

work2future Board Meeting
Thursday, September 21, 2017
ACTION MINUTES
CTO: 11:44 am

Prepared by: Nguyen Pham and Kathryn Azevedo; approved by Monique Melchor.

WDB STAFF AND GUESTS PRESENT: Kathryn Azevedo, Colleen Brennan, Charlotte Johnson, Annette Keen, Dave Keen, Dat Luu, Monique Melchor, John Melville, David Mirrione, Nguyen Pham, Jeff Ruster, Joy Salandanan, Janice Shriver, BJ Sims, Lawrence Thoo, Dhez Woodworth, Bige Yilmaz.

I. QUORUM VERIFICATION

Present: Denise Boland, Jack Estill, Joe Flynn, Leslie Gilroy, Blanca Gomez, Susan Koepp-Baker, Maria Lucero, Pam Moore, Jeff Pallin, Rashad Said, Mitch Schoch, Henri Villalovoz. Van Le arrived at 11:50 a.m.

Absent: Rose Amador, Louise Auerhahn, Jeff Burrill, George Chao, Carl Cimino, Brynt Parmeter, Steve Preminger, Derrick Seaver, David Wahl.

II. OPENING REMARKS: Read by Chair Joe Flynn.

IX. PUBLIC COMMENT: Chair Flynn announced that a Blue Card had been submitted by Barbara Martin and that he was making an exception to normal procedure to take Public Comment out of sequence. Ms. Martin talked about her unemployment situation and living conditions. Ms. Martin referenced the communications documented in the June 15th, 2017 work2future Board packet, Item VIII (Public Record).

III. CONSENT ITEMS

ACTION: It was moved by Mr. Estill, seconded by Ms. Gomez, and approved unanimously to accept the following:

- (a) HIRE Report of August 11, 2017
- (b) Program Services Report as of June 30, 2017
- (c) Budget Variance Report for Quarter Ended March 30, 2017

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

ACTION: Upon a motion by Ms. Boland, seconded by Mr. Said, the minutes of the June 15, 2017 Board meeting were approved unanimously, Mr. Estill and Ms. Gomez abstaining.

B. New Business

1. Local and Regional Plans and Regional Training Updates

Director Monique Melchor reported on the status of the Bay Peninsula Regional

Plan and related staff and partner training activities, and Phase II MOU negotiations.

2. FY 2017-2018 Budget Reconciliation

Fiscal Manager Joy Salandanan presented the FY 2017-2018 Budget Reconciliation for 2016-2017 Carry-Over Saving and FY 2017-2018 WIOA Formula and Rapid Response Funding Adjustment based on actual allocations and actual carry-over from final year-end close of FY 2016-2017. She observed that the allocation reductions were 14% relative to last year's. However, due to savings, no reduction is proposed in the allocations to service providers Eckerd Workforce Development and work2future Foundation. She advised the Board that the SB 734 training budget is reduced in keeping with the allocation reduction, as the SB 734 expenditure requirement is a percentage of the Formula allocation. The Total Proposed Revised Budget of \$8,343,392 was adjusted down \$13,746.

Ms. Salandanan also pointed out that \$120,000 of Rapid Response funding will be re-directed to the work2future Foundation to fund two business outreach positions. This will result in the loss of two workforce board business services staff positions. Their responsibilities are being assigned to the Foundation. In response to questions, Director Melchor clarified the following: 1) the service model is shifting to case management, and the service focus will align with the priority sectors, which will be reviewed periodically; 2) training emphasis will also align with priority sectors; 3) staff is conferring with the EDD Regional Advisor regarding the transfer of Rapid Response funds to the Foundation. Ms. Salandanan explained that the reduction in the SB 734 budget would be offset by the training budgets of discretionary grants already received, such as the SP NEG. She also explained a proportionate allocation of funds to the Contingency Reserve Account, and that the Reserve Account could be tapped into, as needed, if training demand exceeded the SB 734 allocation in the budget or if Youth Work Experience (WEX) demand exceeded the decrease of \$5,624 in WEX funding.

ACTION: Upon a motion by Ms. Koeppe-Baker, seconded by Mr. Estill, the Board approved, with Ms. Boland voting Nay, staff's proposed budget adjustments reflecting a decrease in EDD WIOA Formula and Rapid Response allocations for FY2017-18 and the re-budgeting of carry-over savings from the final year-end close of FY2016-17, as follows:

- Net Decrease of \$13,746 in WIOA Formula program operating budget
- Net Decrease of \$39,069 in WIOA Rapid Response operating budget
- Net Decrease of \$11,438 in WIOA Administrative Services budget
- Re-budget of \$203,233 in Discretionary Funding

3. Performance Update

Director Melchor reported on the performance status of WIOA programs. She pointed out that we are continuing to use WIA-related data to provide interim indicators for internal purposes, as state and federal authorities are unlikely to have WIOA tracking fully implemented until 2020. In response to questions, Ms. Melchor pointed out that work2future is piloting a texting service for participants

that should result in better data collection directly from clients., as well as alternative data analysis systems that work2future and other local workforce boards throughout the state are using as an interim method of performance tracking.

4. Facilities Update

Economic Development Officer Dhez Woodworth reported on the closure of the Morgan Hill facility and on discussions with the Parks, Recreation & Neighborhood Services Department (PRNS) regarding the Youth Training Center moving from the Shirakawa Community Center in Spring 2018. The plan is to consolidate Youth Services with Adult Services at Kirk Community Center. In response to questions, Mr. Woodworth explained that work2future will undertake significant marketing outreach to offset any potential of a dip in participation as a result of relocating the Youth Center from East San Jose, and Director Melchor affirmed that some measure of youth services would be delivered offsite at schools and other youth-centric locations. Ms. Melchor said that outreach would include such offsite services. Mr. Woodworth also shared that work2future is in discussion with PRNS to vacate the first floor at Almaden Winery.

5. Elections

ACTION: Mr. Estill nominated Mr. Flynn for the office of Chair. As there were no other nominations, Mr. Thoo called for a voice vote for Mr. Flynn for Chair, which was unanimous by acclamation. Mr. Said nominated Ms. Koepp-Baker for the office of Vice Chair. As there were no other nominations, Mr. Thoo called for a voice vote for Ms. Koepp-Baker for Vice Chair, which was unanimous by acclamation. Each will serve a two-year term, per Sections 4.1 and 4.2 of the Bylaws.

6. Silicon Valley Dichotomy II

Special Projects Manager Lawrence Thoo introduced Annette Humm Keen and David Keen, principals of Keen Independent Research, Inc., who presented a preliminary report on the firm's additional qualitative research to-date on communities that were identified in a previous study as most impacted by economic insecurity in Santa Clara County.

7. Sector Strategies Initiative

Mr. John Melville from Collaborative Economics gave an update on the Sector Strategies Initiative. We have started with the Advanced Manufacturing sector and have hosted an initial convening of over 20 employer representatives and over 30 partners on September 21, 2017 at Jabil. Follow-up activities are in progress.

8. The Brown Act and Conflicts of Interest

DEFERRED: Due to time constraints for the item, Deputy City Attorney Arlene Silva will come back and present at a subsequent meeting.

9. Update on the Storm Assistance Grant

Project Manager Dat Luu gave an update on activities and performance related to the EDD grant, accepted unanimously by the Board as its June 15, 2017 meeting, of up to \$1 million in National Dislocated Worker Grant funds to support temporary employment for various clean-up and repair projects on public and private lands affected by flooding from the January-February 2017 storm.

V. ITEMS FOR NEXT AGENDA: Reschedule to a subsequent meeting Brown Act and Conflict of Interest Training with Deputy City Attorney Arlene Silva.

VI. ANNOUNCEMENTS

Ms. Le made an announcement about the Moon Festival on September 30, 2017 at Yerba Buena High School. Ms. Le will send the invitation to Lawrence Thoo and he will forward to Board members.

Mr. Richard Uribe from East Side Union High School District Adult Education was introduced by Board Chair Joe Flynn.

VII. NEXT MEETING

The next regular meeting of the Board of Directors is scheduled for 11:30 am–1:30 pm, December 07, 2017, at the work2future Business and Administrative Services Center, 5730 Chambertin Dr., San Jose.

VIII. THE PUBLIC RECORD: None

IX. PUBLIC COMMENT: Taken out of sequence.

X. ADJOURNMENT: 1:31 pm