



## **EXECUTIVE COMMITTEE MEETING - MINUTES**

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

**February 16, 2024**

**10:00 AM**

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

**STAFF:** Adrian Lopez, Angela Bush, Christine Dever, Chuck Agwuegbo, Dr. Ricardo Ramirez, Gabriela Navarro Garcia, Jeremy Taub, Jessica Villarreal, Kristen Rodriguez, Penny Benavidez, Rebecca Espino Balencia, Teresa Chavez, Vanessa McHaney, Victoria Rodriguez, Gabriela Ore, Gabriela Horbach, Manuel Ugues, Roberto Corral, Brenda Garcia, Daisey Vega, Sylvia Perez, Alfred Salazar, Ramsey Olivarez, Vanessa Garcia

**PARTNER STAFF:** Cliff Herberg, Amy Contreras

**LEGAL COUNSEL:** Frank Burney

**GUESTS:** None.

### **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 – October 20, 2023
  - b. Contract Summary and RFP Updates
  - c. Financial Reports
  - d. Ready to Work Analysis and Update
  - e. TWC FY22 Audit Acceptance
  - f. FY23 Audit Engagement & Timeline
  - g. Partner Update: Mayor’s Commission on the Status of Women
  - h. Childcare Performance Briefing
  - i. TRS Contracted Slots Pilot Briefing
  - j. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
  - k. Success Stories
  - l. Youth Program Briefing
  - m. Youth Career Pathways Events

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- n. FY24 Youth Program Goals
- o. Rural & Urban Youth Success Stories
- p. Texas Veterans Commission Update
- q. Vocational Rehabilitation Update
- r. Ready to Work Update
- s. Procurement Diversity Update (SMWVBE)
- t. Sector-Based Model Update – Sector-Based Score Cards & Strategic Partnership Manager Update
- u. Ready to Work Analysis
- v. Quality Assurance Update
- w. Monitoring Outcomes and Technical Assistance
- x. TWC Equal Opportunity Monitoring (Final Report/Letter)
- y. TWC Performance – Number of Employers Receiving Workforce Assistance
- z. Update on Implementation of Recommendations from the Procurement Consultant
- aa. Performance, Programs, and Operational Updates
- bb. IT Implementation

**Upon motion by Ana DeHoyos O'Connor and seconded by Mary Batch, the Committee unanimously approved the Consent Agenda items a. through bb.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

a. Budget Amendment #1

Presented by: Gabriela Navarro Garcia, Controller

- This budget amendment includes a reconciliation of projections to actual awards and FY23 grant closeouts.
- Budget is increasing by \$5,755,950 representing a 3% increase from \$192,112,907 to \$197,870,857.
- Summary of Increases by Budget Category: Corporate - \$110,000, Reserve - \$110,802, Projects - \$155,666, and Service Delivery - \$5,381,842.
- Corporate Expenditure Increases: Marketing at \$50,000 for general marketing promoting initiatives that are not program specific, Payroll Service Fees at \$10,000 for payroll services that are currently being procured and additional costs may be incurred if there is a change in vendor, and Non-Federal at \$50,000 for unforeseen general expenditures that cannot be charged to TWC. Ana DeHoyos O'Connor asked for an explanation of the marketing costs. Penny Benavidez explained that these funds will be used for the branding at Port SA, O'Connor, the mobile unit, and other activities. Angela Bush added that marketing costs are different than program outreach costs because program outreach can be charged to a specific program. These marketing funds are more generalized.
- Reserve and Special Project Increases: Reserve increase of \$110,802 is for additional surplus projected from SEAL and Ready to Work. The total expected FY24 surplus is \$325,000, of which \$250,000 is from Ready to Work, reserved for any questioned cost until program completion and final audit. For Projects

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increase of \$155,666, San Antonio Area Foundation and the Aspen Institute were extended into FY24. These programs support capacity building, the Workforce Academy, and the Aspen Institute.

- Service Delivery Significant Changes: TANF (\$1,164,611) – This decrease aligns TANF back to historical spending rates, WIOA Upskill and Training \$170,471 – New TWC initiative focusing on training for high-demand occupations, Ready to Work \$3,697,343 – This is a three-year award for approximately \$65M and the projection through FY24 is \$44M, Child Care Discretionary has an increase of \$1,518,051, Child Care Mandatory (\$1,551,657) – Additional funding can be requested as needed for protected populations, Child Care Quality \$568,479 – For operations, provider incentives, supplies, and professional development, and Child Care Quality Providers has an increase of \$2,450,000.

**Upon motion by Yousef Kassim and seconded by Ana DeHoyos O'Connor, the Committee unanimously approved Budget Amendment #1.**

b. Purchase of Teachers Externship Services

Presented by: Jeremy Taub, Director of Procurement and Contracts

- The purpose is an externship for participating educators of high demand skill sets needed for the top industries and occupations.
- The contractor will work with educators to enhance their teaching practices through professional development to create and implement externship focused lessons.
- The recommended contractor is Alliance for Technology Education in Applied Math and Science, ATEAMS.
- The term is a twelve-month contract with four one-year renewals in the estimated annual amount of \$162,251, contingent upon award of TWC grant funds.

**Upon motion by Dr. Sammi Morrill and seconded by Anthony Magaro, the Committee unanimously approved the recommendation to award the contract for teachers' externship services to Alliance for Technology Education in Applied Math and Science, ATEAMS.**

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

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

a. Texas Rising Star Assessment Update

- 181 centers are currently certified centers for Texas Rising Star, which is 31%.
- The early care team is attending several meetings with TWC and CLI, which is the new contractor in charge of center assessments. There is a slight pause on center assessments until the contractor gets fully acclimated to their role.
- Alamo CCS shows 589 total providers with a capacity of 56,370. There are 134 rural providers with a capacity of 12,629.
- Leslie Cantu stated that once the Texas Rising Star program is fully implemented, then children can only be placed in a quality center. She stated that extensive outreach has been done to the centers, but asked if there has been any outreach to the parents. Ana DeHoyos O'Connor responded that the partners

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have been having discussions on reaching out to parents to show them how to select a quality center and to understand this program and process. Jessica Villarreal added that they are currently incentivizing parents who choose a TSR center, and because of this parents are understanding what a TSR center means.

## VIII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

### a. Youth-Related Special Initiatives

#### i. SEAL

- In 2023, there were 515 students placed with 64 different employers. An event was held in January 2024 that was aired on News 4. It was attended and recognized by Commissioner Joe Esparza.
- The SEAL 2024 employer recruitment has begun. Partner meetings began February 1, and the community referral link is open.

#### ii. HireAbility

- Navigators continue to participate in Rural Career Exploration activities. Since the beginning of January 2024, over 1,000 youth have been exposed to information on the Texas Career modules.
- Southwest Research Institute has scheduled two different tours of their campus for high school students who are interested in STEM occupations.
- The New Braunfels “EmpowerAbility” event is under construction which will expose youth with disabilities to the industries of Healthcare, Manufacturing, and Food and Accommodations in mid-March 2024. A morning of fun hands-on activity conversations and sessions will spark youth to envision a bright future.
- WSA will have a youth booth at the San Antonio Rodeo and Stock Show targeting students from over 600 middle and high school teams active in Ag Mechanics.

## IX. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

Presented by: Jeremy Taub, Director of Procurement and Contracts

### a. Facility Updates

#### i. Kerrville

- The existing 5,000 square foot facility lease is expiring April 30, 2024, and a new procurement was completed in 2023.
- This will be a full-service lease with an estimated monthly rent of \$9,000 to \$9,900 and an estimated annual rent of \$108,000 to \$118,900.
- Next steps are to negotiate a new agreement with an anticipated contract term of five years with three five-year renewals.
- The procurement assessment includes location to customer populations and growth rate, access to public transportation and parking, space requirements of square footage, proximity to the concentration of jobs, annual rent, and compliance with the Americans with Disabilities Act

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(ADA).

- Leslie Cantu asked if any contact has been made with the local elected officials to see if they had any recommendations on the location. CEO Adrian Lopez responded that he can have a conversation with them before the full board meeting, however, this is a prime location and is located right next to the chamber of commerce.
- Ana DeHoyos O'Connor wanted to confirm that an analysis had been done along with due diligence. Jeremy Taub confirmed and stated that these procedures have been implemented over the past year.

**Upon motion by Yousef Kassim and seconded by Ana DeHoyos O'Connor, the Committee unanimously approved to move forward to negotiate and execute the Kerrville lease.**

ii. Port SA

- The tentative opening is May 2024. Weekly progress meetings are being conducted. Construction remains on schedule and is at 65% completion. The monthly rent will be \$28,365, with 5% annual escalation. A discussion was held about involving employers to help expose the community to different types of industries at the Port SA location. Ana DeHoyos O'Connor asked to include at all locations a QR code to speak about childcare in the area and quality centers.
- Dr. Sammi Morrill asked how many staff will be at this location. Brenda Garcia stated that there will be about 60-70 staff members to include C2, SERCO, TWC, and TVC staff. Dr. Morrill also asked if they are moving from other locations. Brenda Garcia answered that the staff will be coming from the Marbach location that will be closing.

iii. Mobile Unit

- The tentative opening is July 2024. Periodic progress meetings are being conducted. Construction remains on schedule and is at 20% completion.
- Penny Benavidez stated that she is currently working with Texas Creative on the outside design of the bus with having exterior flexible space and a marketing tool kit.

X. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. Update on Improvements from TWC Annual Monitoring

Presented by: Dr. Ricardo Ramirez, Director of Quality Assurance

- Continuous Improvement Actions: Review policies and procedures, training, monitoring, increased oversight, and documenting progress, review the items during the monthly board/contractor meetings and offer technical assistance, develop TEAMS portal to centralize and manage progress and improvement efforts, contractor staff to intensify their internal monitoring reviews to focus on attributes that TWC will test and submit their monitoring results to board staff regularly, implement an informal regular review/sampling of the attributes in question, and prepare the needed documentation for submission to TWC.

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- PII: A lack of barriers to protect PII at the reception area was a finding. To improve this board staff has evaluated each center's VOS greeter process, moved screens facing the public and added screen protectors, and identified the center challenges at each center and working to remove those barriers. Unsecure PII in the physical environment was also a finding. To improve this board staff has implemented a layered approach for the walkthrough at the centers, performing unannounced walkthroughs regularly, performing formal final testing, and staff training is being scheduled for contractors to address the findings.
- Procurement: TWC monitoring concerns included contracts, leases, and procurement processes. For contracts, exceeded the budget and amended the scope of work. Board staff is ensuring amendments of contracts are not outside the original scope, length, and amount unless provided for in the original contract. For leases, the required forms were improperly dated for two leases. The forms were added following last year's review per direction provided by TWC Audit Resolution. For procurement processes, the required forms were missing or not completed. Board staff will provide ongoing training for procurement staff and will also require a more detailed justification for all contract actions through a coordinated memo review process.
- The final audit resolution letter is expected where WSA will address its efforts to improve policies and practices.

b. UI Weekly Work Search Contact Requirement

- The primary purpose of the weekly work search contact requirement is to assure claimants are able, available, and actively seeking work. Boards are required to conduct an annual analysis of the minimum number of weekly work search contacts for each county.
- Some of the factors when evaluating the number of work search contacts required include population, labor force/market information, employment opportunities, and work search requirements in neighboring or similar counties.
- The 2024 proposed weekly job search requirement is to remain at five for all counties.
- Anthony Magaro asked how the job searches are tracked and audited for the claimants. CEO Adrian Lopez stated that it is a requirement for the claimants to turn in their job searches to receive their UI benefits. Brenda Garcia added that TWC does a spot check with the employer as the claimants turn in their job search logs.

**Upon motion by Anthony Magaro and seconded by Mary Batch, the Committee unanimously approved for the UI weekly work search contact requirement to remain at five for all counties.**

c. Workforce Center Certifications

Presented by: Gabriela Ore, Programs Manager

- Each workforce area must include at least one comprehensive center where all required workforce partner programs and services are available, either

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physically co-located or through direct linkage. Direct linkage through technology provides customers with access to program staff who can provide meaningful information or services for those workforce partner programs not physically located in a comprehensive center.

- An affiliate site is a workforce solutions office where job seekers and employers can access programs, services, and activities of one or more workforce partners and where the operation of the workforce solutions office adds a cost to the board's operational budget, or the board is responsible for oversight and management of the center.
- WSA workforce centers met the standards required by WIOA during TWC review. Hondo, Pleasanton, Seguin, Kerrville, Bandera, Pearsall, Boerne, New Braunfels, Fredericksburg, Floresville, Kennedy, East Huston, DataPoint, South Flores, Marbach, and Walzem are workforce centers that are now certified for the next three years starting on December 20, 2023. A Y-9 form has been submitted for Tilden, Bexar County Justice Center, MFSP at JBSA, and SA Food Bank.

## XI. CEO REPORT

Presenter: Adrian Lopez, CEO

### a. Applications for Funding

- Letters of support have been provided to Catholic Charities and The Children's Shelter. Methodist Healthcare Ministries' Prosperemos Juntos Thriving Together is in the second phase of their grant and WSA is supporting both Culturingua and American Indians in Texas.
- The contract has just been signed for the PROWD Initiative in partnership with Chrysalis Ministries, Goodwill Industries, and CrossPoint for \$1.1M.

### b. WSA Internship Program Report

- Reported on successes and lessons learned. \$57,656.34 has been paid out to the six interns with 2,745.54 part-time hours worked.

### c. Ready to Work

### d. Media, Marketing, and Communications Update

Presenter: Penny Benavidez, Director of Public and Government Relations

- From December 2023 to January 2024, total media value is \$61,500 with 39 mentions. Judge Cude mentioned in the Pleasanton Express WSA's support in a new internship program for high school students.
- A SEAL employer recognition event was held on January 12, 2024.
- A childcare backpack project has been initiated in collaboration with the childcare team. A tag with a QR code in both English and Spanish was created to encourage parents of children in care to explore careers. It contains a digital parent toolkit with access to career exploration, job search through WIT, link to calendar of events, access to family resources, career exploration activities for children, and the Youth Empowerment Services program.
- Followers are increasing in the social media platforms.
- CEO Adrian Lopez congratulated and thanked Penny Benavidez for her contributions to WSA as she will be moving on to a different company.

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XII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

a. BOD Attendance and Demographics

- Chair Leslie Cantu recognized Yousef Kassim for receiving the Compass Guidance Award for all the work he does for the second chance community.
- Chair Leslie Cantu stated that in January she was appointed by the governor to the Senate Bill 2315 Task Force in the event that federal legislation changes in which they are anticipating allowing some consolidation of TWC's and Health and Human Services Commission's functions. She will be looking to board members and the CEO for their expertise to ensure she will bring the region's feedback to the process.
- CEO Adrian Lopez added that the issue with the O'Connor location has been resolved and have been fully reimbursed of funds.

XIII. NEXT MEETING: April 12, 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 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 Yousef Kassim, Chair Leslie Cantu adjourned the meeting at 11:31am.**