



## **REGULAR BOARD MEETING MINUTES**

1411 E. Court St. Suite 444  
Seguin, Texas 78158  
March 25, 2022  
10:00AM

**WSA Board Of Directors Attendees:** Leslie Cantu (Chair), (in-person); Mary Batch, (10:14am); Frank Crowder, Ben Peavy, Diana Kenny, Dr. Mark Niederauer, Kelli Rhodes, Dawn Dixon, Angelique De Oliveira, Dr. Sammi Morrill, Tony Magaro, Betty Munoz, Linda Navarro Gonzales, Esmeralda “Mela” Perez, Ernest De La Rosa, Ana DeHoyos O’Connor, Eric Cooper, (10:10am); Dr. Burnie Roper, (10:09am); Allison Greer Francis, (10:05am); Robby Brown, (10:05am); and Tim Grant, (in-person); Lindsay Dennis, (in-person); Yousef Kassim, Elizabeth Lutz, (10:04am)

**Partners:** Diane Rath and Mike Ramsey, Andrew Cantrell

**WSA Legal Counsel:** Frank Burney

**WSA Board Staff:** Adrian Lopez, Linda Martinez, Mark Milton, Angela Bush, Dr. Andrea Guerrero-Guajardo, and Jessica Villarreal, Roberto Corral, Diane Luna, Gabriela Horbach, Manuel Ugues, Rebekah Guajardo, Jalil Peoples, Brenda Garcia, Ricardo Ramirez, Chuck Agwuegbo, Becky Balencia, Aaron Smith, Jeremy Taub, Vickie Reece, Trema Cote, Caroline Goddard, Jennifer Ledford

**Guests:** Michelle Barron, Specialist, AEL Alamo Consortium and Kim Vinton Coordinator, AEL Alamo Consortium - 20 And Adult Education

### **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) 581-1093.

***To protect the health of the public and limit the potential spread of COVID 19, WSA will hold this meeting via a hybrid of videoconferencing and in-person. The Chair of the Committee will be at the Host Location. The Host location is specified on the posted Agenda. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.***

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- I. CALL TO ORDER AND QUORUM DETERMINATION  
Presenter: Chairwoman Leslie Cantu  
**At 10:02 a.m., Chair Cantu called the meeting to order. The roll was called, and a quorum was declared present.**
- II. DECLARATIONS OF CONFLICT OF INTEREST  
Presenter: Chairwoman Leslie Cantu  
**None**
- III. PUBLIC COMMENT  
Presenter: Chairwoman Leslie Cantu  
**None**
- IV. PARTNERSHIP WITH ESC 20 AND ADULT EDUCATION  
Presenters: Kimberly Vinton, Coordinator, AEL Alamo Consortium & Michelle Barron, Specialist, AEL Alamo Consortium
  - Ms. Vinton shared updates on coordination of projects with WSA through TWC grants. AEL uses service providers overseen by AEL with many community partners. Service area for AEL matches WSA.  
Mission is “success for adult learners” through programs such as workforce literacy, ESL, and GED diploma. Chair Cantu thanked AEL for its programs at Toyota that were well-received, and Director Cooper expressed appreciation for working with Food Bank.
- V. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Chairwoman Leslie Cantu
  - a. Board Of Directors Meeting Minutes December 3, 2021
  - b. Approval of LK Jordan Temp Agency Contract Increase
  - c. Approval of Procurement Consultant

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- d. Staff Performance Review – Cost of Living Allocation and/or Merit
- e. Fiscal Agent Transition
- f. Audit Update- March 14, 2022
- g. Quality Assurance Timeline
- h. Facility Updates: Boerne, Floresville, Port SA, San Antonio Food Bank
- i. Procurement Projects and Contracts Summary
- j. Procurement Diversity Policy Update (SMWVBE)
- k. Early Matters: Accomplishments, Current Initiatives, Next Steps

**Upon motion by Board Member Director Eric Cooper and second by Board Member Director Allison Greer Francis, the Board unanimously approved consent agenda items a-k.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Budget Amendment #1

- CFO Bush reviewed the proposed budget amendment which includes increases in facilities, personnel increases, staff training, and services delivery, with total increase of \$13,947,203. Overall, actual expenditures are slightly lower than budget.
- Board Member Director Tony Magaro asked for more information on the raises/increases for the staff. Cost of Living Allocation increases, and merit payments were capped at 5%. COLA increases will be adjusted at the beginning of the FY going forward. Board Member Director Tony Magaro volunteered to participate in future compensation discussions.

**Upon motion by Board Member Director Lindsay Dennis and second by Board Member Director Dr. Mark Niederauer, the Budget Amendment #1 was unanimously approved by the Board.**

b. Financial Reports

c. Financial SIR Child Care – Jessica Villarreal, Child Care Director

- CFO Bush provided overview of the program: 2,052 enrollees are in the program now which is below target of 4598
- d. Approval of Managed Security Services
- e. Approval of Cloud Migration Services

- Dr. Andrea Guerrero-Guajardo reviewed history of IT/Cyber Security programs and improvements over the last two years, including network optimization, security training, hiring of new Director of Information Technology, Chuck Agwuegbo. Chuck also briefed Board on hybrid plan to move to the cloud and cost differences to bringing security in-house v. moving to the cloud.
- Director Peavy would like more information on costs of maintaining cloud services.
- Director Brown asked of strength of security, especially considering cyber-threats related to Ukraine.

**Upon motion by Board Member Director Ben Peavy and second by Board Member Director Frank Crowder, the Managed Security Services and Cloud Migration Services, agenda items d & e, were unanimously approved by the Board.**

VII. CHILD CARE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Child Care Committee Chair

- a. Child Care Performance Briefing
  - Child Care Committee Chair Ana DeHoyos O'Connor briefed Board on Child Care Services.
- b. Texas Rising Star (TRS) Assessment Update
  - Rising Star is the long-term goal for all centers and focusing on quality childcare. There are 490 centers with 6862 families being served, with 1476 outside of Bexar County, running at average of 108% performance. WSA continues to reflect the positive progression of the Texas Rising Star staff on the certification courses that TWC has required and developed.
  - There have been 456 assessments completed statewide and of those WSA has completed 47 recertification assessments. There are currently 79 centers awaiting assessments.
- c. Briefing on Partnerships & Trajectory towards Quality
  - WSA Child Care, through the Child Care Subsidy contract & Child Care Quality contract, assists in removing the barriers that prevent parents, at an economic disadvantage, from participating in education and training, to improve their employment prospects and give their children stronger start through accessing quality childcare. This support not only helps to provide families economic well-being, but it also provides children tools that help them develop the emotional, social, and cognitive skills needed to become lifelong learners. WSA's Child Care continues to work closely with many partners, agencies, and organizations to seek out opportunities available that can aid in bridging the gap between Child Care and our local Workforce.
  - Workforce Solutions Alamo (WSA) was awarded a grant to assist Child Care Services (CCS) Providers who have been impacted by the COVID-19 pandemic. Funding for the grant came from a \$75,000 disaster response grant from Texas Mutual Insurance. As part of the grant application process. WSA distributed funding to 20 providers in the amount of \$2,500 to \$5,000 each. These providers purchased a variety of materials and equipment. The most popular purchases included about \$13,500 in Mud Kitchens/Accessories, and \$13,000 in furniture, \$7,000 in Music/Movement.
  - In Spring of 2021, 11 individuals were awarded scholarships totaling \$7,093 and received an incentive totaling \$11,000 for successfully completing the semester. One staff has successfully completed her Level II Early Childhood Studies Certificate. In Fall of 2021, 18 staff were awarded a scholarship totaling \$12,284 and will receive their completion incentive in 2022. One staff has successfully completed her Level II Early Childhood Studies Certificate.

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

Presenter: Eric Cooper, Strategic Committee Chair

- Chair Cooper informed the Board of new workforce centers openings in the next two months. He announced new partnerships in sector-based industries such as healthcare, manufacturing, and construction.

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- a. Local Plan Progress
  - i. Strategic Partnership Update- Caroline Goddard, Strategic Community Partnerships Manager
    - The Sector Based Model is in Phase 3. Board staff and service provider teams continue working sessions focused on data collection 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.
    - Board staff also present the draft Sector-Based Scorecard and conceptual map of the Alamo Workforce ecosystem. Staff requests input and feedback from committee members about these two items as they continue to be developed.
  - ii. Labor Market Data
    - Dr. Guajardo provided an overview of the current labor market data to the Board. This data was released on January 21, 2022. Unemployment rates decreased for most counties except McMullen with no change.
    - The report showed there are 37,212 people actively looking and available for work.
    - City of San Antonio unemployment rate decreased to 3.7 percent.
    - There are 14,417 job opportunities advertised online for WSA Target Industry Clusters with Wages of \$31,000 and higher.

## IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Oversight Committee Chair

- Dr. Mark Niederauer requested staff to brief Board on UI requirements, QAU, and status of TWC monitoring reports.

### a. Performance, Programs and Operational Update

- Rebecca Espino Balencia provided an overview of the program & operations.

### b. UI Work Search Requirement (Discussion and Possible Action)

Presenter: Dr. Andrea Guerrero-Guajardo, CIO

- The primary purpose of the weekly work search contacts is to have a methodology that assists the local area to test that claimant are “able, available, and actively seeking work.” Commission rule, directs UI claimants to make a minimum of three work search contacts per week to demonstrate they are actively seeking work. Boards are required to conduct an annual review, analysis, of the minimum number of weekly work search contacts for each county.

- Dr. Guajardo commented on changing the target for job searches from three to five, which Chair supports (TWC requires three (3) job searches minimum).

### c. Quality Assurance Update

### d. TWC Equal Opportunity Monitoring Letter

- TWC monitoring for Equal Opportunities reported no areas of concern.

### e. Introduction New Procurement Director, Jeremy Taub, CPPO

**Upon motion by Board Member Eric Cooper and second by Board Member Lindsay Dennis, the minimum job searches for WSA for five (5) searches per week for unemployed (UI) for all counties in the WSA workforce area was unanimously approved (applicants in WSA programs have higher search requirements). CEO Lopez stated that he has the resources to handle this increase.**

X. YOUTH COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ernest de la Rosa, Committee Chair

a. Youth Services Committee Purpose

b. RFP Update: Youth Contract

- Chair de la Rosa (new Chair) voiced desire to expand discussion from community partners on youth services programs. Youth unemployment (16-24) is the highest rate with exception of “over 65” group.
- The Youth Committee will assist with planning, operational, and other issues related to the provision of youth services. The Committee will help identify gaps in services, coordinate youth policies and procedures, ensure quality services, leverage financial and programmatic resources,
- and recommend eligible youth service providers. The Youth Committee will bring experts together, generate ideas and discussions, and foster partnerships to meet the needs of the local youth in the 13-county area.
- There are 331,383 youth 16-24 that live within the 13-county region of which 156,949 are employed and 22,785 are unemployed (12.7% unemployment rate). The labor force participation rate of this age category is 54.2%, which is the lowest participation rate except for those 65 years or older. This Committee is tasked with implementing an effective structure to measure processes including assessing, reporting, and ensuring improvement of youth strategies and outcomes:
  - o Creating the goals and objectives that will be accomplished by service delivery provider/s
  - o Formulating the overall strategy
  - o Articulating roles and responsibilities
  - o Creating a timetable/action plan
  - o Developing a full understanding of priority for 13-county area

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

Presenter: Mike Ramsey

No report. Will meet in late April.

XII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. SA Ready to Work Update

- COSA awarded over \$100M in funds to WSA consortium for Ready to Work program.

b. Good Jobs Challenge

c. New Grants- Lone Star National Bank awarded WSA \$500,000 for a skills grant

d. Grand Openings

- i. SA Food – Soft Opening – April 20
- ii. Boerne – April 26
- iii. Floresville – May 3

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XIII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. 2nd Chance Initiative
  - Chair Cantu updated the Board on the 2<sup>nd</sup> Chance Initiative. There are six companies enrolled in program and are looking to bring in Chrysalis, the premiere organization in the *second chance* field.
- b. BOD Attendance
- c. Success Stories
  - i. Child Care
  - ii. Youth
  - iii. Adult

XIV. Next Meeting: Board of Directors Meeting – June 10, 2022

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

- a. **Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;**
- b. **Government Code §551.071 - All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas:**
- c. **Pending or Contemplated Litigation; 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.**

**The Board adjourned into Executive Session at 12:04 pm and returned to Open Session at 12:33 pm. No action was taken.**

XVI. Adjournment

Presenter: Chairwoman Leslie Cantu

**There being no further business, a motion was made by Board Member Director Tony Magaro and second by Board Member Director Mary Batch that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 12: 35 pm.**