



REGULAR BOARD MEETING MINUTES

BOARD MEETING MINUTES
100 N. Santa Rosa, Suite 101
San Antonio, TX 78207
December 3, 2021
10:00 A.M

Board Attendees: Leslie Cantu (Chair), Frank Crowder, Mary Batch, Ben Peavy, Dawn Vernon, Diana Kenny, Lindsay Dennis, Dr. Mark Niederauer, Mitchell Shane Denn, Angelique De Oliveira, Dr. Sammi Morrill, Eric Cooper, Carolyn King, Elizabeth Lutz, (10:18am), Yousef Kassim, Dawn Dixon, Lisa Navarro Gonzales (10:15am)

Partners: Diane Rath

WSA Counsel: Frank Burney

WSA Staff: Adrian Lopez, Linda Martinez, Mark Milton, Angela Bush, Jessica Villarreal, Chakib Chehadi, Dr. Andrea Guajardo, Brenda Garcia, Manuel Ugues, Ricardo Ramirez, Roberto Corral, Gabriela Horbach, Latifah Jackson, Rick Zamarripa, John Hershey, Caroline Goddard, Chuck Agwuegbo, Cristina Bazaldua, Joshua Villela, Trema Cote, Vickie Reece

Guests: none

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.

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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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: Chairwoman Leslie Cantu
At 10 a.m., Chair Cantu called the meeting to order. The roll was called, and a quorum was declared present.
- II. Declarations of Conflict of Interest
Presenter: Chairwoman Leslie Cantu
None.
- III. Public Comment
Presenter: Chairwoman Leslie Cantu
None
- IV. Consent Agenda:
Presenter: Chair Cantu
 - a. Board of Directors Meeting Minutes October 15, 2021
 - b. Facilities/Leases Update
 - c. Procurement Projects and Contracts Summary
 - d. Quality and Assurance Briefing
 - e. Briefing Monitoring Timeline
 - f. Quality Assurance – Monitoring Report
 - g. Unemployment Claims & Responses
 - h. Fiscal Integrity Review C2 Global
 - i. Service Industry Recovery (SIR)
 - j. TRS Contracted Slots Pilot**Upon motion by Director Cooper and 2nd by Director Batch, the Board unanimously approved the above items a-g.**
- V. Nominations Committee Report:
Presenter: Carolyn King, Nominations Committee Chair
 - Nomination Committee Chair Carolyn King reported on the proposed nomination slate for Chairperson-Leslie Cantu, Vice Chair-Mary Batch, Secretary—Frank Crowder for 2022 calendar year. There were no further nominations from the floor.
Upon motion by Director Dr. Sammi Morrill and 2nd by Director Ben Peavy, the slate of candidates was unanimously approved by the Board.
- VI. Audit and Finance Committee Report:
Presenter: Mary Batch, Audit & Finance Committee Chair
 - a. Finance Reports
 - b. FY22 Board Staff Compensation

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- Audit and Finance Committee Chair Mary Batch reported on finance reports and recent purchases. Deliveries have been slow due to supply chain. Overall line items from budget are within normal ranges. She also reported that staff compensation will be reviewed and reported to Board in first quarter of 2022 after performance-based merit study.
- Chair Batch informed the Board, the corporate expenditures are currently expended at a rate of 84.62% of the annual budget, which represents a budget surplus of approximately 15.38% of the approved budget. The most significant budget surpluses are in personnel and professional services. In addition, equipment for board staff is under budget due to processing and shipping delays. Equipment is expected to be received in the first quarter of FY22.
- The facility's budget is currently expended at a rate of 81.46% which is underspent by 18.54% of the budget benchmark. The board is expecting additional facility expenditures related to facility renovations, updates to the resource rooms and the expansion of space in Boerne and the San Antonio Food Bank.
- Chair Batch also updated the Board on the grants that Board staff is monitoring.
- Chair Batch reported on the FY22 Board Staff compensation. Staff presented this request to the Board of Directors in October of 2021. The Board requested that executive leadership re-visit a performance-based merit increase for FY22, taking into consideration that a Cost-of-Living Allocation (COLA) was issued in September of 2021. Executive leadership will review FY21 goals and training objectives and make recommendations for a FY22 merit-based increase. A recommendation will be presented to the Audit & Finance Committee, the Board, and the Committee of Six in the first quarter of FY22. Board staff will reconcile final close outs and ensure adequate funds are available in the budget prior to making a recommendation for the implementation of FY22 salary increase.
- Board Chair Cantu reminded all Board members to turn cameras on when voting, making motions/comments, etc. in order to be in TWC virtual meeting compliance.

VII. Child Care Committee Report:

Presenter: Doug Watson, Child Care Committee Chair

a. Child Care Performance

- In the absence of Chair Watson, Mrs. Jessica Villarreal, Child Care Director, provided the Child Care report. She reviewed performance results to ensure within 95-105% range to meet year-end target. Current numbers show program is exceeding target range. She also reviewed new grants from TWC due to COVID-19 response: Quest for Quality and TRS Staff Support and Outreach. TRS assessment shows all requirements met or exceeded, with most assessments showing 4-star status. Finally, she highlighted staff and contractor efforts to increase quality and capacity for providing childcare.
- WSA's performance target for 2021 was set at 9544. WSA performance was reflected for September 2021 at 9935, which is 104.10% of target. TWC has informed boards of the BCY 22 targets & funding; Alamo's target for FY22 is set at 8931. TWC performance effects board funding.
- WSA & Child Care Contractor will continue to monitor performance to work to ensure enrollment remains at a level that performance remains within positive performance range.

b. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Alamo Board Plan

- Mrs. Villarreal informed the Board of this unique funding source. Alamo board's allocation has been set at \$2.8 million dollars. TWC guidance outlines funds be utilized for targeted supports to increase and promote ongoing participation in the Texas Rising Star program.
- WSA's Child Care Quality Initiative plan, has been carefully created & developed to meet TWC criteria and investments have been designed to address the critical needs of shortage of staff due to wages, business sustainability, professional development and increasing the number of Child Care programs in the Alamo Community.
 - \$2.8 million dollars will be invested in Child Care programs:
 - \$1.8 million on the Quest for Quality grant
 - \$600,000 on TRS Staff support: staff incentive based on star level
 - \$227,827 on TRS outreach: increasing the number of providers that submit an interest form for TRS
- c. Child Care Quality (CCQ) Funding Plan
 - This is a briefing to the Child Care Committee on the Child Care Quality Annual Expenditure Plan for FY 22, which will cover October 1, 2021 – September 30, 2022. TWC required the plan to be submitted by October 30, 2021. WSA has allocated funding based on TRS/CCS roundtable discussions as well as input received from stakeholders. WSA will continue to monitor expenditures accordingly and adjust as needed.
 - WSA staff plans to move forward with the Child Care Quality (CCQ) annual expenditure plan for FY22 as outlined and will monitor the plan and adjust should priorities change.
 - Child Care Quality Plan will be implemented and WSA will continue to meet and collaborate with ECE organizations to maintain awareness of the needs of the ECE community. The Quality funding and initiatives will continue to be allocated according to TWC guidelines.
- d. TRS Assessment Update
 - Mrs. Villarreal also went thru Texas Rising Star (TRS) assessment update. On September 1, 2021, TWC allowed for Texas Rising Star Assessments to resume. By September 1, 2021, all six Alamo board assessors completed through Course 6. On September 20, Alamo assessors returned to the field for 1st scheduled assessment and 136 TRS centers were going to be assessed.

VIII. Strategic Committee Report:

Presenter: Eric Cooper, Strategic Committee Chair

- a. Local Plan Progress: Chair Cooper reported on great progress in Local Plan, asking Dr. Andrea Guajardo to provide details. WSA hosted a Healthcare Employer Collaborative with great success with the assistance of Director Dr. Sammi Morrill. Sector-based models continue to be a successful platform and approach.
 - Board staff and service provider teams continue working sessions focused on data collection essential to the planning phase of implementation including existing partnerships with employers, education and training partners, or other agencies that should be represented in the model. Data survey sent out and 18

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employers replied. Everything is based around the sector-based model and the next sector is manufacturing.

- Dr. Morrill added many employers attended and they were engaged.
- b. Pleasanton Lease: Chair Cooper reported on lease negotiations with renewal at Coastal Bend College.

Upon motion by Director Peavy and second by Director Dr. Mark Niederauer, the renewal of the Pleasanton lease was unanimously approved.

IX. Oversight Committee Report:

Presenter: Dr. Mark Niederauer, Oversight Committee Chair

- a. Performance, Programs and Operational Update: Chair Dr. Mark Niederauer asked-
 - Mr. Mark Milton to provide updates on performance. City of San Antonio programs will be extended until February 2022 to allow for enrollment of current participants. There are over 20 grants that are being administered over and above normal TWC programs. Statewide performance is showing dropout of participants who, after training, lost or changed jobs. WSA is still one of top performing Boards in the state.
 - He also highlighted problem with low-income childcare participants are not uniformly getting in the job pipeline and WSA Consortium of Partners (Food Bank, AVANCE, YMCA, United Way, Family Services, A&M, and others) who collectively are addressing workforce issues. Finally, he reviewed success of Teacher Externship, with over 1,000 teachers being trained. This program will be renewed, and CodeUp partnership.
 - 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.
- b. Quality and Assurance – Policies and Procedures: Mr. Ricardo Ramirez reported on updates on Admin 65 policy for Quality and Assurance Policy. A few elements were added to eliminate risks. These new policies will help the board staff meet compliance requirements and continuous improvements.
 - Ricardo also reviewed recent internal audit and quality assurance investigations.

Upon motion by Director Eric Cooper and second by Director Mitchell Shane Denn, revisions to Admin 65 policy were unanimously approved.

X. Committee of Six Chair and/or Partner Staff Updates:

Presenters: Diane Rath

- Ms. Diane Rath reported on up-coming Committee of Six meeting for performance reports and new/old Board nominations.
- Co6 appreciates the Board Members attendance and participation.

XI. CEO Report:

Presenter: Adrian Lopez, CEO

a. Red, White & You

- Mr. Lopez reported to the Board WSA hosted the 10th annual Job Fair was a great success, with almost 1,000 registered with many employers in attendance.
- A post survey was done and we received an overwhelming amount of positive comments.

b. Floresville and Boerne Grand Opening 1st Qtr. 2022

c. SA Ready to Work Consortium

- COSA has recommended WSA Consortium as a finalist for this Request for Proposal (RFP). COSA is asking for best and final offers, with contract award in early February 2022. Consortium has kept expectations in line as to potential success.

d. TWC 24th Annual Conference

- Mr. Lopez reported on interest/success by others around the state in WSA programs and initiatives. He also reported on recent federal and state grants.

e. Marketing & Media Update

- Ms. Cristina Bazaldua, Director of Government and Public Relations reported there were 107 media stories throughout the year and social media is up over 30%. There are also revisions to WSA website.

XII. Chair Report:

Presenter: Chair Leslie Cantu

- Chair Cantu thanked the Board for allowing her to continue as the Board Chair.

a. Child Care and Program Success Stories

b. Board Attendance

- Chair Cantu reminded Board members to be cognoscente of their attendance to committee and board meetings. It was modified to include attendance to committees, and all must have 75% attendance.

c. Committee and Board Meeting Schedule

Upon motion by Director Frank Crowder and 2nd by Director Carolyn King, the 2022 Board Schedule was unanimously approved.

d. 2nd Chance Initiative

- Chair Cantu reported on success of program and showed a video highlighting its success by the Manufacturing Institute.

e. Recognition of Board Members: Chair Cantu expressed Board's appreciation for many years of service by Doug Watson, Polo Leal, Jamie Allen, Dawn Vernon, and Carolyn King.

Open Meetings Act, the Board moved into Executive Session at and returned to Open Session at 11:30am. No action was taken.

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a. **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 and**
- e. **Government Code Section 551.089—Discussions regarding Security Devices for Audits.**

XI. **Adjournment**

Presenter: Chairwoman Leslie Cantu

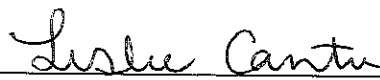
There being no further business, a motion was made by Board Member Director Eric Cooper and second by Board Member Director Batch that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 11:57 a.m.

CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions Board of Directors

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO HUMAN RESOURCES COMMITTEE, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON DECEMBER 3, 2021 AT 11:15 AM.

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo BOARD OF DIRECTORS is now in Executive Session on DECEMBER 3, 2021, _____ at 11:15 A.M. pursuant to exceptions under Government Code 551."**
2. SUBJECT MATTER OF EACH DELIBERATION:
 - 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.**
3. No further action was taken.
4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on DECEMBER 3, 2021 at 11:30 A.M."**



LESLIE CANTU, BOD Chair

