



STRATEGIC COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
November 17, 2020
9:00AM

AGENDA

Agenda items may not be considered in the order they appear.

Attendees: Eric Cooper (Chair), Juan Solis, Elizabeth Lutz (9:38AM), Tammy Trevino (9:46AM), Mitchell Shane Denn (9:04AM), Angelique De Oliveira (9:05AM)

Partners: Diane Rath, Pooja Tripathi, Ruben Davila

WSA Counsel: Frank Burney

Staff: Adrian Lopez, Linda Martinez, Mark Milton, Dr. Andrea Guerrero-Guajardo, LaVonia Horne-Williams, Elizabeth Eberhardt, Miguel Ugues, Ricardo Ramirez, Melissa Sadler-Nitu, Jessica Villarreal, Angela Bush

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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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
At 9:00 a.m., Chair Cooper called the meeting to order. The roll was called, and a quorum was declared present.
- II. ROLL CALL
Presenter: Mr. Eric Cooper, Chair
- 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. LOCAL PLAN DISCUSSION AND POSSIBLE ACTION
Presenter: Mr. Adrian Lopez, CEO and Dr. Andrea Guajardo, CIO
 - Dr. Guajardo provided an update on the development of the local plan and strategies for the creation of a systems approach to serving jobseekers and employers.
 - Workforce Solutions Alamo has established domains to be addressed in the Local Plan and begun the development of a mixed-methods, iterative action-research methodology to assess economic and workforce priorities among stakeholders from each of the counties in the Alamo region.
 - Methodology:
 - Quantitative data analysis to define the scope of the Sector-based Partnership Model for workforce development in the WSA 13 county region. Participants in the model include institutions of higher education, adult basic education, K-12, economic development organizations, human services organizations as well as private industry and their associated supply chains and infrastructure.
 - Qualitative data collection in the form of survey tools and focus groups from among stakeholder groups in each county in the WSA 13-county service area.
 - The Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Development Boards to develop a comprehensive four-year plan (Local Plan). The plan is required to be modified every two-years.
 - The Local Plan has been developed in accordance with guidelines issued by Texas Workforce Commission (TWC).
 - Public comment period with three public hearings TBD in January 2021.
The plan shall be approved by the WSA Board and the Committee of Six (1/27)

and its respective bodies (City of SA, Bexar County, Rural Judges), and is due to TWC on or before March 1, 2021.

- 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
 - 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.
- Dr. Guajardo also provided the ongoing evaluation updates of historical data for programs and initiatives for the 2021-2024 Local Plan; implementation of survey to solicit feedback from rural counties.
- Mr. Solis commented is to invest in people and look at that initiative as helping guide them. The Local Plan is not just for ourselves but the whole region and it's an initiative that is important.
- Chair Cooper recommended the Local Plan be created as a one-page document, infographic and encourage all committees to reflect on it.
- CEO Lopez's recommendation is to develop a one-page document listing the strategies, TWC collective strategies and those from larger boards that are similar to WSA and list out the goals side by side. This can be sent out the whole Board and request feedback on what they believe should be the priorities.

VI. PROCUREMENT UPDATE DISCUSSION AND POSSIBLE ACTION

Presenter: LaVonia Horne-Williams, Procurement Director

a. Floresville Location

- Mrs. Horne-Williams stated the Floresville Workforce Center lease is due to expire on December 31, 2020. We are in the process of assessing whether, or not we want to stay at this current location or if we are going to find a new location. WSA has engaged the commercial real estate agent to conduct a market study to determine next steps. Two specific things that we need for the space is to ensure the area is sufficient for the time period or the lease. The other item that staff have expressed is that there be a separate restroom, one for staff and one for the general public. And acquiring a location in a higher traffic area. Currently, customers have difficulties locating the facility.
- She also stated the lease for the Marbach Workforce Center is due to expire May 31, 2021. We plan to begin the market study for this location next month.
- Mrs. Horne-Williams also updated the Committee on the current renovation project that was completed and one renovation project underway.
- The East Houston workforce center location was completed in September

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2020.

- The Seguin Workforce Center will be completed by late November 2020. The Seguin workforce center was relocated from 1500 E. Court Street to 1411 E. Court Street. As the plan for the re-opening of both workforce centers, Procurement has purchased all the necessary PPE and will coordinate installation at both workforce centers.
- Chair Cooper asked if this was her recommendation.
- Mrs. Horne-Williams stated it is not her recommendation. However, she is requesting additional time to locate the appropriate space to meet the foot traffic, public and staff needs.
- Mr. Solis asked if there were any other lease contracts that were coming up for renewal.
- Mrs. Horne-Williams replied, “Yes, Marbach location will be coming up May 2021. And the commercial agent is already looking at other locations. We will be moving from Marbach location.”
- Chair Cooper stated if there is anything that the Committee can assist with, for example, lease negotiation, etc.

Motion to approve to a month-to-month or a 60-day. 1st motion amended by Tammye Trevino and 2nd by Mr. Juan Solis to provide lease extension not to exceed six months and 20% increase/decrease in rent. Also, allowing Mrs. Horne-Williams to negotiate pricing and duration. Motion passed.

VII. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

No report.

VIII. CHAIR REPORT

Presenter: Mr. Eric Cooper, Chair

No report.

IX. 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.

X. ADJOURNMENT

Presenter: Mr. Eric Cooper Chair

Motion to adjourn Tammye Trevino and 2nd by Angelique De Oliviera. Meeting adjourned at 11:09AM