



EXECUTIVE COMMITTEE MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
November 20, 2020
9AM

WSA BOARD MEMBERS: JUAN SOLIS, III (CHAIR); JOHN BLAYLOCK (SECRETARY); ERIC COOPER, BEN PEAVY, DOUG WATSON, DR. MARK NIEDERAUER, LESLIE CANTU (VICE CHAIR)

WSA BOARD STAFF: ADRIAN LOPEZ, DR. ANDREA GUERRERO-GUAJARDO, MARK MILTON, LOUIS TATUM, ANGELA BUSH, LAVONIA HORNE-WILLIAMS, MELISSA SADLER-NITU, MANUEL UGUES, AARON SMITH, GABRIELA HORBACH, JOSHUA VILELLA, JESSICA VILLARREAL, RICARDO RAMIREZ, CHUCK AGUEWBO, LINDA G. MARTINEZ

LEGAL COUNSEL: FRANK BURNEY

PARTNERS: POOJA TRIPATHI, DIANE RATH, RUBEN DAVILA

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 Solis
The meeting was called to order at 9:01AM

- II. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Chair Solis
There are no conflicts of interest.

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

- IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chair Solis
 - a. Board Meeting August 10, 2020 Minutes
 - b. Child Care Quality (CCQ) RFP Update
 - c. Quality Assurance
 - d. Procurement Reports
 - e. Financial Reports**Upon motion by Mr. Doug Watson and 2nd by Ms. Leslie Cantu, consent agenda items were approved. Committee unanimously approved motion carried.**

- V. AUDIT & FINANCE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mary Batch, Chair
 - a. Budget Amendment #1
 - Mary Batch, Audit & Finance Committee Chair not present. Mr. Louis Tatum, CFO presented to the Committee.
 - Mr. Tatum provided the Committee with the adopted budget for the Fiscal Year October 1, 2020 to September 30,2021, based on estimates of carryover funds and availability of funding in FY21.
 - An analysis of these estimates has been performed, WSA Fiscal is recommending adopting certain adjustments accurately reflect the FY21 budget. The revised budget consists of estimates that will be reconciled as actual funding becomes available. These estimates include projections of carryover funds for programs that have not yet closed and funding that will become available in July of 2021.
 - Mr. Tatum's presentation included discussion and possible action by the Executive Committee to approve an increase in the Fiscal Year Budget by \$25,271,885. This change will increase the agency budget from \$105,121,499 to \$130,339,884.
 - Mr. Tatum stated by modifying the budget to accurately reflect actual funding allows the Board to appropriately monitor budgets, proactively align procurements with the delivery of

- services, and oversee activities which will ensure funding is utilized in a reasonable and necessary manner that aligns with contractual objectives.
- Mr. Tatum also included specific budgetary line items to be increased.
 - o **Corporate Expenditures: Budget Increase of \$260,000**
 - Personnel \$135,000: The increase in personnel cost include the reconciliation of actual salaries to the proposed budget for new hires, fully fund the CARES Accountant through the extension of the program (9/30/21), and transition a marketing position from a contracted service to a full-time employee.
 - Software \$20,000: Purchase procurement software for the efficient management of contracts and agreements.
 - Marketing \$30,000: Increase in external to marketing to provide guidance and support to Workforce Solutions Public Relations and Marketing team.
 - Professional Services \$75,000: Increase temporary staffing budget by \$75,000.
 - o **Facility and Infrastructure: Budget Increase of \$750,000**
 - Equipment & Software: \$500,000 Budget for Information Technology and Security upgrades
 - **Facilities Reserve**: \$250,000 for facilities reserve in the event of unforeseen circumstances related to the relocation of the Marbach location in May of 2021.
 - o **Projects: Budget Increase of \$376,152**
 - Budgeted additional funding that may related to the local plan, strategic goals and objectives that align with the mission of the organization in the 13-County Alamo Region.
 - o **Services Delivery Budget: Budget Increase by \$18,539,858**
- Mr. Juan Solis recommended for transparency, fiscal should provide a breakdown of where funding is being expensed. All entities or funding sources that provide funding to WSA have different criteria and requirements. There are 22 funding sources that fiscal must reconcile and ensure expenses, are correct and criteria is met.
- **Upon motion by Ms. Leslie Cantu and 2nd by Mr. Eric Cooper to approve Budget amendment #1, Committee unanimously approved motion carried.**

VI. CHILD CARE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Doug Watson, Chair

- Mr. Doug Watson, Child Care Committee Chair provided an overview of the newly formed committee.
- The Child Care Committee has met three times in the last few months. It consists of WSA Board Members and non-WSA Board Members, volunteers from childcare community.
- a. TRS Stipend Plan
 - The COVID-19 pandemic created new challenges and compounded familiar challenges for childcare providers. Several providers are struggling to stay in business and have taken on debt during the pandemic.
 - WSA is concerned about losing capacity at TRS providers and consequently limiting access to quality childcare. WSA is requesting consideration and

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approval for \$258,000 in stipends to TRS providers and CCS providers working towards TRS certification.

- WSA staff conducted a survey soliciting information from childcare centers in our area and found that both urban and rural childcare centers are struggling, enrollments are down.
- The Child Care Committee recommended a matrix be developed for distribution of funds.
- Mr. Watson also added the childcare centers were awarded using the 80/20 TRS TRS contract. 80% was awarded to San Antonio childcare centers and 20% to rural childcare centers.
- This funding must be expensed by Dec. 31, 2020.
- TRS Stipend amounts ranged from \$3K to \$18K.

Upon motion by Mr. Ben Peavy and 2nd by Ms. Leslie Cantu to approve TRS stipend. Committee unanimously approved motion carried.

b. Child Care Guidelines

- Mr. Doug Watson provided the Executive Committee with a working paper for the Child Care Committee Guidelines.
- He explained the areas that will be focused on:
 - o Access to High Quality Child Care for every child in the WSA board area
 - o High Quality Teaching Practices, Educator Supports, and Career for EC teachers
 - o Coordinated Systems: Comprehensive, Continuous, and Integrated
 - o Advocacy
 - o Oversight
 - o Family Engagement
 - o Requesting approval of stipends to TRS providers
- Mr. Juan Solis asked Mr. Doug Watson to provide the list of Child Care Committee Member and those non-WSA Board members that have volunteered.
- Mr. Doug Watson named WSA Board Members on the Child Care Committee- Elizabeth Lutz, Betty Munoz, Eric Cooper, non-WSA Board members are: Dr. Sarah Baray, Dr. Henri Munoz, Katherine Filut, Kristi Koth, Ana DeHoyos O'Conner, Kate Rogers

VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Chair

a. Monthly Performance

- Dr. Mark Niederauer gave kudos to Mark Milton, COO and his team for providing good metrics and added WSA is meeting or exceeding all measures.
- Mr. Mark Milton provided the Executive Committee with a briefing on the Performance and Programs.
- Mr. Milton stated WSA is currently meeting all state mandated performance measures. – Only Large Board in Texas.
- WSA is currently leading the state on WIOA Earnings Measures post exit of the program.
- Mr. Milton also provided the below operational updates:

- All Centers are currently open to the public and are receiving clients (appointments and virtually). All parking lots are equipped with WiFi as well.
- Bexar County and COSA projects are in full swing and production is being made on each. Training is projecting on schedule and OJT is behind.
- Staff are working on internal monitoring and audit reports to ensure we are up to date and compliant with all state requirement.
- WSA was awarded an additional \$3.5 million in Disaster Dislocated Worker funding – program has launched, and progress is being made on the outcomes.
- Child Care team has welcomed 14 new Texas Rising Star providers to the Alamo network.
- We are working closely with C2 to develop and formalize the On-the-Job Training Initiative to generate more interest into the program.
- WSA is currently managing 22 different grants and special programs funded by either TWC or Local partners.
- Recent events:
 - Red, White & You event had over 1200+ job seekers and 200+ employers
 - SAMSAT event had 80 enrolled into CARES
 - Health Care Virtual Job Fair – 60+ job seekers and 10+ employers
 - Manufacturing & Skilled Trades – 120+ job seekers and 20+ employers
- Mr. Milton also highlighted the Skills Development Fund- Lonestar Construction
 - Workforce Solutions Alamo (WSA) has partnered with Lone Star Construction to offer a Pre-Apprentice Electrical Training program to members of the community.
 - The training was funded by the TWC Skills Development COVID-19 Grant \$250,000 and WSA provided tuition for trade skills certifications and placement opportunities.
 - Over 30 students (all female) have completed the program and are moving into apprenticeship programs or direct hires.
 - 4th class is scheduled for Nov. 16th exclusively for the hearing impaired.
- Mr. Milton provided a Childcare update:
 - WSA is meeting Performance on our overall average kids served per day.
 - We are UP to 123 Texas Rising Star Providers
 - WSA hired a new Childcare Services Director, Jessica Villarreal
 - WSA staff is working on the Childcare Quality contracts
 - Monitoring funding levels from TWC for new fiscal year.
- Mr. Milton provided an update on the City of San Antonio, (COSA), Train for Jobs SA and Bexar County Strong Program.
 - The greatest challenge has been the OJT enrollments – little interest, fear, pursuit of training options
 - Projections remain on track for the overall project
 - Working through customer service issues and responses from clients

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- Greatest challenge has been the OJT enrollments – little interest, fear, pursuit of training options
- CARES Funding was not fully utilized - timing and OJT inactivity
- Referrals to Project Quest did not pan out as originally expected - lack of interest from clients.

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Chair

a. Local Plan

- Mr. Eric Cooper provided the Executive Committee with an overview of the Local Plan
- The Local Plan has been developed in accordance with guidelines issued by Texas Workforce Commission (TWC).
- There will be a Public comment period with three public hearings TBD January 2021.
- The plan shall be approved by the WSA Board and the Committee of Six (2/21) and its respective bodies (City of SA, Bexar County, Rural Judges), and is due to TWC on or before March 1, 2021.
- **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. Accommodate such workers in the workplace and assist with maintaining and advancing their careers successfully
 - Prepare individuals for employment by supporting education and training that equips individuals 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.
- Mr. Ben Peavy recommended having a four to six month rolling view explaining the focus areas that tie to the priorities of the strategic plan.
- Mr. Adrian Lopez requested Board participation and/or industry champions with the sector-based model.

b. Floresville Location

- Mr. Eric Cooper presented an updated to the Executive Committee on the Floresville location.
- The commercial agent is conducting research to locate available office space and will proceed to survey.
- Mr. Solis mentioned to the committee the Marbach lease will be expire in May and we will have to re-locate.

IX. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Unemployment Claims & Responses

- Mr. Lopez provided an updated on the unemployment claims from periods Feb. 28, 2020 thru Oct. 16, 2020.

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- We are continuing to see an average of 30K claimants per month.
- This data is supplied to elected officials and industry leaders on a regular basis to keep them abreast of the current situation.
- Mr. Lopez also gave an overview of performance metrics:
 - o Met or exceeded 14 of 15 measures (8 of 15 measures WSA ranks 1-3 of large boards)
 - o Over 168,000 total clients served
 - o Over 25,000 job postings
 - o 5,114 program participants
 - o 11,671 hired through Work in Texas
 - o 10,093 children served from over 5,700 families
 - o 669 youth served (14 - 24 years)
 - o WSA rebranding
 - Launched Bexar County Strong Program and outreach efforts
 - Conducted over 15 media interviews and participated on panel discussions
 - Promoted agency as workforce leader
- Mr. Lopez updated the Executive Committee on funding:
 - Disaster Relief- \$3.5 million
 - Skills Development- \$50,000 (United Alloy)
 - Texas Mutual Insurance- \$75,000
- b. Commissioners Court
- c. Re-opening of Centers
- d. New Staff Introduction: Jessica Villarreal, Child Care Director, Chuck Agwuegbo, IT Director and Trema Cote, Monitor II

X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Solis

- a. Update County & City of San Antonio Workforce Programs
 - o Met or exceeded all measures except for On-the-Job Training
 - o Over 1K enrolled into training
 - o Speed and scope are larger than agency history
 - o Citizens of San Antonio approved 1/8 cent sales tax
- WSA could play a vital role in the administration of projects 239
- b. Child Care Committee established Sept 2020
 - o Focus attention to largest set of funds over $\frac{3}{4}$ of the annual funding
 - o Focus Areas
 - o Access to High Quality Child Care for every child in the WSA board area
 - o High Quality Teaching Practices, Educator Supports, and Career for EC teachers
 - o Coordinated Systems: Comprehensive, Continuous, and Integrated
 - o Advocacy
 - o Oversight
 - o Family Engagement
- c. Review of WSA Demographics and Board Make-Up November 2020
- Mr. Solis also provided a breakdown of the Board's make-up.
 - o 14 – Female; 5- Hispanic; Black – 3; Private Sector - 13
 - o WSA hosted more committee and board meetings and pivoted to virtual meetings due to COVID-19.

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- Child Care Committee created and there is more participation with board members
- Every committee and board meeting have met quorum
- d. WSA Board Attendance
 - Mr. Solis stressed the importance of attendance to the Executive Committee. All absences will be excused.
 - Mr. Solis also reminded the Executive Committee the CEO evaluation needs to be completed.
 - Mr. Solis thanked Mr. John Blaylock for his service on the Board
- e. Recommendation of Changes in Board Attendance Membership Based on Attendance

XI. Next Meeting: TBD, 2021

XII. Executive Session: No 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 Solis

Upon motion by Mr. Eric Cooper and 2nd by Mr. Ben Peavy to adjourn the meeting. Committee unanimously approved motion carried.

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