



## **BOARD MEETING AGENDA**

**Thursday, March 15, 2018**

11:30 a.m. – 1:30 p.m.

Business & Administrative Services Center

5730 Chambertin Drive

San Jose, CA 95118

(408) 794-1200

[www.work2future.biz](http://www.work2future.biz)

**Joseph Flynn, Chair**

**Susan Koepp-Baker, Vice Chair**

**Monique Melchor, Secretary**

**Lawrence Thoo, Staff Liaison**

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[http://www.sanjoseca.gov/clerk/cp\\_manual/CPM\\_0\\_15.pdf](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 under the Americans with Disabilities Act to participate in this public meeting/event, please call Kathryn Azevedo at (408) 794-1176 or (408) 294.9337 (TTY) at least (3) three business days before the meeting/event.

**WORKFORCE BOARD**

<b>Name/Company</b>	<b>Executive</b>	<b>Finance</b>	<b>Priv. Empl.</b>	<b>Youth</b>
<b>Amador-LeBeau, Rose</b> <i>Center for Training and Careers</i>			M	
<b>Auerhahn, Louise</b> <i>Working Partnerships USA</i>				
<b>Batra, Rajiv</b> <i>PayPal</i>				
<b>Boland, Denise</b> <i>Social Services Agency, County of Santa Clara</i>	M			C
<b>Burrill, Jeff</b> <i>Pangenera LLC, a Panera Bread franchisee</i>				
<b>Chao, George</b> <i>Manex</i>				
<b>Cimino, Carl</b> <i>Pipe Trades Training Center, Local 393</i>		M		
<b>Estill, Jack</b> <i>San Jose State University</i>		M		
<b>Flynn, Joseph</b> <i>PRGX Global, Inc.</i>	C	M		
<b>Gilroy, Leslie</b> <i>CSDC/San Jose Job Corps</i>				
<b>Gomez, Blanca</b> <i>Wells Fargo</i>				
<b>Koepp-Baker, Susan</b> <i>Enviro-Tech Services</i>	M	C	M	
<b>Le, Van</b> <i>State Farm Insurance</i>			M	M
<b>Lucero, Maria</b> <i>California Employment Development Department</i>				
<b>Moore, Pamela</b> <i>California Department of Rehabilitation</i>			M	
<b>Parmeter, Brynt</b> <i>NextFlex</i>				
<b>Preminger, Steve</b> <i>Office of the County Executive, County of Santa Clara</i>	M			
<b>Said, Rashad</b> <i>Advanced Vocational Institute</i>	M		M	
<b>Schoch, Mitch</b> <i>Bentek, Inc.</i>			C	
<b>Seaver, Derrick</b> <i>San Jose Downtown Association</i>				
<b>Villalovoz, Henri</b> <i>Sourcewise</i>				
<b>Richard Uribe</b> <i>East Side Union Adult Education</i>				
<b>Wahl, David</b> <i>Jabil, Inc.</i>				

M = Committee Member; VC = Vice Chair; C = Chair

# WORKFORCE BOARD MEETING

March 15, 2018

11:30 am

## AGENDA

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

Approve the acceptance of:

  - A. **Labor Market Information Update**
  - B. **Financial Status as of December 31, 2017**

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

Approval of the minutes of the December 7, 2017 Board meeting.

*5 min*  
*11:45 am end*
  - B. **New Business**
    1. **State Performance Update {Discussion}**

*Monique Melchor, Director*

*5 min*  
*11:50 am end*

Report on performance as of December 31, 2017 based on legacy WIA performance measures in the absence of WIOA performance data.
    2. **Single-Audit Report for FY 2016-17 {Discussion}**

*Joy Salandanan, Finance Manager*

*5 min*  
*11:55 am end*

Report on annual external audit of work2future for the most recently completed fiscal year.
    3. **Facilities Update {Discussion}**

*Dhez Woodworth, Economic Development Officer*

*5 min*  
*12:00 pm end*

Report on completing the relocation of Youth Program staff from Shirakawa Community Center to the America's Job Centers of California One-Stop at Kirk Community Center, and the consolidation of the Administration and Business Services staff at Almaden Winery Community Center.

4. **Budget Scenarios for Fiscal Year 2018–19 {Action}** *15 min*  
*12:15 pm end*  
*Joy Salandanan, Finance Manager*  
 Approval of three preliminary budget scenarios for Fiscal Year 2018–19 based on estimated 5%, 10% and 15% reductions in the WIOA allocation, and related authorizations to provide staff the flexibility to manage the budget.
  
5. **Outcome Measures {Action}** *10 min*  
*12:25 pm end*  
*Monique Melchor, Director*  
 Approval of a methodology and first-year targets for Career Pathways Outcome Measures in Priority Sectors and In-Demand Occupations.
  
6. **Return on Investment {Action}** *10 min*  
*12:35 pm end*  
*Monique Melchor, Director*  
 Approval of a proposed work2future methodology for determining Return-on-Investment measures.
  
7. **One-Stop Certification Update {Discussion}** *5 min*  
*12:40 pm end*  
*Sarbjeeet Kaur, Regional Training Coordinator*  
 Report on work2future’s One-Stop Certification process.
  
8. **San Jose Works Update {Discussion}** *5 min*  
*12:45 pm end*  
*Monique Melchor, Director*  
 Report on the activities of San Jose Works 3.0 (PY 2017) and plans for San Jose Works 4.0 (PY 2018).
  
9. **Meeting Schedule {Action}** *5 min*  
*12:50 pm end*  
*Lawrence Thoo, Staff Liaison*  
 Adoption of a schedule for the next four Board meetings.
  
10. **Brown Act and Conflicts of Interest {Discussion}** *25 min*  
*1:15 pm end*  
*Arlene Silva, Deputy City Attorney*  
 Presentation on and discussion of (i) requirements of the California Brown Act and (ii) City and State conflict-of-interest rules, as they apply to the work2future Board.

V. **PUBLIC COMMENT**

VI. **SUGGESTED AGENDA ITEMS FOR NEXT MEETING**

VII. **ANNOUNCEMENTS**

- A. **Form 700:** Reminder of **April 2 deadline** for City and State filing requirements

- B. **Next meeting:** Thursday, June 21, 2018, 11:30 am
- C. **Other**

## VIII. **ADJOURNMENT**

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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.*