



**STRATEGIC COMMITTEE**  
**MEETING MINUTES**

Workforce Solutions Alamo  
100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
April 27, 2021  
10:00AM

**BOARD MEMBERS:** ERIC COOPER, COMMITTEE CHAIR, YOUSEF KASSIM, FRANK CROWDER, LISA NAVARRO GONZALES, ANGELIQUE DE OLIVEIRA, (10:03AM)

**WSA STAFF:** ADRIAN LOPEZ, MARK MILTOIN, LOUIS TATUM, ANGELA BUSH, LINDA G. MARTINEZ, GABRIELLE HORBACH, MICHAEL DEFREES, BARBETTA WOMBACK, ROBERTO CORRAL, ESTHER METCALF, DR. ANDREA GUERRERO-GUAJARDO, BRENDA GARCIA, MELISSA SADLER-NITU, JOHN HERSHEY, JESSICA VILLARREAL, ELIZABETH EBERHARDT, MAUNAL UGUES, LATIFAH JACKSON, JOSHUA VILELLA

**LEGAL COUNSEL:** NONE

**PARTNERS:** 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) 272-3250.

***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) 272-3250.***

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**Meeting Number & Access Code: 187 514 0733**

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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 DETERMINE QUORUM  
Presenter: Mr. Eric Cooper, Chair  
**At 10:01 a.m., Chair Cooper called the meeting to order.**
- II. ROLL CALL  
Presenter: Mr. Eric Cooper, Chair  
**The roll was called, and a quorum was declared present.**
- III. PUBLIC COMMENT  
Presenter: Mr. Eric Cooper, Chair  
**No Public Comment**
- IV. DECLARATIONS OF CONFLICT OF INTEREST  
Presenter: Mr. Eric Cooper, Chair  
**No declarations of interest**
- V. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Mr. Eric Cooper, Chair
  - a. Meeting February 24, 2021 Minutes  
**Upon motion by Board Member Angelique De Oliveira and 2<sup>nd</sup> by Board Member Frank Crowder the Board unanimously approved the February 24, 2021 meeting minutes.**
- VI. UPDATE: LOCAL PLAN IMPLEMENTATION (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Mr. Adrian Lopez, CEO and Dr. Andrea Guerrero-Guajardo, CIO
  - a. Timeline
  - b. Actions Taken
  - c. Proposed Reports for Tracking
    - Dr. Andrea Guerrero-Guajardo provided the Strategic Committee with the implementation on the Local Plan.
      - o Step 1:
        - Economic and workforce analysis to define target sectors, industries, and occupations
        - Establish WSA as a convener
        - Dissemination of the WSA vision across sectors

- Step 2: Develop expertise of WSA team and embed Sector Based theories into existing work
  - Business Service Unit Reorganization
  - Program Talent Pipelines
- Step 3:
  - Develop data indicators, associated activities, and outcome metrics
  - IT/Cybersecurity pilot
- Step 4: Launch Meeting/Execution
  - Engage business leaders and key stakeholders
  - Affirm shared priorities
  - Business leaders and key stakeholders commit to specific next steps
  - Create space for non-employer organizations to identify roles in the model
  - Distribution of executive summary and create plan for continued engagement
- Step 5: Sustainability
  - Companies/employers, education and training partners, workforce and economic developers recognize value of sector-based partnerships as an opportunity for:
    - Collective solutions and shared costs
    - Expedited understanding of industry needs and career pathways
    - Access to data and other resources
  - Ongoing evaluation and assessment, reaffirmation of the shared priorities, and 2-year Local Plan modification.
- Board Members Frank Crowder, Yousef Kassim and Angelique De Oliveira stated Dr. Guajardo did an outstanding job on the Local Plan and the presentation. Great data and implementation plan.
- Board Member Angelique De Oliveira also asked once WSA has engaged the employers and WSA identifies the job opportunities; what will be WSA's role in the delivery to meet with employers' needs?
- Dr. Guajardo replied, WSA would step away from being the convener and understanding who the other stakeholders and operators are. During these implementation exercises, we are learning what we are doing and how we fit into the pipeline.
- Mr. Adrian Lopez, CEO also added, Bernard County is the pinnacle of the Sector Based Model. For example, at their meeting they had the Business Lead for Manufacturing report out, the Business Lead for Space report out and other. As we move forward the goal here will be to develop expertise in each of those sectors and provide to the Board reports from the various sectors.
- Board Member Yousef Kassim asked if there are mechanisms in place in the Sector Based approach to adjust based on the metrics.
- Dr. Guajardo replied, yes, trends are being tracked and data is collected.

#### d. Strategic Partnerships

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e. Presentations by C2 Global on Sector Based Model

- Melissa Sadler-Nitu, Managing Director Research and John Hershey, Deputy Director, Business Services provided the Strategic Committee an overview of how C23 Global will fit into the Sector Based Model.
- Industry Sector Focus
- Business Solutions Unit Team members have been assigned to target sectors aligned to the 2021-2024 local plan
- The BSU Team will focus on placements based on sector employer needs by understanding and addressing business needs, sharing emerging employment opportunities to Career Counselors and Customer Services Reps in a timely manner, and working closer with Career Counselors and Programmatic Teams to get job seeker customers placed.
- Career Fairs and hiring events will be focused in target industry sectors and in-demand occupations.
- Sector Based Business Solutions Team Goal: increase placements (in collaboration with operations) and positive outcomes that meet employer needs and increase career opportunities for our job seekers.
  - Business Liaisons
    - Develop & maintain a pool of key accounts by target sector;
    - Become industry experts, use data as tool and validate findings via employer partner feedback;
    - Consultative approach, research businesses, gain insights to employer current state and develop solutions to resolve current/future needs.
  - Business Recruiters
    - Create and maintain sector-based job postings;
    - Coordinate direct and program placements within target sector(s);
    - Share information between Liaisons and centers about opportunities, recruitment of applicants and information about events/job fairs or training opportunities
  - Business Solutions Representatives
    - Job Posting Maintenance & Monitoring;
    - Assist with non-sector related job postings/request;
    - Handoff request if in target sectors to appropriate teammate(s);
    - Communicate with center teams when needed about non-sector related needs.
  - Board Member Angelique De Oliveira commented how well WSA has progressed with the Sector Base Model.
  - Strategic Committee Chair Eric Cooper asked Ms. Salder-Nitu how staff have received the new direction of the Sector Base Model. Ms. Salder-Nitu said the feedback has been positive. Dr. Guajardo added Board Staff is also excited and working together.

VII. PROCUREMENT UPDATE (DISCUSSION AND POSSIBLE ACTION)-

Presenter: Louis Tatum, CFO

- Latifah Jackson, Director Contracts and Procurement updated the Strategic

- Committee on the leases and location updates.
- WSA has recently finished 2 renovations, currently working on 2 renovations and have 7 leases expiring soon. East Houston, grand opening and ribbon cutting March 30, 2021 and Seguin grand opening and ribbon cutting, April 29, 2021.
  - Floresville Location Update
    - There are three floorplans that are being evaluated and we are awaiting estimates from the contractor.
  - Marbach Location Lease Renewal
    - WSA has signed a one-year lease renewal.
  - Update on Other Leases
    - Mr. Lopez informed the Strategic Committee of a satellite office potentially located at the San Antonio Foodbank. A conversation Strategic Committee Chair and Mr. Lopez have had is merging both organizations that serve the same population in addition to seeking other funding resources.
  - Kennedy Storm Damage Update
    - Due to pipe bursting during the winter storm, this location was renovated with new flooring and paint. This location should be back open mid-May.
  - Status of Procurement Diversity Policy
    - Ms. Latifah Jackson updated the status of the Procurement Diversity Policy.
    - Workforce Solutions Alamo's strategic plan to achieve the goal of establishing equal opportunity for all. This policy is to encourage the use of Small, Minority, Women and/or Veteran Owned Business Enterprises (SMWVBEs). The purpose of this policy is to ensure that SMWVBE's are provided practicable opportunity to participate in WSA purchasing and contracting opportunities.
    - Ms. Jackson provided TWC Goals.
      - The Texas Workforce Commission has adopted the State's expenditure goals as its own.
      - 32.7% special trade / construction
      - 23.6% professional services
      - 24.6% other services
      - 21.0% commodities
    - Ms. Jackson's recommendations are to:
      - WSA proposed Aspirational Goal of 20%
      - Join South Central Texas Regional Certification Agency, (SCTRCA) Board
      - 2 Solicitations to SMWVBEs for procurements \$3,000+
    - Chair Cooper asked Board Member Yousef Kassim for his input. Mr. Kassim stated he was very impressed with the progress.
    - Chair Cooper asked if a view of how the spending is allocated by the next committee meeting?
    - Ms. Jackson stated currently this is not tracked, however, she is working with Fiscal to acquire the software and the vendors are not classified in the system. The goal is to provide quarterly reports to the Strategic Committee.
- Upon motion by Board Member Frank Crowder and 2<sup>nd</sup> by Board Member Yousef Kassim the Board unanimously approved the recommendations for the Small, Minority, Woman, and Veteran Owned**

**Business Enterprises (SMWVBE). This will be a first time the WSA Board will consider and potentially approve a policy .**

- Update on COSA RFPs
  - Mr. Mark Milton provided the Strategic Committee with an update on the COSA Ready to Work SA.
  - COSA will be launching the Ready to Work SA initiative in the fall of 2021.
  - RFPs will be broken down into four primary categories:
    - Intake and Eligibility
      - Goal – consistent, effective process for applicant with seamless milestone transfers.
      - Value - \$6M total for six years
      - Term – two-years with four, one-year renewal options
    - Case-Management
      - Goal – consistent, effective support based on participate need, at scale
      - Value - \$67.2M total for six years
      - Term – two years with four, one-year renewal options.
    - Marketing
      - One awardee
      - Value - \$2.1M total over six years
      - Term – two years with four, one year renewal options
    - Program Evaluation
      - One Awardee
        - Not eligible to provide intake, case management, or marketing services.
      - Value - \$600K total over six years
      - Term – two years with four, one year renewal options
- WSA is planning to evaluate each RFP as it is released and make a recommendation to the strategic committee on course of action for the agency.
- WSA will meet with partner organizations to determine most efficient way to serve the community.
- All options will be considered, and recommendations will be made based on current experience with the Train for Jobs SA initiative and plans for future program.
- Mr. Lopez added WSA is currently soliciting input from some of the partner organizations about possible collaborative applications.

VIII. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

a. Grand Opening Seguin Center, April 29 @ 4PM

b. Ribbon Cutting- East Houston

- Mr. Lopez thanked the Committee and Board for their participation at the ribbon

IX. CHAIR REPORT

Presenter: Mr. Eric Cooper, Chair

- X. 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.

XI. ADJOURNMENT

Presenter: Mr. Eric Cooper Chair

**Upon motion by Board Member Yousef Kassim and 2<sup>nd</sup> Board Member Frank Crowder the Board unanimously approved adjourning the meeting at 11:29AM.**