



MINUTES EXECUTIVE COMMITTEE MEETING

Workforce Solutions Alamo 100
N. Santa Rosa St., Suite 120,
Boardroom San Antonio, TX 78207
June 6, 2025
10:00 AM

BOARD OF DIRECTORS: Leslie Cantu, Mary Batch, Eric Cooper, Ana DeHoyos O'Connor, Dr. Sammi Morrill

STAFF: Adrian Lopez, Rebecca Espino Balencia, Victoria Rodriguez, Kristin Rodriguez, Dr. Ricardo Ramirez; Teresa Chavez, Gabriela Navarro Garcia, Eric Vryn, Brandee Perez, Maria Martinez, Trema Cote, Esmeralda Ramirez, Gregory Villines, Paul Briseno, Janel Santos

PARTNER STAFF: Mike Ramsey

GUESTS: Gabriela Horbach, Manuel Ugues, Aaron Smith, Chakib Chehadi, Belinda Gomez, Daisey Vega, Sylvia Perez, Richard Davidson, Kim Arispe, Dr. Adriana Contreras, Nino Tarantino, Francesca Rattray.

LEGAL COUNSEL: Frank Burney

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 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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I.	CALL TO ORDER	
	Presenter: Leslie Cantu, Committee Chair	
	At 10:06 a.m., Chair Cantu 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	
	None.	
V.	CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)	
	(Slides 2 - 77)	
	Presenter: Leslie Cantu, Committee Chair	
	Upon motion by Eric Cooper and second by Ana DeHoyos O'Connor, the Committee unanimously approved the following:	
	a. Meeting Minutes – March 7, 2025	
	b. San Antonio College (SAC) Early Childhood Center	
	c. Angel Valley Christian Day Care	
	d. Creative Little Minds	
	e. Early Matters	
	f. United Way	
	g. Texas A&M University San Antonio	
	h. Pre-K for SA	
	i. Local Plan Occupations	
	j. Youth Program Briefing and Performance.....	1
	k. Partner Updates: P-TECH Programs & Alamo Academies, High School Programs, Alamo Colleges District	
	l. In-Person Youth Success Story: Youth Participant, Jesus Cardenas	
	m. Youth Committee Member Updates	
	n. RFP: Business Services Unit (BSU).....	5
	o. RFP: Workforce One Bus.....	7
	p. Employer Impact Awards Breakfast	
	q. Workforce One Utilization.....	9
	r. Local Plan 2025–2028	
	s. Capstone Project, Presenter: Jessica Vachon, UT Health San Antonio, Occupational Therapy Degree	11
	t. Quality Assurance Briefing.....	15
	u. Update on Enterprise Risk Assessment Tool	19
	v. Program Briefing.....	22
VI.	EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)	
	(Slides 78 - 94)	
	Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair	
	a. Childcare Performance Briefing.....	25
	b. Texas Rising Star Assessment Update	28
	c. Texas Rising Star Business Coach Update	30
	d. RFP Update: Management and Operations of Child Care Services (CCS)	34

Ana DeHoyos O'Connor, Chair of the Early Care & Education Committee, provided an update on recent developments affecting the childcare sector. She reported on the potential impact of newly passed legislation, delivered a Childcare Performance Briefing, and shared the status of certified Texas Rising Star Centers. Additionally, she provided an update on the Texas Rising Star Business Coach and the Request for Proposals (RFP) for Childcare Services, noting that proposals are currently under evaluation by both internal and external reviewers. The final recommendations are scheduled to be submitted to the Board in July 2025.

VII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

(Slides 95 - 106)

Presenter: Anthony Magaro, Youth Committee Chair

a. Career Exploration Events	36
b. Youth Model Update	39

In the absence of Chair Magaro, Sandra Alvarez, Assistant Director of Workforce Services, provided an update on Career Exploration, including both upcoming and recent events supporting Youth Services. She highlighted the strong outreach efforts and positive community engagement achieved through these initiatives. Additionally, Teresa Chavez, Chief Operating Officer, reported on the current Youth Model and noted that consideration is being given to expanding the model to serve younger grade levels.

VIII. STRATEGIC COMMITTEE MEETING (DISCUSSION AND POSSIBLE ACTION)

(Slides 107 -129)

Presenter: Eric Cooper, Strategic Committee Chair

a. WSA Draft Bylaws: Frank Burney, Partner, Martin & Drought, P.C.	
b. Media, Marketing, and Communications Update	
c. Infrastructure Grant.....	41
d. TX FAME.....	43

Mr. Frank Burney, Legal Counsel, provided a report on the recommended revisions to the WSA Bylaws. Eric Cooper, Strategic Committee Chair, reported on the Media, Marketing, and Communications update such as the recent marketing activities and social media efforts, including the recognition received for the "Best Fiesta Medal." He also provided an update on a \$2 million infrastructure grant, which targets key areas such as Renewable Energy, Transportation, and Broadband. Additionally, he reported on a proposed TXFAME grant in the amount of \$350,000.

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

(Slides 130 - 145)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. TWC Annual Monitoring Update	45
b. End of Year Performance Report	66

Dr. Sammi Morrill, Oversight Committee Chair, provided the TWC Annual Monitoring Update, noting that there was only one finding related to bank account reconciliation, which is currently being addressed. She also mentioned that recommendations for minor improvements are being implemented. In addition, she reported that deficiencies identified in the 2024 End-of-Year Performance Report are being addressed through a Technical Assistance Plan (TAP).

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

(Slides 146 - 192)

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Business Service Strategy and Industry Sector Partnership Development Support RFP	72
b. Childcare Curriculum and Professional Development RFP	76

Kristin Rodriguez, Director of Procurement, reported on the following two RFPs:

Business Service Strategy and Industry Sector Partnership Development Support RFP: Staff are recommending engagement of Viking Impact Advisors for one year with one option for \$164,000.00 for two years.

Upon motion, Dr. Sammi Morrill and second by Eric Cooper, the recommendation for Business Service Strategy and Industry Sector Partnership Development Support RFP was unanimously approved by the Committee.

Childcare Curriculum and Professional Development RFP: Staff are recommending engagement of all 7 submissions for one-year term with 2 one-year options at a total cost of \$3M.

Upon motion by Director Ana DeHoyos O'Connor and second by Mary Batch, the recommendation of engaging seven (7) vendors for Childcare Curriculum and Professional Development RFP was unanimously recommended for approval.

c. Financial Report.....	79
i. Financial Analysis – SA Ready to Work – 2nd Qtr. Update	86
ii. Client Expenditure Analysis	89
iii. County by County Expenditure Analysis	91
iv. Childcare System Updates.....	95

Gabriela Navarro Garcia, Controller presented the financial reports, noting that the urban-rural allocation remains consistent with policy at a 75-25% split. She also provided a Financial Analysis on the SA Ready to Work funding and expenditures, reporting projected expenditures of \$38,454,078 out of the total grant award of \$65,554,565. She also provided a County-by-County Expenditure Analysis.

Brandee Perez, Chief Financial Officer, provided an update on the Childcare System Update: Texas Child Care Connection (TX3C), the new statewide childcare system launched by TWC. She reported that while the system is now live, childcare providers are experiencing challenges due to ongoing technical issues and system bugs. TWC is actively working to address these issues and provide support as the rollout continues.

d. Annual Audit Approval.....	99
The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2024, and has been performed and completed by ABIP, PC. ABIP has performed its audit following auditing standards. ABIP reports provided: Financial Audit-Opinion- Unmodified (clean opinion) Compliance Audits-Childcare Development Funds (CCDF), Child Care Family and Protective Services (DFPS) and Workforce Innovation Opportunity Act (WIOA)-Unmodified (clean opinion).	

Upon motion by Ana DeHoyos O'Connor and second by Eric Cooper, the annual audit was unanimously approved.

XI. CEO REPORT (DISCUSSION AND POSSIBLE ACTION) *(Slides 193 - 198)*

Presenter: Adrian Lopez, CEO

- a. Workforce Solutions Alamo (WSA) Principles
- b. AI/Data Proposal
- c. FY2026 Anticipated Funding Allocations
- d. Ready to Work (RTW) Program 4 Year Contract Negotiations

No Report.

XII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION) *(Slides 199 - 201)*

Presenter: Leslie Cantu, Committee Chair

No Report.

XIII. EXECUTIVE SESSION: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee 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 Executive Committee went into Executive Session at 11:30 a.m. to discuss legal issues regarding pending contracts with counsel. The Executive Session adjourned at 12:35 p.m.

XIV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

There being no further business, a motion was made by Dr. Sammi Morrill and second by Eric Cooper that the meeting adjourn. The motion was carried out unanimously and the meeting adjourned at 12:36 p.m.

Enclosures

- **Certificate of Executive Session**

CERTIFIED AGENDA OF CLOSED MEETING

WORKFORCE SOLUTIONS ALAMO

I, LESLIE CANTU, CHAIR, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE EXECUTIVE COMMITTEE MEETING CONDUCTED ON JUNE 6, 2025.

1. The executive session began with the following announcement by the presiding officer: "Workforce Solutions Alamo is now in executive session June 6, 2025, at 11:30 a.m.
2. SUBJECT MATTER OF EACH DELIBERATION:
 - Discussions with attorney relating to his or her advice on legal matters related to any matter in which the duty of the attorney to Workforce Solutions Alamo under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act; and
 - Discussions regarding attorney-client privileged communications.
3. No further action was taken.
4. The executive session ended with the following announcement by the presiding officer: "This executive session ended on June 6, 2025, at 12:35 p.m."

DocuSigned by:

Leslie Cantu

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Presiding Officer