



## **EXECUTIVE COMMITTEE MEETING**

Workforce Solutions Alamo  
100 N Santa Rosa Ave  
San Antonio, TX 78207  
March 19, 2021  
10:00 AM

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

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Linda G. Martinez at (210) 581-1093.

To protect the health of the public and limit the potential spread of COVID 19 as directed by Governor of Texas, Bexar County and City of San Antonio, WSA will hold this meeting via videoconferencing. The meeting will be held in compliance with the suspended provisions of the Texas Open Meetings Act. For those members of the public that would like to participate, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Linda G. Martinez, (210) 581-1093.

### **I. CALL TO ORDER AND QUORUM DETERMINATION**

Presenter: Chair Leslie Cantu

### **II. DECLARATIONS OF CONFLICT OF INTEREST**

Presenter: Chair Leslie Cantu

### **III. PUBLIC COMMENT**

Presenter: Chair Leslie Cantu

### **IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Chair Leslie Cantu

- a. Executive Committee Meeting November 20, 2020 Minutes

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### **V. AUDIT & FINANCE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Mary Batch, Chair

- a. Financial Reports
- b. Monitoring Update

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c. Audit Update

VI. CHILD CARE COMMITTEE (DISCUSSION AND POSSIBLE ACTION) 32

Presenter: Doug Watson, Chair

a. Child Care Quality Contract Update

VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION) 36

Presenter: Dr. Mark Niederauer, Chair

a. Briefing Monitoring Timeline

b. Operational Updates

c. Performance and Programs Reports

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION) 58

Presenter: Eric Cooper, Chair

a. Marbach Location

b. Update Local Plan Implementation

IX. CEO REPORT 71

Presenter: Adrian Lopez, CEO

a. Unemployment Claims & Responses

b. Status of Procurement Diversity Policy

c. PEO Implementation- April 1, 2021

d. Procurement Director to start March 22, 2021

e. Marketing & Media Update- Cristina Bazaldua

X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Leslie Cantu

a. Update County & City of San Antonio Workforce Programs

XI. Next Meeting: June 4, 2021

XII. Executive Session:

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

- a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;

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

### XIII. ADJOURNMENT

Presenter: Chair Leslie Cantu



## **EXECUTIVE COMMITTEE MEETING MINUTES**

100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
November 20, 2020  
9AM

**WSA BOARD MEMBERS:** JUAN SOLIS, III (CHAIR); JOHN BLAYLOCK (SECRETARY); ERIC COOPER, BEN PEAVY, DOUG WATSON, DR. MARK NIEDERAUER, LESLIE CANTU (VICE CHAIR)

**WSA BOARD STAFF:** ADRIAN LOPEZ, DR. ANDREA GUERRERO-GUAJARDO, MARK MILTON, LOUIS TATUM, ANGELA BUSH, LAVONIA HORNE-WILLIAMS, MELISSA SADLER-NITU, MANUEL UGUES, AARON SMITH, GABRIELA HORBACH, JOSHUA VILELLA, JESSICA VILLARREAL, RICARDO RAMIREZ, CHUCK AGUEWBO, LINDA G. MARTINEZ

**LEGAL COUNSEL:** FRANK BURNEY

**PARTNERS:** POOJA TRIPATHI, DIANE RATH, RUBEN DAVILA

### **AGENDA**

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**During the Public Comments portion of the meeting (Agenda Item 3), the Public may type their name into the chat box or unmute themselves and state their name. The meeting host will call each member of the public for comments, in the order their names were submitted.**

I. CALL TO ORDER AND QUORUM DETERMINATION

Presenter: Chair Solis

**The meeting was called to order at 9:01AM**

II. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Chair Solis

**There are no conflicts of interest.**

III. PUBLIC COMMENT

Presenter: Chair Solis

**There are no public comments.**

IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Solis

- a. Board Meeting August 10, 2020 Minutes
- b. Child Care Quality (CCQ) RFP Update
- c. Quality Assurance
- d. Procurement Reports
- e. Financial Reports

**Upon motion by Mr. Doug Watson and 2<sup>nd</sup> by Ms. Leslie Cantu, consent agenda items were approved. Committee unanimously approved motion carried.**

V. AUDIT & FINANCE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Chair

- a. Budget Amendment #1
  - Mary Batch, Audit & Finance Committee Chair not present. Mr. Louis Tatum, CFO presented to the Committee.
  - Mr. Tatum provided the Committee with the adopted budget for the Fiscal Year October 1, 2020 to September 30, 2021, based on estimates of carryover funds and availability of funding in FY21.
  - An analysis of these estimates has been performed, WSA Fiscal is recommending adopting certain adjustments accurately reflect the FY21 budget. The revised budget consists of estimates that will be reconciled as actual funding becomes available. These estimates include projections of carryover funds for programs that have not yet closed and funding that will become available in July of 2021.
  - Mr. Tatum's presentation included discussion and possible action by the Executive Committee to approve an increase in the Fiscal Year Budget by \$25,271,885. This change will increase the agency budget from \$105,121,499 to \$130,339,884.
  - Mr. Tatum stated by modifying the budget to accurately reflect actual funding allows the Board to appropriately monitor budgets, proactively align procurements with the delivery of

- services, and oversee activities which will ensure funding is utilized in a reasonable and necessary manner that aligns with contractual objectives.
- Mr. Tatum also included specific budgetary line items to be increased.
  - **Corporate Expenditures: Budget Increase of \$260,000**
    - Personnel \$135,000: The increase in personnel cost include the reconciliation of actual salaries to the proposed budget for new hires, fully fund the CARES Accountant through the extension of the program (9/30/21), and transition a marketing position from a contracted service to a full-time employee.
    - Software \$20,000: Purchase procurement software for the efficient management of contracts and agreements.
    - Marketing \$30,000: Increase in external to marketing to provide guidance and support to Workforce Solutions Public Relations and Marketing team.
    - Professional Services \$75,000: Increase temporary staffing budget by \$75,000.
  - **Facility and Infrastructure: Budget Increase of \$750,000**
    - Equipment & Software: \$500,000 Budget for Information Technology and Security upgrades
    - **Facilities Reserve**: \$250,000 for facilities reserve in the event of unforeseen circumstances related to the relocation of the Marbach location in May of 2021.
  - **Projects: Budget Increase of \$376,152**
    - Budgeted additional funding that may related to the local plan, strategic goals and objectives that align with the mission of the organization in the 13-County Alamo Region.
  - **Services Delivery Budget: Budget Increase by \$18,539,858**
- Mr. Juan Solis recommended for transparency, fiscal should provide a breakdown of where funding is being expensed. All entities or funding sources that provide funding to WSA have different criteria and requirements. There are 22 funding sources that fiscal must reconcile and ensure expenses, are correct and criteria is met.
- **Upon motion by Ms. Leslie Cantu and 2<sup>nd</sup> by Mr. Eric Cooper to approve Budget amendment #1, Committee unanimously approved motion carried.**

## VI. CHILD CARE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Doug Watson, Chair

- Mr. Doug Watson, Child Care Committee Chair provided an overview of the newly formed committee.
- The Child Care Committee has met three times in the last few months. It consists of WSA Board Members and non-WSA Board Members, volunteers from childcare community.
- a. TRS Stipend Plan
  - The COVID-19 pandemic created new challenges and compounded familiar challenges for childcare providers. Several providers are struggling to stay in business and have taken on debt during the pandemic.
  - WSA is concerned about losing capacity at TRS providers and consequently limiting access to quality childcare. WSA is requesting consideration and

approval for \$258,000 in stipends to TRS providers and CCS providers working towards TRS certification.

- WSA staff conducted a survey soliciting information from childcare centers in our area and found that both urban and rural childcare centers are struggling, enrollments are down.
- The Child Care Committee recommended a matrix be developed for distribution of funds.
- Mr. Watson also added the childcare centers were awarded using the 80/20 TRS TRS contract. 80% was awarded to San Antonio childcare centers and 20% to rural childcare centers.
- This funding must be expensed by Dec. 31, 2020.
- TRS Stipend amounts ranged from \$3K to \$18K.

**Upon motion by Mr. Ben Peavy and 2<sup>nd</sup> by Ms. Leslie Cantu to approve TRS stipend. Committee unanimously approved motion carried.**

b. Child Care Guidelines

- Mr. Doug Watson provided the Executive Committee with a working paper for the Child Care Committee Guidelines.
- He explained the areas that will be focused on:
  - o Access to High Quality Child Care for every child in the WSA board area
  - o High Quality Teaching Practices, Educator Supports, and Career for EC teachers
  - o Coordinated Systems: Comprehensive, Continuous, and Integrated
  - o Advocacy
  - o Oversight
  - o Family Engagement
  - o Requesting approval of stipends to TRS providers
- Mr. Juan Solis asked Mr. Doug Watson to provide the list of Child Care Committee Member and those non-WSA Board members that have volunteered.
- Mr. Doug Watson named WSA Board Members on the Child Care Committee- Elizabeth Lutz, Betty Munoz, Eric Cooper, non-WSA Board members are: Dr. Sarah Baray, Dr. Henri Munoz, Katherine Filut, Kristi Koth, Ana DeHoyos O'Conner, Kate Rogers

VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Chair

a. Monthly Performance

- Dr. Mark Niederauer gave kudos to Mark Milton, COO and his team for providing good metrics and added WSA is meeting or exceeding all measures.
- Mr. Mark Milton provided the Executive Committee with a briefing on the Performance and Programs.
- Mr. Milton stated WSA is currently meeting all state mandated performance measures. – Only Large Board in Texas.
- WSA is currently leading the state on WIOA Earnings Measures post exit of the program.
- Mr. Milton also provided the below operational updates:

- All Centers are currently open to the public and are receiving clients (appointments and virtually). All parking lots are equipped with WiFi as well.
- Bexar County and COSA projects are in full swing and production is being made on each. Training is projecting on schedule and OJT is behind.
- Staff are working on internal monitoring and audit reports to ensure we are up to date and compliant with all state requirement.
- WSA was awarded an additional \$3.5 million in Disaster Dislocated Worker funding – program has launched, and progress is being made on the outcomes.
- Child Care team has welcomed 14 new Texas Rising Star providers to the Alamo network.
- We are working closely with C2 to develop and formalize the On-the-Job Training Initiative to generate more interest into the program.
- WSA is currently managing 22 different grants and special programs funded by either TWC or Local partners.
- Recent events:
  - Red, White & You event had over 1200+ job seekers and 200+ employers
  - SAMSAT event had 80 enrolled into CARES
  - Health Care Virtual Job Fair – 60+ job seekers and 10+ employers
  - Manufacturing & Skilled Trades – 120+ job seekers and 20+ employers
- Mr. Milton also highlighted the Skills Development Fund- Lonestar Construction
  - Workforce Solutions Alamo (WSA) has partnered with Lone Star Construction to offer a Pre-Apprentice Electrical Training program to members of the community.
  - The training was funded by the TWC Skills Development COVID-19 Grant \$250,000 and WSA provided tuition for trade skills certifications and placement opportunities.
  - Over 30 students (all female) have completed the program and are moving into apprenticeship programs or direct hires.
  - 4th class is scheduled for Nov. 16th exclusively for the hearing impaired.
- Mr. Milton provided a Childcare update:
  - WSA is meeting Performance on our overall average kids served per day.
  - We are UP to 123 Texas Rising Star Providers
  - WSA hired a new Childcare Services Director, Jessica Villarreal
  - WSA staff is working on the Childcare Quality contracts
  - Monitoring funding levels from TWC for new fiscal year.
- Mr. Milton provided an update on the City of San Antonio, (COSA), Train for Jobs SA and Bexar County Strong Program.
  - The greatest challenge has been the OJT enrollments – little interest, fear, pursuit of training options
  - Projections remain on track for the overall project
  - Working through customer service issues and responses from clients

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- Greatest challenge has been the OJT enrollments – little interest, fear, pursuit of training options
- CARES Funding was not fully utilized - timing and OJT inactivity
- Referrals to Project Quest did not pan out as originally expected - lack of interest from clients.

## VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Chair

### a. Local Plan

- Mr. Eric Cooper provided the Executive Committee with an overview of the Local Plan
- The Local Plan has been developed in accordance with guidelines issued by Texas Workforce Commission (TWC).
- There will be a Public comment period with three public hearings TBD January 2021.
- The plan shall be approved by the WSA Board and the Committee of Six (2/21) and its respective bodies (City of SA, Bexar County, Rural Judges), and is due to TWC on or before March 1, 2021.
- **TWC Goals Strategic Plan 2021- 2025**
  - Support a Workforce System that allows employers and workers to achieve and sustain economic prosperity.
  - Promote employers' access to the talent and abilities of individuals with a disability. Accommodate such workers in the workplace and assist with maintaining and advancing their careers successfully
  - Prepare individuals for employment by supporting education and training that equips individuals with in-demand skills as identified by employers.
  - Accelerate employment pathways for veterans, service members and their spouses as they transition to civilian occupations in Texas.
  - Fostering systems that enhance early education, support strong families, advance the growth of the at-risk workforce to accelerate their employment opportunities, and help support personal and family stability.
- Mr. Ben Peavy recommended having a four to six month rolling view explaining the focus areas that tie to the priorities of the strategic plan.
- Mr. Adrian Lopez requested Board participation and/or industry champions with the sector-based model.

### b. Floresville Location

- Mr. Eric Cooper presented an updated to the Executive Committee on the Floresville location.
- The commercial agent is conducting research to locate available office space and will proceed to survey.
- Mr. Solis mentioned to the committee the Marbach lease will be expire in May and we will have to re-locate.

## IX. CEO REPORT

Presenter: Adrian Lopez, CEO

### a. Unemployment Claims & Responses

- Mr. Lopez provided an updated on the unemployment claims from periods Feb. 28, 2020 thru Oct. 16, 2020.

- We are continuing to see an average of 30K claimants per month.
- This data is supplied to elected officials and industry leaders on a regular basis to keep them abreast of the current situation.
- Mr. Lopez also gave an overview of performance metrics:
  - o Met or exceeded 14 of 15 measures (8 of 15 measures WSA ranks 1-3 of large boards)
  - o Over 168,000 total clients served
  - o Over 25,000 job postings
  - o 5,114 program participants
  - o 11,671 hired through Work in Texas
  - o 10,093 children served from over 5,700 families
  - o 669 youth served (14 - 24 years)
  - o WSA rebranding
    - Launched Bexar County Strong Program and outreach efforts
    - Conducted over 15 media interviews and participated on panel discussions
    - Promoted agency as workforce leader
- Mr. Lopez updated the Executive Committee on funding:
  - Disaster Relief- \$3.5 million
  - Skills Development- \$50,000 (United Alloy)
  - Texas Mutual Insurance- \$75,000
- b. Commissioners Court
- c. Re-opening of Centers
- d. New Staff Introduction: Jessica Villarreal, Child Care Director, Chuck Agwuegbo, IT Director and Trema Cote, Monitor II

## X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Solis

- a. Update County & City of San Antonio Workforce Programs
  - o Met or exceeded all measures except for On-the-Job Training
  - o Over 1K enrolled into training
  - o Speed and scope are larger than agency history
  - o Citizens of San Antonio approved 1/8 cent sales tax
- WSA could play a vital role in the administration of projects 239
- b. Child Care Committee established Sept 2020
  - o Focus attention to largest set of funds over ¾ of the annual funding
  - o Focus Areas
  - o Access to High Quality Child Care for every child in the WSA board area
  - o High Quality Teaching Practices, Educator Supports, and Career for EC teachers
  - o Coordinated Systems: Comprehensive, Continuous, and Integrated
  - o Advocacy
  - o Oversight
  - o Family Engagement
- c. Review of WSA Demographics and Board Make-Up November 2020
- Mr. Solis also provided a breakdown of the Board's make-up.
  - o 14 – Female; 5- Hispanic; Black – 3; Private Sector - 13
  - o WSA hosted more committee and board meetings and pivoted to virtual meetings due to COVID-19.

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- Child Care Committee created and there is more participation with board members
- Every committee and board meeting have met quorum
- d. WSA Board Attendance
  - Mr. Solis stressed the importance of attendance to the Executive Committee. All absences will be excused.
  - Mr. Solis also reminded the Executive Committee the CEO evaluation needs to be completed.
  - Mr. Solis thanked Mr. John Blaylock for his service on the Board
- e. Recommendation of Changes in Board Attendance Membership Based on Attendance

XI. Next Meeting: TBD, 2021

**XII. Executive Session: No executive session**

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

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

**XIII. ADJOURNMENT**

Presenter: Chair Solis

**Upon motion by Mr. Eric Cooper and 2<sup>nd</sup> by Mr. Ben Peavy to adjourn the meeting. Committee unanimously approved motion carried.**

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## MEMORANDUM

To: Executive Committee  
From: Louis Tatum, CFO  
Presented by: Louis Tatum, CFO  
Date: March 19, 2021  
Regarding: Financial Report -January 31, 2021 Financial Report

**SUMMARY:** Financial reports through January 31, 2021, have been prepared for the fiscal year of October 1, 2020, through September 30, 2021, the straight-line expenditure benchmark is approximately 33.33% of the budget. An analysis has been performed outlining Corporate and Facility Budgets, as well as the Grant Summary Report.

While COVID 19, inclement weather, and unemployment continues to present challenges for the local community, WSA evaluates the needs of local employers and job seekers while they continue to navigate these challenges by providing resources to the local communities. Through the continued support from the WSA Board of Directors, Texas Workforce Commission, Local Officials, Committee of Six, and Workforce Solution Alamo Executive Leadership we have been able to strategically respond to the needs of both job seekers and employers in the 13-County Alamo Region.

### Corporate Budget

Department	% Expensed	Comments
Personnel	29.78%	The agency currently has savings through vacant positions and staff turnover. WSA will continue to monitor this variance to ensure it does not exceed budget expectations.
Board Facility	28.71%	WSA is slightly under budget for facility cost. A reduction in common area maintenance at the Central Office has resulted in slightly lower facility cost.
Equipment	18.89%	Equipment is under budget due to a timing difference in the purchase of software and equipment that are expected to be purchased before the end of the second quarter.
General Office Expense	16.95%	The two most significant items in this budget category are insurance and marketing. We are expecting to fully utilize the marketing budget in FY21. Insurance is currently approximately 18% underspent, we will closely monitor this line item throughout FY21.
Professional Services	8.48%	The budget variance for professional services is approximately, \$209,730. This variance is attributed to the annual audit, financial monitoring, and other consulting services which are expected to be expended in the second and third quarters of FY21.
<b>Total Expense</b>	<b>25.38%</b>	12

Corporate expenditures are currently expended at a rate of 25.38% of the annual budget, which represents a budget surplus of approximately 7.55% of the approved budget. The most significant budget surpluses are in infrastructure related equipment and related service agreements, insurance, marketing, and professional services. WSA expects these expenditures to materialize as the year progresses.

### Facility Budget

Department	% Expensed	Comments
Overall	35.46%	The facility's budget is currently expended at a rate of 35.46% which represents a deficit of 2.13% of the budget. Furniture expenditures for the Seguin renovation were budgeted in September of FY21 but did not occur until FY22. WSA will reflect this change in a future budget amendment.

### Active Grants Only

Grant	End date	Straight Line	% Expense	Comments
21TAF	10/31/2021		14%	Grant is underspent by 19% due to the suspension of the work requirement. Contractor and Board staff are working on additional initiatives to increase expenditures.
20WOR	06/30/2021		0%	There will be a focus on Lay Off Aversion related to Childcare Centers to fully expend.
20SNE	09/30/2021		58%	TWC is expecting additional SNAP funding in FY21.
20CCQ	12/31/2020		100%	Grant was fully expended.
20REA	03/31/2021		86%	TWC granted an extension from 12/31/20 to 3/31/21 to fully expand and provide additional assistance to customers.
20TIP 21TIP	4/30/2021 5/30/2021		1% 0%	WSA is expecting to fully expend both TIP grants.
20HJT	4/30/2021		0%	WSA is expecting to fully expend
21BEX-GEN	12/31/2021		19%	Bexar County general funding has started to materialize.
20CIT-GEN	09/30/2021		11%	COSA is 20% underspent, expenditures are steadily increasing.

**ATTACHMENTS:**  
Financial Statement

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## MEMORANDUM

To: Executive Committee

From: Louis Tatum, CFO

Presented by: Mary Batch, Chair Audit & Finance Committee

Date: March 19, 2021

Subject: Briefing Regarding Fiscal Monitoring – Procurement of  
New Contract

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**SUMMARY:** This serves to provide the Board of Directors with a briefing regarding the status of the Fiscal Monitoring Services contract.

The 4<sup>th</sup> and final renewal of WSA’s Fiscal Monitoring Services contract with Christine Nguyen expired September 30<sup>th</sup> and which was extended through 11/30/2020 for a total cost of \$132,288.13. To that purpose, WSA issued a Request for Qualifications (RFQ) for Fiscal Monitoring Services.

On January 22, 2021, the Board voted to award the contract to Christine H. Nguyen, CPA, the incumbent.

**UPDATE:**

The contract is currently being negotiated with Christine H. Nguyen, CPA, and it is expected to be in effect no later than by March 13, 2021.

**FINANCIAL IMPACT:** The estimated annual budget is \$127,105.00 – however, WSA will retain an additional 10% for contingency for an estimate total of \$139,815.50. The duration of the contract is for a period of one year from the date of execution of the agreement which the Board may opt to extend for up to four (4) one (1) year extensions based upon WSA needs and the availability of funds. In no event shall the total term of the contract exceed five (5) years.

**STRATEGIC OBJECTIVE:** To ensure contractors comply with WSA’s contractual obligations under its contract with the Texas Workforce Commission (TWC) and the U.S. Department of Labor (DOL) as it pertains to fiscal goals, processes, functions, and responsibilities.

**ATTACHMENTS:** None

# Fiscal Monitoring Services RFQ

Louis Tatum, CFO

March 19, 2021





# Summary

*Briefing regarding single contract for Fiscal Monitoring Services.*

# Overview

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1. The 4<sup>th</sup> and final renewal of WSA's Fiscal Monitoring Services contract expired 09/30/2020 (was extended through 11/30/2020) – with a total cost of \$132,288.13.
2. To that purpose, WSA issued an RFQ for Fiscal Monitoring Services.
3. On January 22, 2021, the Board voted to award the contract to Christine H. Nguyen, CPA.

# Update

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- The contract is currently being negotiated.
- It is expected that the contract will be finalized and in effect no later than by March 13, 2021



# Financial Impact

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- Financial Impact: \$127,105 plus 10% for contingency not to exceed \$139,815.50.
- The duration of the contract shall be for a period of one (1) year from the date of execution. The Board may opt to extend for up to four (4) one (1) year extensions. In no event shall the total term exceed five (5) years.



**Questions?**

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## MEMORANDUM

To: Executive Committee

From: Louis Tatum, CFO

Presented by: Mary Batch, Chair Audit & Finance Committee

Date: March 19, 2021

Subject: Briefing Regarding Status of Financial Auditing Services – Procurement of New Contract

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**SUMMARY:** This memo serves to provide a briefing regarding the status of the Financial Auditing Services RFQ – no action is required. We have moved forward with the selection of the firm that will be completing our Financial Auditing Services.

The 4<sup>th</sup> and final renewal of WSA’s Financial Auditing Services contract with ABIP expired September 30<sup>th</sup>, 2020, for a total cost of \$65,700. To that purpose, WSA issued a Request for Qualifications (RFQ) for Financial Auditing Services from qualified and experienced accounting firms whose principal officers are independent, Certified Public Accountants (CPAs). The following provides an update on the status of the RFQ.

### *Phase 1*

- On 02/19/2021, Board Staff presented to the Board of Directors the results, ranking, and recommendation regarding the five proposals that were received and evaluated.
- The Board of Directors determined that it would be beneficial to perform an additional assessment of the top two finalists to secure increased assurances concerning the successful completion of the engagement given the short timelines especially during the pandemic.

### *Phase 2*

- Additional written information from the two top finalists was received 02/26/2021. This included a written project plan with information covering the following elements:
  - Engagement activities (focus on remote capacity/work),
  - Communication with Board Staff (focus on communication and coordination ahead of time to not delay completion),
  - Detailed timeline (focus on assurances that work will be completed fully and on time),
  - Best and final offer (costs).
- The additional information was assessed by the internal evaluation panel, and the scores of the evaluation were provided to the CEO for final determination.

**STAFF RECOMMENDATION/ACTIONS:**

Two options were reviewed for the selection. Option A shows the results of only Phase 2. Option B shows the results of both Phase 1 and 2 combined. Results from Phase 2 (Option A) more clearly show the advantage of ABIP as these incorporate the further assurances that we were seeking for a full and prompt completion of the engagement. Option B shows ABIP coming ahead when taking both phases combined. Scores of Phase 1 (Option B) could not at this point be considered without accounting for and taking into consideration the scores of Phase 2 (Option A).

**OPTION A (PHASE 2)**

<i>Phase 2 : Summary</i>		
<b>Item</b>	<b>ABIP</b>	<b>GG</b>
1	10.0	9.3
2	8.7	10.0
3	10.0	8.0
4	9.7	7.0
<b>TOTAL</b>	<b>38.3</b>	<b>34.3</b>

**OPTION B (PHASES 1 + 2 COMBINED)**

	<b>ABIP</b>	<b>GG</b>
<i>Phase 1</i>	99.3	102
<i>Phase 2</i>	38.3	34.3
<b>Total</b>	<b>137.6</b>	<b>136.3</b>

With these final tabulations, ABIP was selected.

**Execution.** The draft contract is being negotiated with the firm and is expected to be signed by Friday, 03/19/2021.

**Contract Duration.** The duration of the contract shall be for a period of one (1) year from the date of execution of the agreement. The Board may opt to extend for up to four (4) one (1) year extensions based on WSA needs and availability of funds. In no event shall the total term of the contract exceed five (5) years.

**FINANCIAL IMPACT:** The estimated annual budget is \$67,050. WSA will retain an additional 10% for contingency for an estimated total of \$73,755.

**STRATEGIC OBJECTIVE:** To ensure that WSA meets the organization's annual financial and single audit obligations and tax reporting requirements.

**ATTACHMENTS:** None

# Financial Auditing Services RFQ

Louis Tatum, CFO

March 19, 2021





# Summary

*Briefing regarding status of:*

- *Selection of Single Contract for Financial Auditing Services.*

# Overview

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1. The 4<sup>th</sup> and final renewal of WSA's Financial Auditing Services contract expired 09/30/2020 – with a total cost of \$65,700.
2. To that purpose, WSA issued an RFQ for Financial Auditing Services.
3. Services include providing financial and single audit, and tax preparation/submission services.



# Services Solicited

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Services include:

- a) Prepare/file corporate Income Tax Return (Form 990),
- b) Perform audit in compliance with Single Audit Act and 2 CFR 200.501,
- c) Report on internal controls over financial reporting and on compliance on related matters,
- d) Nonmaterial instances of noncompliance to be reported in separate management letter,
- e) Retention of all working papers and reports at auditor's expense and as legally required,
- f) Perform with the highest level of integrity and business ethics,
- g) Comply with all professional accounting and audit rules, guidelines, and requirements.



# Status: Phase 1

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- WSA received proposals from five bidders.
- The proposals were evaluated internally by WSA staff.
- On 02/19/2021, Board Staff presented to the Board of Directors the results, ranking, and a recommendation for contract negotiations.
- The Board of Directors determined that it would be beneficial to perform an additional assessment of the top two finalists to secure increased assurances concerning the successful completion of the engagement given the short timelines especially during the pandemic.

# Actions: Phase 2

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- Additional written information from the top two finalists was received 02/26/2021. This included a 'project plan' covering the following elements:
  - a) Engagement activities (focus on remote capacity/work),
  - b) Communication with Board Staff (focus on communication and coordination ahead of time to not delay completion),
  - c) Detailed timeline (focus on assurances that work will be completed fully and on time), and
  - d) Best and final offer (costs).
- The additional information was assessed by the internal evaluation panel, and scores were provided to the CEO for final determination.

# Phase 2 Results:

- Two options were reviewed. Option A shows the results of only Phase 2, and Option B shows the results of both Phase 1 and 2.
- Results from Phase 2 (Option A) more clearly show the advantage of ABIP.
- Option B shows ABIP also coming ahead when taking both phases combined.



**OPTION A (PHASE 2)**

<i>Phase 2 : Summary</i>		
<b>Item</b>	<b>ABIP</b>	<b>GG</b>
1	10.0	9.3
2	8.7	10.0
3	10.0	8.0
4	9.7	7.0
<b>TOTAL</b>	<b>38.3</b>	<b>34.3</b>

**OPTION B (PHASES 1 + 2 COMBINED)**

	<b>ABIP</b>	<b>GG</b>
<i>Phase 1</i>	99.3	102
<i>Phase 2</i>	38.3	34.3
<b>Total</b>	<b>137.6</b>	<b>136.3</b>

# Contract Information

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As we secured the additional assurances, a final decision was made to initiate negotiations with ABIP

- **Execution.** The draft contract is being negotiated with ABIP and is expected to be signed by Friday, 03/19/2021.
- **Financial Impact.** The estimated annual budget is \$67,050, plus 10% contingency for a total of \$73,755.
- **Contract Duration.** The duration of the contract shall be for a period of one (1) year from the date of execution. The Board may opt to extend for up to four (4) one (1) year extensions. In no event shall the total term exceed five (5) years.

*The services help ensure that WSA meets the organization's annual financial and single audit obligations and tax reporting requirements.*





**Questions?**

## MEMORANDUM

**To:** Executive Committee

**From:** Jessica Villarreal, Director of Child Care

**Presented by:** Louis Tatum, CFO

**Date:** March 19, 2021

**Subject:** Child Care Quality Contract Update

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### Summary:

WSA awarded the CCQ contract to the City of San Antonio on February 1, 2021, and is in the process of the transitioning contract.

### Analysis:

A sixty-day contract transition period has been determined in the best interest of both contractors, staff, and program operations. Currently, the City of San Antonio is in the process of interviewing staff, priority will be given to current staff that interested in remaining on board. All staff should be onboarded to the city no later than March 22, 2021. We are currently on target for April 1, 2021, the final contract transition date.

Both contractors have responded to all requests for collaboration timely and appropriately.

### Fiscal Impact:

The CCQ contract with the city of San Antonio from February 1, 2021-September 30, 2021 is \$755,497. The transition contract with C2GPS from February 1, 2021-March 31, 2021 is \$248,473. The total Child Care Quality Service Provider Contract Financial Impact from February 1, 2021-September 30, 2021 is \$1,003,970.

### Next Steps:

WSA will continue to monitor to ensure successful transitioning of the CCQ contract.

# Child Care Quality (CCQ) Contract Update

March 19, 2021



# Transition of Contract

WSA Issued Contract Award Letter to City of San Antonio (COSA) on 2/4/2021



## Transition Activities

2/12/2021 Formal Meeting held between contractors COSA/C2 Global

1/29-2/1/2021 COSA posted Mentor positions

2/22/2021-2/26/2021 COSA held interviews

3/22/2021 Staff Start



4/1/2021 City of San Antonio CCQ Contract begins

# Questions?



## MEMORANDUM

To: Executive Committee

From: Ricardo Ramirez, Director of Quality Assurance

Presented by: Dr. Mark Niederauer, Chair Oversight Committee

Date: March 19, 2021

Subject: Quality Assurance Briefing

**SUMMARY:** The following serves to brief the WSA Board of Directors regarding the status of Quality Assurance activities, including an updated timeline, progress, and outcomes.

### TWC Monitoring

#### *TWC Monitoring*

Project	Agency	Days	Start	Finish	Status	Start	End
TAA - Q4-2020	C2		12/07/20		Submitted records	12/07/20	
NDW	C2		01/15/21		Submitted records	03/22/21	
Annual Monitoring	ALL				Pending schedule		

#### Actual

### Financial Monitoring

#### *Subcontracted Fiscal Monitoring (\$127,105)*

Project	Days	Start	Finish	Status	Start	End
SERCO	50	03/05/21	05/13/21	Starting soon	03/05/21	
C2 Global Prof. Services	65	04/01/21	06/30/21			
City of San Antonio	52	05/01/21	07/13/21			

#### Actual

*Switched to start with SERCO*

Fiscal Integrity Reviews	Pending dates
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### Program Monitoring

#### *Subcontracted Program Monitoring (\$120,000)*

Project	Agency	Days	Start	Finish	Status	Start	End
Risk Assessment	ALL	14	12/10/20	12/29/20	Completed		12/15/20
Child Care Services	COSA	55	12/15/20	03/01/21	Testing	02/09/21	
TANF/Choices	C2	30	03/15/21	04/23/21			
WIOA Adult	C2	25	04/13/21	05/17/21			
WIOA Dislocated Wrkr	C2	25	05/18/21	06/21/21			
WIOA Youth Urban	C2	25	06/22/21	07/26/21			
WIOA Youth Rural	SERCO	25	07/27/21	08/30/21			

#### Actual

**Internal Program Monitoring**

					<b>Actual</b>		
<b>Project</b>	<b>Agency</b>	<b>Days</b>	<b>Start</b>	<b>Finish</b>	<b>Status</b>	<b>Start</b>	<b>End</b>
TAA	C2	59	12/07/20	02/25/21	No major issues	12/08/20	02/25/21
NDW	C2	67	12/08/20	03/10/21	Testing	12/08/20	
NCP - BCY20	C2	21	02/10/21	03/10/21	Testing	01/08/21	
SNAP E&T	C2	29	03/05/21	04/14/21	Starting soon	03/05/21	
Child Care QIA	COSA	28	03/16/21	04/22/21			
Voc. Rehab. SEAL	C2/SERCO	27	04/01/21	05/07/21			
Voc. Rehab. Year-Rnd	C2/SERCO	27	04/19/21	05/25/21			
Externship for Teachers	Partnership	27	05/05/21	06/10/21			
PII Reviews	ALL	10	06/11/21	06/24/21			
Equal Opportunity	ALL	11	06/25/21	07/10/21			
NCP - BCY21	C2	30	07/01/21	08/11/21			

**STAFF RECOMMENDATION:** Continue supporting WSA's monitoring functions.

**FINANCIAL IMPACT:** Estimated subcontracted costs for financial monitoring \$127,105, and for program monitoring \$120,000 (total of \$247,000).

**STRATEGIC OBJECTIVE:** To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e)).

Monitoring goals include the following: maintain TWC monitoring certification, automating and streamlining systems, incorporating additional audits to minimize subcontracted costs, completing monitoring of projects on a more frequent basis (e.g., twice a year instead of yearly).

**ATTACHMENTS:** None.

# WSA Quality Assurance

Ricardo Ramirez, Director of Quality Assurance

March 19, 2021





# Summary

*This item serves to provide a briefing regarding Quality Assurance activities, including an updated timeline, progress, and outcomes.*

# Overview

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In alignment with functions that are required of Local Boards, WSA both contracts out and performs internal oversight and compliance monitoring of federal and state grants as operated by subrecipients and contractors.

The following tables show estimated timelines and status for TWC monitoring, subcontracted program and fiscal monitoring, and internal program monitoring.



# TWC Monitoring

Planned				Actual		
Project	Agency	Start	Finish	Status	Start	End
TAA - Q4-2020	C2	12/07/20		Submitted records	12/07/20	
NDW	C2	01/15/21		Submitted records	03/22/21	
Annual Monitoring	ALL			Pending schedule		



# Contracted Fiscal Monitoring

Planned				Actual		
Project	Days	Start	Finish	Status	Start	End
SERCO	50	03/05/21	05/13/21	Starting soon	03/05/21	
C2 Global Prof. Services	65	04/01/21	06/30/21			
City of San Antonio	52	05/01/21	07/13/21			
Fiscal Integrity Reviews	Pending dates			Switched to start with SERCO		



# Contracted Program Monitoring

Planned					Actual		
Project	Agency	Days	Start	Finish	Status	Start	End
Risk Assessment	ALL	14	12/10/20	12/29/20	Completed	12/01/20	12/15/20
Child Care Services	COSA	55	02/09/21	04/26/21	Testing	02/09/21	
TANF/Choices	C2	30	03/15/21	04/23/21			
WIOA Adult	C2	25	04/13/21	05/17/21			
WIOA Dislocated Wrkr	C2	25	05/18/21	06/21/21			
WIOA Youth Urban	C2	25	06/22/21	07/26/21			
WIOA Youth Rural	SERCO	25	07/27/21	08/30/21			



# Internal Program Monitoring

Planned					Actual		
Project	Agency	Days	Start	Finish	Status	Start	End
TAA	C2	59	12/07/20	02/25/21	No major issues	12/08/20	02/25/21
NDW (1st Phase)	C2	11	01/20/21	02/03/21	Preliminary	01/20/21	02/03/21
NCP - BCY20	C2	35	02/04/21	03/24/21	Testing	02/04/21	
SNAP E&T	C2	29	03/05/21	04/14/21	Starting soon	03/05/21	
Child Care QIA	COSA	28	03/16/21	04/22/21			
Voc. Rehab. SEAL	C2/ SERCO	27	04/01/21	05/07/21			
Voc. Rehab. Year-Rnd	C2/ SERCO	27	04/19/21	05/25/21			
Externship for Teachers	Partnership	27	05/05/21	06/10/21			
NDW (2nd Phase)	C2	23	05/18/21	06/17/21			
PII Reviews	ALL	10	06/11/21	06/24/21			
Equal Opportunity	ALL	11	06/25/21	07/10/21			
NCP - BCY21	C2	30	07/01/21	08/11/21			



**Questions?**

## MEMORANDUM

**To:** Workforce Solutions Alamo Board

**From:** Adrian Lopez, WSA CEO

**Presented by:** Mark Milton, Chief Operating Officer

**Date:** March 19, 2021

**Subject:** Briefing Regarding Programs & Performance Report

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**Summary:** This item is to provide an update of and highlight elements related to Programs and Performance.

**Analysis:**

- 1) **TWC-Contracted Performance:** Meeting and/or Exceeding 13/15 TWC-contracted performance measures. Plans are in place to catch the missing two items up in Q2 of 2021.
- 2) **Special Grants & Other Initiatives:**
  - All Centers are currently open to the public and are receiving clients (**appointments and virtually**). All parking lots are equipped with WiFi as well.
  - Bexar County and COSA projects are in progress and production is being made on each. **Training is projecting on schedule and OJT is behind. We will be capping new enrollments into the Bexar Co. program beginning in March and will focus on clearing those in the pipeline.**
  - Staff are working on internal monitoring and audit reports to ensure we are up to date and compliant with all state requirement.
  - WSA was awarded an additional **\$3.5 million in Disaster Dislocated Worker funding** – program has launched, and progress is being made on the outcomes. **\$1 million of this funding has been approved by TWC for vocational training.**
  - WSA conducted 3 significant hiring events in February to include OW Lee (200+ job seekers), a logistics job fair (100+ job seekers), and a drive-thru job fair for Toyota (400+ cars and 350+ job seekers referred for hire).

- 3) We are working closely with C2 to develop and formalize the On-the-Job Training Initiative to generate more interest into the program. We are also focusing on the sector-based model with C2 Global.
- 4) Child Care team is monitoring the progress of enrollments into the program and is currently at 92%. The goal of 95% is expected to be achieved by the end of February.
- 5) **Special Grants and Initiatives**

WSA is currently managing 20 grants or special programs outside of the traditional TWC formula funding streams. The highlights of those programs and grants are listed in the power point presentation and include:

- TIP Grant – Seguin and Hill Country Memorial
- SDF Grant – Seguin and Navarro ISD; Hallmark and NEISD
- TIP Grant – Caterpillar
- SDF Grant – United Alloy
- SDF Grant – Lonestar Construction and Trades

## 6) **Bexar and COSA Projects**

### **Alternatives:**

No alternatives are being considered at this time.

### **Fiscal Impact:**

We have seen an increase in funding for our Disaster Dislocated Worker funding of \$3.5 million and a decrease of CARES funding by \$3.2 million.

### **Recommendation:**

Recommendation is to approve the plan as highlighted above.

### **Next Steps:**

Next steps will be to continue to monitor the centers that are open and ensure we are safely serving the community and protecting our staff. In addition, we will be monitoring all current active grants and special programs.

# Performance and Programs Briefing








Mark Milton, WSA COO

3/19/21

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# Operational Updates

Item	Description	On target
1	All Centers remain open to the public and are receiving clients ( <b>appointments and virtually</b> ). All parking lots are equipped with WiFi as well. COVID has impacted our normal operating schedule due to temporary center closures for deep cleaning after exposures.	
2	Bexar County and COSA projects continue to move forward. We are currently trending above goal in training enrollments, but behind in OJT	
3	We are working with C2 to increase enrollments into the WIOA program. Currently slightly behind schedule but anticipate catch-up occurring in Q2 of 2021.	
4	WSA has been approved by TWC to add vocational skills training to the Disaster Dislocated Worker Skills program (approximately \$1.1 million of the total \$4 million award)	
5	Child Care is trending at 92% for children served (goal is 95%) and anticipate being on target by the end of March.	
6	We are working closely with C2 to develop the sector-based model for business and industry where there will be a focus on specialized recruitment for business.	
7	WSA is currently managing <b>20 different grants</b> and special programs funded by either TWC or Local partners.	

# COSA – Train for Jobs SA

		SEPT	OCT	NOV	DEC	JAN	FEB	YTD	YTD
								Actual	% Ach
Intake & Assessment	PROJECTED	75	100	200	200	200	50	825	
	ACTUAL	75	284	120	201	118	79	877	106%
Case Management	PROJECTED	75	55	57	55	85	55	382	
	ACTUAL	75	284	120	201	118	79	877	230%
Short Term Training	PROJECTED	40	30	35	35	50	20	210	
	ACTUAL	40	86	36	30	20	13	225	107%
Long Term Training	PROJECTED	8	5	2	0	10	10	35	
	ACTUAL	8	51	69	43	24	34	229	654%
Administer Stipends	PROJECTED	0	35	37	35	60	30	197	
	ACTUAL	0	81	56	19	39	24	219	111%
Identify Small Business for OJT Placement	PROJECTED	43	40	40	30	60	60	273	
	ACTUAL	25	12	8	6	8	5	64	23%
Place Participants in OJT	PROJECTED	0	20	20	20	25	25	110	
	ACTUAL	0	2	0	1	0	0	3	3%
Place Participants in Jobs	PROJECTED	0	0	0	0	0	100	100	
	ACTUAL	0	0	0	0		2	0	
% Completing Program	PROJECTED	75%	75%	75%	75%	75%	75%	75%	
	ACTUAL								

- March 1<sup>st</sup> COSA submitted an amendment to WSA for the final 6 months of the program. Additional funding to support more long term training is the significant change.
- Projections remain on track for the overall project – Long Term Training is more popular than originally expected
- Working through customer service issues and responses from clients – stipends processing has not been a clean process up to this point.

# Bexar County Strong Metrics

		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	Pgm	YTD
									Total	% Ach
Screened	PROJECTED	500	800	800	800	400	400	200	3,900	
	ACTUAL	893	1025	975	103	503	250	182	3931	101%
Job Readiness/Case Mgmt	PROJECTED	150	200	200	150	50	50	30	830	
	ACTUAL	171	203	133	20	80	21	115	743	90%
Training	PROJECTED	0	60	70	60	20	30	20	260	
	ACTUAL	0	63	107	75	24	28	35	332	128%
Completed Training	PROJECTED	0	0	10	33	40	30	18	131	
	ACTUAL	0	0	9	73	48	38	40	208	159%
Place Participants in OJT	PROJECTED	0	20	40	30	40	50	50	230	
	ACTUAL	0	0	16	0	0	4	3	23	10%
Place Participants in Jobs	PROJECTED	0	0	10	10	10	10	10	50	
	ACTUAL	0	0	11	6	16	5	10	48	96%
Referred to Case Administrator	PROJECTED	50	50	50	50	50	0	0	250	
	ACTUAL	0	10	12	21	10	9	6	68	27%

- OJT has been a gap for WSA - Trending well under target
- Individuals enrolling and completing training remains well ahead of goal.
- Referrals to case administrator agencies has not occurred at the originally anticipated rate.
- Expenditure rates are well ahead of projections.
- Beginning March 1<sup>st</sup>, we will be focusing on no new participants and clearing our pipeline, training completion and job placement.
- We have had significant challenges securing case advances from the county to operate the program

# Highlighted Special Grants and Projects

Grant/Initiative	Description	Funding
Skills Development Fund	WSA was awarded funding to work with Caterpillar in Seguin to retrain \$300and upskill incumbent workers for the purpose of keeping them employed.	\$300,000
Teacher Externships	TWC awarded WSA funds to train 150 middle and high school teachers and counselors to participate in virtual and or in person sessions with local business to increase the educator's knowledge of workforce topics including STEM careers in the San Antonio area.	\$280,000
Skills Development Grant	United Alloy, Inc will build its new 200,000-square-foot, state-of-the-art manufacturing facility in Seguin, TX. The project will represent a total capital investment of at least \$35 million and will result in the creation of at least 100 new jobs over a three year ramp up period. WSA will be funding the training portion of this project with training to take place in welding, IT, and manufacturing.	\$50,000
OW Lee Furniture Co.	WSA team is working closely with OW Lee in Comfort, Tx to post positions and recruit job seekers for over 200 new positions the company will establish in the community. Positions include welders, manufacturing, and logistics positions.	NA
Schreiner University, Dental Assisting School of Texas	WSA is referring WIOA clients to these to programs in Kerrville for the purpose of retraining and upskilling individuals in the healthcare and dental occupation. Most individuals served are receiving public assistance and lost their jobs due to COVID.	NA

# Success Story Spotlight



- ❖ Rita Lugo joined the **WIOA YES! Program** with the support of SERCO in Atascosa County.
- ❖ She had limited work experience and skills;
- ❖ Her SERCO case managers helped her **build her skills/resume**;
- ❖ Chief Sanchez of the Pleasanton Police Department inquired about the program and how the PPD could help;
- ❖ Rita interviewed with the PPD, was excellent, and she began the **Work Experience Program** on 10/2020 as an office clerk;
- ❖ Rita excelled and was eventually **promoted** to Police Dispatcher/ Telecommunication Operator;
- ❖ At the end of her 3<sup>rd</sup> month Rita was speaking and dispatching emergency calls to the police officers of the Pleasanton Police Department.

# RECENT EVENTS



*New company  
in Comfort, Tx  
– WSA is  
assisting in  
the hiring of  
over 200 jobs*

**Logistics & Warehouse  
Virtual Job Fair**

WorkforceSolutions  
ALAMO  
BUILDING BUSINESS • BUILDING CAREERS  
AmericanJobCenter

**February 11, 2021 from 9:00 A.M. - 1:00 P.M.**

**Multiple Employers | Entry Level Experience +**

**San Antonio and 12 Rural Counties!**

**Please pre-register for this event.**  
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*200+  
attendees  
referred  
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positions  
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network*



**TOYOTA**  
*Drive Through Job  
Fair:*  
**450 Cars!**  
**350+ Applicants**  
**Moving to Hires!!!**

# Child Care

A proud partner of the AmericanJobCenter network

## Performance Update

- Average Children Served Per Day – 95% is Goal (9,544 children) – At the end of Jan, WSA is at 92% (8,800 children)
- TWS implemented a freeze on new enrollments
- Full state participation challenge
- WSA is currently at 96% (9,934 children) for unofficial numbers for Feb..

<div> <span>Green = +P</span> <span>White = MP</span> <span>Yellow = MP but At Risk</span> <span>Red = -P</span> </div>								
Board	Reemployment and Employer Engagement		Participation		C&T Participants			
	Cmnt ReEmpl within 10 Weeks	Emplrs Rcvg Wkfc Assist	Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate
Alamo	n/a	n/a	n/a	91.95%	n/a	n/a	n/a	n/a
Borderplex	n/a	n/a	n/a	72.91%	n/a	n/a	n/a	n/a
Brazos Valley	n/a	n/a	n/a	92.49%	n/a	n/a	n/a	n/a
Cameron	n/a	n/a	n/a	89.96%	n/a	n/a	n/a	n/a
Capital Area	n/a	n/a	n/a	75.39%	n/a	n/a	n/a	n/a
Central Texas	n/a	n/a	n/a	78.80%	n/a	n/a	n/a	n/a
Coastal Bend	n/a	n/a	n/a	84.28%	n/a	n/a	n/a	n/a
Concho Valley	n/a	n/a	n/a	79.55%	n/a	n/a	n/a	n/a
Dallas	n/a	n/a	n/a	86.73%	n/a	n/a	n/a	n/a
Deep East	n/a	n/a	n/a	85.38%	n/a	n/a	n/a	n/a
East Texas	n/a	n/a	n/a	78.46%	n/a	n/a	n/a	n/a
Golden Cresce	n/a	n/a	n/a	73.42%	n/a	n/a	n/a	n/a
Gulf Coast	n/a	n/a	n/a	85.51%	n/a	n/a	n/a	n/a
Heart of Texas	n/a	n/a	n/a	77.20%	n/a	n/a	n/a	n/a
Lower Rio	n/a	n/a	n/a	80.23%	n/a	n/a	n/a	n/a
Middle Rio	n/a	n/a	n/a	79.59%	n/a	n/a	n/a	n/a
North Central	n/a	n/a	n/a	82.33%	n/a	n/a	n/a	n/a
North East	n/a	n/a	n/a	91.31%	n/a	n/a	n/a	n/a
North Texas	n/a	n/a	n/a	75.07%	n/a	n/a	n/a	n/a
Panhandle	n/a	n/a	n/a	78.97%	n/a	n/a	n/a	n/a
Permian Basin	n/a	n/a	n/a	73.91%	n/a	n/a	n/a	n/a
Rural Capital	n/a	n/a	n/a	93.16%	n/a	n/a	n/a	n/a
South Plains	n/a	n/a	n/a	91.94%	n/a	n/a	n/a	n/a
South Texas	n/a	n/a	n/a	65.44%	n/a	n/a	n/a	n/a
Southeast	n/a	n/a	n/a	100.60%	n/a	n/a	n/a	n/a
Tarrant	n/a	n/a	n/a	86.58%	n/a	n/a	n/a	n/a
Texoma	n/a	n/a	n/a	97.36%	n/a	n/a	n/a	n/a
West Central	n/a	n/a	n/a	90.05%	n/a	n/a	n/a	n/a

# Performance Update

**FINAL RELEASE**

As Originally Published 2/10/2021

**DECEMBER 2020 REPORT**

## AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

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

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

Board	Reemployment and Employer Engagement		Participation		WIOA Outcome Measures															Total Measures			
					C&T Participants				Adult				DW				Youth						
	Choices Full Work Rate-All Family Total	Avg # Children Svd Per Day-Combined	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q2-Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Employ- ed Q2 Post-Exit	Employ- ed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Empl/ Enrolled Q2 Post-Exit	Empl/ Enrolled Q4 Post-Exit	Credential Rate	+P	MP	-P	% MP & +P		
	Cmnt ReEmpl within 10 Weeks	Emplrs Rcvg Wkfc Assist																					
Alamo	n/a	n/a	n/a	91.95%	n/a	n/a	n/a	n/a	92.05%	110.14%	94.23%	97.37%	80.26%	111.95%	116.97%	107.60%	89.82%	113.12%	150.53%	5	4	3	75%

- Currently tracking our DW Employment Measure – Currently 12 individuals short of the benchmark
- We did see individuals in this program lose their job or become furloughed as a result of the pandemic
- Youth placements are slightly under goal as we experience additional job loss for this group during the pandemic.



# Questions?

**Contact Info:**

**Mark Milton**  
**COO**

**[mmilton@wsalamo.org](mailto:mmilton@wsalamo.org)**  
**210-272-3250 Office**

## MEMORANDUM

To: Executive Committee  
From: Adrian Lopez, CEO  
Date: March 19, 2021  
Regarding: Current Status and Recommendation on Marbach Office Space

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**SUMMARY:** The current lease at Marbach expires on May 31, 2021. WSA is currently exploring alternate facilities to upgrade the Workforce Center at Marbach.

**ANALYSIS:** The three primary sites that are being considered for the Workforce Center at Marbach. The following premises offer comparable square footage, price, and common area cost.

Option 1: The current space at Marbach Plaza is not the preferred option due the location of the space. The board is looking for a more desirable location that would attract employers and job seekers. **This space is being offered at \$11.80/SQF, before any tenant improvements.**

Option 2: The Shops at 90 located at 7535 Hwy. 90 West. Although this is an ideal location with significant parking, the building needs a new roof and the current landlord is not willing to contribute to any tenant improvements. **This space is being offered at \$15.00/SQF, before any tenant improvements.**

Option 3: The location at Port San Antonio is currently a warehouse that is located at 628 Davey Crockett. This space can be customized to the needs of the board, where the landlord is will to contribution \$80/SQF in tenant improvements. Parking and a renovation project plan will need to be negotiated. **This space is being offered at \$17.00/SQF, before any tenant improvements.**

**FISCAL IMPACT:** None at this time. The FY22 budget will include expenditures required to support the renovation of the selected Workforce Center.

**CURRENT STATUS:** The Strategic Committee has approved for board staff to enter into a 12-month agreement with the existing landlord to give us time to select a new site and complete the necessary tenant improvements. Workforce Solution Alamo's Real Estate Agent is current working with the existing landlord to negotiate and lease for the next year which currently expires on May 31, 2021. He is additionally requesting additional information from Port San Antonio to determine if the space presented can fit the needs of the board. An update will be provided at the next meeting.

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## MEMORANDUM

**To:** Workforce Solutions Alamo Board Executive Committee

**From:** Adrian Lopez, WSA CEO

**Presented by:** Andrea Guerrero-Guajardo, PhD, MPH

**Date:** March 19, 2021

**Subject:** Local Plan Update

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**Summary:** This item is to provide an update on the submission of the 2021-2024 Local Plan and plans for its implementation. The Local Plan was created with significant input from WSA Board of Directors, WSA Area Judges, San Antonio City Council, Bexar County Commissioners Court, and the Committee of Six.

Board staff and service provider teams have begun working sessions focused on data collections essential to the planning phase of implementation including existing partnerships with employers, education and training partners, or other agencies that should be represented in the model. WSA has selected 4 sectors on which to pilot these efforts, establish a timeline to execute, and a reporting schedule for the board and other stakeholders.



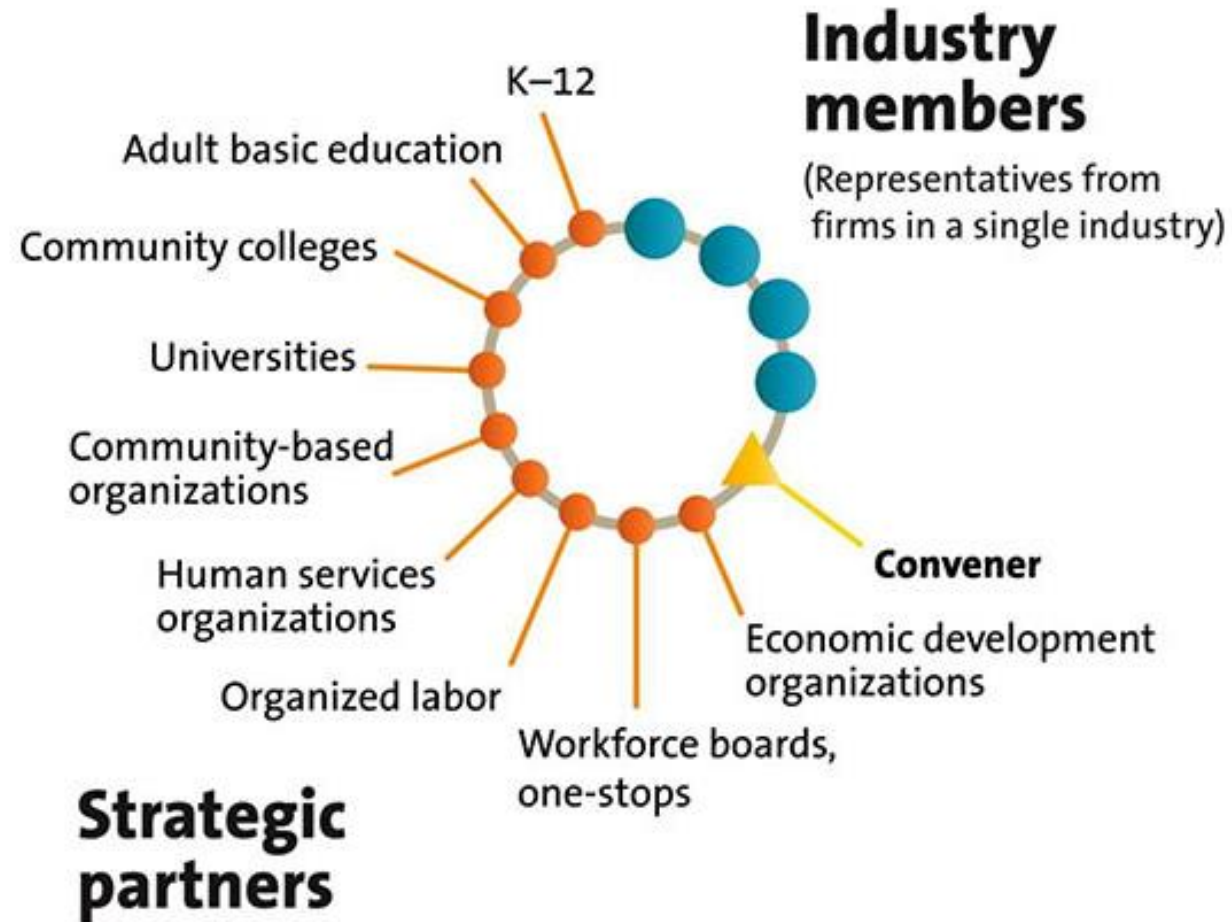
# Sector-Based Partnerships

**WSA Executive Committee Update  
3.19.21**



# Board Strategic Vision

## Sector-Based Partnerships



# Talent Pipeline Management

Assumptions	Inputs	Activities	Outputs	Outcomes
<ul style="list-style-type: none"> <li>• Acceptance and willingness to participate in Sector-Based and TPM model</li> <li>• Employer-driven</li> <li>• Data-informed</li> <li>• Shared value and accountability</li> </ul>	<ul style="list-style-type: none"> <li>• WSA Leadership</li> <li>• Employer engagement and participation</li> <li>• State and local stakeholder resources</li> <li>• Sector-Based and TPM framework</li> </ul>	<ul style="list-style-type: none"> <li>• Organize strategic partner and employer collaborative</li> <li>• Demand planning</li> <li>• Education and training analysis and communication</li> <li>• Talent flow and supply chain analysis</li> <li>• Continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• New or enhanced partnership</li> <li>• Skilled workforce</li> <li>• Upskilling of incumbent workers</li> <li>• # of credential, certificates, or other education and training</li> </ul>	<ul style="list-style-type: none"> <li>• Job placements</li> <li>• Wage data</li> <li>• Increased retention</li> <li>• Career pathway advancement</li> <li>• Self-sufficiency and personal stability</li> </ul>

## External Factors

What are the current or anticipated dynamics in the political, social, economic environment that already or could pose potential risk to success?

# Talent Pipeline Management

In the Sector-Based Model



1. Organize Employer/Partner Collaboratives



2. Demand Planning;  
Education and Training;  
Communication



3. Talent flow and Supply  
Chain Analysis



4. Continuous Improvement

# WSA Local Plan Economic and Workforce Analysis

## Target Clusters and Industries

TARGETS	
Clusters	Industries
Aerospace/Manufacturing	3361 Motor Vehicle Manufacturing 3363 Motor Vehicle Parts Manufacturing 3364 Aerospace Products and Parts Manufacturing
Health	6211 Offices of Physician 6221 General Medical and Surgical Hospitals 6223 Specialty (except Psychiatric and Substance Abuse) Hospitals 6212 Offices of Dentists 6215 Medical and Diagnostic Laboratories
Information Technology/Cybersecurity	5182 Data Processing and Related Services 5415 Computer Systems Design 5416 Management/Scientific, and Technical Consulting Services 4234 Professional and Commercial Equipment and Supplies Merchant Wholesalers
Construction/Architecture/Utilities	2373 Highway, Street, and Bridge Construction 2371 Utility System Construction 5413 Architectural, Engineering, and Related Services 4441 Building Material and Supplies Dealers
Oil & Gas/ Warehousing & Transportation/Finance/Others	5221 Depository Credit Intermediation 5242 Agencies, Brokerages, and Other Insurance Related Activities 2111 Oil & Gas Extraction 4931 Warehousing and Storage 2131 Support Activities for Mining
Education	6111-Elementary and Secondary Schools



# Target Occupations 2021-2024

Occupational Title	Education	Entry Level Wage (as of 2019)	Percentage Change	Change in Emp by Growth	2019 Mean Hourly Wage	2019 Mean Annual Wage
<b>Cyber Security/Information Technology</b>						
Computer and Information Systems Managers	Bachelor's Degree	\$96,234	23.71	32	\$68.63	\$142,748
Computer Systems Analysts *15-1121	Bachelor's Degree	\$61,692	24.36	99	\$47.94	\$99,717
Information Security Analysts *15-1122	Bachelor's Degree	N/A	N/A	N/A	\$43.79	\$91,075
Computer Network Support Specialists *15-1152	Associate's Degree	\$42,999	19.98	25	\$30.10	\$62,599
Computer User Support Specialists *15-1151	Some College, No Degree	\$33,317	24.82	110	\$23.55	\$48,976
Computer Network Architects *15-1143	Bachelor's Degree	\$80,049	20.25	21	\$54.55	\$113,456
Network and Computer Systems Administrators *15-1142	Bachelor's Degree	\$58,999	24.8	82	\$39.13	\$81,382
Software Developers and Software Quality Assurance Analysts	Bachelor's Degree	\$74,285	39.47	151	\$52.32	\$108,836
Web Developers and Digital Interface Designers * 15-1134	Associate's Degree	\$44,961	21.78	18	\$35.28	\$73,391
Operations Research Analysts	Bachelor's Degree	\$54,381	38.97	44	\$39.48	\$82,116
Computer Hardware Engineers	Bachelor's Degree	\$72,200	23.64	3	\$49.22	\$102,386
Sales Rep., Wholesale & Manufacturing, Technical & Scientific	Bachelor's Degree	\$48,293	24.79	21	\$42.79	\$88,994
<b>Transportation and Warehousing/Related -Wholesale-Retail Trade</b>						
General and Operations Managers	Bachelor's Degree	\$53,590	18.23	277	\$56.53	\$117,582
Compliance Officers	Bachelor's Degree	\$43,857	17.83	42	\$34.35	\$71,438
Human Resources Specialists	Bachelor's Degree	\$45,269	15.09	83	\$33.06	\$68,764
Logisticians	Bachelor's Degree	\$58,134	18.67	24	\$39.97	\$83,134
Management Analysts	Bachelor's Degree	\$57,131	24.96	110	\$39.44	\$82,034
					\$28.73	\$59,750
Training and Development Specialists	Bachelor's Degree	\$39,002	22.46	53		
Market Research Analysts and Marketing Specialists	Bachelor's Degree	\$37,130	31.55	73	\$32.32	\$67,220
<b>Manufacturing/Construction/Architecture/Oil and Gas Extraction &amp; Energy</b>						
Industrial Engineers	Bachelor's Degree	\$64,520	38.36	52	\$48.33	\$100,529
Industrial Engineering Technologists and Technicians	Associate's Degree	\$41,068	20.11	7	\$29.53	\$61,412
Aircraft Mechanics and Service Technicians	Postsecondary Non-Degree Award	\$39,292	15.19	26	\$26.49	\$55,089
Production, Planning, and Expediting Clerks	High-School Diploma or Equivalent	\$33,950	19.05	44	\$23.29	\$48,443
Operating Engineers and Other Construction Equipment Operators	High-School Diploma or Equivalent	\$31,993	15.73	56	\$19.37	\$40,284
Electricians	High-School /Equivalent/Apprentice	\$34,071	13.91	67	\$23.62	\$49,122
Plumbers, Pipefitters, and Steamfitters	High-School /Equivalent/Apprentice	\$29,600	17.52	55	\$21.85	\$45,455
Sheet Metal Workers	High-School /Equivalent/Apprentice	\$30,559	2.21	3	\$19.73	\$41,048
Bus and Truck Mechanics and Diesel Engine Specialists	High-School Diploma or Equivalent	\$37,846	18.78	32	\$26.49	\$55,089
Industrial Machinery Mechanics	High-School Diploma or Equivalent	\$32,698	22.64	48	\$24.06	\$50,041
First-Line Supervisors of Production and Operating Workers	High-School Diploma or Equivalent	\$39,144	21.87	74	\$30.24	\$62,892
Machinists	High-School Diploma or Equivalent	\$29,114	31.28	36	\$22.48	\$46,750
Welders, Cutters, Solderers, and Brazers	High-School Diploma or Equivalent	\$30,363	10.77	30	\$21.41	\$44,534
Heavy and Tractor-Trailer Truck Drivers	Postsecondary Non-Degree Award	\$30,041	14.8	234	\$20.48	\$42,600

Occupational Title	Education	Entry Level Wage (as of 2019)	Percentage Change	Change in Emp by Growth	2019 Mean Hourly Wage	2019 Mean Annual Wage
<b>Finance/Insurance/Other</b>						
Financial Managers	Bachelor's Degree	\$71,645	31.32	93	\$67.66	\$140,738
Personal Financial Advisors *13-2051	Bachelor's Degree	\$49,883	24.97	24	\$36.24	\$75,372
Customer Service Representatives	High-School Diploma or Equivalent	\$23,676	11.88	372	\$15.92	\$33,112
Accountants and Auditors	Bachelor's Degree	\$48,911	21.02	198	\$35.96	\$74,802
Securities, Commodities, and Financial Services Sales Agents	Bachelor's Degree	\$33,955	22.23	98	\$35.41	\$73,661
Bookkeeping, Accounting, and Auditing Clerks	Some College, No Degree	\$29,549	7.55	89	\$19.79	\$41,155
Claims Adjusters, Examiners, and Investigators	High-School Diploma or Equivalent	\$47,944	14.74	56	\$31.62	\$65,780
<b>Healthcare</b>						
Dietitians and Nutritionists	Bachelor's Degree	\$42,396	23.02	13	\$29.03	\$60,378
Respiratory Therapists	Associate's Degree	\$48,755	22.51	33	\$28.77	\$59,845
Registered Nurses	Bachelor's Degree	\$54,270	18.01	380	\$34.78	\$72,348
Cardiovascular Technologists and Technicians	Associate's Degree	\$32,893	15.91	7	\$26.42	\$54,962
Diagnostic Medical Sonographers	Associate's Degree	\$54,011	29.28	11	\$33.34	\$69,353
Radiologic Technologists and Technicians	Associate's Degree	\$44,061	19.49	32	\$28.42	\$59,119
Magnetic Resonance Imaging Technologists	Associate's Degree	\$59,130	23.08	4	\$34.37	\$71,499
Pharmacy Technicians	High-School Diploma or Equivalent	\$30,282	19.72	60	\$17.82	\$37,068
Surgical Technologists	Postsecondary Non-Degree Award	\$33,366	13.47	16	\$20.34	\$42,312
Licensed Practical and Licensed Vocational Nurses	Postsecondary Non-Degree Award	\$36,297	14.58	103	\$22.04	\$45,850
Medical Dosimetrists, Medical Records Specs, & Health Technicians	Postsecondary Non-Degree Award	\$29,439	30.27	42	\$21.37	\$44,449
Physical Therapist Assistants	Associate's Degree	\$41,960	35.28	22	\$31.59	\$65,709
Dental Assistants	Postsecondary Non-Degree Award	\$29,366	30.87	104	\$18.07	\$37,591
Medical Assistants	Postsecondary Non-Degree Award	\$28,281	26.35	164	\$15.16	\$31,539
Phlebotomists	Postsecondary Non-Degree Award	\$27,040	22.51	19	\$15.61	\$32,468
Medical Secretaries and Administrative Assistants	High-School Diploma or Equivalent	\$26,394	24.88	222	\$17.55	\$36,507
<b>Education and Education Support</b>						
Elementary School Teachers, Except Special Education	Bachelor's Degree	\$47,526	13.52	160	\$26.91	\$55,977
Middle School Teachers, Except Special and Career/Technical	Bachelor's Degree	\$50,863	13.65	71	\$23.45	\$57,529
Police and Sheriff's Patrol Officers	High-School Diploma or Equivalent	\$43,941	11.95	58	\$28.23	\$58,720



# Occupation Projections by County

Comal County

SOC	Description	2020 - 2024 % Change	Avg. Hourly Earnings	2020 Turnover Rate	Typical Entry Level Education	Males	Females
29-1141	Registered Nurses	18%	\$33.27	26%	Bachelor's degree	95	801
11-1021	General and Operations Managers	16%	\$55.70	56%	Bachelor's degree	676	285
13-2011	Accountants and Auditors	16%	\$32.65	55%	Bachelor's degree	153	269
13-1198	Project Management Specialists and Business Operations Specialists, All Other	16%	\$34.96	60%	Bachelor's degree	138	203
29-2061	Licensed Practical and Licensed Vocational Nurses	16%	\$22.52	56%	Postsecondary nondegree award	33	313
31-9091	Dental Assistants	20%	\$19.97	55%	Postsecondary nondegree award	20	208
15-1256	Software Developers and Software Quality Assurance Analysts and Testers	23%	\$49.49	41%	Bachelor's degree	131	34
11-3031	Financial Managers	22%	\$63.84	41%	Bachelor's degree	59	73
25-1099	Postsecondary Teachers	30%	\$30.23	44%	Doctoral or professional degree	45	50
13-1111	Management Analysts	21%	\$37.09	51%	Bachelor's degree	72	60



# Next Steps

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- Develop activities that fit the model and report progress on the how we are supporting the sectors and industries prioritized in the local plan; report outputs as follows:
  - Number per **Sector**:
    - employers we are engaged with and who are they
    - job fairs or activities to support employers
    - clients in training (WSA and other parts of ecosystem)
    - graduates from training
    - clients placed
    - apprenticeships by sector
    - job postings
    - special initiatives
    - training programs
    - UI claimants
    - MOUs and formalized partnerships
  - Funding pursued/secured per **Sector**



# Next Steps

- Identify all agencies serving each sector, numbers and outcomes for each agency
- Identify major labor pools and numbers for each (High Schools, Colleges, Labor Unions, etc)
- Identify employers that are focusing on incumbent workers to upskill and creating new opportunities
- Identify training for BSR and other staff to develop expertise in sectors
- Track major economic development announcements by sector
- Identify gaps and issues with employers and training providers and develop solutions
- Identify performance metrics to track and articulate ROI or other measures



# Pilot

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- Select 2-3 sectors to pilot
- Establish timeline to execute
- Report on progress
- Training of additional staff in the Talent Pipeline Management Academy



**Questions?**

## Unemployment Insurance (UI) Claimants

Alamo Area

Data: Feb. 28, 2020 to Jan. 29, 2021

*Published February 18, 2021*



# Information about the data

This weekly report includes the Alamo region's 13 counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina, and Wilson.

The data are intended to support reemployment and general analysis – and may not perfectly align with federal Unemployment Claim information.

Boards are determined by zip code of record, which is how the UI system assigns the Board. There will be cases where the zip code was incorrectly entered into the system, including claimants not living in the Board area.

Summary information will vary depending on how the data are aggregated.

This report uses Texas Workforce Commission (TWC) claimant data and ad hoc generated data.

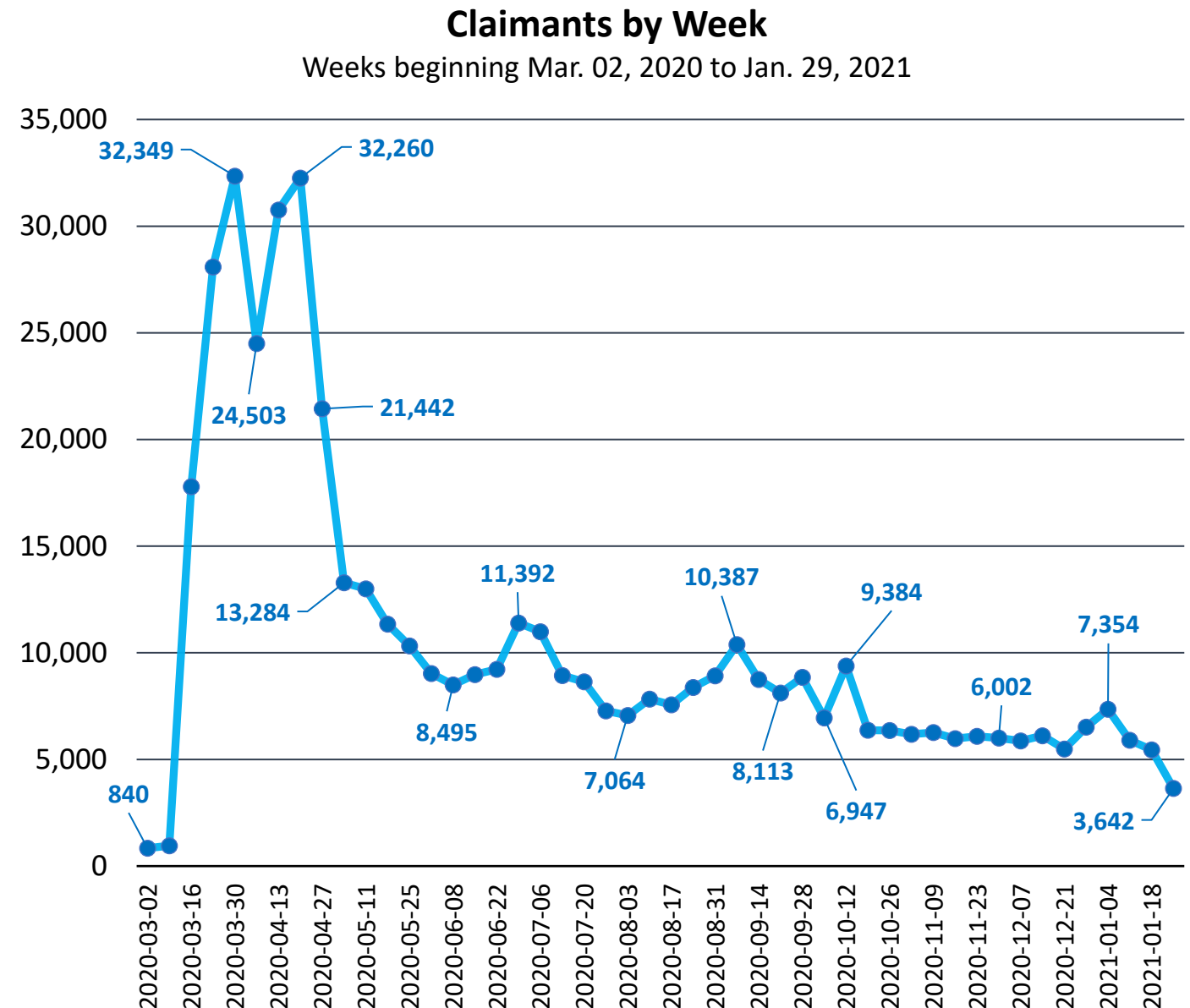
## Unemployment Insurance Claimant Data

*Published February 18, 2021*

This report is based on **341,120 total unique claimants** filing a claim from 02/28/2020 through 01/29/2021.

- New claimants during the previous two weeks (excluding most recent week which is incomplete) averaged 5,677.
- The week of 01/04 saw a bump to over 7 thousand.

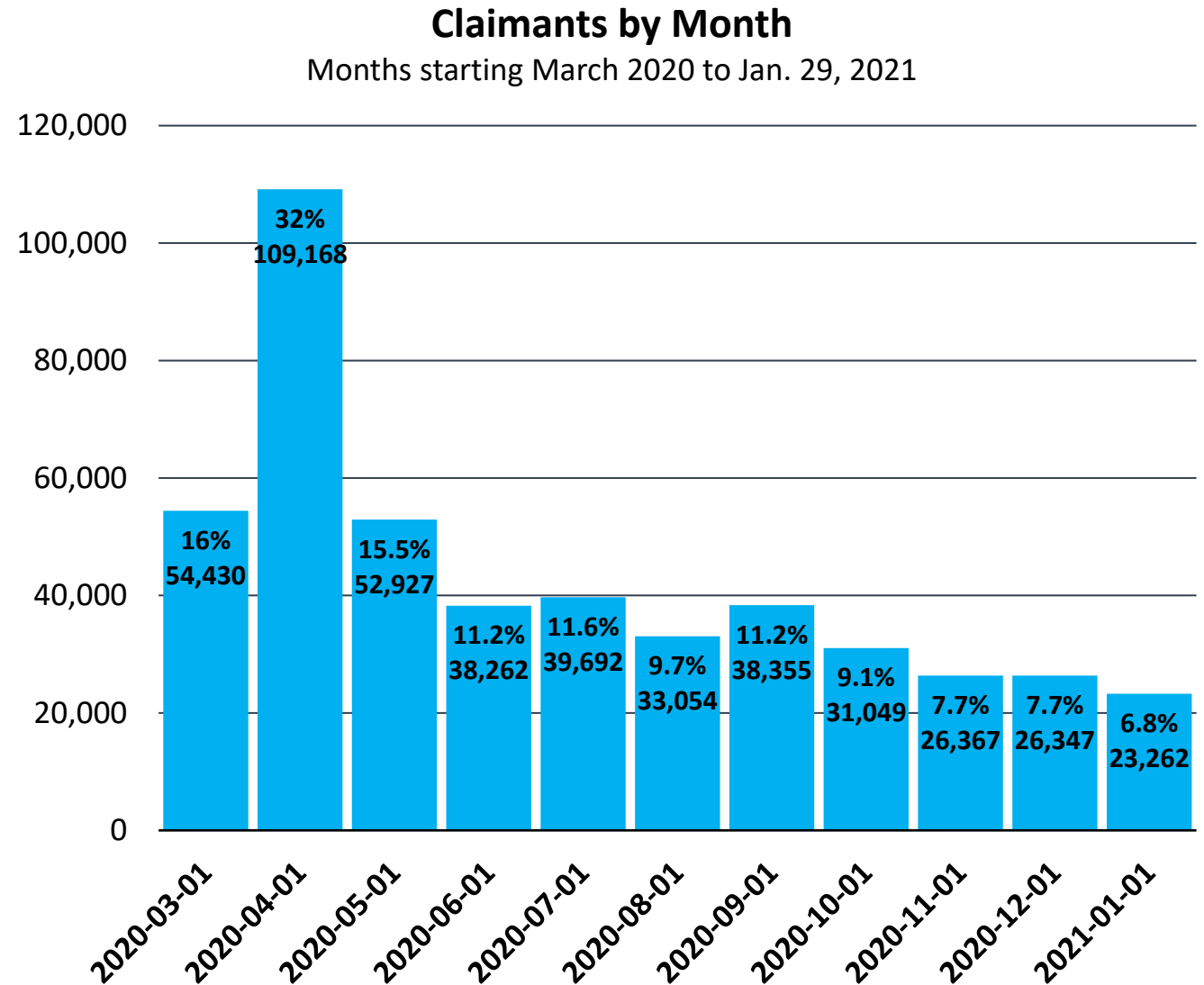
*Data counts unique claimants per week.*



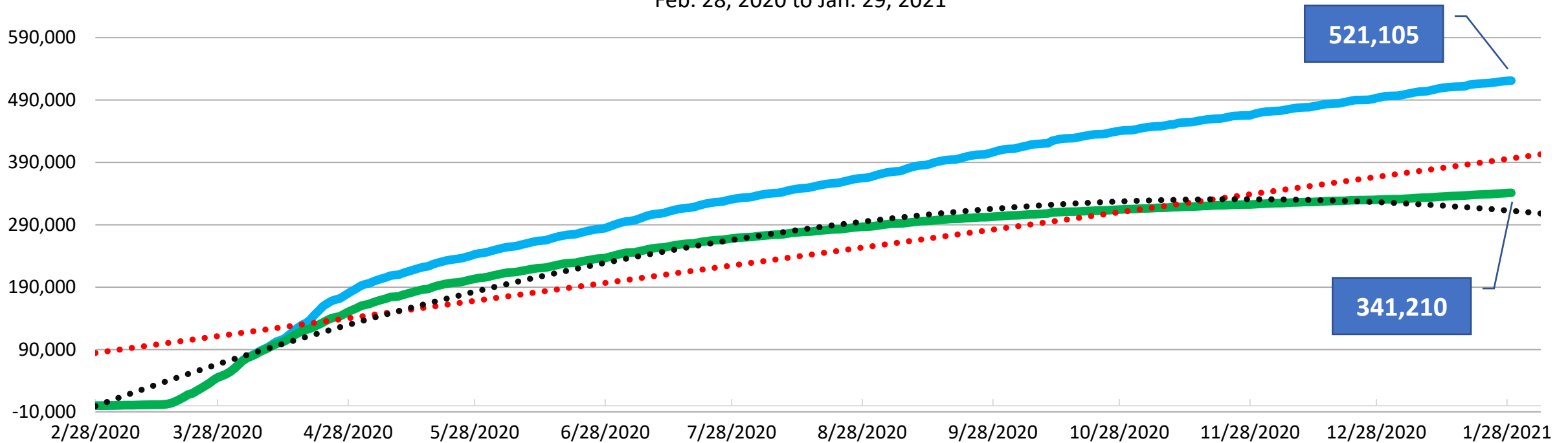
Unemployment Insurance  
Claimant Data  
*Published February 18, 2021*

- The figure shows unique claimants per month.
- Month-to-month claims show a decreased of about 11.7% in January.

*Data counts unique claimants per month.*



Duplicate Claimants (Light Blue) / Unduplicated Claimants (Green)  
 Polynomial Trendline (Dark Blue) / Linear Trendline (Red)  
 Feb. 28, 2020 to Jan. 29, 2021



## Unemployment Insurance Claimant Data

*Published February 18, 2021*

- We are reporting two trends, unique claimants (green) and duplicated claimants (light blue).
- There have been an estimated 179,895 claimants who have filed multiple claims during the period.
- This suggests that over half of workers (52.7%) filing and initial claim starting 02/28/2020 at some point gained employment and thereafter lost those new jobs and filed additional claims. We see this multiple filing trend in claims beginning around mid-April.

## Unemployment Insurance Claimant Data

*Published February 18, 2021*

66.7% of claimants excluding San Antonio reported the following cities as their place of residence.

City	Claimants	% Tot
NEW BRAUNFELS	14,111	16.10%
CONVERSE	7,136	8.10%
SEGUIN	6,221	7.10%
SCHERTZ	4,175	4.80%
BOERNE	4,095	4.70%
KERRVILLE	3,447	3.90%
CIBOLO	3,293	3.70%
UNIVERSAL CITY	2,791	3.20%
HELOTES	2,747	3.10%
CANYON LAKE	2,341	2.70%
FLORESVILLE	2,235	2.50%
PLEASANTON	2,075	2.40%
LIVE OAK	1,976	2.20%
FREDERICKSBURG	1,907	2.20%

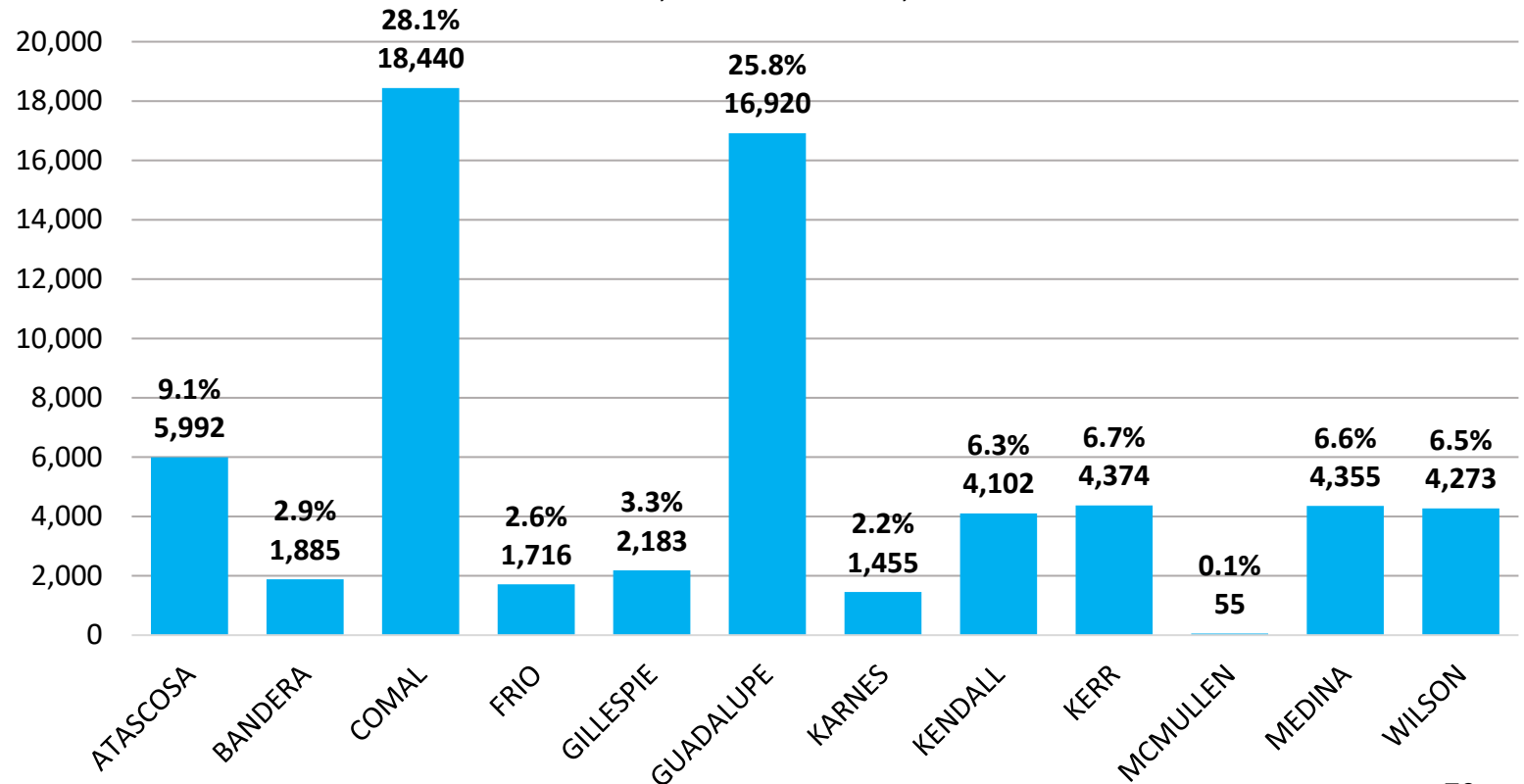
*Data count unique claimants by  
County and City of residence as  
recorded by Claimants.*

Comal and Guadalupe Counties account for 53.9% of all claimants in the 12 rural counties. These two counties also account for 13.2% and 10.1% of the total rural population ages 15-64, respectively.

Of the estimated 73,217 who commute into Bexar County for work, 31.6% commute from Guadalupe and 19.0% from Comal (US Census).

## Claimants by County of Residence

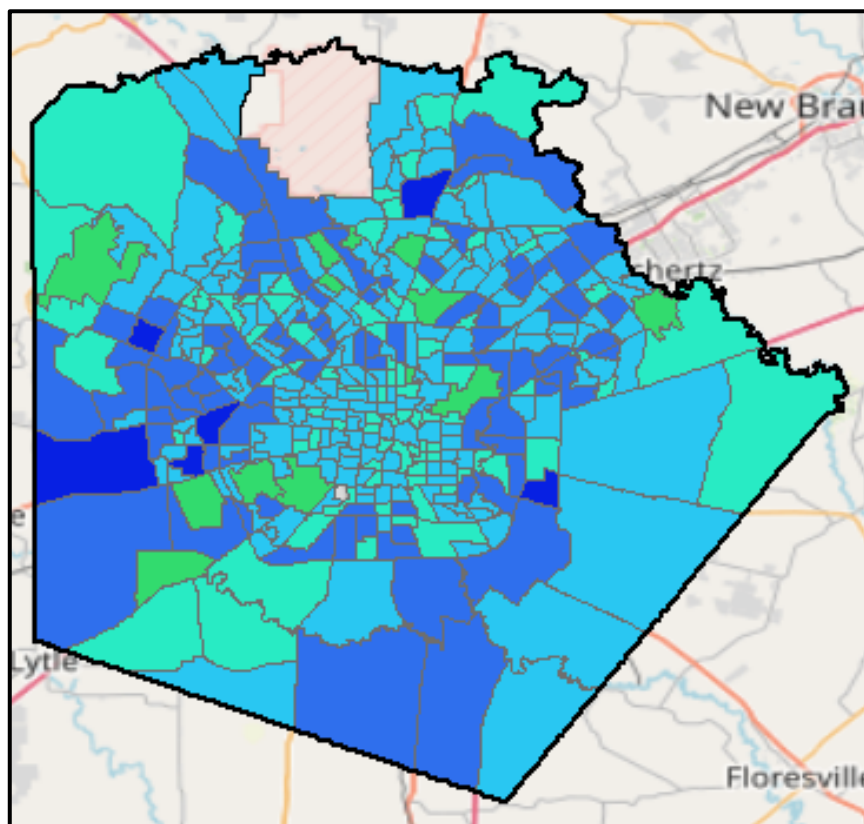
Feb. 28, 2020 to Jan. 29, 2021



## Unemployment Insurance Claimant Data

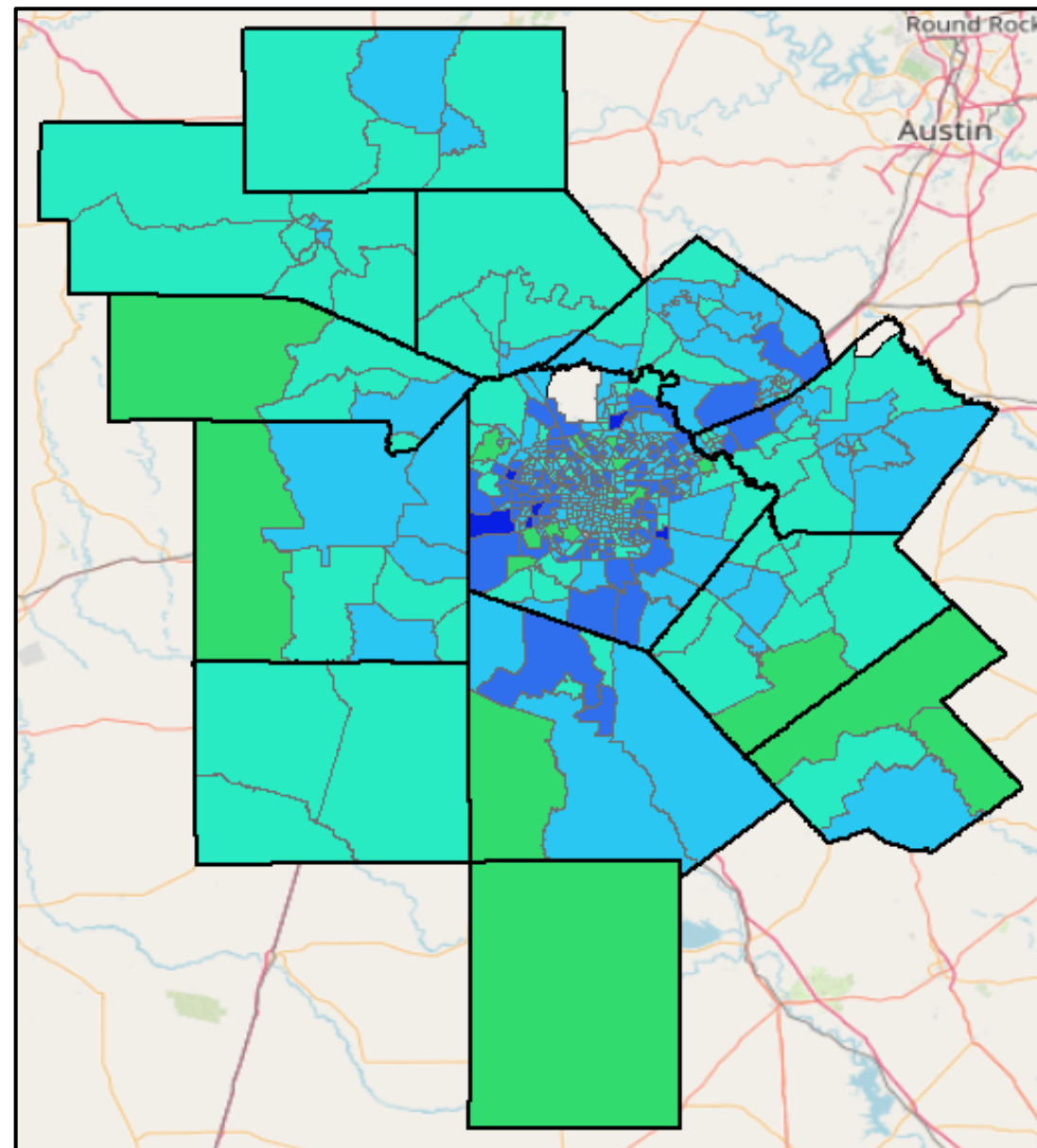
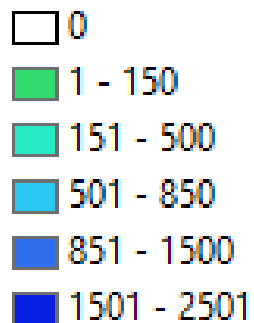
Published February 18, 2021

*Data count unique claimants by  
census tract based on geocoded  
residences.*



## Claims by Census Tract

The maps show claimants by  
census tract. Census tracts have  
on average about 4,000 residents.



## Unemployment Insurance Claimant Data

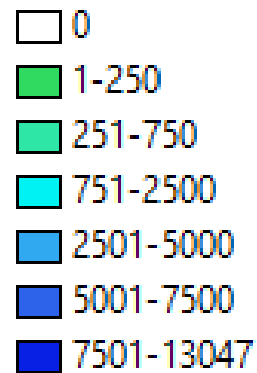
*Published February 18, 2021*

Claimants in the following  
zip codes account for  
46.8% of all claimants.

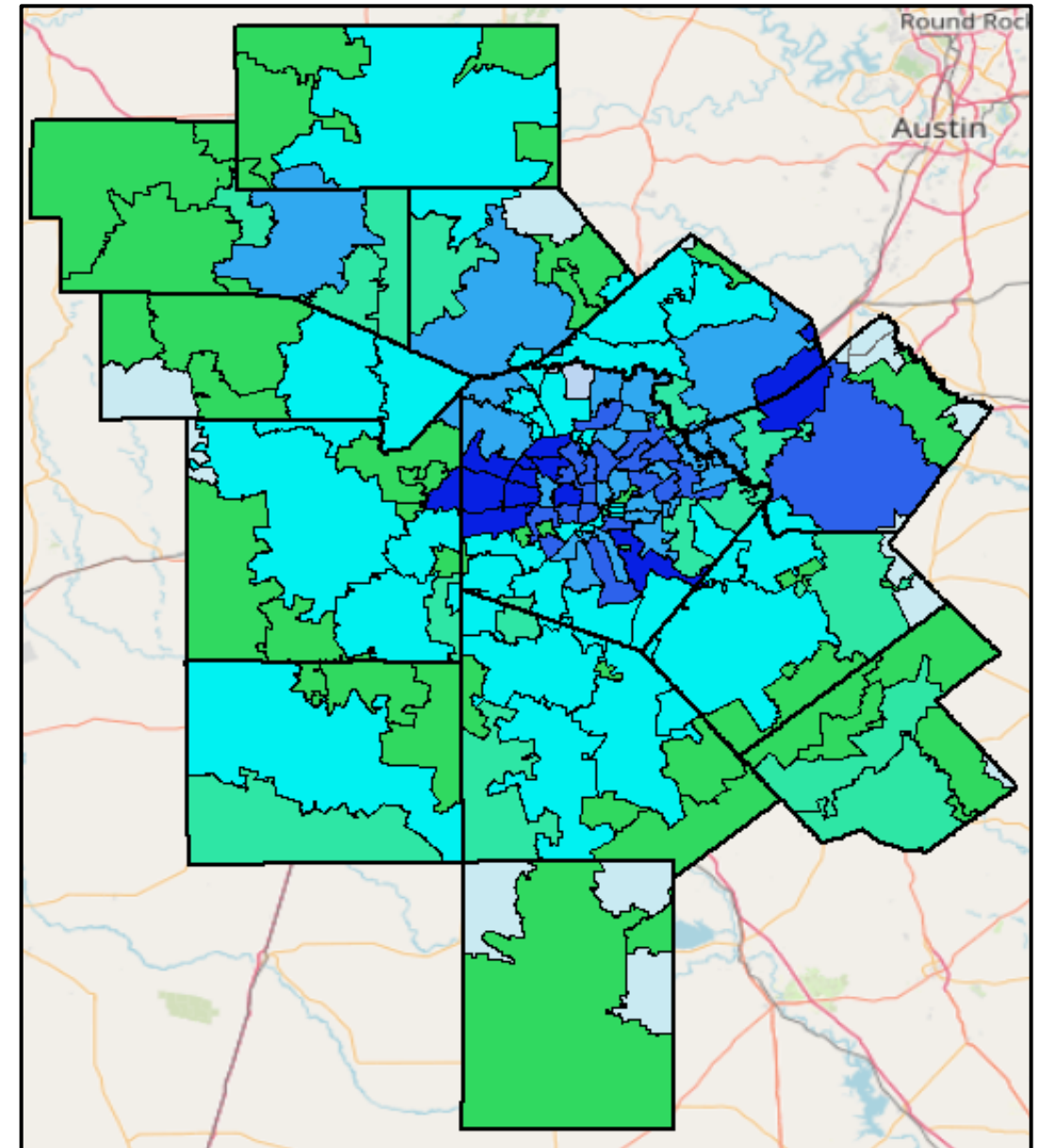
Zip	Claimants	% Tot
78245	13,047	3.8%
78130	10,960	3.2%
78223	8,847	2.6%
78249	8,816	2.6%
78254	8,718	2.6%
78251	8,615	2.5%
78228	8,584	2.5%
78240	8,452	2.5%
78250	7,531	2.2%
78253	7,512	2.2%
78233	7,378	2.2%
78207	7,240	2.1%
78227	7,228	2.1%
78109	7,194	2.1%
78216	6,943	2.0%
78247	6,936	2.0%
78213	6,783	2.0%
78201	6,769	2.0%
78230	6,251	1.8%
78155	6,133	1.8%

## Claims by Zip Code

Data include only zip codes that  
are fully or partially contained  
within the WSA 13-county area.



*Data count unique claimants by  
zip code based on residence  
information as recorded by  
Claimants.*



## Unemployment Insurance Claimant Data

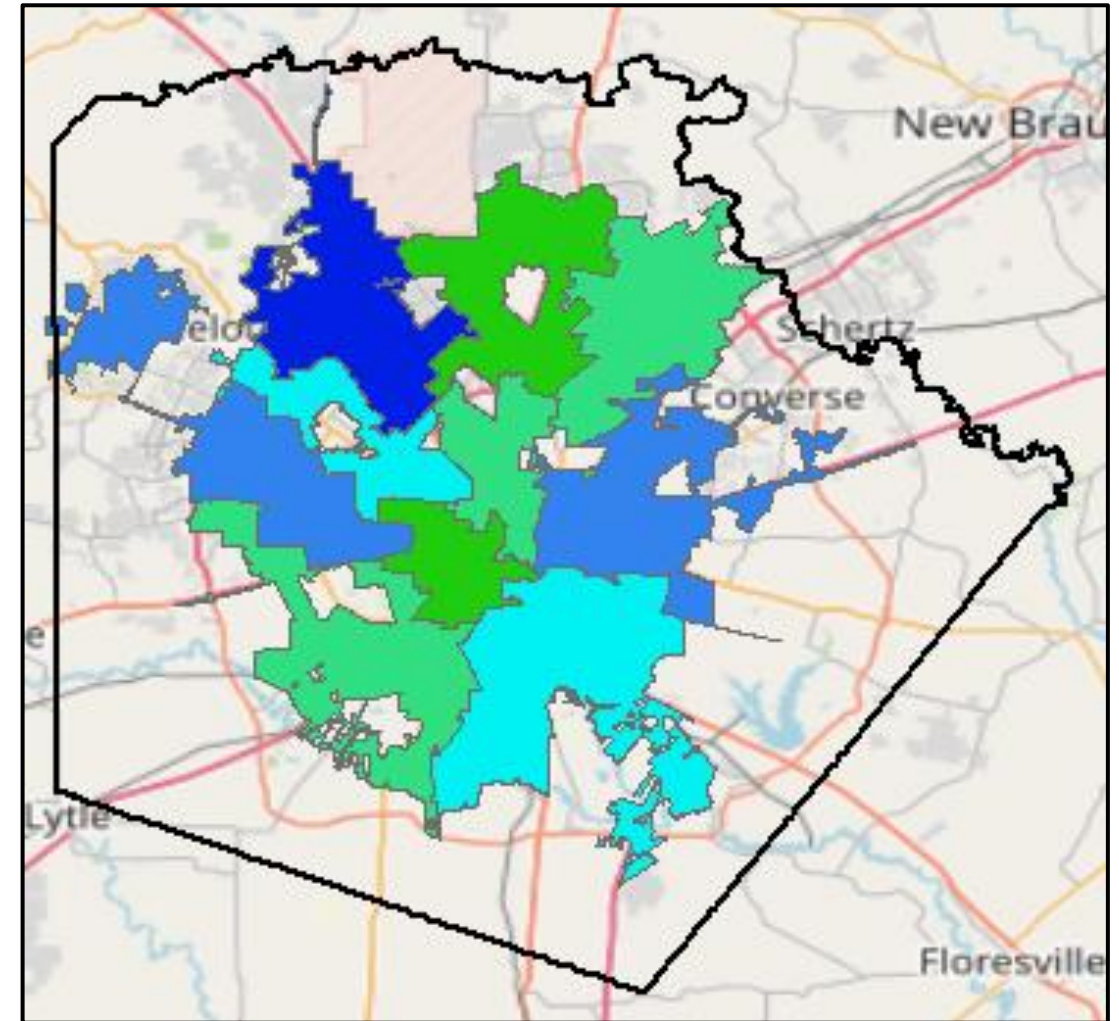
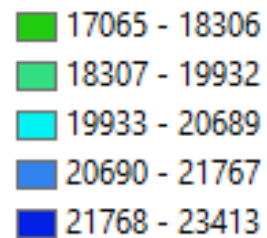
*Published February 18, 2021*

District	Claimants	% Tot
1	18,789	9.3%
2	21,767	10.8%
3	20,689	10.3%
4	19,707	9.8%
5	17,065	8.5%
6	21,434	10.6%
7	20,568	10.2%
8	23,413	11.6%
9	18,306	9.1%
10	19,932	9.9%

*Data count unique claimant geocoded addresses using a TIGER US Census address (edges) file, mapped using a Council District spatial boundary file.*

## Claimants by Council District

UI claimants by Council District include 201,670 geocoded addresses.



## Unemployment Insurance Claimant Data

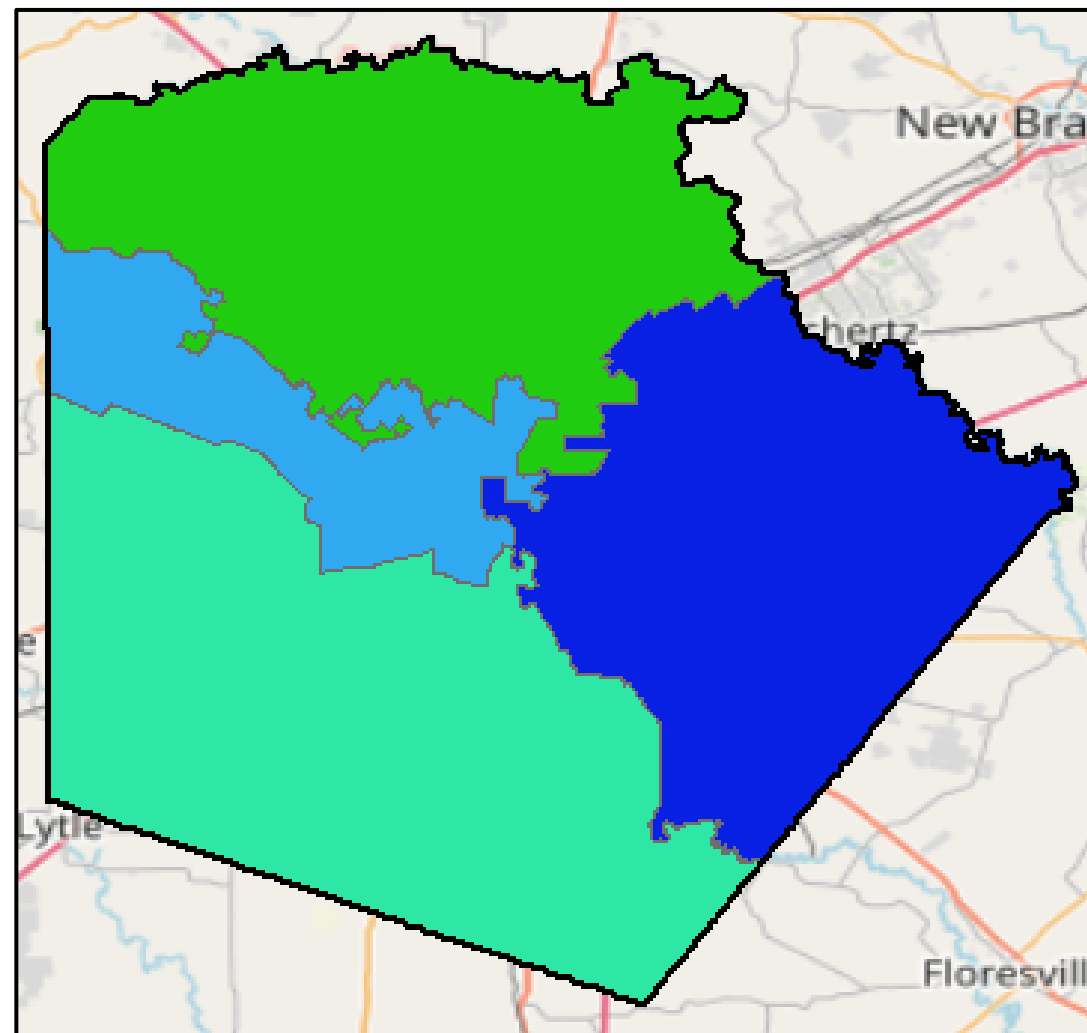
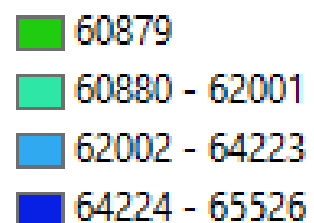
*Published February 18, 2021*

Precinct	Claimants	% Tot
1	62,001	24.5%
2	64,223	25.4%
3	60,879	24.1%
4	65,526	25.9%

*Data count unique claimant  
addresses geocoded using a TIGER  
US Census address file (edges),  
mapped using a Commissioner  
Precinct spatial boundary file.*

## Claims by Bexar County Commissioner Precincts

UI claimants by Precinct  
include 252,629 geocoded  
addresses.

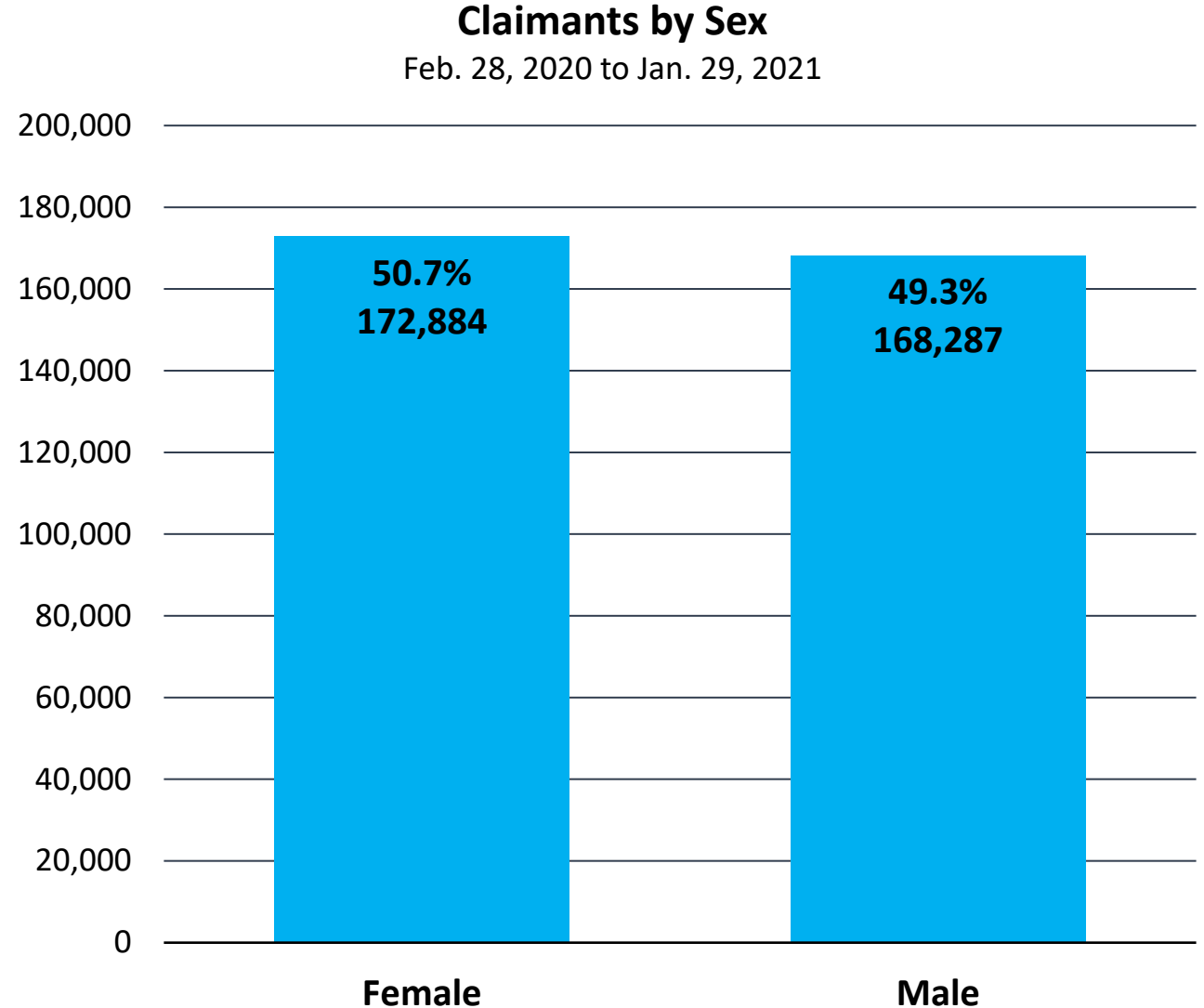


## Unemployment Insurance Claimant Data

*Published February 18, 2021*

- While the pandemic has impacted all workers regardless of sex, females have bore more of the brunt.
- 1.3% more females have filed for unemployment than males.

*Data count unique claimants  
with sex information.*



## Unemployment Insurance Claimant Data

*Published February 18, 2021*

Black and Hispanics have been impacted over twice as much as Whites by the pandemic (65.0% compared to 31.2%)

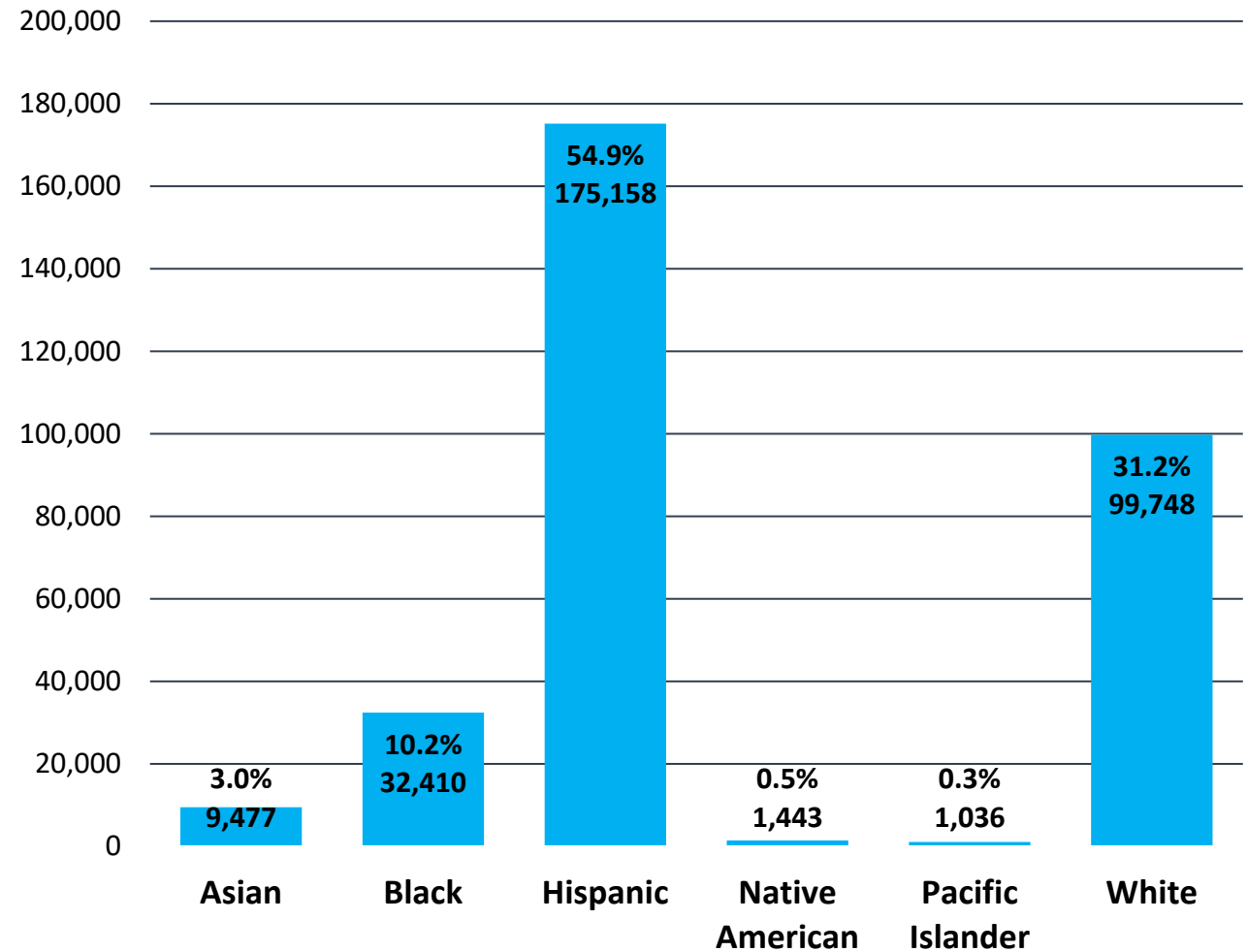
- Over half of all claimants have been Hispanic (54.9%).

Data include 319,272 claimants with race/ethnicity information.  
Percentages are based on this total.

*Data count unique claimants with race/ethnicity information.*

## Claimants by Race/Ethnicity

Feb. 28, 2020 to Jan. 29, 2021



## Unemployment Insurance Claimant Data

*Published February 18, 2021*

Younger workers have been most impacted by the coronavirus pandemic.

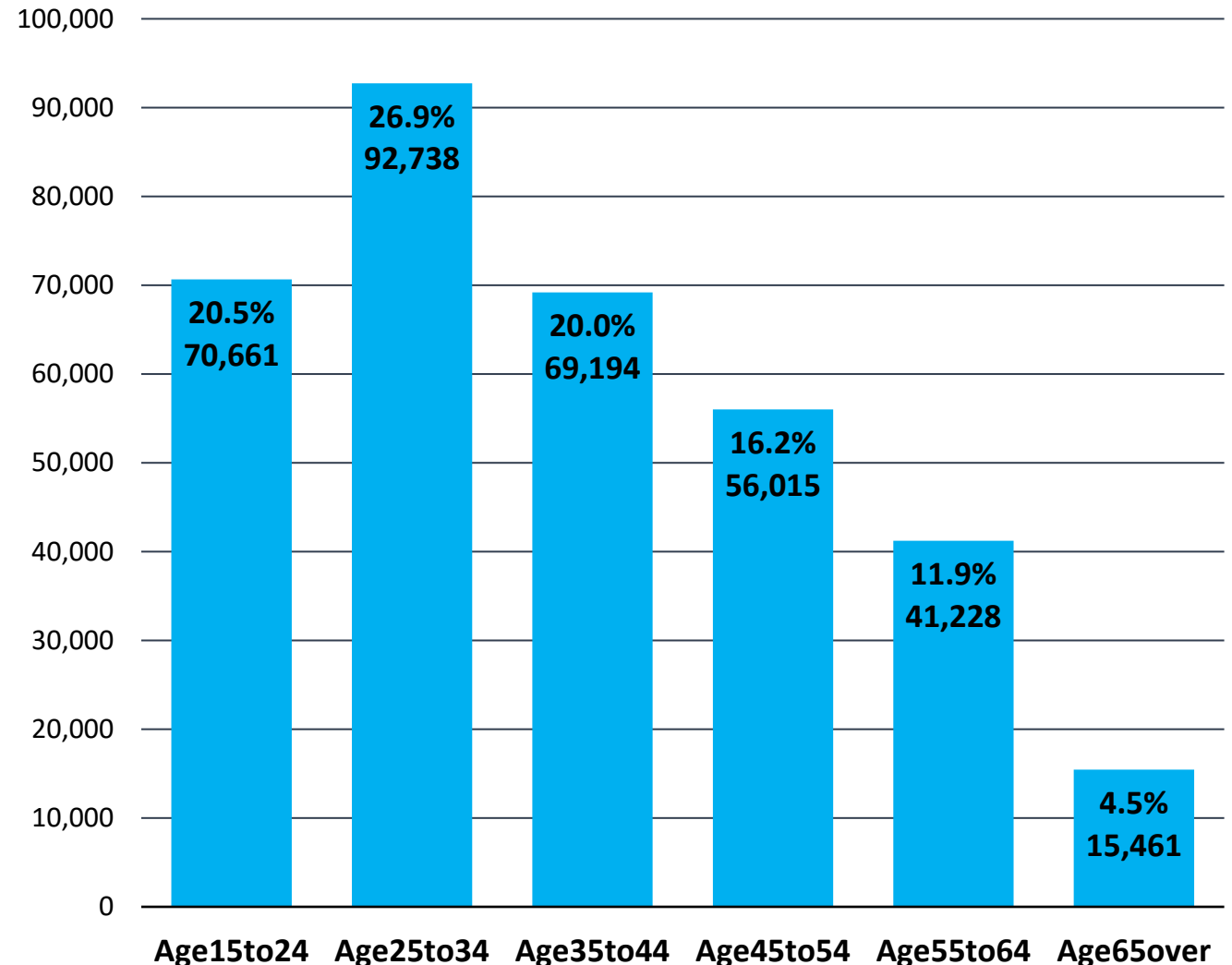
- The proportion of individuals ages 34 and under filing claims account for almost half of all claimants (47.3%).
- The proportion of claimants ages 35 to 54 account for 36.3% of all claimants.
- The proportion of claimants ages 55 and over account for 16.% of all claimants.
- Prime working ages (25-54): 63.1%

Data may include claimants who filed a second claim after having a birthday that could have bumped them from one age group to the next. They would be counted once for each age group.

*Data count unique claimants with age information.*

### Claimants by Age Group

Feb.28, 2020 to Jan. 29, 2021



## Unemployment Insurance Claimant Data

*Published February 18, 2021*

Information on the educational attainment of claimants show that those with lower educational attainment have been impacted most:

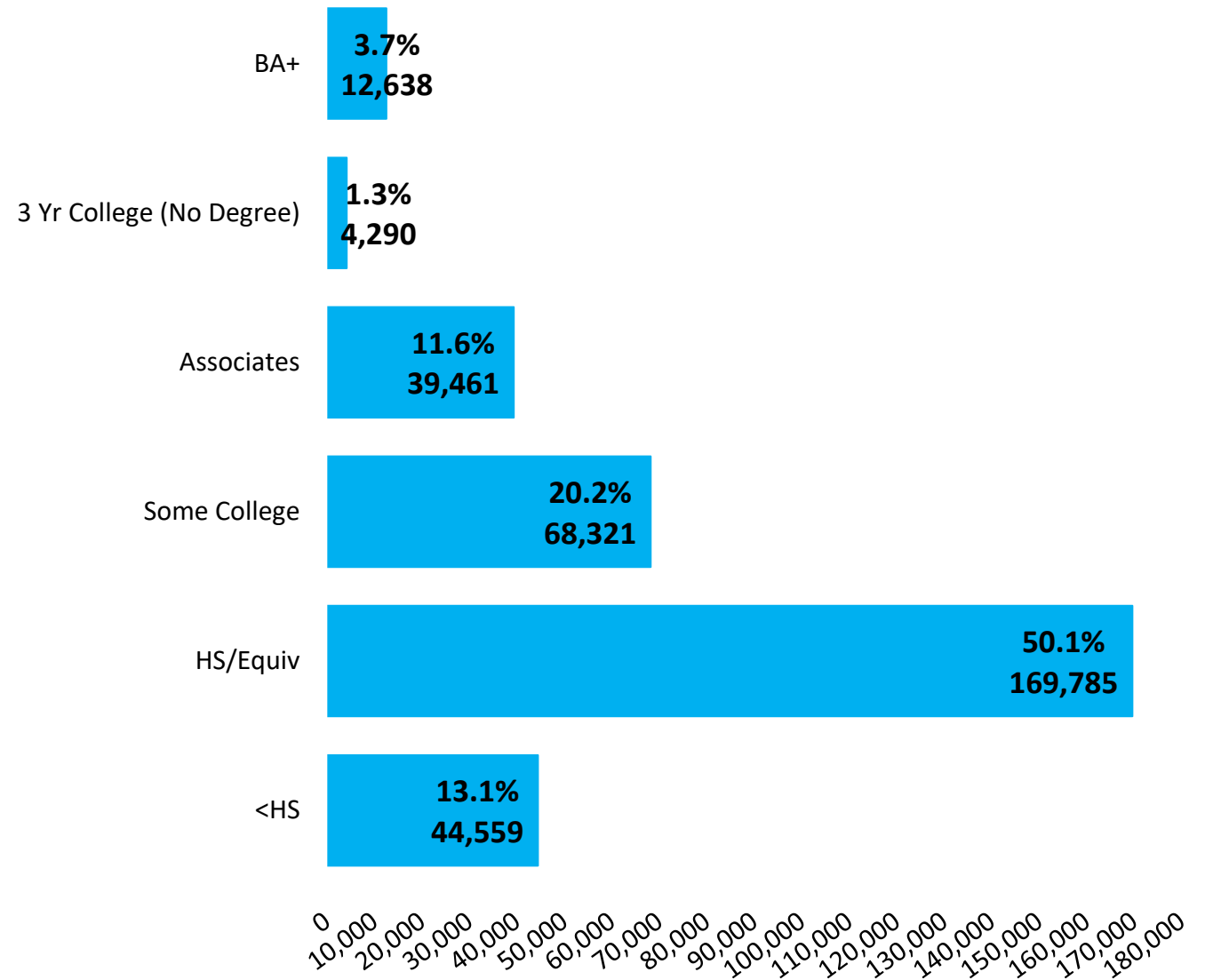
- 83.4% have Some College or Less,
- 63.2% have a HS/Equivalency Diploma or less.

Data may include claimants who filed a second claim after advancing in their education. They would be counted once for each educational level.

*Data include unique claimants with educational information.*

## Claimants by Education

Feb. 28, 2020 to Jan. 29, 2021



## Unemployment Insurance Claimant Data

*Published February 18, 2021*

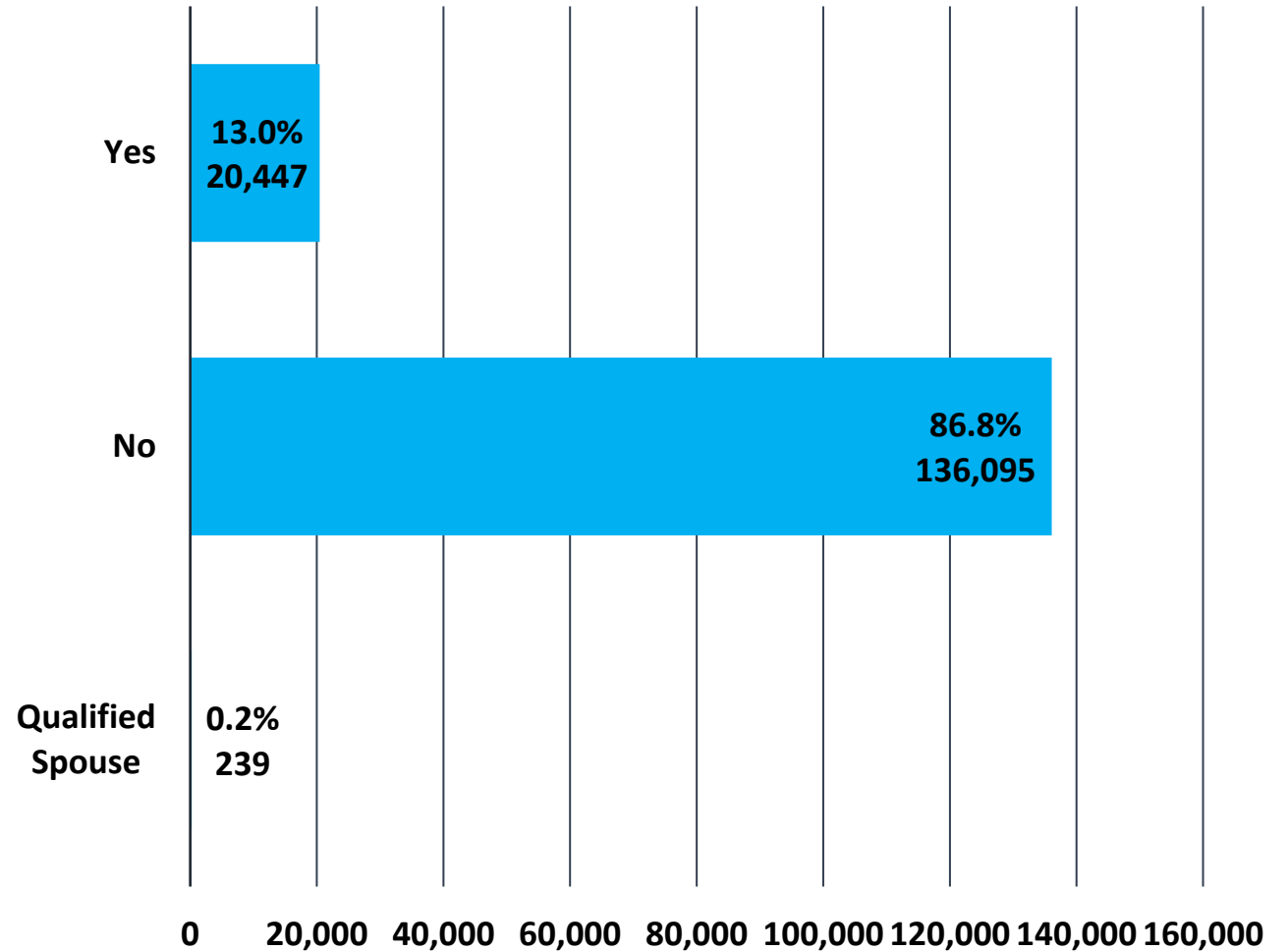
- Over 20,000 Veterans have filed for unemployment insurance.
- 239 Qualified Spouses of Veterans have also filed UI claims.

Data include a total of 156,781 claimants who had Veteran information.

*Data include unique claimants with Veteran information.*

## Claimants by Veteran Status

Feb. 28, 2020 to Jan. 29, 2021



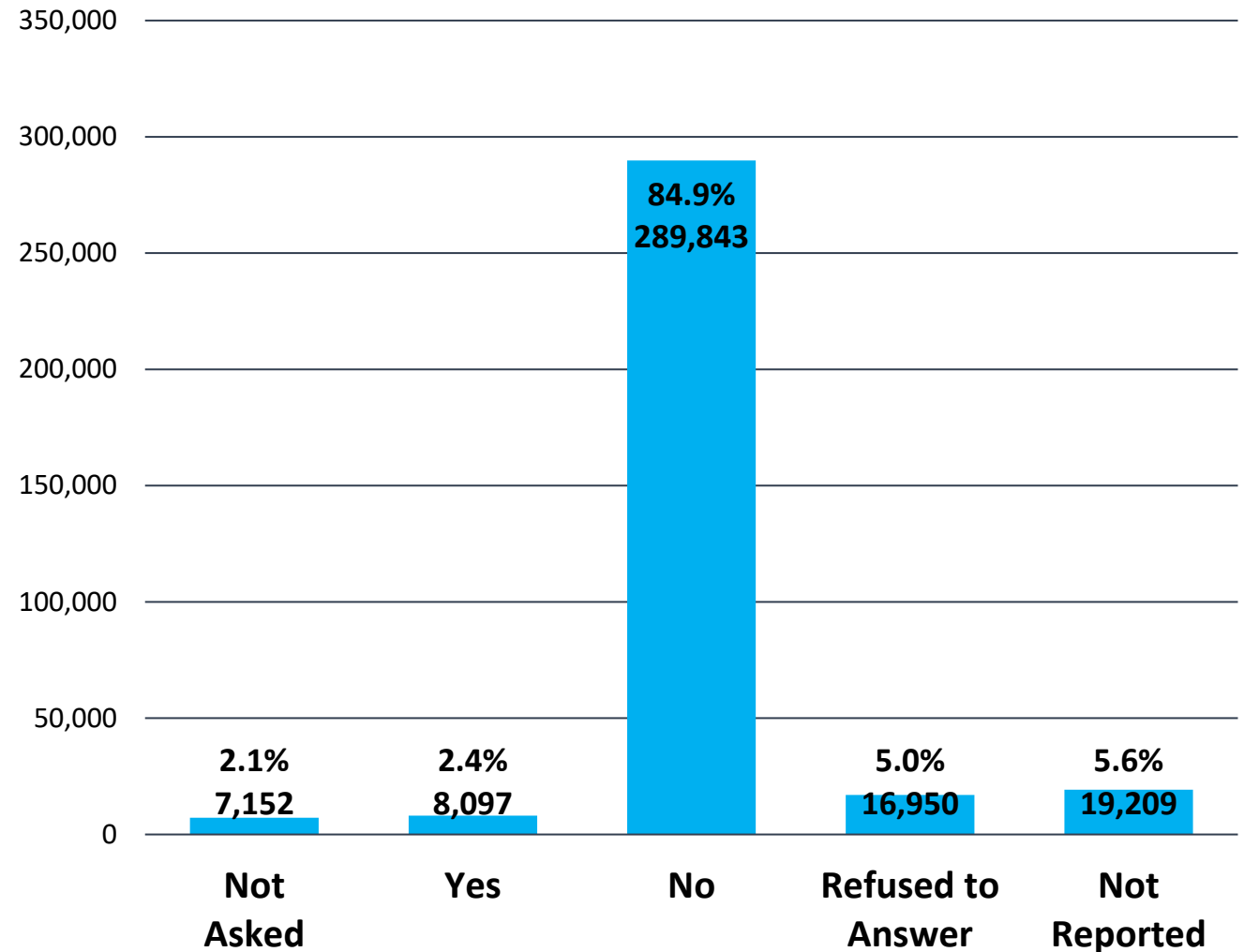
Unemployment Insurance  
Claimant Data  
*Published February 18, 2021*

About 8,097 of  
claimants have self-  
disclosed having a  
disability.

*Data include unique claimants with  
disability information.*

**Claimants with a Disability**

Feb. 28, 2020 to Jan. 29, 2021



## Unemployment Insurance Claimant Data

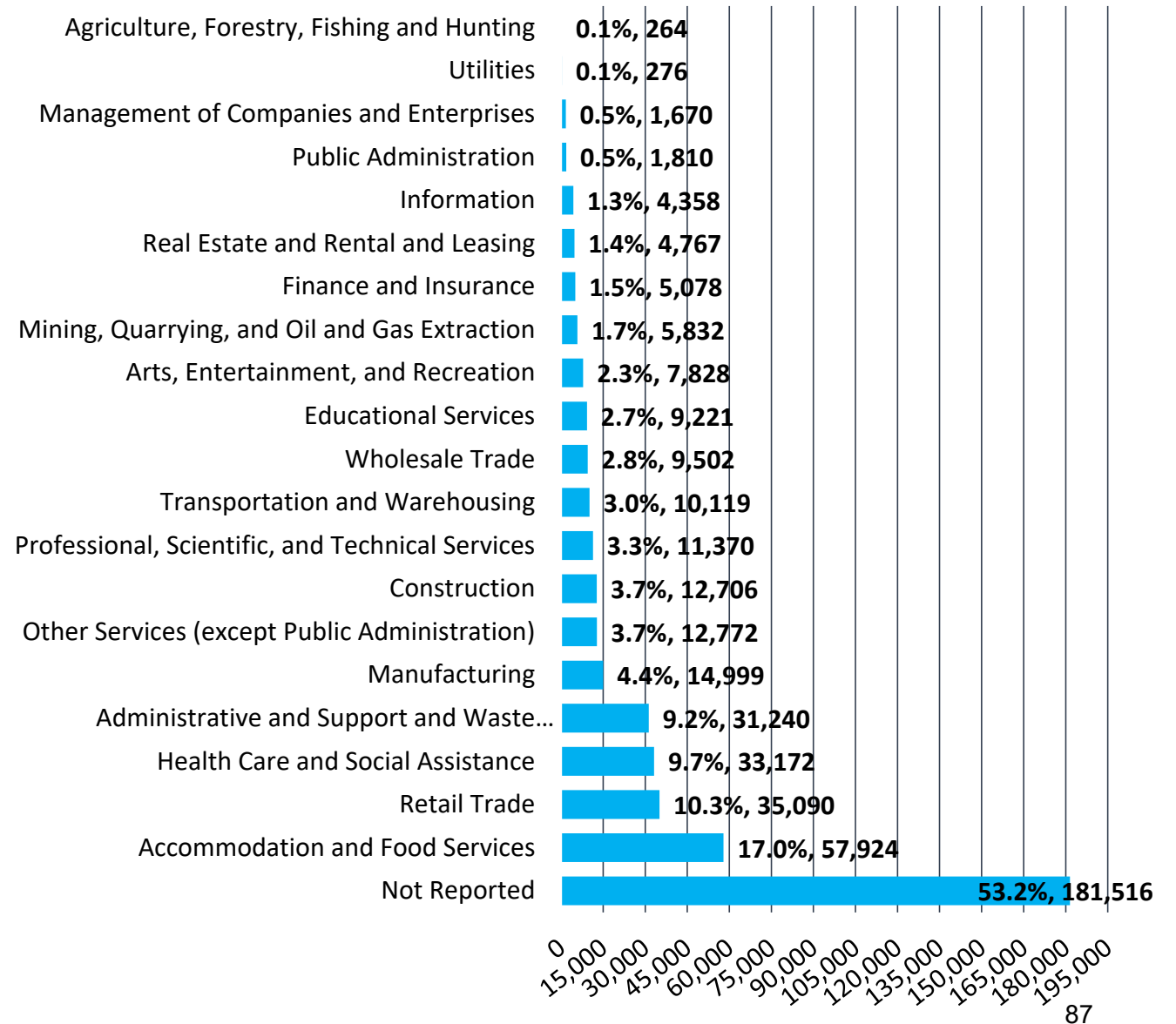
*Published February 18, 2021*

- While the data include all 341,210 unique claimants, the total claimants aggregated by industry sum to 451,514.
- Because claimants file multiple claims, they are counted once for each industry for which they filed a claim.
- The data show that there were a total of 110,304 (32.3%) claimants who may have filed separate claims associated with jobs in different industries.
- The data may suggest the types of industry movement of workers in the labor market.

*Data include unique claimants by industry.*

### Claimants by Industry

Feb. 28, 2020 to Jan. 29, 2021



Industry	Claimants	% Tot	Jobs 2020	Est. Impact	Job Postings Jan'20	Clmts-to-Jobs	Avg. Advertised Wage	Employers with Layoffs	Employers 2020	Est. Impact Employers
Accommodation and Food Services	57,924	24.1%	119,018	48.7%	3,466	16.7	\$33,472	4,563	5,283	86.4%
Adm. & Supp. & Waste Mgmt. & Remediation Svs.	31,240	13.0%	78,547	39.8%	9,854	3.2	\$52,096	3,013	3,087	97.6%
Agriculture, Forestry, Fishing and Hunting	264	0.1%	5,679	4.6%	75	3.5	\$37,248	127	605	21.0%
Arts, Entertainment, and Recreation	7,828	3.3%	18,468	42.4%	407	19.2	\$25,472	675	725	93.1%
Construction	12,706	5.3%	82,560	15.4%	1,732	7.3	\$75,136	3,604	4,722	76.3%
Educational Services	9,221	3.8%	23,704	38.9%	1,695	5.4	\$47,488	868	659	131.8%
Finance and Insurance	5,078	2.1%	74,737	6.8%	4,097	1.2	\$62,592	1,027	3,155	32.6%
Health Care and Social Assistance	33,172	13.8%	154,107	21.5%	7,293	4.5	\$52,096	4,723	11,018	42.9%
Information	4,358	1.8%	19,422	22.4%	2,951	1.5	\$53,120	471	611	77.1%
Management of Companies and Enterprises	1,670	0.7%	13,847	12.1%	136	12.3	\$60,032	192	258	74.5%
Manufacturing	3,016	1.3%	53,908	5.6%	2,990	1.0	\$48,000	364	1,646	22.1%
Mining, Quarrying, and Oil and Gas Extraction	5,832	2.4%	12,252	47.6%	250	23.3	\$43,648	799	na	na
Other Services (except Public Administration)	12,772	5.3%	64,711	19.7%	1,750	7.3	\$40,576	2,454	4,759	51.6%
Professional, Scientific, and Technical Services	11,370	4.7%	63,487	17.9%	7,473	1.5	\$61,568	3,403	6,584	51.7%
Real Estate and Rental and Leasing	4,767	2.0%	22,496	21.2%	858	5.6	\$41,600	1,166	2,799	41.7%
Retail Trade	21,971	9.1%	121,960	18.0%	6,480	3.4	\$40,576	2,286	6,482	35.3%
Transportation and Warehousing	7,614	3.2%	37,086	20.5%	3,900	2.0	\$62,656	1,190	1,426	83.4%
Utilities	276	0.1%	1,544	17.9%	153	1.8	\$51,584	77	74	104.8%
Wholesale Trade	9,502	3.9%	37,147	25.6%	908	10.5	\$38,016	2,027	2,663	76.1%

The table reports estimated impacts of COVID-19 on industry based on UI Claimant activity. **Over half (57.9%) of employers have had layoffs. There are about 4.3 claimants per job posting), and the estimated impact on jobs in 2020 is on average at 23.9%.** We could not calculate employers with layoffs in Mining – the information conflicted with total employers reported.

*Data for the table count unique claimants by industry. Source: EMSI.*

## Unemployment Insurance Claimant Data

*Published February 18, 2021*

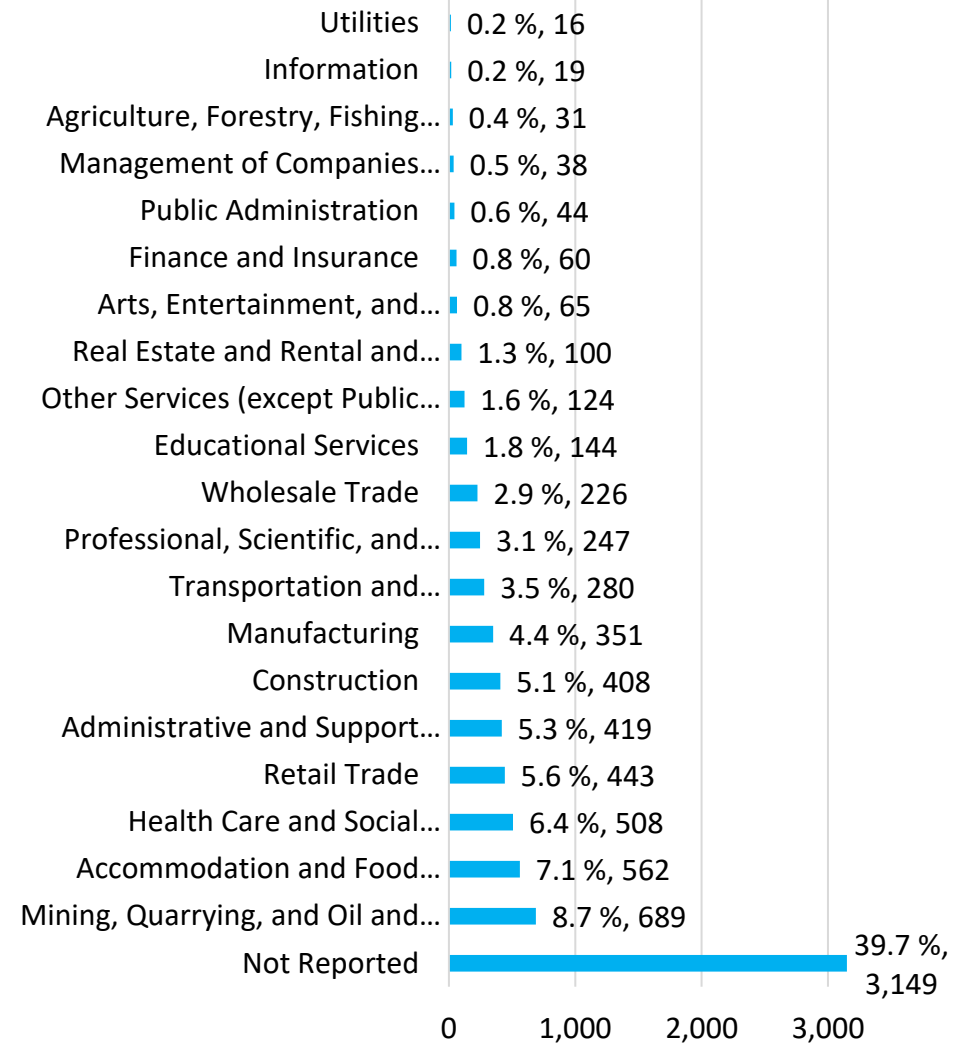
A newly released TWC dataset was used to identify claimants by County of residence.

County industry information is now based on county of residence and not the ES Office where the claim was filed as was previously reported.

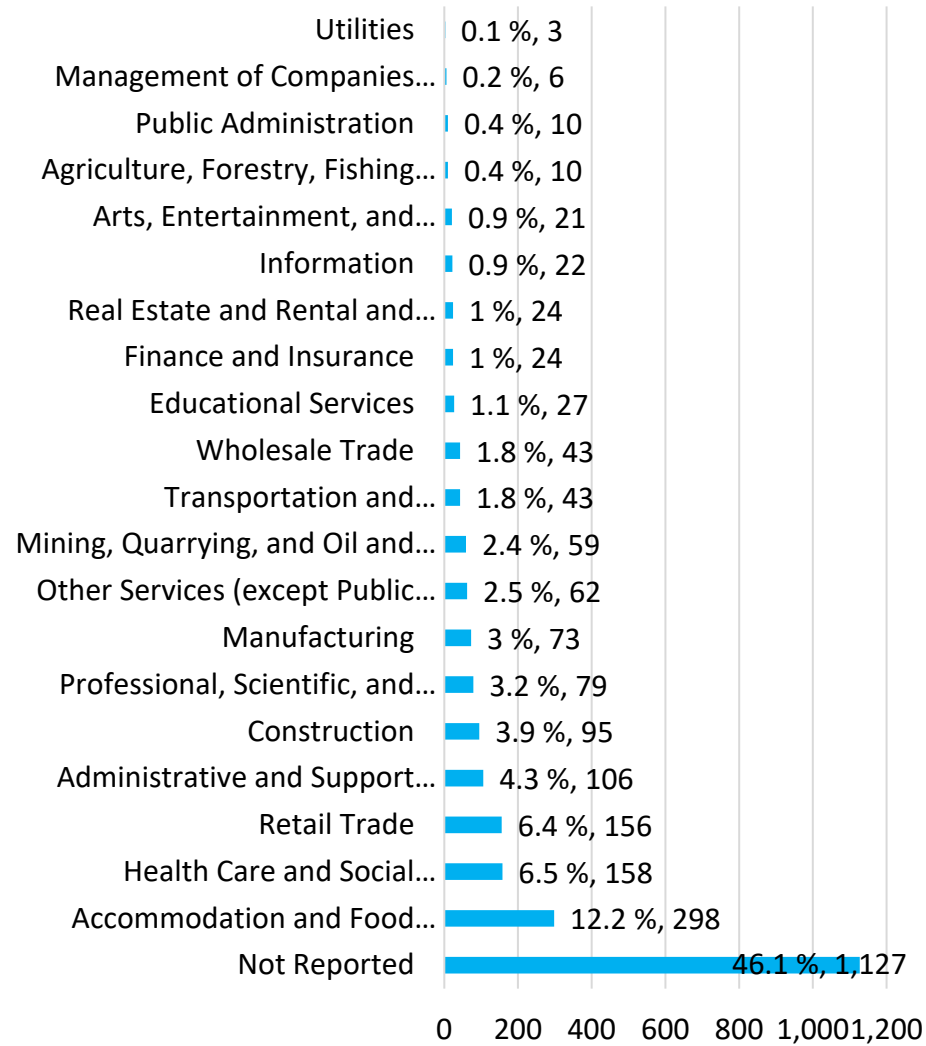
Claimants that file multiple claims can and do lose jobs from different industries – these claimants will count once for each industry they filed a claim for.

We previously excluded reporting the number of claimants missing industry information but are now including these.

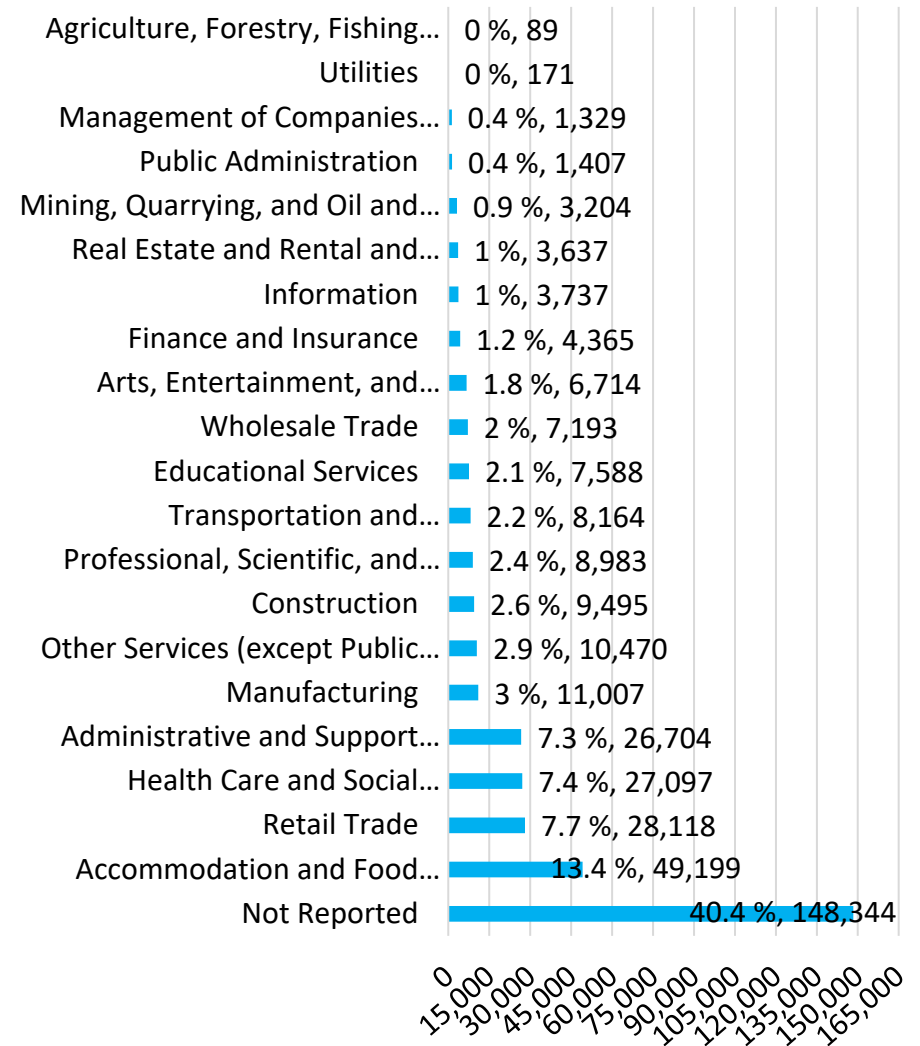
### Atascosa County



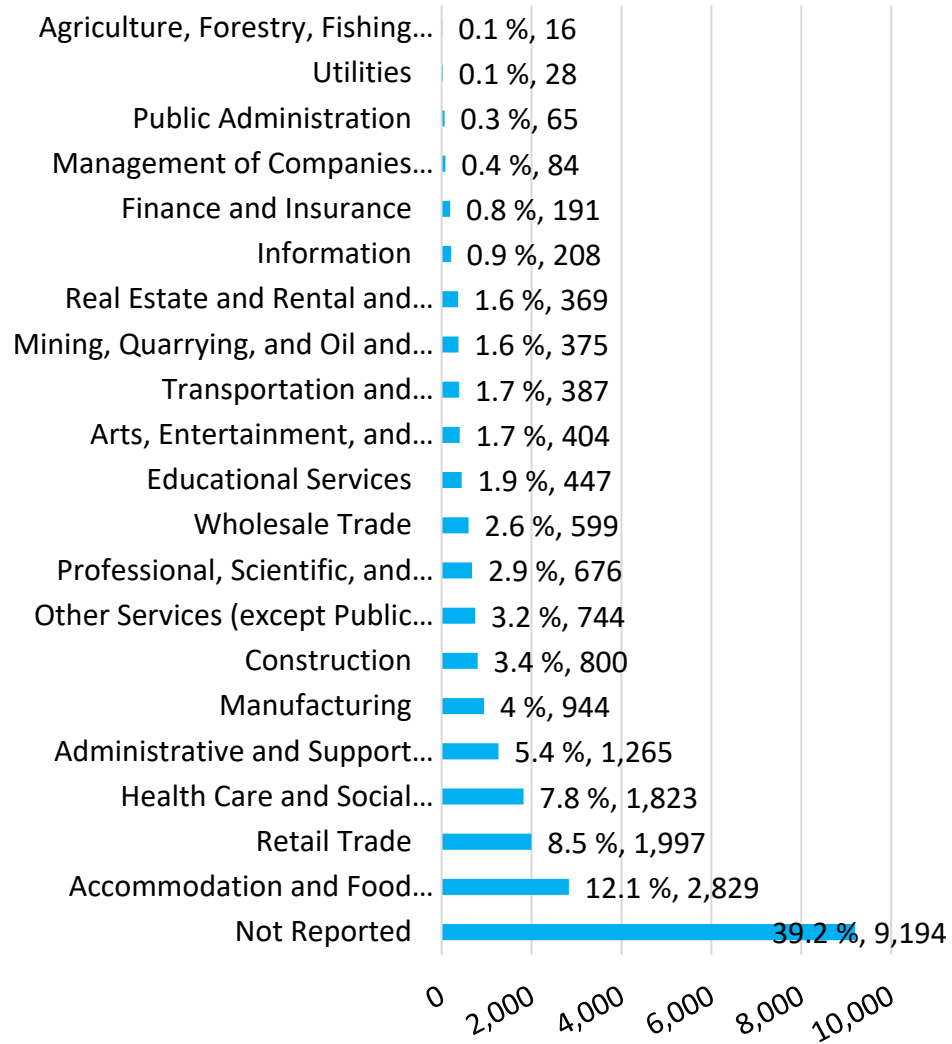
### Bandera County



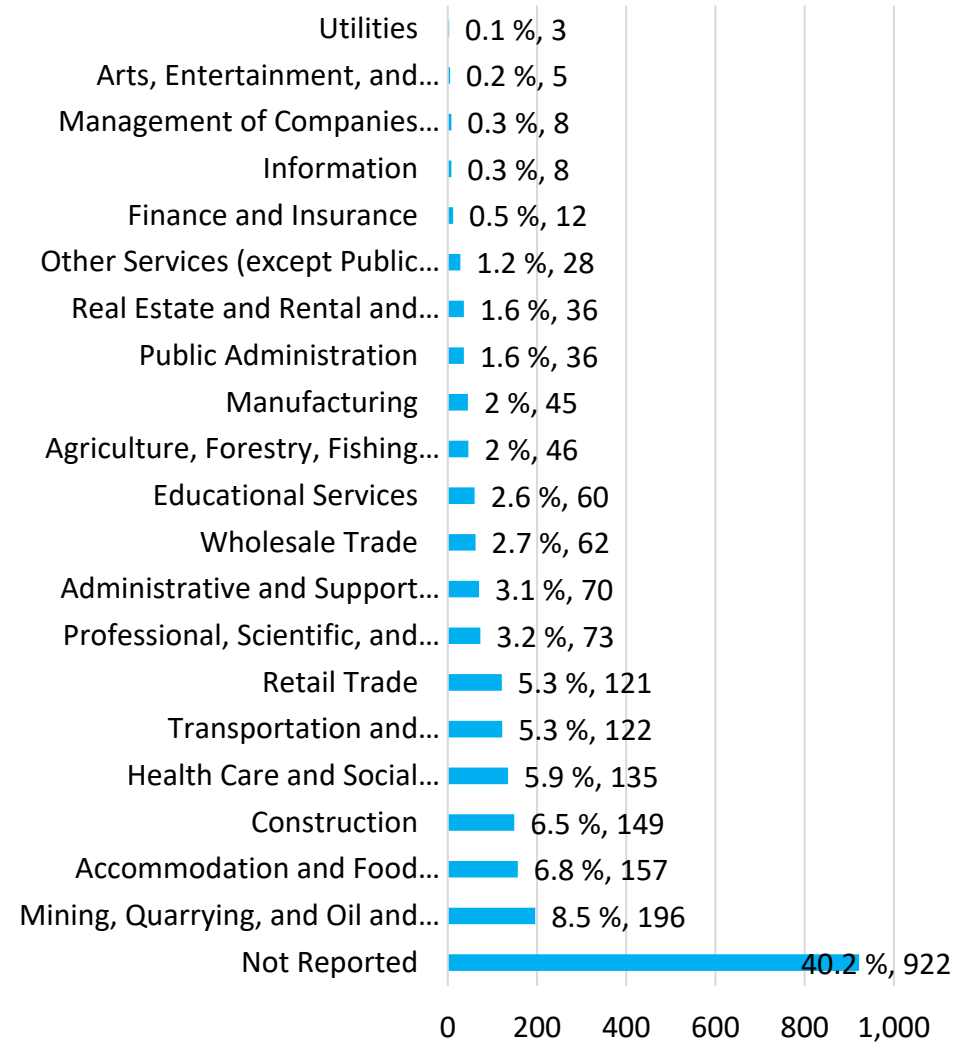
### Bexar County



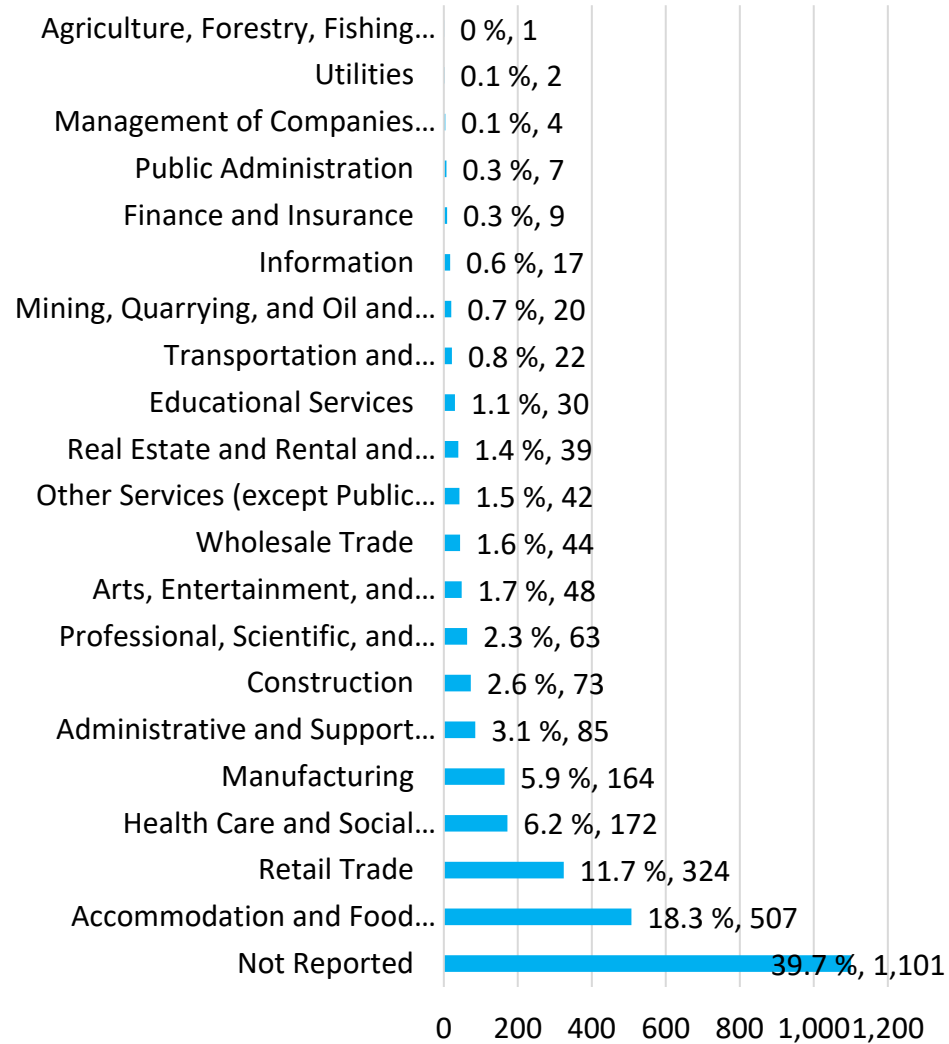
### Comal County



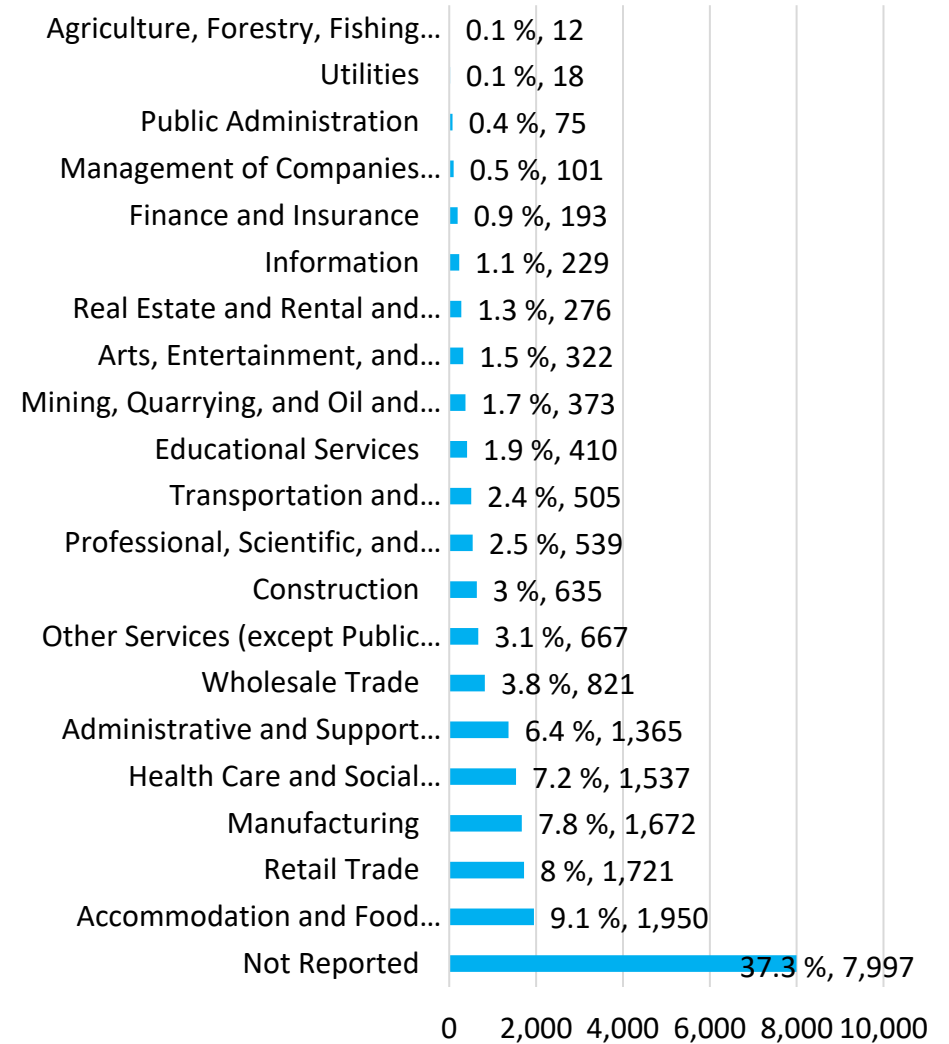
### Frio County



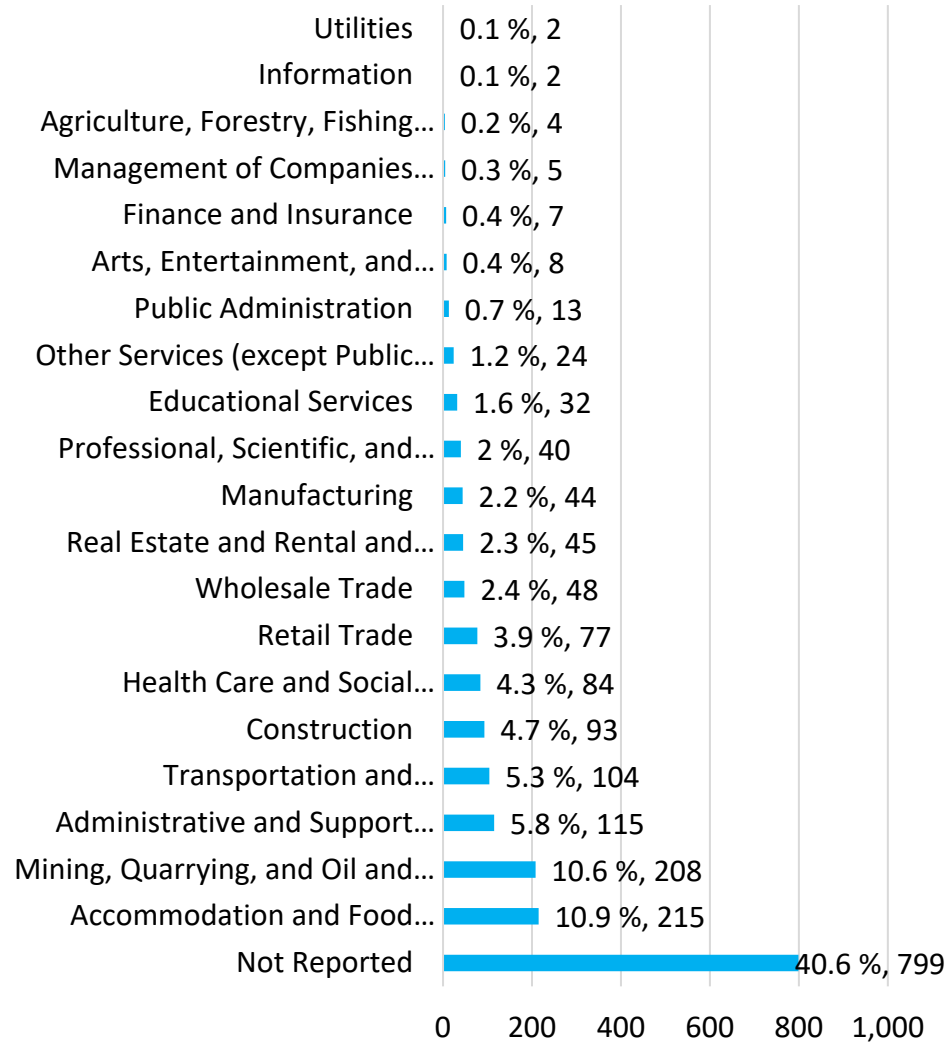
### Gillespie County



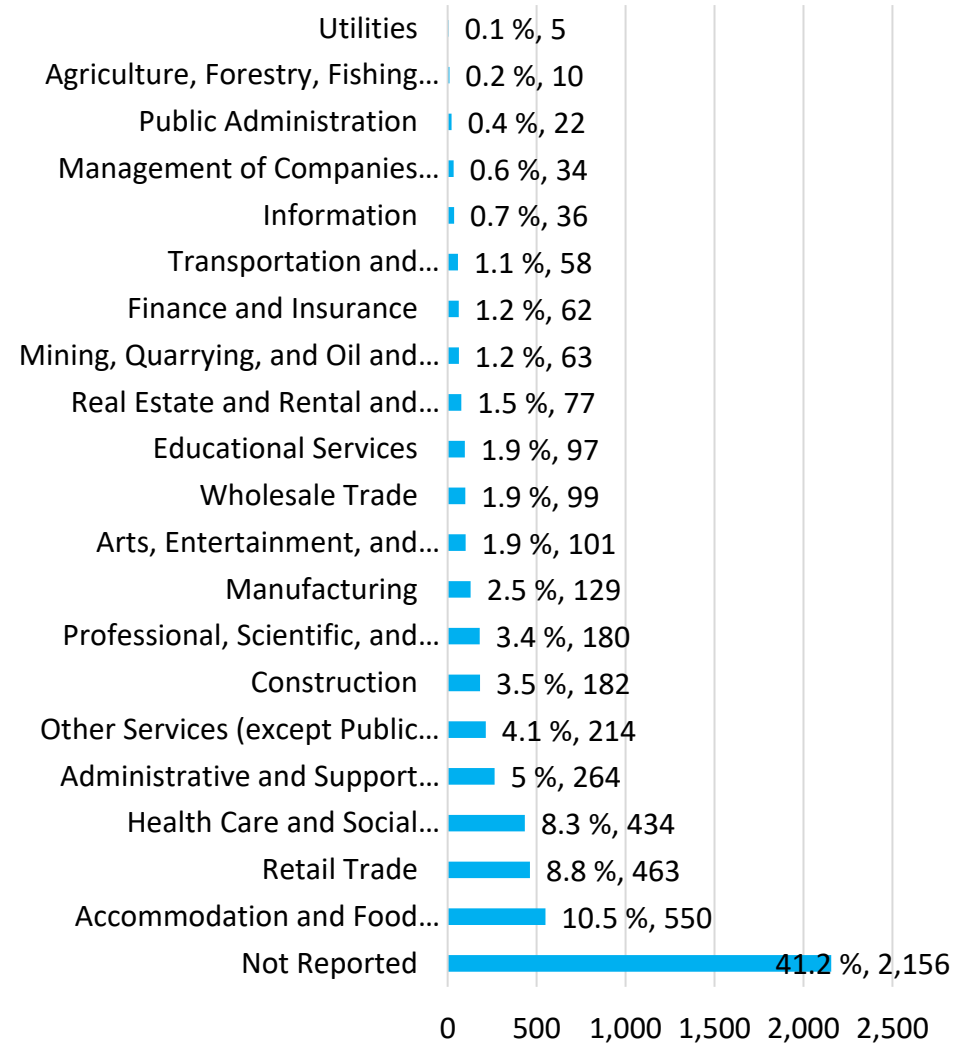
### Guadalupe County



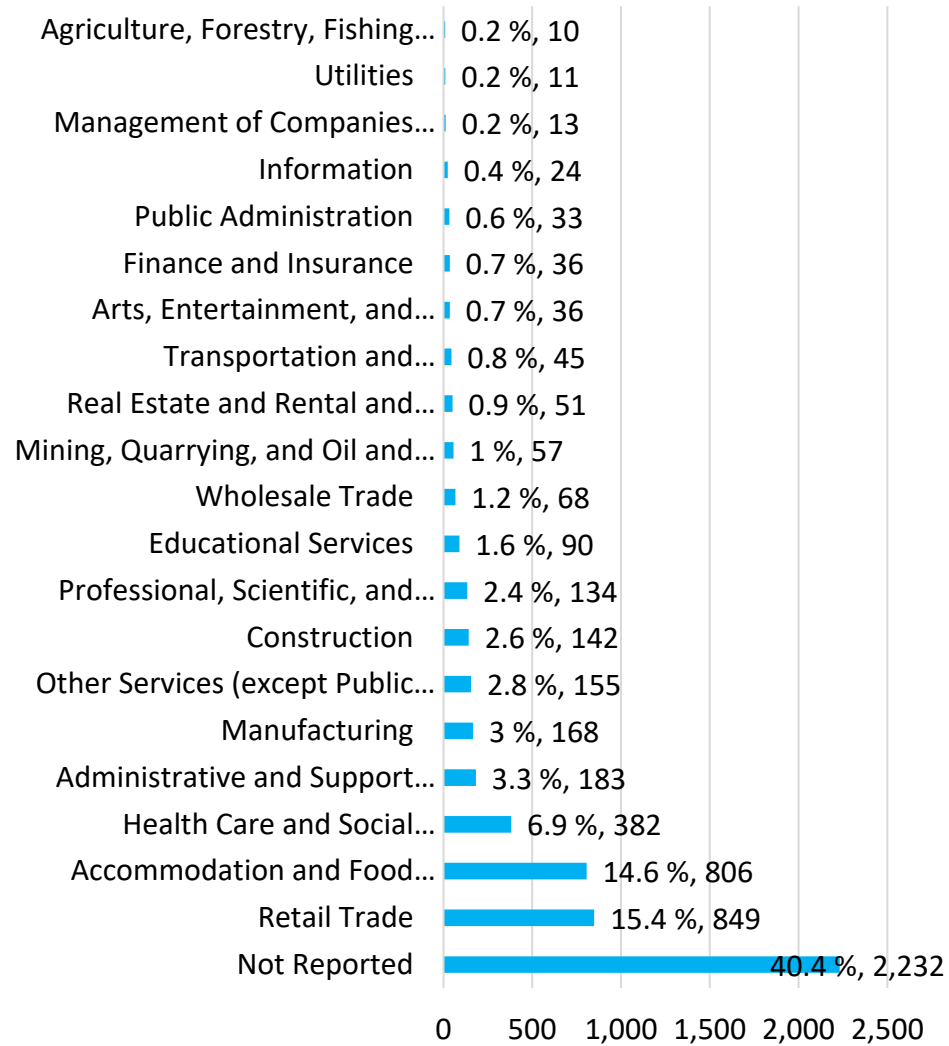
### Karnes County



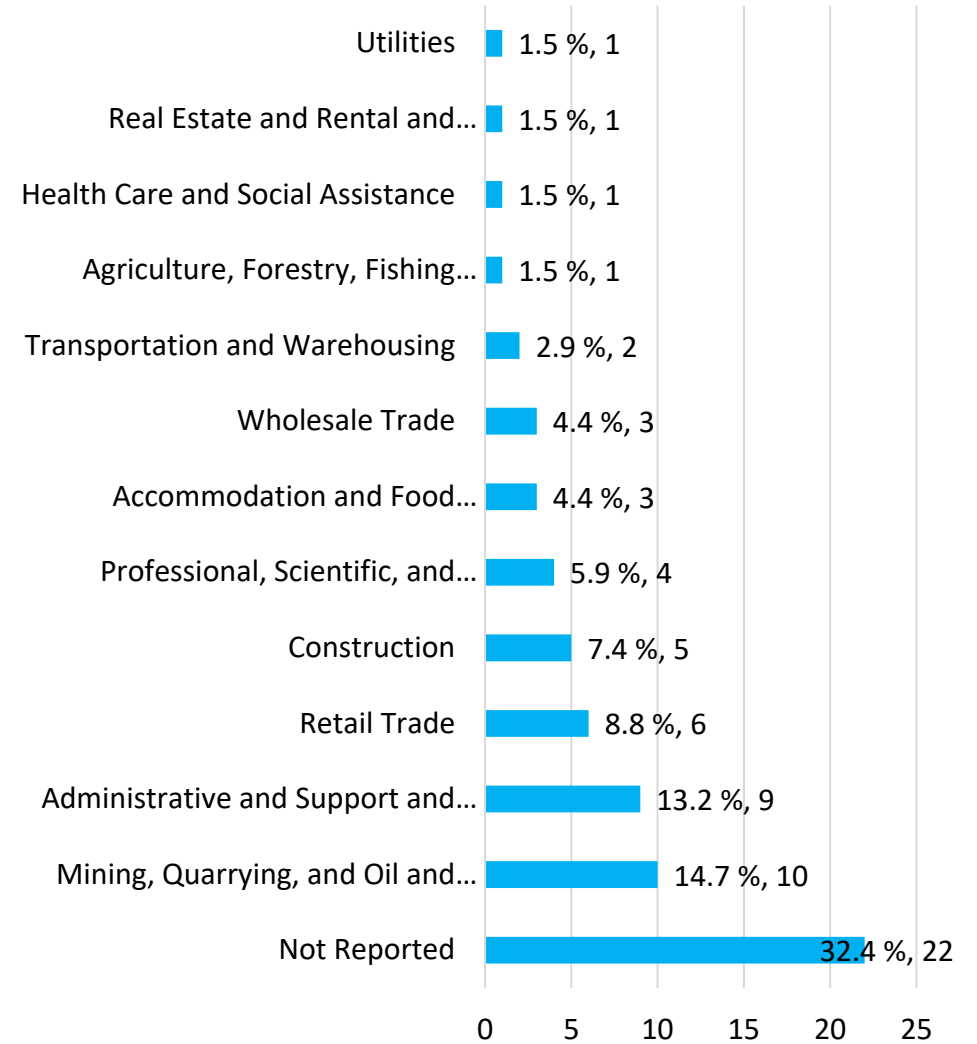
### Kendall County



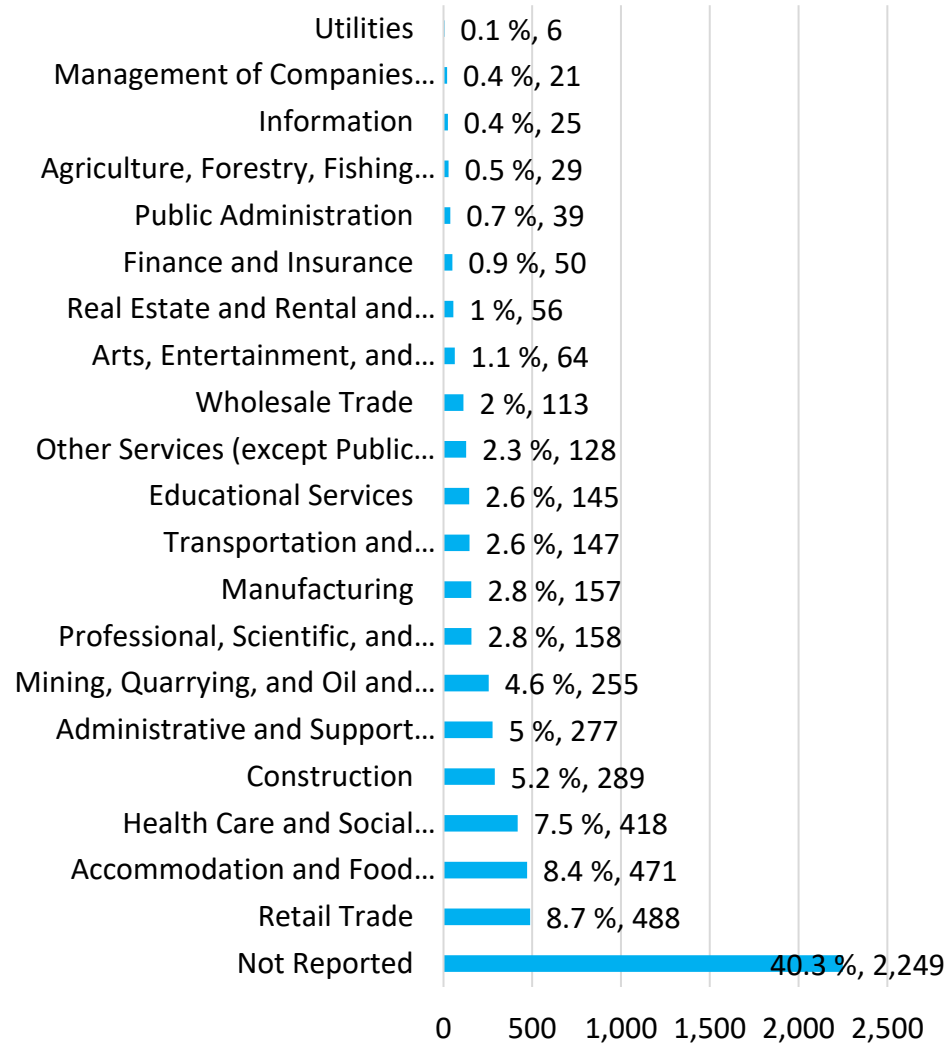
### Kerr County



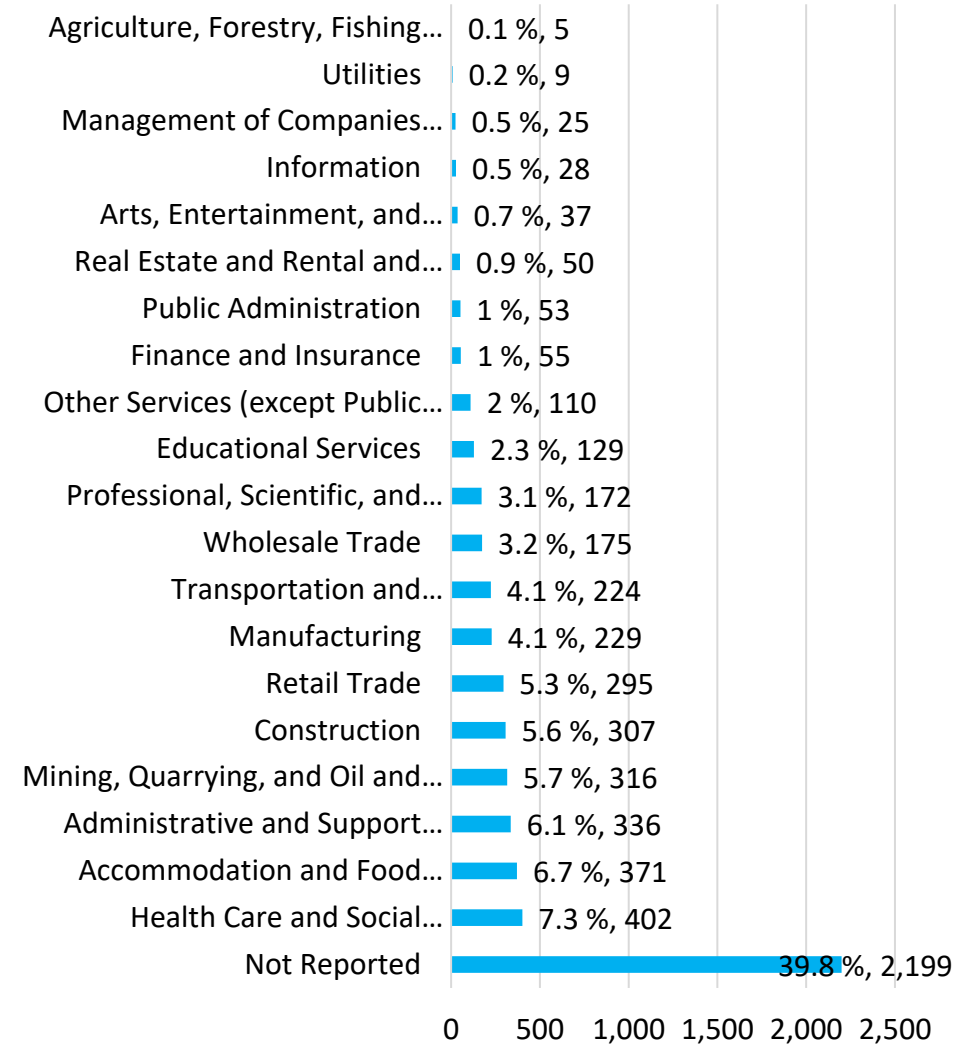
### McMullen County



### Medina County



### Wilson County



## Unemployment Insurance Claimant Data

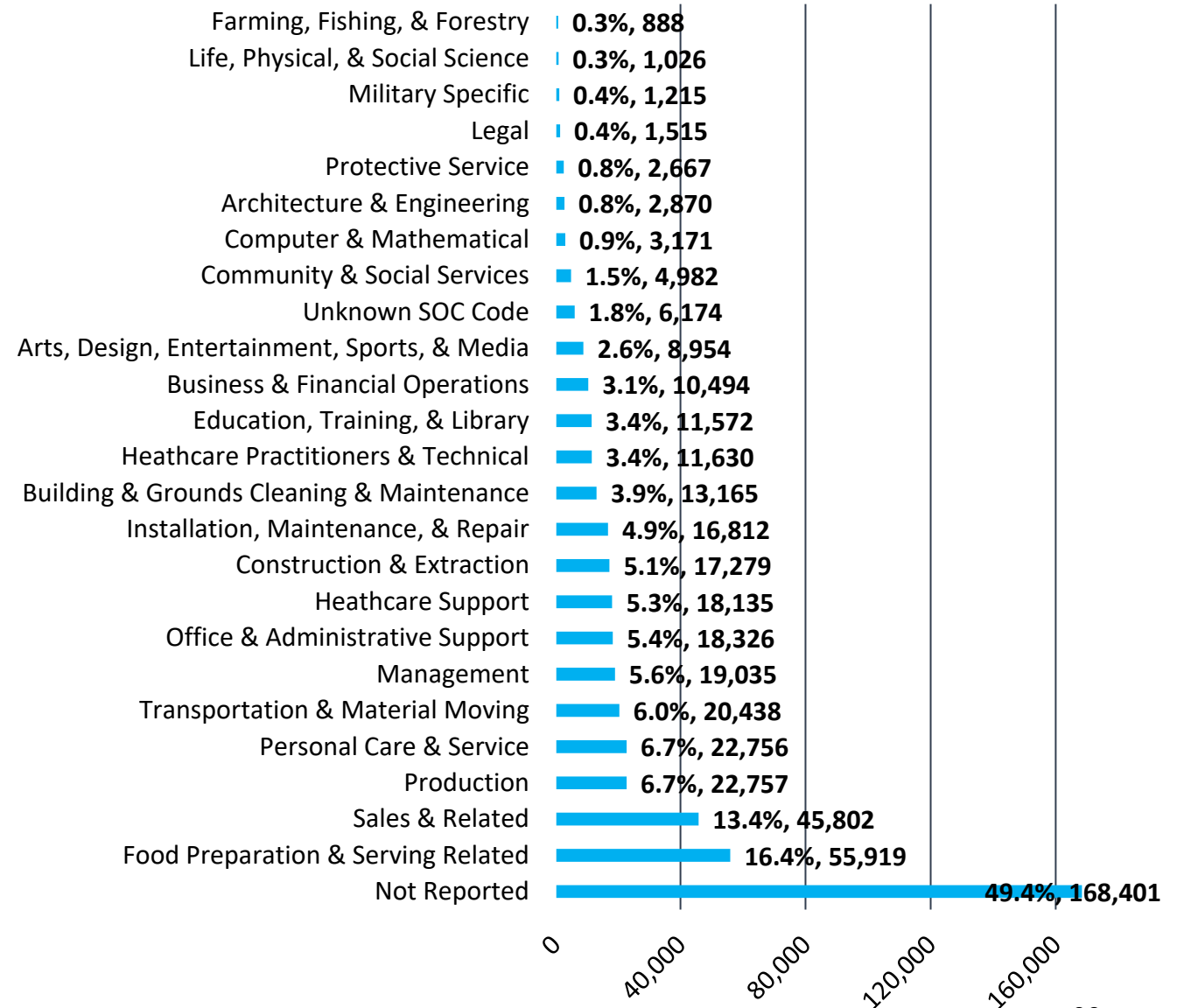
*Published February 18, 2021*

- As with industry, claimants filing multiple claims count once for each occupation.
- Because claimants file for multiple occupations and count once in each occupation that they file a claim for, the data include a total of 505,983 claimants (341,210 unique).
- The data may suggest that 48.3% of claimants may be gaining jobs in multiple occupations. They filed an initial claim for one occupation, gained a job in a different occupation, and then also lost that new job and filed an additional claim.
- The data may also suggest that gaining jobs in multiple occupations is about 16% more likely to occur than gaining jobs in multiple industries (32.3%).

*Data counts of unique claimants by occupation.*

## Claimants by Occupation

Feb. 28, 2020 to Jan. 29, 2021



Occupation	Claimants	% Tot	Jobs 2020	Est. Impact	Job Postings Jan'21	Clmts-to-Jobs	Posting Wage Jan'21	Automation Index
Architecture & Engineering	2,870	0.9%	18,127	15.8%	1,410	2.0	\$80,256	86.9
Arts, Design, Entertainment, Sports, & Media	8,954	2.7%	17,165	52.2%	766	11.7	\$39,808	89.9
Building & Grounds Cleaning & Maintenance	13,165	4.0%	44,845	29.4%	912	14.4	\$27,008	122.6
Business & Financial Operations	10,494	3.2%	66,220	15.8%	3,771	2.8	\$71,040	89.6
Community & Social Services	4,982	1.5%	16,675	29.9%	951	5.2	\$41,600	82.3
Computer & Mathematical	3,171	1.0%	29,853	10.6%	6,892	0.5	\$83,328	83.5
Construction & Extraction	17,279	5.2%	65,785	26.3%	936	18.5	\$43,648	123.4
Education, Training, & Library	11,572	3.5%	69,280	16.7%	1,060	10.9	\$42,624	85.8
Farming, Fishing, & Forestry	888	0.3%	4,167	21.3%	37	24.0	\$27,008	110.0
Food Preparation & Serving Related	55,919	16.9%	114,109	49.0%	2,722	20.5	\$24,128	125.9
Healthcare Practitioners & Technical	11,630	3.5%	71,633	16.2%	9,744	1.2	\$85,888	88.3
Healthcare Support	18,135	5.5%	66,218	27.4%	2,247	8.1	\$29,056	95.0
Installation, Maintenance, & Repair	16,812	5.1%	51,522	32.6%	2,471	6.8	\$45,440	108.9
Legal	1,515	0.5%	8,711	17.4%	275	5.5	\$60,032	84.0
Life, Physical, & Social Science	1,026	0.3%	8,618	11.9%	542	1.9	\$63,360	84.6
Management	19,035	5.7%	64,023	29.7%	5,803	3.3	\$88,960	85.2
Military Specific	1,215	0.4%	20,446	5.9%	19	63.9	\$31,104	na
Office & Administrative Support	18,326	5.5%	172,795	10.6%	5,327	3.4	\$33,472	98.0
Personal Care & Service	22,756	6.9%	34,834	65.3%	1,042	21.8	\$28,032	96.4
Production	22,757	6.9%	48,374	47.0%	1,251	18.2	\$28,032	113.8
Protective Service	2,667	0.8%	27,215	9.8%	676	3.9	\$40,320	98.8
Sales & Related	45,802	13.8%	120,702	37.9%	6,168	7.4	\$50,048	94.9
Transportation & Material Moving	20,438	6.2%	88,311	23.1%	7,832	2.6	\$60,032	110.5

The table reports estimated impacts by occupation based on UI claimant activity including claimant and jobs in 2020, claimant-to-job posting ratios, and automation index (greater than 100 means above average risk of automation, lower than 100 means below average risk).

Data include claimants filing claims for multiple occupations.

*Data counts of unique claimants by occupation.*

## Unemployment Insurance Claimant Data

*Published February 18, 2021*

## Unemployment Insurance Claimant Data

*Published February 18, 2021*

### **Additional important information about the data.**

- **New TWC Data.** TWC has worked on providing Workforce Solutions Boards with UI Claimant data. This report uses this new dataset.
- **Claimants by County.** This new format now uses the County of residence as provided by TWC as opposed to the county associated with the ES Offices where claimants filed their claims. By doing so, summary information for some tables and figures vary from what was previously reported particularly for County aggregate data and Industry by County.
- **Multiple Claims.** Workers may and do file multiple UI claims. Because of this, claimants may count more than once depending on how the data are aggregated. For instance, one worker may have filed two claims in different weeks for different industries and occupations – the claimant will count once for each week and once for each industry and occupation.
- **Missing Information.** Many records have missing information. Thus, summary information will vary. Depending on the information that is available, for instance, aggregating by sex will show different total numbers than aggregating by race/ethnicity.
- **Slicing Data.** Every time the data are sliced using one or more characteristics, the aggregate summary information will vary and not necessarily coincide with other summary information.
- **Residence and Place of Claim.** Claimants can reside outside the 13-county area and file their claim(s) in a WSA ES Office. This presents a different challenge. When summarizing by county, which is based on WSA ES Office location and their respective geographic assignments, the claimant will be counted for counties in the Alamo area. If the zip code that the claimant entered, however, is not fully or partially contained by a WSA county, then we exclude those zip codes and claimants with zip codes that are outside of the area will not be counted. Thus, the total number of claimants by location, county, city, or zip code, will vary.
- **Location.** Summary of claimants using certain administrative boundaries, such as City Council Districts or Bexar County Commissioner Precincts, are generated through geocoding of the addresses that claimants enter when applying for UI. Because claimants enter their address, these contain errors, misspellings, and other information that prevents the address from being identified in a map. There also may be addresses that are not yet coded into the US Census database and captured by the Address Locator. The way street address and number information are entered also impact geocoding (e.g., E Travis as opposed to Travis E.). Thus, the numbers reported for these administrative boundaries will generally involve an undercount. About 90% of addresses do get geocoded so the entire set of geocoded addresses reflect an undercount of approximately 10%. Each of the smaller administrative boundaries could include 90-100% of addresses, but it is not feasible to determine a precise undercount number within that range for smaller geographical/administrative areas.

## Unemployment Insurance Claimant Data

*Published February 18, 2021*

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*Director of Quality Assurance*

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AmericanJobCenter

### Data Sources

- TWC UI Claimant data.
- Sybase InfoMaker ad hoc report using vw\_claim\_instance.
- EMSI for Jobs in 2019, Avg. Wages, job postings, and similar information.
- QCEW/BLS data for employer counts by industry.
- Burning Glass for job posting information.
- ArcGIS Business Analyst for employer/business information.

### Methodology

- Counts mostly based on individuals using ssn, dob, and claim file date.
- For industry and occupation information, merged TWC data with ad hoc data using ssn, dob, and date claim was filed (involves ~3-5% margin of error).
- ArcGIS was used for geocoding of residential addresses and mapping spatial information.
- All of the analysis except the mapping was done using the R statistical software.

### Definitions

- *Claimants*: includes all claimants regardless of type of claim or reason that the job seeker separated from the last employer that he/she had before filing.
- *Claim file date*: The date that the claimant filed his/her initial and/or additional UI claim.
- *Automation Index*: EMSI's potential automation risk based on job task content – derived from ONET work activities, combined with data of Frey and Osborne to identify risk and resilience tied to automation.

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## MEMORANDUM

**To:** Workforce Solutions Alamo Board

**From:** Adrian Lopez, WSA CEO

**Presented by:** Adrian Lopez

**Date:** March 19, 2021

**Subject:** Procurement Diversity Program (SMWVBE)

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**Summary:** The WSA Board asked the CEO to look at developing a Diversity Program to promote contracting opportunities to Small, Minority, Woman, and Veteran Owned Business Enterprises (SMWVBE). This will be a first time the WSA Board will consider and potentially approve a policy that promotes this priority.

The goals of the SMWVBE Program would be encourage Small, Minority, Women and/or Veteran Owned Business to participate in the competitive bid processes for all goods and services needed by the WSA. The objective is to increase business opportunities and to stimulate economic growth while considering diversity. The SMWVBE Program assures that qualified, certified SMWVBE vendors are considered and utilized in the procurement of all goods and services.

**Analysis:** Based on a Purchase Order report pulled from WSA fiscal database, there are currently 360 vendors that are under contract with WSA for goods and services. Because WSA does not currently have a SMWVBE Program nor policy, the first part of the development of a program is to look at existing data. Staff sent the list of vendors to the South Texas Regional Certification Agency to cross reference this data with their database. In addition, Staff downloaded Bexar County's Small Business and Entrepreneurship Department Contract and Diversity Management System. Of the 360 vendors, 31 were identified as certified a SMWVBE.

Staff understands that the data is not complete because not all WSA contracted vendors are registered with the South Texas Regional Certification Agency or other similar organizations even though they may meet the qualifications. For example, C2 Global Services that operates the WSA One Stop centers is not currently certified, even though they are 51% or more minority owned.

Staff presented to the Strategic Committee and asked for their input and suggestions. Board members suggested that in light of the incomplete data, that staff request that all current vendors self-identify and another board member suggested staff survey TWC to see what they are doing.

Staff reviewed and analyzed three current policies: City of San Antonio, Bexar County and Alamo Colleges. Based on each of the policies, staff drafted the attached draft policy as a basic framework for discussion purposes. The draft policy still needs to be vetted by legal. In addition, staff is currently surveying the other 27 workforce boards to review their policies.

The draft policy sets out basic parameters and aspirational goals. “Please note that SMWVBE participation aspirational goals are not included in the evaluation of bids or proposals for awards and nothing in this policy is to be construed to require Workforce Solutions Alamo to award a contract to any bidder other than the best value bidder as required by law and Workforce Solutions Alamo policies/procedures and funder requirements.” The policy also proposes to use the first year as a baseline year to collect and refine data and to be utilized for potential future changes to the policy.

**Alternatives:** None considered at this moment.

**Fiscal Impact:** None

**Recommendation:** The draft policy is offered up for discussion purposes.

**Next Steps:** A new Procurement Director will be coming onboard on March 22, 2021 and she will be responsible for the completion of the policy which will be presented to the full board for approval in the June 2021 meeting.

## Workforce Solutions Alamo SMWVBE Policy

### **PURPOSE**

Workforce Solutions Alamo (WSA) establishes this policy to encourage the use of Small, Minority, Women and/or Veteran Owned Business Enterprises (SMWVBEs). The purpose of this policy is to ensure that SMWVBE's are provide practicable opportunity to participate in WSA purchasing and contracting opportunities. All individuals and entities doing business, or anticipating doing business, with Workforce Solutions Alamo are encouraged to support and implement strategies to achieve the goal of establishing equal opportunity for all

Workforce Solutions Alamo will recognize SMWVBEs certification credentials from the South-Central Texas Regional Certification Agency and The State of Texas HUB Program as defined below. It is the process of Workforce Solutions Alamo to encourage participation by Small, Minority, Women and/or Veteran Owned Business Enterprises to secure vendor opportunities offered by Workforce Solutions Alamo.

It is the policy of Workforce Solutions Alamo that its contractors, their subcontractors, and suppliers, as well as all suppliers of all goods and services, shall not discriminate on the basis of race, color, religion, national origin, disability, gender or sexual orientation in the award and/or performance of contracts.

Please note that SMWVBE participation aspirational goals are not included in the evaluation of bids or proposals for awards and nothing in this policy is to be construed to require Workforce Solutions Alamo to award a contract to any bidder other than the best value bidder as required by law and Workforce Solutions Alamo policies/procedures and funder requirements.

### **DEFINITIONS**

1. "Availability" means those vendors, SMWVBE and non-SMWVBE, that have asked to participate in Workforce Solutions Alamo purchasing and contracting activities and are identified for the purpose of validating and documenting the willingness of vendors to participate;
2. "Certification" means certification as a HUB, SBE, MBE, DBE, WBE or VBE awarded by any authorized agency that certifies that a business is a for-profit independent operating business that is at least 51% owned, operated and controlled by minority person(s) and/or a woman or women. The ownership by minorities and women must be real and substantial.
3. "Certification Agency" means an authorized local, state, federal or private sector entity that provides certification services, which consist of supplier submittal of a certification application with supporting documentation, review, and often a personal interview or site visit to validate claims of SMWVBE status.

4. “Contractor” or “Supplier” or “Company” means any person or legal entity that submits a bid or proposal to provide labor, goods or services to Workforce Solutions Alamo by contract for profit; and any person or legal entity that supplies or provides labor, goods or services to Workforce Solutions Alamo by contract.
5. “Expertise” means demonstrable skills or knowledge of the field of endeavor in which certification is sought, including licensure where required.
6. “HUB Program” means the State of Texas HUB Program of the Texas Procurement and Support Services (TPASS) division of the Texas Comptroller of Public Accounts. TPASS certifies HUB-eligible applicant suppliers and maintains a list of HUB-certified suppliers for Texas state agencies and governmental entities.
7. “Joint Venture” means a legal entity in the nature of a partnership or association engaged in the joint prosecution of a particular transaction for mutual benefit. In cases of joint ventures between local and out- of-town business enterprises or a non-MWBE and MWBE business enterprise, if 51% or more of the contract amount of the work is performed by the local MWBE business enterprise and 51% or more of the compensation is paid to the local MWBE, then 100% of that contract amount will be applied towards the MWBE goal. If less than 51% of the work is performed by the local business enterprise or an MWBE, then only that portion of the contract amount will apply towards the MWBE goal.
8. “Minority and Women Owned Business Enterprise” or “MWBE” means a sole proprietorship, partnership, joint venture or other legal entity owned, operated, and controlled by one or more minority group member(s) or women that have at least 51% ownership. The minority group member(s) or women must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership.
9. “Minority Group Member” means those persons, citizens of the United States and lawfully admitted resident aliens, who are defined as Black, African American, Hispanic, Mexican American, Asian American, Asian Pacific American, Asian Indian American or Native American.
10. “Prime Contractor” means a supplier or contractor awarded a contract or purchase order.
11. “Professional Service Equivalent” means a procurement of professional services where the responsible account principal and/or the professional performing the services are a woman and/or a Minority Group Member.

12. "Responsible" means a supplier can demonstrate the capacity and willingness to perform the bid or proposal (i.e., proper equipment, manpower, financial resources, technical expertise, etc.).
13. "Responsive" means the supplier's bid or proposal meets the specifications and requirements set forth in the Workforce Solutions Alamo request or solicitation.
14. "Small Business Enterprise" or "SBE" means a business owner meeting all criteria outlined in the U.S. Department of Transportation (DOT) guidelines in 49 CFR Part 26, including the CFR Small Business Administration size standards.
15. "Veteran Business Enterprise" or "Veteran" means a business structure that is at least 51% owned and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable.
16. "Minority, and/or Women Owned Business Enterprise" ("MWBE") means a business which is a business entity, sole proprietorship, partnership, or joint venture in which at least 51 percent is owned, operated, and controlled by a person or persons who are socially disadvantaged because of their identification as members of certain groups who historically have suffered the effects of discriminatory practices. MWBE groups include:

Black Americans - which includes persons having origins in any of the Black racial groups of Africa; Hispanic Americans - which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other non-Iberian Spanish or Portuguese culture or origin, regardless of race; Asian Pacific Americans - which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific and the Northern Marianas; Native American - which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and Women.
17. "South Central Texas Regional Certification Agency (SCTRCA)" means the agency contracted with Alamo Colleges District and other local public entities for certification of Minority Business Enterprises (MBEs), Small Business Enterprise (SBEs), Women-owned Business Enterprises (WBEs) and/or Veteran Business Enterprises (VBEs). The SCTRCA receives audits and certifies applications from said businesses in accordance with federal, state, and local laws and regulations, as well as guidelines adopted by the SCTRCA Board of Directors, on behalf of Workforce Solutions Alamo.
18. "Subcontractor" means a legal entity that takes a portion of a contract from a principal contractor or another subcontractor. In the event of a subcontractor relationship, if the

SMWVBE subcontractor performs 51% or more of the contract work and 51% or more of the compensation paid to the SMWVBE subcontractor, then 100% of the contract amount will apply towards the SMWVBE goal. If the SMWVBE subcontractor performs less than 51% of the work and less than 51% of the compensation is paid to the SMWVBE subcontractor, then only that contract amount will apply towards the SMWVBE goal.

## **ROLES AND RESPONSIBILITIES**

### *Workforce Solutions Alamo procurement department*

When assembling information for purchases, the departments will be responsible for seeking out and using SMWVBEs as referenced in accordance with the SMWVBE Procedure and Goals, when practicable, reasonable and within sound business principles to do so, as set forth below.

1. Procure all goods and services that maximize performance and achieve Workforce Solutions Alamo SMWVBE goals;
2. Identify employees with purchase requisition and PCARD duties and ensure that they obtain necessary training in appropriate SMWVBE/Purchasing procedures before purchasing approval is granted; and
3. Uphold the minimum SMWVBE solicitations and quote requirements during the procurement process. A minimum quote requirement of one SMWVBEs is established for purchases that are subject to the Informal Competitive Procurement Process.
4. The Procurement Director, in collaborative efforts with departments, will utilize as appropriate, purchasing rules and regulations in support of the SMWVBE Policy with good faith effort objectives and goals, by following and maintaining an effective purchasing procedure through SMWVBE Procedure, as follows.
5. The Procurement Director will conduct outreach efforts to build relationships with the SMWVBE community and organizations throughout San Antonio and the State of Texas.
6. The Procurement Director will seek out SMWVBEs to solicit bids and proposals in support of this policy and goal.
7. Work with Workforce Solutions Alamo executives and departments to develop necessary forms, formats and procedures in compliance with this policy.
8. Work with SMWVBEs to ensure timely delivery of all goods and services for Workforce Solutions Alamo campuses and departments for the greatest value in compliance with Workforce Solutions Alamo's purchasing policies and procedures; and
6. Help provide training to assist Workforce Solutions Alamo employees in compliance of the SMWVBE policies and procedures towards purchasing policies.

## Vendors

It is the responsibility of the vendor to ensure that all required forms to do business with Workforce Solutions Alamo are up to date and all applicable opportunities for subcontracting follow the requirements of the SMWVBE Policy to ensure the success and value of Workforce Solutions Alamo SMWVBE effort, as follows.

1. Vendors are required to complete and submit a Vendor Registration form with all supporting documents to Workforce Solutions Alamo.
2. Vendors are required to send information updates to Workforce Solutions Alamo, to ensure all information in its Vendor database is accurate and precise; also, Vendors must submit changes in email form to document changes such as certifications, ownership changes, and information pertaining to procurement process.
3. In conjunction with completing the SMWVBE Subcontracting forms, each Vendor will notify SMWVBES in writing when SMWVBE subcontracting opportunities are available, allowing sufficient time for the SMWVBES to propose their participation in the work the supplier plans to subcontract. The notification shall include, but is not limited to, the following:
  - A. Provide information concerning the intended subcontracting work;
  - B. Provide bonding and insurance requirements that the SMWVBE Subcontractor will be required to fulfill;
  - C. Provide a point of contact (name, title, phone number, and address, etc.) within the Vendors organization that can answer any question a SMWVBE may have concerning the project; and
  - D. Provide SMWVBES that are genuinely interested in the project with adequate information about the project (i.e., plans & specifications, scope of work, etc.) and any other information that will prove beneficial to the SMWVBE.
4. Vendors are required to provide written notice/explanation to the SMWVBE Program Office when a change is made to the SMWVBE Subcontractor Plan after the plan has been submitted. The SMWVBE Program Office will then evaluate the new plan and determine whether changes will be accepted per justification of change.
5. For those Vendors that experience difficulty in locating certified SMWVBES, a list will be provided to help in the search of SMWVBES for subcontracting opportunities.

Procurement Director

In order to fully implement the intent and goals of this procedure, the Procurement Director is responsible for the implementation, monitoring, and general operations of the SMWVBE policy requirements. In addition, all Workforce Solutions Alamo departments are required to coordinate and support the SMWVBE Program. The Procurement Director shall be responsible for the overall administration of the program for Workforce Solutions Alamo, as follows:

1. Establishing procedures for the implementation of the policy;
2. Developing and implementing educational programs to assist SMWVBEs to compete effectively for Workforce Solutions Alamo contracting opportunities;
3. Making recommendations to Workforce Solutions Alamo CEO to further the objectives of this procedure;
4. Compiling quarterly reports reflecting program statistics and the progress in attaining Workforce Solutions Alamo SMWVBE goals;
5. Reviewing, developing, and providing access to a directory of certified SMWVBEs, HUBs and those in the SCTRCA and HUB program certification process;
6. Serving as Workforce Solutions Alamo board representative to the South Central Texas Regional Certification Agency;
7. Assisting departments with identifying SMWVBE's for use in the procurement process;
8. Establishing efforts to build and maintain partnerships with other public, non-profit agencies and private enterprise organizations for the purpose outlined in this policy;
9. Performing other duties assigned by Workforce Solutions Alamo to comply with the intent of this procedure;
10. Providing assistance to departments with SMWVBE searches for quotes, qualifications and solicitation requirements for the purchasing procedures;
11. Assisting Vendors with understanding "how to do business with Workforce Solutions Alamo" and the vendor registration process;
12. Updating, maintaining, and managing SMWVBE and Vendor databases for Workforce Solutions Alamo; and
13. Coordinating meetings with Vendors throughout San Antonio and the State of Texas regarding the business processes and policies procedures of Workforce Solutions Alamo.
14. Analyzing potential contracts of \$100,000 or more. Workforce Solutions Alamo SMWVBE Policy when considering entering into a contract with an expected value of \$100,000 or more over the life of the contract (including any renewals) shall, before the

agency solicits bids, proposals, offers, or other applicable contract. If so, the SMWVBE Program in accordance with Purchasing and Contract Administration will include a SMWVBE Subcontracting Plan apart of the proposal.

### **SMWVBE PROGRAM ASPIRATIONAL GOAL**

Workforce Solutions Alamo establishes a Small, Minority, Women, Veteran, Business Enterprise (SMWVBE) Policy with aspirational participation targets of 20% for Small, Minority, Women, Veteran, Business Enterprise (SMWVBE).

Through marketing and outreach efforts, Workforce Solutions Alamo will attempt to encourage all segments of the business community to compete and participate in procurement activities.

Each year the SMWVBE Aspirational Goal will be reviewed and potentially adjusted. It is understood that the first year of the implementation of this policy will serve as a baseline year and will be utilized to determine how to adjust goals in the future.

### **SMWVBE UTILIZATION REPORTING**

The SMWVBE Program Office will develop and maintain a SMWVBE utilization reporting by compiling and analyzing quarterly and annual data. The SMWVBE utilization will be reported annually to the Board of Directors.

### **OUTREACH PROGRAM**

The SMWVBE Program Office will establish an outreach program designed to contact and maintain continuous liaison with the local and regional SMWVBE business community. The major objectives of the outreach program are (1) to become knowledgeable of SMWVBE firms capable of supplying needed materials, supplies, equipment, and services, and (2) to inform the SMWVBE community of business opportunities with Workforce Solutions Alamo and of requisite business processes and procedures.

Outreach to SMWVBE organizations within San Antonio and the State of Texas will include:

- A. Supporting organizations with training on how to do business with Workforce Solutions Alamo and how to obtain supplier certifications and registration for members through events.
- B. Providing current opportunities for organization members learn of opportunities with Workforce Solutions Alamo.
- C. Partnering and promoting organizations' events throughout the fiscal year.
- D. Establishing Workforce Solutions Alamo's commitment to the SMWVBE community by being available to and supportive of the SMWVBE business community by engaging in events throughout the State of Texas.

		30 Days January - February	60 Days February – March	90 Days March - April	120 Days April – May
<p><i>Learning Goals</i></p> <p><i>Goals</i></p> <div> <p><b>Mission</b> Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers.</p> <p><b>Vision Statement</b> To lead the most integrated community workforce network in the nation.</p> <p><b>Core Values</b></p> <ul style="list-style-type: none"> <li>Accountability</li> <li>Collaboration</li> <li>Excellence</li> <li>Innovation</li> <li>Integrity</li> </ul> </div>		<ul style="list-style-type: none"> <li><b>Organization’s staff – who’s who</b></li> <li><b>WSA’s goals and priorities</b></li> <li><b>Department’s Assessment</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Get familiarized with WSA’s programs</b></li> <li><b>Create Communication Department process</b></li> <li><b>End of the Year Report</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Begin Media Appearances</b></li> <li><b>Increase meetings with BSRs business partners</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Establish events to share Sector Base Model</b></li> </ul>
		<ul style="list-style-type: none"> <li><b>Begin structured analysis and strategy</b> <ul style="list-style-type: none"> <li>Meet with CEO; Create priority list</li> <li>Connect with / meet Board members</li> <li>Meet with Department Heads collaborate on effective process</li> <li>Meet with all staff members</li> <li>Plan weekly staff meetings</li> </ul> </li> <li><b>Begin meetings with Media</b> <ul style="list-style-type: none"> <li>Bexar County <ul style="list-style-type: none"> <li>TV, Radio, Print, Influencers</li> </ul> </li> <li><b>WOAI Partnership established – Web column</b></li> <li>Counties where Rural Career centers are located will be on going.</li> </ul> </li> <li><b>Create strategic communication action plan</b> <ul style="list-style-type: none"> <li>Press Release - New GR &amp; PR Director to Community</li> <li>Begin communication with Bexar County elected officials</li> <li>Begin weekly social media updates</li> <li>Work to establish (English) media partner for 2-3 mins weekly segment</li> <li>Duplicate with (Spanish) media for 2-3 mins weekly segment</li> </ul> </li> <li><b>Begin process for end of the year report</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Begin phase 1 - Strategic communication action plan.</b> <ul style="list-style-type: none"> <li>Strategic plan: Aggressive Media outreach for job fairs / WSA events / etc.</li> <li>Increase Social media <ul style="list-style-type: none"> <li>Increase number of followers</li> <li>Increase engagement</li> <li>Be responsive to any questions / comments / concerns</li> </ul> </li> <li>Include virtual or in person appearances in schools / colleges etc.</li> <li>Include virtual townhalls with top media partners (<b>KSAT</b>) to introduce sector base model</li> </ul> </li> <li><b>18 media stories February 3 – March 18</b> <ul style="list-style-type: none"> <li>21 up to date; Include broadcast, digital print, Media mentions, Radio</li> <li>Co-hosting KEDA Radio 99.9 FM / 1540 AM Saturday’s 9AM in March.</li> </ul> </li> <li><b>Ongoing meetings with Media</b> <ul style="list-style-type: none"> <li>Bexar County <ul style="list-style-type: none"> <li>TV, Radio, Print, Influencers</li> </ul> </li> <li><b>KSAT Partnership establish – biweekly segments</b></li> <li>KRLN Partnership in the works</li> <li>Counties where Rural Career centers are located will be on going.</li> </ul> </li> <li><b>Begin meeting with all program directors</b> <ul style="list-style-type: none"> <li>Meet marketing program needs</li> </ul> </li> <li><b>Begin planning Ribbon Cutting event</b> <ul style="list-style-type: none"> <li>Sent KGB run of show and all details</li> </ul> </li> <li><b>Send KGB samples of End of the year report</b> <ul style="list-style-type: none"> <li>With Director’s program information</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Ongoing meetings with Media</b> <ul style="list-style-type: none"> <li>Bexar County</li> <li>TV, Radio, Print, Influencers</li> <li>Finalize KRLN Partnership</li> <li>Counties where Rural Career centers are located will be on going.</li> <li>Continue weekly social media updates</li> <li><b>Begin KSAT with established programing segments</b></li> </ul> </li> <li><b>Department Retreat:</b> Engagement from staff after March 31<sup>st</sup>.</li> <li><b>Work with Chambers on hosting</b> an event with Aaron Demerson - Commissioner Representing Employers. <b>“State of the Employer”</b> <ul style="list-style-type: none"> <li>Way to have an audience and share sector based model</li> </ul> </li> <li><b>Receive 1<sup>st</sup> Draft of End of the year report from KGB</b></li> <li><b>Marketing for Sector Base model</b></li> <li><b>Begin planning Seguin Ribbon Cutting</b></li> <li><b>03.31.2021 - E. Houston Ribbon Cutting</b></li> <li><b>Begin organizing 25th Anniversary event lapel pins</b></li> <li><b>Increase Career Center Visits</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Ongoing meetings with Media</b> <ul style="list-style-type: none"> <li>Bexar County</li> <li>TV, Radio, Print, Influencers</li> <li>Counties where Rural Career centers are located will be on going.</li> <li>Continue weekly social media updates</li> <li><b>KSAT bi-weekly programing segments</b></li> </ul> </li> <li><b>Begin phase 2 - Strategic communication action plan.</b> <ul style="list-style-type: none"> <li>Strategic plan: Aggressive Media outreach for job fairs / WSA events / etc.</li> <li>Increase Social media <ul style="list-style-type: none"> <li>Increase number of followers – Should be at <b>6.5 K</b></li> <li>Increase engagement</li> <li>Be responsive to any questions / comments / concerns</li> </ul> </li> <li>Include virtual or in person appearances in schools / colleges etc. – <b>Should have at least 2 Visits</b></li> <li>In person events to introduce sector base model <ul style="list-style-type: none"> <li><b>i.e., “State of the Employer”</b></li> </ul> </li> </ul> </li> <li><b>Continue to work with Program Director’s</b> <ul style="list-style-type: none"> <li>Measure success of recruitment with marketing collateral</li> </ul> </li> </ul>
	<i>Personal Goals</i>	<ul style="list-style-type: none"> <li>Build trust and strengthen vision buy in for department staff</li> </ul>	<ul style="list-style-type: none"> <li>Begin organizing Department Retreat</li> </ul>	<ul style="list-style-type: none"> <li>Build on trust and strengthen board &amp; staff relationship</li> <li>Successful E. Houston Ribbon Cutting with</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Adrian for assessment</li> </ul>

## Media Stories (up to date)

Station	Reporter First Name	Reporter Last Name	Interview	Media Type	Date Aired	Topic	Length of Story	Link
<b>Univision</b>			Yes	Virtual Townhall	03/22/2021	How to prepare for the Virtual Job Fair with Brooks, SAWorks, and Goodwill	60 Mins.	Facebook Live @ 7 PM
<b>WOAI News 4</b>	Maritza	Núñez	No	Digital Print	3/18/2021	Collaborative Virtual Job Fair with Brooks, SAWorks, and Goodwill	237 Words	<a href="#">35 San Antonio Companies team up for massive, virtual job fair; Here's how you sign up...</a>
<b>KSAT</b>	Steven	Cavazos	Mention	Broadcast & Digital Print	3/18/2021	Series - Collaborative Virtual Job Fair with Brooks, SAWorks, and Goodwill	Good Morning San Antonio (GMSA) Live at 9 AM	<a href="#">Global company seeks to fill 100 positions at upcoming Brooks virtual job fair</a>
<b>KSAT</b>	Max	Massey	Yes	Broadcast & Digital Print	3/16/2021	Series - Collaborative Virtual Job Fair with Brooks, SAWorks, and Goodwill	Good Morning San Antonio (GMSA) Live at 9 AM	<a href="#">Collaborative virtual job fair set to help San Antonio get back to work</a>
<b>KEDA Radio 99.9FM / 1540 AM</b>	Robert / Cristina	Vargas III / Bazaldúa	Yes	Radio	3/13/2021	Collaborative Virtual Job Fair with Brooks, SAWorks, and Goodwill	27 Mins.	<a href="#">KEDA Radio 99.9 FM / 1540 AM</a>
<b>MySA</b>	Candice	Avila-Garcia	No	Digital Print	3/11/2021	Workforce Solutions Alamo Business and Finance Virtual Job Fair	133 Words	<a href="https://www.mysanantonio.com/news/local/article/City-of-San-Antonio-virtual-job-fair-16017589.php">https://www.mysanantonio.com/news/local/article/City-of-San-Antonio-virtual-job-fair-16017589.php</a>
<b>KSAT</b>	Max	Massey	Yes	Broadcast & Digital Print	3/9/2021	Series - Collaborative Virtual Job Fair with Brooks, SAWorks, and Goodwill	Good Morning San Antonio (GMSA) Live at 9 AM	<a href="#">Collaborative virtual job fair set to help San Antonio get back to work</a>

<b>Seguin Gazette</b>	Dalondo	Moultrie	Yes	Digital Print	3/7/2021	Seguin unemployment compared to national numbers	TBD	<a href="http://seguingazette.com/news/article_65a20af4-7e24-11eb-a917-ef56e476102b.html#tncms-source=article-nav-prev">http://seguingazette.com/news/article_65a20af4-7e24-11eb-a917-ef56e476102b.html#tncms-source=article-nav-prev</a>
<b>San Antonio Report</b>	Waylon	Cunningham	Yes	Digital Print	2/25/2021	Dream Proposal	997 words	<a href="https://sanantonioreport.org/">Workforce Solutions Alamo gives grants to San Antonio-area child care centers (sanantonioreport.org)</a>
<b>WOAI News 4</b>	Ryan	Wolf	Yes	Broadcast	2/17/2021	Pandemic Proof Jobs	3:02 minutes and 478 words	<a href="https://foxsanantonio.com/">San Antonio paying people to land pandemic-proof jobs   KABB (foxsanantonio.com)</a>
<b>WOAI News 4</b>	Maritza	Nuñez	No	Digital Print	2/12/2021	The Center for Health Care Services Job Fair	84 words	<a href="https://news4sanantonio.com/">High demand for registered nurses and licensed vocational nurses in San Antonio   WOAI (news4sanantonio.com)</a>
<b>WOAI News 4</b>	Maritza	Nuñez	No	Digital Print	2/9/2021	WSA Job Fair(s) Post	139 words	<a href="https://news4sanantonio.com/news/job-tracker/two-virtual-job-fairs-set-up-to-help-san-antonians-find-the-perfect-job">https://news4sanantonio.com/news/job-tracker/two-virtual-job-fairs-set-up-to-help-san-antonians-find-the-perfect-job</a>
<b>San Antonio Report</b>	Jackie	Wang	Quote	Digital Print	2/9/2021	(Bexar Co. Commissioner Meeting) Bexar County commissioners hear of 'skill set mismatch' complicating workforce development efforts	798 words	<a href="https://sanantonioreport.org/bexar-county-commissioners-hear-of-skill-set-mismatch-complicating-workforce-development-efforts/">https://sanantonioreport.org/bexar-county-commissioners-hear-of-skill-set-mismatch-complicating-workforce-development-efforts/</a>
<b>WOAI News 4</b>	Maritza	Nunez	No	Digital Print	2/4/2021	Toyota Drive Thru Hiring Event	71 words	<a href="https://news4sanantonio.com/">Looking for a job at the Toyota plant? Drive-thru hiring event set for this weekend   WOAI (news4sanantonio.com)</a>
<b>mySA &amp; San Antonio Express-News</b>	Candice	Avila-Garcia	No	Digital Print	2/4/2021	Toyota Drive Thru Hiring Event	155 words	<a href="https://mysanantonio.com/">Toyota San Antonio job fair set for this weekend (mysanantonio.com)</a>
<b>North San Antonio Chamber</b>	N/A	N/A	No	Digital Newsletter	2/4/2021	December Unemployment Rates	123 words	<a href="https://www.northsachamber.com/nsac-news/#LatestNews">https://www.northsachamber.com/nsac-news/#LatestNews</a>
<b>WOAI News 4</b>	Robyn	Oguinye	Yes	Broadcast	2/4/2021	COVID-19 - Women in the workforce; Unemployment data	10 O'clock News	Live news

<b>WOAI News 4</b>	Maritza	Nunez	No	Digital Print	2/3/2021	Train For Jobs SA	204 words	<a href="#">Know someone looking for a job in the San Antonio area? Start here...   WOAI (news4sanantonio.com)</a>
<b>San Antonio Report</b>	Iris	Dimmick	No	Media mention, Digital Print	2/3/2021	Train For Jobs SA; local politics	586 words	<a href="#">With nearly 5,000 San Antonians signed up, Train for SA hopes to enroll 5,000 more (sanantonioreport.org)</a>
<b>KENS 5</b>	Megan	Ball	Yes	Broadcast & Digital Print	1/26/2021	COVID-19 - How to land a job	1.4 minutes / 1061 words	<a href="#">IN THE LOOP: How to land a job during the middle of a pandemic</a>
<b>KVDA 60</b>	Joanna	Benavidez	No	Broadcast Media Mention	1/26/2021	December Unemployment Rates	5 O'clock News	Live news