

# Annual General Board Meeting and Board of Directors' Strategic Retreat





## 1. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

## 2. RECOGNITIONS

A: Recognition of outgoing Board Chair (Leila Melendez, CEO)

B: Recognition of outgoing Board Member Joe Biernacki (Leila Melendez, CEO)

## 3. PLEDGE OF ALLEGIANCE

Moment of Reflection

## 4. PUBLIC COMMENT

Members of the public shall have the opportunity to address the Board within the jurisdiction of the Board. The comments are limited to no more than three (3) minutes per subject, regardless of the number of those wishing to speak. Anyone desiring to address the Board under “Public Comment” must submit a “Request to Speak” form prior to the meeting. There can be no deliberation by Board members, and no action taken, on issues or items raised during Public Comment, unless a posted agenda item covers the issue or item.

***The following consent agenda is slated for action as one item without discussion, unless a request for discussion is made by a Board Member.***

## 5. Consent Agenda

- A: Approval of the General Board Meeting Minutes of September 21, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- B: Approval of the Special Populations Subcommittee Meeting Minutes of October 5, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- C: Approval of the Joint Finance/Executive & Governance Committee Meeting Minutes of October 17, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- D: Approval of the Industry & Economic Development Committee Meeting Minutes of October 18, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- E: Approval of the Rural Subcommittee Meeting Minutes of October 25, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- F: Approval of the Education and Youth Committee Meeting Minutes of November 8, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- G: Ratify action taken by the Education & Youth Committee regarding the approval of CCS Provider Paid Holidays and CCS Provider Agreements (Dr. Armando Aguirre, Education and Youth Committee Chair and Marisela Correa, Family Services Director)
- H: Acceptance of the update on the monitoring activities report for the period ending November 6, 2023 (Supplemental Nutrition Assistance Employment & Training (SNAP E&T) & Non-custodial Parent (NCP)) (Melissa Sapien, Organizational & Effectiveness Specialist)
- I: Contracts over \$250,000 executed during the period of September 16, 2023, through October 31, 2023 (Diana Velazquez, Purchasing & Contracts Manager)
  - i. None.



## 6. REGULAR AGENDA


✓ ITEMS FOR DISCUSSION AND/OR ACTION

**B: Discussion and action to accept the Financial Report for the period through September 2023 and approve the FY24 financial reallocation as recommended by staff**

**Laura Avalos, Fiscal Manager**



# Financial Report – September 2023

 Annual Budget	YTD Expenses	Act %	 Balance	 Straight-line	StrL %	Act vs StrL %
\$ 75,217 K	\$ 69,109 K	92%	\$ 6,109 K	\$ 75,217 K	92%	✓ -8%

Expense Category	Budget	Actual	Straight-line	Actual %	Variance %	Balance
Headquarters	\$5,976,849	\$5,031,175	\$5,976,849	75%	-16%	\$945,674
Facilities, Fixtures & Equ.	\$1,783,100	\$1,783,100	\$1,783,100	91%	0%	\$0
Outs. Contracts & Other Prj.	\$2,494,596	\$1,115,369	\$2,494,596	27%	-55%	\$1,379,227
Promotional Outreach	\$450,400	\$363,241	\$450,400	71%	-19%	\$87,159
To Be Developed	\$692,862	\$0	\$692,862			\$692,862
Child Care Services	\$54,079,082	\$52,780,295	\$54,079,082	99%	-2%	\$1,298,787
Targeted Case Mangement	\$225,000	\$215,771	\$225,000	100%	-4%	\$9,229
Contracted Workforce Svs	\$5,646,762	\$4,557,648	\$5,646,762	82%	-19%	\$1,089,114
Participant Related	\$3,868,781	\$3,262,105	\$3,868,781	61%	-16%	\$606,676

# FY24 Allocation – Amendment #1

ALL FUNDS REVENUE					
Funding Source	Original Budget	Current Budget	% of Budget	\$ Change	% Change
Child Care	51,748,006	48,984,645	68.6%	(2,763,361)	-5.3%
DOL - Department of Labor	2,769,454	3,940,382	5.5%	1,170,928	42.3%
TWC Formula	11,375,282	11,863,259	16.6%	487,977	4.3%
TWC Non-Formula	1,296,664	2,313,713	3.2%	1,017,049	78.4%
Local/Private Sector	3,128,550	3,162,923	4.4%	34,373	1.1%
Vocational Rehabilitation Services	1,094,603	1,115,563	1.6%	20,960	1.9%
<b>Total</b>	<b>\$ 71,412,560</b>	<b>\$ 71,380,486</b>	<b>100.0%</b>	<b>\$ (32,074)</b>	<b>0.0%</b>

# FY24 Allocation – Amendment #1

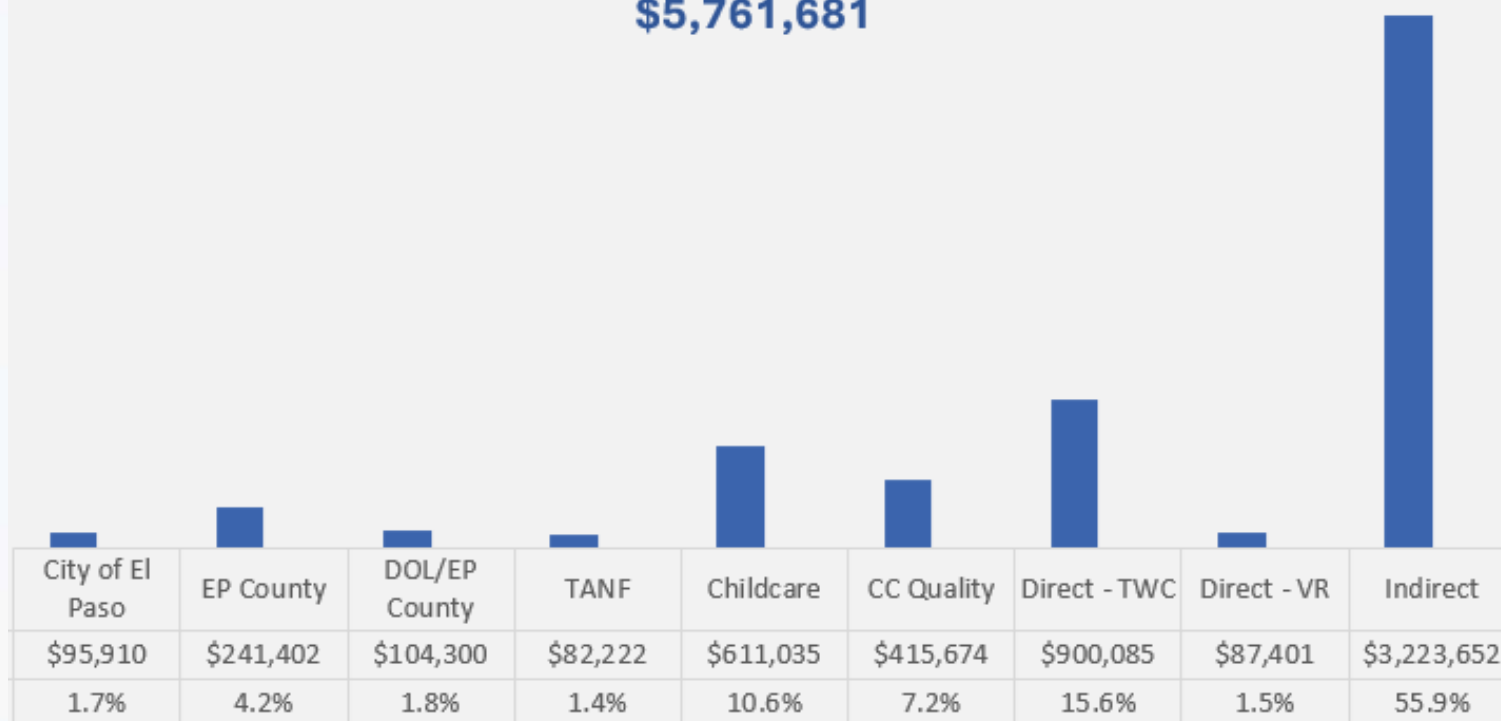
Allocation Category	Original Budget	Amendment #1	Current Budget	% of Budget
Headquarters	6,382,688	642,403	7,025,091	9.8%
Facilities, Fixtures & Equipment	1,777,250	32,000	1,809,250	2.5%
Outsourced Contracts & Other Projects	5,964,896	(12,893)	5,952,003	8.3%
Promotional Outreach	330,400	17,900	348,300	0.5%
To Be Developed	-	124,749	124,749	0.2%
Child Care Services	47,742,351	(2,099,341)	45,643,010	63.9%
Targeted Case Management/Healthcare	250,000	9,229	259,229	0.4%
Workforce Services	4,500,000	338,499	4,838,499	6.8%
Participant Related	4,464,975	915,381	5,380,355	7.5%
<b>Total</b>	<b>\$ 71,412,560</b>	<b>\$ (32,074)</b>	<b>\$ 71,380,486</b>	<b>100.0%</b>



# Headquarters FTE Count

## Costs by Funding Source

**\$5,761,681**



Original FTE Count	56.2
New FTE Count	65.7
<b>Variance</b>	<b>9.5</b>

Funding Source	Amount
City of El Paso	95,910
EP County	82,222
DOL/EP County	104,300
Childcare	89,959
TANF	241,402
<b>Total</b>	<b>\$ 613,793</b>

**11%**

**B: Discussion and action to accept the Financial Report for the period through September 2023 and approve the FY24 financial reallocation as recommended by staff**

## **Call For A Motion**

### **MOTION**

**1<sup>ST</sup>:**

**2<sup>ND</sup>:**

**D: Discussion and Action to award RFP-FY24-260-129, Payment Management Services Provider, Child Care Services (CCS) contract to The Consultants Consortium, Inc, (TCC Solutions); 4-year contract to be renewed annually.**

**Diana Velazquez,**  
Purchasing & Contracts Manager

# Payment Management Services Provider

- Competitive procurement RFP-FY24-260-129, Payment Management Services Provider, Child Care Services (CCS).
- 4 years commitment, renewed annually upon BOD approval.
- Initial FY24, 9-month contract: January 1, 2024 – September 30, 2024.
- \$675,000 for Operations (Labor)
- 18,950,000 Direct Care (Passthrough)
- \$19,625,000

# Payment Management Services Provider

- Second year FY25 renewal contract: October 1, 2024 – September 30, 2025
- \$900,000 for Operations (Labor)
- 40,000,000 Direct Care (Pass thru of payments to providers)
- \$40,900,000



# Payment Management Services Provider

- The selected contractor is responsible for two essential services:
  - 1. The efficient, accurate, and timely payment of funds directly to child care providers;
  - 2. The efficient, accurate, and timely tracking and reporting of total funds spent, and child care capacity (slots) tracking by TRS level.

## Scope of Work

- Provide direct subsidized care to streamline the child care services system to increase efficiency and accuracy.
- Foster quality child care through educating, and supporting the contracted child care providers on federal, state, and local requirement.
- Offer equitable access to child care for families residing in the metro and rural areas of the WSB workforce area.

**D: Discussion and Action to award RFP-FY24-260-129, Payment Management Services Provider, Child Care Services (CCS) contract to The Consultants Consortium, Inc, (TCC Solutions); 4-year contract to be renewed annually.**

## **Call For A Motion**

### **MOTION**

**1<sup>ST</sup>:**

**2<sup>ND</sup>:**



## 7. ACTIVITY REPORTS

✓ ITEMS NOT POSTED FOR ACTION

# A: CEO Report

- Childcare Enrollment Update
- Update on North Loop lease
- Red White and You! Job Fair
- TWC Annual Conference
- Other General Updates

**Leila Melendez,**  
Chief Executive Officer

## FY24-300-001, Office Space Lease





# A: CEO Report

- Childcare Enrollment Update
- Update on North Loop lease
- Red White and You! Job Fair
- TWC Annual Conference
- Other General Updates

**Leila Melendez,**  
Chief Executive Officer



## 8. ANNUAL MEETING

✓ ITEMS POSTED FOR ACTION

# **A: Discussion and Action to amend the Bylaws to allow for Treasurer as an additional Officer**

**Leila Melendez, CEO and  
Bob Blumenfeld, Board Legal Council**

**A: Discussion and  
Action to amend  
the Bylaws to allow  
for Treasurer as an  
additional Officer**

**Call For A Motion**

**MOTION**

**1<sup>ST</sup>:**

**2<sup>ND</sup>:**

## **B: Election of Board Officers for 2024 and 2025 for the Board of Directors of the Workforce Solutions Borderplex Inc. to be effective January 1, 2024**

A.) Recommendation from the Board Nominating Committee:

- a. Board Chairperson: Bobby Blanco
- b. Vice Chairperson: Ruben Torres
- c. Secretary: Randall Kinzie
- d. Treasurer:

B.) Nominations from Floor (if any)

**Frank Spencer III,**  
Board Chair



**B: Election of Board Officers  
for 2024 and 2025 for the  
Board of Directors of the  
Workforce Solutions  
Borderplex Inc. to be  
effective January 1, 2024**

**Call For A Motion**

**MOTION**

**1<sup>ST</sup>:**

**2<sup>ND</sup>:**

# **B: Discussion and Action to adopt the new Committee Structure**

**Frank Spencer III,**  
Board Chair

# Proposed Board of Director Committees 2024-2026

Strategy & Impact	Governance & Compliance	Government & Public Relations	Rural Subcommittee	New Members	Executive & Finance Committee
How programs and services are aligned to strategic plan and the measure of the impact we are making.	Review Board of Directors roster, make recommendations, vet nominees, review internal & external audits	Consider policy changes, discuss federal & legislative statutes, attend elected official meetings, represent WSB at events.	Consider programs & services outside El Paso city limits.	Informative to teach the levels of workforce system, programs, services, structure.	Consider financial wellbeing and major decisions of organization.

# B: Discussion and Action to adopt the new Committee Structure

**Call For A Motion**

**MOTION**

**1<sup>ST</sup>:**

**2<sup>ND</sup>:**

# **C: Discussion and Action to develop the initial 2024- 2026 Strategic Plan**

**Frank Spencer III,**  
Board Chair



# Strategic Goals Update 2021-2023

Goals	Objectives Completion Rates		
	100%	75%	50% and below
1. Increase, simplify, and enhance WSB services	3	1	
2. Enhance customer experience with innovative and simplistic service and data-driven product design	3	1	1
3. Develop programs and initiatives to support an improved regional economy	3	1	
4. Provide value to the community by establishing partnerships and leveraging resources	1	1	3
5. Increase and enhance the value and credibility of workforce board(s)	3	1	
<b>Total Objectives</b>	<b>13</b>	<b>5</b>	<b>4</b>

# Strategic Goals Update 2021-2023

## Objectives 50% and below completion rates

- Develop various options for enrollments into programs ranging from “self-managed,” to “express,” to “guided,” to “concierge.”
- Develop the Early Education Center of Excellence with Early Matters El Paso partners.
- Develop and launch the WSB Business Solutions Center (in-person and virtual services) to provide consultative and customized workforce recruitment and retention services.
- Develop the framework for a Healthcare Center of Excellence.

# C: Discussion and Action to develop the initial 2024- 2026 Strategic Plan

**Call For A Motion**

**MOTION**

**1<sup>ST</sup>:**

**2<sup>ND</sup>:**

## 9. EXECUTIVE SESSION

The Committee may vote to enter Executive Session – or a closed private session without public attendance – to take up the following item(s) in accordance with Chapter 551 of the Texas Government Code. No voting may take place in Executive Session. Any possible course of action discussed by the Committee in Executive Session must be taken up and voted on in the open, public session.

- A: Discussion regarding personnel matters (551.074 of the Texas Government Code)
- B: Consultation with legal counsel on a matter(s) which legal counsel is obligated to keep confidential (551.071 of the Texas Government Code)
  - Discussion regarding contract negotiations
- C: Discussion regarding personnel, possible claims, litigation matters, appeals, or other matters requiring advice of legal counsel (551.071 of the Texas Government Code)
- D: Discussion regarding pending or threatened litigation (551.071 of the Texas Government Code)

# 10. Adjourn

NEXT GENERAL BOARD MEETING: January 18, 2024