

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. REMARKS BY LEAD CHIEF ELECTED OFFICIAL

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 General Board Meeting Minutes of January 25, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- B: Approval of the Strategy and Impact Committee Meeting Minutes of February 7, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- C: Approval of the New Members Committee Meeting Minutes of February 1, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- D: Approval of the Rural Committee Meeting Minutes of February 28, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- E: Approval of the Finance/Executive Committee Meeting Minutes of February 27, 2024, as prepared and presented (Bobby Blanco, Board Chair)
- F: Acceptance of the update on monitoring activities report for the period ending January 31, 2024 (Support Services Review) (Melissa Sapien, Organizational Effectiveness Specialist)
- G: Ratification of the WSB Child Care Advisory Committee to include the Operation Plan and Proposed Appointed Representatives and the Parent Suspension Request (as approved by the Strategy & Impact Committee Meeting on February 7, 2024) (Marisela Correa, Family Services Director)
- H: Acceptance of the Report on TWC Performance Measures for the period ending December 2023 (Karina Castillo, Organizational Effectiveness & Research Director)
- I: Contracts over \$250,000 executed during the period of January 1, 2024, to March 15, 2024 (Diana Velazquez, Purchasing & Contracts Manager)
 - i. Lease Agreement to Verde Paso Partners, L.P. (MIMCO) for the Lower Valley offices in the amount of \$320,423.



6. REGULAR AGENDA

- ✓ ITEMS FOR DISCUSSION AND/OR ACTION

**A: Discussion and action to
approve the annual
performance evaluation
and any updated terms of
employment
(compensation) for the
Chief Executive Officer**

Bobby Blanco,
Board Chair

A: Discussion and action to approve the annual performance evaluation and any updated terms of employment (compensation) for the Chief Executive Officer

Call For A Motion

MOTION

1ST:

2ND:

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

Laura Avalos, Fiscal Manager

Financial Report – January 2024

	Annual Budget	YTD Expenses	Act %		Balance		Straight-line	StrL %	Act vs StrL %
	\$ 71,516 K	\$ 23,568 K	33%		\$ 47,947 K		\$ 23,839 K	33%	0%

Expense Category	Budget	Actual	Straight-line	Actual %	Variance %	Balance
Headquarters	\$7,025,091	\$1,839,124	\$2,341,697	26%	-7%	\$5,185,967
Facilities, Fixtures & Equ.	\$1,827,250	\$523,793	\$609,083	29%	-6%	\$1,303,457
Outs. Contracts & Other Prj.	\$5,860,252	\$575,018	\$1,953,417	10%	-24%	\$5,285,233
Promotional Outreach	\$350,300	\$63,783	\$116,767	18%	-15%	\$286,517
Child Care Services	\$45,625,010	\$18,172,854	\$15,208,337	40%	5%	\$27,452,156
Targeted Case Mangement	\$259,229	\$134,229	\$86,410	52%	18%	\$125,000
Contracted Workforce Svs	\$4,854,687	\$1,688,166	\$1,618,229	35%	1%	\$3,166,521
Participant Related	\$5,589,071	\$571,219	\$1,863,024	10%	-24%	\$5,017,852
To Be Developed	\$124,749	\$0	\$41,583			\$124,749

FY24 Allocation - Amendment #3

ALL FUNDS REVENUE				
Funding Source	Previous Budget	Funds In/Out	New Budget	% of Budget
Child Care	48,984,645	-	48,984,645	67%
DOL - Department of Labor	3,940,382	-	3,940,382	5%
TWC Formula	11,873,822	-	11,873,822	16%
TWC Non-Formula	2,438,303	1,000,000	3,438,303	5%
Local/Private Sector	3,162,923	143,645	3,306,568	5%
Vocational Rehabilitation Services	1,115,563	-	1,115,563	2%
Total	\$ 71,515,639	\$ 1,143,645	\$ 72,659,284	100%

FY24 Allocation - Amendment #3

Allocation Category	Original Budget	Amendment #1	Amendment #2	Amendment #3	New Budget	% of Budget
Headquarters	6,382,688	642,403	-	-	7,025,091	10%
Facilities, Fixtures & Equipment	1,777,250	32,000	18,000	-	1,827,250	3%
Outsourced Contracts & Other Projects	5,964,896	(12,893)	(91,751)	129,592	5,989,844	8%
Promotional Outreach	330,400	17,900	2,000	2,000	352,300	0%
Child Care Services	47,742,351	(2,099,341)	(18,000)	-	45,625,010	63%
Targeted Case Management/Healthcare	250,000	9,229	-	-	259,229	0%
Workforce Services	4,500,000	338,499	16,188	72,500	4,927,187	7%
Participant Related	4,464,975	915,381	208,716	375,000	5,964,071	8%
To Be Developed	-	124,749	-	564,553	689,302	1%
Total	\$ 71,412,560	\$ (32,074)	\$ 135,153	\$ 1,143,645	\$ 72,659,284	100%

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

Call For A Motion

MOTION

1ST:

2ND:

C: 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 \$19,625,000

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 \$400,000
 - Direct Care \$19,225,000 (Provider Payments)

Total \$19,625,000

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

C: 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 \$19,625,000

Call For A Motion

MOTION

1ST:

2ND:

**D: Discussion and action
to approve a
recommendation for
two new Board
Members for Private
Sector Representative**

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

Bobby Blanco, Board Chair

**D: Discussion and action
to approve a
recommendation for
two new Board
Members for Private
Sector Representative**

Call For A Motion

MOTION

1ST:

2ND:

E: Discussion and action to appoint a Board Member to the Governance & Compliance Committee

Bobby Blanco, Board Chair

**E: Discussion and action
to appoint a Board
Member to the
Governance &
Compliance Committee**

Call For A Motion

MOTION

1ST:

2ND:

F: Discussion and action to establish an Ad Hoc Committee on Operating Budget FY25 within the Board of Directors to include:

The Budget Ad Hoc Committee will consist of six members:

- a. Board Chair
- b. Board Vice-Chair
- c. Past Board Chair
- d. one additional member of the Executive Committee and two at-large members of the Board; to the extent feasible, one of the members will represent the rural communities served by the Board

Bobby Blanco,
Board Chair

F: Discussion and action to establish an Ad Hoc Committee on Operating Budget FY25 within the Board of Directors to include:

The Budget Ad Hoc Committee will consist of six members:

- a. Board Chair
- b. Board Vice-Chair
- c. Past Board Chair
- d. one additional member of the Executive Committee and two at-large members of the Board; to the extent feasible, one of the members will represent the rural communities served by the Board

Call For A Motion

MOTION

1ST:

2ND:



7. ACTIVITY REPORTS

- ✓ ITEMS NOT POSTED FOR ACTION

A: CEO Report

- New Presidio Center
- Single Audit for FY23
- NAWB Conference
- Recompete Application and Mixer
- 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)
 - Discussion regarding the performance evaluation of the Chief Executive Officer (§§ 551.071 and 551.074 of the Texas Government Code) (Bobby Blanco, Board Chair)
- 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)

8. Adjourn

NEXT GENERAL BOARD MEETING: May 16, 2024