



EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, November 16, 2017
3:00 p.m. – 5:00 p.m.

Business Services & Administration Center
5730 Chambertin Drive
San Jose, CA 95118
408.794.1200
www.work2future.biz

Joseph Flynn, Chair
Monique Melchor, Secretary

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http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf

For questions regarding this agenda, please call Lawrence Thoo at 408.794.1170. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Kathryn Azevedo at 408.794.1176 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

NOTICE TO THE PUBLIC

Good afternoon, my name is Joe Flynn and, in my capacity as Chair of [work2future](#), I welcome you to the Executive Committee Meeting of November 16, 2017.

Members of the public who wish to address the Committee should identify themselves and state their addresses for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand to any [work2future](#) staff member.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment.
- [work2future](#) staff and/or Committee Members will present recommendations for each action item on the agenda.
- Committee members may ask questions of [work2future](#) Staff and other Committee Members.
- The Committee may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- [work2future](#) Committee members may only discuss items listed on the Agenda pursuant to the “Brown Act.”

EXECUTIVE COMMITTEE MEETING

November 16, 2017

3:00 p.m. – 5:00 p.m.

ORDER OF BUSINESS

I. QUORUM VERIFICATION

Anticipated Ending Times (an item may be heard before or after these ending times):

II. OPENING REMARKS

III. CONSENT ITEMS {Action}

Approve the acceptance of:

A. Financial Status as of September 30, 2017

3:05 p
5 min.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approve the minutes of the October 19, 2017 Executive Committee meeting.

3:10 p
5 min.

B. New Business

1. Training Policies {Action}

Monique Melchor, Director

Recommend that the Board approve a change to the Individual Training Account spending limit from \$3,000 to \$6,000 and eliminate the provision for waivers to the limit.

3:30 p
20 min.

2. One-Stop Certification {Discussion}

Colleen Brennan, Contracts Manager

Report on the status of CWDB One-Stop Certification.

3:40 p
10 min.

3. Facilities Update {Discussion}

Dhez Woodworth, Economic Development Officer

Report on the relocation of the Youth program to the comprehensive Job Center at Kirk Community Center and on other matters related to work2future facilities.

3:50 p
10 min.

4. One-Stop Operator Update {Discussion}

Colleen Brennan, Contracts Manager; Greg Burge, Phoenix Consulting Group

Report on the initial activities of work2future's new One-Stop Operator, Phoenix Consulting Group.

4:00 p
10 min.

V. ITEMS FOR NEXT AGENDA

VI. ANNOUNCEMENTS

VII. NEXT MEETING

The next regular Executive Committee meeting is TBA at work2future's Business Services and Administration Center, 5730 Chambertin Drive, San Jose, CA 95118.

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - No objects will be larger than 2 feet by 3 feet.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - The items cannot create a building maintenance problem or a fire or safety hazard.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D)

pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:

- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
- b) Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c) Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
- d) Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
- e) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- g) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

III

Consent Items

A. Financial Status as of September 30, 2017

[Action]

FINANCIAL STATUS AS OF SEPTEMBER 2017

Key Highlights:

- work2future carried over approximately \$3.6 million of FY 16-17 Adult, Dislocated Worker, Youth, and Rapid Response allocations into FY 17-18. This carry-over amount includes the Board-mandated reserve account and Board-approved Unallocated Reserve account of \$2.3 million and additional savings of \$1.3 million. This carry-over amount is included in the Proposed Budget for FY 2017-2018 that was submitted to and approved by the Board in June 2017. We are projecting that this carry-over funding will be fully spent prior to the end of FY 2017-2018.
- work2future is projecting to carry-over approximately \$1.5 million into Fiscal Year 2018-2019, comprised of \$987,378 in the Board-Mandated Reserve Account, \$417,884 in the Board-Approved Contingency Reserve Account and approximately \$100,000 in projected savings, most which is projected to be saved from moving out of the Shirakawa site. It is important to note that, historically, this is the lowest carry-over amount that we would have going into a succeeding fiscal year. This is approximately \$2.2 million—or 68%—lower than the carry-over funding from FY 16-17.
- The Rapid Response Budget includes carry-over funding for layoff aversion which is restricted and can only be used for layoff aversion activities. The State defines layoff aversion as a “strategy that helps retain workers in their current job and/or provides rapid transitions to new employment, minimizing periods on unemployment.” All Rapid Response funding is expected to be spent fully at the end of June 2018.

Other Discretionary Funding

- Sector Partnership grant has been extended to June 30, 2018. No additional funding has been awarded, only extension of time.
- work2future received a new round of Proposition 39 grant funding of \$468,750 for a term period of 24 months ending December 31, 2018. The prior end date was March 31, 2017.
- work2future is awaiting approval of the release of Ready to Work Initiative grant funds of \$191,829 for FY 2017-2018 from the City of Sunnyvale, NOVA, which is now on its fourth and final year of the term period ending in October 31, 2018.
- work2future is waiting for the second release of \$333,333 from the National Dislocated Worker Grant for the Storm Event in 2017. The first round of funding received was \$333,333. The total grant is for 1 million dollars for a grant term of March 1, 2017 to September 30, 2018. This grant will serve dislocated workers through temporary jobs.
- New grant funding for San Jose Works 3.0 Youth Jobs Initiative of \$1,500,000 million to serve and provide subsidized and unsubsidized employment opportunities for 825 eligible youth;
- New grant funding for the VOS CalJOBS enhancement tool of \$7,000 to use the VOSGreeter module that will make it easier to track all individual visits through the Job Centers; and

- New grant funding for the Regional Training Coordinator of \$200,000 to fund a Regional Training Coordinator position to help with the implementation of the regional plan of the Bay-Peninsula regional partnership and local plan.

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work2future

Financial Status Report as of 9/30/2017

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Prepared by: Joy Salandanan

Approved by: Monique Melchor

WIA/WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
I. Actual as of June 30, 2017					
Grant Period	07/01/16-06/30/18	07/01/16-06/30/18	04/01/16-06/30/18	07/01/16-06/30/18	
Original Allocation for FY2016-2017	2,363,958	2,665,744	2,502,712	896,510	8,428,924
<i>Actual Expenditures as of June 30, 2017</i>	(1,397,131)	(1,212,462)	(1,276,415)	(615,415)	(4,501,423)
<i>Encumbrances/Spending Plan 2017</i>	(130,337)	(111,763)	(84,839)	0	(326,939)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2017	(1,527,468)	(1,324,225)	(1,361,254)	(615,415)	(4,828,362)
Available Funds for FY2017-2018	836,490	1,341,519	1,141,458	281,095	3,600,562
% Remaining	35%	50%	46%	31%	43%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from Carry over for FY2017-2018 (remaining plus enc.)	966,827	1,453,282	1,226,297	281,095	3,927,501
<i>Expenditures as of September 30, 2017</i>	(480,666)	(389,365)	(612,087)	(29,837)	(1,511,955)
<i>Encumbrances as of September 30, 2017</i>	(486,161)	(1,063,917)	(614,210)	(5,000)	(2,169,288)
Total Actual Expenditures/Encumbrances as of September 30, 2017	(966,827)	(1,453,282)	(1,226,297)	(34,837)	(3,681,243)
\$ Remaining	0	0	0	246,258	246,258
% Remaining	0%	0%	0%	88%	6%
(b) Current Allocation for FY 2017-2018	2,273,757	2,087,558	2,221,198	613,043	7,195,556
Increase/(Decrease)		0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2017-2018	2,273,757	2,087,558	2,221,198	613,043	7,195,556
<i>Expenditures as of September 30, 2017</i>	(20,224)	(35,754)	(271,979)		(327,957)
<i>Encumbrances as of September 30, 2017</i>	0	(23,265)	(437,368)		(460,633)
Total Actual Expenditures/Encumbrances as of Septmber 30, 2017	(20,224)	(59,019)	(709,347)	0	(788,590)
\$ Remaining	2,253,533	2,028,539	1,511,851	613,043	6,406,966
% Remaining	99%	97%	68%	100%	89%
Total Available Funds for FY2017-2018	3,240,584	3,540,840	3,447,495	894,138	11,123,057
Total Cumulative Expenditures/Encumbrance as of September 30, 2017	(987,051)	(1,512,301)	(1,935,644)	(34,837)	(4,469,833)
\$ Remaining	2,253,533	2,028,539	1,511,851	859,301	6,653,224
% Remaining	70%	57%	44%	96%	60%
III. Projected Expenditures for Current Allocation FY 2017-2018					
<i>Projected Expenditures/Encumbrances through June 2018</i>	(1,831,266)	(1,562,358)	(1,729,006)	(569,916)	(5,692,546)
<i>Projected Carry Over through June 2018 (\$)</i>	442,491	525,200	492,192	43,127	1,503,010
<i>Projected Carry Over through June 2018 %</i>	19%	25%	22%	7%	21%

Prepared by: Joy Salandanan
Approved by: Monique Melchor

work2future

Financial Status Report as of 9/30/2017

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Prepared by: Joy Salandanan

Approved by: Monique Melchor

Other Funds	CWIB	Wells Fargo (BOS)	Bank of America (BOS)	W2F Foundation	Total
I. Actual as of June 30, 2017					
Grant Period	N/A	N/A	N/A	N/a	
Original Allocation	5,000	10,000	10,000	15,454	40,454
Expenditure/Encumbrances as of June 2017	0	(4,692)	0	0	(4,692)
Total Actual Expenditures/Encumbrances as of June 2017	0	(4,692)	0	0	(4,692)
Available Funds for FY 2017-2018	5,000	5,308	10,000	15,454	35,762
% Remaining	100%	53%	100%	100%	88%
II. Actual Expenditures					
Available Funds for FY 2017-2018	5,000	5,308	10,000	15,454	35,762
Expenditures as of September 30, 2017		(509)			(509)
Encumbrances as of September 30, 2017					0
Cumulative Expenditures as of September 30, 2017	0	(509)	0	0	(509)
\$ Remaining	5,000	4,799	10,000	15,454	35,253
% Remaining	100%	90%	100%	100%	99%
III. Projected Expenditures and Encumbrances/Carry Over					
Projected Expenditures through June 2018	0	(2,000)	0	0	(2,000)
Projected Carry Over through June 2018	5,000	3,308	10,000	15,454	33,762
Projected Carry Over (%) through June 2018	100%	62%	100%	100%	94%

IV.A.1

Minutes Approval

[Action]

DRAFT EXECUTIVE MEETING MINUTES

October 19, 2017

Called Order: 3:06 p.m.

Minutes prepared by Kathryn Azevedo and reviewed by Lawrence Thoo on November 10, 2017.

work2future WDB Staff: Jeff Ruster, Monique Melchor, Joy Salandanan, Lawrence Thoo, Colleen Brennan, Dhez Woodworth, Kathryn Azevedo, Bige Yilmaz, and Dat Luu.

I. QUORUM VERIFICATION

Present: Sue Koepp-Baker, Rashad Said, Denise Boland

Absent: Joe Flynn, Steve Preminger

II. OPENING REMARKS: Read by Sue Koepp-Baker

III. CONSENT ITEMS

The Executive Committee unanimously accepted the Consent Items.

Motion: Denise Boland

Second: Rashad Said

IV. AGENDA ITEMS

A. Old Business:

1. Minutes Approval

Rashad Said moved, Denise Boland seconded, and the committee unanimously approved the minutes of the June 6, 2017 work2future Joint Meeting of the Executive and Finance Committees.

B. New Business

1. Budget Scenarios for FY 2018-19

Finance Manager Joy Salandanan presented initial scenarios for the FY 2018-2019 WIOA program operating budget based on WIOA Adult, Dislocated Worker and Youth funding allocated AS IS, and with 5% and 10% reductions. She will present a further developed set of scenarios at the February meetings of the Finance Committee and Executive Committee. The initial scenarios anticipate program budget shortfalls of \$1.1 million to \$1.4 million, and there might be a need to reduce staffing and client services in order to mitigate the impact. Following a question from committee member Rashad Said about potential impact on the client services providers, Director of Strategic Partnerships in the City Manager's Office Jeff Ruster said that workforce board (City) staffing levels have had to be reduced

due to 9 years of continuous budget cuts and, looking ahead, funding for service provider staffing may need to be reduced, as well, after a series of increases. Committee member Denise Boland offered that work2future might be able to leverage CalFresh funding to dollars and assist more of our clients.

2. Program Performance Update

Director Monique Melchor reported on WIOA federal performance measures and other related items. She noted that, as the WIOA performance indications are not expected to be available until 2020, approximately, staff continue to pull WIA data from CalJOBS as interim indicators of service performance. Director of Strategic Partnerships Ruster also described a new internal approach to assessing service outcomes by measuring employment placements and skill attainment in several categories. As a prime category is comprised of employment in priority industry sectors or demand occupations, LMI project manager Bige Yilmaz reviewed criteria used by staff and commonly used by other workforce boards for identifying in-demand occupations.

3. Relocation of the Youth Program

Economic Development Officer Dhez Woodworth asked for approval to relocate the Youth program to the Comprehensive Job Center at Kirk Community Center, pointing out that an assessment of various options resulted in the conclusion that Kirk offers the only feasible solution to the move from Shirakawa, which is necessitated by Parks Department's decision not to renew work2future's lease in order to make room for an expanded Vietnamese Community Center at Shirakawa. Ms. Boland expressed concern over the impact on Youth clients of moving the program to Kirk, particularly about accessibility to Kirk using VTA (public transit) service, and suggested that consideration should be given to offering some training services at off-site locations such as high school campuses. She also expressed concern about the effect of the presence of additional work2future Foundation staff at Kirk on the WIOA-mandated partners that are supposed to co-locate there. The relocation will also result in SJ Works being administered from Kirk, but Director of Strategic Services Ruster expressed confidence that the program's brand is now strong enough to offset any limitations of the new arrangement.

ACTION: The Executive Committee unanimously approved the relocation of the Youth Program to the comprehensive Job Center at Kirk. Because of the need to begin the move prior to the next Board meeting, the Committee acted on behalf of the full Board.

Motion: Rashad Said

Second: Denise Boland

4. One-Stop Operator Update

Contracts Manager Colleen Brennan reported on the initial activities of work2future's new One-Stop Operator, Phoenix Consulting Group. The first of four meetings of the partners occurred on August 8, 2017 at the Kirk Comprehensive One-Stop Center. Phoenix Consulting worked with the partners to create a desktop reference to facilitate client referrals among the partners. Phoenix

is also working on a partner engagement strategy, co-location schedule, and ways to streamline processes. Ms. Boland expressed concerns about specifics of the MOU and draft team charter. Finance Manager Salandanan noted that the WIOA MOU II does not become effective until January 1, 2018.

5. Flood Assistance Grant Update

Project Manager Dat Luu presented an update on the status of activities related to National Dislocated Worker Grant support for assistance following the January 2017 flood in San Jose.

6. Discretionary Grants Update

Special Projects Manager Lawrence Thoo presented an update on the status of activities related to the Sector Partnerships National Emergency Grant, which has been extended to June 30, 2018. He observed that, given challenges brought about by changes in the labor market which have impacted the population of potential participants and several rounds of client services staff turnover, work2future Foundation expects that it will be hard-pressed to reach more than 75% of the project's new targets. Mr. Thoo said that Board staff expect that even that will be difficult and that they will be monitoring progress closely.

7. Alignment of Training Programs with Demand Occupations and Priority Sectors

Contracts Manager Colleen Brennan requested that the committee approve the alignment of ETPL training programs with in-demand occupations and local priority sectors, which is necessary for compliance with WIOA. Training programs may be included in state ETPL list even if not in priority sector. Director Melchor, in response to a question from Ms. Boland about how to get training in a non-priority sector, told the committee that Metrix Learning offers a broad range of online training opportunities. Ms. Brennan also noted that all clients have access to a range of workshops and soft-skills training.

ACTION: The Executive Committee unanimously approved the alignment of ETPL training programs with in-demand occupations and local priority sectors.

Motion: Denise Boland

Second: Rashad Said

8. One-Stop Certification

Contracts Manager Brennan reported on the status of the work2future Board's application for State Workforce Board certification of the America's Job Center of California in San Jose. The certification process is repeated every 3 years using criteria from the California Workforce Development Board. Ms. Brennan noted that work2future should be able to meet the criteria for baseline certification. There is also a Hallmarks of Excellence certification which has more extensive criteria and a 1 to 5 rating system. Her recommendation is to take an honest assessment of ourselves and to show room for improvement. The initial self-assessment process was sent September 30, 2017 to the state board. On November 1, 2017 the state

should okay baseline review. Hallmarks of excellence rating review begins January 1, 2018. The 3-year certification process for affiliate centers begins January 1, 2018.

V. Items for next Agenda: NA

VI. Announcements: None

VII. Next Meeting

The next regular meeting of the Executive Committee meeting is scheduled to take place at 3:00 p.m. on Thursday, November 16, 2017.

IV. PUBLIC COMMENT: None.

V. ADJOURNMENT: The meeting was adjourned at 4:22 p.m.

IV.B.1

Training Policies

[Action]



Memorandum

TO: Executive Committee

FROM: Monique Melchor

SUBJECT: **Training Policies**

DATE: November 8, 2017

Approved

Date

RECOMMENDATION

Recommend that the Board approve a change to the Individual Training Account (ITA) spending limit from \$3,000 to \$6,000 and eliminate the provision for waivers to the limit.

BACKGROUND AND ANALYSIS

In June 2008, the Board approved an ITA waiver process that lowered the standard ITA cap from \$6,000, as approved in 2002, to \$3,000 but allowed management to approve spending up to \$6,000 under certain circumstances.

However, for approximately the last three years, management has had to approve waivers for a majority of ITAs, reflecting increases over time in the cost of training programs. In addition, SB 734 has required spending a larger proportion of WIOA funds on training than was true at the time the \$3,000 standard ITA cap was approved.

Approving the restoration of the ITA cap to the earlier \$6,000 limit and, thereby, eliminating the need for waivers, will reduce both the time it takes for ITAs to be approved and the number of staff interventions required for approval. This should result in an improved customer experience for clients at the front end of ETPL training.

Returning the limit to \$6,000 will also better align work2future with other workforce boards in the area, since work2future's \$3,000 cap is the lowest among the region's workforce boards.

Monique Melchor
Director work2future

IV.B.2

One-Stop Certification

[Discussion]

WIOA ONE-STOP CERTIFICATION

Under the Workforce Innovation and Opportunity Act (WIOA), local Workforce Development Boards must conduct an independent review and objective evaluation to certify the comprehensive and affiliate (including specialized) America's Job Center of California (AJCC) sites within its local area once every three years using criteria and procedures established by the California Workforce Development Board (State Board).

- work2future received approval from the State Board of the Certification Process *Plan* on October 24, 2017
- work2future will continue to conduct the initial Baseline Review through November 30, to be submitted on December 31, 2017
- work2future will continue to assess components of work2future service delivery ranging from robust partnerships through ensuring meaningful access to all customers, including individuals with disabilities
- Following the assessment, work2future will create a continuous improvement plan to ensure that our AJCC exceeds quality expectations.

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Michael Rossi, Chair ▪ Tim Rainey, Executive Director ▪ Edmund G. Brown, Jr., Governor

October 24, 2017

Ms. Monique Melchor, Executive Director
San Jose Silicon Valley – work2future
5730 Chamberlin Drive
San Jose, CA 95118

Dear Ms. Melchor,

In accordance with [Workforce Services Directive 16-20](#), the State Board has reviewed your local area's plan and outline of your process to certify each comprehensive AJCC in your local area. The State Board has approved your outline. As such, your next step(s) will be:

- December 31, 2017: Submit the Baseline Criteria Matrix (attachment 1 of WSD16-20) and, if necessary, corrective action plans for each comprehensive AJCC;
- April 1, 2018: If you have AJCC(s) that were deemed "not yet able to certify", the AJCC(s) must have corrected any Baseline AJCC Certification compliance issues, in line with their corrective plans, and submit an updated Baseline Criteria Matrix; and,
- June 30, 2018: Submit the Hallmarks of Excellence Criteria Matrix (attachment 2 of WSD16-20) and continuous improvement plans for each comprehensive AJCC.

We look forward to working with you and providing any assistance that we can to help you with your AJCC Certification process. If you have any questions, please contact Carlos Bravo at (916) 651-6392 / carlos.bravo@cwdb.ca.gov.

A hard copy of this letter will be sent to you this week.

Sincerely,



Tim Rainey, Executive Director

Cc: Andre Schoorl, *Undersecretary, California Labor and Workforce Development Agency*
Stewart Knox, *Executive Director, Employment Training Panel*
Dennis Petrie, *Deputy Director, Workforce Services Division, EDD*
Jaime Gutierrez, *Chief, Workforce Services Division, EDD*

IV.B.3

Facilities Update

[Discussion]

FACILITY UPDATES

Relocation of Youth Program to San Jose Job Center

- As approved by the Executive Committee on October 19, 2017, work2future staff has been working to move the Youth Program from its existing location to the San Jose Job Center where it will be co-located with Adult and Dislocated Worker Programs.
- The move is expected to be completed by the end of December.
- Outreach to the community has begun. Plans include the distribution of a mailer to addresses within a quarter-mile of the Kirk Community Center, embedding information in City Council District 9's constituent communications, and announcements on the neighborhood-oriented social media service, Next Door.
- Moving now minimizes service disruptions that would occur if the move were timed to occur at the end of the lease in June of 2018 during the peak summer period. The City of San Jose is unable to accommodate a renewal of work2future's existing Youth Training Center lease due to the expansion of the Vietnamese Community Center at that location.
- Leases at work2future's other sites are being renegotiated and renewed.

Consolidation of Business and Administrative Services Center

- work2future has nearly completed the consolidation of equipment and staff at the Business and Administrative Services Center to the second floor of the Almaden Winery Community Center . A limited number of items will be stored in locked rooms on the 1st floor until moved to their final destinations.
- AmeriCorps will use the first floor of the facility beginning on November 13, 2017 and potentially continuing through June 2018. According to their website, the group provides "pathways to opportunity for young people entering the workforce." AmeriCorps places thousands of young adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship." Locally they'll be working to help flood victims rebuild and to help improve the community's resiliency for future disasters.

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IV.B.4

One-Stop Operator Update

[Discussion]

One-Stop Operator Update

work2future conducted an RFP in May of 2017 for One-Stop Operator. Phoenix Consulting Group was selected and they began services on July 1, 2017. The One-Stop Operator ensures that the AJCC (Job Center) partners provide the services agreed upon in their MOU with work2future. To accomplish that end, Phoenix Consulting Group has convened two of its four required partner meetings. The first meeting was held at the comprehensive AJCC on August 8, 2017. The second meeting was held at work2future's Administration and Business Services location on November 7, 2017.

Greg Burge is Phoenix Consulting Group's principal lead on the project. He will report on the work done to date.

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V.

Items for Next Agenda

VI.

Announcements

VII.

Next Meeting

The next regular Executive Committee meeting is TBA at work2future's Business Services and Administration Center, 5730 Chambertin Drive, San Jose, CA 95118.

VIII.

Public Comment

IX.

Adjournment