

**GOVERNANCE CITY COUNCIL COMMITTEE  
MEETING MINUTES  
DECEMBER 12, 2019 at 2:00 PM  
CITY COUNCIL CHAMBERS**

Committee Present:	Mayor Ron Nirenberg, <i>Chair</i> Councilmember Adriana Rocha Garcia, <i>District 4</i> Councilmember Shirley Gonzales, <i>District 5</i> Councilmember Ana Sandoval, <i>District 7</i> Councilmember John Courage, <i>District 9</i>
Staff Present:	Councilmember Pelaez, <i>District 8</i> ; Erik Walsh, <i>City Manager</i> ; Andy Segovia, <i>City Attorney</i> ; Leticia Vacek, <i>City Clerk</i> ; Tina Flores, <i>Interim Deputy City Clerk</i> ; Dr. Colleen Bridger, <i>Asst. City Manager</i> ; Melody Woosley, Jessica Dovalina, Joshua Villela, & Ashley Steubing, <i>Dept. of Human Services</i> ; Michael Shannon, Melissa Ramirez, & Catherine Hernandez, <i>Development Services Dept.</i> ; Lori Steward & Krystal Strong, <i>Human Resources Dept.</i> ; Alex Lopez, <i>Economic Development Dept. Director</i> ; Krista Cover & Thomas Filopoulos, <i>City Attorney's Office</i> ; Caitlin Krobot, <i>City Manager's Office</i> ; Tim Salas & Raul Olveda, <i>District 4 Staff</i> ; Lina Rodriguez, <i>Office of the City Clerk</i>
Others Present:	Christopher C. Garcia, Michael A. Garcia, Jr., Connie Gonzalez, John Jackson, and Matthew D. Proffitt, <i>Planning Commission Applicants</i> ; Henrietta Munoz & Lady Ray Romano, <i>United Way of San Antonio</i> ; Rich Acosta, <i>Citizen</i>

**CALL TO ORDER**

Mayor Nirenberg called the meeting to order.

**1. Approval of the Minutes from the Governance Council Committee Meeting of November 14, 2019.**

Councilmember Sandoval moved to approve the Minutes from the Governance Council Committee Meeting of November 14, 2019. Councilmember Courage seconded the motion. The motion carried by those present.

Councilmember Gonzales entered the meeting at this time.

**2. Consideration of At-Large Appointments to the Planning Commission (5 slots). [Leticia M. Vacek, City Clerk].**

City Clerk Leticia Vacek reported that Mayor Nirenberg formed a Planning Commission Subcommittee with Councilmember Gonzales chairing to select the Planning Commission Applicants for interview. The Subcommittee forwarded seven applicants to interviews by the Governance Committee. Of the five slots available; four terms of office expire on October 6, 2021 and one will fill an unexpired term of office through October 6, 2020; due to the resignation of Jennifer Ramos. Three applicants are seeking reappointment and were selected for interviews.

Mayor Nirenberg announced a two minute personal statement of interest per interviewee. The following applicants were interviewed: (1) Christopher C. Garcia; (2) Michael A. Garcia, Jr.; (3) Connie Gonzalez; (4) John Jackson; and (5) Matthew D. Proffitt.

### **EXECUTIVE SESSION**

Mayor Nirenberg recessed the meeting into Executive Session at 3:25 pm to discuss the following:

- A. Deliberate the appointment of At-Large Planning Commission Members pursuant to Texas Government Code Section 551.074 (personnel matters)

### **RECONVENED**

Mayor Nirenberg reconvened the meeting at 3:30 pm and announced that no action was taken in Executive Session.

Councilmember Rocha Garcia moved to nominate Christopher C. Garcia, Michael A. Garcia Jr., Connie Gonzales and John Jackson to fill the four slots on the Planning Commission with terms expiring on October 6, 2021. She further moved to nominate Matthew D. Proffitt to fill the unexpired term ending on October 6, 2020. Councilmember Sandoval seconded the motion. Motion carried unanimously.

- 3. Briefing and possible action on a Council Consideration Request from Councilmember Peláez regarding the assignment of delegate agency funding process responsibilities to United Way. [Colleen M. Bridger, MPH, PhD, Assistant City Manager; Melody Woosley, Director, Human Services].**

Director Melody Woosley briefed the Committee on the CCR brought forth by Councilmember Pelaez requesting a proposed plan for assigning responsibility of the delegate agency funding process to United Way of San Antonio and Bexar County. She explained that since 2005, through a two-year Consolidated Funding Process, the Human Services (DHS) and Economic Development Departments (EDD) have allocated funding to support human and workforce development services programs in the community. She noted that these services provide critical support to vulnerable populations while also supplementing services provided by DHS and EDD, which aligns with City Council priorities, and maximizes the impact to communities in need.

Mrs. Woosley noted that City Council approved \$22 Million in funding to non-profit agencies through the current Consolidated Funding Cycle for FY2019 and FY2020. She explained that consolidated funding is comprised of the City's General Fund and Federal Grants managed by multiple city departments. She stated the consolidated funding process allocated \$22 million through both a competitive Request for Proposal Process and a non-competitive process for funds and services designated by City Council through the annual budget planning process. She mentioned that designated funds are set by City Council based on community priorities and not subject to the City's competitive procurement process. She reiterated that as a recipient of federal grant funding, the City is responsible for oversight and management of any funding allocated to sub-recipients.

Mrs. Woosley stated the staff recommendation was for DHS and EDD to continue discussion with the United Way of San Antonio and Bexar County to assess the impact and financial cost of outsourcing the delegate agency funding process, contract management, and timeline; the recommended next steps and associated fiscal impact will be presented to the full City Council during a B Session meeting in the Spring of 2020.

Mayor Nirenberg called upon Councilmember Pelaez who stated that he brought the CCR forward because he wanted a fiscal analysis of the options between continuing the current internal process and contracting with an outside entity, such as United Way. He stated that the analysis would determine if there was any inefficiency in the current system or if it could be improved.

Councilmember Gonzales noted her thoughts regarding the need for more money to allocate to various delegate agencies, but supported the analysis to determine inefficiencies or improvements to the current internal process. She suggested the completed analysis be presented to the Community Health & Equity Council Committee.

Councilmember Sandoval inquired of the difference between the current process and United Way's process. Mrs. Woosley stated that the current process is much longer than United Way's. She stated that United Way conducts four separate RFPs per year for different human services areas; whereas the City has a much more intensive process RFP process conducted only once every two years, with the procurement process lasting approximately 9 months from RFP to allocation of funds. Councilmember Sandoval requested that staff search for other options such as local entities that are comparable to United Way and present those options as part of the completed analysis.

Mayor Nirenberg recommended that staff continue their analysis with the addition of the comments made by the Committee including exploration of other service provider options and improving alignment with the City's current process and other service providers.

Councilmember Courage noted his support for further improvement to be made and searched for during the analysis. He also noted his approval of future improvements regarding technology utilized during the procurement process. He added that the Council and staff not lose sight of the human element during the analysis of this process.

No action was required for this item.

**4. Briefing and possible action on a Council Consideration Request from Councilmember Gonzales regarding child care at boards and commissions meetings. [Colleen M. Bridger, MPH, PhD, Assistant City Manager; Melody Woosley, Director, Human Services].**

Mrs. Woosley briefed the Committee on the CCR brought forth by Councilmember Gonzales regarding child care at the City's Boards and Commissions Meetings in an effort to increase participation of parents of young children, especially women. She noted that City Council unanimously approved a resolution in November 2018 that supported the safety, health, and economic opportunity of women. The resolution stated that women "have historically been, and remain, underrepresented on appointed boards and commissions." She mentioned the Status of Women in San Antonio Report in 2019 that found women are underrepresented among the City's Boards and Commissions. She added that many Board/Commission Bylaws included provisions which required regular attendance to continue membership on the body.

Mrs. Woosley mentioned that through the Child Care Services Subsidy Program and the Head Start Program, DHS manages a variety of early education and child care funding. She mentioned that Head Start provided free on-site child care to members of the federally mandated Head Start Policy Council, comprised primarily of enrolled parents. She noted that child care was provided on-site in dedicated, equipped rooms with contracted staff and that in the event that on-site care is at capacity or other dependent care is needed, parents are reimbursed directly for their child care costs.

Mrs. Woosley presented several options for consideration to expand child-care options to the members of all Boards and Commissions:

- **On-Site Care**: this option requires adequate space and appropriate equipment in the same facility as the meeting as well as contracted staff to care for the children.
- **Reimbursement to Parents**: parents serving on a Board or Commission would receive reimbursement directly per child/dependent per meeting with appropriate documentation notating child-care costs.

- **Per Diem**: Board and Commission Members would receive a stipend per meeting or reimbursement to subsidize the cost of child care or other dependent care (i.e. elderly parents).
- **Reimbursement to Child Care Facilities**: parents would arrange care with a licensed child care facility, which would be paid directly to that facility; DHS currently operates the Child Care Services Subsidy Program which provides direct deposit reimbursement to over 600 child care providers who serve children of enrolled parents; existing payment system could be utilized to support parents serving on Boards and Commissions

Ms. Woosley noted that each option would require additional financial support, and the level of fiscal impact would be dependent on the option selected and the demand for child care services. She stated that staff recommended working with the Office of the City Clerk to survey Board and Commission Members regarding the demand for child care services. She noted that DHS staff would develop options and a recommendation with fiscal analysis to present to the Community Health & Equity Council Committee in April 2020.

Councilmember Gonzales stated that she submitted this CCR because child care is an impediment which prevents women from advancing in their careers and participating in public service opportunities. She requested that staff research and present an option for a pilot program utilizing the City-owned community centers which already have designated staff and space for such a program.

Councilmember Rocha Garcia commended Ms. Woosley for including elderly dependents in her analysis as well as children. She noted her support for the pilot program utilizing community centers. She also suggested the use of college students and/or interns who are in need of training hours in child development.

Councilmember Courage stated he is supportive of the pilot program option and noted that City Council should spend what is necessary to enable and promote the most diverse members of the community to participate in City Boards and Commissions. He noted his apprehension with moving current Board/Commission meeting locations as it might deter current members from serving if additional travel is required.

Councilmember Sandoval noted her support of the pilot program option and stated that any of the recommended options would improve the demographics of City Boards and Commissions and be more reflective of the community as a whole. She suggested the Ad Hoc Committee on Boards and Commissions as a venue for review and discussion of the pilot program.

Mayor Nirenberg noted his support for the pilot program option and stated that child care is a topic that is widely discussed in his home and is known as a barrier to career development and public service capabilities for women. He suggested the Pre-K 4 SA Centers and staff as a potential resource for the pilot program.

No action was required for this item.

##### **5. Briefing regarding the timeline and status of the City Council staff compensation review. [Ben Gorzell, Chief Financial Officer; Lori Steward, Director, Human Resources].**

Councilmember Rocha Garcia briefed the Committee on the progress of the Ad Hoc Committee on Council Aide Compensation. She noted that HR had conducted internal data gathering and created job descriptions. She stated that the Ad Hoc Committee agreed to include a third-party compensation consultant to develop a recommended pay structure and salary grades for full City Council consideration. She stated that the Ad Hoc Committee had contracted with Werling Associates, Inc. to conduct said analysis. She also mentioned that HR would conduct a peer review analysis from an approved list of peer cities.

Mrs. Lori Steward stated the nine job descriptions provided to the third-party compensation consultant for analysis were: (1) Chief of Staff; (2) Communications Director; (3) Constituent Services Director; (4) Constituent Services Representative I; (5) Constituent Services Representative II; (6) Event Services Director; (7) Policy Director; (8) Special Assistant to City Council; and (9) Zoning/Planning Director. She noted the timeline for recommendations to be presented to the Governance Committee of January 2020; anticipated full City Council consideration and implementation by February 2020.

Mayor Nirenberg thanked Councilmember Rocha Garcia, the Ad Hoc Committee, and HR for their work.

No action was required for this item.

**ADJOURNMENT**

There being no further discussion, Mayor Nirenberg adjourned the meeting at 4:20 pm.

**ATTEST:**

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***Ron Nirenberg, Mayor***

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***Leticia M. Vacek, TRMC/CMC/MMC  
City Clerk***