



AUDIT & FINANCE COMMITTEE MEETING - MINUTES

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

August 4, 2023

10:30 AM

BOARD OF DIRECTORS: Mary Batch (Chair), Leslie Cantu, Lisa Navarro Gonzales, Mitchell Shane Denn

WSA STAFF: Adrian Lopez, Adrian Perez, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Caroline Goddard, Jennifer Ledford, Linda Martinez, Terry Trevino, Vanessa McHaney, Manuel Ugues, Roberto Corral, Brenda Garcia, Daisey Vega, Sylvia Perez, Angela Bush, Angelina Garcia, Belinda Gomez, Carlos Garcia, Chuck Agwuegbo, Ramsey Olivarez, Ricardo Ramirez, Trema Cote, Esmeralda Apolinar-Ramirez, John Amaro

PARTNERS: Omar Garza, Lisa Elizondo

LEGAL COUNSEL: None.

GUESTS: Jim Erenzo with Collective Strategies

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 Linda Martinez at (210) 272-3250.

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 Linda G.

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Martinez, (210) 272- 3250.

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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 10:38am, 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 JUNE 16, 2023

Presenter: Mary Batch, Committee Chair

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, the Committee unanimously approved the previous meeting minutes for June 16, 2023.

VI. PROCUREMENT UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Jeremy Taub, Director of Procurement and Contracts

a. Contract Summary and RFP Updates

- Job Placement and Worksite Monitoring is pending award with an anticipated award date of August 2023. Postage Meter Machines is under evaluation with an anticipated award date of August 2023. Document Shredding Services is pending award with an anticipated award date of August 2023. Walzem Lease Property Search is pending award with an anticipated award date of August 2023. Kerrville Lease Property Search is under evaluation with an anticipated award

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date of September 2023. Hondo Lease Property Search is in progress with an anticipated award date of December 2024. Teacher Externships are in progress with an anticipated award date of January 2024.

b. Contract Update M&O Adult Program Services

— The draft agreement is being worked on with an opportunity for both C2 and WSA to comment. The contract will be signed in either August or September with an effective date of October 1, 2023.

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, the Committee unanimously approved to move forward with continued contract negotiations and the final execution of the contract with the contractor C2.

c. Contract Renewal Child Care Management Services

— The scope of work enables the delivery of services and activities to implement and support the childcare funding that provides childcare to eligible families with funds provided by TWC. The service goals align with WSA’s strategic plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce. The estimated annual budget is \$121,653,545. The contractor is City of San Antonio. The contract term is October 1, 2023, through September 30, 2024. This action exercises the second of three one-year renewals.

d. Contract Renewal Child Care Quality Services

— The scope of work facilitates programs and activities to implement and support the Texas Rising Star program. TRS mentors provide mentoring and technical assistance to providers working towards TRS certification as well as ongoing mentoring to ensure quality is maintained and elevated. The estimated annual budget is \$3,996,909. The contractor is City of San Antonio. The contract term is October 1, 2023, through September 30, 2024. It is scheduled for re-procurement in 2024.

e. Contract Renewal Financial Audit Services

— The scope of services specifies the contractor will prepare WSA’s annual Federal Tax Return and provide the required annual independent audit of WSA’s financial statements, report on internal controls (single audit), and report on compliance for each major federal and state program. The impact is to maintain internal control over financial reporting and compliance with applicable law, regulations, contracts, and award agreements in accordance with Government Auditing Standards. The estimated annual budget is \$75,000. The contractor is ABIP, P.C. The contract term is October 1, 2023, through September 30, 2024. This action exercises the third of four one-year renewals.

f. Contract Renewal Legal Services

— The scope of services specifies the contractor serve as legal counsel to Workforce Solutions Alamo. Services include but are not limited to providing review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other applicable legal documents. The impact will be to represent WSA and its Board of Directors in its capacity as the administrative entity and grant recipient/fiscal agent for federal and state funds, and any future sources of funding. The annual budget is \$70,000 for annual retainer and \$20,000 for HR services. Additional services outside of the retainer

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will be billed separately based on contracted rates. The contractor is Martin & Drought, P.C. The contract term is October 1, 2023, through September 30, 2024. This action exercises the third of four one-year renewals.

g. Contract Renewal M&O Youth Program Services

- The scope of services enables the contractor to develop and employ innovative strategies to support the Board’s priorities and TWC’s performance measures for the WIOA Youth Program. The impact will be youth development and citizenship, such as leadership development through voluntary community service opportunities, adult mentoring, work experience, and enrollment in post-secondary education and employment. The estimated annual budget is \$2,750,000. The contractor is SERCO of Texas, Inc. The contract term is October 1, 2023, through September 30, 2024. This action exercises the first of three one-year renewals.

Upon motion by Mitchell Shane Denn and seconded by Lisa Navarro Gonzales, the Committee unanimously approved items c. through g. the Contract Renewals for Child Care Management Services, Child Care Quality Services, Financial Audit Services, Legal Services, and M&O Youth Program Services.

h. Contract Award Job Placement and Worksite Monitoring Services (SEAL FY24)

- The scope of services specifies that the contractor will provide job placement and monitoring for all individuals sourced by WSA and placed at WSA client worksites. The impact is to serve as a liaison for the participant and provide administrative and coaching services in support of the SEAL program. The estimated annual budget is \$180,000. The contractor is Professional Contract Services, Inc. The contract term is October 1, 2023, through September 30, 2024, and has four one-year options to renew upon mutual written consent of both parties.

Upon motion by Lisa Navarro Gonzales and seconded by Mitchell Shane Denn, the Committee unanimously approved the Contract Award Job Placement and Worksite Monitoring Services to Professional Contract Services, Inc.

i. Update on Procurement Process Completion

- The item to re-procure the real estate broker is completed and the contract is executed. The item to provide requested documentation to TWC for audit resolution is completed and has been resolved. The item to review all leases for compliance will be completed on August 31, 2023, and is in process of a secondary review. The item to implement lease procedures has been completed. The item to manage contract log has been implemented and is ongoing. The item to implement procurement consultant recommendations has been completed.
- The continuous monitoring and moving forward includes an annual review of all policies and procedures and emphasize the need to procure no matter the size or complexity which will include a needs assessment, market research and cost analysis, ongoing training and assessment of procurement staff, documentation, and review and investigate any processes that can be automated.

VII. FISCAL UPDATES (DISCUSSION AND POSSIBLE ACTION)

Presenter: Giovanna Escalante-Vela, CFO

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a. FY24 Budget

Presented by: Angela Bush, CFO Consultant

- In the FY23 budget amendment #2 the total budget was \$174,234,415 and the FY23 projected expenditures are \$160,216,478. The proposed budget for FY24 is \$192,112,907, which is a 10.26% increase over the previous fiscal year.
- From FY19 to FY24 the budget has increased from \$104,694,229 to \$192,112,907.
- Staffing Changes: The budget includes 50 FTEs, which is no change from the previous year. The budget includes part-time interns. It includes options for staff increase such as 3% COLA, 2% maximum merit, SHRM is estimated employers to increase salaries in FY24 by 4.6% so this is consistent with market rates, and 3% performance incentive for exemplary performance as outlined in the board's incentive policy.
- Other Corporate: Board facilities 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.
- Facilities Workforce Center: 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.
- Lisa Navarro Gonzales asked what the CDL driver will be doing in their down time. Angela Bush answered that the details will be coordinated with the contractor C2 so that when he isn't driving, he will be scheduling, maintaining the vehicle, and working in the resource room. This is consistent with how other boards have handled this position. Lisa Navarro Gonzales also asked if there is a back up driver. Angela Bush recommended that there be possibly two back up drivers, but this will be further planned out in the spring.
- 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.
- 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 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.
- FY24 Service Delivery Resource Allocation – Historical Perspective: Before FY21, WSA did not find a budget broken out by county by fund. In FY21, the budget presentation packet showed the Formula Funds were broken out by

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county and fund. In FY22 and FY23, the average percentage from the Formula Funds was applied to all other Workforce Programs. Historically, the board has utilized a benchmark of 80% Urban and 20% Rural Service Delivery.

- 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 complete 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.
- 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 amendment and percentage.
- FY24 Budget Resource Allocation: Ensure services that conform to the allocations budgeted are delivered in each county. The action is the development of the County Allocation and Service Delivery Report (CASD). Staff are working through specific formulas on allocation fund by fund according to TAC 800, using CFDA numbers as a last resort, and seeking clarity from TWC on any

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assumptions. Develop County Workforce Councils to implement and seek guidance on developing the Local Plan for the following four-year renewal. The purpose is to enhance transparency regarding how dollars are coming in and out in relation to service delivery and co-planning outreach and partnerships. The result will be fund and county allocations driven by state and federal formulas, the Local Plan, annual outreach plans, special initiatives, and clear communication of the full spectrum of service being provided in each county and associated cost.

- 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

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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.
- Child Care Match: FY23 required an established match (2%), which is subject to change on an annual basis. The formula is (1) CCDF Matching Funds authorized under the Social Security Act, as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.
- Trade Adjustment Act: This program currently stopped accepting new petitions. Still, TWC is encouraging boards to reach out to clients that previously received a petition who are unemployed or whose current income is below the prior rate. TWC did not provide allocation factors for this funding. The board's alternate methodology is allocation of residents by county with an active petition whose service delivery contractor may outreach and provide services through FY25.
- FY24 Budget Special Program: 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 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.
- FY24 Budget Next Steps Approvals Process: Executive Committee on August 11, 2023, Board of Directors on August 18, 2023, Committee of Six on August 23, 2023, Bexar County Commissioners Court, City of San Antonio City Council, and Area Judges are TBA.
- Chair Mary Batch asked if WSA foresees any issues in the upcoming approval process. CEO Adrian Lopez responded that in previous meetings there were six points where the Area Judges addressed their concerns and requests. One of the

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requests was to develop a budget fund by fund and county by county and to ensure expenditures meet the budget. This hopefully will fulfill their request, but the result is a very complex budget. There is a risk that WSA doesn't come to an understanding with all the entities and stakeholders that approvals are needed for, which then may affect the approval of the overall budget.

Upon motion by Lisa Navarro Gonzales and seconded by Mitchell Shane Denn, the Committee unanimously approved the FY24 Budget.

b. Financial Reports

Presented by: Gabriela Navarro Garcia, Controller

- For the May 31, 2023, budget to actual expenditures, the straight-line target is 66.67% and the amount expensed is 53.38%.
- 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. The internship program has started with 6 interns.
- Equipment: Software Maintenance & Support is under budget, and these are expensed as needed. 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.
- Marketing: This will be fully utilized due to several pending projects.
- Legal Services: HR related legal services budget is 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.
- Professional Services: Temporary staffing are under budget by approximately 12%.
- Board of Directors: Expenditures are higher than initially projected using the straight-line basis. The board retreat, which included travel and training expenses, occurred in February.
- Facilities: Expenditures represent 56.47% of the approved budget, reflecting a 10.20% straight-line budget surplus. Pending equipment approval from TWC for the Port of San Antonio of approximately \$250,000. Angela Bush stated that approval was just received from TWC for this. Operational costs are slightly under budget, which is a function of timing.
- Childcare Reserve: Expenditures occur in the last quarter of the fiscal year.
- Special Projects: WSA has held two Career Pathway Youth Events and two more are scheduled during the summer. Teacher Externship activities are in process. SEAL activities are in full swing, and 124 students are working. This is a function of timing.
- The total number of children in care is 13,483.
- Year to date expenditures by budget category comparison for Service Delivery is expenditures is at \$84,369,214 and the budget is at \$98,817,824. Angela Bush stated that this looks like a large variance, but childcare and youth programs increase during the summer.

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- Year to Date Service Delivery for Rural and Urban: Childcare is 17% rural and 83% urban, Ready to Work is 100% urban, Adult Services Bexar County Only is 100% urban, Adult Services is 14% rural and 86% urban, Youth is 53% rural and 47% urban.
- Key Variances: TANF – Expenditures are currently at 46% due to low participation and reduced HHSC referrals. The board expects to spend \$6.5M this year. This is approximately 10% more spent than prior years.
- WIOA Adult – Expenditures are higher than initially projected using the straight-line basis. Board staff is working with the contractor to co-enroll and diversify funding. The Dislocated Worker designation to Adult will realign expenditures.
- WIOA Dislocated Worker – Expenditures are currently at 51%. Board staff is working with the contractor to increase enrollment and continues to monitor expenditures. The board received a \$500,000 designation to Adult that will realign expenditures.
- Trade Act – Expenditures are currently at 32%. As of May 31, 2023, \$30,000 of training is obligated. Contractor staff is reaching out to individuals still eligible for services through FY25.
- Child Care CCDF – CCD expenditures increase in the summer due to how long children are in care. The board is currently exceeding the target number and expects to expend 100%.
- Child Care Quality – The board is currently working on quality initiatives that will continue to increase expenditures by issuing program supplies, incentives, and bonuses to childcare providers. This grant will help childcare providers obtain the Texas Rising Star certification.
- Child Care CSL – The board has approximately \$489,000 obligated. This funding is for Texas Rising Star 3 & 4 centers eligible to participate in this initiative.
- Military Family Support – This grant supports military spouses. The board and contractor continue to increase outreach efforts in and around military bases.
- Pilot Navigator Program – This grant serves victims of sex trafficking ages 16 – 25 to deter repeat victimization and support victimized foster youth in accessing employment workforce services.
- Middle Skills Employment Supplies Pilot Program – In March 2023, TWC awarded this to the board designed to support Texas preparing to join the workforce by helping clients purchase specific items required by the employer as a condition of employment.
- Teacher Externship – Activities occur during the summer months. As of the week ending July 28th, 100 teachers have completed their externship. The board received an additional \$100,000, allowing 60 more teachers to participate.
- Summer Earn and Learn – 163 clients completed Work Readiness Training. 124 participants have been placed and are working.
- Work-Based Learning Pilot Program – This is a program where Toyotetsu offers specialized training in manufacturing to help local residents gain access and knowledge, leading to high-paying job opportunities. There is a list of applicants that are being processed.

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- San Antonio Area Foundation-Workforce Academy – This grant is used exclusively for the Workforce Ambassador Program to advance equity and economic mobility through workforce development services.
 - San Antonio Area Foundation-Capacity Building – This grant is to be used for capacity building focusing on learning, managing, and planning.
 - Ready to Work – Enrollment and activities increased at a higher rate in April and May. As of July 20, 2023, 2,783 applicants have been interviewed, 1,505 have been enrolled in approved training, 165 have successfully completed training, 76 have been placed in jobs, and WSA has paid \$3,078,681 in training.
- c. Policy for Board-Provided Meals
- Establishes a policy to provide information on purchasing meals and refreshments for external customers during meetings, conferences, and other events.
 - References TWC’s Technical Assistance Bulletin (TAB) 259 as formal guidance.
 - Board and contractor will follow this guidance to provide clear justification for purchasing meals and refreshments.
- d. Policy for Internal Monitoring and Oversight of Cash Substitutes
- Establishes a policy to implement adequate controls and safeguard against the misuse of funds over the issuance of cash/cash equivalents such as gift cards.
 - Contracted service providers should have procedures in place for safekeeping and the issuance of cash/cash equivalents.
 - The board will ensure that the contracted service providers policies are followed to ensure adequate internal controls and accountability for cash/cash equivalents by performing at least two annual verifications of randomly chosen workforce centers.

Upon motion by Lisa Navarro Gonzales and seconded by Leslie Cantu, the Committee unanimously approved the Policy for Board-Provided Meals and the Policy for Internal Monitoring and Oversight of Cash Substitutes.

VIII. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Applications for Funding
- A letter of support was provided to Bluebonnet Technologies LLC which is actively working to meet pharmaceutical and medical needs of Texas through this growing industry by maximizing job placements for local residents within the Alamo region.
 - Support has also been provided for Del Mar College, Hallmark Universities, and UTSA’s Children’s Learning Institute.
 - A proposal has been submitted to TWC for the Department of Labor’s PROWD (Partners for Re-Entry Opportunities in Workforce Development) funding which serves second chance populations.

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IX. CHAIR REPORT

Presenter: Mary Batch, Committee Chair

- Chair Mary Batch thanks everyone for their time spent today in this meeting, thanks Jeremy Taub for his hard work in procurement, and thanks the accounting department for their hard work on the budget.

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 Leslie Cantu, Chair Mary Batch adjourned the meeting at 12:06pm.