



304 Texas Ave, Suite 1400 | El Paso, Texas 79901 | 915-887-2600 | borderplexjobs.com

## General Board Meeting

**Date:** Thursday, September 21, 2023

**Time:** 12:00 p.m. MST

**Location:** Workforce Solutions Borderplex, Inc.  
304 Texas Avenue, 1<sup>st</sup> Floor Conference Room El Paso, Texas 79901

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### AGENDA

#### 1. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

#### 2. PLEDGE OF ALLEGIANCE

**3. 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 the issue or item is covered by a posted agenda item.*

#### 4. 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 August 17, 2023, as prepared and presented (*Frank Spencer III, Board Chair*)
- B:** Approval of the Special Populations Subcommittee Meeting Minutes of August 3, 2023, as prepared and presented (*Frank Spencer III, Board Chair*)
- C:** Approval of the Rural Subcommittee Meeting Minutes of August 23, 2023, as prepared and presented (*Frank Spencer III, Board Chair*)
- D:** Approval of the Education and Youth Committee Meeting Minutes of August 25, 2023, as prepared and presented (*Frank Spencer III, Board Chair*)
- E:** Acceptance of the update on the monitoring activities report for the period ending August 31, 2023 (WIOA Dislocated Worker & Personal Identifiable Information (PII)) (*Melissa Sapien, Organizational & Effectiveness Specialist*)

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- F:** Acceptance of the Report on TWC Performance Measures for the period ending July 2023 (*Karina Castillo, Organizational Effectiveness & Research Director*)
- G:** Contracts over \$250,000 executed during the period of August 4, 2023, to September 15, 2023 (*Diana Velazquez, Purchasing & Contracts Manager*)
- i. Subrecipient Agreement between The County of El Paso and WSB for ARPA Funds to support the Childcare Industry in the amount of \$750,000.
  - ii. Subrecipient Agreement between The County of El Paso and WSB for ARPA Funds to support Small Businesses in the amount of \$358,000.

## **5. REGULAR AGENDA- ITEMS FOR DISCUSSION AND/OR ACTION**

- A:** Discussion and action to accept the Financial Report for the period through July 2023. (*Myriam Guerrero, CFO*)
- B:** Discussion and action to execute the following contract renewal effective October 1, 2023, for one year: Grant Associates for \$8,872,335 for Workforce Services Prime Contractor. Option to renew 3rd year of 4-year contract. (*Nicholas Muñiz, Operations Manager and EO Officer*)
- C:** Discussion and Action to extend the Provider Services portion of Childcare Contract PY19-260-115-03 with YWCA El Paso del Norte Region for approximately \$21,000,000 through March 31, 2024. (*Diana Velazquez, Purchasing & Contracts Manager*)
- D:** Discussion and Action to award the FY24-260-125, CCS Parent Enrollment Services Eligibility contract to the YWCA El Paso del Norte Region; 4-year contract to be renewed annually; FY24 contract amount of \$3,280,000 for Operations. (*Diana Velazquez, Purchasing & Contracts Manager*)
- E:** Discussion and action to approve the Board Policy Manual with the following revisions (*Karina Castillo, Organizational Effectiveness & Research Director*)
- i. Priority of Services
  - ii. FY2024 WSB Living Wage
  - iii. FY2024 Target Occupations List (Hot Jobs List)
  - iv. Childcare Parent Share of Cost
  - v. Childcare Program Discounts
- F:** Discussion and Presentation to review other Board Policy changes that do not require Board Action. (*Jennifer Garcia, Program Specialist*)
- G:** Discussion and Action on the appointment of a Nominating Committee within the Board of Directors to select the slate of nominees for Officers to the Board of Directors for 2024 and 2025 (*Frank Spencer III, Board Chair*)

Nominating Committee Consists of:

- 1. Board Chairperson

2. Past Board Chairperson
3. At-large Member of Executive Committee
4. Non-Executive Committee, but Private Sector Board Member
5. Non-Executive Committee Member, but Public Sector Board Member

## **6. 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
- Incoming Board Members
- Annual Board Meeting
- TWC Annual Conference
- New Hires
- Other General Updates

## **7. 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)

## **8. RECOGNITIONS**

**A:** Recognition of Outgoing Board Members

## **9. ADJOURN**

**REMINDER:** Prior to the discussion of Action Items, Board Members must declare any possible Conflict of Interest, and then abstain from discussing and voting on that issue; abstentions will be recorded in the meeting minutes.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Abigail Ruiz at (915) 887-2246, two (2) working days prior to the meeting, so that appropriate arrangements can be made.

Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun) and § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed or openly carried handgun.”