



## **EXECUTIVE COMMITTEE MEETING MINUTES**

100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
**NOVEMBER 29, 2021**  
9AM

**WSA BOARD MEMBERS:** Leslie Cantu (Chair); Frank Crowder, (Secretary), Ben Peavy, Doug Watson, Dr. Mark Niederauer, Mitchell Shane Denn, Diana Kenny, (10:05am); Eric Cooper, Mary Batch, Lisa Navarro Gonzales, Elizabeth Lutz,

**WSA BOARD STAFF:** Adrian Lopez, Mark Milton, Dr. Andrea Guajardo, Angela Bush, Manuel Ugues, Latifah Jackson, Barbara Marques, Ricardo Ramirez, Gabriela Horbach, Joshua Villella, Jessica Villarreal, Cristina Bazaldua, Rick Zamarripa, Linda G. Martinez, Roberto Corral, Chuck Agwuegbo, Caroline Goddard

**LEGAL COUNSEL:** Frank Burney

**PARTNERS:** Mike Ramsey

**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.

***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=m8b72281eb4de754bcc0bf88249188d7f>

Access Code: 2495 542 7742

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 9a.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  
**There are no conflicts of interest.**
  
- III. PUBLIC COMMENT  
Presenter: Chairwoman Leslie Cantu  
**There are no public comments.**
  
- IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Chairwoman Leslie Cantu
  - a. Executive Committee Meeting Minutes July 23, 2021  
**Upon motion by Board Member Mr. Eric Cooper and 2<sup>nd</sup> by Board Member Frank Crowder, Executive Committee unanimously approved the July 23, 2021 meeting minutes.**
  
- V. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Mary Batch, Audit & Finance Committee Chair  
Audit & Finance Committee Chair Mary Batch provided the below updates to the Executive Committee.
  - a. Financial Reports
    - The corporate expenditures are currently expensed at a rate of 84.62% of the annual budget, which represents a budget surplus of approximately 15.38% of the approved budget. The most significant budget surpluses are in personnel and professional services; however, not all invoices have been received for the fiscal year end. Additionally, the professional services variance includes budget savings in audit, consulting, and payroll processing fees.
    - Equipment for board staff is under budget due to processing and shipping delays. Equipment is expected to be received in the first quarter of FY22.
    - Ms. Batch also reviewed a few of the grants that are being closely monitored.
  - b. Fiscal Integrity Review C2 Global

- The board's external monitor Christine H. Nguyen, CPA has completed the fiscal integrity review for C2GPS to issue the FY22 contract renewal. The results of her report are attached to this report.
  - Prior to FY19 (10/1/18-9/30/19), Workforce Solutions Alamo was the fiscal agent for C2GPS. In FY20 (10/1/19-9/30/20), the board began to issue cash advances to C2GPS. The fiscal integrity report indicates concerns around financial reporting beginning in FY19 and inadequate documentation around cash advance projection requests beginning in FY20. This has resulted in the external monitor identifying potential questioned cost for both FY19 and FY20 related to financial reporting. The external monitor, board, and contractor have been closely working together over the past several months to resolve fiscal integrity review items. Additionally, Ms. Nguyen has cleared the FY20 Audit and bank reconciliations from the fiscal integrity review.
  - It is the recommendation of board staff to return to the previous fiscal agent model, providing additional oversight for financial reporting and, issuing all payments to the PEO for staffing and vendors for services that are utilized under this contract.
  - The contractor retains the role as a turnkey contractor. This will require additional oversight and monitoring, increasing the overall cost for external monitoring and board staff.
  - Board staff will work with the contractor providing technical assistance to correct close outs and aim to minimize questioned costs to the contractor. Any amounts that cannot be resolved will need to be reimbursed to the board.
- c. FY22 Board Staff Compensation
- Workforce Solutions Alamo regularly reviews board staff compensation against market rates and makes long term investments in employees through regular training and development opportunities.
  - Staff presented this request to the Board of Directors in October of 2021. The board has requested that executive leadership revisit a performance-based merit increase for FY22, taking into consideration that a COLA was issued in September of 2021. Executive leadership will review FY21 goals and training objectives and make recommendations for a FY22 merit-based increase. A recommendation will be presented to the finance committee, the board, and the committee of six in the first quarter of FY22.
  - Board staff will reconcile final close outs and ensure adequate funds are available in the budget prior to making a recommendation for the implementation of FY22 salary increase.
  - Board staff will implement the Board of Directors request to analyze and issue a performance-based increase after the full reconciliation of close outs and available funding is verified before implementation of any increases.
  - CEO Lopez announced CFO position has been filled by Angela Bush

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

Presenter: Doug Watson, Child Care Committee Chair

- Mr. Watson requested the Mrs. Jessica Villarreal, Child Care Director present to the Executive Committee.

### b. Child Care Performance Briefing

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- 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%.
  - WSA's Performance target for 2021 was set at 9544. WSA performance was reflected for September at 9935, which is 104.10% of target.
  - TWC has informed boards of the BCY 22 targets & funding, and Alamo's target for FY 22 is set at 8931.
  - TWC performance effects 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%.
  - WSA & Child Care Contractor will continue to monitor performance to ensure enrollment remains at a level that will not negatively impact performance.
- c. Coronavirus Response and Relief Supplement Appropriations Act (CRRSA) Alamo Board Plan
- WSA is presenting the CRRSA Plan to the Child Care Committee for approval. The following plan has been developed, in alignment with Alamo's vision and commitment to building, increasing, and sustaining the number of quality Child Care programs for our region. On September 23, 2021, TWC issued Workforce Development Letter 21-21 outlining the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 funding for Texas Rising Star Supports. Boards were asked to submit a plan for allocation of funds by October 31, 2021.
  - This is a unique opportunity and Alamo board's allocation was set at \$2.8 million dollars. TWC guidance outlines funds be utilized for targeted supports to increase and promote ongoing participation in the Texas Rising Star program.
  - WSA's Child Care Quality Initiative plan, has been carefully created & developed to meet TWC criteria and investments have been designed to address the critical needs of shortage of staff due to wages, business sustainability, professional development and increasing the number of Child Care programs in the Alamo Community.
    - \$2.8 million dollars will be invested in Child Care programs
    - \$1.8 million on the Quest for Quality grant
    - \$600,000 on TRS Staff support: staff incentive based on star level
    - \$227,827 on TRS outreach: increasing the number of providers that submit an interest form for TRS.
- d. Child Care Quality (CCQ) Funding Plan
- This is a briefing to the Child Care Committee on the Child Care Quality Annual Expenditure Plan for FY 22, which will cover October 1, 2021 – September 30, 2022.
  - TWC required Boards to expense funding in the following categories: Training & Professional Development; Tiered Quality Rating & Improvement System (QRIS); Infant & Toddler Quality Improvement; Supporting Health & Safety; Evaluation Quality; Supporting National Accreditation; and Other Activities- Shared services; Pre-K partnerships; Activities to support pandemic recovery such as supply-building and capacity expansion grants or stipends for providers; Recruitment and retention for child care staff.

- Board Member Ben Peavy asked how long the \$1.8 million dollar grant was for. Ms. Villarreal stated the funding must be spent by the end of March 2023.
- e. Service Industry Recovery (SIR)
- To address the impacts of COVID-19 and to support Texas' continued economic recovery, the Texas Workforce Commission (TWC) 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.
  - SIR Child Care Target: 4,598 and Alamo Enrollment as of 11/15 is 755 serving 600 families. This is 16.4% of the target.
  - The eligible Industries are Arts, Entertainment, Recreation: NAICS 71 Accommodation and Food Services, NAICS 72 Retail Trade, NAICS 44-45. Children must be enrolled by March 2022 to receive 1 full year of care.
  - Board Member Eric Cooper requested the flyer be sent to board to assist with the marketing this program.
  - Board Member Lisa Navarro Gonzales asked how many providers are open after 5pm, for example retailer, restaurants, etc. Mrs. Villarreal stated it is a very low number, between 30-50 and they are home based providers.
  - CEO Lopez also added he had spoken to the TWC childcare director at the TWC annual conference about concerns of the SIR and not being able to meet the specific requirements.
  - Board Member Ben Peavy asked for clarification of being above target in childcare performance vs being under target for SIR. Mrs. Villarreal responded there are two separate subsidies. SIR is a temporary funding.
- f. TRS Assessment Update
- As of 11/12/2021, Alamo has completed a total of 31 assessments. 3 centers have requested a deferral due to heightened COVID-19, and 6 centers are pending program assessments due to non-COVID related deferral. The remaining 96 centers are currently pending assessments and are being scheduled according to TWC guidance.
  - Assessments will continue as outlined, following TWC guidance and processes.
- g. TRS Contracted Slots Pilot
- The Texas Rising Star Contracted Slots Pilot Program (Pilot Program) provides Local Workforce Development Boards (Boards) with the opportunity to create a new service delivery design outside of each Board's regular annual allocation of childcare funds.
  - Children served will not be included in a Board's annual performance target. Instead, 100 percent of the direct care for referrals to contracted slots in the Pilot Program will be paid from this grant. Boards can identify the planned number of children to be served to support the childcare supply needs in each Board area. All children referred to contracted slots must receive services for a minimum of 12 months, whether they remain in the Pilot Program.
  - WSA seeks to serve a total of 275 infants & toddlers and has applied requesting \$2,892,000.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- Funding received will cover:
  - 100% of the direct care for referrals to contracted slots
  - Vacant reserved slots for up to one month following the month of vacancy
  - Up to 5% administrative costs.
- To determine the amount of funding to apply for, WSA staff examined the number of slots, reimbursement rates for 12 months per child, age groups – rates, transitions, plan for vacancies, outreach, and admin costs
- Funds must be expended by March 31, 2023.
- Board Member Doug Watson informed this Executive Committee, this will be his last meeting.

## VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Committee Chair

### a. Local Plan Progress

- 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.
- WSA hosted its first Healthcare Employer Collaborative on October 7, 2021 at the WSA Datapoint Career Center. Replicating the process used for the IT Employer Collaborative, staff distributed a survey to understand staffing patterns, number of vacancies, and time-to-fill positions. Additionally, employers are being asked to identify the greatest challenges to hiring and what positions and credentials are in the highest demand. The results of this survey and other topics were the foundation for a facilitated discussion led by Dr. Sammi Morrill, WSA Board Member. Education and training partners were also in attendance as observers to the conversation and will participate in future discussions.

### b. Pleasanton Lease

- Workforce Solutions Alamo (WSA) currently has a lease agreement with Costal Bend College, that expires on January 31, 2022. WSA needs a high-quality workforce center in the Pleasanton area and has researched potentially feasible options. Coastal Bend College provides the best location and value on the attached market analysis.
- The current lease has an option for an extended term of 36 months. The current monthly base rent is \$2,503.66 and, the proposed monthly base rent is \$2,503.66. The center is 2,344 SQF.
- The monthly base rent rate includes utilities, maintenance of the facility (inclusive of HVAC and plumbing), electrical wiring, permanent lighting fixtures and pest control.

**Upon motion by Board Member Mary Batch and 2<sup>nd</sup> by Board Member and 2<sup>nd</sup> by Dr. Mark Niederaur, Executive Committee unanimously approved the renewing the Pleasanton lease.**

b. Lease Reports

- The list of expiring leases was provided in the packet.

VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Mark Niederauer, Oversight Committee Chair

a. Performance, Programs and Operational Update

- Mr. Mark Milton provided an update and highlighted elements that related to Programs & Performance. Meeting and/or Exceeding 13/15 TWC-contracted performance measures. Plans are in place to improve WIOA DW Post Qtr. Earnings and measurable skills gain.
- Bexar County and COSA projects are in final stages with emphasis being placed on training completer 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 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.
- WSA conducted 6 significant hiring events in a month with over 1000 job seekers attending in total.
- We are working closely with C2 to develop and formalize the sector-based model and have made significant progress in tracking the data.
- Childcare enrollments are exceeding goal at 105% (up from 93% last reporting period). The goal is to integrate more childcare services into the Sector Based Model.
- We have seen an increase in funding of \$1.5 million from the city for the Train for Jobs SA initiative. We are currently awaiting funding from Bexar County totaling over \$600,000.
- CEO Lopez also informed the Executive Board of an additional \$1.6 million dollars requested from TWC from other boards that are not performing as well as WSA.

b. Quality and Assurance – Policies and Procedures

- The Fiscal Monitor II whom we had hired resigned. The position will not be filled at this time.
- Mr. Ricardo Ramirez updated the Executive Committee on ADM 65 Quality & Assurance Policy and Procedures.

**Upon motion by Board Member Mr. Mitchell Shane Denn and 2<sup>nd</sup> by Board Member Mary Batch, Executive Committee unanimously approved ADM 65 Policy & Procedures.**

c. Quality and Assurance – Monitoring Report

- 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 Monitoring contract with Ms. Christine H. Nguyen, CPA, is being renewed for an additional one-year term. The contract is on its second

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

year and the renewal does not require Board action as it is budgeted at less than \$150K. The board issued two separate procurements for external financial and program monitoring.

- Fiscal Integrity Review follow-up for C2 GPS was completed and is being presented for contract renewal purposes.
- Financial Monitoring for C2 GPS will continue, with a Draft Initial Report expected by 12/30/2021. The monitoring has focused on the fiscal integrity follow-up items.
- Financial Monitoring Report for SERCO – the Final Report is being issued, and includes one overpayment in Work Experience \$77.51, six potential questioned costs related to procurement (estimated at \$4,143.28), two payments did not meet required timeliness for disbursement. The items that are reported will be worked on between WSA Fiscal and SERCO for resolution.
- Financial Monitoring Report for COSA is due 11/24/2021.

d. Procurement Projects and Contracts Summary

- Ms. Latifah Jackson provided the Executive Committee an update on the new, renewal and expiring contracts/leases. List provided in packet.

IX. NOMINATIONS COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Carolyn King, Nominations Committee Chair

a. Nomination Slate for Chairperson, Vice Chair, Secretary

- CEO Lopez reported out for Carolyn King on Nominations Committee
- Nomination slate report was provided to Executive Committee. Leslie Cantu, Board Chair, Mary Batch, Vice Chair and Frank Crowder, Secretary are nominations to be considered. There can also be nominations made at the time of the full board meeting.

X. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Ready to Work Consortium Proposal

- CEO Lopez informed the Executive Committee of the SA Ready to Work consortium and there are six other partners. He also provided the process of this proposal.

b. Unemployment Claims and Unemployment Rates

c. Red, White & You

- This was the 10<sup>th</sup> annual job fair and hosted in-person. There was a total of 971 registered; 235 veterans; 157 employers; and 36 employment offers were made.

d. Boerne and Floresville Grand Opening

- Grand openings for these two locations will be 1<sup>st</sup> quarter of the year, early March 2022.

e. Report Out – TWC Conference

- CEO Lopez reported that WSA board staff presented at the TWC conference. WSA hosted 3 workshops at the conference, and they were well attended.
- The video was shared also at the conference.



- f. Media Report – Cristina Bazaldua, Director of Public and Government Relations.
- There have been over 107 media stories that have been aired since January, 10.7 stories per month.
  - Social media continues to increase since January and is up to 34%.
  - WSA website is undergoing a ‘face lift’.
  - Beginning 2022, 1<sup>st</sup> quarter, WSA will be highlighting a WSA employee of the month initiative.

XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

a. 2<sup>nd</sup> Chance Initiative

- Chairwoman Cantu provided an update to the 2<sup>nd</sup> Chance Initiative; it is beginning to pick up momentum.
- The information session is now up to 20-30 attendees. Model is getting recognized within the U.S. City of Atlanta is wanting to replicate this model.
- The Manufacturing Institute came to SA and working on a 3-5 short video on the 2<sup>nd</sup> Chance Initiative to share across the US.

b. BOD Attendance

- Chairwoman Cantu reminded the Executive Committee that 75% attendance is required for everyone and included committee meetings.

XII. Next Meeting: TBD

XIII. Executive Session:

**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.**

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

XIV. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

Meeting adjourned at 11:45am.

N:\CORP\FBB\WSA\AGENDA\Board\Board Mtg Agenda template 2020.docx

**CERTIFIED AGENDA OF CLOSED MEETING**

**Workforce Solutions EXECUTIVE COMMITTEE**

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO **EXECUTIVE COMMITTEE**, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN **EXECUTIVE SESSION** OF THE COMMITTEE CONDUCTED ON November 29, 2021 AT 11:38 A.M.

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 November 29, 2021, at 11:38 A.M. 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.**
  - e. **Government Code Section 551.089—Discussions regarding Security Devices or Audits.**
3. No further action was taken.
4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on November 29, 2021, at 11:45 A.M."**

  
\_\_\_\_\_  
LESLIE CANTU, Chair