



MINUTES OVERSIGHT COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
February 6, 2026
9:00 AM

BOARD OF DIRECTORS: Dr. Sammi Morrill, Allison Greer Francis, Esmeralda Perez, Jennifer Lange, Charles Camarillo, Yvonne Addison

STAFF: Teresa Chavez, Eric Vryn, Victoria Rodriguez, Kristen Rodriguez, Penny Benavides, Maria Martinez, Dr. Ricardo Ramirez, Trema Cote, Gabriel Navarro Garcia, Sandra Alvarez, Dan Wallace, Timothy Schindler, Kimberly Gomez, Vanessa Garcia, Jessica Lockhart.

CONTRACTOR STAFF: Gabriela Horbach, Manuel Ugues, Chakib Chehadi, Shannon Springs, Amouye Kassi, Lisa Niemietz

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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I. CALL TO ORDER

Presenter: Dr. Sammi Morrill, Committee Chair

At 9:01 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 November 14, 2025

Upon Motion by Allison Greer Francis, seconded by Jennifer Lang, the committee approved the minutes of the November 14, 2025, meeting.

VI. QUALITY ASSURANCE BRIEFING (DISCUSSION AND POSSIBLE ACTION) Presenter:

Dr. Ricardo Ramirez, Director of Quality Assurance

a TWC & Associated Monitoring

Quality Assurance (QA) briefing on the Texas Workforce Commission (TWC) Annual Monitoring and related monitoring activities, including TWC's Equal Opportunity (EO) review. The item does not require Board action.

i. Two SNAP E&T and One Migrant Seasonal Farm Worker Reviews

Quality Assurance (QA) briefing on two SNAP E&T and one Migrant Seasonal Farm Worker (MSFW) monitoring reviews. The item does not require Board action

b. Quality Assurance Briefing

Quality Assurance (QA) briefing on WSA monitoring activities. The item does not require Board action.

c. Strategy – Internal and External Monitoring & Training Schedule

Quality Assurance (QA) briefing on the monitoring and training schedule. The item does not require Board action.

d. ADM 65, C2 – Monitoring Policy and Procedures Update

Quality Assurance (QA) is requesting the Board's approval of WSA's Monitoring Policy update. This item does require Board approval.

Committee members discussed the recommendation and proposed language. Exceptions and responsiveness questions raised by Jennifer Lange will be adjusted to align with the established framework requirements. The recommendation will be modified prior to presentation to the Executive Committee and Full Board of Directors for approval.

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

Presenter: Victoria Rodriguez, Director of Workforce Services

a. Program Briefing

Workforce Solutions Alamo (WSA) continues to advance its mission through multiple TWC-funded initiatives that expand access to education, training, and employment opportunities across the region. These efforts strengthen connections between schools, employers, and the workforce system, support individuals transitioning back into the community, and create meaningful career pathways for youth and individuals with disabilities.

b. Performance

There are fifteen siloed measures tracked across all WIOA programs (Adult, Dislocated Worker, and Youth) in the Monthly Performance Report (MPR) by TWC. These measures include Claimant Re-Employment within 10 Weeks, Employers Receiving Workforce Assistance from Boards or Self-Services, Choices Full Engagement Rate, and the Average Number of Children Served per Day Combined. Each measure has a specific definition outlined in the presentation. Performance targets vary by measure, with some requiring 90% of the target performance to be met and others 95%. WIOA measures have start periods that run either from July to June or January to December, with the End of Year Report concludes in August. Meanwhile, Claimant Re-Employment within 10 Weeks, Employers Receiving Workforce Assistance, Choices Full Engagement Rate, and the Average Number of Children Served per Day Combined follow a rolling start period from the previous month to the current year, with their End of Year Report concluding in September.

VIII. PROCESS BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Vryn, Chief Process Officer

a. WSA's Enterprise Risk Management (ERM) Tool

An update on WSA's ERM tool development, summarizes the material changes from the prior version to the current release candidate, and outlines an implementation approach designed to support consistent risk intake, documentation, and leadership decision.

IX. INTEGRITY CENTRAL AND STRATEGY (DISCUSSION AND POSSIBLE ACTION)

Presenter: Teresa Chavez, Chief Operating Officer

a. Child Care Services

Texas continues to strengthen program integrity across early childhood and childcare subsidy systems. The integration of Integrity Central with Kinder Track is a key control designed to detect, prevent, and respond to fraud, waste, and abuse while maintaining timely payments to eligible providers and families.

b. Program Integrity and Risk Management Strategy

On average, Workforce Solutions Alamo (WSA) undergoes multiple monitoring reviews and onsite visits each year. These include internal monitoring activities conducted by staff, as well as external oversight from state and federal entities such as the Texas Workforce Commission, U.S. Department of Labor, U.S. Department of Health and Human Services, and independent auditors through the annual Single Audit. Collectively, these reviews create layered oversight designed to ensure compliance, fiscal accountability, and the prevention of fraud, waste, and abuse across all programs.

X. FACILITES MANAGEMENT PROCESS & STRATEGY (DISCUSSION AND POSSIBLE ACTION)

Presenter: Kristen Rodriguez, Director of Procurement and Contracts

Briefing on ongoing actions currently underway to improve efficiency within the Facilities Department by increasing visibility, strengthening tracking, and improving the use of available resources related to facilities issues and incidents across centers. No action is required at this time.

XI. EMPLOYEE HANDBOOK (DISCUSSION AND POSSIBLE ACTION)

Presenter: Maria Martinez, Director of Human Resources

The proposed updates include key revisions identified in the revision matrix. All changes align with organizational goals, enhance policy clarity, and support a positive employee experience. The updates are intended to ensure continued compliance with applicable employment laws, address operational needs, and incorporate employee feedback where appropriate. Staff recommend approval of the proposed updates to 2025 Employee Handbook, with the start of the fiscal year of October 1, 2025. These revisions align with current human resources laws and internal policies and ensure the organization remains compliant, consistent, and responsive to employee needs. Upon approval, Human Resources will finalize, distribute, and communicate the updated Employee Handbook to all employees. This item is recommended to go forward to the executive and board of directors for discussion and possible action. No action will be taken during the oversight committee meeting.

XII. CEO REPORT(DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, Chief Executive Officer

WSA's is actively working in coordination with the City on a transition plan for The Ready to Work Program; Letters of support were issued for the Jet Grants; TJX provided \$15,000 in support of youth programs and upcoming grant opportunities and related information were also presented and included in the discussion.

XIII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Committee Chair

The Committee Chair announced that the upcoming Board of Directors Retreat will be held on February 27, 2026, at the Alamo Colleges District – San Antonio College First Responders Academy. The Chair also noted ongoing compliance efforts at the federal and state levels and commended WSA staff for their continued strong performance and work.

XIV. 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.

XV. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

Jennifer Lange moved to adjourn, the meeting was adjourned at 10:26 a.m.