



## EXECUTIVE COMMITTEE MEETING – MEETING MINUTES

100 N. Santa Rosa St., Suite 120  
San Antonio, TX 78207  
November 21, 2022  
10AM

**BOARD MEMBERS:** Leslie Cantu, Committee Chair (in-person), Mary Batch, Ana DeHoyos O'Connor, Eric Cooper (10:07 am), Anthony Magaro, Dr. Sammi Morrill

**PARTNERS:** Mike Ramsey

**WSA STAFF:** Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Gabriella Horbach, Brenda Garcia, Roberto Corral, Manuel Ugues, Trema Cote, Belinda Gomez, Rebekah Guajardo, Aaron Smith

**LEGAL COUNSEL:** Frank Burney

**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 Chairwoman 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: Chairwoman Leslie Cantu

**At 10:00 a.m. Chairwoman 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

**None.**

**IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Chairwoman Leslie Cantu

a. Executive Committee Meeting Minutes, October 7, 2022

b. Procurement Diversity Update (SMWVBE)

c. Facility Updates

d. Port SA Update

e. Mobile Unit

f. Boardroom Update

g. Procurement Projects & Contracts Summary

h. 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

i. Strategic Partnership Manager Update

j. Service and Sector Based Strategy – Child Care

**Upon motion by Ana DeHoyos O'Connor and second by Mary Batch, the Committee unanimously approved the Consent Agenda line items a. – j.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Financial Reports

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- Final expenditures and closeouts have not been received yet. There are preliminary reports as of September 30, 2022. Final September expenditures are expected by December 31, 2022.
  - Personnel is 10% under budget due to attrition.
  - Facilities is 3% under budget which is acceptable.
  - Equipment is 26% under budget due to equipment reserve for vacant positions.
  - General Office is 49% under budget and in this category insurance is under budget due to a decrease in the amount of insurance claims.
  - Professional Services is 40% under budget and fiscal is checking to make sure all invoices have been submitted.
  - The YTD Budget for Project Service Delivery is \$147M, but actual YTD Expenditures are \$133M.
  - For the Child Care SIR program, the Board returned approximately \$22M to TWC for re-distribution.
  - The Ready To Work program is at 2%, however, Texas A&M just executed their contract and invoices are starting to come in.
- 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. The term of the contract will be effective upon award for 12 months and has 4 1-year renewal options.
- c. RFP Update: Program Monitoring
- Contractor will provide compliance and programmatic monitoring of WSA subrecipients, service providers, and contractors including Ready To Work program.
  - Awarded to Christine Nguyen, CPA, in the annual amount of \$157,120. The term of the contract will be effective upon contract execution and has 4 1-year renewal options.
- d. 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 currently open and includes an open-ended grace period to continue accepting applications, subject to availability of funds or fulfillment of this request.
  - Received 26 proposals currently being evaluated by internal representatives.
  - Initial contract term of 12 months with 3 1-year renewal options.
  - Anticipate awarding multiple contracts with an estimated range of \$25-75,000 annually per award.
  - Tony Magaro asked what is the target value and total number of contracts that will actually be approved. COO Pipoly responded that \$150,000 has been set aside in quality dollars to invest in professional development opportunities. Ana DeHoyos O'Connor added that these contractors will provide training to help the childcare programs to reach the Texas Rising Star.

**Upon motion by Dr. Sammi Morrill and second by Mary Batch, the Committee unanimously approved the RFPs for On Premises Security Guard Services and Program Monitoring.**

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

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

- a. Child Care Performance Briefing
  - Currently within the meets performance, even though there were some changes from TWC.
  - YTD average based on 11,427 target units is 89.35% in October 2022.
- b. Child Care Policy Updates
  - CCS 13 C6 – Child Care Maximum Reimbursement Rates: Added information about market rate survey.
  - CCS 19 C1 – Provider Published Rate Costs: No longer allowing providers to charge the difference in rates.

**Upon motion by Tony Magaro and second by Eric Cooper, the Committee unanimously approved the Child Care Policy Updates CCS 13 C6 and CCS 19 C1.**
- c. Child Care Data Strategy Plan
  - Number one reason for childcare assistance is Employment at 67.3%. Protective Services has seen a significant decrease from 44.3% to 13.4% over the past 4 years from 2018 to 2022. Goal is to find out why these shifts are happening and understand where the strategies are working and where they need to be adjusted.

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Local Plan Progress
  - i. Labor Market Data
    - As of the end of September, San Antonio-New Braunfels metro area is at 3.5% unemployment rate.
  - ii. Sector Based Score Cards – Rebecca Espino Balencia, Director of Ready to Work
    - The score cards will be updated to include the credentials and completion rates of the participants.
    - In the Urban area, 1,929 employers have been served, 32,799 job orders have been created, and 54,791 job openings have been posted with 123,498 applicants for the job openings. 85 key accounts have been identified that are willing to share their hiring information. Total hiring events are 223 with 21,242 participants at those events. Partnered with 444 training work sites with 4,115 confirmed trackable hires.
    - In the Rural area, 965 employers have been served, 5,886 job orders have been created, and 9,887 job openings have been posted with 18,028 applicants for the job openings. 243 key accounts have been identified. Total hiring events are 172 with 8,778 participants at those events. Partnered with 122 training work sites with 1,775 confirmed trackable hires.
  - iii. Employer Collaborative Presentation - Business Service Representative
    - IT/Cyber Security Employer Collaborative will be December 8, 2022 at 9 a.m. at the Port Tech. Purpose of this is to convene with sector-based employers to explore and validate local labor market trends, including the current talent pipeline concerns and training needs.

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## VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

### a. Quality Assurance Update

- TWC has completed its Annual Monitoring of WSA and waiting on the Final Report. Some items may go to TWC's Audit Resolution and will be worked on for needed resolution. In the meantime, Procurement continues to strengthen its systems, Program/Operations is initiating corrective actions for SNAP and NCP improvements, and QA will implement internal monitoring of Procurement.
- A new consultant for the RFP for external Program Monitoring services has been chosen and will be in effect immediately after Board approval on December 6, 2022.
- Current activities include coordinating TWC's Annual Monitoring, updating instruments and tools for new year based on new/updated policy, overseeing transition of Youth Urban cases from C2GPS to SERCO, assist Program/Operations in developing action plans for contractors, assist Program/Operations in updating WSA policies, assist Procurement with internal processes, include RESEA grant in reviews, and initiate internal monitoring of Procurement/Leases.

### b. Performance, Programs and Operational Updates

- In Measurable Skills Gained, TWC has paused this due to a data issue.
- Child Care was at 89.35% for children served, however, latest data shows it has jumped back on target at 96%.
- FY22 SEAL program has concluded and are now establishing process and plans for FY23. Only 47% of the target was hit. There was an influx of referrals, however, the system wasn't prepared for it. The goal for FY23 is to serve 400 youth.
- All Ready To Work contracts have now been awarded and signed.
- Train for Jobs final closeout is pending this month.

## IX. NOMINATIONS COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Tony Magaro, Nominations Committee Chair

### a. Board of Directors Attendance and Demographics

- All Board of Directors are still currently able to serve.

### b. Process to Nominate Slate of Officers for 2023 (Chair, Vice-Chair, and Secretary)

- Requested Board Member nominations or self-nominations from November 7 through November 14, 2022 for the three open positions of Chair, Vice-Chair, and Secretary.

### c. WSA Board of Director Officers Nomination Slate 2023

- The accepted nomination for Board Chair is Leslie Cantu, nominations for Board Vice-Chair is Dr. Sammi Morrill and Mary Batch, and nomination for Board Secretary is Yousef Kassim.

## X. CEO REPORT

Presenter: Adrian Lopez, CEO

### a. SA Ready to Work Update

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— 892 have applied and 226 are in training. WSA will continue to host events for Ready to Work.

b. Aspen Institute

— WSA was one of eight organizations that were selected from a pool of applicants throughout 24 states and Canada.

c. Educare Funding

— \$2M has been awarded in funding for the Educare center. Still pending execution of contract.

XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

a. RTW Ineligible Applicants - OJT at TTTX

— WSA, the City of San Antonio, and Toyotetsu is working on a partnership to service individuals who are ineligible for the Ready to Work program. Goal start time is January 2023 to serve about 50 individuals.

b. BOD Attendance and Demographics

XII. Next Meeting: TBD, 2023

XIII. 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 Devices or Audits.**

**None.**

XIV. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

**Upon motion by Eric Cooper and second by Mary Batch, the Committee unanimously agreed to adjourn the meeting at 11:00 a.m.**