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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

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## AGENDA

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

### 2. RECOGNITIONS

**A:** Recognition of outgoing Board Chair (*Leila Melendez, CEO*)

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

### 3. PLEDGE OF ALLEGIANCE

**4. 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.*

### 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*)

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- 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.

## **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*)
- 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*)

## **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

## **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*)
- 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)
- C:** Discussion and Action to adopt the new Committee Structure (*Leila Melendez, CEO*)
- D:** Discussion and Action to develop the initial 2024-2026 Strategic Plan (*Leila Melendez, CEO*)

## **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)

## **10. 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.”