



MINUTES AUDIT & FINANCE COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
November 8, 2024
10:30 AM

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

STAFF: Adrian Lopez, Adrian Perez, Brandee Perez, Eric Vryn, James Keith, Ricardo Ramirez, Kristen Rodriguez, Gregory Villines, Rebecca Espino Balencia, Victoria Rodriguez, Teresa Chavez, Ruby Elizondo, Avis Burrow

PARTNER STAFF: None

LEGAL COUNSEL: None

GUESTS: 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 Teresa Chavez at (210) 452-9405.

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.

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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 Teresa Chavez at (210) 452-9405 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 10:35am., 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 FROM SEPTEMBER 6, 2024

Motion to approve by Lisa Navarro Gonzales and seconded by Yousef Kassim the committee unanimously approved the previous meeting minutes for September 6, 2024.

VI. Presenter: Mary Batch, Committee Chair PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

a. Teacher Externship

Action Item for approval: Motion to approve by Lisa Navarro Gonzales and seconded by Leslie Cantu. All in favor – motion carried.

WSA awarded Teachers Externship contract to Alliance for Technology Education in Applied Math and Science (ATEAMS). Contract is for a 12-month term beginning February 1, 2025 – January 31, 2026, with the option of 4 – 1 year renewals. Total estimate over 5 years is \$811,255 with an annual budget of \$162,251. Upon approval the board staff will negotiate the final terms of contract.

b. Legal Consulting Services

RFP for Legal Consulting Services was issued in September 2024. WSA received 3 proposals that are currently being evaluated and recommendations will be presented at next Executive Committee meeting.

c. HR Consulting Services

RFP for HR Consulting Services was issued in September 2024. WSA received 3 proposals that are currently being evaluated and recommendations will be presented at next Executive Committee meeting.

d. New Facility Lease – Bandera

e. New Facility Lease – Hondo

f. New Facility Lease – Pleasanton

Action Items for approval: 3 facilities lease- Motion to approve by Yousef Kassim and seconded by Lisa Navarro Gonzales. All in favor - motion carried.

FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

a. Financials

Brandee Perez discussed the Budget to Actual Expenditures, YTD Expenditures by Budget Category Comparison, August 2024 Year-to-Date Service Delivery Rural-Urban Key

Variances – Child Care

CCP(DFPS)- Contract ends 12/31/2024 and we have 99.66% expensed. The board received 1.5M additional funding from TWC to extend the service through the end of the contract. Child Care Quality- Contract ended 10/31/2024 and we have 68.29% expensed. Expecting to utilize all funds for childcare quality and will continue to keep track of mentor and assessors' expenditures. The grant is forecasted to expend 90% of the grant.

Key Variances – TWC Programs

Reemployment service- Grant was extended through February 2025 with funds expended is 89.96%. Program staff anticipate the grant to be fully expended by the end date.

Paid Work Experience-The board expects to receive referrals over the next few months which will increase funds expended.

Training & Employment Navigator – The grant assists a specific population who has access to free education and training. Program staff continue to work with service providers to emphasize the funding available for support services

Key Variances – Other funding

Toyota Funds

Funds were used to provide incentives to RTW participants with job placements. Grant has been extended through September 30,2024 and were expecting to fully expend the grant

b. Ready to Work Update

COSA processed all outstanding invoices. Staff has begun reconciling all payments requested and paid to our subrecipients. Any over/under payments will be communicated directly to the subs.

c. Client Expenditure Analysis

A total of \$1M has been expended for support services to assist our clients. The highest expenditure is housing assistance, rent or mortgage, transportation and work-related expenses. Youth services increased by \$18,000 in June and Ready to Work expended 13% of their support services budget for laptops and computers for the participants.

d. County by County Expenditure Analysis

TWC Programs and childcare funds spike during the summer months, when youth have an increase in work experience and childcare expenditures increase due to children being out of school. Non TWC funds also increase a large allocation from Ready to Work which we have seen an increase in tuition and training.

Update on budget -During the last meeting with the Area Judges they asked for a budget workshop as part of approval for the budget. Since the meeting Adrian Lopez has been in communication with Executive Director Clifford Herberg Jr. with AACOG. The presentation is ready; just pending a time and place the area judges recommend.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

VIII. TX FAME

- i. Budget
- ii. Non-Profit Status

A draft budget is being worked on to present to TX FAME and this committee. A 501c3 was created and several applications have been submitted. We are working diligently with auditors to bring TX FAME into compliance and will have more updates within the next 30-60 days.

IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

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

- i. 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 §551.089 – Discussions Regarding Security Devices or Audits.

XV.ADJOURNMENT

Presenter: Mary Batch, Committee Chair

At 11:19AM, Motion by Chairwoman Mary Batch to adjourn the meeting. 1st Yousef Kassim and seconded by Lisa Navarro Gonzales.