



AUDIT & FINANCE COMMITTEE MEETING - MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
February 3, 2023
10:30 AM

BOARD MEMBERS: Mary Batch, Chair (in-person), Leslie Cantu, Lisa Navarro Gonzales, Mitchell Shane Denn

WSA STAFF: Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Manuel Marquez, Gabriella Horbach, Brenda Garcia, Roberto Corral, Manuel Ugues, Angela Bush, Vanessa McHaney, Rick Garcia, Terry Trevino, Trema Cote, Aaron Smith

LEGAL COUNSEL: None.

GUEST: None.

AMENDED AGENDA

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

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Linda 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
At 10:30 am Chair Mary Batch 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
None.
- III. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
None.
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES for November 18, 2022
Presenter: Mary Batch, Committee Chair
Upon motion by Leslie Cantu and second by Mitchell Shane Denn, the Committee unanimously approved the meeting minutes for November 18, 2022.
- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director of Procurement and Contracts
 - a. ATEAMS for Teacher Externship >\$150k
 - The program provides and externship for participating educators of high demand skill sets needed for the top industries and occupations. The recommended Contractor will work with educators to enhance their teaching practices through professional development to create and implement externship focused lessons.
 - The purchase of Teacher Externship Program Services is awarded to ATEAMS in the amount of \$162,500. The term of contract will be effective upon award for initial 12-month period and may be renewed contingent upon available funding.
 - b. Amendment for Workforce Ready Koncept to Increase Purchase Amount >\$150k

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- The Workforce Ready Konzept’s WRK – Mobile Learning Platform (MLP) is designed to improve the employability and self-sufficiency of participants enrolled in workforce development programs. It’s anticipated the WRK MLP teaches a variety of self-supporting skills aimed at preparing participants for lifelong learning.
 - WSA Board of Directors approves a contract amendment for the increased purchase of Mobile Learning Platform Site Licenses to Workforce Ready Koncepts LLC in the amount of \$232,350. The current contract term is effective December 16, 2022 through December 15, 2023 and may be renewed annually.
- c. Timeline for Adult RFP
- The contract for Adult RFP is in its last year of the procurement cycle requiring WSA to go out for bid. The contractor will provide management and operations for the American Job Center in the greater San Antonio area. The RFP will be posted to the public on February 6, 2023. Deadline to submit proposals is on April 7, 2023. Contract approval is expected in June with negotiations through July and August. FY23 contract start date is October 1, 2023.
- d. Purchase Approval of Child Care Kits
- This will assist the providers in starting on the pathway to Texas Rising Star certification. It’s anticipated the kits will enhance the needs of the programs and remain in alignment of WSA’s Child Care vision of increasing and sustaining quality programs and staff.
 - WSA Board of Directors approves a purchase of Customized Learning Material Kits for Child Care Providers to Lakeshore Learning Materials. This is a one-time purchase in the amount of \$312,340 utilizing the BuyBoard Purchasing Cooperative.
- Upon motion by Lisa Navarro Gonzales and second by Leslie Cantu, the Committee unanimously approved ATEAMS for Teacher Externship, Amendment for Workforce Ready Konzept to Increase Purchase Amount >\$150k, and Purchase Approval of Child Care Kits.**
- e. Contract Summary and RFP Updates
- The RV for mobile unit is in the re-award status and the anticipated award date is February 2023.
 - Professional Recruitment Services will be used on an as needed basis and is in evaluation status with an anticipated award date of February 2023. Multiple awards will be awarded, and this will support HR in their recruitment needs.
 - Commercial Real Estate Broker Services is in-process with an anticipated award date of April 2023.
 - Electrical, Plumbing, and Maintenance Services are in solicitation and evaluation status with an anticipated award date of February 2023.
 - Proposal Evaluator Services for Adult is in-process with an anticipated award date of February 2023.

VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, Controller

a. Financial Reports

- September 30, 2022 Report – Personnel is under budget by 10% due to attrition, facilities is 2.75% under budget which is an acceptable variance, equipment is 25% under budget due to equipment reserved for vacant positions, general office is 49% under budget due to decrease of insurance claims, professional services is 37% under budget due to program review not being utilized, monitoring, and Ready to Work’s slow start, and Board of Directors is 78% under budget due to timing of Board upgrades.
- November 30, 2022 Report – Personnel is under budget by 19% and the Board is working to fill vacant positions, facilities is over budget by 1.4% due to increased storage costs, equipment is 46% under budget due to equipment reserved for vacant positions, general office is 37% under budget due to decrease of insurance claims, professional services is 39% under budget due to timing of auditing and monitoring, and Board of Directors is 40% under budget due to timing and upgrades of the Board room.
- Financial Monitoring Update: C2GPS FY21 and FY22 is expected to be completed in February with a follow up date of February 10, 2023.

b. Budget Amendment #1

- Corporate facilities increase of \$5k due to corporate office storage.
- Corporate general office increase of \$5k due to offsite archive storage.
- Corporate professional services increase of \$475k, which includes Human Resources Legal Services increase by \$50k, temporary services increase by \$250k utilized for additional support and to fill gaps due to attrition, and \$225k increase for consulting services related to Finance, Procurement, RFP Evaluators, and Web Site.
- Facilities increase of \$300k, which includes an increase of \$50k for the mobile unit, and an increase of \$250k for Port San Antonio.
- Childcare reserve has been decreased about \$1.4M. Reserve is typically utilized to first quarter. FY22 projected reserve is about \$13.5M.
- Projects increase of about \$60k include San Antonio Foundation and Aspen Institute.
- Service delivery increase of about \$8.3M.
- Total budget increase of 4.75%.

Upon motion by Mitchell Shane Denn and second by Leslie Cantu, the Committee unanimously approved Budget Amendment #1.

c. Timeline for 2022 Independent and Single Annual Audit

- An engagement letter and planning started in December 2022. Final reports are due for review by the Controller and CFO in March 2023. In April 2023, the field work will be complete. On May 26, 2023, an audit report will be ready for committee presentation. Next steps after this will be full Board approval, audit submitted to Federal Clearing House, and audit provided to area Judges and other interested parties.

d. Update on Ready to Work Financial Matters

- The Ready to Work program review will consist of financial components, performance metrics, partner invoicing, and multi-year forecasting model.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Applications for Funding
 - Letters of support from YWCA San Antonio: COSA Affordable Housing Rental Rehab and Acquisition, and COSA Permanent Supportive Housing Bond, Culturingua, and UT Health Center at San Antonio School of Nursing.
- b. Alamo Area Community Network Awards
 - WSA was awarded a \$10k grant.
- c. Aspen Institute
 - Applications to apply to become a Fellow are now open, 24 slots are available, and 32 applications have been submitted.
- d. 2021 Annual Report
 - Electronic copy has been sent out. 2022 annual report is expected to come out in Spring 2023.

VIII. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

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.**

X. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Upon motion by Leslie Cantu and second by Mitchell Shane Denn, the Committee unanimously agreed to adjourn at 11:30 am.