

1. Approval of the minutes from the Employer Engagement Subcommittee meeting on December 11, 2023.

**SA: Ready to Work Advisory Board  
Employer Engagement Subcommittee  
Meeting Minutes  
City Tower 10<sup>th</sup> Floor Conference Room  
Monday, December 11, 2023  
2:00 p.m. - 3:30 p.m.**

**SUBCOMMITTEE MEMBERS PRESENT:**

Jennifer Cantu  
Joseph Garcia  
Paul Garza  
Yvette Gomez  
Ben Peavy  
Stephanie Talley

**SUBCOMMITTEE MEMBERS ABSENT:**

Jordan Hooten  
Jarvis Moore  
Councilmember Pelaez

**STAFF PRESENT:**

Mary Mills-Nguyen, Advisory Board Staff Liaison  
Michael Ramsey, Workforce Development Office Executive Director  
Ana Salazar, Workforce Manager, Workforce Development Office  
Cynthia Trevino, Senior Manager Analyst, Workforce Development Office

**A. CALL TO ORDER**

Ms. Jennifer Cantu called the meeting to order at 2:09 p.m. after a quorum was established.

**B. PUBLIC COMMENT**

No public comment.

**C. APPROVAL OF MINUTES**

Ms. Cantu asked members to review the Employer Engagement Subcommittee Minutes of September 11, 2023. The Subcommittee voted unanimously to approve the minutes.

**D. INDIVIDUAL ITEMS**

**1. Ready to Work Program Update**

Mr. Ramsey presented an update to Subcommittee members on recent programmatic developments, beginning with highlighting SA Ready to Work participant Jeanette Pena.

Ms. Salazar shared recent developments in employer engagement strategies that WDO is implementing, including ways to better connect employers with participants while they are still in

training, offering employer site tours and info sessions to SA Ready to Work coaches, and bolstering soft skills development for participants.

## **2. SA WORX Quarterly Occupation Update**

Mr. Mammen from SA WORX shared recent local statistics on SA Ready to Work target occupational data and presented 14 new occupations for consideration, based on employer feedback and previous Subcommittee conversations around the additional of occupations related to mental healthcare.

## **3. Briefing and Possible Action on Recommendation to Advisory Board of Removal of Occupations**

After discussion on the occupations that SA WORX marked to monitor for low wages or contraction of available positions, Mr. Peavy recommended the removal of two IT occupations: Computer Hardware Engineers and Operations Research Analysts, to which Mr. Garcia agreed. Mr. Peavy recommended that the other highlighted occupations be monitored for at least another quarter before moving to remove them from the occupation list.

Among healthcare occupations, Medical Secretaries and Administrative Assistants were discussed as an SOC to possibly remove. However, Ms. Talley mentioned that some hospital systems, including Baptist, hire for these and similar positions under the job title Unit Clerk or Unit Secretary. WDO staff opted to conduct additional research into the qualifications required by healthcare entities hiring for these positions to verify whether they are aligned for this SOC before removing.

Sheet Metal Workers was selected for removal among construction and trades occupations, with conversation to invest more time and effort into engaging with training providers for electrical and carpentry to boost enrollment and job placement in those roles.

Ms. Cantu opted to continue monitoring Customer Service Representatives in the Finance/Insurance field because they are still high-demand roles despite the low reported entry-level wage in the data.

## **4. Briefing and Possible Action on Recommendation to Advisory Board of New Occupations**

Ms. Gomez mentioned that she does not believe the new SOCs listed for the social work occupations are aligned with the scope of SA Ready to Work. Ms. Cantu agreed to not recommend moving those forward.

Ms. Salazar mentioned that local employment pathways exist for Community Health Workers, specifically with the City of San Antonio and other local social service providers. Ultimately, that was the only new occupation recommended to present to the Advisory Board.

## **5. Talent Pipeline Management Updates**

Mr. Mammen presented an overview of Talent Pipeline Management developments in 2023, including the Fall 2023 TPM Snapshot, forthcoming Occupational Profile sheets, and the September TPM National Learning Network Summit.

## **D. STAFF MEMBER COMMENTS**

Mr. Loyd reminded the members of the upcoming Ready to Work Info Session and Block Walking event taking place on December 16<sup>th</sup>. Ms Cantu informed the Subcommittee that Mr. Peavy will be taking over as interim Subcommittee Chair during her upcoming parental leave.

## **F. FUTURE AGENDA ITEMS**

No future agenda items.

**G. ADJOURN**

Meeting adjourned at 3:38 p.m.

**APPROVED:**