



Executive Committee

June 7, 2024





EXECUTIVE COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

June 7, 2024

10:00 AM

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 Teresa Chavez at (210) 452-9405.

The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Teresa Chavez, (210) 452-9405.

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During the Public Comments portion of the meeting (Agenda Item 4), 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
Presenter: Leslie Cantu, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Leslie Cantu, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Leslie Cantu, Committee Chair
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)
Presenter: Leslie Cantu, Committee Chair
 - a. Meeting Minutes – April 12, 2024
 - b. JET Grant
 - c. Pathway 2 Careers
 - d. Youth program Briefing and Performance
 - e. Career Exploration Youth Events
 - f. Rural & Urban Youth Success Stories
 - g. Monitoring Outcomes and Technical Assistance
 - h. TWC Performance- Texas Talent Assistance Rate
 - i. Contract Summary and RFP Updates
 - j. Ready To Work
 - k. Facilities Update
 - l. County-by-County Update
 - m. FY25 Budget Planning
 - n. United Way Systems-Level Investment
 - o. Child Care Performance Briefing
 - p. Child Care Services: In Care waitlist
 - q. Alamo Quality Centers
 - r. Alamo CCS provider Type and Capacity
 - s. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
 - t. Child Care Quality Request for proposal (RFP)
- VI. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Anthony Magaro, Youth Committee Chair
 - a. PY24 Youth program Updates
- VII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Dr. Sammi Morrill, Oversight Committee Chair
 - a. Quality Assurance Update
 - b. Procurement, Information Technology and Ready to Work
 - c. Performance, programs, and Operational Updates

VIII. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Child Care Quality Request for Proposal
- b. Temporary Services Request for Proposal
- c. Audit Presentation- Guest Speaker Janet Pittman, ABIP
- d. Financials
- e. Ready to Work Analysis and Update

IX. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

- a. Texas Rising Star Assessment Update
- b. Child Care Investment Partnership (CCIP) & Potential Grants and Request for Application (RFA)

X. STRATEGIC COMMITTEE REPORT – (MEETING WAS POSTPONED TILL JUNE 14, 2024)

XI. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Implications to House Resolution 6655
- b. Child Care Strategies

XII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

- a. BOD Attendance and Demographics

XIII. NEXT MEETING: July 12, 2024

XIV. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move 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;

- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

XV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair



Youth

Committee Report



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: June 7, 2024

Subject: Youth Program Updates

Summary: This item is to provide a briefing to the Youth Committee of the Youth Program's performance to-date for FY24.

WSA (Workforce Solutions Alamo) continues to work with the Youth Contractor, SERCO, as they monitor and process enrollments. WSA maintains ongoing communication with the youth contractor on TWC's performance goal range of meeting performance: 95-105% and to remain within the allocated budget.

Analysis: The yearly goal for Urban In-School and Out-of-School Youth is 306 and is currently at 36% met with 110 enrolled youth. This is the trending enrollment for the beginning of a new program year. The yearly goal for Rural In-School and Out-of-School Youth is 88 which is currently at 86% met with 76 youth enrolled, again the trending enrollment for the beginning of a new program year. The current total of active WIOA (Workforce Innovation and Opportunity Act) Youth Participants is 186. Services provided in alignment with the 14 elements consist of Occupational/Vocational Training at 59% of measure met, Work Experience at 33% of measure met (this increases tremendously in the summer months), and Supportive Services exceeding measure at 212%.

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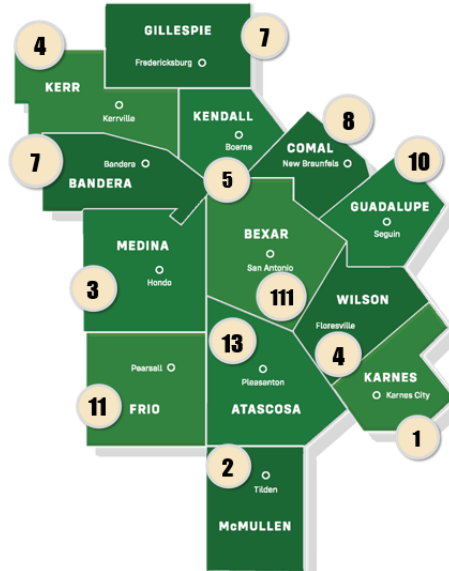
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Current Youth Counts

CURRENT YOUTH COUNTS AS OF April 30, 2024 -REPORT PULLED 5/7/2024											
WIOA YOUTH REPORT 2023-2024	Oct'23	Nov'23	Dec'23	Jan '24	Feb '24	March '24	April '24	TOTAL		Goal	%Met
Enrollments - URBAN											
In-School Youth	0	1	2	1	4	0	2	10	110	306	36%
Out-of-School Youth	12	19	11	17	19	13	9	100			
Enrollments - RURAL											
In-School Youth	2	2	5	2	3	5	3	22	76	88	86%
Out-of-School Youth	7	7	5	12	7	11	5	54			
Services											
Occupational/Vocational Training	5	5	6	3	3	0	1	23	23	39	59%
Work Experience	8	11	13	18	28	23	20	121	121	365	33%
BCY23 Work Experience Carryover - Active								3			
Supportive Services	53	106	74	70	96	91	186	676	676	319	212%
Educational Services (GED)	2	1	4	3	2	2	0	14			
Follow-Up	20	15	8	11	3	4	0	61			

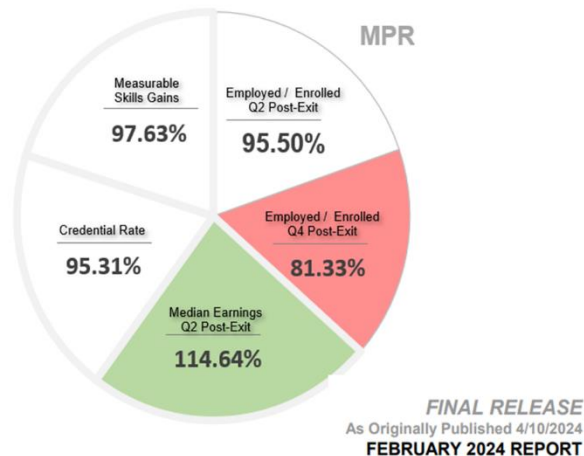
Current Active Enrollments by County



WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive



outcomes for individuals served by the workforce development system's six core programs, to include Youth. WSA Board Contracted Measures consists of Q2 and Q4 Post-Exit Employed and Enrolled, Measurable Skills Gains, Median Earnings, and Credential Attainment. The graph below shows the most recent MPR Report, February 2024.



Currently we are 6 positive outcomes short to be at 90 % of Current Target and move us from Not Meeting(-P) to Meeting Performance (MP).

- Root cause: Outcomes were not captured for the minimum number of participants within the 4th Calendar quarter.

SERCO leadership team will assign dedicated youth staff who will re-engage participants to obtain outcomes information and supportive documentation needed. SERCO staff will continue with efforts to obtain positive outcomes to move performance from Not Meeting to Meeting. SERCO leadership will provide bi-weekly measure status updates to WSA staff.

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: Continue to use the Workforce Report # 259 WIOA Employed/Enrolled Q4 to identify participants that do not have outcomes to identify missed opportunities.

Next Steps: WSA and the youth contractor will continue to monitor performance and work to ensure that enrollment remains at a level that does not negatively impact performance and that the youth contractor continues to exceed all performance measures.

Youth Empowerment Services (YES!) Program Performance Briefing





Monthly Participant Enrollment

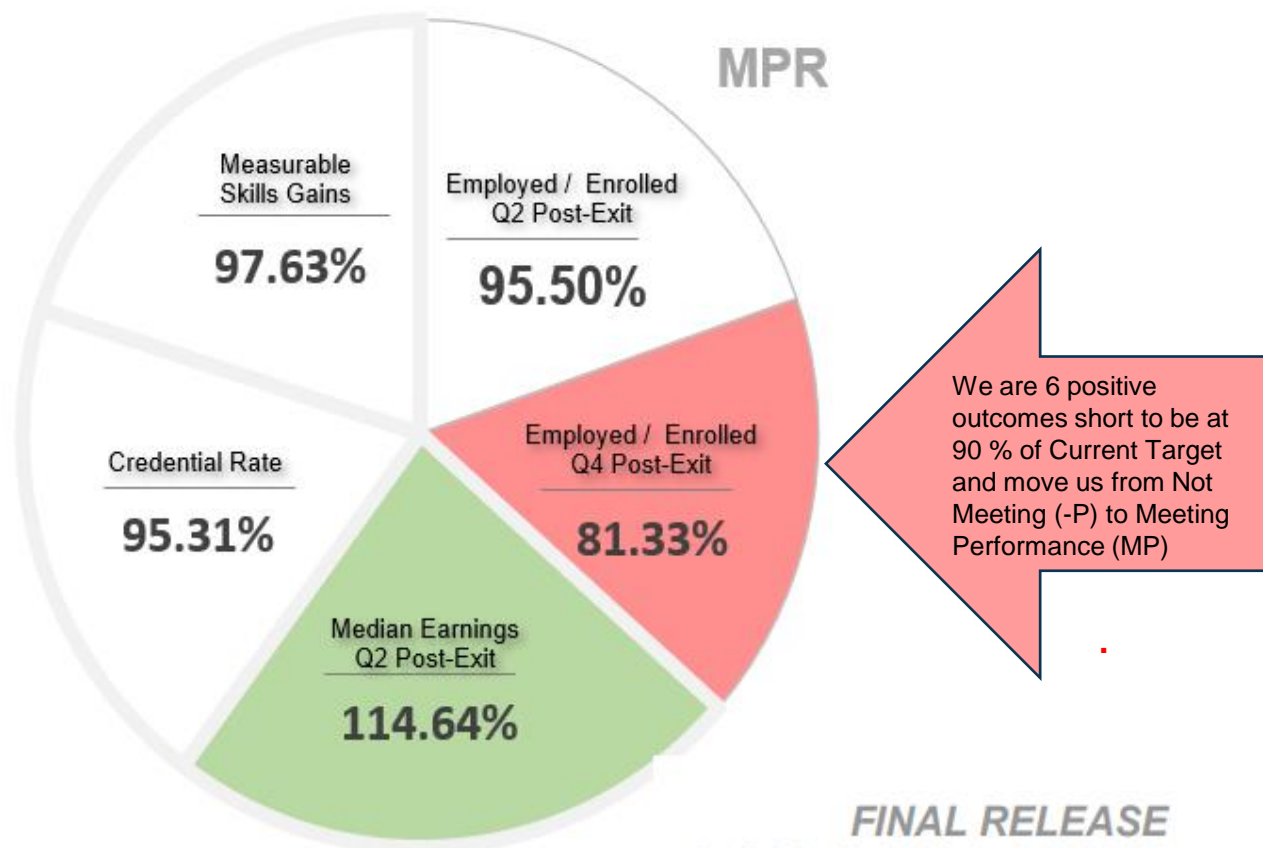
CURRENT YOUTH COUNTS AS OF April 30, 2024 -REPORT PULLED 5/7/2024											
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In-School Youth	0	1	2	1	4	0	2	10	110	306	36%
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Educational Services (GED)	2	1	4	3	2	2	0	14			
Follow-Up	20	15	8	11	3	4	0	61			

Overview: Monthly enrollment of registered youth program participants and key services provided.

Goal: The yearly goal for Urban ISY and OSY is 306 youth participants and Rural ISY and OSY is 88 youth participants.

AT-A-GLANCE COMPARISON - BOARD CONTRACTED MEASURES

Percent of Target (Year-to-Date Performance Periods)



FINAL RELEASE
As Originally Published 4/10/2024
FEBRUARY 2024 REPORT



Performance Accountability

Q2 and Q4 Post-Exit Employed and Enrolled

The percentage of Title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second and fourth quarter after exit from the program.

Measurable Skill Gains:

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment.

Median Earnings:

Median earnings of participants who are in unsubsidized employment after exit from the program.

Credential Attainment:

The percentage of those participants enrolled in and education or training program who attain a recognized postsecondary diploma or its equivalent during participation in or within one year after program exit.



Questions



Thank you!





Oversight

Committee Report



Quality Assurance Update



MEMORANDUM

To: Executive Committee
From: Adrian Lopez, Chief Executive Officer
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: June 7, 2024
Subject: Briefing – Quality Assurance Update

SUMMARY: Quality Assurance briefing on monitoring activities for the WSA (Workforce Solutions Alamo) Board of Directors. The item does not require Board action.

TWC Monitoring

We expect TWC's Annual Monitoring to begin around mid-August. As previously reported, WSA promptly resolved the personally identifiable information (PII) issue from last year's review. There are no pending items, and the Board and Center Staff will continue working to maintain PII standards. The Procurement Department continues to undergo continuous improvement processes.

Other Monitoring Activities

Office of Child Care (OCC): The monitoring seemed to have been an 'informal' review, and Child Care Board Staff will report the outcomes to the Early Care & Education Committee.

Health & Human Services Commission (HHSC): HHSC's monitoring of SNAP E&T fiscal transactions is ongoing. Fiscal Board Staff will report the item to the Audit & Finance Committee.

WSA External Program Monitoring (Ms. Christine Nguyen, CPA)

- *Child Care Quality Improvement Activities (QIA) – COSA:* 100% complete with a 97.9% accuracy rate. Three attributes included for continuous quality improvement:
 - Completing the initial inclusion assessment within 30 calendar days of the completion of Form 2419 and related documents (71.4% accuracy);
 - Completing unannounced visits within 30 days of the inclusion rate approval (85.7% accuracy);
 - Counselor Note documentation (85.7% accuracy).
- *WIOA Adult and Dislocated Worker – C2 GPS:* 58% complete.
- *SNAP E&T – C2 GPS:* 5% complete.

WSA Internal QA Program Monitoring

- *Reemployment Services and Eligibility Assessment (RESEA) – C2 GPS:* 100% complete with a 94.9% accuracy rate. Two attributes included for continuous quality improvement:
 - Event roster missing supporting attendance documentation (82.6% accuracy);
 - Orientation service missing supporting completion documentation (82.6%).
- *Trade Adjustment Assistance (TAA) C2 GPS:* 100% complete. The staff is completing the Final Report.

- *Informal Technical Assistance – C2 GPS*: Informal Technical Assistance Review (Round 2): 44% complete (for SNAP, NCP, Choices, TAA, WIOA Adult/Dislocated Worker).

Other Activities

- *Workforce Case Management System (WF CMS)*: TWC recently replaced its data application system (previously known as ‘TWIST’). TWC contracted Geographic Solutions, Inc. as their service provider for the new WF CMS system, a software company that started in 1992 by offering job mapping information.
 - The system is a type of ‘Virtual OneStop’ that includes the WorkInTexas (WIT) labor exchange system, labor market information, and career/participant management for our grants, among other things.
 - One of the system’s primary goals aims to sustain the local workforce by supporting individuals seeking employment.
 - Approximately 1,200 American Job Centers throughout the nation use the software.
 - Board and Center staff are currently going through the transitioning process.
- *WSA Policies*: TWC’s data application replacement also has required updating our policies, which we are currently doing.

STAFF RECOMMENDATIONS:

TWC requires Boards to have qualified Monitoring Staff to carry out the Board’s oversight responsibilities. To that purpose, Board Staff recommend the Board’s continued support of WSA’s QA Department to promote the agency’s integrity and continuous quality improvement efforts.

FINANCIAL IMPACT: WSA’s External Program Monitoring contract with Ms. Christine Nguyen, CPA: \$225,000.

STRATEGIC OBJECTIVE: To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC’s Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

ATTACHMENTS:

None.



TWC & Other Monitoring

- ***TWC Annual Monitoring:*** we expect the monitoring to begin around mid-August.
- ***Office of Child Care (OCC):*** the monitoring seemed to be an ‘informal’ review. Child Care Board Staff will report outcomes to the Early Child Care & Education Committee.
- ***Health & Human Services Commission (HHSC):*** HHSC’s monitoring of SNAP E&T fiscal transactions is ongoing. Fiscal Board Staff will report the item to the Audit & Finance Committee.



External Monitoring (Ms. Nguyen, CPA)

- ***Child Care Quality Improvement Activities (CC QIA) – COSA:***

- 100% complete, with a 97.9% accuracy rate.

Three attributes included for continuous quality improvement:

- Completing the initial inclusion assessment w/in 30 calendar days of the completion of Form 2419 and related documents (71.4%).
- Completing unannounced visits w/in 30 days of the inclusion rate approval (85.7%).
- Counselor Note documentation (85.7%).



External Monitoring (Ms. Nguyen, CPA)

- ***WIOA Adult and Dislocated Worker – C2 GPS:***
 - 58% complete.
- ***SNAP E&T– C2 GPS:***
 - 5% complete.



Internal Monitoring Activities

- ***Reemployment Services and Eligibility Assessment (RESEA) – C2 GPS:***

- 100% complete, with a 94.9% accuracy rate.

Two attributes included for continuous quality improvement:

- Event roster missing supporting attendance documentation (82.6%).
- Orientation service missing supporting completion documentation (82.6%).



Internal Monitoring Activities

- ***Trade Adjustment Assistance (TAA) – C2 GPS:***
 - 100% complete. Currently completing the Final Report.
- ***Informal Technical Assistance Reviews (Round 2) – C2 GPS:***
 - 44% complete.
 - These ‘informal’ reviews test attributes with less than a 90% accuracy rate.
 - Includes several grants: SNAP, NCP, Choices, TAA, and WIOA Adult and Dislocated Worker.



Other Activities

- ***Workforce Case Management System (WF CMS):***
 - TWC recently replaced its data application system and contracted Geographic Solutions, Inc. as the service provider.
 - The new system is a type of ‘Virtual OneStop’ and includes WorkInTexas (WIT) labor exchange, labor market information, and career/participant management as well as other features.
 - A primary goal aims to sustain the local workforce by supporting individuals seeking employment.
 - Approximately 1,200 Centers use the software nationwide.
- *The change has required us to update policies and the process is ongoing.*



Timeline – External Engagements

Initial Estimated Timeline				Actual Timeline						
External Program Monitoring	Duration ⁺⁺	Start	Finish	Duration ⁺⁺	Effort	Variance	Start	Finish	% Complete	
Estimated Timeline: 2023-2024	263	11/6/2023	11/6/2024	74	59	Duration	12/18/2023		47%	Comments
COSA - Child Care Services	32	12/18/2023	1/30/2024	41	25	9	12/18/2023	2/12/2024	100%	Adjusted finish date due to extenuating circumstances.
COSA - CC QIA	46	1/8/2024	3/11/2024	36	34	-10	2/8/2024	3/28/2024	100%	Adjusted start date as monitors finalized the COSA CCS review. Extended finish date in receipt of COSA's HR information.
CONSORTIUM - Ready to Work	60	2/1/2024	4/24/2024						0%	Adjusted schedule to allow for the City's transitioning of the data system. Start date pending.
C2GPS - WIOA Adult & Dislocated Worker	55	3/25/2024	6/7/2024				3/26/2024		58%	Adjusted start date as monitors finalized the COSA QIA review.
C2GPS - SNAP	45	5/1/2024	7/2/2024				5/13/2024		5%	Adjusted start date to allow for TWC's transitioning of the data system.
C2GPS - NCP	49	6/3/2024	8/8/2024						0%	
SERCO - WIOA Youth	40	7/8/2024	8/30/2024						0%	
C2GPS - TANF/Choices	47	9/3/2024	11/6/2024						0%	
Avg Duration or Effort (days) →				47	39	30				
Multi-tasking (% days overlapping projects) →				29.7%	-3.9%					

Duration : total days from start to finish to complete project (includes some holidays); **Effort (or Work)** : actual number of days spent on each project.

Modification Notes

⁺⁺ The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal QA work (e.g., desk and policy review, tool development, etc.).



Timeline – Internal Engagements

Initial Estimated Timeline				Actual Timeline						
Internal Program Monitoring	Duration ⁺⁺	Start	Finish	Duration ⁺⁺	Effort	Variance	Start	Finish	% Complete	
Estimated Timeline: 2023-2024	253	11/14/2023	10/31/2024	121	134	Duration	11/14/2023		75%	Comments
C2GPS - Teacher Externship	45	11/14/2023	1/15/2024	39	34	-6	11/14/2023	1/5/2024	100%	Completed ahead of time.
C2GPS - SEAL	41	12/20/2023	2/14/2024	9	7	-32	12/6/2023	12/18/2023	100%	Minimized scope.
Technical Assistance Informal Reviews (I): Choices, SNAP, NCP, TAA, WIOA	0			23	23	23	1/2/2024	2/1/2024	100%	Added to address areas falling below 90% accuracy target.
PII Walkthroughs I	29	1/30/2024	3/8/2024	17	17	-12	2/27/2024	3/20/2024	100%	Adjusted finish date to allow for Board and Contractor Walkthroughs.
C2 GPS - TAA Phase II	42	3/11/2024	5/7/2024	27	27	-15	3/25/2024	4/30/2024	100%	Adjusted schedule for PII Walkthroughs I. Currently developing Final Report.
C2 GPS - RESEA	45	4/15/2024	6/14/2024	33	26	-12	2/7/2024	3/22/2024	100%	Advanced schedule to address pending TWC Monitoring Report.
Technical Assistance Informal Reviews (II): Choices, SNAP, NCP, TAA, WIOA	0						4/11/2024		44%	Added to address areas below 90% accuracy target.
PII Walkthroughs II and Priority of Service	29	8/1/2024	9/10/2024						0%	
Other projects as the need arises	37	9/11/2024	10/31/2024						0%	Adjusted Estimated start date from 8/1 to 9/11 to allow for PII Walkthroughs.
Avg Duration or Effort (days, excludes Other) →	29			25	22	-9				
Multi-tasking (% days overlapping projects) →	5.6%			-18.2%						

Duration : total days from start to finish (includes some holidays); **Effort (or Work)** : actual number of days spent on each project.

Modification Notes

⁺⁺ The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal OA work (e.g., desk and policy review, tool development, etc.)

Procurement, Information Technology and Ready to Work



MEMORANDUM

To: Executive Committee

From: Eric Vryn, Chief Process Officer

Date: June 7, 2024

Subject: Procurement, Information Technology, and Ready to Work

Summary: This memorandum provides an update on our Procurement and Contract Management, IT (Information, Technology) cloud migration efforts focusing on protecting Personally Identifiable Information (PII), and evaluation updates on invoice processing for the Ready-to-Work (RTW) program. The aim is to inform the committee about the progress and strategic enhancements implemented.

Updates on Procurement and Contract Management (PCM) Improvements:

Significant changes have been made to enhance transparency, reduce specialization, and leverage technology within PCM. These changes include:

- *Cross-Training and Workload Distribution:* Contract management responsibilities are now distributed across the team, and team members are cross-training to handle the entire procurement lifecycle. This approach broadens specialized knowledge across the team, fosters better cohesion, and reduces variability. Additionally, we have improved facilities and maintenance checklists to better comprehensively evaluate current and future site needs.
- *Training Development and Delivery:* Training responsibilities have been expanded to all team members. The new contract management process involves organizational-level and departmental-led training by the PCM team. This approach ensures greater visibility into contract deliverables and allows program staff to monitor day-to-day activities while PCM supports at a more organizational level. Pre-bid conferences have also been implemented to provide better guidance and visibility into the process and scope requirements.
- *Policies and Procedures:* A third and fourth-party risk management policy and tool have been developed and are under review. This policy establishes a framework for identifying, assessing, controlling, monitoring, and reporting risks associated with third- and fourth-party relationships, ensuring WSA's responsibilities are met despite outsourcing activities. An enterprise-level risk policy

is also being developed to ensure a comprehensive, proactive approach to risk management aligned with WSA's strategic objectives and operational resilience.

▪ **Technology Enhancements:**

- Leveraging Technology: Standard work templates have been implemented in Bonfire to enhance our work processes and vendor meetings, helping us better understand and utilize the platform's capabilities.
- Consolidation and Forecasting: We are consolidating and enhancing our Monday boards while developing forecasting models for all WSA (Workforce Solutions Alamo) procurements and contracts, which will be introduced in phases.
- Contract Review and Prioritization: Each contract is under review to prioritize immediate and long-term needs. We are also assessing organizational services that may require new types of contracts due to the organization's evolving nature.

IT Cloud Migration and PII Security:

The IT department has made significant progress in moving WSA data to the cloud while ensuring the secure handling of PII. They use secure data transfer protocols, including SSL/TLS encryption and data masking techniques, to protect sensitive information. Before the migration, comprehensive backups were created, and access to any remaining PII is limited to authorized personnel only. The migration is done in phases with real-time monitoring to address security issues quickly. After the migration, any remaining PII will be securely erased from physical servers using NIST 800-88 compliant tools, followed by thorough verification. Compliance with TWC policy and framework for managing data are being adhered to, and the entire process is well-documented. Physical servers will be decommissioned, and hard drives will be destroyed using certified methods to prevent data recovery. Some servers will receive new hard drives and be repurposed as test environments for future internal use.

Ready to Work Fiscal Analysis:

A preliminary analysis of 11 processed invoices from our fiscal department revealed significant inefficiencies and frequent errors as of April 29, 2024. The main causes include the level of rework needed due to four changes in the funding guide in 2024, system reconfiguration to SYNC, and a lack of clarity in COSA's communication regarding these changes. Data shows that 63.64% of invoices required revisions, with each invoice undergoing an average of 1.45 revisions. Process efficiency is low at 36.36%, indicating significant efforts spent correcting errors. The four (4) revisions to the COSA funding guide, made without consulting partners, led to confusion and additional errors. Clearer guidelines and better communication with partners are needed to streamline the process and reduce errors.

Next Steps:

▪ **Procurement and Contract Management:**

- Finalize and implement the PCM forecast model to enhance visibility and predictability in procurement and contract activities.
- Complete the final review and rollout of the third- and fourth-party risk management policy and associated tool.
 - Conduct comprehensive department-wide training sessions on the new contract management framework.
 - Introduce an acknowledgement form for all staff to confirm their understanding and adherence to the new framework.
 - Execute a communication plan and soft launch to inform board staff about the new processes and ensure smooth adoption.

▪ **IT Cloud Migration Project:**

- Pending approval for the third-party vulnerability assessment to ensure the security and integrity of our cloud infrastructure. We are evaluating the associated costs and timeline for conducting this assessment.

▪ **Ready to Work:**

- Verify the recent changes to the COSA funding guide and assess impact on the WSA Fiscal invoicing process since April 29, 2024.
 - Evaluate 60+ day invoice processing by COSA.
 - Review issues with the April Funding Guide and reference to the Workflow manual for partners.
- Conduct a review and analysis of the overall program processes for Ready to Work.
- Develop analysis and recommendations for further action and improvements.

Fiscal Impact: The fiscal impact is TBD and pending further analysis.

Attachments: None.



Procurement & Contract Management Enhancements

- ❖ **Current State Insights:** To increase efficiency and address gaps in business processes, policies, communication, and tech usage.
- ❖ **Strategic Focus:** Focus on immediate needs paired with long-term strategies to solidify improvements.
- ❖ **Short-term Initiatives:** Refining policies/SOPs, standardizing contract management, enhancing documentation, and introducing a risk forecasting model.
- ❖ **Long-term Goals:** Improve process efficiency, streamline operations via value stream mapping, and review the technology and system level integration deployment.



CPO: Additional Strategic Priorities

Evaluate the current cloud migration plan and resource allocation of the Ready-To-Work (RTW) Program.

❖ *RTW Program Efficiency Focus:*

- ❖ Analyze the fiscal staff investment in invoice processing to streamline administrative tasks.
- ❖ Assess COSA policies and requirements of WSA.
- ❖ Identify necessary fiscal and operational adjustments to support the evolving demands of the RTW program.

❖ *IT Infrastructure & Cloud Migration:*

- ❖ Review the current server specifications, usage, and performance.
- ❖ Analyze our cloud migration strategy, specifically the board staff's assessment of Azure Virtual Desktop as a potential enhancement to our VDI ecosystem.



Procurement Enhancements

Cross-Training & Workload Distribution:

- ❖ Responsibilities distributed across the team.
- ❖ Comprehensive facilities and maintenance checklists

Training Development & Delivery:

- ❖ Organization-wide and departmental-led sessions
- ❖ Pre-bid conferences for clear process guidance

Robust Policies:

- ❖ Third- and fourth-party risk management framework
- ❖ Development of enterprise-level risk policy

Tech-Driven Efficiency:

- ❖ Leveraging Bonfire for Standardized Templates
- ❖ Enhancing Monday boards and developing forecasting models
- ❖ Prioritizing contract review for immediate and long-term needs



Cloud Migration & RTW

Cloud Migration

❖ Data Protection:

- ❖ SSL/TLS encryption and data masking techniques.
- ❖ Comprehensive backups created pre-migration.

❖ Phased Migration:

- ❖ Real-time monitoring to address security issues promptly.
- ❖ Restricted access to PII for authorized personnel only.

❖ Comprehensive Security:

- ❖ Post-migration PII erasure using NIST 800-88 compliant tools.
- ❖ Ensuring GDPR and HIPAA compliance.

❖ Server Optimization:

- ❖ Repurposing servers with new hard drives for test environments.

Ready to Work

❖ Invoice Processing Issues:

- ❖ 63.64% of invoices required revisions
- ❖ **Average of 1.45 revisions per invoice:**
 - ❖ Each invoice often needed more than one round of corrections due to errors
 - ❖ Changes in the funding guide has caused confusion and rework
 - ❖ SYNC reconfiguration and unclear communication from COSA led to additional errors
- ❖ Low process efficiency at 36.36%
- ❖ Four (4) changes to the COSA funding guide in 2024.

❖ Impact:

- ❖ Significant rework and inefficiencies
- ❖ Increased processing time and errors.



Next Steps

❖ Procurement Excellence:

- ❖ Finalize and implement the PCM forecast model.
- ❖ Complete rollout of third-and fourth-party risk management policy.
 - ❖ Conduct department-wide training on new contract management framework.
 - ❖ Introduce acknowledgment form.
- ❖ Execute communication plan and soft launch for board staff.

❖ IT Cloud Migration:

- ❖ Pending approval for third-party vulnerability assessment to ensure cloud infrastructure security and integrity; evaluating associated costs and timeline.

❖ Ready to Work:

❖ Verify Changes to COSA Funding Guide

- ❖ Verify the changes made to the COSA funding guide since April 29, 2024. Assess the impact of these changes on fiscal invoicing procedures.

❖ Comprehensive Review and Analysis

- ❖ Conduct a thorough review and analysis of program processes, focusing on both fiscal and programmatic aspects

Performance, Programs and Operational Updates





MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented By: Teresa Chavez, COO

Date: June 7th, 2024

Subject: Performance, Programs, and Operational Updates

Performance: The February MPR report shows WSA not meeting seven measures including Average # of Children Served Per Day-Combined. The February MPR shows an increase on the MSG measure for Adult, Dislocated Worker, and Youth. In general, February MPRs do not show a change in all WIOA measures except for the MSG, however March MPRs would show a change in all WIOA measures. We are projecting an increase in the performance rates on almost all measures. As of today, we have not been notified when the March MPR will be published. Some measures have not been met for six consecutive months, four consecutive months, three consecutive months or one month. Our goal is to improve the recurrence of not meeting performance by measure. As of the February 24 MPR we are missing meeting the measure by different number of cases or dollar amounts. There has not been an increase or decrease in performance goal rates. TWC might update the current targets again this program year. TWC will also be adding additional performance rates next program year. We are looking at individual cases to improve performance.

Child Care Performance: Childcare is trending at 91.38% for children served. December's unofficial year to date average is 11,311. TWC (Texas Workforce Commission) has set Alamo's 2024 performance target at 12,378. Childcare staff are actively enrolling and pulling families from waitlist.

Child Care Quality: At the beginning of January, our board had 181 Texas Rising Star certified centers, 34% from Bexar and 19% from Rural, for a total of 31% for our board area. Mentors continue to partner with external organization coaches to support and assist Early Learning programs preparing for Texas Rising Star certification.

workforcesolutionsalamo.org
communications@wsalamo.org

100 N. Santa Rosa Street
San Antonio, Texas 78207
(210) 272-3260

A proud partner of the  American Job Center network.



WIOA Youth: WSA continues to work with the youth contractor, SERCO, as they monitor and process enrollments. WSA maintains ongoing communication with the youth contractor on TWC's performance goal range of meeting performance at 95-105% and to remain within the allocated budget.

The yearly goal for Urban In-School and Out-of-School Youth is 306 and is currently at 36% met with 110 enrolled youth. This is the trending enrollment for the beginning of a new program year. The yearly goal for Rural In-School and Out-of-School Youth is 88 which is currently at 86% met with 76 youth enrolled, again the trending enrollment for the beginning of a new program year. The current total of active WIOA (Workforce Innovation and Opportunity Act) Youth Participants is 186. Services provided in alignment with the 14 elements consist of Occupational/Vocational Training at 59% of measure met, Work Experience at 33% of measure met (this increases tremendously in the summer months), and Supportive Services exceeding measure at 212%.

The current enrollment of active registered youth program participants and youth by county is 186. Our goal is to serve the largest possible number of registered program participants and provide for a consistent type of coverage of WIOA elements and related services. As you can see here, we are actively serving registered youth participants in each of WSA's 13-counties.

SA Ready to Work:

- Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. WSA is the largest funded COSA partner at \$105,781,953.00 and includes 7 subgrantees providing case management, training/certification, and job placement. Ready to work is funded by a 1/8 cent sales and use tax collected through December 2025.
- Year to date WSA has completed intake for 5407 and 3284 individuals are case managed/enrolled in training with 890 completing their training. participants have gained employment and earn more than \$15.00 per hour. The average wage of those graduates securing employment has increased from \$17.24 to \$20.06, above the requirement. The top training courses being selected are medical, IT, and construction. *Data is from 5/22/2024.
- Placement: We have been addressing placement challenges and have developed strategies to help improve our numbers. Placement goal of 80% within 6 months is currently at 47% and 77% at twelve months.



- WSA has established a Placement Committee with meetings twice a month to focus on improving placement outcomes, sharing employer leads and building relationships among sub-agencies, collaboration to provide participant advice for individuals who are challenging to place, building support for sub-agencies, especially those new to the placement process. The Work Number (Equifax) will be utilized to obtain wages for placements when participants are not providing proof of employment. A \$100.00 gift card was increased to \$200.00 will be provided to participants that provide proof of employment. This will occur in June, 2024.
- Training Completion Rate is being monitored. The current rate is 76% and program goal is 70%. Sub agencies are working directly with training providers to collect proof of completion, this is to expedite our data collection to reflect outcomes quickly.
- The new data platform, SYNC, is currently in use. However, there have been some issues related to data migration and reports. WSA has maintained constant communication with COSA to address these concerns, and efforts are underway to resolve the issues.
- The majority of our subagencies have requested additional SYNC training. We will be providing TEAMS or in-person training to accommodate the different learning styles of individuals. We will continue to offer the same type of support, including email and phone call assistance, once the new reporting system is available.
- We continue to address recommendations from the Process Improvement Plan and Technical Assistance Review 2, and our numbers indicate an improvement since the time of the PIP/TAR2 assessment.
- The Official Audit completed by COSA's Daniel Zuniga has not been received, however, we anticipate the following areas to be included based on verbal feedback: 3 case files pulled for review concluded clients were not entered in Work in Texas (WIT) or not being documented in Signify correctly and 1 case file had no documentation that follow up was done while client was in training. All files have been updated to reflect correct information needed.
- **Fiscal Impact:** No additional fiscal impact currently.
- **Next Steps:** Moving forward with items recommended on Ready to Work Placement Committee meetings, additional Sync training, and Training Provider workshop on June 5, 2024. We will continue to monitor program outcomes, budgets, and work collaboratively with the data team to understand program data to enhance services for job seekers and employers. As initiatives sunset, teams are reviewing new opportunities to secure funding supporting the WSA sector-based model.

Fiscal Impact: No additional fiscal impact currently.



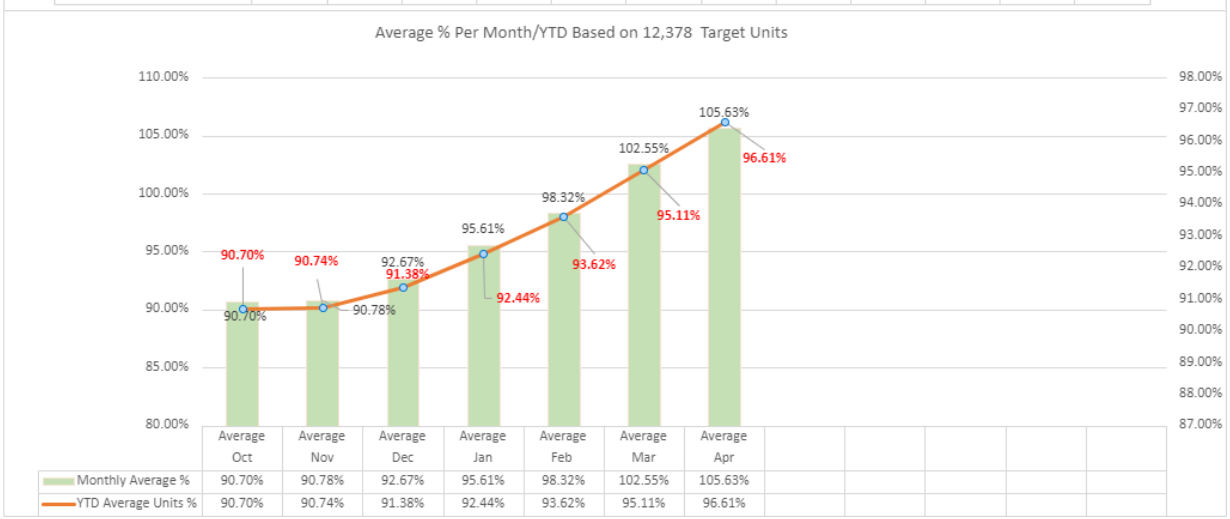
Recommendation: Recommendation is for WSA staff to review internal processes for supporting employers and community partners in leveraging TWC funded opportunities. This includes establishing standard performance measures demonstrating the proposed program’s contribution to increasing employment within the sector-based model. WSA is also exploring the collection of data from grant funded initiatives to determine the collective contribution across existing grant programs.

Next Steps: Move forward with items recommended on Ready to Work Placement Committee meetings, additional Sync training, and Training Provider workshop. Continue to monitor program outcomes, budgets, and working collaboratively with the data team to understand program data to enhance services for job seekers and employers. As initiatives sunset, teams are reviewing new opportunities to secure funding supporting the WSA sector-based model.



Childcare Performance Briefing FY 2024

**information pulled 05/23/2024*

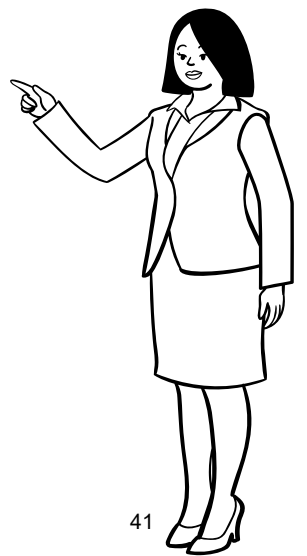


	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	Average	Average	Average	Average	Average	Average	Average
Monthly Average %	90.70%	90.78%	92.67%	95.61%	98.32%	102.55%	105.63%
YTD Average Units %	90.70%	90.74%	91.38%	92.44%	93.62%	95.11%	96.61%

	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	Average	Average	Average	Average	Average	Average	Average
Monthly Average Units	11,227	11,237	11,470	11,834	12,171	12,694	13,075
YTD Average Units	11,227	11,232	11,311	11,442	11,588	11,772	11,958

WSA's unofficial YTD avg for FY 2024 is 96.61%

CCDF Performance Status Methodology
Year-to-Date numbers to calculate performance
MP = 95%-105%
+P = 105% or above
-P = <94.99





Childcare Performance Briefing FY 2024

**information pulled 05/23/2024*

	Oct	Nov	December	Jan	Feb	March	Apr
	Average	Average	Average	Average	Average	Average	Average
Choices	208	237	227	222	222	230	223
Low Income	10,312	10,269	10,465	10,803	11,158	11,668	12,049
Former DFPS	568	591	634	650	632	622	630
Homeless	140	140	144	159	158	175	174
Monthly Average Units	11,227	11,237	11,470	11,834	12,171	12,694	13,075
Monthly % Average	90.70%	90.78%	92.67%	95.61%	98.32%	102.55%	105.63%
YTD Average Units	11,227	11,232	11,311	11,442	11,588	11,772	11,958
YTD % Average	90.70%	90.74%	91.38%	92.44%	93.62%	95.11%	96.61%
TWC Target	12,378	12,378	12,378	12,378	12,378	12,378	12,378





Individual Measures Status YTD

INDIVIDUAL MEASURES - MEETING/NOT MEETING STATUS

TWC-Contracted Performance	Sep23	Oct23	Nov23	Dec23	Jan24	Feb24	Mar24	Apr24	May24	Jun24	Jul24	Aug24	Sep24	EOY	Months Not Meeting	% of Year Meeting
Employed Q2 Post Exit - Adult (DOL)	MP	MP	MP	-P	-P	-P	-P								4	57.14%
Employed Q4 Post Exit - Adult (DOL)	MP	MP	MP	-P	-P	-P	MP								3	57.14%
Median Earnings Q2 Post Exit - Adult (DOL)	-P	-P	-P	-P	-P	-P	-P								7	0.00%
Credential Rate - Adult (DOL)	-P	-P	-P	-P	-P	-P	-P								7	0.00%
Measurable Skills Gains - Adult (DOL)	-P	-P	-P	MP	+P	+P	+P								3	57.14%
Employed Q2 Post Exit - DW (DOL)	MP	MP	MP	MP	MP	MP	MP								0	100.00%
Employed Q4 Post Exit - DW (DOL)	MP	MP	MP	MP	MP	MP	MP								0	100.00%
Median Earnings Q2 Post Exit - DW (DOL)	MP	MP	MP	MP	MP	MP	MP								0	100.00%
Credential Rate - DW (DOL)	-P	-P	-P	MP	MP	MP	-P								4	42.86%
Measurable Skills Gains - DW (DOL)	-P	-P	-P	-P	-P	-P	MP								6	14.29%
Employed/Enrolled Q2 Post Exit - Youth (DOL)	MP	MP	MP	MP	MP	MP	MP								0	100.00%
Employed/Enrolled Q4 Post Exit - Youth (DOL)	-P	-P	-P	-P	-P	-P	-P								7	0.00%
Median Earnings Q2 Post Exit - Youth (DOL)	MP	MP	MP	+P	+P	+P	+P								0	100.00%
Credential Rate - Youth (DOL)	-P	MP	MP	MP	MP	MP	MP								1	85.71%
Measurable Skills Gains - Youth (DOL)	-P	-P	-P	-P	MP	MP	MP								4	42.86%
Employed/Enrolled Q2 Post Exit - C&T Participants	MP	n a	n a	n a	n a	n a	MP								0	100.00%
Employed/Enrolled Q2-Q4 Post Exit - C&T Participants	MP	n a	n a	n a	n a	n a	MP								0	100.00%
Credential Rate - C&T Participants	-P	n a	n a	n a	n a	n a	-P								2	0.00%
Claimant Reemployment within 10 Weeks*	n a	n a	n a	n a	n a	n a	-P								1	0.00%
Employers Receiving Texas Talent Assistance	n a	n a	n a	n a	n a	n a	+P								0	100.00%
Choices Full Engagement Rate - All Family Total	n a	n a	n a	n a	n a	n a	+P								0	100.00%
Avg # Children Served Per Day - Combined	-P	-P	-P	-P	-P	-P	MP								5	16.67%

Source: TWC's Monthly Performance Reporting (MPPR) Access Database

highlights
<50%

not meeting	9	7	7	7	6	6	7
meeting	9	8	8	8	9	9	14
% of measures meeting	50.0%	53.3%	53.3%	53.3%	60.0%	60.0%	66.7%

Cases or Dollar Amount Needed to Meet Performance Per Measure



NUMBER OF PARTICIPANTS NEEDED TO MEET THE % OF TARGET

TWC-Contracted Performance	Dec23	Jan24	Feb24	Mar24	Apr24	May24	Jun24	Jul24	Aug24	Sep24
Employed Q2 Post Exit – Adult (DOL)	-1	-1	-1	-20						
Employed Q4 Post Exit – Adult (DOL)	-4	-4	-4	12						
Median Earnings Q2 Post Exit – Adult (DOL)	-\$1,802.83	-\$1,802.83	-\$1,802.83	-\$2,123.26						
Credential Rate – Adult (DOL)	-13	-13	-13	-27						
Measurable Skills Gains - Adult (DOL)	1.33	12.11	13.15	12						
Employed Q2 Post Exit – DW (DOL)	9	9	9	11						
Employed Q4 Post Exit – DW (DOL)	3	3	3	5						
Median Earnings Q2 Post Exit – DW (DOL)	-\$740.69	-\$740.69	-\$740.69	\$265.61						
Credential Rate – DW (DOL)	1	1	1	-4						
Measurable Skills Gains - DW (DOL)	-7	-1	-1	2						
Employed/Enrolled Q2 Post Exit – Youth (DOL)	7	8	8	5						
Employed/Enrolled Q4 Post Exit – Youth (DOL)	-12	-12	-12	-9						
Median Earnings Q2 Post Exit – Youth (DOL)	\$545.32	\$570.88	\$570.88	\$464.50						
Credential Rate – Youth (DOL)	2	2	2	4						
Measurable Skills Gains - Youth (DOL)	-26	15	10	6						
Employed/Enrolled Q2 Post Exit – C&T Participants	na	na	na	na						
Employed/Enrolled Q2-Q4 Post Exit – C&T Participants	na	na	na	na						
Credential Rate – C&T Participants	na	na	na	na						
Claimant Reemployment within 10 Weeks	na	na	na	na						
Employers Receiving Texas Talent Assistance	na	na	na	na						
Choices Full Engagement Rate - All Family Total										
Avg # Children Served Per Day - Combined										

Source: TWC's Monthly Performance Reporting (MPR) Access Database



MPR Next Steps

- Performance targets may increase or decrease during this program year based on current economic data and the casemix of exiters we are serving in our workforce centers.
- TWC will be adding additional performance measures next program year which include:
 - Initial Job Search Child Care Success Rate: Parents placed in ISJ CC May 2024-March 2025
 - Successful Texas Talent Assistance Rate: Employees receiving TTA April 2024-March 2025
 - New Employment Connection Rate: Based on active job search Period beginning Jan 2024 to Dec 2024
 - Maintaining New Employment Connection Rate: Based on New Employment Connections Jan 2024 to Dec 2024
- The board continues to validate Exception reports from the contractors for measures not being met each month.



Monthly Youth Participant Enrollment

CURRENT YOUTH COUNTS AS OF April 30, 2024 -REPORT PULLED 5/7/2024

WIOA YOUTH REPORT 2023-2024	Oct'23	Nov'23	Dec'23	Jan '24	Feb '24	March '24	April '24	TOTAL		Goal	%Met
Enrollments - URBAN											
In-School Youth	0	1	2	1	4	0	2	10	110	306	36%
Out-of-School Youth	12	19	11	17	19	13	9	100			
Enrollments - RURAL											
In-School Youth	2	2	5	2	3	5	3	22	76	88	86%
Out-of-School Youth	7	7	5	12	7	11	5	54			
Services											
Occupational/Vocational Training	5	5	6	3	3	0	1	23	23	39	59%
Work Experience	8	11	13	18	28	23	20	121	121	365	33%
BCY23 Work Experience Carryover - Active								3			
Supportive Services	53	106	74	70	96	91	186	676	676	319	212%
Educational Services (GED)	2	1	4	3	2	2	0	14			
Follow-Up	20	15	8	11	3	4	0	61			

Overview: Monthly enrollment of registered youth program participants and key services provided.

Goal: The yearly goal for Urban ISY and OSY is 306 youth participants and Rural ISY and OSY is 88 youth participants.



Ready To Work

Weekly Update 5.22.24





2024 Workforce Grants & Project Updates

Ready to Work Program

\$105,781,953

Ready to Work is a one-of-a-kind program to help San Antonio residents find easy access to education and quality jobs. Ready to Work is funded by a 1/8 cent sales and use tax collected through December 2025.

FY22/24 Goals (April – June)	WSA Applicants Interviewed	Case Managed / Enrolled in Training	Complete d Training	Placed in Quality Jobs
	7332	6367		
YTD	5407	3284	890	554

WSA Ready to Work Subgrantees

- 1. AVANCE
- 2. C2 Global
- 3. Chrysalis
- 4. Family Service Association
- 5. San Antonio Food Bank
- 6. Texas A&M San Antonio
- 7. YWCA San Antonio



Completed Intake: 5,407

This page displays data about Ready to Work (RTW) applicants that have completed intake and assessment interviews.

The City has contracted with four partner agencies to interview RTW applicants to assess eligibility and potential barriers: Workforce Solutions Alamo, Alamo Colleges District, Project QUEST, and Restore Education. Workforce Solutions Alamo manages a consortium of seven subcontractors to assist, including Avance, C2Global, Chrysalis Ministries, Family Service Association, SA Food Bank, Texas A&M San Antonio, and YWCA. Ready to Work also supports participants in the Department of Human Services Training for Job Success program.

Program Overview

Completed Intake

Enrolled in Training

Placed in Quality Job

Filter data

Press Ctrl to select multiple values

Clear all filters

City Council District

Partner Agency

All

Workforce Solutions Alamo

Race & Ethnicity

Eligibility Status

All

All

Gender

Age Range

All

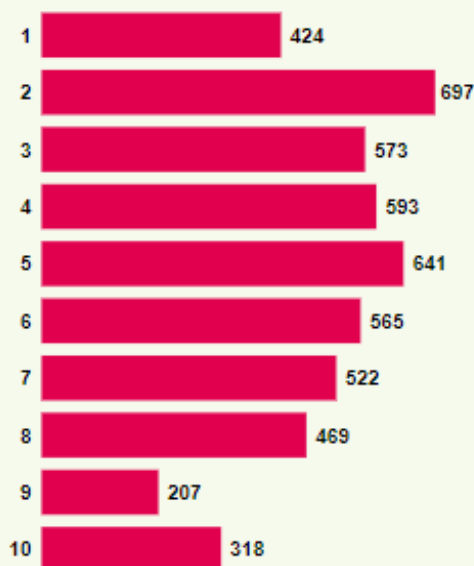
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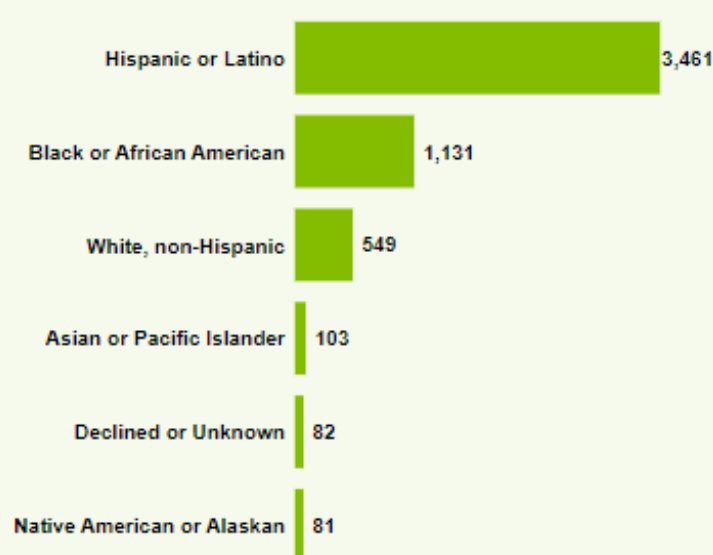
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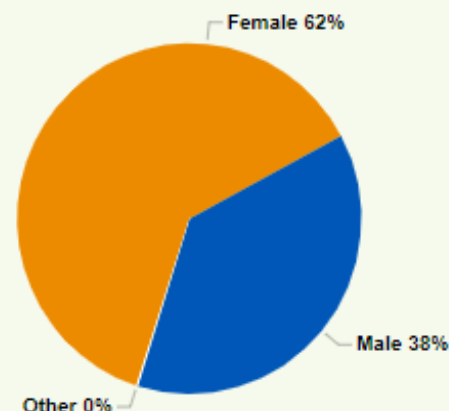
City Council District



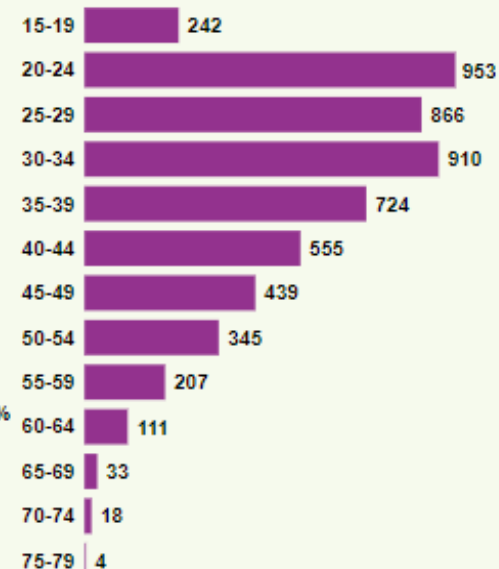
Race & Ethnicity



Gender



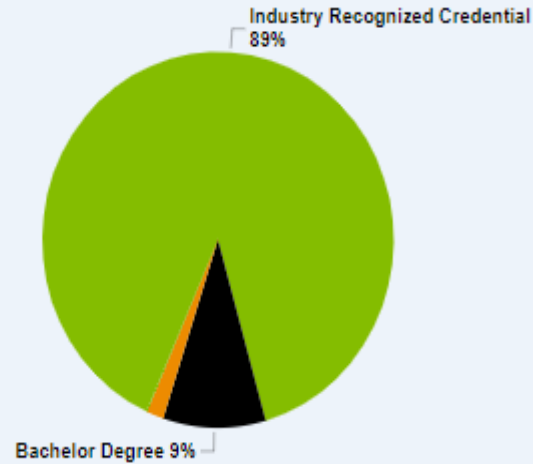
Age



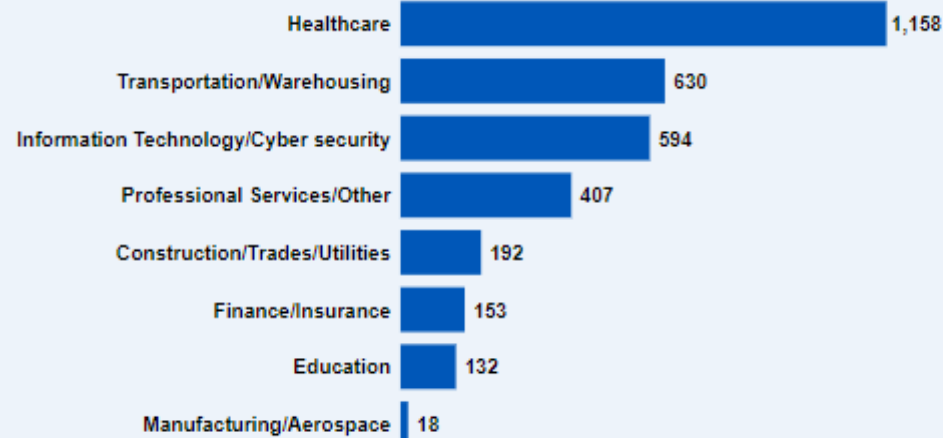
The City of San Antonio is sharing this data publicly in line with the program's guiding principle of transparency. This data is current as of 5/22/2024 and is subject to change on a daily basis. Hundreds of Ready to Work coaches manually input and update information in a central case management data platform as they work every day with program applicants and participants. Contact RTW.Help@sanantonio.gov with any questions or comments.



Type of Credential



Enrollment by Target Industry



Training in Progress

2,070

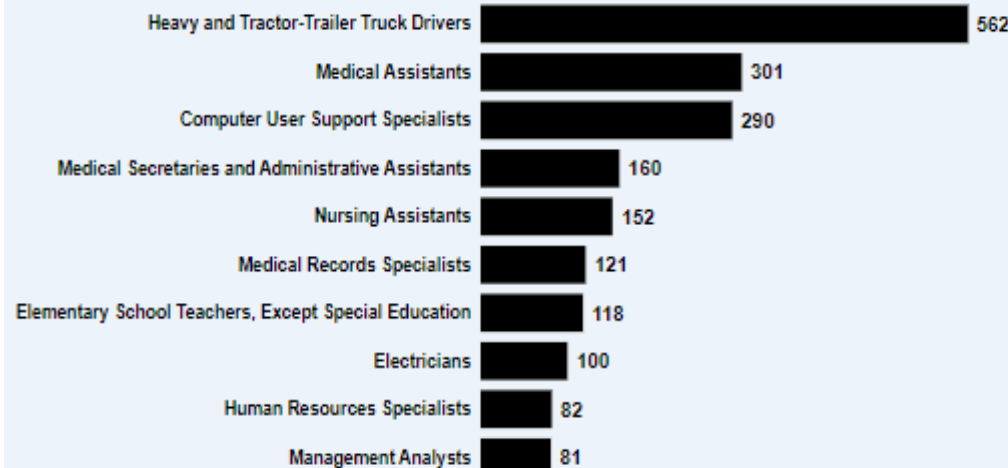
Successfully Completed Training

890

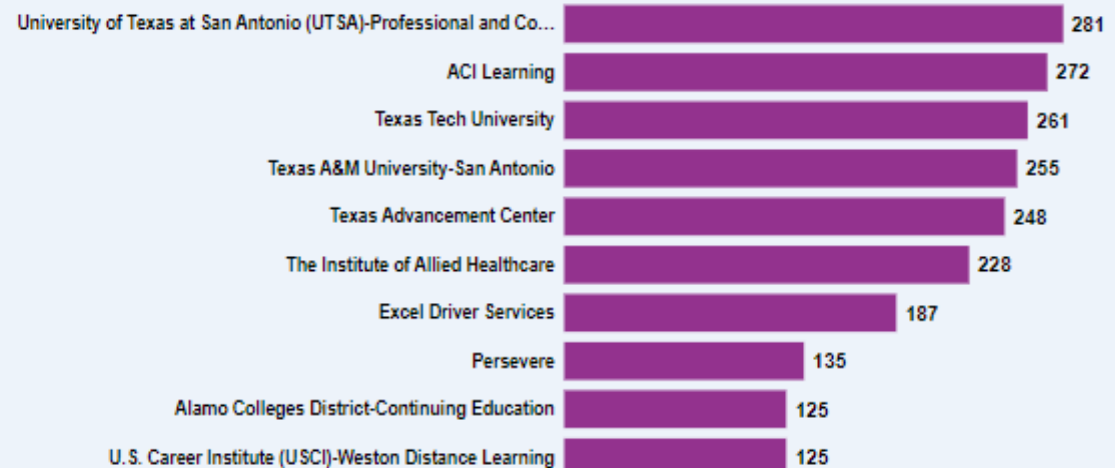
Successful Training Completion Rate

76%

Top 10 Training Occupations by Enrollment



Top 10 Training Providers by Enrollment



The City of San Antonio is sharing this data publicly in line with the program's guiding principle of transparency. This data is current as of 5/22/2024 and is subject to change on a daily basis. Hundreds of Ready to Work coaches manually input and update information in a central case management data platform as they work every day with program applicants and participants. Contact RTW.Help@sanantonio.gov with any questions or comments.

Placed in Quality Jobs: 554

This page displays data about Ready to Work (RTW) participants that have been placed in quality jobs. RTW defines a quality job as one that offers an hourly wage of at least \$15 and an annual salary of at least \$31,200, plus benefits, in a RTW target occupation.

RTW coaches assist participants with interview skills, resume preparation and online profiles. Employers share critical needs, engage in employer roundtables and collaboratives to enhance training pipelines, offer work-based learning opportunities like internships and apprenticeships, and hire RTW participants upon completion of training programs.

Program
Overview

Completed
Intake

Enrolled in
Training

Placed in
Quality Job



Filter data

Press Ctrl to select multiple values

Clear all filters

City Council District

All

Partner Agency

Workforce Solutions Alamo

Race & Ethnicity

All

Industry

All

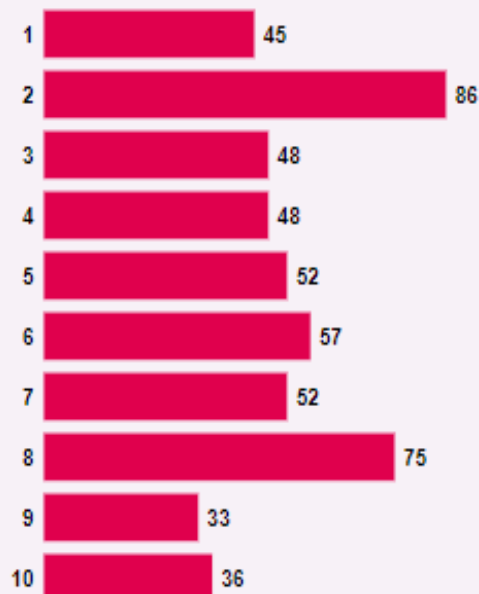
Gender

All

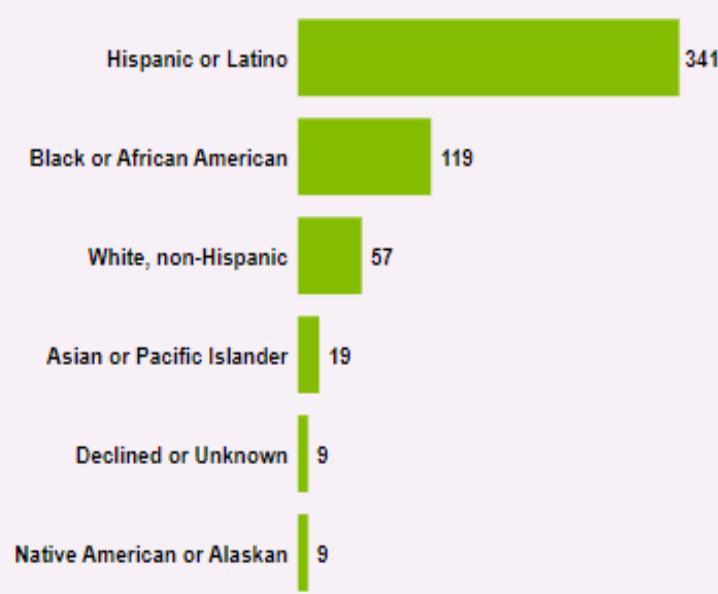
Age Range

Age
0 85

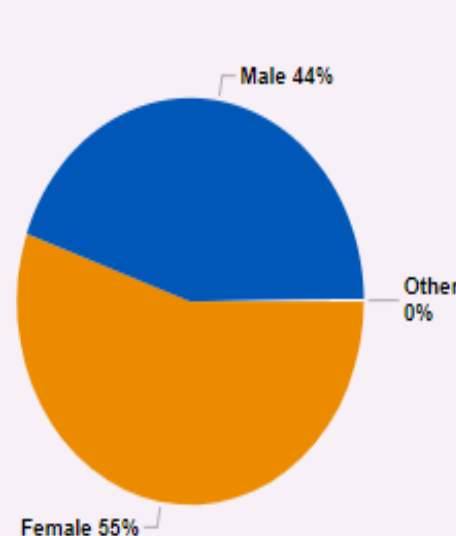
City Council District



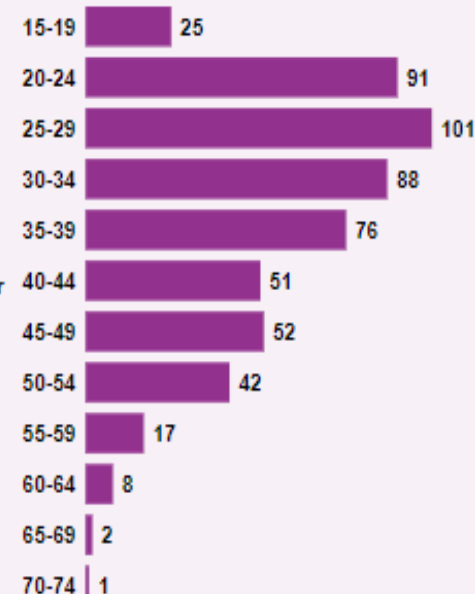
Race & Ethnicity



Gender



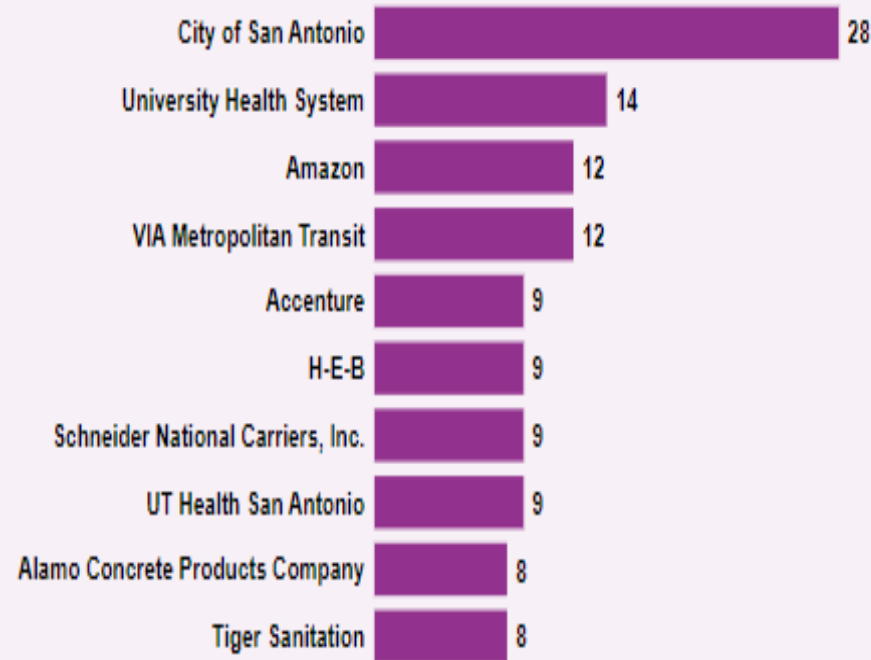
Age



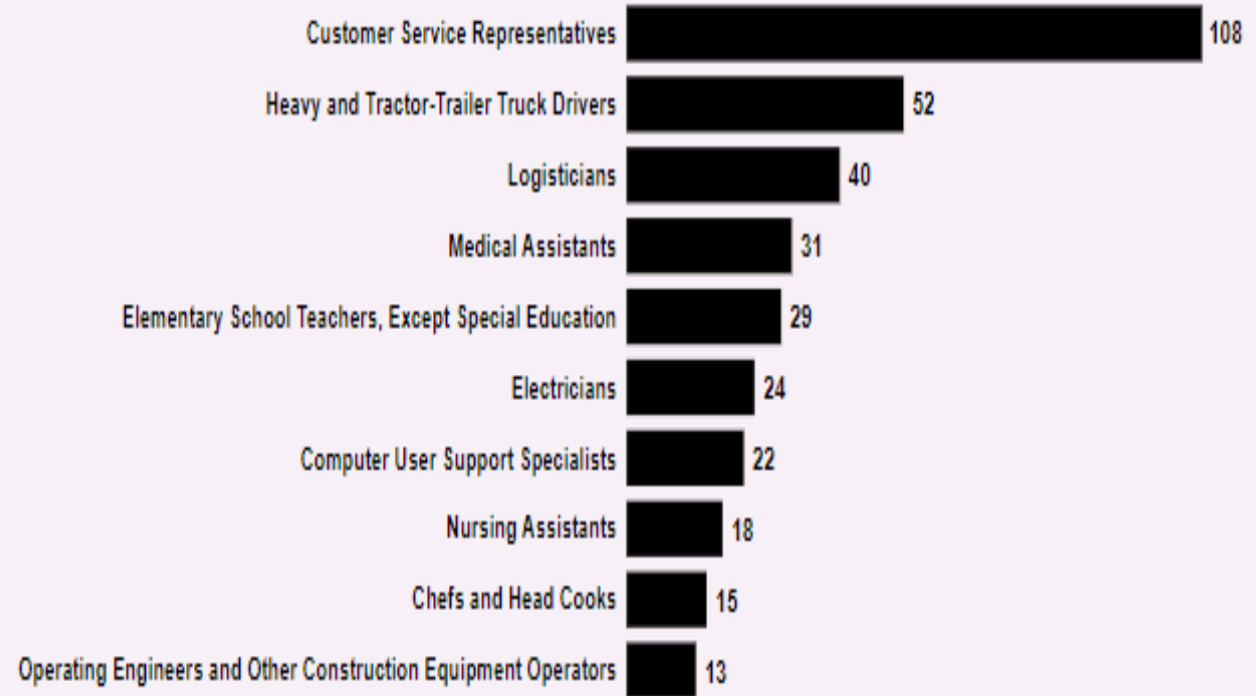


Top Employers of RTW Graduates by Number of Hires

Responsive only to Industry data filter



Top Occupations Hired



Employers Hiring RTW
Graduates

413

Mean Hourly Wage in New Job

\$20.06

Mean Annual Salary in New Job

\$42,063

% Placed in Quality Job within
6 months

47%

% Placed in Quality Job within
12 months

77%

The City of San Antonio is sharing this data publicly in line with the program's guiding principle of transparency. This data is current as of 5/22/2024 and is subject to change on a daily basis. Hundreds of Ready to Work coaches manually input and update information in a central case management data platform as they work every day with program applicants and participants. Contact RTW.Help@sanantonio.gov with any questions or comments.



UPDATES

- Training Provider Info Session at the Food Bank, June 5th.
- We continue to increase in placements each week. Goal is to hit 600 by month end.



Challenges

- Sub-agencies still working on data clean up. Sync Workflow is missing steps. COSA team is working on updates. We have not been provided an expected timeframe on completion.
- User Access to Sync reports is the hot topic. Our data team needs access as well to best support teams and program.



Questions





Audit & Finance

Committee Report

Child Care Quality RFP & Temporary Services RFP



MEMORANDUM

To: Executive Committee
From: Gilbert Monk, Assistant Director of Procurement and Contracts
Presented by: Gilbert Monk, Assistant Director of Procurement and Contracts
Date: June 7, 2024
Subject: RFP Update: Child Care Quality (CCQ) Improvement Services

Summary: Workforce Solutions Alamo (WSA) – Board of Directors previously approved a contract renewal for the purchase of Child Care Quality (CCQ) Improvement Services in the estimated annual amount of \$3,935,196 with a contract term effective 10/01/2023 – 09/30/2024, this was the third of three (3) one-year renewals and is currently being reprocured.

Update: A notice soliciting a Request for Proposals (RFP) was posted online and in the Texas Electronic State Business Daily (ESBD) on April 5, 2024. Procurement and Contracts issued an email to invite potential respondents to the RFP, and was posted on its eBid portal, Bonfire. The six (6) proposals received by the RFP deadline are being evaluated in accordance with the RFP specifications and requirements by independent evaluators.

Analysis: The Contractor will provide comprehensive services to be delivered to providers, directors, teachers, and community partners and shall comply with the following required elements:

1. Quality childcare activities defined in 40 TAC Section 809.16; and WD Letter 21-19, TA Bulletin 298 including any subsequent issuances.
2. Mentor quality childcare programs whose director receives ongoing mentoring; or that are in the process of obtaining a Texas Rising Star (TRS) certification.
3. A continuous quality improvement plan and needs assessment for each provider to determine appropriate goals, initiatives, and resources for each provider.
4. Technical assistance, including assistance to TRS providers and providers seeking TRS Certification.
5. Professional development for childcare providers, directors, and employees including attainment of a Child Development Associate (CDA) credential and fees or an associate or bachelor's degree in early childhood education or child development through public Colleges or Universities, including incentives for receiving a credential or degree and/or retention at employer.

The proposals received by the RFP deadline were reviewed for responsiveness and evaluated by the contracted evaluators. The anticipated contract term will be effective October 1, 2024, through September 30, 2025, with the option to renew for up to four (4) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor.

Alternatives: None.

Fiscal Impact: The estimated annual budget for this contract is \$4,000,000.00.

Staff Recommendation: To proceed with the evaluating proposals from qualified organizations to provide Child Care Quality (CCQ) Improvement Services which includes Texas Rising Star (TRS) Mentoring, TRS Business Specialist, and Quality Initiatives throughout the Alamo Workforce Development Area in accordance with the proposed timelines:

Action Item	Date - Tentative
Issue/Post/Advertise Solicitation	April 05, 2024
Pre-Submittal Conference	April 11, 2024
Final Date for Questions By	April 16, 2024
Issue Final Addendum By	April 17, 2024
Solicitation Submittal Deadline	May 03, 2024
Proposal Distribution Meeting for Evaluators	May 06, 2024
Proposal Evaluation Committee Meeting	May 21, 2024
Fiscal Integrity Review By	June 05, 2024
Lead Evaluator Recommendation Briefing	June 07, 2024
Audit & Finance / Oversight Committee	July 08, 2024
Executive Committee	July 12, 2024
Regular Board Meeting	July 19, 2024

Next Steps: Pending award by The Workforce Solutions Alamo – Board of Directors; Procurement will work to negotiate and execute a contract with the awarded Offeror.

Attachments: None

Childcare Quality Request for Proposal (RFP)



- ❖ **Rebid RFP for Child Care Quality Services to update requirements:**
 - ❖ Estimated annual budget is **\$4,000,000.00**.
 - ❖ **Six proposals were received** by the solicitation submittal deadline.
 - ❖ Evaluations have concluded and are in the process of fiscal integrity review.

Action Item	2024 - RFP	Rebid
Issue/Post/Advertise Solicitation	February 14, 2024	April 4, 2024
Solicitation Submittal Deadline	April 2, 2024	May 3, 2024
Evaluation Due: Committee Meeting	April 19, 2024	May 17, 2024
Finance Committee	May 31, 2024	July 8, 2024
Executive Committee	June 7, 2024	July 12, 2024
Board Meeting	June 21, 2024	July 19, 2024
Transition - Planning	Summer 2024	AUG - SEPT
Contract Start Date	October 1, 2024	October 1, 2024

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented By: Gilbert Monk, Assistant Director, Procurement and Contracts Management

Prepared By: Kristen Rodriguez, Procurement and Contract Specialist

Date: June 7, 2024

Subject: Discussion and Possible Action: Temporary Staffing Services

Summary: For discussion and potential action: The Workforce Solutions Alamo (WSA) Board of Directors is presented with a proposal to award contracts to MMC Group, LP, Tryfacta, Inc., Integrated Human Capital, Cambay Consulting, LLC, and Compunnel Software Group, Inc. for the purchase of Temporary Staffing Services on an IDIQ (Indefinite Delivery Indefinite Quantity) basis not to exceed \$500,000.00, unless authorized by a signed amendment by all parties. The term of the contract will be for one (1) year with four (4) renewal options. The allocated budget will be distributed among the five (5) selected vendors proportionate to the actual number of resources procured and the agreed-upon markup for each resource. This action aligns with Supporting Texas Talent and Economic Growth - Goal 2, Service Optimizers, in our strategic plan.

Analysis: Workforce Solutions Alamo (WSA) has identified a need for temporary staffing services to meet its personnel requirements for the upcoming fiscal year. Due to WSA's limited resources and funding, the Agency is unable to hire full-time employees. Therefore, the use of temporary staffing resources will help bring in subject matter experts needed to support daily operations.

In February 2024, a Request for Proposals (RFP) was issued to solicit proposals from qualified staffing agencies or firms with expertise in expedient sourcing, screening, and providing quality candidates to fill temporary staffing needs. Four hundred sixty-six (466) qualified offerors were invited to submit their proposals. After the RFP deadline, seventy-seven (77) proposals were received. These proposals were scrutinized for compliance and assessed internally by the Board Staff. Seventeen (17) proposals were excluded for not meeting the competitive criteria, and one (1)

was dismissed due to incompleteness. The top five (5) finalists were selected from the remaining proposals based on the rankings from the evaluations.

By awarding multiple vendors, we mitigate the risk of poor performance or reliability issues that can disrupt operations and impact productivity. To prevent the disruption of services and productivity, vendors will be evaluated annually during the renewal period. Performance metrics will include time-to-fill positions, candidate quality, and feedback from hiring managers.

The scope of work requires the contractor to expediently source, screen, and provide quality candidates to fill temporary staffing needs for a diverse range of job categories, including, but not limited to:

Administrative/ Clerical
Finance/ Accounting
Procurement
Professional/ Management Services
Marketing/ Communications/Public Relations
Facilities
IT Staffing

Alternatives: Any alternative to approving the recommendation may lead to inadequate staffing to handle workload fluctuations, seasonal demands, or special projects. This can result in overburdened permanent staff, decreased productivity, and potentially missed deadlines for various internal departments at WSA that require temporary staffing assistance.

Fiscal Impact: This purchase shall not exceed \$500,000 unless an approved and signed amendment is made by all parties. The amount paid will depend on the quantity of materials and services procured at the agreed-upon rates. The allocated budget will be distributed among the five (5) selected vendors proportionate to the actual number of resources procured and the agreed-upon markup for each resource. The contract manager and Human Resources department will closely monitor the budget, along with Fiscal, by utilizing Microix, the accounting software, on a regular basis. Additionally, invoices will require approval from the contract manager, which will be verified to ensure we are being billed at the contract rate and within the allocated budget. The contract's duration will be for one (1) year with the option for four (4) renewals.

Below is the breakdown of the \$500k anticipated costs for the first contract term:

Temps	MMC Group, LP	TRYFACTA, INC.	Human Capital International	Cambay Consulting LLC	Compunnel Software Group, Inc.
CHILDCARE QUALITY	\$71,739.30				
WIOA PROGRAM ADMIN ASSISTANT	\$65,809.44				
INVENTORY SPECIALIST		\$16,635.20			
ADMINISTRATIVE ASSISTANT			\$81,478.01		
IT					\$71,170.56
RTW TEMP			\$38,087.37		
RTW TEMP			\$38,087.37		
RTW TEMP			\$38,087.37		
MIS				\$76,730.76	
Total Per Year	\$137,548.74	\$16,635.20	\$195,740.12	\$76,730.76	\$71,170.56
Markup Rate	38%	28%	37%	38%	28%
Ranked	1	2	3	4	5

Recommendation: Procurement & Contracts Management recommends awarding the contracts for the purchase of Temporary Staffing Services to MMC Group, LP, Tryfacta, Inc., Integrated Human Capital, Cambay Consulting, LLC, and Compunnel Software Group, Inc.

Next Steps: Upon approval, WSA Procurement and Contract Management (PCM), in coordination with WSA Human Resources, will negotiate and execute the contracts for Temporary Staffing Services.

Attachments: None



Temporary Staffing Services

- ❖ **Purpose:** Temporary Staffing Service is needed for urgent and planned needs or to fill a full-time opening to maintain operations while finding the right individual for the position.
- ❖ **Scope:** Contractor will work with board staff to;
 - ❖ Assist in recruiting potential applicants for the program based on established eligibility criteria provided by WSA.
 - ❖ Ensure all potential hires undergo verifiable background checks, drug screening, and employment reference checks.
 - ❖ Maintain payroll records for all employees.
 - ❖ Ensure all personnel hired possess all required documents for employment, e.g., Form W-4, Form I-9, E-Verify System for Employment Eligibility, job application form, etc.
- ❖ **Contractors:** MMC Group, LP., Tryfacta, Inc., Integrated Human Capital, Cambay Consulting, LLC., and Compunnel Software Group, Inc.
- ❖ **Term/Amount** – Twelve (12) month contracts with four (4) one-year renewal options. An aggregate amount of \$500,000 will be distributed among the five (5) selected vendors, proportionate to the actual number of resources procured and the agreed-upon markup for each resource.





Financial Reports

Audit and Finance Committee



Annual Audit Presentation

May 31, 2024

Janet Pitman, C.P.A

Partner, ABIP



MEMORANDUM

To: Executive Committee
From: Angela Bush, CFO Consultant
Presented by: Janet Pitman, CPA, ABIP Partner
Date: June 7, 2024
Regarding: Annual Audit Approval

SUMMARY:

The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2023, has been performed and completed by ABIP, PC. ABIP has performed its audit following auditing standards generally accepted in the United States and those applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the Uniform Guidance. The audit process involved interviews with staff, observation of processes to develop a risk assessment over the internal controls, and the development of audit procedures they felt necessary to provide evidence for their audit opinions.

ABIP reports provided:

- Financial Audit – Opinion – Unmodified (clean opinion)
- Compliance Audits – Childcare Development Funds (CCDF) Cluster and Ready to Work (RTW) – Unmodified (clean opinion)

STAFF RECOMMENDATION:

Discussion and approval request for the Alamo Workforce Development's Independent Financial Annual Audit Performed by ABIP from October 1, 2022, to September 30, 2023. Once approved, the audit report will be finalized and shared with the relevant stakeholders, including the Chief Elected Officials and the regulatory authorities.

STRATEGIC OBJECTIVE:

ABIP performed the following activity during their audit:

Financial Audit

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- They performed analytical reviews on account balances to aid in the extent of audit procedures needed to provide reasonable assurance of overactivity and account balances.
- Reviewed and mailed AWS-prepared confirmations to related parties, legal counsel, and financial institutions.
- Reviewed approval processes over individual transactions and tested allowability for grants and contracts.
- Performed substantive procedures for the various financial statement account balances as of year-

end, including cash, accounts receivable, prepaid expenses, fixed assets, accounts payable, accrued liabilities, and deferred revenues.

- Worked with management to assist in preparing the financial statement and ensure up-to-date disclosures were included.

Compliance Audit – Childcare Development Funds Cluster and Ready to Work (RTW)

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Interviewed staff from the Childcare Development Funds Cluster and Ready to Work Funds to understand processes over disbursements, payroll, and cash reimbursement processes.
- Performed a risk assessment of the compliance requirements over the CCDF Cluster and RTW Grants and planned a test of controls and compliance for each.
- Sampled individual transactions for allowability with CCDF Cluster and RTW Grants award and staff approvals before vendors' payments.
- Sampled reimbursement draws (cash receipts) over allowable costs charged to the grants for proper approvals from staff and recording into the general ledger.
- Reviewed completeness and accuracy of Texas Workforce Commission reporting compliance requirements over CCDF Cluster and RTW Grants.

GUEST PRESENTATION:

Janet Pitman from ABIP will present the annual audit to the Finance Committee.

Attachment:
FY23 Draft Audit



**ALAMO Workforce DEVELOPMENT, INC.
Financial Statements
and Federal and State Reports
Fiscal Year Ended September 30, 2023**

Presentation to the Executive committee

JUNE 7, 2024

Presented By:

Janet Pitman, Partner

210-341-2581

Alamo Workforce DEVELOPMENT, inc.

- REPORTS FROM INDEPENDENT AUDITORS WITHIN THE FINANCIAL STATEMENTS
- Independent Auditor's Report
- Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*
- Independent Auditor's Report on Compliance For Each Major Program And On Internal Control Over Compliance Required By The Uniform Guidance
State of Texas Single Audit Circular

Alamo Workforce DEVELOPMENT, inc.

- **FEDERAL AND STATE SINGLE AUDIT**
- Major Program
 - Child Care Development Funds
- No findings or questioned costs

- Change in Accounting Principle – FASB ASC 842, *Leases*
- Requires recognizing in the financial statements a right to use (ROU) asset (building leases and copiers) and the related lease liability.
- Resulted in recognizing ROU assets, net of depreciation in the amount of \$11,095,608, a lease liability of \$9,299,122, and a cumulative net effect adjustment to net assets of \$510,858.
- Facility rental expense was reduced by \$2,521,483 to adjust the lease liability for the current year principal payments.

**alamo Workforce
DEVELOPMENT, inc.**

- LETTER ON CONDUCT OF AUDIT
 - Accounting Policies
 - Accounting Estimates
 - Financial Statement Disclosures
 - Difficulties in Performing the Audit
 - Misstatements
 - Disagreements with Management
 - Management Representations
 - Consultations with Other Independent Accountants

alamo Workforce DEVELOPMENT, inc.

- Questions??



Annual Audit Presentation

Operational Decrease in Net Assets:

Service Fee Revenue :	\$ 65,198
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Non-Federal Expenditures:

Procurement Questioned Cost	\$ 58,309
Train for Jobs Disallowed Cost	32,000
Terminated Staff Related Cost	66,000
Meals related to Training	9,000
Board Retreat	18,000
Sponsorship/Community Events	44,216
Branding	<u>3,000</u>
Total	\$230,525

Net Operational Decrease 2023	(\$165,327)
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Questions



Financial Reports and Analysis



MEMORANDUM

To: Executive Committee
From: Gabriela Navarro Garcia, Controller
Presented by: Gabriela Navarro Garcia, Controller
Date: June 7, 2024
Regarding: Financial Report – March 31, 2024

SUMMARY: Financial reports through March 31, 2024, have been prepared for the fiscal year October 1, 2023, through September 30, 2024; the straight-line expenditure benchmark is 50.00% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	42.20%	This is an acceptable variance. Staff training and development will take place within the following months.
Board Facility	41.08%	The WSA Board facility budget is acceptable and within the budget.
Equipment	29.27%	The most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding helpful life.
General Office Expense	18.56%	The primary budget surplus is due to timing differences, marketing, and the insurance contingency.
Professional Services	27.01%	This variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing are utilized as needed to support the agency.
Board Training & Development	47.28%	This is an acceptable variance within this budget category. The annual board retreat and NAWB Forum in Washington took place in March.
Total Expense	36.72%	

Corporate expenditures represent 36.72% of the annual budget, demonstrating a budget surplus of approximately 13.28% of the approved budget.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	38.32%	The facility expenditures represent 38.32% of the approved budget, reflecting a 11.68% straight-line budget surplus. The Mobile Workforce Center Unit and Port of San Antonio are significant contributors to this variance.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
24WOR Rapid Response	06/30/2023	\$59,607	96.28%	The board has requested additional funds to continue Rapid Response services through the end of the contract. We can also use Dislocated Worker Funds for rapid response
24CCQ	10/31/2024	\$6,246,767	19.32%	Current funding started on November 1, 2024; expenditures are expected to ramp up in the spring.
24CCP	12/31/2024	\$4,898,565	87.03%	The average cost of childcare for the mandatory Childcare population is \$500,000 per month. The board has requested additional funding from TWC to extend the service through the end of the contract.
23WS2 Middle Skills	03/31/2024	\$116,439	44.58%	The Alamo Board has had some challenges and expanded the statement of work to allow wider eligibility, which helped increase expenditures in the last months of the contract. We are expecting to return \$64,529.
24WOZ Upskills & Training	07/31/2024	\$170,471	.44%	This is a new program that targets training in high-demand occupations. Expenditures are expected to increase in the following months.
24REO – PROWD Grant	09/30/2027	\$1,174,500	1.17%	This is a multi-year initiative. This is a new program for reentry opportunities. Expenditures are expected to increase in the following months.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	12/31/2024	\$100,000	57.43%	Grant was extended from 11/30/23 to 12/31/24. We are expecting to expend by mid-year.
CAP22 Capacity Building	12/31/2024	\$37,500	6.45%	This grant is used for capacity building, focusing on staff performance, technology management, and strategic planning.
TOY24 Toyotetsu	04/30/2024	\$46,525	0%	Funds were used to provide incentives to RTW participants with job placements. Expenditures will be reflected in April. We are expecting to return \$40,000
22RTW	3/31/2025	\$30,192,462	61.74%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

Financial Statement – March 31, 2024



Budget to Actual Expenditures

MARCH 2024 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY24 Budget	FY24 Actuals (March 2024)	% Expensed	Straight-Line Target (50.00%)	YTD Variance %
Corporate -Personnel	\$ 5,867,227.00	\$ 2,475,921.00	42.20%	\$ 2,933,613.50	7.80%
Corporate -Facilities	\$ 526,665.00	\$ 216,362.00	41.08%	\$ 263,332.50	8.92%
Corporate -Equipment Related	\$ 277,994.00	\$ 81,374.00	29.27%	\$ 138,997.00	20.73%
Corporate -General Office	\$ 741,700.00	\$ 137,654.00	18.56%	\$ 370,850.00	31.44%
Corporate - Professional Services	\$ 1,997,110.00	\$ 539,430.00	27.01%	\$ 998,555.00	22.99%
Corporate - Board of Directors	\$ 45,000.00	\$ 21,278.00	47.28%	\$ 22,500.00	2.72%
Corporate Total	\$ 9,455,696.00	\$ 3,472,019.00	36.72%	\$ 4,727,848.00	13.28%
Facilities	7,777,328.00	2,980,282.86	38.32%	\$ 3,888,664.00	11.68%
Reserve	11,002,098.00	-	0.00%	\$ 5,501,049.00	50.00%
Projects	249,916.00	204,248.58	81.73%	\$ 124,958.00	-31.73%
Service Delivery - TWC	18,983,727.00	8,349,760.95	43.98%	\$ 9,491,863.50	6.02%
Service Delivery - TWC Child Care	120,209,630.00	54,244,172.60	45.12%	\$ 60,104,815.00	4.88%
Service Delivery Ready to Work	30,192,462.00	6,084,006.24	20.15%	\$ 15,096,231.00	29.85%
Total Budget	\$ 197,870,857.00	\$ 75,334,490.23	38.07%	\$ 98,935,428.50	11.93%



Corporate Expenditures

Personnel:

- Staff training and development will take place within the following months.

Equipment:

- The most significant budget surplus is the cloud-based infrastructure and replacement of computers that exceed useful life.

General Office:

- The primary budget surplus is due to timing differences, marketing, and the insurance contingency.



Corporate Expenditures

Professional Services:

- The variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing are utilized as needed to support the agency.

Board Training & Development:

- The board retreat and the NAWB Forum occurred in March of 2024.



Facilities and Projects

Facilities:

- Facility expenditures represent 38.32% of the approved facilities budget, reflecting a 11.68% straight-line budget surplus:
- Significant items contributing to this are:
 - Mobile Workforce Center Unit
 - Port of San Antonio

Special projects include:

- Workforce Commission Initiatives – WSA will continue to provide Career Pathway Youth Events.



YTD Expenditures by Budget Category

MARCH 2024 YTD EXPENDITURES



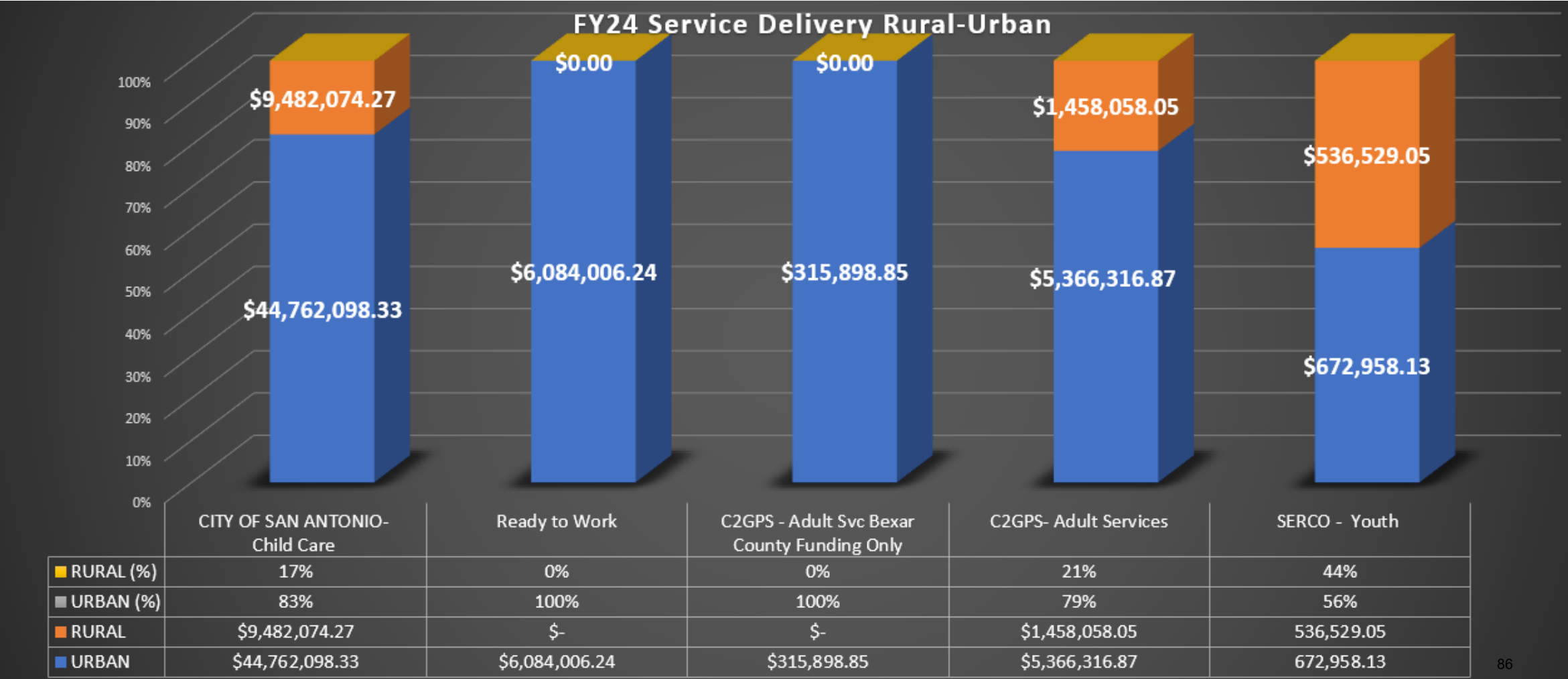
YTD Expenditures by Budget Category Comparison

MARCH 2024 YTD EXPENDITURES





March 2024 Year-to-Date Service Delivery Rural-Urban



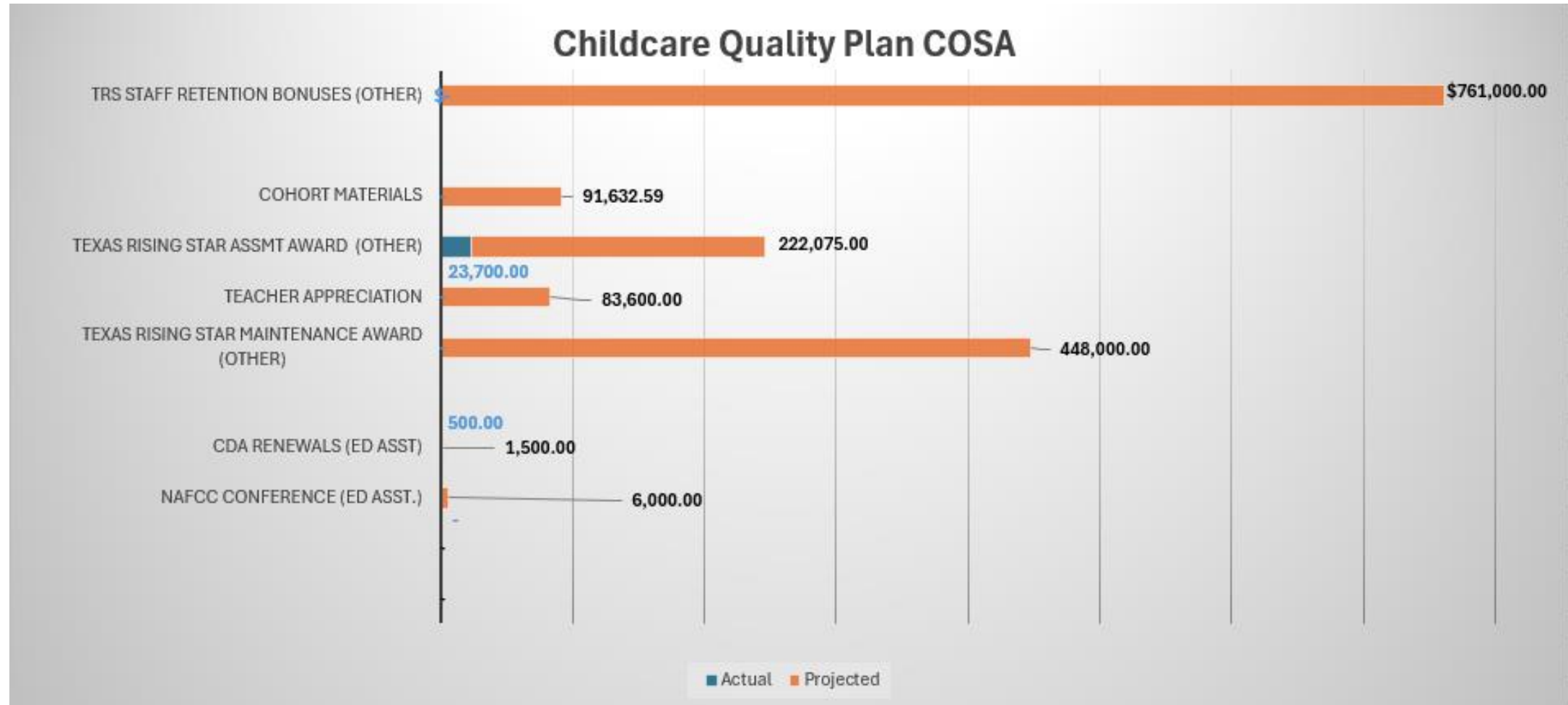


Key Variances

- CCP(DFPS)- Contract ends 12/31/2024 and we have 87.03% expensed. . The average cost of childcare for the mandatory Childcare population is \$500,000 per month. The board has requested additional funding from TWC to extend the service through the end of the contract.
- Child Care Quality- The board expecting expenditures for this grant to significantly increase in upcoming months as detailed in the next chart. As of March 31, 2024, approximately 20% of the funds were spent, and we are projecting to spent \$700,000 in April of 2024.



Key Variances – Childcare Quality





Key Variances – Childcare Quality





Key Variances

- Middle Skills- The Board has had some challenges and expanded the statement of work to allow wider eligibility, which helped increase expenditures in the last months of the contract. We are expecting to return \$64,529.
- 24REO PROWD Grant- New program for re-entry opportunities with a budget of \$1,174,500 for a three-year term.
- Toyota Funds - Funds were used to provide incentives to RTW participants with job placements. Expenditures will be reflected in April. We are expecting to return \$40,000.



Questions



Ready to Work Analysis and Update

May 31, 2024

Gabriela Navarro Garcia

Controller



MEMORANDUM

To: Executive Committee
From: Gabriela Navarro Garcia, Controller
Presented by: Gabriela Navarro Garcia, Controller
Date: June 7, 2024
Regarding: Financial Analysis – SA Ready to Work - Update

SUMMARY: *Update and Possible Discussion on SA: Ready to Work.* On November 3, 2020, City of San Antonio voters approved the SA: Ready to Work ballot initiative, authorizing a 1/8th cent sales and use tax for four years to provide workforce development training and higher education to unemployed, underemployed, or underserved residents to obtain high-demand, well-paid careers, by Chapter 379A of the Texas Local Government Code ("the Better Jobs Act"). No further action has been requested at this time.

ANALYSIS: Under this initiative, Workforce Solutions Alamo (WSA) executed an agreement with the city of San Antonio to provide the services necessary to the SA Ready to Work program (the "Program"), which includes the following objectives: increase access to industry-recognized certification training and college; provide wraparound services and emergency funding to ensure successful completion of training and career placement; increase collaboration within the workforce ecosystem; and promote accountability and adaptability throughout the process.

FISCAL IMPACT: The award amount for this contract is One Hundred Five Million, Seven Hundred Eighty-One Thousand, Nine Hundred Fifty-Three Dollars (\$105,781,953), and it is funded through a grant by the City of San Antonio. The term of this agreement began on May 13, 2022, and will be for a three (3) year period unless sooner terminated in accordance with the provisions of the Agreement.

FISCAL UPDATE: The WSA fiscal department has served as a fiscal agent for the Ready to Work partners. This memo is intended to provide an update on the current program's financial performance and challenges.

Expenditure Update:

WSA has budgeted \$30,192,462 through September 30, 2024. WSA has expended \$18,675,832 through March 31, 2024

Board Profit has decreased by \$147,993 The significant variance is in Board Revenue. Revenue Fees Earned decreased from Quarter 1 by \$62,279.66. Some of the accrued Subrecipients' Invoices were revised in March for duplicate billings and/or unallowed costs. Unallowed costs include insufficient backup, tuition and emergency services cap overages, and missing required fields from Signify/SYNC per the funding guide.

The board currently has a surplus of \$128,836 reserved for monitoring questioned costs.

Ready to Work Rollforward				
	FY22	FY23	FY24-Q1	FY24-Q2
BOARD COST				
Revenue Fees Earned	\$ 10,862.92	\$ 628,966.52	\$ 956,939.64	1,007,139.80
Expenditures	\$ 92,719.98	\$ 575,734.82	\$ 680,111.22	878,304.14
Net Profit	\$ (81,857.06)	\$ 53,231.70	\$ 276,828.42	\$ 128,835.66
SUBRECIPIENT COST				
Revenue Fees Earned	\$ 209,858.41	\$ 5,033,039.90	\$ 8,443,596.72	\$ 9,291,351.28
Expenditures	\$ 106,423.65	\$ 5,033,039.90	\$ 8,443,596.72	\$ 9,291,351.28
Net	\$ 103,434.76	\$ -	\$ -	\$ -
CLIENT COST				
Revenue-Cost- Reimbursement	\$ 15,003.69	\$ 6,649,174.64	\$ 7,804,594.79	\$ 9,384,480.25
Expenditures-Cost Reimbursement	\$ 36,581.39	\$ 6,649,174.64	\$ 7,804,594.79	\$ 9,384,480.25
Net	\$ (21,577.70)	\$ -	\$ -	\$ -

Program Challenges and Opportunities

Ready to Work is an evolving program, and the board continues to work through any program challenges by presenting common-sense solutions, focusing on opportunities to strengthen the program and achieve success for program recipients, providers, partners, and the City of San Antonio.

Some of the challenges that we have worked through include addressing staff turnover in fiscal staff, ensuring the program remains fully staffed to provide the following:

- Cash Flow Management
- Partner and Training Provider Invoicing
- Current financial reporting and analysis
- Implementation of SYNC software (a salesforce platform)
- Frequent training and outreach to our partners.

One of the most significant challenges WSA faced in FY23 was cash flow management. Tuition reimbursements from the City of San Antonio are completed from 60 to 90 days after WSA paid training providers. To alleviate this challenge, fiscal staff worked with the Ready to Work team to increase the cash advance from \$1,158,264.25 to \$3,505,434.53. We currently have paid back \$639,059 in alignment with our payment plan. WSA is working with the city in discussing opportunities to receive cash advances in the future to alleviate cashflow.

A second challenge was that Ready to Work moved to a Salesforce-based platform in December 2023. The transition of the billing process through SYNC is delaying the payment of pending invoices to WSA.

- One super user license per prime agency.
- Workflow Manual does not act as cohesive desk guide to accurately prepare invoices.
- Data migration errors from Signify to SYNC

The board staff looks forward to continually working with the city to proactively identify and work through any challenges that may occur and will work to strengthen the financial and programmatic program performance.

Ready to Work Budget and Expenditures



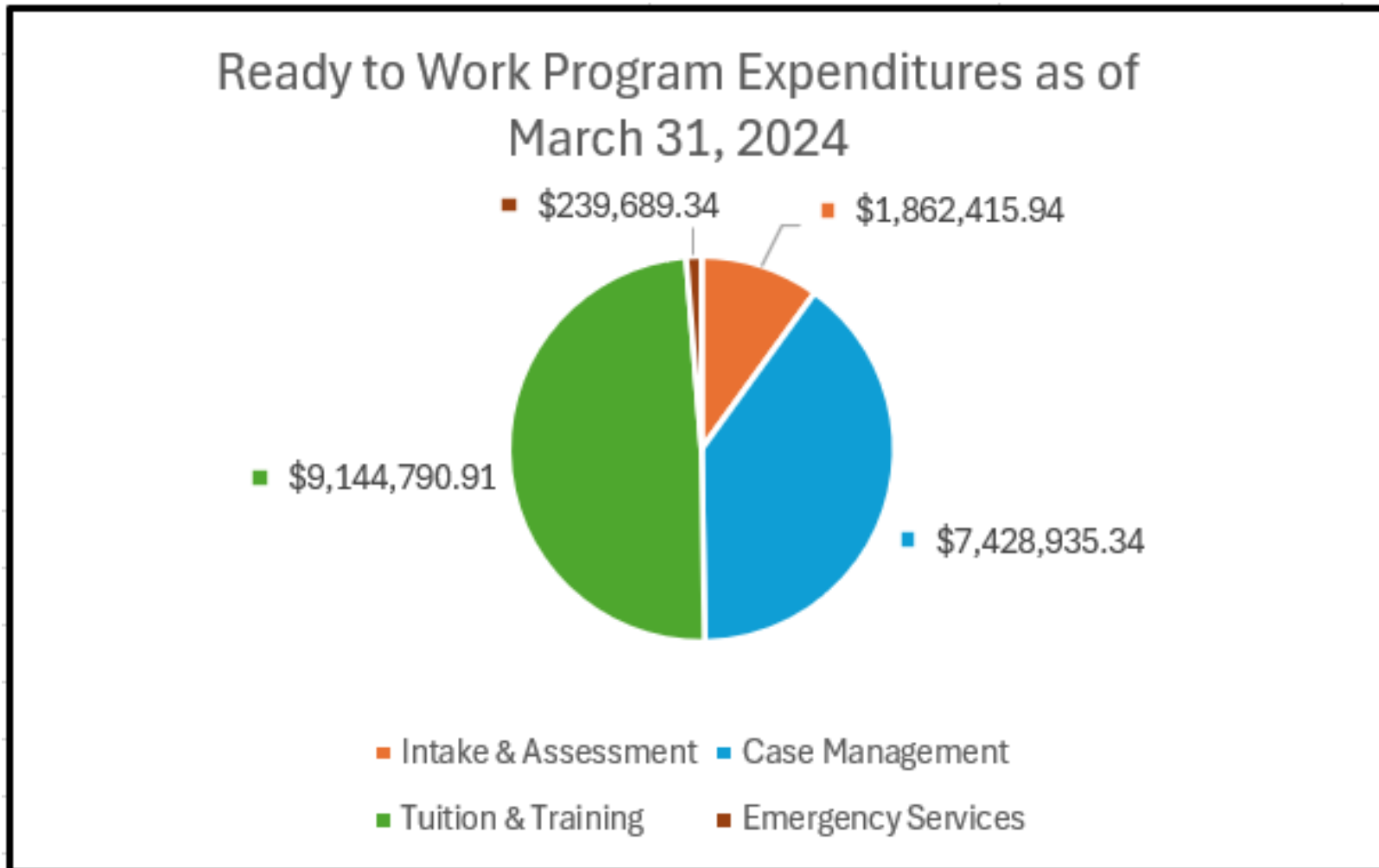
WSA has budgeted \$30,192,462 through September 30, 2024.

Ready to Work Rollforward				
	FY22	FY23	FY24-Q1	FY24-Q2
BOARD COST				
Revenue Fees Earned	\$ 10,862.92	\$ 628,966.52	\$ 956,939.64	1,007,139.80
Expenditures	\$ 92,719.98	\$ 575,734.82	\$ 680,111.22	878,304.14
Net Profit	\$ (81,857.06)	\$ 53,231.70	\$ 276,828.42	\$ 128,835.66
SUBRECIPIENT COST				
Revenue Fees Earned	\$ 209,858.41	\$ 5,033,039.90	\$ 8,443,596.72	\$ 9,291,351.28
Expenditures	\$ 106,423.65	\$ 5,033,039.90	\$ 8,443,596.72	\$ 9,291,351.28
Net	\$ 103,434.76	\$ -	\$ -	\$ -
CLIENT COST				
Revenue-Cost- Reimbursement	\$ 15,003.69	\$ 6,649,174.64	\$ 7,804,594.79	\$ 9,384,480.25
Expenditures-Cost Reimbursement	\$ 36,581.39	\$ 6,649,174.64	\$ 7,804,594.79	\$ 9,384,480.25
Net	\$ (21,577.70)	\$ -	\$ -	\$ -

The board currently has a surplus of \$128,836 that is reserved for monitoring questioned cost.



Expenditures as of 03/31/2024





Challenges and Opportunities

- Addressing fiscal staff turnover, ensuring the program remains fully staffed to provide:
 - Cash Flow Management
 - Partner and Training Provider Invoicing
 - Current financial reporting and analysis
 - Implementation of SYNC software
 - Frequent training and outreach to our partners.



Challenges: Management of Cashflow

- City has been current on payments
- Our cash advance increased from \$1,158,264.25 to \$3,505,434.53 in January and WSA has paid back \$639,059 as of March 2024.
- WSA is working with the city in opportunities to receive cash advances in the future and alleviate cashflow.

Challenges: New Software Implementation



- Updates to the billing reports, procedures outlined in the updated funding guide, and the workflow manual do not act as a cohesive desk guide to accurately prepare the invoice.
- Data migration errors from Signify to SYNC such as disbursement dates and correct agency information.
- One user license per prime agency for generating reports.

Ready to Work

- As of May 22, 2024:
 - Applicants Interviewed: 5,407
 - Enrolled in approved training: 3,284
 - Completed Training: 890
 - Placed in jobs: 554





Questions





Early Care & Education

Committee Report

MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented By: Jessica Villarreal, Director of Child Care

Date: June 7, 2024

Subject: Texas Rising Star Assessment Update

Summary:

The Texas Workforce Commission's (TWC) three-member Commission (Commission) approved final rules for revisions to the Texas Rising Star program on January 5, 2021. Along with the rule changes, the Commission approved statewide protocols for implementation of the revised Texas Rising Star standards. The Commission-approved implementation protocols include a deferment of assessments and in-person visits during the time that Texas Rising Star staff members are learning about and transitioning to the revised standards.

On August 3, 2021, the Commission approved modifications to the implementation protocols, which include establishing an implementation date of September 1, 2021.

Analysis:

Alamo has 15 mentors and 1 mentor manager actively working with our centers.

As of 05/23/2024, Alamo board reflected a total of 225 Early Learning Programs certified as Texas Rising Star. Alamo has 153 Early Learning Programs certified as 4 Star, 62 certified as 3 Star, and 10 certified as 2 Star. The percentage of TRS Programs to *total* CCS programs is 37%, (40% is percentage for Bexar, and 28% percentage of Rural). TRS mentors and boards continue to participate in meetings with the Centralizing Assessment Entity to understand the new processes and responsibilities assigned to TRS mentors/assessors, boards, and the Centralizing Assessment Entity.

The total number of providers who have agreements to provide scholarships continues to fluctuate. As of May 23rd, we have 615 Centers with an active agreement to provide scholarships for children. This total includes Licensed Centers, Licensed Child Care Homes, Military, Registered Child Care Homes, and Relative Care Listed Homes. ***Relative Care is not included for TRS percentages/numbers*** These 615 centers have an overall capacity of serving 59,593 children, based on Child Care Regulations. For those centers in the rural area, the total capacity available is 12,718, and the total for Bexar County centers is 46,875.

Data as of 05/23/2024

Centers awaiting NEW certification	103
Number of 4* to date	153
Number of 3* to date	62
Number of 2* to date	10
# Of Accredited Centers	62
# Of Non-Accredited Centers	161
# Of Military Centers: included in accredited total	8
# Of Initial Centers (as of Sept 2022)	113
# Of Centers Closed/Withdrew/CCR Deficiencies	13
# Of centers who have increased star level since Sept. 2022 (When TWC allowed assessments to resume)	40
2 STAR → 3 STAR	4
2 STAR → 4 STAR	10
3 STAR → 4 STAR	26

Note for Programs Section Below: Includes Licensed Center, Licensed Home, Registered Home, Listed, and Military. Military does not show up on the HHSC CCL Data list – needed to add in.

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	860	481	193	40%
Rural Early Learning Programs	306	134	37	28%
Total	1166	615	230	37%

Data below as of 05/23/24

Provider Type	Total Providers	Total Capacity	Rural Providers	Rural Capacity
Licensed Center	509	58598	112	12514
Licensed Child Care Home	42	503	13	156
Military	8	N/A	0	N/A
Registered Child Care Home	42	492	4	48
Relative Care Listed Home	14	N/A	5	N/A
Totals	615	59593	134	12718

BCY 2024

Month	Number of New Providers	Sum of New Provider Capacity	Number of Providers Ending Agreement	Sum of Providers Ending Capacity	Net Capacity Change
October	8	264	7	560	-296
November	13	960	15	1135	-175
December	12	1184	9	703	481
January	8	887	7	332	555
February	8	594	8	472	122
March	21	1064	4	107	957
April	3	40	2	24	16
May					
June					
July					
August					
September					
Totals	73	4993	52	3333	1660

Below is a breakdown of the data listed above, by zip code.

ZIP	NEW	ENDED	DIFFERENCE
78003	93		93
78016	52		52
78017		35	-35
78023		3	-3
78025		108	-108
78026	144	107	37
78028	114	85	29
78064	84	84	0
78108		131	-131
78109		301	-301
78114		12	-12
78130	215	586	-371
78148	64	12	52
78154	67	195	-128
78155	12	30	-18
78201	281	114	167
78207	110		110
78212	78	78	0
78214	11		11
78217	12		12
78218	158	117	41
78219	12	194	-182
78220	103		103
78222	93	92	1
78223	9		9

ZIP	NEW	ENDED	DIFFERENCE
78225	123		123
78227	206	190	16
78228		12	-12
78229		12	-12
78230	120		120
78232	243		243
78233	174	86	88
78237	90		90
78238	83	39	44
78239	126	96	30
78240	522	100	422
78242		13	-13
78245	49	37	12
78247	198		198
78249	12		12
78250	3		3
78251	12		12
78252	26		26
78253	231		231
78254	187		187
78255	222		222
78256	221		221
78258	181		181
78259	200	440	-240
78266	12		12

Below shows those from above, where 50 or more slots were lost when CCS agreement was ended.

ZIP	ENDED	NEW	Difference
78025	108		-108
78108	131		-131
78109	301		-301
78130	586	215	-371
78154	195	67	-128
78219	194	12	-182
78259	440	200	-240

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: WSA will continue monitoring the assessment preparation and program's application submissions. Assessments & Scheduling of assessments are completed by the Centralizing Assessment Entity, following TWC guidance and processes.



Texas Rising Star Assessment Update





Alamo Quality Centers

Total # of Currently Certified Centers

225



2 Star	10
3 Star	62
4 Star	153



Percentage of TRS/CCS

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	860	481	193	40%
Rural Early Learning Programs	306	134	37	28%
Total	1166	615	230	37%

Texas Rising Star Entry Level Designation



[Texas Government Code, §2308.3155](#) requires all CCS child care and early learning programs be included in the Texas Rising Star program at an Entry Level designation and requires TWC to establish a maximum length of time (24-months) that a child care and early learning program can participate at Entry Level designation.

To qualify for Entry Level designation, a child care and early learning program must meet the minimum quality standards outlined below and will receive technical assistance and support under the Texas Rising Star program.

- licensed or registered with CCR (may have an initial permit) or regulated by the United States Military;
- not on Corrective or Adverse Action with CCR; and
- meets the points threshold of 75 for high- and medium-high-weighted CCR deficiencies (based on a review of CCR licensing history within the most recent 12 months)



**Texas
Rising Star**

Entry Level Designation Timeline for Child Care Programs

Child care programs that provide Child Care Services (CCS) will be required to participate in the Texas Workforce Commission Texas Rising Star certification program via an Entry Level Designation. This timeline is for providers that have a current CCS agreement with their Workforce Solutions Board (Board) as of 10.03.22. Timeframes for new CCS providers are the same but deadlines will shift accordingly. CCS programs can be screened as needed or warranted for Texas Rising Star initial certification eligibility at any time between 10.03.22 – 09.30.24.

By October 3, 2022 Determine Entry Level Designation Eligibility

- Your Board will evaluate your program to determine eligibility for Entry Level Designation and assign a mentor to support your program.
- Eligible > Begin working toward your Texas Rising Star certification. Certification Deadline: 09.30.24.
- Not eligible > You will receive an allowance to provide CCS for an interim timeframe. Re-evaluation Deadline: 03.31.23.

By March 31, 2023 Re-Evaluate Entry Level Designation Eligibility (as applicable)

- Your Board will re-evaluate your program for Entry Level Designation eligibility.
- Eligible > Begin working toward your Texas Rising Star certification. Certification Deadline: 09.30.24.
- Not Eligible > Your CCS provider agreement will be terminated. Children in care will be transferred to an eligible provider.

By September 30, 2023 Evaluate Texas Rising Star Certification Eligibility

- Your Board will evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will acknowledge certification eligibility and schedule an assessment prior to 09.30.24.
- Not Eligible > Your program will have six months to meet eligibility. Re-evaluation Deadline: 03.31.24.

By March 31, 2024 Re-Evaluate Texas Rising Star Certification Eligibility

- Your Board will re-evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will conduct a Texas Rising Star assessment to award certification prior to 09.30.24.
- Not Eligible > Your program will have six months to meet eligibility. You may NOT receive new family referrals during this time. Re-evaluation Deadline: 09.30.24.

By September 30, 2024 Establish Texas Rising Star Certification

- Your Board will re-evaluate your program for Texas Rising Star certification eligibility.
- Eligible > The Board will conduct a Texas Rising Star assessment to award certification. Certification Deadline: within three months, by 12.30.24.
- Not Eligible > Your CCS provider agreement will be terminated. Children in care will be transferred to an eligible provider.



Child Care Investments Partnerships - CCIP

May 31, 2024



MEMORANDUM

To: Executive Committee

From: Adrian Lopez, CEO

Presented by: Teresa Chavez, Chief Operating Officer

Date: June 7, 2024

Subject: Child Care Investments Partnerships – CCIP & Potential Grants and Request for Application (RFA)

Summary: TWC’s Child Care Investments Partnership (CCIP) program helps local workforce development boards (Boards) and their partners work together. Boards can partner to improve child care quality using both public and private funds.

Projects must focus on one or more of the following areas:

- Child care apprenticeships
- Home-based child care
- Public-private prekindergarten partnerships
- Business support for child care programs
- Child care worker wage supports
- Emergency response/recovery
- Expansion of child care
- Research studies
- Other quality improvement activities (to TWC approval)

Analysis:

A Board partners with one or more organizations to create a project proposal and apply to TWC. If TWC approves the proposal, the partner donates the funds to TWC. TWC matches that donation to cover the project’s costs and grants the full project funding amount to the Board. Donated funds must be from a non-federal source. The Board is responsible for implementing the project. The Board may use grants or contracts to do so.

Recommendation:

WSA is in the process of discussing how to pursue this opportunity. We are recommending that an RFP is issued, to identify potential agencies/organizations, who is interested in providing a donation to WSA, that can be potentially matched, and utilized to improve Child Care quality in the boards 13 counties.

Next Steps:

WSA will continue to review this opportunity, and tentatively plans to move forward with issuing an RFP, that will enable us to identify potential partners who share in WSA's vision to improve the Child Care quality throughout our entire board area.



Information & Guidelines:

- **CCIP Grant:** The Child Care Investments Partnership (CCIP) grant is comprised of CCDF funds and Investment Partner Donation funds
- **CCDF Amount:** Not to exceed \$250,000 per Board during first six months; and, up to \$750,000 thereafter
- **Partner Match Donations:** One dollar (\$1.00) for every one dollar (\$1.00) of CCDF grant funds awarded
- **Grant Award Period:** Twelve to eighteen months
- **Submission Deadline:** Submissions will be received, beginning March 1, 2021, and will be processed until CCDF project funds are exhausted. Applications will be processed on a first come first served basis. Board *may be* awarded a total of up to \$750,000 of CCDF match.



Guidelines & Stipulations:

1. CCIP Projects must focus on TWC-approved Child Care quality improvement activities (excluding direct Child Care services), and must comply with requirements referenced in 40 TAC § 809.16, and described in Part H of the Child Care Services Guide.
2. Boards must expend CCIP funds on activities related to the following (specifically described in donor agreement):
 - Child Care Apprenticeship
 - Home-based Child Care
 - Public-private Prekindergarten Partnerships
 - Business Support for Child Care programs
 - Child Care worker wage supplementation or stipends
 - Emergency Response/Recovery
 - Program Capacity Expansion
 - Research studies that support Child Care quality improvement
 - Other Strategic Quality Improvement Activities (subject to approval by TWC)
3. CCIP grants are not available to support stand-alone purchases of health and safety items, such as defibrillators, video/computer equipment, shade structures and playground equipment



Strategic

Postponed until June 14, 2024



CEO Report

- Implications to House Resolutions 6655
- Child Care Strategies



Chair Report

- BOD Attendance and Demographics

**WORKFORCE SOLUTIONS ALAMO BOARD
2024 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	MAY '23	JUNE '23	JUL '23	AUG '23	SEPT '23	OCT '23	NOV '23	DEC '23	JAN '24	FEB '24	MAR '24	APR '24	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
1	Mary Batch (VICE CHAIR)	Private Sect.	01/25/2023-12/31/2025													50	50	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y	Y				
	EXECUTIVE COMMITTEE				Y		Y		Y				Y		Y				
	AUDIT & FINANCE COMMITTEE (CHAIR)			Y	Y		Y		Y	Y			Y		Y				
	HR COMMITTEE																		
	YOUTH COMMITTEE							Y					Y	Y					
2	Betty Munoz	Private Sect.	01/01/2022 - 12/31/2024													34	34	0	100%
	BOARD OF DIRECTORS				Y		E		Y	E				Y	E				
	EARLY CARE & EDUCATION COMMITTEE			Y	E			Y		Y		Y		Y					
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE								Y										
3	Chris Corso	Private Sect.	01/01/2024-12/31/2025													3	3	0	100%
	BOARD OF DIRECTORS													Y	Y				
	YOUTH COMMITTEE													Y					
4	Leslie Cantu (CHAIR)	Private Sect.	01/01/2024-12/31/2026													93	93	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y					Y	Y			
	EXECUTIVE COMMITTEE				Y		Y		Y				Y		Y				
	AUDIT & FINANCE COMMITTEE			Y	Y		Y		Y	Y			E		Y				
	EARLY CARE & EDUCATION COMMITTEE			Y		Y		Y		E		Y		E					
	HR COMMITTEE (CHAIR)																		
	OVERSIGHT COMMITTEE			Y			Y		Y	Y			E		Y				
	STRATEGIC COMMITTEE			Y		Y		Y		Y			Y	Y					
	YOUTH COMMITTEE			Y				Y					Y	Y					
5	Esmeralda Perez	Private Sect.	01/01/2022 - 12/31/2024													27	27	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y	Y				
	OVERSIGHT COMMITTEE			E			E		Y	Y			E		E				
6	Anthony Magaro	Private Sect.	01/01/2024-12/31/2026													42	41	1	98%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y	Y				
	EXECUTIVE COMMITTEE				Y		Y		Y				Y		Y				
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE (CHAIR)								Y										
	STRATEGIC COMMITTEE			Y		U		Y		Y			Y	Y					
	YOUTH COMMITTEE			Y				Y					Y	Y					
7	Yousef Kassim (SECRETARY)	Private Sect.	01/01/2024-12/31/2026													61	59	2	97%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y	Y				
	EXECUTIVE COMMITTEE				Y		Y		Y				Y		Y				
	AUDIT & FINANCE COMMITTEE			Y	Y		E		Y	Y			Y		E				
	EARLY CARE & EDUCATION COMMITTEE			Y		Y		Y		Y		E		E					
8	Jennifer Lange	Private Sect.	01/01/2024-12/31/2026													4	4	0	100%
	BOARD OF DIRECTORS													Y	Y				
	OVERSIGHT COMMITTEE														Y				
	YOUTH COMMITTEE													Y					
9	Jerry Graeber	Private Sect.	09/01/2022-12/31/2024													10	9	1	90%
	BOARD OF DIRECTORS				Y		E		Y	U				Y	E				
10	Lowell Keig	Public Empl.	05/01/2022-12/31/2024													21	21	0	100%
	BOARD OF DIRECTORS				Y		Y		Y	Y				Y	Y				
	STRATEGIC COMMITTEE			Y		Y		Y		Y			Y	Y					
11	Jim Robertson	Private Sect.	01/01/2024-12/31/2026													4	3	1	75%
	BOARD OF DIRECTORS													Y	Y				
	STRATEGIC COMMITTEE													Y					
	YOUTH COMMITTEE													U					

**WORKFORCE SOLUTIONS ALAMO BOARD
2024 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	MAY '23	JUNE '23	JUL '23	AUG '23	SEPT '23	OCT '23	NOV '23	DEC '23	JAN '24	FEB '24	MAR '24	APR '24	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
12	Tasha Schmidt	Private Sect.	01/01/2024-12/31/2026													2	2	0	100%
	BOARD OF DIRECTORS													Y	Y				
13	Lisa Navarro Gonzales	Private Sect.	01/01/2024-12/31/2026													32	28	4	88%
	BOARD OF DIRECTORS			U	Y			Y	Y	Y				Y	Y				
	AUDIT & FINANCE COMMITTEE						Y		Y	U			Y		Y				
14	Eric Cooper	CBO	01/01/2022-12/31/2024													49	49	0	100%
	BOARD OF DIRECTORS			Y	Y			Y	Y	Y				Y	Y				
	EXECUTIVE COMMITTEE				E		Y		Y				E		Y				
	STRATEGIC COMMITTEE (CHAIR)			Y		Y		Y		Y			Y	Y					
15	Elizabeth Lutz	CBO	01/25/2023-12/31/2025													39	33	6	85%
	BOARD OF DIRECTORS				Y			U	Y	Y				Y	Y				
	EARLY CARE & EDUCATION COMMITTEE			Y		Y		Y		Y		Y		Y					
16	Ana DeHoyos O'Conner	CBO	01/01/2022-12/31/2024													40	40	0	100%
	BOARD OF DIRECTORS				Y			Y	Y	Y				Y	Y				
	EXECUTIVE COMMITTEE				Y		Y		Y				Y		Y				
	EARLY CARE & EDUCATION COMMITTEE (CHAIR)			Y		Y		Y		Y		Y		Y					
	NOMINATIONS COMMITTEE								Y										
17	Charles Camarillo	Education	01/01/2024-12/31/2026													4	4	0	100%
	BOARD OF DIRECTORS													Y	Y				
	OVERSIGHT COMMITTEE														Y				
	YOUTH COMMITTEE													E					
18	Dr. Sammie Morrill	Education	01/25/2023-12/31/2025													44	43	1	98%
	BOARD OF DIRECTORS				Y			Y	E	Y				Y	Y				
	EXECUTIVE COMMITTEE				Y		Y		Y				Y		E				
	OVERSIGHT COMMITTEE (CHAIR)			Y			Y		Y	Y			Y		Y				
19	Angelique De Oliveira	ABE	01/01/2024-12/31/2026													34	29	5	85%
	BOARD OF DIRECTORS				U			Y	Y	Y				Y	Y				
	STRATEGIC COMMITTEE			Y		Y		E		Y			Y	Y					
20	Joshua Schnucker	Econ. Dev.	07/31/2023-12/31/2024													6	6	0	100%
	BOARD OF DIRECTORS							Y	Y	E				Y	Y				
	STRATEGIC COMMITTEE													Y					
21	Mitchell Shane Denn	Labor	01/01/2022-12/31/2024													52	48	4	92%
	BOARD OF DIRECTORS				Y			Y	Y	Y				E	Y				
	AUDIT & FINANCE COMMITTEE			E	U		Y		Y	Y			E		Y				
	STRATEGIC COMMITTEE			Y		Y		Y		Y			Y	Y					
22	Kelli Rhodes	Literacy	01/01/2022-12/31/2024													23	23	0	100%
	BOARD OF DIRECTORS				Y			Y	Y	Y				Y	Y				
	YOUTH COMMITTEE			Y				Y					Y	E					
23	Allison Greer Francis	Public Assist.	01/01/2024-12/31/2026													28	26	2	93%
	BOARD OF DIRECTORS				E			Y	E	Y				Y	E				
	OVERSIGHT COMMITTEE			E			U		Y	Y			Y		Y				
24	JR Trevino	Private Sect.	09/01/2022-12/31/2024													12	11	1	92%
	BOARD OF DIRECTORS				Y			Y	Y	Y				U	Y				
	NOMINATIONS COMMITTEE								Y										
25	Dawn Dixon	Voc. Rehab.	01/01/2024-12/31/2026													29	28	1	97%
	BOARD OF DIRECTORS				Y			E	Y	U				Y	E				
	EARLY CARE & EDUCATION COMMITTEE			Y		Y		E		Y		E		Y					
26	Tylane Barnes	Child Care	01/01/2024-12/31/2026													4	4	0	100%
	BOARD OF DIRECTORS													Y	Y				
	EARLY CARE & EDUCATION COMMITTEE											Y		Y					
27	Yvonne Addison	Private Sect.	01/01/2024-12/31/2026													3	3	0	100%
	BOARD OF DIRECTORS													Y	Y				
	OVERSIGHT COMMITTEE													Y					
Average:																			91.51%

WORKFORCE SOLUTIONS ALAMO BOARD 2024 DEMOGRAPHICS

Place Number	WSA BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDER	RACE	HISPANIC	URBAN/RURAL	VET
1	Mary Batch (VICE CHAIR)	Private Sector	Caterpillar ISPD	Manufacturing	11/16/2015	01/25/2023-12/31/2025	F	White	N	R	Y
2	Betty Munoz	Private Sector	JW Marriott San Antonio	Accommodation	10/4/2016	01/01/2022-12/31/2024	F	White	Y	U	N
3	Chris Corso	Private Sector	Joeis General Contractors	Construction	1/9/2024	01/01/2024-12/31/2025	M	White	N	U	N
4	Leslie Cantu (CHAIR)	Private Sector	Toyotetsu Texas, Inc.	Manufacturing	12/5/2017	01/01/2024-12/31/2026	F	White	N	U	N
5	Esmeralda Perez	Private Sector	CHRISTUS Santa Rosa	Health Care, Social Assist	1/11/2022	01/01/2022-12/31/2024	F	White	Y	U	N
6	Anthony Magaro	Private Sector	Southwest Research Institute	Professional, Tech	2/1/2021	01/01/2024-12/31/2026	M	White	N	U	N
7	Yousef Kassim (SECRETARY)	Private Sector	E-Legal, Inc.-EasyExpun	Professional, Tech	12/5/2017	01/01/2024-12/31/2026	M	Other	N	U	N
8	Jennifer Lange	Private Sector	Accenture Federal Services	Professional, Tech	1/9/2024	01/01/2024-12/31/2026	F	Asian	N	U	N
9	Jerry Graeber	Private Sector	Leonard Contracting	Construction	9/13/2022	09/01/2022-12/31/2024	M	White	N	U	N
10	Lowell Keig	Public Employment	Texas Workforce Commission	Public Administration	5/31/2022	05/01/2022-12/31/2024	M	White	N	U	N
11	Jim Robertson	Private Sector	Valor Crane & Equipment	Construction	1/9/2024	01/01/2024-12/31/2026	M	White	N	R	N
12	Tasha Schmidt	Private Sector	IBM	Wholesale Trade	1/9/2024	01/01/2024-12/31/2026	F	White	Y	R	N
13	Lisa Navarro Gonzales	Private Sector	Forma	Manufacturing	1/5/2021	01/01/2024-12/31/2026	F	White	Y	U	N
14	Eric Cooper	CBO	San Antonio Food Bank	Health Care, Social Assist	5/3/2016	01/01/2022-12/31/2024	M	White	N	U	N
15	Elizabeth Lutz	CBO	Bexar County Community	Health Care, Social Assist	2/25/2014	01/25/2023-12/31/2025	F	White	Y	U	N
16	Ana DeHoyos O'Connor	CBO	YMCA	Other Services	1/11/2022	01/01/2022-12/31/2024	F	White	Y	U	N
17	Charles Camarillo	Education	Poteet ISD	Educational Services	1/9/2024	01/01/2024-12/31/2026	M	White	Y	R	N
18	Dr. Sammi Morrill	Education	Alamo Colleges District	Educational Services	1/7/2020	01/25/2023-12/31/2025	F	White	N	U	N
19	Angelique De Oliveira	ABE	Goodwill Industries of SA	Health Care, Social Assist	1/7/2020	01/01/2024-12/31/2026	F	White	N	U	N
20	Joshua Schneuker	Econ. Dev.	Seguin Economic Dev. Corp.	Public Administration	8/15/2023	07/31/2023-12/31/2024	M	White	Y	R	N
21	Mitchell Shane Denn	Labor	San Antonio Building Trade	Other Services	1/7/2020	01/01/2022-12/31/2024	M	White	N	U	N
22	Kelli Rhodes	Literacy	Restore Education	Educational Services	10/6/2020	01/01/2022-12/31/2024	F	White	N	U	N
23	Allison Greer Francis	Public Assistance	The Center for Health Care Services	Health Care, Social Assist	2/23/2021	01/01/2024-12/31/2026	F	White	N	U	N
24	JR Trevino	Private Sector	Treco Enterprise, Inc	Construction	9/13/2022	09/01/2022-12/31/2024	M	White	Y	U	N
25	Dawn Dixon	Voc. Rehabilitation	Warm Springs Foundation	Health Care, Social Assist	1/5/2021	01/01/2024-12/31/2026	F	White	N	U	N
26	Tylane Barnes	Child Care Workforce	Converse Christian School & Early	Health Care, Social Assist	1/9/2024	01/01/2024-12/31/2026	F	Black	N	U	N
27	Yvonne Addison	Private Sector	Addison Prime, LLC	Construction	1/9/2024	01/01/2024-12/31/2026	F	White	Y	U	N

PRIVATE SECTOR	14	52%
COMMUNITY BASED ORGANIZATION (CBO)	3	11%
LABOR	1	4%
EDUCATION	2	7%
PUBLIC EMPLOYMENT	1	4%
ADULT BASIC CONTINUING EDUCATION	1	4%
ECONOMIC DEVELOPMENT	1	4%
PUBLIC ASSISTANCE	1	4%
VOCATIONAL REHABILITATION	1	4%
LITERACY	1	4%
CHILD CARE WORKFORCE	1	4%

27 100%

Female	16	59%
Male	11	41%

Vet. Reps.	1
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Black	1	4%
White	24	89%
Asian	1	4%
Other	1	4%

Hispanic	10	37%
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RACE	#BOARD	MALE BOARD %	WD AREA %	#BOARD	FEMALE BOARD %	WD AREA %	#BOARD	TOTAL BOARD %	WD AREA %
White	7	26%	21.54%	7	26%	18.64%	14	52%	40.18%
Black	0	0%	2.81%	1	4%	2.83%	1	4%	5.64%
Hispanic	3	11%	27.26%	7	26%	23.77%	10	37%	51.03%
Other	1	4%	1.63%	1	4%	1.52%	2	7%	3.15%
TOTAL	11	41%	53.24%	16	59%	46.76%	27	100%	100.00%

**WORKFORCE SOLUTIONS ALAMO BOARD
2024 DEMOGRAPHICS**

Note: This table represents the latest data recommended by TWC to evaluate board representation. TWC informed WSA that information on the Score Card and this table is due for 2020 census update.

Thank you!

