



EXECUTIVE COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

August 11, 2023

10:00 AM

AGENDA

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

Citizens may appear before the Committee 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.

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- I. CALL TO ORDER
Presenter: Leslie Cantu, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Leslie Cantu, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Leslie Cantu, Committee Chair
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION).....pg. 5 - 247
Presenter: Leslie Cantu, Committee Chair
 - a. Meeting Minutes – June 9, 2023
 - b. Contract Summary and RFP Updates
 - c. Update on Procurement Process Completion
 - d. Financial Reports
 - e. Early Matters Update
 - f. Child Care Performance Briefing
 - g. TRS Contracted Slots Pilot Briefing
 - h. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
 - i. Pre-K 4 SA
 - ii. United Way
 - iii. Region 20
 - i. Success Stories
 - j. Procurement Diversity Update (SMWVBE)
 - k. Local Plan Update
 - l. Sector Based Model Update
 - i. Sector Based Score Cards
 - ii. Strategic Partnership Manager Update
 - m. Performance, Programs, and Operational Updates
 - n. Quality Assurance Update & TWC Audit Resolution
 - o. Monitoring Outcomes and Technical Assistance
 - p. TWC Performance – Youth Employed/Enrolled
 - q. Contract Award Job Placement and Worksite Monitoring Services (SEAL FY24)
 - r. Contract Renewal Legal Services
 - s. Policy for Board-Provided Meals
 - t. Policy for Internal Monitoring and Oversight of Cash Substitutes

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- VI. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 248 - 660
 Presenter: Mary Batch, Audit & Finance Committee Chair
 - a. FY24 Budget
 - b. Contract Update M&O Adult Program Services
 - c. Contract Renewal Child Care Management Services
 - d. Contract Renewal Child Care Quality Services
 - e. Contract Renewal Financial Audit Services
 - f. Contract Renewal M&O Youth Program Services

- VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 661 - 667
 Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair
 - a. Texas Rising Star Assessment Update

- VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 668 - 679
 Presenter: Eric Cooper, Strategic Committee Chair
 - a. Facility Updates
 - i. Port SA Update
 - ii. Walzem Update

- IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 680 - 720
 Presenter: Dr. Sammi Morrill, Oversight Committee Chair
 - a. Employee Policy Handbook Revision
 - i. Employee Incentive Policy
 - ii. Remote Work Policy
 - b. Update to Develop an Operational Plan for the Interlocal/Partnership Agreement to Address Rural Judges' Service Delivery Concerns

- X. CEO REPORT.....pg. 721 - 724
 Presenter: Adrian Lopez, CEO
 - a. Applications for Funding
 - b. Ready to Work Program & Monitoring
 - c. Update on Datapoint
 Presenter: Penny Benavidez, Director Public and Government Relations

- XI. CHAIR REPORT.....pg. 725 - 729
 Presenter: Leslie Cantu, Committee Chair
 - a. BOD Attendance and Demographics

- XII. NEXT MEETING: October 20, 2023

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XIII. EXECUTIVE SESSION:

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- 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 §551.089 – Discussions Regarding Security Devices or Audits.

XIV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

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CONSENT AGENDA ITEMS





EXECUTIVE COMMITTEE MEETING - MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

June 9, 2023

10:00 AM

BOARD MEMBERS: Leslie Cantu (Committee Chair), Mary Batch, Yousef Kassim, Ana DeHoyos O'Connor, Dr. Sammi Morrill, Anthony Magaro

WSA STAFF: Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Randy Davidson, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Terry Trevino, Vanessa McHaney, Manuel Ugues, Gabriella Horbach, Roberto Corral, Brenda Garcia, Aaron Smith, Kristen Rodriguez, Sylvia Perez, Angela Bush, Francisco Martinez, Belinda Gomez, Ramsey Olivarez, Caroline Goddard, Trema Cote

PARTNERS: Diane Rath

LEGAL COUNSEL: Frank Burney

GUEST: Daniel Gonzalez with City of San Antonio, Marshal Hoak with Bexar County, Katie Milton Jordan with Kerr EDC

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- I. CALL TO ORDER
Presenter: Leslie Cantu, Committee Chair
At 10:00am, Chairwoman Leslie Cantu called the meeting to order.
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Committee Chair
The roll was called, and a quorum was declared present.
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Leslie Cantu, Committee Chair
None.
- IV. PUBLIC COMMENT
Presenter: Leslie Cantu, Committee Chair
None.
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)
Presenter: Leslie Cantu, Committee Chair
 - a. Meeting Minutes – April 14, 2023
 - b. RFP Updates and Contract Summary
 - c. Update on Procurement Processes
 - d. Financial Reports
 - e. Applications for Funding
 - f. Early Matters Update and HB1979 Discussion
 - g. Child Care Performance Briefing
 - h. Texas Rising Star Assessment Update
 - i. TRS Contracted Slots Pilot Briefing
 - j. Success Stories
 - k. The Dee Howard Foundation Partner Update

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- l. Youth Committee Objectives
- m. Youth Performance
- n. Partnerships
- o. Rural & Urban Youth Success Stories
- p. Facility Updates
 - i. Port SA Update
 - ii. Walzem Update
- q. Sector Based Model Update
 - i. Sector Based Score Cards
 - ii. Strategic Partnership Manager Update
- r. Performance, Programs, and Operational Updates
- s. Aspen Institute
- t. Quality Assurance Update
- u. IT Assessment Update

Upon motion by Ana DeHoyos O'Connor and seconded by Dr. Sammi Morrill, the Committee unanimously approved the Consent Agenda items a. – u.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Adult RFP Update
 - Discussed during Executive Session.
- b. Procurement Diversity Update (SMWVBE)
 - Not discussed.
- c. FY2022 Annual Audit Report
 - Unmodified (clean) audit opinion, no findings or questioned costs, maintained low risk audit status, and an increase in net assets by \$76,604.

Upon motion by Yousef Kassim and seconded by Ana DeHoyos O'Connor, the Committee unanimously accepted the FY2022 Annual Audit Report.

- d. Update on TWC Monitoring Report
 - Controls Implementation Update – Audit Resolution (Pending): Requested documentation provided to TWC.
 - Contract Management (Actively Monitoring): Database has been developed that tracks all contract actions.
 - Facility Lease Procurements (Implemented): Developed standard operating procedures for workforce center leases.
 - Procurement Consultant Recommendations (In-Process): Strengthening controls by updating policies and implementing standard operating procedures. Procurement checklists and other tool kits to improve efficiency and effectiveness.
 - Roles and Responsibilities (Ongoing): Assistant Director of Procurement, and new Procurement and Contract Specialist to facilitate the procure to pay process.
- e. Employee Policy Handbook Revision: Employee Incentive Policy
 - Purpose is to formalize an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who

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has exceeded performance expectations and creates a reasonable and necessary incentive policy to retain and motivate valued employees who demonstrate a commitment to the agency.

- Criteria includes a lump sum to recognize a specific achievement, an incentive plan with goals, established criteria, and regular payouts when performance exceeds goals, and non-monetary awards can include recognition, career development opportunities, and attendance to special lectures, training programs, and conferences.
- Limitations are that awards may not exceed \$10,000 or 5% of the employee's base salary.

Upon motion by Ana DeHoyos O'Connor and seconded by Mary Batch, the Committee unanimously approved the Employee Policy Handbook Revision: Employee Incentive Policy.

VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

a. Child Care Industry Partnership Grant

Presenter: Katie Milton Jordan, Director of Business Development, Entrepreneurship & Talent, Kerr EDC

- Program Description: Like many communities, our employers are having a hard time recruiting working parents to return to the workforce due to childcare shortages, post COVID. Specifically, we're experiencing a lack of qualified providers and maxed out rosters at existing centers. In the fall of 2022, our community requested that our EDO research the challenges preventing working parents from returning to the workforce in order to define them and find sustainable and creative solutions to address them in both the short term and long term.
- Lean Approach: Given the size of our community (less than 25,000) and the size of our EDO (only 2 staffers) we knew we needed to take a lean approach in order to successfully continue to juggle our typical day to day responsibilities commonly associated with EDOs. Knowing that nature abhors a vacuum, we decided to create a smaller container with which to research the challenge, define it, and propose creative solutions. That container was a 90-day window with three 90-minute meetings, evenly spaced out.
- Working Group Goals: Add 100 jobs to local civilian workforce over a 12-month period, identify at least three ways to solve the challenge and outline the project execution for each, meet with industry and community leaders to learn more about the challenges and potential solutions, make site visits to local facilities to better understand what is going on, talk to potential owners of childcare startups to gauge their interest and capability to solve the challenge given the right resources, and to identify the root cause of the problem. The working group succeeded in meeting its lofty goals and submitted a summary and recommendations.
- Potential Projects: 5 possible expansions (KROC, KISD), 4 possible startups,

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and strengthen the workforce with 100 jobs.

- The working group has defined several specific challenges in this space, as well as a handful of creative tools that could be used to alleviate this community challenge: shared services alliance, partnering with established providers poised for expansion, further develop apprenticeship programs, and childcare business incubator.
 - While we maintain all solutions identified have merit, we are recommending the community experiment with these two strategies first: Chamber of Commerce to create Childcare Alliance to connect with and serve local childcare centers with strategic networking functions, access to community resources, and increased exposure. Alliance to elect/nominate leadership that will work with employers to poll employees on their childcare needs to gain clarity offered by additional data points. KEDC to support KISD and KROC center in their expansion plans over the next 90-days in order to maximize resources available at the state level.
 - Other Kerrville Childcare Wins: Mayoral Proclamation of Child Care Provider Appreciation Day on May 12, 2023, facilitated connection between philanthropic org and KROC to fund increased summer capacity by 100%/80 kids, 33 working parents returned to work, Ernst & Young Case Study Feature, facilitated connection between city and KROC for free/reduced cost access to pool and ball fields, and in conversation with philanthropic org about childcare loan program.
 - KEDC & WSA Childcare Partnership: Childcare Investments Partnership Program through TWC provides dollar for dollar match up to \$750,000. EIC, Kerrville 4B funding entity to invest \$750,000 for a total of \$1.5M. KEDC and stakeholders to work with WSA staff to flesh out RFA.
 - Example Timeline: June/July – soft commitment from EIC and WSA, July/August – TWC application process and donor funding agreement executed between EIC and WSA, October – TWC application approval, EIC/WSA firm commitment, and funding received from EIC and TWC by WSA, Year End – RFA opens to local centers and funds become available based on how quickly centers can apply and qualify.
 - Mary Batch asked if this can be replicated in other counties because she can see how rural areas will benefit from this. Katie Milton Jordan responded that she believes it can be replicated.
- b. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- 425 providers have been identified by TWC as meeting Entry Level Designation.
 - Currently 77 out of 425 eligible providers are enrolled in the WSA Quality Cohort.
 - Efforts for access to quality includes professional development opportunities for early learning programs and coaches/mentors alignment across organizations.
 - Investments in quality includes a quarter 5 bonus awarded to 58 centers and a special incentive awarded to 8 centers.
 - Quality efforts includes a working relationship with ESC Region 20, Pre-K 4SA, United Way of San Antonio, and Workforce Solutions Alamo.
 - Dr. Sammi Morrill asked to have a stoplight chart of the centers trying to reach Texas Rising Star.

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VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

a. Initiatives and Opportunities

- Career Pathways Youth Events: Second Baptist Church Community Center held on May 26, 2023 from 10am-2pm attended by 84 students focusing on Education/Healthcare/Warehousing & Transportation, Braden Keller Community Center in Medina County on June 30, 2023 focusing on Aerospace/Robotics/Construction, Rural focus on date to be determined focusing on IT/Finance/Healthcare, and Urban focus on date to be determined at CPS Headquarters focusing on Oil and Gas & Engineering.
- ISD Focus SAISD: Purpose is to build relationships and opportunities within the San Antonio Independent School District. SAISD is one of the largest districts with underserved students in the Alamo area region. WSA supported an event with Dr. Vahalik, the Senior Job Fair at Palo Alto College, that was attended by more than 500 students.
- Workforce on Wheels Bus: Requesting time allotment for youth focused outreach. Suggestions for bus include VR goggles and develop a mobile unit outreach plan and events.
- SA WORX: Currently exploring a relationship with SA WORX to build upon each organization's youth program and increase access to supports and services within our community. Common goals include work experience opportunities connecting youth with employers, program expansion to reach more students, educators, and employers each year, and co-enrollments and reverse referrals.
- ACE Race: Purpose is to foster and encourage partnerships between educational institutions and industry partners. Created as an opportunity for student programs in high school and community colleges. The vision is to generate excitement and awareness of vocational opportunities associated with Science, Technology, Engineering, and Math (STEM). 2024 WSA sponsorship: Raise funds to support up to three cars and initiate RFP sponsorship for ACE Race in August.
- Annular & Total Eclipse: "Once in a lifetime" event in partnership with Southwest Research Institute. October 2023 will be the annular eclipse. The sun will be covered except for a "ring of fire". April 2024 will be the total eclipse with four minutes of total darkness and temperature dropping until the sun slowly emerges. Planning for these two events includes preparing a survey to assist with planning logistics and course/presentation development, target science teachers, identify number of glasses to purchase, identify number of teachers, students, and events.
- Rodeo Youth Event: Held at the Freeman Coliseum Ag Mechanics building. Proposed strategy is to expose incoming 8th graders to the Ag Mechanics industry pathways that is focused on agricultural power and mechanization.
- Student-to-Student Snapchat Reel: Proposed strategy is to utilize the social media platform, Snapchat, to promote WSA youth programs and initiatives to boost youth engagement. Timeline is August 2023 to December 31, 2023. This is a student led initiative to create video reels highlighting WSA services. Invite area school districts to participate in a competition. Local partners will serve as

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judges. Best “add” reel selected as the winner. Award the most efficient and active school district with the most successful outcomes that include most views, shares, and comments.

- Job Fest 2023 Overview: Over 800 job seekers and over 100 table hosts. The Job Fest 2024 planning updates include a tentative date scheduled for June 1, 2024, championed by Representative Gervin-Hawkins, WSA Business Service Representatives secure employers, WSA youth team serves on the planning committee, and YES! program attends and recruits youth seeking training and support.
- WSA Youth Rural Strategies: Attend Chamber meetings within rural cities/counties, host at least two job fairs in rural counties, target each rural corner of geographical service area by visiting centers, newsletter to rural districts regarding WSA services and events, informative seminars, and enhance marketing efforts.
- Make It Movement: A non-profit organization dedicated to reaching young people while in high school and introducing them to career where higher learning equals higher earning. The staff is exploring opportunities with this organization for collaboration and scholarships for students to attend Make It Movement events in collaboration with other areas.
- Summer TANF Initiative: Alamo will inspire young people’s interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program. The enrollment target is 200, the target audience is youth ages 16-24, the start date is June 1, 2023, and the end date is September 30, 2023. Alamo needs STEM providers for this initiative and is welcoming all potential applicants to apply.
- 27 Board Study Workforce Solutions Texas Youth Programs: Workforce Solutions Southeast Texas region includes Hardin, Jefferson, and Orange counties. Their website is vibrant and interactive, Texas Reality Check link and video, and Youth EXPO digital folder. Workforce Solutions for the Heart of Texas region includes Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties. Their website contains an interactive chat box which is a great tool for participants seeking guidance or information. The most frequently used website links on Board youth webpages are workintexas.com, jobsyall.com, and texasrealitycheck.com.
- Anthony Magaro asked for more members in the Youth Committee to give an additional voice, support, and advice.

IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

Presented by: Adrian Perez, CIO

a. Local Plan Update

- WSA Board approved final updates to the plan on April 21, 2023. Presented and secured approval from Rural Judges on April 26, Bexar County on May 2, and City of San Antonio on May 4, 2023. Submitted final 2-Year Local Plan Update to TWC on Friday, May 12, 2023.

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- 72 target occupations were approved. Based on Board/Partner feedback, final adjustments include accommodations and food services targeted in-demand industry sector, incorporate language that allows the centers to fund occupations with similar occupational codes, and include lists of the career pathways in the appendix.
- TWC may request additional information, changes, or clarification and staff will work through the process as needed. The Governor Office's approval of the plan will document completion, the entire process may take 2-3 months. Once approved, the process will continue with implementation including outreach and information, continued focus on sector-based model, continued career pathway development, and using data designing mechanisms to track and report status and outcomes.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. Monitoring Outcomes and Technical Assistance
 - The National Dislocated Worker grants were below the 90% expected accuracy rate; however, this is an acceptable rate because these grants occur very quickly and during times of disaster crisis.
- b. TWC Audit Letter – SNAP
 - TWC has completed its Annual Monitoring of WSA. WSA received two Audit Resolution Letters, one for the Non-Custodial Parent (NCP) grant and one for the SNAP E&T. WSA missed reporting the SNAP E&T letter during the previous Committee meeting and is now reporting progress.
 - SNAP E&T included the following three items: Completion of Form H1822 Work Requirement Verification, completion or submittal of Form H1817 to notify HHSC of participants gaining employment and recording H1817 information in TWIST.
 - Staff submitted responses to TWC documenting resolution. WSA is in communication with TWC and expects for both the NCP and SNAP items to be resolved.
- c. TWC Performance – Employment
 - WIOA requires TWC to formally contract Boards for specific Title I Adult and Dislocated Worker.
 - An Exiter is considered employed in a given quarter if Quarterly UI Wage Records or Federal Employment Records show earnings for that quarter or if Supplemental Employment/Wage Records indicate employment during the quarter. Earnings data begins to show about six months later.
 - These measures are calculated by a denominator and a numerator. The denominator includes the number of program participants who exited during their period of participation. The numerator includes the number of exiters from the denominator who were employed in the 2nd and 4th calendar quarter after exit. TWC statistically calculates a target, which the Board is then contractually required to meet or exceed.

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XI. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. JET Grant
 - The Jet Grant Awards were held on May 22, 2023. San Antonio ISD, North East ISD, Southside ISD, and Alamo Colleges – Northeast Lakeview College were awarded over \$1.2M in grants.
- b. American Indians In Texas at the Spanish Colonial Missions
 - AIT recently opened the only center in San Antonio recognizing American Indians.
- c. Partnership with Bexar County Public Works
 - This initiative with the Bexar County Public Works department gives entry level staff heavy equipment and CDL training to secure higher pay and higher positions that are hard for Bexar County to fill. This opportunity will be taken to the rural counties to hopefully be implemented there also.
- d. Ready to Work Program
 - Almost 1,300 individuals have been enrolled in training which is almost meeting the annual goal.
- e. DOL Grant/Partnership With Capital Area & Rural Capital
 - The DOL grant with the Capital Area and Rural Capital Workforce Boards may be pushed into next year.
- f. Presentation to New Braunfels Chamber of Commerce
 - Presented labor market information and items WSA is working on to solicit new partnerships.
- g. TWC Annual Employer Awards Update
 - Presenter: Penny Benavidez, Director of Public and Government Relations
 - Each year TWC provides the opportunity to recognize Texas employers for their work in supporting the workforce system. Nominations are being finalized. The 5 different categories to nominate employers are large employer, small employer, veteran friendly, hireability, and local excellence.

XII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

- a. BOD Attendance and Demographics

XIII. NEXT MEETING: August 11, 2023

XIV. EXECUTIVE SESSION:

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- 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 §551.089 – Discussions Regarding Security Devices or Audits.
- The Executive Committee went into Executive Session at 10:03am and returned to Open Session at 10:40am. No action was taken during Executive Session.**

XV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

Upon motion by Dr. Sammi Morrill and seconded by Yousef Kassim, Chairwoman Leslie Cantu adjourned the meeting at 11:56am.

CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions EXECUTIVE COMMITTEE Meeting

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO EXECUTIVE COMMITTEE MEETING, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON **June 9, 2023, AT 10:03 AM.**

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo _ Executive Committee Meeting is now in Executive Session on _ June 9, 2023, at 10:03 AM. 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 §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 June 9, 2023 at 10:40 AM"**

DocuSigned by:

Leslie Cantu

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LESLIE CANTU Board Chair

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director Procurement and Contracts

Date: August 11, 2023

Subject: Procurement: Contract Summary and RFP Update

Summary: This report is intended to provide a summary of active contracts the Board has approved or intends to renew or execute through June 30, 2023. Workforce Solutions Alamo Board staff processes contracts, renewals, and amendments enabling the procurement of goods and services that are reasonable and necessary to administer funds to the greater 13-county Alamo Region.

Update: The table below is a summary of procurement projects in process: *(dates subject to change)*

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-019	Job Placement and Worksite Monitoring	June 16, 2023	Pending Award	Augst 2023
RFQ 2023-020	Postage Meter Machines	June 19, 2023	Evaluation	August 2023
RFQ 2023-021	Document Shredding Services	June 30, 2023	Evaluation	August 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Pending Award	August 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	September 2023

The Workforce Solutions Alamo (WSA) Procurement and Contracts Department is responsible for managing the procurement of goods and services operations. We are committed to conducting procurement acquisitions to the maximum extent practical, in a manner providing full and open competition consistent with the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the Texas Workforce Commission Financial Management for Grants & Contracts’ Property, Procurement & Contract Standards.

The procurement department takes necessary and affirmative steps to contract with small and minority business firms and other Historically Underutilized Businesses (HUBs) when possible. In addition to pending procurement projects, a list of active contracts and their status is periodically presented to the Board for review. The attached list provides an update on the status of active agreements and upcoming renewals.

Alternatives: None.

Fiscal Impact: All budgeted costs were previously approved or were included in recent Budget Amendments.

Recommendation: There is no action currently recommended. Future updates to be provided and any necessary approval of the selected contractors will be requested upon completion of the RFP evaluation process for each solicitation and a recommendation is provided.

Next Steps: Procurement and Contracts will continue to proactively monitor contracts in identifying new opportunities for purchase of goods and services to leverage cost savings to WSA in support of the local plan and the mission of Workforce Solutions Alamo.

Attachments: Contract Listing

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	1YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$31,546	19-May-23	18-Feb-24	18-May-24	Annual Renewal
Active	3YR WEBEX LICENSES - Web conferencing	Barcom	\$10,440	30-Nov-21	1-Oct-24	1-Jan-25	1-3 year renewal
Active	Virtual Recruitment Suite	Premier Virtual	\$15,000	30-Jun-22	30-Apr-23	30-Jun-23	Annual Renewal
Active	12 MOS SERVER DIRECTORY AUDITOR	FreeIT Data Solutions, Inc	\$5,787	1-Jul-22	30-Mar-23	14-Jun-24	Annual Renewal
Active	3YR VMWARE LICENSE- Virtualization Server	COMPUTER SOLUTIONS	\$10,573	26-Mar-21	17-Feb-24	17-May-24	1-3 year renewal
Active	Academic Testing Services	Comprehensive Adult Student Assessment Systems (CASAS)	\$4,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	ACCESIBE SOFTWARE LICENSE	WEBHEAD	\$2,287	1-Jun-22	2/31/2023	31-May-23	Annual Renewal
Active	Adobe Creative Cloud Subscription	CCB (Consistent Computer Bargain)	\$1,452	6-Jan-23	1-Dec-23	6-Jan-24	Annual Renewal
Active	Adult Services	C2 Global Professional Services, LLC	\$19,505,317	1-Oct-21	3-Apr-22	30-Sep-22	No renewals remaining
Active	Advertised Opportunities (job board)	Breezy HR, Inc.	\$6,375	24-Nov-22	27-Jul-23	23-Nov-23	Annual Renewal
Active	APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	\$32,400	1-Jul-22	30-Apr-24	30-Jun-24	Annual Renewal
Active	ArcGIS-Mapping Software	ESRI	\$200	6-Apr-23	5-Jan-23	6-Apr-24	Annual Renewal
Active	Architect and Space Planning Services	LK Design Group Inc.	\$150,000	30-Sep-22	30-May-23	30-Sep-23	2-1 year renewals
Active	BIOMED MEMBERSHIP - SURVEY WORKFORCE DATA SERVICES	BIOMED SAN ANTONIO	\$1,000	1-Jan-23	1-Oct-23	1-Jan-24	Annual Renewal
Active	Board Book Subscription	Board Book	\$4,000	1-Sep-22	2-Jun-23	31-Aug-23	Annual Renewal
Active	Case Management Solutions	CaseWorthy, Inc	\$25,419	1-Aug-21	2-May-23	31-Jul-23	Annual Renewal
Active	CFO Staff Augmentation Services	Collective Strategies	\$270,000	7-May-23	7-Feb-23	7-Aug-23	No renewals remaining
Active	Child Care Management Services	of San Antonio, Department of Human Ser	\$88,475,343	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Child Care Quality Improvement Activity	The City of San Antonio (COSA)	\$1,529,733	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Cisco Wireless Access Point Support- Pearsall	BARCOM	\$72	1-Jun-23	30-Mar-24	31-May-24	Annual Renewal
Active	Cognito Forms Enterprise License	Cognito	\$1,334	1-Sep-22	30-May-23	31-Aug-23	Annual Renewal
Active	Cognito Forms Enterprise License	Cognito	1,622.40	1-Oct-22	30-Jun-23	30-Sep-23	Annual Renewal
Active	Commercial Insurance Broker	SWBC Insurance	Commission Based	1-May-23	30-Jan-24	30-Apr-24	4 - 1 Year Renewals
Active	Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	\$213,520	1-Oct-21	3-Jul-23	30-Sep-23	4- 1 year renewals

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	Commission Based	18-Mar-23	1-Dec-23	12-Mar-24	4-1 year renewals
Pending	Compliance Hotline Provider	Lighthouse Services	\$260	15-May-23	15-Apr-23	15-May-24	Annual Renewal
Active	DATA ANALYTIC SOFTWARE	EMSI	\$19,500	9-Jan-23	8-Oct-23	8-Jan-24	Annual Renewal
Active	Document Destruction	Shred-It (Stericycle)	\$15,000	2-Jul-21	2-Apr-22	1-Jul-23	No renewals remaining
Active	Domain-WSAlamo.org	Go Daddy	\$62	13-Jun-23	13-May-24	12-Jun-24	Annual Renewal
Active	E FAX FOR SAFB LOCATION	Nextivia	\$23	4-Apr-23		3-Apr-24	Auto-Renewal
Active	E Signature Software	DOCUSIGN	\$19,872	15-Feb-23	14-Nov-23	14-Feb-24	Annual Renewal
Active	Electrical Services	All Star Electric	\$24,400	1-Mar-23	23-Oct-23	29-Feb-24	No renewals remaining
Active	Email outreach software	Constant Contact	\$8,644	16-Mar-23	16-Dec-23	16-Mar-24	Annual Renewal
Active	Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	\$40,264	1-Apr-23	1-Jan-23	1-Apr-24	3- 1 year renewals
Active	Financial Audit Services	ABIP, PC	\$67,050	1-Oct-22	2-Jul-23	30-Sep-23	2-1 year renewals
Active	Fiscal Monitoring Services	Christine H Nguyen, CPA	\$136,605	1-Feb-22	3-Oct-22	31-Jan-24	3- 1 year renewals
Active	GAZELLE SOFTWARE SUBSCRIPTION	ABILA - GAZELLE	\$12,075	1-Oct-22	30-May-23	30-Sep-23	Annual Renewal
Active	Grant Writer Services	TJD Consulting	\$7,000	23-May-2023	1-Aug-2023	30-Sep-2023	1-1 year renewal
Active	GRAPHIC DESIGN SOFTWARE	Canva	\$119	8-Apr-23	8-Jan-23	8-Apr-24	Annual Renewal
Active	Guard Services	Vets Securing America	\$369,000	1-Jan-23	30-Apr-23	30-Sep-23	4- 1 year renewals
Active	HVAC PM Services	Fixya Air, LLC	\$30,000	18-Jun-21	30-Apr-23	30-Sep-23	No renewals remaining
Active	ISR MODULAR ROUTER - ASA FIREWALL MAINTENCE	PRESIDIO	\$121,697	19-Sep-18	18-Jun-23	18-Sep-23	Annual Renewal
Active	IT Cloud Services	Freeit Data Solutions, Inc.	\$101,201	20-Jul-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	IX-3 Postage Meter	Quadient	\$4,017	12-Feb-22	13-Nov-24	12-May-25	No renewals remaining
Active	Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$138,240	1-Oct-22	2-Jul-23	30-Sep-23	No renewals remaining
Active	Language Interpreter Services	Universal Technical Translation	\$4,050	1-Jan-23	22-Sep-23	31-Dec-23	No renewals remaining
Active	Lawn Care Maintenance-Pearsall	Arriazola Lawn Care Services	\$480	1-Apr-23	31-Dec-23	31-Mar-24	2-1 year renewals
Active	Leased Copier and Supplies-S Flores	Xerox Financial Services	\$23,582	1-Nov-19	2-Aug-24	31-Oct-24	No renewals remaining

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$186,035	1-Mar-20	30-Nov-24	28-Feb-25	No renewals remaining
Active	Leased Copier and Supplies-various locations	Xerox Financial Services	\$62,220	1-Nov-20	3-Aug-25	1-Nov-25	No renewals remaining
Active	Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$30,420	1-Oct-20	3-Jul-25	1-Oct-25	No renewals remaining
Active	Legal Services	Martin & Drought, P.C.	\$90,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Locksmith Services	Crites Downtown Lock & Key	\$1,595	1-Jan-23	31-Oct-23	31-Dec-23	No renewals remaining
Active	Maintenance Handyman Services	360TXC LLC.	\$13,860	19-Jun-23	19-Jan-24	19-Jun-24	3-1 Year Renewal
Active	Marketing & Outreach Services	Texas Creative	\$100,000	21-Feb-23	22-Nov-23	20-Feb-24	2-1 year renewals
Active	Mat Rentals	Service Uniform	\$37,281	1-Jun-21	31-Jan-24	31-May-24	No renewals remaining
Active	MICROIX SUPPORT & MAINTENCE SOFTWARE	MICROIX	\$3,674	21-Aug-22	20-May-23	20-Aug-24	Annual Renewal
Active	MICROSOFT OFFICE 365 SOFTWARE LICENSE	CONSISTENT COMPUTER BARGAIN	\$36,958	21-Apr-23	20-Jan-24	20-Apr-24	Annual Renewal
Active	MIP MAINTENCE & SUPPORT	ABILA	\$16,186	1-Jun-23	31-Jan-23	31-May-24	Annual Renewal
Active	Monitoring, Targeting and Reporting	Agility PR Solutions	\$24,778	18-Apr-22	17-Jan-24	17-Apr-24	Annual Renewal
Active	Moving Services	Scobey Moving & Storage, LTD.	\$25,000	1-May-23	25-Dec-22	30-Apr-24	2-1 year renewals
Active	NATIONAL ASSOCIATION WORKFORCE BOARD MEMBERSHIP	NAWB	\$3,000	1-Jul-23	20-Mar-24	30-Jun-24	Annual Renewal
Active	Network & UC Managed Services	Barcom Enterprises	\$119,520	1-Mar-23	30-Dec-23	29-Feb-24	Annual Renewal
Active	Netwrix Auditor for Active Directory/File Servers	FreeIT Data Solutions, Inc	\$6,104	15-Jun-23	15-Mar-23	14-Jun-24	Annual Renewal
Active	New CFO Candidate - Hire Solutions - Irlanda Cassidy	Hire Solutions	\$17,000	20-Jun-22	30-Aug-23	30-Sep-23	1-1 year renewal
Active	NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	\$59	15-Sep-22	15-Jun-23	15-Sep-23	Annual Renewal
Active	NIMBLE SUPPORT SERVICES	FreeIT Data Solutions, Inc	\$7,172	20-Jul-22	30-Jun-23	30-Sep-23	Annual Renewal
Active	NORTH SAN ANTONIO CHAMBER OF COMMERCE MEMBERSHIP	NORTH SA COC	\$1,500	26-Oct-22	26-Jul-23	26-Oct-23	Annual Renewal
Active	On Call Plumbing Services	1st Aid Plumbing Inc	\$30,000	1-Mar-23	1-Aug-23	29-Feb-24	2-1 year renewals
Active	Pest Control Services	Orkin LLC - Deborah Toth	\$9,333	1-Jan-23	22-Sep-23	31-Dec-23	1-1 year renewal
Active	Post Machine Rental-E Houston	FP Mailing Solutions	\$627	11-Jul-22	14-May-23	31-Jul-23	No renewals remaining
Active	Postage for VR Staff-Datapoint	FP Mailing Solutions	\$1,555	1-Oct-20	3-Jul-23	1-Oct-23	Auto-Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	Postage Machine-Data Point	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-E. Houston	FP Mailing Solutions	\$299	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-Kerrville	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-Marbach	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-New Braunfels	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-S. Flores	FP Mailing Solutions	\$551	2-Jan-19	2-Jan-23	1-Apr-23	Month to Month
Active	Postage Machine-Seguin	FP Mailing Solutions	\$1,102	1-Jul-21	1-Apr-23	30-Jun-23	Month to Month
Active	Postage Machine-Urban	FP Mailing Solutions	\$6,755	31-Dec-22	4-Jul-23	31-Dec-23	Auto-Renewal
Active	Postage Machine-Walzem	FP Mailing Solutions	\$299	2-Jan-19	3-Oct-23	1-Jan-24	Auto-Renewal
Active	Printer Leases	DOCUMation	\$32,697	1-Aug-21	3-Jun-24	30-Nov-24	No renewals remaining
Active	Procurement Consulting Services	The Syndicate Wave	\$76,212	31-Aug-22	2-May-23	31-Jul-23	No renewals remaining
Active	Procurement Management Software	Bonfire Interactive Ltd	\$24,950	1-Dec-22	1-Sep-23	30-Nov-23	Annual Renewal
Active	Professional Employer Services Agreement	SWBC Professional Employer Services III, LLC	\$30,000	8-May-21	7-Sep-23	31-Dec-23	3- 1 year renewals
Active	Program Monitoring Services	Christine H Nguyen, CPA	\$142,840	12-Dec-22	3-Aug-23	31-Dec-23	4 - 1 year renewals
Active	RTW- Intake, Assesment and Case Management	Chrysalis Ministries	\$5,376,545	21-Jun-22	22-Jul-24	22-Jan-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	\$102,390,463	13-May-22	14-Nov-24	13-May-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	\$5,280,206	1-Jun-22	23-Dec-24	21-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	\$6,740,909	22-Jun-22	24-Dec-24	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	\$9,432,421	22-Jun-22	23-Jan-25	22-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	San Antonio Food Bank	\$6,740,910	27-Jun-22	28-Dec-24	26-Jun-25	3-1 Year Renewal
Active	RTW- Intake, Assesment and Case Management	Avance PCEP School based	\$269,757,600	12-Jun-22	12-Feb-25	12-Jul-25	3-1 Year Renewal
Active	S. Flores Fire and Burglar Alarm Services	ADT LLC	\$2,224	10-Nov-22	9-Aug-23	9-Nov-23	Annual Renewal
Active	SA CHAMBER MEMBERSHIP	SA CHAMBER OF COMMERCE	\$568	1-Jan-23	31-Aug-23	31-Dec-23	Annual Renewal
Active	Safe Cabinet Filing System	Gallion Consulting	\$28,532	1-Oct-22	3-Jul-23	1-Oct-23	Annual Renewal

Status	Contract Name/Description	Vendor	Yearly Estimated Amount	Start Date	Lead Date	End Date	Renewals Remaining
Active	SAGE ASSEST LICENSE & SUPPORT	SAGE	\$6,857	31-Aug-22	3-Mar-22	30-Aug-23	Annual Renewal
Active	Sales and Service Cloud Enterprise	Salesforce Inc	\$614	13-Apr-23	12-Jan-24	12-Apr-24	Annual Renewal
Active	SAS ANALYTICAL SOFTWARE MAINT/LIC AGREEMENT	EXECUTIVE INFORMATION SYSTEMS LLC	\$1,704	30-Jun-22	29-Mar-23	29-Jun-24	Annual Renewal
Active	Security Alarm Monitoring Svcs-Datapoint	ADT/Protection One	\$679	29-Sep-21	30-Jun-23	28-Sep-23	Annual Renewal
Active	Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	\$102,664	18-Jul-22	2-Jul-23	30-Sep-23	3- 1 year renewals
Active	Skills Development Assessment Services	LearningMate Solutions, Inc / Job Ready	\$60,000	25-Jul-22	25-Apr-23	24-Jul-23	No renewals remaining
Active	Social Media Scheduling Tool Subscription	HOOTSUITE	\$627	26-Sep-22	25-May-23	25-Sep-23	Annual Renewal
Active	Storage Facility	Safesite, Inc	\$8,328	1-Feb-23	4-Aug-23	31-Jan-24	No renewals remaining
Active	Subrecipient: Contracted Slots	Ascension DePaul Services, DePaul Children's Center	\$167,051	27-Jul-22	31-Jul-23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	Converse Christian School & Early Learning Center	\$182,457	27-Aug-22	31 Jun 23	31-Dec-23	2-1 year renewals
Active	Subrecipient: Contracted Slots	La Mission Childcare and Kid Kamp	\$137,642	27-Jul-22	2-Oct-23	31-Dec-23	2-1 year renewals
Active	SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	\$3,000	23-Mar-23	23-Jan-24	23-Mar-24	Annual Renewal
Active	Teacher Externships	Alliance for Technology Education In Applied Science and Math	\$162,500	1-Mar-23	28-Sep-23	28-Feb-24	No renewals remaining
Active	Temporary Staffing Services	Human Capital International, LLC dba Integrated Human Capital	\$75,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	Temporary Staffing Services	LK Jordan	\$250,000	1-Nov-22	2-Aug-23	31-Oct-23	2-1 year renewals
Active	The Work Number-SSN and Employment Verification (Equifax Verification Services for Social	Equifax/Carasoft	\$70,000	1-Sep-22	4-Mar-23	31-Aug-23	Annual Renewal
Active	Vistana Front Doorbell Service Agreement	ADT LLC	\$1,019	13-Jul-23	13-Apr-23	12-Jul-24	Auto Renewal
Active	Walzem Burglar Alarm System Services	True Protection LLC	\$1,878	1-Nov-23	14-Jul-24	1-Nov-24	Annual Renewal
Active	Web Based IT staff Training	SOLID BORDER	\$8,642	14-Jun-23	13-Mar-24	13-Jun-24	Annual Renewal
Active	Web Development & Site Content Support Services	Web-Head Technologies	\$81,047	1-Nov-22	2-Aug-23	31-Oct-23	No renewals remaining
Active	WEBSITE HOST/PRODUCTION DEVELOPMENT	Web-Head Technologies	\$1,838	1-Jul-22	30-Apr-23	31-Oct-23	Annual Renewal
Active	WORK NUMBER SERVICES EMPLOYMENT AND SSN VERIFICATION SERVICES	CARASOFT TECHNOLOGY CORPORATION	\$70,000	1-Sep-22	6/31/2023	31-Oct-23	Annual Renewal
Active	Work Readiness Training for SEAL	SA Trainers, LLC dba Partners in Progress	\$80,000	16-May-23	15-Feb-23	15-May-24	1-1 year renewal
Active	Youth Services	Serco of Texas Inc.	\$2,500,000	1-Oct-22	2-Jul-23	30-Sep-23	3- 1 year renewals

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Procurement Update: Procurement Process Improvements Status

Summary: This report is intended to summarize and update on procurement processes and improvements the Board implemented to increase controls related to contracts and leases. Workforce Solutions Alamo Board procurement staff contracted with a Procurement Consultant, The Syndicate Wave, LLC. in 2022 to help to improve processes and efficiencies.

Update: The table below is intended to summarize the completion status of the corrective actions taken:

Item	Status	Complete By
Re-Procure Real Estate Broker	Contract Executed	Completed
Provide requested documentation to TWC for Audit Resolution	Resolved	Completed
Review all Leases for compliance	Secondary review In-Process	August 31, 2023
Implement Lease Procedures	Completed	Completed
Manage Contract Log	On-going	On-going
Implement Procurement Consultant Recommendations*	Completed	Completed

TWC Recommendations: In October 2022, the annual TWC monitoring review of procurement was performed to ensure historical procurements were completed in accordance with related policies and procedures. The Board should strengthen controls over expiring contracts. The Board should adhere to the requirements of the FMGC and work with TWC Audit Resolution on re-procuring the workforce center leases for Kenedy, New Braunfels, and Hondo in compliance with federal and state requirements. To accomplish this, TWC has recommended putting in additional measures including:

- The Board should reprocure the contract for a broker before requesting additional services.
- The Board should provide documentation of cost reasonableness to demonstrate that a fair market rate is currently being paid for Pearsall, Floresville, and Boerne workforce center leases.

TWC Lease Recommendation Progress: The Board has implemented the recommendations by TWC and coordinated with TWC’s Audit Resolution unit for additional technical assistance on how to cure the non-compliant leases before any future lease renewals. After meeting with TWC, the Board took the following steps to cure the findings:

- WSA performed a lease-by-lease summary of each property with required documentation to address findings with implementation of lease procedures and tools not previously in place.
- TWC did not request WSA to break any lease but expects WSA to perform a complete and transparent procurement before exercising any renewal options on a current lease.
- WSA is reviewing all existing leases to ensure proper procurement.
- WSA performed Lease Market Assessment for the leases to determine cost reasonableness.
- TWC provided that original lease procurements must indicate renewal option periods. Therefore, additional option periods not included in the original lease cannot be exercised without new procurement.

As an outcome of the technical assistance, the Board has taken the following steps:

- The RFP for Real Estate Broker Services has been completed, and the contract with Partners Realty has been executed. The contract term is effective March 13, 2023, for 12 months, and has four (4) one-year options to renew.
- The Board staff is conducting an internal review of all property leases. This process analyzes the existing lease procedures to ensure they align with the TWC’s Financial Manual for Grants Contracts, including the procurement supplement. In addition, this process will ensure that documentation is on file for each item listed in the Lease Procurement Checklist.

Additional Controls Over Expiring Contracts: TWC recommended that the Board review and strengthen controls to ensure contracts are renewed or reprocured promptly and appropriately. Procurement has developed a contract management database that is updated regularly by reviewing contract expiration dates in addition to any other contract related action.

Furthermore, Procurement and Contracts Management utilizes e-procurement software to issue automated reminders to contract end users for necessary action requirements on renewing and expiring contracts. Additionally, procurement staff performs follow up with end users individually for status updates. This follow-up process creates an opportunity for collaboration, training, and development throughout the agency.

Agency-Wide Procurement Improvements: In March 2022, the Board contracted with The Syndicate Wave, LLC. to address the prior years` TWC recommendation, listing procurement as an area of concern. The independent consultant assessed the procurement area, identifying several required vital control needs. The Board had contracted with The Syndicate Wave, LLC to assess, recommend, and assist to implement agency-wide

improvements to the procurement and contract management process. This included strengthening controls by updating policies and implementing standard operating procedures.

The outcome of the assessment resulted in identifying key risk control areas of capacity, governance, and process effectiveness. The Syndicate Wave, LLC scope of service and contracted course of action was to recommend, enhance, and implement the following agency-wide:

- Improve Procurement Governing Practices and Enhancing Best Practices
- Capacity Building and Strengthening Policy & Procurement System(s) Performance
- Procurement checklists and other tool kits to improve efficiency and effectiveness
- Contract Compliance and Monitoring Improvements
- Standardization of Procurement Planning, Timeline, Requirements, and Operating Procedures
- Records Management Policies (including the utilization of electronic storage)
- Vendor Diversity Outreach Policy Improvements (SMWVBE/HUB)
- Procurement Professional Development Recommendations and Training
- Support Audit reconciliation activities and any “Cure” actions

WSA and The Syndicate Wave, LLC collectively finalized all enhancements and implemented these new policy and procedures recommendations. WSA is committed to conducting procurement acquisitions to the maximum extent practical, in a manner providing full and open competition consistent with the standards detailed in the Financial Manual for Grants and Contracts (FMGC), Texas Workforce Commission Procurement Supplement, Grant Management Common Rule, and Uniform Grant Management Standards (2 CFR 200).

Next Steps: Procurement and Contracts Management will continue proactively monitoring compliance, embracing a continuous process improvement culture, as well as integrating an internal quality assurance process.

Timeline: The procurement process improvements have been completed and will be reviewed and updated annually to maintain a quality and efficiently run Procurement Department.

Fiscal Impact: Strengthening controls will ensure full compliance and guard against future question costs, and potential cost savings. Additionally, these controls will yield more significant contract negotiation positions.

Attachments: None.

Procurement Update: Contract Summary & RFP

The table below is a summary of procurement bid projects in process:

<u>Solicitation</u>	<u>Procurement</u>	<u>Date of Release</u>	<u>Status</u>	<u>Anticipated Award Date</u>
RFP 2023-019	Job Placement and Worksite Monitoring	June 16, 2023	Pending Award	August 2023
RFQ 2023-020	Postage Meter Machines	June 19, 2023	Evaluation	August 2023
RFQ 2023-021	Document Shredding Services	June 30, 2023	Pending Award	August 2023
RFI 2023-012	Lease Property Search (Walzem)	March 24, 2023	Pending Award	August 2023
RFI 2023-015	Lease Property Search (Kerrville)	April 17, 2023	Evaluation	September 2023
RFA 2023-025	Teacher Externships	September 28, 2023	In Progress	January 2024
RFI 2023-026	Leased Property Search (Hondo)	October 1, 2023	In Progress	December 2024



UPDATE: PROCUREMENT IMPROVEMENT STATUS

FY21 Concern: TWC monitoring results identified potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistently.

FY22 Contract-Related Findings: The Board should strengthen controls around expiring leases and contracts.

Board Response: As a proactive measure, the Board contracted with The Syndicate Wave to evaluate current policies and procedures, implement best practices, and strengthen controls around procurement.



UPDATE: PROCUREMENT IMPROVEMENT STATUS

Controls Implementation Update:

Item	Status	Complete By
Re-Procure Real Estate Broker	Contract Executed	Completed
Provide requested documentation to TWC for Audit Resolution	Resolved	Completed
Review all leases for compliance	Secondary review In-Process	August 31, 2023
Implement Lease Procedures	Completed	Completed
Manage Contract Log	Implemented	Ongoing
Implement Procurement Consultant Recommendations*	Completed	Completed

Contract Automation

TO MAXIMIZE CONTRACT LIFECYCLE MANAGEMENT



Automate approvals and signing



Standardize contract authoring



Improve business relationships



Leverage electronic signature integrations



Boost compliance and decrease risk



UPDATE: PROCUREMENT IMPROVEMENT STATUS

Continuous Monitoring and Path Forward:

The templates developed and implemented allows for continuous monitoring moving forward:

- ✓ **Annual Review of all policies and procedures.** *Mid-year* changes in operational process and procedures to be addressed accordingly with any updates to the templates established.
- ✓ **Emphasize for all procurements no matter size and complexity to always perform the following:**
 - ❖ **Needs Assessment** to always include document scope/requirements needed for stakeholders.
 - ❖ **Market Research/Cost & Price Analysis** to ensure there's full and open competition documented for every procurement transaction.
 - ❖ **Ongoing Training and Assessment of Procurement Staff** – update professional skills as needed to maintain proficiency with FMGC and State/Federal Regulations.
 - ❖ **Documentation...Documentation...Documentation:** Document all procurement transactions.
 - ❖ **Review and investigate any processes that can be automated** such as the Needs Assessment/Market Research and Cost/Price Analysis Template are good examples of applicable items.



MEMORANDUM

To: Executive Committee
 From: Adrian Lopez, CEO
 Presented by: Giovanna Escalante-Vela, CFO
 Date: August 11, 2023
 Regarding: Financial Report – May 31, 2023

SUMMARY: Financial reports through May 31, 2023, have been prepared for the fiscal year October 1, 2022, through September 30, 2023; the straight-line expenditure benchmark is 66.67% of the budget. The Board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures. When significant variances occur, the Board submits a budget amendment.

CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	57.39%	The Board is currently working to fill all vacant positions timely. The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out. Low training expenditures are a function of timing and will be fully utilized.
Board Facility	66.92%	Board facilities are on a budget.
Equipment	57.87%	Software Maintenance & Support is under budget; these are expensed as needed.
General Office Expense	44.45%	The insurance budget includes a contingency for high deductible plans related to employee matters and Cyber Security. We are expecting a \$100,000 surplus if no unforeseen events occur. Marketing has several pending projects and will fully utilize this budget.
Professional Services	48.19%	This variance is primarily a timing difference as these expenditures occur throughout the year as services are rendered: <ul style="list-style-type: none"> • The Legal Budget is utilized for employee matters expensed as incurred and pending an update to the employee handbook. • Monitoring Expenditures occur as services are performed. • Professional Services for temporary staffing are under budget by approximately 12%.
Board Training & Development	81.21%	The Board retreat, which included travel and training, occurred in February.
Total Expense	55.03%	

Corporate expenditures represent 55.03% of the annual budget, demonstrating a budget surplus of approximately 11.64% of the approved budget. The most significant budget surplus is in staffing and professional services, related to monitoring and other legal costs related to human resources.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	56.47%	The facility expenditures represent 56.47% of the approved budget, reflecting a 10.20% straight-line budget surplus. Pending equipment approval from TWC for the Port of San Antonio of approximately \$250,000 and operational cost being slightly under budget, a function of timing.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
23TAF	10/31/2023	\$8,011,037	46.43%	Expenditures reflect a 20.24% straight-line budget surplus due to the low participation and reduced HHSC referrals. The Board's FY23 allocation is \$2 million higher than average.
22WA2	6/30/2024	\$3,456,318	96.21%	Overspent by 29.54%. Board staff are working with the contractor to co-enroll and diversify funding. The Dislocated Worker designation to adult will realign expenditures.
22WD2	6/30/2024	\$3,996,897	50.64%	Board staff are working with the contractor to increase enrollment. The Board continues to monitor expenditures. The Board has received a designation of \$500,000 that will realign expenditures.
23CCF	12/31/2023	\$87,130,697	55.71%	CCF expenditures increase in the summer due to how long children are in care. The Board is currently exceeding the TWC target number. The Board expects to expend 100%.
23TRA	12/31/2023	\$50,400	31.98%	This program is currently in the sunset phase, and new petitions will not be accepted. Funding will be available through 12/31/24 for client completion. As of 5/31/23, the contractor has \$30,000 of training invoices pending.
23CCQ	10/31/2023	\$5,820,249	26.98%	Current quality initiatives will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers.

22CSL	12/31/2023	\$746,230	15.44%	This grant was extended from 3/31/23 to 12/31/23. The Board has \$488,774 obligated.
23WOS	12/31/2023	\$221,896	29.60%	This grant supports Military Spouses. Staff continue to increase outreach efforts in and around the military bases. This will increase participation and training-related expenditures.
22WPB	10/31/2023	\$192,946	62.36%	WSA is one of four workforce boards operating this new TWC initiative that supports sex trafficking victims.
23WS2	11/30/2023	\$116,439.00	0.00%	In March 2023, TWC awarded the Board the Middle Skills Employment Supplies Pilot Program; a program designed to support Texans preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.
23EXT	2/29/2024	\$200,000	1.81%	Teacher Externship activities occur during the summer months. The 100 teachers that completed enrollment are expected to complete the program.
23EX2	2/29/2024	\$106,726	0.00%	Early in May 2023, TWC awarded the Board additional funding for Teacher Externship. An additional 60 teachers will be able to participate.
22VR1	9/30/2023	\$900,000	5.81%	124 Summer Earn and Learn participants have been placed and are working.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	11/30/2023	\$100,000	33.18%	This grant is used exclusively for the Workforce Ambassador Program. The Board expects to spend 100% of the award.
CAP22 Capacity Building	11/30/2023	\$37,500	0.00%	This grant is used for Capacity Building, focusing on Staff Performance, managing technology, and strategic planning. The Board expects to spend 100% of the award.
TOY23 Toyotetsu	09/30/2023	\$100,000	1.56%	This is a work-based learning pilot program where Toyotetsu offers specialized training in manufacturing to help residents gain access and knowledge, leading to high-paying job opportunities. Currently, Toyotesu is

				processing a list of applicants.
22RTW	3/31/2025	\$10,041,073	39.06%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as invoices are received, and enrollments and activities continue to increase.

ATTACHMENTS:

Financial Statement – May 31, 2023

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2022-September 30, 2023
Report Period: 10/01/22 - 5/31/2023

Straight-Line Target: 66.67%

	Annual Budget	Amendment # 1	Amendment # 2	Amended Budget #1&2	YTD Expenses	% Expended	Balance
PERSONNEL							
Salaries/Wages	\$ 4,331,451	\$ -	\$ (350,000)	\$ 3,981,451	\$ 2,352,200	59.08%	\$ 1,629,251
Fringe Benefits	1,316,021	-	(200,000)	1,116,021	602,385	53.98%	513,636
Staff Travel	62,000	-	-	62,000	42,982	69.33%	19,018
Staff Training & Development	162,000	-	-	162,000	56,435	34.84%	105,565
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,871,472	\$ -	\$ (550,000)	\$ 5,321,472	\$ 3,054,003	57.39%	\$ 2,267,469
BOARD FACILITY							
Rent	\$ 417,817	5,000	25,000	\$ 447,817	\$ 299,681	66.92%	\$ 148,136
Building Out/Moving Expenses	0	-	-	0	0	0.00%	0
<i>FACILITY SUBTOTAL:</i>	\$ 417,817	\$ 5,000	\$ 25,000	\$ 447,817	\$ 299,681	66.92%	\$ 148,136
EQUIPMENT/RELATED COSTS							
Equipment Purchases	\$ 50,000	-	27,500	\$ 77,500	\$ 48,287	62.31%	\$ 29,213
Equipment Rental	15,000	-	-	15,000	10,151	67.67%	4,849
Repair & Maintenance	-	-	-	-	-	0.00%	-
Software Licenses	61,819	-	35,000	96,819	63,998	66.10%	32,821
Software Maintenance & Support	100,000	-	(35,000)	65,000	24,735	38.05%	40,265
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 226,819	\$ -	\$ 27,500	\$ 254,319	\$ 147,171	57.87%	\$ 107,148
GENERAL OFFICE EXPENSES							
Communications	\$ 50,000	-	-	\$ 50,000	\$ 31,053	62.11%	\$ 18,947
Advertising	35,000	-	(25,000)	10,000	468	4.68%	9,532
Insurances	300,000	-	-	300,000	149,193	49.73%	150,807
Office Supplies	50,000	-	(20,000)	30,000	7,357	24.52%	22,643
Postage/Shipping/Other	7,500	-	-	7,500	2,483	33.11%	5,017
Printing, Binding & Reproduction	20,000	-	-	20,000	10,692	53.46%	9,308
Publications & Subscriptions	7,500	-	-	7,500	3,700	49.34%	3,800
Dues	25,000	-	-	25,000	8,075	32.30%	16,925
Storage	15,000	5,000	-	20,000	10,772	53.86%	9,228
Marketing (External)	120,000	-	-	120,000	36,258	30.21%	83,742
Miscellaneous Costs	25,000	-	-	25,000	1,161	4.64%	23,840
Non Federal	50,000	-	-	50,000	34,373	68.75%	15,627
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 705,000	\$ 5,000	\$ (45,000)	\$ 665,000	\$ 295,585	44.45%	\$ 369,415
PROFESSIONAL SERVICES							
Legal Services-Corporate	\$ 100,000	-	-	\$ 100,000	\$ 65,188	65.19%	\$ 34,812
Legal Services-Other	75,000	50,000	-	125,000	29,041	23.23%	95,959
Audit	75,000	-	-	75,000	62,453	83.27%	12,548
Monitoring (Contractor)	500,000	-	-	500,000	156,987	31.40%	343,014
Professional Services	600,000	425,000	-	1,025,000	561,017	54.73%	463,983
Payroll Fees	35,000	-	-	35,000	21,701	62.00%	13,299
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,385,000	\$ 475,000	\$ -	\$ 1,860,000	\$ 896,386	48.19%	\$ 963,614
BOARD EXPENSES							
Board Member Travel	\$ 5,000	-	-	\$ 5,000	\$ 4,598	91.96%	\$ 402
Board Member Training/Development	25,000	-	8,000.00	33,000	25,761	78.06%	7,239
Board Meetings & Misc. Costs	15,000	-	(8,000.00)	7,000	6,185	88.36%	815
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ 36,544	81.21%	\$ 8,456
TOTAL EXPENSES	\$ 8,651,108	\$ 485,000	\$ (542,500)	\$ 8,593,608	\$ 4,729,371	55.03%	\$ 3,864,237
SUMMARY:							
Personnel	\$ 5,871,472	-	(550,000)	\$ 5,321,472	\$ 3,054,003	57.39%	\$ 2,267,469
Board Facility	417,817	5,000	25,000	447,817	299,681	66.92%	148,136
Equipment/Related Costs	226,819	-	27,500	254,319	147,171	57.87%	107,148
General Office Expenses	705,000	5,000	(45,000)	665,000	295,585	44.45%	369,415
Professional Services	1,385,000	475,000	-	1,860,000	896,386	48.19%	963,614
Board Expenses	45,000	-	-	45,000	36,544	81.21%	8,456
TOTAL CORPORATE EXPENSES	\$ 8,651,108	\$ 485,000	\$ (542,500)	\$ 8,593,608	\$ 4,729,371	55.03%	\$ 3,864,237

WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2022 - September 30, 2023

Report Period: 10/01/22-5/31/23

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	Amendment #1	Amendment #2	Revised Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Workforce Facilities	\$ 5,816,232.00	\$ -	\$ 25,000.00	\$ 5,841,232.00	\$ 3,339,744.64	57.18%	66.67%	\$ 2,501,487
Port SA	500,000.00	250,000.00	-	750,000.00	444,271.08	59.24%	66.67%	305,729
Mobile RV Unit	510,000.00	-	(400,000.00)	110,000.00	-	0.00%	66.67%	110,000
	\$ 6,826,232	\$ 250,000.00	\$ (375,000.00)	\$ 6,701,232.00	\$ 3,784,015.72	56.47%	66.67%	\$ 2,917,216.28

<u>Facilities:</u>	<u>End of Lease</u>
Walzem	12/31/2023
Datapoint	3/31/2030
Datapoint - Child Care	3/31/2030
Marbach	Month to Month
S. Flores	7/31/2028
E. Houston	8/16/2030
New Braunfels	1/31/2032
Hondo	12/31/2024
Seguin	1/15/2027
Kenedy	1/30/2025
Floresville	7/31/2026
Kerrville	4/30/2024
Boerne	11/30/2026
Pleasanton	1/31/2025
Pearsall	10/31/2024
SA Foodbank	12/31/2023
Fredericksburg	No Expiration
Bandera	No Expiration

General Expense Item*

- Rent
- Utilities
- Janitorial
- Repair & Maintenance
- Security
- Copiers / Printers
- Phones
- Computer Equipment
- Misc.

*Not all general expenses items are applicable to each location

Workforce Solutions Alamo
October 1, 2022 to September 30, 2023
Grant Summary Report

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 5/31/23	YTD Exp 5/31/23	Balance
WIOA ADULT SERVICES	21WA1	2021WOA001	\$ 849,798.00	\$ 844,108.82	\$ 5,689.18	\$ 5,689.18	\$ 5,836.89	\$ 849,945.71	\$ (147.71)
WIOA ADULT SERVICES	21WA2	2021WOA001	\$ 3,276,946.00	\$ 3,243,181.02	\$ 33,764.98	\$ 33,764.98	\$ 33,777.31	\$ 3,276,958.33	\$ (12.33)
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 401,623.23	\$ 545,699.77	\$ 545,699.77	\$ 533,555.42	\$ 935,178.65	\$ 12,144.35
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	0	\$ 3,456,318.00	\$ 3,456,318.00	\$ 3,325,253.12	\$ 3,325,253.12	\$ 131,064.88
WIOA ADULT Total			\$ 8,530,385.00	\$ 4,488,913.07	\$ 4,041,471.93	\$ 4,041,471.93	\$ 3,898,422.74	\$ 8,387,335.81	\$ 143,049.19
WIOA DISLOCATED WORKER	21WD1	2021WOD001	\$ 901,481.00	\$ 859,702.50	\$ 41,778.50	\$ 41,778.50	\$ 41,893.21	\$ 901,595.71	\$ (114.71)
WIOA DISLOCATED WORKER	21WD2	2021WOD001	\$ 3,597,920.00	\$ 3,315,191.96	\$ 282,728.04	\$ 282,728.04	\$ 282,740.00	\$ 3,597,931.96	\$ (11.96)
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 153,168.80	\$ 1,031,282.20	\$ 1,031,282.20	\$ 143,273.77	\$ 296,442.57	\$ 888,008.43
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	0	\$ 3,996,897.00	\$ 3,996,897.00	\$ 2,024,031.80	\$ 2,024,031.80	\$ 1,972,865.20
WIOA DISLOCATED Total			\$ 9,680,749.00	\$ 4,328,063.26	\$ 5,352,685.74	\$ 5,352,685.74	\$ 2,491,938.78	\$ 6,820,002.04	\$ 2,860,746.96
WIOA YOUTH SERVICES	21WOY	2021WOY001	\$ 4,430,155.00	\$ 4,011,756.56	\$ 418,398.44	\$ 418,398.44	\$ 199,567.13	\$ 4,211,323.69	\$ 218,831.31
WIOA YOUTH SERVICES	22WOY	2022WOY001	\$ 4,732,035.00	\$ 531,164.73	\$ 4,200,870.27	\$ 4,200,870.27	\$ 2,329,497.65	\$ 2,860,662.38	\$ 1,871,372.62
WIOA YOUTH Total			\$ 9,162,190.00	\$ 4,542,921.29	\$ 4,619,268.71	\$ 4,619,268.71	\$ 2,529,064.78	\$ 7,071,986.07	\$ 2,090,203.93
WIOA RAPID RESPONSE	22WOR	2022WOR001	\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 21,544.75	\$ 47,115.97	\$ 17,626.03
WIOA RAPID RESPONSE Total			\$ 64,742.00	\$ 25,571.22	\$ 39,170.78	\$ 39,170.78	\$ 21,544.75	\$ 47,115.97	\$ 17,626.03
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	22TAF	2022TAF001	\$ 7,483,591.00	\$ 5,543,582.79	\$ 1,940,008.21	\$ 1,940,008.21	\$ 354,129.69	\$ 5,897,712.48	\$ 1,585,878.52
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	0	\$ 8,011,037.00	\$ 8,011,037.00	\$ 3,719,594.87	\$ 3,719,594.87	\$ 4,291,442.13
TANF Total			\$ 15,494,628.00	\$ 5,543,582.79	\$ 9,951,045.21	\$ 9,951,045.21	\$ 4,073,724.56	\$ 9,617,307.35	\$ 5,877,320.65
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	2023SNE001	\$ 1,499,502.00	0	\$ 1,499,502.00	\$ 1,499,502.00	\$ 1,114,250.58	\$ 1,114,250.58	\$ 385,251.42
SNAP E&T Total			\$ 1,499,502.00	\$ -	\$ 1,499,502.00	\$ 1,499,502.00	\$ 1,114,250.58	\$ 1,114,250.58	\$ 385,251.42
NON CUSTODIAL PARENT	23NCP	2023NCP001	\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 311,095.05	\$ 318,599.68	\$ 118,978.32
NON CUSTODIAL PARENT Total			\$ 437,578.00	\$ 7,504.63	\$ 430,073.37	\$ 430,073.37	\$ 311,095.05	\$ 318,599.68	\$ 118,978.32
CC SRVCS FORMULA ALLOCATION-CCF	22CCF	2022CCF001	\$ 98,063,720.00	\$ 85,538,265.49	\$ 12,525,454.51	\$ 12,525,454.51	\$ 5,779,247.15	\$ 91,317,512.64	\$ 6,746,207.36
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ -	\$ 87,130,697.00	\$ 87,130,697.00	\$ 48,542,371.80	\$ 48,542,371.80	\$ 38,588,325.20
CHILD CARE CCF Total			\$ 185,194,417.00	\$ 85,538,265.49	\$ 99,656,151.51	\$ 99,656,151.51	\$ 54,321,618.95	\$ 139,859,884.44	\$ 45,334,532.56
CC DVLPMNT FUND LOCAL MATCH - CCM	22CCM	2022CCM001	\$ 7,372,742.00	\$ -	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ -
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	\$ 7,539,884.00	\$ -	\$ -	\$ 7,539,884.00
CHILD CARE CCM Total			\$ 14,912,626.00	\$ -	\$ 14,912,626.00	\$ 14,912,626.00	\$ 7,372,742.00	\$ 7,372,742.00	\$ 7,539,884.00
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	22CCP	2022CCP001	\$ 6,953,000.00	\$ 5,507,082.11	\$ 1,445,917.89	\$ 1,445,917.89	\$ (532.48)	\$ 5,506,549.63	\$ 1,446,450.37
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	2023CCP001	\$ 8,115,000.00	\$ 443,514.58	\$ 7,671,485.42	\$ 7,671,485.42	\$ 3,946,731.38	\$ 4,390,245.96	\$ 3,724,754.04
CHILD CARE CCP Total			\$ 15,068,000.00	\$ 5,950,596.69	\$ 9,117,403.31	\$ 9,117,403.31	\$ 3,946,198.90	\$ 9,896,795.59	\$ 5,171,204.41
TRADE ACT SERVICES	22TRA	2022TRA001	\$ 533,816.00	\$ 31,528.98	\$ 502,287.02	\$ 502,287.02	\$ 5,159.64	\$ 36,688.62	\$ 497,127.38
TRADE ACT SERVICES	23TRA	2023TRA001	\$ 50,400.00	0	\$ 50,400.00	\$ 50,400.00	\$ 16,120.11	\$ 16,120.11	\$ 34,279.89
TRADE ACT SERVICES Total			\$ 584,216.00	\$ 31,528.98	\$ 552,687.02	\$ 552,687.02	\$ 21,279.75	\$ 52,808.73	\$ 531,407.27
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	22WPA	2022WPA001	\$ 948,613.00	\$ 665,913.72	\$ 282,699.28	\$ 282,699.28	\$ 154,068.65	\$ 819,982.37	\$ 128,630.63
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	2023WPA001	\$ 701,715.00	0	\$ 701,715.00	\$ 701,715.00	\$ 285,112.70	\$ 285,112.70	\$ 416,602.30
EMPLOYMENT SERVICES Total			\$ 1,650,328.00	\$ 665,913.72	\$ 984,414.28	\$ 984,414.28	\$ 439,181.35	\$ 1,105,095.07	\$ 545,232.93
RESOURCE ADMIN GRANT	23RAG	2023RAG001	\$ 11,857.00	0	\$ 11,857.00	\$ 11,857.00	\$ 7,652.10	\$ 7,652.10	\$ 4,204.90
RESOURCE ADMIN GRANT Total			\$ 11,857.00	\$ -	\$ 11,857.00	\$ 11,857.00	\$ 7,652.10	\$ 7,652.10	\$ 4,204.90

Workforce Solutions Alamo
October 1, 2022 to September 30, 2023
Grant Summary Report

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 5/31/23	YTD Exp 5/31/23	Balance
TEXAS VETERANS COMMISSION	23TVC	2023TVC001	\$ 284,084.00	0	\$ 284,084.00	\$ 284,084.00	\$ 203,062.83	\$ 203,062.83	\$ 81,021.17
VETERANS EMPLOYMENT SERVICE Total			\$ 284,084.00	\$ -	\$ 284,084.00	\$ 284,084.00	\$ 203,062.83	\$ 203,062.83	\$ 81,021.17
CC QUALITY - CCQ	22CCQ	2022CCQ001	\$ 5,384,152.00	\$ 3,009,880.22	\$ 2,374,271.78	\$ 2,374,271.78	\$ 2,229,805.51	\$ 5,239,685.73	\$ 144,466.27
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	0	\$ 5,820,249.00	\$ 5,820,249.00	\$ 1,570,413.28	\$ 1,570,413.28	\$ 4,249,835.72
CCQ QUALITY Total			\$ 11,204,401.00	\$ 3,009,880.22	\$ 8,194,520.78	\$ 8,194,520.78	\$ 3,800,218.79	\$ 6,810,099.01	\$ 4,394,301.99
SERVICE INDUSTRY RECOVERY CHILD CARE	22CCX	2022CCX001	\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,375,446.48	\$ 17,842,170.76	\$ 1,575,297.24
SERVICE INDUSTRY RECOVERY CHILD CARE Total			\$ 19,417,468.00	\$ 14,466,724.28	\$ 4,950,743.72	\$ 4,950,743.72	\$ 3,375,446.48	\$ 17,842,170.76	\$ 1,575,297.24
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 115,210.14	\$ 115,210.14	\$ 631,019.86
CHILD CARE - TRS CONTRACTED SLOTS - Total			\$ 746,230.00	\$ -	\$ 746,230.00	\$ 746,230.00	\$ 115,210.14	\$ 115,210.14	\$ 631,019.86
WORKFORCE COMMISSION INITIATIVES	22WCI	2022WCI001	\$ 354,845.00	\$ 213,396.91	\$ 141,448.09	\$ 141,448.09	\$ (817.16)	\$ 212,579.75	\$ 142,265.25
WORKFORCE COMMISSION INITIATIVES	23WCI	2023WCI001	\$ 94,250.00	0	\$ 94,250.00	\$ 94,250.00	\$ 63,490.10	\$ 63,490.10	\$ 30,759.90
WORKFORCE COMMISSION INITIATIVES Total			\$ 449,095.00	\$ 213,396.91	\$ 235,698.09	\$ 235,698.09	\$ 62,672.94	\$ 276,069.85	\$ 173,025.15
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 850,280.00	0	\$ 850,280.00	\$ 850,280.00	\$ 620,552.20	\$ 620,552.20	\$ 229,727.80
REEMPLOYMENT Total			\$ 850,280.00	\$ -	\$ 850,280.00	\$ 850,280.00	\$ 620,552.20	\$ 620,552.20	\$ 229,727.80
MILITARY FAMILY SUPPORT PROGRAM	22WOS	2022WOS001	\$ 221,896.00	\$ 101,620.77	\$ 120,275.23	\$ 120,275.23	\$ 43,108.12	\$ 144,728.89	\$ 77,167.11
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 65,673.51	\$ 65,673.51	\$ 156,222.49
MILITARY FAMILY SUPPORT Total			\$ 443,792.00	\$ 101,620.77	\$ 120,275.23	\$ 342,171.23	\$ 108,781.63	\$ 210,402.40	\$ 233,389.60
STUDENT HIREABILITY NAVIGATOR	18HN4	3018VRS130	\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 111,699.42	\$ 127,058.05	\$ 82,941.95
STUDENT HIREABILITY NAVIGATOR Total			\$ 210,000.00	\$ 15,358.63	\$ 194,641.37	\$ 194,641.37	\$ 111,699.42	\$ 127,058.05	\$ 82,941.95
VOCATIONAL REHABILITATION-VR INFRA SPVRT	23COL	2023COL001	\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 332,382.96	\$ 370,071.10	\$ 127,300.34
VR-INFRA SUPPORT Total			\$ 497,371.44	\$ 37,688.14	\$ 459,683.30	\$ 459,683.30	\$ 332,382.96	\$ 370,071.10	\$ 127,300.34
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 60,791.69	\$ 120,322.43	\$ 72,623.57
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total			\$ 192,946.00	\$ 59,530.74	\$ 133,415.26	\$ 133,415.26	\$ 60,791.69	\$ 120,322.43	\$ 72,623.57
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2	2023WOS002	\$ 116,439.00	0	\$ -	\$ 116,439.00	0	0	\$ 116,439.00
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT Total			\$ 116,439.00	\$ -	\$ -	\$ 116,439.00	\$ -	\$ -	\$ 116,439.00
TEACHER EXTERNSHIP	22EXT	2022EXT001	\$ 200,000.00	\$ 188,634.22	\$ 11,365.78	\$ 11,365.78	\$ 5,878.69	\$ 194,512.91	\$ 5,487.09
TEACHER EXTERNSHIP	23EXT	2023EXT001	\$ 200,000.00	0	\$ 200,000.00	\$ 200,000.00	\$ 3,626.18	\$ 3,626.18	\$ 196,373.82
TEACHER EXTERNSHIP	23EX2	2023EXT002	\$ 106,726.00	0	\$ -	\$ 106,726.00	\$ -	\$ -	\$ 106,726.00
TEACHER EXTERNSHIP Total			\$ 506,726.00	\$ 188,634.22	\$ 211,365.78	\$ 318,091.78	\$ 9,504.87	\$ 198,139.09	\$ 308,586.91
SUMMER EARN & LEARN (SEAL)	22VRS	3022VRS045	\$ 900,000.00	\$ 561,124.94	\$ 338,875.06	\$ 338,875.06	\$ 3,281.58	\$ 564,406.52	\$ 335,593.48
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	0	\$ 900,000.00	\$ 900,000.00	\$ 52,303.06	\$ 52,303.06	\$ 847,696.94
SEAL Total			\$ 1,800,000.00	\$ 561,124.94	\$ 1,238,875.06	\$ 1,238,875.06	\$ 55,584.64	\$ 616,709.58	\$ 1,183,290.42
SKILLS DEVELOPMENT FUND-LONESTAR	21SD3	2021SDF003	\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 219,959.39	\$ 485,880.42	\$ 25,086.58
SKILLS DEVELOPMENT FUND Total			\$ 510,967.00	\$ 265,921.03	\$ 245,045.97	\$ 245,045.97	\$ 219,959.39	\$ 485,880.42	\$ 25,086.58
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 3,462.50	\$ 96,537.50	\$ 96,537.50	\$ 29,716.23	\$ 33,178.73	\$ 66,821.27
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00	0	\$ 37,500.00	\$ 37,500.00	\$ 799.00	\$ 799.00	\$ 36,701.00
SAN ANTONIO AREA FOUNDATION TOTAL			\$ 137,500.00	\$ 3,462.50	\$ 134,037.50	\$ 134,037.50	\$ 30,515.23	\$ 33,977.73	\$ 103,522.27
ASPEN INSTITUTE	ASP23		\$ 50,000.00	0	\$ 50,000.00	\$ 50,000.00	\$ 26,720.38	\$ 26,720.38	\$ 23,279.62
ASPEN INSTITUTE TOTAL			\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 26,720.38	\$ 26,720.38	\$ 23,279.62

Workforce Solutions Alamo
October 1, 2022 to September 30, 2023
Grant Summary Report

GRANT	FUND GRANT NO.	Grant Budget	Estimate YTD as 9/30/22	Balance as 9/30/22	FY23 Budget (WSA)	Exp from 10/1/22 to 5/31/23	YTD Exp 5/31/23	Balance
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	\$ 100,000.00	0	\$ 100,000.00	\$ 100,000.00	\$ 1,562.38	\$ 1,562.38	\$ 98,437.62
TOYOTETSU PILOT PROGRAM TOTAL		\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 1,562.38	\$ 1,562.38	\$ 98,437.62
DISASTER RECOVERY DISLOCATED WORKER	20NDW 2020NDW001	\$ 6,452,066.00	\$ 4,516,754.86	\$ 1,935,311.14	\$ 1,935,311.14	\$ 1,876,670.82	\$ 6,393,425.68	\$ 58,640.32
WINTER STORMS NDWG	21NDW 2021NDW001	\$ 300,952.00	\$ 238,159.74	\$ 62,792.26	\$ 62,792.26	\$ 59,555.80	\$ 297,715.54	\$ 3,236.46
HELPING OFFICES MANAGE ELECTRONICALLY (HOME)	21DON 2021DON001	\$ 51,222.00	\$ 42,985.56	\$ 8,236.44	\$ 8,236.44	\$ 1,400.00	\$ 44,385.56	\$ 6,836.44
COVID GRANTS Total		\$ 6,804,240.00	\$ 4,797,900.16	\$ 2,006,339.84	\$ 2,006,339.84	\$ 1,937,626.62	\$ 6,735,526.78	\$ 68,713.22
READY TO WORK-COSA	22RTW	\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 3,686,723.81	\$ 3,922,448.83	\$ 6,118,624.17
READY TO WORK-COSA TOTAL		\$ 10,041,073.00	\$ 235,725.02	\$ 9,805,347.98	\$ 9,805,347.98	\$ 3,686,723.81	\$ 3,922,448.83	\$ 6,118,624.17
GRAND TOTAL		\$ 316,653,830.44	\$ 135,079,828.70	\$ 181,128,940.74	\$ 181,574,001.74	\$ 95,307,730.69	\$ 230,387,559.39	\$ 86,266,271.05

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GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 5/31/23	Balance	Grant Expended 5/31/23	Months Remaining
WIOA ADULT SERVICES	21WA1	6/30/2023	2021WOA001	\$ 849,798.00	\$ 849,945.71	\$ (147.71)	100.02%	1
WIOA ADULT SERVICES	21WA2	6/30/2023	2021WOA001	\$ 3,276,946.00	\$ 3,276,958.33	\$ (12.33)	100.00%	1
WIOA ADULT SERVICES	22WA1	6/30/2024	2021WOA001	\$ 947,323.00	\$ 935,178.65	\$ 12,144.35	98.72%	13
WIOA ADULT SERVICES	22WA2	6/30/2024	2021WOA001	\$ 3,456,318.00	\$ 3,325,253.12	\$ 131,064.88	96.21%	13
WIOA ADULT Total				\$ 8,530,385.00	\$ 8,387,335.81	\$ 143,049.19		
WIOA DISLOCATED WORKER	21WD1	6/30/2023	2021WOD001	\$ 901,481.00	\$ 901,595.71	\$ (114.71)	100.01%	1
WIOA DISLOCATED WORKER	21WD2	6/30/2023	2021WOD001	\$ 3,597,920.00	\$ 3,597,931.96	\$ (11.96)	100.00%	1
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2021WOD001	\$ 1,184,451.00	\$ 296,442.57	\$ 888,008.43	25.03%	13
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2021WOD001	\$ 3,996,897.00	\$ 2,024,031.80	\$ 1,972,865.20	50.64%	13
WIOA DISLOCATED Total				\$ 9,680,749.00	\$ 6,820,002.04	\$ 2,860,746.96		
WIOA YOUTH SERVICES	21WOY	6/30/2023	2021WOY001	\$ 4,430,155.00	\$ 4,211,323.69	\$ 218,831.31	95.06%	1
WIOA YOUTH SERVICES	22WOY	6/30/2024	2021WOY001	\$ 4,732,035.00	\$ 2,860,662.38	\$ 1,871,372.62	60.45%	13
WIOA YOUTH Total				\$ 9,162,190.00	\$ 7,071,986.07	\$ 2,090,203.93		
WIOA RAPID RESPONSE	22WOR	6/30/2024	2022WOR001	\$ 64,742.00	\$ 47,115.97	\$ 17,626.03	72.77%	13
WIOA RAPID RESPONSE Total				\$ 64,742.00	\$ 47,115.97	\$ 17,626.03		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	10/31/2023	2023TAF001	\$ 8,011,037.00	\$ 3,719,594.87	\$ 4,291,442.13	46.43%	5
TANF Total				\$ 8,011,037.00	\$ 3,719,594.87	\$ 4,291,442.13		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	23SNE	9/30/2023	2023SNE001	\$ 1,499,502.00	\$ 1,114,250.58	\$ 385,251.42	74.31%	4
SNAP E&T Total				\$ 1,499,502.00	\$ 1,114,250.58	\$ 385,251.42		
NON CUSTODIAL PARENT	23NCP	9/30/2023	2023NCP001	\$ 437,578.00	\$ 318,599.68	\$ 118,978.32	72.81%	4
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 318,599.68	\$ 118,978.32		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 48,542,371.80	\$ 38,588,325.20	55.71%	7
CHILD CARE CCF Total				\$ 87,130,697.00	\$ 48,542,371.80	\$ 38,588,325.20		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0.00%	7
CHILD CARE CCM Total				\$ 7,539,884.00	\$ -	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 8,115,000.00	\$ 4,390,245.96	\$ 3,724,754.04	54.10%	7
CHILD CARE CCP Total				\$ 8,115,000.00	\$ 4,390,245.96	\$ 3,724,754.04		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 16,120.11	\$ 34,279.89	31.98%	7
TRADE ACT SERVICES Total				\$ 50,400.00	\$ 16,120.11	\$ 34,279.89		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 701,715.00	\$ 285,112.70	\$ 416,602.30	40.63%	7
EMPLOYMENT SERVICES Total				\$ 701,715.00	\$ 285,112.70	\$ 416,602.30		
RESOURCE ADMIN GRANT	23RAG	9/30/2023	2023RAG001	\$ 11,857.00	\$ 7,652.10	\$ 4,204.90	64.54%	4
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 7,652.10	\$ 4,204.90		
TEXAS VETERANS COMMISSION	23TVC	9/30/2023	2023TVC001	\$ 284,084.00	\$ 203,062.83	\$ 81,021.17	71.48%	4
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 203,062.83	\$ 81,021.17		
CC QUALITY - CCQ	23CCQ	10/31/2023	2023CCQ001	\$ 5,820,249.00	\$ 1,570,413.28	\$ 4,249,835.72	26.98%	5
CCQ QUALITY Total				\$ 5,820,249.00	\$ 1,570,413.28	\$ 4,249,835.72		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 115,210.14	\$ 631,019.86	15.44%	7
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 115,210.14	\$ 631,019.86		

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GRANT	FUND	Grant End Date	GRANT NO.	Grant Budget	YTD Exp 5/31/23	Balance	Grant Expended 5/31/23	Months Remaining
WORKFORCE COMMISSION INITIATIVES	22WCI	5/31/2023	2022WCI001	\$ 354,845.00	\$ 212,579.75	\$	142,265.25	59.91%
WORKFORCE COMMISSION INITIATIVES	23WCI	9/30/2023	2023WCI001	\$ 94,250.00	\$ 63,490.10	\$	30,759.90	67.36%
WORKFORCE COMMISSION INITIATIVES Total				\$ 354,845.00	\$ 212,579.75	\$	142,265.25	
REEMPLOYMENT SERVICES - REA	23REA	9/30/2023	2023REA001	\$ 850,280.00	\$ 620,552.20	\$	229,727.80	72.98%
REEMPLOYMENT Total				\$ 850,280.00	\$ 620,552.20	\$	229,727.80	
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS1	\$ 221,896.00	\$ 65,673.51	\$	156,222.49	29.60%
MILITARY FAMILY SUPPORT Total				\$ 221,896.00	\$ 65,673.51	\$	156,222.49	
STUDENT HIREABILITY NAVIGATOR	18HN4	8/31/2023	3018VRS130	\$ 210,000.00	\$ 127,058.05	\$	82,941.95	60.50%
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 127,058.05	\$	82,941.95	
VOCATIONAL REHABILITATION-VR INFRA SPRT	23COL	8/31/2023	2023COL001	\$ 497,371.44	\$ 370,071.10	\$	127,300.34	74.41%
VR-INFRA SUPPORT Total				\$ 497,371.44	\$ 370,071.10	\$	127,300.34	
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	10/31/2023	2022WPB002	\$ 192,946.00	\$ 120,322.43	\$	72,623.57	62.36%
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 120,322.43	\$	72,623.57	
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT		11/30/2023	2023WOS002	\$ 116,439.00	0	\$	116,439.00	0.00%
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT				\$ 116,439.00	\$ -	\$	116,439.00	
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 3,626.18	\$	196,373.82	1.81%
TEACHER EXTERNSHIP	23EX2	2/29/2024	2023EXT002	\$ 106,726.00	\$ -	\$	106,726.00	0.00%
TEACHER EXTERNSHIP Total				\$ 306,726.00	\$ 3,626.18	\$	303,099.82	
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 52,303.06	\$	847,696.94	5.81%
SEAL Total				\$ 900,000.00	\$ 52,303.06	\$	847,696.94	
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/SAF22		11/30/2023		\$ 100,000.00	\$ 33,178.73	\$	66,821.27	33.18%
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00	\$ -	\$	37,500.00	0.00%
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 33,178.73	\$	104,321.27	
ASPEN INSTITUTE	ASP23	12/31/2023		\$ 50,000.00	\$ 26,720.38	\$	23,279.62	53.44%
ASPEN INSTITUTE TOTAL				\$ 50,000.00	\$ 26,720.38	\$	23,279.62	
TOYOTETSU PILOT PROGRAM TOTAL	TOY23	9/30/2023		\$ 100,000.00	\$ 1,562.38	\$	98,437.62	1.56%
TOYOTETSU PILOT PROGRAM TOTAL				\$ 100,000.00	\$ 1,562.38	\$	98,437.62	
READY TO WORK-COSA	22RTW	3/31/2025		\$ 10,041,073.00	\$ 3,922,448.83	\$	6,118,624.17	39.06%
READY TO WORK-COSA TOTAL				\$ 10,041,073.00	\$ 3,922,448.83	\$	6,118,624.17	
GRAND TOTAL				\$ 161,765,375.44	\$ 88,165,170.54	\$	73,600,204.90	

Budget to Actual Expenditures

MAY 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY23 Amended Budget	FY23 Actuals (MAY 2023)	% Expensed	Straight-Line Target (66.67%)	YTD Variance %
Corporate -Personnel	\$ 5,321,472.00	\$ 3,054,003.32	57.39%	\$ 3,547,825.38	9.28%
Corporate -Facilities	\$ 447,817.00	\$ 299,680.83	66.92%	\$ 298,559.59	-0.25%
Corporate - Equipment Related	\$ 254,319.00	\$ 147,171.30	57.87%	\$ 169,554.48	8.80%
Corporate -General Office	\$ 665,000.00	\$ 295,585.34	44.45%	\$ 443,355.50	22.22%
Corporate - Professional Services	\$ 1,860,000.00	\$ 896,386.22	48.19%	\$ 1,240,062.00	18.48%
Corporate - Board of Directors	\$ 45,000.00	\$ 36,543.89	81.21%	\$ 30,001.50	-14.54%
Corporate Total	\$ 8,593,608.00	\$ 4,729,370.90	55.03%	\$ 5,729,358.45	11.64%
Facilities	6,701,232.00	3,784,015.72	56.47%	\$ 4,467,711.37	10.20%
Reserve	10,245,869.02	-	0.00%	\$ 6,830,920.88	66.67%
Projects	424,380.30	96,058.35	22.63%	\$ 282,934.35	44.04%
Service Delivery	148,219,325.06	84,369,213.76	56.92%	\$ 98,817,824.02	9.75%
Total Budget	\$174,184,414.38	\$ 92,978,658.73	53.38%	\$ 116,128,749.07	13.29%



Corporate Expenditures

Personnel:

- The board is working to fill all vacant positions timely.
 - The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out.
 - The internship program has started, and we have 6 interns.

Equipment:

- Software Maintenance & Support is under budget, these are expensed as needed.
- The board is working on replacing staff equipment older than 5 years.



Corporate Expenditures

General Office:

- Insurance - Includes a contingency for high deductible plans related to employee matters and Cyber Security. We are expecting a \$100,000 surplus if no unforeseen events occur.
- Marketing – we expect to utilize this budget fully due to several pending projects.



Corporate Expenditures

Professional Services:

- Legal Services – HR-related legal services budget is utilized for employee matters expensed as incurred, and we are awaiting an update to the employee handbook.
- Monitoring – Expenditures are in progress and expected to be fully expensed at the end of the fiscal year.
- Professional Services – Temporary staffing are under budget by approximately 12%.



Corporate Expenditures

Board of Directors:

- Expenditures are higher than initially projected using the straight-line basis.
- The board retreat, which included travel and training expenses, occurred in February.



Facilities and Childcare Reserve

Facilities:

- Facility expenditures represent 56.47% of the approved budget, reflecting a 10.20% straight-line budget surplus;
- A pending equipment approval from TWC for the Port of San Antonio of approximately \$250,000;
- Operational costs are slightly under budget, which is a function of timing.

Childcare Reserve:

- Expenditures occur in the last quarter of the fiscal year.



Projects

Special projects include:

- Workforce Commission Initiatives – WSA has held 2 Career Pathway Youth Events, and 2 more are scheduled during the summer.
- Teacher Externship – Activities are in process.
- Summer Earn & Learn – This is a function of timing. Activities are in full swing, and 124 students are working.

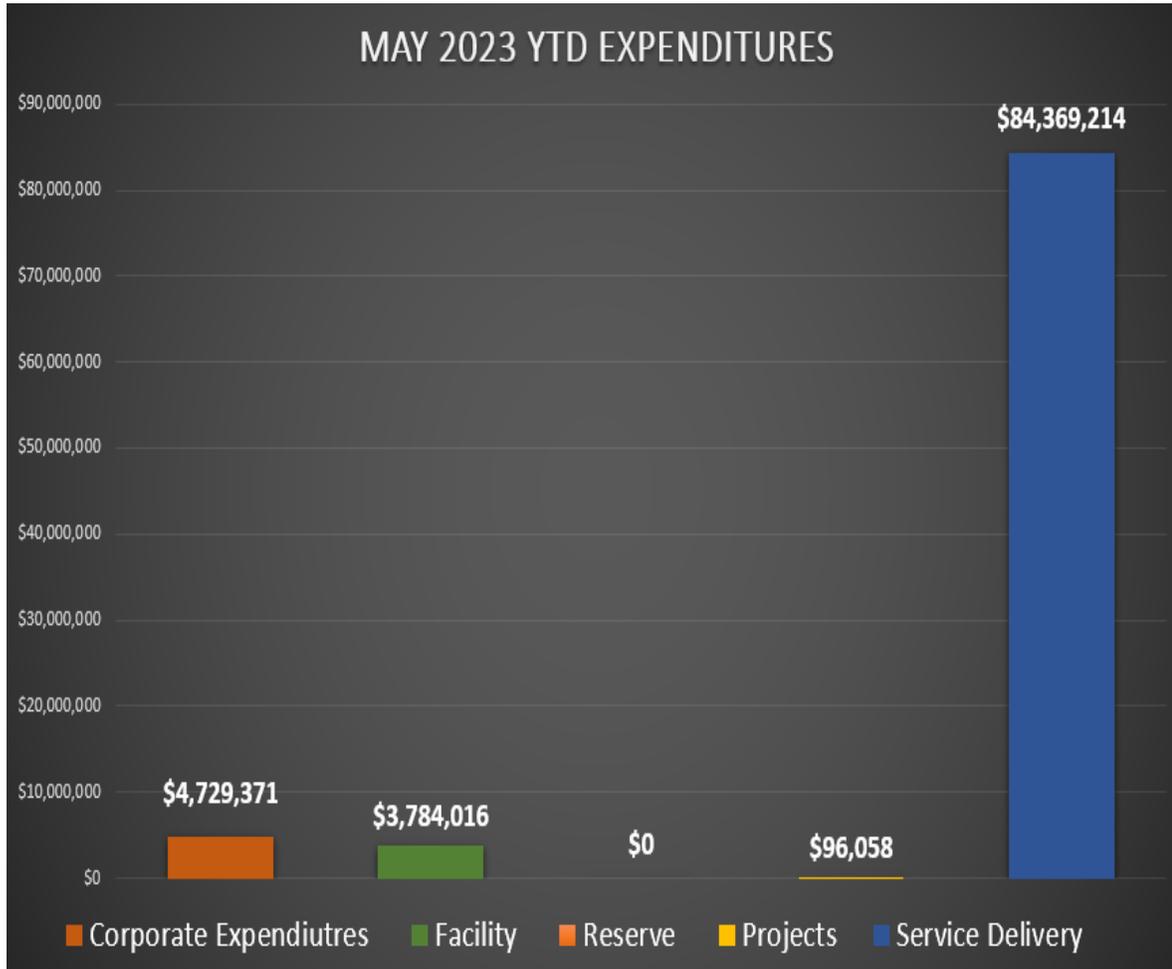


Of Children In Care Broken Down by County

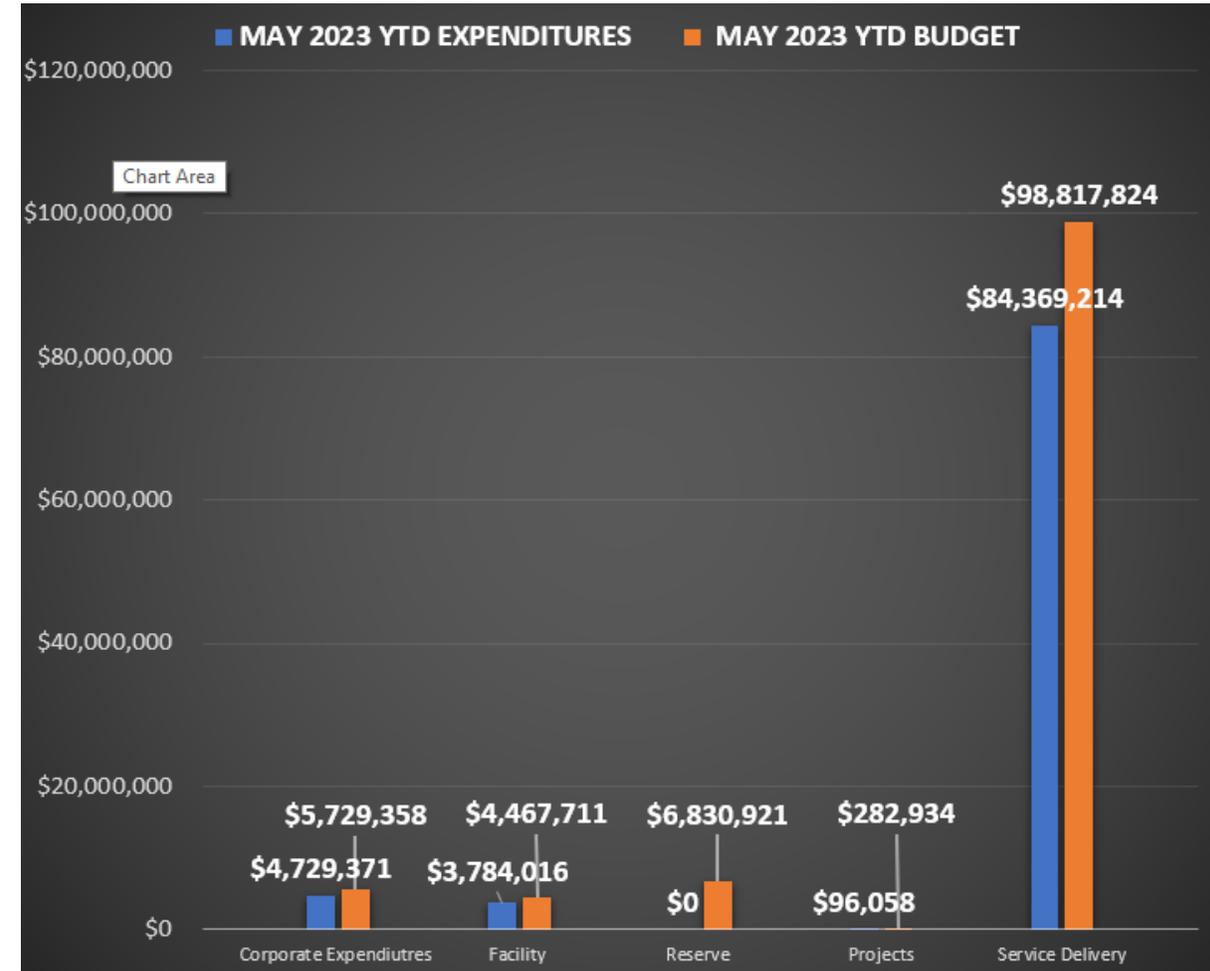
October 1, 2022-May 31, 2023 # of Children in Care Broken down by County									
County	City	Discretionary- Homeless & Low Income	%	Mandatory- Choice & Former DFPS	%	Child Protective Services	%	Total	%
Atascosa	Pleasanton	378	3.12%	18	2.63%	12	1.73%	408	3.03%
Bandera	Bandera	48	0.40%	1	0.14%	1	0.15%	50	0.37%
Bexar	San Antonio	9,687	79.99%	578	83.01%	524	78.71%	10,789	80.02%
Comal	New Braunfels	478	3.94%	26	3.79%	46	6.96%	550	4.08%
Frio	Pearsall	119	0.99%	15	2.15%	9	1.40%	144	1.07%
Gillespie	Fredericksburg	61	0.51%	5	0.72%	1	0.15%	67	0.50%
Guadalupe	Seguin	626	5.17%	25	3.57%	27	4.02%	677	5.02%
Karnes	Kenedy	22	0.18%	1	0.14%	3	0.45%	26	0.19%
Kendall	Boerne	81	0.67%	2	0.29%	16	2.37%	99	0.74%
Kerr	Kerrville	236	1.95%	7	1.01%	8	1.19%	251	1.86%
McMullen	Tilden	0	0.00%	0	0.00%	0	0.00%	11	0.08%
Medina	Hondo	236	1.95%	15	2.10%	11	1.70%	262	1.94%
Wilson	Floresville	138	1.14%	3	0.43%	8	1.16%	149	1.10%
Total		12,110	100.00%	696	100.00%	666	100.00%	13,483	100.00%



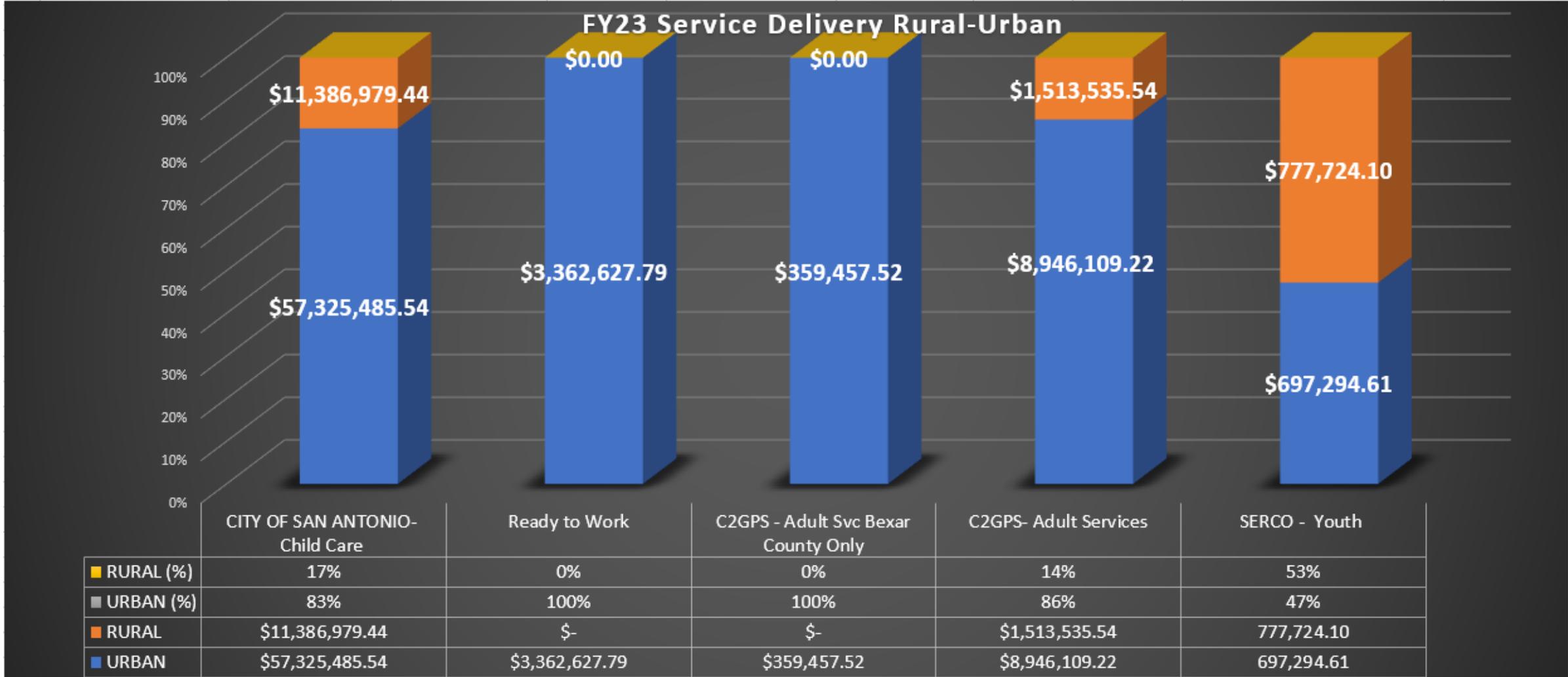
YTD Expenditures by Budget Category



YTD Expenditures by Budget Category Comparison



May 2023 Year-to-Date Service Delivery Rural-Urban



Key Variances

TANF – Expenditures are currently at 46% due to low participation and reduced HHSC referrals. The board expects to spend \$6.5M this year. This is approximately 10% more than we have spent in prior years.

WIOA Adult – Expenditures are higher than initially projected using the straight-line basis. Board staff is working with the contractor to co-enroll and diversify funding. The Dislocated Worker designation to Adult will realign expenditures.



Key Variances

WIOA Dislocated Worker – Expenditures are currently at 51%. Board staff is working with the contractor to increase enrollment and continues to monitor expenditures. The board received a \$500,000 designation to Adult that will realign expenditures.

Trade Act – Expenditures are currently at 32%. As of 5/31/23, \$30,000 of training is obligated. Contractor staff is reaching out to individuals still eligible for services through FY2025.



Key Variances

Child Care CCDF – CCD expenditures increase in the summer due to how long children are in care. The board is currently exceeding the target number and expects to expend 100%.

Child Care Quality – The board is currently working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain the Texas Rising Star certification.

Child Care CSL – The board has approximately \$489,000 obligated. This funding is for Texas Rising Star 3 & 4 Centers eligible to participate in this initiative.



Key Variances

Military Family Support – This grant supports military spouses; the board and contractor continue to increase outreach efforts in and around the military bases.

Pilot Navigator Program – This grant serves victims of sex trafficking ages 16-25 to deter repeat victimization and support victimized foster youth in accessing employment workforce services.



Key Variances

Middle Skills Employment Supplies Pilot Program – In March 2023, TWC awarded the board the Middle Skills Employment Supplies Pilot Program designed to support Texans preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.

Teacher Externship – Activities occur during the summer months. As of the week ending July 28th, 100 teachers have completed the externship. The board received an additional \$100,000, allowing 60 more teachers to participate.



Key Variances

Summer Earn and Learn – 163 clients completed Work Readiness Training. 124 participants have been placed and are working.

Work-Based Learning Pilot Program – This is a program where Toyotetsu offers specialized training in manufacturing to help local residents gain access and knowledge, leading to high-paying job opportunities. There is a list of applicants that are being processed.



Key Variances

San Antonio Area Foundation – Workforce Academy – This grant is used exclusively for the Workforce Ambassador Program to advance equity and economic mobility through workforce development services.

San Antonio Area Foundation – Capacity Building – This grant is to be used for Capacity Building focusing on:

- Learning: Staff Performance – tools & resources, training, and coaching
- Managing: Technology – training, technical assistance, tools & resources
- Planning: Strategic Planning



Ready to Work

Ready to Work:

- Enrollment and activities increased at a higher rate in April and May.
- As of July 20, 2023:
 - Applicants interviewed: 2,783
 - Enrolled in approved training: 1,505
 - Successfully completed training: 165
 - Placed in jobs: 76
 - WSA paid training: \$3,078,681





Early Matters Update: Mark Larson

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by Jessica Villarreal, Director of Child Care

Date: August 11, 2023

Subject: Childcare Performance Briefing

Summary:

This is a briefing to the Early Care & Education Committee on childcare performance for FY 2023.

WSA continues to work with our childcare contractor as they monitor and process enrollments. WSA maintains ongoing communication with the childcare contractor on TWC's performance goal range of meeting performance: 95 – 105% and to remain within the allocated budget.

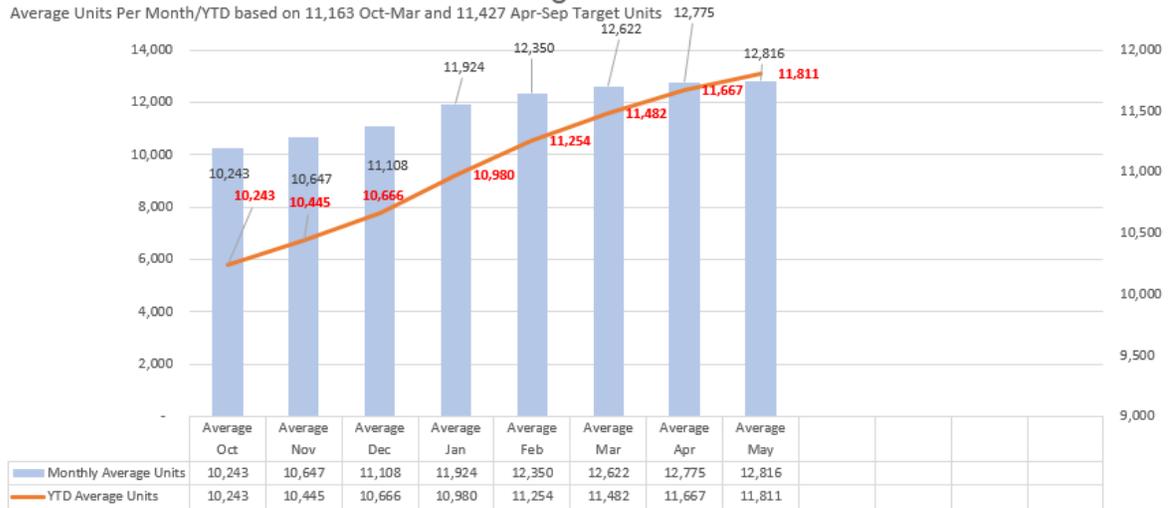
TWC has set Alamo's FY 2023 Target at 11,427.

As of 6/26/2023, Alamo reflects performance at 105.14%.

Analysis:

- WSA's unofficial YTD average for May shows average enrollments of 11,427 or 105.14%, which reflects that we are trending positively, and are currently in the meet performance range.
- Childcare contractor continues actively enrolling and processing documentation for families to begin care.
- Challenges that childcare contractor face are non-responsive clients, clients who fail to submit complete application, clients who delay in selection of a childcare program, and clients who delay or fail to submit necessary documentation to complete registration/enrollment.

Information collected: 6.26.2023



	Oct Average	Nov Average	Dec Average	Jan Average	Feb Average	Mar Average	Apr Average	May Average
Monthly Average Units	10,243	10,647	11,108	11,924	12,350	12,622	12,775	12,816
YTD Average Units	10,243	10,445	10,666	10,980	11,254	11,482	11,667	11,811

	Oct Average	Nov Average	Dec Average	Jan Average	Feb Average	March Average	Apr Average	May Average
Monthly Average %	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%	111.79%	112.16%
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TANF						4		
Low Income	9,554	9,938	10,419	11,210	11,618	11,868	11,983	11,991
Former DFPS	382	401	392	419	428	439	476	511
Homeless	70	79	88	92	103	114	120	128
Monthly Average Units	10,243	10,647	11,108	11,924	12,350	12,622	12,775	12,816
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YTD % Average	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%	104.14%	105.14%
TWC Target	11,163	11,163	11,163	11,163	11,163	11,163	11,427	11,427

As of 6/27/2023

County	Families in Care	Children in Care	Families on Waitlist	Children on Waitlist
Atascosa	252	440	63	124
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Guadalupe	410	657	109	197
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Kerr	161	250	56	83
McMullen	0	0	0	0
Medina	160	280	48	74
Wilson	94	157	22	40
Grand Totals	7952	13869	4123	6918

FY 2023

Fiscal Impact:

- Each fiscal year beginning in October, TWC distributes funding and places an annual performance target for each Board.
- Supplemental distribution provided to Alamo May 1st: \$4,803,249
 - Available for direct care and variable admin/ops
- Supplemental Target: 1,558
- TWC provides Boards with a performance status methodology that is based on the annual target and budget, outlining percentage ranges for 3 performance measures:
 - Meets Performance (MP), Exceeds Performance (+P), and Below Performance (-P)

CCDF Performance Status Methodology

Year-to-Date numbers to calculate performance

MP = 95%-105%

+P = 105% or above

-P = <94.99

- Boards who exceed the budgeted amount for enrollments may cause negative impact on future funding.
- As a result, WSA closely monitors and carefully balances both the enrollment target as well as the budget allocated to placing children in care, in an effort to provide childcare to as many families as possible while remaining in good standing with TWC.

Recommendation:

N/A

Next Steps:

As WSA and the childcare contractor continue to monitor performance and work to ensure that enrollment remains at a level that does not negatively impact performance, WSA has asked the contractor to begin slowing enrollment, in order to focus on return to care children that will begin enrolling in the summer, due to the higher cost of summer care, in an effort to remain within Alamo's allocated budget for childcare services.

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: August 11, 2023

Subject: TRS Contracted Slots Pilot Briefing

Summary:

On June 10, 2022, WSA received Board approval to proceed with awarding three centers contracted slots. WSA has received signed contracts from the selected centers and is actively working to provide the resources necessary to begin implementation of contracted slots pilot. Prior to rollout, WSA must adhere to TWC's guidelines on policy implementation for Contracted Slots.

Texas Workforce Commission (TWC) Rules, Section 809.13, requires Boards to develop policies for the design and management of the delivery of childcare services in a public process. Rules require Boards to have a policy related to contracted slots agreements as described in 809.96 if the Board opts to enter into such agreements.

As WSA Board is one of only two Workforce Boards who have elected to enter the TRS Contracted Slots pilot, WSA must develop and adopt policy for implementation.

Analysis:

Contracted slots officially began with the first child enrolled on October 3, 2022. New centers continue to be called in order to confirm interest in Child Care Services Scholarship and are being emailed the Child Care Enrollment opportunity to confirm interest in Contracted Slots programs.

- Converse Christian, awarded 15 slots, has enrolled 13 children: 5 infants and 8 toddlers, leaving 2 contracted seats available.
- De Paul, awarded 20 contracted slots, has enrolled 11 children: 3 infants and 8 toddlers, leaving 6 contracted seats available.
- La Mision, awarded 15 slots, has enrolled 7 children: 3 infants and 4 toddlers, leaving 8 contracted seats available.

Center	Filled Slots	Open Slots	Total
Converse Christian	5 infant / 8 toddler	0 infant / 2 toddler	15 slots
De Paul	3 infant / 8 toddler	3 infant / 3 toddler	20 slots
La Mision	3 infant / 4 toddler	2 infant / 6 toddler	15 slots

Alternatives:

N/A

Fiscal Impact:

TWC awarded WSA \$746,230.00 for the implementation and management of the TRS Contracted Slots pilot.

Recommendation:

N/A

Next Steps:

- WSA will remain in communication with the childcare contractor and providers awarded contracted slots to field questions and serve as a liaison for information on Contracted Slots.
- WSA will continue to support and guide the Early Learning Programs with implementation.
- WSA will work with childcare contractors to ensure tracking/monitoring per TWC requirements.
- WSA will continue to track progress of the pilot, logging questions, challenges, and TWC responses, to help other Boards who may be interested in future opportunities for Contracted Slots, and to serve as a guide for future staff who implement Contracted Slots programs.
- WSA submitted a Contract Action Request (CAR) to TWC to request allowance to extend the contract from March 2023 to December 2023, to allow time for families enrolled to receive the full year of care under the contracted seat grant opportunity.
 - TWC approved the extension.

Attachments:

N/A

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: August 11, 2023

Subject: Entry Level Designation & Efforts Towards Increasing and Accessing Quality

Summary:

House Bill (HB) 2607, 87th Texas Legislature, Regular Session (2021), amended Texas Government Code §2308.3155 to require that all regulated providers of TWC-funded CCS participate in the Texas Rising Star program. HB 2607 also required the creation of a new Entry Level Designation and a maximum length of time that a childcare program may participate at the Entry Level Designation.

Additionally, HB 2607 required TWC to develop a process that allows a childcare program to request a waiver to extend the length of time, which may not exceed 36 months, that the childcare program may participate at the Entry Level Designation.

Prior to the enactment of HB 2607, the TWC's three-member Commission (Commission) approved the amendment of TWC Chapter 809 Child Care Services rules in January 2021 to adopt a Pre-Star Designation and a requirement that all regulated CCS childcare providers achieve that designation. This provision has been superseded by the new Entry Level Designation.

On September 13, 2022, the Commission approved amendments to Chapter 809 to implement the §2308.3155 requirement, removing the Pre-Star Designation and replacing it with the legislatively mandated Entry Level Designation. The amended rules regarding the Entry Level Designation became effective October 3, 2022.

With this new requirement, WSA continues to be in attendance during community meetings, participate in discussions, and provide opportunities to learn about the needs of the early childcare community. WSA continues to invite Early Learning Programs to the WSA Quality Cohorts that provide guidance and assistance to programs interested in obtaining TRS certification and additionally provide opportunities for programs to learn about other agencies and organizations that are available to assist in enhancing and elevating their program. WSA continues to oversee

and manage the quality budget and the CRRSA funding to ensure that Early Learning Programs have the tools and resources needed to build and maintain quality. WSA continues to reach out to rural communities to better understand childcare needs and to provide services and link communities with resources available. WSA has been working closely with United Way of San Antonio and ESC Region 20 to create a more efficient and seamless process for mentoring and coaching centers towards quality and continues to collaborate and share information on centers designated as Entry Level to aid mentors and coaches in our Board areas and be able to view the landscape on the number of centers that exist that are eligible and in need of outreach to begin the path towards quality.

Analysis:

- Entry Level Eligibility and Timelines
 - Boards must be aware that TWC Chapter 809 Child Care Services rule §809.131(d) establishes a maximum time of 24 months that a CCS provider may remain at the Entry Level Designation. The CCS provider must achieve Texas Rising Star certification of at least the two-star level within the 24-month period.

Entry Level Designation Timeline—New CCS Providers

Deadline	Action
CCS Agreement Start Date	The provider meets Entry Level designation.
12 Months	Boards must screen providers for initial Texas Rising Star certification.
18 Months	If the provider is not meeting Texas Rising Star certification, no new family referrals may be made.
23 Months	If the provider has not met Texas Rising Star certification requirements, notify enrolled families of potential loss of the provider’s CCS eligibility.
24 Months	The provider must achieve Texas Rising Star certification to continue to serve as a CCS provider.

As of 6/26/2023, Alamo Board had 403 centers meeting Entry Level Designation and requiring outreach to become TRS.

- 341 LCCC
- 62 Homes
 - 106 Rural
 - 92 LCCC
 - 14 Homes
 - 297 Bexar
 - 249 LCCC
 - 48 Homes

- 77 Providers submitted an interest form to join WSA's Spring Cohort 2023
 - 62- Bexar
 - 52 LCCC
 - 10 Homes
 - 15- Rural
 - 11 LCCC
 - 4 Homes
 - 70 Providers are actively engaged in the Spring 2023 Cohort
 - 59 LCCC
 - 49 Bexar
 - 10 Rural
 - 11 Homes
 - 8 Bexar
 - 3 Rural
- 70/425 Providers recently completed the WSA Quality Cohort for Fall 2022
 - 55 Bexar
 - 15 Rural
- Initial WSA pilot cohort 11 Providers completed.
 - 11 LCCC (Bexar)
 - 8 TRS Certified
 - 3 received a TRS 4 Star certification.
 - 4 received a TRS 3 Star certification.
 - 1 received a TRS 2 Star certification.
 - 2 Not Eligible to submit application
 - 1- Director not ready to submit application

WSA continues to collaborate with community partners to create an efficient and robust pathway for centers and homes to attain TRS certification and begin the pathway towards quality. WSA's Fall & Spring 2022 Cohort successfully reached 81 centers.

The cohort, in addition to providing guidance and overviews of the requirements of TRS, has been designed to connect these participants to resources and programs that are available to aid centers on their quest to expand and elevate quality. Examples of the organizations and programs who have been invited to share information with the cohort are: TWC who has presented on their Pre K Partnerships program, Texas Association for the Education of Young Children (TXAEYC) who has presented on the Teach program, Child Care Regulations (CCR) who has presented on common licensing deficiencies noted by representatives during observations of centers, Children's Learning Institute (CLI), Texas Early Childhood Professional Development System (TECPDS), Civitas/Curant/Avance on business coaching opportunities and Texas School Ready (TSR). WSA understands that by inviting presenters that offer resources that can assist in elevating the quality of care a child receives, we are helping to create more opportunities for Early

Learning Centers who are already on the pathway to TRS certification, see beyond the stars, and recognize that there are many opportunities available to continue to enhance and build quality.

In an effort to better understand the needs for childcare that rural communities have, and to provide support and resources on childcare, WSA has been hosting Rural Townhall/Community conversations with our 12 surrounding communities. WSA has created a partnership with Child Care Regulations, who is also attending and participating in these discussions and providing the community with additional resources and guidance upon request. WSA has completed the first cycle and has begun the second cycle of community conversations in Kerr, Frio, Wilson, Comal, Gillespie, Atascosa, Karnes, Guadalupe, Bandera, Medina, and Kendall counties. Although McMullen was initially scheduled, the conversation was cancelled due to the proposed venue not being available.

In August 2022, WSA partnered with United Way of San Antonio to re-launch & re-brand WSA's Provider Council. An application was sent out and 32 responses were received from interested Directors/Owners. Based on a variety of characteristics, such as location of center, National accreditation/TRS certification status, previous membership, and Center type, WSA and United Way selected 16 Directors/Owners to join the Provider Council. Members meet quarterly to address system level challenges within the early childcare community and members discuss and tackle issues, pose questions, share thoughts, and provide feedback on a variety of childcare topics. The first council members recently completed their full year of serving and WSA/UWSA are currently underway selecting new council members.

WSA continues to align the mentoring/coaching process towards quality TRS, by working with United Way of San Antonio and ESC 20 to create a more cohesive approach to mentoring and is coordinating warm handoffs for coaches/mentors between organizations, to support the provider with a seamless experience towards TRS certification. This newly implemented Alamo Pathway to Quality process is receiving positive feedback from the providers in the community who have expressed feeling a more cohesive and less confusing process as they work towards quality. TRS mentors work with Early Learning Programs to create Quality Improvement Plans (QIPs) that are designed to allow centers to create goals/expectations that they will work towards in order to achieve and maintain TRS certification. TRS mentors and WSA staff also participate in the Building Quality Meetings hosted by United Way of San Antonio that includes United Way Coaches.

WSA continues to collaborate and share information on Entry Level Designation centers to United Way, ESC 20, and Pre-K 4-SA to assist each organization with a list of centers who have and have not been outreached to or placed on the quality pathway so that each is better equipped to manage the landscape of centers still in need of support towards quality. Currently there are 403 Entry Level Designated Centers who are eligible to begin working with a mentor towards TRS certification.

Alternatives:

N/A

Fiscal Impact:

- An Entry-Level childcare program is not eligible for enhanced reimbursement rates that are available to two-, three-, and four-star certified childcare programs.
- Providers that fail to comply with the basic requirements or points threshold by March 31, 2023, will no longer be eligible to serve CCS families, thus ending their provider agreement and transferring any children in care within two weeks.
- For current CCS providers that do not initially comply with Entry Level requirements, the end date is March 2023.
- For current CCS providers that do comply with Entry Level requirements, the end date is September 2024.
- For new CCS providers, the end date is 24 months from the start date (when the CCS Provider Agreement was signed).

As we continue to work with our Early Learning Programs towards elevating and maintaining quality, the following are the investments that have been made into both ELD enrolled in a cohort and/or TRS certified programs.

Staff Bonuses (Jan22-Mar23)

Overview: Quarterly bonuses for TRS certified providers that sustain higher levels of quality by decreasing staff turnover and increasing staff retention.

Goal: To strengthen continuity of care for children attending Texas Rising Star (TRS) providers, Workforce Solutions Alamo (WSA) awarded eligible providers a grant that aimed to address the childcare shortage issue, by increasing staff wages through quarterly bonuses.

As of March 2023, WSA has invested \$2,604,050 in staff bonuses to 61 providers (41 Urban/20 rural), which impacted 1,496 Early Learning Professionals.

Staff Incentives (Oct21-Mar23)

Overview: Incentives for staff at Texas Rising Star (TRS) certified providers and newly certified providers that achieve and sustain higher levels of quality through an assessment and childcare staff paid after assessment results determined.

Goal: To strengthen continuity of care for children attending TRS Providers and encourage further participation in quality.

As of March 2023, WSA has invested \$466,450 in staff incentives which impacted 129 Early Learning Programs and 1,757 Early Learning Professionals.

The table below shows the individual incentive amount awarded to each member of staff based on the TRS certification.

TRS	Amount
2 Star	\$75.00
3 Star	\$150.00
4 Star	\$300.00

WSA Quality Cohort (Apr22-Mar23)

Overview: Recruitment and participation in the WSA Quality Cohort where providers learn the fundamentals of Texas Rising Star in a group setting. Providers earned materials and supplies for successful participation in the six-month cohort.

Goal: Increase the number of providers that apply for TRS certification and begin working with a mentor.

As of March 2023, WSA has invested \$645,300.01 in material which impacted 84 Early Learning Programs and approximately 8,027 children. Material awarded included indoor/outdoor kits, parent kits, and children’s assessments. 11 of the 81 have successfully achieved TRS certification.

Professional Development (Mar23)

Overview: Provide professional development opportunities to programs to maintain and meet licensing and TRS requirements.

Goal: To provide professional development opportunities for over 500 CCS providers through a virtual or in-person setting that aligns with Core Competencies for Practitioners and Administrators. WSA solicited \$250,000 for professional development through an RFP process and awarded 18 vendors to deliver training to the Alamo area with an active CCS agreement.

As of March 2023, WSA has scheduled 43 training courses from March to August, calendar for remainder of year is to come in July. Scheduled training will occur on a weekly basis, to be conducted during the week and Saturdays, and will also be offered during lunch and after hours.

Recommendation:

WSA continues to follow TWC guidance and is providing TRS mentoring and cohort opportunities to Early Learning Programs designated as Entry Level. In addition, WSA continues to explore opportunities to reach this community goal and are collaborating with other partners/organizations to expand our efforts.

Next Steps:

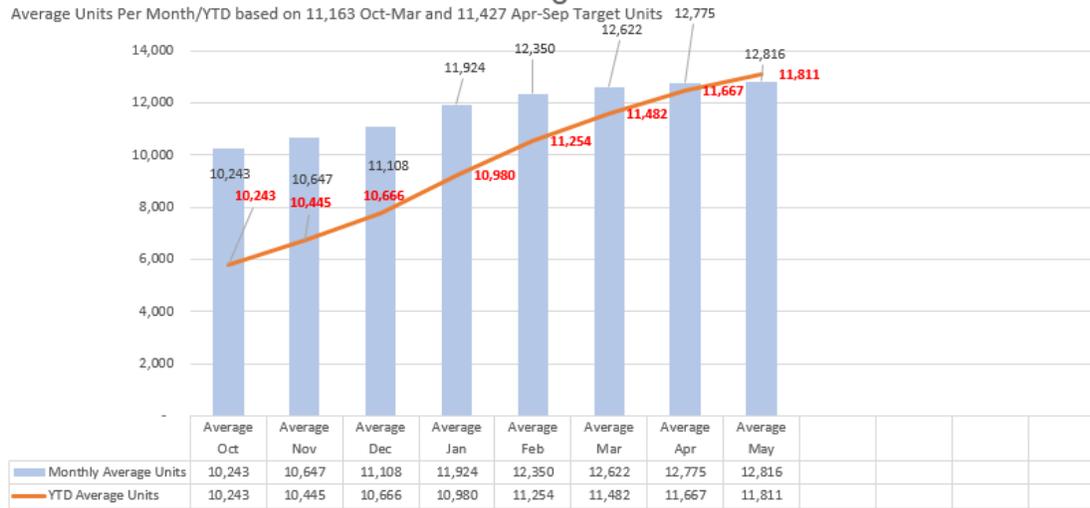
- WSA continues to monitor that all CCS providers located within the Board’s local workforce development area (workforce area) meet the minimum qualifications and basic requirements for Entry Level Designation described in §809.131(b), specifically, that the provider:
 - is not on a corrective or adverse action plan with Child Care Regulation (CCR); and
 - does not exceed the minimum points threshold for high- and medium-high weighted CCR deficiencies, per the Texas Rising Star Guidelines.

- WSA continues to ensure that all CCS providers located within the Board's workforce area designated as Entry Level are screened for initial Texas Rising Star certification.
- CCR compliance, per the Texas Rising Star Guidelines, by the end of the first 12 months in order to determine eligibility to begin the initial Texas Rising Star certification assessment process.
- WSA will ensure that any CCS provider designated as Entry Level that did not meet the initial certification screening requirements for Texas Rising Star, per the Texas Rising Star Guidelines, by the 18th month of the 24-month designation time frame does **not** continue to receive new CCS family referrals during this period, unless the provider is located in a childcare desert or serves an underserved population and is approved by TWC to accept new family referrals.
- WSA will note: Referrals may be made for siblings of children who are currently enrolled in the program during this period.
- WSA is providing all Entry Level Designated CCS providers located within the Board's workforce area with mentoring services, per the Texas Rising Star Guidelines.
- WSA continues to ensure TWC compliance with the following deadlines and timeline for new CCS providers designated as Entry Level.
- WSA has been aware that current CCS providers, providers with an active agreement as of October 3, 2022, would be administratively designated as Entry Level, effective October 3, 2022, and would be eligible to continue to serve as a CCS provider.

WSA will continue to partner and collaborate with agencies and organizations to provide support and resources to Early Learning Programs and families throughout the Alamo Board and will continue to explore additional ways, that through partnerships, we can support Early Learning Programs on the path towards quality and reduce duplication of services.

WSA continues to work on aligning the quality budget with both the quality cohort and certification process to ensure that centers receive the necessary support, resources, and materials that will help to elevate and maintain the quality of their centers.

Child Care Performance Briefing FY 2023



WSA's unofficial YTD avg for FY 2023 is 105.14%

	Oct Average	Nov Average	December Average	Jan Average	Feb Average	March Average	Apr Average	May Average
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SIR Performance Methodology
 Actual enrollments



Monthly Avg Enrollment % *



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Medina	160	280	48	74
Wilson	94	157	22	40
Grand Totals	7952	13869	4123	6918

* As of 6/27/2023

Texas Rising Star Contracted Slots: Update

- 50 Slots awarded for Infant and/or Toddler expansion
- 1-year contract

Provider Name	STAR	Current CCR Capacity	Current Number of CCS families served	Total Amount awarded	Amount of Infant/Toddler Slots filled	Number of Infant/Toddler Slots awarded to program
Converse Christian School 9146 FM78 Converse, TX 78109	4	94	43	\$184,080.50	Infants – 5 Toddler -8	15
La Mision Child Care and Kid Kamp 2211 S. Hackberry San Antonio, TX 78210	4	90	28	\$137,641.70	Infants – 3 Toddler -4	15
DePaul Children's Center 7607 Somerset Rd. San Antonio TX 78211	4	200	37	\$167,051.20	Infants – 3 Toddler - 8	20
Grand Total for all 3 Providers		384	108	\$488,773.40	Infants– 11 Toddler- 20 Total: 31	Total Slots – 50 Awarded



Texas Rising Star Entry Level Designation

[Texas Government Code, §2308.3155](#) requires all CCS child care and early learning programs be included in the Texas Rising Star program at an Entry Level designation and requires TWC to establish a maximum length of time (24-months) that a child care and early learning program can participate at Entry Level designation.

To qualify for Entry Level designation, a child care and early learning program must meet the minimum quality standards outlined below and will receive technical assistance and support under the Texas Rising Star program.

- licensed or registered with CCR (may have an initial permit) or regulated by the United States Military;
- not on Corrective or Adverse Action with CCR; and
- meets the points threshold of 75 for high- and medium-high-weighted CCR deficiencies (based on a review of CCR licensing history within the most recent 12 months)



Texas
Rising Star

Entry Level Designation Timeline
for Child Care Programs

Child care programs that provide Child Care Services (CCS) will be required to participate in the Texas Workforce Commission Texas Rising Star certification program via an Entry Level Designation. This timeline is for providers that have a current CCS agreement with their Workforce Solutions Board (Board) as of 10.03.22. Timeframes for new CCS providers are the same but deadlines will shift accordingly. CCS programs can be screened as needed or warranted for Texas Rising Star initial certification eligibility at any time between 10.03.22 – 09.30.24.

By October 3, 2022 Determine Entry Level Designation Eligibility

- Your Board will evaluate your program to determine eligibility for Entry Level Designation and assign a mentor to support your program.
- Eligible > Begin working toward your Texas Rising Star certification. Certification Deadline: 09.30.24.
- Not eligible > You will receive an allowance to provide CCS for an interim timeframe. Re-evaluation Deadline: 03.31.23.

By March 31, 2023 Re-Evaluate Entry Level Designation Eligibility (as applicable)

- Your Board will re-evaluate your program for Entry Level Designation eligibility.
- Eligible > Begin working toward your Texas Rising Star certification. Certification Deadline: 09.30.24.
- Not Eligible > Your CCS provider agreement will be terminated. Children in care will be transferred to an eligible provider.

By September 30, 2023 Evaluate Texas Rising Star Certification Eligibility

- Your Board will evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will acknowledge certification eligibility and schedule an assessment prior to 09.30.24.
- Not Eligible > Your program will have six months to meet eligibility. Re-evaluation Deadline: 03.31.24.

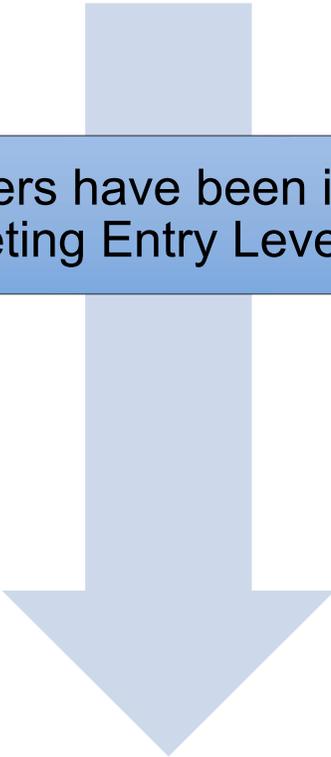
By March 31, 2024 Re-Evaluate Texas Rising Star Certification Eligibility

- Your Board will re-evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will conduct a Texas Rising Star assessment to award certification prior to 09.30.24.
- Not Eligible > Your program will have six months to meet eligibility. You may NOT receive new family referrals during this time. Re-evaluation Deadline: 09.30.24.

By September 30, 2024 Establish Texas Rising Star Certification

- Your Board will re-evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will conduct a Texas Rising Star assessment to award certification. Certification Deadline: within three months, by 12.30.24.
- Not Eligible > Your CCS provider agreement will be terminated. Children in care will be transferred to an eligible provider.

Entry Level Designation & Texas Rising Star Quality Pathway Cohort



403 providers have been identified by TWC as meeting Entry Level Designation

297 Bexar & 106 Rural

- 341 Centers (249 Bexar/92 Rural)
- 62 Homes (48 Bexar/14 Rural)



Texas Rising Star Quality Pathway Cohort



Currently 70 out of 403 eligible Providers are enrolled in the WSA Quality Cohort

- 59 LCCC
 - 49 Bexar
 - 10 Rural
- 11 Homes
 - 8 Bexar
 - 3 Rural

A total of 81 Providers have completed a WSA Quality Cohort since 10/2022

8 TRS Certified

- 3 - Received a TRS 4 Star certification.
- 4 - Received a TRS 3 Star certification.
- 1 - Received a TRS 2 Star certification.
- 2 - Not Eligible to Submit Application
- 1 - Pending Director decision to submit application.

WSA Efforts for Access to Quality

•Professional Development Opportunities for Early Learning Programs:

- WSA is currently scheduled to offer 43 Professional Development courses (March through August)

•WSA Quality Cohorts:

- 11: Spring 2022 Cohort (completed)
- 70: Fall 2023 Cohort (completed)
- 70: Spring 2023 Cohort (in process)

•WSA/UWSA: Provider Council

•Alamo Quality Pathway

The Alamo Quality Pathway was established as a collaborative between UWSA, Workforce Solutions Alamo and ESC-20 to share resources and align coaching and mentoring programs.

Is a Texas Rising Star aligned pathway for early learning programs as they pursue quality certification.



WSA Efforts for Access to Quality: Investments in Quality



Overview: Quarterly bonuses for TRS certified providers that sustain higher levels of quality by decreasing staff turnover and increasing staff retention.

Goal: To strengthen continuity of care for children attending Texas Rising Star (TRS) providers, Workforce Solutions Alamo (WSA) awarded eligible providers a grant that aimed to address the Child Care shortage issue, by increasing staff wages through quarterly bonuses. As of March 2023, **WSA has invested \$2,604,050 in staff bonuses to 61 providers (41 Urban/20 Rural), which impacted 1,496 Early Learning Professionals.**

Overview: Incentives for staff at Texas Rising Star (TRS) certified providers and newly certified providers that achieve and sustain higher levels of quality through an assessment and Child Care staff paid after assessment results determined.

Goal: To strengthen continuity of care for children attending TRS Providers and encourage further participation in quality. As of March 2023, **WSA has invested \$466,450 in staff incentives which impacted 129 Early Learning Programs and 1,757 Early Learning Professionals.**

The table below shows the individual incentive amount awarded to each staff based on the TRS certification:

Overview: Recruitment and participation in the WSA Quality Cohort where providers learn the fundamentals of Texas Rising Star in a group setting. Providers earned materials and supplies for successful participation in the six-month Cohort.

Goal: Increase the number of providers that submit an application for TRS certification and begin working with a Mentor. As of March 2023, **WSA has invested \$645,300.01 in material which impacted 84 Early Learning Programs and approximately 8,027 children.** Material awarded included indoor/outdoor kits, parent kits, and children's assessments. 11 of the 81 have successfully achieved TRS certification

Overview: Provide professional development opportunities to programs to maintain and meet licensing and TRS requirements.

Goal: To provide professional development opportunities for over 500 CCS providers through a virtual or in-person setting that align with Core Competencies for Practitioners and Administrators. **WSA invested \$250,000 for professional development** through an RFP process and awarded 18 vendors to deliver trainings to the Alamo area with an active CCS agreement. As of March 2023, **WSA has scheduled 43 trainings from March to August**, calendar for remainder of year is to come in July.



Shared Services Update

July 2023



LAUNCH - 2019

- **Started with 15 Centers serving 1,000 children**
 - 13 of are now TRS 3- or 4-STAR
 - 2 awaiting TRSI assessment
- **Provided automation support**
- **Infant/Toddler Retention Stipends**
 - 21 Infant/Toddler Teachers earned CDA
- **Started substitute pool**



Expansion - 2022

- **\$1.5M TWC grant**
- **Added 42 Centers bringing total to 57 Centers serving 4,000 children**
 - **Represent 32 zip codes across San Antonio**
 - **38 Centers not in TRS**
- **Increased from 5 to 16 staff member to support alliance**
- **Provided 252 hours of 1-1 coaching to directors and teachers**
- **Created Provider Council to guide the work**



FUTURE

EXPANSION PHASE TWO - 2023

- Recruit another cohort
 - 18 Centers
 - 25 Family Home Providers Include Family Home Providers
 - Emphasis on East and South San Antonio
- Focus on automation & TRS
- Hold Hiring Fair to help fill vacancies
- Launch SA-SSA website
- Evaluation study results

SUSTAINABILITY – 2024 & Beyond

- Review Iron Triangle metrics and make adjustments
- Add additional back office services
- Develop Pre-K partnerships with public school(s)





Questions?



④

Texas Rising Star
Sustainability



③

Texas Rising Star
Mentoring &
Assessment



②

Transfer of Knowledge
Collaboration



①

Coaching Cohorts



Sustainability

TRS Certified Centers may join the UWSA Directors of Excellence. This program serves to support centers as they seek continuous improvement to higher quality.



Texas Rising Star Mentoring

Centers spend up to 6 months with TRS Mentor in preparation for their TRS Assessment.

Texas Rising Star Assessment

Coaching & Mentoring process culminates with each center's TRS Assessment.



Transfer of Knowledge Collaboration

TRS Mentors partner with UWSA and ESC-20 coaches and assigned TRS Mentors to engage in a dynamic process to review, plan, and coordinate efforts in order to improve outcomes, provide resources, troubleshoot, and enhance each center's experience as they prepare for TRS Assessment.

This practice serves as a means to help coaches and mentors navigate complex systems and resources to achieve mutual goals, and advocate for the centers and directors they serve.



Alamo Quality Pathway



Coaching Cohorts

Quality coaching offered through:

- UWSA Building Quality Cohort
- ESC-20 Texas School Ready Quality Cohort
- WSA TRS Quality Cohort

*UWSA & ESC-20 Prioritize ELD Ineligible Centers
**Ongoing Professional Development Provided





- Received TSR! Grant Extension and Expansion
 - 35 new classrooms
 - 62 classrooms total
 - 19 Centers and Center Directors that ESC-20 will support towards Texas Rising Star
- Formal collaboration with WSA and UW for the ***Alamo Quality Pathways Initiative***



Child Care Success Stories



Child Care Success: Lakia G.'s Story

“Workforce Solutions Alamo has helped my family tremendously by providing affordable childcare services at safe, dependable childcare centers.

Without them it would be difficult for me to work as a single mother and afford daycare.” – Lakia G.



Child Care Success: Cynthia V.'s Story

“I’m a single mother trying my hardest to raise my kids to become better people.

With this program I can work and have the confidence that my kids have a proper ride to and from school while I’m at work working to put food on our table and a roof over their heads.” – Cynthia V.



Child Care Success: Laura F.'s Story

“Child Care Services has helped me as a single parent keep my 3 girls enrolled in childcare while I obtain a job as a teacher. Their program has helped me out financially and emotionally due to the fact I am a single parent and desperately need the assistance so I may provide for my little family during the day.

I have very little to no assistance when it comes to family helping me care for my children, especially my baby, so the daycare facility has become like a family to me helping me assist in watching my children grow. So, thank you so much for all that y'all do!!!!” – Laura F.



Child Care Success: Kimberly C.'s Story

“Child Care Services made it possible for me to work and pursue my Bachelor’s of Science in Nursing!

They have provided me tons of assistance and made the process so easy! Thank you for everything you do!” – Kimberly C.



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Procurement Diversity Update (SMWVBE)

Summary: Workforce Solutions Alamo - Board of Directors adopted a Small, Minority, Women or Veteran Owned Business Enterprises (SMWVBE) Policy in the Spring of 2021. Procurement and Contracts provides regular updates on SMWVBE expenditures to the Board of Directors.

Update: Revisions to reporting have been made to compare expenditures between SMWVBE and non-SMWVBE vendors. Procurement and Contracts Management also contacted other agencies and boards for reporting alignment. A representative from the City of San Antonio's - Economic Development Department will be attending the committee meeting to provide an overview of the Small Business Economic Development Advocacy (SBEDA) program. The representative may address any registration and reporting questions related to childcare provider data.

Analysis: Workforce Solutions Alamo (WSA) - Procurement and Contracts Management makes efforts to solicit at least two SMWVBE vendors to purchase goods and services exceeding the micro-purchase threshold. To promote these efforts and expand outreach, WSA began utilizing various local SMWVBE search directories, including The Maestro Entrepreneur Center and The South-Central Texas Regional Certification Agency (SCTRCA).

Fiscal Impact: Workforce Solutions Alamo has an aspirational goal of 20% of expenditures to SMWVBE vendors. WSA's SMWVBE year-to-date percentage of Board corporate expenditure is 37.92% for the reporting period 10/01/2022 – 05/31/2023. In the board's previous fiscal year, which was for the period ending September 30, 2022, the expenditure rate was 22.6%. Efforts continue to identify the SMWVBE status of WSA's current vendors and register new vendors.

Recommendation: Continue utilizing SWMVBE vendors when practicable, reasonable, and within sound business principles. The board will continue to monitor and provide regular updates on utilizing SMWVBE vendors.

Next Steps: Procurement will update the Strategic Committee and the Board of Directors periodically on WSA's progress to achieve our stated aspirational goal of 20%.

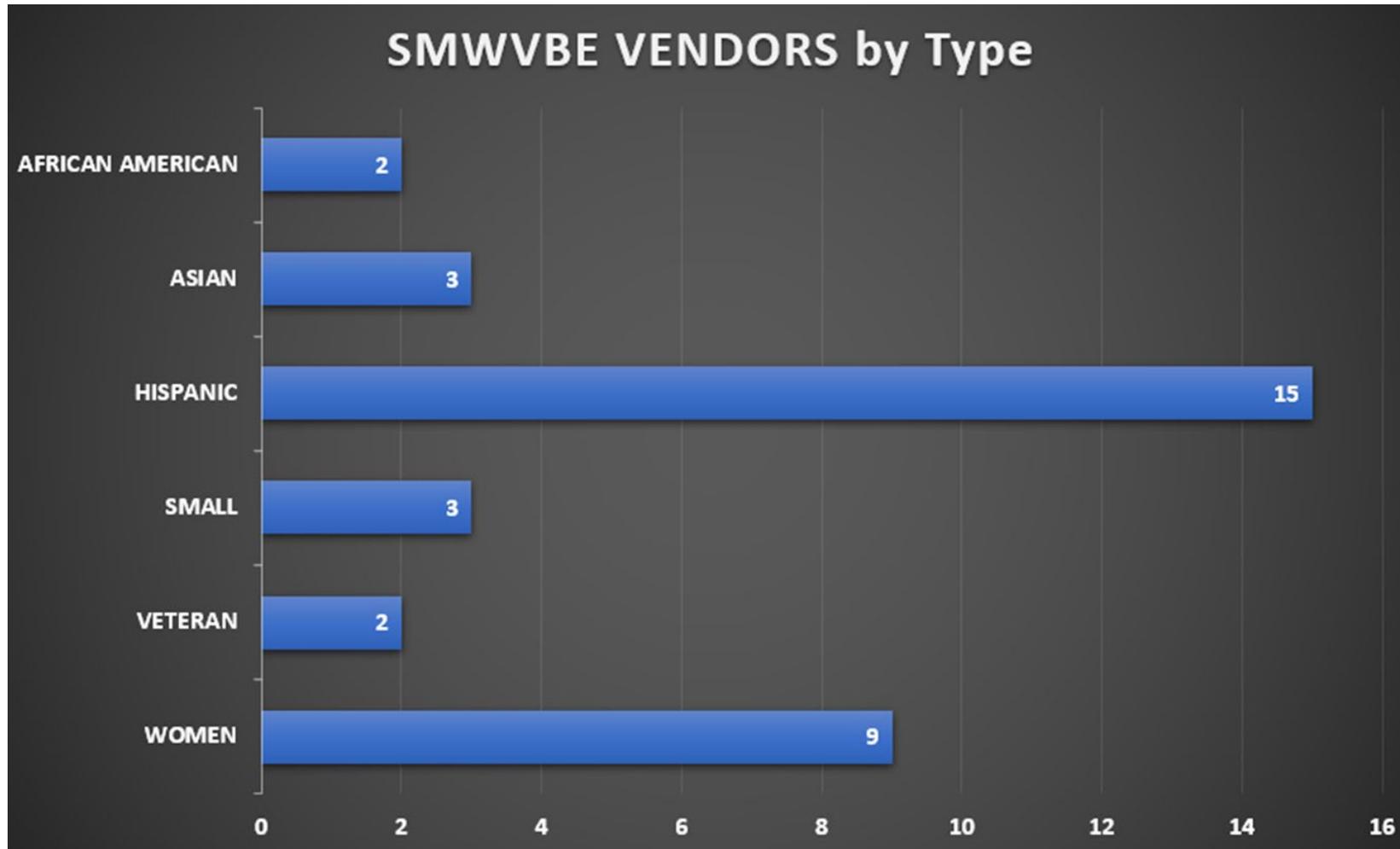
SMALL, MINORITY, WOMEN AND/OR VETERAN OWNED BUSINESS ENTERPRISES, DIVERSITY PROGRAM

Successful Highlights:

- Outreach to current vendors has increased the # of SMWVBE classifications, which resulted in expenditures to be at 37.92%.
- Utilizing online search tools such as The Maestro Entrepreneur Center, The South-Central Texas Regional Certification Agency (SCTRCA), and other local SMWVBE search directories to expand outreach.
- Providing demographic information on the Child Care Providers received from the contractor (City of San Antonio).

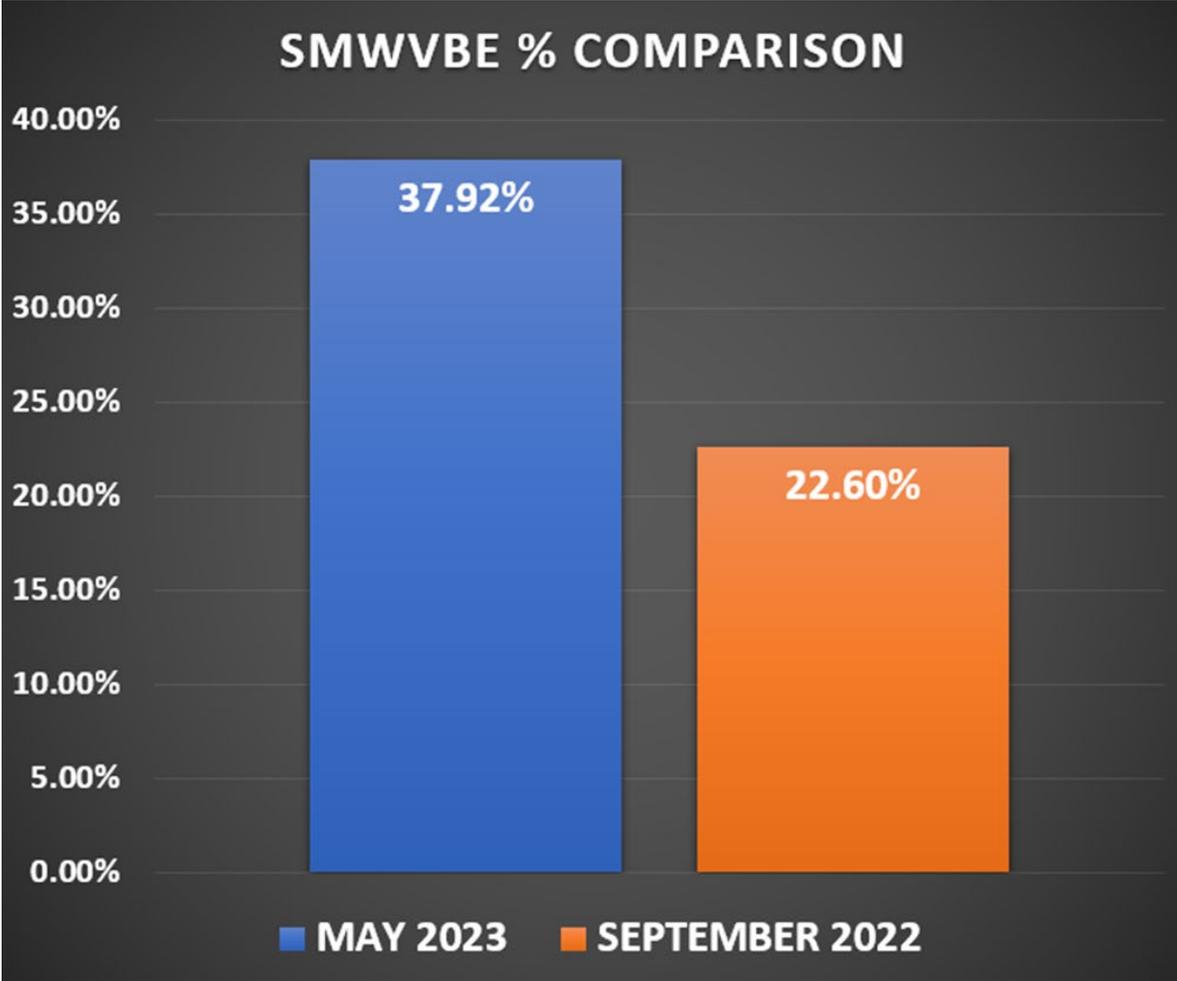


SMWVBE - 34 TOTAL VENDORS BY CLASSIFICATION



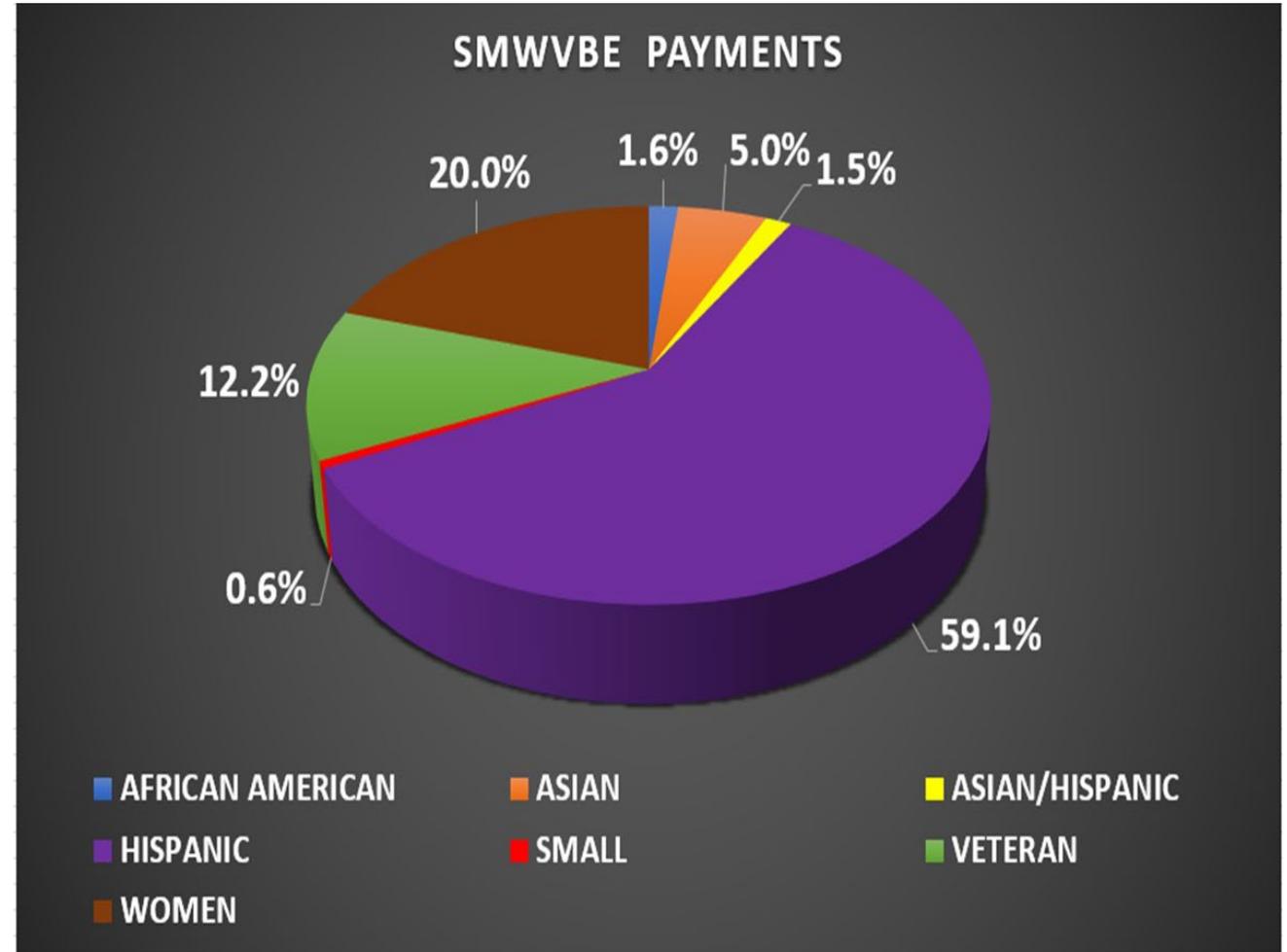
SMWVBE PERCENTAGE COMPARISON BY DATES

- As of May 31, 2023, WSA is at 37.92% of total expenditures.
- Fiscal year ending September 30, 2022, WSA was at 22.6% of total expenditures.



SMWVBE PERCENTAGE OF PAYMENTS

SMWVBE STATUS	SMWVBE PAYMENTS
AFRICAN AMERICAN	\$ 79,430.02
ASIAN	128,532.70
HISPANIC	1,107,711.91
SMALL	52,472.46
VETERAN	153,085.27
WOMEN	284,047.65
TOTAL SMWVBE PAYMENTS	\$ 1,805,280.01
TOTAL NON-DESIGNATION	\$ 2,955,355.00
TOTAL CORPORATE EXPENDITUES	\$ 4,760,635.01



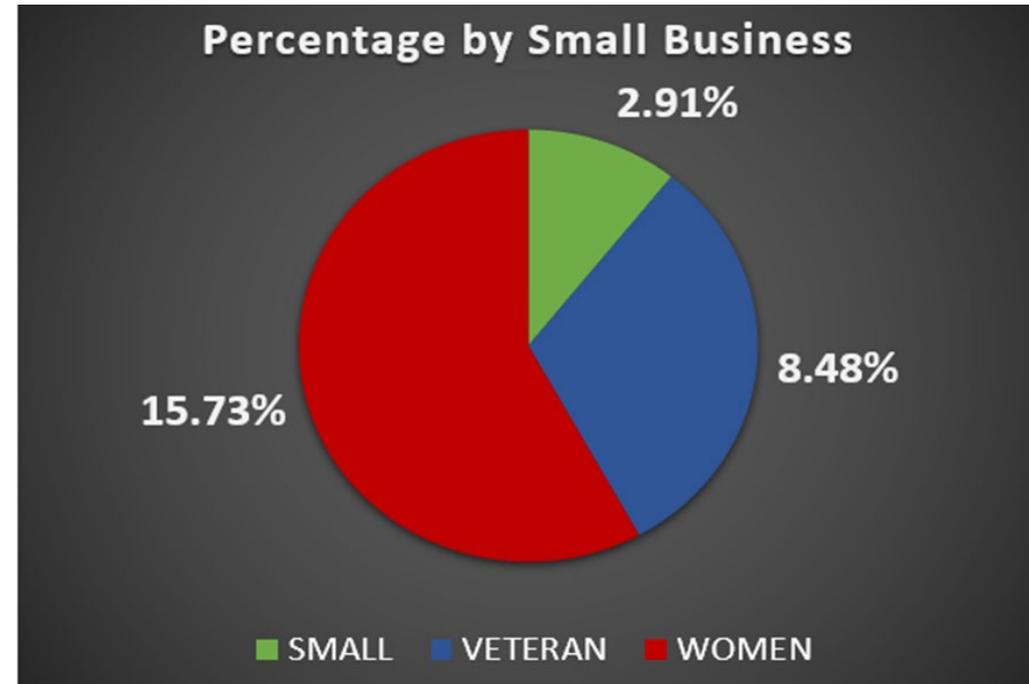
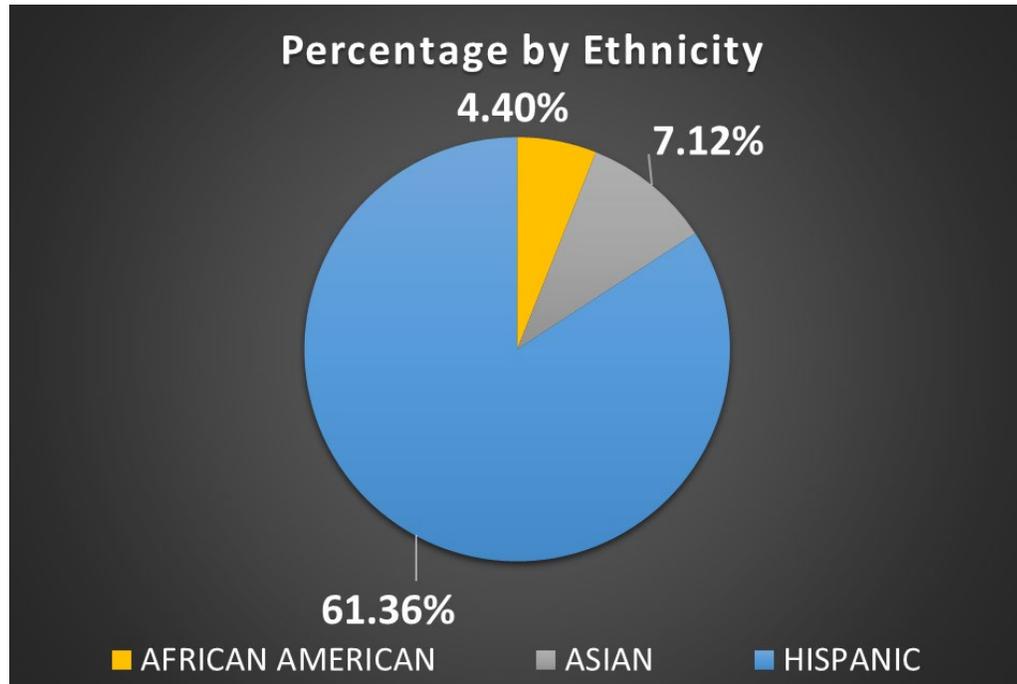
Current Board and Facility SMWVBE expenditures are at 37.92%, which exceeds WSA's aspirational goal of 20%.



SMWVBE PERCENTAGE BY ETHNICITY & SMALL BUSINESS

Ethnicity		
AFRICAN	4.40%	79,430.02
ASIAN	7.12%	128,532.70
HISPANIC	61.36%	1,107,711.91
TOTAL	72.88%	1,315,674.63

Small Business		
SMALL	2.91%	52,472.46
VETERAN	8.48%	153,085.27
WOMEN	15.73%	284,047.65
TOTAL	27.12%	489,605.38



SMWVBE CLASSIFICATION OF CHILD CARE PROVIDERS

of Providers by Classification

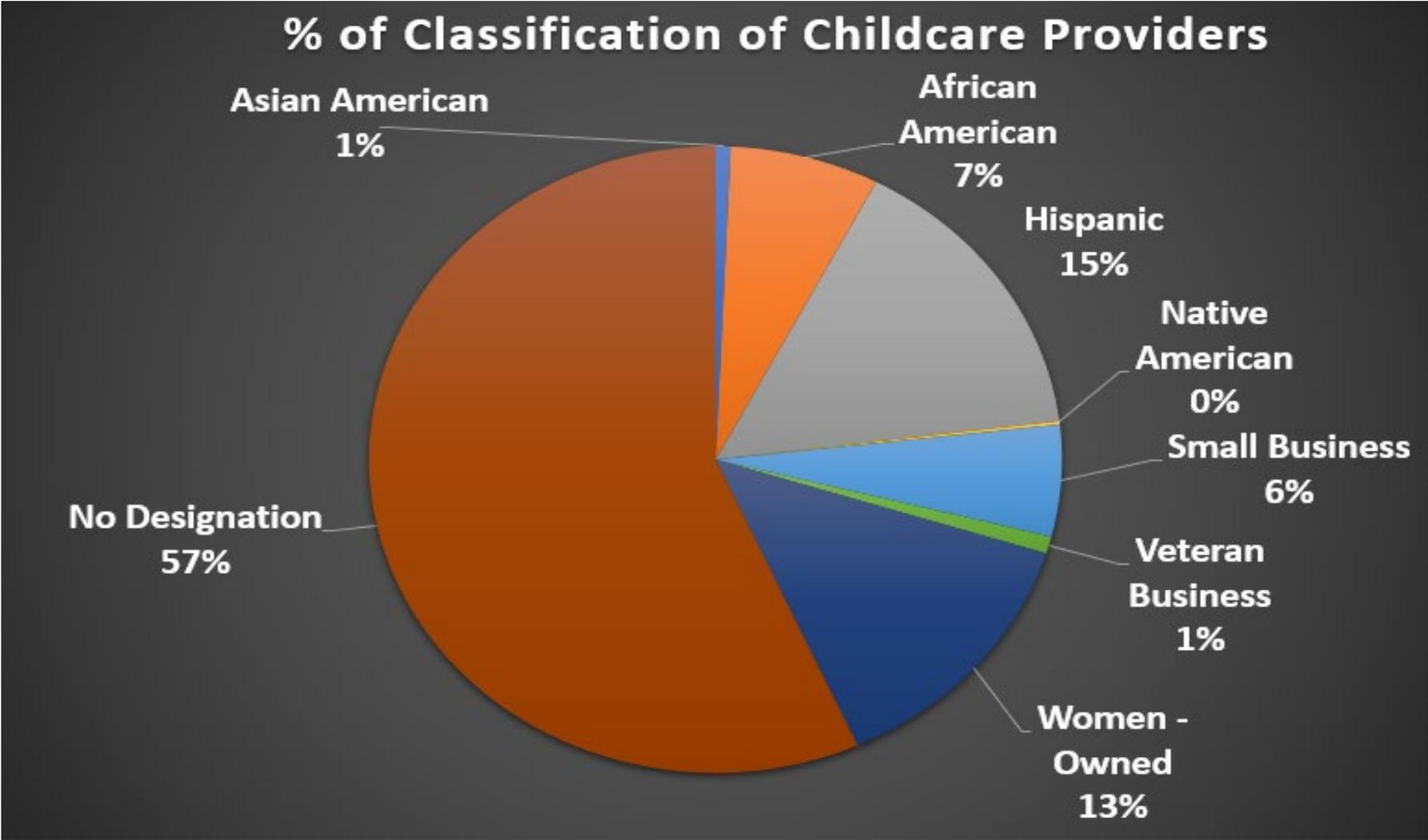
African American	40
Asian American	4
Hispanic	88
Native American	1
Small Business	33
Veteran Business	5
Women - Owned	79
No-Designation	336
Total	586

% of Expenditures by Classification

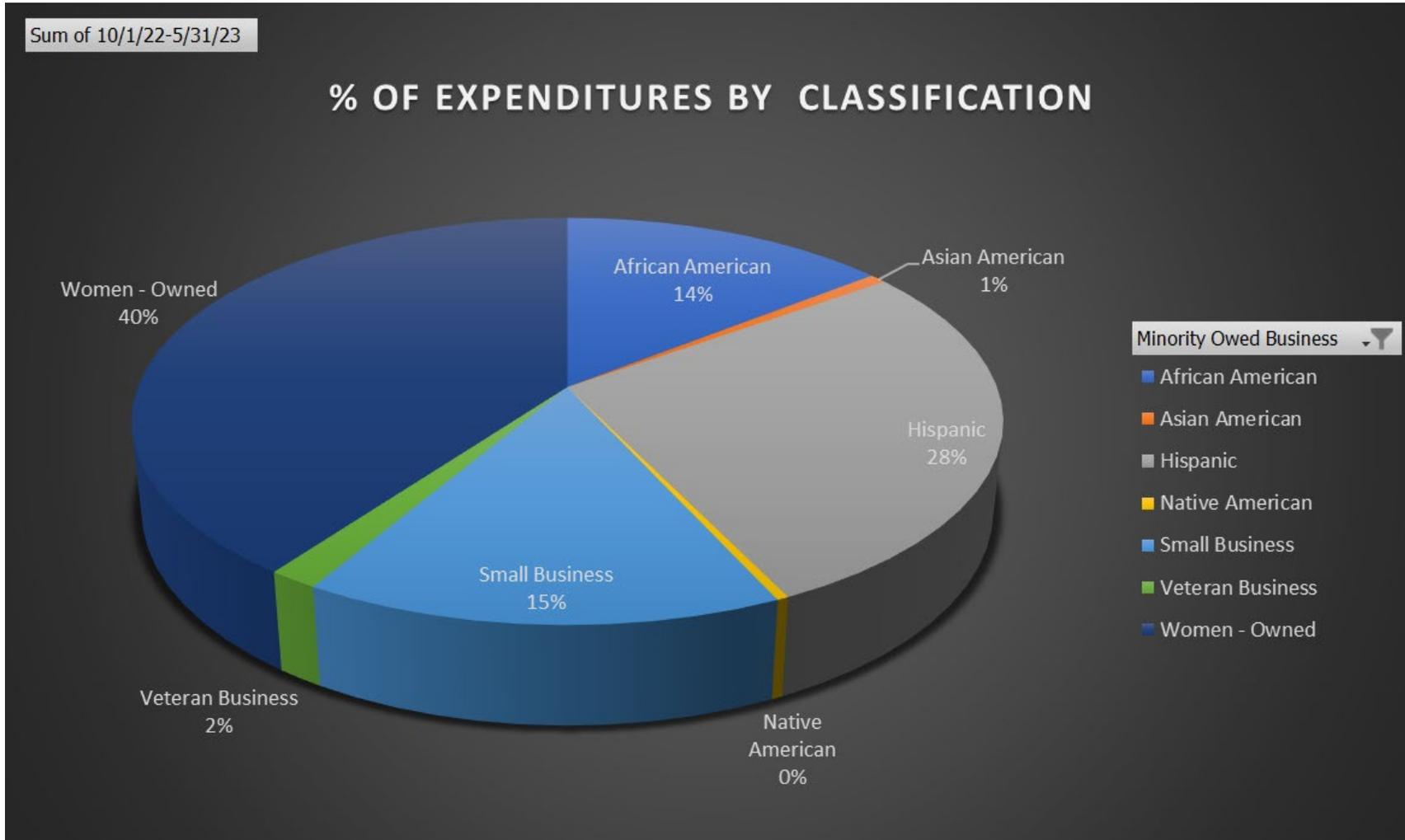
African American	14.30%	\$ 5,393,965.34
Asian American	0.73%	\$ 277,070.46
Hispanic	27.79%	\$ 10,479,975.18
Native American	0.38%	\$ 141,683.69
Small Business	15.23%	\$ 5,742,314.85
Veteran Business	1.61%	\$ 606,018.13
Women - Owned	39.96%	\$ 15,067,178.17
Grand Total	100.00%	\$ 37,708,205.82



SMWVBE CLASSIFICATION OF CHILD CARE PROVIDERS



% OF EXPENDITURES BY SMWVBE CLASSIFICATION OF CHILD CARE PROVIDERS



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: August 11, 2023

Subject: Local Plan Update

Summary:

The 2021-2024 Local Plan Modification was approved by the Governor's Office as of July 6, 2023.

Background:

The Workforce Innovation and Opportunity Act (WIOA) requires that at the end of the first two-year period of the four-year local Board plans: Boards must review and revise the Board's Target Occupations, In-Demand Occupations, and In-Demand Industries lists as needed at the end of the first two-year period of the four-year local Board plans.

Goals for this revision included:

- Updated Target Occupation & Industry Lists and Industry Clusters
- Updated Economic Analysis, Workforce Analysis, and Demographic Profiles
- Integrate all stakeholder feedback.
- Include Accommodations and Food Services as a Targeted In-Demand Industry Sector

Progress:

- The Governor's Office has approved the Local Plan – 2-year Modification.

Next Steps:

- The process will continue with implementation, including:
 - Outreach and information;
 - Continued focus on sector-based model;
 - Continued career pathway development;
 - Using data, designing mechanisms to track and report status and outcomes (e.g., job seeker progress through the career pathways leading to self-sufficient/living wages and employer outcomes via the sector-based model).

We thank the Board of Directors, our local officials and partners, Board staff, the contractors, and the public for their involvement and support in the process.

Local Plan Update

Adrian Perez, CIO

August 11, 2023





Summary

This item serves to inform the Board that the 2-year update to the Local Plan has been approved – no action from the Board is being requested at this time.



Local Plan - 2 Year Modification Summary

The Workforce Innovation and Opportunity Act (WIOA) requires Boards to review and revise their Local Plans two years into the four-year plan.

The process included the following goals

- Update Target Occupation & Industry Lists, and Industry Clusters
- Update Economic & Workforce Analysis, and Demographic Profiles
- Incorporate partner/public feedback into the process

Progress

- 2-Year Local Plan Update was approved by WSA Board, Rural Judges, Bexar County and City of San Antonio and submitted final on Friday, May 12, 2023.
- **2-Year Local Plan Update Approved as of July 3, 2023.**



Thank You!!



We thank the Board of Directors, our local officials and partners, Board staff, the contractors, and the public for their involvement and support in the process.

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: August 11, 2023

Subject: Sector-Based Model Update: Labor Market Data, Program Scorecard, Workforce Academy

Summary: This item is to provide an update on the progress of the implementation of the 2021-2024 Local Plan and to provide current Labor Market Information to the Strategic Committee of the Board of Directors.

Labor Market Data: Workforce Solutions Alamo (WSA) reports that the May unemployment rate for the eight-county San Antonio-New Braunfels metropolitan statistical area (MSA) is 3.8 percent, higher than the 3.4 rate in April. Since May of 2022, the MSA unemployment rate increased .04 percentage points from a rate of 3.4 percent. The May 2023 unemployment rate for the San Antonio-New Braunfels metropolitan statistical area (MSA) is lower than the state’s not seasonally adjusted (actual) rate of 4.1 percent.

Program Scorecard: Includes the 6 sectors industries; Aerospace, Manufacturing, Healthcare, IT/Cybersecurity, Education, and Construction & Trades. The definition for each data point is included in the figure below.

Component	Description
Enrolled in Training	Customers enrolled in Apprenticeships, OJT's, or ITA's
Completed Training	Customers who successfully completed a Training service
Enrolled in Work-Based Learning	Customers enrolled in Work Experience or Subsidized Employment
Completed Work-Based Learning	Customers who successfully completed a Work-Based Learning service
Placement	Customers who were placed in employment

Employer Collaborative: The Business Solutions Team hosted a Manufacturing Collaborative on July 20, 2023, at our South Flores Career Center. The Healthcare Collaborative will also be hosting a special session to address challenges identified in previous meetings.

The goal of the collaboratives is to learn about critical needs employers are facing, including finding qualified individuals, average time to fill the roll, and losing talent to national employers paying a higher wage. Seventeen urban and rural employers participated in this session.

The purpose of the employer collaborative is to convene local sector-based employers to explore and validate labor market trends, talent pipeline concerns, and training needs.

Workforce Academy: The WSA Workforce Academy continues to experience positive participation in its regular sessions. A total of 445 people have attended Academy sessions, and the goal for the calendar year is 500 Academy participants. Of those, 216 have completed all sessions and graduated. WSA will host a graduation ceremony and networking opportunity in August. WF Academies has been extended to partner counselors to strengthen service delivery and access to workforce services with partner organizations with a concentration on recruiting Rural Ambassadors.

Community Conversations: The WSA team will be hosting a 3-party local community conversation series in our rural counties titled “The Power of Partnership” to bring together individuals, organizations, and stakeholders from various sectors to discuss and explore workforce challenges and opportunities in our region. Community engagement and collaboration are crucial in creating effective solutions to address the economic and workforce needs of our region, and this will allow staff to hear the unique perspectives and expertise in our communities.

Alternatives: Alternative data sources are considered to support the analysis of existing labor pool and talent pipeline.

Fiscal Impact: No additional fiscal impact currently.

Recommendation: Recommendation is for WSA data team to explore additional data sets and integrate program outcomes to understand the intersections between program investments, including childcare, with eligible job seeker, training completions, and employment placements.

Next Steps: Continue examining labor market data, performance score cards, and understand the links between supply and demand. Integrate other data sources as identified by data team to create a more robust understanding of talent pool and pipeline.

Adult Industry Sector Scorecard BCY23

Does not include Ready to Work.

Industry Sector Scorecard - BCY23									
Industry	Enrolled	Active	Completions	Successful Completions	Success Rate	Successful Credential	Credential Rate	Successful Employment	Employment Rate
 Healthcare	94	39	55	37	67%	22	40%	25	68%
 Other	18	7	11	8	73%	2	18%	4	50%
 Information Tech	43	11	32	30	94%	8	25%	7	23%
 Construction & Trades	68	13	55	44	80%	37	67%	26	59%
 Manufacturing	2	0	2	2	100%	0	0%	1	50%
Grand Total	225	70	155	121	78%	69	45%	63	52%

* Information is YTD and reported live monthly; therefore, data consistently changes as enrollments in sector base trainings increase and decrease, and credentials obtained month to month

Timeframe: 07/1/2022 - 06/05/2023

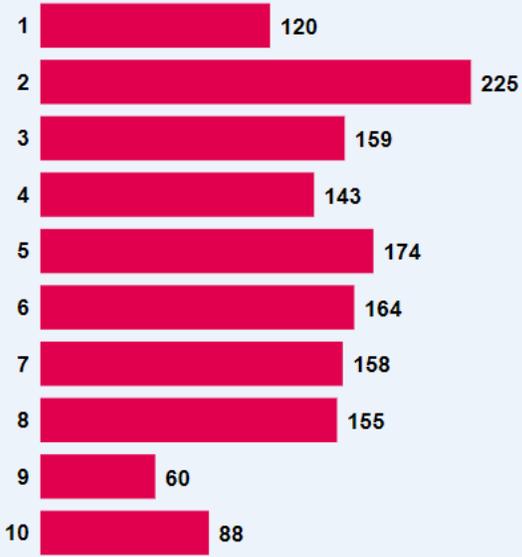
Youth Industry Sector Scorecard BCY23

Industry Sector Scorecard BCY23									
Industry	Enrolled	Active	Completions	Successful Completions	Success Rate	Successful Credential	Credential Rate	Successful Employment	Employment Rate
Healthcare	16	15	1	1	100%	1	100%	1	100%
									
Transportation	3	0	3	3	100%	3	100%	3	100%
									
Information Tech	3	3							
									
Construction & Trades	9	9							
									
Other:									
Grand Total	31	27	4	4		4		4	

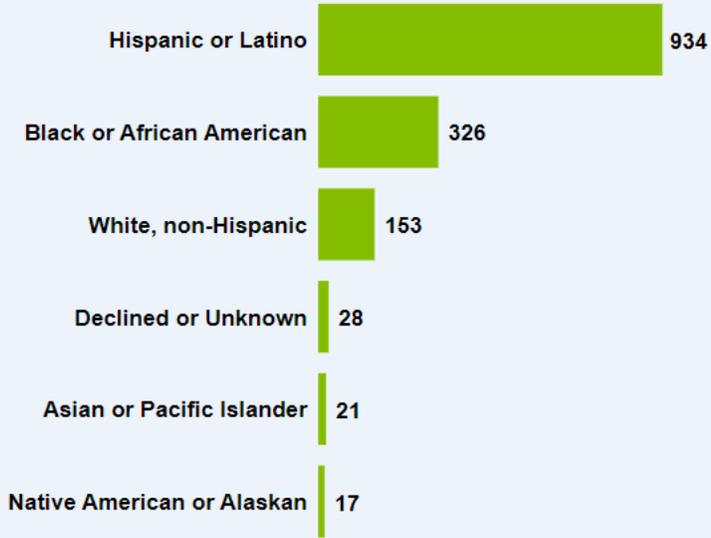
* Goal is to enroll 40 youth into program.

Ready to Work: Enrolled in Training: 1479

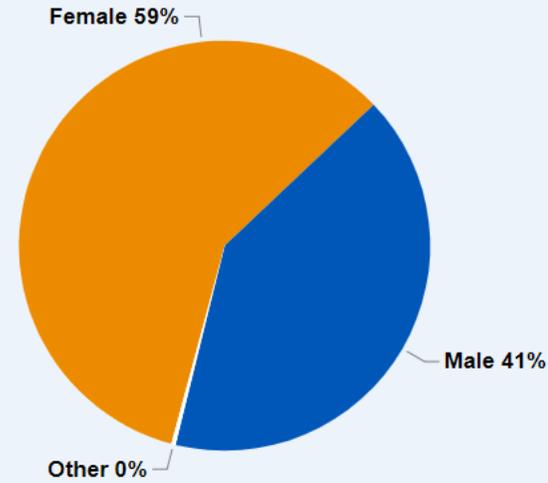
City Council District



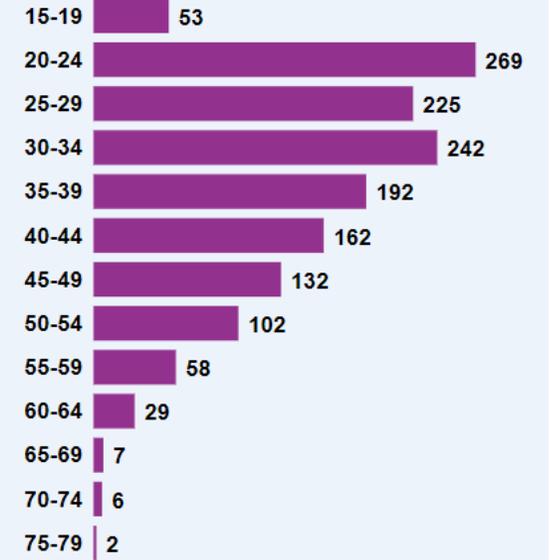
Race & Ethnicity



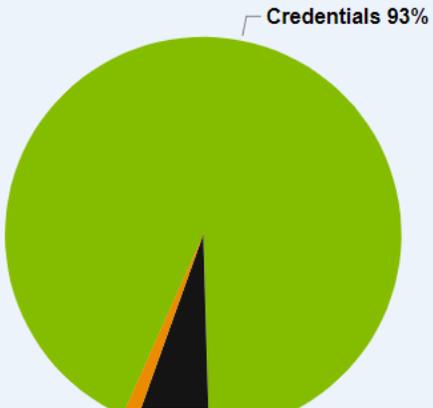
Gender



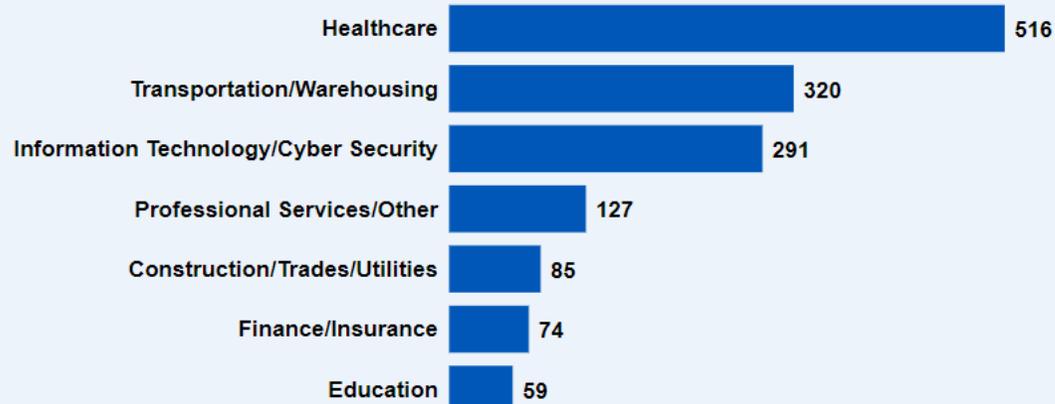
Age



Type of Credential



Enrollment by Target Industry



Successfully Completed Training

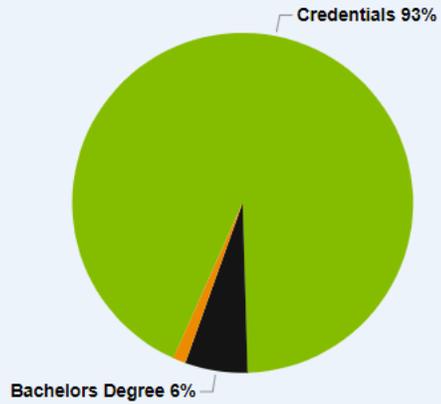
154

Training Retention Rate

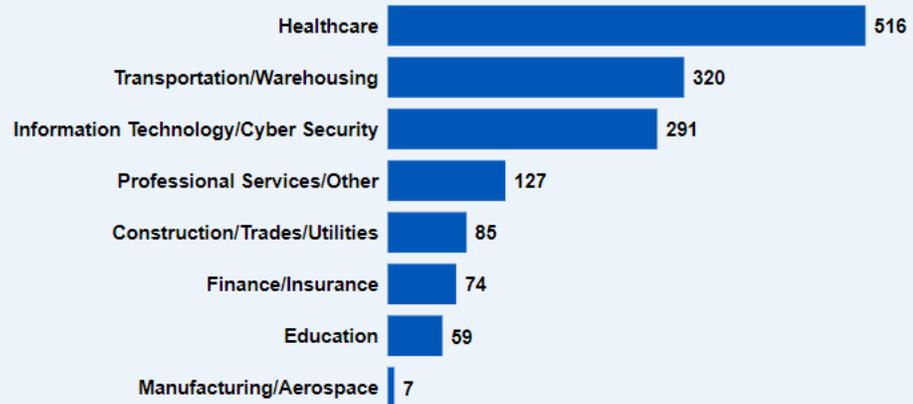
94%

Successful Training Completion Rate

Type of Credential



Enrollment by Target Industry

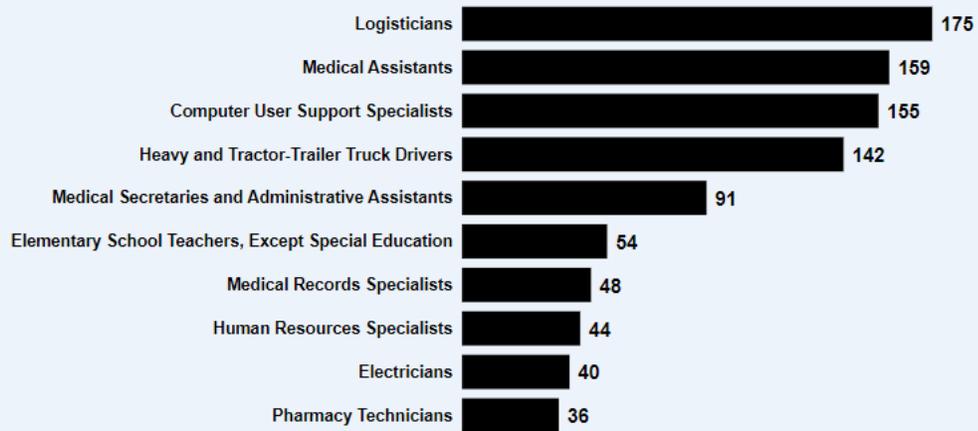


Successfully Completed Training
154

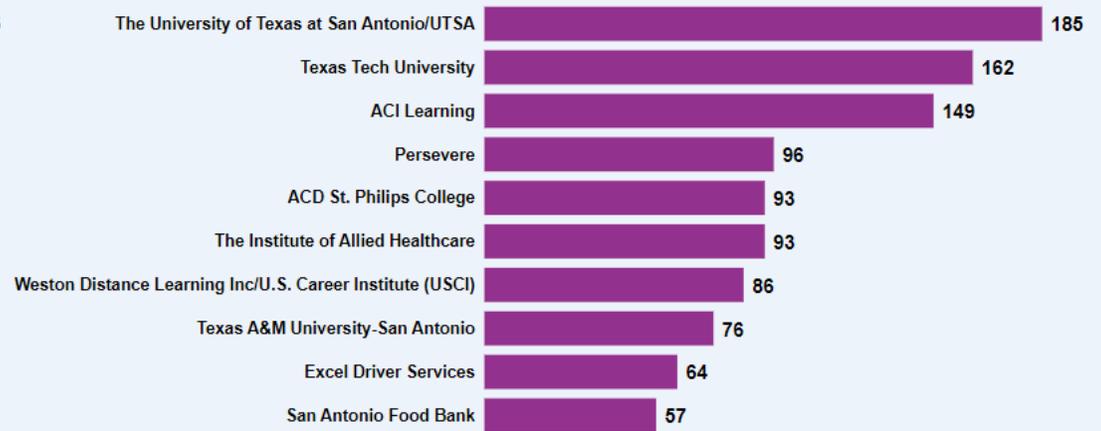
Training Retention Rate
94%

Successful Training Completion Rate
64%

Top 10 Training Occupations by Enrollment



Top 10 Training Providers by Enrollment





WORKFORCE DEVELOPMENT

Placed in Quality Jobs: 75

This page displays data about Ready to Work (RTW) participants that have been placed in quality jobs. RTW defines a quality job as one that offers an hourly wage of at least \$15 and an annual salary of at least \$31,200, plus benefits.

RTW coaches assist participants with interview skills, resume preparation and online profiles. Employers share critical needs, engage in employer roundtables and collaboratives to enhance training pipelines, offer work-based learning opportunities like internships and apprenticeships, and hire RTW participants upon completion of training programs.

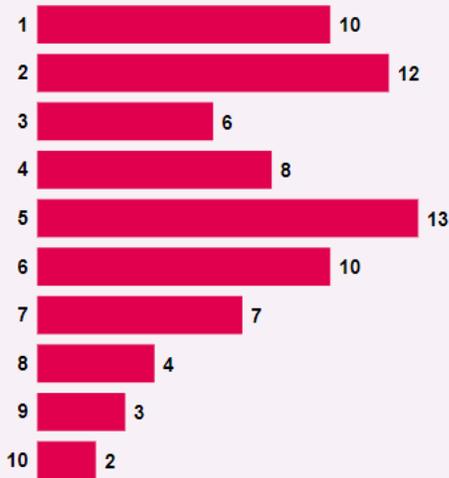
Program Overview
Applicants Interviewed
Enrolled in Training
Placed in Quality Job

Filter data Clear all filters

Press Ctrl to select multiple values

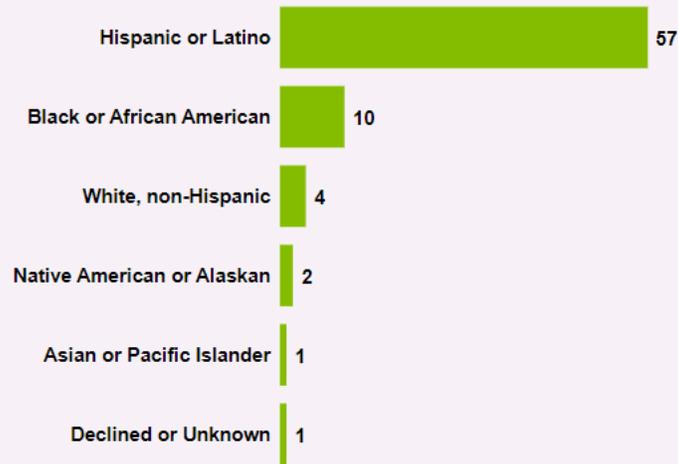
City Council District	Partner Agency
All <input type="text" value="v"/>	Workforce Solutions Alamo <input type="text" value="v"/>
Race & Ethnicity	Industry
All <input type="text" value="v"/>	All <input type="text" value="v"/>
Gender	Age Range
All <input type="text" value="v"/>	17 <input type="text" value="84"/>
	<input style="width: 100%;" type="range"/>

City Council District

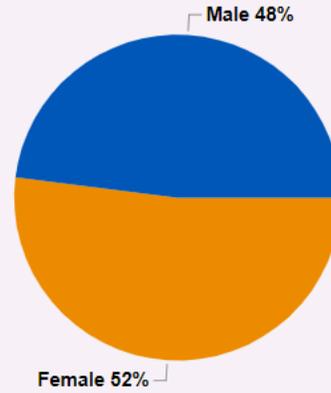


Top Employers of RTW Graduates by Number of Hires

Race & Ethnicity

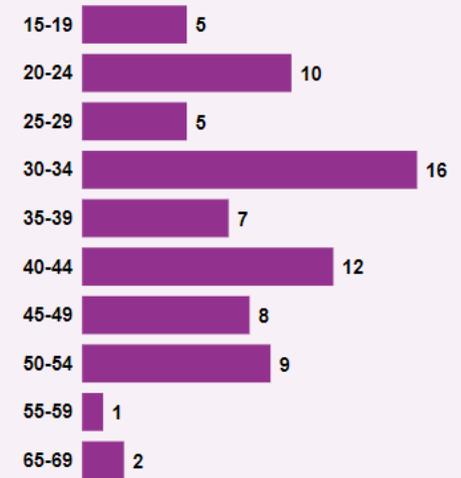


Gender



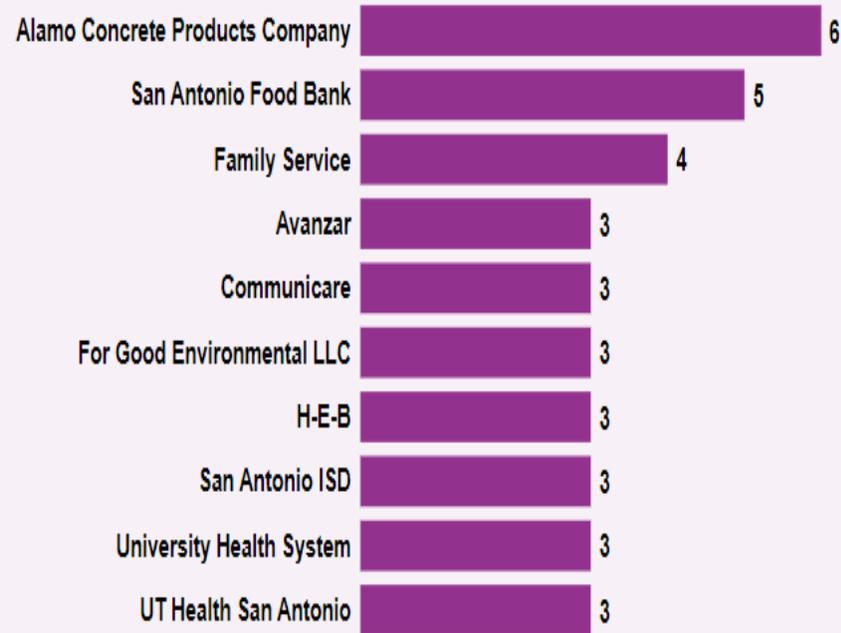
Top Occupations Hired

Age

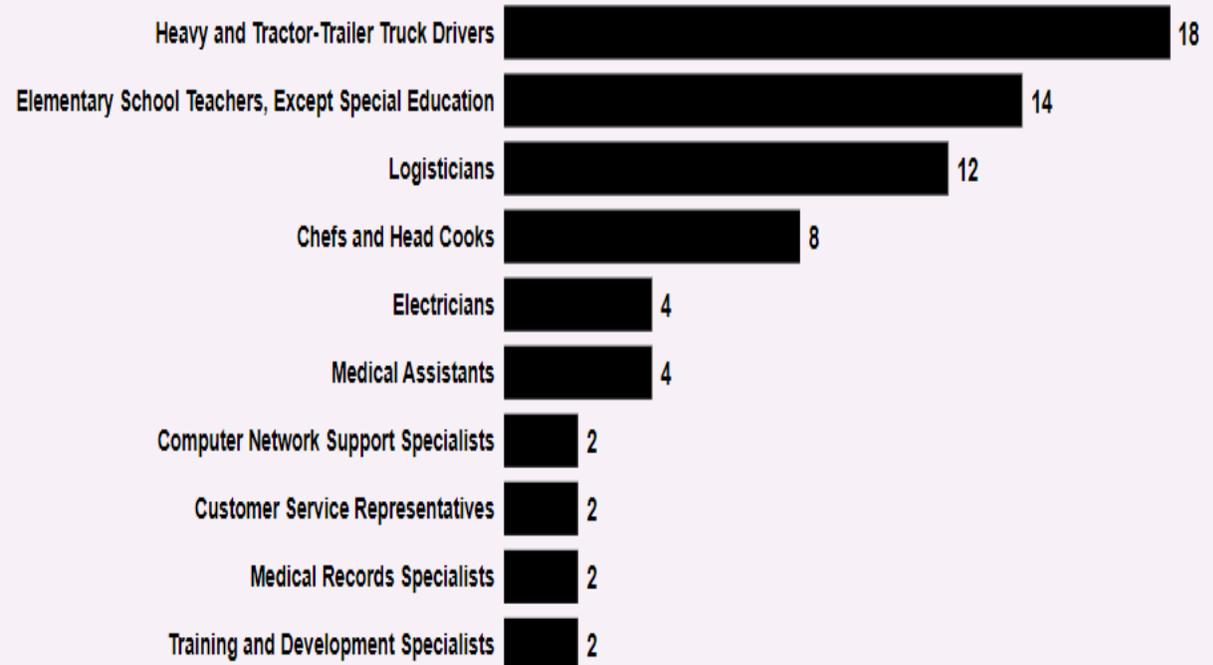


Top Employers of RTW Graduates by Number of Hires

Not responsive to data filters



Top Occupations Hired



Employers Hiring RTW Graduates

60

Median Hourly Wage in New Job

\$17.00

Median Hourly Wage Increase from Intake

\$16.00

Median Annual Salary in New Job

\$35,568

Median Individual Income at Intake

\$9,819

% Placed in Quality Job within 6 months

73%

The City of San Antonio is sharing this data publicly in line with the program's guiding principle of transparency. This data is current as of **7/16/2023** and is subject to change on a daily basis. Hundreds of Ready to Work coaches manually input and update information in a central case management data platform as they work every day with program applicants and participants. Contact 210-207-JOBS (5627) or RTWHelp@sanantonio.gov with any questions or comments.

Overall Impact

Industry Sector Scorecard				
Industry	Enrolled	Successful Completions	Placement	Employment Rate
Healthcare	626		57	
				
Transportation/Warehousing	323		3	
				
Information Tech	337		9	
				
Construction & Trades	162		30	
				
Other:	287		43	
Grand Total	1735	279	142	50.89%

*Ready to Work Timeframe:
06/01/2022 – 07/16/2023

This include all Alamo Consortium Partners.

*Adult and Youth Oct 2022 to June 2023

Adult October 2022- June 2023

County	Sector Based Model Industries	Employers	Job Orders	Openings	Applicants	Key Accounts	Hiring Events	Number Hiring Event Participants	Training Worksites	Confirmed Hires
Bexar	Aerospace	29	166	391	245	5	7	1228	3	3,395
	Manufacturing	161	1,501	2,065	6,462	20	10	1652	62	
	Healthcare	211	3,123	3,781	12,278	57	13	1841	79	
	IT/Cybersecurity	35	816	1,331	3,084	12	8	1643	23	
	Construction	116	965	3,081	3,417	17	10	1706	30	
	Oil & Gas/Warehousing & Transportation	74	1,093	3,658	4,768	11	9	1691	10	
	Education	44	621	752	2,370	13	9	1693	52	
	Other	986	12,682	17,980	48,410		13	2710	256	
Rural	Aerospace	6	11	11	8	—	3	135	4	1,273
	Manufacturing	69	727	983	2,111	7	13	801	13	
	Healthcare	73	914	1103	1436	13	9	522	27	
	IT/Cybersecurity	12	125	126	108	6	8	493	3	
	Construction	65	263	417	905	8	10	641	2	
	Oil & Gas/Warehousing & Transportation	48	198	255	520	43	11	618	6	
	Education	10	100	151	234	5	9	579	10	
	Other	341	1,784	3,354	6,413		9	522	47	

Youth October 2022- June 2023

County	Sector Based Model Industries	Employers	Job Orders	Openings	Applicants	Key Accounts	Hiring Events	Number Hiring Event Participants	Training Worksites	Confirmed Hires
Bexar	Aerospace	1	0	3	0	1	0	0	1	7
	Manufacturing	5	0	66	0	5	0	0	5	
	Healthcare	12	0	35	0	12	1	40	12	
	IT/Cybersecurity	3	0	9	0	0	0	0	3	
	Construction	3	0	20	0	3	3	150	3	
	Oil & Gas/Warehousing & Transportation	1	0	1	0	1	1	150	1	
	Education	4	0	6	0	4	0	0	4	
	Other	19	0	100	0	19	0	0	19	
Rural	Aerospace	0	0	0	0	0	0	0	0	13
	Manufacturing	6	0	11	0	6	1	20	6	
	Healthcare	25	0	55	0	25	0	0	25	
	IT/Cybersecurity	3	0	6	0	3	0	0	3	
	Construction	4	0	10	0	4	0	0	4	
	Oil & Gas/Warehousing & Transportation	7	0	20	0	7	0	0	7	
	Education	8	0	25	0	8	0	0	8	
	Other	33	0	82	0	33	2	25	33	

County	Sector Based Model Industries	Employers	Job Orders	Openings	Applicants	Key Accounts	Hiring Events	Number Hiring Event Participants	Training Worksites	Confirmed Hires
Rural and Urban Total Impact	Aerospace	36	177	405	253	6	10	1363	8	4688
	Manufacturing	241	2228	3125	8573	38	24	2473	86	
	Healthcare	321	4037	4974	13714	107	23	2403	143	
	IT/Cybersecurity	53	941	1472	3192	21	16	2136	32	
	Construction	188	1228	3528	4322	32	23	2497	39	
	Oil & Gas/Warehousing & Transportation	130	1291	3934	5288	62	20	2459	24	
	Education	66	721	934	2604	26	18	2272	74	
	Other	1379	14466	21516	54823		24	3257	355	
		2414	25089	39888	84769	292	158	18860	761	

Adult and Youth data combined. Total impact within Urban and Rural.

Partnerships In the Works

JBSA + Bexar
County- RWY

80/20
Foundation

YWCA- Wage
Equity

UP Partnership-
Practitioner
Conference

Rural Libraries

AEL
Consortium

COSA-
JobsFest

Cyber
Education

Documation

Letters of Support

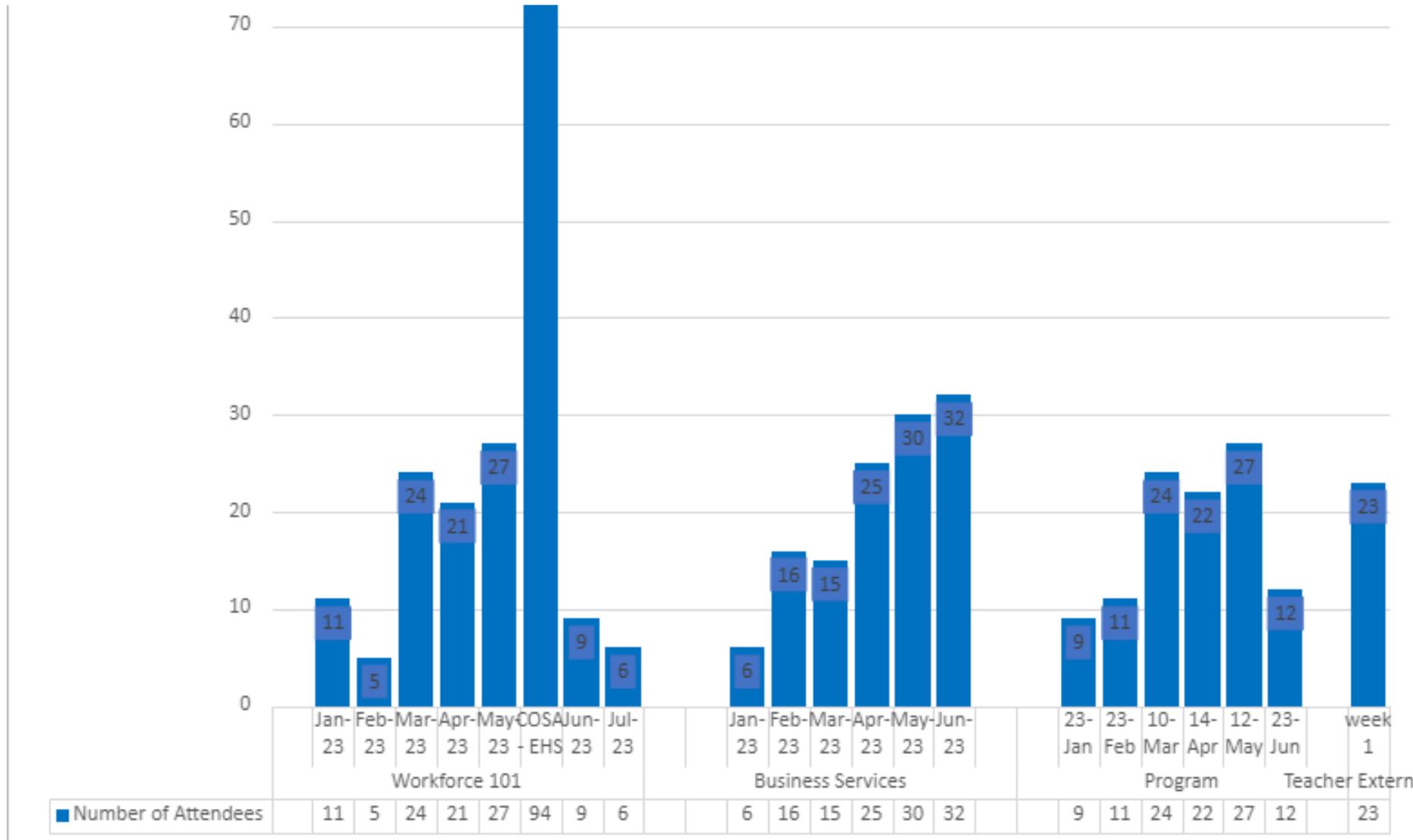
- **Bluebonnet Technologies LLC:** Bluebonnet is actively working to meet the needs of pharmaceutical and medical needs of Texas through this growing industry by maximizing job placements for local residents within the Alamo region.

MOUs

- **Office of the Attorney General of Texas (the OAG):** to continue and strengthen the partnership to implement the Non-Custodial Parent program.

Workforce Academy

Area Foundation awarded WSA a \$100,000 Workforce Development grant to advance equity and economic mobility through our workforce development services.



445 participants/ 500 goal for the year (216- graduates)

Workforce Leadership Academy

WSA was awarded \$50,000 to implement a Fellowship program that will bring cross-sector leaders together to foster a more clearly aligned local workforce ecosystem that delivers integrated services to businesses and workers.

- Bridges Out of Poverty Training (YWCA, Haven for Hope, Strategic Links, Family Service, WSA)
- Fair Chance Initiative (Easy Expunctions, Bexar County Probation, SAWorks, WSA)



Community Conversations

Comal	8/9/2023 8:30- 10:30	10/4/23 9:30- 11:30	1/17/24 9:30- 11:30
Guadalupe	8/9/23 2:00- 4:00	10/4/23 1:30- 3:30	1/17/24 1:30- 3:30
Gillespie	9/1/23 9:30- 11:30	10/10/23 9:30- 11:30	1/24/24 9:30- 11:30
Kerr	9/1/23 1:30- 3:30	10/10/23 1:30- 3:30	1/24/24 1:30- 3:30
Atascosa	8/24/23 1:30- 3:30	10/19/23 1:30- 3:30	1/31/24 1:30- 3:30
McMullen	8/24/23 9:30- 11:30	10/19/23 9:30- 11:30	1/31/24 9:30- 11:30
Bandera	8/28/23 9:30- 11:30	10/24/23 9:30- 11:30	1/9/24 9:30- 11:30
Kendall	8/28/23 1:30- 3:30	10/24/23 1:30- 3:30	1/9/24 1:30- 3:30
Medina	9/5/23 9:30- 11:30	10/31/23 9:30- 11:30	2/14/24 9:30- 11:30
Frio	9/5/23 1:30- 3:30	10/31/23 1:30- 3:30	2/14/24 1:30- 3:30
Wilson	9/21/23 9:30- 11:30	11/8/23 9:30- 11:30	2/21/24 9:30- 11:30
Karnes	9/21/23 1:30- 3:30	11/8/23 1:30- 3:30	2/21/24 1:30- 3:30



Partnership Highlight

Texas State Library Archives & Texas State University



MBA Field Project Spring 2023

- **Maria Freed, Workforce Development Consultant, TSLAC**



Purpose

Connect libraries w/ Workforce Solutions Offices

Expand reach to job seekers, entrepreneurs, and small-business owners

Support the economic prosperity of Texans



Value to WSA

WSA

- Has the knowledge, the expertise, the tools, the contacts, etc.

TSLAC

- Ally
- Promoter
- Connector

ALAMO-REGION LIBRARIES

- Space/Facilities
- ≈ 70 locations
- Money (TSLAC, local, etc.)
- Advertising
- Computers/laptops, wi-fi/internet
- People
- Can set WSA in front of more customers



Errors/Understandings



One-size-fits-all



Shotgun approach



No differentiation

MBA Field Project

Texas State University Group

- Several professors
- Team of MBA and Ph.D. students w/ concentrations/experience in:
 - Supply chain management and resilience
 - process improvement methodologies
 - Marketing
 - Commercialization



Alamo Region Libraries

Workforce Solutions Alamo

Strengths

- Community outreach programs
- Centralized presence in individual counties

- Many training opportunities for business and career development
- Effective range around Texas

Weaknesses

- Reputation revolves around book rental service
- No commonality between each location

- Services in each location are unique
- Value is unclear when collaborating organizations

Opportunities

- Commercial space available for new programs
- Different training options to provide new services

- Increase awareness and usage with collaboration
- Increase available training rewards with more usage

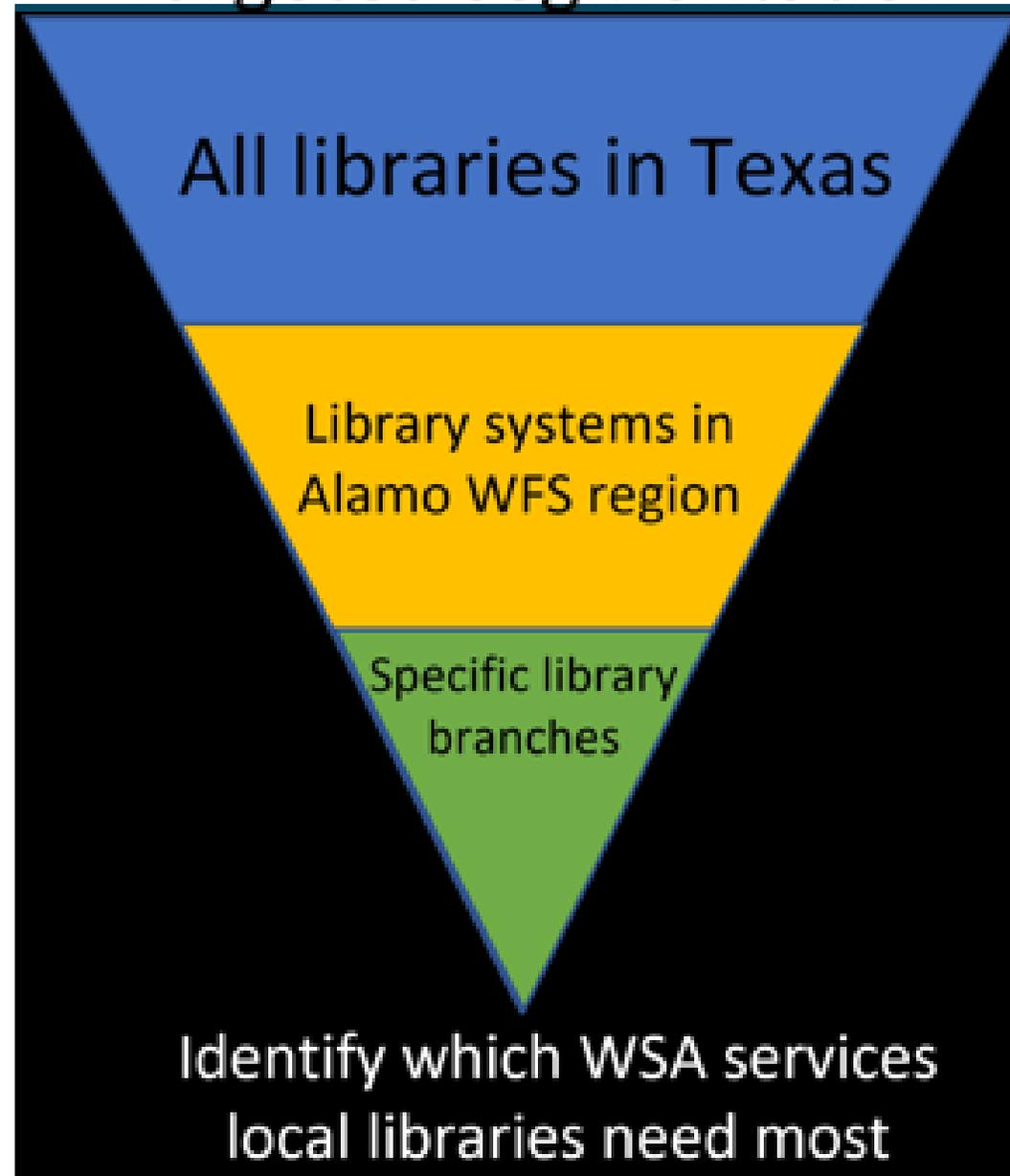
Threats

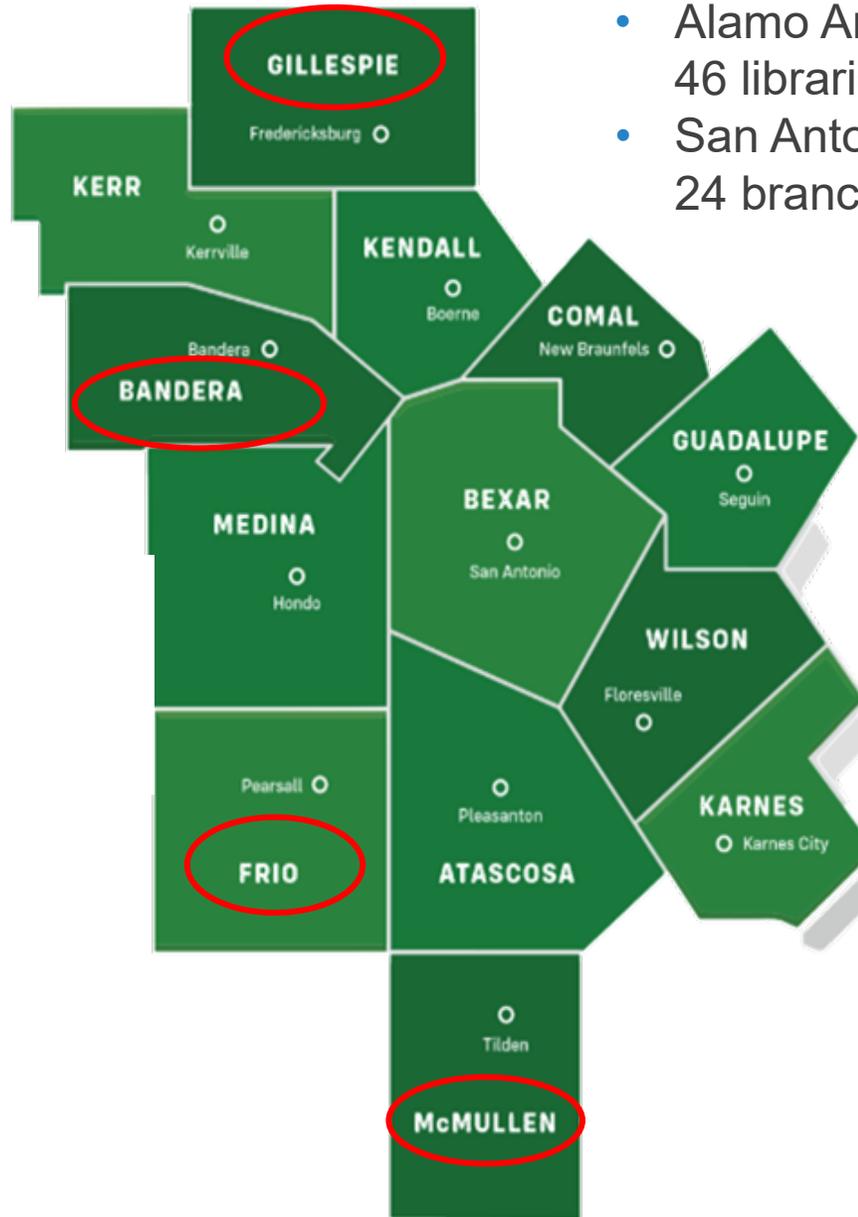
- Interest in library usage is limited
- Technology availability

- Other forms of career services are more popular
- Acceptance from other orgs.



Targeted segmentation





- Alamo Area Library System:
46 libraries in the surrounding counties
- San Antonio Library:
24 branches in S.A.



Library Lean Canvas: Resource Framework

<p>Library Patron Problem</p> <ul style="list-style-type: none"> • Top 3 Library patron “problems” (why did that person go into the library) <p>Existing Alternatives</p> <p>How are library users currently solving these problems? What other methods can be used to solve these problems?</p>	<p>Specific Workforce Development Board Solutions</p> <p>List specific programs WDBs can offer librarians to solve library users core-problem</p>	<p>Unique Value Proposition</p> <p>Single clear statement on why this specific library can benefit this specific WDB training?</p> <p>High Level concept</p> <p>X for Y analogy specific for this library (Photoshop for engineers)</p>	<p>Unfair Advantage</p> <p>WDB specific advantage that cannot be easily replicated or bought</p>	<p>Customer Segments</p> <p>Describe typical branch patron</p> <p>Early Adaptors</p> <p>Ideal customer characteristics</p>
<p>Library Resource Structure</p> <p>List available branch-specific resources</p>	<p>Key Metrics</p> <p>How is success measured for this library and this program?</p> <p>María to help define</p> <p>Librarians trained? Users</p>		<p>Channels</p> <p>List paths to kick-start library trainings? Library Point of contact, emails, phone numbers, etc</p>	

- Helps identify patron problems → what brought them into the library?
- How would that library benefit from a WSA partnership

Information to be derived from Library-patron survey

To be derived from WDB and María

Information to be defined/researched by María

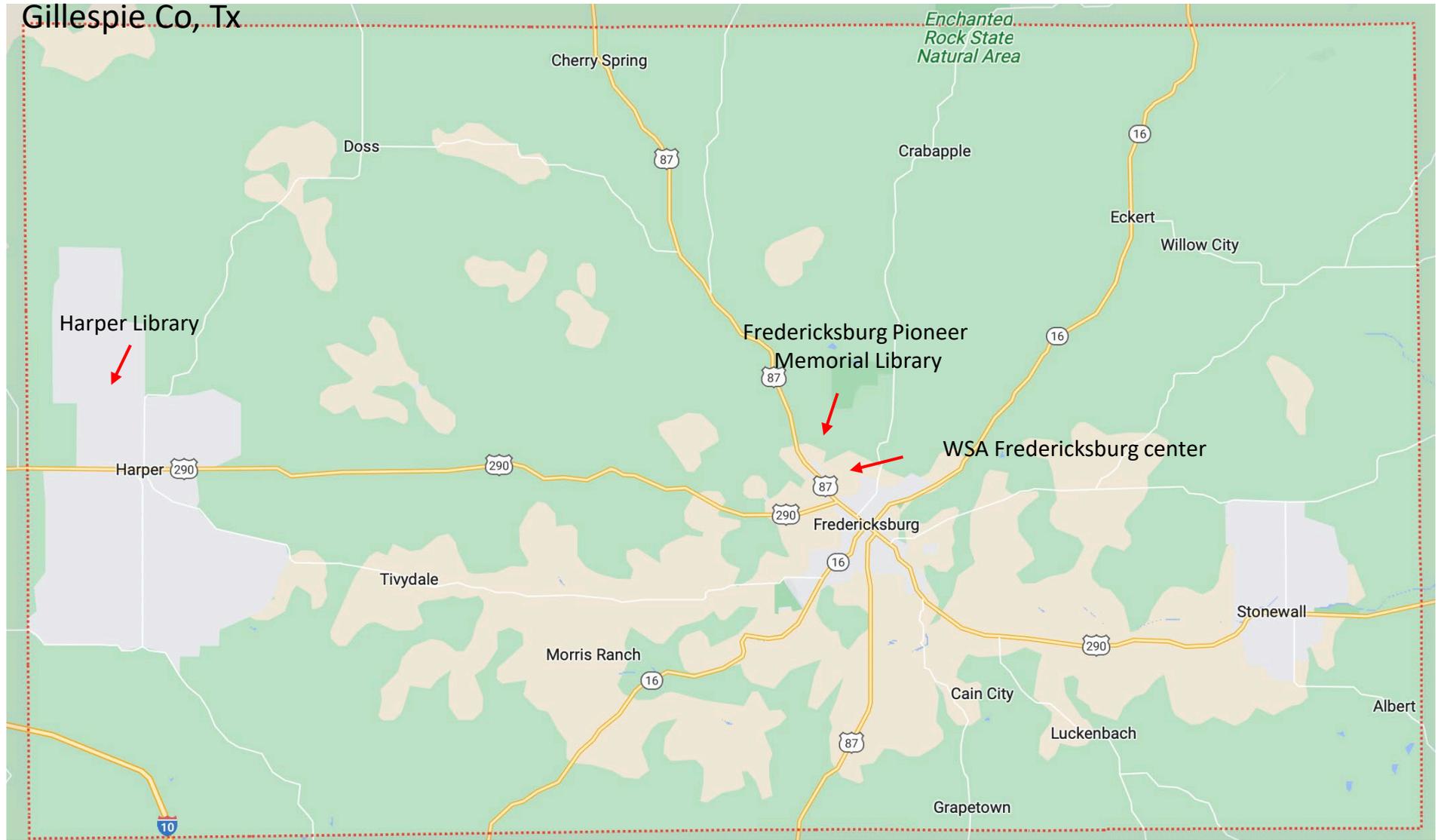


Library Lean Canvas Gillespie Co: Fredericksburg Pioneer Memorial Library

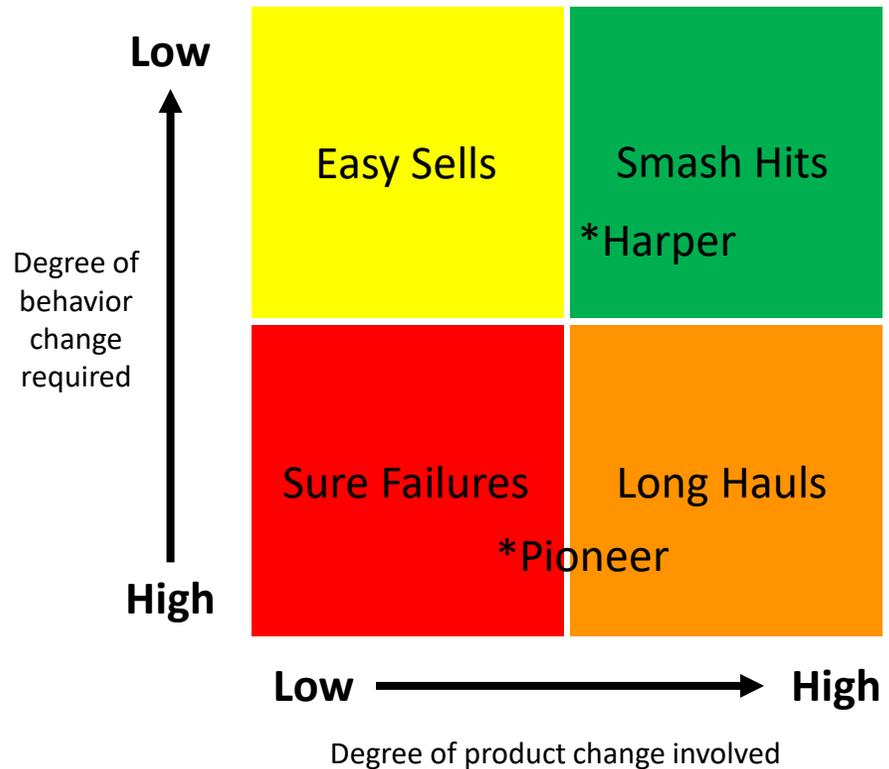
Library Patron Problem <ul style="list-style-type: none"> Books/printed material Internet/Wifi services Printing Existing Alternatives <ul style="list-style-type: none"> Amazon, Audible, etc Google, home printer 2.9 miles from WSA: Fredericksburg office (on the same street) 	Specific Workforce Development Board Solutions <ul style="list-style-type: none"> Any adult service? Childcare services? General Job search? 	Unique Value Proposition <p>Single clear statement on why this specific library can benefit this specific WDB training?</p> High-Level concept <p>X for Y analogy specific for this library (Photoshop for engineers)</p>	Unfair Advantage <p>WDB specific advantage that cannot be easily replicated or bought</p>	Customer Segments <ul style="list-style-type: none"> County population: 26,725 >800 library visits/month Elderly, children, & tourists Typically aged > 45 y/o, retired Household income > \$200k Early Adaptors
	Key Metrics <ul style="list-style-type: none"> ✓ Responds to patron survey Attends WSA orientation Readily refers patrons to WSA office in Fredericksburg 		Channels <ul style="list-style-type: none"> Maria Aleman alemanm@gillespiecounty.org Phone (830) 997-6513 Fax: (830) 997-6514 Fredericksburg, Tx 	
Library Resource Structure <ul style="list-style-type: none"> One ALA-accredited MLS librarian 105 programs (100% children's programs) 4 computers with internet Printing services 			Revenue Streams <ul style="list-style-type: none"> Total revenue: \$341,744 (86% for salaries, 7% for operations, 7% materials) Specific TSLAC funding available Specific WDB funding available 	

Information to be derived from the Library-patron	To be derived from WDB
Information to be defined/researched by Maria	

Gillespie Co, Tx



Determining Appropriate Level of Engagement



	Phone Call	Site Visit	Implement	Enroll
Sure Failures	█			
Long Hauls	█	█		
Easy Sells	█	█	█	
Smash Hits	█	█	█	█

— Sure Failures

- The library patrons don't have a specific workforce development problem
- The Library has its own workforce development solutions

— Long Hauls

- The library patrons don't have a specific workforce development problem
- The Library doesn't have any workforce development solutions

Easy sells

- The specific library and WSA both have programs to solve similar patron problems, but WSA has a better solution

Smash Hits

- The library patrons have a specific problem their library doesn't adequately address
- WSA has a solution to solve patron problem



Recommendations and Conclusion

Goal	Outcome
Help identify specific needs for specific libraries	✓ Lean canvas designed for understanding library needs
Need a way to encourage librarians to take WSA training classes	✓ Point system designed for incentivizing participation
Create success story and expand	✗ Success story in process
Determine the level of engagement needed for specific library successes	✓ Four-level classification system created with varying levels of engagement
Create framework for TSLAC to use when expanding to other regions	✓ Lean canvas, engagement graph, and point program are all universal



What's Underway



- JULY-AUG.
- Complete Lean Library Canvas for:
 - Gillespie
 - Bandera
 - Frio
 - McMullen (no public libraries, 1 high school library)
- Propose pilot program to TSLAC grants team for these libraries
- Work w/ grants team to revise and finalize pilot program details



Thank you



- **Maria Freed**, Workforce Development Consultant, Texas State Library & Archives Commission
- mfreed@tsl.texas.gov
- 512-463-5582



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care Services, and Terry Trevino, Director of Programs

Date: August 11, 2023

Subject: Performance, Programs, and Operational Updates

Summary: This item is to provide an update of Workforce Solutions Alamo programs and grants, including both adult and youth throughout the Urban and Rural areas. The following analysis provides insight to elements related to programs and performance and action items taken to enhance services delivery and cross-collaboration and integration across WSA programs.

Analysis:

1) TWC-Contracted Performance: TWC 2022 Year-to-Date MPR performance data reflects WSA as successfully achieving 18 of 22 measures. The following measures are being monitored closely to understand ways in which to increase service delivery and improve performance:

A. WIOA Adult Dislocated Worker (DW), C&T Credential Rating:

- I) **Credential DW:** The current measure time frame up to 2nd quarter which is deficit by 10 cases. Staff obtained documentation of the credential in which DINTS were entered and have been forwarded to WSA.
- II) **C&T:** The current measure time frame reflecting up to 2nd quarter which is deficit by 15 cases. During this quarter there are 24 cases enrolled in the WIOA Adult Statewide program (Women Entrepreneur Bootcamp) and 3 cases enrolled in the WIOA Youth Statewide program (Job Skill). TWC has indicated that these programs will not be removed from this measure.
- III) **Plan of action includes:**
 - Outreach out to customers by phone, text messaging, and/or email.
 - Received guidance from TWC on what is allowable as credentials. WSA team will be further discussing to make additional updates to impact this measure positively.
 - C2 Quality Assurance has provided a credential report to support Center Management research cases.
 - Credential DW: The current measure time frame up to 3rd quarter which is deficit by 5 cases. Staff obtained documentation of the credential in which DINTS were entered and have been forwarded to WSA. Per TWC, DINTS at this time are not a priority and therefore taking longer to process these requests.

- C&T: The current measure time frame reflects up to the 3rd quarter which is deficit by 9 cases. The Credential Rate for C&T is currently not being met due to various cases that are impacting this measure from statewide grants. TWC confirmed they cannot remove these cases. Also, once WSA and TWC review/approve DINTS identified, we will be meeting this measure, as projection for the 4th quarter shows that we would be in a deficit by 2 cases.
- We will continue to monitor this performance and cases that are directly affecting this performance measure.
- We will notify WSA of any additional cases that may affect this measure or any grants that require specific services that could affect this measure.
- Staff will monitor cases, build rapport with customers, and keep customers engaged in training to ensure positive impact.

B. WIOA DW Measurable Skills Gains:

- I) Adult contractor will continue to provide MSG training to all management and staff on measures.
- II) Adult contractor will reach out to Training providers to obtain appropriate documentation for MSG entry.
- III) DW: The current measure time frame up to 2nd quarter which is deficit by 6 cases.

C. WIOA Youth Credential Rating:

- I) Youth contractor has pulled the necessary data to analyze this measure reflecting majority of the in-school youth having passed their grade level.
- II) There are currently 194 cases affecting the Measurable Skills Gained (MSG) for which 132 have already collected grade reports, transcripts or diplomas, and have been added to the MSG.
- III) Given the recent graduates, the contractor anticipates collecting more outcomes this week to add to the MSG and should be able to be reflected on the next MPR.

2) Child Care Performance: TWC has set Alamo's FY (Fiscal Year) 2023 Target at 11,427. Alamo is currently reflecting an annual year to date performance of 105.14%, which falls in the above performance range according to TWC's CCDF (Child Care and Development Fund) Performance Status Methodology. Unofficial numbers for May reflected Alamo is averaging 11,811 units of care for children enrolled in Early Learning Programs, 112.16% for the month. *See Childcare Performance Memo.*

Child Care Quality:

As of 6/26/2023, Alamo Board has 153 Early Learning Programs certified as Texas Rising Star. Across the 13 counties there are 568 child development centers with agreements to offer Child Care scholarships. 26.58% of the centers in our local board area are certified as Texas Rising Star quality. *See Childcare Quality Memo.*

WSA is tracking the total number of centers, those eligible for Texas Rising Star and those achieving Texas Rising Star. Moving forward WSA will continue to track the contribution of the WSA Quality Cohort toward centers achieving Texas Rising Star. The following information provides an overview the WSA Quality cohort:

- Length of Time: 6 months
- Schedule:
 - Fall - October to March
 - Spring - April to September
- The WSA quality cohort is open to 100 childcare centers at a time that are interested in gaining a better understanding of the requirements for eligibility and measures outlined in the Texas Rising Star cohort.
- The average sign up has been 70.
 - Spring 2022- 11 completed
 - Fall 2022- 70 completed

- Spring 2023- 70 currently enrolled, actual number of participants to be determined upon the completion of cohort scheduled for end of September.

It is important to note there are many variables associated with the TWC requirement:

- The accepting of subsidy/providing scholarships to children/families, is voluntary and not mandatory: Providers can opt out at any time for any reason.
- Texas Rising Star Assessment is only for Providers/Centers who accept subsidy/provide scholarships (have an active agreement with CCS (CHILD CARE SERVICES)).
- If Providers do not wish to pursue TRS (Texas Rising Star), they will have CCS agreement terminated, and/or can select to no longer have an agreement with CCS.
- The Texas Rising Star assessors are being centralized by the state, and the timeline for that may impact the assessment timeline, as assessors transition to new entity.
- Centers in cohort and designated Entry Level Designated must still meet licensing requirements when the TRS screening is completed. If found not eligible due to deficiencies, the center cannot be assessed until later, pending the end of the deficiency.

Child Care Community Conversations:

- The childcare team hosted community conversations throughout the 13-county area to understand the early childhood landscape, needs, resources, and impact on the workforce.
- Community conversations were hosted in Kerr, Frio, Wilson, Comal, Gillespie, Atascosa, Karnes, Guadalupe, Bandera, Medina, and Kendall Counties. A conversation was scheduled for McMullen, but due to issues with venue and space availability was cancelled by the host. The Child Care team will transition these conversations, joining other staff members of WSA, who will be hosting Workforce meetings in our rural communities. A staff member from Child Care will be available during these discussions to continue to provide information and support to the communities.

Since May, rural communities have access to an in-person Child Care representative. The Child Care representatives are utilizing WSA rural offices, where space is available. The childcare team continues to collect information and feedback from meetings, and discussions that occur during these in-person visits to our rural areas.

Special Grants & Other Initiatives: Staff are working on a combination of state formula funded programs in addition to special initiatives and projects:

- **Summer Earn and Learn (SEAL):** Paid, on-the-job, workplace readiness training, work experience, and transferable skill learning opportunities for students with disabilities. The projected goal for FY23 is 256, the Board has reached 359 enrollments, 163 who completed work readiness training, 197 placed at worksites and 65 participants who have completed their employment thus far. The program ends August 30th, and we expect to continue having participants complete their five weeks of work.
- **Student Hireability Navigators:** Navigators are preparing for the November 2023 Alamo Helping Hands event with Southside First Partnership for VR customers and community members with disabilities. Presenters will include Navigators Alamo Area Coalition Collaborative, Southside First Entrepreneurs, and Higher Educator Participants.
- **Teacher Externship:** Staff has created partnerships among educators, Independent School Districts, and various industries to develop an effective workforce system by making the connection between academic skills and the workplace. WSA is exploring additional partners for the new program year that will launch in June 2023. The target participation is 160 teachers and 25 ISDs. Currently, 100 educators have participated, and the team strives to service 60 more individuals utilizing additional TWC funding.

- **Training and Employment Navigator Pilot** aims to deter repeated victimization of sex-trafficked youth and foster youth ages 16-25 by aiding them in navigating Workforce Center services and increase their chances of securing employment. To date, this program has enrolled 45 participants. Also, we have provided 2 Paid Work Experience and 2 participants have entered employment. **TWC just renewed this grant for two more years October 1,2022 through October 30, 2025.**
- **Re-Employment Services and Eligibility Assessment (RESEA)** provides Unemployment Insurance (UI) claimants with a variety of services to support their re-employment before benefits expire. TWC requires an 80% completion rate monthly on providing all required services within the required timeframe of seven (7) days. **TWC has shared they are currently unable to provide status of monthly RESEA reporting. An estimate of when the report will be ready cannot be given.**
- **Military Family Support Program (MFSP)** provides active-duty military spouses with work experience, job search assistance, support services, and training. As of April 2023, enrollment is at 13 new participants for the 2023 Grant Year and 7 still active from the 2022 contract year. Of these participants, 2 are enrolled in training and all 13 new participants have received work-ready support as well as 8 support services provided. Contract date is atypical, January 1 through December 31, 2023.
- **Workforce Commission Initiatives - FY2023:**
 1. Hiring Red, White & You! The event is scheduled to be held in November 2,2023. WSA team is exploring local partnerships to co-host this event and leverage additional resources including: JBASA, TVC, and Bexar County Military and Veterans Services.
 2. Texas Veterans Leadership Program (TVLP): Provides support to 2 full-time TVLP staff at two WSA Centers: South Flores & Walzem.
 3. Careers in Texas Industries - Career Pathways/Jobs Y'all Events: Provides career exploration in sector-based industries for youth in middle school, high school, and postsecondary.

In FY2023, WSA shifted from one large event to several smaller, industry focused events. This will support the engagement of youth at different locations, including both rural and urban areas, and targeting of a variety of industries and youth sub-populations. In addition, it will provide youth opportunities to attend multiple events over the course of the year and provide a greater variety of career exploration, resources, and employer interactions. Event dates for BCY 2023 include:

- May 26th at Second Baptist Church in SA, TX, Industries: Warehousing & Transportation/Healthcare/Education
NOTE: Opportunity and foster youth will be prioritized, with participants being connected to WIOA youth opportunities
 - June 30th at Braden Keller Center in Castroville, TX (Medina County), Industries: IT/Cybersecurity/Aerospace/Agriculture
 - August 2023 location TBD, Industry: Finance
 - September 26th at CPS Energy Headquarters in SA, TX, Industries: Manufacturing/Construction/Energy/Oil & Gas
4. Foster Care Youth Conference: This allows funds for the WSA Youth Specialist to attend the annual event and bring back best practices and opportunities to support our local service delivery. This year's conference was scheduled on April 6-7, 2023, in San Marcos, TX. The WSA Youth Program Specialist was in attendance.

2022 WCI Grant - Childcare Short-term Training to CCS Parents: Grant is specific to customers receiving childcare services through the Child Care Scholarship, COSA. Staff conduct outreach via childcare reports provided by the WSA Childcare Team. Ends May 31, 2023.

- **WIOA Youth:**
 - WCI Career Pathways Events: Two of four youth events have taken place. The first one was held on May 26, 2023, at Second Baptist Church Community Center and focused on the Education, Healthcare, Warehousing, and Transportation industries. Over 100 youth were in attendance. The second event was held at the Braden Keller Community Center in Castroville (Medina County) and focused on all target industries with over 100 students and parents in attendance. The next two upcoming events scheduled are September 14, 2023, at the Seguin City Coliseum in Seguin (Guadalupe & Comal Counties) and September 29, 2023, at the CPS Energy Headquarters in San Antonio (Bexar County) in the Oil, Gas, and Engineering industries.
 - Youth enrollments to date are 26 Urban ISY and 159 OSY totaling 185, which exceeds the goal of 164; 42 Rural ISY and 61 OSY totaling 103 which exceeds the goal of 31. Performance measures are being met with the exception of Occupational/Vocational training. Youth Contractor states this measure will be met at the end of the summer.
 - Youth contractor has expended \$1,690,768.86 of \$2,500,000 (68%)
 - Youth contractor currently has 114 Work Experience Agreements in place, 330 Work Experience positions available, and has enrolled 77 of their 140-youth goal.

- **SA Ready to Work** has finalized all seven subprime contracts.
 - Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. WSA is the largest funded COSA partner, 105,781,953.00 and includes 7 subgrantees providing case management, training/certification, and job placement. Ready to work is funded by a 1/8 cent sales and use tax collected through December 2025.
 - Year to date WSA has interviewed/intakes 2,884 individuals and has case managed/enrolled in training 1,549 with 181 already completing their training. 86 participants have gained employment and earn more than \$15.00 per hour. The average wage of those graduates securing employment is \$17.72, well above the requirement. The top training courses being selected are medical, IT, and construction. *Data is from 7.28.23
 - Individuals' ineligible for Ready to Work are being connected to WSA career counselors to explore resources and supports available. Follow-up is being coordinated to provide feedback to sub primes regarding those individuals who did not qualify for Ready to Work and alternative funding supports available.
 - Year two goals are to continue to enroll clients in the program, conduct events to promote placement activities for all industries our participants are enrolled in.

Alternatives:

No alternatives are being considered at this time.

Fiscal Impact:

No additional fiscal impact currently.

Recommendation:

Recommendation is for WSA staff to review internal processes for supporting employers and community partners in leveraging TWC funded opportunities. This includes establishing standard performance measures demonstrating the proposed program's contribution to increasing employment within the Sector Based model. WSA is also exploring the collection of data from grant funded initiatives to determine the collective contribution across existing grant programs.

Next Steps:

Next steps include continuing to monitor program outcomes, budgets, and working collaboratively with the data team to understand program data to enhance services for job seekers and employers. As initiatives sunset, teams are reviewing new opportunities to secure funding supporting the WSA sector-based model.

Performance, Programs & Operational Updates



Operational Updates

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Item	Description	On target
1	WSA continues to perform well on overall expenditures and outcomes.	
2	Measurable Skills Gained & Credential Rating for WIOA Adult	
3	Measurable Skills Gained WIOA Youth	
4	Child Care is trending at 102.86% for children served.	
5	Business Service Team is hosting Employer Collaboratives, Business Service Seminars	
6	FY23 SEAL Program: Employer Agreements & Pre-Referrals	
7	Ready to Work current enrollment: 1,549 participants in training.	
8	National Dislocated Worker (NDW) Funding is on track to expense full investment	

MPR Quarterly Performance Updates

P+ : > 105 %

MP: 97.5%-105%

MP but at risk: 95% - 97.5%

- P: <95%

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)

FINAL RELEASE

As Originally Published 7/7/2023

MAY 2023 REPORT

Green = +P White = MP Yellow = MP but At Risk Red = -P

Board	WIOA Outcome Measures														
	Adult					DW					Youth				
	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed Q2 Post-Exit	Employed Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q4 Post-Exit	Median Earnings Q2 Post-Exit	Credential Rate	Measurable Skills Gains (YTD-Only)
Alamo	104.78%	101.36%	117.68%	105.67%	106.33%	106.08%	99.74%	116.92%	87.29%	75.43%	99.13%	103.86%	93.97%	101.94%	115.68%

**WSA is currently meeting or exceeding performance targets
For 2023 of TWC Contracted Measures**

Except:

- WIOA DW Participants Credential Rate
- WIOA DW Measurable Skills Gains Rate



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MPR Performance Updates

P+ : > 105 %

MP: 97.5%-105%

MP but at risk: 95% - 97.5%

- P: <95%

Percent of Target (Year-to-Date Performance Periods)

Green = +P White = MP Yellow = MP but At Risk Red = -P

Board	WIOA Outcome Measures (cont.)			Reemployment and Employer Engagement		Participation		Total Measures			
	C&T Participants			Claimant ReEmployment within 10 Weeks	Employers Rcvg Wkfc Asst Fm Bds or Self Svc	Choices Full Engagement Rate	Average # Children Served Per Day-Combined 10/22-3/23 YTD-Only)	+P	MP	-P	% MP & +P
	Employed/Enrolled Q2 Post-Exit	Employed/Enrolled Q2-Q4 Post-Exit	Credential Rate								
Alamo	99.49%	105.23%	91.76%	94.81%	98.44%	123.80%	112.02%	6	12	4	82%

FINAL RELEASE
As Originally Published 7/7/2023
MAY 2023 REPORT

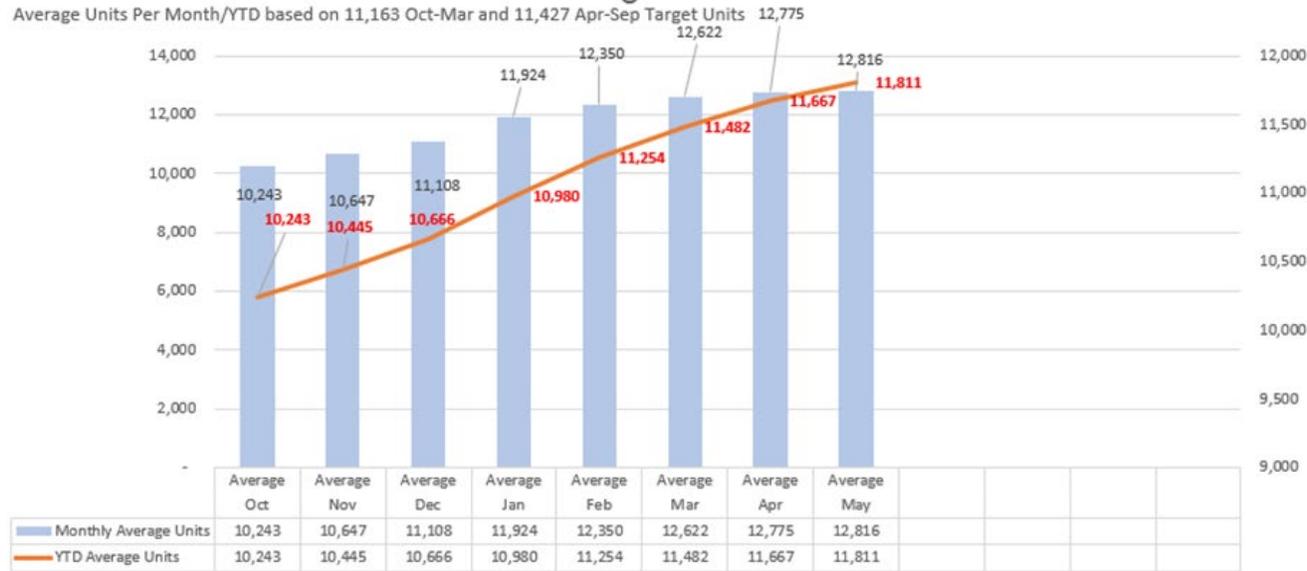
WSA is currently meeting or exceeding performance targets for 2023 18 of 22 of TWC Contracted Measures

Except:

- WIOA C & T Participants Credential Rate and RESEA Re-Employment Rate



Child Care Performance Briefing



- TWC Performance set at 11,427 for FY 2023
- Current YTD for FY 2023: 11,811
- Performance 105.14%

	Oct	Nov	Dec	Jan	Feb	March	Apr	May
	Average							
5 Monthly Average %	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%	111.79%	112.16%
6 YTD Average Units %	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%	104.14%	105.14%
7								
8								



Child Care Performance Briefing

	Oct	Nov	December	Jan	Feb	March	April	May
	Average							
Choices	237	229	209	203	201	198	196	186
TANF						4		
Low Income	9,554	9,938	10,419	11,210	11,618	11,868	11,983	11,991
Former DFPS	382	401	392	419	428	439	476	511
Homeless	70	79	88	92	103	114	120	128
Monthly Average Units	10,243	10,647	11,108	11,924	12,350	12,622	12,775	12,816
Monthly % Average	91.76%	95.38%	99.50%	106.82%	110.64%	113.07%	111.79%	112.16%
YTD Average Units	10,243	10,445	10,666	10,980	11,254	11,482	11,667	11,811
YTD % Average	91.76%	93.57%	95.55%	98.36%	100.82%	102.86%	104.14%	105.14%
TWC Target	11,163	11,163	11,163	11,163	11,163	11,163	11,427	11,427



Alamo Early Learning Centers

Alamo Region Percentage of CCS / TRS Early Learning Centers

* As of 6/26/23

Early Learning Center Location	Programs (With/Without CCS agreement)	Total Number of CCS Programs	TRS Certified	Percentage
Bexar Early Learning Programs (CCS)	798	436	128	29.36%
Rural Early Learning Programs (CCS)	254	132	23	17.42%
Total	1042	568	151	26.58%



WSA Quality Cohort

*Quarter / Program YR	Remaining Centers Start of Quarter	**Centers Enrolled	Percentage Completion	Complete by the End of Quarter	Eligible for TRS	Applied for TRS	TRS Certified	Status
Q1 / 23	411							
Q2 / 23	411	11	100%	11				
Q3 / 23	400	71	100%	71				
Q4 / 23	329	80	80%	64				
Q1 / 24	265	80	80%	64				
Q2 / 24	201	80	90%	72				
Q3 / 24	129	80	90%	72				
Q4 / 24	57	80	70%	56				
Target PY 24	1							

*Quarter / Program Yr: Cohort is 6 months. Do not anticipate seeing significant changes QXQ

**Centers Enrolled: Existing + New - Graduated. Data tracks urban and rural centers.



2022 Workforce Grants & Project Updates

Training and Employment Navigator Pilot

\$192,946

Aims to deter repeated victimization of sex-trafficked youth and foster youth ages 16-25 by aiding them in navigating Workforce Center services and increase their chances of securing employment or obtaining higher education.

Target Enrollment	Q6 Active Enrollment	Total YTD Participants Served
12	45	92

Timeline: October 1, 2022 - October 30, 2025
In April 2023, Grant was extended for two more years



2023 Workforce Grants & Project Updates

Summer Earn and Learn (SEAL)

\$1.8 Million

Offers paid, on-the-job, workplace readiness training, work experience, and transferable skills learning opportunities for students with disabilities.

- TWC Target 256
- Enrollments: 359
- Positions Secured: 207
- Completed WRT: 163
- Job Placements: 197
- Completed 5 weeks: 65

Timeline: March 2023 – August 2023

Teacher Externship

\$200,000

Staff has created partnerships among educators, 25 Independent School Districts, and various industries to develop an effective workforce system by making the connection between academic skills and the workplace.

- Target: 160 Teachers & 25 ISDs
- Educators Completed: 100
- Increased award by \$106,000, pending confirmation
- 60 additional teachers with increase
- Focus on expanding rural district participation
- Launch: June 2023

New Program Year: Timeline: March 2023 - August 2023

Targeted Industries:



Manufacturing



Education



Health



IT/Cybersecurity



Construction



Finance



2023 Workforce Grants & Project Updates

Military Family Support Prog. (MFSP) \$221,896

Provides active-duty military spouses with job search assistance and training.

- Strengthening partnership with JBSA
- Braiding Ready to Work

For BCY 2023:		
New Enrollment	Training	Support Services
5	3	6

Timeline: January 1, 2023 - December 31, 2023

Targeted Industries:



Health



IT/Cybersecurity



Workforce Commission Initiatives \$94,250

Supports the following initiatives that strengthen and add value to the delivery system:

1. **Hiring Red, White & You!:**
Veterans' Job Fair - November 2, 2023 held at Expo Hall Freeman Coliseum.
2. **Texas Veterans Leadership Program (TVLP):**
Provides support to TVLP staff at two WSA Centers: South Flores & Walzem
3. **Career in Texas Industries:** Provides career exploration in sector-based industries for youth. BCY23 will have multiple smaller events versus a large event. Next two events scheduled Sept 14th & Sept 29th, 2023.

Timeline: October 1, 2022 – September 31, 2023

2022 Workforce Grants & Project Updates

Re-Employment Services and Eligibility Assessment (RESEA)

\$850,950

Provides Unemployment Insurance (UI) claimants a variety of services to support their re-employment before benefits expire. Prior year funds expended. **Grant renewed for BCY23.**

- **For WSA** –per last TWC report, monthly RESEA reporting is at 91%.
- "RESEA services are required within 7 days" - 80% completion rate required for boards in BCY 2023



Timeline: October 1, 2022 – September 31, 2023



2022 Workforce Grants & Projects Updates

WIOA Youth - Enrollments to Date

WIOA YOUTH REPORT 2022-2023	Oct'22	Nov'22	Dec'22	Jan'23	Feb'23	Mar'23	Apr'23	May'23	June'23	TOTAL	Goal	%	
Enrollments - URBAN													
In-School Youth	1	1	1	1	0	2	1	2	17	26	185	164	113
Out-of-School Youth	11	9	28	14	12	32	17	17	19	159			
Enrollments - RURAL													
In-School Youth	1	3	1	0	2	4	7	8	16	42	103	31	332
Out-of-School Youth	9	14	4	1	4	4	5	8	12	61			
Services													
Occupational/Vocational Training	2	6	2	5	3	2	2	1	7	30		40	75
Work Experience	7	4	4	13	8	18	8	23	46	131		140	94
Supportive Services	43	54	53	85	47	103	56	90	103	634		209	303
Educational Services (GED)	8	9	0	3	4	2	2	8	1	37		21	176

Timeline: October 1, 2022 – September 30, 2023



Jobs Y'all Youth Career Event

Castroville, TX - June 29, 2023

Sponsors



- Rural Focus – Braden Keller Community Center
- Castroville, TX (Medina County) 3:00 PM -7:00 PM
- All Industries
- 59 students, 41 + parents, 24 employers/community organizations

Sponsor	Amount Donated	Line items
Guadalupe Readymix	\$140.00	Snow Cones, Popcorn, Cotton Candy Machines
Walmart	\$100.00	Hot dogs, Cookies, Decorations
Friendly Stop	2 Large Boxes	Boxes of Chips
Pizza Hut	10 Pizzas	Pizza for Volunteers
Bush's Chicken		Tea, Ice, Cups

June Youth Budget	
Event Budget	\$8,320.67
Monthly % used	34.7 %
Venue	\$150.00
Promotional Materials	\$2,737.68
Event Total	\$2,887.68

* Per TWC guidelines, Youth Programs require Boards to identify existing resources throughout their communities to serve Youth.

As good stewards, the savings from this event allows us to us allocate the remaining funds to the upcoming youth events Seguin, TX (Sept. 14) & San Antonio, TX. (Sept. 29)

Next Steps

- from this event lead to....
- Students more likely to attend while school is in session due to transportation.
 - Strong community presence willing to sponsor in Medina County.
 - Great interest of solar eclipse events, early start to promoting initiative.



Jobs Ya'll Youth Career Event

Upcoming Events

Guadalupe & Comal Counties Seguin, TX

- Date: September 14, 2023
- Time: 10am – 2pm
- Location: Seguin City Coliseum
- All Industries
- Goal: Target 500 youth from nine area school districts in rural counties



It's real.



Bexar County San Antonio, TX

- Date: September 29, 2023
- Time: 10 am – 2pm
- Location: CPS Headquarters
- Oil and Gas & Engineering
- Goal: Target 200 youth from five area school districts in urban



2022 Workforce Grants & Project Updates

WIOA Youth - Participant Planning Summary

PPS WIOA YOUTH 2022-2023	Carry Overs	NEW				YEAR END GOAL	YEAR END GOAL %
		Q1 OCT-DEC'22	Q2 JAN-MAR'23	Q3 APR-JUN'23	Q4 JUL-SEP'23		
Urban Participants Planned	184	36	48	44	36	164	
Actual New Enrollments		51	61	73		185	113%
Rural Participants Planned	150	7	9	8	7	31	
Actual New Enrollments		32	15	28	28	103	332%
Work Experience Career Opportunities Planned		35	35	35	35	140	
Actual		15	39	77		131	94%
Educational Service (GED) Planned		5	5	6	5	21	
Actual		17	9	11		37	176%
Supportive Services Planned		52	52	53	52	209	
Actual		150	235	249		634	303%
Training Services Planned		10	10	10	10	40	
Actual		11	10	9		30	75%

Timeline: October 1, 2022 – September 30, 2023



2023 Workforce Grants & Project Updates



Youth Partners - Work Experience

Work Experience opportunities exist in both urban and rural areas and are available to youth ages 16-24.

Current WEX Agreements	WEX Positions Available	Participant WEX Enrollment Target	Current Participant WEX Enrollment to Date
130	375	140	157



Targeted Industries:

- Health (Heart icon)
- Education (Stack of books icon)
- Manufacturing (Factory icon)
- IT/Cybersecurity (Computer monitor icon)
- Construction (Hard hat icon)



Overview of Youth Budget

004 - WIOA YOUTH						
Account Code	Account Short Title	Total Budget - Revised	Current Period Actual	YTD Actual	Total Budget Variance - Revised	Percent Total Budget Used - Revised
10	Personnel					
7140	Personnel Wages	1,050,243.14	90,434.48	734,814.24	315,428.90	69.96%
7141	Personnel Fring	330,125.24	21,570.81	194,853.14	135,272.10	59.02%
Total 10	Personnel	1,380,368.38	112,005.29	929,667.38	450,701.00	67.35%
20	Contractor Admi					
7142	Travel-Contract	35,470.47	6,770.58	50,658.93	(15,188.46)	142.82%
7143	General Ops	15,278.77	3,576.35	47,072.83	(31,794.06)	308.09%
7144	Contract/Prof S	45,682.00	3,129.83	26,613.70	19,068.30	58.25%
Total 20	Contractor Admi	96,431.24	13,476.76	124,345.46	(27,914.22)	128.95%
22	Profit					
7102	Profit-Contract	94,835.58	0.00	0.00	94,835.58	0.00%
Total 22	Profit	94,835.58	0.00	0.00	94,835.58	0.00%
23	Board Cost					
5404	Cell Phones & D	0.00	353.29	3,737.38	(3,737.38)	100.00%
5869	Software Licens	0.00	0.00	456.00	(456.00)	100.00%
Total 23	Board Cost	0.00	353.29	4,193.38	(4,193.38)	100.00%
30	Direct Client S					
7208	Incentives-Work	10,302.80	1,150.00	12,500.00	(2,197.20)	121.32%
7209	Other SS-Client	14,400.00	2,579.88	18,236.26	(3,836.26)	126.64%
7210	Transportation	17,550.00	2,527.00	19,133.00	(1,583.00)	109.01%
7301	Training-Client	120,000.00	17,974.60	155,912.67	(35,912.67)	129.92%
7305	Work Experience	753,312.00	106,951.03	410,470.96	342,841.04	54.48%
7314	Prevoc Skills	12,800.00	169.00	16,309.75	(3,509.75)	127.41%
Total 30	Direct Client S	928,364.80	131,351.51	632,562.64	295,802.16	68.14%
Total 004 - WIOA YOUTH		2,500,000.00	257,186.85	1,690,768.86	809,231.14	67.63%
Report Difference		2,500,000.00	257,186.85	1,690,768.86	809,231.14	67.63%



2022 Workforce Grants & Project Updates

Ready to Work Program

\$105,781,953

Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. Ready to work is funded by a 1/8 cent sales and use tax collected through December 2025. *Data 7.27.28

FY22/24 Goals (April – June)	WSA Applicants Interviewed	Case Managed / Enrolled in Training	Completed Training	Placed in Quality Job
	6553	4372		
YTD	2884	1549	181	86

WSA Ready to Work Subgrantees

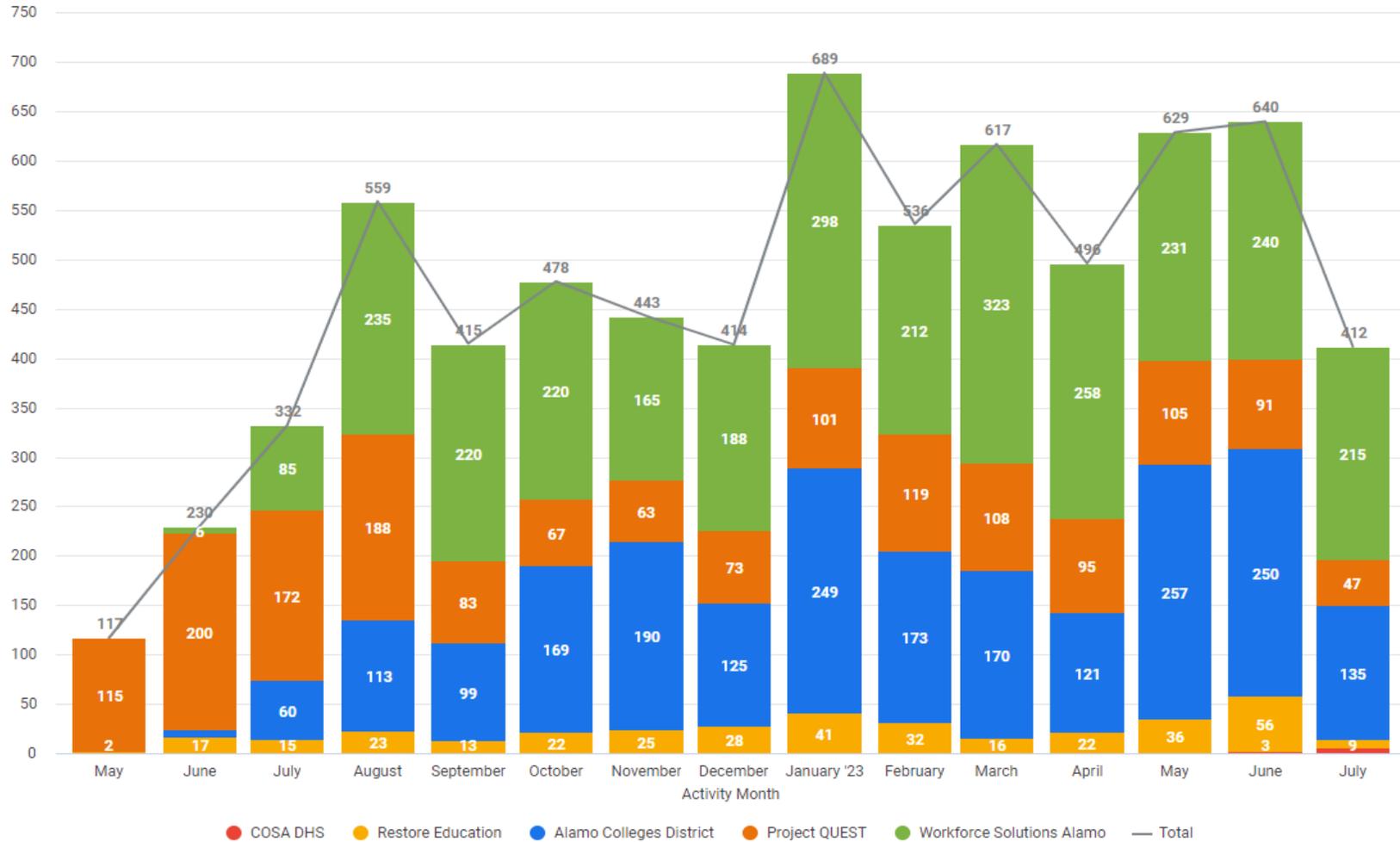
1. Avance
2. C2 Global
3. Chrysalis
4. Family Service Association
5. San Antonio Food Bank
6. Texas A&M San Antonio
7. YWCA San Antonio



Top Trainings being selected: Medical, IT & Construction

YEAR TO DATE - ENROLLED IN TRAINING

Applicants Interviewed (Successful PAAs) by Month



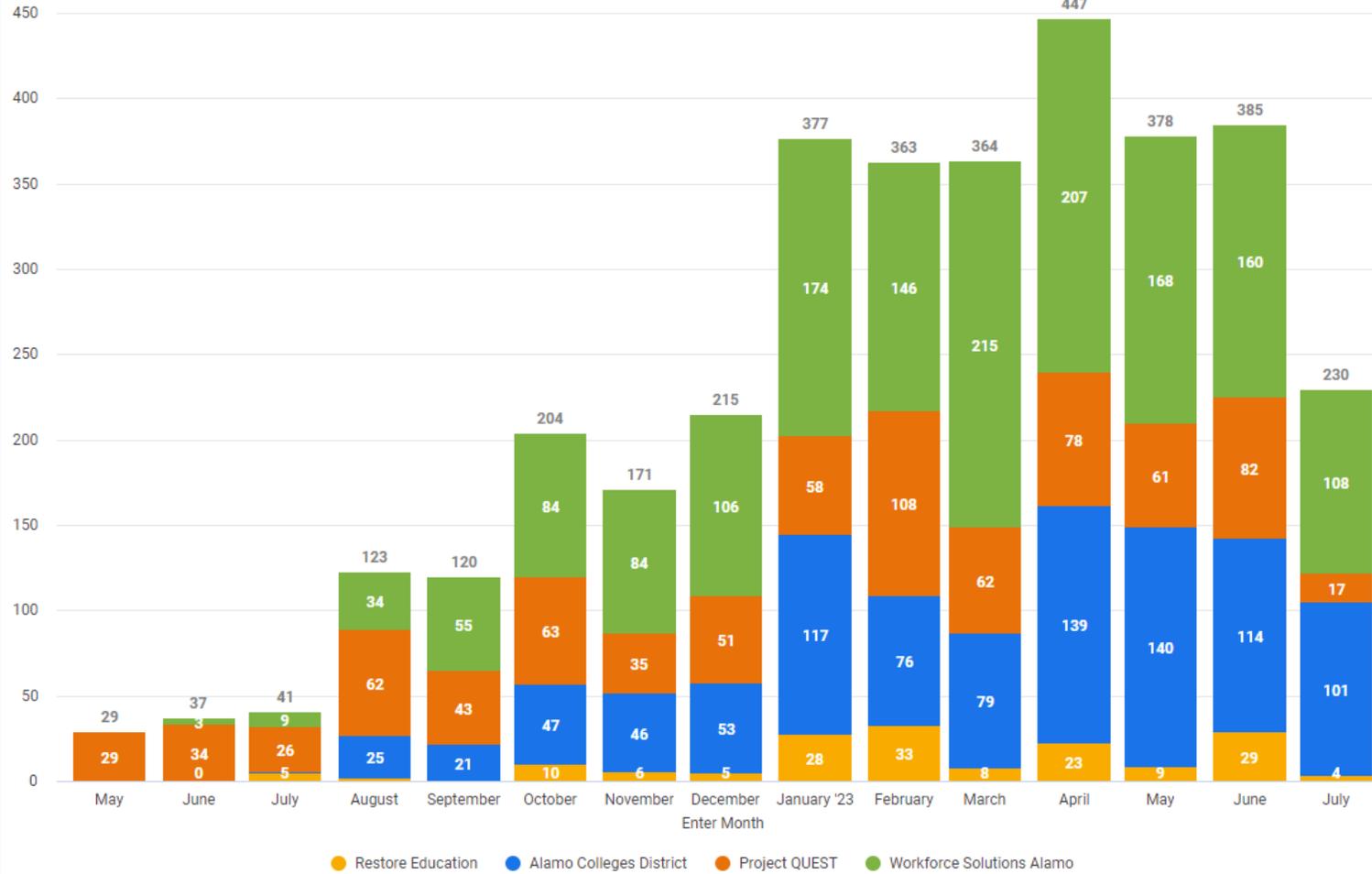
Applicants Interviewed (Successful PAAs) by Month

	Activity Month ^	Total	Workforce Solutions Alamo	Alamo Colleges Distr
1	2022-05	117	0	0
2	2022-06	230	6	6
3	2022-07	332	85	85
4	2022-08	559	235	235
5	2022-09	415	220	220
6	2022-10	478	220	220
7	2022-11	443	165	165
8	2022-12	414	188	188
9	2023-01	689	298	298
10	2023-02	536	212	212
11	2023-03	617	323	323
12	2023-04	496	258	258
13	2023-05	629	231	231
14	2023-06	640	240	240
15	2023-07	412	215	215
Totals		7,002	2,896	2,896

Data from 7.28.23 pulled from COSA-Signify Monthly Stats Report. Data is live and changing daily.

RTW YEAR-TO-DATE PROGRAM PROGRESS

Enrolled in Training by Month



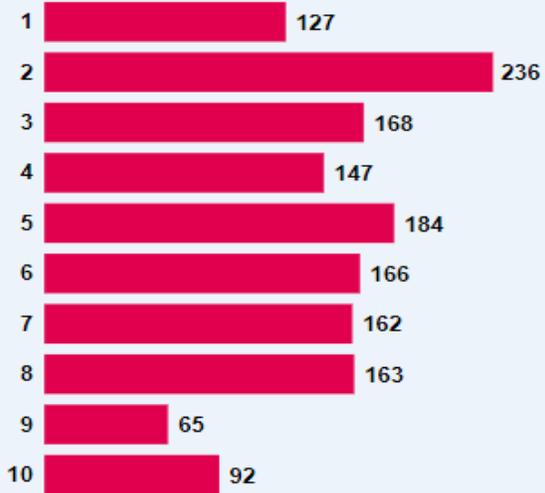
Enrolled in Training by Month

n	Alamo Colleges District	Project QUEST	Workforce Solutions Alamo
1	0	0	29
2	0	0	34
3	5	1	26
4	2	25	62
5	1	21	43
6	10	47	63
7	6	46	35
8	5	53	51
9	28	117	58
10	33	76	108
11	8	79	62
12	23	139	78
13	9	140	61
14	29	114	82
15	4	101	17
Totals	163	959	809

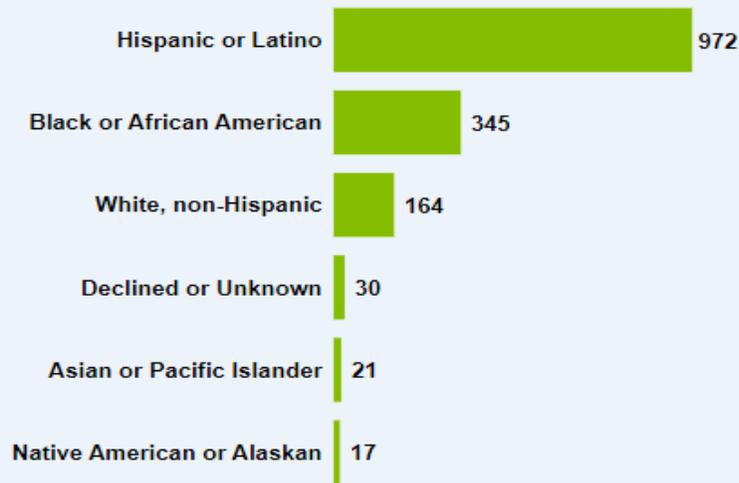


ENROLLED IN TRAINING

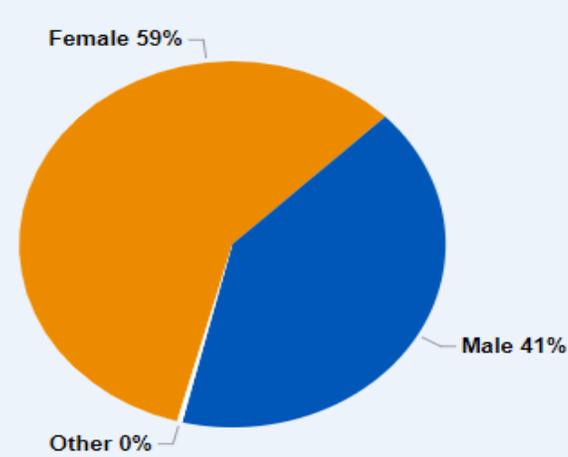
City Council District



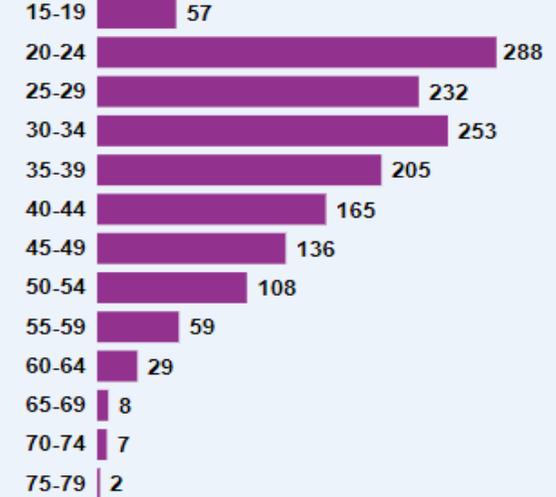
Race & Ethnicity



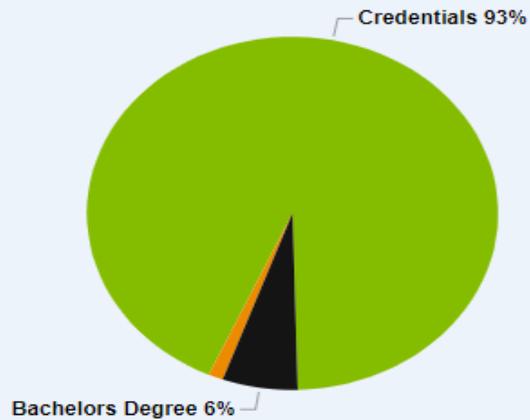
Gender



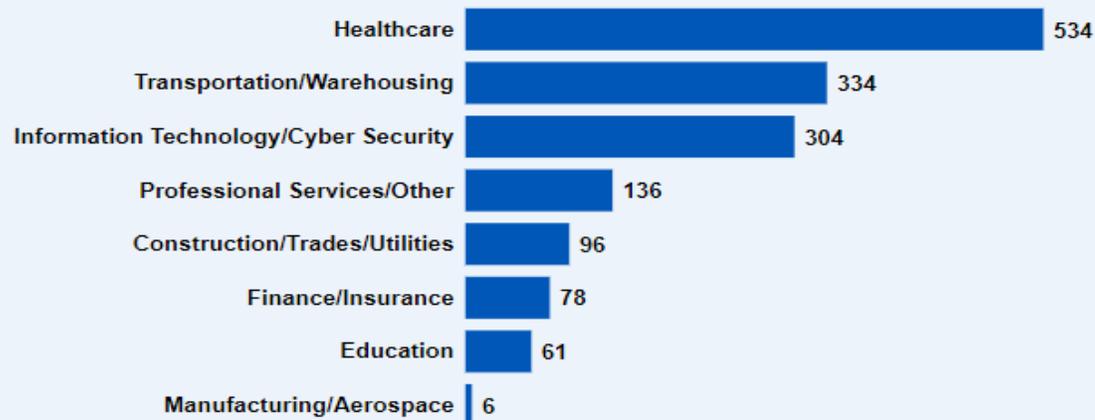
Age



Type of Credential



Enrollment by Target Industry



Successfully Completed Training

181

Training Retention Rate

93%

Successful Training Completion Rate

63%

APPLICANTS INTERVIEWED



Applicants Interviewed: 2,884

This page displays data about Ready to Work (RTW) applicants that have completed intake and assessment interviews.

The City has contracted with four partner agencies to interview RTW applicants to assess eligibility and potential barriers: Workforce Solutions Alamo, Alamo Colleges District, Project QUEST, and Restore Education. Workforce Solutions Alamo manages a consortium of seven subcontractors to assist, including Avance, C2Global, Chrysalis Ministries, Family Service Association, SA Food Bank, Texas A&M San Antonio, and YWCA.

Program Overview
Applicants Interviewed
Enrolled in Training
Placed in Quality Job

Filter data Clear all filters

Press Ctrl to select multiple values

City Council District

All

Partner Agency

Workforce Solutions Alamo

Race & Ethnicity

All

Eligibility Status

All

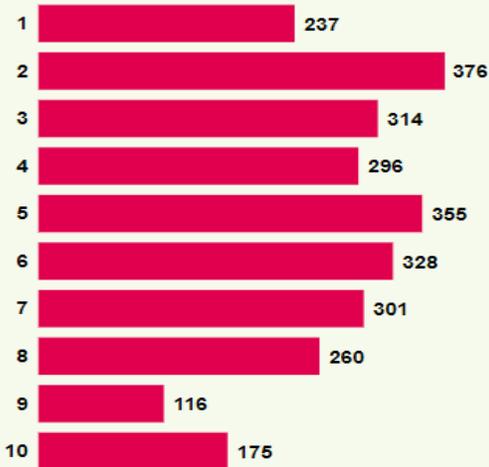
Gender

All

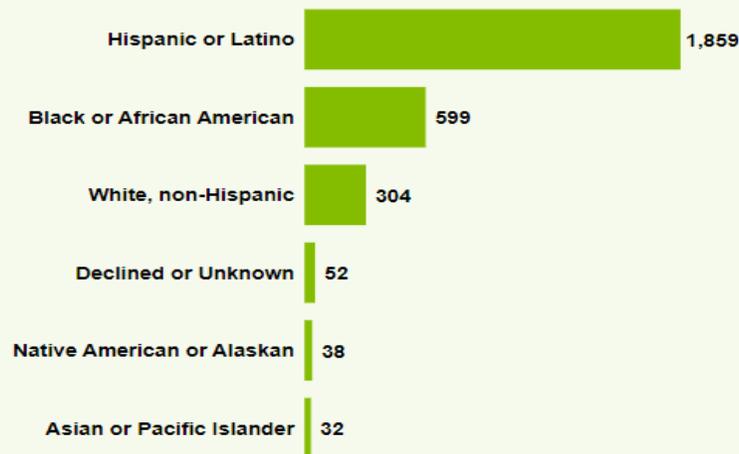
Age Range

17 84

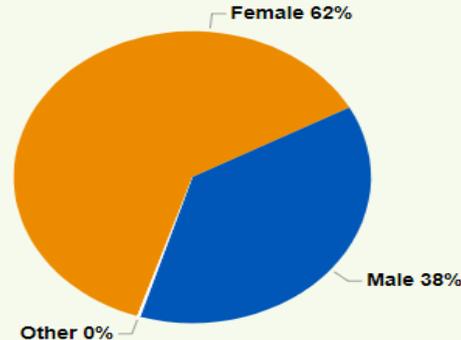
City Council District



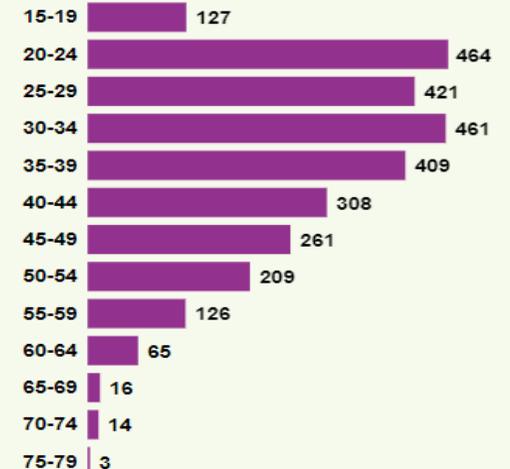
Race & Ethnicity



Gender

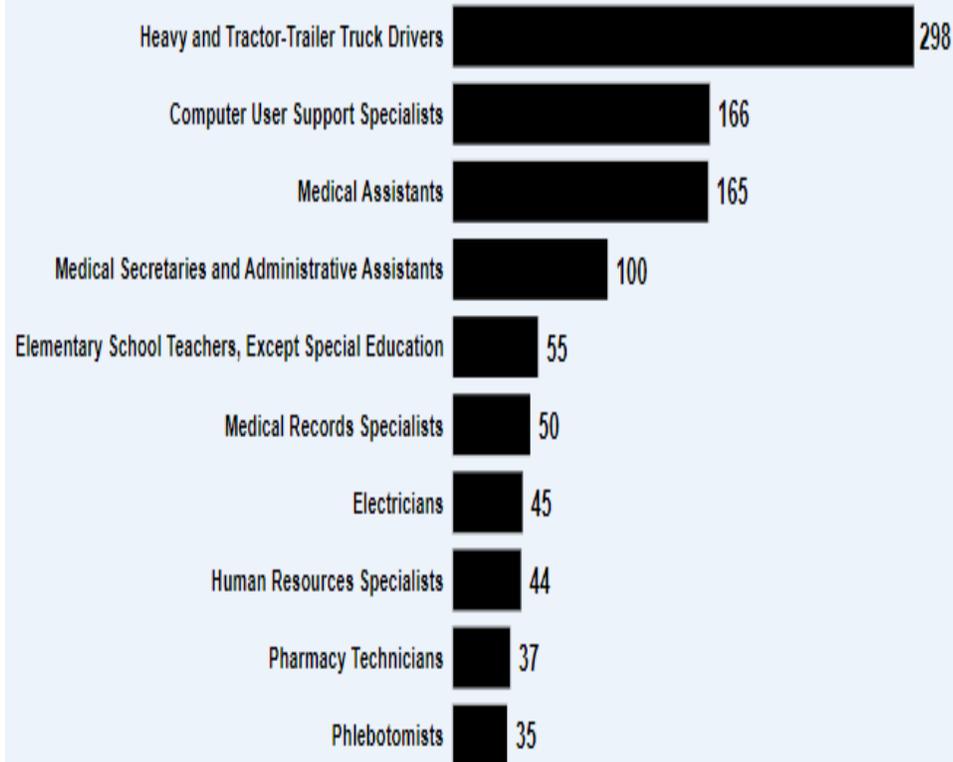


Age

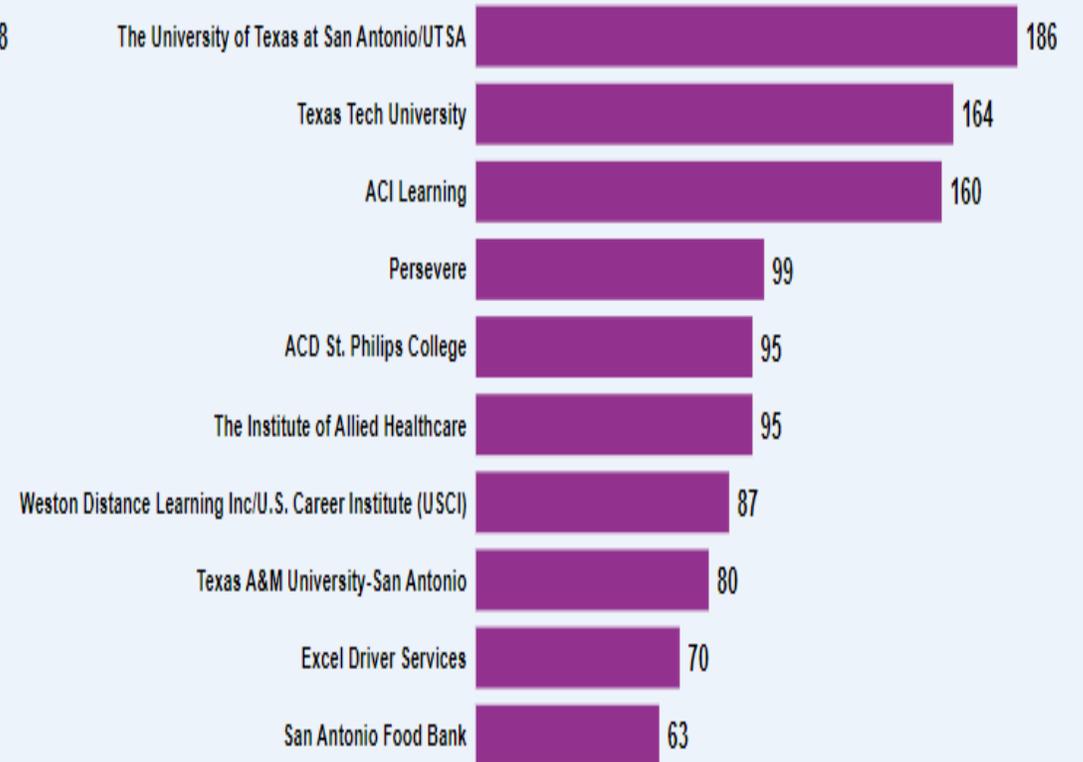


Training

Top 10 Training Occupations by Enrollment



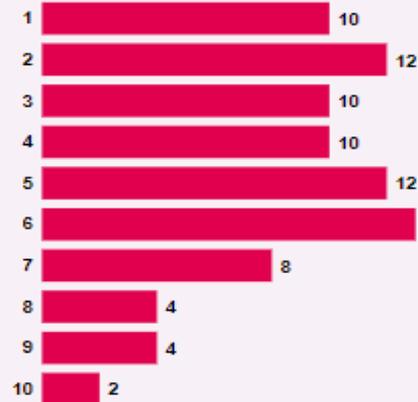
Top 10 Training Providers by Enrollment



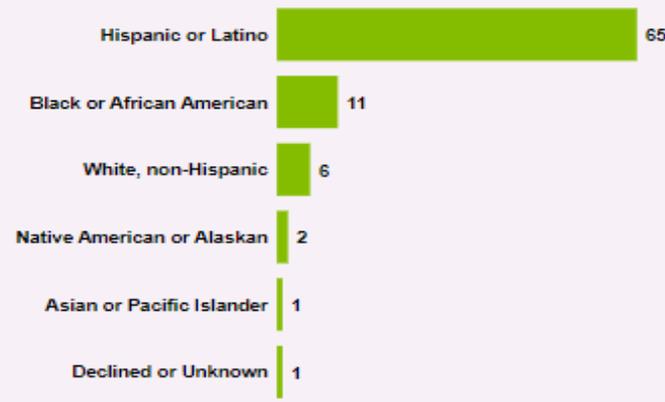
The City of San Antonio is sharing this data publicly in line with the program's guiding principle of transparency. This data is current as of 7/27/2023 and is subject to change on a daily basis. Hundreds of Ready to Work coaches manually input and update information in a central case management data platform as they work every day with program applicants and participants. Contact 210-207-JOBS (5627) or RTWHelp@sanantonio.gov with any questions or comments.

PLACEMENTS

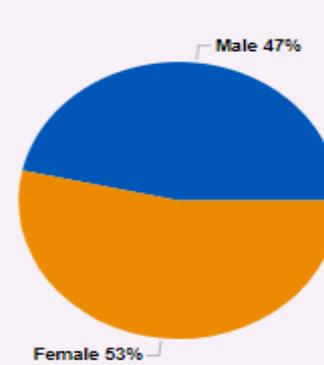
City Council District



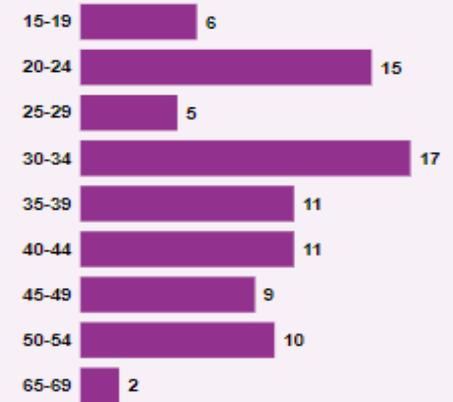
Race & Ethnicity



Gender



Age



Top Employers of RTW Graduates by Number of Hires

Not responsive to data filters



Top Occupations Hired



Employers Hiring RTW Graduates

64

Median Hourly Wage in New Job

\$17.00

Median Hourly Wage Increase from Intake

\$16.00

Median Annual Salary in New Job

\$35,568

Median Individual Income at Intake

\$9,775

% Placed in Quality Job within 6 months

77%

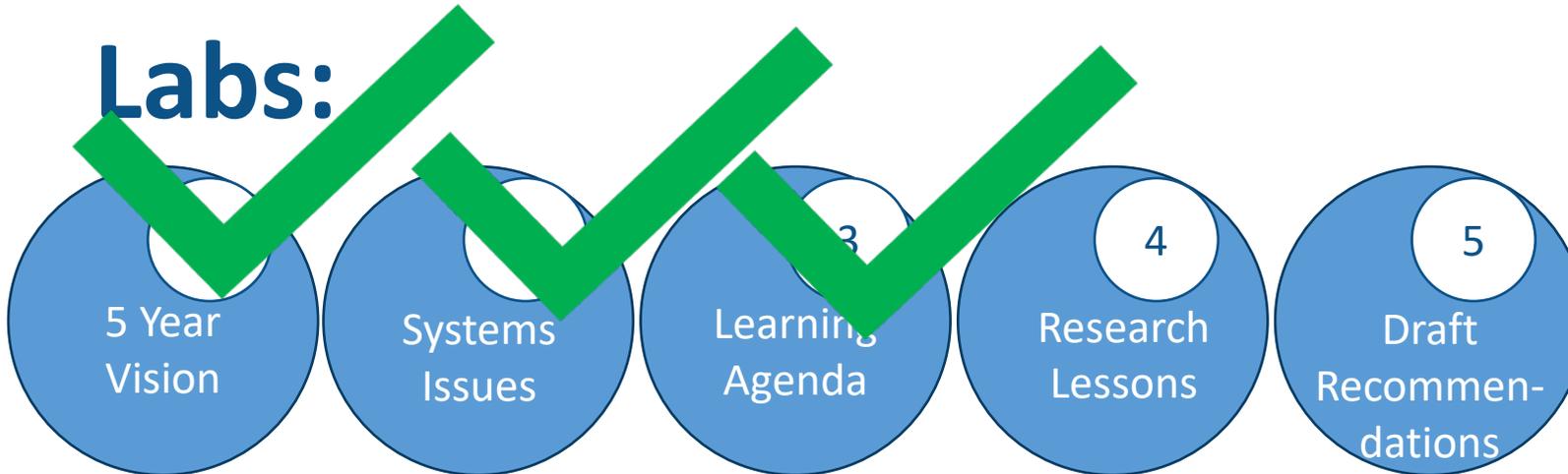
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Developing a Framework for Action

Exploring Options for the Future

Recommendations for Change

Opening Retreat



★ We are here

Fellows conduct local and national interviews and review research

Closing Retreat

Stakeholder Meeting

Team Meetings:



Aspen Workforce Leadership Academy Goals

The Academy engages leaders in a yearlong peer learning cohort to:

- Expand and deepen professional networks and partnerships;
- Strengthen organizational and systems leadership skills;
- Apply a race and equity lens to assess and improve workforce services and strategies;
- Apply systems change framework to Fellows' work;
- Deepen understanding of effective strategies and programs; and
- Provide a forum to work collaboratively to identify local and regional systems-based challenges and create shared solutions.

Workforce Leadership Academy



The Collaborative Lab Process

	Opening Retreat	Lab 1	Lab 2	Lab 3	Team Mtg 1	Lab 4	Team Mtg 2	Lab 5	Team Mtg 3	Closing Retreat	Team Mtg 4	Stakeholder Meeting
Topic	Varied ecosystem perspectives	5-Year Vision	System Issues	Learning Agenda	Local Stakeholder Analysis + Team planning	Lessons from research	Lessons from research	Draft Recs	Prepare Draft Recs	Feedback Draft Recs	Prep for Stakeholder Mtg	Present Final Recs
Process	Visualize the current Workforce Ecosystem Systems Analysis	Articulate practical vision for ecosystem	What is getting in the way of vision becoming reality?	Outline “How Might We” questions to explore through research	Identify effective nat’l practice Identify local stakeholder	Teams debrief research/ interviews and share lessons. Fellows share and reflect across teams	Teams debrief research/ interviews and reflect on implications for local action.	Reflect on lessons learned Discuss implications for systems changes	Slide decks Handouts Making the case	“Dry Run” of Recs Feedback Adjust	Adjust Recs as needed	Present and Discuss
	Fellows conduct interviews, explore national and local efforts online, and review relevant publications.											
Partner Role	Photo of maps/ systems analysis	Develop one-page summary	Develop one-page summary	Support team formation	Coach teams and team chairs, share info on local efforts, connect to advisory council and local leaders. Work with EOP on identifying national practice and share with Collab teams				Support CoLab teams	Support CoLab teams	Advisory council meeting	

MEMORANDUM

To: Executive Committee
From: Adrian Lopez, Chief Executive Officer
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: August 11, 2023
Subject: Briefing – Quality Assurance Update

SUMMARY: Quality Assurance’s briefing of current monitoring activities for the WSA Board of Directors. The items do not require Board action.

TWC Monitoring

Annual Monitoring

TWC completed its Annual Monitoring of WSA on 10/21/2022. We received the Final Report and Audit Resolution Letter(s). Audit Resolution progress:

- SNAP E&T Grant:
 - Form H1822 ABAWD Work Requirement Verification was not fully completed: *resolved*.
 - Form H1817 SNAP Information Transmittal was not completed or submitted timely to HHSC: *in progress*.
 - Form H1817 SNAP Information Transmittal was not recorded in the TWIST Good Cause tab, and Counselor Notes: *in progress*.
- Non-Custodial Parent (NCP):
 - Timely submission of Request to Remove Form: *in progress*.

TWC’s Audit Resolution Comments:

- *WSA has made significant improvement, is fixing the issue, and providing the needed training to staff, and TWC Technical Assistance is supporting WSA’s efforts.*
- *They will review at least one more month for each pending item. Resolution requires a low error rate and continued improvement with accuracy – WSA is achieving both at the time.*

Upcoming Reviews: TWC’s Annual Monitoring estimated start date of 10/10/2023.

External Program Monitoring (Ms. Christine Nguyen, CPA)

- *Ready-to-Work (RtW):* 98% complete. Waiting for final report.
- *WIOA Adult and Dislocated Worker:* 99% complete. Waiting for final report.
- *TANF/Choices:* 39% complete. Currently testing.
- *WIOA Youth:* 29% complete. Currently testing.

Internal QA Program Monitoring

- *SNAP E&T and Non-Custodial Parent (NCP) Technical Assistance (TA):* ongoing, performed as part of TWC’s audit resolution monitoring.

- *SNAP E&T Annual Review*: 100% complete. Final report being released (will report outcomes in upcoming Board meetings).
- *Non-Custodial Parent (NCP)*: 99% complete. Final report being completed.
- *Child Care Quality Improvement Activities (QIA)*: 72% complete.

Other Activities

- *Digitizing Paper Records*: led by Trema Cote, WSA Workforce Monitor. Project is on schedule to digitize participant hard-copy paper records.
- *Contract renewals and initiation*: assisting with the development of contracts for Adults and Youth.
- *Technical Assistance (TA)*: supporting WSA departments and subrecipients with TA for areas with low accuracy rates, policy development, and other supports.

STAFF RECOMMENDATIONS:

TWC requires Boards to have qualified Monitoring Staff to carry out the Board's oversight responsibilities. Continue supporting WSA's QA Department to promote the agency's integrity and continuous quality improvement efforts.

FINANCIAL IMPACT: WSA's External Program Monitoring contract with Ms. Christine Nguyen, CPA: \$170,054.

STRATEGIC OBJECTIVE: To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC's Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

ATTACHMENTS:

QA Estimated Timeline (FY22-23)

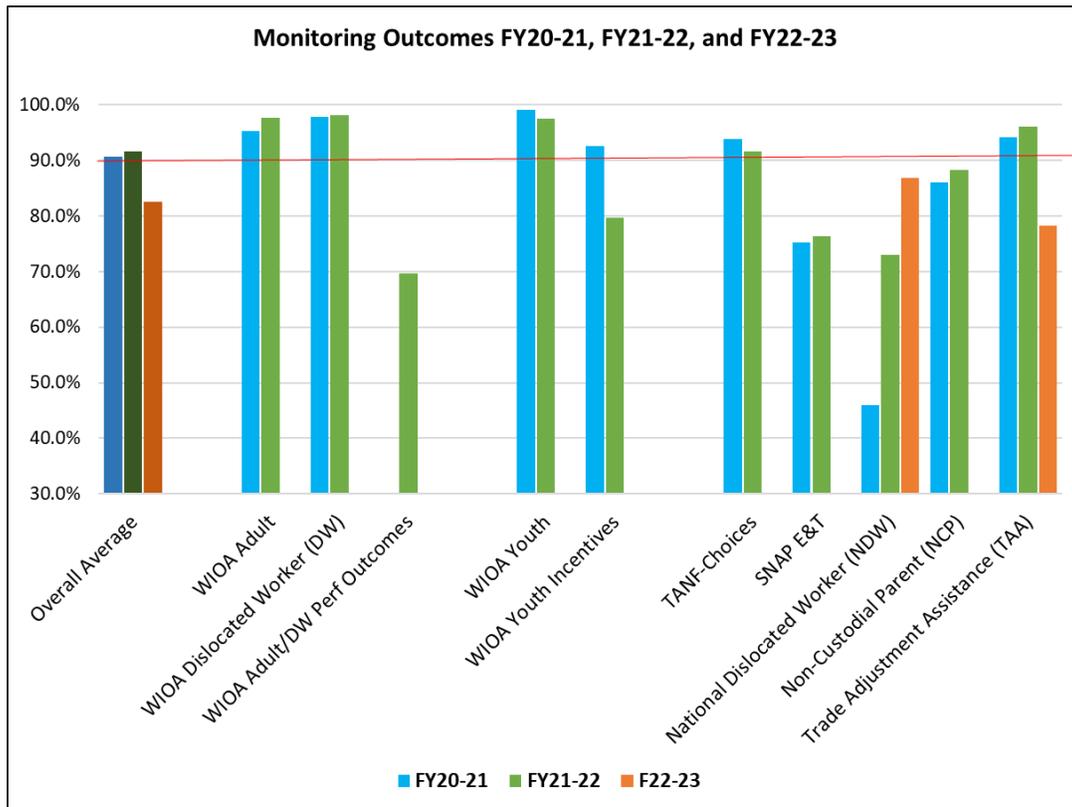
MEMORANDUM

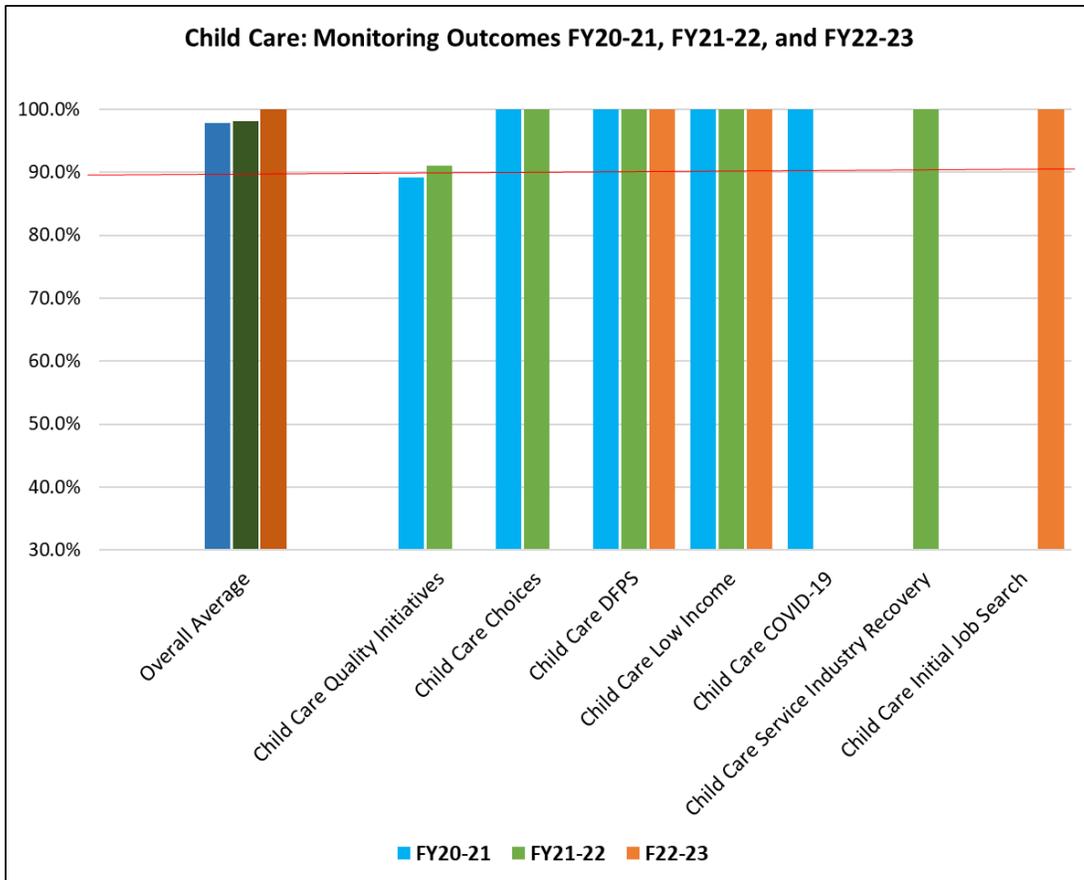
To: Executive Committee
 From: Adrian Lopez, Chief Executive Officer
 Presented by: Ricardo Ramirez, Director of Quality Assurance
 Date: August 11, 2023
 Subject: Briefing – Monitoring Outcomes & Technical Assistance

SUMMARY: This Memorandum presents a summarized version of monitoring outcomes previously presented to the Board. We also include information tied to providing technical assistance (TA). The briefing does not require Board action. *No changes since last report.*

Monitoring Outcomes

The table below compares monitoring outcomes for Fiscal Years 2020-2021, 2021-2022, and 2022-2023 (Oct-Sep timeframe). The red line at 90% represents the minimum expected accuracy rate threshold.





Technical Assistance

Board staff offers partners technical assistance (TA) when outcomes fall below expected goals. TA plans include several components, such as:

- updating policies and procedures,
- training,
- additional monitoring,
- increased oversight,
- documenting measurable progress.

Successful strategies require the identification of root causes and the implementation of adequate actions.

Technical Assistance: Additional Monitoring

Expanded monitoring includes 100% monthly review by subrecipient with WSA QA validation of their monitoring and WSA QA testing of at least 20 cases per month.

Non-Custodial Parent (NCP)

- WSA Programs/Operations team implemented a TA Plan to address TWC's Audit Resolution Letter and Annual Monitoring Report.

SNAP E&T

- WSA Programs/Operations team implemented a TA Plan to address TWC's Annual Monitoring Report.

STAFF RECOMMENDATIONS: TWC requires Boards to have qualified Monitoring Staff to carry out the Board's oversight responsibilities. Continue supporting WSA's QA Department to promote the agency's compliance, internal controls, and continuous quality improvement efforts.

FINANCIAL IMPACT: Not applicable.

STRATEGIC OBJECTIVE: To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC's Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

ATTACHMENTS: None.

Briefing on Monitoring Activities



Texas Workforce Commission (TWC) Monitoring

TWC Annual Monitoring – Audit Resolution Progress

SNAP E&T

- Completion of Form H1822 Work Requirement Verification: **resolved**.
- Completion/submittal of Form H1817 to HHSC: in progress.
- Recording H1817 information in TWIST (TWC's application): in progress.

Non-Custodial Parent (NCP):

- Timely submission of Request to Remove Form: in progress.

Briefing on Monitoring Activities



Texas Workforce Commission (TWC) Monitoring

TWC Audit Resolution comments:

- *WSA has made significant improvement, is fixing the issue, and providing the needed training to staff, and TWC Technical Assistance is supporting WSA's efforts.*

TWC will review at least one more month for each pending item. Resolution requires a low error rate and continued improvement with accuracy – WSA is achieving both at the time.

Upcoming Reviews: TWC's Annual Monitoring est. start date of 10/10/2023.

Briefing on Monitoring Activities



External Program Monitoring

- *Ready-to-Work (RtW)*: 98% complete. Waiting for final report.
- *WIOA Adult & Dislocated Worker*: 99% complete. Waiting for final report.
- *TANF/Choices*: 39% complete. Currently testing.
- *WIOA Youth*: 29% complete. Currently testing.

Briefing on Monitoring Activities



Internal Program Monitoring

Current Internal Monitoring Engagements

- *SNAP and Non-Custodial Parent (NCP) Technical Assistance*: ongoing, performed as part of TWC's audit resolution monitoring.
- SNAP Annual Review: 100% complete – final report being issued.
- Non-Custodial Parent (NCP): 99% complete – final report being completed.
- Child Care Quality Improvement Activities (QIA): 72% complete.

Briefing on Monitoring Activities



Other Activities

Other Activities

- *Digitizing Paper Records*: project led by Trema Cote, WSA Workforce Monitor. Project is on schedule to digitize participant hard-copy paper records.
- *Contract renewals and initiation*: assisting with the development of contracts for Adults and Youth
- *Technical Assistance (TA)*: we offer varied support to WSA departments and subrecipients.

Monitoring Timeline – External Engagements



Initial Estimated Timeline				Actual Timeline						
<i>External Program Monitoring</i>	<i>Duration</i> ⁺⁺	<i>Start</i>	<i>Finish</i>	<i>Duration</i> ⁺⁺	<i>Effort</i>	<i>Variance</i>	<i>Start</i>	<i>Finish</i>	<i>% complete</i>	<i>Comments</i>
Estimated Timeline: 2022-2023	242	10/3/2022	9/5/2023	0	91	<i>Duration</i>	10/3/2022		77%	
*COSA - Child Care Services	92	10/3/2022	2/7/2023	92	91	0	10/3/2022	2/7/2023	100%	Started but was postponed 43 days until External Monitoring Consultant was procured.
CONSORTIUM - Ready to Work	57	2/3/2023	4/24/2023				2/10/2023		98%	Final report in development. Delays from RtW partnership structure/systems.
C2GPS - WIOA Adult & Dislocated Worker	70	2/28/2023	6/5/2023				3/23/2023		99%	Final report in development. Delayed due to WSA's network access and two extension requests from C2 GPS.
C2GPS - TANF/Choices	58	6/1/2023	8/21/2023				6/2/2023		39%	Currently testing.
SERCO - WIOA Youth	47	7/3/2023	9/5/2023				7/5/2023		29%	Currently testing.

Avg Duration or Effort (days) → 65

92 91 0

Multi-tasking (% days overlapping projects) → 37.8%

100.0%

Duration : total days from start to finish to complete project (includes some holidays); **Effort (or Work)** : actual number of days spent on each project.

Modification Notes

⁺⁺ The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal QA work (e.g., desk and policy review and tool development, etc.)

* COSA-Child Care Services was started but later postponed until the External Monitoring Consultant was procured

Monitoring Timeline – Internal Engagements



Initial Estimated Timeline				Actual Timeline						
<i>Internal Program Monitoring</i>	<i>Duration</i> ⁺⁺	<i>Start</i>	<i>Finish</i>	<i>Duration</i> ⁺⁺	<i>Effort</i>	<i>Variance</i>	<i>Start</i>	<i>Finish</i>	<i>Comments</i>	<i>% complete</i>
Estimated Timeline: 2022-2023	215	11/14/2022	9/8/2023	Duration			10/11/2021	10/31/2022		81%
Trade Adjustment Assistance (TAA) - Phase I	49	11/14/2022	1/19/2023	75	55	26	11/14/2022	2/24/2023	Included delays for SNAP/NCP TAP for TWC's Monitoring, plus a 1-day extension for C2GPS.	100%
National Dislocated Worker (Phase II)	50	1/3/2023	3/13/2023	92	84	42	1/3/2023	5/10/2023	Ongoing with delays for SNAP/NCP TAP for TWC's Monitoring and other projects.	100%
SNAP E&T - Technical Assistance							11/1/2022		TAP for TWC's Monitoring. Ongoing.	
SNAP E&T Annual Review	45	3/13/2023	5/12/2023	70	47	25	3/8/2023	6/13/2023	Final Report being issued. Delays from SNAP/NCP Tap and TWC Audit Resolution.	100%
Non-Custodial Parent - Technical Assistance							11/1/2022		TAP for TWC's Monitoring. Ongoing.	
Non-Custodial Parent - Annual Review (Phase II)	45	4/20/2023	6/21/2023				4/7/2023		Final Report being completed. Delays from SNAP/NCP Tap and TWC Audit Resolution.	99%
Child Care QIA	31	5/30/2023	7/11/2023				5/24/2023		Ongoing. Delays from SNAP/NCP Tap and TWC Audit Resolution.	72%
RESEA	41	6/20/2023	8/15/2023						Delays from SNAP/NCP Tap and TWC Audit Resolution.	
Summer Earn & Learn (SEAL)	38	7/19/2023	9/8/2023						Delays from SNAP/NCP Tap and TWC Audit Resolution.	
Other (Phase II, TWC, Training, etc.)	50	8/24/2023	11/1/2023							

Avg Duration or Effort (days, excludes "Other") → 44 79 62 31

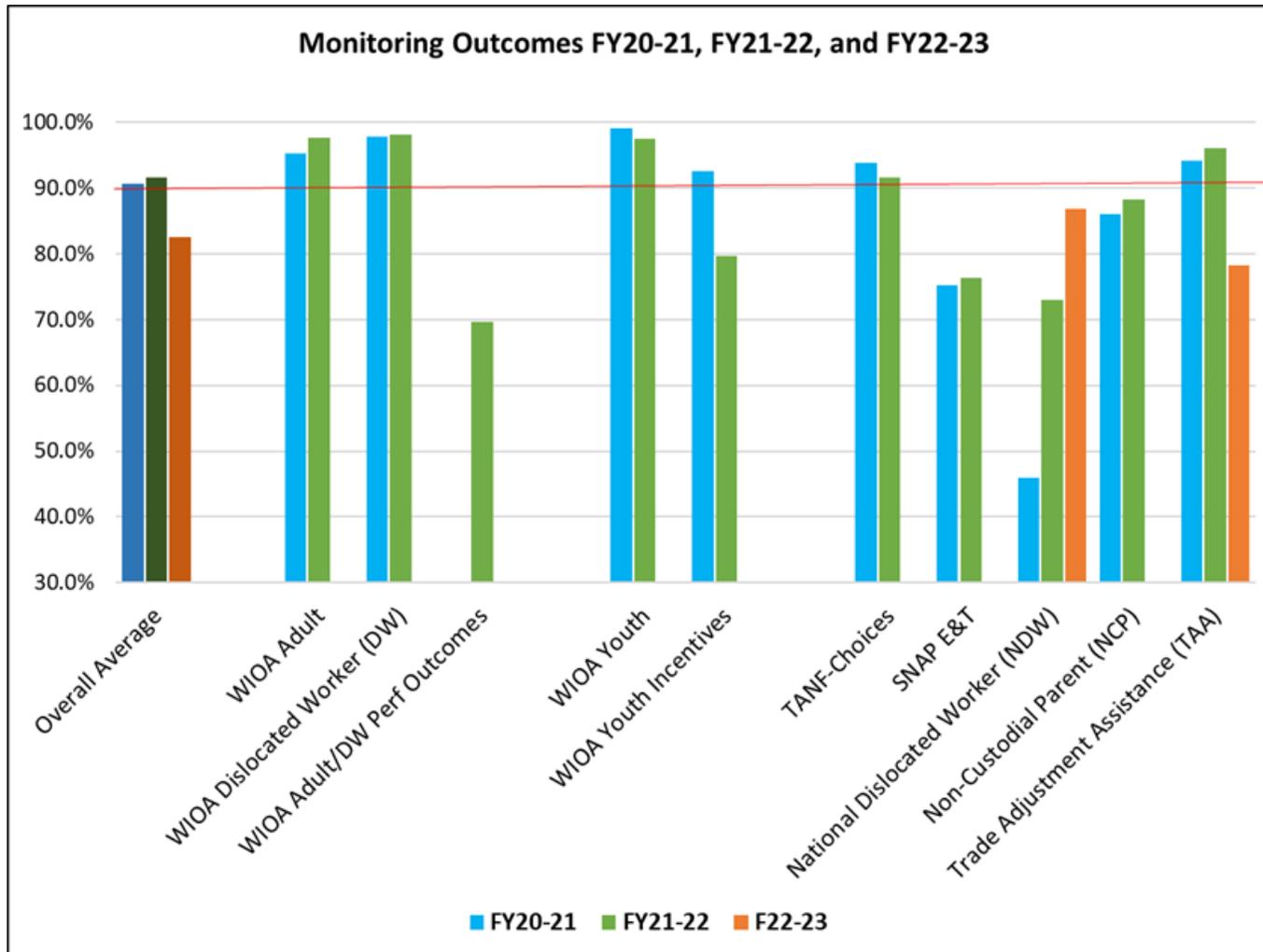
Multi-tasking (% days overlapping projects) → 38.4% 100.0%

Duration : total days from start to finish (includes some holidays); **Effort (or Work)** : actual number of days spent on each project.

Modification Notes

⁺⁺ The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal QA work (e.g., desk and policy review and tool development,

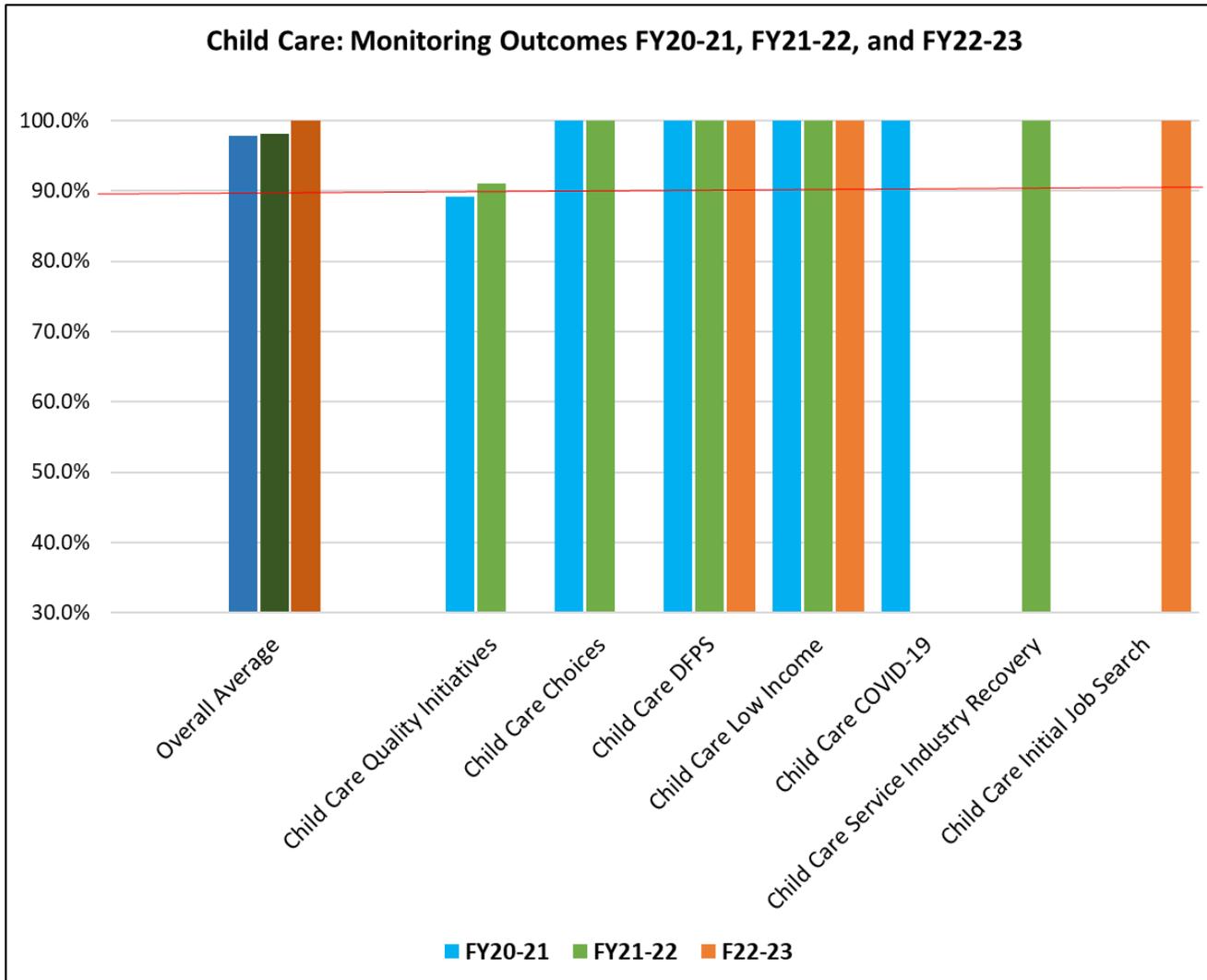
Briefing – Monitoring Outcomes



The chart summarizes outcomes of monitoring engagements for FY20-21, FY21-22, and FY22-23 (Oct-Sep timeframe)

The red line highlights the 90% expected accuracy rate.

Briefing – Monitoring Outcomes



No changes since last report.

The chart summarizes outcomes of monitoring engagements for Child Care in FY20-21, FY21-22, and FY22-23 (Oct-Sep timeframe).

The red line highlights the 90% expected accuracy rate.

Briefing – Technical Assistance



Board staff offers Technical assistance (TA) to partners when outcomes fall below expected goals. TA plans include several components, such as:

- updating policies and procedures,
- staff training,
- additional internal monitoring,
- increased oversight.

Successful strategies require the identification of root causes and the implementation of adequate actions.

Briefing – Technical Assistance



Additional QA Monitoring

- WSA Program/Operations implemented a TA Plan to address TWC's Audit Resolution Letter and Annual Monitoring Report for NCP and SNAP.

Expanded monitoring includes:

- 100% monthly review of cases by subrecipient,
- QA validation of subrecipient monitoring reports, and
- WSA testing of at least 20 cases per month.

Briefing on Monitoring Activities



Staff Recommendations

TWC requires Boards to have qualified Monitoring Staff to carry out the Board's oversight responsibilities:

- We thank the Board of Directors for their continued support of WSA's QA Department to promote the agency's compliance, internal controls, and continuous quality improvement efforts.

MEMORANDUM

To: Executive Committee
 From: Adrian Lopez, Chief Executive Officer
 Presented by: Ricardo Ramirez, Director of Quality Assurance
 Date: August 11, 2023
 Subject: TWC Performance – Youth Employed/Enrolled

SUMMARY: This Memorandum presents information to assist with the definition and role of TWC-contracted performance measures. WIOA §116 requires TWC to formally contract specific ‘siloes’ Title I Adult, Dislocated Worker (DW), and Youth measures to Boards. The following table reports these measures, including those related to youth employment and education/training.

Adult	Dislocated Worker	Youth
Employed Q2	Employed Q2	Employed/Enrolled Q2
Median Earnings Q2	Median Earnings Q2	Median Earnings Q2
Employed Q4	Employed Q4	Employed/Enrolled Q4
Credential Rate	Credential Rate	Credential Rate
Measurable Skills Gain	Measurable Skills Gain	Measurable Skills Gain

Definitions

Employed (as relates to post-exit outcomes) – An exiter is considered employed in a given quarter if Quarterly UI Wage Records or Federal Employment Records show earnings for that quarter or if Supplemental Employment/Wage Records indicate employment during the quarter.

Enrolled in Education or Training (as it relates to post-exit outcomes) – An exiter is considered to be Enrolled in Education or Training in a given quarter if during that quarter the exiter is either in a Registered Apprenticeship Program or enrolled in:

- Occupational Skills Training (including advanced training);
- Postsecondary Education; or
- Secondary Education.

Participatory Services: Certain services make a person a participant (for the period of participation). Three types: Training Services, Individualized Career Services, and Staff-Assisted Basic Career Services (beyond information-only services).

Period of Participation (POP): The time that a participant is in active engagement. Begins when a person becomes a participant and ends when the participant exits.

- **TWC/Boards are accountable for employment, earnings, and educational outcomes for each participant’s POP** (even if a participant has multiple POPs within a year).

Exit: When the participant goes 90 days without receiving a “participatory service.” The exit brings the “Period of Participation” to conclusion.

Methodology – Youth Employed/Enrolled in Quarters 2 and 4 (Youth)

Two key labor market activities for youth include enrollment in education/training and employment.

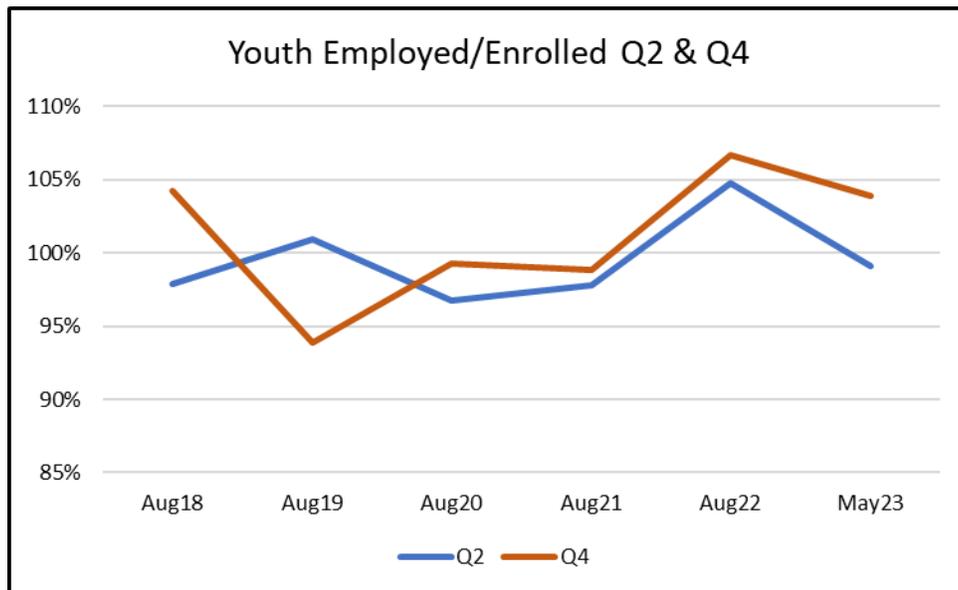
Definition: The percent of Exiting Participants (Exiters) Employed or Enrolled in Education or Training in the 2nd and 4th Quarters after exit.

- **Denominator:** The number of participants who exited during the performance period (and who did not have a valid exclusion).
- **Numerator:** The number of exiters from the denominator who were Employed or Enrolled in Education or Training in the 2nd and 4th Calendar Quarters after exit.
- **Performance:** Calculated by dividing the numerator by the denominator.

TWC statistically estimates a target, which requires WSA to meet or exceed. TWC reports the year-end performance in the August TWC Monthly Performance Report (MPR).

Current and Historical Outcomes

The following figures report the measures' current and historical outcomes from TWC's Monthly Performance Outcomes (MPR) data through May 2023. WSA has consistently met or exceeded TWC targets.



Meeting = 90% to 110%; Exceeding = greater than 110%

STAFF RECOMMENDATIONS:

TWC requires Boards to meet or exceed TWC-contracted performance measures as contracted to service providers. Board staff recommends a continued focus on the measures.

FINANCIAL IMPACT: WSA subrecipient contracts include TWC-performance goals as part of their profit. TWC may sanction Boards that fail to meet performance. TWC Sanctions (or

‘Intent’ to Sanction) may limit the Board’s eligibility for TWC Annual Awards (monetary or other), and different types of sanction may carry additional requirements.

STRATEGIC OBJECTIVE: To help meet the requirements of WIOA 116 which requires states to formally contract specific ‘siloes’ Title I Adult, Dislocated Worker (DW), and Youth Measures, including Measurable Skills Gain and Credential Rate.

ATTACHMENTS:

None

TWC DEFINITIONS

BCY22 LWDA Contracted Performance Measure Definitions

Measure Name:	Employed/Enrolled Quarter 2 Post Exit
Contracted?	Two (2) Measures: Title I Youth and All Career & Training Participants
Perf Period:	Exiters from 7/1/21 to 6/30/22
Data Source	TWC’s PIRL Report for Youth - TWIST Report 257 for All C&T
Definition:	The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education or Training in the 2 nd Calendar Quarter after exit.
Methodology	Denominator is the number of program participants who exited during the performance period and who did not have a valid exclusion. Numerator is the number of exiters from the denominator who were Employed or Enrolled in Education or Training in the 2 nd Calendar Quarter after exit. Performance is calculated by dividing the numerator by the denominator.
Additional Notes	Year End Performance will be reported in the August MPR. These measures are primarily based on True Wage Records, which are updated after the end of each calendar quarter (in October, January, April and July) and require time to fully mature. Wage information obtained from out-of-state sources is not available until several months later. Therefore, Performance Results for a given quarter of exiters is generally not reported in the MPR until roughly 6 months after the end of the 2 nd quarter after exit. The Title I Youth version of the measure is statutorily required to be contracted to local Boards under WIOA §116. Because Enrollment in Education or Training can be a successful outcome for all Career & Training Participants and not just youth, Texas adopted this measure for state reporting purposes across all Career & Training programs.

Measure Name:	Employed/Enrolled Quarter 4 Post Exit
Contracted?	One (1) Measure: Title I Youth
Perf Period:	Exiters from 1/1/21 to 12/31/22
Data Source	TWC's PIRL Report
Definition:	The percent of Exiting Program Participants (Exiters) Employed or Enrolled in Education/Training in the 4 th Calendar Quarter after exit.
Methodology	<p>Denominator is the number of program participants who exited during the performance period and who did not have a valid exclusion.</p> <p>Numerator is the number of exiters from the denominator who were Employed or Enrolled in Education or Training in the 4th Calendar Quarter after exit.</p> <p>Performance is calculated by dividing the numerator by the denominator.</p>
Additional Notes	<p>Year End Performance will be reported in the August MPR.</p> <p>This measure is primarily based on quarterly UI Wage and Federal Employment Records, which are updated after the end of each calendar quarter (in October, January, April and July) and require time to fully mature. Wage information obtained from out-of-state sources is not available until several months later. Therefore, Performance Results for a given quarter of exiters is generally not reported in the MPR until roughly 6 months after the end of the 4th quarter after exit.</p> <p>This measure is statutorily required to be contracted to local Boards under WIOA §116.</p>

Briefing on TWC Performance



TWC-contracted Performance Measures

- *Each year, TWC contracts require Boards to meet or exceed performance targets. Two of these measures include:*

Adult	Dislocated Worker	Youth
Employed Q2	Employed Q2	Employed/Enrolled Q2
Median Earnings Q2	Median Earnings Q2	Median Earnings Q2
Employed Q4	Employed Q4	Employed/Enrolled Q4
Credential Rate	Credential Rate	Credential Rate
Measurable Skills Gain	Measurable Skills Gain	Measurable Skills Gain

- *These measures are tied to participant educational and training achievements.*
- *WSA uses TWC's Monthly Performance Report (MPR) to determine outcomes.*
- *WSA attaches TWC's performance to partner contracts and ties these to their profits.*

Briefing on TWC Performance



Definitions

Employed (as relates to post-exit outcomes) – TWC uses Quarterly UI Wage Records or Federal Employment Records to show earnings for that quarter or if Supplemental Employment/Wage Records indicate employment during the quarter.

Enrolled in Education or Training (as it relates to post-exit outcomes) – Youth are “Enrolled” in Education/Training if during that quarter they are enrolled in:

- Registered Apprenticeship Program;
- Occupational Skills Training (including advanced training);
- Postsecondary Education; or
- Secondary Education.

Briefing on TWC Performance

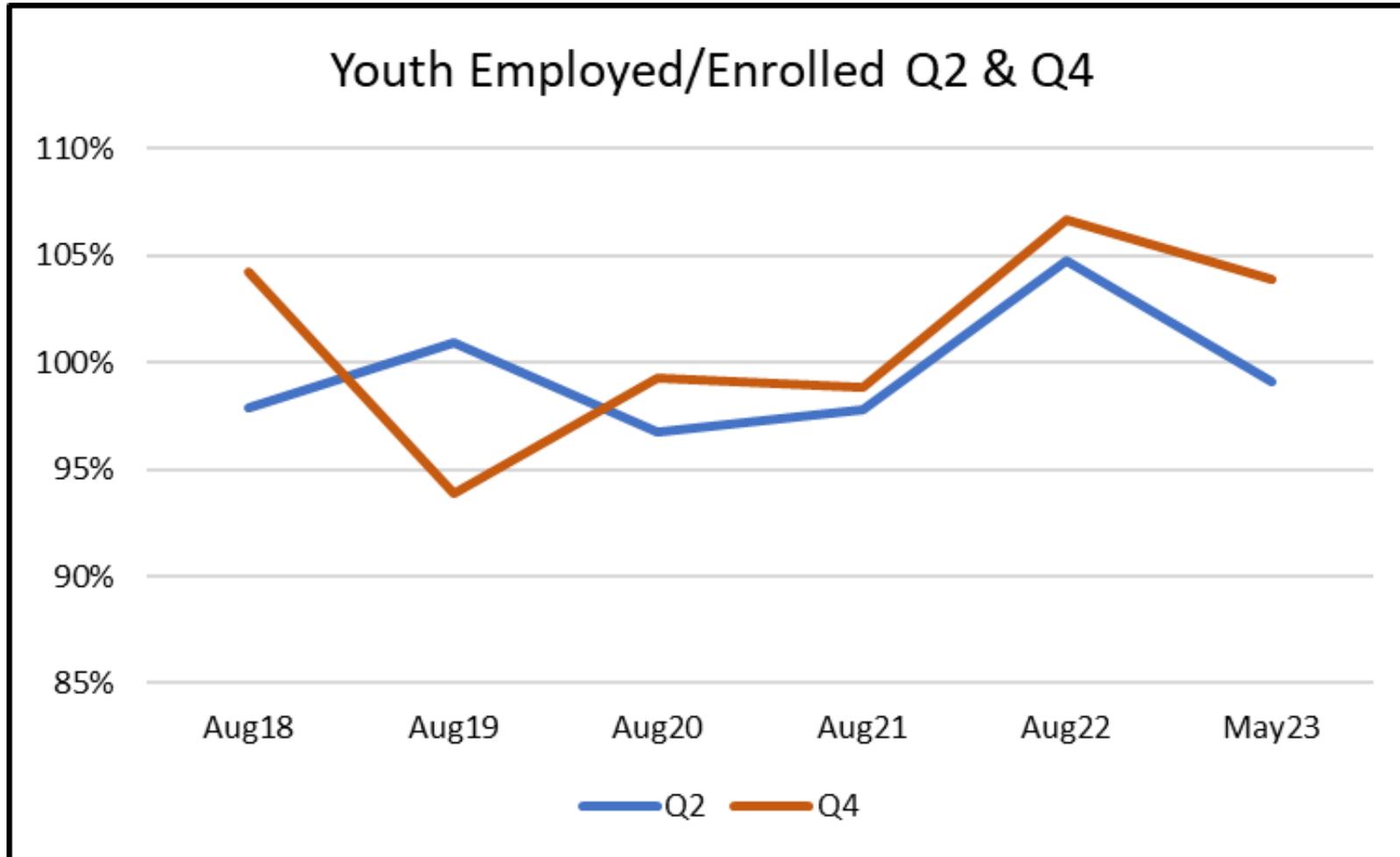


Methodology

The percent of Exiting Participants (Exiters) Employed or Enrolled in Education or Training in the 2nd and 4th Quarters after Exit.

- **Denominator:** The number of participants who exited during the Performance Period (and who did not have a valid exclusion).
- **Numerator:** The number of exiters from the denominator who were Employed or Enrolled in Education or Training in the 2nd and 4th Calendar Quarters after exit.
- **Performance:** Calculated by dividing the numerator by the denominator.

Current & Historical Outcomes



The graph shows outcomes from August 2018 through May 2023.

WSA has consistently met both measures.

Meeting $\geq 90\%$
Exceeding $> 110\%$

Source: TWC's MPR

Briefing on TWC Performance



- Attachments include:
 - TWC's definitions of the two performance measures.

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Contract Award for Job Placement and Worksite Monitoring Services (SEAL FY24)

Summary: *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract award to Professional Contract Services, Inc. (PCSI) for the Purchase of Job Placement and Worksite Monitoring Services for the Summer Earn and Learn (SEAL) Program in the Alamo Region for both the Rural and Urban areas, in the estimated annual amount of \$180,000, as requested by the WSA - Office of Workforce Programs.

Analysis: WSA requires qualified Job Placement and Workplace Monitoring for Summer Earn and Learn Program to provide Job Placement and Monitoring for individuals sourced by WSA and placed at WSA Client Sites (End Clients). The scope of work includes placing the participant at the worksite and providing a point of contact for the participant in case of any concerns about the placement.

The work experience placement will consider the participant's interests, abilities, capabilities, informed choice, and proximity to home. Work experience placements will also consider feedback and information provided by Vocational Rehabilitation (VR) staff. The SEAL participants are expected to be placed within public or private employers outside of the proposers' organization, WSA, and any Workplace Solutions Alamo's subcontractor organizations.

Alternatives: The current contract is scheduled to expire on September 30, 2023, and has no further options to renew it. A notice soliciting a Request for Proposals (RFP) 2023-019 was advertised online and in the Texas Electronic State Business Daily (ESBD). Procurement issued notice to more than 100 Potential respondents. Board staff from the Workforce Programs Management Office evaluated the proposal received by the RFP deadline. As a result of this effort, Professional Contract Services Inc. is recommended for an award on a best-value basis. The contract term will be effective October 1, 2023, through September 30, 2024, and has four (4) one-year options to renew upon mutual written consent of both parties.

Financial Impact: The estimated annual budget is \$180,000. The contract term will be effective October 1, 2023, through September 30, 2024, and has four (4) one-year options to renew upon mutual consent of both parties.

Recommendation: Upon approval of this award action by the Workforce Solutions Alamo – Board of Directors, Board staff is authorized to proceed with the next steps.

Next Steps: Finalize negotiations and execute a contract with Professional Contract Services, Inc. for Job Placement and Worksite Monitoring Services for the continuation of services.

Attachments: Statement of Work

Statement of Work

Job Placement and Worksite Monitoring Services for

Summer Earn and Learn 2023

1. Services Provided. To provide WSA with Job Placement and Worksite Monitoring services (the "Services") in accordance with the terms and conditions of this contract. Provide Job Placement and Worksite Monitoring for individuals who are sourced by WSA and who will be placed at WSA Client sites (End Clients).
2. Participants. For clients and participants that are taking part in work experience opportunities through programs offered by WSA in partnership with Vocational Rehabilitation Services (VR).

The student must be 16—22 years of age, and must be less than 22 years of age as of September 1 of the previous year (in other words, participants aged 22 during the summer SEAL program must have turned 22 on or after September 1 of the prior year).

The student is eligible for and receiving special education or related services under the federal Individuals with Disabilities Education Act or is an individual with a disability for purposes of 5504 of the Rehabilitation Act.

3. Job Categories. Work experiences and on the job, placements include the following, but are not limited to those general job categories:
 - Manufacturing
 - Office/Clerical
 - Information Technology
 - Childcare
 - Customer Service
 - Warehouse
 - Hospitality
 - Animal Caretaker

Place the participant at the worksite and provide a point of contact for the participant to utilize in the event of any concerns about the placement.

The work experience placement must consider the participant's interests, abilities, capabilities, informed choice, and proximity to home. Work experience placements should also consider feedback and information provided by Vocational Rehabilitation staff.

SEAL participants are expected to be placed within public or private employers outside of the proposers' organization, WSA, and any Workforce Solutions Alamo's subcontractor organizations.

Will orient employers and make available an orientation to employer supervisors and managers to their role and responsibilities, which are as follows:

- modeling expectations.
- giving clear, detailed, and repeated directions.

- communicating expectations for job performance, behavior, and social interactions; explaining consequences for inappropriate behavior;
- discussing progress and improvements in performance with both the participant and contractor.
- teaching skills needed for successful job performance; and
- communicating regularly with both the participant and The River City Group.

Worksite Placement includes:

- Match identified WSA employers with student's interests, geographical area, abilities and capabilities and Vocational Rehabilitation placement input.
- Coordinate employer interviews preferences if required or desired by employer
- Coordinate background check or drug test if requested by employer.
- Coordinate employer's hiring decision and schedule for placement
- Coordinate employer's special instructions for placement or onboarding (i.e., additional forms, specific process for placement)
- Document placement and justification for the placement decision in shared database
- Inform Vocational Rehabilitation within 7 business days of work start date, so they can coordinate accommodations with outside contractors if needed.
- Inform Employer of Record within 7 business days start date.
- Inform student and/or parent of placement within 7 business days of work start date utilizing SEAL Placement Form or another approved document.
- Make recommendations for support and training needs, accommodations, adaptive equipment, and job aids to ensure safe and efficient performance by the customer.
- Informing participants of individual end dates for their work experience.

Will meet with Vocational Rehabilitation Staff to review the placement prior to confirming the placement.

If suitable match cannot be located or identified using the available WSA employers, subgrantee must notify the Business Team so that additional employer recruitment and development can take place.

If a suitable match does not result in a positive employer or student decision, a secondary match must be made with student's interests, geographical area, abilities and capabilities and Vocational Rehabilitation placement input.

If a student is dismissed from a work assignment, a reassignment may be considered based on the nature of the dismissal, number of weeks left in SEAL and number of employers available at the time of the dismissal. If reassignment is appropriate, subgrantee must make every effort to find another suitable match with another identified WSA employer with student's interests, geographical area, abilities and capabilities and Vocational Rehabilitation placement input.

subgrantee must provide documented evidence of their reassignment decision and the factors that contributed to that decision.

4. Documentation and Recordkeeping

Subgrantee must maintain certain records of SEAL participants and deliverables for the purposes of documenting, invoicing, program planning, and service delivery. These records do not constitute a separate VR case file but are considered supplemental information needed by the Board and its subcontractors for operational, documentation, and invoicing purposes.

All records must be maintained on paper or secure electronic format and in a safe and confidential manner. Records are to be retained following the Board's records retention schedule.

Subgrantee will adhere to the Board's use and process of chosen information system to track customer referrals and data.

5. Worksite Monitoring

Subgrantee will provide ongoing worksite monitoring to ensure the participant is successful at the job and address any issues within 24 hours of notification or discovery. The proposed contractor will be responsible for keeping the Vocational Rehabilitation staff informed about participant progress and/or issues on a consistent basis, while collaborating with the Vocational Rehabilitation staff to resolve worksite issues or make needed changes.

If the participant needs additional individualized support, the Vocational Rehabilitation staff will provide case management services to arrange, provide, and/or purchase those supports. As subgrantee becomes aware of the need for these supports, they must timely consult with the Vocational Rehabilitation counselor. The Vocational Rehabilitation counselor will determine if the supports are appropriate for purchase with Vocational Rehabilitation funds. Worksite monitoring will include:

- Conduct a minimum of one in-person visit that includes an assessment of the student's progress based on contact with the student and employer and document all communication (electronic and otherwise) that validates the monitoring.
- Will consist of documentation from TWC guidelines to be completed and turned in.
- Document a description of any issues identified and how they were resolved. Notify the Board if issues identified are egregious in nature. Subgrantee shall follow any policies that the employer of record deems necessary for egregious incidents.
- Provide evidence that Vocational Rehabilitation staff were made aware of any issues identified within 24 hours of the notification or discovery of incidents.
- Coordinate with employer if intervention between employer, Vocational Rehabilitation and student is required or necessary.
- If a student is terminated, document the situation and employer feedback. Student termination must be reported with feedback from employer and reason for termination and if possible, the student's feedback.

6. Required Reporting

During the SEAL program, subgrantee must track the information listed below and, upon request, provide status reports on the number of students placed into work experience positions, employer site feedback, and any issues identified and how they were handled.

The subgrantee will meet with Workforce Solutions Alamo for weekly reporting conference calls and/or meetings. Requested data must be entered into Cognito Forms one day prior to regularly scheduled conference calls.

The following information must be reported weekly:

- Number of Students Placed
- Participant Anticipated Start Date
- Total of Placements at the time of reporting
- Number of Worksite Monitoring visits
- Any issues at the worksite that were reported to VR.
- Any issues and/or feedback regarding placement or replacement.

No later than September 10, 2023, subgrantee must submit a Program Summary report that includes:

- A list and count of VR participants who were placed in paid work experience.
- A narrative section identifying and discussing specific successes, challenges, lessons learned and recommendations for future revisions or improvements to the SEAL program.

The Program Summary report must be submitted on the Board approved SEAL Program Summary template, which includes a section that summarizes worksites and worksite monitoring activities. This section of the Program Summary report should include a list and total number of worksites, number of VR participants placed per worksite, host site feedback, and any issues identified and how they were handled.

7. Payment — Invoicing. Each invoice will reflect the applicable charges for the services performed based on the rate designated and agreed to by WSA.

To receive payment from WSA, subgrantee will submit a bi-weekly invoice for payment, along with supporting documentation as described below, to WSA. Invoices must include, at a minimum:

- subgrantee complete name and remittance address including city, state, and ZIP code and 14-digit Texas vendor identification number.
- a contact name and telephone number, or email address, or fax number;
- the service authorization number for each participant.
- the VR participant case identification number (Case ID — 7-Digit); the Job Placement information, including the dates of service (Service Period Begin Date-Service Period End Date, and employer;

Participant Name	Participant 7-Digit VR. ID Number	Service Period Begin Date	Service Period End Date

The service end date for Paid Work Experience Services is either.

- the date on which the Employer payroll cycle ended; or
- the date on which the VR participant will complete the Work Experience Services assignment.

WSA will pay within 80 days of receipt of complete, timely submitted invoices.

8. Administrative Overhead. Admin support includes receipt of records, creation of paper and electronic files, VRC and employer notifications/communications, contacting and scheduling customers, contacting employers, and scheduling interviews, orientations, and/or onboarding sessions, verifying appointments (customer and/or family/guardians.), scheduling and coordinating Job Placement staff, and recordkeeping.

9. Job Placement Staff (JPS). Meeting with referrals and their parents/guardians, customer interest interviews, matching processes, employer conversations, communications, and meetings; job site visit(s), interview preparation (attire, responses to employer questions, etc.), onsite onboarding (new-hire paperwork, etc.), VR updates and consultations, and follow-up activities.

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Contracts and Procurement

Date: August 11, 2023

Subject: Contract Renewal for Purchase of Legal Services

Summary: *Discussion and Possible Action:* The Workforce Solutions Alamo (WSA) – Board of Directors approves a contract renewal to Martin & Drought, P.C., for the purchase of Legal Services in the estimated annual amount of \$90,000, as requested by the Board Executive Offices.

In October 2020, a contract was executed for an initial twelve-month term with (4) four one-year renewal options. This contract action exercises the third (3) of four one-year renewal options in the procurement cycle. The contract is scheduled to be reprocured in 2025.

Analysis: The scope of services specifies that the contractor will serve as legal counsel to Workforce Solutions Alamo (WSA) and its Board of Directors. The services include but are not limited to:

- Appropriate legal counsel to WSA and its Board of Directors in its capacity as an administrative entity and grant recipient/fiscal agent for federal and state workforce funds and any future funding sources.
- Provide review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other legal documents applying to WSA. Represent WSA and its Board of Directors in related litigation and legal affairs.
- Advocacy and representation in grievance and/or complaint proceedings/hearings.
- Review and comment on procurement and contract documents, including facility leases.
- Provide advice on matters related to the Open Records Act and Public Information Act and all matters related to statutes and regulations about Texas non-profit corporations.

Fiscal Impact: This contract is budgeted for an estimated annual amount of \$90,000.

The contract specifies that a \$70,000 retainer for Martin & Drought will be invoiced monthly at a rate of \$5,833.33 for routine services. Additional services will be billed separately based on contracted rates specified in the contract. The estimated annual amount includes \$20,000 for legal services related to employee matters currently subcontracted to Caldwell East & Finlayson.

Staff Recommendation: Approve the renewal of Martin & Drought, P.C. contract for Legal Services from 10/1/2023 – 09/30/2024.

Alternatives: Issue a new solicitation for Legal Services.

Next Steps: Upon approval, negotiate the renewal of the contract with Martin & Drought, P.C., and prepare the contract renewal to be effective 10/01/2023.

Attachments: Statement of Work

Statement of Work

Legal Services

A. Identification of designated lead or primary contact that will serve as legal counsel to Workforce Solutions Alamo (WSA) and its Board of Directors:

1. Frank B. Burney will serve as lead attorney and principal contact for services to WSA and the Board of Directors.

B. Legal services to be provided include, but are not limited to the following:

The Respondent shall be readily available to perform the following services as requested:

1. Appropriate legal counsel to WSA and its Board of Directors in its capacity as administrative entity and grant recipient/fiscal agent for federal and state workforce funds, and any future sources of funding.
2. Review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other related legal documents applying to WSA.
3. Represent WSA and its Board of Directors in related litigation and legal affairs.
4. Advocacy and representation in grievance and/or complaint proceedings/hearings.
5. Review and comment on procurement and contract documents, including facility leases.
6. Advice on matters related to the Open Records Act and Public Information Act.
7. Advice on matters related to the Open Meetings Act.
8. Advice on all matters related to statutes and regulations pertaining to Texas non-profit corporations.
9. Attendance at Board and/or committee meetings as requested or required.
10. Other related legal matters as may be determined by the WSA Board of Directors and/or its Chief Executive Officer.

C. Legal Services shall be available as follows:

1. Regularly by and through personal contact, telephone, e-mail, or fax Monday through Friday, during normal business hours, and on an emergency basis after normal business hours/days.
2. By appointment to meet with WSA staff and/or Board of Directors, and to attend regular and/or call meetings as requested or required.
3. In emergencies within 24 hours of notice by telephone, and on-site within 48 hours of notice, at a minimum.

Contract Award for Job Placement and Worksite Monitoring Services

Job Placement and Worksite Monitoring Services for Summer Earn and Learn

- The scope of services specifies that the contractor will provide Job Placement and Monitoring for individuals sourced by WSA and placed at WSA Client Worksites.
- **Impact:** To serve as liaison for the participant and provide administrative and coaching services in support of the SEAL program.
- **Contractor:** Professional Contract Services, Inc. (PCSI)
- **Contract Term:** October 1, 2023 - September 30, 2024, and has four (4) one-year options to renew upon mutual written consent of both parties.

Annual Contract Budget:

- Estimated Annual Budget \$180,000



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Contract Renewal for Purchase of Legal Services

Legal Services

- The scope of service specifies the contractor serve as legal counsel to Workforce Solutions Alamo; services include but are not limited to: providing review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other legal documents applicable to WSA.
- **Impact:** Represent WSA and its Board of Directors in its capacity as administrative entity and grant recipient/fiscal agent for federal and state funds, and any future sources of funding.
- **Contractor:** Martin & Drought, P.C.
- **Contract Term:** October 1, 2023 - September 30, 2024. This action exercises the third of four (4) one-year renewals.

Annual Contract Budget:

- \$70,000 Annual Retainer, \$20,000 for HR services
- Additional services outside of the retainer will be billed separately based on contracted rates specified in the contract.



MEMORANDUM

To: Executive Committee
From: Adrian Lopez, CEO
Presented by: Giovanna Escalante-Vela, CFO
Date: August 11, 2023
Regarding: Policy for Board-Provided Meals

SUMMARY: To establish a policy to provide information on purchasing meals and refreshments for external customers during meetings, conferences, job fairs, and other events.

This policy establishes Technical Assistance Bulletin (TAB) 259 and subsequent updates as the WSA’s formal guidance to WSA staff and contractors regarding the provision of meals and refreshments. WSA Board and contractor staff will follow this guidance in purchasing meals and refreshments. While the allowability of such costs is determined on a case-by-case basis, it is important to consider the reasonableness of the costs, the necessity of incurring such costs, and that these costs be adequately documented to be allowable.

ANALYSIS: WSA Board and contractor staff will follow this guidance and provide clear justification for the purchase of meals and refreshments. Costs must be adequately documented. In all cases, allowability will depend heavily on whether the supporting documentation successfully demonstrates the cost of being “necessary and reasonable” to perform the grant activity under specific circumstances. In accordance with the TA Bulletin 259, this documentation will include but not be limited to the following:

- The necessity of incurring such costs
- The allowability of such costs in accordance with applicable cost principles
- The number of attendees (e.g., employers, job seekers, colleagues, and other external customers)
- Whether the meals and refreshments were also available to Board or workforce service provider staff, or volunteers (e.g., sign-in sheets, hours worked, roles)
- Other documentation that verifies the expenditure amount and appropriateness to the grant

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: Discussion and possible action to approve the Provision of Meals and Refreshments policy.

ATTACHMENTS: ADM 73, TAB 259

POLICY LETTER

ID NO: ADM 73

DATE ISSUED: June 30, 2023

TO: Workforce Solutions Alamo Staff / Contractors

FROM: Giovanna Escalante-Vela, Chief Financial Officer

SUBJECT: Provision of Meals and Refreshments

PURPOSE:

This policy aims to provide information on purchasing meals and refreshments for external customers during meetings, conferences, job fairs, and other events.

POLICY:

This policy establishes TA Bulletin 259 and subsequent updates as the WSA's formal guidance to WSA staff and contractors regarding the provision of meals and refreshments. WSA Board and Contractor staff will follow this guidance in purchasing meals and refreshments. While the allowability of such costs is determined on a case-by-case basis, it is important to consider the reasonableness of the costs, the necessity of incurring such costs, and that these costs be adequately documented to be allowable.

REQUIRED ACTIONS:

WSA Board and Contractor staff will follow this guidance and provide clear justification for the purchase of meals and refreshments. Costs must be adequately documented. In all cases, allowability will depend heavily on whether the supporting documentation successfully demonstrates the cost of being "necessary and reasonable" to perform the grant activity under specific circumstances. In accordance with the TA Bulletin 259, this documentation will include but not be limited to the following:

- The necessity of incurring such costs
- The allowability of such costs in accordance with applicable cost principles
- The number of attendees (e.g. employers, job seekers, colleagues, other external customers)
- Whether the meals and refreshments were also available to Board or workforce service provider staff, or volunteers (e.g., sign-in sheets, hours worked, roles)
- Other documentation that verifies the expenditure amount and appropriateness to the grant

ATTACHMENT: Technical Assistance Bulletin 259 dated April 22, 2013

Note: TAB 259 contains references to Office of Management and Budget (OMB) Circulars A-21, A-87, and A-122, as well as the state's Uniform Grant Management Standards (UGMS). The OMB Circulars have been superseded by the OMB's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance (UG)), as codified at Title 2 Part 200 of the Code of Federal Regulations (2 C.F.R. Part 200) and adopted by respective federal agencies in Title 2, Subtitle B of the C.F.R. Additionally, in most cases, the [Texas Grant Management Standards \(TxGMS\)](#) has replaced UGMS.

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 259

Keyword: All Programs; Fiscal Admin

Subject: Provision of Meals and Refreshments

Date: April 22, 2013

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on providing meals and refreshments to external customers during meetings, conferences, and job fairs.¹

Reasonable, Necessary, and Allowable

Boards are required, under Chapter 802, the Texas Workforce Commission’s Integrity of the Texas Workforce System rules, to adhere to the requirements of Office of Management and Budget (OMB) Circulars A-21, A-87, and A-122, which require all costs to be reasonable, necessary, allocable, and adequately documented in order to be allowable. Additionally, these cost principles specifically allow for the costs of meals incidental to the cost of meetings and conferences where the primary purpose is the dissemination of technical information. The allowability of meals and refreshments—e.g., bottled water, coffee, other nonalcoholic beverages, fruit, cookies, pastries—provided during other events (such as job fairs, awards ceremonies, etc.) is subject to the same cost principles.

While the allowability of such costs is determined on a case-by-case basis, it is important to consider:

- the reasonableness of the aggregate costs to demonstrate that Boards have “acted with [due] prudence in circumstances, considering their responsibilities to the governmental unit, its employees, the public at large, and the *state or* Federal Government” [Uniform Grant Management Standards (UGMS)]; and
- aggregate costs periodically—e.g., over a 12-month period—to identify needed changes to policies in order to avoid incurring individual and aggregate costs that appear excessive or lavish.

Justification

The costs of meals and refreshments are not inherently allowable or unallowable. However, in accordance with the authorities cited above, costs can be incurred only when necessary and reasonable for the proper and efficient performance and administration of a grant award.

¹ This guidance does not apply to meal costs that are subject to state travel.

Examples of when a bona fide need arises to incur such costs include, but are not limited to, the following:

- an all-day meeting will not cover all necessary technical information unless technical information is also provided during a time when a meal would normally be consumed;
- technical information needs to be provided on a date when the only time that attendees are available to attend the meeting is during a mealtime;
- it is necessary to hold the event or provide the technical information during a time when a meal would normally be consumed, and attendance would be diminished because attendees would forego the event or technical assistance for their meal; or
- disruption of scheduled events (e.g., whether attendees would be likely to return—or their absence would cause significant delays—if required to leave the event to obtain a meal or refreshments).

Other key factors affecting the allowability of such costs include:

- the reasonableness of the cost (i.e., the per-participant cost is not excessive when compared to what a prudent person might incur under the circumstances);
- the event duration or timing (e.g., all day or when it is necessary to hold or continue an activity during a normal mealtime);
- location (e.g., limited access to or limited number of establishments); and
- quantity of meals or refreshments provided compared to projected attendance.

Examples of *allowable* costs can include, but are not limited to, providing:

- refreshments to attendees during a job fair; or
- meals (such as boxed lunches) to:
 - employers, when staffing booths during or participating in a job fair;
 - Board members, when it is necessary to have a Board meeting during a mealtime (i.e., outside of normal business hours);
 - youth participants, such as an all-day youth fair or when provided in conjunction with summer youth employment activities; or
 - child care provider staff and trainer, during an all-day child care quality improvement training.

Examples of *unallowable* costs can include but are not limited to:

- costs of meals while engaging in day-to-day business or staff training of employees of the organization or entity;
- working lunches with customers and colleagues when it cannot be demonstrated that it was necessary to have the meeting during a mealtime instead of normal business hours; and
- meetings, planning retreats, or seminars in which the primary purpose is to plan future meetings, conferences, or seminars (i.e., not to disseminate technical information).

Documentation

In accordance with UGMS, Part II, Attachment A, (C) §_1(j), costs must be adequately documented; such documentation may include:

- the necessity of incurring such costs;
- the allowability of such costs in accordance with applicable cost principles;
- the number of attendees (e.g., employers, job seekers, colleagues, other external customers);
- whether the meals or refreshments were also made available to Board or workforce service provider staff, or volunteers (e.g., sign-in sheets, hours worked, roles); and
- other documentation that verifies the expenditure amount and appropriateness to the grant.

Direct inquiries regarding this TA Bulletin to Fiscal.TA@twc.state.tx.us.

MEMORANDUM

To: Executive Committee
From: Adrian Lopez, CEO
Presented by: Giovanna Escalante-Vela, CFO
Date: August 11, 2023
Regarding: Policy for Internal Monitoring and Oversight of Cash Substitutes

SUMMARY: To establish a Cash/Cash Equivalents policy to implement adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents (nonmonetary incentives).

Cash Equivalents are any items or experiential rewards that can be assigned a monetary value but have no actual redeemable monetary value other than the acquisition of the good or service. These include but are not limited to bus passes, gas cards, work-related incentive cards, or any other type of card/voucher that has a cash value.

ANALYSIS: Boards must develop guidelines and strategies to ensure the proper administration and control of cash and cash equivalents.

The Contracted Service Provider(s) must ensure a distinct separation of duties regarding the acquisition, safekeeping, and accounting of cash/cash equivalents to be issued to participants in the form of incentives or a support service.

The Contracted Service Provider(s) must have documented procedures in place to ensure that:

- Cash/Cash equivalents are signed for and verified by denomination when received.
- Cash/Cash equivalents are issued only to participants who meet eligibility requirements.
- Issuance to a participant occurs in the presence of two staff members or, if this is not possible, that a clear separation of duties exists, for example, the case manager issuing a voucher for the incentive card and a separate staff member issuing the cash/cash equivalent.
- A receipt log is maintained on file that:
 - Documents the number of cash/cash equivalents identifying card number and value of the cash/cash equivalents; and
 - Is signed by both the case manager and the participant when a cash/cash equivalent is issued.
- Staff assigned with cash/cash equivalents perform a physical inventory at the beginning and end of each day.
- The receipt log is reconciled each month to the accounting system and includes a reconciliation of the inventory on hand to include the number of cash/cash equivalents and their monetary value.
- Cash/Cash equivalents are always maintained in a secured and locked area.
- Access to cash/cash equivalents is limited to designated staff.

The intent of these controls is to prevent collusion. Staff responsible for the inventory should change periodically with a controlled turnover process as an additional internal control measure.

The Board will ensure that:

- The Board's external monitors review and test the Contracted Service Provider's controls and participant's eligibility to receive services as part of the annual monitoring plan.
- Contracted service provider(s) policies are followed to ensure effective internal control and accountability for all cash/cash equivalents.
- Cash/Cash equivalents are adequately safeguarded; and
- WSA Fiscal staff will conduct verification at random workforce centers at least twice a fiscal year.
- If it is determined that cash/cash equivalents are missing or disallowed due to a participant's eligibility, the procedures detailed in WD Letter 59-06, Change 1, and entitled "Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update" are followed.

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: Discussion and possible action to approve Cash/Cash Equivalents policy.

ATTACHMENTS: ADM 74, WD Letter 15-19, and WD Letter 53-09



POLICY LETTER

ID NO: ADM 74

DATE ISSUED: June 30, 2023

TO: Workforce Solutions Alamo Staff / Contracted Service Provider(s)

FROM: Giovanna Escalante-Vela, Chief Financial Officer

DocuSigned by:

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SUBJECT: Cash/Cash Equivalents Policy

PURPOSE: To establish adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents (nonmonetary incentives).

Cash Equivalents are any items or experiential rewards that can be assigned a monetary value but have no actual redeemable monetary value other than the acquisition of the good or service. They include but are not limited to: bus passes, gas cards, work-related incentive cards or any other type of card/voucher that has a cash value.

POLICY:

Workforce Solutions Alamo (WSA) will implement this policy to support procedures that ensure the proper administration and control of cash/cash equivalents. The Contracted Service Provider(s) must ensure there is a distinct separation of duties regarding the acquisition, safekeeping, and accounting of cash/cash equivalents to be issued to participants in the form of incentives or a support service.

REQUIRED ACTIONS:

The Contracted Service Provider(s) must have documented procedures in place to ensure that:

- Cash/Cash equivalents are signed for and verified by denomination when received.
- Cash/Cash equivalents are issued only to participants who meet eligibility requirements.
- Issuance to a participant occurs in the presence of two staff members or, if this is not possible, that a clear separation of duties exists, for example, the case manager issuing a voucher for the incentive card and a separate staff member issuing the cash/cash equivalent.
- A receipt log is maintained on file that:
 - Documents the number of cash/cash equivalents identifying card number and value of the cash/cash equivalents; and
 - Is signed by both the case manager and the participant when a cash/cash equivalent is issued.



- Staff assigned with cash/cash equivalents perform a physical inventory at the beginning and end of each day.
- The receipt log is reconciled each month to the accounting system and includes a reconciliation of the inventory on hand to include the number of cash/cash equivalents and their monetary value.
- Cash/Cash equivalents are always maintained in a secured and locked area.
- Access to cash/cash equivalents is limited to designated staff.

The intent of these controls is to prevent collusion. Staff responsible for the inventory should change periodically with a controlled turnover process as an additional internal control measure.

WSA will ensure that:

- WSA's external monitors review and test the Contracted Service Provider's controls and participant's eligibility to receive services as part of the annual monitoring plan.
- Contracted service provider(s) policies are followed to ensure effective internal control and accountability for all cash/cash equivalents.
- Cash/Cash Equivalents are adequately safeguarded; and
- WSA Fiscal staff will conduct verification at random workforce centers, at least twice a fiscal year.
- If it is determined that cash/cash equivalents are missing or disallowed due to a participant's eligibility, the procedures detailed in WD Letter 59-06, Change 1, and entitled "Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update" are followed.

ATTACHMENTS:

- WD Letter 15-19, issued May 21, 2019, and entitled "Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act Youth and Choices, including NCP Choices Participants".
- WD Letter 53-09, issued December 23, 2009, and entitled "Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants".

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 15-19
Date:	May 21, 2019
Keywords:	NCP Choices; TANF; TWIST; WIOA
Effective:	June 20, 2019

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act Youth and Choices, including NCP Choices Participants**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with current guidance on developing guidelines for the provision of incentives for Workforce Innovation and Opportunity Act (WIOA) Title I Youth, NCP Choices, and Choices participants, specifically on:

- identifying participants eligible to receive nonmonetary incentives;
- establishing time frames for attaining achievements;
- developing strategies for issuance of nonmonetary incentives;
- developing a menu of nonmonetary incentives;
- funding availability; and
- entering and tracking information in The Workforce Information System of Texas (TWIST).

RESCISSIONS:

WD Letter 27-08, Change 1

BACKGROUND:

Incentives help promote positive employment, training, and education outcomes. Incentives are items or rewards such as gift cards, gift certificates, vouchers, or other nonmonetary gifts provided to a customer as a reward for meeting specified goals defined by the Board. Incentives do not include support services such as child care, transportation, or reimbursement of work-related expenses.

The aim of incentives is to move a participant toward self-sufficiency. Incentives are a way to encourage the participation of workforce customers and to reward participants for achieving goals in a family employment plan, individual employment plan, or individual development plan.

The Texas Workforce Commission (TWC) limits Boards' use of incentives to nonmonetary incentives only, because a participant's receipt of monetary assistance (cash or checks) can adversely affect the participant's eligibility for other services, such as Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Program (SNAP) benefits.

Under WIOA, Title I, adults and dislocated workers are not eligible to receive incentives. TWC has also determined that the nonmonetary participant incentives described in this WD Letter are not an allowable use of allocated SNAP Employment and Training (E&T), Employment Services, or Child Care funds.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

LF: Boards may offer nonmonetary incentives to WIOA Youth, Choices, and NCP Choices participants.

NLF: Boards that offer nonmonetary incentives must develop guidelines and strategies that award nonmonetary incentives only to WIOA Youth, Choices, and NCP Choices participants who exceed the minimum requirements of a program, employer, educational institution, or training provider. The participants must achieve or exceed goals that are not included as a basic requirement of participation in WIOA Youth, Choices, and NCP Choices programs. Boards must also ensure that the incentive provided is allowable based on the funding stream.

NLF: To ensure the protection of participants' due process rights, Boards must adhere to TWC's Chapter 823 Integrated Complaints, Hearings, and Appeals rules.

Cash or Check Incentives

NLF: Boards must not offer cash or check incentives to WIOA Youth, Choices, or NCP Choices participants.

Nonmonetary Incentives

NLF: Boards must be aware that nonmonetary incentives are any items or experiential rewards that can be assigned a monetary value but that have no actual redeemable monetary value other than through acquisition of the good or service.

Examples of nonmonetary incentives include merchant gift cards, gift certificates, vouchers that cannot be redeemed for cash, and prepaid mobile phones or devices.

NLF: Boards must not use entertainment as a nonmonetary incentive. Entertainment includes amusement, diversion, and social activities and their associated costs. Examples of entertainment include movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Entertainment costs are unallowable under the federal Cost Principles at 2 CFR Part 200.

Identifying WIOA Youth, Choices, and NCP Choices Participants Who Are Eligible for Nonmonetary Incentives

NLF: Boards that offer nonmonetary incentives must develop guidelines and strategies that:

- require incentives to be connected to the recognition of achievement of milestones in the program in which the participant is involved;
- require that a participant be informed about the opportunity to receive an incentive before the participant completes the activity or milestone that the incentive is intended to encourage;
- ensure that incentives are outlined for the participant in writing prior to the commencement of the program or service;
- describe conditions for the receipt and use of incentives (for example, conditions that a participant must meet to receive an incentive, time frames during which specified activities must be accomplished—if applicable—and limitations on participants' use of such items as merchant gift cards, gift certificates, and vouchers);
- ensure that the incentives are accurately documented in TWIST in a timely manner consistent with WD Letter 17-18, issued October 1, 2018, and entitled "Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2019";
- develop a menu of available nonmonetary incentives;
- require internal control measures to track and control inventories of items used as nonmonetary incentives;
- align with the local program's organizational policies; and
- ensure that incentives are provided in conformance with the Cost Principles contained in 2 CFR Part 200, as supplemented by the Texas Uniform Grant Management Standards.

NLF: Boards must ensure that WIOA Youth incentives are connected to the recognition of achievement of milestones in a program tied directly to education, training, or

the successful completion of a work experience. Such incentives for achievement could include improvements marked by testing or other successful outcomes.

NLF: Although incentives for WIOA Youth may be provided for successful completion of a work experience, Boards must ensure that incentives are not tied to the “academic or occupational education component” of a work experience.

NLF: Boards must ensure that WIOA Youth funding is not used to fund incentives for completing job readiness training or classes.

NLF: Boards must be aware that Choices and NCP Choices incentives may be connected to recognition of achievement of milestones or to successful program participation.

Examples of activities or milestones completed that could result in the provision of an incentive for WIOA Youth, Choices, and NCP Choices participants are:

- attainment of a high school diploma or certificate of high school equivalency;
- completion of an industry-recognized certificate or credential or completed occupational skills training;
- successful completion of training services, vocational educational training, or other educational services;
- attainment of unsubsidized employment directly related to the training program; and
- successful completion of a work experience program.

Additional examples of activities completed that could result in the provision of an incentive for Choices and NCP Choices participants are:

- attainment of full-time unsubsidized employment;
- working and participating in educational services full time;
- successful completion of a subsidized or unsubsidized internship or work experience program; and
- voluntary participation in Choices or NCP Choices services when the participant is exempt.

Establishing Time Frames for Attaining Achievements

NLF: Boards must establish guidelines that set forth realistic minimum and maximum time frames for WIOA Youth, Choices, and NCP Choices participants working toward a nonmonetary incentive.

NLF: Additionally, Boards’ guidelines must include deadlines for claiming nonmonetary incentives. This provision will ensure that participants are responsible for notifying Workforce Solutions Office staff and providing verification when they attain a goal within a designated time frame.

Example: An exempt Choices teen head of household successfully completes two weeks of job readiness activities and enters part-time employment. The

participant is notified that he or she has up to 15 days to provide appropriate verification to claim a nonmonetary incentive.

Strategies for Issuing Nonmonetary Incentives

NLF: Consistent with Cost Principles, 2 CFR Part 200, which requires all costs under an award to be reasonable, Boards must ensure that the value of a nonmonetary incentive is:

- tied to the size and nature of the achievement for which the incentive exists to encourage; and
- scaled to inspire participants to work toward the associated achievements.

Developing a Menu of Nonmonetary Incentives

NLF: Boards' guidelines must include a menu of nonmonetary incentives available to the WIOA Youth, Choices, and NCP Choices participants and provide the menu of nonmonetary incentives to the participant before starting the activity for which the incentive exists.

LF: Additionally, it is recommended that Boards provide a menu with at least three incentives of comparable value—for example, a \$30 prepaid credit card, a \$30 prepaid gas card, and a \$30 gift certificate—from which the participant may select. Some examples of nonmonetary incentives include the following:

- Prepaid credit cards such as a VISA Incentive Card—for example, in the amounts of \$10, \$20, \$25, or \$30—with no cash-back option;
- Prepaid merchant gift cards with no cash-back option;
- Prepaid gas cards—for example, in the amounts of \$10, \$20, \$25, or \$30;
- Prepaid mobile phone or Go Cards;
- Specialty gift certificates or vouchers for discounted or free goods or services—for example, car washes, car rentals, carpet cleaning, grocery stores, beauty salons;¹
- Surplus supply and equipment inventory eligible for disposition (for example, surplus computers that have been wiped clean of data, licensed software, and other nontransferable files).²

NLF: Boards must ensure that:

- effective internal control and accountability exists for all grant and subgrant cash, real and personal property, and other assets, in accordance with 2 CFR Part 200, Uniform Grant Management Standards (UGMS), and TWC's Financial Manual for Grants and Contracts;

¹ Items such as merchant and specialty gift cards or vouchers are allowable if they are reasonable and support enhanced program performance and self-sufficiency.

² As used in this WD Letter, surplus supply and equipment inventory refers to supplies and equipment that are eligible for disposition in accordance with 2 CFR Part 200, UGMS, and Chapter 13 of TWC's Financial Manual for Grants and Contracts, which includes thresholds for determining when prior TWC approval is required to dispose of such property.

- all such property is adequately safeguarded and used solely for authorized purposes; and
- the actions outlined in WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants,” and any subsequent issuances are followed.

Funding Availability

NLF: Boards that offer nonmonetary incentives must ensure that sufficient funds are budgeted from available resources to support the Boards’ nonmonetary incentive policy, particularly as it applies to participants who choose to target long-term achievements.

Example: A participant starts training in Fiscal Year 2018 (FY’18) and is informed that he or she may be eligible to receive a nonmonetary incentive. The training will not be completed until FY’19. The Board must plan accordingly for the incentive.

LF: Boards may leverage private funds for incentives that WIOA, Choices, and NCP Choices may not fund.

TWIST

NLF: To evaluate the effectiveness of strategies for the provision of nonmonetary incentives, Boards must ensure that, once WIOA Youth, Choices, or NCP Choices participants have been determined to be eligible to receive a nonmonetary incentive, accurate documentation is entered into TWIST under support service code *219-incentives*.

Additionally, Boards must ensure that when information is entered into TWIST under support service code *219-Incentives*, the:

- *Start Date* is the date the participant received the nonmonetary incentive;
- *Planned End Date* is the same as the start date;
- *End Date* is the same as the start date;
- *Actual Amount* is the value of the incentive; and
- *Comments* section contains:
 - the date the nonmonetary incentive payment (or voucher) was issued;
 - the type of payment (TOP); and
 - what the customer achieved—for example, “Issued 6/1/08: TOP—prepaid gas card for attaining GED before target date.”

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

REFERENCES:

Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200

WIOA Regulations at 20 CFR §681.640
Audit Report on The Texas Workforce Commission’s Temporary Assistance for
Needy Families Choices Program, October 2007, State Auditor’s Office
Report No. 08-002
Texas Workforce Commission Chapter 823 Integrated Complaints, Hearings, and
Appeals Rules
Texas Workforce Commission Financial Manual for Grants and Contracts,
Chapter 2: Internal Controls, and Chapter 13: Property
Choices Guide, <https://twc.texas.gov/choices-guide>
WIOA Guidelines for Adults, Dislocated Workers, and Youth,
[https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-
opportunity-act](https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-opportunity-act)
NCP Choices Guide, [https://twc.texas.gov/programs/noncustodial-parent-choices-
program-guide](https://twc.texas.gov/programs/noncustodial-parent-choices-program-guide)
WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for
Safeguarding the Issuance of Nonmonetary Incentives and Workforce
Investment Act and Choices Participants”
WD Letter 17-18, issued October 1, 2018, and entitled “Workforce Automated
Systems Data Entry Deadlines for Board Contract Year 2019”

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 53-09
Date:	December 23, 2009
Keyword:	TANF/Choices; WIA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with guidance on safeguarding nonmonetary incentives for Workforce Investment Act (WIA) and Choices participants, specifically:

- developing internal controls for the safekeeping of incentive cards;
- developing strategies for issuing incentive cards; and
- ensuring policies and strategies are reviewed and tested.

BACKGROUND:

In October 2007, the State Auditor's Office (SAO) released a report on the Texas Workforce Commission's (Commission) administration of Choices. The SAO report expresses concern about the Boards' use of nonmonetary incentives. Under federal and state law, nonmonetary incentives are allowable for Choices participants; however, the SAO report cites specific concerns with the issuance of incentive cards, including a lack of procedures, review, and guidance from the Commission to the Boards on their use.

PROCEDURES:

Boards must develop guidelines and strategies to ensure the proper administration and control of incentive cards.

NLF

It is recommended that Boards implement a system by which Texas Workforce Center staff issues vouchers to WIA and Choices participants who are eligible for

LF

incentives. The vouchers would be redeemable for incentive cards through another designated Texas Workforce Center staff member, who would serve as the point of contact for:

- issuing incentive cards;
- reconciling amounts of incentive cards on hand with amounts received and distributed; and
- maintaining a receipt log that records each incentive card issued and the signature of the participant redeeming a voucher for that incentive card.

When establishing control measures, Boards must ensure that there is a distinct separation of duties regarding the acquisition, safekeeping, and accounting of incentive cards. If this is not possible, Boards must ensure that compensating controls are implemented.

NLF

Additionally, Boards must ensure that:

NLF

- incentive card quantities are signed for and verified by denomination when received;
- incentive cards are disbursed in the presence of two staff members or, if this is not possible, that a clear separation of duties exists with, for example, the case manager issuing a voucher for the incentive card and a separate Texas Workforce Center staff member issuing the incentive card;
- a receipt log is maintained on file that:
 - documents the number of incentive cards, the card numbers, and their denominations; and
 - is signed by both the case manager and the participant when an incentive card is issued;
- staff with incentive cards performs a physical inventory of the cards at the beginning and end of each business day;
- the receipt log is reconciled each month to an accounting system (such as a general ledger or a subsidiary ledger), and includes reconciliation of the inventory as well as the number of incentive cards, the card numbers, and their denominations;
- incentive cards are maintained in a secured and locked area at all times;
- access to incentive cards is limited to designated staff; and
- Board monitors review and test Texas Workforce Center incentive card controls as part of their monitoring plan.

Boards must be aware that the intent of these controls is to prevent collusion.

NLF

It is recommended that Boards periodically change the staff responsible for the inventory of incentive cards with a controlled turnover process.

LF

Boards must ensure that:

- policies in Chapter 2 of the Financial Manual for Grants and Contracts are followed to ensure effective internal control and accountability for all grant and sub-grant cash, real and personal property, and other assets;
- all such property is adequately safeguarded and used solely for authorized purposes; and
- if it is determined that incentive cards are missing, the procedures detailed in WD Letter 59-06, Change 1, issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update” are followed.

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

RESCISSIONS:

None

REFERENCE:

Texas Workforce Commission Financial Manual for Grants and Contracts, Chapter 2
WD Letter 27-08, issued October 23, 2008, and entitled “Guidelines for the Provision of Nonmonetary Incentives for Workforce Investment Act and Choices Participants”
WD Letter 59-06, Change 1 issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update”

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 15-19
Date:	May 21, 2019
Keywords:	NCP Choices; TANF; TWIST; WIOA
Effective:	June 20, 2019

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Guidelines for the Provision of Incentives for Workforce Innovation and Opportunity Act Youth and Choices, including NCP Choices Participants**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with current guidance on developing guidelines for the provision of incentives for Workforce Innovation and Opportunity Act (WIOA) Title I Youth, NCP Choices, and Choices participants, specifically on:

- identifying participants eligible to receive nonmonetary incentives;
- establishing time frames for attaining achievements;
- developing strategies for issuance of nonmonetary incentives;
- developing a menu of nonmonetary incentives;
- funding availability; and
- entering and tracking information in The Workforce Information System of Texas (TWIST).

RESCISSIONS:

WD Letter 27-08, Change 1

BACKGROUND:

Incentives help promote positive employment, training, and education outcomes. Incentives are items or rewards such as gift cards, gift certificates, vouchers, or other nonmonetary gifts provided to a customer as a reward for meeting specified goals defined by the Board. Incentives do not include support services such as child care, transportation, or reimbursement of work-related expenses.

The aim of incentives is to move a participant toward self-sufficiency. Incentives are a way to encourage the participation of workforce customers and to reward participants for achieving goals in a family employment plan, individual employment plan, or individual development plan.

The Texas Workforce Commission (TWC) limits Boards' use of incentives to nonmonetary incentives only, because a participant's receipt of monetary assistance (cash or checks) can adversely affect the participant's eligibility for other services, such as Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Program (SNAP) benefits.

Under WIOA, Title I, adults and dislocated workers are not eligible to receive incentives. TWC has also determined that the nonmonetary participant incentives described in this WD Letter are not an allowable use of allocated SNAP Employment and Training (E&T), Employment Services, or Child Care funds.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must" or "shall."

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

LF: Boards may offer nonmonetary incentives to WIOA Youth, Choices, and NCP Choices participants.

NLF: Boards that offer nonmonetary incentives must develop guidelines and strategies that award nonmonetary incentives only to WIOA Youth, Choices, and NCP Choices participants who exceed the minimum requirements of a program, employer, educational institution, or training provider. The participants must achieve or exceed goals that are not included as a basic requirement of participation in WIOA Youth, Choices, and NCP Choices programs. Boards must also ensure that the incentive provided is allowable based on the funding stream.

NLF: To ensure the protection of participants' due process rights, Boards must adhere to TWC's Chapter 823 Integrated Complaints, Hearings, and Appeals rules.

Cash or Check Incentives

NLF: Boards must not offer cash or check incentives to WIOA Youth, Choices, or NCP Choices participants.

Nonmonetary Incentives

NLF: Boards must be aware that nonmonetary incentives are any items or experiential rewards that can be assigned a monetary value but that have no actual redeemable monetary value other than through acquisition of the good or service.

Examples of nonmonetary incentives include merchant gift cards, gift certificates, vouchers that cannot be redeemed for cash, and prepaid mobile phones or devices.

NLF: Boards must not use entertainment as a nonmonetary incentive. Entertainment includes amusement, diversion, and social activities and their associated costs. Examples of entertainment include movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Entertainment costs are unallowable under the federal Cost Principles at 2 CFR Part 200.

Identifying WIOA Youth, Choices, and NCP Choices Participants Who Are Eligible for Nonmonetary Incentives

NLF: Boards that offer nonmonetary incentives must develop guidelines and strategies that:

- require incentives to be connected to the recognition of achievement of milestones in the program in which the participant is involved;
- require that a participant be informed about the opportunity to receive an incentive before the participant completes the activity or milestone that the incentive is intended to encourage;
- ensure that incentives are outlined for the participant in writing prior to the commencement of the program or service;
- describe conditions for the receipt and use of incentives (for example, conditions that a participant must meet to receive an incentive, time frames during which specified activities must be accomplished—if applicable—and limitations on participants' use of such items as merchant gift cards, gift certificates, and vouchers);
- ensure that the incentives are accurately documented in TWIST in a timely manner consistent with WD Letter 17-18, issued October 1, 2018, and entitled "Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2019";
- develop a menu of available nonmonetary incentives;
- require internal control measures to track and control inventories of items used as nonmonetary incentives;
- align with the local program's organizational policies; and
- ensure that incentives are provided in conformance with the Cost Principles contained in 2 CFR Part 200, as supplemented by the Texas Uniform Grant Management Standards.

NLF: Boards must ensure that WIOA Youth incentives are connected to the recognition of achievement of milestones in a program tied directly to education, training, or

the successful completion of a work experience. Such incentives for achievement could include improvements marked by testing or other successful outcomes.

NLF: Although incentives for WIOA Youth may be provided for successful completion of a work experience, Boards must ensure that incentives are not tied to the “academic or occupational education component” of a work experience.

NLF: Boards must ensure that WIOA Youth funding is not used to fund incentives for completing job readiness training or classes.

NLF: Boards must be aware that Choices and NCP Choices incentives may be connected to recognition of achievement of milestones or to successful program participation.

Examples of activities or milestones completed that could result in the provision of an incentive for WIOA Youth, Choices, and NCP Choices participants are:

- attainment of a high school diploma or certificate of high school equivalency;
- completion of an industry-recognized certificate or credential or completed occupational skills training;
- successful completion of training services, vocational educational training, or other educational services;
- attainment of unsubsidized employment directly related to the training program; and
- successful completion of a work experience program.

Additional examples of activities completed that could result in the provision of an incentive for Choices and NCP Choices participants are:

- attainment of full-time unsubsidized employment;
- working and participating in educational services full time;
- successful completion of a subsidized or unsubsidized internship or work experience program; and
- voluntary participation in Choices or NCP Choices services when the participant is exempt.

Establishing Time Frames for Attaining Achievements

NLF: Boards must establish guidelines that set forth realistic minimum and maximum time frames for WIOA Youth, Choices, and NCP Choices participants working toward a nonmonetary incentive.

NLF: Additionally, Boards’ guidelines must include deadlines for claiming nonmonetary incentives. This provision will ensure that participants are responsible for notifying Workforce Solutions Office staff and providing verification when they attain a goal within a designated time frame.

Example: An exempt Choices teen head of household successfully completes two weeks of job readiness activities and enters part-time employment. The

participant is notified that he or she has up to 15 days to provide appropriate verification to claim a nonmonetary incentive.

Strategies for Issuing Nonmonetary Incentives

NLF: Consistent with Cost Principles, 2 CFR Part 200, which requires all costs under an award to be reasonable, Boards must ensure that the value of a nonmonetary incentive is:

- tied to the size and nature of the achievement for which the incentive exists to encourage; and
- scaled to inspire participants to work toward the associated achievements.

Developing a Menu of Nonmonetary Incentives

NLF: Boards' guidelines must include a menu of nonmonetary incentives available to the WIOA Youth, Choices, and NCP Choices participants and provide the menu of nonmonetary incentives to the participant before starting the activity for which the incentive exists.

LF: Additionally, it is recommended that Boards provide a menu with at least three incentives of comparable value—for example, a \$30 prepaid credit card, a \$30 prepaid gas card, and a \$30 gift certificate—from which the participant may select. Some examples of nonmonetary incentives include the following:

- Prepaid credit cards such as a VISA Incentive Card—for example, in the amounts of \$10, \$20, \$25, or \$30—with no cash-back option;
- Prepaid merchant gift cards with no cash-back option;
- Prepaid gas cards—for example, in the amounts of \$10, \$20, \$25, or \$30;
- Prepaid mobile phone or Go Cards;
- Specialty gift certificates or vouchers for discounted or free goods or services—for example, car washes, car rentals, carpet cleaning, grocery stores, beauty salons;¹
- Surplus supply and equipment inventory eligible for disposition (for example, surplus computers that have been wiped clean of data, licensed software, and other nontransferable files).²

NLF: Boards must ensure that:

- effective internal control and accountability exists for all grant and subgrant cash, real and personal property, and other assets, in accordance with 2 CFR Part 200, Uniform Grant Management Standards (UGMS), and TWC's Financial Manual for Grants and Contracts;

¹ Items such as merchant and specialty gift cards or vouchers are allowable if they are reasonable and support enhanced program performance and self-sufficiency.

² As used in this WD Letter, surplus supply and equipment inventory refers to supplies and equipment that are eligible for disposition in accordance with 2 CFR Part 200, UGMS, and Chapter 13 of TWC's Financial Manual for Grants and Contracts, which includes thresholds for determining when prior TWC approval is required to dispose of such property.

- all such property is adequately safeguarded and used solely for authorized purposes; and
- the actions outlined in WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for Safeguarding the Issuance of Nonmonetary Incentives for Workforce Investment Act and Choices Participants,” and any subsequent issuances are followed.

Funding Availability

NLF: Boards that offer nonmonetary incentives must ensure that sufficient funds are budgeted from available resources to support the Boards’ nonmonetary incentive policy, particularly as it applies to participants who choose to target long-term achievements.

Example: A participant starts training in Fiscal Year 2018 (FY’18) and is informed that he or she may be eligible to receive a nonmonetary incentive. The training will not be completed until FY’19. The Board must plan accordingly for the incentive.

LF: Boards may leverage private funds for incentives that WIOA, Choices, and NCP Choices may not fund.

TWIST

NLF: To evaluate the effectiveness of strategies for the provision of nonmonetary incentives, Boards must ensure that, once WIOA Youth, Choices, or NCP Choices participants have been determined to be eligible to receive a nonmonetary incentive, accurate documentation is entered into TWIST under support service code *219-incentives*.

Additionally, Boards must ensure that when information is entered into TWIST under support service code *219-Incentives*, the:

- *Start Date* is the date the participant received the nonmonetary incentive;
- *Planned End Date* is the same as the start date;
- *End Date* is the same as the start date;
- *Actual Amount* is the value of the incentive; and
- *Comments* section contains:
 - the date the nonmonetary incentive payment (or voucher) was issued;
 - the type of payment (TOP); and
 - what the customer achieved—for example, “Issued 6/1/08: TOP—prepaid gas card for attaining GED before target date.”

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

REFERENCES:

Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200

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Choices Guide, <https://twc.texas.gov/choices-guide>
WIOA Guidelines for Adults, Dislocated Workers, and Youth,
[https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-
opportunity-act](https://twc.texas.gov/workforce-policy-guidance-workforce-innovation-and-opportunity-act)
NCP Choices Guide, [https://twc.texas.gov/programs/noncustodial-parent-choices-
program-guide](https://twc.texas.gov/programs/noncustodial-parent-choices-program-guide)
WD Letter 53-09, issued December 23, 2009, and entitled “Guidelines for
Safeguarding the Issuance of Nonmonetary Incentives and Workforce
Investment Act and Choices Participants”
WD Letter 17-18, issued October 1, 2018, and entitled “Workforce Automated
Systems Data Entry Deadlines for Board Contract Year 2019”

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 53-09
Date:	December 23, 2009
Keyword:	TANF/Choices; WIA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Laurence M. Jones, Director, Workforce Development Division

**Subject: Guidelines for Safeguarding the Issuance of Nonmonetary Incentives
for Workforce Investment Act and Choices Participants**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with guidance on safeguarding nonmonetary incentives for Workforce Investment Act (WIA) and Choices participants, specifically:

- developing internal controls for the safekeeping of incentive cards;
- developing strategies for issuing incentive cards; and
- ensuring policies and strategies are reviewed and tested.

BACKGROUND:

In October 2007, the State Auditor's Office (SAO) released a report on the Texas Workforce Commission's (Commission) administration of Choices. The SAO report expresses concern about the Boards' use of nonmonetary incentives. Under federal and state law, nonmonetary incentives are allowable for Choices participants; however, the SAO report cites specific concerns with the issuance of incentive cards, including a lack of procedures, review, and guidance from the Commission to the Boards on their use.

PROCEDURES:

Boards must develop guidelines and strategies to ensure the proper administration and control of incentive cards.

NLF

It is recommended that Boards implement a system by which Texas Workforce Center staff issues vouchers to WIA and Choices participants who are eligible for

LF

incentives. The vouchers would be redeemable for incentive cards through another designated Texas Workforce Center staff member, who would serve as the point of contact for:

- issuing incentive cards;
- reconciling amounts of incentive cards on hand with amounts received and distributed; and
- maintaining a receipt log that records each incentive card issued and the signature of the participant redeeming a voucher for that incentive card.

When establishing control measures, Boards must ensure that there is a distinct separation of duties regarding the acquisition, safekeeping, and accounting of incentive cards. If this is not possible, Boards must ensure that compensating controls are implemented.

NLF

Additionally, Boards must ensure that:

NLF

- incentive card quantities are signed for and verified by denomination when received;
- incentive cards are disbursed in the presence of two staff members or, if this is not possible, that a clear separation of duties exists with, for example, the case manager issuing a voucher for the incentive card and a separate Texas Workforce Center staff member issuing the incentive card;
- a receipt log is maintained on file that:
 - documents the number of incentive cards, the card numbers, and their denominations; and
 - is signed by both the case manager and the participant when an incentive card is issued;
- staff with incentive cards performs a physical inventory of the cards at the beginning and end of each business day;
- the receipt log is reconciled each month to an accounting system (such as a general ledger or a subsidiary ledger), and includes reconciliation of the inventory as well as the number of incentive cards, the card numbers, and their denominations;
- incentive cards are maintained in a secured and locked area at all times;
- access to incentive cards is limited to designated staff; and
- Board monitors review and test Texas Workforce Center incentive card controls as part of their monitoring plan.

Boards must be aware that the intent of these controls is to prevent collusion.

NLF

It is recommended that Boards periodically change the staff responsible for the inventory of incentive cards with a controlled turnover process.

LF

Boards must ensure that:

- policies in Chapter 2 of the Financial Manual for Grants and Contracts are followed to ensure effective internal control and accountability for all grant and sub-grant cash, real and personal property, and other assets;
- all such property is adequately safeguarded and used solely for authorized purposes; and
- if it is determined that incentive cards are missing, the procedures detailed in WD Letter 59-06, Change 1, issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update” are followed.

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

RESCISSIONS:

None

REFERENCE:

Texas Workforce Commission Financial Manual for Grants and Contracts, Chapter 2
WD Letter 27-08, issued October 23, 2008, and entitled “Guidelines for the Provision of Nonmonetary Incentives for Workforce Investment Act and Choices Participants”
WD Letter 59-06, Change 1 issued February 2, 2007, and entitled “Requirements for Reporting, Fact-Finding, and Prosecution of Fraud, Waste, Theft, and Program Abuse Cases, and Collection of Overpayments: Update”

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

Policy for Board-Provided Meals

- Establishes a policy to provide information on purchasing meals and refreshments for external customers during meetings, conferences, and other events.
- References TWC's Technical Assistance Bulletin (TAB) 259 as formal guidance.
- Board and contractor will follow this guidance to provide clear justification for purchasing meals and refreshments.



Policy for Internal Monitoring & Oversight of Cash Substitutes

- Establishes a policy to implement adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents (a.k.a. gift cards).
- Contracted Service Provider(s) should have procedures in place for safekeeping and the issuance of cash/cash equivalents.
- The board will ensure that the Contracted Service Provider(s) policies are followed to ensure adequate internal controls and accountability for cash/cash equivalents by performing at least two annual verifications of randomly chosen workforce centers.





AUDIT & FINANCE COMMITTEE REPORT



MEMORANDUM

To: Executive Committee
From: Adrian Lopez, CEO
Presented by: Angela Bush, Collective Strategies, CFO Services
Date: August 11, 2023
Subject: FY24 Annual Budget Approval

Summary: The Board staff prepares a budget based on the assumption of planned allocations from the Texas Workforce Commission and anticipated carryover funds from existing contracts. This budget is analyzed throughout the year and amended as additional funds are received or changes occur, which would warrant budget amendments.

Strategic Objective: Adopting the budget provides direction and authority to implement a plan for the delivery of services. This core process provides structure and guidance to the entity for expenditure controls and strategic allocation of resources, including but not limited to:

- Planning
- Coordination
- Resource Allocation
- Performance Review

Resource Allocation: Chief Elected officials and partners have requested that the board revisit the interlocal agreement and prepare a budget-based utilizing the agreed-upon methodology in the agreement, *“all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”*. Historically, the Board has maintained a target of 80% urban areas and a 20% aggregate for rural communities. WSA’s executive leadership team reviewed Texas Administrative Code 800, Chapter B, Allocations (TAC 800). From the guidance of TAC 800 and allocations received from the Texas Workforce Commission, the Board has prepared detailed service delivery allocations that will reflect an average allocation, excluding the City of San Antonio's Ready to Work Program of 81.66% to urban communities, and an aggregate of 18.34% to rural communities which is being implemented and tracked by each county. The Board has previously not implemented or tracked the budget down to the county level but has allocated resources based on need; therefore, the Board is expecting the make several necessary by-county adjustments in FY24.

The Budget by Fund and Category additionally shows the methodology for allocating each fund. Formula funds were allocated based on the formulas in TAC 800 and allocation factors from TWC. When a clear formula was unavailable, the funding source and participants served were considered to determine a reasonable formula to allocate the funds to each county fairly. The Board’s methodology was additionally sent to Texas Workforce Commission for feedback; feedback will

be incorporated in the annual budget reconciliation brought to the Noard in Budget Amendment #1, which will occur in January or February 2024.

Budget Allocations are presented in the following sections:

- Board Administration or Corporate Budget
- Facilities Budget - Rent and support of the facilities and other items to support the contractor staff, software, supplies, and equipment.
- Special Projects- Workforce Commission Initiatives (Red, White, and YOU and Careers in Texas Industries).
- Contractor Budget for Adult, Youth, and Childcare Services.
- Reserve for Child Care and Fee of Services Surpluses

Budget Summary:

In summary, the budget is expected to increase approximately 10.26% from \$174,234,415 to \$192,112,907. In FY24, the Board is expected to have a projected surplus of approximately \$215,000.

FY24 BUDGET COMPARISON- FY24 PROPOSED BUDGET TO FY23 PROJECTED ACTUALS						
Budget Category	FY23 Budget Amendment #2	FY23 Projected Expenditures	Projected Exp. (%)	FY24 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
Salaries and Wages	\$ 3,981,451	\$ 3,637,558	91.36%	\$ 4,359,985	\$ 378,534	9.51%
Fringe Benefits	1,116,021	973,354.00	87.22%	1,153,947	37,926	3.40%
Staff Travel	62,000	62,000.00	100.00%	160,045	98,045	158.14%
Staff Development	162,000	162,000.00	100.00%	193,250	31,250	19.29%
Total Personnel	\$ 5,321,472	\$ 4,834,912	90.86%	\$ 5,867,227	\$ 545,755	10.26%
Facilities	467,817	465,679	99.54%	526,665	58,848	12.58%
Equipment Related	254,319	221,770	87.20%	277,994	23,675	9.31%
General Office	645,000	474,469	73.56%	641,700	(3,300)	-0.51%
Professional Services	1,860,000	1,647,582	88.58%	1,987,110	127,110	6.83%
Board of Directors	45,000	45,000	100.00%	45,000	-	0.00%
Corporate Total	\$ 8,593,608	\$ 7,689,413	89.48%	\$ 9,345,696	\$ 752,088	8.75%
Facilities	6,751,232	5,894,816	87.31%	7,777,328	1,026,096	15.20%
Reserve	10,245,869	4,677,307	45.65%	10,891,296	645,427	6.30%
Projects	424,380	422,228	99.49%	94,250	(330,130)	-77.79%
Service Delivery	148,219,325	141,532,714	95.49%	164,004,337	15,785,012	10.65%
Facilities & Service Delivery	\$ 165,640,807	\$ 152,527,065	92.08%	\$ 182,767,211	\$ 17,126,404	10.34%
Total Budget	\$ 174,234,415	\$ 160,216,478	91.95%	\$ 192,112,907	\$ 17,878,492	10.26%

Personnel Cost: Personnel Costs are expected to increase by 10.26% as the Board moves to fill vacant positions; replacing individuals typically is more costly than a tenured person in the position, which also results in increased staff training and development costs. The Board additionally included staff cost of living and merit increases, which will be at most 5% of current salaries (3% for COLA and 2% merit.). An additional 3% of incentive pay is budgeted for staff that shows exemplary performance and contribution to the agency over and above normal expectations as allowable by the Board’s incentive policy. Local travel costs are budgeted to increase the presence and outreach in rural communities.

Other Corporate Costs: Overall corporate costs are expected to increase by \$206,333, with most

of the cost being in temporary services, which are utilized to assist in temporary vacancies and assist where additional support is needed over oversight and compliance of program design and implementation.

Facilities: Facility cost is expected to increase by 15.2% or \$1,026,096, which includes the delivery of the mobile unit and the relocation of two Workforce Centers, Marbach and Walzem. Additional infrastructure improvement includes the continuing implementation of cloud-based systems throughout the workforce system in the 13-county area.

Projects: Projects related to service delivery were realigned to the Service Delivery budget, job fairs such as Red White and YOU, and Careers in Texas Industries job fairs remain in the project line item. This line item will be increased as needed as other projects are added.

Service Delivery: The Service Delivery budget has increased by approximately 10.65% by \$15,782,012. A detailed listing of program changes is provided on the Line-Item Budget; several COVID-19 initiatives have expired, which are also highlighted. Key variances that contribute to the increase include:

- Ready to Work Carry Over \$13,696,050, we expect most ready-to-work funds to be expended in FY24.
- Child Care (CCDF) increase of \$9,763,343; this is additionally subject to FY24 Child Care targets received in the early fall.
- Child Care Quality Texas Rising Star Provider funds increase of \$850,000.

Staff Recommendation: Discussion and possible action to approve the Annual Budget from October 1, 2023, to September 30, 2024. The budget will be amended after the final allocations are received and the close-out of the current fiscal year.

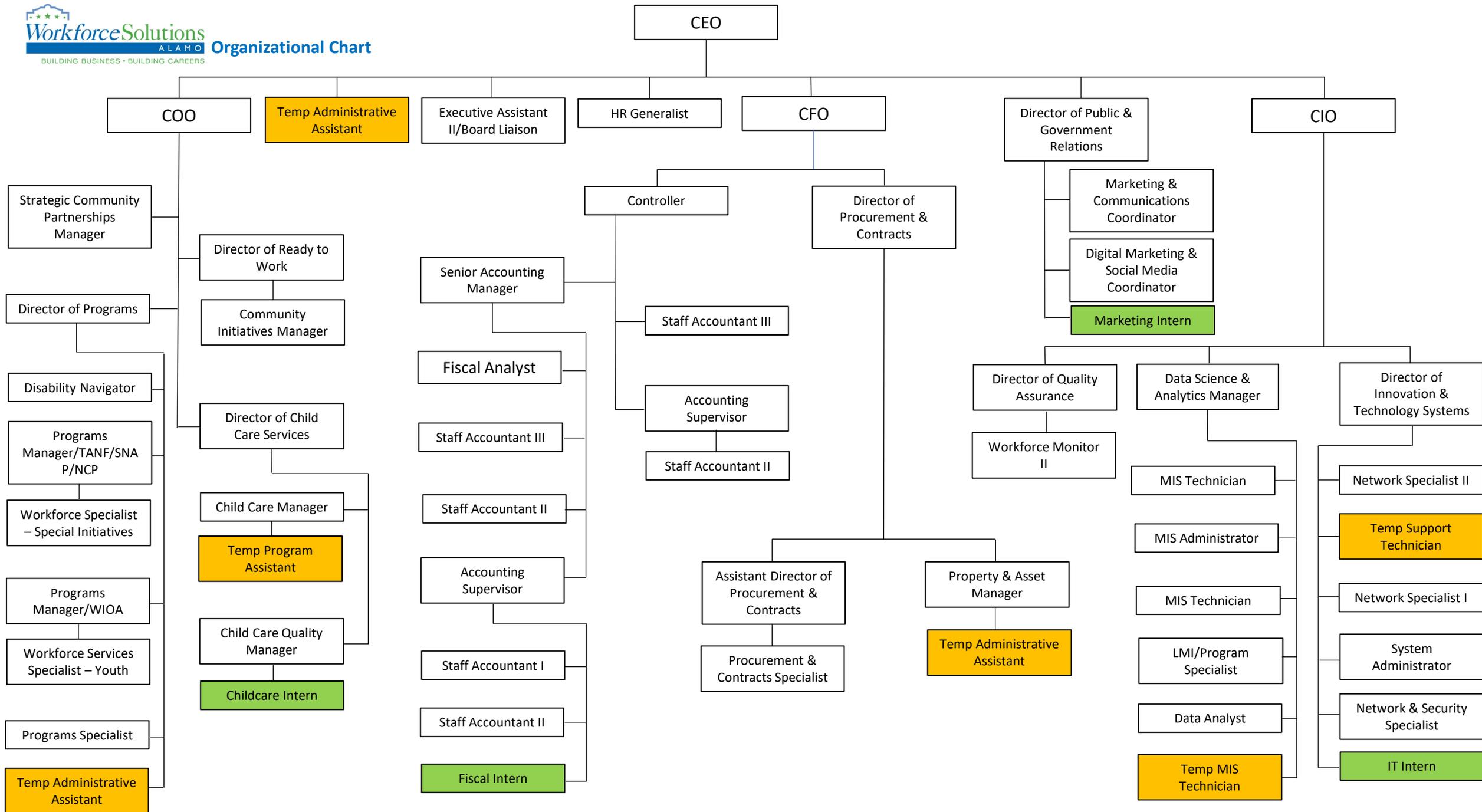
Attachment:

Budget Summary

Budget by Fund and Category and Line-Item Budget

Budget Allocation by County for Service Delivery, Reserve, and Projected Surplus

Texas Administrative Code 800 Sub Chapter B, Allocation Methodology



Workforce Solutions Alamo
October 1, 2023-September 30, 2024
Budget Summary

FY24 BUDGET COMPARISON- FY24 PROPOSED BUDGET TO FY23 PROJECTED ACTUALS						
Budget Category	FY23 Budget Amendment #2	FY23 Projected Expenditures	Projected Exp. (%)	FY24 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)
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Corporate Total	\$ 8,593,608	\$ 7,689,413	89.48%	\$ 9,345,696	\$ 752,088	8.75%
Facilities	6,751,232	5,894,816	87.31%	7,777,328	1,026,096	15.20%
Reserve	10,245,869	4,677,307	45.65%	10,891,296	645,427	6.30%
Projects	424,380	422,228	99.49%	94,250	(330,130)	-77.79%
Service Delivery	148,219,325	141,532,714	95.49%	164,004,337	15,785,012	10.65%
Facilities & Service Delivery	\$ 165,640,807	\$ 152,527,065	92.08%	\$ 182,767,211	\$ 17,126,404	10.34%
Total Budget	\$ 174,234,415	\$ 160,216,478	91.95%	\$ 192,112,907	\$ 17,878,492	10.26%

Workforce Solutions Alamo FY24 Budget
October 1, 2023-September 30, 2024
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	ALLOCATION METHODOLOGY	CFDA	FY23 CARRY OVER
MIDDLE SKILLS GRANT	Special Initiative use CFDA Source for by county allocation	ADULT-17.258	\$ 58,220
MILITARY FAMILY SUPPORT - BEXAR ONLY	Bexar County Only	ADULT-17.258	101,248
WIOA ADULT	Adult Formula	ADULT-17.258	-
WIOA DISLOCATED	Requested Weight on Formula factors - See DW Tab for proposed allocation methodology	DW-17.278	740,706
WIOA RAPID RESPONSE	Participants remaining in the program that the board may outreach for services.	DW-17.278	44,705
NON CUSTODIAL PARENT-BEXAR ONLY	Bexar County Only	TANF-93.558	
TANF	Formula	TANF-93.558	1,521,418
SNAP E&T	SNAP Formula	SNAP-10.561	
RE-EMPLOYMENT SERVICES	WIOA Dislocated Worker Long Term Unemployed	UI-17.225	
STUDENT HIREABILITY NAVIAGATOR	VR Youth Program- Could Co- enroll with Youth, therefore used Youth Formula	VR-YOUTH	
VRS PAID WORK EXPERIENCE	VR Youth Program- Could Co- enroll with Youth, therefore used Youth Formula	VR-YOUTH	
READY TO WORK	Bexar County Only	COSA-General	27,776,304
WIOA YOUTH	Formula	YOUTH-17.259	371,074
CHILD CARE CCDF-DISCRETIONARY	CCDF Discretionary Formula	CCDF-93.575	2,560,790
CHILD CARE QUALITY	CCDF Discretionary Formula	CCDF-93.575	200,000
CHILD CARE QUALITY PROVIDER ONLY	CCDF Discretionary Formula	CCDF-93.575	
CHILD CARE CCDF-MANDATORY	CCDF Mandatory Formula	CCDF-93.575	
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	CCDF Mandatory Formula	CCDF-93.575	
CHILD CARE CCM-MATCH	Formula	CCDF-93.596	7,539,884
CHILD CARE CONTRACT SLOTS	4 and 5 Star Child Care Center in each county to total eligible providers	CCDF-93.575	512,064
TRADE ACT SERVICES	Dislocated Worker Formula	TAA-17.245	9,280
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	Employment Services Formula Source of Funding	ES-17.207	42,617
SUMMER EARN & LEARN	VR Youth Program- Could Co- enroll with Youth, therefore used Youth Formula	VR-YOUTH	300,000
TEACHERS EXTERNSHIP	Equal Distribution to Each County	DW-17.278	20,000
WORK COMMISION INITIATIVES	Special Initiative use CFDA Source for by county allocation	ADULT-17.258	
RESOURCE ADMIN GRANT	No Service Delivery Admin Only	ES-17.207	
NON-FEDERAL	N/A	N/A	
EMPLOYMENT SERVICES	No Service Delivery Facility Support	ES-17.207	146,106
EMPLOYMENT SERVICES	No Service Delivery Facility Support	ES-17.207	182,632
VETERANS EMPLOYMENT SERVICE	No Service Delivery Facility Support	ES-17.801	
VR INFRASTRUCTURE	No Service Delivery Facility Support	Z-FACILITIES	494,355
Total			\$ 42,621,403

Workforce Solutions Alamo FY24 Budget
October 1, 2023-September 30, 2024
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	FY24 ALLOCATIONS	FY25 ESTIMATES	OCTOBER 1, 2023-SEPTEMBER 30, 2024
MIDDLE SKILLS GRANT			\$ 58,220
MILITARY FAMILY SUPPORT - BEXAR ONLY	166,422	55,474	323,144
WIOA ADULT	3,968,814	1,700,920	5,669,734
WIOA DISLOCATED	3,581,125	1,193,721	5,515,552
WIOA RAPID RESPONSE	14,902		59,607
NON CUSTODIAL PARENT-BEXAR ONLY	437,578		437,578
TANF	6,851,831		8,373,249
SNAP E&T	1,326,152		1,326,152
RE-EMPLOYMENT SERVICES	850,280		850,280
STUDENT HIREABILITY NAVIAGATOR	192,500	16,800	209,300
VRS PAID WORK EXPERIENCE	25,000	200,000	225,000
READY TO WORK			27,776,304
WIOA YOUTH	4,813,898	1,203,474	6,388,446
CHILD CARE CCDF-DISCRETIONARY	92,474,242	2,585,310	97,620,342
CHILD CARE QUALITY	2,758,898		2,958,898
CHILD CARE QUALITY PROVIDER ONLY	2,000,000		2,000,000
CHILD CARE CCDF-MANDATORY	6,250,691		6,250,691
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	6,621,905	529,752	7,151,657
CHILD CARE CCM-MATCH	3,792,093	3,792,093	15,124,070
CHILD CARE CONTRACT SLOTS			512,064
TRADE ACT SERVICES	37,500		46,780
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	177,510		220,127
SUMMER EARN & LEARN	600,000		900,000
TEACHERS EXTERNSHIP	180,000	20,000	220,000
WORK COMMISION INITIATIVES	94,250		94,250
RESOURCE ADMIN GRANT	11,857		11,857
NON-FEDERAL	50,000		50,000
EMPLOYMENT SERVICES			146,106
EMPLOYMENT SERVICES	589,441		772,073
VETERANS EMPLOYMENT SERVICE	284,084		284,084
VR INFRASTRUCTURE	42,987		537,342
Total	\$ 138,193,960	\$ 11,297,544	\$ 192,112,907

Workforce Solutions Alamo FY24 Budget
October 1, 2023-September 30, 2024
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	CORPORATE	FACILITES	PROJECTS
MIDDLE SKILLS GRANT	\$ -	\$ -	\$ -
MILITARY FAMILY SUPPORT - BEXAR ONLY	-	-	
WIOA ADULT	1,178,237	1,381,018	
WIOA DISLOCATED	1,277,937	1,381,018	
WIOA RAPID RESPONSE	25,205	-	
NON CUSTODIAL PARENT-BEXAR ONLY	84,969	44,505	
TANF	1,264,078	911,742	
SNAP E&T	196,659	292,372	
RE-EMPLOYMENT SERVICES	80,809	-	
STUDENT HIREABILITY NAVIAGATOR	115,034	-	
VRS PAID WORK EXPERIENCE	-	-	
READY TO WORK	887,789	239,499	
WIOA YOUTH	1,318,405	1,051,790	
CHILD CARE CCDF-DISCRETIONARY	2,459,680	771,070	
CHILD CARE QUALITY	186,902	81,248	
CHILD CARE QUALITY PROVIDER ONLY	-	-	
CHILD CARE CCDF-MANDATORY	-	-	
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	-	-	
CHILD CARE CCM-MATCH	-	-	
CHILD CARE CONTRACT SLOTS	-	-	
TRADE ACT SERVICES	2,339	-	
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	-	-	
SUMMER EARN & LEARN	44,385	15,313	-
TEACHERS EXTERNSHIP	23,999	5,563	-
WORK COMMISION INITIATIVES	-	-	94,250
RESOURCE ADMIN GRANT	11,857	-	
NON-FEDERAL	50,000	-	
EMPLOYMENT SERVICES	14,611	131,495	
EMPLOYMENT SERVICES	77,207	694,865	
VETERANS EMPLOYMENT SERVICE	17,187	266,897	
VR INFRASTRUCTURE	28,408	508,934	
Total	\$ 9,345,696	\$ 7,777,328	\$ 94,250

Workforce Solutions Alamo FY24 Budget
October 1, 2023-September 30, 2024
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	URBAN SERVICE DELIVERY OPERATIONS	RURAL SERVICE DELIVERY OPERATIONS
MIDDLE SKILLS GRANT	\$ -	\$ -
MILITARY FAMILY SUPPORT - BEXAR ONLY	290,830	-
WIOA ADULT	1,669,269	508,066
WIOA DISLOCATED	1,034,737	964,881
WIOA RAPID RESPONSE	29,211	5,191
NON CUSTODIAL PARENT-BEXAR ONLY	246,483	-
TANF	4,144,345	813,598
SNAP E&T	553,300	116,397
RE-EMPLOYMENT SERVICES	600,641	168,830
STUDENT HIREABILITY NAVIAGATOR	73,110	21,156
VRS PAID WORK EXPERIENCE	-	-
READY TO WORK	8,910,819	-
WIOA YOUTH	2,194,800	635,119
CHILD CARE CCDF-DISCRETIONARY	4,046,086	835,438
CHILD CARE QUALITY	985,407	203,467
CHILD CARE QUALITY PROVIDER ONLY	-	-
CHILD CARE CCDF-MANDATORY	-	-
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	-	-
CHILD CARE CCM-MATCH	-	-
CHILD CARE CONTRACT SLOTS	-	-
TRADE ACT SERVICES	-	-
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)	166,358	53,769
SUMMER EARN & LEARN	372,274	107,726
TEACHERS EXTERNSHIP	10,803	129,635
WORK COMMISION INITIATIVES	-	-
RESOURCE ADMIN GRANT	-	-
NON-FEDERAL	-	-
EMPLOYMENT SERVICES	-	-
EMPLOYMENT SERVICES	-	-
VETERANS EMPLOYMENT SERVICE	-	-
VR INFRASTRUCTURE	-	-
Total	\$ 25,328,474	\$ 4,563,275

Workforce Solutions Alamo FY24 Budget
October 1, 2023-September 30, 2024
FY24 Budget by Fund and Cost Category

FUNDING SOURCE	CLIENTS-URBAN	CLIENT-RURAL	RESERVE-URBAN	RESERVE-RURAL
MIDDLE SKILLS GRANT	\$ 44,635	\$ 13,585	\$ -	\$ -
MILITARY FAMILY SUPPORT - BEXAR ONLY	32,314			-
WIOA ADULT	715,401	217,743		-
WIOA DISLOCATED	443,459	413,521		-
WIOA RAPID RESPONSE				-
NON CUSTODIAL PARENT-BEXAR ONLY	61,621		-	-
TANF	1,036,086	203,400		-
SNAP E&T	138,325	29,099		-
RE-EMPLOYMENT SERVICES				-
STUDENT HIREABILITY NAVIAGATOR				-
VRS PAID WORK EXPERIENCE	174,503	50,497		-
READY TO WORK	17,584,300		153,896	-
WIOA YOUTH	921,634	266,697		-
CHILD CARE CCDF-DISCRETIONARY	72,046,547	14,876,210	2,142,853	442,457
CHILD CARE QUALITY	1,244,839	257,035		-
CHILD CARE QUALITY PROVIDER ONLY	1,657,714	342,286		-
CHILD CARE CCDF-MANDATORY	5,180,930	1,069,761		-
CHILD CARE CCP-DFPS PROTECTIVE SERVICES	5,312,754	1,309,151	425,020	104,732
CHILD CARE CCM-MATCH	5,835,297	1,726,738	5,835,297	1,726,738
CHILD CARE CONTRACT SLOTS	434,609	77,455		-
TRADE ACT SERVICES	37,152	7,289		-
TRAINING & EMPLOYMENT NAVIGATOR (PILOT PROGRAM)				-
SUMMER EARN & LEARN	232,671	67,329	46,768	13,534
TEACHERS EXTERNSHIP	3,846	46,154	-	-
WORK COMMISION INITIATIVES				-
RESOURCE ADMIN GRANT			-	-
NON-FEDERAL				-
EMPLOYMENT SERVICES				-
EMPLOYMENT SERVICES			-	-
VETERANS EMPLOYMENT SERVICE				-
VR INFRASTRUCTURE				-
Total	\$ 113,138,639	\$ 20,973,949	\$ 8,603,835	\$ 2,287,461

Workforce Solutions Alamo FY24 Budget
October 1, 2023-September 30, 2024
Line Item Budget

	Annual	Annual	Projected		Proposed		
	Approved	Amended	Expensed	%	Budget	Percentage	Dollar
	Budget	Budget		Projected		Change	Change
	2022-2023	2022-2023	2022-2023	Expensed	2023-2024		
PERSONNEL							
Salaries/Wages	\$ 3,798,277	\$ 3,448,277	\$ 3,415,920	99%	\$ 3,951,656	15%	\$ 503,379
Internships	180,096.00	180,096	30,576	17%	117,062	-35%	(63,034)
Cost of Living Increase (3%)	97,898.31	97,898	72,361	74%	103,630	6%	5,732
Performance Based Increase (2%)	65,265.54	65,266	42,735	65%	69,087	6%	3,821
Staff Incentives (3%) - One Time	189,913.85	189,914	75,966	40%	118,550	-38%	(71,364)
Fringe Benefits	1,316,020.60	1,116,021	973,354	87%	1,153,947	3%	37,926
Staff Travel	62,000.00	62,000	62,000	100%	160,045	158%	98,045
Staff Training/Development	162,000.00	162,000	162,000	100%	193,250	19%	31,250
PERSONNEL SUBTOTAL:	5,871,471.32	5,321,471	4,834,912	91%	5,867,227	10%	545,756
FACILITY							
Rent	417,817.00	447,817	449,521	100%	461,665	3%	13,848
Storage	15,000.00	20,000	16,158	81%	30,000	50%	10,000
Maintenance and Repair					35,000	100%	
Building Out/Moving Expenses					-		
FACILITY SUBTOTAL:	432,817.00	467,817	465,679	100%	526,665	13%	58,848
EQUIPMENT/RELATED COSTS							
Equipment Purchases	50,000.00	77,500	72,430	93%	87,800	13%	10,300
Equipment Rental	15,000.00	15,000	15,226	102%	15,000	0%	-
Repair & Maintenance-Equipment	-	-	-	0%	-	0%	-
Software Licenses & Maintenance	161,819.00	161,819	134,114	83%	175,194	8%	13,375
Software Maintenance & Support				0%			
EQUIPMENT/RELATED COSTS SUBTOTAL:	226,819.00	254,319	221,770	87%	277,994	9%	23,675
GENERAL OFFICE EXPENSES							
Communications	50,000.00	50,000	46,580	93%	47,300	-5%	(2,700)
Advertising	35,000.00	10,000	2,662	27%	10,000	0%	-
Insurance	300,000.00	300,000	175,000	58%	300,000	0%	-
Office Supplies	50,000.00	30,000	21,036	70%	23,700	-21%	(6,300)
Postage/Shipping/Other	7,500.00	7,500	5,250	70%	7,500	0%	-
Printing, Binding & Reproduction	20,000.00	20,000	18,538	93%	20,000	0%	-
Publications & Subscriptions	7,500.00	7,500	6,550	87%	13,200	76%	5,700
Dues	25,000.00	25,000	22,113	88%	25,000	0%	-
Marketing (External)	120,000.00	120,000	120,000	100%	120,000	0%	-
Miscellaneous Costs	25,000.00	25,000	6,742	27%	25,000	0%	-
Non Federal	50,000.00	50,000	50,000	100%	50,000	0%	-
GENERAL OFFICE EXP SUBTOTAL:	690,000.00	645,000	474,469	74%	641,700	-1%	(3,300)
PROFESSIONAL SERVICES							
Legal-General Corporate Matters	100,000.00	100,000	97,782	98%	125,000	25%	25,000
Legal-Other Corporate Matters	75,000.00	125,000	68,562	55%	75,000	-40%	(50,000)
Audit	75,000.00	75,000	70,000	93%	75,000	0%	-
Monitoring (Contractor)	500,000.00	500,000	447,162	89%	500,000	0%	-
Professional Services	600,000.00	1,025,000	931,526	91%	1,172,110	14%	147,110
Payroll Fees	35,000.00	35,000	32,552	93%	40,000	14%	5,000
PROFESSIONAL SERVICES SUBTOTAL	1,385,000.00	1,860,000	1,647,582	89%	1,987,110	7%	127,110
BOARD EXPENSES							
Board Member Travel	5,000.00	5,000	5,000	100%	5,000	0%	-
Board Member Training/Development	25,000.00	33,000	25,000	76%	25,000	-24%	(8,000)
Board Meetings/Misc.	15,000.00	7,000	15,000	214%	15,000	114%	8,000
BOARD EXPENSES SUBTOTAL	45,000.00	45,000	45,000	100%	45,000	0%	-
TOTAL WSA CORPORATE BUDGET	8,651,107.32	8,593,607	7,689,413	89%	9,345,696	9%	752,089
SUMMARY:							
Personnel	5,871,471.32	5,321,471	4,834,912	91%	5,867,227	10%	545,756
Facility	432,817.00	467,817	465,679	100%	526,665	13%	58,848
Equipment/Related Costs	226,819.00	254,319	221,770	87%	277,994	9%	23,675
General Office Expenses	690,000.00	645,000	474,469	74%	641,700	-1%	(3,300)
Professional Services	1,385,000.00	1,860,000	1,647,582	89%	1,987,110	7%	127,110
Board Expenses	45,000.00	45,000	45,000	100%	45,000	0%	-
TOTAL WSA CORPORATE BUDGET	8,651,107.32	8,593,607	7,689,413	89%	9,345,696	9%	752,089

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	Annual	Annual	Projected		Proposed		
	Approved	Amended	Expensed	%	Budget	Percentage	Dollar
	Budget	Budget		Projected		Change	Change
	2022-2023	2022-2023	2022-2023	Expensed	2023-2024		
FACILITY & INFRASTRUCTURE BUDGET							
Facility Related Occupancy	3,673,539.00	\$ 3,673,539	\$ 3,670,038	100%	4,258,093.00	16%	\$ 584,554
Equipment Related	1,121,562.63	771,563	566,009	73%	1,163,000.00	51%	391,437
Rental of Equipment	124,916.00	99,916	65,675	66%	79,440.00	-20%	(20,476)
Software Related	506,139.60	531,140	483,966	91%	580,795.00	9%	49,655
Communications	294,235.20	394,235	359,422	91%	437,400.00	11%	43,165
General Office	105,840.00	130,840	158,411	121%	156,600.00	20%	25,760
Other Professional Services	500,000.00	400,000	279,741	70%	402,000.00	1%	2,000
Reserve Facility (Port San Antonio/Walzem)	500,000.00	750,000	311,554	42%	700,000.00	-7%	(50,000)
TOTAL FACILITY & INFRASTRUCTURE BUDGET	6,826,232.43	\$ 6,751,232	\$ 5,894,816	87%	\$ 7,777,328	15%	\$ 1,026,096
RESERVE UNOBLIGATED	14,923,178.38	\$ 10,245,869	\$ 4,677,309	31%	\$ 10,891,296	6%	\$ 645,427
PROJECTS	364,820.00	\$ 424,380	\$ 422,228	99%	\$ 94,250	-78%	\$ (330,130)
SERVICE DELIVERY BUDGET							
MIDDLE SKILLS GRANT		116,439	58,219	50%	58,220	-50%	\$ (58,219)
MILITARY FAMILY SUPPORT	766,362	334,140	232,892	70%	323,144	-3%	(10,995)
NDW COVID 19	2,902,092	1,648,951	1,648,951	100%	-	-100%	(1,648,951)
NDW WINTER STORM	34,836	47,012	47,012	100%	-	-100%	(47,012)
WIOA ADULT	2,662,647	2,778,033	2,778,033	100%	3,110,479	12%	332,446
WIOA DISLOCATED	4,334,259	4,055,902	3,650,312	90%	2,856,597	-30%	(1,199,305)
WIOA-DESIGNATION (DW FOR ADULTS)		500,000	500,000	100%	-	-100%	(500,000)
WIOA RAPID RESPONSE	59,377	39,742	39,742	100%	34,402	-13%	(5,340)
NON CUSTODIAL PARENT	361,548	362,112	352,832	97%	308,104	-15%	(54,008)
TANF	5,516,454	6,449,098	5,927,680	92%	6,197,429	-4%	(251,669)
SNAP E&T	658,889	872,769	872,769	100%	837,122	-4%	(35,647)
REEMPLOYMENT SERVICES	637,195	595,726	595,726	100%	769,471	29%	173,745
SKILLS DEVELOPMENT FUND	250,000	241,555	241,555	100%	-	-100%	(241,555)
STUDENT HIREABILITY NAVIAGATOR	81,577	75,497	32,880	44%	94,266	25%	18,770
VR PAID WORK EXPERIENCE	-	25,000	2,500	10%	225,000	800%	200,000
CITY OF SAN ANTONIO-NON-FEDERAL TJSJA	-	31,265	31,265	100%	-	-100%	(31,265)
CITY OF SAN ANTONIO- READY TO WORK	18,901,285	12,799,069	11,732,085	92%	26,495,119	107%	13,696,050
WIOA YOUTH	3,044,869	3,390,280	3,034,878.00	90%	4,018,251	19%	627,971
CHILD CARE CCDF	67,787,950	82,040,938	81,424,025	99%	91,804,282	12%	9,763,343
CHILD CARE CCDF-MANDATORY					6,250,691		
CHILD CARE-SERVICE INDUSTRY RECOVERY	5,468,899	3,368,760	3,368,760	100%	-	-100%	(3,368,760)
CHILD CARE CCDF-SUPPLEMENTAL	5,929,133	5,929,133	2,929,133	49%	-	-100%	(5,929,133)
CHILD CARE-CCQ QUALITY	1,792,079	6,519,332	6,319,332	97%	2,690,748	-59%	(3,828,584)
CHILD CARE-CCQ TEXAS RISING STAR INCENTIVES	1,150,000	1,150,000	1,150,000	100%	2,000,000	74%	850,000
CHILD CARE CCP	6,621,905	6,151,265	6,036,587	98%	6,621,905	8%	470,640
CHILD CARE CCM	2,177,272	7,273,742	7,273,742	100%	7,562,035	4%	288,293
CHILD CARE CONTRACTED SLOTS	596,800	238,883	172,815	72%	512,064	114%	273,181
TRADE ACT SERVICES	500,000	53,254	47,280	89%	44,441	-17%	(8,813)
TRAINING AND EMPLOYMENT NAVIGATOR	-	111,488	68,871	62%	220,127	97%	108,639
VR SUMMER EARN AND LEARN	650,000	650,000	592,897.00	91%	780,000	20%	130,000
INFRA SUPPORT VR	81,096	82,227	82,227	100%	-	-100%	(82,227)
EXTERNSHIP FOR TEACHERS	184,000	287,714	287,714.00	100%	190,438	-34%	(97,276)
SERVICE DELIVERY BUDGET	133,150,525	148,219,325	\$ 141,532,714	95%	\$ 164,004,337	11%	\$ 15,785,012
TOTAL	\$ 163,915,863	\$ 174,234,415	\$ 160,216,480	92%	\$ 192,112,907	0%	\$ 17,878,493

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County	City	Adult Allocation CFDA/ALN 17.258	Middle Skills Grant - Direct Client Only	Military Family Support Bexar County Only	WIOA Adult	Total Adult Allocation
Budget			\$ 58,220.00	\$ 323,144.45	\$ 3,110,479.34	\$ 3,491,843.79
Bexar (RTW)	San Antonio					
Bexar	San Antonio	76.67%	\$ 44,634.76	\$ 323,144.45	\$ 2,384,670.20	\$ 2,752,449.41
Atascosa	Pleasanton	2.04%	1,188.71		63,508.33	64,697.04
Bandera	Bandera	0.99%	576.44		30,797.19	31,373.63
Comal	New Braunfels	4.73%	2,755.64		147,223.51	149,979.15
Frio	Pearsall	1.31%	762.92		40,760.14	41,523.06
Gillespie	Fredericksburg	0.52%	300.79		16,070.21	16,371.00
Guadalupe	Seguin	4.27%	2,487.85		132,916.80	135,404.65
Karnes	Kenedy	0.88%	512.88		27,401.16	27,914.04
Kendall	Boerne	1.09%	635.75		33,965.59	34,601.33
Kerr	Kerrville	1.45%	841.50		44,958.39	45,799.89
McMullen	Tilden	3.37%	1,963.37		104,895.42	106,858.79
Medina	Hondo	1.67%	973.82		52,027.57	53,001.39
Wilson	Floresville	1.01%	585.57		31,284.84	31,870.41
Total		100.00%	\$ 58,220.00	\$ 323,144.45	\$ 3,110,479.34	\$ 3,491,843.79

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 Service Delivery Allocations

County	City	Youth Allocation CFDA/ALN 17.259	WIOA Youth	Summer Earn and Learn (Serves Youth)	VRS Paid Work Experience (Serves Youth)	Student Hireability Navigator (Youth Support)	Total Youth Allocation
Budget			\$ 4,018,250.75	\$ 780,000.00	\$ 225,000.00	\$ 94,266.42	\$ 5,117,517.18
Bexar (RTW)	San Antonio						
Bexar	San Antonio	77.56%	\$ 3,116,434.58	\$ 604,944.57	\$ 174,503.24	\$ 73,110.21	\$ 3,968,992.60
Atascosa	Pleasanton	2.18%	87,694.93	17,022.84	4,910.44	2,057.29	111,685.50
Bandera	Bandera	0.77%	30,941.83	6,006.25	1,732.57	725.88	39,406.54
Comal	New Braunfels	4.47%	179,792.11	34,900.22	10,067.37	4,217.85	228,977.55
Frio	Pearsall	1.19%	47,893.17	9,296.75	2,681.75	1,123.55	60,995.22
Gillespie	Fredericksburg	0.49%	19,563.78	3,797.61	1,095.46	458.96	24,915.81
Guadalupe	Seguin	4.22%	169,737.68	32,948.51	9,504.38	3,981.97	216,172.55
Karnes	Kenedy	0.64%	25,581.22	4,965.68	1,432.41	600.12	32,579.44
Kendall	Boerne	0.98%	39,359.67	7,640.28	2,203.93	923.36	50,127.24
Kerr	Kerrville	1.47%	59,205.53	11,492.64	3,315.18	1,388.94	75,402.29
McMullen	Tilden	3.37%	135,352.90	26,273.93	7,579.02	3,175.32	172,381.17
Medina	Hondo	1.33%	53,510.69	10,387.19	2,996.31	1,255.34	68,149.52
Wilson	Floresville	1.32%	53,182.65	10,323.51	2,977.94	1,247.64	67,731.74
Total		100.00%	\$ 4,018,250.75	\$ 780,000.00	\$ 225,000.00	\$ 94,266.42	\$ 5,117,517.18

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County	City	WIOA Dislocated Worker	WIOA RAPID Response	Total Dislocated Worker	Relative Percent RESEA Special CFDA/ALN 17.225	RESEA
Budget		\$ 2,856,597.42	\$ 34,402.21	\$ 2,890,999.63		\$ 769,470.74
Bexar (RTW)	San Antonio					
Bexar	San Antonio	1,602,681.14	29,211.34	1,631,892.49	78.06%	643,267.73
Atascosa	Pleasanton	112,963.43	305.35	113,268.77	1.94%	22,054.89
Bandera	Bandera	72,212.04	-	72,212.04	0.80%	-
Comal	New Braunfels	220,825.00	4,885.52	225,710.52	6.56%	25,730.71
Frio	Pearsall	66,069.98	-	66,069.98	0.68%	13,477.99
Gillespie	Fredericksburg	91,008.38	-	91,008.38	0.34%	2,450.54
Guadalupe	Seguin	173,040.93	-	173,040.93	5.69%	34,307.61
Karnes	Kenedy	74,935.10	-	74,935.10	0.43%	8,576.90
Kendall	Boerne	89,545.83	-	89,545.83	1.25%	7,351.63
Kerr	Kerrville	80,764.80	-	80,764.80	0.99%	2,450.54
McMullen	Tilden	43,173.47	-	43,173.47	0.00%	-
Medina	Hondo	107,651.59	-	107,651.59	1.71%	3,675.82
Wilson	Floresville	121,725.73	-	121,725.73	1.56%	6,126.36
Total		\$ 2,856,597.42	\$ 34,402.21	\$ 2,890,999.63	100.00%	\$ 769,470.74

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Service Delivery Allocations

County	City	Relative Percent TAA	TAA CFDA/ALN 17.245	Relative Percent TANF CFDA/ALN 93.558	TANF	Non Custodial Parent	Total TANF
Budget			\$ 44,441.00		\$ 6,197,428.89	\$ 308,104.28	\$ 6,505,533.17
Bexar (RTW)	San Antonio						
Bexar	San Antonio	90.68%	40,300.53	83.60%	5,180,971.61	\$ 308,104.28	5,489,075.88
Atascosa	Pleasanton	6.21%	2,760.31	2.87%	177,633.31		177,633.31
Bandera	Bandera	0.00%	-	0.00%	-		-
Comal	New Braunfels	3.11%	1,380.16	3.34%	207,238.86		207,238.86
Frio	Pearsall	0.00%	-	1.75%	108,553.69		108,553.69
Gillespie	Fredericksburg	0.00%	-	0.32%	19,737.03		19,737.03
Guadalupe	Seguin	0.00%	-	4.46%	276,318.49		276,318.49
Karnes	Kenedy	0.00%	-	1.11%	69,079.62		69,079.62
Kendall	Boerne	0.00%	-	0.96%	59,211.10		59,211.10
Kerr	Kerrville	0.00%	-	0.32%	19,737.03		19,737.03
McMullen	Tilden	0.00%	-	0.00%	-		-
Medina	Hondo	0.00%	-	0.48%	29,605.55		29,605.55
Wilson	Floresville	0.00%	-	0.80%	49,342.59		49,342.59
Total		100.00%	\$ 44,441.00	100.00%	\$ 6,197,428.89	\$ 308,104.28	\$ 6,505,533.17

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Service Delivery Allocations

County	City	Relative Percent SNAP CFDA/ALN 10.561	SNAP	Training and Employment Navigator	Teacher's Externship	Ready to Work
Budget			\$ 837,121.74	\$ 220,127.32	\$ 190,437.91	\$ 26,495,119.48
Bexar (RTW)	San Antonio					\$ 26,495,119.48
Bexar	San Antonio	82.62%	699,823.11	166,382.89	14,649.07	
Atascosa	Pleasanton	2.78%	23,993.94	4,013.87	14,649.07	
Bandera	Bandera	0.60%	-	1,775.47	14,649.07	
Comal	New Braunfels	2.86%	27,992.92	13,486.43	14,649.07	
Frio	Pearsall	1.07%	14,662.96	1,561.58	14,649.07	
Gillespie	Fredericksburg	0.22%	2,665.99	2,230.07	14,649.07	
Guadalupe	Seguin	4.14%	37,323.90	13,935.76	14,649.07	
Karnes	Kenedy	0.66%	9,330.97	1,141.24	14,649.07	
Kendall	Boerne	0.47%	7,997.98	3,751.16	14,649.07	
Kerr	Kerrville	1.27%	2,665.99	3,695.78	14,649.07	
McMullen	Tilden	0.02%	-	112.59	14,649.07	
Medina	Hondo	2.02%	3,998.99	3,851.53	14,649.07	
Wilson	Floresville	1.27%	6,664.98	4,188.95	14,649.07	
Total		100.00%	\$ 837,121.74	\$ 220,127.32	\$ 190,437.91	\$ 26,495,119.48

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County	City	Relative Percent CCDF Discretionary CFDA/ALN 93.575	CCDF Discretionary	Child Care Quality	Total Child Care Discretionary	CCDF Mandatory CFDA/ALN 93.575	Child Care Mandatory (CCDF)
Budget			\$ 91,804,281.75	\$ 4,690,748.33	\$ 96,495,030.08		\$ 6,250,691.00
Bexar (RTW)	San Antonio						
Bexar	San Antonio	82.89%	76,092,633.36	3,887,960.19	79,980,593.55	80.23%	5,180,929.79
Atascosa	Pleasanton	1.63%	1,500,505.51	76,668.47	1,577,173.97	1.81%	102,165.13
Bandera	Bandera	0.34%	308,488.31	15,762.24	324,250.55	0.59%	21,004.09
Comal	New Braunfels	2.97%	2,725,841.74	139,277.14	2,865,118.88	4.21%	185,594.77
Frio	Pearsall	1.09%	1,003,592.31	51,278.64	1,054,870.95	0.93%	68,331.73
Gillespie	Fredericksburg	0.73%	668,104.10	34,136.84	702,240.94	0.79%	45,489.30
Guadalupe	Seguin	4.53%	4,162,581.51	212,687.49	4,375,269.00	5.15%	283,418.27
Karnes	Kenedy	0.59%	537,125.82	27,444.49	564,570.32	0.60%	36,571.36
Kendall	Boerne	0.74%	675,572.16	34,518.42	710,090.58	0.90%	45,997.78
Kerr	Kerrville	1.55%	1,420,080.25	72,559.13	1,492,639.38	1.61%	96,689.20
McMullen	Tilden	0.03%	29,297.77	1,496.97	30,794.74	0.02%	1,994.80
Medina	Hondo	1.68%	1,546,462.80	79,016.66	1,625,479.46	1.68%	105,294.23
Wilson	Floresville	1.24%	1,133,996.12	57,941.64	1,191,937.76	1.48%	77,210.55
Total		100.00%	\$ 91,804,281.75	\$ 4,690,748.33	\$ 96,495,030.08	100.00%	\$ 6,250,691.00

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County	City	Child Care CCP (DFPS)	Total Child Care Mandatory	Relative Percent Child Care Match CFDA/ALN 93.596	Child Care Match
Budget		\$ 6,621,905.00	\$ 12,872,596.00		\$ 7,562,035.00
Bexar (RTW)	San Antonio				
Bexar	San Antonio	5,488,613.16	10,669,542.96	77.17%	5,835,297.25
Atascosa	Pleasanton	108,232.48	210,397.61	1.99%	150,727.99
Bandera	Bandera	22,251.47	43,255.56	0.52%	39,362.29
Comal	New Braunfels	196,616.81	382,211.58	5.65%	427,260.33
Frio	Pearsall	72,389.79	140,721.52	0.63%	47,933.75
Gillespie	Fredericksburg	48,190.80	93,680.10	0.80%	60,790.94
Guadalupe	Seguin	300,249.82	583,668.09	6.32%	477,961.62
Karnes	Kenedy	38,743.25	75,314.61	0.47%	35,851.47
Kendall	Boerne	48,729.48	94,727.25	1.45%	109,705.18
Kerr	Kerrville	102,431.35	199,120.55	1.52%	114,860.71
McMullen	Tilden	2,113.27	4,108.07	0.02%	1,360.05
Medina	Hondo	111,547.41	216,841.64	1.72%	129,805.41
Wilson	Floresville	81,795.91	159,006.46	1.73%	131,118.01
Total		\$ 6,621,905.00	\$ 12,872,596.00	100.00%	\$ 7,562,035.00

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 Service Delivery Allocations

County	City	Relative Percent Child Care Contracted Slots	Child Care Contracted Slots	Total Service Delivery Budget (Including Ready to Work)	Average %	Total Service Delivery Budget (Excluding Ready to Work)	Average %
Budget			\$ 512,064.00				\$ -
Bexar (RTW)	San Antonio			\$ 26,495,119.48	16.16%	\$ -	0.00%
Bexar	San Antonio	84.87%	395,137.77	112,287,405.24	68.47%	112,287,405.24	81.66%
Atascosa	Pleasanton	1.68%	10,206.56	2,483,262.83	1.51%	2,483,262.83	1.81%
Bandera	Bandera	0.00%	2,665.42	568,950.56	0.35%	568,950.56	0.41%
Comal	New Braunfels	3.36%	28,931.98	4,598,668.14	2.80%	4,598,668.14	3.34%
Frio	Pearsall	0.84%	3,245.84	1,568,265.63	0.96%	1,568,265.63	1.14%
Gillespie	Fredericksburg	1.68%	4,116.46	1,034,856.34	0.63%	1,034,856.34	0.75%
Guadalupe	Seguin	3.36%	32,365.22	6,370,416.89	3.88%	6,370,416.89	4.63%
Karnes	Kenedy	0.00%	2,427.69	916,370.46	0.56%	916,370.46	0.67%
Kendall	Boerne	0.84%	7,428.70	1,189,187.06	0.73%	1,189,187.06	0.86%
Kerr	Kerrville	1.68%	7,777.81	2,059,563.85	1.26%	2,059,563.85	1.50%
McMullen	Tilden	0.00%	92.10	373,530.05	0.23%	373,530.05	0.27%
Medina	Hondo	0.84%	8,789.79	2,265,499.75	1.38%	2,265,499.75	1.65%
Wilson	Floresville	0.84%	8,878.67	1,793,240.73	1.09%	1,793,240.73	1.30%
Total		100.00%	\$ 512,064.00	\$ 164,004,337.03	100.00%	\$ 137,509,217.55	100.00%

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Reserve Allocations

County	City	Youth Allocation CFDA/ALN 17.259	VRS Paid Work Experience (Serves Youth)	Ready to Work	Relative Percent CCDF Discretionary CFDA/ALN 93.575	CCDF Discretionary	CCDF Mandatory CFDA/ALN 93.575	Child Care CCP (DFPS)	Relative Percent Child Care Match CFDA/ALN 93.596
Budget			\$ 60,301.84	\$ 153,896.29		\$ 2,585,310.00		\$ 529,752.40	
Bexar (RTW)	San Antonio			\$ 153,896.29					
Bexar	San Antonio	77.56%	\$ 46,768.30		82.89%	2,142,852.62	80.23%	439,089.05	77.17%
Atascosa	Pleasanton	2.18%	1,316.04		1.63%	42,255.89	1.81%	8,658.60	1.99%
Bandera	Bandera	0.77%	464.34		0.34%	8,687.37	0.59%	1,780.12	0.52%
Comal	New Braunfels	4.47%	2,698.14		2.97%	76,762.71	4.21%	15,729.34	5.65%
Frio	Pearsall	1.19%	718.73		1.09%	28,262.27	0.93%	5,791.18	0.63%
Gillespie	Fredericksburg	0.49%	293.59		0.73%	18,814.55	0.79%	3,855.26	0.80%
Guadalupe	Seguin	4.22%	2,547.25		4.53%	117,222.89	5.15%	24,019.99	6.32%
Karnes	Kenedy	0.64%	383.90		0.59%	15,126.06	0.60%	3,099.46	0.47%
Kendall	Boerne	0.98%	590.67		0.74%	19,024.86	0.90%	3,898.36	1.45%
Kerr	Kerrville	1.47%	888.50		1.55%	39,991.03	1.61%	8,194.51	1.52%
McMullen	Tilden	3.37%	2,031.24		0.03%	825.06	0.02%	169.06	0.02%
Medina	Hondo	1.33%	803.03		1.68%	43,550.10	1.68%	8,923.79	1.72%
Wilson	Floresville	1.32%	798.11		1.24%	31,934.58	1.48%	6,543.67	1.73%
Total		100.00%	\$ 60,301.84	\$ 153,896.29	100.00%	\$ 2,585,310.00	100.00%	\$ 529,752.40	100.00%

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Reserve Allocations

County	City	Child Care Match	Fee for Service Surplus	Average %	Child Care Reserve	Average %
Budget		\$ 7,562,035.00				\$ -
Bexar (RTW)	San Antonio		\$ 153,896.29	71.85%	\$ -	0.00%
Bexar	San Antonio	5,835,297.25	46,768.30	21.83%	8,417,238.93	78.83%
Atascosa	Pleasanton	150,727.99	1,316.04	0.61%	201,642.48	1.89%
Bandera	Bandera	39,362.29	464.34	0.22%	49,829.78	0.47%
Comal	New Braunfels	427,260.33	2,698.14	1.26%	519,752.39	4.87%
Frio	Pearsall	47,933.75	718.73	0.34%	81,987.20	0.77%
Gillespie	Fredericksburg	60,790.94	293.59	0.14%	83,460.75	0.78%
Guadalupe	Seguin	477,961.62	2,547.25	1.19%	619,204.50	5.80%
Karnes	Kenedy	35,851.47	383.90	0.18%	54,076.99	0.51%
Kendall	Boerne	109,705.18	590.67	0.28%	132,628.40	1.24%
Kerr	Kerrville	114,860.71	888.50	0.41%	163,046.25	1.53%
McMullen	Tilden	1,360.05	2,031.24	0.95%	2,354.17	0.02%
Medina	Hondo	129,805.41	803.03	0.37%	182,279.30	1.71%
Wilson	Floresville	131,118.01	798.11	0.37%	169,596.27	1.59%
Total		\$ 7,562,035.00	\$ 214,198.13	100.00%	\$ 10,677,097.40	100.00%

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FUND	TAC 800 ALLOCATIONS
CHOICES-TANF	(a) Funds available to the Commission to provide Choices services will be allocated to the workforce areas using a need-based formula, in order to meet state and federal requirements, as set forth in subsection (b) of this section.
CHOICES-TANF	(b) At least 80 percent of the Choices funds will be allocated to the workforce areas on the basis of:
CHOICES-TANF	(1) the relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements;
CHOICES-TANF	(2) an equal base amount; and
CHOICES-TANF	(3) the application of a hold harmless/stop gain procedure.
CHOICES-TANF	(c) No more than 10 percent of Choices funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by the appropriate federal regulations and Commission policy. The relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements;
SNAP	(a) Funds available to the Commission to provide SNAP E&T services under 7 U.S.C.A. §2015(d) will be allocated to the workforce areas using a need-based formula, as set forth in subsection (b) of this section.
SNAP	(b) At least 80% of the SNAP E&T funds will be allocated to the workforce areas on the basis of:
SNAP	(1) of the relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits;
SNAP	(2) an equal base amount; and
SNAP	(3) the application of a hold harmless/stop gain procedure.
SNAP	(c) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by federal regulations and Commission policy.
EMPLOYMENT SERVICES	(a) Employment Services funds available to the Commission to provide Employment Services under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B) will be utilized by the Commission as set forth in subsection (b) of this section.
EMPLOYMENT SERVICES	(b) At least 80% of the Employment Services funds under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B, including §49(c)) will be utilized by the Commission within the workforce areas according to the established federal formula, as follows:
EMPLOYMENT SERVICES	(1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force.;
EMPLOYMENT SERVICES	(2) One-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals; and
EMPLOYMENT SERVICES	(3) the application of a hold harmless/stop gain procedure.
EMPLOYMENT SERVICES	(c) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by appropriate federal regulations and Commission policy.
CHILD CARE	(a) Funds available to the Commission for child care services will be allocated to the workforce areas using need-based formulas, as set forth in this section.
CHILD CARE	(b) Child Care and Development Fund (CCDF) Mandatory Funds authorized under the Social Security Act §418(a)(1), as amended, together with state general revenue Maintenance of Effort (MOE) Funds, Social Services Block Grant funds, TANF funds, and other funds designated by the Commission for child care (excluding any amounts withheld for state-level responsibilities) will be allocated on the following basis:
CHILD CARE-MANDATORY	(1) 50 percent will be based on the relative proportion of the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and
CHILD CARE-MANDATORY	(2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.

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FUND	TAC 800 ALLOCATIONS
CHILD CARE MATCH	(c) CCDF Matching Funds authorized under the Social Security Act §418(a)(2), as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated <u>according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.</u>
CHILD CARE DISCRETIONARY	(d) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990 §658B, as amended, will be allocated according to <u>the relative proportion of the total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.</u>
CHILD CARE	(e) The following provisions apply to the funds allocated in subsections (b) - (d) of this section:
CHILD CARE	(1) Sufficient funds must be used for direct child care services to ensure Commission-approved performance targets are met.
CHILD CARE	(2) Children eligible for Transitional and Choices child care shall be served on a priority basis to enable parents to participate in work, education, or training activities.
CHILD CARE	(3) No more than 5 percent of the total expenditure of funds may be used for administrative expenditures as defined in federal regulations contained in 45 C.F.R. §98.52, as may be amended unless the total expenditures for a workforce area are less than \$5,000,000. If a workforce area has total expenditures of less than \$5,000,000, then no more than \$250,000 may be used for administrative expenditures.
CHILD CARE	(4) Each Board shall set the amount of the total expenditure of funds to be used for quality activities consistent with federal and state statutes and regulations.
CHILD CARE	(5) The Board shall comply with any additional requirements adopted by the Commission or contained in the Board contract.
CHILD CARE	(6) Allocations of child care funds will include applications of hold harmless/stop gain procedures.
TRADE ADJUSTMENT ACT	(a) Funds available to the Commission to provide Trade Act services shall be provided to workforce areas as set forth in this section.
TRADE ADJUSTMENT ACT	(b) Amounts for training and services for trade-affected workers, consistent with statute and regulations, will be made available to workforce areas as follows. The Commission shall approve:
TRADE ADJUSTMENT ACT	(1) an initial Trade Adjustment Assistance (TAA) funding amount for each workforce area, on an annual basis; and
TRADE ADJUSTMENT ACT	(2) the factors to be considered for distribution of additional funds, which may include:
TRADE ADJUSTMENT ACT	(A) number of individuals in TAA-approved training;
TRADE ADJUSTMENT ACT	(B) number of Trade-certified layoffs in the workforce area;
TRADE ADJUSTMENT ACT	(C) number of employees from Trade-certified companies;
TRADE ADJUSTMENT ACT	(D) layoffs identified through the Worker Adjustment and Retraining Notification Act process in the workforce area;
TRADE ADJUSTMENT ACT	(E) demonstrated need;
TRADE ADJUSTMENT ACT	(F) the cost of training; and
TRADE ADJUSTMENT ACT	(G) other factors as determined by the Commission.
TRADE ADJUSTMENT ACT	(c) Evaluations will be made periodically as to the sufficiency and reasonableness of amounts made available to each workforce area, expenditures for training, and amounts reported for administration. The Agency shall make additional distributions, based on the evaluations and upon requests by Boards, using the factors approved by the Commission.
TRADE ADJUSTMENT ACT	(d) In the event that a determination is made that Trade Act funding available to the Commission may be insufficient to meet all qualified needs for the remainder of the year at any time during the program year, the Agency will:
TRADE ADJUSTMENT ACT	(1) rely on the evaluations referenced in subsection (c) of this section to estimate short-term needs;
TRADE ADJUSTMENT ACT	(2) make recommendations for deobligation and redistribution between workforce areas; and

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FUND	TAC 800 ALLOCATIONS
TRADE ADJUSTMENT ACT	(3) make requests for additional TAA funding from the U.S. Department of Labor as appropriate.
TRADE ADJUSTMENT ACT	(e) No more than 15 percent of the funds expended for Trade Act training, services, and other allowable program activities shall be used for administrative costs, as defined by federal regulations. The Commission shall establish policy limitations for the expenditure of administrative funds at the state and Board levels.
Employment Services	(a) Employment Services funds available to the Commission to provide Employment Services under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B) will be utilized by the Commission as set forth in subsection (b) of this section.
Employment Services	(b) At least 80% of the Employment Services funds under §7(a) of the Wagner-Peyser Act (29 U.S.C.A. Chapter 4B, including §49(c)) will be utilized by the Commission within the workforce areas according to the established federal formula, as follows:
Employment Services	(1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force.;
Employment Services	(2) One-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals; and
Employment Services	(3) the application of a hold harmless/stop gain procedure.
Employment Services	(c) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by appropriate federal regulations and Commission policy.
WIOA GENERAL	(a) Definitions. The following words and terms when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.
WIOA GENERAL	(1) Area of substantial unemployment--As defined in WIA §127(b)(2)(B) (29 U.S.C.A. §2852(b)(2)(B)) and WIA §132(b)(1)(B)(v)(III) (29 U.S.C.A. §2862(b)(1)(B)(v)(III)).
WIOA GENERAL	(2) Disadvantaged adult--As defined in WIA §132(b)(1)(B)(v)(IV) (29 U.S.C.A. §2862(b)(1)(B)(v)(IV)).
WIOA GENERAL	(3) Disadvantaged youth--As defined in WIA §127(b)(2)(C) (29 U.S.C.A. §2852(b)(2)(C)).
WIOA GENERAL	(b) Scope and Authority. Funds available to the Commission under Title I of WIA for youth activities, adult employment and training activities, and dislocated worker employment and training activities shall be allocated to workforce areas or reserved for statewide activities in accordance with:
WIOA GENERAL	(1) the provisions of prior consistent state law as authorized by WIA §194(a)(1)(A) (29 U.S.C.A. §2944(a)(1)(A)), including but not limited to Texas Labor Code §302.062, as amended, and Subchapter B of this title (relating to Allocations and Funding);
WIOA GENERAL	(2) the WIA and related federal regulations as amended; and
WIOA GENERAL	(3) the WIA State Plan.
WIOA GENERAL	(c) Reserves and Allocations for Youth and Adult Employment and Training Activities. The Commission shall reserve no more than 15% and shall allocate to workforce areas at least 85% of the youth activities and adult employment and training activities allotments from the United States Department of Labor.
WIOA GENERAL	(d) Reserves and Allocations for Dislocated Worker Employment and Training Activities. The Commission shall allocate the dislocated worker employment and training allotment in the following manner:
WIOA GENERAL	(1) reserve no more than 15% for statewide workforce investment activities;
WIOA GENERAL	(2) reserve no more than 25% for state level rapid response and additional local assistance activities and determine the proportion allocated to each activity; and
WIOA GENERAL	(3) allocate at least 60% to workforce areas.
WIOA GENERAL	(e) State Adopted Elements, Formulas, and Weights. The Commission shall implement the following elements, formulas, and weights adopted for Texas in the WIA State Plan in allocating WIA funds to workforce areas.
WIOA ADULT	(1) WIA adult employment and training activities funds not reserved by the Commission under §800.63(c) of this section shall be allocated to the workforce areas as provided in WIA §132(b)(1)(B) and §133(b)(2) (29 U.S.C.A. §2863(b)(2)) based on the following:

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FUND	TAC 800 ALLOCATIONS
WIOA ADULT	(A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the State;
WIOA ADULT	(B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the State; and
WIOA ADULT	(C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the State.
WIOA DISLCOATED WORKER	(2) WIA dislocated worker employment and training activities funds not reserved by the State under §800.63(d) of this section shall be allocated to the workforce areas as provided in WIA §133(b)(2) (29 U.S.C.A. §2863(b)(2)) based on the following factors:
WIOA DISLCOATED WORKER	(A) insured unemployment;
WIOA DISLCOATED WORKER	(B) average unemployment;
WIOA DISLCOATED WORKER	(C) Worker Adjustment and Retaining Notification Act (29 U.S.C.A. §2101 et seq.) data;
WIOA DISLCOATED WORKER	(D) declining industries;
WIOA DISLCOATED WORKER	(E) farmer-rancher economic hardship; and
WIOA DISLCOATED WORKER	(F) long-term unemployment.
WIOA YOUTH	(3) WIA youth activities funds not reserved by the Commission under §800.63(c) of this section shall be allocated to the workforce areas as provided in WIA §128(b)(2) (29 U.S.C.A. §2853(b)(2)) based on the following:
WIOA YOUTH	(A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in all areas of substantial unemployment in the State;
WIOA YOUTH	(B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the State; and
WIOA YOUTH	(C) 33 1/3 percent on the basis of the relative number of disadvantaged youth in each workforce area, compared to the total number of disadvantaged youth in the State.
WIOA GENERAL	(f) In making allocations of WIA formula funds, the Commission will apply hold harmless procedures, as set forth in federal regulations (20 CFR 667.135).
WIOA GENERAL	(g) No more than 10% of the funds expended as part of a workforce area's allocation shall be used for administrative costs, as defined by federal regulations and Commission policy.
WIOA GENERAL	(h) Reserved Funds. The Commission shall make available the funds reserved under §§800.63(c) and 800.63(d)(1) of this section to provide required and, if funds are available, allowable statewide activities as outlined in WIA §§129 and 134 (29 U.S.C.A. §§2854 and 2864).
WIOA GENERAL	(i) The Commission may allocate such proportion of available WIA Alternative Funding for Statewide Activities as it determines appropriate, utilizing a distribution methodology that is based on the proportionality of all amounts of WIA formula funds allocated during the same program year, as well as an equal base amount.
WIOA GENERAL	(j) The Commission may allocate such amounts of available WIA Alternative Funding for Statewide Activities as funding for One-Stop Enhancements, as it determines appropriate.

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FUND	TAC 800 ALLOCATIONS
WIOA GENERAL	(k) Expenditure Level for Statewide Activity Funding. A Board shall demonstrate an 80 percent expenditure level of prior year WIA allocated funds in order to be eligible to receive WIA Alternative Funding for Statewide Activities and WIA Alternative Funding for One-Stop Enhancements. The Commission may reduce the amount of WIA Alternative Funding for Statewide Activities and WIA Alternative Funding for One-Stop Enhancements if a Board fails to achieve an 80 percent expenditure level of prior year WIA formula allocated funds.
Source	https://texreg.sos.state.tx.us/public/readtac\$ext.ViewTAC?tac_view=5&ti=40&pt=20&ch=800&sch=B&rl=Y

Texas Workforce Commission

Summary of Formula Allocation by Data Factors

Allocation Type	Summary Program	Program	Factor	Data Factor % (with Equal Base included)	Source		
01 Workforce Services	01 Workforce Innovation and Opportunity Act (WIOA)	01 WIOA Adult Employment and Training Activities	Excess number of unemployed individuals	33.33%	LMCI		
			Number of disadvantaged adults	33.33%	DOL		
			Unemployed individuals in areas of substantial unemployment	33.33%	LMCI		
		01 WIOA Adult Employment and Training Activities Total					
		02 WIOA Youth Activities	Excess number of unemployed individuals	33.33%	LMCI		
			Number of disadvantaged youth	33.33%	DOL		
			Unemployed individuals in areas of substantial unemployment	33.33%	LMCI		
		02 WIOA Youth Activities Total					
		03 WIOA Dislocated Worker	Average unemployment	19.67%	UI Internal		
			Declining industries	20.00%	LMCI		
			Farmer-rancher economic hardship	19.67%	UTSA		
			Insured Unemployment	20.00%	UI Internal		
			Long-term unemployment	10.33%	UI Internal		
	Worker Adjustment and Retaining Notification (WARN) data		10.33%	Workforce Internal			
	03 WIOA Dislocated Worker Total						
	01 Workforce Innovation and Opportunity Act (WIOA) Total						
	02 TANF Choices	TANF Choices	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%			
			Unduplicated number of all families with Choices work requirements	97.20%	HHSC		
		TANF Choices Total					
	02 TANF Choices Total						
	03 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)	SNAP E&T	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%			
			Unduplicated number of mandatory work registrants receiving SNAP benefits	97.20%	HHSC		
		SNAP E&T Total					
03 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Total							
04 Employment Services	Employment Services	Civilian labor force	66.67%				
		Number of unemployed individuals	33.33%	UI Internal			
	Employment Services Total						
04 Employment Services Total							
01 Workforce Services Total							

Texas Workforce Commission

Summary of Formula Allocation by Data Factors

Allocation Type	Summary Program	Program	Factor	Data Factor % (with Equal Base included)	Source	
02 Adult Education and Literacy	01 Adult Education and Literacy	01 Adult Education and Literacy (State/Federal)	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%	UTSA	
			Individuals at least 18 years of age who do not have a secondary school diploma or recognized equivalent and are not enrolled in secondary school	97.20%		
		01 Adult Education and Literacy (State/Federal) Total				
		02 Adult Education and Literacy (TANF)	Equal Base Amount (0.1% × 28 = 2.8%)	2.80%	HHSC	
			TANF adult recipients with educational attainment of less than a secondary diploma	97.20%		
		02 Adult Education and Literacy (TANF) Total				
	01 Adult Education and Literacy Total					
	02 AEL EL Civics	Adult Education and Literacy (EL/Civics)	35 percent of average number of legal permanent residents during the most recent three-year period (35% × 72% = 25.2%)	25.20%	UTSA	
			65 percent of average number of legal permanent residents during the most recent 10-year period (65% × 72% = 46.8%)	46.80%	UTSA	
			Equal Base Amount (1.0% × 28 = 28%)	28.00%		
			Adult Education and Literacy (EL/Civics) Total			
	02 AEL EL Civics Total					
	02 Adult Education and Literacy Total					
	03 Child Care	Child Care	01 Child Care (State Maintenance of Effort, Federal Mandatory, and	Children under the age of five years	50.00%	UTSA
Individuals whose income does not exceed 100 percent of the poverty level				50.00%	UTSA	
01 Child Care (State Maintenance of Effort, Federal Mandatory, and TANF) Total						
02 Child Care Matching Funds (State and Federal)			Children under the age of 13 years old	100.00%	UTSA	
02 Child Care Matching Funds (State and Federal) Total						
03 CCDF Discretionary Funds (Federal)			Children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level	100.00%	UTSA	
03 CCDF Discretionary Funds (Federal) Total						
Child Care Total						
03 Child Care Total						
Grand Total						

MEMORANDUM

To: Executive Committee
From: Adrian Lopez, CEO
Presented by: Jeremy Taub, Director of Procurement and Contracts
Date: August 11, 2023
Subject: Contract Update: Management and Operations of Adult and American Job Center Services

Summary: *Discussion and Possible Action:* Workforce Solutions Alamo (WSA) – Board of Directors previously approved a contract to C2 Global Professional Services, Inc. for the purchase of Management and Operation Services of WSA - Adult and American Job Centers in the estimated annual amount of \$19,538,000, with a contract term effective 10/01/2023 – 09/30/2024, and has four (4) one-year renewal options.

Update: On June 23, 2023, the Workforce Solutions Alamo – Board of Directors approved to award the contract to C2 Global Professional Services, Inc. for the purchase of Management and Operation Services of WSA - Adult and American Job Centers. Currently, the Board is coordinating with internal and external stakeholders to finalize negotiations and prepare the contract for execution in accordance with the timelines below. A draft copy of the agreement is provided with this memo for reference.

A notice soliciting a Request for Proposals (RFP) was posted online and in the Texas Electronic State Business Daily (ESBD) on February 8, 2023, for a sixty (60) day period as per the RFP schedule. Procurement and Contracts issued an email to invite potential respondents to the RFP and was posted on its eBid portal, Bonfire. The two proposals received by the RFP deadline were evaluated in accordance with the RFP specifications and requirements by independent evaluators.

Analysis: The contractor will provide the Statement of Work for the management and operations of the American Job Centers in the greater San Antonio Area. The selected contractor will be required to work collaboratively with partner agencies to provide seamless delivery of employment and training services throughout the 13-county area, as directed and approved by the Board. The selected contractor will coordinate services with the City of San Antonio, the youth contractor, partners, vendors, and service providers as contracted by WSA.

The contractor will be required to meet compliance with deliverables outlined in the RFP, specifically having adequate operating and management systems to provide services in the 13-county region effectively, maintaining adequate staffing to provide services, and actively participating in collaborating and developing local partnerships. Additionally, the awarded contractor will be required to meet or exceed the following criteria:

- Meet or exceed all TWC-contracted and local performance measures.
- Maintain fiscal integrity with a history of a clean audit, including monitoring reports with no or minimal disallowed costs.

- Meet expenditure benchmarks tied to the provision of direct services.
- Adhere to quality assurance and compliance requirements.
- Abide by all local, state, and federal regulations.
- Provide innovation and efficiency, expanding the delivery of services that aligns with the Board’s local plan, including subsequent plan modifications.
- The contractor is expected to consistently maintain a professional attitude toward customers, contractors, and Board staff.

The contract term will be effective October 1, 2023, through September 30, 2024, with the option to renew for up to four (4) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected contractor.

Alternatives: None.

Fiscal Impact: The estimated annual budget for this contract is \$19,538,000.

Staff Recommendation: To continue with finalizing contract negotiations and execute in accordance with proposed timelines:

Contract Action Item	Due By - Tentative
Contract edits by WSA Programs Office	July 21, 2023
Contract edits by C2 GPS Inc.	July 28, 2023
Finalize Contract Draft by WSA Procurement	July 31, 2023
Submit for review by Committee(s)	August 4 - 11, 2023
Submit for review by Board of Directors	August 18, 2023
Prepare Contract for Signature	August 25, 2023
Contract Effective	October 1, 2023

Next Steps: Pending review by the Workforce Solutions Alamo – Board of Directors, procurement will work to finalize and execute the contract with C2 Global Professional Services, Inc.

Attachments: Draft Contract

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Contracts and Procurement

Date: August 11, 2023

Subject: Contract Renewal with the City of San Antonio for Purchase of Child Care Management Services

Summary: *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract renewal with the City of San Antonio for the purchase of Child Care Management Services in the estimated annual amount of \$121,653,545, as requested by the Board Office for Child Care Management.

In October 2021, a contract was executed for the purchase of Child Care Management Services for an initial twelve-month period with three (3) one-year renewal options to renew and is scheduled to be re-procured in 2025. This contract action exercises the second of three one-year renewal options in the procurement cycle.

Analysis: The scope of services for the Child Care Management Services contract enables the delivery of services and activities to implement and support the childcare funding that provides direct childcare services to eligible families with funds provided by the Texas Workforce Commission (TWC).

TWC administers the State's scholarship childcare program through federal funding from the U.S. Department of Health and Human Services (HHS), Child Care Development Block Grant (CCDBG).

TWC determines the allocation for Child Care Services (CCS) based on federal appropriations, local needs, and in coordination with Workforce Solutions Alamo (WSA), the local workforce development board, to implement the program. The Contractor's goals align with WSA's Strategic Plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce.

Fiscal Integrity: Passed Fiscal Integrity Review.

Fiscal Impact: Issues the second of three contract renewals with an initial budget of \$121,653,545, as shown below.

Fund	Amount
CCDF- Child Care Operations	\$4,877,649
CCDF- Direct Care-Discretionary	\$96,319,115
CCDF- Direct Care-Mandatory	\$6,250,691
CCDF- Federal Match-Direct Care	\$7,584,186
DFPS- In-Home	\$3,400,106
DFPS- Foster Care	\$1,060,337
DFPS- Other Foster Care	\$1,008,490
DFPS- Relative Care	\$1,152,971
Total	121,653,545

Staff Recommendation: Approve the renewal of the contract with the City of San Antonio for Child Care Services from 10/1/2023 – 09/30/2024.

Alternatives: Issue a new solicitation for Child Care Management Services.

Next Steps: Coordinate the contract renewal with the City of San Antonio upon approval, effective 10/01/2023.

Attachments: Statement of Work, Fiscal Integrity Review, Draft Contract

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Contracts and Procurement

Date: August 11, 2023

Subject: Contract Renewal for Purchase of Child Care Quality Services

Summary: *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract renewal with the City of San Antonio to purchase Child Care Quality (CCQ) Services in the estimated annual amount of \$3,996,909, as the Board Office for Child Care Management requested.

In April 2021, a contract was executed for the purchase of Child Care Quality Services for six months, with three (3) one-year options to renew. This contract action exercises the third and final renewal option in the procurement cycle and is scheduled to be re-procured in 2024.

Analysis: The scope of services for the Child Care Quality (CCQ) services contract enables the delivery of services and activities to implement & support the Texas Rising Star (TRS) program. Texas Rising Star Mentors provide mentoring and technical assistance to providers working towards TRS certification and ongoing mentoring to ensure quality is maintained and/or elevated.

Texas Rising Star Assessors conduct initial certification assessments, annual monitoring assessments, recertification assessments, facility move assessments, reconsideration assessments and category reconsideration assessments until the transition to the Centralized Assessor Entity, tentatively scheduled for September 1, 2023. In addition, the CCQ contract provides funding for the implementation of childcare quality improvement activities and special projects structured to increase the number of TRS providers and increase the star levels of existing childcare centers.

Fiscal Integrity: Passed Fiscal Integrity Review.

Fiscal Impact: Issues the third and final contract renewal with an initial budget of \$2,942,078 in Child Care Quality Funds and an additional \$1,054,831 in Texas Rising Star Incentives for a total budget of \$3,996,909.

Staff Recommendation: Approve the renewal of the contract with the City of San Antonio for the Child Care Quality Services contract from 10/1/2023 – 09/30/2024.

Alternatives: Issue a new solicitation for Child Care Quality Services.

Next Steps: Coordinate and prepare the contract renewal with the City of San Antonio upon approval, effective 10/01/2023.

Attachments: Statement of Work, Fiscal Integrity Review, Draft Contract

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Contract Renewal for Purchase of Financial Audit Services

Summary: *Discussion and Possible Action:* Workforce Solutions Alamo (WSA) – Board of Directors approves a contract renewal to ABIP, PC, for the purchase of Financial Audit Services in the estimated annual amount of \$75,000, as requested by the Board Finance Office.

In March 2021, the contract with ABIP, PC was executed for six months with four (4) one-year options to renew. This contract action exercises the third (3) of four one-year renewal options in the procurement cycle. The contract is scheduled to be reprocured in 2025.

Analysis: The scope of services specifies that the contractor will prepare WSA's annual Federal Tax Return and provide the required annual independent audit of WSA's financial statements, report on internal controls (single audit), and report on Compliance for Each Major Federal and State Program. The contractor's performance goals met expectations, and they know WSA financial/procurement practices. The scope of services covers the fiscal year from Oct 1, 2022 – September 20, 2023. There are no other changes requested at this time.

Fiscal Impact: This contract has been budgeted for an estimated annual amount of \$75,000.

Staff Recommendation: Approve ABIP, PC's renewal for the Financial Statement Audit Services contract from 10/1/2023 – 09/30/2024.

Alternatives: Issue a new solicitation for Financial Audit Services.

Next Steps: Upon approval, negotiate contract renewal with ABIP, PC, LLC, effective 10/01/2023.

Attachments: Statement of Work

September 30, 2023

Workforce Solutions - Alamo Board of Directors
Mr. Adrian Lopez, Chief Executive Officer
100 N. Santa Rosa Street, Suite 120
San Antonio, Texas 78207

We are pleased to confirm our understanding of the services we are to provide for Workforce Solutions - Alamo for the year ending September 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of Workforce Solutions - Alamo which comprise the statements of financial position as of September 30, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the “financial statements”). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

1. Schedule of Expenditures of Federal and State Awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State of Texas Single Audit Circular*.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

As of the date of this letter, a review of risks for the fiscal year ended September 30, 2023 has not been performed. If we identify any during our audit we will notify you as we become aware of any.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the Organization and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Workforce Solutions - Alamo's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Workforce Solutions - Alamo's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of Workforce Solutions - Alamo in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards issued by the American Institute of Certified Public Accountants. These other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal and state awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal and state awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to

evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of ABIP, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Health and Human Services or its designee, a federal and state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ABIP, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Department of Health and Human Services or a pass-through entity. If we are aware that a federal and state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Janet Pitman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them. We expect to begin our audit in March 2024 and issue our reports no later than June 30, 2024.

We estimate our fees for these services to be \$64,050 for the financial audit and single audit and the preparation of the property tax exemptions forms. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Workforce Solutions - Alamo. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,
ABIP, PC

ABIP, PC

San Antonio, Texas

Response:

This letter correctly sets forth the understanding of Workforce Solutions - Alamo

Signature

Title

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Contract Renewal for Purchase of Management and Operation Services of Youth Programs

Summary: *Discussion and Possible Action:* The Workforce Solutions Alamo – Board of Directors approves a contract renewal to SERCO of Texas, Inc. for the Purchase of Management and Operation Services for Youth Programs in the Alamo Region for both the Rural and Urban areas in the estimated annual amount of \$2,750,000, as requested by the Board Workforce Programs Office.

In October 2022, a contract was executed for the purchase of Management and Operation Services for Youth Programs in the Alamo Region for both the Rural and Urban areas. The initial term was for twelve months with three (3) one-year renewal options. This contract action exercises the first of three (3) one-year renewal options in the procurement cycle.

Analysis: WSA requires outsourcing the Management and Operation Services for the Youth Programs in the Alamo Region; the scope of services requested by Workforce Solutions Alamo Board is for the management and operation of the WIOA Youth Program. Furthermore, the contractor will develop and employ innovative strategies to support the Board's priorities and consistently meet or exceed the Texas Workforce Commission contracted performance measures and other local Board measures. It is anticipated that WSA will continue to benefit from using a single contractor by allowing for a single point of contact for our clients, cost-effectiveness, and overall efficiency.

Alternatives: Issue a new solicitation for the purchase of Management and Operation Services for Youth Programs in the Alamo Region for both the Rural and Urban areas.

Financial Impact: Estimated Annual Budget \$2,750,000.

Recommendation: Approve the contract renewal with SERCO of Texas, Inc. for Management and Operations for Youth Programs from 10/1/2023 – 09/30/2024. SERCO of Texas, Inc. has demonstrated successful performance in managing youth programs and the overall ability to meet/exceed contracted performance targets. Overall, the services have offered a high level of detail and will continue to ensure a seamless service delivery.



Next Steps: Upon approval, coordinate contract renewal with SERCO of Texas, Inc., effective 10/01/2023.

Attachments: Statement of Work, Fiscal Integrity Review, Draft Contract

WORKFORCE SOLUTIONS ALAMO

FY24 Budget Presentation

Angela Bush, Chief Financial Officer Consultant



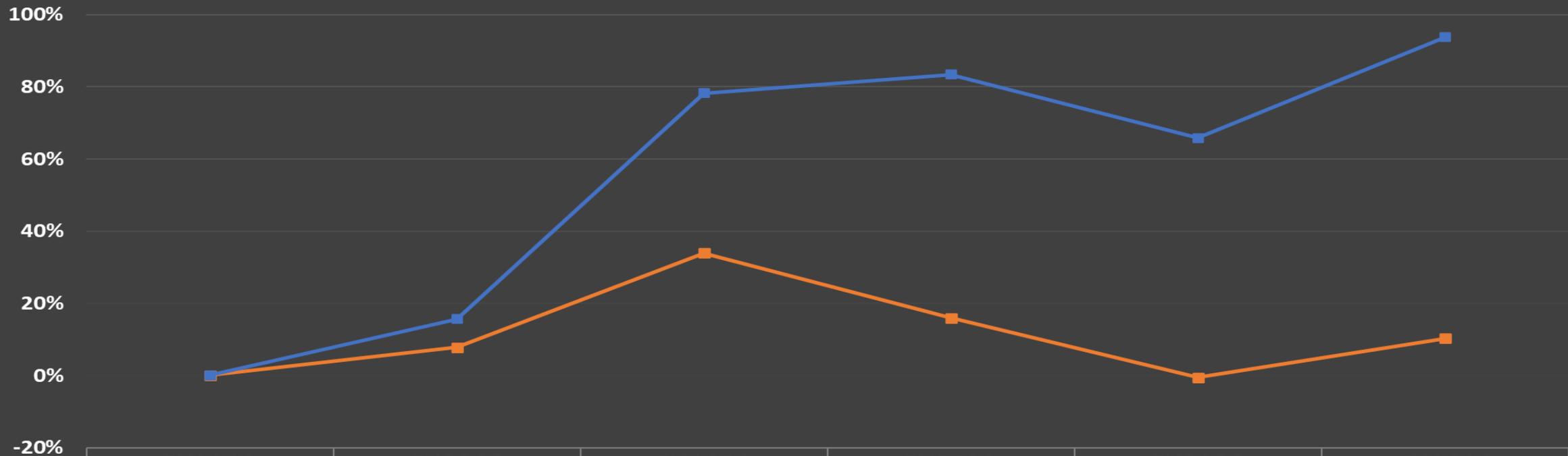
FY24 Budget Summary

FY24 BUDGET COMPARISON- FY24 PROPOSED BUDGET TO FY23 PROJECTED ACTUALS

Budget Category	FY23 Budget Amendment #2	FY23 Actuals (May'23)	FY23 Forecast (June'23-Sept. '23)	FY23 Projected Expenditures	Projected Exp. (%)	FY24 Proposed Budget	Increase/ Decrease (\$)	Increase/ Decrease (%)	% of Budget
Salaries and Wages	\$ 3,981,451	\$ 2,352,201	\$ 1,285,357	\$ 3,637,558	91.36%	\$ 4,359,985	\$ 378,534	9.51%	2.27%
Fringe Benefits	1,116,021	602,385	370,969	973,354.00	87.22%	1,153,947	37,926	3.40%	0.60%
Staff Travel	62,000	42,982	19,018	62,000.00	100.00%	160,045	98,045	158.14%	0.08%
Staff Development	162,000	56,435	105,565	162,000.00	100.00%	193,250	31,250	19.29%	0.10%
Total Personnel	\$ 5,321,472	\$ 3,054,003	\$ 1,780,909	\$ 4,834,912	90.86%	\$ 5,867,227	\$ 545,755	10.26%	3.05%
Facilities	467,817	299,681	165,998	465,679	99.54%	526,665	58,848	12.58%	0.27%
Equipment Related	254,319	147,171	74,599	221,770	87.20%	277,994	23,675	9.31%	0.14%
General Office	645,000	295,585	178,884	474,469	73.56%	641,700	(3,300)	-0.51%	0.33%
Professional Services	1,860,000	896,386	751,196	1,647,582	88.58%	1,987,110	127,110	6.83%	1.03%
Board of Directors	45,000	36,544	8,456	45,000	100.00%	45,000	-	0.00%	0.02%
Corporate Total	\$ 8,593,608	\$ 4,729,371	\$ 2,960,042	\$ 7,689,413	89.48%	\$ 9,345,696	\$ 752,088	8.75%	4.86%
Facilities	6,751,232	3,784,015	2,110,801	5,894,816	87.31%	7,777,328	1,026,096	15.20%	4.86%
Reserve	10,245,869	-	4,677,307	4,677,307	45.65%	10,891,296	645,427	6.30%	5.67%
Projects	424,380	120,723	301,505	422,228	99.49%	94,250	(330,130)	-77.79%	0.05%
Service Delivery	148,219,325	86,673,622	54,859,092	141,532,714	95.49%	164,004,337	15,785,012	10.65%	84.55%
Facilities & Service Delivery	\$ 165,640,807	\$ 90,578,360	\$ 61,948,705	\$ 152,527,065	92.08%	\$ 182,767,211	\$ 17,126,404	10.34%	95.14%
Total Budget	\$ 174,234,415	\$ 95,307,731	\$ 64,908,747	\$ 160,216,478	91.95%	\$ 192,112,907	\$ 17,878,492	10.26%	100.00%

Budget % Changes FY2019 – FY2024

Budget % Changes
FY2019 - FY2024



	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Budget	\$104,694,229	\$112,865,663	\$151,131,622	\$175,273,068	\$174,234,415	\$192,112,907
% Cumulative	0.00%	7.81%	44.36%	67.41%	66.42%	83.50%
% Change	0.00%	7.81%	33.90%	15.97%	-0.59%	10.26%

— Budget — % Change — % Cumulative

FY24 Budget Personnel

Staffing Changes

The budget includes 50 FTE (*No change from the previous year*)

Budget Includes Part-Time Interns

Budget in the following options for staff increase:

- 3% COLA – *Consistent with Bureau of Labor Statistic estimates.*
- 2% Maximum Merit – *Consistent with historical increases.*
- *SHRM is estimated employers to increase salaries in FY24 by 4.6%. The budgeted increases are consistent with market rates.*
- 3% Performance Incentive for exemplary performance as outlined in the board's incentive policy.

FY24 Budget Other Corporate

Other Corporate

Board facilities 12.58%:

- CAM increases
- Off-Site Storage
- Security System and HVAC Repairs

Equipment Related increase by 9.31%- Replacement of computers that exceed useful and cloud-based infrastructure

Professional Services 6.83% Increase:

- Monitoring
- Legal
- Other Consulting
- Temporary Staffing Services

FY24 Facilities



Workforce Center

Increase of 15.2% or \$1,026,096 for the following:

- Delivery of Mobile Unit in Spring of 2024.
- Dedicated CDL Driver
- Port San Antonio relocation from Marbach
- Walzem Relocation
- Cloud Based Technology upgrades to telephones and Resource Rooms throughout Workforce Centers

FY24 Reserve and Projects

Hiring & You!
Red, White



careers

In Texas Industries

#TXCareers

Reserve and Projects

Child Care Direct Care Reserve \$10,677,098

Project Surpluses \$214,170:

- SEAL \$60,301
- Ready to Work \$153,869

Workforce Commission Initiatives Projects:

- Red, White & YOU!
- Careers in Texas Industries

FY24 Service Delivery



Service Delivery

An increase by 10.65% or \$15,785,012 is reflected by significant program increases:

- Ready to Work Carry Over \$13,696,050
- WIOA Youth Services \$627,971
- WIOA Adult Services \$332,446

Covid-19 expired for several grants in FY23, which are highlighted in Line-Item Budget.

FY24 Service Delivery



Service Delivery Components

WFC Operations and Management

Direct Client Expenditures:

- Tuition
- Training
- Work Experience
- Support Services

FY24 Service Delivery-Including Ready to Work

County	City	Total Service Delivery Budget (Including Ready to Work)	Average %	Total Service Delivery Budget (Excluding Ready to Work)	Average %
Budget					\$ -
Bexar (RTW)	San Antonio	\$ 26,495,119.48	16.16%	\$ -	0.00%
Bexar	San Antonio	112,287,405.24	68.47%	112,287,405.24	81.66%
Atascosa	Pleasanton	2,483,262.83	1.51%	2,483,262.83	1.81%
Bandera	Bandera	568,950.56	0.35%	568,950.56	0.41%
Comal	New Braunfels	4,598,668.14	2.80%	4,598,668.14	3.34%
Frio	Pearsall	1,568,265.63	0.96%	1,568,265.63	1.14%
Gillespie	Fredericksburg	1,034,856.34	0.63%	1,034,856.34	0.75%
Guadalupe	Seguin	6,370,416.89	3.88%	6,370,416.89	4.63%
Karnes	Kenedy	916,370.46	0.56%	916,370.46	0.67%
Kendall	Boerne	1,189,187.06	0.73%	1,189,187.06	0.86%
Kerr	Kerrville	2,059,563.85	1.26%	2,059,563.85	1.50%
McMullen	Tilden	373,530.05	0.23%	373,530.05	0.27%
Medina	Hondo	2,265,499.75	1.38%	2,265,499.75	1.65%
Wilson	Floresville	1,793,240.73	1.09%	1,793,240.73	1.30%
Total		\$ 164,004,337.03	100.00%	\$ 137,509,217.55	100.00%

FY24 Service Delivery-Break Out By Category

County	City	Services Delivery Operations	Average %	Service Delivery Clients	Average %	Total Service Delivery	Average %
Budget							
Bexar (RTW)	San Antonio	\$ -	0%	-	0.00%	-	0.00%
Bexar	San Antonio	16,692,572.52	79.56%	95,594,832.72	82.04%	112,287,405.24	81.66%
Atascosa	Pleasanton	485,931.07	2.32%	1,997,331.76	1.71%	2,483,262.83	1.81%
Bandera	Bandera	115,801.20	0.55%	453,149.36	0.39%	568,950.56	0.41%
Comal	New Braunfels	763,702.35	3.64%	3,834,965.80	3.29%	4,598,668.14	3.34%
Frio	Pearsall	317,038.97	1.51%	1,251,226.66	1.07%	1,568,265.63	1.14%
Gillespie	Fredericksburg	160,641.70	0.77%	874,214.64	0.75%	1,034,856.34	0.75%
Guadalupe	Seguin	918,058.25	4.38%	5,452,358.63	4.68%	6,370,416.88	4.63%
Karnes	Kenedy	214,328.42	1.02%	702,042.05	0.60%	916,370.47	0.67%
Kendall	Boerne	233,159.97	1.11%	956,027.09	0.82%	1,189,187.06	0.86%
Kerr	Kerrville	259,989.50	1.24%	1,799,574.35	1.54%	2,059,563.85	1.50%
McMullen	Tilden	232,019.09	1.11%	141,510.96	0.12%	373,530.05	0.27%
Medina	Hondo	306,757.65	1.46%	1,958,742.11	1.68%	2,265,499.76	1.65%
Wilson	Floresville	280,929.30	1.34%	1,512,311.42	1.30%	1,793,240.73	1.30%
Total		\$ 20,980,930.00	100.00%	\$ 116,528,287.56	100.00%	\$ 137,509,217.55	100%

FY24 Strategic Alignment Summarized Child Care Reserve County Allocation

County	City	Child Care Reserve	Average %
Budget			\$ -
Bexar (RTW)	San Antonio	\$ -	0.00%
Bexar	San Antonio	8,417,238.93	78.83%
Atascosa	Pleasanton	201,642.48	1.89%
Bandera	Bandera	49,829.78	0.47%
Comal	New Braunfels	519,752.39	4.87%
Frio	Pearsall	81,987.20	0.77%
Gillespie	Fredericksburg	83,460.75	0.78%
Guadalupe	Seguin	619,204.50	5.80%
Karnes	Kenedy	54,076.99	0.51%
Kendall	Boerne	132,628.40	1.24%
Kerr	Kerrville	163,046.25	1.53%
McMullen	Tilden	2,354.17	0.02%
Medina	Hondo	182,279.30	1.71%
Wilson	Floresville	169,596.27	1.59%
Total		\$ 10,677,097.40	100.00%

FY24 Service Delivery Resource Allocation-Historical Perspective

- Before FY2021, we did not find a budget broken out by county by fund.
- In FY2021, the budget presentation packet showed the Formula Funds were broken out by county and fund.
- In FY2022 and FY2023, the average percentage from the Formula funds was applied to all other Workforce Programs.
- Historically, the board has utilized a benchmark of 80% Urban and 20% Rural Service Delivery.

FY24 Budget – Service Delivery Resource Allocation

Based on initial estimates, an analysis was completed for each fund resulting in an FY24 Service Delivery average of 82% for Urban and 18% for Rural.

Previously the board would analyze urban and rural expenditures in the aggregate; the partners requested that we now monitor expenditures at the individual county level. A budget amendment should be complete if any county or fund exceeds a 10% straight-line variance. This will require additional resources in staffing and systems. This process would take some time to implement correctly.

For FY2024, the budget was developed using a fair and equitable resource allocation methodology in accordance with Texas Administrative Code (TAC) Chapter 800, Subchapter B, resource allocation guidance, and in accordance with the interlocal agreement, supporting the strategic objectives of the local plan.

FY24 Budget-Service Delivery Resource Allocation

Approach to Fair and Equitable Resource Allocation:

- Utilized TAC 800 formulas and TWC Allocation Factors to allocate funds to each county
- When a formula does not directly apply, we used the following process to establish a fair and equitable distribution of funds by county:
 - Follow the Source of Funding to the Code of Federal Domestic Assistance (CFDA) to determine if a formula can be utilized
 - Determine the target population is being served and if participants could be co-enrolled in a Formula Fund utilizing the formula fund and TWC Allocation Factors
 - Seek guidance from TWC on Allocation Methodology

FY24 Strategic Alignment Budget Adoption

Ensure the budget is developed **and implemented** utilizing a fair and equitable resource allocation methodology that is in accordance with Texas Administrative Code 800 Sub Chapter B, resource allocation guidance from the interlocal agreement, and supporting the strategic objectives of the local plan.

Chief Elected Officials and partners have requested that the board revisit the interlocal agreement and prepare a budget utilizing the agreed-upon methodology in the agreement, “all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”.

FY24 Strategic Alignment

Budget Implementation and Monitoring

- Partners have requested that the board provide a report by Fund and County, and if there is a 10% variance by Fund and County, a budget amendment is prepared.
- The board is managing millions of dollars, which sometimes could be impractical for smaller counties and amounts. A budget amendment takes a significant effort to prepare and obtain all necessary approvals.
- This process can not impact service delivery, where funding is available in other areas.
- A reasonable budget policy should be developed and adopted with an appropriate minimum floor amount for a budget amendment and percentage.

FY24 Budget Resource Allocation

Ensure Services that conform to the allocations budgeted are delivered in each county.

Action: Development of the County Allocation and Service Delivery Report (CASD). Staff is working through specific formulas on allocation fund by fund according to TAC 800, using CFDA numbers as a last resort, and seeking clarity from TWC on any assumptions.

Develop County Workforce Councils to implement and seek guidance on developing the Local Plan for the following 4-year renewal.

Purpose: Enhance transparency regarding how dollars are coming in and out in relation to service delivery and co-planning outreach and partnerships.

Result: Fund and County allocations are driven by State and Federal formulas, the Local Plan, annual outreach plans, special initiatives and *clear communication of the full spectrum of service being provided in each county and associated cost.*

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

WIOA Adult and WIOA Youth:

(A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the State;

(B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the State; and

(C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the State.

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

WIOA Dislocated Worker:

- (A) insured unemployment;
- (B) average unemployment;
- (C) Worker Adjustment and Retaining Notification Act (29 U.S.C.A. §2101 et seq.) data;
- (D) declining industries;
- (E) farmer-rancher economic hardship; and
- (F) long-term unemployment.

Limitation: A weight for each factor was not given; therefore, the board assigned equal weight.

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

CHOICES-TANF:

(1) the relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements;

(2) an equal base amount; and

(3) the application of a hold harmless/stop gain procedure.

Limitation: An equal base amount was not given; therefore, the board only utilized factor (1).

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

SNAP:

(1) the relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits;

(2) an equal base amount; and

(3) the application of a hold harmless/stop gain procedure.

Limitation: An equal base amount was not given; therefore, the board only utilized factor (1).

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

Employment Services:

- (1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force;
- (2) One-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals; and
- (3) the application of a hold harmless/stop gain procedure.

Methodology: Utilized Factors (1) and (2).

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

Child Care Mandatory (CCDF) and CCP (DFPS):

Mandatory Child Care Primary Population: Former DFPS (CCP Funds), Choices, TANF Applicant, and SNAP. CCP-DFPS are for in home, foster care, and relative care placed by DFPS.

Formula

(1) 50 percent will be based on the relative proportion of the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and

(2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

Child Care Discretionary and Quality:

Child Care Primary Population: Low Income and Homeless.

Formula

(1) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990 §658B, as amended, will be allocated according to the relative proportion of the *total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level* residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

Child Care Match:

FY23 required an established match (2%), which is subject to change on an annual basis.

(1) CCDF Matching Funds authorized under the Social Security Act §418(a)(2), as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.

FY24 Budget

TAC 800 FORMULAS

TAC 800 Formula Funds

Trade Adjustment Act:

This program currently stopped accepting new petitions. Still, TWC is encouraging boards to reach out to clients that previously received a petition who are unemployed or whose current income is below the prior rate. TWC did not provide allocation factors for this funding.

Board's Alternate Methodology:

Allocation of residents by county with an active petition whom service delivery contractor may outreach and provide services through FY25.

FY24 Budget Special Program

<u>Program</u>	<u>Methodology</u>	<u>Justification</u>
Middle Skills Grant	Adult Formula	CFDA Number
Military Family Support	Bexar County Only	Military Base
Non-Custodial Parent	Bexar County Only	Special Initiative
RESEA	DW Long-Term Unemployed Factor	Target Population
Student Hire Ability	Youth Formula (VR)	Target Population
VR Paid Work Experience	Youth Formula (VR)	Target Population
SEAL	Youth Formula (VR)	Target Population
Ready to Work	Bexar County Only	Target Population
Child Care Contract Slots	TRS Eligible Providers	Target Population
Teacher's Externship	Equal Distribution	

FY24 Budget Next Steps

Approvals Process

- Audit and Finance Committee – August 4, 2023
- Executive Committee – August 11, 2023
- Board of Directors – August 18, 2023
- Committee of Six – August 23, 2023
- Bexar County Commissioners Court - TBA
- City of San Antonio City Council - TBA
- Area Judges – TBA

***Additional presentations available upon request*

QUESTIONS

Procurement and Contracts

August 11, 2023

Jeremy Taub, Director Procurement and Contracts

Giovanna Escalante-Vela, CFO



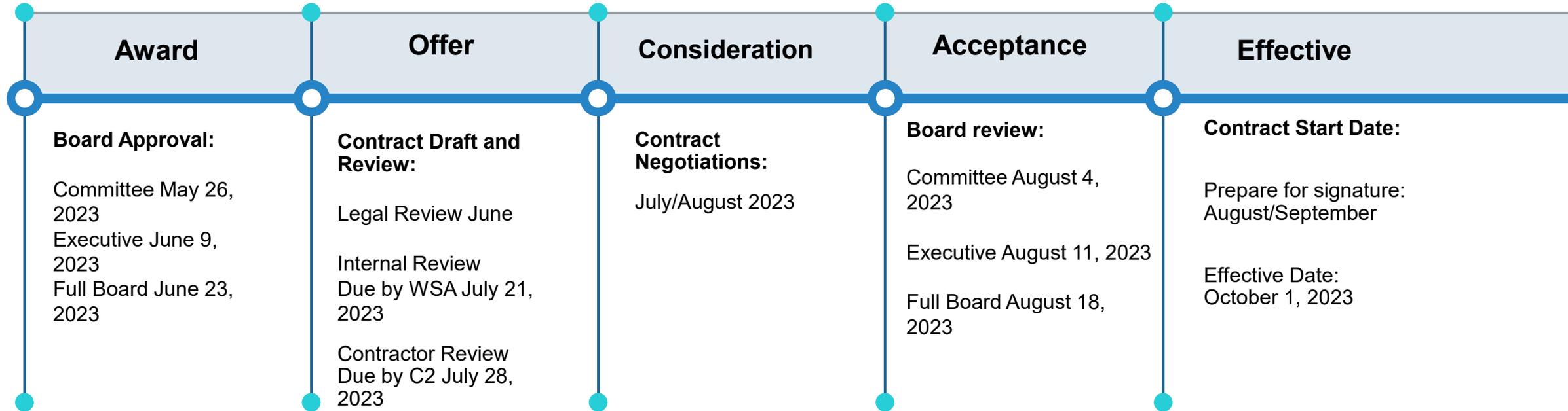


Summary

- Contract Update: Management and Operations of Adult and American Job Center Service
- Contract Renewal for Purchase of Child Care Management Services
- Contract Renewal for Purchase of Child Care Quality Services
- Contract Renewal for Purchase of Financial Audit Services
- Contract Renewal for Purchase of Management and Operation Services of Youth Programs



Contract Update: Management and Operations of Adult and American Job Center Service



Contract Renewal with COSA for Purchase of Child Care Management Services

Child Care Management Services

- The scope of work enables the delivery of services and activities to implement and support the Child Care funding that provides childcare to eligible families with funds provided by the Texas Workforce Commission (TWC).
- **Impact:** The service goals align with WSA's Strategic Plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce.
- **Contractor:** City of San Antonio
- **Contract Term:** October 1, 2022 - September 30, 2023. This action exercises the second of three (3) one-year renewals.

Annual Contract Budget:

Fund	Amount
CCDF- Child Care Operations	\$4,877,649
CCDF- Direct Care-Discretionary	\$96,319,115
CCDF- Direct Care-Mandatory	\$6,250,691
CCDF- Federal Match-Direct Care	\$7,584,186
DFPS- In-Home	\$3,400,106
DFPS- Foster Care	\$1,060,337
DFPS- Other Foster Care	\$1,008,490
DFPS- Relative Care	\$1,152,971
Total Estimated Budget	\$121,653,545



Contract Renewal for Purchase of Child Care Quality Services

Child Care Quality Services Contract

- The scope of work for the Child Care Quality (CCQ) services facilitates programs and activities to implement and support the Texas Rising Star program.
- **Impact:** Texas Rising Star Mentors provide mentoring and technical assistance to providers working towards TRS certification as well as ongoing mentoring to ensure quality is maintained and/or elevated.
- **Contractor:** City of San Antonio
- **Contract Term:** October 1, 2023 - September 30, 2024. Scheduled for re-procurement in 2024.

Annual Contract Budget:

Child Care Quality Funds	\$2,942,078
Texas Rising Star Incentives	\$1,054,831
Total Estimated Budget	\$3,996,909



Contract Renewal for Purchase of Financial Audit Services

Financial Audit Services

- The scope of services specifies the contractor will prepare WSA's annual Federal Tax Return and provide the required annual independent audit of WSA's financial statements, report on internal controls (single audit), and report on Compliance for each major federal and state program.
- **Impact:** Maintain internal control over WSA's financial reporting and compliance with applicable law, regulations, contracts, and award agreements in accordance with Government Auditing Standards.
- **Contractor:** ABIP, P.C.
- **Contract Term:** October 1, 2023 - September 30, 2024. This action exercises the third of four (4) one-year renewals.

Annual Contract Budget:

- Estimated Annual Budget \$75,000



Contract Renewal for Purchase of Management and Operation Services of Youth Programs

Youth Program Services

- The scope of services enables the contractor to develop and employ innovative strategies to support the Board's priorities and TWC's performance measures for the WIOA Youth Program.
- **Impact:** To promote youth development and citizenship, such as leadership development through voluntary community service opportunities, adult mentoring, work experience, and enrollment in post-secondary education and employment
- **Contractor:** Serco of Texas, Inc.
- **Contract Term:** October 1, 2023 - September 30, 2024. This action exercises the first of three (3) one-year renewals

Annual Contract Budget:

Workforce Innovations Opportunity (WIOA) Funds: \$2,750,000 estimated annually.





Questions





EARLY CARE & EDUCATION COMMITTEE REPORT



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jessica Villarreal, Director of Child Care

Date: August 11, 2023

Subject: Texas Rising Star Assessment Update

Summary:

The Texas Workforce Commission's (TWC) three-member Commission (Commission) approved final rules for revisions to the Texas Rising Star program on January 5, 2021. Along with the rule changes, the Commission approved statewide protocols for implementation of the revised Texas Rising Star standards. The Commission-approved implementation protocols include a deferment of assessments and in-person visits during the time that Texas Rising Star staff members are learning about and transitioning to the revised standards.

On August 3, 2021, the Commission approved modifications to the implementation protocols, which include establishing an implementation date of September 1, 2021.

Analysis:

On September 1, 2021, implementation of the revised Texas Rising Star standards began. [WD 06-21, Change 2](#) provided guidance on implementation of the revised certification guidelines specific to Assessment Training & Certification Program (ATCP) course completion requirements for conducting assessments, prioritization plan for determining assessment visits, and continued quarterly screenings. This letter remains active and within the attachment Boards may continue to extend certification and visit due dates due to COVID-19 impacts, as well as professional development requirements per the guidance provided.

Alamo currently has 7 Texas Rising Star Assessors who have successfully completed the TWC coursework for being Texas Rising Star Assessor certified and are actively in the field conducting Texas Rising Star Assessments.

Currently Alamo Board has a total of 153 Early Learning Programs certified as Texas Rising Star. TRS Assessors are conducting Annual Monitoring Assessment visits and initial certifications as they receive applications. Since our last Early Care & Education Committee meeting, 15 centers have submitted an application for an initial assessment (submission dates): 05/05/23, 05/09/23, 05/17/23, 05/19/23, 05/22/23, 05/22/23, 05/26/23, 05/26/23, 05/26/23, 06/02/23, 06/06/23, 06/09/23, 06/13/23, 06/21/23, 06/23/23, and 48 centers are preparing for an annual monitoring visit, 105 monitoring visits have been completed.

Data as of 06/26/2023

Total Number of Centers Scheduled	Annual Monitoring vary/8 initial center(s) scheduled
Centers awaiting NEW certification	
Number of 4* to date	120
Number of 3* to date	29
Number of 2* to date	4
# Of Accredited Centers	57
# Of Non-Accredited Centers	96
# Of Military Centers	8
# Of Initial Centers (as of Sept 2022)	32
# Of Centers Closed/withdrew/CCR deficiencies	9
# Of Centers who have increased star level since Sept.2022	39
2 STAR → 3 STAR	4
2 STAR → 4 STAR	10
3 STAR → 4 STAR	25

Initial Assessment information:

Grace noah's Learning Center	1214326	5/5/2023	June 12-23	initial- 3	Bandera
All Kids 1st Learning Academy	1277606	5/9/2023	May 22- June 2-B/O 5/31 6/1 6/2	initial- 3	Bexar
Kids R Kids Camino	911770	5/17/2023	June 12-23- B/O JUNE 12& 13	initial- 4	Bexar
International Academy	1634190	5/19/2023	May 29-June 9-B/O June 9th	Initial- 4	Bexar
Pilgrim Head Start	1185606	5/22/2023	June 5-16	Initial- 4	Bexar
Brighter Futures	910572	5/22/2023	June 26-July 7	initial-	GUADALUPE
Bo Peep	541926	5/26/2023	June 12-23- B/O 21,22,& 23	initial- 3	Bexar
Bustos Daycare	874987	5/26/2023	June 19-30-B/O 22nd	initial- 4	Bexar
Play 2 Learn CDC	1693319	6/2/2023	June 26-July 7-B/O June 27&28	initial -	Bexar
Mi Casa- Bandera	1703959	6/9/2023	July 3-14- B/O 10th & 11th	initial-	Bexar
Lil Pookies Child Care	1687145	6/13/2023	July 10-21	initial -	Bexar
Bustos Youth Center	1547926	6/21/2023	July 10-21	initial-	Bexar
Kids Academy	1516307	6/23/2023	July 10-21-B/O 19-21	initial-	Guadalupe
Heaven Little Angels	1686958	6/6/2023	July 10-21	initial-	Bexar
Y School Age- Keriwald	538444	5/26/2023	Sept 11-22	initial-	Bexar

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	788	436	128	29.36%
Rural Early Learning Programs	254	132	23	17.42%
Total	1042	568	151	26.58%

Alternatives:

N/A

Fiscal Impact:

N/A

Recommendation:

N/A.

Next Steps:

WSA will continue monitoring assessment scheduling and progress. Assessments will continue as outlined, following TWC guidance and processes.

Attachment:

None.



Texas Rising Star Assessment Update

TRS Assessment Results *

Information updated
06/26/2023

Total # of Currently Certified Centers	153
# of Annual Monitoring completed	105
# of Centers increased Star Level	39
• 2- Star to 3-Star	4
• 2- Star to 4-Star	10
• 3- Star to 4-Star	25
# of Centers awaiting assessment	15: initial 48: Annual Monitoring
# of centers submitting application for initial assessment since last Child Care Committee meeting	15

Percentage of TRS/CCS

Location	Programs	CCS Programs*	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	788	436	128	29.36%
Rural Early Learning Programs	254	132	23	17.42%
Total	1042	568	151	26.58%

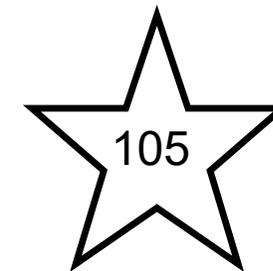
Results of Assessments

2 Star	4
3 Star	31
4 Star	120



	CCS Providers – BCY 23		
	Total CCS Providers	New Agreement	Agreement Ended
Oct	586	7	0
Nov	594	6	0
Dec	593	2	1
Jan	594	6	0
Feb	596	4	2
Mar	598	3	2
Apr	593	2	3
May	592	4	1
June	597		

Assessments completed



Monitoring



Initials

*Since August 2022



Questions?



STRATEGIC COMMITTEE REPORT



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Facility Update: Port San Antonio

Summary: Located in San Antonio, Texas, a project is in development and timelines will be updated to align with board requirements and its sector-based model in supporting the needs of job seekers, employers, and partners. The finalized plan has been forwarded to the architect and contractor to initiate build-out renovation with an anticipated completion date of Spring 2024. The lease agreement provides for the rental of the 17,500 square foot space, repairs, and maintenance and includes a Tenant Improvement (TI) allowance of up to \$1,575,000 under the terms of the agreement. The Board of Directors approved a relocation and renovation of a new facility at Port San Antonio on September 17, 2021.

Update: The board is continuing to review options that include (i) conducting a Request for Information (RFI) for a sub-tenant for the shared location of the facility and costs at Port San Antonio; (ii) explore alternative materials to reduce build-out costs; (iii) re-negotiation of TI allowance to cover increased costs. Furthermore, the board submitted Form 7100 to TWC to request authorization to purchase the finish-out materials that will be depreciated by the end of the lease term and is expecting a response from TWC pending its review. Estimated timelines have been updated below.

Analysis: The current lease at Marbach has been extended monthly until the new facility at Port SA is move-in ready. The monthly rent remains \$18,000 plus common area maintenance expenses for \$4,608, for a total monthly rent of \$22,608. The lease is cancelable with thirty (30) days' notice. In the Summer of 2021, a location survey was conducted by WSA. Subsequently, board staff submitted a recommendation for the selected location, which the Board of Directors approved. Additional partners are being considered aligning to the board's Local Plan aligning with its mission in providing resources to the development of the facility that will increase the utilization of resources in the community.

Next Steps: The board is preparing a lease to continue negotiations with third parties on the project's total cost, including monthly rental and common area costs.

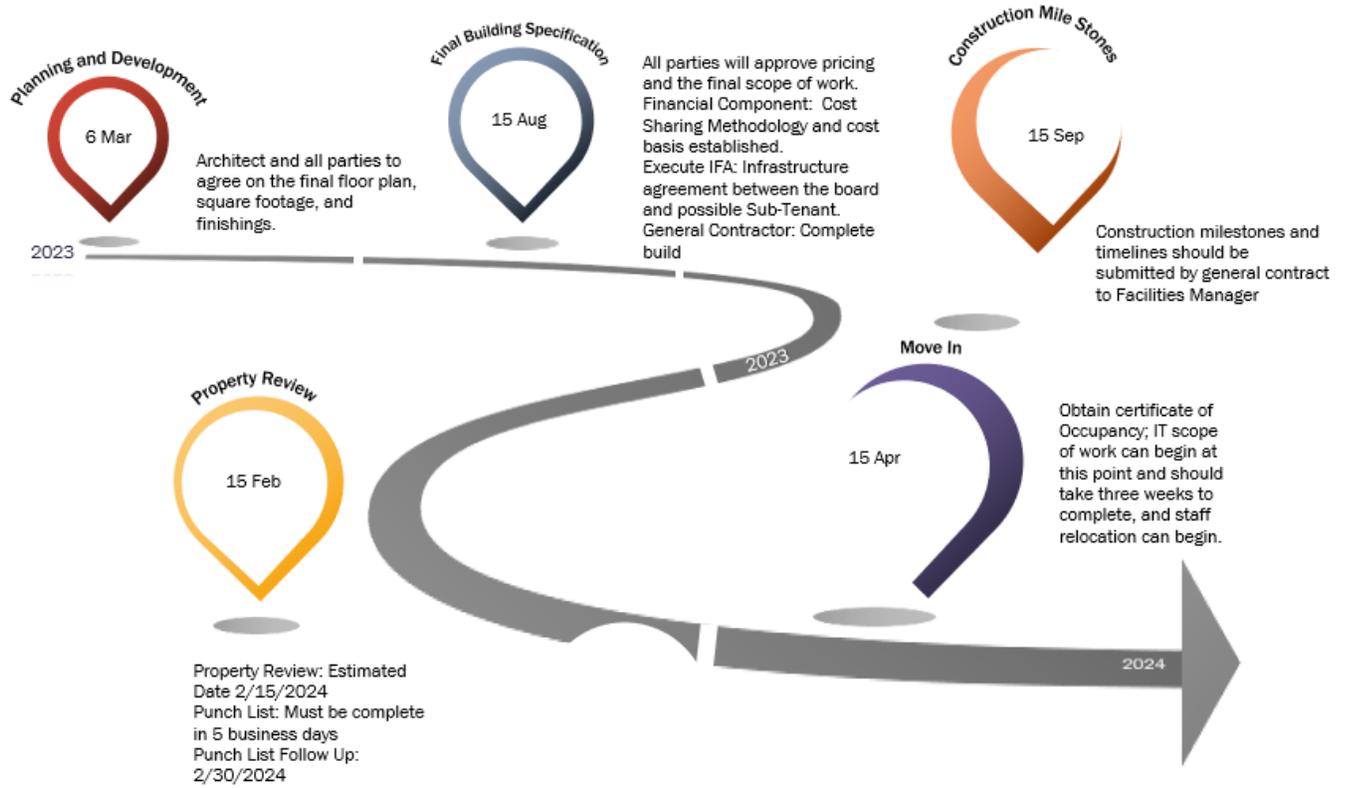
Alternatives: None.

Fiscal Impact: The base rent for the Port San Antonio facility is \$24,791.67 monthly, increasing by 2.5% annually. Additionally, the FY23 budget included \$545,000 to support the furniture, equipment, upgraded technology, and moving expenditures for the Workforce Center. The current economic environment has caused the cost to come in over the original Tennant Improve allowance of approximately \$900,000; partnering with a third party and approval of Form 7100 will help offset approximately \$600,000 of these costs.

Recommendation: There is no further recommendation currently.

Next Steps: Continue negotiations with the landlord and potential sub-tenant(s) to review the current specifications of the floor plan and cost structure to add an additional partner.

Timeline: Dates are tentative and subject to change.



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Jeremy Taub, Director of Procurement and Contracts

Date: August 11, 2023

Subject: Facility Update: Walzem

Summary: *Discussion and Possible Action:* Workforce Solutions Alamo – Board of Directors awards a contract to R/E Business Center, LLC. for the Facility Lease at 11711 IH 35N, San Antonio, Texas. The estimated annual rent for the 23,880 square foot facility, including maintenance, taxes, and insurance, NNN is \$740,280 with annual rent escalation percentage not to exceed 5% and a Tenant Improvement (TI) allowance not to exceed \$1,520,000.

Background: In July 2008, the board executed a lease for its present facility, and there are no remaining options to renew. Additionally, our current location has 14,339 square feet, and with prospective Vocational Rehabilitation Services (VRS) integration of an additional 5,000+ square feet is needed to meet VRS minimum requirements with additional 2,000+ square feet to allow for potential expansion of service area for WSA contractor C2 GPS, Inc. The sub-tenant lease with VRS will contribute to the overall rent cost at the contracted rate.

On March 24, 2023, a Request for Information was released to potential lessors and realtors to conduct market research and solicit potentially available properties to administer workforce programs. Additionally, WSA's contracted Real Estate Broker, PCR Brokerage San Antonio, LLC. DBA Partners conducted a required Competitive Market Analysis (CMA) to determine prospective locations. Properties yielded from the market research and CMA analysis were evaluated by board staff against WSA's needs determination requirements. As a result of these efforts, the facility lease agreement with R/E Business Center, LLC. is recommended for award on a best-value basis.

Update: WSA is currently negotiating with the landlord to provide a complete build-out for VRS integration with a 12-month rent abatement for the additional 5,000 square feet to allow time for VR to co-locate. Per directive from TWC issued June 30, 2023, TWC seeks to delay all moves involving VRS field staff; where boards are procuring or planning to procure space for already-integrated Workforce Solutions (WS) offices, TWC requests that the board seek to extend the existing WF lease through at least early calendar 2025. However, TWC cannot require a board or subrecipient to extend a lease. Additionally, through discussions with current VRS Representatives, it is still the intent of VRS to relocate with WSA upon approval of the State Plan.

Analysis: The current lease will expire December 31, 2023, and no options remain. In accordance with TWCs – Financial Manual for Grants Contracting, FMGC §J.6.1, and Uniform Guidance, UG, the initial step in the planning process requires a review of existing facilities that meet our current requirements. WSA's business needs include but are not limited to general location (customer populations, local businesses, area crime statistics), access to public transportation, current parking, space required, access to ground floor, ability to build out, and compliance with Americans with Disabilities Act (ADA).

Alternatives: If the board does not approve this recommendation, option is to negotiate interim lease with current landlord until the build out is completed, and/or continue to search available properties to meet needs/requirements.

Fiscal Impact: The estimated base rent for the facility is \$49,083 monthly, and annual estimated amount of \$589,000 for 19,000 square feet, with annual rent escalation % to be specified in lease, and a Tenant Improvement allowance not to exceed \$1,520,000. The actual amount paid will be finalized during negotiations and specified in the lease.

Recommendation: Upon award, finalize negotiations with the landlord to secure a lease at the selected location. The actual term of the lease will be specified in the agreement but shall not exceed twenty years inclusive of all renewals.

Next Steps: Board staff will negotiate and execute the lease agreement and coordinate with the landlord on all build-out and move-in logistics and timelines.

<i>Site Visits:</i>	May 19, 2023
<i>Recommendation for Approval:</i>	July 28, 2023
<i>Negotiate/Execute Lease:</i>	August 15, 2023
<i>Build-out by:</i>	December, 2023
<i>Move-In by:</i>	January 1, 2024

Facility Update - Port San Antonio

Construction Update:

- The board is revising the floor plan to include possible sub-tenant in the facility's final cost.
- Alternative Materials - Architectural walls to cut down on construction costs and still maintain privacy.
- TWC Equipment Contribution – Form 7100 approved \$251,642.

Fiscal:

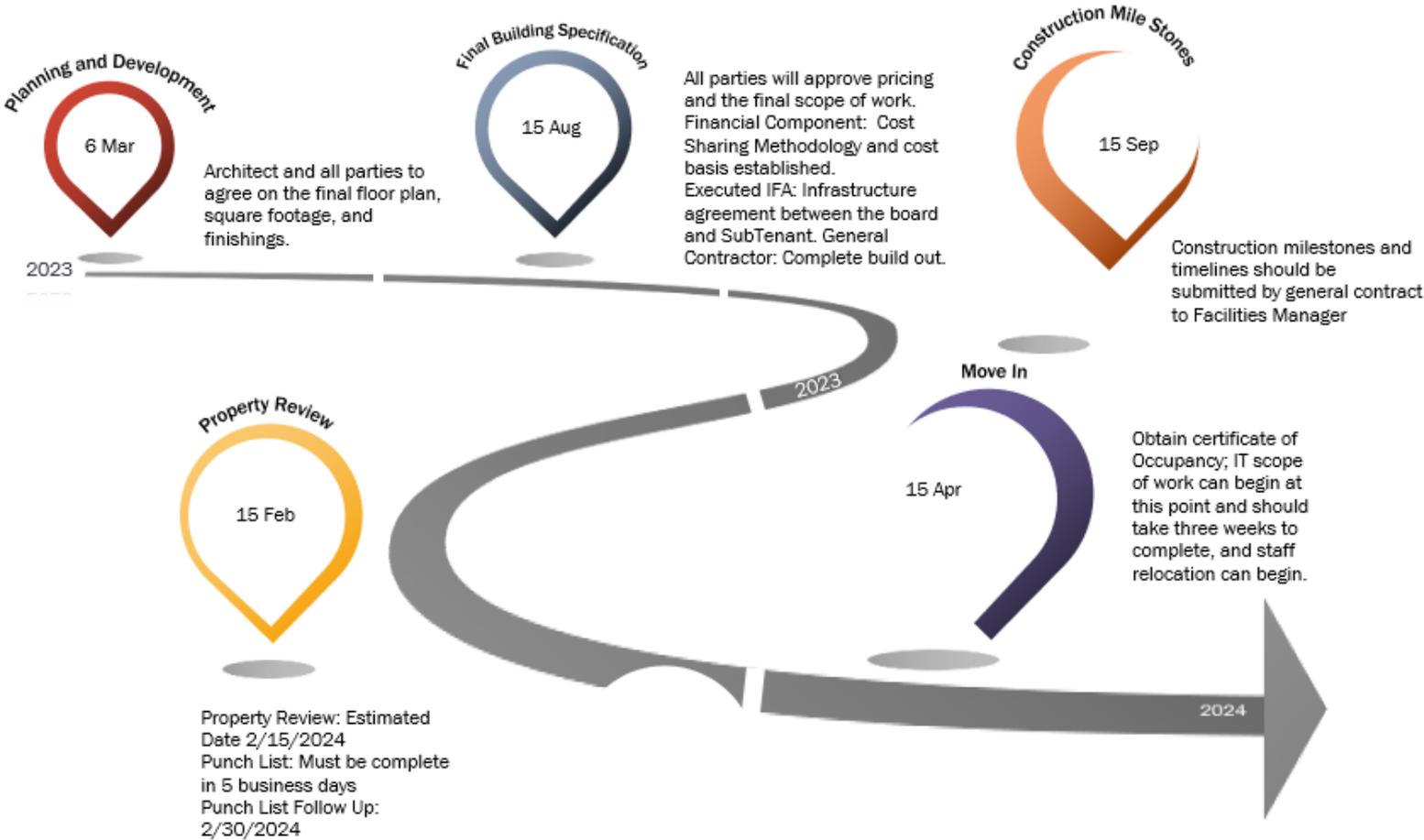
- TI Allowance - \$1,575,000
- Monthly Rent - \$24,792 and 2.5% annual escalation

Estimated Timeline:

- Begin construction: Late 2023
- Move-In: Spring 2024



Port San Antonio - Timeline



Facility Update - Walzem

SUMMARY:

Lease Expires 31 December; no available options to renew.

- Conducted New Lease Procurement
- Current Square Foot 14,339
- Needs Determination 23,880 SF
- Challenges: Layout of the space (2 floors) and inclusion of VR, Limited Parking for staff and clients

• FISCAL IMPACT:

- Current Monthly Rent \$25,122
- Current Annual Rent \$301,464
- Projected Monthly \$41,790
- Projected Annually \$501,480
- Current Annual Escalation 3%

• RECOMMENDATION: NONE

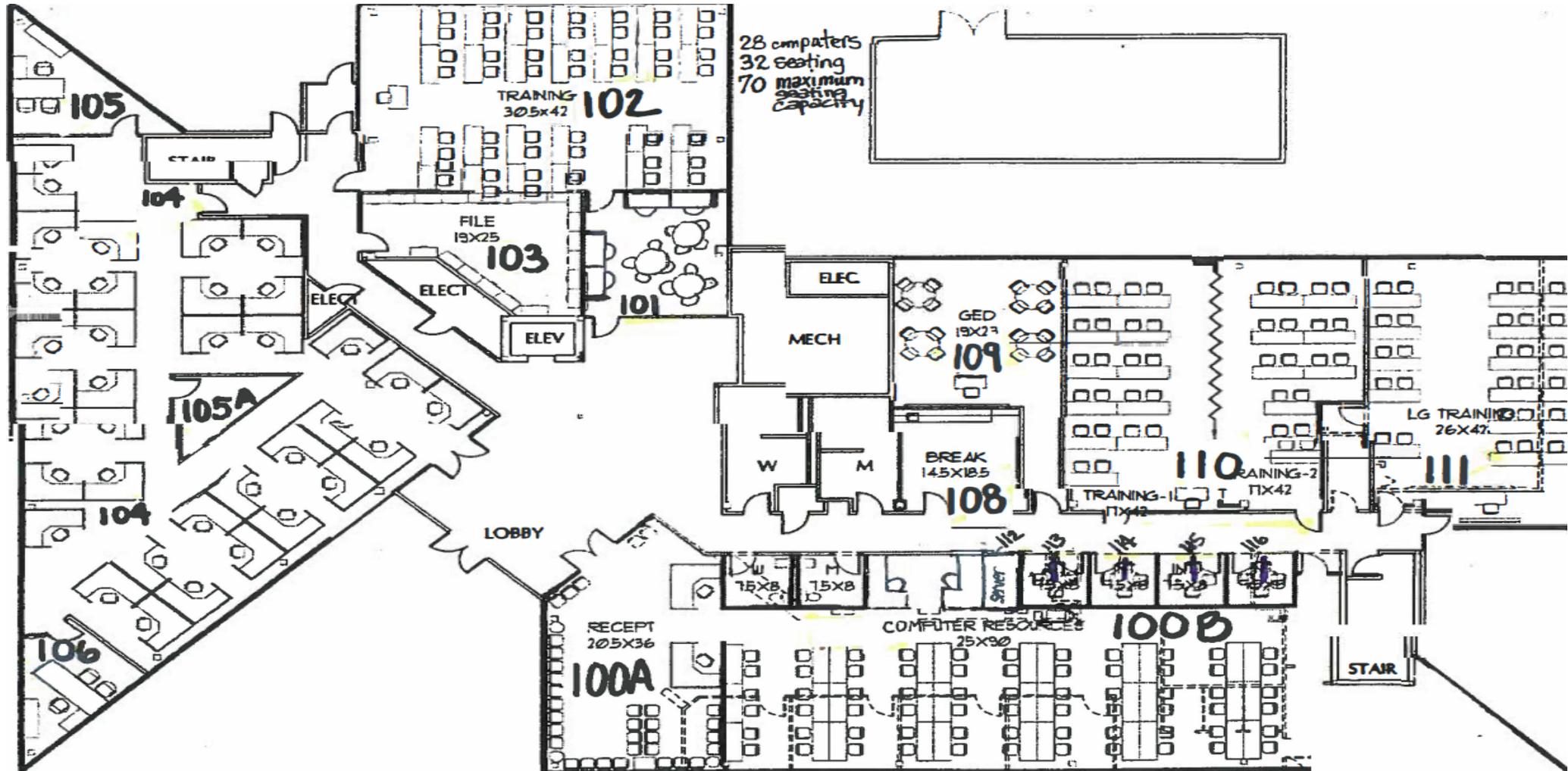
- **NEXT STEPS:** Issue landlord notice of non-renewal 90-days prior



4615 Walzem Road



Current Floorplan - Walzem Existing



Facility Update - O'Connor

- **SUMMARY:**

- Square foot required 23,880 SF
- Current SF @ Walzem is 14,339 SF
- With prospective Vocational Rehabilitation (VRS) integration an additional 7,000+ SF needed to meet minimum VR requirements and C2 growth
- Space comes with storage for the WOW Bus
- Designated employee and client parking
- Dedicated VIA Link Stop

- **FISCAL IMPACT:**

- Annual Rent – \$740,280
- Monthly Rent - \$61,690
- TI allowance – Maximum \$80 SF not to exceed
- VRS will contribute to overall cost of build-out and future rent
- Rent escalation to be determined upon execution not to exceed 5%

- **Term:** Initial term 10 years with two 5-year options to renew

- **NEXT STEPS:**

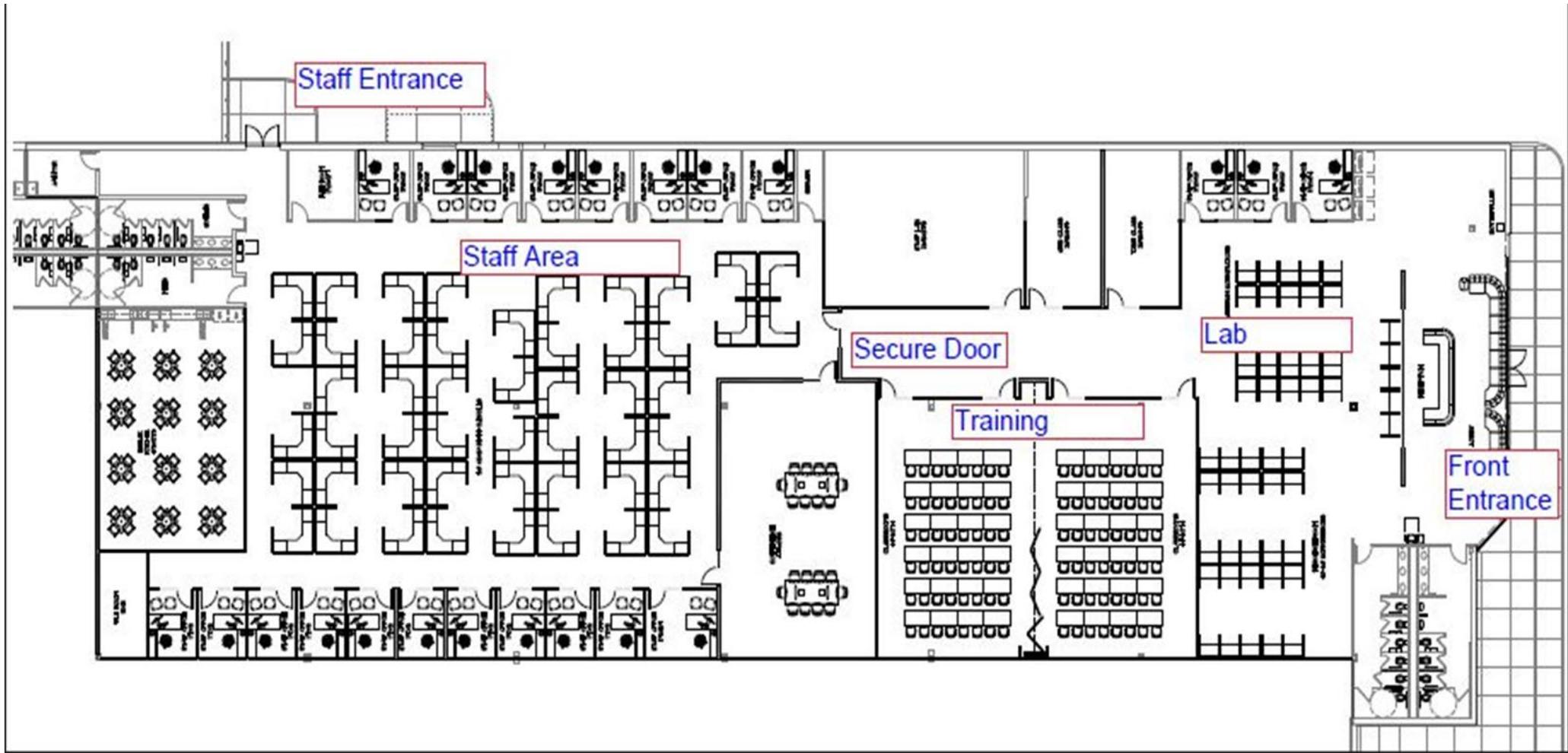
Finalize negotiations and execute lease. Further construction updates to be provided.



11711 IH 35



Floorplan - O'Connor





Questions





OVERSIGHT COMMITTEE REPORT



MEMORANDUM

To: Executive Committee
From: Adrian Lopez, CEO
Presenter: Giovanna Escalante-Vela, CFO through Maria Martinez,
HR Generalist
Date: August 11, 2023
Subject: Employee Policy Handbook Addendum - Employee
Incentive Policy

SUMMARY: Workforce Solutions Alamo (WSA) Incentive Plan rewards Board staff, excluding the Chief Executive Officer, for individual and departmental contributions. These contributions are essential to carry out short- and long-term objectives that support the agency's mission, vision, and values, including but not limited to stated objectives in the Local Plan.

POLICY: The Workforce Solutions Alamo Incentive Plan will compensate eligible employees as the available budget permits. Employee Incentives must be budgeted and pre-approved in the Board's annual operating budget. This plan does not guarantee any employee an incentive award. The Incentive Award is based on the availability of funds, the criteria listed in this policy, and the employee's performance.

This policy intends to formalize an incentive program that provides the Executive Leadership discretion to provide additional compensation for the WSA employees who have exceeded performance expectations. The Chief Executive Officer may approve a lump sum monetary award, a non-monetary award for additional recognition, training development, or continuing education.

Incentives are reasonable and necessary means to retain and motivate valued employees that demonstrate above and beyond normal performance expectations, a commitment to the agency, the community, and pillars in moving the agency forward. This incentive pay does not affect the base salary or annual salary of the employee and will be a one-time lump sum payout.

AWARD TYPES: Each employee, if deemed eligible, may only receive one of the following awards per fiscal year:

- A lump sum to recognize a specific achievement that moves the department or agency forward, or;
- An incentive plan with goals, criteria, and a one-time or regular payout schedule when goals are met or exceeded and above normal performance expectations, or;
- Non-monetary awards can include recognition awards, career development opportunities, and attendance for special lectures, training programs, and conferences.

PROCEDURE: Workforce Solutions Alamo will impose the following limitation on all incentives:

- An employee may only be eligible for a once-a-year lump sum to recognize a specific achievement.
- Awards are contingent upon the approved budget for the fiscal year (October 1 - September 30).
- **This policy does not guarantee an incentive award payment every fiscal year.**
- The performance (evaluation) period of the current fiscal year will be from October 1 – September 30 (August 31), and an incentive will be paid before September 30.
- To be eligible, the employee’s performance evaluation will show a **Partially Exceeds or Consistently Exceeds Expectations rating.**
- Eligible Employees will submit the *Employee Incentive Evaluation Form* to the direct supervisor for review and consideration, who will make a recommendation to the Executive Leadership. *The Employee Incentive Evaluation Form determines the amount of payment.*
- The employee’s accomplishments exceed the regular standards/expectations for the job.
- The employee serves as a role model for others, displaying desirable characteristics such as Accountability, Collaboration, Excellence, Innovation, and Integrity.
- An incentive plan with goals and established criteria when performance exceeds goals.
- The department Director and Manager must develop specific targets, goals, and pre-established criteria in the employee’s performance evaluation.
- Managers should communicate the employee's expectations and the incentive period's outcome.
- Non-monetary awards can include recognition, career development opportunities, and attendance for special lectures, training programs, and conferences.
- Based on employee exceeding a department goal established by the Manager.
- Based on employees’ suggestions for increased productivity and outstanding performance on special projects.

APPROVAL AND PAYMENTS:

- Signature of a supervisor who is proposing the award.
- Signature of Executive Leadership agreeing with or proposing the award program.
- Signature from the accounting department that sufficient funds for the award are available in the budget.
- Signature from Human Resources.
- Approval from the Chief Executive Officer (CEO).

The monetary award is up to 5% of the employee’s base salary, not to exceed \$10,000. A decision about the amount of the lump-sum award should depend upon the nature and the complexity of the accomplishment and the ability of the department to fund the award. The award must be commensurate with the agency’s benefit received for the individual’s contribution. Under exceptional circumstances, a higher bonus may be approved with the Chief Executive Officer’s approval.

INQUIRIES: Inquiries concerning this procedure should be addressed to Human Resources.

Incentive Calculation			
Employee Name			
Review Period			
Manager Review Date			
WSA Core Values Ratings provided by: Employee Incentive Evaluation Form	Consistently Exceeds 1.0%	Partially Exceeds 0.5%	Total
Accountability: 1. Please give an example of how you have demonstrated Accountability.		0.5%	
Collaboration: 2. Please give an example of how you have demonstrated Collaboration.	1.0%		
Excellence: 3. Please give an example of how you demonstrated Excellence.		0.5%	
Innovation: 4. Please give an example how you have demonstrated Innovation .		0.5%	
Integrity: 5. Please give an example of how you demonstrated Integrity.	1.0%		
Total Incentive Earned:			3.5%

Workforce Solutions Alamo Incentive Evaluation Form

Employee Incentive Evaluation Form

EMPLOYEE NAME	
SELF-EVALUATION SUBMITTED	
MANAGER NAME	
MANAGER REVIEW DATE	

Workforce Solutions Alamo (WSA) Incentive Plan rewards the Board staff, excluding the Chief Executive Officer, for individual and departmental contributions. These contributions are essential to carry out short- and long-term objectives that support the agency's mission, vision, and values, including but not limited to stated objectives in the Local Plan.

The Workforce Solutions Alamo Incentive Plan will compensate eligible employees as the available budget permits. Employee Incentives must be budgeted and pre-approved in the Board's annual operating budget. This plan does not guarantee any employee an incentive award. The Incentive Award is based on the availability of funds, the criteria listed in this policy, and the employee's performance.

The monetary award is up to 5% of the employee's base salary, not to exceed \$10,000. Each question has the potential to earn up to 1%.

Below are Workforce Solutions Alamo (WSA) core values. Please evaluate each question and provide a short justification.

1: Please give an example of how you have demonstrated Accountability.

Employee's Comments:

Supervisor Comments:

Ratings:

- **Meets Expectations = 0%**
- **Partially Exceeds Expectations = 0.50%**
- **Consistently Exceeds Expectations = 1%**

2: Please give an example of how you have demonstrated Collaboration.

Employee's Comments:

Supervisor Comments:

Ratings:

- **Meets Expectations = 0%**
- **Partially Exceeds = 0.50%**
- **Consistently Exceeds = 1%**

3: Please give an example of how you demonstrated Excellence.

Employee's Comments:

Supervisor Comments:

Ratings:

- **Meets Expectations = 0%**
- **Partially Exceeds = 0.50%**
- **Consistently Exceeds= 1%**

4: Please give an example how you have demonstrated Innovation .

Employee's Comments:

Supervisor Comments:

Ratings:

- **Meets Expectations = 0%**
- **Partially Exceeds = 0.50%**
- **Consistently Exceeds= 1%**

5: Please give an example of how you demonstrated Integrity.

Employee's Comments:

Supervisor Comments:

Ratings:

- **Meets Expectations = 0%**
- **Partially Exceeds = 0.50%**
- **Consistently Exceeds= 1%**

Note: Both Supervisor and Employee MUST sign after discussion

Employee Signature:

Date

Supervisor Signature

Date

HR Signature:

Date

CEO Signature:

Date

MEMORANDUM

To: Executive Committee
From: Adrian Lopez, CEO
Presenter: Giovanna Escalante-Vela, CFO through Maria Martinez,
HR Generalist
Date: August 11, 2023
Subject: Employee Policy Handbook Addendum – Long-Distance
Remote Work Policy

SUMMARY: The Long-Distance Remote Work Policy is a stand-alone policy separate from the Telecommuting policy (7.4) in the Employee Handbook. Specifically, it covers employees who are essentially fully remote workers working 100+ miles from the Agency, as opposed to employees who “routinely work one or more days per week at a location that is not the regularly assigned place of employment.”

The Long-Distance policy is designed to emphasize that the Agency may opt to employ workers who work at a greater distance than most and may allow these employees to do all their work remotely. It is an arrangement for long-distance workers that is motivated by the Agency when it is in the Agency’s best interest, as opposed to the Telecommuting policy (7.4) which is for an arrangement primarily requested by the employee and granted by the employer, and involves more commuting back and forth to the Agency each week. For example, the Agency may be unable to fill a position with an employee who is within a commutable distance, and the best candidate lives more than 100 miles away. Similarly, the Agency may desire to retain a mission-critical employee who moves more than 100 miles away.

POLICY: Workforce Solutions Alamo (“WSA” or the “Agency”) may hire an applicant, or enter a telecommuting arrangement with eligible employees, who reside more than 100 miles away from an Agency office but within the state of Texas as a fully remote employee (“Long-Distance Remote Work”).

All Agency policies apply to all Long-Distance Remote Work arrangements, including but not limited to all policies prohibiting discrimination and retaliation. Employees in Long-Distance Remote Work arrangements are required to follow the Telecommuting Policy 7.4 of the Employee Handbook, except in the event of a conflict between this Long-Distance Remote Work Policy and the Telecommuting Policy, in which event the Long-Distance Remote Work Policy controls.

Eligibility

Employees who move more than 100 miles away from their assigned place of employment but remain within the state of Texas are eligible to be considered for Long-Distance Remote Work if the remote work arrangement is in the best interest of the Agency and the employee performs mission-critical functions that are capable of being performed remotely. Only employees in good standing are eligible for Long-Distance Remote Work, meaning the employee must not be subject to a Performance Improvement Plan (“PIP”), any disciplinary action, or have been subject to a PIP or disciplinary action within the last six months. Long-Distance Remote Work is at the Agency’s sole discretion and may be withdrawn at any time.

Applicants who live more than 100 miles away, are applying for and are the best candidate for a mission-critical position, and mission-critical functions of the job are capable of being performed remotely may be eligible for Long-Distance Remote Work.

The Agency may require employees working in Long-Distance arrangements to report to work at Agency’s offices or Agency-sponsored events from time to time.

Trial Period

Long-Distance Remote Work includes a trial period of 30 days. At the conclusion of the trial period, the remote working arrangement will be reviewed by the Agency. The trial period may be extended for any reason at the Agency’s discretion.

The Long-Distance Remote Work policy, agreement, or arrangement does not alter the at-will status of employees.

Accommodation Requests

This policy does not apply to requests for reasonable accommodation under the Americans with Disabilities Act, the Pregnant Workers Fairness Act, or applicable state or local law. Employees requesting to work remotely as reasonable accommodation for a disability or for known limitations related to pregnancy, childbirth, or related medical conditions should refer to Handbook Policy 1.7.

INQUIRIES: Inquiries concerning this procedure should be addressed to Human Resources.

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: August 11, 2023

Subject: Update to Develop an Operational Plan for the Interlocal/Partnership Agreement to Address Rural Judges' Service Delivery Concerns

Summary: WSA is working with the Partners to define operational standards to ensure the Interlocal/Partnership Agreement is translated into Standard Operating Procedures related to communication, budget management, and performance design/monitoring in order to enhance and maintain rural service delivery in response to concerns raised by the Area Judges and in the interest of addressing the concerns in perpetuity.

Analysis:

On March 22, 2023, Area Judges Meeting Agenda Item #6 "Discussion and possible action regarding the failure of WSA to perform as agreed with the terms of the Partnership and Interlocal Agreements" authorized appointed liaison, Diane Rath, to inquire about division of the Workforce Development Area to separate from Bexar County and the City of San Antonio creating separate Urban and Rural Workforce Development Areas.

Concerns outlined during that meeting and leading to the action include (summarized and not exhaustive):

- Potential legal liability to the Chief Elected Officials given un-answered requests for budget reports (specific numbers) pertaining to County-by-County expenditures as well as operational integrity as described Procurement procedures and the need to cancel a procurement for the regional workforce bus.
- Not receiving a copy of the final version of the Local Plan update when being asked to approve the Two-Year Update.
- Concerns that not all Co6 members understand the importance of the role given other Co6 members' attendance issues due to other obligations.
- Allocation of resources associated with a historic 80%/20% split.

- The need for a workforce center in Bandera County.
- Contract amounts that can be approved without needing Board approval and Board review of contracts.
- Provision of monitoring reports and other legal actions documents to the Committee of Six in addition to briefings that are provided.
- The history of AADC and how/why it was disbanded specifically that COSA has the largest single contract with WSA. Including the determination that there exists a conflict of interest with AADC, but the same standard isn't being followed with COSA.

On Wednesday, April 26, 2023, Areas Judges Meeting Agenda #5 “Discussion and possible action on the information gathered by AACOG’s Executive Director regarding feasibility of dividing the WSA region into two regions: rural and urban.” They were informed that TWC has denied a request for separation. Comments and concerns expressed at this meeting include (summarized and not exhaustive):

- Nobody wants workforce to fail, however, WSA needs to follow the interlocal and partnership agreements.
- They are concerned about outreach in the rural communities.
- The area judges don't exist as an official entity. They are just an association of judges coming together to collaborate. They want a 14-member body (1 COSA, 1 Bexar County, 12 area judges) and for the Committee of Six structure to be amended.
- The idea of an 80/20 split may not be accurate and funding allocations should be based on population.
- The Interlocal allows for an entity to pull out of the agreement.
- Direction focused on working through clarification and adherence to the Interlocal and Partnership agreement through a workshop with Partner and WSA staff.
- Additionally, extension of an invitation to the Committee of Six to engage in a workshop to advance discussion regarding potential amendment of the Partnership Agreement and future consultation with TWC attorneys regarding governance.

The Area Judges, through their Liaison, have also communicated the attached issues and requested a Committee of Six work session to discuss these matters as well as the topic of governance as it pertains to the use of the Committee of Six as the body providing oversight.

In response to concerns raised by Area Judges WSA staff and the Partners engaged in two work sessions on May 22 & 25, 2023, to discuss how each of these items could be addressed through and Interlocal/Partnership Operational Agreement that specified mutually agreeable operational standards that could be enhanced to work through these issues.

WSA staff developed recommendations to demonstrate responsiveness to each of the attached points provided by the Area Judges Liaison at the May 22nd work session. WSA staff has briefed representatives from the Texas Workforce Commission, WSA Board Program Managers, Quality Assurance, MIS Division, Fiscal staff, as well as the Adult, Youth, and Childcare contractor on

recommendations. On Monday, July 17, 2023, WSA staff briefed Partner staff on the following recommendations corresponding to the document provided on May 22nd which included:

- 1.) Adoption of an Operational Agreement to address any items in Interlocal and Partnership Agreement that do not explicitly indicate when, how, and to what degree in relation to Board responsibility. The Agreement will be updated annually to ensure consistency of interpretation across turnover in Partner and Agency staff. This will set out clear expectations for WSA Board of Directors to hold WSA staff accountable to conformity to laws and agreements.
- 2.) Development of the County Allocation and Service Delivery (CASD) Report to enhance transparency regarding how dollars are coming in and out in relation to the full spectrum of service delivery in each county. Additionally, Local Workforce Councils will be established in each county to enhance co-planning of outreach and partnerships. The result will be local wisdom injected into annual outreach plans, special initiatives, and clear communication of full spectrum of service being provided in each county and associated cost.
- 3.) WSA staff is in negotiation with contractors to propose an annual budget with direct services segmented by rural and urban that will require amendment for movement of dollars between the two. The budget will be based on specific fund allocations derived by State of Texas allocations rather than the average of an 80% Urban and 20% Rural split. Additionally, WSA staff will pursue phased enhancements to the accounting systems, piloting of allocation practices, and development of protocols to support a county-by-county and fund-by-fund cost allocation related to individuals served and to include encumbrances. This work will form the basis for the quarterly CASD report initially and then evolve with input from Partners in relation to the cost-benefit of such changes relative to the advice of TWC. WSA will continue to work with TWC to secure opinions on whether further segmentation of the agency budget and disaggregation of performance measures integrated into each contractor agreement represents additional exposure for findings that may impact the overall regional competitiveness to secure additional program dollars or compliance.

Items 4-6 of the document are currently being negotiated with the Adult, Youth and Childcare Contractors.

TWC advised caution and indicated that material changes in service approach could warrant an update to the Local Plan and potentially create additional exposure in performance findings as this practice is uncommon across the state. WSA staff is characterizing these modifications as a pilot in FY 2024 that will result in finalizing of the scope to update systems and contracts that will be implemented and tested in FY 2025 and added to the 2026-2030 Local Plan submission. WSA staff are scheduling additional briefing with TWC Performance, legal, and other staff to ensure visibility and compliance with all State and Federal regulations in the implementation of the points provided on May 22nd and recommendations made by the Area Judges Liaison in the Partner work sessions.

In addition to the Partner work sessions, WSA staff has acted immediately to enhance services with the following actions:

- Arranged for a full-time representative to be available in Bandera, Monday through Friday, 8am-5pm, a representative available in McMullen, Tuesday, Wednesday, and Thursday, 8am-5pm.
- SA Early Childhood Team has invested an additional \$927K in strengthening local early childhood operations by providing \$526K in back-to-school stipends to teachers and \$901K in teacher bonuses.
- Additionally, WSA will invest approximately \$6M in additional childcare services through reallocating childcare reserve funding and receiving additional state funding.

Alternatives: If a consensus solution that addresses each of the items outlined cannot be derived through the Partners work sessions the Area Judges have, through their Liaison, communicated options such as entering into mediation as is provided for in the Interlocal and Partnership Agreement, and/or withholding approval of the WSA annual Budget.

Fiscal Impact: WSA staff is evaluating the impact on performance dollars if the expectation of expenditure of service dollars emphasizes expenditures on a county-by-county and program-by-program basis.

Recommendation: WSA Staff requests approval from the WSA Board with pursuit of this strategy.

Next Steps: A draft of the Operational Plan will be shared with the Committee of Six shortly after the July 26, 2023, meeting. A final Operational Plan will be provided at the August 23, 2023, meeting. If there is additional feedback the Area Judges meeting is to be held on September 27, 2023, and represents the last opportunity for the Area Judges to impact the overall budget of WSA.

1. Conform to federal and state law and to the Interlocal and Partnership agreements. If any doubt as to intent, ask the Co6.
2. Ensure Services that conform to the allocations budgeted are delivered in each county.
3. Report quarterly on Allocation/Expenditure/# served. If there is a variance of more than 10%, include a variance explanation. Update the allocation per county as additional funds/grants are received.
4. Have a workforce center in each county (except McMullen) with the ability to do outreach and intake for all programs. Evaluate the need for additional services offered in each county regularly.
Bandera is larger than Frio and Karnes and has minimal staff only present Monday 9-4. Confirm Staff is present when scheduled in area centers. Using the combined allocation percentage, Bandera is .58%, Fredericksburg and Kenedy .65%, Kenedy and Fredericksburg have centers opened full time Mon-Fri.
5. Ensure each center has the capacity to do childcare outreach, explain the program, and submit forms. Maintain waiting lists in all counties if funding is not available for enrollment.
6. Ensure the contractors' contract conforms to the Partnership agreement.



EMPLOYEE POLICY HANDBOOK REVISION: EMPLOYEE INCENTIVE POLICY

August 11, 2023

Employee Incentive Policy

Purpose:

- Formalizes an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who has exceeded performance expectations.
- Creates a reasonable and necessary incentive policy to retain and motivate valued employees, demonstrating a commitment to the agency.
- Award types include lump sum monetary or non-monetary awards for additional recognition, training development, or continuing education.

Employee Incentive Policy

Criteria:

- A lump sum to recognize a specific achievement.
- An incentive plan with goals, established criteria, and regular payouts when performance exceeds goals.
- Non-monetary awards can include recognition, career development opportunities, and attendance for special lectures, training programs, and conferences.

Limitations:

- Awards may not exceed \$10,000 or 5% of the employee's base salary.



Questions



EMPLOYEE POLICY HANDBOOK REVISION: LONG-DISTANCE REMOTE WORK POLICY

August 11, 2023



Long-Distance Remote Work Policy

Purpose:

- Formalizes a policy that provides the agency discretion to hire an applicant, or enter a telecommuting arrangement with eligible employees, who reside more than 100 miles away from an Agency office but within the state of Texas as a fully remote employee (“Long-Distance Remote Work”).

Long-Distance Remote Work Policy

Criteria:

- Applicants who live more than 100 miles away, applying for and are the best candidate for a mission-critical position, and mission-critical functions of the job are capable of being performed remotely may be eligible for Long-Distance Remote Work.
- Employees who move more than 100 miles away from their assigned place of employment but remain within the state of Texas are eligible to be considered for Long-Distance Remote Work if the remote work arrangement is in the best interest of the Agency and the employee performs mission-critical functions that are capable of being performed remotely.

Long-Distance Remote Work Policy

Limitations:

- Employees in good standing are eligible for Long-Distance Remote Work, meaning the employee must not be subject to a Performance Improvement Plan (“PIP”), any disciplinary action, or have been subject to a PIP or disciplinary action within the last six months. Long-Distance Remote Work is at the Agency’s sole discretion and may be withdrawn at any time.



Questions?



Workforce Solutions Alamo

Interlocal/Partnership Agreement

Operational Plan Update

August 11, 2023



Summary

- In response to concerns raised by the Area Judges and in the interest of addressing the concerns in perpetuity
- WSA/Partners working to define operational standards to ensure the Interlocal/Partnership Agreement is translated into Standard Operating Procedures
- Focused on communication, budget management, and performance design/monitoring
- WSA staff is requesting Board approval of overall strategy



Background

- At the March 22, 2023, meeting of the Area Judges, action was taken to request guidance from TWC regarding bifurcation of Workforce Development Area into Urban and Rural.
- Summarized concerns expressed included:
 - **Service:** Rural service provision and lack of a career center and childcare outreach in Banderita County.
 - **Communication:** Provision of information, operational integrity of WSA, and potential exposure for disallowed costs created by lack of transparency and level of engagement with rural leadership.
 - **Governance:** Governance structure of the Committee of Six and whether different modes of governance should be explored.



Background Continued

- At the April 26, 2023, meeting of the Area Judges, informed that TWC would not support bifurcation of Workforce Development Area into Urban and Rural.
- Summarized concerns expressed included:
 - Service, communication, and governance
 - Potential need for a new governance model
- Recommended action:
 - Work session between Partner Staff and WSA, and a work session for the Committee of Six to discuss issues.



Previous Action

WSA Staff and the Partners engaged in two work sessions:

May 22, 2023: WSA Staff, Partners and WSA Board Chair met.

Partners reviewed Interlocal and Partnership agreement to summarize Partners preferences.

Rural Judges Liaison shared the following summary of issues Area Judges would like addressed:

1. Conform to federal and state law and Interlocal and Partnership agreement.
2. Ensure services conform to budget allocations are delivered in each county.
3. Report quarterly on allocation/expenditure/number served.
 - a) If there is a variance of more than 10% include a variance explanation.
 - b) Update the allocation per county as additional funds are granted.
4. Workforce center in each county, except McMullen, to do outreach and intake for all programs. Evaluate the need for additional services offered in each county and confirm staff presence.
5. Ensure each center has the capacity to perform childcare outreach and maintain a waiting list in all counties if funding is not available.
6. Ensure contractors' contract conforms to the Partnership Agreement

May 25, 2023: Worked together to begin drafting an Interlocal/Partnership Operational Agreement that specified mutually agreeable operational standards to address these concerns.



Initial Response

In addition to the Partner Work sessions, WSA staff has acted immediately to enhance services with the following actions:

- Moved to authorize a full-time representative to be available in Bandera, Monday through Friday, 8am-5pm, a representative available in McMullen, Tuesday, Wednesday, and Thursday, 8am-5pm.
- Seeking approval from TWC Temporary Assistance for Needy Families (TANF) budget shifted to support outreach operations to engage and serve more individuals qualifying for TANF.
- Have executed Community Conversations on Childcare in each of the Rural Communities – resulting in Kerr EDC for matching childcare funds.



Current Action

WSA Staff, having secured a format to address the issues and after being provided requests in writing, conferred with the following entities:

Adult, Youth and Childcare Contractors (July 5th and 6th)

- Made aware of the requested additions to the upcoming contractor agreements.

Texas Workforce Commissions (July 17th):

- Suggested caution as it pertains creating additional requirements not required by the agreements with TWC.
 - Ex: If there are disruptions such as the pandemic in the future the additional requirements limit flexibility.
- Working on legal opinion regarding DOL requirements on priority of services.
 - Ex: Veteran requires service but is waitlisted while a budget amendment is completed.
- **Additional meetings being scheduled with Childcare and Monitoring units within TWC.**
 - **TWC also indicated they would like HHS to opine on impact to Childcare dollars.**

Partner Staff (July 17th and July 28th)

- Briefed on the following recommendations:



Summary of Recommendations (May 22nd Request)

No.	Summarized Description	WSA Staff Recommendation	Partner Feedback - Status
1.	Follow applicable laws and agreements. Ask Cof6.	Interlocal/Partnership Agreement Operational Plan – updated as needed through Cof6 Action	Satisfactory – Finalizing Draft for Review
2.	Allocate Resources per Partnership Agreement New Interpretation of Partnership Agreement VII A.	Sent allocation formulas to TWC for validation County Workforce Councils- Outreach Plans and Partnership Plans Added to Operational Plan	Satisfactory – NEW TWC has provided allocation factors as of August 1, 2023 Budget Work Session Aug 7
3.	Report on allocation, expenditure, number served with 10% variance explanations.	County Allocation and Service Delivery Report (CASD) Commissioner Court Presentations Urban/Rural Budget Allocations	Expectation is County-by-County and Program-by-Program budget adopted; waitlists used if budget adjustment required.
4.	Staff presences in all counties except McMullen with ability to enroll. Assessment of need.	Acted immediately to assign staff, have included in Adult Contractor agreement in negotiation. Will enact assessment annually. Included in Operational Plan	Satisfactory
5.	Childcare outreach and waiting list, with staff ability to enroll.	Contractor has indicated specificity regarding in-person presence not articulated RFP but will respond to requests for such service and are doing so currently	NEW waitlists can be maintained but not filled on a county-by-county budget basis.
6.	Contractor's Agreements conform to Partnership Agreement	Contractor agreements are currently being negotiated with a focus on integrating service delivery into agreements	Expectation is program by program county by county budget.

1.) Conform to federal and state law and interlocal and partnership agreements. If any doubt, ask the COS.

Action: Development of Interlocal/Partnership Agreements Operational Plan.

Purpose: For those items in Interlocal and Partnership Agreement that do not explicitly indicate, when, how, and to what degree, the Operational Plan will be updated annually to ensure consistency of interpretation across turnover in Partner and Agency staff.

Result: Clear expectations for Board to hold WSA staff to regarding conformity to laws and agreements. Following actions to be documented in the plan.



2.) Ensure Services that conform to the allocations budgeted are delivered in each county.

Action: Development of the County Allocation and Service Delivery Report (CASD). Staff working through specific formulas on allocation fund by fund according to TAC 800 and using CFDA numbers as a last resort. Seeking clarity from TWC on any assumptions.

Develop County Workforce Councils to implement and seek guidance on development of Local Plan coming up on the next 4-year renewal.

Purpose: Enhance transparency regarding how dollars are coming in and out in relation to service delivery and co-planning outreach and partnerships.

Result: Fund by Fund County by County allocation driven by State and Federal formulas and Local wisdom injected into Local Plan and annual outreach plans and special initiatives and *clear communication of full spectrum of service being provided in each county and associated cost.*



3.) Report Quarterly on Allocation/Expenditure/Number Served. If there is a variance of more than 10% include a variance explanation. Update allocations by county as additional funds/grants are received.

Actions: County Allocation and Service Delivery (CASD) Report will illustrate 1.) allocation 2.) expenditures 3.) any new allocations 4.) detailed quarterly numbers served and outreach activity per program

Report to each Commissioners Court quarterly.

Propose Urban and Rural budgets based on Allocation factors which will be reported to WSA Board on a county-by-county basis for development of the CASD. Reallocation of funds between Urban and Rural accomplished through budget amendment. SOP's will be added to Operational Plan noting this as a requirement.

Result: Transparency of allocations including additional funding, expenditure, and service delivery and variances. Quarterly tracking of Service Delivery costs and number served by county.



4.) Have a workforce center in each county (except McMullen) with the ability to do outreach and intake for all programs. Evaluate the need for additional services offered in each county regularly.

Action: Include center or staff representation requirement into the Adult and Youth Contracts. Notice of changes in staffing require a backup plan and communications plan to ensure clients are made aware of where than can secure service. Signage and hours posted.

Include an annual evaluation of service level as it pertains to need in the Operational Agreement.

Result: Evaluate staff presence in each County and adopt an evaluation methodology as new SOP.



5.) Ensure each center has the capacity to do childcare outreach, explain the program, and submit forms. Maintain waiting lists in all counties if funding not available for enrollment.

Action: Including center or staff representation requirement into the Childcare contract and require reporting on wait list numbers. Include in the Operational Plan the requirement to include this in the contractor agreement and reporting of the waitlist on the CASD.

Result: Increase in staff presence in each county through contractual obligation and quarterly reporting on waitlist development.

Potential Impacts: Increase childcare contractor admin expense, less money for childcare.



6.) Ensure the contractors' contract conforms to the Partnership agreement.

Action: Requirements associated with resource allocation and service provision will be integrated in Profit Matrix, Budget, and Participant Service Plan.

Partners are requested to highlight any issues that need to be integrated and will be adopted into Operational Agreement for inclusion in current or future contracts as appropriate.

Result: All requests highlighted by the Partners, are being negotiated for integration into contractor agreements.



Next Steps

- A draft of the Operational Plan will be shared with the Committee of Six shortly after briefing the Partners and consensus view that a draft is ready for distribution.
- Feedback finalized for the August 23, 2023, Committee of Six meeting.
- Final feedback may be provided regarding recommendations through the Area Judges meeting on September 27, 2023, when the body considers approval of the WSA annual budget.
- WSA is committed to an iterative process that results in new systems, processes, and operational standards for the board and contractors that limit additional exposure while meeting the needs of the Area Judges.



Alternatives

If Partners work sessions and recommendations do not derive consensus solutions, Area Judges, through their Liaison, have communicated options such as:

- Mediation as is provided for in the Interlocal and Partnership Agreement, and/or;
- Withholding approval of the WSA annual budget.



Recommendation

- WSA Board staff will continue to work with TWC to assess impacts to updates to budget and performance procedures.
- WSA Board staff will continue to integrate recommendations with Adult, Youth and Childcare Contractors.
- WSA Board staff will bring Iterative Operational Plan and budget amendments and other recommendations in coordination with Partners staff and Committee of Six.



Questions





CEO REPORT



Letters of Support

Bluebonnet Technologies LLC: Bluebonnet is actively working to meet the needs of pharmaceutical and medical needs of Texas through this growing industry by maximizing job placements for local residents within the Alamo region.



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Penny Benavidez, Director of Public and Government Relations

Date: August 11, 2023

Subject: Datapoint Interior Refresh Unveiling Event

Summary: This item is to provide a notice of the Datapoint Interior Refresh Unveiling Event. This event is scheduled for:

- September 15, 2023, from 9 AM – 10 AM
- Datapoint Career Center, 3652 Bluemel Road, San Antonio, TX 78229

Analysis: Workforce Solutions Alamo is bringing the Sector-Based Model to life in our Career Centers through the use of visually impactful industry graphics and career focused messaging. Clients visiting the Datapoint Career Center gain exposure to high-demand, high-growth, and high-wage industries. Although all target industries will be represented, the Datapoint Career Center has a Healthcare focus given it is located in the heart of South Texas Medical Center.

The Datapoint unveiling event is part of a larger plan to recognize the month of September as Workforce Development Month. Other September activities include highlights on social media, email marketing, public relations, and community engagement opportunities.

Community partners, elected officials, Board of Directors, and media will be invited to attend.

The Datapoint Career Center is the first location to undergo an interior visual refresh based on the Sector-Based Model of targeted industries. The Datapoint Career Center serves as our model for future refresh activities at other career center locations.

Alternatives: The alternative to having this event is to not realize an opportunity to formally introduce target industries and promote career pathways to Career Center clients and visitors.

Fiscal Impact: The fiscal impact is to be determined based off final event details.

Recommendation: The recommendations are to attend the Datapoint Interior Refresh Unveiling Event, share this information with colleagues and/or clients, and advocate for the impact workforce development has on our communities.

Next Steps: Staff will continue to finalize details surrounding this event and will communicate accordingly with Leadership. An invitation will be distributed one month prior to the event.

Datapoint Career Center Graphics

- Datapoint Interior Graphics Installation Complete
- Healthcare Focus
- Visual Career Paths depicting Target Industries
- Upcoming Reveal





CHAIR REPORT



7/7/2023

Workforce Solutions Alamo

LAST	FIRST	Category	Company	Industry	Gender	Race	Hisp	Expires	Vacant	O.O.C.	CC	Vet
	Vac, Dennis, Li	econ devl	Seguin Economic Develo	Public Administrati	F	White	No	12/31/24	05/15/23	08/13/23	No	No
Batch	Mary K.	prv sector	Caterpillar ISPD	Manufacturing	F	White	No	12/31/25			No	Yes
Brown	Robby	prv sector	DOCUmentation, Inc.	Other Services	M	White	No	12/31/23			No	No
Cantu	Leslie	prv sector	Toyotetsu Texas Inc	Manufacturing	F	White	No	12/31/23			No	No
Cap	Elizabeth Butle	prv sector	GenCure/BioBridge Glob	Health Care, Soci	F	White	No	12/31/25			No	No
Cooper	Eric	CBO	San Antonio Food Bank	Health Care, Soci	M	White	No	12/31/24			No	No
Denn	Mitchell Shane	labor	San Antonio Building Tra	Other Services	M	White	No	12/31/24			No	No
Dixon	Dawn	rehab	Warm Springs Foundatio	Health Care, Soci	F	White	No	12/31/23			No	No
Francis	Allison L. Greer	pub assist	The Center for Health Ca	Health Care, Soci	F	White	No	12/31/23			No	No
Graeber	Jerry	prv sector	Leonard Contracting	Construction	M	White	No	12/31/24			No	No
Kassim	Yousef	prv sector	E-Legal, Inc.-EasyExpun	Professional, Tech	M	Other	No	12/31/23			No	No
Keig	Lowell	pub emplo	Texas Workforce Commi	Public Administrati	M	White	No	12/31/24			No	No
Kenny	Diana	prv sector	Assessment, Intervention	Health Care, Soci	F	White	No	12/31/23			No	No
Lutz	Elizabeth	CBO	Bexar County Communit	Health Care, Soci	F	White	Yes	12/31/25			No	No
Magaro	Anthony	prv sector	Southwest Research Inst	Professional, Tech	M	White	No	12/31/24			No	No
Morrill	Sammi M.	education	Alamo Colleges District (Educational Servic	F	White	No	12/31/25			No	No
Munoz	Betty	prv sector	JW Marriott San Antonio	Accomodation, Fo	F	White	Yes	12/31/24			No	No
Navarro-Gonzal	Lisa	prv sector	Forma Automotive, LLC	Manufacturing	F	White	Yes	12/31/23			No	No
O'Connor	Ana DeHoyos	CBO	YMCA	Other Services	F	White	Yes	12/31/24			Yes	No
Oliveira	Angelique De	ABE	Goodwill Industries of Sa	Health Care, Soci	F	White	No	12/31/23			No	No
Peavy	Benjamin	prv sector	Accenture Federal Servic	Professional, Tech	M	Black	No	12/31/23			No	No
Perez	Esmeralda	prv sector	CHRISTUS Santa Rosa	Health Care, Soci	F	White	Yes	12/31/24			No	No
Rhodes	Kelli G.	literacy	Restore Education	Educational Servic	F	White	No	12/31/24			No	No
Roper, Jr.	Burnie L.	education	Lackland ISD	Educational Servic	M	Black	No	12/31/23			No	Yes
Trevino	Edward JR	prv sector	Treco Enterprise, Inc	Construction	M	White	Yes	12/31/24			No	No

Current Members	25
Operating Size:	25 - 30
Term:	3

BOARD:	Female	Hispanic	Black	Priv Sect:	CC Reprs	Vet Reprs	CBO/Lab:
	15	6	2	13	1	2	4
	60%	24%	8%	52.0%			16.0%
WDA:	58%	48%	5%				

Priv Sect: 13 Education: 2 Labor: 1 Rehab: 1 CBO: 3 Econ Dev: 1 Pub Employ: 1 Pub Asst: 1 Lit: 1 ABE: 1

WORKFORCE SOLUTIONS ALAMO BOARD 2023 DEMOGRAPHICS

Place Number	WSA BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	Gender	Race	Hispanic	CC	Urban	Vet
1	Mary Batch (BOARD VICE CHAIR)	Private Sector	Catapillar ISPD	Manufacturing	11/16/2015	01/25/2023-12/31/2025	F	White	N	N	R	Y
2	Betty Munoz	Private Sector	JW Marriott San Antonio	Accomodation	10/4/2016	01/01/2022-12/31/2024	F	White	Y	N	U	N
3	Becky Butler Cap	Private Sector	GenCure/BioBridge Global	Health Care, Social Assis	1/25/2023	01/25/2023-12/31/2025	F	White	N	N	U	N
4	Leslie Cantu (BOARD CHAIR)	Private Sector	Toyotetsu Texas, Inc.	Manufacturing	12/5/2017	01/01/2021-12/31/2023	F	White	N	N	U	N
5	Esmeralda Perez	Private Sector	CHRISTUS Santa Rosa	Health Care, Social Assis	12/8/2021	01/01/2022-12/31/2024	F	White	Y	N	U	N
6	Anthony Magaro	Private Sector	SWRi	Professional, Tech	2/1/2021	02/01/2021-12/31/2024	M	White	N	N	U	N
7	Yousef Kassim	Private Sector	E-Legal, Inc. EasyExpun	Professional, Tech	12/5/2017	01/01/2021-12/31/2023	M	Other	N	N	U	N
8	Benjamin Peavy	Private Sector	Accenture Federal Services	Professional, Tech	12/5/2017	01/01/2021-12/31/2023	M	Black	N	N	U	N
9	Jerry Graeber	Private Sector	Leonard Contracting	Construction	9/1/2022	09/01/2022-12/31/2024	M	White	N	N	U	N
10	Lowell Keig	Public Employment	TWC	Public Administration	5/1/2022	05/01/2022-12/31/2024	M	White	N	N	U	N
11	Diana Kenny	Private Sector	Assesmentent Intervention	Health Care, Social Assis	10/8/2019	01/01/2021-12/31/2023	F	White	N	N	U	N
12	Robby Brown	Private Sector	DocuMation	Other Services	6/21/2023	06/21/2023-12/31/2023	M	White	N	N	U	N
13	Lisa Navarro Gonzales	Private Sector	Forma Automotive, LLC	Manufacturing	1/1/2021	01/01/2021-12/31/2023	F	White	N	N	U	N
14	Eric Cooper	CBO	San Antonio Foodbank	Health Care, Social Assis	5/3/2016	01/01/2022-12/31/2024	M	White	N	N	U	N
15	Elizabeth Lutz	CBO	Bexar County Community	Health Care, Social Assis	2/25/2014	01/25/2023-12/31/2025	F	White	Y	N	U	N
16	Ana DeHoyos O'Connor	CBO	YMCA	Other Services	1/1/2021	01/01/2022-12/31/2024	F	White	Y	Y	U	N
17	Dr. Burnie Roper	Education	Lackland ISD	Educational Services	11/16/2015	01/01/2021-12/31/2023	M	Black	N	N	U	Y
18	Dr. Sammie Morrill	Education	Alamo Colleges District	Educational Services	1/7/2020	01/25/2023-12/31/2025	F	White	N	N	U	N
19	Angelique De Oliveira	ABE	Goodwill Industries of SA	Health Care, Social Assis	1/5/2021	01/05/2021-12/31/2023	F	White	N	N	U	N
20	Joshua Schneuker	Econ. Dev.	Seguin Economic Dev. Corp	Public Administration	7/31/2023	07/31/2023-12/31/2024	M	White	Y	N	R	N
21	Mitchell Shane Denn	Labor	San Antonio Building Trade	Other Services	1/7/2020	01/01/2022-12/31/2024	M	White	N	N	U	N
22	Kelli Rhodes	Literacy	Restore Education	Educational Services	9/1/2020	01/01/2022-12/31/2024	F	White	N	N	U	N
23	Allison Greer Francis	Public Assist.	The Center for Health Cente	Health Care, Social Assis	2/1/2021	02/01/2021-12/32/2024	F	White	N	N	U	N
24	JR Trevino	Private Sector	Treco Enterprise, Inc	Construction	9/1/2022	09/01/2022-12/31/2024	M	White	Y	N	U	N
25	Dawn Dixon	Rehabilitation	Warm Springs Foundation	Health Care, Social Assis	1/1/2021	01/01/2021-12/31/2023	F	White	N	N	U	N

PRIVATE SECTOR	13	52%
COMMUNITY BASED ORGANIZATION (CBO)	3	12%
LABOR	1	4%
EDUCATION	2	8%
PUBLIC EMPLOYMENT	1	4%
ADULT BASIC, CONTINUING EDUCATION	1	4%
ECONOMIC DEVELOPMENT	1	4%
PUBLIC ASSISTANCE	1	4%
REHABILITATION	1	4%
LITERACY	1	4%

Female	14	56%
Male	11	44%

Child Care Reps. 1
 Vet. Reps. 2

Black	2	8%
White	22	88%
Other	1	4%

Hispanic	6	24%
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RACE	#BOARD	MALE		WD AREA %	#BOARD	FEMALE		WD AREA %	#BOARD	TOTAL	
		BOARD %	WD AREA %			BOARD %	WD AREA %			BOARD %	WD AREA %
White	6	24%	21.54%		10	40%	18.64%		16	64%	40.18%
Black	2	8%	2.81%		0	0%	2.83%		2	8%	5.64%
Hispanic	2	8%	27.26%		4	16%	23.77%		6	24%	51.03%
Other	1	4%	1.63%		0	0%	1.52%		1	4%	3.15%
TOTAL	11	44%	53.24%		14	56%	46.76%		25	100%	100.00%

Note: This table represents the latest data recommended by TWC to evaluate Board representation. TWC informed WSA that information on the Score Card and this table is due for 2020 census update.

**WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	AUG '22	SEPT '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	JUL '23	AUG '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
1	Mary Batch (VICE CHAIR)	Private Sect.	01/25/2023-12/31/2025														34	34	0	100%
	BOARD OF DIRECTORS			Y		E		Y		Y		Y		Y						
	EXECUTIVE COMMITTEE			Y	Y		Y			Y		Y		Y						
	AUDIT & FINANCE COMMITTEE (CHAIR)				Y		E			Y		Y	Y	Y		Y				
	HR COMMITTEE																			
2	Betty Munoz	Private Sect.	01/01/2022 - 12/31/2024														24	24	1	100%
	BOARD OF DIRECTORS			Y		Y		Y		E		Y		Y						
	HR COMMITTEE																			
	NOMINATIONS COMMITTEE						U													
	EARLY CARE & EDUCATION COMMITTEE						Y		Y		Y		Y	E						
3	Becky Butler Cap	Private Sect.	01/25/2023-12/31/2025														4	4	0	100%
	BOARD OF DIRECTORS									Y		E		Y						
	STRATEGIC COMMITTEE															Y				
4	Leslie Cantu (BOARD CHAIR)	Private Sect.	01/01/2021-12/31/2023														65	65	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		E		Y						
	AUDIT & FINANCE COMMITTEE				Y		Y			Y		E	Y	Y		Y				
	STRATEGIC COMMITTEE			Y			Y		Y		Y		Y		Y					
	OVERSIGHT COMMITTEE				Y		Y			Y		Y	Y			Y				
	EXECUTIVE COMMITTEE			Y		Y	Y			Y		Y		Y						
	YOUTH COMMITTEE												Y							
	EARLY CARE & EDUCATION COMMITTEE						Y						Y		Y					
	HR COMMITTEE (CHAIR)																			
5	Esmeralda Perez	Private Sect.	01/01/2022 - 12/31/2024														18	18		100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y						
	OVERSIGHT COMMITTEE				Y		Y			Y		Y	E			E				
6	Anthony Magaro	Private Sect.	02/01/2021-12/31/2024														25	24	2	96%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y						
	YOUTH COMMITTEE												Y							
	EXECUTIVE COMMITTEE						Y			E		U		Y						
	STRATEGIC COMMITTEE				E		E		Y		Y		Y		U					
	NOMINATIONS COMMITTEE (CHAIR)						Y													
	HR COMMITTEE																			
7	Yousef Kassim (SECRETARY)	Private Sect.	01/01/2021-12/31/2023														44	41	3	93%
	BOARD OF DIRECTORS			Y		E		Y		Y		E		Y						
	AUDIT & FINANCE COMMITTEE				Y		U			E		Y	Y	Y		U				
	EARLY CARE & EDUCATION COMMITTEE						Y		Y		Y		Y		Y					
	EXECUTIVE COMMITTEE									Y		Y		Y						
8	Ben Peavy	Private Sect.	01/01/2021-12/31/2023														30	28	2	93%
	BOARD OF DIRECTORS			Y		E		Y				Y		Y						
	YOUTH COMMITTEE												E							
	STRATEGIC COMMITTEE			Y	Y		Y		Y		E		Y		Y					
9	Jerry Graeber	Private Sect.	09/01/2022 - 12/31/2024														5	5	0	100%
	BOARD OF DIRECTORS					Y		E		Y		Y		Y						
10	Lowell Keig	Public Empl.	06/01/2022 - 12/31/2024														12	12	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y						
11	Diana Kenny	Private Sect.	12/18/18-12/31/2022														12	12	0	100%
	BOARD OF DIRECTORS			E		Y		Y		Y		Y		Y						
	HR COMMITTEE																			

**WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	AUG '22	SEPT '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	JUL '23	AUG '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
12	Robby Brown	Private Sect.	06/21/2023-12/31/2023														1	1		100%
	BOARD OF DIRECTORS													Y						
13	Lisa Navarro Gonzales	Private Sect.	01/01/2021-12/31/2023														23	20	3	87%
	BOARD OF DIRECTORS			Y		Y		E		Y		Y		Y						
	AUDIT & FINANCE COMMITTEE				Y		Y			Y		U	U	U		Y				
14	Eric Cooper	CBO	1/01/2022 - 12/31/2024														36	36	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y			Y	Y						
	STRATEGIC COMMITTEE (CHAIR)			Y	Y		Y		Y		Y	Y	Y		Y					
	EXECUTIVE COMMITTEE			Y		Y	Y			Y				E						
15	Elizabeth Lutz	CBO	01/25/2023-12/31/2025														30	25	6	83%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y						
	EARLY CARE & EDUCATION COMMITTEE						U		Y		U		Y		Y					
16	Ana DeHoyos O'Conner	CBO	1/01/2022 - 12/31/2024														26	26	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y						
	EARLY CARE & EDUCATION COMMITTEE (CHAIR)						Y		Y		Y		Y		Y					
	NOMINATIONS COMMITTEE						Y													
	EXECUTIVE COMMITTEE			Y			Y			Y		Y		Y						
17	Dr. Burnie Roper	Education	01/01/2021-12/31/2023														12	12	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y				E						
	YOUTH COMMITTEE												Y							
18	Dr. Sammie Morrill	Education	01/25/2023-12/31/2025														31	30	1	97%
	BOARD OF DIRECTORS			Y		Y		Y		Y		E		Y						
	EXECUTIVE COMMITTEE			U		Y	Y					Y		Y						
	OVERSIGHT COMMITTEE (CHAIR)				Y		Y			Y		Y	Y			Y				
19	Angelique De Oliveira	ABE	01/05/21-12/31/2023														25	20	5	80%
	BOARD OF DIRECTORS			U		Y		Y		Y		Y		U						
	STRATEGIC COMMITTEE			Y	U		Y		U		Y		Y		Y					
20	Joshua Schnueker	Econ. Dev.	07/31/2023 12/31/2024																	0%
	BOARD OF DIRECTORS																			
21	Mitchell Shane Denn	Labor	01/01/2022 - 12/31/2024														39	35	6	90%
	BOARD OF DIRECTORS			Y		E		Y		Y		E		Y						
	STRATEGIC COMMITTEE			Y	Y		Y		Y		Y		Y		Y					
	AUDIT & FINANCE COMMITTEE				Y		Y			Y		Y	E	U		Y				
22	Kelli Rhodes	Literacy	1/01/2022 - 12/31/2024														15	15	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y						
	YOUTH COMMITTEE												Y							
23	Allison Greer Francis	Public Assist.	02/01/2021-12/32/2024														19	17	1	89%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		E						
	OVERSIGHT COMMITTEE			U			Y			Y		E	E			U				
24	JR Trevino	Private Sect.	09/01/2022 - 12/31/2024														6	6		100%
	BOARD OF DIRECTORS					Y		Y		E		E		Y						
	NOMINATIONS COMMITTEE						Y													
25	Dawn Dixon	Rehabilitation	01/01/2021-12/31/2023														20	20	0	100%
	BOARD OF DIRECTORS			Y		Y		E		Y		E		Y						
	EARLY CARE & EDUCATION COMMITTEE						Y		E		Y		Y		Y					

Last Date Updated: 08/05/2023

Average: 88.35%