



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, March 18, 2021, 9:30 am

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 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://sanjoseca.zoom.us/j/92419630798?pwd=OWtLYTc0cDVQWkxYNVBqbGNyWEZxdz09>

To submit written Public Comment before the meeting: Send e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 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 (408) 638-0968, Webinar ID 924 1963 0798. Press ***9 to Raise a Hand** to let the Chair know that you'd like to speak. Press ***6 to Unmute and Mute** yourself.

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.

WORKFORCE DEVELOPMENT BOARD MEMBERS

March 2021

1. **Louise Auerhahn**
Director of Economic & Workforce Policy
Working Partnerships USA
2. **Rajiv Batra**
Associate General Counsel
Fundbox
3. **Chad Bojorquez**
Senior Director, Strategic Initiatives
Destination: Home
4. **George Chao, Business Services Committee Chair**
Advanced Manufacturing & Strategic Partnerships Manager
Manex
5. **John (Jack) Estill**
Lecturer, Economics
San Jose State University
6. **Joseph A. Flynn, Board Chair**
Business Consultant
7. **Leslie Giroy**
San Jose Job Corps Center Director
Career Systems Development Corp.
8. **Blanca Gomez**
Vice President and Community Development Sr. Consultant
Wells Fargo
9. **Juan Gutierrez**
Organizer
UA Local Union 393 Plumbers, Steamfitters, Pipefitters, & HVACR Service Technicians
10. **Susan L. Koepp-Baker, Board Vice Chair**
Principal
Enviro-Tech Services
11. **Van T. Le**
Trustee and Clerk of the Board
East Side Union High School District
Agent
State Farm Insurance
12. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of California
13. **Robert Moreno**
Training Director
Santa Clara County Electrical Joint Apprentice Training Center, IBEW
14. **Rafaela Perez**
Employment Services Director
Social Services Agency, County of Santa Clara
15. **Steve Preminger**
Director, Office of Strategic & Intergovernmental Affairs
County of Santa Clara
16. **Priya Smith, MPH**
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente San Jose
17. **Alan Takahashi**
Vice President and General Manager
Multifunction Microwave Solutions
Cobham Advanced Electronic Solutions (CAES)
18. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
19. **Kishan Vujjeni**
Co-chair
South Bay Consortium for Adult Education
Dean of College Transitions & Extension Programs
San Jose Evergreen Community College District
20. *Nominated, appointment pending*
Emily McGrath
Director of Workforce Development, Education & Training
NextFlex

WORKFORCE DEVELOPMENT BOARD

March 18, 2021

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:

5 min

9:40 am end

A. Financial Status as of January 31, 2021

V. BUSINESS ITEMS

A. Old Business

1. Minutes Approval {Action}

5 min

Approve minutes of the November 19, 2020 Board meeting.

9:45 am end

B. New Business

1. Director's Report {Discussion}

5 min

Monique Melchor, Director

9:50 am end

Reports on various matters of interest.

2. Preliminary Budget Scenarios FY2021-22 {Action}

20 min

Allain Mallari, Finance Manager

10:10 am end

Approve 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.

3. WIOA Regional and Local Plans {Action}

10 min

Sangeeta Durrall, Senior Executive Analyst

10:20 am end

Approve the submission of the [draft 2021–2024 Regional Plan and Local](#) Plan with public comment to the California Workforce Development Board.

- 4. Performance and Program Services (Discussion)** 20 min
Sangeeta Durrall, Senior Executive Analyst; Robert Walker, Project Director, Equus Workforce Solutions; Sead Eminovic, Site Director, International Rescue Committee 10:40 am end
 Report on the performance of WIOA Adult, Dislocated Worker and Youth Program services through the first half of Program Year 2020-21.
- 5. San Jose Works {Discussion}** 10 min
Ruby Carrasco, Program Manager 10:50 am end
 Performance report on the San Jose Works program.
- 6. Community Youth Forum {Discussion}** 10 min
John (Jack) Estill, Board member 11:00 am end
 Report on activities following up on the November 2020 report to the Board of the ad hoc committee on youth strategy.
- 7. Pandemic Assistance for Small Business {Discussion}** 10 min
Dhez Woodworth, Economic Development Officer 11:10 am end
 Report on activities to support the sustainability of small businesses since the onset of the pandemic recession.
- 8. Business Services Committee Report {Discussion}** 5 min
George Chao, Business Services Committee Chair 11:15 am end
 Report on the resumption of Business Services Committee activity.
- 9. Automation, Artificial Intelligence and the Future of Work in the Age of COVID-19 {Discussion}** 10 min
11:25 am end
Lawrence Thoo, Strategic Engagement Manager; Vinz Koller, Senior Strategist for Capacity Building, Social Policy Research Associates
 Report on the progress of the second phase of the LMI project to provide work2future recommendations for effectively meeting the challenges to workers from underrepresented Silicon Valley communities posed by the combined impacts of automation, artificial intelligence and COVID-19.
- 10. Training Provider RFP {Discussion}** 5 min
Colleen Brennan, Contracts Manager 11:30 am end
 Information on pending Request for Proposals for workshop and occupational training providers.
- 11. Board Training {Discussion}** 5 min
Lawrence Thoo, Strategic Engagement Manager 11:35 am end
 Information on required Ethics training for Board members.

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

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.

Novel Coronavirus (COVID-19) Precautions

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

1. Public Meeting Decorum:

- a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d. Appropriate attire, including shoes and shirts are always required in the meeting room.
- e. Persons in the audience will not place their feet on the seats in front of them.
- f. No food, drink (other than bottled water with a cap) or chewing gum will be allowed in the meeting room, except as otherwise pre-approved by City staff.
- g. All persons entering the meeting room, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a. Objects and symbolic materials, such as signs or banners, will be allowed in the meeting room, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
- b. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the meeting room if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting

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

3. Addressing the Board or Committee:

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

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

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

I.

**Call to Order &
Quorum Verification**

II.

Opening Remarks



Public Comment

IV.

Consent Items

[Action]

IV.A

Financial Status as of
January 31, 2021

[Action]

PRELIMINARY FINANCIAL STATUS AS OF JANUARY 31, 2021

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 January 31, 2021, work2future has \$3.02 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 \$1,254,381 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, supportive services, and service provider costs: \$936,032
 - 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 January 31, 2021, 238 of the youth have successfully completed their subsidized internships on January 15, 2021 with a pending cohort in the spring of 100 students that will start the week of March 15th and projected to end April 23rd. The spring cohort will be the last cohort to help us reach our goal of 375 while summer planning begins. 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).
- 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 January 31, 2021, approximately 45% 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. It is expected that the remaining funds will be spent before the term end date.

- 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. Due to difficulty in spending the funds, the remaining balance of \$7,565 as of January 31, 2021 will be transferred to San Francisco workforce board. 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 ESUHSD CTE students enrolled in the San Jose Works program. As of January 31, 2021, 91 ESUHSD 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 started their internship on March 15th. 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. Mentoring program will continue during the spring cohort with all 40 career pathways participating in a 1-on-1 mentoring model.
- 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. As of January 31, 2021, all funds are spent for the internship program.
- 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 January 31, 2021	(950,124)	(734,553)	(708,401)	(128,064)	(2,521,141)
Encumbrances as of January 31, 2021	(107,137)	(262,257)	(106,772)	0	(476,166)
Total Actual Expenditures/Encumbrances as of January 31, 2021	(1,057,261)	(996,810)	(815,173)	(128,064)	(2,997,307)
\$ Remaining	0	416,027	291,216	0	707,243
% Remaining	0%	29%	26%	0%	19%
(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 January 31, 2021	(99,079)	(116,498)	(56,124)	(153,560)	(425,261)
Encumbrances as of January 31, 2021	(151,409)	0	0	0	(151,409)
Total Actual Expenditures/Encumbrances as of January 31, 2021	(250,487)	(116,498)	(56,124)	(153,560)	(576,669)
\$ Remaining	1,628,512	1,835,902	1,925,486	480,365	5,870,265
% Remaining	87%	94%	97%	76%	91%
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 January 31, 2021	(1,307,748)	(1,113,308)	(871,297)	(281,623)	(3,573,977)
\$ Remaining	1,628,512	2,251,928	2,216,702	480,365	6,577,507
% Remaining	55%	67%	72%	63%	65%
III. Projected Expenditures/Carry Over through June 30, 2021					
Projected Expenditures/Encumbrances through June 2021	(1,041,577)	(1,566,933)	(1,366,056)	(633,925)	(4,608,491)
Projected Carry Over through June 2021 (\$)	944,559	1,063,750	1,013,543	0	3,021,852
Projected Carry Over through June 2021 (%) with Rapid Response	50%	54%	51%	0%	47%
Projected Carry Over through June 2021 (%) without Rapid Response	50%	54%	51%	0%	52%

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Preliminary Financial Status Report as of 01/31/2021
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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
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)
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
Expenditures as of January 31, 2021	(572,320)	(138,084)	(12,797)	(580)	(1,488)	(800)	(27,211)	(753,280)
Encumbrances as of January 31, 2021	(336,651)	(144,572)	0	0	0	0	0	(481,223)
Cumulative Expenditures/Encumbrances as of January 31, 2021	(908,971)	(282,656)	(12,797)	(580)	(1,488)	(800)	(27,211)	(1,234,503)
Remaining	1,739,556	190,705	29,262	7,164	7,565	44,200	572,789	1,946,242
% Remaining	66%	40%	70%	93%	84%	98%	95%	61%
III. Projected Expenditures/Carry Over								
Projected Expenditures/Encumbrances through June 2021	(385,283)	(134,221)	(5,779)	(7,164)	(7,565)	(44,200)	(285,289)	(869,501)
Projected Carry Over through June 2021 (\$)	1,690,924	201,056	23,483	0	0	0	287,500	2,202,963
Projected Carry Over through June 2021 (%)	64%	42%	56%	0%	0%	0%	48%	69%

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Preliminary Financial Status Report as of 01/31/2021
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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							
Expenditures as of June 30, 2020							
Encumbrance as of June 30, 2020							
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
Expenditures as of January 31, 2021	(159,880)	(31,291)	(18,323)	0	(57,375)	0	(266,869)
Encumbrances as of January 31, 2021	0	0	0	0	0	0	0
Cumulative Expenditures/Encumbrances as of January 31, 2021	(159,880)	(31,291)	(18,323)	0	(57,375)	0	(266,869)
Remaining	120	21,709	16,677	91,667	0	20,000	150,173
% Remaining	0%	41%	48%	100%	0%	100%	36%
III. Projected Expenditures/Carry Over							
Projected Expenditures/Encumbrances through June 2021	(120)	(21,709)	(16,677)	(91,667)	0	0	(130,173)
Projected Carry Over through June 2021 (\$)	(0)	0	(0)	0	0	20,000	20,000
Projected Carry Over through June 2021 (%)	0%	0%	0%	0%	0%	100%	5%

work2future
Preliminary Financial Status Report as of 01/31/2021
PD 7 Status 3

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 January 31, 2021</i>	0	(850)	(850)
<i>Encumbrances as of January 31, 2021</i>	0	0	0
Cumulative Expenditures as of January 31, 2021	0	(850)	(850)
\$ Remaining	4,042	9,350	13,392
% Remaining	100%	92%	94%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2021	4,042	9,350	13,392
Projected Carry Over (%) through June 2021	100%	92%	94%

V.A.1

Minutes Approval

[Action]

WORKFORCE DEVELOPMENT BOARD

November 19, 2020
9:32 am

ACTION MINUTES

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

I. CALL TO ORDER & QUORUM VERIFICATION

The meeting via Zoom Webinar was called to order at 9:32 am by Chair Joe Flynn.

Roll Call

Present: Auerhahn (9:44 am), Batra (10:10 am), Bojorquez, Estill, Flynn, Gilroy, Gutierrez, Koep-Baker, Le, Lucero, Moreno, Perez, Preminger, Teixeira (9:41 am), Vujjani

Absent: Chao, Gomez, Smith, Takahashi

II. OPENING REMARKS

Chair Flynn welcomed everyone to the meeting and introduced work2future's newest board member, Todd Teixeira, Team Manager (SSM1), San Jose North Branch, California Department of Rehabilitation. He also announced that board member Rose Amador-Le Beau had retired.

III. Public Comment – None

IV. CONSENT ITEMS

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

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

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

V. BUSINESS ITEMS

A. Old Business

1. Minutes Approval

ACTION: Mr. Estill moved, Ms. Perez seconded, and the Board unanimously approved the minutes of the September 17, 2020 Board meeting.

B. New Business

1. Director's Report

Director Monique Melchor reminded Board members that the 17th annual Community Builder Awards were being held virtually immediately after the board meeting. Director Melchor also thanked board members for their service as she reflected on her 20 years with work2future.

2. Elections

Lawrence Thoo, Strategic Engagement Manager, held an election to the Executive

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

ACTION: Mr. Steve Preminger nominated Ms. Rafaela Perez and the nomination was seconded by Ms. Sue Koepp-Baker. Ms. Sue Koepp-Baker nominated Mr. Steve Preminger and the nomination was seconded by Ms. Van Le. Mr. Chad Bojorquez nominated himself and that nomination was seconded by Ms. Maria Lucero. Mr. Steve Preminger withdrew his nomination. Ms. Rafaela Perez and Mr. Chad Bojorquez were both unanimously elected to two-year terms with the Executive Committee.

3. **2021 Schedule of Board Meetings**

Lawrence Thoo, Strategic Engagement Manager, asked the board to approve the schedule of meetings for 2021.

Action: After some board discussion, there was a motion to amend the meeting schedule from the 3rd Thursday of the month in December to the 3rd Thursday in November (November 18, 2021) by Ms. Koepp-Baker. The motion was seconded by Mr. Estill and passed unanimously.

4. **Ad Hoc Committee Report**

Chair Estill of the Ad Hoc Committee on Youth Strategies asked the Board to accept the committee's final report 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. Courtney Portal of Kids in Common made a public comment in support of the committee.

Action: Mr. Steve Preminger moved, Ms. Koepp-Baker seconded, and the Board approved unanimously to accept the final report of the Ad Hoc Committee on Youth Strategies and authorize the Executive Committee to review and take action on behalf of the Board.

5. **CARES Workforce Development Project**

Director Melchor gave a 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. Over 500 individuals applied for the program and we hope to provide either employment or training to 175 individuals by the end of the program. In response to a question, Director Melchor clarified that participants would be offered follow up services at the end of the program.

6. **Update on Career Services**

Chair Flynn introduced work2future's career service providers, Equus Workforce Solutions (formerly ResCare Workforce Services), represented by Project Director, Robert Walker and International Rescue Committee (IRC), represented by Kevin Davis, Career Development Coordinator. Mr. Walker reported on the status of the Adult and

Dislocated Worker Programs since Equus Workforce Solutions assumed responsibility for them October 1, 2020. Mr. Davis reported 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

- A. Update Executive Committee on the work of the Ad Hoc Committee
- B. Career Services update from providers Equus and International Rescue Committee
- C. CARES Update (Wrap-up)
- D. Performance Report (Contractual and State Requirements)
- E. Grants Update
- F. BOS Update (COVID Pandemic Assistance)

VII. ANNOUNCEMENTS

- A. Mr. Bojorquez announced that Destination: Home has CARES funding for extremely low-income individuals who do not qualify for unemployment. He will forward information to Director Melchor to include in work2future's next newsletter.
- B. Mr. Preminger announced that Santa Clara County encourages everyone to follow the County Public Health Officer's directives during this pandemic.

VIII. ADJOURNMENT at 10:48 am, Followed by Presentation of the 2020 Community Builder Awards.

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

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

- Evolve Earn-and-Learn Pilot Project
- Facebook Career Connections Fellowships (Internships) Project
- State fiscal and program monitoring

###

V.B.2

Preliminary Budget Scenarios
FY2021-22

[Action]



Memorandum

TO: BOARD

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

Approve the following:

1. 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. 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. 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 recommendations above were approved unanimously by the Executive Committee on February 25, 2021. The Budget Scenarios 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.

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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 (15% Reserve)	(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 \$1.1 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:

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- 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

V.B.3

WIOA Regional and Local Plans

[Action]



Memorandum

TO: WORK2FUTURE BOARD
SUBJECT: 2021-24 Regional and Local Plans

FROM: Sangeeta Durrall
DATE: March 10, 2021

Approved

Date:

RECOMMENDATION

Approve the submission of the draft 2021–2024 Regional Plan and Local Plan to the California Workforce Development Board (CWDB).

BACKGROUND AND ANALYSIS

In accordance with the guidance and requirements outlined in the CWDB’s Regional and Local Planning Guidance for PY21-24, 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 of San Francisco, NOVAworks, and work2future.

- 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. It demonstrates 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 does so in the following three sections:

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

Public Comment

Drafts of the Regional and Local Plans were [posted on the work2future Web site](#) for public review and comment from February 16 through March 17, 2021. As of the date of this memo, one comment had been received. It pointed out that the South County career center was incorrectly stated as being in Morgan Hill. The center is actually in Gilroy, and the correction has been made.

/s/
Sangeeta Durrall
Senior Executive Analyst

cc: Monique Melchor

V.B.4

Performance and Program
Services

[Discussion]

PERFORMANCE AND PROGRAM SERVICES

Report on work2future's WIOA performance through the second quarter of Program Year 2020 (December 31, 2020) and on the state of new client enrollments.

###

Attachment

work2future
WIOA Performance Outcomes Report 2nd Quarter
(Run date: 01-19-21)

PY 2020 2nd Quarter			
Performance Measures	WIOA Perf. Goals	Actual	Success Rate
ADULT			
Entered Employment Rate 2nd Qtr	62.0%	68.4%	110.4%
Entered Employment Rate 4th Qtr	61.0%	63.8%	104.5%
Median Earnings	\$6,250.00	\$8,441.00	135.1%
Attainment of a Degree or Certificate	55.0%	54.2%	98.5%
Measurable Skills Gain	45.0%	27.3%	60.6%
DISLOCATED WORKERS			
Entered Employment Rate 2nd Qtr	65.0%	67.2%	103.4%
Entered Employment Rate 4th Qtr	67.0%	65.3%	97.5%
Median Earnings	\$7,800.00	\$11,985.00	153.7%
Attainment of a Degree or Certificate	58.0%	67.9%	117.0%
Measurable Skills Gain	47.0%	30.8%	65.5%
YOUTH			
Placement in Employment or Education 2nd Qtr	71.0%	75.5%	106.3%
Entered Employment Rate 4th Qtr	67.5%	62.3%	92.3%
Median Earnings	\$3,390.00	\$6,528.00	192.6%
Attainment of a Degree or Certificate	57.5%	40.0%	69.6%
Measurable Skills Gain	49.7%	0.0%	0.0%
Overall Performance - Local Target (100%)	Exceeded 8 / 15		
Overall Performance - State Target (90%)	Exceeded 11 / 15		

V.B.5

San Jose Works

[Discussion]

SAN JOSE WORKS

San Jose Works (SJ Works) is a City of San Jose-funded partnership between work2future and the City's Parks, Recreation, and Neighborhood Services Department (PRNS).

SJ Works has two tracks: (i) Subsidized, in which the City covers the cost of stipends or wages for youth internships/jobs; and (ii) Unsubsidized, in which employers cover the cost of stipends or wages. Together, the two tracks serve 1,000 youth, focusing increasingly on career pathways.

Staff have continued to work on the Unsubsidized component of SJ Works 6.0 during the pandemic. To date, 231 clients are enrolled and 106 have been placed in various positions and employers.

The Subsidized component of SJ Works 6.0 has provided employment opportunities for 265 youth aged 14–18 to date:

- Due to the pandemic, our goal of 375 participants will be reached in multiple cohorts. With the success of the summer and fall cohort, SJ Works Subsidized has served 265.
- Of the 265 participants, 90% of placed youth successfully completed paid internships subsidized by the program. (Retention methodology: Youth who have earned three paychecks or completed 100 hours in two pay periods.)
- A pending cohort of 110 youth will start March 15 and end April 23, 2021.
- The Subsidized model focused increasingly on Priority-Sector and In-Demand Occupation internships for high school youth.
- Of the 265 Subsidized placements, 105 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in-demand occupations outside those sectors.
 - Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
- The remaining 160 Subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
- About 85% of the internship positions were virtual or a hybrid of virtual and in-person work.
- In addition, San Jose Works piloted a first cohort of mentors. About 40 mentors committed to the program and 24 youth successfully completed the mentoring program. Mentoring was done in group sessions and will move to a 1-on-1 model for the spring cohort with new mentees.

Additional services provided to both Subsidized and Unsubsidized participating youth included career counseling, job readiness workshops, supportive services (e.g., bus passes), and financial education.

Staff have already begun preparing for SJ Works 7.0 for 2021-2022:

- Expected to serve approximately 1,000 youth, ages 14–29, with an estimated 375-400 subsidized employment opportunities and an estimated 625 unsubsidized employment opportunities.
- There will be an increase in participant wages in the Subsidized component.

- Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g, transportation, clothing, etc.) and financial education.

#

V.B.6

Community Youth Forum

[Discussion]

COMMUNITY YOUTH FORUM

Subsequent to the Board's formal acceptance November 19, 2020 of the final report from the ad hoc committee on youth strategy, members of the former committee commenced outreach and discussions with various members of the community with a recognized interest in youth services. Growing out of those discussions was a consensus to join in the formation of a community-based youth forum as described in the committee's report.

At its February 25, 2021 meeting, the Executive Committee, as authorized in the Board's November action, approved the formal participation in the Youth Forum of John (Jack) Estill and Susan Koepp-Baker in their capacity as members of the work2future Board.

The initial meeting of the Youth Forum took place on February 16, 2021 and included 22 people, including individuals from direct service providers, educators, businesses, local government agencies, and work2future (Board members Estill and Koepp-Baker, staff, and career service providers), as well as lived-experience youth. The Forum's second meeting is scheduled for March 17, 2021. Dates for subsequent meetings will be set at the March 17 meeting.

The stated goal of this Forum is to engage at least 18 youth organizations that provide youth services in the local region over the next year to identify at least four gaps in current youth services, review best practices, and identify successful solutions to those gaps. The Forum's longer-term goal is to develop a more comprehensive regional youth strategy focusing on those populations that require services the most, including youth who are out of school, homeless, in the foster care system, justice-involved, pregnant or parenting, and/or food insecure.

The current roster includes 49 participants from 38 organizations, plus a number of lived-experience youth. The organizations include multiple elements of the County of Santa Clara and the City of San Jose, Equus Workforce Solutions and International Rescue Committee, Bill Wilson Center, Job Train, Destination: Home, Opportunity Youth Partnership, and many others. The Forum continues to reach out to others to join.

###

V.B.7

Pandemic Assistance
for Small Business

[Discussion]

PANDEMIC ASSISTANCE 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 provided 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 American Rescue Plan Act, signed into law March 11, 2021, is a \$1.9 trillion dollar package that includes many small business-specific provisions including more money for PPP and other emergency programs.
- 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.
 - Additional rounds of grants have been announced including one focused on nonprofit businesses.

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.

###

V.B.8

Business Services
Committee Report

[Discussion]

BUSINESS SERVICES COMMITTEE REPORT

The Business Services Committee resumed meetings on February 9, 2021 after a year-long hiatus following the onset of the COVID-19 pandemic.

Prior to the resumption of meetings, the Executive Committee, at its January 21, 2021 meeting, approved the appointment of Emily McGrath to the Business Services Committee. The By-laws require that the Business Services Committee include individuals who are not members of the work2future Board and charges the Executive Committee with making such appointments. Ms. McGrath, who was not a Board member at the time, is Director of Workforce Development, Education and Training at NextFlex, the manufacturing institute for flexible hybrid electronics.

In addition to Ms. McGrath, the Business Services Committee is comprised of the following Board members: Rajiv Batra, George Chao, Joseph Flynn, Blanca Gomez, Susan Koepp-Baker, Priya Smith, and Alan Takahashi.

At its February 9 meeting, the committee affirmed that George Chao should serve as committee chair for another year.

The committee also agreed to meet once a month through April 2021 to focus on the development of priorities and a workplan. Its subsequent meeting schedule will reflect and be included in the workplan.

###

V.B.9

Automation,
Artificial Intelligence and the
Future of Work in the
Age of COVID-19

[Discussion]

AUTOMATION, ARTIFICIAL INTELLIGENCE AND THE FUTURE OF WORK IN THE AGE OF COVID-19

Work resumed this month on identifying changes that work2future and its workforce development partners should make to more effectively meet WIOA's mandate of helping low-income individuals, often with other barriers, compete successfully for quality employment that offers meaningful paths to sustaining individuals and families in Silicon Valley.

In the fall of 2019, work2future engaged Social Policy Research Associates, Inc. (SPR), a leading research, evaluation and capacity building firm with a specialty in the fields of workforce and education, to find and recommend changes that work2future and its affiliates and partners should make to meet the workforce challenges and opportunities likely to result from the deployment of automation and/or artificial intelligence (AI) in Silicon Valley workplaces over the following five to ten years.

The SPR team, led by Senior Strategist Vinz Koller, had largely completed their secondary research and were well into interviews with employers and other stakeholders with local perspectives on the global trends tracked in secondary data when the first cases of COVID-19 appeared in February 2020, and it was not long after that public health measures to curb the spread of the disease were imposed.

The team did an initial pivot to consider the potential impact of the COVID-19 pandemic on the labor market. However, it was soon evident that the effect on the economy was likely to be more profound than could be reasonably ascertained in the near term, and the community shutdown that was a central aspect of the public health measures made it increasingly difficult to conduct significant aspects of the work. SPR provided an interim report and, with work2future staff, agreed that a second phase of the project should be planned to take the economic effects of the pandemic into greater account.

Phase 2 focuses on the uneven impact the pandemic has had on the community. Infection and death rates have been most concentrated in ZIP Codes clustered around San Jose's east side and Gilroy, areas with large concentrations of low-income Latino and Vietnamese immigrant residents, many of whom work in low-wage jobs in the leisure and hospitality, retail, and personal services sectors that have been hit hardest by the pandemic recession. The distribution of initial unemployment assistance claims in Santa Clara County also indicates that losses of jobs or work hours have tended to be most pronounced in those ZIP Codes.

These are the very communities that earlier work2future studies, [The Silicon Valley Dichotomy](#) (2017) and [Silicon Valley Dichotomy II](#) (2018), found were most at risk from persistent income and opportunity gaps in Silicon Valley. Thus, while it was already disproportionately difficult for members of underrepresented communities, especially the Latino and Southeast Asian immigrant communities, to attain self-sufficiency and a measure of economic security for themselves and their families, the COVID-19 pandemic has compounded the challenge significantly, and there is every reason to expect that it will remain so even when the economy returns to some semblance of normality, as COVID-19 threatens to amplify the impact of automation and AI on jobs*

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*[Race and jobs at risk of being automated in the age of COVID-19](#), Brookings Institution

V.B.10

Training Provider RFP

[Discussion]

TRAINING PROVIDER RFP

Staff plan to release two Requests for Proposals (RFPs) this year, one for adult/dislocated worker workshops and one for youth pre-vocational workshops and career technical training providers. Adult/dislocated worker workshops may include topics such as: introduction to the computer, MS Office applications, or project management, and may include soft-skills topics such as resume and interview skills. Youth career technical training is no more than six months long and prepares the youth for employment in a selected occupation and may include internships. Youth pre-vocational workshops are short in duration and may include topics such as: business writing or computer applications.

The current multi-year agreements with providers will expire on June 30, 2021.

Work2future's current adult/dislocated worker workshop providers are:

- Center for Training and Careers
- Eckerd *
- Goodwill
- San Jose Evergreen Community College District

Youth pre-vocational workshops and career technical training providers are:

- Eckerd *
- Metro Ed **
- San Jose Evergreen Community College District

* As Eckerd was selected as the Adult/Dislocated Worker service provider for the south county area in 2016, they were not eligible to also provide adult workshops in the south county. When they became the service provider for both adult/dislocated workers and youth in both the north and south county areas, they were then not eligible to provide any workshops or career technical training.

** Metro Ed ceased providing services in 2019.

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V.B.11

Board Training

[Discussion]

BOARD TRAINING

As members of a public body administered by the City of San Jose, work2future Board members are required by state law and municipal code to undertake various trainings periodically. Included is a training on Ethics which Board members are required to take every other year.

The Office of the City Clerk uses a system called Disclosure Docs to remind Board members and others affected by training requirements 30 days in advance of when their required training must be completed. Training is provided on-line and is self-paced. However, participants, including Board members, are required to spend at least two hours on the training. After completion, participants must send their digital certificate of completion to City Clerk staff for documentation and recording.

In addition to Ethics training, members of public bodies are required to complete AB 1661 Sexual Harassment Training. Staff have been informed that the City Clerk plans to send a reminder soon to all members of boards and commissions, including the work2future Board.

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VI.

Suggestions For Future Agenda
Items

VII.

Announcements

VIII.

Adjournment