



ANNUAL BOARD OF DIRECTORS MEETING - MINUTES

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

November 17, 2023

10:00 AM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Mary Batch (10:06am), Yousef Kassim, Becky Butler Cap, Esmeralda Perez, Anthony Magaro, Ben Peavy, Lowell Keig, Lisa Navarro Gonzales (10:18am), Eric Cooper, Elizabeth Lutz (10:08am), Ana DeHoyos O'Connor, Dr. Sammi Morrill, Mitchell Shane Denn, Kelli Rhodes, Allison Greer Francis, Angelique De Oliveira (10:04am), JR Trevino (10:14am)

STAFF: Adrian Lopez, Adrian Perez, Teresa Chavez, Gabriela Navarro Garcia, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Dr. Ricardo Ramirez, Rebecca Espino Balencia, Kristen Rodriguez, Manuel Ugues, Gabriela Horbach, Roberto Corral, Brenda Garcia, Jason Rodriguez, Sylvia Perez, Angela Bush, Gabriela Ore, Victoria Rodriguez, Christine Dever, Vanessa Garcia, Sandra Rodriguez, Ramsey Olivarez, Aaron Bieniek, Aaron Smith, Chuck Agwuegbo, Trema Cote

PARTNER STAFF: Amy Contreras, Cliff Herberg

LEGAL COUNSEL: Frank Burney

GUESTS: Jim Erenzo with Collective Strategies, Maryanne Gooley

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 the 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 meeting between each Board member sufficient that Board members and public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

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.

Please join WebEx meeting from your computer, tablet, or smartphone.

You can also dial in using your phone.

United States (Toll Free): 1-415-655-0002

<https://wsalamo.webex.com/wsalamo/j.php?MTID=m76721cd4a6408d087ea2f7e0f7ae0ea6>

Access Code: 2488 882 0210

New to WebEx? Get the app now and be ready when your first meeting starts:

<https://www.webex.com/>

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 – October 27, 2023

b. Contract Summary and RFP Updates

c. Childcare Performance Briefing

d. Texas Rising Star Assessment Update

e. TRS Contracted Slots Pilot Briefing

f. Entry Level Designation & Efforts Towards Increasing and Accessing Quality

g. Success Stories

h. Procurement Diversity Update (SMWVBE)

i. Facility Updates

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- i. Port SA
- ii. Walzem/O'Connor
- j. Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
- k. Quality Assurance Update
- l. Monitoring Outcomes and Technical Assistance
- m. TWC Performance – Claimant Reemployment Within 10 Weeks
- n. Performance, Programs, and Operational Updates

Upon motion by Eric Cooper and seconded by Ana DeHoyos O'Connor, the Board of Directors unanimously approved the Consent Agenda items a. through n.

VI. 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

- 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.
- 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 are 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.
- 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 Funding 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.
- Lowell Keig asked if the HHSC referrals are low due to demand. CEO Adrian Lopez responded that the data has been tracked for about 2 years and the referrals have shown to drop by about 50%. He added that salaries have increased which

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

might make individuals not qualify and be ineligible. He also stated that to better utilize these funds, Education Navigators will be added to work within schools. Chairwoman Leslie Cantu stated that she has been asked to apply for an appointment to the Senate Bill 2315 Task Force in preparation to consolidate services between TWC and HHSC, which might help address some of these issues.

- 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.

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

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

a. Teacher Appreciation Survey Results

- As of May 1, 2023, 556 CCS providers with an active agreement in the Alamo area were given the opportunity to participate in the Teacher Appreciation Survey. A monetary incentive was provided upon the completion of the survey. This monetary incentive was to assist programs with staff salaries, bonuses, fringe benefits, training, and/or staff development.
- An overall budget of \$500,000 was set aside for this incentive. Providers received an opportunity to submit documentation for the Teacher Appreciation Grant. The requirement consisted of completing and submitting a Memorandum of Agreement (MOA), as per deadline on June 30, 2023. Providers who submitted documentation were given the opportunity to complete the Teacher Appreciation Survey to finalize the incentive.
- 427 providers chose to participate. There are 57,214 available CCS slots, 30,581 enrolled children, and 10,254 enrolled with CCS funding.
- The survey results show the top three childcare relief funding to be in payroll, supplies, and employee retention bonuses.
- The Alamo expenditure total is \$207,134,913 with the state expenditure totaling to \$2,659,451,694.
- The survey showed that the providers would like the area of quality funding to continue to be invested in higher wages, indoor-outdoor equipment, curriculum, and professional development.
- For participation in a cohort, the survey showed that 223 centers are participating, 116 are currently TRS, 8 are participating but not with WSA, 30 are not participating but are interested, and 44 are not participating.
- For TRS designation status, the survey showed that 10 are 2-star, 33 are 3-star, 112 are 4-star, 263 are ELD, and 9 were not sure for a total of 427 centers.
- For potential childcare center closures, the survey showed that 9 are closing due to TRS requirements, 12 are closing due to funding, 4 are closing due to staffing, and 3 are closing due to something related to COVID.
- Looking Ahead: Organize focus groups with providers and assess activities in areas for improvement for initiatives awarded to all programs.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. Aspen Institute Workforce Leadership Academy
 - Fellows have conducted their research and interviewed experts that align with their topics: Education & Training for Employers, Partnerships, Strategic Navigation: Ecosystem Mapping, and Measures & Outcomes.
 - Board Members are encouraged to attend and hear the final recommendations at the Stakeholder Pitch on December 4th.
- b. Update on Local Plan
 - i. Community Conversations
 - WSA is continuing to meet the compliance objectives of the rural judges.

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. TWC Annual Monitoring
 - TWC conducted its annual monitoring and completed the onsite testing from October 10th through the 24th. The Exit Conference Report included the following items (these items may change when TWC issues the Final Report):
 1. Fiscal Disbursements (repeat finding related to procurement and potential questioned costs) for Syndicate Wave – Procurement Consultant and Martin & Drought – Legal.
 2. Leases (repeat finding) for Marbach Workforce Center, San Antonio Food Bank, and Port Authority of San Antonio.
 3. Procurements for professional development training services for childcare providers and mechanical services (handyman). Ana DeHoyos O'Connor asked for the specifics on the professional development training services for childcare providers. Dr. Ricardo Ramirez responded that this was due to one of the staff evaluators not signing and having on file the conflict-of-interest form.
 4. Personal Identifiable Information (PII) – TWC had a walkthrough at the Marbach Workforce Center which showed lack of barriers to cover/secure PII at the reception desk and unsecured emails and passwords found in staff cubicle. Ben Peavy advised WSA to look at both the physical and technical issues of this finding.
 - Next step is the Initial Resolution Notification with 45 days for WSA to resolve issues.
 - i. Draft Plan for Responses
 - TWC indicated that the board improperly amended two contracts by adding services to the existing scope and increasing costs not provided for by the original proposal solicitation and contract documents. Amending contracts beyond the original scope, length, and amount is not permitted unless provided for in the original contract.
 - Legal Services Contract amended to increase the budget. The contract exceeded the budget of \$90,000 annually.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- Procurement Consultant Contract extended and increased the scope of the contract and increased the budget. The contract exceeded the budget of \$20,700 over a four-month period.
- The lease at the San Antonio Food Bank had improperly dated the needs determination and market assessment. They were dated after the lease execution.
- The lease at the Port Authority of San Antonio had improperly dated the needs determination and market assessment. They were dated after the lease execution.
- As an outcome of the recommendations and technical assistance provided from TWC, the board shall take the following steps to continue to strengthen controls around procurement processes.
- Develop expenditure tracking processes and reporting monitor budget spend rates to prevent exceeding unauthorized contract expenditures.
- Revise Standard Operating Procedures to outline the conditions for amending contracts, including proper procedures adding additional services that were not originally procured. Procurement staff will expand coordination with the fiscal department, programs and operations, and quality assurance as appropriate to obtain necessary information to complete each amendment and include topic in monthly board staff training.
- The board staff will conduct a subsequent internal review of all property leases. This process will further analyze the existing leasing to ensure they align with TWC's Financial Manual for Grants Contracts and WSA's Lease Procurement procedures.

X. NOMINATIONS COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Nominations Committee Chair

a. Nomination Slate of Officers for 2024 (Chair, Vice Chair, and Secretary)

- The current officers for 2023 are Leslie Cantu as Chair, Mary Batch as Vice Chair, and Yousef Kassim as Secretary.
- The Nominations Committee solicited for nominations for officers of the Board of Directors.
- Qualifications include the Chair and Vice Chair must be from the private sector category and all nominees must have at least a 75% attendance rate. All nominees meet these requirements.
- Positions will be contingent upon the appointments determined by the Committee of Six for Leslie Cantu and Yousef Kassim.
- The following slate has been approved by the Nominations Committee on October 26, 2023: Leslie Cantu has been nominated as Chair, Mary Batch has been nominated as Vice Chair, Yousef Kassim and Dr. Sammi Morrill has been nominated as Secretary. There were no other nominations from the floor for these officer positions.

Upon motion by Ana DeHoyos O'Connor and seconded by Lowell Keig, the

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

Board of Directors unanimously elected Leslie Cantu as Chair for the 2024 calendar year.

Upon motion by Eric Cooper and seconded by Elizabeth Lutz, the Board of Directors unanimously elected Mary Batch as Vice Chair for the 2024 calendar year.

As to Secretary for the 2024 calendar year, Yousef Kassim was elected by a vote of 8-6, with Chairwoman Leslie Cantu abstaining.

XI. 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

- The Committee of Six meeting will be held on December 4, 2023, and will be reviewing the applicants for the Board of Directors for WSA.
- There has been a staffing change in AACOG. Diane Rath has resigned, and her replacement is Cliff Herberg, who will now be the representative of the Rural Area Judges.

XII. CEO REPORT

Presenter: Adrian Lopez, CEO

a. WSA Presentations:

i. City of Kenedy

- CEO Adrian Lopez presented to the staff of the City of Kenedy for a day for orientation and staff development.

ii. TWC Business Summit

- CEO Adrian Lopez was on a panel and presented to the TWC Business Summit at the San Antonio Food Bank.

iii. Ready to Work “Future of Workforce”

- CEO Adrian Lopez spoke at the Ready to Work “Future of Workforce” which was hosted by the City of San Antonio and attended by Commissioner Demerson.

b. Applications for Funding

- This week TWC recognized WSA as one of the boards who received PROWD funding.

c. Ready to Work Program & Monitoring

- Approximately 2,400 individuals are enrolled in training and the continuing focus will be on job placements.

d. Media, Marketing, and Communications Update

Presenter: Penny Benavidez, Director of Public and Government Relations

- Media/public relations activity for November is 1.3M impressions and 9 total mentions.
- WSA recently held their 12th Annual Hiring Red, White & You! event on November 7th, which was covered by News 4 San Antonio. This event

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

was attended by 1,058 job seekers, 113 employers, and 25 resources.

XIII. CHAIR REPORT

Presenter: Chairwoman Leslie Cantu

- a. BOD Attendance and Demographics
 - Chairwoman Leslie Cantu thanked the board for their commitment, dedication, and guidance through 2023. She also recognized Becky Butler Cap and Ben Peavy for their service on the board.
- b. Discussion and Possible Action on CEO Adrian Lopez Employment Agreement
After Executive Session, Anthony Magaro made the motion to modify CEO Adrian Lopez's contract as follows: An increase of 5% to the State Cap, a bonus of 10%, and a one-year extension of his contract to September 30, 2027. The motion was seconded by Ana DeHoyos O'Connor and unanimously approved by the Board of Directors.

XIV. NEXT MEETING: TBD, 2024

XV. 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 10:56am and returned to Open Session at 11:25am. No action was taken while in Executive Session.

XVI. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

Upon motion by Eric Cooper and seconded by Lowell Keig, Chairwoman Leslie Cantu adjourned the meeting at 11:29am.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

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 DIRECTOR MEETING, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE MEETING CONDUCTED ON NOVEMBER 17, 2023, AT 10:56 AM.

1. The Executive Session began with the following announcement by the presiding officer: **“The Workforce Solutions Alamo Board of Director Meeting is now in Executive Session on November 17, 2023, at 10:56 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:

- 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.**
3. No further action was taken.
 4. The Executive Session ended with the following announcement by the presiding officer: **“This Executive Session ended on November 17, 2023, at 11:25 AM.**

DocuSigned by:

Leslie Cantu

907F6E1B694F475...

(signature)

Leslie Cantu, Chair