



## **AUDIT & FINANCE COMMITTEE MEETING – MINUTES**

Workforce Solutions Alamo  
100 N. Santa Rosa St., Suite 120, Boardroom  
San Antonio, TX 78207  
**November 13, 2023**  
**10:30 AM**

**BOARD OF DIRECTORS:** Mary Batch (Chair), Leslie Cantu, Yousef Kassim, Mitchell Shane Denn

**STAFF:** Adrian Lopez, Adrian Perez, Gabriela Navarro Garcia, Penny Benavidez, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Rebecca Espino Balencia, Kristen Rodriguez, Vanessa McHaney, Gabriela Horbach, Roberto Corral, Brenda Garcia, Sylvia Perez, Anglea Bush, Ramsey Olivarez, Daisey Vega, Belinda Gomez, Chakib Chehadi, Dr. Ricardo Ramirez, Jessica Villarreal, Manuel Ugues, Trema Cote

**PARTNER STAFF:** None.

**LEGAL COUNSEL:** None.

**GUESTS:** 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

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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 10:30am, 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 OCTOBER 6, 2023

Presenter: Mary Batch, Committee Chair

**Upon motion by Yousef Kassim and seconded by Mitchell Shane Denn, the Committee unanimously approved the previous meeting minutes for October 6, 2023.**

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director of Procurement and Contracts

a. Contract Summary and RFP Updates

- The RFP for Access Control Equipment has been awarded in October 2023.
- The RFI for Kerrville Lease Property Search is pending award with an anticipated award date of January/February 2024.
- The RFA for Teacher Externships is in progress with an anticipated award date of January 2024.

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- The RFI for Hondo Lease Property Search is in progress with an anticipated award date of May 2024.
- The RFP for Child Care Quality Services is in progress with an anticipated award date of June 2024.

## VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro Garcia, Controller

### a. Financial Reports

- 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.
- Chair Mary Batch asked why the staff training and development is underspent by such a large amount. CEO Adrian Lopez responded that staff have been attending training and development and conferences. He stated that it could be that a very large amount was budgeted for this area. Gabriela Navarro Garcia added that fiscal staff is looking into this, and these are the preliminary numbers. Angela Bush added that purchasing training subscriptions in bulk has resulted in large savings.
- 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 is 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.
- Special Projects: Workforce Commission Initiatives – WSA has held 4 Career Pathway youth events.
- 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 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.
- Middle Skills: Projections through November 30, 2023, are 50% of the contract awarded budget. Experiencing challenges due to some customers having been employed and received a couple of paychecks but still have barriers, FNA is not

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in the negative, and pending eligibility documentation.

- Child Care Contracted Slots: This grant was extended to December 31, 2023. Three providers have enrolled, providing 50 additional slots to children under three. 30 children are currently in care.
- 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.
- Wagner Peysner: Funding increase of \$297,070 will be used for the resource room. Expecting to spend by the end of the contract period.
- Military Family: Projected to spend 91% by the end of the contract period.
- Teacher Externship: Continue to spend and expect to finalize payments in December.
- Trade Act: Expecting to be at 90% by the end of December. Outcomes of outreach efforts are being tracked.
- Ready to Work: As of November 6, 2023, 3,952 applicants have been interviewed, 2,322 have enrolled in approved training, 262 have successfully completed training, 116 have been placed in jobs, and WSA has paid \$3,886,239 in training.

## VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

### a. Applications for Funding

- San Antonio Independent School District: Applied for \$3,425,000 to \$4,425,000 Parkins Innovation and Modernization (PIM) Grant Program for Career-Connected High Schools to improve access and attainment of dual credit, work-based learning, and industry-based certifications through CTW programs (56 different certifications over 28 programs of study, impacting approximately 10,000 students).
- City of Hondo: Applied for the Strategy Development Grant and Recompete Plans Pilot Program offered by the U.S. Economic Development Administration.
- UTSA: Proposal Responding to Notice of Funding Opportunity on OSD ManTech Program in Manufacturing Education and Workforce Development (M-EWD). Empowering Tomorrow's Makers: A Comprehensive Approach to Educating and Preparing the Next Generation in Advanced Manufacturing.
- Ecority: Applied for \$14M for two applications to the U.S. Environmental Protection Agency for grant funding under the Greenhouse Gas Reduction Fund for a Clean Community Investment Accelerator and a National Clean Investment Fund.
- Thrive Point Academy: Applying to TEA to become a high-quality, open enrollment charter school in San Marcos. They have a non-traditional approach to education coupled with a student success coach providing a safety net for students that are having trouble in traditional schools.
- Simulation Equipment for Education Development and Safety (SEEDS): Proposal responding to the Texas Higher Education Coordinating Board for the

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San Antonio College (SAC) Consortium with the Southwest Texas Junior College (SWTJC) and Wharton County Junior College (WCJC) to fund safe clinical simulation lab training experiences and upskill the learning environment of students who wish to join the field of healthcare and nursing to attain a BSN degree.

- Made a proposal with a team to CPS staff regarding \$100M for their major business unit looking to farming out business.
- Supporting CPS with a local engineering firm that is part of their weatherization program to establish career pathways for the purposes of weatherization.
- Working with American Indians of Texas to address issues with programs relating to second chance populations.

IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

- Chair Mary Batch thanked the procurement and finance department for their continuous hard work.

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 Yousef Kassim and seconded by Mitchell Shane Denn, Chair Mary Batch adjourned the meeting at 11:01am.**

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