



COMMITTEE OF SIX MEETING (Co6) - MINUTES

**2700 NE Loop 410, Boardroom, Suite 101
San Antonio, TX 78217
February 22, 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 James Teal

PARTNERS: Diane Rath, Jordana Matthews, Mike Ramsey, Amy Contreras (City of San Antonio), Marcus Primm (Assistant to Commissioner Clay-Flores)

WSA BOARD OF DIRECTORS: Leslie Cantu (WSA Board Chair)

WSA STAFF: Adrian Lopez, Katherine Pipoly, Linda Martinez, Penny Benavidez, Giovanna Escalante-Vela, Angela Bush, Dr. Federico Ghirimoldi, Miriam Barksdale-Botello

LEGAL COUNSEL: Frank Burney

GUEST: None

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 meeting. For additional information, please call Linda G. Martinez, (210) 272-3250

**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.**

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

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Linda G. Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- I. CALL TO ORDER AND QUORUM DETERMINATION
Presenter: Councilwoman Dr. Adriana Rocha-Garcia, Chair
At 12:00 pm, Councilwoman Dr. Adriana Rocha-Garcia called the meeting to order.
- II. ROLL CALL
Presenter: Linda G. Martinez, Executive Assistant II/Board Liaison
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 JANUARY 25, 2023 (DISCUSSION AND POSSIBLE ACTION)
Presenter: Councilwoman Dr. Adriana Rocha-Garcia, Chair
Upon motion by Judge Richard Evans and second by Councilman Manny Pelaez, the Committee of Six unanimously approved the meeting minutes of January 25, 2023, with Judge Richard Evans noting that the Committee of Six meeting adjourned before the presentations listed in items VIII., IX., and X. due to a lack of quorum.
- VI. WSA FINANCIALS (DISCUSSION AND POSSIBLE ACTION)
Presenter: Giovanna Escalante-Vela, CFO
 - a. Budget Amendment #1
Presenter: Angela Bush, Contractor, CFO Augmentation Services
 - Corporate Facilities increased \$5,000, Corporate General Office increased \$5,000, Corporate Professional Services increased \$475,000, Facilities increased \$300,000, Child Care Reserve decreased approximately \$1.4M, Projects increased approximately \$60,000, and Service Delivery increased approximately \$8.3M. Total budget increase is 4.75% from \$163,915,863.22 to \$171,694,541.65.
 - Storage Fees increase includes \$5,000 for Corporate Office Storage and \$5,000 for Offsite Archive Storage.
 - Professional Services increase includes \$50,000 for Human Resources Legal Services, \$200,000 for Temporary Services utilized for additional support and to fill gaps due to attrition, and \$225,000 for Other Professional Services for consulting related to Finance, Procurement, RFP Evaluators, and Web Site.
 - Mobile Unit increase of \$50,000 includes a change in vendor and increase equipment pricing, and a contingency for additional costs related to the Mobile Unit.
 - Judge Richard Evans and Dr. Adriana Rocha-Garcia requested further explanation on the proposed increase in the Mobile Unit costs and compliance with bidding requirements. For this reason, WSA agreed to pull the Mobile Unit increase from Budget Amendment #1.
 - The Committee of Six requested to have the final agenda packet delivered directly to them to allow more time to review before the meeting.
 - Port San Antonio increase of \$250,000 includes a delay due to price increases, Bibliotech may join as a partner and may off set some cost, and contingency for moving from Marbach, month to month lease there may be hidden move out cost.
 - Child Care Reserve has been decreased by \$1,414,254. The reserve is typically utilized to first quarter. FY22 projected reserve is \$13,508,924.

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— Projects is increased by \$59,561 for the San Antonio Foundation and the Aspen Institute.

Upon motion by Commissioner Rebeca Clay-Flores and second by Commissioner Grant Moody, the Committee of Six unanimously approved Budget Amendment #1 with deleting the proposed budget increase for the Mobile Unit.

b. WSA Financials

— December 2022 Budget to Actual Variance Analysis:

- Personnel has a 19.83% variance and WSA is currently working to fill vacant positions.
- Facilities has a -1.66% variance due to an increase in storage costs.
- Equipment has a 45.72% variance due to equipment reserved for vacant positions.
- General Office has a 43.98% variance. The most significant under expenditure in this category is insurance.
- Professional Services has a 21.67% variance due to the timing of audits and monitoring.
- Board of Directors has a 47.20% variance due to the timing of upgrading the boardroom.

— Key Variances:

- TANF grant is currently at 12%. This year's allocation is \$2M more than the average allocation. Board and contractor staff are working on intensive strategies, including a TANF initiative to utilize 10% of funds towards STEM summer youth program.
- NCP program assists non-custodial parents who are behind on their child support payments. Board staff are working diligently on new strategies, such as stand-alone orders, to outreach and assist clients retaining long term employment.
- Child Care CCF – Board staff prioritized spending the carryover from FY22 to fully expend, before utilizing the current allocation.
- Trade Act grant is currently at 0% due to it sunseting. Clients may be referred to Dislocated Worker or National Dislocated Worker.
- Child Care CCQ – The Board is approximately 17% under spent for this program. WSA is processing provider incentives on a quarterly basis. The contractor is currently utilizing temporary staff to assist with attrition.
- Child Care CSL – End date was extended to 12/31/23. WSA has \$450,000 obligated as of 12/31/22.
- Pilot Navigator Program was extended for another year through 10/31/23 with an increase of \$96,928. This TWC initiative supports sex trafficking victims and WSA is one of four Boards operating this initiative.
- Commissioner Rebeca Clay-Flores requested to have more details on the Pilot Navigator Program and tracking the participant's progress.
- SEAL program kicks off in spring. A significant amount of the expenditures occur during the summer.
- Skills Development grant with Lone Star was granted a no-cost extension through 3/31/23.
- For Ready to Work, TAMUSA contract was finalized in October 2022. Board staff continue to provide technical support to partners. As of 12/31/22, \$494,583 has been paid in tuition.

— Financial Monitoring Update:

- For Serco of Texas, FY21 and FY22 has been finalized and closed. Reimbursement was received on 1/4/23.

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- For the City of San Antonio, FY22 reimbursement was received on 2/2/23. There is a follow up date of 2/24/23 for their close-out report.
- For C2GPS, FY21 and FY22 expected completion is in February with a follow up date of 3/3/23.
- c. FY21 TWC Audit Acceptance Letter
Presenter: Angela Bush, Contractor, CFO Augmentation Services
 - FY21 Audit has been accepted by TWC.
 - The Financial Report from July 2022 has been received today. There are some findings that need to be addressed regarding Procurement, TANF/Choices, and SNAP E&T.
 - FY22 Audit will begin in March 2023.
- d. Mobile Unit Update
 - Discussed during line-item a. Budget Amendment #1.

VII. 2021-2024 LOCAL PLAN (DISCUSSION AND POSSIBLE ACTION)

Presenter: Katherine Pipoly, COO

a. Local Plan – 2-year Modification

- Feedback was received by hosting listening sessions, one on one data sessions, and strategic partner presentations. There were 23 unique target occupation requests from COSA, Alamo Colleges, Project Quest, and the hospitality industry. The data review included mean wage, reliable data sources, and percentage growth overtime. The research methods included an analysis of historical labor market trends and staffing patterns.
- Local Plan modifications for 2022-2024 include \$17.00 target average wage, 6 clusters, 8 industry sectors, 16 in-demand industries, and 73 target demand occupations.
- Aerospace & Manufacturing – Machinists is being added to the target occupations list.
- Healthcare – Medical Records Specialists, Health Technologists and Technicians, Respiratory Therapists, Clinical Laboratory Technologists and Technicians, Cardiovascular Technologists and Technicians, Surgical Technologists, and Occupational Therapy Assistants are being added to the target occupations list.
- Construction/Utilities – Solar Photovoltaic Installers are being added to the target occupations list.
- Education – Special Education Teachers, Kindergarten, Elementary, Middle School, and Secondary School, Community Health Workers, and Police and Sheriffs Patrol Officers are being added to the target occupations list.
- The Commissioners would like to know if Detention Officers are included in the Police and Sheriffs Patrol Officers SOC code. Katherine Pipoly will follow up.
- Other – Food Service Managers, Lodging Managers, Meeting, Convention, and Event Planners, and Paralegals and Legal Assistants are being added to the target occupations list.

Upon motion by Commissioner Rebeca Clay-Flores and second by Judge Richard Evans, the Committee of Six unanimously approved the Local Plan 2-year Modification.

VIII. ADVISORY COUNCIL ASPEN INSTITUTE UPDATE

Presenter: Katherine Pipoly, COO

- WSA was selected by Aspen Institute Economic Opportunities Program for a Workforce Leadership Academy. Fellow applications will be reviewed and selected for the Leadership Academy. Final report will be presented at the Pitch in December 2023.

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- IX. **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 or Committee of Six (Co6) 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; and**
 - d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo and**
 - e. **Government Code Section 551.089—Discussions regarding Security Devices for Audits.**
- None.**

- X. **ADJOURNMENT**
Presenter: Councilwoman Dr. Adriana Rocha-Garcia, Chair
There being no further business, the Committee of Six meeting adjourned at 1:28 pm.