



## **EXECUTIVE COMMITTEE MEETING MINUTES**

5200 Enrique M. Barrera Pkwy,  
SAFB Board Room  
San Antonio Foodbank  
San Antonio, TX 78227  
**August 12, 2022**  
11AM

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

**Partners:** Jordana Matthews-virtual, Mike Ramsey- in-person, Michael Blair

**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, Giovanna Escalante-Vela, Gabriella Horbach, Aaron Smith, Joshua Villela

**Guests:** Janet Pitman, and Michael ABIP Auditors

### **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 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 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.

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**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 11:02 a.m. Chair 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, June 6, 2022
- b. Check Signature Policy
- c. Financial Reports
- d. Performance, Programs & Operations
- e. WSA Monitoring Policy
- f. Facilities Update: Port SA & Floresville
- g. Procurement Diversity Policy Report (SMWVBE)

**Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Committee unanimously approved Consent Agenda items a– g.**

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V. RATIFICATION OF CLOUD MIGRATION AND SECURITY OPERATIONS CENTER RFP (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Procurement and Contracts Director

- Jeremy Taub deferred to Dr. Andrea Guerrero-Guajardo to provide presentation.
- Action plan is to move to manage services for the creation of the security operations center. This will provide 24-hour monitoring for all the networks, cloud migration, extra security, and backup recovery.
- Estimated cost and length of contract for Security Operations Center Service is \$104,000 annually for up to 4 1-year periods. Estimated cost and length of contract for IT Cloud Migration Services is \$100,000 annually for up to 4 1-year periods.
- Requesting to ratify the vendor to FreeIT Data Solutions, Inc.
- CEO Lopez added that the State will include cyber security in their next audit.

**Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Committee unanimously approved the Ratification of Cloud Migration and Security Operations Center RFP.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. FY23 Budget

- Audit and Finance Committee Chair, Mary Batch deferred to CFO Angela Bush to provide presentation.
- 25% increase in personnel budget. This includes 4 FTEs: Ready to Work Director, Ready to Work Account II and Accountant III, and Program Specialist. Staff increases include 3% COLA, 2% Merit, and 5% Performance Incentive. CEO Lopez added that if the Board approves this, then one contractor will follow suit in their staff increases. Proposing to have paid internships in the following departments: Fiscal, Data Analytics, Marketing, and Child Care.
- 20% increase in corporate expenditures. Increase of \$10,565 in Board Facility cost for common area maintenance. Corporate equipment is \$3,000 each for 4 FTEs. General office increases of \$30,000 for insurance and \$30,000 for marketing.
- For Professional Services, there is a \$210,000 increase for subrecipient monitoring. Monitoring includes Ready to Work, Fiscal, and Programming. It is required to have external monitoring at least once per year.

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- Board of Directors support has a \$10,000 increase. This is for parking, upgrade of videoconferencing, and training and development.
  - Workforce Center and Service Delivery has a 7% decrease due to expiration of special programming. Childcare reserve has been increased to get more children off the waitlist. Chair Cantu asked when the Service Industry grant is over will they go back on a waitlist. CEO Lopez answered that they are usually on two different lists, so when the Service Industry grant is over, they do not lose their place in line on the second list. CFO Bush added that the Service Delivery budget for childcare is \$91.5M and WSA is number 1 in the state.
  - Within one month, WSA should be receiving approval from TWC to purchase the new Mobile Unit. It will have new technology, it will be a walking advertisement and outreach, and it can reach customers in rural areas where it is not financially feasible to have a brick-and-mortar location. CEO Lopez added that WSA is looking into bringing all the rural libraries together to invest in staff and equipment to educate the population about the website and programs offered.
  - Frank Burney asked which of the three staff incentives were up for approval. CFO Bush explained that all three were up for approval.
- Upon motion by Board Member Eric Cooper and second by Board Member Ana DeHoyos O'Connor, the Committee unanimously approved the FY23 Budget.**

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Local Plan Progress

- Staff has been diligently working on Sector-Based Scorecards.
- Chair Cantu questioned what Educational Services on the Current Jobs by Industry Sector slide referred to specifically. Dr. Andrea Guerrero-Guajardo explained that this information comes from the Work In Texas job page. It shows there are 266 positions posted in the Education field, which consists mostly of teachers or people that work in school districts. Chair Cantu would like to explore how WSA can market Child Care as an industry to work in.
  - i. Labor Market Data
  - ii. Business Services Update
    - The plan for the Business Services Rep is to encourage employers to access Work In Texas and its services to find employees. Many businesses hire staffing agencies who then go to WSA to pull potential employees. They should go directly to WSA to obtain this service for free.

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iii. Strategic Partnership and Workforce Academy Update

Presenter: Caroline Goddard, Strategic Community Partnerships Manager

- Caroline Goddard was not in attendance. Dr. Andrea Guerrero-Guajardo presented updates.
- In Workforce Academy, participants can take all three courses and become a workforce ambassador.
- WSA applied for a \$50,000 grant with Aspen Institute for a Fellowship.

b. Outreach for Data Point

Presenter: Penny Benavidez, Director Public and Government Relations

- Workforce Solutions Centers are getting updated and refreshed signage, graphics, and color schemes.

VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- Presented by Dr. Ricardo Ramirez.

a. Quality Assurance Update

- The Quality Assurance department was moved from the Fiscal Department to the Information Department.
- The program monitoring services expires in September. An RFP was issued, and all bids were rejected. A new RFP will be issued to secure a new program monitoring contract by January.
- The current external program monitoring is being done by Christine H. Nguyen, CPA. COSA Child Care Services was completed in April with 100% accuracy rate. WIOA Adult & Dislocated Worker and TANF/Choices are currently being tested. WIOA Youth for rural and urban is scheduled to start in August 2022.
- The internal program monitoring for COSA has been completed with 91% accuracy rate. Completion of Form 2419 has been highlighted for continuous improvement. WSA is currently reviewing C2 GPS National Dislocated Worker responses. Currently testing C2 GPS for eligibility on Externship for Teachers and finalizing the report for ATEAMS. An upcoming review will be held for C2 GPS SEAL. WSA is preparing for TWC's annual monitoring review.
- Frank Burney suggested to have a committee recommendation for approval that mimics the monitoring policies. Dr. Ricardo Ramirez advised that it had already taken place and had been approved.

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b. Briefing TWC Audit Resolution

- Last year TWC had one finding in their annual monitoring which was related to the termination of user access on TWIST. WSA was cited and the item went to TWC Audit Resolution department. WSA worked to resolve the issue and on July 14, 2022, TWC issued a report acknowledging WSA has proper controls in place and had taken adequate actions to resolve the finding.

IX. PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Procurement and Contracts Director

a. RFP Updates

i. RFP Program Monitoring

- An RFP for program monitoring was issued, however, there were additional requirements identified for the Ready to Work programs. Therefore, WSA thought it best to revamp and resolicit the proposals.

ii. RFP Janitorial Services

- The contractor for Janitorial Services provides daily, periodic, and emergency cleaning services at several of the Workforce Centers.
- The recommended provider is M&Rs Elite Janitorial Solutions. The estimated cost and length of contract is \$213,000 annually for up to 4 1-year periods, effective October 1, 2022.

**Upon motion by Board Member Mary Batch and second by Board Member Eric Cooper, the Committee unanimously approved the RFP Janitorial Services.**

b. Service Delivery Contracts

- Presented by CFO Angela Bush.

i. Adult Services

- Awarded to C2 Global Professional Services, Inc. Term and contract value is October 1, 2022 – September 30, 2023 at \$19M for TWC Programming and \$19M for Ready to Work. No renewals remain.

ii. Child Care Quality Services

- Awarded to the City of San Antonio. Term and contract value is October 1, 2022 – September 30, 2023 at \$3M. One renewal remaining.

iii. Child Care Management Services

- Awarded to the City of San Antonio. Term and contract value is October 1, 2022 – September 30, 2023 at about \$88M. 2 renewals remain.

**Upon motion by Board Member Eric Cooper and second by Board Member Ana DeHoyos O'Connor, the Committee unanimously approved Service Delivery Contracts items i – iii.**

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#### iv. Youth RFP

- In the previous procurement cycle, the Board had a large amount of Youth Carry Over. Having two contractors ensured service delivery to all counties in the Board’s Service Delivery Area.
- Having one contractor will increase cost effectiveness, operational efficiencies, and reduction in administrative costs. It will also eliminate the need of a waitlist, increase work experience, and increase IT.
- Board Member Eric Cooper asked why the number of youths served in 2018 were higher than any other year. CEO Lopez responded that 2018 had larger amounts of funds available. Also advised to factor in the effects of the pandemic which reduced the number of clients served in the subsequent years.
- The RFP timeline started on March 21, 2022 when it was posted to the public. The pre-submittal conference was on March 28, 2022. Deadline to submit Q&A on April 4, 2022. Final submission deadline was on May 11, 2022 with four proposals being submitted. The complete evaluation process was from May 16, 2022 to July 12, 2022. Board approval is on August 19, 2022 and transition period is September 6 – 30, 2022 with contract start date of October 1, 2022.
- A six-member external evaluation team was used. This was a diverse team to incorporate all stakeholders consisting of WIOA Program Expert from Oracle Solutions in Dallas, Financial Evaluation by WFS Borderplex, United Way, UP Partnership, Baptist Children and Family Services, and Office of the Justice of the Peace of Kendall County.
- The recommendation from the Evaluation Committee recommended SERCO of Texas, Inc. due to their detailed responses, thoroughness, effectiveness, innovation, and inclusion. They also presented a sound financial management system and adequate financial resources.
- Estimated cost and length of contract is \$2.5M annually for up to 4 1-year periods.

**Upon motion by Board Member Eric Cooper and second by Board Member Ana DeHovos O’Connor, the Committee unanimously approved Service Delivery Contracts item iv.**

#### X. CEO REPORT

Presenter: Adrian Lopez, CEO

##### a. SA Ready to Work Update

- 1,700 referrals from the city. WSA is almost caught up with those except for 2-300 to be contacted. 10% are ineligible due to location.

##### b. Economic Development Corporation – Grants and Business Services Seminar

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- WSA was able to present to thirty individuals associated with economic development, corporations, and the Chamber of Commerce located throughout the region. Partnered with TWC to bring their resources and to introduce them to business services. This is WSA's efforts to continue to bridge economic efforts associated with workforce efforts. Intend to have these seminars quarterly.
- c. 2022 Growth through Reentry to Advance Careers & Employment (GRACE Conference); Charity Ball, Aspen Institute, Bexar County ARPA Funds
  - WSA thanks Chair Cantu for participating in the GRACE Conference.
  - Submitted proposal to Charity Ball to augment childcare services.
  - Working with Bexar County ARPA Funds for \$7M to work with Texas A&M University and the Educare Center.

XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. 2<sup>nd</sup> Chance Initiative
- b. BOD Attendance and Demographics
  - Board Member Ernest de la Rosa has not participated and has not responded to text messages, phone calls, and letters since April.
  - Upon motion by Board Member Eric Cooper and second by Board Member Ana DeHoyos O'Connor, the Committee unanimously agreed to remove Ernest de la Rosa as a Board Member. This decision will be taken to the Board for further approval.**
  - Board Member Frank Crowder has resigned as a Board Member.
- c. Success Stories
  - i. Child Care
  - ii. Youth
  - iii. Adult
  - iv. Summer, Earn and Learn (SEAL)

XII. Next Meeting: ~~October 21, 2022~~ **October Correction: October 7, 2022**

XIII. **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;**

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- 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.**
- None.**

XIV. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

**Chair Cantu adjourned the meeting at 12:36 p.m.**

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