



MINUTES AUDIT & FINANCE COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
May 29, 2026
10:00 AM

Board of Directors: Elizabeth Lutz, Yousef Kassim, Tony Magaro, Lisa Navarro Gonzales, Esmeralda Perez

Staff: Adrian Lopez, Dr. Ricardo Ramirez, Gabriela Navarro Garcia, Penny Benavidez, Kristen Rodriguez, Maria Martinez, Rebecca Espino Balencia, Teresa Chavez, Victoria Rodriguez, Qudrat Ali, Angie Miranda, Victor Olmos, John Amaro, Alfred Salazar, Jessica Lockhart

Contractor Staff: Gabriela Horbach, Manuel Ugues, Belinda Gomez, Brenda Garcia, Chakib Chehadi, Daniel Faris, Lisa Elizondo,

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 10:02am., 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 February 6, 2026

Motion to approve by Yousef Kassim and seconded by Lisa Navarro Gonzales, the committee unanimously approved the previous meeting minutes for February 6, 2026.

VI. PROCUREMENT UPDATE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Kristen Rodriguez, Director of Procurement

a. Program Monitoring Contract

The Workforce Solutions Alamo (WSA) Board of Directors is presented with a proposal to award a contract to Christine H Nguyen, CPA for Program Monitoring Services in the estimated aggregate amount of \$1,120,267.50 over a five (5) year span. The contract term will be effective October 1, 2026, through September 30, 2027, with the option to renew for up to four (4) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor.

Motion to approve Lisa Navarro – Gonzales and seconded by Yousef Kassim, the committee approved approving the contract to Christine H Nguyen, CPA for Program Monitoring Services.

b. Childcare Professional Development Training Contract

The Workforce Solutions Alamo (WSA) Board of Directors is presented with a proposal to award Multiple contracts for the Childcare Professional Development Training Services to the following eight (8) qualified vendors. The recommended awardees are: 1. At the Heart of Teaching, Learning, & Leadership 2. Education Service Center, Region 20 3. Elite Educational Enterprises 4. Kaplan Early Learning Company 5. Shine Early Learning 6. Youth Empowerment Services, Inc 7. KAS Consulting Group 8. The Murchinson Consulting Group, LLC The contract term will be effective October 1, 2026, through September 30, 2027, with the option to renew for up to two (2) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractors. The total contract expenditure under this agreement is estimated to be \$750,000 over a three (3) year span; contract values will vary by vendor and number of trainings provided but will remain within the approved budget allocation for this initiative.

Motion to approve Lisa Navarro – Gonzales and seconded by Yousef Kassim the committee approved approval of contracts for Professional Development Training Services to support early childhood educators, administrators, trainers, and coaches throughout Workforce Solutions Alamo's service area and ensure the continued delivery of high-quality training services aligned with TECPDS requirements, Texas Core Competencies, and Agency program goals. The

recommended contractors are: At the Heart of Teaching, Learning, & Leadership, Education Service Center, Region 20, Elite Educational Enterprises, Kaplan Early Learning Company, Shine Early Learning, Youth Empowerment Services, Inc., KAS Consulting Group, and The Murchison Consulting Group, LLC. The contracts will be for an initial term of one (1) year, effective October 1, 2026, through September 30, 2027, with the option to renew for two (2) additional one-year terms. The total projected expenditure for the potential three-year term is \$750,000, with annual expenditures projected at \$250,000, unless modified through a formally executed amendment approved by all parties.

c. Equifax Work Number Contract

The Workforce Solutions Alamo (WSA) Board of Directors is presented with a proposal to increase the current Equifax Work Number Services contract amount by \$100,001 to cover the remaining months of the contract term ending June 30, 2026, and authorize the addition of one (1) optional one-year renewal period. The contract was procured using the small purchase procurement method and executed within the CEO's delegated authority. In accordance with Board policy, the CEO is authorized to execute contracts not exceeding \$150,000. Accordingly, the contract was executed for \$149,999 for the period of July 1, 2025, through June 30, 2026. Following monitoring of actual utilization and projected service needs, staff has determined that expenditures for employment verification services will exceed the current contract amount prior to the end of the contract term.

Motion to approve Lisa Navarro – Gonzales and seconded by Yousef Kassim the committee approved to increase the Equifax Work Number Services Contract by \$100,001, resulting in a revised annual contract amount not to exceed \$250,000 for the contract term ending June 30, 2026. Staff further recommends approval to add one (1) optional one-year renewal period to allow for continued service availability based on operational need. Staff will continue to monitor service utilization and expenditures to ensure costs remain within the approved annual contract amount, and that services are utilized on an as-needed basis.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro-Garcia, Controller

a. FY24-25 Single Audit

Summary: The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2025, has been performed and completed by ABIP, PC. ABIP has performed its audit following auditing standards generally accepted in the United States and those applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and the Uniform Guidance. The audit process involved interviews with staff, observation of processes to develop a risk assessment over internal controls, and the development of audit procedures they felt necessary to provide evidence for their audit opinions. ABIP reports provided: Financial Audit- Opinion- Unmodified (clean opinion) Compliance Audits- Childcare Development Funds (CCDF) and Temporary Assistance for Needy Families Cluster (TANF)-Unmodified (clean opinion)

Motion to approve Tony Magaro and seconded by Lisa Navarro – Gonzales the committee approved the Alamo Workforce Development's Independent Financial Annual Audit Performed by ABIP from October 1, 2024, to September 30, 2025.

b. Financials

Financial reports through March 31, 2026, have been prepared for the fiscal year October 1, 2025, through September 30, 2026; the straight-line expenditure benchmark is 50% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

c. Client Expenditure Analysis

The Board continues to monitor and analyze client support services for the fiscal year to identify the most common barriers for job training and job placement. The analysis will be utilized to have ongoing discussions with our partners to identify additional resources for our clients. In the current Fiscal Year through March 2026, a total of \$642,313 has been expensed for support services to assist our clients.

d. County by County Expenditure Analysis

The preparation of the annual budget considers allocation factors, under Texas Administrative Code, Chapter 800, Chapter B, Allocations. These allocations provide guidance in allocating funds by each county within the Service Delivery Area. TWC awards contracts in aggregate amounts to the Alamo region, requiring the board to serve participants throughout the region. Upon request of local officials, the board continues to analyze expenditures by County to ensure that each county is receiving a fair share of the fund's allocation by state allocation factors.

e. Childcare System Updates

The Texas Workforce Solutions (TWC) launched TX Child Care Connection (TX3C) software in January 2025. Since the launch the staff have been working through many challenges such as payments to providers, reporting and program requirements. TWC meets with the Boards to discuss concerns with 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 (RTW)

The year 4 contract concluded on June 26, 2026. Year 5 contract totals \$2,139,500 for intake and case management services. The City of San Antonio (COSA) has not yet provided tuition and emergency assistance funding, and Workforce Solutions Alamo is awaiting the final contract amendment. The Ready to Work (RTW) budget has been reduced by 55%, resulting in a reduction in subagency funding. C2 Global Professional Services will be the only contractor remaining for Year 5. Year 5 contract amendments for subagencies are currently being developed. These amendments will outline ongoing contractual obligations to ensure continuity of services for all clients. Subagencies have already received payment for case management services.

b. Texas Mutual Grant Submission

CCS Initial Job Search (Child Care Workforce Entry Project): Supports individuals entering the workforce by combining childcare assistance, training, job search services, and participant stipends. Goal: Help participants secure employment within 3 months while maintaining stable childcare. Funding: Texas Mutual Grant – \$100,000, dedicated to direct participant support and program delivery.

c. Grants Research Update

WSA continues expanding funding opportunities to support workforce programs and pilot initiatives. Pursuing TWC funding through TIP, JET Grants, and apprenticeship initiatives. Identified 25+ external funding opportunities and is prioritizing strategic foundation and philanthropic partnerships.

d. The Jobs & Education for Texans (JET) Grants

TWC awards JET grants to Texas higher education institutions and ISDs to purchase CTE equipment that prepares students for high-demand, high-wage careers. 2026: Ingram, Poth, Southside, Southwest ISD's.

FiscalYr	College/ISD Name	Occupation	DollarsAwarded	COMMENTS
2026	Ingram ISD	Construction Manager (37 students)	\$91,768	Awarded
2026	Poth ISD	Licensed Practical and Licensed Vocational Nurses (45 students)	\$331,792	Awarded
2026	Southside ISD	Licensed Practical and Licensed Vocational Nurses (60 students)	\$339,750	Awarded
2026	Southwest ISD	Registered Nurses (60 students)	\$350,000	Awarded
			\$1,113,310	

IX. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Elizabeth Lutz, Committee Chair

a. Board Retreat

The Audit and Finance Committee breakout discussion focused on financial sustainability, operational efficiency, service accessibility, accountability, and data management priorities for Workforce Solutions Alamo (WSA). Continue evaluating cost-saving opportunities, partnership expansion, outreach strategies, and performance management improvements. Review financial safeguards, assess operational efficiencies, explore partnership opportunities, and improve data tracking and reporting processes.

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 11:12 a.m. upon motion by Yousef Kassim and seconded by Esmeralda Perez.