

**MUNICIPAL ALLIANCE OF INTEGRATED SERVICES, INC.**

*P. O. Box 8518 Caguas, Puerto Rico 00726-8518*

**MINUTES OF THE ORDINARY MEETING  
EXECUTIVE COMMITTEE**

DATE : September 26, 2024  
TIME : 4:02 p.m.  
PLACE: Board Conference Room

**Present:**

1. Mrs. Victoria Cintrón de Azize
2. Dr. Julio A. Marrero Guadalupe
3. Dr. Alberto R. Costa Berríos
4. Mr. Jorge L. Cosme Oyola
5. Mr. José R. Serrano Morales
6. Prof. Humberto Malavé Núñez

**Excused:**

1. Mrs. Sherly Inchausty Bermúdez
2. Mr. Víctor Coriano Reyes

**Guests:**

1. Dr. Joaquín Santiago Santos
2. Mr. Jaime Meléndez Navarro
3. Mrs. Sheila Hilerio Méndez

## **I. Welcome**

Mrs. Victoria Cintrón de Azize, President of the Board, gives a welcome speech and expresses gratitude to the Executive Committee members.

## **II. Establishing a Quorum**

Mr. Jorge Luis Cosme Oyola, Secretary of AMSI Inc., Board, addresses the present certifying the necessary quorum to make the meeting possible. Six members of the Executive Committee are participating in the meeting. Mrs. Sherly Inchausty Bermúdez and Mr. Víctor Coriano Reyes are excused. Also, the presence of Dr. Joaquín Santiago Santos, Mr. Jaime Meléndez Navarro, and Mrs. Sheila Hilerio Méndez is acknowledged.

## **III. Reflection**

The following reflection thought is projected: "Gratitude not only changes our perspective, but also our path. Appreciating what we have allows us to acknowledge the value of each step taken and opens the door to new growth experiences."

## **IV. Agenda**

Mrs. Victoria Cintrón de Azize, President of the Board, presents the Agenda to be discussed in the Executive Committee meeting.

## **V. Approval of the Minutes of the Meeting Held on August 29, 2024**

Mrs. Victoria Cintrón de Azize presents the minutes of the meeting held on August 29, 2024, previously circulated for approval. Dr. Alberto R. Costa Berríos makes a motion to approve the minutes of the meeting held on August 29 2024, as circulated. The motion is seconded by Dr. Julio Marrero Guadalupe. It was approved unanimously.

## **VI. Expansion to the West**

Mr. Jaime Meléndez Navarro and Mrs. Sheila Hilerio present the following information with regards to the initiative of Expansion to the West of AMSI Services:

- a) Goals achievement as Operator of the One-Stop Career Center in Aguadilla
- b) Opportunity Areas
- c) Western Expansion Promotion
- d) Program Outcomes
- e) Best practices in the Presentation of Services
- f) PRIS Served Participants Report
- g) Alliances
- h) Development and Competences
- i) Service Expasion Proposal
- j) Analysis and Projection (Budget)
- k) Actions to be Carried Out

Dr. Julio Marrero Guadalupe makes a motion for the approval of the information and the proposal, analysis and

projection in the Expansion to the West. The motion is seconded by Dr. Alberto R. Costa Berríos.

## **VII. Communications Received**

### **a. Determination on TANF Subsidized Employment Proposal**

Dr. Joaquín Santiago presents a letter received from Mr. Alberto Fradera, ADSEF Administrator, in which it is informed that the proposal received by AMSI was selected to receive funds from this grant for Subsidized Employment under the TANF Program, in the amount of \$123,618.55.

### **b. 2nd PY 23 Modification**

Dr. Joaquín Santiago Santos presents a letter received from Mrs. Yolanda Rivera Ortiz, Special Aide in charge of OPEVE Workforce Development Program, informing that after evaluating the modification presented by AMSI, and in accordance with the PY 2023 Planning Guide, the changes presented have been approved.

### **c. Additional Funds for Home Helpers**

Dr. Joaquín Santiago Santos presents a letter received from Atty. Jenny Mar Cañón Feliciano, Assistant Secretary of Federal Programs and Labor Connection Director, informing that the temporary employment initiative was extended up to December 31, 2024.

#### **d. Job Specification - AMSI Caguas-Guayama**

Dr. Joaquín Santiago Santos presents a letter received from Mrs. Yolanda Rivera Ortiz, Special Aide in charge of OPEVE Workforce Development Program, informing that once the job specification has been evaluated according to the recommendations and after completing it, as established in the Planning Guide PY 2024, planning presented for the Youth, Adult and Dislocated Workers Programs for the PY 2024 is approved. The purchase of the requested equipment is also approved. It must be acquired through competitive processes. It is noted that the appointment date for the requested positions must be modified, because the election day will be on November 5, 2024, according to the Puerto Rico Municipal Code (Law 107-2020, as amended), Title 2.055 Limitations of Transactions During the Election Period (21 L.P.R.A §7244). They request the submittal of an Action Plan with a due date to fill the positions, which if not complied with, adjustments to the budget will have to be made. Also, they request a list of employees as changes arise with regard to hiring for the requested positions.

#### **e. Equipment Transference- AMSI**

Dr. Joaquín Santiago Santos presents a letter received from Mrs. Yolanda Rivera Ortiz, Special Aide, Office of Planning, Evaluation, Validation, and Statistics of the Workforce Development Program, presents a letter received from after evaluating the reports and documents presented, and pursuant to the state and federal laws, as well as the applicable regulations for the transfer of equipment, the

equipment transference is authorized to the Municipalities of Cayey and Arroyo. Once the transference process is completed, AMSI will be responsible to send photographic evidence and the corresponding certifications to the auditor in order to complete this procedure. Dr. Joaquín Santiago Santos indicates that the equipment was transferred to the Municipalities of Arroyo and Cayey, since said equipment belonged to the offices of the previously mentioned Municipalities.

**f. Schedule of Waiver Reports**

Dr. Joaquín Santiago Santos presents a letter received from Atty. Jenny Mar Cañón Feliciano, Assistant Secretary of Federal Programs and Labor Connection Director, informing that the Department of Labor Employment and Training Administration (DOLETA, for its English acronym) has approved the waivers requested by the Government of Puerto Rico in the Unified State Plan 2024-2027. Details of the approved waivers and its implications for its local implementation are included.

Dr. Alberto R. Costa Berríos makes a motion to consider received the information presented under *Communications Received*. The motion is seconded by Dr. Julio Marrero Guadalupe.

## VIII. New Topics

### **a. MOU with the Labor Department and Human Resources**

Dr. Joaquín Santiago Santos presents the Memorandum of Understanding signed with the Department of Labor and Human Resources.

### **b. MOU from the Department of Education**

Dr. Joaquín Santiago Santos presents the Memorandum of Understanding signed with the Department of Education.

### **c. Meeting at the Office of the Comptroller of Puerto Rico**

Dr. Joaquín Santiago Santos shares a letter received from the Office of the Comptroller of Puerto Rico, Mrs. Yesmín M. Valdivieso, in which they inform that after examining the certificate of incorporation of AMSI and the information presented in the meeting, AMSI is waived from complying with the Register of Positions and the Register of Contracts. However, if AMSI's legal status were to change in the future and it were to lose its private status, it would have to comply with the aforementioned legal provisions.

### **d. Letter of Response to PY 2024 Work Specification Approval**

Dr. Joaquín Santiago Santos presents a letter sent to Mrs. Yolanda Rivera Ortiz, Special Aide in charge of the Labor Connection Program, in response to the letter received on September 6, 2024 from the Office of Planning, Evaluation, Validation, and Statistics with regards to the evaluation of the Job Specification for the Youth, Adult, and Dislocated Worker under the WIOA, which was presented by AMSI.



**e. 2023 Performance**

Dr. Joaquín Santiago Santos presents the report on Performance Measures Year Program 2023 with the information compiled on September 18, 2024.

**f. Letter on the Fourth Quarter Performance Report Program Year 2023**

Dr. Joaquín Santiago Santos presents a letter sent to Atty. Jenny Mar Cañón Feliciano, Labor Connection Program Director, requesting a meeting to discuss some doubts regarding the information received on the report.

**g. Delegation of Funds Contract**

Dr. Joaquín Santiago Santos presents the Third Amendment to the Delegation of Funds Contract Reserve "Job Experience."

**h. Executive Administrator Report**

- i. Unemployment Rate
- ii. Accounting WIOA 2023-2024
- iii. Accounting WIOA 2022-2023 Caregivers
- iv. Accounting WIOA 2024-2025
- v. Accounting CDBG-DR
- vi. Accounting HVRP
- vii. Accounting SET
- viii. Accounting BAT
- ix. Accounting Lyceum
- x. Accounting AmeriCorps
- xi. Accounting Local Operator
- xii. Facebook & Instagram Insights
- xiii. AMSI in the Media



xiv. Opportunity Promoters Board

Mr. Jorge L. Cosme Oyola makes a motion to consider received the information presented under *New Topics*. The motion is seconded by Dr. Alberto Costa Berríos.

## IX. Other Topics

### a. YP 2023 Annual Report Narrative Request

Dr. Joaquín Santiago Santos presents a letter received from Atty. Jenny Mar Cañón Feliciano, Labor Connection Director, requesting for October 21, 2024 the annual report detailing the performance achieved and the narrative section of the activities developed with the WIOA funds.

### b. Letter on 2024-2026 Subsequent Designation - ALDL Caguas-Guayama

Dr. Joaquín Santiago Santos presents a letter received from Honorable Manuel Cidre Miranda, Secretary of the Department of Economic and Commerce Development, informing that after complying with all the requirements and execution standards, governance and administrative capacity, the Subsequent Designation has been granted and will be in force since July 1, 2024 up to June 30, 2026.

### c. Labor Connection Personnel Assigned to Assist the Local Area

Dr. Joaquín Santiago Santos presents a letter received from Atty. Jenny Mar Cañón Feliciano, Labor Connection Director, informing that new personnel have been added to the staff in order to provide more support and technical assistance.

He shares details of the personnel assigned to each Local Area.

#### **d. Local Plan and Regional Plan**

Dr. Joaquín Santiago Santos shares information on the works done with regards to the Local Plan and the Regional Plan. Mrs. Victoria Cintrón de Azize shares that she has participated in various meetings on behalf of AMSI, Inc., Board, in which the preparation of the Local Plan and the Regional Plan has been discussed and worked on.

Dr. Julio Marrero Guadalupe Oyola makes a motion to consider received and approved the information presented under *Other Topics*. The motion is seconded by Dr. Alberto Costa Berríos.

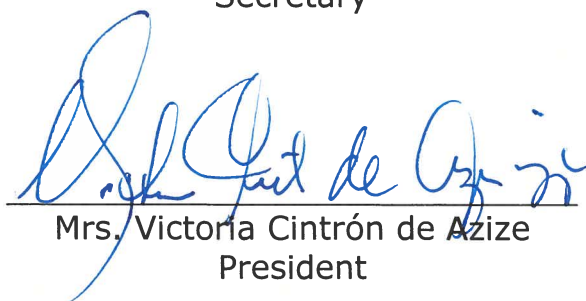
#### **X. Motion to Adjourn**

There being no other topics to discuss, the meeting ended at 4:46 p.m., through a motion made by Mr. José Serrano Morales. The motion is approved unanimously.

Approved today, November 14, 2024.



Mr. Jorge L. Cosme Oyola  
Secretary



Mrs. Victoria Cintrón de Azize  
President