



## **Workforce Solutions Alamo**

### **EXECUTIVE COMMITTEE MEETING MINUTES**

100 N. Santa Rosa, Suite 120

San Antonio, TX 78207

**August 10, 2020**

**1:00 p.m.**

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) 273-3250.

*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 speaker phone. For additional information, please call Linda G. Martinez, (210) 581-1093.*

**Attendees:** Juan Solis, III (Chair), Ben Peavy, Doug Watson, Leslie Cantu, John Blaylock, Dr. Sammi Morrill, Polo Leal, Tammy Trevino, Frank Crowder, Mary Batch, Yousef Kassim, Jamie Allen; Elizabeth Lutz, (17:26)

**Partners:** David Meadows and Pooja Tripathi

**WSA Counsel:** Frank Burney

**Staff:** Adrian Lopez (CEO), Louis Tatum, Mark Milton, Manual Ugues, Roberto Corral, Gabriela Horbach, Tony Martinez, Elizabeth Eberhardt, Angela Bush, Dr. Andrea Guajardo, Ricardo Ramirez, Linda Canizales, Melissa Sadler-Nitu, LaVonia Horne-Williams, Joshua Villela

**Guest:** Jonathan Gurwitz, Cathi Cohen, Paul DeLeon, Eulonda Skyles, Sebastian CastroTest, Elise

#### **I. Call to Order and Quorum Determination**

At 1:03 p.m., Chair Solis called the meeting to order. The roll was called, and a quorum was declared present.

II. Declarations of Conflict of Interest

Presenter: Chair Solis

Mr. Watson recused himself from item VI (d) (COSA Childcare contract)

III. Public Comment

Presenter: Chair Solis

None

IV. Consent Agenda: Discussion and possible action.

Presenter: Chair Solis

a. Prior meeting minutes for June 5, 2020

**Upon motion by Director Mary Batch and second by Director Frank Crowder, the Committee unanimously approved the minutes for June 5, 2020.**

V. Audit and Finance Committee Report: (3:30)

a. Annual Budget (FY20-21): Mr. Tatum reviewed the proposed budget for FY21. Notable items include increased:

- Personnel costs

- Prior FY20 budget funded a total of 43 positions. As of July 2020, WSA staffing funded 42.5 FTE increased \$107,000 from prior year
- In fringes, higher group health insurance increase of \$168,654 or 20%, projecting an increase in health renewal in January 2021.
- Facility costs decreased \$15K
- Equipment/Software/Maintenance Support increased \$5K from prior FY
- COVID-19 funding
  - City and County Projects will last 12-months and we will allocate some of those costs for our facilities, our staffing here and contractors
  - Funding has been allocated for the corporate budget approx. \$44K for the city, and the county, and the facilities approx. \$50K

- Chair Solis asked clarification: page 13- WSA took a reduction of \$1.6M

- Mr. Tatum: yes, reduction of \$1.6M was an allocation between dislocated adult and Youth. We received clarification on some of the funding that we received in a W. P. A. grant, we can give some of those salaries to the contractors

- Chair Solis: because we acquired the city contract as well as the county contract, it allows us to offset some of the reduction that we are experiencing from the state level due to their cuts that they gave us?

- Mr. Tatum: Yes, sir. We're implementing a new cost allocation system, as well as the contractors are doing working on these projects to maximize the dollars and some staff will be allocating time to these contracts. We'll have revised numbers on budget amendment that will free up additional dollars, that will allow us to push down to the contractors. The contractor staff are aware of this.

b. Financial Reports: Mr. Tatum briefed the Committee on some minor issues.

**Upon motion by Director Watson and second by Director Dr. Morrill, the Committee unanimously approved item V(a).**

VI. Contract Renewals (19:32)  
Presenter: Mark Milton, COO

- a. Mr. Milton recommended renewal of the GPS Adult Services contract with C2.  
**Upon motion by Director Trevino and second by Director Batch, the renewal of contract with C2 for Adult Services was unanimously recommended.**
- b. Mr. Milton recommended renewal of the GPS Youth Services contract with C2.  
**Upon motion by Director Lutz and second by Director Kassim, the renewal of contract with C2 for Youth Services was unanimously recommended.**
- c. Mr. Milton recommended renewal of the Youth Services contract with SERCO. Chair Solis recommended to include more special grants and programs as with C2 to be consistent.  
**Upon motion by Director Watson and second by Director Cantu, the renewal of contract with SERCO for Youth Services was unanimously recommended.**
- d. Mr. Milton recommended renewal of the Childcare Services contract with City of San Antonio.  
**Upon motion by Director Trevino and second by Director Batch, the renewal of contract with COSA for Childcare Services was unanimously recommended.**

VII. Oversight Committee Report:  
Chair Watson reviewed performance of programs.

- a. Monthly performance: Chair Watson and Mr. Milton flagged a couple of contractual performance issues that will be monitored.
- b. Childcare services: Chair Watson reported on a new TWC rule relating to a 14-day waiting period for change in childcare centers by parents. Upon motion by Director Batch and second by Director Lutz, the Committee unanimously recommended this change in policy on waiting period for changing daycare centers.
- c. TRS Discount: Chair Watson and Mr. Lopez briefed the Committee on proposed discount policy.
- d. Quality Assurance: Mr. Lopez informed the Committee of a report in the backup materials.

VIII. Chair Report  
Presenter: Mr. Juan Solis, III, Chair

- a. Funding Agreement under CARES with Bexar County: Chair Solis briefed the Committee on the BC contract.
- b. Funding Agreement under CARES with City of San Antonio: Chair Solis briefed the Committee on the COSA contract.
- c. Childcare Committee: Chair Solis advised the Committee of a new Board committee focusing on Childcare issues, Director Watson to chair.

IX. CEO Report:

Presenter: Adrian Lopez

- a. Summary Budget Presentation
- b. Unemployment Claims: C2 and SERCO provided an overview of their services and what they have learned from the COVID pandemic.
- c. WSA website: Mr. Lopez advised the Committee of revisions to website, a work in progress.
- d. WSA donation: Mr. Lopez advised the Board of a new employee with a foster child, with staff providing donations.

**X. Executive Session: The Executive Committee went into Executive Session at 2:08 pm under sections 551.072, 551.071, 551.074, and 551.089, and adjourned at 2:53 p.m. No action was taken.**

XI. Adjournment

Presenter: Chair Solis

There being no further business, a motion was made by Director Allen and second by Director Watson the meeting adjourn. The motion carried unanimously. The meeting adjourned at 2:58 p.m.

Enclosures

- Certificate of Executive Session

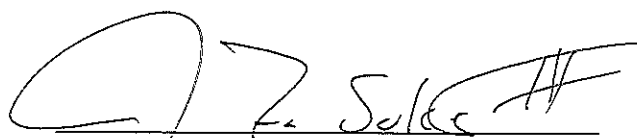
**CERTIFIED AGENDA OF CLOSED MEETING**

**Workforce Solutions EXECUTIVE COMMITTEE**

I, JUAN SOLIS, III, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO HUMAN RESOURCES COMMITTEE, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON AUGUST 10, 2020 AT 9:08 PM.

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo HUMAN RESOURCES Committee is now in Executive Session on AUGUST 10, 2020, at 9:08 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, and**
  - 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 AUGUST 10, 2020, at 9:53 P.M."**

9:53pm



JUAN SOLIS, III, Chair