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# General Board Meeting

*Date:* Thursday, September 18, 2025

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

*Location:* Workforce Solutions Borderplex, Inc.  
304 Texas Avenue, 17<sup>th</sup> Floor Conference Room, El Paso, Texas 79901

### *Board Members Present*

Bobby Blanco, Chair	Chelsie Evaldi	Mary Jo Ochoa
Robert Alcalá	Michelle Fenton	Frank Spencer III
Dr. Carlos Amaya	Eduardo Garcia	Ruben Torres
Satish Bhaskar	Christina Gonzalez	Melissa Zamora
Ruben Chavez	Ruby Maldonado	
Dan Dunlap	Emma Nevarez	

### *Over the Phone*

Bob Gear

### *Board Members Absent*

Dr. Armando Aguirre	Leonard Goodman	Mica Short
Chrystal Davis	Luis Hernandez	Adam Valdez
Ernestina Fauntleroy	Randall Kinzie	
Art Garza	Elizabeth Moya	

### *Board Legal Council*

Bob Blumenfeld

### *Staff Members Present*

Leila Melendez	Esther Becerra	Mariel Soto
Abigail Ruiz	Gisela Guzman	Marisela Correa
Adriana Chacon	Hunter LeBlanc	Melissa Sapien
Alma Aranda	Janell Valles	Nick Muñiz
Alondra McDuffie	Jessie Kelley	Odette Flores-Rivera
Cheslie Thomas	Karina Castillo	Roxanne Reta
David Olivas	Laura Avalos	Saray Lozano

## MINUTES

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

*Board Chair, Bobby Blanco called the meeting to order at 12:03 pm. MST. Quorum was cited.*

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## **2. PLEDGE OF ALLEGIANCE**

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

## **4. INTRODUCTIONS**

**A:** Welcome New Board Members

- Nancy Camarena, Private Sector, Aztec Contractors, Inc.
- Alejandro Lopez, Vocational Rehabilitation, Texas Workforce Vocational Rehabilitation Services
- Walter Miller, Private Sector, Terracon Consultants, Inc.
- Claudia Renteria, Public Assistance, HOME

*Ms. Leila Melendez introduced Nancy Camarena, Private Sector, Aztec Contractors, Inc.; Alejandro Lopez, Vocational Rehabilitation, Texas Workforce Vocational Rehabilitation Services; Walter Miller, Private Sector, Terracon Consultants, Inc.; and Claudia Renteria, Public Assistance, HOME as new Board Members who will be appointed on October 7<sup>th</sup> by the TWC Commissioners.*

## **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 August 21, 2025, as prepared and presented (*Bobby Blanco, Board Chair*)

**B:** Approval of the Rural Committee Meeting Minutes of August 27, 2025, as prepared and presented (*Bobby Blanco, Board Chair*)

**C:** Acceptance of the Report on TWC Performance Measures for the period ending June 2025 (*Karina Castillo, Organizational Effectiveness & Research Director*)

**D:** Contracts of interest and/or over \$250,000 executed during the period of August 15, 2025, to September 15, 2025 (*Roxanne Reta, Contracts & Procurement Manager*)

- i. Amendment to remove profit from contract for non-profit subrecipients
  - a. FY25-260-001, Out of School Youth Case Management Services – Big Brothers Big Sisters of El Paso
  - b. FY23-260-125, CCS Parent Eligibility Services – YWCA
  - c. FY24-260-129, CCS Payment Management Services – YWCA
- ii. Amendment to modify budget (\$35k from profit to operations) for FY25-260-001, Out of School Youth Case Management Services – Big Brothers Big Sisters of El Paso

*Motion (Spencer/Alcala) to approve all Consent Agenda Items 5A through 5D. Motion carried 16-0.*

## **6. REGULAR AGENDA**

**A:** Discussion and Action to accept the Financial Report for the period through August 2025.  
*(Laura Avalos, Comptroller)*

*Motion (Spencer/Bhaskar) to approve the Financial Report for the period through August 2025.  
Motion carried*

**B:** Discussion and Action to execute the following contract renewal effective October 1, 2025, for one year: Grant Associates for \$9,446,352 for FY21-200-100, Workforce Services Prime Contractor. Option to renew the 4<sup>th</sup> and final year contract. *(Roxanne Reta, Contracts and Procurement Manager & Nicholas Muñiz, Operations Manager and EO Officer)*

*Motion (Nevarez/Gonzalez) to approve the execution of the following contract renewal, effective October 1, 2025, for one year: Grant Associates for \$9,446,352 for FY21-200-100, Workforce Services Prime Contractor. Option to renew the 4<sup>th</sup> and final year contract. Motion carried 16-0.*

**C:** Discussion and Action to execute the following contract renewal effective October 1, 2025, for one year: YWCA El Paso del Norte Region for \$54,837,309 for FY24-260-129, CCS Payment Management Services Provider. Option to renew the 2<sup>nd</sup>-year renewal contract. *(Roxanne Reta, Contracts and Procurement Manager, and Marisela Correa, Provider Services Director)*

*Motion (Fenton/Ochoa) to approve the execution of the following contract renewal, effective October 1, 2025, for one year: YWCA El Paso del Norte Region for \$54,837,309 for FY24-260-129, CCS Payment Management Services Provider. Option to renew the 2<sup>nd</sup>-year renewal contract. Motion carried 16-0.*

**D:** Discussion and Action to execute the following contract renewal effective October 1, 2025, for one year: YWCA El Paso del Norte Region for \$4,171,912 for FY23-260-125, CCS Parent Eligibility Operator. Option to renew the 2<sup>nd</sup> year renewal contract. *(Roxanne Reta, Contracts and Procurement Manager, and Odette Flores-Rivera, Parent Services Director)*

*Motion (Dunlap/Amaya) to approve the execution of the following contract renewal, effective October 1, 2025, for one year: YWCA El Paso del Norte Region for \$4,171,912 for FY23-260-125, CCS Parent Eligibility Operator. Option to renew the 2<sup>nd</sup> year renewal contract. Motion carried 16-0.*

**E:** Discussion and Action to approve the following contract renewal effective October 1, 2025, for one year: Big Brothers Big Sisters of El Paso for \$300,000, for FY25-260-001, Out of School Youth Case Management Services. Option for 1<sup>st</sup>-year renewal contract. *(Roxanne Reta, Contracts and Procurement Manager, and Janell Valles, NextForce Manager)*

*Motion (Spencer/Chavez) to approve the following contract renewal effective October 1, 2025, for one year: Big Brothers Big Sisters of El Paso for \$300,000, for FY25-260-001, Out of*

*School Youth Case Management Services. Option for 1<sup>st</sup>-year renewal contract. Motion carried 16-0.*

- F:** Discussion and Action on the appointment of a Nominating Committee within the Board of Directors to select the slate of nominees for Officers to the Board of Directors for 2026 and 2027 (*Bobby Blanco, Board Chair*)

Nominating Committee Consists of:

1. Board Chairperson
2. Past Board Chairperson
3. At-large Member of Executive Committee
4. Non-Executive Committee, but Private Sector Board Member
5. Non-Executive Committee Member, but Public Sector Board Member

*Motion (Maldonado/Spencer) to approve the appointment of a Nominating Committee within the Board of Directors to select the slate of nominees for Officers to the Board of Directors for 2026 and 2027. Board Chairperson – Ruben Torres; Past Board Chairperson – Bobby Blanco; At-large Member of Executive Committee – Mary Jo Ochoa; Non-Executive Committee, but Private Sector Board Member – Emma Nevarez; Non-Executive Committee Member, but Public Sector Board Member – Eduardo Garcia. Motion carried 16-0.*

## **7. REGULAR AGENDA- ACTIVITY REPORTS**

*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:** Discussion and update on the monitoring activities for the period ending August 2025 (*Melissa Sapien, Workforce Program Specialist*)

Internal Reviews:

- Reemployment Services & Eligibility Assessment Program (RESEA)
- Workforce Innovation Opportunity Act (WIOA) Adult
- WIOA Dislocated Worker
- WIOA Youth

*Ms. Melissa Sapien, Workforce Program Specialist, discussed the monitoring activities ending in August 2025. The internal reviews completed were the Reemployment Services & Eligibility Assessment Program (RESEA), Workforce Innovation Opportunity Act (WIOA) Adult, WIOA Dislocated Worker, and WIOA Youth. Ms. Sapien noted that, as of August, three out of the four reviewed programs met the performance status. Ms. Sapien discussed the deficiencies of the program that did not meet the 5% threshold or below and stated that for RESEA, the deficiencies were outreach - gaps in conducting or documenting outreach activities; services – missing or incomplete service records; weekly job search – incomplete tracking or verification of participant job search activities were not collected; WF-42 – missing the required WF-42 form. The actions taken by the board involved conducting weekly reviews of RESEA participants with the contractor to identify gaps and address deficiencies through corrections or technical assistance as needed.*

**B: CEO Report (*Leila Melendez, CEO*)**

- Legislative update
- Strategic Planning Session & General Board Meeting
- Board Member Recognitions
- Other General Updates

*Ms. Leila Melendez, CEO, provided an update on federal legislative activity, noting that the WIOA has not been updated. She mentioned that staff are monitoring and tracking appropriations. Ms. Melendez asked board members to fill out a form with their committee preferences for the upcoming year. She announced that three facilitators will lead the November Strategic Planning Session and General Board Meeting. Ms. Melendez explained that the proposed schedule starts with the Strategic Planning Session at 8:00 a.m., followed by strategic planning, and then the regular meeting at noon to address action items. This will be the first official meeting of the new board members. She also announced and recognized that today is the last meeting for four board members: Mr. Dan Dunlap, Mr. Bobby Alcalá, Mr. Satish Bhaskar, and Mr. Frank Spencer. Ms. Melendez also acknowledged Chair Blanco, as today will be his final meeting as Board Chair.*

**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 (Nevarez) to adjourn the meeting was made at 12:58 pm MST.*