



## **OVERSIGHT COMMITTEE MEETING – MEETING MINUTES**

Workforce Solutions Alamo  
100 N. Santa Rosa, Suite 120  
San Antonio, TX 78207  
**November 18, 2022**  
**1PM**

**BOARD MEMBERS:** Dr. Sammi Morrill, Committee Chair (in-person), Esmeralda Perez, Leslie Cantu, Allison Greer Francis (1:32 pm)

**WSA STAFF:** Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Terry Trevino, Daisey Vega, Trema Cote, Sylvia Perez, Gabriella Horbach, Brenda Garcia, Roberto Corral, Manuel Ugues

**LEGAL COUNSEL:** None.

**GUEST:** None.

### **AGENDA**

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

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

***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: Dr. Sammi Morrill, Committee Chair  
**At 1:01 p.m. Chair Dr. Morrill called the meeting to order. The roll was called, and a quorum was declared present.**
- II. DECLARATION OF CONFLICT OF INTEREST  
Presenter: Dr. Sammi Morrill, Committee Chair  
**None.**
- III. PUBLIC COMMENT  
Presenter: Dr. Sammi Morrill, Committee Chair  
**None.**
- IV. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION) MEETING MINUTES – September 23, 2022  
Presenter: Dr. Sammi Morrill, Committee Chair  
**Upon motion by Leslie Cantu and second by Esmeralda Perez, the Committee unanimously approved the Consent Agenda Meeting Minutes for September 23, 2022.**
- V. BRIEFING: PROGRAMS & OPERATIONAL UPDATES  
Presenter: Katherine Pipoly, COO
  - a. Performance, Programs and Operational Updates
    - On the measurable skills gained, TWC has paused this due to a data issue.
    - Child Care is trending at 89.35% for children served and exploring ways to enroll families faster. The most recent update is that it is at 96%, which is right on target.
    - FY22 SEAL Program has concluded. Establishing process and plans for FY23.
    - 138 TRS certified centers with 135 of those being recertifications. About 40 of these have increased their star level. 10 centers have submitted an application for initial assessment. Only 24% of the total centers have received the childcare scholarship.

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- Employment is the number 1 reason for childcare assistance sitting at 67.3%. Protective Services is 25.2%, Employment & Training/Education is 3.6%, Training/Education is 3.3%, and Homeless is .7%.
- Some of the stats of Reason for Termination of Services are: Did not return redetermination paperwork 28%, end of eligibility period 25.9%, per CPS Case Manager 20.6%.
- SEAL program had 355 students enrolled and 285 trained. However, WSA's process was not ready for the influx of referrals and only hit the target at 47%. The Committee has set a goal of 400 students for FY23 and has met with the partners to make sure the processes are better next year.
- The Teacher Externship program is on target at 98%. Dr. Sammi Morrill asked how the referrals are received for this program. COO Pipoly responded that ATEAM is the contractor that recruits the teachers from the ISDs.
- The Disaster Recovery, NDW-Winter Storm program is on track and has expended 83.1% of funds so far.
- The Disaster Recovery, NDW-Covid19 program is working actively with the contractors and TWC to explore how they can enroll more individuals.
- The Training and Employment Navigator Pilot had a targeted enrollment of 12 and the YTD enrollment is 13. TWC has renewed this grant for a full year.
- Helping Offices Manage Electronically (HOME) Grant was very successful and completed in October 31, 2022.
- RESEA grant is on track. The prior year funds were expended and the grant is renewed for BCY23.
- The Skills Development Fund is on track and TWC approved an amendment to extend grant to March 31, 2023 for Lone Star National Bank to complete all training. Trainees in new jobs are 78, trainees in upgraded jobs are 511, and total training hours are 7,360.
- The JET Grant is awaiting approval from the TWC. The Alamo region has 15 applications across 10 ISDs totaling over \$4M.
- The Military Family Support Program has a YTD enrollment of 30 and 11 have entered employment.
- The Workforce Commission Initiatives grant has been renewed for BCY23. This supports the Hiring Red, White & You! program, Texas Veterans Leadership Program, and Career in Texas Industries program.
- The 2023 Career Pathway Events will be split up by industries and in January the target industries will be Aerospace, Robotics, Construction, Engineering, and Logistics at Port SA. In April the target industries are Education, Finance, and IT/Cybersecurity at Alamo Colleges. In September the target industries are Healthcare and Non-Profits and location is TBD.
- Train for Jobs program has the final closeout pending. There were 8 out of 100 findings.
- The Ready To Work program is on track and YTD has 832 enrolled, 198 case managed/enrolled in training, and 16 have completed training. Updates include weekly calls on Monday morning, building consortium partner network,

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- partnering with vocational rehab, and feedback to RTW advisory council - payment trigger, marketing/messaging, and expanding income eligibility.
- The Summer TANF Initiative program is at the proposal stage with TWC. Alamo will inspire young people’s interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program. Enrollment target is 200, target audience is youth ages 16-24, and start and end dates are May 1, 2023 to August 31, 2023.
- Leslie Cantu asked if TANF funds are being used for the Summer TANF Initiative, then does the household have to be receiving TANF. Katherine Pipoly responded no and they can qualify through WIOA. Leslie Cantu also asked if WSA will be partnering with Alamo Academies or CAST schools that are already working with students in these targeted industries. Katherine Pipoly responded that they will be working and relying heavily on these partners to recruit for this program.
- WSA celebrates the success of TRS Mentor & Partner Training Ana DeHoyos O’Connor along with the Childcare Team. A 3-day training was held for the assessors and mentors that are working within the community.

## VI. PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Procurement and Contracts Director

### a. RFP Updates

#### i. RFP Update: Program Monitoring

- The contractor will provide compliance and programmatic monitoring of subrecipients, service providers, and contractors including the Ready To Work program.
- Awarded to Christine Nguyen, CPA, in the annual amount of \$142,280. Term of contract will be effective upon contract execution and has 4 1-year renewal options. This contributes to WSA’s SMWVBE aspiration goal.

#### ii. RFA: Child Care Professional Development

- Scope of services will provide training to Child Care Administrators and Practitioners to promote the professional development needs of childcare providers.
- The RFA remains open. 26 proposals have been received and are currently being evaluated by internal representatives and anticipates awarding multiple contracts within 30-60 days. Contract term is 12 months with 3 1-year renewal options. Estimated range is \$25-75,000 annually per award.

#### iii. Small, Minority, Women and/or Veteran Owned Business Enterprises, SMWVBE

- Online vendor registration used to collect vendor SMWVBE/HUB status. Removed requirement to provide a copy of vendor HUB certificate enabling them to self-certify for reporting purposes. Continue to use online search tools to assist in identifying vendors. Pending review of SBEDA requirement with City of San Antonio for applicability with Ready To Work contract.

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- 22.73% of corporate expenditures are SMWVBE, exceeding annual aspiration goal. Five new vendors were added in August and September. Top five SMWVBE vendors are: Barcom Enterprises LLC, 100 Black Men of San Antonio, Texas Veteran Security, New Horizon Strategies LLC, and LK Design Group, Inc.
- Of the SMWVBE vendors, 57% are Hispanic, 9% are African American, less than 1% are Asian, 21% are women owned, 7% are small businesses, and 6% are Veteran owned.

## VII. BRIEFING: QUALITY ASSURANCE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Ricardo Ramirez, Director Quality Assurance

### a. Quality Assurance Update

- TWC completed it's Annual Monitoring of WSA. Their preliminary Exit Conference Report identified some areas needing quality improvement. Waiting on TWC's Final Report.
- Procurement continues to strengthen its systems: working with a consultant, doing a needs assessment, using BonFire (electronic system), created standard templates and checklists, and strengthening its storage mechanisms. Program and Operations is initiating corrective actions for SNAP and NCP improvements. QA will implement internal monitoring of WSA's Procurement.
- CEO Lopez added that WSA is reviewing all of its policies and will be completed by December 16, 2022.
- The RFP for external Program Monitoring services should be effective immediately after Board approval on December 6, 2022. QA will develop a 2022-2023 timeline when the new consultant is in place.
- Other current activities include coordinating TWC's Annual Monitoring, updating instruments and tools for the new year based on new and updated policy, overseeing transition of Youth Urban cases from C2GPS to SERCO, assisting Program/Operations in developing action plans for contractors, assisting Program/Operations in updating policies, assisting Procurement with internal processes, adding RESEA grant to be reviewed, and initiate internal monitoring of Procurement/Leases.
- Continue supporting QA department to promote integrity and continuous quality improvement efforts and exploring digitizing all participant record files.
- Dr. Sammi Morrill asked if WSA still has grant programs that use paper based intake, eligibility, and assessment documents. Dr. Ramirez responded that the only digitized ones so far are childcare and youth. Dr. Morrill responded that working on hard copies takes a lot of man hours that could free up dollars to go directly to the participants.

## VIII. CEO REPORT

Presenter: Mr. Adrian Lopez, CEO

### a. SA Ready to Work Update

- 875 people have applied and 218 have enrolled in training.

- The Aspen Institute has released their announcement of working with 8 partners to launch Workforce Leadership Academies in 2023, and Workforce Solutions Alamo, San Antonio, TX is one of the partners chosen out of applicants from 24 states and Canada.

IX. CHAIR REPORT

Presenter: Dr. Sammi Morrill, Committee Chair

- This week is National Apprenticeship Week. Dr. Sammi Morrill helped to start the first San Antonio Apprenticeship Accelerator Event that was held this morning November 18, 2022. The City of San Antonio, WSA, AACOG, Bexar County, and an employer panel participated at this event.

X. **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.**

XI. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

**Upon motion by Leslie Cantu and second by Allison Greer Francis, the Committee unanimously agreed to adjourn the meeting at 2:05 p.m.**

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