MINUTES OVERSIGHT COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
August 28, 2026
9:00 AM

BOARD OF DIRECTORS: Dr. Sammi Morrill, Jennifer Lange, Charles Camarillo, Yvonne Addison

STAFF: Adrian Lopez, Teresa Chavez, Dr. Ricardo Ramirez, Gabriela Navarro Garcia, Sandra Alvarez, Penny Benavidez, Kristen Rodriguez, Victoria Rodriguez, Maria Martinez, Trema Cote, Rebecca Espino Balencia, Timothy Schindler, Jessica Lockhart, Paul Briseno, Jesse Maldonado, Monica Godina, Qudrat Ali, Bolanle Akintunji, Jamesetta Stallion

CONTRACTOR STAFF: Joel Morgan, Manuel Ugues, Aaron Smith, Sylvia Perez, Brenda Garcia, Chakib Chehadi

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.

Please join WebEx meeting from your computer, tablet, or smartphone. You can also dial using your phone. United States (Toll Free): 1-415-655-0002 Meeting link: https://wsalamo.webex.com/wsalamo/j.php?MTID=mc6f8a293cc084540a39e661e25f5f919 Meeting number: 2482 175 1106 Meeting password: bqV6mHMtt92

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).

a. CALL TO ORDER ORDER
Presenter: Dr. Sammi Morrill, Committee Chair
At 9:00 a.m. Dr. Sammi Morrill, Committee Chair, called the meeting to order.

b. DETERMINATION DETERMINATION
Presenter: Dr. Sammi Morrill, Committee Chair
The roll was called, and a quorum was declared present.

c. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Dr. Sammi Morrill, Committee Chair
NONE.

d. PUBLIC COMMENT
Presenter: Dr. Sammi Morrill, Committee Chair
NONE.

e. DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES
Presenter: Dr. Sammi Morrill, Committee Chair
a. Meeting Minutes of August 28, 2026
Upon Motion by Director Jennifer Lange and second by Director Yvonne Addision, the committee approved the minutes of the August 28, 2026, meeting.

f. QUALITY ASSURANCE BRIEFING (DISCUSSION AND POSSIBLE ACTION) Presenter: **Dr. Ricardo Ramirez, Director of Quality Assurance**
a. TWC & Associated Monitoring
Dr. Ricardo Ramirez provided an update on the Texas Workforce Commission (TWC) Annual Monitoring process. Staff are currently collecting and preparing required documentation and coordinating with Board and contractor staff to ensure readiness for all phases of the review.

Dr. Ramirez reported that technical and logistical requirements have been established to support the monitoring process and emphasized the importance of timely responses to monitoring-related requests. He outlined ongoing preparation activities, coordination with TWC reviewers, and plans to provide periodic updates to executive leadership and the Board throughout the review.

i. TWC Annual Monitoring Report
Dr. Ricardo Ramirez Dr. Ricardo Ramirez presented the Texas Workforce Commission (TWC) Annual Monitoring Report. He reported that Workforce Solutions Alamo received TWC's final monitoring letters and reports on August 19, 2026. The review identified three findings and two areas of concern, with no questioned costs reported. Dr. Ramirez noted that the monitoring included the Annual Report, SNAP Employment and Training (E&T) review, and the WIOA Data Validation review. He provided an overview of the reports and their respective review scopes and requirements.

CEO, Adrian Lopez reviewed the findings identified in the Texas Workforce Commission Annual Monitoring Report. He reported that the report included three findings related to procurement documentation, compliance with single audit review requirements, and workforce center controls regarding the protection of personally identifiable information (PII). Mr. Lopez explained the nature of each finding and

discussed corrective actions being taken to address the issues. Mr. Lopez requested written documentation from the Texas Workforce Commission regarding the findings and violations identified during the monitoring review.

Dr. Ricardo Ramirez then reported that the Texas Workforce Commission's SNAP Employment and Training monitoring review identified no findings and concluded that fiscal and program systems are being effectively managed. Dr. Ramirez also provided an overview of the WIOA Data Validation Report and noted that staff are working to address identified issues through corrective actions, enhanced internal controls, improved documentation practices, and strengthened security measures. He stated that staff have already begun implementing action items and will continue working with TWC to resolve all findings and provide updates to the Board as appropriate.

This item presented for information only and required no Board Action

b. American Job Center Certification

Dr. Ricardo Ramirez provided an update on the American Job Center Certification process. He reported that the Workforce Innovation and Opportunity Act (WIOA) requires Workforce Solutions Offices to be certified by the Texas Workforce Commission every three years. Staff submitted certification forms for 13 Workforce Solutions Offices and designated the Datapoint location as the area's Comprehensive Center. Dr. Ramirez reported that staff are awaiting certification confirmation from TWC and will continue working to ensure compliance with certification requirements, address any identified improvement opportunities, and maintain supporting documentation throughout the review process. Updates will be provided to the Board as the certification process progresses.

The Board received the update and no action was taken.

c. Quality Assurance Briefing

Dr. Ramirez provided an update on external and internal monitoring activities. He reported that several external monitoring reviews, including Child Care Services and WIOA programs, have been completed or are nearing completion, while monitoring of the Ready to Work program remains in progress. He also noted that the current external monitoring contract will conclude on September 30, 2026, with a new contract beginning October 1, 2026. Dr. Ramirez reviewed internal monitoring activities, including SNAP E&T, RESEA, Noncustodial Parent Choices, and WIOA Youth Work Experience. He reported that most reviews have been completed and are in the final reporting phase, with ongoing efforts focused on quality assurance, contractor performance, compliance, and program improvement. Dr. Ramirez reported that staff will continue providing technical assistance, monitoring corrective actions, conducting follow-up reviews, and reporting progress to the Board.

The item was presented for information only and required no Board action.

d. Strategy – Internal and External Monitoring & Training Schedule

Dr. Ricardo Ramirez presented an overview of Quality Assurance monitoring activities and staff training efforts for Program Year 2025–2026. He reported that

monitoring timelines were adjusted to accommodate several unplanned priorities, including RESEA, the Texas Workforce Commission's Migrant and Seasonal Farm Worker monitoring review, and the Youth Work Experience review, while continuing to maintain key quality assurance functions. Dr. Ramirez also provided updates on external and internal monitoring activities, noting that most reviews have been completed or are in progress, and that ongoing oversight of Youth Work Experience activities will continue. He also reviewed the status of the staff training program, reporting that several training modules have been completed or are underway.
The item was presented for information only and required no Board action.

g. PROGRAMS & OPERATIONAL BRIEFING (DISCUSSION AND POSSIBLE ACTION)
Presenter: Victoria Rodriguez, Director of Workforce Services

a. Program Briefing

Victoria Rodriguez provided the Programs and Operational Briefing. She highlighted the Summer Earn and Learn (SEAL) program, which provides students with paid work experience, workplace readiness training, and opportunities to develop transferable skills. Ms. Rodriguez also provided an update on the Externships for Teachers program, which is designed to enhance educators' understanding of workforce trends and career opportunities, particularly in STEM-related fields throughout the Alamo region. Additionally, Ms. Rodriguez reported on the TX FAME Signing Day event, during which 36 participants signed commitments with participating employers to join the Advanced Manufacturing Technician (AMT) Program. The item was presented for information only and required no Board action.

b. Performance

Ms. Rodriguez presented the agency's performance report and reviewed current performance outcomes across workforce development, child care, reemployment, and youth programs. She noted that the performance dashboard has been updated with a new format and provided an overview of measures that are meeting or exceeding targets, as well as areas requiring continued attention and improvement. The item was presented for information only and required no Board action.

h. WORK EXPERIENCE (DISCUSSION AND POSSIBLE ACTION)
Presenter(s): Victoria Rodriguez, Director of Workforce Services; Dr. Ricardo Ramirez, Director of Quality assurance; Gabriela Navarro-Garcia, Controller Program Briefing

a. Work Experience and Improvemets

Victoria Rodriguez presented proposed enhancements to the Work Experience (WEX) Policy designed to strengthen program oversight, accountability, and compliance. She reviewed improvements related to timekeeping controls, payroll reconciliation, pre-placement verification, worksite supervisor orientation, fiscal accountability, and

quality assurance monitoring. Ms. Rodriguez reported that the updates are intended to improve documentation practices, strengthen internal controls, ensure work experience placements align with participant employment goals, enhance employer partnerships, and safeguard Workforce Innovation and Opportunity Act (WIOA) funds.

Gabriela Navarro-Garcia presented an overview of the invoice review process. She explained that fiscal staff review monthly invoices and supporting documentation,

verify expenses and timesheets, confirm budget availability, and ensure required approvals and supporting records are in place. She noted that invoices undergo multiple levels of review and approval before payment and reporting to the Texas Workforce Commission. Gabriela reported that the process is designed to ensure all costs are properly documented, allowable, budgeted, and validated prior to payment.

Dr. Ricardo Ramirez provided an overview of program and financial monitoring activities. He explained that program monitoring includes reviewing participant files to verify eligibility, service delivery, activity documentation, and required contacts to ensure compliance and data integrity. He also reviewed financial monitoring activities, which assess management controls, financial reporting, resource stewardship, and program effectiveness, including reviews of audits, cash management, cost allocation, disbursements, and insurance.

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Gabriela Navarro-Garcia Gabriela provided a brief overview of the agency's risk assessment process. She explained that risk assessments are conducted annually by contractors, the independent monitor, and Quality Assurance staff to evaluate grant activities and assign risk levels based on established criteria. Monitoring plans are then tailored to address identified risks and focus oversight efforts on higher-risk areas. She also reported that risk assessments are reviewed regularly to identify emerging risks, adjust monitoring activities as needed, and support proactive oversight, compliance, and effective stewardship of grant funds. The items were presented for information only and required no Board action.

i. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Lopez, Chief Executive Officer

a. Youth Services Contract

Mr. Adrian Lopez' report regarding Youth Services Contract was deferred to Executive Session. At 10:00 a.m. The Board entered Executive Session at 10:01 a.m.

j. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Committee Chair

Dr. Morrill reported that there were no action items to present.

k. 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.

The Committee Chair, Dr. Morrill, announced that the Board would convene in Executive Session at 10:01 a.m. to discuss matters related to the Youth Services Contract. The Board reconvened in Open Session at 10:29 a.m. No action was taken during Executive Session.

l. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

There being no further items to discuss, Dr. Morrill adjourned the meeting at 10:32 a.m.