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General Board Meeting

Date: Thursday, March 21, 2024

Time: 12:00 p.m. MST

Location: Workforce Solutions Borderplex, Inc.
304 Texas Avenue, 17th Floor Conference Room, El Paso, Texas 79901

Board Members Present

Bobby Blanco, Chair	Bob Gear	Emma Schwartz
Dr. Armando Aguirre	Christina Gonzalez	Frank Spencer III
Robert Alcala	Leonard Goodman	Adam Valdez
Chrystal Davis	Luis Hernandez	Melissa Zamora
Dan Dunlap	Randall Kinzie	
Eduardo Garcia	Mary Jo Ochoa	

Board Members Absent

Carlos Amaya	Ernestina Fauntleroy	Mica Short
Satish Bhaskar	Art Garza	Ruben Torres
Ruben Chavez	Ruby Maldonado	

Board Legal Council

Bob Blumenfeld

Staff Members Present

Leila Melendez	Gisela Guzman	Myriam Guerrero
Abigail Ruiz	Kandolite Carson	Rogelio Luna
Adriana Chacon	Karina Castillo	
Diana Velazquez	Laura Avalos	

MINUTES

1. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Board Chair Bobby Blanco called the meeting to order at 12:08 pm MST. Quorum was cited.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT: *No one signed up for public comment.*

4. REMARKS BY LEAD CHIEF ELECTED OFFICIAL

El Paso Mayor Oscar Leeser made his remarks and thanked Board Members for their volunteer service to Workforce Solutions Borderplex.

Jeff Davis County Judge Curtis Evans made his remarks and mentioned that it is great to work with WSB because of the many opportunities in the Jeff Davis community.

5. CONSENT AGENDA

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

- A:** Approval of the General Board Meeting Minutes of January 25, 2024, as prepared and presented (*Bobby Blanco, Board Chair*)
- B:** Approval of the Strategy and Impact Committee Meeting Minutes of February 7, 2024, as prepared and presented (*Bobby Blanco, Board Chair*)
- C:** Approval of the New Members Committee Meeting Minutes of February 1, 2024, as prepared and presented (*Bobby Blanco, Board Chair*)
- D:** Approval of the Rural Committee Meeting Minutes of February 28, 2024, as prepared and presented (*Bobby Blanco, Board Chair*)
- E:** Approval of the Finance/Executive Committee Meeting Minutes of February 27, 2024, as prepared and presented (*Bobby Blanco, Board Chair*)
- F:** Acceptance of the update on monitoring activities report for the period ending January 31, 2024 (Support Services Review) (*Melissa Sapien, Organizational Effectiveness Specialist*)
- G:** Ratification of the WSB Child Care Advisory Committee to include the Operation Plan and Proposed Appointed Representatives and the Parent Suspension Request (as approved by the Strategy & Impact Committee Meeting on February 7, 2024) (*Marisela Correa, Family Services Director*)
- H:** Acceptance of the Report on TWC Performance Measures for the period ending December 2023 (*Karina Castillo, Organizational Effectiveness & Research Director*)
- I:** Contracts over \$250,000 executed during the period of January 1, 2024, to March 15, 2024 (*Diana Velazquez, Purchasing & Contracts Manager*)
 - i. Lease Agreement to Verde Paso Partners, L.P. (MIMCO) for the Lower Valley offices in the amount of \$320,423.

Motion (Aguirre/Schwartz) to approve All Consent Agenda Items 5A through 5I. Motion carried 15-0.

6. REGULAR AGENDA

- A:** Discussion and action to approve the annual performance evaluation and any updated terms of employment (compensation) for the Chief Executive Officer (*Bobby Blanco, Board Chair*)

Motion (Gear/Kinzie) to move into Executive Session. Motion carried 15-0.

The Board entered into Executive Session at 12:17 pm.

Ms. Chrystal Davis arrived at 12:18 pm. MST

The General Board meeting reconvened at 12:45 pm.

Motion (Spencer/Dunlap) to accept the evaluation as prepared through the survey process and to accept the recommendation from the Executive Committee with respect to the salary increase, other benefits, and recommended extension of the contract terms as discussed in Executive Session. Motion carried 16-0.

B: EXECUTIVE & FINANCE COMMITTEE RECOMMENDATION

Discussion and action to approve the financial reallocation as recommended by staff and to accept the Financial Report for the period through February 2024. (*Bobby Blanco, Board Chair; Laura Avalos, Fiscal Manager*)

Motion (Spencer/Aguirre) to approve the financial reallocation as recommended by staff and to accept the Financial Report for the period through February 2024. Motion carried 16-0.

- C:** Discussion and Action to award RFP-FY24-260-129, Payment Management Services Provider, (CCS) contract to the YWCA El Paso del Norte Region; 4-year contract to be renewed annually. FY24 contract amount \$19,625,000. (*Diana Velazquez, Purchasing & Contracts Manager*)

Motion (Ochoa/Spencer) to award RFP-FY24-260-129, Payment Management Services Provider, (CCS) contract to the YWCA El Paso del Norte Region; 4-year contract to be renewed annually. FY24 contract amount \$19,625,000. Motion carried 16-0.

- D:** Discussion and action to approve a recommendation for two new Board Members for Private Sector Representative (*Bobby Blanco, Board Chair*)
- Chelsie Evaldi – Owner, Chuco Relic
 - Michelle Fenton – Director of Organizational Development, El Paso Electric

Motion (Goodman/Garcia) to approve a recommendation for two new Board Members for Private Sector Representative: Chelsie Evaldi – Owner, Chuco Relic and Michelle Fenton – Director of Organizational Development, El Paso Electric. Motion carried 16-0.

- E:** Discussion and action to appoint a Board Member to the Governance & Compliance Committee (*Bobby Blanco, Board Chair*)

Motion (Kinzie/Aguirre) to appoint Ms. Emma Schwartz and Mr. Leonard Goodman to the Governance & Compliance Committee. Motion carried 16-0.

F: Discussion and action to establish an Ad Hoc Committee on Operating Budget FY25 within the Board of Directors to include:

(Bobby Blanco, Board Chair)

The Budget Ad Hoc Committee will consist of six members:

- a. Board Chair
- b. Board Vice-Chair
- c. Past Board Chair
- d. one additional member of the Executive Committee and two at-large members of the Board; to the extent feasible, one of the members will represent the rural communities served by the Board

Motion (Schwartz/Spencer) to establish an Ad Hoc Committee on Operating Budget FY25 within the Board of Directors to consist of: Board Chair – Bobby Blanco; Board Vice-Chair – Ruben Torres; Past Board Chair – Frank Spencer III; one additional member of the Executive Committee – Mary Jo Ochoa; and two at-large members of the Board; to the extent feasible, one of the members will represent the rural communities served by the Board – Randall Kinzie and Dan Dunlap. Motion carried 16-0.

7. REGULAR AGENDA- ACTIVITY REPORTS

Information items are not posted for action, but may be discussed by the Board during the meeting. The presentation of informational items will normally be limited to five minutes per item. However, additional time may be granted by the Board for information items that merit additional time or need further discussion.

A: CEO Report *(Leila Melendez, CEO)*

- New Presidio Center
- Single Audit for FY23
- NAWB Conference
- Recompete Application and Mixer
- Other General Updates

Ms. Leila Melendez, CEO, announced that WSB opened a new WSB Center in Presidio County. Ms. Melendez mentioned that the State Audit finished in February, but the Single Audit started last week and will take several weeks. This weekend, the trip to the NAWB Forum begins; staff will be presenting on NextForce at the NAWB Forum. Ms. Melendez presented an infographic on childcare with information regarding the numbers that convey who is served with Workforce dollars. Ms. Melendez discussed that the City of El Paso and WSB have been co-applicants for a grant for economic development called Recompete. The initial application began last April; 22 finalists were selected to apply for the 2nd part of the application. In Texas, WSB and the City of El Paso were the only ones chosen to apply for the 2nd part of the grant. Different components of the grant require different partners to be subcontractors; what is needed is a testament and pledge of commitment from employers. EDA wants to make sure that employers will hire workers

who are upskilled and trained. There will be a small event next Wednesday at Paso del Norte Hotel on the patio to invite other businesses to communicate the grant's plan and magnitude and ask for letters of commitment.

8. EXECUTIVE SESSION

The Board 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 Board 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 the performance evaluation of the Chief Executive Officer (§§ 551.071 and 551.074 of the Texas Government Code) (*Bobby Blanco, Board Chair*)

C: Discussion regarding personnel, possible claims, litigation matters, appeals, or other matters requiring advice of legal counsel (551.071 of the Texas Government Code)

- Discussion and advice of counsel on legal matters

D: Discussion regarding pending or threatened litigation (551.071 of the Texas Government Code)

9. ADJOURN

Motion (Spencer) to adjourn the meeting was made at 1:17 pm. MST