR Trevino	Private Sect.	09/01/2022 - 12/31/2024													5	5		100%
	BOARD OF DIRECTORS						Y		Y		E		E						
	NOMINATIONS COMMITTEE							Y											
25	Dawn Dixon	Rehabilitation	01/01/2021-12/31/2023													18	18	0	100%
	BOARD OF DIRECTORS				Y		Y		E		Y		E						
	EARLY CARE & EDUCATION COMMITTEE							Y		E		Y		Y					

Last Date Updated: 05/26/2023

Average: 84.63%

LAST	FIRST	Category	Company	Industry	Gender	Race	Hisp	Expires	Vacant	O.O.C.	CC	Vet
	Vac, Dennis, Li	econ devel	Seguin Economic Devel	Public Administrat	F	White	No	12/31/24	05/15/23	08/13/23	No	No
Robby Brown (N)	Vac, Halverson	prv sector	Scorpion Biological Servi	Admin, Support	M	White	No	12/31/25	04/03/23	07/02/23	No	Yes
Batch	Mary K.	prv sector	Caterpillar ISPD	Manufacturing	F	White	No	12/31/25			No	Yes
Cantu	Leslie	prv sector	Toyotetsu Texas Inc	Manufacturing	F	White	No	12/31/23			No	No
Cap	Elizabeth Butle	prv sector	GenCure/BioBridge Glob	Health Care, Soci	F	White	No	12/31/25			No	No
Cooper	Eric	CBO	San Antonio Food Bank	Health Care, Soci	M	White	No	12/31/24			No	No
Denn	Mitchell Shane	labor	San Antonio Building Tra	Other Services	M	White	No	12/31/24			No	No
Dixon	Dawn	rehab	Warm Springs Foundatio	Health Care, Soci	F	White	No	12/31/23			No	No
Francis	Allison L. Gree	pub assist	The Center for Health C	Health Care, Soci	F	White	No	12/31/23			No	No
Graeber	Jerry	prv sector	Leonard Contracting	Construction	M	White	No	12/31/24			No	No
Kassim	Yousef	prv sector	E-Legal, Inc.-EasyExpun	Professional, Tec	M	Other	No	12/31/23			No	No
Keig	Lowell	pub emplo	Texas Workforce Commi	Public Administrat	M	White	No	12/31/24			No	No
Kenny	Diana	prv sector	Assessment, Interventio	Health Care, Soci	F	White	No	12/31/23			No	No
Lutz	Elizabeth	CBO	Bexar County Communit	Health Care, Soci	F	White	Yes	12/31/25			No	No
Magaro	Anthony	prv sector	Southwest Research Inst	Professional, Tec	M	White	No	12/31/24			No	No
Morrill	Sammi M.	education	Alamo Colleges District (Educational Servi	F	White	No	12/31/25			No	No
Munoz	Betty	prv sector	JW Marriott San Antonio	Accomodation, Fo	F	White	Yes	12/31/24			No	No
Navarro-Gonza	Lisa	prv sector	Forma Automotive, LLC	Manufacturing	F	White	Yes	12/31/23			No	No
O'Connor	Ana DeHoyos	CBO	YMCA	Other Services	F	White	Yes	12/31/24			Yes	No
Oliveira	Angelique De	ABE	Goodwill Industries of Sa	Health Care, Soci	F	White	No	12/31/23			No	No
Peavy	Benjamin	prv sector	Accenture Federal Servi	Professional, Tec	M	Black	No	12/31/23			No	No
Perez	Esmeralda	prv sector	CHRISTUS Santa Rosa	Health Care, Soci	F	White	Yes	12/31/24			No	No
Rhodes	Kelli G.	literacy	Restore Education	Educational Servi	F	White	No	12/31/24			No	No
Roper, Jr.	Burnie L.	education	Lackland ISD	Educational Servi	M	Black	No	12/31/23			No	Yes
Trevino	Edward JR	prv sector	Treco Enterprise, Inc	Construction	M	White	Yes	12/31/24			No	No

Current Members	25
Operating Size:	25 - 30
Term:	3

BOARD:	Female	Hispanic	Black	Priv Sect:	CC Reps	Vet Reps	CBO/Lab:
	15	6	2	13	1	3	4
	60%	24%	8%	52.0%			16.0%
WDA:	58%	48%	5%				

Priv Sect: 13 Education: 2 Labor: 1 Rehab: 1 CBO 3 Econ Dev: 1 Pub Employ: 1 Pub Asst: 1 Lit: 1 ABE: 1