



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, June 16, 2022, 9:30 am

www.work2future.org

Susan Koepp-Baker, Chair

Priya Smith, MPH, Vice-Chair

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 79485, 80237, 80266, 80290, 80323, 80343, 80363, 80400, 80445, 80481 and 80507, 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://sanjoseca.zoom.us/j/97716797057?pwd=WFhvSjFMMzI1NGRXVUFRQWdUcnhzZz09>

To provide Spoken Public Comment *during* the meeting:

- a) **Phone** (408) 638-0968, Meeting ID 977 1679 7057, Passcode 989794. **Press *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute yourself.
- b) **Online** using the [Zoom link](#) above: 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

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

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 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 Deanna.Walter@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.

WORKFORCE DEVELOPMENT BOARD MEMBERS

March 2022

1. **Louise Auerhahn**
Director of Economic & Workforce Policy
Working Partnerships USA
2. **Rajiv Batra**
Associate General Counsel
Fundbox
3. **Chad Bojorquez**
Chief Program Officer
Destination: Home
4. **George Chao, *Business Services Committee Chair***
Director of Strategic Partnerships
Manex
5. **John (Jack) Estill**
Partner
Coactify
6. **Joseph A. Flynn**
COO
Sourcewise
7. **Leslie Gilroy**
Operations Director
Career Systems Development Corp.
8. **Juan Gutierrez**
Organizer
UA Local Union 393 Plumbers, Steamfitters,
Pipefitters, & HVACR Service Technicians
9. **Susan L. Koepp-Baker, *Board Chairperson***
Principal
Enviro-Tech Services
10. **Van T. Le**
Trustee and Clerk of the Board
East Side Union High School District
Agent
State Farm Insurance
11. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California
12. **Emily McGrath**
Director of Workforce Development, Education
& Training
NextFlex
13. **Robert Moreno**
Training Director
Santa Clara County Electrical Joint Apprentice
Training Center, IBEW
14. **Rafaela Perez**
Employment Services Director
Social Services Agency, County of Santa Clara
15. **Steve Preminger**
Director, Office of Strategic &
Intergovernmental Affairs
County of Santa Clara
16. **Priya Smith, MPH, *Board Vice-Chairperson***
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente San Jose
17. **Alan Takahashi**
Vice President and General Manager
Multifunction Microwave Solutions
Cobham Advanced Electronic Solutions (CAES)
18. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
19. **Kishan Vujjeni**
Co-chair
South Bay Consortium for Adult Education
Dean of College Transitions & Extension
Programs
San Jose Evergreen Community College District

WORKFORCE DEVELOPMENT BOARD

June 16, 2022

9:30 am

MEETING AGENDA

- | | |
|---|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>9:35 am end</i> |
| II. CONSENT ITEMS {Action}
Approve the acceptance of:
A. Financial Status Report as of April 30, 2022
B. San Jose Works Report as of March 31, 2022
C. Minutes of the March 17, 2022, meeting | <i>5 min</i>
<i>9:40 am end</i> |
| III. OPEN FORUM
Members of the public may address the committee on matters not on the agenda | <i>5 min</i>
<i>9:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information}
<i>Monique Melchor, Director</i>
Reports on various matters of interest | <i>5 min</i>
<i>9:50 am end</i> |
| B. WIOA Performance Report for Q3 of PY 2021 {Information}
<i>Monique Melchor, Director; Adrineh Terantonians, Regional Director, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee</i>
Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the third quarter of Program Year 2021-22 (PY 2021) | <i>10 min</i>
<i>10:00 am end</i> |
| C. FY 2022-23 WIOA Budget {Action}
<i>Allain Mallari, Finance Manager</i>
Approve staff's proposed WIOA Budget for Fiscal Year (FY) 2022-23, including:
1. WIOA Program Operating Budget of \$9,589,194
2. WIOA Administrative Budget in the amount of \$815,733
3. Proposed WIOA estimated Rapid Response Funding of \$505,829
4. Authorization for staff to transfer funds without additional Board approval
a) Between budget line items, not including the Unallocated Reserve, as long as there is no change to the overall amount of the WIOA program operating budget
b) Between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed | <i>20 min</i>
<i>10:20 am end</i> |

D. San Jose Works 2022-23 Funding {Action}

10 min

Allain Mallari, Finance Manager

10:30 am end

Accept staff's report on funding for the San Jose Works 8.0 program, including:

1. \$1,647,000 in City of San Jose funds to support the program
2. Allocation of \$2,011,033 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program

E. Community Youth Forum Recommendations {Action}

15 min

Jack Estill, Board member representative to the Youth Forum

10:45 am end

Accept the following recommendations from the Community Youth Forum reported to the Executive Committee at its April 21, 2022, meeting:

1. The Board should re-establish an ongoing Youth Committee to help guide the delivery of WIOA youth services and to act as a community convenor of youth-supporting organizations throughout our community as outlined in current WIOA regulations.
2. The Youth Committee should include young people with the expertise of lived experience as full participating committee members.
3. The Board and its staff should provide the support and education that the engaged young leaders require to become fully participating, proficient members of the Youth Committee.

F. Ad Hoc RFP Committee {Information}

5 min

Chad Bojorquez, Ad Hoc RFP Committee Chair

10:50 am end

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

G. Labor Market Information {Information}

15 min

Lawrence Thoo, Strategic Engagement Manager

11:05 am end

Presentation on the Santa Clara County/San Jose-Sunnyvale-Santa Clara MSA labor market.

V. OTHER

Announcements, suggested agenda items for a future meeting, other housekeeping

A. Update on resumption of in-person Board meetings

B. Other

VI. ADJOURNMENT

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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

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

Novel Coronavirus (COVID-19) Precautions

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

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

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

3. Addressing the Board or Committee:

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

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

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

I.

**Call to Order
&
Roll Call**

II.

Consent Items

Approval of the acceptance of:

- A. Financial Status Report as of April 30, 2022**
- B. San Jose Works Report as of March 31, 2022**
- C. Minutes of the March 17, 2022 meeting**

[Action]

PRELIMINARY FINANCIAL STATUS AS OF APRIL 30, 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 April 30, 2022, work2future has \$4.35 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 \$2,814,959 which comprised of the following:
 - a. Savings from personnel costs transferred to other discretionary grants and vacancies: \$383,356
 - b. Savings from non-personnel costs: \$336,677
 - c. Savings from unspent clients' training, supportive services, and service provider costs: \$2,094,926
- As of April 30, 2022, there is a projected savings of \$368,042 from FY 2021-22 Rapid Response funding which can be carried over to the next fiscal year pending extension notice from the State of California.

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. The grant term for this award is from September 1, 2019, to March 31, 2022. At the end of the grant term, approximately 99.63% of the funds has been spent.
- 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 April 30, 2022, 67% 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. Approximately 6% of the funds were spent as of April 30, 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. As of April 30, 2022, 24% of the funds has been spent and it is projected to be fully spent by the end of the fiscal year.

- 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 April 30, 2022, 375 participants have been served where 336 students have completed the program. 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 April 30, 2022, 100% of funds were spent.
- 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.

- Google's Downtown West Mixed-Use Plan approved by the City Council on May 25, 2021, includes a Development Agreement citing a total of \$200 million Community Benefits Payment that will be used for investments that go beyond the City's baseline requirements to address the community's top priorities. The City of San Jose has then received \$4.5 million early payment which are allocated to various programs. Out of the \$4.5 million funding, work2future will manage \$625,000 which is allotted for paid work experience and occupational skills training program. An "Earn and Learn" approach will be implemented in this program with a focus on high growth, high wage careers in advanced manufacturing, information technology, health care, or construction and trades.

#

Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
I. Actual as of June 30, 2021					
Grant Period	07/01/20-06/30/22	07/01/20-06/30/22	07/01/20-06/30/22	07/01/20-06/30/22	
Available Funds for FY2020-2021 PD 14 Stat 3	1,882,845	1,963,174	1,981,610	633,925	6,461,554
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	1,091,430	1,518,176	1,506,020	253,948	4,369,575
% Remaining	58%	77%	76%	40%	68%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from Carry over for FY2021-2022 (remaining plus enc.)	1,127,338	1,576,192	1,536,701	253,948	4,494,180
Transfer between Adult and Dislocated Worker	400,000	(400,000)	0	0	0
Expenditures as of April 30, 2022	(1,527,338)	(1,102,957)	(1,411,249)	(253,948)	(4,295,493)
Encumbrances as of April 30, 2022	0	(73,235)	(125,452)	0	(198,687)
Total Actual Expenditures/Encumbrances as of April 30, 2022	(1,527,338)	(1,176,192)	(1,536,701)	(253,948)	(4,494,180)
\$ Remaining	(0)	0	0	0	(0)
% Remaining	0%	0%	0%	0%	0%
(b) Current Allocation for FY 2021-2022	1,912,928	2,087,379	1,975,827	505,829	6,481,963
Additional Funding	0	0	0	0	0
Transfer between Adult and Dislocated Worker	559,392	(559,392)	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2021-2022	2,472,320	1,527,987	1,975,827	505,829	6,481,963
Expenditures as of April 30, 2022	(529,076)	(152,799)	(95,236)	(75,089)	(852,200)
Encumbrances as of April 30, 2022	(842,912)	(724,991)	(1,380,055)	0	(2,947,959)
Total Actual Expenditures/Encumbrances as of April 30, 2022	(1,371,988)	(877,790)	(1,475,292)	(75,089)	(3,800,159)
\$ Remaining	1,100,332	650,197	500,535	430,740	2,681,804
% Remaining	45%	43%	25%	85%	41%
Total Available Funds for FY2021-2022	3,999,658	2,704,179	3,512,528	759,777	10,976,143
Total Cumulative Expenditures/Encumbrance as of April 30, 2022	(2,899,326)	(2,053,982)	(3,011,992)	(329,038)	(8,294,339)
\$ Remaining	1,100,332	650,197	500,535	430,740	2,681,804
% Remaining	28%	24%	14%	57%	24%
III. Projected Expenditures/Carry Over through June 30, 2022					
Projected Expenditures/Encumbrances through June 2022	(785,601)	(461,357)	(492,885)	(137,787)	(1,877,630)
Projected Carry Over through June 2022 (\$)	1,686,719	1,139,865	1,608,394	368,042	4,803,020
Projected Carry Over through June 2022 (%) with Rapid Response	68%	75%	81%	73%	74%
Projected Carry Over through June 2022 (%) without Rapid Response	68%	75%	81%	73%	74%

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 April 30, 2022	(394,795)	(18,166)	0	(768)	(296,629)	(516)	(15,289)	(509)	(4,739)	(731,412)
Encumbrances as of April 30, 2022	0	0	0	0	(153,453)	(202,714)	(154,354)	0	0	(510,521)
Cumulative Expenditures/Encumbrances as of April 30, 2022	(394,795)	(18,166)	0	(768)	(450,083)	(203,230)	(169,643)	(509)	(4,739)	(1,241,933)
Remaining	3,326	0	5,000	24,232	43,342	296,770	80,357	56,691	15,261	524,978
% Remaining	1%	0%	100%	97%	9%	59%	32%	99%	76%	30%
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%

work2future
Preliminary Financial Status Report as of 04/30/2022
PD 10 Stat 3

Page 1

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)
Total Actual Expenditures/Encumbrances as of June 2021	(2,085,686)	(91,667)	0	0	0	0	0	(2,177,353)
Available Funds for FY 2021-2022	562,841	183,333	0	0	0	0	0	746,174
% Remaining	21%	67%	0%	0%	0%	0%	0%	26%
II. Actual Expenditures/Encumbrances								
Available Funds for FY2021-2022	1,141,908	183,333	0	0	0	0	0	1,325,241
Funding 21-22	1,500,000	0	25,000	55,250	15,000	100,000	5,000	1,700,250
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2021-2022	2,641,908	183,333	25,000	55,250	15,000	100,000	5,000	3,025,491
Expenditures as of April 30, 2022	(1,172,067)	(91,667)	(25,000)	0	0	0	0	(1,288,734)
Encumbrances as of April 30, 2022	(447,321)	0	0	0	0	0	0	(447,321)
Cumulative Expenditures/Encumbrances as of April 30, 2022	(1,619,388)	(91,667)	(25,000)	0	0	0	0	(1,736,055)
Remaining	1,022,520	91,666	0	55,250	15,000	100,000	5,000	1,289,436
% Remaining	39%	50%	0%	100%	100%	100%	100%	43%
III. Projected Expenditures/Carry Over								
Projected Expenditures/Encumbrances through June 2022	(1,387,068)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(1,566,485)
Projected Carry Over through June 2022 (\$)	1,254,840	91,666	0	0	7,500	100,000	5,000	1,459,006
Projected Carry Over through June 2022 (%)	47%	50%	0%	0%	50%	100%	100%	48%

work2future
Preliminary Financial Status Report as of 04/30/2022
PD 10 Status 3

Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2021			
Grant Period	N/A	N/A	
Original Allocation	5,000	15,454	20,454
Expenditure/Encumbrances as of June 2021	(958)	(6,554)	(7,512)
Total Actual Expenditures/Encumbrances as of June 2021	(958)	(6,554)	(7,512)
Available Funds for FY 2021-2022	4,042	8,900	12,942
% Remaining	81%	58%	63%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2021-2022	4,042	8,900	12,942
Expenditures as of April 30, 2022	0	(988)	(988)
Encumbrances as of April 30, 2022	0	0	0
Cumulative Expenditures as of April 30, 2022	0	(988)	(988)
\$ Remaining	4,042	7,912	11,954
% Remaining	100%	89%	92%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2022	4,042	7,912	11,954
Projected Carry Over (%) through June 2022	100%	100%	100%

work2future
Preliminary Financial Status Report as of 04/30/2022
PD 10 Status 3

Other Funds	Google	Google	Total
	work2future Relocation	WEX and Training	
I. Actual as of June 30, 2021			
Grant Period	N/A	N/A	
Original Allocation	0	0	0
Expenditure/Encumbrances as of June 2021	0	0	0
<i>Total Actual Expenditures/Encumbrances as of June 2021</i>	0	0	0
Available Funds for FY 2021-2022	0	0	0
% Remaining	0%	0%	0%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2021-2022	300,000	625,000	925,000
<i>Expenditures as of April 30, 2022</i>	(53,800)	0	(53,800)
<i>Encumbrances as of April 30, 2022</i>	0		0
Cumulative Expenditures as of April 30, 2022	(53,800)	0	(53,800)
\$ Remaining	246,200	625,000	871,200
% Remaining	82%	100%	94%
III. Projected Expenditures and Encumbrances/Carry Over			
Projected Carry Over through June 2022	246,200	625,000	246,200
Projected Carry Over (%) through June 2022	100%	100%	28%

SAN JOSE WORKS REPORT AS OF MARCH 31, 2022

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

SJ Works SUBSIDIZED program 7.0 has provided:

- To date, 375 subsidized employment opportunities for youth aged 14–18.
 - Due to the pandemic, our goal of 375 participants will be reached within cohorts. With the success of the summer and fall cohort, the last and final pending cohort of 41 participants has begun and will run until April.
 - Of the 375 participants, 90% of placed youth successfully completed paid internships subsidized by the program Retention methodology: Youth who have earned three paychecks or completed 100 hours in two pay periods.
 - The subsidized model focused increasingly on Priority-Sector and In-Demand Occupation internships for high school youth.
 - Of the 375 subsidized placements, 102 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in-demand occupations outside those sectors.
 - Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
 - The remaining 273 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
 - About 85% of the internship positions were virtual or a hybrid of virtual work and in person.
 - In addition, San Jose Works piloted the first cohort of mentors. About 74 mentors committed to the program and 78 youth successfully completed the mentoring program. Mentoring was done in group sessions and will move to a 1-on-1 model for the upcoming cohorts with new mentees.
 - Alumni group of mentees and mentors continue to meet once a month
 - Mentors recruited from different companies such as Western Digital, BofA, Intel, City departments, Boys & Girls Club, and others.

SJ Works UNSUBSIDIZED program 7.0 has provided:

Staff have continued to work on the Unsubsidized component of SJ Works 7.0 during the pandemic. 80% of the unsubsidized youth have completed their job placement period with 252 placements. While the rest of the clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

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

Staff have already begun working internally in preparation of SJ Works 8.0 for 2022-2023:

- Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.
- Program goal will remain the same of 375. If budget permits, we can increase the number of students served
- SJW 8.0 summer youth and worksite recruitment has also begun
 - Summer program will begin June 21st and will run till August 2022
- Participants will receive \$17.35 per hour and will receive a total of 120 hours to complete in 6-8 weeks
- Program continues to recruit for more mentors and will begin to host informational meetings starting April

Interest form and flyer has been created and shared on Mayor's social media platforms

###

WORKFORCE DEVELOPMENT BOARD

March 17, 2022

MINUTES

Staff: Azevedo, Durrall, Luu, Mallari, Melchor, Thoo

Guests: Sead Eminovic, International Rescue Committee (IRC), San Jose Director; Adrineh Terantonians, Equus Workforce Solutions, Regional Director; Arlene Silva, Deputy City Attorney

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

I. CALL TO ORDER & ROLL CALL

The meeting via Zoom Webinar was called to order at 9:44 am by Chairperson Sue Koepp-Baker.

Roll Call

Present: Auerhahn, Batra, Bojorquez, Chao (entered at 11:15am), Estill, Gutierrez, Koepp-Baker, Le, Perez, Smith, Vujjani

Absent: Flynn, Gilroy, Lucero, McGrath, Moreno, Preminger, Takahashi, Teixeira

II. CONSENT ITEMS

ACTION: Mr. Estill moved, Ms. Auerhahn seconded, and the Board unanimously approved the acceptance of:

A. Financial Status Report as of January 31, 2022

B. San Jose Works Report as of December 31, 2022

III. OPEN FORUM

Ms. Koepp-Baker opened the floor for public comment. There was none.

IV. BUSINESS ITEMS

A. Minutes Approval

Action: Mr. Estill moved, Mr. Bojorquez seconded, and the Board voted unanimously to approve the minutes of the November 18, 2021, Board meeting.

B. Director's Report

Director Monique Melchor updated the Board on plans for the Grand Opening of the new work2future San Jose Career Center located on Las Plumas Ave. She said the grand opening is scheduled for March 24th and will include tours and speeches by several Council members. All safety protocols will be adhered to for the in-person opening. Director Melchor also recognized Contracts Manager Colleen Brennan for her years of service to work2future as she is retiring from the City of San Jose.

C. WIOA Performance Report for Q2 of PY 2021

Sangeeta Durrall, WIOA Program Services Manager; Adrineh Terantonians, Regional Director, Equus Workforce Solutions; and Sead Eminovic, IRC San Jose Director, International Rescue Committee reported on Workforce Innovation and Opportunity Act (WIOA) program performance for the second quarter of Program Year 2021-22 (PY 2021). Ms. Durrall noted that Adult and Dislocated Worker (A/DW) enrollments were good, but Youth enrollment was struggling. Our program vendors, Equus and IRC, discussed efforts to connect to local partners, such as Job Corps and Santa Clara County, through targeted outreach to increase enrollment.

D. WIOA In-School Youth Services Provider

Contracts Manager Dat Luu asked for 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. Mr. Luu answered board member questions and discussion ensued.

ACTION: On a motion by Mr. Estill, seconded by Ms. Smith, the Board voted unanimously for approval.

E. Preliminary Scenarios for Program Budget FY 2022-23

Finance Manager Allain Mallari presented the staff recommendation 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. Brief discussion ensued among board members.

Action: On a motion by Mr. Batra, seconded by Ms. Auerhahn, the Board voted unanimously to approve the recommendation.

F. Community Youth Forum

Board Member Jack Estill provided an update on activities of the community youth forum since the November Board meeting. Mr. Estill noted that the 30 to 40 organizations that are represented at the Forum are excited to move forward as a partnership. Mr. Estill also said he will bring forward a proposal to the Executive Committee and the Board to create a work2future Youth Standing Committee.

G. Brown Act Requirements and Campaign Activity Limitations

Deputy City Attorney Arlene Silva presented on the requirements and limitations that the state's Brown Act places on Board members, as well as the rules pertaining to campaigning activity particularly no city time or resources should be spent on these activities. Ms. Silva also clarified and answered questions regarding Form 700.

H. Labor Market Information

Strategic Engagement Manager Thoo presented information on the current labor market. The Santa Clara County unemployment rate rose from 2.9% to 3.3% between January and February 2022. Most industry sectors show an employment gain; however, Mr. Thoo noted that Hispanics are underrepresented in quality careers in our local service delivery area.

V. OTHER

Announcements, suggested agenda items for a future meeting, other housekeeping

A. Mr. Thoo reminded work2future Board members to file their Form 700 by the end of March.

VI. ADJOURNMENT

Meeting adjourned at 11:27 am.

Draft: K. Azevedo
Edit Review: L. Thoo

III.

Open Forum

IV.A

Director's Report

[Information]

DIRECTOR'S REPORT

Director Monique Melchor will report on various matters of interest.

#

IV.B

WIOA Performance Report for Q3 of PY 2021

[Information]

Q3, PROGRAM YEAR (PY) 2021

**work2future
 WIOA Performance Outcomes Report 3rd Quarter**

Performance Measures	WIOA Perf. Goals	Actual	Success Rate
ADULT			
Entered Employment Rate 2nd Qtr	62.0%	67.7%	109.2%
Entered Employment Rate 4th Qtr	61.0%	56.7%	93.0%
Median Earnings	\$6,250.00	\$11,347.00	181.6%
Attainment of a Degree or Certificate	55.0%	81.5%	148.2%
Measurable Skills Gain	45.0%	64.5%	143.3%
DISLOCATED WORKERS			
Entered Employment Rate 2nd Qtr	65.0%	77.8%	119.7%
Entered Employment Rate 4th Qtr	67.0%	56.9%	84.9%
Median Earnings	\$7,800.00	\$10,362.00	132.8%
Attainment of a Degree or Certificate	58.0%	66.7%	115.0%
Measurable Skills Gain	47.0%	47.4%	100.9%
YOUTH			
Placement in Employment or Education 2nd Qtr	71.0%	77.8%	109.6%
Entered Employment Rate 4th Qtr	67.5%	N/A	N/A
Median Earnings	\$3,390.00	\$5,428.00	160.1%
Attainment of a Degree or Certificate	57.5%	100.0%	173.9%
Measurable Skills Gain	49.7%	84.6%	170.2%

IV.C

FY 2022-23 WIOA Budget

[Action]



Memorandum

TO: BOARD

FROM: Allain Mallari

SUBJECT: **See Below**

DATE: June 3, 2022

Approved

Date

SUBJECT: Proposed work2future WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) Program Operating Budget for FY 2022-2023

RECOMMENDATION

Approve staff's Proposed WIOA Budget for Fiscal Year (FY) 2022-23, including:

1. WIOA Program Operating Budget of \$9,589,194
2. WIOA Administrative Budget in the amount of \$815,733
3. Proposed WIOA estimated Rapid Response Funding of \$505,829
4. Authorization for staff to transfer funds without additional Board approval
 - a. Between budget line items, not including the Unallocated Reserve, as long as there is no change to the overall amount of the WIOA budget
 - b. Between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed.

At its special meeting on June 2, 2022, the Executive Committee voted unanimously to recommend that the Board approve the recommendation above.

BACKGROUND AND ANALYSIS

On May 25, 2022, the State of California Employment Development Department (EDD) released its planned allocations for WIOA Adult, Dislocated Worker, and Youth funding streams for FY22-23. These allocations are based on the allotments to states issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment Guidance Letter 09-21, dated May 6, 2022. EDD's planned allocations for work2future reflected an approximately 18% overall increase from FY21-22 funding.

In March 2022, staff had presented three Preliminary Adult, Dislocated Worker, and Youth Program Budget Scenarios to the Board: AS IS (same allocation as FY21-22 – base budget), 5% funding reduction, and 5% funding increase.

Adjustments based on EDD's planned allocations are as follows:

Proposed Sources	FY21-22 \$8.68M Adjusted Budget	Base Budget AS IS Mar 2022 Board Approved	FY22-23 Planned 18% Increase May 2022 EDD Notification	FY21-22 vs. Base Budget AS IS (in \$)	FY21-22 vs. FY22-23 Planned 18% Increase (in \$)	Base Budget AS IS vs. FY22-23 Planned 18% Increase (in \$)
	A	B	C	d (b-a)	e (c-a)	f (c-b)
Formula Allocation	\$5,976,134	\$5,976,134	\$7,023,470	\$0	\$1,047,336	\$1,047,336
15% Board Mandated Reserve from prior year allocation	871,951	896,420	896,420	24,469	24,469	0
Projected Carry Over from current year (includes unallocated contingency reserve)	3,324,463	2,670,342	3,425,172	(654,121)	100,709	754,830
Carry Over to FY 2022-23/2023-24	(896,420)	(896,420)	(1,053,521)	0	(157,101)	(157,101)
Administrative Funding (10% of Allocation)	(597,613)	(597,613)	(702,347)	0	(104,734)	(104,734)
Proposed Funding Sources	\$8,678,515	\$8,048,863	\$9,589,194	(\$629,652)	\$910,679	\$1,540,331

As indicated on the above table, there is a significant increase in the projected savings from the March approved base budget amounting to \$754,830 mainly from unspent client services budget. This is due to underspending still attributed to COVID-19. This projected savings helped in eliminating the funding shortfall (\$34,774) presented in the March Board Meeting and augmenting the current program operating budget by retaining the Unallocated Contingency Reserve (Unallocated Reserve) account that serves as a bank for unanticipated needs and a bridge for any funding gap in the program operating budget for the following fiscal year. Overall, in comparison to the March 2022 work2future base operating budget, there is a positive change of \$1,540,331. This amount less the funding shortfall of \$34,774 in the March 2022 base budget will be reallocated to various budget line items as shown in the table below.

Proposed Sources	FY21-22 \$8.68M Adjusted Budget	Base Budget AS IS Mar 2022 Board Approved	FY22-23 Planned 18% Increase May 2022 EDD Notification	FY21-22 vs. Base Budget AS IS (in \$)	FY21-22 vs. FY22-23 Planned 18% Increase (in \$)	Base Budget AS IS vs. FY22-23 Planned 18% Increase (in \$)
	A	B	C	d (b-a)	e (c-a)	f (c-b)
Personnel Costs	\$2,340,384	\$2,469,105	\$2,598,067	\$128,721	\$257,683	\$128,962
Non-Personnel Costs	631,979	631,979	457,385	0	(174,594)	(174,594)
Adult Client-Related Services	1,750,302	1,750,302	1,789,593	0	39,291	39,291
Youth Client-Related Services	905,644	905,644	1,041,019	0	135,375	135,375
One Stop Operator	30,000	30,000	30,000	0	0	0
Distribution to Service Providers	2,296,607	2,296,607	2,651,837	0	355,230	355,230
Unallocated Contingency Reserve	723,599	0	1,021,293	(723,599)	297,694	1,021,293
Total Proposed Uses	\$8,678,515	\$8,083,637	\$9,589,194	(\$594,878)	\$910,679	\$1,505,557

- Personnel Costs
 - Personnel costs budget of \$2,598,067 is based on FY22-23 proposed Salary and Fringe Benefits report. This may be adjusted due to actual COLA percentage increase that will be agreed upon between the employee bargaining units and City of San Jose.
- Non-Personnel Costs
 - Non-personnel costs budget has decreased from \$631,979 to \$457,385. The decrease is mainly due to the elimination of security services budget and reduction of consulting services budget for the next fiscal year. Due to the relocation of the one-stop center, it was determined that daily security services in the new job center site is not needed anymore. However, on certain events such as job fairs and workshops, work2future may still contract with a City-wide vendor to provide security services on a case-by-case basis. Furthermore, consulting services budget is decreased due to less anticipated needs for FY22-23.
- Adult and Youth Client-Related Services
 - Adult and Youth Client-Related Services budget are set at \$1,789,593 and \$1,041,019, respectively. Similar to last year, work2future had experienced difficulties in spending the Adult & Dislocated Worker Training and Youth Work Experience dollars because of COVID-19 pandemic related challenges (e.g., low client enrollment, limited remote training and work experience opportunities, etc.). Due to this, there is a substantial amount of carry-over that needs to be spent to meet the SB 734 30% training and 20% work experience compliance requirement for Adult & Dislocated Worker and Youth programs, respectively.
- One Stop Operator
 - Budget of \$30,000 reflects the contractual costs for the current one stop operator.
- Distribution to Service Providers
 - Service providers budget is increased from \$2,296,607 to \$2,651,837. The change is related to the increase in the Adult and Dislocated Worker enrollment goals for FY 2022-23. Target for new enrollments is planned at 1,000 from 700 in the previous year. Although the effect of the pandemic is still expected to linger in the next fiscal year, it is projected that the situation will continue to improve. For FY21-22, enrollment rate is almost at 70% of the goal as of April 2022. It is anticipated that the uptick of enrollments will continue due to opening of facilities and increase of in-person program services. On the other hand, enrollment goal for the Youth program will be retained at 200 as this is the first year work2future will be serving in-school youth again.
- Unallocated Contingency Reserve
 - This is the “balancing” figure in the budget which is set currently at \$1,021,293. It is used to augment the current program operating budget should an unanticipated need arises, or if unspent, bridge the funding gap in the program operating budget for the following fiscal year.

SB 734-TRAINING ALLOCATIONS

20% of Combined Adult (AD) and Dislocated Worker (DW) Base Funding Allocation

SB734 has required Workforce Development Boards to expend 30% of their Adult and Dislocated Worker allocations on training. To meet this requirement, staff proposes to allocate a training budget of 20% of the Adult and Dislocated Worker allocations, with the additional 10% to be raised by the service providers through leveraged funding. Examples of leverage funds in the past include on-the-job training, Pell grants, and Prop 39 apprenticeship program.

For FY 2022-23, staff is proposing to include the FY 2021-22 estimated carry-over amount plus 100% of the 20% training budget for the current year allocation. In the past, work2future were able to spend the allotted training dollars in the 1st year of the grant's term but because of the challenges posed by COVID-19, work2future needs to catch-up first with the prior year training funds in order to comply with the SB 734 requirement. The 10% leverage funding is still expected to be met in FY 2022-23.

The table below shows the Training Budget relative to the SB 734 training expenditure requirement:

WIOA ADULT AND DISLOCATED WORKER PROGRAM	Proposed Budget
Projected Adult and Dislocated Worker Program Allocation FY 2022-23	\$4,768,092
Training Requirement (30% of Projected Allocation)	1,430,428
Training Budget at 20%*	\$953,619
Leverage Funds at 10% to be raised	476,809
Training Funds Requirement for FY 2022-23 Allocation	\$1,430,428
FY 2021-22 Estimated Carry-Over Training Amount	\$695,974
FY 2022-23 100% of the 20% Training Allocation	953,619
SB 734 Training Budget for FY 2022-23	\$1,649,593

*Training budget covers ETPL, OJT, cohort, and SB 734 eligible workshops.

The proposed training and workshop budgets will be placed in a *funding pool* that will be universally accessible to all eligible training providers from the State Eligible Training Provider List, and all workshop providers that were selected through the Request for Proposal (RFP) process. A portion of this amount will be distributed to the Equus Workforce Solutions to fund On-the-Job Training (OJT) services for eligible clients.

WIOA YOUTH JOB READINESS/WORK EXPERIENCE TRAINING PROGRAM

20% of Youth Program Base Funding Allocation

WIOA places a new priority on work-based learning by requiring that at least 20% of the Youth Program allocation be used for paid and unpaid work experience programs. These program investments may include summer and year-round opportunities, such as pre-apprenticeship programs, internships, and OJT training.

Like Adult and Dislocated Worker SB 734 training allocation, for FY 2022-23, staff is proposing to include the FY 2021-22 WEX carry-over amount plus 100% of the 20% WEX budget for the current year allocation. This is again due to the catch up that work2future needs to comply with the requirement.

WIOA YOUTH PROGRAM	Proposed Budget
Projected Youth Program Allocation FY 22-23	\$2,255,378
Less: 10% Administration	(225,538)
Youth Program Allocation @ 90%	\$2,209,840
Total Youth Job Readiness/Work Experience Funds Requirement (20% of Youth Program Allocation)	\$405,968
FY 2021-22 Estimated Carry-Over Youth Job Readiness/WEX Amount	\$355,649
FY 2022-23 80% of the 20% Youth Job Readiness/WEX Allocation	405,968
Youth Job Readiness/WEX Budget for FY 2022-23	\$761,617

The full amount of \$761,617 will be distributed to Equus Workforce Solutions and International Rescue Committee to cover the WIOA-required Youth work experience program. A portion of this amount can be used to fund staffing to administer the work experience program. The work experience line item is shown as a separate line item from the funding distribution to service providers to show that the 20% funding threshold as required by WIOA is met.

WIOA ADMINISTRATIVE BUDGET

work2future's Administrative Budget represents 10% of the total WIOA formula allocation from the Adult, Dislocated Worker and Youth programs plus the estimated carry-over savings from FY21-22.

The table below shows how the Administrative funding is distributed.

WIOA ADMINISTRATIVE	Proposed Budget
Projected Adult, Dislocated Worker and Youth Program Allocation FY 2022-23	\$7,023,470
Proposed Administrative Budget (10% of Projected Allocation)	702,347
FY21-22 Estimated Carry-Over	113,386
Total Proposed Administrative Budget	\$815,733
Personnel Costs (3.45 FTE)	\$514,567
CAO	117,970
Non-Personnel Cost	44,039
City Overhead @ effective rate of 2.83%	68,922
Distribution to Service Providers	70,235
Total Proposed Administrative Budget	\$815,733

Staff has worked with the City's Finance Department and the Budget Office since 2015 to exempt work2future from the standard methodology that the City uses for computing overhead for grants and to allow work2future to set a rate that can be accommodated by the State's funding limitations on administrative services, taking into account the fluctuating nature of work2future's funding.

In April 2022, the City Finance Department informed work2future of its overhead rate for FY 2022-23 of 64.78% which is 5.29% increase from last fiscal year's rate of 59.49%. As can be inferred, work2future cannot pay the full City Overhead amount, estimated at \$1.58 million. As shown above, work2future can only pay \$68,922, which translates to an effective rate of approximately 2.83%.

It is also noted that 10% of the total available administrative funding allocation for work2future has been set aside to be distributed to service providers based on their percentage share in the total WIOA program funding distribution.

WIOA RAPID RESPONSE FUNDING

For FY 2022-23, the proposed Rapid Response Budget is *estimated* at \$505,829 which is the same FY 2021-22 allocation for the Rapid Response program. The State has not yet announced an extension of the terms of the PY 21-22 formula funding. In case of an extension, the estimated savings for this fiscal year will be included in the budget and appropriate adjustments will be made once confirmed. This will be presented in October/November 2022 as part of the reconciled budget.

The projected funding will be allocated as shown in the table below:

WIOA RAPID RESPONSE	Proposed Budget
Total Estimated Rapid Response Allocation	\$505,829
Personnel Costs (3.55 FTE)	\$433,005
Non-Personnel Cost	47,899
City Overhead	24,925
Total Proposed Rapid Response Budget	\$505,829

Once the final Rapid Response allocation is received from EDD, work2future will provide to the Board a final Rapid Response Budget.

WORK2FUTURE SERVICE PROVIDERS FUNDING DISTRIBUTION SUMMARY

The table below shows the funding distribution to the Service Providers:

Funding Distribution to Service Providers	Adult/Dislocated Worker	Youth	Total
All Service Providers	\$1,659,092	\$992,745	\$2,651,837

To summarize, the following estimated funding will be distributed to the service providers:

Funding	Equus	IRC	Total
WIOA Base Budget	\$2,155,464	496,373	\$2,651,837
Adult/DW OJT	100,000	0	100,000
Youth Work Experience	380,808	380,809	761,617
Supportive Services (SUS)	150,000	50,000	200,000
Administrative	47,681	22,554	70,235
Total	\$2,833,953	\$949,736	\$3,783,689

The budget is subject to further negotiations with the service providers. On-the-Job Training (OJT) services is tentative and final amount will be determined depending on the estimated number of employers that are willing to provide OJT opportunities for eligible clients. Funding for additional staffing to administer and implement the Youth Work Experience program will be distributed to service providers, including their share of the administrative budget as explained elsewhere in this memo.

OTHER

Staff requests that the Board approve authority for staff to transfer funds between budget line items other than the Unallocated Contingency Reserve (Unallocated Reserve) so long as there is no change to the overall

BOARD

Subject: Proposed WIOA Operating Budget FY22-23

June 3, 2022

Page 7 of 7

budget, and transfer falls within the Board-approved WIOA Operating, Administrative, and Rapid Response budgets.

Staff also requests that the Board approve authority for staff to transfer funds between the Adult and Dislocated Worker programs, as needed, to accommodate changes in the numbers of clients served by the two programs without having to seek additional Board approval.

Staff may adjust the budget line items in October/November 2022 as part of the reconciling process to reconcile projected carry-over with actuals at the end of FY 2021-22.

/s/

ALLAIN MALLARI

Finance Manager

cc: Monique Melchor

Jeff Ruster

/am

IV.D

San Jose Works 2022-23 Funding

[Action]



Memorandum

TO: Executive Committee

FROM: Allain Mallari

SUBJECT: **San Jose Works 2022-23 Funding**

DATE: June 4, 2022

Approved

Date

RECOMMENDATION

Accept staff's report on funding for the San Jose Works 8.0 program as follows:

1. \$1,647,000 in City of San Jose funds to support the program.
2. Allocation of \$2,011,033 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program.

At its special meeting on June 2, 2022, the Executive Committee voted unanimously to recommend that the Board approve the recommendation above.

BACKGROUND

Since 2015, work2future has successfully managed the San Jose Works program (SJ Works) for the City of San José, funded from the City's General Fund.

SJ Works is a collaboration among work2future, work2future Foundation, the City's Parks, Recreation, and Neighborhood Services Department (PRNS), and the Mayor's Gang Prevention Task Force (MGPTF).

During this past program year, SJ Works provided 375 youth with paid internships supported with General Fund monies provided by the City of San José. An additional 252 youth were placed in employer-paid job opportunities or received employment and career services as of April 30, 2022. Over 90% of the subsidized youth successfully completed their paid six-week internship and 80% of the unsubsidized youth have completed their job placement period.

During this past year, the paid internships focused increasingly on private-sector placements with employers in high-growth sectors and in-demand occupations. Of the 375 paid internships, 102 were recruited from high school Career and Technical Education classes and placed with employers in advanced manufacturing, business/financial services, construction, health care and social assistance, and information technology. The remaining 273 youth were placed in internships with community centers, library branches, City departments, Council offices, and nonprofit organizations.

A notable trend are worksites advocating and requesting current San Jose Works interns to return for an additional 100 program hours. According to employer partners, the interns are demonstrating their ability to transfer work readiness training and their career pathway knowledge into productive workforce skills. Currently, San Jose District Office 8, Eastside Union High School District, and the Mayor's Office of Technology and Innovation have made the request to continue the internship with their recent interns.

In addition, some employers are recognizing interns with high level of interpersonal and workforce skills throughout the duration of the 100-hour internship. Upon completion of the internship, our youth have been offered and accepted employment from our worksite partners.

Out of the 375 enrolled participants, 336 students have successfully completed their paid internships. All participants have also taken advantage of a variety of workshops to prepare them for real work experiences. These workshops included: Mock Interviews, Personal & Professional Branding with LinkedIn, Financial Literacy provided by Bank of America and MyPath, Communication Etiquette, Anti-Sexual Harassment and Anti-Discrimination Training, and Emotional Intelligence.

In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g., bus passes), and entrepreneurship training. Workshops provided included communication etiquette, anti-sexual harassment, anti-discrimination, emotional intelligence, and job readiness. Due to the pandemic, the latter training was held virtually and with facilitation of job coaches, career panelist, and partner such as MyPath, Bank of America, and Intel. For the upcoming program year, wage theft will be included as part of the workshop topics to be provided to the participants.

ANALYSIS

In partnership with PRNS, work2future has conducted outreach for the upcoming SJ Works 8.0 program. The program will provide 375 youth with internships and serve approximately 500 youth with employer-paid job opportunities and or employment and career services. The summer cohort will start June 21, 2022, of about 300 participants with two pending cohorts (fall/winter, spring) to follow. With participation from employers such as CreaTV, JP Graphics, Better Business Bureau, Districts 5 & 8, San Jose Public Library, Ignited Education, Boys & Girls Club of Silicon Valley, Italian American Heritage Foundation, Opportunity Youth Academy, and more.

Staff will conduct on-boarding/orientations for SJ Works 8.0 during the months of May and June.

SJ Works is also developing partnerships with Opportunity Youth Academy, East Side Union High School, and other non-profits that will serve as a pipeline for student recruitment.

Upon the successful pilot of the mentoring program last year, staff has decided to continue this program component for SJ Works 8.0. The program is scheduled to be conducted from mid-June to the end of August. Two orientation sessions for mentors will be held in June. There will be four weekly group mentoring sessions involving 100 students from June 21 to August 13. Also,

there will be 4 one-on-one sessions in which mentors meet with their mentees individually. The mentoring program will be led and facilitated by a San Jose Works Job coach.

The table below shows the projected San Jose Works 2022-2023 8.0 Program budget:

PROPOSED BUDGET	AMOUNTS
City PRNS	
Program Staff	\$95,000
work2future Board	
Youth Salaries 14-18 (6-week program-20 hours/week for \$17.35)	780,750
Employer of Record – FCCC Costs (payroll taxes, worker’s compensation, background checks, live scans, onboarding, and program management fees)	351,220
Program Staff (employer and youth recruitment, youth liaisons, city navigator, mentoring, workshops and trainings, performance management, worksite supervision, timecards entry and review and job fairs)	678,796
Administrative Oversight & Management (fiscal, contracts, and overall program oversight)	85,625
Client-related Expenses (supportive services, incentives, employment verification, and marketing events and materials)	97,625
Other Expenses (rent, utilities, supplies, subscriptions, copier rental, and other miscellaneous expenses)	17,017
	\$2,011,033
Total Projected San Jose Works 8.0 Budget	\$2,106,033
City of San Jose General Fund	1,647,000
City of San Jose General Fund 21-22 (Projected Carry Over Funding from SJ Works 7.0)	1,254,840
Funding raised from Other Sources (New and Carry Over)	234,166
Total Funding for SJ Works 8.0	\$3,136,006
Projected Carry Over Funding for SJ Works 8.0	\$1,029,973

Note: PRNS FTE represents one dedicated staff person year around (\$95,000). The work2future Board proposed budget includes staffing for seven dedicated program staff and portions of time for work2future Director and administrative staff, all providing year-round support for the subsidized and unsubsidized programs.

Funding raised from other sources includes:

- \$100,000 from Amazon
- \$91,666 from EDP Renewables
- \$30,000 from Cities for Financial Empowerment
- \$7,500 from Wells Fargo
- \$5,000 from Flagship

For a total of \$234,166 in additional funding for San Jose Works 8.0.

Since the proposed funding sources contain projected carry-over funding from SJ Works 7.0 from work2future Board, work2future staff will reconcile the proposed budget to actuals at the end of

BOARD

Subject: San Jose Works 2022-23 Funding

June 4, 2022

Page 4 of 4

the fiscal year end in June 2022 and will present a balanced budget to the Executive Committee and full Board in November 2022.

/s/

ALLAIN MALLARI

Finance Manager

cc: Monique Melchor
Jeff Ruster

/am

IV.E

Community Youth Forum Recommendations

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Jack Estill

SUBJECT: See Below

DATE: June 6, 2022

Approved

Date:

SUBJECT: Community Youth Forum Recommendations

RECOMMENDATION

Accept the following recommendations from the Community Youth Forum reported to the Executive Committee at its April 21, 2022, meeting:

1. The Board should re-establish an ongoing Youth Committee to help guide the delivery of WIOA youth services and to act as a community convenor of youth-supporting organizations throughout our community as outlined in current WIOA regulations.
2. The Youth Committee should include young people with the expertise of lived experience as full participating committee members.
3. The Board and work2future staff should provide the support and education that the engaged young leaders require to become fully participating, proficient members of the Youth Committee.

At its special meeting on June 2, 2022, the Executive Committee voted unanimously to recommend that the Board accept the recommendation above.

BACKGROUND AND ANALYSIS

At its February 25, 2021, meeting, the Executive Committee approved the participation through February 2022 of Board member Jack Estill and then Vice Chair Susan Koepp-Baker as work2future Board representatives in a Community Youth Forum organized by more than a dozen youth-serving organizations in Santa Clara County.

The Forum resulted from informal conversations among youth advocates in the area, including Mr. Estill, that had begun in late 2020. 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 or parenting, since these youth have historically had the least success navigating school and work.

The Forum has met on numerous occasions since, and Mr. Estill has reported regularly, on behalf of himself and Ms. Koepp-Baker, to the Executive Committee and the Board on those discussions.

BOARD

Date: 06-06-22

Subject: Community Youth Forum Recommendations

Page 2 of 2

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 Forum held separate meetings on each of these topics with an invited expert to better understand the current state of each. Chad Bojorquez, Chief Program Officer of Destination: Home, gave an engaging overview of the current state of homelessness reduction activities in the San Jose area. Linda Hsiao from Santa Clara County Mental Health Services provided a very useful overview of current services, including access to them. Sandra Flores, the interim local director of Teen Success, Inc., introduced three of the organization's leaders 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.

Subsequent Forum meetings led to three recommendations around youth, particularly hard-to-serve youth. Mr. Estill included the recommendations in his final report on the Forum, presented at the Committee's April 21, 2022, meeting. He has edited them for clarity in this memorandum.

Accepting the recommendations would allow work2future to determine how to implement them in a sustainable, effective, and goal-oriented way and be an important first step in creating a better integrated youth-service delivery system that can provide improved services to an increasing number of impacted youths.

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 implementation 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.

/s/

JACK ESTILL

Board member and representative to the Community Youth Forum

cc: Susan Koepp-Baker
Monique Melchor

IV.F

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. The ad hoc committee will sunset on June 30, 2022.

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IV.G

Labor Market Information

[Information]

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) declined to 2.2 percent in April 2022 from a revised 2.5 percent in March. The rate in Santa Clara County was 2.1 percent, down from an unadjusted 2.5 percent in March.

The MSA added 9,300 jobs between March and April, 38.8 percent over the number of jobs added in the previous month period. The total number of jobs rose to 1,154,000. The March to April increase meant the MSA had more than made up for the 18,500 jobs lost between December 2021 and January 2022.

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

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V.

Other

VI.

Adjournment