



## **EXECUTIVE COMMITTEE MEETING - MINUTES**

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

**August 11, 2023**

**10:00 AM**

**BOARD OF DIRECTORS:** Leslie Cantu (Chair), Mary Batch, Yousef Kassim, Eric Cooper, Ana DeHoyos O'Connor, Dr. Sammi Morrill (10:05am), Anthony Magaro (10:24am), Dr. Burnie Roper, Esmeralda Perez

**WSA STAFF:** Adrian Lopez, Adrian Perez, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Dr. Ricardo Ramirez, Rebecca Espino Balencia, Terry Trevino, Vanessa McHaney, Randy Davidson, Jennifer Ledford, Christine Dever, Manuel Ugues, Roberto Corral, Brenda Garcia, Jason Rodriguez, Sylvia Perez, Angela Bush, Aaron Bieniek, Sandra Rodriguez, Trema Cote, Aaron Smith

**PARTNERS:** Diane Rath, Mike Ramsey, Amy Contreras, Cliff Herberg

**WSA LEGAL COUNSEL:** Frank Burney, Karen Monsen

**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 Linda Martinez at (210) 272-3250.

***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.***

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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 – June 9, 2023
  - b. Contract Summary and RFP Updates
  - c. Update on Procurement Process Completion
  - d. Financial Reports
  - e. Early Matters Update
  - f. Child Care Performance Briefing
  - g. TRS Contracted Slots Pilot Briefing
  - h. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
    - i. Pre-K 4 SA
    - ii. United Way
    - iii. Region 20
  - i. Success Stories

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- j. Procurement Diversity Update (SMWVBE)
- k. Local Plan Update
- l. Sector Based Model Update
  - i. Sector Based Score Cards
  - ii. Strategic Partnership Manager Update
- m. Performance, Programs, and Operational Updates
- n. Quality Assurance Update & TWC Audit Resolution
- o. Monitoring Outcomes and Technical Assistance
- p. TWC Performance – Youth Employed/Enrolled
- q. Contract Award Job Placement and Worksite Monitoring Services (SEAL FY24)
- r. Contract Renewal Legal Services
- s. Policy for Board-Provided Meals
- t. Policy for Internal Monitoring and Oversight of Cash Substitutes

**Upon motion by Eric Cooper and seconded by Mary Batch, the Committee unanimously approved the Consent Agenda items a. through t.**

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

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. FY24 Budget
  - In the FY23 budget amendment #2 the total budget was \$174,234,415 and the FY23 projected expenditures are \$160,216,478. The proposed budget for FY24 is \$192,112,907, which is a 10.26% increase over the previous fiscal year.
  - From FY19 to FY24 the budget has increased from \$104,694,229 to \$192,112,907.
  - Staffing Changes: The budget includes 50 FTEs, which is no change from the previous year. The budget includes part-time interns. It includes options for staff increase such as 3% COLA, 2% maximum merit, SHRM is estimated employers to increase salaries in FY24 by 4.6% so this is consistent with market rates, and 3% performance incentive for exemplary performance as outlined in the board's incentive policy.
  - Other Corporate: Board facilities 12.58% for CAM increases, off-site storage, security system, and HVAC repairs. Equipment related increase by 9.31% for replacement of computers that exceed useful and cloud-based infrastructure. Professional services 6.83% increase for monitoring, legal, other consulting, and temporary staffing services.
  - Workforce Centers: Increase of 15.2% or \$1,026,096 for delivery of Mobile Unit in spring 2024, dedicated CDL driver, Port San Antonio relocation from Marbach, Walzem relocation, and cloud-based technology upgrades to telephones and resource rooms throughout the workforce centers.
  - Reserve and Projects: The Child Care Direct Reserve is \$10,677,098. Projected surpluses are \$214,170 for SEAL at \$60,301 and Ready to Work at \$153,869. Workforce Commission initiatives projects are Red, White & You! and Careers in Texas Industries.
  - Service Delivery: An increase of 10.65% or \$15,785,012 is reflected by

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significant program increases for Ready to Work carry over \$13,696,050, WIOA Youth Services \$627,971, and WIOA Adult Services \$332,446. Covid-19 expired for several grants in FY23, which are highlighted in Line-Item Budget.

- Service Delivery Components: WFC operations and management direct client expenditures which includes tuition, training, work experience, and support services.
- FY24 Service Delivery budget including Ready to Work is \$164,004,337.03 and excluding Ready to Work is \$137,509,217.55. The childcare reserve is \$10,677,097.40.
- FY24 Service Delivery Resource Allocation – Historical Perspective: Before FY21, WSA did not find a budget broken out by county by fund. In FY21, the budget presentation packet showed the Formula Funds were broken out by county and fund. In FY22 and FY23, the average percentage from the Formula Funds was applied to all other Workforce Programs. Historically, the board has utilized a benchmark of 80% Urban and 20% Rural Service Delivery.
- Based on initial estimates, an analysis was completed for each fund resulting in an FY Service Delivery average of 82% for Urban and 18% for Rural. Previously the board would analyze urban and rural expenditures in the aggregate; the partners requested that we now monitor expenditures at the individual county level. A budget amendment should be complete if any county or fund exceeds a 10% straight-line variance. This will require additional resources in staffing and systems. This process would take some time to implement correctly. For FY24, the budget was developed using a fair and equitable resource allocation methodology in accordance with Texas Administrative Code (TAC) Chapter 800, Subchapter B, resource allocation guidance, and in accordance with the interlocal agreement, supporting the strategic objectives of the local plan.
- Approach to Fair and Equitable Resource Allocation: Utilized TAC 800 formulas and TWC Allocation Factors to allocate funds to each county. When a formula does not directly apply, WSA used the following process to establish a fair and equitable distribution of funds by county – Follow the Source of Funding to the Code of Federal Domestic Assistance (CFDA) to determine if a formula can be utilized, determine the target population is being served and if participants could be co-enrolled in a Formula Fund utilizing the formula fund and TWC Allocation Factors, and seek guidance from TWC on Allocation Methodology.
- FY24 Strategic Alignment Budget Adoption: Ensure the budget is developed and implemented utilizing a fair and equitable resource allocation methodology that is in accordance with TAC 800, Subchapter B, resource allocation guidance from the interlocal agreement, and supporting the strategic objectives of the local plan. Chief Elected Officials and partners have requested that the board revisit the interlocal agreement and prepare a budget utilizing the agreed upon methodology in the agreement, “all resource allocation within the AWD shall, to the extent possible and practical considering need, be based upon the federal and state formulas used to allocate funds”.
- FY24 Strategic Alignment Budget Implementation and Monitoring: Partners have requested that the board provide a report by Fund and County, and if there

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is a 10% variance by Fund and County, a budget amendment is prepared. The board is managing millions of dollars, which sometimes could be impractical for smaller counties and amounts. A budget amendment takes a significant effort to prepare and obtain all necessary approvals. The process cannot impact service delivery, where funding is available in other areas. A reasonable budget policy should be developed and adopted with an appropriate minimum floor amount for a budget amendment and percentage.

- FY24 Budget Resource Allocation: Ensure services that conform to the allocations budgeted are delivered in each county. The action is the development of the County Allocation and Service Delivery Report (CASD). Staff are working through specific formulas on allocation fund by fund according to TAC 800, using CFDA numbers as a last resort, and seeking clarity from TWC on any assumptions. Develop County Workforce Councils to implement and seek guidance on developing the Local Plan for the following four-year renewal. The purpose is to enhance transparency regarding how dollars are coming in and out in relation to service delivery and co-planning outreach and partnerships. The result will be fund and county allocations driven by state and federal formulas, the Local Plan, annual outreach plans, special initiatives, and clear communication of the full spectrum of service being provided in each county and associated cost.
- TAC 800 Formula Funds: WIOA Adult and WIOA Youth – (A) 33 1/3 percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each workforce area, compared to the total number of unemployed individuals in areas of substantial unemployment in the state, (B) 33 1/3 percent on the basis of the relative excess number of unemployed individuals in each workforce area, compared to the total excess number of unemployed individuals in the state, and (C) 33 1/3 percent on the basis of the relative number of disadvantaged adults in each workforce area, compared to the total number of disadvantaged adults in the state.
- WIOA Dislocated Worker: Insured unemployment, average unemployment, Worker Adjustment and Retaining Notification Act data, declining industries, farmer-rancher economic hardship, and long-term unemployment. Limitation: A weight for each factor was not given, therefore, the board assigned equal weight.
- Choices/TANF: (1) The relative proportion of the total unduplicated number of all families with Choices work requirements residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of all families with Choices work requirements, (2) an equal base amount, and (3) the application of a hold harmless/stop gain procedure. Limitation: An equal base amount was not given, therefore, the board only utilized factor (1).
- SNAP: (1) The relative proportion of the total unduplicated number of mandatory work registrants receiving SNAP benefits residing within the workforce area during the most recent calendar year to the statewide total unduplicated number of mandatory work registrants receiving SNAP benefits, (2) an equal base amount, and (3) the application of a hold harmless/stop gain procedure. Limitation: An equal base amount was not given, therefore, the board only

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utilized factor (1).

- Employment Services: (1) Two-thirds will be based on the relative proportion of the total civilian labor force residing within the workforce area to the statewide total civilian labor force, (2) one-third will be based on the relative proportion of the total number of unemployed individuals residing within the workforce area to the statewide total number of unemployed individuals, and (3) the application of a hold harmless/stop gain procedure. Methodology: Utilized factors (1) and (2).
- Child Care Mandatory (CCDF) and CCP (DFPS): Mandatory childcare primary population includes former DFPS (CCP Funds), Choices, TANF applicant, and SNAP. CCP-DFPS are for in home, foster care, and relative care placed by DFPS. The formula is (1) 50 percent will be based on the relative proportion of the total number of children under the age of five years old residing within the workforce area to the statewide total number of children under the age of five years old, and (2) 50 percent will be based on the relative proportion of the total number of people residing within the workforce area whose income does not exceed 100 percent of the poverty level to the statewide total number of people whose income does not exceed 100 percent of the poverty level.
- Child Care Discretionary and Quality: Childcare primary population includes low income and homeless. The formula is (1) CCDF Discretionary Funds authorized under the Child Care and Development Block Grant Act of 1990, as amended, will be allocated according to the relative proportion of the total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level residing within the workforce area to the statewide total number of children under the age of 13 years old in families whose income does not exceed 150 percent of the poverty level.
- Child Care Match: FY23 required an established match (2%), which is subject to change on an annual basis. The formula is (1) CCDF Matching Funds authorized under the Social Security Act, as amended, together with state general revenue matching funds and estimated appropriated receipts of donated funds, will be allocated according to the relative proportion of children under the age of 13 years old residing within the workforce area to the statewide total number of children under the age of 13 years old.
- Trade Adjustment Act: This program currently stopped accepting new petitions. Still, TWC is encouraging boards to reach out to clients that previously received a petition who are unemployed or whose current income is below the prior rate. TWC did not provide allocation factors for this funding. The board's alternate methodology is allocation of residents by county with an active petition whose service delivery contractor may outreach and provide services through FY25.
- FY24 Budget Special Programs: Middle Skills Grant used the adult formula methodology with CFDA number justification. Military Family Support is for Bexar County only with military base justification. Non-Custodial Parent is for Bexar County only with special initiative justification. RESEA used dislocated worker long-term unemployed factor methodology with target population justification. Student Hire Ability, VR Paid Work Experience, and SEAL used

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the youth formula (VR) methodology with target population justification. Ready to Work is for the City of San Antonio only, exceptions may apply to military-connected residents in Bexar County, with target population justification. Child Care Contracted Slots is for TRS eligible providers with target population justification. Teacher's Externship used an equal distribution methodology.

— FY24 Budget Next Steps Approvals Process: Board of Directors on August 18, 2023, Committee of Six on August 23, 2023, Bexar County Commissioners Court, City of San Antonio City Council, and Area Judges are TBA.

**Upon motion by Ana DeHoyos O'Connor and seconded by Eric Cooper, the Committee unanimously approved the FY24 Budget.**

- b. Contract Update M&O Adult Program Services
  - Negotiations and the contract agreement are being finalized with the approved contractor C2 Global. The contract will be signed in either August or September with an effective date of October 1, 2023.
- c. Contract Renewal Child Care Management Services
  - The scope of work enables the delivery of services and activities to implement and support the childcare funding that provides childcare to eligible families with funds provided by TWC. The service goals align with WSA's strategic plan by removing barriers to employment for skilled and educated workers who desire to reenter the workforce. The estimated annual budget is \$121,653,545. The contractor is City of San Antonio, and the contract term is October 1, 2023, through September 30, 2024. This action exercises the second of three one-year renewals.
- d. Contract Renewal Child Care Quality Services
  - The scope of work facilitates programs and activities to implement and support the Texas Rising Star program. TRS mentors provide mentoring and technical assistance to providers working towards TRS certification as well as ongoing mentoring to ensure quality is maintained and elevated. The estimated annual budget is \$3,996,909. The contractor is City of San Antonio, and the contract term is October 1, 2023, through September 30, 2024. It is scheduled for re-procurement in 2024.
- e. Contract Renewal Financial Audit Services
  - The scope of services specifies the contractor will prepare WSA's annual Federal Tax Return and provide the required annual independent audit of WSA's financial statements, report on internal controls (single audit), and report on compliance for each major federal and state program. The impact is to maintain internal control over financial reporting and compliance with applicable law, regulations, contracts, and award agreements in accordance with Government Auditing Standards. The estimated annual budget is \$75,000. The contractor is ABIP, P.C., and the contract term is October 1, 2023, through September 30, 2024. This action exercises the third of four one-year renewals.
- f. Contract Renewal M&O Youth Program Services
  - The scope of services enables the contractor to develop and employ innovative strategies to support the Board's priorities and TWC's performance measures for the WIOA Youth Program. The impact will be youth development and

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citizenship, such as leadership development through voluntary community service opportunities, adult mentoring, work experience, and enrollment in post-secondary education and employment. The estimated annual budget is \$2,750,000. The contractor is SERCO of Texas, Inc., and the contract term is October 1, 2023, through September 30, 2024. This action exercises the first of three one-year renewals.

**Upon motion by Mary Batch and seconded by Yousef Kassim, the Committee unanimously approved item b. Contract Update M&O Adult Program Services and the Contract Renewals items c. through f. for Child Care Management Services, Child Care Quality Services, Financial Audit Services, and M&O Youth Program Services.**

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

- Total number of currently certified TRS centers are 153.
- CLI (Children's Learning Institute) from Houston is the new vendor who will be assessing centers and will be ready to continue to monitor and assess by September 1, 2023.

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Facility Updates

i. Port SA Update

- The board is revising the floor plan to include possible sub-tenants in the facility's final cost. Possible use of alternative materials which are architectural walls to cut down on construction costs and still maintain privacy. TWC's equipment contribution is Form 7100 approved \$251,642.
- Construction will begin late 2023 with a move-in in the spring of 2024.
- Randy Davidson stated that there was a recent update. The new TI allowance is \$2.2 million and a new monthly rent of \$28,365 with an annual increase of 5%. There will be an amendment to the lease that will be brought to the board for approval. Angela Bush stated that even though the rent has slightly increased, the real estate broker did a new market analysis, and this is still the best value based on price. She also stated that the 5% annual increase is consistent with market value across the region.

ii. Walzem Update

- The current monthly rent is \$25,122 with an annual rent of \$301,464. If chosen to stay at this location, the projected monthly rent is \$41,790 with an annual rent of \$501,480 and an annual escalation of 3%.
- The recommendation is not to remain at this facility and to issue landlord notice of non-renewal 90-days prior.
- The recommendation is to move to the O'Connor location. The square

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- feet required is 23,880 with prospective VR integration requiring an additional 7,000 square feet. This location has storage for the WOW bus, designated employee and client parking, and a dedicated VIA link stop.
- The monthly rent will be \$61,690 with an annual rent of \$740,280 and a TI allowance of a maximum of \$80 per square foot. VR will contribute to the overall cost of the build-out and future rent. The rent escalation will be determined upon execution but not to exceed 5%. There will be an initial term of 10-years with two 5-year options to renew.
  - Next steps are to finalize negotiations and to execute the lease.
  - Randy Davidson gave an update that a meeting was held with VR staff, and they agreed that this is a good fit for them.

**Upon motion by Mary Batch and seconded by Anthony Magaro, the Committee unanimously authorized staff to execute a lease at the O'Connor location.**

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

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

### a. Employee Policy Handbook Revision

#### i. Employee Incentive Policy

- Formalizes an incentive program that provides the Executive Leadership discretion to provide additional compensation for the board staff who has exceeded performance expectations.
- Creates a reasonable and necessary incentive policy to retain and motivate valued employees who demonstrate a commitment to the agency.
- Award types include lump sum monetary or non-monetary awards for additional recognition, training development, or continuing education.
- The criteria include a lump sum to recognize a specific achievement, an incentive plan with goals, established criteria, and regular payouts when performance exceeds goals, and non-monetary awards can include recognition, career development opportunities, and attendance for special lectures, training programs, and conferences.
- The limitations are awards may not exceed \$10,000 or 5% of the employee's base salary.

#### ii. Remote Work Policy

- Formalizes a policy that provides the agency discretion to hire an applicant or enter a telecommuting arrangement with eligible employees who reside more than 100 miles away from an agency office but within the state of Texas as a fully remote employee (“Long-Distance Remote Work”).
- The criteria include applicants who live more than 100 miles away, applying for and are the best candidate for a mission-critical position, and mission-critical functions of the job are capable of being performed remotely may be eligible for Long-Distance Remote Work.
- Employees who move more than 100 miles away from their assigned

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place of employment but remain within the state of Texas are eligible to be considered for Long-Distance Remote Work is the remote work arrangement is in the best interest of the agency and the employee performs mission-critical functions that are capable of being performed remotely.

- The limitations include an employee must be in good standing, meaning the employee must not be subject to a Performance Improvement Plan (“PIP”), any disciplinary action, or have been subject to a PIP or disciplinary action within the last six months. Long-Distance Remote Work is at the agency’s sole discretion and may be withdrawn at any time.
- Eric Cooper asked about commuting expenses for a remote worker who needs to come in for meetings. CEO Adrian Lopez stated that this issue will be addressed once the policy is approved. He also stated that they are not anticipating a lot of travel for those remote positions. The line item for travel in the budget has increased and this could potentially cover those costs unless the costs are associated with a specific grant.
- Anthony Magaro expressed his concerns on providing an at home office for staff and also worker’s comp. He also offered his assistance to discuss these issues. Ana DeHoyos O’Connor also suggested a small stipend to allow staff to purchase what they need. CEO Adrian Lopez stated that all their recommendations will be taken into consideration.

**Upon motion by Mary Batch and seconded by Ana DeHoyos O’Connor, the Committee unanimously approved the Employee Incentive Policy and the Remote Work Policy.**

- b. Update to Develop an Operational Plan for the Interlocal/Partnership Agreement to Address Rural Judges’ Service Delivery Concerns
  - In response to concerns raised by the Area Judges and in the interest of addressing the concerns in perpetuity, WSA and the partners are working to define operational standards to ensure the Interlocal/Partnership agreement is translated into Standard Operating Procedures. It is focused on communication, budget management, and performance design/monitoring. WSA is requesting Board approval of overall strategy.
  - At the March 22, 2023, meeting of the Area Judges, action was taken to request guidance from TWC regarding bifurcation of the Workforce Development Area into Urban and Rural. Summarized concerns were service, communication, and governance.
  - At the April 26, 2023, meeting of the Area Judges, they were informed that TWC would not support the bifurcation request. Recommended action was to have a work session between the partner staff and WSA, and a work session for the Committee of Six to discuss the issues.
  - On May 22, 2023, WSA staff, the partners, and WSA Board of Directors Chair met. The partners reviewed the Interlocal and Partnership agreements to summarize the partners’ preferences. The Rural Judges’ Liaison shared the summary of issues the Area Judges would like addressed which are to conform

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to federal and state laws and the Interlocal/Partnership agreements, ensure services conform to budget allocations are delivered in each county, report quarterly on allocation/expenditure/number served, workforce center in each county, except McMullen, to do outreach and intake for all programs, ensure each center has the capacity to perform childcare outreach and maintain a waiting list in all counties if funding is not available, and ensure contractors' contracts conform to the Partnership agreement.

- On May 25, 2023, a work session occurred to begin drafting an Interlocal/Partnership Operational Agreement that specified mutually agreeable operational standards to address these concerns.
- In addition to the partner work sessions, WSA staff has acted immediately to enhance services such as authorizing a full-time representative to be available in Bandera and a representative available in McMullen Tuesday through Thursday, seeking approval from TWC TANF budget to support outreach operations to engage and serve more individuals who qualify for TANF, executed Community Conversations on Childcare in each of the rural communities which resulted in Kerr EDC matching childcare funds.
- WSA staff, having secured a format to address the issues and after being provided requests in writing have made the adult, youth, and childcare contractors aware on July 5<sup>th</sup> and 6<sup>th</sup> of the requested additions to the upcoming contractor agreements. On July 17<sup>th</sup>, TWC suggested caution as it pertains to creating additional requirements not required by the agreements with TWC, working on legal opinion regarding DOL requirements on priority of services, and additional meetings to be scheduled with childcare and monitoring units within TWC.
- On July 17<sup>th</sup> and 28<sup>th</sup> partner staff was briefed on the following recommendations:
  1. Follow applicable laws and agreements and ask Co6 if unsure. Develop an Interlocal/Partnership Agreement Operational Plan that will be updated as needed through Co6 action. Partner feedback is satisfactory and finalizing draft for review.
  2. Allocate resources per Partnership Agreement's new interpretation of Partnership Agreement VII A. Sent allocation formulas to TWC for validation. Establish County Workforce Councils for outreach and partnership plans. Partner feedback is satisfactory. TWC has provided allocation factors as of August 1, 2023.
  3. Report on allocation/expenditure/number served with 10% variance explanations. Establish a County Allocation and Service Delivery Report (CASD), Commissioner Court presentations, and urban/rural budget allocations. Partner feedback is the expectation is county-by-county and program-by-program budget adopted and waitlists used if budget adjustment is required.
  4. Staff presence in all counties except McMullen with ability to enroll and assessment of need. Acted immediately to assign staff, have included in adult contractor agreement, will enact assessment annually, and included in the Operational Plan. Partner feedback is satisfactory.

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5. Childcare outreach and waiting list with staff ability to enroll. The contractor has indicated specificity regarding in-person presence not articulated RFP but will respond to requests for such service and are doing so currently. Partner feedback is new waitlists can be maintained but not filled on a county-by-county budget basis.
6. Contractor's agreements conform to Partnership Agreement. Contractor agreements are currently being negotiated with a focus on integrating service delivery into agreements. Partner feedback is expectation is program-by-program and county-by-county budget.
  - If the partners work sessions and recommendations do not derive consensus solutions, then the Area Judges through their Liaison have communicated options such as mediation or withholding approval of the WSA annual budget.
  - Recommendation is for board staff to continue to work with TWC to assess impacts on updates to the budget and performance procedures, continue to integrate recommendations with adult, youth, and childcare contractors, and bring Iterative Operational Plan, budget amendments, and other recommendations in coordination with partner staff and Committee of Six.
  - Ana DeHoyos O'Connor encouraged the board to attend the Community Conversations discussions in the rural areas to hear their needs.
  - Dr. Sammi Morrill asked if these negotiations will impact the ability to move forward with the budget. Diane Rath answered that they have no concern with being able to move forward with the budget as they have known about the timeline for approval for months. Diane Rath also emphasized that this is not a new request, or a new requirement and this language has been in the Interlocal and Partnership Agreement for over 20 years. She also stated that this is a result of the area judges noticing a disparity in the levels of service between counties. Eric Cooper stated that he believes the staff have already been working on this equitable model to respond to the needs of the rural communities. He also stated that it appears that there will be a shift from the equitable model to a quality model and wants to give caution for when there is a crisis and resources need to be quickly shifted.

## X. CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Applications for Funding
  - A letter of support has been given to Bluebonnet Technologies LLC.
  - TWC has asked WSA to submit a proposal for the Department of Labor's PROWD funding, which focuses on second chance populations.
- b. Ready to Work Program & Monitoring
  - The initial monitoring has been completed. There were no disallowed costs, however there are some adjustments that need to be made to ensure compliance with Ready to Work's requirements.
- c. Update on Datapoint
  - Presenter: Penny Benavidez, Director Public and Government Relations
  - The unveiling of the Datapoint Career Center will be on September 15, 2023.

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 Linda Martinez at (210) 272-3250 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

XI. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

a. BOD Attendance and Demographics

— Chair Leslie Cantu decided to forgo the Chair Report discussion due to time constraints.

XII. NEXT MEETING: October 20, 2023

XIII. 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.

**The Executive Committee entered into Executive Session at 11:51am and returned to Open Session at 12:03pm. No action was taken.**

XIV. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

**Upon motion by Eric Cooper, Chair Leslie Cantu adjourned the meeting at 12:06pm.**

**CERTIFIED AGENDA OF CLOSED MEETING**

**Workforce Solutions Executive Committee Meeting**

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO EXECUTIVE COMMITTEE MEETING, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE MEETING CONDUCTED ON AUGUST 11, 2023, AT 11:51 AM/PM.

1. The Executive Session began with the following announcement by the presiding officer: **“The Workforce Solutions Alamo Executive Committee Meeting is now in Executive Session on August 11, 2023, at 11:51 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 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.**
3. No further action was taken.
  4. The Executive Session ended with the following announcement by the presiding officer: **“This Executive Session ended on August 11, 2023, at 12:03 PM.**

DocuSigned by:  
  
907F6E1B694F475... (signature)  
Leslie Cantu, Executive Committee Chair