



AUDIT & FINANCE COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 101
San Antonio, TX 78207
July 24, 2020
10:00 AM

BOARD MEMBERS:

Mary Batch, Dawn Vernon, Yousef Kassim, Shane Denn, Leslie Cantu, Juan Solis III

WSA STAFF ATTENDEES:

Adrian Lopez, Linda Martinez, Louis Tatum, Ricardo Ramirez Angela Bush, Melissa Sadler-Nitu, Gabriela Horbach, LaVonia Horne-Williams, Mark Milton, Manuel Ugues, Elizabeth Eberhardt, Barebetta Womack, Michael DeFrees, Roberto Corral

LEGAL COUNSEL:

Frank Burney

PARTNERS:

Dave Meadows
Pooja Tripathi

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 G. Martinez at (210) 581-1091.

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I. CALL TO ORDER AND QUORUM DETERMINATION

Presenter: Mary Batch, Chair

The meeting was called to order by: Mary Batch @ 10:16am

II. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Chair

There was no conflict of interests declared.

III. PUBLIC COMMENT

Presenter: Mary Batch, Chair

There were no public comments.

IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES - May 29, 2020

Presenter: Mary Batch, Chair

All in agreement to table previous minute discussion until next meeting. Approved: 1st Leslie Cantu 2nd Dawn Vernon

V. BRIEFING – PROCUREMENT

Presenter: LaVonnia Horne-Williams,
Director Procurement a. Procurement
Projects & Contracts Summary

Renovation:

-E. Houston: Looking to have people in by August 2020. Flooring and painting complete. Moving furniture in by first week of August.

-Seguin: Spoke with contractors about all building needs- need people in by September

-Contract Amendments: SERCO/C2/UTSA/city projects

VI. DISCUSSION AND POSSIBLE ACTION

Presenter: Louis Tatum,
CFO

- a. Financial Reports
Corporate -55%
Board Facilities 57%

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General Office - 44%
Professional Services – 46%
Total Expenses: 52.94%
-Personnel is bulk of expenses
-Visit recommendations for organizational review and fill some vacancies
-Non-returned salary monies is re-allocated to grants
-Adult, dislocated worker, youth & rapid response grants closed as of June 30th 2020. All dollars were expended. TWC granted additional \$50,000 and was used for rapid response.
-New Grants: COVID \$306K, Dislocated Worker \$1.3M, Skills Development \$287K as of May 2020.
-Oct 1-May 31, \$73M spent.

b. Annual Budget Approval

-TWC Commissioners are meeting July 28th to provide final allocation amounts for programs such as TANF, SNAP, Child Care and then they can be plugged into budget.
-County and City dollars are critical during this time to offset costs.
-FTE's are 0.5 difference between proposed budget and last year's budget
-Increase in salary budget by \$17,608
-Fringe Benefits: Health benefits comes up for renewal in December- budgeting for increase
-Budgeting less for legal
-Budgeting more for professional services for items such as website maintenance
-Overall increase at about \$228,655 or 4%
-Facility decrease of about \$427,576; Data Point, Seguin & E. Houston
-Increase for contractors

-Asking to adopt a proposed budget of \$105,204,174.58

Board Budget:	\$5,996,364.00
Facilities:	\$4,550,200.22
Projects:	\$1,033,936.00
Contractors:	\$91,372,187.05
Reserved/Unobligated:	\$2,251,402.00

-One-time merit increase for employees

Approved: 1st Shane Denn 2nd: Yousef Kassim. Motion carried.

VII. CEO Report

Presenter: Adrian Lopez, CEO

a. Summary Budget Presentation

-Requested staff to answer departmental questions (challenges, goals, accomplishments, budgets requests, other ideas for fiscal year)

-DEPTS:

HR- Completed organizational review & flow chart, updated handbook and evals.

Data- Produced 30+ reports, utilized data to articulate affects of COVID on unemployment and local economy, ongoing development of sector-based model for workforce development.

Procurement- Reviewed, approved and processed more than 150 purchase requests, executed 2 of 6 MOAs for Kiosk project, managed facility renovations for Seguin and E. Houston WFCs

Fiscal- WSA has issued a clean audit and is no longer a high risk auditee, passed Dept. of Labor Review with no findings, track record of timely and accurate financial reporting with new funding

IT- Successfully transitioned IT services to Datapoint. Successfully transitioned all contractor, board and TWC staff to provide remote services. Successfully installed WIFI in 10 of 16 Career Center parking lots.

Quality Assurance- WSA maintained minimal if any disallowed or questioned costs (e.g. high levels of compliance). Received a clear monitoring audit from the Department of Labor (DOL)

-Secured \$105,272 in Workforce Commission Initiatives funding to support delivery of services to workers and employers

1. Red, White & You! Job Fair

2. Child Care Quality Conference

3. Texas Veterans Leadership Program

4. Foster Care Youth Conference

5. Career Pathways

-First ever Hire Event held at Morgan's Wonderland conducted for students and individuals with disabilities. 25 Employers were present along with 165 students.

-2nd highest in essential worker enrollment for Child Care in Texas

VIII Chair Report

Presenter: Mary Batch, Chair

IX. Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may recess into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:

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

No items were discussed or considered under Executive Session.

X. Adjournment

Presenter: Mary Batch, Chair

Meeting adjourned @ 11:04am 1st: Yousef Kassim 2nd: Dawn Vernon