



BOARD OF DIRECTORS MEETING & RETREAT - MINUTES

Tapatio Springs Resort

1 Resort Way

Boerne, TX 78006

Board Meeting

Board of Directors Meeting February 17, 2023 (9AM-10AM)

Board Retreat February 17, 2023 (10:00AM-8PM)

February 18, 2023 (8AM-2PM)

BOARD OF DIRECTORS: Leslie Cantu (Chair), Mary Batch, Yousef Kassim, Becky Butler Cap, Esmeralda Perez, Anthony Magaro, Ben Peavy, Jerry Graeber, Lowell Keig, Diana Kenny, David Halverson, Lisa Navarro Gonzales, Eric Cooper, Elizabeth Lutz, Ana DeHoyos O'Connor, Dr. Burnie Roper, Dr. Sammi Morrill, Angelique De Oliveira, Lindsay Dennis, Mitchell Shane Denn, Kelli Rhodes, Allison Greer Frances, Dawn Dixon

PARTNERS: Jordana Matthews, Mike Ramsey

WSA STAFF: Adrian Lopez, Katherine Pipoly, Giovanna Escalante-Vela, Penny Benavidez, Jessica Villarreal, Jeremy Taub, Chuck Agwuegbo, Caroline Goddard, Dr. Federico Ghirimoldi, Dr. Ricardo Ramirez, Linda Martinez, Rebecca Espino Balencia, Gabriella Horbach, Brenda Garcia, Roberto Corral, Manuel Ugues, Angela Bush, Aaron Smith, Mark Milton, Chakib Chehadi, Jennifer Moriarty, Vanessa McHaney

LEGAL COUNSEL: Frank Burney

GUEST: Adrian Perez

AGENDA

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

Citizens may appear before the Board 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 a meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

The Chairwoman of the Board 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 a 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.

***ONLY The Board of Directors meeting will be hybrid, both in person and a virtual option. The Board Retreat will not have a virtual option.** For those members of the public that would like to 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).

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 Linda G. Martinez, (210) 272- 3250.

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During the Public Comments portion of the meeting (Agenda Item 3), 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 AND QUORUM DETERMINATION
Presenter: Chairwoman Leslie Cantu
At 9:04 am, Chairwoman Leslie Cantu called the meeting to order. The roll was called, and a quorum was declared present.
- II. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Chairwoman Leslie Cantu
None.
- III. PUBLIC COMMENT
Presenter: Chairwoman Leslie Cantu
None.
- IV. CONSENT AGENDA: (DISCUSSION AND POSSIBLE ACTION)
Presenter: Chairwoman Leslie Cantu
 - a. Board of Directors Meeting Minutes December 6, 2022
 - b. Procurement Diversity Update (SMWVBE)
 - c. Facility Updates
 - i. Port SA Update
 - ii. Boardroom Update
 - d. Procurement Projects & Contracts Summary
 - e. Timeline for Adult RFP
 - f. Child Care Quality Updates
 - i. TRS Contracted Slots Pilot Briefing
 - ii. Texas Rising Star Assessment Update
 - iii. Data Collaboration Update
 - iv. Entry Level Designation & Efforts Towards Increasing Quality for CCS Centers
 - g. Strategic Partnerships
 - h. Sector Based Score Cards
 - i. Employer Collaborative Presentation

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- j. 2021 Annual Report
- k. RFP Updates
- l. Labor Market Data
- m. Financial Reports
- n. Timeline for 2022 Independent and Single Annual Audit
- o. Quality Assurance Update
- p. Monitoring Outcomes and Technical Assistance
- q. IT Assessment
- r. Update on Ready to Work Financial Matters
- s. Amendment for Workforce Ready Koncept to Increase Purchase Amount >\$150k
- t. Ratification Approval of Purchase of Child Care Kits
- u. Performance, Programs and Operational Updates

Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Board of Directors unanimously approved Consent Agenda items a. – u.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Budget Amendment #1
 - Requesting approval to increase budget amount from \$163,915,863.22 to \$171,694,541.65, which is an increase of \$7,778,687.44 at 4.75%.
 - Increases include: Storage Fees - \$5k for corporate office storage and \$5k for offsite archive storage, Professional Services - \$50k for Human Resources Legal Services, \$200k for Temporary Services utilized for additional support and to fill gaps due to attrition, and \$225k for Other Professional Services for consulting services related to Finance, Procurement, RFP Evaluators, and Web Site.
 - Additional increases include: Mobile Unit - \$50k for change in vendor, increase in equipment pricing, and contingency for additional cost related to Mobile Unit, Port San Antonio - \$250k for delay due to price increases and contingency for moving from Marbach.
 - Child Care Reserve has decreased by approximately \$1.4M due to the reserve being typically utilized in the first quarter. Projects increased by approximately \$60k for San Antonio Foundation and Aspen Institute.
- b. Mobile Unit – New Vendor and Purchase Increase
 - Tentative delivery is Spring 2024 with grand opening in Summer 2024.
 - This will increase service delivery where a workforce center is not cost effective. It will increase participants, convenience, and access throughout the community.
 - The awarded contract goes to the next highest ranked vendor Farber Specialty Vehicles in the amount of \$505,040, plus 10% contingency.
 - Fiscal impact includes the customized RV, CDL driver, and FY24 maintenance and insurance.

Upon motion by Board Member Ana DeHoyos O'Connor and second by Board Member Ben Peavy, the Board of Directors unanimously approved Budget Amendment #1 and Mobile Unit – New Vendor and Purchase Increase.

VI. CHILD CARE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Ana DeHoyos O'Connor, Child Care Committee Chair

- a. Child Care Performance Briefing

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- TWC performance set at 11,427 for FY23. Current YTD for FY23 is 10,681. WSA is currently meeting performance at 93.47%.

VII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

a. Local Plan 2-Year Modification

- WSA received feedback for the Local Plan 2-year modification by hosting listening sessions, one on one data sessions, and strategic partner presentations. There were 23 unique target occupations requests from COSA, Alamo Colleges, Project Quest, and the hospitality industry. The data review included mean wage, reliable data sources, and percentage growth overtime.
- The modifications include \$17 target average wage, 6 clusters, 8 industry sectors, 16 in-demand industries, and 57 target occupations. WSA conducted an analysis of historical labor market trends and matched industries using staffing patterns.
- Wholesale Trade, Information, and Retail Trade have been removed as in-demand industry sectors.
- Anthony Magaro asked how the change from \$15 to \$17 average wage came about and is the \$17 an actual target wage that we want families to achieve. Adrian Lopez responded that several data sources were looked at to come up with that number and there has to be a balance between what employers will pay and an actual livable wage. This wage comes along with helping the participants to get on a career pathway for advancement and self-sustainability.
- Dr. Sammi Morrill commented that if a participant is going to be set up on a career pathway, then there needs to be evidence of that and follow up. She also asked how the participants will be funded on their career pathway. Katherine Pipoly responded that the career pathway goes into the Local Plan, which TWC will fund, then WIOA dollars can be used for the participants career path. Accountability with WSA's partners helps keep those individuals on that trajectory.

Upon motion by Board Member Anthony Magaro and second by Board Member Mary Batch, the Board of Directors unanimously approved the Local Plan 2-Year Modification.

VIII. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

a. Program Policy Updates

- WIOA 53 Basic Skills Deficiencies – Allowable Assessments: Permit contractors to use additional assessment instruments such as CASAS, Prove It, and other similar skill assessment tools as approved by TWC.
- MR 679 Individual Training Account Policy – Allowable Training Cost: Eliminating the current funding limitation and basing allowable cost of training on average area tuition rate.
- WIOA 54 Comprehensive Objective Assessment – Basic Skills Deficiency: Reduce the TABE scoring requirements as the current requirements are too high and result in additional barriers for job seekers.
- Ben Peavy asked what the priorities are in adjusting MR 679, if it is to serve more individuals or to use more of the budget. Terry Trevino responded that this policy change is in alignment with what other Boards are doing and the goal is to get more participants in the programs. This will release the constraints for the

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programs that are \$7,500 or more.

- Dawn Dixon asked how the vocational rehab piece is being integrated in this and being thought about specifically. Katherine Pipoly responded that they are being supported by connecting them with employers and on the job training. WSA has good relationships with employers and is making sure VR has access to high demand and high wage jobs. Terry Trevino added that when going into specific contracts with the economic development organizations, it is written in the contract that, for example, 25% of the employment needs to go to those who have a disability.
- Anthony Magaro commented that Registered Apprenticeships is a bureaucratic challenge and hopefully it doesn't affect many employers. Adrian Lopez responded that this is something a lot of employers are concerned about, however, WSA is working closely with Boeing on an apprenticeship program. A consultant has also been brought in to help walk through the process with employers.

Upon motion by Board Member Eric Cooper and second by Board Member Mary Batch, the Board of Directors unanimously approved the Program Policy Updates for WIOA 53 Basic Skills Deficiencies, MR 679 Individual Training Account Policy, and WIOA 54 Comprehensive Objective Assessment.

b. ATEAMS for Teacher Externship >\$150k

- The program provides an externship for participating educators of high demand skill sets needed for the top industries and occupations. The recommended Contractor will work with educators to enhance their teaching practices through professional development to create and implement externship focused lessons.
- The purchase of Teacher Externship Program Services is awarded to ATEAMS in the amount of \$162,500. The term of the contract will be effective upon award for an initial 12-month period and may be renewed contingent upon available funding.

Upon motion by Board Member Ana DeHoyos O'Connor and second by Board Member Dr. Burnie Roper, the Board of Directors approved the purchase of Teacher Externship Program Services to ATEAMS in the amount of \$162,500, with Board Member Lowell Keig abstaining.

IX. COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT OUTS / DISCUSSION ITEMS

Presenters: Diane Rath, Mike Ramsey, Jordana Matthews

- Mike Ramsey reported on the duties of the Committee of Six to oversee the Board of Directors.
- Jordana Matthews added that the Committee of Six has a duty to approve the budget and the Local Plan and is liable for it.

X. CEO REPORT

Presenter: Adrian Lopez, CEO

Giovanna Escalante-Vela has been promoted to CFO.

Adrian Perez has been hired as the new CIO.

a. Board Retreat

- Adrian Lopez expressed thanks to all the Board Members for attending the meeting and the retreat.

b. Kat Pipoly San Antonio Business Journal's Newest 40 Under 40 Honoree

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- c. SA Ready to Work Update
 - 600 participants have been enrolled in training.
- d. Aspen Institute
 - Applications are currently open to apply to become a Fellow.
- e. Population Association of American Annual Meeting 2023
 - Dr. Federico Ghirimoldi has been accepted to present at the meeting in April.
- f. Applications for Funding
 - WSA provided letters of support for organizations.
- g. Alamo Area Community Network Awards
 - Ready to Work has been awarded \$11k.
- h. WSA Board Staff Retreat and Team Building at Main Event
- i. Media, Marketing and Communications Update
 - Presenter: Penny Benavidez, Director Public and Government Relations
 - WSA has had 30 mentions and 9.4M impressions in the media from December 2022 to February 2023.
 - A landing page has been added for the 2021 Community Impact Report. The report for 2022 has been started and will be completed in April 2023.
 - A landing page has been added for the Aspen Institute.
 - Social media has seen an increase of 1,500 fans/followers since 2021.
 - Ana DeHoyos O'Connor expressed thanks to the PR team for visiting programs and centers to fully project the work WSA is performing in the community.
 - Anthony Magaro added that WSA needs to communicate to the community to ensure they are aware of the services WSA offers.

XI. CHAIR REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Chairwoman Leslie Cantu

- a. Internship Innovation - Toyotetsu Texas, Inc
 - Four individuals graduated from this program. One individual was hired full-time.
- b. Board of Directors Attendance and Demographics
 - Two new Board Members have been added and approved by the Committee of Six: Becky Butler Cap and David Halverson.

XII. Next Meeting: April 21, 2023

XIII. **Executive Session:**

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

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e. Government Code Section 551.089—Discussions regarding Security Devices or Audits.

— The Board adjourned into Executive Session at 10:44 am and returned to Open Session at 10:58 am. No action was taken.

XIV. SETTLEMENT OF PENDING LITIGATION WITH CYNTHIA FARIAS (DISCUSSION AND POSSIBLE ACTION)

Presenter: Frank Burney, Legal Counsel

— Frank Burney briefed the Board of Directors on a proposed settlement with Cynthia Farias recommended by the mediator.

— **Upon motion by Eric Cooper and second by Mary Batch, the Board of Directors unanimously approved the settlement of the lawsuit brought by Cynthia Farias against WSA with appropriate mutual releases.**

XV. ADJOURNMENT

Presenter: Chairwoman Leslie Cantu

There being no further business, the meeting was adjourned at 11:00 am.

Friday, February 17, 2023

Day One of Board of Directors Retreat

11:00 – 11:15 am	Retreat agenda overview and goals.
11:15 – 12:30 pm	Year In Review
12:30 – 1:15 pm	Lunch & State of Workforce – Texas Workforce Commission Insights
1:15 – 2:30 pm	Strategic Imperatives – Realizing our goals through collaborative action utilizing the Sector Based Model
2:30 – 2:45 pm	Break
2:45 – 4:00 pm	Strategic Imperatives – Realizing our goals through collaborative action utilizing the Sector Based Model
5:00 – 6:00 pm	Board Gathering
6:00 - 7:00 pm	Board Dinner

Saturday, February 18, 2023

Day Two of Board of Directors Retreat

9:00 – 10:15 am	Review of Strategic Imperatives
10:15 – 11:00 am	Break
11:00 – 12:00 pm	Board work plan and committee composition
12:00 – 2:00 pm	Team Building Activity

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CERTIFIED AGENDA OF CLOSED MEETING

Workforce Solutions BOARD OF DIRECTORS MEETING

I, LESLIE CANTU, THE PRESIDING OFFICER OF THE WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTORS, CERTIFY THAT THIS DOCUMENT ACCURATELY REFLECTS ALL SUBJECTS CONSIDERED IN AN EXECUTIVE SESSION OF THE COMMITTEE CONDUCTED ON **FEBRUARY 17, 2023 AT 10:44 AM.**

1. The Executive Session began with the following announcement by the presiding officer: **"The Workforce Solutions Alamo EXECUTIVE COMMITTEE is now in Executive Session on FEBRUARY 17, 2023 AT 10:44 AM. pursuant to exceptions under Government Code 551."**
2. SUBJECT MATTER OF EACH DELIBERATION:
 - 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; and**
 - d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo.**
3. No further action was taken.
4. The Executive Session ended with the following announcement by the presiding officer: **"This Executive Session ended on FEBRUARY 17, 2023 AT 10:58 AM."**

DocuSigned by:

Leslie Cantu

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LESLIE CANTU, Chair