



REGULAR BOARD MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
March 26, 2021
10:00AM

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

Partners: Diane Rath, Pooja Tripathi, Christina Reck-Guerra

WSA Counsel: Frank Burney

Staff: Adrian Lopez, Linda Martinez, Mark Milton, Angela Bush, Jessica Villarreal, Elizabeth Eberhardt, Dr. Andrea Guajardo, Barbetta Womack, Chuck Agwuegbo, Joshua Villela, Michael DeFrees, Manuel Ugues, Chakib Chehadi, Melissa Sadler-Nitu, Ricardo Ramirez, Roberto Corral, Trema Cote, Vickie Reece, Gabriela Horbach, Blanca Luna, Cristina Bazaldua, Latifah Jackson

Guest: Daniel Gostylo

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.

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) 272-3250.

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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 Leslie Cantu
At 10 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: Chair Leslie Cantu
None

- III. Public Comment
Presenter: Chair Leslie Cantu
None

- IV. Consent Agenda: (Discussion and Possible Action)
Presenter: Chair Leslie Cantu
 - a. Special Board Meeting February 19, 2021, Minutes
Upon motion by Director Carolyn King and second by Director Sawn Dixon, the Board unanimously approved the Special Board Meeting Minutes from February 19, 2021.

- V. Audit and Finance (Discussion and Possible Action)
Presenter: Mary Bath, Chair
 - a. Financial Reports
 - o Chair Batch provided the Board of Directors with an update on the WSA financial standing that included a report of expenditures, which are largely under budget.

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- 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
- Expenditures are below budget except for the facilities budget which is above budget by 2%. This is attributed to Seguin furniture expenditures.
- There are no issues with the grants; except for TANF and the Rapid Response. Contractors have developed a plan to address this issue. Staff is awaiting approval from the State on the Rapid Response amendment.
- Contract for Fiscal Monitoring has been executed for a total amount of \$139,000 for one year.
- Audit Contract has also been executed in the amount of \$65,000. Auditing will commence in April 2021.

b. Monitoring Update

c. Audit Update

VI. Child Care Committee Report (Discussion and Possible Action)

Presenter: Doug Watson

a. Child Care Quality Contract Update

- Mr. Doug Watson, Child Care Committee Chair provided a summary to the Board of Directors.
- City of San Antonio was awarded the Child Care Quality (CCQ) contract on February 1, 2021 and is currently in process of transitioning the contract.
- 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.
- Transition timeline:
 - 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 to Start.

VII. Strategic Committee (Discussion and Possible Action)

Presenter: Eric Cooper, Chair

a. Update Local Plan Implementation

- Dr. Andrea Guerrero-Guajardo provided the Board of Directors a summary of the Local Plan.

- The Local Plan was submitted on March 15, 2021. All the Board in Texas were given an extension due to the winter storm. We anticipate feedback in one-two months.
- 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.
- Mr. Ben Peavey commented the WSA's strategic plan is being used in the City. Mr. Peavey is on the Ready to Work SA Advisory Council and one of the key inputs is WSA's report. He is proud to see what the staff has put together and what the Board has reviewed over the last year. Mr. Peavey strongly recommended not to require a bachelor's degree for the IT roles although it can be preferred qualification. Someone can still have an Associated degree and/or a certificate and be able to get a job within the IT market.
- Mr. Peavey also added this is a living document and we need to integrate what we are trying to do now with partners like, SA Ready to Work, Project Quest, and others. We need to leverage the funding we have across all the programs in San Antonio.
- Dr. Guajardo added that many chambers and other programs have reached out and are interested in how they may partner with WSA and the Local Plan.

Presenter: Louis Tatum, CFO

b. Marbach Location

- Mr. Adrian Lopez provided an update to the Board of Directors on the Marbach location.
- The current lease at Marbach expires on May 31, 2021. WSA is currently exploring alternate facilities to upgrade the Workforce Center at Marbach.
- 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 to 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

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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.

VIII. Oversight (Discussion and Possible Action)

Presenter: Dr. Mark Niederauer, Oversight Committee Chair

- Dr. Niederauer provided the Board of Directors an overview from the Oversight Committee.
 - TWC is wrapping up the monitoring of the Dislocated Worker grant.
 - Fiscal monitoring of SERCO has begun and will be completed in May 2021.
 - Fiscal monitoring of C2Glogal will being in begin in April and will be completed in June 2021.
 - Fiscal monitoring of City will begin in May and will be completed in July.
 - All centers remain open to the public and are receiving clients both by appointments and virtually.
 - During the pandemic, the contractors have been responsive and flexible while some centers have had to be temporarily closed due to COVID exposure and deep cleaning.
 - Bexar County and COSA projects are moving forward, and we are trying to move above goal in training enrollment but trailing behind on On the Job Training, (OJT).
 - Staff is working with C2 to increase enrollments in the WOIA program. Currently, we are slightly behind schedule but anticipate catching up by 2nd quarter of 2021.
 - Child Care enrollment is trending at 96% children served; the goal is 95% and we anticipate being ahead of target by the end of March 2021.
 - Staff is also working closely with C2 to develop Sector Based Model with business and industries where there will be a focus on specialized recruitment for business.
 - WSA is currently meeting 13 of the 15 performance measures. We are working on improving the placement rate of WOIA Dislocated Worker and Youth post exit of the program.
- a. Briefing Monitoring Timeline
 - b. Operational Updates
 - c. Performance and Programs Reports
 - Mr. Mark Milton, COO, also provided additional information to the Board of Directors.
 - Mr. Milton informed the Board of Directors WSA is working on an amendment for the City and County Programs. The amendment for the City

program will be extended thru the end of September 2021. Essentially what this will do is revising the number of individuals we are enrolling in long-term training. We are adding long-term and removing some of the short-term training.

- One of the key aspects of the City Program is that we have cash on hand and we are asking the City to continue with the cash advances to ensure our contactors can continue to operate.
- Regarding the RFPs the City will be putting out for the program that will launch in the fall; there will be four segments of that program. There will be a RFP for Intake and Assessment; a RFP for Case Management; RFP for overall Marketing and then one for Program Evaluation. These have not been released. We anticipate they will be released around the 9th of April.
- Dr. Sammi Morrill asked if the City amendment had been signed or is WSA still in discussion with the City.
- Mr. Milton stated WSA is still in negotiation on the amendment language and the main aspect is the cash advances. We want to ensure we have access to cash advances in order for C2 to continue to operate.
- Mr. Lopez explained the importance of the cash advances to avoid a financial negative impact on the contactors.
- Mr. Peavey agreed with Mr. Lopez's comment and advised he will bring it up to the SA Ready to Work Advisory Council.

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

Presenters: Diane Rath, Pooja Tripathi, Alex Lopez

- Diane Rath stated the Committee of Six (Co6) appointed new members. Representing Bexar County- Commissioners Trish DeBerry and Rebeca Clay-Flores
- Councilwoman Dr. Rocha-Garcia, Councilman Robert Trevino and Councilman Perry (alternate) continue to represent COSA.
- Judge Richard Evans is Co6 Chair; Judge Schuchart and Judge Kutchner
- There was considerable discussion on the Local Plan and appreciated the outreach. However, there concern was the lack of hospitality being included. There as a significant discussion on the importance of hospitality in Bexar County, San Antonio, Bandera, and Fredericksburg. They urged that hospitality be incorporated into the Local Plan.
- The Co6 also urged that an implementation timeline developed to provide benchmarks so that everyone would understand how it was being developed and remaining true to the projections.
- The Co6 also asked for the ability to demonstrate the progression in the implementation of the Local Plan.

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- The Co6 also discussed the request for Return on Investment (ROI). A request to be updated on the number of individuals placed in jobs and the number of individuals salaries tied to each of those categories.
- The Co6 interviewed three applicants for the Public Assistance vacancy. All three were very well qualified. Allision Greer Francis was selected to represent Public Assistance.
- The Co6 also discussed the New Board Member Orientation and how many new and current board members do not understand the Co6 and its involvement. Pooja Tripathi shared the orientation materials used for the Committee of Six members with Adrian Lopez, WSA CEO. The Co6 recommended this orientation be incorporate into WSA new board orientation.

X. CEO Report

Presenter: Adrian Lopez

a. Unemployment Claims & Responses

- Mr. Adrian Lopez, CEO gave an overview to the Board of Directors on the UI claims.
- 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 7,000.
- Month-to-month claims show a decreased of about 11.7% in January. This is a good indication of where the economy is going.
- 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.
- WSA is continuing to receive Worker Adjustment and Retraining Notification, (WARN) notices. For example, we received a WARN notice from a company that will be laying off almost 100 individuals in Karnes City. We are developing a plan to be responsive and communicating with the County Judge to keep them updated on what staff will be doing to hopefully minimize the negative impact this may have on individuals losing their jobs.
- In addition, this data is used to seek out other funding sources.

b. Status of Procurement Diversity Policy

- Mr. Lopez updated the Board of Directors on the Diversity Policy.
- 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.
 - WSA also needs to consider what the State/TWC's policies are in relation to Historically Underutilized Business, (HUB) and how companies are certified.
 - Latifah Jackson, was hired as the Procurement and Contract Director and will complete and implement this policy.
 - We anticipate bringing the completed policy back to the Committees and the full Board for approval in May/June.
 - Ms. Jamie Allen recommended reaching out to Renee Watson with Bexar County and ask what WSA needs to provide in order for them to survey the vendors.
- c. PEO Implementation- April 1, 2021
- KAS Consulting, was hired last June and provided several recommendations that were brought to the Board.
 - The Board of Directors recommended that we contract a Professional Employer Organization (PEO) to handle our Payroll and HR.
 - SWBC-PEO was selected. We were to transition on April 1, however, the system that they use was hacked and was compromised. Our go-live date has been pushed up a few weeks.
 - All Staff meeting will be held and SWBC representative will be available to answer any questions.
 - Mr. Peavey asked if WSA had any concern about the SWBC-PEO being hacked. Did WSA conduct a deep dive on how this happened and how it impacted other customers.
 - Mr. Lopez replied other customers were affected for at least four business days. Information and data were compromised to the extent that operations were slower or halted. They have restored everything, and we are waiting as a reassurance measure.
 - Mr. Frank Burney, Legal Counsel, added WSA has received a full report from internal and external experts to evaluate the potential breach.
 - Mr. Peavey also recommended to request from SWBC their cyber security and client data protection plans and what they are doing differently because four days of outage is not acceptable.
 - Ms. Jamie Allen also stated that her company is a customer of SWBC-PEO and they had no interruption of services. Employees were not able

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to access the portal to check on vacation, etc. No employee data was compromised in any way. They were immediately notified and had continued communications and updates.

- Ms. Dawn Dixon also echoed the lack of interruptions due to the cyber attack on SWBC-PEO. They had excellent communication and were very transparent.
 - Mr. Tony Magaro, asked if WSA employees' data was compromised and if they have been notified.
 - Mr. Adrian Lopez, explained, WSA has not transitioned to the PEO as of yet and our employees have not been affected.
- d. Procurement Director to start March 22, 2021.
- Latifah Jackson
- e. Marketing & Media Update- Cristina Bazaldua
- Mr. Lopez complemented Ms. Bazaldua on a great job she has been doing on the outreach and marketing.
 - Ms. Bazaldua encouraged all Board members to follow WSA on their social media platforms and ask their family & friends to do the same. This was WSA can increase its audience and reach more people.
 - Ms. Bazaldua provided the Board of Directors her 30, 60, 90, 120-day plan and reported on social media engagements and public events (ribbon cutting for Houston Street office on 3/31/21).
 - She also encouraged Board Members to like/share events on their individual Facebook, Instagram, Twitter pages.
 - Chairwoman Cantu stated her company participated in the job fair and it was a tremendous event. Kudos to Cristina, Board Staff, and Contractors. This was an amazing example of excellent effort in working with partners getting that information out there. Using resources, marketing it well and bringing together many employers and job seekers.
 - Ms. Betty Munoz added her company also participated in the virtual job fair. She added that the hospitality industry is struggling. Ms. Munoz specifically thanked Cristina and John Hershey's team for their assistance.

XI. Chair Report (Discussion and Possible Action)

Presenter: Chair Leslie Cantu

- a. Update County & City of San Antonio Workforce Programs
- Chairwoman Cantu welcomed two new Board members, Ms. Allison Greer Francis, Public Assistance and Mr. Tony Magaro, Private Sector
 - Chairwoman Cantu also congratulated Mr. Ben Peavey on being selected to be on the SA Ready to Work Advisory Council.
 - Chairwoman Cantu provided a summary of the County and COSA Programs to the Board of Directors.
 - County Program funding has been maxed out and we have had success in enrolling individuals into training programs. We are on target with the COSA Program. We are expecting to receive a slight increase in funding.

- Chairwoman Cantu also thanks Board Members, Board Staff, Contractors and Partners for working together to reach a common goal and provide much needed assistance to our communities during the pandemic.
- Chairwoman Cantu commented on the Local Plan and is excited on the Sector Based Model and encouraged the Board Members to reach out to see how they can participate.
- Chairwoman Cantu challenged Board Members to become involved in the Summer Earn and Learn Program, (SEAL). This is a statewide initiative that works with students/individuals with disabilities to provide them with work experience or some transferrable skill and/or learning opportunities during summer. We are looking to place 400 individuals between June & August.
- Mr. Doug Watson asked what contractor would be administering the SEAL program this year?
- Mr. Adrian Lopez replied C2 Global would be administering the contract. An email will be sent out to the full Board in reference to the program.

XII. Next Meeting: Board of Directors Meeting – June 11, 2021

XIII. **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.**

The Board adjourned into Executive Session at 11:25 am and returned to Open Session at 11:30 am. No action was taken.

XIV. Adjournment

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Presenter: Chair Leslie Cantu

There being no further business, a motion was made by Director Tony Magaro and second by Director Doug Watson that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 11:31 a.m.

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CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions Alamo - BOARD OF DIRECTORS Meeting

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTORS, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON March 26, 2021 AT 11:25 AM.

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo BOARD OF DIRECTORS is now in Executive Session on March 26, 2021, at 11:25 A.M. pursuant to exceptions under Government Code 551."**
2. SUBJECT MATTER OF EACH DELIBERATION:
 - 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.**
 - e. **Government Code Section 551.089—Discussions regarding Security Devices or Audits.**
3. No further action was taken.
4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on March 26, 2021, at 11:27 A.M."**



LESLIE CANTU, Chair