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Joint Finance/Executive and Governance & Compliance Committee Meeting

Date Tuesday, February 27, 2024

Time 4:00 pm MST

Place Workforce Solutions Borderplex, Inc.
304 Texas Avenue, First Floor Conference Room, El Paso, Texas 79901

Committee Members Present:

Bobby Blanco, Chair
Satish Baskar
Mica Short
Ruben Torres
Mary Jo Ochoa
Melissa Zamora

Committee Members Absent:

Randall Kinzie
Frank Spencer III

Board Legal Council

Bob Blumenfeld

Staff Members Present:

Leila Melendez
Abigail Ruiz
Alma Aranda
Adriana Chacon

Diana Velazquez
Gisela Guzman
Jennifer Garcia
Karina Castillo

Laura Avalos
Melissa Sapien
Myriam Guerrero

AGENDA

1. CALL TO ORDER AND NOTE OF ATTENDANCE

(Bobby Blanco, Board Chair)

Board Chair Bobby Blanco, called the meeting to order at 4:04 pm.

Ms. Mica Short arrived at 4:11 pm.

Mr. Ruben Torres arrived at 4:15 pm.

2. ACTION ITEMS

A: Discussion and draft recommendation/action on the Chief Executive Officer's performance evaluation *(Bobby Blanco, Board Chair)*

Motion (Bhaskar/Ochoa) to move into executive session. Motion carried 5-0.

The Committee entered into Executive Session at 4:17 pm.

Ms. Melissa Zamora arrived at 4:20 pm.

Ms. Mica Short left the meeting at 4:43 pm.

Motion (Torres/Bhaskar) to return from Executive Session. Motion carried 5-0.

The Committee meeting reconvened at 4:49 pm.

The Committee made a motion to have an Ad hoc Executive Committee meeting in a couple of weeks to review the CEO evaluation.

B: Discussion and Action to Approve the Financial Reallocation as Recommended by Staff and Accept the Financial Report for the period through January 2024 (*Laura Avalos, Fiscal Manager*)

Motion (Bhaskar/Torres) to Approve the Financial Reallocation as Recommended by Staff and Accept the Financial Report for the period through January 2024. Motion carried 5-0.

C: Status of RFP-FY24-260-129, Payment Management Services Provider, (CCS) contract; 4-year contract to be renewed annually. (*Diana Velazquez, Purchasing & Contracts Manager*)

No action taken on item 2C.

D: Discussion and Action to appoint Governance & Compliance Committee Chair (*Leila Melendez, CEO*)

Motion (Ochoa/Torres) to appoint Mr. Bobby Blanco as the Governance & Compliance Committee Chair. Motion carried 5-0.

3. ADMINISTRATIVE REPORTS

A: Discussion and update regarding potential New Board Members (*Mica Short, Board Member*)

- Chelsie Evaldi – Owner, Chuco Relic
- Michelle Fenton – Director of Organizational Development, El Paso Electric

Ms. Leila Melendez discussed that there were two private sector vacancies that were trying to be filled. Ms. Melendez and Ms. Mica Short met with Ms. Chelsie Evaldi, Owner of Chuco Relic, a local souvenir store and with Ms. Michelle Fenton, Director of Organizational Development at El Paso Electric. Chair Blanco stated that he has visited with each potential new board member and mentioned they are very good additions to the Board.

B: Discussion and update on the monitoring activities for the period October 1, 2023 to January 31, 2024 (*Karina Castillo, Organizational Effectiveness and Research Director; Melissa Sapien, Organizational Effectiveness Specialist*)

- Program Monitoring Reviews Outcomes and Actions taken

- Fiscal Monitoring Reviews Outcomes and Actions taken
- TWC Sub-recipient Monitoring Review

Ms. Melissa Sapien, Organizational Effectiveness Specialist, discussed the monitoring activities from October 1, 2023, to January 31, 2024. She mentioned that the importance of the program and fiscal monitoring reviews is to ensure that her team captures any deficiencies as part of the process to ensure that the Board is in compliance with TWC or other monitoring. Ms. Sapien discussed the monitoring reviews regarding Temporary Assistance for Needy Families, National Dislocated Workers Grant, Supplemental Nutrition Assistance Program Employment & Training, Noncustodial Parent Choices, and Childcare. Ms. Karina Castillo, Organizational Effectiveness and Research Director discussed the fiscal external reviews for Grant Associates, YWCA, and Project Arriba. Ms. Castillo discussed the Sub-Recipient Monitoring Review by TWC, presented the most recent first draft of TWC's exit conference report, and discussed the observations.

C: Discussion and update on Cybersecurity (*Adriana Chacon, IT Director*)

Ms. Adriana Chacon, IT Director, discussed the TWC Cybersecurity assessment and mentioned that TWC hired AT&T Cybersecurity to assess all boards to see how each board is doing and how they can help each board improve the security of the board operations.

4. 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)

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)

5. ADJOURN

A: Discussion on items of interest for next agenda – April 23, 2024

The meeting adjourned at 5:47 pm. MST.