



**FINANCE COMMITTEE  
MEETING AGENDA**

**DATE:** May 21, 2026  
Thursday  
**TIME:** 12:00 noon

**PLACE:** Workforce Solutions Cameron  
Conference Room A  
1820 W. Jefferson Avenue  
Harlingen, Texas 78550  
(956) 368-5200

**Items may not be considered in the order they appear.**

- |  |                              |
|--|------------------------------|
| 1. Call to Order & Confirmation of Quorum  | Alex Ambriz, Committee Chair |
| 2. Public Comments ( <i>Prior Registration Required</i> )  | Ms. Ambriz                   |
| 3. Discussion on Conflict-of-Interest  | Ms. Ambriz                   |
| 4. <b>Discussion, Consideration, and Possible Recommendation Regarding Finance Committee Minutes of January 22, 2026</b>   | Ms. Ambriz                   |
| 5. <b>Discussion, Consideration, and Possible Recommendation Regarding Budget Amendment #3 of FY2026</b>   | Ms. Ambriz                   |
| 6. <b>Discussion, Consideration, and Possible Recommendation Regarding Approval and Acceptance of the Annual Audited Financial Report for the Year Ending September 30, 2025</b> | Ms. Ambriz                   |
| 7. CEO Report  | Rafael Vela, CEO             |
| 8. Adjournment   | Ms. Ambriz                   |

Notice is hereby given that the Finance Committee Meeting is being held in person and that no remote option is available. If during the course of the meeting, any discussion of any item on the agenda should be held in an executive or closed session, the Board shall convene in such executive session or closed session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.071 to 551.075. Before any such session is convened, the presiding officer shall publicly identify the section or sections of the act authorizing the executive session. All final votes, actions, or decisions shall be taken in open session. Auxiliary services and aids are available to people with disabilities by contacting the Workforce Board office at (956) 548-6700 or 700 Ruben M. Torres Blvd., 3<sup>rd</sup> Floor, Brownsville, Texas 78520 prior to the meeting. Hearing impaired may use Relay Texas 1-800-735-2089.

*Laura Longoria*

[laura longoria \(May 15, 2026 10 12:30 CDT\)](#)

Rafael Vela/Chief Executive Officer

May 15, 2026

Date

*Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay: 1-800-735-2989(TTY)/711 (Voice)*






# FINANCE COMMITTEE AGENDA.MAY.2026

Final Audit Report

2026-05-15

|                 |  |
|-----------------|--|
| Created:        | 2026-05-15                                     |
| By:             | Marisa Almaraz (marisa.almaraz@wfscameron.org) |
| Status:         | Signed   |
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## "FINANCE COMMITTEE AGENDA.MAY.2026" History

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**Workforce Solutions Cameron**  
**FY2026 (25/26) Budget Amendment 3**  
For the twelve month period ending September 30, 2026

|  | FY2026<br>Amendment 2 | FY2026<br>Amendment 3 | Difference   |
|--|-----------------------|-----------------------|--------------|
| <b>REVENUES</b>                                  |                       |                       |              |
| Grant revenue - federal TWC                      | \$ 50,914,080         | \$ 52,478,997         | \$ 1,564,917 |
| Grant revenue - Federal (other)                  | 1,791,321             | 1,927,228             | \$ 135,907   |
| Grant revenue - non federal                      |                       |                       | \$ -         |
| Match funds                                      | 30,000                | 30,000                | \$ -         |
| General Revenue - TWC                            | 460,351               | 460,351               | \$ (0)       |
| General Revenue - Other                          |                       |                       | \$ -         |
| General Revenue - WFSC                           | 0                     | 59,234                | \$ 59,234    |
| Program Income                                   |                       | 15,937                | \$ 15,937    |
| Total revenue                                    | \$ 53,195,752         | \$ 54,971,747         | \$ 1,775,995 |
| <b>EXPENSES</b>                                  |                       |                       |              |
| <b><u>Oversight &amp; Management (Board)</u></b> |                       |                       |              |
| Salaries and benefits                            |                       |                       |              |
| Salaries   | \$ 2,003,687          | \$ 2,004,133          | \$ 446       |
| Payroll taxes                                    | 166,849               | 166,882               | \$ 33        |
| Benefits   | 449,796               | 463,130               | \$ 13,334    |
| Total salaries and benefits                      | \$ 2,620,332          | \$ 2,634,144          | \$ 13,812    |
| Facilities and related expense                   |                       |                       |              |
| Rent   | \$ 100,574            | \$ 101,423            | \$ 849       |
| Building - maintenance                           | 28,530                | \$ 28,530             | \$ 0         |
| Contracted services                              | 57,180                | 57,180                | \$ (0)       |
| Utilities  | 15,510                | 15,510                | \$ 0         |
| Automobile expense                               | 0                     | 0                     | \$ -         |
| Total facilities and related expenses            | \$ 201,794            | \$ 202,643            | \$ 849       |
| Furniture, Equipment & Software                  |                       |                       |              |
| Equipment purchases                              | \$ 53,000             | \$ 53,000             | \$ -         |
| Software purchases                               | \$ 37,214             | \$ 37,214             | \$ 0         |
| Furniture purchases                              | 10,000                | \$ 10,000             | \$ -         |
| Equipment - rental                               | 29,712                | \$ 29,712             | \$ (0)       |
| Service agreements                               | 41,773                | 41,773                | \$ 0         |
| Accounting Software M&S                          | 20,622                | 20,622                | \$ (0)       |
| Total furniture, equipment, & software           | \$ 192,321            | \$ 192,321            | \$ (0)       |
| General administrative expense                   |                       |                       |              |
| Advertising                                      | \$ 1,522              | 1,522                 | \$ -         |
| Contract Labor                                   | 0                     | 0                     | \$ -         |
| Insurance  | 17,365                | 17,365                | \$ -         |
| Internet service                                 | 30,944                | 30,944                | \$ -         |
| Cable service                                    | 0                     | 0                     | \$ -         |
| Office supplies                                  | 43,903                | 45,840                | \$ 1,937     |
| Meeting costs                                    | 4,962                 | 4,962                 | \$ -         |
| Postage & delivery                               | 2,531                 | 2,531                 | \$ -         |
| Printing   | 0                     | 0                     | \$ -         |
| Professional memberships & dues                  | 6,835                 | 6,835                 | \$ -         |
| Public notices                                   | 9,702                 | 9,702                 | \$ -         |
| Publications & subscriptions                     | 0                     | 10                    | \$ 10        |
| Telephone  | 21,953                | 21,953                | \$ -         |
| Website development                              | 0                     | -                     | \$ -         |
| Contracted Services                              | 0                     |                       | \$ -         |

|   |                     |                     |                  |
|---|---------------------|---------------------|------------------|
| Miscellaneous -Bank Fees                        | 9,886               | 9,886               | \$ -             |
| Other   | 802                 | 802                 | \$ 0             |
| Total general administrative expense            | \$ 150,405          | \$ 152,354          | \$ 1,947         |
| <b>Professional fees &amp; service</b>          |                     |                     |                  |
| Auditing fees                                   | \$ 53,000           | \$ 53,000           | \$ -             |
| Consulting fees                                 | 81,353              | 81,353              | \$ -             |
| Legal fees                                      | 20,000              | 20,000              | \$ -             |
| Payroll Admin Fee                               | 42,035              | 42,043              | \$ 8             |
| Other professional fees                         | 25,000              | 25,509              | \$ 509           |
| Total professional fees & service               | \$ 221,388          | \$ 221,906          | \$ 518           |
| <b>Staff development expense</b>                |                     |                     |                  |
| Conference & training fees - Board              | \$ 939              | \$ 939              | \$ 0             |
| Conference & training fees - Staff              | 34,452              | 34,452              | \$ (0)           |
| Total staff development expense                 | \$ 35,391           | \$ 35,391           | \$ (0)           |
| <b>Travel expense</b>                           |                     |                     |                  |
| Travel - Board                                  | \$ 1,130            | \$ 1,130            | \$ 0             |
| Travel - Staff                                  | 137,593             | 145,109             | \$ 7,516         |
| Total travel expense                            | \$ 138,723          | \$ 146,239          | \$ 7,516         |
| <b>Total Oversight &amp; Management Expense</b> | <b>\$ 3,560,354</b> | <b>\$ 3,584,997</b> | <b>\$ 24,642</b> |
| <b>One Stop Operations (Facilities)</b>         |                     |                     |                  |
| <b>Facilities and related expense</b>           |                     |                     |                  |
| Rent  | \$ 344,100          | \$ 346,251          | \$ 2,151         |
| Building - maintenance                          | 150,109             | 150,109             | \$ 0             |
| Contracted services                             | 212,176             | 212,176             | \$ 0             |
| Insurance                                       | 17,947              | 17,947              | \$ (0)           |
| Utilities                                       | 52,141              | 52,141              | \$ 0             |
| Other (Improvements)                            | 0                   |                     | \$ -             |
| Automobile expense                              | 35,701              | 35,701              | \$ 0             |
| Total facilities and related expense            | \$ 812,174          | \$ 814,325          | \$ 2,151         |
| <b>Furniture, Equipment &amp; Software</b>      |                     |                     |                  |
| Furniture and equipment                         | \$ 110,000          | \$ 110,000          | \$ -             |
| Software  | 80,013              | 80,013              | \$ -             |
| Gazelle Software                                | \$ -                | \$ -                | \$ -             |
| Client Software                                 | \$ -                | \$ -                | \$ -             |
| Service agreements                              | 130,058             | 130,058             | \$ 0             |
| Equipment - rental                              | 85,472              | 85,472              | \$ (0)           |
| Equipment - maintenance                         | 0                   |                     | \$ -             |
| Total furniture, equipment, & software          | \$ 405,543          | \$ 405,542          | \$ (0)           |
| <b>General administrative expense</b>           |                     |                     |                  |
| Outreach  | \$ 1,194            | \$ 1,194            | \$ (0)           |
| Postage   | -                   | -                   | \$ -             |
| Supplies  | 7,206               | 7,206               | \$ (0)           |
| Telephone                                       | 47,456              | 47,456              | \$ (0)           |
| Internet service                                | 64,641              | 64,641              | \$ 0             |
| Cable Service                                   | -                   | -                   | \$ -             |
| Instructional/Assessment material               | 12,000              | 12,000              | \$ -             |
| Client Data Validation                          | -                   | -                   | \$ -             |
| Memberships/Subscriptions                       | -                   | -                   | \$ -             |
| Web Development                                 | 45,000              | 45,000              | \$ -             |
| Printing  | -                   | -                   | \$ -             |
| Job Fair  | -                   | -                   | \$ -             |
| Other   | -                   | -                   | \$ -             |
| Total general administrative expense            | \$ 177,497          | \$ 177,497          | \$ (0)           |
| <b>Professional fees &amp; service</b>          |                     |                     |                  |
| Professional Services                           | 4,607               | 5,897               | \$ 1,290         |
| <b>Total One Stop Operations Support</b>        | <b>\$ 1,399,821</b> | <b>\$ 1,403,262</b> | <b>\$ 3,441</b>  |

|   |                      |                      |                     |
|---|----------------------|----------------------|---------------------|
| <b>Contracted services</b>              |                      |                      |                     |
| Funding available for projects/services | \$ 5,385,420         | \$ 6,812,843         | \$ 1,427,423        |
| Special Projects                        | 2,606,809            | 2,798,506            | \$ 191,697          |
| One Stop Management                     | 3,520,409            | 3,545,612            | \$ 25,203           |
| One Stop Direct Client Expenses         | 2,887,476            | 2,991,064            | \$ 103,588          |
| Child Care Management                   | 1,535,863            | 1,535,863            | \$ 0                |
| Child care (direct)                     | 32,299,599           | 32,299,599           | \$ 0                |
|   | <u>\$ 48,235,576</u> | <u>\$ 49,983,488</u> | <u>\$ 1,747,912</u> |
| <b>Total One Stop Operations</b>        | <u>\$ 49,635,397</u> | <u>\$ 51,386,749</u> | <u>\$ 1,751,353</u> |
| <b>Total expense</b>                    | <u>\$ 53,195,752</u> | <u>\$ 54,971,747</u> | <u>\$ 1,775,995</u> |
| <b>Changes in net assets</b>            | <u>0</u>             | <u>(0)</u>           | <u>(0)</u>          |

|                                 | <b>FY2026<br/>Amendment 2</b> | <b>FY2026<br/>Amendment 3</b> |
|---------------------------------|-------------------------------|-------------------------------|
| <b>Recap</b>                    |                               |                               |
| Board                           | 3,560,354                     | 3,584,997                     |
| One Stop Facilities & Related   | 1,399,821                     | 1,403,262                     |
| Special Projects                | 2,606,809                     | 2,798,506                     |
| One Stop Management             | 3,520,409                     | 3,545,612                     |
| One Stop Direct Client Expenses | 2,887,476                     | 2,991,064                     |
| Child Care Management           | 1,535,863                     | 1,535,863                     |
| Direct Child Care               | 32,299,599                    | 32,299,599                    |
| Reserve                         | 5,385,420                     | 6,812,843                     |
|                                 | <u>53,195,751</u>             | <u>54,971,747</u>             |

|                                 |                |                |
|---------------------------------|----------------|----------------|
| Board                           | 6.69%          | 6.52%          |
| One Stop Facilities & Related   | 2.63%          | 2.55%          |
| Special Projects                | 4.90%          | 5.09%          |
| One Stop Management             | 6.62%          | 6.45%          |
| One Stop Direct Client Expenses | 5.43%          | 5.44%          |
| Child Care Management           | 2.89%          | 2.79%          |
| Direct Child Care               | 60.72%         | 58.76%         |
| Reserve                         | 10.12%         | 12.39%         |
|                                 | <u>100.00%</u> | <u>100.00%</u> |