



OVERSIGHT COMMITTEE MEETING MINUTES

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

March 4, 2022

10:30AM

WSA BOARD MEMBERS: Dr. Mark Niederaur (Chair), Ms. Leslie Cantu, Frank Crowder

WSA BOARD STAFF: Adrian Lopez, Dr. Andrea Guerrero-Guajardo, Linda G. Martinez, Angela Bush, Roberto Corral, Rebecca Espino Balencia, John Hershey, Ricardo Ramirez, Caroline Goddard, Brenda Garcia, Jeremy Taub, Chuck Agwuegbo, Trema Cote, Jessica Villarreal, Miriam Barksdale-Botello, Rick Zamarripa, Manuel Ugues

LEGAL COUNSEL:

PARTNERS: Mike Ramsey

GUEST(S):

AGENDA

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

Citizens may appear before the Board to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

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

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

<https://wsalamo.webex.com/wsalamo/j.php?MTID=m29d8aae1a2893db499391cbb9baa2509>

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

Meeting Number & Access Code: 2483 013 2970

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. Mark Niederaur, Committee Chair
The meeting was called to order at 10:30AM
- II. DECLARATION CONFLICT OF INTEREST
Presenter: Dr. Mark Niederaur, Committee Chair
There are no conflicts of interest
- III. PUBLIC COMMENT
Presenter: Dr. Mark Niederaur, Committee Chair
There are no public comments.
- IV. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION) MEETING
MINUTES – July 9, 2021
Presenter: Dr. Mark Niederaur, Committee Chair
**It was also noted that November 12, 2021 meeting did not have a quorum
therefore, no meeting minutes were taken.**
**Upon motion by Board Member Ms. Leslie Cantu and 2nd by Board Member
Frank Crowder minutes for July 9, 2021 were approved. Committee
unanimously approved motion carried.**
- V. BRIEFING: PROGRAMS & OPERATIONAL UPDATES
Presenter: Rebecca Espino Balencia, Community Initiatives Manager
 - a. Performance, Programs and Operational Updates
 - Ms. Rebecca Espino Balencia, Community Initiatives Manager provided highlights on Programs and Operations to the Oversight Committee.
 - WSA is meeting and/or exceeding 13/15 TWC contracted performance measures. Plans are in place to improve WIOA Dislocated Worker Post Quarter Earnings and measurable skills gain.

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).

- Bexar County and City of San Antonio projects are in the final stages with emphasis being placed on training completer and job placement. WSA is currently working with Bexar County to obtain the funding needed to finalize and close out program which is a total of approximately \$600k.
- WSA is pursuing two new initiatives: SA Ready to Work and Good Jobs Challenge. Each initiative will be part of the newly established WSA Consortium made up of eight local service providers and community-based agencies.
- WSA conducted six significant hiring events in a month with over a total of 1,000 job seekers in attending.
- Childcare enrollments are exceeding goal and currently at 105% (up from 93% last reporting period). The goal is to integrate more childcare services into the Sector Based Model.
- WSA is working closely with contractor, C2, to develop and formalize the sector-based model and have made significant progress in tracking the data.
- WSA is currently managing 20 grants or special programs outside of the traditional TWC formula funding streams.
- We have seen an increase in funding of \$1.5 million from the City for the Train for Jobs SA initiative. We are currently awaiting funding from Bexar County over \$600,000 in total.
- Ms. Balencia also highlighted a few success stories.

PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Angela Bush, CFO

- Ms. Bush provided the Oversight Committee with an update on the Youth Contract Request for Proposal and introduced the new Procurement and Contracts Director. Jeremy Taub.
- b. RFP Update: Youth Contract
 - The Youth service contracts are set to expire on September 30, 2022, with no renewals remaining. WSA will issue a Request for Proposal (RFP) in mid-March for eligible offerors with expertise and proven record of accomplishment for the Management and Operation of Youth Programs to the designated WSA Youth Urban and Rural regions.
 - A Youth Committee has been established and the first meeting is scheduled for March 11, 2022. The Youth Committee will make final recommendations with input from independent evaluations and key staff. The estimated budget is \$2,500,00.
 - Management of the Youth Program will include the coordination and day-to-day direction of youth program staff located at partners' organizations and within the centers as required by the Workforce Innovation and Opportunity Act (WIOA). The WIOA youth program provides services to prepare youth to enter the workforce or to advance to post-secondary education or other occupational skills training.
- c. Introduction of New Procurement Director

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).

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

Presenter: Ricardo Ramirez, Director Quality Assurance

Mr. Ricardo Ramirez, Director Quality Assurance provided a briefing and items for discussion to the Oversight Committee regarding WSA Quality Assurance monitoring activities.

a. Quality Assurance Update

- TWC's Annual Monitoring was completed, and WSA is waiting for a Final Report. Once received, the results will be reported to the Oversight Committee and Board of Directors.
- The monitoring contracts with Ms. Christine H. Nguyen, CPA, the financial contract was renewed for a one-year term starting 02/01/2022 and ending 01/31/2023 for \$136,605 and the program contract ending 09/30/22 for \$120,000 is on its last year and will go out for procurement.

b. Quality Assurance – Timeline

- Mr. Ramirez also reviewed the Quality Assurance Timeline and requested Oversight Committee's approval of the estimated timeline, subject to change based on workload, internal needs, TWC's and federal monitoring activities, and other potential reviews at the discretion of WSA's CEO, CFO, and QA Director.
- **Upon motion by Board Member Frank Crowder and 2nd by Board Member Ms. Leslie Cantu, the Quality Assurance timeline was approved, The Committee unanimously approved, and motion carried.**

c. TWC Equal Opportunity Monitoring Letter

- Mr. Ramirez explained this letter was sent to CEO Lopez indicating there were no areas of concern.

VII. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

a. SA Ready to Work Update

- CEO Lopez updated the Oversight Committee on the SA Ready to Work initiative. This is funded by a 1/8-cent sales and use tax collected through December 2025. SA: Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and to quality jobs.
- The \$200M program offers SA residents the following benefits:
 - Tuition
 - Support Services
 - Emergency Funding
 - Job placement Services
- Program eligibility:
 - 18 years old when applying for the program
 - Permitted to work in the US
 - Income less than 250% of federal poverty guidelines (\$33,975 for an individual, or \$69,375 for a household of four)
 - Not currently employed in college courses at intake
 - Willing to take an assessment relating to barriers, academics, skills aptitude, and workplace readiness

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).

- Committed to complete the program
- City of San Antonio awarded WSA \$102,390,463, (56%) and of this \$60,042,128 will be for tuition.
- b. Unemployment Claims and Unemployment Rate
 - CEO Lopez informed the Committee that the unemployment rate as of January 2022 is at 3.7%. Texas is only one of four states and the largest that has recovered from job losses in addition to adding to the job market.
 - CEO Lopez addressed the unemployment work search requirements. During the pandemic these requirements were suspended. Commission rule directs Unemployment Insurance claimants to make a minimum of three work search contacts per week to demonstrate they are actively seeking work. Boards are required to conduct an annual review, analysis, of the minimum number of weekly work search contacts for each county.
 - Dr. Guajardo also spoke of the unemployment work search requirements and after analysis and research Board Staff recommendation would be to keep the employment search at three per week. This item will not be voted on at this time. Boards may adjust the number of required weekly work search contacts at any time, as local labor market information and conditions warrant, and are required to do a yearly analysis. Some of the factors when evaluating the number of work search contacts required may include:
 - Population
 - Labor force/market information
 - Employment opportunities
 - Work search requirements in neighboring or similar counties
- c. New Grants
 - CEO Lopez spoke of the application submitted to the Department of Labor for Good Jobs Challenge in the amount of \$25 million dollars.
 - CEO Lopez and Chairwoman Leslie Cantu participated in a check presentation event for Lone Star National Bank in the amount of \$500,000 for TWC's Skills Development Fund. Lone Star National Bank is the first financial institution to receive this funding and as a result 364 people will be trained.
 - In addition, WSA is requesting an additional \$350,000 for stateside WIOA dollars. These are funds that other workforce boards are not spending.
 - WSA is also submitting a grant application for Shared Services. This will provide childcare in rural areas an opportunity to share services such as, accounting, HR, etc. and allow them to focus on the quality of their centers/businesses. This grant is in the amount of \$1.5 million dollars.

VIII. CHAIR REPORT

Presenter: Dr. Mark Niederaur, Committee Chair

- Dr. Niederaur commended the WSA Board Staff on the reports provided and very concise.

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

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).

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.

XII. ADJOURNMENT

Presenter: Dr. Mark Niederaur, Committee Chair

Upon motion by Board Member Frank Crowder and 2nd by Board Member Ms. Leslie Cantu, meeting was adjourned.

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

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).