



EXECUTIVE COMMITTEE MEETING MINUTES

100 N. Santa Rosa St., Suite 120

San Antonio, TX 78207

October 7, 2022

1PM

Board Members: Leslie Cantu (Chair- in person), Eric Cooper- in person, Mary Batch, Ana Dehoyos-O'Connor- in person, Dr. Sammi Morrill

Partners: Mike Ramsey

WSA Counsel: Frank Burney-in person

WSA Board Staff: Adrian Lopez, CEO, Linda Martinez, Angela Bush, Dr. Andrea Guerrero-Guajardo, Manuel Ugues, Rebecca Espino Balencia, Caroline Goddard, Jeremy Taub, Brenda Garcia, Katherine Pipoly, Penny Benavidez, Chakib Chehadi, Dr. Ricardo Ramirez, Trema Cote, Roberto Corral, Gabriella Horbach, Joshua Villela, Diana Luna, Dr. Federico Ghirimoldi, Chuck Agwuegbo, Jessica Villarreal, Jason Rodriguez

Guests: Hector Perez, Concord, Amy Contreras, CoSA

AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Board 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 a meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

The Chairwoman 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.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Linda G. Martinez, (210) 272- 3250.

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

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

<https://wsalamo.webex.com/wsalamo/j.php?MTID=m3576afab978d6a1093adc9cb94159095>

Access Code: 2481 619 7687

New to WebEx? Get the app now and be ready when your first meeting starts:

<https://www.webex.com/>

During the Public Comments portion of the meeting (Agenda Item 3), 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.

- I. CALL TO ORDER AND QUORUM DETERMINATION
Presenter: Chairwoman Leslie Cantu
At 1:00 p.m. Chairwoman Cantu called the meeting to order. The roll was called, and a quorum was declared present.
- II. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Chairwoman Leslie Cantu
None.
- III. PUBLIC COMMENT
Presenter: Chairwoman Leslie Cantu
None.
- IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chairwoman Leslie Cantu
 - a. Executive Committee Meeting Minutes, August 12, 2022
 - b. Sub Recipient Financial Monitoring Update
 - c. Procurement Projects & Contracts Summary
 - d. RFA: Child Care Professional Development
 - e. Texas Rising Star Assessment & Quality Updates
 - f. Texas Rising Star Contracted Slots Pilot
 - g. Strategic Partnership Manager Update
 - h. Quality Assurance Update
 - i. Early Matters Strategic Plan Briefing**Upon motion by Board Member Ana DeHoyos O'Connor and second by Board Member Dr. Sammi Morrill, the Committee unanimously approved the Consent Agenda items a. – i.**

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

V. RATIFICATION OF CHILD CARE POLICIES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jessica Villarreal, Director Child Care Services

Presented by Ana DeHoyos O'Connor.

a. Child Care Policies

- Rescinding Forward Progress:

- i. Parent is making progress toward successful completion of a job training or educational program, (CCS policy 10)
- ii. Family Income Limits, relating to eligibility for Child Care Services, (CCS Policy 14)
- iii. Children with Disabilities: Child Care Services to a child with disabilities under the age of 19 (CCS Policy 15)
- iv. Educational Time Limits: Time limits for Child Care Services while the parent is attending an educational program (CCS Policy 16)
- v. Activity Requirements for Parents: Minimum activity requirements for parents Child Care Services during education (CCS Policy 17 C1)

Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Committee unanimously agreed to rescind Forward Progress policies line items i. – v.

- Revising/Changing:

- i. Maintenance of a Waiting List and Board Priority Groups (CCS Policy 11, C5)
 - ii. Maximum Reimbursement Rates (CCS Policy 13 C6)
 - iii. Provider Published Rates Costs (CCS Policy 19 C1)
 - iv. Attendance Violations (CCS Policy 20 C2)
- Changes being made due to a 4-year review completed by TWC and approved Bills from 87th Texas Legislature.

Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Committee unanimously agreed to the Policy Revisions line items i. - iii.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Financial Reports

- July 2022 budget to actual variance analysis shows corporate expenditures has a 21% variance.
- Total budget to actual expenditures shows a 16.93% variance.
- The breakdown for Urban and Rural shows Urban is at 83% and Rural is at 17%, which is right on track.
- TANF – Board and contractor staff are working to fully expend this award. \$1.5M more was received than the average allocation. Analysis shows there has been a decrease in eligible TANF clients from HHSC.
- SNAP – Board received an additional \$887k in March 2022. The contractor has increased staffing to utilize these funds and outreach to additional participants.

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- RESEA – Normally there is an extension granted until Dec. 31, however, TWC will not be offering extensions this year.
- Train for Jobs – Approximately \$2M in stipends will not be fully expended.
- Military Family Support – Contractor is now fully staffed and is increasing outreach.
- Pilot Navigator Program – New TWC initiative. WSA is one of four boards to be selected in operating this initiative. Grant is expected to be renewed in FY23.
- Child Care SIR – Board returned approximately \$22M to TWC which is pending redistribution.
- Child Care CCQ – Board is approximately 43% under spent for this program. Projecting to distribute \$1M in Child Care Incentives this fiscal year.
- Trade Act – Grant is at 5% but is in the sunset phase. Clients may be referred to Dislocated Worker.
- Rapid Response – Grant started on July 1, 2022 and the Board will monitor expenditures through the next quarter. Additional funding will be made available if funds are fully utilized.
- Workforce Commission Initiative Grant Changes: Short term training for parents in CCS program of about \$109k has been extended through May 31, 2023. Careers in Texas Industries has an allocation of \$35k in an event for secondary school students. \$40k will be utilized for the Red, White, and You annual job fair.
- SEAL – Seven hours of workforce readiness. Renewed contract with SA trainers at \$80k.

VII. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director

a. RFP Update: Program Monitoring

- Management and Operation Services for the Youth Programs in the Alamo Region are currently pending contract negotiations.
- Professional Development Trainers for Childcare Service Providers, Program Monitoring Services of Contracted Providers, and Proposal Evaluator Services are currently open/evaluating.

b. RFQ: Program Monitoring

- Solicitation is closed and there are several evaluators who are working on the review.

c. Service Delivery Contracts

i. Adult Services

- C2GPS are in the final stages of renewal and should be completed any day.

ii. Child Care Services

- COSA contracts have been renewed and are in place.

iii. Youth Services

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- d. Facility Updates
 - i. Port SA Update
 - Pending approval from DOL due to exceeded cost of \$672k.
 - Possibly adding a Bibliotech to this location.
 - Ana DeHoyos O'Connor asked if the Bibliotech can come in and do a presentation to the Board so that everyone can understand what exactly it can accomplish. CEO Lopez answered yes.
 - ii. Mobile Unit
 - The tentative delivery is Summer 2023 with a grand opening Fall 2023.
 - Increased service delivery where a WFC is not cost effective.
 - On-site employer events.
 - Increased participants, convenience, and access throughout the community.
 - Fiscal impact is customized RV \$437k and a CDL driver.
 - iii. Board Room Update
 - Estimated completion in the next several months.
 - Upgrade equipment, increase staff development and engagement.
 - Fiscal impact is \$110k.
- e. Procurement Diversity Update (SMWVBE)
 - 19.05% of corporate expenditures are SMWVBE, just under the goal of 20%.
 - Soon to be added to the reports are childcare businesses that meet the diversity requirements.

VIII. CHILD CARE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Child Care Committee Chair

- a. Child Care Performance Briefing
 - Currently at 95 to 105% of the budget, which means we are on target.
- b. Child Care Data Strategy Briefing

XI. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Local Plan Progress
 - i. Labor Market Data
 - The unemployment rate for SA/New Braunfels area is at 3.8% which is lower than the state average of 4.2%.
 - ii. Sector Based Score Cards – Rebecca Espino Balencia, Director of Ready to Work
 - Urban Area Data: The Business Solutions Team was able to support 1,875 employers, assisting them with 24,547 job orders. Within those job orders, there were 44,503 openings. This resulted in 98,003 applicants. Able to support 223 hiring events, resulting in 21,242 participants at these events. Partnered with 444 training work sites.

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- Rural Area Data: Able to assist 844 employers with 5,197 job orders, which came to 9,095 openings. Hosted 161 hiring events with 8,776 participants. 122 training work sites. 2,093 confirmed hires.

iii. Employer Collaborative Presentation- Business Service Representative

- Construction Employer Collaborative held on August 11, 2022.
- Preferred credentials are OSHA, Forklift, Crane, Journeyman Electrician, and 4-year degrees.
- The greatest need in industry are experienced applicants, people who can work, and general construction.
- WSA's impact: Total referrals provided 6,671, total job orders 2,784, and positions available 4,315.
- Ana DeHoyos O'Connor asked how this information of need in this industry is getting out to students who are graduating high school. The response is that they are working with Lanier High School and employers to go into the school to present demonstrations and information on the industry. Also, the High School to Careers event brought employers to answer any questions students may have regarding construction careers. Many more events and outreaches are planned for the future.

iv. Service and Sector Based Strategy – Child Care

- Childcare Scholarships Data: Children in Care, Employment in Training, Program Enrollment.
- Quality Building Data: Access to Care, Quality Level, Business Analysis.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. Performance, Programs and Operational Updates

- Working with C2 to document Measurable Skills Gained for the WIOA program (Adult & DW). Plan to review all identified files.
- Ready to Work Program is at \$105,781,953. Subgrantees are: Avance, C2, Chrysalis, Family Service Association, San Antonio Food Bank, Texas A&M, and YWCA San Antonio.
- 2022 High School to Careers Event was very successful. Seven hundred youths between the ages of 16-24 attended. Thirty-one schools were represented from both urban and rural areas. One hundred out of 700 surveys sent to students and teachers have been received. Leslie Cantu added if in the future surveys can also be sent to the employers who attended. Dr. Sammi Morrill added that she would like to see an event like this for adult workers.

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

b. IT Roadmap Update

Presenter: Chuck Agwuegbo, Director of Innovation and Technology

- The wireless network is currently being updated with a projected finish date of Q4 2022.
- The research room in four centers have been updated and a projected four more will be updated in the near future. This is an ongoing project.
- Policies and procedures are being developed for the Board, staff, and customers in showing how to use IT and the framework.
- A security service is being utilized to review every security activity that goes on within the network. Also, a managed network service is being utilized to, for example, show when there is a power outage in a center. This helps to be proactive instead of reactive.
- The cloud migration has started with an anticipated completion time of Q4 2022 or Q1 2023.

XI. CEO REPORT

Presenter: Adrian Lopez, CEO

a. SA Ready to Work Update

- 2,272 referrals have come from the city, however, 1,200 of those have been nonresponsive. To improve this process, WSA is collecting data points to share with the city's advisory committee to help improve the process of referrals to make it more successful for the program.

b. Aspen Institute

- WSA has been awarded this grant and has agreed to move forward.

c. EduCare Center

- All paperwork has been submitted to Bexar County to request funding of \$7M for this project.

XII. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

a. RTW Ineligible Applicants - OJT at TTTX

b. BOD Attendance and Demographics

c. Success Stories

- i. Child Care
- ii. Youth
- iii. Adult
- iv. Summer, Earn and Learn (SEAL)

XIII. Next Meeting: November 21, 2022

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

XIV. **Executive Session:**

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board 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:**
- c. Pending or Contemplated Litigation;**
- d. Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and**
- e. Government Code Section 551.089—Discussions regarding Security Devices or Audits.**

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Executive Committee went into Executive Session at 2:46 p.m. to discuss legal issues regarding litigation issues. The Executive Session adjourned at 2:59 p.m.

XV. **ADJOURNMENT**

Presenter: Chairwoman Leslie Cantu

Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Committee unanimously agreed to adjourn the meeting at 3:00 p.m.

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).