



MINUTES AUDIT & FINANCE COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120,
Boardroom San Antonio, TX 78207
November 14, 2025
10:30 AM

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

STAFF: Adrian Lopez, Eric Vryn, Gabriela Navarro Garcia, Kristen Rodriguez, Maria Martinez, Rebecca Espino Balencia, Teresa Chavez, Victoria Rodriguez, Paul Briseno, Esmeralda Ramirez, Vanessa Garcia, Valarie Carmona, Jessica Lockhart, Kimberly Gomez, Dan Wallace, Timothy Schindler

CONTRACTOR STAFF: Ramsey Olivarez, Brenda Garcia, Sylvia Perez, Gabriela Horbach

PARTNER STAFF: Joel Morgan

LEGAL COUNSEL: None.

AMENDED 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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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 host of the meeting will call each member of the public for comments; in the 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 accommodations 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 10:31am., 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 July 2, 2025

Motion to approve by Lisa Navarro Gonzales and seconded by Leslie Cantu the committee unanimously approved the previous meeting minutes for July 2, 2025.

VI. PROCUREMENT UPDATE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Kristen Rodriguez, Director of Procurement

a. Temporary Staffing Contract

Motion to approve the Temporary Staffing Services Contract Amendment as presented by Leslie Cantu and seconded by Lisa Navarro Gonzales the committee unanimously approved the Approve an increase of \$112,000 to the Temporary Staffing budget. New Contract Total: \$612,000 The allocated budget will be distributed among the four (4) selected vendors proportionate to the actual number of resources procured and the agreed-upon markup for each resource.

b. Fiscal Monitoring Contract

The committee considered the Fiscal Monitoring Services Contract with Christine H. Nguyen, CPA, for a term of February 1, 2026, through January 31, 2027, with four one-year renewal options. The total estimated amount over the five-year term is \$924,000, with an annual amount of \$184,800. Leslie Cantu motioned to approve the contract, and Lisa Navarro Gonzales seconded the motion. The committee unanimously approved the contract as presented.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro-Garcia, Controller

a. Financials

Financial reports for the fiscal year October 1, 2024 – September 30, 2025, through September 30, 2025, have been prepared. With a straight-line benchmark of 100% of the budget, the board regularly reviews Corporate and Facility Budgets, along with the Grant Summary Report, to monitor actual expenditures against budgeted amounts.

b. Ready to Work Update

On November 3, 2020, San Antonio voters approved the SA: Ready to Work initiative, authorizing a 1/8th cent sales tax for four years to fund workforce training and higher education for unemployed, underemployed, or underserved residents, under the Better Jobs Act. Workforce Solutions Alamo (WSA) manages the program, aiming to expand access to certification training and college, provide support services, strengthen workforce collaboration, and ensure accountability. The program is funded by a \$105.8 million grant from the city, effective May 13, 2022, with a three-year term and a one-year renewal starting June 1, 2025. WSA's fiscal department oversees financial performance and addresses challenges.

c. Client Expenditure Analysis

The Board Staff are reviewing client support services to identify barriers to job training and placement, using the analysis to coordinate with partners for additional resources. Through September 2025, \$1,137,002 has been spent on support services, with TWC Programs accounting for \$904,811. Rent, transportation, and work-related items are the largest expenses, with rent support increasing by \$188,506. Similar or higher costs are expected in the next fiscal year.

d. County by County Expenditure Analysis

The Board Staff reviews county-level expenditures to ensure fair distribution of funds across the Alamo region, in accordance with Texas Administrative Code, Chapter 800, Subchapter B. While TWC allocates funding to the region, the board monitors spending by county at the request of local officials. An analysis of the initial budget, year-to-date expenditures, and variances through September 30, 2025, has been conducted for Bexar and the rural counties. This ensures alignment with state allocation factors and equitable service delivery.

e. Fiscal Monitoring

Federal and state legislation and policies require recipients of federal funds to conduct financial evaluations of the use of these funds at least annually. Properly conducted evaluations assess: Compliance: Degree of adherence to applicable laws, regulations, policies, and procedures; Management Controls: Adequacy of controls to ensure accountability; Data Reliability: Accuracy and usefulness of information for decision-making; Resource Stewardship: Efficient, effective use of resources and protection from waste, fraud, and abuse; Program Effectiveness: Past, current, and projected efficiency and effectiveness of program administration. Additionally, the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC) require boards to complete an annual single audit desk review before executing contract renewals. The reviews for this cycle were conducted by Christine Nguyen, CPA.

f. Childcare System Updates

Since the January 2025 launch of TX Child Care Connection (TX3C), staff have faced challenges with provider payments, reporting, and program requirements. Biweekly TWC meetings provide updates and feedback, but limited system progress has required continued manual processes. Staff will monitor issues, potential funding delays, and keep all parties informed.

VIII. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, CEO

The federal government is funded through January 2026, though another shutdown remains possible if further appropriations are not approved. Congress is also discussing WIOA reauthorization, including a proposal to direct 50% of funding to client expenditures, which may not pass; alternative funding resolutions are under consideration. Workforce boards are monitoring legislative developments and peer activities to ensure regional operations remain uninterrupted. Additionally, the TX3C initiative continues to be monitored, with staff addressing operational challenges as they arise.

IX. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Committee Chair

Provided an update on past activities over the years, including the last audit. The Audit and Finance Committee, which has been charged with oversight, continues to perform exceptionally well. This is a strong committee that collaborates effectively to get things done. Additionally, the “Red, White, and You” event was highlighted.

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.

No Executive Session.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

The meeting was adjourned by Mary Batch, Committee Chair, at 11:03 a.m.