



EXECUTIVE COMMITTEE MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
June 6, 2022
1PM

Board Members: Leslie Cantu (Chair), Esmeralda Perez, Eric Cooper, Frank Crowder, Mary Batch, Ana Dehoyos-O'Connor, Diana Kenny, Tony Magaro, Dr. Sammi Morrill

Partners: Diane Rath, Jordana Matthews, Mike Ramsey, Michael Blair

WSA Counsel: Frank Burney

WSA Board Staff: Adrian Lopez, CEO, Linda Martinez, Angela Bush, Dr. Andrea Guerrero-Guajardo, Manuel Ugues, Rebecca Espino Balencia, Caroline Goddard, Jeremy Taub, Brenda Garcia, Katherine Pipoly, Penny Benavidez, Jessica Villarreal, Dr. Ricardo Ramirez, Trema Cote Roberto Corral, Chuck Agwuegbo

Guests: Janet Pitman, and Michael 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.

The Chairwoman of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

For those members of the public that would like to participate and cannot attend in person at the host location, 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) 272-3250.

**Please join WebEx meeting from your computer, tablet or smartphone.
You can also dial in using your phone.**

United States (Toll Free): 1-415-655-0002

<https://wsalamo.webex.com/wsalamo/j.php?MTID=m243746814d11d0a364262c81e40a7688>

Access Code: 2499 441 0341

New to WebEx? Get the app now and be ready when your first meeting starts:

<https://www.webex.com/>

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 1 p.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, March 18, 2022

b. Child Care- Contracted Slots

c. RFP Update:

i. Managed Security Services

ii. Cloud Migration Services

iii. Youth Contract

iv. Commercial Janitorial Services for Centers

v. Program Monitoring Services

Upon motion by Board Member Frank Crowder and second by Board Member Ana DeHovos O'Connor, the Board unanimously approved consent agenda items a-c. and sub items-i-v.

V. RATIFICATION OF THE SAN ANTONIO READY TO WORK CONTRACT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, CEO

- CEO Lopez explained to the Executive Committee and requested their approval of the ratification of the SA Ready to Work Contract.
- CFO Bush briefed the Committee on terms and execution of the Ready to Work contract, which resulted from a public RFP process with seven local partners in a contract in excess of \$100M dollars. Work has commenced with COSA and WSA's partners on this 3—5-year project. Due to COSA urgency to move forward with the contract, CEO Lopez executed the Ready to Work contract. Letters of

intent were also sent out to the consortium partners.

- Board Member Tony Magaro asked if WSA has efficient staffing for the SA Ready to Work initiative over the next three years. Ms. Bush stated additional funding has been added to temporary services. The consortium partners will handle their own staffing.

Upon motion by Board Member Tony Magaro and second by Board Member Frank Crowder, the Board unanimously approved the ratification of the San Antonio Ready to Work contract.

VI. FY21 AUDIT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Janet Pitman and Michael Del Torro, ABIP

a. Annual Audit

- Ms. Janet Pitman and Michael Del Torro with ABIP auditing firm provided an overview of the audit for the fiscal year ending September 30, 2021. The Financial Audit, Unmodified (clean opinion). There were no modifications; no control findings to report.
- CEO Lopez acknowledged Board Staff for all their hard work especially with the pandemic constraints and additional funding that came from both Bexar County and CoSA.
- Board Member Eric Cooper also acknowledged the fiscal staff and auditors for getting the audit out in a timely manner despite the current pandemic situation.
Upon motion by Board Member Mary Batch and second by Board Member Eric Cooper, the Board unanimously approved and accepted the audit for fiscal year ending September 30, 2021.

VII. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Audit & Finance Committee Chair

Audit and Finance Committee Chair Mary Batch deferred to Ms. Angela Bush, CFO to provide presentation.

a. Financial Reports

- CFO Bush reviewed the budget to actuals corporate expenditures and the various grant programs, and key variances.
- b. Update Child Care Funding
 - Child Care increased in funding by \$4,803,249, increasing the award from \$89,359,402 to \$94,162,651. This is our largest single source of funding. Child Care Quality grant extends through March 31, 2023.
- c. Update TWC Monitoring
 - TWC conducted its annual monitoring and found that WSA failed to revoke TWIST access in a timely manner. Corrective Action Plan to address TWIST access in a timely manner and review of procurement will be addressed through a third-party review.
 - Another area of concern was Procurement. WSA contracted with procurement consultant for assessment and evaluation to strengthen procurement procedures.

- Ms. Batch also commended CFO Bush, her staff, and the auditors for all their work.
- Board Member DeHoyos O'Connor asked if comments/success stories from clients enrolled in the Summer, Earn and Learn, SEAL Program would be provided later? Ms. Rebecca Espino Balencia stated WSA is working closely with the Marketing & Communications department to gather success stories and share with the Board.

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

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

a. Child Care Performance Briefing

- Child Care Committee Chair Ana DeHoyos O'Connor and Katherine Pipoly, COO, provided an update to the Executive Committee. TWC's performance goal range of meeting performance: 95 – 105% and to remained.
- BCY 22 target for Alamo FY 22 is 9364. Alamo continues to attrition down and is currently averaging 9661 units year to date, with the unofficial year to date percentage averaging at 103.98% of the annual target. TWC re-evaluated the funding distributed to the boards for 2022, and supplemental funding has been allocated, which has aided the effort to continue enrolling additional children in care, without negatively impacting the performance target.
- WSA Board Staff continue to monitor the data that reflects the most vulnerable families in programs such as CHOICES, low income, former DFPS, and homelessness to ensure their needs are met.

b. Texas Rising Star (TRS) Assessment Update

- Ms. Pipoly also updated the Executive Committee on the Texas Rising Star Assessment. Alamo has completed a total of 75 assessments. WSA Assessors are scheduled to complete assessments for 34 centers between April and July. 32 additional centers, who are considered priority 5, based on TWC's priority groupings. Priority 5 consists of Recertification assessments and unannounced annual monitoring visits that are due September 1, 2021–March 31, 2022.
- In Bexar County there are a total of 423 early learning programs, (26.71%) and there are 130 in rural early programs, (16.15%). WSA is working in conjunction with Partners to better service the rural community.
- Board Member Mary Batched asked how long it takes for assessments to be completed. Child Care Committee Chair DeHoyos O'Connor stated it depends on the size of the program/center. We work closely with the mentors to ensure the center directors are prepared for the assessment.
- The Coronavirus Response and Relief Supplemental Act (CRRSA) Fund was used to provide incentives to centers for their childcare staff. Initiative designed to incentivize Early Learning Program staff for their dedication & commitment to providing quality education & care for children enrolled in a Texas Rising Star certified program. 298 Early Learning Program staff have received incentive award and a total of \$89,400 was awarded. Many centers stayed open during the pandemic as essential workers providing childcare service.

c. House Bill 619: 2022 Childcare Work Group Strategic Plan

- House Bill 619 – Strategic Plan to Support Child – Care Workforce. The purpose is to create a recommended plan for TWC to address workforce pay & turnover, workforce quality, Independent School Districts (ISD)/childcare partnerships, education and training of childcare educators and of course, special consideration for LWDAs.

IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Committee Chair

Mr. Eric Cooper provided a high-level overview to the Executive Committee.

a. Local Plan Progress

- Chair Cooper and Dr. Guajardo reported on Local Plan and the progress to date, targeted occupations, and demand planning.
- The most recent labor market data indicates an 4.2% unemployment rate for the 13-county Alamo region compared to 4.7% statewide unemployment rate. Detailed unemployment rates by county and MSAs within the Alamo region are presented.

b. Marbach Lease Extension

- Chair Cooper reported the current lease at Marbach expired on May 31, 2022 and has been extended on a month-month basis until the new facility is move-in ready.
- The monthly rent remains \$18,000 plus common are maintenance expenses for \$4,608, for a total monthly rent of \$22,608. The lease is cancellable with thirty (30) days' notice.

c. Procurement Diversity Policy Report (SMWVBE)

- The Board is currently at 19.8% of its goal of 20% of expenditures to SMWVBE. 100% of SWMVBE are Small Businesses. There are 17 total Vendors through March 31, 2022.

X. TEXAS WORKFORCE COMMISSION AWARDS

Presenter: Dr. Andrea Guerrero Guajardo

- Dr. Guajardo briefed to the Executive Committee the Texas Workforce Commission Awards and to identify potential nominees for the 2022 Texas Workforce Awards.
- Award categories are Small Employer of the Year; Veteran-Friendly Employer of the Year; HireAbility Employer of the Year and Local Employer of Excellence

XI. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- Dr. Morrill was not available for this meeting. CEO Lopez asked WSA Board Staff provided the updates to the Executive Committee.
- a. Performance, Programs and Operational Update
- Ms. Rebecca Espino Balencia, Community Initiatives Manager, highlighted the programs, operations, special grants, and other initiatives. WSA is meeting and/or exceeding 13/15 TWC-contracted performance measures. Plans are in place to improve WIOA Dislocated Worker Post quarter.
 - COSA project is in final stages with emphasis being placed on training completer and job placement. Placements continue to increase as participants complete

- training.
- 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 eight (8) local service providers and community-based agencies. SA Reay to Work is moving forward. There is no update on the Good Jobs Challenge application submitted.
- WSA is working closely with C2 to develop and formalize the sector-based model and have made significant progress in tracking the data.
- WSA is currently managing 20 grants or special programs outside of the traditional TWC formula funding streams.
- Board Member Tony Magaro asked what happens to the funds that are not expended before the contract is completed. If any grant funding is not expended, funding will be relinquished to the State and the State will re-allocate.
- b. Quality Assurance Update
 - Dr. Ricardo Ramirez, Quality Assurance Director updated the Executive Committee on monitoring. TWC issues monitoring reports summarizing the results of monitoring activities. If there are no administrative findings or questioned costs, a 'management letter' is issued. TWC formally recertified the Board's QA monitoring function.
- c. Upcoming and Expiring Contracts

XII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. New Grants
 - CEO Lopez reported there has been an additional \$4.8M in childcare funds received.
- b. Introduction New Staff
 - Dr. Federico Ghirimoldi, Data Science and Analytics Manager
 - Penny Benavidez, Director of Public & Government Relations
 - Katherine Pipoly, Chief Operating Officer

XIII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- Chairwoman Cantu reported on additional partnerships that are being added to ID gaps in program and provide additional services in the Justice sector.
- a. 2nd Chance Initiative
- b. BOD Attendance
 - Chairwoman Cantu emphasized the importance of all board members' attendance.
- c. Success Stories
 - i. Child Care
 - ii. Youth
 - iii. Adult
- d. Evaluation, Compensation and Extension of term for employment contract for CEO Adrian Lopez

Upon motion by Board Member Eric Cooper and second by Board Member Frank Crowder, the Committee unanimously recommended an increase in compensation and extension of contract for CEO Lopez.

XIV. Next Meeting: August 12, 2022

XV. **Executive Session: The Executive Committee moved into Executive Session at 2:25 p.m. and returned to Open Session at 2:54 p.m. No action was taken.**

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; Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- d. Government Code Section 551.089—Discussions regarding Security Devices or Audits.

XVI. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

There being no further business, a motion was made by Director Cooper and second by Director Crowder that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 2:56 p.m.

CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions EXECUTIVE Committee


I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO HUMAN RESOURCES COMMITTEE, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON JUNE 6, 2022 AT 2:28 PM.

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo EXECUTIVE Committee is now in Executive Session on JUNE 6, 2022 at 2:28 PM pursuant to exceptions under Government Code 551."**

2. SUBJECT MATTER OF EACH DELIBERATION:
 - a. **Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;**
 - b. **Government Code §551.071 - All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;**
 - c. **Pending or Contemplated Litigation; and**
 - d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**

3. No further action was taken.

4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on JUNE 6, 2022, at 2:54 P.M."**



LESLIE CANTU, Chair