



EXECUTIVE COMMITTEE

Thursday, January 21, 2021, 11:30 am

www.work2future.org

COVID-19 NOTICE

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

Members of the public can observe the meeting by computer, smartphone and smart tablet at <https://zoom.us/j/93062098046?pwd=NGJkNmIKeU1uaVc3NVNZQk5XYXR0dz09>

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

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to 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 meeting: a) **Phone** (669) 900-9128, Meeting ID 930 6209 8046, Passcode 258674. Click *6 to Mute and Unmute yourself. Click *9 to Raise a Hand to let the Chair know that you'd like to speak. Or b) go **online** using the URL Zoom link above and proceed as follows:

- 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback.
- 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak.
- 3) When the Chair calls for the Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.
- 4) Please limit remarks to the time limit allotted, usually two minutes.

EXECUTIVE COMMITTEE

MEMBERS | 2021

Joe Flynn
Chair

Louise Auerhahn

Chad Bojorquez

George Chao

Susan Koepp-Baker

Maria Lucero

Rafaela Perez

EXECUTIVE COMMITTEE

January 21, 2021

11:30 am

MEETING AGENDA

- I. CALL TO ORDER & ROLL CALL**
- II. OPENING REMARKS**
- III. CONSENT ITEMS {Action}**

Approve the acceptance of:

 - A. Financial Status as of November 30, 2020 (Preliminary)** 5 min
11:40 am end
- IV. BUSINESS ITEMS**
 - A. Old Business**
 - 1. Minutes Approval {Action}** 5 min
11:45 am end

Approve minutes of the October 22, 2020 meeting
 - B. New Business**
 - 1. Director's Report {Discussion}** 5 min
11:50 am end

Monique Melchor, Director
Reports on various matters of interest.
 - 2. Appointment of Emily McGrath to the Business Services Committee {Action}** 5 min
11:55 pm end

Lawrence Thoo, Strategic Engagement Mgr
Appoint Emily McGrath, Director, Workforce Development, Education, and Training, NextFlex, to serve as a non-Board member of the Business Services Committee.
 - 3. CARES WEX Project Report {Discussion}** 15 min
12:10 pm end

Monique Melchor, Director; Trish Dorsey, Vice President of Mission Services, Goodwill of Silicon Valley
Report on the CARES Work Experience and Training Project which concluded December 30, 2020.
 - 4. Prison-to-Employment Project Report {Discussion}** 10 min
12:20 pm end

Sangeeta Durrall, Senior Executive Analyst
Update on the local and regional Prison-to-Employment project.
 - 5. Follow-up on Ad Hoc Committee on Youth Strategy {Discussion}** 10 min
12:30 pm end

Jack Estill, Ad Hoc Committee Chair
Report on activities following the report of the ad hoc committee to the Board.

V. PUBLIC COMMENT

Matters not on the agenda

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

- A.** The next meeting of the Executive Committee is scheduled for Thursday, February 18, 2021, 11:30 am.
- B.** Other

VIII. ADJOURNMENT

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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

Novel Coronavirus (COVID-19) Precautions

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

1. Public Meeting Decorum:
 - a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
 - b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
 - c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
 - d. Appropriate attire, including shoes and shirts are always required in the meeting room.
 - e. Persons in the audience will not place their feet on the seats in front of them.
 - f. No food, drink (other than bottled water with a cap) or chewing gum will be allowed in the meeting room, except as otherwise pre-approved by City staff.
 - g. All persons entering the meeting room, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.
2. Signs, Objects or Symbolic Material:
 - a. Objects and symbolic materials, such as signs or banners, will be allowed in the meeting room, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
 - b. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
 - c. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the meeting room if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools;

letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Board or Committee:

- a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c. Speakers should discuss topics related to work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members or Staff in conversation will not be honored. Abusive language is inappropriate.
- e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f. If an individual wishes to submit written information, he or she may give it to the administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

I.

**Call to Order &
Roll Call**

II.

Opening Remarks

III.

Consent Items

[Action]

III.A

Financial Status as of
November 30, 2020
(Preliminary)

[Action]

PRELIMINARY FINANCIAL STATUS AS OF NOVEMBER 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 November 30, 2020, work2future has \$2.26 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 \$496,713 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: \$214,884
 - c. Savings from unspent clients' training costs: \$178,365
 - 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 November 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 November 30, 2020, approximately 38% 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. In addition, \$20,000 was granted to fund the next phase of the program (RPI 3.0) with term date starting April 1, 2020 and ending March 31, 2022.
- \$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. With an initiative from EDD, an opportunity to request another extension was submitted for this grant. New end date is June 30, 2021.
- 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 November 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 30 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.
- On September 3, 2020, a Memorandum of Understanding was executed which gives work2future \$53,000 from Parks, Recreation and Neighborhood Services (PRNS) Department to supplement the San Jose Works program. The funding will provide services to 17 additional youth participants. Youth enrolled in the program will receive work readiness training, financial services, access to job fairs, job leads, and work experience opportunities. Grant end date is June 30, 2021.
- Cities of Financial Empowerment (CFE) pledged to provide work2future \$35,000 to support a Summer Jobs Connect Program. This will provide banking access and financial empowerment training to participants in municipal Summer Youth Employment Programs. The grant term will begin as March 1, 2020 and end on April 30, 2021.

- EDPR CA Solar Park, one of renewable energy developers of the City's Community Energy Department is required to perform certain obligations related to workforce development and community investment as stated in the Renewable Power Purchase Agreement with the City of San Jose. In relation to this, EDPR agreed to contribute \$275,000 in three annual installments - \$91,667 on or before May 31, 2020, \$91,667 on or before May 31, 2021, and \$91,666 on or before May 31, 2022. The funds will be used to support the San Jose Work program aimed for participant placements in partner companies related to clean energy and sustainability.
- Bank of America awarded \$67,500 to fund the San Jose Works program. Money will be spent for youth participant internship wages.
- 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.

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Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
I. Actual as of June 30, 2020					
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
<i>Actual Expenditures as of June 30, 2020</i>	(1,168,666)	(295,314)	(773,250)	(462,766)	(2,699,997)
<i>Encumbrances/Spending Plan as of June 30, 2020</i>	(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%
II. Actual Expenditures/Encumbrances					
(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
<i>Expenditures as of November 30, 2020</i>	(638,198)	(548,928)	(479,882)	(128,064)	(1,795,071)
<i>Encumbrances as of November 30, 2020</i>	(264,403)	(268,115)	(112,732)	0	(645,250)
Total Actual Expenditures/Encumbrances as of November 30, 2020	(902,601)	(817,042)	(592,614)	(128,064)	(2,440,321)
\$ Remaining	154,660	595,794	513,775	0	1,264,229
% Remaining	15%	42%	46%	0%	34%
(b) Current Allocation for FY 2020-2021	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
Adjusted Allocation for FY 2020-2021	1,878,999	1,952,400	1,981,610	633,925	6,446,934
<i>Expenditures as of November 30, 2020</i>	(87,642)	(108,220)	(47,619)	(82,906)	(326,387)
<i>Encumbrances as of November 30, 2020</i>	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of November 30, 2020	(87,642)	(108,220)	(47,619)	(82,906)	(326,387)
\$ Remaining	1,791,357	1,844,180	1,933,991	551,019	6,120,547
% Remaining	95%	94%	98%	87%	95%
Total Available Funds for FY2020-2021	2,936,260	3,365,237	3,087,999	761,989	10,151,484
Total Cumulative Expenditures/Encumbrance as of November 30, 2020	(990,243)	(925,262)	(640,233)	(210,970)	(2,766,708)
\$ Remaining	1,946,017	2,439,975	2,447,766	551,019	7,384,776
% Remaining	66%	73%	79%	72%	73%
III. Projected Expenditures/Carry Over through June 30, 2021					
<i>Projected Expenditures/Encumbrances through June 2021</i>	(1,528,478)	(2,043,411)	(1,886,413)	(633,925)	(6,092,227)
<i>Projected Carry Over through June 2021 (\$)</i>	769,584	772,898	721,704	0	2,264,185
<i>Projected Carry Over through June 2021 (%) with Rapid Response</i>	41%	40%	36%	0%	35%
<i>Projected Carry Over through June 2021 (%) without Rapid Response</i>	41%	40%	36%	0%	39%

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Preliminary Financial Status Report as of 11/30/2020
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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	Total
I. Actual as of June 30, 2020								
Grant Period	04/30/2020 - 4/30/2021	9/1/2019 - 3/31/2022	9/1/2019 - 3/31/2022	4/1/2019 - 3/31/2021	4/1/2019 - 3/31/2021	3/1/2020 - 06/30/2020	4/10/2020 - 3/31/2022	
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
<i>Expenditures as of June 30, 2020</i>	<i>(941,537)</i>	<i>(134,616)</i>	<i>(11,748)</i>	<i>(7,255)</i>	<i>(2,600)</i>	<i>0</i>	<i>0</i>	<i>(1,097,756)</i>
<i>Encumbrance as of June 30, 2020</i>	<i>(25,377)</i>	<i>(184,450)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(209,827)</i>
Total Actual Expenditures/Encumbrances as of June 2020	<i>(966,914)</i>	<i>(319,066)</i>	<i>(11,748)</i>	<i>(7,255)</i>	<i>(2,600)</i>	<i>0</i>	<i>0</i>	<i>(1,307,583)</i>
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	1,680,745
Funding 20-21	1,500,000	0	0	0	0	0	0	1,500,000
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2020-2021	2,648,527	473,361	42,059	7,745	9,053	45,000	600,000	3,180,745
<i>Expenditures as of November 30, 2020</i>	<i>(477,332)</i>	<i>(98,737)</i>	<i>(7,981)</i>	<i>(580)</i>	<i>(990)</i>	<i>(800)</i>	<i>(4,781)</i>	<i>(591,202)</i>
<i>Encumbrances as of November 30, 2020</i>	<i>(409,051)</i>	<i>(144,572)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(553,623)</i>
Cumulative Expenditures/Encumbrances as of November 30, 2020	<i>(886,383)</i>	<i>(243,309)</i>	<i>(7,981)</i>	<i>(580)</i>	<i>(990)</i>	<i>(800)</i>	<i>(4,781)</i>	<i>(1,144,825)</i>
Remaining	1,762,144	230,051	34,078	7,164	8,063	44,200	595,219	2,035,919
% Remaining	67%	49%	81%	93%	89%	98%	99%	64%
III. Projected Expenditures/Carry Over								
<i>Projected Expenditures/Encumbrances through June 2021</i>	<i>(1,260,589)</i>	<i>(230,000)</i>	<i>(18,152)</i>	<i>(7,164)</i>	<i>(8,063)</i>	<i>(44,200)</i>	<i>(307,719)</i>	<i>(1,875,887)</i>
<i>Projected Carry Over through June 2021 (\$)</i>	<i>910,606</i>	<i>144,623</i>	<i>15,926</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>287,500</i>	<i>1,358,656</i>
<i>Projected Carry Over through June 2021 (%)</i>	<i>34%</i>	<i>31%</i>	<i>38%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>48%</i>	<i>43%</i>

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Other Discretionary Funds	San Jose Works (East Side Union High School District) NEW GRANT	San Jose Works (PRNS) NEW GRANT	San Jose Works (CFE) NEW GRANT	San Jose Works (EDP Renewables) NEW GRANT	San Jose Works (Bank of America) NEW GRANT	SlingShot 3.0 Apprenticeship Initiative (NOVA) NEW GRANT	Total
I. Actual as of June 30, 2020							
Grant Period	2/19/2020 - 6/30/2021	Execution - 6/30/2021	Execution - 4/30/2021	Execution - 5/31/2021	Execution - 6/30/2021	4/1/2020 - 3/31/2022	
Original Allocation							
Increase/(Decrease)							
Adjusted Allocation							
<i>Expenditures as of June 30, 2020</i>							
<i>Encumbrance as of June 30, 2020</i>							
Total Actual Expenditures/Encumbrances as of June 2020							
Available Funds for FY 2020-2021							
% Remaining							
Available Funds for FY2020-2021	0	0	0	0	0	0	0
Funding 20-21	160,000	53,000	35,000	91,667	67,500	20,000	427,167
Adjustment	0	0	0	0	0	0	0
Total Available Funding for FY 2020-2021	160,000	53,000	35,000	91,667	67,500	20,000	427,167
<i>Expenditures as of November 30, 2020</i>	(144,840)	0	0	0	0	0	(144,840)
<i>Encumbrances as of November 30, 2020</i>	(15,161)	0	0	0	0	0	(15,161)
Cumulative Expenditures/Encumbrances as of November 30, 2020	(160,000)	0	0	0	0	0	(160,000)
Remaining	0	53,000	35,000	91,667	67,500	20,000	267,167
% Remaining	0%	100%	100%	100%	100%	100%	63%
III. Projected Expenditures/Carry Over							
<i>Projected Expenditures/Encumbrances through June 2021</i>	(15,161)	(53,000)	(35,000)	(91,667)	(67,500)	0	(262,328)
<i>Projected Carry Over through June 2021 (\$)</i>	0	0	0	0	0	20,000	20,000
<i>Projected Carry Over through June 2021 (%)</i>	0%	0%	0%	0%	0%	100%	5%

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Preliminary Financial Status Report as of 11/30/2020
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Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2020			
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)
<i>Total Actual Expenditures/Encumbrances as of June 2020</i>	(958)	(5,254)	(6,212)
Available Funds for FY 2020-2021	4,042	10,200	14,242
% Remaining	81%	66%	70%
II. Actual Expenditures			
Available Funds for FY 2020-2021	4,042	10,200	14,242
<i>Expenditures as of November 30, 2020</i>	0	(300)	(300)
<i>Encumbrances as of November 30, 2020</i>	0	0	0
Cumulative Expenditures as of November 30, 2020	0	(300)	(300)
\$ Remaining	4,042	9,900	13,942
% Remaining	100%	97%	98%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2021	4,042	9,900	13,942
Projected Carry Over (%) through June 2021	100%	97%	98%

IV.A.1

Minutes Approval

[Action]

EXECUTIVE COMMITTEE

October 22, 2020

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

MEETING MINUTES

Prepared by: L. Thoo

Unless otherwise stated, all votes were taken by roll call.

I. CALL TO ORDER & ROLL CALL

In the absence of Chair Flynn, committee members selected Ms. Auerhahn to chair the meeting by acclamation. Ms. Auerhahn called the Zoom meeting to order at 11:37 am.

Roll Call

Present: L. Auerhahn, G. Chao, S. Koepp-Baker, M. Lucero, R. Perez, S. Preminger

Absent: J. Flynn

II. OPENING REMARKS

None

III. CONSENT ITEMS

ACTION: It was moved by Mr. Preminger, seconded by Ms. Lucero, and approved unanimously to accept:

A. Financial Status as of August 31, 2020 (Preliminary)

IV. BUSINESS ITEMS

A. Old Business

1. Minutes Approval

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the minutes of the September 3, 2020 meeting.

B. New Business

1. Director's Report

Director Melchor reported on various matters of interest, including the pending Community Builder Awards to be presented in a virtual setting, the CARES WEX program, including a request to committee members to assist with outreach. Ms. Melchor said that the Bridge to Recovery project is going well but remains a work in progress.

2. Update on Ad Hoc Committee on Youth Strategy

Ad Hoc Committee Chair Jack Estill reported on the first meeting of the ad hoc committee on youth strategy, which took place on October 13, 2020. He said that there was considerable enthusiasm in evidence and that there were a number of public comments offered. Mr. Estill said there would be a second meeting to which the new WIOA service providers would be invited to share their thoughts.

3. Central/West County Career Services

Equus Workforce Solutions Project Director Robert Walker introduced Equus's new

Regional Director Adrineh Terantonians to the committee. Mr. Walker and Ms. Terantonians resumed the introduction of Equus Workforce Solutions, continued from the September committee meeting. Equus is the new service provider for the Adult and Dislocated Worker Programs, and for the Youth Program in the central and west county service area.

4. South County Career Services

Resumption of the introduction of International Rescue Committee, new service provider for the Youth Program in the South County service area, was deferred to a future meeting, as the provider's management team had a late scheduling conflict.

V. PUBLIC COMMENT

None

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

- A. Service providers should return regularly
- B. Bridge to Recovery
- C. Youth ad hoc updates

VII. ANNOUNCEMENTS

- A. The next meeting of the work2future Board is scheduled for Thursday, November 19, 2020, 9:30 am.
- B. Executive Committee's next meeting will probably be on the third Thursday of January.

VIII. ADJOURNMENT

Ms. Auerhahn adjourned the meeting at 12:26 pm.

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

IV.B.1

Director's Report

[Discussion]

DIRECTOR'S REPORT

Director Monique Melchor will provide the Executive Committee information on various matters of interest.

###

IV.B.2

Appointment of Emily McGrath to the Business Services Committee

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE
FROM: Lawrence Thoo
SUBJECT: Appointment of Emily McGrath to the Business Services Committee
DATE: January 18, 2021

Approved _____ **Date:** _____

RECOMMENDATION

Appoint by election Emily McGrath, Director, Workforce Development, Education, and Training, NextFlex, to serve as a non-Board member of the Business Services Committee for a term beginning upon appointment and ending January 31, 2022.

BACKGROUND AND ANALYSIS

Article VI, Section 6.7 of the By-laws stipulates that the Business Services Committee shall be comprised of Board members from the business community, “as well as business executives who are not members of the Board”. Such non-Board members must “represent the leading industries and employers in the regional economy and potential emerging sectors that have significant potential to contribute to job growth” in the region.

Section 6.7 assigns to the Executive Committee the responsibility to “elect Committee members who are not on the Board.”

Emily McGrath serves as the workforce development, education, and training director of NextFlex, a consortium of companies, academic institutions, non-profits and state, local and federal government partners with the shared goal of advancing the manufacture of flexible hybrid electronics in the United States. Formed in 2015 and headquartered in San Jose, NextFlex is one of eight Manufacturing Institutes established by the U.S. Department of Defense Manufacturing Technology Program as public-private partnerships.

Ms. McGrath has a diverse background that includes experience across government, industry, and education. Prior to working at NextFlex, she was the Executive Director of a workforce development non-profit for veterans focused on helping transitioning service members translate specialized training in military technologies to skills needed by the private sector. Ms. McGrath also worked as a GIS Analyst for the Department of Energy; managed policy campaigns for the Environmental Defense Fund; co-founded and launched an ecotourism-based startup in El Salvador with a small community of veterans of that country’s civil war; and created education and training courses for rural communities in the Brazilian Amazon. Ms. McGrath serves as Director of the Board for a Bay-Area skincare company called Samudra Skin & Sea and is a youth group mentor for a local high school. She attended Colgate University and Portland State University, where she holds degrees in Geography and Geographic Information Systems (GIS).

EXECUTIVE CMTE

Date: 01-18-21

Subject: Appointment of Emily McGrath to Business Cmte

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At NextFlex, Ms. McGrath succeeded former work2future Board member Brynt Parmeter, who served as NextFlex's first workforce development director. She had served as deputy director on Mr. Parmeter's team.

/s/

Lawrence Thoo

Strategic Engagement Manager

cc: Monique Melchor, work2future Director

IV.B.3

CARES WEX Project Report

[Discussion]

CARES WEX PROJECT REPORT

Director Monique Melchor and Goodwill of Silicon Valley Vice President of Mission Services Trish Dorsey will report on the CARES Work Experience and Training Program, a project created to provide workforce development-related assistance and financial support to San Jose residents displaced from work by the COVID-19 pandemic. The primary components of the project concluded on December 30, 2020, the date by which resources from the federal CARES Act had to be expended. CARES Act resources enabled the City of San José to fund the project. Outreach for the CARES WEX project was conducted with the assistance of organizations participating in the countywide Bridge to Recovery Initiative.

###

IV.B.4

Prison-to-Employment Project Report

[Discussion]

PRISON TO EMPLOYMENT PROJECT REPORT

Senior Executive Analyst Sangeeta Durrall will provide the Executive Committee an update on the ongoing Prison to Employment project.

work2future's Prison to Employment program (P2E) continues to provide Laborers Pre-Apprenticeship Training in partnership with service provider Goodwill of Silicon Valley. Integrated in the curriculum is a robust Job Readiness Training, which includes the following:

- Career Services: job training workshops, resume writing and interviewing skills classes, and computer classes
- Mental Health Services: address criminogenic factors
- Supportive Services: transportation and other needs-related payments
- Earn & Learn: combining the construction training with paid work experience
- Case Management Services: assist participants with any issues/concerns/barriers and help address these for successful completion, placement and retention in the Local Union Apprenticeship Program.

Since Santa Clara County's COVID-19 Shelter at Home order was issued, Goodwill have held the construction classes outdoors. For the job search component of the program, many participants were unable to function in a fully virtual format due to inadequate access to technology. To help address this barrier a job search curriculum drop-off mechanism was implemented to ensure program completion and success.

A third Cohort began on January 11, 2021 with a total of 17 participants, bringing to total number of P2E participants to 65 with a completion and placement rate of 85% and 80%, respectively.

work2future will continue to develop partnerships with community-based organizations and county agencies, such as the California Department of Corrections and Rehabilitation (CDCR), the Office of Reentry Services, and Cal-Fresh to work together, share resources and collaborate.

###

IV.B.5

Follow-up on
Ad Hoc Committee on
Youth Strategy

[Discussion]

FOLLOW UP ON AD HOC COMMITTEE ON YOUTH STRATEGY

Ad hoc committee Chair Jack Estill will provide an update on activities that follow up on the concluding report of the committee to the work2future Board at its November 19, 2020 meeting. The Board accepted the report and authorized the Executive Committee to review and take action on the Board's behalf on any recommendations without direct financial impact on work2future or require amendments to the By-laws.

In its concluding report to the Board in November 2020, the ad hoc committee proposed “an informal advisory forum” for youth service providers, educators, youth, and employers to meet and discuss the needs of youth in the community, “particularly youth with barriers, gaps in services (for youth), solutions to those gaps, and best practices.”

The chair of the now-expired committee has since spoken with 31 individuals from 29 youth-serving organizations, employers and youth about joining in the formation of such a forum (Youth Forum) for one year, as well as with the Heartland Alliance which will help with facilitation. The forum would review youth service practices in the community and could make recommendations to participating organizations, including the Board, about gaps and solutions. The forum has no additional funding for service providers, but it is hoped that the better coordination of existing services and an emphasis on best practices will create the basis for encouraging additional support.

The group of individuals mentioned above will be surveyed in the next week to establish the best time for a first virtual meeting. Participants in that meeting will decide how subsequent meetings will be conducted, whether as one large group or as several smaller working groups. Participants will also confirm goals and establish working leadership and follow-up scheduling. It is anticipated that the initial meeting will occur by the end of February 2021.

Staff is requested to prepare a recommendation for the Executive Committee's February 2021 meeting to approve Board participation for one year in the community Youth Forum described above and the selection of a limited number of members to represent the Board in the Forum.

###

V.

Public Comment

VI.

Suggestions For Future Agenda Items

VII.

Announcements

VII.A

The next meeting of the Executive Committee is scheduled for Thursday, February 18, 2021, 11:30 a.m.

VII.B

Other

VIII.

Adjournment