



## EXECUTIVE COMMITTEE

Thursday, April 21, 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, 80343, 80363, 80400 and 80445, 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) 219-2599, Meeting ID 982 1995 1412, Passcode 233554. **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 [Kathryn.Azevedo@sanjoseca.gov](mailto:Kathryn.Azevedo@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

## EXECUTIVE COMMITTEE

### MEMBERS | 2022

Susan Koepp-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**

**April 21, 2022**

**11:30 am**

**MEETING AGENDA**

- |   |                                      |
|---|--------------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min</i><br><i>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 February 28, 2022</b><br><b>B. Minutes of the February 24, 2022, Executive Committee meeting</b>   | <i>5 min</i><br><i>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</i><br><i>11:45 am end</i>  |
| <b>IV. BUSINESS ITEMS</b>   |                                      |
| <b>A. Director's Report {Information}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest.  | <i>10 min</i><br><i>11:55 am end</i> |
| <b>B. Pending Request for Proposal {Information}</b><br><i>Dat Luu, Contracts Manager; Sangeeta Durrall, WIOA Program Services Manager</i><br>Report on planning to initiate a Request for Proposal for WIOA Youth Program services for out-of-school youth.    | <i>10 min</i><br><i>12:15 pm end</i> |
| <b>C. Community Youth Forum {Information}</b><br><i>Jack Estill, Board member representative to the Youth Forum</i><br>Update on the activities of the Community Youth Forum since the Board's March 17, 2022, meeting.   | <i>15 min</i><br><i>12:30 pm end</i> |
| <b>D. Ad Hoc RFP Committee {Information}</b><br><i>Chad Bojorquez, Ad Hoc RFP Committee Chair</i><br>Update on the activities of the ad hoc committee appointed to review and make recommendations regarding work2future's Request for Proposals (RFP) process. | <i>5 min</i><br><i>12:35 pm end</i>  |
| <b>E. Business Services Committee {Information}</b><br><i>George Chao, Business Services Committee Chair</i><br>Report on the committee's April 12, 2022, meeting.  | <i>10 min</i><br><i>12:45 pm end</i> |
| <b>F. Labor Market Update {Information}</b><br><i>Lawrence Thoo, Strategic Engagement Manager</i><br>Labor market report for March 2022.  | <i>15 min</i><br><i>1:00 pm end</i>  |

**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

Approval of the acceptance of:

- A. **Financial Status Report as of February 28, 2022**
- B. **Minutes of the February 24, 2022, Executive Committee meeting.**

[Action]



## **PRELIMINARY FINANCIAL STATUS AS OF FEBRUARY 28, 2022**

### **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 February 28, 2022, work2future has \$4.29 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 \$2,671,092 which comprised of the following:
    - a. Savings from personnel costs transferred to other discretionary grants and vacancies: \$264,826
    - b. Savings from non-personnel costs: \$382,683
    - c. Savings from unspent clients' training, supportive services, and service provider costs: \$2,023,584

### **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 February 28, 2022, approximately 97% 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 original term of these funds is from April 10, 2020 through March 31, 2022 but was extended to March 31, 2023. As of February 28, 2022, 60% 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 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 February 28, 2022, 334 participants have been served where 300 students have completed the program. With a pending cohort of 41 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 February 28, 2022, 94% 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 FORMULA FUNDS
<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	<b>400,000</b>	<b>(400,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures as of February 28, 2022	(1,400,044)	(876,316)	(1,028,603)	(230,095)	(3,535,058)
Encumbrances as of February 28, 2022	(127,294)	(299,877)	(508,098)	0	(935,269)
Total Actual Expenditures/Encumbrances as of February 28, 2022	(1,527,338)	(1,176,192)	(1,536,701)	(230,095)	(4,470,327)
\$ Remaining	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>23,853</b>	<b>23,853</b>
% Remaining	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>9%</b>	<b>1%</b>
(b) Current Allocation for FY 2021-2022	1,912,928	2,087,379	1,975,827	505,829	6,481,963
Additional Funding	400,000	(400,000)	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>2,312,928</b>	<b>1,687,379</b>	<b>1,975,827</b>	<b>505,829</b>	<b>6,481,963</b>
Expenditures as of February 28, 2022	(79,206)	(149,973)	(76,812)	(50,549)	(356,539)
Encumbrances as of February 28, 2022	(877,738)	(618,839)	(1,130,188)	0	(2,626,765)
Total Actual Expenditures/Encumbrances as of February 28, 2022	(956,944)	(768,812)	(1,207,000)	(50,549)	(2,983,304)
\$ Remaining	<b>1,355,984</b>	<b>918,567</b>	<b>768,827</b>	<b>455,281</b>	<b>3,498,659</b>
% Remaining	<b>59%</b>	<b>54%</b>	<b>39%</b>	<b>90%</b>	<b>54%</b>
Total Available Funds for FY2021-2022	<b>3,840,266</b>	<b>2,863,571</b>	<b>3,512,528</b>	<b>759,777</b>	<b>10,976,143</b>
Total Cumulative Expenditures/Encumbrance as of February 28, 2022	(2,484,282)	(1,945,004)	(2,743,701)	(280,644)	(7,453,630)
\$ Remaining	<b>1,355,984</b>	<b>918,567</b>	<b>768,827</b>	<b>479,134</b>	<b>3,522,512</b>
% Remaining	<b>35%</b>	<b>32%</b>	<b>22%</b>	<b>63%</b>	<b>32%</b>
<b>III. Projected Expenditures/Carry Over through June 30, 2022</b>					
Projected Expenditures/Encumbrances through June 2022	(1,376,873)	(406,334)	(837,085)	(529,682)	(3,149,974)
Projected Carry Over through June 2022 (\$)	1,063,349	1,580,922	1,646,840	0	4,291,111
Projected Carry Over through June 2022 (%) with Rapid Response	46%	94%	83%	0%	66%
Projected Carry Over through June 2022 (%) without Rapid Response	46%	94%	83%	0%	72%

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										
Grant Period	9/1/2019 - 3/31/2022	9/1/2019 - 3/31/2022		10/1/2021 - 9/30/2022	4/10/2020 - 3/31/2023	04/1/2022- 12/31/2023	06/01/2021 - 12/31/2022	10/14/2021 - 03/31/2023	11/1/2021 - 6/30/2022	
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	(438,063)	(35,641)	0	0	(106,576)	0	0	0	0	(580,280)
Encumbrance as of June 30, 2021	(62,816)	0	0	0	(25,770)	0	0	0	0	(88,586)
Total Actual Expenditures/Encumbrances as of June 2021	(500,879)	(35,641)	0	0	(132,345)	0	0	0	0	(668,866)
Available Funds for FY 2021-2022	107,098	18,166	5,000	0	467,655	0	0	0	0	597,918
% Remaining	18%	34%	100%	0%	78%	0%	0%	0%	0%	47%
II. Actual Expenditures/Encumbrances										
Available Funds for FY2021-2022	169,914	18,166	5,000	0	493,424	500,000	250,000	57,200	20,000	1,513,704
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
Total Available Funding for FY 2021-2022	398,121	18,166	5,000	25,000	493,424	500,000	250,000	57,200	20,000	1,766,911
Expenditures as of February 28, 2022	(367,406)	(18,166)	0	(653)	(252,679)	0	(9,223)	(509)	0	(648,636)
Encumbrances as of February 28, 2022	0	0	0	0	(240,745)	(180,000)	(110,400)	0	0	(531,145)
Cumulative Expenditures/Encumbrances as of February 28, 2022	(367,406)	(18,166)	0	(653)	(493,424)	(180,000)	(119,623)	(509)	0	(1,179,781)
Remaining	30,715	0	5,000	24,347	0	320,000	130,377	56,691	20,000	587,130
% Remaining	8%	0%	100%	97%	0%	64%	52%	99%	100%	33%
III. Projected Expenditures/Carry Over										
Projected Expenditures/Encumbrances through June 2022	(398,121)	(18,166)	0	(18,750)	(379,019)	(89,144)	(40,054)	(2,036)	(20,000)	(965,290)
Projected Carry Over through June 2022 (\$)	0	0	5,000	6,250	114,405	410,856	209,946	55,164	0	801,621
Projected Carry Over through June 2022 (%)	0%	0%	100%	25%	23%	82%	84%	96%	0%	45%

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Preliminary Financial Status Report as of 02/28/2022  
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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>Contribution</b>	<b>Contribution</b>	
<b>Grant Period</b>	<b>04/30/2021 - 4/30/2022</b>	<b>Execution - 5/31/2023</b>	<b>Execution - 4/30/2022</b>	<b>Execution - 6/30/2022</b>	<b>Execution - 6/30/2022</b>	<b>N/A</b>	<b>N/A</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 February 28, 2022	(1,026,441)	(91,667)	(23,416)	0	0	0	0	(1,141,524)
Encumbrances as of February 28, 2022	(459,462)	0	0	0	0	0	0	(459,462)
<b>Cumulative Expenditures/Encumbrances as of February 28, 2022</b>	<b>(1,485,903)</b>	<b>(91,667)</b>	<b>(23,416)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,600,986)</b>
Remaining	1,156,004	91,666	1,585	55,250	15,000	100,000	5,000	1,424,505
% Remaining	44%	50%	6%	100%	100%	100%	100%	47%
<b>III. Projected Expenditures/Carry Over</b>								
Projected Expenditures/Encumbrances through June 2022	(1,901,590)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(2,081,007)
Projected Carry Over through June 2022 (\$)	740,318	91,666	0	0	7,500	100,000	5,000	944,484
Projected Carry Over through June 2022 (%)	28%	50%	0%	0%	50%	100%	100%	31%

work2future  
Preliminary Financial Status Report as of 02/28/2022  
PD 8 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 February 28, 2022	0	(988)	(43,319)	(44,307)
Encumbrances as of February 28, 2022	0	0	0	0
Cumulative Expenditures as of February 28, 2022	0	(988)	(43,319)	(44,307)
\$ Remaining	4,042	7,912	256,682	268,636
% Remaining	100%	89%	86%	86%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>				
Projected Carry Over through June 2022	4,042	7,912	256,682	268,636
Projected Carry Over (%) through June 2022	100%	100%	100%	100%

**EXECUTIVE COMMITTEE****February 24, 2022****MINUTES**

STAFF: Azevedo, Brennan, Durrall, Luu, Mallari, 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 11:35 am

**Roll Call**

Present: Koepp-Baker, Auerhahn, Batra (joined at 11:37am), Bojorquez, Chao, Smith

Absent: 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 December 31, 2021**

**B. Minutes of the January 20, 2022, meeting.**

**III. OPEN FORUM**

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

**IV. BUSINESS ITEMS****A. Director's Report**

In the absence of Director Melchor, Sr. Analyst Durrall reported on meetings with work2future Youth Services providers and the enrollment challenges they face which may impact contract renewal for next program year. In response to a question from Ms. Auerhahn, Ms. Durrall reported the International Rescue Committee (IRC), operating in the South County area, is currently at 35% of their enrollment goal while Equus, operating in the San Jose area, is at 15% of their goal.

**B. WIOA In-School Youth Services Provider**

Contracts Manager Colleen Brennan recommended the Executive Committee recommend Board approval for staff to negotiate and execute a one-year agreement for Program Year 2022-23 (PY 2022), with options for one-year contract extensions for 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. Ms. Brennan explained how the RFP process is structured to find the best provider, not necessarily the lowest bid. She also explained in response to questions from committee members, that contract dollar amounts are not negotiable. Extensive discussion followed.



**ACTION:** Ms. Auerhahn moved, Ms. Smith seconded, and the committee unanimously recommended board approval for staff to negotiate and execute the WIOA In-School Youth Services Provider contract with IRC, stipulated in the meeting agenda.

**C. Preliminary Scenarios for Program Budget FY 2022-23**

Finance Manager Mallari recommended that the Executive Committee 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 (*base budget*, 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.

**ACTION:** Mr. Bojorquez moved, Ms. Smith seconded, and the committee unanimously recommended board approval of the three preliminary budget scenarios for Fiscal Year 2022-23 and stipulated authorities for the work2future Director.

**D. Business Services Committee**

Mr. Chao gave an update on the Business Services Committee's February 8, 2022, meeting. Activities include meetings with Regional Medical Center, job fairs, ongoing work with the WAF pilot cohorts, business intelligence and ETP.

**E. Ad Hoc RFP Committee**

Mr. Bojorquez gave an update on the activities of the Ad Hoc RFP Committee. He reported the ad hoc committee would be meeting early the following week and was busy scanning best practices from other workforce development boards including the San Diego Workforce Partnership.

**F. Community Youth Forum**

Mr. Estill reported that the next meeting of the Community Youth Forum was planned for March 3, 2022. Last meeting included a staff training presentation by Success Inc. He also talked about the importance of serving the hardest-to-serve youth population (including disabled, foster and justice-involved). Mr. Estill plans to bring forward proposals from the Community Youth Forum to the Executive Committee at its April meeting.

**G. Labor Market Update**

Strategic Engagement Manager Thoo reported on the status of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted that the unemployment rate continues its downward trend: for Santa Clara County the rate was 3.2% in November 2021 and 2.9% in December 2021. Mr. Thoo also pointed out the disproportionately higher unemployment rate of communities of color. In October of 2021, the overall unemployment rate in Santa Clara County was 3.7%, but higher for Blacks at 8.2%, Asians at 4.3% and Hispanics at 4.5%. The list of In-demand Quality Occupations has just been updated. The new list includes 53 occupations that meet work2future's criteria.

**V. OTHER**

Mr. Thoo announced the retirement of Contracts Manager Colleen Brennan, and thanked her for her years of service to work2future and the City of San Jose. He also introduced new work2future Contracts Manager Dat Luu. Mr. Thoo also reminded committee members to file their Form 700s and noted that the Governor will probably not allow virtual meetings in April, so the next Board meeting will most likely be in person. Board staff will be working a hybrid schedule beginning the week of February 28, 2022.

**VI. ADJOURNMENT**

Chair Sue Koepp-Baker adjourned the Zoom meeting at 12:50 pm



Open Forum

## **IV.A.**

### **Director's Report**

**[Information]**

## **DIRECTOR'S REPORT**

Director Monique Melchor will report on various matters of interest.

# # #

## **IV.B.**

Pending Request for Proposal

[Information]

**PENDING REQUEST FOR PROPOSAL**

Contracts Manager Dat Luu and WIOA Program Services Manager Sangeeta Durrall will provide background and discuss plans to initiate a Request for Proposal for WIOA Youth Program services (out-of-school youth).

###

## **IV.C.**

Community Youth Forum

[Information]



## **COMMUNITY YOUTH FORUM**

### **Youth Forum Background**

At the end of 2020 members of the work2future Board and others began a conversation about the provision of youth services in Santa Clara County. These conversations revolved around how to better serve youth, particularly those who are justice-involved, in the foster care system, homeless, disabled, and/or pregnant and parenting since these youth have historically had the least success navigating school and work. Board member Jack Estill agreed to spend a year to reach out to local organizations and form an informal discussion group called the Youth Forum (Forum) to discuss and identify gaps in youth services, best practices, and potential steps to reach more affected youth. With the formation of the Forum, participants set three goals:

1. It would engage at least 18 organizations involved in youth services.
2. It would include lived-experience youth from the above populations as full participants.
3. It would create a report to the Board that outlined three recommendations for the Board as a first step towards better youth service delivery. After more than a year and 12 meetings, this is that report.

### **What Occurred**

The Forum was able to engage over 30 organizations and more than 60 individuals through its series of meetings. Five young leaders were actively involved, with additional input from over 20 other individual lived-experience youth. The Forum engaged these youth leaders as researchers, and they conducted focus groups with more than two dozen additional youth to catalogue their experiences and concerns. In addition, the Forum created a survey that reached out to service and education providers asking for a specific outline of the services that they provided. These efforts identified three areas of particular concern to youth in order of importance:

1. housing instability/insecurity
2. mental wellness
3. staff training

The group agreed to hold a separate meeting on each of these topics with an invited expert to better understand the current state of each. Destination: Home's Chad Bojorquez gave an engaging overview of the current state of homelessness reduction activities in the San Jose area. Next, Linda Hsiao from County Mental Health Services provided an overview of current services including access that was very useful. Finally, Sandra Flores, the interim local director of Teen Success, Inc. introduced three of the organization's leaders, Niki Singleton, Kathy Koo, and Sarah Villa to talk about their training system, as Teen Success was mentioned by youth as a high-functioning organization. These presentations were enlightening and provided the basis for further study on how to integrate youth services more successfully.

## Resulting Recommendations

After these study sessions the Forum met again to make three initial recommendations to work2future around youth, particularly those hard-to-serve youth outlined above. These recommendations represent an initial step towards a more integrated, local youth service delivery system. The following are the recommendations:

**Recommendation 1:** The Board should recreate a permanent youth committee to help guide the delivery of WIOA youth services. Additionally, the committee would act as a community convenor of youth-supporting organizations through our community as outlined by current WIOA regulations.

**Recommendation 2:** The Youth Committee should include young people with the expertise of lived experience as full participating committee members. This would be a substantive move toward emerging best practices and would strengthen the ability of the Board to inform its policies with the benefit of steady user/target population insight.

**Recommendation 3:** The Board and its staff should provide the support and education that the engaged young leaders require to become proficient members with full access to all facets of the Board's work. We anticipate that this will take time and will proceed through several phases until successful. However, the Forum has identified young leaders who are interested in this challenge.

This is an important first step in creating a better integrated youth-service delivery system that can provide improved services to more impacted youth. Critically, WIOA envisions local workforce development boards as convenors of an ecosystem of services rather than just administrators of federal service dollars. A standing Youth Committee creates the venue for convening partners from alternative education, adult education, community colleges, community-based organizations, and public systems, and do so with the necessary insight of WIOA's target youth populations. The implantation of these recommendations will provide the foundation that will ultimately make our local community less divided, more livable, and serve as a model for other communities to follow as we move forward.

###

— Jack Estill

## **IV.D.**

**Ad Hoc RFP Committee**

**[Information]**

### **AD HOC RFP COMMITTEE**

Ad Hoc RFP Committee Chair Chad Bojorquez will update the Executive Committee on the progress of the committee appointed to review work2future's Request for Proposals (RFP) process, including plans to offer recommendations for the RFP process.

###

## **IV.E.**

### **Business Services Committee**

**[Information]**

## **BUSINESS SERVICES COMMITTEE**

At its April 12, 2022, meeting, the Business Services Committee received staff reports on and discussed employer engagement, employer services and business intelligence.

### **Employer engagement**

Staff reported on the Facebook and Resilience Corps digital marketing internships; meetings and follow-ups with healthcare providers HCA (Regional Medical Center and Good Samaritan Hospital) and Valley Medical Center; and the regional Skillful® Talent workshops to teach employers to increase recruiting based on skill requirements.

### **Employer services**

Staff brought the committee up to date with plans for a manufacturing-focused career fair planned in partnership with MFG:SJ and Evergreen Valley College for April 20 at the new location of the San Jose Career Center, a multi-sector event in partnership with San Jose City College at City College on May 3, and a late June event being planned in partnership with Bloom Energy at an East San Jose Location. The April 20 event will be the first in-person career fair since the pandemic. Staff also provided an update on the Workforce Accelerator Fund 9.0 Career Accelerator project, and reviewed with the committee an employer subsidy framework for the Incumbent Worker Training policy being finalized.

### **Business Intelligence**

Staff provided a Rapid Response update, including WARN notices from Sunpower and ARM, Inc., and a labor market report for February 2022. Committee members shared their observations on the local labor market. A committee member shared that her company is using direct hire as a new strategy to attract workers instead of the traditional temp-to-perm approach because job seekers are interested in getting benefits right away. Another committee member mentioned that her healthcare firm has 20% vacancy as many staff were burned out by long hours due to the pandemic or are taking jobs that offer them better pay and flexibility or are moving out of this area, and the firm needs help to get the talent pipeline going. We will be working with local community colleges to see what we can do to help the situation

###

— *George Chao, chair*

## **IV.F.**

### Labor Market Update

[Information]

### **LABOR MARKET UPDATE**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) declined to 2.5 percent in March 2022 from a revised 3.0 percent in February. The rate in Santa Clara County was 2.5 percent, down from an unadjusted 2.9 percent in February.

The MSA added 6,700 jobs between February and March, bringing the total to 1,143,100. With the 9,600 jobs added the month prior, the MSA had nearly made up the 18,500 jobs lost between December 2021 and January 2022.

Strategic Engagement Manager Lawrence Thoo will present to the Executive Committee a fuller picture of the labor market.

###



**V.**

Other

**VI.**

Adjournment