



REGULAR BOARD MEETING MINUTES

402 Carter
Hondo, Texas 78861
August 13, 2021
10:00AM

Attendees: Leslie Cantu (Chair), Ben Peavy, Yousef Kassim, Diana Kenny, Doug Watson, Dr. Burnie Roper, Elizabeth Lutz, Kelli Rhodes, Mitchell Shane Denn, Polo Leal, Dawn Dixon, Angelique De Oliveira, Dr. Sammi Morrill, Tony Magaro, Eric Cooper, Carolyn King, Lisa Navarro Gonzales, Allison Greer Francis, Mary Batch, Betty Munoz, Jamie Allen, Frank Crowder, Dawn Vernon, Dr. Mark Niederauer, Lindsay Dennis

Partners: Pooja Tripathi, Alex Lopez, Diane Rath

WSA Counsel: Frank Burney

WSA Staff: Adrian Lopez, Linda Martinez, Mark Milton, Angela Bush, Jessica Villarreal, Chakib Chehadi, Dr. Andrea Guajardo, Barbetta Womback, Brenda Garcia, Michael DeFrees, Manuel Ugues, Ricardo Ramirez, Gabriela Horbach, Cristina Bazaldua, Rick Zamarripa, Aaron Smith

Guests: Hondo Mayor James W. Danner, Scott L. Albert, Hondo City Manager, Judge Chris Schuchart

AGENDA

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

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

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- I. Welcome to Hondo:
Mayor James W. Danner, Scott L. Albert, City Manager, Judge Chris Schuchart, Genevieve Flores, Economic Development Director
- II. Call to Order and Quorum Determination
Presenter: Chairwoman Leslie Cantu
At 10 a.m., Chair Cantu called the meeting to order. The roll was called, and a quorum was declared present.
Chair Cantu welcomed Medina County Judge Chris Schuchart and Hondo Mayor Danner who briefly remarked on the increased economic activity in Medina County and their partnership with WSA.
- III. Declarations of Conflict of Interest
Presenter: Chairwoman Leslie Cantu
Board Member Director Watson recused on item 5b.
- IV. Public Comment
Presenter: Chairwoman Leslie Cantu
None
- V. Briefing: Vocational Rehabilitation
Presenter: Mr. Larry Elliot, Vocational Rehabilitation Regional Director
Mr. Elliot discussed the SEAL program with WSA and other partnerships that are changing the lives of our citizens. In addition to providing signage at centers to assist those with disabilities. CEO Lopez thanked Mr. Elliott for the Vocational Rehabilitation partnership.
- VI. Consent Agenda: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chairwoman Leslie Cantu
 - a. Board Of Directors Meeting Minutes June 11, 2021
 - b. Child Care Services (CCS) Contract Recommendation
 - c. Financial Reports
 - d. Audit Update
 - e. Facilities Update
 - f. Update Local Plan Implementation

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- g. Operational Updates
- h. Performance and Programs Reports
- i. Quality Assurance Briefing
- j. Briefing Monitoring Timeline
- k. Unemployment Claims & Responses
- l. Contract Renewals
 - i. Legal Services
 - ii. Janitorial Services
 - iii. Program Monitoring
 - iv. Audit Renewal

Chairwoman Cantu pulled from consent agenda items 5b and 5c, these items will be discussed with possible action during the committee updates.

Upon motion by Board Member Director Eric Cooper and second by Board Member Director Doug Watson, the Board unanimously approved consent items a-l and sub items i-iii.

VII. Audit and Finance Committee Report (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Audit & Finance Committee Chair

- FY22 Annual Budget
- Chair Batch reviewed the proposed annual budget and Budget Amendment #2 as set out in the Board packet. Mr. Cooper expressed the thanks of the Board for the complete report. The board staff prepares a budget based on the assumption of planned allocations from the Texas Workforce Commission and anticipated carryover funds from existing contracts.
- Discussion and possible action to approve the Annual Budget for the period of October 1, 2021, to September 30, 2022. The budget will be amended after the final allocations are received and the close-out of the current fiscal year. WSA is expecting to realign the budget with carryover and actual allocations in January of 2022.

Upon motion by Board Member Director Eric Cooper and second by Board Member Director Dawn Vernon, the FY22 budget was unanimously approved by the Board.

b. FY21 Budget Amendment #2

- WSA adopted a budget for the Fiscal Year October 1, 2020, to September 30, 2021, which was amended in December of 2020 in Budget Amendment #1. The board further recommends amending the FY21 Budget to reflect changes in Facilities and Service Delivery Budgets to Service Providers.
- Fiscal has calculated an increase in the Fiscal Year Budget by \$20,738,238. This change will increase the agency budget from \$130,393,384 to \$151,131,622.
- The modified budgets are a result of an increase in facility relocation and renovation expenditures that will update furniture and resource room equipment at centers such as Seguin, Floresville, and the Food Bank. Additional funding has been allocated to services providers to increase Service Delivery Budgets.

Upon motion by Board Member Director Eric Cooper and second by Board Member Director Frank Crowder, FY21 budget amendment #2 was unanimously approved by the Board.

VIII. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Latifah Jackson, Director Contracts & Procurement

- a. Expiring Contracts for FY2021-2022 Update

- Ms. Angela Bush, Interim CFO, presented to the Board expiring contracts.
- Workforce Solution Alamo (WSA) has several contracts that will expire within the next several months, the renewal options (some requiring new procurements) for these contracts an agreement vary as we approach FY22. Most contracts are within the CEO threshold approval, which is below \$150,000. This excludes legal, leases, and auditing services that the board reviews and approves.
- A list of formal and informal contracts was included in the board packet.

IX. Child Care Committee Report (DISCUSSION AND POSSIBLE ACTION)

Presenter: Doug Watson, Child Care Committee Chair

a. Child Care Performance

- Child Care Committee Chair Watson stated the Child Care Performance would continue to stay on the BOD agenda. WSA continues to work with Child Care Contractor as they monitor & process enrollments. WSA maintains ongoing communication with Child Care Contractor, on TWC's performance goal of 95%.
- Board performance that trends too high/too low has an impact on funding. As a result, WSA's ongoing monitoring is of utmost importance to ensure performance remains within range and allows for WSA to continue to meet Performance goal of 95% set by TWC.
- WSA & Child Care Contractor will continue to monitor performance to ensure enrollment remains at a level that will not negatively impact performance.

b. Texas Mutual Grant Briefing (2nd application)

- WSA applied for the 2nd Texas Mutual grant however, it was not awarded to WSA.
- Child Care Committee Chair Watson added there is a significant amount of childcare relief funding available and in the Alamo Board area for childcare centers. 620 centers applied for this funding. The awards are significant. -

c. Texas Rising Star Certification Briefing

- Child Care and Early Learning, (CC&EL), and Children's Learning Institute, (CLI) remain in communication regarding completion of the courses, the data regarding the number of staff who have been able to complete each course and how all of this impacts the to be determined implementation date.
- Boards receive bi-weekly updates of their staff members participation and passing status. Courses 1 through 5 are available (Course 6 coming very soon). Texas Rising Star staff is prioritizing completion of the courses.
- Per TWC, all assessments remain on hold
- 13 TRS staff have been able to move through certification courses
- Board Member Dr. Sammi Morrill asked who is the training provider?
Mrs. Jessica Villarreal, Child Care Director replied, Children's Learning Institute, (CLI).

d. TWC WD 13-21 Initial Job Search Child Care WD 13-21 Briefing

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- On June 15, 2021, TWC's three-member Commission approved a temporary waiver to provide additional flexibility, allowable under federal Child Care Development Block Grant, (CCDBG), law and regulations, to support families who do not meet the activity requirements when eligibility is determined. This waiver will allow up to three months of childcare, with zero co-payment for those parents searching for work. Proposed waiver would temporarily be in place from July 2021 – September 2022. WSA will await final WD letter 13-21 release with additional guidance/clarification from TWC and work with Child Care staff to implement accordingly.
- e. Early Matters Welcome & Introduction
- On June 9th, 2021, Early Matters-Alamo hired an Early Matters Officer, Mr. Mark Larson, whose goals will be to: strengthen the ecosystem by leading the Early Matters Quality Improvement Partnership team that will include PreK4SA, Workforce Solutions Alamo, United Way San Antonio & Bexar County.
 - Mr. Mark Larson, will work to champion the goals of the Early Matters SA steering committee by engaging corporate leaders and building relationships with key stakeholders, raising funds, examining the efficacy of existing public policies, and advocating for new legislation to drive the increase of quality early childhood education centers in Bexar County to 50% by 2025.
 - Chairwoman Cantu circled back on consent agenda item V. b, Child Care Services (CCS) Contract Recommendation and Ms. Angela Bush addressed the Board.
 - The Child Care Services (CCS) program provides subsidized care for eligible families engaged in work or education and/or training activities. It also provides support for quality initiatives (i.e. early childhood development activities). CCS funding represents approximately 60% of WSA's total funding.
 - The City of San Antonio (CoSA) is WSA's current Child Care Services CCS contractor. CCS was last procured in 2017. WSA staff issued a solicitation for a single contractor to provide childcare services for the Alamo region.
 - Board Member Director Ben Peavy asked of those bidders that downloaded the RFP, did any of them reach out to WSA staff with questions or informing they were interested?
 - CEO Lopez said no one responded and WSA staff proactively sent out the RFP to a number of other organizations.
- Upon motion by Board Member Director Ben Peavy and Board Member Director Betty Munoz, the Board unanimously approved a contract with COSA for Child Care Services.**

X. Strategic Committee Report (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Pearsall Location

- HVAC problems occurring at a cost of \$3500. This problem is being addressed in lease negotiations.
- Under the new agreement the landlord is proposing that WSA will be responsible for half of any HVAC related cost and other maintenance cost.
- The rent will remain at the current rate of \$2,500 with the option of a price inflation in line with a 5% increase maximum for years 3, 4 and 5. This lease also includes a renewal option of two 5-year renewals.

- WSA is requesting board approval to negotiate and potentially enter a five-year lease with Sixth 7 Mag Family, LP. WSA is recommending a five-year lease due to the required HVAC contribution of approximately \$3,500.
- b. Boerne Location
- The current lease at Boerne expires on November 30, 2021. WSA is currently exploring alternate facilities to upgrade the Workforce Center at Boerne. Staff toured evaluated and toured three locations,
 - Option 1: The current location in the Brentwood Shopping Center, which is approximately 1,500 SQF and near a DPS office. The landlord is willing to cover the cost of a new AC unit and some additional WSA standard finishes. WSA will be responsible for new signage within 90 days.
 - Option 2: The location at Hill Country Plaza, which is approximately 1300 SQF located at 124 E. Bandera Rd. in the center of town off Main St behind Walgreens. This space can be customized to the needs of the board, where the landlord is willing to entirely pay for the remodeling cost.
 - Option 3: The location at Stone Creek Plaza, which consist of 1500 SQF located at 1100 Main St. which is located on the east end of town. This space can be customized to the needs of the board, where the landlord is willing to pay for the initial plans and potentially cover the finish out of the space.
 - WSA is looking at Hill Country Plaza as new location and is recommendation of staff.
- c. Marbach Location
- The current lease at Marbach expires on May 31, 2022. WSA is currently exploring alternate facilities to upgrade the Workforce Center at Marbach. Staff evaluated and toured seven locations. There are currently two primary facilities that are being considered by leadership, which were toured by Chairperson, Eric Cooper and CEO, Adrian Lopez on July 19, 2021.
 - Option 1: The location at Port San Antonio is currently a warehouse that is located at 628 Davey Crockett. The space is approximately 18,000 sq ft. This space can be customized to fit the needs of the board, where the landlord is willing to contribute to the renovation costs. Parking and a renovation project plan will need to be negotiated.
 - Option 2: The location at the Petco Corporate Office. This location is close to Highway 151 and 410 at 654 Richland Hills Dr. This space can be customized to the needs of the board, where the landlord is willing to contribute to the renovation costs. Renovation project cost will need to be negotiated. There are 100 parking spots available for WSA.
 - The FY22 budget will includes a budget of \$545,000 required to support the furniture, equipment, and moving expenditures for the selected Workforce Center. Staff will prepare a comparative analysis for both

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locations and present a recommendation to the board for the site that fits the best interest of WSA, businesses, and job seekers in the area by November 30, 2021.

Upon motion by Board Member Director Jamie Allen and second by Board Member Director Mary Batch, the negotiation and execution of leases for Pearsall and Boerne locations were unanimously approved by the Board, subject to discussion with the Mayor of Boerne.

- Board Member Director Peavy asked when is the lease up for Marbach location and is there something that needs to be sooner than later?
- Chair Cooper stated the lease was renewed and the new lease will expire in ten months. WSA staff and Strategic Committee will bring to Board. CEO also added cost estimates will be brought to WSA Board for consideration and approval for re-location of Marbach center and other locations.

d. San Antonio Foodbank

- WSA staff is working with Food Bank on co-location of services at Food Bank. Chair Cooper informed the Board he will recuse himself from voting due to conflict of interest.

e. Floresville Location – Grand Opening – Fall 2021

- Renovation is almost complete and furniture in route.

XI. Oversight Committee Report (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Oversight Committee Chair

- Dr. Niederauer updated the Board stating WSA is meeting and/or exceeding 13/15 TWC-contracted performance measures. WSA has plans in place to improve WIOA Dislocated Worker Post Qtr. Earnings and measurable skills gain.
- Special Grants & Other Initiatives:
 - Return to office procedures will go into effect in July. 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 are not accepting new enrollees into either program at this point until the pipeline of clients is cleared.
 - WSA is pursuing two new Skills Development Grants – Boeing and Lonestar National Bank at approximately \$500,000 total to train and upskill workers in these populations. JET grants with 3 ISD’s have been executed.
 - WSA conducted 6 significant hiring events in spring with over 500 job seekers attending in total.

a. Adult Service Contract Renewal

- C2 GPS’s Adult and American Job Services contract was initiated 10/01/2019 with three one-year renewal options.
- For your review and action is the option to renew the contract for the upcoming 10/01/2021 –09/30/2022 term, which is the second of three one-year renewal options in the procurement
- cycle of this contract. The contract will have two additional one-year terms remaining.
- Partner Diane Rath asked what the benchmarks and pay points are for all the contracts.
- Ms. Bush stated contractors are reimbursed by actual costs and they get profit benchmarks. WSA also reimburses monthly for their actual and indirect costs.

- CEO Lopez stated WSA will provide summary of contracts benchmarks to the Board. The recommendations to renew the contracts on an annual basis, based on performance and a fiscal integrity review is brought to the Board prior to expiration.
- Board Member Director Jamie Allen asked if any of the information in the contracts would be considered private.
- CEO Lopez stated that there is nothing in the contracts that would be private and are subject to open records request.

Upon motion by Board Member Director Jamie Allen and second by Board Member Director Frank Crowder, the negotiation and execution of Adult Services Contract was unanimously approved by the Board.

b. Urban Youth Contract Renewal

Upon motion by Board Member Director Tony Magaro and second by Board Member Director Doug Watson, the negotiation and execution of Urban Youth Contract was unanimously approved by the Board.

c. Rural Youth Contract Renewal

Upon motion by Board Member Director Tony Magaro and second by Board Member Director Elizabeth Lutz, the negotiation and execution of Rural Youth Contract was unanimously approved by the Board.

d. Child Care Quality Renewal

Upon motion by Board Member Director Tony Magaro and second by Board Member Director Elizabeth Lutz, the negotiation and renewal of Child Care Quality Contract was unanimously approved by the Board. Board Member Director Doug Watson abstained from voting.

****All motions included condition that the Board receives benchmarks and performance information on each contract.**

XII. Committee of Six Chair and/or Partner Staff Report Outs / Discussion Items

Presenters: Diane Rath, Pooja Tripathi, Alex Lopez

- Ms. Rath indicated that the C of 6 is meeting next week and looks forward to data on number of jobs created.
- Co6 members are very interested in the Return on Investment Report
- Ms. Lopez and Ms. Tripathi noted the need for Return on Investment, (ROI) and placement data information.
- Ms. Lopez informed the Board Dr. Rocha-Garcia will continue to serve on the Co6. Councilman Pelaez will return, and Councilman Perry will remain as an alternate.

XIII. CEO Report

Presenter: Adrian Lopez

a. Child Care Funding

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- CEO Lopez reported on additional \$43M in funds have been allocated to Child Care funding and will be dedicated to the service and hospitality industry. Staff is working to get these funds out to affected families. He also commented on additional reports on impact and Return on Investment, ROI, studies from programs and grants.
 - Finally, WSA was one of three local workforce development boards awarded grants by TWC for data assessment of performance.
- b. Employer Events
- There have been approximately 80 plus employer events within the last six months. Over 1000 job seekers and about 500 employers that have attended these events.
 - Return on Investment Report is in the process of being completed and will be presented to the Co6. This report will show the overall impact in terms of the dollars coming into this region and economic impact.
 - WSA first annual report is also in the process of being completed.
 - TWC approved half a million dollars to three selected workforce boards, Alamo, Capital, and Rural Area. This investment will be to develop a pilot project to articulate better ways that we can look at data and to articulate the work and the impact that we had.
- c. Marketing & Media Update- Cristina Bazaldua
- Ms. Bazaldua commented on numerous (approx. 100) media reports on WSA programs. All forms of social media continue to grow in hits and contacts.

XIV. Chair Report (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. City's Ready to Work Program
- WSA will be partnering with the Office of Criminal Justice in Bexar County to assist justice involved individuals. We will focus on the hard to serve populations to make sure that we can get them back into the workforce. We will be working with a group of automotive manufacturers at the Toyota plant.
 - The Chair notified the Board that the Open Meetings COVID exception will expire on 9/1/21. Staff is examining the requirements to continue to offer "virtual" participation for all WSA meetings.
 - Finally, she informed the Board that staff will likely submit a bid for the COSA Ready-to-Work RFP. Staff is evaluating partnerships and scope of potential WSA application for COSA program. Director Peavy thanked WSA for considering application to participate in this program.
 - Director Peavy offered his assistance on the ROI study. He also asked for contract summary of benchmarks before Board is asked for approval.
- b. Child Care Success Stories

XV. Next Meeting: Board of Directors Meeting – December 10, 2021

XVI. 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; and**
 - 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 for Audits.**

XVII. Adjournment

Presenter: Chairwoman Leslie Cantu

There being no further business, a motion was made by Board Member Director Eric Cooper and second by Board Member Director Batch that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 11:57 a.m.

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