



## **EXECUTIVE COMMITTEE MEETING AGENDA**

**Thursday, January 23, 2020  
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**

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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**

**Thursday, January 23, 2020**

**11:30 am**

**MEETING AGENDA**

- I. CALL TO ORDER & QUORUM VERIFICATION**
- II. OPENING REMARKS**
- III. PUBLIC COMMENT**
- IV. CONSENT ITEMS** *5 min*  
Approve the acceptance of *11:40 am end*
  - A. October 31, 2019 Financial Status Report**
- V. BUSINESS ITEMS**
  - A. Old Business**
    - 1. Minutes Approval (Action)** *5 min*  
Approve minutes of the November 8, 2019 Executive Committee *11:45 am end*  
Special Meeting.
    - B. New Business**
      - 1. Director's Report (Discussion)** *5 min*  
*Monique Melchor, Director* *11:50 am end*  
Report on various matters of interest.
      - 2. Business Services Committee (Discussion)** *10 min*  
*George Chao, Chairperson; Lawrence Thoo, Strategic Engagement* *12:00 pm end*  
*Manager*  
Report on the launch of the Business Services Committee.
      - 3. Career Services RFP (Discussion)** *10 min*  
*Monique Melchor, Director* *12:10 pm end*  
Status report on the Request for Proposal (RFP) for new career services providers, which was released January 15, 2020.
      - 4. Prison-to-Employment Initiative (Discussion)** *10 min*  
*Sangeeta Durrall, Special Projects Officer* *12:20 pm end*  
Status report on the Prison-to-Employment Initiative due to be launched February 15, 2020.

**5. Automation | AI | Future of Work (Discussion)**

*10 min*

*Lawrence Thoo, Strategic Engagement Manager*

*12:30 pm end*

Status report on the Automation, Artificial Intelligence (AI) and the Future of Work in Silicon Valley LMI project.

**VI. AGENDA SUGGESTIONS**

**VII. ANNOUNCEMENTS**

**A.** Next Executive Committee meeting: February 20, 2020, 11:30 am

**B.** Other

**VIII. ADJOURNMENT**

**I.**

**Call to Order &  
Quorum Verification**

**II.**

**Opening Remarks**

## III.

# Public Comment

To address the committee regarding a matter not on the agenda, please complete a blue speaker's card and hand it to a staff person. Speakers are limited to two minutes each.

**IV.**

**Consent Items**

**[Action]**

# **IV.A**

October 31, 2019

Financial Status Report

[Action]

## PRELIMINARY FINANCIAL STATUS AS OF OCTOBER 31, 2019

### 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 October 31, 2019, there is no change in the amount of funding anticipated to be carried over to FY 2020-21. It remains at \$1.765 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2020-21 representing:
  1. Board-mandated Reserve Account: \$869,474
  2. Board-approved Unallocated Reserve Account: \$693,789
  3. Additional funding of \$185,352 from actual savings at year-end close of June 30, 2019
  4. Projected net savings of \$16,480: a) \$3,585 from temporary unclassified position term expiring; with a 30-day gap in employment prior to re-hire; plus b) over-accruals of \$17,395 from FY 18-19; plus c) savings of \$5,000 from consultancy services for a fiscal consultant; less d) an expense of \$9,500 for an unbudgeted consultant services for data analytics.

### Other Discretionary Funding

- work2future received an allocation from the City's General Fund of \$1,500,000 for San Jose Works 5.0, in addition to net carryover funding of \$590,064 from FY 2018-19, for a total funding of \$2,090,064. As of October 31, 2019, over **94%** of the youth have successfully completed their subsidized internships with a pending winter cohort of 53 students to complete our goal of 375. An additional 238 participants have been placed in employer-paid opportunities. In addition to recruitment, placement, and onboarding services, youth were also provided career counselling, job readiness training, supportive services (e.g. bus passes), and financial literacy education. San Jose Works 6.0 planning has begun with a goal of serving another 1,000 youth (375 subsidized and 625 unsubsidized, i.e., employer-paid). San Jose Works 5.0 ends in April 2020.
- work2future has received a funding 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. This grant ends in December 31, 2019 and will be fully expended.
- Additional P2E funding of \$661,784—\$607,977 for 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 and other corrective systems organizations, will support training, job placement and supportive services to eligible re-entry individuals. In addition, 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, NOVA, San Benito and work2future. The grant term for this award is from September 1, 2019 to March 31, 2022. The grant award document is still being processed for execution.



- 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 and is anticipated to be fully spent by the end of the grant.
- 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 regional support network for non-traditional apprenticeships is projected to be the outcome of this grant. This grant ends on September 30, 2020 and is anticipated to be fully spent by the end of the grant.
- BusinessOwnersSpace (BOS) funds are unrestricted funds that have been sourced from various agencies and have been carried forward year after year until funding is fully exhausted.

###

Attachments

**work2future**  
**Financial Status Report as of 10/31/19**  
**Pd 4 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 15 Stat 1	<b>2,122,678</b>	<b>2,149,569</b>	<b>2,074,062</b>	<b>498,339</b>	<b>6,844,648</b>
<i>Actual Expenditures as of June 30, 2019</i>	(1,439,475)	(325,291)	(1,197,646)	(498,339)	(3,460,751)
<i>Encumbrances/Spending Plan as of June 30 2019</i>	(43,096)	(609,014)	(51,435)	0	(703,545)
<b>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2019</b>	<b>(1,482,571)</b>	<b>(934,305)</b>	<b>(1,249,081)</b>	<b>(498,339)</b>	<b>(4,164,296)</b>
Available Funds for FY2019-2020	<b>640,107</b>	<b>1,215,264</b>	<b>824,981</b>	<b>0</b>	<b>2,680,352</b>
<i>% Remaining</i>	30%	57%	40%	0%	39%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2019-2020 (remaining plus enc.)	<b>683,203</b>	<b>1,824,278</b>	<b>876,416</b>	<b>0</b>	<b>3,383,897</b>
<i>Expenditures as of October 31, 2019</i>	(533,203)	(422,203)	(388,581)		(1,343,987)
<i>Encumbrances as of October 31, 2019</i>	(150,000)	(861,849)	(487,835)	0	(1,499,684)
<b>Total Actual Expenditures/Encumbrances as of October 31, 2019</b>	<b>(683,203)</b>	<b>(1,284,052)</b>	<b>(876,416)</b>	<b>0</b>	<b>(2,843,671)</b>
<b>\$ Remaining</b>	<b>0</b>	<b>540,226</b>	<b>0</b>	<b>0</b>	<b>540,226</b>
<b>% Remaining</b>	<b>0%</b>	<b>30%</b>	<b>0%</b>	<b>0%</b>	<b>16%</b>
(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	4,370	1,256		347	5,973
Rescission	0	0	0	0	0
<b>Adjusted Allocation for FY 2019-2020</b>	<b>1,785,927</b>	<b>2,142,096</b>	<b>1,874,095</b>	<b>590,830</b>	<b>6,392,948</b>
<i>Expenditures as of October 31, 2019</i>	(198,896)	(37,289)	(136,477)	(87,041)	(459,703)
<i>Encumbrances as of October 31, 2019</i>	(1,169,575)	0	(1,013,010)	(5,000)	(2,187,585)
<b>Total Actual Expenditures/Encumbrances as of October 31, 2019</b>	<b>(1,368,471)</b>	<b>(37,289)</b>	<b>(1,149,487)</b>	<b>(92,041)</b>	<b>(2,647,288)</b>
<b>\$ Remaining</b>	<b>417,456</b>	<b>2,104,807</b>	<b>724,608</b>	<b>498,789</b>	<b>3,745,660</b>
<b>% Remaining</b>	<b>23%</b>	<b>98%</b>	<b>39%</b>	<b>84%</b>	<b>59%</b>
<b>Total Available Funds for FY2019-2020</b>	<b>2,469,130</b>	<b>3,966,374</b>	<b>2,750,511</b>	<b>590,830</b>	<b>9,776,845</b>
<b>Total Cumulative Expenditures/Encumbrance as of October 31, 2019</b>	<b>(2,051,674)</b>	<b>(1,321,341)</b>	<b>(2,025,903)</b>	<b>(92,041)</b>	<b>(5,490,959)</b>
<b>\$ Remaining</b>	<b>417,456</b>	<b>2,645,033</b>	<b>724,608</b>	<b>498,789</b>	<b>4,285,886</b>
<b>% Remaining</b>	<b>17%</b>	<b>67%</b>	<b>26%</b>	<b>84%</b>	<b>44%</b>
<b>III. Projected Expenditures/Carry Over through June 30, 2020</b>					
<i>Projected Expenditures/Encumbrances through June 2020</i>	(1,356,346)	(1,256,144)	(1,428,118)	(587,245)	(4,627,853)
<i>Projected Carry Over through June 2020 (\$)</i>	429,581	885,952	445,977	3,585	1,765,095
<i>Projected Carry Over through June 2020 (%) with Rapid Response</i>	24%	41%	24%	1%	28%
<i>Projected Carry Over through June 2020 (%) without Rapid Response</i>	24%	41%	24%	0%	30%

## work2future

## Financial Status Report as of 10/31/2019

## PD 4 Stat 3

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>Adjustment</b>	<b>(2,450)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,450)</b>
<b>Total Available Funding for FY 2019-2020</b>	<b>2,090,064</b>	<b>7,938</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>2,786,439</b>
<i>Expenditures as of October 31, 2019</i>	<i>(416,009)</i>	<i>(4,067)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(420,076)</i>
<i>Encumbrances as of October 31, 2019</i>	<i>(598,567)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(598,567)</i>
<b>Cumulative Expenditures/Encumbrances as of October 31, 2019</b>	<b>(1,014,576)</b>	<b>(4,067)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,018,643)</b>
<b>Remaining</b>	<b>1,075,488</b>	<b>3,871</b>	<b>607,977</b>	<b>53,807</b>	<b>15,000</b>	<b>11,653</b>	<b>1,767,796</b>
<b>% Remaining</b>	<b>51%</b>	<b>49%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>63%</b>
<b>III. Projected Expenditures/Carry Over</b>							
<i>Projected Expenditures/Encumbrances through June 2020</i>	<i>(1,566,054)</i>	<i>(7,938)</i>	<i>(265,000)</i>	<i>(23,060)</i>	<i>(15,000)</i>	<i>(11,653)</i>	<i>(1,888,705)</i>
<i>Projected Carry Over through June 2020 (\$)</i>	<i>524,010</i>	<i>0</i>	<i>342,977</i>	<i>30,747</i>	<i>0</i>	<i>0</i>	<i>897,734</i>
<i>Projected Carry Over through June 2020 (%)</i>	<i>25%</i>	<i>0%</i>	<i>56%</i>	<i>57%</i>	<i>0%</i>	<i>0%</i>	<i>32%</i>

work2future

Financial Status Report as of 10/31/2019

PD 4 Status 3

Other Funds	CWDB	W2F Foundation	Total
<b>I. Actual as of June 30, 2019</b>			
Grant Period	N/A	N/A	
Original Allocation	5,000	15,454	20,454
Expenditure/Encumbrances as of June 2019	0	(530)	(530)
Total Actual Expenditures/Encumbrances as of June 2019	0	(530)	(530)
Available Funds for FY 2019-2020	5,000	14,924	19,924
% Remaining	100%	97%	97%
<b>II. Actual Expenditures</b>			
Available Funds for FY 2019-2020	5,000	14,924	19,924
Expenditures as of October 31, 2019	(957)	(518)	(1,475)
Encumbrances as of October 31, 2019	0	0	0
Cumulative Expenditures as of October 31, 2019	(957)	(518)	(1,475)
\$ Remaining	4,043	14,406	18,449
% Remaining	81%	97%	93%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
Projected Carry Over through June 2020	4,043	14,406	18,449
Projected Carry Over (%) through June 2020	81%	97%	93%

**V.A.1**

**Executive Committee  
Minutes Approval**

**[Action]**

## EXECUTIVE COMMITTEE

Friday, November 8, 2019  
2:30 pm

### SPECIAL MEETING MINUTES

Prepared by Lawrence Thoo; reviewed and approved by Monique Melchor.

Staff present: Kathryn Azevedo, Monique Melchor, Lawrence Thoo

#### I. CALL TO ORDER & QUORUM VERIFICATION

**Present:** Joe Flynn, Chair; Susan Koepp-Baker via telephone at 616 Kay Springs Ct, Morgan Hill; Steve Preminger

**Absent:** None

Chair Joe Flynn called the meeting to order at 2:30 pm. Ms. Koepp-Baker stated for the record that she was able to hear clearly other members of the committee and staff present, that the agenda was posted in a publicly visible manner at her location, and that the location could be accessed by members of the public but none were present.

#### II. PUBLIC COMMENT

None.

#### III. CONSENT ITEMS

Mr. Preminger moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the acceptance of:

- A. **Fiscal Year 2019 Year-End (June 30) Financial Status Report**
- B. **August 31, 2019 Financial Status Report**
- C. **Labor Market Overview as of September 30, 2019**

#### IV. BUSINESS ITEMS

##### A. Old Business

##### 1. Executive Committee Minutes Approval

**Action:** Mr. Preminger moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the minutes of the September 19, 2019 Executive Committee meeting.

##### B. New Business

##### 1. FY 2019–20 Program Operating Budget Reconciliation

On behalf of Finance Manager Joy Salandanan, Director Monique Melchor reported on the reconciliation of the Fiscal Year 2019–20 Program Operating Budget.

**Action:** Ms. Koepp-Baker moved, Mr. Preminger seconded, and the committee unanimously approved the committee's recommendation that the Board accept staff's proposed adjustments to the Fiscal Year 2019–20 Program Operating Budget as

follows: i) Re-budget \$185,352 in additional carry-over *program* funding and \$10,621 in *administrative* funding from FY 2018-19, thereby amending the estimated carry-over funding as of March 31, 2019 that was included in the June 2019 Board-approved Program Operating Budget for FY 2019-20; ii) Increase funding by \$122,660 in the WIOA Rapid Response operating budget compared to estimated funding; and iii) Include a Summary of Discretionary Funding, both new and carry-over, in the amount of \$2,216,299.

**2. Amendments to the Board By-Laws**

Strategic Engagement Manager Lawrence Thoo reviewed the proposed amendments to the By-laws, describing how the amendments will i) provide compliance with the requirements of §14402 of the California Unemployment Insurance Code; ii) add the June 16, 2016 Board approved delegation of approval authority to the Executive Committee; and iii) clarify and streamline standing committees.

**Action:** Mr. Preminger moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the committee's recommendation that the Board approve the By-Laws as amended.

**V. ADJOURNMENT**

Chair Flynn adjourned the meeting at 2:45 pm.

**V.B.1**

Director's Report

[Discussion]



**DIRECTOR'S REPORT**

work2future Director Monique Melchor will update the committee on various matters of interest.

###

**V.B.2**

**Business Services Committee**

**[Discussion]**

### **BUSINESS SERVICES COMMITTEE**

The new Business Services Committee resulting from the amended by-laws that the Board approved at its November 2019 meeting, held its first meeting December 20, 2019.

The committee is comprised initially of the following Board members: Rajiv Batra, George Chao, Joe Flynn (ex officio), Blanca Gomez, Susan Koepp-Baker, Priya Smith, and Alan Takahashi. As its first order of business, the committee selected by acclamation George Chao to be its chairperson for 2020.

The bulk of the meeting was devoted to briefing committee members on work2future's existing business services, and on Automation, Artificial Intelligence (AI) and the Future of Work in Silicon Valley, the new Labor Market Information project aimed at developing actions that work2future and its immediate workforce development partners should and can take to better assist priority populations prepare for the occupational risks and opportunities that are likely to result locally from the continuing implementation of automation and AI by employers. Members of the committee were invited to participate on a stakeholder advisory panel being convened for the project.

###

**V.B.3**

Career Services RFP

[Discussion]

### **2020 Career Services RFP Update**

- work2future released a Request for Proposals (RFP) for Career Services on Wednesday, January 15, 2020. The RFP, which was reviewed by the City Attorney's Office, is for both Adult/Dislocated Worker (Adult/DW) and Youth Services. work2future incorporated these elements into the RFP:
  - Proposers may choose to provide only one type of service (Adult/DW or Youth) or both.
  - Proposers may choose to provide services in the San José area, the South County area, or both.
  - work2future anticipates awarding contracts to multiple providers, if the proposals attain high scores in serving one population or area.
- work2future had a community input meeting January 14, 2020 to gain insight from other CBOs that serve similar populations. Sixteen individuals, representing 14 separate organizations, attended.
- The RFP emphasizes bringing services to clients in locations that are convenient to them, such as libraries and community centers.
  - Adult and Dislocated Worker services will focus on meeting local employers' need for a skilled workforce.
  - Youth services will ready youth for good jobs in our Priority Industry Sectors and In-Demand Occupations.
- The RFP calls for implementing stronger linkages with partners to improve the service referral process, reflecting feedback from the community input meeting.
- Career Services Providers selected under this RFP will be required to meet all State and local performance measures for:
  - Education and Employment rates,
  - Median Earnings, and
  - Attainment of a Credential.
- Providers will also be required to meet Board-approved performance measures for:
  - Placement in jobs in Priority Industry Sectors or In-Demand Occupations and
  - Placement in Jobs in other sectors.

###

**V.B.4**

**Prison-to-Employment  
Initiative**

**[Discussion]**

## **PRISON TO EMPLOYMENT INITIATIVE**

### OVERVIEW

In July 2018, the California Legislature approved SB 856 (Budget & Fiscal Review, Chapter 30, Statutes of 2018), which included \$37 million in state general funds to resource the Prison to Employment Initiative proposed by Governor Jerry Brown in his 2018 budget proposal. Funding for the Prison to Employment Initiative is intended to support regional planning efforts, fund regional plan implementation, and provide resources for direct services to the formerly incarcerated and other justice-involved individuals. It also sets aside specific resources for both supportive services and earn and learn activities.

The Bay-Peninsula Regional Planning Unit (RPU) was awarded \$1,797,318 by the California Workforce Development Board for services under this initiative. NOVA is the fiscal lead on behalf of the RPU, and work2future is the program lead.

### work2future PROGRAM DESIGN

work2future, in partnership with the Santa Clara County Probation Department—Office of Reentry Services (ORS) and Goodwill of Silicon Valley, will provide workforce services to 225 participants. These participants will receive the following:

- Basic Career Services
- Job Readiness Workshops
- Mental Health Services, using Cognitive-Behavioral model to help address criminogenic factors, as they relate to job retention and life skills.
- Pre-Apprenticeship Training for a total of 80 of the 225 participants, in four cohorts of 20 participants each.

The grant services will commence on February 5, 2020 and continue through September 30, 2021.

### PROGRAM LEAD

work2future will provide project leadership for the Prison to Employment Initiative in the Bay-Peninsula RPU, which will include following duties:

- Overall project management to achieve project deliverables and goals
- Compile and coordinate submission of required monthly/quarterly reports
- Lead project planning efforts
- Coordinate fulfillment of grantor requirements including reporting
- Dissemination of grantor information and instructions
- Coordinate and manage required monitoring by grantor
- Provide technical assistance to WDBs for compliance and improved performance.

**V.B.5**

Automation | AI | Future of Work

[Discussion]



## **AUTOMATION, ARTIFICIAL INTELLIGENCE & THE FUTURE OF WORK IN SILICON VALLEY**

work2future has launched a solutions-oriented Labor Market Information project to research probable impacts of developments in automation and artificial intelligence (AI) on the future of work (FOW) in the greater San Jose area over a five-year horizon and recommend changes to workforce development services in anticipation of such impacts.

### **Objectives**

- Identify workforce challenges and opportunities likely to result in Silicon Valley from deployment of automation and/or AI over the next five to ten years, with a particular focus on the five-year horizon.
- Recommend actions that work2future and its workforce development partners can/should take to mitigate the challenges that individuals, especially middle-skill, low-skill and unskilled workers, will face and to empower them to take advantage of the opportunities that will arise.

### **Goal**

- Improve work2future's capacity to open viable pathways for residents seeking work-related assistance in achieving economic self-sufficiency, while helping employers find locally the talent that their businesses need to succeed in a highly competitive market.

### **Deliverables**

- Summary of occupations at highest risk of automation or change due to AI, and types of workers who appear to be most vulnerable as a result.
- Analysis of interviews and focus groups with approximately 30 employers and other stakeholders
- Two convenings of a project advisory panel comprised of select stakeholders, including members the work2future Business Services Committee
- Presentation of findings and recommendations at the March 2020 meeting of the Workforce Development Board
- Published report that incorporates feedback from the Workforce Development Board presentation

### **Consultant**

- Social Policy Research Associates, Inc. (SPR), a leading research, evaluation and capacity building firm with a specialty in the fields of workforce and education. SPR has earned wide respect for its work with FOW clients at the national, state and regional levels, including government, philanthropic, not-for-profit and for-profit agencies.
- Additional support will be provided informally by two Brookings Institution Fellows who are conducting an independent project related to FOW in the Bay Area.

## **VI.**

# Agenda Suggestions

## **VII.**

# Announcements

### **VII.A**

Next Executive Committee meeting: February 20, 2020, 11:30 a.m.

### **VII.B**

Other

## **VIII.**

# Adjournment