



EXECUTIVE COMMITTEE MEETING - MINUTES

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207

June 9, 2023

10:00 AM

BOARD MEMBERS: Leslie Cantu (Committee Chair), Mary Batch, Yousef Kassim, Ana DeHoyos O'Connor, Dr. Sammi Morrill, Anthony Magaro

WSA STAFF: Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Randy Davidson, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Terry Trevino, Vanessa McHaney, Manuel Ugues, Gabriella Horbach, Roberto Corral, Brenda Garcia, Aaron Smith, Kristen Rodriguez, Sylvia Perez, Angela Bush, Francisco Martinez, Belinda Gomez, Ramsey Olivarez, Caroline Goddard, Trema Cote

PARTNERS: Diane Rath

LEGAL COUNSEL: Frank Burney

GUEST: Daniel Gonzalez with City of San Antonio, Marshal Hoak with Bexar County, Katie Milton Jordan with Kerr EDC

AGENDA

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 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.

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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.

- I. CALL TO ORDER
Presenter: Leslie Cantu, Committee Chair
At 10:00am, Chairwoman Leslie Cantu called the meeting to order.
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Committee Chair
The roll was called, and a quorum was declared present.
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Leslie Cantu, Committee Chair
None.
- IV. PUBLIC COMMENT
Presenter: Leslie Cantu, Committee Chair
None.
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)
Presenter: Leslie Cantu, Committee Chair
 - a. Meeting Minutes – April 14, 2023
 - b. RFP Updates and Contract Summary
 - c. Update on Procurement Processes
 - d. Financial Reports
 - e. Applications for Funding
 - f. Early Matters Update and HB1979 Discussion
 - g. Child Care Performance Briefing
 - h. Texas Rising Star Assessment Update
 - i. TRS Contracted Slots Pilot Briefing
 - j. Success Stories
 - k. The Dee Howard Foundation Partner Update

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- l. Youth Committee Objectives
- m. Youth Performance
- n. Partnerships
- o. Rural & Urban Youth Success Stories
- p. Facility Updates
 - i. Port SA Update
 - ii. Walzem Update
- q. Sector Based Model Update
 - i. Sector Based Score Cards
 - ii. Strategic Partnership Manager Update
- r. Performance, Programs, and Operational Updates
- s. Aspen Institute
- t. Quality Assurance Update
- u. IT Assessment Update

Upon motion by Ana DeHoyos O'Connor and seconded by Dr. Sammi Morrill, the Committee unanimously approved the Consent Agenda items a. – u.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Adult RFP Update
 - Discussed during Executive Session.
- b. Procurement Diversity Update (SMWVBE)
 - Not discussed.
- c. FY2022 Annual Audit Report
 - Unmodified (clean) audit opinion, no findings or questioned costs, maintained low risk audit status, and an increase in net assets by \$76,604.

Upon motion by Yousef Kassim and seconded by Ana DeHoyos O'Connor, the Committee unanimously accepted the FY2022 Annual Audit Report.

- d. Update on TWC Monitoring Report
 - Controls Implementation Update – Audit Resolution (Pending): Requested documentation provided to TWC.
 - Contract Management (Actively Monitoring): Database has been developed that tracks all contract actions.
 - Facility Lease Procurements (Implemented): Developed standard operating procedures for workforce center leases.
 - Procurement Consultant Recommendations (In-Process): Strengthening controls by updating policies and implementing standard operating procedures. Procurement checklists and other tool kits to improve efficiency and effectiveness.
 - Roles and Responsibilities (Ongoing): Assistant Director of Procurement, and new Procurement and Contract Specialist to facilitate the procure to pay process.
- e. Employee Policy Handbook Revision: Employee Incentive Policy
 - Purpose is to formalize an incentive program that provides the Executive Leadership discretion to provide additional compensation for the Board staff who

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has exceeded performance expectations and creates a reasonable and necessary incentive policy to retain and motivate valued employees who demonstrate a commitment to the agency.

- Criteria includes a lump sum to recognize a specific achievement, an incentive plan with goals, established criteria, and regular payouts when performance exceeds goals, and non-monetary awards can include recognition, career development opportunities, and attendance to special lectures, training programs, and conferences.
- Limitations are that awards may not exceed \$10,000 or 5% of the employee's base salary.

Upon motion by Ana DeHoyos O'Connor and seconded by Mary Batch, the Committee unanimously approved the Employee Policy Handbook Revision: Employee Incentive Policy.

VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

a. Child Care Industry Partnership Grant

Presenter: Katie Milton Jordan, Director of Business Development, Entrepreneurship & Talent, Kerr EDC

- Program Description: Like many communities, our employers are having a hard time recruiting working parents to return to the workforce due to childcare shortages, post COVID. Specifically, we're experiencing a lack of qualified providers and maxed out rosters at existing centers. In the fall of 2022, our community requested that our EDO research the challenges preventing working parents from returning to the workforce in order to define them and find sustainable and creative solutions to address them in both the short term and long term.
- Lean Approach: Given the size of our community (less than 25,000) and the size of our EDO (only 2 staffers) we knew we needed to take a lean approach in order to successfully continue to juggle our typical day to day responsibilities commonly associated with EDOs. Knowing that nature abhors a vacuum, we decided to create a smaller container with which to research the challenge, define it, and propose creative solutions. That container was a 90-day window with three 90-minute meetings, evenly spaced out.
- Working Group Goals: Add 100 jobs to local civilian workforce over a 12-month period, identify at least three ways to solve the challenge and outline the project execution for each, meet with industry and community leaders to learn more about the challenges and potential solutions, make site visits to local facilities to better understand what is going on, talk to potential owners of childcare startups to gauge their interest and capability to solve the challenge given the right resources, and to identify the root cause of the problem. The working group succeeded in meeting its lofty goals and submitted a summary and recommendations.
- Potential Projects: 5 possible expansions (KROC, KISD), 4 possible startups,

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and strengthen the workforce with 100 jobs.

- The working group has defined several specific challenges in this space, as well as a handful of creative tools that could be used to alleviate this community challenge: shared services alliance, partnering with established providers poised for expansion, further develop apprenticeship programs, and childcare business incubator.
 - While we maintain all solutions identified have merit, we are recommending the community experiment with these two strategies first: Chamber of Commerce to create Childcare Alliance to connect with and serve local childcare centers with strategic networking functions, access to community resources, and increased exposure. Alliance to elect/nominate leadership that will work with employers to poll employees on their childcare needs to gain clarity offered by additional data points. KEDC to support KISD and KROC center in their expansion plans over the next 90-days in order to maximize resources available at the state level.
 - Other Kerrville Childcare Wins: Mayoral Proclamation of Child Care Provider Appreciation Day on May 12, 2023, facilitated connection between philanthropic org and KROC to fund increased summer capacity by 100%/80 kids, 33 working parents returned to work, Ernst & Young Case Study Feature, facilitated connection between city and KROC for free/reduced cost access to pool and ball fields, and in conversation with philanthropic org about childcare loan program.
 - KEDC & WSA Childcare Partnership: Childcare Investments Partnership Program through TWC provides dollar for dollar match up to \$750,000. EIC, Kerrville 4B funding entity to invest \$750,000 for a total of \$1.5M. KEDC and stakeholders to work with WSA staff to flesh out RFA.
 - Example Timeline: June/July – soft commitment from EIC and WSA, July/August – TWC application process and donor funding agreement executed between EIC and WSA, October – TWC application approval, EIC/WSA firm commitment, and funding received from EIC and TWC by WSA, Year End – RFA opens to local centers and funds become available based on how quickly centers can apply and qualify.
 - Mary Batch asked if this can be replicated in other counties because she can see how rural areas will benefit from this. Katie Milton Jordan responded that she believes it can be replicated.
- b. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- 425 providers have been identified by TWC as meeting Entry Level Designation.
 - Currently 77 out of 425 eligible providers are enrolled in the WSA Quality Cohort.
 - Efforts for access to quality includes professional development opportunities for early learning programs and coaches/mentors alignment across organizations.
 - Investments in quality includes a quarter 5 bonus awarded to 58 centers and a special incentive awarded to 8 centers.
 - Quality efforts includes a working relationship with ESC Region 20, Pre-K 4SA, United Way of San Antonio, and Workforce Solutions Alamo.
 - Dr. Sammi Morrill asked to have a stoplight chart of the centers trying to reach Texas Rising Star.

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VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

a. Initiatives and Opportunities

- Career Pathways Youth Events: Second Baptist Church Community Center held on May 26, 2023 from 10am-2pm attended by 84 students focusing on Education/Healthcare/Warehousing & Transportation, Braden Keller Community Center in Medina County on June 30, 2023 focusing on Aerospace/Robotics/Construction, Rural focus on date to be determined focusing on IT/Finance/Healthcare, and Urban focus on date to be determined at CPS Headquarters focusing on Oil and Gas & Engineering.
- ISD Focus SAISD: Purpose is to build relationships and opportunities within the San Antonio Independent School District. SAISD is one of the largest districts with underserved students in the Alamo area region. WSA supported an event with Dr. Vahalik, the Senior Job Fair at Palo Alto College, that was attended by more than 500 students.
- Workforce on Wheels Bus: Requesting time allotment for youth focused outreach. Suggestions for bus include VR goggles and develop a mobile unit outreach plan and events.
- SA WORX: Currently exploring a relationship with SA WORX to build upon each organization's youth program and increase access to supports and services within our community. Common goals include work experience opportunities connecting youth with employers, program expansion to reach more students, educators, and employers each year, and co-enrollments and reverse referrals.
- ACE Race: Purpose is to foster and encourage partnerships between educational institutions and industry partners. Created as an opportunity for student programs in high school and community colleges. The vision is to generate excitement and awareness of vocational opportunities associated with Science, Technology, Engineering, and Math (STEM). 2024 WSA sponsorship: Raise funds to support up to three cars and initiate RFP sponsorship for ACE Race in August.
- Annular & Total Eclipse: "Once in a lifetime" event in partnership with Southwest Research Institute. October 2023 will be the annular eclipse. The sun will be covered except for a "ring of fire". April 2024 will be the total eclipse with four minutes of total darkness and temperature dropping until the sun slowly emerges. Planning for these two events includes preparing a survey to assist with planning logistics and course/presentation development, target science teachers, identify number of glasses to purchase, identify number of teachers, students, and events.
- Rodeo Youth Event: Held at the Freeman Coliseum Ag Mechanics building. Proposed strategy is to expose incoming 8th graders to the Ag Mechanics industry pathways that is focused on agricultural power and mechanization.
- Student-to-Student Snapchat Reel: Proposed strategy is to utilize the social media platform, Snapchat, to promote WSA youth programs and initiatives to boost youth engagement. Timeline is August 2023 to December 31, 2023. This is a student led initiative to create video reels highlighting WSA services. Invite area school districts to participate in a competition. Local partners will serve as

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judges. Best “add” reel selected as the winner. Award the most efficient and active school district with the most successful outcomes that include most views, shares, and comments.

- Job Fest 2023 Overview: Over 800 job seekers and over 100 table hosts. The Job Fest 2024 planning updates include a tentative date scheduled for June 1, 2024, championed by Representative Gervin-Hawkins, WSA Business Service Representatives secure employers, WSA youth team serves on the planning committee, and YES! program attends and recruits youth seeking training and support.
- WSA Youth Rural Strategies: Attend Chamber meetings within rural cities/counties, host at least two job fairs in rural counties, target each rural corner of geographical service area by visiting centers, newsletter to rural districts regarding WSA services and events, informative seminars, and enhance marketing efforts.
- Make It Movement: A non-profit organization dedicated to reaching young people while in high school and introducing them to career where higher learning equals higher earning. The staff is exploring opportunities with this organization for collaboration and scholarships for students to attend Make It Movement events in collaboration with other areas.
- Summer TANF Initiative: Alamo will inspire young people’s interest through a unique STEM opportunity and engage with industry employers through a 12-week summer program. The enrollment target is 200, the target audience is youth ages 16-24, the start date is June 1, 2023, and the end date is September 30, 2023. Alamo needs STEM providers for this initiative and is welcoming all potential applicants to apply.
- 27 Board Study Workforce Solutions Texas Youth Programs: Workforce Solutions Southeast Texas region includes Hardin, Jefferson, and Orange counties. Their website is vibrant and interactive, Texas Reality Check link and video, and Youth EXPO digital folder. Workforce Solutions for the Heart of Texas region includes Bosque, Falls, Freestone, Hill, Limestone, and McLennan counties. Their website contains an interactive chat box which is a great tool for participants seeking guidance or information. The most frequently used website links on Board youth webpages are workintexas.com, jobsyall.com, and texasrealitycheck.com.
- Anthony Magaro asked for more members in the Youth Committee to give an additional voice, support, and advice.

IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

Presented by: Adrian Perez, CIO

a. Local Plan Update

- WSA Board approved final updates to the plan on April 21, 2023. Presented and secured approval from Rural Judges on April 26, Bexar County on May 2, and City of San Antonio on May 4, 2023. Submitted final 2-Year Local Plan Update to TWC on Friday, May 12, 2023.

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- 72 target occupations were approved. Based on Board/Partner feedback, final adjustments include accommodations and food services targeted in-demand industry sector, incorporate language that allows the centers to fund occupations with similar occupational codes, and include lists of the career pathways in the appendix.
- TWC may request additional information, changes, or clarification and staff will work through the process as needed. The Governor Office's approval of the plan will document completion, the entire process may take 2-3 months. Once approved, the process will continue with implementation including outreach and information, continued focus on sector-based model, continued career pathway development, and using data designing mechanisms to track and report status and outcomes.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. Monitoring Outcomes and Technical Assistance
 - The National Dislocated Worker grants were below the 90% expected accuracy rate; however, this is an acceptable rate because these grants occur very quickly and during times of disaster crisis.
- b. TWC Audit Letter – SNAP
 - TWC has completed its Annual Monitoring of WSA. WSA received two Audit Resolution Letters, one for the Non-Custodial Parent (NCP) grant and one for the SNAP E&T. WSA missed reporting the SNAP E&T letter during the previous Committee meeting and is now reporting progress.
 - SNAP E&T included the following three items: Completion of Form H1822 Work Requirement Verification, completion or submittal of Form H1817 to notify HHSC of participants gaining employment and recording H1817 information in TWIST.
 - Staff submitted responses to TWC documenting resolution. WSA is in communication with TWC and expects for both the NCP and SNAP items to be resolved.
- c. TWC Performance – Employment
 - WIOA requires TWC to formally contract Boards for specific Title I Adult and Dislocated Worker.
 - An Exiter is considered employed in a given quarter if Quarterly UI Wage Records or Federal Employment Records show earnings for that quarter or if Supplemental Employment/Wage Records indicate employment during the quarter. Earnings data begins to show about six months later.
 - These measures are calculated by a denominator and a numerator. The denominator includes the number of program participants who exited during their period of participation. The numerator includes the number of exiters from the denominator who were employed in the 2nd and 4th calendar quarter after exit. TWC statistically calculates a target, which the Board is then contractually required to meet or exceed.

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XI. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. JET Grant
 - The Jet Grant Awards were held on May 22, 2023. San Antonio ISD, North East ISD, Southside ISD, and Alamo Colleges – Northeast Lakeview College were awarded over \$1.2M in grants.
- b. American Indians In Texas at the Spanish Colonial Missions
 - AIT recently opened the only center in San Antonio recognizing American Indians.
- c. Partnership with Bexar County Public Works
 - This initiative with the Bexar County Public Works department gives entry level staff heavy equipment and CDL training to secure higher pay and higher positions that are hard for Bexar County to fill. This opportunity will be taken to the rural counties to hopefully be implemented there also.
- d. Ready to Work Program
 - Almost 1,300 individuals have been enrolled in training which is almost meeting the annual goal.
- e. DOL Grant/Partnership With Capital Area & Rural Capital
 - The DOL grant with the Capital Area and Rural Capital Workforce Boards may be pushed into next year.
- f. Presentation to New Braunfels Chamber of Commerce
 - Presented labor market information and items WSA is working on to solicit new partnerships.
- g. TWC Annual Employer Awards Update
 - Presenter: Penny Benavidez, Director of Public and Government Relations
 - Each year TWC provides the opportunity to recognize Texas employers for their work in supporting the workforce system. Nominations are being finalized. The 5 different categories to nominate employers are large employer, small employer, veteran friendly, hireability, and local excellence.

XII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

- a. BOD Attendance and Demographics

XIII. NEXT MEETING: August 11, 2023

XIV. 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

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- 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 §551.089 – Discussions Regarding Security Devices or Audits.
- The Executive Committee went into Executive Session at 10:03am and returned to Open Session at 10:40am. No action was taken during Executive Session.**

XV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

Upon motion by Dr. Sammi Morrill and seconded by Yousef Kassim, Chairwoman Leslie Cantu adjourned the meeting at 11:56am.

CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions EXECUTIVE COMMITTEE Meeting

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO EXECUTIVE COMMITTEE MEETING, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON **June 9, 2023, AT 10:03 AM.**

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo _ Executive Committee Meeting is now in Executive Session on _ June 9, 2023, at 10:03 AM. pursuant to exceptions under Government Code 551."**
2. SUBJECT MATTER OF EACH DELIBERATION:
 - 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.**
 - e. **Government Code §551.089 – Discussions Regarding Security Devices or Audits.**
3. No further action was taken.
4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on June 9, 2023 at 10:40 AM"**

DocuSigned by:

Leslie Cantu

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LESLIE CANTU Board Chair