



BOARD MEETING MINUTES

100 N. Santa Rosa, Suite 101

San Antonio, TX 78207

August 21, 2020

9:00 A.M

Attendees: Juan Solis (Chair), Leslie Cantu (Vice Chair), John T. Blaylock (Secretary), Mary Batch, Frank Crowder, Jamie Allen, Yousef Kassim, Carolyn King, Johnette Lee, Elizabeth Lutz, Betty Munoz, Dr. Mark Niederauer, Dawn Vernon, Diana Kenny, Polo Leal, Mitchell Shane Denn, Angelique De Oliveira, Sammi Morrill, Burnie Roper (Eric Cooper joined the meeting later)

Partners: David Meadows, Diane Rath, Pooja Tripathi, Alex Lopez

WSA Counsel: Frank Burney

Staff: Adrian Lopez, Louis Tatum, Linda Martinez, Mark Milton, LaVonnia Horne-Williams, Dr. Andrea Guajardo, Lisa Bartee, Elizabeth Eberhardt, Tony Martinez, Manuel Ugues, Linda Canizales, Joshua Villela, Ricardo Ramirez, Aaron Smith, Angela Bush, Cathi Cohen, Gabriela Horbach, Melissa Sadler-Nitu, Barbetta Womack, Robert Corral, Michael DeFrees, Brenda Garcia,

Guests: Doug King, SAMSAT; Keith Scott, KAS Consulting; Eulonda Skyles, Sebastian Castro, KGB

- I. Call to Order and Quorum Determination
At 9 a.m., Chair Solis called the meeting to order. The roll was called, and a quorum was declared present.
- II. Declarations of Conflict of Interest
Presenter: Chair Solis
None
- III. Public Comment
Presenter: Chair Solis
None
- IV. SAMSAT/Port San Antonio Facility Update
Presenter: Doug King
-Mr. King states that his organization has put over 30,000 young people through their program from the South, West and East sides of town over the last three years.
-Mr. King states their organization has secured a 27k sq. ft. workforce training facility and is partnering with WSA to better understand how to meet training professionals' needs.

- Implement courses for trainings, computer usage, jobs and other opportunities.
- Mr. King briefed the Board on Workforce Training Center at Port San Antonio, which is a project supported by WSA, which will be operational by Sept. 1, 2020.

V. Consent Agenda:

Presenter: Chair Solis

Upon motion by Director King and second by Director Batch, the Board unanimously approved the following:

- a. Special Board Meeting July 21, 2020 Minutes
- b. Childcare Services & Provider Transfers
- c. Unemployment Claims & Response
- d. TRS Discount Update
- e. Quality Assurance Update
- f. Leasing and Renovations Update
- g. Organizational Review Update

VI. Procurement:

Presenter: LaVonia Horne Williams, Director Procurement

Ms. Williams reviewed three pending procurement RFPs/RFI, highlighting efforts to publicize all procurements.

a. Legal RFP:

-Issued 7/20/2020. Pre-proposal meeting 7/27/2020. Written questions due 7/30/2020. Submission deadline 8/10/2020.

-Ensured solicitations were published electronically daily as well as on the comptroller's website. Submittals were also e-mailed the bidders list to 14 legal firms and it was posted to WSA website.

-After evaluation, WSA received one submittal. A minimum score of 70 was required to move forward, it scored 89 out of 100 points. WSA recommends award of contract to the highest ranked firm.

-Mr. Solis asked how many contractors were reached out to and what methods were used. LaVonia replied stating that 14 legal firms were contacted. Methods included using the commodity code for legal services and going to the comptroller's website. This generated a list of legal firms. The second method was doing a general search in the San Antonio, TX area and combining this information.

-Upon motion by Director Cantu and second by Director Munoz, the Board unanimously authorized staff to negotiate and execute a contract for legal services with Martin & Drought, separating out HR legal services with Ms. Finlayson with a separate contract.

b. PEO RFI:

Director Allen raised concerns with a RFI v. RFP. VC Cantu responded that HR Committee wants to learn more about PEO experience to determine whether PEO is a viable option and scope of services for WSA. RFI will be drafted for information to allow HR Committee to decide on RFP

c. Audit RFP:

Informational item to let Board know that audit RFP will be issued later this year. Chair Solis also informed Board that there also will be a IT/cyber audit later in the year.

VII. Human Resources Committee Report:

Presenter: Leslie Cantu, Chair

- a. WSA Employee Handbook Update
- b. KAS – HR Consultant Update

KAS (Keith Scott) provided an overview of its review of HR Handbook and other services. He also outlined its efforts to review and revise internal operational policies and procedures, performance management practices, director/manage training (particularly HR training), recruiting practices, all of which should be concluded by the end of October with a list of specific recommendations. The revised HR Handbook will be considered at a future Board meeting.

VIII. Audit and Finance Committee Report:

Presenter: Mary Batch, Chair

Ms. Batch reviewed the proposed FY21 Annual Budget with assistance from Mr. Tatum.

- a. FY21 Annual Budget

- Did not have all allocations as of June 30th. Staff had WIOA adult and dislocated workers fund allocations, however, they did not have childcare and some other programs.

- Budget was built on projections of funds, including amount for city and county contracts. Due to this, we will have to circle back around to budget amendment.

- Increase in personnel budget of \$107k. Also anticipating fridge benefits increase at renewal. Facilities budget expected to decrease by \$427k. Reserves expected to decrease by \$2.9M. Special projects expected to decrease by \$328k. Expected increase in contractors by \$3M. Overall projected increase of about \$228k

- Jamie Allen: inquiring about the \$5,000 for marketing/advertising expenses. Asking if there are any plans to run our own paid advertising campaigns at this time. Mr. Tatum replies that we did just bring in a staff member who has this capacity and is finishing up with the new website. He states there is only a planning budget in place- not an actual allocation. Mr. Adrian Lopez, CEO states that this will be revisited as there are plans to attribute several thousand in marketing and advertising campaigns using both city and county dollars. Final number has not yet been determined.

- Upon motion by Director Vernon and second by Director Roper, the FY21 budget was unanimously approved by the Board.

- Ms. Allen asked how much resources are allocated to advertising and media for providing notice of WSA programs and KGB budget? Staff responded that a budget amendment will likely be necessary for costs associated with BC and COSA CARES contracts and budget input from new marketing director.

- b. Financial Reports

- In line with YTD Corporate Budget as of May 2020. Also in line with Facilities budget.

- Fully expended WIOA funds with grant closing June 30th, 2020. Expended all \$50k in adult, dislocated worker and rapid response funds.

- Mr. Tatum highlighted two items that staff is watching closely; TANF and Quality.

- TANF Grant to expire 10/31/2020. TWC will not extend.

IX. Oversight Committee Report:

Presenter: Doug Watson, Chair

- a. Monthly Performance Reports

- Mr. Milton reported, in the absence of Chair Watson, informing the Board that WSA is either meeting or exceeding all performance goals, the only large LWDB in the State at 100%.

- Reported that TWC commended a student training program originated by WSA and is considering a transfer of additional funding to this program.

- Continuing to closely track WIOA/dislocated workers

- Partnered with Lone Star Construction to create a program where 12 women were trained in the (non-traditional) electrical trade. They have all completed the program and are now moving onto their pre-apprenticeship. TWC commended this program and are issuing a press release in relation to it. Next group to start in Sept.

-Childcare performance exceeds 99% of goal, with additional Rising Stars.

b. Local Plan Update

-Dr. Guajardo provided an update on development of the Local Plan.

-Develop county economical workforce

-Intend to create specific plans for needs of each rural area using quantitative and targeted data analysis.

-Develop survey tools which will be made available to county commissioners, area judges, non-profit partners and other social service providers within each of the thirteen counties.

X. CEO Report:

Presenter: Adrian Lopez, CEO

a. WSA Budget Summary

Mr. Lopez briefed the Board on his process in determining the needs of each department for budget. He also reviewed his efforts to ensure contractors understand the demands of WSA. Praised Procurement dept. Fiscal received another clean audit. We continue to receive funds from TWC and expend them. Reiterated that we continue to exceed all performance measures.

b. WSA Website Update

Did not review

c. WSA Board Staff Donation items to Foster Care Program

Did not review

XI. Chair Report:

Presenter: Chair Solis

a. Update on CARES Act for WSA as Service Provider with Bexar County and City of San Antonio

Chair Solis reviewed the history of workforce development services and reviewed the new workforce funding under the CARES Act. He announced the formation of the Childcare Committee. He also requested referrals for those folks that could benefit from the CARES training.

XII. Next Meeting: December 4, 2020

XIII. **Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board 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;**

e. **Government Code Sections 551.089 – Discussions regarding Security Devices for**

Audits.

The Board entered into Executive Session at 10:43 a.m. and returned to Open Session at 11:28 a.m. No action was taken.

XIV. Adjournment

Presenter: Chair Solis

There being no further business, a motion was made by Director Vernon and second by Director Kassim that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 11:30 a.m.

Enclosures

- Certificate of Executive Session