



BOARD OF DIRECTORS MEETING MINUTES

410 S. Pecan St.
Pearsall, TX 78061
October 21, 2022
10AM

WSA Board Of Directors Attendees: Leslie Cantu (Chair), (in-person); Mary Batch, Kelli Rhodes, (10:03am) Dawn Dixon, Dr. Sammi Morrill, Tony Magaro,(10:36am-12:08pm) Betty Munoz,(10:15am); Lisa Navarro Gonzales, Ana DeHoyos O'Connor, Eric Cooper, (10:09am – 10:35am) Lowell Keig, Elizabeth Lutz, Robby Brown, Esmeralda Perez, Dr. Burnie Roper, Allison Greer Francis, (10:07am), Jerry Graeber, (10:01-10:25am), JR Trevino, Diana Kenny, Dr. Mark Niederauer, (10:04am), Angelique De Oliveira, Lindsay Dennis, (10:13am)

Partners: Mike Ramsey, virtual Jordana Matthews- virtual, and Michael Blair- virtual

WSA Legal Counsel: Frank Burney, in-person and Rick Garza, virtual

WSA Board Staff: Adrian Lopez, Linda Martinez, Katherine Pipoly, Dr. Andrea Guerrero-Guajardo, Roberto Corral, Gabriela Horbach, Manuel Ugues, Jeremy Taub, Chakib Chehadi, Dr. Federico Ghirimoldi, Rebecca Espino Balencia, Giovanna Escalante-Vela, Aaron Smith, Penny Benavidez, Terry Trevino, Jalil Peoples, Caroline Goddard, Brenda Garcia, Carlos Garcia, Esmeralda Apolinar Ramirez, Sylvia Perez, Manuel Marquez, Daisey Vega

Guests: Felipe Romero; Amy Contreras

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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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: Chairwoman Leslie Cantu

At 10:01a.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. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. Meeting Minutes for August 19, 2022 Meeting
- b. Sub Recipient Financial Monitoring Update
- c. Procurement Projects & Contracts Summary
- d. RFA: Child Care Professional Development
- e. Texas Rising Star Assessment & Quality Updates
- f. Texas Rising Star Contracted Slots Pilot
- g. Strategic Partnership Manager Update
- h. Quality Assurance Update
- i. Early Matters Strategic Plan Briefing

Upon motion by Board Member Lowell Keig and second by Board Member Ana De Hoyos O'Connor the Board unanimously approved Consent Agenda items a – i.

V. CHILD CARE COMMITTEE REPORT (DISCUSSION AND POSSIBLE

ACTION)

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

- Child Care Committee Chair DeHoyos O'Connor deferred to COO Katherine Pipoly to present to the Board of Directors
- a. Child Care Performance Briefing
 - COO Pipoly provided an overview of the childcare performance and explained how WSA is continuing to find more efficient ways to get families off the waitlist to meet performance measures. She also explained at this time WSA is meeting performance however typically, WSA exceeds performance. She reported on efforts to listen to childcare centers that are facing problems with COVID-related and economic challenges.
 - There are 10,191 children in care. The target is approximately 9,300 and in the month of October, WSA is exceeding that target. The average for this year is 98%.
- b. Child Care Data Strategy Briefing
 - COO Pipoly also addressed the Child Care Data Strategy. The WSA data team is in discussions with board and contract CCS staff to achieve the following goals:
 1. Understand the data collection, analysis, and utilization needs of program and contract CCS staff
 2. Review and characterize the existing data sets related to CCS
 3. Create a data strategy to meet the needs of CCS program based on the existing data availability
 4. Create a data strategy based on proposed future state of CCS UI and data
- c. Ratification Of Child Care Policies

Presenter: Jessica Villarreal, Director Child Care Services

- COO Pipoly informed the Board of the new policies and polices that are being rescinded. Child Care Committee Chair DeHoyos O'Connor informed the Board that virtual meetings are being held to get feedback from center providers on these policies.
- a. Child Care Policies
 - Rescinding Forward Progress:
 - i. Parent is making progress toward successful completion of a job training or educational program, (CCS policy 10)
 - ii. Family income Limits, relating to eligibility for Child Care Services, (CCS Policy 14)
 - iii. Children with Disabilities: Child Care Services to a child with disabilities under the age of 19 (CCS Policy 15)
 - iv. Educational Time Limits: Time limits for Child Care Services while the parent is attending an educational program (CCS Policy 16)
 - v. Activity Requirements for Parents: Minimum activity requirements for parents Child Care Services during education, (CCS Policy 17, C1).
 - Revising/Changing:
 - i. Maintenance of a Waiting List and Board Priority Groups, (CCS Policy 11, C5)
 - ii. Maximum Reimbursement Rates, (CCS Policy 13 C6)
 - iii. Provider Published Rates Costs, (CCS Policy 19 C1)
 - iv. Attendance Violations, (CCS Policy 20 C2)
 - **Upon motion by Board Member Allison Greer Francis and second by Board Member Dr. Mark Niederauer, the revisions to the childcare policies (except 2, 3, and 5) were unanimously approved**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Financial Reports

- CEO Lopez provided the financial update to the Board due to staff changes, CFO Angela Bush resigned, and Audit & Finance Committee Chair Batch was not available.
- The Financial reports through July 31, 2022, have been prepared for the fiscal Year October 1, 2021, through September 30, 2022; the straight-line expenditure benchmark is 83.33% of the budget.
- CEO Lopez explained expenditures are in-line, with personnel and are slightly under budget. Ready-to-Work expenditures were slightly under budget due to ramp-up. Train for Job will likely have up to \$2M of unused stipends.

VII. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director, Procurement and Contracts

- Jeremy Taub, Director Procurement & Contracts provided the Board updates on Facilities, pending service contracts, and active contacts.
 - a. RFP Update: Program Monitoring
 - This RFP went out for rebid to include Ready to Work in the scope of work. The solicitation for Program Monitoring Services is currently under evaluation, and RFP award is anticipated for December, 2022.
 - b. RFQ: Program Monitoring
 - This RFQ is to select providers that will serve as independent evaluators to review and score proposals re received by WSA for Program Monitoring Services. The solicitation for Proposal Evaluator Services completed, and the three evaluators selected for the RFP for Program Monitoring Services.
 - c. Service Delivery Contracts
 - i. Adult Services
 - ii. Child Care Services
 - iii. Youth Services
 - d. Facility Updates
 - i. Port SA Update
 - The Board of Directors approved a relocation and renovation of a new facility at Port San Antonio on September 17, 2021. Architectural space planning has been finalized, construction is anticipated to begin, pending the resolution of the increased cost issuance of task order by the Port and required permitting. Furniture is on order with shipping arrangements to coincide with expected move-in date.
 - The FY23 budget included a \$500,000 contingency that will cover

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most of the capital improvements. The additional expenditures will be included in FY23 Budget Amendment #1. Capital improvements are not an allowable childcare expenditure.

- CEO Lopez also added, Bexar County has expressed interest in having Bibliotech co-locate at the Port. Additionally, Bexar County has allocated \$1million dollars of its budget and this funding will be cover the difference from WSA's allocated budget.
 - ii. Mobile Unit
 - Workforce Solutions Alamo – Board of Directors awards a contract to Farber Specialty Vehicles for the purchase of a custom coach recreation vehicle RV in the amount of \$437,330, as requested by the Office of Workforce Programs. -
 - iii. Board Room Update
 - Board of Directors awards a contract to Bluum Technologies for the purchase of Audio-Visual (A/V) Technology Equipment and Services in the amount of \$109,808, as requested by Workforce Solutions Board Office.
 - Estimated completion is Spring 2023.
 - e. Procurement Diversity Update (SMWVBE)
 - Online vendor registration used to collect vendor SMWVBE /HUB status – Historically Underutilized Businesses.
 - Procurement continues to use online search tools to assist in identifying vendors.
 - Pending review of SBEDA requirement with City of San Antonio for applicability with Ready-To-Work Contract
 - Continue to track and report SMWVBE expenditures in support of WSA's aspiration goal.
 - Childcare providers are also being tracked for SMWVBE status.
 - f. Chief Financial Officer - Staffing Augmentation Services
 - Mr. Taub also provided briefing on CFO staffing augmentation services RFP which was necessary due to the recent resignation of CFO Bush.
 - Under the direction of the CEO, The Contractor will perform highly advanced (senior level) policy administration and managerial work in a complex environment. Work involves providing counsel and advice to the CEO and Board on all agency fiscal matters. The scope of services provides for the Contractor to be responsible for keeping abreast of legal, compliance and regulatory changes. Additional requirements include but are not limited to planning and organizing the operations of procurement and facilities, fiscal operations of the agency and monitoring the work of others.
 - Mr., Frank Burney, legal counsel explained to the Board that WSA and TWC have conflict policies of doing business with organizations that employee formers WSA employees. Partner Jordana Matthews asked if Ms. Bush had left before or after this organization was contracted. CEO Lopez clarified that she had left prior to the review of the proposals. This would be in the best interest of the organization to approve the RFP.
 - Board Member DeHoyos O'Connor requested a timeline. CEO Lopez stated Ms. Bush resigned from the agency on September 29 and the RFP closed on September 30.
 - Mr. Burney also added this is a temporary solution until the position is filled.
- Upon motion by Board Member Dr. Sammi Morrill and second by Board member Lisa Navarro Gonzales, the staffing augmentation services RFP for financial/audit support in favor of Collective Strategies (with conflict waived based on critical need for skills involved, lack and cost of alternatives, and need to protect integrity and stability of WSA) was**

unanimously approved by the Board. (abstention by Board Member Lowell Keig).

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- Dr. Andrea Guerrero-Guajardo, CIO presented on behalf of Strategic Committee Chair Eric Cooper.
 - a. Local Plan Progress
 - i. Labor Market Data
 - In July 2022, the unemployment rate for the San Antonio-New Braunfels metro area remained unchanged at 4.0%. This is higher than the rate of 4.3% for the State of Texas and ranks third among other large metro regions of Dallas-Fort Worth and Austin-Round Rock that have 3.8% and 3.1% unemployment in July 2022, respectively. No significant change in unemployment was observed among individual counties in the Alamo region for the month of July 2022.
 - ii. Sector Based Score Cards – Rebecca Espino Balencia, Director of Ready to Work
 - Brenda Garcia, provided the Board with an update on the Program Scorecard. The focus is on the industry sector based on the targeted audience, which are the industries that we are focusing on, which are healthcare, IT, manufacturing, construction, education, and aerospace.
 - Daisey Vega, Business Service Representative also provided the specific urban job orders, events, applicants.
 - iii. Employer Collaborative Presentation- Business Service Representative
 - Jalil Peoples Business Service Representative, provided updates on the employer construction collaborative. There have been 6,671 constructions referrals. The total number of job orders that we have for construction year to date is 2,784 with a total of 4,315 positions.
 - The collaborative sessions allow employers to participate in the creation of business leaders and qualified workforce by upskilling in strategic ways. This also helps shape curriculum design and benchmarks for success.
 - Four collaborative sessions have been completed, IT, manufacturing health care and construction.
 - iv. Service and Sector Based Strategy – Child Care

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. Performance, Programs and Operational Updates
 - Katherine Pipoly, COO provided the Board with performance and operational updates and focused on the cautionary items.
 - The High School to Careers Even (HTC) was a great success. There were seven hundred youths attended. For the upcoming year, plans to have several events to focus on specific industries.
Ready to Work has been launched and all seven partners have signed and are receiving referrals.
 - Board Member Dawn Dixon asked if there was any data that shows clients with disabilities in the RtW program. Ms. Rebecca Espino Balencia stated there is one client that is being tracked and will keep the Board updated.

- b. IT Roadmap Update- Presenter: Chuck Agwuegbo, Director of Innovation and Technology
 - Dr. Guajardo presented a briefing on the implementation progress of Enterprise solutions including procurement of managed service contracts for Security Operations, Cloud Migration, and Network Management. In addition to the efforts to assess, plan, and procure data services/access for all centers, including resource rooms. Additional review of security and cloud migration systems, including a network management system.

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

- Presenters: Diane Rath, Mike Ramsey, Jordana Matthews
- No report from Partners.

XI. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. SA Ready to Work Update
 - CEO Lopez will be meeting with COSA City Manager this week to discuss a couple of issues and some of our concerns.
- b. Aspen Institute
 - Funding will allow for the second part of the Workforce Academy that will create a fellowship program.
- c. EduCare Center
 - WSA will be at a hearing at Bexar County Commissioners Court with Texas A&M to provide innovative childcare programs grant of \$7M.
- d. Marketing & Communications Update- Penny Benavidez, Director Public and Government Relations
 - Ms. Benavidez reported on media and social media contacts, partnerships, and other press events, particularly coverage of Floresville career center reopening. CEO Lopez reported on cooperative partnership with Food Bank. He also expressed appreciation to Dr. Guerrero-Guajardo for her service to WSA for last three years and Chair Cantu's appointment to TWC Adult and Literacy Board.

XII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. RTW Ineligible Applicants - OJT at TTTX
 - Chair Cantu reported on training programs for individuals that do not fit within the RtoW guideline. She also reported on Second Chance programs and intern program with AACOG and TMTTX.
- b. BOD Attendance and Demographics
 - Nominations Committee will be preparing its recommendations for Board Officer positions.
- c. CEO Adrian Lopez 2022 Evaluation
 - Chair Cantu asked for Board input on CEO's evaluation.
- d. Success Stories
 - i. Child Care
 - ii. Youth
 - iii. Adult
 - iv. Summer, Earn and Learn (SEAL)

XIII. Next Meeting: Board of Directors Meeting – December 5, 2022

XIV. **Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board recessed into Executive Session for discussion on issues for which there is an exception to the Act as set out in section 551.071 et. seq. at 11:48 am and closed at 12:10 p.m. No action was taken.**

XV. Adjournment

Presenter: Chairwoman Leslie Cantu

There being no further business, a motion was made by Board Member Director Lowell Keig and second by Board Member Ana DeHoyos O'Connor that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 12:11 p.m.

CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions Board of Director 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 October 21, 2022 AT 11:48 AM/PM.

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo Board of Director Meeting is now in Executive Session on October 21, 2022, at 11:48 AM/PM. 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.**
3. No further action was taken.
4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on October 21, 2022, 12:00 at AM/PM"**



LESLIE CANTU Board Chair