



## **EXECUTIVE COMMITTEE MEETING MINUTES**

100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
July 23, 2021  
10AM

**WSA BOARD MEMBERS:** Leslie Cantu (Chair); Jamie Allen (10:02am) (Vice Chair), Frank Crowder, (Secretary), Ben Peavy, (10:06am), Doug Watson, Dr. Mark Niederauer, Mitchell Shane Denn, Diana Kenny, Tony Magaro, Dr. Sammi Morrill, Lindsay Dennis, Eric Cooper, Mary Batch, Lisa Navarro Gonzales, (10:32am)

**WSA BOARD STAFF:** Adrian Lopez, Angela Bush, Manuel Ugues, Latifah Jackson, Ricardo Ramirez, Gabriela Horbach, Joshua Villella, Jessica Villarreal, Cristina Bazaldua, Barbetta Womack, Rick Zamarripa, Cathi Cohen, Linda G. Martinez, Michael DeFrees, Roberto Corral, Trema Cote Chuck Agwuegbo, Monica Arambula, Brenda Garcia, Elizabeth Eberhardt, Chakib Chehadi

**LEGAL COUNSEL:** John Lowe for Frank Burney

**PARTNERS:** Pooja Tripathi, Alex Lopez, Diane Rath

**GUEST:** None

### **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 June 4, 2021
- V. **Upon motion by Board Member Mr. Eric Cooper and 2<sup>nd</sup> by Board Member Dr. Mark Niederauer, Executive Committee unanimously approved the June 4, 2021 meeting minutes.**
- VI. AUDIT & FINANCE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Mary Batch, Chair  
a. Financial Reports
  - Board Member Mary Batch, Audit & Finance Committee Chair provided summary of the financial reports.
    - **Corporate Expenditures:**
      - The board has expended 46.03% of the budget against a straight-line budget target of 58.33%, representing a 12.3% variance is primarily related to:
        - Personnel Cost- The board has hired a HR Generalist to assist in filling vacant positions.
        - Professional Services- Timing Difference related to the audit and monitoring services.
      - **Facilities:**
        - The facilities budget has a current surplus of 9.81%. WSA is requesting to modify the facilities budget in Budget Amendment #2 to reflect the following:
          - Seguin Equipment & Furniture was budgeted in FY20 but was not purchased until FY21. (\$104,348)
          - Floresville renovations will require furniture and an update to the resource room (\$40,000)
          - San Antonio Food Bank Initiative. (\$42,500)
          - Resource Room Updates. (\$180,000)
- b. FY21 Budget Amendment #2

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**Upon motion by Board Member Mr. Eric Cooper and 2<sup>nd</sup> by Board Member Mr. Frank Crowder, Executive Committee unanimously approved the FY21 Budget Amendment #2.**

c. FY22 Annual Budget

CEO Lopez added, any other funding sources received throughout the fiscal year, will be brought to the Executive Committee for approval.

**Upon motion by Board Member Dr. Sammi Morrill and 2<sup>nd</sup> by Board Member Ms. Diana Kenny, Executive Committee unanimously approved the FY22 Annual Budget.**

VII. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)

a. Contract Renewals

Ms. Latifah Jackson, Director of Contracts and Procurement provided a summary contract that are up for renewal and seeking Executive Committee approval.

i. Legal Services

- Martin & Drought, P.C., fixed fee contract for Legal Services was initiated 10/01/2020 with four one-year subsequent renewal options.
- The option to renew the contract for the upcoming is 10/01/2021 – 09/30/2022 term. This will be the of second one-year renewal option in the procurement cycle of this contract with a not to exceed \$90,000.

**Upon motion by Board Member Ms. Jamie Allen and 2<sup>nd</sup> by Board Member Ms. Mary Batch, Executive Committee unanimously approved the legal contract renewal for Martin & Drought, P.C.**

ii. Janitorial Services

- M&R's Elite Janitorial Solutions, LLC, which is a Hispanic Owned business, fixed fee contract for Janitorial Services was initiated 02/01/2019 with three one-year subsequent renewal options.
- This vendor services eight of our centers including some rural and urban centers.

**Upon motion by Board Member Mr. Eric Cooper and 2<sup>nd</sup> by Board Member Ms. Mary Batch, Executive Committee unanimously approved the renewal of the janitorial services for M&R's Elite Janitorial Services.**

iii. Program Monitoring

- Christine H. Nguyen's, CPA, fixed fee contract for Program Monitoring Services was initiated 09/10/2018 with three one-year renewal options.
- The option to renew the contract for the upcoming 10/01/2021 – 09/30/2022 term. This will be the last of three one-year renewal options in the procurement cycle of this contract, and the services will need to be procured or brought in-house after this final year.

**Upon motion by Board Member Mr. Frank Crowder and 2<sup>nd</sup> by Board Member Ms. Mary Batch, Executive Committee unanimously approved the renewal of the program monitoring services provided by Christine H. Nguyen.**

iv. Audit Renewal

- ABIP, PC, fixed fee contract for Financial Audit Services was initiated March 2021 with four one-year subsequent renewal options.
- The option to renew the contract for the upcoming 10/01/2021 – 09/30/2022 term. This will be the of first one-year renewal options in the procurement cycle of this contract with a not to exceed \$67,050.
- Contractor will provide the required annual single audit of WSA financial statements and federal programs. The contractor has performance was satisfactory and they are knowledgeable with WSA financial/procurement practices. They did not request a rate increase from the initial term.

**Upon motion by Board Member Ms. Mary Batch and 2<sup>nd</sup> by Board Member Mr. Mitchell Shane Denn, Executive Committee unanimously approved the renewal of the auditing services provided by ABIP, PC.**

b. Expiring Contracts for FY2021-2022 Update

- Ms. Jackson provided the committee with a list of informal and formal expiring contracts included in their packets.
- Board Member Jamie Allen asked where the marketing and public relations contracts are.
- CEO Lopez stated WSA is evaluating the exiting contract and determine if we will solicit bids. The existing contract expires in September and is an informal contract. We will refine the scope of work so there is an understanding of the expectations from the agency's perspective.

VIII. CHILD CARE COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Doug Watson, Committee Chair

Child Care Committee Chair, Doug Watson was on vacation and Mrs. Jessica Villarreal, Child Care Director presented on his behalf.

a. Child Care Performance Briefing

- WSA continues to work with Child Care Contractor as they monitor & process enrollments. WSA maintains ongoing communication with Child Care Contractor, on TWC's performance goal of 95%.

b. Child Care Services (CCS) Contract Recommendation

- Ms. Jackson provided the Executive Committee with an update on the CCS contract.
- The Child Care Services (CCS) program provides subsidized care for eligible families engaged in work or education and/or training activities. It also provides support for quality initiatives (i.e. early childhood development activities). CCS funding represents approximately 60% of WSA's total funding.
- The City of San Antonio (CoSA) is WSA's current CCS contractor. CCS was last procured in 2017. WSA staff issued a solicitation for a single contractor to provide childcare services for the Alamo region.
- WSA received one bid from the City of San Antonio despite that the document was downloaded by 4 different vendors.

**Upon motion by Board Member Mr. Frank Crowder and 2<sup>nd</sup> by Board Member Mr. Eric Cooper, Executive Committee unanimously approved the recommendation to approve the contract with option to renew.**

- c. Texas Mutual Grant Briefing (2nd application)
  - WSA was invited to apply for a second COVID-19, \$100,000 grant from Texas Mutual Fund. This grant would provide Child Care Centers an opportunity to enhance indoor environment for children. If awarded, WSA will award \$4000 to 25 providers.
- d. Texas Rising Star Certification Briefing
  - The purpose is to have all TRS assessors gain a unified approach to assessments for Child Care centers across TX.
  - The roll out began in January 2021. Originally TWC planned for assessments to resume in April, however, due to many technological issues, corrections, and adjustments that required attention within the course itself, TWC, has delayed the assessments and is currently looking at a Sept. roll out.
- e. TWC WD 13-21 Initial Job Search Child Care WD 13-21 Briefing
  - This new policy is to aid families on “Initial Job Search”.
  - One of the requirements is the employment participation outlines the number of required hours a single parent family and a dual parent family must be working, which is 25 single/50 dual.
  - As a result of COVID and the displacement of many parents from work, TWC is making a temporary waiver, which will allow families who do not meet the activity requirement, up to three months of Child Care, with a zero co-payment/parent fee while they search for work.
  - After three-month period, participants must show proof of meeting employment participation requirements, otherwise care will be terminated.
  - TWC outlined this waiver is effective July 1, 2021 – Sept.30, 2022.
- f. Early Matters Welcome & Introduction
  - The goal of Early Matters is to raise awareness and connection between investments in high quality early education and create a strong economic future for San Antonio.
  - Mr. Mark Larson recently was hired as the Early Matters Officer for San Antonio and will work with corporate leaders, stakeholders, examine public policies related to Early Child Care, advocate for new legislation, foster parent engagement and strengthen partnerships. Chair Watson invited Mr. Larson to be on the Child Care Committee.
  - The Early Matters Quality Improvement partnership team composed of PreK 4-SA, WSA, United Way, and Bexar County.
- g. Educare (previously presented by Dr. Henrietta Munoz at the Child Care Committee)
  - Educare model is based on research from early childhood development, education, social work and other allied fields. Educare works towards strong/equitable relationships with children and families.
  - The four core features that compose the Educare model are: data utilization, embedded professional development, high quality teaching and intensive family engagement.
  - Outcomes at Educare throughout the country have reflected an increase in student achievement and kinder readiness, but also significant outcomes for parents and families due to the dual gen support.
  - Educare will officially join the National Educare Network within a few months. A lot for construction has been purchased, it is near TX A&M on S. Zarzamora, where there is a high-quality childcare urgently needed. This

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facility is slated to open its doors in the Fall of 2022 and is projected to provide childcare for 125+ children, ages 0-5.

- Educare SA's major goal is to ensure equity for children, families, teachers and staff. Professional Development is a key component, but Professional Development and experience should translate into career progression. Staff, student teachers and early childhood education degree seekers will receive high quality professional development that PK-4SA is known for, and TX A&M SA will work with WSA and Early Matters to determine how individuals can continue the progression into the workforce.

## IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Committee Chair

- Dr. Mark Niederauer provided a summary to the Executive Committee.
- a. Operational Updates
- b. Performance and Programs Reports
  - CEO Lopez provided the accomplishments that WSA has achieved.
    - Disaster Dislocated Worker Grant provided training and work experience to individuals impacted by the pandemic. This impacted 200 people.
    - Also working closely with the employers such as Caterpillar in which the incumbent workers upgrade their skills. This impacted 50 people.
    - CEO Lopez also mentioned WSA has met 80% overall performance compared to other boards.
    - WSA has 3600 participants enrolled in programs. In terms of traffic, in our job centers, we have provided services to 17,000. From Oct. 2020 to May 2021 our centers have seen 42,000 that have been to our centers in person. WSA has also provided virtual services to approximately, 376,000.
    - Chair Cantu expressed her appreciation to CEO Lopez and the WSA Team for the effort that went into the additional grants and projects, outside of our normal funding.
    - Board Member Dr. Morrill also echoed Chair Cantu's comment in addition to COO, Mark Milton for replicating the data and performance outcomes.
  - b. Quality Assurance Briefing
    - Mr. Ricardo Ramirez, Director of Quality Assurance provided the Executive Committee with a Quality Assurance briefing on its activities, including operations, an updated timeline, progress, and outcomes.
    - The timeline will continue to be adjusted to meet goals and other requirements.
    - WSA has hired Ms. Monica Arambula as a Fiscal Monitor II within Quality Assurance.
  - c. Adult Service Contract Renewal
    - Ms. Latifah Jackson, Contracts and Procurement Director provided the Executive Committee with information regarding service contract renewals.
    - C2 GPS's Adult and American Job Services contract was initiated

- 10/01/2019 with three one-year renewal options. Term would be October 1, 2021, thru September 30, 2022.
- Board Member Ben Peavy asked if WSA has discussed the diversity initiatives with the contractor.
- This discussion has not taken place with the contractor. WSA is still in the process of evaluating how we will pass on those responsibilities to the contractors.
- Board Member Jamie Allen also asked if C2 Global is qualified as a minority small business or woman owned business.
- C2 Global has not been asked to identify itself. WSA has not had a diversity policy in place.
- Board Member Peavy requested that contractors/partners are made aware that WSA will begin to focus more on diversity and if there is something they can do to help us from a diversity or inclusion perspective would be appreciated.

**Upon motion by Board Member Mr. Ben Peavy and 2<sup>nd</sup> by Board Member Dr. Mark Niederauer, Executive Committee unanimously approved the recommendation to approve the contract renewal.**

d. Urban Youth Contract Renewal

- C2 GPS's Youth Urban Services contract was initiated 10/01/2018 with three one-year renewal options. The Board elected to renew the contract for the second; term for 10/01/2020 - 09/30/2021.
- New term would be October 01, 2021, thru September 30, 2022.

**Upon motion by Board Member Ms. Mary Batch and 2<sup>nd</sup> by Board Member Mr. Frank Crowder, Executive Committee unanimously approved the recommendation to approve the contract renewal.**

e. Rural Youth Contract Renewal

- SERCO's Youth Rural Services contract initiated 10/01/2018 with three one-year renewal options. The Board elected to renew the contract for a second term 10/01/2020-09/30/2021.
- New term would be October 01, 2021, thru September 30, 2022

**Upon motion by Board Member Mr. Eric Cooper and 2<sup>nd</sup> by Board Member Mr. Frank Crowder, Executive Committee unanimously approved the recommendation to approve the contract renewal.**

f. Child Care Quality Contract Renewal

- City of San Antonio, cost reimbursement contract 2021\_SRC\_001 for Child Care Quality Services was initiated 04/01/2021 with three one-year subsequent renewal options.
- The option to renew the contract for the upcoming 10/01/2021 – 09/30/2022 term. This will be the of first one-year renewal options in the procurement cycle.
- The renewal of City of San Antonio for Child Care Quality Services contract for the period of 10/1/2021 – 09/30/2022.

**Upon motion by Board Member Dr. Mark Niederauer and 2<sup>nd</sup> by Board Member Dr. Sammi Morrill, Executive Committee unanimously approved the recommendation to approve the contract renewal.**

X. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Committee Chair

- Board Member Cooper provided facilities update to the Executive Committee. Also, thanked the Strategic Committee members for this input.
- b. Marbach Location
  - The current lease at Marbach expires on May 31, 2022.  
WSA is currently exploring alternate facilities to upgrade the Workforce Center at Marbach. Staff toured evaluated and toured seven locations. On July 19, 2021, Chairperson, Eric Cooper, CEO Adrian Lopez and staff toured the top two options.
    - Option 1: Port San Antonio is currently a warehouse that is located at 628 Davey Crockett. The space is approximately 18,000 sq ft. This space can be customized to the needs of the board, where the landlord is willing to contribute to the remodeling costs. Parking and a renovation project plan will need to be negotiated.
    - Option 2: Petco Corporate Office. This location is close to Highway 151 and 410 at 654 Richland Hills Dr. This space can be customized to the needs of the board, where the landlord is willing to contribute to the remodeling costs. Renovation project cost will need to be negotiated.
- c. Pearsall Location
  - WSA currently has a lease agreement with Sixth Mag 7 Family, LP a Texas Limited Partnership that expires on October 31, 2021. WSA has researched potentially feasible options to provide a high-quality workforce center.
- d. Boerne Location
  - The current lease at Boerne expires on November 30, 2021. WSA is currently exploring alternate facilities to upgrade the Workforce Center at Boerne. Staff toured evaluated and toured three locations.
    - Option 1: The current location in the Brentwood Shopping Center, which is located near the original high school and DPS office. The office space is approximately 1,500 sq ft. The landlord is willing to cover the cost of a new AC unit and some additional WSA standard finishes. WSA will be responsible for new signage within 90 days.
    - Option 2: The location at Hill Country Plaza, which is in the center of town off Main St., behind Walgreens. The address is 124 E. Bandera Rd. The office space is approximately 1,300 sq ft. This space can be customized to the needs of the board, where the landlord is willing to entirely pay for the remodeling cost.
    - Option 3: The location at Stone Creek Plaza, which is located on the east end of town. The address is 1100 N. Main St. The office space is approximately 1,500 sq ft. This space can be customized to the needs of the board, where the landlord is willing to pay for the initial plans and potentially cover the finish out of the space.
- e. Floresville Location
  - The new facility is in the same shopping center, but in a larger renovated suite with higher visibility. Currently, the new suite is under construction for improvements the landlord agreed to as part of new agreement. The suite is expected to be completed by July 2021, with a grand opening for the new center in the fall.



- f. San Antonio Foodbank
  - Strategic Committee Chair Cooper also said he would reclude himself when voting or any decisions that Board may make regarding the SA Foodbank location.
  - WSA and the San Antonio Foodbank (SAFB) 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.
- g. Update Local Plan Implementation
  - CEO Lopez provided the Local Plan briefing.
  - 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.
  - 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.
- h. Pending lease approval: Boerne, Pearsall, Marbach, SA Food Bank

## XI. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Unemployment Claims & Responses
  - CEO Lopez stated there are 522,000 claimants. We are still seeing 20,000 to 30,000 claims monthly.
- b. Child Care Funding
  - There is an additional \$43 million dollars that will be allocated to childcare.
- c. Employer Events
  - There have been 42 career fairs from May – July.
- d. Child Care Success Stories
  - CEO Lopez briefed the committee on a few clients that have taken advantage of childcare in order to better themselves and their families.
- e. Marketing & Media Update- Cristina Bazaldua
  - Ms. Cristina Bazaldua stated since January 2021, WSA has had 68+ media stories and 35 of those have been complete interviews. There are 11 interviews per month, all positive.
  - KLRN has requested to do a series and focus on WSA and showcase all the good work we are doing.
  - All social media platforms have increased followers.
  - WSA's website will also upgraded, and improvements will be made.
  - WSA will be hosting a conference with Enroll SA

## XII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chair Leslie Cantu

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- Board Chair Cantu updated the Executive Committee on the WSA's potential role in the City's Ready to Work Programs.
- Board Member Peavy announced there is a symposium scheduled for this program.
- Board Member Dr. Sammi Morrill asked if WSA contracted out for grant writing because the RFP will be a significant amount of work.
- Grant writing has been done internally.

a. Rural Outreach

XIII. Next Meeting: TBD, 2022

XIV. **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.**

XV. ADJOURNMENT

Presenter: Chair Leslie Cantu

**Upon motion by Board Member Eric Cooper to adjourn, meeting adjourned at 12:37PM.**

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