



EXECUTIVE COMMITTEE

Thursday, October 21, 2021, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution No. 79485 and Resolution No. 80237, this meeting will not be physically open to the public. Committee members will be teleconferencing 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 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, normally two minutes.

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.

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

October 21, 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: | <i>5 min</i>
<i>11:40 am end</i> |
| | A. Financial Status Report as of September 30, 2021 | |
| | B. Labor Market Information Update as of September 30, 2021 | |
| III. | OPEN FORUM
Members of the public can address the committee on matters not on the agenda.
Comment is limited to two minutes unless modified by the Chair. | <i>5 min</i>
<i>11:45 am end</i> |
| IV. | BUSINESS ITEMS | |
| | A. Minutes Approval {Action}
Approval of minutes of the committee’s August 19 and September 10, 2021, meetings. | <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. CAREER NDWG Grant {Action}
<i>Allain Mallari, Finance Manager</i>
Recommend Board approval for the acceptance \$500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworks. | <i>10 min</i>
<i>12:10 pm end</i> |
| | D. FY 2021-22 Budget Reconciliation {Action}
<i>Allain Mallari, Finance Manager</i>
Recommend Board approval of staff’s proposed adjustments to the Fiscal Year 2021–22 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$10,043 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2021 Board-approved budget; ii) Re-budget \$43,817 additional carry-over administrative funding; iii) Decrease funding by \$141,382 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary funding sources, both new and carry-over to \$4,693,816. | <i>15 min</i>
<i>12:25 pm end</i> |
| | E. San Jose Job Center Relocation Budget {Action}
<i>Allain Mallari, Finance Manager</i>
Approve staff's proposed budget for the relocation of the San Jose Job Center and | <i>10 min</i>
<i>12:35 pm end</i> |

authorize staff to transfer funds between budget line items, provided there is no change to the overall budget.

F. WIOA Performance Report {Discussion}

20 min

Sangeeta Durrall, Program Services Manager; Adrineh Terantonians, Regional Director, Equus Workforce Services; Sead Eminovic, IRC San Jose Director, International Rescue Committee

12:55 pm end

Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2021–22 (PY 2021).

G. RFP Administration {Discussion}

15 min

Colleen Brennan, Contracts Manager

1:10 pm end

Presentation on the Webgrants system used to administer work2future's Requests for Proposals.

H. Community Youth Forum {Discussion}

10 min

John (Jack) Estill, Board member

1:20 pm end

Update on the community youth forum.

I. In-School Youth Waiver {Discussion}

10 min

Monique Melchor, Director

1:30 pm end

Report on the status of a request for a state waiver that will allow for a larger proportion of in-school youth to be served in the WIOA Youth Program.

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 September 30, 2021**
- B. Labor Market Information Update
as of September 30, 2021**

[Action]

PRELIMINARY FINANCIAL STATUS AS OF AUGUST 31, 2021

Key Highlights

- WIOA formula and Rapid Response carry-over funding from FY 2020-21 is projected to be fully spent by June 30, 2022.
- As of August 31, 2021, work2future has \$1.89 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2022-23 representing:
 1. Board-mandated Reserve Account: \$896,420
 2. Unallocated Reserve Account: \$723,599
 3. Projected savings of \$267,154 which comprised of the following:
 - a. Savings from personnel costs transferred to other discretionary grants: \$58,564
 - b. Savings from non-personnel costs: \$20,292
 - c. Savings from unspent clients' training costs: \$188,298

Other Discretionary Funding

- 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. For FY21-22, additional funds of \$228,207 was received by work2future to fund additional cohorts for the program. This brings the total grant amount to \$889,991. As of August 31, 2021, approximately 58% of the total funding has been spent. The grant term for this award is from September 1, 2019 to March 31, 2022.
- work2future received \$5,000 from the City of San Jose to assist WIOA clients in gathering information and documents (e.g., birth certificate, social security card, etc.) needed for program enrollment.
- A total of \$25,000 was awarded to work2future from the RPI 4.0 grant to the Bay-Peninsula RPU. The joint project's goal is to facilitate community conversations, engagement, and/or training on issues of race, equity and high road principles for the purpose of promoting improved service delivery, income mobility for individuals with barriers to employment, and growth in the regional economy. This grant runs from April 1, 2021 to September 30, 2022.
- work2future was granted \$600,000 of National Dislocated Worker Grant funds to the COVID-19 Employment Recovery NDWG Project in grant code 1194. The grant is focused to provide occupational skills training to individuals affected by COVID-19. The term of these funds is from April 10, 2020 through March 31, 2022. As of August 31, 2021, 25% of the grant were spent.

- NOVA Workforce Development Board (lead agency), in collaboration with work2future and San Francisco Workforce Development Board, was awarded funds to structure a program under Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grants (DWG). work2future was allotted \$500,000 to help implement the grant. The goal of the CAREER DWG is to help reemploy dislocated workers most affected by the COVID-19 pandemic. Grants will focus on serving those from historically marginalized communities, and/or those who have been unemployed for a prolonged period or have exhausted Unemployment Insurance (UI) or other Pandemic UI programs. Regionally, the project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. The term of the grant is from October 1, 2021 to September 30, 2023.
- work2future received \$250,000 from the State of California as one of the recipients of the Workforce Accelerator 9.0 grant. The project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. Specifically, this initiative's development and assessment of multiple gateways to jobs in the advanced manufacturing sector will measure effectiveness of interventions with these specific populations. The term of the grant is from June 1, 2021 to December 31, 2022.
- NPower, a national a national non-profit organization that creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities sub-awarded \$57,200 to work2future to help implement a project under the Veterans' Employment Related Assistance Program grants. The project named "The NPower Veteran Patriot Project" targets low-income veterans who make no more than 200% of the federal poverty level. Its aim is to co-enroll 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 term of the grant is from April 1, 2021 to March 31, 2023.
- work2future received an allocation from the City's General Fund of \$1,500,000 for San Jose Works 7.0, in addition to the carry over funding, net of adjustment of \$1,141,908 from FY 2020-21 for a total funding of \$2,641,908. As of August 31, 2021, 312 youth have been onboarded and placed for participation in the summer 2021 cohort and a total of 280 students have completed the summer cohort. There will be two pending cohorts that will take place in the fall and spring and will conclude our goal of 375 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.
- 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

- Cities of Financial Empowerment (CFE) pledged to provide work2future \$25,000 to support a Summer Jobs Connect Program. This will provide banking access and financial empowerment training to participants in municipal Summer Youth Employment Programs. A portion of the grant will also be used to support the participant wages for the San Jose Works internship program. The grant term will begin on March 1, 2021 and end on April 30, 2022.
- work2future foundation awarded us \$291,917 of grants and contributions from various sources to support the San Jose Works Program. Below is the list of the funding sources and amounts.

Funding Source	Sponsorship/Contributions	Sub-grants
Bank of America	-	\$55,250
Wells Fargo	\$7,500	\$7,500
Amazon	\$100,000	-
Flagship	\$5,000	-

- BusinessOwnersSpace (BOS) and CA Workforce Development Board (CWDB) funds are unrestricted funds that have been sourced from various agencies and have been carried forward year after year until funding is fully exhausted.

###

Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
I. Actual as of June 30, 2021					
Grant Period	07/01/20-06/30/22	07/01/20-06/30/22	07/01/20-06/30/22	07/01/20-06/30/22	
Available Funds for FY2020-2021 PD 14 Stat 3	1,882,845	1,963,174	1,981,610	633,925	6,461,554
<i>Actual Expenditures as of June 30, 2021</i>	(755,507)	(386,982)	(444,909)	(379,977)	(1,967,374)
<i>Encumbrances/Spending Plan as of June 30, 2021</i>	(35,908)	(58,016)	(30,681)	0	(124,605)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2021</i>	(791,415)	(444,998)	(475,590)	(379,977)	(2,091,979)
Available Funds for FY2021-2022	1,091,430	1,518,176	1,506,020	253,948	4,369,575
<i>% Remaining</i>	58%	77%	76%	40%	68%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from Carry over for FY2021-2022 (remaining plus enc.)	1,127,338	1,576,192	1,536,701	253,948	4,494,180
Transfer between Adult and Dislocated Worker	0	0	0	0	0
<i>Expenditures as of August 31, 2021</i>	(378,929)	(204,946)	(271,524)	(68,217)	(923,617)
<i>Encumbrances as of August 31, 2021</i>	(61,521)	(83,474)	(88,559)	0	(233,554)
<i>Total Actual Expenditures/Encumbrances as of August 31, 2021</i>	(440,451)	(288,420)	(360,083)	(68,217)	(1,157,171)
\$ Remaining	686,887	1,287,772	1,176,618	185,731	3,337,009
% Remaining	61%	82%	77%	73%	74%
(b) Current Allocation for FY 2021-2022	1,912,928	2,087,379	1,975,827	505,829	6,481,963
Additional Funding	0	0	0	0	0
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2021-2022	1,912,928	2,087,379	1,975,827	505,829	6,481,963
<i>Expenditures as of August 31, 2021</i>	(33,483)	(39,722)	(62,423)	(9,626)	(145,254)
<i>Encumbrances as of August 31, 2021</i>	0	0	0	0	0
<i>Total Actual Expenditures/Encumbrances as of August 31, 2021</i>	(33,483)	(39,722)	(62,423)	(9,626)	(145,254)
\$ Remaining	1,879,445	2,047,658	1,913,404	496,203	6,336,709
% Remaining	98%	98%	97%	98%	98%
Total Available Funds for FY2021-2022	3,040,266	3,663,571	3,512,528	759,777	10,976,143
<i>Total Cumulative Expenditures/Encumbrance as of August 31, 2021</i>	(473,934)	(328,141)	(422,506)	(77,843)	(1,302,424)
\$ Remaining	2,566,332	3,335,430	3,090,022	681,934	9,673,718
% Remaining	84%	91%	88%	90%	88%
III. Projected Expenditures/Carry Over through June 30, 2022					
<i>Projected Expenditures/Encumbrances through June 2022</i>	(2,082,186)	(2,719,238)	(2,672,369)	(691,560)	(8,165,353)
<i>Projected Carry Over through June 2022 (\$)</i>	579,151	739,387	568,635	0	1,887,173
<i>Projected Carry Over through June 2022 (%) with Rapid Response</i>	30%	35%	29%	0%	29%
<i>Projected Carry Over through June 2022 (%) without Rapid Response</i>	30%	35%	29%	0%	32%

Other Discretionary Funds	Prison To Employment Direct Service Earn and Learn (NOVA)	Prison to Employment Program Lead	Emerging Needs - Local Assistance Funds	SlingShot/Regional Plan Implementation (NOVA)	National Dislocated Worker Grant Funds to COVID- 19 Employment Recovery NDWG Project	Career NDWG	Workforce Accelerator Fund 9.0	Veterans' Employment- Related Assistance	Total
I. Actual as of June 30, 2021									
Grant Period	9/1/2019 - 3/31/2022	9/1/2019 - 3/31/2022		10/1/2021 - 9/30/2022	4/10/2020 - 3/31/2022	10/1/2021 - 12/31/2023	06/01/2021 - 12/31/2022	04/01/2021 - 03/31/2023	
Original Allocation	607,977	53,807	5,000	0	600,000	0	0	0	1,266,784
Increase/(Decrease)	0	0	0	0	0	0	0	0	0
Adjusted Allocation	607,977	53,807	5,000	0	600,000	0	0	0	1,266,784
<i>Expenditures as of June 30, 2021</i>	<i>(437,991)</i>	<i>(35,625)</i>	<i>0</i>	<i>0</i>	<i>(106,576)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(580,191)</i>
<i>Encumbrance as of June 30, 2021</i>	<i>(62,816)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(25,770)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(88,586)</i>
Total Actual Expenditures/Encumbrances as of June 2021	(500,807)	(35,625)	0	0	(132,345)	0	0	0	(668,778)
Available Funds for FY 2021-2022	107,170	18,182	5,000	0	467,655	0	0	0	598,006
% Remaining	18%	34%	100%	0%	78%	0%	0%	0%	47%
Available Funds for FY2021-2022	169,986	18,182	5,000	0	493,424	500,000	250,000	57,250	1,493,843
Funding 21-22	228,207	0	0	25,000	0	0	0	0	253,207
Adjustment	0	0	0	0	0	0	0	0	0
Total Available Funding for FY 2021-2022	398,193	18,182	5,000	25,000	493,424	500,000	250,000	57,250	1,747,050
<i>Expenditures as of August 31, 2021</i>	<i>(36,350)</i>	<i>(5,258)</i>	<i>0</i>	<i>0</i>	<i>(42,464)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(84,071)</i>
<i>Encumbrances as of August 31, 2021</i>	<i>(62,816)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(47,747)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(110,563)</i>
Cumulative Expenditures/Encumbrances as of August 31, 2021	(99,166)	(5,258)	0	0	(90,210)	0	0	0	(194,634)
Remaining	299,027	12,924	5,000	25,000	403,214	500,000	250,000	57,250	1,552,415
% Remaining	75%	71%	100%	100%	82%	100%	100%	100%	89%
III. Projected Expenditures/Carry Over									
<i>Projected Expenditures/Encumbrances through June 2022</i>	<i>(361,843)</i>	<i>(12,924)</i>	<i>0</i>	<i>(18,750)</i>	<i>(493,424)</i>	<i>(129,568)</i>	<i>(125,000)</i>	<i>(35,000)</i>	<i>(1,176,509)</i>
<i>Projected Carry Over through June 2022 (\$)</i>	<i>0</i>	<i>0</i>	<i>5,000</i>	<i>6,250</i>	<i>0</i>	<i>370,432</i>	<i>125,000</i>	<i>22,250</i>	<i>528,933</i>
<i>Projected Carry Over through June 2022 (%)</i>	<i>0%</i>	<i>0%</i>	<i>100%</i>	<i>25%</i>	<i>0%</i>	<i>74%</i>	<i>50%</i>	<i>39%</i>	<i>30%</i>

work2future
Preliminary Financial Status Report as of 08/31/2021
PD 2 Stat 3

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (EDP Renewables)	San Jose Works (CFE)	w2ff - San Jose Works (Bank of America)	w2ff - San Jose Works (Wells Fargo)	w2ff - San Jose Works (Amazon)	w2ff - San Jose Works (Flagship)	Total
I. Actual as of June 30, 2021		Execution - 5/31/2023	NEW GRANT Execution - 6/30/2021	NEW GRANT Execution - 6/30/2021	NEW GRANT Execution - 6/30/2021	NEW GRANT Execution - 6/30/2021	NEW GRANT Execution - 6/30/2021	
Grant Period	04/30/2021 - 4/30/2022							
Original Allocation	1,500,000	275,000	0	0	0	0	0	1,775,000
Increase/(Decrease)	1,148,527	0	0	0	0	0	0	1,148,527
Adjusted Allocation	2,648,527	275,000	0	0	0	0	0	2,923,527
<i>Expenditures as of June 30, 2021</i>	(943,779)	(91,667)	0	0	0	0	0	(1,035,446)
<i>Encumbrance as of June 30, 2021</i>	(1,141,908)	0	0	0	0	0	0	(1,141,908)
Total Actual Expenditures/Encumbrances as of June 2021	(2,085,686)	(91,667)	0	0	0	0	0	(2,177,353)
Available Funds for FY 2021-2022	562,841	183,333	0	0	0	0	0	746,174
% Remaining	21%	67%	0%	0%	0%	0%	0%	26%
Available Funds for FY2021-2022	1,141,908	183,333	0	0	0	0	0	1,325,241
Funding 21-22	1,500,000	0	25,000	55,250	15,000	100,000	5,000	1,700,250
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2021-2022	2,641,908	183,333	25,000	55,250	15,000	100,000	5,000	3,025,491
<i>Expenditures as of August 31, 2021</i>	(479,493)	0	(4,637)	0	0	0	0	(484,130)
<i>Encumbrances as of August 31, 2021</i>	(786,219)	0	0	0	0	0	0	(786,219)
Cumulative Expenditures/Encumbrances as of August 31, 2021	(1,265,711)	0	(4,637)	0	0	0	0	(1,270,349)
Remaining	1,376,196	183,333	20,363	55,250	15,000	100,000	5,000	1,755,142
% Remaining	52%	100%	81%	100%	100%	100%	100%	58%
III. Projected Expenditures/Carry Over								
<i>Projected Expenditures/Encumbrances through June 2022</i>	2,165,426	(91,667)	(25,000)	(55,250)	(7,500)	0	0	1,986,009
<i>Projected Carry Over through June 2022 (\$)</i>	476,482	91,666	0	0	7,500	100,000	5,000	680,648
<i>Projected Carry Over through June 2022 (%)</i>	18%	50%	0%	0%	50%	100%	100%	22%

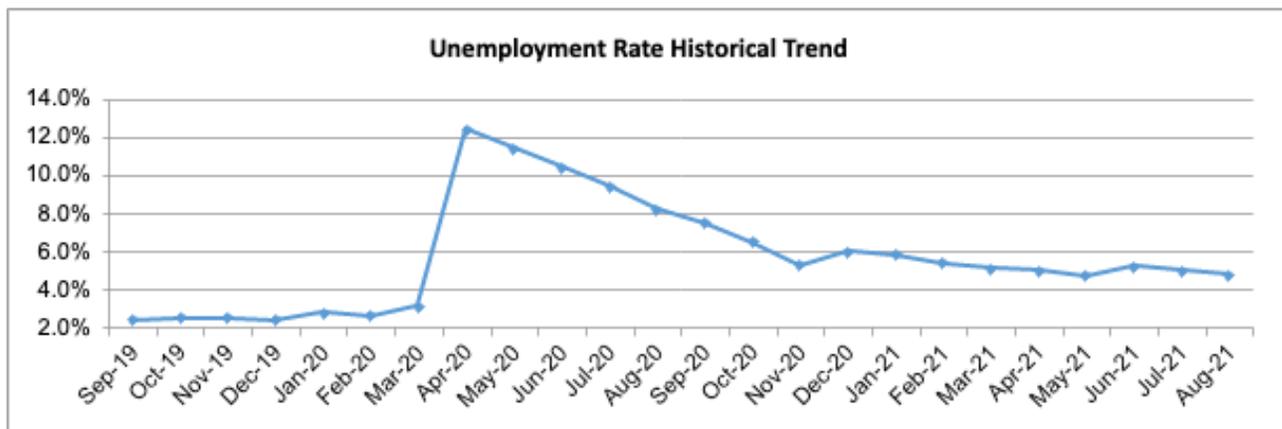
work2future
Preliminary Financial Status Report as of 08/31/2021
PD 2 Status 3

Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2021			
Grant Period	N/A	N/A	
Original Allocation	5,000	15,454	20,454
Expenditure/Encumbrances as of June 2021	(958)	(6,554)	(7,512)
<i>Total Actual Expenditures/Encumbrances as of June 2021</i>	(958)	(6,554)	(7,512)
Available Funds for FY 2021-2022	4,042	8,900	12,942
% Remaining	81%	58%	63%
II. Actual Expenditures			
Available Funds for FY 2021-2022	4,042	8,900	12,942
<i>Expenditures as of August 31, 2021</i>	0	(75)	(75)
<i>Encumbrances as of August 31, 2021</i>	0	0	0
Cumulative Expenditures as of August 31, 2021	0	(75)	(75)
\$ Remaining	4,042	8,825	12,867
% Remaining	100%	99%	99%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2022	4,042	8,825	12,867
Projected Carry Over (%) through June 2022	100%	99%	99%

AUGUST 2021 LABOR MARKET SUMMARY

The August 2021 unadjusted unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA (Santa Clara County and San Benito County) was 4.8 percent, down from a revised 5.0 percent in July 2021. It remained substantially below the year-ago estimate of 8.2 percent.

The August 2021 unemployment rate in Santa Clara County was 4.8 percent, 6.9 percent in San Benito County. It was 7.5 percent for California and 5.3 percent for the nation.



Labor Force (Residents)

At 1,055,700, the estimated August labor force in the MSA was down 0.4 percent from July 2021’s revised 1,060,100. Still, it represented a 1.5 percent improvement over August 2020. The number of MSA residents employed in August stood at 1,004,900, down 0.2 percent from July, but still better than June’s 990,700. The number of employed remained significantly below pre-pandemic employment levels (1,057,800 in February 2020; 1,045,100 in March 2020). The number of unemployed residents in August was 50,800, down 4.2 percent from July and 40.2 percent from a year ago, but well above late pre-pandemic levels (29,100 in February 2020; 33,700 in March 2020).

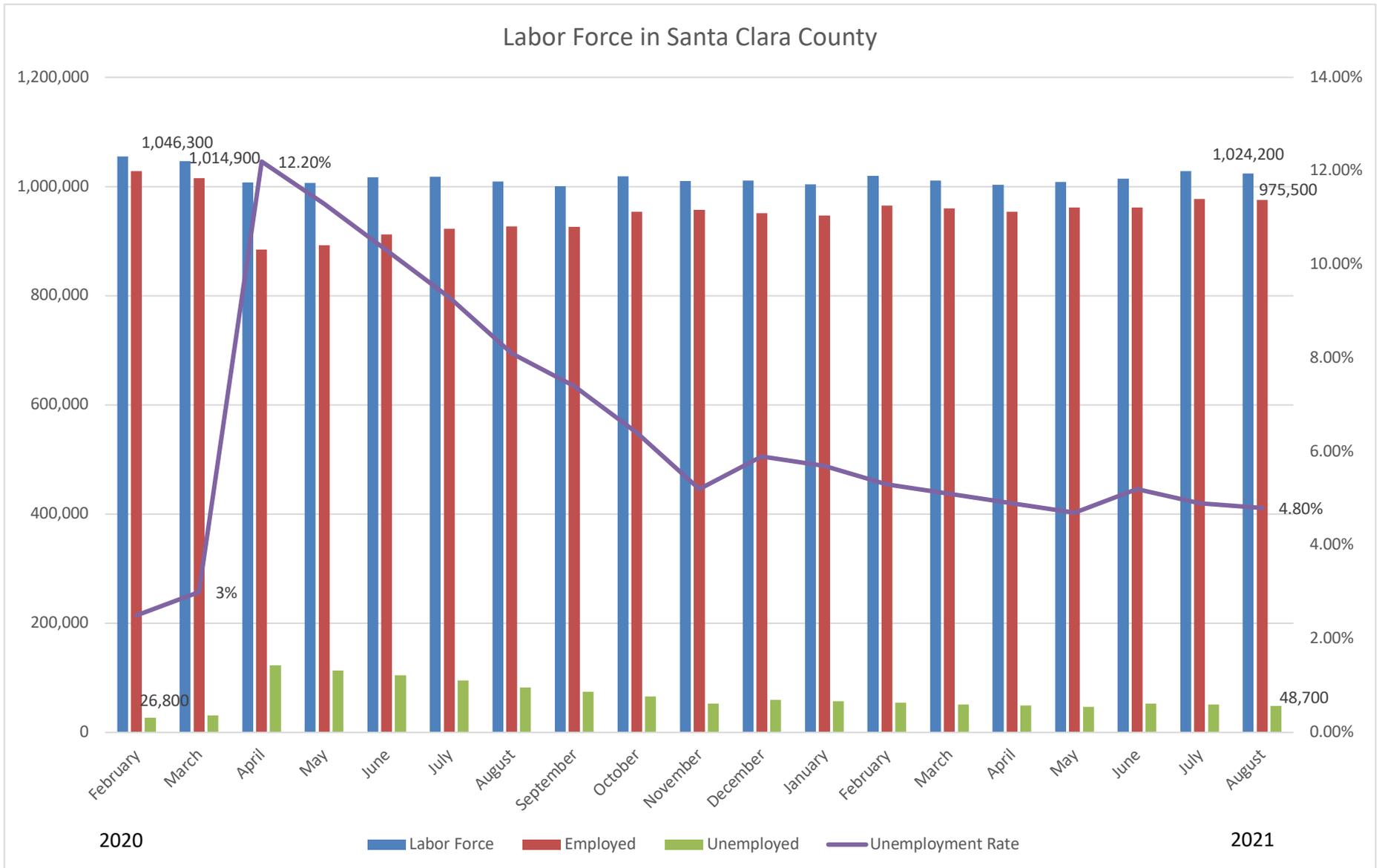
Santa Clara County’s share of the MSA labor force in July was 1,024,200, estimated, of whom 975,500 were employed and 48,700 were unemployed.

Employment (Jobs)

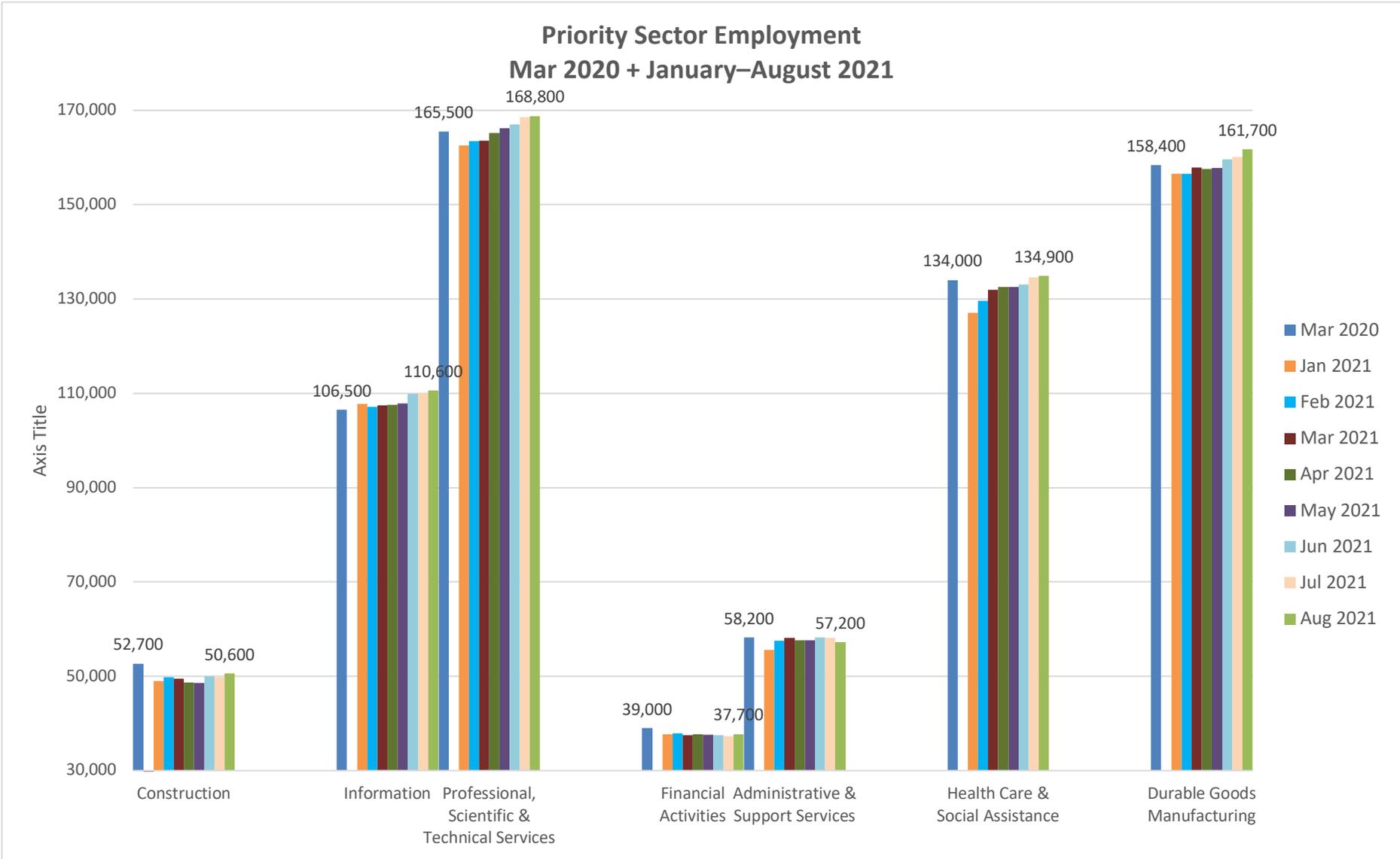
Between July and August 2021, total non-farm employment in the MSA increased by 8,000 jobs to 1,099,700. (Farm employment was 5,800, down 300 jobs.)

Manufacturing led gains, adding 2,100 jobs. Leisure & Hospitality gained 1,600, a slower rate than the previous month, and remains well below pre-pandemic levels. Government recovered from the previous month’s loss, gaining 1,400 jobs, with growth in local government offset by state and federal losses.

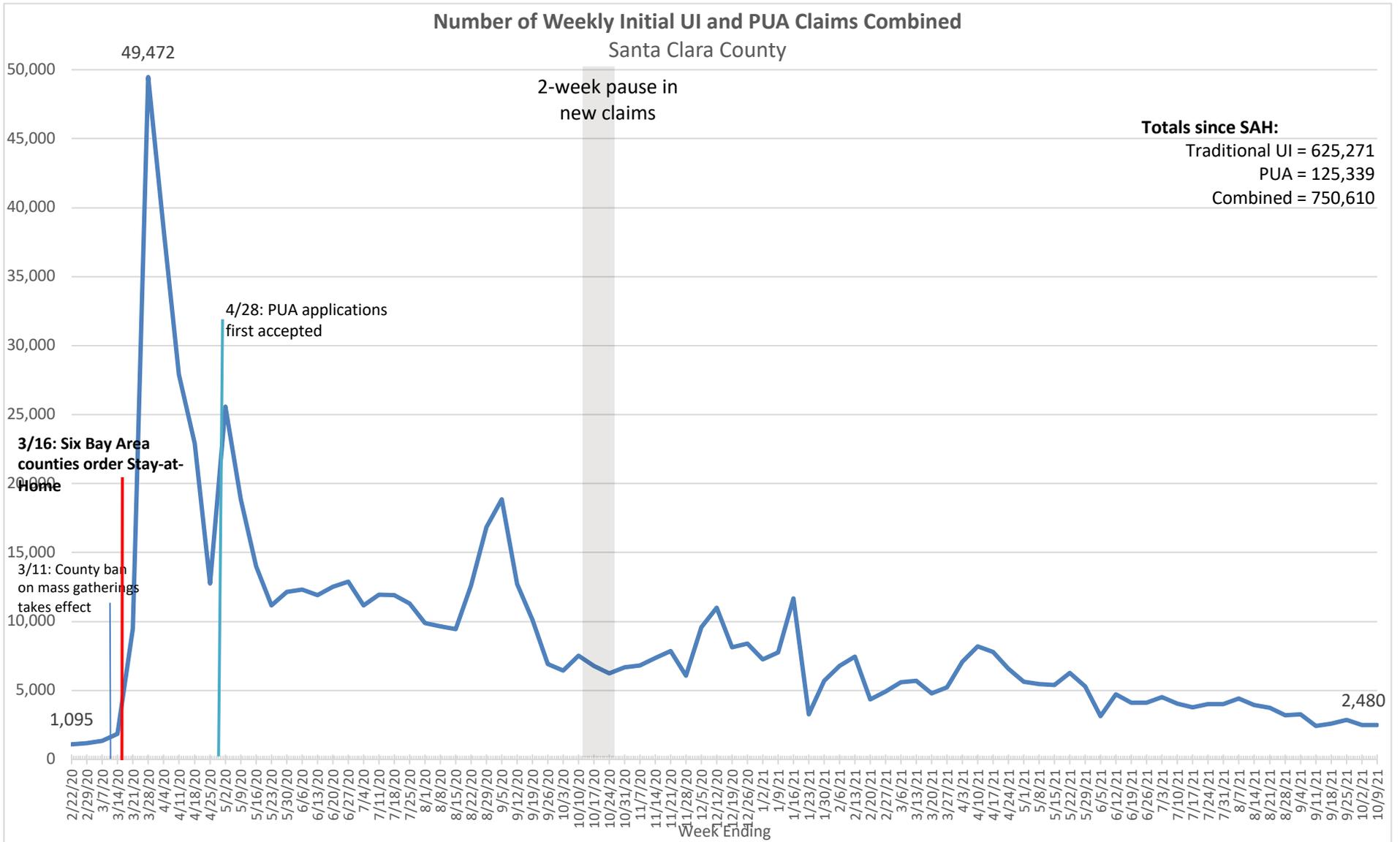
The following charts show shifts in (a) the county labor force since just before the pandemic shutdown, (b) work2future’s priority sectors this year, with a pre-pandemic benchmark, (c) local weekly UI claims.



The Santa Clara County labor force remains below pre-pandemic levels. More than 39,000 fewer county residents were employed in August 2021 than in March 2020, the month when the pandemic shutdown took effect. An additional 49,000 were looking for/available to work in August 2021, compared to a little more than 31,000 in March 2020.



The ICT cluster (mainly the Information and the Professional, Scientific & Technical Services sectors) and the Durable Goods Manufacturing sector remain the most robust of work2future’s priority sectors, with employment above the latest pre-pandemic levels, while Health Care & Social Assistance has recovered to its pre-pandemic level. Construction and the Finance and Business Services cluster (Financial Activities and Administrative & Support Services) are still struggling to recover to pre-pandemic employment levels.



Unemployment claims in Santa County flow against the statewide tide, maintaining a generally downward trend into early October, even as initial claims rose again statewide in the week ending October 9. See Mercury News article below.

EXECUTIVE CMTE

10-18-21

Subject: August 2021 Labor Market Summary

Page 5 of 5

SAMPLE READING

COVID malaise: [California Jobless claims jump, stay greatly elevated](https://www.mercurynews.com/2021/10/14/covid-california-unemployment-claims-jump-edd-economy-jobs-layoff/), *The Mercury News*

<https://www.mercurynews.com/2021/10/14/covid-california-unemployment-claims-jump-edd-economy-jobs-layoff/>

[The Great Resignation is Accelerating](https://www.theatlantic.com/ideas/archive/2021/10/great-resignation-accelerating/620382/?fbclid=IwAR2yc_lpGT3S0By9XP42g8S7hjt9JN3xAprTK-tB0KcAOxa-2W0eRAPWj9o), *The Atlantic*

https://www.theatlantic.com/ideas/archive/2021/10/great-resignation-accelerating/620382/?fbclid=IwAR2yc_lpGT3S0By9XP42g8S7hjt9JN3xAprTK-tB0KcAOxa-2W0eRAPWj9o

[The October Job Openings and Labor Turnover Survey](https://www.economicmodeling.com/2021/10/14/the-october-job-openings-and-labor-turnover-survey/), *Emsi*

<https://www.economicmodeling.com/2021/10/14/the-october-job-openings-and-labor-turnover-survey/>

###



Open Forum

IV.A.

Minutes Approval

[Action]

EXECUTIVE COMMITTEE MEETING

August 19, 2021

Staff: K. Azevedo, N. Pham, L. Thoo, A. Mallari

Guests: J. Estill (Board member); E. McGrath (Board member); Adrineh Terantonians, Regional Director, Equus Workforce Solutions; Charlotte Johnson, Program Manager, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee

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 11:31 am.

Roll Call

Present: L. Auerhahn, C. Bojorquez (11:34 am), J. Flynn, S. Koepp-Baker, M. Lucero, R. Perez

Absent: G. Chao

II. CONSENT ITEMS

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

A. Financial Status Report as of June 30, 2021

III. OPEN FORUM – None

IV. BUSINESS ITEMS

A. Minutes Approval

ACTION: On a motion by Ms. Perez, seconded by Ms. Auerhahn, the committee unanimously approved the minutes of the June 4, 2021, meeting.

B. Director's Report

In the absence of Director Melchor, Finance Manager Mallari reported on both the clean audit findings for the Single Audit (required because work2future is funded with federal WIOA dollars) and compliance with Section 188 (equal opportunity and non-discrimination provisions). Strategic Engagement Manager Thoo reported that City of San Jose facilities, including those used by work2future (Kirk and Almaden Winery, are still not open to the public. He also announced that work2future expects to return to in-person board and committee meetings in October 2021.

C. RFP for Online Training Providers

In the absence of Contracts Manager Colleen Brennan, Strategic Engagement Manager Thoo reported on the release of the RFP for online training providers on Friday, August 13, 2021. The Request for Proposals was sent to a variety of online training providers as well as posted on the Webgrants website. A Technical Assistance session attended by one person was held on August 17, 2021, and proposals are due on September 3, 2021. Ms. Brennan has requested suggestions for panel members to review proposals.

D. Community Youth Forum

Mr. Estill reported on the activities of the Community Youth Forum, particularly the results of survey data. He mentioned that they are looking to collect more survey data and are conducting youth focus groups with 25 to 30 lived experience youth between 18 and 25 years old. Mr. Estill would like to invite a lived experience youth to present at the next work2future Board meeting in September.

E. Business Services Committee

Ms. McGrath discussed the activities of the Business Services Committee in the absence of Chair George Chao and gave updates on the following: July Job Fair, Facebook/Resilience Corps digital internships, Incumbent worker training, Employer Cohort Training Pilot (funded by Workforce Accelerator Grant 9.0), and business intelligence/labor market activity.

F. Appointment of New Member to the Business Services Committee

Strategic Engagement Manager Thoo requested that the committee approve the appointment of Ms. Karamjit Taunk, Senior Manager, Technical Training, Olympus Surgical Technologies America, to the Business Services Committee as a non-Board member.

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

G. WIOA Career Services

Charlotte Johnson from Equus introduced Regional Director Adrineh Terantonians, who presented an overview of career services being provided during the pandemic. She stated that as of the end of July, Equus was at 106% of their Adult/Dislocated Worker enrollment goal and hope to reach 85% of their monthly targets. Ms. Terantonians also discussed the first in-person job fair held in July, planning for future hiring events, and partnering with the library and EDD. Sead Eminovic, San Jose Director of International Rescue Committee, discussed his team's efforts to connect with Youth in South County and partnering with both board staff and Equus to provide career services and increase enrollment.

H. Digital Marketing Internship Special Projects

Strategic Engagement Analyst Nguyen Pham presented an update on both the Facebook Career Connections and Resilience Corps projects.

V. OTHER

- A.** Mr. Thoo announced that work2future has commissioned an analysis of the 2020 Census data that was released last week to study changes between 2010 and 2020.
- B.** Mr. Thoo also let the committee know that work2future may convene a special meeting of the Executive Committee in September to review the online provider RFP.
- C.** Ms. Koepp-Baker announced that Santa Clara County Libraries are open and providing services.

VI. ADJOURNMENT at 12:53 p.m.

SPECIAL EXECUTIVE COMMITTEE MEETING

September 10, 2021

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

MINUTES

Prepared by K. Azevedo; edited by L. Thoo

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

I. CALL TO ORDER & ROLL CALL

Chair Flynn called the Zoom meeting to order at 11:30 am.

Roll Call

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

II. OPEN FORUM – None

III. BUSINESS ITEMS

A. Selection of Online Training Provider

Contracts Manager Colleen Brennan requested the committee approve the recommendation to the Board for staff to negotiate with the selected provider, NY Wired for Education, to provide online training to WIOA Adults, Dislocated Workers, and Youth through June 30, 2022, with an option for up to four one-year extensions at the discretion of the City and dependent on various parameters. Ms. Brennan noted that the selected online training provider scored twelve points higher than the next highest provider across three different scoring categories. Discussion ensued among committee members regarding the value of offering courses in different languages, especially Vietnamese and Spanish. Committee members also discussed the feasibility of adding language capability to future contract negotiations and/or having a separate provider for career training in other languages.

ACTION: On a motion by Mr. Bojorquez, seconded by Ms. Auerhahn, the committee approved the recommendation unanimously.

IV. ADJOURNMENT

Chair Flynn adjourned the meeting at 11:53 p.m.

IV.B

Director's Report

[Discussion]

DIRECTOR'S REPORT

Director Monique Melchor will report on various matters of interest.

###

IV.C

CAREER NDWG Grant

[Action]



Memorandum

TO: Executive Committee

FROM: Allain Mallari

SUBJECT: CAREER NDWG

DATE: October 8, 2021

Approved

Date

RECOMMENDATION

Recommend Board approval for the acceptance of \$500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworks Workforce Development Board.

If approved by the Executive Committee, the recommendation will be forwarded to the Board for its meeting on November 18, 2021.

BACKGROUND

On June 28, 2021, The United States Department of Labor (DOL) Employment and Training Administration (ETA) announced the availability of approximately \$43 million for the Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grants (NDWG). These funds will support the public workforce system in connecting job seekers to employment as the economy recovers from the impacts of the Coronavirus Infectious Disease 2019 (COVID-19) pandemic.

The funding initiative will enable successful applicants to address and recover from the unprecedented unemployment and economic impacts of the COVID-19 pandemic. Funds will support and enhance comprehensive employment services, and for supporting digitalization of services to unemployed jobseekers as well as the data systems necessary to connect the unemployed to reemployment.

The goal of the CAREER NDWG is to help reemploy dislocated workers most affected by the COVID-19 pandemic. Grants will focus on serving those from historically marginalized communities, and/or those who have been unemployed for a prolonged period or have exhausted Unemployment Insurance (UI) or other Pandemic UI programs.

Grantees need to provide at least one of the following activities:

- a. Career and Training Services — Staff-assisted career services to comprehensively support reemployment, and appropriate supportive services. The grant can support participant training, as needed, to move into a higher paying career path, and other allowable supportive services necessary to complete training such as childcare or transportation.

- b. Expanding accessibility and capacity through virtual platforms and other technology --
Developing or upgrading accessible online systems, platforms, and data structures for access to services, job search, and career guidance.

ANALYSIS

On August 25, 2021, the DOL announced the award of the first \$22 million of a total of \$90 million in funding to help nine organizations provide training and employment services for job seekers in historically marginalized communities as the economy recovers from the coronavirus pandemic's impacts.

NOVAworks Workforce Development Board (lead agency for this grant), in collaboration with work2future and San Francisco Workforce Development Board, was awarded \$3,000,000 to structure a program in line with the purpose of the CAREER NDWG. work2future was allocated \$500,000 to help implement the grant.

This project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. In Santa Clara County, which remains the heart of Silicon Valley, work2future will focus its outreach efforts on ZIP Codes with disproportionately high concentrations of low-income immigrant residents, many of whom work in low-wage jobs in the leisure and hospitality, retail, and personal services sectors that have been hit hardest by the pandemic recession. The distribution of initial UI claims also indicates that losses of jobs or work hours have tended to be most pronounced in those ZIP Codes.

This project will target long-term unemployed and/or dislocated and/or economically disadvantaged Latino and Southeast Asian low-income families and adult residents of Silicon Valley. The success of this project will deliver sustainable gateways to quality employment designed for the needs of communities that have limited access to technology, income and education resources that normally facilitate employment at the middle and upper tiers of key sectors such as advanced manufacturing.

Program deliverables will include outreach and enrollment services, job readiness and career exploration workshops, individualized career coaching, counseling and case management services, a myriad supportive services (such as gas reimbursements, interview clothing, training materials, such as equipment, testing costs, etc.), occupational skills training and, upon completion, attainment of industry-recognized certificates and credentials, and placement services that will support the success of individuals with barriers to employment from underrepresented communities.

work2future aims to provide career services, training services, and supportive services to a total of 100 individuals for the period of the grant, 10/1/2021 to 9/30/2023 (24 months).

Proposed Budget

Budget Details	Amount
Staff Salaries and Wages	\$94,609
Staff Fringe Benefits	59,310
Training Services	150,000
Service Provider/Case Management	115,000
Supportive Services	22,500
Rent	2,297
Indirect Costs	56,284
Total	\$500,000

/s/
ALLAIN MALLARI
Finance Manager

cc: Monique Melchor
Jeff Ruster

/am

IV.D

FY 2021-22 Budget Reconciliation

[Action]



Memorandum

TO: Executive Committee

FROM: Allain Mallari

SUBJECT: See Below

DATE: October 8, 2021

Approved

Date:

SUBJECT: FY 2021-22 Program Operating Budget Reconciliation for 2020-21 Carry-Over Savings and FY 2021-22 WIOA Formula and Rapid Response Funding Adjustment

RECOMMENDATION

Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2021–22 Program Operating Budget as follows:

- i) Adjust the Program Operating Budget to reflect a \$10,043 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2021 Board-approved budget
- ii) Re-budget \$43,817 additional carry-over administrative funding
- iii) Decrease funding by \$141,382 in the WIOA Rapid Response operating budget
- iv) Adjust the Summary of Discretionary funding sources, both new and carry-over, to \$4,693,816.

If approved, this recommendation will be included in the agenda of the November 18, 2021, Board meeting.

BACKGROUND AND ANALYSIS

On May 14, 2021, the State of California Employment Development Department (EDD) released its *planned* allocation for WIOA Adult, Dislocated Worker, and Youth Funding streams for FY 2021-22. 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 16-19, dated April 27, 2021. EDD's allocation for work2future reflected an approximately 3% overall increase from FY 2020-21.

On June 4, 2021, work2future staff submitted to the Executive Committee and, on June 17, 2021, to the full Board, the Proposed FY 2021-22 WIOA Program Operating Budget. This included the planned WIOA allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2020-21.

On July 26, 2021, work2future received its *planned* Rapid Response and Layoff Aversion funding allocation notice for FY 2021-22. This allocation notice was released for planning and budgeting purposes only. Once the State receives federal and state authority for these funds, the *final* allocations will be released.

In addition, in the June 2021 Board-approved Program Operating Budget, work2future included \$3,334,506 projected carry-over as of April 30, 2021. In the preliminary FY 2020-21 year-end close as of June 30, 2021, actual savings were determined to be \$3,324,463. The \$10,043 difference will be realigned accordingly in the table below.

Proposed reallocation of the carry-over difference is presented below.

Budget Details	June 2021 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$2,340,384	-	\$2,340,384
Non-Personnel Costs	631,979	-	631,979
One Stop Center Relocation	250,000	(250,000)	-
Adult Client Services	1,725,399	24,903	1,750,302
Youth Client Services	845,644	60,000	\$905,644
One Stop Operator	30,000	-	30,000
Contracted Services	2,290,118	6,489	2,296,607
Unallocated Contingency Reserve	575,034	148,565	723,599
Total Operating Budget	\$8,688,558	\$(10,043)	\$8,678,515

One Stop Center Relocation

In the June 2021 Board-approved budget, \$250,000 was tentatively allocated from WIOA funding for the anticipated relocation of the one stop center. However, work2future staff was able to raise funds from another source. Google pledged to contribute \$300,000 that will cover the necessary costs associated with the move

At the September 21, 2021, City of San Jose Council Meeting, the acceptance of the \$300,000 donation from Google was approved to be used in the moving, tenant site improvements, and technology upgrades to the new work2future San Jose Job Center location (1608 Las Plumas Avenue).

Adult and Youth Services

A total of \$84,903 was allocated to Adult and Youth Client Services to meet regulatory and performance requirements. Assigning these funds to SB734 training and work experience expenditures will put work2future in a good position to be compliant with statutory and performance obligations.

Contracted Services

During budget negotiations with the service providers, it was determined that an additional \$6,489 is needed to cover operating costs. work2future staff agreed to accommodate the additional funding as they are reasonable and necessary for running the program.

Contingency Reserve

With the continuing decline in federal WIOA funding, staff proposes to set aside the additional carry-over funding of \$148,565 to the Unallocated Contingency Reserve account. work2future can then tap into this reserve account during the fiscal year, should there be a need for additional client services that were not anticipated during budget preparation.

With the additional funds set aside for contingency purposes, the contingency reserve account would be approximately \$1.62 million including the 15% Board-mandated reserve of \$896,420. This represents approximately 27% of the current WIOA formula funding allocation. If not spent, this amount will be carried over to FY 2022-23.

WIOA ADMINISTRATIVE FUNDING

The work2future administrative budget increases by \$43,817 from \$597,613 to \$641,430. The increase represents carry-over administrative funding from FY 2020-21.

The carry-over amount was generated due to personnel and non-personnel cost savings. For FY 2020-21, work2future staff were able to leverage a portion of their time to other discretionary grants. Therefore, staff is proposing to allocate the savings to the personnel budget to cover costs that cannot be covered by one-time funds for this fiscal year.

Budget Details	June 2021 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$337,128	\$43,817	\$380,945
CAO	119,405	-	119,405
Non-Personnel Costs	31,821	-	31,821
City Overhead	49,498	-	49,498
Distribution to Service Providers	59,761	-	59,761
Total Operating Budget	\$597,613	\$43,817	\$641,430

WIOA RAPID RESPONSE FUNDING

Rapid Response funds usually carry a one-year term and workforce development boards need to spend the money within the set timeframe. Otherwise, the State may, at its discretion, recapture the funds allocated. Because of the uncommon predicament that COVID-19 brought, work2future couldn't spend all FY 2020-21 program funds. However, on May 13, 2021, under WSIN20-61, the State issued a notice to extending the terms of the Rapid Response (RR) by formula and Layoff Aversion funding for PY 20-21. The funds must now be spent by June 30, 2022, instead of June 30, 2021. With this, the unspent Rapid Response funds of \$253,948 will be carried over to FY 2021-22 along with the current year program allocation. Note that this adjusted amount is \$13,286 less than the estimated \$267,234 in RR carry-over funds in the June proposed budget.

On July 26, 2021, the State of California EDD released the FY 2021-22 *planned* Rapid Response funding allocation to Local Workforce Development Boards. work2future has been allocated \$505,829 in both *base and lay-off aversion* funding, \$128,096 less than the \$633,925 *estimated funding* submitted and approved by the Board in June 2021. Coupled with the \$13,286 decrease in carry-over funds mentioned above, the result is \$141,382 less in RR funds than previously estimated. Total Rapid Response funding will now be \$759,777 which is comprised of FY 2020-21 carry-over funding of \$253,948 and FY 2021-22 new allocation of \$505,829.

The following are the proposed budget adjustments to the Rapid Response funding and the corresponding financial impact on the operational budget:

Budget Details	June 2021 Board-Approved Rapid Response Budget	Combined FY 2021-22 Adjustment	Proposed Revised Rapid Response Budget
	A	B	C = (A+B)
WIOA Rapid Response Allocation	\$901,159	(141,382)	\$759,777

The following are the proposed changes to the Rapid Response Operating Budget:

Budget Details	June 2021 Board-Approved Rapid Response Budget	FY 2021-22 Allocation Adjustment	Revised Rapid Response Allocation
	A	B	C = (A+B)
Personnel Costs	\$522,792	(128,572)	\$394,220
Non-Personnel Costs	49,859	-	49,859
Incumbent Workers/Workshops/IT/Displacement Strategies	265,115	-	265,115
City Overhead Costs @ 10% of Allocation	63,393	(12,810)	50,583
Total Proposed Rapid Response Budget	\$901,159	(141,382)	\$759,777

The decrease in the personnel costs line-item budget reflects a vacated position that is not expected to be filled for FY 2021-22. This will allow work2future to cover the decrease in this year’s allocation. Furthermore, the decrease in the City Overhead will equate to 10% the FY 2021-22 Rapid Response funding allocation.

DISCRETIONARY CARRY-OVER AND NEW FUNDING

All discretionary grants except for the BOS initiative, California Workforce Development Board, and Emerging Needs Local Assistance funding are for a term period that crosses over two or more fiscal years. Thus, unspent funding can be carried over to the remaining months of the grant period and reimbursed when expenditures are incurred against the grant. On the other hand, the BOS Initiative, California Workforce Development Board, and Emerging Needs Local Assistance funding are ongoing grants for which funding has already been received, and unspent funding has been carried over from one fiscal year to the next until the funds are totally spent.

Also included in this funding group is the on-going funding from the City General Fund of \$1.5 million to support the San Jose Works program.

The following table is a Summary of Discretionary grant funding for FY 2021-22:

Discretionary Grants	Proposed Amount
San Jose Works 7.0 Program Initiative ¹	\$2,641,908
Career NDWG ²	500,000
Workforce Accelerator Fund 9.0	250,000
National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	493,424
Prison to Employment (P2E) Direct Service/Earn and Learn Grant/Program Lead ³	416,375
San Jose Works (Amazon) ⁴	100,000
San Jose Works (EDP Renewable NA LLC) ⁴	91,667
Veterans’ Employment Related Assistance Grant (NPower)	57,250
San Jose Works (Bank of America) ⁴	55,250
San Jose Works (Cities for Financial Empowerment) ⁴	25,000
Slingshot / Regional Plan Implementation 4.0	25,000
San Jose Works (Wells Fargo) ⁴	15,000
Business Owner’s Space (BOS) Initiative	8,900
San Jose Works (Flagship) ⁴	5,000
Emerging Needs Local Assistance Fund	5,000
California Workforce Development Board	4,042
Total Discretionary New and Carry Over Funding	\$4,693,816

EXECUTIVE CMTE

Date: 10-8-21

Subject: FY 2021-22 Operating Budget Reconciliation

Page 6 of 6

¹ Represents the yearly funding of \$1,500,000 available from the City General Fund to support SJ Works 7.0 and \$1,141,908 carry-over funds from SJ Works 6.0.

² New grant received in collaboration with NOVA and San Francisco Workforce Development Board to help reemploy dislocated workers most affected by the COVID-19 pandemic.

³ Represents FY 2020-21 carry-over of \$188,168 and new funding allocation given to work2future of \$228,207.

⁴ Other funding raised to support the San Jose Works program.

/s/

Allain Mallari

Finance Manager

cc: Monique Melchor

Jeff Ruster

IV.E

San Jose Job Center Relocation Budget

[Action]



Memorandum

TO: Executive Committee
FROM: Allain Mallari
:
SUBJECT: SAN JOSE JOB CENTER RELOCATION BUDGET
DATE: October 8, 2021

Approved _____ **Date:** _____

RECOMMENDATION

Approve staff’s proposed budget for the relocation of the San Jose Job Center and authorize staff to transfer funds between budget line items, provided there is no change to the overall budget.

BACKGROUND AND ANALYSIS

At its meeting on June 17, 2021, the Board voted to recommend the relocation of the center from 1601 Foxworthy Avenue, San Jose, to 1608 Las Plumas Avenue, San Jose, and directed staff to present a relocation budget to the Executive Committee for the committee’s review and approval.

The anticipated move will allow work2future to better reach vulnerable communities impacted by years of systemic inequities. With the expected relocation of the one-stop center to the East side of San Jose, work2future is expected to serve more low-resource clients.

In keeping with this, Google offered to donate \$300,000 for moving costs, tenant improvements, and technology upgrades for the new work2future San Jose Job Center. The San Jose City Council resolved September 21, 2021, to accept Google’s donation.

The proposed budget is presented in the table below.

Budget Details	Amount
Tenant Site Improvements (Labor and Construction Materials)	\$100,000
Moving Costs	50,000
Technology Upgrades	90,000
Contingency Reserve	60,000
Total	\$300,000

/s/
Allain Mallari
Finance Manager

cc: Monique Melchor
Jeff Ruster

IV.F

WIOA Performance Report

[Discussion]

WIOA PERFORMANCE REPORT — ENROLLMENT

work2future’s WIOA programs—Adult, Dislocated Worker, Youth, and National Dislocated Worker Grant (NDWG)—have served 599 participants in the current program year.

- 276 participants were carried over from the last program year
- 323 additional participants have been enrolled, as of October 15, 2021.

Equus Workforce Solutions: Adult Program, Dislocated Worker Program, and NDWG throughout the LWDA; Youth Program in northern portion of LWDA (north of San Martin)

Program	New Enrollments PY 2021 as of October 15	% of Goal Achieved (Per Performance Operating Plan)	Enrollment Goal PY 2021-2022
Adult Program, Dislocated Worker Program	210	131%	540
NDWG	90	105%	160
Youth Program (north LWDA)	15	37.5%	160

International Rescue Committee: Youth Program in southern portion of LWDA (south of San Jose)

Program	New Enrollments PY 2021 as of October 15	% of Goal Achieved (Per Performance Operating Plan)	Enrollment Goal PY 2021-2022
Youth Program (south LWDA)	8	53.3%	40

Adrineh Terantonians, Regional Director, Equus Workforce Solutions, and Sead Eminovic, IRC San Jose Director, International Rescue Committee, will report on their organizations’ respective outreach and enrollment efforts.

IV.G

RFP Administration

[Discussion]

RFP ADMINISTRATION

Contracts Manager Colleen Brennan will provide a presentation on the Webgrants system used to administer work2future's Requests for Proposals.

###

IV.H

Community Youth Forum

[Discussion]

COMMUNITY YOUTH FORUM

Board member Jack Estill, one of two work2future Board members participating in the Community Youth Forum, has provided the following update:

“The Youth Forum met on Wednesday, October 6, 2021, from 5 to a little after 6 pm. After an introduction by Jack Estill and an icebreaker by Hiba Arafah, Courtney Portal provided a recap of our past meetings, accomplishments, and goals to date. Joe Herrity and Jack Estill then presented a recap of the information gained in the youth ecosystem mapping surveys and young adult focus groups.

“Joe provided a detailed presentation of the data in a PowerPoint format. He covered the processes used to collect the data and pointed out the highlights of the services that were provided. Twenty-one organizations responded to the mapping surveys and provided a great deal of discrete information about current services. He noted both those services that appeared relatively often and those that appeared under-provided.

“He next covered the results of the young adult leaders’ focus groups. There were 27 lived-experience youth who participated, and most were recruited by the young leaders themselves. These young adults also ran the focus groups and took the notes for the ultimate data review. All participants were paid a \$50 gift card stipend for their participation and gave their full attention to making the groups successful. The leadership they demonstrated was a highlight of the data collection process.

“Estill directed the conversation around some of the findings, but both Estill and Herrity wanted to avoid swaying the conversation and, instead, requested that all the Youth Forum members take some time to absorb the collected data on their own.

“Estill announced that the next three regularly scheduled meetings would be November 3, 2021, January 5, 2022, and February 2, 2022, all Wednesdays from 5 to 6 pm and encouraged everyone to get the dates on their calendars.

“There was such an enthusiastic response among those at the meeting that the steering committee during its recap agreed to host an interim meeting on Wednesday, October 20, 2021 from 5 to 6 pm to keep the momentum going. The purpose of this meeting would be to provide enough time for participants to review and absorb the collected data and to choose an area on which they would like to concentrate in smaller working groups starting with the November meeting.

“Meeting materials (data sets and the PowerPoint presentation) are available to Board Members upon request to Jack Estill.”

###

IV.I

In-School Youth Waiver

[Discussion]

IN-SCHOOL YOUTH WAIVER

Director Monique Melchor will report on the status of a request for a state waiver that will allow for a larger proportion of in-school youth to be served in the WIOA Youth Program.

###

V.

Other

VI.

Adjournment