



EXECUTIVE COMMITTEE

Thursday, August 19, 2021, 11:30 am

www.work2future.org

COVID-19 NOTICE

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

Members of the public can observe the meeting by computer, smartphone and tablet at <https://zoom.us/j/96380471178?pwd=V1JBM050MkY4bTZWRlh2UIRuc1dhdz09>

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

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to Kathryn.Azevedo@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

To provide Spoken Public Comment *during* the meeting:

- a) **Phone** (669) 900-9128, Meeting ID 963 8047 1178, Passcode 813432. **Press *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute yourself.
- b) **Online** using the [Zoom link](#) above: 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

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

EXECUTIVE COMMITTEE

MEMBERS | 2021

Joe Flynn, *Board Chair*
Business Development Consultant

Susan Koepp-Baker, *Board 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

August 19, 2021

11:30 am

MEETING AGENDA

- | | |
|--|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>11:35 am end</i> |
| II. CONSENT ITEMS {Action}
Approval of the acceptance of:
A. Financial Status Report as of June 30, 2021 | <i>5 min</i>
<i>11:40 am end</i> |
| III. OPEN FORUM
Members of the public have the opportunity to address the committee on matters not on the agenda. | <i>5 min</i>
<i>11:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Minutes Approval {Action}
Approval of minutes of the committee's June 4, 2021, meeting. | <i>5 min</i>
<i>11:50 am end</i> |
| B. Director's Report {Discussion}
<i>Monique Melchor, Director</i>
Reports on various matters of interest. | <i>10 min</i>
<i>12:00 pm end</i> |
| C. RFP for Online Training Providers {Discussion}
<i>Colleen Brennan, Contracts Manager</i>
Report on the release of a Request for Proposals for Online Training services. | <i>10 min</i>
<i>12:10 pm end</i> |
| D. Community Youth Forum {Discussion}
<i>John (Jack) Estill, Board member</i>
Update on activities of the community youth forum. | <i>5 min</i>
<i>12:15 pm end</i> |
| E. Business Services Committee {Discussion}
<i>Goerge Chao, Business Services Committee Chair</i>
Update on activities of the Business Services Committee since June 2021. | <i>5 min</i>
<i>12:20 pm end</i> |
| F. Appointment of New Member to the Business Services Committee {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Appointment of Karamjit Taunk, Senior Manager, Technical Training, Olympus Surgical Technologies America, to the Business Services Committee as a non-Board member. | <i>10 min</i>
<i>12:30 pm end</i> |

G. WIOA Career Services {Discussion}

20 min

Charlotte Johnson, Program Manager, Equus Workforce Services; Sead Eminovic, IRC

12:50 pm end

San Jose Director, International Rescue Committee

Updates on Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth Program Services.

H. Digital Marketing Internship Special Projects {Discussion}

10 min

Nguyen Pham, Strategic Engagement Analyst

1:00 pm end

Updates on the Facebook Career Connections and the City of San Jose's Resilience Corps Economic Recovery digital marketing internship projects.

V. OTHER

Announcements, suggested business for future meetings, other housekeeping

VI. ADJOURNMENT

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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

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

Novel Coronavirus (COVID-19) Precautions

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

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

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

3. Addressing the Board or Committee:

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

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

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

I.

Call to Order & Roll Call

II.

Consent Items

Approve the acceptance of:

A. Financial Status Report as of June 30, 2021

[Action]

PRELIMINARY FINANCIAL STATUS AS OF JUNE 30, 2021

Key Highlights

- WIOA formula carry-over funding from FY 2019-20 is fully spent as of 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 June 30, 2021, \$253,948 will be carried over to FY2021-22.
- At the end of the preliminary close as of June 30, 2021, work2future has \$4.25 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. Additional WIOA funding received in FY20-21: \$14,620
 4. Actual savings of \$2,463,286 which comprised of the following:
 - a. Savings from personnel costs generated by mandatory one-month separations from City employment for temporary unclassified positions whose assignments have or would have reached the maximum two-year employment period, unfilled vacant positions, and a portion of staff salaries budget that was transferred to other discretionary grants: \$642,927
 - b. Savings from non-personnel costs from maintenance, telephone, security services, website contracts, travel, other professional services, supplies, etc.: \$244,289
 - c. Savings from unspent contracted services: \$432,375
 - d. Savings from unspent clients' training, workshop, OJT, and work experience budget: \$1,007,659
 - e. Savings from unspent clients' supportive services budget: \$131,036
 - f. Savings from one-stop operator over-budget: \$5,000

Other Discretionary Funding

- work2future received an allocation from the City's General Fund of \$1,500,000 for San Jose Works 6.0, in addition to the carry over funding, net of adjustment of \$1,148,527 from FY 2019-20 for a total funding of \$2,648,527. As of April 30, 2021, 331 of the youth have successfully completed their subsidized internships on April 30th (San Jose Works 6.0 conclusion) with a retention rate of 89%. San Jose Works 7.0 has begun with goals of serving 400 subsidize youth. As of June 30, 2021, 311 youth have been onboarded and placed for participation in the summer 2021 cohort. The summer program will run from June 21st through August 13th and pending cohorts to follow and conclude the goal of 400 participants. 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.
- 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 June 30, 2021, approximately 72% 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. AS of the term end date, only \$800 was spent for this grant.
- 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. As of June 30, 2021, 18% of the grant were spent. Remaining funds is expected to be fully spent in FY21-22.
- On February 19, 2020, a grant agreement was executed between East Side High School Union District (ESHSUD), the grantor, and City of San Jose work2future, the grantee, to provide case management and work readiness assessment, job placement, and support services to 120 eligible ESUHSU CTE students enrolled in the San Jose Works program. As of June 30, 2021, 121 ESUHSU Career Pathway students successfully completed their internship. During their internship experience, students also attended a financial literacy workshop, emotional intelligence workshop, and career exploration workshop. 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. Funds were fully spent as of May 30, 2021.
- Cities of Financial Empowerment (CFE) pledged to provide work2future \$35,000 to support a Summer Jobs Connect Program. This will provide banking access and financial empowerment training to participants in municipal Summer Youth Employment Programs. The grant term will begin as March 1, 2020 and end on April 30, 2021. 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. First round of funding was fully spent while second round of funding was received as of June 30, 2021.
- 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
I. Actual as of June 30, 2020					
Grant Period	07/01/19-06/30/21	07/01/19-06/30/21	04/01/19-06/30/21	07/01/19-06/30/21	
Available Funds for FY2019-2020 PD 14 Stat 3	2,225,927	1,708,151	1,879,639	590,830	6,404,547
Actual Expenditures as of June 30, 2020	(1,168,666)	(295,314)	(773,250)	(462,766)	(2,699,997)
Encumbrances/Spending Plan as of June 30, 2020	(458,644)	(631,246)	(484,777)	(6,655)	(1,581,322)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2020	(1,627,310)	(926,561)	(1,258,027)	(469,422)	(4,281,319)
Available Funds for FY2019-2020	598,617	781,590	621,612	121,408	2,123,228
% Remaining	27%	46%	33%	21%	33%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from Carry over for FY2020-2021 (remaining plus enc.)	1,057,261	1,412,837	1,106,389	128,064	3,704,550
Transfer between Adult and Dislocated Worker	350,000	(350,000)	0	0	0
Expenditures as of June 30, 2021	(1,407,261)	(1,062,837)	(1,106,389)	(128,064)	(3,704,550)
Encumbrances as of June 30, 2021	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of June 30, 2021	(1,407,261)	(1,062,837)	(1,106,389)	(128,064)	(3,704,550)
\$ Remaining	0	0	0	0	0
% Remaining	0%	0%	0%	0%	0%
(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	10,774	0	0	14,620
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2020-2021	1,882,845	1,963,174	1,981,610	633,925	6,461,554
Expenditures as of June 30, 2021	(755,507)	(386,982)	(439,764)	(379,977)	(1,962,230)
Encumbrances as of June 30, 2021	(35,908)	(58,016)	(30,681)	0	(124,605)
Total Actual Expenditures/Encumbrances as of June 30, 2021	(791,415)	(444,998)	(470,445)	(379,977)	(2,086,834)
\$ Remaining	1,091,430	1,518,176	1,511,165	253,948	4,374,720
% Remaining	58%	77%	76%	40%	68%
Total Available Funds for FY2020-2021	3,290,106	3,026,011	3,087,999	761,989	10,166,104
Total Cumulative Expenditures/Encumbrance as of June 30, 2021	(2,198,676)	(1,507,834)	(1,576,834)	(508,040)	(5,791,384)
\$ Remaining	1,091,430	1,518,176	1,511,165	253,948	4,374,720
% Remaining	33%	50%	49%	33%	43%
III. Projected Expenditures/Carry Over through June 30, 2021					
Actual Expenditures/Encumbrances through June 2021	(2,198,676)	(1,507,834)	(1,576,834)	(508,040)	(5,791,384)
Actual Carry Over through June 2021 (\$)	1,127,338	1,576,192	1,541,846	253,948	4,374,720
Actual Carry Over through June 2021 (%) with Rapid Response	60%	80%	78%	40%	68%
Actual Carry Over through June 2021 (%) without Rapid Response	60%	80%	78%	40%	73%

work2future
Preliminary Financial Status Report as of 06/30/2021
PD 13 Stat 3

Page 1

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	Prison To Employment Direct Service Earn and Learn (NOVA)	Prison to Employment Program Lead	Regional Training Coordinator Funds (NOVA)	SlingShot 2.0 Apprenticeship Initiative (NOVA)	Underserved COVID-19 Impacted Individuals Grants	National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	Total
I. Actual as of June 30, 2020								
Grant Period	04/30/2020 - 4/30/2021	9/1/2019 - 3/31/2022	9/1/2019 - 3/31/2022	4/1/2019 - 3/31/2021	4/1/2019 - 3/31/2021	3/1/2020 - 06/30/2020	4/10/2020 - 3/31/2022	
Original Allocation	1,500,000	607,977	53,807	15,000	11,653	45,000	600,000	2,833,437
Increase/(Decrease)	590,064	0	0	0	0	0	0	590,064
Adjusted Allocation	2,090,064	607,977	53,807	15,000	11,653	45,000	600,000	2,778,501
Expenditures as of June 30, 2020	(941,537)	(134,616)	(11,748)	(7,255)	(2,600)	0	0	(1,097,756)
Encumbrance as of June 30, 2020	(25,377)	(184,450)	0	0	0	0	0	(209,827)
Total Actual Expenditures/Encumbrances as of June 2020	(966,914)	(319,066)	(11,748)	(7,255)	(2,600)	0	0	(1,307,583)
Available Funds for FY 2020-2021	1,123,150	288,911	42,059	7,745	9,053	45,000	600,000	1,470,918
% Remaining	54%	48%	78%	52%	78%	100%	100%	53%
Available Funds for FY2020-2021	1,148,527	473,361	42,059	7,745	9,053	45,000	600,000	1,680,745
Funding 20-21	1,500,000	0	0	0	0	0	0	1,500,000
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2020-2021	2,648,527	473,361	42,059	7,745	9,053	45,000	600,000	3,180,745
Expenditures as of June 30, 2021	(943,779)	(303,374)	(23,878)	(7,480)	(1,488)	(800)	(106,576)	(1,387,374)
Encumbrances as of June 30, 2021	(1,141,908)	(62,816)	0	0	0	0	(25,770)	(1,230,494)
Cumulative Expenditures/Encumbrances as of June 30, 2021	(2,085,686)	(366,191)	(23,878)	(7,480)	(1,488)	(800)	(132,345)	(2,617,868)
Remaining	562,841	107,170	18,182	264	7,565	44,200	467,655	562,876
% Remaining	21%	23%	43%	3%	84%	98%	78%	18%
III. Projected Expenditures/Carry Over								
Actual Expenditures/Encumbrances through June 2021	(2,085,686)	(366,191)	(23,878)	0	0	0	(132,345)	(2,608,100)
Actual Carry Over through June 2021 (\$)	1,704,748	169,986	18,182	0	0	0	493,424	2,386,341
Actual Carry Over through June 2021 (%)	64%	36%	43%	0%	0%	0%	82%	75%

work2future
Preliminary Financial Status Report as of 06/30/2021
PD 13 Stat 3

Page 1

Other Discretionary Funds	San Jose Works (East Side Union High School District)	San Jose Works (PRNS)	San Jose Works (CFE)	San Jose Works (EDP Renewables)	San Jose Works (Bank of America)	SlingShot 3.0 Apprenticeship Initiative (NOVA)	Total
I. Actual as of June 30, 2020	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	NEW GRANT	
Grant Period	2/19/2020 - 6/30/2021	Execution - 6/30/2021	Execution - 4/30/2021	Execution - 5/31/2021	Execution - 6/30/2021	4/1/2020 - 3/31/2022	
Original Allocation							
Increase/(Decrease)							
Adjusted Allocation							
Expenditures as of June 30, 2020							
Encumbrance as of June 30, 2020							
Total Actual Expenditures/Encumbrances as of June 2020							
Available Funds for FY 2020-2021							
% Remaining							
Available Funds for FY2020-2021	0	0	0	0	0	0	0
Funding 20-21	160,000	53,000	35,000	91,667	57,375	20,000	417,042
Adjustment	0	0	0	0	0	0	0
Total Available Funding for FY 2020-2021	160,000	53,000	35,000	91,667	57,375	20,000	417,042
Expenditures as of June 30, 2021	(160,000)	(53,000)	(35,000)	(91,667)	(57,375)	(2,216)	(399,258)
Encumbrances as of June 30, 2021	0	0	0	0	0	0	0
Cumulative Expenditures/Encumbrances as of June 30, 2021	(160,000)	(53,000)	(35,000)	(91,667)	(57,375)	(2,216)	(399,258)
Remaining	0	0	0	0	0	17,784	17,784
% Remaining	0%	0%	0%	0%	0%	89%	4%
III. Projected Expenditures/Carry Over							
Actual Expenditures/Encumbrances through June 2021	0	0	0	0	0	(2,216)	(2,216)
Actual Carry Over through June 2021 (\$)	0	0	0	0	0	17,784	17,784
Actual Carry Over through June 2021 (%)	0%	0%	0%	0%	0%	89%	4%

work2future
Preliminary Financial Status Report as of 06/30/2021
PD 13 Status 1

Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2020			
Grant Period	N/A	N/A	
Original Allocation	5,000	15,454	20,454
Expenditure/Encumbrances as of June 2020	(958)	(5,254)	(6,212)
<i>Total Actual Expenditures/Encumbrances as of June 2020</i>	(958)	(5,254)	(6,212)
Available Funds for FY 2020-2021	4,042	10,200	14,242
% Remaining	81%	66%	70%
II. Actual Expenditures			
Available Funds for FY 2020-2021	4,042	10,200	14,242
<i>Expenditures as of June 30, 2021</i>	0	(1,300)	(1,300)
<i>Encumbrances as of June 30, 2021</i>	0	0	0
Cumulative Expenditures as of June 30, 2021	0	(1,300)	(1,300)
\$ Remaining	4,042	8,900	12,942
% Remaining	100%	87%	91%
III. Projected Expenditures and Encumbrances/Carry Over			
<i>Actual Carry Over through June 2021</i>	4,042	8,900	12,942
<i>Actual Carry Over (%) through June 2021</i>	100%	87%	91%

III.

Open Forum

IV.A.

Minutes Approval

[Action]

EXECUTIVE COMMITTEE MEETING**June 4, 2021**

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

Guests: V. Koller (SPR), J. Estill

MEETING MINUTES

Prepared by K. Azevedo; edited by L. Thoo

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

I. CALL TO ORDER & ROLL CALL

Chair Flynn called the Zoom meeting to order at 11:12 am.

Roll Call

Present: L. Auerhahn, G. Chao (11:29 am), J. Flynn, S. Koepp-Baker, M. Lucero

Absent: C. Bojorquez, R. Perez

II. CONSENT ITEMS

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

A. Financial Status Report as of April 30, 2021

B. Performance Report as of March 31, 2021

C. April 2021 Labor Market Summary

III. OPEN FORUM – None**IV. BUSINESS ITEMS****A. Minutes Approval**

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the minutes of the April 15, 2021 meeting.

B. Director's Report

Director Melchor reported on the following:

- Resilience Corps, an initiative in the Mayor's March Budget Message that will go before Council on 6/15 would provide subsidized work opportunities through environmental activities, tutoring and small business digital marketing support.
- Youth have completed training and are beginning fellowships 6/14 for the Facebook Career Connections Project which provides paid virtual digital marketing internships by pairing each participant with a COVID-impacted small business.

C. Selection of FY 2022-FY 2027 Workshop and Training Providers

Contracts Manager Colleen Brennan requested that the committee recommend that the Board to 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. After discussion among committee members, it was decided to amend the item.

ACTION: On a motion by Ms. Auerhahn, seconded by Ms. Koepp-Baker, the committee unanimously recommended that the Board direct staff to negotiate and execute a two-year agreement, with an option for up to two two-year extensions based and funding availability, as follows:

1. With each of the following three organizations to provide workshops for the 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
3. Direct staff to provide to the Executive Committee a report on provider performance prior to exercising options for extensions. (Amendment of the committee)

D. One-Stop Operator for FY 2022-FY 2025

Contracts Manager Colleen Brennan requested that committee 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.

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the recommendation.

E. New Discretionary Grants Awards

Finance Manager Allain Mallari requested that the committee 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. The goal is to get 230 individuals co-enrolled in this program and WIOA.

ACTION: On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the recommendation.

F. San Jose Works 7.0 Funding

Finance Manager Mallari requested that the committee recommend Board approval of funding for the San Jose Works 7.0 program, which plans to serve 400 youth and incorporate mentoring services, 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

ACTION: On a motion by Ms. Koepp-Baker, seconded by Mr. Chao, the committee unanimously approved the recommendation.

G. Proposed FY 2021-22 WIOA Budget {Action}

Finance Manager Mallari requested that the committee 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

ACTION: On a motion by Ms. Auerhahn, seconded by Mr. Chao, the committee unanimously voted to recommend board approval of staff's proposed WIOA Budget for Fiscal Year 2021-22.

H. Relocation of the San Jose Job Center

Director Melchor requested that the committee 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-improvement costs, moving costs and other associated costs, and a final timeline.

Heard after item IV.D.

Action: On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the recommendation.

I. Automation, AI, COVID-19 and the Future of Work

Mr. Vinz Koller of Social Policy Research Associates (SPR) presented a preview for committee questions and feedback of SPR's report on 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. Among the findings was that low wage work has not recovered as well as mid- and high-wage jobs and that while demand for employees is high, actual employment is low. SPR will present their findings to the board and also options of what could be the work2future's role moving forward.

J. Community Youth Forum

John (Jack) Estill, Board member

Board member Estill presented an update on activities of the community youth forum which includes representatives from over thirty organizations and well as youth leaders. The group is collecting data and creating a survey of services member organizations provide for youth. Mr. Estill noted the enthusiastic support of everyone involved and the importance of their work, particularly in supporting system involved youth.

Heard after item IV.B.

V. OTHER

- A.** Strategic Engagement Manager Thoo announced that work2future will be hosting a South County virtual job fair on Wednesday, June 16, 2021.
- B.** Mr. Thoo also let the committee know that the September 16, 2021 board meeting would most likely be held in person at the San Jose Job Center (also known as the Kirk Community Center).

VI. ADJOURNMENT at 12:59 p.m.

DRAFT

IV.B.

Director's Report

[Discussion]

DIRECTOR'S REPORT

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

- Result of annual Single Audit
- Result of WIOA Section 188 Nondiscrimination (Equal Opportunity) Audit

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IV.C

RFP for Online Training Providers

[Discussion]

ONLINE TRAINING PROVIDER(S) RFP

work2future released a Request for Proposals (RFP) for online training on August 13, 2021. work2future last conducted a procurement for online training for WIOA clients in 2016 through a Request for Qualifications (RFQ) process. That RFQ resulted in purchase orders with six online training providers from which clients could select training programs. Those purchase orders ended on June 30, 2020. It was not noted at the time that the purchase orders had expired, and work2future continued paying one of the providers, whose programs were still being selected by clients.

This was brought to the attention of the work2future contracts manager, who suggested that, to expedite the process, work2future try to utilize a vendor selected from another Workforce Board's RFP for online training, as allowed per Federal Uniform Guidance and by City policy. After reviewing the other Workforce Board's procurement, however, the City Purchasing Department's Buyer determined that the services work2future requires differ from those required by the other Workforce Board. As a result, work2future could not rely on the other Workforce Board's procurement.

Online training is one of the services work2future offers clients, so another procurement had to be conducted as soon as possible in order to minimize the gap in service delivery. It was decided that an RFP resulting in the selection of one or more providers based on highest points scored would benefit clients more than an RFQ in which any provider scoring above a minimum threshold would be selected.

Applications for this RFP are due September 3, 2021, and a review panel must be selected prior to that date. Suggestions are welcome for review panel members.

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IV.D

Community Youth Forum

[Discussion]

COMMUNITY YOUTH FORUM

The fifth meeting of the Community Youth Forum Meeting was held on August 4, 2021. Courtney Portal of Groundwork Consulting opened the meeting with the question, “What makes you inspired or hopeful today?” This was followed by Carrie Felton of Heartland Alliance who put participants in random breakout groups for eight minutes that seemed to go by too quickly. Joe Herrity of Groundwork Consulting then led the meeting, outlining two needs for the Youth Forum to progress:

1. We need everyone to complete the mapping surveys (we currently have three partials and nine fully complete).
2. We need organizations that have access to youth representatives to use their influence to bring more lived-experience youth to the focus groups.

Joe reiterated the goals that the Forum has set of identifying four gaps in current youth services and offering four solutions along with identifying current best practices with detailed input from lived-experience youth. Two elements that will move our effort along are:

1. A local service map using the mapping surveys
2. A summary of the youth focus groups using input from at least 30 lived-experience youth

The Forum have some limited data on priority group services survey now:

1. All youth – 80% of respondents
2. Homeless – 40%
3. Justice involved – 30%
4. Pregnant and parenting – 10%
5. Low income – 60%
6. Foster youth - unknown
7. Other populations – 40%
8. There are some unidentified groups including refugees, unaccompanied minors, English language learners
9. Assistance with resumes 80% of respondents say yes

Ms. Portal provided information about the youth focus groups. It has taken longer than anticipated to get these organized. However, the Forum has finished with the young leaders and are ready to transition to a broader group of lived-experience youth, at least 25 more. Courtney asked if every organization in the

Forum could bring one or more individuals, we could easily finish this month and have results for the next meeting on Oct. 6, 2021. She outlined some specifics for participants in the focus groups:

1. All identities would be kept secret
2. Participants would be paid \$50 in a cash card
3. She would like to have names by August 13.
4. She would provide a summary statement for all the youth organizations by early next week that they can use to recruit youth.

Nicole Torres, one of the young leaders, closed out the meeting with a request for a one-word summary of participants' feelings at the end of the meeting – excited and hopeful were both popular.

The meeting was adjourned. The next meeting will be held on Wednesday, October 6, 2021, at 5 to 6 pm PDT.

~ Jack Estill

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IV.E

Business Services Committee

[Discussion]

BUSINESS SERVICES COMMITTEE

The chair of the Business Services Committee will report on the July and August meetings of the committee.

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IV.F

Appointment of New Member to the Business Services Committee

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: August 16, 2021

Approved

Date:

SUBJECT: Appointment of New Member to the Business Services Committee

RECOMMENDATION

Select Ms. Karamjit (Karam) Taunk, Senior Manager, Technical Training, National Service Center West, Olympus Surgical Technologies America, to serve on the Business Services Committee as a non-Board member, effective immediately and continuing through December 31, 2022.

BACKGROUND AND ANALYSIS

Business Services Committee Chair George Chao has recommended Ms. Taunk for a seat on the Business Services Committee. She has been with the Silicon Valley arm of Olympus Surgical Technologies, a global manufacturer of medical instruments, since 2004. She leads a team that supports technical training for staff in Olympus repair and maintenance facilities in San Jose, as well as in Tennessee and Canada. Under her leadership, Olympus San Jose has been a work2future customer and partner for several years.

The Business Services Committee is a standing committee of the work2future Board. Article VI, Section 6.8 of the work2future Bylaws gives the committee the responsibility to “further develop and make recommendations for work2future’s business service plan to increase employer involvement in the activities of work2future.”

Article VI, Section 6.7 stipulates that, in addition to Board members who “represent the leading industries and employers in the regional economy and potential emerging sectors that have significant potential to contribute to job growth in the regional economy if investments were made for training and educational programs,” the Business Services Committee is to include business executives who are not members of the work2future Board but represent characteristics similar to those described above. The Bylaws empower the Executive Committee to select Business Services Committee members who are not on the Board.

/s/
LAWRENCE THOO
Strategic Engagement Manager

Attached: K. Taunk Biography

Biography

Karam Taunk, in her own words:

I am currently working at Olympus and have been here since December 2004 (17 years this December).

I have progressed through various roles/titles but am currently responsible for a team of two admin staff and six trainers who support technical training for San Jose, CA, Bartlett, TN, and our Richmond Hill, Canada Repair centers.

Our focus is to train/cross train technicians and trainers while also assisting our engineering teams to introduce new repairs for endoscopes. We have 673 technicians in America and are looking to add 135 more between Bartlett and San Jose.

I also help to ensure all of our non-technical and QMS training is also completed by all of our employees before their due dates through an LMS system.

I am also involved with supporting employee engagement events such as promoting diversity and inclusion, fund raisers such as back pack drives and holiday fund raisers for the Family Giving Tree, our local Second Harvest Food Bank of Silicon Valley, promote cancer awareness and fundraising, and other corporate sponsored events at a local level while helping to promote our company core values.

Our challenge is to find and retain technicians and ensure the quality of training so that the technicians produce safe, reliable products that are used during procedures in hospitals, clinics, and doctor offices throughout the country.

We will be moving to a new building in South San Jose. Our challenge will be to meet the demands of turning around products back to our customers so that there is no disruption in service while we move to the new facility early next year.

What gives me great satisfaction is to see how others (including my children) thrive, grow and succeed particularly if I have left some imprint somewhere.

What gives me great pleasure are flowers and ocean waters.

My pet peeve is a disorganized mess especially if it is around me.

In my spare time I enjoy watching movies (particularly on Friday nights) with my husband of 33 years.

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IV.G

WIOA Career Services

[Discussion]

WIOA Career Services

Charlotte Johnson, Program Manager, Equus Workforce Solutions, will provide an update on the status and performance of work2future's Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Programs, and the WIOA Youth Program in the San Jose-Silicon Valley Local Workforce Development Area north of San Martin.

Sead Eminovic, IRC San Jose Director, International Rescue Committee, will provide an update on the status and performance of the WIOA Youth Program in the South County area.

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IV.H

Digital Marketing Internship Special Projects

[Discussion]

DIGITAL MARKETING INTERNSHIP SPECIAL PROJECTS

Staff will provide updates on the following special projects:

1. Facebook Career Connections digital marketing internship project, offered in partnership with Facebook and Equus Workforce Solutions
2. City of San Jose Resilience Corps Economic Recovery digital marketing internship project, offered in partnership with Goodwill of Silicon Valley and the Foundation for California Community Colleges

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V.

Other

VI.

Adjournment