



## **EXECUTIVE COMMITTEE MEETING AGENDA**

**Thursday, September 19, 2019  
11:30 am**

Business Services & Administration Center  
5730 Chambertin Drive  
San Jose, CA 95118  
[www.work2future.biz](http://www.work2future.biz)

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

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. For additional information, please view:

<http://www.sanjoseca.gov/DocumentCenter/Home/View/17>

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**

**September 19, 2019  
11:30 am**

**MEETING AGENDA**

- I. CALL TO ORDER & OPENING REMARKS**
- II. QUORUM VERIFICATION**
- III. CONSENT ITEMS {Action}**
  - Approve the acceptance of:
    - A. March 31, 2019 Financial Status Report Errata**
    - B. July 31, 2019 Financial Status Report**
    - C. Fiscal Year 2019 Preliminary Year-End (June 30) Financial Status Report**

*5 min  
11:40 am end*
- IV. BUSINESS ITEMS**
  - A. Old Business**
    - 1. May 16 Minutes Approval {Action}**
      - Approve the minutes of the May 16, 2019 Joint Meeting of the Executive Committee and the Finance & Performance Committee.

*5 min  
11:45 am end*
    - 2. June 6 Minutes Approval {Action}**
      - Approve the minutes of the June 6, 2019 Special Meeting of the Executive Committee.

*5 min  
11:50 am end*
  - B. New Business**
    - 1. Director's Report {Discussion}**
      - Monique Melchor, Director*
      - Reports on various items of interest.

*10 min  
12:00 pm end*
    - 2. PY2017-PY2020 Local Plan and Regional Plan Modifications Approved {Discussion}**
      - Sangeeta Durrall, Senior Project Manager*
      - Report on the California Workforce Development Board's approval of revisions to the Bay Peninsula Regional Plan and work2future Local Plan.

*5 min  
12:05 pm end*
    - 3. After-Action Report {Discussion}**
      - Jack Estill, Ad Hoc Committee Chair*
      - Report from the ad hoc committee formed to consider lessons learned from the

*15 min  
12:20 pm end*

unplanned termination of services by the work2future Foundation and subsequent actions by work2future to maintain continuity of services.

**4. Career Services Transition Report {Discussion}**

*Monique Melchor, Director*

*10 min*

*12:30 pm end*

Report on the delivery of WIOA Adult, Dislocated Worker and Youth services following the transition of service providers from the work2future Foundation to Eckerd Connects.

**5. Board Committees {Action}**

*Monique Melchor, Director*

*20 min*

*12:50 pm end*

Approve a recommendation to reconstitute the Executive Committee, the Finance & Performance Committee, the Youth Committee and the Business Services Committee, and to amend the By-laws accordingly.

**V. PUBLIC COMMENT**

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**VII. ANNOUNCEMENTS**

- A.** The next meeting of the Executive Committee is scheduled for Thursday, October 17, 2019, 11:30 am, to be held jointly with the Finance & Performance Committee at the Business Services & Administration Center, 5730 Chamberlin Dr, San Jose.
- B.** The next meeting of the work2future Board is scheduled for Thursday, November 21, 2019, 11:30 am, at the San Jose America's Job Center of California, 1601 Foxworthy Ave, San Jose.
- C.** Elections for the Chair and Co-chair of the Board for 2020 and 2021 will be held at the November 21 Board meeting.
- D.** Job Fair at Mexican Heritage Plaza, September 26, 1 pm–3:30 pm; Census Jobs Application Workshop at San Jose Job Center, September 30, 1 pm–4:30 pm.
- E.** 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.*

**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.

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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.

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**I.**

Call to Order &  
Opening Remarks

### **OPENING REMARKS**

Good morning! Welcome to the September 19, 2019 meeting of the Executive Committee of the work2future Board.

My name is Joe Flynn. I am Chair of the work2future Board and Chair of the Executive Committee.

The procedure for today's meeting is as follows:

- In keeping with the requirements of the Brown Act, Committee members may discuss only matters that are listed on the Agenda.
- 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.
- A work2future staff or Committee member—as indicated on the agenda—will present each item, including recommendations for committee action on any Action Item on the agenda.
- At the conclusion of the presentation, and prior to committee questions or discussion, 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.
  - Members of the public who wish to address the Committee should first complete a blue Comment Card located near the door and give it to any work2future staff member in advance of the Agenda Item they wish to address.
- Committee members may then ask questions of work2future Staff and other committee members, and discuss the item. Committee members may not direct questions to the public.
- 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.
  - Again, 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 now move to Agenda Item Two—Quorum Verification.

DO WE HAVE A QUORUM OF THE EXECUTIVE COMMITTEE?



**II.**

## Quorum Verification

**III.**

Consent Items

[Action]

## **III.A**

**March 31, 2019**

**Financial Status Report Errata**

**[Action]**

### **MARCH 31, 2019 FINANCIAL STATUS REPORT ERRATA**

- At the May 16, 2019 joint meeting of the Executive Committee and the Finance & Performance Committee and the June 20, 2019 Board meeting, staff presented as a Consent Item to the Committees and the Board, respectively, a report on work2future's Financial Status as of March 31, 2019.
- Staff subsequently discovered that the third page of the report contained a misleading number (\$481,305) in the report under the column for "W2F Foundation" and in the row for "Expenditures/Encumbrances". The number is totally unrelated to the full report.
- In addition, the two rows for the Projected Carry Over through June 30, 2019 in \$ and % were inadvertently cut off in the report.
- While these errors did not impact the totals and the financial outcome presented in the report, a revised report is being issued to avoid confusion for readers of the report.
- The revised third page of the Financial Status Report as of March 31, 2019 is attached, as is the originally presented, erroneous third page.

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Attachments

work2future

Financial Status Report as of 3/31/2019 (Revised Version)

PD 9 Status 3

Other Funds	CWIB	Bank of America (BOS)	W2F Foundation	Total
<b>I. Actual as of June 30, 2018</b>				
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)
Total Actual Expenditures/Encumbrances as of June 2018	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%
<b>II. Actual Expenditures</b>				
Available Funds for FY 2018-2019	5,000	6,742	15,454	27,196
Expenditures as of March 31, 2019		(6,742)	(210)	(6,952)
Encumbrances as of March 31, 2019		0	0	0
Cumulative Expenditures as of March 31, 2019	0	(6,742)	(210)	(6,952)
\$ Remaining	5,000	0	15,244	20,244
% Remaining	100%	0%	99%	74%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>				
Projected Carry Over through June 2019 (\$)	5,000	0	15,244	20,244
Projected Carry Over through June 2019 (%)	100%	0%	99%	74%

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Financial Status Report as of 3/31/2019  
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Other Funds	CWIB	Bank of America (BOS)	W2F Foundation	Total
<b>I. Actual as of June 30, 2018</b>				
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)	(481,305)	(484,563)
Total Actual Expenditures/Encumbrances as of June 2018	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%
<b>II. Actual Expenditures</b>				
Available Funds for FY 2018-2019	5,000	6,742	15,454	27,196
Expenditures as of March 31, 2019		(6,742)	(210)	(6,952)
Encumbrances as of March 31, 2019		0	0	0
Cumulative Expenditures as of March 31, 2019	0	(6,742)	(210)	(6,952)
\$ Remaining	5,000	0	15,244	20,244
% Remaining	100%	0%	99%	74%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>				

## **III.B**

July 31, 2019

Financial Status Report

[Action]

## **FINANCIAL STATUS AS OF JULY 31, 2019 (Preliminary)**

### **Key Highlights**

- WIOA formula and Rapid Response carry-over funding from FY 2018-19 is projected to be fully spent by June 30, 2020.
- As of July 31, 2019, work2future has \$1.563 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2020-21:
  1. Board-mandated Reserve Account (\$869,474) and
  2. Board-approved Unallocated Reserve Account (\$693,789).

### **Other Discretionary Funding**

- work2future has received an allocation for the Prison to Employment (P2E) Initiative Planning Grant from the City of Sunnyvale (NOVA) in the amount of \$7,938. The funds will augment the initial grant of \$16,625 to support a portion of staff time associated with the development of ongoing relationships with government agencies that serve incarcerated populations, including the California Department of Corrections and Rehabilitation, the California Prison Authority, etc. in looking at best practices and program models that work2future can support. Staff has been exploring the possibility of linking justice-involved populations to employers for on-the-job training opportunities and direct placements. The Planning Grant period ends in December 31, 2019.
- Additional funding of \$661,784—\$607,977 for P2E implementation and \$53,807 for work2future serving as the P2E program lead—has been awarded to work2future. The funds, in partnership with the Santa Clara County Probation Department and other corrections organizations, will support training, job placement and supportive services for about 80 re-entry individuals. work2future will provide grant coordination for the P2E project in the Bay-Peninsula Regional Planning Unit (RPU), comprised of four workforce development boards: San Francisco, North Valley (NOVA), San Benito County and work2future. The grant term for this award is from September 1, 2019 to March 31, 2022.
- work2future received funding of \$15,000 for the Regional Training Coordinator grant to support trainings, conferences, travel costs and costs associated with travel and professional development of work2future and partners' staff. This grant ends in September 30, 2020.
- A total of \$11,653 was awarded to work2future from the Slingshot 2.0 Apprenticeship Initiative grant to the Bay-Peninsula RPU. The joint project is focused on regional apprenticeship system alignment and systems building. The development of a seamless support model for regional apprenticeship is projected to be the outcome of this grant.

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Attachments



## work2future

## Financial Status Report as of 7/31/19

## Pd 1 Status 3

Prepared by: Joy Salandanan

Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
<b>I. Actual as of June 30, 2019</b>					
Grant Period	07/01/18-06/30/20	07/01/18-06/30/20	04/01/18-06/30/20	07/01/18-06/30/20	
Available Funds for FY2019-2020 PD 14	2,122,678	2,149,569	2,074,062	498,339	6,844,648
Actual Expenditures as of June 30, 2019	(1,439,475)	(328,369)	(1,197,646)	(498,339)	(3,463,829)
Encumbrances/Spending Plan as of June 30 2019	(43,096)	(609,014)	(51,435)	0	(703,545)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2019	(1,482,571)	(937,383)	(1,249,081)	(498,339)	(4,167,374)
Available Funds for FY2019-2020	640,107	1,212,186	824,981	0	2,677,274
% Remaining	30%	56%	40%	0%	39%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2019-2020 (remaining plus enc.)	683,203	1,821,200	876,416	0	3,380,819
Expenditures as of July 31, 2019	76,740	(11)	49,469		126,198
Encumbrances as of July 31, 2019	(181,741)	(98,647)	(151,571)	0	(431,959)
Total Actual Expenditures/Encumbrances as of July 31, 2019	(105,001)	(98,658)	(102,102)	0	(305,761)
\$ Remaining	578,202	1,722,542	774,314	0	3,075,058
% Remaining	0%	95%	88%	0%	91%
<b>(b) Current Allocation for FY 2019-2020</b>	1,781,557	2,140,840	1,874,095	590,483	6,386,975
Additional Funding					0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2019-2020	1,781,557	2,140,840	1,874,095	590,483	6,386,975
Expenditures as of July 31, 2019	0	0	0	(18,609)	(18,609)
Encumbrances as of July 31, 2019	0	0	0	(5,657)	(5,657)
Total Actual Expenditures/Encumbrances as of July 31, 2019	0	0	0	(24,266)	(24,266)
\$ Remaining	1,781,557	2,140,840	1,874,095	566,217	6,362,709
% Remaining	100%	100%	100%	96%	100%
<b>Total Available Funds for FY2019-2020</b>	2,464,760	3,962,040	2,750,511	590,483	9,767,794
Total Cumulative Expenditures/Encumbrance as of July 31, 2019	(105,001)	(98,658)	(102,102)	(24,266)	(330,027)
\$ Remaining	2,359,759	3,863,382	2,648,409	566,217	9,437,767
% Remaining	96%	98%	96%	96%	97%
<b>III. Projected Expenditures/Carry Over through June 30, 2020</b>					
Projected Expenditures/Encumbrances through June 2020	(1,363,353)	(1,425,297)	(1,444,579)	(590,483)	(4,823,712)
Projected Carry Over through June 2020 (\$)	418,204	715,543	429,516	0	1,563,263
Projected Carry Over through June 2020 (%) with Rapid Response	23%	33%	23%	0%	24%
Projected Carry Over through June 2020 (%) without Rapid Response	23%	33%	23%	0%	27%

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Financial Status Report as of 7/31/2019  
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Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	Prison to Employment Planning (NOVA)	Prison To Employment Direct Service Earn and Learn (NOVA)	Prison to Employment Program Lead	Regional Training Coordinator Funds (NOVA)	SlingShot 2.0 Apprenticeship Initiative (NOVA)	Total
<b>I. Actual as of June 30, 2019</b>			<b>NEW GRANT</b>	<b>NEW GRANT</b>	<b>NEW GRANT</b>	<b>NEW GRANT</b>	
<b>Grant Period</b>	<b>07/01/2019-6/30/2020</b>	<b>10/1/2018-12/31/2019</b>	<b>9/1/19-3/31/2022</b>	<b>9/1/19-3/31/2022</b>	<b>4/1/2019-9/30/2020</b>	<b>4/1/2019-9/30/2020</b>	
<b>Original Allocation</b>	<b>1,500,000</b>	<b>16,625</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>2,205,062</b>
<b>Increase/(Decrease)</b>	<b>91,400</b>	<b>7,938</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99,338</b>
<b>Adjusted Allocation</b>	<b>1,591,400</b>	<b>24,563</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>2,304,400</b>
<i>Expenditures as of June 30, 2019</i>	<i>(998,886)</i>	<i>(16,625)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(1,015,511)</i>
<i>Encumbrance as of June 30, 2019</i>	<i>(409,063)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(409,063)</i>
<b>Total Actual Expenditures/Encumbrances as of June 2019</b>	<b>(1,407,949)</b>	<b>(16,625)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,424,574)</b>
<b>Available Funds for FY 2019-2020</b>	<b>183,451</b>	<b>7,938</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>879,826</b>
<b>% Remaining</b>	<b>12%</b>	<b>32%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>38%</b>
<b>Available Funds for FY2019-2020</b>	<b>592,514</b>	<b>7,938</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>1,288,889</b>
<b>Funding 19-20</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>
<b>Total Available Funding for FY 2019-2020</b>	<b>2,092,514</b>	<b>7,938</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>2,788,889</b>
<i>Expenditures as of July 31, 2019</i>	<i>(141,413)</i>	<i>(5,908)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(147,321)</i>
<i>Encumbrances as of July 31, 2019</i>	<i>(265,783)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(265,783)</i>
<b>Cumulative Expenditures/Encumbrances as of July 31, 2019</b>	<b>(407,196)</b>	<b>(5,908)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(413,104)</b>
<b>Remaining</b>	<b>1,685,318</b>	<b>2,030</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>2,375,785</b>
<b>% Remaining</b>	<b>81%</b>	<b>26%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>85%</b>
<b>III. Projected Expenditures/Carry Over</b>							
<i>Projected Expenditures/Encumbrances through June 2020</i>	<i>(1,500,000)</i>	<i>(7,938)</i>	<i>(265,000)</i>	<i>(23,060)</i>	<i>(15,000)</i>	<i>(11,653)</i>	<i>(1,822,651)</i>
<i>Projected Carry Over through June 2020 (\$)</i>	<i>592,514</i>	<i>0</i>	<i>342,977</i>	<i>30,747</i>	<i>0</i>	<i>0</i>	<i>966,238</i>
<i>Projected Carry Over through June 2020 (%)</i>	<b>28%</b>	<b>0%</b>	<b>56%</b>	<b>57%</b>	<b>0%</b>	<b>0%</b>	<b>35%</b>

**work2future**  
**Financial Status Report as of 7/31/2019**  
**PD 1 Status 3**

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Other Funds	CWDB	W2F Foundation	Total
<b>I. Actual as of June 30, 2019</b>			
<b>Grant Period</b>	<b>N/A</b>	<b>N/A</b>	
<b>Original Allocation</b>	<b>5,000</b>	<b>15,454</b>	<b>20,454</b>
Expenditure/Encumbrances as of June 2019	0	(530)	(530)
<i>Total Actual Expenditures/Encumbrances as of June 2019</i>	0	(530)	(530)
<b>Available Funds for FY 2019-2020</b>	<b>5,000</b>	<b>14,924</b>	<b>19,924</b>
<b>% Remaining</b>	<b>100%</b>	<b>97%</b>	<b>97%</b>
<b>II. Actual Expenditures</b>			
<b>Available Funds for FY 2019-2020</b>	<b>5,000</b>	<b>14,924</b>	<b>19,924</b>
<i>Expenditures as of July 31, 2019*</i>		150	150
<i>Encumbrances as of July 31, 2019</i>		0	0
<b>Cumulative Expenditures as of July 31, 2019</b>	0	150	150
<b>\$ Remaining</b>	<b>5,000</b>	<b>15,074</b>	<b>20,074</b>
<b>% Remaining</b>	<b>100%</b>	<b>101%</b>	<b>101%</b>
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
<b>Projected Carry Over through June 2020</b>	<b>5,000</b>	<b>15,074</b>	<b>20,074</b>
<b>Projected Carry Over (%) through June 2020</b>	<b>100%</b>	<b>101%</b>	<b>101%</b>

## **III.C**

# **Fiscal Year 2019 Preliminary Year-End (June 30) Financial Status Report**

**[Action]**

## **FISCAL YEAR 2019 (JUNE 30, 2019) PREMINARY FINANCIAL STATUS REPORT**

### **Key Highlights**

- WIOA formula and Rapid Response carry-over funding from FY2017-18 was fully spent by June 30, 2019.
- At the end of the preliminary close as of June 30, 2019, work2future had a balance of \$2.677 million from FY2018-19 Adult, Dislocated Worker, and Youth allocations:
  1. Board-mandated Reserve Account (\$948,373);
  2. Board-approved Unallocated Reserve Account (\$693,789), and
  3. Actual savings of \$1,035,112 comprised of the following:
    - a) savings from equipment return (\$38,498)
    - b) savings from unspent contracted services from current and previous years (\$416,649)
    - c) savings from personnel costs generated by mandatory one-month separations from City employment for temporary unclassified positions whose assignments have or would have reached the maximum two-year employment period, unfilled vacant position, and a portion of staff salaries budget that was transferred to discretionary grants (\$434,094)
    - d) non-personnel savings from maintenance, telephone, security services, and unencumbered website contract (\$70,701)
    - e) savings from unspent clients' training and supportive services budget (\$75,170)

### **Other Discretionary Funding**

- work2future fully spent its Prop 39 grant balance of \$82,535 at the close of the grant. As of December 31, 2018, work2future had conducted 18 pre-apprenticeship trainings and graduated 474 clients through its partners, Working Partnerships USA and San Mateo County Union Community Alliance. Of those who have completed training, 352 have been placed to-date in apprenticeships and in other employment or post-secondary education. Staff continue to provide placement support for the remaining graduates. This grant has been closed.
- work2future spent the remaining \$44,394 of the reduced balance from the third round of Ready to Work (RTW) Initiative grant funds 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), and 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 be provided until October 2019 (one year after the close of the grant).
- A total funding amount of \$1.5 million was provided for the San Jose Works 4.0 Youth Jobs Initiative, which included a new grant from the City of San Jose for \$1.0 million and \$502,400 in carry-over unspent funding from the San Jose Works 3.0 Youth Jobs Initiative. An additional amount of \$89,000 was appropriated by City Council in October 2018. As of April 30, 2019 (end of SJW 4.0), 375 youth were provided with grant-subsidized internships and 627 youth were placed in employer-paid job opportunities, more than meeting a goal of providing subsidized and unsubsidized employment opportunities to 1,000 eligible youth. As of June 30, 2019, 86% of the youth have successfully completed their subsidized internships and 625 others have already been placed in employer-paid opportunities. In addition to recruitment, placement, and onboarding

services, youth also were also provided career counseling, job readiness training, supportive services (e.g. bus passes), and financial literacy education.

In May 2019, staff started outreach and recruitment for the San Jose Works 5.0 program, with a total goal of 1,000 youth: 375 subsidized and 625 unsubsidized. Several employers, such as Intrepid Electronics Systems, FAIM Marketing, Lehigh Hanson, HP Machine & Engineering Inc., Next Flex, and Achievement Engineering Group participated.

- work2future has fully spent the remainder of the Career Pathways Trust grant funds in the amount of \$99,283 at the preliminary close ending June 30, 2019. This grant covers a portion of the salaries and benefits of three full-time equivalent positions at the work2future Foundation working on the grant. Overall, work2future has served 30 participants, all of them successfully completing internships ranging from 8 to 10 weeks each. Discussion is ongoing about possible funding for another cohort in the summer of 2019. This grant has been closed.
- 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 has been fully spent and closed.
- An additional grant of \$86,319 was received from the City of Sunnyvale (NOVA) to augment \$200,000 received from the State for the Regional Plan Development and Training Coordination Project. In January 2019, work2future received notification of a second additional grant of \$29,351 from NOVA, for a total grant of \$115,670. The funds support the implementation of the regional plan across the Bay-Peninsula Regional Planning Unit (RPU), including expenses for team development and staff training. Both grants have been fully spent (\$200,000—March 31, 2019; \$115,670—June 30, 2019) and have been closed.
- work2future has received the third and last installment of the Storm grant. The total grant of \$1 million is for a term originally from March 1, 2017 through September 30, 2018. The grant has been extended to September 30, 2019 with no additional funding. This grant has helped 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. At the end of June 30, 2019, work2future has 67 placements, which is above the placement goal of 65 (original goal is 50). Even though this grant ends in September 30, 2019, the grant has achieved its program goals and funding has been fully spent at the end of June 20, 2019. This grant has been closed.
- work2future received its allocation from the Prison to Employment (P2E) Initiative Planning Grant from the City of Sunnyvale (NOVA) in the amount of \$16,625. These funds had been fully spent by the end of June 30, 2019 supporting staff time associated with the development of ongoing relationships with specific government agencies that serve incarcerated populations, including the California Department of Corrections and Rehabilitation, the California Prison Authority, etc., in looking at best practices and program models that work2future can support. An additional \$7,938 had been received to augment the planning and development stages of the P2E program.

###

Attachments

work2future

Financial Status Report as of 6/30/2019

PD 14 Status 3 (Preliminary Close)

Prepared by: Joy Salandanan

Approved by: Monique Melchor

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WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
<b>I. Actual as of June 30, 2018</b>					
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 14	2,484,334	1,898,961	2,232,562	618,032	7,233,889
Actual Expenditures as of June 30, 2018	(1,546,745)	(470,114)	(1,258,257)	(582,352)	(3,857,468)
Encumbrances/Spending Plan as of June 30 2018	(156,347)	(460,505)	(23,764)	(215)	(640,832)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2018	(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%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2018-2019 (remaining plus enc.)	937,589	1,428,847	974,305	35,680	3,376,421
Expenditures as of June 30, 2019	(937,589)	(1,428,847)	(974,305)	(35,680)	(3,376,421)
Encumbrances as of June 30, 2019		0		0	0
Total Actual Expenditures/Encumbrances as of June 30, 2019	(937,589)	(1,428,847)	(974,305)	(35,680)	(3,376,421)
\$ Remaining	0	0	0	0	0
% Remaining	0%	0%	0%	0%	0%
<b>(b) Current Allocation for FY 2018-2019</b>	1,965,619	2,289,129	2,067,738	497,823	6,820,309
Additional Funding	7,059	10,440	6,324	516	24,339
Transfer between Adult and Dislocated Worker	150,000	(150,000)	0	0	0
Rescission	0	0	0	0	0
<b>Adjusted Allocation for FY 2018-2019</b>	2,122,678	2,149,569	2,074,062	498,339	6,844,648
Expenditures as of June 30, 2019	(1,439,475)	(328,369)	(1,197,646)	(498,339)	(3,463,829)
Encumbrances as of June 30, 2019	(43,096)	(609,014)	(51,435)		(703,545)
Total Actual Expenditures/Encumbrances as of June 30, 2019	(1,482,571)	(937,383)	(1,249,081)	(498,339)	(4,167,374)
\$ Remaining	640,107	1,212,186	824,981	0	2,677,274
% Remaining	30%	56%	40%	0%	39%
<b>Total Available Funds for FY2018-2019</b>	3,060,267	3,578,416	3,048,367	534,019	10,221,069
<b>Total Cumulative Expenditures/Encumbrance as of June 30, 2019</b>	(2,420,160)	(2,366,230)	(2,223,386)	(534,019)	(7,543,795)
\$ Remaining	640,107	1,212,186	824,981	0	2,677,274
% Remaining	21%	34%	27%	0%	26%
<b>III. Actual vs. Projected Expenditures/Carry Over through June 30, 2019</b>					
Actual Expenditures/Encumbrances through June 2019	(1,482,571)	(937,383)	(1,249,081)	(498,339)	(4,167,374)
Actual Carry Over through June 2019 (\$)	640,107	1,212,186	824,981	0	2,677,274
Actual Carry Over through June 2019 (%) with Rapid Response	30%	56%	40%	0%	39%
Actual Carry Over through June 2019 (%) without Rapid Response	30%	56%	40%	0%	42%
Projected Expenditures/Encumbrances through June 2019	(1,633,778)	(914,037)	(1,253,032)	498,339	(3,302,508)
Projected Carry Over through June 2019 (\$)	590,976	1,135,532	821,030	0	2,547,538
Projected Carry Over through June 2019 (%) with Rapid Response	28%	53%	40%	0%	37%
Projected Carry Over through June 2019 (%) without Rapid Response	28%	53%	40%	0%	40%

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Other Discretionary Funds	CWDB Proposition 39 Grant	DOL ETA H-1B Ready to Work Partnership Initiative *	City of San Jose Youth Summer Program Initiative	Career Pathway Trust	CALJOBS VOS Enhancement Touch Screen	Regional Training Coordinator	Regional Training Coordinator (NOVA)	NDWG Flood Event 2017	Prison to Employment (NOVA)	Total
I. Actual as of June 30, 2018	Closed	Closed		Closed	Closed	Closed	Closed	Closed		
	06/01/2014- 12/31/2018	11/01/2014- 10/31/2018	07/01/2018- 6/30/2019	07/01/2015- 06/30/2019	03/01/2015- 9/30/2018	03/01/2017- 03/31/2019	03/01/2018- 06/30/2019	03/01/2017- 9/30/19	10/1/2018- 12/31/2019	
Grant Period										
Original Allocation	900,000	232,007	1,500,000	150,000	7,000	200,000	86,319	666,666	16,625	3,758,617
Increase/(Decrease)	468,750	311,699	91,400	100,000	0	0	29,351	333,334	7,938	1,342,472
Adjusted Allocation	1,368,750	543,706	1,591,400	250,000	7,000	200,000	115,670	1,000,000	24,563	5,101,089
Expenditures as of June 30, 2018	(1,286,215)	(499,312)		(150,717)	(3,436)	(86,025)	0	(624,277)	0	(2,649,982)
Encumbrance as of June 30, 2018	(45,213)	0	0	0	0	0	0	0		(45,213)
Total Actual Expenditures/Encumbrances as of June 2018	(1,331,428)	(499,312)	0	(150,717)	(3,436)	(86,025)	0	(624,277)	0	(2,695,195)
Available Funds for FY 2018-2019	37,322	44,394	1,591,400	99,283	3,564	113,975	115,670	375,723	24,563	2,405,894
% Remaining	3%	8%	100%	40%	51%	57%	100%	38%	100%	47%
Available Funds for FY2018-2019	82,535	44,394	1,591,400	99,283	3,564	113,975	115,670	375,723	24,563	2,451,107
Expenditures as of June 30, 2019	(82,535)	(44,394)	(998,886)	(99,283)	(3,564)	(113,975)	115,670	(375,723)	(16,625)	(1,619,315)
Encumbrances as of June 30, 2019			(409,063)		0	0	0	0	0	(409,063)
Cumulative Expenditures/Encumbrances as of June 30, 2019	(82,535)	(44,394)	(1,407,949)	(99,283)	(3,564)	(113,975)	115,670	(375,723)	(16,625)	(2,028,378)
Remaining	0	0	183,451	0	0	0	231,340	0	7,938	422,729
% Remaining	0%	0%	12%	0%	0%	0%	200%	0%	32%	17%
III. Actual vs Projected Expenditures/Carry Over										
Actual Expenditures/Encumbrances through June 2019	(82,535)	(44,394)	(1,407,949)	(99,283)	(3,564)	(113,975)	(115,670)	(375,723)	(16,625)	(2,259,718)
Actual Carry Over through June 2019 (\$)	0	0	183,451	0	0	0	0	0	7,938	191,389
Actual Carry Over through June 2019 (%)	0%	0%	12%	0%	0%	0%	0%	0%	32%	8%
Projected Carry Over through June 2019 (\$)	0	0	208,385	0	0	0	0	0	7,938	216,323
Projected Carry Over through June 2019 (%)	0%	0%	13%	0%	0%	0%	0%	0%	32%	9%



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Other Funds	CWDB	Bank of America (BOS)	NFTE	W2F Foundation	Total
<b>I. Actual as of June 30, 2018</b>		<b>CLOSED</b>	<b>CLOSED</b>		
Grant Period	N/A	N/A	N/A	N/A	
Original Allocation	5,000	10,000	801	15,454	31,255
Expenditure/Encumbrances as of June 2018	0	(3,258)	0	0	(3,258)
Total Actual Expenditures/Encumbrances as of June 2018	0	(3,258)	0	0	(3,258)
Available Funds for FY 2018-2019	5,000	6,742	801	15,454	27,997
% Remaining	100%	67%	100%	100%	90%
<b>II. Actual Expenditures</b>					
Available Funds for FY 2018-2019	5,000	6,742	801	15,454	27,997
Expenditures as of June 30, 2019		(6,742)	(801)	(530)	(8,073)
Encumbrances as of June 30, 2019		0	0	0	0
Cumulative Expenditures as of June 30, 2019	0	(6,742)	(801)	(530)	(8,073)
\$ Remaining	5,000	0	0	14,924	19,924
% Remaining	100%	0%	0%	97%	71%
<b>III. Actual vs. Projected Expenditures and Encumbrances/Carry Over</b>					
Actual Carry Over through June 2019	5,000	0	0	14,924	19,924
Actual Carry Over (%) through June 2019	100%	0%	0%	97%	71%
Projected Carry Over through June 2019	5,000	0	0	14,924	19,924
Projected Carry Over (%) through June 2019	100%	0%	0%	97%	71%

## **IV.A.1**

**May 16 Minutes Approval**

**[Action]**

**JOINT EXECUTIVE and FINANCE & PERFORMANCE COMMITTEE MEETING**

**May 16, 2019**

**Called to Order: 11:43 a.m.**

**ACTION MINUTES**

Draft minutes prepared by Kathryn Azevedo, approved by Monique Melchor

WDB Staff: Kathryn Azevedo, Monique Melchor, Joy Salandanan, Meredith Studebaker, Lawrence Thoo

**I. OPENING REMARKS:** Read by Executive Committee Chair Joe Flynn

**II. QUORUM VERIFICATION**

**Executive Committee:**

Present: Joe Flynn, Sue Koepp-Baker, Rashad Said

Absent: Steve Preminger

**Finance & Performance Committee:**

Present: Jack Estill, Sue Koepp-Baker

Absent: Leslie Gilroy

**III. CONSENT ITEMS**

The Committees each unanimously accepted the Consent Items.

**Finance & Performance Committee:**

Motion: Sue Koepp-Baker

Second: Jack Estill

**Executive:**

Motion: Rashad Said

Second: Sue Koepp-Baker

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**Executive Committee**

Mr. Said moved, Ms. Koepp-Baker seconded, and the Executive Committee unanimously approved the minutes of the Committee's March 4, 2019 meeting.

**Finance & Performance Committee**

Mr. Estill moved, Ms. Koepp-Baker seconded, and the Finance & Performance Committee unanimously approved the minutes of the Committee's February 21, 2019 meeting.

## **B. New Business**

### **1. Director's Report {Discussion}**

Director Monique Melchor reported on the status of state-mandated Hallmarks of Excellence criteria for affiliate sites, a new Training and Employment Guidance Letter (TEGL) regarding mandated partner services, upcoming fiscal monitoring and the wait for the updated state policy on training credentials.

### **2. Report on Single Audit Results {Discussion}**

Finance Manager Salandanan reported that there were no findings from the Annual Single Audit for work2future. She reported that the work2future Foundation and Eckerd Youth Alternatives, Inc. financial audits included no findings that impact WIOA funding.

### **3. San Jose Works 5.0 {Action}**

Finance Manager Joy Salandanan recommended that the committees approve a recommendation to the Board of the following:

- a) Acceptance of \$1.5 million in City of San Jose funds to support San Jose Works 5.0
- b) Distribution of \$1,258,000 to work2future Foundation and \$95,000 to the Parks, Recreation and Neighborhood Services Department for San Jose Works services, and allocation of \$147,000 for San Jose Works in the work2future Operating Budget.

Ms. Salandanan reported on the success of San Jose Works 4.0 with the overall placement of 1,002 youth, and 93% completion for subsidized youth, and 84% completion for unsubsidized youth. She also noted that Bentek, Inc. provided 55 total internships. The plan for SJ Works 5.0 is to provide 1,000 youth with career internships. Mr. Flynn remarked on the importance of marketing this very successful program throughout our community. Discussion ensued.

The committees unanimously approved the recommendation.

### **Finance & Performance Committee:**

Motion: Sue Koepp-Baker

Second: Jack Estill

### **Executive Committee:**

Motion: Sue Koepp-Baker

Second: Rashad Said

### **4. Prison to Employment Grant {Action}**

Finance Manager Salandanan presented a recommendation that the committees approve a recommendation that the Board approve the acceptance of \$661,783 for implementation of the

Prison to Employment Initiative, including \$607,976 for program service delivery and \$53,807 for work2future's service as program lead. work2future is partnering with Santa Clara County Probation, the Santa Clara County Office of Reentry Resource Center, Santa Clara County of Education (COE), Santa Clara County Social Services and local CBOs to support Career Pathways Training Programs for both post-release adults and in-custody Youth residents of Blue Ridge Youth Center who will be enrolled in the construction focused Multi-Craft Core Curriculum Training Program.

The committees unanimously approved the recommendation.

**Finance & Performance Committee:**

Motion: Sue Koepp-Baker

Second: Jack Estill

**Executive Committee:**

Motion: Rashad Said

Second: Sue Koepp-Baker

**5. Operating Budget for FY2020 {Action}**

Finance Manager Salandanan asked the committee to recommend that the Board approve staff's Proposed WIOA Operating Budget of \$6,842,369 for Fiscal Year (FY) 2019-20, including:

- a) Adjustment of \$34,313 to the March 21, 2019 Board-approved preliminary WIOA Program Operating *base* Budget for FY 2019-20
- b) WIOA Administrative Budget in the amount of \$579,649
- c) Proposed WIOA *estimated* Rapid Response Funding for FY 2019-20 of \$467,823
- d) Authorization for staff to transfer funds without additional Board approval between budget line items, as long as overall amounts for personnel and non-personnel expenses are not changed, and between the Adult and Dislocated Worker Programs, as needed, so long as the total budget amount is not changed.

Mr. Rashad Said recused himself from this item and the committees unanimously accepted the budget recommendation.

**Finance & Performance Committee:**

Motion: Jack Estill

Second: Sue Koepp-Baker

**Executive Committee:**

Motion: Sue Koepp-Baker

Second: Joe Flynn

**6. WIOA Performance and Service Delivery Outcomes Update {Discussion}**

MIS Analyst Meredith Studebaker reported on (a) WIOA performance through the

third quarter of the 2018 Program Year, and (b) employment-related outcomes in relation to priority sectors and in-demand occupations at non-priority sector employer.

**7. Board Retreat {Discussion}**

Director Melchor provided a brief update on the planning in progress for Board Retreat to be held immediately following the regular business meeting of the Board on June 20, 2019. Committee members agreed that the Retreat offered an opportunity to create a shared vision for the Board moving forward.

**V. Public Comment: None****VI. SUGGESTED FUTURE AGENDA ITEMS:**

1. Address marketing and rebranding needs.

**VII. Announcements:**

- A. The next meeting of the work2future Board is scheduled for Thursday, June 20, 2019 at 9:30 am, at NextFlex, 2040 Fortune Dr., San Jose.
- B. The next meeting of the Executive Committee is scheduled for Thursday, July 18<sup>th</sup>, 2019, 11:30 am, at the Business Services & Administration Center, 5730 Chambertin Dr., San Jose.

**VIII. Adjournment:** The meeting was adjourned at 1:21 pm.

## **IV.A.2**

June 6 Minutes Approval

[Action]

**SPECIAL EXECUTIVE COMMITTEE MEETING**

**June 6, 2019**

**Called to Order: 11:06 a.m.**

**ACTION MINUTES**

Draft minutes prepared by Kathryn Azevedo, approved by Monique Melchor

WDB Staff: Kathryn Azevedo, Colleen Brennan, Monique Melchor, Joy Salandanan, Meredith Studebaker, Lawrence Thoo

**I. OPENING REMARKS:** Read by Chair Joe Flynn

**II. QUORUM VERIFICATION**

Present: Joe Flynn, Sue Koepp-Baker, Rashad Said, Steve Preminger

Absent: None

**III. BUSINESS**

**A. WIOA Career Services in Fiscal Year 2019-20**

work2future Director Monique Melchor recommended that the Executive Committee approve on behalf of the Board the following actions:

1. Revision of the Eckerd Youth Alternatives, Inc. (Eckerd) scope of services for WIOA Adult and Dislocated Worker Programs so as to include career services throughout the San Jose Silicon Valley Local Workforce Development Area (LWDA);
2. Authority for staff to establish a new agreement with Eckerd for WIOA Youth Program services throughout the LWDA; and
3. Distribution of \$2,414,059 to Eckerd to support the services mentioned above.

On June 4, 2019, the work2future Workforce Development Board staff received notice from attorneys representing the work2future Foundation that the Foundation Board of Directors had approved the dissolution of the Foundation and that the Foundation would stop providing WIOA Adult, Dislocated Worker and Youth services effective June 30, 2019.

Director Melchor reported that, in order to maintain continuity of service to the community on such short notice, staff reached out to Eckerd, work2future's WIOA services provider for the southern part of the LWDA, including Gilroy, Morgan Hill and the unincorporated community of San Martin. In the subsequent discussions, Eckerd agreed to assume responsibility for the WIOA services that had been contracted to the Foundation to provide.

Director Melchor explained that both the City Attorney's Office and the state's Employment Development Department had been informed of the circumstances and were supportive of the recommended actions. Staff affirmed the City of San Jose's commitment to expediting a new agreement with Eckerd for WIOA Youth Program services and the necessary revision to the existing agreement for Adult and Dislocated Worker services.



The committee agreed to review lessons learned from this transition.

ACTION: Mr. Preminger moved, Mr. Said seconded, and the Committee unanimously approved the recommendation. In order to expedite the execution of the needed new agreement with Eckerd and revision to the existing agreement, the Committee gave approval on behalf of the work2future Board, as previously authorized by the Board.

**IV. PUBLIC COMMENT:** Mr. Jack Estill, Finance & Performance Committee member, offered to convene an after-action meeting of an ad hoc committee to review the circumstances that required the career services transition and lessons learned from the experience.

**V: ANNOUNCEMENTS:** None

**VI. ADJOURNMENT:** The meeting was adjourned at 11:32pm.

## **IV.B.1**

### **Director's Report**

**[Discussion]**

## **DIRECTOR'S REPORT**

Updates on miscellaneous work2future-related matters of interest to the committee.

###

## **IV.B.2**

**PY2017-PY2020 Local Plan and  
Regional Plan Modifications  
Approved**

**[Discussion]**

## **PY2017–PY2020 LOCAL PLAN AND REGIONAL PLAN MODIFICATIONS APPROVED**

As reported at the March 31, 2019 Board meeting, WIOA-required biennial modifications to work2future's Local Plan and Bay-Peninsula Regional Plan were submitted to the California Workforce Development Board (State Board) for review and approval by the deadline of March 15, 2019.

The State Board has since approved both the local and regional plan modifications.

### **Background and Analysis**

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) had 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.

Required components of the Local Plan modifications included 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 included the following:

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

The Local Plan revisions focus on the first four items listed above, while the final item is addressed in revisions to the Regional Plan.

work2future will continue to develop 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

###

Local Plan Modification, approved: [http://work2future.biz/images/Local\\_Plan\\_Mod\\_PY2019-PY2020\\_approved.pdf](http://work2future.biz/images/Local_Plan_Mod_PY2019-PY2020_approved.pdf)

Regional Plan Modification, approved: [http://work2future.biz/images/Regnl\\_Plan\\_Mod\\_PY2019-PY2020\\_approved.pdf](http://work2future.biz/images/Regnl_Plan_Mod_PY2019-PY2020_approved.pdf)

## **IV.B.3**

After-Action Report

[Discussion]

### **AFTER-ACTION REPORT**

On Monday, September 9, 2019, an ad hoc committee met to discuss the termination with little notice of WIOA services by the work2future Foundation in June of this year and identify lessons that might be learned from unexpected event.

Appointed by Board Chair Joe Flynn, ad hoc committee members Louise Auerhahn, Rajiv Batra, George Chao, Jack Estill and Pamela Moore met in an open meeting chaired by Mr. Estill.

Mr. Estill will present a report to the Executive Committee on the ad hoc committee's discussion.

###

## **IV.B.4**

# Career Services Transition Report

[Discussion]



### **CAREER SERVICES TRANSITION REPORT**

- July 1, 2019, work2future's federally funded career services were provided solely by Eckerd Connects Workforce Development, an arm of Eckerd Youth Alternatives, Inc. (Eckerd), under contract with the City of San Jose on behalf of work2future.
- Prior to July 1, 2019 Eckerd only provided adult program services for work2future in South County.
- July 1, 2019 Eckerd took over service responsibility for the rest of work2future's LWDA from work2future Foundation, Inc. (Foundation), which is a separate entity from work2future.
- Career counseling, workshops, training (ETPL, WEX, OJT), employer engagement and other WIOA services continue to be provided.
- There was no disruption of services in the transition from the Foundation to Eckerd Connects.

###

## **IV.B.5**

### **Board Committees**

**[Action]**



## *Memorandum*

TO: EXECUTIVE COMMITTEE

FROM: Monique Melchor

SUBJECT: **Board Committees Reorganization**

DATE: September 13, 2019

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Approved

Date

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### **RECOMMENDATION**

Recommend Board approval of amendments to the work2future By-laws to accomplish the following:

- Consolidation of the responsibilities of the Executive Committee and the Finance & Performance Committee into a single Executive Committee comprised of seven members: Board Chair and Co-chair, the chairperson of each standing committee, and a sufficient number of additional Board members elected at large by the Board to ensure that the committee has seven members.
- Reconstitution of the Youth Committee, comprised of Board members appointed by the Chair, members of community-based organizations with a demonstrated record of success in serving eligible youth, and, potentially, other individuals with appropriate expertise and experience.
  - The Youth Committee role will be aligned with Section 681.100 of Title 20 of the Code of Federal Regulations regarding Title I of the Workforce Innovation and Opportunities Act (WIOA), namely, "to provide information and to assist with planning, operational, oversight, and other issues relating to the provision of services to youth."
- Establishment of a Business Services Committee, comprised of Board members who represent the leading industries and employers in the regional economy and potential emerging sectors that have significant potential to contribute to job growth in the regional economy if investments were made for training and educational programs, as well as business executives who are not formally members of the Board but, nonetheless, represent the kinds of employers described above. The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board. The Committee shall replace the Private Employers Business Council Committee.
  - In keeping with California Unemployment Insurance Code Section 14200(c)(9)(C), the Committee will develop and make recommendations for the Board's business service plan to increase employer involvement in the activities of the local workforce development board.

### **BACKGROUND AND ANALYSIS**

Article VI of the work2future By-laws calls for four standing committees: The Executive Committee, the Youth Committee, the Finance & Performance Committee, and the Private Employer Business Council Committee. However, only the Executive Committee and the Finance & Performance Committee are active.

The Executive Committee is under-strength, with four of seven required members, while the Finance & Performance Committee has just three members. Historically, both committees have had nearly identical

agendas, and, for at least two years, the Finance & Performance Committee, at the recommendation of its chairperson, has met jointly with the Executive Committee whenever possible.

At the Board retreat on June 20, 2019, Board members expressed a strong sense that all Board members should serve on a committee. Members present indicated their interest in the various committees.

### **Impact and Workload**

With sufficient and appropriate membership and focused pursuit of their purposes, the three committees recommended above should empower Board members to better engage in ensuring work2future's success without requiring the full Board to meet more than the three or four times a year that it currently does. The inclusion of appropriate expertise on committees without requirements for full Board membership should provide for greater informed input in the development and oversight of plans.

Increasing the number of active and engaged committees will require additional support from already lean staff resources. The committees will need to manage workload with care in order to balance the outcomes of committee work against the time and other resources required of both committee members and staff, given the existing demands on work2future and a pattern of diminishing WIOA resources. It is recommended that committees meet only as needed for appropriate and necessary action, perhaps two or three times a year. Each should develop with staff an annual work plan focused on its purpose, with clear outcomes as goals.

### **Federal and State Requirements**

WIOA does not require local workforce development boards to have standing committees. It does encourage local boards to have a Youth standing committee with appropriate expertise to better focus on needs of youth in the community. WIOA also recommends the kind of representation that a Youth standing committee should have and specifies the committee's purpose. The Youth Committee recommendation above reflects WIOA's committee membership recommendation and summarizes federal language regarding a Youth standing committee's purpose.

Although WIOA does not require standing committees, the California Unemployment Insurance Code does require local boards to have a business services subcommittee. The Code's requirements are reflected in the Business Services Committee recommendation above.

While WIOA does not require standing committees, it does require local boards that choose to have standing committees to include committee members who are not formally on the local Board. Thus, while the state does not include a requirement for business services subcommittees to have membership outside the Board, the recommendation above includes non-Board members as Business Services Committee members to comply with the WIOA requirement.

/s/  
Monique Melchor  
Director

cc: Jeff Ruster, Director of Strategic Partnerships, Office of the City Manager  
Lawrence Thoo, staff liaison to the Board, work2future

**V.**

Public Comment

**VI.**

Suggestions For Future Agenda  
Items

## **VII.**

# **ANNOUNCEMENTS**

### **VII.A**

The next meeting of the Executive Committee is scheduled for Thursday, October 17, 2019, 11:30 am, to be held jointly with the Finance & Performance Committee, at the Business Services & Administration Center, 5730 Chambertin Dr, San Jose.

### **VII.B**

The next meeting of the work2future Board is scheduled for Thursday, November 21, 2019, 11:30 am, at the San Jose America's Job Center of California, 1601 Foxworthy Ave, San Jose.

### **VII.C**

Elections for the Chair and Co-chair of the Board for 2020 and 2021 will be held at the November 21 Board meeting.

### **VII.D**

Job Fair at Mexican Heritage Plaza, September 26, 1 pm–3:30 pm; Census Jobs Application Workshop at San Jose Job Center, September 30, 1 pm–4:30 pm.

### **VII.E**

Other

**VIII.**

**ADJOURNMENT**