



EXECUTIVE COMMITTEE MEETING - MINUTES

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

October 20, 2023

10:00 AM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Mary Batch, Yousef Kassim (10:03am), Eric Cooper, Ana DeHoyos O'Connor, Dr. Sammi Morrill, Anthony Magaro

STAFF: Adrian Lopez, Adrian Perez, Teresa Chavez, Gabriela Navarro Garcia, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Randy Davidson, Chuck Agwuegbo, Caroline Goddard, Dr. Ricardo Ramirez, Rebeca Espino Balencia, Kristen Rodriguez, Vanessa McHaney, Manuel Ugues, Gabriela Horbach, Brenda Garcia, Daisey Vega, Sylvia Perez, Angela Bush, Christine Dever, Belinda Gomez, Sandra Rodriguez, Trema Cote

PARTNER STAFF: Abigail Garcia, Amy Contreras

LEGAL COUNSEL: Frank Burney

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 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: Leslie Cantu, Committee Chair
At 10:00am, Chair Leslie Cantu called the meeting to order.
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Committee Chair
The roll was called, and a quorum was declared present.
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Leslie Cantu, Committee Chair
None.
- IV. PUBLIC COMMENT
Presenter: Leslie Cantu, Committee Chair
None.
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)
Presenter: Leslie Cantu, Committee Chair
 - a. Meeting Minutes – August 11, 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
 - 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

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- 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 Ana DeHoyos O’Connor, the Committee unanimously approved the Consent Agenda items a. through s.

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 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

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- 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 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.
 - Ana DeHoyos O'Connor recommended promoting teacher and educator jobs in the childcare industry at events for Ready to Work due to the need in that sector.
 - Anthony Magaro asked about the percentage of those placed in jobs versus those who have completed training for Ready to Work. Rebecca Espino Balencia stated it has about a 50% success rate. Amy Contreras added that once the participants have completed training, they have six months to be placed in a quality job. CEO Adrian Lopez added that the data is behind, so these individuals could be working already in the industry they were trained for.
- b. Chief Financial Officer Staffing Augmentation Services
Presented by: Randy Davidson, Assistant 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.

Upon motion by Eric Cooper and seconded by Ana DeHoyos O'Connor, the Committee unanimously approved the Chief Financial Officer Staffing Augmentation Services and Financial Reports.

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VII. 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. The totals on the waitlist include 1,927 infants, 2,214 toddlers, 1,981 preschool children, and 1,918 school age children.
- 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.
- 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 Dr. Sammi Morrill and seconded by Eric Cooper, the Committee unanimously approved Policy: CCS 11, C6 Maintenance of a Waiting List and Board Priority Groups.

VIII. 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.

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- 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.
- Mary Batch asked how these programs are being outreached in the community for employers to learn about this opportunity. Anthony Magaro answered that involvement in career fairs helps. COO Teresa Chavez added that promotion started in January when it usually starts in April or May, orientation was held within the school districts, and resource fairs within the school districts. Mary Batch responded that an opportunity is being missed to do outreach to employers so they can be engaged and have opportunities like this. CEO Adrian Lopez stated that there are some improvements to be made on the employer side.

IX. 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. A pre-construction kickoff meeting was held on Monday of this week. The IT dept will go in around December to start running data lines and data drops. 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. Construction has begun and has an estimated move in date in January 2024.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. Rural Partnership Update

Presented by: Adrian Perez, CIO

- The establishment of County Workforce Councils has begun through a process of Community Conversations. The second meetings are underway with the third round of meetings being planned. County outreach and action plans will be substantiated through MOUs that will form the basis for partnerships in support of the Local Plan.
- Ana DeHoyos O'Connor asked what kind of data is being collected from the community to show the Area Judges when they ask for an update. Adrian Perez responded that the development of the CASD report will show the county allocation dollars along with the outreach being done.

b. Changes to Board of Directors Composition

Presented by: Adrian Perez, CIO

- TWC released WD 21-23 on September 1, 2023, that required the

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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.

XI. CEO REPORT

Presenter: Adrian Lopez, CEO

a. Applications for Funding

- Letters of support have been provided to the University of Texas at San Antonio and Del Mar College.
- WSA has been working with TWC on a pilot project focusing on second chance populations.

b. Ready to Work Program & Monitoring

- The monitoring is close to being complete. There is one potential cost-related issue with Chrysalis Ministries. Working to clear that finding.

c. Update on Datapoint

- The open house was successful with board members, Councilwoman Rocha Garcia, and Commissioner Dennison in attendance.

XII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

a. BOD Attendance and Demographics

- CEO Adrian Lopez's evaluation and compensation review will be coming up for discussion at the next board meeting.

XIII. NEXT MEETING: TBD, 2024

XIV. 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

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and Employees of Workforce Solutions Alamo; and
e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.
None.

XV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

Upon motion by Eric Cooper, Chair Leslie Cantu adjourned the meeting at 11:17am.

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