



## **Workforce Solutions Alamo**

### **COMMITTEE OF SIX MEETING MINUTES**

**January 27, 2021  
12:30 P.M.**

*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, C of 6 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.*

Below is the WebEx information:

<https://wsalamo.webex.com/wsalamo/j.php?MTID=mef5586dbead53c4cda8add9c472bcb2b>

Meeting number (access code): 146 509 4009

Meeting password: Jg6jhRx8bc2

Join by phone: 1-415-655-0002 United States Toll

#### **Committee of Six:**

Members: CM Adriana Rocha Garcia, CM Roberto Trevino, CM Clayton Perry, Judge Chris Schuchart, Judge Richard Evans, Comm Rebeca Clay-Flores, and Comm Trish DeBerry

Alternates: CM Clayton Perry

**WSA Board Members:** Leslie Cantu, Jamie Allen, and Frank Crowder

**Partners Staff:** Pooja Tripathi, Alex Lopez, Diane Rath, Roberto Cantu

**WSA Counsel:** Frank Burney

**WSA Staff:** Adrian Lopez, Louis Tatum, Mark Milton, Linda Martinez, Dr. Andrea Guerrero-Guajardo

**Guests:** Public Assistance Nominees: Trish Gentry, Allison Greer Francis, Brandee Peres  
Commissioner Clay Flores' staff: Frankie Gonzales-Wolfe, Mario Llano & Marcus Primm  
Councilmember Perry's staff: Paul Jimenez  
Councilmember Rocha-Garcia's staff: Edward Mungia  
Councilmember Rebecca J. Viagran's staff: Chris Villa

I. Call to Order and Quorum Determination

Presenter: Chair Judge Richard Evans

**At 12:30 p.m., Chair Evans called the meeting to order.**

II. Roll Call:

Presenter: Linda G. Martinez, CO6 Liaison

**The roll was called, and a quorum was declared present.**

III. Declarations of Conflict of Interest

Presenter: Chair Judge Richard Evans

**None**

IV. Public Comment:

Presenter: Chair Judge Richard Evans

**None**

V. Minutes of December 2, 2020

Presenter: Chair Judge Richard Evans

**Upon motion by CM Rocha Garcia and second by CM Trevino, the Committee unanimously approved the December 2, 2020 Minutes.**

VI. 2021-2024 Local Plan

Presenter: Dr. Andrea Guerrero-Guajardo, CIO and CEO Adrian Lopez

- **Mr. Lopez and Dr. Guerrero-Guajardo briefed the Co6 on the two-year Local Plan, approved by WSA Board of Directors last week. COSA, Bexar County, and Area Judges are required to approve the Plan for submission to TWC by March 1, 2021.**
- **It was available for public input as required by TWC regulations and involved all departments of WSA. Public comment was available Jan. 8 – Jan 22, 2021. This was posted for the minimum of 14-days, closed on January 22, 2021.**

- The purpose of this plan over the next 4 years is using sector-based partnership that has been used effectively in Texas and many different geographic contexts across the United States.
- Dr. Guerrero-Guajardo also outlined the TWC Goals Strategic Plan 2021-2025:
  - Support a Workforce System that allows employers and workers to achieve and sustain economic prosperity.
  - Promote employers' access to the talent and abilities of individuals with a disability and accommodating such workers in the workplace by assisting with maintaining and advancing their careers successfully.
  - Prepare individuals for employment by supporting education and training that equips them with in-demand skills as identified by employers.
  - Accelerate employment pathways for veterans, service members and their spouses as they transition to civilian occupations in Texas.
  - Fostering systems that enhance early education, support strong families, advance the growth of the at-risk workforce to accelerate their employment opportunities, and help support personal and family stability.
- Preliminary input was from an Elected Officials survey (10 questions) of over 100 officials, asking input on issues such as economic priorities, targeted industries, and other issues. It's important to speak to the local stakeholders within each individual region to ensure their voices are being heard.
- WSA's Board Strategic Vision includes industry-driven partnerships for Career Pathways for workforce clients. This was developed in partnership with our Board in order to place guardrails and boundaries around how we intend to implement the strategies for the next 4 years. Each county in the WSA Board area was analyzed based on occupations, growth, turnover, and wages.
- The Local Plan is comprehensive and includes targeted and in-demand industries, outreach, programs, and economic/workforce analysis.
- Local Plan Components:
  - Board Strategic Vision
  - Economic and Workforce Analysis
  - Core Programs
  - One-Stop Service Delivery
  - Workforce Investment Activities
  - Adult, Dislocated Workers, and Youth Services
  - Fiscal Agent, Grants, and Contracts
  - Performance
  - Training and Services
  - Apprenticeship
- Dr. Guerrero-Guajardo discussed the Sector-based strategies:
  - Employer-driven partnership within a critical industry that brings together education, economic development, workforce systems, and community organizations to identify and collaboratively meet the workforce needs of that industry within a regional labor market.
  - Career pathways, apprenticeships, industry-credentials that promote and formalize sector partnerships
- Staff continues to conduct regional economic analysis related to target industries

and occupations

- The WSA region continues to have strong and diversified industries and many industry sectors in the area are considered emerging, in-demand industry sectors. For 2021-2024, the WSA Board will target industries for both the high demand and targeted occupations that are expected to continue to experience high growth, high demand and offer high living wages.
- Dr. Guajardo also provided the dedicated email address for the Local Plan, [LocalPlan@wsalamo.org](mailto:LocalPlan@wsalamo.org) and the website, <https://www.workforcesolutionsalamo.org/announcements/>
- Judge Evans stated his was disappointed that the hospitality industry was not included in the Plan. The hospitality industry is one of the main industries in many counties, Bexar, Bandera, Gillespie and many others.
- Dr. Guajardo replied that the Plan defers to the data targets in the criteria set and most of the time, when looking at occupations within hospitality, the biggest difficulty is not in growth or in the number of jobs but finding occupations that meet the \$15 dollar minimum wage.
- CM Perry voiced his concern that hospitality jobs should be targeted, regardless of \$15 wage level, especially if efforts to raise the minimum wage are successful. He also asked for ROI analysis on all WSA investment in workforce development. Finally, he requested an Executive Summary be added to the Plan.
  - o How many people are being placed in jobs? And the number of people along with the salaries that they are earning.
- Dr. Guajardo assured C of 6 that ROI would be provided.
- CM Trevino seconded inclusion of targeting hospitality in the Plan. Adding a timeline to demonstrate or a map of progression will assist people make decisions.
- CM Rocha Garcia asked if retail jobs and aerospace are being targeted and what is the source of data?
- Dr. Guajardo replied the data sources are from labor market information from TWC. Several other sources are also utilized, including Economic Modeling Specialists International, (E.M.S.I.). However, much of is from Department of Labor, (D. O. L).
- Judge Schuchart requested WSA provide a breakdown of jobs under \$15 an hour in Medina County.
- **Upon motion by Judge Schuchart and second by CM Rocha Garcia, the Board unanimously approved the Local Plan.**

VII. Appointments to fill the following places on Workforce Solutions Alamo Board of Directors.

Public Assistance, Place 23, For Term Beginning February 1, 2021 and Ending December 31, 2023.

- There are three applications to fill this spot: Brandee Perez (SAHA); Allison Greer Francis (Mental Health); and Trish Gentry (Indigent Health)
- Ms. Brandee Perez was asked by Chair Evans, “why do you want to be on the Board?”

- **“In my current role with the San Antonio Housing Authority and the thousands of individuals that we get to serve every single day, the opportunity to sit on this board helps expand the collaboration that we already have with Workforce Solutions. This is a great opportunity, not just for SAHA, but also for the thousands of individuals that we're serving, and we're promoting workforce training and opportunities for our families.**
- **Dr. Rocha Garcia asked, “Can you tell me what have you seen that you like that you believe is a strength of the current Workforce Solutions Board and what do you perceive to be a weakness from the outside looking in? “**
  - **Ms. Perez answered, “the strengths that I've seen are really the collaboration between workforce and not just the housing authority, but other entities within the community.”**
- **Judge Schuhart requested a brief description of what Ms. Perez does at SAHA and if she would have an issue with attending meetings.**
  - **Ms. Perez replied that she is the Chief Operating Officer for the agency. She oversees two of the largest federal programs, Public Housing and Housing Choice Voucher Programs, also known as Section 8 Housing. In addition, to those two programs, she also oversees their Community Development Initiatives Department. This department is the case management, the support services department to those families that we have in our program. She also oversees the Security Department for the agency. She has been with the agency for 15 years in a variety of different positions. As far as attendance, and I like to say that I'm available, depending on when all these board meetings are. I sit on other committees and I make sure that my time is allotted to attend. It's a value added to sit on the Board, and attending meetings is important to know what other board members are saying, as well as what Workforce Solutions is reporting out.**
- **Chair Evans stated, “ there are three (3) applicants and in the event, you are not selected for the Public Assistance will you consider being an alternate should a vacancy occur?”**
  - **Ms. Perez said yes, she would still like to be considered as an alternate.**
- **Ms. Allison Greer Francis was asked by Chair Evans, “why do you want to be on the Board?”**
  - **Ms. Greer Francis replied, “I work for the local mental health authority, and so I come at things through the mental health lens. I've been reviewing the local plan and it states that WSA is seeking partnerships with other programs that support mental health and substance use. These really align nicely with the goals of Workforce Solutions - Alamo. You can't have a strong economy if you don't have a healthy workforce. And part of what we do with the Center for Healthcare Services is working towards getting people to be self-sufficient. We're providing them the treatment and the tools they need, including job fairs, workforce training opportunities. As a result, when they enter the workforce, they will be productive members of**

society.”

- **Dr. Rocha Garcia asked, “specifically with your current involvement with the West and San Antonio Chamber of Commerce and with the merging of the South and the West Chambers, how do you think the chambers should be brought to the table to possibly work together with Workforce Solutions, Alamo, or any workforce development programs?”**
  - o **Ms. Greer Francis replied, “First, and foremost, this is a good partnership that makes sense for them. I'm not familiar with the work done by the South San Antonio Chamber, but I am intimately familiar with the West Chamber and their focus is small business. From that perspective, bringing them to the table by involving them more as a strategic partner and involving them in the discussions about how they can help WSA bring workforce solutions to their members, I think will be critical”.**
- **Chair Evans stated, “there are three (3) applicants and in the event, you are not selected for the Public Assistance will you consider being an alternate should a vacancy occur? “**
  - o **Ms. Greer Francis replied, she would still like to be considered as an alternate in the event of a vacancy.**
- **Ms. Trish Gentry was asked by Chair Evans, “why do you want to be on the Board?”**
  - o **Ms. Gentry replied, “Since working in the indigent office and seeing how our clients are affected, many of them are not able to work because of health. Once, we are able to get them healthy and medically cleared to return to work, I believe that by partnering with the Workforce Solution, we can successfully accomplish this goal. This will be better for our county and our community.”**
- **Dr. Rocha Garcia asked, “how you were able to save about half a million dollars for your county by implementing a work registration policy for residents? How would you bring that experience, and possibly help leverage from that experience, and help WSA be very targeted in their approach and perhaps they went into some of the specific areas of focus?”**
  - o **Ms. Gentry replied, “when we implemented that policy for our program, I met with the Workforce Solutions- Pleasanton staff and was able to get guidance from them on ways that they could help us with their training programs. We were able to get our clients assistance thru Workforce Solutions and our clients were able to apply for jobs and assistance with writing resumes. As our clients found employment, they were over the income limits for the program(s) and that is where the savings occurred. “**
- **Chair Evans stated, “there are three (3) applicants and in the event, you are not selected for the Public Assistance will you consider being an alternate should a vacancy occur? “**
  - o **Ms. Gentry replied, yes, she would like to be considered as an alternate in the event of a vacancy.**
- **Commissioner Clay-Flores stated she had not received any resumes or information about the nominees. And proceeded to ask Ms. Gentry, where she was**

from and what does she do?

- Ms. Gentry replied, “Atascosa County. I am the Program Coordinator for the Indigent Health Care Program in Atascosa County.”
- Commissioner Clay-Flores asked if the Co6 was allowing the three (3) nominees to stay on the call while they voted?
- Chair Evans stated there is no executive session for this and they can stay on and proceeded to request a motion to appoint one of the nominees.
- Upon motion by Judge Schuchart and second by CM Trevino, the Board unanimously approved Allison Greer Francis for the open Public Assistance vacancy on the WSA Board of Directors.
- CEO Lopez recommended to Co6, in the event of a Public Assistance vacancy, the Co6 should make a motion to appoint the two nominees as alternates.
- Upon motion by Judge Schuchart and second by Comm DeBerry, the Board unanimously approved Ms. Trish Gentry (first) and Ms. Brandee Perez (second) for available future Public Assistance openings.

VIII. C of 6 Insurance Certificates

- CEO Lopez provided insurance certificates covering all C of 6 members and their partners with coverage.

IX. WSA Chair Report

Presenter: Leslie Cantu, WSA Board Chair

- a. Board Priorities For 2021
- b. Child Care Committee Highlights
- c. Review of WSA Demographics and Board Make-Up January 2021
- WSA Board Chair Leslie Cantu provided her background to Co6. In addition, she reviewed the Board Priorities for 2021, including more diversity and inclusivity. She also highlighted successes in Child Care programs and Board demographics.
- Chair Cantu informed Co6 this year WSA is looking at working with the board members to focus on being industry champions. More than 50% of WSA board members are from the private sector and the board will take their expertise and build on that partnership. This will support the industry sector model that is being rolled out. The expectation is for board members to be ambassadors for the programs by supporting and being involved in those initiatives.
- Chair Cantu spoke to the priority of the Return on Investment Report to be shared with Co6 and other stakeholders. The ROI Report will demonstrate the impact those dollars have on our region.
- Chair Cantu briefly discussed the organizational transformation of WSA.
  - The complete transition with Professional Employer Organization (PEO) to support HR and Payroll functions is continuing. The Board is continuing to make staff changes to improve its effectiveness and efficiency. There is a continued investment in staff training and capacity.
  - Agency Coach will address:
    - Work culture
    - Collaboration strategies

- Staff Innovation
    - Sense of purpose
  - Continue IT Changes
    - Security enhancements
    - IT plan for delivery of services
  - New Initiatives
    - Workforce Academy
    - Child Care Partnerships, Educare
  - Facilities: The Board is committed to ensuring the centers and facilities , demonstrate top-notch quality. The clients must be confident they are receiving high quality support.
- Chair Cantu also briefed Co6 on the upcoming release of WSA’s first Annual Report. The report will highlight people, programs, and industries.
- Comm DeBerry asked about the Annual Report and emphasized its importance in communicating to the public and business sector; Chair Cantu responded in the affirmative. The Commissioner also asked about budget items.
- CM Rocha Garcia requested additional information about the Workforce Academy program.
- Chair Cantu highlighted the Child Care Committee
  - Several non-board members bring valued expertise in child-care
  - The Board approved the Child Care Guidelines
  - The guidelines will be used to develop priorities and strategies
  - Initiatives include to
    - Increase access to high quality child-care
    - Provide career and educator support
    - Promote high quality teaching practices
    - Demonstrate coordinated systems
- Chair Evans expressed appreciation for WSA’s efforts to work and cooperate with Co6. He also requested the breakdown between rural and urban areas for specific childcare programs highlighted in presentation. Finally, he asked for rural/urban breakdown of the Board and attendance records (rolling 12 months). He expressed disappointment this information was no longer included in the report.

X. Fiscal Report

Presenter: Louis Tatum, CFO

- **Mr. Tatum reviewed the financial report and expenditures that were not funded due to COVID.**

XI. Performance and Programs Update

Presenter: Mark Milton, COO

- a. Operational Updates
- b. Performance and Program Reports
- **Mr. Milton reported that all service centers are open as well as virtual service. All parking lots are “wi-fi” equipped.**



- **Analysis:**
- **TWC-Contracted Performance are meeting and/or exceeding all TWC-contracted performance measures.**
- **Bexar County and COSA projects are in full swing and production is being made on each. Training is projected to be on schedule and OJT is behind schedule. WSA is working closely with C2Global to develop and formalize the On-the-Job Training Initiative to generate more interest in the program.**
- **Staff are working on internal monitoring and audit reports to ensure we are current and compliant with all state requirement.**
- **OTJ training program will be key focus in 2021. All public events/job fairs are virtual. WSA has also been the recipient of numerous grants for targeted programs in the WSA workforce area. WSA was awarded an additional \$3.5 million in Disaster Dislocated Worker funding. The program has launched, and progress is being made on the outcomes.**
- **WSA is currently managing 22 grants or special programs outside of the traditional TWC formula funding streams. The highlights of those programs and grants are listed in the power point presentation and include:**
  - o **TIP Grant – Seguin and Hill Country Memorial**
  - o **SDF Grant – Seguin and Navarro ISD; Hallmark and NEISD**
  - o **TIP Grant – Caterpillar**
  - o **SDF Grant – United Alloy**
  - o **SDF Grant – Lonestar Construction and Trades**
- **Some staff have been impacted by COVID which requires periodic closures for cleaning and quarantine.**
- **The Child Care Team has welcomed 14 new Texas Rising Star providers to the Alamo network.**
- **Mr. Milton highlighted recent virtual events such as the Youth Empowerment that had over 200 youths attend.**
- **Chair Evans expressed his desire to see the availability of OTJ programs in rural areas.**

## XII. WSA CEO Report

Presenter: Adrian Lopez, CEO

- a. Unemployment Claims & Jobs Report
  - b. Performance, Facilities, Financial and Regulatory Compliance, Organizational, Branding, Funding, Partnerships, Event highlights
  - c. Draft Outreach Calendar
  - d. Security Update
- **CEO Lopez focused his report on unemployment claims, performance measures (exceeded 14 of 15 TWC measures), WSA performance ranks 1-3 of all large boards.**
  - **WSA received the certificate of occupancy for facilities in Seguin and staff will begin to move in on Feb 1.**
  - **The Houston Street Center (COSA) will have a grand opening in either February or March.**

- The Board approved the audit/monitoring schedule and audit report will be coming to Co6 in June.
- Cristina Bazaldúa is the newly hired Director of Public & Government Relations
- Texas Mutual Fund provided over a half million dollars that was invested in childcare facilities.
- CEO Lopez reported on the implementation of the new Sector Based Model. WSA will conduct outreach activities to each of the 13 counties and will reach out and request assistance.

VII. **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 §551.071 - All Matters Where Committee of Six of 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:**
- b. **Government Code §551.089 – Discussions regarding Security Devices for Audits.**

**The Committee of Six adjourned into Executive Session at 2:28 p.m. and returned to Open Session at 2:41 p.m. No action was taken.**

VIII. Adjournment

Presenter: Chair Richard Evans

**There being no further business, a motion was made by Judge Schuchart and second by CM Trevion that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 2:44 p.m.**