



EXECUTIVE COMMITTEE MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
June 4, 2021
10AM

WSA BOARD MEMBERS: LESLIE CANTU (CHAIR); JAMIE ALLEN (10:11AM) (VICE CHAIR), FRANK CROWDER, (SECRETARY), BEN PEAVY, DOUG WATSON, DR. MARK NIEDERAUER, MITCHELL SHANE DENN, DIANA KENNY (10:39AM), TONY MAGARO, DR. SAMMI MORRILL, POLO LEAL, LINDSAY DENNIS, ALLISON GREER

WSA BOARD STAFF: ADRIAN LOPEZ, MARK MILTON, DR. ANDREA GUERRERO-GUAJARDO, LOUIS TATUM, ANGELA BUSH, ROBERT CORRAL, MANUEL UGUES, LATIFAH JACKSON, RICARDO RAMIREZ, GABRIELA HORBACH, JOSHUA VILELLA, JESSICA VILLARREAL, CRISTINA BAZALDUA, , BARBETTA WOMACK, RICK ZAMARRIPA, CATHI COHEN, LINDA G. MARTINEZ, MICHAEL DEFREES, ROBERTO CORRAL, JOHN HRSHEY, CHUCK AGWUEGBO

LEGAL COUNSEL: FRANK BURNEY

PARTNERS: POOJA TRIPATHI

GUEST: JANET PITTMAN, ABIP AUDITORS

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.

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- 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
There are no conflicts of interest.

- III. PUBLIC COMMENT
Presenter: Chair Leslie Cantu
There are no public comments.

- IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chair Leslie Cantu
 - a. Executive Committee Meeting Minutes March 19, 2021
 - b. CC 11, C4 Policy
 - c. CCS Contract
 - d. CCQ Contract**Upon motion by Board Member Mr. Frank Crowder and 2nd by Board Member Dr. Mark Niederauer, Executive Committee Meeting minutes, CC 11, C4 Policy, CCS Contract and CCQ Contract were approved. Committee unanimously approved motion carried.**

- V. AUDIT & FINANCE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mary Batch, Chair
Mr. Louis Tatum presented the Audit & Finance Committee items to the Executive Board in Mary Batch's absence.
 - a. Financial Reports
 - We currently have a draft of the audit that is being reviewed.
 - Janet Pitman, out lead partner will be present and the Finance Committee and Board Meeting to address the audit.
 - Financial reports through March 31, 2021, have been prepared for the fiscal year of
 - October 1, 2020, through September 30, 2021, the straight-line expenditure benchmark is 50.00% of the budget. An analysis has been performed outlining Corporate and Facility Budgets, as well as the Grant Summary Report.
 - **Corporate Expenditures**

- Personnel is 6% underspent due to vacant positions, we expect to utilize this funding by filling the vacation positions before the end of the fiscal year.
- Board Facility Cost are underspend by 5%. As of April 1, 2021, Child Care Quality staff have moved to Datapoint who have been previously housed at the board. The board will need to absorb these additional facility expenditures.
- The insurance surplus is a result of savings on insurance deductibles. WSA budgets the full \$100,000 insurance deductible on an annual basis. In the current fiscal year, the board has expenditures of approximately \$20,000 related to this deductible.
- Professional Services such as the Audit and Financial Monitoring are typical expended by the end of third quarter. Additionally, PEO expenditures will begin of May 2021.
- **Grant Status**
 - TANF low expenditure rates.
 - REA estimated to return \$50,000. Achieved 92% expenditure rate.
 - SNAP TWC will be taking money back from the contract.
 - COVID 19 Lay Off Aversion Expenditures will occur before June 2021. Approximately \$200,000 will be used to support Child Care Centers with PPE supplies.
 - Rapid Response Funding was provided under COVID 19 and Rapid Response funding. COVID 19 Rapid Response Funding has been fully utilized. The board is on track to fully expend Rapid Response funding before the new allocation is released in July.
 - TIP for \$147,358 – Hill Country Memorial funds were returned to TWC due to COVID 19 construction delays. TWC advised that Hill Country Memorial may reapply in the next grant cycle.
 - HDJT- Extension from TWC Granted to December 31, 2021.
 - SEAL- Recruitment for Employers and Participants is off to a great start based on current recruitment data. Last year this program was cancelled due to COVID-19.
 - Skills Development Fund COVID 19- WSA has requested a 90-day extension through September 30, 2021 to assist successful training participants with Job Placement.
- **Upcoming Budget Amendment:**
 - Facilities- Seguin Furniture
 - Facilities- Floresville Renovation and Expansion of Space
 - Facilities- Marbach Lease Renewal
 - Facilities- Food Bank Initiative
 - TWC Reduction of SNAP- Available from TWC First of June
 - Adult Contractor- Additional WIOA Request

b. Audit Update

- Ms. Janet Pittman, Auditor, ABIP provided the Executive Committee with an update on the audit.

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- fiscal year ended September 30, 2020, has been performed and completed by ABIP, PC. ABIP has performed their audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and the Uniform Guidance. In performing the audit, they interviewed staff and observed processes to develop a risk assessment over the internal controls and develop audit procedures they feel necessary to provide evidence for their audit opinions.
- **ABIP reports provided:**
 - Financial Audit – Opinion – *Unmodified (clean opinion)*
 - Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
 - Performed overall analytical reviews on account balances to aid in the extent of audit procedures needed to provide reasonable assurance over activity and account balances.
 - Reviewed and mailed AWS-prepared confirmations to related parties, legal counsel and financial institutions.
 - Reviewed approval processes over individual transactions and tested allowability for particular grant contract.
 - Performed substantive procedures for the various financial statement account balances as of yearend including cash, accounts receivable, prepaid expenses, fixed assets, accounts payable, accrued liabilities, and deferred revenues.
 - Worked with management to assist in the preparation of the financial statement and ensure up to date disclosures are included.
 - Prepare Report on Conduct of Audit for the fiscal year ended September 30, 2020.
 - Compliance Audits – Child Care Development, Child Care Protective Services, and WIA/WIOA
 - Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
 - Interviewed staff pertinent to Child Care Development and Protective Services Funds (CCDF and CCPS Grants) and WIOA Funds to gain understanding of processes over disbursements, payroll and cash reimbursement processes.
 - Performed a risk assessment over the 14 compliance requirements over the CCDF, CCPS, and WIOA Grants and planned test of controls and compliance for each.
 - Sampled individual transactions for allowability with CCDF, CCPS, and WIOA Grants award and approvals by staff prior to payments to vendors.

- Sampled reimbursement draws (cash receipts) over allowable costs charged to the grants for proper approvals from staff and recording into the general ledger.
- Reviewed completeness and accuracy of Texas Workforce Commission reporting compliance requirement over CCDF, CCPS, and WIOA Grants.
- Ms. Pittman also discussed the ransomware attack. In July 2020, Alamo Workforce Development, Inc. dba Workforce Solutions - Alamo experienced a ransomware attack. As required by our professional standards we reviewed correspondence from Texas Workforce Commission along with the Corrective Action Plan and considered this information in planning and performing our financial and compliance audit for the fiscal year ended September 30, 2020. No additional comments or recommendations resulted from our review.
- Chairwoman Cantu and Mr. Lopez both thanked the audit provider and the Fiscal Team for their diligent and hard work on completing the audit.
- Mr. Lopez announced to the Executive Committee that Mr. Louis Tatum will continue working with WSA for a few more months as he prepares to retire. The CFO position will be posted within the next week.

Upon motion by Board Member Mr. Doug Watson and 2nd by Board Member Dr. Mark Niederauer, Executive Committee Meeting approved the Audit Report.

c. Goodwill Amendment #2

- Workforce Solutions Alamo (“WSA”) and Goodwill Industries of San Antonio – Business Services (“Goodwill”) entered a contract for Call Center Services. These services were in response to the CARES Program for Bexar County and the City of San Antonio. The contract commenced on October 20, 2020 and the value was not to exceed \$100,000.
- Amendment 1: was issued to change the contract end date to March 31, 2021 and increase the contract by \$66,000, which increased the contract value to \$166,000 in January 2021. This was due to unforeseen volume of services required.
- Amendment 2: was issued to change the contract end date to April 30, 2021 and increase the contract by an additional \$60,000, which increased the contract value to \$226,000 in April 2021. This was due to unforeseen volume of services required.
- Board Member Ben Peavy asked if there would be another amendment?
- Mr. Milton replied, no, additional amendment.

Upon motion by Board Member Dr. Mark Niederauer and 2nd Mr. Frank Crowder by Board Member, Executive Committee unanimously approved Goodwill Amendment #2 motion carried. Board Member Ms. Jamie Allen abstained from the vote.

d. Informal Contracts

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- Ms. Latifah Jackson, Director Contracts & Procurements gave an update to the Executive Committee on formal and informal contracts.
 - Formal Contracts:
 - Request for Proposal for Executive Coaching and Leadership Training. The selected vendor will provide one-on-one coaching the executive team, trainings to directors and managers, trainings to staff and a culture assessment. Proposals were due May 19th.
 - Request for Application for Proposal Evaluators. The three selected candidates will serve as Workforce Solutions Alamo (WSA) independent evaluators for the RFP for Management of CCS. Applications were due May 12th.
- Summer Earn and Learn (SEAL)
 - Job Readiness for Summer and Earn Learning (SEAL): This contract is for SEAL participants to receive six hours of Job Readiness Training before they begin their work experience assignment. This contract was awarded to SA Trainers, LLC dba Partners in Progress. Contract Value \$80,000.
- Return on Investment- Economic Modeling, LLC. (EMSI)
 - Return on Investment Study. This study will measure the economic impacts generated by WSA’s day-to-day activities in the local region (a.k.a. the “operational impact”). This contract was awarded to Economic Modeling, LLC (EMSI) for a one-time fee of \$20,000.
- Electronic Procurement System – Bonfire
 - Purchasing has launched the utilization of electronic bidding which was authorized by the Board in December of 2020.
 - Bonfire can establish a bidders list, issue solicitations, receive proposals, evaluate proposals, and post awards of contracts.
 - Staff has updated the WSA website, sent out email notification to vendors and, are attending community engagements to further increased awareness of the new process.
 - Procurement staff will still post solicitations on the Electronic Bids Daily (ESBD), which is the state’s website.
- Board Member Ben Peavy asked if review of Bonfire’s security was evaluated and secure considering the cyber-attack.
- Ms. Jackson said it is an external third-party website and work with only government entities. This was procured prior to Ms. Jackson’s hire date and IT should have reviewed the security mechanisms. Ms. Jackson offered to obtain security document and provide to Executive Committee.
- Board Member Jamie Allen indicated she is familiar with Bonfire and it is safe to use. Also agreed the security document would be helpful to have on file.

VI. CHILD CARE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Doug Watson, Chair

a. AVANCE Quality Child Care Matters Program Proposal

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- AVANCE staff requested meeting with WSA and shared an unsolicited proposal for implementation of Quality Child Care Program for Alamo Board
- Program seeks to increase supply & quality of home-based child-care providers in Alamo region
- This would require formal procurement to determine cost of program
- Child Care Committee provided guidance & direction to WSA
 - Determine if there may be similar programs working with Home Providers
 - Determined there is a need for increasing Home Providers and programs who can provide assistance with coaching/mentoring towards Quality
- This is currently on hold.
- b. Child Care Performance Briefing
 - During last Child Care committee meeting in Jan. 11, 2021, concern that Alamo board was not meeting and potential concerns of de- obligation
 - WSA worked in collaboration with Child Care contractor, outlined strategic plan to increase enrollments
 - Child Care contractor and Alamo Board were successful in meeting Performance goal outlined by TWC
 - Goal was set at 95% and WSA exceeded goal, 95.34%
 - 28 boards in TX, Alamo was 1 of only 5 that met performance
- c. TRS Certification Training Briefing
 - TRS staff facing technology challenges with TRS certification course completion
 - TWC aware of the issues
 - Original timeline for resuming assessments was April and has been extended
 - TRS staff will continue to work on completion of courses and await TWC guidance on assessments.
 - Board member Doug Watson asked if there was a date for when the assessments would begin.
 - Mrs. Jessica Villarreal, Director Child Care, stated TWC has not provided a date to resume assessments.
- d. Texas Mutual Grant Briefing
 - WSA received \$75,000 COVID-19 Grant from TX Mutual
 - Funds were awarded to centers to enhance outdoor learning environment
 - 3-volunteer judges used matrix to select centers
 - 20 Child Care Centers awarded
 - \$2500 - \$5000 was awarded to centers.
- Mr. Watson asked if the funds had been sent out to centers.
- Mrs. Villarreal stated selected centers have received the funds and now they are in the process of ‘shopping’ for their items.
- e. Layoff Aversion Grant – Briefing
 - During Executive Committee meeting on March 19th, briefing of financials showed reports through Jan. 31, 2021, and a line item for active grant reflected 0% expended for Child Care Centers
 - Additional clarification was requested

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- Rapid Relief: Lay off Aversion Grant is a \$190,000 COVID grant that is available to assist COVID Relief toward dislocated workers
 - Grant funds are to be used to assist small businesses impacted by COVID
 - WSA made decision to target Child Care Providers currently receiving 25% Enhanced Reimbursement Rates (ERR)
 - Provide support to help remain open and provide child-care services
 - Prevent additional layoffs and economic hardships
 - Funds to assist with PPE kits, equipment, and technology needs
 - Approximately \$1500 grant to each Child Care Center (small business employer)
 - Mr. Adrian Lopez confirmed this funding was not for child-care however WSA felt it was appropriate to be used for child-care due to the pandemic.
 - Mr. Doug Watson asked if funding has been released to centers.
 - Mr. Tatum stated funds have not been released to centers because an amendment to TWC was required since this was not on the contract. The process to expedite these funds is underway to spend the funding by June 30, 2021.
 - Mr. Doug Watson also asked if this was targeted to certain centers?
 - Ms. Angela Bush, Chief Accountant stated centers were required to complete an application and procurement followed.
 - Mr. Watson also asked how many centers were closed due to the pandemic?
 - Mrs. Villarreal stated staff is working on acquiring that information.
- f. Early Matters director & Hiring Staff Briefing
- Feb 16, 2021: Early Matters-Alamo hired an operations director, Ms. Liza Gomez
 - Since Child Care Committee meeting: Early Matters has recently hired: Mr. Mark Larson, Early Matters Officer. Mr. Watson and Mrs. Villarreal will meet with Mr. Larson and provide an update to Child Care and the Child Care Committee. We are hoping to get a representative from Early Matters to be on the Child Care Committee
 - Early Matters Quality Improvement Partnership goal is to strengthen the ecosystem by leading the Early Matters Quality Improvement Partnership team
 - Team includes: WSA, Pre-K 4 SA, United Way San Antonio, Bexar County

VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Chair

a. Quality Assurance Briefing

- Mr. Ricardo Ramirez provided a briefing for the Executive Committee.

TWC Monitoring

- There is nothing currently pending for TWC.
- WSA is awaiting a schedule and dates for the annual monitoring will take be scheduled.
- This year will or may include the Board's Certification of our monitoring/quality assurance activities (which happens about every

two-to-three years). The Certification serves to validate that we are meeting monitoring and oversight requirements.

Financial Monitoring

- We are currently focusing on the Fiscal Integrity reviews for the three sub-recipients/partners: C2 GPS, City of San Antonio, and SERCO. These will be used by the Board in July for contract initiation and contract renewal purposes.
- We are overlapping the Fiscal Integrity reviews with the Fiscal Monitoring – and these will be continued and completed after the Fiscal Integrity reviews are finalized.
- There are no issues to report at this time and things are moving forward as planned.
- As a side note – the Fiscal Monitoring for SERCO was extended to accommodate for the Fiscal Integrity reviews which needed to align with the Board’s schedule.

External Program Monitoring

- The work of Ms. Christine Nguyen’s (pronounced “Win”) team is moving forward. Her team recently completed the Child Care Monitoring for the City of San Antonio and the results of the testing were outstanding. We congratulate the City and the Board staff for their efforts and hard work to achieve the highest levels of quality and compliance.
- Ms. Nguyen will now continue her monitoring with the WIOA Youth for both the Rural area (for SERCO) and the Urban area (for C2 GPS). This project will begin as soon as the Fiscal Integrity reviews allow so that we do not ‘over-burden’ the partners with oversight functions.

Internal Program Monitoring

- There are no issues that need to be reported at this time and things are moving forward according to schedule and budget, with some minor adjustments.
- The internal monitoring, which is done by Board staff, is currently working on a draft for the SNAP (Food Stamps) and is expected to hold an Exit Conference with C2 GPS within the next couple of weeks to review preliminary outcomes.
- The staff is also finalizing the testing of the Child Care Quality Initiatives, and a final report will also be completed within the next week or two.
- They are also developing tools for two contracts, the Externship for Teachers and the SEAL for students with disabilities offered in collaboration with Vocational Rehabilitation. The testing of these contracts is scheduled to be completed in next couple of months.

Board’s Quality Assurance Team

- Staff is hiring a Fiscal Monitor and interviews for the position are currently underway.
- The new team member will help build capacity related to financial obligations by providing additional internal oversight and increased support for our partners.

- This will be done by offering additional Technical Assistance and performing internal oversight of various financial functions and reporting requirements.
- b. Operational Updates
- c. Performance and Programs Reports
- Dr. Mark Niederauer provided the Executive Committee with highlights from the Oversight Committee.
 - Centers remain open and operational with most staff being back in the facilities providing services in person. We are still providing virtual services to clients as well.
 - We are keeping a close eye on our WIOA enrollment numbers. Enrollments are lower than projected, but funding is close to exhausted. The cost per participant is coming in high and we will be working with C2 to creatively serve more individuals in the WIOA pool.
 - Bexar and COSA projects are in the final months at this point. Overall performance is ahead of schedule with the exception of OJT opportunities. We are working with C2 on their available funding for each initiative.
 - Overall WSA performance is looking strong. All measures are being met or exceeded with the exception of WIOA earnings in the second quarter after exit.
 - Childcare performance is at 97% (goal is 95%). This is up from 93% from the last report.
 - We are working closely with C2 on their TANF expenditures plan as we are currently behind schedule for this time of year. C2 is working to bring these expenditures up and has a plan in place.
 - Dr. Mark Niederauer deferred to Mr. Mark Milton to continue with program and operational updates.
 - Mr. Milton informed the Executive Committee WSA is working with C2 Global to increase enrollments into the WIOA program. Currently slightly behind schedule but anticipate catch-up occurring in Q2 of 2021.
 - TANF Expenditure rates are lower than the initial projections for this month in the performance period. TWC is not requiring clients to search for work and fewer employment activities are being conducted. Plan is in place to improve spend and staff are meeting weekly to discuss strategies. WSA is working closely with C2 and we some creative solutions.
 - OJT has been a gap for WSA - Trending well under target
 - Individuals enrolling and completing training remains well ahead of goal.
 - WSA has referred over 400 clients to project Quest.
 - Expenditure rates are well ahead of projections.
 - Beginning March 1st, we will be focusing on no new participants and clearing our pipeline, training completion and job placement.
 - WSA is pursuing two new Skills Development Grants – Boeing and Lonestar National Bank at approximately \$500,000 total to train and upskill workers in these populations. Jobs and Education for Texans,

(JET) grants with Boerne, Ingram, and Southside Independent School Districts have been executed.

- Boerne ISD CTE program to secure funding to purchase IT equipment to train 100+ HS students annually in Security Analysts, CISCO, and CompTIA, (\$101,000)
- Ingram ISD CTE program to secure funding to purchase equipment to train 80+ HS students annually in Welding and related occupations. (\$91,000)
- Southside ISD CTE program to secure funding to purchase equipment to train 100+ HS students annually in Welding and related occupations. (\$83,000)
- Mr. Milton also highlighted three success stories.
 - WIOA Adult: “Mark” 23 years-experience in a non-growth occupation; Completed Pre-employment Skills Training;
 - Obtained CDL with WIOA funding; Gained employment as a truck driver.
 - TANF/Choices: “Nakiera” Unemployed upon entry into WSA; Obtained financial resources and supportive services;
 - Obtained Child Care for her 3 kids; Attended JRT and Work Experience; Got a FT job w/Wal-Mart w/benefits
 - WIOA Dislocated Worker “Martha” Laid off from previous job of 5 years; Utilized WIOA to help with skills upgrading and support services; Attended training for Certified Business Accounting Specialist; Completed successfully with honors!
 - Child Care is trending at 97% for children served (goal is 95%) and are on track for the month.
 - WSA is currently ranked in the top 4 of state performers.
 - Board Member Ms. Jamie Allen asked for the meaning of ‘Jobs Created to Fill Rate’ on the Sector Base Model chart.
 - Mr. Milton explained that would be the overall jobs created and how many are filled by particular programs. It is low however and the goal is to place as many people into that particular sector.
 - Board Member Dr. Sammi Morrill recommended a measurement of the industry recognized certification earned.
 - Mr. Lopez added Alamo Board is 95% performance compared to other large boards.
 - Board Member Mr. Ben Peavy asked if thought has been give to how will be providing services now that people will be returning to the office. Will we continue the virtual option and/or will we provide in-person services?
 - Mr. Milton stated WSA will use what we learned during the pandemic to our advantage. For example, completing an application and signing via DocuSign, a tool that we never used before. We are working thru the processes. It will be a hybrid.

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VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Chair

- Chairwoman Cantu asked Dr. Andrea Guerrero-Guajardo to present for Board Member Eric Cooper.
 - Ms. Latifah Jackson provided the facilities updates to the Executive Committee.
 - a. Marbach Location
 - WSA has signed a one-year lease renewal.
 - We will continue to search for a location and incorporate TWC's Vocational Rehabilitation staff in the new location
 - b. Floresville Location
 - We are currently paying rent on a month-to-month basis.
 - The current location is not in a desirable location that had easy visibility to the public. The board is currently in the holdover period for the lease in Floresville which expired on December 31, 2020. WSA has researched potentially feasible options to provide a high-quality workforce center near the current location.
 - Additional options in the area were procured but do not provide the amount of space or parking that is conducive to operating a high-quality workforce center. A summary of additional options procured is available upon request.
 - The landlord has offered to renovate the space as needed by WSA.
 - Legal Counsel Frank Burney asked if the local Chief Elected Official (CEO) has been notified of the re-location. Mr. Lopez stated yes, the Judge has been notified and approves of the move.
 - Discussion and possible action to authorize the WSA Chief Executive Officer to execute a new lease agreement with McBride Thuney Enterprises.
 - Legal Counsel Frank Burney asked how long is the lease. Ms. Jackson replied, the lease will be for five years.
- Upon motion by Board Member Mr. Doug Watson and 2nd by Board Member Mr. Mitchell Shane Denn, Executive Committee unanimously approved WSA Chief Executive Officer to execute Floresville new lease agreement.**
- c. San Antonio Foodbank
 - WSA and the Foodbank are currently in negotiations to offer integrated services. The two entities service the same clients, and this collaboration would benefit the client as a one stop center. WSA is proposing a small staff and a resource center for the campus.
 - d. Update Local Plan Implementation
 - Dr. Andrea Guerrero-Guajardo presented the implementation of the Local Plan and the next steps.
 - 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. The work plan includes specific steps toward development of the Sector-Based Partnership model including dissemination of economic and workforce analysis detailing target

- sectors, industries, and occupations, development of expertise of WSA team and embedding sector-based concepts existing work, and the development data indicators, associated activities, and outcome metrics.
- Step 1:
 - Economic and workforce analysis to define target sectors, industries, and occupations
 - Establish WSA as a convener
- Dissemination of the WSA vision across sectors
- Step 2: Develop expertise of WSA team and embed SB theories into existing work
 - BSU Reorganization
 - Program Talent Pipelines
- Step 3:
 - Develop data indicators, associated activities, and outcome metrics
 - IT/Cybersecurity pilot
- Step 4: Launch Meeting/Execution
 - Engage business leaders and key stakeholders
 - Affirm shared priorities
 - Business leaders and key stakeholders commit to specific next steps
 - Create space for non-employer organizations to identify roles in the model
 - Distribution of executive summary and create plan for continued engagement
- Step 5: Sustainability
- Companies/employers, education and training partners, workforce and economic developers recognize value of sector-based partnerships as an opportunity for:
 - Collective solutions and shared costs
 - Expedited understanding of industry needs and career pathways
 - Access to data and other resources
- Ongoing evaluation and assessment, reaffirmation of the shared priorities, and 2-year Local Plan modification.
- e. Status of Procurement Diversity Policy (SMWVBE)
 - Ms. Latifah Jackson provided the Executive Committee with information to adopt the proposed changes to the Procurement Policy.
 - 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 procured 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.
 - The high-level proposed changes of the policy are:
 - Solicit to a minimum of 2 SMWVBEs for any purchase \$3,000 or greater.
 - Join the South Central Texas Regional Certification Agency (SCTRCA). The SCTRCA has a MOU with the state that

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accepts its certified vendors as HUBs on the Comptroller Website.

- Participate in outreach efforts to the SMWVBE Community
 - The Texas Workforce Commission has adopted the State's expenditure goals as its own.
 - WSA spending for October 2020 to April 2021 was 36.5%.
- f. Procurement Policy Revision
SMWVBE Report
Upon motion by Board Member Mr. Frank Crowder and 2nd by Board Member Mr. Doug Watson, Executive Committee unanimously approved the revisions to the policy.

IX. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Unemployment Claims & Responses
 - This report is based on 332,273 total unique claimants filing a claim from 03/01/2020 through 05/08/2021. Weekly claims show the following breakdown:
 - Active Claimants: 328,397
 - Returned to Work: 260,670
 - 44.3% Reemployed
 - About 17.0% of the 121,864 Claimants recorded this year have returned to Work.
 - Averaging around 27,000 claims for the previous three months have been high. Unemployment claims are still high.
- b. PEO Go-Live Date May 8, 2021
 - WSA Board Staff has transitioned to PEO and first payroll ran last week.
 - HR issue arose and PEO stepped up and was very professional.
- c. Staff Returning to Office/Centers
 - We are updating our policies and working with PEO to ensure questions are addressed from staff. We will begin within three-four weeks a staggered schedule and within a few weeks provide staff to return to office date.
- d. Employer Events
 - Held vaccination clinics at Datapoint for both staff and clients.
 - We held Seguin job fair and had the W.O.W. bus equipped computers
 - The W.O.W. bus is available if Board Members have job fairs at their locations.
- e. Success Stories
- f. Marketing & Media Update- Cristina Bazaldua
 - Cristina Bazaldua, Director Public and Government Relations provided information to the Executive Committee on the continuous progress of marketing and communications.
 - Rating is at 4.5 – In January it was at 2.8.
 - Social Media Engagement has increased - Anywhere from 300 up to 2000 views (per day)
 - Posts include more than Job Fair information
 - Facebook: 5,814 Followers (+164 From March 2021)
 - Instagram: 755 Followers (+43 From March 2021)
 - LinkedIn: 700 Followers (+56 From March 2021)

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- Twitter: 1,508 (+32 From March 2021)
- Marketing Requests: On-line Marketing request (form) created 4/12/21
 - Total number of requests is 35 (in 51 days)
 - Marketing Collateral
 - Social Media
 - Website
 - Media
- TWC asked WSA to share our action plan for Hotel & Restaurant Hiring Event
- Scheduling headshots with Board Members within the next week.

X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Leslie Cantu

- Update County & City of San Antonio Workforce Programs
 - WSA is working very closely with COSA.
- City's Ready to Work Program
 - Chairwoman Cantu announced WSA Board Staff has reviewed the RFP for Ready to Work Program and with much discussion it appears WSA will not proceed to submit a proposal for this program. The final decision will be shared at a later meeting.

XI. Next Meeting: July 23, 2021

XII. **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;**
- 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.**

XIII. ADJOURNMENT

Presenter: Chair Leslie Cantu

Upon motion by Board Member Mr. Doug Watson, Executive Committee adjourned at 11:39AM.