



## EXECUTIVE COMMITTEE

Thursday, February 24, 2022, 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, 80290, 80323 and 80343, 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/98219951412?pwd=dHIYL0tCMGEzMGxFWklueHlxMzFqUT09>

To provide Spoken Public Comment *during* the meeting:

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

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

To submit written Public Comment *before* the committee meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](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 | 2022**

Susan Koepf-Baker, *Board Chair*  
Principal  
Enviro-Tech Services

Priya Smith, MPH, *Board Vice-Chair*  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente

Louise Auerhahn  
Director of Economic & Workforce Policy  
Working Partnerships USA

Rajiv Batra  
Associate General Counsel  
Fundbox

Chad Bojorquez  
Chief Program Officer  
Destination: Home

George Chao, *Business Services Committee Chair*  
Manager, Advanced & Clean Tech Manufacturing  
Manex

Rafaela Perez  
Employment Services Director  
Santa Clara County Social Services Agency

## EXECUTIVE COMMITTEE

February 24, 2022

11:30 am

### MEETING AGENDA

- |  |                        |
|--|------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>  | 5 min<br>11:35 am end  |
| <b>II. CONSENT ITEMS {Action}</b><br>Approval of the acceptance of:<br><b>A. Financial Status Report as of December 31, 2021</b><br><b>B. Minutes of the January 20, 2022, meeting</b>   | 5 min<br>11:40 am end  |
| <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.   | 5 min<br>11:45 am end  |
| <b>IV. BUSINESS ITEMS</b>  |                        |
| <b>A. Director's Report {Discussion}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest.  | 10 min<br>11:55 am end |
| <b>B. WIOA In-School Youth Services Provider {Action}</b><br><i>Colleen Brennan, Contracts Manager; Monique Melchor, Director</i><br>Recommend Board approval for staff to negotiate and execute a one-year agreement for Program Year 2022-23 (PY 2022), including options for contract extensions of up to four additional years based on successful performance and funding availability, with International Rescue Committee, Inc. as the provider of WIOA In-School Youth services.   | 15 min<br>12:10 pm end |
| <b>C. Preliminary Scenarios for Program Budget FY 2022-23 {ACTION}</b><br><i>Allain Mallari, Finance Manager</i><br>Recommend Board approval of three preliminary budget scenarios for Fiscal Year 2022-23, as follows: a) Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$5.976 million ( <i>base budget</i> , AS IS allocation); b) Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$5.677 million (5% reduction from FY 2022 allocation); and c) Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$6.275 million (5% increase from FY 2022 allocation); as well as authorities for the work2future Director to manage allocations between budget line items, and between the Adult and the Dislocated Worker Programs. | 15 min<br>12:25 pm end |
| <b>D. Business Services Committee {Discussion}</b><br><i>George Chao, Business Services Committee Chair</i><br>Report on the committee's February 8, 2022 meeting.   | 5 min<br>12:30 pm end  |

**E. Ad Hoc RFP Committee {Discussion}**

*Chad Bojorquez, Ad Hoc RFP Committee Chair*

Update on the activities of the ad hoc committee appointed to review and make recommendations regarding work2future's Request for Proposals (RFP) process.

*5 min  
12:35 pm end*

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

*Jack Estill, Board member representative to the Youth Forum*

Update on the activities of the Community Youth Forum.

*10 min  
12:45 pm end*

**G. Labor Market Update {Discussion}**

*Lawrence Thoo, Strategic Engagement Manager*

Labor Market Information summary for January 2022.

*10 min  
12:55 pm end*

**V. OTHER**

Announcements, suggested business for future meetings, other housekeeping

**VI. ADJOURNMENT**

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

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

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

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

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

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

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

3. Addressing the Board or Committee:

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

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

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

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**I.**

**Call to Order &  
Roll Call**

## II.

# Consent Items

Approve the acceptance of:

- A. Financial Status Report as of December 31, 2021
- B. Minutes of the January 20, 2022, meeting

[Action]



## **PRELIMINARY FINANCIAL STATUS AS OF DECEMBER 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 December 31, 2021, work2future has \$3.57 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 \$836,148 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, supportive services, and service provider costs: \$1,761,232

### **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 December 31, 2021, approximately 86% 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 December 31, 2021, 54% 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 program implementation starts on April 1, 2022.
- work2future received \$250,000 from the State of California as one of the recipients of the Workforce Accelerator 9.0 grant. The project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. Specifically, this initiative's development and assessment of multiple gateways to jobs in the advanced manufacturing sector will measure effectiveness of interventions with these specific populations. The term of the grant is from June 1, 2021 to December 31, 2022.
- NPower, a national a national non-profit organization that creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities sub-awarded \$57,200 to work2future to help implement a project under the Veterans' Employment Related Assistance Program grants. The project named "The NPower Veteran Patriot Project" targets low-income veterans who make no more than 200% of the federal poverty level. Its aim is to co-enroll Veterans in both NPower and work2future's programs, capitalizing on WIOA eligibility and leveraging other training funds whenever possible with the goal of improving the careers and lives of local Veterans and engineer a better system to upskill underrepresented people for in-demand tech jobs. The term of the grant is from April 1, 2021 to March 31, 2023.
- California Labor and Workforce Development Agency granted work2future \$20,000 for the Library Workforce Partnership Initiative. The initiative will provide resources, training, networking, and support for public library staff in the cohort of California public libraries identified as having a partnership with workforce development boards. The goal of the collaboration between our libraries and workforce development are to meet the needs of the community and prioritize equitable access to job seekers and unemployed individuals. This effort will result in increased employment and training services and expand access to technology and technical training to job seekers that lead to good jobs and sustainable wages. The term of the grant is from November 1, 2021 to June 30, 2022.

- 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 December 31, 2021, 312 participants have been served where 280 students have completed the program. Currently, 20 additional participants are expected to complete their internship hours in February 2022. With a pending cohort of 50 participants that will begin in March 2022 and run until April 2022, work2future is on track to reach our program 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 and second rounds of funding were fully spent.
- 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. As of December 31, 2021, 79% of funds are spent. It is expected that money will be fully spent before the term end date.
- 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.
- Google donated \$300,000 for moving costs, tenant site improvements, and technology upgrades to the new work2future San Jose Job Center location. The donation is in relation to Google's commitment to partner with work2future in its efforts to help Santa Clara County residents get the skills and coaching they need to find a new job, get a promotion, or start a new career and to support provision of client services at the new job center.

###

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	1,882,845	1,963,174	1,981,610	633,925	6,461,554
<i>Actual Expenditures as of June 30, 2021</i>	(755,507)	(386,982)	(444,909)	(379,977)	(1,967,374)
<i>Encumbrances/Spending Plan as of June 30, 2021</i>	(35,908)	(58,016)	(30,681)	0	(124,605)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2021</i>	(791,415)	(444,998)	(475,590)	(379,977)	(2,091,979)
Available Funds for FY2021-2022	1,091,430	1,518,176	1,506,020	253,948	4,369,575
% Remaining	58%	77%	76%	40%	68%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from Carry over for FY2021-2022 (remaining plus enc.)	1,127,338	1,576,192	1,536,701	253,948	4,494,180
Transfer between Adult and Dislocated Worker	400,000	(400,000)	0	0	0
<i>Expenditures as of December 31, 2021</i>	(1,155,204)	(624,569)	(834,514)	(183,729)	(2,798,015)
<i>Encumbrances as of December 31, 2021</i>	(372,134)	(551,624)	(702,187)	0	(1,625,945)
<i>Total Actual Expenditures/Encumbrances as of December 31, 2021</i>	(1,527,338)	(1,176,192)	(1,536,701)	(183,729)	(4,423,960)
<b>\$ Remaining</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>70,219</b>	<b>70,219</b>
<b>% Remaining</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>28%</b>	<b>2%</b>
(b) <b>Current Allocation for FY 2021-2022</b>	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
<b>Adjusted Allocation for FY 2021-2022</b>	<b>1,912,928</b>	<b>2,087,379</b>	<b>1,975,827</b>	<b>505,829</b>	<b>6,481,963</b>
<i>Expenditures as of December 31, 2021</i>	(43,610)	(137,873)	(49,484)	(50,549)	(281,515)
<i>Encumbrances as of December 31, 2021</i>	(1,227,585)	(443,165)	(791,644)	0	(2,462,394)
<i>Total Actual Expenditures/Encumbrances as of December 31, 2021</i>	(1,271,195)	(581,038)	(841,127)	(50,549)	(2,743,909)
<b>\$ Remaining</b>	<b>641,733</b>	<b>1,506,341</b>	<b>1,134,700</b>	<b>455,281</b>	<b>3,738,054</b>
<b>% Remaining</b>	<b>34%</b>	<b>72%</b>	<b>57%</b>	<b>90%</b>	<b>58%</b>
<b>Total Available Funds for FY2021-2022</b>	<b>3,440,266</b>	<b>3,263,571</b>	<b>3,512,528</b>	<b>759,777</b>	<b>10,976,143</b>
<i>Total Cumulative Expenditures/Encumbrance as of December 31, 2021</i>	(2,798,534)	(1,757,230)	(2,377,828)	(234,277)	(7,167,869)
<b>\$ Remaining</b>	<b>641,733</b>	<b>1,506,341</b>	<b>1,134,700</b>	<b>525,500</b>	<b>3,808,273</b>
<b>% Remaining</b>	<b>19%</b>	<b>46%</b>	<b>32%</b>	<b>69%</b>	<b>35%</b>
<b>III. Projected Expenditures/Carry Over through June 30, 2022</b>					
<i>Projected Expenditures/Encumbrances through June 2022</i>	(1,538,831)	(1,104,581)	(1,391,905)	(576,048)	(4,611,366)
<i>Projected Carry Over through June 2022 (\$)</i>	746,231	1,534,421	1,286,109	0	3,566,762
<i>Projected Carry Over through June 2022 (%) with Rapid Response</i>	39%	74%	65%	0%	55%
<i>Projected Carry Over through June 2022 (%) without Rapid Response</i>	39%	74%	65%	0%	60%

Other Discretionary Funds	Prison To Employment Direct Service Earn and Learn (NOVA)	Prison to Employment Program Lead	Emerging Needs - Local Assistance Funds	SlingShot/Regional Plan Implementation (NOVA)	National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	Career NDWG	Workforce Accelerator Fund 9.0	Veterans' Employment-Related Assistance	Library Workforce Partnership Initiative	Total
I. Actual as of June 30, 2021	9/1/2019 - 3/31/2022	9/1/2019 - 3/31/2022		10/1/2021 - 9/30/2022	4/10/2020 - 3/31/2022	04/1/2022- 12/31/2023	06/01/2021 - 12/31/2022	10/14/2021 - 03/31/2023	11/1/2021 - 6/30/2022	
<b>Grant Period</b>										
Original Allocation	607,977	53,807	5,000	0	600,000	0	0	0	0	1,266,784
Increase/(Decrease)	0	0	0	0	0	0	0	0	0	0
Adjusted Allocation	607,977	53,807	5,000	0	600,000	0	0	0	0	1,266,784
Expenditures as of June 30, 2021	(437,991)	(35,625)	0	0	(106,576)	0	0	0	0	(580,191)
Encumbrance as of June 30, 2021	(62,816)	0	0	0	(25,770)	0	0	0	0	(88,586)
<b>Total Actual Expenditures/Encumbrances as of June 2021</b>	<b>(500,807)</b>	<b>(35,625)</b>	<b>0</b>	<b>0</b>	<b>(132,345)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(668,778)</b>
Available Funds for FY 2021-2022	107,170	18,182	5,000	0	467,655	0	0	0	0	598,006
% Remaining	18%	34%	100%	0%	78%	0%	0%	0%	0%	47%
<b>II. Actual Expenditures/Encumbrances</b>										
Available Funds for FY2021-2022	169,986	18,182	5,000	0	493,424	500,000	250,000	57,200	20,000	1,513,793
Funding 21-22	228,207	0	0	25,000	0	0	0	0	0	253,207
Adjustment	0	0	0	0	0	0	0	0	0	0
<b>Total Available Funding for FY 2021-2022</b>	<b>398,193</b>	<b>18,182</b>	<b>5,000</b>	<b>25,000</b>	<b>493,424</b>	<b>500,000</b>	<b>250,000</b>	<b>57,200</b>	<b>20,000</b>	<b>1,767,000</b>
Expenditures as of December 31, 2021	(274,928)	(14,382)	0	115	(215,688)	0	(6,008)	0	0	(570,892)
Encumbrances as of December 31, 2021	(60,129)	0	0	0	(277,736)	(180,000)	(110,400)	0	0	(628,265)
<b>Cumulative Expenditures/Encumbrances as of December 31, 2021</b>	<b>(335,057)</b>	<b>(14,382)</b>	<b>0</b>	<b>115</b>	<b>(493,424)</b>	<b>(180,000)</b>	<b>(116,408)</b>	<b>0</b>	<b>0</b>	<b>(1,139,157)</b>
Remaining	63,136	3,799	5,000	25,115	0	320,000	133,592	57,200	20,000	627,842
% Remaining	16%	21%	100%	100%	0%	64%	53%	100%	100%	36%
<b>III. Projected Expenditures/Carry Over</b>										
Projected Expenditures/Encumbrances through June 2022	(398,193)	(18,182)	0	(18,750)	(493,424)	(89,144)	(125,000)	(19,083)	(20,000)	(1,181,777)
Projected Carry Over through June 2022 (\$)	0	0	5,000	6,250	0	410,856	125,000	38,117	0	585,223
Projected Carry Over through June 2022 (%)	0%	0%	100%	25%	0%	82%	50%	67%	0%	33%

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (EDP Renewables)	San Jose Works (CFE)	w2ff - San Jose Works (Bank of America)	w2ff - San Jose Works (Wells Fargo)	w2ff - San Jose Works (Amazon)	w2ff - San Jose Works (Flagship)	Total
I. Actual as of June 30, 2021			NEW GRANT	NEW GRANT	NEW GRANT	Contribution	Contribution	
Grant Period	04/30/2021 - 4/30/2022	Execution - 5/31/2023	Execution - 4/30/2022	Execution - 6/30/2022	Execution - 6/30/2022	N/A	N/A	
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 December 31, 2021	(887,054)	(91,667)	(19,677)	0	0	0	0	(998,398)
Encumbrances as of December 31, 2021	(459,462)	0	0	0	0	0	0	(459,462)
<b>Cumulative Expenditures/Encumbrances as of December 31, 2021</b>	<b>(1,346,516)</b>	<b>(91,667)</b>	<b>(19,677)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,457,860)</b>
Remaining	1,295,391	91,666	5,323	55,250	15,000	100,000	5,000	1,567,631
% Remaining	49%	50%	21%	100%	100%	100%	100%	52%
<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 12/31/2021**  
**PD 6 Status 3**

Other Funds	CWDB	BOS	Google	Total
<b>I. Actual as of June 30, 2021</b>				
Grant Period	N/A	N/A	N/A	
Original Allocation	5,000	15,454	0	20,454
Expenditure/Encumbrances as of June 2021	(958)	(6,554)	0	(7,512)
Total Actual Expenditures/Encumbrances as of June 2021	(958)	(6,554)	0	(7,512)
Available Funds for FY 2021-2022	4,042	8,900	0	12,942
% Remaining	81%	58%	0%	63%
<b>II. Actual Expenditures/Encumbrances</b>				
Available Funds for FY 2021-2022	4,042	8,900	300,000	312,942
Expenditures as of December 31, 2021	0	(75)	(6,745)	(6,820)
Encumbrances as of December 31, 2021	0	0	0	0
Cumulative Expenditures as of December 31, 2021	0	(75)	(6,745)	(6,820)
\$ Remaining	4,042	8,825	293,255	306,122
% Remaining	100%	99%	98%	98%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>				
Projected Carry Over through June 2022	4,042	8,825	293,255	12,867
Projected Carry Over (%) through June 2022	100%	100%	100%	4%

## EXECUTIVE COMMITTEE

January 20, 2022

### MINUTES

STAFF: Studebaker, Thoo

GUESTS: Jack Estill

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

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

Chair Sue Koepp-Baker called the Zoom meeting to order at 11:31 am

##### Roll Call

Present: Koepp-Baker, Smith (entered at 11:33am), Auerhahn, Batra, Bojorquez, Chao, Perez

#### II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Mr. Chao seconded, and the Executive Committee members present at the time, unanimously approved the acceptance of:

##### A. Financial Status Report as of November 30, 2021

#### III. OPEN FORUM

Ms. Koepp-Baker asked for any public comments. None were noted.

#### IV. BUSINESS ITEMS

##### A. Minutes Approval {Action}

ACTION: Ms. Auerhahn moved, Mr. Chao seconded, and the Committee approved the minutes of the December 16, 2021, Executive Committee meeting, as follows:

AYES: Auerhahn, Bojorquez, Chao, Koepp-Baker, Perez, Smith

ABSTAINED: Batra

##### B. Director's Report {Discussion}

Mr. Thoo reported in place of Ms. Melchor. He gave an update on the relocation of the job center from the Kirk Community Center to the San Jose Environmental Innovation Center. Work has been completed. Staff have moved into the center and are now starting to meet with clients at this new location.

##### C. 2022 Board Committees {Discussion}

Ms. Koepp-Baker affirmed the membership 2022 standing Board Committees, Executive and Business Services. It was noted that there is no Youth Ad Hoc Committee on the list. This was explained by Ms. Koepp-Baker and Mr. Thoo that ad hoc committees are not standing committees, but are appointed by the Board Chair to serve for a limited time, focused on a specific issue or set of issues. It was also clarified that the Community Youth Forum is not a committee of work2future.



**D. Ad Hoc RFP Committee {Discussion}**

Mr. Bojorquez gave an update on the formation and proposed activities of the newly formed ad hoc committee. The term of the committee, which was appointed in November 2021 will end when it presents its report to the Board at its June 2022 meeting. Some complications were noted around members being a part of both the Ad Hoc and Executive Committees. In observance of the Brown Act Ad Hoc Committee members will discuss committee business with Executive Committee members who are not part of the Ad Hoc Committee only as part of a properly agendized and noticed Executive Committee meeting. Monthly meetings are planned, although there may be additional meetings to accommodate guest speakers.

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

Mr. Estill gave an update on the activities of the Community Youth Forum. Homelessness was addressed at the last meeting. Mr. Bojorquez gave a presentation to the Forum. It was requested that the presentation be made available to members of the committee. Various members of the committee discussed how homelessness affects youth and other classes of people regionally. They also stated that staff members of organizations should be trained to be able to properly obtain and retain clients in their programs.

**F. Labor Market Update {Discussion}**

Mr. Thoo gave a presentation on the status of labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted that work2future's priority sectors will be reviewed this year, as they had last been reviewed six years ago.

**V. OTHER**

Mr. Thoo announced that the Executive Committee meeting scheduled for February 17, 2022, may be re-scheduled to accommodate the closing of the RFP for WIOA In-School Youth services. Possible dates would be February 24th, 2022, or March 3, 2022.

Ms. Smith requested a future agenda item to discuss Board composition.

**VI. ADJOURNMENT**

Chair Sue Koepp-Baker adjourned the Zoom meeting at 12:29 pm



Open Forum

## **IV.A**

# **Director's Report**

**[Discussion]**

**DIRECTOR'S REPORT**

Director Monique Melchor will report on various matters of interest.

###

## **IV.B**

# **WIOA In-School Youth Services Provider**

**[Action]**



# Memorandum

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TO: EXECUTIVE COMMITTEE

FROM: Colleen Brennan

SUBJECT: FY 2023-2027 In-School Youth  
RFP Selection Recommendations

DATE: February 17, 2022

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Approved

Date

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## **RECOMMENDATION**

Recommend Board approval for staff to negotiate and execute a one-year agreement for Program Year 2022-23 (PY 2022), including options for contract extensions of up to four additional years based on successful performance and funding availability, with International Rescue Committee, Inc. as the provider of WIOA In-School Youth services.

If approved, the recommendation of the Executive Committee will be forwarded to the Board for consideration at its meeting on March 17, 2022.

## **BACKGROUND**

WIOA requires that 75 percent of Youth Program funds be spent on out-of-school youth, and work2future's service strategy until now has been focused on out-of-school youth. However, in PY 2021, the State granted local boards a waiver so they could spend up to 50% of funds on in-school youth services to provide additional flexibility to local boards to increase in-school youth enrollments of those who meet WIOA-defined youth barriers related to foster care, justice-involvement, and/or homelessness. It is not yet known whether this waiver will be extended through PY 2022. Nonetheless, work2future plans to begin serving in-school youth beginning PY 2022.

The RFP for an in-school youth service provider solicited proposals for unique and innovative services that link WIOA-eligible in-school youth to higher education leading to careers in the workforce development board's (WDB's) priority sectors and in-demand occupations. The RFP emphasized increasing the number of residents served who meet WIOA eligibility and are farthest from opportunity and intentionally focusing on Black, Indigenous, and People of Color ("BIPOC") youth, foster youth, juvenile justice-

involved youth, Limited English Proficiency (“LEP”) youth, youth with disabilities, and young parents to ensure these young adults are not left out of the system.

### RFP Process

The RFP for in-school youth services was released on January 10, 2022, on WebGrants, the City’s Grants Management system. In addition to posting the RFP on WebGrants, which makes it available to over 5,000 users, announcements of the release of the RFP were distributed to over 123 stakeholders, including work2future Board members, City Council offices, work2future partners, current providers, community colleges, non-profits from around the region, and other local WDBs.

A technical assistance conference was held on January 18, 2022, via Zoom. There was one attendee, who was not a potential proposer but a stakeholder that wanted additional information on the RFP. There were questions submitted from potential proposers via email, which were general questions regarding location of services, WIOA-specific definitions and requirements, and budgetary guidance. Responses to questions received at the conferences, as well as questions subsequently received via email, were posted on WebGrants for all proposers to view. The deadline for submittal of proposals was 4:00 p.m. on February 11, 2022.

### **RFP Evaluation Criteria**

The RFP evaluation categories and point values were as follows:

Organization Structure, Experience, and Past Performance	20 Points
Staff Experience and Qualifications	20 Points
Employer Linkages	20 Points
Service Delivery Strategy	30 Points
Budget, Financial Management, and Financial Sustainability	10 Points
<hr/> TOTAL AVAILABLE	<hr/> 100 Points

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

### **ANALYSIS**

Two organizations submitted proposals:

- Center for Training and Careers, dba Conxion to Community

EXECUTIVE COMMITTEE

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Subject: In-School Youth RFP Selection Recommendation

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- International Rescue Committee, Inc.

The WebGrants system averaged the scores of the review panel for each proposal and the scores were as follows:

<b>Proposing Organization</b>	<b>Points Awarded</b>
Center for Training and Careers, dba Conxion to Community	79.67
International Rescue Committee, Inc.	92.67

Based upon the final scoring from the rating panel, work2future staff recommends funding International Rescue Committee. According to reviewers, International Rescue Committee's proposal had a good overview of services and employer connections and should be able to provide a comprehensive level of training to in-school youth so they can finish school and be considered for hiring by sector specific employers.

**BUDGET**

The budget amount allocation for in-school youth services for FY 2022-23 will be determined by work2future's total WIOA allocation.

/s/  
Colleen Brennan  
Contracts Manager

cc: Monique Melchor  
Jeff Ruster



## **IV.C**

# **Preliminary Scenarios for Program Budget FY 2022-23**

**[Action]**



# Memorandum

**TO:** EXECUTIVE COMMITTEE

**FROM:** Allain Mallari

**SUBJECT:** See Below

**DATE:** February 17, 2022

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Approved

Date

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**SUBJECT: Preliminary Scenarios for the Workforce Development Board (WDB) Program Operating Budget for FY 2022-2023**

**ORECOMMENDATION**

Recommend Board approval of the following:

1. Three preliminary Budget Scenarios for Fiscal Year 2022-23, as follows:
  - Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$5.976 million (**base allocation, AS IS allocation**),
  - Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$5.677 million (**5% reduction from FY 2022 allocation**), and
  - Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$6.275 million (**5% increase from fy 2022 allocation**);
2. work2future Director's authority to approve the transfer of funds between program budget line items, so long as there is no change to the overall amounts for personnel and non-personnel expenses, and if the budget transfer does not increase the Board-approved Operating Budget total.
3. work2future Director's authority to approve the transfer of funds between the Adult and Dislocated Worker programs as needed to accommodate changes in the numbers of clients being served by the two programs.

If approved, the recommendation of the Executive Committee will be forwarded to the Board for consideration at its meeting on March 17, 2022.

The three Budget Scenarios above are based on early *estimates* of WIOA funding allocations to be received. The California Employment Development Department (EDD) normally conveys the Adult, Dislocated Worker, and Youth funding allocations to the 46 local WDBs in April/May of each year. After notification of the *final* allocation from the EDD is received, staff will present a *balanced* Program Operating Budget to the Executive Committee for a recommendation to the Board at its June 2022 meeting.

**BACKGROUND AND ANALYSIS**

**Funding Allocations:**

Based on current circumstances and preliminary State planning estimates, staff developed the scenarios as follows: AS IS or no change in allocation (**base**); 5% funding reduction, and 5% funding increase compared to the WIOA Adult, Dislocated Worker, and Youth final funding allocation for FY 2021-22.

<b>Proposed Allocation</b>	<b>2021-22 Final Allocation</b>	<b>Proposed 2022-23 AS IS (base)</b>	<b>Proposed 2022-23 5% Decrease</b>	<b>Proposed 2022-23 5% Increase</b>
	A	B	C	D
Formula Allocation	\$5,976,134	\$5,976,134	\$5,677,327	\$6,274,941
<b>Change in Funding compared to 2021-22 (\$)</b>		<b>0</b>	<b>(298,807)</b>	<b>298,807</b>
Change in Funding (%)		0%	-5%	5%

**Proposed Program Budgets:**

Approval of the proposed budgets includes re-budgeting a total of \$3,566,762 which consists of the following:

- a. 15% Board-mandated Reserve carry-over funding from FY 2021-22 of \$896,420
- b. Adjusted Unallocated Contingency Reserve Account for Training and Other Services of \$723,599
- c. Projected savings through June 30, 2021, of \$1,946,743 as per the December Financial Status Report

The proposed budgets also considered the setting aside of the 15% Board-mandated reserve account for FY 2022-23, which reduces the funding available for program operations for FY 2021-22 across all three budget scenarios.

It is also important to note that the projected savings, as shown above, are from the Adult, Dislocated Worker, and Youth programs funding allocations only. The Rapid Response program and other (existing and future) discretionary grants are separate programs, and therefore a separate budget discussion for these programs will be presented to the Board in June 2022 along with the updated program operating budgets for Adult, Dislocated Worker, and Youth programs. In addition, since this is a strictly program operating budget, as in previous years, the administrative budget is reported separately.

FISCAL YEAR	2021-2022 Adjusted Budget	2022-2023 AS IS	2022-2023 5% Reduction	2022-2023 5% Increase
Funding Allocation	\$5,976,134	\$5,976,134	\$5,677,327	\$6,274,941
15% Board Mandated Reserve	871,951	896,420	896,420	896,420
Projected Savings (includes Unallocated Contingency Account)	3,324,463	2,670,342	2,670,342	2,670,342
Carry Over to FY 22-23/23-24	(896,420)	(896,420)	(851,599)	(941,241)
Administrative Funding	(597,613)	(597,613)	(567,733)	(627,494)
<b>Proposed Program Budget</b>	<b>\$8,678,515</b>	<b>\$8,048,863</b>	<b>\$7,824,757</b>	<b>\$8,272,968</b>
Shortfall in Funding (\$)		(\$629,652)	(\$853,758)	(\$405,547)
Shortfall in Funding (%)		-7%	-10%	-5%

As can be gleaned from the first table above, there is a funding allocation shortfall of zero and \$298,807 for the AS IS and 5% reduction scenarios, respectively. On the other hand, there is an additional funding allocation of \$298,807 for the 5% increase scenario. In all three situations, the funding impact on the Proposed Operating Budget for FY 2022-23 is still greater with a funding shortfall between approximately \$406,000 and \$854,00 or between 5% and 10%, across all three budget scenarios due to the 15% Board-mandated carry-over funding set aside for FY 2023-24 and the 10% funding set aside for the administration of the programs.

**Recommended Budgetary Actions:**

The following budgetary actions are recommended for the Proposed Operating Budget Scenarios:

- **Personnel Costs**  
 Assumed the same staffing level funded in FY 2021-22. The City’s FY2022-23 **preliminary** “SalFringe” (salaries and fringe benefits) report was used in the scenarios. The budget also includes a cost-of-living adjustment (3%) and employee performance and step increases (2.5%). Final budget proposal will include appropriate modifications to reflect other possible adjustments such as staffing changes.
- **Non-personnel costs**  
 Assumed the same budget amount for non-personnel costs. Staff will analyze historical data to determine if additional savings can be generated and reallocated to other budget line items. This will be included in the final budget proposal.
- **Adult Client Services**  
 Assumed 20% of Adult and Dislocated Worker Program Allocations is spent on SB 734 training and 10% is sourced from leveraged sources. Due to underspending related to COVID-19, additional funds are needed for work2future to be in a good position to meet the compliance requirements similar to the FY21-22 budget.

- Youth Client Services  
 Assumed 20% of Youth “program” (90% of Youth Program Allocation) is spent on work experience program. Funds in addition to the required 20% are allocated to WEX, which will allow work2future to catch up with the required spending on youth training from the previous year program allocation.
- Unallocated Contingency Reserve Account  
 Assumed zero amount for Unallocated Contingency Reserve Accounts.
- Distribution to Service Providers  
 Assumed the same funding provisions for service providers.

The following table shows the funding impact of the above budgetary assumptions into the Proposed Operating Budget across all three budget scenarios:

Proposed Uses	2021-22 Adjusted Budget	Proposed Budget 2022-23 AS IS (base)	Proposed Budget 2022-23 5% Funding Reduction	Proposed Budget 2022-23 5% Funding Increase
Personnel Costs	\$2,340,384	\$2,469,105	\$2,469,105	\$2,469,105
Non-Personnel Costs	631,979	631,979	631,979	631,979
Adult Client-Related Services	1,750,302	1,750,302	1,662,787	1,837,817
Youth Client-Related Services	905,644	905,644	860,362	950,926
Other Client-Related Services (One-Stop Operator)	30,000	30,000	30,000	30,000
Unallocated Contingency Reserve Account	723,599	0	0	0
Distribution to Service Providers	2,296,607	2,296,607	2,296,607	2,296,607
<b>Total Proposed Budget</b>	<b>\$8,678,515</b>	<b>\$8,083,637</b>	<b>\$7,950,840</b>	<b>\$8,216,434</b>
<b>Projected Funding</b>	<b>\$8,678,515</b>	<b>\$8,048,863</b>	<b>\$7,824,757</b>	<b>\$8,272,968</b>
<b>Surplus/(Shortfall) in Funding (\$)</b>	<b>\$0</b>	<b>(\$34,774)</b>	<b>(\$126,083)</b>	<b>\$56,534</b>
<b>Surplus/(Shortfall) in Funding (%)</b>	<b>0</b>	<b>-0%</b>	<b>-2%</b>	<b>1%</b>

The elimination of the Unallocated Reserve Account totaling to \$723,599 reduces the funding shortfall. Thus, instead of the budget shortfall being in the range between 5% and 10% across all three budget scenarios, the budget shortfall is now between 0% and 2% and a surplus of 1% for the 5% funding increase scenario. It is important to note though, that work2future must find possible ways to mitigate the funding impact of this budgetary action when preparing the program operating budget for FY 2022-23 since this will reduce the funding available for the following year.

Given the spending trend during the first half of the current fiscal year, it is possible that additional savings will be generated from January to June 2022. This will further help in eliminating the funding

shortfall and even possibly retaining the unallocated contingency reserve account that is used to augment the current program operating budget should an unanticipated need arise, or if unspent, bridge the funding gap in the program operating budget for the following fiscal year. The savings will then be re-budgeted and reallocated accordingly. Staff will adjust all budget line items correspondingly based on its final allocation.

Moreover, a detailed budget analysis will be conducted, and certain actions will be imposed to mitigate funding risks. Staff will do the following:

- Address the additional funding shortfall through cost savings and elimination of one-time service costs that are not ongoing operational needs, with the goal of avoiding major service reductions or significant impact to employees, while helping to ensure the fiscal stability of work2future programs.
- Provide flexibility in the budget development process to allocate resources to the highest priority needs.
- Continue to structure client service delivery models, operations, and staffing to effectively deliver services.
- Pursue other discretionary grants and leverage other resources through collaboration and partnerships with other community organizations and educational institutions.

Staff will be bringing to the Board at its June 2022 meeting a *balanced* program operating budget along with Rapid Response, Administration, and any discretionary grants.

As in previous years, to ensure that there is sufficient operational flexibility to respond to changing conditions, it is recommended that the Board allow staff to transfer funds between budget line items so long as there is no change to the overall amounts for personnel and non-personnel, and if the requested budget transfer remains within the overall Board-approved Operating Budget.

Similarly, as in previous years, it is also recommended that the Board allow for the transfer of funds between the Adult and Dislocated Worker programs as needed to accommodate changes in the numbers of clients being served by the two programs without having to return to the Board for approval.

/s/  
Allain Mallari  
Finance Manager

cc: Monique Melchor  
Jeff Ruster

/am

## **IV.D**

# **Business Services Committee**

**[Discussion]**

**BUSINESS SERVICES COMMITTEE**

Business Services Committee Chair George Chao will provide an update on the activities of the committee.

###



## **IV.E**

### **Ad Hoc RFP Committee**

**[Discussion]**

### **AD HOC RFP COMMITTEE**

Ad Hoc Committee members, as appointed by previous Board Chair Joe Flynn and affirmed by current Board Chair Susan Koepp-Baker: Chad Bojorquez, ad hoc committee chair, Louise Auerhahn, Rajiv Batra, Jack Estill.

Committee Chair Chad Bojorquez will provide an update on the activities of the ad hoc committee and take input, if any, from members of the Executive Committee.

###

**IV.F**

## **Community Youth Forum**

**[Discussion]**

## COMMUNITY YOUTH FORUM

Jack Estill gave a brief summary of past and proposed future activities. After several meetings discussing how to increase access to services for opportunity youth, the group, following recommendations from participating young adults, determined that three areas required more study, homelessness, mental health services, and staff training. At the third of these, Sandra Flores, Niki Singleton, Kathy Koo, and Sarah Villa provided a look at their Teen Success Inc. (TSI) model for staffing. Teen success has received several positive comments on their staff engagement.

Niki Singleton and Sarah Villa began the staffing discussion with an outline of TSI's program that is centered around teen pregnant and parenting moms. TSI provides advocates (coaches) who help with GED attainment and work opportunities, individual services, general and reproductive health, literacy, and mentoring services. They bring a broad array of services (wrap-around services) tailored to the individual that includes regular meetings, peer groups, additional social connections, child development and support services, along with activities, books, direct assistance funds and educational stipends. TSI works with the entire family even though their primary clients are pregnant and parenting moms and children.

The advocates also have a strong support system that includes regular training in coaching (asking "what" and "how" questions), boundary setting, early child development, and weekly feedback sessions with managers along with outside counseling support, and continuous improvement feedback that includes feedback from clients and client participation, and intra-organizational meetings to share their community of practice.

Staffing also presents challenges, particularly due to covid. Turnover is a continuing problem that strikes at both training and advocate/client continuity. Adjusting to work, balancing in-person and online presence and engagement is difficult as conditions and requirements are in flux. TSI stresses flexibility so that those who feel comfortable can meet in person, get out forms, materials, and surveys, check in with clients (particularly when clients have missed appointments), and stress continuous learning. Finally, staying up to date with youth needs is an ongoing challenge. Sophia Jaquez indicated that she was a successful participant in the TSI programs and offered to give insights into the program to anyone who is interested.

Maria Vans asked how many of the clients were able to graduate high school. Singleton responded that the secondary education average was 39%, but with TSI support that number jumped to 85%. Not all parenting youth want the educational element and TSI makes the program work within the individual's needs while encouraging education.

Kenya Rawls asked the age of clients, which is 14 to 24. Sara Villa noted that services begin in high school where most of the onboarding takes place and Singleton said that TSI directs those who still need services at 24 into adult programs based on the individual's goals for work and/or education. Maria Vans asked if TSI works only with single moms. Singleton responded that most clients are single, but TSI is happy to work with married mothers who need support. Courtney Portal asked what characteristics TSI looks for in their advocates. How do they find people with empathy, compassion, and the understanding to be successful?

Singleton responded with an outline of TSI's employment practices. She indicated that the hiring process was very important. TSI looks for applicants with lived experience and allows clients with experience to view and provide input to hiring interviews. Once a candidate is selected, TSI has an extensive onboarding process that allows the new hire to familiarize themselves with the processes and attitudes of their TSI peers and supervisors. TSI looks for candidates that are flexible enough to learn from their clients and pivot as conditions change. They have regular practice sessions and mock interviews. They look for previous lived experience and sets of previous complementary skills. And, finally, they encourage professional development. Vans mentioned that she has had the opportunity to sit in on interviews and found it useful. Joe Herrity asked what additional skills, TSI have found helpful. There was not a clear response and it remains an open question.

Marcella Middleton recognized TSI's great work and asked how the community could move this type of staffing across systems and identify partners who want to pursue best practices. Sandra Flores responded that it is not easy, because organizations have to be ready to change. Change cannot be forced from the outside. Sarah Villa of TSI said that one of the elements is changing perceptions. These are not teen parents, but young parents. Organizations need to want to change and use a continuous learning model. There were more questions, but the hour ended.

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*By Jack Estill, Board member*

# **IV.G**

## **Labor Market Update**

**[Discussion]**

**LABOR MARKET UPDATE**

Strategic Engagement Manager Lawrence Thoo will present an update on the local area labor market, including labor force and industry trends.

###

Attaced: December 2021 Labor Market Slides

# December 2021 Labor Market Summary



# Unemployment Rates

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## **December 2021**

MSA: 3.0%

County: 2.9%

State: 5.0%

USA: 3.7%

## **November 2021**

MSA: 3.2% (revised)

County: 3.2%

State: 5.4%

USA: 3.9%

# Unemployment Demographics—October 2021

Overall Santa Clara County for October: 3.7%

- Race

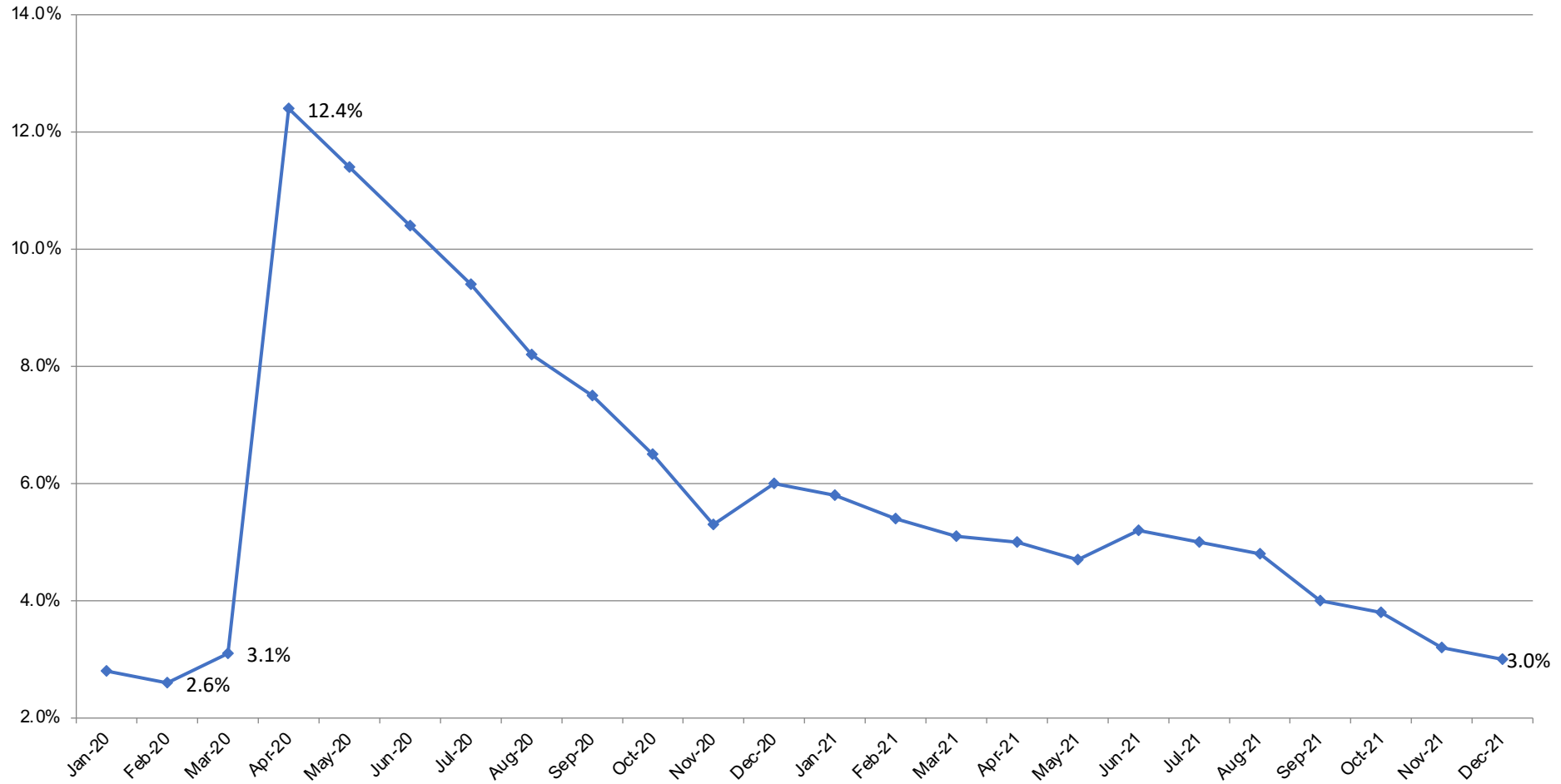
- Asian: 4.3%
- Black: 8.2%
- White: 2.9%

- Ethnicity

- Hispanic/Latino: 4.5%
- Non-Hispanic/Latino: 3.5%

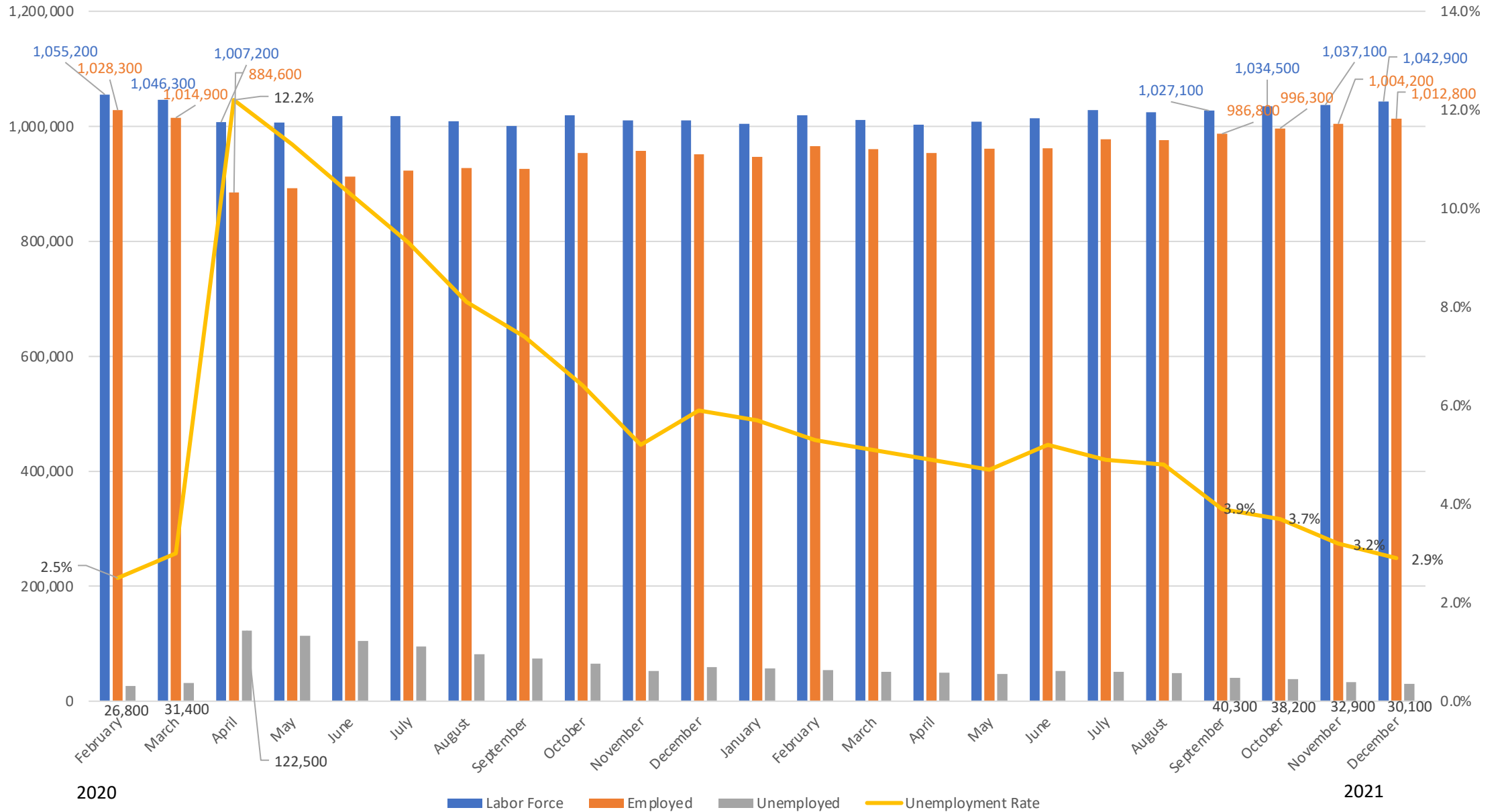
# San Jose-Sunnyvale-Santa Clara MSA

Unemployment Rate Historical Trend



# Labor Force in Santa Clara County

EXECUTIVE CMTE: 02-24-22  
 AGENDA ITEM: IV.G attachment



## **MSA Gained Estimated 6,100 Non-Farm Jobs between November and December 2021**

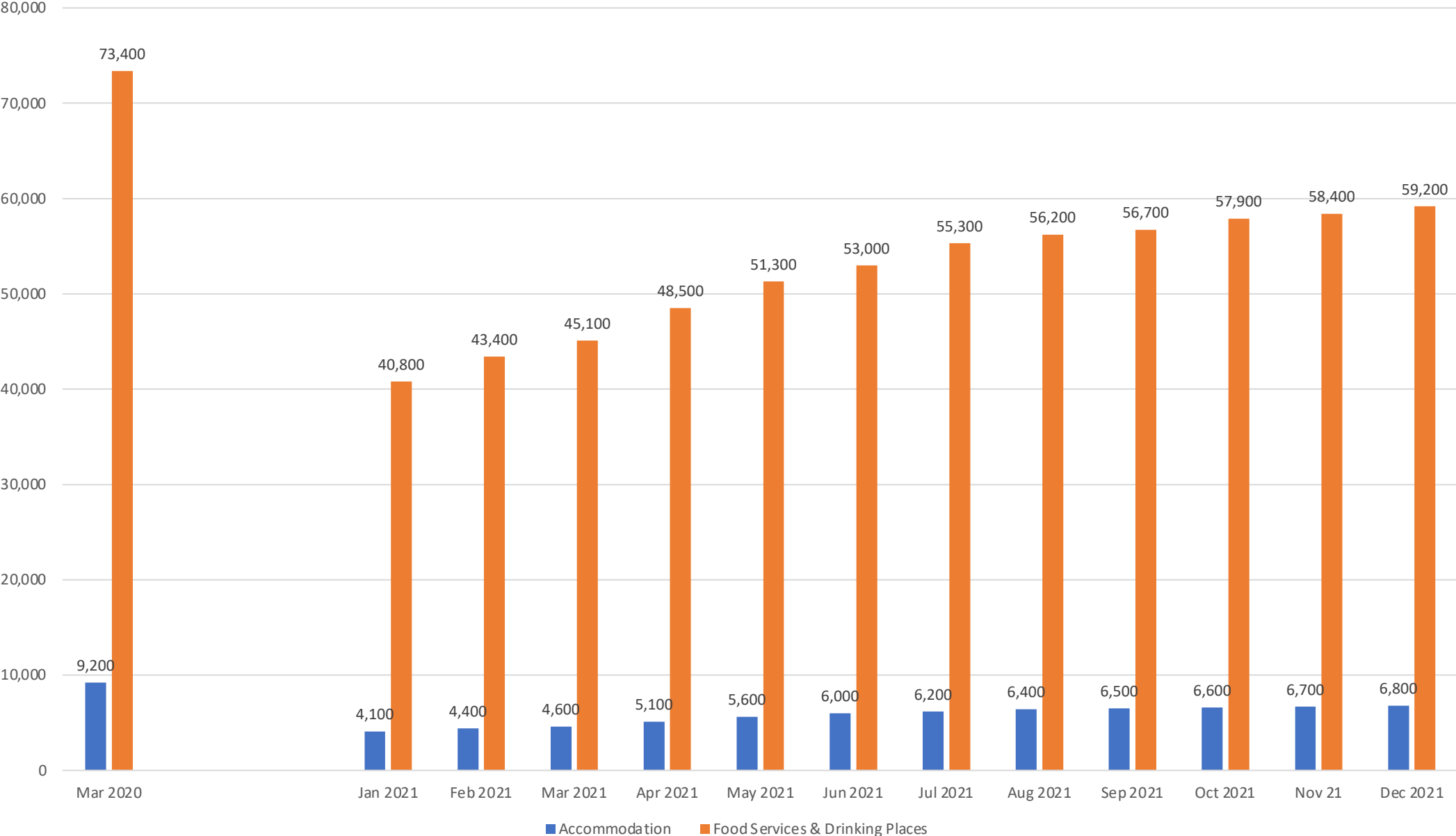
- Seasonal gains in Trade, Transportation, and Utilities led with 1,900
- Information added 1,600
- Healthcare and Social Assistance up 1,900
- Leisure and Hospitality up 1,200
  - Food Service and Drinking Places 800

## **MSA added 64,000 Jobs for the Year—6.0% Increase**

- Leisure and Hospitality added 24,300
  - Nearly 38% of overall gains
- Professional, Scientific, and Technical Services up 10,100
- Private Educational and Health Services up 9,700
  - Healthcare and Social Assistance up 7,600
- Manufacturing up 6,300
- Information up 5,500
- Trade, Transportation and Utilities up 2,800



# Leisure & Hospitality





**V.**

Other

**VI.**

Adjournment