



MINUTES EXECUTIVE COMMITTEE MEETING

Workforce Solutions Alamo 100
N. Santa Rosa St., Suite 120,
Boardroom San Antonio, TX 78207
March 7, 2025
10:00 AM

BOARD OF DIRECTORS: Mary Batch (Vice Chair), Anthony Magaro, Yousef Kassim, Ana DeHoyos O'Connor, Dr. Sammi Morrill

STAFF: Adrian Lopez, Teresa Chavez, Brandee Perez, Eric Vryn, Chris Ferguson, Gregory Villines, Jessica Villarreal, Paul Briseno, Trema Cote, Janel Santos, Maria Martinez, Victoria Rodriguez, Erika Landeros, James Keith, Chuck Agwuegbo, Kristen Rodriguez,

PARTNER STAFF: Mike Ramsey

LEGAL COUNSEL: Frank Burney

GUESTS: Larry Edmond, Karen Monsen, Manuel Ugues, Sylvia Perez, Roberto Corral, Gabriela Horbach

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 at 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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During the Public Comments portion of the meeting (Agenda Item 4), 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

Presenter: Leslie Cantu, Committee Chair

At 10:02 a.m., Acting Chair Mary Batch called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Leslie Cantu, Committee Chair

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

III. DECLARATIONS OF CONFLICT-OF-INTEREST

Presenter: Leslie Cantu, Committee Chair

None.

IV. PUBLIC COMMENT

Presenter: Leslie Cantu, Committee Chair

Larry Edmond, CAVALRY Board Member, Air Force Veteran spoke on the Requirements for Apprenticeship Programs for Pell Grant Eligibility.

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Leslie Cantu, Committee Chair

Upon motion, Ana DeHoyos O'Connor and second by Dr. Sammi Morrill, the executive committee members unanimously approved the following:

- a. Meeting Minutes – November 15, 2024
- b. Child Care Quality Areas of Focus
- c. Texas Workforce Commission's Child Care Connection (TX3C) System
- d. Co-Ops for Childcare
- e. Targeted Occupation - Early Child Care workers
- f. Early Matters
- g. United Way
- h. Texas A&M University San Antonio
- i. Pre-K for SA
- j. Childcare Rural Community Meetings for January 2025
- k. Facility Updates
- l. Bandera Update
- m. O'Connor Update
- n. Business Services Strategy and Industry Sector Partnership RFP
- o. Port SA Grand Opening
- p. PROWD Grant Press Conference
- q. DOL Grant
- r. TX FAME
- s. Mobile Unit Schedule
- t. Update on Day Laborer Site Locations
- u. Capstone Project
- v. Update on Jet Grants
- w. Update on CTE
- x. TWC Trade Adjustment Assistance (TAA) Monitoring Update
- y. Business Partner Agreement: Data-Sharing
- z. Update: Ready to Work
- aa. Client Expenditure Analysis
- bb. County by County Expenditure Analysis
- cc. New Grants

VI. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

- a. Childcare Performance Briefing
 - **WSA's unofficial YTD avg for FY 2025 is 97.93%**
- b. Texas Rising Star Assessment Update
 - **Texas Rising Star Center, total number of currently certified centers is 303.**

VII. STRATEGIC COMMITTEE MEETING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Incumbent Worker Funding
 - **Victoria Rodrigue, Director of Workforce Services, provided the report on behalf of Eric Cooper, Strategic Committee Chair. WIOA Funds: Traditional funding source for workforce training. Employers: Must have a TWC Tax Account Number and WorkInTexas.com account. Workers: Must be employed for at least six months; WIOA eligibility not required. Skills for Small Business: Supports training for employees in small businesses. Skills Development Fund: Employer-training institution collaborations. Self-Sufficiency Fund: Focuses on wage growth and self-sufficiency and High Demand Job Training Program: Targets high-demand occupations. Currently there is no action items for this policy.**

VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

- a. Career Exploration Events
 - **PY25 Career Exploration Youth Events; Energy, Engagement, Empowerment! Upcoming Youth Outreach Opportunities; ACE RACE UPDATES and Alamo Helping Hands.**
- b. Youth Program Briefing and Performance
 - **Planned Participant Summary and Performance Accountability.**

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. Quality Assurance Briefing
 - **External Monitoring (Ms. Nguyen, CPA); Internal Monitoring Activities; Other Activities; Staff Recommendations.**
- b. TWC Annual Monitoring Update
 - **TWC Monitoring – Outcomes; Center Walkthroughs; Next Steps; Other Monitoring Activities and Recommendations.**
- c. Ready to Work Monitoring
 - **Technical Assistance Review Update July 2024 - January 2025: Area of Review; Intake, case management, placements and program performance. Samples were collected from all subagencies, including AVANCE, C2 Global Professional Services, Chrysalis, Family Service Association, San Antonio Food Bank, TAMUSA and YWCA. Recommendation: monitor subagencies to ensure they make contact within 48 hours of receiving a new referral from portal 311. No Performance Improvement Plan No disallowed cost.**

- d. Program Briefing
 - **Grants and Initiatives; PY25 Career Exploration Youth Events; Upcoming Youth Outreach Opportunities; ACE RACE UPDATES; Alamo Helping Hands.**
- e. End of Year Performance Report and Next Steps
 - **EOY Measures Not Met; Customers Needed to Meet Measure; Target Change and Next Steps.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. New Lease for Kenedy Workforce Center Facility
 - **New facility lease for the Kenedy Workforce Center; Recommendation: Approval of Facility Lease at 491 N. Sunset Strip, Suite 108, Kenedy, TX Fiscal Impact: Projected Annual estimated rent is \$25,800 Estimated Term Rent: \$77,400 (including maintenance, utilities, taxes, insurance) Term: Initial term 3 years with two (2) three (3) year renewal options. Next steps: Finalize negotiations and execute lease.**
- b. Marketing and Outreach Contract
 - **Purpose: To provide Workforce Solutions Alamo (WSA) with comprehensive marketing and outreach services on an as-needed basis. Scope of Work: Contractor will work with board staff to Creation of Marketing Materials; Sector-Specific Marketing; Public Relations Support; Contractor: Texas Creative; Amount: Estimated aggregate amount of \$800,000 with annual amounts of \$200,000. Term: The contract will initially span one (1) year with the option of three (3) renewals, effective March 15, 2025**
- c. Financials
 - **Budget to Actual Expenditures; Service Delivery Comparison – Rural vs. Urban Counties; Key Variances – Childcare, TWC Programs, Rapid Response Comparison: 2023-2024 vs. 2024-2025; PROWD and Key Variances Other Funding.**
- d. 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; C2GPS – March 2023 through April 2024 Under staff review.**

XI. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Local Plan

The Workforce Innovation and Opportunity Act (WIOA) requires that Boards set priorities for and oversee the local workforce development area (workforce area) in their region. Components of the Local Plan; Local Plan Targets; Local Plan Proposed Targets; In-Demand Industries; Industry Research Processes; Target Industries by Partners; Alignment to the Government Clusters; Proposed Target Occupations 2025 – 2028; Targets for Investments and Next Steps. Local Plan Email & Listening Session Responses: Please Email Workforce Solutions Alamo for Questions localplan@wsalamo.org

- b. Employee Handbook Update, Karen Monsen, Caldwell Clark Fanucchi & Finlayson PLLC

Proposed updates to the 2021 Employee Handbook, in alignment with our current human resources policies and organizational guidelines. The Employee Handbook is a foundational document that outlines employee rights, responsibilities, and internal policies. It is essential that this document remains up to date to reflect changes in employment laws, regulatory requirements, and internal practices. The proposed revisions are detailed in the attached revision matrix. Updates have been made to ensure legal compliance, improve clarity and usability, and incorporate employee feedback. These changes align with our organizational values and strategic goals, fostering a transparent and supportive workplace environment. Staff recommend that the item go to the Board of Directors for approval of the updated Employee Handbook to ensure continued compliance, consistency in policy application, and support of our organizational mission and workforce needs.

- c. Employee Benefits Analysis

Workforce Solutions Alamo conducted an Employee Benefits survey to the 27 Workforce Development Board in Texas, 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.

XII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

None.

XIII. 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;
 - c. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
 - d. Government Code §551.089 – Discussions Regarding Security Devices or Audits.
- None.**

XIV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

Acting Chair, Mary Batch adjourned the meeting at 11:38 a.m.