



AUDIT & FINANCE COMMITTEE MEETING - MINUTES

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

October 6, 2023

10:30 AM

BOARD MEMBERS: Mary Batch (Chair), Leslie Cantu, Yousef Kassim, Lisa Navarro Gonzales (11:00am), Mitchell Shane Denn

STAFF: Adrian Lopez, Gabriela Navarro Garcia, Penny Benavidez, Jeremy Taub, Randy Davidson, Chuck Agwuegbo, Dr. Ricardo Ramirez, Teresa Chavez, Kristen Rodriguez, Vanessa McHaney, Manuel Ugues, Roberto Corral, Brenda Garcia, Daisey Vega, Sylvia Perez, Angela Bush, Chakib Chehadi

PARTNER STAFF: None.

LEGAL COUNSEL: None.

GUEST: None.

AGENDA

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

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of meeting. Questions relating to these rules may be directed to Caroline Goddard at (210) 322-6296.

The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

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

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During the Public Comments portion of the meeting (Agenda Item 4), the Public may type their name into the chat box or unmute themselves and state their name. The meeting host will call each member of the public for comments, in the order their names were submitted.

I. CALL TO ORDER

Presenter: Mary Batch, Committee Chair

At 10:31am, Chair Mary Batch called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Mary Batch, Committee Chair

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

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Mary Batch, Committee Chair

None.

IV. PUBLIC COMMENT

Presenter: Mary Batch, Committee Chair

None.

V. DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS MEETING MINUTES FOR AUGUST 4, 2023

Presenter: Mary Batch, Committee Chair

Upon motion by Leslie Cantu and seconded by Mitchell Shane Denn, the Committee unanimously approved the previous meeting minutes for August 4, 2023.

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director of Procurement and Contracts

a. Contract Summary and RFP Updates

— Summary of procurement bid projects in process: Postage Meter Machines is under contract, Access Control Equipment is open with an anticipated award date in October, Walzem Lease Property Search is under contract, Kerrville Lease Property Search is under evaluation with an anticipated award date in January 2024, Teacher Externships is in progress with an anticipated award date in January 2024, Hondo Lease Property Search is in progress with an anticipated award date in December, and CFO Staff Augmentation Services is pending

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award with an anticipated award date in October.

— The contracts for the adult, youth, and childcare services have been finalized and will be sent to the contractors this week for signature.

b. Chief Financial Officer Staffing Augmentation Services

— The scope of services provides for the contractor to serve as interim CFO providing continuity and support to the Board finance office ensuring TWC legal and regulatory compliance.

— Three proposals were received and evaluated by internal Board staff. Collective Strategies, Inc. is recommended for award on a best value basis.

— The contract term is an initial term of 12 months with a one-year option to renew in the estimated annual amount of \$270,000.

Upon motion by Mitchell Shane Denn and seconded by Yousef Kassim, the Committee unanimously approved to move Chief Financial Officer Staffing Augmentation Services forward to the Executive Committee.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro Garcia, Controller

Presented by: Angela Bush, CFO Consultant

a. Financial Reports

— The budget to actual expenditures for corporate expenses has a year-to-date variance of 14.66% being underspent. The budget to actual expenditures for the total budget has a year-to-date variance of 15.06% being underspent. The childcare reserve will be utilized in October and the childcare match will be used in November and December.

— Personnel: The Board is working to fill all vacant positions timely. The FY23 budget includes a 5% performance-based incentive, which has yet to be paid out. Staff development is expected to be underspent by approximately 50% or \$80,000.

— Equipment: These reflect fully expensed equipment for the Board room. The Board is working on replacing staff equipment older than 5 years.

— General Office: Insurance includes a contingency for high deductible plans related to employee matters and Cyber Security. The Board is expecting a \$100,000 surplus if no unforeseen events occur. Non-federal is over budget due to an employee matter payout. Marketing will fully utilize their budget due to several pending projects.

— Professional Services: HR related legal services are utilized for employee matters expensed as incurred and are awaiting an update to the employee handbook. Monitoring expenditures are in progress and expected to be fully expensed at the end of the fiscal year.

— Facilities: Facility expenditures represent 74.78% of the approved budget, reflecting a 16.89% straight-line budget surplus. Port of SA and the Mobile Workforce Center Unit will now carry over to FY24.

— Special Projects: Workforce Commission Initiatives – WSA has held four Career Pathway Youth Events.

— August 2023 Year-to-Date Service Delivery Rural/Urban: City of San Antonio

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Childcare has 83% in urban and 17% in rural. Ready to Work is urban only. C2GPS Adult Services Bexar County Only is 100% urban. C2GPS Adult Services is 85% urban and 15% rural. SERCO Youth is 41% urban and 59% rural.

- TANF: Expenditures are currently 71.35% due to low participation and reduced HHSC referrals. The Board expects to spend \$6.5M this year. This is approximately 10% more than was spent in prior years.
- SEAL: The program concluded with 53 participating job sites, 184 completed work readiness training, and 4 students were offered permanent positions.
- CCSL: This grant was extended from March 31, 2023, to December 31, 2023. Three providers have enrolled, providing 50 additional slots to children under three. There are currently 30 children in care.
- CCQ: Expecting higher expenditures within the next two months by issuing program supplies, incentives, and bonuses to childcare providers. Expected to return \$963,861.72 of funding due to vacancies and transition of Assessor to Mentor positions. Starting October 1, 2023, the TWC contractor will assume all of the Assessor duties.
- WPA: Funding increase of \$297,070 will be used for the Resource Room.
- WOS-Military Family: Projected to spend 91%.
- Middle Skills: Expected to spend fully with estimated 39 participants.
- Teacher Externship: Continuing spending, expecting to finalize payments in December.
- Trade Act: Expecting to be at 90% at the end of December. Outcomes of outreach efforts are being tracked.
- Ready to Work: Enrollment and activities increased at a higher rate in April and May. As of October 2, 2023, 3,625 applicants have been interviewed, 1,968 are enrolled in approved training, 230 have successfully completed training, and 105 have been placed in jobs.

VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

- Letters of support have been provided to the University of Texas at San Antonio for the Texas Strategic Technologies Acceleration Region to establish a Tech Hub in Advanced Air Mobility, Del Mar College for new Apprenticeship Programs to create opportunities to train carpenters, plumbers, masons, and electricians, and the City of Hondo and UTSA for an economic development administration program.
- WSA was awarded \$187,000 from the Adam Scripps foundation for childcare services.
- WSA was chosen to work on a special project with DOL and TWC in connection with the Department of Corrections and the Department of Justice to focus on second chance justice involved populations.

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IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

— Chair Mary Batch recognized the Audit & Finance Committee and Board staff for their hard work in getting information out to the rural areas.

X. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:

- a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;
- b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
- 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.

None.

XI. ADJOURNMENT

Presenter: Mary Batch, Committee Chair

Upon motion by Lisa Navarro Gonzales and seconded by Yousef Kassim, Chair Mary Batch adjourned the meeting at 11:02am.