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Annual General Board Meeting and Board of Directors’ Strategic Retreat

Date: Thursday, November 16, 2023

Time: 12:00 p.m. MST

Location: 2000 Texas Avenue, El Paso, Texas 79901 – Café Mayapan

Board Members Present

Frank Spencer III, Chair	Chrystal Davis	Ruby Maldonado
Robert Alcala	Dan Dunlap	Mary Jo Ochoa
Satish Bhaskar	Eduardo Garcia	Emma Schwartz
Joseph Biernacki	Art Garza	Mica Short
Bobby Blanco	Christina Gonzalez	Ruben Torres
Ruben Chavez	Randall Kinzie	Adam Valdez

Board Members Absent

Dr. Armando Aguirre
Ernestina Fauntleroy
Bob Gear
Leonard Goodman
Adam Pacheco

Board Legal Council

Bob Blumenfeld

Staff Members Present

Leila Melendez	Gisela Guzman	Lorenzo Lopez
Abigail Ruiz	Jacqueline Goodship	Mariel Soto
Alma Aranda	Janell Valles	Myriam Guerrero
Dezeree Fraga	Kandolite Carson	Nicholas Muniz
Diana Velazquez	Karina Castillo	Odette Flores-Ruiz
Esther Becerra	Laura Avalos	

MINUTES

1. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Board Chair Frank Spencer III called the meeting to order at 12:03 pm MST. Quorum was cited.

2. RECOGNITIONS

- A:** Recognition of outgoing Board Chair (*Leila Melendez, CEO*)
- B:** Recognition of outgoing Board Member Joe Biernacki (*Leila Melendez, CEO*)

Ms. Leila Melendez, CEO, recognized Mr. Frank Spencer III as the outgoing Board Chair and Mr. Joe Biernacki as an outgoing Board Member.

3. PLEDGE OF ALLEGIANCE

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

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 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.

Motion (Alcala/Dunlap) to approve Consent Agenda Items 5A through 5I. Motion carried 18-0.

6. REGULAR AGENDA- ITEMS FOR DISCUSSION AND/OR ACTION

A: 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*)

Motion (Bhaskar/Torres) to accept the Financial Report for the period through September 2023 and approve the FY24 financial reallocation as recommended by staff. Motion carried 18-0.

B: 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*)

Motion (Schwartz/Biernacki) 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. Motion carried 18-0.

7. REGULAR AGENDA

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*)

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

Regarding the childcare enrollment, Ms. Melendez discussed that the board had over-enrolled; the board was then on a waitlist and is now tracking and monitoring daily, weekly, and monthly. The numbers are decreasing; many families were up for recertification, new rules in October and November started to impact, and attrition occurred. Regarding the North Loop lease, Ms. Melendez discussed that staff must go through a procurement process regularly, including leases. Staff has to go through a competitive procurement process; the intention is to renew and stay at the North Loop office. The landlord has to put up a lease sign as part of their process. Ms. Melendez announced that Tuesday was the annual Red White and You! Job Fair at the El Paso County Coliseum, 115 employers were present, and about 700 people registered to attend.

8. ANNUAL MEETING ITEMS FOR DISCUSSION AND/OR 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*)

Motion (Kinzie/Valdez) to table the item to the next Board meeting. Motion carried 18-0.

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 (*Frank Spencer III, Board Chair*)

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)

Motion (Dunlap/Chavez) to approve the Board Officers for 2024 and 2025 for the Board of Directors of the Workforce Solutions Borderplex Inc. to be effective the first meeting in January 2024; Board Chairperson: Bobby Blanco; Vice Chairperson: Ruben Torres; Secretary/Treasurer: Randall Kinzie. Motion carried 18-0.

C: Discussion and Action to adopt the new Committee Structure (*Leila Melendez, CEO*)

Motion (Blanco/Valdez) to approve the new Committee Structure. Motion carried 18-0.

Ms. Ruby Maldonado left the meeting at 1:02 pm

D: Discussion and Action to develop the initial 2024-2026 Strategic Plan (*Leila Melendez, CEO*)

Dr. Andrea Tawney, Vice President of Institutional Advancement, Texas Tech University Health Sciences Center, facilitated the Board of Director's Strategic Retreat. She discussed the Workforce Solutions Borderplex Strategic Plan, setting forth the goals and objectives for 2024 - 2026.

9. 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)

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)

[There was no Executive Session]

10. ADJOURN

The meeting adjourned at 2:47 pm. MST.