



SPECIAL REGULAR BOARD MEETING MINUTES

100 N. Santa Rosa, Suite 120
San Antonio, TX 78207
FEBRUARY 19, 2021
10:00AM

WSA Board Member Attendees: Leslie Cantu (Chair), Jamie Allen (Vice Chair), Frank Crowder, Jr. (Secretary), Mary Batch, Betty Munoz, Ben Peavy, Carolyn King, (10:04AM), Lisa Navarro-Gonzales, Yousef Kassim, Dawn Vernon, (10:00AM), Lindsay Dennis, Dr. Mark Niederauer, Doug Watson, Eric Cooper, Diana Kenny, Dr. Burnie Roper, Kelli Rhodes, Polo Leal, Angelique De Oliveira, Dr. Sammi Morrill, Mitchell Shane Denn, Anthony Magaro, Dawn Dixon

WSA Board Staff Attendees: Adrian Lopez, Mark Milton, Dr. Andrea Guerrero-Guajardo, Linda G. Martinez, Louis Tatum, Angela Bush, Cristina Bazaldua, Rebecca Espino Balencia, Melissa Sadler-Nitu, Chuck Agwuegbo, Aaron Smith, John Hershey, Michael DeFrees, Manuel Ugues, Barbetta Womack, Brenda Garcia, Esther Metcalf, Gabriella Horbach, Ricardo Ramirez, Jessica Villarreal

Legal Counsel: Frank Burney

Partners: Diane Rath, Michael Sindon

Guest(s): Daniel Gostylo, Realtor, Yessika Rodriguez

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 meeting. Questions relating to these rules may be directed to Linda Martinez at (210) 272-3250.

To protect the health of the public and limit the potential spread of COVID 19 as directed by Governor of Texas, Bexar County and City of San Antonio, WSA will hold this meeting via videoconferencing. The meeting will be held in compliance with the suspended provisions of the Texas Open Meetings Act. For those members of the public that would like to participate,

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- I. Call to Order and Quorum Determination
Presenter: Chair Leslie Cantu
At 10:00 a.m., Chair Cantu called the meeting to order. The roll was called, and a quorum was declared present.
Chair Cantu noted due to the weather conditions, the Board would only consider a few Action items. CEO Lopez provided a quick review of the condition of staff and facilities due to the weather.
- II. Declarations of Conflict of Interest
Presenter: Chair Leslie Cantu
None
- III. Public Comment
Presenter: Chair Leslie Cantu
None
- IV. Consent Agenda: (Discussion and Possible Action)
Presenter: Chair Cantu
 - a. Board of Directors Meeting January 22, 2021 Minutes
Upon motion by Director Jamie Allen and second by Director Frank Crowder, the Board unanimously approved the Minutes for the Special Board Meeting January 22, 2020.
- V.

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VI. Procurement (Discussion and Possible Action)

Presenter: Louis Tatum, CFO

a. PEO Briefing

b. Audit RFQ Contract Recommendation

- **Mr. Ricardo Ramirez provided the Board with information regarding the Audit RFQ Contract recommendation.**
- **The 4th and final renewal of WSA's Financial Auditing Services contract with**
- **ABIP expired September 30th, 2020, for a total cost of \$65,700. Upon the expiration of the contract, WSA issued a Request for Qualifications (RFQ) for Financial Auditing Services from qualified and experienced accounting firms whose principal officers are independent, Certified Public Accountants (CPAs).**
- **Offerors were required to have the necessary technical competence, skills, and professional judgment, including experience in working with nonprofit, governmental, and quasi-governmental organizations and familiarity with all applicable federal and state laws, regulations, and rules. A summary of solicited services included:**
 - **Prepare/file corporate Income Tax Return (Form 990),**
 - **Perform audit in compliance with Single Audit Act and 2 CFR 200.501,**
 - **Report on internal controls over financial reporting and on compliance on related matters,**
 - **Nonmaterial instances of noncompliance to be reported in separate management letter,**
 - **Retention of all working papers and reports at auditor's expense and as legally required,**
 - **Perform with the highest level of integrity and business ethics,**
 - **Comply with all professional accounting and audit rules, guidelines, and requirements.**
- **WSA received responses from five bidders. The responses were evaluated internally by WSA Staff, and the ranking of the qualifications is based on the best interests of WSA. A summary of scores and a recommendation for the selection of a single contract are as follows:**
 - **25 points: current and past performance tied to experience with financial audit services for similar agencies,**
 - **30 points: demonstrated ability, knowledge/expertise of key personnel,**
 - **25 points: engagement plan demonstrating aptitude/know-how and aptitude for management and completion of the project,**
 - **20 points: reputation and experience via relevant references,**
 - **5 points: Historically, Underutilized Business (HUB) – entities with at least 51% owned, operated, controlled by minority group members as defined by State law, including female-owned businesses.**
- **Proposals were required to achieve an overall score of at least 70 points to be considered for selection and contract award (maximum of 105 overall points).**

- **The top two were ABIP with a score of 99.3 and Garza-Gonzalez with a score of 102.**
- **WSA Staff recommendation is to negotiate with Garza-Gonzalez to provide Financial Audit Services. In the event, the negotiations are not favorable to WSA, proceed to negotiate a contract with ABIP for the same purposes.**
- **The duration of the contract shall be for a period of one (1) year from the date of execution of the agreement. The Board may opt to extend for up to four (4) one (1) year extensions based on WSA needs and availability of funds. In no event shall the total term of the contract exceed five (5) years.**
- **The estimated annual budget is \$80,000 (expecting increased involvement with short timeline). WSA will retain an additional 10% for contingency for an estimated total of \$88,000.**
- **Vice Chair Jamie Allen asked why the RFQ was not issued earlier to have auditor in place at the beginning of the FY.**
- **Mr. Lopez responded that additional contracts with Bexar County and COSA were last minute “add-ons” to the audit, plus COVID delays.**
- **Mr. Peavy and Mr. Cooper asked staff to review the references and commented on the risks of changing auditors during current conditions.**
- **Mr. Lopez reviewed the scoring, highlighting the HUB points being a factor in the scoring.**
- **Mr. Lopez addressed Mr. Peavy’s concern of an auditing service coming in and having to learn the workforce board process/business. He added, Garza-Gonzalez is a local firm with over 20 years of experience. Their staff qualifications are superior compared to the other bidders that were submitted. They have dealt with Rio Grande Valley workforce boards and the COSA.**
- **Upon motion by Director Eric Cooper and second by Director Yousef Kassim, the Board unanimously approved the audit firms of Garza-Gonzalez and ABIP, with final selection to be negotiated and selected by staff, with participation of any Board members, for a contract term of one (1) primary year with four (4) option terms of one (1) year each (at WSA’s option).**

VII. Strategic Committee (Discussion and Possible Action)

Presenter: Louis Tatum, CFO

a. Floresville Center Location/Relocation – Recommendation

- **Mr. Tatum and Mr. Daniel Gostylo, realtor, briefed the Board on the options for relocation of the Floresville service center.**
- **The proposed location is at the current center but relocated to the front of the center for more visibility.**

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- **McBride Thuney Enterprises offered 2,300 SQF of space that became available in the current location and a \$20/SQF Tenant Improvement allowance for the facility. The space offered is in the front of the current facility which would provide greater visibility for Workforce Solutions Alamo. By continuing to work with the current landlord we may also be able to negotiate advantageous terms of the holdover period to avoid the additional cost of storage and moving expenses.**
- **Upon motion by Director Eric Cooper and second by Director Betty Munoz, the negotiation and execution of a lease at the new location in the front of the shopping center in Floresville was unanimously approved by the Board, subject to local input by the County Judge.**

VIII. Committee of Six Chair and/or Partner Staff Report
Presenters: Diane Rath, Pooja Tripathi, Alex Lopez

IX. CEO Report

Presenter: Adrian Lopez, CEO

a. IT Roadmap 2020-2022

b. Introduction Deputy Director, Business Services

c. Update on SA Ready to Work

- **Mr. Adrian Lopez informed the Board the Local Plan was approved by City Council and congratulated Dr. Guajardo and her staff for a job well done.**
- **Mr. Peavy asked Mr. Lopez is any WSA staff needed due to the inclement weather.**
- **Mr. Lopez informed Board that WSA staff and centers are continuing to provide services to clients.**

X. Chair Report (Discussion and Possible Action)

Presenter: Chair Leslie Cantu

a. 2021 Committee Chairs

b. Board Survey

c. WSA Board Attendance Policy

XI. Next Meeting: Board Meeting – March 26, 2021

XII. **Executive Session: Pursuant to Chapter 551 of the Texas Open Meetings Act, the Board may recess 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; and**
- d. **Government Code §551.074- Personnel Matters involving Senior Executive Staff and Employees of Workforce Solutions Alamo and**
- e. **Government Code Section 551.089—Discussions regarding Security Devices for Audits.**

XIII. Adjournment

Presenter: Chair Leslie Cantu

Upon motion by Ms. Dawn Vernon and second by Mr. Ben Peavy, the meeting ended at 10:51 a.m.

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