



## **EXECUTIVE COMMITTEE MEETING - MINUTES**

100 N. Santa Rosa St., Suite 120, Boardroom  
San Antonio, TX 78207

**February 10, 2023**  
**10AM**

**BOARD MEMBERS:** Leslie Cantu, Chairwoman (in-person), Mary Batch, Yousef Kassim, Eric Cooper, Ana DeHoyos O'Connor, Dr. Sammi Morrill

**PARTNERS:** Mike Ramsey, Amy Contreras

**WSA STAFF:** Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Dr. Ricardo Ramirez, Linda Martinez, Angela Bush, Vanessa McHaney, Trema Cote, Aaron Smith, Rebecca Espino Balencia, Jalil Peoples, Brenda Garcia, Sylvia Perez, Miriam Barksdale-Botello, Jason Rodriguez, Roberto Corral, Rebekah Guajardo, Gabriela Horbach, Manuel Ugues, Dr. Federico Ghirimoldi

**LEGAL COUNSEL:** Frank Burney

**GUEST:** None

### **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 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.***

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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 am, 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

**None.**

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

Presenter: Chairwoman Leslie Cantu

a. Executive Committee Meeting Minutes November 21, 2022

b. Procurement Diversity Update (SMWVBE)

c. Facility Updates

i. Port SA Update

ii. Mobile Unit

iii. Boardroom Update

d. Procurement Projects & Contracts Summary

e. Timeline for Adult RFP

f. Child Care Quality Updates

i. TRS Contracted Slots Pilot Briefing

ii. Texas Rising Star Assessment Update

iii. Data Collaboration Update

iv. Entry Level Designation & Efforts Towards Increasing Quality for CCS Centers

g. Strategic Partnerships

h. Sector Based Score Cards

i. Employer Collaborative Presentation

j. 2021 Annual Report

k. RFP Updates

l. Labor Market Data

**Upon motion by Board Member Ana DeHoyos O'Connor and second by Board Member Eric Cooper, the Committee unanimously approved the Consent Agenda items a. – l.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Financial Reports

Presented by Giovanna Escalante-Vela, Controller

- September 2022 Report: Personnel is 10% under budget due to attrition, facilities is 2.75% under budget which is an acceptable variance, equipment is 25% under budget due to equipment reserve for vacant positions, general office is 49% under budget due to a decreased amount of insurance claims, professional services is 37% under budget due to program review that was not able to be utilized, and Board of Directors is 78% under budget due to timing of Board room upgrades.
- November 2022 Report: Personnel is 19% under budget and the Board is working to fill vacant positions, facilities is 1.4% over budget due to Board storage increased cost and this amount will be reflected in the budget amendment, equipment is 46% under budget due to equipment reserve for vacant positions and timing of software maintenance and licenses, general office is 37% under budget due to a decreased amount of insurance claims, professional services is 39% under budget due to timing of monitoring and auditing, and Board of Directors is 40% under budget due to timing of Board room upgrades.
- Key Variances: This year's TANF allocation is \$2M more than average and TWC approved to use 10% of the budget for a special initiative geared towards a STEM summer youth program, the Trade Act grant is at 6% but is in the sunset phase, Child Care CCQ is 10.7% underspent and the contractor is utilizing temporary staff to assist with attrition, Workforce Commission Initiatives Grant Changes include the Red, White, and You! annual job fair held on November 10, 2022 and Short Term Training for Parents in the CCS program of \$109,820 has been extended through May 31, 2023, Military Family Support grant supports military spouses and the contractor continues to increase outreach efforts, Skills Development grant supports Lone Star National Bank's re-training initiative and has been extended through March 31, 2023, the Pilot Navigator Program supports sex trafficking victims and has received an increase of funding and an extension through October 31, 2023, and TAMUSA contract finalized in October 2022 for Ready to Work and as of December 31, 2022 the Board has paid almost \$500k in tuition.
- Financial Monitoring Update: C2GPS for FY21 and FY22 are expected to complete in February with a follow up date on February 10, 2023.

b. Budget Amendment #1

Presented by Angela Bush, Contractor, CFO Augmentation Services

- Corporate Facilities has an increase of \$5,000 for office storage.
- General Office has an increase of \$5,000 for offsite archive storage.
- Professional Services has an increase of \$475k including Human Resources Legal Services increase by \$50k, Temporary Services increase by \$250k utilized for additional support and to fill gaps due to attrition, and Other Professional Services increase of \$225k for consulting services related to Finance, Procurement, RFP Evaluators, and Web Site.
- Facilities has an increase of \$300k. This includes \$50k for the mobile unit due to change in vendor, increase in equipment pricing, and contingency for additional cost related, and Port San Antonio increase of \$250k.

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- Child Care Reserve has a decrease of about \$1.4M. Reserve is typically utilized to first quarter. FY22 projected reserve is about \$13.5M.
- Projects has an increase of about \$60k to include San Antonio Foundation and Aspen Institute.
- Service Delivery has an increase of about \$8.3M. Key variances are National Dislocated Worker carry over adjustment of -\$1.2M due to timing, Childcare is increased at \$15.6M, and Ready to Work has a forecasting estimate of -\$6.5M.

**Upon motion by Board Member Eric Cooper and second by Board Member Ana DeHoyos O'Connor, the Committee unanimously approved Budget Amendment #1.**

- c. Timeline for 2022 Independent and Single Annual Audit  
Presented by Angela Bush, Contractor, CFO Augmentation Services
  - Planning for the audit occurred in December 2022. The audit will start on March 21, 2023. The final report will be done on May 12, 2023, with presentation for approval at the committee meeting on May 26, 2023. On June 30, 2023, the audit will be submitted to Federal Clearing House and will be provided to Area Judges and other interested parties.
  - In November 2022, WSA received the TWC acceptance letter of the 2021 annual audit.
- d. Update on Ready to Work Financial Matters  
Presented by Giovanna Escalante-Vela, Controller
  - An analysis will be held for the Ready to Work program and will include financial components, performance metrics, partner invoicing, and multi-year forecasting model.
  - Ana DeHoyos O'Connor asked if the review includes the connection between a parent in the Ready to Work program and childcare. Adrian Lopez responded that this is being tracked and a report can be shown at the next committee meeting. Ana DeHoyos O'Connor would also like to see how the partners are contributing to this when participants enter a program, yet they are on the childcare waiting list. Rebecca Espino Balencia added that they are working with United Way who is able to support them with tuition for childcare.
- e. Amendment for Workforce Ready Konzept to Increase Purchase Amount >\$150k  
Presented by Jeremy Taub, Director of Procurement and Contracts
  - The Workforce Ready Konzept's WRK – Mobile Learning Platform (MLP) is designed to improve 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 life-long learning.
  - The request for the amendment is to add 69 additional licenses to the 31 already purchased in the amount of \$232,350. The current contract term is effective December 16, 2022 through December 15, 2023 and may be renewed annually.
  - Ana DeHoyos O'Connor asked if these are held at the workforce sites. Jeremy Taub responded that they are, however, they are mobile and something the participants can take with them. These licenses do come with a support system and a counselor to assist them as needed.

**Upon motion by Board Member Dr. Sammi Morrill and second by Board Member Ana DeHoyos O'Connor, the Committee unanimously approved the Amendment for Workforce Ready Konzept to increase the purchase amount by \$232,350.**

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- f. Ratification Approval of Purchase of Child Care Kits
  - The purchase of these kits will assist the providers in starting on the pathway to Texas Rising Star certification. The kits will enhance the needs of the programs and remain in alignment with WSA’s Child Care vision of increasing and sustaining quality programs and staff. The kits are being provided to childcare providers at no cost.
  - This is a one-time purchase in the amount of \$312,340 to Lakeshore Learning Materials.

**Upon motion by Board Member Ana DeHoyos O’Connor and second by Board Member Eric Cooper, the Committee unanimously approved the Ratification Approval of Purchase of Child Care Kits.**

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

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

- a. Child Care Performance Briefing
  - Performance is being met at 93.47%. TWC performance set at 11,427 for FY23. Current YTD for FY23 is 10,681.
  - The Alamo Region percentage of TRS/CCS Centers is at 25%. The goal in 2 years is to be at 100%.

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Local Plan – 2 Year Modification
  - Presented by Katherine Pipoly, COO
    - WSA has gained Local Plan feedback from listening sessions, one-on-one data sessions, and strategic partner presentations. There were 23 unique target occupation requests that came from COSA, Alamo Colleges, Project Quest, and the hospitality industry. The data review criteria looked at mean wage, reliable data sources, and percentage growth overtime.
    - There are 8 industry sectors, 16 in-demand industries, and 74 target occupations. The research methods were looking at industries and occupations using the analysis of historical labor market trends and staffing patterns.
    - The WSA Career Pathway includes on the job training, work experience, and training and supportive service.
    - The Local Plan modifications include: \$17.00 target average wage, 6 clusters, 8 industry sectors, 16 in-demand industries, and 57 target demand occupations. Wholesale Trade, Information, and Retail Trade are no longer included in the in-demand industry sectors.
    - Ana DeHoyos O’Connor asked if Early Childhood Education can be added under 6111 – Elementary and Secondary Schools. Katherine Pipoly responded that it does not qualify but it is apart of the career pathway so it can be invested in.
    - Amy Contreras asked why Information was removed but IT/Cybersecurity is included in industry sectors. Miriam Barksdale-Botello responded that data processing and related services was removed but all other occupations that are strong are covered. Katherine Pipoly responded that the two industry sector slides need to be clearer because they are a bit confusing.
    - Machinists will be added to Aerospace & Manufacturing target occupations list.
    - Medical Records Specialists, Health Technologists and Technicians, Respiratory

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Therapists, Clinical Laboratory Technologists and Technicians, Cardiovascular Technologists and Technicians, Surgical Technologists, and Occupational Therapy Assistants will be added to Healthcare target occupations list.

- Dr. Sammi Morrill proposed to add Phlebotomists to the target occupations for Healthcare due to the large amount of requests that Alamo Colleges receives for this occupation. Amy Contreras was in agreement with her. Dr. Sammi Morrill entered this note into the chat box – This is an excerpt from a TWC statement in May 2022: Along with the rest of the country, Texas faces a critical shortage of registered nurses. According to a TWC Labor Market analysis, there is a current gap of approximately 20,000 Registered Nurses in Texas. At the same time, demand for all healthcare occupations is expected to grow at a much faster rate than all occupations combined. The most recent projections indicate employment in Healthcare Occupations will grow 18.4 percent by 2028, adding more than 190,000 new jobs. This growth will account for more than 11 percent of the overall expected growth in Texas.
- Electricians, Plumbers, Pipefitters, Steamfitters, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, and Construction Managers will be added to Construction/Utilities target occupations list.
- Amy Contreras proposed to add Solar Photovoltaic Installers to the target occupations list for Construction/Utilities. Katherine Pipoly responded that they will connect to discuss further. Ana DeHoyos O'Connor added that she agreed to show that the Board is moving toward the future. Mike Ramsey added that he was surprised that Carpenters and Roofers were not on the target occupations list. Miriam Barksdale-Botello explained that they do not meet the criteria because there is no education requirement, and the education level is one of the primary data targets from high school to bachelor's degrees.
- Mike Ramsey noticed that Highway, Street, and Bridge Construction was removed from in-demand industries, and he wanted to notate that there is a lot of attention on the road work happening in the City of San Antonio with the bipartisan infrastructure law for road, street, and bridge work coming soon. Adrian Lopez agreed with Mike Ramsey's comments.
- Dr. Sammi Morrill and Ana DeHoyos O'Connor proposed to keep Childcare Workers on the target occupations list for Education as it is on a career pathway for advancement. Dr. Sammi Morrill also requested that the participant's career pathway be documented.
- Food Service Managers, Lodging Managers, Meeting, Convention, and Event Planners, Paralegals and Legal Assistants will be added to Other target occupations list.
- Next steps for the Local Plan is to share with the full Board of Directors on February 17, 2023 and submit to TWC in March 2023.

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

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

### a. Quality Assurance Update

- WSA is awaiting the final report for the TWC Annual Monitoring.
- Currently TWC is monitoring Child Care Services and SNAP E&T.
- WSA contracted Ms. Christine Nguyen, CPA, for external program monitoring services for WIOA grants, TANF/Choices, Child Care Services, SNAP E&T, and

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Ready to Work. Currently the external monitor is reviewing COSA Child Care Services and Ready to Work.

— Internal monitoring is currently reviewing SNAP E&T, Trade Adjustment Assistance, and National Dislocated Worker.

b. Monitoring Outcomes and Technical Assistance

— For FY21-22, SEAL is at 90%, Teacher Externship Eligibility/Worksites is at 99.3%, and Teacher Externship Stipends is at 100%.

— Board staff offers Technical Assistance (TA) to partners when outcomes fall below expected goals. TA plans include several components such as updating policies and procedures, staff training, additional internal monitoring, and increased oversight.

c. Performance, Programs and Operational Updates

— Credential rating is not on target and staff is reviewing how they are qualifying that and looking at training providers that do not provide a credential rating.

i. Program Policy Updates

○ WIOA 53 Basic Skills Deficiencies – Allowable Assessments: Permit contractors to use additional assessment instruments such as CASAS, Prove It, and other similar skill assessment tools as approved by TWC.

○ MR 679 Individual Training Account Policy – Allowable Training Cost: Eliminating the current funding limitation and basing allowable cost of training on average area tuition rate. Mike Ramsey asked if removing the funding limitations will allow for a fewer number of people to be served. Katherine Pipoly responded that it is not anticipated that participants will reach an unusually high tuition rate, however, this will allow for investment in information technology and cybersecurity trainings that weren't allowed to go full-fledged in the past.

○ WIOA 54 Comprehensive Objective Assessment – Basic Skills Deficiency: Reduce the TABE scoring requirements as the current requirements are too high and result in additional barriers for job seekers.

**Upon motion by Board Member Mary Batch and second by Board Member Eric Cooper, the Committee unanimously approved the Program Policy Updates for WIOA 53 Basic Skills Deficiencies, MR 679 Individual Training Account Policy, and WIOA 54 Comprehensive Objective Assessment.**

d. ATEAMS for Teacher Externship >\$150k

— The program provides an 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 selected provider is ATEAMS in the amount of \$162,500. The term of the contract will be effective upon award for the initial 12-month period and may be renewed contingent upon available funding.

— Dr. Sammi Morrill would like a report on how many teachers, ISDs, and urban and rural areas were included at the end of the program.

**Upon motion by Board Member Mary Batch and second by Board Member Eric Cooper, the Committee unanimously approved the purchase from ATEAMS for Teacher Externship in the amount of \$162,500.**

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IX. IT ASSESSMENT

Presenter: Chuck Aguwebgo, Director Innovation and Technology

- A TWC cybersecurity audit was conducted and they found significant improvements with an overall score of 2.87, which is an 85% increase over the last audit two years ago. FY21 had an overall score of 1.54.
- There are 12 areas that need to be worked on. Action plans are being implemented to increase security in these areas. TWC recommended the cloud platform which WSA is already looking to implement.
- The average score for all Boards is 2.05. In comparison to only large Boards, the average score is 2.36.

X. CEO REPORT

Presenter: Adrian Lopez, CEO

Giovanna Escalante-Vela has been promoted to CFO.

a. Board Retreat

- This will be held February 17 and 18, 2023.

b. Kat Pipoly San Antonio Business Journal's Newest 40 Under 40 Honoree

c. SA Ready to Work Update

- The annual goal is approximately 3,600 unique applicants and is currently being met at 40%. The annual enrollment goal is approximately 3,000 and is currently being met at 19%.

d. Aspen Institute

- Applications to become a Fellow are now open.

e. Population Association of American Annual Meeting 2023

- Congratulations to Dr. Federico Ghirimoldi who has been selected to present in April.

f. Applications for Funding

g. Alamo Area Community Network Awards

- WSA Ready to Work program has been awarded \$11k.

h. Media, Marketing and Communications Update

Presenter: Penny Benavidez, Director Public and Government Relations

- Between December 2022 and February 2023, WSA has had 30 media mentions with 9.4M impressions.
- Top stories are: Childcare Community Conversations, SA Food Bank Donation Drive, Ready to Work Information Sessions, Aspen Institute, San Antonio Business Journal 40 Under 40, and Labor Market.
- A landing page for 2021 Community Impact Report has been created and the report for 2022 is already under way.
- A landing page for the Aspen Institute has been created.
- Social Media Highlights: 10k aggregated fans/followers in 2022, an increase of more than 1,500 fans/followers in 2021.

XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

a. BOD Attendance and Demographics

XII. Next Meeting: March 31, 2023

- CORRECTION, Next Executive Committee Meeting is on April 14, 2023.

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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.**

XIV. **ADJOURNMENT**

Presenter: Chairwoman Leslie Cantu

**There being no further business, a motion was made by Board Member Mary Batch that the meeting adjourn. The motion carried unanimously. The meeting adjourned at 12:06 pm.**