



## AUDIT & FINANCE COMMITTEE MEETING MINUTES

Workforce Solutions Alamo  
100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
**November 12, 2021**  
**10:45AM**

**BOARD MEMBERS:** Mary Batch, Yousef Kassim, Leslie Cantu, Lisa Navarro Gonzales,

**WSA STAFF MEMBERS:** Adrian Lopez, Mark Milton, Caroline Goddard, Dr. Andrea Guajardo, Angela Bush, Linda Martinez, Roberto Corral, Aaron Smith, Ricardo Ramirez, Manuel Ugues, Latifah Jackson, Barbara Marques, Brenda Garcia, Gabriela Horbach, Chakib Chehadi, Rick Zamarripa, Trema Cote

**LEGAL COUNSEL:**

**PARTNERS:**

### **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 Chair 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.***

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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: Mary Batch, Chair  
**The meeting was called to order at 10:45AM**
  
- II. DECLARATIONS CONFLICT OF INTEREST  
Presenter: Mary Batch, Chair  
**There are no conflicts of interest**
  
- III. PUBLIC COMMENT  
Presenter: Mary Batch, Chair  
**There is no public comment**
  
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES  
for JULY 9, 2021 Meeting  
Presenter: Mary Batch, Chair  
**Upon motion by Board Chairwoman Ms. Leslie Cantu and 2<sup>nd</sup> by Board  
Member Ms. Lisa Navarro Gonzales, the Committee unanimously approved  
the July 9, 2021 minutes.**
  
- V. BRIEFING – PROCUREMENT  
Presenter: Latifah Jackson, Director of Contracting and Procurement
  - a. Procurement Projects & Contracts Summary
    - Ms. Latifah Jackson, Director of Contracting and Procurement provided the Committee an update on procurement projects and newly executed contracts and those that will be expiring. She also informed the Committee there was an error on slide 13, C2 Global Professional Services, Adult Services, there is one (1) renewal remaining.
    - Staff will continue to proactively monitor contract expiration dates by sending out a monthly list of contracts that expire within a minimum of 90 calendar day period.
    - Staff will continue to identify new contracting opportunities to leverage a cost savings to WSA in efforts to support the local plan.

## VI. FISCAL UPDATE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Angela Bush, CFO

### a. Financial Reports

- Angela Bush, CFO reported to the Audit & Finance Committee the financial reports through September 30, 2021. This has been prepared for the fiscal year October 1, 2020, through September 30, 2021, the straight-line expenditure benchmark is 100% of the budget; **however, these are preliminary year to date expenditures.** An analysis has been performed outlining Corporate and Facility Budgets, as well as the Grant Summary Report.
- Corporate expenditures are currently expended 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.
- New Boerne Facility Furniture Back Order until February 2022. Due to the supply chain delay we are opening the new Center in Boerne with our old furniture until new equipment arrive in February.
- Food Bank Initiative Scheduled for January 2022.
- Resource Room upgrades aligning with Sector Based Model with occur in FY22.

### 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. Staff Performance Review.
- 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.
- Audit and Finance Committee Chair Batch asked for a more detailed flow chart of the process.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

**CEO Lopez announced CFO recruitment was finalized and Angela Bush accepted the CFO position.**

VIII. CHAIR REPORT

Presenter: Mary Batch, Chair

IX. **Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee 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; and**
- d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**

X. ADJOURNMENT

Presenter: Mary Batch, Chair

Meeting adjourned at 11:14am.