



MINUTES OVERSIGHT COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

August 15, 2025

9:00 AM

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

STAFF: Eric Vryn, Victoria Rodriguez, Kristen Rodriguez, Penny Benavides, Maria Martinez, Brandee Perez, Dr. Ricardo Ramirez, Trema Cote, Gabriel Navarro Garcia, Sandra Alvarez

PARTNER STAFF: Joel Morgan

LEGAL COUNSEL: None.

GUESTS: Chakib Chehadi, Manuel Ugues, Brenda Garcia, Sylvia Perez, Ramsey Olivarez,

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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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 9:00 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 May 16, 2025

Upon Motion by Leslie Cantu, seconded by Jennifer Lange, the committee approved the minutes from the May 16, 2025, meeting.

VI. QUALITY ASSURANCE BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Ricardo Ramirez, Director of Quality Assurance

a. TWC Annual Monitoring Update

Local workforce boards are subject to TWC audits and monitoring to ensure program effectiveness, fiscal accountability, and compliance with applicable laws, rules, and regulations. WSA addressed a single item identified during TWC's annual monitoring involving outstanding checks in bank reconciliations. Staff updated procedures, conducted training, and implemented internal reviews. On June 12, 2025, TWC issued an Audit Resolution Report confirming that WSA's corrective actions adequately resolved the findings. The report concluded that WSA maintains sufficient controls to ensure the accountability of public funds, and all outstanding checks are properly reconciled. As a result, TWC Monitoring Report 25.20.0001 is now closed. TWC's Annual Monitoring for 2025 is currently underway. WSA has received an engagement letter confirming that the on-site review will occur October 14–24, 2025.

b. Quality Assurance Briefing

WSA Quality Assurance Monitoring: WSA's external and internal program monitoring is largely complete, with WIOA Adult and Dislocated Worker programs showing 93.81% and 91.62% accuracy, respectively, and key areas for improvement including monthly contact documentation, support services, and outcomes data entry. NCP Choices monitoring is complete, while WIOA Youth is 49% complete. Internal QA of SNAP E&T and contractor systems identified areas for continuous improvement, with Phase I reviews allowing contractors 2–3 months to address issues before Phase II reporting. QA also supports staff training, performance target development, risk assessment, and policy guidance. Staff continue informal testing of low-accuracy attributes, focusing on repeat findings and performance-impacting items, with a collaborative feedback system driving ongoing improvements.

c. Rules Regarding Citizenship Status

WSA verifies work authorization for all participants in WIOA and related grant programs in compliance with federal and state requirements, ensuring employer confidence in hiring legally authorized, job-ready workers. Recent federal guidance adds a requirement to review temporary work authorizations at least every three months. Certain nonimmigrant categories (H-2A, H-2B, CW-1) are ineligible for participant-level services, and some grants (TANF/Choices, SNAP E&T, NCP, TAA, SEAL) rely on other agencies for verification. WSA staff are advised to update policies, maintain internal controls, provide training, and document all verifications in Cabinet to meet compliance and avoid disallowed costs.

VII. PROCESS BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Vryn, Chief Process Officer

a. Update on Enterprise Risk Assessment Tool

WSA's Enterprise Risk Management (ERM) framework is a comprehensive system designed to identify, assess, and manage risks across all levels of the organization, ensuring alignment with strategic objectives and enhancing operational resilience. Supported by a centralized ERM tool, the system integrates risk data from multiple departments, provides real-time dashboards, and automates reporting, strengthening audit defensibility and regulatory compliance. By enabling early detection of emerging risks and supporting scenario planning, the framework improves strategic foresight and decision-making. WSA implements the ERM framework through a three-tool approach: department-level risk assessment tools to identify and rate risks, executive-level dashboards for enterprise-wide visibility and trend analysis, and audit and compliance tools to track mitigation actions and maintain thorough audit trails. This integrated approach embeds risk management into daily operations, fosters accountability, and ensures the organization is prepared to respond to challenges proactively.

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

Presenter: Victoria Rodriguez, Director of Workforce Services

a. Program Briefing

The workforce service staff is actively planning and preparing special initiatives, including WCI events, Summer Earn and Learn, and the Externship for Teachers program. Additionally, Workforce Solutions Alamo was awarded the Military to Civilian Employment grant which will kick-off soon.

b. Performance

Since April 2023, boards have faced reporting and performance challenges due to a case management system change. Alamo has been addressing unmet measures through a Technical Assistance Plan, though youth measures remain unreported for the last three MPRs. The MPR tracks fifteen WIOA performance measures across Adult, Dislocated Worker, and Youth programs, with varying targets and reporting periods.

IX. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Vryn, Chief Process Officer

None.

X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Committee Chair

Over the past couple of weeks, Adrian and I had the opportunity to participate in two exciting events highlighting workforce development and talent pipelines in San Antonio. Last Friday, we joined a panel at the Public Owners Forum, alongside representatives from Texas State Technical and South Texas Vocational. The discussion focused on “building the bench” and how public owners, contractors, and architects can work together to develop and connect local talent. With major projects underway—like highways, the San Antonio airport, and potentially the Marvel project—there’s a growing need for skilled professionals across the city, making this collaboration especially timely. This week, Leslie, Adrian, and I, along with WSA as the hub, celebrated the newest cohorts for Texas Fame. The event brought together high school graduates, incumbent workers, and local employers for a signing day celebration. Notable employers participated, demonstrating how the apprenticeship model and ecosystem collaboration create pathways for talent, connect workers with opportunities, and support business growth. These events really underscore the power of working together to build careers and strengthen our local workforce.

XI. 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.

XII. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

Upon motion by Jennifer Lange, the meeting was adjourned at 10:09 a.m.