



STRATEGIC COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120 Board Room
San Antonio, TX
September 17, 2021

9AM

BOARD MEMBERS: Eric Cooper, Committee Chair, Mitchell Shane Denn, Leslie Cantu; Lindsay Dennis (caller 325-6XX-XX10); Elizabeth Lutz (caller 210-3XX-XX35); Ben Peavy (9:02AM)

WSA STAFF: Adrian Lopez, Mark Milton, Angela Bush, Linda G. Martinez, Gabrielle Horbach, Chakib Chehadi, Dr. Andrea Guerrero-Guajardo, Brenda Garcia, Manuel Ugues, Latifah Jackson, Cristina Bazaldua, Chuck Agwuegbo, Caroline Goddard, John Hershey, Barbara Marques, Aaron Smith

LEGAL COUNSEL: NONE

GUEST: Dr. Michael Villarreal, UTSA Jose Patterson, SA Foodbank

PARTNERS: Mike Ramsey

AMENDED 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) 272-3250.

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- I. CALL TO ORDER AND DETERMINE QUORUM
Presenter: Mr. Eric Cooper, Committee Chair
At 10:00 a.m., Chair Cooper called the meeting to order.
- II. ROLL CALL
Presenter: Mr. Eric Cooper, Committee Chair
The roll was called, and a quorum was declared present.
- III. PUBLIC COMMENT
Presenter: Mr. Eric Cooper, Committee Chair
No Public Comment
- IV. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Mr. Eric Cooper, Committee Chair
Mr. Eric Cooper, Strategic Committee Chair abstained from voting on agenda item 8a.
- V. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mr. Eric Cooper, Committee Chair
 - a. Meeting Minutes – July 21, 2021
Upon motion by Board Member Leslie Cantu and 2nd by Board Member Mitchell Shane Denn the Board unanimously approved the July 21, 2021, meeting minutes.
- VI. UPDATE: LOCAL PLAN IMPLEMENTATION (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mr. Adrian Lopez, CEO and Dr. Andrea Guerrero-Guajardo, CIO
 - a. Local Progress
 - Dr. Guajardo provided the Strategic Committee with an update on the progress of the implementation of the 2021-2024 Local Plan. She stated that Board staff and service provider teams continue with working sessions focused on data collection essential to the planning

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phase of implementation including existing partnerships with employers, education and training partners, or other agencies that should be represented in the model.

- The work plan includes specific steps toward development of the Sector-Based Partnership model including dissemination of economic and workforce analysis detailing target sectors, industries, and occupations, development of expertise of WSA team and embedding sector based concepts existing work, and the development data indicators, associated activities, and outcome metrics.
- Board Member Elizabeth Lutz added she and Dr. Guajardo have been discussing the co-location of the health enrollment navigators, a Texas grant onboarding 18 health navigators. We have committed to assist and support the work site centers as people are getting back to work or needing some additional resources with healthcare. The grant is a total of \$1.67 million.

b. Staffing

- Dr. Guajardo introduced Mrs. Barbara Marques, Data Science and Analytics Manager and Mrs. Caroling Goddard, Strategic Community Partnerships Manager and explained how they will work to create active partnerships and data collection. They have ramped up our efforts to start collector to improve our ability to collect data on an industry basis.

c. Return on Investment (ROI)

- Dr. Guajardo provided the committee with information regarding the Return on Investment, (ROI), the purpose. The study was conducted alongside with EMSI.
- The ROI study is to assess the impact of WSA on the regions' economy and the benefits generated by the organization for the regions' taxpayers.
- The populations included in the study:
 - WIOA programs: Adult, Dislocated Worker
 - Youth •Child Care program participant
 - Universal Customers
 - WSA Operations
- Data and timeframe of the study:
 - Wages and expenditures January 2019 - December 2019
- Workforce Solutions Alamo creates a positive net impact on the region's economy and generates a positive return on investment for taxpayers.
- Results reflect calendar year 2019 and analyze post-program earnings to reflect pre-Covid conditions.
- WSA received \$9.9 million directly from federal funds as Workforce Innovation and Opportunity Act funding and served a total of 1,502 participants.
- WSA also administers a Child Care Services program intended to help parents pay for childcare while they work, go to school, or participate in job training. WSA received \$77.2 million in funding during 2019 and served 8,454 participants.

- In addition, WSA served a total of 5,379 universal participants.
 - Dr. Guajardo also added a lot was learned from this process. Our internal data collection, how it's collected and accessed to feed it into a methodology from our partners. In working with fiscal to understand how these dollars are associated with data collection and integrating these two processes to refine methodology for collecting and tracking our post exit metrics.
 - Committee Chair, Eric Cooper asked if Dr. Guajardo could provide talking points to pin a number on the ROI.
- d. SERCO & C2 Global Report Out
- Ms. Gabriela Horbach provided the Strategic Committee with an overview of SERCO has been doing and how it fits in the Sector Based Model.
 - The purpose of the Workforce Innovation and Opportunity Act (WIOA) Youth Services is to assist young people, ages 14-21 In-School Youth and 16-24 Out of School Youth, who face significant Barriers to success in the labor market, by providing resources and support to overcome those barriers and successfully transition to self-sufficient adulthood.
 - SERCO is working with various partners to secure Sector-Based Career Pathways. SERCO has secured 92 job opportunities.
 - Mr. Manuel Ugues discussed the success stories.

C2 Global Report Out

- Mr. John Hershey provided the Strategic Committee an overview of how C2 Global fits the Sector Based Model.
- WSA department wide integration goals are:
 - Market high growth high demand careers in our target sectors
 - Increase all staff's knowledge in our sectors – become experts
 - Open and honest communication between all teams
 - Provide more accessibility to all our customers
 - Develop long standing sustainable relationships with our key accounts sectors
 - Increase placements in our target sectors using all our resources & teamwork!
 - Business Liaisons will under training and collaborate with partners to ensure all areas are met. They will develop 30-40 key accounts in assigned sectors.
 - Business Recruiters will post jobs and participate in job fairs and or hiring events.
 - C2 Global focus is to place more people in jobs through teamwork.

VII. EDUCATION IN TRAINING EVALUATION PROPOSAL

Presenter: Dr. Mike Villarreal, Director, UTSA Urban Education Institute

- Dr. Mike Villarreal provided the Strategic Committee information on the impact evaluation of the Workforce Solutions Alamo job training programs in priority industries.
- This proposed study will help support continuous improvement job training programs funded by WSA by estimating their effects on wages and employment.
- Dr. Villarreal provide link, https://uei.utsa.edu/files/pdfs/Goodwill_Report_Final.pdf to committee. This report is an example of a study that was completed for Goodwill.
- Dr. Villarreal is proposing to work with WSA on improving the economic mobility of the people who are going through its job training programs.
- Dr. Guajardo added this study will get to the why, of what those cost benefit numbers really mean on an individual student level basis.
- The total cost for this study will be \$85k and final report will be delivered December 2022.

VIII. PROCUREMENT UPDATE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Latifah Jackson, Director Contracts and Procurement

a. San Antonio Food Bank Lease

- Ms. Latifah Jackson, Director Contracts and Procurement, updated the committee on the San Antonio Food Bank Lease. Strategic Committee Chair, Eric Cooper stepped out due to conflict of interest.
- Workforce Solutions Alamo (WSA) and the San Antonio Foodbank (SAFB) are currently in negotiations for a lease agreement. A co-location of services at SAFB would benefit clients in being able to access resources from both entities in a single location. WSA is proposing a small staff and a resource room for the campus.
- The San Antonio Food Bank (SAFB) serves over 600 individuals each week including assisting individuals with the application and renewal of assistance for various federal benefits including SNAP and TANF programs. Last year 17,350 applications for federal
- TANF and SNAP benefits were processed by the SAFB. Both agencies seek to strengthen the partnership between by integrating and expanding employment and training services available for individuals who access services from the SAFB. Individuals that seek assistance at the Food Bank may not be connected to or aware of additional jobseeker services that are available through the workforce system. Integrating services provided by the SAFB and WSA will allow a deeper leveraging of resources that meet the needs of individuals that are unemployed or underemployed. SAFB will deliver a turnkey suite that is 1,808 SQ FT. The lease will be for one year with the option to extend an additional two years.
Upon motion by Board Member Leslie Cantu and 2nd by Board Member Elizabeth Lutz the Board unanimously approved to continue negotiations with the SAFB and potentially enter a lease for the current facility.

b. Hondo Lease Renewal

- Ms. Latifah Jackson, Director Contracts and Procurement, updated the committee on the Hondo Lease Renewal.
- Workforce Solutions Alamo (WSA) currently has a lease agreement with the City of Hondo that expires on December 31, 2021. WSA has researched potentially feasible options to provide a high-quality workforce center.
- The existing location is in the South Texas Regional Training Center, which is 1,799 SQF at the rental rate is \$2,643.78 monthly. The proposed lease amendment is for two years, with the option to extend an additional two years.
- The rent will remain at the current rate of \$2,643.78 for the renewal term. The monthly rate includes utilities, custodial services, and administrative support.

Upon motion by Board Member Leslie Cantu and 2nd by Board Member Mitchell Shane Denn the Board unanimously approved to continue negotiations with the City of Hondo and renew the lease for the current facility.

c. Kenedy Renewal

- Workforce Solutions Alamo (WSA) currently has a lease agreement with MIN, Limited, a Texas Limited Liability Company that expires on January 31, 2022. WSA has researched potentially feasible options to provide a high-quality workforce center.
- The current lease has an option for an extended term of 36 months. The current monthly base rent is \$1,650 and, the proposed monthly base rent is \$1,683.00. The center is 1,750 SQF and was renovated in 2021 due to flooding from the winter storm.
- The monthly base rent will be \$1,683.00 for the term of the lease. The Monthly rate includes utilities, maintenance of the facility (inclusive of HVAC and plumbing), electrical wiring, permanent lighting fixtures and pest control.
- Staff has performed a market analysis and similar properties are more than \$18 per sq ft and do not meet WSA specifications.
- Chairwoman Cantu asked if elected officials have been contacted regarding these leases.
- CEO Lopez said all elected officials had been contacted and only Judge Hurley responded with his approval of the Pleasanton location.

Upon motion by Board Member Leslie Cantu and 2nd by Board Member Elizabeth Lutz the Board unanimously approved to execute the lease renewal for the current facility.

d. New Braunfels Lease

- Workforce Solutions Alamo (WSA) currently has a lease agreement with the RPI Courtyard LTD that expires on January 31, 2022. WSA has researched potentially feasible options to provide a high-quality workforce center.
- The New Braunfels Workforce Center is the largest center in the rural area, approximately 6,720 sq ft in the Courtyard Plaza shopping center located off Highway I-35.

This center was recently renovated in 2018. The current lease agreement has an option to renew at \$18.07 per sq ft for an additional five years. However, the Landlord has offered a new lease agreement for 10 years at \$16.70 per sq ft. A market analysis was performed on potential locations in the area. The current location offers the best visibility and fiscal impact.

- Accepting the new 10-year lease will yield an approximate \$46,000 savings within the first 5 years of the lease. Additionally, current rental rates are exceeding \$20 per sq ft. The current rental rate is \$14.95 per sq ft., and the new lease agreement is \$16.70 per sq ft. The tenant is responsible for all maintenance and operations of the facility. There are six Vocation Rehabilitation Staff at this location that contribute towards the monthly rent.

Upon motion by Board Member Mitchell Shane Denn and 2nd by Board Member Leslie Cantu the Board unanimously approved to continue negotiations with the RPI Courtyard LTD and enter a new 10-year lease at the current facility.

e. Facility Renovation Update:

- i. Boerne
- ii. Floresville

e. Marbach Relocation

- The current lease at Marbach expires on May 31, 2022. Staff evaluated and toured seven locations. The two primary facilities under consideration to relocate the Marbach Workforce Center to are the Port Authority of San Antonio and Petco Corporation. The two facilities were toured by Chairperson, Eric Cooper and CEO, Adrian Lopez on July 19, 2021.
- Delivering a high-quality Workforce Center that is completely renovated in a new space at Port San Antonio, which also supports the sector-based model is approximately 37% more cost effective than the Petco location. The FY22 budget also includes \$545,000 for furniture, technology, other equipment, and moving expenditures.

Upon motion by Board Chairwoman Leslie Cantu and 2nd by Board Member Lindsay Dennis the Board unanimously approved to WSA is requesting approval to continue negotiations with the Port Authority of San Antonio and enter a new 10-year lease.

IX. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

a. Ready to Work Consortium Proposal

- CEO Lopez informed the committee that WSA submitted application for the SA Ready to Work with partners, SA Foodbank, United Way, Family Health Services, TX A&M San Antonio, SAHA, YWCA and a few others.

X. CHAIR REPORT

Presenter: Mr. Eric Cooper, Committee Chair

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 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: Mr. Eric Cooper, Committee Chair

Meeting adjourned at 10:33AM.