



## **MINUTES AUDIT & FINANCE COMMITTEE MEETING**

Workforce Solutions Alamo  
100 N. Santa Rosa St., Suite 120, Boardroom  
San Antonio, TX 78207  
February 6, 2026  
10:30 AM

**BOARD OF DIRECTORS:** Elizabeth Lutz, Lisa Navarro-Gonzales, Yousef Kassim

**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, John Amaro, Qudrat Ali, Alfred Salazar, Carlos Garcia, Gregory Villines

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

**PARTNER STAFF:** Joel Morgan

### **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: Elizabeth Lutz, Committee Chair

**At 10:37am., Elizabeth Lutz, Committee Chair called the meeting to order.**

**II. ROLL CALL AND QUORUM DETERMINATION**

Presenter: Elizabeth Lutz, Committee Chair

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

**III. DECLARATIONS OF CONFLICT OF INTEREST**

Presenter: Elizabeth Lutz, Committee Chair

**NONE.**

**IV. PUBLIC COMMENT**

Presenter: Elizabeth Lutz, Committee Chair

**NONE.**

**V. DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES**

Presenter: Elizabeth Lutz, Committee Chair

a. Meeting Minutes from November 14, 2025

**Motion to approve by Yousef Kassim and seconded by Lisa Navarro Gonzales the committee unanimously approved the previous meeting minutes for November 14, 2025.**

**VI. PROCUREMENT UPDATE (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Kristen Rodriguez, Director of Procurement

a. Procurement Schedule

**Procurement staff is preparing re-procurements for existing contracts that are nearing expiration or renewal limits to ensure continuity of services, compliance with FMGC requirements, and review of current scopes, pricing, and performance. These procurements are for existing services and agreements only, not new initiatives, and will follow all competitive procurement requirements and applicable approval thresholds.**

**VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Gabriela Navarro-Garcia, Controller

a. FY26 Budget Amendment (Action Item)

**The Board staff prepares the budget based on planned allocations from the Texas Workforce Commission and anticipated carryover funds from existing contracts. The budget is developed using Texas Workforce Commission planning estimates and projected contractor expenditures prior to the receipt of final budgets and allocations. Budget Amendment #1 reconciles actual allocations and expenditures against those initial estimates.**

**Motion to approve Lisa Navarro – Gonzales and seconded by Yousef Kassim the committee approved to Increase the budget from \$192,305,381 to \$199,796,542, an increase of \$7,491,161 or approximately 3.9%.**

b. Financials

**Financial reports through December 31, 2025, have been prepared for the fiscal year October 1, 2025, through September 30, 2026. At this point in the fiscal year, the straight-line expenditure benchmark is 25% of the budget. The Board regularly reviews Corporate and Facility Budgets, along with the Grant Summary Report, to monitor budget performance and compare actual expenditures against planned allocations.**

c. Ready to Work Update

**In November 2020, City of San Antonio voters approved the SA: Ready to Work initiative, establishing a four-year 1/8-cent sales tax to support workforce training and higher education opportunities for unemployed, underemployed, and underserved residents pursuing high-demand careers. Workforce Solutions Alamo partnered with the City of San Antonio to administer the program, which focuses on certification training, wraparound support services, career placement, and workforce collaboration. The agreement, funded through a \$105.8 million COSA grant, began May 13, 2022, with a one-year renewal effective June 1, 2025. This update provides an overview of the program's current financial performance and fiscal challenges.**

d. Client Expenditure Analysis

**The Board continues to monitor and evaluate client support services funded through Texas Workforce Commission (TWC) programs and SA Ready to Work to better understand the most common barriers impacting participation in job training and employment placement. Findings will support ongoing discussions with community partners to identify and expand available resources for clients.**

e. County by County Expenditure Analysis

**The Board reviews expenditures by county in accordance with Texas Administrative Code Chapter 800, Subchapter B allocation requirements. While TWC awards funding to the Alamo region in aggregate, the Board analyzes spending by county to ensure equitable distribution of services based on state allocation factors and in response to local official inquiries.**

f. Fiscal Monitoring

**Update and possible discussion on financial monitoring and single audit reviews for sub recipients. Federal and state requirements mandate annual financial evaluations of the use of grant funds to ensure compliance with applicable laws, regulations, policies, and procedures; adequacy of management controls; reliability of financial reporting for decision-making; and the efficient, effective, and safeguarded use of resources. These evaluations also assess the past, current, and projected effectiveness of program administration. In addition, the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC) require an annual single audit desk review prior to contract renewal. The required reviews were completed by Christine Nguyen, CPA.**

g. Single Audit Briefing

**The audit of Alamo Workforce Development, Inc. dba Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2025, will be conducted by ABIP, PC in accordance**

with GAAP, Government Auditing Standards, and Uniform Guidance. The audit will include staff interviews, process observations, risk-based internal control assessment, and related audit procedures to support the audit opinion. Fieldwork is scheduled for March 30–April 17, 2026. The draft report will be presented to the Audit and Finance Committee on May 29, 2026, followed by the Board of Directors on June 12, 2026. Upon approval, the final audit will be submitted to the Federal Audit Clearinghouse.

h. Childcare System Updates

**January 2025, TWC launched the new Childcare System, TX Child Care Connection (TX3C). Since the launch of TX3C, there have been ongoing challenges related to payments, reporting, and program requirements. Releases Deployed: TWC meets twice a week with the Boards to discuss concerns about reporting, provider and contractor feedback, status updates to the software, and payments. While these meetings are beneficial, there continues to be limited progress on system updates which has led to manual processes being implemented.**

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

Presenter: Adrian Lopez, CEO

a. Ready to Work

**Teresa Chavez, COO provided an update on Ready to Work**

b. Grant Submissions and Grants Supported

**Teresa Chavez, COO, provided an update provided on grant submissions and grant support.**

**IX. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Elizabeth Lutz, Committee Chair

**No report.**

**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: Elizabeth Lutz, Committee Chair

**The meeting was adjourned at 11:09 a.m. upon a motion by Yousef Kassim and a second by Lisa Navarro Gonzales.**