



## **OVERSIGHT COMMITTEE MEETING MINUTES**

Workforce Solutions Alamo  
100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
**November 13, 2020**  
**9:00AM**

**WSA BOARD MEMBERS:** Dr. Mark Niederaur (Chair), Dr. Sammi Morrill, Ms. Leslie Cantu, Mr. Juan Solis, III

**WSA BOARD STAFF:** Adrian Lopez, Mark Milton, Dr. Andrea Guerrero-Guajardo, Linda G. Martinez, Angela Bush, Louis Tatum, Elizabeth Eberhardt, Chuck Agwuegbo, Barbeta Womack, Trema Cote, Gabriela Horbach, Jessica Villarreal, Linda Canizales, Michael DeFrees, LaVonia Horne-Williams, Melissa Sadler-Nitu, Ricardo Ramirez, Robert Corral . Joshua Villela. Manual Ugues

### **LEGAL COUNSEL:**

**PARTNERS:** Ruben Davila and Robert Cantu

### **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) 581-1093.

*To protect the health of the public and limit the potential spread of COVID 19 as directed by Governor of Texas, Bexar County and City of San Antonio, WSA will hold this meeting via videoconferencing. The meeting will be held in compliance with the suspended provisions of the Texas Open Meetings Act. For those members of the public that would like to participate, 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) 581-1093.*

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**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, Chair  
**The meeting was called to order at 9:01AM**
- II. DELCARTATION OF CONFLICT OF INTEREST  
Presenter: Dr. Mark Niederaur, Chair  
**There are no conflicts of interest.**
- III. PUBLIC COMMENT  
Presenter: Dr. Mark Niederaur, Chair  
**There are no public comments.**
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES – February 7, 2020 and July 24, 2020  
Presenter: Dr. Mark Niederaur, Chair  
**Upon motion by Ms. Leslie Cantu and 2<sup>nd</sup> by Dr. Sammi Morrill, minutes for February 7, 2020 and July 24, 2020 were approved. Committee unanimously approved motion carried.**
- V. BRIEFING  
Presenter: Mr. Mark Milton, COO
  - a. Operational Updates
    - Mr. Milton also provided the Oversight Committee with the Operational Updates.
      - All Centers are currently open to the public and are receiving clients (appointments and virtually). All parking lots are equipped with WiFi as well.
      - Bexar County and COSA projects are in full swing and production is being made on each. Training is projecting on schedule and OJT is behind.
      - Staff are working on internal monitoring and audit reports to ensure we are up to date and compliant with all state requirement.
      - WSA was awarded an additional \$3.5 million in Disaster Dislocated
      - Worker funding – program has launched, and progress is being made

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on the outcomes.

- Child Care team has welcomed 14 new Texas Rising Star providers to the Alamo network.
- We are working closely with C2 to develop and formalize the On-the-Job Training Initiative to generate more interest into the program.
- WSA is currently managing 22 different grants and special programs funded by either TWC or Local partners.
- Mr. Milton highlighted specific grants:
  - Texas Industry Partnership Program (TIP) (\$150K) - TWC awarded WSA funding to help Hill Country Memorial Hospital in Seguin with the purchase of two mannequins One that simulates birth and the other that simulates a heart attack. Program will be able to serve approximately 100 students annually with their program of study.
  - High Demand Job Training (HDJT) Grant (\$300K) - TWC awarded WSA funding help pay for IT equipment for Navarro and Seguin ISD IT Academies.
  - Skills Development Grant (\$50,000)- United Alloy, Inc will build its new 200,000-square-foot, state-of-the-art manufacturing facility in Seguin, TX. The project will represent a total capital investment of at least \$35 million and will result in the creation of at least 100 new jobs over a three year ramp up period. WSA will be funding the training portion of this project with training to take place in welding, IT, and manufacturing. United Alloy Tx is also in the process of hiring via Workforce Solutions Alamo and through Work-In-Texas. United Alloy Tx would like to start training 12 welders as early as December 1, 2020.
- Mr. Solis, asked who specifically is acquiring these funds? Staff should be recognized for their efforts in locking in these funds.
- Mr. Milton also provided Child Care update:
  - Meeting Performance on our overall average kids served per day. Our year-to-date, Oct 1, 2019 thru Sept.30, 2020 there has been 10,469 children enrolled
  - WSA has up to 123 Texas Rising Star Providers.
  - A new Childcare Director has been hired, Jessica Villarreal.
  - We continue to monitor funding levels from TWC for new fiscal year.

b. Performance and Programs Reports

- Mr. Mark Milton briefed the Oversight Committee and stated WSA is meeting and/or exceeding all TWC-contracted performance measures. WSA is the only large board in Texas to be meeting or exceeding its measures.
- We are continuing to monitor and have open communication with the State on a regular basis to determine how COVID pandemic will impact our measures in 2021. We are anticipating some drops obviously with the individuals who lost their jobs. Many individuals who have gone through our programs in 2020 will be impacted by the pandemic.

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- Mr. Milton updated the Committee of the City of San Antonio Train for Jobs SA Program –
    - The greatest challenge has been the OJT enrollments. There appears to be little interest, fear, and pursuit of training options.
    - The projections remain on track for the overall project.
    - Program is working through customer service issues and responses from clients.
  - Mr. Solis asked the specific amount of funding that has been drawn down.
  - Mr. Louis Tatum replied close to \$700,000 and are currently working on additional money as invoices are received.
  - Mr. Solis also asked, “what systems have we been able to purchase?”
  - Mr. Milton stated, “We started this from nothing. It was a completely new grant program, and it is not being done anywhere else in the nation. So, we did not have a blueprint compare. We've purchased Case Worthy. It is a software system that tracks all our clients/individuals; case management; all the finances; case management notes and activities.
- \*\* (9:41AM) OVERSIGHT COMMITTEE WAS DISRUPTED DUE TO FIRE ALARM\*\* Mr. Lopez, Mr. Milton, Dr. Guajardo, Mr. Tatum and Linda Martinez, stepped out.
- Mr. Milton continued with his presentation by adding WSA is tracking over training and the administrative side. Referrals to Project Quest did not pan out as originally expected - lack of interest from clients

## VI. BRIEFING

Presenter: Dr. Andrea Guajardo

### a. Local Plan 2021-2024

- Dr. Guajardo stated WSA is required to develop a comprehensive 4-year plan that is to be modified every 2 years. The most recent modification was for 2017 through 2020 year. It's time for an update of the Local Plan. There are lots of guidelines and guidance that is provided to us from TWC and we are abiding by those letters. We also expect three public comment to be held in January 2021.
- The plan shall be approved by the WSA Board and the Committee of Six (2/27) and its respective bodies (City of SA, Bexar County, Rural Judges), and is due to TWC on or before March 1, 2021.
- Dr. Guajardo laid out TWC Goals Strategic Plan 2021-2025:
  - Support a Workforce System that allows employers and workers to achieve and sustain economic prosperity.
  - Promote employers' access to the talent and abilities of individuals with a disability. Accommodate such workers in the workplace and assist with maintaining and advancing their careers successfully.
  - Prepare individuals for employment by supporting education and training that equips individuals with in-demand skills as identified by employers.
  - Accelerate employment pathways for veterans, service members and their spouses as they transition to civilian occupations in Texas.

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- Fostering systems that enhance early education, support strong families, advance the growth of the at-risk workforce to accelerate their employment opportunities, and help support personal and family stability.
- Local Plan Progress Key Check Points:
  - Draft One Complete
  - Board Vision
    - Strategic Planning Committee to review vision and framework on 11/17
    - Alignment of resources with core programs and required partners
  - Economic and Workforce Analysis
    - Regional analysis of economic conditions and employment needs, in-demand industry sectors and occupations, target industry sectors and occupations, knowledge and skills, analysis of regional workforce and labor market, WD activities, training, and education
  - Operational Elements
  - Request for Qualifications
    - Community-Engagement and Data Analysis
- Next Steps:
  - Completion of Draft 2
  - Survey Implementation
    - Data Collection
    - Data Analysis
  - Public Comment Period
    - January 2021
  - Final Stakeholder Approval
    - COSA, Bexar County Commissioners, Co6
    - Jan/Feb2021
  - Submit to TWC
    - March 1, 2021

## VII. Procurement Updates

Presenter: LaVonja Horne-Williams, Director Procurement

- Mrs. Horne-Williams provided the Oversight Committee the following procurements:
  - Wireless Services all WFCs
  - Call Center Services Agreement
  - KGBTexas Act Now Agreement
  - SA Trainers- Extension & Renewal
  - New Foundation Educational Consultants – Extension & Renewal
  - Christine Nguyen – Fiscal Monitoring Contract Extension
  - ATEAMS- Amendment
  - Cabinet Software Renewal
  - Cares Program Procurements

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- Mrs. Horne-Williams also provided the Oversight Committee the following pending procurements:
  - Adult Services Contract Renewal
  - Adult Services - Amendment - Military Spousal Support
  - Urban & Rural Youth Services Contract Renewals
  - Fiscal Monitoring RFP
  - Childcare Quality RFP
  - Data Analyst RFQ
  - Local Plan Consultant RFP
- Mrs. Horne-Williams provided facilities update to the Oversight Committee on the following:
  - East Houston workforce center location was completed in September.
  - We collaborated with COSA to add bike racks for clients.
  - Seguin Workforce Center will be completed by late November. The
  - Seguin workforce center was relocated from 1500 E. Court Street to Court Street.
- As we plan for the re-opening of both workforce centers, we have procured all the necessary PPE and will coordinate installation at both workforce centers.
  - The Marbach Workforce Center lease is due to expire May 31, 2021. We plan to begin the market study for this location next month.
  - Floresville Location
    - Mrs. Horne-Williams provided an update on the Floresville Workforce Center to the Audit & Finance Committee.
      - The lease will expire on 12/31/2020. We are currently searching for a new facility that is visible, accessible to our clients, and in a high traffic area.
      - A general analysis report will be provided to Board.
- Mr. Solis asked which committee will make the final decision for the Floresville location?
- Mrs. Horne-Williams stated she was under the impression that WSA Executive Committee would make the final decision on the location.
- Mr. Adrian Lopez added the final decision will be made by the Board in December.

#### VIII. Briefing: Quality Assurance

Presenter: Ricardo Ramirez, Director Quality Assurance

- Mr. Ramirez provided the Oversight Committee with a briefing regarding the status of Quality Assurance activities and outcomes.
- New staff member was been hired, Trema Cote, Monitor II
- TWC Annual Monitoring:
  - TWC performed its annual monitoring of WSA (it was done virtually). Entrance: 09/28/2020; Exit: 10/09/2020
    - Final report should be received in the coming months – any information at this time is premature.

- Mr. Ramirez discussed the Quality Assurance Contracts:
  - Financial Monitoring RFQ is being released.
  - Program Monitoring contract is being renewed.
- Mr. Ramirez also updated the Oversight Committee on the timeline/activities, those in progress and upcoming:
  - Financial monitoring: Follow-up Reports for C2 Global, SERCO, and CoSA.
  - Program monitoring: SNAP, Adult, and Dislocated Worker grants.
  - Other:
    - TWC Center Certifications/Equal Employment Opportunity (EO) Reviews.
    - TWC Performance Negotiations.
  - Upcoming: Finalizing timeline/plan for current year.

IX. Chair Report  
 Presenter: Dr. Mark Niederaur, Chair  
 No report.

X. CEO Report  
 Presenter: Mr. Adrian Lopez, CEO

a. Unemployment Claims and Unemployment Rate

- Mr. Lopez provided the Oversight Committee with UI information specifically the monthly breakdown.
- Mr. Lopez, Dr. Guajardo, and Ms. Canizales have been visiting each county and providing them with updates on UI in their counties.
- This report is based on 312,606 total unique claimants filing a claim from 02/28/2020 through 10/16/2020.
- The most recent week beginning 10/12/2020 saw an increase of close to 1,000 from the previous week.
- Comal and Guadalupe Counties account for 54.5% of all claimants in the 12 rural counties.
- While the pandemic has impacted workers regardless of sex, females have borne more of the brunt. 2.4% more females have filed for unemployment than males.
- Mr. Lopez added the great data reports that Dr. Guajardo, and other folks are providing equip our elected officials, as well as the business community with information that is real and accurate and is valid making decisions; as we move forward to getting out of this economic downturn.

b. Introduce New Staff

- Mr. Lopez also introduced Chuck Agwuegbo, IT Director

XI. **Executive Session: NO 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.**

## XII. Adjournment

Presenter: Dr. Mark Niederaur, Chair

**Mr. Juan Solis, III motioned to adjourn meeting and Ms. Leslie Cantu 2<sup>nd</sup>. Committee unanimously approved, meeting adjourned at 10:31am.**

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