



## **OVERSIGHT COMMITTEE MEETING - MINUTES**

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

**April 7, 2023**

**1:00 PM**

**BOARD MEMBERS:** Dr. Sammi Morrill (Committee Chair), Mary Batch, Esmeralda Perez

**WSA STAFF:** Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Linda Martinez, Vanessa McHaney, Rebecca Espino Balencia, Roberto Corral, Ramsey Olivarez, Brenda Garcia, Dr. Federico Ghirimoldi, Manuel Ugues, Dr. Ricardo Ramirez, Trema Cote, Terry Trevino

**LEGAL COUNSEL:** None

**GUEST:** Alfred Turner, The Syndicate Wave

### **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.***

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) 2723250.

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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: Dr. Sammi Morrill, Committee Chair

**At 1:00 pm, Chair Dr. Morrill called the meeting to order. The roll was called, and a quorum was determined present.**

**II. DECLARATIONS OF CONFLICT OF INTEREST**

Presenter: Dr. Sammi Morrill, Committee Chair

**None.**

**III. PUBLIC COMMENT**

Presenter: Dr. Sammi Morrill, Committee Chair

**None.**

**IV. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION) MEETING MINUTES – February 3, 2023**

Presenter: Dr. Sammi Morrill, Committee Chair

**Upon motion by Mary Batch and second by Esmeralda Perez, the Committee unanimously approved the Consent Agenda Meeting Minutes for February 3, 2023.**

**V. BRIEFING: PROGRAMS & OPERATIONAL UPDATES (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Katherine Pipoly, COO

**a. Performance, Programs, and Operational Updates**

— The items Board staff are currently working to improve are: Measurable Skills Gained & Credential Rating for WIOA Adult, Measurable Skills Gained for WIOA Youth, and Ready to Work. Ready to Work has exceeded 840 participants enrolled.

— Credential Rate is at 88.59% and Measurable Skills Gains is at 65.16% for Adult. Measurable Skills Gains for Youth is at 44.52%. These all show underperforming but the adult contractor is being diligent in adjusting to how measurable skills gain is being captured. The Youth will show a major

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- increase in the productive summer months. Dr. Sammi Morrill would like to see the performance time period for the Youth measurable skills gains.
- Childcare performance by TWC set at 11,427 for FY23. WSA's current YTD for FY23 is 11,254 and performance is at 98.49%.
  - TRS quality centers are at 25% in the Alamo region for both rural and urban. WSA's goal is to have 100% quality centers in a year and a half. Dr. Sammi Morrill would like to see projection dates of centers graduating from the quality cohort and would also like to see the due date for the 100% goal.
  - Summer Earn and Learn: TWC's target is 256. WSA has 70 early referrals, 200 positions secured, and FY23 employer agreements are being signed.
  - Teacher Externships: The target is 100 teachers and 25 ISDs. The focus is to expand rural district participation. The launch will be in June 2023.
  - Disaster Recovery, NDW-Winter Storm: 99.8% of funds are expended.
  - Disaster Recovery, NDW-COVID19: 89.4% of funds are expended as of January 31, 2023. This is on track to expend all funds by March 31, 2023.
  - Training and Employment Navigator Pilot – 50 total YTD participants have been served.
  - Skills Development Fund with Lone Star National Bank: This program is complete with 346 total new jobs per contract, 399 total number of actual jobs, and 13,629 total training hours.
  - Military Family Support Program: This program is on track with 12 new enrollments in CY23, 2 have been provided training in CY23, and 5 in support services in CY23.
  - Workforce Commission Initiatives: Hiring Red, White, & You! veterans job fair will be in November 2023, Texas Veterans Leadership Program provides support to TVLP staff at South Flores and Walzem, Career in Texas Industries provides career exploration in sector-based industries for youth. BCY23 will have a few smaller events versus 1 large event.
  - RESEA Grant: WSA completion rates are 97% for the month, and 93% for BCY23 overall. TWC recently resumed requirements of 80% completion for Boards in BCY23.
  - JET Grant: Deadline for 2023 applications was March 14<sup>th</sup>. \$1.3M for school districts and charter schools. High demand occupation form from WSA Board is no longer required. WSA Youth Specialist is assisting school district and community colleges on an as requested basis.
  - Youth Partners-Work Experience: Current number of agreements is 114, student enrollment target is 140, and current student enrollment to date is 45.
  - Ready to Work Program: 845 have been case managed/enrolled in training, 115 have completed training, and 33 have been placed in quality jobs. Dr. Sammi Morrill asked about the fiscal feasibility of the Ready to Work program. CEO Adrian Lopez responded that WSA is in the positive of \$75k. Angela Bush added that WSA will not know actual numbers until the program is closed out and the audit has been completed. Dr. Sammi Morrill requested to see the fiscal side of it on the slide.

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- 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. Target enrollment is 200, target audience is youth ages 16-24, and start date is May 1, 2023.
- b. Aspen Institute
- 24 Fellows have been selected and the opening retreat was held on March 29-31, 2023. The official announcement of the Fellows will be in conjunction with the Aspen Institute. The Fellows sectors include nonprofits, private industry, workforce development, and economic development across county and city.
  - The Fellows labs include 5-year vision, systems issues, learning agenda, research lessons, and draft recommendations. Fellows conduct local and national interviews and review research. The team meetings include research plans, ideas for change, developing change strategies, and preparing for stakeholder meeting.
  - The first Academy Session is Metrics & Meaning. The Fellows will reflect on organization’s approach to data and areas for action, explore access to resources and using quantitative and qualitative data, identify opportunities for disaggregating data and recognize racial and other equity disparities, and inform strategies that respond to the disproportionate impacts of racism and sexism.
  - The CoLabs will surface Fellows’ collective intelligence around needed local ecosystems changes, apply systems thinking to the local workforce system, reflect on, practice, and develop collaborative leadership skills, craft and present recommendations for ecosystems changes in learning labs, and deepen Fellow’s knowledge of specific CoLab issue.
  - Systems’ changes will help to stop running into the same barrier time after time. Changing institutional factors that affect how workers connect to jobs in business practices, education practices, and policy barriers.
- c. UI Weekly Work Search Contact Requirement  
Presented by Dr. Ricardo Ramirez, Director of Quality Assurance
- The primary purpose of the weekly work search contact requirement is to assure claimants are able, available, and actively seeking work. Boards are required to conduct an annual analysis of the minimum number of weekly work search contacts for each county. Commission rule directs UI claimants to make a minimum of three work search contacts per week. Based on the analysis, Boards may require more than three work search requirements per week.
  - Some of the factors when evaluating the number of work search contacts required may include population, labor force/market information, employment opportunities, and work search requirements in neighboring or similar counties. There has been continued population growth for most counties between 2010 and 2020. The population in the region increased 44,883 over the year. November 2022 data indicated that the counties with

the highest unemployment rates were Atascosa, Bandera, Bexar, and Medina counties. The unemployment rate for all counties declined over the year from the November 2021 rates.

- Large Boards Tarrant, Dallas, Gulf Coast, Boarderplex, Lower Rio Grande have three weekly job search requirements for all counties. Alamo and North Central have five weekly job search requirements for all counties.
- The proposed job search requirements for this year are to retain the five job search contacts per week for each of the counties.

**Upon motion by Mary Batch and second by Esmeralda Perez, the Committee unanimously approved that the UI Weekly Work Search Contact Requirement remain at five for all counties.**

## VI. PROCUREMENT BRIEFING (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director of Procurement and Contracts

### a. Small, Minority, Women and/or Veteran Owned Business Enterprises, SMWVBE Updates

- Outreach is underway to survey all current vendors that involves obtaining a list of all vendors in the database that are not identified as SMWVBE so they can update their status if applicable.
- Utilizing online search tools such as various local SMWVBE search directories to expand outreach: The Maestro Entrepreneur Center, and The South-Central Texas Regional Certification Agency.
- Providing demographic information on the Child Care Providers received from the contractor (City of San Antonio).
- As of January 31, 2023, WSA is at 13.3% of total expenditures. Fiscal year ending September 30, 2022, WSA was at 22.6% of total expenditures.
- Of the 68 vendors with active term contracts, 20 are identified as SMWVBE. Of the \$3.7M estimated annual expenditure by dollar, \$1.7M is from SMWVBE vendors, which is about 47%.
- Regarding childcare providers with the City of San Antonio, 244 out of 566 providers identify as SMWVBE. 51.12% of expenditures are spent on SMWVBE childcare providers.
- Dr. Sammi Morrill would like to see a projection of SMWVBE costs for the end of the fiscal year.

### b. Timeline and Update for Adult RFP

- Deadline to submit proposals is April 11, 2023. The evaluation period will be from April 13 to May 3, 2023. Final recommendations will be made on May 15, 2023. The Board approvals will be for the Oversight Committee: May 26, Executive Committee: June 9, and Full Board: June 23, 2023. FY23 contract start date will be on October 1, 2023.

### c. RFP Updates

- The Mobile Workforce Unit is being re-bid due to contract negotiations failing. The anticipated award date is in April 2023.

d. Update on Procurement Processes

Presented by Angela Bush, Collective Strategies

- Jeremy Taub introduced Randy Davidson as the new Assistant Director of Procurement and Contracts.
- TWC identified an area of concern for FY21. The monitoring results identify potential administrative concerns around the Board needing to follow federal and state guidelines for procurement consistency. As a proactive measure, the Board contracted Alfred Turner with The Syndicate Wave to evaluate current policies and procedures, make recommendations to strengthen the current system, and implement best practices and controls around procurement.
- TWC response is due on May 12, 2023. There are no disallowed or questioned costs, but the Board must strengthen controls around the procurement of leases and expiring contracts. The Board must comply with procurement requirements for six workforce center lease renewals.
- The Board should strengthen controls around expiring contracts. The real estate broker provided services with an expired contract. The monitoring contract was extended 90 days beyond the available renewals provided in the initial procurement. The 90-day extension was due to the procurement not being completed with adequate time before the contract expired.
- Board staff requested technical assistance from TWC's Audit Resolution division and developed the following outcomes: The Board should procure the Real Estate Broker Services before any additional services are requested, and the Board should provide needs analysis, cost reasonableness, and full fair and open competition documentation for all future leases.
- Board staff performed a competitive procurement for Real Estate Services. The selected vendor is PCR Brokerage San Antonio, LLC DBA Partners. The contract term is March 13, 2023, to March 13, 2024, with four one-year renewal options.
- Contract controls implemented: Contract Management Database has been developed that tracks contract expiration dates, all contract actions, all follow up with end users for continuous collaboration, training, and development with program managers, contractors, and vendors, upgraded Contract Manager to Assistant Director of Procurement and Contracts which manages all contracts and the database, and Bonfire (e-procurement system) sends automated reminders to end users.
- Regarding lease corrective action, TWC recommends completing a 100% review of each lease with required documentation to address the finding, the Board will perform a complete and transparent procurement for each lease before exercising any renewal options, perform an after the fact market analysis before exercising any renewal options, original lease procurements must include all renewal options, and additional renewal periods not in the original procurement may not be exercised.

- The Board staff has completed a preliminary lease analysis of all leases and determined full and open procurement documentation to comply with the FMGC. Board staff has developed the following tools to ensure all recommendations are implemented, and adequate controls are in place for the proper and transparent lease procurement and future procurement and lease renewal options: needs determination market analysis, lease procurement checklist, procurement lease schedule of activities, internal quality review before recommendation is presented to committees for approval, and lease addendum provisions to standard leases.
- Dr. Sammi Morrill does not want to review this entire presentation again in June. She would like to see a project plan of where WSA is on the corrective actions. Angela Bush stated that there will only be an update for the May 26<sup>th</sup> meeting.
- Alfred Turner with The Syndicate Wave described the steps he took to assist WSA: comprehensive assessment of the procurement department, review current procurement process, recommend and assist in process improvements, and support audit reconciliation activities.

## VII. BRIEFING: QUALITY ASSURANCE (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Ricardo Ramirez, Director of Quality Assurance

- a. Quality Assurance Update
- b. Monitoring Outcomes and Technical Assistance
  - WSA Program/Operations implemented a TA Plan to address TWC’s Audit Resolution Letter and Annual Monitoring Report for NCP and SNAP. The one item that needs to be addressed with TWC is to ensure NCP Choices guidelines are followed regarding the request to remove cases not being sent within the required timeframe to the Office of the Attorney General. Expanded monitoring includes 100% monthly review of cases by subrecipient, QA validation of subrecipient monitoring reports, and WSA testing of at least 20 cases per month. Dr. Sammi Morrill would like an update on this in June.
  - Trade Adjustment Assistance completed Phase I report which included four attributes for continuous quality improvement: benchmark reviews, program detail data entry, service tracking data entry, and performance outcomes data entry. QA will implement a Phase II monitoring in the coming months to validate improvements.
  - National Dislocated Worker has experienced a few delays in addressing TWC’s monitoring. Received C2GPS responses to Exit Report on March 31, 2023.
- c. TWC Performance – Measurable Skills Gains (MSGs) and Credential Rates

## VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

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- a. SA Ready to Work Update
  - Staff has reached 906 enrollees.
- b. TWC Annual Conference Panel Submissions
  - WSA has submitted three proposals. The topics are on the Workforce Academy, the Alamo Workforce Consortium, and childcare quality.

IX. CHAIR REPORT

Presenter: Dr. Sammi Morrill, Committee Chair

- Dr. Sammi Morrill encourages all Board members to enroll in Alamo's Workforce Academy.

X. **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.**

XI. ADJOURNMENT

Presenter: Dr. Sammi Morrill, Committee Chair

**Upon motion by Mary Batch, the Committee unanimously approved to adjourn the meeting at 2:31 pm.**