



OVERSIGHT COMMITTEE MEETING MINUTES

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

July 25, 2022

9AM

WSA BOARD MEMBERS: Dr. Sammi Morrill, (in-person, Committee Chair), Ms. Leslie Cantu, (virtual, 9:03am); Dr. Mark Niederauer, (virtual); Allison Greer Francis, (virtual); Esmeralda Perez, (virtual)

WSA BOARD STAFF: Adrian Lopez, Linda G. Martinez, Angela Bush, Katherine Pipoly, Rebecca Espino Balencia, Dr. Ricardo Ramirez, Gabriella Horbach, Jeremy Taub, Jessica Villarreal, Manuel Ugues, Penny Benavidez, Joshua Villela, Trema Cote, Vickie Reece, Chuck Agwuegbo, Ramsey Olivarez

LEGAL COUNSEL: Frank Burney

PARTNERS:

GUEST: Amy Contreras, CoSA

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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**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
The meeting was called to order at 9:01 AM
- 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 – MAY 20, 2022
Presenter: Dr. Sammi Morrill, Committee Chair
**Upon motion by Board Member Dr. Mark Niederauer and second by Board
Member Allison Greer Francis minutes for May 20, 2022 were approved.
Committee unanimously approved motion carried.**
- V. BRIEFING: PROGRAMS & OPERATIONAL UPDATES
Presenter: Katherine Pipoly, COO
 - a. Performance, Programs and Operational Updates
 - Ms. Pipoly provided the Oversight Committee with an overview of performance for programs and operations.
 - TWC-Contracted Performance: Meeting and/or Exceeding 18/22 TWC-contracted performance measures. Plans are in place to improve the Employed/Enrolled Q2 Post-Exit and Credential Rate measures.

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 COSA projects are in final stages with emphasis being placed on training completer and job placement. We are currently working with Bexar County to obtain the funding needed to finalize and close out program which is approximately \$600k in total.
- WSA has been awarded a new initiative, SA Ready to Work, and has pursued the 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.
 - o Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. WSA is the largest funded COSA partner, 105, 781,953.00 and includes seven subgrantees providing case management, training/certification, and job placement. Ready to work is funded by a one-eighth cent sales and use tax collected through December 2025.
- Child Care is trending at 103% for children served (goal is 95%) and are on track for the month. Fiscal year target is 9,364 units. WSA is currently meeting or exceeding performance and the average year to date is 9,655 units targets for eleven out of fifteen of TWC contracted measures.
- Summer, Earn and Learn (SEAL) program is paid, on-the-job, workplace readiness training, work experience, and transferable skill learning opportunities for students with disabilities.
- Training and disaster relief employment to individuals impacted by the Winter Storm of 2021. We have had forty-six participants enrolled. Seventeen trainings have been provided and to date 425% of targeted trainings have been completed.
- Hiring Red, White and You career fair will take place in November 2022 and High School to Career job fair to take place on September 29, 2022.

VI. PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Procurement and Contracts Director

a. RFP Updates

i. Program Monitoring Services

- The Program Monitoring RFP was brought up to the Committee requesting board staff to rebid the program monitoring services due to a significant change in the scope of work. After the RFP was issued the board was awarded the Ready to Work Contract, which consisted of six additional sub-recipients that have not operated workforce development programs previously. These additional services would materially change the size and scope of the contract which may attract additional bidders if presented as one service.
- CEO Lopez rejected the Program Monitoring RFP due to change in scope of work after Ready to Work contract was awarded to WSA.

ii. Janitorial Services

- Workforce Solutions Alamo – Board of Directors approves a contract award to M&Rs Elite Janitorial Solutions for the Purchase of Commercial Janitorial Services in the estimated annual amount of \$213,520, because of a Request for Proposals issued May 3, 2022, as requested by the WSA - Office of Asset and Facilities Management.

Upon motion by Board Chair Leslie Cantu and second by Board Member Dr. Mark Niederauer to approve and award the Janitorial Services contract to M&R Elite Janitorial Solutions. Committee unanimously approved motion carried.

iii. Cloud Migration Services

- Workforce Solutions Alamo – Board of Directors ratifies a contract award to FreeIT Data Solutions, Inc. for the Purchase of Security Operations Center Services in the estimated annual amount of \$102,664, because of a Request for Proposals issued April 29, 2022, as requested by the WSA - Office of Innovation & Technology.
- The scope of services is to provide Security Operations Center services for a centralized security solution that proactively detects and responds to threats/security incidents.
- Estimated Amount and length of Contract - \$104,000 annually for up to four (4) one-year periods. This contract awarded to FreeIT Data Solutions, Inc. will contribute to Workforce Solutions Alamo's SMWVBE aspiration goal.
- The scope of service is to provide implementation and hosting services for cloud migration for WSA to house its applications and services currently hosted in its data center.
- Estimated Amount and length of Contract - \$100,000 annually for up to four (4) one-year periods.

Upon motion by Board Member Allison Greer Francis and second by Board Member Dr. Mark Niederauer to approve and ratify the contracts awarded to FreeIT Data Solutions, Inc. for the Purchase of Security Operations Center and purchase cloud migration services and the Committee unanimously approved motion carried.

b. Service Delivery Contracts

i. Adult Services

- C2 Global Professional Services, Inc. - Through the WSA American Job Center network and through partner and other locations, the scope of work provides for coordinating services with the Rural Youth Contractor, and other vendors, contractors, and/or service providers as contracted by WSA. The contractor will provide services throughout all rural county areas. Term: October 1, 2022, through September 30, 2023, with no renewals remaining: Contract Value \$19 million for TWC Programming and \$19 Million for Ready to Work.

Upon motion by Board Member Allison Greer Francis and second by Board Member Esmeralda Perez to approve the contract to C2Global Professional Services Adult and American Job Center Services Contract. The Committee unanimously approved motion carried.

ii. Child Care Services

- City of San Antonio- The Child Care Quality (CCQ) services contract provides services and activities to implement & support the Texas Rising Star program. Texas Rising Star Mentors provide mentoring and technical assistance to providers working towards TRS certification as well as ongoing mentoring to ensure quality is maintained and/or elevated. Term: October 1, 2022, through September 30, 2023, with one renewal remaining: Contract Value \$3 million.

Upon motion by Board Chair Leslie Cantu and second by Board Member Allison Greer Francis to approve the contract to City of San Antonio The Child Care Quality (CCQ) services. The Committee unanimously approved motion carried.

Child Care Management Services

- The City of San Antonio - Child Care Management Services scope of work provides for coordinating services in managing the Child Care Develop Funds provided by Texas Workforce Commission. Term: October 1, 2022-September 30, 2023.

Upon motion by Board Chair Leslie Cantu and second by Board Member Dr. Mark Niederauer to approve the contract to City of San Antonio Child Care Management Services. The Committee unanimously approved motion carried.

- iii. Youth Services RFP
 - CEO Lopez informed the Oversight Committee that no action was required for the Youth Services RFP as it will be taken to the Executive and full Board for approval.

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

Presenter: Dr. Ricardo Ramirez, Director Quality Assurance

- a. Quality Assurance Update
- b. WSA Monitoring Policy
 - QA Department was reorganized from Fiscal Dept. (CFO) to Information Dept. (CIO). The updated policy accounts for the reorganization:
 - QA Department retained oversight of Program Monitoring, CFO of Fiscal Monitoring and Fiscal Integrity Reviews.
 - QA will report program monitoring activities to the Oversight Committee; Fiscal Dept. will report fiscal monitoring activities to the Audit & Finance Committee.
 - Extension requests for projects are now routed through the appropriate department,
 - Editing for clarity

Upon motion by Board Chair Leslie Cantu and second by Board Member Dr. Mark Niederauer to approve the Monitoring Policy. The Committee unanimously approved motion carried.

- c. Briefing TWC Audit Resolution
 - Annual Monitoring: was completed and a Final Report was issued and included one finding and one area of concern:
 - Finding: Timely revocation of user access to TWIST (requires same-day termination of access).
 - TWC Audit Resolution required a 45-day corrective action, to which WSA responded.
 - CIO and team updated policy/procedures, provided staff training, and submitted the analysis and documentation to TWC.
 - Resolution: TWC Audit Resolution issued a Report July 14, 2022 acknowledging WSA has proper controls in place and had taken adequate actions to resolve the finding. The TWC Monitoring Report was thereby closed, and no further action is required.
 - Area of Concern: Procurement (the report cited two separate procurements having issues with the documentation signed by and selection of evaluators). No action required by TWC.
 - CEO Lopez also added he is meeting with WSA Board Staff is currently meeting on a weekly basis regarding the timely deletions of accounts.
 - Dr. Morrill asked how many staff are in Quality Assurance and Dr. Ramirez stated there is one, Trema Cote and CEO Lopez clarified there is an outside contractor that conducts monitoring.
 - Board Chair Leslie Cantu asked to update the chart, (pg. 82) to show, start date,

planned end date and actual end date

VIII. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

- a. SA Ready to Work Update
 - Four of the seven contracts have been completed. There are 1100 individuals interested that that come thru CoSA 3-1-1 system.
- b. Labor Market Information
 - There was an increase in June unemployment rate went from 3.5% to 4% in the region. There were 7,000 added into the labor force.
- c. Growth through Reentry to Advance Careers & Employment (GRACE Conference); Charity Ball, Aspen Institute, Bexar County ARPA Funds

IX. CHAIR REPORT

Presenter: Dr. Sammi Morrill, Committee Chair

Board Member Allison Greer Francis motioned to adjourn and second by Board Member Dr. Mark Niederauer, Oversight Committee adjourned at 10:29AM.

- X. **Executive Session: Oversight Committee recessed into Executive Session at 9:03am. Oversight Committee returned from executive session at 9:25am.**

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.**

XI. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair