



COMMITTEE OF SIX MEETING (Co6) - MINUTES

**Norris Conference Centers
618 NW Loop 410
San Antonio, TX, 78216
December 6, 2023
9:00 AM**

COMMITTEE OF SIX: Councilwoman Dr. Adriana Rocha Garcia (Chair), Councilman Manny Pelaez, Commissioner Rebeca Clay-Flores, Judge Richard Evans, Judge James Teal

WSA BOARD OF DIRECTOR CHAIR: Leslie Cantu

WSA STAFF: Adrian Lopez, Adrian Perez, Teresa Chavez, Gabriela Navarro Garcia, Penny Benavidez, Jessica Villarreal, Vanessa McHaney, Angela Bush

PARTNER STAFF: Cliff Herberg, Jordana Mathews, Gene Rodriguez, Mike Ramsey, Frank Rivera, Manuel Segura, Marcus Primm

LEGAL COUNSEL: Frank Burney

GUESTS: Ana DeHoyos O'Connor, Tylane Barnes, Charles Camarillo, Anthony Magaro, Lisa Navarro Gonzales, Tasha Schmidt, Yousef Kassim, Angelique De Oliveira, Yvonne Addison, Chris Corso, Allison Greer Francis, Jennifer Lange, Jim Robertson

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 the meeting. For additional information, please call Caroline Goddard at (210) 322-6296.

I. **CALL TO ORDER**

Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair

At 9:06am, Chair Dr. Adriana Rocha Garcia called the meeting to order.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Caroline Goddard at (210) 322-6296 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
The roll was called, and a quorum was declared present.
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
None.
- IV. PUBLIC COMMENT
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
None.
- V. MEETING MINUTES OF AUGUST 23, 2023 (DISCUSSION AND POSSIBLE ACTION)
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
Upon motion by Judge James Teal and seconded by Judge Richard Evans, the Committee of Six unanimously approved the meeting minutes of August 23, 2023.
- VI. DISCUSSION ON WD LETTER 21-23 LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERSHIP
Presenter: Adrian Perez, CIO
- TWC released WD 21-23 on September 1, 2023, that requires the addition of a representative of the childcare workforce. The new position will require the additional appointment of one private sector representative to ensure a majority of private sector representatives. The Interlocal Agreement will need to be updated in 2024 requiring the approval of governing bodies.
- VII. CONSIDER AND SELECT APPOINTMENTS TO FILL THE FOLLOWING PLACES ON WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTORS (DISCUSSION AND POSSIBLE ACTION)
Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair
- For Private Sector Places 4, 6, 7, and 13, each of the four incumbent Directors, Leslie Cantu, Anthony Magaro, Yousef Kassim, and Lisa Navarro Gonzales, were presented to the Committee for questioning. The Committee of Six asked about challenges and requests to keep serving on the board. Each candidate expressed their interest and rationale of why they are seeking reappointment.
Upon motion by Commissioner Rebeca Clay-Flores and seconded by Councilman Manny Pelaez, the Committee of Six unanimously approved the following Directors: Leslie Cantu for Place 4, Anthony Magaro for Place 6, Yousef Kassim for Place 7, and Lisa Navarro Gonzales for Place 13.
 - For Private Sector Places 3, 8, 11, 12, and 27, each of the candidates, Chris Corso, Jennifer Lange, Jim Robertson, Tasha Schmidt, and Yvonne Addison, were presented to the Committee for questioning. Each of the five candidates were interviewed and provided a summary of their qualifications and reasons for seeking appointment to the board. The sixth candidate, Jimena Saenz, could not appear due to illness and had WSA's Administrative Assistant, Vanessa McHaney, read her statement of interest for the record.
Upon motion by Councilman Manny Pelaez and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously approved Chris Corso as a Director for Place 3 to fulfill the remaining two-year vacated position by Becky Butler Cap.
Upon motion by Councilman Manny Pelaez and seconded by Judge James Teal, the Committee of Six unanimously approved the following Directors: Jennifer

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Lange for Place 8, Jim Robertson for Place 11, Tasha Schmidt for Place 12, Yvonne Addison for Place 27, and Jimena Saenz as an approved alternate.

- a. Board of Director Attendance and Demographics
- b. Private Sector, Place 3 – For Term Beginning January 1, 2024, and ending December 31, 2025.
- c. Private Sector, Place 4 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- d. Private Sector, Place 6 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- e. Private Sector, Place 7 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- f. Private Sector, Place 8 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- g. Private Sector, Place 11 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- h. Private Sector, Place 12 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- i. Private Sector, Place 13 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- j. Private Sector, Place 27 – For Term Beginning January 1, 2024, and ending December 31, 2026.
- k. Education, Place 17 – For Term Beginning January 1, 2024, and ending December 31, 2026.
 - Charles Camarillo presented himself to the Committee for questioning and provided an explanation for seeking appointment to the board.

Upon motion by Judge James Teal and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously approved Charles Camarillo as a Director for Place 17, Education.

- l. Adult Basic Continuing Education, Place 19 – For Term Beginning January 1, 2024, and ending December 31, 2026.
 - Angelique De Oliveira presented herself to the Committee for questioning and provided an explanation for seeking reappointment to the board.

Upon motion by Judge Richard Evans and seconded by Councilman Manny Pelaez, the Committee of Six unanimously approved Angelique De Oliveira as a Director for Place 19, Adult Basic Continuing Education.

- m. Public Assistance, Place 23 – For Term Beginning January 1, 2024, and ending December 31, 2026.
 - Allison Greer Francis presented herself to the Committee for questioning and provided an explanation for seeking reappointment to the board.

Upon motion by Councilman Manny Pelaez and seconded by Judge James Teal, the Committee of Six unanimously approved Allison Greer Francis as a Director for Place 23, Public Assistance.

- n. Vocational Rehabilitation, Place 25 – For Term Beginning January 1, 2024, and ending December 31, 2026.
 - Dawn Dixon was not able to present herself in person to the Committee. She submitted a letter of interest which was read by WSA's Administrative Assistant, Vanessa McHaney.

Upon motion by Judge James Teal and seconded by Councilman Manny Pelaez, the Committee of Six unanimously approved Dawn Dixon as a Director for Place 25, Vocational Rehabilitation.

- o. Child Care Workforce, Place 26 – For Term Beginning January 1, 2024, and ending December 31, 2026.

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- Tylane Barnes presented herself to the Committee for questioning and provided an explanation for seeking appointment to the board.

Upon motion by Judge James Teal and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously approved Tylane Barnes as a Director for Place 26, Child Care Workforce.

VIII. DISCUSSION AND POSSIBLE ACTION TO ELECT THE CHAIR AND VICE CHAIR FOR THE COMMITTEE OF SIX REPRESENTING THE CEO'S FOR THE ALAMO WORKFORCE DEVELOPMENT AREA FOR CALENDAR YEAR 2024

Upon motion by Judge Richard Evans and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously elected Judge James Teal as the Chair for the Committee of Six for the 2024 calendar year.

Upon motion by Councilman Manny Pelaez and seconded by Commissioner Rebeca Clay-Flores, the Committee of Six unanimously elected Judge Richard Evans as the Vice Chair for the Committee of Six for the 2024 calendar year.

IX. FINANCIALS (DISCUSSION AND POSSIBLE ACTION)

Presenter: Gabriela Navarro Garcia, Controller

a. Financial Reports

- The September 2023 budget to actual variance analysis is at a straight-line target of 100%. Corporate total is expensed at 85.15% with a year-to-date variance of 15.85%.
- The board is currently underspent on salaries and benefits by approximately 10.5% due to attrition. Staff training and development was underspent by approximately \$84,000 due to a more cost-saving training provider that offers unlimited training on diverse courses that help staff build their skill sets.
- Equipment reflects a 12% over budget cost for the board room upgrades.
- The primary budget surplus in insurance is the contingency, which was not utilized. Non-federal is over budget by approximately \$26,000 due to an employee matter payout and expenses related to community outreach.
- HR-related legal services budget is utilized for employee matters expensed as incurred and are awaiting an update to the employee handbook. Pending invoices for monitoring are expected to be accrued in the finalized FY23 financials.
- Facility expenditures represent 80.67% of the approved budget, reflecting a 19.33% straight-line budget surplus. Significant items contributing to this variance that will carry over to FY24 are the mobile workforce unit and the Port of San Antonio totaling about \$400,000.
- September 2023 year to date expenditures for service delivery is \$131,277,007. City of San Antonio Childcare – 17% rural and 83% urban, Ready to Work – 100% urban, C2GPS-Adult Services Bexar County Funding Only – 100% urban, C2GPS-Adult Services – 15% rural and 85% urban, and SERCO-Youth – 60% rural and 40% urban.
- Judge Richard Evans asked why the childcare numbers are low in the rural area. CEO Adrian Lopez answered that the new budget breakdown of by county by fund is in line with the numbers being shown. Judge Richard Evans also stated that they are losing childcare centers due to the new TRS requirement. CEO Adrian Lopez responded that the new TRS requirement comes from the state and not WSA. He also stated WSA is working with centers across the region, and they are not seeing a big fall off from those that need to become TRS certified.

b. TWC Audit Acceptance Letter for FY22

- TWC has reviewed Workforce Solutions Alamo's annual audit and determined that it complies with U.S. Code of Federal Regulations, Uniform Guidance, and State of Texas Grant Management Standards. TWC has officially accepted Workforce

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Solutions Alamo's audit for the period ending on September 30, 2022, submitted to the Federal Clearing House before June 30, 2023, and officially accepted by the Texas Workforce Commission on November 21, 2023.

X. CEO REPORT

Presenter: Adrian Lopez, CEO

- In FY23, TWC conducted a monitoring review of Childcare Services, Choices, Employment Services, Trade Adjustment Assistance, and WIOA programs and had three findings recommending the following: Ensure leases are properly procured, ensure NCP Choices guidelines are followed, and ensure monitoring services are procured. All findings have been cleared by TWC.
- YTD Performance – WSA is currently meeting or exceeding 20 out of 21 performance targets for TWC contracted measures except claimant reemployment within 10 weeks.
- WSA is the only workforce board to receive the grant for the Aspen Workforce Leadership Academy. The Aspen Fellows completed and presented their findings on Monday, December 4, 2023.
- WSA has been holding Community Conversations in each of the counties for the last few months to find out their specific needs. This has resulted in new reports being drafted for the Chief Elected Officials of each county and the development of Workforce Councils. WSA will focus on articulating how they are Texas Talent Experts, Service Optimizers, and Partnership Managers.
- WSA was one out of eight workforce boards in Texas to receive funding from the Department of Labor for the PROWD grant to assist second chance individuals.

XI. EXECUTIVE SESSION:

Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee of Six 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 – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

None.

XII. ADJOURNMENT

Presenter: Councilwoman Dr. Adriana Rocha Garcia, Chair

At 10:30am, Chair Dr. Adriana Rocha Garcia adjourned the meeting.

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