



BOARD OF DIRECTORS MEETING - MINUTES

100 N. Santa Rosa St., Suite 120

San Antonio, TX 78207

December 6, 2022

10AM

BOARD OF DIRECTORS: Leslie Cantu, Chair (in-person), Mary Batch, Betty Munoz, Robby Brown, Anthony Magaro, Yousef Kassim, Ben Peavy, JR Trevino, Esmeralda Perez, Diana Kenny (10:01 am), Dr. Mark Niederauer, Kelli Rhodes, Eric Cooper, Elizabeth Lutz, Ana DeHoyos O'Connor (10:05 am), Dr. Burnie Roper, Dr. Sammi Morrill, Angelique De Oliveira (10:15 am), Mitchell Shane Denn, Allison Greer Frances, Lowell Keig, Lindsay Dennis (10:45 am)

WSA STAFF: Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jeremy Taub, Caroline Goddard, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Terry Trevino, Linda Martinez, Rebecca Espino Balencia, Manuel Marquez, Roberto Corral, Vanessa McHaney, Diana Luna, Gabriella Horbach, Trema Cote, Brenda Garcia, Sylvia Perez, Aaron Smith, Rachel Cochran, Miriam Barksdale, Manuel Ugues

PARTNERS: Diane Rath, Jordana Matthews, Michael Blair, Amy Contreras

LEGAL COUNSEL: Frank Burney

GUEST: Stephanie Henao (Levy Company), Gilbert Newarrotte, Elisa Judy, and Ryan Hawthorne (Taco Cabana), Catalina Rangel and Felix Barrientos (Spectrum), Stephanie Gomez (Navistar), Michelle Madson (San Antonio Hotel and Lodging Association)

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 Chairwoman of the Board 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: Chairwoman Leslie Cantu

At 10:01 a.m. Chairwoman Leslie Cantu called the meeting to order. The roll was called, and a quorum was declared present.

II. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Chairwoman Leslie Cantu

None.

III. PUBLIC COMMENT

Presenter: Chairwoman Leslie Cantu

— Michelle Madson, CEO of San Antonio Hotel and Lodging Association, requested the Board add the hospitality industry to the targeted workforce areas for WSA. She added that hospitality is the third largest industry in Texas and 1 in 8 individuals work in this industry for the city of San Antonio. She acknowledged that workforce solutions looks for industries that are high wage, high demand, and high growth and is confident that a large number of careers in this industry can accommodate this.

IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. Board of Directors Meeting Minutes, October 21, 2022
- b. *Amended* Board of Directors Meeting Minutes, June 10, 2022
- c. Procurement Diversity Update (SMWVBE)
- d. Facility Updates
 - i. Port SA Update
 - ii. Boardroom Update
- e. Procurement Projects & Contracts Summary
- f. Child Care Quality Updates
 - i. Texas Rising Star Assessment
 - ii. TRS Contracted Slots Pilot
 - iii. Quality Budget Plan
 - vi. TRS Entry Level Designation
 - a. Fall 2022 Provider Cohort
 - v. Mentor Orientation

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- g. Strategic Partnership Manager Update
- h. Sector Based Score Cards
- i. Employer Collaborative Presentation

Upon motion by Tony Magaro and second by Lowell Keig, the Board unanimously approved the Consent Agenda line items a. – i.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Financial Reports

- Personnel is 10% under budget due to attrition. Facilities is 3% under budget which is an acceptable variance. Equipment is 26% under budget due to equipment reserve for vacant positions. General office expense is 49% under budget and the most considerable under expense in this category is insurance due to a decreased amount in insurance claims. Professional services is 40% under budget and fiscal is validating if all invoices have been submitted. September 2022 YTD budget is \$147M and September YTD expenditures are \$133M.
- September 2022 YTD Service Delivery Urban and Rural: COSA Child Care Urban-\$91.3M Rural-\$19.2M, Partners Ready to Work Urban-\$96.9M, C2GPS Ready to Work Urban-\$46.8M, C2GPS Adult Urban-\$13.1M Rural-\$2.6M, C2GPS Youth Urban-\$1.2M, C2GPS Train for Jobs Urban-\$4.3M, C2GPS Act Now Urban-\$237K, SERCO Youth Rural-\$1.2M.
- TANF – This year’s allocation was \$1.5M more than average. Board and contractor staff worked on intensive strategies that include partnerships with outside agencies to increase client base and expenditures.
- SNAP – Board received additional \$887K in March 2022. The contractor has increased staffing to utilize these funds and outreach to additional participants.
- Military Family Support – Grant supports military spouses. Contractor staff continue to increase outreach efforts in and around military bases to increase participation and training related expenditures. Lowell Keig stated that this report doesn’t explain the reason for the key variance and is from September 2022 and would like updated information since San Antonio has a heavy military presence and would seem like good traction for this grant. COO Pipoly explained that the connections with military partners have been strengthened since then and she doesn’t have the current numbers but will send them to Lowell Keig.
- Pilot Navigator Program – New TWC initiative that supports sex trafficking victims. WSA is one of four boards operating this initiative.
- Child Care CCQ: Board is approximately 44% under spent. WSA distributed over \$1.1M in incentives. In January 2022, Board began to process provider bonus payments on a quarterly basis. Contractor is currently utilizing temporary staff to assist with attrition.
- Child Care SIR – Board returned approximately \$22M to TWC for re-distribution.
- Trade Act – Grant is at 8% but is limited to only supporting laid off workers in manufacturing. Program is currently in sunset phase. Clients may be referred to Dislocated Worker.
- Workforce Commission Initiatives Grant Changes: Short term training for parents in the CCS program has been extended through May 31, 2023, Careers in

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Texas event for secondary school students has an allocation of \$35K and the event took place September 29, 2022, and the Red, White, and You annual job fair included a grant of \$40K and was held on November 10, 2022.

- Financial Monitoring Update: For FY21 SERCO of Texas is pending reimbursement of questioned cost related to procurement, for FY22 SERCO of Texas submitted a response to the report completed and is pending final response from an external monitor, and for FY22 COSA is pending a resolution from the contractor regarding the completed report. For C2GPS FY21 the final close out reports are currently being reviewed and for FY22 the final close out reports were due on November 14, 2022.

b. TWC Alamo WDB Acceptance Letter

- The audit for FY21 was completed, accepted, and closed by TWC.

Jeremy Taub presented items c. through f.

c. RFP: 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. Term of contract effective upon award for 12-month period and has 4 1-year renewal options.

d. RFP: Program Monitoring

- Contractor will provide compliance and programmatic monitoring of subrecipients, service providers, and/or contractors including the Ready to Work program.
- Awarded to Christine Nguyen, CPA in the annual amount of \$142,280. Term of contract effective upon contract execution and has 4 1-year renewal options upon mutual written consent of both parties.

e. 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.
- RFA is open and includes an open-ended grace period to continue accepting applications, subject to availability of funds or fulfillment of this request. Received 30 applications so far that are currently being evaluated.
- Plan to award multiple contracts within the next 30-60 days in the estimated range of \$25-75,000 annually per award. Contract term is 12 months with 3 1-year renewal options.

f. RFP: Recommendation for Mobile Unit Purchase

- Tentative delivery is Fall 2023 with a grand opening to be determined. This will expand service delivery and participant convenience throughout the community.
- Award recommendation to Mobile Specialty Vehicle for custom coach recreation vehicle RV in the amount of \$500,114. Fiscal impact will also include a CDL driver and FY24 maintenance and insurance.
- Chairwoman Cantu wanted clarification on the cost of the mobile unit. She asked if it was more expensive than what was previously projected. Jeremy Taub said the first amount given was based upon other board's mobile unit costs and also from research on a co-op provider found online that offered this type of service. Jeremy Taub also added that when the RFP was conducted the cheapest vendor

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was not selected, rather the most highly rated vendor was chosen. Chairwoman Cantu asked if the increase is in the budget. CEO Lopez stated that the increase is in the budget along with the CDL driver, maintenance, and insurance.

- Ben Peavy asked if there are any additional benefits to having the mobile unit such as grants that might not have been previously given because it is going to take funding to upkeep and run the mobile unit. CEO Lopez stated that they are looking into additional funding to help support it and the costs associated with the mobile unit will come from the regular program funds that are received. He also stated that the mobile unit is cheaper than having to build several new workforce centers in small areas.
- Tony Magaro would like an estimate of hiring either a CDL driver or regular driver, maintenance, and insurance. COO Pipoly stated that there are lots of ways to explore this such as having a driver who can also perform the service delivery. WSA will get numbers together and report at the next Board meeting.

Upon motion by Eric Cooper and second by Tony Magaro, the Board unanimously approved the RFPs for On Premises Security Guard Services, Program Monitoring, and Mobile Unit Purchase with Lowell Keig abstaining.

VI. CHILD CARE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Child Care Committee Chair

Presented by: COO Katherine Pipoly

a. Child Care Performance Briefing

- FY22 ended with a performance at 96.78% which meets performance, even though TWC incrementally increased the target over the year from April through September.

b. Child Care Policy Updates

- CCS 13 C6 – Child Care Maximum Reimbursement Rates & attachment: added information about market rate survey.
- CCS 19 C1 – Provider Published Rate Costs: no longer allowing providers to charge the difference in rates due to reimbursement rates increasing to 75% percentile.
- Tony Magaro stated that a key variance in childcare showed 44% underspent and \$22M was given back to TWC for re-distribution and wants to know why this money is not being used as a benefit to childcare employers. COO Pipoly responded that is difficult to find centers that are close to the parent's home or work that actually have room for the scholarships. There could be 100 slots at a center but only 10 of the slots are dedicated to childcare scholarships. Currently WSA is working on using quality dollars that are being invested in the RFA for Child Care Professional Development to buy curriculum to increase their quality and support which would then increase their number of childcare scholarships allowed. This all would help expend all of the budget. CFO Lopez added that regarding the \$22M of funds being returned to TWC, WSA exceeded all other workforce boards for this grant in terms of performance and the number of participants that were enrolled.

Upon motion by Mary Batch and second by Eric Cooper, the Board unanimously agreed to rescind policies CCS 13 C5 and CCS 19 and replace with CCS 13 C6 and CCS 19 C1.

c. Quality Child Care Data Strategy Plan

— In the exploration of data phase to understand demographics of families, training, Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

and employment for those who are using the childcare assistance. Also, to understand the barriers in receiving childcare.

- Reasons for Childcare Assistance: 67.3% Employment, 3.3% Training/Education, 3.6% Both Employment & Training/Education, 25.2% Protective Services, and .7% Homeless.
- Only 1.6% of families leave the childcare program because they are no longer eligible due to income and make above the 85% state median income. Goal is to see more families on their career pathway getting training and making a thriving wage to allow for other families to get onto the program to pursue training and education.
- Chairwoman Cantu stated that on the termination causes data under ‘did not return redetermination paperwork 28%’ there must be multiple reasons as to why they didn’t return their needed paperwork. She asked if this could be broken down in the future to be more specific. COO Pipoly stated that she will get this information.

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Local Plan 2-Year Modification Update

Presented by: Dr. Federico Ghirimoldi

- The 2-year modification is done to reflect dynamic changes on the labor force, labor market, and changes in emerging in-demand industries and occupations within the region. Also, to demonstrate alignment with TWC’s strategic plan goals for 2016-2023 and compliance with TWC requested revisions.
- Key findings are 6 clusters, 8 in-demand sectors, 16 in-demand industries, 57 target-demand occupations, and 23 in-demand occupations.
- Highlights of timeline for 2-year modification: final draft 12/2/22, prepare to publish plan 12/16-12/19/22, respond to comments and requests 12/19-1/20/23, final approvals and edits 2/8-2/28/23, and send to TWC 3/1/23.
- Lowell Keig asked if the Strategic Committee would receive the draft in one week. CEO Lopez responded affirmatively and said that the draft can also be sent to him.
- Tony Magaro asked how \$17 per hour came to be as a target wage. Miriam Barksdale-Botello responded that it came from looking at the census and the MIT living wage calculator along with 2 other sources. Tony Magaro questioned whether they are missing on providing for other occupations by raising the wage from \$15 to \$17. CEO Lopez stated the job market changed during the pandemic and there is data to support an increase in wages across all industries. He also added that the point of this is to invest dollars in people to get them to a point of earning a livable wage and off of public assistance. In addition, the 21.6% increase of wage is the average percent change for all occupations in the Alamo region. Dr. Sammi Morrill asked for the documentation on the data sources to support this finding on increasing the target wage.
- Betty Munoz has asked to reconsider the hospitality industry being in the local plan. It is the third largest industry in San Antonio and is struggling to create pathways and career developments. She asks to focus on the right positions rather than the wrong positions, such as Front Desk and Room Attendants which are entry level positions.
- Chairwoman Cantu asked if moving the target rate from \$15 to \$17 per hour will affect offsetting the funds and upsetting the balance on how to cover the cost of

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training for people that would enter the program. CEO Lopez responded that there potentially could be, however, historical research shows that the outcomes for Train for Jobs and WIOA are already at about \$18 per hour. Chairwoman Cantu asked if the Board will be able to approve the 2-year modification update before it goes to the Committee of Six. CEO Lopez responded affirmatively and stated that a meeting for the Committee of Six to approve the 2-year modification plan is not in the schedule yet. Diane Rath added that the Committee of Six has not been asked to review the plan modification or asked to have a meeting before March 1, 2023 and would be hesitant to approve a plan without seeing it in its final format. She added that Dr. Rocha Garcia and Judge Evans both would like to see hospitality added as a target industry.

VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

Not presented.

- a. Quality Assurance Update
- b. Performance, Programs and Operational Updates
 - i. Summer, Earn and Learn (SEAL)

IX. NOMINATIONS COMMITTEE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Tony Magaro, Nominations Committee Chair

- a. Nomination Slate for Chairperson, Vice Chair, Secretary for 2023 Calendar Year
 - Leslie Cantu has been nominated for Chair.

Upon motion by Yousef Kassim and second by Betty Munoz to elect Leslie Cantu by acclamation has passed unanimously.

- Mary Batch and Dr. Sammi Morrill have been nominated as Vice Chair. Attorney Frank Burney advised that TWC regulations require that the Chair be from a Private Sector. If Dr. Sammi Morrill was elected as Vice Chair, then she couldn't preside in the absence of the chair because she is not from a Private Sector. This could potentially cause problems if this were to ever occur. The Board would have to appoint an Interim Chair and have an election for the purposes of that meeting alone.

Upon show of hands, Mary Batch received 12 votes and Dr. Sammi Morrill received 4 votes. Mary Batch is elected to serve as Vice Chair.

- Yousef Kassim has been nominated for Secretary.

Upon motion by Eric Cooper and second by Betty Munoz to elect Yousef Kassim by acclamation has passed unanimously.

X. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT OUTS / DISCUSSION ITEMS

Presenters: Diane Rath, Mike Ramsey, Jordana Matthews

Not presented.

XI. CEO REPORT

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Presenter: Adrian Lopez, CEO

- a. SA Ready to Work Update
- b. Aspen Institute
- c. Educare Funding
- d. Marketing and Communications Updates

Presenter: Penny Benavidez, Director Public and Government Relations

- e. TWC Employer Award Nominees
 - i. Large Employer: Navistar
 - Participated in several hiring events and as of September 2021 they've hired 562 employees.
 - ii. Small Employer: Levy Company
 - Works very hard alongside WSA to employ the second chance population.
 - iii. Veteran: Spectrum
 - 10% of their workforce is military or military affiliated and 6% of their annual hiring includes veterans.
 - iv. Hirability: Taco Cabana
 - Partners with WSA in vocational rehab and offers opportunities for those with disabilities.
 - v. Local Employer of Excellence: Easy Expunctions
 - Provided legal assistance to over 200,000 individuals to get them past barriers and back to employment.

XII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. Board Member Recognition: Dr. Mark Niederauer
 - The Board thanks Dr. Mark Niederauer for his service on the Board of Directors since 2017.
- b. Board of Directors Attendance and Demographics
- c. Proposed Board of Directors & Committee Meeting 2023 Schedule
- d. Evaluation, Contract and Compensation for CEO Adrian Lopez

XIII. Next Meeting: TBD, 2023

XIV. Executive Session:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board 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 Section 551.089—Discussions regarding Security**

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Devices or Audits.

The Board adjourned into Executive Session at 11:54 a.m. and returned to Open Session at 12:33 p.m.

XV. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

There being no further business, Chairwoman Cantu adjourned the meeting at 12:40 p.m.