



EXECUTIVE COMMITTEE

Thursday, April 15, 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/96380471178?pwd=V1JBM050MkY4bTZWRlh2UIRuc1dhdz09>

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 963 8047 1178, Passcode 813432. **Press *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute 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.

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

Chief Program Officer

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

April 15, 2021

11:30 am

MEETING AGENDA

- | | | |
|-------------|--|--|
| I. | CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>11:35 am end</i> |
| II. | CONSENT ITEMS {Action}
Approve the acceptance of:
A. Financial Status Report as of February 28, 2021 | <i>5 min</i>
<i>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</i>
<i>11:45 am end</i> |
| IV. | BUSINESS ITEMS

A. Old Business

1. Minutes Approval {Action}
Approve minutes of the committee's February 25, 2021 special meeting

B. New Business

1. Director's Report {Discussion}
<i>Monique Melchor, Director</i>
Reports on various matters of interest

2. Pending Requests for Proposals {Discussion}
<i>Colleen Brennan, Contracts Manager</i>
Report on the development of three Requests for Proposals, one for Adult and Dislocated Worker workshop providers, one for Youth career technical training providers, and one for the One Stop Operator

3. Community Youth Forum {Discussion}
<i>John (Jack) Estill, Board member</i>
Update on activities of the community youth forum since the March 18, 2021 Board meeting

4. Business Services Committee {Discussion}
<i>George Chao, Business Services Committee Chair</i>
Update on activities of the Business Services Committee | <i>5 min</i>
<i>11:50 am end</i>

<i>10 min</i>
<i>12:00 pm end</i>

<i>15 min</i>
<i>12:15 pm end</i>

<i>5 min</i>
<i>12:20 pm end</i>

<i>10 min</i>
<i>12:30 pm end</i> |
| 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 February 28, 2021

[Action]

PRELIMINARY FINANCIAL STATUS AS OF FEBRUARY 28, 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 \$3.56 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 \$1,808,356 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: \$1,490,007
 - 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 February 28, 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 February 28, 2021, approximately 48% 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 February 28, 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 February 28, 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
<i>Actual Expenditures as of June 30, 2020</i>	(1,168,666)	(295,314)	(773,250)	(462,766)	(2,699,997)
<i>Encumbrances/Spending Plan as of June 30, 2020</i>	(458,644)	(631,246)	(484,777)	(6,655)	(1,581,322)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2020</i>	(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
<i>% Remaining</i>	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
Transfer between Adult and Dislocated Worker	350,000	(350,000)	0	0	0
<i>Expenditures as of February 28, 2021</i>	(1,146,357)	(732,971)	(801,555)	(128,064)	(2,808,947)
<i>Encumbrances as of February 28, 2021</i>	(256,867)	(260,579)	(105,043)	0	(622,488)
<i>Total Actual Expenditures/Encumbrances as of February 28, 2021</i>	(1,403,224)	(993,550)	(906,597)	(128,064)	(3,431,435)
\$ Remaining	4,037	69,287	199,792	0	273,116
% Remaining	0%	5%	18%	0%	7%
(b) Current Allocation for FY 2020-2021	1,878,999	1,952,400	1,981,610	633,925	6,446,934
Additional Funding	0	0	0	0	0
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2020-2021	1,878,999	1,952,400	1,981,610	633,925	6,446,934
<i>Expenditures as of February 28, 2021</i>	(77,726)	(116,498)	(64,498)	(201,773)	(460,496)
<i>Encumbrances as of February 28, 2021</i>	0	0	0	0	0
<i>Total Actual Expenditures/Encumbrances as of February 28, 2021</i>	(77,726)	(116,498)	(64,498)	(201,773)	(460,496)
\$ Remaining	1,801,273	1,835,902	1,917,112	432,152	5,986,438
% Remaining	96%	94%	97%	68%	93%
Total Available Funds for FY2020-2021	2,936,260	3,365,237	3,087,999	761,989	10,151,484
<i>Total Cumulative Expenditures/Encumbrance as of February 28, 2021</i>	(1,480,950)	(1,110,048)	(971,095)	(329,837)	(3,891,930)
\$ Remaining	1,455,310	2,255,188	2,116,904	432,152	6,259,554
% Remaining	50%	67%	69%	57%	62%
III. Projected Expenditures/Carry Over through June 30, 2021					
<i>Projected Expenditures/Encumbrances through June 2021</i>	(1,048,351)	(998,026)	(1,086,409)	(633,925)	(3,766,710)
<i>Projected Carry Over through June 2021 (\$)</i>	1,091,552	1,284,239	1,200,036	0	3,575,827
<i>Projected Carry Over through June 2021 (%) with Rapid Response</i>	58%	66%	61%	0%	55%
<i>Projected Carry Over through June 2021 (%) without Rapid Response</i>	58%	66%	61%	0%	62%

work2future
Preliminary Financial Status Report as of 02/28/2021
PD 8 Stat 3

Page 1

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 February 28, 2021	(626,756)	(157,819)	(15,645)	(580)	(1,488)	(800)	(37,830)	(840,919)
Encumbrances as of February 28, 2021	(336,651)	(144,572)	0	0	0	0	0	(481,223)
Cumulative Expenditures/Encumbrances as of February 28, 2021	(963,407)	(302,391)	(15,645)	(580)	(1,488)	(800)	(37,830)	(1,322,142)
Remaining	1,685,120	170,969	26,414	7,164	7,565	44,200	562,170	1,858,603
% Remaining	64%	36%	63%	93%	84%	98%	94%	58%
III. Projected Expenditures/Carry Over								
Projected Expenditures/Encumbrances through June 2021	(330,847)	(134,221)	(5,779)	(7,164)	(7,565)	(44,200)	(274,670)	(804,446)
Projected Carry Over through June 2021 (\$)	1,690,924	181,320	20,635	0	0	0	287,500	2,180,380
Projected Carry Over through June 2021 (%)	64%	38%	49%	0%	0%	0%	48%	69%

work2future
Preliminary Financial Status Report as of 02/28/2021
PD 8 Stat 3

Page 1

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 February 28, 2021	(160,000)	(31,291)	(20,549)	0	(57,375)	(204)	(269,418)
Encumbrances as of February 28, 2021	0	0	0	0	0	0	0
Cumulative Expenditures/Encumbrances as of February 28, 2021	(160,000)	(31,291)	(20,549)	0	(57,375)	(204)	(269,418)
Remaining	0	21,709	14,451	91,667	0	19,796	147,624
% Remaining	0%	41%	41%	100%	0%	99%	35%
III. Projected Expenditures/Carry Over							
Projected Expenditures/Encumbrances through June 2021	0	(21,709)	(14,451)	(91,667)	0	(814)	(128,641)
Projected Carry Over through June 2021 (\$)	0	0	0	0	0	18,982	18,983
Projected Carry Over through June 2021 (%)	0%	0%	0%	0%	0%	95%	5%

work2future
Preliminary Financial Status Report as of 02/28/2021
PD 8 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)
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 February 28, 2021	0	(925)	(925)
Encumbrances as of February 28, 2021	0	0	0
Cumulative Expenditures as of February 28, 2021	0	(925)	(925)
\$ Remaining	4,042	9,275	13,317
% Remaining	100%	91%	94%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2021	4,042	9,275	13,317
Projected Carry Over (%) through June 2021	100%	91%	94%



Public Comment

IV.A.

Minutes Approval

[Action]

EXECUTIVE COMMITTEE SPECIAL MEETING

February 25, 2021

Staff: K. Azevedo, S. Durrall, A. Mallari, M. Melchor, L. Thoo, D. Woodworth

MEETING MINUTES

Prepared by K. Azevedo; edited by L. Thoo

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 11:30 am.

Roll Call

Present: L. Auerhahn, C. Bojorquez, G. Chao, S. Koepp-Baker, J. Flynn, M. Lucero, R. Perez (left meeting at 12:37 p.m.)

Absent: None

II. CONSENT ITEMS

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

A. Financial Status as of December 31, 2020

III. PUBLIC COMMENT – None

IV. BUSINESS ITEMS

A. Old Business

1. Minutes Approval

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Perez, the committee unanimously approved the minutes of the January 21, 2021 meeting.

B. New Business

1. Director's Report

In the absence of Director Melchor, Strategic Engagement Manager Thoo reported on the launch of the Evolve Earn-and-Learn Pilot project, a paid work experience and cohort training collaboration with Ohlone College, the Alameda Workforce Development Board, and Evolve Manufacturing Technologies in Fremont. Economic Development Officer Woodworth reported on the youth recruitment for the Facebook Career Connections Project which will provide 50 youth with paid virtual digital marketing internships by pairing each participant with a COVID impacted small business. Mr. Thoo also reported on the Job Stream Job Fair held on February 11, 2021 and attended by 80 participants and 9 employers. Finance Manager Mallari explained a pending transfer of funds between the Adult and Dislocated Worker programs and reported on the upcoming state audit for fiscal 2021-22. Mr. Thoo reported on a possible funding opportunity with the state Workforce Accelerator Fund grant program. He also informed the committee that consultants Social Policy Research Associates had resumed work on the Future of Work project.

2. Preliminary Scenarios for Program Budget FY 2021-22

Finance Manager Mallari presented the recommendation for Board approval of the following three preliminary budget scenarios for Fiscal Year 2021-22: **a)** \$5.813 million, representing the same level of WIOA program funding allocation as FY 2021); **b)** \$5.522 million, representing a 5 percent reduction in WIOA program allocation; and **c)** \$6.103 million, representing 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.

Action: Ms. Koepp-Baker moved, Mr. Bojorquez seconded, and the committee approved the recommendation to the Board unanimously.

3. Community Youth Forum

Mr. Estill discussed the first meeting of the Community Youth Forum, which was attended by more than 20 enthusiastic and engaged participants. Forty-eight individuals representing 40 youth serving organizations have expressed an interest in the forum. Strategic Engagement Manager Thoo reminded the committee that this group was independent of the workforce development board although two members of the board.

Action: Ms. Auerhahn moved, Mr. Bojorquez seconded, and the committee unanimously approved the participation of Board members John (Jack) Estill and Susan Koepp-Baker as representatives of the work2future Board of Directors in the community forum on youth services, responsible for reporting to the Board periodically on the forum's progress through February 2022. Ms. Koepp-Baker abstained from voting.

4. Enrollment Update

Sr. Executive Analyst Durrall gave an update on client enrollments in the WIOA Adult, Dislocated Worker and Youth Programs. Combined enrollment in all the WIOA programs currently is at 171. Ms. Durrall reported on outreach and referral efforts working with CBOs, libraries, and other organizations to target justice involved individuals, foster youth, and other priority populations in order to increase enrollment as we face the challenges of offering career services during the COVID pandemic.

5. WIOA Regional and Local Plans

Sr. Executive Analyst Durrall reported on the pending submission of the draft WIOA Regional and Local Plans to the state. Both plans are posted on work2future's website for public comment until March 17, 2021. The Local Plan reflects input from community partners gathered during several virtual meetings. It also reflects work2future's commitment to serve underserved communities of color that have been particularly impacted by the COVID pandemic. Ms. Durrall encouraged committee members to submit public comment by the deadline.

6. Business Services Committee

Chair George Chao reported on the reconvening of the Business Services Committee on February 9, 2021. That meeting facilitated Business Services Committee members to introduce themselves and update each other on the impact of COVID on their respective Mr. Chao reminded Executive Committee members that the purpose of the Business under

WIOA is to connect companies to the workforce. The committee agreed to meet monthly through April 2021 as they create a workplan moving forward.

7. Pandemic Support for Small Business

Economic Development Officer Dhez Woodworth highlighted activities that support the well-being of small businesses since the onset of the pandemic recession.

BusinessOwnerSpace (BOS), a collaborative of 30 business assistance organizations, has been meeting weekly and expanded to include other community organizations to reach more small businesses, particularly those in neighborhoods hit hardest by the pandemic. The City of San Jose distributed over 6 million dollars in federal grants to 499 San Jose small businesses. These actions have been taken to mitigate the impact to small businesses caused by COVID closures, including the shutdown of nearly 40% of small businesses, particularly in the restaurant and entertainment industries.

V. OTHER – Suggested Agenda Items

- A.** Budget session with Finance Manager, Allain
- B.** Community Youth Forum update

VI. ADJOURNMENT at 12:52 p.m.

IV.B.1

Director's Report

[Discussion]

DIRECTOR'S REPORT

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

- Joint Career Fair with San Jose City College, April 28–30, 2021
- Evolve Earn-and-Learn Pilot Project
- Facebook Digital Marketing Internships Project
- Resiliency Corps
- Rescheduling the May Executive Committee meeting

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IV.B.2

Pending Requests for Proposals

[Discussion]

PENDING REQUESTS FOR PROPOSAL

Staff will report on the development of and timeline for three Requests for Proposals:

- Adult and Dislocated Worker workshop providers
- Youth Program career technical training providers
- One-Stop Operator

The goal is to present the selection of recommended providers and a One-Stop Operator for Board approval at the June meeting of the Board. The meeting is scheduled for June 17, 2021.

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IV.B.3

Community Youth Forum

[Discussion]

COMMUNITY YOUTH FORUM

Board member Jack Estill, one of two work2future Board representatives on the Community Youth Forum, has notified staff that, since the March 18, 2021 meeting of the Board, there has been only organizing activity in the background of the Youth Forum, he will not present a report to the Executive Committee at the April 15 committee meeting.

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IV.B.4

Business Services Committee

[Discussion]

BUSINESS SERVICES COMMITTEE

Business Services Committee Chair's report on activities of the Business Services Committee.

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V.

Other

VI.

Adjournment