



EXECUTIVE COMMITTEE MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
March 19, 2021
10AM

WSA BOARD MEMBERS: LESLIE CANTU (CHAIR); JAMIE ALLEN (10:08AM) (VICE CHAIR) ERIC COOPER, (10:10AM) BEN PEAVY, DOUG WATSON, DR. MARK NIEDERAUER, MARY BATCH, ELIZABETH LUTZ, LISA NOVARRO-GONZALES, DR. BURNIE ROPER, MITCHELL SHANE DENN, DAWN VERNON, DIANA KENNY (10:04AM)

WSA BOARD STAFF: ADRIAN LOPEZ, MARK MILTON, LOUIS TATUM, MELISSA SADLER-NITU, MANUEL UGUES, GABRIELA HORBACH, JOSHUA VILELLA, JESSICA VILLARREAL, CRISTINA BAZALDUA, RACHEL COCHRAN LINDA G. MARTINEZ, ELIZABETH EBERHARDT, ESTHER METCALF, MICHAEL DEFREES, ROBERTO CORRAL, CHAKIB CHEHADI

LEGAL COUNSEL: FRANK BURNEY

PARTNERS: POOJA TRIPATHI, DIANE RATH

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.

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

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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: 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
 - Executive Committee Meeting Minutes - March 19, 2021**Upon motion by Ms. Mary Batch and 2nd by Mr. Doug Watson, Executive Committee Meeting minutes were approved. Committee unanimously approved motion carried.**
- V. AUDIT & FINANCE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mary Batch, Chair
 - Financial Reports
 - Mr. Tatum provided a review of budgets and grants, which have lower expenditures due to COVID-related issues but will likely be spent by end of fiscal year. Board members asked questions regarding specific grants and expenditures.
 - Mr. Doug Watson asked how much money was in that grant.
 - Mr. Doug Watson also requested that this be added to the next Child Care Committee meeting agenda.
 - Mr. Tatum replied he did not have the exact amount but would get that. he estimated there was \$53k.
 - Mr. Ben Peavy also asked if a small African American business minority owned company was being provided the rapid response grant.
 - Mr. Lopez replied the previous vendor is no longer contracted with WSA. This was a decision that was rendered to the committee back in Feb/March of 2020. There was a potential contract renewal, however, the contractor did not successfully meet the fiscal integrity review. The contract with transferred to C2Global. During the RFP process, there was a stipulation that C2Global could potentially handle Rapid Response.
 - Monitoring Update

- Mr. Tatum reported on fiscal monitoring contract with Ms. Christine Nguyen. This serves to provide the Board of Directors with a briefing regarding the status of the Fiscal Monitoring Services contract.
- The 4th and final renewal of WSA's Fiscal Monitoring Services contract with Christine Nguyen expired September 30th and which was extended through 11/30/2020 for a total cost of \$132,288.13. To that purpose, WSA issued a Request for Qualifications (RFQ) for Fiscal Monitoring Services.
- On January 22, 2021, the Board voted to award the contract to Christine H. Nguyen, CPA, the incumbent.
- Mr. Tatum informed the Executive Committee the contract is being negotiated with Christine H. Nguyen, CPA, and it is expected to effective no later than by March 13, 2021.
- Mr. Tatum also disclosed the estimated annual budget is \$127,105.00 – however, WSA will retain an additional 10% for contingency for an estimate total of \$139,815.50. The duration of the contract is for a period of one year from the date of execution of the agreement which the Board
- may opt to extend for up to four (4) one (1) year extensions based upon WSA needs and the availability of funds. In no event shall the total term of the contract exceed five (5) years.

- Audit Update
 - Mr. Ricardo Ramirez, Director, Quality Assurance provided the Audit/Finance Committee and update on the Financial Auditing Services RFQ
 - Mr. Ramirez explained the phases of this process.
 - Phase 1***
 - On 02/19/2021, Board Staff presented to the Board of Directors the results, ranking, and recommendation regarding the five proposals that were received and evaluated.
 - The Board of Directors determined that it would be beneficial to perform an additional assessment of the top two finalists to secure increased assurances concerning the successful completion of the engagement given the short timelines especially during the pandemic.
 - Phase 2***
 - Additional written information from the two top finalists was received 02/26/2021. This included a written project plan with information covering the following elements:
 - Engagement activities, working remotely
 - Communication with Board Staff
 - Detailed timeline
 - Best and final offer (costs)
 - The additional information is being assessed by the internal evaluation panel.
 - The panel will submit its assessment and Phase 2 scores (on 03/02/2021) to the CEO and CFO for final selection and initiation of negotiations with the selected firm.
 - ABIP was selected as the finalist for the Financial Auditing Services

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- Mr. Frank Burney, Legal Counsel, reminded Chair Cantu and the Executive Committee that the Board had authorized WSA Staff to move forward with the final selection and this item does not need to go to the Board for approval.

VI. CHILD CARE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Doug Watson, Chair

- Child Care Quality Contract Update
- Mrs. Jessica Villarreal, Director Childcare provided an update on the Child Care Quality Contract (CCQ).
- WSA awarded the Child Car Quality, CCQ, contract to the City of San Antonio on February 1, 2021 and is in the process of transitioning contract.
- A sixty-day contract transition period has been determined in the best interest of both contractors, the staff and program. Currently, the City of San Antonio is in the process of interviewing staff, priority will be given to current staff that interested in remaining on board. All staff should be on boarded to the City no later than March 22, 2021. We are currently on target for an April 1, 2021 final contract transition date.
- Mr. Doug Watson asked if the present mentors would be employed by C2Global until April 1.
- Mrs. Villareal explained they are transitioning. COSA is currently onboarding those that have accepted the mentor positions.

VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Chair

- Briefing Monitoring Timeline
 - Mr. Ramirez briefed the Committee on TWC, Financial, and Program Monitoring of contracts. In addition, he briefed Executive Committee on fiscal monitoring of all contractors and programs.
 - Mr. Ricardo Ramirez provided the Executive Committee with an overview of the monitoring timeline.
 - Mr. Ramirez reviewed staff questioning of the two finalists' presentation as relates to COVID delays.
 - He proposed engagement is with ABIP, which scored the highest on combined evaluation, and contract will be finalized this week.
 - Mr. Ramirez also stated the estimated subcontracted costs for financial monitoring is \$127,105, and for program monitoring is \$120,000 (total of \$247,000).
- Operational Updates
 - Mr. Milton provided performance reports on programs and contracts. He represented that 13 or 15 TWC performance measures were being met. Field centers are experiencing intermittent closings due to COVID-19.
 - Board Member Jaime Allen asked in the event we are not meeting goals, is there a contingency plan in place to create awareness and reach stakeholders that may not be aware of the program(s).
 - Mr. Milton answered that is an overall project plan. If there is a shortage, we will have a specific line item in our project plan to increase marketing and awareness. We are doing much more in social media than

has been done in the past. We also have additional funded set aside for most of these grants for that purpose.

- Board Member Jamie Allen recommended that WSA do paid social and search in addition to what being done.
- Mr. Lopez replied WSA has done some paid social mainly in part for the CARES NOW and will re-visit this.
- City of San Antonio, (COSA) Ready to Work contract is meeting all benchmarks except On the Job Training, (OTJ), which is being addressed.
- Second amendment with City of San Antonio, (COSA), is being negotiated now and likely will be executed in next few weeks. Future “Ready to Work” initiative by City of San Antonio, (COSA), will likely be selected on a competitive Request for Proposal, (RFP) process.
- Bexar County CARES is meeting all targets and will be closed out over the next 6 months.
- Mr. Milton reviewed special grants and projects, such OW Lee Furniture and Schreiner University healthcare/dentist schools.
- WSA conducted three significant hiring events in February to include OW Lee (200+ job seekers), a logistics job fair (100+ job seekers), and a drive-thru job fair for Toyota (400+ cars and 350+ job seekers referred for hire).
- Child-care performance numbers are good (96%)
- Job retention/employment is underperforming due to COVID-19 but being focused on for remainder of FY.
- WSA was awarded an additional \$3.5 million in Disaster Dislocated Worker funding – program has launched, and progress is being made on the outcomes. \$1 million of this funding has been approved by TWC for vocational training.
- Mr. Milton also announced C2Glogbal’s new Deputy Director, Mr. John Hershey and added he’s doing a tremendous job.
- **Special Grants and Initiatives**
- WSA is currently managing 20 grants or special programs outside of the traditional TWC formula funding streams.
 - TIP Grant – Seguin and Hill Country Memorial
 - SDF Grant – Seguin and Navarro ISD; Hallmark and NEISD
 - TIP Grant – Caterpillar
 - SDF Grant – United Alloy
 - SDF Grant – Lonestar Construction and Trades
- Performance and Programs Reports
 - Mr. Milton also provided the Executive Committee with an overview of the performance and programs.
 - March 1st COSA submitted an amendment to WSA for the final six months of the program. Additional funding to support more long-term training is the significant change.
 - Projections remain on track for the overall project – Long Term Training is more popular than originally expected.
 - Working through customer service issues and responses from clients – stipends processing has not been a clean process up to this point.
 - OJT has been a gap for WSA - Trending well under target.
 - Individuals enrolling and completing training remains well ahead of

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goal.

- Referrals to case administrator agencies has not occurred at the originally anticipated rate.
- 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.
- We have had significant challenges securing case advances from the county to operate the program.
- Board Member, Mr. Ben Peavey asked if this the program that would be transitioned into SA. Ready to Work?
- Mr. Milton replied, this is the initial program, and the COSA is working on this and additional information will be discussed at a meeting later this afternoon.
- Mr. Frank Burney, Legal Counsel, mentioned the COSA would be putting out an RFP. The Executive and Board of Directors will need to have input once all guidelines have been provided.

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Chair

- Marbach Location
- Mr. Tatum and WSA broker provided a review of the lease options for Marbach location. Three options are being considered, including the current location. Negotiations are underway for a one-year lease at current location to provide time to analyze future options (current lease expires on 5/21). Staff can be relocated if negotiations are unsuccessful.
 - Option 1 - The current space at Marbach Plaza is not the preferred option due the location of the space. The board is looking for a more desirable location that would attract employers and job seekers. This space is being offered at \$11.80/SQF, before any tenant improvements.
 - Option 2: The Shops at 90 located at 7535 Hwy. 90 West. Although this is an ideal location with significant parking, the building needs a new roof, and the current landlord is not willing to contribute to any tenant improvements. This space is being offered at \$15.00/SQF, before any tenant improvements.
 - Option 3: The location at Port San Antonio is currently a warehouse that is located at 628 Davey Crockett. This space can be customized to the needs of the board, where the landlord is will to contribution \$80/SQF in tenant improvements. Parking and a renovation project plan will need to be negotiated. This space is being offered at \$17.00/SQF, before any tenant improvements.
 - Mr. Lopez said an immediate solution would be to move staff temporarily to other centers.
- The Strategic Committee has approved for board staff to enter into a 12-month agreement with the existing landlord to give us time to select a new site and complete the necessary tenant improvements. Workforce Solution Alamo's Real Estate Agent is current working with the existing landlord to negotiate and lease for the next year which currently expires on May 31, 2021. He is additionally requesting additional information from Port San Antonio to determine if the space presented can fit the needs of the board. An update will be provided at the next meeting.

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- Dr. Andrea Guerrero-Guajardo, CIO provided the Executive Committee on the implementation of the Local Plan and the status.
- The submission of the 2021-2024 Local Plan and plans for its implementation. The Local Plan was created with significant input from WSA Board of Directors, WSA Area Judges, San Antonio City Council, Bexar County Commissioners Court, and the Committee of Six.
- 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. WSA has selected four-sectors on which to pilot these efforts, establish a timeline to execute, and a reporting schedule for the board and other stakeholders.
- Local Plan was timely submitted to TWC, with feedback expected in next two months. Staff is moving forward with implementation. Efforts will be focused on targeted occupations in designated industries/sectors. Next steps include ROI to tract efforts. Pilot programs in 2-3 sectors will be commenced to assess ability to have impact.

IX. CEO REPORT

Presenter: Adrian Lopez, CEO

- Unemployment Claims & Responses
 - Unemployment Claims and Responses: most counties are reporting decline in unemployment claims. Highest unemployment claims continue to be in hospitality sector.
 - Board Member Mr. Doug Watson asked if these were initial claims or were these approved claims.
 - Mr. Lopez replied these were legitimate claims approved by TWC.
- Status of Procurement Diversity Policy
 - Mr. Lopez updated the Executive Committee on the Diversity Program, Small, Minority, Women and/or Veteran, Owned Business (SMWVBE).
 - 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 needed 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.
 - Based on a Purchase Order report pulled from WSA fiscal database, there are currently 360 vendors that are under contract with WSA for goods and services. Because WSA does not currently have a SMWVBE Program nor policy, the first part of the development of a program is to look at existing data. Staff sent the list of vendors to the South Texas Regional Certification Agency to cross reference this data with their database. In addition, Staff downloaded Bexar County's Small Business and Entrepreneurship Department Contract and Diversity Management System. Of the 360 vendors, 31 were identified as certified a SMWVBE.

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- Staff presented to the Strategic Committee and asked for their input and suggestions. Board members suggested that in light of the incomplete data, that staff request that all current vendors self-identify and another board member suggested staff survey TWC to see what they are doing.
- Board Member, Mr. Ben Peavy expressed appreciation for initiating this new policy. He commented that aspirational goals were acceptable if actual success can be measured on periodic basis.
- Mr. Lopez informed the new Procurement Director will be taking this on and it will be presented to the Executive Board in June.
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- PEO Implementation- April 1, 2021
 - CEO Lopez reported that final contract with SWBC is being negotiated (delays due to cyber-attack on PEO) and will commence soon.
- Procurement Director to start March 22, 2021.
- Marketing & Media Update- Cristina Bazaldua
 - Ms. Bazaldua provided the Executive Committee her 30, 60, 90, 120-day plan and reported on social media engagements and public events (ribbon cutting for Houston Street office on 3/31/21).
 - She also encouraged Board Members to like/share events on their individual Facebook, Instagram, Twitter pages.
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X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Leslie Cantu

- a. Update County & City of San Antonio Workforce Programs

XI. Next Meeting: June 4, 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

There being no further business, a motion was made by Director Cooper and second by Director Watson that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 11:46 a.m.

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