WORKFORCE DEVELOPMENT BOARD MEETING
Thursday, November 18, 2021, 9:30 am
www.work2future.org
Joseph Flynn, Chair
Susan Koepp-Baker, Vice-Chair

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 79485, 80237 and 80266, this meeting will not be physically open to the public and Board Members will be teleconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone and smart tablet at https://sanjoseca.zoom.us/j/92419630798?pwd=OWtLYTc0cDVQWkxYNYBqGNYBEZzd09

To submit written Public Comment before the meeting: Send e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 am the day of the meeting. The e-mails will be posted with the agenda on work2future.org 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 two minutes per individual comment, subject to the Chair’s discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

To provide Spoken Public Comment during the meeting:

a) Phone (408) 638-0968, Webinar ID 924 1963 0798. Press *9 to Raise a Hand to let the Chair know that you’d like to speak. Press *6 to Unmute and Mute yourself.

b) Online using the Zoom link above: 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

Please limit remarks to the time limit allotted by the meeting chair, usually two minutes.
WORKFORCE DEVELOPMENT BOARD MEMBERS
November 2021

1. Louise Auerhahn
   Director of Economic & Workforce Policy
   Working Partnerships USA

2. Rajiv Batra
   Associate General Counsel
   Fundbox

3. Chad Bojorquez
   Chief Program Officer
   Destination: Home

4. George Chao, Business Services Committee Chair
   Advanced Manufacturing & Strategic Partnerships Manager
   Manex

5. John (Jack) Estill
   Partner
   Coactify

6. Joseph A. Flynn, Board Chairperson
   COO
   Sourcewise

7. Leslie Gilroy
   Operations Director
   Career Systems Development Corp.

8. Blanca Gomez
   Social Impact and Innovation
   Wells Fargo

9. Juan Gutierrez
   Organizer
   UA Local Union 393 Plumbers, Steamfitters, Pipefitters, & HVACR Service Technicians

10. Susan L. Koepp-Baker, Board Vice-Chairperson
    Principal
    Enviro-Tech Services

11. Van T. Le
    Trustee and Clerk of the Board
    East Side Union High School District Agent
    State Farm Insurance

12. Maria Lucero
    Deputy Division Chief, Region I
    Northern Division, Workforce Services Branch
    Employment Development Department, State of California

13. Emily McGrath
    Director of Workforce Development, Education & Training
    NextFlex

14. Robert Moreno
    Training Director
    Santa Clara County Electrical Joint Apprentice Training Center, IBEW

15. Rafaela Perez
    Employment Services Director
    Social Services Agency, County of Santa Clara

16. Steve Preminger
    Director, Office of Strategic & Intergovernmental Affairs
    County of Santa Clara

17. Priya Smith, MPH
    Medical Group Administrator
    The Permanente Medical Group
    Kaiser Permanente San Jose

18. Alan Takahashi
    Vice President and General Manager
    Multifunction Microwave Solutions
    Cobham Advanced Electronic Solutions (CAES)

19. Todd Teixeira, MA
    Team Manager (SSM1), San Jose North Branch
    California Department of Rehabilitation

20. Kishan Vujjeni
    Co-chair
    South Bay Consortium for Adult Education
    Dean of College Transitions & Extension Programs
    San Jose Evergreen Community College District
I. CALL TO ORDER & ROLL CALL
   5 min
   9:35 am end

II. CONSENT ITEMS {Action}
   Approve the acceptance of:
   5 min
   9:40 am end
   A. Financial Status Report as of September 30, 2021
   B. San Jose Works Report as of October 31, 2021
   C. September 2021 Labor Market Summary

III. OPEN FORUM
   Members of the public may address the committee on matters not on the agenda
   5 min
   9:45 am end

IV. BUSINESS ITEMS
   A. Minutes Approval {Action}
      Approve minutes of the September 16, 2021, Board meeting
      5 min
      9:50 am end

   B. Director’s Report {Information}
      Monique Melchor, Director
      Reports on various matters of interest
      5 min
      9:55 am end

   C. RFP Administration {Information}
      Colleen Brennan, Contracts Manager
      Presentation on the Webgrants system used to administer work2future’s Requests for Proposals (RFP)
      10 min
      10:05 am end

   D. CAREER NDWG Grant {Action}
      Allain Mallari, Finance Manager
      Approval for the acceptance of $500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworks
      5 min
      10:10 am end

   E. FY 2021-22 Budget Reconciliation {Action}
      Allain Mallari, Finance Manager
      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
      10 min
      10:20 am end
F. WIOA Performance Report for Q1 of PY 2021 {Information}  
   Monique Melchor, Director; Adrineh Terantonians, Regional Director, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee  
   Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2021-22 (PY 2021)

G. Community Youth Forum {Information}  
   Jack Estill, Board member  
   Update on activities of the community youth forum since the September Board meeting.

H. Elections {Action}  
   Lawrence Thoo, Strategic Engagement Manager  
   1. Election of a business representative Board member to serve as Chairperson for a two-year term beginning January 1, 2022, and ending December 31, 2023  
   2. Election of a business representative Board member to serve as Vice-Chairperson for a two-year term beginning January 1, 2022, and ending December 31, 2023  
   3. Election of two Board members to fill at-large seats on the Executive Committee for two-year terms beginning January 1, 2022, and ending December 31, 2023

V. OTHER  
   Announcements, suggested agenda items for a future meeting, other housekeeping

A. Other

VI. ADJOURNMENT: To be followed by a presentation on the 2021 Community Builder Awards

Please note: Times to the right of agenda items are estimates only of the duration of each item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.
CITY OF SAN JOSE CODE OF CONDUCT
FOR PUBLIC MEETINGS

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

Novel Coronavirus (COVID-19) Precautions
Consistent with the California Governor’s Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer’s March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Instead, the meeting will be conducted via on-line videoconference open to the public. The Code of Conduct will apply to the extent possible in a videoconference setting.

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

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

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

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

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

Consent Items

Approve the acceptance of:

A. Financial Status Report as of September 30, 2021
B. San Jose Works Report as of September 30, 2021
C. September 2021 Labor Market Summary

[Action]
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 September 30, 2021, work2future has $2.07 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 $450,662 which comprised of the following:
     a. Savings from personnel costs transferred to other discretionary grants and vacancies: $165,219
     b. Savings from non-personnel costs: $20,292
     c. Savings from unspent clients’ training and supportive services costs: $265,151

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 September 30, 2021, approximately 60% of the total funding has been spent. The grant term for this award is from September 1, 2019 to March 31, 2022.

- work2future received $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 September 30, 2021, 40% 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 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 September 30, 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.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Sponsorship/Contributions</th>
<th>Sub-grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>-</td>
<td>$55,250</td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>$7,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>Amazon</td>
<td>$100,000</td>
<td>-</td>
</tr>
<tr>
<td>Flagship</td>
<td>$5,000</td>
<td>-</td>
</tr>
</tbody>
</table>

- 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
# Preliminary Financial Status Report as of 09/30/21

**Prepared by:** Allain Mallari  
**Approved by:** Monique Melchor  

## I. Actual as of June 30, 2021

<table>
<thead>
<tr>
<th>WIOA Formula Funds</th>
<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
<th>RR</th>
<th>TOTAL WIOA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Period</strong></td>
<td>07/01/20-06/30/22</td>
<td>07/01/20-06/30/22</td>
<td>07/01/20-06/30/22</td>
<td>07/01/20-06/30/22</td>
<td></td>
</tr>
<tr>
<td><strong>Available Funds for FY2020-2021 PD 14 Stat 3</strong></td>
<td>$1,882,845</td>
<td>$1,963,174</td>
<td>$1,981,610</td>
<td>$633,925</td>
<td>$6,461,554</td>
</tr>
<tr>
<td><strong>Actual Expenditures as of June 30, 2021</strong></td>
<td>$755,507</td>
<td>$386,982</td>
<td>$444,909</td>
<td>$379,977</td>
<td>$1,967,374</td>
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<tr>
<td><strong>Encumbrances/Spending Plan as of June 30, 2021</strong></td>
<td>$(35,908)</td>
<td>$(59,016)</td>
<td>$(30,681)</td>
<td>$0</td>
<td>$(124,605)</td>
</tr>
<tr>
<td><strong>Total Actual Expenditures/Encumbrances as of June 2021</strong></td>
<td>$(791,415)</td>
<td>$1,518,176</td>
<td>$1,506,020</td>
<td>$253,948</td>
<td>$3,469,575</td>
</tr>
</tbody>
</table>

## II. Actual Expenditures/Encumbrances

### (a) Available Funds from Carry over for FY2021-2022 (remaining plus enc.)

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
<th>RR</th>
<th>TOTAL WIOA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures as of September 30, 2021</strong></td>
<td>$1,127,338</td>
<td>$1,576,192</td>
<td>$1,536,701</td>
<td>$253,948</td>
<td>$4,494,180</td>
</tr>
<tr>
<td><strong>Encumbrances as of September 30, 2021</strong></td>
<td>$(549,909)</td>
<td>$(331,525)</td>
<td>$(427,956)</td>
<td>$(105,990)</td>
<td>$(1,415,380)</td>
</tr>
<tr>
<td><strong>Total Actual Expenditures/Encumbrances as of September 30, 2021</strong></td>
<td>$(597,009)</td>
<td>$(202,667)</td>
<td>$(554,943)</td>
<td>$(348,950)</td>
<td>$(2,909,763)</td>
</tr>
<tr>
<td><strong>$ Remaining</strong></td>
<td>$518,255</td>
<td>$1,163,181</td>
<td>$1,022,323</td>
<td>$147,958</td>
<td>$2,851,717</td>
</tr>
</tbody>
</table>

### (b) Current Allocation for FY 2021-2022

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
<th>RR</th>
<th>TOTAL WIOA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adjusted Allocation for FY 2021-2022</strong></td>
<td>$1,912,928</td>
<td>$2,087,379</td>
<td>$1,975,827</td>
<td>$505,829</td>
<td>$6,481,963</td>
</tr>
<tr>
<td><strong>Expenditures as of September 30, 2021</strong></td>
<td>$(33,483)</td>
<td>$(39,722)</td>
<td>$(185,961)</td>
<td>$(9,626)</td>
<td>$(268,791)</td>
</tr>
<tr>
<td><strong>Encumbrances as of September 30, 2021</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Actual Expenditures/Encumbrances as of September 30, 2021</strong></td>
<td>$(33,483)</td>
<td>$(39,722)</td>
<td>$(185,961)</td>
<td>$(9,626)</td>
<td>$(268,791)</td>
</tr>
<tr>
<td><strong>$ Remaining</strong></td>
<td>$1,879,445</td>
<td>$2,047,658</td>
<td>$1,789,866</td>
<td>$496,203</td>
<td>$6,213,172</td>
</tr>
</tbody>
</table>

## III. Projected Expenditures/Carry Over through June 30, 2022

<table>
<thead>
<tr>
<th></th>
<th>Adult</th>
<th>Dislocated Worker</th>
<th>Youth</th>
<th>RR</th>
<th>TOTAL WIOA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projected Expenditures/Encumbrances through June 2022</strong></td>
<td>$(1,822,722)</td>
<td>$(2,522,148)</td>
<td>$(2,491,425)</td>
<td>$(653,787)</td>
<td>$(7,490,082)</td>
</tr>
<tr>
<td><strong>Projected Carry Over through June 2022 ($)</strong></td>
<td>$667,635</td>
<td>$809,898</td>
<td>$593,147</td>
<td>$0</td>
<td>$2,070,681</td>
</tr>
<tr>
<td><strong>Projected Carry Over through June 2022 (%) with Rapid Response</strong></td>
<td>35%</td>
<td>39%</td>
<td>30%</td>
<td>0%</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Projected Carry Over through June 2022 (%) without Rapid Response</strong></td>
<td>35%</td>
<td>39%</td>
<td>30%</td>
<td>0%</td>
<td>35%</td>
</tr>
<tr>
<td>Other Discretionary Funds</td>
<td>Prison To Employment Direct Service Earn and Learn (NOVA)</td>
<td>Prison to Employment Program Lead</td>
<td>Emerging Needs - Local Assistance Funds</td>
<td>SlingShot/Regional Plan Implementation (NOVA)</td>
<td>National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------</td>
<td>-----------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>I. Actual as of June 30, 2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Allocation</td>
<td>607,977</td>
<td>53,807</td>
<td>5,000</td>
<td>0</td>
<td>600,000</td>
</tr>
<tr>
<td>Increase/(Decrease)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjusted Allocation</td>
<td>607,977</td>
<td>53,807</td>
<td>5,000</td>
<td>0</td>
<td>600,000</td>
</tr>
<tr>
<td>Expenditures as of June 30, 2021</td>
<td>(437,941)</td>
<td>(35,625)</td>
<td>0</td>
<td>0</td>
<td>(106,576)</td>
</tr>
<tr>
<td>Encumbrance as of June 30, 2021</td>
<td>(62,816)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>(25,770)</td>
</tr>
<tr>
<td>Total Actual Expenditures/Encumbrances as of June 2021</td>
<td>(500,857)</td>
<td>(35,625)</td>
<td>0</td>
<td>0</td>
<td>(132,345)</td>
</tr>
<tr>
<td>Available Funds for FY 2021-2022</td>
<td>167,170</td>
<td>18,182</td>
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<td>Available Funds for FY2021-2022</td>
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<td>100%</td>
<td>25%</td>
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### Preliminary Financial Status Report as of 09/30/2021

**Preliminary Financial Status Report as of 09/30/2021**

<table>
<thead>
<tr>
<th>Other Discretionary Funds</th>
<th>City of San Jose Youth Summer Program Initiative</th>
<th>San Jose Works (EDP Renewables)</th>
<th>w2ff - San Jose Works (CFE)</th>
<th>w2ff - San Jose Works (Bank of America)</th>
<th>w2ff - San Jose Works (Wells Fargo)</th>
<th>w2ff - San Jose Works (Amazon)</th>
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<tr>
<td>Total Available Funding for FY 2021-2022</td>
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<td>57%</td>
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<tr>
<td>III. Projected Expenditures/Carry Over</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Projected Expenditures/Encumbrances through June 2022</td>
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<td>21%</td>
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</table>
## Preliminary Financial Status Report as of 09/30/2021
### PD 3 Status 3

### I. Actual as of June 30, 2021

<table>
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<tr>
<th></th>
<th>CWDB</th>
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<td>(7,512)</td>
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<td>Total Actual Expenditures/Encumbrances as of June 2021</td>
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<td>(6,554)</td>
<td>(7,512)</td>
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<tr>
<td>Available Funds for FY 2021-2022</td>
<td>4,042</td>
<td>8,900</td>
<td>12,942</td>
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<table>
<thead>
<tr>
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<tr>
<td>% Remaining</td>
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<td>63%</td>
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### II. Actual Expenditures/Encumbrances

<table>
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<th>BOS</th>
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<tr>
<td>Available Funds for FY 2021-2022</td>
<td>4,042</td>
<td>8,900</td>
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<tr>
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<td>(150)</td>
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<td>(150)</td>
<td>(150)</td>
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<table>
<thead>
<tr>
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<th>BOS</th>
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<tbody>
<tr>
<td>$ Remaining</td>
<td>4,042</td>
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<td>12,792</td>
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<td>% Remaining</td>
<td>100%</td>
<td>98%</td>
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</table>

### III. Projected Expenditures and Encumbrances/Carry Over

<table>
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<tr>
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<th>CWDB</th>
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</thead>
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<tr>
<td>Projected Carry Over through June 2022</td>
<td>4,042</td>
<td>8,750</td>
<td>12,792</td>
</tr>
<tr>
<td>Projected Carry Over (%) through June 2022</td>
<td>100%</td>
<td>98%</td>
<td>99%</td>
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</tbody>
</table>
SAN JOSE WORKS

San Jose Works (SJ Works) is a City of San Jose-funded partnership between work2future, and the City’s Parks, Recreation, and Neighborhood Services Department (PRNS). SJ Works has two tracks, (i) subsidized, in which the City covers the cost of stipends or wages for youth internships/jobs, and (ii) unsubsidized, in which employers cover the cost of stipends or wages.

Staff have continued to work on the Unsubsidized component of SJ Works 7.0 during the pandemic. To date, 94 clients are enrolled and 45 have been placed in various positions and employers. The remaining clients have received one or more services, such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attendance at a job fair or interview. Specialized recruitments in high schools will take place from November 2021 through February 2022.

Thus far, the subsidized component of SJ Works 7.0 has provided:

- To date, 312 subsidized employment opportunities for youth aged 14–18 years.
  - Due to the pandemic, our goal of 375 participants will be reached in cohorts. With the success of summer 2021, two pending cohorts of 30 students each will take place in the fall (November 2021) and spring (March 2022).
  - Of the 312 placements, 90% of placed youth successfully completed paid internships subsidized by the program. (Retention methodology: Youth who have earned three paychecks or completed 100 hours in two pay periods.)
  - The subsidized model focused increasingly on Priority-Sector and In-Demand Occupation internships for high school youth.
  - Of the 312 subsidized placements, 105 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in in-demand occupations outside those sectors.
    - Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
  - The remaining 207 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
  - About 85% of the internship positions were virtual or a hybrid of virtual and in-person work.
  - In addition, SJ Works piloted the first cohort of mentors. About 74 mentors committed to the program and 78 youth successfully completed the mentoring program. Mentoring was done in group sessions and will move to a 1-on-1 model for the spring cohort with new mentees.
    - Mentors recruited from different companies such as Western Digital, Bank of America, Intel, City departments, Boys & Girls Club, and others.
    - The mentoring program will continue to recruit for more mentors for the spring cohort.
  - There was a total of 13 job offers made to interns during the summer:
• Offers made by Boys & Girls Club, Better Business Bureau, American Italian Foundation, Paper Moon, and the YMCA.
  
  • Currently, the fall cohort is projected to start November 22, 2021, and run until January 14, 2022.
    • This will be a cohort of 20–30 participants, with a remaining cohort in the spring of 30 participants.
    • Participants will be placed at Boy & Girls Club, Catholic Charities, City of San Jose: Digital, and assisting the San Jose Works team with design of webpage, social media, and marketing.

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

Staff have already begun working with the City in preparation for SJ Works 8.0 for 2022-23:

• Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.
• Program goal is still being discussed
• SJW 8.0 summer worksite recruitment has also begun

Prepared by Ruby Carrasco
SEPTEMBER 2021 LABOR MARKET SUMMARY

The September 2021 unadjusted unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA (Santa Clara County and San Benito County) was 4.0 percent, down from a revised 4.8 percent in August 2021. It remained substantially below the year-ago estimate of 8.2 percent.

The September 2021 unemployment rate in Santa Clara County was 3.9 percent, down from 4.8 percent in August. It was 6.0 percent in San Benito County, 6.4 percent for California and 4.6 percent for the nation.

Labor Force (Residents)

At 1,058,700, the estimated September labor force in the MSA edged up 0.3 percent from August 2021’s revised 1,055,700. It was a 2.7 percent improvement over September 2020. The number of MSA residents employed stood at 1,016,500, up 1.2 percent from August, and significantly improved over the 953,900 employed September a year ago. The number of employed remained below pre-pandemic employment levels (1,057,800 in February 2020; 1,045,100 in March 2020). The number of unemployed MSA residents in September was 42,200, down 16.9 percent from August and 45.1 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 September was 1,027,100, estimated, of whom 986,800 were employed and 40,300 were unemployed.

Employment (Jobs)

Between August and September 2021, total non-farm employment in the MSA increased a modest 5,000 jobs to 1,104,100. (Farm employment was 6,000, up 200 jobs.)

Government led gains among major industries, adding 2,300 jobs, all in local and state education. Leisure & hospitality, and professional business services both gained 1,800 over the month. Manufacturing (up 700 jobs) and construction (up 600 jobs) also saw improvement. Wholesales and retail trade lost 900 jobs.

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. 28,100 fewer county residents were employed in September 2021 than in March 2020, the month when the pandemic shutdown took effect. An additional 40,300 were looking for/available to work in September 2021, compared to 31,400 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 hovers near its pre-pandemic level. Construction and the Finance and Business Services cluster (Financial Activities and Administrative & Support Services) still struggle to recover to pre-pandemic employment levels, with Financial Activities offsetting modest gains in Administrative & Support Services.
Despite significant spikes in January and April of this year, unemployment claims in Santa Clara County have maintained a downward trend. Initial claims in early November are at a level not seen since the first half of March 2020, before the shelter-at-home order was instituted locally.
RELATED READING

New Study Finds Millions of Workers are Functionally Unemployed, *The Mercury News*

For 3.5 Million California Families, Jobs Don’t Cover High Cost of Living, *CalMatters*
https://calmatters.org/california-divide/2021/07/cost-of-living-study-california-families/

The October Job Openings and Labor Turnover Survey, *Emsi Burning Glass*

Americans Give Bosses Same Message in Record Numbers: I Quit, *Associated Press*
https://apnews.com/article/business-f155e50d450936fbf666bef07185b0b5

The Great Resignation is Accelerating, *The Atlantic*
https://www.theatlantic.com/ideas/archive/2021/10/great-resignation-accelerating/620382/?fbclid=IwAR2yc_lpgGT3S0By9XP42g8S7hjt9JN3xAprTK-tB0KcAOxa-2W0eRAPWj9o

EVENTS

National Apprenticeship Week is November 15 – 21, 2021, *U.S. Department of Labor*
https://www.apprenticeship.gov/national-apprenticeship-week

# # #
III.

Open Forum
IV.

Business Items
IV.A.

Minutes Approval

[Action]
WORKFORCE DEVELOPMENT BOARD
September 16, 2021
MINUTES

STAFF: Azevedo, Brennan, Melchor, Pham, Thoo, Tran
Guests: Sead Eminovic, International Rescue Committee (IRC), San Jose Director
Adrineh Terantonians, Equus Workforce Solutions, Regional Director

NOTE: All votes were by roll call, unless otherwise indicated.

I. CALL TO ORDER & ROLL CALL
The meeting via Zoom was called to order at 9:32 am by Vice-Chair Sue Koepp-Baker.
Roll Call
Present: Auerhahn, Batra, Bojorquez, Chao, Estill, Gilroy (left at 10:30 am), Koepp-Baker, Le,
Lucero, McGrath, Perez, Preminger (left at 10 am), Takahashi, Teixeira (left at 11:00 am), Vujjeni
Absent: Flynn, Gomez, Gutierrez, Moreno, Smith

II. CONSENT ITEMS
ACTION: Mr. Preminger moved, Ms. Gilroy seconded, and the Board unanimously approved the
acceptance of:
A. Financial Status Report as of June 30, 2021 (revised)
B. San Jose Works Report as of June 30, 2021
C. July 2021 Labor Market Summary

III. OPEN FORUM – Joe Herrity, Opportunity Youth Partnership, submitted email public comment in
support of work2future adopting the state’s WIOA Waiver for OSY Expenditure for Program Year
2021-22. Paul Soto spoke on the importance of preparing Young Adults for the job market.

IV. BUSINESS ITEMS
A. Minutes Approval
ACTION: Mr. Estill moved, Ms. Auerhahn seconded, and the Board unanimously approved the
minutes of the June 17, 2021 board meeting.

B. Director’s Report
Director Monique Melchor updated Board members on the Resilience Corps project which has
exceeded its goal by placing 30 Youth in digital marketing internships with local small
businesses. She also informed the board of the new state Youth waiver which allow local
boards to serve more in-school youth, especially foster and justice involved individuals.
Director Melchor also mentioned that the Bridge to Recovery Program, BTR, has a new
Executive Director, Quency Philips, working with Joint Venture Silicon Valley.

C. Selection of Online Training Provider
Contracts Manager Colleen Brennan asked for the board’s approval for staff to negotiate and
execute an agreement with 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. The board discussed the transparency of the City of San Jose’s RFP process and, specifically, the WebGrants scoring system. Board members discussed the absence of individual criteria scores for each vendor and detailed panel reviews to make more informed decisions. The board also discussed the possibility of offering online training in multiple languages.

PUBLIC COMMENT: Mr. Paul Soto spoke in support of the board asking questions in the process of selecting the online training provider. *(Heard after item IV.D)*

ACTION: Mr. Estill moved, Ms. Auerhahn seconded, and the majority of board members present (Mr. Preminger did not vote on this item because he left at 10 a.m.), voted for the item with the following abstentions:

ABSTAIN: Batra, McGrath, Takahashi, Texeira

D. WIOA Performance Report through Quarter 4 of PY 2020

Director Melchor presented a preliminary report on achievement of Workforce Innovation and Opportunity Act (WIOA) performance measures for Program Year 2020-21 (PY 2020). She reviewed Q4 performance, including two new measures: attainment of a degree or certificate, and measurable skills gain. work2future exceeded all WIOA performance goals with the exception of 65.2% entered employment rate (goal was 67%).

E. WIOA Career Services PY2020

Director Melchor reported that work2future had 484 total clients (Adult/DW, NDWG, Youth) as of August 31, 2021. She introduced Adrineh Terantonians, Regional Director of Equus, and Sead Eminovic, International Rescue Committee (IRC) San Jose Director. They both discussed how they were utilizing outreach (social media, mall kiosk) and partnerships (Job Corps, SCC Probation) to increase Youth enrollment. Discussion ensued among board members and staff regarding strategies for increasing Youth enrollment.

F. Special Projects

Analyst Nguyen Pham reported on both the Facebook Career Connections and Resilience Corps digital marketing internship projects. These programs have matched 57 San Jose young adults, many who are under or unemployed and live in low resource census tracts, with small businesses and CBOs with digital marketing opportunities. The team is currently working on developing a second cohort of interns to match with small businesses that were not matched in the first round.

Public Comment: Paul Soto offered support and additional comments.

*Mr. Bojorquez was elected chair pro-tem for items IV.D, IV.E., and IV.F in the absence of Ms. Koepp-Baker who was having technical difficulties. Ms. Koepp-Baker returned to chair the meeting at the start of item IV.G.*
G. Rapid Response
Analyst Huong Tran reported that layoff activity had slowed down since January 2021 and that her team had supported a total of 15 companies and 1,500 workers. The Business Services team is currently working with two companies, TE Connectivity and Boston Scientific, to support both the companies and the laid-off employees.

H. Business Services Committee
Chair Chao reported on helping companies discover services that work2future can provide including worker training and recruitment.

I. Community Youth Forum
Board member Estill talked about the working goals of the Community Youth Forum which are: surveying local youth service providers and, more importantly, including lived experience youth in ongoing focus groups. Mr. Estill introduced one youth leader, Nicole Torres, who talked about her experience running forums that to date have included 27 youth participants.

Public Comment: Joe Herrity offered support for Mr. Estill and the work of the Community Youth Forum, and reiterated support for the WIOA Youth waiver (sent email prior to meeting.) Ashley Dupont and Paul Soto also expressed support for the WIOA Youth Waiver.

J. Bridge to Recovery Initiative
Mr. Thoo updated board members on the Bridge to Recovery Initiative which is now managed by Joint Venture Silicon Valley in conjunction with its Equity Forward initiative under the umbrella of Build Back Better. Quency Philips, formerly of Google, was hired as Executive Director. Discussion of this initiative ensued among board members.

Public Comment: Paul Soto offered comments on the importance of language.

K. San Jose Job Center (AJCC) Relocation Update
Director Melchor reported that work2future was on track for the relocation of the San Jose Job Center to its new location at 1608 Las Plumas Avenue by the beginning of 2022.

V. OTHER (Announcements)
A. November Board Meeting will include Elections for Board Chair, Board Vice Chair, and two at-large members of the Executive Committee
B. work2future will return to In-Person meetings in October because of Brown Act requirements
C. Planning is starting for this year’s Community Builder Awards which staff hope to make a hybrid event. Mr. Bojorquez volunteered to be a part of the event.

VI. ADJOURNMENT at 11:15 am

Draft prepared by K. Azevedo, reviewed by L. Thoo
IV.B.

Director’s Report

[Information]
DIRECTOR’S REPORT

Director Monique Melchor will inform the Board of various matters of interest not included as individual business items in the meeting agenda.

# # #
IV.C.

RFP Administration

[Information]
RFP ADMINISTRATION

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

# # #

Attachment: Presentation slides
City of San José
WebGrants System

An overview of how an RFP is created, applied for, and reviewed using WebGrants
WebGrants Splashpage: https://grants.sanjoseca.gov
This is the Main Menu for an Administrator. The menu items will change for other users.
The “People” and “Organizations” tables contain all of the internal and external users, (over 5000) and all of the organizations (over 2500) they are associated with.
The “Funding Opportunities” table contains every City Grant Opportunity since 2010.

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Year</th>
<th>Title</th>
<th>Industry/Opportunity</th>
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<tr>
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<td>17886</td>
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<td>2013-2014</td>
<td>WIOA Youth Services</td>
<td>Workforce Investment Act</td>
<td>Not</td>
</tr>
</tbody>
</table>
Funding Opportunities (RFPs) contain several components. Application and Review forms are also created and associated with the funding opportunity by the Procurement Contact.
For each RFP, the Procurement Contact can either use or adapt existing application and review forms or create new ones.
For WIOA, the RFP is an attachment so it can easily be printed out by the applicant.
When a user logs in and clicks on the name of the Funding Opportunity, they will see this. They can then click on the various attachments to view or print them out.
When applicants click on “Start a New Application”, they will see the forms they must complete.
Each form will have questions to be answered to apply for the RFP. The WebGrants application including all the associated forms is the proposal.
The Procurement Contact associates each Review Panel member with the Panel Round they will review.
The review form has the same sections on it as the application with a point value for the section.
When all reviews have been completed, WebGrants averages the scores for all reviewers of each round, which are added together for the final score.
When an award is made, the awarded application is no longer on this screen. It has moved to the “Grants” area of the database and its scoring is no longer available.
After the award is made, the Procurement Contact must add data to the grant record that is not available from the application—such as the fiscal year of the funding, the funding source, the actual amount awarded, the City service area and core service, and the population(s) served.
That is the end of the WebGrants RFP process. Now it’s contract drafting time!
IV.D.

Career NDWG Grant

[Action]
Memorandum

TO: work2future Board
FROM: Allain Mallari
SUBJECT: CAREER NDWG
DATE: November 8, 2021

RECOMMENDATION

Approval the acceptance of $500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworx Workforce Development Board.

At its meeting on October 21, 2021, the Executive Committee voted unanimously to recommend that the Board approve acceptance.

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

<table>
<thead>
<tr>
<th>Budget Details</th>
<th>Amount</th>
</tr>
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<tr>
<td>Staff Fringe Benefits</td>
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<tr>
<td>Training Services</td>
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<tr>
<td>Service Provider/Case Management</td>
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<td>Supportive Services</td>
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<td>Rent</td>
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<td>Indirect Costs</td>
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<td><strong>Total</strong></td>
<td><strong>$500,000</strong></td>
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</table>

/s/
ALLAIN MALLARI
Finance Manager

cc: Monique Melchor
Jeff Ruster

/am
IV.E.

FY 2021-22 Budget Reconciliation

[Action]
TO: work2future Board  FROM: Allain Mallari
SUBJECT: See Below  DATE: November 8, 2021

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

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.

At its October 21, 2021, meeting, the Executive Committee voted unanimously to recommend Board approval.

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.

<table>
<thead>
<tr>
<th>Budget Details</th>
<th>June 2021 Board-Approved Budget</th>
<th>Proposed Budget Adjustment</th>
<th>Adjusted Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C = (A+B)</td>
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<tr>
<td>Personnel Costs</td>
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<tr>
<td>Non-Personnel Costs</td>
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<td>631,979</td>
</tr>
<tr>
<td>One Stop Center Relocation</td>
<td>250,000</td>
<td>(250,000)</td>
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<tr>
<td>Adult Client Services</td>
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<td>24,903</td>
<td>1,750,302</td>
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<tr>
<td>Youth Client Services</td>
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<td>60,000</td>
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<td>One Stop Operator</td>
<td>30,000</td>
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<td>30,000</td>
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<tr>
<td>Contracted Services</td>
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<td>6,489</td>
<td>2,296,607</td>
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<td>Unallocated Contingency Reserve</td>
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<td>148,565</td>
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<td>Total Operating Budget</td>
<td>$8,688,558</td>
<td>$(10,043)</td>
<td>$8,678,515</td>
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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.

<table>
<thead>
<tr>
<th>Budget Details</th>
<th>June 2021 Board-Approved Budget</th>
<th>Proposed Budget Adjustment</th>
<th>Adjusted Budget</th>
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<tbody>
<tr>
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<td>B</td>
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<td>Personnel Costs</td>
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<td>CAO</td>
<td>119,405</td>
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<td>Non-Personnel Costs</td>
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<tr>
<td>City Overhead</td>
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<tr>
<td>Distribution to Service Providers</td>
<td>59,761</td>
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<tr>
<td><strong>Total Operating Budget</strong></td>
<td>$597,613</td>
<td>$43,817</td>
<td>$641,430</td>
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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:

<table>
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<tr>
<th>Budget Details</th>
<th>June 2021 Board-Approved Rapid Response Budget</th>
<th>Combined FY 2021-22 Adjustment</th>
<th>Proposed Revised Rapid Response Budget</th>
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<tr>
<td>WIOA Rapid Response Allocation</td>
<td>$901,159</td>
<td>(141,382)</td>
<td>$759,777</td>
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The following are the proposed changes to the Rapid Response Operating Budget:

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<th>June 2021 Board-Approved Rapid Response Budget</th>
<th>FY 2021-22 Allocation Adjustment</th>
<th>Revised Rapid Response Allocation</th>
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<tr>
<td>Incumbent Workers/Workshops/IT/Displacement Strategies</td>
<td>265,115</td>
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<td>265,115</td>
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<td>City Overhead Costs @ 10% of Allocation</td>
<td>63,393</td>
<td>(12,810)</td>
<td>50,583</td>
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<tr>
<td>Total Proposed Rapid Response Budget</td>
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<td>(141,382)</td>
<td>$759,777</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Discretionary Grants</th>
<th>Proposed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Jose Works 7.0 Program Initiative</td>
<td>$2,641,908</td>
</tr>
<tr>
<td>Career NDWG</td>
<td>500,000</td>
</tr>
<tr>
<td>Workforce Accelerator Fund 9.0</td>
<td>250,000</td>
</tr>
<tr>
<td>National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project</td>
<td>493,424</td>
</tr>
<tr>
<td>Prison to Employment (P2E) Direct Service/Earn and Learn Grant/Program Lead</td>
<td>416,375</td>
</tr>
<tr>
<td>San Jose Works (Amazon)</td>
<td>100,000</td>
</tr>
<tr>
<td>San Jose Works (EDP Renewable NA LLC)</td>
<td>91,667</td>
</tr>
<tr>
<td>Veterans’ Employment Related Assistance Grant (NPower)</td>
<td>57,250</td>
</tr>
<tr>
<td>San Jose Works (Bank of America)</td>
<td>55,250</td>
</tr>
<tr>
<td>San Jose Works (Cities for Financial Empowerment)</td>
<td>25,000</td>
</tr>
<tr>
<td>Slingshot / Regional Plan Implementation 4.0</td>
<td>25,000</td>
</tr>
<tr>
<td>San Jose Works (Wells Fargo)</td>
<td>15,000</td>
</tr>
<tr>
<td>Business Owner’s Space (BOS) Initiative</td>
<td>8,900</td>
</tr>
<tr>
<td>San Jose Works (Flagship)</td>
<td>5,000</td>
</tr>
<tr>
<td>Emerging Needs Local Assistance Fund</td>
<td>5,000</td>
</tr>
<tr>
<td>California Workforce Development Board</td>
<td>4,042</td>
</tr>
<tr>
<td><strong>Total Discretionary New and Carry Over Funding</strong></td>
<td><strong>$4,693,816</strong></td>
</tr>
</tbody>
</table>
BOARD  
Date: 11-8-21  
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.F.

WIOA Performance Report for Q1 of PY 2021

[Information]
## WIOA Performance Report
(Run date: 11.04.2021)

### PY 2021 Outcomes 1st Quarter

<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>WIOA Perf. Goals</th>
<th>Actual</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADULT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered Employment Rate 2nd Qtr</td>
<td>62.0%</td>
<td>51.8%</td>
<td>83.5%</td>
</tr>
<tr>
<td>Entered Employment Rate 4th Qtr</td>
<td>61.0%</td>
<td>69.2%</td>
<td>113.4%</td>
</tr>
<tr>
<td>Median Earnings</td>
<td>$6,250.00</td>
<td>$11,347.00</td>
<td>181.6%</td>
</tr>
<tr>
<td>Attainment of a Degree or Certificate</td>
<td>55.0%</td>
<td>89.5%</td>
<td>162.7%</td>
</tr>
<tr>
<td>Measurable Skills Gain</td>
<td>45.0%</td>
<td>45.6%</td>
<td>98.4%</td>
</tr>
<tr>
<td><strong>DISLOCATED WORKERS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entered Employment Rate 2nd Qtr</td>
<td>65.0%</td>
<td>69.1%</td>
<td>106.3%</td>
</tr>
<tr>
<td>Entered Employment Rate 4th Qtr</td>
<td>67.0%</td>
<td>71.4%</td>
<td>106.6%</td>
</tr>
<tr>
<td>Median Earnings</td>
<td>$7,800.00</td>
<td>$10,362.00</td>
<td>132.8%</td>
</tr>
<tr>
<td>Attainment of a Degree or Certificate</td>
<td>58.0%</td>
<td>75.0%</td>
<td>129.3%</td>
</tr>
<tr>
<td>Measurable Skills Gain</td>
<td>47.0%</td>
<td>69.2%</td>
<td>147.2%</td>
</tr>
<tr>
<td><strong>YOUTH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement in Employment or Education 2nd Qtr</td>
<td>71.0%</td>
<td>65.5%</td>
<td>92.3%</td>
</tr>
<tr>
<td>Entered Employment Rate 4th Qtr</td>
<td>67.5%</td>
<td>69.7%</td>
<td>103.3%</td>
</tr>
<tr>
<td>Median Earnings</td>
<td>$3,390.00</td>
<td>$5,428.00</td>
<td>160.1%</td>
</tr>
<tr>
<td>Attainment of a Degree or Certificate</td>
<td>57.5%</td>
<td>72.7%</td>
<td>126.4%</td>
</tr>
<tr>
<td>Measurable Skills Gain</td>
<td>49.7%</td>
<td>50.0%</td>
<td>100.6%</td>
</tr>
</tbody>
</table>

**Overall Performance - State Target (90%)**
Exceeded 14/15

**Overall Performance - Local Target (100%)**
Exceeded 12/15
work2future’s WIOA programs—Adult, Dislocated Worker, Youth, and National Dislocated Worker Grant (NDWG)—have served 637 participants so far in the current program year.

- 276 participants were carried over from the last program year
- 361 participants have been enrolled in PY 2021, as of November 9, 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)

<table>
<thead>
<tr>
<th>Program</th>
<th>New Enrollments (Nov. 9, 2021)</th>
<th>% of Goal Achieved (Per Performance Operating Plan)</th>
<th>Enrollment Goal PY 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Program, Dislocated Worker Program</td>
<td>235</td>
<td>132%</td>
<td>540</td>
</tr>
<tr>
<td>NDWG</td>
<td>102</td>
<td>105%</td>
<td>160</td>
</tr>
<tr>
<td>Youth Program (north LWDA)</td>
<td>15</td>
<td>37.5%</td>
<td>160</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program</th>
<th>New Enrollments (Nov. 9, 2021)</th>
<th>% of Goal Achieved (Per Performance Operating Plan)</th>
<th>Enrollment Goal PY 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Program (south LWDA)</td>
<td>9</td>
<td>63%</td>
<td>40</td>
</tr>
</tbody>
</table>

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

# # #

*Prepared by Sangeeta Durral*
IV.G.

Community Youth Forum

[Information]
COMMUNITY YOUTH FORUM

The Community Youth Forum met on Wednesday, November 3, 2021, from 5 pm. After an icebreaker by Nicole Torres, a young leader, Joe Herrity, Groundwork Consulting, provided a recap of the Forum meeting of October 6, 2021, and the Steering Committee’s meeting of November 2, 2021. Joe shared his screen and showed the initial jamboard from the earlier meetings and a recombined jamboard from Nov. 2 that summarized input from the last three meetings.

This second jamboard establishes three areas of interest. The first area contains critical youth support services. These include mental health services, housing services, resource accessibility, childcare services, and training standards for service providers including best practices.

The second area of interest is the establishment of a collaborative process structure for participant service providers, with common shared principles, and with integral lived-experience youth participation in a healthy, safe environment that can lead to profoundly improved delivery.

The third area of interest is focused on developing a unified local framework for youth service delivery. This area would seek to set a final goal and work backwards. To do this there are several areas to explore. What is the definition of work readiness? Where are the leadership opportunities for youth? What are best practices found in other similar communities? How do we mitigate the youth resource cliff at age 25? How can youth be educated and work simultaneously in a more integrated way? These are just some of the areas where we can benefit from having more information.

The development of the jamboard (copy attached) led to a far-ranging conversation about what the goal of the group is. Two views came forth. There was a sense that we would like to create a really transformative set of recommendations that lead to lasting change, particularly in populations that are being systematically left behind. The other view is that this group needs to actually do something to improve the existing youth delivery system now. These views are not mutually exclusive, the former is a long-term one while the latter is short-term. We hope that short-term success can be turned into a long-term vision.

Jack Estill stated again that he has made a one-year commitment to create a real change in at least three to four areas of service delivery. That year will be up in March 2022. It is his hope that this sets the foundation for more transformative work that can follow until there is a unified local delivery model. He asked that, given the inputs from the jamboard, individuals in the Forum pick one of the three areas outlined and work in small groups to study at least one aspect of that area over the next seven weeks for the next meeting on Wednesday, January 5, 2022. At that time, the small groups can share their findings with the larger Forum and pick three to four particular areas for improvements. The Forum would work with these recommendations to develop a final document to be presented to the work2future Board in March. The meeting ended with Victor Lopez asking for a final word from participants over the meeting discussion.

###

Prepared by Jack Estill
Attached: Community Youth Forum Jamboard
IV.H.

Elections

[Action]
TO: WORK2FUTURE BOARD
FROM: Lawrence Thoo
SUBJECT: Elections
DATE: November 9, 2021

RECOMMENDATION

Conduct elections as follows:

1. Election of a business representative Board member to serve as Chairperson for a two-year term beginning January 1, 2022, and ending December 31, 2023
2. Election of a business representative Board member to serve as Vice-Chairperson for a two-year term beginning January 1, 2022, and ending December 31, 2023
3. Election of two Board members to fill at-large seats on the Executive Committee for two-year terms beginning January 1, 2022, and ending December 31, 2023

BACKGROUND AND ANALYSIS

Officers: Chairperson and Vice-Chairperson

Article IV of the work2future Bylaws stipulates that the Chairperson and Vice-Chairperson shall each serve terms of two years length, and that each shall be a member of the Board and a business representative.

The current Chairperson and Vice-Chairperson, Joe Flynn and Susan Koepp-Baker, respectively, will complete their current two-years terms this coming December 31.

WIOA Section 107(b)(2)(A) stipulates that business representatives must meet several criteria, including “provide employment in in-demand industry sectors or occupations,” as defined.

WIOA Section 3(23) defines an in-demand industry sector or occupation as 1. An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the state, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or 2. An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the state, regional, or local economy, as appropriate.

Ms. Koepp-Baker is eligible to stand for election to be Chairperson or re-election as Vice-Chairperson.
Mr. Flynn has recently become Chief Operating Officer of Sourcewise, a nonprofit organization which provides support for senior citizens. He has informed staff that he will not stand for election/re-election as an officer.

**At-Large Members of the Executive Committee**

Article VI of the Bylaws stipulates that the Executive Committee shall be comprised of the Board Chair, the Board Vice-Chair, the chairs of other standing committees, and “a sufficient number of members elected at large to ensure that the committee has seven members”. As there is just one other standing committee, the Business Services Committee, the Bylaws require four at-large members.

The four at-large members serve staggered terms of two years, with one pair of members coming up for election each year. At-large members can serve for up to two consecutive two-year terms.

At-large members Executive Committee Louise Auerhahn and Maria Lucero will complete their first two-year terms this coming December 31. They are eligible to stand for re-election to a second and final consecutive term.

**ELECTIONS**

A separate election will be held for each officer, first the Chairperson and then the Vice-Chairperson. Another election will then be held for the at-large Executive Committee members.

In each instance, the elections manager will call for nominations of candidates from Board members. No seconds are required. Eligible Board members may nominate themselves.

Voting will be conducted on-line.

As principal staff for the Board, work2future Strategic Engagement Manager Lawrence Thoo will serve as the elections manager.

/s/
Lawrence Thoo
Strategic Engagement Manager

cc: Monique Melchor

attached: List of Board members who are recognized business representatives
WORKFORCE DEVELOPMENT BOARD
Business Representatives
November 2021

1. Rajiv Batra
   Associate General Counsel
   Fundbox

2. George Chao*
   Advanced Manufacturing & Strategic Partnerships Manager
   Manex

3. John (Jack) Estill
   Partner
   Coactify

4. Blanca Gomez
   Social Impact and Innovation
   Wells Fargo

5. Susan L. Koepp-Baker*
   Principal
   Enviro-Tech Services

6. Van T. Le
   Agent
   State Farm Insurance
   Trustee and Clerk of the Board
   East Side Union High School District

7. Emily McGrath
   Director of Workforce Development, Education & Training
   NextFlex

8. Priya Smith, MPH
   Medical Group Administrator
   The Permanente Medical Group
   Kaiser Permanente San Jose

9. Alan Takahashi
   Vice President and General Manager
   Multifunction Microwave Solutions
   CAES (Cobham Advanced Electronic Solutions)

*Business Services Committee Chairperson (incumbent)
**Vice-Chairperson of the Board (incumbent)
V.

Other

VI.

Adjournment

To be followed by a presentation on the 2021 Community Builder Awards