



## EXECUTIVE COMMITTEE

Thursday, September 3, 2020, 11:30 am

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

Joe Flynn, 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 meeting will not be physically open to the public. Board members will participate from remote locations.

Members of the public can observe the meeting by computer, smartphone and smart tablet at <https://sanjoseca.zoom.us/j/98116853144?pwd=L1FBV3NOeENUblBxNUFuMnZ4dHZqZz09>

To submit written Public Comment *before* the Board meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 9:30 am the day of the meeting. Those e-mails will be posted with the Agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

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** (669) 900-9128, Meeting ID 981 1685 3144, Passcode 808533. Click **\*9** to Raise a Hand to let the Chair know that you'd like to speak. Or b) go **online** using the URL Zoom link above and proceed as follows:

1) Use an 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 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 Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak. 4) Please limit remarks to the time limit allotted, usually two minutes.

**EXECUTIVE COMMITTEE**

**September 3, 2020**

**11:30 am**

**MEETING AGENDA**

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

**II. OPENING REMARKS**

**III. CONSENT ITEMS {Action}**

Approve the acceptance of:

*5 min*

*11:40 am end*

**A. Financial Status as of June 30, 2020**

**IV. BUSINESS ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

*5 min*

Approve minutes of the July 16, 2020 meeting

*11:45 am end*

**B. New Business**

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

*5 min*

*Monique Melchor, Director*

*11:50 am end*

Reports on various matters of interest.

**2. Funds for Pandemic Special Project {Action}**

*15 min*

*Monique Melchor, Director*

*12:05 pm end*

Approve on behalf of the Board the acceptance of \$2,479,500 in Coronavirus Relief Funds for the CARES WEX and Training project, including the allocation of \$1,459,700 to Goodwill Silicon Valley for recruitment, case management and occupational training and \$897,323 to the Foundation for California Community Colleges for work experience employer-of-record services.

**3. FY 2020-21 Program Operating Budget Reconciliation {Action}**

*20 min*

*Allain Mallari, Finance Manager*

*12:25 pm end*

Recommend that the Board approve staff's proposed initial adjustments to the Fiscal Year 2020-21 Program Operating Budget as follows: i) Re-budget \$553,049 in additional carry-over program funding from FY 2019-20, thereby amending the estimated carry-over funding as of March 31, 2020 that was included in the June 2020 Board-approved Program Operating Budget for FY 2020-21; ii) Increase funding by \$164,850 in the WIOA Rapid Response operating budget, comprised of \$121,408 carry-over funds from FY 2019-20 and \$43,442 increase in the final program allocation compared to estimated funding; and iii) Include a Summary of

Discretionary Funding Sources, both new and carry-over, in the amount of \$4,056,215.

**4. Performance and Services Update {Discussion}**

*Meredith Studebaker, MIS Analyst*

*10 min*

Preliminary report on key performance and outcomes indicators for the Program Year ended June 30, 2020.

*12:35 pm end*

**5. Update on Ad Hoc Committee on Youth Strategy {Discussion}**

*10 min*

*Joe Flynn, Board Chair*

*12:45 pm end*

Report on the status and activities of the ad hoc committee on youth strategy.

**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.** A three-day virtual job fair in collaboration with San Jose City College is planned for September 15–17, 2020, 9 am–12 pm each day.
- C.** Other

**VIII. ADJOURNMENT**

---

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

## **CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS**

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.

---

### **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.

---

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.

---

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.

---

**I.**

**Call to Order &  
Quorum Verification**

**II.**

**Opening Remarks**

**III.**

Consent Items

[Action]

## **III.A**

Financial Status as of  
June 30, 2020

[Action]



## **PRELIMINARY FINANCIAL STATUS AS OF JUNE 30, 2020**

### **Key Highlights**

- WIOA formula carry-over funding from FY 2018-19 is fully spent as of June 30, 2020.
- An extension for Rapid Response use of funds were granted by the State. Term end date was modified from June 30, 2020 to June 30, 2021. As of June 30, 2020, \$121,408 will be carried over to FY2020-21 allocation.
- At the end of the preliminary close as of June 30, 2020, work2future has \$3.44 million from FY2019-20 Adult, Dislocated Worker, and Youth allocations:
  1. Board-mandated Reserve Account: \$872,058
  2. Board-approved Unallocated Reserve Account: \$879,141
  3. Additional WIOA funding received in FY2019-20: \$17,225
  4. Actual savings of \$1,675,806 comprised of the following:
    - a. Savings from personnel costs generated by mandatory one-month separations from City employment for temporary unclassified positions whose assignments have or would have reached the maximum two-year employment period, unfilled vacant positions, a portion of staff salaries budget that was transferred to other discretionary funds, and reimbursement from the City of San Jose for staff's work in relation to COVID-19: \$411,685
    - b. Savings from non-personnel costs from maintenance, telephone, security services, website contracts, travel, and supplies: \$86,888
    - c. Savings from unspent contracted services from current and previous years: \$437,374
    - d. Savings from unspent clients' training, workshop, OJT, and work experience budget: \$557,081
    - e. Savings from unspent clients' supportive services budget; \$182,778

### **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 June 30, 2020, over 94% of the youth have successfully completed their subsidized internships while 287 participants have been placed in employer-paid opportunities. Furthermore, 165 participants are expected to complete a cohort that will start on June 22, 2020 to August 15, 2020 with a pending cohort in the fall and spring to reach our goal of 375 participants. 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 has begun with goals of serving 1,000 youth (375 subsidized and 625 subsidized). San Jose Works 6.0 ends in April 2021.
- 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.
- \$45,000 additional assistance funding for the Underserved COVID-19 Impacted Individuals Grants were awarded to work2future. These will be used to provide supportive services to individuals impacted by COVID-19. The terms of the funds is from March 1, 2020 through September 30, 2020.
- work2future was granted \$600,000 of National Dislocated Worker Grant funds to the COVID-19 Employment Recovery NDWG Project in grant code 1194. The term of these funds is from April 10, 2020 through March 31, 2022.
- BusinessOwnersSpace (BOS) and CA Workforce Development Board (CWDB) 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

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>
Actual Expenditures as of June 30, 2019	(1,439,475)	(325,291)	(1,197,645)	(498,339)	(3,460,750)
Encumbrances/Spending Plan as of June 30 2019	(43,096)	(609,014)	(51,435)	0	(703,545)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2019	(1,482,571)	(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>
Expenditures as of June 30, 2020	(1,073,203)	(1,431,904)	(876,416)		(3,381,523)
Encumbrances as of June 30, 2020	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of June 30, 2020	(1,073,203)	(1,431,904)	(876,416)	0	(3,381,523)
\$ Remaining	(0)	1	1	0	2
% Remaining	0%	0%	0%	0%	0%
<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	7,311	5,544	347	17,572
Transfer between Adult and Dislocated Worker	440,000	(440,000)			
Rescission	0	0	0	0	0
<b>Adjusted Allocation for FY 2019-2020</b>	<b>2,225,927</b>	<b>1,708,151</b>	<b>1,879,639</b>	<b>590,830</b>	<b>6,404,547</b>
Expenditures as of June 30, 2020	(1,170,322)	(314,236)	(776,343)	(469,422)	(2,730,323)
Encumbrances as of June 30, 2020	(40,524)	(44,616)	(23,447)	0	(108,586)
Total Actual Expenditures/Encumbrances as of June 30, 2020	(1,210,846)	(358,852)	(799,790)	(469,422)	(2,838,910)
\$ Remaining	<b>1,015,081</b>	<b>1,349,299</b>	<b>1,079,849</b>	<b>121,408</b>	<b>3,565,637</b>
% Remaining	46%	79%	57%	21%	56%
<b>Total Available Funds for FY2019-2020</b>	<b>3,299,130</b>	<b>3,140,056</b>	<b>2,756,056</b>	<b>590,830</b>	<b>9,786,072</b>
<b>Total Cumulative Expenditures/Encumbrance as of June 30, 2020</b>	<b>(2,284,049)</b>	<b>(1,790,756)</b>	<b>(1,676,206)</b>	<b>(469,422)</b>	<b>(6,220,433)</b>
\$ Remaining	<b>1,015,081</b>	<b>1,349,300</b>	<b>1,079,850</b>	<b>121,408</b>	<b>3,565,639</b>
% Remaining	31%	43%	39%	21%	36%
<b>III. Projected Expenditures/Carry Over through June 30, 2020</b>					
Actual Expenditures/Encumbrances through June 2020	(1,210,846)	(358,852)	(799,790)	(469,422)	(2,838,910)
Actual Carry Over through June 2020 (\$)	1,015,081	1,349,299	1,079,849	121,408	3,565,637
Actual Carry Over through June 2020 (%) with Rapid Response	46%	79%	57%	21%	56%
Actual Carry Over through June 2020 (%) without Rapid Response	46%	79%	57%	0%	59%
Projected Expenditures/Encumbrances/Spending Plan through June 2020	(1,628,966)	(945,482)	(1,261,120)	(469,422)	(4,304,990)
Projected Carry Over through June 2020 (\$)	596,961	762,669	618,519	121,408	2,099,557
Projected Carry Over through June 2020 (%) with Rapid Response	27%	45%	33%	21%	33%
Projected Carry Over through June 2020 (%) without Rapid Response	27%	45%	33%	21%	34%

work2future  
Preliminary Financial Status Report as of 06/30/2020  
PD 13 Stat 3

Page 1

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)	Underserved COVID-19 Impacted Individuals Grants	National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	Total
I. Actual as of June 30, 2019			NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	
Grant Period	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	3/1/2020 - 9/30/2020	4/10/2020 - 3/31/2022	
Original Allocation	1,500,000	16,625	607,977	53,807	15,000	11,653			2,205,062
Increase/(Decrease)	91,400	7,938	0	0	0	0			99,338
Adjusted Allocation	1,591,400	24,563	607,977	53,807	15,000	11,653			2,304,400
Expenditures as of June 30, 2019	(998,886)	(16,625)	0	0	0	0			(1,015,511)
Encumbrance as of June 30, 2019	(409,063)	0	0	0	0	0			(409,063)
Total Actual Expenditures/Encumbrances as of June 2019	(1,407,949)	(16,625)	0	0	0	0			(1,424,574)
Available Funds for FY 2019-2020	183,451	7,938	607,977	53,807	15,000	11,653			879,826
% Remaining	12%	32%	100%	100%	100%	100%			38%
Available Funds for FY2019-2020	592,514	7,938	607,977	53,807	15,000	11,653	0	0	1,288,889
Funding 19-20	1,500,000	0	0	0	0	0	45,000	600,000	2,145,000
Adjustment	(2,450)	0	0	0	0	0	0	0	(2,450)
Total Available Funding for FY 2019-2020	2,090,064	7,938	607,977	53,807	15,000	11,653	45,000	600,000	3,431,439
Expenditures as of June 30, 2020	(942,148)	(7,938)	(134,616)	(11,748)	(7,255)	(2,600)	0	0	(1,106,306)
Encumbrances as of June 30, 2020	(25,377)	0	(184,450)	0	0	0	0	0	(209,827)
Cumulative Expenditures/Encumbrances as of June 30, 2020	(967,525)	(7,938)	(319,066)	(11,748)	(7,255)	(2,600)	0	0	(1,316,132)
Remaining	1,122,539	0	288,911	42,059	7,745	9,053	45,000	600,000	2,115,307
% Remaining	54%	0%	48%	78%	52%	78%	100%	100%	62%
III. Projected Expenditures/Carry Over									
Projected Expenditures/Encumbrances through June 2020	(967,525)	(7,938)	(319,066)	(11,748)	(7,255)	(2,600)	0	0	(1,316,132)
Projected Carry Over through June 2020 (\$)	1,122,539	0	288,911	42,059	7,745	9,053	45,000	600,000	1,470,307
Projected Carry Over through June 2020 (%)	54%	0%	48%	78%	52%	78%	100%	100%	43%

work2future

## Preliminary Financial Status Report as of 06/30/2020

## PD 13 Status 3

Other Funds	CWDB	BOS	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 June 30, 2020	(958)	(4,724)	(5,682)
Encumbrances as of June 30, 2020	0	0	0
Cumulative Expenditures as of June 30, 2020	(958)	(4,724)	(5,682)
\$ Remaining	4,042	10,200	14,242
% Remaining	81%	68%	71%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
Projected Carry Over through June 2020	4,042	10,200	14,242
Projected Carry Over (%) through June 2020	81%	68%	71%

## **IV.A.1**

Minutes Approval

[Action]

## EXECUTIVE COMMITTEE

July 16, 2020  
11:30 am

Staff: K. Azevedo, M. Melchor, L. Thoo

### MEETING MINUTES

Prepared by L. Thoo; reviewed/approved by M. Melchor

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

Chair Flynn called the meeting via Zoom Webinar to order at 11:30 am.

Roll Call:

**Present:** L. Auerhahn, J. Flynn, G. Chao, S. Koepp-Baker, M. Lucero, R. Perez, S. Preminger (11:32 am)

**Absent:** None

#### II. **OPENING REMARKS**

Mr. Flynn offered general remarks

#### III. **CONSENT ITEMS**

**Action:** It was moved by Ms. Koepp-Baker, seconded by Ms. Perez and approved unanimously by roll call to accept the following:

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

#### IV. **BUSINESS ITEMS**

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

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

**Action:** On a motion by Mr. Preminger, seconded by Ms. Koepp-Baker, the committee unanimously by roll call approved minutes of the June 1, 2020 Special Meeting.

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

##### 1. **Director's Report**

work2future Director Melchor reported on matters of interest, including the Bridge to Recovery Program, a countywide initiative led and coordinated by Catholic Charities of Santa Clara County aimed at achieving systemic change and improvement in the social services safety net and workforce development.

##### 2. **Report on COVID-19 Career Services**

Director Melchor reported on WIOA services provided since Shelter-in-Place went into effect in Santa Clara County. The AJCCs and administrative and business services offices remain closed to the public. However, the full range of services is being delivered remotely, although occupational training has been

hindered by limited information about on-line training opportunities in the ETPL. The business services team has responded to an unusually large number of WARNs (lay-off notices.) Enrollment of new clients has been minimal.

3. **Evaluating Performance and Outcomes**

Committee members and staff discussed the evaluation of organizational performance and outcomes. Items discussed included how the Board can be helpful in the ongoing evaluation process, reviewing Local/Regional Plan objectives and how well they're being met, having performance and outcome indicators be more transparent and widely shared, perhaps via the website, developing equity indicators and indicators of the extent to which there is active community engagement.

4. **Ad Hoc Committee on Youth Strategy**

Mr. Flynn reported that he will be reaching out to several Board members who've indicated an interest in serving on the ad hoc committee.

5. **Future of Work in a COVID-19 World**

Strategic Engagement Manager Thoo informed the committee that the project that began as an effort to guide the evolution of work2future's career assistance efforts in light of the changes in the nature of work resulting from the increasing application of automation and artificial intelligence to work was interrupted by the public health measures to slow the spread of the novel coronavirus. He reported that a plan had been developed to pivot the original project to account for the immediate impact of COVID-19 on work in the region and then follow the modified automation and artificial intelligence project with a deeper look at how COVID-19 is also contributing to changes in the future of work and identifying changes in strategy, policy, operations and services to support the achievement of better work-related outcomes for communities that are underrepresented in higher paying work.

V. **PUBLIC COMMENT**

Mr. Chad Bojorquez offered information on the continuing availability of Destination:Home's emergency financial assistance program.

VI. **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- Provide updates on the Bridge to Recovery Program initiative in future Director's Reports
- Continue discussion on evaluating performance and outcomes
- Update on the ad hoc committee for youth strategy

VII. **ANNOUNCEMENTS**

- A. The next meeting of the Executive Committee is scheduled for Thursday, August 20, 2020, 11:30 am.
- B. The next meeting of the work2future Board is scheduled for Thursday, September 17, 2020, 9:30 am.



- C. A virtual job fair featuring South County employers is planned for July 23, 2020, 9 am – 12 pm.

VIII. **ADJOURNMENT**

Chair Flynn adjourned the meeting at 12:52 pm.

DRAFT

## **IV.B.1**

### **Director's Report**

**[Discussion]**

### **DIRECTOR'S REPORT**

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

###

## **IV.B.2**

Funds for Pandemic  
Special Project

[Action]



## *Memorandum*

**TO:** Executive Committee

**FROM:** Monique Melchor

**SUBJECT:** See Below

**DATE:** August 27, 2020

---

**Approved**

**Date:**

---

**SUBJECT:** Community and Economic Recovery and Corona Virus Relief Funds for Local Assistance – CARES ACT Funding.

### **RECOMMENDATION**

Approve on behalf of the Board the acceptance of \$2,479,500 in Coronavirus Relief Funds for the CARES WEX and Training project, including the allocation of \$1,459,700 to Goodwill Silicon Valley for recruitment, case management and occupational training and \$897,323 to the Foundation for California Community Colleges for work experience employer-of-record services.

Given the time-sensitive nature of the funding, described below, the Executive Committee is asked to act on behalf of the Board, pursuant to Article VI, Section 6.4 of the Bylaws.

### **BACKGROUND AND ANALYSIS**

On June 16, 2020, the San Jose City Council approved the Mayor's June Budget Message and approved the City's Proposed Operating Budget for fiscal year 2020-2021, including the provision of \$25 million in Coronavirus Relief Funds (CARES Act funding) for local assistance, of which \$4,479,500 was designated for resident assistance. Staff was directed to return to Council with a funding allocation plan for the latter.

On August 12, 2020, the Community and Economic Recovery branch of the City's Emergency Operations Center, with guidance from the Office of Immigrant Affairs and consultants Actionable Insights, held two forums with community leaders to offer and discuss ideas for the use of the CARES Act funding.

With input from the forums it was decided that of the \$4,479,500 designated for resident assistance, \$2,479,500 would be allocated to work2future to provide workforce development services for 175 impacted residents, especially individuals from communities hardest hit by COVID-19. These include the City's communities of color, who were already enduring adverse economic circumstances due to the persistence of structural racism and marginalization before the COVID-19 pandemic and pandemic-induced recession hit, and have suffered disproportionately high numbers of COVID-19 infections.

The funds come with eligibility requirements specifically related to COVID-19, such as having lost work due to COVID-19, or needing to provide care for someone who had COVID-19, or due to an employer closing due to public health orders.

**work2future**

work2future staff have developed the CARES WEX and Training project to offer occupational skills training and paid work experience (WEX), as well as wrap-around services. The project is time sensitive, as federal guidelines call for the CARES Act funds to be expended by December 30, 2020. Therefore, CARES WEX and Training participants must be enrolled and have completed their work experience and training by then.

The recommended funding of \$2,479,500 will allow the project to serve approximately 175 residents as follows:

- Provide work experience and training opportunities for low-income, unemployed San José residents who have been impacted by the COVID pandemic.
- Serve between 145 and 175 participants depending on employer commitments secured during the course of the upcoming months.
- Pay for participant wages/stipends, case management, supportive services (rental assistance, transportation, child care, etc.), job readiness and occupational skills training
- WEX placements for approximately 100 participants at up to 40 hours per week for up to 10 weeks. The work experience will be fully subsidized, with participant compensation rates of up to \$20/hour, and provide many of the participants with exposure to potential high growth, high wage occupations in sectors such as advanced manufacturing, construction/trades, finance and business services, and healthcare.
- Provide approximately 75 project participants with occupational training as a first step on paths to new careers that offer greater upward mobility and opportunities to attain self-sufficiency. Training and case management will be led by Goodwill Industries of Silicon Valley, with the potential participation of other training agencies.
- Participants are anticipated to come from hard-hit industries such as food service, retail. and hospitality.
- The Foundation for California Community Colleges will serve as the employer of record for WEX participants under an existing contractual agreement with work2future/City of San José.
- Participants will be referred to work2future through the Bridge to Recovery Initiative led by Catholic Charities and in partnership with more than a dozen other community-based organizations and agencies.
- Worksite agreements will be entered into with the participating employers and will require among other things that the employer maintain a safe workplace.
- Staff anticipate the launch of this program no later than the first week of September 2020.

/s/  
Monique Melchor  
work2future Director

cc: Jeff Ruster, Director of Strategic Partnerships, Office of the City Manager

## **IV.B.3**

### **FY 2020-21 Program Operating Budget Reconciliation**

**[Action]**



## Memorandum

**TO:** Executive Committee

**FROM:** Allain Mallari

**SUBJECT:** See Below

**DATE:** August 27, 2020

---

**Approved**

**Date:**

---

**SUBJECT:** FY 2020-21 Program Operating Budget Reconciliation for 2019-20 Carry-Over Savings and FY 2020-21 WIOA Formula and Rapid Response Funding Adjustment

### **RECOMMENDATION**

Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2020–21 Program Operating Budget as follows:

- i) Re-budget \$553,049 in additional carry-over program funding from FY 2019-20, thereby amending the estimated carry-over funding as of March 31, 2020 that was included in the June 2020 Board-approved Program Operating Budget for FY 2020-21;
- ii) Increase funding by \$164,850 in the WIOA Rapid Response operating budget. This is comprised of \$121,408 carry-over funds from FY 2019-20 and \$43,442 increase in the final program allocation compared to estimated funding;
- iii) Adjust the Summary of Discretionary funding sources, both new and carry-over to \$4,056,215.

### **BACKGROUND AND ANALYSIS**

On May 14, 2020, the State of California Employment Development Department (EDD) released its *planned* allocation for WIOA Adult, Dislocated Worker, and Youth Funding streams for FY 2020-21. These allocations are based on the allotments to States issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment and Guidance Letter 16-19, dated April 23, 2020. EDD's allocation for work2future reflected approximately the same funding as FY 2019-20.

On June 1, 2020, work2future staff submitted to the Executive Committee and, on June 18, 2020, to the full Board, the Proposed FY 2020-21 WIOA Program Operating Budget. This included the planned WIOA allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2019-20.

On July 7, 2020, work2future received notice of its *planned* Rapid Response and Layoff Aversion funding allocation for FY 2020-21. This notice was released for planning and budgeting purposes only. Once the State receives federal and state authority for these funds, the *final* allocations will be released.



In addition, at the *preliminary* FY 2019-20 year-end close of June 30, 2020, work2future generated an additional \$553,049 in unspent funding compared to the projected carry-over amount in the Proposed Budget as of March 31, 2020. The additional savings were generated between the months of April 2020 and June 30, 2020, mostly from unspent contracted services and client training budget.

As everyone is aware, these past few months, we have experienced a global pandemic that will forever change the way we live, the way we work, and our perspective on everything around us. COVID-19 prompted authorities including Santa Clara County to announce a shelter in place ordinance effective on March 17, 2020. This significantly affected the services that work2future and its contractor normally provide. All other services including training, workshops and work experience were abruptly halted for a period of time. This greatly limited the opportunities available to the clients and thus, posing a challenge to allocate and spend the resources.

Proposed allocation of additional savings is presented below.

Budget Details	June 2020 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$2,139,185	-	\$2,139,185
Non-Personnel Costs	547,132	-	547,132
Adult Client Services	1,029,479	150,000	1,179,479
Youth Client Services	480,337	95,856	\$576,193
One Stop Operator	35,000	-	35,000
Contracted Services	2,018,757	185,000	2,203,757
Unallocated Contingency Reserve	984,005	122,193	1,106,198
<b>Total Operating Budget</b>	<b>\$7,233,895</b>	<b>\$553,049</b>	<b>\$7,786,944</b>

#### Adult and Youth Services

A total of \$245,856 is added Adult and Youth Client Services in order to meet regulatory requirements. Designating these funds for SB734 training and work experience expenditures will put work2future in a good position to comply with statutory obligations.

#### Contracted Services

Due to the unprecedented crisis that affected all individuals and business operations, there was a sudden change in the dynamics of providing client-related services. The proposed additional \$185,000 allocated to work2future's contractors will allow staff to retune operations and provide better services to eligible clients.

### Contingency Reserve

With the continuing lack of growth in federal WIOA funding, staff proposes to set aside the additional carry-over funding of \$122,193 to the Unallocated Contingency Reserve account. work2future can then tap into this reserve account during the fiscal year, should there be a need for additional client services that were not anticipated during the budget preparation.

With the additional funds set aside for contingency purposes, the contingency reserve account would be approximately \$1.98 million including the 15% Board-mandated reserve of \$871,951. This represents approximately 34% of the current WIOA formula funding allocation. If not spent, this amount will be carried over to FY 2021-22.

### WIOA RAPID RESPONSE FUNDING

The Rapid Response grant usually carries a one-year term and workforce development boards need to spend the money within that set timeframe. Otherwise, the State may at its discretion recapture the funds obligated. Because of the uncommon predicament that COVID-19 brought, work2future couldn't spend all FY 2019-20 program funds. However, on April 17, 2020, the State modified our initial subgrant agreement to incorporate a term end date extension from June 30, 2020 to June 30, 2021, thereby allowing the unspent Rapid Response funds of \$121,408 will be carried over to FY 2020-21 along with the current year program allocation.

On July 7, 2020, the State of California EDD released the FY 2020-21 *planned* Rapid Response final funding allocation to Local Workforce Development Boards. work2future has been allocated \$633,925 in both *base and lay-off aversion* funding, a total funding increase of \$43,442 compared to the \$590,483 *estimated funding* submitted and approved by the Board in June 2020.

The following are the proposed budget adjustments to the Rapid Response funding and the corresponding financial impact on the operational budget:

Budget Details	June 2020 Board-Approved Rapid Response Budget	FY 2019-20 Carry-Over	FY 2020-21 Allocation Adjustment	Proposed Revised Rapid Response Budget
	A	B	C	D = (A+B+C)
WIOA Rapid Response Allocation	\$590,483	121,408	43,442	\$755,333

The following are the proposed changes to the Rapid Response Operating Budget:

Budget Details	June 2020 Board-Approved Rapid Response Budget	FY 2019-20 Carry-Over Adjustment	FY 2020-21 Allocation Adjustment	Revised Rapid Response Allocation
	A	B	C	D = (A+B+C)
Personnel Costs (3.5 FTEs)	\$488,247	85,966	39,097	\$613,310
Non-Personnel Costs	43,188	35,442	-	78,630
City Overhead Costs @ 10% of Allocation	59,048	-	4,345	63,393
Total Proposed Rapid Response Budget	<b>\$590,483</b>	<b>121,408</b>	<b>43,442</b>	<b>\$755,333</b>

The increase in the personnel line item budget will allow work2future to reinstate one temporary unclassified position and include the annual 3% increase in personnel cost. Furthermore, the increase in the City Overhead will equal 10% of the FY 2020-21 Rapid Response allocation.

#### **DISCRETIONARY CARRY-OVER AND NEW FUNDING**

All discretionary grants except for the BOS initiative and the California Workforce Development Board funding are for a term period that crosses over two or more fiscal years. Thus, unspent funding can be carried over to the remaining months of the grant period and reimbursed only when expenditures are incurred against the grant. On the other hand, the BOS Initiative and California Workforce Development Board funding are ongoing grants for which funding has already been received, and unspent funding has been carried over from one fiscal year to the next until the funds are totally spent.

Also included in this funding group is the on-going funding from the City General Fund of \$1.5 million to support the San Jose Works program.

The following table is a Summary of Discretionary grant funding for FY 2020-21:

Discretionary Grants	Proposed Amount
San Jose Works 6.0 Program Initiative <sup>1</sup>	\$2,622,539
National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project <sup>2</sup>	600,000
Prison to Employment (P2E) Direct Service/Earn and Learn Grant	288,911
San Jose Works (East Side Union High School District) <sup>4</sup>	160,000
San Jose Works (EDP Renewable NA LLC) <sup>4</sup>	91,666
San Jose Works (Bank of America) <sup>4</sup>	67,000
San Jose Works (Parks, Recreation and Neighborhood Services) <sup>4</sup>	53,000
Underserved COVID-19 Impacted Individuals Grants <sup>2</sup>	45,000

<b>Discretionary Grants (continuation)</b>	<b>Proposed Amount</b>
P2E Program Lead Grant	42,059
San Jose Works (Cities for Financial Empowerment) <sup>4</sup>	35,000
Slingshot 2.0 and 3.0 Apprenticeship (NOVA) <sup>3</sup>	29,053
Business Owner's Space (BOS) Initiative	10,200
Regional Training Coordinator Funds (NOVA)	7,745
California Workforce Development Board	4,042
<b>Total Discretionary Carry Over Funding</b>	<b>\$4,056,215</b>

<sup>1</sup> Represents the yearly funding of \$1,500,000 available from the City General Fund to support SJ Works 6.0 and \$1,122,539 carry-over funds from SJ Works 5.0.

<sup>2</sup> These are the additional funds received in relation to COVID-19.

<sup>3</sup> Represents slingshot 2.0 carry-over of \$9,053 and new funding for slingshot 3.0 of \$20,000.

<sup>4</sup> Other funding raised to support the San Jose Works program.

/s/  
Allain Mallari  
Finance Manager

cc: Monique Melchor, work2future Director  
Jeff Ruster, Director of Strategic Partnerships, Office of the City Manager

## **IV.B.4**

# Performance and Services Update

[Discussion]

**PERFORMANCE AND PROGRAM SERVICES UPDATE  
AS OF JUNE 30,2020**

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

- 4<sup>th</sup> quarter performance is mostly on track with our expectations, which is to meet or exceed our local performance standards of 100% in all measures. The Dislocated Worker program may fall short of the 100% goal in the “Attainment of a Degree or Credential” measure. The final results for PY 2019-2020 performance will be published in the WIOA Annual Report from the State later this year.
- “Attainment of a Degree or Credential”: The Dislocated Worker program will meet the minimum requirement of 90% of the State goal. The current result of 91% may go up when the WIOA Annual report is released, so there is potential to meet our 100% local goal.
- Median Earnings for Youth are still being collected as baselines in PY 2019-20. Starting PY 2020-21, this measure will be officially tracked.
- Measurable Skills Gain across all programs are still being collected as baselines in PY 2019-20. Starting PY 2020-21, this measure will be officially tracked.

Our year-end program service reports for all programs measured the final standings of our provider, Eckerd.

- Due to COVID-19 and the shelter in place (SIP), many California Local Workforce Boards were prevented from meeting with potential clients, which resulted in fewer enrollments since March. This resulted in the Adult and Dislocated Worker programs ending the year enrolling 51% of the targeted goal and the Youth program enrolling 81% of the targeted goal.
- Due to COVID-19 we were also unable to continue with traditional on-the-job trainings (OJTs). work2future had noticed that a few employers started to re-open and OJT opportunities are rising very slowly, but this wasn’t in time to allow our training numbers to climb by the year’s end. As a result, the Adult and Dislocated Worker training numbers ended at 63% of our goal and the Youth program ended with serving 22 individuals in work experience (WEX), so we only expended 19.9% of our yearly funding. However, these funds can be carried over to the next program year to assist clients that may not have had the opportunity to finish or participate in a WEX placement this year.
- Due to COVID-19 and the closure of so many businesses, our outcomes were impacted for all of our clients. For the Adult and Dislocated Worker programs, 56% clients that were exited were employed. For the Youth program 38% of the total number of clients that were exited were employed. As more businesses re-open and in turn more employment opportunities become available, one of our priorities is to place those clients that are currently in follow up with us.

work2future  
WIOA Performance Outcomes Report 4th Quarter  
(Run date: 07-28-20)

**PY 2019 4th Quarter**

Performance Measures	WIOA Perf. Goals	Actual	Success Rate
<b>ADULT</b>			
Entered Employment Rate 2nd Qtr	56.0%	68.8%	122.9%
Entered Employment Rate 4th Qtr	55.0%	66.4%	120.7%
Median Earnings	\$5,800.00	\$8,678.00	149.6%
Attainment of a Degree or Certificate	54.0%	57.6%	106.7%
Measurable Skills Gain	Baseline	54.3%	Baseline
<b>DISLOCATED WORKERS</b>			
Entered Employment Rate 2nd Qtr	62.0%	69.7%	112.4%
Entered Employment Rate 4th Qtr	64.0%	69.6%	108.8%
Median Earnings	\$8,800.00	\$11,266.00	128.0%
Attainment of a Degree or Certificate	58.0%	53.0%	91.4%
Measurable Skills Gain	Baseline	62.9%	Baseline
<b>YOUTH</b>			
Placement in Employment or Education 2nd Qtr	61.0%	80.9%	132.6%
Entered Employment Rate 4th Qtr	63.0%	75.6%	120.0%
Median Earnings	Baseline	\$4,710.00	Baseline
Attainment of a Degree or Certificate	54.0%	91.1%	168.7%
Measurable Skills Gain	Baseline	40.9%	Baseline
<b>Overall Performance - Local Target (100%)</b>	<b>Exceeded 10 / 11</b>		
<b>Overall Performance - State Target (90%)</b>	<b>Exceeded 11 / 11</b>		

**ADULT/DISLOCATED WORKER PROGRAM - PROGRAM SERVICES AS OF 08/14/20**

Prepared by Meredith Studebaker Approved by Monique Melchor

**Reporting Period: July 1, 2019 - June 30, 2020**

Number of Carryover Participants:	526
Total Enrollments from July 1, 2019 (June = 11 participants):	505
Participants Provided Services:	1,031
Participants Exited:	741
Active Participants:	290

**ADULT/DISLOCATED WORKER PROGRAM ENROLLMENTS FY 2019-2020**

Program	POP as of 06/30/20	Actual	% of Goal	YEAR END - June 30, 2020	
				Goal	% of Projection
San Jose	800	421	53%	800	53%
South County	200	84	42%	200	42%
<b>Total:</b>	1,000	505	51%	1,000	51%

**Eckerd - North County**

	Actuals	Year-End Goal	% of Year-End Goal
Participants in Training	50	70	71.4%

**Eckerd - South County**

	Actuals	Year-End Goal	% of Year-End Goal
Participants in Training	9	23	39.1%

**AD/DW CLIENT OUTCOMES PY 2019-20****July 1, 2019 - June 30, 2020 - 4th Quarter**

	Actual	% of Total Employed	% of Total Outcomes Cohort
Employed in Priority Sector/ In-Demand Occupation	173	62%	35%
Employed Other	106	38%	21%
<b>Total Employed</b>	<b>279</b>		56%
Exited participants currently in follow-up	220		44%
<b>Total Outcomes Cohort</b>	<b>499</b>		

Total: 77 / 220 Follow-up

Staff expects that the Career Pathway's Priority Sector placement goal of 50% may not be met, given that of these pending 220 clients 77 (35%) need to secure Priority Sector/In demand occupation placements.





## YOUTH PROGRAM - PROGRAM SERVICES AS OF 08/14/20

Prepared by Meredith Studebaker Approved by Monique Melchor

**Reporting Period: July 1, 2019 - June 30, 2020**

Number of Carryover Participants:	134
Total Enrollments from July 1, 2019 (June = 0 participants):	154
Participants Provided Services:	288
Participants Exited:	237
Active Participants:	51

## YOUTH PROGRAM ENROLLMENTS

	POP as of 06/30/20	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 2019-2020

	ACTUAL - JUNE 30, 2020			YEAR END - JUNE 30, 2020	% of WEX \$ Spent
	ETPL Participants	WEX Participants	WEX Amount	WEX Amount*	
San Jose	0	10	\$39,679.68	\$286,736.00	13.8%
South County	1	12	\$27,325.14	\$50,601.00	54.0%
<b>Total:</b>	<b>1</b>	<b>22</b>	<b>\$67,004.82</b>	<b>\$337,337.00</b>	<b>19.9%</b>

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

## YOUTH CLIENT OUTCOMES PY 2019-20

**July 1, 2019 - June 30, 2020 - 4th Quarter**

	Actual	% of Total Employed	% of Total Outcomes Cohort
Employed in Priority Sector/ In-Demand Occupation	35	47%	18%
Employed Other	40	53%	20%
<b>Total Employed</b>	<b>75</b>		<b>38%</b>
Exited participants currently in follow-up	124		62%
<b>Total Outcomes Cohort</b>	<b>199</b>		

Need: 65 / 124 Follow-ups

Staff expects that the Career Pathway's Priority Sector placement goal of 50% will not be met, given that of these pending 124 clients 65 (52.4%) need to secure Priority Sector/In demand occupation placements.

## **IV.B.5**

Update on Ad Hoc Committee  
on Youth Strategy

[Discussion]

### **AD HOC COMMITTEE ON YOUTH STRATEGY**

Board Chair Joe Flynn will provide an update on the appointment of members to, and activities of, the ad hoc committee to ensure the development of an effective youth services strategy that is employer-driven and focused on success for youth from least advantaged communities in finding and navigating pathways to self-sufficiency and upward mobility.

###

**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**

A three-day virtual job fair in collaboration with San Jose City College is planned for September 15-17, 2020, 9 am – 12 pm.

### **VII.C**

Other

## **VIII.**

# Adjournment