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# General Board Meeting

*Date:* Thursday, January 25, 2024

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

*Location:* 304 Texas Avenue, 1st Floor Conference Room  
El Paso, TX 79901

### *Board Members Present*

Frank Spencer III, Chair	Ruben Chavez	Luis Hernandez
Dr. Armando Aguirre	Dan Dunlap	Ruby Maldonado
Robert Alcala	Eduardo Garcia	Mary Jo Ochoa
Carlos Amaya	Art Garza	Mica Short
Satish Bhaskar	Christina Gonzalez	Ruben Torres
Bobby Blanco	Leonard Goodman	

### *Board Members Absent*

Chrystal Davis	Randall Kinzie	Melissa Zamora
Ernestina Fauntleroy	Emma Schwartz	
Bob Gear	Adam Valdez	

### *Board Legal Council*

Bob Blumenfeld

### *Staff Members Present*

Leila Melendez	Esther Becerra	Laura Avalos
Abigail Ruiz	Gisela Guzman	Mariel Soto
Alma Aranda	Kandolite Carson	Myriam Guerrero
Diana Velazquez	Karina Castillo	Philip Morales

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## MINUTES

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

*Board Chair Frank Spencer III called the meeting to order at 12:01 pm MST. Quorum was cited.*

### 2. PLEDGE OF ALLEGIANCE

**3. PUBLIC COMMENT:** *No one signed up for public comment.*

### 4. INTRODUCTIONS

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- A:** Recognition of Incoming Board Members:  
Dr. Carlos C. Amaya appointment representing Adult Basic and Continuing Education  
Mr. Luis E. Hernandez appointment representing Education  
Ms. Melissa Zamora Daspit appointment representing Private Sector

*Chair Spencer introduced and welcomed Dr. Carlos C. Amaya, Mr. Luis E. Hernandez, and Ms. Melissa Zamora as New Board Members.*

## **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 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.

*Motion (Aguirre/Dunlap) to remove Regular Agenda Item 6E and to approve Consent Agenda Items 5A through 5D. Motion carried 16-0.*

*Mr. Ruben Chavez arrived at 12:02 pm.*

## **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*)

*Motion (Short/Bhaskar) to amend the Bylaws to allow for Secretary/Treasurer as an Officer.*

- 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 (*Frank Spencer III, Board Chair*)

- 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)

*Motion (Aguirre/Chavez) to elect Bobby Blanco as Board Chairperson, Ruben Torres as Vice Chairperson, and Randall Kinzie as Secretary/Treasurer as Board Officers for 2024 and 2025 for the Board of Directors of the Workforce Solutions Borderplex Inc. to be effective January 25, 2024. Motion carried 17-0.*

**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*)

*Motion (Goodman/Chavez) to approve the financial reallocation as recommended by staff and to accept the Financial Report for the period through November 2023. Motion carried 17-0.*

**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 of \$345,500. (*Diana Velazquez, Purchasing & Contracts Manager*)

*Motion (Chavez/Spencer) 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 of \$345,500. Motion carried 17-0.*

**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 \$19,617,509. (*Diana Velazquez, Purchasing & Contracts Manager*)

*Item 6E was removed from the agenda.*

**F:** Discussion and presentation on Workforce Solutions Borderplex Economic Impact Overview (*Karina Castillo, Organizational Effectiveness and Research Director*)

*No action taken on this item.*

**G:** Discussion and Action to approve the January 2024 – December 2025 Strategic Plan (*Mariel Soto, Research Specialist*)

*Motion (Ochoa/Bhaskar) to approve the January 2024 – December 2025 Strategic Plan and to include professional development of the staff to deliver services to clients and the specific measures.*

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

*Ms. Leila Melendez, CEO, discussed that WSB will start the annual state audit next week. Ms. Melendez stated that the staff had just received last year's audit report and is already starting this year's audit. The monitors will come to El Paso for approximately two weeks; the audit begins on Monday. Regarding Childcare enrollment, Ms. Melendez mentioned that staff has been tracking the attrition; in November and December, many participants were up for recertification, and many did not return, so some families dropped off every month. Regarding the Presidio Office, Ms. Melendez announced that the new County Judge assisted staff in identifying an office space in downtown Presidio; the new office ribbon cutting will be at the end of February. Ms. Melendez announced that WSB is cohosting the State of the Workforce event with the El Paso Chamber on February 21st. Ms. Melendez announced her recent appointment to the Federal Reserve Bank Board of Directors.*

- B:** Discussion and update on process and timeline for Chief Executive Officer's performance evaluation (*Bobby Blanco, Board Chair*)

*Chair Bobby Blanco presented the CEO evaluation process and mentioned that the CEO evaluation will be released on February 1<sup>st</sup> and will be active through February 15<sup>th</sup>.*

## **8. 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)

*[There was no Executive Session]*

## **9. ADJOURN**

*Motion (Short/Spencer) to adjourn the meeting was made at 1:17 pm. MST. Motion carried 17-0.*