

MUNICIPAL ALLIANCE OF INTEGRATED SERVICES, INC.

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

**MINUTES OF THE ORDINARY MEETING
EXECUTIVE COMMITTEE**

DATE : February 27, 2025

TIME : 4:07 p.m.

PLACE: Executive Administration 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
7. Mrs. Sherly Inchausty Bermúdez
8. Mr. Víctor Coriano Reyes

Guest:

1. Dr. Joaquín Santiago Santos

I. Welcome

Mrs. Victoria Cintrón de Azize, President of AMSI, Inc., Board, gives a welcome speech and expresses gratitude to all those present in the meeting.

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. All the members of the Executive Committee are participating in the meeting. Also, the presence of Dr. Joaquín Santiago Santos is acknowledged.

III. Reflection

The following reflection thought is projected: "A dream without action is just an idea without direction. Don't wait for the perfect moment, start with what you have. Every great achievement started with a small step full of determination."

IV. Agenda

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

V. Approval of the Minutes of the Meeting Held on January 30, 2025

Mrs. Victoria Cintrón de Azize presents the minutes of the meeting held on January 30, 2024, previously circulated for approval. Dr. Alberto R. Costa Berríos makes a motion to approve the minutes of the meeting held on January 30, 2025, as circulated. The motion is seconded by Prof. Humberto Malavé Núñez. It was approved unanimously.

VI. Communications Received

a. AMSI-ALDL Caguas-Guayama Statement of Expenditures

Dr. Joaquín Santiago Santos presents a letter received from Atty. Jenny Mar Cañón Feliciano, Assistant Secretary of Federal Programs and Labor Connection Director. In this communication the Local Area level of expenditures of the funds delegation for the Program Year (PY) 2023, from the WIOA is informed. It also includes an updated table outlining the PY 2023 funds delegation to the Local Board, as well as the informed level of expenditures, according to the Compliance Quarterly Report presented as of December 31, 2024. Likewise, it includes the PY 2024 with the level of expenditures informed to that same date.

b. Equipment Decommissioning ALDL – AMSI

Dr. Joaquín Santiago Santos presents a letter received from Mrs. Yolanda Rivera Ortiz, Special Aide of the Workforce Development Program, in which they authorize decommissioning of office unserviceable equipment with a net value of \$8,579.56, electronic equipment with a net value of \$9,713.81, and metal equipment with a net value of \$3,525.09. In turn, in the communication is indicated that when the process comes to an end, the Local Board will be responsible to evidence the process conducted using photographs and the corresponding certifications to conclude the process.

VII. New Topics

a. Meeting on Final Outcomes of the Counterproposal for the Negotiation of AMSI Performance Measures

Dr. Joaquín Santiago Santos presents the attendance sheet of Premier Financial Services (PFS) company during the meeting on the performance measures - Workforce Development Caguas-Guayama Area held on Tuesday, February 10, 2025. The following people participated in the meeting: Dr. Joaquín Santiago Santos and Mrs. Lygia Guzmán Fontánez from AMSI, Inc., DDEC's personnel and Premier Financial Services' personnel. In addition to the above, he shared tables of AMSI Proposed Goals for the PY 2024-2025 Performance Indicators, and the communication received on February 20, 2025, in which the final values of the thirteen performance indicators negotiated were presented, as indicated in said communication.

b. WIOA 2025 Report

Dr. Joaquín Santiago Santos presented the WIOA report on services in Puerto Rico, which was published by the Youth Development Institute on January 2025, which mentions the funds received from the WIOA during the past 15 years, the allocation of funds between the 15 Local Areas and the works performed to use the same. Emphasis was put on the reference made in the report to AMSI, which indicates that although the Local Areas have the opportunity to present proposals to access additional resources, AMSI is the only one that actively participates in the generation of funds for

additional proposals, such as Services to Veterans and beneficiaries who receive Social Security Disability Income. Prof. Humberto Malavé Núñez indicated that the model being worked on at AMSI should be documented and shown. Dr. Alberto Costa Berríos seconded his motion.

c. 2025 Vacation Plan

Dr. Joaquín Santiago Santos presented his 2025 Vacation Plan, which emphasizes the Administrative Closing dates, and informs that as a Fiscal Agent, Mr. Roberto Delgado Torres will be the Acting Executive Administrator during said dates.

d. Executive Administrator Report

Dr. Joaquín Santiago Santos presented Unemployment Rate graphs of the eight Municipalities and Economic Regions of Puerto Rico. At the same time, he presented the *AMSI Financial Information Summary*, the updated *Program Outcomes*, the audience and scope in social media in January 2025, and AMSI postings in the communication media in February 2025.

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

VIII. Other Topics

a. Administrative and Financial Systems – Intervention Notification Letter

Dr. Joaquín Santiago Santos presents a letter received from Mrs. Edmary Abad Sáez, in which it is informed that PKF Puerto Rico has programmed the beginning of the 25-002-R Intervention. Also, it is requested that the information required in the requirements table be provided by March 1, 2025.

b. Compliance Report Summary Oct – Dec 2024

Dr. Joaquín Santiago Santos presented the compliance table for the eight localities in the Intermediate Evaluation Report corresponding to the October to December 2024 fourth quarter. The goals reached by each locality are outlined in this table, as follows: seven of them obtained Significant Compliance and one locality (Cayey) obtained Partial Compliance.

c. Electronic Signature Policy

Dr. Joaquín Santiago Santos presented the Public Policy approved on the Electronic Signature process, which will be implemented in AMSI processes and documents. The Executive Committee members were invited to adopt this policy so that the documents requiring their signatures are carried out electronically. All the Committee members agreed upon. Dr. Alberto Costa Berríos made a motion to

adopt the Policy on the Electronic Signature Process and Prof. Humberto Malavé Núñez seconded it. In the near future, we will be working on the presentation of the security measures for the electronic process and the steps to be followed for the implementation of the Electronic Signature Process.

d. Purchase of Equipment ALDL AMSI

Dr. Joaquín Santiago Santos presented a communication from Mrs. Yolanda Rivera Ortiz, Special Aide of the Workforce Development Program, received in February 21, 2025, in which the purchase of an air conditioner condenser for AMSI in Cayey at a cost of \$13,537.00 is authorized. Likewise, he shared a comparative table of expenses regarding the purchase adjudication.

e. Occupational Legal Suits - ALDL Caguas-Guayama (AMSI)

Dr. Joaquín Santiago Santos presented a communication from Mrs. Yolanda Rivera Ortiz, Special Aide of the Workforce Development Program, received on February 24, 2025, in which it is informed that after evaluating the in-demand occupations list for the Program Year 2025-2027, it was determined that 78 occupational legal suits were approved, while 11 were not approved because the occupational code was not in use, or the name did not coincide with the name in use. Likewise, it was informed that the Local Board will have the opportunity to evaluate the rejected occupations

and will submit them for the PDL consideration by February 26, 2025.

f. AFI and the Department of Labor and Human Resources

Dr. Joaquín Santiago Santos presented the Financial Infrastructure Agreement (AFI, for its Spanish acronym) between the Puerto Rico Department of Labor and Human Resources and the Municipal Alliance of Integrated Services, Inc., signed on February 24, 2025.

g. Creole Educational Support -AICE

Dr. Joaquín Santiago Santos informed that the Creole Educational Support begun and is taking place at the physical facilities of the Caribbean Science and Technology Center (C3Tec). The costs related to the participation of AMSI collaborators in the events related to the AIEC are included as part of the project contracted. Also, it was noted that this is a great project. Dr. Santiago expressed wishes for other Municipalities to be able to develop it as well.

h. Additional Topics

Dr. Joaquín Santiago Santos informed of two important topics that were not included in the agenda, since he obtained the information after the agenda had been prepared. However, he deemed pertinent to share these two topics. The first one was the next resignation of Atty. Jenny Mar Cañón Feliciano, Assistant Secretary of Federal

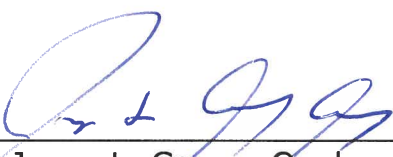
Programs and Workforce Development Program Director. The second topic was the presentation of the overseas travel itinerary, so that the Executive Committee members may have access to this information and later can notify the Board President if they had any interest in participating in any of those trips. He indicated that the itinerary will be sent electronically tomorrow first thing in the morning.

Dr. Alberto Costa Berríos makes a motion to consider received the information presented under *Other Topics*. The motion is seconded by Mr. José R. Serrano Morales.


IX. Motion to Adjourn

There being no other topics to discuss, the meeting ended at 5:30 p.m., through a motion made by Prof. Humberto Malavé Núñez. The motion is approved unanimously.

Approved today, March 14, 2025.



Mr. Jorge L. Cosme Oyola
Secretary



Mrs. Victoria Cintrón de Azize
President