



MINUTES AUDIT & FINANCE COMMITTEE MEETING

**Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
February 28, 2025
10:00 AM**

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

STAFF: Adrian Lopez, Victoria Rodriguez, James Keith, Maria Martinez, Chris Ferguson, Paul Briseno, Dr. Ricardo Ramirez, Trema Cote, Esmeralda Ramirez, John Amaro, George Mazariegos and Janel Santos.

PARTNER STAFF: Joel Morgan, Mike Ramsey, Norma Camacho.

LEGAL COUNSEL: None.

GUESTS: Roberto Corral, Brenda Garcia, Daisey Vega, Gabriela Horbach, Chakib Chehadi, Belinda Gomez, Marcos Mora, Manuel Ugues.

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 (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. People with disabilities who plan to attend this meeting and who may need auxiliary aid, 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 10:00am., 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 November 8, 2024

Motion to approve by Leslie Cantu and seconded by Yousef Kassim the committee. unanimously approved the previous meeting minutes for November 8, 2024.

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Kristen Rodriguez, Interim Director of Procurement

a. New Lease for Kenedy Workforce Center Facility

Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff recommends approval of a Facility Lease at 491 N. Sunset Strip, Suite 108, Kenedy, Texas. The estimated annual rent for the 1,750 square foot facility inclusive of maintenance, utilities, taxes, and insurance (NNN), is \$77,400, subject to final negotiations. As a result of comprehensive efforts, the property at 491 N. Sunset Strip, Suite 108, Kenedy, Texas, is currently recommended on a best-value basis. Upon approval of this action, the Procurement and Contracts department will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement and the re-procurement of the facility located at 491 N. Sunset Strip, Suite 108, Kenedy, Texas. Board staff will finalize negotiations and lease execution for the new agreement in Kenedy, Texas, in coordination with its Contracted Broker, Legal Services, and the Landlord.

Motion to approve by Leslie Cantu and seconded by Yousef Kassim to finalize negotiations and execute the lease as presented.

b. Marketing and Outreach Contract

The Workforce Solutions Alamo (WSA) Board of Directors is presented with a proposal to award a contract to Texas Creative for Marketing/Outreach Services. After careful consideration, it is recommended to award the contract to Texas Creative Marketing/Outreach Services on an as needed basis in the Alamo Workforce Development Area. In addition to their proven history with our previous centers, they offered the lowest hourly price, making them the most cost-effective

choice. Their familiarity with our vision allows us to move forward without the delays or learning curve associated with onboarding a new vendor. By continuing our partnership with Texas Creative, we aim to streamline the design process and ensure that each new center is completed seamlessly and on time. Once this action is approved, WSA Procurement and Contract Management (PCM), in collaboration with the WSA Public and Government Relations Team, will begin negotiations and oversee the execution of contracts for Marketing/Outreach Services.

Motion to approve by Yousef Kassim and seconded by Lisa Navarro-Gonzales to approve and finalize the contract with Texas Creative in the estimated aggregate amount of \$800,000 with annual amounts of \$200,000. The contract will initially span one (1) year with the option of three (3) renewals, effective March 15, 2025.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

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

a. Financials

Budget to Actual Expenditures; Service Delivery Comparison – Rural vs. Urban Counties; Key Variances – Childcare; Key Variances – TWC Programs; Key Variances – Other Funding.

b. Ready to Work Update

Ready to Work Budget and Expenditures; RTW Cashflow Updates and RTW Expenditures Forecast.

c. Client Expenditure Analysis

TWC Funding; Ready to Work Funding; A total of \$1M has been expensed for support services to assist our clients. Overall TWC programs support service expenditures increased \$239,827 from the last 8 months. 49% of the overall support services expenditures has been for rent assistance for RTW participants.

d. County by County Expenditure Analysis

County by County Comparison: TWC Programs; Childcare; and Other Funding.

e. Financial Monitoring & Fiscal Integrity Reviews for Subrecipients

Status Update: City of San Antonio – June 2023 through May 2024, Closeout completed; SERCO – March 2023 through May 2024, Closeout completed and C2GPS – March 2023 through April 2024, Under staff review.

VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Employee Benefits Analysis

Workforce Solutions Alamo conducted an Employee Benefits survey to the 27 Workforce Development Board in Texas. This memorandum summarizes the results of the recent employee benefits survey. Workforce Solutions Alamo Board conducted a comparative analysis of benefit offerings and contribution structures across the other 27 Workforce boards, receiving responses from 18 Boards. The survey examined benefit offerings, average employee contributions, and additional comments related to employee healthcare coverage—17% of boards were concerned about the increase in the cost of employee health benefits. The survey results will be disbursed with all stakeholders and relevant participants, and an annual cost reasonableness analysis will be conducted to determine the value of employee benefits.

b. New Grants

Teacher Externship Grant: The Externships for Teachers program aim to enhance educators' knowledge of workforce topics, especially STEM careers in the Alamo region.

By providing five days of on-site and virtual externships with 15-20 local businesses and industries, the program will equip approximately 100 teachers with practical insights into real-world applications of classroom content. Grant Award - \$200,000

IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

Mary Batch provided the following updates in her chair report: I appreciate receiving the packet in time to review the information thoroughly. With the upcoming audit, I will discuss the details at the next Audit and Finance Committee meeting. I also want to thank the committee members for their dedication and support.

X. EXECUTIVE SESSION:

- a. 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:
 - b. 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.
 - c. 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.
 - 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.
- NONE.**

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

The meeting was adjourned by Mary Batch, Committee Chair at 10:42 a.m.