



EXECUTIVE COMMITTEE MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
March 18, 2022
10AM

Board Members: Leslie Cantu (Chair), Sammi Morrill, Eric Cooper, Dr. Mark Niederauer, Frank Crowder, Mary Batch, Ana Dehoyos-O'Connor, Ernest De La Rosa

Partners: Diane Rath

WSA Counsel: Frank Burney

WSA Board Staff: Adrian Lopez, CEO, Linda Martinez, Angela Bush, Dr. Andrea Guerrero-Guajardo, Brenda Garcia, Rebecca Espino Balencia, Shantelle Artis, Jeremy Taub, Brenda Garcia, Gabriela Horbach,

AGENDA

Agenda items may not be considered in the order they appear.

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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: Chairwoman 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: Chairwoman Leslie Cantu
None

- III. PUBLIC COMMENT
Presenter: Chairwoman Leslie Cantu
None

- IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chairwoman Leslie Cantu
 - a. Executive Committee Meeting Minutes November 29, 2021
 - b. Budget Amendment #1
 - c. Approval of LK Jordan Temp Agency Contract Increase
 - d. Approval of Procurement Consultant
 - e. Quality Assurance Timeline
 - f. Staff Performance Review – Cost of Living Allocation and/or Merit
 - g. Fiscal Agent Transition
 - h. Audit Update- March 14, 2022
 - i. Facility Updates: Boerne, Floresville, Port SA, San Antonio Food Bank
 - j. Procurement Diversity Policy Update (SMWVBE)
 - k. Early Matters: Accomplishments, Current Initiatives, Next Steps
 - l. Procurement Projects and Contracts Summary**Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Board unanimously approved consent agenda items a-l.**

- V. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mary Batch, Audit & Finance Committee Chair
 - Chair Batch referred to Dr. Guajardo to provide the overview for the Managed Security and Cloud Migration Services.
 - a. Approval of Managed Security Services
 - b. Approval of Cloud Migration Services
 - Dr. Guajardo provided the overview, history of IT improvements over the last year and interaction with staff for IT/Cyber awareness. Special efforts have been made to educate board staff on the dangers of cyber-attacks. WSA is requesting for Executive Committee approval of Managed Security and Cloud Migration Services.
 - These services will offload management of the server infrastructure and security oversight to third party vendors who have the tools and resources to support a 24/7 operation support and have the resource to be proactive with

management. Implementing of this solution will make our organization more secure and allow the team to be more focused on innovation.

- Mr. Chuck Agwuegbo, Director of Innovation and Technology presented additional information. He has met with several vendors that would best suite WSA technology infrastructure.
- The estimated timeline for Security Operation Center implementation is approximately four to six weeks, and Cloud Migration will take approximately six months. We are targeting to begin both solutions before April 1, 2022, to have fully implemented by the end of the FY22. Mr. Agwuegbo also explained the cost comparison for cloud migration managed versus in-house.
- Rural Partner Diane Rath asked who the current provider is. Dr. Guajardo stated it is still operating on a local network as it has been. Dr. Guajardo clarified WSA we continue to keep on IT Board Staff and vendor will assist and maintain managed security and cloud migration.

Upon motion by Board Member Eric Cooper and second by Board Member Ana DeHovos O'Connor, the Committee unanimously approved the engagement and costs associated with Managed Security Services and Cloud Migration Services.

c. Financial Reports

Chair Mary Batch referred to Angela Bush, CFO to present the financial reports to the Executive Committee.

- Ms. Bush explained the financial reports through January 31, 2022, have been prepared for the fiscal year October 1, 2021, through September 30, 2022, the straight-line expenditure benchmark is 33.33% of the budget. An analysis has been performed outlining Corporate and Facility Budgets, as well as the Grant Summary Report.
- She addressed several programs that have received additional funding and staff is working to spend such funds, as well as grants fund from Lone Star National Bank.
 - o TANF- The board is working closely with the contractor to increase expenditures. We may become eligible for a TANF Initiative for Youth Prevention Services.
 - o SNAP – An additional SNAP allocation of \$887,500 has been received, and this will closely aligns budgets and expenditures.
 - o RESEA- This grant reaches out to long term unemployment recipients to re-engage them in the workforce system. Performance is currently at 96% of the performance target. WSA is on target to expend this grant by 12/31/2022.
 - o MILITARY FAMILY SUPPORT- This grant will support Military Spouses; we are focusing on outreach to increase participant in this grant. We expect to expend this grant by 12/31/2022.
 - o Texas Industry Partner Grants: All TIP reimbursements are in process and are expected to fully expend within grant period.
 - o Pilot Navigator Program: New Program that select boards are participating in to outreach to victims of sex trafficking. The Navigator was hired in January of 2022, and we expect expenditures to materialize.
 - o National Dislocated Worker Grants:
 - COVID 19: This grant was extended through March 31, 2023; WSA was award an additional \$1.9 million dollar. Total grant value increased to \$6,452,066

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- Winter Storm Grant: WSA was recently approved to increase participant training to increase expenditures. Total Grant value \$280,906.
- Chair Cantu asked if the State has reinstated the participation requirement for TANF recipients. Brenda Garcia added there are special initiatives to expend the funding. Contractors are working with hospitality industry to provide support services.
- d. Financial SIR Child Care – Jessica Villarreal, Child Care Director
 - Chair Mary Batch referred to Jessica Villarreal, Director Child Care to present the Service Industry Recovery (SIR) Update to the Executive Committee. However, she was not available as she was attending another childcare meeting.
 - Ms. Bush explained that due to COVID-19, Texas Workforce Commission (TWC) continued economic recovery with and to support Texas’ implemented a Service Industry Recovery (SIR) childcare program to help low-wage workers in TWC-specified service industries who generally operate in close quarters with their customers and whose jobs cannot be accomplished remotely. While TWC is targeting aspects of the service sector with SIR childcare, all families continue to have access to TWC’s regular low-income childcare subsidy program.
 - Based on TWC’s unofficial report, received on 2/24/2022, WSA had enrolled 1,796 children with percentage of goal at 39% of the 4598 target.
 - This initiative was funded with federal Child Care stimulus funds. To have sufficient time to re-purpose these time-limited funds, we will be analyzing SIR enrollments, determining how much is needed to support the children enrolled, and bringing forward a Commission agenda item in June to modify the SIR Distribution based on this information.

VI. CHILD CARE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O’Connor, Child Care Committee Chair

Chair Ana DeHoyos O’Connor informed the Executive Committee that she would like to schedule meetings with the Executive Committee members. She is in centers in San Antonio.

- a. Child Care Performance Briefing
 - This is an update to the Child Care Committee on the Child Care Performance WSA continues to provide oversight & guidance to Child Care Contractor as they monitor & process enrollments. WSA & Child Care Contractor, maintain ongoing communication on TWC’s performance target goal, which outlines that for a board to meet performance, they must maintain enrollment at/or between 95 – 105%. WSA’s Performance target for 2021 was set at 9544. BCY 22 targets for Alamo FY 22 is 9364. Our most recent TWC enrollment report for the month of December, shows that Alamo is still high at 108% average enrollment, with Alamo board expending 10,113 Year to Date Average units of care. Alamo must watch for attrition before opening enrollment, to return to acceptable performance range established by Texas Workforce Commission.
 - TWC’s expected performance targets affect board funding. TWC provides boards a performance status methodology that shows that a board meets performance staying within 95-105%, boards exceed performance at 105% or above, and boards do not meet performance with less than 94.99%, both impact boards negatively.
 - WSA & Child Care Contractor will continue to monitor performance to ensure enrollment remains at a level that will not negatively impact performance

- b. Texas Rising Star (TRS) Assessment Update
 - Chair DeHoyos O'Connor provided an overview on the State & Local Board Assessment Progress. There are 47 completed certifications, nine centers deferred due to COVID or other issues. There are 79 centers awaiting recertification assessments.
 - Texas Rising Star program is seeking to improve quality childcare by certification. Some centers were recipients of grant funds for teacher scholarships and center improvements. She also addressed the mentors, their caseloads, how they work very closely with centers and to ensure they are prepared to become Texas Rising Star ready.
- c. Briefing on Partnerships & Trajectory towards Quality
 - Our mission is to strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. WSA's Child Care continues to work closely with many partners, agencies, and organizations to seek out opportunities available that can aid in bridging the gap between Child Care and our local Workforce.
 - WSA distributed funding to 20 providers in the amount of \$2,500 to \$5,000 each. These providers purchased a variety of materials and equipment. The most popular purchases included about \$13,500 in Mud Kitchens/Accessories, and \$13,000 in furniture, \$7,000 in Music/Movement
 - WSA is also encouraging continued professional development and quality instruction, WSA offers Child Care staff the opportunity to apply for a scholarship covering the cost of tuition at San Antonio College to earn a Level II Early Childhood Studies Certificate.
 - In Spring of 2021, 11 individuals were awarded scholarships totaling \$7,093 and received an incentive totaling \$11,000 for successfully completing the semester. One staff has successfully completed her Level II Early Childhood Studies Certificate.
 - Childhood Studies Certificate.
 - In Fall of 2021, 18 staff were awarded a scholarship totaling \$12,284 and will receive their completion incentive in 2022. One staff has successfully completed her Level II Early Childhood Studies Certificate.
 - WSA Child Care team, will continue collaborating, discussing, and partnering with others on topics relating to Early Child Care. Alamo board will continue servicing families through Child Care Services and continue the goal of creating innovative and sustainable opportunities that aid in the enhancement of quality in Child Care centers located in the Alamo board region.

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Committee Chair

- a. Local Plan Progress
 - i. Strategic Partnership Update- Caroline Goddard, Strategic Community Partnerships Manager
 - ii. Labor Market Data
- Chair Eric Cooper provided update on field offices and review of Local Plan. Employment post-Covid is showing growth. The Sector Based Model is in Phase 3. Board staff and service provider teams continue working sessions focused on data collection 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.

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- Board staff also present the draft Sector-Based Scorecard and conceptual map of the Alamo Workforce ecosystem. Staff requests input and feedback from committee members about these two items as they continue to be developed.
- Board Member De Hoyos O'Connor asked if there is data that can be provided specifically for early childhood and childcare.

VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Oversight Committee Chair

a. Performance, Programs and Operational Update

- Rebecca Espino Balencia provided an update on Programs and Operational updates. Some of the performance data is below expectations, largely due to Covid. Child Care is at 107%. She also discussed the grant from Lone Star National Bank. Teacher Internship grant was approved.
- WSA is pursuing two new initiatives: SA Ready to Work and Good Jobs Challenge. Each initiative will be part of the newly established WSA Consortium made up of 8 local service providers and community-based agencies.
- Bexar County and COSA projects are in final stages with emphasis being placed on training completion and job placement. We are currently working with Bexar County to obtain the funding needed to finalize and close out program which is approximately \$600k in total.
- WSA conducted six significant hiring events in a month with over 1000 job seekers attending in total.
- WSA is currently managing 20 grants or special programs outside of the traditional TWC formula funding streams.
- Chair Cantu requested that the other grants be included in the performance measure to show how WSA fared.
- Board Member DeHoyos O'Connor asked who within the community receives the success stories. CEO Lopez stated each month he sends out communication to elected officials. WSA will also be added success stories to centers.
- Chair Cantu added including success stories to WSA social media platforms.

b. UI Work Search Requirement (Discussion and Possible Action)

Presenter: Dr. Andrea Guerrero-Guajardo, CIO

- Boards are required to conduct an annual review of the minimum number of weekly work search contacts for each county; develop, adopt, and modify policies for the appropriate methodology for formulating the required number of work search contacts for the workforce area and maintain written copies of the policies. The primary purpose of the weekly work search contacts is to have a methodology that assists the local area to test that claimant are "able, available, and actively seeking work." Commission rule directs UI claimants to make a minimum of three work search contacts per week to demonstrate they are actively seeking work. Boards are required to conduct an annual review, analysis, of the minimum number of weekly work search contacts for each county.
- Yearly study (suspended under COVID) to evaluate number of workforce job searches. Studies show 2.5 jobs are available for every candidate looking locally. Chair Leslie expressed desire for a review of increasing job search interviews to four or five per week from current three mandate. CEO Lopez stated WSA is more progressive than other boards.
- Chair Cantu recommended to open this topic to the full board for further discussion.

- Quality Assurance Update
- c. TWC Equal Opportunity Monitoring Letter
 - Mr. Ricardo Ramirez, Quality Assurance Director provided an overview of TWC monitoring, contract review, and procurement RFPs for third party monitoring.
 - TWC's Annual Monitoring was completed, and we are waiting for a Final Report. Once received, the results will be reported to the Board. TWC Certified WSA's Monitoring.
 - The financial contract was renewed for a one-year term starting 02/01/2022 and ending 01/31/2023 for \$136,605; Program contract ending 09/30/22 for \$120,000 is on its last year and is going out for procurement (timeline is in planning stages with new Procurement Director).
 - Chair Cantu asked how the technical findings corrected. Mr. Ramirez stated WSA recommends contractors create processes and training for items that may need to be addressed/corrected.
- d. Introduction New Procurement Director, Jeremy Taub, CPPO

IX. YOUTH COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ernest de la Rosa, Committee Chair

- a. Youth Services Committee Purpose
 - The Youth Committee will assist with planning, operational, and other issues related to the provision of youth services. The Committee will help identify gaps in services, coordinate youth policies and procedures, ensure quality services, leverage financial and programmatic resources, and recommend eligible youth service providers.
 - There are 331,383 youth 16-24 that live within the 13-county region of which 156,949 are employed and 22,785 are unemployed (12.7% unemployment rate). The labor force participation rate of this age category is 54.2%, which is the lowest participation rate except for those 65 years or older.
- b. RFP Update: Youth Contract
 - The Board is issuing this Request for Proposals to solicit qualified bidders to implement the WIOA Youth activities. The successful offeror will demonstrate the capability to lead the Board to achievement of the stated goals. The services and activities being sought by the Board are the management and operation of the WIOA Youth Program to include staffing and provision of services to eligible youth throughout the Alamo region. The Youth Program is to be linked closely to the local labor market and community youth programs and services, with strong connections between academic and occupational learning.
 - Board Member DeHoyos O'Connor recommended reaching out to VIA Transit for transportation for youth, reaching out to YMCA & YWCA and school districts partnerships.

- Over 2000 youth have been served through both contractors since 2018, largely focusing on Out of School Youth, with approximately 450 youth entering employment. The State's primary performance metrics have been met or exceeded; however, the number of youths being served has been steadily declining, in part to the fluctuation of funding.
 - o FY 17 \$3 million
 - o FY 18 \$2.7 million
 - o FY 19 \$2.5 million
 - o FY 20 \$3.7 million
 - o FY 21 \$2.5 million

X. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. SA Ready to Work Update
 - \$183M program, with \$102M awarded to WSA and consortium. Targeted participants are those making less than 250% of federal poverty guidelines.
- b. Good Jobs Challenge
 - \$25M grant request submitted augment resources for the consortium. There are two other grants that were not solicited. The San Antonio Area Foundation awarded WA \$130,000 to do capacity work for their agency and a pilot program. We will also look at investing funds to the WSA Workforce Academy.
- c. New Grants- Lone Star National Bank
 - \$500,000 skills development fund awarded
- d. Grand Openings
 - i. SA Food – Soft Opening – Feb 28
 - ii. Boerne – April 20
 - iii. Floresville – May 3

XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. 2nd Chance Initiative
 - There are up to six employers on this program. We are meeting bi-weekly with the Manufacturing Institute and will contribute \$50,000. Chair Cantu presented 2nd Chance Initiative to the City of Arizona.
- b. BOD Attendance
 - Chair Cantu asked that Board Members be aware of attendance and it's a key factor of being a member of the board.
 - Chair Leslie announced that Dr. Niederauer will be stepping down as Oversight Chair but will be staying on the Board. Well done!
 - Chair Cantu recommended that Board Members take time to review the success stories.
- c. Success Stories
 - i. Child Care
 - ii. Youth
 - iii. Adult

XII. Next Meeting: June 3, 2022

XIII. Executive Session:

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Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board may move 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.**

XIV. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

There being no further business, a motion was made by Board Member Eric Cooper the meeting adjourn. The meeting adjourned at 11:59 a.m.

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