



## EXECUTIVE COMMITTEE

Friday, June 4, 2021, 11:00 am

[www.work2future.org](http://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](mailto: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](mailto:Kathryn.Azevedo@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

To provide Spoken Public Comment *during* the 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**

**June 4, 2021**

**11:00 am**

**MEETING AGENDA**

- |   |                                |
|---|--------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min<br/>11:05 am end</i>  |
| <b>II. CONSENT ITEMS {Action}</b><br>Approve the acceptance of:<br><b>A. Financial Status Report as of April 30, 2021</b><br><b>B. Performance Report as of March 31, 2021</b><br><b>C. April 2021 Labor Market Summary</b>   | <i>5 min<br/>11:10 am end</i>  |
| <b>III. OPEN FORUM</b><br>Members of the public may address the committee on matters not on the agenda  | <i>5 min<br/>11:15 am end</i>  |
| <b>IV. BUSINESS ITEMS</b>   |                                |
| <b>A. Minutes Approval {Action}</b><br>Approve minutes of the committee's April 15, 2021 meeting  | <i>5 min<br/>11:20 am end</i>  |
| <b>B. Director's Report {Discussion}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest  | <i>5 min<br/>11:25 am end</i>  |
| <b>C. Selection of FY 2022–FY 2027 Workshop and Training Providers {Action}</b><br><i>Colleen Brennan, Contracts Manager</i><br>Recommend that the Board direct staff to negotiate and execute a two-year agreement, with an option for up to two two-year extensions based on performance and funding availability, as follows:<br><b>1.</b> With each of the following three organizations to provide workshops for the Workforce Innovation and Opportunity Act (WIOA) Adult Program and Dislocated Worker Program: <ul style="list-style-type: none"><li>• ConXión to Community (Center for Training and Careers, Inc.)</li><li>• San Jose Evergreen Community College District-Workforce Institute</li><li>• Gavilan Community College</li></ul> <b>2.</b> With the following organization to provide Youth Career Technical Training: <ul style="list-style-type: none"><li>• Gavilan Community College</li></ul> | <i>10 min<br/>11:35 am end</i> |

**D. One-Stop Operator for FY 2022–FY 2025 {Action}**

10 min

*Colleen Brennan, Contracts Manager*

11:45 am end

Recommend that the Board direct staff to negotiate and execute a one-year agreement with San Jose Evergreen Community College District—Center for Economic Mobility to serve as One Stop Operator for Fiscal Year 2021-22, with an option for contract extensions for up to three additional years based on successful performance and funding availability.

**E. New Discretionary Grant Awards {Action}**

10 min

*Allain Mallari, Finance Manager*

11:55 am end

Recommend Board approval to accept the following grant funds:

1. \$250,000 in Workforce Accelerator Fund 9.0 funds to carry out the project: Gateways to High-Road Opportunities in Manufacturing
2. \$57,200 in state funds sub-granted for the implementation of the Veterans' Employment-Related Assistance Program led by NPower

**F. San Jose Works 7.0 Funding {Action}**

10 min

*Allain Mallari, Finance Manager*

12:05 pm end

Recommend Board approval of funding for the San Jose Works 7.0 program as follows:

1. Acceptance of \$1,500,000 in City of San Jose funds to support the program.
2. Allocation of \$2,429,260 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program.

**G. Proposed FY 2022 WIOA Budget {Action}**

15 min

*Allain Mallari, Finance Manager*

12:20 pm end

Recommend Board approval of staff's proposed WIOA Budget for Fiscal Year 2021-22, including:

1. WIOA Program Operating Budget of \$8,688,558
2. WIOA Administrative Budget in the amount of \$597,613
3. Proposed WIOA estimated Rapid Response Funding of \$901,159
4. Authorization for staff to transfer funds without additional Board approval
  - a) Between budget line items, as long as there is no change to the overall amount of the program operating budget
  - b) Between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed.

**H. Relocation of the San Jose Job Center {Action}**

10 min

*Monique Melchor, Director*

12:30 pm end

Recommend Board approval of the proposed relocation of the San Jose Job Center, work2future's comprehensive one-stop center, from 1601 Foxworthy Avenue to 1608 Las Plumas Drive in San Jose's east side, and direct staff to provide the Executive Committee for its review and approval a final relocation budget, including tenant improvements, moving costs and other associated costs, and a final timeline.

**I. Automation|AI|COVID-19 and the Future of Work {Discussion}**

*25 min*

*Lawrence Thoo, Strategic Engagement Manager; Vinz Koller, Senior Strategist for  
Capacity Building, Social Policy Research Associates*

*12:55 pm end*

Preview presentation of report to the Board on research findings and recommendations for improved service to underrepresented communities in the wake of the COVID-19 pandemic and already existing trends in automation and artificial intelligence.

**J. Community Youth Forum {Discussion}**

*5 min*

*John (Jack) Estill, Board member*

*1:00 pm end*

Update on activities of the community youth forum.

**V. OTHER**

Announcements, suggested business for future meetings, other housekeeping

**VI. ADJOURNMENT**

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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.

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### **Novel Coronavirus (COVID-19) Precautions**

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

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

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

3. Addressing the Board or Committee:

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

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

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

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**I.**

**Call to Order &  
Roll Call**



**II.**

## **Consent Items**

**[Action]**

**II.A.**

**Financial Status Report  
As of April 30, 2021**

**[Action]**

## **PRELIMINARY FINANCIAL STATUS AS OF APRIL 30, 2021**

### **Key Highlights**

- WIOA formula carry-over funding from FY 2019-20 is projected to be fully spent by June 30, 2021.
- An extension for Rapid Response use of funds were granted by the State. Term end date was modified from June 30, 2021 to June 30, 2022. As of April 30, 2021, \$267,234 is projected to be carried over to FY2021-22.
- As of April 30, 2021, work2future has \$4.21 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 \$2,438,986 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, unfilled vacant positions, and transfer to other grants: \$248,884
    - c. Savings from unspent clients' training, supportive services, and service provider costs: \$2,036,406
    - d. Other non-personnel cost savings: \$55,232

### **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 April 30, 2021, 331 of the youth have successfully completed their subsidized internships on April 30th with a retention rate of 89%. In addition to recruitment, placement, and onboarding services, youth also were also provided career counseling, job readiness training, supportive services (e.g. bus passes), and financial literacy education. San Jose Works 7.0 has begun with goals of serving 400 subsidize youth and continue all unsaid services. The summer program is projected to start June 21st and end August 13th.
- 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 April 30, 2021, approximately 60% 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. At the end of the grant period, a total of \$14,736 was expended.

- 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 April 30, 2021, 121 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. In addition, 26 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. Recruitment for San Jose Works 7.0 summer program has begun and will fully integrate the mentoring program in with all 100-120 Career Pathway students will obtain a mentor. The grant amount of \$160,000 was fully spent as of February 28, 2021.
- On September 3, 2020, a Memorandum of Understanding was executed which gives work2future \$53,000 from Parks, Recreation and Neighborhood Services (PRNS) Department to supplement the San Jose Works program. The funding will provide services to 17 additional youth participants. Youth enrolled in the program will receive work readiness training, financial services, access to job fairs, job leads, and work experience opportunities. Grant end date is June 30, 2021. As of April 30, 2021, approximately 59% of the grant was expended. It is expected that the remaining funds will be spent before the term end date.
- 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. The grant was fully spent as of 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.

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Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
<b>I. Actual as of June 30, 2020</b>					
Grant Period	07/01/19-06/30/21	07/01/19-06/30/21	04/01/19-06/30/21	07/01/19-06/30/21	
Available Funds for FY2019-2020 PD 14 Stat 3	2,225,927	1,708,151	1,879,639	590,830	6,404,547
<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)
<b>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2020</b>	<b>(1,627,310)</b>	<b>(926,561)</b>	<b>(1,258,027)</b>	<b>(469,422)</b>	<b>(4,281,319)</b>
Available Funds for FY2019-2020	598,617	781,590	621,612	121,408	2,123,228
<i>% Remaining</i>	27%	46%	33%	21%	33%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2020-2021 (remaining plus enc.)	1,057,261	1,412,837	1,106,389	128,064	3,704,550
Transfer between Adult and Dislocated Worker	350,000	(350,000)	0	0	0
<i>Expenditures as of April 30, 2021</i>	(1,407,261)	(896,608)	(1,013,712)	(128,064)	(3,445,644)
<i>Encumbrances as of April 30, 2021</i>	0	(166,228)	(92,678)	0	(258,906)
<b>Total Actual Expenditures/Encumbrances as of April 30, 2021</b>	<b>(1,407,261)</b>	<b>(1,062,837)</b>	<b>(1,106,389)</b>	<b>(128,064)</b>	<b>(3,704,550)</b>
<b>\$ Remaining</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>% Remaining</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
(b) Current Allocation for FY 2020-2021	1,878,999	1,952,400	1,981,610	633,925	6,446,934
Additional Funding	3,846	0	0	0	3,846
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
<b>Adjusted Allocation for FY 2020-2021</b>	<b>1,882,845</b>	<b>1,952,400</b>	<b>1,981,610</b>	<b>633,925</b>	<b>6,450,780</b>
<i>Expenditures as of April 30, 2021</i>	(367,006)	(191,941)	(106,382)	(281,846)	(947,174)
<i>Encumbrances as of April 30, 2021</i>	(654,356)	(673,968)	(1,091,205)	0	(2,419,529)
<b>Total Actual Expenditures/Encumbrances as of April 31, 2021</b>	<b>(1,021,361)</b>	<b>(865,908)</b>	<b>(1,197,587)</b>	<b>(281,846)</b>	<b>(3,366,703)</b>
<b>\$ Remaining</b>	<b>861,484</b>	<b>1,086,492</b>	<b>784,023</b>	<b>352,079</b>	<b>3,084,077</b>
<b>% Remaining</b>	<b>46%</b>	<b>56%</b>	<b>40%</b>	<b>56%</b>	<b>48%</b>
<b>Total Available Funds for FY2020-2021</b>	<b>2,940,106</b>	<b>3,365,237</b>	<b>3,087,999</b>	<b>761,989</b>	<b>10,155,330</b>
<b>Total Cumulative Expenditures/Encumbrance as of April 30, 2021</b>	<b>(2,428,622)</b>	<b>(1,928,745)</b>	<b>(2,303,976)</b>	<b>(409,910)</b>	<b>(7,071,253)</b>
<b>\$ Remaining</b>	<b>511,484</b>	<b>1,436,492</b>	<b>784,023</b>	<b>352,079</b>	<b>3,084,077</b>
<b>% Remaining</b>	<b>17%</b>	<b>43%</b>	<b>25%</b>	<b>46%</b>	<b>30%</b>
<b>III. Projected Expenditures/Carry Over through June 30, 2021</b>					
<i>Projected Expenditures/Encumbrances through June 2021</i>	(688,935)	(623,138)	(557,230)	(366,691)	(2,235,994)
<i>Projected Carry Over through June 2021 (\$)</i>	1,193,910	1,495,490	1,517,058	267,234	4,473,692
<i>Projected Carry Over through June 2021 (%) with Rapid Response</i>	63%	77%	77%	42%	69%
<i>Projected Carry Over through June 2021 (%) without Rapid Response</i>	63%	77%	77%	0%	72%

work2future  
Preliminary Financial Status Report as of 04/30/2021  
PD 10 Stat 3

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
<b>I. Actual as of June 30, 2020</b>								
<b>Grant Period</b>	04/30/2020 - 4/30/2021	9/1/2019 - 3/31/2022	9/1/2019 - 3/31/2022	4/1/2019 - 3/31/2021	4/1/2019 - 3/31/2021	3/1/2020 - 06/30/2020	4/10/2020 - 3/31/2022	
Original Allocation	1,500,000	607,977	53,807	15,000	11,653	45,000	600,000	2,833,437
Increase/(Decrease)	590,064	0	0	0	0	0	0	590,064
Adjusted Allocation	2,090,064	607,977	53,807	15,000	11,653	45,000	600,000	2,778,501
<i>Expenditures as of June 30, 2020</i>	(941,537)	(134,616)	(11,748)	(7,255)	(2,600)	0	0	(1,097,756)
<i>Encumbrance as of June 30, 2020</i>	(25,377)	(184,450)	0	0	0	0	0	(209,827)
<b>Total Actual Expenditures/Encumbrances as of June 2020</b>	(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
<b>% Remaining</b>	54%	48%	78%	52%	78%	100%	100%	53%
<b>Available Funds for FY2020-2021</b>	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
<b>Total Available Funding for FY 2020-2021</b>	2,648,527	473,361	42,059	7,745	9,053	45,000	600,000	3,180,745
<i>Expenditures as of April 30, 2021</i>	(803,236)	(229,397)	(18,939)	(7,480)	(1,488)	(800)	(72,296)	(1,133,637)
<i>Encumbrances as of April 30, 2021</i>	(219,350)	(101,050)	0	0	0	0	0	(320,401)
<b>Cumulative Expenditures/Encumbrances as of April 30, 2021</b>	(1,022,587)	(330,447)	(18,939)	(7,480)	(1,488)	(800)	(72,296)	(1,454,038)
Remaining	1,625,940	142,913	23,120	264	7,565	44,200	527,704	1,726,707
<b>% Remaining</b>	61%	30%	55%	3%	84%	98%	88%	54%
<b>III. Projected Expenditures/Carry Over</b>								
<i>Projected Expenditures/Encumbrances through June 2021</i>	(55,395)	(45,879)	(3,788)	0	0	0	(240,204)	(345,266)
<i>Projected Carry Over through June 2021 (\$)</i>	1,625,940	198,085	19,332	0	0	0	287,500	2,130,857
<i>Projected Carry Over through June 2021 (%)</i>	61%	42%	46%	0%	0%	0%	48%	67%

work2future  
Preliminary Financial Status Report as of 04/30/2021  
PD 10 Stat 3

Other Discretionary Funds	San Jose Works (East Side Union High School District)	San Jose Works (PRNS)	San Jose Works (CFE)	San Jose Works (EDP Renewables)	San Jose Works (Bank of America)	SlingShot 3.0 Apprenticeship Initiative (NOVA)	Total
I. Actual as of June 30, 2020	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	
Grant Period	2/19/2020 - 6/30/2021	Execution - 6/30/2021	Execution - 4/30/2021	Execution - 5/31/2021	Execution - 6/30/2021	4/1/2020 - 3/31/2022	
Original Allocation							
Increase/(Decrease)							
Adjusted Allocation							
<i>Expenditures as of June 30, 2020</i>							
<i>Encumbrance as of June 30, 2020</i>							
<b>Total Actual Expenditures/Encumbrances as of June 2020</b>							
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
<b>Total Available Funding for FY 2020-2021</b>	<b>160,000</b>	<b>53,000</b>	<b>35,000</b>	<b>91,667</b>	<b>57,375</b>	<b>20,000</b>	<b>417,042</b>
<i>Expenditures as of April 30, 2021</i>	<i>(160,000)</i>	<i>(31,291)</i>	<i>(35,000)</i>	<i>0</i>	<i>(57,375)</i>	<i>(1,348)</i>	<i>(285,013)</i>
<i>Encumbrances as of April 30, 2021</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>Cumulative Expenditures/Encumbrances as of April 30, 2021</b>	<b>(160,000)</b>	<b>(31,291)</b>	<b>(35,000)</b>	<b>0</b>	<b>(57,375)</b>	<b>(1,348)</b>	<b>(285,013)</b>
Remaining	0	21,709	0	91,667	0	18,652	132,029
% Remaining	0%	41%	0%	100%	0%	93%	32%
<b>III. Projected Expenditures/Carry Over</b>							
<i>Projected Expenditures/Encumbrances through June 2021</i>	0	(21,709)	0	(91,667)	0	(898)	(114,274)
<i>Projected Carry Over through June 2021 (\$)</i>	0	0	0	0	0	17,754	17,754
<i>Projected Carry Over through June 2021 (%)</i>	0%	0%	0%	0%	0%	89%	4%



**work2future**  
**Preliminary Financial Status Report as of 04/30/2021**  
**PD 10 Status 3**

Other Funds	CWDB	BOS	Total
<b>I. Actual as of June 30, 2020</b>			
Grant Period	N/A	N/A	
Original Allocation	5,000	15,454	20,454
Expenditure/Encumbrances as of June 2020	(958)	(5,254)	(6,212)
Total Actual Expenditures/Encumbrances as of June 2020	(958)	(5,254)	(6,212)
Available Funds for FY 2020-2021	4,042	10,200	14,242
% Remaining	81%	66%	70%
<b>II. Actual Expenditures</b>			
Available Funds for FY 2020-2021	4,042	10,200	14,242
Expenditures as of April 30, 2021	0	(1,075)	(1,075)
Encumbrances as of April 30, 2021	0	0	0
Cumulative Expenditures as of April 30, 2021	0	(1,075)	(1,075)
\$ Remaining	4,042	9,125	13,167
% Remaining	100%	89%	92%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
Projected Carry Over through June 2021	4,042	9,125	13,167
Projected Carry Over (%) through June 2021	100%	89%	92%

**II.B.**

**Performance Report  
As of March 31, 2021**

**[Action]**

work2future  
WIOA Performance Outcomes Report 3rd Quarter  
(Run date: 04-15-21)

**PY 2020 3rd Quarter**

Performance Measures	WIOA Perf. Goals	Actual	Success Rate
<b>ADULT</b>			
Entered Employment Rate 2nd Qtr	62.0%	69.8%	112.6%
Entered Employment Rate 4th Qtr	61.0%	65.5%	107.3%
Median Earnings	\$6,250.00	\$8,913.00	142.6%
Attainment of a Degree or Certificate	55.0%	50.0%	90.9%
Measurable Skills Gain	45.0%	25.8%	57.3%
<b>DISLOCATED WORKERS</b>			
Entered Employment Rate 2nd Qtr	65.0%	66.9%	102.9%
Entered Employment Rate 4th Qtr	67.0%	68.1%	101.7%
Median Earnings	\$7,800.00	\$11,869.00	152.2%
Attainment of a Degree or Certificate	58.0%	57.5%	99.1%
Measurable Skills Gain	47.0%	23.5%	50.1%
<b>YOUTH</b>			
Placement in Employment or Education 2nd Qtr	71.0%	72.7%	102.4%
Entered Employment Rate 4th Qtr	67.5%	69.4%	102.9%
Median Earnings	\$3,390.00	\$6,476.00	191.0%
Attainment of a Degree or Certificate	57.5%	30.8%	53.5%
Measurable Skills Gain	49.7%	10.0%	20.1%
<b>Overall Performance - Local Target (100%)</b>	<b>Exceeded 9 / 15</b>		
<b>Overall Performance - State Target (90%)</b>	<b>Exceeded 11 / 15</b>		

**II.C.**

**April 2021**

**Labor Market Summary**

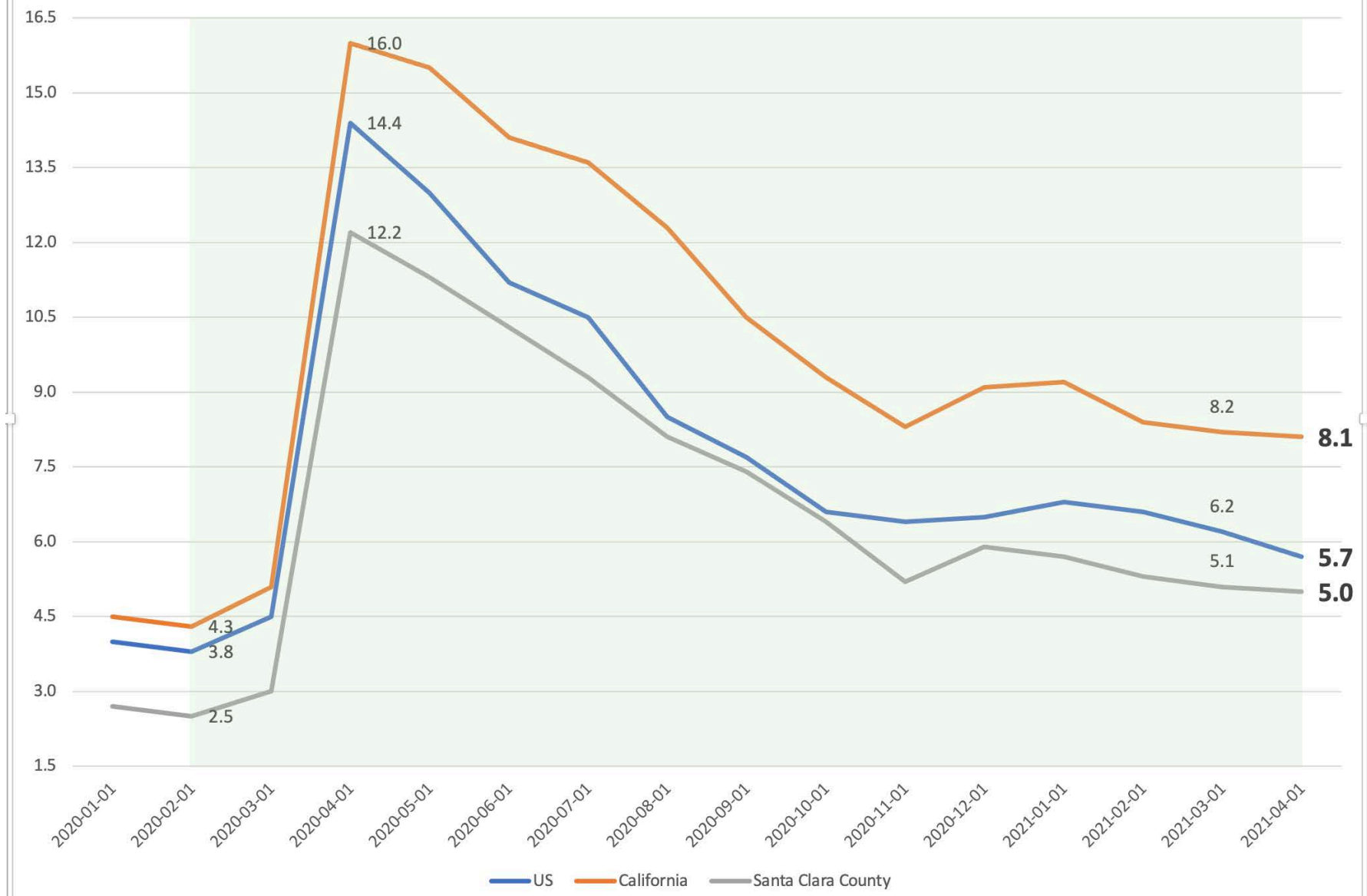
**[Action]**

# Labor Market Summary

**April 2021**

Monthly unemployment rate snapshots show continued but slowing improvement locally, with rates remaining about twice above pre-pandemic levels

# Comparative Unemployment Rates



Rates are in percent

# What's Changed Since April 2020?

## April 2021

	Labor Force	Employment	Unemployment	Unemployment Rate	Year-Over-Year Change Labor Force	Year-Over-Year Change Employment	Year-Over-Year Change Unemployment
Santa Clara County	1,003,800	953,900	49,900	5.0%	-3,400	69,300	-72,600
<b>San Jose city</b>	<b>529,900</b>	<b>500,600</b>	<b>29,300</b>	<b>5.5%</b>	<b>-11,900</b>	<b>36,300</b>	<b>-48,200</b>
Gilroy	30,500	25,700	4,700	15.6%	100	-3,800	3,800

HOWEVER ...

The improvement in unemployment rates is due partly to people dropping out of the labor force. This is especially true at the state level and it is also true in San Jose.

See Cal Matters newsletter, Whatmatters

<https://calmatters.org/newsletters/whatmatters/2021/04/california-unemployment-rate-workforce/>

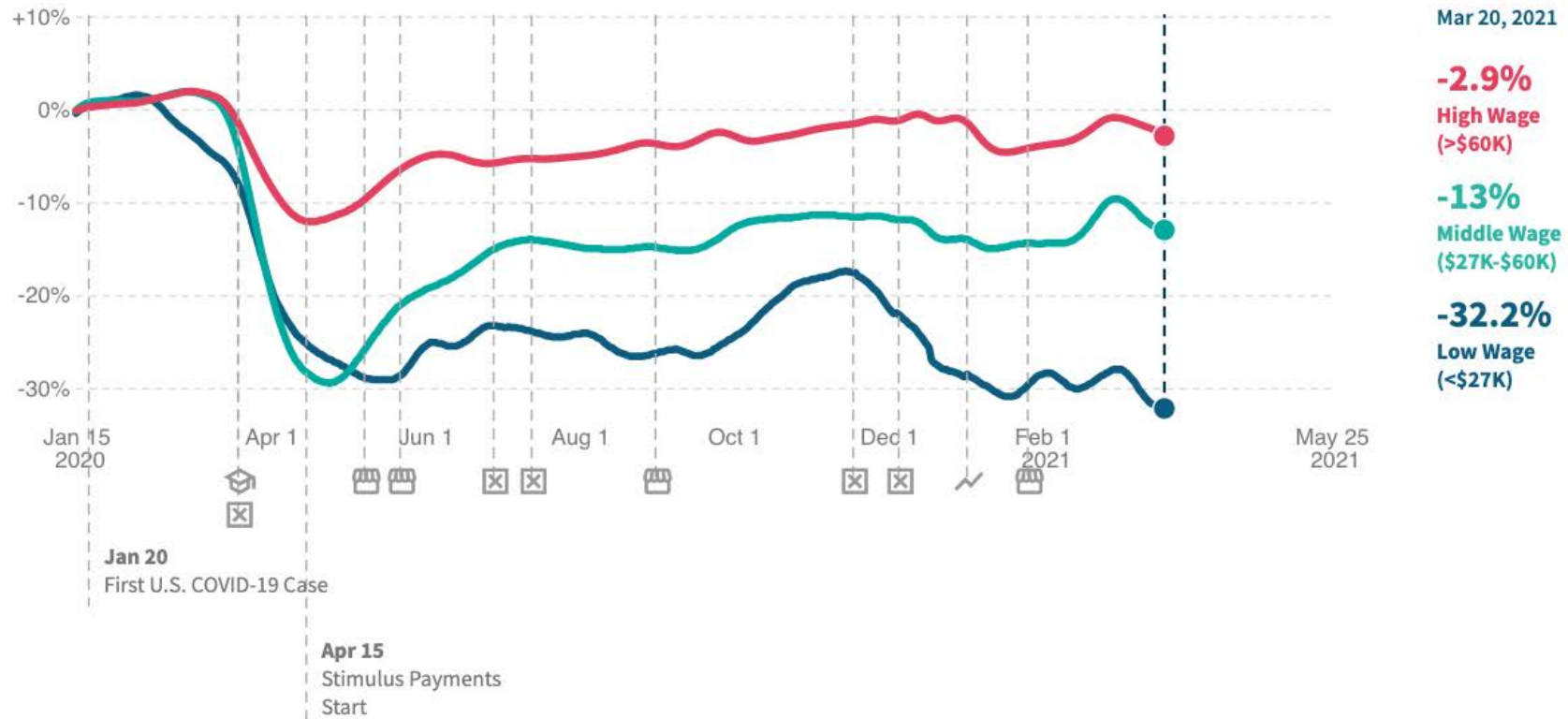
# An Uneven Recovery

- Low Wage jobs took a big hit and have been slowest to recover. Middle Wage jobs took an equally big hit but have recovered much faster. High Wage jobs took a much smaller hit and have nearly recovered.
- Weekly initial unemployment assistance claims in Santa Clara County in the Leisure and Hospitality and the Retail Trade sectors remain many orders of magnitude above pre-pandemic levels. Health Care and Social Assistance also remains substantially elevated.



## Percent Change in Employment\*

In **Santa Clara**, as of **March 20 2021**, employment rates among workers in the bottom wage quartile **decreased** by **32.2%** compared to January 2020 (not seasonally adjusted).



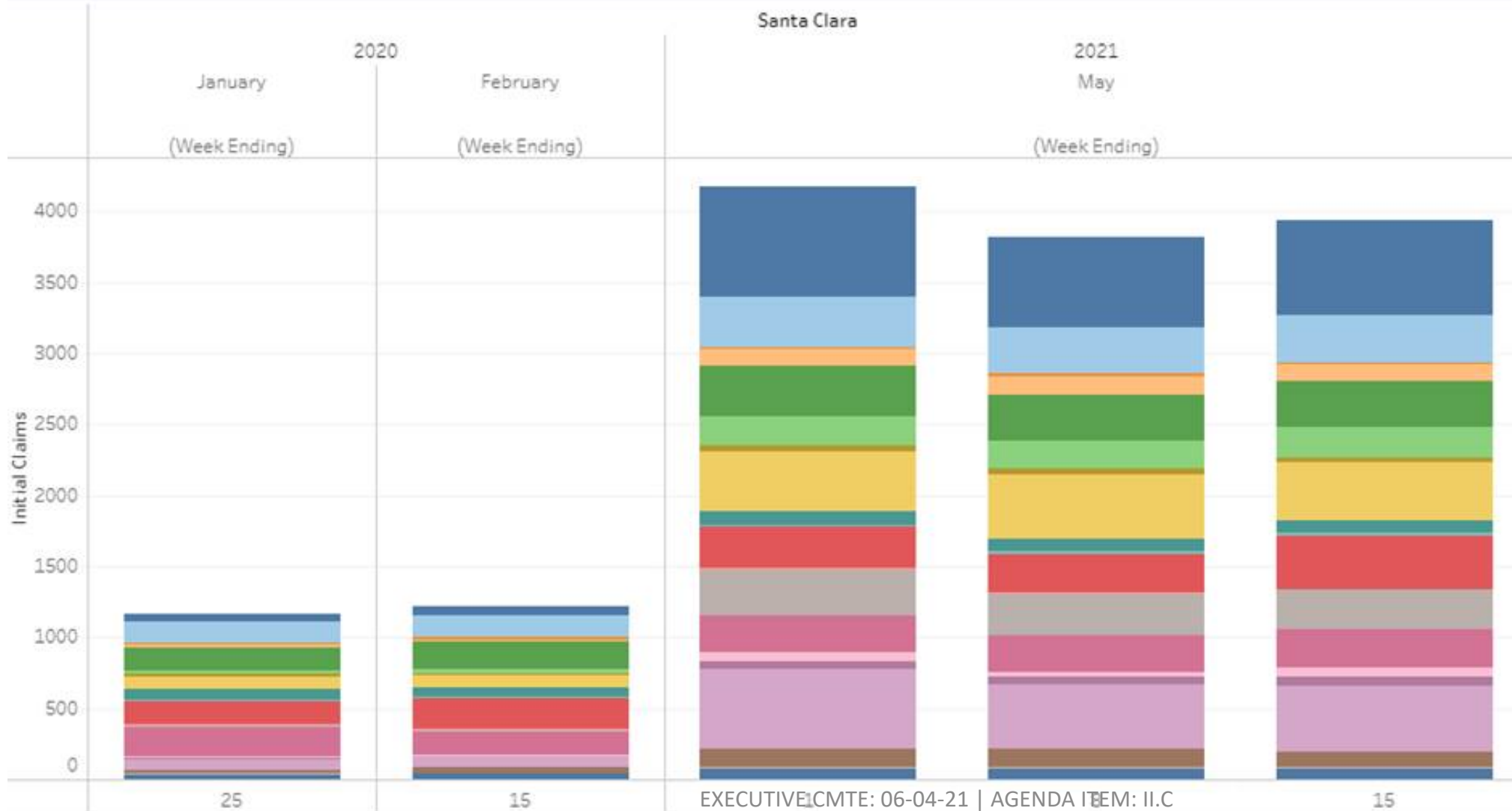
data source: **Earnin, Intuit, Kronos, Paychex**

\*Change in employment rates (not seasonally adjusted), indexed to January 4-31, 2020. This series is based on payroll data from Paychex and Intuit, worker-level data on employment and earnings from Earnin, and timesheet data from Kronos. The dotted line is a prediction of employment rates based on Kronos and Paychex data.

last updated: **May 19, 2021** next update expected: **May 28, 2021**

visit [tracktherecovery.org](https://tracktherecovery.org) to explore

### Weekly Initial Claims by Industry Sector



Industry Sector  
(All) ▾

County  
Santa Clara ▾

Claims by Date  
(Multiple values) ▾

- Industry Sector**
- Accommodation and Food ...
  - Administrative and Suppo...
  - Agriculture, Forestry, Fish...
  - Arts, Entertainment, and ...
  - Construction
  - Educational Services
  - Finance and Insurance
  - Health Care and Social As...
  - Information
  - Management of Companie...
  - Manufacturing
  - Mining, Quarrying, and Oil...
  - Other Services (except Pu...
  - Professional, Scientific, a...
  - Public Administration
  - Real Estate and Rental an...
  - Retail Trade
  - Transportation and Ware...
  - Utilities

# Correlation with COVID-19

Eastern San Jose and the south county areas around and including Gilroy have experienced most of the highest concentrations of COVID-19 infections. These areas also have most of the highest concentrations of Low Wage workers.

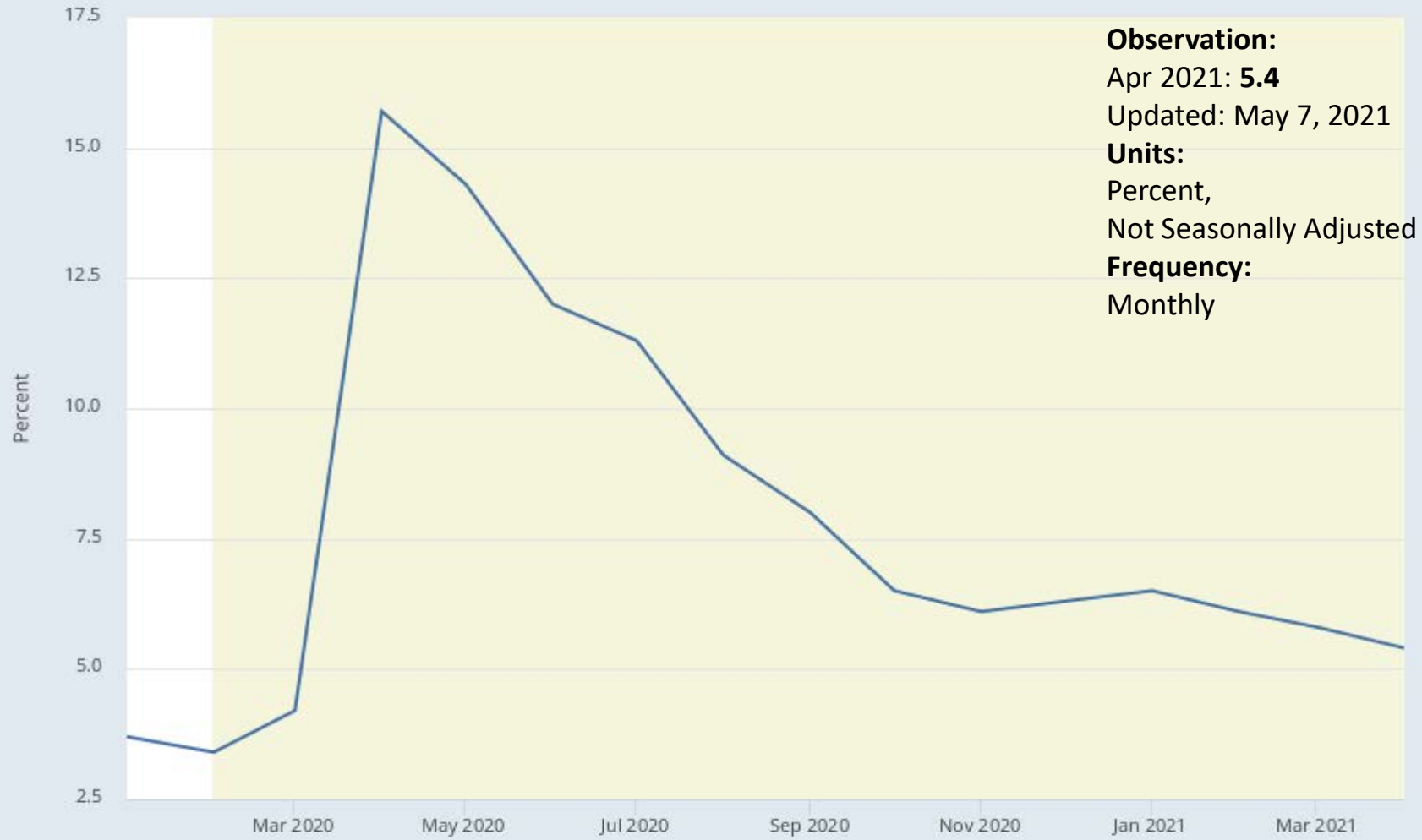
# Demographic Unevenness

Nationally\*, women, African Americans, Latinx and young workers suffered much higher levels of peak unemployment than other demographic groups. They have also tended to experience a slower recovery and remain significantly above their already high pre-pandemic levels (except women, who had low pre-pandemic unemployment rates)

\*Monthly demographic snapshots are not reliably available at state and local levels.



Unemployment Rate - Women



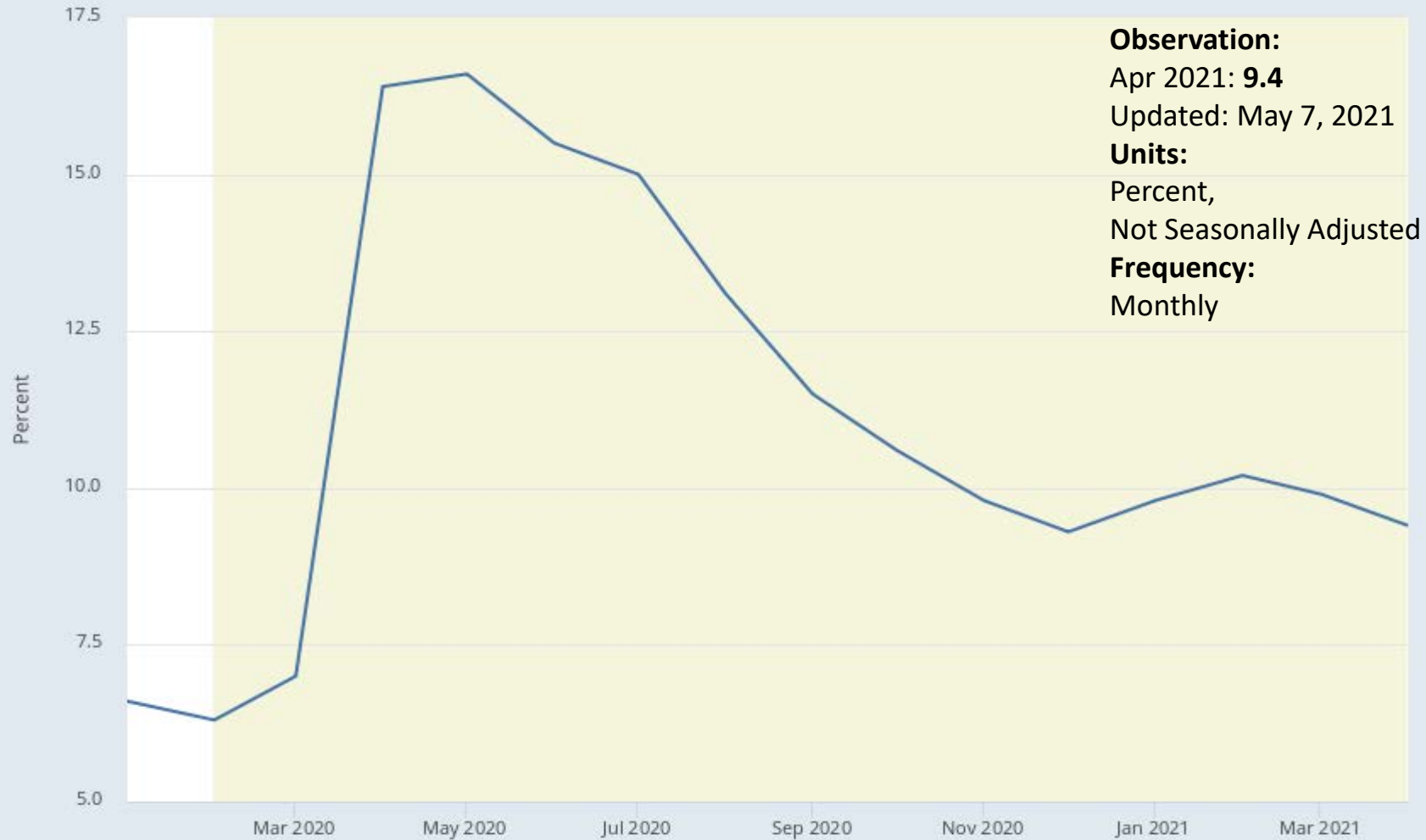
**Observation:**  
Apr 2021: **5.4**  
Updated: May 7, 2021  
**Units:**  
Percent,  
Not Seasonally Adjusted  
**Frequency:**  
Monthly

Source: U.S. Bureau of Labor Statistics

[myf.red/g/EhuY](https://myf.red/g/EhuY)



Unemployment Rate - Black or African American



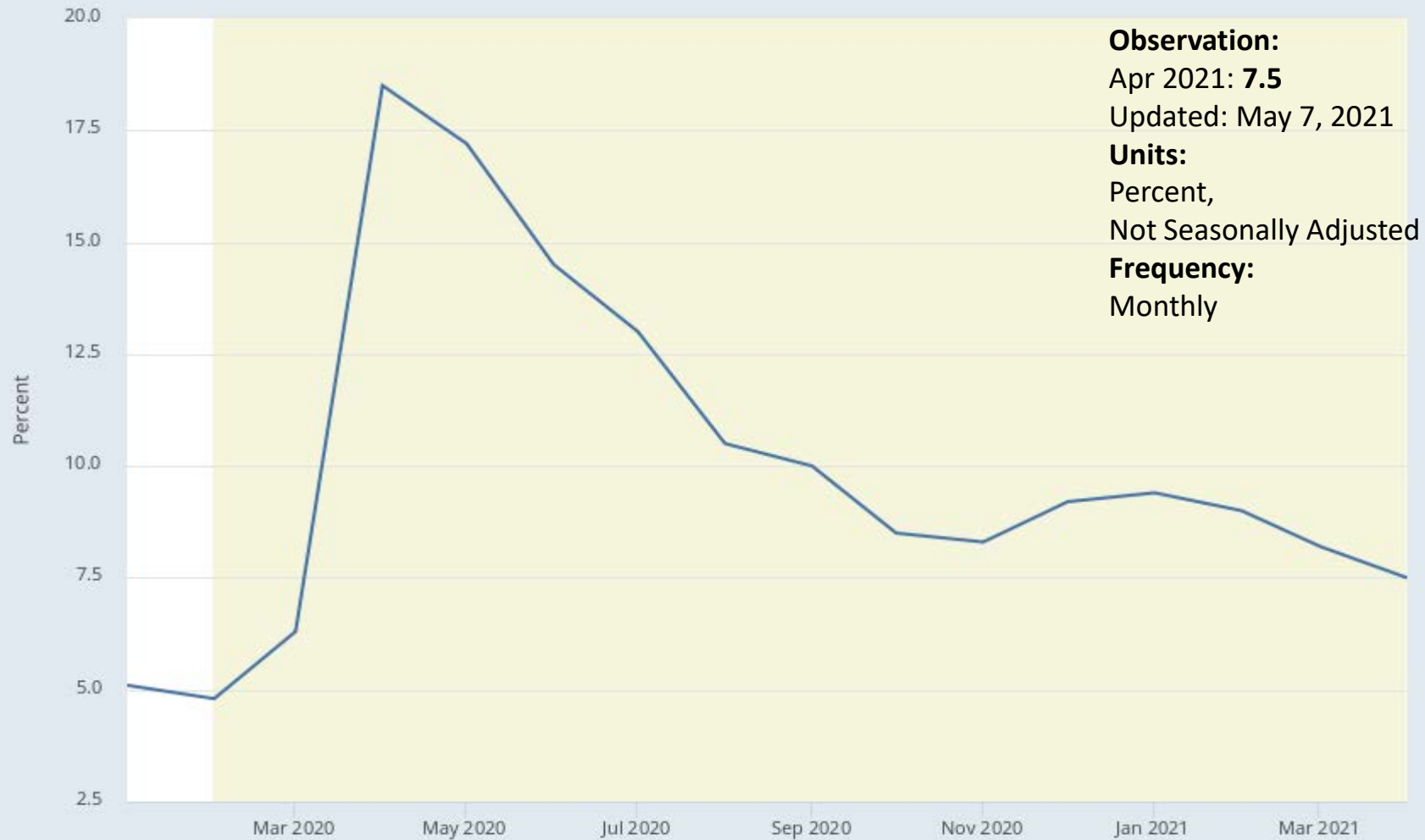
**Observation:**  
Apr 2021: **9.4**  
Updated: May 7, 2021  
**Units:**  
Percent,  
Not Seasonally Adjusted  
**Frequency:**  
Monthly

Source: U.S. Bureau of Labor Statistics

[myf.red/g/Ehv4](https://myf.red/g/Ehv4)



Unemployment Rate - Hispanic or Latino



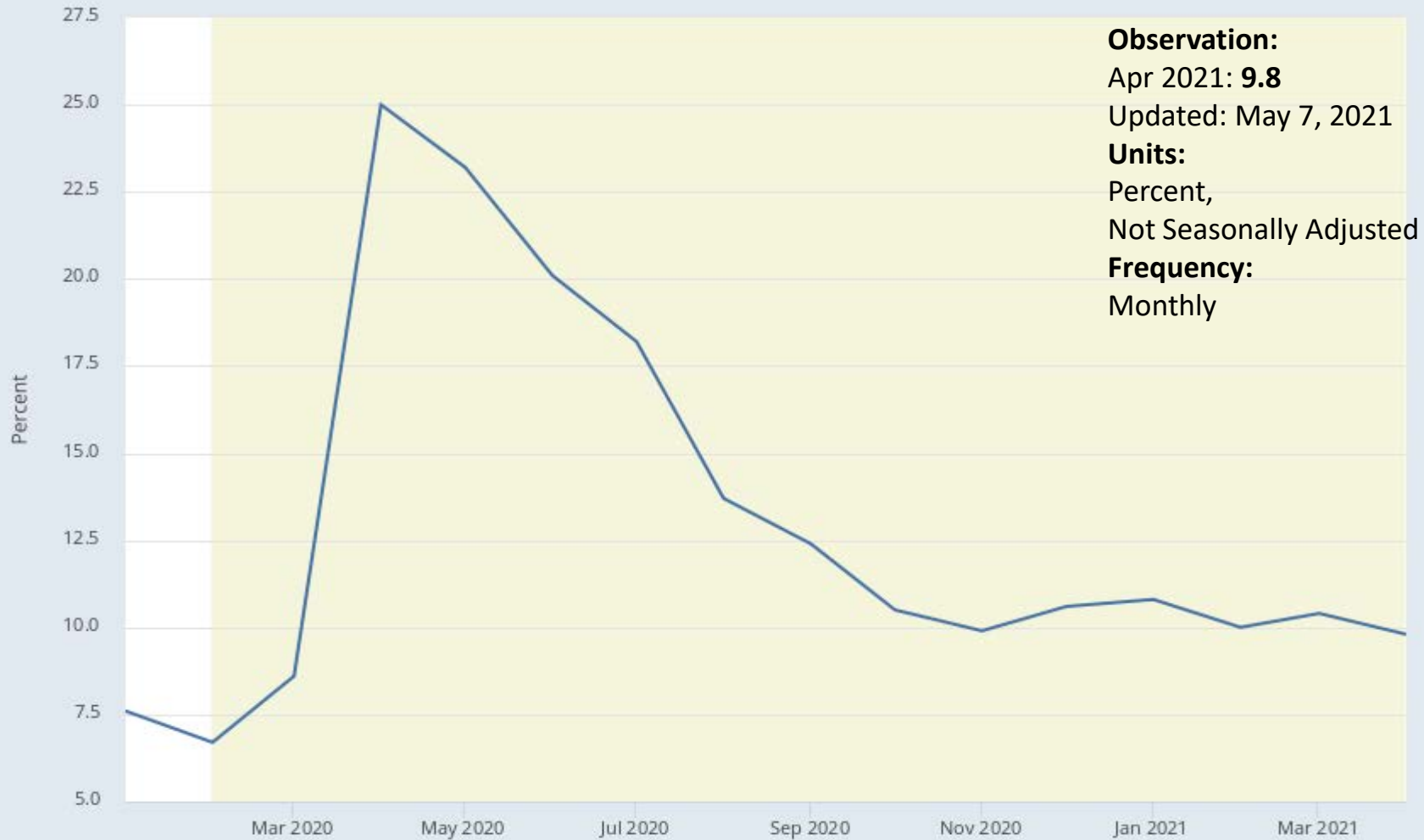
**Observation:**  
Apr 2021: 7.5  
Updated: May 7, 2021  
**Units:**  
Percent,  
Not Seasonally Adjusted  
**Frequency:**  
Monthly

Source: U.S. Bureau of Labor Statistics

[myf.red/g/Ehuy](https://myf.red/g/Ehuy)



Unemployment Rate - 20-24 Yrs.



**Observation:**  
Apr 2021: **9.8**  
Updated: May 7, 2021  
**Units:**  
Percent,  
Not Seasonally Adjusted  
**Frequency:**  
Monthly

Source: U.S. Bureau of Labor Statistics

[myf.red/g/Ehun](https://myf.red/g/Ehun)



# What might work2future do?

- Increase emphasis on
  - Strategic and holistic programs approach to support attainment of quality jobs, economic mobility
  - Improving community outreach and engagement to reach underrepresented/underserved communities
  - Improving business intelligence and employer engagement for strategic gains
  - Ensuring that South County services are robust and align with need
- Move comprehensive one-stop to east side
- Add presence in satellite locations (Library branches? Others?)
- Build effective strategic partnerships

For more information:

Lawrence Thoo, Strategic Engagement Manager

work2future

(408)794-1170

[lawrence.thoo@sanjoseca.gov](mailto:lawrence.thoo@sanjoseca.gov)

**III.**

Open Forum

**IV.A.**

**Minutes Approval**

**[Action]**

**EXECUTIVE COMMITTEE MEETING****April 15, 2021**

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

**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**

In the absence of Chair Flynn, Vice-Chair Koepp-Baker called the Zoom meeting to order at 11:35 am.

**Roll Call****Present:** L. Auerhahn, C. Bojorquez, G. Chao, S. Koepp-Baker, R. Perez**Absent:** J. Flynn, M. Lucero**II. CONSENT ITEMS**

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

**A. Financial Status as of February 28, 2021****III. PUBLIC COMMENT – None****IV. BUSINESS ITEMS****A. Old Business****1. Minutes Approval****ACTION:** On a motion by Mr. Bojorquez, seconded by Ms. Auerhahn, the committee unanimously approved the minutes of the February 25, 2021 special meeting.**B. New Business****1. Director's Report**

Director Melchor reported on the following:

- No findings from the Employment Development Department's most recent program and fiscal monitoring.
- Library co-location delays because of the pandemic and efforts to find a location to provide services on the east side of San Jose.
- Resilience Corps, an initiative in the Mayor's March Budget Message that would provide subsidized work opportunities through a vaccination program, food distribution, environmental activities, tutoring and small businesses. work2future would assist with the latter three.
- A joint career fair with San Jose City College, April 28-30, 2021
- The pending Cohort Training graduation of 21 participants in the Evolve Earn-and-Learn Pilot project, a paid work experience and cohort training collaboration with Ohlone College, the Alameda County Workforce Board, and Evolve Manufacturing Technologies in Fremont, with all expected to receive employment offers upon completion of their work experience.

- Recruitment of youth for the Facebook Career Connections Project which will provide paid virtual digital marketing internships by pairing each participant with a COVID-impacted small business; a May launch is planned.

**2. Pending Requests for Proposals**

Contracts Manager Brennan reported on the development of two Requests for Qualifications (RFQ), one for Adult and Dislocated Worker workshop providers and one for Youth career technical training providers, and a Request for Proposals (RFP) for the One-Stop Operator. The RFQs and RFP are on a simultaneous timeline with their release on April 19, 2021, proposals due on May 13, 2021 and the notices of intent to award on June 17, 2021. Ms. Brennan asked committee members to support outreach efforts by forwarding emails of organizations who may be interested in submitting a proposal. Ms. Brennan answered questions regarding the RFP review process and timeline. Committee members were asked to participate in the review process, if available, and send their ideas to either Contracts Manager Brennan or Director Melchor.

**3. Community Youth Forum**

Through staff, Mr. Estill notified the committee that he would not present a report as there had been only organizing activity in the background since the March Board meeting.

**4. Business Services Committee**

Chair George Chao reported on the meeting of the Business Services Committee on March 13, 2021. The committee discussed employer engagement strategies, recruitment services, and had a presentation on the State Employer Training Panel (ETP). In order to make progress with their workplan, the Business Services Committee agreed to conduct 90-minute monthly meetings beginning Tuesday, May 11, 2021.

**V. OTHER**

- A.** Executive Committee members agreed to reschedule their next meeting from May 20, 2021 to June 1, 2021.

**VI. ADJOURNMENT at 12:19 p.m.**

**IV.B.**

**Director's Report**

**[Discussion]**

## **DIRECTOR'S REPORT**

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

- Facebook Digital Marketing Internships Project
- Resilience Corps

###



## **IV.C**

# **Selection of FY 2022-FY 2027 Workshop and Training Providers**

**[Action]**



# Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Colleen Brennan

SUBJECT: **See Below**

DATE: June 1, 2021

---

**Approved**

**Date**

---

**SUBJECT: Selection of FY 2022–FY 2027 Workshop and Career Technical Training Providers**

## **RECOMMENDATION**

Recommend that the Board direct staff to negotiate and execute a two-year agreement, with an option for up to two two-year extensions based on performance and funding availability, as follows:

1. With each of the following three organizations to provide workshops for the Workforce Innovation and Opportunity Act (WIOA) Adult Program and Dislocated Worker Program:
  - ConXión to Community (Center for Training and Careers, Inc.)
  - San Jose Evergreen Community College District—Workforce Institute
  - Gavilan Community College
2. With the following organization to provide Youth Career Technical Training:
  - Gavilan Community College

If approved, the Executive Committee’s recommendation will be agendized for the Board’s June 17, 2021 meeting.

## **BACKGROUND**

### Adult/Dislocated Worker Workshops

The Adult/Dislocated Worker workshop model was designed to increase the number and types of workshops available to clients through a Workshop Provider List, with scheduling and management of workshops provided by the selected Adult/Dislocated Worker services provider. Based upon client feedback on available workshops and employer needs, work2future reserves the right to release additional Requests for Qualifications (RFQs) to solicit additional workshops as necessary.

### Youth Career Technical Training

The youth career technical training model has been implemented successfully since 2012, with work2future’s youth clients benefiting from a variety of training. By providing youth clients with

career technical training, work2future assists them to acquire the skills they need to begin their career path.

RFQ Process

Both the Adult and Dislocated Worker Workshops RFQ and the Youth Career Technical Training RFQ were released on April 20, 2021 on WebGrants, the City’s Grants Management system. In addition to posting the RFQ on WebGrants, which makes it available to over 5,000 users, announcements regarding the release of the Adult and Dislocated Worker Workshops RFQ and the Youth Career Technical Training RFQ were distributed to over 80 stakeholders, including work2future Board members, work2future partners, current providers, community colleges, non-profits from around the region, local workforce development boards, and the California Workforce Association.

Separate pre-proposal technical assistance conferences for each RFQ were held on April 23, 2021 via Zoom. There was one attendee for the Adult and Dislocated Worker Workshops conference. There was only one question asked, regarding proposing for more than one of the posted RFQs and the one posted RFP. There were four attendees for the Youth Career Technical Training conference. The questions asked related to clarification of RFQ requirements for meeting WIOA employment requirements and clarification of provider financial accounting experience requirements. Responses to questions received at the conferences as well as questions subsequently received via email were posted on WebGrants for all proposers to view. The deadline for submittal of proposals was 4:00 p.m. on May 19, 2021.

The separate RFQ rating panels were selected to avoid any situation where the evaluators could be subject to competing professional or personal obligations, or personal or financial interests, that would make it difficult for them to fulfill their duties fairly.

RFQ Evaluation Criteria:

The RFQ evaluation categories and point values were identical for both RFQs.

Organization, Structure, Experience and Past Performance	20 Points
Staff Experience and Qualifications	20 Points
Workshop /Training Plan Narrative	35 Points
Employer Linkages	25 Points
TOTAL AVAILABLE	100 Points

As with similar RFQs in the past, a minimum threshold of 80 out of the 100 possible total points was required to qualify for the Workshop Provider or Career Technical Training List. The WebGrants system averages the scores of the individual reviewers to reach the final score for each proposal.

## **ANALYSIS**

### **Adult/Dislocated Worker Workshops**

The Adult and Dislocated Worker Workshops RFQ solicited proposals to present job skills workshops between three and 50 hours long to WIOA Adult and Dislocated Worker clients at work2future's Job Center locations in San Jose and Gilroy.

Three organizations submitted proposals. All three of the proposals received scores that met the minimum threshold to qualify to be on the Workshop Provider List based on the review panel's scoring of the evaluation criteria.

#### Proposing Organizations:

- ConXión to Community (Center for Training and Careers, Inc.);
- San Jose Evergreen Community College District—Workforce Institute;
- Gavilan Community College.

Based upon the final scoring from the rating panel, it is recommended that work2future should enter into negotiations with ConXión to Community, San Jose Evergreen Community College District—Workforce Institute, and Gavilan Community College to provide the services detailed in the Adult and Dislocated Worker Workshops RFQ.

The three recommended organizations presented a variety of workshop topics that will prepare Adult and Dislocated Worker clients for the job market.

**ConXión to Community** has cultural competencies embedded in its mission. It focuses on providing the most relevant training to the most difficult to serve population. ConXión proposes to provide workshops to address the deficiencies in digital literacy in the populations work2future serves. Workshops proposed include Microsoft Office applications and also other digital literacy such as Google Drive and Adobe.

**San Jose Evergreen Community College District—Workforce Institute** workshops proposed include those which will improve general business skills such as Business Writing and Math. They also propose workshops to address current needs of many businesses such as Zoom and Remote Work Etiquette. Workshops will be provided in the evenings to accommodate work2future's clients who cannot attend in the daytime.

**Gavilan Community College** is a recognized Hispanic Serving institution (HSI) from the Department of Education. Gavilan proposes to provide workshops geared to help participants get jobs in work2future's Priority Industry Sector of Construction, such as introductory workshops in electricity and plumbing, as well as providing the basics in Computer applications.

All of the selected providers recognize the importance of using employer linkages to connect clients with job opportunities in local businesses. These linkages include collaborations with chambers of commerce, economic development boards, and nonprofits such as Growth Sector, use of industry panels to inform workshop choices, employers on the providers' boards,

employers as advisors to the provider, employers as guest speakers to the clients, and employers offering job opportunities at job fairs.

The workshops that the selected providers will provide will prepare clients for careers in work2future's priority sectors with a customer-centered design to look first at what the client needs, and then, using cultural competencies, to develop an appropriate menu of services to meet those needs.

The diversity of offerings from all of the recommended providers will ensure that work2future clients have a wide variety of workshops from which to choose. The selection of workshops will also meet the needs of the employers in the area for a well-trained, qualified workforce.

#### Career Technical Training

Career technical training is designed to prepare youth with direct experiential skills in the area of the training. The youth are given basic knowledge of the job and trained in actual tasks that they will be performing in the career they have chosen.

One organization submitted a proposal for Career Technical Training. This organization received scores that met the minimum threshold to qualify to be on the Career Technical Training Workshop Provider List based on the review panel's scoring of the evaluation criteria.

Proposing Organization:

- Gavilan Community College

Based on the final scoring from the rating panel, it is recommended that work2future should enter into negotiations with Gavilan Community College to provide the career technical training services detailed in the Youth Career Technical Training RFQ.

**Gavilan Community College** has a robust infrastructure in place to provide Career Technical Training to work2future Youth clients. Gavilan has been successfully providing career training through its Contract and Community Education program for over three years, including remote training. Career Technical Training has been provided in Priority Industry Sector occupations such as Pharmacy Tech, Phlebotomy and Certified Medical Assistant and Welding.

#### **BUDGET**

##### Adult/Dislocated Worker Workshops

Funding for Adult and Dislocated Worker workshops solicited under the Adult and Dislocated Worker Workshops RFQ will be subject to receipt of the actual allocation and budget approval by the work2future Board. Adult workshop vendors will be paid for training at a rate not to exceed \$150 per hour.

##### Youth Career Technical Training

Funding for Youth career technical training solicited under the Youth Career Technical Training RFQ will be subject to receipt of the actual allocation and budget approval by the work2future Board. Career Technical Training vendors will be paid at the rate of \$2,000 per client.

EXECUTIVE COMMITTEE  
Subject: Workshop and Training Providers  
June 1, 2021  
Page 5 of 5

*/s/*  
COLLEEN BRENNAN  
Contracts Manager

cc: Monique Melchor  
Jeff Ruster

**IV.D.**

**One-Stop Operator for  
FY 2022-FY 2025**

**[Action]**



# Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Colleen Brennan

SUBJECT: **See Below**

DATE: June 1, 2021

---

**Approved**

**Date**

---

**SUBJECT: One-Stop Operator for FY 2022 through FY 2025**

**RECOMMENDATION**

Recommend that the Board direct staff to negotiate and execute a one-year agreement with San Jose Evergreen Community College District—Center for Economic Mobility to serve as One Stop Operator for Fiscal Year 2021-22, with an option for contract extensions for up to three additional years based on successful performance and funding availability.

If approved, the recommendation of the Executive Committee will be agendized for the Board’s June 17, 2021 meeting.

**BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) mandates that a One-Stop Operator be procured every four years. The Request for Proposals (RFP) detailed the following required core responsibilities of the One-Stop Operator: 1) to monitor and facilitate implementation of required partner onsite services at the Comprehensive America’s Job Center of California (AJCC), as outlined in the MOUs signed by each partner in 2016; 2) to convene and facilitate one meeting per quarter with all partners and WIOA-funded service providers to share best practices and foster collaboration; 3) to develop and implement a partner engagement strategy to ensure partners continue to work well together to build a cohesive system; and 4) to report on these activities to the Workforce Development Board or Committees as requested.

The One-Stop Operator RFP allowed for four additional tasks that the One-Stop Operator may be asked to do, subject to funding allocation and successful performance of the required core responsibilities. These are: 1) Analyze work2future’s work groups internal processes for opportunities to streamline; 2) Research technologies that could be utilized by work2future to improve processes, reporting or other data-driven outputs; 3) Analyze client flow and client and staff processes for opportunities to incorporate Human Centered Design; and 4) Other tasks related to continuous quality improvement.



**ANALYSIS**

The RFP for One-Stop Operator was released on April 19, 2021 on WebGrants, the City’s Grants Management system. In addition to posting the RFP on WebGrants, which makes it available to over 5,000 users, announcements regarding the release of the RFP was distributed to over 80 stakeholders, including work2future Board members, work2future partners, current providers, community colleges, non-profits from around the region, local workforce development boards, and the California Workforce Association.

A Pre-proposal technical assistance conference was held on April 23, 2021 via Zoom. There were two attendees. The questions asked were regarding the number of mandated partners, co-location during COVID-19, and clarification of City’s insurance requirements. Responses to questions received at the conferences as well as questions subsequently received via email were posted on WebGrants for all proposers to view. The deadline for submittal of proposals was 4:00 p.m. on May 19, 2021.

Two organizations submitted proposals:

- Collaborative Partnering Services
- San Jose Evergreen Community College District—Center for Economic Mobility

The RFP rating panel was selected to avoid any situation where the evaluators could be subject to competing professional or personal obligations, or personal or financial interests, that would make it difficult for them to fulfill their duties fairly.

**RFP Evaluation Criteria:**

The RFP evaluation categories and point values were as follows:

Service Delivery Strategy	45 Points
Experience Related to Scope of Services	25 Points
Experience Related to WIOA, WIA, or Other Federal Funding Sources	15 Points
Experience Related to Additional Allowed Tasks	15 Points
TOTAL AVAILABLE	100 Points

The WebGrants system averages the scores of the individual reviewers to reach the final score for each proposal.

Based upon the final scoring from the rating panel, work2future staff recommends funding San Jose Evergreen Community College District—Center for Economic Mobility to provide One-Stop Operator Services. San Jose Evergreen Community College District—Center for Economic Mobility showed that they have a strong understanding of the One-Stop Operator required core responsibilities and the service delivery strategy necessary to provide the services described in the RFP. They also have experience in providing services related to the additional tasks.

EXECUTIVE COMMITTEE  
Subject: One-Stop Operator  
June 1, 2021  
Page 3 of 3

**BUDGET**

The budget allocation for One-Stop Operator Services for FY 2021-2022 is \$30,000.

*/s/*  
COLLEEN BRENNAN  
Contracts Manager

cc: Monique Melchor  
Jeff Ruster

**IV.E.**

**New Discretionary Grant  
Awards**

**[Action]**



# Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Allain Mallari

SUBJECT: **New Discretionary Grant Awards**

DATE: May 26, 2021

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**Approved**

**Date**

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## **RECOMMENDATION**

Recommend Board approval to accept the following grant funds:

1. \$250,000 in Workforce Accelerator Fund 9.0 funds to carry out the project: *Gateways to High-Road Opportunities in Manufacturing*
2. \$57,200 in state funds sub-granted for the implementation of the Veterans' Employment-Related Assistance Program led by NPower

If approved, the recommendation will be agendized for the Board's June 20, 2021 meeting.

## **BACKGROUND**

### ***Workforce Accelerator Fund 9.0***

In April 2014, the California Workforce Development Board (CWDB) and Employment Development Department (EDD) established the Workforce Accelerator Fund (Accelerator) as a new initiative for driving innovation in California's workforce system. Since April 2014, just over \$25 million has been invested, resulting in over 150 projects across the state.

Accelerator supports innovative solutions that accelerate quality employment outcomes for low-income and disadvantaged populations and that have potential for system-wide scale. Through a combination of seed funding and an initiative-wide support network, Accelerator provides an opportunity for the workforce system to align funding, programs, and services in unique, worker-centered ways. The intent is to bring successful strategies to scale and embed them into the workforce system, ultimately influencing system change.

The goal of Accelerator 9.0 is to impact economic and racial equity by creating pathways to quality jobs for workers from disadvantaged or low-income communities. Traditional workforce and education strategies have had inadequate impact, according to CWDB. Even promising

strategies lack the speed, agility, or scale needed to accelerate employment for workers desperately in need of good jobs, CWDB says.

Accelerator 9.0 is consistent with past Accelerator Initiatives, but it also departs in important ways. In the context of CWDB's High Road approach, 9.0 seeks projects that blend in ways that can be scaled and replicated innovative approaches to three program areas:

- Make high growth jobs better jobs by working with employers to improve job quality
- Create income security and/or upward mobility for current workers
- Connect or "bridge" workforce programs directly to where the quality jobs are

### ***Veterans' Employment-Related Assistance Program***

EDD, in coordination with CWDB and the California Labor and Workforce Development Agency (LWDA), announced the availability of up to \$5 million in Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary funds for Veteran's Employment-Related Assistance Program (VEAP) PY 20-21 grants. VEAP grants are awarded to design, develop, and implement projects that accelerate employment and re-employment strategies for veterans.

The primary goals of the grant are to increase access to career pathways programs and to help those with significant barriers to employment enter the workforce in skilled occupations. Grant funds will support projects that increase access for veterans, align WIOA programs, implement co-enrollment strategies, leverage other program funding, provide supportive services, and create onramps to career pathways for California's veterans.

The VEAP Program Year (PY) 20-21 grant focus is to address the challenges presented to veterans by the COVID-19 pandemic. Veterans and their families have been disproportionately impacted by COVID-19, LWDA reports, and require additional support and resources to secure a future in the emerging post-pandemic labor market. Therefore, the VEAP grant seeks to address the challenges presented by COVID-19, particularly the impact of widespread closures that have resulted in rising levels of unemployment and limited access to education, training, and reemployment opportunities.

### **ANALYSIS**

#### ***Workforce Accelerator Fund 9.0***

On May 14, 2021, the State of California announced the recipients of the Workforce Accelerator 9.0 grant. A partnership led by work2future was awarded \$250,000 for its proposal: "Gateways to High-Road Opportunities in Manufacturing". Joining work2future in the partnership are Growth Sector, a workforce development nonprofit, Cobham Advanced Electronic Solutions, Evergreen Valley College, Ohlone College, the Silicon Valley Leadership Group and others.

The partners' primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by focusing job training and placement opportunities especially on Silicon Valley's Latino and Southeast Asian communities. The grant will support the development and assessment of two model gateways to careers in advanced manufacturing:

- A. Employer, community college and workforce board partners will collaborate on development of an accelerated Earn & Learn small-cohort model that combines employer-based classroom training and paid work experience into an integrated work-based learning opportunity that culminates in unsubsidized employment as entry-level manufacturing technicians or an apprenticeship path to employment.
- B. STEM Core Bridge Programs will provide paid 5-week experiences on-site at partner community colleges combining algebra fundamentals and completion of employer-submitted hands-on projects. Program completers will stay on as unsubsidized employees with their Earn & Learn host employer and/or pursue the Engineering Technologist Apprenticeship available at four participating Bay Area colleges

The partners have the following project objectives:

- A. Enroll 25 participants in the Bridge Program on-site at community college partners with 80% completion rate (20 individuals)
- B. Develop a sustainable model for accelerated Earn-and-Learn work-based learning-to-employment Cohort Training program through one cohort of five job seekers at each of three employers (a total of 15 job seekers, with 80% of participants placed into employment as technicians.

The term of the grant is from June 1, 2021 to December 31, 2022.

Proposed Budget

Budget Details	Amount
Staff Salaries	\$14,954
Staff Benefits	7,616
Travel and Operating Expenses	1,221
Participant Wages and Fringe Benefits	130,400
Distribution to Subrecipients	90,000
Indirect Costs	5,809
<b>Total</b>	<b>\$250,000</b>

***Veterans' Employment Related Assistance Program***

NPower Inc., a national non-profit organization that creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities will be the lead agency for this grant.

The project named "The NPower Veteran Patriot Project" targets low-income veterans who make no more than 200% of the federal poverty threshold. Its aim is to co-enroll 230 Veterans in both NPower and work2future's programs, capitalizing on WIOA eligibility and leveraging other training funds whenever possible with the goal of improving the careers and lives of local veterans and engineer a better system to upskill underrepresented people for in-demand tech jobs. The NPower Veteran Patriot Project would reach veterans living throughout the state, with primary reach in Silicon Valley but also include those in San Francisco, Sacramento, and as far as away as San Diego.

NPower will provide tech skills training through three separate tracks, all of which lead to industry-recognized certificates: Tech Fundamentals, Cloud Computing and Cybersecurity. These programs range in length from 12 to 24 weeks and run in sessions twice a year in Spring and Fall, with cohorts typically comprised of 10 to 30 participants.

Participants will then have a chance to complete at least a 7-week paid internship, which provides real-world experience that builds upon their classroom instruction and gives corporate partners opportunities to assess talent. Through the training and apprenticeship programs, clients will gain the knowledge, qualifications and industry-recognized certification to secure job placements in the tech industry.

NPower will sub-grant \$57,200 to work2future to help implement the program. work2future's roles are to refer clients to NPower and co-enroll participants, and provide each participant with an assessment of WIOA eligibility, individual career coaching and access to their services. work2future will also play a key role in promoting participation in the Veterans Continuum of Opportunity Council, helping to engage employers and stakeholders that serve Veterans, co-lead meetings, assist in outreach to other Workforce Development Boards, and collaborate on authoring the white paper.

The term of the grant is from April 1, 2021 to March 31, 2022.

Proposed Budget

Budget Details	Amount
Staff Salaries	\$28,224
Staff Benefits	18,011
City-Wide Overhead	10,965
<b>Total</b>	<b>\$57,200</b>

/s/  
ALLAIN MALLARI  
Finance Manager

cc: Monique Melchor  
Jeff Ruster

/am

**IV.F.**

**San Jose Works 7.0 Funding**

**[Action]**





# Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Allain Mallari

SUBJECT: **San Jose Works 7.0 Funding**

DATE: May 26, 2021

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**Approved**

**Date**

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## **RECOMMENDATION**

Recommend Board approval of funding for the San Jose Works 7.0 program as follows:

1. Acceptance of \$1,500,000 in City of San Jose funds to support the program.
2. Allocation of \$2,429,260 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program.

If approved by the Executive Committee, the recommendation will be agendized for the Board's June 20, 2021 meeting.

## **BACKGROUND**

Since 2015, work2future has successfully managed the San Jose Works program (SJ Works) for the City of San José, funded from the City's General Fund.

SJ Works is a collaboration between work2future, the City's Parks, Recreation, and Neighborhood Services Department (PRNS), and the Mayor's Gang Prevention Task Force (MGPTF).

During this past program year, SJ Works provided 374 youth with paid internships supported with General Fund monies provided by the City of San José. As of April 30, 2021, an additional 231 youth were placed in employer-paid job opportunities or received employment and career services. Over 89% of the subsidized youth successfully completed their paid six-week internships and 81% of the unsubsidized youth have completed their job placement period.

During this past year, the paid internships focused increasingly on private-sector placements with employers in high-growth sectors and in-demand occupations. Of the 374 paid internships, 155 were recruited from high school Career and Technical Education classes and placed with employers in advanced manufacturing, business/financial services, construction, health care and social assistance, and information technology. The remaining 219 youth were placed in internships with community centers, library branches, City departments, Council offices, and nonprofit organizations.

A notable trend is worksites advocating and requesting that current San Jose Works interns return for an additional 100 program hours. According to employer partners, the interns are demonstrating their ability to transfer work readiness training and their career pathway knowledge into productive workforce skills. Currently, Ignited Education, the Office of Council District 8 (Sylvia Arenas), Eastside Union High School District, and the Mayor's Office of Technology and Innovation have made the request to continue internships with their recent interns.

In addition, some employers are recognizing interns with high levels of interpersonal and workforce skills throughout the duration of the 100-hour internship. Upon completion of the internship, participating youth have been offered and accepted employment from worksite partners. For instance, Intrepid Electronics offered employment to two San Jose Works youth within their electronic design team and marketing team. Also, the Better Business Bureau employed two San Jose Works interns for Data Specialist positions following their internships.

All the youth successfully completed their paid internships and have also taken advantage of a variety of workshops to prepare them for real work experiences. These workshops included: Mock Interviews, Personal & Professional Branding with LinkedIn, Financial Literacy provided by Bank of America and MyPath, Communication Etiquette, Anti-Sexual Harassment and Anti-Discrimination Training, and Emotional Intelligence.

In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g., bus passes), and entrepreneurship training. Workshops provided included, in addition to the workshops above, emotional intelligence, and job readiness. Due to the pandemic, the latter training was held virtually and with facilitation of job coaches, career panelists, and partners such as MyPath, Bank of America, and Intel.

## **ANALYSIS**

In partnership with PRNS, work2future has conducted outreach for the upcoming SJ Works 7.0 program, and staff conducted on-boarding and orientations for SJ Works 7.0 during the months of April and May. The program will provide 400 youth with internships and serve 200 youth with employer-paid job opportunities and or employment and career services. The summer cohort will start June 21 and have about 200 participants, with two pending cohorts (fall/winter, spring) to follow. With participation from employers such as CreaTV, JP Graphics, Better Business Bureau, Council Districts 5 and 8, San Jose Public Library, Ignited Education, Boys & Girls Club of Silicon Valley, Italian American Heritage Foundation, Opportunity Youth Academy, and more.

SJ Works is also developing partnerships with Opportunity Youth Academy, East Side Union High School, and other non-profits that will serve as a pipeline for student recruitment.

Additionally, a mentoring program has been developed for SJ Works 7.0. The program will be piloted from mid-June to the end of August. There will be two orientation sessions for mentors in June. There will be four weekly group mentoring sessions involving 100 students from June 21 to August 13. And there will be four one-on-one sessions in which mentors meet with their mentees individually. The mentoring program will be led and facilitated by a San Jose Works Job coach who has recently joined the team.

The table below shows the projected San Jose Works 2021-2022 7.0 Program budget:

<b>PROPOSED BUDGET TO SERVE 400 YOUTH</b>	<b>AMOUNTS</b>
<b>City PRNS</b>	
Program Staff	<b>\$95,000</b>
<b>work2future Board</b>	
Youth Salaries 14-18 (6-week program, 20 hours/week at \$16.50/hr)	792,000
Employer of Record – FCCC Costs (taxes, worker’s compensation, background checks, live scans, onboarding, and program management)	350,022
Program Staff (Client Services, Financial Literacy, Payroll, etc.)	658,533
Administrative Oversight & Management	143,705
Client-related Expenses (supportive services, incentives, employment verification, job fairs, computers, etc.)	445,000
Other Expenses (supplies, mileage, facilities, utilities, copier rental, subscription, etc.)	40,000
	<b>\$2,429,260</b>
<b>Total Projected San Jose Works 7.0 Budget</b>	<b>\$2,524,260</b>
City of San Jose General Fund	1,500,000
City of San Jose General Fund 20-21 (Projected Carry Over Funding from SJ Works 6.0)	1,625,940
Funding raised from Other Sources	251,916
<b>Total Funding for SJ Works 7.0</b>	<b>\$3,377,856</b>
<b>Projected Carry Over Funding for SJ Works 8.0</b>	<b>\$853,596</b>

Note: PRNS FTE represents one dedicated staff person year around (\$95,000). The work2future Board proposed budget includes staffing for seven dedicated program staff and portions of time for work2future Director and administrative staff, all providing year-round support for the subsidized and unsubsidized programs.

Funding raised from other sources includes:

- \$100,000 from Amazon
- \$91,666 from EDP Renewables
- \$55,250 from Bank of America
- \$5,000 from Flagship

For a total of \$251,916 in additional funding for San Jose Works 7.0

Since the proposed funding sources contain projected carry-over funding from SJ Works 6.0 from work2future Board, work2future staff will reconcile the proposed budget to actuals at the end of the fiscal year (June 30, 2021), and will present a balanced budget to the Executive Committee and full Board in October/November 2021.

/s/  
 ALLAIN MALLARI  
 Finance Manager

cc: Monique Melchor  
 Jeff Ruster

/am

**IV.G.**

**Proposed FY 2022  
WIOA Budget**

**[Action]**



# Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Allain Mallari

SUBJECT: **See Below**

DATE: May 26, 2021

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Approved

Date

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**SUBJECT: Proposed FY 2021-22 WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) Budget**

**RECOMMENDATION**

Recommend Board approval of staff's proposed WIOA Budget for Fiscal Year (FY) 2021-22, including:

1. WIOA Program Operating Budget of \$8,688,558
2. WIOA Administrative Budget in the amount of \$597,613
3. Proposed WIOA estimated Rapid Response Funding of \$901,159
4. Authorization for staff to transfer funds without additional Board approval
  - a. Between budget line items, as long as there is no change to the overall amount of the program operating budget
  - b. Between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed.

Staff may adjust budget line items in October/November 2021 as part of the reconciling process to reconcile projected carry-over with actuals at the end of FY 2020-21.

If approved by the Executive Committee, the recommendation will be agendaized for the Board's June 17, 2021 meeting.

**BACKGROUND AND ANALYSIS**

On May 14, 2021, the State of California Employment Development Department (EDD) released its planned allocations for WIOA Adult, Dislocated Worker, and Youth funding streams for FY21-22. These allocations are based on the allotments to states issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment Guidance Letter 19-20, dated April 27, 2021. EDD's planned allocations for work2future reflected an approximately 3% overall increase from FY20-21 funding.

In March 2021, staff had presented to the Board three Preliminary Adult, Dislocated Worker, and Youth Program Budget Scenarios: AS IS (same allocation as FY20-21 – base budget), 5% funding reduction, and 5% funding increase.

Adjustments based on EDD's planned allocations are as follows:

<b>Proposed Sources</b>	<b>FY20-21 \$7.8m Adjusted Budget</b>	<b>Base Budget AS IS Mar 2021 Board Approved</b>	<b>Planned 3% Increase May 2021 EDD Notification</b>	<b>FY21-22 vs. FY20-21 AS IS Base Budget Change ( in \$ )</b>	<b>FY21-22 vs. FY20-21 3% Planned Allocation Change ( in \$ )</b>	<b>Base Budget AS IS vs 3% (in \$)</b>
	A	B	C	d (b-a)	e (c-a)	f (c-b)
Formula Allocation	\$5,813,009	\$5,813,009	\$5,976,134	\$0	\$163,125	\$163,125
15% Board Mandated Reserve from prior year allocation	872,058	871,951	871,951	(107)	(107)	0
Projected Carry Over from current year (includes unallocated contingency reserve)	2,578,453	1,699,014	3,334,506	(879,439)	756,053	1,635,492
Carry Over to FY 2021-22/2022-23	(871,951)	(871,951)	(896,420)	0	(24,469)	(24,469)
Administrative Funding (10% of Allocation)	(581,301)	(581,301)	(597,613)	0	(16,312)	(16,312)
<b>Proposed Funding Sources</b>	<b>\$7,810,268</b>	<b>\$6,930,722</b>	<b>\$8,688,558</b>	<b>(\$879,546)</b>	<b>\$878,290</b>	<b>\$1,757,836</b>

There is an approximately 3% increase in the planned allocation for the Adult, Dislocated Worker, and Youth Programs which amounts to \$163,125. There is also a significant increase in the projected savings due to underspending related to COVID-19. This helped in eliminating the funding shortfall (\$140,277) presented at the March Board Meeting and augmenting the current program operating budget by retaining the unallocated contingency reserve account that serves as a bank for unanticipated needs and a bridge for any funding gap in the program operating budget for the following fiscal year. Overall, in comparison to the March 2021 work2future base operating budget scenario, there is a positive change of \$1,757,836. This amount less the funding shortfall of \$140,277 in the March 2021 base budget will be reallocated to various budget line items as shown in the table below.

<b>Proposed Uses</b>	<b>FY20-21 \$7.8m Adjusted Budget</b>	<b>Base Budget AS IS Mar 2021 Board Approved</b>	<b>Planned 3% Increase May 2021 EDD Notification</b>	<b>FY21-22 vs. FY20-21 AS IS Base Budget Change ( in \$ )</b>	<b>FY21-22 vs. FY20-21 3% Planned Allocation Change ( in \$ )</b>	<b>Base Budget AS IS vs 3% (in \$)</b>
	A	B	c	d (b-a)	e (c-a)	f (c-b)
Personnel Costs	\$2,139,185	\$2,295,436	\$2,340,384	\$156,251	\$201,199	\$44,948
Non-Personnel Costs	547,133	547,133	631,979	0	84,846	84,846
One Stop Center Relocation	0	0	250,000	0	250,000	250,000
Adult Client-Related Services	1,179,480	1,179,480	1,725,399	0	545,919	545,919
Youth Client-Related Services	576,193	576,193	845,644	0	269,451	269,451
One Stop Operator	35,000	35,000	30,000	0	(5,000)	(5,000)
Distribution to Service Providers	2,437,757	2,437,757	2,290,118	0	(147,639)	(147,639)
Unallocated Contingency Reserve	895,520	0	575,034	(895,520)	(320,486)	575,034

<b>Total Proposed Uses</b>	<b>\$7,810,268</b>	<b>\$7,070,999</b>	<b>\$8,688,558</b>	<b>(\$739,269)</b>	<b>(\$878,290)</b>	<b>\$1,617,559</b>
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- Personnel Costs
  - Personnel costs budget is based on the updated base “SalFringe” report FY2021-22. Proposed employee performance increase of 2.5% and general salary/COLA increase of 3.0% are also reflected in the budget. The general salary/COLA percentage increase is still preliminary, and it will depend on what the agreement will be between the employee bargaining units and City of San Jose.
  
- Non-Personnel Costs
  - The increase in the non-personnel costs amount is due to anticipated consulting services that will be performed next fiscal year.
  
- One Stop Center Relocation Costs
  - One Stop Center is expected to be moved to the East side of San Jose by December 2020. \$250,000 is set aside for possible relocation and improvement costs.
  
- Adult and Youth Client-Related Services
  - work2future had experienced difficulties in spending the Adult & Dislocated Worker Training and Youth Work Experience dollars because of COVID-19 pandemic related challenges (e.g., low client enrollment, limited remote training and work experience opportunities, etc.). Due to this, there is a substantial amount of carry-over that needs to be spent to meet the SB 734 30% training and 20% work experience compliance requirement for Adult & Dislocated Worker and Youth programs, respectively. This is the primary reason for the increase in these budget line items.
  
- One Stop Operator
  - Budget reflects the actual costs for the current one-stop operator. This might change depending on the selection of a new provider for FY 2021-22.
  
- Distribution to Service Providers
  - The reduction is related to the decrease in the Adult and Dislocated Worker enrollment goals for FY 2021-22. Target for new enrollments is planned at 700 from 1,000 in the previous year. This is set to reflect a more realistic goal as we continue to experience the effects of the pandemic that is still expected to linger in the next fiscal year.
  
- Unallocated Contingency Reserve
  - This is the “balancing” figure in the budget. It is used to augment the current program operating budget should an unanticipated need arise or, if unspent, bridge the funding gap in the program operating budget for the following fiscal year.

**SB 734 TRAINING ALLOCATIONS**

**20% of Combined Adult (AD) and Dislocated Worker (DW) Base Funding Allocation**

Since FY 2016-17, SB 734 has required Workforce Development Boards to expend 30% of their Adult and Dislocated Worker allocations on training, a 5 percentage-point increase from the previous 25% requirement. To meet this requirement, staff proposes to allocate a training budget of 20% of the Adult and Dislocated Worker allocations, with the additional 10% to be raised by the service providers through leveraged funding.

For FY 2021-22, staff is proposing to include the FY 2020-21 carry-over amount plus 70% of the 20% training budget for the current year allocation. In the past, the full 20% training allocation is included in the current budget as we didn't have difficulties in spending the training dollars but, because of the challenges posed by COVID-19, work2future needs to catch-up first with the prior year training funds in order to comply with the SB 734 requirement. The 10% leverage funding is still expected to be met in FY 2021-22. The remaining 30% of the 20% training dollars for the FY 2021-22 allocation will be carried over in the 2<sup>nd</sup> year of the grant's life – FY 2022-23.

The table below shows the Training Budget relative to the SB 734 training expenditure requirement:

<b>WIOA ADULT AND DISLOCATED WORKER PROGRAM</b>	<b>Proposed Budget</b>
Projected Adult and Dislocated Worker Program Allocation FY 2021-22	\$4,000,307
Training Requirement (30% of Projected Allocation)	1,200,092
Training Budget at 20%*	\$800,061
Leverage Funds at 10% to be raised by Service Providers	400,031
<b>Training Funds Requirement for FY 2021-22 Allocation</b>	<b>\$1,200,092</b>
FY 2020-21 Estimated Carry-Over Training Amount	\$695,631
FY 2021-22 70% of the 20% Training Allocation	560,043
<b>SB 734 Training Budget for FY 2021-22</b>	<b>\$1,255,674</b>
<b>FY 2021-22 30% of the 20% Training Allocation to be carried over to FY 2022-23</b>	<b>\$240,018</b>

\*Training budget covers ETPL, OJT, cohort training, and SB 734 eligible workshops.

The proposed training and workshop budgets will be placed in a *funding pool* that will be universally accessible to all eligible training providers from the State Eligible Training Provider List, community colleges for Cohort Training, and all workshop providers that were selected through the Request for Proposal (RFP) process. A portion of this amount will be distributed to Equus Workforce Solutions to fund On-the-Job Training (OJT) services for eligible clients.

**WIOA YOUTH JOB READINESS/WORK EXPERIENCE TRAINING PROGRAM**

**20% of Youth Program Base Funding Allocation**

WIOA places a new priority on work-based learning by requiring that at least 20% of the Youth Program allocation be used for paid and unpaid work experience (WEX) programs. These program investments may include summer and year-round opportunities, such as pre-apprenticeship programs, internships, and OJT training.

Similar to Adult and Dislocated Worker SB 734 training allocations, for FY 2021-22, staff is proposing to include the FY 2020-21 WEX carry-over amount plus 70% of the 20% WEX budget for the current year allocation. This is again due to the catch-up that work2future needs to comply with the requirement.



<b>WIOA YOUTH PROGRAM</b>	<b>Proposed Budget</b>
Projected Youth Program Allocation FY 21-22	\$1,975,827
Less: 10% Administration	(197,583)
Youth Program Allocation @ 90%	\$1,778,244
<b>Total Youth Job Readiness/Work Experience Funds Requirement (20% of Youth Program Allocation)</b>	<b>\$355,649</b>
FY 2020-21 Estimated Carry-Over Youth Job Readiness/WEX Amount	\$356,690
FY 2021-22 70% of the 20% Youth Job Readiness/WEX Allocation	248,954
<b>Youth Job Readiness/WEX Budget for FY 2021-22</b>	<b>\$605,644</b>
<b>FY 2021-22 30% of the 20% WEX Allocation to be carried over in FY 2022-23</b>	<b>\$106,695</b>

The full amount of \$605,644 will be distributed to Equus Workforce Solutions and International Rescue Committee to cover the WIOA-required Youth work experience program. A portion of this amount can be used to fund staffing to administer the work experience program. The work experience line item is shown as a separate line item from the funding distribution to show that the 20% funding threshold as required by WIOA is met.

**WIOA ADMINISTRATIVE BUDGET**

work2future’s Administrative Budget represents 10% of the total WIOA formula allocation from the Adult, Dislocated Worker and Youth programs.

The table below shows how the Administrative funding is distributed.

<b>WIOA ADMINISTRATIVE</b>	<b>Proposed Budget</b>
Projected Adult, Dislocated Worker and Youth Program Allocation FY 2021-22	\$5,976,134
Total Proposed Administrative Budget (10% of Projected Allocation)	597,613
Personnel Costs (2.0 FTE)	\$337,128
CAO	119,405
Non-Personnel Cost	31,821
City Overhead @ effective rate of 2.83%	49,498
Distribution to Service Providers	59,761
<b>Total Proposed Administrative Budget</b>	<b>\$597,613</b>

Staff has worked with the City’s Finance Department and the Budget Office since 2015 to exempt work2future from the standard methodology that the City uses for computing overhead for grants and to allow work2future to set a rate that can be accommodated by the State’s funding limitations on administrative services, taking into account the fluctuating nature of work2future’s funding.

In April 2021, the City Finance Department informed work2future that its overhead rate for FY 2021-22 is 59.49%. In the current fiscal year, the rate is set at 38.85%. The rate increased primarily due to the increase of the building occupancy allocation basis. There was a transfer of California Theatre property of \$48.9 million from the successor agency to the City, and this property is under the management/jurisdiction of the Office of Economic Development which administers work2future . As can be inferred, work2future cannot pay the full City Overhead amount, estimated at \$1.04 million. As shown above, work2future can only pay \$49,498, which translates to an effective rate of approximately 2.83%.

It is also noted that 10% of the total available administrative funding allocation for work2future has been set aside to be distributed to service providers based on their percentage share in the total WIOA program funding distribution.

**WIOA RAPID RESPONSE FUNDING**

On May 13, 2021, the state announced the extension of the terms of the Rapid Response and Layoff Aversion (RR) formula funding for PY 20-21. These funds can now be spent until June 30, 2022.

The Proposed Rapid Response Budget is *estimated* at \$901,159 which composed of FY 2020-21 projected carry-over funding of \$267,234 and FY 2021-22 new estimated funding of \$633,925 which is the same FY 2020-21 allocation for the Rapid Response program.

The projected funding will be allocated as shown in the table below:

<b>WIOA RAPID RESPONSE</b>	<b>Proposed Budget</b>
Total Estimated Rapid Response Allocation	\$901,159
Personnel Costs (4.0 FTEs)	\$522,792
Non-Personnel Cost	49,859
Incumbent Workers/Workshops/IT/Displacement Strategies	265,115
City Overhead	63,393
<b>Total Proposed Rapid Response Budget</b>	<b>\$901,159</b>

Once the final Rapid Response allocation is received from EDD, work2future will provide to the Board a final Rapid Response Budget.

**WORK2FUTURE SERVICE PROVIDERS FUNDING DISTRIBUTION SUMMARY**

The table below shows the funding distribution to the Service Providers:

<b>Funding Distribution to Service Providers</b>	<b>Adult/Dislocated Worker</b>	<b>Youth</b>	<b>Total</b>
All Service Providers	\$1,303,862	\$986,256	\$2,290,118

To summarize, the following estimated funding will be distributed to the service providers:

<b>Funding</b>	<b>Equus</b>	<b>IRC</b>	<b>Total</b>
WIOA Base Budget	\$2,092,867	197,251	\$2,290,118
Adult/DW OJT & Work Experience	584,725	0	584,725
Youth Work Experience	484,515	121,129	605,644
Administrative	55,809	3,952	59,761
<b>Total</b>	<b>\$3,217,916</b>	<b>\$322,332</b>	<b>\$3,540,248</b>

Funding for On-the-Job Training (OJT) services is still preliminary and will be determined during negotiations with the service providers, depending on the estimated number of employers that are willing to provide OJT opportunities for eligible clients. Funding for additional staffing to administer and implement the Youth Work Experience program will be distributed to service providers, including their share of the administrative budget as explained elsewhere in this memo.

**OTHER**

Staff requests that the Board approve authority for staff to transfer funds between budget line items, so long as there is no change to the overall budget, and transfers keep within the Board-approved WIOA Operating Budget.

Staff also requests that the Board approve authority for staff to transfer funds between the Adult and Dislocated Worker programs, as needed, to accommodate changes in the numbers of clients served by the two programs without having to seek additional Board approval.

/s/  
ALLAIN MALLARI  
Finance Manager

cc: Monique Melchor  
Jeff Ruster

/am

**IV.H.**

**Relocation of the  
San Jose Job Center**

**[Action]**



# Memorandum

**TO:** EXECUTIVE COMMITTEE  
**FROM:** Monique Melchor  
**SUBJECT:** Relocation of the San Jose Job Center  
**DATE:** May 28, 2021

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**Approved** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **RECOMMENDATION**

Recommend Board approval of the proposed relocation of the San Jose Job Center, work2future’s comprehensive one-stop center, from 1601 Foxworthy Avenue to 1608 Las Plumas Drive in San Jose’s east side, and direct staff to provide the Executive Committee for its review and approval a final relocation budget, including tenant improvements, moving costs and other associated costs, and a final timeline.

## **BACKGROUND AND ANALYSIS**

work2future provides services to underserved populations across all programs and provides services to “hard-to-serve” individuals, i.e., individuals who reflect one or more of the following barriers: recipients of public assistance, low-income individuals, individuals who are basic-skills deficient or lacking needed educational credentials, older individuals, long-term unemployed, and/or individuals with English language fluency challenges or other barriers to being fully competitive in the employment market.

work2future’s participant demographics demonstrate the following: over 98% of youth are low-income and approximately 85% are youth of color, and 85% of adult clients are low-income or basic skills deficient and approximately 75% are people of color.

To better reach vulnerable communities, impacted by years of systemic inequities, work2future has been looking for career center locations that could better meet residents where they are, e.g., east San Jose. East San Jose has also been one of the county’s areas hardest hit by the pandemic.

Specifically, work2future will move the comprehensive one-stop, the San Jose Job Center from its current location in San Jose’s Cambrian area to the city’s east side. It will concurrently increase the marketing of services to low resource census tracts in work2future’s service area (California Fair Housing Task Force 2021 Opportunity Maps, <https://belonging.berkeley.edu/2021-tcac-opportunity-map>). work2future has worked with many CBOs in these census tracts and will continue to focus and expand these relationships and add new partnerships with the move to the east side.

Tenant improvements and moving costs are estimated at \$250,000, and moving is estimated for December 2021 – January 2022. Staff will return to the Committee when costs and timeline are firmer.

/s/  
MONIQUE MELCHOR  
Director

**IV.1.**

**Automation | AI | COVID-19  
and the Future of Work**

**[Discussion]**

## **Automation | AI | COVID-19 and the Future of Work**

As it did throughout the nation, the COVID-19 pandemic set off a recession in Santa Clara County unlike any other experienced by the American economy since at least the Great Depression, plunging the local economy in two months from an unemployment rate of 2.5% in February 2019 to 12.2% in April. The decline in employment was greater and more sudden than during either the Dot-Com Bust of 2001 or the Great Recession of late 2007–2009. While early job losses occurred across nearly all sectors following stay-at-home orders to manage the pandemic, the county’s Leisure and Hospitality Sector took an especially hard hit, losing about half of more than 100,000 mostly low-wage jobs between February and April 2020.

A consultant team from Social Policy Research Associates (SPR), led by Senior Strategist for Capacity Building Vinz Koller, have developed recommendations for strategic and operational changes to position work2future to serve the community effectively as the community recovers from the depths of the COVID-19 recession. In doing so, the team has sought to account for both the overall effects of the pandemic on the economy, as well as its amplification of already existing trends in automation and artificial intelligence (AI) in the regional economy identified in the first phase of this project.

In a preview of its report to the Board, scheduled for the Board’s June 17 meeting, the SPR team will present to the Executive Committee their recommendations and the findings on which the recommendations are based. They will spotlight challenges faced by Santa Clara County communities overrepresented in low-wage occupations and underrepresented in mid- and high-wage occupations and careers, communities that have also borne the brunt of the pandemic’s negative health and economic impact. They will share proposals for improving support for individuals from such communities to succeed in the quest for economic self-sufficiency through high-quality jobs and microbusiness opportunities.

Key findings include:

- COVID exacerbated existing inequities: those most vulnerable were hit the hardest by the pandemic.
- The recovery is likely K-shaped – with different rebounds for different groups.
- Job seekers and employers are both reporting difficulty finding matches.
- Needs for support are varied and exceed WIOA resources but recovery-oriented partnerships show hopeful signs.

Recommendation highlights include:

- Expand equitable access to virtual and in-person services.
- Enhance sustainable career and training pathways that lead to high-quality jobs.
- Leverage local and regional partnerships to translate regional investments into lasting systemic improvements toward less friction in labor exchange.

The team will take into account the Executive Committee’s questions and feedback in finalizing their report for the Board.

**IV.J.**

## **Community Youth Forum**

**[Discussion]**



### COMMUNITY YOUTH FORUM

The Youth Forum has now had three formal meetings along with several smaller meetings as the group formed a steering group and recruited several lived-experience young leaders into the larger group. The third meeting focused on integrating the youth leaders into the full group and was well attended by over 30 participants. The group reviewed the goals of the Forum, refreshed the meeting norms, incorporated the young leaders' ideas, spent additional time analyzing the demographic data and encouraged the young leaders to give their impressions of the goals and data. We were not able to get to the labor market data and hope to share it at the next meeting. We set the meeting times and dates for the next three meetings subject to ongoing approval from the group. Those meetings will be June 2, August 4, and October 6. All meetings are 5 pm to 6 pm on Wednesdays. We finished the meeting with appreciations.

~ *Jack Estill*

###

**V.**

Other

**VI.**

Adjournment