

**WORKFORCE**  
SOLUTIONS BORDERPLEX

# General Board Meeting





## 1. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

## 2. PLEDGE OF ALLEGIANCE

Moment of Reflection

## 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 a posted agenda item covers the issue or item.

## 4. INTRODUCTIONS

A: Recognition of Incoming Board Members:

- Luis Hernandez
- Dr. Carlos Amaya
- Melissa Zamora

***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 Annual General Board Meeting and Strategic Retreat Minutes of November 16, 2023, as prepared and presented (Frank Spencer III, Board Chair)
- B: Acceptance of the update on the monitoring activities report for the period ending December 31, 2023 (Supplemental Nutrition Assistance Employment & Training (SNAP E&T) & Non-custodial Parent (NCP)) (Melissa Sapien, Organizational & Effectiveness Specialist)
- C: Acceptance of the Report on TWC Performance Measures for the period ending September 2023 (Karina Castillo, Organizational Effectiveness and Research Director)
- D: Contracts over \$250,000 executed during the period of October 31, 2023 through December 31, 2023 (Diana Velazquez, Purchasing & Contracts Manager)
  - i. None.



## 6. REGULAR AGENDA

- ✓ ITEMS FOR DISCUSSION AND/OR ACTION

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

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

**A: Discussion and  
Action to amend the  
Bylaws to allow for  
Secretary/Treasurer  
as an 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 25, 2024**

A.) Recommendation from the Board Nominating Committee:

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

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 25, 2024**

**Call For A Motion**

**MOTION**



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





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

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

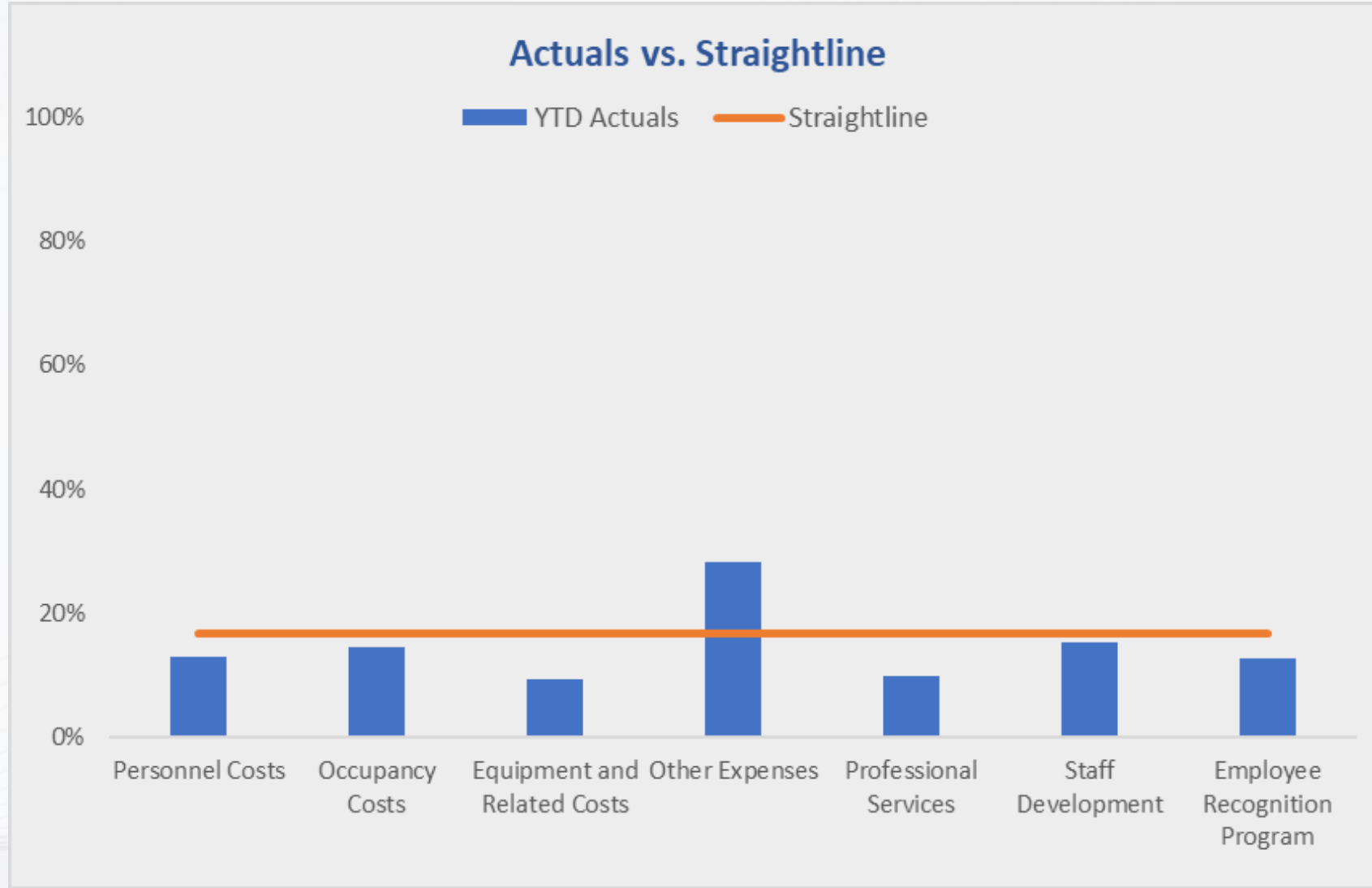
**Laura Avalos, Fiscal Manager**

# Financial Report – November 2023

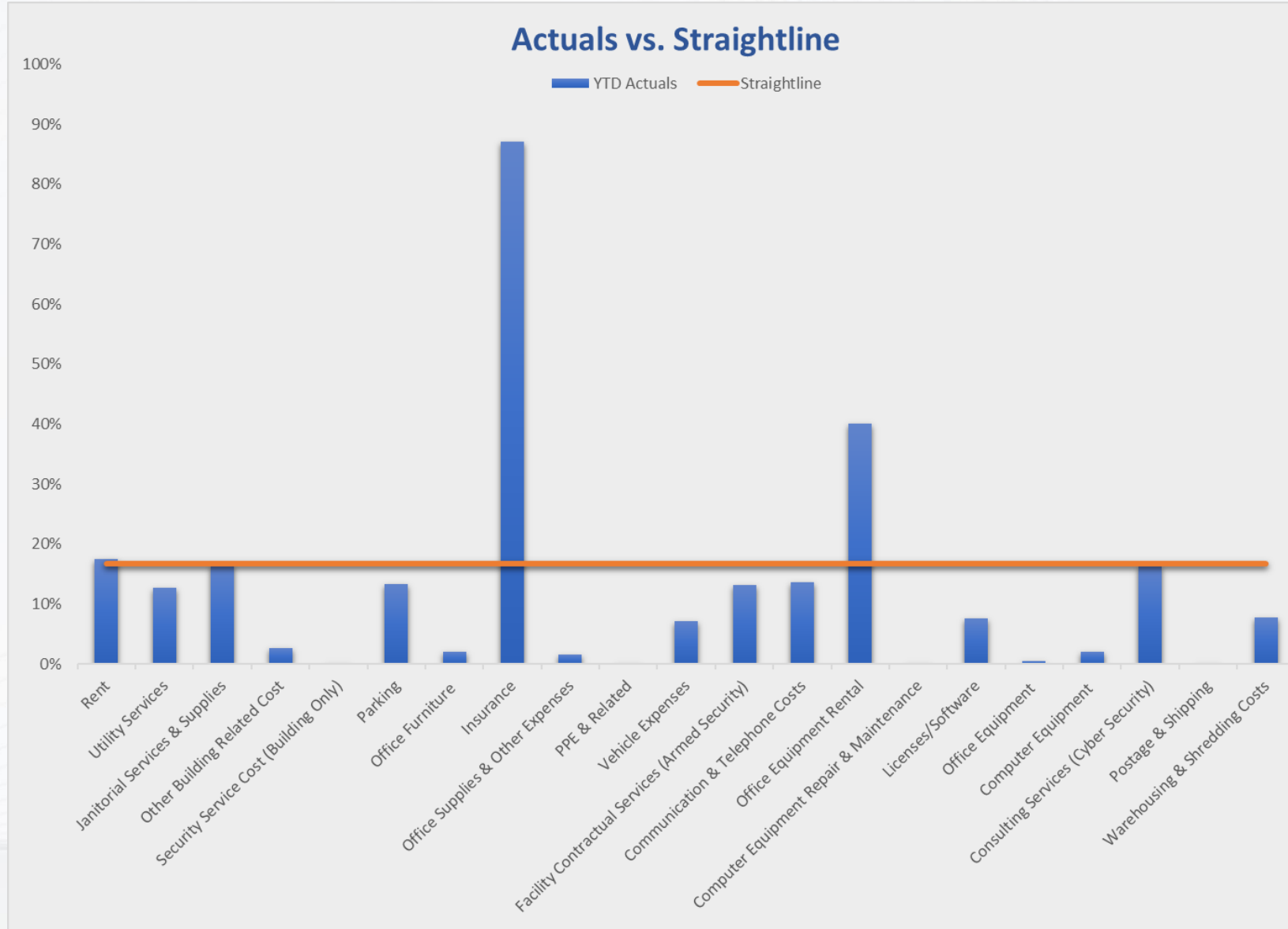
	Annual Budget	YTD Expenses	Act %		Balance		Straight-line	StrL %	Act vs StrL %
	\$ 71,380 K	\$ 11,620 K	16%		\$ 59,761 K		\$ 11,897 K	17%	 -1%

Expense Category	Budget	Actual	Straight-line	Actual %	Variance %	Balance
Headquarters	\$7,025,091	\$921,259	\$1,170,849	13% 	-4%	\$6,103,832
Facilities, Fixtures & Equ.	\$1,809,250	\$293,633	\$301,542	16% 	-1%	\$1,515,617
Outs. Contracts & Other Prj.	\$5,952,003	\$56,167	\$992,000	1% 	-16%	\$5,895,836
Promotional Outreach	\$348,300	\$17,138	\$58,050	5% 	-12%	\$331,162
Child Care Services	\$45,643,010	\$9,305,761	\$7,607,168	20% 	3%	\$36,337,249
Targeted Case Mangement	\$259,229	\$0	\$43,205	0% 	-17%	\$259,229
Contracted Workforce Svs	\$4,838,499	\$847,161	\$806,416	18% 	1%	\$3,991,338
Participant Related	\$5,380,355	\$178,614	\$896,726	3% 	-14%	\$5,201,742
To Be Developed	\$124,749	\$0	\$20,792			\$124,749

# Headquarters



# Facilities, Fixtures, & Equipment



# FY24 Allocation – Amendment #2

ALL FUNDS REVENUE					
Funding Source	Previous Budget	Funds In/Out	New Budget	% of Budget	
Child Care	48,984,645	-	48,984,645	68%	
DOL - Department of Labor	3,940,382	-	3,940,382	6%	
TWC Formula	11,863,259	10,563	11,873,822	17%	
TWC Non-Formula	2,313,713	124,590	2,438,303	3%	
Local/Private Sector	3,162,923	-	3,162,923	4%	
Vocational Rehabilitation Services	1,115,563	-	1,115,563	2%	
<b>Total</b>	<b>\$ 71,380,486</b>	<b>\$ 135,153</b>	<b>\$ 71,515,639</b>	<b>100%</b>	

# FY24 Allocation – Amendment #2

Allocation Category	Original Budget	Amendment #1	Amendment #2	New Budget	% of Budget
Headquarters	6,382,688	642,403		7,025,091	9.8%
Facilities, Fixtures & Equipment	1,777,250	32,000	18,000	1,827,250	2.6%
Outsourced Contracts & Other Projects	5,964,896	(12,893)	(91,751)	5,860,252	8.2%
Promotional Outreach	330,400	17,900	2,000	350,300	0.5%
Child Care Services	47,742,351	(2,099,341)	(18,000)	45,625,010	63.8%
Targeted Case Management/Healthcare	250,000	9,229		259,229	0.4%
Workforce Services	4,500,000	338,499	16,188	4,854,687	6.8%
Participant Related	4,464,975	915,381	208,716	5,589,071	7.8%
To Be Developed	-	124,749	-	124,749	0.2%
<b>Total</b>	<b>\$ 71,412,560</b>	<b>\$ (32,074)</b>	<b>\$ 135,153</b>	<b>\$ 71,515,639</b>	<b>100.0%</b>

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

**Call For A Motion**

**MOTION**

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

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

**D: Discussion and Action to  
award RFP-FY24-300-002,  
Office Space Lease- Lower  
Valley, to Mimco, Inc.  
Verde Paso Partners, LP.;  
5-year contract to be  
renewed annually; Initial  
contract amount \$345,500**

**Diana Velazquez,**  
Purchasing & Contracts Manager

## Office Space Lease- Lower Valley Location

- Award Competitive Procurement RFP-FY24-300-002, Office Space Lease- Lower Valley, to Mimco, Inc., Verde Paso Partners, LP
- 5-Year Commitment, Renewed Annually Upon BOD Approval
- Initial Contract: February 1, 2024 – January 31, 2025
- Annual Base Rent \$345,500

**D: Discussion and Action to award RFP-FY24-300-002, Office Space Lease- Lower Valley, to Mimco, Inc. Verde Paso Partners, LP.; 5-year contract to be renewed annually; Initial contract amount \$345,500**

**Call For A Motion**

**MOTION**

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

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

**E: 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 of \$19,617,509**

**Diana Velazquez,**  
Purchasing & Contracts Manager

# Payment Management Services Provider Contract

- Previously selected bidder declined the contract terms, creating a need to consider the incumbent
- Request to award Competitive Procurement RFP-FY24-260-129, Payment Management Services Provider, (CCS), to YWCA El Paso Del Norte Region
- 4-Year Commitment, Renewed Annually Upon BOD Approval
- FY24 Contract: April 1, 2024 – September 30, 2024
  - Operations \$250,000
  - Profit (6%) \$15,000
  - Direct Care \$19,352,509 (Provider Payments)
 Total \$19,617,509

# Payment Management Services Provider Contract

- FY25 Contract: October 1, 2024 – September 30, 2025
  - Operations \$500,000
  - Profit (6%) \$30,000
  - Direct Care \$38,705,018 (Provider Payments)
  - Total \$39,235,018
  
- YWCA Total for FY24 & FY25
  - Operations \$750,000
  - Profit (6%) \$45,000
  - Direct Care \$58,057,528 (Provider Payments)
  - Total \$58,852,528

# Payment Management Scope of Work

- Manage and provide payment to WSB contracted child care providers for direct subsidized care in our region.
- Streamline the child care services system to increase efficiency and accuracy.
- Ensure the continued eligibility of child care providers.
- Apply mandated requirements to ensure CCS Provider Agreements comply with federal, state, and local policies.
- Analyze enrollment and cost data on a regular basis

**E: 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 of \$19,617,509**

**Call For A Motion**

**MOTION**

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

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

# F: Discussion and presentation on Workforce Solutions Borderplex Economic Impact Overview

**Karina Castillo,**  
Organizational Effectiveness  
and Research Director



*THE ANNUAL ECONOMIC IMPACT OVERVIEW-BCY 2023*

# WIOA ADULT



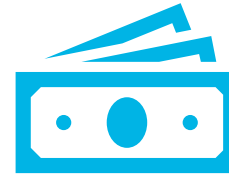
Served

205



Median Annual  
Earnings Before

\$12,916



Median Annual  
Earnings After

\$56,092

Aggregated Value to the Economy

\$3,799,488



# Project Arriba Economic Impact



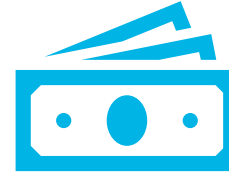
Served

128



Median Annual  
Earnings Before

\$8,000



Median Annual  
Earnings After

\$68,060

Aggregated Value to the Economy

\$2,282,280

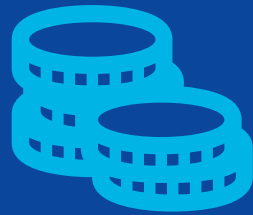


## Adult Statewide – TIP Grants, STOP-OUTS, COVID-19



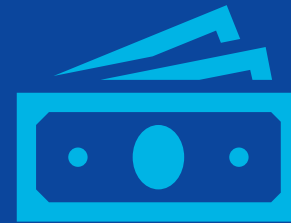
Served

104



Median Annual  
Earnings Before

\$17,608



Median Annual  
Earnings  
After

\$56,300



Aggregated  
Value to the  
Economy

\$2,394,908

# TANF- CHOICES



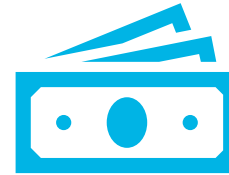
Served

254



Median Annual  
Earnings Before

\$4,660



Median Annual  
Earnings After

\$16,028

Aggregated Value to the Economy

\$1,341,382



# Child Care



Aggregated Value  
to the Economy

**\$24,140,144**

Served includes parents that received childcare services for 12 months or more.

## REASON FOR CARE

### Employment

Served	Median Annual Earnings Before	Median Annual Earnings After
3,341	\$21,252	\$27,524

### Employment & Training

222	\$15,300	\$23,780
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### Training & Education

214	\$9,696	\$15,784
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# By the Numbers

Job Seekers Entered Employment

**7,665**

Employers Served

**5,201**

Customers were Trained/ Education

**1,361**

Veterans Placed in Jobs

**783**

Ex-offenders Placed in Jobs

**472**

Public Assistance Recipients Placed in Jobs

**618**

Youth Served (14-24)

**458**

Homeless Placed in Jobs

**100**

Children Served in the Child Care Program

**11,814**

Disabled Job Seekers Served

**675**

Disabled Job Seekers Placed in Jobs

**268**

Disabled Veteran Job Seekers Served

**493**

Disabled Veteran Job Seekers Placed in Jobs

**178**

**For access to:**

- **The Annual Economic Impact, click [here](#).**
- **Community needs and the impact WSB can have with our services, click [here](#).**

**G: Discussion and  
Action to  
approve the  
January 2024 –  
December 2025  
Strategic Plan**

**Mariel Soto,**  
Research Specialist

**WORKFORCE SOLUTIONS BORDERPLEX - STRATEGIC GOALS**  
**January 2024 – December 2025**

Strategic Goal	Objectives
<p align="center"><b>Utilize Purposeful Upskilling &amp; Equitable Wages</b></p>	Develop & maximize tailored training programs.
	Make clients "ready"/"eligible" for a hot job.
	Develop a Women’s Solutions Bureau to identify gaps in gender equity and establish methods to increase access for under-represented populations among various occupations and programs.
	Establish a plan to train and employ transitioning soldiers into upper-quartile occupations.
<p align="center"><b>Provide Work-Based Learning Opportunities</b></p>	Develop starter, step, and hot job WEX placements.
<p align="center"><b>Elevate People Out of the System</b></p>	Increase access & entry points for clients through Power Partner Network.
	Train staff to serve everyone.
	Identify, develop & connect the safety net from the benefits cliff.
	Convene & utilize the Power Partner Network.
	Integrate childcare family population in all programs and initiatives to ensure services and programs are comprehensively impacting all customers.
	Develop the Early Education Center of Excellence with Early Matters El Paso partners.
	Establish and operationalize a WSB Business Solutions Center, offering tailored in-person and virtual services aimed at delivering consultative workforce recruitment and retention solutions with a focus on comprehensive, collaborative, and innovative approaches.

**WORKFORCE SOLUTIONS BORDERPLEX - STRATEGIC GOALS**  
**January 2024 – December 2025**

	<b>Objectives</b>
<b>We must Integrate:</b>	Provide as close to real-time financial picture as possible.
	Continually reduce processing time.
	Communicate when a process is done or stuck.
	Maximize our tools & resources.
	Continually improve staff skills and ability to plan, be resourceful, manage time, and drive projects.
	Develop various options for enrollments into programs ranging from “self-managed,” to “express,” to “guided,” to “concierge.”

**G: Discussion and  
Action to  
approve the  
January 2024 –  
December 2025  
Strategic Plan**

**Call For A Motion**

**MOTION**

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

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



## 7. ACTIVITY REPORTS

- ✓ ITEMS NOT POSTED FOR ACTION

# A: CEO Report

- TWC Sub-recipient Monitoring visit  
January 29, 2024
- Childcare Enrollment Update
- Presidio Update
- Federal Reserve Bank Appointment
- Other General Updates

**Leila Melendez,**  
Chief Executive Officer

**B: Discussion and update  
on process and timeline  
for Chief Executive  
Officer's performance  
evaluation**

**Bobby Blanco,**  
Board Chair

# Evaluation Timeline



## 8. 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)

# 9. Adjourn

**NEXT GENERAL BOARD MEETING: March 21, 2024**