



## **MINUTES AUDIT & FINANCE COMMITTEE MEETING**

Workforce Solutions Alamo  
100 N. Santa Rosa St., Suite 120, Boardroom  
San Antonio, TX 78207  
May 30, 2025  
10:00 AM

**BOARD OF DIRECTORS:** Mary Batch, Leslie Cantu, Lisa Navarro-Gonzales, Yousef Kassim.

**STAFF:** Adrian Lopez, Dr. Ricardo Ramirez, Clementina Garcia, James Keith, Esmeralda Ramirez, Gabriela Navarro – Garcia, Kristen Rodriguez, Rebecca Espino Balencia, Victoria Rodriguez, Maria Martinez, Gregory Villines, Trema Cote, John Amaro, Carlos Garcia, Paul Briseno, Jalyn Romero and Janel Santos.

**PARTNER STAFF:** Joel Morgan

**GUESTS:** Ramsey Olivarez, Brenda Garcia, Janet Pitman, Gabriela Horbach, Daisey Vega, Manuel Ugues, Sylvia Perez, Chakib Chehadi, JP.

**LEGAL COUNSEL:** Frank Burney

### **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 the meeting. Questions relating to these rules may be directed to Janel Santos at (210) 850-2160.

*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 a 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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Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities plan to attend this meeting and who may need auxiliary aids, services, or special accommodation should contact Janel Santos at (210) 850-2160 so that appropriate arrangements can be made. Relay Texas: 1-800-735- 2969 (TDD) or 711 (Voice).

I. CALL TO ORDER

Presenter: Mary Batch, Committee Chair

**At 10:01am., Chairwoman Mary Batch called the meeting to order.**

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Mary Batch, Committee Chair

**The roll was called, and a quorum was declared present.**

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Committee Chair

**NONE.**

IV. PUBLIC COMMENT

Presenter: Mary Batch, Committee Chair

**NONE.**

V. DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES

Presenter: Mary Batch, Committee Chair

a. Meeting Minutes from February 28, 2025

**Motion to approve by Leslie Cantu and seconded by Yousef Kassim the committee unanimously approved the previous meeting minutes for February 28, 2025.**

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Kristen Rodriguez, Director of Procurement

a. Business Service Strategy and Industry Sector Partnership Development Support RFP

Business Service Strategy and Industry Sector Partnership Development Support RFP objective is to support WSA CEO in achieving strategic workforce development goals through sector-based partnerships and optimizing business services. Contractor: Viking Impact Advisors, LLC.

b. Childcare Curriculum and Professional Development RFP

Childcare Curriculum and Professional Development RFP to provide childcare providers in the Alamo region with high-quality, developmentally appropriate educational materials and training resources for early childhood education settings aligned with the Texas Early Learning Guidelines and supportive of the Texas Rising Star (TRS) quality rating standards. Contractors: Brightwill, Frog Street Press, HighScope Educational Research Foundation, Learning Beyond Paper, Rayz Kidz LLC, Teaching Strategies, LLC, The University of Texas Health Science Center at Houston, Children's Learning Institute, Solutions Group.

**Motion to approve by Lisa Navarro Gonzales and seconded Yousef Kassim by the committee unanimously approved both the Business Service Strategy and Industry Sector Partnership Development Support RFP and the Childcare Curriculum and Professional Development RFP as presented.**

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro-Garcia, Controller and Brandee Perez, CFO

a. Financial Report

**Financial reports through March 31, 2025, have been prepared for the fiscal year.**

**October 1, 2024, through September 30, 2025; the straight-line expenditure benchmark is 50% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.**

- b. Financial Analysis – SA Ready to Work – 2nd Qtr. Update  
**The WSA fiscal department has served as a fiscal agent for Ready to Work partners. The Financial Analysis is intended to provide an update on the current program's financial performance and challenges. Ready to Work is an evolving program, and the board continues to work through any program challenges by presenting solutions, focusing on opportunities to strengthen the program and achieve success for program recipients, providers, partners, and COSA.**
- c. Client Expenditure Analysis  
**The WSA staff continues to monitor and analyze client support services for the fiscal year to identify the most common barriers for job training and job placement. The analysis will be utilized to have ongoing discussions with our partners to identify additional resources for our clients.**
- d. County by County Expenditure Analysis  
**The preparation of the annual budget considers allocation factors, under Texas Administrative Code, Chapter 800, Chapter B, Allocations. These allocations provide guidance in allocating funds for each county within the Service Delivery Area. TWC awards contracts in aggregate amounts to the Alamo region, requiring the board to serve participants throughout the region. Upon request of local officials, the board continues to analyze expenditures by County to ensure that each county receives a fair share of the fund allocation by state allocation factors.**
- e. Childcare System Updates  
**The Texas Workforce Solutions (TWC) launched TX Child Care Connection (TX3C) software in January 2025. Since the launch, the staff have been working through many challenges such as payments to providers, reporting, and program requirements. TWC meets twice a week with the Boards to discuss concerns with reporting, provider and contractor feedback, status updates to the software and payments. While these meetings are beneficial, there continues to be limited progress on system updates which has led to manual processes being implemented. Staff will continue to attend the TWC meetings to receive updates and communicate ongoing challenges. In addition, staff will closely monitor the potential delays in funding and notify all impacted parties.**
- f. Annual Audit Approval  
**The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2024, has been performed and completed by ABIP, PC. ABIP has performed its audit following auditing standards generally accepted in the United States and those applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Uniform Guidance. The audit process involved interviews with staff, observation of processes to develop a risk assessment over internal controls, and the development of audit procedures they felt necessary to provide evidence for their audit opinions. Discussion and approval request for the Alamo Workforce Development's Independent Financial Annual Audit Performed by ABIP from October 1, 2023, to September 30, 2024. Once approved, the audit report will be finalized and shared with the relevant stakeholders, including the Chief Elected Officials and the regulatory authorities. Audit results indicate no findings or issues, confirming compliance and effective internal controls.**  
**Motion to approve by Yousef Kassim and seconded by Lisa Navarro Gonzales the committee unanimously approved the Annual Audit Report as presented.**

## VIII. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, CEO

**NONE.**

**IX. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Mary Batch, Committee Chair

**NONE.**

**X. EXECUTIVE SESSION:**

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee 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, Pending or Contemplated Litigation; and/or Settlement Offer.
- c. Government Code §551.074 – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee of Workforce Solutions Alamo.

**The Board adjourned into Executive Session at 10:41 a.m. and returned to Open Session at 11:39 a.m. No action was taken.**

**XI. ADJOURNMENT**

Presenter: Mary Batch, Committee Chair

**The meeting was adjourned by Mary Batch, Committee Chair at 11:41 a.m.**

**Enclosures**

**- Certificate of Executive Session**

**CERTIFIED AGENDA OF CLOSED MEETING**

**WORKFORCE SOLUTIONS ALAMO**

I, LESLIE CANTU, CHAIR, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE AUDIT AND FINANCE COMMITTEE MEETING CONDUCTED ON MAY 30, 2025.

1. The executive session began with the following announcement by the presiding officer: "Workforce Solutions Alamo is now in executive session May 30, 2025, at 10:41 a.m.
2. SUBJECT MATTER OF EACH DELIBERATION:
  - Discussions with attorney relating to his or her advice on legal matters related to any matter in which the duty of the attorney to Workforce Solutions Alamo under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act; and
  - Discussions regarding negotiation of existing and proposed contracts, and attorney-client privileged communications.
3. No further action was taken.
4. The executive session ended with the following announcement by the presiding officer: "This executive session ended on May 30, 2025, at 11:39 a.m."

DocuSigned by:  
  
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Presiding Officer