



BOARD OF DIRECTORS MEETING

Seguin Public Library
313 W Nolte St
Seguin, TX 78155
March 1, 2024
10:00 AM

AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Board of Directors 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 to Caroline Goddard at (210) 322-6296.

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- I. CALL TO ORDER
Presenter: Chairwoman Leslie Cantu
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Chairwoman Leslie Cantu
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Chairwoman Leslie Cantu
- IV. PUBLIC COMMENT
Presenter: Chairwoman Leslie Cantu
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION).....pg. 5
Presenter: Chairwoman Leslie Cantu
 - a. Board of Directors Meeting Minutes – November 17, 2023
 - b. Contract Summary and RFP Updates
 - c. Financial Reports
 - d. Ready to Work Analysis and Update
 - e. TWC FY22 Audit Acceptance
 - f. FY23 Audit Engagement & Timeline
 - g. Partner Update: Mayor’s Commission on the Status of Women
 - h. Childcare Performance Briefing
 - i. TRS Contracted Slots Pilot Briefing
 - j. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
 - k. Success Stories
 - l. Youth Program Briefing
 - m. Youth Career Pathways Events
 - n. FY24 Youth Program Goals
 - o. Rural & Urban Youth Success Stories
 - p. Texas Veterans Commission Update
 - q. Vocational Rehabilitation Update
 - r. Ready to Work Update
 - s. Procurement Diversity Update (SMWVBE)
 - t. Facility Updates
 - i. Mobile Unit
 - u. Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
 - v. Ready to Work Analysis
 - w. Quality Assurance Update
 - x. Monitoring Outcomes and Technical Assistance
 - y. TWC Equal Opportunity Monitoring (Final Report/Letter)
 - z. TWC Performance – Number of Employers Receiving Workforce Assistance
 - aa. Update on Implementation of Recommendations from the Procurement Consultant
 - bb. Performance, Programs, and Operational Updates
 - cc. Workforce Center Certifications

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dd. IT Implementation

- VI. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 269
Presenter: Mary Batch, Audit & Finance Committee Chair
- a. Budget Amendment #1
 - b. Purchase of Teachers Externship Services
 - c. Purchase of Cyber-Security Solution Suite Software Licenses
- VII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 297
Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair
- a. Texas Rising Star Assessment Update
- VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 306
Presenter: Anthony Magaro, Youth Committee Chair
- a. SEAL Presentation
Presenter: Mark Spurlock, PCSI, Director of Vocational Rehabilitation Services
 - b. Youth-Related Special Initiatives
 - i. SEAL
 - ii. HireAbility
- IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 324
Presenter: Eric Cooper, Strategic Committee Chair
- a. San Antonio Food Bank Ready to Work Presentation
Presenter: Jose Patterson, Director of Strategic Workforce Development and Mike Rivas, Director of Food for a Lifetime
 - b. Facility Updates
 - i. Kerrville
 - ii. Port SA
- X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 348
Presenter: Dr. Sammi Morrill, Oversight Committee Chair
- a. Update on Improvements from TWC Annual Monitoring
 - b. UI Weekly Work Search Contact Requirement
- XI. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT (DISCUSSION AND POSSIBLE ACTION).....pg. 374
Presenter: Cliff Herberg, AACOG Executive Director
- XII. CEO REPORT.....pg. 375
Presenter: Adrian Lopez, CEO

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- a. Applications for Funding
 - b. WSA Internship Program Report
 - c. Ready to Work
 - d. Media, Marketing, and Communications Update
- XIII. CHAIR REPORT.....pg. 399
 Presenter: Chairwoman Leslie Cantu
- a. BOD Attendance and Demographics
- XIV. NEXT MEETING: April 19, 2024
- XV. EXECUTIVE SESSION:
 Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors 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;
 - 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.
- XVI. ADJOURNMENT
 Presenter: Chairwoman Leslie Cantu

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Consent Agenda



ANNUAL BOARD OF DIRECTORS MEETING - MINUTES

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

November 17, 2023

10:00 AM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Mary Batch (10:06am), Yousef Kassim, Becky Butler Cap, Esmeralda Perez, Anthony Magaro, Ben Peavy, Lowell Keig, Lisa Navarro Gonzales (10:18am), Eric Cooper, Elizabeth Lutz (10:08am), Ana DeHoyos O'Connor, Dr. Sammi Morrill, Mitchell Shane Denn, Kelli Rhodes, Allison Greer Francis, Angelique De Oliveira (10:04am), JR Trevino (10:14am)

STAFF: Adrian Lopez, Adrian Perez, Teresa Chavez, Gabriela Navarro Garcia, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Dr. Ricardo Ramirez, Rebecca Espino Balencia, Kristen Rodriguez, Manuel Ugues, Gabriela Horbach, Roberto Corral, Brenda Garcia, Jason Rodriguez, Sylvia Perez, Angela Bush, Gabriela Ore, Victoria Rodriguez, Christine Dever, Vanessa Garcia, Sandra Rodriguez, Ramsey Olivarez, Aaron Bieniek, Aaron Smith, Chuck Agwuegbo, Trema Cote

PARTNER STAFF: Amy Contreras, Cliff Herberg

LEGAL COUNSEL: Frank Burney

GUESTS: Jim Erenzo with Collective Strategies, Maryanne Gooley

AGENDA

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I. CALL TO ORDER

Presenter: Chairwoman Leslie Cantu

At 10:01am, Chairwoman Leslie Cantu called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Chairwoman Leslie Cantu

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

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Chairwoman Leslie Cantu

None.

IV. PUBLIC COMMENT

Presenter: Chairwoman Leslie Cantu

None.

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. Board of Directors Meeting Minutes – October 27, 2023
- b. Contract Summary and RFP Updates
- c. Childcare Performance Briefing
- d. Texas Rising Star Assessment Update
- e. TRS Contracted Slots Pilot Briefing
- f. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- g. Success Stories
- h. Procurement Diversity Update (SMWVBE)
- i. Facility Updates

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- i. Port SA
- ii. Walzem/O'Connor
- j. Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
- k. Quality Assurance Update
- l. Monitoring Outcomes and Technical Assistance
- m. TWC Performance – Claimant Reemployment Within 10 Weeks
- n. Performance, Programs, and Operational Updates

Upon motion by Eric Cooper and seconded by Ana DeHoyos O'Connor, the Board of Directors unanimously approved the Consent Agenda items a. through n.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Financial Reports

Presented by: Gabriela Navarro Garcia, Controller

- The September 2023 budget to actual variance analysis shows a straight-line target of 100%. The amount expensed is 84.15% with a year-to-date variance of 15.85%.
- Personnel: The board is currently underspent on salaries and benefits by approximately 10.5% due to attrition. Staff training and development was underspent by approximately \$84,000.
- Equipment: These reflect a 12% over-budget cost for the board room upgrades.
- General Office: The primary budget surplus is the insurance contingency, which was not utilized. Non-federal is over budget by approximately \$26,000 due to an employee matter payout and expenses related to community outreach.
- Professional Services: The HR-related legal services are utilized for employee matters expensed as incurred and are awaiting an update to the employee handbook. Pending invoices for monitoring are expected to be accrued in the finalized FY23 financials.
- Facilities: Expenditures represent 80.67% of the approved budget, reflecting a 19.33% straight-line budget surplus. Significant items contributing to this variance that will carry over to FY24 are the mobile workforce unit and the Port of San Antonio.
- September 2023 Year-to-Date Service Delivery Rural-Urban: City of San Antonio Child Care – 17% rural and 83% urban, Ready to Work – 100% urban, C2GPS Adult Services Bexar County Funding Only – 100% urban, C2GPS Adult Services – 15% rural and 85% urban, SERCO Youth – 60% rural and 40% urban.
- TANF: Expenditures are currently at 78.37% due to low participation and reduced HHSC referrals. The board's FY23 allocation is \$2M higher than average. We are expecting to return approximately \$1.1M.
- Lowell Keig asked if the HHSC referrals are low due to demand. CEO Adrian Lopez responded that the data has been tracked for about 2 years and the referrals have shown to drop by about 50%. He added that salaries have increased which

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might make individuals not qualify and be ineligible. He also stated that to better utilize these funds, Education Navigators will be added to work within schools. Chairwoman Leslie Cantu stated that she has been asked to apply for an appointment to the Senate Bill 2315 Task Force in preparation to consolidate services between TWC and HHSC, which might help address some of these issues.

- Child Care Quality: Expect higher expenditures within the next month by issuing incentives and bonuses to childcare providers. Expect to return \$963,861.72 of funding due to vacancies and transition of Assessor to Mentor positions. Starting October 1, 2023, TWC's contractor will assume all the Assessor duties.

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

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

a. Teacher Appreciation Survey Results

- As of May 1, 2023, 556 CCS providers with an active agreement in the Alamo area were given the opportunity to participate in the Teacher Appreciation Survey. A monetary incentive was provided upon the completion of the survey. This monetary incentive was to assist programs with staff salaries, bonuses, fringe benefits, training, and/or staff development.
- An overall budget of \$500,000 was set aside for this incentive. Providers received an opportunity to submit documentation for the Teacher Appreciation Grant. The requirement consisted of completing and submitting a Memorandum of Agreement (MOA), as per deadline on June 30, 2023. Providers who submitted documentation were given the opportunity to complete the Teacher Appreciation Survey to finalize the incentive.
- 427 providers chose to participate. There are 57,214 available CCS slots, 30,581 enrolled children, and 10,254 enrolled with CCS funding.
- The survey results show the top three childcare relief funding to be in payroll, supplies, and employee retention bonuses.
- The Alamo expenditure total is \$207,134,913 with the state expenditure totaling to \$2,659,451,694.
- The survey showed that the providers would like the area of quality funding to continue to be invested in higher wages, indoor-outdoor equipment, curriculum, and professional development.
- For participation in a cohort, the survey showed that 223 centers are participating, 116 are currently TRS, 8 are participating but not with WSA, 30 are not participating but are interested, and 44 are not participating.
- For TRS designation status, the survey showed that 10 are 2-star, 33 are 3-star, 112 are 4-star, 263 are ELD, and 9 were not sure for a total of 427 centers.
- For potential childcare center closures, the survey showed that 9 are closing due to TRS requirements, 12 are closing due to funding, 4 are closing due to staffing, and 3 are closing due to something related to COVID.
- Looking Ahead: Organize focus groups with providers and assess activities in areas for improvement for initiatives awarded to all programs.

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VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Aspen Institute Workforce Leadership Academy
 - Fellows have conducted their research and interviewed experts that align with their topics: Education & Training for Employers, Partnerships, Strategic Navigation: Ecosystem Mapping, and Measures & Outcomes.
 - Board Members are encouraged to attend and hear the final recommendations at the Stakeholder Pitch on December 4th.
- b. Update on Local Plan
 - i. Community Conversations
 - WSA is continuing to meet the compliance objectives of the rural judges.

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. TWC Annual Monitoring
 - TWC conducted its annual monitoring and completed the onsite testing from October 10th through the 24th. The Exit Conference Report included the following items (these items may change when TWC issues the Final Report):
 1. Fiscal Disbursements (repeat finding related to procurement and potential questioned costs) for Syndicate Wave – Procurement Consultant and Martin & Drought – Legal.
 2. Leases (repeat finding) for Marbach Workforce Center, San Antonio Food Bank, and Port Authority of San Antonio.
 3. Procurements for professional development training services for childcare providers and mechanical services (handyman). Ana DeHoyos O'Connor asked for the specifics on the professional development training services for childcare providers. Dr. Ricardo Ramirez responded that this was due to one of the staff evaluators not signing and having on file the conflict-of-interest form.
 4. Personal Identifiable Information (PII) – TWC had a walkthrough at the Marbach Workforce Center which showed lack of barriers to cover/secure PII at the reception desk and unsecured emails and passwords found in staff cubicle. Ben Peavy advised WSA to look at both the physical and technical issues of this finding.
 - Next step is the Initial Resolution Notification with 45 days for WSA to resolve issues.
 - i. Draft Plan for Responses
 - TWC indicated that the board improperly amended two contracts by adding services to the existing scope and increasing costs not provided for by the original proposal solicitation and contract documents. Amending contracts beyond the original scope, length, and amount is not permitted unless provided for in the original contract.
 - Legal Services Contract amended to increase the budget. The contract exceeded the budget of \$90,000 annually.

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- Procurement Consultant Contract extended and increased the scope of the contract and increased the budget. The contract exceeded the budget of \$20,700 over a four-month period.
- The lease at the San Antonio Food Bank had improperly dated the needs determination and market assessment. They were dated after the lease execution.
- The lease at the Port Authority of San Antonio had improperly dated the needs determination and market assessment. They were dated after the lease execution.
- As an outcome of the recommendations and technical assistance provided from TWC, the board shall take the following steps to continue to strengthen controls around procurement processes.
- Develop expenditure tracking processes and reporting monitor budget spend rates to prevent exceeding unauthorized contract expenditures.
- Revise Standard Operating Procedures to outline the conditions for amending contracts, including proper procedures adding additional services that were not originally procured. Procurement staff will expand coordination with the fiscal department, programs and operations, and quality assurance as appropriate to obtain necessary information to complete each amendment and include topic in monthly board staff training.
- The board staff will conduct a subsequent internal review of all property leases. This process will further analyze the existing leasing to ensure they align with TWC's Financial Manual for Grants Contracts and WSA's Lease Procurement procedures.

X. NOMINATIONS COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Nominations Committee Chair

a. Nomination Slate of Officers for 2024 (Chair, Vice Chair, and Secretary)

- The current officers for 2023 are Leslie Cantu as Chair, Mary Batch as Vice Chair, and Yousef Kassim as Secretary.
- The Nominations Committee solicited for nominations for officers of the Board of Directors.
- Qualifications include the Chair and Vice Chair must be from the private sector category and all nominees must have at least a 75% attendance rate. All nominees meet these requirements.
- Positions will be contingent upon the appointments determined by the Committee of Six for Leslie Cantu and Yousef Kassim.
- The following slate has been approved by the Nominations Committee on October 26, 2023: Leslie Cantu has been nominated as Chair, Mary Batch has been nominated as Vice Chair, Yousef Kassim and Dr. Sammi Morrill has been nominated as Secretary. There were no other nominations from the floor for these officer positions.

Upon motion by Ana DeHoyos O'Connor and seconded by Lowell Keig, the

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Board of Directors unanimously elected Leslie Cantu as Chair for the 2024 calendar year.

Upon motion by Eric Cooper and seconded by Elizabeth Lutz, the Board of Directors unanimously elected Mary Batch as Vice Chair for the 2024 calendar year.

As to Secretary for the 2024 calendar year, Yousef Kassim was elected by a vote of 8-6, with Chairwoman Leslie Cantu abstaining.

**XI. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT
(DISCUSSION AND POSSIBLE ACTION)**

Presenter: Mike Ramsey, Executive Director Workforce Development Office, City of San Antonio

Presented by: Amy Contreras, Assistant to the Director Workforce Development Office, City of San Antonio

- The Committee of Six meeting will be held on December 4, 2023, and will be reviewing the applicants for the Board of Directors for WSA.
- There has been a staffing change in AACOG. Diane Rath has resigned, and her replacement is Cliff Herberg, who will now be the representative of the Rural Area Judges.

XII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. WSA Presentations:

i. City of Kenedy

- CEO Adrian Lopez presented to the staff of the City of Kenedy for a day for orientation and staff development.

ii. TWC Business Summit

- CEO Adrian Lopez was on a panel and presented to the TWC Business Summit at the San Antonio Food Bank.

iii. Ready to Work “Future of Workforce”

- CEO Adrian Lopez spoke at the Ready to Work “Future of Workforce” which was hosted by the City of San Antonio and attended by Commissioner Demerson.

b. Applications for Funding

- This week TWC recognized WSA as one of the boards who received PROWD funding.

c. Ready to Work Program & Monitoring

- Approximately 2,400 individuals are enrolled in training and the continuing focus will be on job placements.

d. Media, Marketing, and Communications Update

Presenter: Penny Benavidez, Director of Public and Government Relations

- Media/public relations activity for November is 1.3M impressions and 9 total mentions.
- WSA recently held their 12th Annual Hiring Red, White & You! event on November 7th, which was covered by News 4 San Antonio. This event

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was attended by 1,058 job seekers, 113 employers, and 25 resources.

XIII. CHAIR REPORT

Presenter: Chairwoman Leslie Cantu

a. BOD Attendance and Demographics

- Chairwoman Leslie Cantu thanked the board for their commitment, dedication, and guidance through 2023. She also recognized Becky Butler Cap and Ben Peavy for their service on the board.

b. Discussion and Possible Action on CEO Adrian Lopez Employment Agreement

After Executive Session, Anthony Magaro made the motion to modify CEO Adrian Lopez's contract as follows: An increase of 5% to the State Cap, a bonus of 10%, and a one-year extension of his contract to September 30, 2027. The motion was seconded by Ana DeHoyos O'Connor and unanimously approved by the Board of Directors.

XIV. NEXT MEETING: TBD, 2024

XV. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors 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;
- 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 Board of Directors entered into Executive Session at 10:56am and returned to Open Session at 11:25am. No action was taken while in Executive Session.

XVI. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

Upon motion by Eric Cooper and seconded by Lowell Keig, Chairwoman Leslie Cantu adjourned the meeting at 11:29am.

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CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions Alamo Board of Directors Meeting

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTOR MEETING, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE MEETING CONDUCTED ON NOVEMBER 17, 2023, AT 10:56 AM.

1. The Executive Session began with the following announcement by the presiding officer: **“The Workforce Solutions Alamo Board of Director Meeting is now in Executive Session on November 17, 2023, at 10:56 AM pursuant to exceptions under Government Code 551.”**

2. SUBJECT MATTER OF EACH DELIBERATION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors 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;**
 - 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.**
3. No further action was taken.
 4. The Executive Session ended with the following announcement by the presiding officer: **“This Executive Session ended on November 17, 2023, at 11:25 AM.**

DocuSigned by:

907F8E1B864F475

(signature)

Leslie Cantu, Chair



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Jeremy Taub, CPPO, Director of Procurement and Contracts

Date: March 1, 2024

Subject: Contract Summary and RFP Updates

Summary: This report is intended to summarize current solicitations and contracts in progress or that the board renewed or intends to renew/execute over a one-hundred eighty-day period. Workforce Solutions Alamo board staff processes contracts, renewals, and amendments, enabling the procurement of goods and services that are reasonable and necessary to administer funds to the greater 13-county Alamo Region. ***Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.***

The Workforce Solutions Alamo (WSA) Procurement and Contracts Department is responsible for managing the procurement of goods and services operations. We are committed to conducting procurement acquisitions to the maximum extent practical in a manner providing full and open competition consistent with the standards of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and the Texas Workforce Commission Financial Management for Grants & Contract's (FMGC) Property, Procurement & Contract Standards.

Update:

- Contract Listing has been updated to include year-to-date expenditures of term contracts for better spend management and budgetary purposes.
- RFP list below is a summary of procurement projects in process as of January 31, 2024.

workforcesolutionsalamo.org
communications@wsalamo.org

100 N. Santa Rosa Street
San Antonio, Texas 78207
(210) 272-3260

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<u><i>Solicitation</i></u>	<u><i>Purchase of</i></u>	<u><i>Opening (estimated)</i></u>	<u><i>Status</i></u>	<u><i>Anticipated Award Date</i></u>
RFP 2023-029	Access Control Equipment	October 2023	Under Contract	February 2024
RFI 2023-015	Lease Property Search (Kerrville)	April 2023	Pending Award	February 2024
RFA 2024-001	Teacher Externships	November 2023	Pending Award	February 2024
RFI 2023-026	Leased Property Search (Hondo)	March 2024	In Progress	July/Sept 2024
RFP 2024-003	Child Care Quality Services	February 2024	In Progress	June 2024
RFP 2024-002	Professional Employer Services (PEO)	January 2024	Open	March 2024
TBD	Evaluator Services for CCQ RFP	February 2024	In Progress	April 2024
RFP 2024-005	Temporary Staffing Services	February 2024	In Progress	April 2024

Alternatives: None.

Fiscal Impact: All budgeted costs were previously approved or were included in recent budget amendments.

Recommendation: There is no action currently recommended. Future updates are to be provided, any necessary approval of the selected contractors will be requested upon completion of the RFP evaluation process for each solicitation, and a recommendation will be provided.

Next Steps: Procurement and Contracts Management proactively monitors contracts for an effort in identifying new opportunities for purchasing goods and services to leverage cost savings to WSA in support of the local plan and the mission of Workforce Solutions Alamo.

Attachments: Active contract listing with year-to-date spend and lease schedule.

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
1YR VMWARE LICENSE-Virtualiztion Server	COMPUTER SOLUTIONS	\$31,546.00	\$ 31,524.68	\$21.32	<div>100%</div>
3YR VMWARE LICENSE-Virtualiztion Server	COMPUTER SOLUTIONS	\$10,572.72	\$ 10,572.72	\$0.00	<div>100%</div>
3YR WEBEX LICENSES - Web conferencing	Barcom Enterprises LLC.	\$10,440.00	\$ 10,440.00	\$0.00	<div>100%</div>
Adobe Pro and Creative Licenses	Consistent Computer Bargain	\$1,452.00	\$ 1,452.00	\$0.00	<div>100%</div>
Adult Services	C2 Global Professional Services, LLC	\$19,505,317.00	\$ 811,055.96	\$18,694,261.04	<div>4%</div>
Applicant Tracking System	Breezy	\$8,644.00	\$ -	\$8,644.00	<div>0%</div>
APPSPACE 24MOS DIGITAL SIGNS	PRESIDIO	\$29,700.00	\$ -	\$29,700.00	<div>0%</div>
ArcGIS-Mapping Software	ESRI	\$200.00	\$ 200.00	\$0.00	<div>100%</div>
Architect and Space Planning Services	LK Design Group Inc.	\$150,000.00	\$ 93,367.79	\$56,632.21	<div>62%</div>
Biomed Membership	Biomed SA	\$1,000.00	\$ 1,000.00	\$0.00	<div>100%</div>
Board Book Subscription	Board Book	\$4,000.00	\$ 4,000.00	\$0.00	<div>100%</div>
Boardroom Digital Display	DTS	\$6,840.00	\$ -	\$6,840.00	<div>0%</div>
Boerne Chamber of Commerce Membership	Boerne Chamber of Commerce	\$200.00	\$ 200.00	\$0.00	<div>100%</div>
Cabinet SafeManagement	Gallion	\$47,545.35	\$ 47,545.35	\$0.00	<div>100%</div>
CFO Augmentation Services	Collective Strategies	\$270,000.00	\$ 60,000.00	\$210,000.00	<div>22%</div>
Child Care Management Services	City of San Antonio, Department of Human	\$121,653,545.00	\$ -	\$121,653,545.00	<div>0%</div>
Child Care Quality Improvement Activity	The City of San Antonio (COSA)	\$3,935,196.00	\$ -	\$3,935,196.00	<div>0%</div>
Cisco Wireless Access Point Support- Pearsall	Barcom Enterprises LLC.	\$71.77	\$ 71.77	\$0.00	<div>100%</div>
Cognito Forms Enterprise License	Cognito	\$1,257.60	\$ 1,257.60	\$0.00	<div>100%</div>
Cognito Forms Enterprise License	Cognito	\$2,451.00	\$ 1,181.00	\$1,270.00	<div>48%</div>

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Commercial Insurance Broker	SWBC Insurance	\$0.00	\$ -	\$0.00	#DIV/0!
Commercial Janitorial Services	M & Rs Elite Janitorial Solutions	\$213,520.00	\$ 54,375.28	\$159,144.72	<div><div></div></div> 25%
Commerical Real Estate Broker	PCR Brokerage San Antonio LLC	\$0.00	\$ -	\$0.00	#DIV/0!
Compliance Hotline Provider	Lighthouse Services	\$286.00	\$ 286.00	\$0.00	<div><div></div></div> 100%
Data Analytic Software	LightCast	\$19,500.00	\$ -	\$19,500.00	0%
Digital Marketing Services	WebHead Technologies	\$46,786.00	\$ 39,937.04	\$6,848.96	<div><div></div></div> 85%
Document Destruction	Shred-It (Stericycle)	\$15,000.00	\$ 7,619.24	\$7,380.76	<div><div></div></div> 51%
Domain-WSAlamo.org	Go Daddy	\$64.32	\$ 64.32	\$0.00	<div><div></div></div> 100%
E FAX for SAFB Location	Nextivia	\$278.00	\$ 211.75	\$66.25	<div><div></div></div> 76%
Electrical Services	All Star Electric	\$24,400.00	\$ 2,118.90	\$22,281.10	<div><div></div></div> 9%
Email outreach software	Constant Contact	\$9,252.60	\$ 9,252.60	\$0.00	<div><div></div></div> 100%
E-Signature Software	DocuSign	\$45,208.80	\$ -	\$45,208.80	0%
Event Management Software	EventBrite	\$954.00	\$ -	\$954.00	0%
Executive and Professional Recruitment Service	Tranquil Multi Dynamic Advisory LLC	\$40,264.00	\$ -	\$40,264.00	0%
Financial Audit Services	ABIP, PC	\$67,050.00	\$ -	\$67,050.00	0%
Fire and Burglar Monitoring DP	ADT	\$683.40	\$ -	\$683.40	0%
Fire and Burglar Monitoring SF	ADT	\$1,452.00	\$ -	\$1,452.00	0%
Fiscal Monitoring	Christine H Nguyen, CPA	\$149,265.00	\$ 129,705.00	\$19,560.00	<div><div></div></div> 87%
Gazelle Software	Abila	\$12,075.00	\$ 12,075.00	\$0.00	<div><div></div></div> 100%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Grant Writer Services	TJD Consulting	\$19,600.00	\$ 1,050.00	\$18,550.00	<div><div></div></div> 5%
GRAPHIC DESIGN SOFTWARE	Canva	\$119.40	\$ 119.40	\$0.00	<div><div></div></div> 100%
Guard Services	Vets Securing America	\$369,576.00	\$ 275,677.15	\$93,898.85	<div><div></div></div> 75%
Hondo Wireless Internet	AT&T	\$903.24	\$ -	\$903.24	<div><div></div></div> 0%
HVAC PM Services	Fixya Air, LLC	\$45,000.00	\$ 15,043.00	\$29,957.00	<div><div></div></div> 33%
IT Cloud Services	Freeit Data Solutions, Inc.	\$98,266.00	\$ 98,266.00	\$0.00	<div><div></div></div> 100%
IX-3 Postage Meter	Quadient	\$4,017.00	\$ 2,471.76	\$1,545.24	<div><div></div></div> 62%
Job Placement and Worksite Monitoring Services	Professional Contract Services Inc.	\$180,000.00	\$ -	\$180,000.00	<div><div></div></div> 0%
Karnes City Chamber of Commerce	Karnes City Chamber of Commerce	\$50.00	\$ 50.00	\$0.00	<div><div></div></div> 100%
Language Interpreter Services	Universal Technical Translation	\$4,050.00	\$ -	\$4,050.00	<div><div></div></div> 0%
Leased Copier and Supplies-S Flores	Xerox Financial Services	\$23,582.00	\$ 20,045.04	\$3,536.96	<div><div></div></div> 85%
Leased Copier and Supplies-various locations	Xerox Financial Services	\$186,035.00	\$ 145,727.00	\$40,308.00	<div><div></div></div> 78%
Leased Copier and Supplies-various locations	Xerox Financial Services	\$62,220.00	\$ 40,518.00	\$21,702.00	<div><div></div></div> 65%
Leased Copier and Supplies-Xerox C9070	Xerox Financial Services	\$30,420.00	\$ 19,773.00	\$10,647.00	<div><div></div></div> 65%
Legal Services	Martin & Drought, P.C.	\$90,000.00	\$ -	\$90,000.00	<div><div></div></div> 0%
Locksmith	Crites Downtown Lock and Key	\$2,500.00	\$ -	\$2,500.00	<div><div></div></div> 0%
Maintenance Handyman Services	360TXC LLC.	\$13,860.00	\$ 9,392.00	\$4,468.00	<div><div></div></div> 68%
Marketing & Outreach Services	Texas Creative	\$100,000.00	\$ 83,570.68	\$16,429.32	<div><div></div></div> 84%
Mat Rentals	Service Uniform	\$19,000.00	\$ 11,153.00	\$7,847.00	<div><div></div></div> 59%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Membership to Bandera Chamber of Commerce	Bandera Chamber of Commerce	\$250.00	\$ -	\$250.00	0%
Membership to Hondo Chamber of Commerce	Hondo Chamber of Commerce	\$150.00	\$ -	\$150.00	0%
Membership to SA Women Chamber of Commerce	SA Womens Chamber of Commerce	\$200.00	\$ -	\$200.00	0%
Microix Support & Maintence	MICROIX	\$3,673.75	\$ 3,673.75	\$0.00	100%
Microsoft Office 365 Software License	CONSISTENT COMPUTER BARGAIN	\$36,957.60	\$ 36,957.60	\$0.00	100%
MIP Maintenance & Support	Abila	\$16,185.69	\$ 16,185.69	\$0.00	100%
Monitoring, Targeting and Reporting	Agility PR Solutions	\$24,778.00	\$ 24,778.00	\$0.00	100%
Moving Services	Scobey Moving & Storage, LTD.	\$25,000.00	\$ 1,704.45	\$23,295.55	7%
National Association Workforce Board	NAWB	\$3,000.00	\$ 3,000.00	\$0.00	100%
Network and Voice Management Services	Barcom Enterprises LLC.	\$122,376.00	\$ -	\$122,376.00	0%
Netwrix Auditor for Active Directory/File Servers	FreeIT Data Solutions, Inc	\$6,103.50	\$ 6,103.50	\$0.00	100%
NEWSLETTER SUBSCRIPTION	THE BOERNE STAR	\$65.00	\$ 65.00	\$0.00	100%
Nimble Support Services	FreeIT Data Solutions, Inc	\$7,172.00	\$ 7,172.00	\$0.00	100%
North San Antonio Chamber of Commerce	NORTH SA COC	\$1,500.00	\$ 1,500.00	\$0.00	100%
Pearsall Lawn Services	Arriazola Lawn Care	\$600.00	\$ -	\$600.00	0%
Pest Control Services	Orkin LLC	\$7,982.00	\$ 483.00	\$7,499.00	6%
Pleasanton Express Newspaper	Pleasanton Express	\$40.00	\$ 40.00	\$0.00	100%
Plumbing Services	1st Aid Plumbing	\$30,000.00	\$ 410.00	\$29,590.00	1%
Postage Machine Lease: NB, MB, EG, SF, SG, KV, WZ, DP	Pitney Bowes	\$7,017.00	\$ -	\$7,017.00	0%
Printer Leases	DOCUmentation	\$32,697.00	\$ -	\$32,697.00	0%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage
Procurement Platform	Bonfire	\$74,849.97	\$ 49,899.98	\$24,949.99	<div><div></div></div> 67%
Professional Employer Organization	SWBC	\$20,000.00	\$ -	\$20,000.00	<div><div></div></div> 0%
Program Monitoring Services	Christine H Nguyen, CPA	\$7,482.00	\$ -	\$7,482.00	<div><div></div></div> 0%
QR Code Software	Open Team	\$223.30	\$ 223.30	\$0.00	<div><div></div></div> 100%
RTW- Intake, Assesment and Case Management	Avance PCEP School based	\$1,993,839.00	\$ 100,907.52	\$1,892,931.48	<div><div></div></div> 5%
RTW- Intake, Assesment and Case Management	Chrysalis Ministries	\$5,376,545.00	\$ 830,081.74	\$4,546,463.26	<div><div></div></div> 15%
RTW- Intake, Assesment and Case Management	ECE at Texas A&M University	\$674,090.00	\$ 86,522.92	\$587,567.08	<div><div></div></div> 13%
RTW- Intake, Assesment and Case Management	Family Services Assocation of SA	\$9,432,421.00	\$ 95,379.73	\$9,337,041.27	<div><div></div></div> 1%
RTW- Intake, Assesment and Case Management	San Antonio Food Bank	\$6,740,910.00	\$ 602,578.53	\$6,138,331.47	<div><div></div></div> 9%
RTW- Intake, Assesment and Case Management	The City of San Antonio (COSA)	\$102,390,463.00		\$102,390,463.00	<div><div></div></div> 0%
RTW- Intake, Assesment and Case Management	YWCA Olga Madri Center	\$5,280,206.00	\$ 391,708.49	\$4,888,497.51	<div><div></div></div> 7%
SA Chamber of Commerce Membership	SA Chamber of Commerce	\$602.00	\$ 602.00	\$0.00	<div><div></div></div> 100%
SAGE ASSEST LICENSE & SUPPORT	SAGE	\$7,543.00	\$ 7,543.00	\$0.00	<div><div></div></div> 100%
Sales and Service Cloud Enterprise	Salesforce Inc	\$614.00	\$ 576.00	\$38.00	<div><div></div></div> 94%
Security Operations Center (SOC) Services	FreeIT Data Solutions, Inc	\$103,626.00	\$ 103,625.58	\$0.42	<div><div></div></div> 100%
Social Media Scheduling Tool Subscription	HOOTSUITE	\$455.00	\$ 229.95	\$225.05	<div><div></div></div> 51%
Storage Facility	SafeSite	\$16,510.00	\$ 17,428.50	(\$918.50)	<div><div></div></div> 106%
SWBCU Online Training Services for Staff	Southwest Business Corporation (SWBC)	\$3,000.00	\$ 1,225.00	\$1,775.00	<div><div></div></div> 41%
Teacher Externships	Alliance for Technology Education In Applied	\$162,500.00	\$ -	\$162,500.00	<div><div></div></div> 0%
Temporary Staff Services	LK Jordan	\$75,000.00	\$ 61,484.04	\$13,515.96	<div><div></div></div> 82%

SERVICES	Vendor	Estimated Yearly	Spend to Date	Remaining of Budget	Percentage	
Temporary Staffing Services	Human Capital International, LLC dba	\$75,000.00	\$ 20,297.80	\$54,702.20		27%
Vistana Front Doorbell Service Agreement	ADT LLC	\$1,019.00	\$ 108.00	\$911.00		11%
Walzem Burglar Alarm System Services	True Protection LLC	\$1,848.00	\$ 559.84	\$1,288.16		30%
Web Based IT staff Training	Solid Border	\$9,815.00	\$ 9,814.59	\$0.41		100%
Website Operation and Maintenance Support	WebHead Technologies	\$40,614.00	\$ 40,614.00	\$0.00		100%
Work Number Services Employment and SSN Verification Services	Carahsoft Technology	\$70,000.00	\$ -	\$70,000.00		0%
Youth Services	Serco of Texas Inc.	\$2,785,000.00	\$ 724,499.60	\$2,060,500.40		26%

Contract Summary and RFP Updates



<i>Solicitation</i>	<i>Purchase of</i>	<i>Opening (estimated)</i>	<i>Status</i>	<i>Anticipated Award Date</i>
RFP 2023-029	Access Control Equipment	October 2023	Under Contract	February 2024
RFI 2023-015	Lease Property Search (Kerrville)	April 2023	Pending Award	February 2024
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TBD	Evaluator Services for CCQ RFP	February 2024	In Progress	April 2024
RFP 2024-005	Temporary Staffing Services	February 2024	In Progress	April 2024



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: March 1, 2024
Regarding: Financial Reports – December 31, 2023

SUMMARY: Financial reports through December 31, 2023, have been prepared for the fiscal year October 1, 2023, through September 30, 2024; the straight-line expenditure benchmark is 25% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

CORPORATE BUDGET:

Department	% Expensed	Comments
Personnel	21.26%	This is an acceptable variance. Staff training and development will be happening within the following months.
Board Facility	20.49%	Board Facility budget is acceptable within the budget.
Equipment	13.05%	Most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding useful life.
General Office Expense	10.82%	The primary budget surplus is due timing differences, marketing, and the insurance contingency.
Professional Services	12.22%	This variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing services are utilized as needed to support the agency.
Board Training & Development	5%	This is an acceptable variance within this budget category. Board Retreat has been scheduled in March.
Total Expense	18.26%	

Corporate expenditures represent 18.26% of the annual budget, demonstrating a budget surplus of approximately 6.74% of the approved budget.

FACILITIES AND INFRASTRUCTURE BUDGET:

Department	% Expensed	Comments
Overall	19.09%	The facility expenditures represent 19.09% of the approved budget, reflecting a 5.91% straight-line budget surplus. Significant items contributing to this variance are the Mobile Workforce Center Unit and Port of San Antonio.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
24TANF	10/31/2024	6,851,831	20.84%	Grant is currently on track. We are expecting to fully expend by the end of the contract.
23TRA Trade Act	12/31/2023	\$50,400	72.09%	Expect to return \$14,066.61.
22CSL Contracted Slots	12/31/2023	\$746,230	39.54%	This was a program that providers had to apply for.
23WPA Employment Services	12/31/2023	\$1,020,888	96.03%	Expect to return \$40,486.58.
23WOS Military Family Support	12/31/2023	\$221,896	88.26%	Expect to return \$26,059.44. Contractor hired additional staff at the end of the contract period that will improve spending on next year's grant.
22WPB Training & Employment Navigator	01/31/2024	\$192,946	82.72%	We expect to expend close to 100% by the end of January.
23WS2 Middle Skills	03/31/2024	\$116,439	17.19%	The Alamo board expanded the statement of work to allow eligibility. We are projected to expend by the end of the contract period.
24W0Z Upskills & Training	07/31/2024	\$170,471	0%	This is a new program that targets training in high demand occupations.

ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	12/31/2024	\$100,000	35.29%	Grant was extended from 11/30/23 to 12/31/24. We are expecting to expend by mid-year.
CAP22 Capacity Building	12/31/2024	\$37,500	6.45%	This grant is used for Capacity Building, focusing on staff performance, managing technology, and strategic planning.
ASP23	03/31/2024	\$100,000	78.17%	We are expecting to expend 100%.
TOY24 Toyotetsu	04/30/2024	\$46,525	0%	Will begin to expend by February on RTW participants who meet all requirements of an approved job placement.
22RTW	3/31/2025	\$27,776,304	60.59%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

Financial Statement – December 31, 2023

Workforce Solutions Alamo
Corporate Expenditure Report
Board Fiscal Year October 01, 2023-September 30, 2024
Report Period: 10/01/23 - 12/31/2023

			25.00%	
	Annual Budget	YTD Expenses	% Expensed	Balance
PERSONNEL				
Salaries/Wages	\$ 4,359,985	\$ 982,421	22.53%	\$ 3,377,564
Fringe Benefits	1,153,947	234,021	20.28%	919,926
Staff Travel	160,045	28,852	18.03%	131,193
Staff Training & Development	193,250	2,356	1.22%	190,894
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,867,227	\$ 1,247,649	21.26%	\$ 4,619,578
BOARD FACILITY				
Rent	\$ 461,665	\$ 103,807	22.49%	\$ 357,858
Storage	\$ 30,000	\$ 2,955	9.85%	\$ 27,045
Maintenance and Repair	35,000	1,149	3.28%	33,851
<i>FACILITY SUBTOTAL:</i>	\$ 526,665	\$ 107,911	20.49%	\$ 418,754
EQUIPMENT/RELATED COSTS				
Equipment Purchases	\$ 87,800	\$ 5,540	6.31%	\$ 82,260
Equipment Rental	15,000	3,810	25.40%	11,190
Repair & Maintenance	-	-	0.00%	-
Software Licenses & Maintenance	175,194	26,932	15.37%	148,262
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 277,994	\$ 36,282	13.05%	\$ 241,712
GENERAL OFFICE EXPENSES				
Communications	\$ 47,300	\$ 11,215	23.71%	\$ 36,085
Advertising	10,000	28	0.28%	9,972
Insurances	300,000	20,477	6.83%	279,523
Office Supplies	23,700	4,243	17.90%	19,457
Postage/Shipping/Other	7,500	235	3.14%	7,265
Printing, Binding & Reproduction	20,000	1,313	6.56%	18,687
Publications & Subscriptions	13,200	1,844	13.97%	11,356
Dues	25,000	3,188	12.75%	21,812
Marketing (External)	120,000	12,002	10.00%	107,998
Miscellaneous Costs	25,000	493	1.97%	24,507
Non Federal	50,000	14,407	28.81%	35,593
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 641,700	\$ 69,445	10.82%	\$ 572,255
PROFESSIONAL SERVICES				
Legal Services-Corporate	\$ 125,000	\$ 17,500	14.00%	\$ 107,500
Legal Services-Other	75,000	16,189	21.59%	58,811
Audit	75,000	-	0.00%	75,000
Monitoring (Contractor)	500,000	-	0.00%	500,000
Professional Services	1,172,110	200,183	17.08%	971,927
Payroll Fees	40,000	8,966	22.42%	31,034
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,987,110	\$ 242,839	12.22%	\$ 1,744,271
BOARD EXPENSES				
Board Member Travel	\$ 5,000	\$ -	0.00%	\$ 5,000
Board Member Training/Development	25,000	-	0.00%	25,000
Board Meetings & Misc. Costs	15,000	2,250	15.00%	12,750
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ 2,250	5.00%	\$ 42,750
TOTAL EXPENSES				
	\$ 9,345,696	\$ 1,706,377	18.26%	\$ 7,639,319
SUMMARY:				
Personnel	\$ 5,867,227	\$ 1,247,649	21.26%	\$ 4,619,578
Board Facility	526,665	107,911	20.49%	418,754
Equipment/Related Costs	277,994	36,282	13.05%	241,712
General Office Expenses	641,700	69,445	10.82%	572,255
Professional Services	1,987,110	242,839	12.22%	1,744,271
Board Expenses	45,000	2,250	5.00%	42,750
TOTAL CORPORATE EXPENSES				
	\$ 9,345,696	\$ 1,706,377	18.26%	\$ 7,639,319

WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2023 - September 30, 2024

Report Period: 10/01/2023-12/31/2024

Facilities & Infrastructure Report

Facilities & Infrastructure	Budgeted Amt.	YTD Expenses	% Expensed	% Straightline Benchmark	Balance
Workforce Facilities	\$ 6,567,328.00	\$ 1,480,025.43	22.54%	25.00%	\$ 5,087,303
Port SA	700,000.00	4,770.00	0.68%	25.00%	695,230
Mobile RV Unit	510,000.00	-	0.00%	25.00%	510,000
	\$ 7,777,328	\$ 1,484,795.43	19.09%	25.00%	\$ 6,292,532.57

<u>Facilities:</u>	<u>End of Lease</u>
Walzem	6/30/2024
Datapoint	3/31/2030
Datapoint - Child Care	3/31/2030
Marbach	Month to Month
S. Flores	7/31/2028
E. Houston	8/16/2030
New Braunfels	1/31/2032
Hondo	12/31/2024
Seguin	1/15/2027
Kenedy	1/30/2025
Floresville	7/31/2026
Kerrville	4/30/2024
Boerne	11/30/2026
Pleasanton	1/31/2025
Pearsall	10/31/2024
SA Foodbank	12/31/2024
Fredericksburg	No Expiration
Bandera	No Expiration

Workforce Solutions Alamo
October 1, 2023 to September 30, 2024
Grant Summary Report

GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/23	Balance as 9/30/23	FY24 Budget (WSA)	Exp from 10/1/23 to 12/31/23	YTD Exp 12/31/23	Balance
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 944,517.12	\$ 2,805.88	\$ 2,805.88	\$ 153.09	\$ 944,670.21	\$ 2,652.79
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	\$ 3,469,235.78	\$ (12,917.78)	\$ (12,917.78)	\$ (15,889.74)	\$ 3,453,346.04	\$ 2,971.96
WIOA ADULT SERVICES	23WA1	2023WOA001	\$ 1,277,859.00	\$ 690,783.38	\$ 587,075.62	\$ 587,075.62	\$ 277,019.58	\$ 967,802.96	\$ 310,056.04
WIOA ADULT SERVICES	23WA2	2023WOA001	\$ 4,244,872.00	0	\$	\$ 4,244,872.00	\$ 776,696.43	\$ 776,696.43	\$ 3,468,175.57
WIOA ADULT Total			\$ 9,926,372.00	\$ 5,104,536.28	\$ 576,963.72	\$ 4,821,835.72	\$ 1,037,979.36	\$ 6,142,515.64	\$ 3,783,856.36
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 613,031.03	\$ 571,419.97	\$ 571,419.97	\$ 227,931.17	\$ 840,962.20	\$ 343,488.80
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	\$ 3,896,973.22	\$ 99,923.78	\$ 99,923.78	\$ (20,917.23)	\$ 3,876,055.99	\$ 120,841.01
WIOA DISLOCATED WORKER	23WD1	2023WOD001	\$ 1,175,801.00	\$ 26,995.58	\$ 1,148,805.42	\$ 1,148,805.42	\$ 64,735.82	\$ 91,731.40	\$ 1,084,069.60
WIOA DISLOCATED WORKER	23WD2	2023WOD001	\$ 3,599,032.00	0	\$	\$ 3,599,032.00	\$ 1,167,214.80	\$ 1,167,214.80	\$ 2,431,817.20
WIOA DISLOCATED Total			\$ 9,956,181.00	\$ 4,536,999.83	\$ 1,820,149.17	\$ 5,419,181.17	\$ 1,438,964.56	\$ 5,975,964.39	\$ 3,980,216.61
WIOA YOUTH SERVICES	22WOY	2022WOY001	\$ 4,732,035.00	\$ 4,195,445.76	\$ 536,589.24	\$ 536,589.24	\$ (188,228.44)	\$ 4,007,217.32	\$ 724,817.68
WIOA YOUTH SERVICES	23WOY	2023WOY001	\$ 5,861,245.00	\$ 251,171.44	\$ 5,610,073.56	\$ 5,610,073.56	\$ 1,171,199.09	\$ 1,422,370.53	\$ 4,438,874.47
WIOA YOUTH Total			\$ 10,593,280.00	\$ 4,446,617.20	\$ 6,146,662.80	\$ 6,146,662.80	\$ 982,970.65	\$ 5,429,587.85	\$ 5,163,692.15
WIOA RAPID RESPONSE	23WOR	2023WOR001	\$ 59,607.00	\$ 18,701.69	\$ 40,905.31	\$ 40,905.31	\$ 8,969.11	\$ 27,670.80	\$ 31,936.20
WIOA RAPID RESPONSE Total			\$ 59,607.00	\$ 18,701.69	\$ 40,905.31	\$ 40,905.31	\$ 8,969.11	\$ 27,670.80	\$ 31,936.20
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 1,679,712.84	\$ 335,952.15	\$ 6,667,276.31	\$ 1,343,760.69
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	2024TAF001	\$ 6,851,831.00	\$	\$	\$ 6,851,831.00	\$ 1,427,910.16	\$ 1,427,910.16	\$ 5,423,920.84
TANF Total			\$ 14,862,868.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 8,531,543.84	\$ 1,763,862.31	\$ 8,095,186.47	\$ 6,767,681.53
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	2024SNE001	\$ 1,283,189.00	0	\$	\$ 1,283,189.00	\$ 300,164.79	\$ 300,164.79	\$ 983,024.21
SNAP E&T Total			\$ 1,283,189.00	\$	\$	\$ 1,283,189.00	\$ 300,164.79	\$ 300,164.79	\$ 983,024.21
NON CUSTODIAL PARENT	24NCP	2024NCP001	\$ 437,578.00	\$ 12,207.02	\$ 425,370.98	\$ 425,370.98	\$ 123,848.29	\$ 136,055.31	\$ 301,522.69
NON CUSTODIAL PARENT Total			\$ 437,578.00	\$ 12,207.02	\$ 425,370.98	\$ 425,370.98	\$ 123,848.29	\$ 136,055.31	\$ 301,522.69
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ 83,720,138.71	\$ 3,410,558.29	\$ 3,410,558.29	\$ 3,411,062.92	\$ 87,131,201.63	\$ (504.63)
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	2024CCF001	\$ 101,978,236.00	\$	\$	\$ 101,978,236.00	\$ 12,641,693.99	\$ 12,641,693.99	\$ 89,336,542.01
CHILD CARE CCF Total			\$ 189,108,933.00	\$ 83,720,138.71	\$ 3,410,558.29	\$ 105,388,794.29	\$ 16,052,756.91	\$ 99,772,895.62	\$ 89,336,037.38
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	2023CCM001	\$ 7,539,884.00	\$ (2,997.39)	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,539,884.00	\$
CHILD CARE CCM Total			\$ 7,539,884.00	\$ (2,997.39)	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,542,881.39	\$ 7,539,884.00	\$
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	2023CCP001	\$ 8,115,000.00	\$ 6,119,360.86	\$ 1,995,639.14	\$ 1,995,639.14	\$ 978.34	\$ 6,120,339.20	\$ 1,994,660.80
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	2024CCP001	\$ 4,898,565.00	\$ 546,933.25	\$ 4,351,631.75	\$ 4,351,631.75	\$ 1,783,957.26	\$ 2,330,890.51	\$ 2,567,674.49
CHILD CARE CCP Total			\$ 13,013,565.00	\$ 6,666,294.11	\$ 6,347,270.89	\$ 6,347,270.89	\$ 1,784,935.60	\$ 8,451,229.71	\$ 4,562,335.29
TRADE ACT SERVICES	23TRA	2023TRA001	\$ 50,400.00	\$ 19,170.17	\$ 31,229.83	\$ 31,229.83	\$ 17,163.22	\$ 36,333.39	\$ 14,066.61
TRADE ACT SERVICES	24TRA	2024TRA001	\$ 27,000.00	0	\$	\$ 27,000.00	\$	\$	\$ 27,000.00
TRADE ACT SERVICES Total			\$ 77,400.00	\$ 19,170.17	\$ 31,229.83	\$ 58,229.83	\$ 17,163.22	\$ 36,333.39	\$ 41,066.61
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	2023WPA001	\$ 1,020,888.00	\$ 554,761.71	\$ 466,126.29	\$ 466,126.29	\$ 425,639.71	\$ 980,401.42	\$ 40,486.58
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	2024WPA001	\$ 667,896.00	0	\$	\$ 667,896.00	\$	\$	\$ 667,896.00
EMPLOYMENT SERVICES Total			\$ 1,688,784.00	\$ 554,761.71	\$ 466,126.29	\$ 1,134,022.29	\$ 425,639.71	\$ 980,401.42	\$ 708,382.58
RESOURCE ADMIN GRANT	24RAG	2024RAG001	\$ 11,857.00	0	\$	\$ 11,857.00	\$ 2,681.45	\$ 2,681.45	\$ 9,175.55
RESOURCE ADMIN GRANT Total			\$ 11,857.00	\$	\$	\$ 11,857.00	\$ 2,681.45	\$ 2,681.45	\$ 9,175.55
TEXAS VETERANS COMMISSION	24TVC	2024TVC001	\$ 284,084.00	0	\$	\$ 284,084.00	\$ 73,691.57	\$ 73,691.57	\$ 210,392.43
VETERANS EMPLOYMENT SERVICE Total			\$ 284,084.00	\$	\$	\$ 284,084.00	\$ 73,691.57	\$ 73,691.57	\$ 210,392.43

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GRANT	FUND	GRANT NO.	Grant Budget	Estimate YTD as 9/30/23	Balance as 9/30/23	FY24 Budget (WSA)	Exp from 10/1/23 to 12/31/23	YTD Exp 12/31/23	Balance
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	\$ 3,273,215.35	\$ 2,547,033.65	\$ 2,547,033.65	\$ 1,725,944.21	\$ 4,999,159.56	\$ 821,089.44
CC QUALITY - CCQ	24CCQ	2024CCQ001	\$ 6,246,767.00	0	\$ -	\$ 6,246,767.00	\$ 357,391.02	\$ 357,391.02	\$ 5,889,375.98
CCQ QUALITY Total			\$ 12,067,016.00	\$ 3,273,215.35	\$ 2,547,033.65	\$ 8,793,800.65	\$ 2,083,335.23	\$ 5,356,550.58	\$ 6,710,465.42
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	\$ 233,440.54	\$ 512,789.46	\$ 512,789.46	\$ 61,655.14	\$ 295,095.68	\$ 451,134.32
CHILD CARE - TRS CONTRACTED SLOTS - Total			\$ 746,230.00	\$ 233,440.54	\$ 512,789.46	\$ 512,789.46	\$ 61,655.14	\$ 295,095.68	\$ 451,134.32
WORKFORCE COMMISSION INITIATIVES	24WCI	2024WCI001	\$ 94,250.00	0	\$ -	\$ 94,250.00	\$ 41,721.11	\$ 41,721.11	\$ 52,528.89
WORKFORCE COMMISSION INITIATIVES Total			\$ 94,250.00	\$ -	\$ -	\$ 94,250.00	\$ 41,721.11	\$ 41,721.11	\$ 52,528.89
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 935,000.00	\$ 819,070.82	\$ 115,929.18	\$ 115,929.18	\$ (10,872.59)	\$ 808,198.23	\$ 126,801.77
REEMPLOYMENT SERVICES - REA	24REA	2024REA001	\$ 920,073.00	0	\$ -	\$ 920,073.00	\$ 133,223.78	\$ 133,223.78	\$ 786,849.22
REEMPLOYMENT Total			\$ 1,855,073.00	\$ 819,070.82	\$ 115,929.18	\$ 1,036,002.18	\$ 122,351.19	\$ 941,422.01	\$ 913,650.99
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	\$ 128,650.35	\$ 93,245.65	\$ 93,384.56	\$ 67,186.21	\$ 195,836.56	\$ 26,059.44
MILITARY FAMILY SUPPORT PROGRAM	24WOS	2024WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	0	\$ -	\$ 221,896.00
MILITARY FAMILY SUPPORT Total			\$ 443,792.00	\$ 128,650.35	\$ 93,245.65	\$ 315,280.56	\$ 67,186.21	\$ 195,836.56	\$ 247,955.44
STUDENT HIREABILITY NAVIIGATOR	18HN5	3024VRS056	\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 46,553.52	\$ 66,125.99	\$ 143,874.01
STUDENT HIREABILITY NAVIGATOR Total			\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 46,553.52	\$ 66,125.99	\$ 143,874.01
VOCATIONAL REHABILITATION-VR INFRA SPRT	24COL	2024COL001	\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 135,293.51	\$ 177,783.96	\$ 358,135.58
VR-INFRA SUPPORT Total			\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 135,293.51	\$ 177,783.96	\$ 358,135.58
PAID WORK EXPERIENCE (PWE)	24PWE	3024VRS107	\$ 187,500.00	0	\$ -	\$ 187,500.00	\$ 468.18	\$ 468.18	\$ 187,031.82
PAID WORK EXPERIENCE (PWE) Total			\$ 187,500.00	\$ -	\$ -	\$ 187,500.00	\$ 468.18	\$ 468.18	\$ 187,031.82
WIOA - UPSKILLING AND TRAINING	24WOZ	2024WOZ001	\$ 170,471.00	0	\$ -	\$ 170,471.00	0	\$ -	\$ 170,471.00
WIOA - UPSKILLS AND TRAINING Total			\$ 170,471.00	\$ -	\$ -	\$ 170,471.00	\$ -	\$ -	\$ 170,471.00
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 139,720.06	\$ 53,225.94	\$ 53,225.94	\$ 19,893.29	\$ 159,613.35	\$ 33,332.65
TRAINING & EMPLOYMENT NAVIGATOR PILOT Total			\$ 192,946.00	\$ 139,720.06	\$ 53,225.94	\$ 53,225.94	\$ 19,893.29	\$ 159,613.35	\$ 33,332.65
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2	2023WOS002	\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 19,493.93	\$ 20,017.37	\$ 96,421.63
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT Total			\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 19,493.93	\$ 20,017.37	\$ 96,421.63
TEACHER EXTERNSHIP	23EXT	2023EXT001	\$ 200,000.00	\$ 192,252.87	\$ 7,747.13	\$ 7,747.13	\$ 7,130.50	\$ 199,383.37	\$ 616.63
TEACHER EXTERNSHIP	23EX2	2023EXT002	\$ 106,726.00	\$ 41,116.75	\$ 65,609.25	\$ 65,609.25	\$ 37,874.64	\$ 78,991.39	\$ 27,734.61
TEACHER EXTERNSHIP Total			\$ 306,726.00	\$ 233,369.62	\$ 73,356.38	\$ 73,356.38	\$ 45,005.14	\$ 278,374.76	\$ 28,351.24
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	\$ 637,439.82	\$ 262,560.18	\$ 262,560.18	\$ (11,657.38)	\$ 625,782.44	\$ 274,217.56
SUMMER EARN & LEARN (SEAL)	23VR1	3022VRS045	\$ 900,000.00	0	\$ -	\$ 900,000.00	\$ 55,613.03	\$ 55,613.03	\$ 844,386.97
SEAL Total			\$ 1,800,000.00	\$ 637,439.82	\$ 262,560.18	\$ 1,162,560.18	\$ 43,955.65	\$ 681,395.47	\$ 1,118,604.53
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 35,266.63	\$ 64,733.37	\$ 64,733.37	\$ 25.00	\$ 35,291.63	\$ 64,708.37
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00	\$ 799.00	\$ 36,701.00	\$ 36,701.00	\$ 1,620.00	\$ 2,419.00	\$ 35,081.00
SAN ANTONIO AREA FOUNDATION TOTAL			\$ 137,500.00	\$ 36,065.63	\$ 101,434.37	\$ 101,434.37	\$ 1,645.00	\$ 37,710.63	\$ 99,789.37
ASPEN INSTITUTE	ASP23		\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 32,406.51	\$ 78,170.07	\$ 21,829.93
ASPEN INSTITUTE TOTAL			\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 32,406.51	\$ 78,170.07	\$ 21,829.93
TOYOTETSU PILOT PROGRAM (RTW)	TOY24		\$ 46,525.00	0	\$ -	\$ 46,525.00	0	\$ -	\$ 46,525.00
TOYOTETSU PILOT PROGRAM TOTAL			\$ 46,525.00	\$ -	\$ -	\$ 46,525.00	\$ -	\$ -	\$ 46,525.00
READY TO WORK-COSA	22RTW		\$ 27,776,304.00	\$ 12,662,259.33	\$ 15,114,044.67	\$ 15,114,044.67	\$ 4,167,565.60	\$ 16,829,824.93	\$ 10,946,479.07
READY TO WORK-COSA TOTAL			\$ 27,776,304.00	\$ 12,662,259.33	\$ 15,114,044.67	\$ 15,114,044.67	\$ 4,167,565.60	\$ 16,829,824.93	\$ 10,946,479.07
GRAND TOTAL			\$ 305,630,273.54	\$ 129,679,334.93	\$ 48,215,459.61	\$ 175,951,077.52	\$ 38,445,038.13	\$ 168,124,373.06	\$ 137,505,900.48

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WIOA ADULT SERVICES	22WA1	6/30/2024	2022WOA001	\$ 947,323.00	\$ 944,670.21	\$ 2,652.79	99.72%	6
WIOA ADULT SERVICES	22WA2	6/30/2024	2022WOA001	\$ 3,456,318.00	\$ 3,453,346.04	\$ 2,971.96	99.91%	6
WIOA ADULT SERVICES	23WA1	6/30/2025	2023WOA001	\$ 1,277,860.00	\$ 967,802.96	\$ 310,057.04	75.74%	18
WIOA ADULT SERVICES	23WA2	6/30/2025	2023WOA001	\$ 4,244,871.00	\$ 776,696.43	\$ 3,468,174.57	18.30%	18
WIOA ADULT Total				\$ 9,926,372.00	\$ 6,142,515.64	\$ 3,783,856.36		
WIOA DISLOCATED WORKER	22WD1	6/30/2024	2022WOD001	\$ 1,184,451.00	\$ 840,962.20	\$ 343,488.80	71.00%	6
WIOA DISLOCATED WORKER	22WD2	6/30/2024	2022WOD001	\$ 3,996,897.00	\$ 3,876,055.99	\$ 120,841.01	96.98%	6
WIOA DISLOCATED WORKER	23WD1	6/30/2025	2023WOD001	\$ 1,175,801.00	\$ 91,731.40	\$ 1,084,069.60	7.80%	18
WIOA DISLOCATED WORKER	23WD2	6/30/2025	2023WOD001	\$ 3,599,032.00	\$ 1,167,214.80	\$ 2,431,817.20	32.43%	18
WIOA DISLOCATED Total				\$ 9,956,181.00	\$ 5,975,964.39	\$ 3,980,216.61		
WIOA YOUTH SERVICES	22WOY	6/30/2024	2022WOY001	\$ 4,732,035.00	\$ 4,007,217.32	\$ 724,817.68	84.68%	6
WIOA YOUTH SERVICES	23WOY	6/30/2025	2023WOY001	\$ 5,861,245.00	\$ 1,422,370.53	\$ 4,438,874.47	24.27%	18
WIOA YOUTH Total				\$ 10,593,280.00	\$ 5,429,587.85	\$ 724,817.68		
WIOA RAPID RESPONSE	23WOR	6/30/2024	2023WOR001	\$ 59,607.00	\$ 27,670.80	\$ 31,936.20	46.42%	6
WIOA RAPID RESPONSE Total				\$ 59,607.00	\$ 27,670.80	\$ 31,936.20		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	10/31/2024	2024TAF001	\$ 6,851,831.00	\$ 1,427,910.16	\$ 5,423,920.84	20.84%	10
TANF Total				\$ 6,851,831.00	\$ 1,427,910.16	\$ 5,423,920.84		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	9/30/2024	2024SNE001	\$ 1,283,189.00	\$ 300,164.79	\$ 983,024.21	23.39%	9
SNAP E&T Total				\$ 1,283,189.00	\$ 300,164.79	\$ 983,024.21		
NON CUSTODIAL PARENT	24NCP	9/30/2024	2024NCP001	\$ 437,578.00	\$ 136,055.31	\$ 301,522.69	31.09%	9
NON CUSTODIAL PARENT Total				\$ 437,578.00	\$ 136,055.31	\$ 301,522.69		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	12/31/2023	2023CCF001	\$ 87,130,697.00	\$ 87,131,201.63	\$ (504.63)	100.00%	
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	12/31/2024	2024CCF001	\$ 101,978,236.00	\$ 12,641,693.99	\$ 89,336,542.01	12.40%	12
CHILD CARE CCF Total				\$ 189,108,933.00	\$ 99,772,895.62	\$ 89,336,037.38		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	12/31/2023	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	0.00%	
CHILD CARE CCM Total				\$ 7,539,884.00	\$ -	\$ 7,539,884.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	12/31/2023	2023CCP001	\$ 8,115,000.00	\$ 6,120,339.20	\$ 1,994,660.80	75.42%	
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	12/31/2024	2024CCP001	\$ 4,898,565.00	\$ 2,330,890.51	\$ 2,567,674.49	47.58%	12
CHILD CARE CCP Total				\$ 13,013,565.00	\$ 8,451,229.71	\$ 4,562,335.29		
TRADE ACT SERVICES	23TRA	12/31/2023	2023TRA001	\$ 50,400.00	\$ 36,333.39	\$ 14,066.61	72.09%	
TRADE ACT SERVICES	24TRA	9/30/2024	2024TRA001	\$ 27,000.00	\$ -	\$ 27,000.00	0.00%	9
TRADE ACT SERVICES Total				\$ 77,400.00	\$ 36,333.39	\$ 41,066.61		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	12/31/2023	2023WPA001	\$ 1,020,888.00	\$ 980,401.42	\$ 40,486.58	96.03%	
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	12/31/2024	2024WPA001	\$ 667,896.00	\$ -	\$ 667,896.00	0.00%	12
EMPLOYMENT SERVICES Total				\$ 1,020,888.00	\$ 980,401.42	\$ 708,382.58		
RESOURCE ADMIN GRANT	24RAG	9/30/2024	2024RAG001	\$ 11,857.00	\$ 2,681.45	\$ 9,175.55	22.61%	9
RESOURCE ADMIN GRANT Total				\$ 11,857.00	\$ 2,681.45	\$ 9,175.55		
TEXAS VETERANS COMMISSION	24TVC	9/30/2024	2024TVC001	\$ 284,084.00	\$ 73,691.57	\$ 210,392.43	25.94%	9
TEXAS VETERANS COMMISSION Total				\$ 284,084.00	\$ 73,691.57	\$ 210,392.43		
CC QUALITY - CCQ	24CCQ	10/31/2024	2024CCQ001	\$ 6,246,767.00	\$ 357,391.02	\$ 5,889,375.98	5.72%	10

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CCQ QUALITY Total				\$ 6,246,767.00	\$ 357,391.02	\$ 5,889,375.98		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	12/31/2023	2022CSL001	\$ 746,230.00	\$ 295,095.68	\$ 451,134.32	39.54%	
CHILD CARE - TRS CONTRACTED SLOTS Total				\$ 746,230.00	\$ 295,095.68	\$ 451,134.32		
WORKFORCE COMMISSION INITIATIVES	24WCI	9/30/2024	2024WCI001	\$ 94,250.00	\$ 41,721.11	\$ 52,528.89	44.27%	9
WORKFORCE COMMISSION INITIATIVES Total				\$ 94,250.00	\$ 41,721.11	\$ 52,528.89		
REEMPLOYMENT SERVICES - REA	23REA	3/31/2024	2023REA001	\$ 935,000.00	\$ 808,198.23	\$ 126,801.77	86.44%	3
REEMPLOYMENT SERVICES - REA	24REA	9/30/2024	2024REA001	\$ 920,073.00	\$ 133,223.78	\$ 786,849.22	14.48%	9
REEMPLOYMENT Total				\$ 1,855,073.00	\$ 941,422.01	\$ 913,650.99		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	12/31/2023	2023WOS001	\$ 221,896.00	\$ 195,836.56	\$ 26,059.44	88.26%	
MILITARY FAMILY SUPPORT PROGRAM	24WOS	1/31/2025	2024WOS001	\$ 221,896.00	0	\$ 221,896.00	0.00%	13
MILITARY FAMILY SUPPORT Total				\$ 443,792.00	\$ 195,836.56	\$ 247,955.44		
STUDENT HIREABILITY NAVIGATOR	18HN5	8/31/2024	3024VRS056	\$ 210,000.00	\$ 66,125.99	\$ 143,874.01	31.49%	8
STUDENT HIREABILITY NAVIGATOR Total				\$ 210,000.00	\$ 66,125.99	\$ 143,874.01		
VOCATIONAL REHABILITATION-VR INFRA SPRT	24COL	8/31/2024	2024COL001	\$ 535,919.54	\$ 177,783.96	\$ 358,135.58	33.17%	8
VR-INFRA SUPPORT Total				\$ 535,919.54	\$ 177,783.96	\$ 358,135.58		
PAID WORK EXPERIENCE (PWE)	24PWE	9/30/2025	3024VRS107	\$ 187,500.00	\$ 468.18	\$ 187,031.82	0.25%	21
PAID WORK EXPERIENCE (PWE) Total				\$ 187,500.00	\$ 468.18	\$ 187,031.82		
WIOA - UPSKILLING AND TRAINING	24WOZ	7/31/2024	2024WOZ001	\$ 170,471.00	0	\$ 170,471.00	0.00%	7
WIOA - UPSKILLS AND TRAINING Total				\$ 170,471.00	\$ -	\$ 170,471.00		
TRAINING & EMPLOYMENT NAVIGATOR	22WPB	1/31/2024	2022WPB002	\$ 192,946.00	\$ 159,613.35	\$ 33,332.65	82.72%	1
TRAINING & EMPLOYMENT NAVIGATOR Total				\$ 192,946.00	\$ 159,613.35	\$ 33,332.65		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJ	23WS2	3/31/2024	2023WOS002	\$ 116,439.00	\$ 20,017.37	\$ 96,421.63	17.19%	3
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT				\$ 116,439.00	\$ 20,017.37	\$ 96,421.63		
TEACHER EXTERNSHIP	23EXT	2/28/2024	2023EXT001	\$ 200,000.00	\$ 199,383.37	\$ 616.63	99.69%	2
TEACHER EXTERNSHIP	23EX2	2/29/2024	2023EXT002	\$ 106,726.00	\$ 78,991.39	\$ 27,734.61	74.01%	2
TEACHER EXTERNSHIP Total				\$ 306,726.00	\$ 278,374.76	\$ 28,351.24		
SUMMER EARN & LEARN (SEAL)	22VR1	9/30/2023	3021VRS073	\$ 900,000.00	\$ 625,782.44	\$ 274,217.56	69.53%	
SUMMER EARN & LEARN (SEAL)	23VR1	9/30/2024	3021VRS073	\$ 900,000.00	\$ 55,613.03	\$ 844,386.97	6.18%	9
SEAL Total				\$ 1,800,000.00	\$ 681,395.47	\$ 1,118,604.53		
SAN ANTONIO AREA FOUNDATION-WORKFORCE AC/ SAF22		11/30/2023		\$ 100,000.00	\$ 35,291.63	\$ 64,708.37	35.29%	
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDII CAP22		11/30/2023		\$ 37,500.00	\$ 2,419.00	\$ 35,081.00	6.45%	
SAN ANTONIO AREA FOUNDATION Total				\$ 137,500.00	\$ 37,710.63	\$ 99,789.37		
ASPEN INSTITUTE	ASP23	3/31/2024		\$ 100,000.00	\$ 78,170.07	\$ 21,829.93	78.17%	3
ASPEN INSTITUTE TOTAL				\$ 100,000.00	\$ 78,170.07	\$ 21,829.93		
TOYOTETSU PILOT PROGRAM (RTW)	TOY24	4/30/2024		\$ 46,525.00	0	\$ 46,525.00	0.00%	4
TOYOTETSU PILOT PROGRAM TOTAL				\$ 46,525.00	\$ -	\$ 46,525.00		
READY TO WORK-COSA	22RTW	3/31/2025		\$ 27,776,304.00	\$ 16,829,824.93	\$ 10,946,479.07	60.59%	15
READY TO WORK-COSA TOTAL				\$ 27,776,304.00	\$ 16,829,824.93	\$ 10,946,479.07		
GRAND TOTAL				\$ 291,131,091.54	\$ 148,918,053.19	\$ 138,442,059.88		



Budget to Actual Expenditures

December 2023 BUDGET TO ACTUAL VARIANCE ANALYSIS					
Budget Category	FY24 Budget	FY24 Actuals (December 2023)	% Expensed	Straight-Line Target (25%)	YTD Variance %
Corporate -Personnel	\$ 5,867,227.00	\$ 1,247,649.00	21.26%	\$ 1,466,806.75	3.74%
Corporate -Facilities	\$ 526,665.00	\$ 107,911.00	20.49%	\$ 131,666.25	4.51%
Corporate -Equipment Related	\$ 277,994.00	\$ 36,282.00	13.05%	\$ 69,498.50	11.95%
Corporate -General Office	\$ 641,700.00	\$ 69,445.00	10.82%	\$ 160,425.00	14.18%
Corporate - Professional Services	\$ 1,987,110.00	\$ 242,839.00	12.22%	\$ 496,777.50	12.78%
Corporate - Board of Directors	\$ 45,000.00	\$ 2,250.00	5.00%	\$ 11,250.00	20.00%
Corporate Total	\$ 9,345,696.00	\$ 1,706,376.00	18.26%	\$ 2,336,424.00	6.74%
Facilities	7,777,328.00	1,484,795.43	19.09%	\$ 1,944,332.00	5.91%
Reserve	10,891,296.00	-	0.00%	\$ 2,722,824.00	25.00%
Projects	94,250.00	138,228.90	146.66%	\$ 23,562.50	-121.66%
Service Delivery - TWC	20,067,492.00	4,233,626.02	21.10%	\$ 5,016,873.00	3.90%
Service Delivery - TWC Child Care	117,441,725.00	25,749,080.78	21.92%	\$ 29,360,431.25	3.08%
Service Delivery Ready to Work	26,495,119.00	4,029,469.10	15.21%	\$ 6,623,779.75	9.79%
Total Budget	\$ 192,112,906.00	\$ 37,341,576.23	19.44%	\$ 48,028,226.50	5.56%



Corporate Expenditures

Personnel:

- Staff training and development will be happening within the following months.

Equipment:

- Most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding useful life.

General Office:

- The primary budget surplus is due to timing differences, marketing, and the insurance contingency.



Corporate Expenditures

Professional Services:

- Variance is primarily a timing difference in legal, audit, and monitoring. Legal and professional services related to temporary staffing services are utilized as needed to support the agency.

Board Training & Development:

- Board retreat scheduled in March.



Facilities and Projects

Facilities:

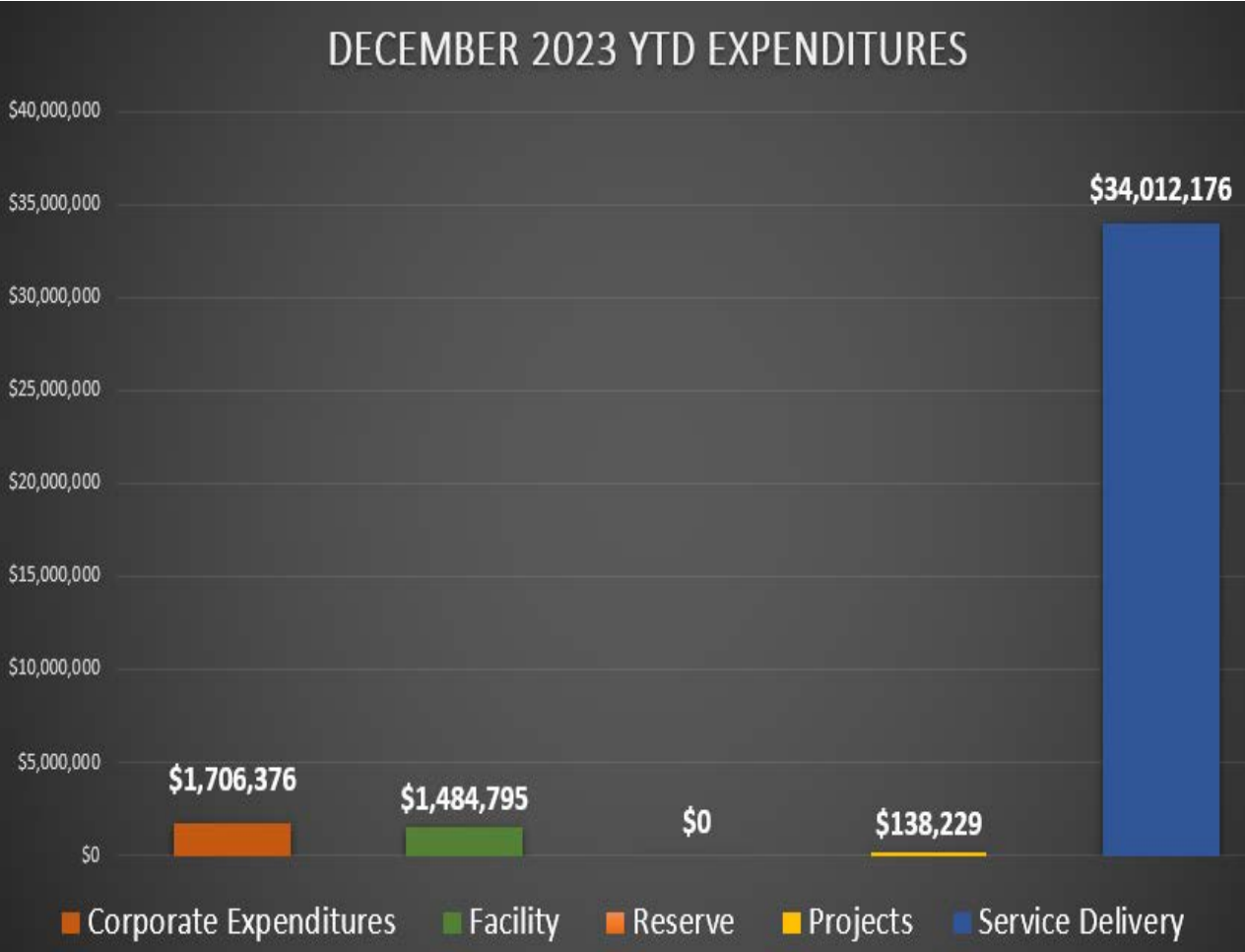
- Facility expenditures represent 19.09% of the approved budget, reflecting a 5.91% straight-line budget surplus.
- Significant items contributing to this are:
 - Mobile Workforce Center Unit
 - Port of San Antonio

Special projects include:

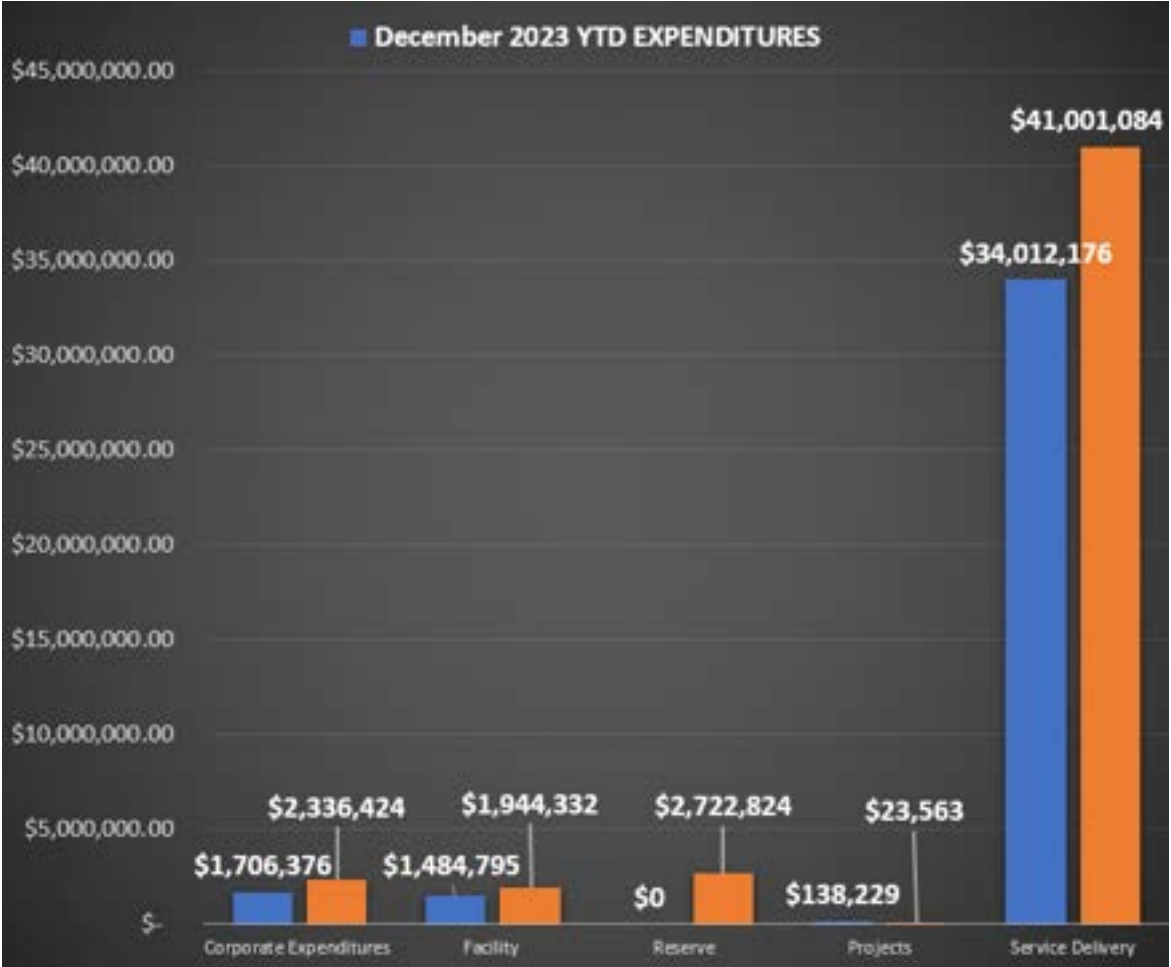
- Workforce Commission Initiatives – WSA will continue to provide Career Pathway Youth Events.



YTD Expenditures by Budget Category

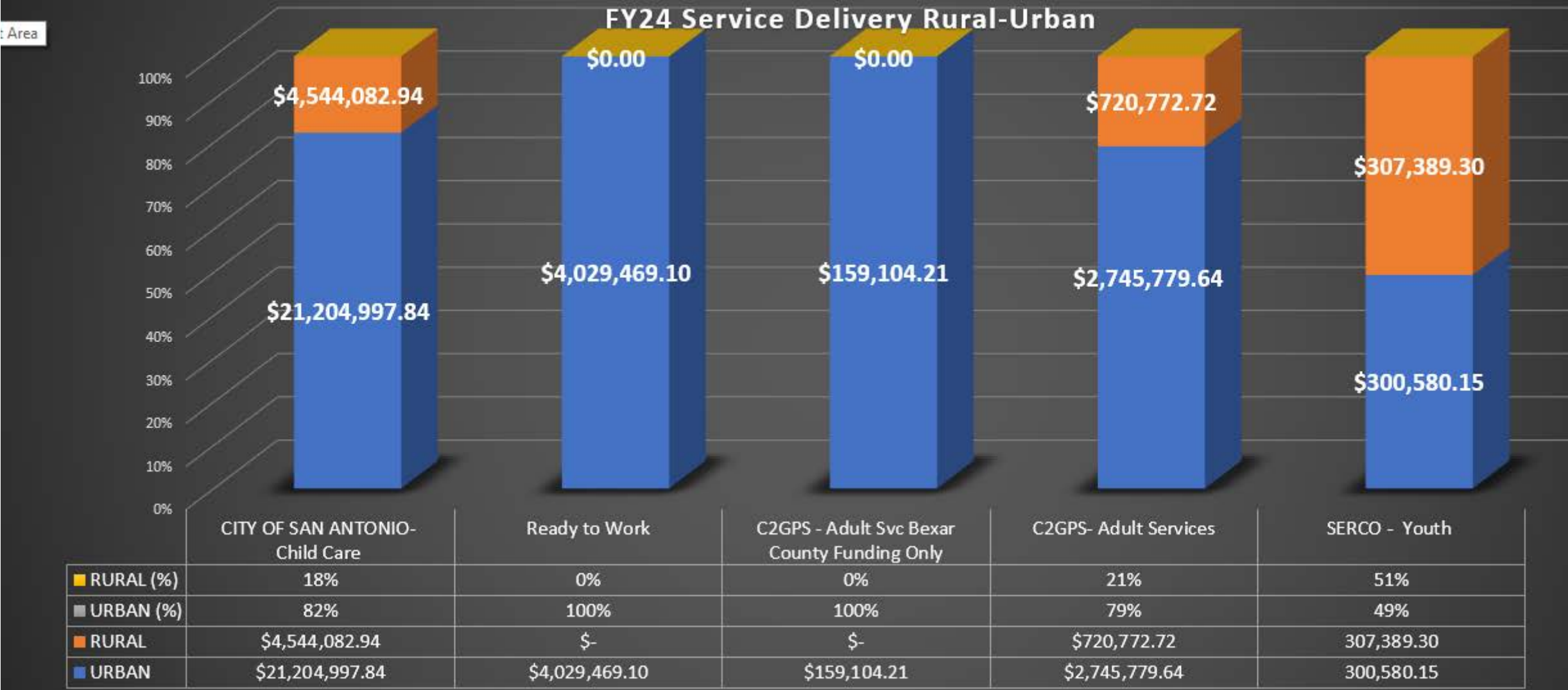


YTD Expenditures by Budget Category Comparison





December 2023 Year -to-Date Service Delivery Rural -Urban





Key Variances

- 24TANF: Grant is currently on track and expecting to fully expend by the end of the contract 10/31/2024.
- CSL – Contracted Slots: Program ended 12/31/2023. This was a program providers had to apply for.
- 23WPA – Employment Services: Contract ended 12/31/2023 and expensed 96.03%. Returning \$40,487.



MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: March 1, 2024
Regarding: Ready to Work Analysis and Update

SUMMARY: Update and Possible Discussion on SA: Ready to Work. On November 3, 2020, City of San Antonio voters approved the SA: Ready to Work ballot initiative, authorizing a 1/8th cent sales and use tax for a period of four years to provide workforce development training and higher education to unemployed, underemployed, or underserved residents to obtain high-demand, well-paid careers in accordance with Chapter 379A of the Texas Local Government Code ("the Better Jobs Act"). There is no further action requested at this time.

ANALYSIS: Pursuant to this initiative Workforce Solutions Alamo (WSA) executed an agreement with the city of San Antonio to provide the services necessary to the SA Ready to Work program (the "program") which includes the following objectives: increase access to industry-recognized certification training and college, provide wraparound services and emergency funding to ensure successful completion of training and career placement, increase collaboration within the workforce ecosystem, and promote accountability and adaptability throughout the process.

FISCAL IMPACT: The award amount for this contract is one hundred five million, seven hundred eighty-one thousand, nine hundred fifty-three dollars (\$105,781,953), and funded through a grant by the City of San Antonio. The term of this agreement began on May 13, 2022, and will be for a three (3) year period, unless sooner terminated in accordance with the provisions of the agreement.

FISCAL UPDATE: The WSA fiscal department has served as a fiscal agent for the Ready to Work partners. This memo is intended to provide an update on current program financial performance and on challenges that exist in the program.

Expenditure Update:

WSA has budgeted \$27,776,304 through September 30, 2024. WSA has expended \$15,397,169.31 to date.

READY TO WORK EXPENDITURES		WSA SERVICE FEES	
Category	Amount	Category	Amount
Intake & Assessment	\$ 1,687,023.94	Interest Revenue	\$ 366.70
Case Management	5,905,550.58	Service Revenue	956,939.64
Tuition & Training	7,555,057.60	WSA Service Revenue	\$ 957,306.34
Emergency Services	249,537.19	WSA Expense	713,804.07
Total	\$ 15,397,169.31	Gain/Loss	\$ 243,502.27

The board currently has a surplus of \$243,507 that is reserved for monitoring questioned cost.

Program Challenges and Opportunities:

Ready to work is an evolving program and the board continues to work through any program challenges by presenting common sense solutions focusing on opportunities to strengthen the program and achieve success for program recipients, providers, partners, and the City of San Antonio.

Some of the challenges that we have worked through include addressing staff turnover in fiscal staff ensuring the program remains fully staffed to provide the following:

- Cash Flow Management
- Partner and Training Provider Invoicing
- Current financial reporting and analysis
- Implementation of SYNC software (a salesforce platform)
- Frequent training and outreach to our partners

One of the most significant challenges WSA faced in FY23 was management of cashflow. Tuition reimbursements from the City of San Antonio were completed up to 60 days after training providers are paid by WSA. To alleviate this challenge fiscal staff worked with the Ready to Work team to increase the cash advance from \$1,158,264.25 to \$3,505,434.53.

A second challenge was Ready to Work has moved to a Salesforce based platform in December 2023, which will minimize the aging of the tuition reimbursements. Transition and implementation of the invoicing and reporting of the new software was delayed through January 2024. At the end of January 2024, the City of San Antonio has given full instructions of new billing process and requirements.

The board staff looks forward to continually working with the city to proactively identify and work through any challenges that may occur and will work to strength the financial and programmatic program performance.

ATTACHMENTS:

None.

Ready to Work Budget and Expenditures



- The WSA fiscal department has served as a fiscal agent for the Ready to Work partners.
- WSA has budgeted \$27,776,304 through September 30, 2024.

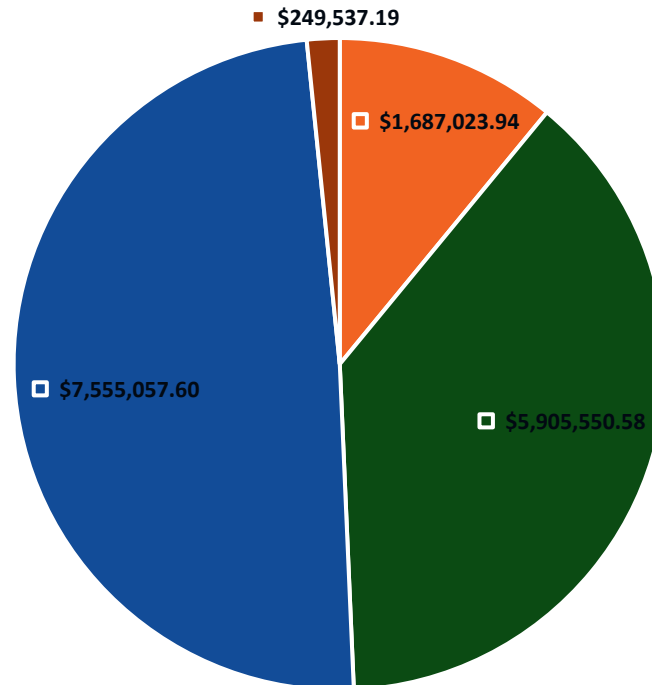
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The board currently has a surplus of \$243,507 that is reserved for monitoring questioned cost.



Expenditures as of 12/31/2023

Ready to Work Program Expenditures as of December 31, 2024



Intake & Assessment Case Management Tuition & Training Emergency Services



Challenges and Opportunities

- Addressing fiscal staff turnover ensuring the program remains fully staffed to provide:
 - Cash Flow Management
 - Partner and Training Provider Invoicing
 - Current financial reporting and analysis
 - Implementation of SYNC software (a salesforce platform)
 - Frequent training and outreach to our partners



Challenges: Management of Cashflow

- Tuition reimbursements from the City of San Antonio were completed up to 60 days after training providers are paid by WSA.
- To alleviate this challenge fiscal staff worked with the Ready to Work team to increase the cash advance from \$1,158,264.25 to \$3,505,434.53.

Challenges: New Software Implementation



- Ready to Work has moved to a Salesforce based platform in December 2023.
- Salesforce will minimize the aging of the tuition reimbursements.
- Transition and implementation of the invoicing and reporting of the new software was delayed through January 2024.
- At the end of January 2024, the City of San Antonio has given full instructions of new billing process and requirements.

Ready to Work

- As of December 12, 2023:
 - Applicants interviewed: 4,363
 - Enrolled in approved training: 5,482
 - Successfully completed training: 808
 - Placed in jobs: 398





MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: March 1, 2024
Regarding: TWC FY22 Audit Acceptance

SUMMARY: The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2022, has been performed and completed by ABIP, PC. ABIP has performed its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Uniform Guidance. In performing the audit, they interviewed staff and observed processes to develop a risk assessment over the internal controls and develop audit procedures they felt necessary to provide evidence for their audit opinions.

ABIP reports provided:

- Financial Audit – Opinion – Unmodified (clean opinion)
- Compliance Audits – Childcare Development Funds Cluster and Temporary Assistance to Needy Families (TANF) – Unmodified (clean opinion)
- Report of Conduct of Audit

AUDIT ACCEPTANCE: The presented audit for Alamo Workforce Development, Inc. was accepted by TWC on November 21, 2023.

STRATEGIC OBJECTIVE: ABIP performed the following activity during their audit:

Financial Audit:

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Performed overall analytical reviews on account balances to aid in the extent of audit procedures needed to provide reasonable assurance over activity and account balances.
- Reviewed and mailed AWS-prepared confirmations to related parties, legal counsel, and financial institutions.
- Reviewed approval processes over individual transactions and tested allowability for particular grant contracts.
- Performed substantive procedures for the various financial statement account balances as of year-end, including cash, accounts receivable, prepaid expenses, fixed assets, accounts payable, accrued liabilities, and deferred revenues.
- Worked with management to assist in the preparation of the financial statement and ensured up-to-date disclosures were included.
- Prepared a Report on the Conduct of the Audit for the fiscal year ended September 30, 2022.

Compliance Audit – Child Care Development Cluster and Temporary Assistance to Needy Families (TANF):

- Established an audit approach based on risk assessment and tailored programs to guide the audit process for efficiency and completeness.
- Interviewed staff pertinent to the Childcare Development Cluster and TANF Funds to gain an understanding of processes over disbursements, payroll, and cash reimbursement processes.
- Performed a risk assessment of the compliance requirements over the CCDF, CCPS, and TANF Grants and planned tests of controls and compliance for each.
- Sampled individual transactions for allowability with CCDF, CCPS, and TANF Grants award and approvals by staff prior to payments to vendors.
- Sampled reimbursement draws (cash receipts) over allowable costs charged to the grants for proper approvals from staff and recording into the general ledger.
- Reviewed completeness and accuracy of Texas Workforce Commission reporting compliance requirements over CCDF, CCPS, and TANF Grants.

ATTACHMENTS:

TWC Acceptance Letter

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Alberto Treviño, III
Commissioner Representing
Labor

Vacant
Commissioner Representing
Employers

Edward Serna
Executive Director

November 21, 2023

Mr. Adrian Lopez
Executive Director
Alamo Workforce Development, Inc., DBA
Workforce Solutions-Alamo
100 N. Santa Rosa Street, Suite 120
San Antonio, Texas 78207

Dear Mr. Lopez:

We have completed our desk review of Alamo Workforce Development, Inc., DBA Workforce Solutions-Alamo's audit report for fiscal year ending September 30, 2022. The Supplemental Nutrition Assistance Program (SNAP), Employment Service/Wagner-Peyser (ES), Workforce Innovation and Opportunity Act (WIOA), Trade Adjustment Assistance, Child Care (CC), Veterans' Services, Temporary Assistance for Needy Families (TANF), Unemployment Insurance, Social Services Block Grant, and Skills Development programs that you administered for the Texas Workforce Commission (TWC) were included in this report. We have determined that the audit report complies with the *U.S. Code of Federal Regulations*, Uniform Guidance, and the *State of Texas Grant Management Standards*. The audit report is accepted, and the audit file is closed.

Thank you for your assistance during the single audit resolution process. If you have any questions or concerns, please contact Adam Padilla at: adam.padilla@twc.texas.gov

Sincerely,

Kathleen Runnels

Kathleen Runnels, CPA, Single Audit Manager
Division of Fraud Deterrence and Compliance Monitoring
Texas Workforce Commission – 512-936-3016 (messages forwarded to email)
kathleen.runnels@twc.texas.gov

cc: Giovanna Escalante-Vela, Chief Financial Director, Alamo WDB
Lisa Guzman, Manager, Workforce Board Grants, TWC

In the event discrepancies exist on any questioned costs, your organization may initiate an administrative appeal by sending a written request for a hearing to the Office of General Counsel of the Texas Workforce Commission at 101 East 15th Street, Room #614, Austin, Texas 78778-0001. The request must be sent within 10 working days from the date of the Closing Acceptance Letter requesting reimbursement and must be sent certified mail. The appeal should be accompanied by a copy of the Closing Acceptance Letter and should state specifically those sections of the Closing Acceptance Letter upon which a hearing is requested.



TWC Audit Acceptance

TWC has reviewed Workforce Solution Alamo's annual audit and determined that it complies with the following:

- U.S Code of Federal Regulations
- Uniform Guidance
- State of Texas Grant Management Standards

TWC has officially accepted Workforce Solution Alamo's audit for the period ending on September 30, 2022, submitted to the Federal Clearing House before June 30, 2023, and officially accepted by the Texas Workforce Commission on November 21, 2023.

MEMORANDUM

To: Board of Directors
From: Adrian Lopez, CEO
Presented by: Gabriela Navarro Garcia, Controller
Date: March 1, 2024
Regarding: FY23 Audit Engagement & Timeline

SUMMARY: The audit for Alamo Workforce Development, Inc. DBA Workforce Solutions Alamo (WSA) for the fiscal year ended September 30, 2023, is scheduled to be performed by ABIP, PC. ABIP will perform its audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the Uniform Guidance. While performing the audit, ABIP will interview staff and observe processes to develop a risk assessment over the internal controls and develop audit procedures they feel necessary to provide evidence for their audit opinions.

ANALYSIS: ABIP, PC has been contracted through a competitive RFP process to complete the annual audit. They have currently begun this engagement by completing the planning process with key staff and contractors. ABIP, PC sent key staff a Provided by Client (PBC) list that requests information and supporting documents that are needed to complete the audit.

FINANCIAL IMPACT: The board has budgeted \$75,000 for the annual audit; the initial engagement is quoted at \$67,050.00.

STAFF RECOMMENDATION: WSA is exercising the third one-year renewal option for the Independent Annual Financial Audit with ABIP, PC for the fiscal period of October 1, 2022, to September 30, 2023.

NEXT STEPS: WSA Board staff will work with ABIP, PC to meet the following timeline.



Audit Planning

- Engagement Letter (12/2023)
- Audit and 990 Budget \$75,000
- Planning Meeting (12/2023) Fiscal Reconciling and Preparing Schedules (January and February 2024)
- Final Reports due for review by Controller and CFO (March 2024)



Audit Field Work

- April 19, 2024: Field Work Complete
- April 29, 2024: Draft Report Due to Board
- May 3, 2024: Final Report Due
- May 27, 2024: Audit Committee Packet Provided



Audit Report

- May 31, 2024: Audit Committee Presentation
- June 21, 2024: Full Board Approval
- June 30, 2024: Audit Submitted to Federal Clearing House
- July 2023: Audit provided to Area Judges and other interested parties



Annual Audit Planning – FY23

- The audit for Workforce Solutions Alamo for the fiscal year ended September 30, 2023, is scheduled to be performed by ABIP, PC.
- The board has budgeted \$75,000 for the annual audit; the initial engagement is quoted at \$67,050.00.



Audit Timeline



Audit Planning

- Engagement Letter (12/2023)
- Audit and 990 Budget \$75,000
- Planning Meeting (12/2023) Fiscal Reconciling and Preparing Schedules (January and February 2024)
- Final Reports due for review by Controller and CFO (March 2024)



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MCSW

Mayor's Commission on
the Status of Women

— SAN ANTONIO —