



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 17, 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/92215257965?pwd=QUt4ZTRxd1NaMWtrVHR4UnBJd2JYUT09>

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, Meeting ID 922 1525 7965, Password: 616342. 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. **Robert MORENO**  
 Training Director  
 Santa Clara County Electrical Joint Apprentice  
 Training Center, IBEW
15. **Rafaela PEREZ**  
 Employment Services Director  
 Santa Clara County Social Services Agency
16. **Steve PREMINGER**  
 Director, Office of Strategic &  
 Intergovernmental Affairs  
 County of Santa Clara
17. **Priya SMITH, MPH**  
 Medical Group Administrator  
 The Permanente Medical Group  
 Kaiser Permanente San Jose
18. **Alan TAKAHASHI**  
 Vice President and General Manager  
 Multifunction Microwave Solutions  
 Cobham Advanced Electronic Solutions
19. **Henri VILLALVOZ**  
 Director of Senior Employment Services  
 Sourcewise
20. **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**

**September 17, 2020**

**9:30 am**

**AGENDA**

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

**II. OPENING REMARKS**

**III. CONSENT ITEMS {Action}**

Approve the acceptance of:

*5 min*

*9:40 am end*

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

**B. Performance and Program Services Update as of June 30, 2020**

**IV. BUSINESS ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

Approve minutes of the June 18, 2020 Board meeting.

*5 min*

*9:45 am end*

**B. New Business**

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

*Monique Melchor, Director*

Reports on various matters of interest.

*10 min*

*9:55 am end*

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

*Allain Mallari, Finance Manager*

Approve adjustments to the Fiscal Year 2020–21 Program Operating Budget as follows:

*15 min*

*10:10 am end*

- a)** 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;
- b)** 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;
- c)** Adjust the Summary of Discretionary funding sources, both new and carry-over to \$4,056,215.

**3. Coronavirus Relief Funds/CARES ACT Work Experience Project {Discussion}**

*Monique Melchor, Director*

Report on the Executive Committee's approval on behalf of the Board, pursuant to Article VI, Section 6.4 of the Bylaws, to accept \$2,479,500 in Coronavirus Relief Funds for the CARES WEX and Training Project, including the allocation of funds to Goodwill Silicon Valley and the

*10 min*

*10:20 am end*

Foundation for California Community Colleges to carry out certain responsibilities related to the project.

- 4. Labor Market Update {Discussion}** 10 min  
*Lawrence Thoo, Strategic Engagement Manager* 10:30 am end  
 Report on the labor market in Santa Clara County.
- 5. Ad Hoc Committee Update {Discussion}** 10 min  
*Joe Flynn, Chair* 10:40 am end  
 Report on the status and activities of the ad hoc committee on youth strategy
- 6. New Career Service Providers {Discussion}** 30 min  
*Monique Melchor, Director. Guests: Stephanie Koontz, Director of Service Delivery,* 11:10 am end  
*Janette Dunn, Regional Director, Equus Workforce Solutions; Sarah Terlouw, Executive Director,*  
*Sead Eminovic, Site Director, Kevin Davis, Career Development Coordinator, International*  
*Rescue Committee*  
 Introduction of incoming career service providers, Equus Workforce Solutions (formerly ResCare Workforce Services) and the International Rescue Committee, which will assume responsibility October 1, 2020, for providing Adult, Dislocated Worker and Youth Program services at the San Jose, North San Jose and Gilroy Career Centers.
- 7. Bridge to Recovery Program {Discussion}** 15 min  
*Monique Melchor, Director. Guest: Michael Mancini, Division Director, Economic* 11:25 am end  
*Development Services, Catholic Charities of Santa Clara County*  
 Presentation on the Bridge to Recovery Program, a community-wide initiative coordinated and led by Catholic Charities of Santa Clara County to re-envision an integrated and holistic interagency and employer-engaged approach to providing a social safety net and workforce development for the region's most vulnerable and traditionally underserved communities.

## **V. PUBLIC COMMENT**

Matters not on the agenda

## **VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

## **VII. ANNOUNCEMENTS**

- A.** The next meeting of the Board is scheduled for Thursday, November 19, 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**

### **OPENING REMARKS**

Board Chair Joe Flynn will review participation guidelines for the meeting and introduce new Board member Robert Moreno, Training Director, Santa Clara County Electrical Joint Apprenticeship Training Center. Mayor Sam Liccardo, as local Chief Elected Official of the local workforce development area, appointed Mr. Moreno to the Board for a four-year term effective August 1, 2020.

# # #



**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, \$128,064 will be carried over to FY2020-21 allocation.
- At the end of the preliminary close as of June 30, 2020, work2future has \$3.47 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 \$1,699,476 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: \$435,355
    - 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. As of this date, a 6-month extension is pending for approval.
- 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. As of this date, a 6-month extension is pending for approval.
- \$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	2,512,678	1,757,196	2,074,062	498,339	6,842,275
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	1,030,107	822,891	824,982	0	2,677,980
% Remaining	41%	47%	40%	0%	39%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2019-2020 (remaining plus enc.)	1,073,203	1,431,905	876,417	0	3,381,525
Expenditures as of June 30, 2020	(1,073,203)	(1,431,904)	(876,416)	0	(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) Current Allocation for FY 2019-2020	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
Adjusted Allocation for FY 2019-2020	2,225,927	1,708,151	1,879,639	590,830	6,404,547
Expenditures as of June 30, 2020	(1,168,666)	(295,314)	(773,250)	(462,766)	(2,699,997)
Encumbrances as of June 30, 2020	(40,524)	(44,616)	(23,447)	0	(108,586)
Total Actual Expenditures/Encumbrances as of June 30, 2020	(1,209,190)	(339,931)	(796,696)	(462,766)	(2,808,583)
\$ Remaining	1,016,737	1,368,220	1,082,943	128,064	3,595,964
% Remaining	46%	80%	58%	22%	56%
Total Available Funds for FY2019-2020	3,299,130	3,140,056	2,756,056	590,830	9,786,072
Total Cumulative Expenditures/Encumbrance as of June 30, 2020	(2,282,393)	(1,771,835)	(1,673,112)	(462,766)	(6,190,106)
\$ Remaining	1,016,737	1,368,221	1,082,944	128,064	3,595,966
% Remaining	31%	44%	39%	22%	37%
<b>III. Projected Expenditures/Carry Over through June 30, 2020</b>					
Actual Expenditures/Encumbrances through June 2020	(1,209,190)	(339,931)	(796,696)	(462,766)	(2,808,583)
Actual Carry Over through June 2020 (\$)	1,016,737	1,368,220	1,082,943	128,064	3,595,964
Actual Carry Over through June 2020 (%) with Rapid Response	46%	80%	58%	22%	56%
Actual Carry Over through June 2020 (%) without Rapid Response	46%	80%	58%	0%	60%
Projected Expenditures/Encumbrances/Spending Plan through June 2020	(1,627,310)	(926,561)	(1,258,027)	(469,422)	(4,281,319)
Projected Carry Over through June 2020 (\$)	598,617	781,590	621,612	121,408	2,123,228
Projected Carry Over through June 2020 (%) with Rapid Response	27%	46%	33%	21%	33%
Projected Carry Over through June 2020 (%) without Rapid Response	27%	46%	33%	21%	34%

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Preliminary Financial Status Report as of 06/30/2020  
PD 14 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	(941,537)	(7,938)	(134,616)	(11,748)	(7,255)	(2,600)	0	0	(1,105,694)
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	(966,914)	(7,938)	(319,066)	(11,748)	(7,255)	(2,600)	0	0	(1,315,521)
Remaining	1,123,150	0	288,911	42,059	7,745	9,053	45,000	600,000	2,115,918
% Remaining	54%	0%	48%	78%	52%	78%	100%	100%	62%
III. Projected Expenditures/Carry Over									
Projected Expenditures/Encumbrances through June 2020	(966,914)	(7,938)	(319,066)	(11,748)	(7,255)	(2,600)	0	0	(1,315,521)
Projected Carry Over through June 2020 (\$)	1,123,150	0	288,911	42,059	7,745	9,053	45,000	600,000	1,470,918
Projected Carry Over through June 2020 (%)	54%	0%	48%	78%	52%	78%	100%	100%	43%

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Preliminary Financial Status Report as of 06/30/2020  
PD 14 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%

## **III.B**

# Performance and Program Services Update as of June 30, 2020

[Action]



**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)

BOARD: 09-17-20  
AGENDA ITEM: III.B  
Attachment 1 of 3

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.A.1**

Minutes Approval

[Action]

## WORKFORCE DEVELOPMENT BOARD

June 18, 2020

9:30 am

### ACTION MINUTES

STAFF: Azevedo, Brennan, Cizan, Melchor, Thoo

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

The meeting via Zoom Webinar was called to order at 9:31 am by Chair Joe Flynn.

##### Roll Call

Present: Auerhahn, Bojorquez, Chao, Estill, Flynn, Gilroy, Gomez, Koepp-Baker, Lucero, Perez, Preminger

Absent: Amador-Le Beau, Batra, Gutierrez, Le, Villalovoz, Vujjeni

Present subsequent to original roll call: Smith (10 am), Takahashi (9:45 am)

#### II. OPENING REMARKS

Chair Flynn welcomed everyone to the meeting and reviewed the technical aspects of participation in the on-line meeting environment.

#### III. CONSENT ITEMS

**ACTION:** Mr. Preminger moved, Ms. Auerhahn seconded, and the Board unanimously approved the acceptance of:

- A. Financial Status as of March 31, 2020
- B. Performance and Program Services Update

#### IV. BUSINESS ITEMS

##### A. Old Business

###### 1. Minutes Approval

**ACTION:** Ms. Koepp-Baker moved, Ms. Gilroy seconded, and the Board unanimously approved approval of minutes of the

- a) March 26, 2020 Meeting
- b) April 9, 2020 Special Meeting

##### B. New Business

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

Director Monique Melchor reported on plans to launch a newsletter, labor market information, status of the Automation|Artificial Intelligence Future of Work project and plans to segue into a broader second phase of the project.

**2. San Jose Works 2020-21 Funding**

Director Melchor presented the recommendation approved by the Executive Committee for Board 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.

**ACTION:** Mr. Estill moved, Ms. Gomez seconded, and, by roll call, the Board approved the recommendation unanimously.

**3. WIOA Operating Budget**

Director Melchor presented the recommendation approved by the Executive Committee for Board 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
  - (1) between budget line items, as long as there is no change in the overall amounts for personnel and non-personnel expenses
  - (2) between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the number of clients served by the two programs, as long as the total of the combined budgets is not changed.

**ACTION:** Mr. Preminger moved, Mr. Estill seconded and the Board, by roll call, approved the recommendation unanimously, with Ms. Smith abstaining.

**4. WIOA Program Services Providers**

Contracts Manager Colleen Brennan presented the recommendation approved by the Executive Committee for Board 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:

- 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

In addition to a letter from the public, which has been posted on-line with the agenda packet, two members of the public provided comment.

**ACTION:** Mr. Estill moved, Mr. Preminger seconded, and the Board approved the recommendation by roll call, as follows:

**AYE:** Chao, Estill, Flynn, Koepp-Baker, Lucero, Perez, Preminger, Smith, Takahashi

**NAY:** None

**ABSTAIN:** Bojorquez

**RECUSED:** Auerhahn, Gomez

**NOT PRESENT:** Ms. Gilroy left the meeting prior to this action.

**V. PUBLIC COMMENT**

A member of the public spoke to the creation and benefits of a youth committee.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- A. Explanation of the RFP process, with participation of a contracts analyst and the Office of the City Attorney
- B. Discussion of a performance evaluation group
- C. Explanation of the process for filling Board vacancies, with request for a one-page handout
- D. Update on funding opportunities
- E. How Board members can impact service performance

**VII. ANNOUNCEMENTS**

- A. The next meeting of the work2future Board is scheduled for Thursday, September 17, 2020, 9:30 am.
- B. Reminder to respond to staff's poll regarding interest in serving on an ad hoc committee so that the Chair can appoint an ad hoc committee to ensure development of employer-informed youth services strategy
- C. July Executive Committee meeting agenda will include matters raised in Mr. Bojorquez's letter to the Board, dd. May 15, 2020
- D. Mr. Preminger announced that the Supreme Court had found for the County in its lawsuit against the federal administration's overturning of DACA protections.



**VIII. ADJOURNMENT at 10:30 am**

Draft prepared by L. Thoo, reviewed by M. Melchor

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**

FY 2020-21

### **Program Operating Budget Reconciliation**

[Action]



## Memorandum

**TO:** WORKFORCE DEVELOPMENT BOARD

**FROM:** Allain Mallari

**SUBJECT:** See Below

**DATE:** September 8, 2020

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**Approved**

**Date:**

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**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**

Approve 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.

This recommendation was reviewed and approved unanimously by the Executive Committee at its September 3, 2020 meeting.

### **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



BOARD

Date: 09-08-20

Subject: FY 2020-21 Operating Budget Reconciliation

Page 5 of 5

<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.

Note: The additional savings in the recommendations are preliminary. Final numbers will be available once year-end close is completed. As of this date, additional savings of \$23,322 for Adult, Dislocated Worker & Youth and \$6,655 for Rapid Response were identified on top of the proposed figures above. These amounts along with any further savings will be re-budgeted to the Unallocated Contingency Reserve (Adult/Dislocated Worker & Youth) and Personnel Costs (Rapid Response), accordingly.

/s/

Allain Mallari

Finance Manager

cc: Monique Melchor, work2future Director

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

## **IV.B.3**

Coronavirus Relief  
Funds/CARES ACT  
Work Experience Project

[Discussion]

## **CORONAVIRUS RELIEF FUNDS/CARES ACT WORK EXPERIENCE PROJECT**

At its September 3, 2020 meeting, the Executive Committee, acting according to Article VI, Section 6.4 of the Bylaws, approved unanimously the acceptance of \$2,479,500 in Coronavirus Relief Funds from the City of San José for the CARES WEX (work experience) and Training project, and 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.

This report fulfills the Bylaws requirement that such action taken by the Executive Committee shall be reported as a discussion item at the next regular meeting of the work2future Board.

### **Background**

On June 16, 2020, the San José City Council approved the Mayor's June Budget Message and the City's Proposed Operating Budget for Fiscal Year 2020-21, including the provision of \$25 million in Coronavirus Relief Funds from the CARES Act for local assistance, of which \$4,479,500 was designated for resident assistance.

With input from two forums of community leaders, staff proposed, and Council approved, the allocation of \$2,479,500 of the resident assistance funds to work2future to provide workforce development services for 175 residents who have lost work during the pandemic, especially individuals from communities hardest hit by COVID-19. These include the City's communities of color, which have suffered disproportionately high numbers of COVID-19 infections and had already been enduring adverse economic circumstances due to the persistence of structural racism and marginalization before the COVID-19 pandemic and pandemic-induced recession

### **Analysis**

The CARES WEX and Training project will offer occupational skills training and paid work experience, as well as wrap-around and supportive services. As federal guidelines require the CARES Act funds to be expended by December 30, 2020, CARES WEX and Training participants must have completed their work experience or training by then.

The project aims to serve 145 to 175 low-income workers who have lost their jobs or a significant number of work hours during the pandemic. It seeks to provide WEX placements for approximately 100 participants at up to 40 hours per week for up to approximately 10 weeks. It will provide participants compensation at rates up to \$20 per hour.

The project aims to serve approximately 75 participants through skills training aimed towards occupations that offer greater upward mobility and opportunities to attain self-sufficiency than the jobs they had lost.

BOARD

Subject: Coronavirus Relief Funds

Date: 09-17-20

Page 2 of 2

Participants will be referred to work2future through the Bridge to Recovery Program, an initiative led by Catholic Charities, in partnership with more than a dozen other community-based organizations and agencies. Bridge to Recovery partners are also helping with employer outreach.

Goodwill of Silicon Valley will lead case management and training services. The Foundation for California Community Colleges will serve as the employer of record for the WEX participants. work2future staff will oversee the project and manage WEX placements and participation.

# # #

## **IV.B.4**

### **Labor Market Update**

**[Discussion]**

### **LABOR MARKET UPDATE**

Strategic Engagement Manager Lawrence Thoo will provide the Board with an updated labor market analysis.

# # #

## **IV.B.5**

Ad Hoc Committee Update

[Discussion]

**AD HOC COMMITTEE UPDATE**

Board Chair Joe Flynn will report on the status and activities of the ad hoc committee on youth strategy.

###



## **IV.B.6**

New Career Service Providers

[Discussion]

### **NEW CAREER SERVICES PROVIDERS**

work2future Director Monique Melchor will introduce incoming service providers Equus Workforce Solutions (Equus) and the International Rescue Committee (IRC). They will assume responsibility October 1, 2020 for providing Adult, Dislocated Worker and Youth Program services at the San Jose, North San Jose and Gilroy career centers.

Equus will staff services across all three programs from the San Jose and North San Jose centers, and the Adult and Dislocated Worker programs from the Gilroy center.

IRC will staff Youth Program services from the Gilroy center.

Equus will be represented at the meeting by Stephanie Koontz, Director of Service Delivery, and Janette Dunn, Regional Director.

IRC will be represented at the meeting by Sarah Terlouw, Executive Director, Sead Eminovic, Site Director, and Kevin Davis, Career Development Coordinator.

# # #

## **IV.B.7**

### **Bridge to Recovery Program**

**[Discussion]**

### **BRIDGE TO RECOVERY**

work2future Director Monique Melchor will introduce a presentation on the Bridge to Recovery Program, a regional initiative to re-envision the provision of social safety net and workforce development services as a holistic and integrated multi-agency and employer-engaged system that champions the region's most vulnerable and traditionally underrepresented communities.

Catholic Charities of Santa Clara County coordinates the initiative. Michael Mancini, Division Director, Economic Development Services, Catholic Charities, will present and field questions.

###

**V.**

**Public Comment**

## **VI.**

# Suggestions For Future Agenda Items

## **VII.**

# Announcements

### **VII.A**

The next meeting of the work2future Board is scheduled for Thursday, November 19,  
2020, 9:30 a.m.

### **VII.B**

Other

## **VIII.**

# Adjournment