



## **HR COMMITTEE MEETING**

WebEx  
July 16, 2020  
9:00 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: Leslie Cantu, Chair

### **II. Public Comment**

Presenter: Leslie Cantu, Chair

### **III. Consent Agenda: Discussion and Possible Action on Prior Minutes-June 11, 2020**

Presenter: Leslie Cantu, Chair



## **HUMAN RESOURCES COMMITTEE MEETING**

Workforce Solutions Alamo  
100 N. Santa Rosa, Suite 101  
San Antonio, TX 78207  
**June 11, 2020**  
**9:00AM**

### **WSA BOARD MEMBER ATTENDEES:**

Leslie Cantu, Johnette Lee, Juan Solis III, John Blaylock, Diana Kenny, Mary Batch, Mitchell Shane Denn, Eric Cooper

### **PARTNERS:**

Pooja Trapathi, David Meadows, Diane Rath

### **LEGAL COUNSEL**

Frank Burney

### **WSA STAFF:**

Adrian Lopez, Mark Milton, Lisa Barte, Dr. Andrea Guajardo, Linda Martinez, Tony Martinez, Lisa Barte, Ricardo Ramirez, Manual Ugues, LaVonia Williams, Gabriela Horbach

### **Guest:**

Donald Long, Consultant MAGI

## **AGENDA**

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- I. Call to Order and Quorum Determination  
The meeting was called to order by Leslie Cantu @ **9:00am** and Quorum was met.
  
- II. ROLL CALL  
Presenter: Leslie Cantu, Chair

III. Declarations of Conflict of Interest

Presenter: Chair Cantu

**There was no conflict of interests declared.**

IV. Public Comment

Presenter: Chair Cantu

**There were no Public Comments**

V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES –

January 17, 2020

Presenter: Leslie Cantu, Chair

Minutes approved

MOVED BY John Blaylock SECOND BY Mary Batch

VI. DISCUSSION AND POSSIBLE ACTION

Presenter: Lisa Barte, HR Manager

- a) WSA Employee Handbook Revision
  - Addressed Staff Concerns (Hours Worked/PTO/Hiring Process)
  - Policies Changed
  - Implemented LMS System
  - Defined reporting structures/grievance procedures
  - PTO Rollover
  - New Policies added (Supervisory, weapons, emergency leave pool, compensatory time, telecommute & social media)
  
- b) Organizational Review
  - Proposed amendment to remove section regarding time in position and replace with performance-based evaluations thus creating incentive pool.
  - Compensation adjustments: Motion to move forward with option “4” as outlined.

MOVED BY John Blaylock SECOND BY Juan Solis

- c) HR Consultant (Briefing) Timeline & Next Steps
  - Adrian: Consider as a briefing and will vote next week

VII. Chair Report

Presenter: Leslie Cantu, Chair

**VIII. HR Committee Meeting entered Executive Session at 9:30AM. No action taken.**

**Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee 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.**

**HR Committee Meeting adjourned Executive Session at 10:42AM**

IX. Adjournment

Presenter: Leslie Cantu, Chair

**Time: 11:00am**

MOVED BY Juan Solis III SECOND BY Jhnette Lee

#### IV. Chair Report

Presenter: Leslie Cantu, Chair

V. Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee 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.

#### VI. Adjournment

Presenter: Leslie Cantu, Chair