



OVERSIGHT COMMITTEE MEETING MINUTES

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

May 20, 2022

10:30AM

WSA BOARD MEMBERS: Dr. Sammi Morrill, (in-person, Chair), Ms. Leslie Cantu, (virtual); Frank Crowder, (virtual); Dr. Mark Niederauer, (virtual); Allison Greer Francis, (virtual); Esmeralda Perez, (virtual)

WSA BOARD STAFF: Adrian Lopez, Linda G. Martinez, Angela Bush, Roberto Corral, Katherine Pipoly, Rebecca Espino Balencia, John Hershey, Ricardo Ramirez, Caroline Goddard, Angie Garcia, Gabriella Horbach, Jeremy Taub, Jessica Villarreal, Manuel Ugues, Penny Benavidez, Chakib Chehadi, Joshua Villela

LEGAL COUNSEL:

PARTNERS: Ana Salazar

AGENDA

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

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

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

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

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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
The meeting was called to order at 10:32AM
- II. DECLARATION CONFLICT OF INTEREST
Presenter: Dr. Sammi Morrill, Committee Chair
There are no conflicts of interest
- III. PUBLIC COMMENT
Presenter: Dr. Sammi Morrill, Committee Chair
There are no public comments
- IV. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION) MEETING
MINUTES – MARCH 4, 2022
Presenter: Dr. Sammi Morrill, Committee Chair
**Upon motion by Board Member Ms. Leslie Cantu and second by Board Member
Frank Crowder minutes for March 4, 2022 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
 - Rebecca Balencia provided the below update to the Oversight Committee.
 - Both Bexar County and CoSA projects are wrapping up and participants are no longer being enrolled.
 - WSA is pursuing two new initiatives: SA Ready to Work and Good Jobs Challenge. Each initiative will be part of the newly established WSA

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Consortium made up of eight (8) local service providers and community-based agencies. SA Reay to Work is moving forward. Good Jobs Challenge we have not heard back.

- Childcare enrollments are exceeding goal at 105% of children served. 95 - 105% meet performance per TWC.
- WSA is currently managing 20+ grants and special programs funded by either TWC or Local partners.
- Ms. Balencia also presented several other grants, their funding, and expenditures.
- Angela Bush, CFO explained that for the Military Family and TWC programs expenditures will be completed by end of June.

VI. PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Procurement and Contracts Director

- Mr. Jeremy Taub, Procurement and Contracts Director provided the below updates to the Oversight Committee.
- b. RFP Updates
 - i. IT Security and Cloud Migration
 - The scope of work provides implementation and hosting services for cloud migration for WSA to house its applications and services currently hosted in its datacenter. It is anticipated the cloud services will enable WSA to switch from a reactive technology environment to a proactive and innovative environment with an expected uptime of at least 99.99%. The estimated budget for this project is \$100,000 annually, and the contract term is for an initial 12-month period with (3) three one-year options to renew as requested by Department of Information & Technology Services.
 - ii. Child Care Contracted Slots
 - The scope of service is to provide high-quality childcare services for Workforce Solutions Alamo (WSA) – TRS Contracted Slots Pilot Program. The estimated budget for this project is \$686,885, and the contract term is for a 12-month period. Workforce Solutions Alamo reserves the right to award multiple contracts resulting from this RFP, as requested by The Department of Child Care Services.
 - iii. Commercial Janitorial Services for Centers
 - The scope of service requires the contractor to provide the labor, equipment, and supplies in performing daily, periodic and emergency cleaning services at several of the Workforce Centers. The services are to be provided at specified centers during the evening hours, with a few of the contractor's staff (porters) stationed at three of the larger facilities during the day. The estimated budget for this project is \$150,000 annually, and the contract term is for an initial 12-month period with (4) four one-year options to renew, as requested by the Facilities Department.

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iv. Program Monitoring Services

- The scope of services provides compliance and programmatic monitoring services as contracted by WSA to one or more subrecipients, service providers, or contractors. The estimated budget for this project is \$120,000 annually, and the contract term is for an initial 12-month period with (4) four one-year options to renew Workforce Solutions Alamo reserves the right to award multiple contracts resulting from this RFP, as requested by The Department for Quality Assurance.

c. Marbach Lease Extension

- The current lease at Marbach is set to expire on May 31, 2022 and has been extended on a month-month basis until the new facility is move-in ready.
- The current lease agreement has been extended beginning June 1, on a month-month basis.
- The monthly rent remains \$18,000 plus common are maintenance expenses for \$4,608, for a total monthly rent of \$22,608. The lease is cancellable with thirty (30) days' notice.
- Small, Minority, Women, and/or Veteran Owned Business Enterprises, Diversity Program – SWMVBE update. Workforce Solutions Alamo has an aspirational goal of 20% of expenditures to SMWVBE vendors. Current Board and Facility SMWVBE expenditures as of March 31, 2021, are at 19.80% excluding Personnel.

d. Upcoming and Expiring Contracts

- Listing of expiring contracts provided in the packet.

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

Presenter: Dr. Ricardo Ramirez, Director Quality Assurance

- Mr. Ricardo Ramirez, Quality Assurance Director provided the below updates to the Oversight Committee.

b. Quality Assurance Update

- TWC Monitoring

- Annual Monitoring: was completed and a Final Report has not been issued.
 - There is one finding to report and that is regarding revoking TWIST access to employees/contractors in a timely manner. WSA will have to submit a resolution within 45 days.
 - Chairwoman Cantu asked where the disconnect was...was it with Board Staff not revoking access or contractor staff not reporting in a timely manner. CEO Lopez stated it may have been on both ends, however, once report is received WSA will review and tighten the process.
 - There was an area of concern that was brought to our attention, in Procurement. Recently, WSA acquired Bonfire a software to assist with RFPs, RFQs, etc. In addition, an outside procurement consultant was also acquired to assist with Standard Operating Procedures.

- Trade Adjustment Assistance (TAA): TWC is currently testing.
- Equal Opportunity (EO): TWC is currently testing.
 - Caroline Goddard is working with TWC.
- Internal monitoring with contractors provides them guidance and allows them time to resolve any issues prior to external monitoring is done.

VIII. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

a. SA Ready to Work Update

- CEO Lopez stated contract \$102 million has been executed and letters of intent will be sent out to our consortium partners. He also acknowledged Mike Ramsey and City Manager, Eric Walsh. 2400 participants have enrolled thru 3-1-1. He also acknowledged Chairwoman Cantu and Frank Burney for their leadership.

b. Labor Market Information

- San Antonio-New Braunfels metro 3.5 unemployment rate is lower than 3.9 reported for the state and ranks third among the large metro areas.

c. New Grant- SA Area Foundation, Additional Child Care Funding

- All funding will provide additional skills training and childcare for families on the waiting list.

d. Introduce New Staff:

- Dr. Federico Ghirimoldi, Data Science & Analytics Manager
- Penny Benavidez, Director of Public & Government Relations
- Katherine Pipoly, Chief Operations Officer
- CEO Lopez acknowledged Ricardo Ramirez for earning his doctorate.

IX. CHAIR REPORT

Presenter: Dr. Sammi Morrill, Committee Chair

- Dr. Morrill acknowledged Dr. Niederauer for his leadership in the Oversight Committee as she takes the reigns being the new chair.

X. Executive Session: NONE

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**

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d. Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.

XI. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

Meeting adjourned at 11:32am.

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