



OVERSIGHT COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
September 23, 2022
1PM

WSA BOARD MEMBERS: Dr. Sammi Morrill, (in-person, Committee Chair), Leslie Cantu, Esmeralda Perez, (virtual); Robby Brown

WSA BOARD STAFF: Adrian Lopez, Linda G. Martinez, Dr. Andrea Guerrero-Guajardo, Angela Bush, Katherine Pipoly, Dr. Federico Ghirimoldi, Caroline Goddard, Dr. Ricardo Ramirez, Gabriella Horbach, Jeremy Taub, Manuel Ugues, Manuel Marquez, Trema Cote, Brenda Garcia, Sylvia Perez, Aaron Smith

LEGAL COUNSEL: none

PARTNERS: none

GUEST:

AGENDA

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

Citizens may appear before the Board to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of a 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 a two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Linda G. Martinez, (210) 272-3250.

Please join WebEx meeting from your computer, tablet or smartphone.

<https://wsalamo.webex.com/wsalamo/j.php?MTID=m4286ccd08232036af78ed7a8a49519cf>

**You can also dial using your phone.
United States (Toll Free): 1-415-655-0002**

Meeting Number & Access Code: 2488 848 9930

New to WebEx? Get the app now and be ready when your first meeting starts:

<https://www.webex.com/>

During the Public Comments portion of the meeting (Agenda Item 3), the Public may type their name into the chat box or unmute themselves and state their name.

The meeting host will call each member of the public for comments, in the order their names were submitted.

- I. CALL TO ORDER AND QUORUM DETERMINATION
Presenter: Dr. Sammi Morrill, Committee Chair
At 1 p.m., Chair Dr. Morrill called the meeting to order. The roll was called, and a quorum was declared present.
- II. DECLARATION CONFLICT OF INTEREST
Presenter: Dr. Sammi Morrill, Committee Chair
None.
- III. PUBLIC COMMENT
Presenter: Dr. Sammi Morrill, Committee Chair
None.
- IV. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION) MEETING MINUTES – July 25, 2022
Presenter: Dr. Sammi Morrill, Committee Chair
Upon motion by Leslie Cantu and second by Esmeralda Perez, the Committee unanimously approved the Meeting Minutes for July 25, 2022.
- V. BRIEFING: PROGRAMS & OPERATIONAL UPDATES
Presenter: Katherine Pipoly, COO
 - a. Performance, Programs and Operational Updates
 - Working with C2 to document Measurable Skills Gained for the WIOA program (Adult and DW).
 - MPR Performance Updates: Employed/Enrolled Q2 and Credential Rate has increased.
 - Child Care Performance Briefing: Currently performing at 97.33%. New goal of 10,857 by end of September 2022. Per CFO Bush, it appears performance will be at 90% then.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda G. Martinez at (210) 581-1093 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).

- TRS Assessment Results: Alamo region percentage of TRS/CCS centers is at 23%. Target is 50% by 2025.
- 2022 Workforce Grants & Project Updates: SEAL \$1.8M ended August 2022, waiting to see actual number of students who completed the program.
- Teacher Externship \$200k ended April 2022. Dr. Morrill asked if the teacher externship program was for K-12 only. CEO Lopez indicated that it was.
- Disaster Recovery, NDW-Winter Storm is on track for spending and enrollment.
- Disaster Recovery, NDW-Covid19 is actively working with TWC to make sure and distribute funds by March 2023.
- Training and Employment Navigator Pilot is also on track.
- HOME Grants was extended by TWC through October 2022.
- RESEA is underspent and TWC did not grant an extension.
- Military Family Support Program is also on track.
- Workforce Commission Initiatives: Red, White & You is a veteran's job fair to be held on November 10, 2022. Texas Veterans Leadership Program will support staff at two WSA centers: South Flores and Walzem. Career in Texas Industries will be held for youth on September 29, 2022.
- Skills Development Fund is working with TWC to continue to support businesses in the area and how to leverage funds in the new fiscal year.
- JET Grant Program: Total amount requested \$4.3M with 15 applicants.
- Train for Jobs: \$14M in funding, WSA is wrapping up final numbers as program was completed December 2021.
- Ready to Work Program: 6 subgrantees have signed contracts and are in full operation with 1 still in final contract negotiations.
- Dr. Morrill asked if Train for Jobs is still under city audit. COO Pipoly confirmed that it is. Dr. Morrill asked what the system of record is to pull data for Ready to Work. COO Pipoly answered that the system is called Signify. CFO Lopez added that a system called Cabinet is currently in use from the financial standpoint and is a centralized system.

VI. PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Procurement and Contracts Director

a. RFP Updates

- i. RFP Update: Program Monitoring
 - RFP rebid to include Ready to Work in the scope of services. Solicitation is currently open, and deadline is September 27, 2022.
- ii. RFQ: Program Monitoring
 - Selected providers will serve as independent evaluators to review and score proposals received by WSA. Solicitation is currently open, and deadline is September 23, 2022.
- iii. RFA: Child Care Professional Development
 - Scope of services is to provide training to Child Care Administrators and Practitioners to promote the professional

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda G. Martinez at (210) 581-1093 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).

development needs of childcare providers. Solicitation is currently open and includes an open-ended grace period to continue accepting applications subject to availability of funds or fulfillment of request. The contract term is 12 months with 3 1-year renewal options. Awarding multiple contracts with an estimated annual value of \$25k - \$75k per award. 16 proposals have been received so far.

iv. Small, Minority, Women and/or Veteran Owned Business Enterprises, SMWVBE

- SMWVBE is now being reported under one classification. In the future, reports will show if they identify in more than one classification. Also, current reports aren't showing childcare or training providers and reports in the future will include this. 20% is the aspirational goal and right now WSA is at 19%.

VII. IT Roadmap Update

Presenter: Chuck Agwuegbo, Director of Innovation and Technology

Presented by Dr. Andrea Guerrero-Guajardo due to Chuck Agwuegbo being out of office.

- WSA carried out a network assessment and procurement and purchased all items needed for the 16 workforce centers and the board. Installation is currently happening along with testing starting on Monday, September 26, 2022.
- TWC will conduct an assessment in November to see how ready WSA will be to respond to a cyber security threat and what the infrastructure policy and compliance looks like.

VIII. BRIEFING: QUALITY ASSURANCE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Ricardo Ramirez, Director Quality Assurance

a. Quality Assurance Update

- TWC annual monitoring has been initiated. Next step in the process is the sample list request on October 4, 2022.
- An RFP has been issued for the Program Monitoring Contract which includes both TWC and Ready to Work. The new contract is expected to start in January or February of 2023. The current contract with Christine Nguyen, CPA, has been extended for 90 days to monitor Child Care Services.
- COSA Child Care Services report was issued in April and had a 100% accuracy rate.
- C2GPS WIOA Adult and Dislocated Worker had accuracy rates of 97.6% and 98.06%. Measurable Skills Gains is highlighted for continuous quality improvement at 69.7% accuracy. Dr. Morrill questioned whether the 69.7% is expected to go up or down. Dr. Ramirez responded that it is expected to go down at first and then go up as they implement new measures established by TWC.

- C2GPS TANF/Choices had a 91.61% accuracy rate. Three attributes highlighted for continuous improvement: Timely/Reasonable Attempts, Timely Reporting to HHSC, and Reporting of Employment Outcomes.
- Rural and Urban Youth reports are expected by September 27, 2022.
- C2GPS National Dislocated Worker Phase I report issued 78.8% accuracy. Seven attributes highlighted for continuous improvement related to: Disaster Relief Employment, Data Entry, Performance Outcomes and Training. QA will implement a Phase II review to validate improvements.
- Externship for Teachers: C2GPS at 99.3% accuracy rate; ATEAMS at 100% accuracy rate.
- C2GPS SEAL: Rescheduled the review to coordinate with TWC's annual monitoring. Exit conference held on 9/16/22 and C2 is currently providing responses.

IX. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

a. SA Ready to Work Update

- 2,031 referrals have been received from the city. Over 400 of those have applied and 324 have been case managed. These low numbers are due to an over willingness to start opening up the program without considering the consequences associated with that.

X. CHAIR REPORT

Presenter: Dr. Sammi Morrill, Committee Chair

XI. **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.**

None.

XI. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

At 2:12 p.m., Chair Dr. Morrill adjourned the meeting.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda G. Martinez at (210) 581-1093 at least two (2) working days prior to the meeting, so that appropriate arrangements can be made. Relay Texas: 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).