



## **MINUTES BOARD OF DIRECTORS MEETING**

Port San Antonio Career Center 638

Davy Crockett Rd, Suite 160 San

Antonio, TX 78226

March 14, 2025

10:00 AM

**BOARD OF DIRECTORS:** Mary Batch, Cristina Besosa, Chris Corso, Leslie Cantu, Esmeralda Perez, Anthony Magaro, Yousef Kassim, Jennifer Lange, Jerry Graeber, James Golsan, Jim Robertson, Lisa Navarro Gonzales, Eric Cooper, Elizabeth Lutz, Dr. Sammi Morrill, Angelique De Oliveria, Matthew R. Gonzales, Kelli Rhodes, Edward Trevino, Jr., Eunice Grant, Yvonne Addison.

**STAFF:** Adrian Lopez, Teresa Chavez, Eric Vryn, Gabriela Navarro-Garcia, Giovianne Washington, John Amaro, Juan Palencia, Maria Martinez, Paul Briseno, Trema Cote, James Keith, Kristen Rodriguez, Dr. Ricardo Ramirez, Jessica Villarreal, Janel Santos

**PARTNERS:** Mike Ramsey

**GUESTS:** Angela Bush, Jim Erenzo, Manuel Ugues, Karen Monsen, Stefani Moore, Ramsey Olivarez, Brenda Garcia, Daisey Vega, Gabriela Horbach

**LEGAL COUNSEL:** Frank Burney

### **AGENDA**

*Agenda items may not be considered in the order they appear.*

Citizens may appear before the Board of Directors 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 Board of Directors 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 order their names were submitted.

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 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: Leslie Cantu, Board Chair

**At 10 a.m., Chair Leslie Cantu called the meeting to order.**

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Leslie Cantu, Board Chair

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

III. DECLARATIONS OF CONFLICT-OF-INTEREST

Presenter: Leslie Cantu, Board Chair

**None.**

IV. PUBLIC COMMENT

Presenter: Leslie Cantu, Board Chair

**None.**

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Leslie Cantu, Board Chair

**Upon motion by Eric Cooper and seconded by Jim Robertson, the Board unanimously approved the following:**

- a. Meeting Minutes – November 22, 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
- b. Texas Rising Star Assessment Update

**With the absence of Chair DeHoyos O'Connor, Jessica Villarreal reported on childcare (98% performance) and TRS performance (303 certified centers).**

VII. STRATEGIC COMMITTEE MEETING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Incumbent Worker Funding

**Chair Cooper expressed his appreciation for all the work of staff in getting the new workforce center open at Port SA. He then provided a briefing on training for incumbent workers.**

VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

- a. Career Exploration Events
- b. Youth Program Briefing and Performance

**Chair Magaro provided a briefing on current and upcoming Youth Outreach Opportunities. He also provided a briefing on Alamo Helping Hands which provides more awareness of disability services. Finally, he provided a report on WOIA Youth Participation with outstanding performance accountability in meeting year-end goals. CEO Lopez added that Shell Oil and other companies will be involved to assist in ACE Races.**

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. Quality Assurance Briefing
- b. TWC Annual Monitoring Update
- c. Ready to Work Monitoring
- d. Program Briefing
- e. End of Year Performance Report and Next Steps

**Dr. Morrill provided the following reports: 100% completion of RTW reporting; 100% completion for SEAL; Contractor Profits (100%), Risk Assessment (100%), Child Care Services (54%), Data Sharing Agreements, and QIA (38%) are still works-in-progress; and 100% RESEA.**

**On TWC monitoring, there are no disallowed costs and only two issues of concern: cash management and TWIST terminations. On Center Walkthroughs, TWC noted some recommendations that could be implemented.**

**Draft/Final TWC reports should be available in the next few weeks, which will allow WSA to prepare an action plan on any pending issues.**

**WSA also received a "clean report" from TWC on Equal Opportunity.**

**Ready to Work review was finalized with no PIP and no disallowed costs, including performance by WSA's subcontractors/partners. She also provided updates on outstanding programs for SEAL and Externships for Teachers.**

**Finally, Victoria Rodriguez reviewed end-of-the-year performance totals that were not met (credential rates and employed participants participation). Some of the performance issues were due to changes to the targets mid-year. She also commented on the small number of actual cases that caused the classification to be non-performing. Staff will meet with their contractors to evaluate performance deficiencies.**

**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
- b. Marketing and Outreach Contract
- c. Financials
- d. Financial Monitoring & Fiscal Integrity Reviews for Subrecipients

**Kristen Rodriguez reported on the proposed lease for a work center after a due diligence in Kenedy, Texas. Upon motion by Director Navarro Gonzalez and second by Director Cooper, the terms of the Kenedy lease for three-year primary term with two three-year renewals at annual rent if approximately \$26,000 were unanimously approved by the Board (James Golsan abstaining).**

**Kristen Rodriguez also reported on the Marketing and Outreach Services with Texas Creative for a primary term of one year with three one-year options at \$200,000 annual payments. Upon motion by Director Cooper and second by Director Robertson, the contract was unanimously approved by the Board (James Golsan abstaining).**

**Gabriela Navarro Garcia reported on the financials: budget-to-actual variances are acceptable; service delivery between urban and rural areas is within targets (80-20%); variances exist in Rapid Response services from year to year with lower employer closings in FY2024-25 (more WARN notices expected in coming months); reemployment TWC grants were extended and funded for 5 months; Military Family Support contract has ended; PROWD grant will see large expenditures in CY2025; and other grants from Toyota and Area Foundation are being fulfilled by staff.**

**CEO Lopez reported on the upcoming press conference with the Mayor on the impact of federal realignment/reductions in staff and local efforts to assist with opportunities/support for re-employment. The potential pool of affected federal employees will likely exceed 2,000.**

**COSA and SERCO contracts have been completed with C2GPS still in process.**

**XI. MARKETING UPDATE (DISCUSSION AND POSSIBLE ACTION)**

Presenter: James Keith, Director of Public & Govt Relations

- a. WSA Port San Antonio Career Center Grand Opening
- b. Media, Marketing, and Communications Update

**James Keith reported on media efforts, including the Port San Antonio Center grand opening. WSA will participate with Boeing in a job fair at the new Port center.**

**XII. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Adrian Lopez, CEO

- a. Local Plan
- b. Employee Handbook Update, Karen Monsen, Caldwell Clark Fanucchi & Finlayson PLLC
- c. Employee Benefits Analysis
- d. CEO Participation in Key Events: Report and Insights
  - i. Guadalupe County Growth Summit
  - ii. Voices of Empowerment Leadership Symposium
  - iii. Workforce Solutions Legislative Breakfast
  - iv. Affordable Housing Outlook 2025
  - v. 2025 Stock Show and Rodeo Ag-Mechanics Hall
  - vi. CTE Showcase
  - vii. United Way & Texas Nonprofit Day at the Capitol
  - viii. Boys & Girls Club of San Antonio: Trades Discovery Day 2025

- ix. Early Matters All Partners Meeting
- x. Training Provider Summit: Strengthening Partnerships for Workforce Success

- a. **Local Plan:** CEO Lopez reported on the work over the last year on the Local Plan (for the next four years), identifying in-demand industry sectors, economic and employment trends in the workforce area, and alignment of target industries. Targeted Average Wage will be increased to \$19 per hour; 6 Clusters; 8 Industry Sectors; 16 In-demand Industries; 55 Targeted Demand Occupations. Primary clusters are Aerospace/Manufacturing; Healthcare; Information-Computer; Technology/Cybersecurity; Construction/Utilities; O&G/Warehousing & Transportation/Financing; and Education/Hospitality. Co6 has approved the Plan, and other governing entities will be voting on the Plan in the next few weeks before going to TWC and the Governor. Upon motion by Director Lange and second by Director Grant, the Local Plan was unanimously approved by the Board (James Golsan abstaining).
- b. **Employee Handbook Update, Karen Monsen, Caldwell Clark Fanucchi & Finlayson PLLC:** Ms. Monsen reported on updates to the Handbook. She noted that there have been no employment-related lawsuits during CEO Lopez's tenure. There have been several employee education HR programs. The Manual reflects a 9-month review and substantial reduction in size and procedural requirements under the Handbook, plus updates to comply with new regulations, laws, and judicial opinions.

Upon motion by Director Cooper and second by Director Robertson, the revised HR Policy was unanimously approved by the Board (James Golsan abstaining).

### XIII. CHAIR REPORT

Presenter: Leslie Cantu, Board Chair

None.

### XIV. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors may move into an 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.

**Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board adjourned into Executive Session at 11:44 am to discuss legal matters with its counsel under exceptions to the Act and returned to Open Session at 12:12 p.m. No action was taken.**

XV. ADJOURNMENT

Presenter: Leslie Cantu, Board Chair

**There being no further business, a motion was made by Yvonne Addison and the meeting adjourned at 12:14 p.m.**

**Enclosures**

- Certificate of Executive Session



**CERTIFIED AGENDA OF CLOSED MEETING**  
**Workforce Solutions Alamo**  
**Board of Directors Meeting**

I, LESLIE CANTU, THE PRESIDING OFFICER OF WORKFORCE SOLUTIONS ALAMO, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE BOARD CONDUCTED ON MARCH 14, 2025, AT 11:44 AM/PM.

The Executive Session began with the following announcement made by the presiding officer:  
“The Workforce Solutions Alamo Board is now in Executive Session on March 14, 2025, at 11:44 pursuant to exceptions under Government Code 551.”.

**SUBJECT MATTER OF EACH DELIBERATION:**

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors may move into an 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.
- d. Privileged communications with legal counsel under the Disciplinary Rules of Professional Conduct of the State Bar of Texas

**The Executive Session ended with the following announcement by the presiding officer: “This Executive Session ended on March 14, 2025, at 12:12pm”**

Leslie Cantu (signature)  
Leslie Cantu, Chair

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