



## EXECUTIVE COMMITTEE

Thursday, December 16, 2021, 11:30 am

[www.work2future.org](http://www.work2future.org)

### COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 79485, 80237, 80266 and 802907, 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](https://zoom.us/j/96380471178?pwd=V1JBM050MkY4bTZWRlh2UIRuc1dhdz09) 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](mailto:Lawrence.Thoo@sanjoseca.gov) by 9:30 am the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to [Meredith.Studebaker@sanjoseca.gov](mailto:Meredith.Studebaker@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*  
Chief Operating Officer  
Sourcewise

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**

**December 16, 2021**

**11:30 am**

**MEETING AGENDA**

- |   |  |
|---|--|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min<br/>11:35 am end</i>  |
| <b>II. CONSENT ITEMS {Action}</b><br>Approval of the acceptance of:<br><b>A. Financial Status Report as of October 31, 2021</b>   | <i>5 min<br/>11:40 am end</i>  |
| <b>III. OPEN FORUM</b><br>Members of the public can address the committee on matters not on the agenda.<br>Comment is limited to two minutes unless modified by the Chair.  | <i>5 min<br/>11:45 am end</i>  |
| <b>IV. BUSINESS ITEMS</b><br><br><b>A. Minutes Approval {Action}</b><br>Approval of minutes of the committee's October 21, 2021, meeting.<br><br><b>B. Director's Report {Discussion}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest.<br><br><b>C. In-School Youth Services RFP {Discussion}</b><br><i>Colleen Brennan, Contracts Manager</i><br>Report on the pending Request for Proposals for In-School Youth Services, including the results of any input received from the community. | <i>5 min<br/>11:50 am end<br/><br/>5 min<br/>11:55 am end<br/><br/>15 min<br/>12:10 pm end</i> |
| <b>V. OTHER</b><br>Announcements, suggested business for future meetings, other housekeeping  |  |
| <b>VI. ADJOURNMENT</b>  |  |

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

## **CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS**

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

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

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

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

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

3. Addressing the Board or Committee:

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

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

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

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**I.**

# **Call to Order & Roll Call**

## **II.**

# **Consent Items**

**Approve the acceptance of:**

**A. Financial Status Report as of October 31, 2021**

**[Action]**

## **PRELIMINARY FINANCIAL STATUS AS OF OCTOBER 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 October 31, 2021, work2future has \$2.32 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 \$704,755 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: \$519,244

### **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 October 31, 2021, approximately 75% 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 October 31, 2021, 43% 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 October 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. With two pending cohorts, our fall cohort is projected to start in November and run until January with a cohort of 20 new participants. A spring cohort will be projected to start in February and run until April with a cohort of 50 new participants. This will help ensure and conclude our goal of serving 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.

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Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA
<b>I. Actual as of June 30, 2021</b>					
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	<b>1,882,845</b>	<b>1,963,174</b>	<b>1,981,610</b>	<b>633,925</b>	<b>6,461,554</b>
Actual Expenditures as of June 30, 2021	(755,507)	(386,982)	(444,909)	(379,977)	(1,967,374)
Encumbrances/Spending Plan as of June 30, 2021	(35,908)	(58,016)	(30,681)	0	(124,605)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2021	(791,415)	(444,998)	(475,590)	(379,977)	(2,091,979)
Available Funds for FY2021-2022	<b>1,091,430</b>	<b>1,518,176</b>	<b>1,506,020</b>	<b>253,948</b>	<b>4,369,575</b>
% Remaining	58%	77%	76%	40%	68%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2021-2022 (remaining plus enc.)	<b>1,127,338</b>	<b>1,576,192</b>	<b>1,536,701</b>	<b>253,948</b>	<b>4,494,180</b>
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Expenditures as of October 31, 2021	(747,816)	(418,085)	(544,725)	(129,492)	(1,840,117)
Encumbrances as of October 31, 2021	(57,098)	(79,590)	(67,073)	0	(203,761)
Total Actual Expenditures/Encumbrances as of October 31, 2021	(804,913)	(497,675)	(611,798)	(129,492)	(2,043,878)
\$ Remaining	<b>322,425</b>	<b>1,078,518</b>	<b>924,903</b>	<b>124,456</b>	<b>2,450,302</b>
% Remaining	29%	68%	60%	49%	55%
(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	<b>1,912,928</b>	<b>2,087,379</b>	<b>1,975,827</b>	<b>505,829</b>	<b>6,481,963</b>
Expenditures as of October 31, 2021	(41,427)	(74,484)	(49,484)	(50,583)	(215,978)
Encumbrances as of October 31, 2021	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of October 31, 2021	(41,427)	(74,484)	(49,484)	(50,583)	(215,978)
\$ Remaining	<b>1,871,501</b>	<b>2,012,895</b>	<b>1,926,343</b>	<b>455,246</b>	<b>6,265,985</b>
% Remaining	98%	96%	97%	90%	97%
Total Available Funds for FY2021-2022	<b>3,040,266</b>	<b>3,663,571</b>	<b>3,512,528</b>	<b>759,777</b>	<b>10,976,143</b>
Total Cumulative Expenditures/Encumbrance as of October 31, 2021	(846,340)	(572,159)	(661,282)	(180,075)	(2,259,856)
\$ Remaining	<b>2,193,926</b>	<b>3,091,412</b>	<b>2,851,246</b>	<b>579,703</b>	<b>8,716,287</b>
% Remaining	72%	84%	81%	76%	79%
<b>III. Projected Expenditures/Carry Over through June 30, 2022</b>					
Projected Expenditures/Encumbrances through June 2022	(1,546,381)	(2,366,365)	(2,268,220)	(630,285)	(6,811,251)
Projected Carry Over through June 2022 (\$)	746,069	879,122	699,584	0	2,324,774
Projected Carry Over through June 2022 (%) with Rapid Response	39%	42%	35%	0%	36%
Projected Carry Over through June 2022 (%) without Rapid Response	39%	42%	35%	0%	39%

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 Acceerator 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
Expenditures as of June 30, 2021	(437,991)	(35,625)	0	0	(106,576)	0	0	0	(580,191)
Encumbrance as of June 30, 2021	(62,816)	0	0	0	(25,770)	0	0	0	(88,586)
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%
II. Actual Expenditures/Encumbrances									
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
Expenditures as of October 31, 2021	(184,786)	(10,720)	0	115	(151,800)	0	(1,737)	0	(348,927)
Encumbrances as of October 31, 2021	(62,816)	0	0	0	(24,799)	0	0	0	(87,615)
Cumulative Expenditures/Encumbrances as of October 31, 2021	(247,603)	(10,720)	0	115	(176,598)	0	(1,737)	0	(436,542)
Remaining	150,591	7,462	5,000	25,115	316,826	500,000	248,263	57,250	1,310,507
% Remaining	38%	41%	100%	100%	64%	100%	99%	100%	75%
III. Projected Expenditures/Carry Over									
Projected Expenditures/Encumbrances through June 2022	(398,193)	(18,182)	0	(18,750)	(493,424)	(129,568)	(125,000)	(19,083)	(1,202,201)
Projected Carry Over through June 2022 (\$)	0	0	5,000	6,250	0	370,432	125,000	38,167	544,849
Projected Carry Over through June 2022 (%)	0%	0%	100%	25%	0%	74%	50%	67%	31%

Preliminary Financial Status Report as of 10/31/2021  
PD 3 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
<b>I. Actual as of June 30, 2021</b>			<b>NEW GRANT</b>	<b>NEW GRANT</b>	<b>NEW GRANT</b>	<b>NEW GRANT</b>	<b>NEW GRANT</b>	
<b>Grant Period</b>	<b>04/30/2021 - 4/30/2022</b>	<b>Execution - 5/31/2023</b>	<b>Execution - 6/30/2021</b>	<b>Execution - 6/30/2021</b>	<b>Execution - 6/30/2021</b>	<b>Execution - 6/30/2021</b>	<b>Execution - 6/30/2021</b>	
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
Expenditures as of June 30, 2021	(943,779)	(91,667)	0	0	0	0	0	(1,035,446)
Encumbrance as of June 30, 2021	(1,141,908)	0	0	0	0	0	0	(1,141,908)
<b>Total Actual Expenditures/Encumbrances as of June 2021</b>	<b>(2,085,686)</b>	<b>(91,667)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,177,353)</b>
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%
<b>II. Actual Expenditures/Encumbrances</b>								
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
<b>Total Available Funding for FY 2021-2022</b>	<b>2,641,908</b>	<b>183,333</b>	<b>25,000</b>	<b>55,250</b>	<b>15,000</b>	<b>100,000</b>	<b>5,000</b>	<b>3,025,491</b>
Expenditures as of October 31, 2021	(870,805)	0	(4,637)	0	0	0	0	(875,442)
Encumbrances as of October 31, 2021	(464,707)	0	0	0	0	0	0	(464,707)
<b>Cumulative Expenditures/Encumbrances as of October 31, 2021</b>	<b>(1,335,511)</b>	<b>0</b>	<b>(4,637)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,340,149)</b>
Remaining	1,306,396	183,333	20,363	55,250	15,000	100,000	5,000	1,685,342
% Remaining	49%	100%	81%	100%	100%	100%	100%	56%
<b>III. Projected Expenditures/Carry Over</b>								
Projected Expenditures/Encumbrances through June 2022	(2,201,590)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(2,381,007)
Projected Carry Over through June 2022 (\$)	440,318	91,666	0	0	7,500	100,000	5,000	644,484
Projected Carry Over through June 2022 (%)	17%	50%	0%	0%	50%	100%	100%	21%

**work2future**  
**Preliminary Financial Status Report as of 10/31/2021**  
**PD 3 Status 3**

Other Funds	CWDB	BOS	Total
<b>I. Actual as of June 30, 2021</b>			
<b>Grant Period</b>	<b>N/A</b>	<b>N/A</b>	
<b>Original Allocation</b>	<b>5,000</b>	<b>15,454</b>	<b>20,454</b>
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)
<b>Available Funds for FY 2021-2022</b>	<b>4,042</b>	<b>8,900</b>	<b>12,942</b>
<b>% Remaining</b>	<b>81%</b>	<b>58%</b>	<b>63%</b>
<b>II. Actual Expenditures/Encumbrances</b>			
Available Funds for FY 2021-2022	<b>4,042</b>	<b>8,900</b>	<b>12,942</b>
<i>Expenditures as of October 31, 2021</i>	0	(225)	(225)
<i>Encumbrances as of October 31, 2021</i>	0	0	0
<b>Cumulative Expenditures as of October 31, 2021</b>	0	(225)	(225)
<b>\$ Remaining</b>	<b>4,042</b>	<b>8,675</b>	<b>12,717</b>
<b>% Remaining</b>	<b>100%</b>	<b>97%</b>	<b>98%</b>
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>			
<b>Projected Carry Over through June 2022</b>	<b>4,042</b>	<b>8,675</b>	<b>12,717</b>
<b>Projected Carry Over (%) through June 2022</b>	<b>100%</b>	<b>97%</b>	<b>98%</b>



Open Forum

## **IV.A.**

Minutes Approval

[Action]



## EXECUTIVE COMMITTEE MEETING

October 21, 2021

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

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

### MEETING MINUTES

Prepared by K. Azevedo; reviewed by L. Thoo

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

#### I. **CALL TO ORDER & ROLL CALL**

In the absence of Chair Flynn, Vice Chair Koepp-Baker called the Zoom meeting to order at 11:30 am.

##### **Roll Call**

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

Absent: J. Flynn, R. Perez

#### II. **CONSENT ITEMS**

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

- A. Financial Status Report as of September 30, 2021
- B. Labor Market Information Update as of September 30, 2021

#### III. **OPEN FORUM** – None

#### IV. **BUSINESS ITEMS**

##### A. **Minutes Approval**

**ACTION:** On a motion by Ms. Lucero, seconded by Mr. Bojorquez, the committee unanimously approved the minutes of the August 19 and September 10, 2021, meetings.

##### B. **Director's Report**

Director Melchor reported on the planned move in mid-December 2021 of work2future's career services center to the EIC (Environmental Innovation Center) on 1608 Las Plumas, San Jose. She reminded the committee that the board meeting on November 18, 2021, will feature the annual Community Builder Awards. Ms. Melchor also informed committee members that work2future will be hiring an outreach specialist to target populations on the East Side of San Jose where the new career center will be located.

C. **CAREER NDWG Grant**

Finance Manager Mallari asked the committee to recommend Board approval for the acceptance of \$500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworks.

**ACTION:** On a motion from Ms. Lucero, seconded by Mr. Chao, the committee unanimously approved accepting the grant.

D. **FY 2021-22 Budget Reconciliation**

Finance Manager Mallari asked the committee to 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.

**ACTION:** On a motion from Mr. Chao, seconded by Ms. Koepp-Baker, the committee unanimously recommended the approval of the adjustments to the Fiscal Year 2021-22 Program Operating Budget.

E. **San Jose Job Center Relocation Budget**

Finance Manager Mallari asked the committee to 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.

**ACTION:** On a motion from Ms. Koepp-Baker, seconded by Mr. Chao, the committee unanimously approved the budget with the exception of Ms. Auerhahn who recused herself from this item.

F. **WIOA Performance Report**

Director Melchor and our vendors, Adrineh Terantonians, Regional Director of Equus Workforce Services and Sead Eminovic, IRC San Jose Director, reported on Workforce Innovation and Opportunity Act (WIOA) program performance and enrollment for the first quarter of Program Year 2021-22 (PY 2021). Adult and Dislocated Worker enrollment numbers exceeded goals while Youth enrollment was at 37% in San Jose with Equus and 53% in South County with IRC.

G. **RFP Administration**

Contracts Manager Brennan presented a powerpoint on the Webgrants system used to administer work2future's Requests for Proposals (RFPs). Ms. Brennan clarified that information becomes public after a grant is awarded and a contract is executed. Committee members discussed how to take a closer look at the CSJ RFP process, including whether more detailed evaluation scores could be reported.

**Note:** The following two items, IV.H and IV.I were taken up out of order immediately following item IV.E

H. **Community Youth Forum**

Board Member Estill reported on the 27 Youth surveyed and plans for three more meetings between now and March 2022. Mr. Estill offered to share data that has been collected with committee members, if asked.

I. **In-School Youth Waiver**

Director Melchor reported that the state approved work2future's request for a state waiver that will allow for larger proportion of in-school to be served in the WIOA Youth Program. The approval was given 10/14/2021 and is only good for this fiscal year (2021-22). Committee members expressed their appreciation of this good news.

V. **OTHER**

- A. Mr. Bojorquez recommended that at the next Executive Committee meeting the committee discuss the City of San Jose RFP process to better understand the timeline, the role of the City Attorney, how to find partners, research other WDB RFP processes and how to develop RFPs. Creation of ad hoc committee to look at RFP process needs to be done by Board Chair Flynn or voted at next Executive Committee meeting. Vice Chair Koepp-Baker will inform Chair Flynn of committee's discussion.
- B. Mr. Thoo announced there would be three elections at the November Board meeting: Board Chair, Board Vice-Chair, and two at-large Executive Committee seats.
- C. Mr. Thoo announced a Job Fair with San Jose City College on October 28, 2021, with 12 employers.

VI. Co-Chair Koepp-Baker adjourned the meeting at 12:41 p.m.

## **IV.B**

### Director's Report

[Discussion]

## **DIRECTOR'S REPORT**

Director Monique Melchor will report on various matters of interest.

# # #

## **IV.C**

### **In-School Youth Services RFP**

**[Discussion]**

### **IN-SCHOOL YOUTH SERVICES RFP**

Staff report on a Request for Proposals (RFP), currently in development, for In-School Youth Services under the umbrella of the WIOA Youth Program.

The report will include outreach to the community and the results of any input received from the community.

###

**V.**

Other

**VI.**

Adjournment