



## AUDIT & FINANCE COMMITTEE MEETING – MEETING MINUTES

Workforce Solutions Alamo  
100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
**November 18, 2022**  
**9AM**

**BOARD MEMBERS:** Lisa Navarro Gonzales, Interim Audit & Finance Committee Chair (in-person), Mitchell Shane Denn, Leslie Cantu

**WSA STAFF:** Adrian Lopez, Giovanna Escalante-Vela, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Linda Martinez, Rebecca Espino Balencia, Sylvia Perez, Gabriella Horbach, Brenda Garcia, Roberto Corral, Manuel Ugues

**LEGAL COUNSEL:** None.

**GUEST:** Dr. Johnny Campos, USAA

### **AGENDA**

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

Citizens may appear before the Board to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

***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 Linda G. Martinez, (210) 272-3250.***

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**During the Public Comments portion of the meeting (Agenda Item 3), the Public may type their name into the chat box or unmute themselves and state their name.**

**The meeting host will call each member of the public for comments, in the order their names were submitted.**

- I. CALL TO ORDER AND QUORUM DETERMINATION  
Presenter: Mary Batch, Committee Chair  
Presented by: Lisa Navarro Gonzales, Interim Committee Chair  
**At 9:00 a.m. Board of Directors Chairwoman Leslie Cantu called the meeting to order and appointed Lisa Navarro Gonzales as the Interim Audit & Finance Committee Chair for today's meeting. Lisa Navarro Gonzales called the meeting to order, the roll was called, and a quorum was declared present.**
- II. DECLARATIONS OF CONFLICT OF INTEREST  
Presenter: Mary Batch, Committee Chair  
Presented by: Lisa Navarro Gonzales, Interim Committee Chair  
**None.**
- III. PUBLIC COMMENT  
Presenter: Mary Batch, Committee Chair  
Presented by: Lisa Navarro Gonzales, Interim Committee Chair  
**None.**
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES for September 23, 2022 Meeting Minutes  
Presenter: Mary Batch, Committee Chair  
Presented by: Lisa Navarro Gonzales, Interim Committee Chair  
**Upon motion by Leslie Cantu and second by Mitchell Shane Denn, the Committee unanimously approved the September 23, 2022 Meeting Minutes.**
- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)  
Presenter: Jeremy Taub, Director Procurement & Contracts
  - a. Procurement Projects & Contracts Summary
    - RFA on Professional Development Trainers for Childcare Service Providers remains ongoing and getting closer to awarding contracts soon.
    - RFP on Program Monitoring Services of Contracted Providers has been completed and is being brought forward for award.
    - RFP on On-Premises Security Guard Services has been completed and will provide more information on potential award of a new vendor.
    - RFP on Custom Coach (RV) for Mobile Workforce Unit's deadline is today. Proposals will be evaluated and results will be brought in December for award.

- Update on the tax statement preparer with the company ABIP is in the process of finalizing the renewal with them. It will be for a one-year period starting October 1, 2022 through September 30, 2023 for approximately \$67,000. The contractor will provide an annual single audit of the WSA financial statements and federal programs.
- b. RFP Update: On Premises Security Guard Services
  - Scope of work includes security officer services at designated WSA workforce centers to provide access control, technology control station monitoring, mobile foot patrol, and other related security services.
  - Awarded to Vets Securing America in the estimated annual amount of \$369,576.
  - Contract term will be effective upon award for a 12 month period and has 4 1-year renewal options.
- c. RFP Update: Program Monitoring
  - The contractor will provide compliance and programmatic monitoring of WSA subrecipients, service providers, and contractors including the Ready To Work program.
  - Awarded to Christine Nguyen, CPA, in the annual amount of \$142,280.
  - The term of the contract will be effective upon contract execution and has 4 1-year renewal options.
  - This will contribute to WSA SMWVBE aspiration goals.
- d. RFA: Child Care Professional Development
  - Provides training to Child Care Administrators and Practitioners to promote the professional development needs of childcare providers.
  - RFA remains open and includes an open-ended grace period to continue accepting applications, subject to availability of funds or fulfilment of this request.
  - Received 26 proposals that are currently being evaluated by internal representatives of the Child Care Department and anticipate awarding multiple contracts within 30-60 days.
  - Contract term is 12 months with 3 1-year renewal options and will range from \$25-75,000 annually per award.

**Upon motion by Mitchell Shane Denn and second by Leslie Cantu, the Committee unanimously approved the two RFPs for On Premises Security Guard Services and Program Monitoring.**

## VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, Controller

### a. Financial Reports

- Overall corporate budget spent is 80.78%.
- Personnel has a variance of 10.74% due to vacancies in staff.
- Facilities is 3% under budget which is an acceptable variance.
- Equipment is 26% under budget due to equipment reserve for vacant positions.
- General office expenditures are at 49% under budget due to insurance. Insurance is under budget due to decreased amount of insurance claims.
- Professional services is 40% under budget and are currently evaluating if all invoices for this category have been submitted.

- Board of Directors budget is 78% under. Expenditures will go up this fiscal year due to the TWC annual conference.
- TANF's allocation was \$1.5M more than average. Board and staff worked on intensive strategies that include partnerships with outside agencies to increase client base and expenditures.
- For SNAP, the Board received an additional \$887,000 in March 2022. The contractor has increased staffing to utilize these funds and outreach to additional participants.
- For Military Family Support, the contractor staff continue to increase outreach efforts in and around military bases to increase participation and training related expenditures.
- The Pilot Navigator Program is a new TWC initiative that supports sex trafficking victims and WSA is one of four board operating in this initiative.
- The Board is 44% under spent for the Child Care CCQ program. WSA distributed over \$1.1M in incentives. In January 2022, the Board began to process provider bonus payments on a quarterly basis. The contractor is currently utilizing temporary staff to assist with attrition.
- The Board returned approximately \$22M to TWC for re-distribution in the Child Care SIR program.
- The Trade Act Grant is currently at 8% and the program is in the sunset phase. It is limited to only supporting laid off workers in manufacturing and no additional petitions are being accepted after July 1, 2022. Clients may be referred and qualified for Dislocated Workers program.
- Short Term Training for Parents in the CCS program of \$109,820 has been extended through May 31, 2023.
- Careers in Texas Industries has an allocation of \$35,000 to support an event for secondary school students. Event took place on September 29, 2022.
- The Red, White, and You annual job fair includes \$40,000 that was held on November 10, 2022. 800 job seekers and 135 employers attended.
- The Ready To Work program is at 2%. This is a slow start, however, the contracts did not get signed until June. Texas A&M signed their contract last month and no invoices from them have been received. 3 contractors have started sending in their invoices and accounting is reviewing and processing these.
- For FY21, Serco of Texas monitoring update is pending reimbursement of questioned cost related to procurement. For FY22, the report was completed on August 29, 2022. The contractor submitted a response and pending final response from external monitor.
- For FY22, the City of San Antonio's monitoring report was completed on October 10, 2022 and released to contractor for resolution on October 27, 2022.
- For FY21, C2GPS's monitoring report released pending documentation and completion of closeouts. Final closeout reports are currently being reviewed. For FY22, the draft report released pending final documentation and completion of closeouts. Final closeout reports are due on November 14, 2022.
- CEO Lopez added that the TWC monitoring was completed last month. There were some issues that were identified and WSA is awaiting the official notification form in order to resolve the issues.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Aspen Institute

— Received notice that WSA is being provided funding through the Aspen Institute to create the Workforce Academy 2.0.

VIII. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

Presented by: Lisa Navarro Gonzales, Interim Committee Chair

**None.**

IX. **Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may recess into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:**

a. **Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;**

b. **Government Code §551.071 - All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas:**

c. **Pending or Contemplated Litigation; and**

d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**

**None.**

X. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Presented by: Lisa Navarro Gonzales, Interim Committee Chair

**Upon motion by Leslie Cantu and second by Mitchell Shane Denn, the Committee unanimously approved to adjourn the meeting at 9:31 a.m.**