

**THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY, INC.  
BOARD OF DIRECTORS MEETING**

Monday, February 27, 2023  
2:03 p.m.

South Central Texas Regional Certification Agency  
In-Person and Virtual Meeting Via Zoom  
3201 Cherry Ridge St. Ste. B-210  
San Antonio, Texas 78230

Member Entities	Representative's Name	Present/Absent
Alamo Colleges	Torence White	Present
	Gary O'Bar	Absent
Bexar County	Renee Watson	Present
	Patricia Torres	Absent
Brooks Development Authority	Lucynda Massey	Present
San Antonio ISD	April Alcorta	Present
Edwards Aquifer	Shelly Hendrix	Absent
	Maggie Veliz	Present
Port Authority of San Antonio	Wyndie Tanner-Applewhite	Present
City of San Antonio	Shuchi Nagpal	Present
	Michael Sindon	Absent
San Antonio Housing Authority	George Ayala	Absent
	Lucio Tovar	Absent
CPS Energy	Maria Garcia	Absent
	James Massey	Present
San Antonio River Authority	Emily Hanson	Present
San Antonio Water System	Marisol V. Robles	Absent
	Tracy Burns	Present
University Health System	Latifah Jackson	Present
	Horacio Vasquez	Absent
VIA Metropolitan Transit	Ana Rivas	Present
	Dyanne Sampson	Absent

**Staff:** Sandra Ramos (Executive Director, SCTRCA) **Counsel:** Lisa Tatum (LM Tatum, PLLC)

**Guests:** None.

**Citizens to be Heard:** Rich Acosta (DIT Construction)

**I. Call to Order** – The Board Chair L. Jackson called the Board of Directors meeting to order at 2:03 p.m. on Monday, February 27, 2023.

**II. Citizens to be Heard** - Rich Acosta from DIT Construction came to be heard by the Board advocating for Small Businesses. He stated the Certification Audit Report should be accepted. R. Acosta encouraged the Board complete the Financial Report to understand where the Certification Renewal fees go. He also claimed that DBE firms were not receiving the 90-day renewal notice and were being charged fees. R. Acosta stated that all DBE Firms including his firm, should be reviewed by an outside source. Chris Forbrich, Chairman of the SMWBE Committee for the County came be heard by the Board stating he has concerns regarding the SCTRCA's Financial Reports. Grace Rose Gonzalez, a Bexar County SMWBE Committee Appointee asked the Board to vote to accept the Certification Audit Report.

**III. Review, Discussion and Consideration of the Minutes for the October 24, 2022 Regular Board of Directors Meeting, the November 1, 2022 Special Board of Directors Meeting, November 18, 2022 Special Board of Directors Meeting and the December 12, 2022 Special Board of Directors Meeting** - L. Tatum requested any necessary updates on the current drafts. L. Tatum indicated that she will make necessary corrections and provide final Meeting Minutes. R. Watson recommended delaying until next meeting. Board Chair recommended all comments to be sent directly to L. Tatum. L. Tatum asked Board Members to submit all requested corrections be delivered to her office by next Monday, March 6, 2023.

**IV. Policies/Procedures & Personnel Committee Report -**

**Briefing, Discussion, and Consideration of the Review of Personnel Manual** – M. Veliz advised that this item has yet to be covered. L. Tatum advised that the Board Director Binder should be the most recent version of the Personnel Manual. The Chair advised any Board Member who needs an updated Board binder to let S. Ramos know and she will get the documents to Board members who need them.

**Briefing, Discussion and Consideration of the Review of Governance Policy** – M. Veliz advised that the Committee review the last working policy draft and made comments and recommended changes to the policy that were then submitted to L. Tatum and Board Chair. The Committee plans to complete its review by the March BOD Meeting. W. Tanner-Applewhite stated that all language was in a draft form and went to L. Tatum for review.

**Briefing, Discussion and Consideration of the Establishment of a Formal Policy for the Handling of Requests for Information from Non-Members** – L. Tatum reminded the Board the SCTRCA does not have a formalized policy. The Board has chosen to follow, as a practice, the Texas Open Records Act, which each respective governmental entity follows. J. Massey inquired about the SCTRCA's obligation to maintain audio recordings if the approved meeting minutes are the official record of the SCTRCA meetings. The Board discussed the Agency's obligations as a non-profit, non-

governmental entity related to keeping and maintaining audio recordings of the meeting Pursuant to the Agency's record retention policy the recordings do not have to be maintained indefinitely once the minutes have been approved by the Board. The Board discussed the fact that the past Meeting Minutes become the official record. W. Tanner-Applewhite motioned to approve the Meeting Minutes to be posted on the website with the corresponding agenda for official record. R. Watson seconded the motion. The motion carried.

**IV. Finance Committee Report** - J. Massey presented the Financial Report for September and, during the presentation, advised B2G was an outstanding invoice, which was outstanding for several months. The Board discussed the invoices and their history. W. Tanner-Applewhite asked for a big picture report for the whole year versus only for the January Financial Report. J. Massey advised that the plan is to bring the budget back for a full comparison. R. Watson inquired as to whether all of the Member dues has been paid.

- A. Briefing, Discussion, and Consideration of Financial Report for September 2022** - Approved
- B. Briefing, Discussion, and Consideration of Financial Report for October 2022** - Approved
- C. Briefing, Discussion, and Consideration of Financial Report for November 2022** - Approved
- D. Briefing, Discussion, and Consideration of Financial Report for December 2022** - Approved
- E. Briefing, Discussion, and Consideration of Financial Report for January 2023** – Approved

R. Watson motioned to approve all Financial Reports September 2022 – January 2023 (Items A. – E.). L. Massey seconded the motion. W. Taner-Applewhite abstained. The motion carried. R. Watson asked for a Special workshop on the budget for the Board as a future item.

**VI. Certification and Appeals Committee –**

**Briefing and Discussion Certification Policy Review** – W. Tanner-Applewhite provided the Certification and Appeals Committee Report. The Committee reviewed the fees the SCTRCA collects and discussed removing certain fees. The Committee also discussed changing to the 2-year renewal term to a 4-year renewal term. The Committee recommended the Board to get or refresh its Certification training and recommended as a Board Member joins the Certification and Appeals Committee, they complete the DBE training in order to serve on the Certification and Appeals Committee. The Board discussed certification training. S. Ramos advised to the Board that there is a staff member who was already DBE Certified and that all the staff including S. Ramos got re-certified. S. Ramos also recommended that the staff gets certified yearly as a refresher. The Board discussed staff training for HUB certification in the month of March, the Executive Director addressing Agency's role in HUB Certification based upon the HUB

MOU with Maya Ingram and learning about the HUB step-by-step process then bringing the knowledge to the Board as a briefing in the next meeting.

- VII. Briefing, Discussion and Consideration of Certification Audit and Management Response** –Tabled for action. The Board Chair explained the delay in getting the Board response to the Board members for review and advised the vote on the Management Response would be tabled until next meeting when the Board would vote on what action it would take. R. Watson objected to the item being tabled. The Board discussed the process by which the Certification Audit was presented to the Board. It was suggested that each Board Member should have given a response and there should be a plan of items to discuss monthly to make improvements. Vice Chair S. Nagpal reminded the Board the Audit was not accepted as presented, but it was never rejected. A draft of Management Response will be circulated to the Board for review and any additional comments need to be sent directly to the Board Chair.
- VIII. Executive Director’s Reports** -The Executive Director briefed the Board on internal tasks related to property taxes and maintenance of SCTRCA inventory. The Board discussed generally the decommissioning of equipment.
- A. Certification Activity Report** – S. Ramos provided the Certificate Activity Report.
  - B. Outreach Activity Report** – S. Ramos attended the Maestro Entrepreneur Center Open House, the UTSA PTAC session, And also the TXDOT Event.
  - C. Staff Training Update** – S. Ramos briefed the Board of recent training by staff.
- IX. Chair’s Report**
- A. General Report** – None.
- Committee Assignments** – The Board Chair will send out the Committee Assignments, and there will be a minimum of two committees for each Member to serve on.
- X. Future Business** – R. Watson requested a special budget workshop and a discussion the leased space be included as a future item.
- XI. Adjournment** – S. Nagpal motioned to adjourn, A. Alcorta seconded. The meeting was adjourned at 4:40 p.m.