



EXECUTIVE COMMITTEE MEETING - MINUTES

100 N. Santa Rosa St., Suite 120

Boardroom

San Antonio, TX 78207

April 14, 2023

10AM

BOARD MEMBERS: Leslie Cantu (Committee Chair), Mary Batch, Yousef Kassim (10:03am), Eric Cooper, Ana DeHoyos O'Connor, Dr. Sammi Morrill (10:10am)

WSA STAFF: Adrian Lopez, Adrian Perez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Randy Davidson, Chuck Agwuegbo, Caroline Goddard, Miriam Barksdale-Botello, Trema Cote, Linda Martinez, Rebecca Espino Balencia, Terry Trevino, Vanessa McHaney, Manuel Ugues, Gabriella Horbach, Roberto Corral, Brenda Garcia, Daisey Vega, Jalil Peoples, Belinda Gomez, Sylvia Perez, Angela Bush

PARTNERS: Diane Rath, Mike Ramsey

LEGAL COUNSEL: Frank Burney

GUEST: Alfred Turner, The Syndicate Wave, Cliff Herberg, General Counsel and Senior Director with AACOG

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 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.

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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 10:01am, Chairwoman Leslie 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 – February 10, 2023
- b. Facility Updates
 - i. Port SA Update
 - ii. Boardroom Update
- c. Procurement Diversity Update (SMWVBE)
- d. Sector Based Model Update
 - i. Sector Based Score Cards
 - ii. Strategic Partnership Manager Update
- e. Contract Summary and RFP Updates
- f. Timeline and Update for Adult RFP
- g. RFP Updates
- h. Financial Reports
- i. Update on Annual Audit Report
- j. Performance, Programs, and Operational Updates
- k. Quality Assurance Update
- l. Monitoring Outcomes and Technical Assistance
- m. Summary of WSA Board of Directors Retreat
- n. Child Care Performance Briefing
- o. Texas Rising Star Assessment Update
- p. TRS Contracted Slots Pilot Briefing
- q. WSA Efforts for Access to Quality
- r. Success Stories

Upon motion by Eric Cooper and second by Mary Batch, the Committee

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unanimously approved the Consent Agenda: items a. through r.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Update on Procurement Processes

Presented by Jeremy Taub, 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 consistently. 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.
- The review period was from July 1, 2021, through June 30, 2022. The response to TWC 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, through 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, and 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, manages all contracts and the database. Bonfire (e-procurement system) sends automated reminders to end users.
- Regarding the lease corrective action, TWC recommends completing a 100% review of each lease with the 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

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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 committee for approval, and lease addendum provisions to standard leases.

— Alfred Turner with The Syndicate Wave explained his scope of work which included a comprehensive assessment of the procurement department, review current procurement process, recommend and assist in process improvements, and support audit reconciliation activities. He reviewed the assessment results and implemented recommendations such as revising the procurement policy manual and developing Standard Operating Procedures.

b. Update on Ready to Work Matters

Presented by Giovanna Escalante-Vela, CFO

— Summary as of January 31, 2023 – Fiscal agent fees earned: \$120,623.82, program support fees earned: \$203,084.17, total fees earned: \$323,707.99, total WSA expenses: \$248,187.62, which leaves a surplus/reserve: \$75,520.37.

c. Update on TWC Monitoring Report

Presented by Giovanna Escalante-Vela, CFO

— For C2GPS FY21 and FY22, the follow-up reports have been issued and are close to completion.

d. Mobile Workforce Unit – Rebid

Presented by Jeremy Taub, Director of Procurement and Contracts

— The mobile unit needed to be rebid due to previous contract negotiations failing. The new recommended vendor is Farber Specialty Vehicles. The fiscal impact for the customized RV is \$505,039.

— Dr. Sammi Morrill asked how this purchase will be funded. CEO Adrian Lopez explained that it will be cost allocated between all of the major programs. Dr. Morrill added that she would like to see a return on investment in the future.

Upon motion by Eric Cooper and second by Ana DeHoyos O'Connor, the Committee unanimously approved the new vendor for the mobile workforce unit.

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

Presenter: Ana DeHoyos O'Connor, Child Care Committee Chair

a. Entry Level Designation & Efforts Towards Increasing Quality for CCS Centers (TWC Timeline of 24-months)

Presented by Katherine Pipoly, Chief Operations Officer

— 411 providers have been identified by TWC as meeting Entry Level Designation. 302 in Bexar County and 109 in rural areas.

— Currently 91 out of 411 eligible providers are enrolled in the WSA Quality Cohort. 71 have graduated. Dr. Sammi Morrill would like to see risk factors for those centers, and the number of centers, that might not make it to TRS.

— WSA's Investments in Quality: \$1.65M in staff bonuses, \$240,100 TRS incentives, \$404,773 in quality materials, \$41,051 additional materials and supplies to TRS centers, \$218,550 monetary incentives, \$12,000 college tuition/incentives in FY22, \$68,178 in professional development, and \$138,500 in special incentives.

— Eric Cooper asked about a supply/storage container that could assist the children in advanced developmental activities such as robotics or gardening. Ana DeHoyos O'Connor thought that was an excellent idea but first needed to survey the areas to

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see what age the children are and what the needs would be. CEO Adrian Lopez suggested partnering with local libraries in the future.

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Local Plan – 2-Year Modification

- The Board of Directors and the Committee of Six have approved updates, however, staff will bring the plan back for Board consideration on April 21, 2023, due to a new Sector. It will be brought to the Rural Judges on April 26, Bexar County on May 2, and the City of San Antonio on May 4.
- The State is currently performing concurrent review alongside Partner approvals. WSA staff will submit final 2-Year Local Plan Update on May 15, 2023.
- 72 target occupations were approved. Based on Board/Partner feedback, final adjustments include Accommodations and Food Service 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.

b. Introduction of Draft Workforce Solutions Alamo Tactical Construct

Presented by Adrian Perez, CIO

- The goal is to further develop and operationalize the Sector Based model integrating, State programmatic requirements, local context, and national best practices.
- Express the year's upcoming work in advancing the Strategic Imperatives and Committee Workplan input received during the February Board Retreat.
- Drive action and focus resources under feasible time constraints with enough clarity to be meaningful to each group of stakeholders while providing enough awareness of the whole ecosystem to reinforce integration and partnership.

VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. Aspen Institute

Presented by Katherine Pipoly, Chief Operations Officer

- The 24 Fellows have been chosen and the opening retreat occurred on March 29 – 31, 2023 in Boerne, TX. There will be five learning sessions and collaborative labs, a closing retreat, and a stakeholder meeting where the Fellows will pitch their systems change for the workforce ecosystem.
- The first Academy session will cover Metrics & Meaning and 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 Fellows' knowledge of specific CoLab issue.
- The purpose of this is systems changes to stop running into the same barrier time after time, and changing institutional factors that affect how workers connect to jobs in business practices, education practices, and policy barriers.

b. UI Weekly Work Search Contact Requirement

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Presented by Adrian Lopez, CEO

— Boards may adjust the number of required weekly work search contacts at any time, as local labor market information and conditions warrant, and are required to do a yearly analysis. 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.

— TWC weekly job search requirements are three. WSA's 2022 job search requirement was five and the proposed job search requirement for 2023 is five.

Upon motion by Mary Batch and second by Ana DeHoyos O'Connor, the Committee unanimously approved to keep the weekly job search requirement at five.

c. TWC Performance – Measurable Skills Gains (MSGs) and Credential Ratings

— Each year, TWC contracts require Boards to meet or exceed performance targets. Two of these measures include Measurable Skills Gains (MSGs), and Credential Rates. WSA uses TWC's Monthly Performance Report to determine outcomes. WSA attaches TWC's performance to partner contracts and ties these to their profits.

— MSGs aim to capture the percent of participants who during the program year were enrolled in education/training that leads to an industry recognized occupational credential. For example, satisfactory progress, training milestones, and skills progression.

— The Credential Rate captures the percent of Exiting Program Participants who were in training/education and who achieved a Recognized Credential within one year of exit.

— Leslie Cantu would like to explore if something doesn't have a credential, then bring it to the industry sector group to partner and create an industry recognized credential.

IX. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

— A letter of support was provided for Culturingua, and they were successful in receiving a \$150,000 for the RISE Grant.

— A letter of support was provided to Goodwill Industries for their application to U.S. Department of Justice Second Chance Act Improving Reentry Education and Employment Outcomes Grant.

b. Alamo Area Community Network Awards

— The Ready to Work Program received \$21,000 by entering a contest in December with AACN Signify Platform.

c. San Antonio Chamber of Commerce Partnership

d. SA Ready to Work Update

e. TWC Annual Conference Panel Submissions

— WSA submitted three topics on Alamo Workforce Consortium, Childcare Quality, and Workforce Leadership Academy.

f. TWC Annual Employer Awards

— Submissions are due in June.

g. Texas Talent and Economic Growth

— Mary Batch asked if there were any plans to revise the Interlocal Plan due to some confusion that has been happening lately. CEO Adrian Lopez responded that some changes were being

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made to representations at partner meetings. The partners have set up a session to go through the legal documents to outline specifically what their requests and expectations are. As far as revising the Interlocal Plan, that will be left up to the Elected Officials. Diane Rath added that the Rural Judges are frustrated with WSA's non-compliance and will be happy to clarify anything in the work session. Mike Ramsey added that the proposed bifurcation will not be supported. The goal is to operate smoothly and to ensure both urban and rural areas are receiving high quality service.

X. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

a. Rural Activities

- Quality Early Learning Provider Investments: Provided Provider bonus payments supporting retention of educators with 48.43% going to Bexar County and 51.57% going to the rural counties.
- Early Learning Centers: WSA provided quality materials and supplies with 79.41% going to Bexar County and 20.59% going to the rural counties.
- Ana DeHoyos O'Connor suggested adding the number of centers in the rural counties to see better how the funding is being distributed.
- Diane Rath added that even though she appreciates seeing the expenditures, the Rural Judges have requested to see how much funding is allocated to each county. For example, Kendall County received 24%, however, they are not entitled to 24% of the rural amounts. The Rural Judges are requesting to see an allocation by program, by county.
- Workforce Ambassador Program: To date, 295 individuals have enrolled and 142 have completed the WSA Ambassador Program. 24 organizations represent services in the rural areas.
- SEAL Program: 117 rural participants enrolled in 2022.
- Student Hireability Navigator: Supporting rural partners to connect youth with disabilities to training opportunities and employment. Most recently: Kennedy, Kerrville, Fredericksburg, Pleasanton, and Pearsall.
- Teacher Externships: Total of 17 districts, 6 of those in rural districts providing 15 teachers with professional development opportunities that connect the classroom to the workplace and the opportunity to interact with Sector Based industry leaders via direct experience at a job site.

b. Champion of Advocacy Award

- Awarded to Ana DeHoyos O'Connor.

c. BOD Attendance and Demographics

XI. Next Meeting: June 9, 2023

XII. 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

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- 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;**
 - 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.**

XIII. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

Upon motion by Mary Batch, the Committee unanimously agreed to adjourn the meeting at 11:59am.