

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:

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

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

4. Consent Agenda

- A: Approval of the General Board Meeting Minutes of March 21, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- B: Approval of the Strategy and Impact Committee Meeting Minutes of April 3, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- C: Approval of the New Members Committee Meeting Minutes of April 4, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- D: Approval of the Government & Public Relations Committee Meeting Minutes of April 16, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- E: Approval of the Governance and Compliance Committee Meeting Minutes of April 18, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- F: Approval of the Finance/Executive Committee Meeting Minutes of April 23, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- G: Approval of the Rural Committee Meeting Minutes of April 24, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- H: Acceptance of the update on monitoring activities report for the period ending March 31, 2024 (Supplemental Nutrition Assistance Program (SNAP) and Non-Custodial Parent (NCP)) (Melissa Sapien, Organizational Effectiveness Specialist)
- I: Acceptance of the Report on TWC Performance Measures for the period ending February 2024 (Karina Castillo, Organizational Effectiveness & Research Director)
- J: Contracts over \$250,000 executed during the period of March 21, 2024, to May 16, 2024 (Diana Velazquez, Purchasing & Contracts Manager)
 - i. Subrecipient Agreement between The YWCA El Paso Region and WSB for contract FY24-260-129 for Payment Management Services Provider (CCS) in the amount of \$19,632,509 as approved by the Board of Directors on March 21, 2024, during the General Board Meeting.



6. REGULAR AGENDA

- ✓ ITEMS FOR DISCUSSION AND/OR ACTION

A: Discussion and action to approve the financial reallocation as recommended by staff and to accept the Financial Report for the period through March 2024

Laura Avalos, Fiscal Manager

Financial Report – February 2024

	Annual Budget	YTD Expenses	Act %		Balance		Straight-line	StrL %	Act vs StrL %
	\$ 72,659 K	\$ 29,219 K	40%		\$ 43,440 K		\$ 30,275 K	42%	-2%

Expense Category	Budget	Actual	Actual %	Straight-line (5/12 months)	Budget vs Straight-line Variance %	Budget vs Actual Variance %	\$ Variance +/- \$100K	+/- Impact	Budget Balance
Headquarters	\$7,025,091	\$2,302,570	33%	\$2,927,121	-21%	-9%	(624,551)	😊	\$4,722,521
Facilities, Fixtures & Equ.	\$1,827,250	\$667,615	37%	\$761,354	-12%	-5%	(93,739)		\$1,159,635
Outs. Contracts & Other Prj.	\$5,989,844	\$756,828	13%	\$2,495,768	-70%	-29%	(1,738,941)	😊	\$5,233,016
Promotional Outreach	\$352,300	\$75,693	21%	\$146,792	-48%	-20%	(71,099)		\$276,607
Child Care Services	\$45,625,010	\$22,294,027	49%	\$19,010,421	17%	7%	3,283,606	😞	\$23,330,983
Targeted Case Mangement	\$259,229	\$134,229	52%	\$108,012	24%	10%	26,217		\$125,000
Contracted Workforce Svs	\$4,927,187	\$1,986,239	40%	\$2,052,995	-3%	-1%	(66,755)		\$2,940,948
Participant Related	\$5,964,071	\$1,002,274	17%	\$2,485,030	-60%	-25%	(1,482,756)	😞	\$4,961,797
To Be Developed	\$689,302	\$0		\$287,209					\$689,302

Financial Report – March 2024

	Annual Budget	YTD Expenses	Act %		Balance		Straight-line	StrL %	Act vs StrL %
	\$ 72,659 K	\$ 34,912 K	48%		\$ 37,748 K		\$ 36,330 K	50%	-2%

Expense Category	Budget	Actual	Actual %	Straight-line (6/12 months)	Budget vs Straight-line Variance %	Budget vs Actual Variance %	\$ Variance +/- \$100K	+/- Impact	Budget Balance
Headquarters	\$7,025,091	\$2,852,346	41%	\$3,512,545	-19%	-9%	(660,199)		\$4,172,745
Facilities, Fixtures & Equ.	\$1,827,250	\$799,918	44%	\$913,625	-12%	-6%	(113,707)		\$1,027,332
Outs. Contracts & Other Prj.	\$5,989,844	\$756,828	13%	\$2,994,922	-75%	-37%	(2,238,094)		\$5,233,016
Promotional Outreach	\$352,300	\$75,693	21%	\$176,150	-57%	-29%	(100,457)		\$276,607
Child Care Services	\$45,625,010	\$26,614,450	58%	\$22,812,505	17%	8%	3,801,945		\$19,010,560
Targeted Case Mangement	\$259,229	\$134,229	52%	\$129,615	4%	2%	4,615		\$125,000
Contracted Workforce Svs	\$4,927,187	\$2,337,913	47%	\$2,463,593	-5%	-3%	(125,680)		\$2,589,274
Participant Related	\$5,964,071	\$1,340,278	22%	\$2,982,036	-55%	-28%	(1,641,757)		\$4,623,793
To Be Developed	\$689,302	\$0		\$344,651					\$689,302

Participant Projects

Obligations - \$1,350,000 approx.

- General Training & Work Based Learning (WBL)
- Earmarked Projects
 - MCA – Clinical Research Coordinator match
 - Re-entry
 - Foster Youth
 - Youth general WBL college graduate internships
 - WIOA Adult WBL for CCS parents
 - NextForce related projects and commitments
 - Paso Del Norte Community Foundation internship match
 - Big Brother Big Sisters WBL match
 - Project Hire
 - Other NextForce projects – college graduate internships

DOL Pathway for Heroes - \$1,767,800

FY24 Allocation – Amendment #4

New/Additional Funds

- City of El Paso - \$543,220
 - Childcare - \$1,838,220
- Total - \$2,381,440**

Allocation Category	Original Budget	Amendment #1	Amendment #2	Amendment #3	Amendment #4	New Budget	% of Budget
Headquarters	6,382,688	642,403	-	-	(80,000)	6,945,091	9%
Facilities, Fixtures & Equipment	1,777,250	32,000	18,000	-	80,000	1,907,250	3%
Outsourced Contracts & Other Projects	5,964,896	(12,893)	(91,751)	129,592	(898,290)	5,091,554	7%
Promotional Outreach	330,400	17,900	2,000	2,000		352,300	0%
Child Care Services	47,742,351	(2,099,341)	(18,000)	-	1,838,220	47,463,230	63%
Targeted Case Management/Healthcare	250,000	9,229		-		259,229	0%
Workforce Services	4,500,000	338,499	16,188	72,500	95,510	5,022,697	7%
Participant Related	4,464,975	915,381	208,716	375,000	1,336,000	7,300,071	10%
To Be Developed	-	124,749	-	564,553	10,000	699,302	1%
Total	\$ 71,412,560	\$ (32,074)	\$ 135,153	\$ 1,143,645	\$ 2,381,440	\$ 75,040,724	100%

A: Discussion and action to approve the financial reallocation as recommended by staff and to accept the Financial Report for the period through March 2024

Call For A Motion

MOTION

1ST:

2ND:

B: Discussion and Action to award RFP-FY24-300-003, Office Space Lease- Northeast's contract to Cap Rate Real Estate Group LLC; One-year contract with the option of four, one-year renewals. FY24 estimated contract amount \$66,168.

Diana Velazquez,
Purchasing & Contracts Manager

Office Space Lease - Northeast

- Request to award Competitive Procurement RFP-FY24-300-003, Office Space Lease - Northeast to Cap Rate Real Estate Group LLC
- 5-Year Commitment, Renewed Annually Upon BOD Approval
- FY24 Amount: June 1, 2024 – September 30, 2024
- Estimated Total \$66,168
- FY25 Amount: October 1, 2024 – September 30, 2025
- Estimated Total \$200,142

Office Space Lease - Northeast

- Current location does not require any modifications.
- Updates to HVAC, lighting, internet infrastructure, plus cosmetic upgrades to entire 10,000 square feet required on the lowest proposal received.
- Total expenses to relocate are undetermined.
 - Initial estimate approximately \$350,000 not including cosmetic upgrades and unforeseen structural issues.

B: Discussion and Action to award RFP-FY24-300-003, Office Space Lease-Northeast's contract to Cap Rate Real Estate Group LLC; One-year contract with the option of four, one-year renewals. FY24 estimated contract amount \$66,168.

Call For A Motion

MOTION

1ST:

2ND:

**C: Discussion and action to
approve the new
Committee Structure and
the recommendation of a
new Board Member for
Community-Based
Organization
Representative**

- Elizabeth Moya – Executive Director,
El Paso Housing Finance
Corporation

Bobby Blanco, Board Chair

C: Discussion and action to approve the new Committee Structure and the recommendation of a new Board Member for Community-Based Organization Representative

Call For A Motion

MOTION

1ST:

2ND:



7. ACTIVITY REPORTS

- ✓ ITEMS NOT POSTED FOR ACTION

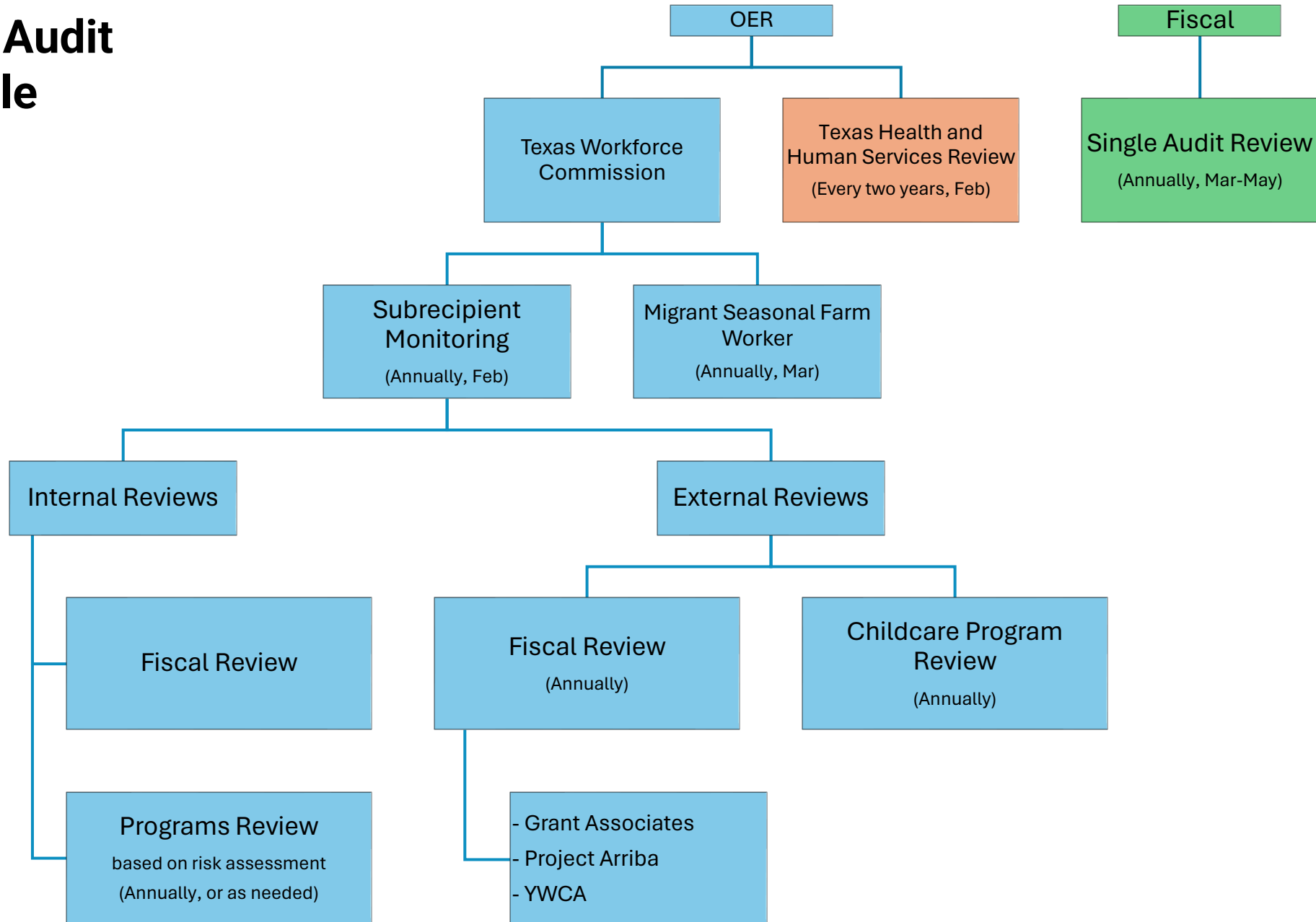
A: Discussion and update on the Childcare Program

Marisela Correa, Provider Services Director,
and **Ryan Solis**, Data Analyst

B: Discussion regarding the Annual Audit schedule

Karina Castillo, Organizational
Effectiveness & Research Director

Annual Audit Schedule



C: Discussion and update on the Strategic Goals 2024-2025

Maribel Soto, Research Specialist

Strategic Goal: Utilize Purposeful Upskilling & Equitable Wages

Objective	Update	% Completed
Develop & maximize tailored training programs.	Used JobsEQ data to identify companies currently hiring in Area 10. The report also includes top certifications, hard skills, and soft skills needed to gain employment in a career that pays at or above the living wage. I will cross reference this list with local training providers to identify which providers offer training in these areas and are not currently on the ETPL.	50%
Make clients "ready"/"eligible" for a hot job.	Grant Associates has provided the data on how many people are taking the workshops. Hudspeth County has also requested a customized workshop for Customer Service. Grant Associates is going to work on developing a training but we have offered LinkedIn Learning training accounts in the interim.	25%
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.	First meeting with first group of quarterly members scheduled for Wed May 8 for a working lunch hour. Focus of meeting is to review objective/purpose of Women's Solutions Bureau and way ahead for near future.	50%
Establish a plan to train and employ at least 300 transitioning soldiers into upper quartile occupations by December 2025.	117 Service Members have been enrolled in some form of training, or taken advantage of a support service since 01/01/2024.	25%

Strategic Goal: Provide Work-Based Learning Opportunities

Objective	Update	% Completed
Develop starter, step, and hot job WEX placements.	Currently conducting research of the effectiveness of other Big City programs regarding WEX's in order to replicate and apply methods to the El Paso Area while also gathering data on the El Paso area where work experience's would be most beneficial.	25%

Strategic Goal: Elevate People Out of the System

Objective	Update	% Completed
Increase access & entry points for clients through Power Partner Network.	Increase the number of power partners from 4 to 8 over the next 2 years.	0%
Train staff to serve anyone.	We started the process improvement for the support services to ensure all customers receive wrap-around services. We implemented a pilot process to ensure customers receive the services they need regardless of the program. The pilot started on March 25, 2024, and will run until June 25, 2024.	25%
Identify, develop & connect the safety net from the benefits cliff.	Earmarking funds for our benefits cliff pilot, initiating discussions with potential partners such as Texas Tech for a pilot partnership for a medical assistant program, and exploring collaboration opportunities with Western Tech to establish a pipeline. These efforts mark crucial first steps forward in our mission to address the benefits cliff effectively.	25%

Strategic Goal: Elevate People Out of the System

Objective	Update	% Completed
Convene & utilize the Power Partner Network.	By the end of 2024 increase qualifying services by 10% (traffic vs qualifying service).	0%
Integrate childcare family population in all programs and initiatives to ensure services and programs are comprehensively impacting all customers.	Out of 162 parent engagements, 17 CCS parents have completed eligibility and qualified for a WSB program, 9 of which are youth.	0%
Develop the Early Education Center of Excellence with Early Matters El Paso partners.	Develop strategies and an action plan by the end of 2024.	0%
Establish & operationalize a WSB Business Solutions Center, offering tailored in-person & virtual services aimed at delivering consultative workforce recruitment & retention solutions with a focus on comprehensive, collaborative, & innovative approaches.	Key updates include amending the contract with EP Chamber and allocating funds to support the hiring of a dedicated WSB liaison. This liaison will work within the Chamber to serve employers and seamlessly connect them with WSB services. Moving forward, our next steps involve continuing to evaluate potential partnerships or collaborations to further solidify the establishment of the WSB Business Solutions Center. These efforts underscore our commitment to providing comprehensive, collaborative services for our regional employers.	25%

We must integrate:

Objective	Update	% Completed
Provide as close to real-time financial picture as possible.	Finance has established a baseline goal of accomplishing the following items by September 30, 2024.	0%
Continually reduce processing time.	1) Automate the HQ & Facilities report/budget and P Card process to improve accuracy, reduce unnecessary efforts, and provide a real-time financial picture.	
Communicate when a process is done or stuck.	2) Make the Travel Request Form and its reconciliation process more user-friendly.	
Maximize our tools & resources.	Participating in the Technology Integrating Group Meeting. In an observation pattern	0%
Continually improve staff skills and ability to plan, be resourceful, manage time, and drive projects.	Management Team has participated in 3 out of 4 Executive Level EQ Training. 12 employees have participated in 1:1 monthly executive coaching sessions. All WSB staff have been directed to learn 14 micro skills by the end of May 2024. All WSB staff have been directed to finish reading Extreme Government Makeover by May 2024.	0%
Develop various options for enrollments into programs ranging from "self-managed," to "express," to "guided," to "concierge."	We are evaluating on how to best serve clients seeking WSB services based on individual need/ preference.	0%

D: Discussion and update regarding the DOL Grant – Pathway for Heroes

Alma Aranda,
Director of Innovation and Development

Pathways for Heroes

Total Potential Award: \$4,693,580

Initial tranche of funds: \$1,564,527

Timeline : 03-07-2023 – 03-06-2025

Target: 400 transitioning service members

 **Participant Individual Record Layout (PIRL) reports issues and potential resolution.**

Total Participants enrolled: 225 (as of 05-08-24)

- Completed Training: 63
- Currently Active: 162
- Determined Eligible (pending activity start date): 36
- Interested applicants (have started the program process): 198

Initial Tranche: \$1,564, 527

- Draw-downs: \$1,412,000
- *Will initiate the request for the second tranche of funds in May 2024*

E: CEO Report

- Upcoming board member survey about WSB employment services
- UTEP NSF Grant Update
- Best Practice Visit to San Antonio
- Other General Updates

Leila Melendez,
Chief Executive Officer

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)
- 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

NEXT GENERAL BOARD MEETING: July 18, 2024