



BOARD OF DIRECTORS MEETING - MINUTES

Pleasanton Chamber of Commerce

605 2nd St

Pleasanton, TX 78064

October 27, 2023

10:00 AM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Mary Batch, Yousef Kassim, Betty Munoz, Becky Butler Cap, Esmeralda Perez (10:20am), Anthony Magaro, Jerry Graeber, Lowell Keig, Robby Brown, Lisa Navarro Gonzales (10:07am), Eric Cooper (10:14am), Elizabeth Lutz, Ana DeHoyos O'Connor, Angelique De Oliveira, Josh Schneker, Mitchell Shane Denn, Kelli Rhodes, JR Trevino (10:05am), Dawn Dixon

STAFF: Adrian Lopez, Adrian Perez, Gabriela Navarro Garcia, Penny Benavidez, Jeremy Taub, Randy Davidson, Chuck Agwuegbo, Rebecca Espino Balencia, Kristen Rodriguez, Vanessa McHaney, Gabriela Horbach, Brenda Garcia, Daisey Vega, Sylvia Perez, Angela Bush, Ramsey Olivarez, Christine Dever, Dr. Ricardo Ramirez, Gabriela Ore, Jessica Lockhart, Kimberly Villarreal, Manuel Ugues, Sandra Rodriguez, Trema Cote, Victoria Rodriguez

PARTNER STAFF: Amy Contreras

LEGAL COUNSEL: Frank Burney

GUESTS: Jim Erenzo with Collective Strategies, Joel Morgan with Equus Workforce Solutions, Janie Martinez Gonzalez with Webhead, Robert Spencer with Express Employment Professionals, Sandra Torres Richardson with Strategic Links

AGENDA

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

Citizens may appear before the Board of Directors 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 Board of Directors 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

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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: Chairwoman Leslie Cantu

At 10:01am, Chairwoman Leslie Cantu called the meeting to order.

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Chairwoman Leslie Cantu

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

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Chairwoman Leslie Cantu

None.

IV. PUBLIC COMMENT

Presenter: Chairwoman Leslie Cantu

None.

V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. Board of Directors Meeting Minutes – August 18, 2023
- b. Contract Summary and RFP Updates
- c. Educare Update
- d. Texas Rising Star Assessment Update
- e. TRS Contracted Slots Pilot Briefing
- f. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- g. FY24 Child Care Budget Briefing

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- h. Success Stories
- i. Youth Performance Briefing
- j. Youth Career Pathways Events
- k. FY24 Youth Program Goals
- l. Rural & Urban Youth Success Stories
- m. greater:SATX and Talent Pipeline Management Implementation Update
- n. Procurement Diversity Update (SMWVBE)
- o. Sector Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
 - i. Partnership Highlight – Communities In Schools
- p. Performance, Programs, and Operational Updates
- q. Quality Assurance Update & TWC Audit Resolution
- r. Monitoring Outcomes and Technical Assistance
- s. TWC Performance – Median Earnings at Q2

Upon motion by Anthony Magaro and seconded by Mitchell Shane Denn, the Board of Directors unanimously approved the Consent Agenda items a. through s.

VI. ALAMO REGION ASPEN WORKFORCE LEADERSHIP ACADEMY UPDATE AND DISCUSSION

Presenters: Sandra T. Richardson, Janie Martinez Gonzalez, Robert Spencer, Alamo Region Aspen WLA Fellows

- The WLA Fellows presented “The Case for Disrupting Workforce Development”. The Workforce Leadership Academies invest in leaders’ knowledge, skills, and relationships which will then be well positioned to build nimble collaboration so important to the ecosystem’s success. The WLA program approach makes connections to other local leaders, “away time” for reflection and network building, collaborative learning lab around local systems issues, national guest faculty share hard-won lessons, organizational assessments and planning, case studies of innovative approaches, and 360 leadership development. To understand the existing system and make changes in it, the Fellows are encouraged to transform mental models, design underlying structures, anticipate patterns/trends, and react to events.
- The case to disrupt the system: The past has siloed programs, short-term goals, and the organization at the center. The future needs to have integrated programs, long-term goals, and workers at the center. The Fellows have developed four action groups to address these issues: Education & Training Employers, Partnerships, Strategic Navigation (Ecosystem Mapping), and Measures & Outcomes.
- Key Takeaways: Stakeholders, sustainable approach, equity and racial lens, and time and funding. Final recommendations from the Fellows will be presented at the Stakeholder Pitch on December 4, 2023.

VII. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Financial Reports
 - Presented by: Gabriela Navarro Garcia, Controller

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- The August 2023 budget to actual expenditures has a straight-line target of 91.67%, amount expensed is 76.61% with a variance of 15.06%.
- 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 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

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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.

b. Chief Financial Officer Staffing Augmentation Services

Presented by: Jeremy Taub, Director of Procurement and Contracts

- 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.
- Anthony Magaro asked about the estimated annual cost for these services. CEO Adrian Lopez responded that the CFO position in this field is extremely hard to fill. The salary and benefits to pay for this position is slightly below the contractor cost, however, the contractor has helped to not miss a step with all the monitoring visits recently held. He also mentioned that to fill the Controller position took about 10 months to fill, so having a contractor helps fill the void while searching for a new CFO.

Upon motion by Becky Butler Cap and seconded by Anthony Magaro, the Board of Directors unanimously approved the Financial Reports and Chief Financial Officer Staffing Augmentation Services, with Lowell Keig abstaining from the Chief Financial Officer Staffing Augmentation Services.

VIII. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Early Care & Education Committee Chair

a. Childcare Performance Briefing

- WSA's unofficial YTD average for FY23 is 106.68%. Since this number is just above the meets performance threshold, WSA has temporarily paused enrollment, other than the mandatory priority group.
- As of August 21, 2023, 7,524 families are in care, 13,051 children are in care, 4,822 families are on the waitlist, and 8,034 children are on the waitlist.
- Alamo CCS Provider Capacity: 589 total providers, 56,283 total capacity, 140 rural providers, and 13,305 rural capacity.

b. Policy: CCS 11, C6 Maintenance of a Waiting List and Board Priority Groups

- The current policy reads: Local Priority Groups – Children in rural counties will be a local priority until at least 20% of children receiving discretionary funded subsidized childcare do so from the rural counties. When all TWC priority groups have been served, customers from rural counties will have priority until the percentage of rural children in discretionary care has been met.

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- CCS 11, C6 suggests an update to the policy’s section on rural elements as: Local Priority Groups – Children in rural counties will be a local priority until at least the relative allocation percentage provided by WSA based on the FY2024 Rural Services Pilot County-By-County of children receiving discretionary funded childcare scholarships do so from the rural counties.

Upon motion by Eric Cooper and seconded by Betty Munoz, the Board of Directors unanimously approved Policy: CCS 11, C6 Maintenance of a Waiting List and Board Priority Groups.

IX. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

a. Student HireAbility Updates

- Navigators attended the State Transition Conference from July 16 to July 19 in San Antonio, TX. Discussions included Charting the Course refunding under a different name, Next Steps to independence: Skills and strategies, and A Look at the Future of Transition in Texas.
- Planning continues for the November 2, 2023, Alamo Helping Hands Resource Collaboration Event with Southside First/Women’s Unlimited at the South Flores Career Center. Career Exploration Day is being planned in collaboration with Vocational Rehabilitation for January 2024, at the New Braunfels Career Center.

b. SEAL Program Updates

- SEAL provides on the job training, offers workplace readiness training, and helps build transferable skills and learning opportunities for students with disabilities.
- 364 participants were enrolled, 221 were placed in job sites, 152 completed 5 weeks of work, \$240,918.82 was earned, and 22,944.50 hours were worked.
- At the end of August, the program concluded with 53 participating job sites, 184 completed work readiness training, and 4 students were offered permanent positions.
- A challenge was that work readiness training was optional.
- The program hosted a participant ceremony on September 23, employer recognition will be held in January 2024, and a program debrief in December.

X. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Facility Updates

i. Port SA

- This project is on schedule and the final pricing letter from the general contractor has been received and agreed upon. The TI allowance has been renegotiated at \$2,213,750. The anticipated move in date is April 2024.

ii. Walzem/O’Connor

- Estimated build-out costs have been received from the general contractor and negotiations have been finalized. VR staff will co-locate and contribute to the overall cost of build-out and future rent. Construction has begun and has an estimated move in date in January 2024.

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XI. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

Presented by: Adrian Perez, CIO

a. Rural Partnership Update

— The establishment of County Workforce Councils has begun through a process of Community Conversations which reinforces the Local Plan and the implementation of Sector-Based strategy. The first set of meetings have been completed which focused on what WSA brings to the table. The second set of meetings are underway which are focusing on listening sessions. The third round of meetings are being planned and will finalize the initial group of MOUs and Workforce Councils.

b. Changes to Board of Directors Composition

— TWC released WD 21-23 on September 1, 2023, that required the addition of a representative of the childcare workforce. Board representative of the childcare workforce 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. WSA and partner staff are working to ensure a slate is nominated and presented to the Committee of Six on December 6th to include an additional private sector position to maintain the mandated 51% balance of private sector representation. Boards must be composed of a minimum of 27 members.

XII. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Mike Ramsey, Executive Director Workforce Development Office, City of San Antonio

Presented by: Amy Contreras, Assistant to the Director Workforce Development Office, City of San Antonio

— Amy Contreras notified the Board of the upcoming Committee of Six meeting on December 6th and expressed appreciation for the outreach effort to all rural counties.

XIII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

— Reminded the Board of the grant received from DOL and TWC for the PROWD initiative. The exact amount of funding is not yet known but will be reported once received.

b. Ready to Work Program & Monitoring

— A collective amount of 4,800 participants have been enrolled in the Ready to Work program with WSA and its partners.

— Monitoring has been completed and there was one finding with WSA's partner, Chrysalis Ministries, which was a \$5,000 disallowed cost.

c. Update on Datapoint

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Presented by: Penny Benavidez, Director of Public and Government Relations

— The Datapoint open house was on September 15th where new graphics were unveiled and was a well-attended event. Councilwoman Adriana Rocha Garcia presented a proclamation for September to be Workforce Development Month.

d. Media, Marketing, and Communications Update

Presenter: Penny Benavidez, Director of Public and Government Relations

— Media/Public Relations Activity for August to October 2023: 207.5K AVE, 64 total mentions, and 9.3M impressions. CEO Adrian Lopez conducted a Leading SA interview. Top stories: Workforce Development Month, Alamo Hires, Labor Force, Child Care, and Community Conversations.

— In September, the Workforce Wire E-Newsletter was launched and will be released each month.

XIV. CHAIR REPORT

Presenter: Chairwoman Leslie Cantu

a. BOD Attendance and Demographics

— Chairwoman Leslie Cantu decided to forego the Chair Report to enter into Executive Session.

XV. NEXT MEETING: November 17, 2024

XVI. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors 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.

The Board of Directors entered into Executive Session at 11:25am and returned to Open Session at 11:59am. No action was taken during Executive Session.

XVII. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

Upon motion by Eric Cooper and seconded by Anthony Magaro, Chairwoman Leslie Cantu adjourned the meeting at 12:00pm.

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CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions Alamo Board of Directors Meeting

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTORS MEETING, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE MEETING CONDUCTED ON OCTOBER 27, 2023, AT 11:25 AM.

1. The Executive Session began with the following announcement by the presiding officer: **“The Workforce Solutions Alamo Board of Directors Meeting is now in Executive Session on October 27, 2023, at 11:25 AM pursuant to exceptions under Government Code 551.”**

2. SUBJECT MATTER OF EACH DELIBERATION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board of Directors 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:

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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 – 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 October 27, 2023, at 11:59 AM.**

DocuSigned by:

Leslie Cantu

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(signature)

Leslie Cantu, Chair