

MINUTES OF THE REGULAR MEETING STRATEGIC PLANNING COMMITTEE

Date: October 21, 2025

Time: 4:02 p.m.

Location: Board Meeting Room and via ZOOM virtual platform

Present:

1. Ms. Vicky Cintrón de Azize
2. Mr. Jorge Colón Colón
3. Eng. Óscar Jiménez Mártir

Virtual:

1. Dr. José M. Romero Vázquez
2. Ms. Zamia Baerga Torres

Excused:

1. Mr. Víctor Coriano Reyes

Guests:

2. Dr. Joaquín Santiago Santos
3. Mr. Eduardo Arroyo
4. Ms. Ana G. Arias Villasuso
5. Ms. Elizabeth Irizarry Rivera
6. Mr. Jaime Meléndez Navarro
7. Ms. Luz C. Jiménez Cortés
8. Ms. Keyla Hernández Rivera

I. Welcome

Eng. Óscar Jiménez Mártir, Secretary of the Strategic Planning Committee, delivered a welcome message and expressed his appreciation to the Committee members and guests for their attendance and participation. He also presented the excuse of Mr. Víctor Coriano Reyes, who was unable to attend due to an unforeseen work commitment.

II. Establishment of Quorum

Eng. Óscar Jiménez Mártir, Secretary of the Strategic Planning Committee, certified that the required quorum was present to conduct the meeting. The presence of Dr. Joaquín Santiago Santos, Ms. Ana G. Arias Villasuso, Ms. Elizabeth Irizarry Rivera, Ms. Luz C. Jiménez Cortés, Mr. Eduardo Arroyo, Mr. Jaime Meléndez, and Ms. Keyla Hernández Rivera was acknowledged.

III. Agenda

Eng. Óscar Jiménez Mártir presented the agenda with the topics to be discussed during the meeting. Ms. Zamia Baerga Torres made a motion to approve the agenda, which was seconded by Mr. Jorge Colón Colón.

IV. Reflection

Ms. Keyla Hernández Rivera shared the following reflection message:

“Planning is more than designing goals; it is pausing to reflect on the path traveled, recognizing what has been learned, and daring to transform what lies ahead with wisdom and purpose.” — Unknown Author

V. Approval of the Minutes of the Meeting Held on March 25, 2025

Eng. Óscar Jiménez Mártir presented a motion for the approval of the minutes of the meeting held on March 25, 2025, as previously circulated. Mr. Jorge Colón Colón made a motion to approve said minutes, which was seconded by Ms. Victoria Cintrón de Azize.

VI. Continuing Business

a. Strategic Plan

Ms. Ana G. Arias Villasuso and Mr. Eduardo Arroyo shared a summary of the work and meetings carried out for the Strategic Plan and introduced the initiative leaders.

i. AMSI's Digital Success

Ms. Luz C. Jiménez Cortés presented the results of the following objectives:

Microsoft Teams Ambassador

An inventory of existing Microsoft Teams equipment was completed, and consultations were held with area leaders to review the organizational chart. The project shows approximately 25% initial progress. Next steps include establishing creation and management criteria and continuing to strengthen the institutional digital culture.

Hacking the Culture / Lifelong Learning Principal

July – September 2025:

The workshop “Plan, Execute, and Deliver—Be Happy” was offered, focused on strengthening planning skills, purposeful execution, and accountability culture.

October – December 2025:

A Music Therapy workshop was implemented to strengthen a culture of service excellence through emotional well-being and a positive attitude.

Expected outcomes highlighted include:

- Greater institutional alignment
- Increased effectiveness
- Strengthened teamwork
- Greater commitment and job satisfaction

One AMSI Approach

During the October–December 2025 quarter, efforts began to standardize infrastructure and institutional tools:

- Search for air conditioning suppliers
- Evaluation of digital cards
- Site visits
- Standardization of desktop equipment

The project is in its initial phase with an estimated progress of 15%. Next steps include quotations, supplier selection, and evaluation of a digital application.

Rhythm of the Business

New practices for the accountability cycle were implemented, including:

- Submission of new Outcomes
- Review of responsibilities
- Leader training
- Ongoing support

Progress for July–September showed 92% implementation. Next steps include continuous monitoring and preparation of an assessment report.

ii. Initiative: Technology and Mechanization

Mr. Jaime Meléndez Navarro presented the status of the following objectives:

Human Resources Platform (Provider: UKG)

The evaluation and selection of the provider have been completed. The project is currently in the initial planning phase. Completed phases include needs definition and provider selection. Next steps include validating the timeline, confirming deliverables, and scheduling follow-up meetings.

Mobile Apps (iPhone and Android)

The project is undergoing technical adjustments due to hosting migration. The application is currently not functioning while corrections are being completed. The project is in the error-resolution phase. Next steps: final validation, committee approval, and official launch.

iii. Initiative: Financial Sustainability

Ms. Elizabeth Irizarry presented the status of the following objectives:

Training and Development Institute

Goal: \$50,000

Progress: \$10,909 (21.82%)

Efforts will focus on new workshop offerings, cost-benefit analysis, employer needs identification, and outreach campaigns.

Ticket to Work Call Center 2.0

Goal: \$1,598,400

Progress: \$159,899 (10%)

Expansion, eligibility improvements, and strengthening of Ticket to Work staff are projected.

Temporary Employment Services (SET)

Goal: \$14,304,576.86

Progress: \$1,828,477.52 (12.78%)

Strategies include employer visits, customer service focus, addition of sales representatives, and territorial expansion.

Fundraising

The 2025–2026 proposal registry was presented.

Goal: \$4,826,293.28

Progress: \$2,199,151.64 (45.57%)

Additional income from facility rentals and strategic alliances was also reported.

Mr. Jorge Colón Colón made a motion to acknowledge receipt of the information presented under Continuing Business. The motion was seconded by Eng. Óscar Jiménez Mártir.

VII. Other Topics

Dr. Joaquín Santiago Santos shared a report on AMSI's participation in the Municipality of Caguas strategies. He indicated that the Municipality invited AMSI to align with its Strategic Plan initiatives, including economic development in key sectors (manufacturing, health, financial services, technology, and agrotechnology) and workforce training for future skills. Photos of the first meeting with AMSI collaborators in Caguas were also shared. Mr. Jorge Colón Colón noted that this initiative could become a model for replication in other AMSI municipalities. Eng. Óscar Jiménez Mártir added that partnerships help maximize available resources.

VIII. Adjournment

There being no further business, the meeting adjourned at 5:11 p.m. upon a motion made by Mr. Jorge Colón Colón and seconded unanimously.

Approved this 3 day of March, 2026.

Óscar Jiménez

Eng. Óscar Jiménez Mártir

Secretary

Mr. Víctor Coriano Reyes

President