



EXECUTIVE COMMITTEE

Special Meeting: Thursday, February 25, 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 tablet at <https://zoom.us/j/93804281379?pwd=MUPnaUdxL3YyMnJMbGZlZEplNGF3UT09>

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 938 0428 1379, Passcode 202551. Press *6 to Mute and Unmute yourself. Press *9 to Raise a Hand to let the Chair know that you'd like to speak.

b) **Online** using the [Zoom link](#) above: 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.

Please limit remarks to the time limit allotted by the meeting chair, usually two minutes.

EXECUTIVE COMMITTEE

MEMBERS | 2021

Joe Flynn, *Chair*

Business Development Consultant

Susan Koepp-Baker, *Vice Chair*

Principal

Enviro-Tech Services

Louise Auerhahn

Director of Economic & Workforce Policy

Working Partnerships USA

Chad Bojorquez

Senior Director, Strategic Initiatives

Destination: Home

George Chao, *Business Services Committee Chair*

Manager, Advanced & Clean Tech Manufacturing

Manex

Maria Lucero

Deputy Division Chief, Region I

Northern Division, Workforce Services Branch

Employment Development Department, State of California

Rafaela Perez

Employment Services Director

Santa Clara County Social Services Agency

EXECUTIVE COMMITTEE

**February 25, 2021
11:30 am**

SPECIAL MEETING AGENDA

- | | |
|--|--|
| I. CALL TO ORDER & ROLL CALL | <i>5 min
11:35 am end</i> |
| II. CONSENT ITEMS {Action}
Approve the acceptance of:
A. Financial Status Report as of December 31, 2020 | <i>5 min
11:40 am end</i> |
| III. PUBLIC COMMENT
Members of the public may address the committee on matters not on the agenda | <i>5 min
11:45 am end</i> |
| IV. BUSINESS ITEMS

A. Old Business |

<i>5 min
11:50 am end</i> |
| 1. Minutes Approval {Action}
Approve minutes of the January 21, 2021 meeting. | |
| B. New Business | |
| 1. Director's Report {Discussion}
<i>Monique Melchor, Director</i>
Reports on various matters of interest, including, without limitation
a) Evolve Earn-and-Learn Pilot Project
b) Facebook Career Connections Fellowships Project
c) Job Stream Career Fair, February 11, 2021
d) Funding
(1) Adult Program/Dislocated Worker Program transfers
(2) Opportunities |

<i>10 min
12:00 pm end</i> |
| 2. Preliminary Scenarios for Program Budget FY 2021-22 {Action}
<i>Allain Mallari, Finance Manager</i>
Recommend Board approval of three preliminary budget scenarios for Fiscal Year 2021-22, as follows: a) \$5.813 million, the same level of WIOA program funding allocation as FY 2021); b) \$5.522 million, a 5 percent reduction in WIOA program allocation; and c) \$6.103 million, a 5 percent increase in WIOA program allocation; as well as authorities for the work2future Director to manage allocations between budget line items, and between the Adult and the Dislocated Worker Programs. |

<i>20 min
12:20 pm end</i> |

3. Community Youth Forum {Action}

10 min

John (Jack) Estill, Board member

12:30 pm end

Approve the participation of Board members John (Jack) Estill and Susan Koepp-Baker as representatives of the work2future Board of Directors in a community forum on youth services

4. Enrollment Update {Discussion}

10 min

Sangeeta Durrall, Senior Executive Analyst

12:40 pm end

Report on the status of client enrollments in the WIOA Adult, Dislocated Worker and Youth Programs

5. WIOA Regional and Local Plans {Discussion}

5 min

Sangeeta Durrall, Senior Executive Analyst

12:45 pm end

Report on the development of the 2021–2024 Regional Plan and Local Plan

6. Business Services Committee {Discussion}

5 min

George Chao, Business Services Committee Chair

12:50 pm end

Report on the reconvening of the committee on February 9, 2021

7. Pandemic Support for Small Business {Discussion}

10 min

Dhez Woodworth, Economic Development Officer

1:00 pm end

Report on activities to support the well-being of small businesses since the onset of the pandemic recession

V. OTHER

Announcements, suggested business for future meetings, other housekeeping

VI. 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 video teleconference open to the public. The Code of Conduct will apply to the extent possible in a video teleconference 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.

Consent Items

[Action]

II.A

Financial Status Report as of December 31, 2020

[Action]

PRELIMINARY FINANCIAL STATUS AS OF DECEMBER 31, 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 December 31, 2020, work2future has \$2.57 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 \$803,494 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: \$485,145
 - 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 December 31, 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 December 31, 2020, approximately 42% 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 \$57,375 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.

#

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
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%
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
Expenditures as of December 31, 2020	(793,650)	(651,733)	(602,297)	(128,064)	(2,175,743)
Encumbrances as of December 31, 2020	(262,813)	(266,524)	(111,093)	0	(640,430)
Total Actual Expenditures/Encumbrances as of December 31, 2020	(1,056,463)	(918,257)	(713,390)	(128,064)	(2,816,173)
\$ Remaining	798	494,580	392,999	0	888,377
% Remaining	0%	35%	36%	0%	24%
(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
Expenditures as of December 31, 2020	(110,472)	(122,095)	(59,599)	(114,978)	(407,144)
Encumbrances as of December 31, 2020	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of December 31, 2020	(110,472)	(122,095)	(59,599)	(114,978)	(407,144)
\$ Remaining	1,768,527	1,830,305	1,922,011	518,947	6,039,790
% Remaining	94%	94%	97%	82%	94%
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 December 31, 2020	(1,166,934)	(1,040,352)	(772,989)	(243,042)	(3,223,317)
\$ Remaining	1,769,326	2,324,885	2,315,010	518,947	6,928,167
% Remaining	60%	69%	75%	68%	68%
III. Projected Expenditures/Carry Over through June 30, 2021					
Projected Expenditures/Encumbrances through June 2021	(1,279,030)	(1,846,609)	(1,645,212)	(633,925)	(5,404,776)
Projected Carry Over through June 2021 (\$)	863,580	866,895	840,491	0	2,570,965
Projected Carry Over through June 2021 (%) with Rapid Response	46%	44%	42%	0%	40%
Projected Carry Over through June 2021 (%) without Rapid Response	46%	44%	42%	0%	44%

work2future
Preliminary Financial Status Report as of 12/31/2020
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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>	(941,537)	(134,616)	(11,748)	(7,255)	(2,600)	0	0	(1,097,756)
<i>Encumbrance as of June 30, 2020</i>	(25,377)	(184,450)	0	0	0	0	0	(209,827)
Total Actual Expenditures/Encumbrances as of June 2020	(966,914)	(319,066)	(11,748)	(7,255)	(2,600)	0	0	(1,307,583)
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 December 31, 2020</i>	(562,719)	(123,366)	(10,855)	(580)	(1,310)	(800)	(14,356)	(713,986)
<i>Encumbrances as of December 31, 2020</i>	(396,107)	(144,572)	0	0	0	0	0	(540,679)
Cumulative Expenditures/Encumbrances as of December 31, 2020	(958,826)	(267,938)	(10,855)	(580)	(1,310)	(800)	(14,356)	(1,254,665)
Remaining	1,689,701	205,423	31,204	7,164	7,743	44,200	585,644	1,926,079
% Remaining	64%	43%	74%	93%	86%	98%	98%	61%
III. Projected Expenditures/Carry Over								
<i>Projected Expenditures/Encumbrances through June 2021</i>	(510,522)	(134,221)	(5,779)	(7,164)	(7,743)	(44,200)	(298,144)	(1,007,773)
<i>Projected Carry Over through June 2021 (\$)</i>	1,575,286	215,774	25,425	0	0	0	287,500	2,103,985
<i>Projected Carry Over through June 2021 (%)</i>	59%	46%	60%	0%	0%	0%	48%	66%

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Other Discretionary Funds	San Jose Works (East Side Union High School District)	San Jose Works (PRNS)	San Jose Works (CFE)	San Jose Works (EDP Renewables)	San Jose Works (Bank of America)	SlingShot 3.0 Apprenticeship Initiative (NOVA)	Total
I. Actual as of June 30, 2020	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	
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	57,375	20,000	417,042
Adjustment	0	0	0	0	0	0	0
Total Available Funding for FY 2020-2021	160,000	53,000	35,000	91,667	57,375	20,000	417,042
<i>Expenditures as of December 31, 2020</i>	<i>(152,684)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(152,684)</i>
<i>Encumbrances as of December 31, 2020</i>	<i>(7,316)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(7,316)</i>
Cumulative Expenditures/Encumbrances as of December 31, 2020	(160,000)	0	0	0	0	0	(160,000)
Remaining	0	53,000	35,000	91,667	57,375	20,000	257,042
% Remaining	0%	100%	100%	100%	100%	100%	62%
III. Projected Expenditures/Carry Over							
<i>Projected Expenditures/Encumbrances through June 2021</i>	<i>(7,316)</i>	<i>(53,000)</i>	<i>(35,000)</i>	<i>(91,667)</i>	<i>(57,375)</i>	<i>0</i>	<i>(244,358)</i>
<i>Projected Carry Over through June 2021 (\$)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>20,000</i>	<i>20,000</i>
<i>Projected Carry Over through June 2021 (%)</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>	<i>5%</i>

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Preliminary Financial Status Report as of 12/31/2020
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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)
Total Actual Expenditures/Encumbrances as of June 2020	(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
Expenditures as of December 31, 2020	0	(375)	(375)
Encumbrances as of December 31, 2020	0	0	0
Cumulative Expenditures as of December 31, 2020	0	(375)	(375)
\$ Remaining	4,042	9,825	13,867
% Remaining	100%	96%	97%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2021	4,042	9,825	13,867
Projected Carry Over (%) through June 2021	100%	96%	97%



Public Comment

IV.A.1

Minutes Approval

[Action]

EXECUTIVE COMMITTEE

January 21, 2021

Staff: K. Azevedo, S. Durrall, L. Thoo

MEETING MINUTES

Prepared by: K. Azevedo

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

I. CALL TO ORDER & ROLL CALL.

Chair Flynn called the Zoom meeting to order at 11:31 am.

Roll Call

Present: L. Auerhahn, C. Bojorquez, S. Koepp-Baker, J. Flynn, M. Lucero, R. Perez

Absent: G. Chao

II. OPENING REMARKS

None

III. CONSENT ITEMS

ACTION: It was moved by Ms. Koepp-Baker, seconded by Ms. Lucero, and approved unanimously to accept:

A. Financial Status as of November 30, 2020 (Preliminary)

IV. BUSINESS ITEMS

A. Old Business

1. Minutes Approval

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Auerhahn, the committee unanimously approved the minutes of the October 22, 2020 meeting.

B. New Business

1. Director's Report

In the absence of Director Melchor, Mr. Thoo and Ms. Durrall reported on the upcoming February 1, 2021 Local & Regional Plan community partner meeting (over 70 registrations so far) and WIOA enrollment challenges. Mr. Thoo also noted that the February 18, 2021 Executive Committee meeting will include more information on how enhanced partnerships will help to increase WIOA enrollment.

2. Appointment of Emily McGrath to the Business Services Committee

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Perez, the committee unanimously approved the appointment of 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

Trish Dorsey, Vice President of Mission Services, Goodwill of Silicon Valley, reported on the CARES Work Experience and Training Project which began August 24, 2020 and concluded December 30, 2020. There were 545 applicants to the program; the goal was to serve 175 participants with 75 work experience and 100 training placements. A total of 173 placements were made (66 work experience and 107 training) by December 30, 2020. Ms. Dorsey answered questions regarding lessons learned and challenges faced during the four months of the project. Challenges included the short time frame, difficulty placing unqualified candidates, and the need to work in a virtual environment due to the pandemic.

4. Prison-to-Employment Project Report

Sr. Executive Analyst Durrall gave an update on the local and regional Prison-to-Employment project. A third cohort of 65 participants have completed their construction training; 85% of participants completed training and 80% have been placed in a construction related job. The success of the project thus far is due to outstanding case management and work readiness training which has been provided by work2future's service provider, Goodwill of Silicon Valley.

5. Follow-up on Ad Hoc Committee on Youth Strategy (*Heard after Item IV.B.1*)

Mr. Jack Estill, Ad Hoc Committee on Youth Strategy Chair, reported on his outreach activity to gather interest in a Youth Forum consisting of board members as well as community members, including Youth. He presented a list of 31 organizations that were interested in participating and asked for more community college and other referrals from the Committee. Mr. Estill thanked committee members for their support. At the next Executive Committee meeting on February 18, 2021 members will be asked to take specific action regarding the Youth Forum.

V. PUBLIC COMMENT

None

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

- A. WIOA enrollment update
- B. Funding update
- C. CARES extension and/or other workforce development funding

VII. ANNOUNCEMENTS

- A. The next meeting of the work2future Board is scheduled for Thursday, March 18, 2021, 9:30 a.m.
- B. Executive Committee's next meeting is scheduled for Thursday, February 18, 2021, 11:30 a.m.

VIII. ADJOURNMENT

Chair Flynn adjourned the meeting at 12:28 p.m.

IV.B.1

Director's Report

[Discussion]

DIRECTOR'S REPORT

The Director's Report will include, without limitation, the following:

- Evolve Earn-and-Learn Pilot Project
- Facebook Career Connections Fellowships Project
- Job Stream Career Fair, February 11, 2021
- Funding
 - Reallocation between Adult Program and Dislocated Worker Program budgets in current year program operating budget
 - Opportunities

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IV.B.2

Preliminary Scenarios for Program Budget FY 2021-22

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Allain Mallari

SUBJECT: See Below

DATE: February 22, 2021

Approved

Date

SUBJECT: Preliminary Scenarios for the Workforce Development Board (WDB) Program Operating Budget for FY 2021-2022

RECOMMENDATION

Recommend Board approval of the following:

1. Three preliminary Budget Scenarios for Fiscal Year 2021-22, as follows:
 - Proposed FY 2021-22 WDB Program Budget based on a projected allocation of \$5.813 million (**base allocation, AS IS scenario**),
 - Proposed FY 2021-22 WDB Program Budget based on a projected allocation of \$5.522 million (**5% reduction from previous allocation**), and
 - Proposed FY 2021-22 WDB Program Budget based on a projected allocation of \$6.103 million (**5% increase from previous allocation**);
2. work2future Director's authority to approve the transfer of funds between program budget line items, so long as there is no change to the overall amounts for personnel and non-personnel expenses, and if the budget transfer does not increase the Board-approved Operating Budget total.
3. work2future Director's authority to approve the transfer of funds between the Adult and Dislocated Worker programs as needed to accommodate changes in the numbers of clients being served by the two programs.

The three Budget Scenarios above are based on preliminary *estimates* of WIOA funding allocations to work2future for the coming fiscal year. The California Employment Development Department (EDD) normally conveys the Adult, Dislocated Worker, and Youth funding allocations to the 46 local WDBs in April/May of each year. Following notification of the *final* allocation from the EDD is received, staff will present a *balanced* Program Operating Budget to the Executive Committee for review and a recommendation to the Board for consideration at the June 2021 Board meeting.

BACKGROUND AND ANALYSIS

Funding Allocations:

Based on current circumstances and preliminary discussions with the State, staff developed the scenarios as follows: AS IS or no change in allocation (**base**); 5% funding reduction, and 5% funding increase compared to the WIOA Adult, Dislocated Worker, and Youth final funding allocation for FY 2020-21.

Proposed Allocation	2020-21 Final Allocation	Proposed 2021-22 AS IS (base)	Proposed 2021-22 5% Reduction	Proposed 2021-22 5% Increase
	A	B	C	D
Formula Allocation	\$5,813,009	\$5,813,009	\$5,522,359	\$6,103,659
Shortfall in Funding compared to 2020-21 (\$)		0	(290,650)	290,650
Shortfall in Funding (%)		0%	-5%	+5%

Proposed Program Budgets:

Approval of the proposed budgets includes re-budgeting a total of \$2,570,965 which consists of the following:

- 15% Board-mandated Reserve carry-over funding from FY 2020-21 of \$871,951
- Adjusted Unallocated Contingency Reserve Account for Training and Other Services of \$895,520
- Projected savings through June 30, 2021 of \$803,494 as per the December 2020 Financial Status Report

The proposed budgets also include the setting aside of the 15% Board-mandated reserve account for FY 2022-23, which reduces the funding available for program operations for FY 2021-22 across all three budget scenarios.

It is also important to note that the projected savings, as shown above, is from the Adult, Dislocated Worker, and Youth programs funding allocations only. The Rapid Response program and any (existing and future) discretionary grants are separate programs, and a separate budget discussion for these programs will be presented to the Board in June 2021 along with the updated program operating budgets for Adult, Dislocated Worker, and Youth programs. In addition, since this is a program operating budget only, the administrative budget is reported separately, as in previous years.

FISCAL YEAR	2020-2021 Adjusted Budget	2021-2022 AS IS	2021-2022 5% Reduction	2021-2022 5% Increase
Funding Allocation	\$5,813,009	\$5,813,009	\$5,522,359	\$6,103,659
15% Board Mandated Reserve	872,058	871,951	871,951	871,951
Projected Savings (includes Unallocated Contingency Account)	2,578,453	1,699,014	1,699,014	1,699,014
Carry Over to FY 2022-23	(871,951)	(871,951)	(828,354)	(915,549)
Administrative Funding	(581,301)	(581,301)	(552,236)	(610,366)
Proposed Program Budget	\$7,810,268	\$6,930,722	\$6,712,734	\$7,148,709
Shortfall in Funding (\$)		(\$879,546)	(\$1,097,534)	(\$661,559)
Shortfall in Funding (%)		-11%	-14%	-8%

As can be gleaned from the first table above, there is a funding shortfall of zero and \$290,650 for the AS IS and 5% reduction scenarios, respectively. On the other hand, there is an additional funding of \$290,650 for the 5% increase scenario. In all three situations, the funding impact on the Proposed Operating Budget for FY 2021-22 is still greater with a funding shortfall between approximately \$661,000 and \$1.2 million or between 8% and 14%, across all three budget scenarios due to the 15% Board-mandated carry-over funding set aside for FY 2022-23 and the 10% funding set aside for the administration of the programs.

Recommended Budgetary Actions:

The following budgetary actions are recommended for the Proposed Operating Budget Scenarios:

- Personnel Costs
 - Assumed the same staffing level funded in FY 2020-21. The City's FY2021-22 **preliminary** "SalFringe" report was used in the scenarios. Final budget proposal will include appropriate modifications to reflect possible adjustments due to COLA, employee performance appraisal, and staffing changes.
- Non-personnel costs
 - Assumed the same budget amount for non-personnel costs. Staff will analyze historical data to determine if additional savings can be generated and reallocated to other budget line items. This will be included in the final budget proposal.
- Adult Client Services
 - Assumed 20% of Adult and Dislocated Worker Program Allocations is spent on SB 734 training, and 10% is sourced from leveraged sources. Due to underspending related to COVID-19, additional funds are needed in order for work2future to be in a good position to meet the compliance requirements similar to the FY20-21 budget.
- Youth Client Services
 - Assumed 20% of Youth "program" (90% of Youth Program Allocation) is spent on work experience program (WEX), as required. Funds in addition to the required 20%, additional

budget are allocated to WEX, which will allow work2future to catch up with the required spending on youth training from the previous year program allocation.

- Unallocated Contingency Reserve Account
 - Assumed zero amount for Unallocated Contingency Reserve Accounts.
- Distribution to Service Providers
 - Assumed the same funding provisions for service providers.

The following table shows the funding impact of the above budgetary assumptions on the Proposed Operating Budget across all three budget scenarios:

Proposed Uses	2020-21 Adjusted Budget	Proposed Budget 2021-22 AS IS (base)	Proposed Budget 2021-22 5% Funding Reduction	Proposed Budget 2021-22 5% Funding Increase
Personnel Costs	\$2,139,185	\$2,295,436	\$2,295,436	\$2,295,436
Non-Personnel Costs	547,133	547,133	547,133	547,133
Adult Client-Related Services	1,179,480	1,179,480	1,120,506	1,238,454
Youth Client-Related Services	576,193	576,193	547,383	605,003
Other Client-Related Services (One-Stop Operator)	35,000	35,000	35,000	35,000
Unallocated Contingency Reserve Account	895,520	0	0	0
Distribution to Service Providers	2,437,757	2,437,757	2,437,757	2,437,757
Total Proposed Budget	\$7,810,268	\$7,070,999	\$6,983,215	\$7,158,783
Projected Funding	\$7,810,268	\$6,930,722	\$6,712,734	\$7,148,709
Shortfall in Funding (\$)	\$0	(\$140,277)	(\$270,481)	(\$10,074)
Shortfall in Funding (%)	0	-2%	-3%	-0%

The elimination of the Unallocated Reserve Account totaling to \$895,520 reduces the funding shortfall. Thus, instead of the budget shortfall being in the range between 8% and 11% across all three budget scenarios, the budget shortfall is now between 0% and 3%. It is important to note though, that work2future must find possible ways to mitigate the funding impact of this budgetary action when preparing the program operating budget for FY 2022-23 since this will reduce the funding available for the following year.

With the underspending of funds due to conditions created by the pandemic, it is anticipated that additional savings will be generated from January to June 2021. This will further help in eliminating the funding shortfall and even possibly retaining the unallocated contingency reserve account that is used to augment the current program operating budget should an unanticipated need arises, or if unspent, bridge the funding gap in the program operating budget for the following fiscal year. The savings will then be re-budgeted and reallocated accordingly. Staff will adjust all budget line items correspondingly based on the final allocation.

Moreover, a detailed budget analysis will be conducted, and certain actions will be imposed to mitigate funding risks. Staff will do the following:

- Address the additional funding shortfall through cost savings and elimination of one-time service costs that are not ongoing operational needs, with the goal of avoiding major service reductions or significant impact to employees, while helping to ensure the fiscal stability of work2future programs.
- Provide flexibility in the budget development process to allocate resources to the highest priority needs;
- Continue to structure client service delivery models, operations, and staffing to effectively deliver services, and
- Pursue other discretionary grants and leveraged other resources through collaboration and partnerships with other community organizations and educational institutions.

Staff will bring to the Board at its June 2021 meeting a *balanced* program operating budget along with Rapid Response, Administration and other discretionary grants.

As in previous years, in order to ensure that there is sufficient operational flexibility to respond to changing conditions, it is recommended that the Board allow staff to transfer funds between budget line items, so long as there is no change to the overall amounts for personnel and non-personnel, and if the requested budget transfer is still within the Board-approved Operating Budget.

Similarly, as in previous years, it is also recommended that the Board allow for the transfer of funds between the Adult and Dislocated Worker programs as needed to accommodate changes in the numbers of clients being served by the two programs without having to return to the Board for approval.

/s/
Allain Mallari
Finance Manager

cc: Monique Melchor
Jeff Ruster

/am

IV.B.3

Community Youth Forum

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE

SUBJECT: Approve Participation of Board Members in Youth Forum

FROM: John Estill

DATE: February 22, 2021

Approved

Date:

RECOMMENDATION

Approve the participation of Board members John (Jack) Estill and Susan Koepp-Baker as representatives of the work2future Board of Directors in a community forum on youth services (Youth Forum) convened to identify (1) gaps in current youth programs throughout Santa Clara County and (2) potential solutions; and charge Mr. Estill and Ms. Koepp-Baker with reporting to the Board periodically on the Youth Forum's progress through February 2022.

The Youth Forum has been formed by, and is comprised of, representatives from local nonprofit youth service providers, educators, businesses, and government agencies such as work2future and the Santa Clara County Social Services Agency, as well as lived-experience youth.

BACKGROUND AND ANALYSIS

At the September 17, 2020 work2future Board meeting, Board Chair Joe Flynn announced the appointment of an ad hoc committee on youth strategies, chaired by Board member Jack Estill, to review WIOA Youth Program practices, invite community input, and offer proposals regarding a strategy for youth services. Mr. Estill presented the ad hoc committee's report at the Board's November 19, 2020 meeting. It included a proposal that the Board support the development of, and participation in, a community-wide forum to review current youth services in the community in order to identify service gaps, best practices, and gap solutions. The Board accepted the report and authorized the Executive Committee to review and approve action that might be required to effect the ad hoc committee's proposal, so long as it had no direct financial impact on work2future and did not require amendment of the By-laws.

Subsequently, Mr. Estill conferred with dozens of individuals from youth-serving community organizations, local government agencies that provide services to youth, and other interested parties and has gathered an informal coalition of organizations that agreed to come together as the Youth Forum. Lead organizations include Opportunity Youth Partnership, Destination Home, Heartland Alliance, and work2future. In all, over 40 individuals and organizations have expressed interest in participating, including multiple elements of the County of Santa Clara, the City of San Jose, work2future career service providers Equus Workforce Solutions and International Rescue Committee, Bill Wilson Center, Job Train and many others.

EXECUTIVE CMTE

Date: 02-22-21

Subject: Participation in Youth Forum

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Mr. Estill and Ms. Koepp-Baker have volunteered to represent the Board on the forum. The goals of the forum are to engage at least 18 youth-centered organizations, identify current gaps in youth services, look at best practices, and propose solutions to the identified gaps. Mr. Estill and Ms. Koepp-Baker will provide ongoing updates on the forum's progress, as well as a one-year comprehensive report at the March 2022 Board meeting on the forum's accomplishments and recommendations for next steps. Beyond the participation of Mr. Estill and Ms. Koepp-Baker, as well as key staff such as Director Monique Melchor or Senior Executive Analyst Sangeeta Durrall, it is not anticipated that the Youth Forum will require work2future resources.

/s/

John Estill

Board member

Chair of the former ad hoc committee on youth strategies

cc: Monique Melchor
Lawrence Thoo

IV.B.4

Enrollment Update

[Discussion]

ENROLLMENT UPDATE

Staff report on the status of client enrollments in the WIOA Adult Program, Dislocated Worker Program and Youth Program.

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IV.B.5

WIOA Regional and Local Plans

[Discussion]

WIOA Regional and Local Plans

Drafts of the 2021–2024 Bay Peninsula Regional Plan and work2future Local Plan have been [posted for public review and comment](#).^{*} The public comment period will end March 17, 2021.

In accordance with the guidance and requirements outlined in the “Regional and Local Planning Guidance for PY 21-24, work2future’s Local Plan demonstrates operational alignment with the strategic objectives of the Bay Peninsula Regional Planning Unit (BPRPU) Regional Plan outlined below. The BPRPU consists of the Workforce Development Boards (WDB) of San Francisco, NOVAWorks, and work2future.

Regional Plan Strategic Objectives

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

The **Local Plan** drives coordination with local partners and highlights key service-delivery strategies and will demonstrate how service delivery is integrated at the local level, how resources are braided and how support is provided to participants through the workforce development system; and described in the following three sections:

- WIOA Core and Required Partner Coordination
- State Strategic Partner Coordination
- WIOA Title I Coordination

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^{*}<https://www.work2future.org/localregional-plan/>

IV.B.6

Business Services Committee

[Discussion]

BUSINESS SERVICES COMMITTEE

Business Services Committee Chair's report on the reconvening of the Business Services Committee on February 9, 2021 after a year-long hiatus that followed the onset of the COVID-19 pandemic.

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IV.B.7

Pandemic Support for Small Business

[Discussion]

PANDEMIC SUPPORT FOR SMALL BUSINESS

The economic impact of the COVID-19 pandemic has been devastating to San Jose small businesses. County Public Health Orders in response to the pandemic triggered a rapid closing of businesses and a dramatic decline in consumer spending. Ongoing uncertainty with waves of infection and safety restrictions has led to widespread economic injury for small businesses, particularly in the restaurant, entertainment, personal services, and non-food retail sectors.

San Jose is home to 55,000 small businesses, representing more than 97% of all active businesses. They generate nearly 43% of all employment in San Jose. More than half of these are immigrant-owned and over 60% are owned by people of color. Business losses are likely to be higher among communities of color as suggested by the significant percentages of these businesses located in ZIP Codes heavily impacted by the pandemic and the concentration of employees working in service sectors from these communities.

Here are some highlights for context:

- Nearly 40% of small businesses closed/not fully reopened
- Highest declines in income seen in restaurants, entertainment & apparel retail
- City-wide impact—local neighborhoods, downtown & shopping malls—intensity a combination of business closure and high COVID-19 infection rates

Since 2007 work2future has led BusinessOwnerSpace.com (BOS), a collaboration of more than 30 assistance organizations serving Santa Clara County small businesses with a wide range of one-on-one counseling, workshops and other help. Quickly after the declaration of the pandemic, BOS partners began weekly meetings and expanded to include community-focused partners to better collaborate and communicate with underserved businesses. Since the pandemic, the group and expanded partners have offered over 900 webinars in English, Spanish and Vietnamese and tens of thousands of small business assistance interactions.

This work has been augmented by the City of San José which has offered a wide range of help including:

- \$6.09 million in federally funded small business grants through three programs supporting 499 San Jose small businesses owned by low- or moderate-income individuals, primarily from communities of color.
- Proactive information distribution, in multiple languages where possible:
 - 1-to-1 phone and email interactions—600+ direct service provision
 - A program of webinars with partners—22 direct webinars with over 730 businesses attendees in January 2021 alone.
 - 90+ email blasts to a mailing list of 40,000 addresses—40% open rate
- Al fresco policy for restaurants rapidly introduced across the city —100+ businesses participating to date

State and Federal programs have also been supportive including:

- Paycheck Protection Program (PPP): In 2020, close to 13,000 businesses received a PPP loan—estimated value \$1.1bn. Over 10,000 PPP loans were for under \$150,000 each.
 - Program modifications supporting smaller businesses were announced the week of February 22, 2021 that will expand the availability of funds to very small businesses, including those operated by undocumented business owners.
- The CA Relief Fund business grant program, Round 1: Over 1,100 benefitting to date in the County, including close to 700 estimated to be in San Jose. Total of grants valued at \$7 million. Round 2 just closed and awaiting awards. A similar number are expected to benefit.
 - An additional round of grants has been announced, though a specific date wasn't provided.

While the economic impacts of the pandemic have been severe, particularly in some sectors such as personal services and hospitality, core regional industries appear to have rebounded significantly. This suggests that, given support, small businesses, too, will recover as vaccinations become more wide-spread and moderated health considerations allow the economy to open more.

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V.

Other

VI.

Adjournment