



COMMITTEE OF SIX MEETING (Co6)

**Norris Conference Centers
618 NW Loop 410
San Antonio, TX, 78216
December 6, 2023
9:00 AM**

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. For additional information, please call Caroline Goddard at (210) 322-6296.

- I. CALL TO ORDER
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
- IV. PUBLIC COMMENT
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
- V. MEETING MINUTES OF AUGUST 23, 2023 (DISCUSSION AND POSSIBLE ACTION)
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
- VI. DISCUSSION ON WD LETTER 21-23 LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERSHIP
Presenter: Adrian Perez, CIO

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

VII. CONSIDER AND SELECT APPOINTMENTS TO FILL THE FOLLOWING PLACES ON WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTORS (DISCUSSION AND POSSIBLE ACTION)

Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair

- a. Board of Director Attendance and Demographics
- b. Private Sector, Place 3 – For Term Beginning January 1, 2024, and ending December 31, 2025.
- c. Private Sector, Place 4 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- d. Private Sector, Place 6 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- e. Private Sector, Place 7 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- f. Private Sector, Place 8 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- g. Private Sector, Place 11 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- h. Private Sector, Place 12 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- i. Private Sector, Place 13 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- j. Private Sector, Place 27 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- k. Education, Place 17 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- l. Adult Basic Continuing Education, Place 19 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- m. Public Assistance, Place 23 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- n. Vocational Rehabilitation, Place 25 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- o. Child Care Workforce, Place 26 – For Term Beginning January 1, 2024, and ending December 31, 2026.

VIII. DISCUSSION AND POSSIBLE ACTION TO ELECT THE CHAIR AND VICE CHAIR FOR THE COMMITTEE OF SIX REPRESENTING THE CEO'S FOR THE ALAMO WORKFORCE DEVELOPMENT AREA FOR CALENDAR YEAR 2024

IX. FINANCIALS (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro Garcia, Controller

- a. Financial Reports
- b. TWC Audit Acceptance Letter for FY22

X. CEO REPORT

Presenter: Adrian Lopez, CEO

XI. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee of Six 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;

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- 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 – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

XII. ADJOURNMENT

Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair



COMMITTEE OF SIX MEETING (Co6) - MINUTES

**2700 NE Loop 410, Board Room, Suite 101
San Antonio, TX, 78217
August 23, 2023
12:00 PM**

COMMITTEE OF SIX: Councilwoman Dr. Adriana Rocha Garcia (Chair), Councilman Manny Pelaez, Commissioner Grant Moody, Commissioner Rebeca Clay-Flores, Judge Richard Evans, Judge Kyle Kutscher, Judge James Teal

PARTNER STAFF: Diane Rath, Jordana Mathews, Mike Ramsey, Susan Ernst, Clifford Herberg, Amy Contreras, Alex Lopez

WSA BOARD OF DIRECTOR CHAIR: Leslie Cantu

WSA STAFF: Adrian Lopez, Adrian Perez, Gabriela Navarro Garcia, Penny Benavidez, Kristen Rodriguez, Angela Bush

WSA LEGAL COUNSEL: Frank Burney, Karen Monsen

GUESTS: None.

AMENDED 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. For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. 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. For additional information, please call Caroline Goddard, (210) 322-6296.

I. CALL TO ORDER

Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair

At 12:00pm, Chair Councilwoman Dr. Adriana Rocha Garcia called the meeting to order.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
The roll was called, and a quorum was declared present.
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
None.
- IV. PUBLIC COMMENT
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
None.
- V. MEETING MINUTES OF JULY 31, 2023 (DISCUSSION AND POSSIBLE ACTION)
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
Upon motion by Commissioner Rebeca Clay-Flores and seconded by Councilman Manny Pelaez, the Committee of Six unanimously approved the meeting minutes of July 31, 2023.
- VI. WSA FY2023 BUDGET AMENDMENT AND FINANCIALS (DISCUSSION AND POSSIBLE ACTION)
Presenter: Angela Bush, Collective Strategies, CFO Augmentation Services
Presented by: Gabriela Navarro Garcia, Controller
- a. FY2023 Budget Amendment # 2
- Budget amendment #2's proposed budget is \$174,234,414.81 which is an approximate increase of \$2.5 million from budget amendment #1.
 - The main difference is \$3.5 million being redirected from the childcare reserve to childcare direct care, and an increase of \$6.7 million to service delivery.
- Upon motion by Judge Richard Evans and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously approved the FY2023 Budget Amendment #2.**
- b. WSA Financials
- The June 2023 budget to actual variance analysis has a straight-line target of 75%, and 61.28% has been expensed, which is a 13.71% variance.
 - Expenditures are slightly under target for service delivery with a variance of 9.51%.
 - Personnel: The board is working to fill vacant positions timely. The FY23 budget includes a 5% performance-based incentive which has yet to be paid out.
 - Equipment: The board is working on replacing staff equipment older than 5 years.
 - Insurance: Includes a contingency for high deductible plans related to employee matters and Cyber Security. Expecting a \$100,000 surplus if no unforeseen events occur.
 - Monitoring: Expenditures are in progress and expected to be fully expensed at the end of the fiscal year.
 - Professional Services: Temporary staffing are under budget by approximately 12%.
 - Facilities: Expenditures represent 62.65% of the approved budget, reflecting a 12.35% straight-line budget surplus.
 - Special Projects: Teacher Externship activities occur in the summer and will be reflected in the August financials.
 - Commissioner Rebeca Clay-Flores asked about the allocation to childcare expenses. Angela Bush responded that childcare costs are higher in the summer since some children need full time care then.

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VII. WSA FY2024 BUDGET (DISCUSSION AND POSSIBLE ACTION)

Presenter: Angela Bush, Collective Strategies, CFO Augmentation Services

- The proposed budget for FY24 is \$192,112,907, which is an increase of about \$17 million over the previous fiscal year. The largest increase is about \$13 million for Ready to Work. Childcare has increased overall by 4.23%. TWC programs have decreased by 11.66% due to funds that have expired and were not renewed such as National Dislocated Worker. Corporate expenditures are 3.05% of the overall budget.
- From FY19 to FY24 the budget has increased from \$104,694,229 to \$192,112,907.
- Staffing Changes: The budget includes options for staff increases at 3% COLA and 2% maximum merit. SHRM is estimated employers to increase salaries in FY24 by 4.6% so this is consistent with market rates. There is a 3% performance incentive for exemplary performance as outlined in the board's incentive policy.
- Other Corporate: Board facilities increased at 12.58% for CAM increases, off-site storage, security system, and HVAC repairs. Equipment related increase by 9.31% for replacement of computers that exceed useful and cloud-based infrastructure. Professional services 6.83% increase for monitoring, legal, other consulting, and temporary staffing services.
- Workforce Centers: Increase of 15.2% or \$1,026,096 for delivery of Mobile Unit in spring 2024, dedicated CDL driver, Port San Antonio relocation from Marbach, Walzem relocation, and cloud-based technology upgrades to telephones and resource rooms throughout the workforce centers.
- Reserve and Projects: The Child Care Direct Reserve is \$10,677,098. Projected surpluses are \$214,170 for SEAL at \$60,301 and Ready to Work at \$153,869. Workforce Commission initiatives projects are Red, White & You! and Careers in Texas Industries.
- Commissioner Grant Moody asked for a breakdown of where the \$192 million funds come from. Angela Bush responded that the money comes from federal grants with the exception of Ready to Work. Commissioner Grant Moody also asked for more information on Ready to Work and how many individuals are being served. Angela Bush stated that 90-95% of the \$26 million is direct training and support services. CEO Adrian Lopez added that the budget doubled because the city reevaluated the program and reallocated some funds, and in the past year over 1,400 have been enrolled in training. Commissioner Grant Moody expressed his concern in wanting to know how the Ready to Work program is different from the city, county, and FAME programs. Angela Bush responded that the Ready to Work program is more flexible since it is from general funding and the training providers do not have to be on the Alamo training provider list which is difficult to get on. He also questioned the 9 ½% increase in staff salaries. Angela Bush stated that due to high attrition, it costs more to replace staff rather than retaining staff.
- Judge Kyle Kutscher asked about the budget for the 3% exemplary performance incentive and if it is based upon each position. Angela Bush responded that it is based on each position and since it has never been done before, it will be based on the policy that was approved by the Board of Directors on August 18, 2023. The amount will be reflected in budget amendment #1, which will allow for better budgeting in FY25.
- Service Delivery: An increase of 10.65% or \$15,785,012 is reflected by significant program increases for Ready to Work carry over \$13,696,050, WIOA Youth Services \$627,971, and WIOA Adult Services \$332,446. Covid-19 expired for several grants in FY23, which are highlighted in Line-Item Budget.
- Service Delivery Components: WFC operations and management direct client

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- expenditures which includes tuition, training, work experience, and support services.
- FY24 Service Delivery Budget: Including Ready to Work is \$164,004,337.03 and excluding Ready to Work is \$137,509,217.55. Ready to Work is 16.16% of the budget.
 - FY24 Service Delivery Operations: Cost is about \$21 million and service delivery to the client is about \$116.5 million. Childcare expenditures are about \$4 million per month.
 - FY24 Service Delivery Resource Allocation: Based on initial estimates, an analysis was completed for each fund resulting in an FY Service Delivery average of 82% for Urban and 18% for Rural. Previously the board would analyze urban and rural expenditures in the aggregate; the partners requested that we now monitor expenditures at the individual county level. A budget amendment should be completed if any county or fund exceeds a 10% straight-line variance. This will require additional resources in staffing and systems. This process would take some time to implement correctly. For FY24, the budget was developed using a fair and equitable resource allocation methodology in accordance with Texas Administrative Code (TAC) Chapter 800, Subchapter B, resource allocation guidance, and in accordance with the interlocal agreement, supporting the strategic objectives of the local plan.
 - Several Committee members questioned the potential administrative burden of tracking expenses relating to the specific county allocations. CEO Lopez emphasized the goal of equitable service delivery and offered that allocations may be performed on a floor/ceiling budget since specific line-item allocations may not be sufficient to accomplish service delivery. Also, local county non-profits and local officials will be asked to input on the best method for service delivery. He stated that WSA will continue to work to find an appropriate solution for equitable allocation of services.
 - Approach to Fair and Equitable Resource Allocation: Utilized TAC 800 formulas and TWC Allocation Factors to allocate funds to each county. When a formula does not directly apply, WSA used the following process to establish a fair and equitable distribution of funds by county – Follow the Source of Funding to the Code of Federal Domestic Assistance (CFDA) to determine if a formula can be utilized, determine the target population is being served and if participants could be co-enrolled in a Formula Fund utilizing the formula fund and TWC Allocation Factors, and seek guidance from TWC on Allocation Methodology.
 - FY24 Strategic Alignment Budget Adoption: Ensure the budget is developed and implemented utilizing a fair and equitable resource allocation methodology that is in accordance with TAC 800, Subchapter B, resource allocation guidance from the interlocal agreement, and supporting the strategic objectives of the local plan. Chief Elected Officials and partners have requested that the board revisit the interlocal agreement and prepare a budget utilizing the agreed upon methodology in the agreement, “all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”.
 - FY24 Strategic Alignment Budget Implementation and Monitoring: Partners have requested that the board provide a report by Fund and County, and if there is a 10% variance by Fund and County, a budget amendment is prepared. The board is managing millions of dollars, which sometimes could be impractical for smaller counties and amounts. A budget amendment takes a significant effort to prepare and obtain all necessary approvals. The process cannot impact service delivery, where funding is available in other areas. A reasonable budget policy should be developed and adopted with an appropriate minimum floor amount for a budget

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- amendment and percentage.
- TAC 800 Formula Funds: WIOA Adult and WIOA Youth – (A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the state, (B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the state, and (C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the state.
 - WIOA Dislocated Worker: Insured unemployment, average unemployment, Worker Adjustment and Retaining Notification Act data, declining industries, farmer-rancher economic hardship, and long-term unemployment. Limitation: A weight for each factor was not given, therefore, the board assigned equal weight.
 - Choices/TANF: (1) The relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements, (2) an equal base amount, and (3) the application of a hold harmless/stop gain procedure. Limitation: An equal base amount was not given, therefore, the board only utilized factor (1).
 - SNAP: (1) The relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits, (2) an equal base amount, and (3) the application of a hold harmless/stop gain procedure. Limitation: An equal base amount was not given, therefore, the board only utilized factor (1).
 - Employment Services: (1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force, (2) one-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals, and (3) the application of a hold harmless/stop gain procedure. Methodology: Utilized factors (1) and (2).
 - Child Care Mandatory (CCDF) and CCP (DFPS): Mandatory childcare primary population includes former DFPS (CCP Funds), Choices, TANF applicant, and SNAP. CCP-DFPS are for in home, foster care, and relative care placed by DFPS. The formula is (1) 50 percent will be based on the relative proportion of the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and (2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.
 - Child Care Discretionary and Quality: Childcare primary population includes low income and homeless. The formula is (1) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990, as amended, will be allocated according to the relative proportion of the total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.
 - FY24 Budget Special Programs: Middle Skills Grant used the adult formula methodology with CFDA number justification. Military Family Support is for Bexar County only with military base justification. Non-Custodial Parent is for Bexar

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County only with special initiative justification. RESEA used dislocated worker long-term unemployed factor methodology with target population justification. Student Hire Ability, VR Paid Work Experience, and SEAL used the youth formula (VR) methodology with target population justification. Ready to Work is for the City of San Antonio only, exceptions may apply to military-connected residents in Bexar County, with target population justification. Child Care Contracted Slots is for TRS eligible providers with target population justification. Teacher's Externship used an equal distribution methodology.

Upon motion by Councilman Manny Pelaez and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously approved WSA's FY2024 Budget.

VIII. WSA COMMITTEE OF SIX LIASION REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Adrian Perez, CIO

a. FY2024 Operational Plan Presentation

- WSA staff and the board heard the Area Judges and are working through recommendations developed to ensure operational practices are updated to prevent future lapses in service. Meetings have been held with partner staff, contractors, and TWC to discuss issues and potential changes. Community conversations with local stakeholders in rural areas have begun to establish Local Workforce Councils.
- An Operational Plan will guide development of new processes and procedures, a county-by-county allocation method has been adopted for FY24, and plans to implement a County Allocation and Service Delivery Report (CASD) which includes an enhanced report of service delivery by county.
- Plan to update the Committee of Six on progress later this year or early next year.

IX. WSA CEO REPORT

Presenter: Adrian Lopez, CEO

a. TWC Annual Monitoring Report – Update on Resolution

- There were a few findings in the report, however, there were no disallowed costs. All issues have been resolved with TWC except the SNAP finding, which should be resolved within the next 30 days. Final TWC report will be provided to the Committee.

b. Update on Selection of the Adult Contractor

- The Board of Directors awarded the adult contract to C2 Global Professional Services.
- Judge Richard Evans asked if there was any consideration of the adult services contract to be divided between rural and urban counties. Adrian Lopez stated that WSA did consider this option, but analysis showed that operational costs were doubled with no increase in performance.

c. FY2022 Annual Audit

- Unmodified (clean) audit opinion with no findings or questioned costs.

X. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee of Six 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;

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- c. Pending or Contemplated Litigation;
- d. 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; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

The Committee of Six went into Executive Session at 1:26pm and returned to Open Session at 1:40pm. No action was taken.

XI. ADJOURNMENT

Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair

There being no further business, Councilwoman Dr. Adriana Rocha Garcia adjourned the meeting at 1:41pm.

CERTIFIED AGENDA OF CLOSED MEETING

COMMITTEE OF SIX MEETING

I, COUNCILWOMAN DR. ADRIANA ROCHA GARCIA, THE PRESIDING OFFICER OF WORKFORCE SOLUTIONS ALAMO – COMMITTEE OF SIX, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON AUGUST 23, 2023, AT 1:26 PM.

1. The Executive Session began with the following announcement by the presiding officer: **"The Committee of Six Meeting is now in Executive Session on August 23, 2023, at 1:26pm pursuant to exceptions under Government Code 551."**

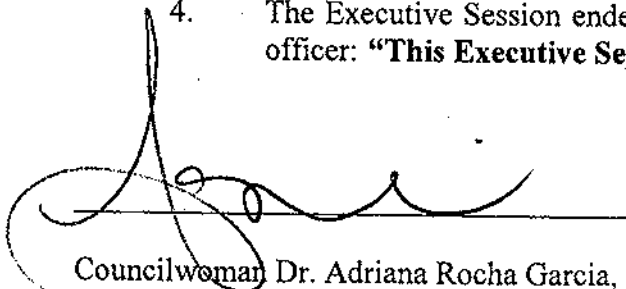
2. SUBJECT MATTER OF EACH DELIBERATION:

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- 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 August 23, 2023, at 1:40pm."**

 (signature)
Councilwoman Dr. Adriana Rocha Garcia, Committee of Six Chair

MEMORANDUM

To: Committee of Six

From: Adrian Lopez, CEO

Presented by: Adrian Perez, CIO

Date: December 6, 2023

Subject: Discussion on WD Letter 21-23 Local Workforce Development Board Membership

Summary: TWC released WD 21-23 on September 1, 2023, that requires the addition of a representative of the childcare workforce. WSA Board of Directors now numbers 27 as a result of these actions. The Interlocal Agreement and WSA By-Laws will be updated in CY 2024 to reflect these changes.

Background:

House Bill (HB) 1615, passed during the 88th Texas Legislature, Regular Session (2023), amended Texas Government Code §2308.256 to require each Board to expand its membership to include a representative of the childcare workforce.

Prior to the passing of HB 1615, a Board member who was appointed to represent one of the required categories was required to also have expertise in childcare or early childhood education. The requirement, as set forth in Texas Government Code §2308.256(g), was repealed with the passing of HB 1615. Section 2308.256(g) outlined the previous childcare requirement.

This position on the WSA Board filling the previous requirement associated with childcare also fulfilled a Community Based Organization requirement. The Board must have a minimum of 15% of Organized Labor and Community Based Organization representation. Because of this, that board member will remain on the WSA Board.

On August 15, 2023, the Texas Workforce Commission's three-member Commission adopted the definition of "childcare workforce representative" as follows:

- Board composition requirements now include a stand-alone representative of the childcare workforce.

- Board representative of the childcare workforce must be a current owner or director of a child care provider that is licensed by or registered with the Texas Health and Human Services Commission's Child Care Regulation department.

Boards must be composed of a minimum of 27 members, including the following representatives:

- Fourteen from private-sector businesses;
- Four from organized labor and CBOs;
- Two from educational agencies;
- One from vocational rehabilitation agencies;
- One from public assistance agencies;
- One from economic development agencies;
- One from the public employment service;
- One from local literacy councils;
- One from adult basic and continuing education organizations; and
- One from the childcare workforce.

Fiscal Impact: No fiscal impact.

Recommendation: This is an informational item. No action is requested at this time.

Attachments:

WD Letter 21-23

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 21-23
Date:	September 1, 2023
Keyword:	Administration; Child Care; WIOA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Local Workforce Development Board Membership**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on Board member composition relating to the new requirement for representation from the child care workforce.

RESCISSIONS:

None

BACKGROUND:

House Bill (HB) 1615, passed during the 88th Texas Legislature, Regular Session (2023), amended Texas Government Code §2308.256 to require each Board to expand its membership to include a representative of the child care workforce. Prior to the passing of HB 1615, a Board member who was appointed to represent one of the required categories was required to also have expertise in child care or early childhood education. The requirement, as set forth in Texas Government Code §2308.256(g), was repealed with the passing of HB 1615.

On August 15, 2023, the Texas Workforce Commission’s three-member Commission adopted the definition of “child care workforce representative.”

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must be aware that:

- Board composition requirements now include a stand-alone representative of the child care workforce;
- a Board representative of the child care workforce must be a current owner or director of a child care provider that is licensed by or registered with the Texas Health and Human Services Commission’s Child Care Regulation department;
- the child care workforce representative must be selected from individuals recommended by interested organizations, as set forth in Texas Government Code §2308.256(e); and
- the addition of the child care workforce representative may result in an increase to the minimum number of members needed to meet requirements for private-sector businesses and organized labor or community-based organizations (CBOs).

NLF: Boards must be composed of a minimum of 27 members, including the following representatives:

- Fourteen from private-sector businesses;
- Four from organized labor and CBOs;
- Two from educational agencies;
- One from vocational rehabilitation agencies;
- One from public assistance agencies;
- One from economic development agencies;
- One from the public employment service;
- One from local literacy councils;
- One from adult basic and continuing education organizations; and
- One from the child care workforce.

NLF: Boards must be aware that if, as of the date of this WD Letter, a current Board member who represents one of the other required categories (such as a private-sector business or a CBO) also meets the criteria for a representative of the child care workforce:

- the Board member may serve in both roles until the expiration of the Board member's current term; and
- the Board must appoint any new Board members necessary to meet the requirements of this WD Letter within 90 days of the expiration of the Board member's current term.

NLF: If no current Board members meet the criteria for a representative of the child care workforce, the Board must appoint the child care workforce representative, along with any other new members necessary to meet the requirements of this WD Letter, by November 30, 2023.

NLF: Boards must be aware that the veterans special requirement, as set forth in Texas Government Code §2308.256(h), remains the same.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

REFERENCES:

20 CFR §679.320

Texas Government Code §2308.256

House Bill 1615, 88th Texas Legislature, Regular Session (2023)

Chief Elected Official's Membership Guide for Local Workforce Development Boards



WD Letter 21-23 Board Composition Childcare Workforce December 6, 2023



Summary

- TWC released WD 21-23 on September 1, 2023, that requires the addition of a representative of the childcare workforce.
- This new position will require the additional appointment of one private sector representative to ensure a majority of private sector representatives.
- The Interlocal Agreement will need to be updated in 2024 requiring the approval of governing bodies.



Background

- House Bill (HB) 1615 requiring each Board to expand its membership to include a representative of the Child Care Workforce.
- Prior to the passing of HB 1615, a Board member who was appointed to represent one of the required categories was required to also have expertise in childcare or early childhood education.
 - The requirement, as set forth in Texas Government Code §2308.256(g), was repealed with the passing of HB 1615.
- On August 15, 2023, the Texas Workforce Commission’s three-member Commission adopted the definition of “childcare workforce representative.”
- On September 1, 2023, TWC issued Workforce Development Letter 21-23 providing administrative guidance with a deadline of November 30th for implementation.



Childcare Workforce Position

- Board composition requirements now include a stand-alone representative of the childcare workforce;
- Representative must be:
 - a current owner or director of a childcare provider, that is;
 - licensed by or registered with the Texas Health and Human Services Commission's Child Care Regulation department;



Questions



**WORKFORCE SOLUTIONS ALAMO BOARD
2023 DEMOGRAPHICS**

Place Number	WSA BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDER	RACE	HISPANIC	CC	URBAN/RURAL	VET
1	Mary Batch (BOARD VICE CHAIR)	Private Sector	Caterpillar ISPD	Manufacturing	11/16/2015	01/25/2023-12/31/2025	F	White	N	N	R	Y
2	Betty Munoz	Private Sector	JW Marriott San Antonio	Accommodation	10/4/2016	01/01/2022-12/31/2024	F	White	Y	N	U	N
3	Becky Butler Cap	Private Sector	GenCure/BioBridge Global	Health Care, Social Assist	2/28/2023	01/25/2023-12/31/2025	F	White	N	N	U	N
4	Leslie Cantu (BOARD CHAIR)	Private Sector	Toyotetsu Texas, Inc.	Manufacturing	12/5/2017	01/01/2021-12/31/2023	F	White	N	N	U	N
5	Esmeralda Perez	Private Sector	CHRISTUS Santa Rosa	Health Care, Social Assist	1/11/2022	01/01/2022-12/31/2024	F	White	Y	N	U	N
6	Anthony Magaro	Private Sector	Southwest Research Institute	Professional, Tech	2/1/2021	02/01/2021-12/31/2023	M	White	N	N	U	N
7	Yousef Kassim (SECRETARY)	Private Sector	E-Legal, Inc.-EasyExpun	Professional, Tech	12/5/2017	01/01/2021-12/31/2023	M	Other	N	N	U	N
8	Benjamin Peavy	Private Sector	Accenture Federal Services	Professional, Tech	12/5/2017	01/01/2021-12/31/2023	M	Black	N	N	U	N
9	Jerry Graeber	Private Sector	Leonard Contracting	Construction	9/13/2022	09/01/2022-12/31/2024	M	White	N	N	U	N
10	Lowell Keig	Public Employment	Texas Workforce Commission	Public Administration	5/31/2022	05/01/2022-12/31/2024	M	White	N	N	U	N
11	Diana Kenny	Private Sector	Assessment Intervention	Health Care, Social Assist	10/8/2019	01/01/2021-12/31/2023	F	White	N	N	U	N
12	Robby Brown	Private Sector	DOCUmation, Inc.	Other Services	6/20/2023	06/21/2023-12/31/2023	M	White	N	N	U	N
13	Lisa Navarro Gonzales	Private Sector	Forma Automotive, LLC	Manufacturing	1/5/2021	01/01/2021-12/31/2023	F	White	Y	N	U	N
14	Eric Cooper	CBO	San Antonio Food Bank	Health Care, Social Assist	5/3/2016	01/01/2022-12/31/2024	M	White	N	N	U	N
15	Elizabeth Lutz	CBO	Bexar County Community	Health Care, Social Assist	2/25/2014	01/25/2023-12/31/2025	F	White	Y	N	U	N
16	Ana DeHoyos O'Connor	CBO	YMCA	Other Services	1/11/2022	01/01/2022-12/31/2024	F	White	Y	Y	U	N
17	Dr. Burnie Roper	Education	Lackland ISD	Educational Services	11/16/2015	01/01/2021-12/31/2023	M	Black	N	N	U	Y
18	Dr. Sammi Morrill	Education	Alamo Colleges District	Educational Services	1/7/2020	01/25/2023-12/31/2025	F	White	N	N	U	N
19	Angelique De Oliveira	ABE	Goodwill Industries of SA	Health Care, Social Assist	1/7/2020	01/05/2021-12/31/2023	F	White	N	N	U	N
20	Joshua Schneuker	Econ. Dev.	Seguin Economic Dev. Corp.	Public Administration	8/15/2023	07/31/2023-12/31/2024	M	White	Y	N	R	N
21	Mitchell Shane Denn	Labor	San Antonio Building Trade	Other Services	1/7/2020	01/01/2022-12/31/2024	M	White	N	N	U	N
22	Kelli Rhodes	Literacy	Restore Education	Educational Services	10/6/2020	01/01/2022-12/31/2024	F	White	N	N	U	N
23	Allison Greer Francis	Public Assistance	The Center for Health Ca	Health Care, Social Assist	2/23/2021	02/01/2021-12/31/2023	F	White	N	N	U	N
24	JR Trevino	Private Sector	Treco Enterprise, Inc	Construction	9/13/2022	09/01/2022-12/31/2024	M	White	Y	N	U	N
25	Dawn Dixon	Voc. Rehabilitation	Warm Springs Foundation	Health Care, Social Assist	1/5/2021	01/01/2021-12/31/2023	F	White	N	N	U	N
26		Child Care										
27		Private Sector										

PRIVATE SECTOR	14	52%
COMMUNITY BASED ORGANIZATION (CBO)	3	11%
LABOR	1	4%
EDUCATION	2	7%
PUBLIC EMPLOYMENT	1	4%
ADULT BASIC CONTINUING EDUCATION	1	4%
ECONOMIC DEVELOPMENT	1	4%
PUBLIC ASSISTANCE	1	4%
VOCATIONAL REHABILITATION	1	4%
LITERACY	1	4%
CHILD CARE	1	4%
TOTAL	27	100%

Female	14	52%
Male	11	41%

Child Care Reps. 1
Vet. Reps. 2

Black	2	7%
White	22	81%
Other	1	4%

Hispanic	7	26%
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RACE	#BOARD	MALE		#BOARD	FEMALE		#BOARD	TOTAL	
		BOARD %	WD AREA %		BOARD %	WD AREA %		BOARD %	WD AREA %
White	6	24%	21.54%	9	36%	18.64%	15	60%	40.18%
Black	2	8%	2.81%	0	0%	2.83%	2	8%	5.64%
Hispanic	2	8%	27.26%	5	20%	23.77%	7	28%	51.03%
Other	1	4%	1.63%	0	0%	1.52%	1	4%	3.15%
TOTAL	11	44%	53.24%	14	56%	46.76%	25	100%	100.00%

Note: This table represents the latest data recommended by TWC to evaluate Board representation. TWC informed WSA that information on the Score Card and this table is due for 2020 census update.

**WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	JUL '23	AUG '23	SEPT '23	OCT '23	NOV '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
1	Mary Batch (VICE CHAIR)	Private Sect.	01/25/2023-12/31/2025													42	42	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y	Y				
	EXECUTIVE COMMITTEE					Y		Y		Y		Y		Y					
	AUDIT & FINANCE COMMITTEE (CHAIR)					Y		Y	Y	Y		Y		Y	Y				
	HR COMMITTEE																		
2	Betty Munoz	Private Sect.	01/01/2022 - 12/31/2024													30	30	0	100%
	BOARD OF DIRECTORS			Y		E		Y		Y		E		Y	E				
	EARLY CARE & EDUCATION COMMITTEE				Y		Y		Y	E			Y		Y				
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE													Y					
3	Becky Butler Cap	Private Sect.	01/25/2023-12/31/2025													10	10	0	100%
	BOARD OF DIRECTORS					Y		E		Y		Y		Y	Y				
	OVERSIGHT COMMITTEE													E	Y				
	STRATEGIC COMMITTEE											Y							
	YOUTH COMMITTEE												Y						
4	Leslie Cantu (BOARD CHAIR)	Private Sect.	01/01/2021-12/31/2023													79	79	0	100%
	BOARD OF DIRECTORS			Y		Y		E		Y		Y		Y	Y				
	EXECUTIVE COMMITTEE					Y		Y		Y		Y		Y					
	AUDIT & FINANCE COMMITTEE					Y		E	Y	Y		Y		Y	Y				
	EARLY CARE & EDUCATION COMMITTEE								Y		Y		Y		E				
	HR COMMITTEE (CHAIR)																		
	OVERSIGHT COMMITTEE					Y		Y	Y			Y		Y	Y				
	STRATEGIC COMMITTEE				Y		Y		Y		Y		Y		Y				
	YOUTH COMMITTEE								Y				Y						
5	Esmeralda Perez	Private Sect.	01/01/2022 - 12/31/2024													23	23	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y	Y				
	OVERSIGHT COMMITTEE					Y		Y	E			E		Y	Y				
6	Anthony Magaro	Private Sect.	02/01/2021-12/31/2024													34	33	1	97%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y	Y				
	EXECUTIVE COMMITTEE					E		U		Y		Y		Y					
	HR COMMITTEE																		
	NOMINATIONS COMMITTEE (CHAIR)													Y					
	STRATEGIC COMMITTEE				Y		Y		Y		U		Y		Y				
7	Yousef Kassim (SECRETARY)	Private Sect.	01/01/2021-12/31/2023													53	51	2	96%
	BOARD OF DIRECTORS			Y		Y		E		Y		Y		Y	Y				
	EXECUTIVE COMMITTEE					Y		Y		Y		Y		Y					
	AUDIT & FINANCE COMMITTEE					E		Y	Y	Y		E		Y	Y				
	EARLY CARE & EDUCATION COMMITTEE				Y		Y		Y		Y		Y		Y				
8	Ben Peavy	Private Sect.	01/01/2021-12/31/2023													36	34	2	94%
	BOARD OF DIRECTORS			Y				Y		Y		Y		E	Y				
	STRATEGIC COMMITTEE				Y		E		Y		Y		Y		Y				
9	Jerry Graeber	Private Sect.	09/01/2022 - 12/31/2024													8	7	1	88%
	BOARD OF DIRECTORS			E		Y		Y		Y		E		Y	U				
10	Lowell Keig	Public Empl.	06/01/2022 - 12/31/2024													17	17	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		Y	Y				
11	Diana Kenny	Private Sect.	12/18/18-12/31/2022													15	15	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y		Y		E	E				
	HR COMMITTEE																		

**WORKFORCE SOLUTIONS ALAMO BOARD
2023 ATTENDANCE**

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUNE '23	JUL '23	AUG '23	SEPT '23	OCT '23	NOV '23	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %
12	Robby Brown	Private Sect.	06/21/2023-12/31/2023													4	4	0	100%
	BOARD OF DIRECTORS									Y			E	Y	E				
13	Lisa Navarro Gonzales	Private Sect.	01/01/2021-12/31/2023													28	24	4	86%
	BOARD OF DIRECTORS			E		Y		Y		Y			Y	Y	Y				
	AUDIT & FINANCE COMMITTEE					Y		U	U	U		Y		Y	U				
14	Eric Cooper	CBO	1/01/2022 - 12/31/2024													43	43	0	100%
	BOARD OF DIRECTORS			Y		Y			Y	Y			Y	Y	Y				
	EXECUTIVE COMMITTEE					Y				E		Y		Y					
	STRATEGIC COMMITTEE (CHAIR)				Y		Y	Y	Y		Y		Y		Y				
15	Elizabeth Lutz	CBO	01/25/2023-12/31/2025													35	29	6	83%
	BOARD OF DIRECTORS			Y		Y		Y		Y			U	Y	Y				
	EARLY CARE & EDUCATION COMMITTEE				Y		U		Y		Y		Y		Y				
16	Ana DeHoyos O'Conner	CBO	1/01/2022 - 12/31/2024													34	34	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y			Y	Y	Y				
	EXECUTIVE COMMITTEE					Y		Y		Y		Y		Y					
	EARLY CARE & EDUCATION COMMITTEE (CHAIR)				Y		Y		Y		Y		Y		Y				
	NOMINATIONS COMMITTEE													Y					
17	Dr. Burnie Roper	Education	01/01/2021-12/31/2023													16	15	1	94%
	BOARD OF DIRECTORS			Y		Y				E			U	E	E				
	YOUTH COMMITTEE								Y				Y						
18	Dr. Sammie Morrill	Education	01/25/2023-12/31/2025													38	37	1	97%
	BOARD OF DIRECTORS			Y		Y		E		Y			Y	E	Y				
	EXECUTIVE COMMITTEE							Y		Y		Y		Y					
	OVERSIGHT COMMITTEE (CHAIR)					Y		Y	Y			Y		Y	Y				
19	Angelique De Oliveira	ABE	01/05/21-12/31/2023													30	25	5	83%
	BOARD OF DIRECTORS			Y		Y		Y		U			Y	Y	Y				
	STRATEGIC COMMITTEE				U		Y		Y		Y		E		Y				
20	Joshua Schnueker	Econ. Dev.	07/31/2023 12/31/2024													3	3	0	100%
	BOARD OF DIRECTORS												Y	Y	E				
21	Mitchell Shane Denn	Labor	01/01/2022 - 12/31/2024													46	42	4	91%
	BOARD OF DIRECTORS			Y		Y		E		Y			Y	Y	Y				
	AUDIT & FINANCE COMMITTEE					Y		Y	E	U		Y		Y	Y				
	STRATEGIC COMMITTEE				Y		Y		Y		Y		Y		Y				
22	Kelli Rhodes	Literacy	1/01/2022 - 12/31/2024													19	19	0	100%
	BOARD OF DIRECTORS			Y		Y		Y		Y			Y	Y	Y				
	YOUTH COMMITTEE								Y				Y						
23	Allison Greer Francis	Public Assist.	02/01/2021-12/32/2024													24	22	2	92%
	BOARD OF DIRECTORS			Y		Y		Y		E			Y	E	Y				
	OVERSIGHT COMMITTEE					Y		E	E			U		Y	Y				
24	JR Trevino	Private Sect.	09/01/2022 - 12/31/2024													10	10	0	100%
	BOARD OF DIRECTORS			Y		E		E		Y			Y	Y	Y				
	NOMINATIONS COMMITTEE													Y					
25	Dawn Dixon	Rehabilitation	01/01/2021-12/31/2023													25	24	1	96%
	BOARD OF DIRECTORS			E		Y		E		Y			E	Y	U				
	EARLY CARE & EDUCATION COMMITTEE				E		Y		Y		Y		E		Y				
26																			
	BOARD OF DIRECTORS																		
27																			
	BOARD OF DIRECTORS																		

Average: 91.89%



PRIVATE SECTOR

PLACE 4

TERM: 1/1/24 – 12/31/26

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Alamo
2. Name of Nominee: Leslie Cantu
3. Organization Representing Toyotetsu Texas (TTX)
4. Position/Title: Vice President - Administration
5. Address: 1 Lone Star Pass Building 38 City/ZIP Code: San Antonio, TX 78264
6. Phone Number (210) 231-5529
7. E-mail: lcANTU@TTNA.COM

8. Gender: Male Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

- White Black/African American/Negro Chinese Korean
- Asian Indian American Indian/Alaska Native Samoan Japanese
- Vietnamese Guamanian or Chamorro Filipino
- Native Hawaiian Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?

- No, not Spanish/Hispanic/Latino
- Yes, Mexican, Mexican American, Chicano Yes, Puerto Rican
- Yes, other Spanish/Hispanic/Latino, specify: _____ Yes, Cuban

11. Reference Item 3. Please list any applicable **Employer TWC Tax Account Number(s)**:

- 1.) 61-1478600 2.) _____ 3.) _____

12. **Total Number of Employees** associated with Employer TWC Tax Account Numbers listed in Item 11: 550

13. Please indicate the Workforce Board category the nominee represents (**Check Only One**):

- | | | | |
|--|-------------------------------------|---|-------------------------------------|
| Private Sector Large/For-Profit Business (large 500 employees or more) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | <input type="checkbox"/> | | <input type="checkbox"/> |
| Other Private Sector | <input type="checkbox"/> | | <input type="checkbox"/> |
| Education | <input type="checkbox"/> | Adult Basic and Continuing Education..... | <input type="checkbox"/> |
| Literacy Council | <input type="checkbox"/> | Organized Labor [20 C.F.R. §628.410(a)(3)]..... | <input type="checkbox"/> |
| Economic Development | <input type="checkbox"/> | Community-Based Organization (CBO) | <input type="checkbox"/> |
| Vocational Rehabilitation..... | <input type="checkbox"/> | Public Assistance..... | <input type="checkbox"/> |
| Public Employment Service (TWC) | <input type="checkbox"/> | | |

Special Board Requirements - Indicate, if applicable:

14. Nominee has **expertise in child care or early childhood education**
15. Nominee is a **veteran AND is actively engaged** in the field of veterans affairs or services

16. **San Antonio Chamber of Commerce**
Name of Nominating Organization

17. **602 East Commerce** **San Antonio** **TX** **78205**
Street Address or PO Box of Nominating Organization City State ZIP Code

18. **210-229-2134**
Phone Number

19. *Katie Ferrin* **05/24/23**
Signature, Nominating Organization - President, Director, or other official Date of Signature

20. **Katie Ferrier** **VP Education & Workforce Development**
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing open.records@twc.texas.gov or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

**CONFLICT OF INTEREST STATEMENT
FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS**

Board Nominee: Leslie Cantu

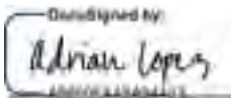
Category Representing: Private Sector

1. Does board nominee, any entity or business he/she is involved with, or the organization for which he/she is being nominated to represent have a contract with the Board?

Yes No If yes, please explain.

If yes, nominee will need to make appropriate disclosures to the Board.

Toyotetsu Texas has Work Experience, On-the-Job Training, Work Based Learning, and Summer Earn and Learn contracts.

Designated by:

ADRIAN LOPEZ

Executive Director

9/5/2023

Date

Leslie Suzanne Cantu

1691 West Ditto Rd Poteet, Texas 78065 • (210) 464-5750

Qualifications Summary:

Workforce professional experienced working in office and manufacturing environments demanding strong management, technical, and interpersonal skills. Consummate professional dedicated to quality results. Multi-tasked, detail-oriented and resourceful in completing projects effectively. Capabilities include:

- *Management & Supervision*
- *Project Management*
- *Employee Relations*
- *Contract Negotiations*
- *Effective Communicator*
- *Change Management*
- *Placement/Staffing*
- *Strong Work Ethic*
- *Grant/Proposal Collaboration*
- *Strategic Thinker*
- *Critical Problem Solver*
- *Training and Mentoring*
- *Proactive/Innovative Leader*
- *Conflict Resolution*
- *Public Speaking*

Experience Highlights:

Human Resources

- Human resources oversight for over 900 exempt, non-exempt and variable workforce employees in a non union automotive manufacturing environment at two separate sites.
- Responsible for all staffing needs as well as handling workforce issues.
- Handled all EEOC, UI, ADA, FMLA and legal issues.
- Developed employee reward and recognition programs.
- Benefit administrator and 401k plan administrator.
- Managed policy development and implementation.
- Development & implementation of innovative recruiting stream programs for targeted populations such as justice involved, opportunity youth, intellectual & developmental disabilities, homeless veterans and low-income residents.

Environmental, Health, Safety & Security (EHSS)

- Oversight of ISO 14001 environmental program and policies
- Support ongoing audit programs and countermeasure development
- Administration of workers compensation program
- Corporate lead for EHSS collaborative working group for all North American facilities

Accounting

- Assist in overall company budget development
- Support financial target and goal setting activities for departments
- Lead profit improvement and cost reduction activities

Workforce Development

- Assisted in the oversight of One-Stop Center Contract in excess of 14 million dollars.
- Provided recommendations and provisions based on contract obligations and performance measures.
- Served as a liaison for governing board and contractor for all internal and external monitoring.
- Oversight and development of the assigned programs at the Texas Workforce Centers by utilizing automated data systems, fiscal management and strategic planning information to analyze issues and make vital program decisions – instituted critical program changes.
- Coordinated on grant proposal writing teams for alternative funding projects.

Employment History:

Toyotetsu Texas, Inc: 6/16 – present

- *General Manager – Administration (June 2016 – April 2017)*
- *Assistant Vice President – Administration (May 2017 – May 2023)*
- *Vice President – Administration (June 2023 – present)*

Vutex Inc: 4/07 – 6/16

- *Human Resources and Employee Relations Senior Manager (April 2007 – October 2015)*
- *Assistant Plant Manager (November 2015 to June 2016)*

Alamo WorkSource Career Center, SER Jobs for Progress, Inc.: 11/01 – 4/07

- *Center Manager*
- *Assistant Center Manager*
- *Quality/Training Coordinator*
- *Training Manager*
- *WIA/Choices Supervisor*
- *Career Development Special*

Education and Training:

B.S. Psychology Texas A&M University - May 2001
Unique to the World – Supervisor Training – June 2007
Positive Employee Relations Training – October 2007
ISO 14001: 2015 Lead EMS Auditor Training – December 2018
The Manufacturing Institute’s Women Make America Mentoring Program – 2022
Trauma Response and Understanding for Employers – December 2022
The Manufacturing Institute’s Women Make Honoree Leadership Program – April 2023
Creating Psychological Safety in the Workplace – May 2023

Community Involvement:

- San Antonio Women’s Chamber of Commerce - Board of Directors 2008 – 2011
- Alamo Labor Properties, Inc. - Board Chair 2010 - 2013
- TX FAME – Founding Member and Board of Directors
Treasurer – 2016 - 2018
President – 2019 to present
- Workforce Solutions Alamo – Board of Directors 2018 to present
Vice Chair – 2020
Chair – 2021 to present
- National FAME Advisory Council 2020 – 2021
- Highlands High School P-Tech Industry Advisory Board - 2020 to present
- Texas Association of Workforce Boards
Board Member - 2021 to 2022
External Relations Committee Member - 2021 to 2022
- Texas Department of Criminal Justice Industry Advisory Committee – 2022
- Texas Workforce Commission Adult Education and Literacy Advisory Committee – 2022 to present
- Kronkosky Second Chance Hiring Place-Based Initiative Advisory Committee - 2023

Speaking Engagements:

- *Understanding Performance Measures*, Workforce Development Conference (June 2006)
- *HR Best Practices – The Interview Process*, Toyota Motor Manufacturing Texas Onsite Supplier Lunch & Learn Session (July 2014)
- *There must be 50 Ways to Leave Your Lover...and it Seems Like Even More for Employees Seeking Leave From Their Employer*, Strasburger’s Labor & Employment Breakfast Series (September 2015)
- *A Systematic Approach to Team Member Retention* – Toyota Motor Manufacturing Texas Team Texas Joint Meeting (April 2018)
- *Talent 2020: Growing Your Pipeline Through Smart HR and New Partnerships* - Toyota Supplier Executive Conference (May 2019)
- *Recruiting and Retention Strategies* - Toyota Supplier Executive Conference (May 2019)
- *A Holistic Approach to Workforce Innovation* – National Career Pathways Network Conference (October 2019)
- *Best Practice Sharing – Diversity Hiring Strategy*, Toyota Motor Manufacturing Texas Onsite Supplier Lunch & Learn Session (February 2020)
- *Workforce Development Initiative Panel Discussion* - San Antonio Manufacturers Association Luncheon (June 2021)
- *House Education & Labor Committee/Higher Education & Workforce Investment Subcommittee Testimony on TTTX 2nd Chance Hiring Program* (June 2021)
- *Sa Worx: Mind the Gap Series: Made in San Antonio: Manufacturing Made Better Panel Discussion* (October 2021)
- *Manufacturing Training Programs Panel Discussion* - San Antonio Manufacturers Association Luncheon (February 2022)
- *Fighting Poverty. Creating Opportunity. Panel Discussion*– Goodwill Industries of San Antonio Leadership Retreat (February 2022)

- *Texas Workforce Commission GRACE Conference – Panel Discussion: Businesses Successfully Hiring Second Chance Individuals (July 2022)*
- *City of San Antonio Ready to Work Justice Involved Employer Roundtable Panelist (August 2022)*
- *City of San Antonio Ready to Work Employer Engagement Panel with San Antonio Mayor Ron Nirenburg; Congressman Joaquin Castro; and US Secretary of Labor Marty Walsh (August 2022)*
- *LEAP HR Manufacturing Conference: What More Can We Learn from Innovators in Manufacturing Re-Thinking How to Attract & Inspire their Most Critical Production Line Talent – Panelist: AND Fireside Chat: Pioneering Talent Initiatives with the Manufacturing Institute and Toyotetsu (September 2022)*
- *SA Worx Employer Roundtable Webinar: National Disability Employment Awareness Month (October 2022)*
- *Texas Workforce Commission Texas Interns Unite InternAbility Conference- Employer Panel Discussion: Internships for People with Disabilities (February 2023)*
- *San Antonio Manufacturers Association Workforce Training Seminar: Employer Best Practice Partnership with Texas Workforce Commission Vocational Rehabilitation Services and Toyotetsu Texas(April 2023)*
- *The Manufacturing Institute Panel Discussion: Developing Partnerships & Sustaining Program (April 2023)*
- *Aspen Workforce Leadership Academy: Partnerships and Collaboration (May 2023)*
- *Texas Economic Development Council Conference: Panelist (June 2023)*
- *CAST Live Speaker: Leadership Journey (August 2023)*



PRIVATE SECTOR

PLACE 6

TERM: 1/1/24 – 12/31/26

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Alamo

2. Name of Nominee: Anthony Magaro

3. Organization Representing Southwest Research Institute

4. Position/Title: Vice President of Human Resources

5. Address: 6220 Culebra Road City/ZIP Code: 78238

6. Phone Number 210-522-2632 210-522-3990

7. E-mail: tmagaro@swri.org

8. Gender: Male Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

- White Black/African American/Negro Chinese Korean
- Asian Indian American Indian/Alaska Native Samoan Japanese
- Vietnamese Guamanian or Chamorro Filipino
- Native Hawaiian Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?

- No, not Spanish/Hispanic/Latino
- Yes, Mexican, Mexican American, Chicano Yes, Puerto Rican
- Yes, other Spanish/Hispanic/Latino, specify: _____ Yes, Cuban

11. Reference Item 3. Please list any applicable **Employer TWC Tax Account Number(s)**:

1.) 99-992973-7 2.) _____ 3.) _____

12. **Total Number of Employees** associated with Employer TWC Tax Account Numbers listed in Item 11: 2,957

13. Please indicate the Workforce Board category the nominee represents (**Check Only One**):

Private Sector Large/For-Profit Business (large 500 employees or more).....	<input type="checkbox"/>	
Private Sector Small/For-Profit Business (fewer than 500 employees)	<input type="checkbox"/>	
Other Private Sector.....	<input checked="" type="checkbox"/>	
Education	<input type="checkbox"/>	Adult Basic and Continuing Education.....
Literacy Council	<input type="checkbox"/>	Organized Labor [20 C.F.R. §628.410(a)(3)].....
Economic Development	<input type="checkbox"/>	Community-Based Organization (CBO).....
Vocational Rehabilitation.....	<input type="checkbox"/>	Public Assistance.....
Public Employment Service (TWC)	<input type="checkbox"/>	

Special Board Requirements - Indicate, if applicable:

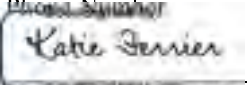
14. Nominee has **expertise in child care or early childhood education**

15. Nominee is a **veteran AND is actively engaged** in the field of veterans affairs or services

16. **Greater San Antonio Chamber of Commerce**
Name of Nominating Organization

17. **602 E Commerce St** **San Antonio** **TX** **78205**
Street Address or PO Box of Nominating Organization City State ZIP Code

18. **210-229-2100**
Phone Number

19.  **9/21/2023**
Signature, Nominating Organization - President, Director, or other official Date of Signature

20. **Katie Ferrier** **Vice President, Education & Workforce Developm**
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing open.records@twc.texas.gov or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

**CONFLICT OF INTEREST STATEMENT
FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS**

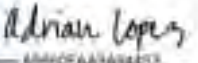
Board Nominee: Anthony Magaro

Category Representing: Private Sector

1. Does board nominee, any entity or business he/she is involved with, or the organization for which he/she is being nominated to represent have a contract with the Board?

Yes No If yes, please explain.

If yes, nominee will need to make appropriate disclosures to the Board.

DocuSigned by:

AM00CA3A88E3

Executive Director

9/22/2023

Date