



2018
BOARD NOMINATION PACKET



Greeting,

The Chief Elected Officials (CEOs) of the Alamo Area and Workforce Solutions Alamo Board are looking for a few good members to help lead the regional workforce system. This information packet is designed to provide interested individuals with a general background on the Workforce Solutions Alamo Board – who we are and what we do, and the nomination/appointment process.

The development of a well-educated, skilled workforce is one of the most critical issues facing our region. Serving as a member of the Workforce Solutions Alamo Board is a rewarding experience and a great opportunity to make a contribution to the economic future of the Alamo region.

If after reviewing this packet you should have any questions or would like additional information regarding the Workforce Solutions Alamo Board and/or the nomination/appointment process, please feel free to contact George Heempe at (210)581-1091 or via email at ghempe@wsalamo.org.

We hope you will consider joining the Workforce Solutions Alamo Board.

Sincerely,

Mac Rattan
Board Chair



WHO WE ARE

IDENTITY

The Workforce Solutions Alamo Board is the leadership and governing body for the regional workforce system – a network of education, job training and service providers that brings employers and people together.

Workforce Solutions Alamo serves as the designated grant recipient and administrative entity for all federal and state workforce development program funds allocated to the Alamo area.

MISSION

Building a premier workforce that meets business demand through investments that support economic growth.

VISION

Workforce Solutions Alamo strives to lead the most integrated community workforce network in the nation.

CORE VALUES

Accountability, Innovation, Integrity, Relevance, Excellence, Partnering

LONG-TERM GOALS

1. Ensuring that workforce services are business-driven and meet the needs of the employers and job seekers.
2. To increase the pool of qualified workers to meet existing and future occupational demands.
3. To expand and enhance career and technology programs and dual credit opportunities for high school students.
4. Maximize the utilization of resources by ensuring all workforce operations provide a positive return on our investments.
5. Expand access to quality early childhood education and after school child care to prepare children to successfully complete their secondary education.



Appointment Process

All nominations for membership on the Workforce Solutions Alamo Board are considered for appointment by a group referred to as the Committee of Six. The Committee consists of the following individuals:

- Mayor of the City of San Antonio and one member of the City Council
- Bexar County Judge and one member of the Commissioners Court
- Two representatives of the Rural Judges from the rural counties of Atascosa, Bandera, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, and Wilson.

Candidates are interviewed by the Committee of Six and may be selected for appointment to the Workforce Solutions Alamo Board. Selections are then submitted to City Council, Bexar County Commissioners Court and Rural Judges for approval. Appointments are then forwarded to the Texas Workforce Commission for certification on behalf of the Governor.

Frequent Questions

Question: What kind of time commitment is required of Board members?

Answer: In general, the Board meets every other month, with meetings lasting about 1½ to 2 hours. In addition, members are expected to serve on at least one committee. Most committees meet every month with meetings lasting 1 – 1½ hours.

Question: When does the Board meet?

Answer: The Board meets on the last Monday of each month at 3:30 p.m.

Question: How long are Board terms?

Answer: Members are appointed to 3 year terms and may be reappointed for a second 3-year term. If someone is appointed to fill a vacancy for an unexpired term, they complete the original term and may serve up to 2 full 3-year terms.

Question: What liability protection is provided to board members?

Answer: Workforce Solutions Alamo carries Directors and Officers insurance for the board. In addition, Section 2308.255(e) of the Texas Government Code protects board members from personal liability in performing their job.

Question: How is Workforce Solutions Alamo funded?

Answer: The majority of funding is federal – Department of Labor, Health & Human Services. Funds are allocated to the State (Texas Workforce Commission) then to Workforce Solutions Alamo.

Question: What type of organization is Workforce Solutions Alamo?

Answer: Workforce Solutions Alamo is a non-profit corporation – 501(c)3.

Question: Is the board a public entity?

Answer: No and Yes. Workforce Solutions Alamo is a private non-profit organization. However, since it is a creation of the legislature it is considered a “quasigovernmental” agency. It is subject to the Open Meetings Act and the Open Records Act. Our travel policies are governed by state policy.

Question: What is the relationship between Workforce Solutions Alamo and the Texas Workforce Commission?

Answer: It is a partnership. Workforce Solutions Alamo is part of a statewide network of local workforce development boards (28). TWC contracts with the boards to receive and administer workforce program funding. TWC also sets statewide policy for the state workforce system.

Question: What type(s) of services does Workforce Solutions Alamo provide?

Answer: By law, Workforce Solutions Alamo is prohibited from providing any direct services. Instead, it contracts with other entities to deliver a broad array of workforce development services to residents and employers. Workforce Solutions Alamo’s functions include policy, leadership and governance, planning, oversight/evaluation, advocacy, partnership building, etc.

WORKFORCE SOLUTIONS ALAMO OUR SERVICE AREA

Workforce Solutions Alamo serves employers and residents within the City of San Antonio and the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina and Wilson— reaching nearly 2.0 million people and over 40,000 businesses.





2018 Workforce Solutions Alamo Board Officers

<p>Mr. Donald Rattan (Chair) President M&M Weatherization Company</p>	<p>Ms. Melissa A. Sadler-Nitu (Vice Chair) Director of I-BEST Alamo Colleges Workforce Education Training Center</p>	<p>Mr. John T. Blaylock (Secretary) Manager, Human Resources Halliburton</p>
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2018 Workforce Solutions Alamo Board Members

<p>Ms. Mary Batch Human Resource Development Assist. Mgr. Toyota Motor Manufacturing Texas, Inc.</p>	<p>Ms. Leslie Cantu Assistant Vice President Administration Toyotetsu, Texas Inc.</p>
<p>Eric S. Cooper President and CEO San Antonio Food Bank</p>	<p>Mr. Porter C. Dillard Owner/Architect Dillard Architect group, PLLC</p>
<p>Ms. Julia T. Garcia Dean of Workforce/Pleasanton Site Director Coastal Bend College</p>	<p>Dr. Jeff Goldhorn Executive Director Education Service Center, Region 20</p>
<p>Mr. Geronimo Guerra Vice President Local 6143 Communication Workers of America</p>	<p>Mr. Peter J. Holt Executive VP & General Manager HOLT CAT</p>
<p>Mr. Yousef Kassim CEO Easyexpunctions.com</p>	<p>Ms. Carolyn King, LCSW, LMFT, BCD Director, Grants & Clinical Education Operations Clinical & Professional Development Methodist Healthcare System of San Antonio</p>
<p>Ms. Johnette Lee Vice President Sales and Marketing San Antonio Lighthouse for the Blind</p>	<p>Mr. Adrian Lopez Director of Community Development Initiatives San Antonio Housing Authority</p>
<p>Mr. Mark Luft Economic Development Director City of Cibolo – Economic Development Corp</p>	<p>Ms. Elizabeth Lutz Executive Director The Health Collaborative</p>
<p>Ms. Betty Munoz Director of Human Resources The Westin Riverwalk</p>	<p>Dr. Mark Niederauer Chief Operating Officer EO2 Concepts</p>
<p>Mr. Ben Peavy Managing Director, San Antonio Delivery Center Lead Accenture Federal Services</p>	<p>Dr. Burnie Roper Superintendent of Schools Lackland Independent School District</p>
<p>Juan F. Solis, III Vice President Market Leader IV Branch Banking and Trust</p>	<p>Mr. Clay Upchurch Vice President Human Resources Vulcan Materials</p>
<p>Mr. Doug Watson Executive Director Healy-Murphy Center</p>	<p>Mr. Tim Wauson Integrated Service Area Manager Texas Workforce Commission</p>



WORKFORCE SOLUTIONS ALAMO BOARD MEMBER JOB DESCRIPTION

- Title:* Member, Board of Directors
- Responsible To:* Members are responsible to the Board as a whole. The Board as a whole is responsible to the Local Chief Elected Officials (CEO's).
- Term:* Members are appointed by the Local CEO's to three-year terms and may be eligible for reappointment to a second three-year term.
- Expectations & Responsibilities:*
- Attend and actively participate in all Board and assigned committee meetings, retreats and other Board functions
 - Be on time and prepared for meetings.
 - Serve on at least one Board committee.
 - Abide by Board established bylaws, policies and procedures, Board decisions, Board/CEO Partnership Agreement and applicable laws.
 - Promote the Board and the regional workforce system, including, plans, activities, initiatives and successes.
 - Provide leadership in forging partnerships between the Board and the stakeholders, taxpayers and elected officials of the Alamo region.
 - Identify the workforce issues and needs of the Alamo region.
 - Develop strategic plans for guiding the regional workforce system.
 - Set governing policies for the Board and the regional workforce system.
 - Evaluate and report on the performance of the regional workforce system.
 - Successfully complete the TWC and local Board member orientation programs.
- Qualifications:*
- Have an interest in workforce development and volunteer service.
 - Be a decision-maker with the ability to influence and motivate others.
 - Possess the ability to function as a team player.
 - Possess the ability to think and act strategically.
 - Meet the requirements for Board membership as set forth in state and federal law.



WORKFORCE SOLUTIONS ALAMO BOARD

Membership Size: 25

Membership Categories:

- Private Sector Business (51%)
- Education
- Organized Labor & Community Based Organizations (15%)
- Economic Development
- Local Literacy Council
- Adult Basic & Continuing Education
- Public Assistance
- Vocational Rehabilitation
- Public Employment Service (Texas Workforce Commission)

Board Member Desired Attributes

Nominees to the Workforce Solutions Alamo Board should possess the following attributes:

- Genuine interest in workforce development and community service
- Stature in the community – recognized as an influential person in the community, having connections and the ability to open doors
- Commitment to the mission and values of the Board
- Ability to be objective in making decisions
- No conflicts of interest (real or apparent)
- Ability to work effectively with others as a member of a team
- Sensitivity to and tolerance of differing views
- Knowledge of the community, including the workforce needs of employers and/or residents
- Past experience in serving on boards or commissions
- Willingness and ability to prepare for, attend and actively participate in Board meetings
- Acceptance of the Board's Code of Ethics
- Possession of special knowledge, skill or ability that could be helpful to the Board in carrying out its job.



BOARD ORGANIZATION

Workforce Solutions Alamo is organized as a non-profit corporation in the State of Texas, and maintains a tax-exempt status under Section 501(c)(3) of the IRS Code.

Under State law, the Workforce Solutions Alamo Board is considered to the equivalent of a state agency and is thus subject to the requirements of the Open Meetings Act and the Open Records Act.

The Board has three (3) elected officers: chair, vice-chair and secretary.

Board Committees

Executive – Works to develop a well-informed, high performing board; sets board governance policies; coordinates with the local Chief Elected Officials; and keeps the Board focused on its mission.

Strategic Planning – Analyzes the regional labor market; identifies workforce issues and needs; develops strategies to address workforce challenges; connects and aligns workforce and educational efforts to business needs; and makes recommendations regarding the investment of workforce resources.

Oversight – Evaluates the performance and effectiveness of workforce development programs and service providers; monitor and report on the performance and compliance of contractors and service providers. Make recommendations regarding corrective action and quality improvement; reports on the state of the workforce; ensure contracted performance measures are met and operations are in compliance with federal and state laws, regulations, rules and policies; work with staff to identify client needs and strategies to address them; oversee the integration of Adult Education and Literacy and Vocational Rehabilitation into the workforce system; and develops continuous improvement strategies.

Audit and Finance – Develop the Board’s annual operating budget with staff; Monitor expenditures and adherence to the budget; review and make recommendations for any budget modifications; develop useful and readable financial reports with staff. Identify the type(s) of reports desired, level of detail, frequency, and recipients; present financial reports to the Board; work with staff to develop policies and procedures that ensure the assets of the Board are adequately protected and are being followed; work with staff in the procurement and selection of the Board’s auditor; work with the auditor to identify the scope of the annual audit; review draft audit reports; and review the audit’s management letter and ensure follow-up on any identified issues

Youth Council – Youth strategic planning and system building; youth development and advocacy; assist in developing career pathways; promote school-to-career; resource mapping; oversee the development of youth components of the strategic and local workforce plan; help connect education and employers; make recommendations to the Board and contractor regarding the investment of youth funds; coordinates resources; and researches best practices.



WORKFORCE SOLUTIONS ALAMO BOARD NOMINATING INFORMATION

Categories/Nominating Entities:

Private Sector Representatives

Nominees for this category must be owners of business concerns, chief executives, or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibility.

Private sector nominees must be nominated by general-purpose business organizations in the Workforce Solutions Alamo Area. The term “general purpose business organizations” means an organization that admits for membership any for-profit business operating in the workforce area (e.g. a chamber of commerce).

Community-Based Organization (CBO) and Organized Labor Representatives

Nominees for this category must be affiliated with the CBO as a Board member, employee or active member. The term CBO means a private nonprofit organization that is representative of a community, or a significant segment of a community, and that has demonstrated expertise and effectiveness in the field of workforce development. The term includes organizations representing individuals with disabilities and veterans. Any CBO meeting this definition may submit a nomination for this category.

Recognized local labor federations must nominate nominees for this category. Labor representatives must be affiliated with the labor by being a union member, labor union staff, or other individuals participating in labor union activities.

Education Representatives

Nominees for this category must be nominated by regional or local educational agencies, vocational education institutions, institutions of higher education, including entities offering adult education, and general organizations of the institutions within the workforce area.

Educational agencies include community colleges and secondary and post-secondary practitioners representing vocational education, that are representative of all educational agencies in the workforce areas. Nominees must be school board members, teachers, administrators, counselors, or others actively engaged in the education field.

Public Employment Service Representatives

The Texas Workforce Commission must nominate nominees for this category.

Vocational Rehabilitation Representatives

Vocation rehabilitation agencies are agencies that provide services to individuals with disabilities to assist them in preparing for, securing, retaining, or regaining employment. Nominees for this category must be active board members or employees of the vocational rehabilitation agency.

Public Assistance Representatives

Public assistance means federal, state or local government cash payments for which eligibility is determined by a needs or income test. Agencies could include the Texas Department of Human Services, housing authorities, Social Security Administration, etc. Nominees for this category must be active board members or employees of the public assistance agency.

Economic Development Representatives

Economic development agencies include local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic growth, and include private sector economic development entities. Nominees for this category must be board members or employees of an economic development agency.

Literacy

Nominees for this category must be nominated by the local literacy council, and must be board members, employees, or active volunteers of a local literacy council or of a literacy provider funded by a local literacy council.

Adult Basic and Continuing Education Representatives

Nominees for this category must be board members, employees or active volunteers with an adult basic and continuing education organization. Adult basic and continuing education organizations may be local public education agencies or private nonprofit organizations that provide educational instruction (e.g. ABE, GED, ESL, etc.) or other education services to adults who have not obtained a high school diploma or its equivalent.

Nominating Process:

The following forms (attached) must be completed and submitted for each nominee:

- 1) Nomination Slate Form (must be signed by the President, director or other authorized official of the nominating organization)
- 2) Copy of the nominee's vitae or resume
- 3) Completed copy of the Application for Local Workforce Board Members questionnaire

All nomination materials should be submitted to the following:

George Hempe
CEO
Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, Texas 78207

Inquiries:

Questions regarding the nomination process or requests for additional information may be directed to the following individuals:

George Hempe
Phone: (210)581-1091
E-Mail: ghempe@wsalamo.org

All nominations received will be considered for appointment by the Committee of Six, which consists of the Mayor of the City of San Antonio and one Council member, the Bexar County Judge and one member of the Commissioners Court, and two representatives of the Rural Area Judges. Selections are then brought before the City Council, Commissioners Court and Rural Area Judges for approval then forwarded to the Texas Workforce Commission for final certification.



2018
BOARD RECRUITMENT FORMS

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: _____

2. Name of Nominee: _____

3. Organization Representing _____

4. Position/Title: _____

5. Address: _____ City/Zip Code: _____

6. Telephone Number _____ Fax: _____ Home: _____

7. E-mail: _____

8. Gender: Male Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

- White Black/African American/Negro Chinese Korean
- Asian Indian American Indian/Alaska Native Samoan Japanese
- Vietnamese Guamanian or Chamorro Filipino
- Native Hawaiian Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?

- No, not Spanish/Hispanic/Latino
- Yes, Mexican, Mexican American, Chicano Yes, Puerto Rican
- Yes, other Spanish/Hispanic/Latino, specify: _____ Yes, Cuban

11. Reference Item 3. Please list any applicable **Employer TWC Tax Account Number(s)**:

1.) _____ 2.) _____ 3.) _____

12. **Total Number of Employees** associated with Employer TWC Tax Account Numbers listed in Item 11: _____

13. Please indicate the Workforce Board category the nominee represents (**Check Only One**):

- | | |
|--|--------------------------|
| Private Sector Large/For-Profit Business (large 500 employees or more) | <input type="checkbox"/> |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | <input type="checkbox"/> |
| Other Private Sector | <input type="checkbox"/> |
| Education | <input type="checkbox"/> |
| Literacy Council | <input type="checkbox"/> |
| Economic Development | <input type="checkbox"/> |
| Vocational Rehabilitation | <input type="checkbox"/> |
| Public Employment Service (TWC) | <input type="checkbox"/> |
| Adult Basic and Continuing Education | <input type="checkbox"/> |
| Organized Labor [20 C.F.R. §628.410(a)(3)] | <input type="checkbox"/> |
| Community-Based Organization (CBO) | <input type="checkbox"/> |
| Public Assistance | <input type="checkbox"/> |

Special Board Requirements - Indicate, if applicable:

- 14. Nominee has **expertise in child care or early childhood education**
- 15. Nominee is a **veteran AND is actively engaged** in the field of veterans affairs or services

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. _____
Name of Nominating Organization

17. _____
Street Address or P.O. Box of Nominating Organization City State Zip

18. _____
Telephone Number Fax

19. _____
Signature, Nominating Organization - President, Director, or other official Date of Signature

20. _____
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

PART H: FORMS

PART H-100: CONFLICT OF INTEREST STATEMENT FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS

Board Nominee: _____

Category Representing: _____

1. Does board nominee, any entity or business he/she is involved with, or the organization for which he/she is being nominated to represent have a contract with the Board?
Yes No If yes, please explain.

If yes, nominee will need to make appropriate disclosures to the Board.

Executive Director

Date

**Part G-200: Application for
Local Workforce Development Board Members**

Board Nominee: _____

Category Representing: _____

1. Please describe your role within the organization you have been nominated to represent.
(Private sector nominees must also list the substantial management or policy responsibilities they
have that qualify them for the category.)

2. Why are you interested in serving on the Board?

3. What do you believe should be the Board's goal when developing its local policies?

4. What contribution do you believe you can make toward helping the Board achieve that goal?

5. Do you, any entity or business you are involved with, or the organization for which you are being
nominated to represent have a contract with the Board? Yes No if yes, please explain. If
yes, have you or will you make appropriate disclosures to the Board? Yes No

6. Other volunteer commitments

Signature

Date