



ANNUAL BOARD OF DIRECTORS MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
November 22, 2024
10:00 AM

AMENDED 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 Teresa Chavez at (210) 452-9405.

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.

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 Teresa Chavez at (210) 452-9405 so that appropriate arrangements can be made. Relay Texas: 1-800- 735-2969 (TDD) or 711 (Voice).

- I. CALL TO ORDER
Presenter: Leslie Cantu, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Leslie Cantu, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Leslie Cantu, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Leslie Cantu, Committee Chair
- V. CONSENT AGENDA (DISCUSSION AND POSSIBLE ACTION)
Presenter: Leslie Cantu, Committee Chair
 - a. Board of Directors Meeting Minutes – September 20, 2024
 - b. Texas A&M University Presentation
 - c. Local Plan
 - d. Child Care Quality Areas of Focus for 2025
 - e. Child Care Rural Visits Calendar
 - f. Success Stories
 - g. In- Person Youth Success Story
 - h. Student Outcomes Data Report
 - i. TX FAME Announcement
 - j. Bandera Lease
 - k. Hondo Lease
 - l. Pleasanton Lease
 - m. O’Connor
 - n. Port SA
 - o. Mobile Unit
 - p. WSA 2025 Local Plan Development Update
 - q. TX FAME
 - r. Department of Labor
 - s. Update on Services Provided by County
 - t. TX FAME
 - u. SEAL NDEAM
 - v. Workforce One
 - w. A Closer Look: WIOA Youth Program
 - x. Ready to Work Update
 - y. Client Expenditure Analysis
 - z. County by County Expenditure Analysis
- VI. EARLY CARE & EDUCATION COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Ana DeHoyos O’Connor, Early Care & Education Committee Chair
 - a. Child Care Services 11 Policy Update
 - b. Childcare Performance Briefing
 - c. Texas Rising Star Assessment Update

- VII. YOUTH COMMITTEE REPORT(DISCUSSION AND POSSIBLE ACTION)
Presenter: Anthony Magaro, Youth Committee Chair
- a. Youth Program Briefing and Performance
 - b. Career Exploration
- VIII. STRATEGIC COMMITTEE MEETING (DISCUSSION AND POSSIBLE ACTION)
Presenter: Eric Cooper, Strategic Committee Chair
- a. Local Plan
- IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Dr. Sammi Morrill, Oversight Committee Chair
- a. Quality Assurance Update – TWC Monitoring
 - b. TWC Performance – Upcoming Target Changes
 - c. Risk Analysis
 - d. Ready to Work
- X. AUDIT AND FINANCE COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Mary Batch, Audit & Finance Committee Chair
- a. Teacher Externship
 - b. Legal Consulting Services
 - c. HR Consulting Services
 - d. New Facility Lease- Bandera
 - e. New Facility Lease- Hondo
 - f. New Facility Lease- Pleasanton
 - g. Financials
- XI. NOMINATIONS COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Anthony Magaro, Nominations Committee Chair
- a. Nomination Slate of Officers for 2025 (Chair, Vice Chair, and Secretary)
- XII. CEO REPORT (DISCUSSION AND POSSIBLE ACTION)
Presenter: Adrian Lopez, CEO
- a. Media Report- Presenter: James Keith, Director of Public & Government Relations
 - b. Recap Meeting with Senator Jose Menendez
 - c. New Organizational Chart
 - d. TX FAME MOU
 - e. Red, White & You Event
 - f. Children at Risk
 - g. CPS Grills Giving Event
 - h. United Way Campaign

XIII. CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

- a. Discussion and Possible Action on CEO, Adrian Lopez Employment Agreement & Evaluation

XIV. NEXT MEETING: TBD, 2025

XV. 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.

XVI. ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair



BOARD OF DIRECTORS MEETING

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

September 20, 2024

10:00 AM

BOARD OF DIRECTORS: Leslie Cantu (Chair), Anthony Magaro, Yousef Kassim, Ana DeHoyos O'Connor, Mary Batch, Chris Corso, Esmeralda Perez, Jennifer Lange, Jerry Graeber, Lowell Keig, Jim Robertson, Lisa Navarro Gonzales, Eric Cooper, Elizabeth Lutz, Charles Camarillo, Josh Schneuker, Kelli Rhodes, Dawn Dixon, Yvonne Addison, Eunice Grant, Eric Cooper

STAFF: Adrian Lopez, Rebecca Espino Balencia, Ricardo Ramirez; Teresa Chavez, James Keith, Caroline Goddard, Geroge Mazariegos, Kristen Rodriguez, Trema Cote, Brandee Perez, Avis Burrow, Ruby Elizondo, Victoria Rodriguez, Vanessa Garcia, Gilbert Monk, Gabriela Navarro Garcia, Jessica Villarreal and Chuck Agwuegbo, Angela Bush, Brandee Perez, Eric Vryn

PARTNER STAFF: Ana Salazar

LEGAL COUNSEL: Frank Burney

GUESTS: Abigail Garcia, Melanie Keeton, Ramsey Olivarez, Rueben Garcia

AGENDA

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I. CALL TO ORDER

Presenter: Leslie Cantu, Committee Chair

At 10:32 a.m., 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 – July 19, 2024
- b. United Way-AQP Data Dashboard
- c. Alamo CCS Provider Type and Capacity
- d. Entry Level Designation & Efforts Towards Increasing and Accessing Quality
- e. TX3C Systems
- f. Child Care Quality Contract
- g. Partner Updates-Early Matters, United Way, Texas A&M, Pre-K for SA
- h. Youth Program Briefing and Performance
- i. Career Exploration Youth Events
- j. ACE Race 2025
- k. Facility Updates-Port SA, O'Connor, Bandera, Mobile Unit (Item Pulled)**
- l. AEL Presentation-Alamo Colleges, Alamo Colleges Business & Industry Solutions Team, and Active Projects
- m. Quality Assurance Update-TWC Monitoring
- n. TWC Performance-Upcoming Target Changes
- o. Performance, Programs, and Operational Updates

- p. A Closer Look: WIOA Dislocated Worker Program
- q. Update on Services Provided by County
- r. Expenditure Analysis with Training Providers
- s. Financials
- t. Client Expenditure Analysis
- u. County by County Expenditure Analysis
- v. New Funding

Upon motion by Jerry Graeber and second by Mary Batch, the Board unanimously approved the following except Item V. from Consent Agenda; Item (k)

Staff reported on item V. from Consent Agenda; Item (k) on the mobile unit (correct information was posted on the Agenda). Upon motion by Director Eric Cooper and second by Director Ana DeHoyos O'Connor, item V(k) mobile unit was unanimously approved. The unit will be displayed at the Area Judges meeting next week.

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

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

- a. Childcare Performance Briefing
- b. Child Care Services: In Care/Waitlist
- c. Texas Rising Star Assessment Update
- d. Alamo Quality Centers

Chair Ana DeHoyos O'Connor briefed the Committee on status of Child Care centers on path to accreditation. She also reviewed Families in Care (8624—3237 waiting) and Children in Care (15035—5185 waiting). To cover all families and children in waiting, WSA estimates that it would require another \$42M in funds to provide those services in addition to current allocation of \$120M (statewide estimate is likely over \$1B). 43% of childcare centers are certified Rising Star.

VII. YOUTH COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Anthony Magaro, Youth Committee Chair

- a. TX FAME Presentations

CEO Adrian Lopez provided a background on the FAME program here in COSA based on a successful model in Kentucky. Strong support from local employers has been received. Further research/outreach is under way to build a strong program locally. Emphasis on engaging women into the program is a priority. Commencement date will be fall of 2025.

Chair Anthony Tony Magaro reported on a recent meeting with Dee Howard to discuss a “drone” certification process for students.

VIII. STRATEGIC COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Eric Cooper, Strategic Committee Chair

- a. WSA 2025 Local Plan Development Update
- b. Alamo Workforce Consortium Update
- c. Policies on Use of Work Experience and Other Business Services

Chair Eric Cooper reported on efforts to draft new Local Plan 2025, with a list of targeted occupations, rural needs, and partnerships, all in compliance with TWC regulations. There have been and will be many public/outreach meetings over the next 6 months. Timeline includes Final Draft by end of 2024, approvals in January/February 2025 by all entities, and submission to the Governor by June 2025.

Chair Eric Cooper and CEO Adrian Lopez briefed the Committee on Alamo Workforce Consortium (YWCA, Food Bank, Avance, Family Services, with more to come) to coordinate training services and learn what resources/services each can provide and best practices. Also briefed the Committee on “prisoner reentry simulation” with groups focusing on prisoners.

Chair Eric Cooper highlighted the Statewide Action Plan, which focuses on how to achieve goals (Texas Talent, Service Optimizers, and Partnership Managers).

IX. OVERSIGHT COMMITTEE REPORT (DISCUSSION AND POSSIBLE ACTION)

Presenter: Dr. Sammi Morrill, Oversight Committee Chair

- a. Procurement
- b. Information Technology

In the absence of Dr. Sammi Morrill, Eric Vryn- Chief Process Officer reported on strategic initiatives, focusing on contracts/procurement, IT Cloud migration (PII), and Ready to Work improvements/analysis (cost benefit). TWC monitors will be on-site next month.

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

Presenter: Mary Batch, Audit & Finance Committee Chair

- a. Partners for Reentry Opportunities in Workforce Development Request for Proposals
- b. Fiber Consolidation
- c. Ready To Work Analysis and Update

Chair Mary Batch with Kristen Rodriguez provided its recommendation to select Goodwill Industries for a one-year contract for PROWD services (study release of federal prisoners), with two one-year options, at a cost of \$352,350 annually, effective October 2024. Upon motion by Eric Cooper and second by Yousef Kassim, the contract with Goodwill was unanimously approved (Lowell Keig abstaining)

Staff also provided its recommendation to enter into a contract with Spectrum Enterprise for fiber internet consolidation services, for a 36 month term at a cost of \$147,826 annually, effective October, 2024. Upon motion by Jerry Graeber and second by Jennifer Lange, the contract with Spectrum was unanimously approved (Lowell Keig abstaining).

CFO Brandee Perez and Eric Vryn provided a review of Ready to Work. Ready to Work numbers continue to increase, with 6103 interviewed, 1205 completed training, and 678 placed in approved jobs (average wage of \$20 per hour). Contract currently has a small surplus that is reserved for further monitoring/analysis. Some observations: barriers exist for older age applicants, disabled, justice-involved individuals, and those who were previously unemployed.

100% compliance is still problematic, as is timing of payment of invoices by

COSA due to staffing shortages. (COSA stated that all invoices have been paid and 100% compliance temporarily waived).

As to Budget, expenditures are in line with budget except for childcare quality, which expenditures are under budget. Urban-rural expenditure consistent with target goals of 82—18%.

XI.CEO REPORT

Presenter: Adrian Lopez, CEO

- a. Child Care Rural Visits Calendar**
- b. TX FAME Hub MOU**
- c. Childcare Activities**
- d. Career Colleges and Schools of Texas**
- e. Marketing Media**

CEO Adrian Lopez briefed the Committee on outreach throughout the Workforce Area, through Open Houses, visits, and other events (calendar included).

CEO Adrian Lopez also reported on his participation in a State Legislature Committee on Child Care and as a featured speaker in an upcoming

conference (Career Colleges statewide). He will be working with Sen. Menendez on a childcare discussion next month.

James Keith – Director of Public & Govt Relations reported on media stories, social media post, and Hiring Red, White and You Conference coming up on Nov. 6th.

XII.CHAIR REPORT

Presenter: Leslie Cantu, Committee Chair

Chair Leslie Cantu informed the Committee that she would be sending out Board review of CEO performance.

XIII.NEXT MEETING: November 22, 2024

XIV.EXECUTIVE SESSION: NONE

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XV.ADJOURNMENT

Presenter: Leslie Cantu, Committee Chair

There being no further business, a motion was made by Ana DeHoyos O'Connor and second by Eric Cooper to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 12:05 p.m.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Adrian Lopez, CEO

Date: November 22, 2024

Subject: WSA Local Plan

Summary: The Local Plan is a Texas Workforce Commission (TWC) mandated planning document approved by the Committee of Six every four years with interim updates and approvals every two years. Per the Interlocal and Partnership Agreements the WSA Board of Directors, Committee of Six, City of San Antonio, and Bexar County are to approve the Local Plan and any major modifications, in addition to the annual budget and board appointments.

Background: The Workforce Innovation and Opportunity Act (WIOA) requires WSA to develop a comprehensive four-year plan (Local Plan) in conjunction with TWC. The plan is required to be modified every two years. It is approved by WSA Board, Committee of Six (COS) as well as COS Governing Bodies (City of San Antonio, Bexar County, Area Judges).

Purpose of Local Plan and Two-Year Update:

- Update of the 13 County Workforce Solutions Alamo Region socioeconomic, economic and workforce analysis
- Description of WSA Workforce Development Activities and Core Services
- Alignment with The Texas Workforce System Strategic Plan Goals, and compliance with TWC policies and guidance.
- Identification of Target Occupations

Target Occupations: Boards are required to conduct an annual analysis identifying (1) in-demand industries that impact the regional economy and (2) target occupations that are critical to the Board's in-demand industries using six-digit Standard Occupational Classification (SOC) codes.

Boards identify in-demand industries and target occupations by developing a ranking criterion. In the past the Board has used the following ranking criteria:

workforcesolutionsalamo.org
communications@wsalamo.org

100 N. Santa Rosa Street
San Antonio, Texas 78207
(210) 272-3260

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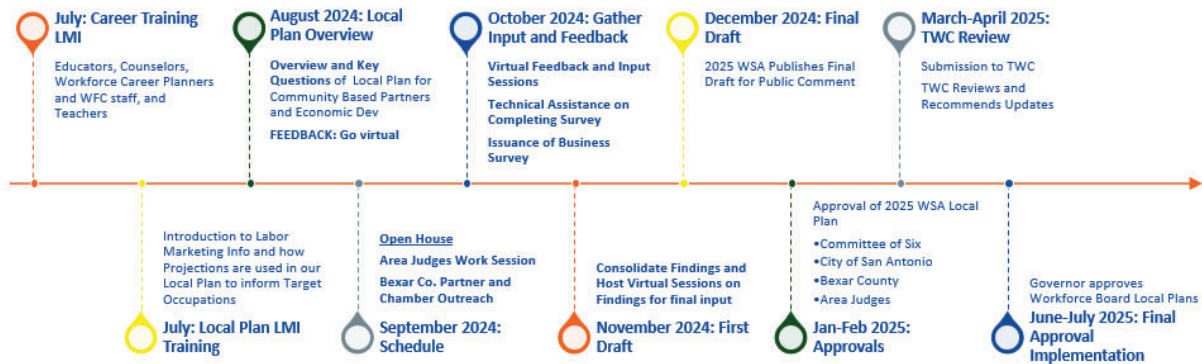
Primary Data Targets for Industries identify Industries by 4-digit NAICS- with high growth and job availability based on Industry Growth Projections 2022-2032 (Release July 2024).

For the entire Alamo area, the Workforce Development area, all the 13-counties:

- Percent change ≥ 10 –year growth percentage for industries and occupations, 15.6%, and/or Number change (absolute) ≥ 500
- Target Wage must be determined for 2025-2028 through a research process called a “Wage Analysis”; for 2021-2024 Target Wage was Mean Wage \geq \$19.00 hourly (\$39,520 annual).

Secondary Data Targets: Primary in-demand industries for the Alamo Region collapsed based on the primary data targets, then secondary data targets. The percent change threshold matches the 10-year growth percentage for both industries and occupations for the Alamo Region (2022-2032). The staffing patterns (occupations hired) are determined for the in-demand industries and initial Target Occupations. WSA then injects “local wisdom” through discussion with local stakeholders from each County. Most recently Accommodations and related occupations were added on the basis of Local Wisdom. Only occupations on the Target Occupations are eligible for investment through WIOA dollars.

Below is the timeline associated with development and approval of the Local Plan:



Duties of the Committee of Six: The role of the Committee of Six is to provide input and approve the Local Plan.

Local Plan Input Process: New for the 2025 – 2029 Local Plan, WSA staff is securing feedback from each County, including the Area Judges, on specific needs and opportunities in order to utilize and potentially grow service delivery through combined action and pursuit of grant dollars using the three goals of the 2023 Statewide Action Plan.




GOAL 1
TEXAS TALENT EXPERTS

To establish the state's public workforce system as the go-to resource for expertise about the Texas talent market.



GOAL 2
SERVICE OPTIMIZERS

To deploy unmatched services of value to employers and economic development organizations and more effectively tell the story of the public workforce system's toolbox.



GOAL 3
PARTNERSHIP MANAGERS

To create and manage more intentional partnerships to facilitate talent solutions, pursue shared goals in support of a healthy and robust workforce, and leverage joint resources.

The following tables illustrate Agencies who provide Services currently and potential services going forward, who will be engaged to provide feedback and in regard to which service vertical they engage in such as business services, youth, adult, and childcare services. Each area and individual stakeholder will be provided a link to an input form that will allow them to articulate which vertical they are referring to, which county, and which goal.

For example, a non-profit serving justice involved in Comal County may indicate for Goal 1: that it would like to share data on and co-publish a report on the state of job opportunities for the justice involved. For Goal 2: it may indicate that it would like to enter into a referral and data share agreement. And For Goal 3: that it would like to work together with WSA to pursue additional dollars for employer education over the next 4 years.



GOAL 1
TEXAS TALENT EXPERTS

To establish the state's public workforce system as the go-to resource for expertise about the Texas talent market.

WSA Local Plan Questions: Data 2025-2029



Goal: Secure input from City, County, Eco Dev, School District, 3 CBO working with priority populations. Talent demand will be gathered through a business survey and target interviews.

	Business Services	Adult	Youth	Childcare
Current	1. CEO Report a) Labor Market Information b) Wage and Availability Data	1. Continuous Improvement: CEO Report, Demographic Reports, Letters of Support 2. Quarterly CEO Report presentations to Area Judges 3. Annual Business Outreach and Partnership Presentation to Area Judges		
Partners	City/County, Eco Dev Corp, Chamber	Non-Profits, CBO, Local Diversion Programs, Faith Based Orgs	+ School Districts	Providers, Non-Profits, Parents
2025 WSA Local Plan	What information/analysis can we produce provide for you?	What information can we provide, produce, or co-author? What information should we have?	What information can we provide, produce, or co-author? What information should we have?	What information can we provide, produce, or co-author? What information should we have?



WSA Local Plan Questions: Services 2025-2029



GOAL 2
SERVICE OPTIMIZERS



To deploy unmatched services of value to employers and economic development organizations and more effectively tell the story of the public workforce system's toolbox.

Goal: Secure input from City, County, Eco Dev, School District, 3 CBO working with priority populations. Talent demand will be gathered through a business survey and target interviews.

	Business Services	Adult	Youth	Childcare
Current	1. Recruitment Business Services a) WF Incentive Development 2. Retention Business Services a) BRE Visits b) Training Dollars c) Direct Hire Event/Job Fair		1. Referral 2. Assessment 3. Career Counseling 4. Training 5. Employment	1. Technical Assistance to Parents on access to programs. 2. Technical Assistance to Service Providers towards quality care
Partners	City/County, Eco Dev Corp, Chamber	Non-Profits, CBO, Local Diversion Programs, Faith Based Orgs	+ School Districts	Providers, Non-Profits, Parents
2025 WSA Local Plan	How do we coordinate business outreach and service? How do we deepen the level of incumbent worker training?	Who should we formalize partnerships with on Referrals, Space, formal feedback loop, how do we establish goals?	Who should we formalize partnerships with on Referrals, Space, formal feedback loop, how do we establish goals?	Who should we formalize partnerships with on Referrals, Space, formal feedback loop, how do we establish goals?



GOAL 3
PARTNERSHIP MANAGERS

To create and manage more intentional partnerships to facilitate talent solutions, pursue shared goals in support of a healthy and robust workforce, and leverage joint resources.

WSA Local Plan Questions: Strategy 2025-2029

Goal: Secure Feedback from City, County, Eco Dev, School District, 3 CBO working with priority populations. Talent demand will be gathered through a business survey and target interviews.

	Business Services	Adult	Youth	Childcare
Current	1.) Common definitions of degrees of Workforce Ready through shared tracking system.	1) Justice involved interventions 2) Incumbent Worker Training	1) Justice Involved 2) Industry Outreach 3) Identify Funds for Training	1) Establish Childcare Co-ops 2) Integrate space provision into Eco Dev policy 3) Conduct outreach to providers for potential partnerships
Partners	City/County, Eco Dev Corp, Chamber	Non-Profits, CBO, Local Diversion Programs, Faith Based Orgs	+ School Districts	Providers, Non-Profits, Parents
2025 Local Plan	What strategies are the most important for us to consider? What are the areas should we pursue grant dollars as a region?	What strategies are the most important for us to consider? What are the areas should we pursue grant dollars as a region?	What strategies are the most important for us to consider? What are the areas should we pursue grant dollars as a region?	What strategies are the most important for us to consider? What are the areas should we pursue grant dollars as a region?



In addition to service provide input form, WSA staff will also issue a business survey securing feedback on the Target Occupations developed by WSA Staff as well as a survey on awareness and comfort level with accessing TWC dollars for apprenticeships and upskilling.

Finally, WSA has developed the following tentative schedule of virtual feedback session for partners for each County and from different focus areas to provide feedback.

October Feedback Sessions



	Outreach Calls Week of: Sept 30 th – Oct 5 th	Goal 1 & 2: Data and Services Week of: Oct 7 th – Oct 11 th	Goal 3: Strategy Week of: Oct 14 th - Oct 18 th	Nov 4th – Nov 8th Recap
Mon	11am -12pm: Karnes, Wilson	11am -12pm: Karnes, Wilson	Columbus Day	11am -12pm: Karnes, Wilson
Tue	11am -12pm: Atascosa, Frio, Medina, McMullen Afternoon: All School Dist.	11am -12pm: Atascosa, Frio, Medina, McMullen Afternoon: All School Dist.	11am -12pm: Atascosa, Frio, Medina, McMullen Afternoon: All School Dist.	11am -12pm: Atascosa, Frio, Medina, McMullen Afternoon: All School Dist.
Wed	11am -12pm: Gillespie, Kendall, Kerr, Bandera Afternoon: All Eco Dev	11am -12pm: Gillespie, Kendall, Kerr, Bandera Afternoon: All Eco Dev	11am -12pm: Gillespie, Kendall, Kerr, Bandera Afternoon: All Eco Dev	11am -12pm: Gillespie, Kendall, Kerr, Bandera Afternoon: All Eco Dev
<u>Thur</u>	11am -12pm: Comal, Guadalupe	11am -12pm: Comal, Guadalupe	11am -12pm: Comal, Guadalupe 2pm-3pm: Karnes, Wilson	11am -12pm: Comal, Guadalupe
Fri	11-12: All County Recap and Questions.	11-12: All County Recap and Questions on completion of input surveys.	11-12: All County Recap and Questions on completion of input surveys.	11-12: All County Recap and Questions.

MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, C.E.O.

Presented by Jessica Villarreal, Director of Child Care

Date: November 22, 2024

Subject: Child Care Quality Areas of Focus for 2025

Summary: This is a briefing to the Child Care Committee on the Child Care Quality Areas of focus plans for FY 25, which will cover October 1, 2024 – September 30, 2025.

Each FY boards are required to submit an annual plan to TWC describing how the board intends to expend the current fiscal year's CCQ funds. WSA allocates funding based on TWC guidelines and stakeholder feedback and discussions. WSA will continue to monitor and adjust as needed.

Analysis: Boards must designate all estimated expenditures using the following seven categories:

Federally Allowable uses for Child Care Quality Funds

1. **Training and Professional Development**, which includes costs associated with any training (not including infant- and toddler-specific training), professional development, and/or postsecondary education opportunities provided to child care provider staff
 - **CQF Activity: Training and Professional Development**, which includes any costs associated with activities that are specific to substitute pay/reimbursement to support child care provider staff attending school or training during work hours

Note: Activities funded must be demonstrably responsive to child care providers' specific needs as validated by data collection and/or consultation with the local child care committee or other representative child care stakeholders.

2. **Texas Rising Star**, which includes any costs associated with Texas Rising Star recognition, maintenance, and mentor staff
 - **CQF Activity: Texas Rising Star**, which includes any costs associated with activities specific to:
 - tiered monetary incentives for programs (Entry Level and certified programs) to purchase equipment, provide a wage or hiring bonus, or both;
 - comprehensive curriculum support, which requires any curriculum purchased for a child care provider to be accompanied by overarching training and support and be aligned with the local school district/charter if the provider is participating in a Prekindergarten partnership; and
 - materials and supplies based on the provider's specific needs as validated by data collection and/or consultation with the local child care committee or other representative child care stakeholders (excluding playground equipment, shade structures, cameras or other security equipment, and smart boards).
3. **Infant and Toddler Activities**, which includes any costs associated with specifically addressing infant and toddler program establishment or expansion, infant- and toddler-specific professional development, early intervention partnerships, and infant and toddler materials
 - **CQF Activity: Infant and Toddler Activities**, which includes any costs associated with activities that are specific to:
 - providing infant/toddler mental health consultations; and
 - supply building (opening new classrooms to serve infants and toddlers by offering materials or a monetary stipend per slot).
4. **Health and Safety**, which includes any costs associated with assisting early learning programs in maintaining child care licensing compliance or providing high-quality health and safety provisions that do not include activities specific to infants and toddlers
5. **Evaluation**, which includes any costs associated with purchasing assessment tools that measure effective practices for child development, training staff to implement the tools, and/or conducting formal evaluation studies of quality efforts, which requires the submission of an evaluation report to TWC
6. **National Accreditation Support**, which includes any costs associated with helping early learning programs obtain or maintain national accreditation (for example, fees and materials)

- **CQF Activity: *National Accreditation***, which includes any costs associated with activities specific to payment or reimbursement of initial application and renewal fees.
- 7. **Other Allowable Activities**, which are limited to costs for the following:
 - Shared Services
 - Prekindergarten partnerships
 - Child care and early learning mental health supports (such as infant and early childhood mental health consultation or child care staff wellness resources)
Note: Training activities that focus on mental health should be reported under “Training and Professional Development.”
 - Supply building activities, including:
 - ✓ capacity expansion grants, stipends, or resources for existing providers to increase capacity (either total or for a target population, such as infants, children with disabilities, or children enrolled in the Child Care Services program); and
 - ✓ wage supports for child care staff, such as recruitment and retention bonuses or wage supplements.
Note: Bonuses or stipends that are tied to new educational attainment must be reported under “Training and Professional Development.”
- **CQF Activity: *Other Allowable Activities***, which includes any costs associated with activities specific to:
 - wage supplements or stipends for child care workers; and
 - supply building incentives or materials for new or current providers who offer nontraditional hour child care or serve children in underserved areas (such as child care deserts), and/or vulnerable populations, such as infants and toddlers, children with disabilities, and English-language learners.

Fiscal Impact: TBD: preliminary: \$ 6,051,294.00

Recommendation: WSA staff will await finalization of the Child Care quality contract and a complete analysis of the TRS Needs Assessment Survey sent to all CCS providers. The finalization of the CCQ contract, as well as the analysis of the TRS Needs Assessment Survey, will provide insight and guidance on the plans for investments to be made to support the Child Care Quality (CCQ) programs for FY25. WSA will monitor the plan and adjust should priorities change.

Next Steps:

- The Child Care Quality Plan will be implemented when CCQ contract is finalized.
- WSA will analyze the results and feedback from the Texas Rising Star Needs assessment survey to determine what the stakeholders' needs are.
- WSA will continue to meet and collaborate with ECE organizations & stakeholders to maintain awareness of the needs of the ECE community.
- Quality funding and initiatives will continue to be allocated according to TWC guidelines.
- WSA will share the proposed FY25 CCQ expenditure plan at the next Early Care Committee meeting.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Interim Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: New Facility Lease for Bandera Workforce Center

Summary: Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff is recommending a new Facility Lease at 803 Buck Creek, Bandera, TX 78003. The estimated annual rent for the 480-square-foot office space is \$28,000, including maintenance, utilities, taxes, and insurance (NNN), pending final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.*

Analysis: The current Workforce Solutions Alamo (WSA) location in Bandera, TX is no longer suitable for our needs, with the existing Memorandum of Understanding (MOU) set to expire on November 14, 2024. In compliance with the Texas Workforce Commission's Financial Manual for Grants Contracting (FMGC §J.6.1) and federal Uniform Guidance (UG), we have initiated a comprehensive facility review process.

Key WSA business requirements include:

- Strategic location (proximity to customer populations, local businesses, and consideration of area crime statistics)
- Accessibility via public transportation
- Adequate parking
- Sufficient space for operations
- Ground floor access
- Potential for customization (build-out capabilities)
- Full compliance with the Americans with Disabilities Act (ADA)

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Timeline of Actions:

1. **February 23, 2024:** Initial Request for Information (RFI) issued to potential Lessors and Realtors.
 - Purpose: Conduct market research and identify available properties suitable for workforce program administration.
 - Action: WSA's contracted Real Estate Broker, PCR Brokerage San Antonio, LLC. dba Partners, performed a Competitive Market Analysis (CMA).
 - Result: Board Procurement staff completed a cost analysis based on the CMA findings.
2. **March 2024:** Board of Directors approved a facility at 4173 Highway 16, Bandera, TX 78003.
 - Outcome: During negotiations, the property was sold. The new landlord declined to honor the proposed lease terms, necessitating a renewed search.
3. **August 21, 2024:** Second RFI issued to potential Lessors and Realtors.
 - Purpose: Conduct updated market research and identify newly available properties.
 - Actions:
 - a) WSA's Real Estate Broker conducted a fresh CMA to reassess prospective locations.
 - b) Board Procurement staff performed an updated cost analysis.
 - c) Board staff engaged with current and potential partners to explore additional options.

Alternatives: Due to the absence of ADA-compliant facilities in the area, there are no potential properties meeting all requirements. As a result of all efforts, the property at 803 Buck Creek, Bandera, TX is currently recommended on a best-value basis.

Fiscal Impact: The annual estimated rent is \$28,800, pending negotiations. The anticipated initial term of the lease will be for 5 years with up to two (2) 5-year options to renew that will be specified in the agreement, not to exceed fifteen years inclusive of all renewals. The actual amount paid will be finalized during negotiations and specified in the Lease.



Cost Analysis:

TWC Lease Market Assessment Information	Subject Lease: 702 Buck Street	Previous approved Lease 1: 4173 TX HGWAY 16	Recommended Lease 2: 803 Buck Creek
Building Type and Class:	Full Service	Full Service	Full Service
Square Footage Needed and/or Available	1000	1200	480
Base Rent Rate: (\$/SQFT/YR)	\$0 x 1,000 sq. ft.=0	\$18.00 x 1200 sq. ft. =\$21,600	\$60.00x 480 sq ft.=\$28,800
Total Base Rent Rate Per Term (60 Months)	\$0	\$108,000	\$144,000
Avg. Total Rent per Year	\$0	\$21,600	\$28,800
Type of Lease: NNN, Modified Gross, or Full Service.	FULL SERVICE	NNN	FULL SERVICE
Additional Rent: Such as Operating Expenses or Common Area Maintenance (CAM), Estimated Annual Amount	0	\$3,600	0
Estimated Utilities: If not included in the Base Rent or Additional Rent above (\$/SQFT/YR) Estimated Annual Amount	0	\$1,728	0
Total Estimated Annual Cost: Annual Base Rent + Additional Rent (if needed) + Estimated Utilities	\$0	\$26,928	\$28,800
Total Available Parking Spaces:	20	20	20
Estimated Build Out Cost per Square Feet:	\$11	\$11	\$0
Total Build Out Cost per Year (est.)	\$11,000	\$13,200	\$0
Move Out Costs: Moving Expenses: per hour rate x labor hours = total estimated cost)	\$0	\$280	\$0
Renovation to Current Lease (if needed): Total tenant improvements/expenditures	\$0	\$0	\$0
Total Annual Cost: Including rent per year + build out + utilities + moving + renovations	\$11,000	\$40,408	\$28,800

Recommendation: As a result of comprehensive efforts, WSA is recommending approval of finalizing negotiations and execution of contract of the new facility lease for the property at 803 Buck Creek, Bandera, TX 78003, on a best-value basis.



Next Steps: Upon approval of this action, WSA Procurement and Contracts will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement of the facility located at 803 Buck Creek, Bandera, TX 78003 (Silver Sage).

Attachments: Lease Procurement Checklist



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	Health and Human Services
Property Location and Address:	702 Buck Street
	Bandera, Texas 78003
Time Frame (current lease dates)	28 Mar 23 – 14 Nov 24
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Aug `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Aug `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Feb `24	Aug `24
8	QA Review	QA	Mar `24	Aug `24
9*	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Sep `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Sep `24



Item	Description	Responsibility	Begin	Completed
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Mar `24	Oct `24
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar `24	
13	Lease - Legal Review	Legal	Mar `24	
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar `23	
LEASE AGREEMENT				
Evidence of Agreement Terms ___ 3 Year Term <u> X </u> 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee’s property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee’s actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Interim Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: New Facility Lease for Hondo Workforce Center

Summary: Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff recommends approval of a Facility Lease at 402 Carter, Hondo, TX 78861 (South Texas Regional Training Center). The estimated annual rent, inclusive of maintenance, utilities, taxes, and insurance (NNN), is \$31,725.36, subject to final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.*

Analysis: Given that the current location effectively meets WSA's needs, the Agency is pursuing re-procurement of the existing space. The commercial lease agreement is set to expire on December 21, 2024. In compliance with TWC's Financial Manual for Grants Contracting (FMGC §J.6.1) and Uniform Guidance (UG), the initial planning phase involves a comprehensive assessment of facilities that fulfill our current requirements. WSA's essential business needs encompass:

1. Strategic location (considering customer demographics, business proximity, and local safety)
2. Public transportation accessibility
3. Adequate parking facilities
4. Sufficient space allocation
5. Ground floor access
6. Potential for customization or expansion
7. ADA compliance

To ensure a thorough and competitive selection process, WSA initiated the following actions in February 2024:

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1. Issued a Request for Information (RFI) to potential Lessors and Realtors, facilitating market research and identifying suitable properties for workforce program administration.
2. Engaged PCR Brokerage San Antonio, LLC. dba. Partners, WSA's contracted Real Estate Broker, to conduct a comprehensive Competitive Market Analysis.
3. Organized in-person site visits to prospective locations, involving both WSA Board Staff and the contracted broker to evaluate each option firsthand.
4. Proactively reached out to existing and potential partners to explore additional opportunities and gather valuable insights.

This approach ensures WSA considers all viable options while prioritizing the most suitable and cost-effective solution for the agency's program needs.

Alternatives: None

Fiscal Impact: The projected annual rent is estimated at \$31,725.36, though this figure is subject to negotiation. The proposed lease structure includes an initial 3-year term, followed by up to three (3) additional 3-year renewal options. This arrangement allows for a potential maximum lease duration of twelve (12) years, encompassing all renewals. The final rental amount and all specific terms will be determined during negotiations and explicitly detailed in the Lease Agreement.



Cost Analysis:

Map #	Property	Address	Total Size (SF)	Available (SF)	Base Rent (PSF)	Est. OPEX	Est. Monthly Rent	Comments
1	City of Hondo Director Economic Dev. 210-250-0674	402 Carter Current WSA Site	---	1,799	\$13.20 Net	\$4.43	\$2,644.00	Includes shared classroom space (2,119 SF) Base Rent \$1,978.90/Mo Utilities \$ 224.88/Mo Custodial \$ 200.00/Mo Admin Support \$ 240.00/ Mo
2	Former Hibbett Sports	Hondo Village 166 Menefee Drew Allen 210-504-1242	5,000	1,200 2,500	\$21.00 NNN \$17.00 NNN	\$10.00	\$3,100.00 \$5,625.00	• Small center facing Walmart Supercenter • Attractive and in good condition • TI negotiable
3	Downtown Hondo	1116B 18th Street Kristy Parker 830-433-0101	2,300	2,300	\$9.00 NNN	\$6.00	\$2,875.00	• Looks to be in good condition. • Parking: 5 spaces
4	Downtown Hondo	1708 Avenue M Kristy Parker 830-433-0101	2,320	2,320	\$13.00 NNN	\$6.00	\$3,673.33	• Looks to be in good condition • Parking: 10 spaces
5	Park Place Professional	1616 Avenue M Ray Bendele 361-296-5954	6,000	2,000 4,000	\$13.80 MG \$13.80 MG	\$4.00	\$2,966.67 \$5,933.33	• Exterior looks good • Parking: 9 spaces behind

Recommendation: As a result of comprehensive efforts, the property at 402 Carter, Hondo, TX 78861, is currently recommended on a best-value basis. Upon approval of this action, WSA Procurement and Contracts will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement and the re-procurement of the facility located at 402 Carter, Hondo, TX 78861 (South Texas Regional Training Center).

Next Steps: Board staff will finalize negotiations and lease execution for the new agreement in Hondo, Texas, in coordination with its Contracted Broker, Legal Services, and the Landlord.

Attachments: Lease Procurement Checklist



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	City of Hondo
Property Location and Address:	402 Carter Street
	Hondo, Texas 78861
Time Frame (current lease dates)	1 Jan 22 – 31 Dec 24
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Aug `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Aug `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Feb `24	Aug `24
8	QA Review	QA	Mar `24	Aug `24
9*	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Sep `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Sep `24
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Mar `24	Oct `24



Item	Description	Responsibility	Begin	Completed
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar `24	Oct 24'
13	Lease - Legal Review	Legal	Mar `24	Oct 24'
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar `23	Oct 24'
LEASE AGREEMENT				
Evidence of Agreement Terms _X_ 3 Year Term ___ 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee's property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee's actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Interim Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: New Facility Lease for Pleasanton Workforce Center

Summary: Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff is recommending a new Facility Lease at 1411 Bensdale Road, Pleasanton, TX 78064 (Coastal Bend College - Pleasanton). The estimated annual rent for the 2,344 square foot facility, including maintenance, utilities, taxes, and insurance, (NNN) is \$30,043.92, pending final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.*

Analysis: Given that the current location effectively meets WSA's needs, the Agency is pursuing re-procurement of the existing space. The current commercial lease agreement will terminate on January 31, 2025. In compliance with the Texas Workforce Commission's Financial Manual for Grants Contracting (FMGC §J.6.1) and federal Uniform Guidance (UG), we have initiated a comprehensive facility review process.

Key WSA business requirements include:

- Strategic location (proximity to customer populations, local businesses, and consideration of area crime statistics)
- Accessibility via public transportation
- Adequate parking
- Sufficient space for operations
- Ground floor access
- Potential for customization (build-out capabilities)
- Full compliance with the Americans with Disabilities Act (ADA)

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To ensure a thorough and competitive selection process, WSA initiated the following actions in February 2024:

1. Issued a Request for Information (RFI) to potential Lessors and Realtors, facilitating market research and identifying suitable properties for workforce program administration.
2. Engaged PCR Brokerage San Antonio, LLC. dba. Partners, WSA's contracted Real Estate Broker, to conduct a comprehensive Competitive Market Analysis.
3. Organized in-person site visits to prospective locations, involving both WSA Board Staff and the contracted broker to evaluate each option firsthand.
4. Proactively reached out to existing and potential partners to explore additional opportunities and gather valuable insights.

This approach ensures WSA considers all viable options while prioritizing the most suitable and cost-effective solution for the agency's program needs.

Alternatives: None

Fiscal Impact: The projected annual estimated rent is \$30,043.92, though this figure is subject to negotiation. The proposed lease structure includes an initial 3-year term, followed by up to three (3) additional 3-year renewal options. This arrangement allows for a potential maximum lease duration of twelve (12) years, encompassing all renewals. The final rental amount and all specific terms will be determined during negotiations and explicitly detailed in the Lease Agreement.

Cost Analysis:



Map #	Property	Size SF	Base Rate/SF	OPEX	Total Monthly Rent	Annual Rent	Annual Rate/SF	Tenant
1	Coastal Bend College (1411 Bensdale)	2,344	\$9.60	\$3.22	\$2,504	\$30,044	\$12.82	Current WSA location.
2	Atascosa Market 2085-2089 W. Oaklawn Rd.	1,520 2,800	\$19.00	\$4.14	\$2,931 \$5,399	\$35,173 \$64,792	\$23.14	<ul style="list-style-type: none"> • 31,111 SF neighborhood shopping center • Monthly/annual rent does not include allocation for electric & janitorial
3	Gorman Plaza 2046 W. Oaklawn Rd.	2,033	\$29.00	\$6.06	\$5,940	\$71,277	\$35.06	<ul style="list-style-type: none"> • 18,000 SF neighborhood shopping center • Monthly/annual rent does not include allocation for electric & janitorial
4	State Hwy 97 1701 E State Hwy 97 Jourdanton	3,717	\$14.40	\$5.00	\$6,009	\$72,100	\$19.40	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
5	Oaklawn Rd. 1222 W. Oaklawn Rd.	2,204	\$22.00	\$6.00	\$5,143	\$61,712	\$28.00	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
6	Oaklawn Rd. 1320 W. Oaklawn Rd.	2,191	\$18.00	\$5.50	\$4,291	\$51,488	\$23.50	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
7	Zanderson Avenue 1010 Zanderson Jourdanton	2,496	\$12.00	\$5.00	\$3,536	\$42,432	\$17.00	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
8	Oaklawn Rd. 206 W. Oaklawn Rd.	1,436	\$20.89	\$6.00	\$3,218	\$38,614	\$26.89	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial

Recommendation: As a result of comprehensive efforts, the property at 1411 Bensdale Road, Pleasanton, TX 78064, is currently recommended on a best-value basis. Upon approval of this action, WSA Procurement and Contracts Management will proceed with pursuing Board approvals. Subsequently, WSA Procurement and Contracts will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement and the re-procurement of the facility located at 1411 Bensdale Road, Pleasanton, TX 78064 (Coastal Bend College - Pleasanton).

Next Steps: Board staff will finalize negotiations and lease execution for the new agreement in Pleasanton, Texas, in coordination with its Contracted Broker, Legal Services, and the Landlord.

Attachments: Lease Procurement Checklist



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	Lee E. Ricks, Jr.
Property Location and Address:	1411 Bensdale Road
	Hondo, Texas 78861
Time Frame (current lease dates)	1 Jan 22 – 31 Dec 24
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Aug `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Aug `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Feb `24	Aug `24
8	QA Review	QA	Mar `24	Aug `24
9*	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Sep `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Sep `24



Item	Description	Responsibility	Begin	Completed
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Mar '24	Oct '24
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar '24	Oct 24'
13	Lease - Legal Review	Legal	Mar '24	Oct 24'
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar '23	Oct 24'
LEASE AGREEMENT				
Evidence of Agreement Terms _X_ 3 Year Term ____ 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee's property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee's actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez, Interim Director of Procurement & Contracts

Date: November 22, 2024

Subject: Facility Update: O'Connor Lease

Summary: On August 18, 2023, the Board of Directors of Workforce Solutions Alamo awarded a contract to R/E Business Center, LLC. for the lease of a facility located at 11711 IH 35N, San Antonio, Texas. The estimated annual rent for the 23,880 square foot facility, including maintenance, taxes, and insurance (NNN), is \$740,280. The contract allows for an annual rent escalation percentage not to exceed 5% and a Tenant Improvement (TI) allowance not exceeding \$1,910,400. This initiative aligns with Goal 2 of the Texas Talent and Economic Growth Strategic Plan, which focuses on Service Optimizers.

Construction Update:

- Construction is now 90% complete, despite experiencing minor delays due to communication issues with the landlord regarding some punch list items. These issues have since been resolved, and the project is back on track.
- Tasks in progress include punch list items and final clean-up.
- Furniture has been installed.
- IT is currently working on the installation of Cameras (Exterior and interior), Projectors, and access points.
- A projected soft opening is set for late November, with the Grand Opening to be determined.

Analysis: The Board of Directors approved a lease for the relocation and renovation of a new facility at O'Connor in October 2023; WSA executed a lease with the landlord to provide a complete build-out, including Vocational Rehabilitation Services (VRS). The current Walzem lease expired on December 31, 2023, and is on a month-to-month basis until the completion of the

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new location. According to TWCs –Financial Manual for Grants Contracting, FMGC §J.6.1, and Uniform Guidance, UG, the initial step in the planning process requires a review of existing facilities that meet our current requirements. WSA’s business needs include but are not limited to general location (customer populations, local businesses, area crime statistics), access to public transportation, current parking space required, access to the ground floor, ability to build out, and compliance with the Americans with Disabilities Act (ADA).

Fiscal Impact: The estimated base rent for the facility is \$61,690 monthly, which includes 25% of shared costs that VRS will contribute for their 5,000 sq ft. space. The annual estimated rent amount is \$740,280 for 23,880 SQFT, with an annual rent escalation not exceeding 5%. It also includes a Tenant Improvement (TI) allowance not exceeding \$1,910,400.

Recommendation: This update does not propose any recommendations.

Alternatives: None

Next Steps: Board staff will continue to coordinate internally and externally on all final build-out requirements and prepare for furniture to be delivered and installed.



MEMORANDUM

To: Board of Directors Committee

From: Teresa Chavez, COO

Presented By: Victoria Rodriguez, Director of Workforce Services

Date: November 22, 2024

Subject: Update on Services Provided in Each County

Summary: This item is to provide information on services provided in each county. WSA operates sixteen centers and one mobile unit. The one-stop service delivery model utilized in centers streamlines services, empowering individuals, universal access, increased accountability, a strong role for Boards and the private sector, and state and local flexibility. The four principles of Texas' vision are: limited and efficient state government, local control, personal responsibility, and support for strong families. Our centers collocate with senior employment services, adult education literacy partners, vocational rehabilitation services, and veteran employment services. Although, WSA does not have an American Job Center in each county, WSA believes in finding systematic ways to help clients remove barriers through partner collaborations, key public & private stakeholders at the grassroots and community-based level to support Sector-Based Partnerships in the Alamo region.

Partnership Model:

Objectives:

- Locally Driven: Local partners understand what we do and how to maximize the services of WSA while maximizing their services through leveraging the partnership.
- Sustainable: Regardless of staff changes, leadership changes, budget changes, landscape chances the partnership will remain in tack. We are accountable, flexible and responsive with a consistent reinforcing focus.
- Continuously Improving: We seek feedback and set intervals to discuss and plan for improvement.

Memorandum of Understandings: WSA makes efforts to partner with organizations that serve individuals with a barrier to employment and priority of service populations including mental health agencies, housing authorities, libraries, substance abuse agencies & other nonprofits.

WIOA law has identified the following populations as targeted under adult priority of service:

- public assistance recipients,

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- low-income adults; and/or
- individuals who are basic skills deficient.

WSA has identified the following populations as targeted populations with barriers to employment:

- Displaced Homemakers
- Low-income individuals;
- Native Americans, Alaska Natives, and Native Hawaiians;
- Individuals with disabilities, including youth who are individuals with disabilities;
- Older individuals (55 or over);
- Ex-offenders;
- Homeless individuals or homeless children and youth;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- Individuals within two years of exhausting lifetime eligibility under part A of Title IV of the Social Security Act;
- Single parents (including single pregnant women);
- Long-term unemployed individuals
- Veterans
- Eligible migrant Seasonal Farm Worker
- Current/ Former Foster Youth
- Families in need of childcare and childcare providers

Alternatives: No alternatives currently exist.

Recommendation: No Recommendations at this time.

Next Steps: Continue pursuing strategic community partnerships and integrating services to serve customers in a holistic fashion.



MEMORANDUM

To: Board of Directors Committee

From: Teresa Chavez, COO

Presented By: Victoria Rodriguez, Director of Workforce Services

Date: November 22, 2024

Subject: Performance, Programs, and Operational Updates

TX FAME Summary: Workforce Solutions Alamo (WSA) and FAME USA have partnered to strengthen workforce development in the region. As the designated TX FAME Hub agency, WSA will lead local operations and integrate workforce services into FAME USA's programs. On October 9th, WSA was officially announced as the TX FAME Hub, with the attendance of TWC Commissioner Joe Esparza, TX FAME President Leslie Cantu, and CEO Adrian Lopez.

This partnership aims to connect regional talent with local industries by combining WSA's workforce development expertise and TX FAME's educational focus. The collaboration will expand program reach, enhance employer engagement, and provide individuals with access to training, counseling, and job placement services. To foster future talent, WSA will engage with students at Poteet and Sotomayor High Schools.

Summer Earn and Learn (SEAL) Summary: This summer, 360 youth with unique abilities participated in the Summer Earn and Learn (SEAL) program, gaining valuable work experience and transferable skills. Of these youth, 160 successfully completed the 5-week program, earning a combined total of \$260,966. As SEAL concludes on August 30th, Alamo looks forward to the Employer Recognition ceremony in January 2025 to celebrate these achievements and secure commitments for future program growth.

National Disability Employment Awareness Month (NDEAM) Alamo Hire Event Summary: Alamo's NDEAM hiring fair, held in partnership with the Workforce Inclusion Network (WIN) and Texas Workforce Commission's Vocational Rehabilitation services, was a resounding success. The event brought together 331 job seekers, 29 employers, and nine resource agencies to foster connections and opportunities. Renowned speakers, including Gordon Hartman, Adrian Lopez,

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and Dawn Natalino-White, shared their insights on the advantages of hiring individuals with disabilities, inspiring attendees and employers alike.

Workforce One Summary: Workforce One's mobile unit has been a valuable asset to the community, providing essential services and resources. After a successful launch at a Dilley health fair, the unit has been in high demand, with numerous requests from agencies and representatives. This month, Workforce One participated in the Hiring, Red, White and You event and will be at the Construction Career and Trades Day on November 13th at Freeman Coliseum. To schedule the mobile unit for events and outreach we will begin utilizing a request form.



Recommendation: To better serve the community and employers, WSA is prioritizing efficiency and effectiveness. By integrating services across TX FAME, special initiatives, and formula-funded programs, WSA will streamline operations, optimize resource allocation, and strengthen its overall impact.



MEMORANDUM

To: Board of Directors Committee

From: Teresa Chavez, COO

Presented By: Victoria Rodriguez, Director of Workforce Services

Date: November 22, 2024

Subject: A Closer Look: WIOA Youth Program

Summary: The Workforce Innovation and Opportunity Act (WIOA) is a comprehensive youth employment program designed to help young people ages 14-24 who face barriers to education, training, and employment. It focuses primarily on out-of-school youth, with states required to allocate at least 75% of WIOA youth funds to this population.

WIOA offers a range of services, including:

Core Services:

- Assessment of individual needs and goals
- Job search assistance
- Career counseling and guidance
- Case management and support services

Intensive Services:

- Education and training programs
- Work experience opportunities
- Supportive services like transportation and childcare
- Post-secondary education and training

Eligibility

1. In-School Youth:

- **Age:** 14-21 years old at the time of enrollment.
- **School Attendance:** Must be attending school, including secondary or postsecondary education.
- **Low-Income:** Must meet federal income guidelines for low-income individuals.

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2. Out-of-School Youth:

- **Age:** 16-24 years old.
- **Out-of-School Status:** Must meet one of the following criteria:
 - School dropout
 - Not attending school for at least one full school year quarter
 - High school graduate or equivalent who is low-income, basic skills deficient, or an English Language Learner
- **Barriers to Employment:** Must meet at least one of the following barriers:
 - Offender
 - Homeless
 - In foster care
 - Pregnant or parenting
 - Individual with a disability
 - Basic skills deficient
 - English Language Learner
 - Low-income individual requiring additional assistance to complete education or secure employment

WIOA prioritizes work experience, requiring a minimum expenditure of 20% of youth funds on work experience programs. Local programs implement these services in partnership with American Job Centers and under the direction of local Workforce Development Boards.

Recommendation: Continue to educate the public on the possibilities and intricacies of the workforce programs available.



MEMORANDUM

To: Board of Directors Committee
 From: Adrian Lopez, CEO
 Presented by: Brandee Perez, CFO
 Date: November 22, 2024
 Regarding: Client Expenditure Analysis

SUMMARY: *Update and Possible Discussion on Support Services with TWC Programs and Ready to Work Funds.*

The Board continues to monitor and analyze client support services for the fiscal year to identify the most common barriers for job training and job placement. The analysis will be utilized to have ongoing discussions with our partners to identify additional resources for our clients.

ANALYSIS:

As of August 2024, a total of \$1,017,452 has been expensed for support services to assist our clients. Rent, transportation and utilities continue to have the highest costs for support services.

TWC Programs - there was a slight increase in Youth support services due to the summer months. Incentives expense increased approximately \$18,000 from June 2024 reporting.

Client Expenditures – TWC Programs		
as of August 2024		
Category	YTD Actuals	%
Work Related	\$87,159	10.85%
Rent	\$277,384	34.52%
Utilities	\$44,331	5.52%
Transportation	\$286,544	35.66%
Incentives	\$75,806	9.43%
Youth – Support Services	\$32,283	4.02%
TOTAL:	\$803,507	100%

Ready to Work – other support services increased approximately \$4,000 from June 2024 reporting. A total of \$28,019 has been utilized to purchase laptop and computer for our clients.

Client Expenditures – Ready to Work		
as of August 2024		
Category	YTD Actuals	%
Rent	\$106,324	49.70%
Utilities	\$51,310	23.98%
Transportation	\$14,873	6.95%
Laptops/Computers	\$28,019	13.10%
Training Related	\$1,854	.87%
Other	\$11,565	5.41%
TOTAL:	\$213,945	100%

ATTACHMENT:

Client Expenditure Analysis



**Client Expenditure Analysis - TWC Programs
as of August 2024**

Category	YTD Actuals	%
Work Related	\$ 87,159	10.85%
Rent	\$ 277,384	34.52%
Utilities	\$ 44,331	5.52%
Transportation	\$ 286,544	35.66%
Incentives	\$ 75,806	9.43%
Youth - Support Services	\$ 32,283	4.02%
TOTAL:	\$ 803,507	100.00%

**Client Expenditure Analysis - Ready to Work
as of August 2024**

Category	YTD Actuals	%
Rent	\$ 106,324	49.70%
Utilities	\$ 51,310	23.98%
Transportation	\$ 14,873	6.95%
Laptops/Computers	\$ 28,019	13.10%
Training Related	\$ 1,854	0.87%
Other	\$ 11,565	5.41%
TOTAL:	\$ 213,945	100.00%



MEMORANDUM

To: Board of Directors Committee
 From: Adrian Lopez, CEO
 Presented by: Brandee Perez, CFO
 Date: November 22, 2024
 Regarding: County by County Expenditure Analysis

SUMMARY: *Update and Possible Discussion on Service Delivery Expenditure by County.* The preparation of the annual budget considers allocation factors, under Texas Administrative Code, Chapter 800, Chapter B, Allocations. These allocations provide guidance in allocating funds by each county within the Service Delivery Area. TWC awards contracts in aggregate amounts to the Alamo region, requiring the board to serve participants throughout the region.

Upon request of local officials, the board continues to analyze Service Delivery expenditures by County to ensure that each county is receiving a fair share of the fund's allocation by state allocation factors.

ANALYSIS: The board has evaluated the initial budget allocation, year to date expenditures, and year to date variance analysis for each county. The budget and actual expenditures percentages through August 31, 2024 for Bexar and Rural Counties can be found in Table 1.

Table 1:

Location	TWC Programs		Child Care		Other Funding	
	Budget	Actual	Budget	Actual	Budget	Actual
Bexar County	74.32%	72.13%	82.56%	83.31%	96.68%	82.10%
Rural Counties	25.68%	27.87%	17.44%	16.69%	3.32%	17.90%

Bexar County has a slight decrease from budget to actual for the TWC Programs. WSA's allocations are based on guidance from the TAC 800, actual expenditures are based on needs of a community. There was a slight increase in the % allocated to Bexar County for Child Care. The Other Funding is slightly skewed due to the RTW funds included in the budget but excluded for actuals, staff will modify the report beginning next FY.

FISCAL IMPACT: The board will continue to monitor expenditure by county and work collaboratively with service providers to ensure proper outreach is being conducted in all counties to make funds and services available.

ATTACHMENTS:

YTD County by County Expense to Budget Comparison Report



**Workforce Solutions Alamo
County by County Expense Report - TWC Programs
FY 2023 - 2024
as of August 2024**

County	Annual Budget		Straight-line Budget		YTD Expenditures		Over/Under Budget
	Amount	%	Amount	%	Amount	%	
Atascosa	\$ 784,784	2.85%	\$ 719,411	2.85%	\$ 841,557	4.04%	\$ (56,773)
Bandera	\$ 272,237	0.99%	\$ 249,560	0.99%	\$ 338,477	1.62%	\$ (66,240)
Bexar	\$ 20,443,195	74.32%	\$ 18,740,277	74.32%	\$ 15,027,039	72.13%	\$ 5,416,155
Comal	\$ 1,229,663	4.47%	\$ 1,127,232	4.47%	\$ 1,607,084	7.71%	\$ (377,420)
Frio	\$ 453,031	1.65%	\$ 415,294	1.65%	\$ 399,361	1.92%	\$ 53,671
Gillespie	\$ 300,989	1.09%	\$ 275,917	1.09%	\$ 262,945	1.26%	\$ 38,044
Guadalupe	\$ 1,345,993	4.89%	\$ 1,233,871	4.89%	\$ 654,349	3.14%	\$ 691,644
Karnes	\$ 357,994	1.30%	\$ 328,173	1.30%	\$ 214,741	1.03%	\$ 143,253
Kendall	\$ 414,009	1.51%	\$ 379,522	1.51%	\$ 386,207	1.85%	\$ 27,801
Kerr	\$ 413,515	1.50%	\$ 379,069	1.50%	\$ 491,431	2.36%	\$ (77,917)
McMullen	\$ 494,668	1.80%	\$ 453,463	1.80%	\$ 36,470	0.18%	\$ 458,199
Medina	\$ 490,494	1.78%	\$ 449,636	1.78%	\$ 237,898	1.14%	\$ 252,595
Wilson	\$ 505,517	1.84%	\$ 463,408	1.84%	\$ 336,938	1.62%	\$ 168,579
TOTAL	\$ 27,506,090	100.00%	\$ 25,214,832	100.00%	\$ 20,834,498	100.00%	\$ 6,671,592

SUMMARY:							
Location	Annual Budget		Straight-line Budget		YTD Expenditures		Over/Under Budget
	Amount	%	Amount	%	Amount	%	
Urban	\$ 20,443,195	74%	\$ 18,740,277	74%	\$ 15,027,039	72%	\$ 5,416,155
Rural	\$ 7,062,895	26%	\$ 6,474,556	26%	\$ 5,807,459	28%	\$ 1,255,436
TOTAL	\$ 27,506,090	100.00%	\$ 25,214,832	100.00%	\$ 20,834,498	100.00%	\$ 6,671,592



**Workforce Solutions Alamo
County by County Expense Report - Child Care
FY 2023 - 2024
as of August 2024**

County	Annual Budget		Straight-line Budget		YTD Expenditures		Over/Under Budget
	Amount	%	Amount	%	Amount	%	
Atascosa	\$ 2,941,393	2.20%	\$ 2,696,375	2.20%	\$ 2,687,941	2.29%	\$ 253,453
Bandera	\$ 461,982	0.35%	\$ 423,499	0.35%	\$ 410,908	0.35%	\$ 51,074
Bexar	\$ 110,226,756	82.56%	\$ 101,044,868	82.56%	\$ 97,628,442	83.31%	\$ 12,598,314
Comal	\$ 4,542,154	3.40%	\$ 4,163,792	3.40%	\$ 3,802,237	3.24%	\$ 739,917
Frio	\$ 1,084,902	0.81%	\$ 994,530	0.81%	\$ 1,015,444	0.87%	\$ 69,458
Gillespie	\$ 478,145	0.36%	\$ 438,315	0.36%	\$ 457,700	0.39%	\$ 20,445
Guadalupe	\$ 6,396,096	4.79%	\$ 5,863,301	4.79%	\$ 5,214,508	4.45%	\$ 1,181,587
Karnes	\$ 173,710	0.13%	\$ 159,240	0.13%	\$ 206,051	0.18%	\$ (32,341)
Kendall	\$ 1,144,879	0.86%	\$ 1,049,510	0.86%	\$ 839,968	0.72%	\$ 304,910
Kerr	\$ 2,088,020	1.56%	\$ 1,914,088	1.56%	\$ 1,680,132	1.43%	\$ 407,889
McMullen	\$ -	0.00%	\$ -	0.00%	\$ 58	0.00%	\$ (58)
Medina	\$ 2,367,982	1.77%	\$ 2,170,730	1.77%	\$ 2,112,042	1.80%	\$ 255,941
Wilson	\$ 1,602,706	1.20%	\$ 1,469,201	1.20%	\$ 1,129,066	0.96%	\$ 473,640
TOTAL	\$ 133,508,726	100.00%	\$ 122,387,449	100.00%	\$ 117,184,498	100.00%	\$ 16,324,227

SUMMARY:							
Location	Annual Budget		Straight-line Budget		YTD Expenditures		Over/Under Budget
	Amount	%	Amount	%	Amount	%	
Urban	\$ 110,226,756	83%	\$ 101,044,868	83%	\$ 97,628,442	83%	\$ 12,598,314
Rural	\$ 23,281,969	17%	\$ 21,342,581	17%	\$ 19,556,056	17%	\$ 3,725,913
TOTAL	\$ 133,508,726	100%	\$ 122,387,449	100%	\$ 117,184,498	100%	\$ 16,324,227



Workforce Solutions Alamo
County by County Expense Report - Other Funding
FY 2023 - 2024
as of August 2024

County	Annual Budget		Straight-line Budget		YTD Expenditures		Over/Under Budget
	Amount	%	Amount	%	Amount	%	
Atascosa	\$ 140,617	0.38%	\$ 128,904	0.38%	\$ 56,047	1.58%	\$ 84,570
Bandera	\$ 80,850	0.22%	\$ 74,115	0.22%	\$ 11,759	0.33%	\$ 69,091
Bexar	\$ 35,631,049	96.68%	\$ 32,662,983	96.68%	\$ 2,904,703	82.10%	\$ 32,726,346
Comal	\$ 242,459	0.66%	\$ 222,262	0.66%	\$ 193,691	5.47%	\$ 48,768
Frio	\$ 52,599	0.14%	\$ 48,217	0.14%	\$ 46,610	1.32%	\$ 5,989
Gillespie	\$ 42,586	0.12%	\$ 39,038	0.12%	\$ 4,467	0.13%	\$ 38,119
Guadalupe	\$ 227,371	0.62%	\$ 208,431	0.62%	\$ 120,271	3.40%	\$ 107,099
Karnes	\$ 40,223	0.11%	\$ 36,872	0.11%	\$ 626	0.02%	\$ 39,597
Kendall	\$ 65,745	0.18%	\$ 60,269	0.18%	\$ 52,045	1.47%	\$ 13,700
Kerr	\$ 110,228	0.30%	\$ 101,046	0.30%	\$ 89,405	2.53%	\$ 20,823
McMullen	\$ 71,479	0.19%	\$ 65,525	0.19%	\$ 22	0.00%	\$ 71,457
Medina	\$ 75,737	0.21%	\$ 69,428	0.21%	\$ 38,847	1.10%	\$ 36,890
Wilson	\$ 75,099	0.20%	\$ 68,844	0.20%	\$ 19,492	0.55%	\$ 55,608
TOTAL	\$ 36,856,042	100.00%	\$ 33,785,934	100.00%	\$ 3,537,985	100.00%	\$ 33,318,057

SUMMARY:							
Location	Annual Budget		Straight-line Budget		YTD Expenditures		Over/Under Budget
	Amount	%	Amount	%	Amount	%	
Urban	\$ 35,631,049	97%	\$ 32,662,983	97%	\$ 2,904,703	82%	\$ 32,726,346
Rural	\$ 1,224,993	3%	\$ 1,122,951	3%	\$ 633,282	18%	\$ 591,711
TOTAL	\$ 36,856,042	100%	\$ 33,785,934	100%	\$ 3,537,985	100%	\$ 33,318,057

*Expenditures exclude Bexar County only funds which include: City of San Antonio, Non Custodial Parent, Military Family, Student Hireability Navigator, VRS Paid Work Experience, Training and Employment Navigator, and High Demand Job Training

MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, C.E.O

Presented by: Jessica Villarreal, Director of Child Care

Date: November 22, 2024

Subject: Child Care Policy Update CCS 11 C8

Summary:

Child Care policy was updated last year to reflect the addition of a population to the local priority group. Due to the end of FY 2024 and the beginning of FY 2025, this policy requires an update to be made to reflect that despite the change in year, this priority group will remain in place.

Analysis:

Policy CCS 11 C8 will be updated and revised to reflect that “Children in Rural Counties will be a local priority until at least the relative allocation percentage provided by WSA based on the Rural Services Pilot County-By-County of children receiving Discretionary funded childcare scholarships do so from the Rural Counties”

FY2024 will be removed from the language in this priority group.

Alternatives:

N/A

Fiscal Impact:

N/A

Recommendation: The original language that included the terms FY2024, should be removed from the local priority group population statement, allowing the remaining information (and priority group) to remain unchanged.

WSA recommends approval of the revision of the policy outlined below:

- **CCS 11 Ch 8: Maintenance of a Waiting List and Board Priority Groups: *Removed FY2024***

Next Steps:

- Move this policy revision forward to obtain approval of change from full board.

Attachment: Policies with updates/revisions (CCS 11 C8)

- ✓ **CCS 11 C8:** Maintenance of a Waiting List and Board Priority Groups: **Removed FY 2024**



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Jessica Villarreal, Director of Child Care

Date: November 22, 2024

Subject: Childcare Performance Briefing

Summary:

This is a briefing to the Early Care & Education Committee on childcare performance for FY2024.

WSA works with our childcare contractor as they monitor and process enrollments. WSA maintains ongoing communication with the childcare contractor on TWC's performance goal range of meeting performance at 95 – 105% and to remain within the allocated budget.

For FY2024 Alamo's target units of care was set by TWC at 12,378.

Alamo began the FY in October reflecting 11,227 and with the new budget and target allocations, WSA received an increase of 951 units of care. As a result, childcare staff resumed ramping up enrollments, recently, TWC provided boards additional funding to place children in care, without any change to target.

Analysis:

- WSA's unofficial YTD average for August shows average enrollments of 12, 690 or 102.52%, which reflects that Alamo has been successful in returning to the meets performance (MP) range. Our Child Care Services team continues to actively enroll to maintain performance range while remaining within the allocated childcare budget.
- Child Care Services team is actively enrolling.

Information collected: 09/25/2024

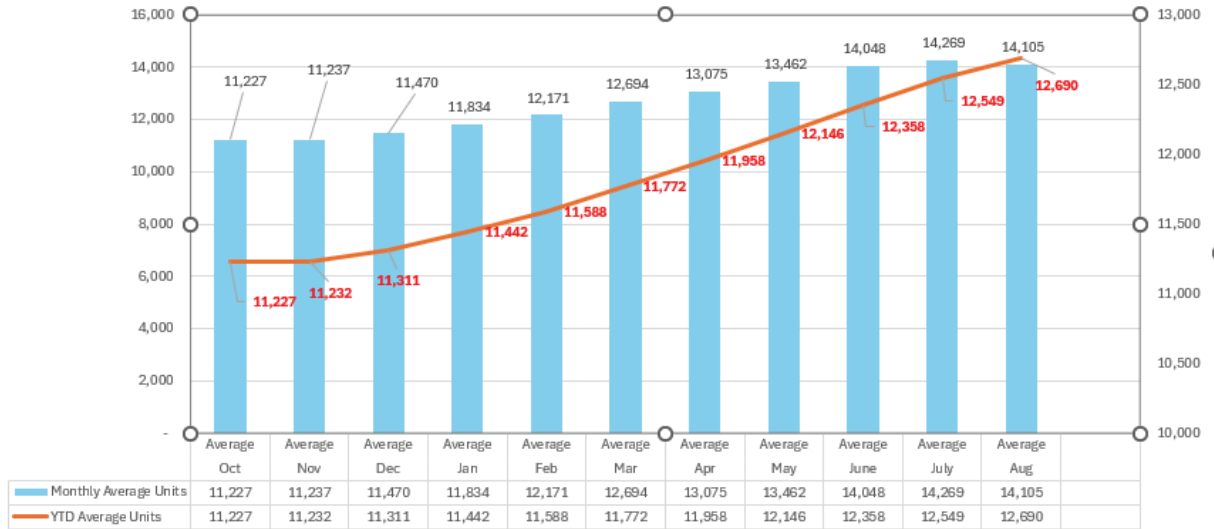
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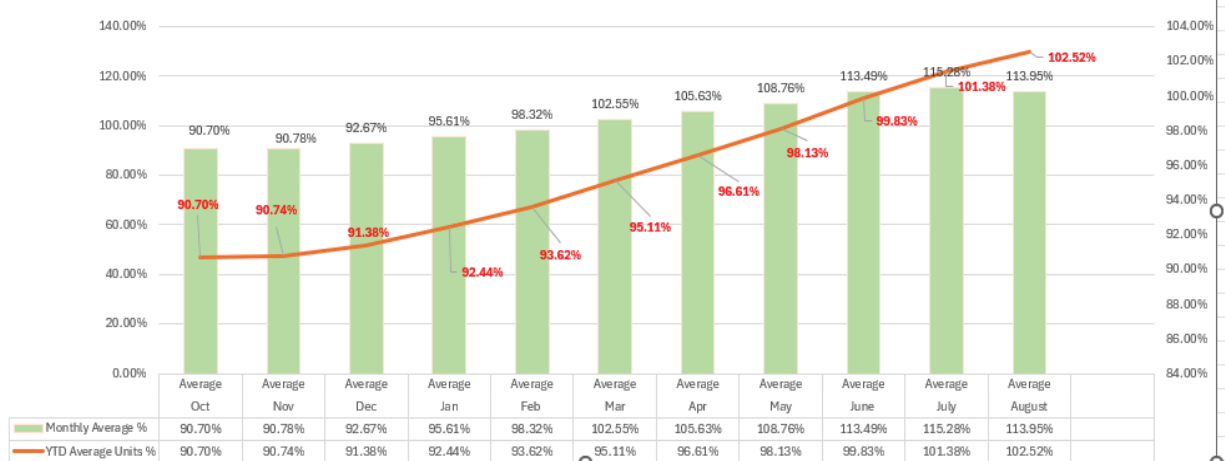
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Average Units Per Month/YTD based on 12,378 Target Units



Average % Per Month/YTD Based on 12,378 Target Units





	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average
Monthly Average %	90.70%	90.78%	92.67%	95.61%	98.32%	102.55%	105.63%	108.76%	113.49%	115.28%	113.95%
YTD Average Units %	90.70%	90.74%	91.38%	92.44%	93.62%	95.11%	96.61%	98.13%	99.83%	101.38%	102.52%

	Oct	Nov	December	Jan	Feb	March	Apr	May	June	July	August
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average
Choices	208	237	227	222	222	230	223	225	218	225	217
Low Income	10,312	10,269	10,465	10,803	11,158	11,668	12,049	12,408	12,979	13,150	12,943
Former DFPS	568	591	634	650	632	622	630	652	661	698	748
Homeless	140	140	144	159	158	175	174	178	190	196	196
Monthly Average Units	11,227	11,237	11,470	11,834	12,171	12,694	13,075	13,462	14,048	14,269	14,105
Monthly % Average	90.70%	90.78%	92.67%	95.61%	98.32%	102.55%	105.63%	108.76%	113.49%	115.28%	113.95%
YTD Average Units	11,227	11,232	11,311	11,442	11,588	11,772	11,958	12,146	12,358	12,549	12,690
YTD % Average	90.70%	90.74%	91.38%	92.44%	93.62%	95.11%	96.61%	98.13%	99.83%	101.38%	102.52%
TWC Target	12,378	12,378	12,378	12,378	12,378	12,378	12,378	12,378	12,378	12,378	12,378

Fiscal Impact:

- Each fiscal year beginning in October, TWC distributes funding and places an annual performance target for each board.
- TWC provides boards with a performance status methodology that is based on the annual target and budget, outlining percentage ranges for 3 performance measures:
 - Meets Performance (MP), Exceeds Performance (+P), and Below Performance (-P)

CCDF Performance Status Methodology

Year-to-Date numbers to calculate performance

MP = 95%-105%

+P = 105% or above

-P = <94.99

- Boards who exceed the budgeted amount for enrollments may have negative impact on future funding.
- As a result, WSA closely monitors and carefully balances both the enrollment target as well as the budget allocated to placing children in care to provide childcare to as many families as possible while remaining in good standing with TWC.

Recommendation: N/A

Next Steps: Continue to enroll and monitor performance goals and budget allocations, and prepare for FY 2025, to maximize enrollments while remaining within program budget.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Jessica Villarreal, Director of Child Care

Date: November 22, 2024

Subject: Texas Rising Star Assessment Update

Summary: The Texas Rising Star program is a quality rating and improvement system (QRIS) for child care programs participating in the Texas Workforce Commission's (TWC) Child Care Services program.

Texas Rising Star certification is available to licensed centers and licensed and registered child care home facilities that meet the certification criteria.

The Texas Rising Star program offers three levels of quality certification (Two-Star, Three-Star, and Four-Star) to encourage child care and early learning programs to attain progressively higher levels of quality. These certification levels are tied to graduated enhanced reimbursement rates for children receiving child care scholarships.

Numerous research studies have shown that children who attend higher-quality early learning programs are more prepared for school entry than children who do not attend high-quality programs.

Child care and early learning programs that achieve Texas Rising Star certification, offering quality care that exceeds the Texas Health and Human Services Commission (HHSC) Child Care Regulation (CCR) minimum standards, are in a better position to positively affect the physical, social-emotional, and cognitive development of children. As programs advance through the levels of Texas Rising Star certification, they are increasingly able to positively affect the development of the children they serve daily.

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Analysis:

Alamo has 15 mentors, actively working with our centers.

As of 09/25/2024, Alamo board reflected a total of 279 Early Learning Programs certified as Texas Rising Star. Alamo has 171 Early Learning Programs certified as 4 Star, 96 certified as 3 Star, and 12 certified as 2 Star. As of 9/25/2024, the percentage of TRS Programs to *sum of CCS* programs is 46 %, (51% is percentage for Bexar, and 33 % percentage of Rural). TRS mentors and boards continue to participate in meetings with the Centralizing Assessment Entity to understand the new processes and responsibilities assigned to TRS mentors/assessors, boards, and the Centralizing Assessment Entity.

The total number of providers who have agreements to provide scholarships continues to fluctuate. As of September 25th, we have 597 Centers with an active agreement to provide scholarships for children. This total includes Licensed Centers, Licensed Child Care Homes, Military, Registered Child Care Homes, and Relative Care Listed Homes. *** Relative Care is not included for TRS percentages/numbers***

Data as of 09/25/2024

Centers awaiting NEW certification	164
Number of 4* to date	171
Number of 3* to date	96
Number of 2* to date	12
# Of Accredited Centers	65
# Of Non-Accredited Centers	214
# Of Military Centers: included in accredited total	7

Data below as of 09/25/2024

Note for Programs Section Below: Includes Licensed Center, Licensed Home, Registered Home, Listed, and Military. Military does not show up on the HHSC CCL Data list – needed to add in.

Location	Programs	CCS Programs	TRS Programs	Percentage TRS of CCS Programs
Bexar Early Learning Programs	849	467	236	51%
Rural Early Learning Programs	311	130	43	33%
Total	1160	597	279	46%



Alternatives: N/A

Fiscal Impact: N/A

Recommendation: N/A

Next Steps: WSA will continue monitoring the assessment preparation and program's application submissions. Assessments & Scheduling of assessments are completed by the Centralizing Assessment Entity, following TWC guidance and processes.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: November 22, 2024

Subject: Youth Program Briefing and Performance

Summary: Workforce Solutions Alamo (WSA) continues to work with the Youth Contractor, SERCO, as they monitor and process enrollments and provide youth with the acquired education, training, and skills required to join the workforce and fulfill employer demands. WSA maintains ongoing communication with the youth contractor on TWC’s performance goal range of meeting performance: 95-105% and to remain within the allocated budget.

Analysis:

Program Year 2024 (October 1, 2024 – September 30, 2024) YES! Services Breakdown

The total number of services across WSA’s 13-county region for PY24 is 7,090. This is comprised of 5892 services for urban (83%) and 1191 services for rural (17%). The total number of unique individuals served is 739 with 393 employed youth.

Rural	# of Services	%	Urban	# of Services	%
Assessment & Planning	126	10.58	Assessment & Planning	848	14.39
Education	296	24.85	Education	1385	23.51
Employment Experience	289	24.27	Employment Experience	732	12.42
Follow-up Services	39	3.27	Follow-up Services	500	8.49
Job Search Services	94	7.89	Job Search Services	766	13.00
Life Skills	20	1.68	Life Skills	182	3.09
Pre-Employment Activities	86	7.22	Pre-Employment Activities	517	8.77
Support Services	220	18.47	Support Services	815	13.83
Training Services - Occupational Skills	21	1.76	Training Services - Occupational Skills	147	2.49
Total	1,191	100	Total	5,892	100

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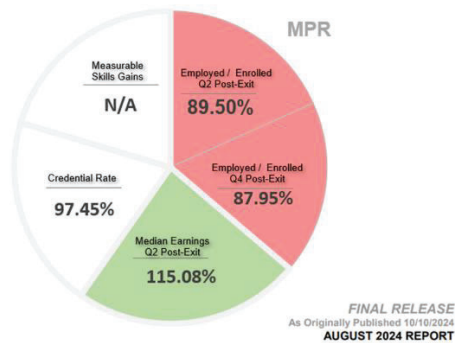
Most services utilized by youth for PY25 is Education Services at 24%, Support Services at 15% and Employment Services at 14%.

Performance Accountability

WSA maintains ongoing communication with the youth contractor on TWC's performance goal range of meeting performance: 95-105% and to remain within the allocated budget. WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system's six core programs, to include Youth. WSA Board Contracted Measures consists of Q2 and Q4 Post-Exit Employed and Enrolled Outcomes, Measurable Skill Gains, Median Earnings, and Credential Attainment Rate.

SERCO leadership team has assigned dedicated youth staff who will re-engage participants to obtain outcomes information and supportive documentation needed. SERCO staff will continue with efforts to obtain positive outcomes to move performance from Not Meeting to Meeting. SERCO leadership will provide bi-weekly measure status updates to WSA staff.

Green = +P White = MP Yellow = MP but At Risk Red = -P



Alternatives: N/A

Fiscal Impact: N/A

Recommendation: Continue to use WIOA Youth Workforce Reports at the Board level and if deficiencies are identified, youth contractor shall submit to WSA an Exception Report to



address the deficiency(ies). To positively impact performance, Contractor shall make reasonable and documented attempts to locate/contact and collect employment and/or school enrollment/completion information (as appropriate) for all participants who are in the denominator but not in the numerator.

Next Steps: WSA and the youth contractor will continue to monitor performance and work to ensure that enrollment remains at a level that does not negatively impact performance and that the youth contractor continues to exceed all performance measures.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Sandra Rodriguez, Youth Program Specialist

Date: November 22, 2024

Subject: Career Exploration

Summary: To provide the Youth Committee with updates on PY24 Youth Career Exploration events and special initiatives.

Section 5.5 in the Workforce Commission Initiatives (WCI) Grant Statement of Work requires that WSA (Workforce Solutions Alamo) utilize TANF grant funds distributed to the workforce area to support the Agency's Jobs Y'all events for middle school, high school, and postsecondary students. The events should invite employers to participate in a relevant way to help students explore career opportunities in their industries. Student participation should encourage exploration of career opportunities including understanding pathways to in-demand careers, networking, internships, and other applied learning opportunities. Parents should also be invited to attend with their children to discuss their special role in career exploration. Events shall be held using the branding of Jobs Y'all and may include Board-specific branding. Boards have the ability to locally determine dates.

For FY2024, WSA shifted from one large event to four smaller, industry focused events, in addition to the cohosting of two youth events to reach a higher number of students and leverage resources. This strategic approach supported the engagement of youth at various locations, including both rural and urban areas, and the targeting of a variety of industries and youth sub-populations. In addition, it provided youth opportunities to attend multiple events over the course of the year and provide a greater variety of career exploration, resources, and employer interactions.

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Analysis: The last Jobs Y'All Career Pathways Event of the program year was held Thursday, September 26, 2024, at the Alamo Colleges' Southside Education and Training Center. 100 students were in attendance as well as eight healthcare providers/employers comprised of HEB Pharmacy, Tots2Teen Dental, Cognosante, ArcLight, Superior Health Plan, Connally Memorial, CSL Plasma, and ShurMed EMS. Students were exposed to the various healthcare industry options available to them and received advice on how to prepare for a successful career. Students also heard from professionals on why they chose a career in healthcare. Students were provided lunch and were able to network with employers from various health settings. Students also received lunch bags filled with a first-aid kit, hand sanitizer, lip balm, mop topper pen with stethoscope, notebook, and potable cell phone power bank all with the Governor's statewide initiative "Jobs Y'All" logo.

Partner Career Exploration Event Spotlight:

On November 13th TCCI, CIE Foundation, ASA San Antonio, ABC South Texas, MCA-SMACNA, and AGC San Antonio are partnering up to host the 2024 San Antonio Construction & Career Trades Day + Construction Career Opportunity Event - A Day for Construction Career Exploration! Construction Career Trades Day introduces high school youth to industry career opportunities in construction, design, sub-contracting, heavy equipment, engineering, and other skilled trades.

The Community Hiring Event is an added bonus! From 2:00 pm - 5:00 pm the event is opened to community members to attend and explore job openings.

Proposed planning is underway for PY25. The WSA Youth Program will once again host two events in the rural counties and two in the urban counties.

ACE Race Update

On Saturday, October 5th, WSA proudly announced the sponsorship of car kits for the three selected area high school teams! Dilley High School, Karnes City High School and Canyon Lake High School will participate in the 2025 Alamo City Electrathon (ACE) Race held by South Texas Business Partnership. Up next is the first Scrimmage Race scheduled for November 9th at Medina Valley HS.



The ACE Race provides students an educational experience where they will gain valuable, marketable skills in high-demand, high-wage industries within our Alamo Region.

Alternatives: N/A

Fiscal Impact: N/A

Recommendation: To continue to partner with other youth-serving organizations and schools, leverage resources, maximize efforts for increased youth attendance, and overall reach the highest number of youth and expose them to Workforce Solutions Alamo, the YES! Program, and most importantly, career pathways.

Next Steps: Continue with the planning of the upcoming youth events and discuss what the partnership with partner agencies consists of for next program year's events.



MEMORANDUM

To: Board of Directors Committee
From: Adrian Lopez, Chief Executive Officer
Presented by: Ricardo Ramirez, Director of Quality Assurance
Date: November 22, 2024
Subject: Quality Assurance Update – TWC Monitoring

SUMMARY: Quality Assurance briefing on monitoring activities for the WSA Board of Directors. The item does not require Board action and focuses on TWC’s annual audit.

TWC Annual Monitoring

WIOA §184 requires TWC to perform annual monitoring at each Board area to address fiscal accountability and programmatic compliance applicable to all programs operated by the Boards.

At TWC’s discretion, TWC may choose to rely on the results of the Board’s local monitoring staff and procedures rather than conducting direct testing. TWC will also periodically ‘recertify’ this arrangement with a Board by performing a fresh assessment of the reliability of local systems.

TWC completed the audit virtually and in-person, covering Fiscal, Procurement, Property, Programs, MIS/Automation, MOU/Infrastructure Agreement, Monitoring, and certain Equal Opportunity (EO) elements.

TWC auditors began the ‘performance audit¹’ testing phase on 8/12/2024 and completed their testing with an Exit Conference on 10/15/2024.

Of the hundreds of different attributes that TWC tested, the *Exit Conference Report* identified zero disallowed costs and two potential issues:

- a. **Cash Management:** The Board did not follow bank reconciliation and outstanding check policy, with 30 checks outstanding over ninety (90) days.
- b. **Automation:** The Board did not revoke TWIST access for two (2) employees upon termination within 24 hours (15% error rate, or 2 of 13).

Board’s Monitoring Certification: TWC reported that they are recertifying WSA’s monitoring staff, work, and procedures (except for TAA, due to the low number of participants).

Walkthroughs

TWC tested PII, Priority of Service, and Cash Equivalents at Datapoint and Boerne.

- o **Two instances involving PII:** TWC may not to include these in the final report because of the strength of our internal PII control system.

¹ Performance audit within the meaning of generally accepted government auditing standards, or GAGAS (also known as ‘Yellow Book,’ found here: <https://gaoinnovations.gov/yellowbook/2024/index.html>).

- **Paper Records:** Some reception areas used paper forms. TWC recommended eliminating paper records and ensuring the VOS system works properly (or using an alternate electronic system, such as tablets).
- **Records Retention:** Ensure centers process paper documents for shredding/destruction according to records retention schedules.
- **Priority of Service:** TWC recommended larger/multiple notices in reception areas.

Next Steps

- **TWC's 'Embargoed' Report:** TWC will issue an informational (non-public) copy of the report to the CEO five business days before issuing the final report (around February). The report gives WSA the option to respond to each finding.
- **Monitoring Letter:** If there are no issues, TWC will issue a letter (otherwise, they issue a report).
- **Monitoring Report:** TWC will issue the final report via e-mail to the Board Chair, Board Executive Director, designated representatives of the US Dept of Health and Human Services, Dept of Labor, TWC, and other TWC executive staff.
- **Audit Resolution:** Findings from the report go to TWC's Audit Resolution, which provides the Board with 45 days to resolve the items.

Other Monitoring Activities

Equal Opportunity: TWC is currently testing EO, and the audit is ongoing.

WSA External Program Monitoring (Ms. Christine Nguyen, CPA)

- **Non-Custodial Parent Choices (NCP) – C2 GPS:** 100% complete with an 88.80% overall accuracy rate, which did not meet the expected 90%, and three attributes for continuous quality improvement:
 - Monthly tracking of Planned Gap until OAG approval (82.61%).
 - Case closures in TWIST and COLTS once program requirements were met (75.0%).
 - TWIST and COLTS entries within three business days (46.67%).
- **TANF/Choices – C2 GPS:** 100% complete, issuing the final report.
- **Youth – SERCO:** 100% complete, issuing the final report.
- **Ready to Work – multiple partners:** 68% complete.

WSA Internal QA Program Monitoring

QA successfully completed all the engagements and projects for the year, and the staff is preparing for the new year (updated timelines included as an attachment).

Other Activities:

- **Board Oversight Capacity:** Staff completed the Board's annual 'Oversight Capacity' assessment and submitted it to TWC (we complete these every October).
- **Data Sharing Agreements:** Staff are finalizing the development of data-sharing Partner Agreements (e.g., to continue expanding WSA's customer base and leveraging of local knowledge and resources).

Next Steps

- **Consultant Contract Renewal:** Finalize the renewal to initiate in late November.
- **Monitoring Tools/Instruments:** Update tools based on TWC's instruments and new/updated policies.
- **Timeline:** Complete a Risk Assessment and develop next year's Timeline based on its results.

STAFF RECOMMENDATIONS:

- QA held TWC performance audit debriefings with the subrecipients (C2GPS, SERCO, and COSA), with follow-up items.
- Staff are working on the items resulting from the audit, including the two potential findings, the PII, and the Priority of Service.
- Staff are focusing on actions to ensure we address items falling below the 90% threshold (TWC reported they will focus on these next year).

FINANCIAL IMPACT: WSA's External Program Monitoring contract with Ms. Christine Nguyen, CPA: \$225,000.

STRATEGIC OBJECTIVE: To help ensure that local employment and training activities, including one-stop delivery systems and workforce development services, appropriately use, manage, and invest funds as required and in ways that maximize performance outcomes (WIOA Sec. 107(d)(8); WIOA Sec. 134(2)(B)(iv); WIOA Sec. 183; WIOA Sec. 185(c)(3); WIOA Sec. 121(3); WIOA Sec. 129(b)(1)(e); TWC's Board Oversight Capacity evaluation, Texas Labor Code §302.048, TWC Rule §Title 40, Part 20, Chapter 802, Integrity of the Texas Workforce System, particularly §802.61; WD 29-15, Chg. 1; TWC Agency-Board Agreements and Grant Contracts).

ATTACHMENTS:

QA Timelines.



Estimated Timeline – External Program Monitoring Activities 2023-2024

Initial Estimated Timeline				Actual Timeline						
External Program Monitoring	Duration ⁺⁺	Start	Finish	Duration ⁺⁺	Effort	Variance	Start	Finish	% Complete	Comments
Estimated Timeline: 2023-2024	263	11/6/2023	11/6/2024	229	279	Duration	12/18/2023		96%	
COSA - Child Care Services	32	12/18/2023	1/30/2024	41	25	9	12/18/2023	2/12/2024	100%	Adjusted finish date due to extenuating circumstances.
COSA - CC QIA	46	1/8/2024	3/11/2024	36	34	-10	2/8/2024	3/28/2024	100%	Adjusted start date as monitors finalized the COSA CCS review. Extended finish date in receipt of COSA's HR information.
CONSORTIUM - Ready to Work	60	2/1/2024	4/24/2024				10/10/2024		68%	Adjusted schedule to allow for the City's transitioning of the data system. Review ongoing.
C2GPS - WIOA Adult & Dislocated Worker	55	3/25/2024	6/7/2024	54	51	-1	3/26/2024	6/7/2024	100%	Adjusted start date as monitors finalized the COSA QIA review.
C2GPS - SNAP	45	5/1/2024	7/2/2024	48	43	3	5/13/2024	7/17/2024	100%	Adjusted start and finish dates to allow for TWC's transitioning of the data system.
C2GPS - NCP	49	6/3/2024	8/8/2024	63	45	14	6/4/2024	8/29/2024	100%	Adjusted start date, exit conference date and finish date due to extenuating circumstances.
SERCO - WIOA Youth	40	7/8/2024	8/30/2024	61	41	21	7/8/2024	9/30/2024	100%	Adjusted finish date to 09/30/2024 due to extenuating circumstances.
C2GPS - TANF/Choices	47	9/3/2024	11/6/2024	43	40	-4	9/3/2024	10/31/2024	100%	Completed ahead of time.
Avg Duration or Effort (days) →		47		49	40	3				
Multi-tasking (% days overlapping projects) →		29.7%		-33.8%						

Duration : total days from start to finish to complete project (includes some holidays); *Effort (or Work)* : actual number of days spent on each project.

Modification Notes

⁺⁺ The Duration is not equal to the time that the contractors are actively involved in the project - it includes additional internal QA work (e.g., desk and policy review, tool development, etc.).



MEMORANDUM

To: Board of Directors Committee
 From: Adrian Lopez, Chief Executive Officer
 Presented by: Dr. Ricardo Ramirez, Director of Quality Assurance
 Date: November 22, 2024
 Subject: Performance – Upcoming TWC Target Changes

SUMMARY: This Memorandum presents information about this year’s TWC-contracted performance, effective October 2024 and ending September 2025.

Context

The Texas Workforce Commission (TWC) added three new* performance measures to the Board’s contract. The following tables present the 25 measures.

WIOA Measures

'Siloed' WIOA Measures Adult, Dislocated Worker, & Youth (fifteen measures)	Career & Training (C&T) These Include Special Grants (three measures)
Employed Q2 Post Exit (also 'Enrolled' for Youth)	Employed/Enrolled Q2 Post Exit
Employed Q4 Post Exit (also 'Enrolled' for Youth)	Employed/Enrolled Q2-Q4 Post Exit
Credential Rate	Credential Rate
Measurable Skills Gains	
Median Earnings Q2 Post Exit	

Program Participation Measures (two measures)

Choices Full Engagement Rate All Family Total	Average # Children Served Per Day Combined
--	---

Reemployment & Employer Engagement Measures (five measures)

Claimant Reemployment w/in Ten Weeks	Successful Talent Assistance*
Texas Talent Assistance	Active Job Seeker New Employment Connection Rate*
	Maintaining Employment Connection*

Next Steps

- Staff will focus on presenting the three new* measures during the upcoming committee meetings.

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STAFF RECOMMENDATIONS: TWC requires WSA to meet contracted performance measures and applies sanctions for failing to meet the targets. Board Staff performs internal analyses of the measures and their outcomes and works closely with the contractors to attain the goals, including presenting outcomes and ‘exception’ reports to the Board.

FINANCIAL IMPACT: WSA contracts include TWC-performance goals as part of subrecipient profit. TWC may sanction Boards that fail to Meet performance. TWC Sanctions (or letters fo ‘Intent’ to Sanction) may limit the Board’s eligibility for TWC Annual Awards (monetary or other), and different types of sanctions carry additional penalties. WSA also often reports performance outcomes when applying for grants, which can negatively impact successful bidding.

STRATEGIC OBJECTIVE: Offering state-of-the-art workforce development services to prepare talent to meet local labor demands, primarily for targeted industries and occupations.

ATTACHMENTS: None



MEMORANDUM

To: Board of Directors Committee
From: Eric Vryn, Chief Process Officer
Date: November 22, 2024
Subject: Comprehensive Risk Assessment & Ready-to-Work Update

Summary:

This memo provides an update on two critical organizational initiatives: the development and implementation of a comprehensive risk assessment framework and the Ready to Work (RTW) program analysis. The report outlines our current progress, key findings, and proposes the next steps for each initiative.

Risk Analysis:

As Workforce Solutions Alamo (WSA) programs and operational reach expand to meet increasing service demands, we are developing and implementing a modernized approach to risk management. This new framework will be designed to proactively address potential issues and reduce risk to the agency. This data-driven, scalable approach will supplement and enhance our current approach to risk management.

The framework emphasizes adaptable principles, focusing on data-informed decisions and transparent accountability. It incorporates advanced risk matrix analysis and weighted scoring models for a comprehensive risk assessment approach. Technology integration is a key component, with plans to explore platforms supporting long-term implementation, automation, and enhanced data analysis and reporting capabilities.

Implementation follows a structured seven-week timeline, beginning with framework design and preparation, followed by stakeholder training and phased implementation. This measured approach allows for careful monitoring and adjustment based on organizational feedback throughout the process.

Ready to Work Analysis Update:

An analysis of the RTW program has revealed critical areas of concern: program performance, operational infrastructure, and resource allocation. The program's effectiveness stands at a concerning 41% of the

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target, with completion rates and job placement outcomes at 34.6% and 37.7% respectively. These figures underscore the need for strategic improvements to program.

Operational constraints are evident in process capability analysis. Assessment procedures currently require 160 minutes of takt time against a 90-minute cycle time, indicating significant inefficiencies. With operations utilizing 80% of capacity and a Cpk of 1.00, the program is operating without a buffer, leaving little room for error or unexpected challenges.

Perhaps most troubling are the disparities in employment outcomes across participant groups. Individuals aged 45 and older, justice-involved participants, those with disabilities, and those with lower education levels all face substantially lower success rates compared to their counterparts. These disparities not only highlight systemic inequities but also represent missed opportunities for economic empowerment and social mobility.

In response to these findings, that analysis focuses on three proposed strategic recommendations. First, a tiered compliance system that focuses on critical data points while allowing for operational flexibility. Second, process optimization through agreed upon quarterly update cycles and streamlined process for data management system changes. The final recommendation centers around the commissioning a of third-party cost-benefit analysis to establish a sustainable, and equitable reimbursement model. These recommendations, if implemented thoughtfully and monitored closely, have the potential to significantly enhance the RTW program's impact and effectiveness.

Next Steps:

The risk analysis framework is a project currently in development, aimed at modernizing our approach to risk management. As WSA's operational reach expands to meet increasing service demands, this framework will help us stay ahead of potential issues and mitigate risk to the organization.

Key aspects of the proposed framework include:

1. Adaptable Principles:
 - a. Data-informed decisions
 - b. Transparent accountability
 - c. Scalability to meet growing demands
2. Robust Methodologies:
 - a. Advanced Risk Matrix (5x5)
 - b. Weighted Scoring
 - c. FMEA / RICE Model



3. Technology Integration:

- a. Explore platforms to support long-term implementation and automation
- b. Leverage technology for data analysis and reporting

The framework aims to improve our risk management approach, potentially leading to better resource allocation and increased risk awareness across the agency.

As we develop and implement the framework, we will communicate the purpose and use to all stakeholders. The rollout will follow our established timeline, using a phased approach. This will allow us to introduce the framework gradually, test its effectiveness, and make necessary adjustments along the way.

For the RTW program enhancement, the CPO and CEO offices will coordinate on the timing of the analysis release. Our focus moving forward encompasses three key areas:

1. Compliance Assessment:

- a. Continue reviewing compliance requirements and their system impacts
- b. Document opportunities for process redesign and improvement

2. Data Analytics Enhancement:

- a. Expand data research efforts
- b. Enhance data analysis capabilities for improved program reporting
- c. Identify strategic opportunities through comprehensive data review

3. Process Automation:

- a. Review current manual processes for automation potential
- b. Prioritize high-impact automation opportunities

These initiatives aim to address the identified gaps in process capability and participant success rates. We will provide progress updates on both the risk analysis framework and these RTW program enhancements at future committee meetings.

Fiscal Impact: The fiscal impact is TBD and pending further analysis.

Attachments: None.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez, Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: RFA 2025-005: Approval Purchase of Teacher Externship Program Services

Summary: *For Discussion and Possible Action:* Workforce Solutions Alamo – Board of Directors awards a contract for the purchase of Teacher Externship Program Services to Alliance for Technology Education in Applied Math and Science, ATEAMS in the estimated aggregate amount of \$811,255, as requested by the Office for Workforce Programs. This purchase and any renewals are contingent upon the annual award of TWC Grant funds. **Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.**

Analysis: The Teacher Externship (TE) Project goals are for the participating educators to:

- 1) Have an increased knowledge of skill sets needed for the top industries and occupations in high demand in the WSA 13-County Region.
- 2) Enhance their teaching practices by providing professional development to create and implement externship-focused lessons.
- 3) Bring real-world problem-solving, workforce needs, and education to workforce alignment to their classroom and connect their students with businesses and industries that connect to their content area or student program of study.

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The scope of service includes for the Contractor to provide the plan for the Teacher Externships (TE) 2025 as follows:

- Recruit externship companies/organizations from multiple sectors
- Teachers to complete hybrid Externship
- Process participant applications
- Provide orientation.
- Review and revise instructional materials.
- Process and distribute stipends to teachers.

In October 2024, a Request for Applications (RFA) was issued to solicit proposals for Teacher Externship Program Services from qualified Offerors. Two (2) proposals were received by the deadline and were evaluated for responsiveness, with one evaluated internally by the Board Staff. One proposal was disqualified due to not meeting the Minimum Qualifications, as it failed to provide written evidence of the required years of relevant work experience in terms of size and scope. Consequently, the Alliance for Technology Education in Applied Math and Science (ATEAMS) is recommended for the award.

The initial contract term will commence upon award for a twelve-month period, as stipulated in the contract, and may be renewed for up to four (4) additional one-year periods, contingent upon funding availability.

Alternatives: Any alternative to not approving the recommendation could pose significant risks and challenges in several areas. These may include delays in launching the contract in time for the program's start, difficulties in collaboration and information sharing, adverse effects on financial strategy and planning, challenges in maintaining accurate financial reporting and compliance, obstacles in effective risk management, and disruptions to strategic decision-making processes.

Fiscal Impact: Estimated aggregate amount of \$811,255; contingent upon grant of the annual award from The Texas Workforce Commission, TWC.

The contract will initially span one (1) year with the option of four (4) one- year renewals. The initial term is effective from February 1, 2025, to January 31, 2026 or upon award, with subsequent 12-month renewal periods possible upon mutual written consent of both parties. The total annual expenditure under this agreement is estimated at \$162,251, unless a signed amendment approved by all parties adjusts this amount. The actual Contract amount will be determined by TWC, as the estimated annual budget was derived from the previous fiscal year's budget.

Below is the breakdown of the anticipated costs for the term of the contract:



Recommendation: WSA recommends proceeding to award the contract to Alliance for Technology Education in Applied Math and Science (ATEAMS) for the purchase of Teacher Externship Program Services for a 1-year term with the options of four (4) one- year renewals. The initial term is effective from February 1, 2025, to January 31, 2026, in the estimated aggregate amount of \$811,255,with annual amount of \$ 162,251.

Item	Oct 24' – Sep 25'	Oct 25'- Sep 26'	Oct 26'- Sep 27'	Oct 27'- Sep 28'	Oct 28'- Sep 29'
Estimated Annual Contract Amount	\$162,251	\$162,251	\$162,251	\$162,251	\$162,251
Contract Total					\$811,255

Next Steps: Board staff will negotiate with the awarded Offeror to finalize a contract and coordinate with the awarded provider for service delivery by the specifications and timelines of the RFA and TWC grant award.

Attachments: RFA 2025-005 Proposal Tabulation

**RFP 2025-005 Proposal Tabulation
Teacher Externship**

Item #	Item Description	ATEAMS
1	Organizational Capacity	31.11
2	Demonstrated Performance Extent to Which the Vendors Goods and Services Meet the Needs of the Organization	47.43
3	HUB/SWMBE	0
Total		78.54



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez, Interim Director, Procurement and Contracts Management

Date: November 22, 2024

Subject: Discussion and Possible Action: Legal Counsel Services

Summary: For discussion and potential action: The Workforce Solutions Alamo (WSA) - Board of Directors is presented with a proposal to award a contract to the best-valued offeror, Martin & Drought, PC., for the purchase of Legal Counsel Services for WSA Staff and Board of Directors in the estimated aggregate amount of \$516,000, unless an authorized signed amendment executed by all parties. The contract term will be effective December 1, 2024, through November 30, 2025, with the option to renew for up to five (5) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor.

This action aligns with Supporting Texas Talent and Economic Growth - Goal 2, Service Optimizers, in our strategic plan.

Analysis: Workforce Solutions Alamo (WSA) has identified a need to reprocure Legal Counsel Services. This is crucial for managing risks, ensuring compliance, and protecting an organization's interests. They help with contract management, dispute resolution, and provide strategic advice on business decisions, mergers, and acquisitions. Legal experts also safeguard intellectual property and ensure adherence to industry regulations, reducing the risk of costly fines or litigation, ultimately saving the organization from potential legal issues, and supporting its long-term growth.

In September 2024, a Request for Proposals (RFP) was issued to solicit proposals from qualified agencies or firms with expertise in Legal Counsel solutions. Thirty-one (31) qualified offerors were invited to submit their proposals. After the RFP deadline, three (3) proposals were received. These proposals were evaluated for compliance and assessed by external evaluators.

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In line with the ongoing RFP process, a Best and Final Offer (BAFO) was sent to all respondents to provide a monthly retainer rate. The request for a monthly retainer rate was made to provide a detailed analysis of the previous contract expenditure trends and establish a new contract budget based on historical data.

One respondent was unable to provide a monthly retainer rate, and as a result, their proposal was eliminated from consideration.

According to the FMGC Grantee Procurement Procedures, it is essential to identify who within the organization has ultimate authority for award selection and how the selection will be made. Specifically, the procedures state that the selection should be based on identifying the best value.

In accordance with these guidelines, the CEO of WSA is the designated individual with ultimate authority for award selection. After careful consideration, the award decision on the proposal offers the best value, ensuring continuity and considering the historical performance and background of the awardee.

The scope of work requires the contractor to provide counseling services required include but are not limited to:

- Serve as legal counsel to WSA and its Board of Directors in its capacity as administrative entity and grant recipient/fiscal agent for federal and state workforce funds, and any future sources of funding.
- Review, analysis, interpretation, and opinions regarding federal, state, and local laws, regulations, rules, policies, contracts, and other related legal documents applying to WSA.
- Represent WSA and its Board of Directors in related litigation and legal affairs.
- Advocacy and representation in grievance and/or complaint proceedings/hearings.
- Review and drafting of contracts, agreements, and other legal documents, including facility leases.
- Advice on matters related to the Open Records Act and Public Information Act.
- Advice on matters related to the Open Meetings Act.
- Advice on all matters related to statutes and regulations pertaining to Texas non-profit corporations.
- Attendance at Board and/or committee meetings as requested or required.



- Other related legal matters may be determined by the WSA Board of Directors and/or its Chief Executive Officer.

Alternatives: Any alternative to not approving the recommendation could expose the organization to significant risks, including increased legal liability and challenges in handling complex legal matters. Without legal expertise, the organization may face costly litigation, non-compliance, and reputational damage. The absence of legal guidance can also result in inefficiencies, delays in decision-making, and missed strategic opportunities, potentially leading to financial losses.

Fiscal Impact: The contract will initially span for one (1) year with an option to renew for up to five (5) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor. The initial term is effective from December 1, 2024, to November 30, 2025. The total estimated amount is \$516,000, with an anticipated annual cost of \$103,200. This annual amount is based on a monthly retainer fee of \$7,900, in addition to \$700 per month for non-retainer services, unless an authorized signed amendment executed by all parties.

Below is the breakdown of the anticipated costs for the term of the contract:

Item	Dec 24' – Nov 25'	Dec 25'- Nov 26'	Dec 26'- Nov 27'	Dec 27'- Nov 28'	Dec 28'- Nov 29'
Annual	\$103,200	\$103,200	\$103,200	\$103,200	\$103,200
Total					\$516,000

The increase of \$131,384 in the new contract is primarily driven by historical expenditure trends over the past five years, with the key factor being the adjustment in the retainer rate, which has risen by \$24,804 annually. This adjustment reflects both the ongoing trends in spending and the necessary alignment of the retainer to account for rising costs, ensuring the contract remains in line with the contractor's operational expenses and the service requirements of WSA.



Recommendation: WSA recommends proceeding to award the contract as evaluated based on best value, to maintain continuity in services and uphold the integrity of the contract award process, to Martin & Drought, PC., for the purchase of Legal Counsel Services for a 12-month term with the option of five one-year renewals. The initial term will be effective December 1, 2024 – November 30, 2025, in the estimated aggregate amount of \$516,000 with an estimated annual amount of \$103,200.

Next Steps: Upon approval of this action, staff will initiate negotiations and facilitate the execution of the contract for Legal Counsel Services.

Attachments: None



MEMORANDUM

To: Board of Directors

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez, Interim Director, Procurement and Contracts Management

Date: November 22, 2024

Subject: Discussion and Possible Action: Human Resource Legal Counsel Services

Summary: For discussion and potential action: The Workforce Solutions Alamo (WSA) - Board of Directors is presented with a proposal to award a contract to the best-valued offeror, Caldwell Clark Fanucchi & Finlayson PLLC, for the purchase of HR Legal Counsel Services for WSA Staff and Board of Directors on an as needed basis in the estimated aggregate amount of \$268,560, unless an authorized signed amendment executed by all parties. The contract term will be effective December 1, 2024, through November 30, 2025, with the option to renew for up to five (5) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor.

This action aligns with Supporting Texas Talent and Economic Growth - Goal 2, Service Optimizers, in our strategic plan.

Analysis: Workforce Solutions Alamo (WSA) has identified a need to reprocure HR Legal Counsel Services. This is crucial for ensuring our organization remains compliant with complex and ever-changing employment laws. Legal counsel helps mitigate risk by advising on critical HR matters such as employee contracts, terminations, benefits, and dispute resolution, while ensuring compliance with federal, state, and local regulations. They play a key role in drafting and reviewing policies, handling sensitive legal issues, and staying ahead of legislative changes. By proactively addressing potential legal risks, HR Legal Counsel not only protects the organization from costly litigation but also supports our overall business strategy, ensuring that HR practices align with our goals while minimizing legal and financial exposure.

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In September 2024, a Request for Proposals (RFP) was issued to solicit proposals from qualified agencies or firms with expertise in Legal Counsel solutions. Thirty-one (31) qualified offerors were invited to submit their proposals. After the RFP deadline, three (3) proposals were received. These proposals were evaluated for compliance and assessed by external evaluators.

According to the FMGC Grantee Procurement Procedures, it is essential to identify who within the organization has ultimate authority for award selection and how the selection will be made. Specifically, the procedures state that the selection should be based on identifying the best value.

In accordance with these guidelines, the CEO of WSA is the designated individual with ultimate authority for award selection. After careful consideration, the award decision on the proposal offers the best value, ensuring continuity and considering the historical performance and background of the awardee.

The scope of work requires the contractor to provide counseling services required include but are not limited to:

- Consult on HR matters that may lead to litigation proceedings, including disciplinary or termination actions
- Must be knowledgeable in labor laws
- Consult on HR matters such as FMLA, ERISA, workers' compensation; and labor laws such as EEO/Non-discrimination, sexual harassment, wrongful termination, civil rights protections, and other applicable federal, state, and local employment laws and regulations.
- Consult on HR matters pertaining to employment and employee relations matters
- Prepare and/or edit and revise personnel, fiscal and other policies and procedures, as well as agency bylaws.
- It is desirable for the attorney/firm to be able to provide training on employment-related topics and/or legally required training to WSA management and staff.
- Advocacy and representation in grievance and/or complaint proceedings/hearings.

Alternatives: Any alternative to not approving the recommendation could expose the organization to significant risks, including increased legal liability and challenges in handling complex legal matters. Without legal expertise, the organization may face costly litigation, non-



compliance, and reputational damage. The absence of legal guidance can also result in inefficiencies, delays in decision-making, and missed strategic opportunities, potentially leading to financial losses.

Fiscal Impact: The contract will initially span for one (1) year with an option to renew for up to five (5) one-year periods upon written mutual consent of Workforce Solutions Alamo and the selected Contractor. The initial term is effective from December 1, 2024, to November 30, 2025. The estimated aggregate amount is \$268,560, with an estimated annual amount of \$53,712, unless an authorized signed amendment executed by all parties.

Below is the breakdown of the anticipated costs for the term of the contract:

Item	Dec 24' – Nov 25'	Dec 25'- Nov 26'	Dec 26'- Nov 27'	Dec 27'- Nov 28'	Dec 28'- Nov 29'
Annual	\$53,712	\$53,712	\$53,712	\$53,712	\$53,712
Total					\$268,560

The increase of \$93,249.95 in the new contract is primarily driven by historical expenditure trends over the past five years, with the key factor being the adjustment in the hourly rate. This adjustment reflects both the ongoing trends in spending and the necessary alignment of the retainer to account for rising costs, ensuring the contract remains in line with the contractor's operational expenses and the service requirements of WSA

Recommendation: WSA recommends proceeding to award the contract, as evaluated based on best value, to maintain continuity in services and uphold the integrity of the contract award process, to Caldwell Clark Fanucchi & Finlayson PLLC., for the purchase of HR Legal Counsel Services on a as needed basis for a 12-month term with the option of five one-year renewals. The initial term will be effective December 1, 2024 – November 30, 2025, in the estimated aggregate amount of \$268,560, with an estimated annual amount of \$53,712.



Next Steps: Upon approval of this action, staff will initiate negotiations and facilitate the execution of contract for HR Legal Counsel Services.

Attachments: None



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Interim Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: New Facility Lease for Bandera Workforce Center

Summary: Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff is recommending a new Facility Lease at 803 Buck Creek, Bandera, TX 78003. The estimated annual rent for the 480-square-foot office space is \$28,000, including maintenance, utilities, taxes, and insurance (NNN), pending final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.*

Analysis: The current Workforce Solutions Alamo (WSA) location in Bandera, TX is no longer suitable for our needs, with the existing Memorandum of Understanding (MOU) set to expire on November 14, 2024. In compliance with the Texas Workforce Commission's Financial Manual for Grants Contracting (FMGC §J.6.1) and federal Uniform Guidance (UG), we have initiated a comprehensive facility review process.

Key WSA business requirements include:

- Strategic location (proximity to customer populations, local businesses, and consideration of area crime statistics)
- Accessibility via public transportation
- Adequate parking
- Sufficient space for operations
- Ground floor access
- Potential for customization (build-out capabilities)
- Full compliance with the Americans with Disabilities Act (ADA)

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Timeline of Actions:

1. **February 23, 2024:** Initial Request for Information (RFI) issued to potential Lessors and Realtors.
 - Purpose: Conduct market research and identify available properties suitable for workforce program administration.
 - Action: WSA's contracted Real Estate Broker, PCR Brokerage San Antonio, LLC. dba Partners, performed a Competitive Market Analysis (CMA).
 - Result: Board Procurement staff completed a cost analysis based on the CMA findings.
2. **March 2024:** Board of Directors approved a facility at 4173 Highway 16, Bandera, TX 78003.
 - Outcome: During negotiations, the property was sold. The new landlord declined to honor the proposed lease terms, necessitating a renewed search.
3. **August 21, 2024:** Second RFI issued to potential Lessors and Realtors.
 - Purpose: Conduct updated market research and identify newly available properties.
 - Actions:
 - a) WSA's Real Estate Broker conducted a fresh CMA to reassess prospective locations.
 - b) Board Procurement staff performed an updated cost analysis.
 - c) Board staff engaged with current and potential partners to explore additional options.

Alternatives: Due to the absence of ADA-compliant facilities in the area, there are no potential properties meeting all requirements. As a result of all efforts, the property at 803 Buck Creek, Bandera, TX is currently recommended on a best-value basis.

Fiscal Impact: The annual estimated rent is \$28,800, pending negotiations. The anticipated initial term of the lease will be for 5 years with up to two (2) 5-year options to renew that will be specified in the agreement, not to exceed fifteen years inclusive of all renewals. The actual amount paid will be finalized during negotiations and specified in the Lease.



Cost Analysis:

TWC Lease Market Assessment Information	Subject Lease: 702 Buck Street	Previous approved Lease 1: 4173 TX HGWAY 16	Recommended Lease 2: 803 Buck Creek
Building Type and Class:	Full Service	Full Service	Full Service
Square Footage Needed and/or Available	1000	1200	480
Base Rent Rate: (\$/SQFT/YR)	\$0 x 1,000 sq. ft.=0	\$18.00 x 1200 sq. ft. =\$21,600	\$60.00x 480 sq ft.=\$28,800
Total Base Rent Rate Per Term (60 Months)	\$0	\$108,000	\$144,000
Avg. Total Rent per Year	\$0	\$21,600	\$28,800
Type of Lease: NNN, Modified Gross, or Full Service.	FULL SERVICE	NNN	FULL SERVICE
Additional Rent: Such as Operating Expenses or Common Area Maintenance (CAM), Estimated Annual Amount	0	\$3,600	0
Estimated Utilities: If not included in the Base Rent or Additional Rent above (\$/SQFT/YR) Estimated Annual Amount	0	\$1,728	0
Total Estimated Annual Cost: Annual Base Rent + Additional Rent (if needed) + Estimated Utilities	\$0	\$26,928	\$28,800
Total Available Parking Spaces:	20	20	20
Estimated Build Out Cost per Square Feet:	\$11	\$11	\$0
Total Build Out Cost per Year (est.)	\$11,000	\$13,200	\$0
Move Out Costs: Moving Expenses: per hour rate x labor hours = total estimated cost)	\$0	\$280	\$0
Renovation to Current Lease (if needed): Total tenant improvements/expenditures	\$0	\$0	\$0
Total Annual Cost: Including rent per year + build out + utilities + moving + renovations	\$11,000	\$40,408	\$28,800

Recommendation: As a result of comprehensive efforts, WSA is recommending approval of finalizing negotiations and execution of contract of the new facility lease for the property at 803 Buck Creek, Bandera, TX 78003, on a best-value basis.



Next Steps: Upon approval of this action, WSA Procurement and Contracts will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement of the facility located at 803 Buck Creek, Bandera, TX 78003 (Silver Sage).

Attachments: Lease Procurement Checklist



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	Health and Human Services
Property Location and Address:	702 Buck Street
	Bandera, Texas 78003
Time Frame (current lease dates)	28 Mar 23 – 14 Nov 24
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Aug `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Aug `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Feb `24	Aug `24
8	QA Review	QA	Mar `24	Aug `24
9*	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Sep `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Sep `24



Item	Description	Responsibility	Begin	Completed
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Mar `24	Oct `24
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar `24	
13	Lease - Legal Review	Legal	Mar `24	
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar `23	
LEASE AGREEMENT				
Evidence of Agreement Terms ___ 3 Year Term __X__ 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee’s property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee’s actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Interim Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: New Facility Lease for Hondo Workforce Center

Summary: Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff recommends approval of a Facility Lease at 402 Carter, Hondo, TX 78861 (South Texas Regional Training Center). The estimated annual rent, inclusive of maintenance, utilities, taxes, and insurance (NNN), is \$31,725.36, subject to final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.*

Analysis: Given that the current location effectively meets WSA's needs, the Agency is pursuing re-procurement of the existing space. The commercial lease agreement is set to expire on December 21, 2024. In compliance with TWC's Financial Manual for Grants Contracting (FMGC §J.6.1) and Uniform Guidance (UG), the initial planning phase involves a comprehensive assessment of facilities that fulfill our current requirements. WSA's essential business needs encompass:

1. Strategic location (considering customer demographics, business proximity, and local safety)
2. Public transportation accessibility
3. Adequate parking facilities
4. Sufficient space allocation
5. Ground floor access
6. Potential for customization or expansion
7. ADA compliance

To ensure a thorough and competitive selection process, WSA initiated the following actions in February 2024:

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1. Issued a Request for Information (RFI) to potential Lessors and Realtors, facilitating market research and identifying suitable properties for workforce program administration.
2. Engaged PCR Brokerage San Antonio, LLC. dba. Partners, WSA's contracted Real Estate Broker, to conduct a comprehensive Competitive Market Analysis.
3. Organized in-person site visits to prospective locations, involving both WSA Board Staff and the contracted broker to evaluate each option firsthand.
4. Proactively reached out to existing and potential partners to explore additional opportunities and gather valuable insights.

This approach ensures WSA considers all viable options while prioritizing the most suitable and cost-effective solution for the agency's program needs.

Alternatives: None

Fiscal Impact: The projected annual rent is estimated at \$31,725.36, though this figure is subject to negotiation. The proposed lease structure includes an initial 3-year term, followed by up to three (3) additional 3-year renewal options. This arrangement allows for a potential maximum lease duration of twelve (12) years, encompassing all renewals. The final rental amount and all specific terms will be determined during negotiations and explicitly detailed in the Lease Agreement.



Cost Analysis:

Map #	Property	Address	Total Size (SF)	Available (SF)	Base Rent (PSF)	Est. OPEX	Est. Monthly Rent	Comments
1	City of Hondo Director Economic Dev. 210-250-0674	402 Carter Current WSA Site	---	1,799	\$13.20 Net	\$4.43	\$2,644.00	Includes shared classroom space (2,119 SF) Base Rent \$1,978.90/Mo Utilities \$ 224.88/Mo Custodial \$ 200.00/Mo Admin Support \$ 240.00/ Mo
2	Former Hibbett Sports	Hondo Village 166 Menefee Drew Allen 210-504-1242	5,000	1,200 2,500	\$21.00 NNN \$17.00 NNN	\$10.00	\$3,100.00 \$5,625.00	• Small center facing Walmart Supercenter • Attractive and in good condition • TI negotiable
3	Downtown Hondo	1116B 18th Street Kristy Parker 830-433-0101	2,300	2,300	\$9.00 NNN	\$6.00	\$2,875.00	• Looks to be in good condition. • Parking: 5 spaces
4	Downtown Hondo	1708 Avenue M Kristy Parker 830-433-0101	2,320	2,320	\$13.00 NNN	\$6.00	\$3,673.33	• Looks to be in good condition • Parking: 10 spaces
5	Park Place Professional	1616 Avenue M Ray Bendele 361-296-5954	6,000	2,000 4,000	\$13.80 MG \$13.80 MG	\$4.00	\$2,966.67 \$5,933.33	• Exterior looks good • Parking: 9 spaces behind

Recommendation: As a result of comprehensive efforts, the property at 402 Carter, Hondo, TX 78861, is currently recommended on a best-value basis. Upon approval of this action, WSA Procurement and Contracts will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement and the re-procurement of the facility located at 402 Carter, Hondo, TX 78861 (South Texas Regional Training Center).

Next Steps: Board staff will finalize negotiations and lease execution for the new agreement in Hondo, Texas, in coordination with its Contracted Broker, Legal Services, and the Landlord.

Attachments: Lease Procurement Checklist



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	City of Hondo
Property Location and Address:	402 Carter Street
	Hondo, Texas 78861
Time Frame (current lease dates)	1 Jan 22 – 31 Dec 24
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Aug `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Aug `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Feb `24	Aug `24
8	QA Review	QA	Mar `24	Aug `24
9*	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Sep `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Sep `24
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Mar `24	Oct `24



Item	Description	Responsibility	Begin	Completed
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar `24	Oct 24'
13	Lease - Legal Review	Legal	Mar `24	Oct 24'
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar `23	Oct 24'
LEASE AGREEMENT				
Evidence of Agreement Terms _X_ 3 Year Term ___ 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee's property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee's actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



MEMORANDUM

To: Board of Directors Committee

From: Adrian Lopez, CEO

Presented By: Kristen Rodriguez – Interim Director of Procurement and Contracts Management

Date: November 22, 2024

Subject: New Facility Lease for Pleasanton Workforce Center

Summary: Discussion and Possible Action: Workforce Solutions Alamo (WSA) – Board Staff is recommending a new Facility Lease at 1411 Bensdale Road, Pleasanton, TX 78064 (Coastal Bend College - Pleasanton). The estimated annual rent for the 2,344 square foot facility, including maintenance, utilities, taxes, and insurance, (NNN) is \$30,043.92, pending final negotiations. *Supporting Texas Talent and Economic Growth – Goal 2, Service Optimizers.*

Analysis: Given that the current location effectively meets WSA's needs, the Agency is pursuing re-procurement of the existing space. The current commercial lease agreement will terminate on January 31, 2025. In compliance with the Texas Workforce Commission's Financial Manual for Grants Contracting (FMGC §J.6.1) and federal Uniform Guidance (UG), we have initiated a comprehensive facility review process.

Key WSA business requirements include:

- Strategic location (proximity to customer populations, local businesses, and consideration of area crime statistics)
- Accessibility via public transportation
- Adequate parking
- Sufficient space for operations
- Ground floor access
- Potential for customization (build-out capabilities)
- Full compliance with the Americans with Disabilities Act (ADA)

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To ensure a thorough and competitive selection process, WSA initiated the following actions in February 2024:

1. Issued a Request for Information (RFI) to potential Lessors and Realtors, facilitating market research and identifying suitable properties for workforce program administration.
2. Engaged PCR Brokerage San Antonio, LLC. dba. Partners, WSA's contracted Real Estate Broker, to conduct a comprehensive Competitive Market Analysis.
3. Organized in-person site visits to prospective locations, involving both WSA Board Staff and the contracted broker to evaluate each option firsthand.
4. Proactively reached out to existing and potential partners to explore additional opportunities and gather valuable insights.

This approach ensures WSA considers all viable options while prioritizing the most suitable and cost-effective solution for the agency's program needs.

Alternatives: None

Fiscal Impact: The projected annual estimated rent is \$30,043.92, though this figure is subject to negotiation. The proposed lease structure includes an initial 3-year term, followed by up to three (3) additional 3-year renewal options. This arrangement allows for a potential maximum lease duration of twelve (12) years, encompassing all renewals. The final rental amount and all specific terms will be determined during negotiations and explicitly detailed in the Lease Agreement.

Cost Analysis:



Map #	Property	Size SF	Base Rate/SF	OPEX	Total Monthly Rent	Annual Rent	Annual Rate/SF	Tenant
1	Coastal Bend College (1411 Bensdale)	2,344	\$9.60	\$3.22	\$2,504	\$30,044	\$12.82	Current WSA location.
2	Atascosa Market 2085-2089 W. Oaklawn Rd.	1,520 2,800	\$19.00	\$4.14	\$2,931 \$5,399	\$35,173 \$64,792	\$23.14	<ul style="list-style-type: none"> • 31,111 SF neighborhood shopping center • Monthly/annual rent does not include allocation for electric & janitorial
3	Gorman Plaza 2046 W. Oaklawn Rd.	2,033	\$29.00	\$6.06	\$5,940	\$71,277	\$35.06	<ul style="list-style-type: none"> • 18,000 SF neighborhood shopping center • Monthly/annual rent does not include allocation for electric & janitorial
4	State Hwy 97 1701 E State Hwy 97 Jourdanton	3,717	\$14.40	\$5.00	\$6,009	\$72,100	\$19.40	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
5	Oaklawn Rd. 1222 W. Oaklawn Rd.	2,204	\$22.00	\$6.00	\$5,143	\$61,712	\$28.00	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
6	Oaklawn Rd. 1320 W. Oaklawn Rd.	2,191	\$18.00	\$5.50	\$4,291	\$51,488	\$23.50	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
7	Zanderson Avenue 1010 Zanderson Jourdanton	2,496	\$12.00	\$5.00	\$3,536	\$42,432	\$17.00	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial
8	Oaklawn Rd. 206 W. Oaklawn Rd.	1,436	\$20.89	\$6.00	\$3,218	\$38,614	\$26.89	<ul style="list-style-type: none"> • Monthly/annual rent does not include allocation for electric & janitorial

Recommendation: As a result of comprehensive efforts, the property at 1411 Bensdale Road, Pleasanton, TX 78064, is currently recommended on a best-value basis. Upon approval of this action, WSA Procurement and Contracts Management will proceed with pursuing Board approvals. Subsequently, WSA Procurement and Contracts will finalize negotiations in coordination with its Contracted Broker, Legal Services, and the Landlord for the execution of the new lease agreement and the re-procurement of the facility located at 1411 Bensdale Road, Pleasanton, TX 78064 (Coastal Bend College - Pleasanton).

Next Steps: Board staff will finalize negotiations and lease execution for the new agreement in Pleasanton, Texas, in coordination with its Contracted Broker, Legal Services, and the Landlord.

Attachments: Lease Procurement Checklist



Lease Procurement Checklist

Name of Landlord/Contractor/Vendor:	Lee E. Ricks, Jr.
Property Location and Address:	1411 Bensdale Road
	Hondo, Texas 78861
Time Frame (current lease dates)	1 Jan 22 – 31 Dec 24
New Contract or Renewal:	New Contract
If Renewal, what Renewal #:	NA
# of Renewals Remaining:	0

Item	Description	Responsibility	Begin	Completed
1	Needs Determination (to include VRS)	Facilities	Feb `24	Feb `24
2	Market Research/RFI Supplementing broker's/agents use of listing services	Purchasing	Feb `24	Mar `24
3	Competitive Market Analysis (CMA)	Broker	Feb `24	Aug `24
4	Independent Cost Assessment	Purchasing	Mar `24	Mar `24
5	Technical Evaluation /Analysis	Purchasing	Mar `24	Mar `24
6	Broker identifies commercial properties that meet WSA specs.	Broker	Feb `24	Aug `24
7	Broker/agent schedules site visits and attends with WSA if warranted.	Broker /Purchasing	Feb `24	Aug `24
8	QA Review	QA	Mar `24	Aug `24
9*	Broker agent requests a proposal from landlord for the property or properties that best meet the specifications.	Broker	Mar `24	Sep `24
10	WSA reviews the broker/agent recommendation and decides whether to execute a lease.	Purchasing / CEO	Mar `24	Sep `24



Item	Description	Responsibility	Begin	Completed
11	Memo of Recommendation prepared and submitted to WSA Board of Directors for approval.	Purchasing	Mar '24	Oct '24
12	Broker/agent negotiates lease terms with the landlord on behalf of WSA to include required lease provisions.	Broker /Purchasing	Mar '24	Oct 24'
13	Lease - Legal Review	Legal	Mar '24	Oct 24'
14	Broker/agent assists WSA with the oversight of any alterations or improvements required to make space ready for move-in, (Build-out).	Broker /Purchasing	NA	NA
15	Procurement to retain all documentation to include Market Analysis and all related files.	Purchasing	Mar '23	Oct 24'
LEASE AGREEMENT				
Evidence of Agreement Terms _X_ 3 Year Term ____ 5 Year Term				
Special Terms and Conditions List: _____ _____ _____				
Board Approval of Agreement Yes <input type="checkbox"/> No <input type="checkbox"/> Supporting Evidence: Board Meeting Minutes/				

- WSA shall conduct Initial market research to determine whether to supplement the use of listing services with public advertisement of the grantee's property search.
- An example of the steps a grantee might take when conducting a lease procurement with the full assistance of a real estate broker/agent includes the above.
- As noted, these are sample steps. A grantee's actual process may differ, provided it results in a procurement that provides for full and open competition and conformance with other UG and UGMS procurement standards.



MEMORANDUM

To: Board of Directors Committee
 From: Adrian Lopez, CEO
 Presented by: Brandee Perez, CFO
 Date: November 22, 2024
 Regarding: Financial Report – August 31, 2024

SUMMARY: Financial reports through August 31, 2024, have been prepared for the fiscal year October 1, 2023, through September 30, 2024; the straight-line expenditure benchmark is 91.7% of the budget. The board regularly analyzes Corporate and Facility Budgets in addition to the Grant Summary Report to monitor budgets against actual expenditures.

CORPORATE BUDGET:

Expenditures	% Expensed	Comments
Personnel	77.64%	This is an acceptable variance. Staff training and development will take place within the following months.
Board Facility	79.32%	The WSA Board facility budget is acceptable and within the budget.
Equipment	58.09%	The most significant budget surplus is the cloud-based infrastructure and replacement of computers exceeding helpful life.
General Office Expense	42.64%	The primary budget surplus is due to timing differences, marketing, and the insurance contingency.
Professional Services	54.19%	This variance consists in a timing difference in monitoring expenditures, expected to increase by the end of the fiscal year. Legal and professional services related to temporary staffing are utilized as needed to support the agency.
Board Training & Development	59.85%	The variance is not within the standard range. Any funds not utilized will be carried forward to FY 24-25.
Total Expense	69.38%	

Corporate expenditure represents 69.38% of the annual budget, demonstrating a budget surplus of approximately 22.29% of the approved budget through August 2024.

FACILITIES AND INFRASTRUCTURE BUDGET:

Expenditures	% Expensed	Comments
Overall	70.80%	The facility expenditures represent 70.80% of the approved budget, reflecting a 20.87% straight-line budget surplus. The Port of San Antonio and the relocation of O'Connor are significant contributors to this variance.

ACTIVE GRANTS ONLY (TWC):

Grant	End date	Budget	% Expense	Comments
24WOR Rapid Response	06/30/2025	\$58,320	40.34%	This grant start date is July 2024. The board will monitor expenditures over the next quarter.
24CCQ – Child Care Quality	10/31/2024	\$6,249,935	68.29%	The board expects higher expenditures within next couple of months by purchasing supplies/materials to TRS providers. The board is expected to expend at least 90% of the contract.
24REA- Reemployment Services	09/30/2024	\$920,073	89.96%	This grant was extended from 9/30/24 to 2/28/25. The board is expected to expend by the end of the contract.
24WOS – Military Family Support	12/31/2024	\$221,896	75.88%	The board is expected to fully expend this grant by the end of the contract.
24REO – PROWD Grant	09/30/2027	\$1,174,500	3.02%	This is a multi-year grant, and expenditures are expected to increase in FY25.
23VR1 - SEAL	09/30/2024	\$900,000	63.85%	This grant ends on 9/30/24 and the board is expected to expend at least 80% of the grant. As of 8/31/24, 160 SEAL participants had completed worksite retention of 5 weeks.
24PWE – Paid Work Experience	9/30/2025	\$187,500	.42%	Program staff expect to receive referrals soon which will increase the utilization rate of the grant.

24WPB – Training & Employment Navigator	10/31/2025	\$195,856	23.90%	The grant serves a specific population who has access to free education and training. The Program staff will continue to work with the service providers to emphasize the funding available for support services.
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ACTIVE GRANTS ONLY (NON-TWC):

Grant	End date	Budget	% Expense	Comments
SAF22 Workforce Academy	12/31/2024	\$100,000	64.14%	Grant was extended from 11/30/23 to 12/31/24. We are expecting to expend by the end of the contract.
CAP22 Capacity Building	12/31/2024	\$37,500	51.04%	This grant is used for capacity building, focusing on staff performance, technology management, and strategic planning.
TOY24 Toyotetsu	09/30/2024	\$16,100	0%	Funds were used to provide incentives to RTW participants with job placements. Grant has been extended through September 30,2024.
22RTW	5/31/2025	\$30,192,462	77.82%	This variance is primarily a timing difference. Expenditures will continue to be realized in the following months as enrollment and activities increase.

ATTACHMENTS:

Financial Statements – August 31, 2024



August 2024 Budget to Actual Variance Analysis

Budget Category	FY24 Budget	FY24 Actuals	% Expensed	Straight-Line Target (91.7%)	YTD Variance %
Corporate -Personnel	\$ 5,867,227	\$ 4,555,430	77.64%	\$ 5,380,247	14.06%
Corporate -Facilities	\$ 526,665	\$ 417,754	79.32%	\$ 482,952	12.38%
Corporate -Equipment Related	\$ 277,994	\$ 161,493	58.09%	\$ 254,920	33.61%
Corporate -General Office	\$ 741,700	\$ 339,901	45.83%	\$ 680,139	45.87%
Corporate - Professional Services	\$ 1,997,110	\$ 1,082,268	54.19%	\$ 1,831,350	37.51%
Corporate - Board of Directors	\$ 45,000	\$ 26,931	59.85%	\$ 41,265	31.85%
Corporate Total	\$ 9,455,696	\$ 6,583,777	69.63%	\$ 8,670,873	22.07%
Facilities	\$ 7,777,328	\$ 5,506,312	70.80%	\$ 7,131,810	20.90%
Reserve	\$ 11,002,098	\$ -	0.00%	\$ 10,088,924	91.70%
Projects	\$ 249,916	\$ 370,771	148.36%	\$ 229,173	-56.66%
Service Delivery - TWC	\$ 18,983,727	\$ 16,225,117	85.47%	\$ 17,408,078	6.23%
Service Delivery - TWC Child Care	\$ 120,209,630	\$ 112,938,812	93.95%	\$ 110,232,231	-2.25%
Service Delivery Ready to Work	\$ 30,192,462	\$ 10,688,658	35.40%	\$ 27,686,488	56.30%
Total Budget	\$ 197,870,857	\$ 152,313,448	76.98%	\$ 181,447,576	14.72%

August 2024 Service Delivery Urban-Rural

Budget Category	Urban	Rural	Urban (%)	Rural (%)
City of San Antonio - Child Care	\$ 93,914,297	\$ 19,024,514	83%	17%
Ready to Work	\$ 10,688,658		100%	0%
C2GPS - Adult Svc Bexar County Funding Only	\$ 497,499		100%	0%
C2GPS - Adult Services	\$ 10,181,137	\$ 2,554,052	80%	20%
SERCO - Youth	\$ 1,763,868	\$ 1,228,561	59%	41%
Total	\$ 117,045,460	\$ 22,807,127	16%	84%

**Workforce Solutions Alamo
Corporate Expenditure Report
FY 2023 - 2024
as of August 2024**

	Annual Budget	Amendment # 1	Revised Budget	YTD Expenses	% Expended	Balance
PERSONNEL						
Salaries/Wages	\$ 4,359,985	\$ -	4,359,985	\$ 3,566,619	81.80%	\$ 793,366
Fringe Benefits	1,153,947	-	1,153,947	876,988	76.00%	276,959
Staff Travel	160,045	-	160,045	67,584	42.23%	92,461
Staff Training & Development	193,250	-	193,250	44,239	22.89%	149,011
<i>PERSONNEL SUBTOTAL:</i>	\$ 5,867,227	\$ -	5,867,227	\$ 4,555,430	77.64%	\$ 1,311,797
BOARD FACILITY						
Rent	\$ 461,665	-	461,665	\$ 401,392	86.94%	\$ 60,273
Storage	\$ 30,000	-	30,000	\$ 11,176	37.25%	\$ 18,824
Maintenance and Repair	35,000	-	35,000	5,186	14.82%	29,814
<i>BOARD FACILITY SUBTOTAL:</i>	\$ 526,665	\$ -	526,665	\$ 417,754	79.32%	\$ 108,911
EQUIPMENT/RELATED COSTS						
Equipment Purchases	\$ 87,800	-	87,800	\$ 47,082	53.62%	\$ 40,718
Equipment Rental	15,000	-	15,000	14,204	94.69%	796
Repair & Maintenance	-	-	-	-	0.00%	-
Software Licenses & Maintenance	175,194	-	175,194	100,206	57.20%	74,988
<i>EQUIPMENT/RELATED COSTS SUBTOTAL:</i>	\$ 277,994	\$ -	277,994	\$ 161,493	58.09%	\$ 116,501
GENERAL OFFICE EXPENSES						
Communications	\$ 47,300	-	47,300	\$ 42,803	90.49%	\$ 4,497
Advertising	10,000	-	10,000	347	3.47%	9,653
Insurances	300,000	-	300,000	77,025	25.67%	222,975
Office Supplies	23,700	-	23,700	7,719	32.57%	15,981
Postage/Shipping/Other	7,500	-	7,500	3,837	51.16%	3,663
Printing, Binding & Reproduction	20,000	-	20,000	4,898	24.49%	15,102
Publications & Subscriptions	13,200	-	13,200	4,680	35.45%	8,520
Dues	25,000	-	25,000	10,532	42.13%	14,468
Marketing (External)	120,000	50,000	170,000	72,787	42.82%	97,213
Miscellaneous Costs	25,000	-	25,000	2,043	8.17%	22,957
Non Federal	50,000	50,000	100,000	89,582	89.58%	10,418
<i>GENERAL OFFICE EXP SUBTOTAL:</i>	\$ 641,700	\$ 100,000	741,700	\$ 316,253	42.64%	\$ 425,447
PROFESSIONAL SERVICES						
Legal Services-Corporate	\$ 125,000	-	125,000	\$ 64,167	51.33%	\$ 60,833
Legal Services-Other	75,000	-	75,000	34,345	45.79%	40,655
Audit	75,000	-	75,000	67,518	90.02%	7,483
Monitoring (Contractor)	500,000	-	500,000	292,186	58.44%	207,815
Professional Services	1,172,110	-	1,172,110	589,375	50.28%	582,735
Payroll Fees	40,000	10,000	50,000	34,678	69.36%	15,322
<i>PROFESSIONAL SERVICES SUBTOTAL:</i>	\$ 1,987,110	\$ 10,000	1,997,110	\$ 1,082,268	54.19%	\$ 914,842
BOARD EXPENSES						
Board Member Travel	\$ 5,000	-	5,000	\$ 10,281	205.62%	\$ (5,281)
Board Member Training/Development	25,000	-	25,000	8,400	33.60%	16,600
Board Meetings & Misc. Costs	15,000	-	15,000	8,250	55.00%	6,750
<i>BOARD EXPENSES SUBTOTAL:</i>	\$ 45,000	\$ -	45,000	\$ 26,931	59.85%	\$ 18,069
TOTAL EXPENSES	\$ 9,345,696	\$ 110,000	9,455,696	\$ 6,560,128	69.38%	\$ 2,895,568
SUMMARY:						
Personnel	\$ 5,867,227	-	5,867,227	\$ 4,555,430	77.64%	\$ 1,311,797
Board Facility	526,665	-	526,665	417,754	79.32%	108,911
Equipment/Related Costs	277,994	-	277,994	161,493	58.09%	116,501
General Office Expenses	641,700	100,000	741,700	316,253	42.64%	425,447
Professional Services	1,987,110	10,000	1,997,110	1,082,268	54.19%	914,842
Board Expenses	45,000	-	45,000	26,931	59.85%	18,069
TOTAL CORPORATE EXPENSES	\$ 9,345,696	\$ 110,000	9,455,696	\$ 6,560,128	69.38%	\$ 2,895,568

**Workforce Solutions Alamo
Facilities & Infrastructure Report
FY 2023 - 2024
as of August 2024**

Facilities & Infrastructure	Annual Budget	YTD Expenses	% Expensed	Balance
Workforce Facilities	\$ 6,567,328	\$ 4,638,594	70.63%	\$ 1,928,734
Port SA	\$ 700,000	\$ 366,411	52.34%	\$ 333,589
Mobile RV Unit	\$ 510,000	\$ 501,307	98.30%	\$ 8,693
TOTAL FACILITIES EXPENSES	\$ 7,777,328	\$ 5,506,312	70.80%	\$ 2,271,016

Facilities	End of Lease	Note	Facilities	End of Lease	Note
Marbach	3/31/2024	Relocated to Port SA	S. Flores	7/31/2028	
Walzem	8/31/2024	Relocated to O'Connor Rd.	Kerrville	4/30/2029	
Pearsall	10/31/2024		Datapoint	3/31/2030	
Hondo	12/31/2024		Datapoint - Child Care	3/31/2030	
SA Foodbank	12/31/2024		E. Houston	8/16/2030	
Kenedy	1/30/2025		New Braunfels	1/31/2032	
Pleasanton	1/31/2025		Port SA	4/30/2034	
Floresville	7/31/2026		O'Connor	10/5/2034	
Boerne	11/30/2026		Fredericksburg	Closed	
Seguin	1/15/2027		Bandera	11/14/2024	MOU

**Workforce Solutions Alamo
Grant Summary Report
FY 2023 - 2024
as of August 2024**

Grant	Fund	Grant No.	Grant Budget	Estimate YTD as		Remaining Balance as		Expenses FY 23 -		Total Grant	
				9/30/23	9/30/23	9/30/23	FY24 Budget (WSA)	24	Expenses	Balance	
WIOA ADULT SERVICES	22WA1	2022WOA001	\$ 947,323.00	\$ 889,535.10	\$ 57,787.90	\$ 57,787.90	\$ 67,563.13	\$ 957,098.23	\$ (9,775.23)		
WIOA ADULT SERVICES	22WA2	2022WOA001	\$ 3,456,318.00	\$ 3,438,903.01	\$ 17,414.99	\$ 17,414.99	\$ 17,555.68	\$ 3,456,458.69	\$ (140.69)		
WIOA ADULT SERVICES	23WA1	2023WOA001	\$ 1,277,859.00	\$ 675,725.52	\$ 602,133.48	\$ 602,133.48	\$ 598,359.10	\$ 1,274,084.62	\$ 3,774.38		
WIOA ADULT SERVICES	23WA2	2023WOA001	\$ 4,244,872.00	0		\$ 4,244,872.00	\$ 3,460,983.92	\$ 3,460,983.92	\$ 783,888.08		
WIOA ADULT SERVICES	24WA1	2024WOA001	\$ 1,289,821.00	0		\$ 1,289,821.00	\$ -	\$ -	\$ 1,289,821.00		
WIOA ADULT TOTAL			\$ 11,216,193.00	\$ 5,004,163.63	\$ 677,336.37	\$ 6,212,029.37	\$ 4,144,461.83	\$ 9,148,625.46	\$ 2,067,567.54		
WIOA DISLOCATED WORKER	22WD1	2022WOD001	\$ 1,184,451.00	\$ 579,581.80	\$ 604,869.20	\$ 604,869.20	\$ 605,222.24	\$ 1,184,804.04	\$ (353.04)		
WIOA DISLOCATED WORKER	22WD2	2022WOD001	\$ 3,996,897.00	\$ 3,896,973.22	\$ 99,923.78	\$ 99,923.78	\$ 100,064.86	\$ 3,997,038.08	\$ (141.08)		
WIOA DISLOCATED WORKER	23WD1	2023WOD001	\$ 1,175,801.00	\$ 26,995.58	\$ 1,148,805.42	\$ 1,148,805.42	\$ 320,557.48	\$ 347,553.06	\$ 828,247.94		
WIOA DISLOCATED WORKER	23WD2	2023WOD001	\$ 3,599,032.00	0	\$ -	\$ 3,599,032.00	\$ 2,686,763.94	\$ 2,686,763.94	\$ 912,268.06		
WIOA DISLOCATED WORKER	24WD1	2024WOD001	\$ 1,149,558.00	0	\$ -	\$ 1,149,558.00	\$ -	\$ -	\$ 1,149,558.00		
WIOA DISLOCATED TOTAL			\$ 11,105,739.00	\$ 4,503,550.60	\$ 1,853,598.40	\$ 6,602,188.40	\$ 3,712,608.52	\$ 8,216,159.12	\$ 2,889,579.88		
WIOA YOUTH SERVICES	22WOY	2022WOY001	\$ 4,732,035.00	\$ 4,137,856.98	\$ 594,178.02	\$ 594,178.02	\$ 608,172.80	\$ 4,746,029.78	\$ (13,994.78)		
WIOA YOUTH SERVICES	23WOY	2023WOY001	\$ 5,861,245.00	\$ 273,492.33	\$ 5,587,752.67	\$ 5,587,752.67	\$ 3,951,818.76	\$ 4,225,311.09	\$ 1,635,933.91		
WIOA YOUTH SERVICES	24WOY	2024WOY001	\$ 5,910,587.00	0	\$ 5,910,587.00	\$ 5,910,587.00	\$ -	\$ -	\$ 5,910,587.00		
WIOA YOUTH TOTAL			\$ 16,503,867.00	\$ 4,411,349.31	\$ 12,092,517.69	\$ 12,092,517.69	\$ 4,559,991.56	\$ 8,971,340.87	\$ 7,532,526.13		
WIOA RAPID RESPONSE	23WOR	2023WOR001	\$ 84,607.00	\$ 18,701.69	\$ 65,905.31	\$ 65,905.31	\$ 56,813.95	\$ 75,515.64	\$ 9,091.36		
WIOA RAPID RESPONSE	24WOR	2024WOR001	\$ 58,320.00	0	\$ 58,320.00	\$ 58,320.00	\$ 23,526.52	\$ 23,526.52	\$ 34,793.48		
WIOA RAPID RESPONSE TOTAL			\$ 142,927.00	\$ 18,701.69	\$ 124,225.31	\$ 124,225.31	\$ 80,340.47	\$ 99,042.16	\$ 43,884.84		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	23TAF	2023TAF001	\$ 8,011,037.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 1,679,712.84	\$ 334,778.76	\$ 6,666,102.92	\$ 1,344,934.08		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	2024TAF001	\$ 6,851,831.00	\$ -	\$ -	\$ 6,851,831.00	\$ 6,794,934.92	\$ 6,794,934.92	\$ 56,896.08		
TANF TOTAL			\$ 14,862,868.00	\$ 6,331,324.16	\$ 1,679,712.84	\$ 8,531,543.84	\$ 7,129,713.68	\$ 13,461,037.84	\$ 1,401,830.16		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	2024SNE001	\$ 1,283,189.00	0	\$ -	\$ 1,283,189.00	\$ 1,223,654.98	\$ 1,223,654.98	\$ 59,534.02		
SNAP E&T TOTAL			\$ 1,283,189.00	\$ -	\$ -	\$ 1,283,189.00	\$ 1,223,654.98	\$ 1,223,654.98	\$ 59,534.02		
NON CUSTODIAL PARENT	24NCP	2024NCP001	\$ 437,578.00	\$ 15,270.04	\$ 422,307.96	\$ 422,307.96	\$ 355,396.15	\$ 370,666.19	\$ 66,911.81		
NON CUSTODIAL PARENT TOTAL			\$ 437,578.00	\$ 15,270.04	\$ 422,307.96	\$ 422,307.96	\$ 355,396.15	\$ 370,666.19	\$ 66,911.81		
CC SRVCS FORMULA ALLOCATION-CCF	23CCF	2023CCF001	\$ 87,130,697.00	\$ 83,698,107.20	\$ 3,432,589.80	\$ 3,432,589.80	\$ 3,433,094.43	\$ 87,131,201.63	\$ (504.63)		
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	2024CCF001	\$ 103,725,503.00	\$ -	\$ -	\$ 103,725,503.00	\$ 93,053,717.27	\$ 93,053,717.27	\$ 10,671,785.73		
CHILD CARE CCF TOTAL			\$ 190,856,200.00	\$ 83,698,107.20	\$ 3,432,589.80	\$ 107,158,092.80	\$ 96,486,811.70	\$ 180,184,918.90	\$ 10,671,281.10		
CC DVLPMNT FUND LOCAL MATCH - CCM	23CCM	2023CCM001	\$ 7,539,884.00	\$ -	\$ 7,539,884.00	\$ 7,539,884.00	\$ 7,539,884.00	\$ 7,539,884.00	\$ -		
CC DVLPMNT FUND LOCAL MATCH - CCM	24CCM	2024CCM001	\$ 7,584,186.00	\$ -	\$ 7,584,186.00	\$ 7,584,186.00	\$ -	\$ -	\$ 7,584,186.00		
CHILD CARE CCM TOTAL			\$ 15,124,070.00	\$ -	\$ 7,539,884.00	\$ 15,124,070.00	\$ 7,539,884.00	\$ 7,539,884.00	\$ 7,584,186.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	23CCP	2023CCP001	\$ 8,115,000.00	\$ 6,118,686.69	\$ 1,996,313.31	\$ 1,996,313.31	\$ 978.34	\$ 6,119,665.03	\$ 1,995,334.97		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	2024CCP001	\$ 7,657,313.93	\$ 546,933.25	\$ 7,110,380.68	\$ 7,110,380.68	\$ 7,084,705.91	\$ 7,631,639.16	\$ 25,674.77		
CHILD CARE CCP TOTAL			\$ 15,772,313.93	\$ 6,665,619.94	\$ 9,106,693.99	\$ 9,106,693.99	\$ 7,085,684.25	\$ 13,751,304.19	\$ 2,021,009.74		
TRADE ACT SERVICES	23TRA	2023TRA001	\$ 50,400.00	\$ 19,170.17	\$ 31,229.83	\$ 31,229.83	\$ 21,827.52	\$ 40,997.69	\$ 9,402.31		
TRADE ACT SERVICES	24TRA	2024TRA001	\$ 27,000.00	0	\$ -	\$ 27,000.00	\$ 1,476.16	\$ 1,476.16	\$ 25,523.84		
TRADE ACT SERVICES TOTAL			\$ 77,400.00	\$ 19,170.17	\$ 31,229.83	\$ 58,229.83	\$ 23,303.68	\$ 42,473.85	\$ 34,926.15		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	23WPA	2023WPA001	\$ 1,020,888.00	\$ 704,618.53	\$ 316,269.47	\$ 316,269.47	\$ 273,762.09	\$ 978,380.62	\$ 42,507.38		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	2024WPA001	\$ 667,896.00	0	\$ -	\$ 667,896.00	\$ 596,601.07	\$ 596,601.07	\$ 71,294.93		
EMPLOYMENT SERVICES TOTAL			\$ 1,688,784.00	\$ 704,618.53	\$ 316,269.47	\$ 984,165.47	\$ 870,363.16	\$ 1,574,981.69	\$ 113,802.31		
RESOURCE ADMIN GRANT	24RAG	2024RAG001	\$ 11,857.00	0	\$ -	\$ 11,857.00	\$ 9,623.09	\$ 9,623.09	\$ 2,233.91		
RESOURCE ADMIN GRANT TOTAL			\$ 11,857.00	\$ -	\$ -	\$ 11,857.00	\$ 9,623.09	\$ 9,623.09	\$ 2,233.91		
TEXAS VETERANS COMMISSION	24TVC	2024TVC001	\$ 284,084.00	0	\$ -	\$ 284,084.00	\$ 236,826.12	\$ 236,826.12	\$ 47,257.88		
VETERANS EMPLOYMENT SERVICE TOTAL			\$ 284,084.00	\$ -	\$ -	\$ 284,084.00	\$ 236,826.12	\$ 236,826.12	\$ 47,257.88		

**Workforce Solutions Alamo
Grant Summary Report
FY 2023 - 2024
as of August 2024**

Grant	Fund	Grant No.	Grant Budget	Estimate YTD as		Remaining Balance as		Expenses FY 23 -		Total Grant	
				9/30/23	9/30/23	9/30/23	FY24 Budget (WSA)	24	Expenses	Balance	
CC QUALITY - CCQ	23CCQ	2023CCQ001	\$ 5,820,249.00	\$ 3,278,190.33	\$ 2,542,058.67	\$ 2,542,058.67	\$ 1,720,969.23	\$ 4,999,159.56	\$ 821,089.44		
CC QUALITY - CCQ	24CCQ	2024CCQ001	\$ 6,249,935.30	0	\$ -	\$ 6,249,935.30	\$ 4,268,169.48	\$ 4,268,169.48	\$ 1,981,765.82		
CCQ QUALITY TOTAL			\$ 12,070,184.30	\$ 3,278,190.33	\$ 2,542,058.67	\$ 8,791,993.97	\$ 5,989,138.71	\$ 9,267,329.04	\$ 2,802,855.26		
CHILD CARE - TRS CONTRACTED SLOTS	22CSL	2022SCSL001	\$ 746,230.00	\$ 258,672.86	\$ 487,557.14	\$ 487,557.14	\$ 71,112.72	\$ 329,785.58	\$ 416,444.42		
CHILD CARE - TRS CONTRACTED SLOTS - TOTAL			\$ 746,230.00	\$ 258,672.86	\$ 487,557.14	\$ 487,557.14	\$ 71,112.72	\$ 329,785.58	\$ 416,444.42		
WORKFORCE COMMISSION INITIATIVES	24WCI	2024WCI001	\$ 94,250.00	0	\$ -	\$ 94,250.00	\$ 66,290.03	\$ 66,290.03	\$ 27,959.97		
WORKFORCE COMMISSION INITIATIVES TOTAL			\$ 94,250.00	\$ -	\$ -	\$ 94,250.00	\$ 66,290.03	\$ 66,290.03	\$ 27,959.97		
REEMPLOYMENT SERVICES - REA	23REA	2023REA001	\$ 935,000.00	\$ 819,070.82	\$ 115,929.18	\$ 115,929.18	\$ 116,249.28	\$ 935,320.10	\$ (320.10)		
REEMPLOYMENT SERVICES - REA	24REA	2024REA001	\$ 920,073.00	0	\$ -	\$ 920,073.00	\$ 827,665.85	\$ 827,665.85	\$ 92,407.15		
REEMPLOYMENT TOTAL			\$ 1,855,073.00	\$ 819,070.82	\$ 115,929.18	\$ 1,036,002.18	\$ 943,915.13	\$ 1,762,985.95	\$ 92,087.05		
PARTNERS FOR REENTRY OPPORTUNITIES IN WD (PROWD)	24REO	2024REO001	\$ 1,174,500.00	\$ -	\$ -	\$ 1,174,500.00	\$ 35,506.32	\$ 35,506.32	\$ 1,138,993.68		
PARTNERS FOR REENTRY OPPORTUNITIES IN WD TOTAL			\$ 1,174,500.00	\$ -	\$ -	\$ 1,174,500.00	\$ 35,506.32	\$ 35,506.32	\$ 1,138,993.68		
MILITARY FAMILY SUPPORT PROGRAM	23WOS	2023WOS001	\$ 221,896.00	\$ 128,650.35	\$ 93,245.65	\$ 93,384.56	\$ 67,056.29	\$ 195,706.64	\$ 26,189.36		
MILITARY FAMILY SUPPORT PROGRAM	24WOS	2024WOS001	\$ 221,896.00	0	\$ -	\$ 221,896.00	\$ 168,370.16	\$ 168,370.16	\$ 53,525.84		
MILITARY FAMILY SUPPORT TOTAL			\$ 443,792.00	\$ 128,650.35	\$ 93,245.65	\$ 315,280.56	\$ 235,426.45	\$ 364,076.80	\$ 79,715.20		
STUDENT HIREABILITY NAVIGATOR	18HNS	3024VRS056	\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 166,722.64	\$ 186,295.11	\$ 23,704.89		
STUDENT HIREABILITY NAVIGATOR TOTAL			\$ 210,000.00	\$ 19,572.47	\$ 190,427.53	\$ 190,427.53	\$ 166,722.64	\$ 186,295.11	\$ 23,704.89		
VOCATIONAL REHABILITATION-VR INFRA SPPrT	24COL	2024COL001	\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 478,633.51	\$ 521,123.96	\$ 14,795.58		
VR-INFRA SUPPORT TOTAL			\$ 535,919.54	\$ 42,490.45	\$ 493,429.09	\$ 493,429.09	\$ 478,633.51	\$ 521,123.96	\$ 14,795.58		
PAID WORK EXPERIENCE (PWE)	24PWE	3024VRS107	\$ 187,500.00	0	\$ -	\$ 187,500.00	\$ 782.42	\$ 782.42	\$ 186,717.58		
PAID WORK EXPERIENCE (PWE) TOTAL			\$ 187,500.00	\$ -	\$ -	\$ 187,500.00	\$ 782.42	\$ 782.42	\$ 186,717.58		
WIOA - UPSKILLING AND TRAINING	24WOZ	2024WOZ001	\$ 170,471.00	0	\$ -	\$ 170,471.00	\$ 113,982.85	\$ 113,982.85	\$ 56,488.15		
WIOA - UPSKILLS AND TRAINING TOTAL			\$ 170,471.00	\$ -	\$ -	\$ 170,471.00	\$ 113,982.85	\$ 113,982.85	\$ 56,488.15		
TRAINING & EMPLOYMENT NAVIGATOR PILOT	22WPB	2022WPB002	\$ 192,946.00	\$ 139,720.06	\$ 53,225.94	\$ 53,225.94	\$ 23,650.00	\$ 163,370.06	\$ 29,575.94		
TRAINING & EMPLOYMENT NAVIGATOR PILOT	24WPB	2024WPB001	\$ 195,856.00	0	\$ -	\$ 195,856.00	\$ 46,804.22	\$ 46,804.22	\$ 149,051.78		
TRAINING & EMPLOYMENT NAVIGATOR PILOT TOTAL			\$ 388,802.00	\$ 139,720.06	\$ 53,225.94	\$ 249,081.94	\$ 70,454.22	\$ 210,174.28	\$ 178,627.72		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT	23WS2	2023WOS002	\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 51,386.38	\$ 51,909.82	\$ 64,529.18		
MIDDLE SKILLS EMPLOYMENT SUPPLIES PILOT PROJECT TOTAL			\$ 116,439.00	\$ 523.44	\$ 115,915.56	\$ 115,915.56	\$ 51,386.38	\$ 51,909.82	\$ 64,529.18		
TEACHER EXTERNSHIP	23EXT	2023EXT001	\$ 200,000.00	\$ 192,252.87	\$ 7,747.13	\$ 7,747.13	\$ 7,752.73	\$ 200,005.60	\$ (5.60)		
TEACHER EXTERNSHIP	23EX2	2023EXT002	\$ 106,726.00	\$ 41,116.75	\$ 65,609.25	\$ 65,609.25	\$ 60,026.62	\$ 101,143.37	\$ 5,582.63		
TEACHER EXTERNSHIP TOTAL			\$ 306,726.00	\$ 233,369.62	\$ 73,356.38	\$ 73,356.38	\$ 67,779.35	\$ 301,148.97	\$ 5,577.03		
SUMMER EARN & LEARN (SEAL)	22VR1	3022VRS045	\$ 900,000.00	\$ 662,278.44	\$ 237,721.56	\$ 237,721.56	\$ (36,373.17)	\$ 625,905.27	\$ 274,094.73		
SUMMER EARN & LEARN (SEAL)	23VR1	3022VRS045	\$ 900,000.00	0	\$ -	\$ 900,000.00	\$ 574,668.56	\$ 574,668.56	\$ 325,331.44		
SEAL TOTAL			\$ 1,800,000.00	\$ 662,278.44	\$ 237,721.56	\$ 1,137,721.56	\$ 538,295.39	\$ 1,200,573.83	\$ 599,426.17		
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22		\$ 100,000.00	\$ 35,266.63	\$ 64,733.37	\$ 64,733.37	\$ 28,875.68	\$ 64,142.31	\$ 35,857.69		
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22		\$ 37,500.00	\$ 799.00	\$ 36,701.00	\$ 36,701.00	\$ 18,342.07	\$ 19,141.07	\$ 18,358.93		
SAN ANTONIO AREA FOUNDATION TOTAL			\$ 137,500.00	\$ 36,065.63	\$ 101,434.37	\$ 101,434.37	\$ 47,217.75	\$ 83,283.38	\$ 54,216.62		
ASPEN INSTITUTE	ASP23		\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 34,032.58	\$ 79,796.14	\$ 20,203.86		
ASPEN INSTITUTE TOTAL			\$ 100,000.00	\$ 45,763.56	\$ 54,236.44	\$ 54,236.44	\$ 34,032.58	\$ 79,796.14	\$ 20,203.86		
TOYOTETSU PILOT PROGRAM (RTW)	TOY24		\$ 16,100.00	0	\$ -	\$ 46,525.00	0	\$ -	\$ 16,100.00		
TOYOTETSU PILOT PROGRAM TOTAL			\$ 16,100.00	\$ -	\$ -	\$ 46,525.00	\$ -	\$ -	\$ 16,100.00		
READY TO WORK-COSA	22RTW		\$ 30,192,462.00	\$ 12,257,949.36	\$ 17,934,512.64	\$ 17,934,512.64	\$ 11,238,233.62	\$ 23,496,182.98	\$ 6,696,279.02		
READY TO WORK-COSA TOTAL			\$ 30,192,462.00	\$ 12,257,949.36	\$ 17,934,512.64	\$ 17,934,512.64	\$ 11,238,233.62	\$ 23,496,182.98	\$ 6,696,279.02		
GRAND TOTAL			\$ 329,913,018.77	\$ 129,294,192.66	\$ 59,769,415.81	\$ 200,649,390.02	\$ 153,607,573.26	\$ 282,901,765.92	\$ 47,011,252.85		

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Grant	Fund	End Date	Grant No.	Budget	YTD Exp	Balance	Grant Expended	Months Remaining
WIOA ADULT SERVICES	23WA1	6/30/2025	2023WOA001	\$ 1,277,860.00	\$ 1,274,084.62	\$ 3,775.38	99.70%	10
WIOA ADULT SERVICES	23WA2	6/30/2025	2023WOA001	\$ 4,244,871.00	\$ 3,460,983.92	\$ 783,887.08	81.53%	10
WIOA ADULT SERVICES	24WA1	6/30/2026	2024WOA001	\$ 1,289,821.00	\$ -	\$ 1,289,821.00	0.00%	22
WIOA ADULT TOTAL				\$ 6,812,552.00	\$ 4,735,068.54	\$ 2,077,483.46		
WIOA DISLOCATED WORKER	23WD1	6/30/2025	2023WOD001	\$ 1,175,801.00	\$ 347,553.06	\$ 828,247.94	29.56%	10
WIOA DISLOCATED WORKER	23WD2	6/30/2025	2023WOD001	\$ 3,599,032.00	\$ 2,686,763.94	\$ 912,268.06	74.65%	10
WIOA DISLOCATED WORKER	24WD1	6/30/2026	2024WOD001	\$ 1,149,558.00	\$ -	\$ 1,149,558.00	0.00%	22
WIOA DISLOCATED TOTAL				\$ 5,924,391.00	\$ 3,034,317.00	\$ 2,890,074.00		
WIOA YOUTH SERVICES	23WOY	6/30/2025	2023WOY001	\$ 5,861,245.00	\$ 4,225,311.09	\$ 1,635,933.91	72.09%	10
WIOA YOUTH SERVICES	24WOY	6/30/2026	2024WOY001	\$ 5,910,587.00	\$ -	\$ 5,910,587.00	0.00%	22
WIOA YOUTH TOTAL				\$ 11,771,832.00	\$ 4,225,311.09	\$ 7,546,520.91		
WIOA RAPID RESPONSE	24WOR	6/30/2025	2024WOR001	\$ 58,320.00	\$ 23,526.52	\$ 34,793.48	40.34%	10
WIOA RAPID RESPONSE TOTAL				\$ 58,320.00	\$ 23,526.52	\$ 34,793.48		
TEMPORARY ASST FOR NEEDY FAMILIES-TANF	24TAF	10/31/2024	2024TAF001	\$ 6,851,831.00	\$ 6,794,934.92	\$ 56,896.08	99.17%	2
TANF TOTAL				\$ 6,851,831.00	\$ 6,794,934.92	\$ 56,896.08		
SUPPLEMENTAL NUTRITION ASST PRGRM - SNAP	24SNE	9/30/2024	2024SNE001	\$ 1,283,189.00	\$ 1,223,654.98	\$ 59,534.02	95.36%	1
SNAP E&T TOTAL				\$ 1,283,189.00	\$ 1,223,654.98	\$ 59,534.02		
NON CUSTODIAL PARENT	24NCP	9/30/2024	2024NCP001	\$ 437,578.00	\$ 370,666.19	\$ 66,911.81	84.71%	1
NON CUSTODIAL PARENT TOTAL				\$ 437,578.00	\$ 370,666.19	\$ 66,911.81		
CC SRVCS FORMULA ALLOCATION-CCF	24CCF	12/31/2024	2024CCF001	\$ 103,725,503.00	\$ 93,053,717.27	\$ 10,671,785.73	89.71%	4
CHILD CARE CCF TOTAL				\$ 103,725,503.00	\$ 93,053,717.27	\$ 10,671,785.73		
CC DVLPMNT FUND LOCAL MATCH - CCM	24CCM	12/31/2024	2024CCM001	\$ 7,584,186.00	\$ -	\$ 7,584,186.00	0.00%	4
CHILD CARE CCM TOTAL				\$ 7,584,186.00	\$ -	\$ 7,584,186.00		
CC TEXAS DEPT FAMILY PROTECTIVE SRVCS-CCP	24CCP	12/31/2024	2024CCP001	\$ 7,657,313.93	\$ 7,631,639.16	\$ 25,674.77	99.66%	4
CHILD CARE CCP TOTAL				\$ 7,657,313.93	\$ 7,631,639.16	\$ 25,674.77		
TRADE ACT SERVICES	24TRA	9/30/2024	2024TRA001	\$ 27,000.00	\$ 1,476.16	\$ 25,523.84	5.47%	1
TRADE ACT SERVICES TOTAL				\$ 27,000.00	\$ 1,476.16	\$ 25,523.84		
WAGNER-PEYSER EMPLOYMENT SERVICES-WPA	24WPA	12/31/2024	2024WPA001	\$ 667,896.00	\$ 596,601.07	\$ 71,294.93	89.33%	4
EMPLOYMENT SERVICES TOTAL				\$ 667,896.00	\$ 596,601.07	\$ 71,294.93		
RESOURCE ADMIN GRANT	24RAG	9/30/2024	2024RAG001	\$ 11,857.00	\$ 9,623.09	\$ 2,233.91	81.16%	1
RESOURCE ADMIN GRANT TOTAL				\$ 11,857.00	\$ 9,623.09	\$ 2,233.91		
TEXAS VETERANS COMMISSION	24TVC	9/30/2024	2024TVC001	\$ 284,084.00	\$ 236,826.12	\$ 47,257.88	83.36%	1
TEXAS VETERANS COMMISSION TOTAL				\$ 284,084.00	\$ 236,826.12	\$ 47,257.88		
CC QUALITY - CCQ	24CCQ	10/31/2024	2024CCQ001	\$ 6,249,935.30	\$ 4,268,169.48	\$ 1,981,765.82	68.29%	2
CCQ QUALITY TOTAL				\$ 6,249,935.30	\$ 4,268,169.48	\$ 1,981,765.82		
WORKFORCE COMMISSION INITIATIVES	24WCI	9/30/2024	2024WCI001	\$ 94,250.00	\$ 66,290.03	\$ 27,959.97	70.33%	1

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Grant	Fund	End Date	Grant No.	Budget	YTD Exp	Balance	Grant Expended	Months Remaining
WORKFORCE COMMISSION INITIATIVES TOTAL				\$ 94,250.00	\$ 66,290.03	\$ 27,959.97		
REEMPLOYMENT SERVICES - REA	24REA	9/30/2024	2024REA001	\$ 920,073.00	\$ 827,665.85	\$ 92,407.15	89.96%	1
REEMPLOYMENT TOTAL				\$ 920,073.00	\$ 827,665.85	\$ 92,407.15		
PARTNERS FOR REENTRY OPPORTUNITIES IN WD	24REO	9/30/2027	2024REO001	\$ 1,174,500.00	\$ 35,506.32	\$ 1,138,993.68	3.02%	38
PARTNERS FOR REENTRY OPPORTUNITIES IN WD TOTAL				\$ 1,174,500.00	\$ 35,506.32	\$ 1,138,993.68		
MILITARY FAMILY SUPPORT PROGRAM	24WOS	12/31/2024	2024WOS001	\$ 221,896.00	\$ 168,370.16	\$ 53,525.84	75.88%	4
MILITARY FAMILY SUPPORT TOTAL				\$ 221,896.00	\$ 168,370.16	\$ 53,525.84		
STUDENT HIREABILITY NAVIIGATOR	18HN5	8/31/2024	3024VRS056	\$ 210,000.00	\$ 186,295.11	\$ 23,704.89	88.71%	
STUDENT HIREABILITY NAVIGATOR TOTAL				\$ 210,000.00	\$ 186,295.11	\$ 23,704.89		
VOCATIONAL REHABILITATION-VR INFRA SPRT	24COL	8/31/2024	2024COL001	\$ 535,919.54	\$ 521,123.96	\$ 14,795.58	97.24%	
VR-INFRA SUPPORT TOTAL				\$ 535,919.54	\$ 521,123.96	\$ 14,795.58		
PAID WORK EXPERIENCE (PWE)	24PWE	9/30/2025	3024VRS107	\$ 187,500.00	\$ 782.42	\$ 186,717.58	0.42%	13
PAID WORK EXPERIENCE (PWE) TOTAL				\$ 187,500.00	\$ 782.42	\$ 186,717.58		
WIOA - UPSKILLING AND TRAINING	24WOZ	7/31/2024	2024WOZ001	\$ 170,471.00	\$ 113,982.85	\$ 56,488.15	66.86%	
WIOA - UPSKILLS AND TRAINING TOTAL				\$ 170,471.00	\$ 113,982.85	\$ 56,488.15		
TRAINING & EMPLOYMENT NAVIGATOR	24WPB	10/31/2025	2024WPB001	\$ 195,856.00	\$ 46,804.22	\$ 149,051.78	23.90%	14
TRAINING & EMPLOYMENT NAVIGATOR TOTAL				\$ 195,856.00	\$ 46,804.22	\$ 149,051.78		
SUMMER EARN & LEARN (SEAL)	23VR1	9/30/2024	3021VRS073	\$ 900,000.00	\$ 574,668.56	\$ 325,331.44	63.85%	1
SEAL TOTAL				\$ 900,000.00	\$ 574,668.56	\$ 325,331.44		
SAN ANTONIO AREA FOUNDATION-WORKFORCE ACADEMY	SAF22	12/31/2024		\$ 100,000.00	\$ 64,142.31	\$ 35,857.69	64.14%	4
SAN ANTONIO AREA FOUNDATION-CAPACITY BUILDING	CAP22	12/31/2024		\$ 37,500.00	\$ 19,141.07	\$ 18,358.93	51.04%	4
SAN ANTONIO AREA FOUNDATION TOTAL				\$ 137,500.00	\$ 83,283.38	\$ 54,216.62		
TOYOTETSU PILOT PROGRAM (RTW)	TOY24	9/30/2024		\$ 16,100.00	0	\$ 16,100.00	0.00%	1
TOYOTETSU PILOT PROGRAM TOTAL				\$ 16,100.00	\$ -	\$ 16,100.00		
READY TO WORK-COSA	22RTW	5/31/2025		\$ 30,192,462.00	\$ 23,496,182.98	\$ 6,696,279.02	77.82%	9
READY TO WORK-COSA TOTAL				\$ 30,192,462.00	\$ 23,496,182.98	\$ 6,696,279.02		
GRAND TOTAL				\$ 194,303,995.77	\$ 152,326,487.43	\$ 41,977,508.34		