

SA: Ready to Work

Advisory Board Meeting
March 23, 2021



CITY OF SAN ANTONIO
**ECONOMIC DEVELOPMENT
DEPARTMENT**

Welcome

- This is a public meeting that is being recorded.
- No one has requested an opportunity for public comment.
- All participants will be muted upon entering the meeting.
- Please use the chat and “Raise Hand” features if you have questions or comments.

Agenda

- **Call to order**
- **Introduction of board members**
- **Board service orientation**
 - **Public records**
 - **Meeting protocol**
 - **Ethics**
- **Overview and context of SA: Ready to Work**
- **Board responsibilities with respect to SA: Ready to Work**
- **Election of board chair and vice-chair**
- **Next steps**
- **Adjourn**

Board Members

- **Appointed Councilmembers**
 - Rebecca J. Viagran
 - Adriana Rocha Garcia
- **Workforce Participants**
 - Emily Spurlock
 - Jerry Graeber
- **Higher Education Representative**
 - Cynthia Teniente-Matson
- **Community Representative**
 - Daphene Carson
- **Trade or Labor Representative**
 - Doug McMurry
- **Local Employers**
 - Ben Peavy
 - Peter John Holt
 - Rosa Santana
 - Sonia Garza

Board Service Orientation

- Public records
- Meeting protocol
- Ethics

SA: Ready to Work Overview

In November 2020, San Antonio residents overwhelmingly approved the **SA: Ready to Work** initiative, to be funded by an 1/8 cent sales tax through December 2025



**Workforce
Training**



**Degree
Completion**



**Wraparound
Support**



**Emergency
Financial
Assistance**

SA: Ready to Work Context

**Workforce
Delegate Agencies**

Consolidated Funding program in coordination with Department of Human Services

Train for Jobs SA

Recovery and Resiliency Plan workforce development program

 **SA: Ready to Work**

Begins **Fall 2021**

Guiding Principles



Focused Approach

A strategic program should seek to reduce poverty through targeted solutions for maximum impact.



Alignment

High-quality training and education, aligned with employer needs, drives long-term success. Today's and tomorrow's well-paid jobs require specialized preparation and knowledge.



Equity

A workforce program should consider benefits and burdens to historically underserved populations. Additional supports are necessary to afford all San Antonio residents opportunities to succeed, regardless of their current circumstances.



Collaboration

Through community collaboration and shared innovations, we can build a stronger and more inclusive workforce ecosystem.

Goals and Objectives

Goals

- Unemployed, underemployed, or underserved residents can access and complete the program
- Training and education align with current and anticipated high-demand, well-paid careers
- Participants secure high-demand, well-paid careers

Objectives

- Increase access to industry-recognized certification training and college
- Provide wraparound services and emergency funding to ensure success
- Increase collaboration within the workforce ecosystem
- Promote accountability and adaptability throughout process

Advisory Board Responsibilities

Validate in-demand occupations

Foster alignment between in-demand skill sets and training programs

Recommend allotment of certificates vs. degrees

Recommend levels of wraparound support

Serve as community program ambassadors

Election of Board Chair and Vice Chair

- Responsibilities
 - Lead meetings
 - Assist with development of meeting agendas
 - Represent board in public meetings
- Nominations
- Election

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CITY OF SAN ANTONIO
**ECONOMIC DEVELOPMENT
DEPARTMENT**

City of San Antonio

Open Government

Camila Kunau
Assistant City Attorney
City of San Antonio

SA Ready to Work
March 23, 2021

Topics

Texas Public Information Act

Texas Open Meetings Act

Basic Parliamentary Procedure

What is Public Information?

Any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

Forms of Media

- On any device that can store an electronic signal;
- Any physical material on which information may be recorded; and
- Any email, internet posting, text message, instant message, and other electronic communication.

What Triggers a Public Information Request?

Request must be in writing to trigger the requirements of the Public Information Act

What's the deadline?

PROMPTLY produce the information as soon *as possible . . . within a reasonable time, without delay*.

- If documents cannot be produced within 10 business days, staff must certify in writing to requestor setting date and time records will be provided.

Exceptions to Disclosure

- To obtain authority to withhold records, the government must file a Request for Ruling with the Office of the Attorney General within 10 business days of receiving the open records request.
- If the deadlines are missed, the information is presumed to be public unless there is a compelling reason to withhold, usually a federal or state law mandating confidentiality.

Exceptions to Disclosure

- **Mandatory**: City must redact the information and may not release it to a requestor.

private medical information

Credit / Debit Cards, PINs

Citizen Email Addresses

Computer Security Issues

Social Security Numbers

plate/VIN/DL numbers

- **Discretionary**: City may seek authority from the Office of the Attorney General to withhold information from a requestor.

Bids

real estate

economic development

attorney/client

Personal Information

- If election form on file, government may auto-redact official's or employee's:
 - home address
 - home and personal cell phone number,
 - emergency contact information, and
 - information about family members.
- **No AG Request for Ruling needed.**

Open Meetings

“Meeting” means:

Any deliberation between a quorum of members...at which any public business...is discussed or considered, or at which any formal action is taken.

Open Meetings

“Deliberation” means:

a verbal exchange during a meeting between a quorum of a body, or between a quorum and another person (i.e. staff) concerning a issue within the jurisdiction of the body, or any public business.

Gov’t. Code Sec. 551.002(2)

“Meeting” excludes

- Social functions;
- Conventions; and
- Workshops

But . . .

“When a quorum ... assembles in an informal setting, such as a social occasion, it will be subject to the requirements of the act if the members engage in a verbal exchange about public business or policy.”

“Walking Quorums”

A series of intentional contacts among a quorum on a matter of public business can constitute a “walking quorum,” and can be a violation of the Open Meetings Act.

The Attorney General’s Office has advised that email contacts could constitute a “walking quorum.”

Convening a Meeting

- Need a quorum of the board present in the room.
- Limited to taking action on items posted.
- May discuss items not on agenda, but only about when item will be placed on the agenda.

Open Sessions

- This is when board votes.
- Public may attend and speak on items on agenda before vote.
- The Board has discretion to allow public to speak at the beginning of the meeting or before individual consideration of each item.

Executive (Closed) Sessions

- Quorum in open session before calling an executive session;
- Executive session may be called for:
 - Attorney consultation
 - Negotiations
 - Personnel matters
- Vote must occur back in open session.

Rules of Procedure

- Robert's Rules of Order used as starting point – not strictly followed.
- Bylaws or Board Rules may also provide supplemental procedures.
- Should be well-understood by Chair, and also by the members.

Conduct of Meetings

- Chair calls meeting to order
- Secretary calls roll
- Minutes from past meetings are approved by majority vote of board
- Public Comment
- Agenda Action items discussed, voted upon
- Committee briefings/reports presented
- Discussion of items for future agendas
- Meeting adjourned

The Chair

Provides leadership;

Must understand process and procedures;

Provides guidance, direction, encourages participation by members;

Members take active responsibility for parts of board's work, assist chair in clearly defining agenda.

Motions

Business is brought before a board or commission by the motion of a member.

Neither the making or seconding of a motion places the matter before the body.

Chair must “state the question” to place the matter before the body for discussion and consideration.

Debating the Motion

Each member may speak twice on the same question in the same day, but second turn waits until all members who want to speak have done so.

Chair may set time limit for speakers: maximum under RRO is 10 minutes.

Chair cannot close the debate until each member who has not exhausted his right to debate has spoken.

Changing Your Vote

A member may change his or her vote up to the time that the chair announces the result of the vote. No special permission required.

After announcement, member may change vote only by unanimous permission of the board.

Unanimous Consent

For many boards, if there is no opposition in routine business or questions of little importance, action can be taken by general or unanimous consent.

Unanimous or General Consent is often used to approve minutes or to handle routine procedural requests such as extending a member's time limit to speak.

Questions?

Camila W. Kunau

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Motions

1. Main Motions

- a) Original main motions
- b) Incidental main motions

2. Privileged motions

3. Subsidiary motions

4. Incidental motions



Secondary Motions

5. Motions that bring a question again before the board.

Motions

Main Motions

- a) Original main motions
- b) Incidental main motions

An original main motion brings business before the board. Can be introduced only when no other motion is pending.

Privileged Motions

There are five (5) privileged motions, listed in order of their highest to lowest rank:

- 1) Fix time to adjourn
- 2) Adjourn
- 3) Recess
- 4) Raise a question of privilege
- 5) Orders of the day

Privileged Motions

1) Fix the Time to Which Adjourn.

Member may move to set a date, hour and place for another meeting before the next regular meeting. Can be made while business is pending.

This is the highest ranking of all motions.

Privileged Motions

2) Adjourn

Member may move to adjourn even while business is pending, as long as time for next meeting is set.

3) Recess

Member may propose a recess, or short intermission in a meeting for a specific length of time, even if motion is pending.

Privileged Motions

4) Raise a Question of Privilege

Member may interrupt pending business to state urgent request.

5) Call for the Orders of the Day

One members can “call for the orders of the day” to enforce the schedule of the agenda. Override takes 2/3rd majority vote.

Secondary Motions

1. Main Motions

- a) Original main motions
- b) Incidental main motions

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Secondary Motions

Subsidiary Motions

Subsidiary motions assist the board in treating or disposing of a main motion or other motion.

There are seven (7) subsidiary motions listed in highest to lowest priority. All have precedence over the main motion.

Subsidiary Motions

1) Lay on the Table.

The board may lay the main motion aside temporarily without setting a specific time to resume, but with the provision that it may be taken up again whenever the majority so decides.

Subsidiary Motions

2) Moving the Previous Question.

If a member wishes to close the debate and amendment of a pending motion so that it will come to an immediate vote, the member may propose to *move the previous question*.

Requires 2/3rd vote.

Subsidiary Motions

3) Limit or Extend Limits of Debate.

Member may move to modify limit or extend the normal time limits of a debate on a pending motion.

Subsidiary Motions

4) Postpone to a Certain Time or Postpone Definitely.

The members may move that the main motion be postponed to a specific time later in the same meeting or another meeting.

(Compare to motion to “lay on the table,” which brings a matter back when ready by a vote)

Subsidiary Motions

- 5) Refer or Commit the Main Question to a Committee.

If more time or information is needed to amend a motion properly, member can propose to move the question to a committee for further study or redrafting;

Subsidiary Motions

- 6) Amend. A proposal to change or clarify wording of a pending motion.

A secondary amendment amends the primary amendment. The secondary amendment is considered before the primary amendment.

Subsidiary Motions

- 7) Postpone indefinitely;
Referred to as the “motion killer.” Allows member to test support for motion before getting to the actual motion.

Secondary Motions

1. Main Motions

a) Original main motions

b) Incidental main motions

2. Privileged motions

3. Subsidiary motions

4. Incidental motions

5. Motions that bring a question again before the board.



Secondary Motions



Incidental Motions

Incidental motions relate to the pending business and resemble subsidiary motions.

They have no rank among themselves and they yield to privileged motions.

Incidental Motions

- 1) Point of Order. Any member who believes that another member is breaching the rules may call it to attention by making a “point of order.”

Incidental Motions

- 2) Appeal. The chair rules on all questions of parliamentary procedure.

But any two members, by moving and seconding an “appeal” immediately after the chair has made such a ruling, can require the chair to submit the matter to a vote of the entire board.

Incidental Motions

3) Suspend the Rules. The assembly may propose to suspend the rules to accomplish a desired purpose.

needs a second;

not amendable;

usually requires a 2/3rds vote; and

cannot be reconsidered.

Incidental Motions

- 4) Objection to the Consideration of the Question.
Made before debate has begun or any subsidiary motion has been stated.

If 2/3rds of the board agrees, the motion is dropped.

Incidental Motions

- 5) Division of a Question. If a pending motion, or its amendment, contains two or more divisible parts, the board can vote to treat each part in succession.
- 6) Consideration by Paragraph. Can also consider a motion paragraph by paragraph before the whole motion is voted on.

Incidental Motions

10) Request to be Excused from a Duty.

Member may request to be relieved from an obligation imposed upon him by the bylaws or by virtue of his office.

Incidental Motions

- 11) Parliamentary Inquiry. Ask chair's opinion on matter of procedure;

Point of Information. Inquiry as to facts affecting the business at hand, directed to the chair.

Responded to by the chair or by a member at the direction of the chair.

Motions that Bring a Question Back

1. Main Motions

a) Original main motions

b) Incidental main motions

2. Privileged motions

3. Subsidiary motions

4. Incidental motions

5. Motions that bring a question again before the board.



Secondary Motions



Motions that Bring a Question Back

- 1) Take from the Table. If a member wishes to resume consideration of a main motion which lies on the table (has been tabled), the member may move to “take from the table.”

Motions that Bring a Question Back

- 2) Rescind, Repeal or Annul. If a member wishes to strike out an entire main motion, resolution, rule, bylaw, section or paragraph that has been adopted, the member can move to “rescind,” “repeal” or “annul.”

Motions that Bring a Question Back

- 2) Move to Amend Something Previously Adopted. Member can move to modify part of the wording or to substitute a different version.

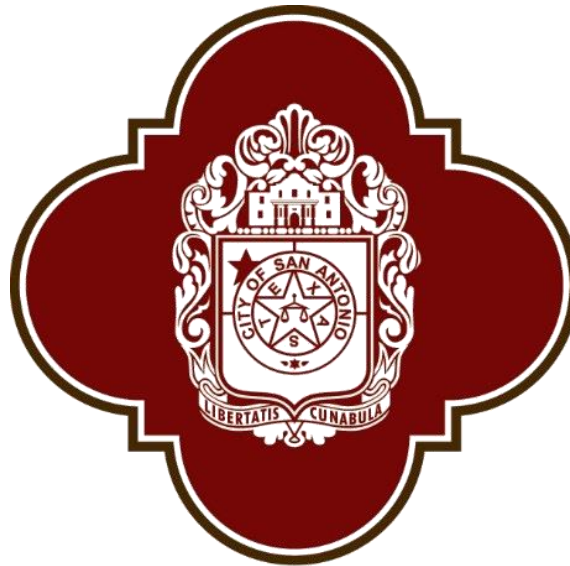
Motions that Bring a Question Back

- 3) Move to Reconsider. If, in the same session that a motion has been voted on, a member who voted on the prevailing side can move to “reconsider,” as if the matter had not been previously considered.

Motions that Bring a Question Back

- 4) Discharge of the Committee. Member can move to remove matter from committee consideration if the committee has not yet made final report.

City of San Antonio Ethics Code



Ethics Code



The screenshot shows the City of San Antonio's Ethics & Lobbyists page. The browser address bar displays [sanantonio.gov/Ethics](https://www.sanantonio.gov/Ethics). The page header includes the City of San Antonio logo, navigation links (GET CONNECTED, RESIDENTS, VISITORS, BUSINESS, YOUR GOVERNMENT, ESPAÑOL), and a search bar. The main content area is titled "ETHICS & LOBBYISTS" and includes a breadcrumb trail: [sa Gov Home](#) > Ethics & Lobbyists. A red arrow points to the "ABOUT" link in the left sidebar, which has opened a dropdown menu showing "ETHICS CODE (PDF)". The main content area also features a section titled "ETHICS AND CAMPAIGN FINANCE CODE AMENDMENTS" with a news release dated June 21, 2018, regarding Ordinance Number 2018-06-21-0491. The right sidebar includes a "Connect with the OFFICE OF THE CITY CLERK" section and a "FEATURED ITEMS" section with a search collections image.

<https://www.sanantonio.gov/Ethics>

Ethics Code



All City officials and employees are stewards of the public trust, and must not only adhere to the principles of ethical conduct, but must also scrupulously avoid the appearance of impropriety at all times.



City Official: 2-42

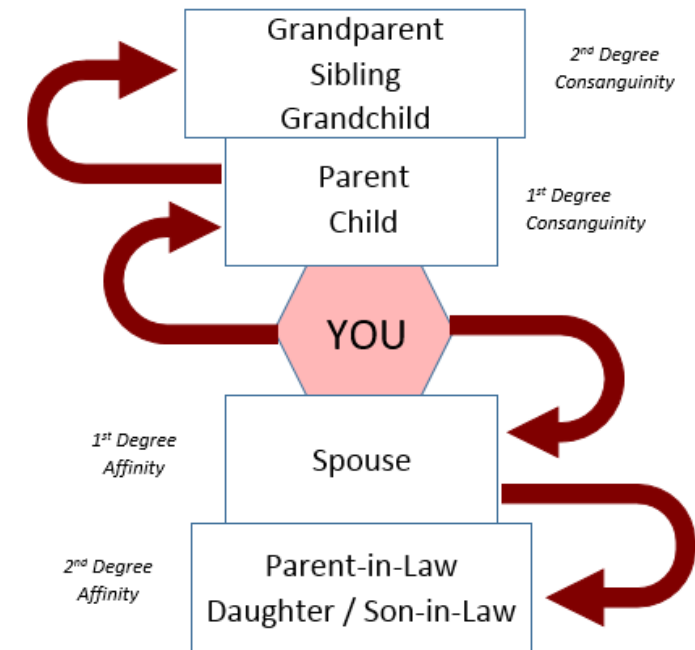


City Officials include members of all boards, commissions*, committees, and other bodies created by the City Council, including entities that may be advisory only in nature...

*Except the Youth Commission whose members are minors.

Conflicts of Interest: 2-43

- Refrain from taking official action that is likely to affect the economic interest of:
 - the official or employee;
 - 2nd degree family or household member;
 - an outside employer of an official or their family;
 - business in which economic interest exists
 - business or non-profit to which an official serves as director or officer; or
 - business with which official has negotiated employment or business opportunity in the past 12 months.



Recusal and Disclosure



- **If a conflict is discovered:**
 - Recuse yourself and refrain from further participation in the matter;
 - Notify the chair and/or other members of your board; and
 - Submit disclosure forms to the City Clerk's Office.



Unfair Advancement of Private Interest: 2-44



- **Be impartial in your board duties**
 - You may not use your official position to advance or impede private interests
- **No special treatment**
 - You may not use your position to secure any form of special consideration
 - Similarly you may not agree to exchange “official action” for reciprocal action or favors

Gifts: 2-45



- Be cautious!
- Never accept gifts that are offered to influence or reward your official conduct (no exceptions).
- Never accept gifts from entities seeking business or actions from the city (limited exceptions).



What are the exceptions?



Includes:

- Items of nominal value (calendar, coffee mug, etc.);
- Meals up to \$50, no more than \$500 total in the calendar year from a single source;
- Admission to a training or education program, if related to official duties;
- Admission to events attended in a ceremonial capacity or as an official representative of the City;
- Gifts from friends that are in keeping with the personal (non-City) relationship.

Confidential Info: 2-46



- City officials / employees shall not use their position to obtain official information about any person or entity for any purpose other than the performance of official duties.
- City officials / employees shall not intentionally, knowingly, or recklessly disclose confidential information.



Representation of Private Interests: 2-47

- A board or commission member shall not represent any person, group or entity before that board and entities/persons that make recommendations to or have jurisdiction over that board.
- Members may not represent parties in actions adverse to the City, or actions that relate substantially to official's duties.





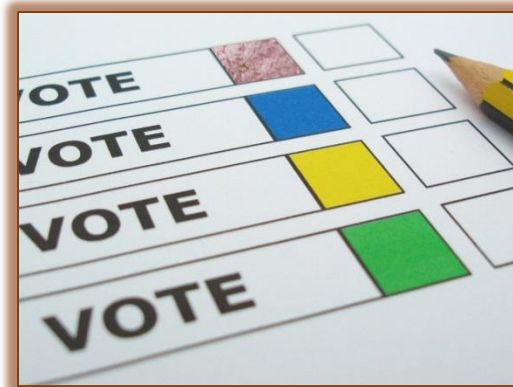
Subsequent Representation of Private Interests: 2-56



Former board and commission members may not represent private interests before **their former board** or before City staff having duties related to their former board, for **two years** after leaving City service.

Political Activity: 2-50

- Limitations are imposed by state law, City Charter, and City personnel rules.
- Shall not use your official duties and/or position to advance or impede a political candidacy or ballot measure.



Ad Opinions: 2-89

- Citizens may request advisory opinion from the Ethics Review Board.
- Officials / employees may request advisory opinion from City Attorney's Office.
- Reliance - opinion will be considered in adjudicating a complaint filed against a person who sought opinion.

Questions

Contacts



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- **Board or Commission Assigned Staff Attorney**