



AUDIT & FINANCE COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
September 23, 2022
9AM

BOARD MEMBERS: Mary Batch, in person; Yousef Kassim, Leslie Cantu, Mitchell Shane Denn, Lisa Navarro-Gonzales

WSA BOARD STAFF: Adrian Lopez, Katherine Pipoly, Angela Bush, Linda Martinez, Dr. Andrea Guerrero-Guajardo, Manuel Ugues, Jeremy Taub, Brenda Garcia, Gabriela, Manuel Marquez, Sylvia Perez, Horbach, Penny Benavidez, Roberto Corral

LEGAL COUNSEL: None

PARTNERS: None

GUEST(S): 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 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.

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: Mary Batch, Committee Chair
At 9:00 a.m., Chair Mary Batch called the meeting to order. The roll was called, and a quorum was declared present.
- II. DECLARATIONS CONFLICT OF INTEREST
Presenter: Mary Batch, Committee Chair
None.
- III. PUBLIC COMMENT
Presenter: Mary Batch, Committee Chair
None.
- IV. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MINUTES for July 25, 2022 Meeting Minutes
Presenter: Mary Batch, Committee Chair
Upon motion by Board Chairwoman Leslie Cantu and second by Board Member Lisa Navarro-Gonzales, the Committee unanimously approved the July 25, 2022 Meeting Minutes.
- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director
 - a. Procurement Projects & Contracts Summary
 - Management and Operation Services for the Youth Programs in the Alamo Region is currently pending contract negotiations.
 - Professional Development Trainers for Childcare Service Providers is currently open and evaluating proposals. The deadline was September 19th, but WSA is keeping the proposal open in order to receive additional applications and will award by October.
 - Program Monitoring Services of Contracted Providers is currently open with an award date in December.

- Proposal Evaluator Services proposal deadline was September 19th, but WSA gave it a few days more and the deadline is now today, September 23rd.
- b. RFP Update: Program Monitoring
 - Explanation of RFP: This stands for primary solicitation. An evaluation of both technical ability of the vendor as well as their price.
 - RFP re-bid to include Ready to Work in the scope of services. The solicitation is currently open, and the deadline is September 27, 2022.
- c. RFQ: Program Monitoring
 - Explanation of RFQ: This is primarily used for professional services. An evaluation of both the competency and qualification of the vendor. A price negotiation after selection of the provider will occur.
 - The solicitation for Proposal Evaluator Services is currently open and the deadline is today, September 23, 2022.
- d. RFA: Child Care Professional Development
 - Explanation of RFA: This is a grant specific solicitation. The ‘A’ signifies to the community that this is a grant funded project. There may be a narrower scope and a limited vendor base for the project.
 - The scope of services will provide training to Child Care Administrators and Practitioners to promote the professional development needs of childcare providers. The proposal for this is currently open and approximately 16 proposals have already been received and are currently being evaluated. The contract term is 12 months with 3 1-year renewal options. Multiple contracts to be awarded range from \$25k - \$75k annually per award.
- e. Service Delivery Contracts
 - i. Adult Services
 - C2GPS was awarded the contract and are currently under active negotiations.
 - ii. Child Care Services
 - City of San Antonio was awarded the Child Care Services and Child Care Quality contracts. Active negotiations are currently underway.
 - iii. Youth Services

VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)

Presenter: Angela Bush, CFO

a. Financial Reports

- July 2022 Budget to Actual Expenditures is currently about 17% under budget.
- Personnel is about 12% under budget due to Ready to Work having a late start this year. It is expected to take off in FY23.
- Facilities is about 8% under budget, however, the maintenance expenditures will come in at the end of the year.
- Equipment has a 44% variance due to equipment, such as laptops, being on back order or not being ordered yet. Staffing computers will be updated to help increase efficiency.
- General Office has a 55% variance mainly due to insurance. Having a surplus in this area is good and will carry over into next year.

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- Professional Services has a 35% variance due to IT services that started late in the year.
- Board of Directors budget has an 82% variance. This will be used for the annual TWC conference later this year and a major update to the boardroom.
- Facilities has a 14% variance. Approvals from DOL and TWC are needed before WSA can proceed with the Port.
- \$2.5M was used from the Reserve for Direct Care, which is the same every year.
- Projects have a 32% variance. \$109k is carryover from a project that was for short term training to parents of children enrolled in childcare. The COO is staying on top of trying to get parents enrolled in order to utilize this money by May 2023.
- Service Delivery is at an 11% variance. This is due to a slow start for Ready to Work and Child Care. Initiatives are being developed to get the numbers back up.
- TANF – Board and contractor staff are working fully to extend this award. This year’s allocation is \$1.5M more than last year. There has been a decrease in eligible TANF clients from HHSC due to higher wages.
- SNAP – Board received an additional \$887k in March 2022. The contractor has increased staffing to utilize these funds and outreach to additional participants.
- RESEA – Grant for long term unemployment recipients to reengage them in the workforce system. TWC will not be offering an extension this year.
- Train for Jobs - \$2M in stipends will not be fully expended, however \$13M was utilized.
- Military Family Support – The contractor is now fully staffed, increasing outreach, participant, and training-related expenditures.
- Pilot Navigator Program – WSA is 1 of 4 Boards participating in this initiative and is expected to renew for FY23. This supports sex trafficking victims.
- Child Care SIR – The Board returned \$22M to TWC which is pending redistribution.
- Child Care CCQ – The Board is 43% underspent but is expected to distribute \$1M in Child Care Incentives this fiscal year.
- Trade Act – Grant currently at 5% and in the sunset phase. Clients may be referred to Dislocated Worker.
- Rapid Response – Grant started on July 1, 2022. The board staff will monitor expenditures through the next quarter and additional funding may be made available if funds are fully utilized.
- Careers in Texas Industries has an allocation of \$35k to support an event for secondary school students on September 29, 2022.
- Red, White and You annual job fair has an allocation of \$40k.

b. Sub Recipient Financial Monitoring Update

- Serco of Texas – FY21 pending reimbursement of questioned cost related to procurement. FY22 report completed on 8/29/22 and released 9/21/22 to the contractor for resolution.
- City of San Antonio – FY21 is resolved. FY22 report is currently in progress and estimated completion on 9/28/22 for contractor release on 10/7/22.
- C2GPS – FY20 final closeout reports submitted and accepted on 9/22/22 pending final monitoring review and the contractor refunded the Board approximately \$38,500 on 9/21/22. FY21 draft report released pending documentation and completion of closeouts. FY22 draft report released pending final documentation and completion of closeouts is under review.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Aspen Institute

- WSA won the funding from Aspen Institute to expand the workforce academy focused on frontline workers.
- In discussion with United Way and Texas A&M on a proposal the United Way is submitting for new promised neighborhood. They have asked for assistance and partnership with WSA. Application is due mid-October.

VIII. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

- CFO Angela Bush is resigning, and her last day is September 30, 2022.

IX. Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may recess 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; and
- d. Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.

None.

X. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Upon motion by Board Member Yousef Kassim and second by Board Member Lisa Navarro-Gonzales, the Committee unanimously agreed to adjourn the meeting at 9:46 a.m.