



MINUTES OVERSIGHT COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
November 14, 2025
9:00 AM

BOARD OF DIRECTORS: Dr. Sammi Morrill, Leslie Cantu, Esmeralda Perez, Jennifer Lange, Charles Camarillo, Yvonne Addison

STAFF: Adrian Lopez, Teresa Chavez, Eric Vryn, Victoria Rodriguez, Kristen Rodriguez, Penny Benavides, Maria Martinez, Brandee Perez, Dr. Ricardo Ramirez, Trema Cote, Gabriel Navarro Garcia, Sandra Alvarez, Rebecca Espino Balencia, Dan Wallace, Timothy Schindler, Kimberly Gomez, Vanessa Garcia, Jessica Lockhart, Paul Briseno, and Jessica Lockhart

PARTNER STAFF: Joel Morgan

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

LEGAL COUNSEL: None.

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 (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 meeting host 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: Dr. Sammi Morrill, Committee Chair

At 9:02 AM, Dr. Sammi Morrill, Committee Chair called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Dr. Sammi Morrill, Committee Chair

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

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Dr. Sammi Morrill, Committee Chair.

NONE.

IV. PUBLIC COMMENT

Presenter: Dr. Sammi Morrill, Committee Chair

NONE.

V. DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES

Presenter: Dr. Sammi Morrill, Committee Chair

a. Meeting Minutes of August 15, 2025

Upon Motion by Jennifer Lange, seconded by Dr. Sammi Morrill, the committee approved the minutes of the August 15, 2025, meeting.

VI. QUALITY ASSURANCE BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Ricardo Ramirez, Director of Quality Assurance

a. TWC Annual Monitoring Update

Staff reported on three concurrent TWC monitoring activities: Annual Monitoring, Child Care Improper Payment (CCIP) Monitoring, and Equal Opportunity (EO) Monitoring. The Annual Monitoring Exit Report (issued October 23, 2025) identified several potential findings related to procurement (legal counsel RFP/contract justification), late submission of property acquisition forms (7200s), delayed subrecipient single audit reviews, PII/security controls at the Floresville Workforce Center, and initial testing challenges with the RESEA pilot grant. The CCIP Monitoring review was completed; TWC will issue a final report in June 2026, with any required resolutions handled through Audit Resolution. The EO Monitoring is ongoing and focuses on ensuring equal access; the report is expected after completion. Staff outlined next steps, including receipt of TWC's final reports, potential audit resolution, and implementation of corrective action plans to address any findings.

b. Quality Assurance Briefing

Staff provided an update on external and internal program monitoring activities. The external monitoring consultant completed one review (NCP-C2 GPS), which resulted in a 72.94% accuracy rate and identified eight attributes requiring corrective action. Three additional reviews (TANF-C2 GPS, Ready to Work, and WIOA Youth-SERCO) are currently in progress or under final review. Internally, QA reported on reviews of contractors' internal monitoring systems, ongoing QA activities, contract renewals, risk assessment and timelines, subrecipient contract support, board oversight coordination, staff training, and policy support. Staff recommended formalizing testing and reporting processes for attributes below 90% accuracy and continuing QA support for continuous quality improvement. Updated timetables were included in the packet, with projects generally on schedule.

c. **Board Oversight Capacity**

The final agenda item presents TWC’s evaluation of the Board’s oversight capacity; no Board action is required. TWC annually assesses WSA on fiscal management, staff, contractor oversight, career center operations, and issue resolution, as well as community impact. For BCY 2024, WSA met all standards, and staff submitted BCY 2025 ratings and statements, awaiting TWC feedback. No financial impact is expected, and there are currently no severe or long-standing issues.

VII. PROGRAMS & OPERATIONAL BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Victoria Rodriguez, Director of Workforce Services

a. **Program Briefing**

Q1 Workforce Services Summary: During the first quarter, workforce services staff achieved notable progress, including securing the National Dislocated Worker Grant (DWG) and enrolling 21 clients in the Military to Civilian (MTC) initiative. These efforts enhance regional workforce development and support veteran transitions.

- National Dislocated Worker Grant: Provides funding to assist individuals impacted by the July 2025 floods in Kerr and Kendall counties. The grant supports workforce recovery efforts and coordination with FEMA and state officials.**
- Military to Civilian Employment: Supports service members and veterans in transitioning to civilian careers through career services, training, and skills development.**
- Fiscal Impact: Special initiatives have historically shown high ROI; ongoing tracking will demonstrate contributions to regional employment.**
- Recommendation & Next Steps: Review internal processes to support employers and partners, establish standard performance measures, collect grant impact data, and continue collaboration with staff, partners, and TWC to optimize services.**

b. **Performance Update**

Since April 2023, the boards have experienced a change in case management system, performance negotiations, and reporting challenges. In April 2025, additional MPR covering late 2024 measures were issued, prompting Alamo to implement a Technical Assistance Plan (TAP) in May to address unmet performance targets. Fifteen WIOA measures are tracked, including employment, credential attainment, and service metrics, with varying targets and reporting periods. Most measures have steadily improved under the TAP, though September’s MPR showed a sharp statewide increase in the Claimant Reemployment Measure, with Alamo observing nearly double historical numbers.

VIII. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, Chief Executive Officer

The CEO thanked all for their efforts. Staff, the Board, and contractors are actively engaged in monitoring the programmatic, PII, and fiscal aspects of operations, including childcare payments and the implementation of the new system. Given the transition, the volume and complexity of items can be significant. Staff have been responsive, providing thorough overviews, explanations, and documentation, and have ensured information is delivered as clearly and promptly as possible.

IX. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Committee Chair

The Chair did not provide a full report but acknowledged the team's efforts, expressing appreciation for the hard work on monitoring and highlighting the great outcomes achieved.

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: Dr. Sammi Morrill, Committee Chair

Jennifer Lange moved to adjourn, seconded by Esmeralda Perez. The meeting was adjourned at 10:11 a.m.