



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 19, 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/95762637785?pwd=bWF6ZFBNM3FGK1g4aHJKZG0ydGZaZz09>.

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

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

To provide Spoken Public Comment *during* the Board meeting: a) **Phone** (408) 638 0968, Webinar ID 957 6263 7785, Password: 594040. Click **\*9 to raise a hand** to speak, **\*6 to unmute or mute**. 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**

November 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. **Todd TEIXEIRA, MA**  
 Team Manager (SSM1), San Jose North Branch  
 California Department of Rehabilitation
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**

**November 19, 2020**

**9:30 am**

**AGENDA**

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

**II. OPENING REMARKS**

**III. PUBLIC COMMENT**

Matters not on the agenda

**IV. CONSENT ITEMS {Action}**

Approve the acceptance of:

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

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

5 min  
9:45 am end

**V. BUSINESS ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

Approve minutes of the September 17, 2020 Board meeting.

5 min  
9:50 am end

**B. New Business**

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

*Monique Melchor, Director*

Reports on various matters of interest.

5 min  
9:55 am end

**2. Elections {Action}**

*Lawrence Thoo, Strategic Engagement Manager*

Elect to the Executive Committee two at-large members for a two-year term effective January 1, 2021 through December 31, 2023.

10 min  
10:05 am end

**3. 2021 Schedule of Board Meetings {Action}**

*Lawrence Thoo, Strategic Engagement Manager*

Approve the schedule of Board meetings for 2021.

5 min  
10:10 am end

**4. Ad Hoc Committee Report {Action}**

*Jack Estill, Ad Hoc Committee Chair*

Accept the final report of the ad hoc committee on youth strategy and authorize the Executive Committee to review and take action on behalf of the Board on any recommendations of the committee which do not have direct financial impact on work2future or would require an amendment to the By-laws.

10 min  
10:20 am end

**5. CARES Workforce Development Project {Discussion}**

5 min

*Monique Melchor, Director*

10:25 am end

Progress report on the CARES Workforce Development Project, comprised of subsidized work experience and occupational skills training opportunities, in partnership with Goodwill Silicon Valley and the Foundation for California Community Colleges, originally budgeted at \$2,479,500 in Coronavirus Relief Funds allocated to work2future by the City of San Jose and scheduled for completion on December 30, 2020.

**6. Update on Career Services {Discussion}**

20 min

10:45 am end

**a) Adult Program and Dislocated Worker Program**

*Robert Walker, Project Director, Adrineh Terantonians, Regional Director, Equus Workforce Solutions*

Report on the status of the Adult and Dislocated Worker Programs since Equus Workforce Solutions assumed responsibility for them October 1, 2020.

**b) Youth Program**

*Sead Eminovic, Site Director, Kevin Davis, Career Development Coordinator, International Rescue Committee; Robert Walker, Project Director, Adrineh Terantonians, Regional Director, Equus Workforce Solution*

Report on the status of the Youth Program since October 1, 2020, when International Rescue Committee assumed responsibility for the program in the South County portion of the San Jose Silicon Valley Local Workforce Development Area (LWDA), and Equus for the remainder of the LWDA.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**VII. ANNOUNCEMENTS**

**VIII. ADJOURNMENT: Followed by the Presentation of the 2020 Community Builder Awards**

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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**



Public Comment



**IV.**

Consent Items

[Action]

## **IV.A**

Financial Status as of  
September 30, 2020

[Action]

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

### **Key Highlights**

- WIOA formula and Rapid Response carry-over funding from FY 2019-20 is projected to be fully spent by June 30, 2021.
- As of September 30, 2020, work2future has \$2.1 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2021-22 representing:
  1. Board-mandated Reserve Account: \$871,951
  2. Unallocated Reserve Account: \$895,520
  3. Projected savings of \$338,237 which comprised of the following:
    - a. Over-accruals: \$98,464
    - b. Savings from personnel costs generated from temporary unclassified position term expiring with a 30-day gap in employment prior to rehire and unfilled vacant positions: \$208,958
    - c. Savings from unspent clients' OJT from the prior year: \$25,815
    - d. Other non-personnel cost savings: \$5,000

### **Other Discretionary Funding**

- work2future received an allocation from the City's General Fund of \$1,500,000 for San Jose Works 6.0, in addition to the carry over funding, net of adjustment of \$1,148,527 from FY 2019-20 for a total funding of \$2,648,527. As of September 30, 2020, 160 of the youth have successfully completed their subsidized internships on August 15, 2020 with a pending cohort in the fall of 100 students starting on November 9, 2020 and projected to end January 8, 2021. A spring cohort will take place in February 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 unsubsidized). San Jose Works 6.0 ends in April 2021.
- 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. As of September 30, 2020, approximately 28% of the total funding has been spent. 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 originally ends in September 30, 2020 but a 6-month extension was approved to move to end date to March 31, 2021.

- 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 originally ends in September 30, 2020 but a 6-month extension was approved to move to end date to March 31, 2021.
- \$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 term of the funds is from March 1, 2020 through September 30, 2020. Due to difficulty in spending the funds, an extension was requested, and the grant end date was modified and approved to December 31, 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.
- On February 19, 2020, a grant agreement was executed between East Side High School Union District (ESHSUD), the grantor, and City of San Jose work2future, the grantee, to provide case management and work readiness assessment, job placement, and support services to 120 eligible ESUHSU CTE students enrolled in the San Jose Works program. As of September 30, 2020, 60 ESUHSU Career Pathway students successfully completed their internship. During their internship experience, students also attended a financial literacy workshop, emotional intelligence workshop, and career exploration workshop. A pending cohort of 40 additional Career Pathway students will start their internship on November 9th with a pending cohort of 40 additional students participating in the spring cohort. In addition, 12 Career Pathway students have participated in our Mentoring Pilot program and has served as a great asset to the development of the new addition to San Jose Works. The grant term ends on June 30, 2021.
- 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

work2future  
Preliminary Financial Status Report as of 09/30/20  
Pd 3 Status 3

Page 1

Prepared by: Allain Mallari  
Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
<b>I. Actual as of June 30, 2020</b>					
Grant Period	07/01/19-06/30/21	07/01/19-06/30/21	04/01/19-06/30/21	07/01/19-06/30/21	
Available Funds for FY2019-2020 PD 14 Stat 3	2,225,927	1,708,151	1,879,639	590,830	6,404,547
Actual Expenditures as of June 30, 2020	(1,168,666)	(295,314)	(773,250)	(462,766)	(2,699,997)
Encumbrances/Spending Plan as of June 30, 2020	(458,644)	(631,246)	(484,777)	(6,655)	(1,581,322)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2020	(1,627,310)	(926,561)	(1,258,027)	(469,422)	(4,281,319)
Available Funds for FY2019-2020	598,617	781,590	621,612	121,408	2,123,228
% Remaining	27%	46%	33%	21%	33%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2020-2021 (remaining plus enc.)	1,057,261	1,412,837	1,106,389	128,064	3,704,550
Expenditures as of September 30, 2020	(238,741)	(298,774)	(194,110)	(87,180)	(818,806)
Encumbrances as of September 30, 2020	(271,327)	(273,098)	(109,146)	0	(653,571)
Total Actual Expenditures/Encumbrances as of September 30, 2020	(510,068)	(571,872)	(303,257)	(87,180)	(1,472,377)
\$ Remaining	547,193	840,964	803,133	40,883	2,232,173
% Remaining	52%	60%	73%	32%	60%
<b>(b) Current Allocation for FY 2020-2021</b>	1,878,999	1,952,400	1,981,610	633,925	6,446,934
Additional Funding	0	0	0	0	0
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
<b>Adjusted Allocation for FY 2020-2021</b>	1,878,999	1,952,400	1,981,610	633,925	6,446,934
Expenditures as of September 30, 2020	(31,369)	(35,653)	(121,734)	(20,542)	(209,298)
Encumbrances as of September 30, 2020	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of September 30, 2020	(31,369)	(35,653)	(121,734)	(20,542)	(209,298)
\$ Remaining	1,847,630	1,916,747	1,859,876	613,383	6,237,636
% Remaining	98%	98%	94%	97%	97%
<b>Total Available Funds for FY2020-2021</b>	2,936,260	3,365,237	3,087,999	761,989	10,151,484
Total Cumulative Expenditures/Encumbrance as of September 30, 2020	(541,436)	(607,525)	(424,990)	(107,722)	(1,681,674)
\$ Remaining	2,394,823	2,757,712	2,663,009	654,266	8,469,810
% Remaining	82%	82%	86%	86%	83%
<b>III. Projected Expenditures/Carry Over through June 30, 2021</b>					
Projected Expenditures/Encumbrances through June 2021	(1,168,149)	(1,238,236)	(1,300,915)	(633,925)	(4,341,226)
Projected Carry Over through June 2021 (\$)	710,850	714,164	680,695	0	2,105,708
Projected Carry Over through June 2021 (%) with Rapid Response	38%	37%	34%	0%	33%
Projected Carry Over through June 2021 (%) without Rapid Response	38%	37%	34%	0%	36%

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	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	East Side Union High School District	Total
<b>I. Actual as of June 30, 2020</b>								<b>NEW GRANT</b>	
<b>Grant Period</b>	<b>04/30/2020 - 4/30/2021</b>	<b>9/1/2019 - 3/31/2022</b>	<b>9/1/2019 - 3/31/2022</b>	<b>4/1/2019 - 3/31/2021</b>	<b>4/1/2019 - 3/31/2021</b>	<b>3/1/2020 - 12/31/2020</b>	<b>4/10/2020 - 3/31/2022</b>	<b>2/19/2020 - 6/30/2021</b>	
Original Allocation	1,500,000	607,977	53,807	15,000	11,653	45,000	600,000		2,833,437
Increase/(Decrease)	590,064	0	0	0	0	0	0		590,064
Adjusted Allocation	2,090,064	607,977	53,807	15,000	11,653	45,000	600,000		2,778,501
Expenditures as of June 30, 2020	(941,537)	(134,616)	(11,748)	(7,255)	(2,600)	0	0		(1,097,756)
Encumbrance as of June 30, 2020	(25,377)	(184,450)	0	0	0	0	0		(209,827)
<b>Total Actual Expenditures/Encumbrances as of June 2020</b>	<b>(966,914)</b>	<b>(319,066)</b>	<b>(11,748)</b>	<b>(7,255)</b>	<b>(2,600)</b>	<b>0</b>	<b>0</b>		<b>(1,307,583)</b>
Available Funds for FY 2020-2021	1,123,150	288,911	42,059	7,745	9,053	45,000	600,000		1,470,918
% Remaining	54%	48%	78%	52%	78%	100%	100%		53%
Available Funds for FY2020-2021	1,148,527	473,361	42,059	7,745	9,053	45,000	600,000	0	1,680,745
Funding 19-20	1,500,000	0	0	0	0	0	0	160,000	1,660,000
Adjustment	0	0	0	0	0	0	0	0	0
<b>Total Available Funding for FY 2019-2020</b>	<b>2,648,527</b>	<b>473,361</b>	<b>42,059</b>	<b>7,745</b>	<b>9,053</b>	<b>45,000</b>	<b>600,000</b>	<b>160,000</b>	<b>3,340,745</b>
Expenditures as of September 30, 2020	(358,132)	(34,596)	(4,744)	(81)	(108)	(800)	0	(144,840)	(543,300)
Encumbrances as of September 30, 2020	(409,051)	(184,450)	0	0	0	0	0	(15,161)	(608,662)
<b>Cumulative Expenditures/Encumbrances as of September 30, 2020</b>	<b>(767,183)</b>	<b>(219,046)</b>	<b>(4,744)</b>	<b>(81)</b>	<b>(108)</b>	<b>(800)</b>	<b>0</b>	<b>(160,000)</b>	<b>(1,151,962)</b>
Remaining	1,881,344	254,315	37,316	7,663	8,945	44,200	600,000	0	2,188,783
% Remaining	71%	54%	89%	99%	99%	98%	100%	0%	66%
<b>III. Projected Expenditures/Carry Over</b>									
Projected Expenditures/Encumbrances through June 2021	(1,660,589)	(230,000)	(18,152)	(7,745)	(9,053)	(45,000)	(290,000)	(160,000)	(2,420,539)
Projected Carry Over through June 2021 (\$)	987,938	243,361	23,907	(0)	0	0	310,000	0	1,565,206
Projected Carry Over through June 2021 (%)	37%	51%	57%	0%	0%	0%	52%	0%	47%

work2future  
Preliminary Financial Status Report as of 09/30/2020  
PD 3 Status 3

Other Funds	CWDB	BOS	Total
<b>I. Actual as of June 30, 2020</b>			
Grant Period	N/A	N/A	
Original Allocation	5,000	15,454	20,454
Expenditure/Encumbrances as of June 2020	(958)	(5,254)	(6,212)
Total Actual Expenditures/Encumbrances as of June 2020	(958)	(5,254)	(6,212)
Available Funds for FY 2019-2020	4,042	10,200	14,242
% Remaining	81%	66%	70%
<b>II. Actual Expenditures</b>			
Available Funds for FY 2019-2020	4,042	10,200	14,242
Expenditures as of September 30, 2020	0	(150)	(150)
Encumbrances as of September 30, 2020	0	0	0
Cumulative Expenditures as of September 30, 2020	0	(150)	(150)
\$ Remaining	4,042	10,050	14,092
% Remaining	100%	99%	99%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
Projected Carry Over through June 2021	4,042	10,050	14,092
Projected Carry Over (%) through June 2021	100%	99%	99%

## **IV.B**

Performance and  
Program Services Update  
as of September 30, 2020

[Action]



work2future  
WIOA Performance Outcomes Report 1st Quarter  
(Run date: 10-15-20)

BOARD: 11-19-20  
AGENDA ITEM: IV.B

**PY 2020 1st Quarter**

Performance Measures	WIOA Perf. Goals	Actual	Success Rate
<b>ADULT</b>			
Entered Employment Rate 2nd Qtr	62.0%	74.2%	119.7%
Entered Employment Rate 4th Qtr	61.0%	65.0%	106.5%
Median Earnings	\$6,250.00	\$7,988.00	127.8%
Attainment of a Degree or Certificate	55.0%	44.4%	80.8%
Measurable Skills Gain	45.0%	22.7%	50.5%
<b>DISLOCATED WORKERS</b>			
Entered Employment Rate 2nd Qtr	65.0%	73.3%	112.8%
Entered Employment Rate 4th Qtr	67.0%	62.2%	92.8%
Median Earnings	\$7,800.00	\$12,974.00	166.3%
Attainment of a Degree or Certificate	58.0%	63.2%	108.9%
Measurable Skills Gain	47.0%	30.8%	65.5%
<b>YOUTH</b>			
Placement in Employment or Education 2nd Qtr	71.0%	83.0%	116.9%
Entered Employment Rate 4th Qtr	67.5%	73.1%	108.3%
Median Earnings	\$3,390.00	\$7,255.00	214.0%
Attainment of a Degree or Certificate	57.5%	33.3%	58.0%
Measurable Skills Gain	49.7%	0.0%	0.0%
<b>Overall Performance - Local Target (100%)</b>	<b>Exceeded 9 / 15</b>		
<b>Overall Performance - State Target (90%)</b>	<b>Exceeded 10 / 15</b>		



## ADULT/DISLOCATED WORKER PROGRAM - PROGRAM SERVICES AS OF 10/20/20

Prepared by Meredith Studebaker Approved by Monique Melchor

**Reporting Period: July 1, 2020 - Sep 30, 2020**

Number of Carryover Participants:	322
Total Enrollments from July 1, 2020 (Sep = 12 participants):	44
Participants Provided Services:	366
Participants Exited:	140
Active Participants:	226

## ADULT/DISLOCATED WORKER PROGRAM ENROLLMENTS FY 2020-2021

Program	POP as of 09/30/20	Actual	% of Goal	QUARTER END - SEP 30, 2020	
				Goal	% of Projection
San Jose	106	35	33%	106	33%
South County	19	9	47%	19	47%
<b>Total:</b>	125	44	35%	125	35%

## AD/DW CLIENT OUTCOMES PY 2020-21

**July 1, 2020 - Sep 30, 2020 - 1st Quarter**

	Actual	% of Total Employed	% of Total Outcomes Cohort
Employed in Priority Sector/ In-Demand Occupation	7	32%	13%
Employed Other	15	68%	29%
<b>Total Employed</b>	<b>22</b>		<b>42%</b>
Exited participants currently in follow-up	30		58%
<b>Total Outcomes Cohort</b>	<b>52</b>		

Need: 19 / 30 Follow-up

Staff expects that the Career Pathway's Priority Sector placement goal of 50% will be met over the course of the PY 2020-21. Currently, of the 30 clients in follow up, 19 clients (63%) will need to secure Priority Sector/In demand occupation placements.



## YOUTH PROGRAM - PROGRAM SERVICES AS OF 10/20/20

Prepared by Meredith Studebaker Approved by Monique Melchor

Reporting Period: July 1, 2020 - Sep 30, 2020

Number of Carryover Participants:	60
Total Enrollments from July 1, 2020 (Sep = 0 participants):	4
Participants Provided Services:	64
Participants Exited:	40
Active Participants:	24

### YOUTH PROGRAM ENROLLMENTS

	POP as of 09/30/20	Actual	% of Goal	QUARTER END - SEP 30, 2020	
				Goal	% of Projection
San Jose	25	4	16.0%	25	16.0%
South County	5	0	0.0%	5	0.0%
<b>Total:</b>	<b>30</b>	<b>4</b>	<b>13.3%</b>	<b>30</b>	<b>13.3%</b>

### WORK EXPERIENCE & TRAINING FY 2020-2021

	ACTUAL - SEP 30, 2020			YEAR END - JUNE 30, 2020	% of WEX \$ Spent
	ETPL Participants	WEX Participants	WEX Amount	WEX Amount*	
San Jose	0	1	\$4,925.11	\$380,314.00	1.3%
South County	0	0	\$5.37	\$82,879.00	0.0%
<b>Total:</b>	<b>0</b>	<b>1</b>	<b>\$4,930.48</b>	<b>\$463,193.00</b>	<b>1.1%</b>
*Carryover from FY 2019-20 is <b>\$271,330.20</b> , which is included in the FY 2020-21 costs.					

### YOUTH CLIENT OUTCOMES PY 2020-21

July 1, 2020 - Sep 30, 2020 - 1st Quarter

	Actual	% of Total Employed	% of Total Outcomes Cohort
Employed in Priority Sector/ In-Demand Occupation	2	33%	10%
Employed Other	4	67%	20%
<b>Total Employed</b>	<b>6</b>		<b>30%</b>
Exited participants currently in follow-up	14		70%
<b>Total Outcomes Cohort</b>	<b>20</b>		

Need: 8 / 14 Follow-ups

Staff expects that the Career Pathway's Priority Sector placement goal of 50% will be met over the course of the PY 2020-21. Currently, of the 14 clients in follow up, 8 clients (57%) will need to secure Priority Sector/In demand occupation placements.

**V.A.1**

Minutes Approval

[Action]

## **WORKFORCE DEVELOPMENT BOARD**

**September 17, 2020**

**9:30 am**

### **ACTION MINUTES**

STAFF: Azevedo, Brennan, Cizan, Mallari, Melchor, Thoo

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

The meeting via Zoom Webinar was called to order at 9:30 am by Chair Joe Flynn.

##### **Roll Call**

Present: Batra, Estill, Flynn, Gilroy (left at 9:55 am), Gomez, Gutierrez, Koepp-Baker, Le, Moreno, Perez (left at 10:05 am), Preminger, Takahashi, Vujjeni

Absent: Amador-Le Beau, Auerhahn, Bojorquez, Chao, Lucero, Smith, Villalovoz

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

Chair Flynn welcomed everyone to the meeting and introduced work2future's newest board member, Robert Moreno, Training Director of Santa Clara County Electrical JATC.

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

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

**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:** Mr. Estill moved, Ms. Gomez seconded, and the Board unanimously approved the minutes of the June 18, 2020 Board meeting.

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

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

Director Monique Melchor reported on the distribution of work2future's inaugural newsletter and the arrival of two new career service providers, Equus (formerly ResCare), and International Rescue Committee (IRC).

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

Finance Manager Allain Mallari presented the FY 2020-21 Program Operating Budget Reconciliation and asked the Board to approve adjustments to the Fiscal Year 2020-21 Program Operating Budget as follows:

- 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.

**ACTION:** After a brief discussion, Mr. Preminger moved, Mr. Estill seconded, and, by roll call, the Board approved the recommendation unanimously. Ms. Gomez recused herself from this item and Ms. Gilroy had left the meeting prior to the vote.

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

Director Melchor reported 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 Foundation for California Community Colleges to carry out certain responsibilities related to the project. Ms. Melchor discussed how the money for approximately 100 WEX and 75 skills training participants needed to be spent by December 30, 2020. Board member discussion ensued.

**4. Labor Market Update**

Lawrence Thoo, Strategic Engagement Manager, presented a report on the labor market in Santa Clara County which included data through July 2020. He noted that the largest job declines due to COVID-19 were in lower paid occupations staffed with lower-skilled workers. Mr. Thoo also reported on the updated work of our consultants, SPR, on the Automation, Artificial Intelligence, and the Future of Work in Silicon Valley study and the impact of COVID-19 on these findings.

**5. Ad Hoc Committee Update**

Chair Joe Flynn first reported on the history of the former Youth Council which was disbanded in 2019 due to quorum and other issues. The Board decided last November to create an Ad Hoc Youth Committee instead of a standing committee. Board member Estill has offered to lead five other board members in doing this work. A Doodle Poll is going out with the hope that the ad hoc committee will meet in October 2020.

**6. New Career Service Providers**

Director Melchor introduced work2future's career service providers, Equus Workforce Solutions (formerly ResCare Workforce Services), represented by guests Stephanie Koontz, Director of Service Delivery, and Janette Dunn, Regional Director, and International Rescue Committee (IRC), represented by Sarah Terlouw, Executive Director, Sead Eminovic, Site Director, and Kevin Davis, Career Development Coordinator. The new service providers 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. Staff at both Equus and IRC presented information to the board on their respective history, mission, and service philosophy. The board asked clarifying questions and indicated interest in having both providers come back to present at a future meeting.

**7. Bridge to Recovery Program [*Heard after Item IV.B.3*]**

Director Melchor introduced guest Michael Mancini, Division Director, Economic Development Services, Catholic Charities of Santa Clara County. Mr. Mancini presented information 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. Board discussion ensued after the presentation.

**V. PUBLIC COMMENT**

None

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- A. Invite both Equus and International Rescue Committee to present at a future Board meeting.
- B. Update on COVID-19 funding opportunities.

**VII. ANNOUNCEMENTS**

- A. The next meeting of the work2future Board is scheduled for Thursday, November 19, 2020, 9:30 am.
- B. Mr. Preminger announced that Santa Clara County encourages everyone to get a COVID test and a flu shot.

**VIII. ADJOURNMENT at 11:33 am**

NOTE: All votes were by roll call, unless otherwise indicated.

Draft prepared by K. Azevedo, reviewed by L. Thoo, approved by M. Melchor

**V.B.1**

Director's Report

[Discussion]



**DIRECTOR'S REPORT**

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

# # #

**V.B.2**

Elections

[Action]



## *Memorandum*

TO: BOARD

FROM: Lawrence Thoo

SUBJECT: **Elections**

DATE: November 12, 2020

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Approved

Date

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### **RECOMMENDATION**

Elect to the Executive Committee two at-large members for a two-year term effective January 1, 2021 through December 31, 2023.

### **PROCEDURE**

The Board Chair will call for nominations from the floor. Only Board members may offer nominations, and each nomination must be seconded by another Board member. Board members may nominate themselves. A self-nomination also must be seconded by another Board member.

The Board Chair may close nominations when satisfied that there are sufficient nominations to fill the available places on the Executive Committee.

Staff will then conduct the election using the Polling function on the Zoom Webinar application. Board members will each cast a vote for no more than two nominees. The two nominees who receive the most votes cast are elected to fill the available places, provided that their votes are the equivalent of a majority of Board members present.

In the event that only one nominee receives votes equivalent to a majority of Board members present, only that nominee shall have been elected to one of the available places. Staff will then conduct a second round of voting for the next top three vote getters from the first round. The top vote getter in the second round shall then have been elected to the remaining place on the Executive Committee.

In the event that no nominee receives a majority vote, then staff will conduct a second round of voting for the top four vote getters from the first round. The top two vote getters in the second round shall have been elected to the available places on the committee.

### **BACKGROUND AND ANALYSIS**

#### **Executive Committee**

Article VI, Sections 6.2 and 6.3 of the By-Laws as amended on November 21, 2019 stipulate that the Board shall elect at-large members of the Executive Committee for two pairs of staggered two-year terms. They also stipulate that in the first election following adoption of the amended By-laws, one pair of seats was to be for

BOARD  
Subject: Elections  
November 12, 2020  
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one year to facilitate the staggered terms. The one-year seats, to which Board members Rafaela Perez and Steve Preminger were elected, will terminate on December 31, 2020.

/s/  
Lawrence Thoo  
Strategic Engagement Manager

cc: Monique Melchor, work2future Director & Board Secretary

**V.B.3**

**2021 Schedule of Board  
Meetings**

**[Action]**



## Memorandum

TO: BOARD

FROM: Lawrence Thoo

SUBJECT: **2021 Meeting Schedule**

DATE: November 12, 2020

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Approved

Date

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### **RECOMMENDATION**

Approve the following Board meeting schedule for 2021:

- Thursday, March 18, 2021
- Thursday, June 17, 2021
- Thursday, September 16, 2021
- Thursday, December 16, 2021

Meetings will be scheduled to begin at 9:30 am and conclude at approximately 11:30 am.

### **BACKGROUND AND ANALYSIS**

Article V of the By-Laws stipulates that the Board must meet at least three times a year, and that the Board shall adopt and post a schedule of meetings at its annual organizational meeting. Traditionally, the final meeting of the calendar year has served as the “annual” meeting for this purpose.

The November 19 meeting is the final scheduled Board meeting of 2020. Therefore, this meeting serves as the 2020 annual organizational meeting and adoption of the 2021 meeting schedule is due.

Staff has retained the traditional schedule of meetings on the third Thursday of the third, sixth and ninth months of the year, i.e., March, June and September. In 2019, as in 2018, staff proposed that the final meeting of 2020—the annual organizational meeting—take place in the 11<sup>th</sup> month, November, instead of the 12<sup>th</sup> month because the Thanksgiving holiday falls late in November (November 26) in 2020, leaving a smaller window of business days between Thanksgiving and Christmas, which falls on a weekday this year.

However, in 2021, Christmas will fall on a Saturday. Therefore, staff recommends returning the annual organizational meeting to December.

The Board is able to amend the meeting schedule if and when it chooses.

/s/  
Lawrence Thoo  
Strategic Engagement Manager

cc: Monique Melchor, work2future Director & Board Secretary

**V.B.4**

Ad Hoc Committee Report

[Action]



## *Memorandum*

TO: BOARD

FROM: Jack Estill

SUBJECT: **Ad Hoc Committee on Youth Strategy**

DATE: November 12, 2020

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Approved

Date

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### **RECOMMENDATION**

Accept the final report of the ad hoc committee on youth strategy and authorize the Executive Committee to review and take action on behalf of the Board on any recommendations of the committee which do not have direct financial impact on work2future or would require an amendment to the By-laws.

### **BACKGROUND AND ANALYSIS**

At the September 17, 2020 Board meeting, Chair Joe Flynn reported on his appointment of six Board members to an ad hoc committee to consider the status and need for a youth strategy, and whether and, if so, how the Board might be engaged in such a strategy. The six members appointed were Chad Bojorquez, Jack Estill, Blanca Gomez, Susan Koepp-Baker, Rafaela Perez and Kishan Vujjeni. Mr. Estill was appointed to lead the ad hoc committee. The committee was charged to submit its report and recommendations, if any, to the Board at the November 19 Board meeting.

The committee met on three occasions: October 13, November 3 and November 12. They heard presentations from staff, from representatives of Equus Workforce Solutions and International Rescue Committee, work2future's Youth Program service providers, and received public comment prior to their final deliberations.

The committee's final meeting occurred too late for any recommendations it might make to be included in time to meet the Brown Act deadline for public posting for the November 19, 2020 Board meeting. Therefore, the committee recommends that the Board authorize the Executive Committee to consider and take action on any recommendations that the ad hoc committee might include in its final report to the Board, so long as those recommendations do not have direct financial impact on work2future and do not require an amendment to the By-laws.

/s/

Jack Estill

Ad Hoc Committee Chair

cc: Monique Melchor, work2future Director & Board Secretary



**V.B.5**

CARES Workforce  
Development Project

[Discussion]

**CARES Workforce Development Project**

Director Monique Melchor will provide a report on the progress of the CARES Workforce Development Project, comprised of subsidized work experience and occupational skills training opportunities, in partnership with Goodwill Silicon Valley and the Foundation for California Community Colleges, originally budgeted at \$2,479,500 in Coronavirus Relief Funds allocated to work2future by the City of San Jose and scheduled for completion on December 30, 2020.

# # #

**V.B.6**

Update on Career Services

[Discussion]

### **Update on Career Services**

#### **1. Adult Program and Dislocated Worker Program**

Robert Walker, Project Director, and Adrineh Terantonians, Regional Director, Equus Workforce Solutions, will provide a report on the status of the Adult and Dislocated Worker Programs since Equus Workforce Solutions assumed responsibility for them October 1, 2020.

#### **2. Youth Program**

Sead Eminovic, Site Director, and Kevin Davis, Career Development Coordinator, International Rescue Committee (IRC), will join Mr. Walker and Ms. Terantonians to provide a report on the status of the Youth Program since October 1, 2020, when IRC assumed responsibility for the program in the South County portion of the San Jose Silicon Valley Local Workforce Development Area (LWDA), and Equus for the remainder of the LWDA.

#### **3. Q&A**

Presenters will respond to questions from Board members.

###

## **VI.**

Suggestions For Future Agenda  
Items

## **VII.**

Announcements

## **VIII.**

Adjournment

Followed by the presentation of the  
2020 Community Builder Awards