



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 17

**Agenda Date:** December 6, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU22-010 Audit of WDO Train for Jobs San Antonio Program

**SUMMARY:**

Determine if contract compliance and monitoring is adequate and performance measures are supported.

**BACKGROUND INFORMATION:**

Background

The Train for Jobs San Antonio (TfJSA) Program was designed to assist individuals seeking to build new skills in high-demand career areas during the COVID-19 pandemic. The Program offered participants high school equivalency training, short-term training (up to 12 weeks), long-term training, or on-the-job training. To facilitate program execution, the City of San Antonio

partnered with Workforce Solutions Alamo, Alamo Colleges, Project Quest, Restore Education, Family Service, Chrysalis Ministries and SA WORX. Eligible participants received wrap-around services including intake review, case management, stipends, training, and assistance with job placement.

As of October 2022, \$44,110,468 (representing 82%) of the \$54,108,535 budget had been expended. Furthermore, the following progress was made on performance goals:

Performance Goal	Plan	Actual	% of Goal Achieved
Participants that Completed Intake Process	10,000	10,403	104%
Participants Enrolled in Training	8,062	5,444	68%
Participants that Completed Training	5,973	3,642	61%
Participants Placed in Jobs	2,987	2,199	74%

### Scope & Methodology

The audit scope included compliance with TfJSA vendor contracts, program processes (enrollment thru job placement), performance measures, program funding and expenditures for the period June 2020 thru March 2022. This included confirming participant eligibility, reviewing the reasonableness of program expenditures, and validating performance measures were supported. Furthermore, we reviewed insurance coverage and controls in place over sensitive participant information.

### Conclusions

Workforce Development Office (WDO) contract compliance and monitoring controls were adequate. Program expenditures were reasonable, sensitive participant information was adequately protected, and surveys and feedback were obtained from program participants and vendors. However, controls could be improved in the areas of performance measures, participant eligibility, and insurance requirements. We made recommendations to improve these areas. Management agreed with the recommendations and developed positive corrective action plans.

### ISSUE:

This item is presented for acceptance by the Audit and Accountability Committee.

### FISCAL IMPACT:

None

### ALTERNATIVES:

N/A

### RECOMMENDATION:

Staff recommends acceptance of this audit report.