



EXECUTIVE COMMITTEE MEETING AGENDA

**Thursday, January 17, 2019
11:30 am**

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

**Joseph Flynn, Chair, Executive Committee
Monique Melchor, Secretary**

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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.

EXECUTIVE COMMITTEE

January 17, 2019

11:30 am

MEETING AGENDA

- I. CALL TO ORDER & OPENING REMARKS**
- II. QUORUM VERIFICATION**
- III. CONSENT ITEMS {Action}**

Approve the acceptance of:

 - A. Financial Status as of November 30, 2018**
 - B. Labor Market Overview as of November 30, 2018**

*5 min
11:40 am end*
- IV. BUSINESS ITEMS**
 - A. Old Business**
 - 1. Joint Meeting Minutes Approval {Action }**

Approve the minutes of the November 15, 2018 Joint Meeting of the Executive Committee and the Finance and Performance Committee.

*5 min
11:50 am end*
 - B. New Business**
 - 1. Director's Report {Discussion}**

Monique Melchor, Director

Report on various items of interest.

*5 min
11:55 am end*
 - 2. Regional Plan and Local Plan Revisions {Discussion}**

Sangeeta Durrall, Senior Project Manager

Review proposed revisions to the 2017–2020 Bay Peninsula Regional Plan and work2future Local Plan, developed in response to state workforce board directives, prior to release for 30-day public comment periods.

*15 min
12:10 pm end*
 - 3. Board Retreat {Action}**

Monique Melchor, Director; Shawn Spano, Professor, Communication Studies, San Jose State University

Discuss and approve (a) the scheduling of a 2019 Board retreat, (b) agenda items for the 2019 Board retreat, and (c) direction to staff for the planning of the 2019 Board retreat.

*45 min
12:55 pm end*

V. PUBLIC COMMENT

VI. SUGGESTED FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

- A. The next meeting of the Executive Committee, to be held jointly with the Finance & Performance Committee, is scheduled for Thursday, February 21, 2019 at 11:30 am.
- B. Other

VIII. ADJOURNMENT

*Estimated
1:00 pm end*

Please note: *Times to the right of agenda items are estimates only of the duration of the item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.*

**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:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. 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 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.

I.

Call to Order &
Opening Remarks

OPENING REMARKS

Good morning! My name is Joe Flynn. I am Chair of the work2future Board of Directors and Chair of the Executive Committee. Welcome to the January 17, 2019 meeting of the Executive Committee.

The procedure for today's meeting is as follows:

- The Chair will introduce each item on the agenda.
 - Copies of the agenda have been placed on the table near the door for your convenience.
- In keeping with the requirements of the Brown Act, Committee members may only discuss items listed on the Agenda.
- A work2future staff or Committee member—as indicated on the agenda—will present each item.
- work2future staff and/or Board members will present recommendations for any New Business action item on the agenda.
- Committee members may ask questions of work2future Staff and other committee members.
- At the conclusion of Committee members' questions and remarks on each agenda item, and prior to taking action on any action item, the Chair will recognize any member of the public who wishes to address the specific item being discussed. Public remarks will be limited to two minutes each.
- The Committee may take action only on items designated as an action item.
- At the Public Comment agenda item following all Business items, members of the public who wish to address the Committee on matters not on the agenda will be given two (2) minutes each to speak.
 - Members of the public who wish to address the Committee should complete a blue Comment Card located near the door and give it to any work2future staff member.
 - When called on, they should first identify themselves and state their addresses for the record and then make their remarks.

This concludes the Chair's opening remarks.

We move on to Agenda Item II—Quorum Verification.

II.

Quorum Verification

III.

Consent Items

[Action]

III.A

**Financial Status as of
November 30, 2018**

[Consent]

FINANCIAL STATUS AS OF NOVEMBER 30, 2018

Key Highlights

- Projecting that WIOA formula and Rapid Response carry-over funding from FY 2017-18 will be fully spent by the end of June 30, 2019.
- Projecting to carry over approximately \$1.99 million from the current Adult, Dislocated Worker, and Youth allocations. Amount represents the Board-mandated reserve account (\$948,373) and Board-approved Unallocated Reserve account (\$693,789); actual savings from equipment return of \$38,498; projected savings from personnel costs generated from mandatory one-month separations from City employment for temporary unclassified positions whose assignments had or would have reached the two-year period, and a portion of staff salaries budget that were transferred to discretionary grants (\$157,240); and non-personnel savings from rent, telephone, security services, and a disencumbered website contract (\$161,447).

Other Discretionary Funding

- work2future is wrapping up its Proposition 39 grant which ends on December 31, 2018. The full allocation is expected to be spent by the end of the grant term. To date, work2future has conducted 18 pre-apprenticeship trainings and enrolled 552 clients through its partners, Working Partnerships USA and San Mateo County Union-Community Alliance. Of those who have completed training, 340 have been placed to-date in apprenticeships, or in other employment or post-secondary education.
- work2future spent the full \$61,664 representing the remaining balance of the third round of Ready to Work (RTW) Initiative grant funds (total third round of funding is \$191,829) from the City of Sunnyvale by the end of the grant term October 31, 2018. At the end of the grant, work2future had reached 133 enrollments (76% of total grant goal), including 54 in occupational training (102% of total grant goal). To date, it has assisted 88 RTW participants to find jobs (79% of total grant goal) at an average hourly wage rate of \$37.38 (125% of grant goal). This grant has been closed and follow-up services will continue to be provided until October 2019 (one year).
- A total funding of \$1.5 million funding is provided for the San Jose Works 4.0 Youth Jobs Initiative, including a new grant \$1 million from the City of San Jose and \$502,400 in unspent funding carried over from the San Jose Works 3.0 Youth Jobs Initiative, to provide subsidized and unsubsidized employment opportunities for 1,000 eligible youth. An additional amount of \$89,000 was appropriated by City Council in October 2018. As of November 30, 2018, 375 youth had been provided with grant-subsidized internships, and over 93% of them successfully completed their subsidized internships. About 625 youth will have been placed in employer-paid job opportunities by the time the program ends in April 2019; about 434 have already been placed. In addition to recruitment, placement, and onboarding services, youth also accessed career counselling, job readiness training, supportive services (e.g. bus passes), and financial literacy education.
- work2future is projecting to fully spend the remainder of the Career Pathways Trust grant funds in the amount of \$99,283 by the grant term ending June 30, 2019. This grant covers a portion of the salaries and benefits of three full-time equivalent positions at the Foundation working on the grant.

To date, work2future has served 30 participants, all of them successfully completing internships ranging from 8 to 10 weeks each.

- A grant of \$7,000 was received from the State to support implementation of the CalJOBS VOSGreeter module, an enhancement that will make it easier to track individual visits to the Job Centers. This grant, which had been extended until September 30, 2018, is fully spent and has been closed.
- An additional grant of \$86,319 was received from the City of Sunnyvale (NOVA) to augment the \$200,000 received from the State for the Regional Plan Development and Training Coordination Project. The funds support the implementation of the regional plan across the Bay-Peninsula Regional Planning Unit, including expenses for team development and staff training. These grants are expected to be fully spent by the end of the respective grant terms (\$200,000—March 31, 2019; \$86,319—June 30, 2019).
- work2uture has received the third and last installment for the Storm grant. The grant is for a total of \$1 million for a term originally from March 1, 2017 through September 30, 2018. This grant will continue to help dislocated workers through temporary jobs performing storm/flood clean up at the Japanese Friendship Garden at Kelly Park and debris/street clean-up at Rocksprings and William Street Neighborhoods, which were worst hit during the flood event in 2017. The grant has been extended to September 30, 2019 with no additional funding. To date, work2future has placed 63 against the total grant goal of 65 (original goal is 50). With the release of the final installment and extension of time, work2future anticipating meeting or exceeding the employment goal of 65.

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work2future

Financial Status Report as of 11/30/2018

Pd 5 Status 3

Prepared by: Joy Salandanan

Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
I. Actual as of June 30, 2018					
Grant Period	07/01/17-06/30/19	07/01/17-06/30/19	04/01/17-06/30/19	07/01/17-06/30/19	
Available Funds for FY2018-2019 PD 15	2,484,334	1,898,961	2,232,562	618,032	7,233,889
<i>Actual Expenditures as of June 30,2018</i>	(1,546,745)	(470,114)	(1,258,257)	(582,352)	(3,857,468)
<i>Encumbrances/Spending Plan as of June 30 2018</i>	(156,347)	(460,505)	(23,764)	(215)	(640,832)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2018</i>	(1,703,092)	(930,619)	(1,282,021)	(582,567)	(4,498,300)
Available Funds for FY2018-2019	781,242	968,342	950,541	35,465	2,735,589
% Remaining	31%	51%	43%	6%	38%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from Carry over for FY2018-2019 (remaining plus enc.)	937,589	1,428,847	974,305	35,680	3,376,421
<i>Expenditures as of November 30, 2018</i>	(774,817)	(687,010)	(624,841)	(35,196)	(2,121,864)
<i>Encumbrances as of November 30, 2018</i>	(162,772)	(381,233)	(349,464)	(484)	(893,953)
Total Actual Expenditures/Encumbrances as of November 30, 2018	(937,589)	(1,068,243)	(974,305)	(35,680)	(3,015,817)
\$ Remaining	0	360,604	0	0	360,604
% Remaining	0%	25%	0%	0%	11%
(b) Current Allocation for FY 2018-2019	1,965,619	2,289,129	2,067,738	497,823	6,820,309
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Additional Funding	2,076	2,373	0	516	4,965
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2018-2019	1,967,695	2,291,502	2,067,738	498,339	6,825,274
<i>Expenditures as of November 30, 2018</i>	(122,008)	(58,264)	(447,160)	(138,127)	(765,559)
<i>Encumbrances as of November 30, 2108</i>	(954,393)	0	(774,783)	(38,835)	(1,768,011)
Total Actual Expenditures/Encumbrances aos of November 30, 2018	(1,076,401)	(58,264)	(1,221,943)	(176,962)	(2,533,570)
\$ Remaining	891,294	2,233,238	845,795	321,377	4,291,704
% Remaining	45%	97%	41%	64%	63%
Total Available Funds for FY2018-2019	2,905,284	3,720,349	3,042,043	534,019	10,201,695
Total Cumulative Expenditures/Encumbrance as of November 30, 2018	(2,013,990)	(1,126,507)	(2,196,248)	(212,642)	(5,549,387)
\$ Remaining	891,294	2,593,842	845,795	321,377	4,652,308
% Remaining	31%	70%	28%	60%	46%
III. Projected Expenditures/Carry Over through June 30, 2019					
<i>Projected Expenditures/Encumbrances through June 2019</i>	(1,399,048)	(1,323,290)	(1,605,250)	(498,339)	(4,825,927)
<i>Projected Carry Over through June 2019 (\$)</i>	568,647	968,212	462,488	0	1,999,347
<i>Projected Carry Over through June 2019 (%) with Rapid Response</i>	29%	42%	22%	0%	29%
<i>Projected Carry Over through June 2019 (%) without Rapid Response</i>	29%	42%	22%	0%	32%

* Expenditures/Encumbrance appears to be a lot higher for the Adult program than the Dislocated program due to the new method of pooling expenses for Adult and DW first and then re-allocating the expenditures after month-end based on enrollment numbers. Reallocation of monthly charges will be done after each quarter.

work2future
Financial Status Report as of 11/30/2018
PD 5 Status 3

Prepared by: Joy Salandanan
Approved by: Monique Melchor

Other Funds	CWDB	Bank of America (BOS)	W2F Foundation	Total
I. Actual as of June 30, 2018				
Grant Period	N/A	N/A	N/A	
Original Allocation	5,000	10,000	15,454	30,454
Expenditure/Encumbrances as of June 2018	0	(3,258)	0	(3,258)
<i>Total Actual Expenditures/Encumbrances as of June 2018</i>	0	(3,258)	0	(3,258)
Available Funds for FY 2018-2019	5,000	6,742	15,454	27,196
% Remaining	100%	67%	100%	89%
II. Actual Expenditures				
Available Funds for FY 2018-2019	5,000	6,742	15,454	27,196
<i>Expenditures as of November 30, 2018</i>	0	(2,197)	0	(2,197)
<i>Encumbrances as of November 30, 2018</i>	0	0	0	0
Cumulative Expenditures as of November 30, 2018	0	(2,197)	0	(2,197)
\$ Remaining	5,000	4,545	15,454	24,999
% Remaining	100%	67%	100%	92%
III. Projected Expenditures and Encumbrances/Carry Over				
Projected Carry Over through June 2019	5,000	4,545	15,454	24,999
Projected Carry Over (%) through June 2019	100%	67%	100%	92%

III.B

Labor Market Overview as of November 30, 2018

[Consent]

LABOR MARKET OVERVIEW FOR THE SAN JOSE-SUNNYVALE-SANTA CLARA MSA

As of November 30, 2018

- As of 2018 the region's population **increased by 4.8%** since 2013, growing by 91,766 to 2,020,079. Population is expected to **increase by 3.1%** between 2018 and 2023, adding 63,263.
- The Total Working Age Population is 1,646,712, of whom 1,113,399 are in Labor Force and 553, 313 are not.
- The number of unemployed has **decreased by 3,700 or 12.1%**. The unemployment rate is **down from 2.8% to 2.4%**.
- According to EDD's November 2018 data, between November 2017 and November 2018, employment in the San Jose-Sunnyvale-Santa Clara MSA grew by **39,100 jobs, or 3.5%**.
- Between October 2018 and November 2018 (one month), the total employment in the MSA **increased by 10,600 jobs**.
- From 2013 to 2018 (five years), jobs **increased by 14.1%** in San Jose-Sunnyvale-Santa Clara, CA from 1,054,451 to **1,203,402**. This change **outpaced the national growth rate of 7.4% by 6.7%**. As the number of jobs increased, the **labor force participation rate increased from 64.9% to 66.4% between 2013 and 2018**.
- Top three largest industries are Professional, Scientific and Technical Services; Manufacturing; and Health Care. The industries which employ significantly more than their national averages are Professional, Scientific and Technical Services; Manufacturing; Information; and Educational Services.
- The Professional, Scientific and Technical Services sector led the year-over-year job expansion, **adding 8,400 jobs** from the prior November. Health Care and Social Assistance followed with net **gains of 7,600 jobs**, primarily in Social Assistance. This means that the Professional, Scientific and Technical Services and the Health Care and Social Assistance industries created **41% of the total job gain over the last year**. Manufacturing **added 6,000 jobs** followed by Government (up 2,500 jobs), and Finance (up 1,700 jobs). With all the retail close-outs, employment in Retail Trade **decreased by 2,000 jobs**.
- The majority of the **jobs gains** for the month were in **Trade, Transportation, and Utilities (up 3,400 jobs); Education (2,900 jobs); Information (up 1,000 jobs); Leisure and Hospitality (up 1,000 jobs)**.
- Low-skill, low-wage workers in Tier-3 occupations and a substantial portion of mid-skill, mid-wage workers in Tier 2 occupations are still very likely to represent economically distressed households. This reflects the continuation of the conditions highlighted in the Silicon Valley Dichotomy studies.

- High-skill, high-wage Tier-1 jobs, which accounts for 447,880 jobs in the San Jose MSA, have grown by 2.6% and added 11,847 jobs over the last year. Median hourly earnings of Tier-1 occupations are \$54 in San Jose MSA in comparison to \$36 in the nation. Average monthly hires of Tier-1 occupations were 14,394 over the last year.
- Mid-skill, mid-wage Tier-2 occupations employ 385,019 people and have grown by 1.8 % (less than Tier-1 occupations) by adding 6,768 jobs over the last year. Median hourly earnings of Tier-2 occupations are \$25 in San Jose MSA in comparison to \$19.79 in the nation. Average monthly hires of Tier-2 occupations were 16,667 over the last year (higher than Tier-1 occupations).
- Low-skill, low wage Tier-3 occupations employ 295,409 people and have grown by 2.5% (7,356 new jobs) over the last year (faster than Tier 2 occupations). Median hourly earnings are \$13.22 (as opposed to \$11.30 in the nation). Average monthly hires of Tier-3 occupations were 18,505 over the last year, higher than Tier-1 and Tier-2 occupations.
- **Minimum wage rates as of January 1, 2019**
 - **\$13.50/hr:** Milpitas (rises to \$15/hr on *July 1, 2019**)
 - **\$15/hr:** Cupertino, Los Altos, Milpitas, Palo Alto, **San Jose**, Santa Clara
 - **\$15.65/hr:** Mountain View, Sunnyvale
 - All other cities and unincorporated areas of Santa Clara County—work2future’s service community outside of San Jose—observe the State of California minimum wage rates:
 - <26 employees: **\$11/hr**
 - 26 or more employees: **\$12/hr**

*Milpitas is the only local city which adjusts the minimum wage mid-year.

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IV.A.1

Joint Meeting Minutes Approval

[Action]

JOINT EXECUTIVE and FINANCE & PERFORMANCE COMMITTEE MEETING

November 15, 2018
Called to Order: 11:35 a.m.

ACTION MINUTES

Draft minutes prepared by Kathryn Azevedo, approved by Monique Melchor

WDB Staff: Bige Yilmaz, Meredith Studebaker, Kathryn Azevedo, Joy Salandanan, Lawrence Thoo, Dhez Woodworth

I. OPENING REMARKS: Read by Sue Koepp-Baker

II. QUORUM VERIFICATION

Executive:

Present: Joe Flynn (arrived 11:38am), Sue Koepp-Baker, Rashad Said, Steve Preminger

Finance & Performance Committee:

Present: Sue Koepp-Baker, Jack Estill, Leslie Gilroy

III. CONSENT ITEMS

The Joint Executive and Finance & Performance Committee unanimously accepted the Consent Items.

Finance & Performance Committee:

Motion: Sue Koepp-Baker

Second: Jack Estill

Executive:

Motion: Steve Preminger

Second: Rashad Said

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

Executive Committee

Mr. Steve Preminger moved, Ms. Sue Koepp-Baker seconded, and the Committee unanimously approved the minutes of the August 30, 2018 Executive Committee meeting.

Finance & Performance Committee

Ms. Leslie Gilroy moved, Mr. Jack Estill seconded, and the Committee unanimously approved the minutes of the May 31, 2018 Joint Meeting of the Executive and Finance & Performance Joint Committee. (Approved by Executive Committee on August 30, 2018.)

B. New Business

1. Director's Report {Discussion}

Finance Manager Joy Salandanan, reported on clean audit findings for both City of San Jose fiscal & state Prop 39 monitoring. She also discussed the planning underway for the Prison to Employment and SlingShot 2.0 grant initiatives which involve a close collaboration with our Regional Planning Unit (RPU). Mr. Thoo noted the local plan and regional plan will need to be updated to incorporate the Prison to Employment initiative.

2. Budget Scenarios for FY 2019–20 {Discussion}

Finance Manager Salandanan reported on preliminary scenarios for the Fiscal Year 2019-20 operating budget: As Is, 5%, and 10% reductions. Ms. Salandanan noted carry over is less going into next fiscal year because of reduced allocations. We are also looking for new grants and lowering reserve funding to sustain our service levels.

Committee members discussed strategies to manage our shrinking allocations and the possibility of having a board retreat in 2019.

3. San Jose Works Update {Discussion}

Ms. Ruby Carrasco, Youth Program Supervisor for the work2future Foundation, reported on the status of San Jose Works 4.0, currently underway, and planning for SJ Works 5.0. She announced that the subsidized portion of the San Jose Works 4.0 program had a 93% retention rate which was based on participating youth either successfully working 100 hours or 3 pay periods this past summer. 261 out of 375 youth had placements in priority industry sectors (advanced manufacturing, construction, ICT, healthcare, or finance/business services). Committee members discussed how to build on the success of this program.

4. WIOA Performance and Update on Service Delivery Outcomes {Discussion}

MIS Analyst Meredith Studebaker presented a report on i) staff's assessment of CalJOBS 'predictive reports' as a reliable interim indicator of performance pending the availability of actual WIOA performance reports from CalJOBS, ii) performance negotiations with the state, iii) employment-related outcomes in relation to priority sectors and in-demand occupations at non-priority sector employers, and iv) performance of career services providers.

Joint committee members discussed the possible reasons for current performance and service delivery outcomes. They talked about the selective enrollment of clients and the

referral process. Mr. Thoo also noted that current performance outcomes do not necessitate an immediate need for corrective action, but the trends suggest that there may be a need to reexamine the service delivery model.

5. San Jose Push Cart Vendor Project {Discussion}

Economic Development Officer Dhez Woodworth reported on a pilot initiative to improve working conditions and the earning capacity of unpermitted push cart vendors in San Jose by partnering with a coalition of non-profits, crowd-sourced funders, entrepreneurship counselors, and commercial food entities.

6. 2019 Meetings {Discussion}

Staff Liaison to the Board Lawrence Thoo reviewed the proposed schedule of Board and committee meetings for 2019. At their December 6, 2018 meeting, the work2future board will vote on the proposed schedule of three board meetings, three Finance & Performance committee meetings, and Executive committee meetings in the months there are no board meetings.

Mr. Rashad Said left the meeting at 1:13 p.m.

V. Public Comment: None

VI. SUGGESTED FUTURE AGENDA ITEMS:

1. Board Retreat

VII. Announcements:

- A. The next meeting of the work2future Board is scheduled for Thursday, December 6, 2018 at 11:30 am.

VIII. Adjournment: The meeting was adjourned at 1:15 pm.

IV.B.1

Director's Report

DIRECTOR'S REPORT

Staff updates on various matters of interest to the committee.

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IV.B.2

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[Discussion]

REGIONAL AND LOCAL PLANS PY 17-20 – TWO-YEAR MODIFICATIONS

Under WIOA, a biennial update of regional and local plans is required in order to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan” (29 U.S. Code § 3123). The California Workforce Development Board (State Board) has also made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan. Pursuant to the State Plan modifications submitted to the U.S. Department of Labor in the spring of 2018 and approved on June 11, 2018, the State Board is providing guidance to Local Boards on the requirements associated with local and regional planning modifications.

Required components for the Local Plan modifications include the following:

- Coordination of services for CalFresh recipients
- Coordination of services with local Child Support Agency
- Strategies to enhance Competitive Integrated Employment
- Services for English-language learners, the foreign-born and refugees

Required components for the Regional Plan modifications include the following:

- Efforts to align, coordinate, and integrate reentry and workforce services for the formerly incarcerated and other justice-involved individuals.

Next Steps:

- Smaller stakeholder group meetings by topic are taking place for new partners
- Draft plans expected to be released in mid-January 2018 with a 30-day public comment period to follow and opportunity to share comments electronically
- Plan modifications are due to the State for approval by March 15, 2019

work2future, as the locally-driven system, will continue to develop these partnerships and provide programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, namely:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking employment and training assistance.

Current Local Plan: http://www.work2future.biz/images/w2f_LocalPlanWIOA_2017-20_signed_POST.pdf

Current Regional Plan: <https://cwdb.ca.gov/wp-content/uploads/sites/43/2017/03/BP-RPU-Final-Regional-Plan-March-2017.pdf>

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Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Monique Melchor

SUBJECT: **Board Retreat**

DATE: January 11, 2019

Approved

Date

RECOMMENDATION

Select and approve the following:

- A date and time for a work2future Board of Directors (Board) retreat in 2019
- Agenda items for the retreat
- Direction to staff for planning of the retreat, including the selection of Shawn Spano to serve as retreat facilitator

BACKGROUND AND ANALYSIS

At its December 6, 2018 meeting, the Board approved a schedule of meetings for 2019 that included the following:

A Board retreat, at a date and time to be approved by the Executive Committee.

The Board's action followed an informal consensus at the November 15, 2018 joint meeting of the Executive Committee and the Finance and Performance Committee that the Board should hold a retreat. The proposal arose during the committees' discussions of preliminary budget scenarios for FY2019-20 and WIOA performance and outcomes.

In the course of those discussions, committee members individually observed that the external environment has seen many changes since the basic framework was developed for work2future's current services, and that it may be time to reexamine and, perhaps, redesign the service model.

The proposal echoed a suggestion that many Board members made during one-on-one catch-up conversations that Director Melchor had with each Board member between October and the December Board meeting.

Staff proposes that the retreat include the following:

- Current work2future context based on labor market information
- Discussion of the current service delivery model and its effect on work2future's ability to deliver high-impact, high-performance services and outcomes for the community
- Collaboration with and among Board members to help advance productive partnerships, utilizing their skill sets, experiences, networks, and resources

Shawn Spano

Staff also proposes that the committee include in its planning directions to staff that Shawn Spano, Professor of Communications Studies, San Jose State University, be engaged to facilitate the retreat. Professor Spano is a well-respected communications expert who has successfully facilitated previous work2future staff meetings and Board and staff retreats. He has been and continues to be engaged in that role by various units within the City of San Jose.

Monique Melchor
Director

cc: Jeff Ruster

V.

Public Comment

VI.

Suggested Future Agenda Items

VII.

Announcements

VII.A

The next meeting of the Committee is scheduled for Thursday, February 21, 2019 at 11:30 a.m.

VII.B

Other announcements

VIII.

Adjournment