



AUDIT & FINANCE COMMITTEE MEETING MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
July 25, 2022
1PM

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

WSA BOARD STAFF: Adrian Lopez, Katherine Pipoly, Angela Bush, Linda Martinez, Chuck Agwuegbo, Manuel Ugues, Jeremy Taub, Brenda Garcia, Gabriela Horbach, Penny Benavidez, Patrick Mele, Roberto Corral; Trema Cote, Dr. Ricardo Ramirez, Aaron Smith, Jessica Villarreal

LEGAL COUNSEL: none

PARTNERS: Mike Ramsey

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 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 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 1:01 p.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 May 26, 2022 Meeting Minutes
Presenter: Mary Batch, Committee Chair
Upon motion by Board Chair Leslie Cantu and second by Board Member Yousef Kassim, the Committee unanimously approved the May 26, 2022 Meeting Minutes.

- V. PROCUREMENT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Jeremy Taub, Director
 - a. Procurement Projects & Contracts Summary
 - i. RFP Update: Cloud Migration Services
 - To provide implementation and hosting services for cloud migration to house applications and services currently hosted in a data center. The recommended provider is FreeIT Data Solutions, Inc. Estimated amount and length of contract is \$100,000 annually for up to 4 1-year periods.
 - To provide services for a centralized security solution that proactively detects and responds to threats and security incidents. The recommended provider is FreeIT Data Solutions, Inc. Estimated amount and length of contract is \$104,000 annually for up to 4 1-year periods.

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- Chair Batch asked what the \$101,201 amount was for. Jeremy Taub answered that this is the start up cost for the first year.
- Yousef Kassim questioned about a migration that happened last year. Chuck Agwuegbo responded that it was the prep work that happened last year to bring to the attention of the Board, without naming the vendor. Today an RFP is done to name the vendor.
- Chair Cantu asked that the history and context is presented during the next presentation.

Upon motion by Board Chair Leslie Cantu and second by Board Member Yousef Kassim, the Committee unanimously approved RFP Update: Cloud Migration Services.

- ii. RFP Update: Program Monitoring
 - Rebid to include Ready to Work in the scope of services.
 - Utilizing on the contractor will result in cost and monitoring efficiencies.
- iii. RFP Update: Janitorial Services
 - Services provides daily, periodic, and emergency cleaning at several Workforce Centers. The recommended provider is M&Rs Elite Janitorial Solutions. Estimated amount and length of contract is \$213,000 annually for up to 4 1-year periods, effective October 1, 2022.

Upon motion by Board Member Mitchell Shane Denn and second by Board Member Yousef Kassim, the Committee unanimously approved RFP Update: Janitorial Services.

b. Service Delivery Contracts

i. Adult Services

- Adult and American Job Center Services Contract awarded to C2 Global Professional Services, Inc. Term is October 1, 2022 – September 30, 2023. Contract value is \$19M for TWC Programming and \$19M for Ready to Work. No renewals remaining.

Upon motion by Board Member Mitchell Shane Denn and second by Board Chair Leslie Cantu, the Committee unanimously approved Adult and American Job Center Services Contract.

ii. Child Care Services

- Child Care Quality Services Contract awarded to the City of San Antonio. Term is October 1, 2022 – September 30, 2023. Contract value is \$3M. One renewal will be remaining.

Upon motion by Board Chair Leslie Cantu and second by Board Member Yousef Kassim, the Committee unanimously approved Child Care Quality Services Contract.

- Child Care Management Services awarded to the City of San Antonio. Term is October 1, 2022 – September 30, 2023. Contract value is \$87.9M. 2 renewals will be remaining.

Upon motion by Board Chair Leslie Cantu and second by Board Member Yousef Kassim, the Committee unanimously approved Child Care Management Services.

VI. FISCAL (DISCUSSION AND POSSIBLE ACTION)

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Presenter: Angela Bush, CFO

a. Financial Reports

- In May, WSA paid out the Board approved COLA and merit increases to staff.
- Insurances and taxes are higher this year for Facilities.
- Professional Services is under budget right now but expect to receive monitoring costs to come in.
- Temporary staffing costs with Ready to Work will be increased.
- Reserve was used for Child Care. Whatever does not get used this year will roll into next year.
- May 2022 Budget to Actuals is at 53.91%.
- This year's TANF allocation was \$1.5M more than average. C2 met the performance benchmarks for this allocation.
- Staff is working on the additional SNAP allocation of \$887k.
- Child Care SIR: The Board returned approximately \$22M to TWC which is pending redistribution.
- Child Care CCQ: The Board is approximately 25% spent for this program. Project to distribute \$1M in Child Care Incentives this fiscal year.
- Trade Act: Grant is at 2% and program is sunsetting. Clients may qualify for funding through Dislocated Worker.
- Rapid Response: TWC granted an additional \$25k.
- Workforce Commission Initiatives Grant Changes: Additional \$152k for WIOA training, and \$109k for Short Term Training for Parents enrolled in CCS Program.
- SEAL Program Components: Need 400 people to register, currently at 356.
- Skills Development Fund has been extended to November 30, 2022.
- National Dislocated Worker Winter Storm: Grant was modified to allow additional training for participants which will increase expenditures. Grant ends on March 31, 2023.

b. FY23 Budget

- Base salaries for staff have been increased to about 10%. 4 FTEs have been included for Ready to Work. Paid internships have been included this year at \$180k.
- Fringe Benefits have stayed about the same, with little to no increase.
- Board Facility costs increased \$10k for Common Area Maintenance (Taxes/Insurance).
- \$14k increase in Equipment for new staff.
- General Office increase of \$30k insurance for cyber security and other claims.
- Marketing increase of \$30k for employee recruitment and consistent messaging.
- Professional Services increase of \$210k for subrecipient monitoring.
- Board of Directors support increase of \$45k for parking, video conferencing, and training and development.

- Facilities increase of \$775k for increased rental rates, Port San Antonio, and Mobile Unit.
- Child Care Reserve will increase to \$14.9M.
- Other Projects are budgeted at about \$365k for SEAL Workforce Readiness, Teacher Externship, and TIP Grants.
- Service Delivery: Workforce Programming \$19M, Youth \$3M, Child Care \$91.5M, Ready to Work \$19M.

Upon motion by Board Member Yousef Kassim and second by Board Member Mitchell Shane Denn, the Committee unanimously approved the FY23 Budget.

- c. Check Signature Policy
- Amounts .01 to 5,000 require one signature (CFO, CEO, COO)
 - Amounts 5,000.01 to 99,999.99 require two signatures (one ink and one digital on paper checks)
 - Amounts 100,000.00 and over require two signatures (one signature must be from Board Chair, Board Vice-Chair, Board Secretary)

Upon motion by Board Member Mitchell Shane Denn and second by Board Chair Leslie Cantu, the Committee unanimously approved the revised Check Signature Policy.

VII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Growth through Reentry to Advance Careers & Employment (GRACE) Conference; Charity Ball, Aspen Institute, Bexar County ARPA Funds
- Leslie Cantu and Adrian Lopez will be presenting at the GRACE Conference.
 - Letter of interest was submitted to Charity Ball.
 - Letter of interest was submitted to Aspen Institute.
 - Texas A&M has asked WSA to sponsor \$7M of funding with Bexar County ARPA Funds for an Educare Center.

VIII. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

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.**

X. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

At 2:02 p.m., Chair Mary Batch adjourned the meeting.