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## **MINUTES STRATEGIC COMMITTEE MEETING**

Workforce Solutions Alamo

100 N. Santa Rosa St., Suite 120, Boardroom

San Antonio, TX 78207

May 9, 2025

10:00 AM

**BOARD OF DIRECTORS:** Eric Cooper, Jim Robertson, Angelique De Oliveira, Chris Corso, Leslie Cantu

**WSA STAFF:** George Mazariegos, Paul Briseno, Dr. Ricardo G. Ramirez, Brandee Perez, Jessica Villarreal, Gabriela Navarro, James Keith, Victoria Rodriguez, Sandra Alvarez, Kristen Rodriguez, Rebecca Espino Balencia, Gregory Villines, Eric Vryn, Teresa Chavez

**LEGAL COUNSEL:** Frank Burney, Brendon Barber

**CONTRACTORS:** Gabriela Horbach, Brenda Garcia, Sylvia Perez, Daisey Vega

**GUESTS:** Jessica Vachon

### **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 the meeting. Questions relating to these rules may be directed at Janel Santos at (210) 850-2160

*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.*

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Meeting link

<https://wsalamo.webex.com/wsalamo/j.php?MTID=md80fe690bd41401baa6d1958efbd117d>

Meeting number

2496 961 0123

Meeting password WJzW4wGtu32

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 host of the meeting will call each member of the public for comments in order that their names are submitted.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodation should contact Janel Santos at (210) 850-2160 so that appropriate arrangements can be made. Relay Texas: 1-800-735- 2969 (TDD) or 711 (Voice)

## **I. CALL TO ORDER**

Presenter: Eric Cooper, Committee Chair

**At 10:07 AM, Eric Cooper, Committee Chair called the meeting to order.**

## **II. ROLL CALL AND QUORUM DETERMINATION**

Presenter: Eric Cooper, Committee Chair

**The roll was called, and a quorum was declared present.**

## **III. DECLARATIONS OF CONFLICT OF INTEREST**

Presenter: Eric Cooper, Committee Chair

**None.**

## **IV. PUBLIC COMMENT**

Presenter: Eric Cooper, Committee Chair

**None.**

## **V. DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES**

Presenter: Eric Cooper, Committee Chair

a. Meeting Minutes – January 31, 2025

**Motion to approve the meeting minutes by Angelique De Oliveira, seconded by Jim Robertson. All in favor of approving the minutes of the meeting held on January 31, 2025.**

## **VI. WSA DRAFT BYLAWS (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Frank Burney, Partner, Martin & Drought, P.C.

**Brendon Barber, Associate at Martin & Drought, P.C., provided a presentation on the WSA Draft Bylaws, which included a review of each section, the current bylaw language, the proposed changes, and the rationale for the recommended revisions.**

**On a motion by Anthony Magaro, seconded by Jim Robertson, the WSA Draft Bylaws were approved as presented, with all members voting in favor.**

## **VII. PROCUREMENT UPDATE (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Kristen Rodriguez, Director of Procurement and Contracts

a. RFP: Business Services Unit (BSU)

**Workforce Solutions Alamo (WSA) Board Staff presented the scope of work and next steps related to the Request for Proposal (RFP) issued in March 2025. The RFP aims to advance WSA's strategic workforce development goals by strengthening sector-based partnerships, improving business service delivery, and achieving measurable outcomes aligned with workforce engagement strategies. The initiative is designed to enhance WSA's ability to address evolving employer needs, adopt industry best practices, and deepen collaboration with key partners. The RFP closed in April 2025 and is currently under evaluation. Upon completion of the evaluation process, a recommendation will be presented to the Audit and Finance Committee on May 30, 2025, if Board approval is required. Following approval, the contract will be awarded.**

b. RFP: Workforce One Bus

**Workforce Solutions Alamo (WSA) issued an RFP in April 2025 to contract CDL Driver Services on an as-needed basis to operate its Mobile Workforce Unit, which supports community outreach. The selected contractor will hire and supervise CDL drivers, conduct required background checks and drug tests, and ensure drivers meet licensing and experience requirements. Drivers will transport and manage the setup of the mobile unit, maintain safety and inspection logs, and support on-site operations. The RFP closes on May 5, 2025. Following**

closure, proposals will be evaluated, and recommendations made to the Audit and Finance Committee for a contract award, if needed. This aligns with WSA's Goal 2: Service Optimizers.

#### **VIII. MARKETING (DISCUSSION AND POSSIBLE ACTION)**

Presenter: James Keith, Director of Public & Government Relations

- a. Media, Marketing, and Communications Update  
**Social Media – Facebook; Social Media – Instagram; Port San Antonio Grand Opening; ACE Race 2025; Bandera Career Center Grand Opening; Bridging Careers Job and Resource Fair; Fiesta Medal Winner.**
- b. Employer Impact Awards Breakfast  
**May 28, 2025, from 8:30 –10:00 am the 2025 Employer Impact Awards Breakfast.**

#### **IX. PROGRAMS UPDATE (DISCUSSION AND POSSIBLE ACTION)**

Presenter: Victoria Rodriguez, Director of Workforce Services

- a. Infrastructure Grant  
**Workforce Solutions Alamo (WSA) was awarded a \$2,000,000 Department of Labor *Building Pathways to Infrastructure Jobs* grant on October 1, 2024, to be used over five years. The goal is to address workforce gaps in construction, transportation, broadband, and renewable energy sectors in the Alamo region. Next Steps: Finalize employer engagement; Align internal WSA resources with grant outcomes; Ongoing technical guidance from DOL to ensure program success and Regular updates will be provided to WSA committees and the Board.**
- b. Workforce One Utilization  
**In March and April, Workforce Solutions Alamo (WSA) partnered with Joint Base San Antonio to provide targeted outreach to veterans, transitioning service members, dependents, and federal workers through its Workforce One Mobile Unit. The unit visited several military and partner locations, serving or outreaching 206 individuals and supporting major events like the Bridging Careers Hiring Fair with 520 attendees. Services offered included career guidance and childcare support in a one-stop format. Expanded outreach and engagement across JBSA sites and partner organizations. Demonstrated strong community collaboration and employer recognition. Enhanced workforce access and participation, with positive fiscal and economic impact. Continue strategic deployment of the mobile unit for programs like Reemployment Services, supported by coordinated communication, monitoring, and feedback efforts.**
- c. TX FAME  
**Workforce Solutions Alamo (WSA) now serves as the TX FAME Hub, integrating the program into its Youth Service Delivery Model, which emphasizes engagement, exploration, and experience. This collaboration accelerates pathways into manufacturing careers for youth by leveraging WSA's existing resources and partnerships to expand access to career opportunities and enhance client success.**
- d. Capstone Project, Presenter: Jessica Vachon, UT Health San Antonio, Occupational Therapy Degree  
**Jessica Vachon, UT Health, provided an overview of her Capstone Project that included the following: Over 14 weeks, Jessica Vachon shadowed the Student HireAbility Navigator to develop an asset map for the 13-county region, highlighting**

**services for individuals with disabilities. Through interviews with employers, schools, childcare providers, and community organizations, she gathered data to create a lasting resource for WSA, its clients, and partners. These tools aim to better inform the community about available resources, while WSA continues to pursue partnerships to address identified service gaps.**

#### **X. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)**

**Presenter: Teresa Chavez, Chief Operating Officer**

##### **a. Local Plan 2025–2028**

**Following Local Plan approvals and subsequent approvals by the Texas Workforce Commission (TWC), the next steps will involve launching the plan and executing a coordinated campaign strategy to promote its implementation and impact.**

##### **b. Workforce Solutions Alamo (WSA) Principles**

**The WSA Principles are a foundational framework that prioritizes the empowerment, development, and engagement of both job seekers and employers. within the workforce system. Phase 1: Develop the concept of the principles; Phase 2: Working Groups; Phase 3: Communication Plan; Phase 4: Organizational Rollout; and Phase 5: Integration & Reinforcement. These Principles would focus on creating a strong, supportive and holistic ecosystem.**

#### **XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)**

**Presenter: Eric Cooper, Committee Chair**

**Eric Cooper thanked the Board members and all attendees for their participation, wished everyone a great weekend, and noted that there was no committee report to present.**

#### **XII. AI/DATA PROPOSAL (DISCUSSION AND POSSIBLE ACTION)**

**Presenter: Eric Vryn, Chief Process Officer**

**No Action Taken.**

#### **XIII. 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 the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, Pending or Contemplated Litigation; and/or Settlement Offer.**
- c. Government Code §551.074 – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee of Workforce Solutions Alamo.**

**Pursuant to Chapter 551 of the Texas Open Meetings Act, the Strategic Committee entered Executive Session at 10:20 a.m. The Executive Session concluded that no action was taken, and the committee reconvened in open session at 10:39 a.m.**

#### **XIV. ADJOURNMENT**

**Presenter: Eric Cooper, Committee Chair**

**There being no further business, the meeting was adjourned by Chair Eric Cooper at 11:22 a.m.**

**Enclosures**

**- Certificate of Executive Session**

## **CERTIFIED AGENDA OF CLOSED MEETING**

### **WORKFORCE SOLUTIONS ALAMO**

I, ERIC COOPER CHAIR, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE STRATEGIC COMMITTEE MEETING CONDUCTED ON MAY 9, 2025.

1. The executive session began with the following announcement by the presiding officer: "Workforce Solutions Alamo is now in executive session May 9, 2025, at 10:20 a.m."
2. SUBJECT MATTER OF EACH DELIBERATION:
  - Discussions with attorney relating to his or her advice on legal matters related to any matter in which the duty of the attorney to Workforce Solutions Alamo under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act; and
  - Discussions regarding negotiation of existing and proposed contracts, and attorney-client privileged communications.
3. No further action was taken.
4. The executive session ended with the following announcement by the presiding officer: No Action Taken. "This executive session ended on May 9, 2025, at 10:39 a.m."

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Presiding Officer