



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, June 18, 2020, 9:30 am

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

Joseph Flynn, Chair

Susan Koepp-Baker, Vice Chair

### COVID-19 NOTICE

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the Workforce Development Board meeting will not be physically open to the public and Board members will be videoconferencing/teleconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone and smart tablet at <https://sanjoseca.zoom.us/j/97950631755?pwd=MTFhWjBuVEkrNFNCeWRQOFpNak4zQT09>

To submit written Public Comment *before* the Board meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 8:00 am the day of the meeting. E-mails will be posted with the Agenda as "Letters from the Public". Identify the Agenda Item Number in the subject line.

To submit written Public Comment *during* the Board meeting: Send e-mail during the meeting to [Kathryn.Azevedo@sanjoseca.gov](mailto:Kathryn.Azevedo@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

To provide Spoken Public Comment *during* the Board meeting: a) **Phone** (408) 638 0968, Webinar ID 979 5063 1755, Password: 632527. Click \*9 to raise a hand to speak. Or b) go **online** using the [hyperlink](#) above. 1) Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the item on which you wish to speak, click on "Raise Hand." Speakers will be notified shortly before they are called to speak. 4) When called, please limit your remarks to the time limit allotted.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

January 2020

1. **Rose AMADOR-LE BEAU**  
President & CEO  
ConXion to Community
2. **Louise AUERHAHN**  
Director of Economic & Workforce Policy  
Working Partnerships USA
3. **Rajiv BATRA**  
Senior Legal Counsel  
PayPal, Inc.
4. **Chad BOJORQUEZ**  
Senior Director, Strategic Initiatives  
Destination: Home
5. **George CHAO**  
Manager, Advanced Manufacturing & Strategic  
Partnerships  
Manex
6. **Jack ESTILL**  
Lecturer, Economics  
San Jose State University
7. **Joseph A. FLYNN, Board Chair**  
Business Consultant
8. **Leslie GILROY**  
San Jose Job Corps Center Director  
Career Systems Development Corp.
9. **Blanca GOMEZ**  
Vice President and Community Development Sr.  
Consultant  
Wells Fargo
10. **Juan GUTIERREZ**  
Organizer  
UA Local Union 393 Plumbers, Steamfitters,  
Pipefitters, & HVACR Service Technicians
11. **Susan L. KOEPP-BAKER, Board Vice Chair**  
Principal  
Enviro-Tech Services
12. **Van T. LE**  
Trustee and Clerk of the Board  
East Side Union High School District  
Agent  
State Farm Insurance
13. **Maria LUCERO**  
Employment Program Manager III  
Employment Development Department, State of  
California
14. **Rafaela PEREZ**  
Employment Services Director  
Santa Clara County Social Services Agency
15. **Steve PREMINGER**  
Director, Office of Strategic &  
Intergovernmental Affairs  
County of Santa Clara
16. **Priya SMITH, MPH**  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente San Jose
17. **Alan TAKAHASHI**  
Vice President and General Manager  
Multifunction Microwave Solutions  
Cobham Advanced Electronic Solutions
18. **Henri VILLALOVOZ**  
Director of Senior Employment Services  
Sourcewise
19. **Kishan VUJJENI**  
Co-chair  
South Bay Consortium for Adult Education  
Dean of College Transitions & Extension  
Programs  
San Jose Evergreen Community College District

**WORKFORCE DEVELOPMENT BOARD**

**June 18, 2020**

**9:30 am**

**AGENDA**

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

**II. OPENING REMARKS**

**III. CONSENT ITEMS {Action}**

Approve the acceptance of:

*5 min*

*9:45 am end*

**A. Financial Status as of March 31, 2020**

**B. Performance and Program Services Update**

**IV. BUSINESS ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

Approval of minutes of the

*5 min*

*9:50 am end*

**a)** March 26, 2020 Meeting

**b)** April 9, 2020 Special Meeting

**B. New Business**

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

*Monique Melchor, Director*

*10 min*

*10:00 am end*

Reports on various items of interest.

**2. San Jose Works 2020-21 Funding {Action}**

*Monique Melchor, Director*

*15 min*

*10:15 am end*

Approval of the following:

**a)** Acceptance of \$1.5 million in City of San Jose funds to support San Jose Works 6.0

**b)** Distribution of \$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.

**3. WIOA Operating Budget {Action}**

*Monique Melchor, Director*

*20 min*

*10:35 am end*

Approval of the following Budget actions:

**a)** Adjustment of \$645,000 to the WIOA Operating Budget for Fiscal Year 2019-20 (FY19-20) with the stipulation that any portion not spent in FY19-20 will be re-budgeted to the Fiscal Year 2020-21 Operating Budget

- b) Adoption of a WIOA Operating Budget of \$7,233,895 for Fiscal Year 2020-21 (FY20-21), including:
  - (1) WIOA Administrative Budget in the amount of \$581,300
  - (2) Proposed WIOA estimated Rapid Response Funding for FY20-21 of \$590,483
- c) 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.

#### 4. WIOA Program Services Providers {Action}

*Colleen Brennan, Contracts Manager*

*25 min*

Approval of authorization for staff to negotiate and execute agreements for WIOA services for partial Program Year (PY) 2020-21, effective October 1, 2020, with up to four one-year extensions through PY 2024-25, based on successful performance and funds availability, as follows:

*11:00 am end*

- a) Adult/Dislocated Worker Program, San José Area:  
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 600 adults and dislocated workers
- b) Adult/Dislocated Worker Program, South County Area:  
Eckerd Youth Alternatives, Inc. to provide individualized career services to 150 adults and dislocated workers
- c) Youth Program, San José Area:  
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 120 youth
- d) Youth Program, South County Area:  
International Rescue Committee to provide individualized career services to 30 youth

#### V. PUBLIC COMMENT

Matters not on the agenda

#### VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

#### VII. ANNOUNCEMENTS

- A. The next meeting of the work2future Board is scheduled for Thursday, September 17, 2020, 9:30 am.
- B. Other

#### VIII. ADJOURNMENT

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Please note: *Times to the right of agenda items are estimates only of the duration of each 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**

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.

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### **Novel Coronavirus (COVID-19) Precautions**

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Instead, the meeting will be conducted via on-line videoconference open to the public. The Code of Conduct will apply to the extent possible in a videoconference setting.

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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 always required in the meeting room.
  - 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 meeting room, except as otherwise pre-approved by City staff.
  - g. All persons entering the meeting room, 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 meeting room, 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 meeting room 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 Board or Committee:

- 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 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 work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members 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 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 work2future's Business and Administrative Services Center 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 &  
Quorum Verification**

**II.**

**Opening Remarks**

**III.**

Consent Items

[Action]

## **III.A**

**Financial Status as of  
March 31, 2020**

**[Action]**

## PRELIMINARY FINANCIAL STATUS AS OF MARCH 31, 2020

### 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 March 31, 2020, work2future has \$2.226 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 \$478,045: 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; plus e) savings from vacant permanent positions \$145,196; plus f) additional projected savings of \$316,369 at year-end close as of June 30, 2020.

### 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 the carry over funding, net of adjustment of \$590,064 from FY 2018-19 for a total funding of \$2,090,064. As of March 31, 2020, **93%** of the youth have successfully completed their subsidized internships with a pending summer cohort of 53 students to complete our goal of 375 while 287 participants have been placed in employer-paid opportunities. In addition to recruitment, placement, and onboarding services, youth also 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 goals of serving 1,000 youth (375 subsidized and 625 subsidized). 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 ended December 31, 2019 and was fully expended.
- An 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 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-Area 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.

- 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.

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Attachments

work2future  
 Financial Status Report as of 03/31/20  
 Pd 9 Status 3

Prepared by: Baljinder Jhalla  
 Approved by: Monique Melchor

BOARD: 06-18-20  
 AGENDA ITEM: III.A  
 Attachment 1 of 3

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>2,512,678</b>	<b>1,757,196</b>	<b>2,074,062</b>	<b>498,339</b>	<b>6,842,275</b>
<i>Actual Expenditures as of June 30,2019</i>	(1,439,475)	(325,291)	(1,197,645)	(498,339)	(3,460,750)
<i>Encumbrances/Spending Plan as of June 30 2019</i>	(43,096)	(609,014)	(51,435)	0	(703,545)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2019</i>	(1,482,571)	(934,305)	(1,249,080)	(498,339)	(4,164,295)
Available Funds for FY2019-2020	<b>1,030,107</b>	<b>822,891</b>	<b>824,982</b>	<b>0</b>	<b>2,677,980</b>
% Remaining	41%	47%	40%	0%	39%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2019-2020 (remaining plus enc.)	<b>1,073,203</b>	<b>1,431,905</b>	<b>876,417</b>	<b>0</b>	<b>3,381,525</b>
<i>Expenditures as of March 31, 2020</i>	(1,011,962)	(1,004,976)	(876,416)		(2,893,353)
<i>Encumbrances as of March 31, 2020</i>	(61,241)	(416,307)	0	0	(477,549)
Total Actual Expenditures/Encumbrances as of March 31, 2020	(1,073,203)	(1,421,283)	(876,416)	0	(3,370,902)
<b>\$ Remaining</b>	<b>(0)</b>	<b>10,622</b>	<b>1</b>	<b>0</b>	<b>10,623</b>
<b>% Remaining</b>	<b>0%</b>	<b>1%</b>	<b>0%</b>	<b>0%</b>	<b>0%</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	5,544	347	11,517
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>1,879,639</b>	<b>590,830</b>	<b>6,398,492</b>
<i>Expenditures as of March 31, 2020</i>	(710,822)	(193,877)	(269,792)	(386,085)	(1,560,576)
<i>Encumbrances as of March 31, 2020</i>	(632,600)	(210,750)	(1,048,379)	(5,000)	(1,896,730)
Total Actual Expenditures/Encumbrances as of March 31, 2020	(1,343,422)	(404,627)	(1,318,171)	(391,085)	(3,457,305)
<b>\$ Remaining</b>	<b>442,505</b>	<b>1,737,469</b>	<b>561,468</b>	<b>199,745</b>	<b>2,941,187</b>
<b>% Remaining</b>	<b>25%</b>	<b>81%</b>	<b>30%</b>	<b>34%</b>	<b>46%</b>
<b>Total Available Funds for FY2019-2020</b>	<b>2,859,130</b>	<b>3,574,001</b>	<b>2,756,056</b>	<b>590,830</b>	<b>9,780,017</b>
<b>Total Cumulative Expenditures/Encumbrance as of March 31, 2020</b>	<b>(2,416,626)</b>	<b>(1,825,910)</b>	<b>(2,194,587)</b>	<b>(391,085)</b>	<b>(6,828,207)</b>
<b>\$ Remaining</b>	<b>442,504</b>	<b>1,748,091</b>	<b>561,469</b>	<b>199,745</b>	<b>2,951,810</b>
<b>% Remaining</b>	<b>15%</b>	<b>49%</b>	<b>20%</b>	<b>34%</b>	<b>30%</b>
<b>III. Projected Expenditures/Carry Over through June 30, 2020</b>					
<i>Projected Expenditures/Encumbrances through June 2020</i>	(1,474,187)	(595,000)	(1,547,645)	(555,000)	(4,171,832)
<i>Projected Carry Over through June 2020 (\$)</i>	311,740	1,547,096	331,994	35,830	2,226,660
<i>Projected Carry Over through June 2020 (%) with Rapid Response</i>	17%	72%	18%	6%	35%
<i>Projected Carry Over through June 2020 (%) without Rapid Response</i>	17%	72%	18%	0%	38%

work2future  
 Financial Status Report as of 03/31/2020  
 PD 9 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>			NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	
<b>Grant Period</b>	07/01/2019-6/30/2020	10/1/2018-12/31/2019	9/1/19-3/31/2022	9/1/19-3/31/2022	4/1/2019-9/30/2020	4/1/2019-9/30/2020	
<b>Original Allocation</b>	1,500,000	16,625	607,977	53,807	15,000	11,653	2,205,062
<b>Increase/(Decrease)</b>	91,400	7,938	0	0	0	0	99,338
<b>Adjusted Allocation</b>	1,591,400	24,563	607,977	53,807	15,000	11,653	2,304,400
<i>Expenditures as of June 30, 2019</i>	(998,886)	(16,625)	0	0	0	0	(1,015,511)
<i>Encumbrance as of June 30, 2019</i>	(409,063)	0	0	0	0	0	(409,063)
<b>Total Actual Expenditures/Encumbrances as of June 2019</b>	(1,407,949)	(16,625)	0	0	0	0	(1,424,574)
<b>Available Funds for FY 2019-2020</b>	183,451	7,938	607,977	53,807	15,000	11,653	879,826
<b>% Remaining</b>	12%	32%	100%	100%	100%	100%	38%
<b>Available Funds for FY2019-2020</b>	592,514	7,938	607,977	53,807	15,000	11,653	1,288,889
<b>Funding 19-20</b>	1,500,000	0	0	0	0	0	1,500,000
<b>Adjustment</b>	(2,450)	0	0	0	0	0	(2,450)
<b>Total Available Funding for FY 2019-2020</b>	2,090,064	7,938	607,977	53,807	15,000	11,653	2,786,439
<i>Expenditures as of March 31, 2020</i>	(706,094)	(7,938)	(659)	0	(5,644)	(641)	(720,976)
<i>Encumbrances as of March 31, 2020</i>	(597,037)	0	0	0	0	0	(597,037)
<b>Cumulative Expenditures/Encumbrances as of March 31, 2020</b>	(1,303,131)	(7,938)	(659)	0	(5,644)	(641)	(1,318,013)
<b>Remaining</b>	786,933	0	607,318	53,807	9,356	11,012	1,468,426
<b>% Remaining</b>	38%	0%	100%	100%	62%	94%	53%
<b>III. Projected Expenditures/Carry Over</b>							
<i>Projected Expenditures/Encumbrances through June 2020</i>	(1,486,054)	(7,938)	(308,965)	(9,035)	(7,000)	(4,250)	(1,823,242)
<i>Projected Carry Over through June 2020 (\$)</i>	604,010	0	299,012	44,772	8,000	7,403	963,197
<i>Projected Carry Over through June 2020 (%)</i>	29%	0%	49%	83%	53%	64%	35%

**work2future**  
**Financial Status Report as of 03/31/2020**  
**PD 9 Status 3**

<b>Other Funds</b>	<b>CWDB</b>	<b>BOS</b>	<b>Total</b>
<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>			
Available Funds for FY 2019-2020	<b>5,000</b>	<b>14,924</b>	<b>19,924</b>
<i>Expenditures as of March 31, 2020</i>	(958)	(4,291)	(5,249)
<i>Encumbrances as of March 31, 2020</i>	0	0	0
<b>Cumulative Expenditures as of March 31, 2020</b>	(958)	(4,291)	(5,249)
<b>\$ Remaining</b>	<b>4,042</b>	<b>10,633</b>	<b>14,675</b>
<b>% Remaining</b>	<b>81%</b>	<b>71%</b>	<b>74%</b>
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
<b>Projected Carry Over through June 2020</b>	<b>4,042</b>	<b>10,633</b>	<b>14,675</b>
<b>Projected Carry Over (%) through June 2020</b>	<b>81%</b>	<b>71%</b>	<b>74%</b>

## **III.B**

# Performance and Program Services Update

[Action]

## **PERFORMANCE AND PROGRAM SERVICES UPDATE**

As instructed by the State Performance Reporting Analysis Unit (PRAU), staff have been obtaining current status of performance using “predictive reports” within the CalJOBS system. Staff have been able to monitor progress as listed below.

- 4<sup>th</sup> quarter performance progress is on track with staff expectations, which is to meet or exceed a local performance standard of 100% in all measures.
- Employment in 2<sup>nd</sup> and 4<sup>th</sup> quarters are still above the 100% goals set locally.
- Median earnings for Adult and Dislocated Worker programs are also above the 100% goals set locally.
- Median Earnings for Youth are still being collected as baselines for future performance measurement.
- Measurable Skills Gain across all programs are still being collected as baselines for future performance measurement.
- “Attainment of a Degree or Credential”: In order to meet the goals at 100%, staff are working to document two clients in the Adult program and seven clients in the Dislocated Worker program who have completed their credentials.
- The Youth program is on track to meeting the local goal of 100%.

The program service reports for all programs continue to measure the contractual goals of work2future’s current provider, Eckerd Connects.

- Due to COVID-19, and the shelter in place (SIP), staff were prevented from meeting with potential clients to gather necessary documentation, which resulted in few enrollments for the month of March and April.
- Currently, work2future stands at meeting 85% of Youth enrollments and 42% of Adult and Dislocated Worker enrollments for the year.
- The Adult and Dislocated Worker training numbers are at 59% of goal. Due to COVID-19 staff were unable to continue with traditional OJT’s. Staff anticipate that employers will begin to re-open and OJT opportunities may arise, but they may not be at their normal capacity for an undetermined amount of time.
- COVID-19 also affects work2future’s ability to place Youth clients in WEX opportunities. Currently only 16.4% of the budget for WEX has been spent. However, these funds can be carried over to the next program year to assist clients that may not have had the opportunity to participate in a WEX placement this program year.

work2future  
 WIOA Performance Outcomes Report 4th Quarter  
 (Run date: 05-15-20)

<b>PY 2019 4th Quarter</b>			
<b>Performance Measures</b>	<b>WIOA Perf. Goals</b>	<b>Actual</b>	<b>Success Rate</b>
<b>ADULT</b>			
Entered Employment Rate 2nd Qtr	56.0%	67.5%	120.5%
Entered Employment Rate 4th Qtr	55.0%	65.0%	118.2%
Median Earnings	\$5,800.00	\$8,692.00	149.9%
Attainment of a Degree or Certificate	54.0%	52.2%	96.7%
Measurable Skills Gain	Baseline	45.0%	Baseline
<b>DISLOCATED WORKERS</b>			
Entered Employment Rate 2nd Qtr	62.0%	68.7%	110.8%
Entered Employment Rate 4th Qtr	64.0%	67.4%	105.3%
Median Earnings	\$8,800.00	\$11,477.00	130.4%
Attainment of a Degree or Certificate	58.0%	49.4%	85.2%
Measurable Skills Gain	Baseline	44.1%	Baseline
<b>YOUTH</b>			
Placement in Employment or Education 2nd Qtr	61.0%	80.9%	132.6%
Entered Employment Rate 4th Qtr	63.0%	76.0%	120.6%
Median Earnings	Baseline	\$4,710.00	Baseline
Attainment of a Degree or Certificate	54.0%	91.1%	168.7%
Measurable Skills Gain	Baseline	35.0%	Baseline
<b>Overall Performance - Local Target (100%)</b>	<b>Exceeded 9/11</b>		
<b>Overall Performance - State Target (90%)</b>	<b>Exceeded 10/11</b>		



**YOUTH PROGRAM - PROGRAM SERVICES AS OF 05/18/20**

Prepared by Meredith Studebaker Approved by Monique Melchor

Reporting Period: July 1, 2019 - Apr 30, 2020

Number of Carryover Participants:	134
Total Enrollments as of July 1, 2019 (Apr = 0 participants):	154
Participants Provided Services:	288
Participants Exited:	181
Active Participants:	107

**YOUTH PROGRAM ENROLLMENTS**

	POP as of 04/30/20	Actual	% of Goal	YEAR END - JUNE 30, 2020	
				Goal	% of Projection
San Jose	160	136	85.0%	160	85.0%
South County	30	18	60.0%	30	60.0%
<b>Total:</b>	<b>190</b>	<b>154</b>	<b>81.1%</b>	<b>190</b>	<b>81.1%</b>

**WORK EXPERIENCE & TRAINING FY 2018-2019**

	Actual - APR 30, 2020			YEAR END - JUNE 30, 2020	
	ETPL Participants	WEX Participants	WEX Amount	WEX Amount**	% of WEX \$ Spent
San Jose	0	10	\$27,942.60	\$286,736.00	9.7%
South County	1	12	\$27,325.14	\$50,601.00	54.0%
<b>Total:</b>	<b>1</b>	<b>22</b>	<b>\$55,267.74</b>	<b>\$337,337.00</b>	<b>16.4%</b>

\*\*Carryover from FY 2018-19 Foundation is \$43,890.78, which is being charged to Eckerd's FY 2019-20 Costs.

**ADULT/DISLOCATED WORKER PROGRAM - PROGRAM SERVICES AS OF 05/18/20**

Number of Carryover Participants:	526
Total Enrollments as of July 1, 2019 (Apr = 9 participants):	482
Participants Provided Services:	1,008
Participants Exited:	522
Active Participants:	486

**ECKERD - San Jose**

	POP as of 04/30/20	Actual	% of Goal	YEAR END - JUNE 30, 2020	
				Goal	% of Projection
Enrollments	667	404	60.6%	800	50.5%
ETPL	33	21	63.6%	40	52.5%
OJT	25	26	104.0%	30	86.7%

**ECKERD - South County**

	POP as of 04/30/20	Actual	% of Goal	YEAR END - JUNE 30, 2020	
				Goal	% of Projection
Enrollments	167	78	46.7%	200	39.0%
ETPL	17	7	41.2%	20	35.0%
OJT	3	1	33.3%	3	33.3%

## **IV.A.1**

**Minutes Approval**

**[Action]**

## WORKFORCE DEVELOPMENT BOARD

Thursday, March 26, 2020

### ACTION MINUTES

Prepared by L. Thoo. Reviewed by M. Melchor

WDB Staff: K. Azevedo, M. Melchor, J. Salandanan, N. Pham, L. Thoo.

#### I. **CALL TO ORDER**

At 9:42 am, Chair Joe Flynn called the on-line videoconference meeting to order and asked staff to call the roll.

#### II. **QUORUM VERIFICATION & OPENING REMARKS**

**Present:** Auerhahn, Bojorquez, Chao, Estill, Flynn, Gilroy, Gomez, Gutierrez, Koepf-Baker, Perez, Preminger, Takahashi, Villalovoz

**Absent:** Amador-LeBeau, Batra, Le, Lucero, Smith, Vujjani

At Chair Flynn's request, staff reviewed with Board members and the public technical direction for participation in the on-line meeting. As several Board members had to leave by 11:00 am, Chair Flynn announced that the meeting would by that time.

#### III. **PUBLIC COMMENT**

None

#### IV. **CONSENT ITEMS**

None

#### V. **BUSINESS ITEMS**

##### A. **Old Business**

##### 1. **Minutes Approval**

On a motion by Mr. Preminger, seconded by Mr. Estill, the minutes of the November 21, 2019 Board meeting were approved unanimously.

##### B. **New Business**

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

Director Melchor updated the Board on the workforce development system's national, state and local responses to the novel coronavirus (COVID-19) pandemic. She advised the Board that the career centers and administrative and business services center were closed to the public and largely closed to staff, but that work2future was already providing most services remotely using telephone and on-line technologies, and that a small handful of remaining services, such as customer orientations and enrollments, were in the process of

being converted to on-line access. She also informed the Board of the retirement of Joy Salandanan, work2future's long-time finance manager.

**2. FY 2018-19 Monitoring and Audit Completions**

Director Melchor reported on the successful completion of the following with no findings:

- a) FY 2018-19 Fiscal & Procurement Monitoring
- b) PY 2018-19 Program Monitoring
- c) FY 2018-19 Single-Audit

**3. FY 2020-21 Preliminary Budget Scenarios (Action)**

Director Melchor reported on the recommendation approved by the Executive Committee for the Board's approval of three preliminary Workforce Development Board program budget scenarios for Fiscal Year 2020-21, as detailed in the memo to the Board and summarized as follows:

- a) AS IS—based on a projected allocation of \$5.796 million, the level of WIOA program funding in the current year, FY 2019-20;
- b) 5% Reduction—based on a projected allocation of \$5.507 million, 5 percent less than FY 2019-20 WIOA program funding; and
- c) 10% Reduction—based on a projected allocation of \$5.217 million, 10 percent less than FY2019-20 WIOA program funding; as well as
- d) authority for the work2future Director to manage allocations between budget items.

**ACTION:** On a motion from Ms. Gomez, seconded by Mr. Preminger, the preliminary budget scenarios and allocation management authorities detailed in the memo to the Board were approved unanimously. Ms. Perez recused herself from this item.

**4. Career Services RFP Recommendation {Action}**

Contracts Manager Brennan reported on the recommendation approved by the Executive Committee for the Board's approval to authorize staff to negotiate and execute agreements for WIOA services for Program Year (PY) 2020-21, with up to four one-year extensions through PY 2024-25, based on successful performance and funds availability, as follows:

- a) Adult and Dislocated Worker Program, San Jose area, with Arbor E&T, LLC dba ResCare Workforce Services for an amount not to exceed \$2,160,000 to provide individualized career services to no fewer than 800 eligible individuals;
- b) Adult and Dislocated Worker Program, South County area, with Eckerd Youth Alternatives, Inc. for an amount not to exceed \$483,000 to provide individualized career services to no fewer than 200 eligible individuals;

- c) Youth Program, San Jose area, Arbor E&T, LLC dba ResCare Workforce Services for an amount not to exceed \$1,120,000 to provide individualized career services to no fewer than 160 eligible individuals;
- d) Youth Program, South County area, with Eckerd Youth Alternatives, Inc. for an amount not to exceed \$250,000 to provide individualized career services to no fewer than 40 eligible individuals.

The Board asked questions of staff and took public comment, in addition to letters that the public had submitted in advance of the meeting. As there were members of the public still wishing to comment and Board members had not completed discussion, and the Chair had announced during Opening Remarks that the meeting needed to end by 11 am, the Chair continued this item and requested staff to poll Board members to schedule a special meeting to complete public comment and Board discussion, and take action.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

None

**VII. ANNOUNCEMENTS**

None

**ADJOURNMENT at 11:12 am**

**WORKFORCE DEVELOPMENT BOARD**  
**Special Meeting**  
**April 9, 2020**  
**ACTION MINUTES**  
CTO: 10:43 AM

Prepared by Kathryn Azevedo; reviewed by Lawrence Thoo; approved by Monique Melchor

WDB STAFF: K. Azevedo, M. Melchor, L. Thoo, C. Brennan

**I. CALL TO ORDER**

Chair Joe Flynn called the meeting to order and read opening remarks.

**II. QUORUM VERIFICATION (Roll Call)**

Staff took roll call.

**Present:** L. Auerhahn, C. Bojorquez, J. Estill, J. Flynn, B. Gomez, J. Gutierrez, S. Koepp-Baker, M. Lucero, R. Perez, S. Preminger, P. Smith, A. Takahashi, K. Vujjeni.

**Absent:** R. Amador-Le Beau, R. Batra, G. Chao, L. Gilroy, V. Le, H. Villalovoz

**III. BUSINESS ITEMS**

**A. Old Business**

1. **Career Services RFP Recommendation**

*Staff: Colleen Brennan, Contracts Manager*

Authorize staff to negotiate and execute agreements for WIOA services for Program Year (PY) 2020-21, with up to four one-year extensions through PY 2024-25, based on successful performance and funds availability, as follows:

- a) Adult and Dislocated Worker Program, San Jose area, with Arbor E&T, LLC dba ResCare Workforce Services for an amount not to exceed \$2,160,000 to provide individualized career services to no fewer than 800 eligible individuals;
- b) Adult and Dislocated Worker Program, South County area, with Eckerd Youth Alternatives, Inc. for an amount not to exceed \$483,000 to provide individualized career services to no fewer than 200 eligible individuals;
- c) Youth Program, San Jose area, Arbor E&T, LLC dba ResCare Workforce Services for an amount not to exceed \$1,120,000 to provide individualized career services to no fewer than 160 eligible individuals;
- d) Youth Program, South County area, with Eckerd Youth Alternatives, Inc. for an amount not to exceed \$250,000 to provide individualized career services to no fewer than 40 eligible individuals.

This item was continued from the March 26, 2020 Board meeting for time. In addition to public comment submitted as Letters from the Public, public comment was taken during the meeting. Per City guidelines, comment submitted as e-mail during the meeting was read aloud by staff. Board members asked questions of staff and discussed the recommendation.

**ACTION:** On a motion by Mr. Bojorquez, seconded by Mr. Estill, the recommendation as detailed in the memo to the Board was approved unanimously. Ms. Auerhahn and Ms. Gomez recused themselves from this item.

**VI. ADJOURNMENT:** Mr. Flynn adjourned the meeting at 11:44 a.m.

DRAFT

## **IV.B.1**

### **Director's Report**

**[Discussion]**

**DIRECTOR'S REPORT**

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

###

## **IV.B.2**

### **San Jose Works 2020-21 Funding**

**[Action]**



# Memorandum

TO: WORKFORCE DEVELOPMENT BOARD FROM: Monique Melchor  
SUBJECT: **San José Works 2020-21 Funding** DATE: June 4, 2020

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Approved	Date
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## **RECOMMENDATION**

Approve the following:

1. Acceptance of \$1,500,000 in City of San José funds to support the San Jose Works 6.0 program;
2. Distribution of \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS), and allocation of \$147,000 for San José Works in the work2future Operating Budget.

This recommendation was approved unanimously by the Executive Committee at a Special Meeting on June 1, 2020.

## **BACKGROUND**

Since 2015, work2future has successfully managed the San José Works (SJ Works) program for the City of San José, funded from the City's General Fund.

SJ Works is a collaboration among work2future, the City's Parks, Recreation, and Neighborhood Services Department (PRNS), the Mayor's Gang Prevention Task Force (MGPTF), and The Silicon Valley Organization (SVO).

During this past summer, the SJ Works 5.0 program provided 322 youth with paid internships supported with General Fund monies provided by the City of San José. An additional 498 youth were placed in employer-paid job opportunities as of March 13, 2020. Over 93% of the subsidized youth successfully completed their paid six-week internship and 84% of the unsubsidized youth completed their job placement period. Due to COVID-19 and the Shelter-In-Place order, the program was suspended and was unable to reach the subsidized goal of 375 youth. work2future will serve the remaining youth once the program relaunches in the summer.

During this past year, SJ Works paid internships focused increasingly on private-sector placements with employers in high-growth sectors and in-demand occupations. Of the 322 paid internships, 145 were recruited from high school Career and Technical Education classes and

placed with employers in advanced manufacturing, business/financial services, construction, health care and social assistance, and information technology. Examples of participating employers include VTA, NextFlex, and Precision Swiss. The remaining 177 youth were placed in demand occupations with community centers, library branches, City departments, Council offices, and nonprofit organizations.

In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g. bus passes), and entrepreneurship training. Workshops provided included communication etiquette, anti-sexual harassment, anti-discrimination, emotional intelligence, and job readiness. The latter training was held at Adobe's HQ, where an interview skills workshop was facilitated by Adobe recruiters, after which, the youth enjoyed a tour of the campus. Industry Day followed at the Microsoft campus, where they participated in a financial literacy workshop facilitated by Bank of America and a Rock your LinkedIn Profile workshop and engaged in career panels.

### **ANALYSIS**

Due to COVID-19, a cohort of 175 youth will begin in June 2020. This cohort will be conducted in partnership with PRNS, SVO, and the Opportunity Youth Academy. Approximately \$800,000 in savings from SJ Works 5.0 will be used to fund this cohort. The 175 Youth will participate as follows: 60 youth will be provided paid internships, recruited from high school Career and Technical Education classes and placed with employers in advanced manufacturing, business/financial services, construction, health care and social assistance, and information technology. 100 youth will be placed in demand occupations with community centers, library branches, City departments, Council offices, and nonprofit organizations as they become available and 15 youth will be from the Opportunity Youth Academy and will participate in a learning-based model. Two additional cohorts in the winter and spring of 100 each will allow work2future to meet its goal of 375 for the entire year.

The success of the SJ Works program relies on the on-going strategy for youth outreach, which utilizes job fairs, resource fairs within the community, co-location with high schools and The HUB—Santa Clara County's youth-led community resource center for current and former foster and Independent Living Program-eligible probation youth ages 15–25—as well as events at the local community colleges, San José State University, agency referrals and past clients. For SJ Works 6.0, students in high school will be provided with resume and mock interview workshops.

Additionally, a mentoring program has been developed for SJ Works 6.0. The program will be piloted from mid-June to the end of August. There will be two orientation sessions for mentors in June. There will be four weekly group mentoring sessions involving 8-12 students from July 1 to August 7. And there will be two follow-up sessions, the first to formally assess results and the second to plan next steps. Each of the eight sessions lasts 60 minutes and utilizes Zoom technology. They will be led by a retired school principal who is an Encore Fellow in the Mayor's Office, and a youth development specialist.

The table below shows the projected SJ Works 2020-2021 6.0 Program budget:

<b>PROPOSED BUDGET TO SERVE 375 YOUTH</b>	<b>AMOUNTS</b>
<b>City PRNS</b>	
Program Staff	<b>\$95,000</b>
<b>work2future Board</b>	
Staffing, facilities, Employment Verification, Indirect Costs	147,000
Youth Salaries 14-18 (6-week program-20 hours/week)	697,500
Employer of Record for SJ Works Participants	226,005
Program Staff (Client Services, Financial Literacy, Payroll, etc.)	660,667
Client-related Expenses (supportive services, fingerprinting, incentives, job fairs)	67,312
Other Expenses (supplies, mileage, facilities, utilities, copier rental, etc.)	13,500
Administrative Oversight & Management	160,271
<b>work2future Board</b>	<b>\$1,972,255</b>
<b>Total Projected San Jose Works 6.0 Budget</b>	<b>\$2,067,255</b>
<b>Proposed Funding Sources:</b>	
City of San Jose General Fund	1,500,000
City of San Jose General Fund 19-20 (Projected Carry Over Funding from SJ Works 5.0)	1,092,010
Funding raised from Other Sources	\$406,666
City of San Jose Facebook Funds	\$150,000
<b>Total Funding for SJ Works 6.0</b>	<b>\$ 3,148,676</b>
<b>Projected Carry Over Funding for SJ Works 7.0</b>	<b>\$ 1,081,421</b>

Funding raised from other sources includes:

- \$67,000 from Bank of America
- \$35,000 from Cities for Financial Empowerment
- \$53,000 from Parks, Recreation and Neighborhood Services
- \$91,666 from EDP Renewables
- \$160,000 from Eastside Union High School District

For a total of \$406,666 in additional funding for San Jose Works 6.0

Note: PRNS FTE represents one dedicated staff person year around (\$95,000). The work2future Board proposed budget includes staffing for one dedicated temporary unclassified position and portions of time for work2future Director and administrative staff, all providing year-round support for the subsidized and unsubsidized programs.

/s/  
 MONIQUE MELCHOR  
 work2future Director

## **IV.B.3**

**WIOA Operating Budget**

**[Action]**



# Memorandum

TO: WORKFORCE DEVELOPMENT BOARD

FROM: Monique Melchor

SUBJECT: **See Below**

DATE: June 4, 2020

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Approved

Date

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**SUBJECT: Adjustment to Fiscal Year 2020 Operating Budget and Proposed work2future WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) Program Operating Budget for Fiscal Year 2021**

## RECOMMENDATION

Approve the following Budget actions:

1. Adjustment of \$645,000 to the WIOA Operating Budget for Fiscal Year 2019-20 (FY19-20) with the stipulation that any portion not spent in FY19-20 will be re-budgeted to the Fiscal Year 2020-21 Operating Budget.
  - a. Received Underserved COVID-19 Impacted Individuals Grant in the amount of \$45,000
  - b. Received National Dislocated Worker Grant in the amount of \$600,000
2. Adoption of a WIOA Operating Budget of \$7,233,895 for Fiscal Year 2020-21 (FY20-21), including:
  - a. WIOA Administrative Budget in the amount of \$581,300
  - b. Proposed WIOA estimated Rapid Response Funding for FY20-21 of \$590,483
  - c. Authorization for staff to transfer funds without additional Board approval
    - i. between budget line items, as long as there is no change to the overall amounts for personnel and non-personnel expenses
    - ii. between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed.

Included in the Proposed WIOA Operating Budget for FY20-21 is the recommendation for the distribution of \$2,018,757 to WIOA program service providers. Staff may adjust the distribution to the service providers in September 2020 as part of the reconciliation process to reconcile projected carry-over with actuals at the end of FY19-20.

This recommendation was approved unanimously by the Executive Committee at its Special Meeting, June 1, 2020.

**BACKGROUND AND ANALYSIS**

***PANDEMIC-RELATED FUNDING***

On May 13, 2020, the State of California Employment Development Department (EDD) awarded work2future a \$45,000 grant to provide additional support for underserved individuals impacted by the economic toll of measures to control the spread of COVID-19 infections. This grant is required to be spent by the end of the current fiscal year (FY19-20).

On May 15, the EDD notified work2future that it will receive \$600,000 as a share of a National Dislocated Worker Grant (NDWG) awarded by the U.S. Department of Labor to California. The NDWG funds are to expand the capacity of work2future’s (and other local workforce boards in California) Dislocated Worker Program services to meet the needs of individuals who have been laid off as a result of COVID-19 public health protection measures. Such layoffs have occurred at a level orders of magnitude greater than normal, and while some of the layoffs are expected to be temporary for varying lengths of time, a significant portion are expected to be permanent. The NDWG funds do not need to be expended in the current fiscal year and, given the short time left until June 30, staff expect that most or all of the funds will be carried over to next fiscal year.

***FISCAL YEAR 2021 WIOA ALLOCATIONS***

On May 14, 2020, the EDD released its planned allocations for WIOA Adult, Dislocated Worker, and Youth funding streams for FY20-21. These allocations are based on the allotments to states issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment Guidance Letter 16-19, dated April 23, 2020. EDD’s planned allocations for work2future reflected an approximately 0% reduction overall from FY19-20 funding.

In March 2020, staff had presented and the Board had approved three Preliminary Adult, Dislocated Worker, and Youth Program Budget Scenarios: AS IS (same allocation as FY19-20), 5% funding reduction (**base budget**), and 10% funding reduction.

Adjustments based on the Board-approved AS IS planned allocations are as follows:

<b>Proposed Sources</b>	<b>FY19-20 \$5.7m Adopted Budget</b>	<b>Planned Allocation 0% change May 2020 EDD Notification</b>	<b>FY20-21 vs. FY19-20 0% Planned Allocation Change ( in \$ )</b>
	a	b	c (b-a)
Formula Allocation	\$5,796,492	\$5,813,009	\$16,517
+ 15% Board Mandated Reserve from Prior Year	948,373	869,474	(78,899)
+ Proj. Carry-Over FY19-20	1,546,626	2,002,186	455,560
- Carry Over to FY21-22	(869,474)	(869,474)	0
- Admin (10% of allocation)	(579,649)	(581,300)	(1,651)
<b>Proposed Funding Sources</b>	<b>\$6,842,368</b>	<b>\$7,233,895</b>	<b>\$391,527</b>

The planned allocation for the Adult, Dislocated Worker, and Youth Program is \$16,517 more than the FY19-20 adopted budget, the overall budget has been increased by \$391,527. This is due to the reduction of the 15%

Board mandated reserve of \$78,899 and an increase of \$455,560 from the projected carry over budget from FY19-20. The administrative budget has shown the positive impact of \$1,651 due to increase in WIOA planned allocations for FY20-21.

<b>Proposed Uses</b>	<b>FY19-20 \$5.7m Adopted Budget</b>	<b>Planned 0% Change May 2020 EDD Notification</b>	<b>FY20-21 vs. FY19-20 0% Planned Allocation Change ( in \$ )</b>
	a	b	c (b-a)
Personnel Costs	\$2,076,878	\$2,139,185	\$62,307
Non-Personnel Costs	508,128	547,132	39,004
Adult Client Services	1,029,479	1,029,479	0
Youth Client Services	480,337	480,337	0
One Stop Operator	35,000	35,000	0
Contracted Services	2,018,757	2,018,757	0
Client Services Contingency	693,789	984,005	290,216
<b>Total Proposed Uses</b>	<b>\$6,842,368</b>	<b>\$7,233,895</b>	<b>\$391,527</b>

- As referenced at the March 2020 Board meeting, the personnel budget has been re-adjusted to conform with the City of San Jose Labor Distribution Report for FY2019-20, which reflects a proposed 3% Cost of Living Adjustment and corresponding impact on employee benefits and retirement. This results in higher personnel cost of \$2.139 million, compared to \$2.076 million in the FY19-20 adopted budget, or a negative budget impact of \$62,307.
- The \$16,517 increase in the overall Formula Allocation is net of increases in the Youth and Adult Program allocations and a decrease in the Dislocated Worker Program allocation. The latter results in a decrease in the combined Adult and Dislocated Worker Program allocation and, consequently, a reduction in the amount needed to meet the SB 734 training requirement for the Adult and Dislocated Worker Programs by \$27,299. The rise in the Formula Allocation for the Youth Program has increased the amount for Work Experience in the Youth Program by \$19,353.

Overall work2future funding to the service providers remains the same, compared to the preliminary base budget amount of \$2.018 million that the Board approved in March 2020. This action allows work2future to keep constant the targeted service delivery for its potential clients.

**SB 734-TRAINING ALLOCATIONS**

**20% of Combined Adult (AD) and Dislocated Worker (DW) Base Funding Allocation**

Since FY2016-17, SB734 has required Workforce Development Boards to expend 30% of their Adult and Dislocated Worker allocations on training, a 5 percentage-point increase from the previous 25% requirement. To meet this requirement, staff proposes to allocate a training budget of 20% of the Adult and Dislocated Worker allocations, with the additional 10% to be raised by the service providers through leveraged funding. Any shortfall in leveraged funding will result in a reduction in the service providers’ funding for next fiscal year, as this will create a gap in the WIOA Operating Budget for the next year. work2future expects to meet its training goals by the end of the allowed two-year period ending June 30, 2021, as it has done consistently in previous years.

The table below shows the Training Budget relative to the SB 734 training expenditure requirement:

<b>WIOA ADULT AND DISLOCATED WORKER PROGRAM</b>	<b>Proposed Budget</b>
Projected Adult and Dislocated Worker Program Allocation FY20-21	\$3,831,399
Training Requirement (30% of Projected Allocation)	1,149,420
Training Budget at 20%*	\$766,280
Leverage Funds at 10% to be raised by Service Providers	383,140
<b>Total Training Funds for FY2020-21</b>	<b>\$1,149,420</b>

\*Training budget covers ETPL, OJT, cohort, and SB 734 eligible workshops @ 80% of Workshop Budget.

The proposed training and workshop budgets will be placed in a *funding pool* that will be universally accessible to all eligible training providers from the State Eligible Training Provider List, and all workshop providers that were selected through the Request for Proposal (RFP) process. A portion of this amount will be distributed to the WIOA program service providers to fund On-the-Job Training (OJT) services for eligible clients.

**WIOA YOUTH JOB READINESS/WORK EXPERIENCE TRAINING PROGRAM**

Effective March 17, 2020, due to the shelter in place (SIP) order issued by the County Public Health Officer, City of San José essential employees began to perform their work remotely. Shortly thereafter, work2future began providing services remotely to continue meeting the needs of job seekers and businesses despite the impact of the COVID-19 emergency.

COVID-19 affected work2future’s ability to place Youth clients in work experience (WEX) opportunities. For FY19-20 we have spent only 16.4% of budgeted funding for WEX. However, these funds can be carried over to FY20-21 to assist additional clients that may not have had the opportunity to participate in a WEX placement during FY19-20.

**20% of Youth Program Base Funding Allocation**

WIOA places a new priority on work-based learning by requiring that at least 20% of the Youth Program allocation be used for paid and unpaid WEX programs. These program investments may include summer and year-round opportunities, such as pre-apprenticeship programs, internships, and OJT training.

<b>WIOA YOUTH PROGRAM</b>	<b>Proposed Budget</b>
Projected Youth Program Allocation FY20-21	\$1,981,610
Less: 10% Administration	(198,161)
Youth Program Allocation @ 90%	\$1,783,449
<b>Total Proposed Youth Job Readiness/Work Experience (20% of Youth Program Allocation)</b>	<b>\$356,690</b>

The full amount of \$356,690 plus any carry-over from FY19-20 will be distributed to service providers to cover the WIOA-required Youth WEX program. A portion of this amount can be used by service providers to fund staffing to administer the work experience program. The WEX line item is shown as a separate line item from the funding distribution to service providers to show that the 20% funding threshold required by WIOA is met.

**WIOA ADMINISTRATIVE BUDGET**

work2future’s Administrative Budget represents 10% of the total WIOA formula allocation from the Adult, Dislocated Worker and Youth programs.

The table below shows how the Administrative funding is distributed.

<b>WIOA ADMINISTRATIVE</b>	<b>Proposed Budget</b>
Projected Adult, Dislocated Worker and Youth Program Allocation FY2020-21	\$5,813,009
<b>Total Proposed Administrative Budget (10% of Projected Allocation)</b>	<b>581,300</b>
Personnel Costs (2.0 FTE)	\$341,118
CAO	131,349
Non-Personnel Cost	23,622
City Overhead @ effective rate of 4.50%	26,776
Distribution to Service Providers	58,435
<b>Total Proposed Administrative Budget</b>	<b>\$581,300</b>

Staff has worked with the City’s Finance Department and the Budget Office since 2015 to exempt work2future from the standard methodology that the City uses for computing overhead for grants and to allow work2future to set a rate that can be accommodated by the State’s funding limitations on administrative services, taking into account the fluctuating nature of work2future’s funding. The overhead rate for FY20-21 has decreased to 38.85%, compared to the previous year’s 45.50%. Even using the lower rate of 38.85% from FY20-21, work2future still cannot pay the full City Overhead amount. As shown above, work2future can pay only \$26,776.

It is also noted that 10% of the total available administrative funding allocation for work2future has been set aside to be distributed to service providers based on their percentage share in the total WIOA program funding distribution.

**WIOA RAPID RESPONSE FUNDING**

The Proposed Rapid Response Budget is *estimated* at \$590,483, the same funding for the Rapid Response program for FY19-20. There is a projected carry-over for Rapid Response. Carry-over funds will be reconciled at the next board meeting.

The projected funding will be allocated as shown in the table below:

<b>WIOA RAPID RESPONSE</b>	<b>Proposed Budget</b>
Total Estimated Rapid Response Allocation	\$590,483
Personnel Costs (2.5 FTEs)	\$488,247
Non-Personnel Cost	43,188
City Overhead	59,048
<b>Total Proposed Administrative Budget</b>	<b>\$590,483</b>

Once the final Rapid Response allocation is received from EDD, staff will provide the Board a final Rapid Response Budget.

**WORK2FUTURE SERVICE PROVIDERS FUNDING DISTRIBUTION SUMMARY**

The projected WIOA program service providers base budget for FY20-21 would be \$2,018,757, unchanged from FY19-20. In addition, funding for staffing to administer and implement the Youth WEX program will be distributed to service providers, as well as a share of the administrative budget, as explained elsewhere in this memo.

To summarize, the following funding will be distributed to WIOA program service providers:

<b>Funding</b>	<b>Adult/Dislocated Worker</b>	<b>Youth</b>	<b>Total</b>
WIOA Base Budget	\$1,029,189	989,568	\$2,018,757
Youth Work Experience	0	356,690	356,690
Administrative	25,300	33,135	58,435
<b>Total</b>	<b>\$1,054,489</b>	<b>\$1,379,393</b>	<b>\$2,433,882</b>

Service Providers are expected to meet their goals as indicated in the Program Operating Plan which is written into their contractual agreements. If, during the first quarter of FY20-21, service providers do not meet their goals, work2future Board reserves the right to renegotiate their contractual agreements or terminate in accordance with Section 10 of their respective contractual agreements.

Funding for On-the-Job Training (OJT) services will be In addition to the amounts above. It will be determined during negotiations with the service providers, depending on the estimated number of employers that are willing to provide OJT opportunities for eligible clients.

**OTHER**

Staff requests that the Executive Committee approve a recommendation that the Board authorize staff to transfer funds between budget line items, so long as there is no change to the subtotal amounts for personnel and non-personnel items, and transfers fall within the Board-approved WIOA Operating Budget.

Staff also requests that the committee approve a recommendation that the Board authorize staff to transfer funds between the Adult and the Dislocated Worker programs, as needed to accommodate changes in the numbers of clients served by the two programs, without having to seek additional Board approval.

/s/  
MONIQUE MELCHOR  
work2future Director

cc: Baljinder Jhalle

/mm

## **IV.B.4**

# WIOA Program Services Providers

[Action]



# Memorandum

TO: WORKFORCE DEVELOPMENT BOARD FROM: Colleen Brennan

SUBJECT: **See Below** DATE: June 4, 2020

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**Approved**

**Date**

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**SUBJECT: work2future 2020-2021 WIOA Adult/Dislocated Worker and Youth Program Services Providers Selection Recommendation**

**RECOMMENDATION**

Approve and authorize staff to negotiate and execute agreements for WIOA program services for partial Program Year (PY) 2020-21, effective October 1, 2020, with up to four one-year contract extensions through PY 2024-25, based on successful performance and funding availability, as follows:

- a) Adult/Dislocated Worker Program, San José Area:  
E&T, LLC dba ResCare Workforce Services to provide individualized career services to 600 adults and dislocated workers
- b) Adult/Dislocated Worker Program, South County Area:  
Eckerd Youth Alternatives, Inc. to provide individualized career services to 150 adults and dislocated workers
- c) Youth Program, San José Area:  
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 120 youth
- d) Youth Program, South County Area:  
International Rescue Committee to provide individualized career services to 30 youth

This recommendation was approved unanimously by the Executive Committee at a Special Meeting June 1, 2020.

**BACKGROUND**

work2future conducted an RFP for WIOA Adult/Dislocated Worker (A/DW) and Youth program services in January 2020, with proposals due February 28, 2020. After proposals were reviewed and scored, a proposer was selected to serve Adults/Dislocated Workers and Youth in the San Jose area and a proposer was selected to serve Adult/Dislocated Workers and Youth in the South County area. After the notification of recommended award, during the protest period, a proposer submitted a protest which resulted in work2future re-issuing the RFP in April 2020 with proposals due May 19, 2020.

Five proposals were received prior to the deadline and were screened for compliance with minimum qualification requirements as stated in the RFP. None of the proposals was

disqualified due to incomplete documentation of minimum qualifications; therefore, the proposals were forwarded to the RFP rating panel for evaluation. Service delivery for A/DW and for Youth services were rated separately.

**ANALYSIS**

The RFP requested proposals for services to Adults/Dislocated Workers or Youth, or both populations. Proposers could select to provide services in either the San José area, i.e., the service area north of the San José-Morgan Hill municipal boundary, or the South County area, i.e., south of the San José-Morgan Hill municipal boundary. Three proposals were received for A/DW Services in the San José area, and five proposals were received for Youth Services in the San José area. Although no proposals were received for A/DW Services or Youth Services in the South County area, the RFP specified that the Workforce Development Board (WDB) could, at its sole discretion, award a contract to a proposer to provide either A/DW services or Youth services in the San José and South County areas based on the scoring of the submitted proposals and the needs of the WDB.

The RFP specified the following minimum numbers of participants to be served:

Adults/Dislocated Workers:	Maximum cost per participant: \$2,700
San José area	600
South County area	150
Youth:	Maximum cost per participant: \$7,000
San José area:	120
South County area:	30

The cost per participant includes personnel costs but does not include training costs, work experience, or supportive services.

The RFP rating panel was selected in accordance with City of San Jose policy, to avoid any situation where the evaluators could be subject to competing professional or personal obligations, or personal or financial interests that would make it difficult for them to fulfill their duties fairly. The rating panel included a Board member as well as outside experts from the workforce community.

Proposals were reviewed and scored according to these criteria outlined in the RFP:

Description	Weight
Proposal Responsiveness and Minimum Qualifications	Pass/Fail
Organization, Structure, Experience and Past Performance	15
Staffing Plan and Organizational Chart	20
Employer Linkages	20
Service Delivery Strategy	30
Budget & Financial Management	15
Total	100

The following proposals were received and met the minimum criteria for Proposal Responsiveness and Minimum Qualifications:

- Eckerd Connects Inc.
- International Rescue Committee
- JobTrain
- ResCare Workforce Services
- San Jose Evergreen Community College District/Workforce Institute

The proposal scores are an average of all of the review panel’s scores in each of the above categories, added together for a total score.

2020 WIOA Adult/Dislocated  
 Worker and Youth Services RFP  
 Scoring Matrix

<b>Organization</b>	<b>Total AD/DW</b>	<b>Total Youth</b>
ResCare	86.8	86.2
Eckerd	82.5	82.5
IRC	n/a	79.0
SJECCD	72.5	73.2
JobTrain	n/a	72.7

work2future staff recommends selecting proposers as follows:

<b>Proposer</b>	<b>Population</b>
Arbor E&T, LLC dba ResCare Workforce Services	Adults/Dislocated Workers San Jose Area
Arbor E&T, LLC dba ResCare Workforce Services	Youth San Jose Area
Eckerd Youth Alternatives, Inc.	Adults/Dislocated Workers South County Area
International Rescue Committee	Youth South County Area

Arbor E&T, LLC dba ResCare Workforce Services (ResCare) showed very strong employer linkages, as well as providing access to their LinkedIn recruiter license and Talent Insights tool. ResCare also had support from employers that stated a commitment to provide training such as OJT to WIOA clients. ResCare specified services with extended hours and has already shown success with library co-location in other areas. Their Youth service delivery strategy showed that they understand that each youth is unique and that youth need a total communication strategy that works for them.

Eckerd Youth Alternatives, Inc. (Eckerd) also showed good relationships with employers in our priority industry sectors as well as partnerships with organizations such as the food bank to provide for some of client’s additional needs. Eckerd’s plan to add a Retention Specialist

position was noted as a plus. Although Eckerd did not provide any performance data for their current contract, their references showed that they met performance goals elsewhere.

International Rescue Committee (IRC) showed both strong long-term employer relationships and recent partnerships, showing that they perform continuing outreach. They have a good organizational structure, and a plan to have staff in place to begin services on October 1, 2020. IRC also shows a strong ability to work with immigrants and communicate in the clients' languages.

All of the recommended proposers had a good strategy to provide service remotely and, when approved by the County, with good social distancing protocols.

Contracts developed as a result of these awards will ensure compliance with WIOA laws and regulations and will incorporate work2future's strategy guiding principles. work2future will conduct contract monitoring on a regular basis during the contract term using State monitoring guidelines to ensure compliance with all contractual obligations.

As with prior work2future contracts the contracts will be a combination of eighty-five to ninety percent (85%-90%) cost reimbursement and ten to fifteen percent (10% - 15%) performance-based compensation, which will be based on the following performance measures:

Enrollments

# of Exited clients (AD/DW and Youth) employed in Priority Industry Sectors/In Demand Occupations

# of Exited clients (AD/DW and Youth) employed in other Sectors

Contractors are required to provide match in the form of cash, supplies or equipment, a percentage of a person's salary/benefits, or supportive services.

/s/  
COLLEEN BRENNAN  
Contracts Manager

cc: Monique Melchor  
Jeff Ruster

**V.**

## **Public Comment**

## **VI.**

# Suggestions For Future Agenda Items

## **VII.**

# Announcements

## **VII.A**

The next meeting of the work2future Board is scheduled for Thursday, September 17,  
2020, 9:30 a.m.

## **VII.B**

Other

## **VIII.**

# Adjournment